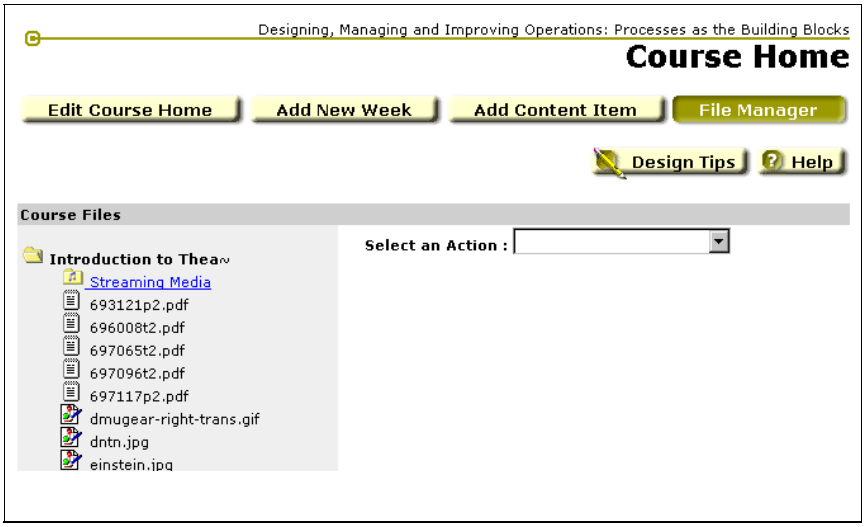
Managing Course Files

It's likely that your online course will include numerous files—audio files, video files, images, etc. The Manage Files option helps you organize and keep track of your course files. Once you create new folders and add files, this file structure will appear on the left side of the screen whenever you're working with course files. That is, when you add files in other areas of your course, the course structure you create in the File Manager will be available to you.

To access the File Manager:

Step 1: Click the **Course Home** button and then click the **Author** tab.

Step 2: Click **File Manager**. Your current course folders and files display on the left. If you haven't created any folders for your course or uploaded any files, the folder structure on the left contains the main course folder and a **Streaming Media** folder. You'll only use the Streaming Media folder if you choose to upload streaming media files to your course (see the Help topic **Streaming Media Files** for more information).

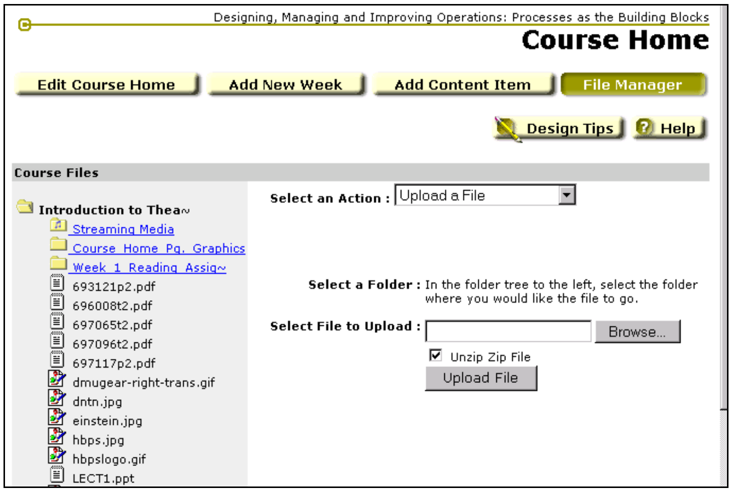


Use the options in the **Select an Action** drop-down list to add and delete files and folders from your course file structure.

Note: Avoid using special characters (like "*," "-," "%," etc.) in the folders and file names you create or upload into the file manager. Folders and files that include special characters will be inaccessible from the link wizard in other areas of your course.

To upload a file:

Step 1: Select **Upload a file** from the drop-down list. *Note: If you're uploading a streaming media file, you need to click the **Streaming Media** folder on the left **before** selecting an action, as you'll have different options available to you.*



Step 2: Click a folder in the tree structure on the left to determine where the file will be uploaded.

Step 3: Select the file you want to upload using the **Browse** button. If you choose to attach a file type that is not supported by the system, you'll receive a pop-up message displaying currently accepted file types.

Step 4: If you're uploading a zipped file, the system can "unzip" the file for you once it's uploaded to your course. (See the Help topic **Multiple Files** for more information.) Check or uncheck this option.

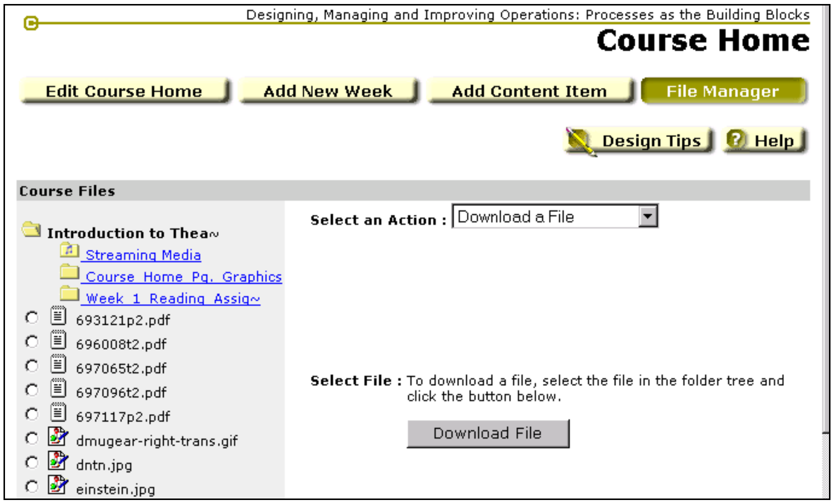
Step 5: Click **Upload File** to upload the file to the selected course folder.

If you want to make changes to a file you've already uploaded to your course, you need to download the file, make your changes, and then re-upload the file.

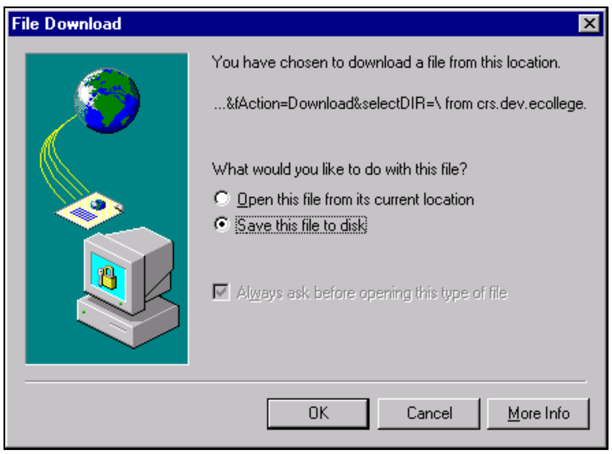
To download a file:

Step 1: Select **Download a file** from the drop-down list.

Step 2: Select the file you want to download from the files and folders on the left.



A download file wizard appears.



Step 3: Follow the wizard instructions to download the file. Remember, you'll need to re-upload the modified file if you want to use it in your course.

To create a new folder:

Step 1: Select **Create a new folder** from the drop-down list.

Step 2: Select a parent folder for your new folder by clicking a folder from the tree on the left. Your new folder will be created as a subfolder within the folder you select.

Step 3: Enter a name for the new folder.

Step 4: Click **Create Folder**. The new folder appears in the folder structure on the left.

To delete a file or folder:

Step 1: Select **Delete Files and Folders** from the drop-down list.

Step 2: Select the file or folder you want to delete from the existing files and folders on the left. If you choose to delete a folder, all files in that folder will be deleted as well. *Note: You cannot delete the main course folder or the Streaming Media main folder.*

Step 3: Click **Delete** to delete the file or folder.

Uploading Multiple Files

If you are uploading numerous files to your course, you may want to consider creating a single "zipped" or "compressed" file that contains all your course files. If you upload a zipped file (or a compressed file), you can have the system "unzip" or "uncompress" the file after it is uploaded. As a result, you need only to upload a single file—albeit a zipped file—to your course.

If you choose this option, the folder structure of your original zipped file is maintained in the system; that is, your files will be unzipped and structured in the same way as they were when you zipped them.

To upload a zipped or compressed file:

Step 1: Click the **Course Home** button and then click the **Author** tab.

Step 2: Click **File Manager**. Your current course folders and files display on the left.

Step 3: Select the folder into which you want to upload your course files.

Step 4: Use the **Browse** button to locate your zipped or compressed file.

Step 5: To unzip the file upon upload, check the **Unzip Zip File** checkbox. If you do not check this box, your files will not be unzipped after you upload the zip file.

Step 6: Click **Upload File** to upload the file to the selected course folder. If you checked the **Unzip Zip File** checkbox, your course files will all be visible in the course folder tree on the left. If you did not check this box, only the zipped file will be visible.

Note: If your students will be downloading large files or multiple files from your course, you may want to upload a zip file to decrease the download time for students.

Uploading Streaming Media Files

Many instructors like to use audio or video resources in their online courses. In order to ensure that these media files "stream" properly over the Web, these media clips need to be encoded into one of the following file formats: .mp3, .smil, .smi, .camv, .qt, .mov, .html, .htm, .jpg, .gif, .wmv, .wma, .asf, .asx, .smil, .rm, .ra, .ram, .rpm, .rp, .rt. Streaming media files must also be stored on a specific eCollege.com media server.

As an instructor, if you create your own encoded audio or video file, you can upload the encoded media clip to your course in real-time. Your students will be able to access the streamed media as soon as you upload the file and provide the appropriate link.

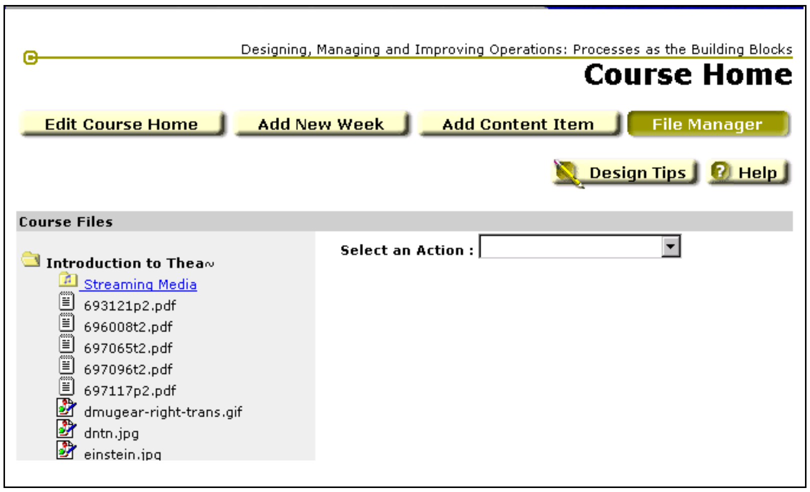
Note: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that any file you upload to your course meets the requirements. To see specific 508 requirements or for more information, see the Help topic under Course Creation called Accessibility Requirements or go to http://www.access-board.gov/sec508/guide/1194.22.htm .

You can upload (or download) a streaming media file from two places in your course: the **File Manager** and the **Link Wizard**.

To access the streaming media folder from the File Manager:

Step 1: Click the **Course Home** button and then click the **Author** tab.

Step 2: Click **File Manager**. Your current course folders and files display on the left. If you haven't created any new course folders, only the main course folder and the Streaming Media folder appear in the tree on the left.

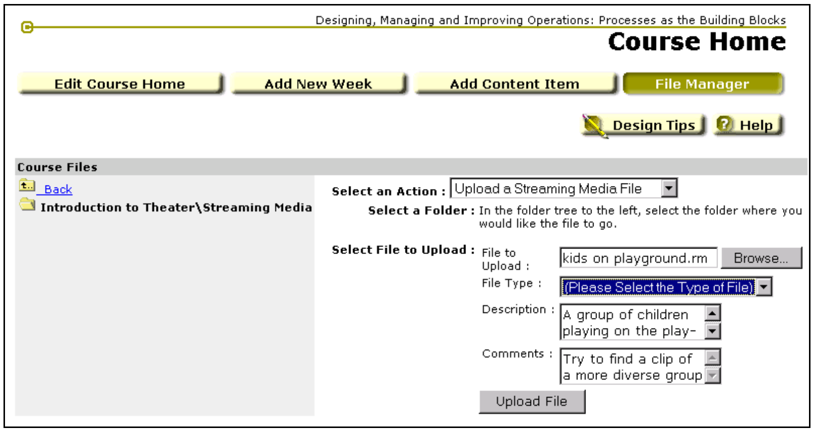


Step 3: Click the **Streaming Media** folder on the left.

When you click the Streaming Media folder, you have the same file management options available in the **Select an action** drop-down list on the right as you did before you clicked the Streaming Media folder, except that now any action you choose from the menu applies *only* to streaming media files. (To exit the Streaming Media folder and return to your regular course file structure, simply click the **Back** folder at the top of your Course Files tree.)

To upload a streaming media file:

Step 1: Select **Upload a streaming media file** from the drop-down list and click **Go**. *Note: Make sure you've clicked the* ***Streaming Media*** *folder on the left* ***before*** *selecting an action*.



Step 2: Click a folder in the tree structure on the left to determine where the file will be uploaded.

Step 3: Select the file you want to upload using the **Browse** button. Remember, the file must have one of the following extensions: .mp3, .smil, .smi, .camv, .qt, .mov, .html, .htm, .jpg, .gif, .wmv, .wma, .asf, .asx, .smil, .rm, .ra, .ram, .rpm, .rp, .rt.

Step 4: Select a **File Type** from the drop-down list. The file type you select must match the type of file you're uploading.

Step 5: Enter a **Description** of your streaming media file. The description should be something that will help you remember what the file is, like "children playing in the schoolyard" or "Year 2000 Presidential Candidates."

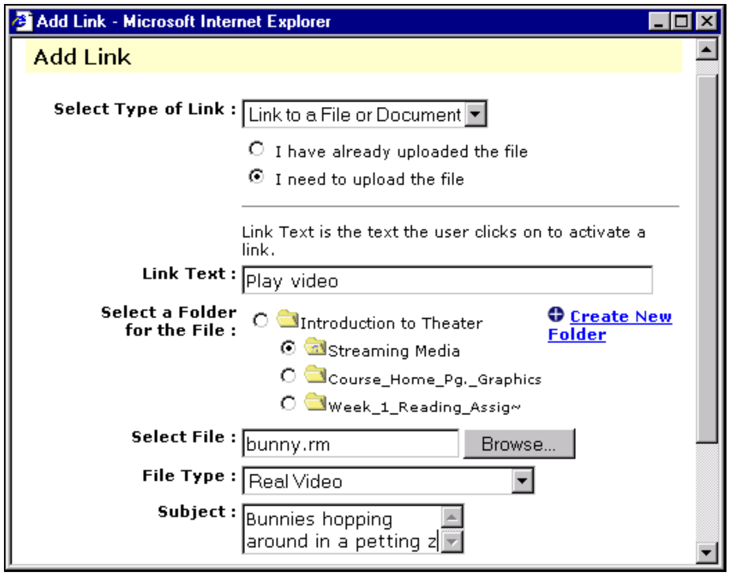
Step 6: Enter any **Comments** for your streaming media file. Comments may be notes to yourself or to a TA or to anyone else who may have access to your course files. They may be something like, "Update with new video file once the election is over," for example.

Step 7: Click **Upload File** to upload the media file to the selected course folder.

Download a streaming media file, create a new streaming media folder, or delete files and folders within the streaming media folder just as you would in your regular course file structure (see the Help topic **Managing Files** for more information).

To upload a streaming media file from the Link Wizard:

Step 1: Upload the file just as you would any other file; however, when you choose a destination folder for the file, select the **Streaming Media** folder. The same uploading options that are discussed above will appear in the Link Wizard.


Add Link - Microsoft Internet Explorer
Add Link
Select Type of Link :
Link to a File or Document
I have already uploaded the file
I need to upload the file
Link Text is the text the user clicks on to activate a link.
Link Text :
Play video
Select a Folder for the File :
Introduction to Theater
Streaming Media
Course_Home_Pg._Graphics
Week_1_Reading_Assig~
Create New Folder
Select File :
bunny.rm
Browse...
File Type :
Real Video
Subject :
Bunnies hopping around in a petting z

Course Content

Once you've set up the administrative part of your course (Course Setup), the next step is to add content. As you create your course, you'll divide it into units or sections, which will themselves contain individual content items. There are seven kinds of content items you can use in your course:

- Text/Multimedia
- Exams
- Threaded Discussions
- MS Word Documents
- MS Excel Spreadsheets
- MS PowerPoint Presentations
- Third-party CoursePack material

Keep in mind that you can also customize content items to reflect your individual course. You don't need to have every content item in every unit, and you can pick which content items are appropriate for each unit and for your course. See the individual Help sections in this document for more information about adding each type of content item to your course.

Adding Units to your Course

As with a traditional course, you'll want to break your online course up into units, sessions, weeks, chapters, or any other division you choose. You can also create feature-based sections in your course navigation. For example, you can create a single "unit" called Threaded Discussions, a unit called Homework, a unit called Glossary, etc. As a result, you can create a unit-based course (Unit 1, Unit 2, etc.), a feature-based course (Introduction, Readings, Homework, Exams, etc.), or a combination of both.

Within each unit you'll add content items that are specific to that unit--a multimedia presentation or a threaded discussion (or both), perhaps. All units you create appear on the left side of your course and your students' course.

To add a unit to your course:

Step 1: Click the **Course Home** button and then the **Author** tab in the left-hand toolbar.

Step 2: Click **Add New Unit** (or week, or session, or whatever you named the divisions in your course) at the top of the screen. The **Add New Unit** page opens.

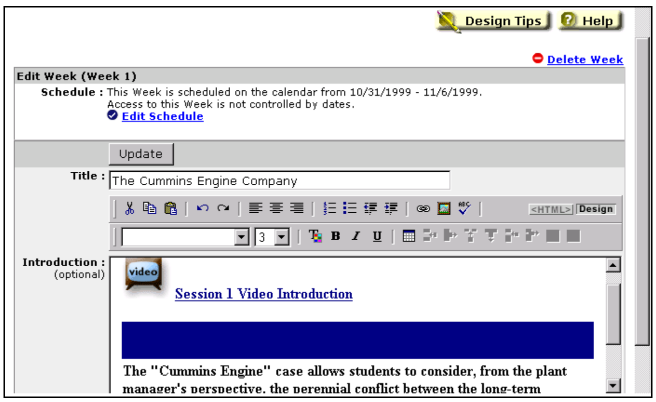
Step 3: Enter a title for the unit next to **Title**. The unit title appears in the top-right corner of the course when the student clicks that particular unit and also in the Coursework section of the Course Home Page. This can be something like "Unit 1" or something like "Homework" or "Glossary."

Tip: If you'd like this title to also appear in the course navigation (on the left side of your students' screen), check the checkbox below the **Title** field. If you do not check this box, the default unit heading that you set in the **General Course Info** tab will display in the navigation tree.

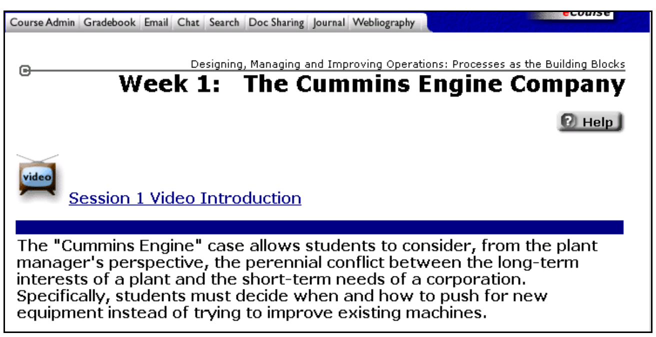
Step 4: Enter an introduction for your new unit in the **Introduction** text field. The unit introduction displays when students click the individual unit. The unit introduction can include text, multimedia, or other content elements. To link to a content item, click the link button in the toolbar above the **Introduction** text. See the Help topic **Formatting Content** for more information.

Tip: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to switch to the HTML view in the Visual Editor and verify that your HTML code meets the requirements. To see specific 508 requirements or for more information, see the Help topic under Course Creation called Accessibility Requirements or go to http://www.access-board.gov/sec508/guide/1194.22.htm

A sample Unit (or Week) page looks like this from the Author view:



And like this from the Course view:

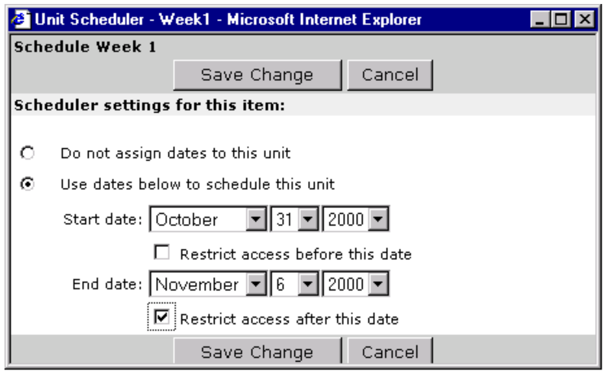


Step 5: Click **Add Unit** at the top or bottom of the screen to add the unit to your course.

You can also assign dates and deadlines to each unit. You can choose to include these dates on your course calendar. If you assign specific dates to a unit, the dates will also appear on the Unit home page in the Course view.

To assign unit dates:

Step 1: In **Author** mode, click the Unit you want to assign dates or deadlines to in the navigation tree on the left side of your screen. Then click the **Edit Schedule link** that appears in the main content window. The **Unit Scheduler** opens:



Step 2: Select whether you want unit dates to appear on the course calendar.

If you don't want unit dates to appear on your students' course calendar, select **Do not assign dates to this unit** and then click **Save Changes**. The **Unit Scheduler** closes.

If you do want unit dates to appear, select **Use dates below to schedule this unit**. Then enter a Unit Start Date and a Unit End Date in the appropriate fields. You can choose whether to allow students access to the unit before and after these dates by checking the **Restrict access before/after this date** checkboxes.

Step 3: Click **Save Changes** to close the **Unit Scheduler** screen.

Tip: Start and End dates for courses and units are set to a 24-hour period, Mountain Standard Time. For example: open on Monday, August 9 at 12:00 am, close on Tuesday, August 10, 12:00 am.

Note: You can set start and end dates for ALL your course units and course content items at one time from the Course Scheduler. See the help topic **Scheduling Course Content** for more information.

Adding Content

Content Items are teaching tools you can use to deliver course content. You can add as many content items as you'd like to any unit, and several items of the same type can be added to the same unit. You can also rename or delete a content item.

There are seven types of content items:

- Text/Multimedia
- Exams
- Threaded Discussions
- MS Word Documents
- MS Excel Spreadsheets
- MS PowerPoint Presentations
- Third-party CoursePack material (see *"Adding Third-Party CoursePacks"* in this document for more information about this item)

Remember that the content item itself is simply a shell or a "content holder." After you add a content item to a unit, you need to go back into the content item and add the actual content. See the specific Help topics under Course Content (like Exams, Threaded Discussions, etc.) for information on adding actual content.

Note: Some courses may use **Sharable Content Objects (SCO's)**. These content items must be added to the course at the Admin level and, once added to a course, can be used throughout the course much like a "Text/Multimedia" content item. However, because SCO content items are "shared" content, you cannot modify/edit the content. You can, however, still use all the Toolbox functions for SCO objects (like "Hide" and "Schedule").

You add each of the seven content item shells to your course in the same way:

To add a content item:

Step 1: Click the **Author** tab in the upper left corner of your screen.

Step 2: In the left toolbar, click the unit to which you want to add a content item. You can also add content items to the Course Home Page.

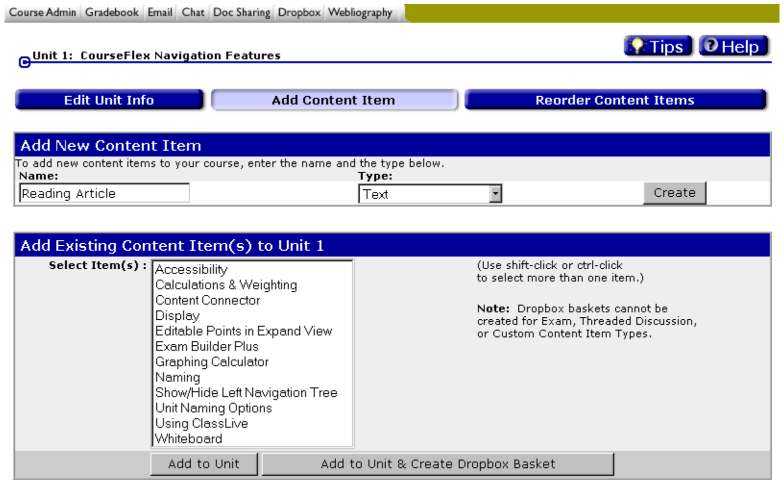
Step 3: Click **Add Content Item** at the top of the screen.

At this point, you can add an existing content item (either a default content item or an item you created previously), create a new content item, or edit an existing content item.

Note: If the content item you'd like to add **already exists** in your course (either as a default content item or because you created the content item previously), simply locate the item in the **Add Existing Content Item** section of the screen and add it to your course. If you'd like to create and add a **NEW** content item that does not already exist in your course, complete the **Add New Content Item** section of the screen.

To add an existing content item:

Step 1: Select an existing content item from the **Add Existing Content Item(s)** list.



Step 2: Using the drop-down list at the bottom of the screen, assign the content item to the entire class or to a group of students.

Note: As an instructor, you can also "hide" the content item from the student view. This feature is useful for creating pop quizzes, for example, or for creating a content repository that you want only available to you. If you choose to hide the content item here, you can "show" or display the item from the **Author mode→Toolbox** screen for the individual content item.

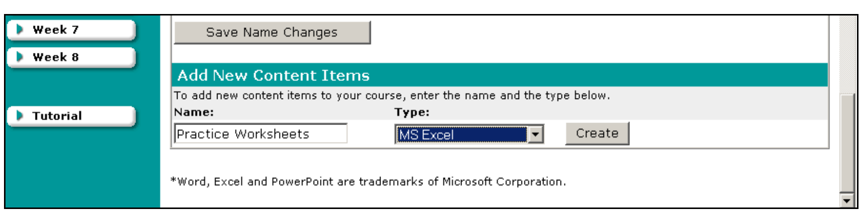
Step 3: At this point, you can either:

- Click **Add to Course Home** or **Add to Unit** (depending on where you're adding the content item) to add the content item to the Course Home Page or to the unit you selected.

- Click **Add...and Create Dropbox Basket** to add the content item to the Course Home Page or to the unit you selected AND create a Dropbox basket for the content item. If you create a Dropbox basket for the item, students will be able to submit assignments related to the content item directly to the Dropbox basket for the item. See the Help topic *Using the Dropbox* for more information.

To add a new content item:

Step 1: Enter a name for your new content item in the **Add New Content Items** field near the top of your screen. This could be something like "Readings" or "Extra Credit."

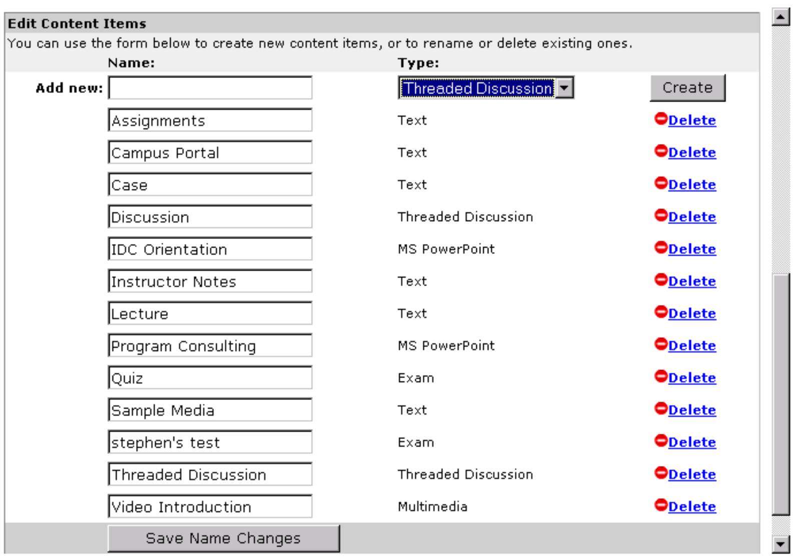


Step 2: From the **Type** drop-down list, select the type of content item you want to add (Text/Multimedia, Exam, Threaded Discussion, MS Word, MS Excel, MS PowerPoint, or a Third-party CoursePack).

Step 3: Click the **Create** button to the right of the **Type** drop-down list. Your new content item will appear in the Content Item list at the top of the screen. Add this content item to a unit just as you would add an existing content item.

To rename or delete a content item:

Step 1: Locate the **Edit/Delete Existing Content Items** field near the middle or bottom of your screen.



Step 2: Change the name of a content item by clicking in the item's field and entering a new name. Then click the **Save Name Changes** button.

Step 3: If you want to delete a content item *completely* from the course, click the **Delete from Course** button to the right of the content item.

Note: This option is only available for those content items that are not currently being used in the course. That is, if the content item appears anywhere in the course, you cannot delete the content item from the course until you delete the individual instance(s) of the item. Similarly, you cannot delete a content item if a Dropbox basket exists for the content item and the basket contains information in either the Inbox or the Outbox.

Remember, too, that if you delete a third-party CoursePack content item and students have already paid for the CoursePack, they will no longer have access to the CoursePack material.

You can also assign dates and deadlines to individual content items. You can choose to show these dates on your course calendar.

To assign dates to a content item:

Step 1: In **Author** mode, click the content item you want to assign dates or deadlines to in the navigation tree on the left side of your screen. In the page that appears, click the **Toolbox** button.

Step 2: Click the **Edit Schedule** link. The **Scheduler** window opens.

Step 3: Select whether you want the content item's start and end dates to appear on the course calendar.

If you don't want these dates to appear on your students' course calendar, select **Do not assign dates to this content item** and then click **Save Change**. The **Scheduler** closes.

If you do want the dates to appear, select **Use dates below to schedule this content item**. Then enter a Start Date and an End Date in the appropriate fields. You can choose whether to allow students access to the item before and after these dates by checking the **Restrict access before/after this date** checkboxes.

Step 4: Click **Save Changes** to close the **Scheduler** screen.

Note: You can set start and end dates for ALL your course units and course content items at one time from the **Course Scheduler**. See the help topic **Scheduling Course Content** for more information.

Formatting Course Content: The Visual Editor

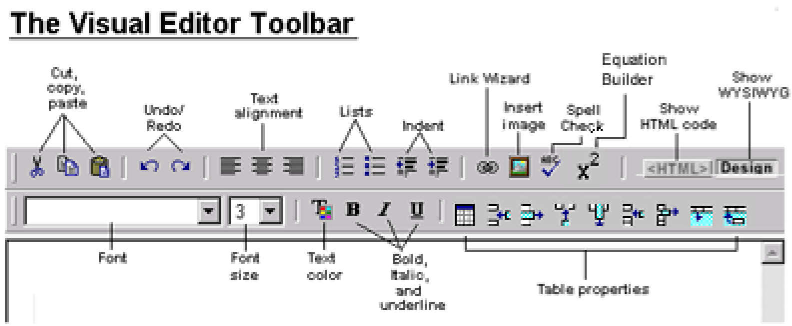
As an online course author, you should be able to create, modify, and format your course content whether you're familiar with HTML or not. Toward this end, we've tried to make formatting your course content as easy as editing with a simple word-processing document. The tool that can help you do this is the **Visual Editor**.

The Visual Editor is built into the course authoring mode and allows you to format text for display on the Web without any HTML knowledge. The Visual Editor is a toolbar that can be accessed above any standard authoring text box--you'll see the Visual Editor throughout your course as you author. Because it mirrors many familiar word-processing toolbar buttons, the Visual Editor is easy to use.

The Visual Editor displays as its own toolbar above any text box when you are authoring various sections of your course (however, see the *Mac/Netscape* help topic in this section if you're using either a Mac or Netscape). It is best described as a simple word-processing toolbar with the following functions:

- Cut, Copy, Paste
- Undo/Redo
- Align (left, center, right)
- Numbered List/Bulleted List
- Decrease Indent/Increase Indent
- Add Link
- Insert Image
- Spell Check
- Equation Editor

- Font Style, Font Size, Font Color
- Bold, Italic, Underline
- Tables



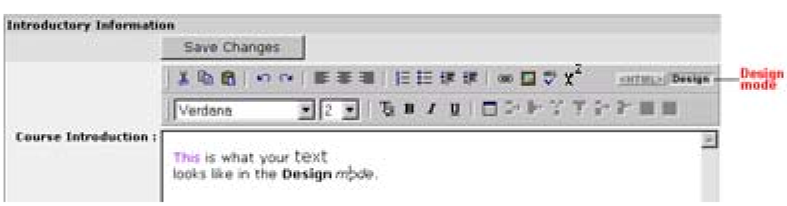
Specifically, you can use the Visual Editor to change the font, size, alignment, and color of text; to create bulleted and numbered lists; and to add emphasis like bold, italic, and underlining, and to create tables. You can use the Visual Editor's Link button to add links to external files and images, websites, and to link from one area of your course to another. You can use the Image button to add graphics and images to your course. Finally, you can access the Equation Editor, which will help you create complex mathematical equations and formulas to share with your students.

