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**LMS 200**  
**AN E-RACER BEGINNERS FACULTY**  
**WORKSHOP LEARNING GUIDE**

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JENZABAR®  
**JICS**

Compatible with JICS Version 7.1

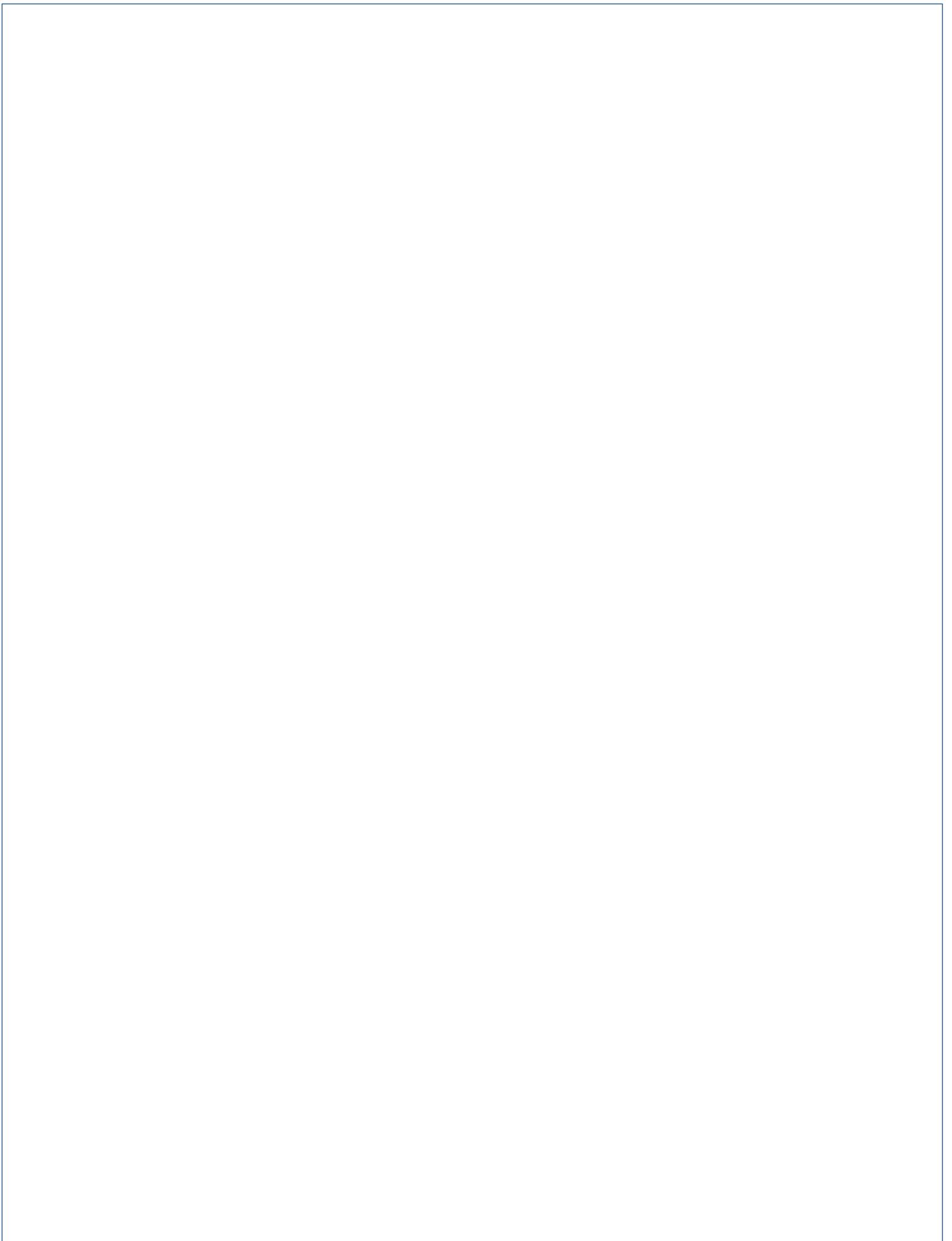
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## Chapter 1: Introducing the Guide

This guide is a source of information on the general functionality that exists within the learning management system (e-Racer) allowing faculty members and administrators to effectively facilitate courses.

You may use the sidebar identified as **Class Notes** to keep write your own notations for future reference.

Within this guide, you may find one or more of the following graphics and format to identify a particular fact, aspect, or detail:



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A Note will be used to identify specific information related to the text preceding it and will be recognized by the icon shown in this example.



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*A Tip will be used to point out a suggestion or recommendation that will assist you with the task or function preceding it and will be recognized by the icon shown in this example.*



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**A Warning will be used to alert you to the consequences of a specific process, step, or its results and will be recognized by the icon shown in this example.**



## Chapter 2: Explaining the Course

This chapter will provide an overview of the topics that will be addressed during the length of the course.

### **Agenda**

- Creating basic content online using the e-Racer tools
  - Setting up your course pages
  - Creating a syllabus
  - Understanding the default course templates
- Sharing information with current/future students and updating your personal information
  - Identify office hours
  - Change your password
  - Attach a photo to your profile
  - Choose the information that will be shared with students
- Placing assessments online
  - Determining the types of assignments needed for your class
  - Creating a quiz, test, or exam
  - Developing your coursework
  - Understanding and using the test builder functionality
- Utilizing the file cabinet to store and manage your course materials
- Copying content from one course to another course
- Printing a class roster
  - Send an email to your entire class at one time
- Tracking student attendance
  - Send notifications when a student is late or absent
- Utilizing course administration tools
  - Developing a course calendar
  - Creating announcements using HTML content
  - Changing the default layout of a course
- Using the collaboration tools
  - Creating chat rooms
  - Initiating forum discussions

### Objectives

At the end of this course, you will be able to:

- Set up your learning management system
- Create your online coursework
- Effectively utilize your file cabinet to store course materials
- Duplicate course content

### Summary

The course goals are to:

- Focus on the beginning concepts of utilizing the learning management system for faculty members



## Chapter 3: Developing Basic Content

This chapter will provide details on using the tools available within the e-Racer component for placing basic course content online for your students to access.

### Objectives

At the end of this chapter, you will be able to:

- Understand the manner in which courses are initially created in e-Racer
- Recognize the structure of default templates and how they are used
- Identify and place basic content in the learning management system
- Create a syllabus and make it available for students

### Using Default Templates

When Jenzabar Internet Campus Solution is installed, four xml files will be found in the Templates folder in the *Program Files\Jenzabar\ICS.NET\Portal\ClientConfig\* directory:

- DefaultCourse.xml
- DefaultCourseSection.xml
- DefaultDepartment.xml
- DefaultPersonalContext.xml

Whenever a new course, section, or department is created in JICS, these xml files will determine the layout that will be applied to this new course, section, or department. The layout will affect several elements:

- Format and style
- Roles to which access is granted
- Pages created
- Specific portlets on each page

The *DefaultCourseSection.xml* file is shown below – notice the structure that will be applied to all new course sections as they are created on JICS and the default pages that will already be created.

For example, the **highlighted** section of the xml file below indicates that the Attendance portlet will be displayed on the Attendance page for students. Also, the Collaboration page will be available for students including the Forums portlet along with the permissions to add messages. These defaults will automatically be applied whenever the default template is used.

