JICS 6.4

Faculty Guide

Learning Management System

March 15, 2006

Table Of Contents

Overview

The Learning Management System (LMS) provides functionality that can be used by faculty members and students to facilitate classroom and distance learning in the Web-based environment.

Faculty can view course schedules, course descriptions, and enrolled students. They can also organize and present course documents, create and monitor course groups, make and grade assignments, and track attendance.

Students can view their course schedules, course descriptions, assignments, grades, and attendance. They can also complete online assignments and participate in chat groups and forums.

The following table details the default LMS portlets/pages that make up a course shell:

Page	Portlet	Faculty	Student	Public
Main Page (default)	Custom Content	X	X	
	Calendar	X	X	
	Announcements	X	X	
	Handouts	X	X	
	Bookmarks	X	X	
Attendance	Attendance	X	X	
Coursework	Coursework	X	X	
Gradebook	Gradebook	X	X	
Course Information	Course Information	X	X	X
Collaboration	Forums	X	X	
	Coursemates	X	X	
	Chat	X	X	
	Task Manager	X	X	
Syllabus	Course Syllabus (Course Content)	X	X	
	Downloadable Version (Handouts)	X	X	
	Readings	X	X	

Page	Portlet	Faculty	Student	Public
Quick Links (Useful LMS items on the sidebar)	My Courses (current)	X	X	
	My Pages	X		
Other LMS Portlets	All My Courses	X	X	
	Course Search	X	X	X

The following icons associated with links are used throughout LMS:

	Customize portlet
	Add units/sections
	Reorder units/sections
	Edit units/sections
	Delete units/sections
	Import from File Cabinet
	Up one level
	Item
	Edit item
	Add item
	Delete item
	Online assignment
	File Exchange assignment
	Offline assignment
	My Info
!	Ready to grade manually

All My Courses

The **All My Courses** portlet allows both students and faculty to view current, past, and future courses, depending on the value you select in the **Show** drop-down list box. If you are not registered for any course in the selected drop-down, the following message appears: "There are no courses to display."

Courses are grouped by academic terms, and maximize and minimize icons allow you to expand (Show) or collapse (Hide) the list of courses associated with each term. Each course listing displays the following:

Course Code	This code is the official code from the academic catalog. The section number is displayed in parenthesis. This element is only displayed on the Main Screen of the portlet.
Course (name)	The course name is also a link to the Main Page (default page) of the course context. Available functionality is dependent on your security settings.
Gradebook	This link is to the Gradebook for the particular course you are viewing. Available functionality is dependent on your security settings.
Avg	This link shows one's current overall average (grade) in a course. It brings the student to his/her Gradesheet for that course.
Schedule	This column lists the meeting times of the course.

Course Search

The **Course Search** portlet allows you to enter search criteria for locating courses in the course catalog. You must enter at least one of the following search parameters before you click the **Search** button: **Course Title, Course Code, Faculty Last Name, Term**, and/or **Course Description**. If you want the course description to display in the search results, select the **Show Course Descriptions** check box.

If no courses are found that match the search criteria, the following message appears: "There are no items to display."

If courses are found that match the search criteria:

- The **Course Code**, **Course Name**, **Faculty** (name), and **Schedule** (meeting times) are displayed in the **Search Results** section.
- Clicking on a particular Course Name link in the **Search Results** section will display the Main Page of its course context if you have access to it; otherwise, the **Course Information** page/portlet will display.
- Clicking on the icon beside a faculty member's name opens the **My Info** portlet for that particular faculty member. Since **My Info** is a popup window, it may be blocked by your browser or toolbars like Yahoo and Google.

Course Information

The **Course Information** portlet displays read-only information for a particular course, including the name and term.

The **Faculty** section can display a photo of the faculty member along with an email address and office hours. Clicking the icon beside the faculty name opens the **My Info** portlet for that faculty member; however, the information in the **My Info** portlet is determined by the faculty member. Clicking the email address link opens a blank email addressed to the faculty member.

The **Schedule** section displays the schedule information for the course section and includes class meeting days, start/end times for the class periods, start/end dates of the class, and the classroom in which it will meet.

The **Description** section displays the description of the course to which this section belongs.

File Cabinet

The **File Cabinet** is accessed via a link in the side bar (Quick Links/My Pages) and is used by faculty to store online assignments and tests (including their questions and sections), bookmarks, readings, handouts, and course templates.

Movement of course materials (either for storage or use) is initiated within the portlets of the courses that will use the materials. If you are in a course context, you can save course materials to File Cabinet for future use and/or retrieve saved course materials from File Cabinet to use in the course.

You can navigate within the tabs by clicking the Up one level link or icon or by clicking the appropriate link in the breadcrumb trail.

Coursework

When you open **File Cabinet**, the **Coursework** tab displays by default. It is the main screen for **File Cabinet** and displays assignments and tests that have been created and saved in **File Cabinet**. The list is sorted first by folders and then by individual tests. The name of the folder or title and type of the test are displayed. A message alerts you if there are no Coursework Folders/Assignments in your File Cabinet.

You can use folders to organize your tests, but there is only one level of folder organization. In other words, you cannot nest folders within folders. Each test has test sections, section questions, and question detail.

Search for Questions

> NOTE: This link is only available if you have stored tests in **File Cabinet**.

1. From the **Coursework** tab in File Cabinet, click the Search for questions link.
2. Enter search criteria and/or select question type from the drop-down list box.
   - If you do not enter any search criteria (leave blank), all questions for the question type selected are listed in the search results.
   - Search criteria are not case specific.
3. Select the appropriate radio button to indicate what you want to search: **Search questions only** or **Search questions and answers**.
4. Click the **Search** button.
5. The results, if found, are displayed. These results include the number of results, the question, the location of the question, and the type of question. The answer does not display.

6. You can double-click any hyperlinked test, section, and/or question to drill down to question detail and you can delete any item selected.
7. To initiate a new search, enter the criteria and click the **Search Again** button.
8. Click the Exit Search Mode link when you are finished.

Create New Folders

1. From the **Coursework** tab in File Cabinet, click the Create a New Folder link or icon.
2. Enter the name of the new folder.
3. Click the **Save** button.

Move Selected Items to a Folder

1. From the **Coursework** tab in File Cabinet, select the check box beside the item(s) you want to move to a folder.
2. In the **Move Selected to** drop-down, click the folder to which you want to move the selected items.
3. Click the **Go** button.

Display Contents of Folders/Tests

1. From the **Coursework** tab in File Cabinet, lick the folder you want to open.
2. Click tests, sections, and questions to view individual question details.

Edit (Rename) Folders/Tests/Sections

1. From the **Coursework** tab in File Cabinet, select the **Edit** icon beside the folder/test/section/item you want to rename.
2. Enter the new name.
3. Click the **Save** button.

Delete Folders/Tests/Sections/Questions

WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.

1. From the **Coursework** tab in File Cabinet, if a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the **Delete** icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Bookmarks

The main screen of the **Bookmarks** tab displays the list of bookmarks that you have created and/or the folder you have created. The listings include the URL of the bookmark and the last date it was modified. If the bookmark has not been modified, the date it was created is displayed.

If there are no folders/bookmarks in your File Cabinet, the following message appears: "There are no bookmarks or folders for bookmarks in your File Cabinet."

Add a Bookmark

1. From the **Bookmarks** tab in File Cabinet, click the Add a Bookmark link or icon.
2. In the **Label** field, enter the name under which you want the bookmark displayed. If you do not enter a name, the actual URL will default to this field and display as the Name.
3. Enter the appropriate URL for your bookmark in the **URL** field.
4. Enter a **Description** that does not exceed 2000 characters.
5. Click the **Save** or **Save and Add Another** button.

Create a New Folder

1. From the **Bookmarks** tab in File Cabinet, click the Create a New Folder link or icon.
2. Enter the name of the new folder (less than 100 characters).
3. Click the **Save** button.

Edit (Rename) a Bookmark

1. From the **Bookmarks** tab in File Cabinet, click the edit icon beside the bookmark you want to edit (rename).
2. You can change the name, replace the current URL with another URL, and edit the description.
3. Click the **Save** button.

Edit (Rename) a Folder

1. From the **Bookmarks** tab in File Cabinet, click the **Edit** icon beside the folder you want to edit (rename).
2. Enter the new name (less than 100 characters).
3. Click the **Save** button.

Delete a Folder/Bookmark

> **WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.**

1. From the **Bookmarks** tab in File Cabinet, if a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the **Delete** icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Move Bookmarks

> **NOTE:** This option is only available if a folder has been created.

1. From the **Bookmarks** tab in File Cabinet, select the check box beside the bookmark you want to move to a folder.
2. In the **Move Selected to** drop-down, select the folder to which you want to move the bookmark.
3. Click the **Go** button to move the bookmark to the selected folder.
4. Open the appropriate folder to verify that the bookmark has been moved.

Handouts

The main screen of the **Handouts** tab displays a list of uploaded and stored handouts and/or the folders under which other handouts reside. The list of handouts includes the folder or file name (folders are listed first followed by files), file size, when it was uploaded (not the date the file was saved in the File Cabinet), and the file type.

You can use folders to organize your handouts, but there is only one level of folder organization. In other words, you cannot nest folders within folders. Clicking a folder name displays the handouts in that folder.

If there are no handouts/folders in your File Cabinet, the following message appears: "There are no handouts or folders for handouts in your File Cabinet."

Upload Files (Handouts) to File Cabinet

> **ASSUMPTION:** You have already created and stored your handouts on a computer/server or disk to which you can browse.

1. From the **Handouts** tab in File Cabinet, click the Upload Files to File Cabinet link or icon.
2. In the **Name** field, enter the name under which you want the file displayed. If you do not enter a name, the actual file name will default to this field and display as the Name.
3. Browse to the file/folder on your local computer that you want to upload.
4. Enter a **Description** that does not exceed 2000 characters.
5. Click the Save or Save and Add Another button.

Create New Folders

1. From the **Handouts** tab in File Cabinet, click the Create a New Folder link or icon.
2. Enter the name of the new folder (less than 100 characters).
3. Click the **Save** button.

Display and Open Handouts in Folders

1. From the **Handouts** tab in File Cabinet, click the folder name.
2. If no handouts exist in the folder, the following message appears: "There are no handouts in older 'x' of your file cabinet."
3. If handouts exist in the folder, click the hyperlink of the handout you want to open.

Edit Handouts and Folders

1. From the **Handouts** tab in File Cabinet, click the **Edit** icon beside the folder or handout you want to edit. If the handout you want to edit is in a folder, click the folder name to view the list of handouts in the folder.
2. You can change the name, replace the current file with another file, and edit the description.
3. Click the **Save** button.

Move Handouts to Folders

> **NOTE:** This option is only available if a folder has been created.

1. From the **Handouts** tab in File Cabinet, select the check box beside the handout you want to move to a folder.
2. In the **Move Selected to** drop-down, select the folder to which you want to move the handout.
3. Click the **Go** button to move the handout to the folder and return to the **Handouts** screen.
4. Open the appropriate folder to verify that the handout is in that folder.

Delete Handouts/Folders:

> **WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.**

1. From the **Handouts** tab in File Cabinet, if a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the **Delete** icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Readings

The main screen of the **Readings** tab displays the folders and/or list of readings stored in **File Cabinet**. The list includes the name of the folder or title of the book/reading (folders are listed first followed by readings), author, and when it was last modified (not the date the file was saved in the File Cabinet).

You can use folders to organize your readings, but there is only one level of folder organization. In other words, you cannot nest folders within folders. Clicking a folder name displays the contents (readings) of that folder.

If there are no folders/readings in your File Cabinet, the following message displays: "There are no readings or folders for readings in your File Cabinet."

Add a New Reading

1. From the **Readings** tab in File Cabinet, click the Add a New Reading link to open the **Manage Reading View** screen.
2. In the required **Title** field, enter the title of the reading. This is a text field; therefore, the text you enter will display as the title of the reading.
3. The **Author** field is required. This is a text field; therefore, the text you enter will display as the author of the reading.
4. The **Edition/Publisher** field is optional. This is a text field; therefore, the text you enter will display as the edition and publisher of the reading.
5. The optional **URL** field allows you to enter a relevant link to a library, bookstore, file, etc., where the reading might be available.
6. Enter a name in the optional **URL Label** field for the URL. For example, if the URL is a library, you can enter the name of the library as the URL label. If you do not enter a label, the URL will display as the label.
7. In the optional **Pages** field, enter the page numbers of the reading.
8. The **Status** field will always be populated. The default is **Required**; other options are **Optional**, **Suggested**, and **Extra Credit**.
9. You can enter a **Description** of no more than 2000 characters.
10. Click the **Save** or **Save and Add Another** button.

Edit a Reading

1. From the **Readings** tab in File Cabinet, click the **Edit** icon beside the reading you want to edit.
2. You can edit all fields.
3. Click the **Save** or **Save and Add Another** button.

Create a New Folder

1. From the **Readings** tab in File Cabinet, click the Create a New Folder link or icon.
2. Enter the name of the new folder (less than 100 characters).
3. Click the **Save** button.