Review the Help topics, below, for more specific information about using the Visual Editor.

The Design view vs. the HTML view

You can use the Visual Editor to view your content in two formats: the Design View and the HTML View. These view options are located in the top-right corner of the Visual Editor toolbar. Simply click the buttons to switch between views.

The **Design View** is the default view for the Visual Editor and is the view that allows you to use the toolbar for non-HTML course creation and revision. That is, from this view, you create and format your content just as you would using a word-processing application.



Note: *The Visual Editor can only accurately represent the five fonts listed in the drop-down list in the Design View. If you paste or write HTML code using a different font in the HTML View, the font will display in the Design View in Arial, although it will display correctly in your course.*

Note that if you enter a "hard return" (i.e., hit the ENTER key) in the Visual Editor, the space between text lines will display as double spacing. To create single-line spaced text, press SHIFT+ENTER instead of just ENTER.

Note also that if you are pasting text into the Visual Editor that contains hard returns, the space between these lines will appear to be double spaced as well. You can remove the double spacing by changing the hard returns to "soft" (SHIFT+ENTER) returns.

The **HTML View** allows you to view the HTML source code you created in the Design View. Instructors who want to tweak the HTML code or add functionality that is not supported within the Visual Editor toolbar can do so from the HTML View. Remember, though, that the HTML View is an advanced option and should only be used if you are comfortable writing HTML and/or JavaScript. If you do add JavaScript or other objects, such as Flash movies, applets, Active X controls, etc. to your course from the HTML View, these objects will not display in the Design View but will function correctly from your course.

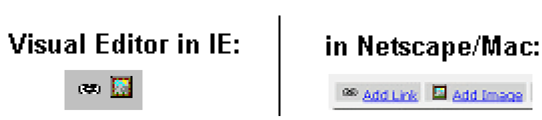
If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to switch to the HTML view in the Visual Editor and verify that your HTML code meets the requirements. To see specific 508 requirements or for more information, see the online Help topic under Course Creation called Accessibility Requirements or go to http://www.access-board.gov/sec508/guide/1194.22.htm.

***Note to Office 2000 Users:** Microsoft Office applications (Word, Excel, PowerPoint, and Access) use a format for saving pages in html that the Visual Editor may render differently than was originally designed. After saving your pages, please be sure to check your formatting to insure that it displays the way you intended.*

Adding Links and Images with the Visual/Text Editor

There are many places in your course where you may want to add links to external files and web pages or add files directly into your course. You may also want to add links from one section of your course to another section, like from the Gradebook to a specific area in the course where a graded item was covered, or from a threaded discussion topic to a related content item, for example. There's a simple process for adding links, and it's the same process no matter where you are in your course. The Link Wizard will help you add links to external files, web pages, and to tools and content items within your individual course.

You can access the Link or Image Wizard from anywhere the Visual Editor (or Text Editor, for Mac and Netscape users) is available in your course. Simply click the Link or Image button on the toolbar:



The Visual Editor is available in the **Author** view for most content items. Once you click the Link or Image button, the Wizard will step you through the process of adding, uploading, or linking to files and course content (see below).

Note: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that any file you upload to your course meets the requirements. To see specific 508 requirements or for more information, see the Help section called Accessibility Requirements or go to http://www.access-board.gov/sec508/guide/1194.22.htm .

To add a link to an existing file or image:

Step 1: Click the **Link** button on the Visual Editor toolbar to link to a file. Click the **Image** button to insert an image.

Link Wizard:

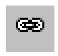


Image Wizard:

If you don't see the Visual Editor toolbar, you probably can't add links to that particular element. When you click the Link (or Image) button, the appropriate Wizard opens

Step 2: From the drop-down list, select the type of link you would like to add. To link to a document or image, select from either of the following two options:

- Link to a File or Document
- Link to an Image

If you are linking to an Image File or a Document File, you will need to send that file from your computer to the computer that houses your course at eCollege so that students can link to the file. This process is called *Uploading* the file. If you have not already uploaded the file, select the button that will allow you to upload the file now.

Tip: *Uploading* a file means transferring the file from your computer to your course. All of the information in your course is stored on a computer at eCollege called a server, which provides the information whenever someone accesses the course from their computer.

You can upload files with any of the following extensions: .mpg, .mpeg, .mov, .avi, .bmp, .tiff, .pic, .rtf, .doc, .xls, .pdf, .txt, .zip, .ppt (ms power point), .jpg, .jpeg, .gif, .htm, .html, .hqx (for macs).

Step 3: Whether you've already uploaded the file or image or not, start the link process by entering **Link Text** for the file. This is the text that students will click to get to the file or image. For images, you will be asked to enter **Descriptive Text** for the image file.

Tip: Link text is text students click to open the file or web site to which you are linking. Descriptive text will appear when students place their cursor over an image. This text describes the image for users who cannot view the image.

Step 4: If you chose "upload new file," you will be asked where you would like to upload the file. If you've created specific file folders for your course with the Manage Files option on the Course Home Page, your file structure appears on the left. If not, you can create a new file folder with the Link Wizard. See the Help topic **Managing Files** for more information. If you haven't set up a course file structure, your file will be uploaded to the default (main) course folder, or you can create a new folder at this point.

Tip: If you're linking to a streaming media file (real audio (.ra), real video (.rm), or slideshow (.rpm)), make sure you select the **Streaming Media folder** as the destination folder for the uploaded file. All streaming media files must reside in the Streaming Media folder for your course. If you choose the Streaming Media folder, the standard streaming media options will appear. Refer to the Help topic **Managing Files** for more information.

Step 5: Using either the folder structure or the **Browse** feature, find the file you wish to link to in the **Select File** box, then click **Add Link**.

To add a link to a website:

Step 1: Click the **Link** button on the Visual Editor toolbar. The Link Wizard opens.

Step 2: From the drop-down list, select **Link to a Website**.

Step 3: Enter the **Link Text**. This is the text that students will click to open the website.

Step 4: Enter the URL or website address in the textbox provided. It's a good idea to copy and paste the address into the Link Wizard to avoid any typos in the URL.

Step 5: Click **Add Link**.

To add a link to an area within your course:

Step 1: Click the **Link** button on the Visual Editor toolbar. The Link Wizard opens.

Step 2: From the drop-down list, select **Link to Area in Course**.

Step 3: Select either **Course Content** or **Course Tools.** Course content items are content items you've created like Word documents, exams, threaded discussions, etc. Course tools are generally located on the tabs at the top of your course (Email, Chat, Dropbox, etc.)

Step 4: If you selected Course Content, use the drop-boxes to select an area and a specific content item in your course to link to. If you selected Course Tools, use the drop-box to select the appropriate course tool.

Step 5: Enter **Link Text** for the link. This is the text that students will click to go to the specific area of the course.

Step 6: Click **Add Link**.

The Visual Editor: Tips and Tricks for Cutting and Pasting

Microsoft Office applications (Word, Excel, PowerPoint, and Access) use a format for saving pages in HTML that the Visual Editor may render differently than was originally designed. Following are some tips on how to avoid or solve these formatting inconsistencies. After saving your pages, be sure to check the formatting to insure that it displays the way you intended.

The table below lists some common formatting controls that may cause irregularities when used with the Visual Editor.

Formatting Control	Issue	Solution
Using the **Headings** style to format text	If you use a Heading tag (i.e., Heading 1) to format text, and then manually change the text to be a different font type or size, when you copy and paste the text into the Visual Editor, the Heading tag is recognized, but any manual changes are not.	Make any manual style changes to content from within the Visual Editor.
Pasting text styled as “Normal” into the Visual Editor	When you paste text into the Visual Editor that is styled as “Normal” in your Word document, the Visual Editor displays the text in ITS default or “Normal” font (Verdona).	Before you paste your text into the Visual Editor, highlight all the text and manually set the correct font and font size. That is, apply a specific font and size rather than using the "Normal" tag.
Pasting modified custom paragraph styles into the Visual Editor	If you modify a custom paragraph style such as “Body Text” in your Word document, any changes you make will not display in the Visual Editor.	Before you paste your text into the Visual Editor, highlight all the text and manually set the correct font and font size.
Pasting bulleted / numbered lists into the Editor	If you do not copy and paste the entire list, from top to bottom, the list formatting may not come over correctly. This issue is most common if you copy content from the middle of a list.	Make sure you copy the entire list, from the top to the bottom, into the Visual Editor. You may also want to consider pasting your list into the HTML View and then formatting your content in the Design view.

Adjusting line spacing	If you enter a “hard return” (i.e., hit the ENTER key) in the Visual Editor, the space between text lines will display as double spacing. Similarly, if you are pasting text into the Visual Editor that contains hard returns, the space between these lines will appear to be double spaced as well.	To create single-line spaced text, press SHIFT+ENTER instead of just ENTER if you’re entering text directly into the Visual Editor. You can remove double spacing of text you copied and pasted into the Visual Editor by changing the hard returns to “soft” (SHIFT+ENTER) returns with the Editor.
Viewing fonts in the Design View	In the Design View, the Visual Editor can only accurately represent the five fonts listed in its drop-down list. If you have assigned a font other than those appearing in the drop-down list to your text, the text will not display in the correct font.	If you paste or write HTML code in the HTML View that uses a font other than those listed in the Design View, the font will display in Arial in the Design View but it will display correctly in your course or campus.
Waiting for content to “paste” into the Visual Editor	Copying and pasting from Word into the Visual Editor may take a moment. For instance, if you are copying a large table from Word to the Visual Editor, you may experience up to a minute delay while the tool parses the correct HTML from the Word document into the Visual Editor.	Be patient…

Using the Math Equation Editor

You can use the Equation Editor to build and edit complex mathematical equations within your course. Accessed from the Visual Editor (or Text Editor), the Equation Editor is available anywhere in your course where the Visual Editor appears. The Equation Editor includes a comprehensive set of mathematical symbols and templates that are easy to access from pull-down palettes. You can use the tool to build, demonstrate, and apply mathematic notations, formulas, and sample equations throughout your course.

Any time you create a new equation it will be saved in a list of equations for that course. As a result, you can create equations and actually insert them into your course content at the time you create them, or you can simply create and "store" equations in a list to use later in your course. You can create an equation once and "insert" it into your course as many times as you'd like. You can also edit an equation from the Equation List and then choose to update the equation in all instances of the course.

If you have a software application with which you currently generate MathML code, you can copy and paste existing MathML code into the Equation Editor as well.

To add or create a new equation:

Step 1: Position you cursor inside the Visual Editor in the exact place where you want to insert or add the equation.

Note: If you are using a Mac or Netscape, the equation will be appended to the end of your content rather than added "in-line." To move the equation, you'll need to cut or copy the HTML code for the equation in the Text Editor, beginning with the <img> tag, and paste the code or tag to the new location.

Step 2: Open the Equation Editor by clicking on the Equation Editor button in the Visual/Text Editor. In the Visual Editor, the Equation Editor button looks like this:

The Equation Editor view opens. Any equations you've already created in the course are listed alphabetically by equation title.

Step 3: Click the **Create New Equation** link.

Step 4: Enter a unique **title** for the new equation (for example, "Quadratic Formula" or "Unit 4 Equation" or "Section 3 Quiz Question #9"). Remember that all equations in your course are listed alphabetically by equation title in the Equation List, so you'll want to name the equation something that you'll remember and that's easy to locate or identify. You must enter a title.

Step 5: Create your equation using the toolbar buttons and pull-down options.

Note: To create your equation, single click on a button to display a pull-down palette of additional functions. From the palette, select the operation or symbol you want to add. The symbol or function will appear in the Equation Editor. If you're creating an equation, use the TAB key or the arrow keys to move from one part of the equation to the next. When you've finished creating the equation, press ENTER to "set" the equation.

For specific help, tips, and shortcuts on how to create equations with the Equation Editor, click the Help button (?) on the Equation Editor toolbar.

Step 6: When you're finished creating your equation, you have three options:

- **Save and Insert.** Select this option to insert (or append) the equation into the current text area and save the equation to the Equation List.
- **Save.** Select this option to save the equation to the Equation List without inserting it in the current text area.
- **Cancel.** Select this option to return to the Equation List without saving any of your work.

Note: When you insert an equation into the Visual Editor, you need to make sure you click **Save Changes** (in the Visual Editor). If you forget to save changes to the Visual Editor, the equation is still saved in your Equation List, but the equation does not appear in the Visual Editor and you'll need to re-insert it.

If you have a software application with which you currently generate MathML code, you can copy and paste existing MathML code into the Equation Editor (saving you from having to re-create equations you've already built).

To paste existing MathML equations into the Equation Editor, click the **Show MathML** link at the bottom of the Equation Editor window. Paste your existing MathML code into the editing field that appears. Note that you can "tweak" the code you pasted in with this editor. You can also tweak or modify equations that are currently displaying in the Equation Editor window, whether you pasted them in or not. When you're finished, click the **Done** button to save your changes.

To edit an existing equation:

Step 1: Open the Equation Editor by clicking on the Equation Editor button in the Visual/Text Editor.

Step 2: In the Equation List, click the "+" sign next to the title of the equation you want to edit. This will "expand" the equation.

Step 3: Click **Edit**. The equation displays in the Equation Editor editing area.

Step 4: Make any changes to the equation as needed.

Step 5: When you're finished editing the equation, you have four options:

- **Replace & Insert.** Select this option to save the edited equation to the Equation List and to overwrite the equation EVERYWHERE it's been used or inserted in the course.
- **Replace.** Select this option to save the edited equation to the Equation List without inserting it into the current text area. This option also replaces the edited equation EVERYWHERE it appears in the course; that is, the **Replace** option will overwrite all instances of this equation.
- **Save as New.** Select this option to save the edited equation to the Equation List as a new equation with a new title (you must rename the equation). If you select **Save as New**, you will need to return to the Equation List and insert the equation into the Visual or Text editor.
- **Cancel.** Select this option to return to the Equation List without saving any of your work.

To insert an existing equation:

Step 1: Position you cursor inside the Visual Editor in the exact place where you want to insert or add the equation.

Note: If you are using a Mac or Netscape, the equation will be appended to the end of your content rather than added "in-line."

Step 2: Open the Equation Editor by clicking on the Equation Editor button in the Visual/Text Editor.

Step 3: In the Equation List, click the "+" sign next to the title of the equation you want to insert. This will "expand" the equation.

Step 4: Click **Insert**. The equation is inserted at the current cursor position.

To delete an existing equation:

Step 1: Locate the equation you'd like to delete within your course and click the **Author** tab. You should see the equation within the Visual Editor (or Text Editor).

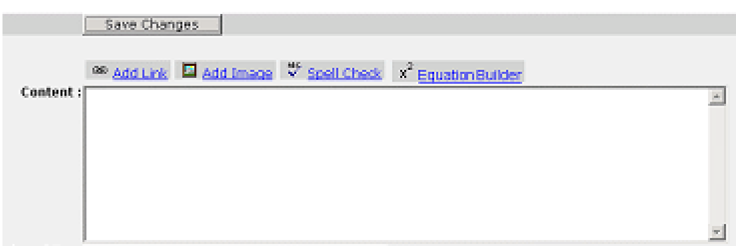
Step 2: Select the equation in the Visual Editor (or the equation's <img> tag in the Text Editor) with your cursor and hit the **Delete** key. The current instance of the equation is deleted.

Note: The equation is NOT deleted from the Equation List (you can still select the equation and insert it in other places in the course). Nor is the equation deleted anywhere else in the course where you've inserted it. The only way you can delete an equation from your Equation List is if the equation is no longer used ANYWHERE in the course. Expand the equation in the Equation List and click **Delete** to delete the equation from the list.

The Visual Editor and MACs/Netscape

The Visual Editor, with all its functionality, is currently only available to instructors using a PC and Internet Explorer as their browser. If you are not using Internet Explorer, or if you are using a MAC, you will see a standard text-editing box with options for adding links to files and graphics instead of the Visual Editor toolbar. You will also see options for accessing the Equation Editor and the Spell Checker. The Text Editor is also available to users who require a Section 508 Accessible version of the Visual Editor.

The Text Editor looks like this:



The standard editing box has a 32 kb limit to the amount of text that can be typed or copied into the box. As an example, 32 kb of text varies from approximately 7 to 11 pages in a document, depending on the contents of the document. If you have more than 32 kb of text to display, you should consider using the MS Word content item type instead of the Text Editor. The MS Word content item allows you to upload a MS Word document with an unlimited amount of text.

Note: When you insert an equation into the Text Editor, you need to make sure you click **Save Changes** (in the Editor). If you forget to save changes to the Text Editor, the equation is still saved in your Equation List, but the equation does not appear in the Text Editor and you'll need to re-insert it.

Adding Text or Multimedia Items

Text and multimedia items are two ways to deliver course content. These items are added the same way to your course.

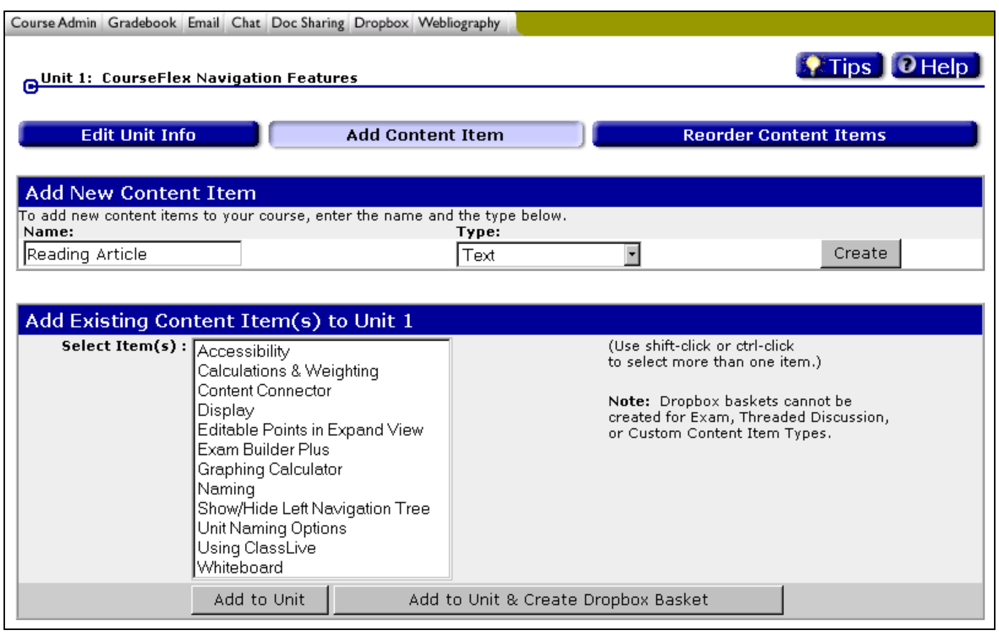
To add a text or multimedia content item:

Step 1: Click the **Author** tab in the upper left corner of your screen.

Step 2: In the left toolbar, click the unit to which you want to add a text or multimedia content item.

Step 3: Click **Add Content Item** at the top of the screen.

Step 4: You can now either add an existing content item from the **Select Item(s)** drop-down list, or you can create a new content item (see the Help topic **Adding Content** for more information). If you create a new content item and click **Create**, your new item will appear in the **Select Item(s)** drop-down list at the top of the page. Whether you select an existing item or create a new item, select a content item from the **Select Item(s)** drop-down list.



Step 5: At this point, you can either:

- Click **Add to Course Home** or **Add to Unit** (depending on where you're adding the content item) to add the content item to the Course Home Page or to the unit you selected.

- Click **Add...and Create Dropbox Basket** to add the content item to the Course Home Page or to the unit you selected AND create a Dropbox basket for the content item. If you create a Dropbox basket for the item, students will be able to submit assignments related to the content item directly to the Dropbox basket for the item. See the Help topic *Using the Dropbox* for more information.

Step 6: To insert actual content into your text or multimedia item, you now need to edit the item. See **Editing and Deleting Text and Multimedia Items** for more information.

Editing and Deleting Text and Multimedia Items

Once you've added a text or multimedia content item to a unit, you need to insert actual content into the item. The content is what students will actually see or read. Content in these items may include images, links to files, or links to other web sites. You can also assign certain content or make content viewable to a group of users you specify (see the Help topic **Assigning Content to Groups** for more information about this option).

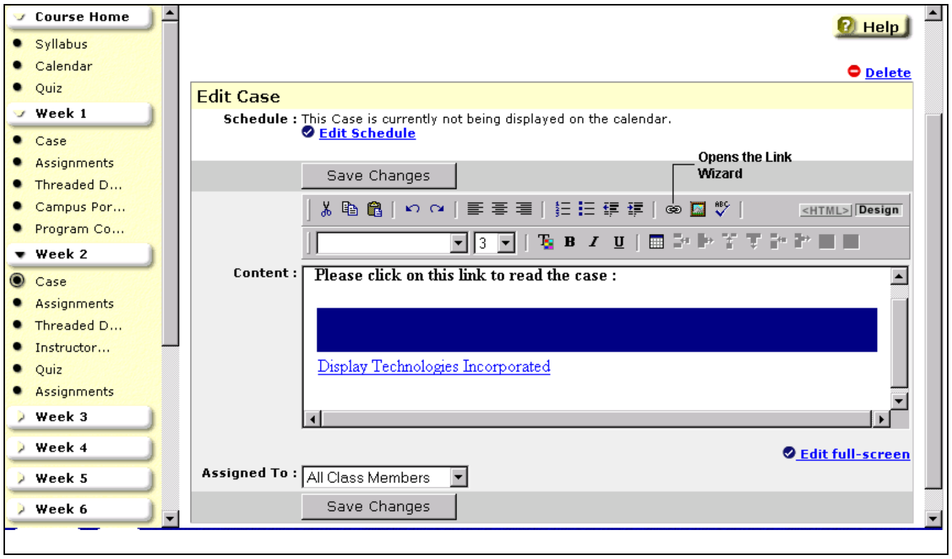
To edit a text or multimedia content item:

Step 1: Click the text or multimedia content item you want to edit.

Step 2: Click the **Author** tab in the upper left corner of the screen.

Step 3: To edit a text item, enter or modify the text in the **Content** field.

To edit or add multimedia, click the Link button in the toolbar just above the **Content** field. See the Help topic **Adding links, images, and files** for more information.



Tip: Content items must be formatted in HTML to display correctly in your course. You can design and format your content items in HTML using the toolbar above the **Content** field. You don't have to have any experience with HTML to use this toolbar! See the Help topic **Formatting Content** for information on using the visual editor toolbar. However, if you are creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that any content item you add or upload to your course meets the requirements. For more information about Section 508 Requirements, go to http://www.access-board.gov/sec508/guide/1194.22.htm.

Step 4: Click **Save Changes** when you're finished adding content. To see your changes, click the **Course** tab in the upper left corner of your screen.

To delete a text or multimedia content item within a unit:

Step 1: Click the text or multimedia content item you want to delete.

Step 2: Click the **Author** tab in the upper left corner of the screen.

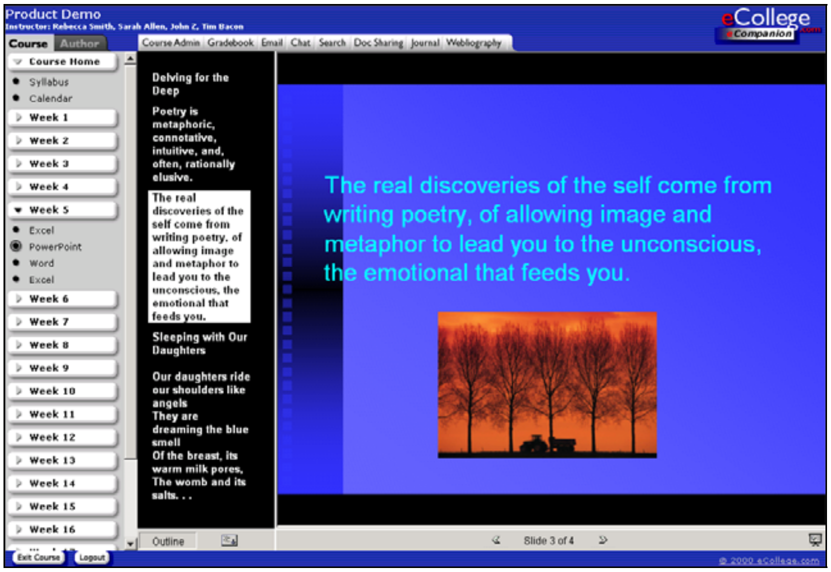
Step 3: Click the **Toolbox** button in the upper right corner of the screen.

Step 4: Click **Delete [name of content item].** This will *only* delete the item from the current unit. If you've used the content item elsewhere in the course, those instances will not be deleted.

Using Microsoft Office Tools as Content Items

You can upload Microsoft Office files (Word, PowerPoint, and Excel) to your online course and use them just like any other course content items. When you upload these types of files, the system automatically converts the files to a Web-ready HTML format.

For example, a PowerPoint slideshow uploaded to your course looks like this:



Although this feature is designed to work best with Microsoft Office 2000, it also works with older versions of Microsoft Office. You can add and edit MS Office content items.

To add a MS Office content item to your course:

Step 1: Click the unit you want to add the MS Office item to and then click the **Author** tab.

Step 2: Add a Microsoft Word, Excel, or PowerPoint content item to your course just as you would add any other content item. Remember that, at this point, you still need to assign an actual file to the content item (see below).

Note: You can upload an existing Syllabus you created in MS Word to the Syllabus section of your course by following these same steps.

To assign a MS Office file to a content item:

Step 1: Click the content item to which you want to add content and then click the **Author** tab. Make sure you've created and selected a MS Word, MS Excel, or MS PowerPoint content item.

Step 2: In the page that displays, use the **Browse** button to locate an existing Word, Excel, or PowerPoint file you want to include in your course. The file name will appear in the **New File to Publish** field.

Tip: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that any file you add or upload to your course meets the requirements. For more information about Section 508 Requirements, go to http://www.access-board.gov/sec508/guide/1194.22.htm

Step 3: Click **Save Changes**. It may take several minutes for your file to be converted to HTML format, so please be patient.

Note and Formatting Tips for MS Office Documents:

When a Microsoft document is uploaded into the eCollege system, it is automatically converted to a web document for display on the internet. Web documents aren't always identical to their Microsoft counterparts, however; not all Microsoft Office features are supported on the web. Following is a list of things to look for if you get an error when you try to upload your file:

- **Is your document set to Read Only?** If so, the file cannot be saved as a web page.

- **Is your automatic Spell Check feature turned on?** If so, turn the Spell Check feature **off** and re-save your document. For example, to turn off automatic spell checking in Word, go to the 'Tools' menu and click 'Options.' Click the 'Spelling and Grammar' tab and then clear the 'Check spelling as you type' check box. Make sure you re-save your file.

- **Does your file contain macros?** For security reasons, files containing macros cannot be uploaded to the eCollege system. To see if your document contains any Macros, go to the 'Tools' menu and click 'Macro.' This will display and allow you to remove any Macros in your file or presentation.

- **Can you save your document as a web page on your computer?** Try saving the document as a web page on your computer; then open up the file. If at any time you get an error message, it is possible that your file will not convert to a web page in the eCollege upload tool.

Files may become corrupt for a variety of reasons. If your document passes all of the tests above and you're still having trouble uploading, contact the Helpdesk for assistance.

To edit a MS Office content item:

Step 1: Click the content item you want to edit and then click the **Author** tab.

Step 2: Click **Download a copy of this file**. A download window opens in which you will be asked to save the file to your computer (or other location).

Step 3: Once you've saved the file to a local location, make any changes or corrections to the file.

Step 4: Re-upload the file to your course using the same procedure you followed to upload the file originally. As long as you did not rename the new file, the new file will replace the old file.

To delete an MS Office content item within a unit:

Step 1: Click the content item you want to delete.

Step 2: Click the **Author** tab in the upper left corner of the screen.

Step 3: Click the **Toolbox** button in the upper right corner of the screen.

Step 4: Click **Delete [name of content item].** This will *only* delete the item from the current unit. If you've used the content item elsewhere in the course, those instances will not be deleted.

Adding Exams to your course

The Exam item helps you evaluate student performance. Within the exam item, you can add sections (pages) to exams, add and edit questions and pools of questions, use existing exam test banks, and add and edit exam/quiz information. Before you can add content to an exam, however, you need to create an exam and add it to a unit. You also need to determine general exam information like exam passwords, access dates and times, grading options, etc. (see below).

To create an exam:

Step 1: Click the **Author** tab in the upper left corner of your screen.

Step 2: In the left toolbar, click the unit to which you want to add an exam.

Step 3: Click **Add Content Item** at the top of the screen.

Step 4: From the **Select Item(s)** drop-down list, choose **Exam**. *Note: If you've renamed the Exam Content Item, look for the new name in the drop-down list.*

Step 5: Click **Add to Unit**. The exam appears in the current unit.

Once you've created the exam, you need to determine some general setup information—like introductory text, how many times students can access the exam and for how long, and grading options—for the exam.

Note: You can also "hide" an exam or quiz from students. This is useful, for example, if you want to use pop quizzes in your course, or if you want to incorporate an entire publisher test bank (hidden from students) that can be referenced in quizzes and tests throughout the course. You can subsequently "show" or display the exam/quiz at any time. For information about hiding exams, see the Help topic Hiding Content.

To determine general exam information:

Step 1: Click the specific exam content item you want to set up using the navigation on the left side of your course.

Step 2: Click the **Author** tab. You will see the main Exam Builder screen.

Step 3: To add or edit the **Exam title and/or Introductory text**, click the **Edit** button at the top of this page. You'll see a new screen where you can enter a title for the exam. You can also add introductory text that students will see before they start the exam. See the Help topic **Formatting Content** for information about formatting this text. Click **Save Changes** to return to the main Exam Builder screen.

Tip: If you are creating a course that must meet Section 508

Accessibility Requirements, you'll need to make sure that your Exam intro text meets the requirements. For more information about Section 508 Requirements, go to http://www.access-board.gov/sec508/guide/1194.22.htm.

Step 4: Click the **Toolbox** button at the top of your screen.

Step 5: Click the **Edit Schedule** link on this page to:

- set Exam access dates and times
- set a date on which students can review their Exam in the Gradebook
- set Calendar display options for the Exam

Make sure you click **Save Changes** before closing the Scheduler.

Step 6: In the Toolbox, you can also determine whether students can access the exam more than once, or one time only:

Click **Students may only take the exam once** for single access; click **Students may re-take the exam** for repeated access to the Exam.

Step 7: Set a time limit for the Exam. This will determine how long students have to complete the exam. If you want to automatically remove students from the exam after the time limit expires, check the appropriate check box. *Note: The time limit option only applies if you selected **Students may only take the exam once,** above.*

Step 8: Click **Use Auto-Grading to score questions** if you want all objective questions in the exam to be automatically graded by the system. If you select this option, you can also choose to automatically display the auto-graded score to students in the Gradebook, and/or to display an auto-graded summary to students at the time they submit their exam. This summary immediately tells students how many questions they got right (by question type).

Step 9: Select how the results of the graded exam will be displayed to students in the Gradebook.

Step 10: (Optional) Set a password for the exam. Students will not be able to access the exam unless they enter the correct password. You are responsible for notifying students of the password.

Step 11: (Optional) Assign the exam to a specific group of students, or assign the exam to all students using the drop-down list. This option is available in the Toolbox ONLY if you have created groups in your course.

Note: Use the other **Toolbox** options as needed.

Step 12: Click **Save Changes**.

Once you've set up the exam, you can add pages, questions, and content.

Adding Questions to an Exam

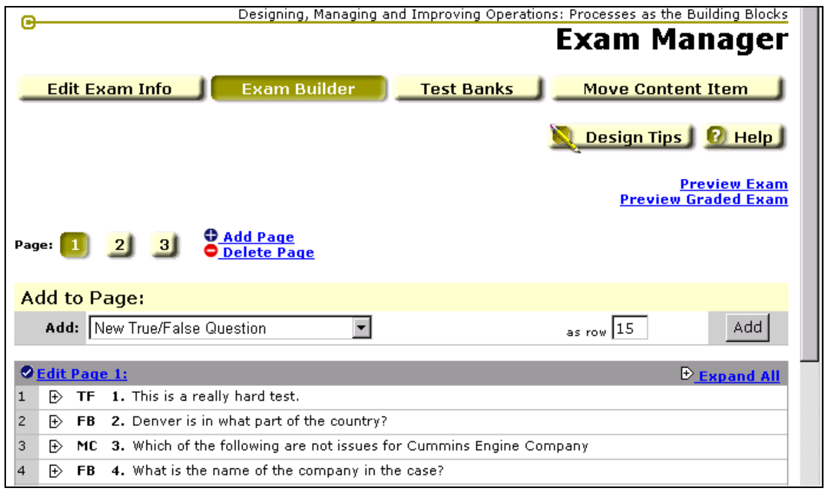
Once you create an exam item, whether it's a quiz, a midterm, or a final exam, you need to add content to the exam. You can always edit any questions you add.