You may change any of the xml files but remember that only new pages created after the changes have been made will use the modified template. Any pages that have already been created using the previous default template will not be affected by the modifications.

```
<?xml version="1.0" ?>  
- <Context Name="Replaced by system"  
  DisplayName="Replaced by system" IsSystemObject="true"  
  Hidden="false" Type="CourseSection"  
  ShowChildNodesInSidebar="true" Order="1"  
  DefaultPage="Main Page" Grant="Faculty"  
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-  
  instance"
```



```
xsi:noNamespaceSchemaLocation="D:\scratch\ContextTemplate.xsd">
  <Role Name="Faculty" IsSystemObject="true" />
  <Role Name="Students" IsSystemObject="true" />
  - <Page Name="Attendance" IsSystemObject="true"
    Grant="Students">
    <Portlet Name="Attendance" Column="1" Order="1"
    Template="[LMS] AttendancePortlet" />
  </Page>
  - <Page Name="Collaboration" Grant="Students">
  - <Portlet Name="Forums" Column="1" Order="1"
    Template="[ICS] ForumPortlet">
    <Operation Name="CANADDMESSAGES" Grant="Students"
    />
  </Portlet>
  <Portlet Name="Coursemates" Column="1" Order="2"
    Template="[ICS] GroupDirectoryPortlet" />
  <Portlet Name="Chat" Column="2" Order="1"
    Template="[ICS] ChatPortlet" />
  </Page>
  - <Page Name="Course Information" IsSystemObject="true"
    Grant="Students" GrantGlobal="Everyone">
    <Portlet Name="Course Information" Column="1" Order="1"
    Template="[LMS] CourseInfoPortlet" />
  </Page>
  - <Page Name="Coursework" IsSystemObject="true"
    Grant="Students">
    <Portlet Name="Coursework" Column="1" Order="1"
    Template="[LMS] CourseworkPortlet" />
  </Page>
  - <Page Name="Gradebook" IsSystemObject="true"
    Grant="Students">
    <Portlet Name="Gradebook" Column="1" Order="1"
    Template="[LMS] GradebookPortlet" />
  </Page>
  - <Page Name="Main Page" Grant="Students">
    <Portlet Name="About This Course" Column="1" Order="1"
    Template="[ICS] CustomContentPortlet" />
    <Portlet Name="Calendar" Column="2" Order="1"
    Template="[ICS] CalendarPortlet" />
    <Portlet Name="Announcements" Column="2" Order="2"
    Template="[ICS] AnnouncementPortlet" />
    <Portlet Name="Handouts" Column="2" Order="3"
    Template="[ICS] HandoutPortlet" />
```



```

<Portlet Name="Bookmarks" Column="2" Order="4"
Template="[ICS] BookmarkPortlet" />
</Page>
- <Page Name="Syllabus" Grant="Students">
  <Portlet Name="Course Syllabus" Column="1" Order="1"
  Template="[ICS] CustomContentPortlet" />
  <Portlet Name="Downloadable Version" Column="2"
  Order="1" Template="[ICS] HandoutPortlet" />
  <Portlet Name="Readings" Column="2" Order="2"
  Template="[ICS] ReadingPortlet" />
</Page>
</Context>

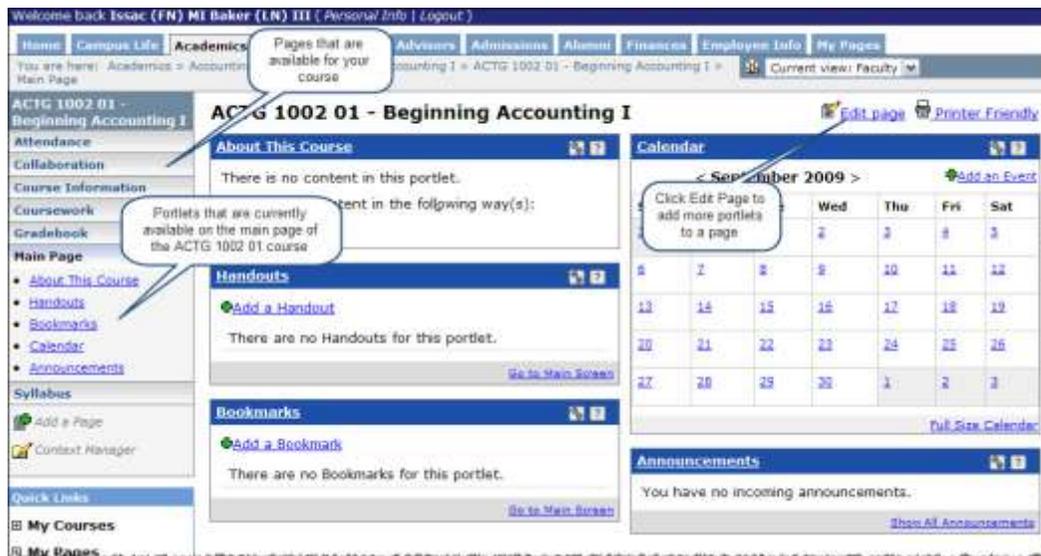
```

You can change any of these xml files so that any new course section that is created will use the modified file to determine the default template. However, keep in mind that this is NOT real time; therefore, pages that were created prior to using the modified template will not be affected by the changes that you may make to the xml files.

## Setting up Pages

In the example provided below, the *ACTG 1002 01 – Beginning Accounting I* course is used for illustration purposes.

In this case, a faculty member (Isaac Baker) has logged in to the system and is ready to start placing content online for his course.



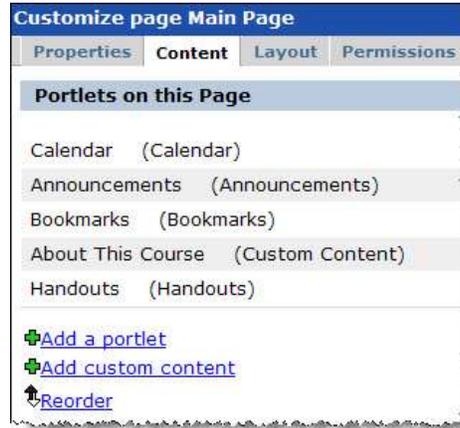
As the screen capture shows, the *DefaultCourseSection.xml* template file (described earlier in this chapter) has been used; therefore, the sidebar displays the default pages that have already been created in addition to the portlets that exist on each page for *ACTG 1002 01 – Beginning Accounting I*.



Right now, the main page for the course is displayed above with the following portlets:

- About This Course
- Handouts
- Bookmarks
- Calendar
- Announcements

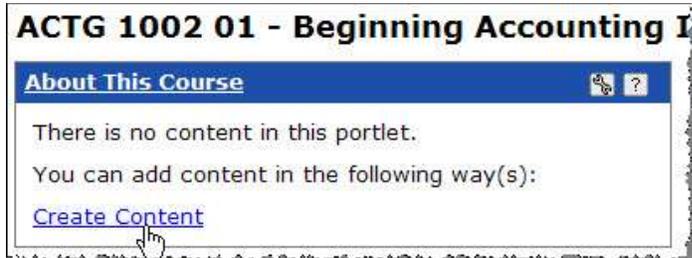
- 1 To take a look at this page more closely, click on the [Edit Page](#) link in the upper right corner of the page
- 2 Click on the **Content** tab and notice the portlets that are currently on the page as defined by the default template



Notice that **About This Course** is actually the **Custom Content** portlet that has been renamed to provide a more intuitive name for the portlet.

### Identifying the Course

- 1 You may want to start by adding information related to your course – click the [Create Content](#) link on **About This Course**





**Add a new element**

An element can have any combination of three types of content: a header, an image, and text content you want below.

**Header**

Display a header for this element with the following text

Header Text:

**Image**

Display the following image within this element

Image:

(Image must be less than 250KB, a maximum of 400x400 pixels and in one of the JPG)

Image Placement:

Within the text, to the left

Within the text, to the right

Above the text, aligned to the left

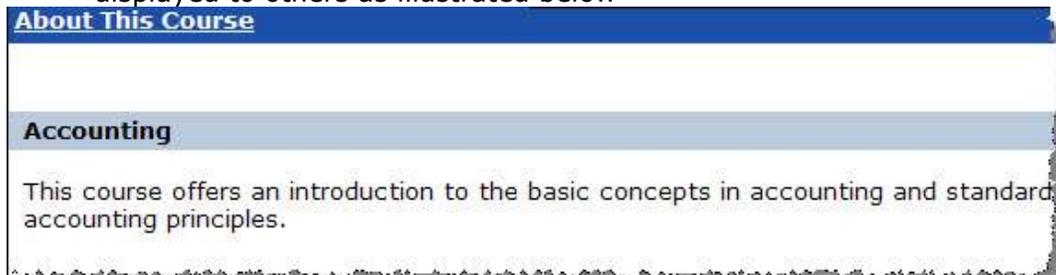
Above the text, centered

**Text**

Text:

As mentioned earlier, **About This Course** is actually the **Custom Content** portlet – therefore, you can add a header, an image, and text related to the course.

- 2 After you have defined all of the components for **About This Course**, click **Save** and you will be able to view the portlet as it will be displayed to others as illustrated below

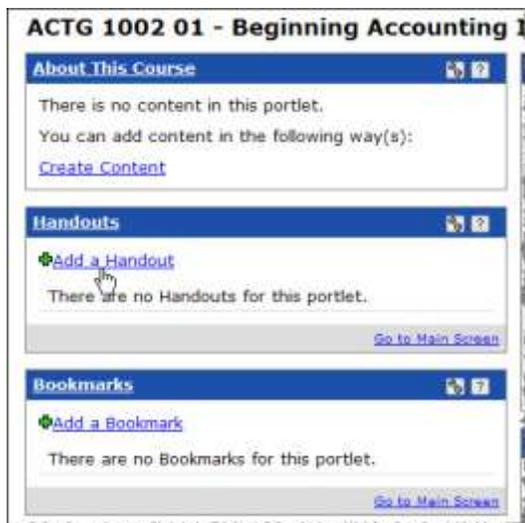



---

*Keep in mind that not only students but anybody looking at the Web site will be able to view this description of your course.*

---

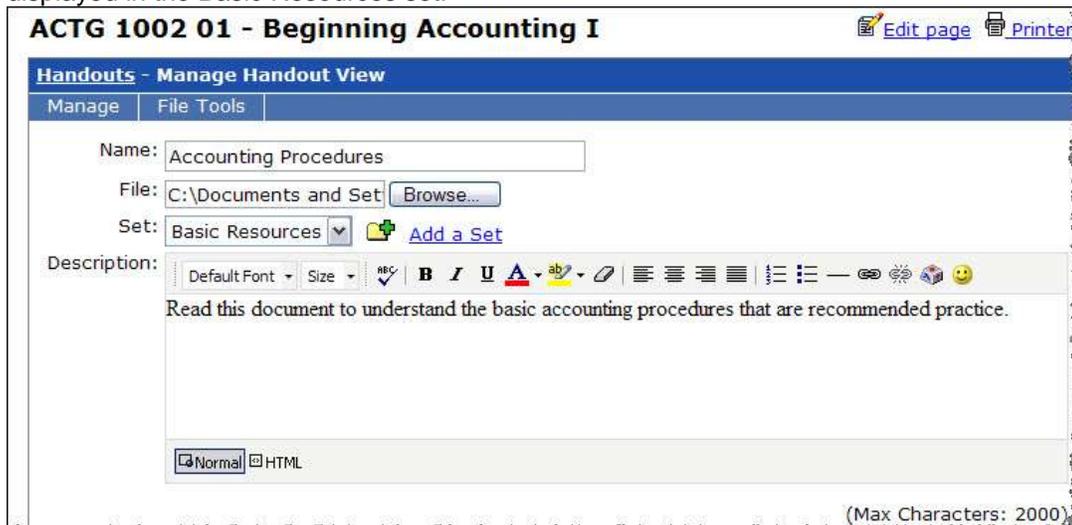
- 3 You may also define specific handouts (files, documents, PowerPoint presentations, etc.) or bookmarks (links to Websites, articles, etc.) for your course