Edit (Rename) a Folder

1. From the **Readings** tab in File Cabinet, click the **Edit** icon beside the folder you want to edit (rename).
2. Enter the new name (less than 100 characters).
3. Click the **Save** button.

Delete a Folder/Reading

WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.

1. From the **Readings** tab in File Cabinet, if a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the delete icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Move Readings to Folders

NOTE: This option is only available if a folder has been created.

1. From the **Readings** tab in File Cabinet, select the check box beside the reading you want to move to a folder.
2. In the **Move Selected to** drop-down list box, select the folder to which you want to move the reading.
3. Click the **Go** button to move the reading to the folder and return to the **Readings** screen.
4. Open the appropriate folder to verify that the reading has been moved to that folder.

Course Templates

When you save a course template to your File Cabinet, you save all pages, sections, roles and permissions in the course. You also save all page layouts and the portlets on each page.

WARNING: No content of the portlets is saved. Therefore, be sure to import the template before you set up your course materials. If you import after you have set up course materials in a course context, the imported template will overwrite and delete ALL your course materials.

Save Templates

1. Within a specific course, click the Context Manager link.
2. Click the Save Course Template to File Cabinet link.
3. It is important that you read all text on the **Save Course** page.
4. Click the **Save** button.
5. When the save process to **File Cabinet** is completed, click the **Exit** button.

Import Templates

1. Within a specific course, click the Context Manager link.
2. Click the Import Course Template from File Cabinet link.
3. It is important that you read all text on the **Import Course Template** page.
4. Select the radio button beside the saved course template you want to import.
5. Click the **Import Selected** button.
6. When the import process from **File Cabinet** is completed, click the **Exit** button.

View Template Content

1. From the **Course Templates** tab in File Cabinet, click the template you want to open.
2. The name of the template, the roles associated with it, and the pages and portlets it contains are displayed.
3. Click the Up one level link to return to the **Course Templates** tab.

Edit Template Names

1. From the **Course Templates** tab in File Cabinet, click the **Edit** icon beside the course template you want to rename.
2. Enter the new name.
3. Click the **Save** button.

Delete Folders/Templates

WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.

1. From the **Course Templates** tab in File Cabinet, if a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the **Delete** icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Create New Folders

1. From the **Course Templates** tab in File Cabinet, click the Create a New Folder link or icon.
2. Enter the name of the new folder.
3. Click the **Save** button.

Attendance

The **Attendance** portlet is available for each course within its course context. For example, when you click on a course in **My Courses** and access that course, Attendance is a link in the sidebar. You can use this portlet to track attendance by session [both official (sessions brought over from the course catalog) and custom (sessions added by an instructor)], by hour, or by minute for students in your courses.

Because attendance and coursework are the two main components of a student's grade, attendance information and coursework grades are automatically imported from the **Attendance** and **Coursework** portlets to **Gradebook**.

The main **Attendance** screen displays the following:

- The **Navigation Calendar** is the current month view with the following functionality:
  - Each day is a link to the **Add/Edit a Session** screen or the **View a Session** screen, depending on whether sessions have been defined for that day.

    The **Add/Edit a Session** screen allows you to add a custom session for that day.

    The **View a Session** screen allows you to mark attendance for that day.
  - Days with sessions scheduled are highlighted.
  - Days not in the current month are shaded in gray.
  - The current day is displayed with a dark gray border. Also, when you move the mouse over the calendar, the date over which the cursor hovers appears in red.
- The **Most Recent Session** table displays and allows you to enter attendance information for the course's most recent session. For example, if the course meets on Monday, Wednesday, and Friday, the most recent session would be Friday if today were Sunday. If today were Wednesday, the most recent session would be today's session. If today were Tuesday, the most recent session would be Monday.
- **Navigation Links**
  - The Weekly View link shows attendance for the current week in the **Weekly View** screen. This view includes useful summary information for each student.
  - The Add a Session link allows you to add custom sessions on the **Add/Edit a Session** screen.
  - The Manage Sessions link displays a screen that allows you to add/edit/delete custom sessions, edit official sessions, and update the status of any session. Although official sessions cannot be deleted, you can cancel official and/or custom sessions, which removes them from the course total and turns off any attendance marking for them.

- The Settings link allows you to determine how you want to track attendance for this course and how you want to manage notification to yourself and others.
- The Export Full View to Excel link exports all attendance data for all sessions of this course and displays the data in an Excel spreadsheet.

Security

By default, faculty have administrative rights to all functionality in a course context. However, a faculty member can assign these rights to Students or to any other role that they create. For example, you may want to create a Teaching Assistant role and assign certain security access to that role.

1. From the **Attendance** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Security** tab.
3. Clicking the **All Operations** check box for a role automatically gives that role access to administer all operations in the portlet.
4. Clicking the **Can Administer Attendance** check box for a role also allows persons with that role to administer all operations in the portlet.

Settings

Set Attendance Marking Method, Attendance Display, and Notification (Settings link)

The **Notification and Attendance Method** screen allows you to determine how you want to track attendance for this course (by session, by hour, or by minute).

1. From the **Attendance** screen, click the Settings link.
2. Set the following configurations and then click the **Save** button:
   - **Attendance Method**

     This setting allows you to track how you want to mark/track attendance in each session for this course.

     - **Whole Sessions**

       Select this radio button is you want to track a student as **Present** or **Absent**.

     - **By Hour**

       Select this radio button if you want to use hours to track the amount of time a student was in class. Time is tracked to the quarter hour. If you select this check box, an additional **Hours** column is available for you to enter the number of hours (to the quarter hour) the student was present in the session. Using **By Hours** will also remove the **Tardy** option from the drop-down list box when selecting individuals' attendance.

- **By Minute**

  Select this radio button if you want to use minutes to track the amount of time a student was in class. Time is tracked to the minute (no seconds). Using **By Minutes** will also remove the **Tardy** option from the drop-down when selecting individuals' attendance.

- **Attendance Display**

  This setting determines if you want to use the current sessions to date or all sessions when the ratio is computed to display current attendance data on the **View a Student** screen.

  - **To the Current Date**

    Select this radio button if you want the attendance ratio to use the number of sessions to date. For example, if 10 of the scheduled 20 sessions have been held and the student attended all 10 sessions, the ratio would display 10/10 or 100%.

  - **Full Course**

    Select this radio button is you want the attendance ratio to use the total number of sessions in the course. For example, if 20 sessions are scheduled and the student has attended 10 sessions, the ratio would display 10/20 or 50%.

- **Notification**

  - **Send a warning after**

    Notifications will be sent to the student and/or the instructor and/or others (names manually entered) for each session a student is absent (unexcused) after the set number or percentage you enter is reached. If you select **Unexcused Absences**, the **Consecutive** check box is available for you to indicate that the warning is to be sent only if the student misses the classes successively. If you select **Percent Missed**, the **Consecutive** check box is not available.

  - **Send the warning to**

    The warning notification can be sent to the **Student**, **Faculty**, and/or **Other**, depending on the check boxes selected. To enter multiple email addresses in the **Other** text box, separate the addresses with a **;** (semicolon).

  - **Resend all warnings**

    If you click the **Send** button, notification emails will be sent to those recipients who meet the warning condition you entered in the **Send the warning after** option, even though they might have received a warning previously.

  - **Warning Highlight**

    Select this check box if you want to highlight students on the **Weekly View** screen who meet the warning conditions set in the **Send a warning after** option.

    WARNING: Selecting this option will increase the amount of time it takes the Weekly View screen to load and display.

Manage Sessions

This option can be used to ensure that sessions listed for the course are actual sessions; to update sessions that may be scheduled on holidays, school breaks, etc.; to add custom sessions; to cancel sessions; and to delete custom sessions.

Step-by-step instructions for these functions are provided in the **Functions** section.

Functions

Add Sessions

The **Add/Edit a Session** screen allows you to add additional custom sessions to the official course schedule. For example, if you schedule a weekly review session that is not included in the official course schedule, you would define this custom session on the **Add/Edit a Session** screen.

1. From the **Attendance** screen, open the **Add/Edit a Session** screen in one of the following ways:
   - Click the Add a Session link**.**
   - Click the Manage Sessions link and then click the Add a Session link.
   - Click the day on the Calendar.
2. Select the appropriate **Start** date from the calendar and time of the session from the drop-downs.
3. Select the appropriate **End** date from the calendar and time of the session from the drop-downs.
4. If you selected the **By Minutes** check box as the **Attendance Method** on the **Notification and Attendance Method** screen, a **Minutes** field displays. This field is used to enter more or fewer minutes than the actual clock duration selected in the start and end dates and times. In other words, the value entered in this field overrides the actual clock duration.
5. Enter a freeform note, if desired, in the **Note** field.
6. Click the **Save** button.

Edit Sessions

1. From the **Attendance** screen, click the Manage Sessions link.
2. The **Manage Sessions** screen displays.
3. Locate the session you want to edit, and click its **Edit** icon at the far right of the screen.
4. All fields are editable. Edit as necessary.
5. Click the **Save** button.

Cancel Sessions

1. From the **Attendance** screen, click the Manage Sessions link.
2. The **Manage Sessions** screen displays.

3. Locate the session you want to cancel.
4. In the **Status** drop-down beside the session, select the appropriate option: Cancelled, Cancelled (School Holiday), Cancelled (Instructor Out), or Cancelled (Rescheduled).
5. Click the **Save** button.
6. The **View a Session** screen displays the attendance roster. The **Attendance** column is populated with the selected **Cancelled** status.

Delete Sessions

> **NOTE:** Official sessions cannot be deleted; however, you can delete custom sessions (sessions that you have added).

1. From the **Attendance** screen, click the Manage Sessions link.
2. The **Manage Sessions** screen displays.
3. Locate the session you want to delete, and click its **Delete** icon at the far right of the screen. (The **Delete** icon is available for custom sessions only.)
4. The following message appears: "Are you sure you want to delete this item?"
5. Click the **OK** button to complete the deletion process.

View Weekly Attendance

Session attendance can be displayed in a weekly view. Also, you can view current, previous, and future weeks' attendance.

If attendance has been marked for any sessions for that week, the status (and minutes or hours, if applicable) is displayed; otherwise, fields are available for marking session attendance. To edit this week's saved entries, click on the day you wish to change in the **Navigation Calendar**.

- **(Current) Weekly View**
  1. On the main **Attendance** screen, click on the Weekly View link below the Navigation Calendar to view the current week's session attendance data on the **Weekly View** screen.
  2. If for some reason, you navigated to other weeks, return to the current week by clicking the Current Week link at the top of the **Weekly View** screen.
- **Previous Week View**
  1. On the main **Attendance** screen, click on the Weekly View link below the **Navigation Calendar** to open the **Weekly View** screen.
  2. On the **Weekly View** screen, click the Previous Week link at the top of the screen.

- **Next Week View**
  1. On the main **Attendance** screen, click on the Weekly View link below the Navigation Calendar to open the **Weekly View** screen.
  2. On the **Weekly View** screen, click the Next Week link at the top of the screen.

Marking Session Attendance

The following five options are available for marking attendance for students:

NOTE: If you are marking attendance using minutes, the Tardy option is not available.

Status	Font Display	Example
Present	Black, Italic	*Present*
Absent, Excused	Black, Regular	Absent, Excused
Tardy	Red, Regular	Tardy
Absent, Unexcused	Red, Bold	**Absent, Unexcused**
Late Start	Maroon, Regular	Late Start

- **Marking Attendance for Most Recent Session**

  The **Most Recent Session** table on the main **Attendance** screen can be used to mark attendance for the most recent session.
  1. In the **Most Recent Session** table, locate the name of the student for which you want to mark attendance.
  2. Select the appropriate attendance option from the drop-down.
  3. Enter the number of minutes (if applicable) the student was in class.
  4. Click the **Save** button.
- **Marking Attendance for Other Sessions**
  - **By Student**
    1. From the main **Attendance** screen, click the appropriate student's name in the **Most Recent Session** table.
    2. The **View a Student** screen opens and displays all sessions for that student.
    3. You can mark attendance and optionally enter minutes for all sessions up to today. No attendance can be marked for future sessions.
    4. Click the **Save** button.

- **By Session**
  1. From the **Main Attendance** screen, click the session day for which you want to mark attendance in the **Navigation Calendar**.
  2. The **View a Session** page displays.
  3. Select the appropriate status from the **Attendance** drop-down for each student.
  4. (Optional) Enter the number of minutes each student spent in class.
  5. Click the **Save** button.

Editing Session Attendance

- **Most Recent Session**

1. From the **Attendance** screen, click the Edit saved entries link at the bottom of the **Most Recent Session** table.
2. All rows for that session are reopened for editing.
3. Edit as necessary.
4. Click the **Save** button.

- **Other Sessions**

1. From the **Attendance** screen, click on the day link for which you want to edit attendance in the **Navigation Calendar**.
2. The link opens the **View a Session** screen.
3. At the bottom of the **View a Session** screen, click the Edit saved entries link.
4. Select the appropriate status from the **Attendance** drop-down for each student for which you want to edit attendance: **Present**, **Tardy** (if not using Minutes), **Absent (Excused)**, or **Absent (Unexcused)**.
5. If the **Minutes** column is available, you can edit the number of minutes.
6. Click the **Save** button.