To add questions to an exam:

Step 1: Locate the specific exam you want to add questions to using the navigation on the left side of your course and click the **Author** tab.

Step 2: Make sure you're on the **Exam Builder** page.

Step 3: Page icons representing existing exam pages appear on the left of the Exam Builder screen. Click on a Page # to add questions to that page. To add a new page, see the Help section called **Adding Pages**.



Step 4: Once you've selected a page to add questions to, select the type of question you want to add from the **Add** drop-down list.

Step 5: Select where you want the new question to appear on the page in relation to the other questions on that page by entering a number in the **as row** box. For example, if you enter a "2," this question will be the second question on this exam page.

Step 6: Click **Add** on the right side of the screen to add the new question. Depending on the question type you selected, a question wizard appears in which you can build your actual question:

Multiple Choice
Enter a question and the number of points the question is worth (optional). Then, in the boxes below, enter the possible answers, and select the button next to the correct answer.

Multiple Answer
Functions the same as Multiple Choice, but you must select two or more correct answers.

True-False
Functions the same as Multiple Choice, but the answer options are "True" and "False."

Essay
Cannot be auto-graded. Enter a question and, if you want, you can enter the number of points possible, as well as an explanation for the answer. Students will see this explanation when you make it available in the Gradebook.

Short Answer
Cannot be auto-graded. Functions the same as Essay, only less space for the student to reply.

Fill in the Blank
Enter a question and up to five Acceptable Responses in the boxes provided. The auto-grading feature is case-sensitive, so make sure you enter all possible correct answers.

Matching
Enter a question, and then enter matched pairs in the boxes provided. The system will mix the entries in boxes on the right side of the screen.

Step 7: After you enter each question, click **Add**. *Note: For information about formatting your exam questions, see the Help topic **Formatting Content**.*

Tip: If you are creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that your Exam questions meet these requirements. For more information about Section 508 Requirements, go to http://www.access-board.gov/sec508/guide/1194.22.htm.

You can edit or modify the point values you assigned to each question by clicking the **Expand All** link at the top of the exam page. This will open or expand all the exam questions. Change the point values for as many questions as you'd like, and then make sure you click **Update Points** at the bottom of the page. This option is useful because you don't have to open, edit, and save each individual exam question.

Adding Pages to an Exam

Creating pages within your online exam lets you group similar questions together. Pages also give students a sense of where they are in an exam.

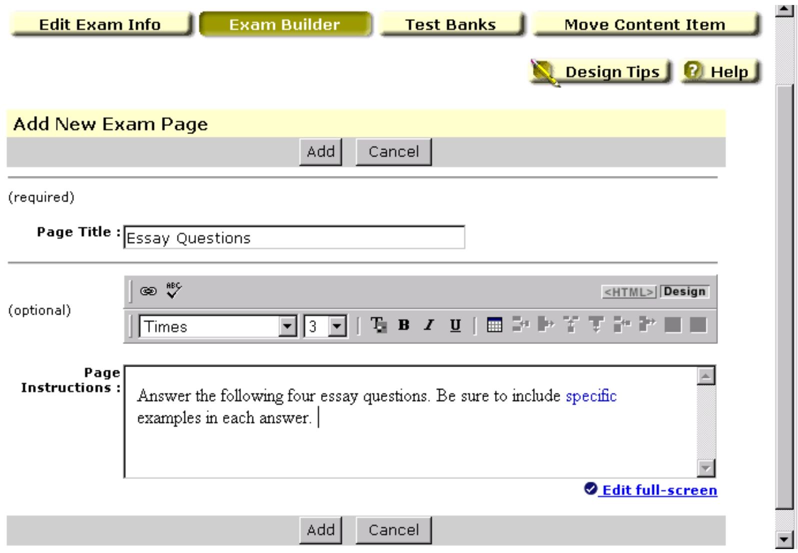
To add pages to an exam:

Step 1: Locate the specific exam you want to add pages to using the toolbar on the left side of your course and click the **Author** tab.

Step 2: Make sure you're on the **Exam Builder** page.

Step 3: Existing exam pages appear on the left side of the Exam Builder screen. If you have not created any pages for your exam, only one page icon displays. You can click on a Page # to add questions to or modify that page.

Step 4: To add a new page, click **Add Page**. The Add New Exam Page screen appears.



Step 5: Enter a title for the new page.

Step 6: Enter any instructions that might be specific to that exam page. You can format your page instructions using the Visual Editor toolbar. See the Help topic **Formatting Content** for information on using this toolbar.

Tip: If you are creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that your page instructions meet these requirements. For more information about Section 508 Requirements, go to http://www.access-board.gov/sec508/guide/1194.22.htm.

Step 7: Click **Add**.

Adding Question Pools

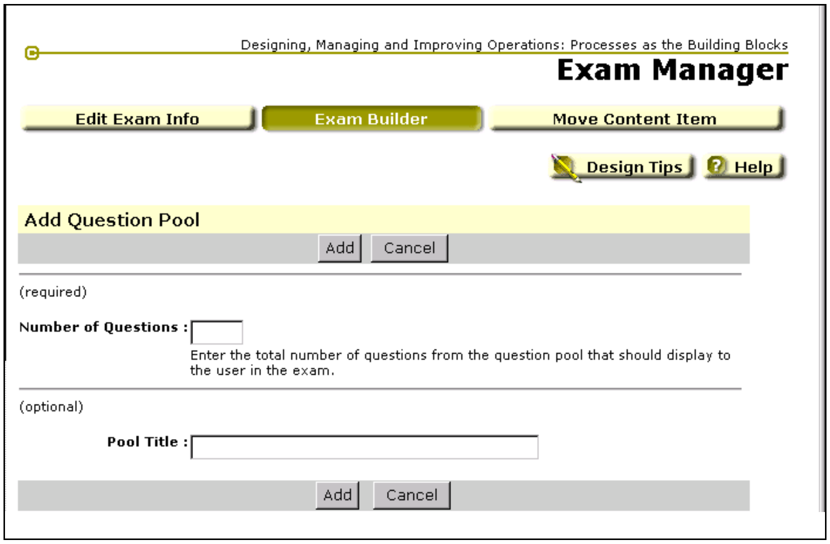
As you create your online exam, you may want to create a question pool. A question pool is a set number of questions randomly drawn from a larger base of questions. For example, you may create 20 questions in a pool, and then have the system randomly select 5 questions from the pool for each student. Question pools are an effective way to ensure that students see different questions on an exam.

To create a question pool:

Step 1: Locate the specific exam you want to create a question pool for and then click the **Author** tab.

Step 2: Click **Exam Builder**.

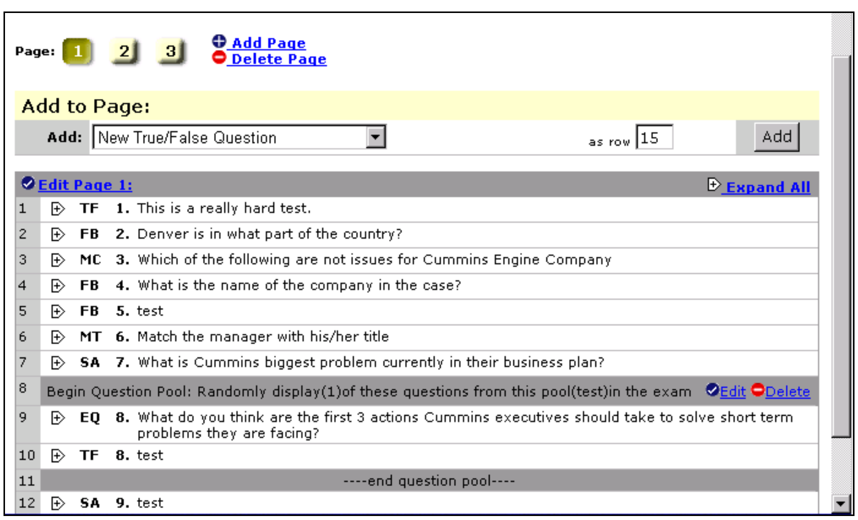
Step 3: From the **Add** drop-down list, select **Question Pool**. If you know where you'd like the new Question Pool to appear in relation to existing questions, enter a row number in the **as row** box; otherwise the new Question Pool will appear at the bottom of your current exam questions. Click **Add** on the right side of your screen. The Add Question Pool screen opens.



Step 4: Enter the total number of questions from the pool that you want to include in the exam. For example, if you have 20 total questions in the pool, and you want each student to answer 10 questions, enter "10" in the **Number of Questions** field. Each student will see 10 random questions drawn from the pool of 20 questions.

Step 5: Enter a title for your question pool (optional). A pool title can help you organize your pooled questions.

Step 6: Click **Add**. Your new question pool appears in dark gray in your Exam Builder.



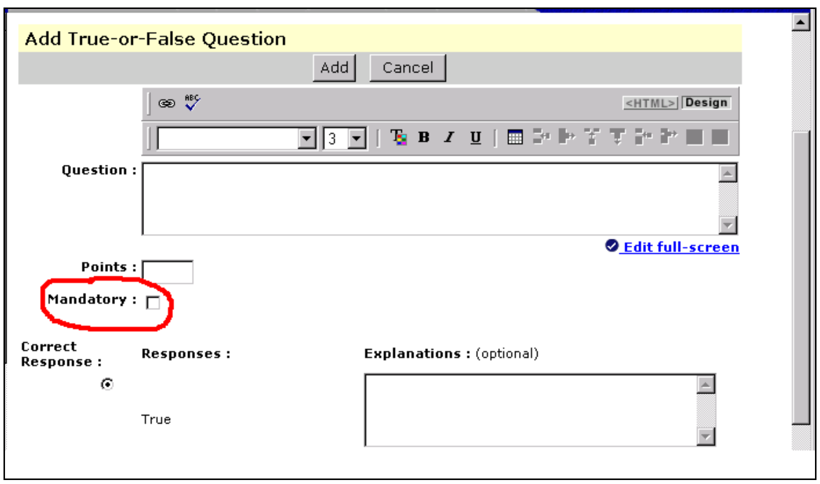
To add a new question to a question pool:

Step 1: Make sure the question pool you created displays in gray in the Exam Builder. You need to create a question pool before you can add new or existing questions into the pool.

Step 2: You add questions to a question pool just as you would add them anywhere else in the exam. You simply need to make sure the question gets "placed" within the question pool. Select the type of question you want to add from the drop-down list and locate the text that says **as row**. In this box, enter a row number that falls within your current question pool. For example, if your question pool currently occupies rows 5 and 6, enter a "6" in the **as row** box. This ensures that your new question is included in the question pool.

Step 3: To enter a new question outside of your question pool, simply enter a row in the **as row** box that falls outside your question pool. For example, if your question pool currently occupies rows 5 and 6, enter a "7" in the **as row** box.

Tip: If you're using a question pool but there is a question that you want all students to see, click the **Mandatory** checkbox that appears when you create the question. This checkbox only appears if you create the question *within* the question pool.



To add existing questions to a question pool:

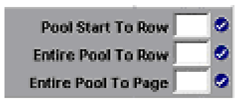
Step 1: Find the question you want to move into the question pool.

Step 2: Enter a new row number for the question in the **Row** box for that question. Make sure the new row you enter falls within the question pool.

Step 3: Click the check mark icon to the right of the **Row** box. The question moves to its new location within the pool.

To move an entire question pool to a new location on the current page:

Step 1: Enter a new row number in the **Entire Pool To Row** box for the question pool and click the checkmark to the right of the box.



The entire question pool (and all the questions within the pool) is moved to the new location. The pool does not absorb any new questions.

Note: The new row number you enter must exist on the current page. Question pools cannot span multiple exam pages.

To move an entire question pool to a new page:

Step 1: Select a new page number in the **Entire Pool To Page** drop-down list box for the question pool and click the checkmark to the right of the box. The entire question pool (and all the questions within the pool) is moved to the *bottom* of the page you designated. The pool does not absorb any new questions.

To move the starting row for a question pool:

Step 1: Enter a new row number in the **Pool Start To Row** box and click the checkmark to the right of the box. The question pool now begins on the row you specified, absorbing all existing questions that fall between the new start row and the old start row into the pool.

Note: The new row number you enter must exist on the current page. Question pools cannot span multiple pages. Also, you cannot enter a new start row that lies within another question pool.

To move the ending row for a question pool:

Step 1: Enter a new row number in the **Pool End To Row** box and click the checkmark to the right of the box. The question pool now ends on the row you specified, absorbing all existing questions that fall between the new end row and the old end row into the pool.

Note: The new row number you enter must exist on the current page. Also, you cannot enter a new end row that lies within another question pool.

Using Test Banks

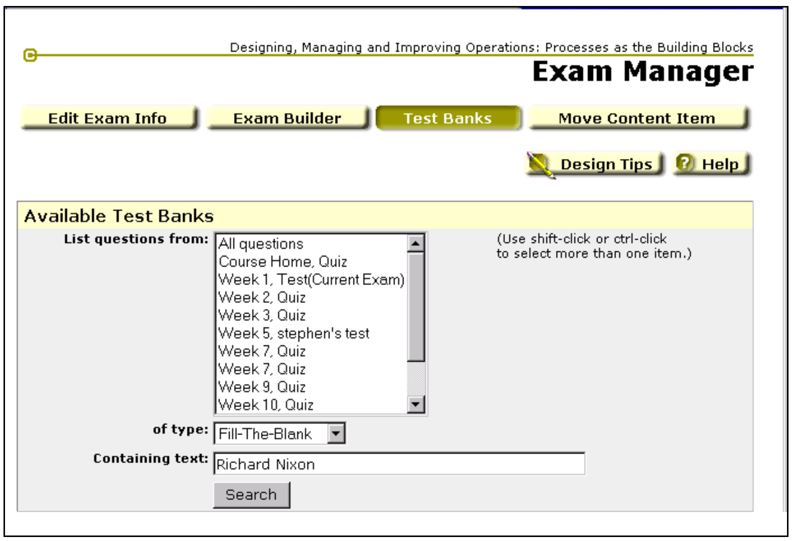
The Test Bank feature allows you to reuse test, quiz, and exam questions you've already created somewhere in your course in later exams. For example, if you created a series of pre-test exercises and wanted to reuse some of those questions for a mid-term exam, you don't have to retype those questions into the system; you can simply use the Test Bank feature to recycle those questions. Similarly, if you created an exam (Unit 6 Exam, for example) and you decided to delete the exam but you didn't want to lose all the questions you'd already created in this exam, you could go to the Test Bank page and manually move all the questions in Unit 6 Exam into the Test Bank. Later, you could pull some or all of these questions for use in another exam.

To locate Test Bank questions:

Step 1: Locate the exam to which you want to add existing assessment questions. This can be an existing exam, or it can be a new exam.

Step 2: Click the **Author** tab.

Step 3: Click **Test Banks**. All exams, assessments, quizzes, tests, etc. that you've created in the course display in the **List questions from** display box.



Step 4: Select an exam (or quiz, etc.) from which you'd like to draw questions. You can select a specific exam, or you can choose **All Questions** to see every exam question currently in your course.

Step 5: Choose the question type you'd like to see. You can see all questions, questions that are not currently in use, or you can choose from the following:

- True/False
- Multiple-Choice

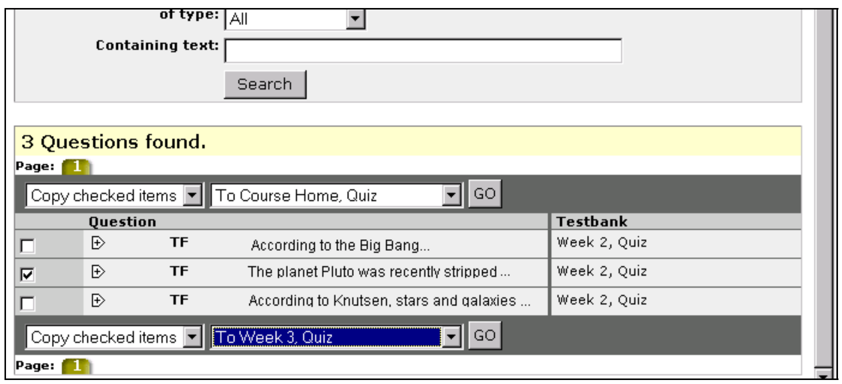
- Multiple-Answer
- Fill-in-the-Blank
- Matching
- Short Answer
- Essay

Step 6: If you want to search your existing exam questions for specific text, enter the search text in the **Containing text** field.

Step 7: Click **Search**. All questions that met your search specifications are listed. You can now either copy or move any of these questions to another exam.

To add or move Test Bank questions to another exam:

Step 1: Check the box next to the questions you want to move or copy to the new location. All "checked" questions will be moved or copied.



Step 2: Using the drop-down list at the top or bottom of your question list, select whether you want to copy or move the selected questions.

Select **Copy** to copy the question to the new exam. The question will be added to the last page of the exam. You can re-order exam questions from within the exam.

Select **Move** to move the question to the new exam. The question will be removed from the previous exam. If students have already taken an exam, questions cannot be removed from that exam.

Step 3: Use the other drop-down list to select a destination for the selected questions. Choose from all your course's exams, assessments, etc., or choose "questions not in use."

Tip: If you had created an exam (Unit 6 Exam, for example) and you decided to delete the exam but you didn't want to lose all the questions you'd already created in this exam, you would go to the Test Bank page and manually move all the questions in Unit 6 Exam to the **Questions Not in Use** category. Later, if you wanted to pull some or all of these questions for another exam, you could just filter by

"Questions Not in Use" and there they'd be!

Step 4: Click **Go**.

Using ExamGuard

ExamGuard is an optional online assessment tool that your institution may have purchased. ExamGuard uses QuestionMark Secure technology to offer a customized browser that provides an extra secure environment for online test-taking. Specifically, when students take an exam using ExamGuard, they cannot:

- print
- copy and paste
- go to another URL or website
- minimize the browser window
- use menu options, control keys, or task switching
- use right-click options
- start new applications
- return to a previous page

Students **must** download the ExamGuard software before they can access the exam. To avoid last-minute anxiety and panic, we strongly urge you to encourage students to download the software well before the date and time of the exam so that they are all ready to go when the exam time actually comes. Students can download the software at any time from the Start page of the Exam (even days or weeks before the exam), or the download link is available in their online Help under Taking Exams.

If your institution has purchased ExamGuard, you can activate the ExamGuard feature from the Author mode→**Toolbox** button for a particular exam. To download the ExamGuard software yourself, go to http://www.questionmark.com/secure/_ecollege.asp.

Refer to the **"Tips and Hints,"** below, for important information about using ExamGuard.

ExamGuard Tips and Hints

- Make sure your students know well ahead of time that they will need to download and install the ExamGuard software. They will not be able to access their exam until they do. We suggest creating a course announcement on the Course Home Page as a download reminder.

- The link for students to download ExamGuard and all other necessary instructions are located on the Start page for the exam. Students should be aware that there are several steps in this process, however, and should be told to plan accordingly.

- To verify that students have ExamGuard installed correctly and to "experience" the secure browser before they actually take the exam, you should encourage them to go to the Student Orientation Course (located on their Personal Homepage) and take a “practice exam" using ExamGuard.

- Some institutions **require** professors to use ExamGuard. If this is the case, ExamGuard will be activated by default for all exams in your course and you will be unable to turn off ExamGuard in the content item Toolbox.

- Make sure you "preview" your ExamGuard exam before you deploy it to students. From the Author tab, click **Preview Exam** and select to preview using ExamGuard.

- ExamGuard is not compatible with Macintosh computers. As an instructor, you can set up or create an exam that uses ExamGuard on a Mac, but students **must** take ExamGuard exams on a PC.

- After students install the ExamGuard software, they will need to close their current browser window, open a new browser, and re-login to their course for the ExamGuard software to be recognized by the system.

- ExamGuard works best with Internet Explorer.

- ExamGuard will work in Netscape. However, students must have Internet Explorer installed on the computer—even if they are accessing the exam with Netscape—and the Netscape browser must be configured to support ExamGuard. Steps for configuring Netscape can be found on the ExamGuard Download and Instructions screen when students download the software.

- The ExamGuard browser essentially "locks" the user's browser window. As a result, students will not have access to any programs or applications they have running when they launch the exam. Because of this, you should be very careful using audio links in your exam—should something go wrong with the link for whatever reason, students will be unable to access their audio player.

- If you really want to use audio/video in your exam, you must embed the media player in the exam question. This is the only way students will have access to the media player's controls: the start/stop/pause/volume buttons. If you don't embed the player, the player will open "behind" the ExamGuard browser and students will be unable to see or access the controls.

- Because the ExamGuard browser "locks" the user's browser window, avoid using links to other web pages or outside sources in your exam. Students will be unable to get to these pages.

- America Online (AOL), Prodigy, and CompuServe are Internet Service Providers (ISP) who provide as part of their software an internal web browser that allows users to browse the web. Often, these web browsers are either customized and/or older versions of Internet Explorer (IE). These "modified" browsers are not currently supported by ExamGuard.

- If a student downloaded the software but is having trouble launching the browser, s/he may need to clear out the "temporary internet files" area of her/his browser (i.e., clear their cache). To do this, they should click the **Tools** button in their browser, then select **Internet Options**. From the **General** tab, click **Delete Files** under **Internet Options**.

- If you've set a time limit on the exam, a student's "time" doesn't start until s/he actually begins the exam—ExamGuard download time does not apply to the exam time. However, we highly recommend that you have students download the ExamGuard software well before the exam start time.

Reordering Questions in an Exam

You can move or reorder exam questions at any time. You can move individual questions to a different location on the current page, or you can move a question to another page in the exam. You can also move questions into or out of question pools, as well as move entire question pools to another location on the current page or to another page. For information on moving question pools, see the Help topic called *Question Pools*.

To reorder exam questions:

Step 1: Locate the specific exam you want to modify, click on it, and then click the **Author** tab.

Step 2: Click **Exam Builder**.

Step 3: Find the question you want to move to another location within the exam.

Step 4: Enter a new row number for the question in the **Row** box to the right of that question. The **Row** option is not visible unless you have more than one question in the exam.

Step 5: Click the check mark icon to the right of the **Row** box. The question moves to its new location within the exam.

Tip: To move a question into a question pool, simply make sure the new row you enter falls within the question pool.

To move a question to a different page:

Step 1: Find the question you want to move to another page.

Step 2: Enter a new page number for the question in the **Page** box for that question. The **Page** option is not visible unless you have more than one page in the exam.

Step 3: Click the check mark icon to the right of the **Page** box. The question moves to its new page.

Previewing an Exam

As you build your exam, you can see what it will look like to students. You can also preview what the graded exam will look like.

To preview an exam:

Step 1: Click the exam you want to preview and click the **Author** tab.

Step 2: In the upper right corner of your screen, click **Preview Exam**. You'll see your exam just as students will see it. You can take the exam as well.

Note: If your institution uses ExamGuard and you have enabled it for this exam, you can preview the exam in the secure browser—just as students will see the exam. We highly recommend you preview the exam using ExamGuard so you can ensure that test questions and features work correctly. Remember, you'll need to download and install the ExamGuard software, just like a student.

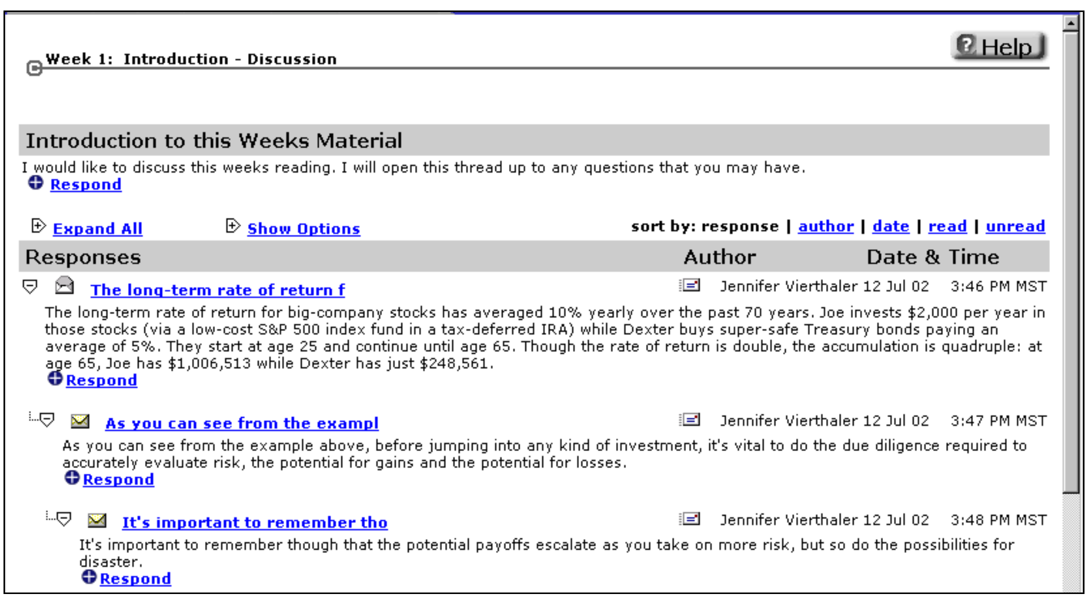
To preview a graded exam:

Step 1: Follow the steps above, except click **Preview Graded Exam** in the upper right corner. You'll see the graded exam.

Using Threaded Discussions

The Threaded Discussion content item simulates traditional classroom discussions. A threaded discussion (thread) allows students to post comments to a discussion topic, react to other students' comments, and respond to ideas shared by you or by others in the course.

Discussions take place *asynchronously*—each threaded discussion begins with a topic you identify. Students log into the course when they can and then post to the threaded discussion at their convenience. Responses to each topic display below the topic.



You may want to pose one or more questions for discussion each week. Students may have a set amount of time to respond and/or may be graded on their participation and the quality of their comments.

Students enjoy using threaded discussions because they can compose their thoughts before they post a comment, respond more thoughtfully to discussion topics, and engage in lively debates that are less threatening than in a live classroom environment.

Note: You cannot delete a Threaded Discussion content item if there are topics in the Threaded Discussion. Similarly, you cannot delete a Thread topic if there are responses within the topic. In sum, to delete a Threaded Discussion content item, you must start at the "bottom" and move up—deleting individual responses to topics first, then topics, and finally the Threaded Discussion content item.

Adding a new Thread

As an instructor, you can add threaded discussions to your course and choose what topics should be discussed within each thread.

To add a threaded discussion content item:

Step 1: Click the **Author** tab in the upper left corner of your screen.

Step 2: In the left toolbar, click the unit to which you want to add a threaded discussion.

Step 3: Click **Add Content Item** at the top of the screen.

Step 4: From the **Select Item(s)** drop-down list, select the Threaded Discussion item. As a default, this item is called **Discussion**; however, if you re-named this item, it may now be called something other than Discussion.

Step 5: Click **Add to Unit**. The threaded discussion item appears in the current unit.

Step 6: You'll need to create a thread topic before your students can use the threaded discussion item. See the Help section **Adding a Topic to a Thread** for more information.

Adding a Topic to a Thread

Once you have added a threaded discussion content item, you can create topics for discussion within that thread. There is no limit to the number of topics that can exist in each threaded discussion.

While both you and your students can respond to a threaded discussion, only you can create thread topics.

To add a topic to a thread:

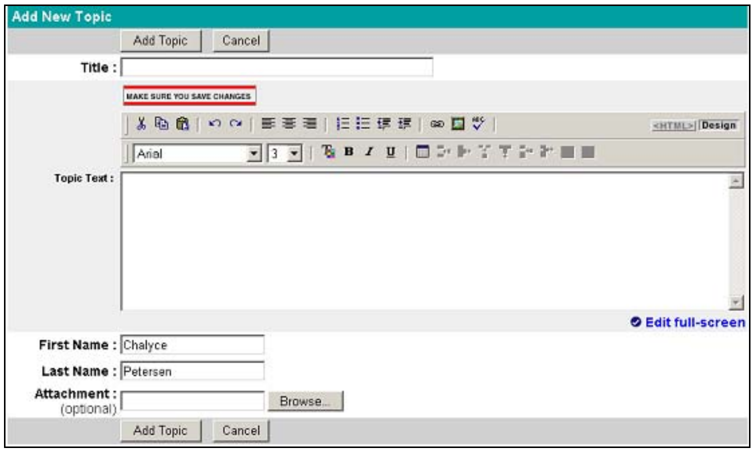
Step 1: On the left side of your screen, click the unit that contains the threaded discussion you want to edit. ***Note:*** *You need to have added a threaded discussion content item to the unit before you can add thread topics. See the Help topic* ***Adding Content*** *for more information.*

Step 2: Click the threaded discussion content item in the unit.

Step 3: Click the **Author** tab.

Tip: You can choose to add Introductory Text for your thread that will display above your thread and any thread topics. This text may contain general information or instructions to students (for example, "Select one of the following topics and respond by Friday"). Introductory text is optional; however, if you'd like to add this text, click the **Add Intro Text** link on the main Threaded Discussion editing screen. You can also use this link to assign the Thread to a specific group or groups.

Step 4: Click **Add New Topic**. The Add New Topic screen opens.



Step 5: Enter a title for your topic. The topic title is what displays in the **Select a topic** drop-down list.

Step 6: Enter the discussion topic text. This is the actual topic that students will see and respond to. You can use the Visual Editor toolbar to format your new discussion topic.

You can also include an attachment in the topic—a document, video, or image that students can review and then comment on, for example. To include a file attachment, click **Browse**, locate the file, and click **Open**. The file path appears in the **Attachment** text box.

Step 7: Click **Add Topic** to add the new topic to the thread.

Note: To assign the new topic to a specific group, make sure you click the **Add Intro Text/ Assign to Groups** link on the main thread page.

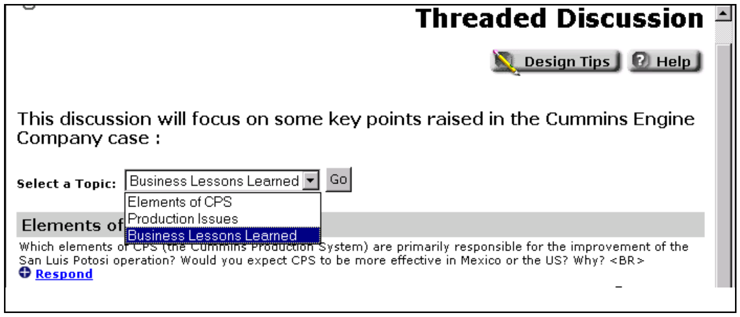
Responding to a Thread

Once a topic has been posted, both you and your students can respond to the topic and to each other. One line of discussion constitutes a thread. You and your students can also email the author of a thread. As an instructor, your responses will appear in **bold** to easily distinguish them from student names and responses.

To respond to a thread:

Step 1: Locate the threaded discussion you want to respond to by clicking the appropriate unit button on the left. Click the threaded discussion within the unit.

Step 2: If there is more than one topic in the threaded discussion, you'll need to **Select A Topic** from the drop-down list and click **Go**.



Step 3: To respond directly to the topic, click the **Respond** button below the topic.

Step 4: To respond to a comment from a student or from someone else, first open or "expand" the comment by clicking the "+" button next to it.

Step 5: Next, click the **Respond** button below that comment.

Note: You can view threaded discussion responses and sub-threads one at a time, or you can expand them all at once. To expand a single thread, make sure you click on the **title** of the response you want to view or read. If you click the "+" sign next to the thread, all sub-threads and responses will expand.

Step 6: Type your response in the space provided. You can attach a document if you wish (click **Browse**). You can also check for misspelled words in your response by clicking the **Check Spelling** button.

Step 7: Click **Post**. Remember, as an instructor, your responses will appear in **bold**.

To email the author of a thread:

Step 1: Locate the threaded discussion and the topic or response within that thread that you want to respond to.

Step 2: Click the **email** icon ( ) next to the author or submitter's name.

Step 3: Enter your email message in the text box provided. You can include an attachment in your email using the **Browse** button. You can also check the spelling in your response by clicking **Check Spelling**.

Step 4: When you're done composing your email, click **Email Response**. The message is sent only to the author of the thread.

Viewing Threads

Once a threaded discussion is underway, you can sort and view comments by response, author, date, or by whether the response has been read. By default, threaded discussions are sorted by response. You can also print a threaded discussion. Remember, any responses you post (as an instructor) will display in **bold**.

To sort threads:

Step 1: Locate the threaded discussion you want to view.

Step 2: In the threaded discussion main screen, find the **Sort by:** option in the top-right corner and click one of the following sort options:

response	sorts responses hierarchically—responses are indented beneath the topic or response they're responding to
author	sorts responses by the authors' last names
date	sorts responses by the time and date they were posted
read	groups all responses you have read or opened first
unread	groups all responses you have not read or opened first

Note: You can view threaded discussion responses and sub-threads one at a time, or you can expand them all at once. To expand a single thread, make sure you click on the **title** of the response you want to view or read. If you click the "+" sign next to the thread, all sub-threads and responses will expand.