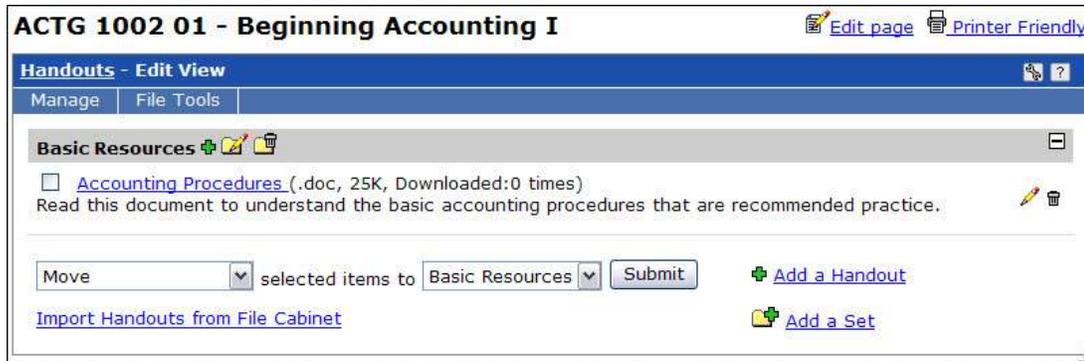
Returning back to the main page, we will begin to place content online for this course.

- 4 Click [Add a Handout](#) from the **Handouts** portlet

In this case, the Accounting Procedures document is identified as a handout and will be displayed in the Basic Resources set:



After you save this handout and exit the **Manage Handout View** screen, you will see that the document has been added for this course.



Instructors can continue to add handouts (documents, files, presentations, etc.), bookmarks (such as a link to a Website or article), or readings using the same procedure.



If you already identified such items in your file cabinet, you may also import one or more for a course by clicking on the Import link.

## Creating a Syllabus

You will also notice that a **Syllabus** page is available from the left navigational pane for all courses.

As illustrated in the screen capture below, the Syllabus page will automatically display three portlets:

- **Course Syllabus** (the Custom Content portlet)
- **Downloadable Version** (the Handouts portlet)
- **Readings**

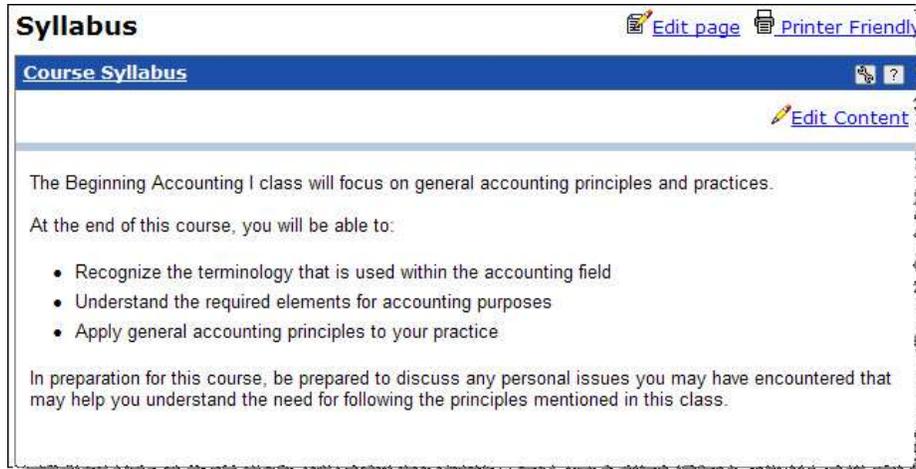
Here, an instructor can identify course materials for a class and make them easily available for students.



- 1 Click the [Create Content](#) link from the **Course Syllabus** portlet



- 2 Enter text for the course syllabus, format as necessary, and save



- 3 If necessary, you may click on the [Edit Content](#) link in the upper right corner to modify the text at any time

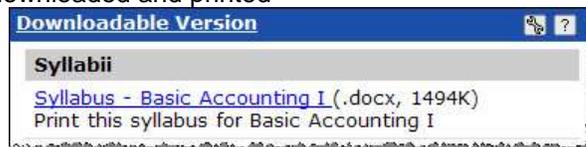
In the example shown above, the text for the course syllabus was actually added to the **Custom Content** portlet and is displayed immediately. When a course syllabus consists of a large amount of text, you may want to attach it as a file using the **Downloadable Version** option which is actually a re-named version of the **Handouts** portlet.



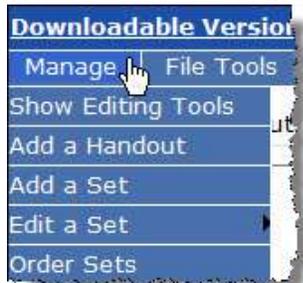
- 4 Click [Add a Handout](#) from the **Downloadable Version** portlet



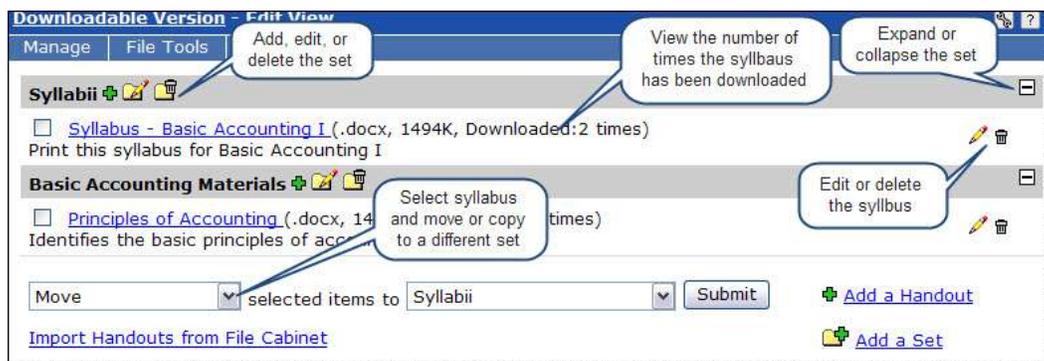
- 5 Looking at the screen capture above, add the information that will identify the syllabus file
- 6 Click **Save** when all of the details have been completed
  - o Your students will now find a link to this file which can easily be downloaded and printed



Use the **Manage** menu (only available to those who have been granted the appropriate permissions) to view a list of available options. In this case, since you are a faculty member, you will have access to the **Manage** menu.



On the **Edit View** screen, you will be able to perform several tasks:



The screenshot shows the 'Downloadable Version - Edit View' interface. Callouts highlight the following tasks:

- Add, edit, or delete the set:** Located near the 'Syllabii' header.
- View the number of times the syllabus has been downloaded:** Located near the 'Syllabus - Basic Accounting I' entry.
- Expand or collapse the set:** Located near the collapse icon for the 'Syllabii' set.
- Select syllabus and move or copy to a different set:** Located near the 'Principles of Accounting' entry.
- Edit or delete the syllabus:** Located near the edit and delete icons for the 'Principles of Accounting' entry.

At the bottom, there is a 'Move' dropdown menu set to 'selected items to Syllabii', a 'Submit' button, and links for 'Add a Handout' and 'Add a Set'.

You will also be able to use the **Readings** portlet to identify a book (including a Web site) that is relevant to the syllabus.

## Recap Checklist – Creating Basic Content

1. Log into Jenzabar Internet Campus Solution using your instructor user name and password



The login form for Jenzabar University features a blue header with the university logo and name. Below the header, there are two input fields labeled 'User Name:' and 'Password:', followed by a 'Login' button.

2. Click on the **Faculty** tab and select a specific course from **All My Courses** (portlet) or **My Courses** (Quick Links)



The screenshot shows the 'Faculty' page in the Jenzabar system. The 'Faculty' tab is selected in the top navigation bar. The main content area displays the 'All My Courses' portlet, which lists the following courses for the 2009-2010 Fall semester:

Course Code	Course	Gradebook	Schedule
ACTG 1002 (01)	<a href="#">Beginning Accounting I</a>	<a href="#">Gradebook</a>	Tue-Thu 8:00 AM Tue 10:00 AM Mon-Wed-Fri 3:00 PM
ACTG 2032 (01)	<a href="#">Intermediate Accounting I</a>	<a href="#">Gradebook</a>	Mon-Wed-Fri 2:00 PM
ACTG 3042 (01)	<a href="#">Managerial Accounting I</a>	<a href="#">Gradebook</a>	Unknown
ACTG 4062 (01)	<a href="#">Advance Accounting I</a>	<a href="#">Gradebook</a>	Mon-Wed-Fri 2:00 PM
ACTG 4082 (01)	<a href="#">Accounting Internship II</a>	<a href="#">Gradebook</a>	Mon-Wed-Fri 8:00 AM
ACTG 4091 (01)	<a href="#">Independent Study I</a>	<a href="#">Gradebook</a>	Unknown
ART 1001 (02)	<a href="#">Art for Beginners</a>	<a href="#">Gradebook</a>	Tue-Thu 11:00 AM
BIDL 4263 (01)	<a href="#">Biology Research III</a>	<a href="#">Gradebook</a>	Mon-Wed-Fri 2:00 PM