View/Mark/Edit Individual Student Attendance

1. From the **Attendance** screen, click the name of the student whose attendance you want to view, mark, or edit in the **Most Recent Session** table.
2. The **View a Student** screen opens and displays attendance statistics and attendance for all sessions for the student. Attendance for sessions with a status of **Future Date** and **Cancelled** cannot be marked/edited.
3. For those sessions for which attendance has not been marked, mark attendance by selecting the appropriate status from the **Attendance** drop-down. The default for the drop-down is **Select One**.
4. To edit attendance for those sessions for which attendance has been marked, click the Edit saved entries link, which reopens the **Attendance** column for editing.

5. If you are using **Minutes**, you can Add make-up times for individuals by using that option at the bottom of the **View a Student** screen.
6. Click the **Save** button.

Add Make-up Time

1. From any linked student name, click the student name link.
2. In the **Make-Up Time** table, click the Add make-up time link.
3. Enter or select from the calendar the **Start** date for the make-up time.
4. Select the **Start** times from the drop-downs.
5. Click the **Save** button.
6. The make-up time appears in the **Make-Up Time** table for the student.
7. Make-up time can be edited and deleted by clicking the appropriate icon beside the make-up session.

Weekly View

The **Weekly View** screen initially displays attendance data for the current week. The screen includes the following columns:

Column		**Description**
Name		Displays the name of the student If you click on a name that is a link, the student's attendance data displays in the **View a Student** screen.
Save this session		Displays a check box for past sessions for which attendance has not been marked If you make changes in the column but do not select the check box, the changes are not saved. If the session has already been marked and saved, an Edit link is available and, when clicked, reopens all rows in that session for editing.
Overall (always displayed, regardless of which week is displayed)		
	Tardy	Displays the number of times the student has been tardy overall This column is not displayed if Minutes are being used.
	Present	Displays the number of sessions and percentage present out of the total number of sessions to date; for example, 18/20 (90%) means that the student was present 18 sessions of the 20 session held to date or a 90% attendance rate If Minutes are being used, attendance is expressed in minutes rather than number of sessions.
Weekly		
	Session (Individual)	Displays attendance status if already marked If not already marked, a drop-down is available for you to select an attendance status for each student.
	Minutes	If Minutes are used, displays number of minutes attended if already marked If not already marked, allows the entering of minutes present
Links		
	Previous Week	Displays the **Weekly View** for the week previous to the current week
	Current Week	Displays the current week
	Next Week	Displays the next week after the current week displayed
Save button		Saves all changes and returns you to the main **Attendance** screen
Cancel button		Cancels all changes and returns you to the main **Attendance** screen

Column	Description
Export to Excel	Exports all attendance data on the screen to an Excel spreadsheet

View a Session

The **View a Session** screen displays when you click a session that is a link on the **View a Student** screen. The screen displays student attendance for the session clicked.

Student attendance data displayed are detailed in the following table:

Column	Description
Name	Displays names of students enrolled in this session If the student name is a link, clicking the link will open the **View a Student** screen Clicking the icon displays **My Info** for the student.
Attendance	If attendance has already been marked for the session, displays the attendance status If attendance has not been marked, displays a drop-down to mark attendance
Links/Buttons	
Previous Session	Link opens the **View a Session** screen for the previous session
Next Session	Link opens the **View A Session** screen for the next session
Edit saved entries	Link saves any changes to the **Attendance** column
Save	Button saves changes and returns you to the main **Attendance** screen
Cancel	Button cancels any changes and returns you to the main **Attendance** screen

View a Student

The **View a Student** screen displays when you click a student's name in the **Most Recent Session** table on the main **Attendance** screen or on a student's name on the **Weekly View** screen.

Attendance data displayed is detailed in the following table:

Column		Description
Attendance Stats		
	Total Attendance	Displays number of sessions attended out of total number of sessions to date and corresponding percentage
	Total Tardies	Displays number of tardies
	Absences (Excused)	Displays number of excused absences out of total number of sessions to date and the corresponding percentage
	Absences (Unexcused)	Displays number of unexcused absences out of total number of sessions to date and the corresponding percentage
	Total Missed Sessions	Displays number of sessions missed out of total number of sessions to date and the corresponding percentage
Attendance Record		
	Date	Displays session date; click on the session date to view the session in the **View a Session** screen
	Attendance	Displays attendance if already marked or status of session if not marked Displays a drop-down if attendance has not been marked
Links/Buttons		
	Previous (student name)	Link opens the **View a Student** screen for the previous student in the list displayed on the **Weekly View** screen or **Most Recent Session** table of the main **Attendance** screen
	Next (student name)	Link opens the **View a Student** screen for the next student in the list displayed on the **Weekly View** screen or **Most Recent Session** table of the main **Attendance** screen
	Edit saved entries	Link saves any changes to the **Attendance** column
	Save	Button saves changes and returns you to the **Weekly View** screen or the main **Attendance** screen
	Cancel	Button cancels any changes and returns you to the **Weekly View** screen or the main **Attendance** screen

Gradebook

The **Gradebook** is available as a page in the sidebar of a course context. Faculty can use this page to set up the relative weights of all elements of the course's final grade and to track student progress through the course.

Attendance and Coursework are the two main components of a student's grade. Attendance information and Coursework grades are automatically imported from the Attendance and Coursework portlets into Gradebook. However, you must assign weights to the elements so the Gradebook knows the relative value of the elements in order to calculate final grades.

Basic and Advanced are the two assignment weighting methods. The Basic method automatically weights coursework based on each item's point value from the Coursework portlet. The Advanced method allows you to give each assignment (or unit or assignment type) a final grade weight that does not have to correspond in any way to the original point total.

When you initially open Gradebook for a course, a setup wizard will guide you through the settings. This wizard presents itself each time you open Gradebook until settings are completed.

> **NOTE:** As you set up your Gradebook, It is important that you read **ALL** help text that is printed on selected screens. This information will be helpful to you in making decisions during the setup process.

Gradebook has two tabs: **Setup** tab and **Gradebook** tab.

Setup Tab

The **Setup** tab allows you to change settings and set up the relative weights of all coursework assignments and attendance statistics.

Tables displayed on this tab are dependent on whether you use the Basic or Advanced assignment weighting methods.

	Basic	**Advanced**	
Final Grade Point Totals	X		This table shows the overall point totals for the course, including the manually entered value for Attendance (and other custom items) and the calculated total for Coursework (based on the total point values of all graded assignments).

	Basic	Advanced	
Grade Breakdown		X	This table shows the percentage weights for the Attendance and Coursework and provides a link to Edit this breakdown.
Items without Point Values	X		This table lists all coursework items that do not yet have point values assigned to them. This list is populated with Coursework items that were graded by Credit/No Entry rather than by a point value. In order to include these items in the final grade calculation, they must be given a point value here.
Items without Weights		X	This table lists all Coursework items that do not yet have weights assigned to them. The name of the assignment links to the Unit/Type breakdown for that assignment so that it can be weighted.
Options	X	X	This table lists links to various other setup areas.

The following additional setup items are available from the **Options** table:

- **Configure Attendance & Custom Items**

  This screen is used to set some attendance-related settings and to give a weight to the calculated attendance score from the **Attendance** portlet.

  If necessary, additional custom items, such as Class Participation and Volunteer Hours, can be added by using the Add Custom Items link in the **Attendance and Other Breakdown** table. When you enter a custom item and click the **Save** button, you can then enter the weight for the item. The **Total of Relative Weight** must always equal 100%.

  If you are using the Basic weighting method, the Edit Point Values link allows you to edit point values for custom items.

  If you are using the Advanced weighting method, the Edit Relative Weights link allows you to edit percentages (out of 100) for custom items.

  > **NOTE:** You should enter all your coursework assignments into the system before configuring all the coursework weights in Gradebook.

- **View Coursework Breakdown**

  This screen shows the distribution of assignment points by unit or type, depending on the grading method you are using.

- **Basic**

> **NOTE:** Point values of inactive assignments do not display in the **Gradebook** when using Basic mode.

If you are using Units and the Basic method of weighting, the Unit link displays all assignments within that unit. The **Due Date**, **Name**, **Unit**, and **Total Points** display for each assignment in the unit.

If you are using Types and the Basic method of weighting, the Type link displays all assignments of that type. The **Due Date**, **Name**, **Type**, and **Total Points** display for each assignment of that particular type.

- **Advanced with Weight All Together option**

If you are using the Advanced method of weighting and selected the **Weight All Together** option, each unit/type is listed with its relative weight (calculated from the weights of its assignments) and its calculated final grade weight. Two grade drop options are available:

- **Use all grades** – All grades will be used in calculating the final grade, and no grade will be dropped.
- **Drop the lowest grade for each student** – The grade for the assignment on which each student received the lowest grade will not be used in calculating the final grade.

> **NOTE:** It is important that you read the Help text available on this screen.

- **Advanced with Weight by Type option**

If you are using the Advanced method of weighting and select the **Weight by Type** option, each type is listed with its relative weight and its calculated final grade weight. Four grade drop options are available:

- **Use all grades** - All grades will be used in calculating the final grade, and no grade will be dropped.
- **Set dropped grade on a Type by Type basis** – Whether or not a student's lowest grade of a type will be dropped is set individually for each type.
- **Drop the lowest grade for each student** – The lowest grade across all assignments for each student will not be used in calculating the final grade.
- **Drop the lowest grade for each type** – The lowest grade for each type for each student will not be used in calculating the final grade.

> **NOTE:** It is important that you read the Help text available on this screen.

- **Set Letter Grade Values**

The Set Letter Grade Values link takes you to the **Setup** tab where you can define letter grades and their number grade equivalents in the **Letter/Number Grade Equivalency** table. The Use +/- and Remove +/- links allow you to use or not use + and - (i.e., A+, A, A-, B+, etc.) in grades.

- **Change Grade Weighting and Organization**

  This screen is used to change Gradebook settings that were set via the wizard during your initial visit to the Gradebook portlet.

  The Show help text links are available to guide you through changing the original settings.

Gradebook Tab

The **Gradebook** tab allows faculty to view current grades and progress of all students in the course. The tab contains the following pages:

- **Page 1: Overview**

  Page 1 displays all students in the course. For each student, the final grade and component information are displayed. The student name is a link to their **Student Grade Sheet** page.

  If there are assignments that need to be weighted, the following note appears: "You have assignments that need to be weighted. The Gradebook will not display accurate grades until you go to Coursework Breakdown and weight these items." The Click Here to Go to Coursework Breakdown link takes you to the **Setup** tab to weight the items. Click the Edit Weights link, and then refer to the Help listed on that page.

  The Basic method only displays point grades. The Advanced method displays two link options on the bottom of Gradebook: Show Letter Grades or Show Percentage Grades.

  If there are custom items (such as field trips, class participation, etc.) to be graded, the Grade Custom Items link is available at the bottom of Gradebook.

  The Export to Excel link only exports information that is visible on the page to an Excel spreadsheet. It does not export all Gradebook information.

  The Set Letter Grade Values link takes you to the **Setup** tab where you can define letter grades and their number grade equivalents.

- **Page 2: Attendance Detail**

  Page 2 shows details for Attendance and custom Gradebook items.

  The **Attendance** section shows the total number of sessions or minutes and number of sessions or minutes attended for each student. The score includes any loss of attendance credit as set in the initial Gradebook setup.

  The **Other** section includes a column for each custom item entered on the Configure Attendance & Custom Items screen, which can be edited by clicking the Set Up Attendance and Other link. Each column displays the score given for that item for each student in the **Score Custom Items** screen.

  The Basic method only displays point grades. The Advanced method displays two link options: Show Letter Grades or Show Percentage Grades.

  If there are custom items (such as field trips, class participation, etc.) to be graded, the Grade Custom Items link is available.

  The Export to Excel link only exports information that is visible on the page to an Excel spreadsheet. It does not export all Gradebook information.

The Set Letter Grade Values link takes you to the **Setup** tab where you can define letter grades and their number grade equivalents. If you want to use + and - (i.e., A+, A, A-, B+, etc.), click the Use +/- link to expand the table. Currently, this is not available when using the Basic method.

- **Page 3: Coursework Detail**

  Page 3 shows a detailed view of assignments set up in Coursework for each student. They will most likely be organized by Unit or Type, depending on which format was chosen in the Gradebook setup. Clicking the linked student name displays that student's Gradesheet.

  If there are assignments that need to be weighted, the following note appears: "You have assignments that need to be weighted. The Gradebook will not display accurate grades until you go to Coursework Breakdown and weight these items." The Set up Coursework link takes you to the **Setup** tab to weight the items. Click the Edit Weights link, and then refer to the Help listed on that page.

  The Go to Coursework Page link opens the Coursework portlet for this course context.

  The Basic method only displays point grades. The Advanced method displays two link options: Show Letter Grades or Show Percentage Grades.

  Clicking the View All Assignments link displays individual assignments and grades by Type or Unit, depending on the format originally chosen. Clicking the Hide All Assignments link displays only the averaged grade for all assignments by type.

  The Export to Excel link exports ALL assignment and unit grades (on this screen), regardless of whether or not all assignments are displayed.