To mark threads and responses as read or unread:

Step 1: Open the threaded discussion.

Step 2: Click **Show Options** in the top-left corner of the screen. A checkbox will appear to the left of each response in the thread and you'll see the options **Mark Read** and **Mark Unread** at the top of the threaded discussion.

Step 3: Check the checkbox next to all responses or threads that you want to mark as either "read" or "unread."

Step 4: Click **Mark Read** to mark all the responses you had selected as "read" or opened. Click **Mark Unread** to mark all the responses you had selected as "unread" or unopened.

Remember, you can sort your threaded discussion by read (opened) or unread (unopened) responses.

Printing Threads

There are two ways to print Threaded Discussions. You can print a "what you see is what you get" version of the thread in which you can "expand" select responses (or all responses) and then print exactly what displays on your screen, or you can print the "Print Friendly" version of the thread. The Print Friendly version prints the threaded discussion without all the links (like "Reply," "Edit," and "Email", for example) under each response. The Print Friendly option does include the Read/Unread status of each thread so you can quickly identify responses that have not been opened.

To print exactly what displays in the Threaded Discussion interface:

Step 1: Locate the threaded discussion you want to print.

Step 2: Click **Expand All** to "open" all the thread responses, or simply click the "+" sign next to the responses you want to see and therefore print. Only "expanded" responses will be printed.

Step 3: Click **Print** in your browser. Whatever is displayed on your screen will print.

To print the "Printer Friendly" version of the Thread:

Step 1: Locate the threaded discussion you want to print.

Step 2: Click **Show Options** at the top of the Threaded Discussion.

Step 3: From the options that display, click **Printer Version**. A Printer-Friendly version of the Thread opens in a new browser window.

Step 4: Click the **Print** button in the browser.

Adding Third-party CoursePack Content Items

The Third-party CoursePack content item allows you to link out to a third-party content site (like XanEdu, for example) and add existing or customized CoursePack material to your course. A CoursePack can include any number of things—full-text articles, case studies, video clips, literary works, explanatory notes, or even links to your own research materials on the web. When you adopt a CoursePack, you are granted a non-exclusive, non-transferable license to access and use the vendor’s online course material and curriculum services in your course.

Currently, when you link out to the third-party site you can:

- **Create a CoursePack from scratch.** With this option, you can search for and compile all of the content in the CoursePack, such as articles, cases, and original literary works.
- **Select an existing CoursePack from the catalog**. You can adopt a CoursePack as-is, or you can customize existing material and then adopt it.
- **Have a CoursePack created for you**. You can have a custom CoursePack created for you based on your own personal syllabus or reading list.

As an instructor, access to view and adopt CoursePacks is free. Students, however, will be required to pay an access fee before they are allowed to view CoursePack content. The fee varies depending on the materials you include in the CoursePack.

All in all, CoursePacks are a convenient and easy way to add content to your online course.

When you add a third-party CoursePack to your course, you follow essentially the same steps as you would to add a Text or Multimedia content item:

1. Add the Content Item shell to your course
2. Add the content item to a unit
3. Add actual content to the content item (in this case, associate a CoursePack with the content item)

See below for more information about each of these steps.

Adding a Coursepack content item

You add a third-party CoursePack content item to your course just as you would add any other content item:

To add a CoursePack content item:

Step 1: Click the **Author** tab in the upper left corner of your screen.

Step 2: In the left-hand navigation, click the unit to which you want to add the CoursePack.

Step 3: Click **Add Content Item** at the top of the screen.

Step 4: In the **Add New Content Item** field at the top of your screen, select **XanEdu CoursePack** from the **Type:** drop-down list.

Step 5: If you'd like to call the CoursePack something other than "XanEdu CoursePack" in your course, enter a new name for the content item in the **Name** field. For example, you could call this content item something like "Required Readings."

Step 6: Assign the CoursePack to the entire class or to a group of students.

Step 7: At this point, you can either:

- Click **Add to Course Home** or **Add to Unit** (depending on where you're adding the CoursePack).
- Click **Add...and Create Dropbox Basket** to add the CoursePack to the Course Home Page or to the unit you selected AND create a Dropbox basket for it. If you create a Dropbox basket for the Coursepack, students will be able to submit assignments related to the content item directly to the Dropbox basket for the CoursePack. See the Help topic *Using the Dropbox* for more information.

Now that you've added the CoursePack content item to your course and to a specific unit, you need to associate an actual CoursePack with the content item.

Assigning a CoursePack

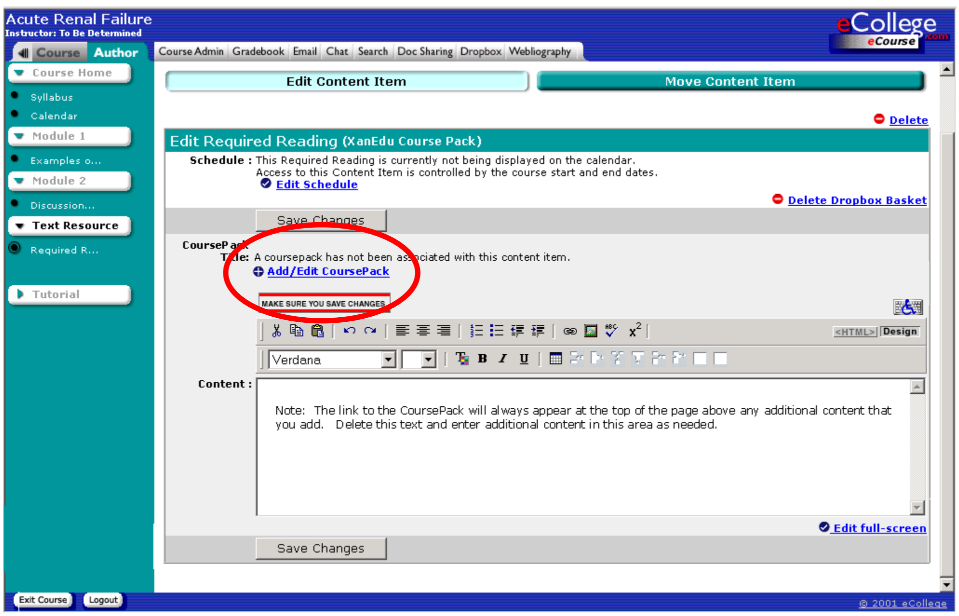
Once you've added a CoursePack content item to your course, you need to associate an actual CoursePack or CoursePack material with that particular content item. That is, you need to go out and decide which readings, articles, video clips, etc. will be included in the Coursepack and therefore available to students. Remember that you can only associate one CoursePack per CoursePack content item.

To assign a CoursePack:

Step 1: In the navigation on the left side of your course, click the CoursePack content item you want to assign actual content to.

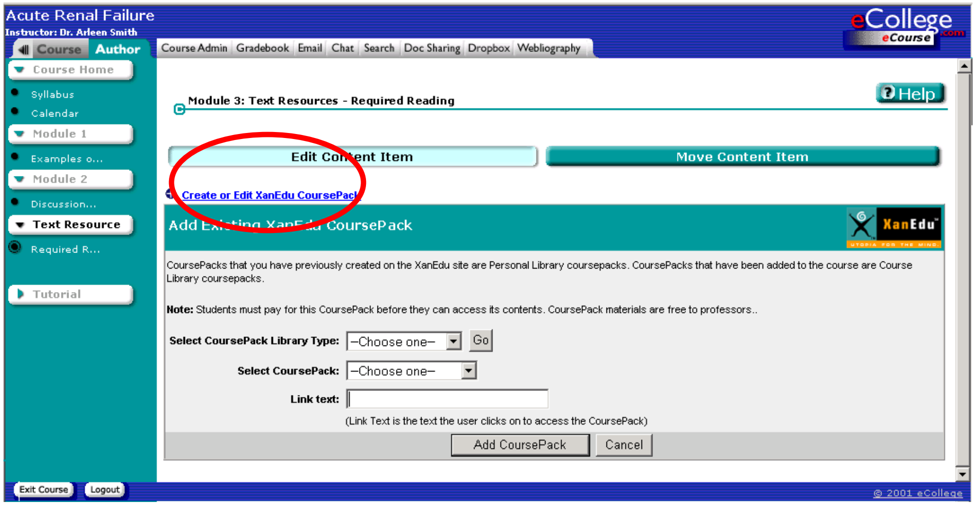
Step 2: Click the **Author** tab in the upper left corner of the screen.

Step 3: Click **Add/Edit CoursePack:**



Note: You'll need to delete the default text that appears in the Visual/Text Editor in this screen (i.e., the "Note…:" text in the screen above). You'll determine the Link Text for your CoursePack when you click **Add/Edit CoursePack**. Link Text always appears at the top of the CoursePack content item; however, you can add any additional information about the CoursePack at this point by entering it in the Visual/Text Editor. Link Text does not appear in the Visual Editor.

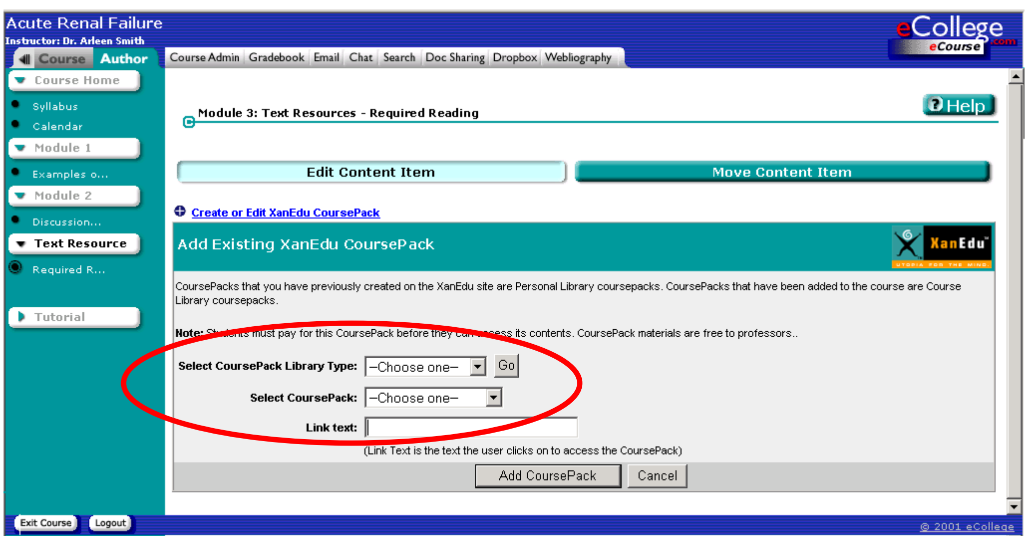
Step 4: In the screen that appears, click **Create or Edit XanEdu Coursepack**.



Note: This will take you to the XanEdu or third-party site, where you can create or adopt a CoursePack. Refer to the online Help on the site for all information about creating and adopting your CoursePack.

Step 5: When you're finished creating or customizing your CoursePack, click **Adopt** and follow the instructions on-screen. When the adoption process is finished, close the third-party window and return to your course.

Step 6: Select the CoursePack you just adopted from either your Personal Library or from the Course Library. Your Personal Library contains CoursePacks that YOU have created. The Course Library contains CoursePacks that have been added to the course by any user. Since you added the CoursePack to the course, you should be able to see the CoursePack in either library.



Step 7: Enter **Link text** for the CoursePack. This is the text students will see and click on to view the CoursePack materials.

Step 8: Click **Add CoursePack** to assign the CoursePack materials to the content item.

Editing or deleting a Coursepack

You CAN edit or delete a CoursePack that you've added to your course. However, we suggest you do this with caution. If you delete a CoursePack that students have already purchased, students will no longer have access to the CoursePack. Similarly, if you change your mind and decide to associate a different CoursePack with a particular content item, students who already purchased access to the first CoursePack will have to re-purchase access to the new materials. You can, however, edit the link text that students click to access the course, and you can add additional explanatory text to go with the CoursePack.

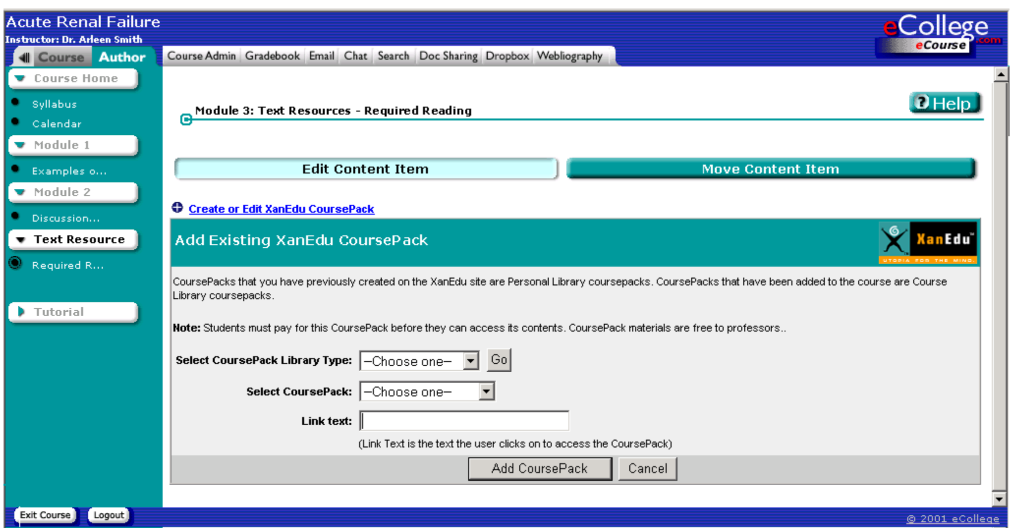
If possible, edit and/or delete CoursePacks BEFORE your students have access to your course.

To edit a CoursePack:

Step 1: Locate the CoursePack content item you want to edit in your course and click the **Author** tab.

Step 2: Click the **Add/Edit CoursePack** link.

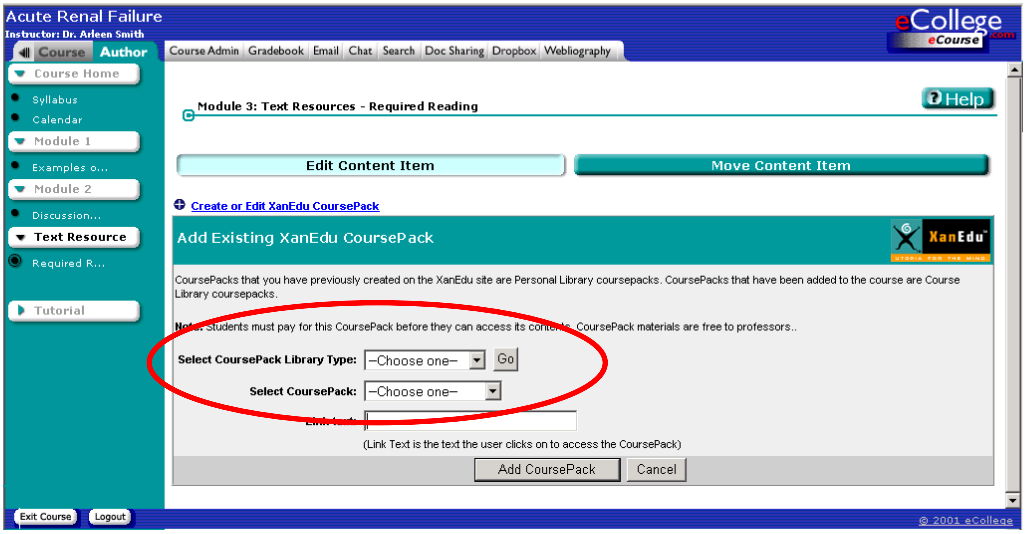
Step 3: To edit the actual content within the Coursepack, click **Create or Edit XanEdu Coursepack**.



This will take you to the XanEdu or third-party site, where you can edit and customize the CoursePack. Refer to the online Help on the site for all information about editing and adopting your CoursePack. Remember, however, that if you change the content, students who have already purchased the original CoursePack will have to re-purchase. Changes you make may also affect the price of the CoursePack.

Step 4: Re-adopt the CoursePack. When the adoption process is finished, close the third-party window and return to your course.

Step 5: Select the CoursePack you just edited from either your Personal Library or from the Course Library.



Step 6: Click **Add CoursePack** to update the CoursePack within your course.

To delete a Coursepack:

Step 1: Locate the CoursePack content item you want to delete in your course and click the **Author** tab.

Step 2: Click the **Toolbox** button in the top-right corner of your screen.

Step 3: Click **Delete [name of CoursePack]. Remember, i**f you delete a CoursePack that students have already purchased, students will no longer have access to the CoursePack.

Scheduling access to a CoursePack

You can assign access dates and deadlines to any CoursePack. You can also choose to display these dates on your course calendar and on your students' calendars.

To assign dates to a CoursePack content item:

Step 1: Locate the CoursePack content item for which you want to schedule access and click the **Author** tab.

Step 2: Click the **Toolbox** button in the top-right corner of your screen.

Step 3: Click the **Edit Schedule** link. The **Scheduler** window opens.

Step 4: Select whether you want the content item's start and end dates to appear on the course calendar.

- If you don't want these dates to appear on your students' course calendar, select **Do not assign dates to this content item** and then click **Save Changes**. The **Scheduler** closes.
- If you do want the dates to appear, select **Use dates below**

to schedule this content item. Then enter a Start Date and an End Date in the appropriate fields. You can choose whether to allow students access to the content item before and after these dates by checking the **Restrict access before/after this date** checkboxes.

Step 5: Click **Save Change** to close the **Scheduler** window.

Note: You can set start and end dates for ALL your course units and course content items at one time from the **Course Scheduler**. See the help topic **Scheduling Course Content** for more information.

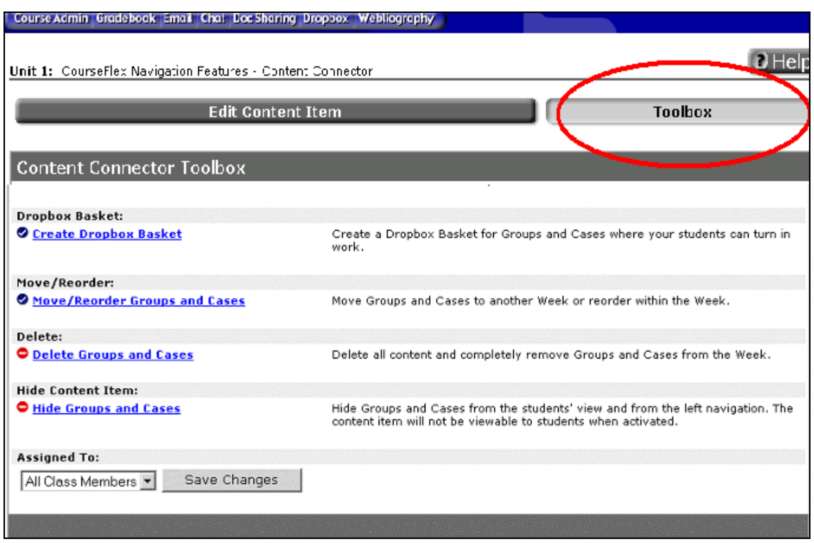
Setting Content Item Preferences (Toolbox)

Each content item you add to your course has a **Toolbox** associated with it. The Toolbox is a location where you can set preferences and properties for the current content item. Although most options in the Toolbox are common to all content items, there are several that may or may not display, depending on the content item. Options in the Toolbox may include:

- Edit Schedule
- View User Tracking
- Move [content item]
- Hide/Show [content item]
- Delete [content item]
- Create Dropbox Basket
- Assign to Group(s)

The Threaded Discussion content item includes two additional options, discussed at the end of this section. Additionally, the Toolbox options for Exams are specific to Exams only. See the Help section Adding Exams to your course for specific information on Exam Toolbox options.

You can access the Toolbox for a specific content item by selecting the content item in **Author** mode and then clicking the **Toolbox** button in the top-right corner of your screen.



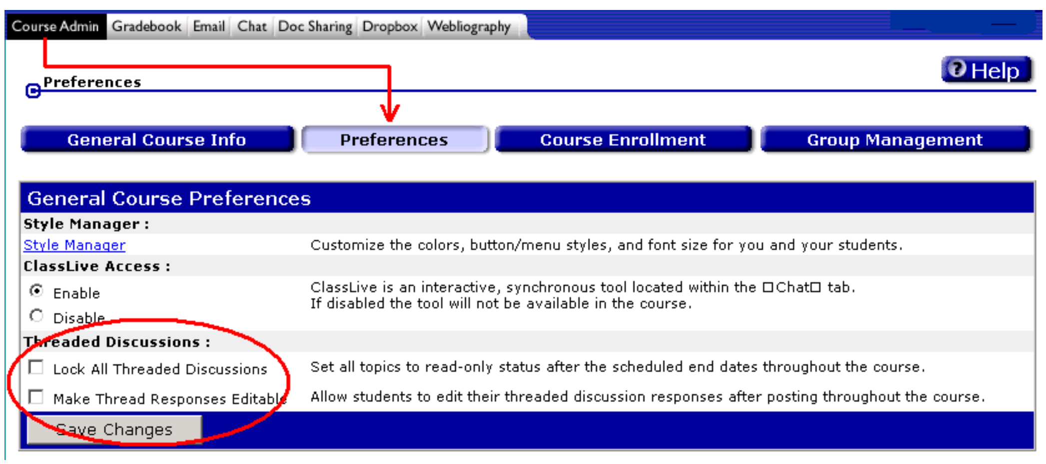
Note: You'll only see the **Assign To Groups** option if you've created groups in your course. Similarly, you cannot create a Dropbox Basket for Exams or for Threaded Discussions, so you will not see the **Create Dropbox Basket** option for those items.

Threaded Discussion options:

- *Set all topics to read-only status once the end date for the Thread is passed.* This option lets you "lock" all thread postings once the content item's End Date is passed. Students can view the thread, but they will not see **Respond** or **Edit** buttons.

- *Allow students to edit their threaded discussion responses after posting them.* This option allows students to edit their own thread responses after they've posted them to a Threaded Discussion. If a thread response is edited, a "Last Modified" date will display under the response, as well as the original post date.

  Note: Thread options you set in the Toolbox will apply to the current Thread only. You can set these same options at the course level from the **Course Admin tab --> Preferences** page. Options set at this level will apply to all Threaded Discussion content items in the course. You can still override course-level settings at the content item level, however.



If your course uses Sharable Content Objects (SCO's), you can access the Toolbox associated with the SCO, but you will be unable to edit or otherwise modify the shared content object. As a result, in Author mode for a SCO content object only the Toolbox button is available.

Moving Content

Once you've added content items to your course, you may decide that you want them in a different order or that you want to move them to another unit. You can rearrange content items within a unit or between units.

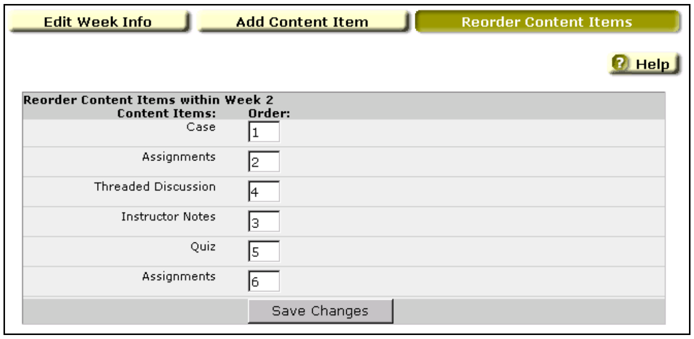
To rearrange content items within a unit:

Step 1: Click the **Author** tab.

Step 2: Click the unit in which you want to rearrange the content items.

Step 3: Click **Reorder Content Items**.

Step 4: Change the numbers in the **Order** column to reflect the new content order.



Step 5: Click **Save Changes**.

To move content items to another unit:

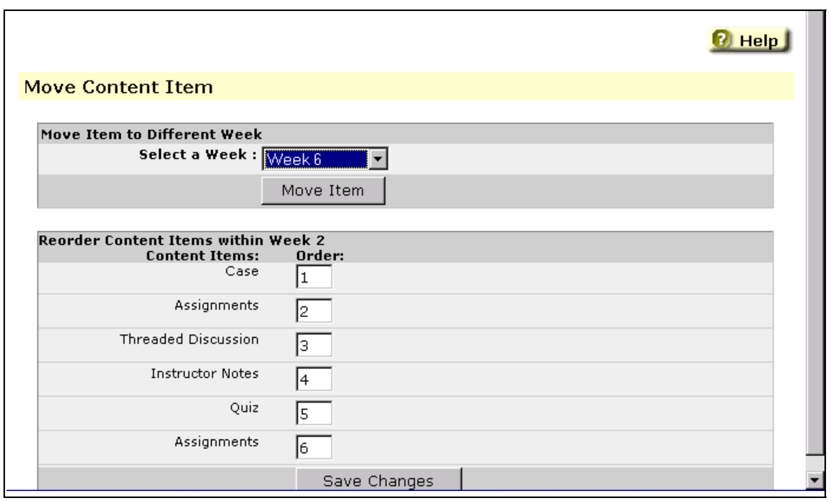
Step 1: Click the **Author** tab.

Step 2: Click the unit that contains the content item you'd like to move.

Step 3: Click the individual content item you want to move.

Step 4: Click the **Toolbox** button at the top of the screen.

Step 5: In the **Move/Reorder** section of the Toolbox, click **Move [content item name]**. At this point, you can move the content item to another unit, or you can rearrange all the content items within the unit.



Step 6: Move the content item to another unit by selecting the new unit from the drop-down list. Click **Move Item**.

Step 7: You can reorder the content items within the unit by changing the numbers in the **Order** column to reflect the new content order. Make sure you click **Save Changes**.

Hiding Content

As an instructor, you can 'hide' (or unhide) a content item from the students' view. This option is useful, for example, if you want to use pop quizzes in your course, or if you want to incorporate an entire publisher test bank (hidden from students) that can be referenced in quizzes and tests throughout the course. You can hide or unhide a content item at any time.

When you 'hide' a content item, the item does not display in the student view of the course navigation, the student view of the Gradebook, or in the Coursework area. Hidden content items display with an asterisk (*) to the left of the content item in the professor view.

Tip: To minimize the number of content items in each unit, you can link students to hidden content items. For example, you could have a content item called Lecture and Lecture Part B. You could hide Lecture Part B, and then use the Content Connector (the Link Wizard in the Visual Editor) to link students to it from the Lecture content item. It looks like “paging” to the students, and they know exactly where to go next.

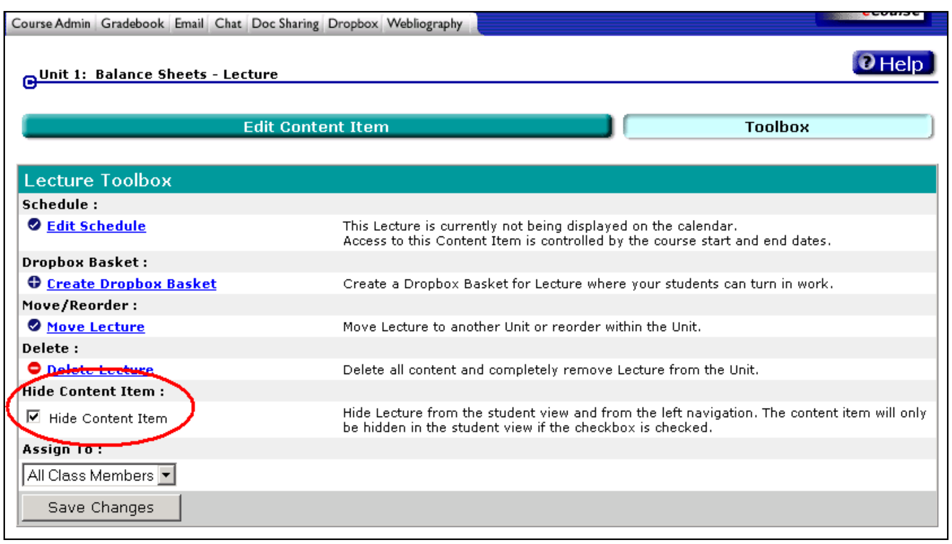
To hide (or unhide) a content item:

Step 1: Locate the Content Item within your course that you want to either hide or unhide. Remember that "hidden" content items are only "hidden" to students--they are followed by an asterisk (*) in the professor view.

Step 2: Click the **Author** tab.

Step 3: Click the **Toolbox** button in the top-right corner of your screen.

Step 4: Check the **Hide [content item]** checkbox to hide the selected item. If this box is already checked (i.e., the content item is already hidden), remove the check to unhide or "show" the item.



Using the Gradebook

You and your students have access to a shared online Gradebook for your course. As the instructor, you will determine which course items appear in the Gradebook (i.e., which course items will be graded). You can assign point values to gradable items, as well as "weight" assignments relative to other course work if you choose. You can also create extra credit items or exclude graded items from the course grade. You will be responsible for entering students' actual grades (and any comments you may have) into the Gradebook. The Gradebook can then calculate and display up-to-date letter and numeric grades for each student, which you can also export to a regular spreadsheet application. Students can only view their own grades and work in the Gradebook.

How it works...
When you set up your Gradebook, you decide which items in your course will display in the Gradebook and which instances of those items will be "gradable." This is important because not all content items in your course will be assigned grades. For example, you may have created a Readings content item in your course. The Readings content item is not something students would be graded on *per se*. However, a Threaded Discussion revolving around the Readings section probably would be graded--and therefore included in the Gradebook. Similarly, you may have created two research paper assignments in your course--the first might be a "draft" or practice and the second might be the actual assignment. In this case, the first paper would not necessarily be graded, while the second probably would be. You can identify in the Gradebook which "instance" of each item should be graded.

Note	The Gradebook does include an "Exclude from Course Grade" option which allows you to essentially "grade" an assignment or provide feedback to students but not actually use the grade in the final course grade calculations.

After you decide which course components you want to assign grades to, you can 1) assign specific point values to each course component that you've selected to be graded; and 2) "weight" each content item relative to other course content if you choose. *Assigning points is optional;* however, assigning total points possible values allows the Gradebook to calculate current student grades. You can assign points without using weighted percentages; however, you cannot use weighting without assigning points.

Getting Started...
There are really only three steps for setting up your Gradebook, and these steps correspond to the tabs across the top of your **Setup Gradebook** screen. Each tab builds upon the previous tab:

- **Add New Items.** This is where you decide which course items and course tools you want to appear in your Gradebook.

- **Select Gradable Items.** This is where you determine which "instance(s)" of the items you added to your Gradebook will actually be assigned grades.

- **Assign Points/Weights.** This is where you assign points possible (and relative weighted percentages if you choose) to the items you identified as gradable.

The **Setup** section of your Gradebook includes two additional tabs:

- the **Current Setup** tab lets you "preview" current Gradebook settings;

- the **Preferences** tab allows you to turn off automatic Gradebook points/calculations and weighting.

Note	Before you can set up your Gradebook, you'll need to determine your course content. Otherwise, no content items will appear in the **Add New Items** tab of your Gradebook setup. See the Help topic called **Course Content** for more information about adding course content.

For information about grading students, see the Help topic “Assigning Grades.”

Gradebook Preferences

The Preferences section of your Gradebook lets you decide whether your Gradebook will display points and calculations to your students (86/100 or 86%, for example) or simply display letter grades (B+). If you choose to display points and calculations, you also have the option of "weighting" graded items relative to other graded items (i.e., making three Threaded Discussions worth 15% of the total course grade, or 5% each). Your Gradebook Preferences settings affect what information displays to both you and your students.

If you enable points and calculations and assign a point value to each gradable item in your course, the Gradebook can calculate and display up-to-date letter and numeric grades for each student at the content item, unit, and course level. With this option enabled, students are given additional information in their Gradebook—information like "Current Course Points," "Current Course Average," and "Current Grade to Date," for example. Similarly, if you choose to apply weighting to your course assignments, the Gradebook can display each student's Course Weighted Average" to date.

The Gradebook will calculate points (but not weights) by default. You can turn automatic point calculations off from the **Preferences** tab under Gradebook Setup. Remember that in doing so, however, students will not have access to some Gradebook features (like Current Grade to Date, for example). Likewise, you can turn on the weighting feature from the Preferences tab.

Once you enter point or weight values into the Gradebook, these values are preserved should you turn points/weights off and then back on.

Note	In order to assign points (and weights) to gradable items, the **Show Points and Calculations** option must be enabled.

Gradebook Setup

When you click the **Setup Gradebook** button, you will see your **current Gradebook configuration** by default. All the content items you've added to your Gradebook appear on the left side of the list. If you've identified a content item to be "gradable" in a particular unit or week, the points possible for that item appear in the appropriate week. Similarly, if you've chosen to apply "weighting" to content items (i.e., to grade assignments as a percentage of the whole course grade), the weight percentage for each item displays above the point total. A summary of any course points and/or weighted percentages appears at the top of your current setup.