3. Examine the pages and portlets that are delivered through the default template that is applied to all courses



In the example illustrated to the left, the *ACTG 1002 01 – Beginning Accounting I* course was created in e-Racer with the following pages:

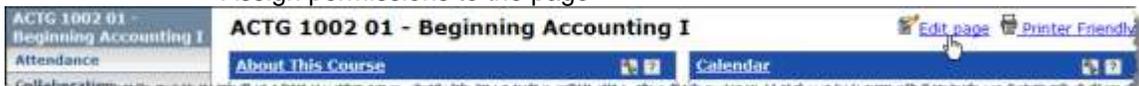
- Attendance
- Collaboration
- Course Information
- Coursework
- Gradebook
- Main Page
- Syllabus

The default template also created default portlets on each page – for example, the **Main Page** already contains the following portlets:

- About This Course
  - Introduce your course
- Handouts and Bookmarks
  - Upload from your file cabinet or create new
- Calendar
  - Add events specific to your course (such as dates for exams, deadlines for homework assignments, etc.)
- Announcements
  - Create any type of announcement specific to your course (such as cancelled classes)

4. Click the [Edit page](#) link in upper right corner of page to perform any of the following:

- Change page name
- Add or reorder portlets on the page
- Change layout of page and arrangement of portlets
- Assign permissions to the page

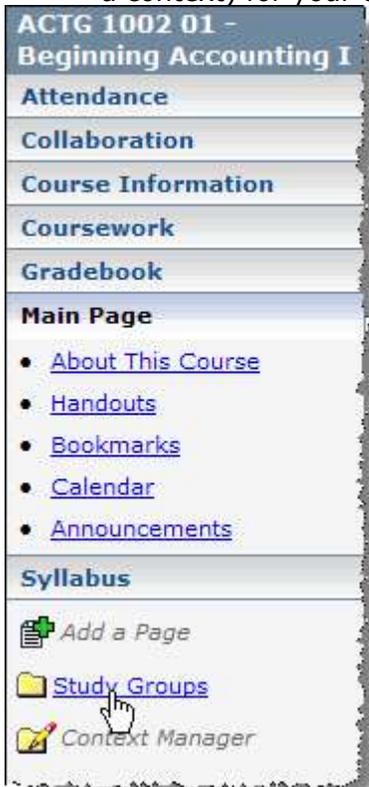


5. Click [Add a page](#) to create new pages for your course



In the example illustrated to the left, you will be able to add new pages in addition to those that already exist (such as **Attendance**, **Collaboration**, **Course Information**, etc.) for the *ACTG 1002 01 – Beginning Accounting I* course.

6. Click **Context Manager** to add new sub-sections (also referred to as a context) for your course



When you click **Context Manager**, you will be able to perform any of the following tasks:

- Change the properties of the context
- Rename the **Collaboration**, **Main**, or **Syllabus** page
  - Other pages cannot be changed since the information is imported from your ERP
- Delete the **Collaboration** or **Syllabus** page
  - Other pages cannot be deleted since the information is imported from your ERP



### Any page that has been identified as the Main Page cannot be deleted

- Create new sub-sections which will appear as folders in the sidebar (such as **Study Groups**)
- Assign viewing permissions to individual pages within the sub-section



7. Develop new sub-sections, if desired

**Study Groups**

**Default Page**

[Add a Page](#)

[Context Manager](#)

**Quick Links**

**My Courses**

**My Pages**

[Copy Courses](#)

[The Princeton Review](#)

# Study Groups

When you create a new sub-section, you will have the ability to add any portlets (by clicking the [Edit Page](#) link) or pages (by clicking [Add a page](#)) as necessary.

Basically, you will start out with a clean slate and can customize to fit your needs.



## Chapter 4: Sharing Personal Information

This chapter will explain the process for utilizing the personal information area to share specific details with students.

### Objectives

At the end of this chapter, you will be able to:

- Define and identify the personal information that will be displayed to others
- Change your password
- Upload a photo of yourself to display on My Info
- Display your office hours

### My Info

You can view information about yourself that the school has on file as well as update, save, and share your personal information with others by using **My Info**.

Throughout the portal, you will notice the icon  that, when clicked, will display information that has been identified in the **My Info** portlet – this is referred to as the **My Info** pop-up.



---

*Any portlet or link that begins with **My** indicates that the information is specific to you. For example, **My Info** will display information that has been gathered from your biographical profile, **My Courses** will display a list of courses in which you are enrolled or have been identified as the instructor, and **My Groups** will list all of the groups to which you belong.*

---

Click on the [Personal Info](#) link that is displayed next to your name after you have logged in to the portal.



---

*The tabs that are displayed to you will be determined by the permissions that have been granted to your role by the administrator.*

---

### Account Info

Available for all users, you can change your first name as it will be displayed within the portal as well as other name and email data.



Your **Preferred First Name** is the name that will be shown after you log in to the portal and will also be displayed to others. If nothing is entered here, your first and last name will appear.

While you can make changes on this screen that will be displayed within e-Racer, keep in mind that the actual data is stored in the ERP system and will not be updated.

- If **Prefix**, **Suffix**, and **Email** cannot be edited on this screen, it indicates that this data is brought over from your ERP software and therefore cannot be changed
- If **Prefix**, **Suffix**, and **Email** can be edited on this screen, the data is stored and updated directly within JICS

After making the necessary changes, click the [Preview My Info pop-up](#) link at the bottom of the screen to view this data as it will be displayed to others.

## Password

Available for all users, you can change the password used when you log in to the portal.



---

*The Password tab will not be available if your school has decided to use external authentication such as LDAP.*

---



At any time, you can change your JICS password on this screen.

Enter your current (Old) password, enter your New password, and confirm it.

You can also click the [Password Hint](#) link to provide a question and answer which ensures that a new password will only be sent to you when you respond with the correct hint answer. If you choose to use the **Password Hint**, and you cannot remember your password when you log into the system, click [I Forgot My Password](#) link. You will be asked for the answer to your hint question and, when the correct answer is provided, you will receive an email with your new password.

You can also choose not to utilize the **Password Hint** feature – in this case, you will not be asked to provide any information after clicking on [I Forgot My Password](#) and the new password will be sent directly to your email account.

## Photo

You can choose to have a photo in either GIF or JPG format uploaded and used in several situations throughout the portal.

- 1 Click **Browse...** to navigate to the file you wish to upload and click **Save** after your selection has been made

After making the necessary changes, click the [Preview My Info pop-up](#) link at the bottom of the screen to view this data as it will be displayed to others.



## Custom Info

You may enter additional personal information about yourself that will be displayed in the **My Info** pop-up. This information is not stored in the ERP.

The screenshot shows the 'My Info' pop-up with the following elements:

- Tabbed interface: Account Info, Password, Photo, **Custom Info**, Office Hours, Biographical
- Actions: [+ Add Category](#) | [Reorder](#)
- Item Management: [+ Add an Item](#)
- Category: **Hobbies** (+, edit, delete icons)
- Item:  **Reading** : I enjoy reading science fiction novels. (edit, delete icons)
- Category: **Ungrouped Items** (+, edit icons)
- Move: Move [v] selected items to [Hobbies] [v] [Submit]
- Footer: [Exit Admin] [Preview My Info pop-up](#)

In the example above, you'll notice that a category of **Hobbies** has been created with one item: **Reading**. You can add, reorder, edit, or delete categories and items. Use the drop down menu at the bottom of the screen to move or copy items from one category to another as well as to delete them.

## Office Hours

Faculty members can identify available office hours that will be displayed to others. A note can also be created to reflect vacation, holiday, or an extended absence. This information is critical for your students so they can be aware of the time you are available for meetings and consultations.



---

*When using e-Racer, this information will also be displayed on the Course Information portlet.*

---



- 1 Select a **Start** and **End Time**
- 2 Using the radio buttons and check boxes, identify whether these hours are valid for an entire week, individual days, or for one day only and click **Save** after your selections have been made

After making the necessary changes, click the [Preview My Info pop-up](#) link at the bottom of the screen to view this data as it will be displayed to others.

### What is a session?

You may identify more than one schedule – for example, you may need to define a regular weekly schedule as well as vacation days that may occur during the weekly schedule. In this case, you can create two sessions and, when a student clicks on the **My Info** pop-up, both sessions will appear.

When you click the **Office Hours** tab, all sessions that have been defined will be displayed and you can edit or delete one or more as needed as displayed in the screen capture below:



## Biographical Info

All of the data displayed on this tab exists in the ERP; therefore, if you are not using a Jenzabar ERP, this option will not be available.

My Info					
Account Info	Password	Photo	Custom Info	Office Hours	Biographical Info
<b>Name and Address</b>					
<b>Sherri Braxton</b>					
165 E Street Harrisonburg, Virginia 22802					
<b>Birth Date:</b>	02/01/1979				
<b>Gender:</b>	Female				
<b>Ethnicity:</b>	Hispanic				
<b>ID Number:</b>	709				

Your biographical and constituent information that exists in the ERP is displayed on the **Biographical Info** tab.

You can edit this information by clicking on the icon wherever it appears and then clicking on the **Submit** button.

Your changes will be sent to the ERP during the next data import and stored in a temporary table. According to the configuration setting, an email can be sent to one or more persons in the admissions, development, or registration office notifying them that changes have been submitted. These changes can be reviewed by the individual office and processed which means that the data in the ERP will be changed. During the next data import, the changes that have been made in the ERP will be reflected on the **Biographical Info** tab.