  The Set Letter Grade Values link takes you to the **Setup** tab where you can define letter grades and their number grade equivalents. If you want to use + and - (i.e., A+, A, A-, B+, etc.), click the Use +/- link to expand the table. Currently, this is not available when using the Basic mode.

- **Full View (All Information)**

  ALL Gradebook information is exported to this Excel spreadsheet. This includes the overview columns and the detail columns.

Readings

The **Readings** portlet is used to display various textbooks, journals, and other reading materials that are associated with this course. By default, this portlet located on the Syllabus page of all courses.

Readings can be grouped according to similar characteristics and identified with a set. Readings that are identified with a particular set will appear within the same category when they are viewed. If a reading is not associated with a specific set, it will display within the **Ungrouped** set that is automatically created.

The main view of the portlet displays the Header of a set along with maximize and minimize icons that allow you to expand (Show) or collapse (Hide) the list of readings associated with that set.

Preferences

Order Readings Alphabetically

1. From the **Readings** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Order Readings Alphabetically** check box to always have readings be displayed in alphabetical order. However, you will not be able to manually order readings if this preference is selected.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

Order Sets Alphabetically

1. From the **Readings** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Order Sets Alphabetically** check box to always have sets be displayed in alphabetical order. However, you will not be able to manually order sets if this preference is selected.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

Show Empty Sets

1. From the **Readings** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Show Empty Sets** check box to display sets for which no readings are available. For example, if this preference is *not* selected and the default **Ungrouped** set is empty, then this Set/Header will not display.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

Show Editing Tools by Default

1. From the **Readings** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Show Editing Tools by Default** check box to display the editing tools on the main page.

   > **NOTE:** If you choose not to select this check box and later decide that you want to see the editing tools, click the **Show Editing Tools** option under the **Manage** menu on the Main Page.

4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

Security

By default, faculty have administrative rights to all functionality in a course context. However, a faculty member can assign these rights to Students or to any other role that they create. For example, you may want to create a Teaching Assistant role and assign certain security access to that role.

1. From the **Readings** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Security** tab.
3. Clicking the **All Operations** check box automatically selects the **Can Administer Portlet**, **Can Manage (Add, Edit, Delete) Readings**, and **Can Manage (Add, Edit, Delete) Sets** check boxes. However, you can select check boxes for individual operations:
   - Selecting the **Can Administer Portlet** security setting allows that role to have access to all operations in the portlet.
   - Selecting the **Can Manage (Add, Edit, Delete) Readings** security setting for a role displays the options in **Manage** menu that are associated with readings.
   - Selecting the **Can Manage (Add, Edit, Delete) Sets** security setting for a role displays the options in **Manage** menu that are associated with sets.

Functions

The **Readings** portlet allows you to display information regarding textbooks, journals, and other reading materials that are needed for your course. These are made available to your students by using the **Manage** menu option on the Main Page.

If you have been given the **Can Admin** security permission for a course, the **Manage** menu option displays and allows you to manage handouts for a course.

Show/Hide Editing Tools

> **NOTE:** The editing tools will be available by default if you selected the **Show Hiding Tools by Default** preference for this course.

1. On the Main Page of the course context, click the Go to Main Screen link on the **Readings** portlet.
2. Under the **Manage** menu, click either **Show Editing Tools** or **Hide Editing Tools** option, depending upon which one is available.
3. The **Show Editing Tools** option displays icons and links for editing sets and readings, adding sets and readings, moving readings from set to set, and importing readings from File Cabinet.
4. The **Hide Editing Tools** option hides icons and links for editing sets and readings, adding sets and readings, moving readings from set to set, and importing readings from File Cabinet.

Add a Reading

1. Click any Add a Reading link or icon.

   OR

   On the Main Page of the course context, click the Go to Main Screen link on the **Readings** portlet and then click the **Add a Reading** option under the **Manage** menu.
2. In the required **Title** field, enter the title of the reading. This is a text field; therefore, the text you enter will display as the title of the reading.
3. The **Author** field is optional. This is a text field; therefore, the text you enter will display as the author of the reading.
4. The **Edition/Publisher** field is optional. This is a text field; therefore, the text you enter will display as the edition and publisher of the reading.
5. The optional **URL** field allows you to enter a relevant link to a library, bookstore, Website, etc., where the reading might be available.
6. Enter a name in the optional **URL Label** field for the URL. For example, if the URL is a library, you can enter the name of the library as the URL label. If you do not enter a label, the URL will display as the label.
7. In the optional **Pages** field, enter the page numbers of the reading.

8. The **Status** field will always be populated. The default is **Required**; other options are **Optional**, **Suggested**, and **Extra Credit**.
9. You can enter a **Description** of up to 2000 characters.
10. Click the Save or Save and Add Another button.

Edit a Reading

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the **Syllabus** page of the course context, click the Go to Main Screen link on the **Readings** portlet, click the **Edit a Set** option under the **Manage** menu, and select the appropriate set.
2. Click the **Edit** icon beside the reading you want to edit.
3. You can edit all fields.
4. Click the **Save** button.

Delete a Reading

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the **Syllabus** page of the course context, click the Go to Main Screen link on the **Readings** portlet, click the **Edit a Set** option under the **Manage** menu, and select the appropriate set.
2. Select the check box beside the reading you want to delete, and click the **Delete Selected** button.

   OR

   Click the **Delete** icon beside the reading you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Click the **Yes** button to complete the deletion process.

Import Readings from File Cabinet

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the **Syllabus** page of the course context, click the Go to Main Screen link on the **Readings** portlet, and click the **Show Editing Tools** option under the **Manage** menu.
2. Click the Import Readings from File Cabinet link.
3. Select the check box beside the reading(s) you want to import.
4. Click the **Import Selected** button.
5. The reading is imported into the **Ungrouped** set; however, you can move it to another set once it is imported.

Add a Set

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the default view of the page where the **Readings** portlet resides (most likely the **Syllabus** page), click the Go to Main Screen link on the **Readings** portlet or the **Readings** portlet name (either in the Sidebar or on the portlet itself) and then click the **Add a Set** option under the **Manage** menu.
2. Enter the name of the set in the **Name** field.
3. Enter a **Description** (maximum number of characters is 2,000).
4. Select the placement of the new set from the **Position** drop-down.
5. Click the **Save** or the **Save and Add Another** button.

Edit a Set

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course. If this preference was not selected, you must maximize the portlet to view these tools.

1. On the **Syllabus** page of the course context, click the Go to Main Screen link or the portlet's name link on the **Readings** portlet. Then click the **Edit a Set** option under the **Manage** menu and select the set.

   OR

   Click the **Edit** icon beside the set name.
2. Edit the name of the set in the **Name** field.
3. Edit the **Description** (maximum number of characters is 2,000).

4. Select the placement of the set from the **Position** drop-down.
5. Re-order the readings in the set by entering the appropriate numerical value in the text box beside the reading.
6. If you want to move readings to another set, select the check box beside the reading(s) and then select the **Move** option from the drop-down and then select the set to which it is to be moved. Click the **Submit** button.
7. If you want to copy readings to another set, select the check box beside the reading(s), select the **Copy** option from the drop-down, and then select the set to which it is to be copied. Click the **Submit** button.
8. If you want to save readings to File Cabinet, select the check box beside the reading(s) and then select the **Save to File Cabinet** option from the drop-down. Click the **Submit** button.
9. If you want to delete readings from the set, click the **Delete** icon beside the reading you want to delete or select the check box beside the reading(s) and then select the **Delete** option from the drop-down. Click the **Submit** button. The following message appears: "Are you sure you want to delete this item?" Click the **OK** button to complete the deletion process.

Order Sets

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

This option allows you to place sets in a specific order.

1. On the **Syllabus** page of the course context, click the Go to Main Screen link on the **Readings** portlet or click the portlet's name on the Sidebar. Then click the **Order Sets** option under the **Manage** menu.
2. The numerical value in the text box beside each set indicates its present display position on the **Handouts** portlet.
3. To change the order of the handouts, enter the appropriate numbers in the text boxes beside the handouts.
4. Click the **Save** button.

Handouts (Downloadable Version)

The **Handouts** portlet is used to provide syllabi or other handouts that can be uploaded by a faculty member and downloaded by students. By default, this portlet located on the Syllabus page of all courses.

Handouts can be grouped according to similar characteristics and identified with a set. Handouts that are identified with a particular set will appear within the same category when they are viewed. If a handout is not associated with a specific set, it will display within the **Ungrouped** set that is automatically created.

The Main Page of the portlet displays the Header of a set along with maximize and minimize icons that allow you to expand (Show) or collapse (Hide) the list of handouts associated with that set. The listing for each handout in a set includes the file type, file size, and the number of times the handout has been downloaded.

Preferences

Order Handouts Alphabetically

1. From the **Handouts** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Order Handouts Alphabetically** check box to always have handouts be displayed in alphabetical order. However, you will not be able to manually order handouts if this preference is selected.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

Order Sets Alphabetically

1. From the **Handouts** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Order Sets Alphabetically** check box to always have sets be displayed in alphabetical order. However, you will not be able to manually order sets if this preference is selected.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

Show Empty Sets

1. From the **Handouts** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Show Empty Sets** check box to display sets for which no handouts are available. Also, if this preference is not selected, the default **Ungrouped** set will not display.
4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

Show Editing Tools by Default

1. From the **Handouts** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Preferences** tab.
3. Select the **Show Editing Tools by Default** check box to display the editing tools on the main page.

   > **NOTE:** If you choose not to select this check box and later decide that you want to see the editing tools, click the **Show Editing Tools** option under the **Manage** menu on the Main Page.

4. Click the **Save** button.
5. If this is the only setting you want to change, click the **Exit** button.

Settings

The **Use Display Indicator** setting is used to determine when and how long a handout will be active. If you select this check box, Start and End fields are made available for you to enter when to start displaying the handout, when to stop displaying the handout, and what to do with the file when it is no longer displayed. These fields are available when you add a handout.

1. From the **Handouts** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Settings** tab.
3. Select the **Use Display Indicator** check box to set when and how long a handout will be active. If you do not select this check box, all handouts will be displayed immediately and indefinitely.
4. Click the **Save** button.
5. Click the **Exit** button.

Security

By default, faculty have administrative rights to all functionality in a course context. However, a faculty member can assign these rights to Students or to any other role that they create. For example, you may want to create a Teaching Assistant role and assign certain security access to that role.

1. From the **Handouts** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Security** tab.
3. Clicking the **All Operations** check box automatically selects the **Can Manage Handouts**, **Can Manage Sets**, and **Can View Reporting** check boxes. However, you can select check boxes for individual operations:
    - Selecting the **Can Manage Handouts** security setting allows that role to have access to all operations in the portlet.
    - Selecting the **Can Manage Sets** security setting for a role displays the **Manage** menu for the portlet.
    - Selecting the **Can View Reporting** security setting for a role allows that role to view how many times the handout has been downloaded.

Functions

The **Handouts** portlet allows you to make handouts available to your students by using the **Manage** and **File Tools** menu options on the Main Page.

Manage

If you have been given the **Can Admin** security permission for a course, the **Manage** menu option displays and allows you to manage handouts for a course.

- **Show/Hide Editing Tools**
    1. On the Main Page of the course context, click the Go to Main Screen link on the **Handouts** portlet.
    2. Under the **Manage** menu, click either **Show Editing Tools** or **Hide Editing Tools** option, depending upon which one is available.
    3. The **Show Editing Tools** option displays icons and links for editing sets and handouts, adding sets and handouts, moving handouts from set to set, and importing handouts from File Cabinet.
    4. The **Hide Editing Tools** option hides icons and links for editing sets and handouts, adding sets and handouts, moving handouts from set to set, and importing handouts from File Cabinet.

- **Add a Handout**

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. Click any Add a Handout link or icon.

   OR

   On the **Main Page** of the course context, click the Go to Main Screen link on the **Handouts** portlet and then click the **Add a Handout** option under the **Manage** menu.
2. Enter the name of the handout in the **Name** field.
3. Enter the URL or click the **Browse** button to navigate to the location of the handout.
4. Select the set from the **Set** drop-down list box to which the handout is to be associated, or click the Add a Set link to add a new set.
5. Enter a **Description** (maximum number of characters is 2,000).
6. If available (you selected the **Use Display Indicator** setting), select one of three **Start** radio buttons: **Display now**, **Display later manually**, or **Display on**. If you select the **Display on** radio button, enter or select from the calendar the appropriate date and then select the appropriate time for display.
7. If available (you selected the **Use Display Indicator** setting), select one of three **End** radio buttons: **No end date**, **End now**, or **End on**. If you select the **End on** radio button, enter or select from the calendar the appropriate date and then select the appropriate time to end the display.
8. If available (you selected the **Use Display Indicator** setting), select **Delete** or **Make Inactive** from the **After End** drop-down.
9. Click the **Save** or the **Save and Add Another** button.

- **Add a Set**

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the **Handouts** portlet, click any Add a Set link or icon.

   OR

   On the Main Page of the course context, click the Go to Main Screen link on the **Handouts** portlet and then click the **Add a Set** option under the **Manage** menu.
2. Enter the name of the set in the **Name** field.
3. Enter a **Description** (maximum number of characters is 2,000).
4. Select the placement of the new set from the **Position** drop-down.
5. Click the **Save** or the **Save and Add Another** button.