Note	If you are setting up your Gradebook for the first time, your Gradebook will be empty. (However, exams and items associated with a Dropbox are automatically added to your Gradebook.) Click the **Add New Items** tab or button to add items to your Gradebook.

You can click the **Current Setup** tab anytime as you set up your Gradebook to "preview" what your Gradebook will actually look like and display.

Gradebook Keys

There are several symbols in your Gradebook that may be unfamiliar to you. For example:

- A horizontal line (--) in your Current Gradebook Setup means that you marked the item as "gradable" in that unit but you have not yet assigned points to the item (only with points turned on)

- A horizontal line next to the "%" sign means you identified the item as "weighted" but that you have not yet assigned the weighted percentage (only if weighting is turned on). To assign points or weights, click the **Assign Points/Weights** tab under Setup Gradebook.

- Grades in brackets [ ] identify items that have been graded but have not yet been shared with the student

- The Gradebook also identifies items with a Dropbox associated with them, extra credit items, or items that have been excluded from the course grade.

You can view the Gradebook Setup Key or the Gradebook Key any time from the bottom of the **Current Setup** or **View Gradebook** screens within the Gradebook should you need help interpreting these symbols.

Adding Items to the Gradebook

Adding items to the Gradebook is the first step in your Gradebook setup process. From the **Add New Items** tab under **Setup Gradebook**, you'll decide which course items and course tools you want to appear in your Gradebook. For example, this is where you'll determine that the "Course Outline" content item does NOT need to appear in the Gradebook, but that "Threaded Discussions" should.

When you click the **Add New Items** tab, you'll see a list of every content item or course tool that is currently in your course.

Note	If you haven't added any content items to your course yet, only the default Course Tools (like Document Sharing and Webliography, for example), will appear on the **Add New Items** page.

To add an item to your Gradebook:

Step 1: Check the box next to each item you want to appear in your Gradebook. When you "check" an item, it means that the item will be visible to you (and to your students) when you view the Gradebook.

Note	Exams and content items that have a Dropbox associated with them are "checked" on this page by default, since it is assumed that they will be graded items. You can, however, "uncheck" either item. All other items will default to "unchecked" or "not showing" in the Gradebook.

Step 2: Make sure you click **Save Changes**.

To add a custom item to your Gradebook:

Step 1: Enter a name for the custom item in the **Add Custom Item** field at the bottom of the page.

Step 2: Click **Add**. The new item appears in the list of content items.

Step 3: Check the box next to the custom item name to add the custom item to your Gradebook.

Step 4: Make sure you click **Save Changes**.

Selecting Gradable Items

Selecting which items in your course will be gradable is the second step in the setup Gradebook process. From this tab, you'll decide which instances of an item will actually be assigned grades. For example, perhaps you added Threaded Discussions to your Gradebook from the **Add New Items** tab and your course contains Threads in Units 1, 3, and 5. From the **Select Gradable Items** tab, you'll determine which Threads will "count" in students' grades—that is, which threads will be evaluated and graded. Perhaps the Threaded Discussion in Unit 1 is a "practice" and therefore ungraded, but the Threads in Units 3 and 5 will receive grades.

Note	You can also "exclude" a course item from the final course grade. This option allows you to display the item in the Gradebook and assign a point value to it, but **not** include the point value in the final course calculations. this is useful if you wanted to "grade" or provide feedback on a "practice" assignment (like the Thread in Unit 1 in the example above) but not include the practice score in the student's final grade calculations. See the Help topic "Exclude from Grade" for more information.

To make an item gradable:

Step 1: Make sure you're in the **Select Gradable Items** tab within Setup Gradebook.

Step 2: Check the individual content items or course tools that you want to be able to assign grades to. Note that content items and course tools are listed on the left side of your screen; the Units in your course appear across the top. *Example:* If you want to use the Threaded Discussion in Unit 1 as a "practice" but then assign a grade to the Threaded Discussion in Unit 3, check the Threaded Discussion box under Unit 3 and leave the box in Unit 1 unchecked.

Note	If you don't see a checkbox for a particular content item in any given unit it means that you didn't add that item to that unit when you set up your course. Course tools are available in every unit.

Step 3: Make sure you click **Save Changes**.

Only items you identify as gradable will appear in your students' Gradebook.

Assigning Points/Weights

Assigning point values (and, if you choose, weighted values) to course content is the third step in your Gradebook setup process. Once you've decided which items to display in the Gradebook and in which Units each item will be "gradable," you can assign point values or "possible points" to each item. From the **Assign Points/Weights** screen you can also:

- assign weighted values to content
- create extra credit items
- create "practice" assignments by excluding an item from the course grade

Weighting assignments relative to other course content, creating extra credit items, and excluding assignments from course calculations are all optional features. However, **you MUST assign point values to your Gradebook items if you want the Gradebook to calculate up-to-date grades for your students.** If you determine the points possible for each gradable item, the Gradebook can use this value and the students' actual achieved points to calculate grades for each student at the content item level, the unit level, and the overall course level. If you do NOT assign points possible to a gradable item, nothing will display in the points possible field when you and your students view the Gradebook.

Note	You must have **Use Points and Calculations** turned on in the **Preferences** tab to be able to assign points possible, assign weighted percentages, and/or create extra credit/exclude from course grade items.

To assign points to your Gradebook items:

Step 1: Click the **Assign Points/Weights** tab in Setup Gradebook.

Step 2: In the screen that appears, scroll down to enter the points possible for each content item you've marked as gradable. You'll only be able to enter points for those items you've identified as gradable. Unit numbers appear across the top of the screen—if you have more than one instance of a content item in a single unit, you'll see multiple fields in which you can enter possible points. The Gradebook will total and calculate student percentages based on the Total Points assigned to each gradable content item.

Note	If you've created an exam in your course, the exam will already have a total point value assigned to it (since you assigned points to the exam questions when you created the exam). To see the "actual" points you assigned to an exam when you created the exam, click the **Insert Points** link for that particular exam. You can change or "override" the points possible for the exam by entering a new point value in the text box. This is one way you can "curve" an exam.

Step 3: Make sure you click **Save Changes**.

The optional Weighting feature allows you to easily "weight" or grade course items relative to other course content. For example, you have an exam worth 50 points, but you want it to count for 25% of a student's grade, instead of adjusting all your course points to "hit" this percentage, you can weight the exam in the Gradebook at 25%. Weighting allows you to easily "count" some course content items more than others without having to rely on point totals.

To apply weighted values to your Gradebook items:

Step 1: Click the **Assign Points/Weights** tab in Setup Gradebook.

Step 2: In the screen that appears, scroll down to enter a weighted percentage for each content item you've marked as gradable. For example, to make an assignment worth half of a student's grade, enter "50" in the " % " field for that assignment. Note that you'll need to enter possible points for the assignment, too, so the Gradebook will know how the student did on the assignment before applying his/her weighted percentage.

Note	The **Distribute Weight %** feature allows you to spread a single weighted percentage evenly across multiple content items. For example, if you want Threaded Discussions in your course to be worth a total of 20% of the final course grade and you create three Threads, the Distribute Weight % feature will assign a weighted percentage of 6.66%, 6.66%, and 6.68% to each Thread, respectively. You don't have to do the math! Simply click **Distribute Weight %** to access this feature. Remember that you cannot distribute a weighted percentage to any content items that have been excluded from the course grade.

Step 3: Once you've assigned a weight to all gradable items, click **Save Changes**. Although it's not required, for grading consistency, the sum of your weighted percentages **should** equal 100%.

Note	If you have the Weighting feature turned on but do not assign a weight percentage to a gradable item, that item will not count towards the final course grade (essentially, the item carries a weight of 0%).

For information about **creating extra credit items** or to **exclude an item** from the final course grade, see the respective sections of this document.

Extra Credit

When you make a content item extra credit, the point value achieved by the student for that item is included in Gradebook calculations (i.e., is added to the student's achieved points). The point value *possible* for the content item is not included in Gradebook calculations (i.e., is NOT added to the total points possible for the course).

To make an item extra credit:

Step 1: Click the **Gradebook** tab, then click **Setup Gradebook**.

Step 2: Click **Assign Points/Weights**.

Step 3: Click the **Extra Credit** button.

In the window that appears, check any content items you wish to make "extra credit." Any extra credit items will display with a green check mark icon throughout your Gradebook.

Note	You must have Points/Calculations turned on to see this feature.

Make sure you save your selections.

Exclude from Grade

If you want to provide graded feedback on an assignment but **not** include the grade in the final course grade, you can exclude the item from the course grade. This feature is excellent for "practice" assignments which you want to "grade" but not "count."

To exclude an item from the course grade:

Step 1: Click the **Gradebook** tab, then click **Setup Gradebook**.

Step 2: Click **Assign Points/Weights**.

Step 3: Click the **Exclude from Course Grade** button.

In the window that appears, check any items whose point values you DO NOT want to include in the final course grade. Any "excluded" items will display with a red "exclude" icon throughout your Gradebook.

Note	You must have Points/Calculations turned on to see this feature.

Assigning Grades

As the instructor, you are responsible for entering students' actual grades (and any comments you may have) into the Gradebook. The Gradebook can then calculate and display up-to-date letter and numeric grades for each student (if you choose), which you can then export to a regular spreadsheet application.

Note	Before you can use your Gradebook you need to set up or "configure" it. Refer to the **Gradebook Setup** help topic for information about setting up your Gradebook.

Within the Gradebook, there are many different ways you can view and assign grades to individual students. For example, you can select a specific unit or section of your course and view all your students' grades for that unit. You can open a single content item (like a Threaded Discussion) and assign each student a grade for that item. You can open the Gradebook record for an individual student and see all the grades for that student only. Honing in even further, you can view or grade one student's work for a single content item, and you can view the Gradebook from the student view. At the broadest level, you can view and edit a detailed "Show All" Gradebook matrix that displays all grades for all content items and all students.

For more information about the different ways you can view and use the Gradebook, refer to the following sections of this document. Most instructors find the **Quick Grade View** most helpful, however. Also, it may be helpful to review the help topics for creating **Extra Credit** items and **Excluding items from the Course Grade**.

Note	You can sort any Gradebook view by student first name or student last name.

In addition to assigning grades to students' work, you can also use the Gradebook to reset an exam for a student (allowing the student to essentially "re-take" the exam completely) and to grant a student additional time to take an exam (see the Help topic **Quick Grade View** for more information about resetting and granting additional exam time through the Gradebook).

Note: You will not see any student names in your Gradebook until the students have been enrolled in your course.

Instructor View

When you click the Gradebook tab, the Gradebook defaults to the **Grades to Date** view, showing each students' name along with their current grade. Depending on your Gradebook Preferences, the Grades-To-Date may include 1) a letter grade only (points and calculations off); 2) current course points and current course average (points and calculations on); or 3) course weighted average (points AND weighting on).

Note	By default, Gradebook Preferences and set to display points and automatic calculations. To show letter grades only, or to add weighted calculations to your Gradebook, go to **Setup Gradebook** and click **Preferences**.

There are numerous ways you can view the Gradebook as an instructor. The following table explains some of the most useful Gradebook applications:

TO DO THIS...	**...click here or select this:**
To assign grades to all students for a single content item (like a Webliography assignment, for example)...	...use the **Select Gradebook View** drop-down list to locate the content item you want to assign grades to. For example, if you created a Webliography assignment in Unit 4 of your course, select Unit 4 from the drop-down list and click **Go**. Since the Webliography is a course tool, locate the course tools section of the Gradebook in the screen that appears. Click **Webliography** at the top of the Gradebook. Enter a Numeric and/or Letter grade for each student, click to "share" the grade(s) with students, enter any comments, and click **Save Changes**. This is the **Quick Grade View**.
To view the Gradebook by Unit or Week...	...select **Unit/Week XXX** from the **Select Gradebook View** drop-down list and click **Go**. You'll see your students listed down the left side of the Gradebook and all content items/course tools listed across the top. Click the content item name to open the **Quick Grade view** for that item.
To see an individual student's grades for all content items...	...click on the student's name. This option is available throughout the Gradebook. The units and content items in your course display on the left side of the Gradebook. The right side of the Gradebook includes three columns-- the first column displays the student's numeric and/or letter score for the item; the second column relates the item's score to the rest of the course grade (i.e., taking into consideration extra credit and excluded items and, if weighting is turned on, the weighted percentage of the item); the third column displays what is possible for the course (which is helpful because this column displays the points/percentage remaining for items that haven't been completed yet. You can open a specific gradable z item for this student by clicking the student's score in the Gradebook (if the item has been graded) or by clicking the " * " if the item has not been graded.
To edit, change, or add comments to a previously graded content item...	...click on the student's name to display the Gradebook for that student. In the screen that displays, click the student's score. Make any changes to the grade or add comments as needed. Click **Save & Close**. You can also make global edits/changes to grades from the Quick Grade View.

To see a student's work while you're assigning a grade to the work...	...click on the student's name to display all grades for that student (or simply locate the content item you want to grade using the **Select Gradebook View** drop-down list). Click the " ***** " next to the content item you want to grade. *If this option is available*, you'll see the student's work in the pop-up window. This option is only available for content items that contain student work, like Threads, Document Sharing, Journals, and Exams.
To see a summary grade report of all content items, course tools, and custom course items for each student...	...select **Item Summary** from the **Select Gradebook View** drop-down list and click **Go**. For each student, you'll see a summary score for all content items, course tools, and custom course items. For example, if you had five Reading assignments in your course, each worth 20 points, the Item Summary would show each student's score out of 100 (five assignments X 20 points each) rather than showing five separate Readings scores. You'll also see each student's current course points and course average (or, with Weighting turned on, the Course Weighted Average).
To see every grade for every content item for every student, including final grades...	...select **Show All** from the **Select Gradebook View** drop-down list and click **Go**. This view shows you every grade first by week or unit, then by content item and course tool. Select this option if you want to export the Gradebook to a spreadsheet application. Avoid using this view for day-to-day grading, as it may take a few minutes to load.
To see each student's final course grade (which may include a letter grade, course points and course average, or a weighted course average, depending on Gradebook Preferences...	...select **Grades to Date** from the **Select Gradebook View** drop-down list and click **Go**. You cannot edit the student's total achieved points in this screen, but you can edit the student's final letter grade and add comments.

Student View

Ever wonder how your students see the Gradebook? You can use the Student View option to view the Gradebook as your students see it. You can also use this view to grade one particular student. Students can view the Gradebook by Unit or by Item. As an instructor, you can also enter grades from the Student View.

To view the Gradebook Student View:

Step 1: Make sure you're on the **View Gradebook** screen within the Gradebook.

Step 2: From any Gradebook view, click on an individual student's name. By default, you'll see the **Gradebook: View by Unit** as the student sees it.

The units and content items in the course display on the left side of the Gradebook. The right side of the Gradebook includes three columns—the first column displays the student's numeric and/or letter score for the item; the second column relates the item's score to the rest of the course grade (i.e., taking into consideration extra credit and excluded items and, if weighting is turned on, the weighted percentage of the item); the third column displays what is possible for the course (which is helpful because this column displays the points/percentage remaining for items that the student hasn’t completed yet.

Note	You can see the student view of the Gradebook by Item by clicking the **View by: Item** link in the top-right corner of the Gradebook. This viewing option is also available to the student and displays a summary score for all content items, course tools, and custom course items. For example, if there were five Reading assignments in the course, each worth 20 points, the Item Summary view would show the student's score out of 100 (five assignments x 20 points each) rather than showing five separate Readings scores (i.e., it displays a composite score for all Readings). You'll also see the student's current item points and course average (or, with Weighting turned on, the student's item points and the item's weighted percentage).

Step 3: Open a specific gradable item for this student by clicking the student's score (if the item has already been graded) or by clicking the "*" if the item has not been graded.

Quick Grade View

The Quick Grade View is perhaps the most common and efficient way to assign grades in the Gradebook. This view lets you assign grades to all students for a single content item (like a Webliography entry, for example). You simply locate the content item (or course tool) in the Gradebook and then assign a grade for each student.

To assign grades using the Quick Grade View:

Step 1: Locate the content item (or course tool) in the Gradebook for which you want to assign grades. You can do this from just about any Gradebook view, although it may be easiest to locate the item in the Unit or Week View.

Step 2: Click the content item or course tool name at the top of the Gradebook screen. For example, to grade a Webliography entry, click **Webliography**. The Quick Grade window opens, displaying each students' name down the left side of the window.

Step 3: Enter a Numeric and/or Letter grade for each student. You can also enter a brief comment. **Note:** If you've accessed the Quick Grade view from the Item Summary, you will be able to enter a letter grade *only* from this view, as the student's numeric grade (or weighted average if Weighting is turned on) in this screen reflects a compilation of multiple content item scores.

Note	If you're "quick grading" an exam/quiz or an item that has a Dropbox associated with it, you will see some additional fields in the Quick Grade View. See the notes, below, for more information about these fields.

Step 4: Click **Save Changes**.

Quick Grading Exams/Quizzes
Occasionally, you may find that you need to either reset an exam for a student or grant a student additional time to take an exam. For example, if a student was in the process of taking an exam and his or her Internet connection was lost, the system would "think" that this student had already taken the exam and would, therefore, not let the student retake the exam. Depending on the individual situation, you can do one of two things. You can:

- **Reset the exam.** Resetting an exam clears ALL saved information from the individual exam database and allows the user to begin the exam again, as if he or she had never taken it.

- **Grant additional time.** This option simply allows the student to access the exam again for the amount of time you specify. Any information that was previously saved in the exam is still there. That is, the student starts the exam wherever he or she left off.

Both of these options are available from the **Quick Grade View** for Exams.

Quick Grading Dropbox Items
The Quick Grade View for Dropbox items includes the **Dropbox Status** and a **Return to Student** option. The Dropbox **Status** field lets you know where the actual assignment is—whether it's in your Inbox or your Outbox. The **Return to Student** checkbox gives you the option of returning all assignments to all students at the same time, allowing you to grade ALL assignments before returning any of them. For more information about using the Dropbox, refer to the Help topic **Using the Dropbox**.

Sharing Grades

Most areas in the Gradebook include a **Share Grade with Student** option. This option is useful because it allows you to grade all your students' assignments and then return them all at once (rather than grading one assignment and returning it, grading another assignment and returning it, etc.). It also allows you to grade an assignment over a period of time and then return all assignments at once.

The **Share Grade with Student** option is enabled by default, so if you don't want to share the grade immediately, you'll need to uncheck this option. Remember, too, that you can "share/hide" grades and assignments from the Dropbox as well.

Note	If you forget to "share" a grade, the student will not be able to see the grade in his/her Gradebook—even if you've graded the assignment. Similarly, if you set a **Gradebook Review Date** for an exam when you created the exam, students will not be able to view the exam grade in their Gradebook until the Review Date has passed. The **Share Grade with Student** and the **Gradebook Review Date** options are the two most common reasons that students cannot see grades in the Gradebook.

If a grade appears within brackets [ ] in any Gradebook view, this indicates that the item has been graded but has not been shared with the student.

Exam Statistics

Your online course includes a powerful diagnostic tool called **Exam Statistics**. Accessed from the Exam Builder or from the Unit and Quick Grade views in the Gradebook, Exam Statistics provides both exam-level and question-level statistical analysis for the exam. You can download and save a copy of the statistics for archiving purposes (see below).

When you run Exam Statistics, you see exam-level analysis by default. Calculations at this level are useful because they let you see at a glance how the class as a whole performed on the exam and thus evaluate how challenging the exam was overall. When used over several courses, you may see trends in student performance which suggest refocusing your exam strategy. Exam-level calculations include:

- The number of respondents and number of questions on the exam
- High and low scores, as well as the range
- The mean, median, and mode
- The average difficulty of questions on the exam (Mean P-Value)
- Standard Deviation
- Frequency Distribution

To drill down to question-level analysis, click the **Question-Level Statistics** tab. Calculations at this level are useful because they let you see how the class, as a whole, responded to each question in the exam. This level of analysis allows you to scrutinize the quality of each question, based on the accuracy of student responses. It also provides you with a way to identify questions that may not have been properly covered in the course presentation or that simply need to be rewritten or thrown out. Question-level analysis can help you identify areas where students may be weak and may suggest improving course materials in those areas. Question-level calculations include:

- The number of respondents and the frequency of each response
- The P-value (or difficulty level) of each question
- The Discrimination value for each question (the degree to which each question is separating the better students on the exam from the weaker students)

Note	Make sure you click the **Definitions & Examples** link on the Exam Statistics page for definitions, examples, and explanations of how each statistic was calculated. Also refer to the **Notes** section at the end of this topic for additional "tips."

To view Exam Statistics:

Step 1: Go to the **Gradebook-->Unit view** and click ; or

Step 2: Go to the **Gradebook-->Quick Grade view** and click **Exam Statistics**; or

Step 3: Go to the exam itself and click the **Author** tab. Click **Exam Statistics**.

You will need to download and save your exam statistics analysis report if you want to "archive" it. The report will not be stored in the system once the report screen has been closed. (You can always re-run the report, however.)

To download an archive of the Exam Statistics:

Step 1: Access the Exam Statistics from either the Exam Builder or from the Gradebook.

Step 2: Click **Download** in the top-left corner. A new window appears.

Step 3: Click **Save**. You will be prompted to choose a location on your network or hardrive where the report will be saved as an .htm document.

Exam Statistics Notes

- By default, analysis at the question-level displays in the order each question appears in the exam. However, you can sort exam questions by their "difficulty" level by clicking **Sort By: Difficulty** in the top-right corner of the report.

- You can run Exam Statistics before all exams have been submitted; however, only exams that have been submitted will be included in the analysis. "In Progress" exams will not be included in the results.

- Because of the nature of short answer and essay questions, no item analysis is available for these question types. However, you can click the **View Student Responses** link to view all student responses for the question. This allows you to read and evaluate each response against all other responses. You have the option of showing or hiding the student name associated with each response.

- Exams which allow multiple entry will use the data from the most current exam submission in the Exam Statistics report.

- If you edit an exam question *after* one or more students have responded to the question, all exam statistics will be lost for the edited or deleted questions.

Exporting Grades

You can export the current view of your Gradebook to a comma-separated value (.csv) file, which you can then open in any spreadsheet application. Doing so will allow you to take advantage of standard spreadsheet functions such as calculating mean, medium, average and other statistical calculations. Exporting the current view of the Gradebook also provides you with final grades in a format that you can turn in to your administration and keep as a backup for your records.

To export the current view of your Gradebook:

Step 1: Click the **Gradebook** tab.

Step 2: Select the **Gradebook View** you'd like to export (i.e., Grades To Date, Unit 1, Item Summary, etc.) and click **Go**.

Note	The Export View feature exports only the current displayed view of the Gradebook—that is, whatever is displaying on your screen. If you want to export your entire Gradebook (for archive purposes, for example), run the export from the **Show All** view.

Step 3: Click **Export View** in the top right corner of your screen. A new screen appears.

Step 4: Select the data format in which you'd like to export the current Gradebook view:

Letter and Number Grades.
Exports the current view with Letter grades and Number grades in

separate columns.

Number Grades Only.
Exports the current view with Number grades only.

Letter Grades Only.
Exports the current view with Letter grades only.

Note	If you choose to export letter and number grades or just letter grades, make sure you've actually assigned letter grades in your Gradebook. If you have not assigned letter grades, an empty column will display in your exported Gradebook file.

Step 5: Click **Export**. A **File Download** window appears.

Step 6: Select **Save** and click **OK**. A **Save As** window opens in which you can select a name and location for the exported Gradebook file. Click **Save**. The current view of the Gradebook file is saved with a .csv file extension in the location you specified.

Note	Unless you entered a name for the exported file in the **Save** window, the file is named using the date, followed by the view and data format. For example, a file exported on March 26th, 2006 would be named "032606ShowALL_Letterand#."

Step 7: Use any spreadsheet application to open the Gradebook file.

Gradebook Tips and Tricks

Following is a list of helpful "tips" and "reminders" that may help you use the Gradebook more efficiently. Note in particular the section dealing with Exams and the Gradebook—many preferences you set when creating an exam affect how the exam displays in the Gradebook.

- The **Quick Grade View** is perhaps the most common and efficient way to assign grades in the Gradebook. This view lets you assign grades to all students for a single content item (like a Webliography entry, for example). You simply locate the content item (or course tool) in the Gradebook and then assign a grade for each student.

- The **Export Current View** feature located on each Gradebook screen exports only the current displayed view of the Gradebook. If you want to export your entire Gradebook, go to the **Show All** view and then click **Export Current View**.

- Remember that students cannot see a grade you've assigned them unless you mark the item to be "shared with student." The **Share grade with student** option appears in all Gradebook Details windows and within the Dropbox.

- If you want to provide graded feedback on an assignment but **not** include the grade in the final course grade, you can exclude the item from the course grade. This feature is excellent for "practice" assignments which you want to "grade" but not "count." To exclude items from the course grade, click the **Gradebook** tab, click **Setup Gradebook**, click **Assign Points/Weights**, then click **Exclude from Course Grade**. In the window that appears, check any items whose point values you DO NOT want to include in the final course grade. Any "excluded" items will display with a red "exclude" icon throughout your Gradebook.

- The Weighting feature in the Gradebook (located under **Setup Gradebook--> Preferences**) allows you to easily "weight" or grade course items relative to other course content. For example, you have an exam worth 50 points, but you want it to count for 25% of a student's grade, instead of adjusting all your course points to "hit" this percentage, you can weight the Gradebook. The Weighting feature is optional.

- The **Distribute Weight %** feature allows you to spread a single weighted percentage evenly across multiple content items. For example, if you want Threaded Discussions in your course to be worth a total of 20% of the final course grade and you create three Threads, the Distribute Weight % feature will assign a weighted percentage of 6.66%, 6.66%, and 6.68% to each Thread, respectively. You don't have to do the math! This feature is located under **Setup Gradebook-->Assign Pts/Weights**.

- If you have the Weighting feature turned on but do not assign a weight percentage to a gradable item, that item will not count towards the final course grade (essentially, the item carries a weight of 0%).

- If you're using Weighting in your Gradebook, your students will see a "Course Weighted Average" rather than a "Grade To Date." The Course Weighted Average reflects the fact that course content items have different "weights" assigned to them and, as a result, a strict "points achieved divided by points possible" calculation would not be accurate. Make sure you read the **Learn More** link in your Gradebook next to any Course Weighted Average for information on how the average is calculated and what it means.

- The **Extra Credit** and **Exclude from Course Grade** features can be used with or without Weighting turned on; however, you must have Points/Calculations turned on.

- The Dropbox and the Gradebook are tied together—if you enter a grade through the Dropbox interface, the grade will also appear in the Gradebook and vice versa. Remember that you must return the assignment to the student before the student can see the assignment in his/her Inbox.

- The Gradebook will calculate and display up-to-date points and calculations by default. With this option enabled, students have access to calculations like Grade to Date, Current Course Average, and Points Possible. However, you can turn this feature off from the **Preferences** tab under **Setup Gradebook**. Remember that in doing so, however, students will not have access to calculated figures (like Current Grade to Date, for example). Remember, also, that you must have assigned points to gradable items in order to display Gradebook calculations.

- You can assign a Final Letter Grade from any view in the Gradebook in which you see the **Current Course Points** column. Simply click the student's current course points. Click **Save & Next** to go to the next student.

- To accurately show students their "Current Grade to Date", enter zeros (0's) in any incomplete items to that point in the course. The Gradebook only calculates items that have been graded, so if a student did not turn in an assignment, the total possible points for that assignment would not "figure" into the total points possible for the course, skewing the student's grade to date.

- If you've used Weighted percentages in your Gradebook, the Student View of the Gradebook is an excellent way for students to see their current "weighted" grade as well as remaining course work and its relative weight. For example, a student who did poorly on one assignment can see the "big picture"--perhaps that assignment was only worth 10% of the final course grade.

EXAM/GRADEBOOK TIPS

- Many of the options you select when setting up an exam affect the Gradebook display for both you and your students. For example, if you want students to be able to view their exam/quiz scores in their Gradebooks without you having to manually enter their points or scores, be sure to check the **Automatically display objective score of a finished exam to students in the Gradebook** when setting up the exam. This option isn't enabled by default.

- If you want students to automatically be able to see their scores/grades for an exam, remember to set a **Gradebook Review Date** when you create the exam. If you don't set a review date, students will be unable to view your comments and/or scores in their Gradebooks.

- You can **Reset a student's exam** through the Gradebook Details window. Resetting an exam clears ALL saved information from the individual exam database and allows the user to begin the exam again, as if he or she had never taken it.

- You can **Grant a student additional time on an exam** through the Gradebook Details window. For example, if a student was in the process of taking an exam and his or her Internet connection was lost, the system would "think" that this student had already taken the exam and would, therefore, not let the student retake the exam. This option simply allows the student to access the exam again for the amount of time you specify. Any information that was previously saved in the exam is still there. That is, the student starts the exam wherever he or she left off.

- You can essentially "curve" an exam by modifying the points possible for the exam in the Gradebook. See the Help topic **Assigning Points/Weights** to Gradebook items for more information.

Course Tools

The course tools help you communicate and interact with your students. Most of the course tools are located on tabs across the top of your course, and include things like email, announcements, Dropbox, and chat rooms. Your students can use these same tools to communicate with you and with other students.

Posting Announcements

You can post announcements for your course on your Course Home Page. Students will see any announcements or messages you post the next time they log in.

Use announcements to welcome students to the course, give specific instructions about a course change, inform students about changes in office hours, or explain other urgent situations that might otherwise get lost in the email shuffle. You can also set Display Dates for your course announcements so that you determine exactly when to display and when to withdraw each announcement. As a result, you can create multiple announcements at one time and then control when each "appears" and "disappears" over the duration of the course.

Posting announcements can reduce the time you spend responding to similar email messages from many students.

Expand All

Announcements	Submitter	Date
Exam Rescheduling	System Administrator System Administrator	10 Mar 00
Meeting next Tuesday	System Administrator System Administrator	10 Dec 99
Class cancelled	System Administrator System Administrator	18 Nov 99
Great dialogue this week!	Professor Helmick	16 Nov 99
I wanted to drop you all a note saying how impressed I was with the discussion this week! We really took the dialogue to the next level. Thank you for your participation. I will be posting my final thoughts in the threaded discussion this weekend. Have a great weekend.		
Schedule Update	Professor Helmick	16 Nov 99

Only instructors can post and delete announcements. Also, a permanent record of all course announcements is stored within the course.

Adding Announcements

As an instructor, you can post, edit, or delete course announcements on the Course Home Page. Your students can only view announcements.

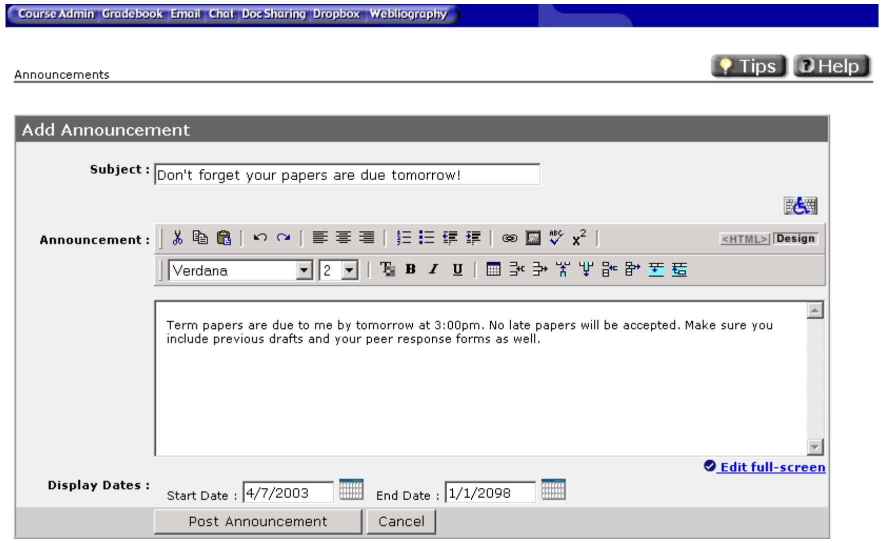
To add an announcement:

Step 1: Click the **Course Home** button on the left side of your course.

Step 2: Click the **Author** tab to switch to Author mode.

Step 3: Make sure the **Edit Course Home** button in the top left corner is pressed.

Step 4: Click **Add new announcement.** The Add/Edit announcement dialog appears.



Step 5: Enter a short subject for your announcement. This is the text students will see and click on to read the announcement.

Step 6: If the announcement is text only, enter the text in the **Announcement** field. For information on formatting the announcement text with the Visual Editor, see the Help topic **Formatting Content**. If you'd like your announcement to link to a file, click the 'link' button and refer to the Help topic **Adding links, images, and files**.