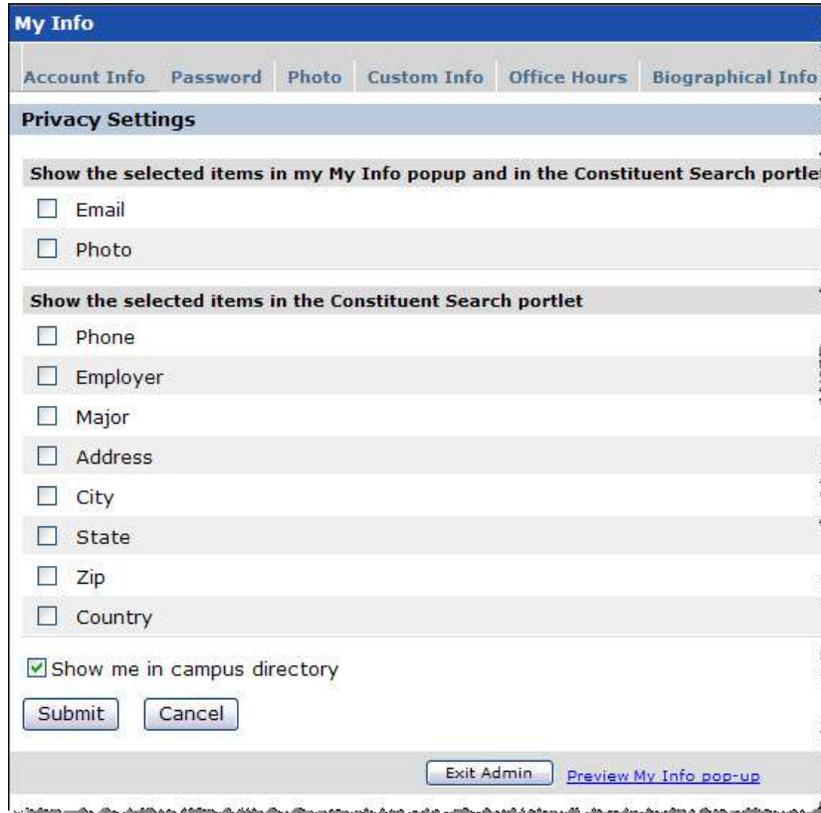
## Academic Info

All of the data displayed on this tab exists in the ERP; therefore, if you are not using a Jenzabar ERP, this option will not be available. The data displayed cannot be edited; however, you can view the contents to verify its accuracy.

The **Academic Summary**, **Holds**, and **Exams** information displayed on the **Academic Info** tab is the same information displayed in the **Advisee Details** and **Academic History** screens accessible from the **Advisee Roster** portlet in CRM Faculty.

## Privacy Settings

You can choose to display or hide certain personal information about yourself to others with the exception of the administrator who will be able to view all data.



**My Info**

Account Info Password Photo Custom Info Office Hours Biographical Info

**Privacy Settings**

Show the selected items in my My Info popup and in the Constituent Search portlet

Email

Photo

Show the selected items in the Constituent Search portlet

Phone

Employer

Major

Address

City

State

Zip

Country

Show me in campus directory

Submit Cancel

Exit Admin [Preview My Info pop-up](#)

- 1 Select the checkbox for each item you wish to display

You can choose to hide any of the elements from other constituents when a search is performed. If your school is not using CRM Constituent, the ability to show or hide this information will not be utilized in any other portlets; therefore, choosing the checkboxes will not matter one way or the other.

- By selecting the **Show me in campus directory** checkbox, your name will appear with the **My Info** pop-up icon and any person can click on the icon to view your details.
- If you do not select the **Show me in campus directory** checkbox, only your name will appear in the campus directory without the **My Info** popup icon.

After making the necessary changes, click the [Preview My Info pop-up](#) link at the bottom of the screen to view this data as it will be displayed to others.



## Chapter 5: Creating Assignments

This chapter will provide details on creating assignments for students and using the Coursework portlet as a delivery method.

### Objectives

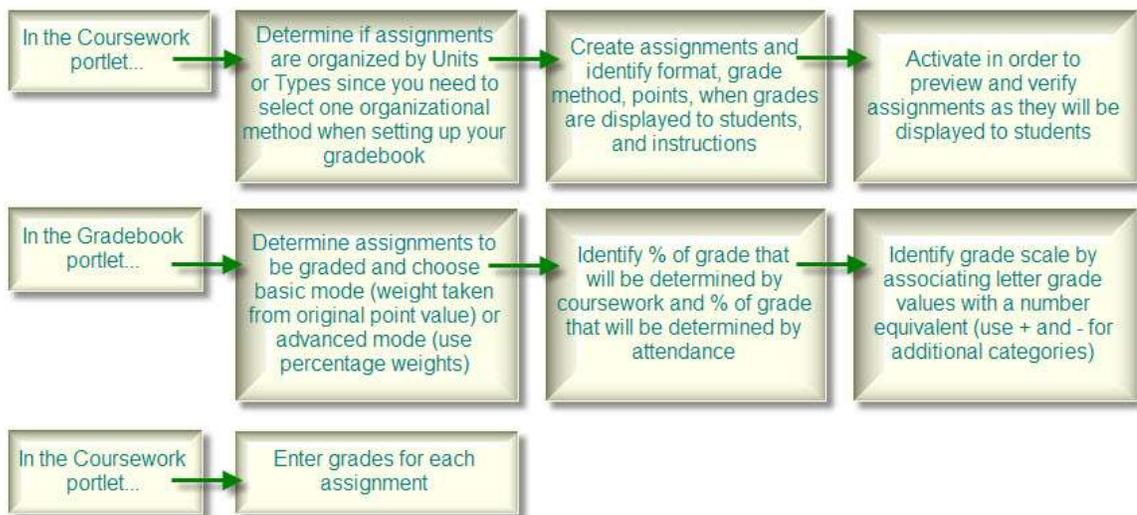
At the end of this chapter, you will be able to:

- Understand the manner in which coursework is integrated into the gradebook
- Identify assignments associated with a course
- Utilize the test builder functionality to create a quiz
- Create, organize, manage, and maintain coursework
- Store your course materials in a central location (file cabinet)
- Copy course content from one semester or course to another

### Setup Overview

Two main components that affect a student's grade are attendance and coursework; therefore, data from both the **Attendance** and **Coursework** portlets are automatically imported into the gradebook.

Before you can begin to work with your gradebook, you must identify coursework for your students. The diagram below will provide an overview of the steps that need to be performed in the **Coursework** portlet, and then illustrate the next series of steps that must be performed in the **Gradebook** portlet so that these two components can function together. Each of these steps related to coursework will be explained in further detail within this chapter.



### Developing Coursework

An assignment is any type of graded work including a test or quiz. Assignments are categorized according to the manner in which they are administered.

After you have completed the setup on the **Coursework** portlet, you can then work with the **Gradebook** portlet to establish the connection between these two components.

Prior to setting up the **Coursework** portlet, determine if the components of the final grade are weighted according to your syllabus and, if so, will you be using an equal point or percentage system.



---

*The Attendance, Coursework, and Gradebook links in the sidebar will only be available from within one of your course contexts. Therefore, you will need to click on one of your courses from the My Courses quick link and then the sidebar will display all three of these portlets for your use.*

---

As a faculty member, you can enter, organize, and grade your assignments by using the **Coursework** portlet. You can group your coursework by unit – for example, you may want to create several units for a course such as **First Semester**, **Second Semester**, etc.

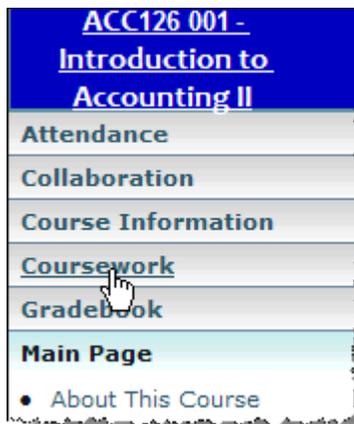
Within each unit, you can identify many different types of assignments such as **Exam**, **Homework**, **Lab Report**, **Paper**, **Quiz**, **Reading**, or **Test**. Each type can be further identified by its format – **Offline**, **File Exchange**, or **Online**.



---

**All grading will take place in the Coursework portlet and will then be reflected in the Gradebook.**

---



- 1 Click on the [Coursework](#) link in the sidebar from within a course context
- 2 Determine how your assignments should be organized on the page – by default, assignments will always be grouped by the unit headers as illustrated below



The screenshot shows the 'Coursework' interface. At the top, there are options to 'Organize by: Unit', 'Add a Unit', 'Reorder Units', and 'Manage Types'. Below this, 'Unit 1' is selected. A callout points to the 'Add a Unit' button, stating: 'Click to enter other headers or categories for this course'. Another callout points to the 'Manage Types' button, stating: 'Click to edit the name of the unit'. A third callout points to the assignment table, stating: 'Click to add, edit, or delete any types'. The table has columns for 'Assignment', 'Format', 'Due Date', 'Type', and 'Required'. The following table is visible:

Assignment	Format	Due Date	Type	Required
<a href="#">Test 1</a>		7/17	Test	Required
<a href="#">Journal 2</a>		8/7	Homework	Required
<a href="#">Journal 1</a>		8/30	Homework	Required

Each assignment must belong to a unit – therefore, if you have only one unit, it cannot be deleted. If you delete a unit, any assignments within that unit will also be deleted.