- **Edit a Set**

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the Main Page of the course context, click the Go to Main Screen link on the **Handouts** portlet, click the **Edit a Set** option under the **Manage** menu, and then select the set.

   OR

   Click the **Edit** icon beside the set name.
2. Edit the name of the set in the **Name** field.
3. Edit the **Description** (maximum number of characters is 2,000).
4. Select the placement of the set from the **Position** drop-down.
5. Re-order the handouts in the set by entering the appropriate numerical value in the text box beside the handout.
6. If you want to move handouts to another set, select the check box beside the handout(s) and then select the **Move** option from the drop-down and then select the set to which it is to be moved. Click the **Submit** button.
7. If you want to copy handouts to another set, select the check box beside the handout(s), select the **Copy** option from the drop-down, and then select the set to which it is to be copied. Click the **Submit** button.
8. If you want to save handouts to File Cabinet, select the check box beside the handout(s) and then select the **Save to File Cabinet** option from the drop-down. Click the **Submit** button.
9. If you want to delete handouts from the set, click the **Delete** icon beside the handout you want to delete or select the check box beside the handout(s) and then select the **Delete** option from the drop-down. Click the **Submit** button. The following message appears: "Are you sure you want to delete this item?" Click the **OK** button to complete the deletion process.

- **Order Sets**

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

This option allows you to place sets in a specific order.

1. On the Main Page of the course context, click the Go to Main Screen link on the **Handouts** portlet, click the **Order Sets** option under the **Manage** menu.
2. Edit the name of the set in the **Name** field.
3. The numerical value in the text box beside each set indicates its present display position on the **Handouts** portlet.

4. To change the order of the handouts, enter the appropriate numbers in the text boxes beside the handouts.
5. Click the **Save** button.

- **Edit a Handout**

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the Main Page of the course context, click the Go to Main Screen link on the **Handouts** portlet, click the **Edit a Set** option under the **Manage** menu, and select the appropriate set.
2. Click the **Edit** icon beside the handout you want to edit.
3. You can edit all fields.
4. Click the **Save** button.

- **Delete a Handout**

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the Main Page of the course context, click the Go to Main Screen link on the **Handouts** portlet, click the **Edit a Set** option under the **Manage** menu, and select the appropriate set.
2. Select the check box beside the handout you want to delete and click the **Delete Selected** button.

   OR

   Click the **Delete** icon beside the handout you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Click the **Yes** button to complete the deletion process.

- **Import Handouts from File Cabinet**

> **NOTE:** The editing tools will be available by default if you selected the **Show Editing Tools by Default** preference for this course.

1. On the Main Page of the course context, click the Go to Main Screen link on the **Handouts** portlet, and click the **Show Editing Tools** option under the **Manage** menu.
2. Click the Import Handouts from File Cabinet link.
3. Select the check box beside the handout you want to import.
4. Click the **Import Selected** button.
5. The handout is imported into the **Ungrouped** set; however, you can move it to another set if you wish.

File Tools

The **File Tools** menu option provides default links to the following software for easy downloading:

- Adobe Reader
- Excel Viewer
- PowerPoint Viewer for Mac
- PowerPoint Viewer for PC
- Quick Time
- Real Player
- Windows Media Player
- WinZip
- Word Viewer

Course Syllabus and About This Course

The **Course Syllabus** and **About This Course** portlets are Custom Content portlets, which allows instructors to add content relevant to the syllabus for this particular course context or the course itself.

Security

By default, faculty have administrative rights to all functionality in a course context. However, a faculty member can assign these rights to Students or to any other role that they create. For example, you may want to create a Teaching Assistant role and assign certain security access to that role.

1. From the **Course Syllabus** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Security** tab.
3. Clicking the **All Operations** check box automatically selects the **Can Edit Custom Content** check box.
4. Selecting the **Can Edit Custom Content** security setting allows that role to have access to enter or edit content for this portlet.

Functions

Create Content

1. From the **Course Syllabus** portlet, click the Create Content link to add a new element, which can have any combination of three types of content:

   - **Header**

     If you want a Header, select the **Display a header for this element with the following text** check box and then enter the text in the **Header Text** box.

   - **Image**

     If you want an image, select the **Display the following image within this element** check box, browse for the image (note the restrictions that apply), and select the appropriate placement.

- **Text**

  If you want to display only text, select the **Display the following image within this element text** box and then enter text to be displayed (maximum of 6,000 characters).

2. Click the **Save** button.

Edit Elements

When the initial content has been added and saved, you can then edit the content.

1. From the **Course Syllabus** portlet, click the Edit Content link.
2. Click the **Edit** icon beside the element you want to edit.
3. Make any changes necessary.
4. You can also add a new element or reorder elements.
5. Click the **Exit Edit Mode** button.

Reorder Elements

If you have more than one element, you can reorder the way they display.

1. From the **Course Syllabus** portlet, click the Edit Content link.
2. Click the **Reorder Elements** button.
3. In the text box beside each element, enter the appropriate numerical value.
4. Click the **Exit Edit Mode** button.

Delete Elements

1. From the **Course Syllabus** portlet Click the Edit Content link.
2. Click the **Delete** icon beside the element you want to delete.
3. A confirmation message displays.
4. Click the **OK** button to complete the delete process.

Upload/Download Syllabus (File)

A file can be uploaded to and downloaded from the Downloadable Version portlet.

Coursemates

The registered students and instructor(s) of a course are listed on the main view of **Coursemates**. Each name may also be identified by the role (Student or Faculty) to which they have been assigned. By default, images are not shown in order to speed up the loading time.

The level of information available for each member depends on the details that have been entered by each individual in their respective **My Info** portlet. A photo of the coursemate/faculty may be displayed, depending on whether the photo was attached to their **My Info** and whether they have elected to show or hide the image.

In addition to viewing information for coursemates/faculty, you can also email selected course members and view and print a course roster if you have security to do so.

> **NOTE:** This same functionality is also available for campus groups. When it is used in that context, the portlet is called **Group Mates**.

Preferences

Highlight Faculty/Leaders

1. From the **Coursemates** portlet, click the **Wrench** icon to open the **Portlet Settings and Preferences** screen.
2. Click the **Preferences** tab.
3. Select the **Highlight Faculty/Leaders** check box to have names of faculty or leaders of groups displayed with highlighting on **Coursemates**.

Security

By default, faculty have administrative rights to all functionality in a course context. However, a faculty member can assign these rights to Students or to any other role that they create. For example, you may want to create a Teaching Assistant role and assign certain security access to that role.

1. From the **Coursemates** portlet, click the **Wrench** icon to customize the portlet.
2. Click the **Security** tab.
    - Clicking the **All Operations** check box automatically selects the **Can Administer Portlet** and **Can View Printable Roster** check box.
    - Selecting the **Can Administer Portlet** security setting allows that role to have access to all operations in the portlet.

- Selecting the **Can View Printable Roster** security setting for a role displays the View Printable Roster link on the Main Page.

3. Click the **Save** button.

Functions

View My Info for Coursemates

1. From the main view of the **Coursemates** portlet, click the associated with the name of a particular person to open **My Info** for that person.
2. The information shown is determined by the individual coursemate in his/her own **My Info** portlet.

Show/Hide Images

Depending on individual settings in a person's **My Info** portlet, pictures may or may not be available.

1. From the Main Page of the **Coursemates** portlet, click the Show Images link to display the images of the coursemates.
2. Click the Hide Images link to not display any images of the coursemates.

Email Selected Members

1. From the main screen of the **Coursemates** portlet, select the check box beside the name(s) of the individual(s) you want to email and click the Email Selected Members link.

   OR

   Select the **Select All** check box if you want to email all coursemates.
2. The **Recipients** page opens. In order to comply with security measures and FERPA requirements, the actual email addresses will not appear. Only the full name of the recipient(s) will be displayed.
3. If you need to include others in this message, select one of two views:
   - The **Basic** view allows you to select or unselect recipients of the message. It includes only members associated with the current course context.
   - The **Advanced** view includes additional group folders that you may have access to. This view allows you to add recipients from outside this particular course.
4. Select recipients by users or by roles. If you select to view by users, the role also displays. However, user names do not display if you select to view by role.
5. Enter the subject and the body.
6. Click **Send**.

View Printable Roster

This roster contains the ID Number and name of each student.

1. From the Main Page of the **Coursemates** portlet, click the View Printable Roster link.
2. In your browser, click **File**, **Print**.
3. You can also view personal information and email selected coursemates from this page.

Coursework

You as a faculty member have been given full control of the entire **Coursework** portlet, which allows you to design, build, track, and grade three types of assignments for your students for each course that you teach:

- Online ( )
- File Exchange ( )
- Offline ( )

Assignments, whether organized by Unit or Type, are sorted by Due Date. Each assignment listing includes the format (online, offline, file exchange), the due date, type, and status. Also, you can sort the assignments by clicking on any of the column headings.

You can create multiple units or use the one default unit; however, every assignment must be part of a unit. Units can be added, renamed, and reordered. Units (including their content) can be deleted, unless there is only one unit, in which case it cannot be deleted. There must always be one unit present.

Assignments can be organized by *Unit* or *Type*, and the details and setup of the assignment are accessed by clicking the assignment name. Information displayed depends on the assignment type.

Functions

Add Units

You must always have at least one unit. The default unit is Unit 1; however, you can rename the unit by editing it or delete it after you have added an additional unit. If you retain the default unit, you may want to add a description.

1. From the **Coursework** portlet, click the Add a Unit link.
2. Enter the name of the new unit and a description, and select the appropriate position (placement on the **Coursework** portlet).
3. Click the **Save** button.
4. Add additional units by repeating Steps 1-3 above.

Reorder Units

1. From the **Coursework** portlet, click the Reorder Units link.
2. Enter the appropriate position number in the text box beside the unit name.
3. This screen also allows you to edit a unit name (click the **Edit** icon) or delete a unit (click the **Delete** icon). **Remember that if you delete a unit, you also delete any assignments in that unit.**
4. Click the **Save** button.

Edit Units

1. From the **Coursework** portlet, click the **Edit** icon beside the unit you want to edit.
2. Edit the unit name, description, and/or position.
3. Click the **Save** button.

Delete Units

1. From the **Coursework** portlet, click the **Delete** icon beside the unit you want to delete.
2. The following message appears: "Are you sure you want to delete this Unit? Any assignments associated with the Unit will be permanently deleted."
3. Click **OK** to complete the delete process.

Manage Types

- **Add a Type**

  Some default types are available; however, you can add additional types.

  1. From the **Coursework** portlet, click the Manage Types link.
  2. Click the Add a Type link.
  3. Enter the name of the new type.
  4. Click the **Save** button.
  5. Add additional types using Steps 1-4 above.

- **Edit a Type**

  1. From the **Coursework** portlet, click the Manage Types link.
  2. Click the **Edit** icon beside the type you want to edit.
  3. Edit the type name.
  4. Click the **Save** button.

- **Delete a Type**

> **You must always have at least one Type defined. Therefore, if you have only one Type defined, you will not be allowed to delete it.**

> **NOTE:** If you delete a type to which an assignment belongs, that assignment will automatically be assigned to the type listed first alphabetically. If the type being deleted is the first type alphabetically, then the assignment will automatically be assigned to the type that is listed second alphabetically.

1. From the **Coursework** portlet, click the Manage Types link.
2. Click the **Delete** icon beside the type you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Click **OK** to confirm the deletion process.

Test Builder

Adding and saving an Online assignment opens the **Test Builder** screen, which is used by the instructor to build and manage Online assignments (quizzes, tests, exams, etc.).

The Main screen has four areas:

- **Header**

  The Header displays the assignment name, the unit, format, and grading method entered when you created the assignment. This information can be edited by clicking the Edit this assignment link at the right side of the Header. The number of questions and the point total are also displayed. If the assignment is Active, the View assignment info link is available.

  Configurations can be set for each Online assignment. The right side of the Header allows the instructor to hide (Hide settings) or display (Show settings), and edit (Edit settings) these settings.

- **Activation**

  The Activation Bar displays the status of the test (Active/Inactive).

  In order for you to activate an assignment, it must have at least one question in a non-extra credit section and all questions must have point values.

  The following table details links that are available for both Active and Inactive assignments:

Available Link/Functionality	**Active Status**	**Inactive Status**
Edit this assignment	X	X
View assignment info	X	
Show settings	X	X
Hide settings	X	X
Edit settings	X	X
Set a future activation date		X
Preview this test	X	X
Import questions from your File Cabinet		X
Save to File Cabinet	X	
Add a Section		X
Reorder Sections		X
Edit Section	X	X
Delete Section		X
Add Questions	X	

Available Link/Functionality	Active Status	Inactive Status
Edit All Questions		X
Edit Question Point Values		X
Reorder/Move Questions		X

- **Add Questions**

  The **Add Questions** area allows the faculty member to add questions to the test by choosing a question type, number of questions to add, and the section to which they are to be added. Any total number of questions can be added, but only a maximum of five at a time. Also, only one type of question can be added at a time and to only one section at a time.

  The **Add** button opens the **Add Questions** page.

  If you have questions stored in File Cabinet, you can also add questions to your assignment via the Import questions from your File Cabinet link.