Tip: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to switch to the HTML view in the Visual Editor and verify that your HTML code meets the requirements. To see specific 508 requirements or for more information, see the Help topic under Course Creation called Accessibility Requirements or go to http://www.access-board.gov/sec508/guide/1194.22.htm

Step 7: Select **Display Dates** for your announcement. You can enter a date directly into the text box (mm/dd/yyyy), or you can click the 'calendar' icon to select a date from the calendar. Display Dates default to the course start and end dates, so if you don't enter Display Dates, your announcement will remain on the Course Home Page throughout the entire course unless you delete it or change its Display Date.

Step 8: Click **Post Announcement.**

To edit or delete an announcement:

Step 1: Click the **Author** tab from your Course Home Page.

Step 2: Click the announcement you wish to edit. This "expands" the announcement so you can see the entire announcement.

Step 3: Click the **Edit** button below the text of the announcement to edit the announcement. Make any changes to the announcement. When you're done editing, click **Post Updated Announcement**.

Step 4: Click the **Delete** button below the text of the announcement to delete the announcement.

Note: If you simply want to “hide” an announcement from students (i.e., not delete it entirely) you can modify the Display Date for that announcement.

Viewing Announcements

Announcements appear with the most recent announcement at the top of the announcement list. Remember, however, that if you set specific Display Dates for a particular announcement, that announcement will ONLY display during the dates that you specified. That is, if it’s before the Display Start Date or after the Display End Date, the announcement will not appear on the Course Home Page. (To display the announcement, you can always modify the Display Dates.)

To view course announcements:

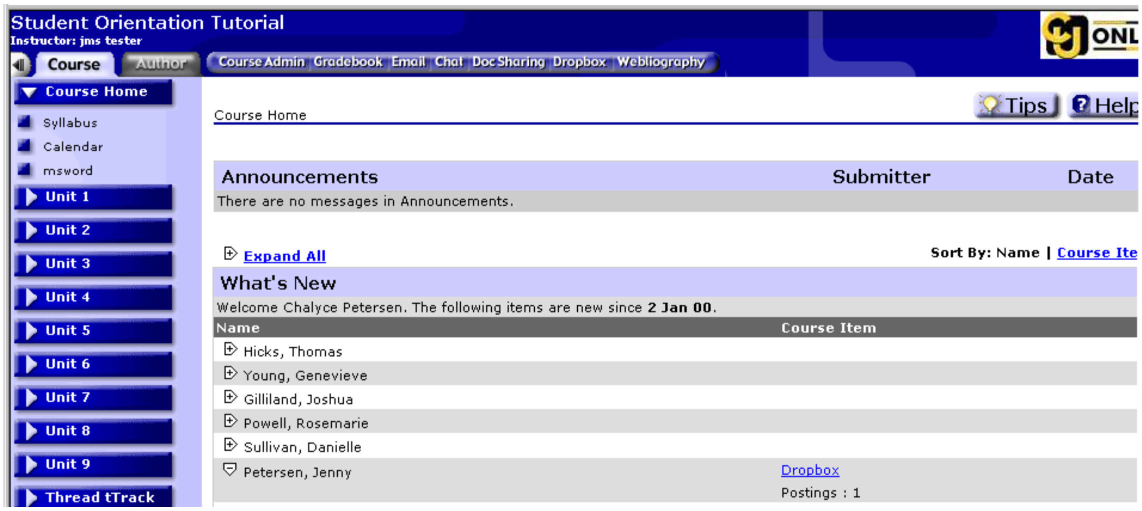
Step 1: Click **Course Home** in the upper left corner. This will take you to the Course Home Page, where you'll see the announcements.

Step 2: Click the announcement you want to view, or click the "plus" next to the announcement. This will open or "expand" the announcement. You can open or "expand" all course announcements by clicking **Expand All** in the upper right-hand corner of your screen.

Click the subject of the announcement, or click the "minus" sign to the left of the announcement, to close or "compress" individual announcements.

Viewing What’s New

As an instructor, the What’s New feature on the Course Home Page lets you monitor student activity in your course. From What’s New, you can see when individual students contributed to a select area of the course. This is helpful to you as an instructor because you don't have to search through every unit or content item to see which students have contributed to various course areas.



For example, if you wanted to see if there were any new postings to the Unit 1 Threaded Discussion, you could sort your What's New list by course item and see that the threaded discussion for Unit 1 had 5 new responses and 3 new postings. Similarly, if you wanted to see how student "Michelle Petersen" was participating in the course, you could sort by name and see that Michelle Petersen had posted 2 responses in the threaded discussion and had posted a site to the Webliography.

You can limit the number of items you want to display in your What's New list by setting date options, and you can change the What's New view.

To set date restrictions on your What's New list:

Step 1: Go to your **Course Home** page and locate the What's New feature. (It should be right after your course Announcements.)

Step 2: Select a number from the **See What's New Since Last** drop-down list. Your What's New list will display all course activity that occurs within the time frame your specify. For example, if you select "3 days" from the drop-down list, your What's New feature will display a list of all course activity that's taken place in the last 3 days. Student activity that occurred 4 days ago will not be listed. You can change this number at any time.

To change the What's New view:

Step 1: If there has been more than one instance of activity in your course, you can click **Expand All** to see a complete view of all course activity. Click **Compress All** to "close up" or compress your list.

Step 2: If there has been more than one instance of activity in your course, you can click **Course Item** in the top-right corner of your What's New list to sort your list by course item. Click **Name** in the top-right corner of your What's New list to sort your list by student name. You can click a specific content item to go directly to that item within your course.

For students, the What's New list looks similar, although they do not have access to the "sort by name" option. Students see a list of content items and What's New since their last login. For example, when a student logs in, he/she will see a list of course content items such as Webliography, Document Sharing, and Threaded Discussion and beside each item a breakdown of new activity since their last login.

Viewing the Course Checklist

The **Course Checklist** feature on the Course Home Page is a great resource for students. From the student view, the Course Checklist displays a list of all course assignments and their associated due dates, as well as a checkbox for each item so that students can monitor their progress in regard to assigned coursework. Ideally, this course "task list" will help students be aware of assignment due dates and prompt them to complete assignments on time.

Due Dates can be assigned to content items from the **Course Scheduler** or the **Edit Schedule** button. If a due date is not assigned to a content item, the content item will still display for the student so that they may check it as completed; however, there will not be a due date listed next to that content item.

Students can sort their **Course Checklist** by Unit or by Due Date. Remember, too, that (except for exams) students manually check off the items in their Course Checklist-- the checklist is not integrated with the actual content items. As a result, a student may check off an item that is not necessarily complete. Additionally, the **Due date** feature does not restrict student access to content items and is designed to be used only as a helpful display for students. Restricting access to content items is controlled through the **Restrict access before/after this date** checkboxes in the Course Scheduler or Edit Schedule window for each content item.

User Activity

The User Activity feature tracks the amount of time (in minutes) that individual students spend in the course and where in the course they spend their time. With the User Activity feature, you can see how much time a student spent in an individual unit or content item, as well as the dates on which the student accessed the course. You can also export the data in the User Activity feature to a spreadsheet.

There are three ways you can view User Activity:

- **View by Unit or Course Tool.** This option lets you look at a specific unit in your course (like a Readings unit, for example) or at a specific Course Tool (like Webliography or Chat, for example) and see how much time each individual student spent in that particular unit or tool.

- **View by Date.** This option lets you specify a date range (perhaps the week before Thanksgiving, for example) and see how much time each individual student spent in the course during that time period.

- **View by Student.** Although this option is not available from the main Select View drop-down list, it is available from either the View by Unit view or the View by Date view. Viewing User Activity by Student shows you a bar chart graph of how much time one particular student spent in each unit and/or in a specific content item(s).

Note: *It is important to remember that the User Activity time may not necessarily reflect the time students were actually working in the course. User Activity times merely provide information regarding how long a student spent in each area of the course—a short user activity time may be due to a student quickly entering a course area, printing the material, and then working offline. Similarly, if a student does not log out of their course or logs out infrequently, the User Activity time displayed may be higher than the student's actual time spent in a particular area of the course.*

To view user activity by unit or Course Tool:

Step 1: Click the **Gradebook** tab in your course.

Step 2: Click **User Activity**. By default, the User Activity Summary displays user activity by unit. You'll see a matrix of student names (on the left) and course units/tools (across the top). The amount of time each student spent in each area displays (in minutes) in the matrix.

Step 3: If you click on a unit number (at the top of the screen), you'll see all the content items in that unit, as well as the amount of time each student spent in each item. If you click on **Course Tools**, you'll see all the Course Tools in the course, along with the amount of time each student spent in each tool.

Note	Click on a specific student's name (on the left), to see the User Activity summary for that one user.

Step 4: Click **Export User Activity** to export the current view to a comma-separated value (.csv) file. If you select this option, you will save the file to your hard drive (or other location) as a .csv file, which you can then open using any spreadsheet application.

To view user activity by date:

Step 1: Click the **Gradebook** tab.

Step 2: Click **User Activity.**

Step 3: Select **View by Date** in the **Select User Activity View** drop-down list and then click **Go**. A matrix of student names (along the left) and the current week's dates (across the top) displays. Any user activity during the current week displays in the matrix (in minutes).

Step 4: To view user activity during a specific period of time, use the drop-down boxes to select **From** and **To** dates and then click **Go**. Any user activity during the dates you selected displays in the matrix.

Note	Click on a specific student's name (on the left), to see the User Activity summary for that one user.

Step 5: Click **Export User Activity** to export the current view to a comma-separated value (.csv) file. If you select this option, you will save the file to your hard drive (or other location) as a .csv file, which you can then open using any spreadsheet application.

To view user activity by student:

Step 1: Click the **Gradebook** tab.

Step 2: Click **User Activity.**

Step 3: From the default view, simply click on a specific student's name (on the left). The User Activity summary for that one user displays.

Step 4: Click the "expand" or "+" button to open each unit and view the student's individual user activity time for each content item within the course. Expand the **Course Tools** section at the bottom of the list to view time spent in Course Tools.

Step 5: Click **Export User Activity** to export the current view to a comma-separated value (.csv) file. If you select this option, you will save the file to your hard drive (or other location) as a .csv file, which you can then open using any spreadsheet application.

Note	You can also access the **User Activity** tool from an individual content item: (1) Select the content item in **Author** mode; (2) Click the **Toolbox** button for the content item; (3) Click **View User Activity**.

Emailing Class Members

The Email tool is a convenient and effective way for you and your students to communicate with each other. You can use the email tool to address student questions, concerns, and issues in a one-to-one private email, or you can send messages and files to a group of students. When a user is enrolled in an eCollege course, his/her email address is uploaded into that course.

Students use the email tool in much the same way: they can send private messages to instructors regarding course or assignment questions or other personal concerns, or they can use email to communicate with other group members on collaborative projects.

To send an email:

Step 1: From any page in your course, click the **Email** course tool at the top of the screen.

Step 2: Select who your email should go to in the **Select Recipients** box. You can send your email to All Class Members, groups of students that you have set up within the course, a single class member, or multiple class members. To add a recipient, highlight the name and then click **Add.**

Note: If you add a Group name to the **Recipients** list, the individual group members' names will display in the list (rather than the name of the group).

Step 3: The names you select appear in the **Recipients** box. You can remove a single recipient from this box by selecting the recipient's name and then clicking **Remove**. You can remove all recipients by clicking **Remove All**.

Step 4: Enter a Subject for your message, and type your message in the space provided.

Step 5: To attach a document to your email, use the **Browse** button to locate the file you want to attach. Select the file in the dialog that appears and click **Open**. The file path appears in the email **Attachment** field.

Tip: You can only add one attachment per email.

Step 6: Check the **Blind Copy These Recipients** box if you want the email recipients on the list to be unable to see the other recipients of the email. For example, if you send an email to a group of students who did poorly on a quiz, you don't want these students to see the other students who also did poorly.

Step 7: Click **Send Message**. A copy of any email you send will be sent to your personal email account as well.

Using Chat Rooms

Like a regular online chat room, the Chat tool lets you and the students in your course communicate with each other in real time. You can also use the chat tool to:

- View chat logs, which are archived chats from the course
- Create separate chat rooms for different purposes or groups
- Send private messages to an individual participant
- "Follow" one another to web sites related to the course discussion

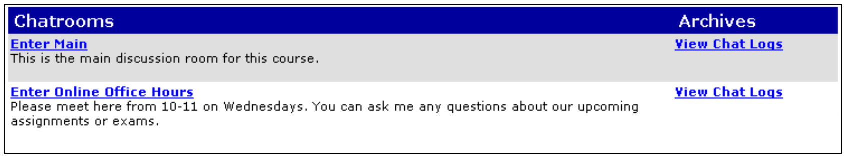
Participating in a Chat

Chat rooms allow you and your students to communicate in real time.

To participate in a chat room:

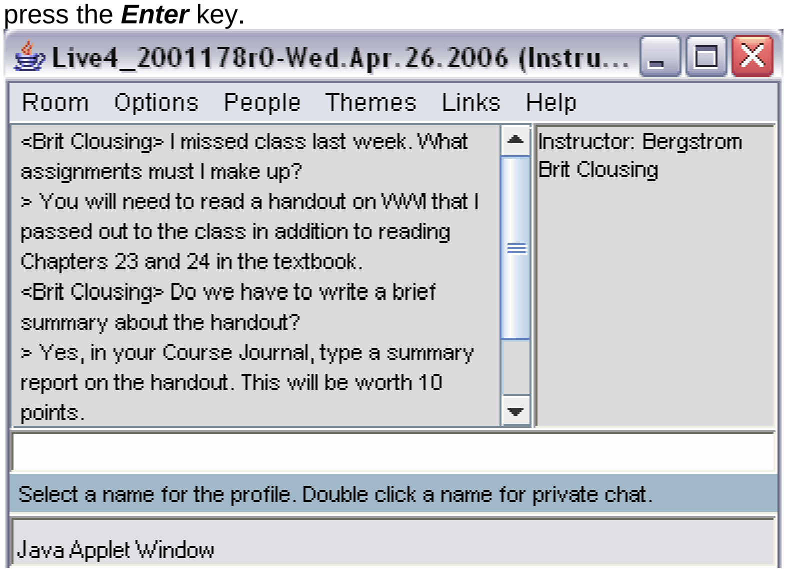
Step 1: Click the **Chat** tool at the top of your screen.

Step 2: Click the chat room you'd like to participate in. A confirmation window opens.



Step 3: Click  to open the chat room.

Step 4: Type your message in the text box at the bottom of the chat room and press the ***Enter*** key.



To send a private chat message:

Step 1: From within the chat room, double-click the name of the person you want to send a private message to. A small window appears.

Step 2: In the window, type the private message text.

Step 3: Press the ***Enter*** key. Your message will be seen only by the recipient to whom you sent the message.

To add a link to a Web site in the chat room:

Step 1: Before you begin, ensure that:

- Web Touring under the Options menu in the chat room is On. Turning on Web Touring ensures that the Web page to the URL link you are sending opens for the recipient in a separate window.
- Pop-up Blocker under the Tools menu in your Web browser is turned Off. Turning off Pop-up Blocker ensures that the Web page to a URL link you send or receive opens.

Step 2: Type the full URL address in the field at the bottom of the chat room and press the ***Enter*** key. Your URL displays in the chat room. *Note: The URL address must include **http://www**. for the recipient of the link to view the Web page*.

Creating a new chat room

There is a main chat room for every course. As an instructor, you may want to create different chat rooms for different purposes or groups. You can also rename, edit, or delete an existing chat room.

To create a chat room:

Step 1: Click the **Chat** tool at the top of your screen.

Step 2: Click **Add New Room** at the top of the page.

Step 3: Type a name for the room and a short description of what kind of discussion should take place in that room.

Step 4: Check the **Create a private room** box if you don't want a chat log created for the new chat room. By default, a chat log is created for every chat room.

Step 5: Determine who can access the new chat room by selecting an option from the **Assigned To** drop-down list. You can make the chat room available to all class members or to specific groups you've defined within the course.

Step 6: Click **Create Room**.

To rename, edit, or delete a chat room:

Step 1: Click the **Chat** tool at the top of your screen.

Step 2: Locate the **Edit** button beneath the chat room you want to rename, edit, or delete.

Step 3: Click **Edit** to rename the chat room or edit its description. Click **Delete** to delete the chat room. *Note: You cannot delete the main chat room.*

Step 4: Click **Save Changes**.

Using Chat Logs

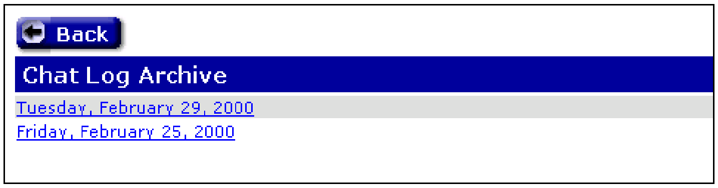
Chat sessions are automatically saved in chat logs, which you and your students can view, save, and print. Remember, however, that as an instructor, if you delete a chat room, the logs for that room are no longer available.

You may choose to share interesting chat logs with students by copying the logs into a MS Word document and attaching that document to an email message, or by posting it in the course.

To view a chat log:

Step 1: Click the **Chat** course tool.

Step 2: Locate the specific chat room for which you'd like to view the log and click **View Chat Logs** to the right of the chat room name. A Chat Log Archive displays.



Step 3: Click a specific archive date to open the archive and see the chat log for that date.

To print a chat log:

Step 1: Make sure the text information you want to print is visible on your screen.

Step 2: Use the **Print** function on your browser to print the screen.

To save a chat log:

Step 1: Highlight the text you wish to save.

Step 2: Click **CTRL + C** to copy the text to the clipboard.

Step 3: Open a new document (a MS Word document, for example) and click **CTRL + V** to paste the contents of the clipboard into your new document.

Using ClassLive

The ClassLive tool is an interactive graphical chat tool that allows you to communicate with your students in real time. For example, you can place or draw objects on the whiteboard, you can share a software application from your computer, you can send and receive graphed or plotted equations, you can participate in synchronous chat sessions with your students, you can broadcast live audio, and you can work through complex mathematical, accounting, and chemistry problems one step at a time. You can use ClassLive with a group of students, or you can use the tool for one-on-one help.

Note: The ClassLive feature can be enabled or disabled at an institution level. If you don't see the ClassLive tool on your Chat tab, your institution has chosen to disable the feature.

Before you begin:

- The ClassLive tool requires you and your students to meet specific technical requirements. To view these requirements, click the **Technical Requirements** link on the main ClassLive page of your course.

- View the ClassLive Tutorial to orient yourself to the ClassLive environment. To view the tutorial, click the **ClassLive Tutorial** link on the main ClassLive page of your course. You should also see the training page for additional information about how to use the available tools to maximize your ClassLive experience.

- The ClassLive tool is enabled by default. However, if you don't see a link to ClassLive on the Chat tab of your course, the feature can be turned off or disabled. Instructors can turn on ClassLive from the Course Preferences page. Remember, you can always use the regular Chat feature of your course to conduct simple synchronous discussions.

- Be sure to join ClassLive 5 – 10 minutes prior to the start of your session and set your Connection Speed to the Internet.

- Close all applications running on your computer that you don't intend to use with your ClassLive session. Running other applications on your computer (such as an Internet browser) can slow down your connection to ClassLive.

How can I use the ClassLive tool?

The ClassLive tool is much more than an interactive whiteboard. Following are some ideas to get you thinking about how you can use this versatile tool in your course:

Note: The following list includes some feature uses that are only available to ClassLive Pro users. Check with your administrator about which ClassLive version you are running.

- Use ClassLive to meet with students one-on-one to help them individually with course work. ClassLive is especially useful for helping students with mathematics, accounting, and chemistry equations.

- Use ClassLive to present a PowerPoint slideshow or display other uploaded images. Use the toolbar to add notes to slides and to point out important sections of the slide or image.

- Use the Application Sharing feature to teach students how to use applications like Excel, PowerPoint, or any other application on your computer. Students can watch as you walk them through menu options, toolbars, and other features of the application.

- Use the ClassLive Whiteboard to have students complete work in a synchronous setting, as if they were "coming to the chalk board."

- Share a Web site with your students with the WebTour feature and have your students follow you through the site.

- Incorporate the broadcast audio feature into your session to walk students through a presentation, emphasize specific sections of the whiteboard, notify students that you're switching boards, or to simply add a "personal" touch to your online course.

- Upload course notes and highlight areas of importance.

- Use the Graphing Calculator to create visual representations of equations. Have students make modifications to the equation, re-create the graph, and send the new graph back to you.

- Use the Polling feature to ask your students if they're ready to move to the next slide. You'll know almost immediately whether they're ready to go on.

- Capture a screen shot from another application on your computer, display the screen shot on the board, and discuss it with the students.

- Turn the ClassLive session into a "live" forum in which groups can present their projects to the rest of the class.

- Use taped or recorded course sessions for students to use as a review or to catch up from a missed class.

- Use Quiz Manager to conduct live quizzes and review the results with students as a class or privately.

- Personally help students who might be falling behind the rest of the class by opening a Breakout Room and tutoring them individually or in small groups.

- Share a Web site with your students with the WebTour feature and have your students follow you through the site.

Participating in ClassLive

Participating in ClassLive is easy! Use the Participants window to view the current students in your session and control their privileges to speak, send messages, use the whiteboard, use the graphing calculator, host application sharing, respond to poll questions, and more. Upon entering a session, your name displays in blue text in the Participants window. During a session, the Participants window uses "activity lights" to indicate to you when a student experiences delays in receiving content or steps away from a session.

Note: As a stand-alone tool, ClassLive includes a training page with video tutorials and additional documentation provided by Elluminate, Inc.

To raise your hand:
- In the **Participants** window, click on the **Raise hand** button. You know when a student is raising their hand when the bottom part of the Participants window flashes and you hear an audible beep. The Participants window shows the total number of hands raised. A number in the column next to each student's name indicates the order in which the student's hand was raised.

To lower your hand:
- In the **Participants** window, click the **Lower hand** button. To lower a student's hand, click the number in the column next to that student's name. To lower all hands, click the column header. When a hand is lowered, the number is removed from the hand column and the queue is reordered.

To grant privileges:
- Depending on how your ClassLive session is configured, students can only communicate to you by raising their hand and sending text messages. As the instructor, you can grant students privileges to speak using audio and send text messages to other students within a ClassLive session.

To use emoticons:
- Express yourself! Instructors and students can use the emoticons to communicate laughter, applause, confusion, or disapproval. When you select an emoticon, everyone in the room sees the icon flash next your name.

To leave/rejoin a session:

Step 1: From the **Session** menu, select **Away**. Your name grays out in the Participants window to indicate to everyone that you are away from your computer.

Step 2: From the **Session** menu, de-select **Away** to rejoin your session.

To take a poll:

Step 1: From the **Tools** menu, select **Polling**, and then select a type of poll to use. By default, the Yes/No poll is selected.

Step 2: Determine if you want to show or hide the polling responses from your students. On the toolbar, the state of the polling column is readily visible:

- hides the responses from the students.
- shows the responses to the students.

Hiding responses is useful when you don't want students to be influenced by each others answers.

Step 3: In the **Chat** window, type your question. (Optionally, if you hid the responses from the students, you might choose to show the responses.)

Step 4: When you are done with the question, click the column header to clear all the answers. At any time, you can ask the students another question using the same poll or a different type of poll.

To turn off polling:

- From the **Tools** menu, select **Polling**, and then select **None**. The polling column and response buttons clear.

Audio & Messaging

You can use any of ClassLive's audio and messaging tools to speak to all students or individually in a private session on the side. The messaging area is where you can send text messages to everyone, selected students or to one student in the session. Students can always send a text message to you, even when they do not have messaging privileges. Students' messages will display as a private message to you and other instructors in the session. Depending on your session configuration, you can monitor all messages that are sent, including private messages. Messages are color-coded for your benefit: Black text means the message was sent to everyone in the session, Blue text means that you sent or received a message, and Red text means that a student has sent a private message to another class member.

Note: As a stand-alone tool, ClassLive includes a training page with video tutorials and additional documentation provided by Elluminate, Inc.

To talk using audio:

(The ClassLive Audio feature is only available to ClassLive Pro users. Check with your administrator about which ClassLive version you are running. You can learn more about using ClassLive Audio on the training page provided by Elluminate, Inc.)

Step 1: In the **Audio** window, click **Talk** when you want to speak. The Talk button changes to **ON THE AIR**.

Step 2: Click **ON THE AIR** when you are done talking to release your microphone. Only one person can speak at a time because the Talk button cannot be selected when someone is speaking. Remember to always release your microphone after talking so others can reply.

To send a text message:

Step 1: Type your message in the text field below the discussion area in the **Chat** window.

Step 2: Click the **To:** drop-down menu and from the options listed, select a recipient of your message.

Step 3: Click **Send**. Your message displays in the discussion area.

To send a text message to specific students:

Step 1: On your keyboard hold down the *Shift* or *Ctrl* (Command) key and click on the names of the students you want to select. The students' names are highlighted when selected.

Step 2: Type your message into the text field below the discussion area.

Step 3: Click the **To:** drop-down menu, and select **Selected**.

Step 4: Click **Send**. Your message displays for the selected students. Remember, private messages display as blue text in the discussion region.

Note: Click to track when all messages are sent and to see a date and time stamp next to each text message. Click again to hide the date and time stamps.

To filter a text message:

Step 1: From the **Chat** window, click the **Show** drop-down menu.

Step 2: Select the names of the students whose messages you want displayed. When you make your selection, only the relevant messages display in the discussion region. You can change your selection at any time.

To save a text message:

Step 1: From the **File** menu, select **Save**, and then select **Chat Conversation**.

Step 2: In the **Save Chat Conversation** window, select the file name and location of where you want to save the file.

Step 3: Click **Save**. The suffix .txt is added to the filename. You can use Notepad, WordPad or any word processing application to read the text file. Remember, you can only open saved message files outside of ClassLive.

To open a breakout room:
(The ClassLive Breakout Room feature is only available to ClassLive Pro users. Check with your administrator about which ClassLive version you are running.)

Step 1: In the **Participants** window, click on the names of the students you want to move to a breakout room. Hold down your *Shift* key to select multiple students.

Step 2: Right-click (Mac users hold down your *Ctrl* key and Right-click again) and select **Send to Breakout Room**, and then select from the list of available rooms.

To move between breakout rooms:
(The ClassLive Breakout Room feature is only available to ClassLive Pro users. Check with your administrator about which ClassLive version you are running.)

Step 1: In the **Participants** window, select your name and Right-click (Mac users hold down your *Ctrl* key and Right-click again).

Step 2: From the context menu, select **Send to Breakout Room**, and then select the room you want to join.

To monitor breakout rooms:
(The ClassLive Breakout Room feature is only available to ClassLive Pro users. Check with your administrator about which ClassLive version you are running.)

Step 1: From the **Whiteboard Screen** menu, select the name of the breakout room or screen you want to view.

Step 2: Once in the breakout room screen group, use the navigation arrows to view all the screens. (This will not affect any of the students.)

Step 3: To move back to the main room, select the main room or the screen from the **Whiteboard Screen** menu.
Note: When students raise their hands or send you a private text message while in a breakout room, ClassLive notifies you even if you are not in the same breakout room or if you are in the main room.

Whiteboard

The whiteboard is the main presentation window. Use the whiteboard to present slides or as a work area where you and your students can write, draw, or type. As the instructor, you must manage all the screens in the whiteboard, the screen content, and the student privileges to view and work on the whiteboard screens.

Note: As a stand-alone tool, ClassLive includes a training page with video tutorials and additional documentation provided by Elluminate, Inc.

To use whiteboard tools:

Step 1: Click on any one of the tools, located on the left side of the whiteboard, to select it. Editing attributes for the selected tool display at the bottom of the whiteboard in the "Quick Editor."

Step 2: Position your cursor on the whiteboard, and then click and drag the mouse to begin drawing.

Step 3: Release the mouse button to complete the action.

To load a presentation:

Step 1: In the whiteboard area, click on the **Load Presentation** button. The **Select Screens** window opens.

Step 2: Select one of the following screen insertion locations:

- **After selected**, inserts the file after the current screen
- **Before selected**, inserts the file before the current screen
- **Replace screen**, replaces the current screen
- **As sub-topic**, inserts the screen as a sub-topic of the current screen

Step 3: Determine whether you want to insert the file from the Current Screen or the Selected Screens. Select either:

- **Current Screen**, to insert the file into the current screen
- **Selected Screens**, to view all of the available screens and select multiple screens

Step 4: Click **OK**. The **Load File** window opens.

Step 5: Browse to the directory of the file to which you want to upload and click **Open**. The presentation opens.

To share an application:
(The ClassLive Application Sharing feature is only available to ClassLive Pro users. Check with your administrator about which version of ClassLive you are running.)

Step 1: From the **Tools** menu, select **Application Sharing**, and then select **Host Applications**. The **Select** window opens.

Step 2: On the **Applications** tab, do one of the following to share an application or a region of your desktop.

- To share an Application, highlight the appropriate application(s).
- To share a region, click on the **Region** tab and define the region you are sharing.
- To share your entire desktop, on the **Region** tab select the option, **Share entire desktop**.

Step 3: Click **OK**. The **Hosting Notification** window opens with a confirmation message.

Step 4: Click **OK**. Your window layout will be with the ClassLive main window in the docked left position on your monitor and what you are sharing will be to the left of the main window. The Application Sharing window opens on the student's monitor.

To link to Web sites during a session:
(The ClassLive WebTour feature is only available to ClassLive Pro users. Check with your administrator about which version of ClassLive you are running.)

Step 1: From the **Tools** menu, select **WebTour**, and then select **Start a WebTour**.

Step 2: In the **Enter URL** window, type the URL to the Web site you want your students to view and click **OK**.

Note: Only one instructor at a time can control the WebTour window (be the 'Tour guide'). To become the Tour guide, select the Tour guide check box in the WebTour window. If you do not have the Tour guide option selected, you will only be moving yourself and not anyone else in the session.

Step 3: From the **Tools** menu, select **End the WebTour** to close the WebTour window and end the WebTour session.

To use a quiz manager:
(The ClassLive Quiz Manager feature is only available to ClassLive Pro users. Check with your administrator about which version of ClassLive you are running.)

Step 1: From the **Window** menu, select **Quiz Manager**. The **Quiz** window opens.

Step 2: Click on the **Create a new quiz** button. The **Design** tab panel opens. Type the name of the quiz in the top right-hand corner in the **New quiz** textbox.

Step 3: Click on the **Add a new question to the end of the quiz** button. The **New question** textbox opens. Type the question into the **New question...** textbox.

Step 4: To enter multiple-choice responses, click the **Add a multiple choice answer to the current question** button for each response and type the responses in the textbox.

Step 5: Click on the **Add a new question to the end of the quiz** button to enter additional questions. Use the forward and back arrows to navigate through the questions you just created.

To use the graphing calculator:

Step 1: From the **Window** menu, select **Graphing Calculator**. The graphing calculator opens in a separate window from your regular ClassLive session. You and your students can use the graphing calculator to create visual representations of equations. This includes plotting and evaluating functions, selecting and displaying points, setting and displaying region and grid spacing, and sending and receiving plotted graphs.

Step 2: Click on any of the graphing calculator tools accordingly. For more detailed information on how to use the graphing calculator features, refer to the *User Guide for moderators* found on the training page provided by Elluminate, Inc.

Step 3: To close and end your graphing calculator session, from the **Window** menu, de-select **Graphing Calculator**. The **Graphing Calculator** window closes.

Frequently Asked Questions

Since the ClassLive feature might be new to you, we've compiled a list of frequently asked questions. Check the list below to see if your questions have already been asked and answered.

Note: As a stand-alone tool, ClassLive includes a training page with video tutorials and additional documentation provided by Elluminate, Inc. On the support page you will find a link to Technical Support which includes additional FAQs.

Where can I find specific information about the ClassLive features?
As a stand-alone tool, ClassLive includes a training page with video tutorials and additional documentation provided by Elluminate, Inc.

How can I enlarge the view of the text messaging area?
The Chat window in ClassLive is resizable. To enlarge the window, on the **View** menu de-select **Layout Locked** (selected by default). You can resize the window diagonally, by clicking on the corner of the Chat window and dragging your mouse. You can also resize the window vertically and horizontally.

How can I see the entire whiteboard area?
There are two ways you can maximize the whiteboard viewing area. First, click the "maximize" button in the top-right corner of your session window. This maximizes the entire ClassLive session window so that the session fills your entire screen. Second, from the **View** menu, de-select **Layout Locked** (selected by default), and then double-click on the title bar of the whiteboard. This also expands the whiteboard area to fill the entire screen. Double-click again in the title bar of the whiteboard to return to the original view.

How do I delete an object from the whiteboard?
Select the object you would like to delete and Right-click to open the context menu. Select **Delete Object(s)**. The selected objects clear from the whiteboard. *Note: To delete all objects on the whiteboard, click the **Eraser** button on the whiteboard toolbar. A confirmation message opens. Select **All Objects** to delete all content on the whiteboard.*

How can I change the color of my drawing tool?
Each time you select a drawing tool on the whiteboard toolbar, editing attributes display in the "Quick Editor" located at the bottom of the whiteboard screen area. The editing attributes change according to the selected drawing tool. Editing attribute options can include color palette, font, size, and style. To change the color of your drawing tool, click on a color in the "Quick Editor" color palette and begin to draw in the main area of your whiteboard screen. Your drawing displays in the selected color.