---

**If you do not plan on identifying individual units, use Unit 1 for all types of assignments.**

---

At least one type must be defined – therefore, if you have only one type, it cannot be deleted. If you delete a type to which an assignment belongs, the assignment will automatically be assigned to the next type listed alphabetically.

### *What types of assignments will be required for your course?*

- **Offline** assignments are those that are not completed online such as an exam that is conducted in class. Students can view information including instructor feedback and grades for offline assignments.
- **File Exchange** assignments can be defined as some type of file or document that is submitted to the instructor such as a term paper. An electronic file can be submitted through the Coursework portlet where the instructor can make revisions to the file and return it to the student.
- **Online** coursework assignments are those that will be completed entirely within the portal framework such as a quiz. This type of assignment is completed online and automatically submitted when it is completed. Usually, a time limit is associated with online assignments.

While these assignments can be identified with their own point value, they are not usually applied towards the weight for the overall class grade.



---

**All of the weighting is done within the gradebook.**

---





- **Graded** – requires an additional step of entering the point value for the Offline or File Exchange assignment – all grading will occur out of this total point value for this particular assignment
  - **Credit/No Credit** – similar to pass/fail, the assignment will not be identified with specific points but rather a full credit or zero credit value
  - **Not Graded** – indicates the assignment is more for informational purposes only and will not be associated with any credit
- 7 Select a **Unit** to which this assignment will be associated
- If you need to create a new unit, click on [Add a Unit](#) – the new unit will be available for the current and any future assignments tied to this course
- 8 Enter a **Description** which will be displayed with the assignment
- 9 Enter **Instructions** which will be displayed when the assignment is active

The bottom portion of the screen contains the following information:

**Password Protect:** You can password-protect this test, which will require students to enter a specific password before they can start taking it. To activate the password protection, enter your desired password for this test below:

Password:

**Start:** Online assignments are made active from the Test Builder. However, you can choose to have this assignment display while it is inactive.

Display While Inactive

**Due:**   12 : 00 AM

Include this assignment's due date in the course calendar

Allow Late Assignments Until:

12 : 00 AM

Penalize Late Assignments:  %  Total  Per day late

**Show Grade:** As soon as grade is available, and due date has passed

**Allow Review:** As soon as grade is available, and due date has passed

**Relevant Files:** **Add a File**

**File:**

**Label:**

**Description:**

- 10 You can choose to protect an online test by utilizing a password that must be entered by the student before the test can be viewed
- 11 The **Start** option differs according to the format that has been chosen – Online assignments are activated from the Test Builder functionality whereas Offline and File Exchange assignments will require an activate selection on this screen from one of the following options:
- **Activate Now** – indicates that the assignment can be taken immediately and submitted by students



- **Activate Later Manually** – indicates that you will revisit this assignment to activate at a later time (by choosing Activate Now or a specific date)
  - **Activate From** – requires the selection of a specific date and time upon which the assignment will become active
  - Select the **Display While Inactive** checkbox to inform students of upcoming assignments – in other words, an Active status will always be displayed while an Inactive status can be displayed or hidden
- 12 Click on the calendar to select the **Due** date (you can also select the time)
- You may choose to display the due date for the assignment on the student's course calendar by selecting the checkbox
  - Online and File Exchange assignments will allow you to accept late assignments from students by choosing this checkbox and selecting the last date for which an assignment will be accepted
  - You can also select the **Penalize Late Assignments** checkbox and enter either a point or percentage deduction that will be applied when the student does submit an assignment after the due date
- 13 Select from the **Show Grade** drop down menu if you allow students to view their grades for this assignment
- This option is not available for Offline assignments
- 14 Use the **Allow Review** drop down menu to allow students to review their graded assignment including any feedback you may provide
- This option is only available for Online assignments
- 15 The **Relevant Files** section allows you to upload an unlimited number of files that will be presented as part of the assignment
- When the assignment is activated, these files are displayed below the instructions on the **Assignment Info** page
- 16 Click **Save**
- The Test builder opens for Online assignments

### Working with Test Builder



- 1 Click the [Show settings](#) link in the upper right of the Test Builder screen to view all of your options

#### Consider the following:

- How do you want this assignment organized for you and your students?
- How many questions will be created for this assignment?
- How should the questions be asked?
- Should all questions appear on the first page?
- Will extra credit be available?



Let's examine the **Test Builder** screen and all of its components.

**Coursework - Test**

**Test Builder: Full**

Unit 1

Format: **Online**

Grade Method: **Graded**

Total Questions: 1

Total Points: 10

Status: **Inactive** [Activate](#) [Set a future activation date](#) [Preview this test](#)

[Save to File Cabinet](#)

[Edit this assignment](#) [Show settings](#) | [Edit settings](#)

Change properties of assignment such as name, type, description, instructions, due date, show grade, attach files, etc.

Click to activate assignment

Choose time limit, number of attempts allowed, shuffle order, lock out, and assign extra credit

Click to save test to your file cabinet

See test as it will be displayed to students

**Add Questions:**

Question Type: Multiple Choice/Answer

Number of Questions: 1

Add to Section: Exam [Add](#)

[Add questions to the test](#)

**Other options for adding questions**

[Import questions from your File Cabinet](#)

Import saved items from your file cabinet into this test

Group questions within a test to organize content and workflow - create a question pool and assign order of questions or a random shuffle of questions within a section

**Sections:**

[Add a Section](#) [Reorder Sections](#)

**Exam**

Section Type: **Regular** [Edit Section](#) [Delete Section](#)

Source Material: **None**

Randomize: **Do not Shuffle Questions**

Question	Type	Point Value
1 What is accumulated depreciation?	MC	10

[Edit All Questions](#) [Edit Question Point Values](#) [Reorder/Move Questions](#)

Assign point value to questions

Edit this question

Delete this question

Change point value of questions

By default, every Online assignment contains one section and the assignment type will be used as the naming convention.

**Exam**

Section Type: **Regular** [Edit Section](#) [Delete Section](#)

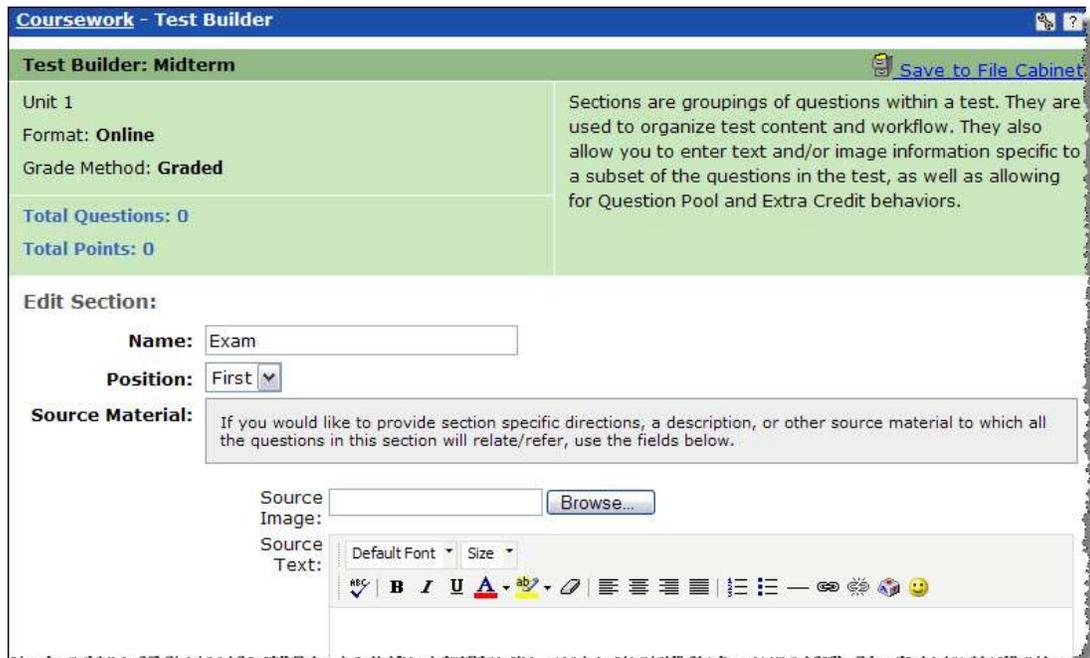
Source Material: **None**

Randomize: **Do not Shuffle Questions**

- 2 Click the [Edit Section](#) link to edit this name and take a look at other options that are available