- **Sections**

  A section is a method of organizing questions within tests. Every test must have at least one section, and every question must be in one and only one section. There can be unlimited sections in a test and unlimited questions in a section.

  The **Sections** area displays all sections of the test and all questions within the sections. You can add a section, edit a section, delete a section, and reorder sections by clicking the appropriate links. There are two types of sections:

  - **Regular**

    A Regular section has no special functions. All questions are presented in the test, and each question has its own point value.

  - **Question Pool**

    A Question Pool section randomly selects a preset number of questions from all the questions in the section when the student attempts the test. Each question has a set point value so that the section is worth the same number of points regardless of which questions are randomly selected.

Functions

- **Edit Assignments**

  1. From the **Test Builder** portlet, click the Edit this assignment link to view and edit the basic setup options.
  2. To view all assignment options available, click the Show advanced setup options link.
  3. Select or enter values in all fields except **Format**.
  4. Click the **Save** button.

- **Show/Hide/Edit Settings**

  Unique configurations for each Online assignment can be set. The right side of the Header allows you to hide (Hide settings link), display (Show settings link), and edit (Edit settings link) the following settings:

  - **Time Limit**

    The default for this option is **Not timed**.

    If a time limit is set, the student will have only that amount of time to complete the test. When the time limit is reached, the test will be automatically submitted, whether or not the student has completed it.

    If no time limit is set, the test is not timed and the student can take as long as they need to complete the test.

  - **Attempts Allowed**

    The default for this option is **One attempt**.

    A student can attempt this test equal to the number set in this option. For example, if you set **Three attempts**, the student can complete the test a maximum of three times; however, the student is not required to attempt the test three times.

  - **Final Grade**

    This setting determines how the final grade will be calculated in a multiple-attempt test. The default is **Average of all attempts**.

    - **Use Final Grade**

      The grade from the last time the student took the test will be used, regardless of its score relative to the other attempts.

    - **Average of all attempts**

      The final grade will be the average of all submitted instances of this assignment.

    - **Use Highest Grade**

      The final grade is the highest score of all the attempts.

  - **Pagination**

    This setting determines how the test is presented to the student. The following options are available, but **One section per page** is the default.

    - **None**

      The entire test (all sections and all their questions) is presented on one page.

    - **One question per page**

      One question is presented at a time.

    - **Five questions per page**

      Five questions are presented at a time.

    - **One section per page**

      Each section (with all its questions) is presented on one page.

- **Section Order**

  This option determines whether the sections will be presented in their set order (**Don't shuffle section order**) or presented randomly (**Shuffle section order**). The default is **Don't shuffle section order**.

- **Lock Out**

  This setting allows you to determine if students can finish a test if they interrupted the attempt. An interruption might occur during a browser/computer crash or the student navigating to another Web page within that same browser window. The default is **Allow students to resume an interrupted attempt**.

  If you choose the **Lock students out if they leave the test** from the drop-down and an interruption occurs, the student will not be able to finish the attempt and the unfinished test will be submitted when the time limit expires.

  If you choose the **Allow students to resume an interrupted attempt** from the drop-down, they will be able to resume taking the test from the last place it was saved by using the **Assignment Info** screen.

- **Extra Credit**

  This setting determines whether students can receive a better-than-perfect score (i.e., 108/100). The default is **Allow better-than-perfect scores**.

  If you choose the **Allow better-than-perfect scores** radio button, points for extra credit questions are added to the final score.

  If you choose the **Don't allow better-than-perfect scores** radio button, any extra points above the maximum score are ignored.

- **Add a Test Section**

  Sections are used to organize and group questions in a test. Every online assignment must have at least one section, and every question must be in one and only one section. There can be unlimited sections in a test and unlimited questions in a section. In addition to adding test sections, sections can be edited and reordered.

  The Add a Section link opens the **Add a Section** page in **Test Builder**. The following fields are available for defining a test section:

  - **Name**

    Enter a name for the section (required).

  - **Position**

    Select the proper position for the section from the drop-down list box. These positions are relative to other sections.

  - **Source Material**

    Information entered in the **Source Image** and **Source Text** fields are displayed on each page of the test that shows questions from this section. Therefore, these fields can be used for directions, introduction, reference for the questions, etc.

- **Section Type**

  Select the appropriate radio button: **Regular** or **Question Pool**.

  If you select the **Regular** radio button, there are no restrictions or special functions. All questions (randomized or in set order) are presented in the test, and each question has its own point value.

  If you select the **Question Pool** radio button, a preset number of random questions are selected from all the questions in the section when the student attempts the test. Each question must have the same point value so that the section is worth the same number of points for all students regardless of which questions are randomly selected.

- **Extra Credit**

  > **NOTE:** Any extra credit sections do not add their point totals to the overall point total of the test. Instead, questions answered correctly in an extra credit section will be used as extra credit points making up missed points and possibly giving the student a better-than-perfect score, depending on what test settings you select in Test Builder.

  You can select the **Extra Credit** option for both the Regular and Question Pool section types.

- **Randomize**

  > **NOTE:** Questions in a Question Pool section are always randomly shuffled even if this option is set to **Don't shuffle**.

  Select the appropriate radio button, depending on how you want the questions in this section presented to the student taking the test.

- **Edit Question Point Values**

  When you import questions from File Cabinet, point values (if set) also import with the questions; however, they can be changed but only in an Inactive test.

  1. In the **Coursework** portlet, click the name of the test for which you want to change point values.
  2. From **Test Builder**, click the Edit Question Point Values link in the **Sections** area.
  3. Edit point values.
  4. Click the **Save** button.

- **Edit Questions in a Section**

  Questions can only be edited in an Inactive test.

  1. In the **Coursework** portlet, click the name of the assignment for which you want to edit questions.
  2. From **Test Builder**, click the Edit All Questions link in the **Sections** area.

3. Make necessary edits.
4. Click the **Save** button.

- **Reorder/Move Questions in a Section**

  Questions in a section can only be reordered/moved in an Inactive test.

  1. In the **Coursework** portlet, click the name of the assignment for which you want to reorder questions.
  2. From **Test Builder**, click the Reorder/Move All Questions link in the **Sections** area.
  3. To reorder the questions, enter the appropriate numerical value in the text box beside the question and click the **Save** button.
  4. To move the questions, select the appropriate questions to move and then select the appropriate section to which to move them in the **Move selected to** drop-down and click the **Go** button.
  5. You can also edit and delete questions on this screen.

- **Edit Sections**

  The Edit Section link for any test section opens the **Edit Section** screen in **Test Builder**.

  If the assignment is Inactive, all fields are available for editing.

  If the assignment is Active, all fields except **Source Type** and **Extra Credit** can be edited.

- **Reorder Sections**

  Test Sections can be reordered in a test that is not activated.

  The Reorder Sections link for any test opens the **Order Sections** screen in **Test Builder**. All sections of the test are listed. To reorder, enter the appropriate number in the text box beside each section. The options to edit or delete the section are also available on this screen.

- **Delete Sections**

  Test Sections can be deleted in a test that is not activated.

  The Delete Section link for any test section prompts you with a confirmation message: "Are you sure you want to delete this item?" If you click the **Yes** button, the entire section (including any questions in the section) is deleted.

- **Add Questions**

  Instructors can add questions to a test by choosing a question type, number of questions to add, and the section to which they are to be added. Only one type of question can be added at a time and to only one section at a time. You can also add questions by importing stored questions from your File Cabinet. After selecting the question type, the number of questions to add, and the unit to which to add them, click the **Add** button to open the **Add Questions** screen. Questions can only be added to Inactive online assignments.

Six types of questions can be added to tests:

- **Multiple Choice/Answer**

  This type of question has several answer options, one or more of which is required to be selected as a correct answer. The answer options can be presented in a set order or randomized for each student taking the test, but there must be at least one option and one correct answer identified. Any question or answer options left blank will be ignored. Also, if you need more answer options, the Add more answers link provides you with additional answer fields. Each answer option can also include feedback that displays when the student reviews the test.

  Partial credit for a question can be given if the student is informed of how many correct answers there are and then limit the student to selecting only that many answers.

  If utilized, Automatic Feedback text can display under the following three circumstances:

  - Regardless of whether the answer is correct or incorrect (general)
  - When a correct answer is selected
  - When an incorrect answer is selected

  This text is displayed during the student's review of the graded test.

  1. In the **Add Questions** section of Test Builder, select **Multiple Choice/Answer** in the **Question Type** drop-down list box.
  2. Select the **Number of Questions** from the drop-down list box. 1, 2, 3, 4, 5 are the only options--you cannot enter any other number.
  3. From the **Add to Section** drop-down, select the section to which to add these questions.
  4. Click the **Add** button to open the next page in Test Builder.
  5. Enter the test question in the **Question Text** box.
  6. Enter possible answers in the **Answer Text** boxes (one answer per box). If you want to add more answers, click the Add more answers link.
  7. Select the check box(es) beside the correct answer(s).
  8. You can enter feedback text for each answer.
  9. Select the **Randomize** check box if you want the answers to be randomly re-ordered each time is test is taken. If you do not select this check box, the answers will be presented in the order you entered them.
  10. Select the **Partial Credit** check box if there are multiple answers and you want to give credit for any correct answer selected.
  11. Click the Add automatic feedback link to enter text you want the students to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when

a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.

12. The **Next Step** includes two options:
    - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
    - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you can click the **Save** button to return to the main page of Test Builder.

- **True/False**

  This type of question is answered by selecting **True** or **False**.

  1. In the **Add Questions** section of Test Builder, select **True/False** from the **Question Type** drop-down.
  2. Select the **Number of Questions** from the drop-down. **1**, **2**, **3**, **4**, **5** are the only options--you cannot enter any other number.
  3. From the **Add to Section** drop-down, select the section to which to add these questions.
  4. Click the **Add** button to open the next page in Test Builder.
  5. Enter the test question in the **Question Text** box.
  6. Select the appropriate answer radio button: **True** or **False**.
  7. Click the Add automatic feedback link to enter text you want to the student to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.
  8. The **Next Step** includes two options:
     - If you have completed entering questions, click the Save button to return to the main page of Test Builder.
     - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

- **Essay**

  Essay questions require that students enter a free-form answer.

  > **NOTE:** Essay questions must be graded manually by the instructor before a grade can be given for the test.

  1. In the **Add Questions** section of Test Builder, select **Essay** in the **Question Type** drop-down.
  2. Select the **Number of Questions** from the drop-down. **1**, **2**, **3**, **4**, **5** are the only options--you cannot enter any other number.
  3. From the **Add to Section** drop-down, select the section to which to add these questions.
  4. Click the **Add** button to open the next page in Test Builder.
  5. Enter the test question in the **Question Text** box.
  6. The **Next Step** includes two options:
     - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
     - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

- **Short Answer**

  Short Answer questions are answered by the student in an open format like a shorter essay question that will be graded manually by the instructor or a more specific and most likely shorter answer that will be graded automatically based on whether the given answer matches EXACTLY (not case-sensitive) the defined correct answer.

  Automatically graded Short Answer questions are best suited for number-based answers and for spelling or terminology testing.

  1. In the **Add Questions** section of Test Builder, select **Short Answer** in the **Question Type** drop-down.
  2. Select the **Number of Questions** from the drop-down. **1**, **2**, **3**, **4**, **5** are the only options--you cannot enter any other number.
  3. From the **Add to Section** drop-down, select the section to which to add these questions.
  4. Click the **Add** button to open the next page in Test Builder.
  5. Enter the test question in the **Question Text** box.
  6. Select the appropriate answer radio button: **Graded manually** or **Graded automatically**. The **Graded automatically** option requires that you enter

answer text that will serve as an EXACT MATCH during the automatic grading process. This exact match is not case-sensitive.

7. If you selected the **Graded automatically** option, the Add automatic feedback link is available for you to enter text you want the students to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.
8. The **Next Step** includes two options:
   - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
   - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

- **Ordering**

  An ordering question requires that the students put randomized answers in the correct order. Each ordering question must have at least two answer options to order.

  Any question or answer options left blank will be ignored. Also, if you need more item options, the Add more items link provides you with additional fields.

  Automatic Feedback can be entered (Add automatic feedback link) to provide the student further information when reviewing the graded test.

  1. In the **Add Questions** section of Test Builder, select **Ordering** in the **Question Type** drop-down.
  2. Select the **Number of Questions** from the drop-down. **1**, **2**, **3**, **4**, **5** are the only options--you cannot enter any other number.
  3. From the **Add to Section** drop-down, select the section to which to add these questions.
  4. Click the **Add** button to open the next page in Test Builder.
  5. Enter the test question in the **Question Text** box.
  6. In the **Answer Text** box, enter the answers in the correct order.
  7. Click the Add automatic feedback link to enter text you want to students to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.

8. The **Next Step** includes two options:
   - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
   - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

- **Matching**

  Matching questions require that students match an object with its correct answer option. Matching questions must have at least two answer options. Unmatched answer options can also be included and will be randomly mixed with the matched answer options.

  Any question or answer options left blank will be ignored. Also, if you need more fields for matched objects or unmatched objects, the Add more objects and Add more unmatched objects links provide you with additional fields.