I'm trying to Move, Copy, or Delete an object. How do I select the object and complete the action?

Select the object you want to Move, Copy, or Delete. With the object selected, Right-click to open the context menu and select **Move**, **Copy**, or **Delete Object(s)**.

What objects can I modify and edit on the board?
You can modify and edit all objects on the whiteboard.

What happens if I select Follow Moderator?
The **Follow Moderator** button, when selected, forces students to see only the changes you make to the whiteboard. This feature is useful when you want to prevent students from having the ability to access other ClassLive tools within a session while you are demonstrating a problem or leading a Web tour.

How do I draw a circle or a square?
Use the drawing tools on the whiteboard toolbar to create objects. To draw a circle, click on the **Draw an Ellipse on the screen** button. To draw a rectangle, click on the **Draw a Rectangle on the screen** button. We have created a table to help you understand how to use the whiteboard drawing tools.

How do I fill an object like a circle or a square?
Use the drawing tools on the whiteboard toolbar to create filled objects. To draw a Filled Circle, click on the **Draw a filled ellipse on the screen** button. To draw a filled rectangle, click on the **Draw a Filled Rectangle on the screen** button. We have created a table to help you understand how to use the whiteboard drawing tools.

I made a mistake on the board. How can I remove or fix it?
To correct a mistake or "fix" content on the whiteboard, simply select the object and Right-click to open the context menu. Select **Delete Object(s)** to remove the object.

How can I print or save the text message portion of the ClassLive discussion?
To print a text message log, you must first save the text message as a text file. From the **File** menu, select **Save**, and then select **Chat Conversation**. In the **Save Chat Conversation** window, select a file name and the folder to which you want to save the file, and then click **Save**. The suffix .txt is added to the filename. You can use Notepad, WordPad or any word processing application to open the text file and print it.

How can I save a whiteboard screen in the ClassLive discussion?
From the **File** menu, select **Save**, and then select **Whiteboard**. The **Save File** window opens. Navigate to and open the file folder to which you want to save the whiteboard. Type a file name in the **File Name** textbox and scroll through the **Files of Type** drop-down menu to select a file format. Click **Save** to close the **Save File** window. The **Select Screens** window opens. Select whether you want to save all the screens in the Current Screen Group, only the Current Screen, or the Selected Screens. If you select Selected Screens, an explorer window opens showing all available screens. Select the screens you want to save from the explorer window. Use the *Shift* or *Ctrl* (Command) key to select multiple screens, and then click **OK**.

How can I print a whiteboard screen in the ClassLive discussion?
From the **File** menu, select **Print**, and then select **Whiteboard**. The **Select Screens** window opens. Select how you want to print the screen. If you select Selected Screens, an **Explore and Select Screens** panel displays in the **Select Screens** window listing all of the available screens. Select the screens you want to print from the list. Use the *Shift* or *Ctrl* (Command) key to select multiple screens, and then click **OK**. The **Page Set-up** window opens. In the **Page Set-up** and **Print** windows, specify your preferences and click **OK**.

Note: Protected Whiteboard screens do not print.

Do I have to minimize my shared application if I want to return to the ClassLive session?
No, ClassLive's Application Sharing feature allows you to open applications within the main area of the whiteboard. When you first login as the instructor, you automatically have the permission to begin sharing your desktop. To start Application Sharing, on the **Tools** menu select **Application Sharing**, and then select **Host Applications**. As a stand-alone tool, ClassLive includes a training page with video tutorials and additional documentation provided by Elluminate, Inc.

Note: The ClassLive Application Sharing feature is only available to ClassLive Pro users. Check with your administrator about which ClassLive version you are running.

Are my ClassLive sessions archived? How can I view an "old" session?
All ClassLive sessions are archived and can be viewed by both instructors and students. On the Chat tab, you can access an archived session from the ClassLive link in your course. Locate the Session Archives section on the page to see a list of all archived ClassLive sessions in the current course.

How do I broadcast live video?
Before you can broadcast video, you must enable video support. To enable video support, from the **Tools** menu, select **Video**, and then select **Enable Video Camera Support**. A check mark indicates video is *not* enabled. As a stand-alone tool, ClassLive includes additional information about audio and video features on the training page provided by Elluminate, Inc.

Note: The ClassLive WebCam (video) feature is only available to ClassLive Pro users. Check with your administrator about which ClassLive version you are running.

Can I save my ClassLive sessions?
Yes, you can save the whiteboard screens from every session. If you have content you would like to save from a breakout room, you must copy the content into the main whiteboard screen to capture the information in a saved session.

How do I exit the ClassLive Session?
To exit the ClassLive session, click **Exit** from the **File** menu.

Can I save the quiz I created in Quiz Manager?
Yes! You can save quizzes created in Quiz Manager; however, quizzes created within a ClassLive session are saved in XML format and are not connected to the course Gradebook. If you want your students' quiz results stored in the course Gradebook, you must create the quiz within the main course (outside of ClassLive).

Note: The ClassLive Quiz Manager feature is only available to ClassLive Pro users. Check with your administrator about which ClassLive version you are running.

Viewing ClassLive archives

All ClassLive sessions are archived and can be viewed by both you and your students. ClassLive sessions are archived by session name (if you named the session when you closed out of it). If you didn't give the session a name, the session is archived by the date and time the session took place. As a professor, you can create a folder system for your ClassLive archives to make it easy for you and your students to locate and view previous sessions.

To view a ClassLive archive:

Step 1: Click the **Chat** tab at the top of your course.

Step 2: Click the **ClassLive** link and then locate the **Session Archives** section on the page to see a list of archived ClassLive sessions. Remember that ClassLive sessions are listed by name (if they have a name assigned to them); otherwise, they're listed by date and time.

Sharing Documents

The Doc Sharing tool lets you and your students upload and download documents, images, spreadsheets, and HTML pages. Students can download documents you provide—or other students' documents—and then view, revise, or re-create those documents. They can then upload their changes for the entire class to view. Both you and your students have access to shared files, but only instructors can delete files. As an instructor, you can also create and edit Document Sharing categories.

To ensure that students can view each other's files, make sure that all students are using the same file format. For example, if a student is unable to view MS Word 2000 files, encourage your class to post their documents in another common format.

Uploading Files

Uploading a file with the document sharing tool allows you to share files and documents with your class. You can upload files for your own viewing, or you can choose to share the files with the entire class.

Before you begin, we suggest saving the file to be uploaded to your computer's desktop or another familiar folder, so that it is easy to locate when you begin to upload it. If you choose to attach a file type that is not supported by the system, you'll receive a pop-up message displaying currently accepted file types.

If you have a file with a different extension that you would like to upload into Doc Sharing, simply zip it and then upload the .zip file so your students can access it.

Note: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that any file you upload to your course meets the requirements. To see specific 508 requirements or for more information, see the Help topic under Course Creation called Accessibility Requirements or go to http://www.access-board.gov/sec508/guide/1194.22.htm .

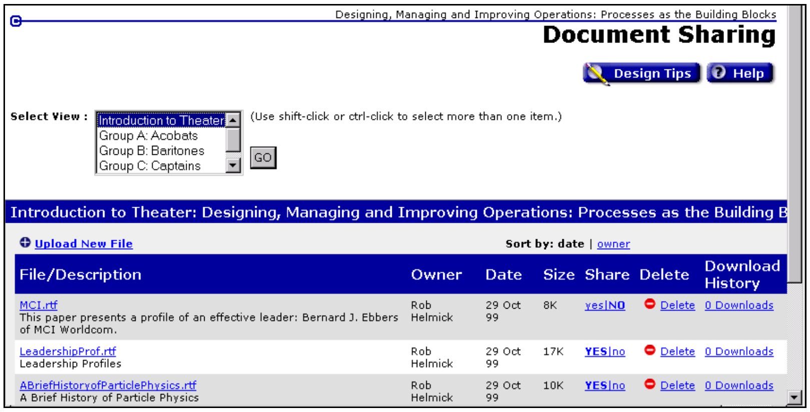
To upload a file:

Step 1: Click the **Doc Sharing** tab at the top of your screen. This opens the main Document Sharing page.

Step 2: If you've created groups or added Document Sharing categories within your course, you will need to select a Doc Sharing view from the **Select View** list and then click **Go**. The **Select View** drop-down list allows you to upload or assign files to a specific group or to a specific category.

If there are no groups or categories within your course, the **Select**

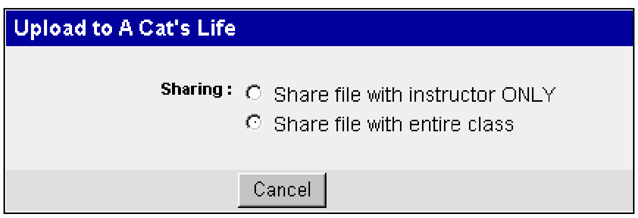
View drop-down list is not displayed...you'll simply see a list of files available for downloading.



Note: If you want to assign the document to a group or to a specific category, you must select that view from the drop-down list before you upload the file. If you do not select a view, the document is uploaded to the default general area.

Step 3: Click the **Upload New File** link.

Step 4: Choose to make the file viewable to you only, or to share the file with the entire class. Select one of these options next to **Sharing**.



Tip: If you want your students to be able to view the file you uploaded, you must click the radio button next to "share file with entire class."

Step 5: Click the **Browse** button to locate the file you want to upload. Once you have located the file, click **Open** or **OK**, depending on your Browse window. The file name appears in the **File to Upload** box.

Step 6: If you are uploading a zipped file, you can have the system "unzip" the file after it is uploaded. To unzip the file upon upload, check the **Unzip Zip File** checkbox.

Step 7: To upload your file, click **Upload File** at the bottom of the screen.

Step 8: After you click **Upload File**, you will be prompted to enter a description of the file. The description you enter is what users will see in the Doc Sharing list. The description should tell users what to expect when they open the document.

Downloading Files

Downloading a file with the Document Sharing tool allows you to save a file to your hard drive or other location for future viewing, editing, etc. Students can use the Doc Sharing tool to download files from the course as well. As an instructor, you can also see which students have downloaded a particular file and when the file was downloaded.

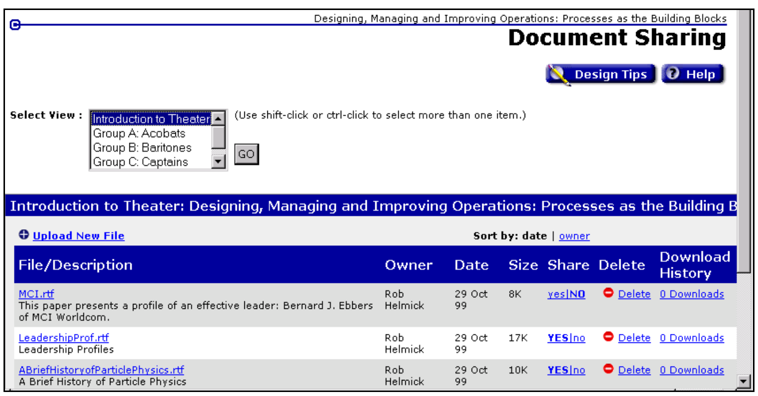
To download a file:

Step 1: Click the **Doc Sharing** tab at the top of your screen. This opens the main Document Sharing page.

Step 2: If you've created groups within your course or added categories, you'll need to select a Doc Sharing view from the **Select View** list and then click **Go**. The **Select View** drop-down list allows you to download files that were uploaded to a specific group or category.

If there are no groups or categories within your course, the **Select View** drop-down list is not displayed...you'll simply see a list of files available for downloading.

Step 3: If there are files available for download in the view you selected in Step 2, these files are displayed in the **File/Description** list, along with the owner of the file, the date the file was uploaded, the file size, whether the file is shared, and a record of how many times the file has been downloaded. As an instructor, you'll also have the option of deleting the file from the Doc Sharing tab.



Step 4: From the **File/Description** list, click the file you want to download.

If you're using Internet Explorer as your browser, the file will open in a new browser window. (If you'd rather save the file directly to your hard drive, right-click on the file in the **File/Description** list and select **Save Target As** from the pop-up menu that appears.)

If you're using Netscape as your browser, a **File Download** window appears. Select **Save this file to disk** and click **OK**. A Browse window opens in which you can select a location for the saved file. Click **OK** in this window to save the file.

To view a file's download history:

Step 1: Locate the file for which you're interested in viewing the download history.

Step 2: In the **Download History** column, the number of times each file has been downloaded displays. For more specific download history information for a certain file, click the **# of downloads** link for the file you're interested in.

Step 3: A Download History window opens which displays the names of users who have downloaded the file and the date on which they downloaded the file. Click the **Close Window** link to close the Download History window and return to the Doc Sharing tab.

Adding and Editing Document Sharing Categories

Organizing shared documents by category makes it easy for you and your students to sort and view individual entries. For example, it's helpful to create subject categories (Management, Accounting, Operations), team categories (Group A, Group B), or assignment categories (Week One, Week Two, etc.). Only instructors can create Doc Sharing categories.

To create and edit categories:

Step 1: Click the **Doc Sharing** course tool at the top of your screen.

Step 2: Click **Add/Edit Categories**.

Step 3: To add a new category, enter a title for the category and click **Save Category** or **Save and Add Another Category**.

Step 4: To edit an existing category, select the category from the **Select Category** drop-down list. Rename the category, and click **Save Changes**.

Step 5: To delete an existing category, select the category from the **Select Category** drop-down list. Click **Delete**.

Editing Shared Documents

As an instructor, you can edit or delete shared documents. You can also determine whether students' documents are shared with the entire class. Note that when you edit and re-upload a document, the original document remains in the Doc Sharing list; re-uploading simply creates a second (modified) file with the same name, allowing you to see each iteration of the document.

To edit a file:

Step 1: Click the **Doc Sharing** tab at the top of your screen.

Step 2: Download the file you want to edit to your hard drive (or other location). Refer to the **Downloading** Help section of this document for information on downloading files.

Step 3: Make any changes to the file. Make sure and save your work.

Step 4: Upload the file to the course again, using the same file name. The new, modified file **will not** replace the existing file, so you'll need to delete the original file from Doc Sharing if you don't want two versions of the file showing up. See **Uploading Files** if you need information on uploading files to courses.

To share (or unshare) an uploaded file:

Step 1: Click the **Doc Sharing** tab at the top of your screen and select a view/category.

Step 2: Locate the file you want to share (or unshare).

Step 3: On the right-side of the screen, click **Yes** or **No** to share the file. If you click **Yes**, the file will be visible to your students. If you click **No,** only you will be able to view the file. The current shared status of the document displays in capital letters.

You can "unshare" a file a student has shared, although the file will remain visible to the student who shared it (the owner).

To delete an uploaded file:

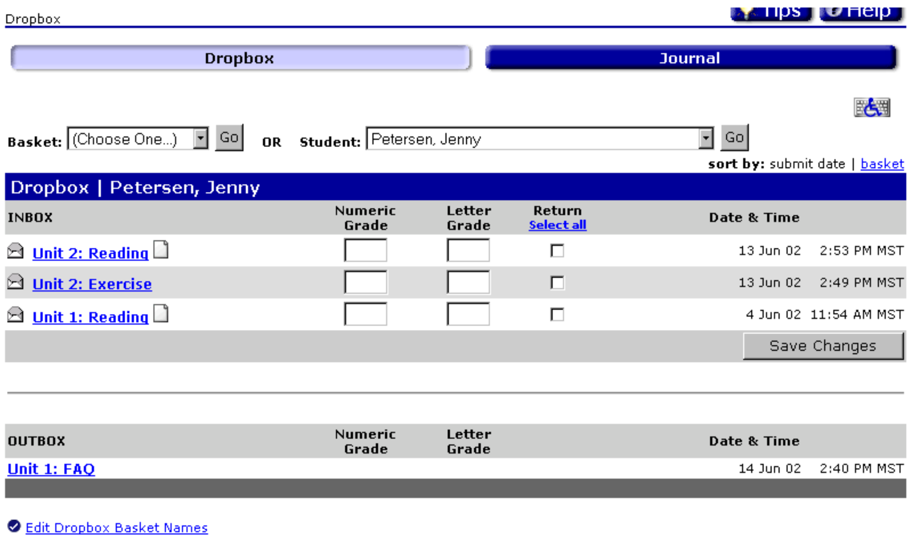
Step 1: Click the **Doc Sharing** tab at the top of your screen and select a doc sharing view.

Step 2: Locate the file you want to delete and click **Delete** on the right side of your screen.

Using the Dropbox

The purpose of the Dropbox feature in your course is to provide a central location where you and your students can submit and retrieve assignments and graded activities. Think of the Dropbox as a virtual "Inbox" and "Outbox" for course assignments:

- You pick up or retrieve submitted assignments from your students in your **Inbox**
- You return or send graded assignments back to your students in your **Outbox**



Your Dropbox/Inbox is also linked directly to the Gradebook, which makes it easy to open an assignment, grade it, and then record the student's grade directly into the Gradebook—all from one place. Students can open a graded item from either the Dropbox or from the Gradebook and see their grade for that item. You can also attach files and documents to assignments when you return them to students. If you choose to attach a file type that is not supported by the system, you'll receive a pop-up message displaying currently accepted file types.

Note: Before students can submit an assignment to the Dropbox, there needs to be a Dropbox basket created for that Content Item. Only Content Items for which you have set up Dropbox baskets will display in the Dropbox submission area for students. You can create a Dropbox basket for a Content Item when you first add the Content Item to the course, or you can add the Dropbox basket for the Content Item later. See the Help topic *Creating a Dropbox basket* for more information.

Creating a Dropbox basket

Before students can submit an assignment to the Dropbox, there needs to be a Dropbox basket created for that Content Item. Only Content Items for which you have created Dropbox baskets will display in the Dropbox submission area for students. Students select the appropriate Dropbox basket and then submit their assignment to that basket.

You can create a Dropbox basket for a Content Item when you first add the Content Item to the course, or you can add the Dropbox basket for the Content Item later.

To create a Dropbox basket for a new Content Item:

Step 1: Select the Course Home page or the Unit to which you're adding the new Content Item.

Step 2: Click the **Author** tab and then click **Add Content Item**.

Step 3: Proceed to add the Content Item just as you would normally (for information on adding Content Items, see the Help topic **Adding Content** in the Course Content section).

Step 4: When it's time to save or "add" the Content Item, click **Add to Unit & Create Dropbox Basket**. This will add the new Content Item to your Course Home page or Unit AND automatically create a Dropbox basket for the new Content Item.

To create a Dropbox basket for an existing Content Item:

Step 1: Locate the Content Item within your course for which you want to add a Dropbox basket.

Step 2: Click the **Author** tab.

Step 3: Click the **Toolbox** button in the top-right corner of your screen.

Step 4: Click **Create Dropbox Basket**. A Dropbox basket is created for the selected Content Item.

Note: If a Dropbox basket has already been created for the selected Content Item, this link will read **Delete Dropbox Basket** instead.

Once a Dropbox basket has been created for a Content Item, students will be able to submit assignments to the basket in the Dropbox submission area. Dropbox baskets are always named after the Unit and the Content Item name (i.e., Unit 4: Readings). You can, however, rename or edit Dropbox baskets.

Editing or deleting a Dropbox basket

By default, all Dropbox baskets are created and named after their Unit and Content Item name ("Unit 2: Readings" for example). This is helpful for students in the Dropbox submission area as they submit an assignment--they can easily associate their assignment with the correct Dropbox basket. However, you can rename Dropbox baskets, and you can delete a Dropbox basket entirely.

To edit a Dropbox basket name:

Step 1: Click the **Dropbox** tab in your course.

Step 2: Select the Dropbox basket you want to rename from the **Basket** drop-down list and click **Go**.

Note: If you select **View All** from the drop-down list, you will be able to edit the names of all your Dropbox baskets at once.

Step 3: At the bottom of the page that displays, click **Edit Dropbox Basket Name**.

Step 4: Enter a new name for the Dropbox basket in the **Name** field and click **Save Changes**. Students will now need to select this new name from the Dropbox submission area to submit assignments to this Dropbox basket.

In order to delete a Dropbox basket, the basket must be EMPTY. That is, you cannot delete a Dropbox basket if there are items currently in the Inbox or Outbox. Similarly, you cannot delete a Content Item if the Content Item includes a Dropbox that has items in its Inbox or Outbox.

To delete items in a Dropbox basket:

Step 1: Click the **Dropbox** tab in your course.

Step 2: Use the **Search by Dropbox Basket** drop-down list to locate the Dropbox you'd like to delete. Any items currently in the Dropbox basket you selected display in your Inbox and Outbox.

Step 3: Delete each item, one by one, by opening the item and then clicking **Delete** in the bottom right corner of the window that opens. Note that you may have to delete several responses within a single Dropbox item before you can delete the item entirely (for example, if you and the student have sent the assignment back and forth).

Step 4: Once the Dropbox basket is completely empty (there are NO assignments in either the Inbox or the Outbox), you can delete the Dropbox basket itself.

To delete a Dropbox basket:

Step 1: Click the **Dropbox** tab in your course.

Step 2: Select the Dropbox basket you want to delete from the **Basket** drop-down list and click **Go**.

Step 3: At the bottom of the page that displays, click **Delete Dropbox Basket**. Click **OK** to permanently delete the Dropbox basket.

Note: You can also delete a Dropbox basket from the **Author** view of a particular Content Item. In **Author** view, locate the Content Item, click the **Toolbox** button in the top-right corner, and then click **Delete Dropbox Basket**.

Linking course content to the Dropbox

You can create links within your course that go directly to the Dropbox so students know exactly how and where to submit each individual assignment. Remember that you need to *create* a Dropbox basket for a Content Item before students will be able to submit assignments to that Dropbox basket.

To create a link from a Content Item to the Dropbox:

Step 1: Locate the content item within your course and click the **Author** tab.

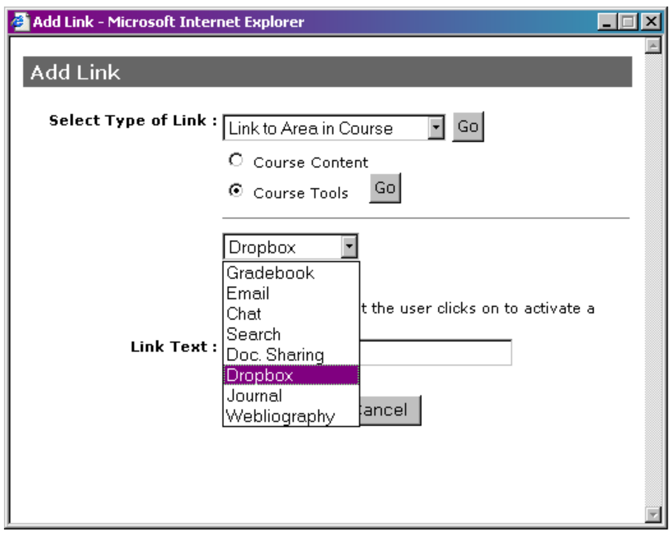
Note: Dropbox baskets cannot be created for Exams, Threaded Discussions, or Custom Content Item types.

Step 2: Click the **Link** button on the Visual Editor (or the **Add Link** link in the Text Editor for Mac and Netscape users). The **Link Wizard** opens.

Step 3: Select **Link to Area in Course** in the **Select Type of Link** drop-down list and then click **Go**.

Step 4: From the options that display, select **Course Tools** and click **Go**.

Step 5: In the drop-down list that displays, select **Dropbox**.



Step 6: Enter your link text in the **Link Text** field. This is the text that your students will actually click on to access the Dropbox and submit their assignment.

Step 7: Click **Add Link**. The link is added to the Content Item. When students view this Content Item, they will be able to simply click the link text you specified and they will be taken directly to the Dropbox. They will still need to specify which Dropbox basket they're submitting work to, however.

Viewing your Dropbox

When students submit work to the Dropbox, their assignments appear in your Inbox. Another easy way to tell if students have turned in work is to simply check the **What's New** section of your Course Home Page. When any student submits an assignment to the Dropbox, the **What's New** feature will notify you that a new assignment has been turned in. You can access the assignment from the **What's New** feature, or you can view the assignment from the Dropbox tab.
When you click the Dropbox tab, you'll see several sorting or viewing options:

- **sort by Basket**
- **sort by student**

If you choose to sort your Dropbox by **Basket**, you'll see all Inbox and Outbox items for a particular *assignment* only--regardless of who submitted it. For example, if you were to select "Unit 1: Questionnaire" from the **Basket** drop-down list and then click **Go**, you would see in your Inbox all assignments that had been submitted to the Unit 1: Questionnaire Dropbox only—no other assignments would display, and the assignments that did display would come from any student who had submitted work to this particular Dropbox basket.

If you choose to sort your Dropbox by **Student**, you'll see all Inbox and Outbox items for *one student* only. For example, if you were to select "Jenny Petersen" from the **Student** drop-down list and then click **Go**, you would see in your Inbox and Outbox all assignments that had been submitted by Jenny Petersen, regardless of the Dropbox basket they were originally submitted to. No other assignments from other students would display.

Regardless of the sort option you choose, assignments that your students have submitted to you to be graded will appear in your Inbox, and assignments that you have graded or reviewed and returned to your students appear in your Outbox. You can further refine or sort your Dropbox contents by using the additional **Sort** options in the top right corner of your Dropbox screen--within both views you can also sort by Submitted Date; within the individual views you can also sort by Author or by Basket.

Grading and returning submitted work

The Dropbox makes it extremely easy to grade assignments and return the graded work to students--you can open and review assignments from the Dropbox and then assign a grade right from there! There's no need to go to the Gradebook.

Note: You can only enter grades through the Dropbox for assignments that you have set up in the Gradebook as "gradeable." To make items gradeable, click the **Gradebook** tab, go to **Setup Gradebook**, and check the box next to the individual Content Item to identify it as "gradeable." Content Items that you have not identified as being "gradeable" will display "N/A" in the Numeric/Letter Grade columns of your Dropbox and will not have Numeric/Letter Grade fields in the Gradebook Details window.

When you review a submitted assignment, there are (usually) two parts to the student's submission:

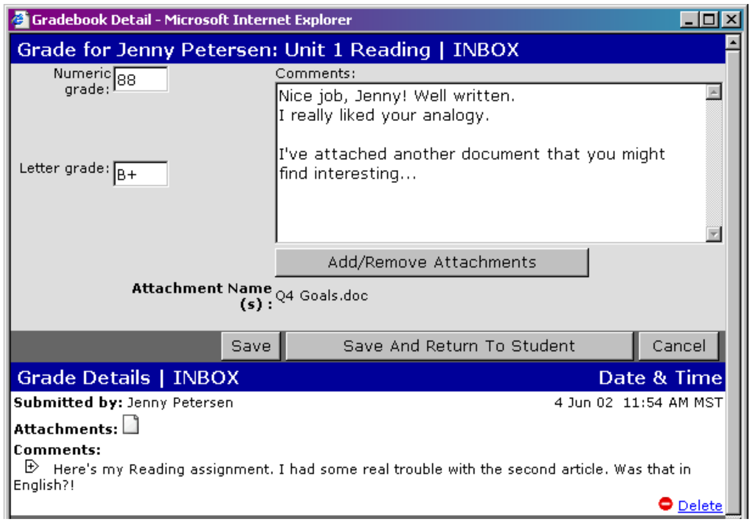
- information, comments, or notes the student entered at the time the assignment was submitted, and
- any attachments or files the student submitted (these are usually the assignment itself)

As a result, there are basically two "parts" or views for student submissions: 1) the Gradebook Details window (where you'll view students' comments and actually enter grades); and 2) attachments from students.

To open the Gradebook Details window and assign a grade:

Step 1: Use the sorting options on the Dropbox tab to locate the assignment you want to grade (i.e., sort by Dropbox basket or by student). Submitted assignments awaiting your review appear in your Inbox. If you've already graded an assignment, the numeric and/or letter grade display to the right of the assignment name.

Step 2: Click the assignment name in your Inbox. The Gradebook Details window opens.



Note: If a student submission includes an attachment, you'll see an "attachment" icon next to the assignment name in your Inbox. Hold your mouse over the icon to display the file name of the attachment.

To open the **Gradebook Details** window, make sure you click on the **assignment** name rather than the attachment icon (if the assignment includes an attachment). If you click the attachment icon, the attached file will open in a separate browser window. You can always access the attachment from the Gradebook Details window.

Step 3: In the **Details** section of the Gradebook Details window, you can see the name of the student who submitted the assignment, the date and time the assignment was submitted, whether there are attachments with the submission, and any comments or notes the student may have entered for you.

Note: You can view attachments here by clicking on the attachment icon. Note that you can only view the file; you cannot make changes or comments within the attachment. You can, however, attach a file to your response in the Gradebook Details window (see below).

Step 4: After reviewing the attachment and/or the student's comments, enter a numeric and/or letter grade for the assignment in the Gradebook Details window. Remember that you'll only see the grading options if you've identified the Content Item as "gradeable" in your Gradebook.

Step 5: Enter any comments to the student in the **Comments** text box. For example, you may want to include why you assigned the grade you did, or you may want to direct the student to areas for additional study.

Step 6: If you'd like to attach a file to your review and return it to the student, click **Add Attachments** and follow the instructions on-screen.

Step 7: At this point, you have several options:

- Click **Save** to save the grade WITHOUT returning the assignment to the student. If you select this option, the grade will be saved but the assignment will remain in your Inbox and the student will not be able to see the grade. You can return the assignment to the student at a later time through the main Inbox screen. Simply check the **Return** checkbox next to the assignment and then click **Save Changes**. This option is helpful if you want to grade ALL student assignments first, and then return them to your students at the same time.

- Click **Save and Return to Student** to save the grade and return the assignment to the student. In this case, the grade is saved AND the assignment is returned to the student (i.e., the assignment moves from your Inbox to your Outbox and the student is able to see the assignment in his/her Inbox).

- Click **Cancel** to close the Gradebook Details window without saving any of your changes.

Note: Any grades you save through the Dropbox are passed through to your Gradebook as well. That is, if you assign and save a grade using the Dropbox, you do not need to transfer the grade to the Gradebook.

There are several ways you can return graded assignments to students. You can return each individual assignment as you grade it, or you can grade all assignments and then return them all at once.

To return a single graded assignment:

Step 1: Click on the name of the assignment you want to grade and return in your Inbox. The Gradebook Details window opens.

Step 2: Enter a grade for the assignment in the Numeric and/or Letter Grade field.

Step 3: Click **Save and Return to Student**. The grade is saved in your Gradebook and the assignment is returned to the student's Inbox (and moves to your Outbox).

To return multiple graded assignments at the same time:

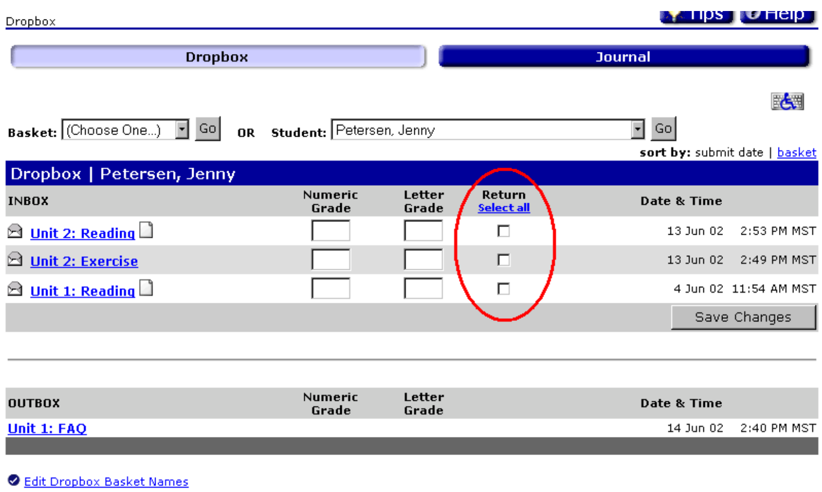
Step 1: Click on the name of the assignment you want to grade and return in your Inbox. The Gradebook Details window opens for that item.

Step 2: Enter a grade for the assignment in the Numeric and/or Letter Grade field.

Step 3: Click **Save**. The grade is saved in your Gradebook, but the assignment remains in your Inbox and is NOT shared with the student.

Step 4: Continue to grade additional assignments in the same way, selecting the **Save** option in the Gradebook Details window.

Step 5: When you're ready to return all the assignments to your students, go to your Inbox and check the **Return** checkbox next to each assignment you want to return.