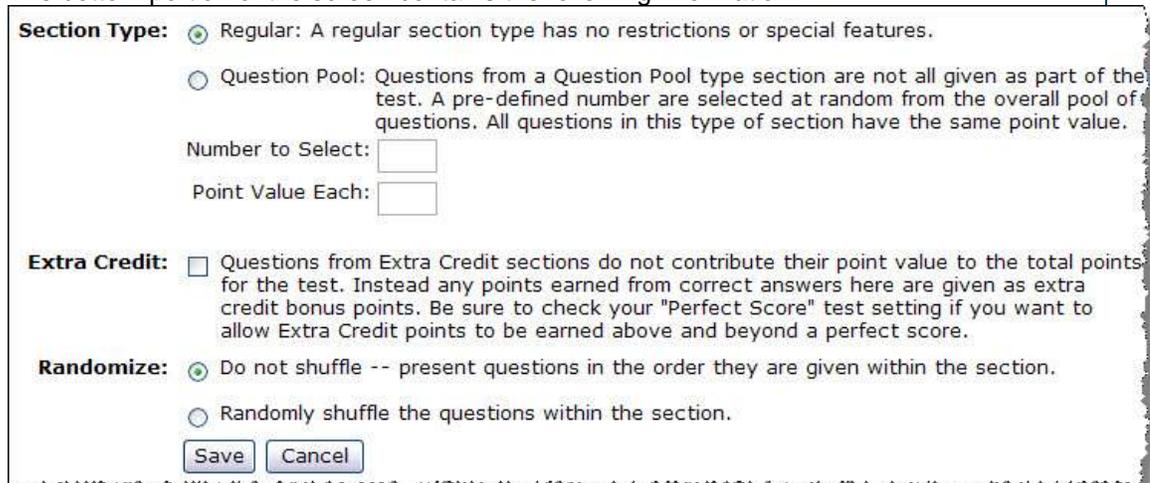


The top portion of the screen contains the following information:



- 3 Modify the **Name** of the section to fit your needs
- 4 Select the **Position** in determining the order of your sections
- 5 Use **Source Material** to identify an image and/or text that can be associated with the specific set of questions assigned to this section
  - o Remember that any questions added later to this section should most likely refer to this uploaded image

The bottom portion of the screen contains the following information:



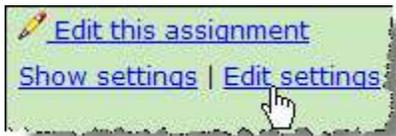
- 6 You can choose either a **Section Type** of **Regular** (all questions are shown with each question having its own point value) or **Question Pool** (randomly selected a preset number of questions from the section)



- The Question Pool makes cheating difficult since students will receive different questions; however, in order to make the grading equal, all questions in a pool must have equal value
- 7 **Extra Credit** allows students to benefit from answering the questions in this section and incorrect answers will not impact their grade
- 8 **Randomize** is another mechanism that can be used to avoid possible cheating since all questions in the section will be different from student to student

Repeat this process for any other Sections that may be included with this assignment.

Now, let's take a look at the settings.



- 9 Click on the [Edit Settings](#) link within Test Builder

- 10 **Time Limit** is the amount of time a student has to complete the test once it has started
- When the time limit expires, the student will be kicked out of the assignment
- 11 You may select between one and five **Attempts Allowed** – this is very useful for practice assignments and students can possibly improve their results by using this feature



12 **Pagination** identifies how the assignment will be displayed during the process

- Pagination is not required and you may choose from one of three options: one question per page, five questions per page, or one section per page - remember that a section can have as many questions as you like
- Pagination can be useful since all questions are not displayed at the same time (which also prevents cheating) and timeouts will occur less frequently

13 **Section Order** is only relevant if you have created or are planning to create more than one Section in this assignment since it allows you to shuffle the order of the sections



---

*This may not be beneficial if you have an extra credit section or any section that you want to show up at the end of the assignment. In some cases, you might have a specific order in mind and this would change that order.*

---

14 **Lock Out** can allow students to re-enter an assignment if they are kicked out for any reason such as a computer crash or software issue

15 You can choose to allow extra credit which would be by selecting the option from the drop down menu – if not, select the **Do not allow better than perfect score** option

16 Click **Save** and return to Test Builder - you can now begin to add questions to the assignment

**Add Questions:**

Question Type: Multiple Choice/Answer

Number of Questions: 1

Add to Section: Exam

Add

**Other options for adding questions**

[Import questions from your File Cabinet](#)

### Question Types

- **Multiple Choice/Answer** is an automatically graded question. You can choose one or more than one correct answer. This type has many options for providing automatic feedback to your students.
- **True/False** is an automatically graded question that has two answer choices and only one can be selected.
- **Essay** is a manually graded question that allows for open text-based responses from students.
- **Short Answer** can be graded automatically (student must spell the word EXACTLY as it is displayed in the answer field, not case sensitive) or manually (shorter essay question).



- **Ordering** can be used to have students unscramble the answers and place them in the correct sequential order.
- **Matching** can be used to pair up the left column (Objects) and the right column (Correct Match). You do have the option to add Incorrect Options as well so that more choice appear on one side than the other (this is true of most questions types).

17 Now click on the **Add** button to begin adding you questions – choose the highest Number of Questions to add for each type (the limit is 5) to speed up this process



*Use the Add more Questions option when saving rather than returning to the Test Builder screen each time.*

In the illustration below, one multiple choice question has been created for this online exam.

The screenshot shows the 'Coursework - Test Builder' interface. At the top, it displays 'Test Builder: Fundamentals of Accounting' and 'Unit 1'. Below this, there are fields for 'Format: Online', 'Grade Method: Graded', 'Total Questions', and 'Total Points'. A 'Save to File Cabinet' button is visible in the top right corner. The main section is titled 'Edit Multiple Choice Question: Multiple Choice Question'. It features a 'Question Text' field with a rich text editor containing the question: 'What is accumulated depreciation?'. Below the question text is an 'Answer' section with a table of options. Each option has a 'Correct' checkbox, a 'Text' field, and a 'Feedback' field. The second option is selected as correct. At the bottom, there are checkboxes for 'Randomize' and 'Partial Credit', and a link to 'Add automatic feedback'.

Correct	Text	Feedback
<input type="checkbox"/>	The accounting process of recognizing that the cost of	No, this describes depreciation
<input checked="" type="checkbox"/>	The sum of the depreciation expense that has been	Correct!
<input type="checkbox"/>	Increase in net assets from incidental transactions that	No, this describes gains



18 After all of the questions have been created, added to the correct section(s), and ordered properly, you will need to assign point values – the assignment cannot be saved until all questions have a saved **Point Value**

The screenshot shows the 'Exam' configuration screen. At the top, it displays 'Section Type: Regular', 'Source Material: None', and 'Randomize: Do not Shuffle Questions'. There are links for 'Edit Section' and 'Delete Section'. Below this is a table with the following data:

Question	Type	Point Value		
1 What is accumulated depreciation?	MC	10		

At the bottom of the table area, there are links for 'Edit All Questions' and 'Reorder/Move Questions', and a 'Save' button.

19 Click the [Preview this test](#) link – this will allow you to see how the current assignment will appear to students



20 Click **Activate** and choose the activation timeframe



21 An online assignment can be saved to your personal File Cabinet once it has been activated – the link will appear in the upper right of the **Test Builder** screen





## Chapter 6: Managing Course Materials

This chapter will provide detailed information about the file cabinet and how you can use it to manage all of your course materials and assignments.

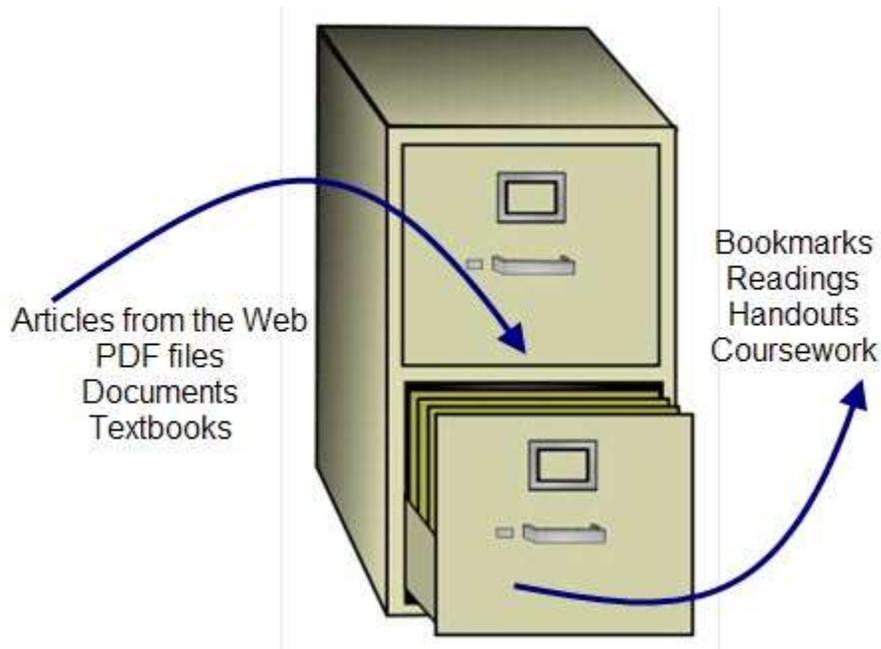
### Objectives

At the end of this chapter, you will be able to:

- Populate your file cabinet with course materials

### Using the File Cabinet

You can store your course materials in one central location for easy access – very similar to an actual file cabinet. There is no shared file cabinet – every faculty member has their own for individual use.



Materials can be stored directly in the file cabinet or created in another portlet (such as **Bookmarks**, **Readings**, **Handouts**, or **Coursework**) and then saved to the file cabinet. You can also create questions in **Test Builder** and save the entire test or individual questions to your file cabinet.



Your individual file cabinet can always be accessed by clicking on the [File Cabinet](#) link from **My Pages**.