  Automatic Feedback can be entered (Add automatic feedback link) to provide students with further information when reviewing the graded test.

1. In the **Add Questions** section of Test Builder, select **Matching** in the **Question Type** drop-down.
2. Select the **Number of Questions** from the drop-down. **1**, **2**, **3**, **4**, **5** are the only options--you cannot enter any other number.
3. From the **Add to Section** drop-down, select the section to which to add these questions.
4. Click the **Add** button to open the next page in Test Builder.
5. Enter the test question in the **Question Text** box.
6. In the **Answer** section, enter the objects and their correct matches. You can also enter some incorrect matches for a higher level of difficulty.
7. Click the Add automatic feedback link to enter text you want students to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.
8. The **Next Step** includes two options:
   - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
   - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions

have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

- **Activate/Deactivate Tests**

  The **Activation Bar** displays the status of the test (Active/Inactive).

  Students cannot take an Inactive test and possibly not see an Inactive test, but an Inactive test can be edited by the faculty member. To activate a test, it must have at least one question in a non-extra credit section and all questions must have point values. The Set a future activation date link is also available and will activate the assignment automatically on the date/time you set.

  Students can take an Active test as soon as it is activated. Some selected parts can still be edited by the instructor.

  For more information, see Activation.

- **Preview a Test**

  The Preview this test link allows the faculty member to view/take the test as if they were a student.

- **Save Tests to File Cabinet**

  If you want to save the test to your File Cabinet for future use, use the Save to File Cabinet link, which becomes available once the test is activated.

  When you click the link, a **Confirmation** screen confirms that the test has been saved and allows you to return to **Coursework**.

- **Import Questions from File Cabinet**

  You can also add questions to your tests by importing saved questions from your File Cabinet (Import Questions from your File Cabinet link).

  1. From the main Test Builder page, click the Import Questions from your File Cabinet link. This link is available if you have stored tests in File Cabinet.
  2. You can search for questions and/or answers, and you can view test sections in order to determine the questions you want to import.

     - **Search for Questions**

       Clicking this link allows you to search by type and also to search for questions only or questions and answers. Search criteria are not case-sensitive.

       When you set your search criteria (or you can leave it blank) and click the **Search** button, Search Results displays each question matching your criteria and the type and location of the question. If you do not get the desired results or wish to conduct another search, enter new criteria and click the **Search Again** button.

       Select the check box beside the question(s) you want to import, select the assignment to which you want to import these questions, and click the **Import Selected** button.

       The questions are then imported into the desired test.

- **View Sections**
  1. Click the Import Questions from your File Cabinet link.
  2. Click the appropriate **Coursework** folder.
  3. Click the appropriate View Sections link.
  4. You can import an entire section (including questions in the section) by selecting the check box beside a section and then clicking the **Import Selected** button.
  5. You can click the section names, which display individual questions in that section, to display questions in that section. All questions can be selected or individual questions can be selected for importing.

Online Assignments

Online ( ) assignments are quizzes/tests/exams created by the faculty member and which the students complete within the portlet. These assignments are completed and submitted by the students and can be graded automatically and/or manually by the faculty member.

Functions

- **Add an Online Assignment**

  The **Add an Assignment** screen allows a faculty member to create a new assignment.

  The assignment can be created in Basic mode or in Advanced mode. You can toggle between these two modes by using the following two links: Show advanced set-up options and Hide advanced set-up options. The following table details options available for both Basic and Advanced modes for Online assignments:

Basic Mode	**Advanced Mode**
Name	Name
Format	Format
Type	Type
Required	Required
Unit	Unit
Description	Description
Instructions	Instructions
	Start
	Display While Inactive
Due	Due
	Allow Late Assignments Until
	Penalize Late Assignments
	Show Grade
	Allow Review
	Relevant Files

1. From the **Coursework** portlet for the appropriate course context, click the Add an Assignment link.
2. Enter the name of the assignment.
3. Select **Online** from the **Format** drop-down.
4. Select the appropriate assignment type from the **Type** drop-down. If you need to add an assignment type, click the Add an Assignment Type link. Once the assignment type has been added and saved, it will be available for your selection.
5. Select the requirement status (**Required**, **Extra Credit**, or **Optional**) from the **Required** drop-down. The default selection is **Required**, which means that the assignment will be factored into Gradebook and thus the weighted course grade. **Extra Credit** means that the assignment will only benefit the student. Finally, an **Optional** assignment is a practice quiz or test. Its grade will not factor into the weighted averages seen in Gradebook.
6. Online assignments are always graded; therefore, when creating this type of assignment, you do not have a **Grade Method** option. Point values of Online assignments are calculated by totaling question point values.
7. Select from the **Unit** drop-down the unit to which you want to associate this assignment. If you need to add a unit, click the Add a Unit link. Once the unit has been added and saved, it will be available for your selection.
8. Enter a **Description**, which is always displayed with the assignment.
9. Enter **Instructions**, which will display when the assignment is active.
10. Online assignments are made active from the Test Builder. However, if you are creating the assignment in Advanced mode, you can allow the assignment to display while it is inactive by selecting the **Display While Inactive** check box.
11. In the **Due** field, enter or select from the Calendar the due date of the assignment. Also, select from the drop-downs the time it is due.
12. The Advanced mode allows you to let students turn in late assignments. Due dates become "soft" due dates, and assignments can be turned in until the "hard" due date. Even though you allow late assignments, penalties can be assessed for the late assignments by selecting the **Penalize Late Assignments** check box and entering a set point or percentage deduction.
13. The Advanced mode allows you to select from the **Show Grade** drop-down when you want the students to see their grades for this assignment.
14. The Advanced mode allows you to select from the **Allow Review** drop-down when or if you want to allow the students to review their graded assignment including any feedback you may provide.
15. The Advanced mode displays the **Relevant Files** section, which allows you to upload an unlimited number of files that will be presented as part of the assignment. When the assignment is activated, these files are displayed below the instructions on the Assignment Info page.
16. Click the **Save** button. Test Builder opens for you to create the assignment.

- **Import Tests from File Cabinet**
  1. From the Coursework portlet for the appropriate course context, click the Import Tests from File Cabinet link in the appropriate unit.
  2. If no tests are stored in File Cabinet, the following message appears: "No Tests found." If tests are stored in File Cabinet, the tests are displayed.
  3. Select the check box beside the test you want to import, and click the **Import Selected** button.
  4. Click the linked name of the assignment to go to Test Builder where you can edit the entire assignment.
- **Edit an Assignment**
  1. From the **Coursework** portlet for the appropriate course context, click the **Edit** icon beside the Online assignment you want to edit or any Edit this assignment link on the **Assignment Info** screen.
  2. All fields except the **Format** field are available for editing.
  3. When you have made all changes, click the **Save** button.
- **View Assignment Information**
  1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Online assignment with which you want to work. Depending on the status of the assignment, you will be directed to the **Test Builder** screen or the **Assignment Info** screen.
  2. The **Assignment Info** screen displays the following assignment information once it is Active:
     - The **Header** displays the type and name of assignment, unit, format, grading method, time limit, status message, and due date information. A message indicating number of tests that need grading and the number of students who have not yet taken the test may also display.
     - The following links are available for you to work with the assignment: Show assignment details, Edit this assignment, Delete this assignment, and Go to Test Builder.
     - The **Student Results** table lists the students in the course with each name linked to their respective **Student Assignment Detail** screen. You can sort the list by Student, Date Finalized, and Grade (click the respective link). This table also provides you with information on how much time each student spent completing the assignment and whether the assignment needs manual grading (indicated by the **!** icon).
     - Bonus Points can be added or removed.

- **View Student Assignment Detail**

  If an Online assignment is active, you can view details of students' responses.

  1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Online assignment with which you want to work.
  2. On the **Assignment Info** screen, click the name of the student whose assignment detail you want to view.
  3. The **Student Assignment Detail** screen displays the following information for that student:
     - The **Header** displays the type and name of assignment, unit, format, grading method, time limit, status message, and due date information. A message indicating number of tests that need grading and the number of students who have not yet taken the test may also display.
     - If appropriate, the **Workflow** table for this assignment will display the life cycle of the assignment.
     - The **Individual Results** table will always display each attempt and its completion date, score, time spent, and status. A Review link may be available for you to review the assignment.
     - The **Extension** table is available if the assignment is still open. This table allows you to extend the due date of the assignment for that specific student, not the entire class.
     - The **Results** table allows you to see the base score, any bonus points, and the final score; assess any late penalty (Change Penalty link) or make other adjustments (Change Adjustment/Feedback link); and add or edit a personalized note or feedback (Change Adjustment/Feedback link).

       If the assignment is still open (for example, student has not taken the test, has not completed all attempts, or has not marked the test as finalized), a **Close Assignment** button is available for the instructor to automatically close the assignment and optionally enter a reason for closing.
     - The **Retake** table allows you to reopen an assignment or give the student permission to retake the assignment. A retake allows the student to do the entire assignment including all attempts. The final grade can be determined by using the retake final grade, averaging the original and retake final grades, or using the highest final grade (whether it be the original or retake). The due date for a retake will be on an individual student basis. When all decisions have been entered, click the **Allow Retake** button.

- **Show/Hide Assignment Details**

  1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Online assignment with which you want to work.
  2. Clicking the Show Assignment Details/Hide Assignment Details links allows you to view or hide the **Description**, **Instructions**, and **Files** attached to the assignment.

- **Add/Remove Bonus Points**
    1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Online assignment to which you want to add/remove bonus points.
    2. To add bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, enter in the **Bonus Points** text box the number of points you want to add to the grade of all students who complete the assignment. Click the **Add the Bonus** button.
    3. To remove bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, click the Remove the bonus link and then clear the Bonus Points text box.
- **Delete Assignment**
    1. From the **Coursework** portlet for the appropriate course context, click the **Delete** icon beside the Online assignment you want to delete or any Delete this assignment link.
    2. The following message appears: "Are you sure you want to delete this item?"
    3. Click the **OK** button to confirm the delete process.
- **Go to Test Builder**
    1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Online assignment with which you want to work.
    2. On the **Assignment Info** screen, click the Go to Test Builder link.
    3. Test Builder opens and allows you to work with this Online assignment.

Offline Assignments

Offline (✎) assignments have no online component. They are listed within the portlet and graded within the portlet and are incorporated into Gradebook, but they are completed offline. Examples of offline assignments are going on a field trip, delivering an oral presentation, viewing of a video, or attending a lecture.

Functions

- **Add an Offline Assignment**

  The **Add an Assignment** screen allows a faculty member to create a new assignment. The assignment can be created in Basic mode or in Advanced mode. You can toggle between these two modes by using the following two links: Show advanced set-up options and Hide advanced set-up options. The following table details options available for both Basic and Advanced modes for Offline assignments:

Basic Mode	Advanced Mode
Name	Name
Format	Format
Type	Type
Required	Required
Grade Method	Grade Method
Unit	Unit
Description	Description
Instructions	Instructions
Due	Due
	Relevant Files

1. From the Coursework portlet for the appropriate course context, click the Add an Assignment link.
2. Enter the name of the assignment.
3. Select **Offline** from the **Format** drop-down.
4. Select the appropriate assignment type from the **Type** drop-down. If you need to add an assignment type, click the Add an Assignment Type link. Once the assignment type has been added and saved, it will be available for your selection.

5. Select the requirement status from the **Required** drop-down.
6. Select from the **Grade Method** drop-down the grading method you will use for this assignment. The **Grade Method** for Offline assignments can be **Not Graded**, **Credit/No Credit**, or **Graded**.
7. If an assignment is graded, you must enter the maximum number of points for the assignment in the **Out of** field. This point value is not related to the weight of the assignment, unless the Basic mode is selected for Gradebook. The Gradebook is used to manage relative weights of assignments in determining the final grade.
8. Select from the **Unit** drop-down the unit to which you want to associate this assignment. If you need to add a unit, click the Add a Unit link. Once the unit has been added and saved, it will be available for your selection.
9. Enter a **Description**, which is always displayed with the assignment.
10. Enter **Instructions**, which will display when the assignment is active.
11. In the **Due** field, enter or select from the Calendar the due date of the assignment. Also, select from the drop-downs the time it is due.
12. The Advanced mode displays the **Relevant Files** section, which allows you to upload an unlimited number of files that will be presented as part of the assignment. When the assignment is activated, these files are displayed below the instructions on the **Assignment Info** page.
13. Click the **Save** button.

- **Edit an Assignment**
  1. From the **Coursework** portlet for the appropriate course context, click the **Edit** icon beside the Offline assignment you want to edit or click the Edit this assignment link on the **Assignment Info** screen.
  2. All fields except the **Format** and **Grade Method** fields are available for editing.
  3. When you have made all changes, click the **Save** button.
- **View Assignment Information**
  1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Offline assignment you want to work with.
  2. The **Assignment Info** screen displays the following assignment information:
     - The **Header** displays the type and name of assignment, unit, format, grading method, status message, and due date information.
     - Links are available for you to work with the assignment.
     - The **Assignment Stats** section displays a breakdown of grade distribution.
     - The **Student Results** table lists the students in the course and allows you to enter their grades and any comments for feedback. You can sort the list by Student, Grade, and Feedback (click the respective link).
     - Bonus Points can be added or removed.