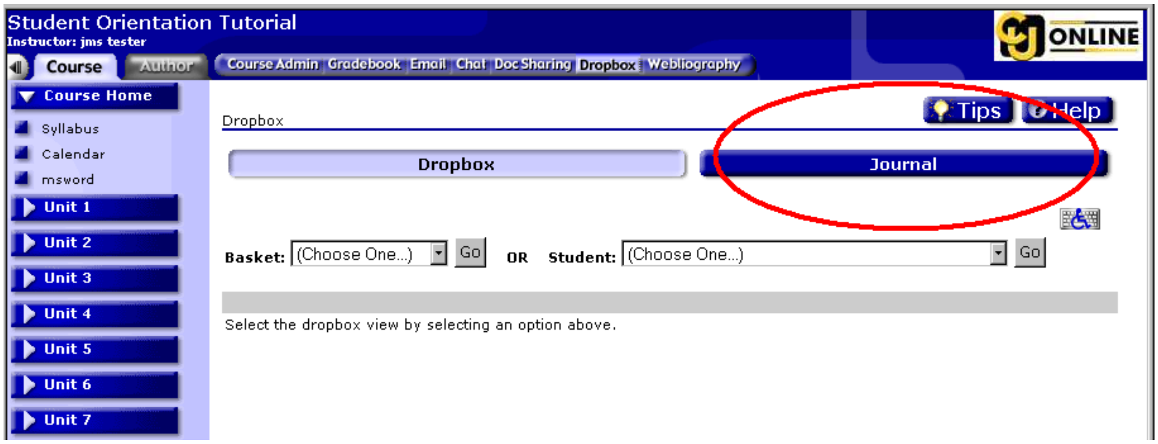
Step 6: Once you've selected the items to return, click the **Save Changes** button. This will return the graded assignments to the student(s) and move the assignments from your Inbox to your Outbox.

Using Journals

The Journal is a place where students can make notes and record thoughts. As an instructor, you can also use the journal as an assignment area. For example, you can post articles or questions in students' journals and then require students to respond to whatever you post in their journals.

Students have the option of sharing their journal entries with you. As an instructor, you can read and modify entries that students choose to share. You can also create your own entries in students' journals.

The Journal is accessed from the Dropbox tab—simply click the **Journal** button.



Adding Journal Entries

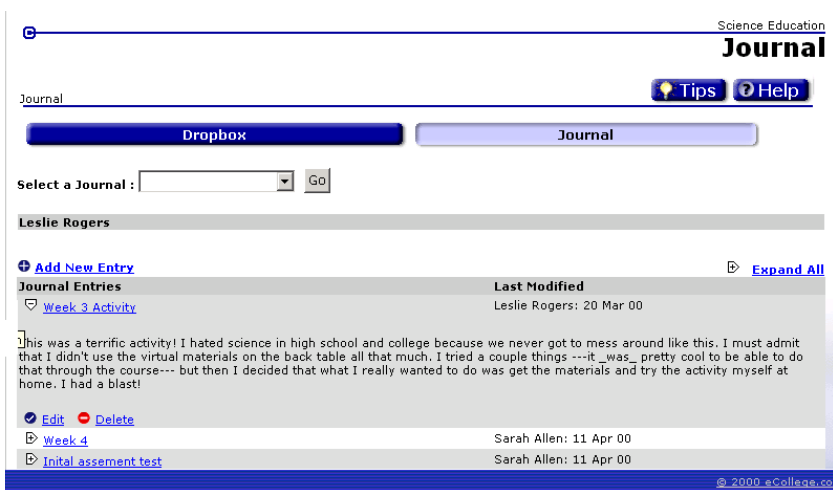
Both you and your students can use the journal tool to make journal entries. Remember that students can designate entries as private (viewable only by the student), or as shared.

To add an entry to a student's journal:

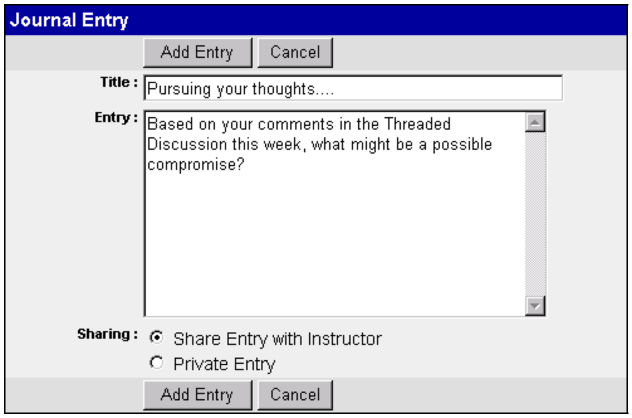
Step 1: Click on the **Dropbox** tab at the top of your screen.

Step 2: Click the **Journal** button.

Step 3: Select a student from the drop down menu. Then click **Go** to view that student's journal. The student's journal entries appear in a list.



Step 4: Click **Add New Entry**. A new screen opens.



Step 5: Enter a title for your entry, and type your entry in the space provided.

Tip: When adding an entry to a student's journal, make sure you select **Share Entry with Instructor**. If you select **Private Entry**, the student will be able to view your entry, but you will no longer see it.

Step 6: Click **Add Entry**.

Viewing Journal Entries

You can view all of a student's journal entries at once, or you can view one entry only.

To view journal entries:

Step 1: Click on the **Dropbox** tab at the top of your screen.

Step 2: Click the **Journal** button.

Step 3: Select a student from the drop-down menu. Then click **Go** to view that student's journal. The student's journal entries appear in a list. For each entry, you'll see the names of each person who has modified the entry, and the date on which the last modifications were made. If both you and the student have modified the entry, both names will appear.

Step 4: Click the plus sign next to a single entry to "expand" and view that entry.

Tip: Remember, you can only view entries that the student has marked as shared.

Step 5: To view all entries at once, click **Expand All** in the upper right corner.

Step 6: To close all entries when they are all expanded, click **Collapse All**.

Editing Journal Entries

As an instructor, you can edit any existing journal entry that a student has marked as shared. Students can make additions and corrections to their own journal entries, although they cannot delete their journal entries.

To edit an existing journal entry:

Step 1: Click the **Dropbox** tab at the top of your screen.

Step 2: Click the **Journal** button.

Step 3: Select a student from the drop-down menu. Then click **Go** to view that student's journal. The student's journal entries appear in a list.

Step 4: Click the plus sign next to the entry you wish to edit. This will expand that entry for viewing.

Step 5: Click **Edit** in the lower left corner.

Step 6: Make any comments or corrections in the journal entry.

Tip: When you edit a student's journal entry, make sure you select the **Share Entry with Instructor** option. If you select **Private Entry**, the student will be able to view your entry, but you will no longer see it.

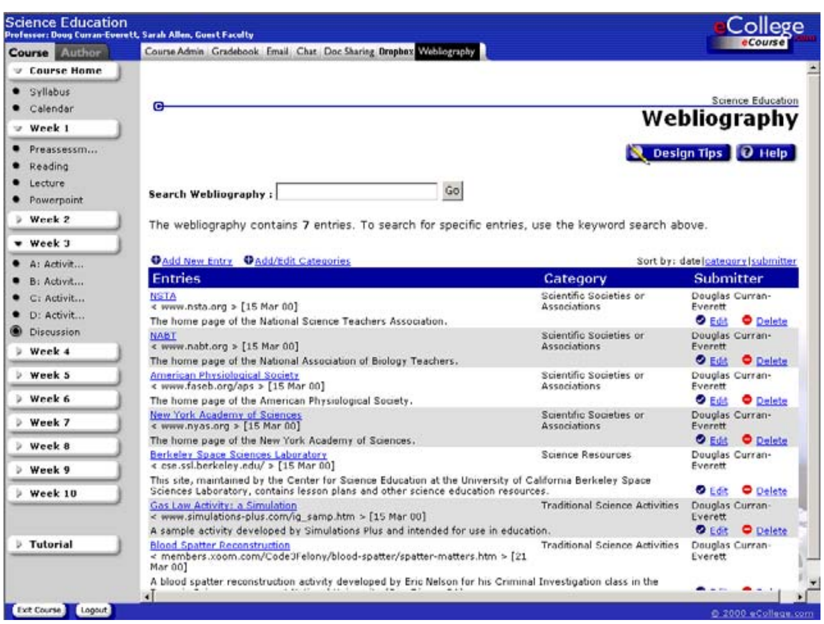
Step 7: Click **Add Entry**.

Creating a Course Webliography

The Webliography course tool lets you and your students work together to create an annotated bibliography of world wide web sites that are relevant to your course.
Both you and your students can submit sites to the Webliography. Students can greatly increase the knowledge capital of the course by submitting web sites they have found.

Some instructors have created an assignment in the first week of class that asks students to find three web sites relevant to a specific topic and then submit them to the Webliography. The next week, students are asked to evaluate three of the web sites that other students posted. This exercise is an effective way to teach students the art of researching on the web.

You can sort Webliography entries by the date they were submitted, by category, or by the person who submitted the entry.



Adding Categories

Organizing Webliography entries by category makes it easy for you and your students to sort and view individual entries. For example, it's helpful to create subject categories (Management, Accounting, Operations), team categories (Group A, Group B), or assignment categories (Week One, Week Two, etc.). Only instructors can create Webliography categories.

To create and edit categories:

Step 1: Click the **Webliography** course tool at the top of your screen.

Step 2: Click **Add/Edit Categories** just above the Entries list.

Step 3: To add a new category, enter a title for the category and click **Add Category**.

Step 4: To edit an existing category, select the category from the **Select Category** drop-down list. Rename the category, and click **Save Changes**.

Step 5: To delete an existing category, select the category from the **Select Category** drop-down list. Click **Delete**.

Adding Webliography Entries

Both you and your students can add web site entries to the Webliography.

To add an entry:

Step 1: Click the **Webliography** course tool at the top of your screen.

Step 2: Click **Add New Entry**.

Step 3: Enter a title for your web site and assign the site to a category from the **Category** drop-down list. Only those categories you've created for your course will appear in the drop-down list.

Step 4: Enter the URL (address) for the site. Make sure you enter the address exactly as it appears when you view the site (it's a good idea to copy and paste the URL).

Tip: If you're creating a course that must meet Section 508 Accessibility Requirements, remember that any URL you link to within your course should also be Section 508 compliant. For more information about these requirements, see the Help topic under Course Creation called Accessibility Requirements or go to http://www.access-board.gov/sec508/guide/1194.22.htm .

Step 5: Enter a short description of the web site—what students will find if they go there. You can also enter the site author (content author) and the date the content was created (if available).

Step 6: Click **Submit** to submit your entry.

Course Creation Tips

Because this whole online course creation process may be relatively new to you, we've included some Course Creation Tips in this section that may help you as you develop your course.

- **The Visual Editor** will show you how to format content within your course. It also includes help for using and accessing the Math Equation Builder, as well as general tips for using the Visual Editor.
- **Adding links, images, and files** shows you how to use the Add Link/Image wizard to add different file types and links to your course, as well as create links within your course to course tools and content.
- **Math Equation Editor** shows you how to use this powerful tool to create complex mathematical equations within your course.
- **Accessibility Requirements** gives you an overview, as well as specific online resources, for ensuring that your course meets Section 508 requirements.
- **Referencing the HTML guide** explains how to launch and use an online HTML guide that will help you design your course.
- **FAQs** displays a list of Frequently Asked Questions. Check here to see if your questions have already been asked and answered!

Using the Visual Editor

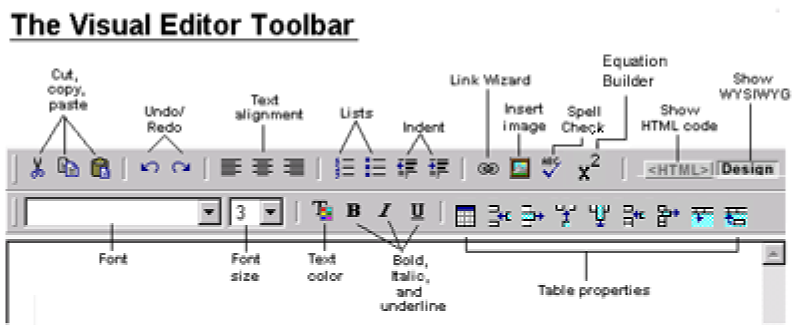
As an online course author, you should be able to create, modify, and format your course content whether you're familiar with HTML or not. Toward this end, we've tried to make formatting your course content as easy as editing with a simple word-processing document. The tool that can help you do this is the **Visual Editor**.

The Visual Editor is built into the course authoring mode and allows you to format text for display on the Web without any HTML knowledge. The Visual Editor is a toolbar that can be accessed above any standard authoring text box--you'll see the Visual Editor throughout your course as you author. Because it mirrors many familiar word-processing toolbar buttons, the Visual Editor is easy to use.

The Visual Editor displays as its own toolbar above any text box when you are authoring various sections of your course (however, see the *Mac/Netscape* help topic in this section if you're using either a Mac or Netscape). It is best described as a simple word-processing toolbar with the following functions:

- Cut, Copy, Paste
- Undo/Redo
- Align (left, center, right)
- Numbered List/Bulleted List
- Decrease Indent/Increase Indent
- Add Link
- Insert Image
- Spell Check

- Equation Editor
- Font Style, Font Size, Font Color
- Bold, Italic, Underline
- Tables



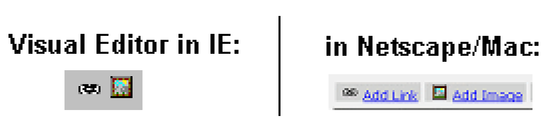
Specifically, you can use the Visual Editor to change the font, size, alignment, and color of text; to create bulleted and numbered lists; and to add emphasis like bold, italic, and underlining, and to create tables. You can use the Visual Editor's Link button to add links to external files and images, websites, and to link from one area of your course to another. You can use the Image button to add graphics and images to your course. Finally, you can access the Equation Builder, which will help you create complex mathematical equations and formulas to share with your students.

Review the section in this document called *Formatting Course Content: Using the Visual Editor* (under Course Content) for more specific information about using this versatile tool.

Adding Links and Images with the Visual/Text Editor

There are many places in your course where you may want to add links to external files and web pages or add files directly into your course. You may also want to add links from one section of your course to another section, like from the Gradebook to a specific area in the course where a graded item was covered, or from a threaded discussion topic to a related content item, for example. There's a simple process for adding links, and it's the same process no matter where you are in your course. The Link Wizard will help you add links to external files, web pages, and to tools and content items within your individual course.

You can access the Link or Image Wizard from anywhere the Visual Editor (or Text Editor, for Mac and Netscape users) is available in your course. Simply click the Link or Image button on the toolbar:



The Visual Editor is available in the **Author** view for most content items. Once you click the Link or Image button, the Wizard will step you through the process of adding, uploading, or linking to files and course content (see below).

Note: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that any file you upload to your course meets the requirements. To see specific 508 requirements or for more information, see the Help section called Accessibility Requirements or go to http://www.access-board.gov/sec508/guide/1194.22.htm .

To add a link to an existing file or image:

Step 1: Click the **Link** button on the Visual Editor toolbar to link to a file. Click the **Image** button to insert an image.

Link Wizard:

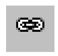


Image Wizard:

If you don't see the Visual Editor toolbar, you probably can't add links to that particular element. When you click the Link (or Image) button, the appropriate Wizard opens

Step 2: From the drop-down list, select the type of link you would like to add. To link to a document or image, select from either of the following two options:

- Link to a File or Document
- Link to an Image

If you are linking to an Image File or a Document File, you will need to send that file from your computer to the computer that houses your course at eCollege so that students can link to the file. This process is called *Uploading* the file. If you have not already uploaded the file, select the button that will allow you to upload the file now.

Tip: *Uploading* a file means transferring the file from your computer to your course. All of the information in your course is stored on a computer at eCollege called a server, which provides the information whenever someone accesses the course from their computer.

You can upload files with any of the following extensions: .mpg, .mpeg, .mov, .avi, .bmp, .tiff, .pic, .rtf, .doc, .xls, .pdf, .txt, .zip, .ppt (ms power point), .jpg, .jpeg, .gif, .htm, .html, .hqx (for macs).

Step 3: Whether you've already uploaded the file or image or not, start the link process by entering **Link Text** for the file. This is the text that students will click to get to the file or image. For images, you will be asked to enter **Descriptive Text** for the image file.

Tip: Link text is text students click to open the file or web site to which you are linking. Descriptive text will appear when students place their cursor over an image. This text describes the image for users who cannot view the image.

Step 4: If you chose "upload new file," you will be asked where you would like to upload the file. If you've created specific file folders for your course with the Manage Files option on the Course Home Page, your file structure appears on the left. If not, you can create a new file folder with the Link Wizard. See the Help topic **Managing Files** for more information. If you haven't set up a course file structure, your file will be uploaded to the default (main) course folder, or you can create a new folder at this point.

Tip: If you're linking to a streaming media file (real audio (.ra), real video (.rm), or slideshow (.rpm)), make sure you select the **Streaming Media folder** as the destination folder for the uploaded file. All streaming media files must reside in the Streaming Media folder for your course. If you choose the Streaming Media folder, the standard streaming media options will appear. Refer to the Help topic **Managing Files** for more information.

Step 5: Using either the folder structure or the **Browse** feature, find the file you wish to link to in the **Select File** box, then click **Add Link**.

To add a link to a website:

Step 1: Click the **Link** button on the Visual Editor toolbar. The Link Wizard opens.

Step 2: From the drop-down list, select **Link to a Website**.

Step 3: Enter the **Link Text**. This is the text that students will click to open the website.

Step 4: Enter the URL or website address in the textbox provided. It’s a good idea to copy and paste the address into the Link Wizard to avoid any typos in the URL.

Step 5: Click **Add Link**.

To add a link to an area within your course:

Step 1: Click the **Link** button on the Visual Editor toolbar. The Link Wizard opens.

Step 2: From the drop-down list, select **Link to Area in Course**.

Step 3: Select either **Course Content** or **Course Tools.** Course content items are content items you’ve created like Word documents, exams, threaded discussions, etc. Course tools are generally located on the tabs at the top of your course (Email, Chat, Dropbox, etc.)

Step 4: If you selected Course Content, use the drop-boxes to select an area and a specific content item in your course to link to. If you selected Course Tools, use the drop-box to select the appropriate course tool.

Step 5: Enter **Link Text** for the link. This is the text that students will click to go to the specific area of the course.

Step 6: Click **Add Link**.

Using the Math Equation Editor

You can use the Equation Editor to build and edit complex mathematical equations within your course. Accessed from the Visual Editor (or Text Editor), the Equation Editor is available anywhere in your course where the Visual Editor appears. The Equation Editor includes a comprehensive set of mathematical symbols and templates that are easy to access from pull-down palettes. You can use the tool to build, demonstrate, and apply mathematic notations, formulas, and sample equations throughout your course.

Any time you create a new equation it will be saved in a list of equations for that course. As a result, you can create equations and actually insert them into your course content at the time you create them, or you can simply create and "store" equations in a list to use later in your course. You can create an equation once and "insert" it into your course as many times as you'd like. You can also edit an equation from the Equation List and then choose to update the equation in all instances of the course.

If you have a software application with which you currently generate MathML code, you can copy and paste existing MathML code into the Equation Editor as well.

To add or create a new equation:

Step 1: Position you cursor inside the Visual Editor in the exact place where you want to insert or add the equation.

Note: If you are using a Mac or Netscape, the equation will be appended to the end of your content rather than added "in-line." To move the equation, you'll need to cut or copy the HTML code for the equation in the Text Editor, beginning with the <img> tag, and paste the code or tag to the new location.

Step 2: Open the Equation Editor by clicking on the Equation Editor button in the Visual/Text Editor. In the Visual Editor, the Equation Editor button looks like this:

The Equation Editor window opens. Any equations you've already created in the course are listed alphabetically by equation title.

Step 3: Click the **Create New Equation** link.

Step 4: Enter a unique **title** for the new equation (for example, "Quadratic Formula" or "Unit 4 Equation" or "Section 3 Quiz Question #9"). Remember that all equations in your course are listed alphabetically by equation title in the Equation List, so you'll want to name the equation something that you'll remember and that's easy to locate or identify. You must enter a title.

Step 5: Create your equation using the toolbar buttons and pull-down options.

Note: To create your equation, single click on a button to display a pull-down palette of additional functions. From the palette, select the operation or symbol you want to add. The symbol or function will appear in the Equation Editor. If you're creating an equation, use the TAB key or the arrow keys to move from one part of the equation to the next. When you've finished creating the equation, press ENTER to "set" the equation.

For specific help, tips, and shortcuts on how to create equations with the Equation Editor, click the Help button (?) on the Equation Editor toolbar.

Step 6: When you're finished creating your equation, you have three options:

- **Save & Insert.** Select this option to insert (or append) the equation into the current text area and save the equation to the Equation List.
- **Save.** Select this option to save the equation to the Equation List without inserting it in the current text area.
- **Cancel.** Select this option to return to the Equation List without saving any of your work

Note: When you insert an equation into the Visual Editor, you need to make sure you click **Save Changes** (in the Visual Editor). If you forget to save changes to the Visual Editor, the equation is still saved in your Equation List, but the equation does not appear in the Visual Editor and you'll need to re-insert it.

If you have a software application with which you currently generate MathML code, you can copy and paste existing MathML code into the Equation Editor (saving you from having to re-create equations you've already built).

To paste existing MathML equations into the Equation Editor, click the **Show MathML** link at the bottom of the Equation Editor window. Paste your existing MathML code into the editing field that appears. Note that you can "tweak" the code you pasted in with this editor. You can also tweak or modify equations that are currently displaying in the Equation Editor window, whether you pasted them in or not. When you're finished, click the **Done** button to save your changes.

To edit an existing equation:

Step 1: Open the Equation Editor by clicking on the Equation Editor button in the Visual/Text Editor.

Step 2: In the Equation List, click the "+" sign next to the title of the equation you want to edit. This will "expand" the equation.

Step 3: Click **Edit**. The equation displays in the Equation Editor editing area.

Step 4: Make any changes to the equation as needed.

Step 5: When you're finished editing the equation, you have four options:

- **Replace & Insert.** Select this option to save the edited equation to the Equation List and to overwrite the equation EVERYWHERE it's been used or inserted in the course.
- **Replace.** Select this option to save the edited equation to the Equation List without inserting it into the current text area. This option also replaces the edited equation EVERYWHERE it appears in the course; that is, the **Replace** option will overwrite all instances of this equation.
- **Save as New.** Select this option to save the edited equation to the Equation List as a new equation with a new title (you must rename the equation). If you select **Save as New**, you will need to return to the Equation List and insert the equation into the Visual or Text editor.
- **Cancel.** Select this option to return to the Equation List without saving any of your work.

To insert an existing equation:

Step 1: Position you cursor inside the Visual Editor in the exact place where you want to insert or add the equation.

Note: If you are using a Mac or Netscape, the equation will be appended to the end of your content rather than added "in-line."

Step 2: Open the Equation Editor by clicking on the Equation Editor button in the Visual/Text Editor.

Step 3: In the Equation List, click the "+" sign next to the title of the equation you want to insert. This will "expand" the equation.

Step 4: Click **Insert**. The equation is inserted at the current cursor position.

To delete an existing equation:

Step 1: Locate the equation you'd like to delete within your course and click the **Author** tab. You should see the equation within the Visual Editor (or Text Editor).

Step 2: Select the equation in the Visual Editor (or the equation's <img> tag in the Text Editor) with your cursor and hit the **Delete** key. The current instance of the equation is deleted.

Note: The equation is NOT deleted from the Equation List (you can still select the equation and insert it in other places in the course). Nor is the equation deleted anywhere else in the course where you've inserted it. The only way you can delete an equation from your Equation List is if the equation is no longer used ANYWHERE in the course. Expand the equation in the Equation List and click **Delete** to delete the equation from the list.

Accessibility Requirements

If you're creating a course that must meet accessibility requirements, please read the following information carefully. If you're not sure if your course must meet accessibility standards, please refer to your organization's policies for web accessibility.

U.S. Federal Section 508 identifies specific development standards that ensure electronic information transmitted over the world wide web is accessible to people with disabilities. Although not all schools and institutions require their online courses to meet Section 508 requirements, if an online course claims to be Section 508 compliant, the content and functionality of the course must be available to all persons regardless of disability.

If you ARE authoring a course that must be Section 508 compliant, you'll need to take care that all content in your course meets the standards set forth in Section 508. The standards are summarized in the table below. They are also available online at:

http://www.access-board.gov/sec508/guide/1194.22.htm

Electronic and Information Technology Accessibility Standards (EITAS)
(Section 1194.22)

Paragraph	Requirement Text	Additional Information
(a)	A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	More info
(b)	Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	More info
(c)	Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	More info
(d)	Documents shall be organized so they are readable without requiring an associated style sheet.	More info
(e)	Redundant text links shall be provided for each active region of a server-side image map.	More info
(f)	Client-side image maps shall be provided instead of server-sid5.2e image maps except where the regions cannot be defined with an available geometric shape.	More info
(g)	Row and column headers shall be identified for data tables.	More info
(h)	Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	More info
(i)	Frames shall be titled with text that facilitates frame identification and navigation.	More info
(j)	Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	More info
(k)	A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	More info
(l)	When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.	More info

(m)	When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	More info
(n)	When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	More info
(o)	A method shall be provided that permits users to skip repetitive navigation links.	More info
(p)	When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	More info

Additional information about making specific course content items Section 508 compliant is available in the Help section of the individual content item.

If you'd like more specific information and/or help with developing a universally accessible online course, there are several ways eCollege can help. First, eCollege offers course development services that can assist you in creating a universally accessible online course. Contact your eCollege Client Services representative for more information. Second, the eTeaching Institute at eCollege offers a one-week online course called EDU 104: Designing a Universally Acceptable Course which will help you learn what an accessible course is and how you can ensure that your course is accessibility-compliant. For additional information, please visit http:\\www.eTeaching.ecollege.com or contact us via email at: inquiry@eteaching.ecollege.com.

Using the HTML Guide

Although HTML experience is not necessary to create your course, some general HTML background may be helpful. We've included an HTML Reference Guide here to help you with basic HTML code. There are also numerous web sites that can provide additional information on using HTML.

HTML Reference Guide

HTML is made up of beginning and ending tags. Generally, you need to start and end every tag. The ending tag will look just like the beginning tag, with an added forward slash "/". You can see examples below:

Purpose	**Code**	**Coded Document Example**	Actual Document Example
Line Break	 	A break will simply break your text and continue on the next line.	A break will simply break your text and continue on the next line.
Paragraph Break	<P>	A paragraph break will leave <P> an empty row in between the text.	A paragraph break will leave an empty row in between text.
Horizontal Ruling	<HR>	This will draw a <HR>	This will draw a

		line across a page.	line across a page.
Underlining	<U>	<U>This text will be underlined.</U>	This text will be underlined.
Bolding	<B>	<STRONG>This text will be bold.</STRONG>	**This text will be bold.**
Italicizing	<I>	<EM>This text will be italicized.</EM>	*This text will be italicized.*
Centering	<CENTER>	<CENTER>Hello</CENTER>	Hello
Divisions	<Div align="left"> <Div align="center"> <Div align="right">	<Div align="left">Hello</Div> <Div align="center">Hello</Div> <Div align="right">Hello</Div>	Hello Hello Hello
*Ordered Listing	<OL>	<OL> <LI>Clerks <LI>Olaf <LI>Berzerker </OL>	Clerks Olaf Berzerker
*Unordered Listing	<UL>	<UL> <LI>Clerks <LI>Olaf <LI>Berzerker </UL>	Clerks Olaf Berzerker
*Font Sizing	<FONT SIZE="+2">	<FONT SIZE="+2">Hello</FONT>	Hello
*Font Coloring	<FONT COLOR="RED">	<FONT COLOR="RED">Hello</FONT>	Hello
Comment Tags	<!-- -->	<!-- This text won't show up -->	

Ordered lists and unordered lists
The <LI> tag should be placed where a number belongs (ordered list) or a bullet belongs (unordered list).
You can identify what kind of numbering, or bullets to use by using an "attribute" within the list tag. There are two attributes that will work with lists:
TYPE: <ul type="...">
Values may include -a,A,i,I,1 (ordered lists), and - disc, square, circle (unordered lists)
START (only for ordered lists): <ol start="...">
Values may include - 1,2,3,4... (always use numbers)

Font sizing and coloring
The size and color can be varied by changing the number/color within the quotation marks. It is best to look up the HEX triplet (six digit number) for a color you need.

FAQ's

Because the idea of creating an online course may be new to you, we've included a list of Frequently Asked Questions. Check the list below to see if your questions have already been asked and answered.

What Are the Four Greatest Advantages of Online Courses?

Online learners have the ability to learn at anytime, from anywhere — time and place constraints have been eliminated.

Online learning is student-centered. The instructor is “the guide on the side”, not “the sage on the stage”. A particular student cannot monopolize all of the instructor’s time, nor can a student seek to hide in back of the class. Because most of the learning is done in an asynchronous setting, the learner has time to compose his/her thoughts prior to submitting them to the class.

Online education makes education available to a greater number of potential students such as students who work full-time, people who travel, parents and urban/rural dwellers who desire to eliminate the commute.

Online courses can incorporate the latest in available technology such text, audio, video, slides, graphics, images, threaded discussions, an online library, a Webliography, real-time chat room, email, exercises, online testing, and more. Online education uses numerous learning tools, thereby appealing to different learning styles.

What Are the Four Most Significant Challenges, Limitations, or Shortcomings of Online Education?

Being in a new environment, students and faculty are unfamiliar with the medium. They have been educated using the traditional, face-to-face system and may find the new environment difficult at first because of the lack of interpersonal communication.

Online learning is not easy. Technology may be intimidating to some people. The Internet sometimes does strange things. An Internet connection can “go down” (be broken off) for unspecified and unknown reasons. A computer can be a very rewarding or a very frustrating experience. Some people are not technical by nature nor do they have the inclination or the time to educate themselves with or without outside assistance.

Sometimes asynchronous (delayed) communication is not more valuable than immediate correspondence. Firstly, it is troublesome to wait for a response from a professor when the student desires and immediate answer. Secondly, communication can be more useful to the professor when the students reply spontaneously.

Online learning is not appropriate for everyone. Some people need the traditional classroom environment with face-to-face interaction and immediate feedback.

What Are the Best Current Solutions to These Four Challenges, Limitations, or Shortcomings?

To overcome the new environment users need to spend time in the new environment. Yes, there is no face-to-face communication; but there are other numerous types of interaction, both synchronous and asynchronous, that are available to fill the void. Some examples are discussions, real-time chat rooms, email, message center, threaded discussions, and Webliography (a combination of the worldwide web and a bibliography).

The online environment must be developed so that technology is not a factor. Students take courses to learn the course material, not to learn about technology. Therefore, the delivery system needs to have a similar look and feel for all courses, helping both students and instructors feel comfortable. Students will only have to learn online once and subsequent courses will function the same. There has been careful thought to make sites as intuitive as possible with learning tools and features easy to identify and use.

To overcome the challenge of the lack of face-to-face communication, two things must be done. First, while online education is available at 'any time, any place' to students, instructors MUST check their email at least three times a week and return student’s emails within a specified amount of time. Second, when 'off-the-cuff' communication is required, outside media can be used (i.e. telephone). Also, when technology improves, real-time audio chats over 28.8 modems will be available.

Online education will not replace the classroom. The classroom will always survive. Online education is meant to expand the educational opportunities to all students and to students who might not otherwise have the chance to take a course or degree in a traditional setting.

What is the turn around time on helpdesk responses for students and faculty?

Our helpdesk is now available by phone 24 hours a day, 7 days a week. The helpdesk can also be reached by email. Email inquiries will be responded to within 3-4 hours during business hours, and always within 24 hours. Average response is less than 4 hours.

What is the estimated time that a faculty member is online teaching their students?

There is no standard answer for this question. The amount of time depends on the instructor’s teaching style, technical skills, the subject matter, if the course has already been developed for a face-to-face environment and other factors.

Have you lost any grades/exams/course material?

No system is infallible. As a matter of course, the EP should keep a current back up of all materials or individual professor in the event of some unforeseeable catastrophe should occur. eCollege.com backs-up the system, as well as your course content and student enrollments, automatically every night onto a tape. There is a Sunday tape, Monday tape, Tuesday tape, etc., so that our back-ups go for seven days (but not longer than seven days in most instances).

How often is the system down?

Almost never. Our system is up over 99.7% of the time. Last year, we had less than 20 hours of total down time. When the system does go down, several people at eCollege.com are automatically notified regardless of time of day, ensuring we are immediately working on the problem. Our average down time is less than ten minutes per occurrence.

What special rules apply to the copyright of material delivered over the web?

eCollege.com does not help in obtaining copyrights and permissions, and we cannot be held liable for copyright infringements. We advise our partners that the online classroom is very similar to the traditional classroom and they should follow the same permission policies. The online classroom is a closed environment (meaning there is a limited and controlled number of users and it is password protected). We believe that the Fair Use for Educational Purposes doctrine applies. The EP may want to consult with their legal department and/or library service department.

Do students have to sit down at their computers at the same time every day?

Not really. Inherent course flexibility gives students the ability to determine when it is best for them to go online. This helps minimize the time actually spent online. Occasionally, classes are held at specific times (synchronously), but usually students study on their own schedule (asynchronously).