- **Enter Grades**
  1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Offline assignment for which you want to enter grades.
  2. The **Assignment Info** screen displays the assignment information, including the **Student Results** table, which provides fields to enter grade information and/or feedback.
  3. In the **Results** table, enter the grade in the **Grade** field.
  4. Enter any comments in the **Feedback** field.
  5. Click the **Save** button.
- **Re-enter Grade/Feedback**
  1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Offline assignment you want to reopen.
  2. The **Assignment Info** screen displays assignment information, including the **Student Results** table, which displays currently entered grade information or provides fields to enter grade information and/or feedback.
  3. In the **Results** table, click the Edit graded entries link.
  4. Make edits.
  5. Click the **Save** button.
- **Show/Hide Assignment Details**
  1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Offline assignment you want to work with.
  2. Clicking the Show Assignment Details/Hide Assignment Details links allows you to view or hide the **Description**, **Instructions**, and **Files** attached to the assignment.
- **Add/Remove Bonus Points**
  1. From the **Coursework** portlet for the appropriate course context, click the linked name of the Offline assignment to which you want to add/remove bonus points.
  2. To add bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, enter in the **Bonus Points** text box the number of points you want to add to the grade of all students who complete the assignment. Click the **Add the Bonus** button.
  3. To remove bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, click the Remove the bonus link and then clear the Bonus Points text box.
- **Delete Assignment**
  1. From the **Coursework** portlet for the appropriate course context, click the **Delete** icon beside the Offline assignment you want to delete or click any Delete this assignment link.
  2. The following message appears: "Are you sure you want to delete this item?"
  3. Click the **OK** button to confirm the delete process.

File Exchange Assignments

File Exchange (icon) assignments involve receiving and downloading files submitted by the students. You can upload a file to be used by the student for directions or other reasons. Once you receive their file, you can send it back to the students. An example of a File Exchange assignment is a paper.

Functions

- **Add a File Exchange Assignment**

  The **Add an Assignment** screen allows a faculty member to create a new assignment. The assignment can be created in Basic mode or in Advanced mode. You can toggle between these two modes by using the following two links: Show advanced set-up options and Hide advanced set-up options. The following table details options available for both Basic and Advanced modes for File Exchange assignments:

Basic Mode	**Advanced Mode**
Name	Name
Format	Format
Type	Type
Required	Required
Grade Method	Grade Method
Unit	Unit
Description	Description
Instructions	Instructions
	Start
	Display While Inactive
Due	Due
	Allow Late Assignments Until
	Penalize Late Assignments
	Show Grade
	Relevant Files

1. From the **Coursework** portlet for the appropriate course context, click the Add an Assignment link.
2. Enter the name of the assignment.
3. Select **File Exchange** from the **Format** drop-down.
4. Select the appropriate assignment type from the **Type** drop-down. If you need to add an assignment type, click the Add an Assignment Type link. Once the assignment type has been added and saved, it will be available for your selection.
5. Select the requirement status from the **Required** drop-down.
6. Select from the **Grade Method** drop-down the grading method you will use for this assignment. The **Grade Method** for File Exchange assignments can be **Not Graded**, **Credit/No Credit**, or **Graded**.
7. If an assignment is graded, you must enter the maximum number of points for the assignment in the **Out of** field. This point value is not related to the weight of the assignment, unless you are using the Basic mode in Gradebook. The Gradebook is used to manage relative weights of assignments in determining the final grade.
8. Select from the **Unit** drop-down the unit to which you want to associate this assignment. If you need to add a unit, click the Add a Unit link. Once the unit has been added and saved, it will be available for your selection.
9. Enter a **Description**, which is always displayed with the assignment.
10. Enter **Instructions**, which will display when the assignment is active.
11. In the **Due** field, enter or select from the Calendar the due date of the assignment. Also, select from the drop-down list boxes the time it is due.
12. The Advanced mode allows you to determine when the assignment is activated by selecting a **Start** option: **Activate Now**, **Activate Later Manually**, or **Active From**. If you select the **Active From** option, you must also select the appropriate date and time. If you want an inactive assignment to be visible to students, select the **Display While Inactive** check box.
13. Select the **Due** date and time from the calendar and time drop-down list boxes. The Advanced mode allows you to allow students to turn in late assignments by selecting the **Allow Late Assignments Until** check box and then selecting the deadline for the late assignment. Due dates become "soft" due dates, and assignments can be turned in until the "hard" due date. Even though you allow late assignments, penalties can be assessed for the late assignments by selecting the **Penalize Late Assignments** check box and entering a set point or percentage deduction.
14. The Advanced mode includes a **Show Grade** option, which sets when students can see their grade. Select the appropriate option from the **Show Grade** drop-down list box.
15. The Advanced mode displays the **Relevant Files** section, which allows you to upload an unlimited number of files that will be presented as part of the assignment. When the assignment is activated, these files are displayed below the instructions on the **Assignment Info** page.
16. Click the **Save** button.

- **Edit an Assignment**
    1. From the **Coursework** portlet for the appropriate course context, click the **Edit** icon beside the File Exchange assignment you want to edit or click the Edit this assignment link from the **Assignment Info** screen.
    2. All fields except the **Format** and **Grade Method** fields are available for editing.
    3. When you have made all changes, click the **Save** button.
- **View Assignment Information**
    1. From the **Coursework** portlet for the appropriate course context, click the linked name of the File Exchange assignment you want to work with.
    2. The **Assignment Info** screen displays the following assignment information:
        - The **Header** displays the type and name of assignment, unit, format, grading method, status message, and due date information.
        - Links are available for you to work with the assignment (Show/Hide assignment details, Edit this assignment, Delete this Assignment).
        - The **Student Results** table lists the students in the course and allows you to enter their grades and any comments for feedback. You can sort the list by Student, Date Finalized, and Grade (click the respective link). The **!** column informs you of ungraded submitted assignments.
        - Bonus Points can be added or removed using the **Bonus** table.
- **View Submitted Student Files**
    1. From the **Coursework** portlet for the appropriate course context, click the linked name of the File Exchange assignment for which you want to enter grades.
    2. On the **Assignment Info** screen, click the linked name of the student for which you want to enter a grade
    3. The **Student Assignment Details** screen displays assignment information, including the following table:
- **Files Submitted**

    The **Files Submitted** table displays the files uploaded by the student if the assignment has been finalized. The table is empty if the student has not submitted and finalized the assignment.

    If populated, click the file name, which opens the file for you to view, grade, etc.
- **Enter Grades**
    1. From the Coursework portlet for the appropriate course context, click the linked name of the File Exchange assignment for which you want to enter grades.
    2. On the **Assignment Info** screen, click the linked name of the student for which you want to enter a grade.

3. The **Student Assignment Details** screen displays the following assignment information:
    - **Workflow**

      The **Workflow** table is always displayed. This table details the life cycle of the assignment.
    - **Results**

      The **Results** table displays currently entered grade and feedback information or provides fields to enter both. You can also upload files to be returned to the student when the grade is displayed. If the assignment has not been submitted by the student, a **Close Assignment** button is available for you to close the assignment and enter a reason for the closure.
    - **Reopen Assignment**

      The **Reopen Assignment** table allows you to extend the due date of the assignment. If the assignment has been finalized, you can re-open the assignment with or without an extension. For example, you may want to re-open an assignment because a student may have inadvertently submitted an incomplete assignment.
    - **Extension**

      If a student has not completed an assignment, you can grant an extension by using the **Extension** table.

        1. If desired, enter free-form text in the **Note** field.
        2. In the **New Due Date** field, select the new date from the calendar.
        3. Select the times for the new deadline from the drop-down list boxes.
        4. Click the **Grant Extension** button.
        5. The **Workflow** table will reflect the extended deadline.
4. In the **Results** table, enter the grade in the **Grade** field.
5. Enter any comments in the **Feedback** field.
6. Browse for any file you wish to upload for the student.
7. Click the **Save** button.

- **Re-enter Grade/Feedback**
    1. From the Coursework portlet for the appropriate course context, click the linked name of the File Exchange assignment you want to reopen.
    2. On the **Assignment Info** screen, click the linked name of the student for which you want to reopen an assignment.
    3. The **Student Assignment Details** screen displays assignment information, including the **Results** table, which displays currently entered grade information or provides fields to enter grade information. You can also upload files to be returned to the student when the grade is displayed.

4. In the **Results** table, click the Re-enter grade/feedback link.
5. Make edits.
6. Click the **Save** button.

- **Reopen Assignment**

1. From the **Coursework** portlet for the appropriate course context, click the linked name of the File Exchange assignment you want to reopen.
2. On the **Assignment Info** screen, click the linked name of the student for which you want to reopen an assignment.
3. The **Assignment Details** screen displays assignment information, including the **Reopen Assignment** table, which allows you to extend the due date of any assignment. If the assignment has been finalized, you can re-open the assignment with or without an extension. For example, you may want to re-open an assignment because a student may have inadvertently submitted an incomplete assignment.
4. In the **Reopen Assignment** table, enter any desired text in the **Note** field.
5. Click the radio button beside the field that allows you to enter an extension date. Enter or select the appropriate date by using the Calendar icon.
6. Select the extension deadline time from the drop-down list boxes.
7. Click the **Reopen** button.

- **Show/Hide Assignment Details**

1. From the **Coursework** portlet for the appropriate course context, click the linked name of the File Exchange assignment you want to work with.
2. Clicking the Show Assignment Details/Hide Assignment Details links allows you to view or hide the **Description**, **Instructions**, and **Files** attached to the assignment.

- **Add/Remove Bonus Points**

1. From the **Coursework** portlet for the appropriate course context, click the linked name of the File Exchange assignment to which you want to add/remove bonus points.
2. To add bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, enter in the **Bonus Points** text box the number of points you want to add to the grade of all students who complete the assignment. Click the **Add the Bonus** button.
3. To remove bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, click the Remove the bonus link and then clear the Bonus Points text box.

- **Delete Assignments**

1. From the **Coursework** portlet for the appropriate course context Click the **Delete** icon beside the File Exchange assignment you want to delete or click any Delete this assignment link.
2. The following message appears: "Are you sure you want to delete this item?"
3. Click the **OK** button to confirm the delete process.

How do I create a sub-section/group for my course?

Only persons with the roles of Faculty or Site Administrator can create sub-sections/groups within a course context.

1. Within a course context, click on the Context Manager link in the Sidebar.
2. Click the **Sub-Sections** tab.
3. If not already selected, select the **Display Sub-Sections in Sidebar** check box.
4. Click the Create a New Sub-Section link.
5. Enter the name you want to give the new sub-section, and click the **Create** button.
6. The **Context Manager** page displays the new sub-section [as well as an **Edit** icon (which allows you to rename the sub-section) and a **Delete** icon, (which allows you to delete the sub-section)].
7. When you have created as many sub-sections as desired, click the **Exit** button, which returns you to the course context where you will see the new sub-section or group displayed in the Sidebar.
8. Click on the new sub-section/group link in the Sidebar. You are not in a new context/section.
9. If you click on the **Properties** tab, you can:
    - Rename the sub-section/group
    - **Save Course Template to File Cabinet**

      When you save a course template to your File Cabinet, you save all pages, sections, roles and permissions in the course. You also save all page layouts, and the portlets (Calendar, Bookmarks, etc) on each page. However, no content of the portlets will be saved.
    - **Import Course Template from File Cabinet**

      When you Import a Saved Course Template, you replace all current content on all pages with the pages and portlets from a Saved Course Template. However, the portlets in Course Templates are empty and do not contain any content. Be aware that importing this course template will overwrite all content in your current course pages.
10. If you click on the **Pages** tab, you can create and add new pages. (See the *Getting Started with JICS* for more information about creating and adding pages.)
11. If you click on the **Sub-Sections** tab, you can create new sub-sections/groups that would be under this sub-section/group in hierarchical order.

12. The **Permissions** tab is where you need to create Roles for this sub-section/group.
    - Click the Add a Role link.
    - Enter the new **Role Name**.
    - Click on the Advanced link in the Principal Selector (upper right corner of the screen).
    - On the **Define Permissions** screen, click on the parent course's link (just above the new sub-section/group), which displays the persons in that course.
    - Select the check box beside each person you want to be a member of this sub-section/group.
    - Click the **Save** button, which save the members and returns you to the **Define Permissions** screen.
    - If you want the members of this new sub-section/group to have faculty-like rights for the group only (not the parent course), click the **Can Admin** check box. If you want them to be able to only view the default page, click the **Can View Page** check box.
13. Click the **Save** button.
14. Click the **Exit** button.
15. You now have a sub-section/group with associated members.
16. Click the Edit page link (upper right corner of screen) to open the **Page Info** screen where you can customize the default page (add portlet, etc.).
17. See the *Getting Started for JICS* for more information on customizing pages.

How do I manage my course context?

When you are within a specific course context, the Context Manager link in the Sidebar allows you to manage your course.

You can change the name, determine its layout, determine how many pages you want, name the pages, decide who has access to the course context and how much access they have, display/hide pages to/from students, and share course content with others (other faculty members, for example).

For more information, see the following topics in the *Getting Started with JICS*:

- Administering a context
- Administering a page