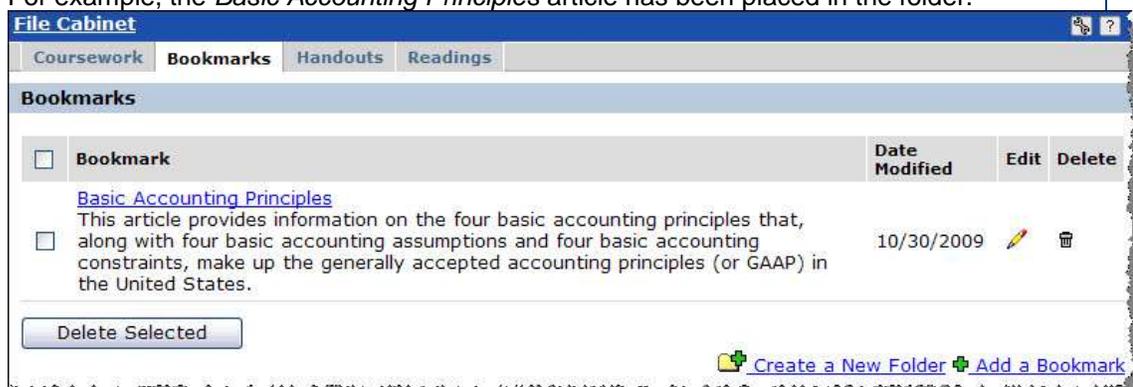
In the screen capture below, you'll notice that the **File Cabinet** will display four tabs across the top so you can organize your materials accordingly. In the example provided below, the exam entitled *Fundamentals of Accounting* has been saved from the **Coursework** portlet. Click on the title to view each individual question within the exam.



Click on the **Bookmarks** tab – the example below displays a folder entitled *Accounting*. Within this folder, you may find links to Websites, articles, etc. related to the accounting subject.



For example, the *Basic Accounting Principles* article has been placed in the folder.





As you identify materials in the **Bookmarks** portlet, you have the option to save these materials to your file cabinet by choosing the option from the drop down menu as illustrated in the screen capture to the right.



Depending on your own preferences, you may also decide to populate your file cabinet and then import the appropriate items into the **Bookmarks**, **Handouts**, or **Readings** portlet respectively.



For example, the *Basic Accounting Principles* reading was identified directly in the **File Cabinet** on the **Readings** tab. When the **Readings** portlet is accessed, the [Import Readings from File Cabinet](#) link is available as displayed in the screen capture to the left.

Click on the link and select the item to be imported into the **Readings** portlet.

You can also use the **Custom Content** portlet to display information that exists in your file cabinet. For complete details on this process, see the chapter entitled **Customizing Content**.



## Chapter 7: Copying Course Content

This chapter will explain the process for copying all of your course materials and content from one course to another including bookmarks, readings, handouts, forums, calendars, coursework, gradebook, etc.

### Objectives

At the end of this chapter, you will be able to:

- Select materials from one course and copy them to another course

### Copying Courses

You can easily copy all of the materials for one course to another course including bookmarks, readings, handouts, forums, calendars, coursework, gradebook, and any other course content that may have been identified.

Keep the following in mind:

- When copying **Forums**, all categories, topics, and only the first post of any thread started by a faculty member will be copied over into the new course
- When copying **Calendars**, only the actual portlet can be copied – the information that was listed in the calendar will not be transferred to the new course
- You can copy all of your assignments as well as the configuration and settings of your gradebook

- 1 Click [Copy Courses](#) located in your Quick Links section



The **Copy Course Materials** screen will provide a series of three steps to select the information you would like to copy. In addition to course materials, you can also copy pages, portlets, and sub-sections.

The top section of the screen will display the first two steps.

- 2 Select the year/term and course from where the information will be copied

In the screen capture below, *ACTG 1002 01 – Beginning Accounting I* will be copied from the *2009 – 2010 Fall* semester

- 3 Select the course (including year/term) to which the information will be copied

In the screen capture below, the *2010 – 2011 Fall* semester for *ACTG 1002 01 0- Beginning Accounting I* has been selected



*You can use the Ctrl key to select more than one course.*

**Copy Course Materials**

This tool allows you to copy course content (including pages, portlets, layouts, roles or future courses. Follow the steps below to copy your course materials.)

**Step 1: Where do you want to copy from?**

2009-2010 Fall ▼

ACTG 1002 01 - Beginning Accounting I ▼

**Step 2: Where do you want to copy to?**

**Select one or more courses (up to a maximum of ten):**

- ACTG 1002 01 - Beginning Accounting I (2009-2010 Fall)
- ACTG 1002 01 - Beginning Accounting I (2009-2010 Spring)
- ACTG 1002 01 - Beginning Accounting I (2010-2011 Fall)
- ACTG 2032 01 - Intermediate Accounting I (2009-2010 Fall)
- ACTG 3032 01 - Intermediate Accounting II (2009-2010 Spring)
- ACTG 3042 01 - Managerial Accounting I (2009-2010 Fall)
- ACTG 4052 01 - Auditing (2009-2010 Spring)
- ACTG 4062 01 - Advance Accounting I (2009-2010 Fall)
- ACTG 4082 01 - Accounting Internship II (2009-2010 Fall)
- ACTG 4091 01 - Independent Study I (2009-2010 Fall)

- The bottom section of the screen contains the last step of the copy process
  - The options displayed on the right side of this screen will change depending on the selections that are made on the left side of the screen
- In the example provided below, the **Selected Course Content** radio button was chosen which provided a list of all pages that exist for the course that is being copied
  - Notice that the **Coursework**, **Gradebook**, and **Attendance** checkbox was selected as well as the **Accounting Activities** sub-section



**Step 3: What do you want to copy?**

Everything     Selected Course Content

Collaboration

Course Information

Main Page

Syllabus

Study Groups

Coursework, Gradebook, and Attendance - This copies all of your Coursework assignments, as well as the configuration and settings of your Gradebook, and your Attendance settings. These items can only be copied if you've chosen the "Overwrite" option above.

Subsections:

Accounting Activities

**NOTE:** If you have selected "Overwrite," some pages may be deleted from your target course(s). Additionally, any subsections with the same name as a selected subsection will be deleted and overwritten (regardless of your above selection).

**Conflicting Page Names**

If a page in your target course has the same name as a page you are copying, you can do one of two things:

Merge - Portlets from the copied page are added to the target page, retaining any existing portlets.

Overwrite - Deletes the target page and replaces it with the copied page.

**Forums**

If you are copying one or more Forums portlets, there are three options for copying initial posts:

No Posts - Only Categories and Topics are copied, no user-created post content.

Faculty - Any initial post in a thread made by a faculty member is copied.

All - The first post of every thread in the forums is copied.

- If you select the checkbox, the page and its respective portlets will be copied – however, you can also click on the page and select specific portlets within the page to be copied to the new course
- 6 It is important to remember that after the materials have been copied to the new course, the assignment dates will need to be adjusted – this can be done by clicking [Edit Assignment](#) to change the dates and activate the assignment
  - 7 Faculty members may have created a forum of frequently asked or discussion questions that are always used to initiate discussions – in this case, the **Faculty** radio button should be selected in the Forums section
  - 8 You can completely overwrite anything for a new course that was created with the default template by copying an existing course – in this case, choose the **Overwrite** radio button from the **Conflicting Page Names** section
    - If you select the **Merge** radio button, any new portlets or pages that you added to the previous course will be added to the default layout



## Chapter 8: Identifying Classmates and Tracking Attendance

This chapter will provide information on working with classmates and utilizing the attendance feature.

### Objectives

At the end of this chapter, you will be able to:

- Change the name of the Coursemates portlet
- Send an email message to one or more class participants
- Print a class roster
- Configure your Attendance portlet
- Send attendance notifications to students and/or instructors
- Choose an attendance status for each student

### Classmates

You can determine the type of interaction you would like to encourage between your students.

The **Collaboration** page – which is easily accessible from the left sidebar from within a context – will automatically be created for every course.

- 1 Click on the [Collaboration](#) link



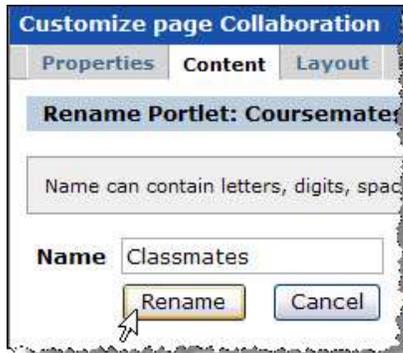
The **Forums**, **Chat**, and **Coursemates** portlets will automatically be displayed on this page. **Forums** and **Chat** are included with the base Jenzabar Internet Campus Solution product whereas **Coursemates** is made available through the e-Racer component.

You may want to change the name of the **Coursemates** portlet.

- 2 Click the [Edit page](#) link on the **Collaboration** page

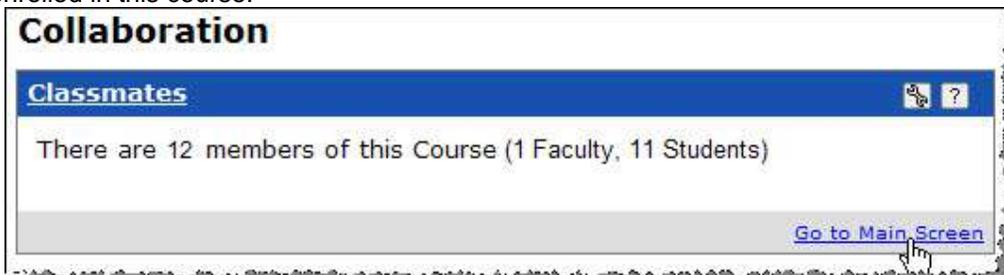


- 3 Click the pencil icon for the **Coursemates** portlet (notice that the original name is **Group Directory** displayed within parenthesis)

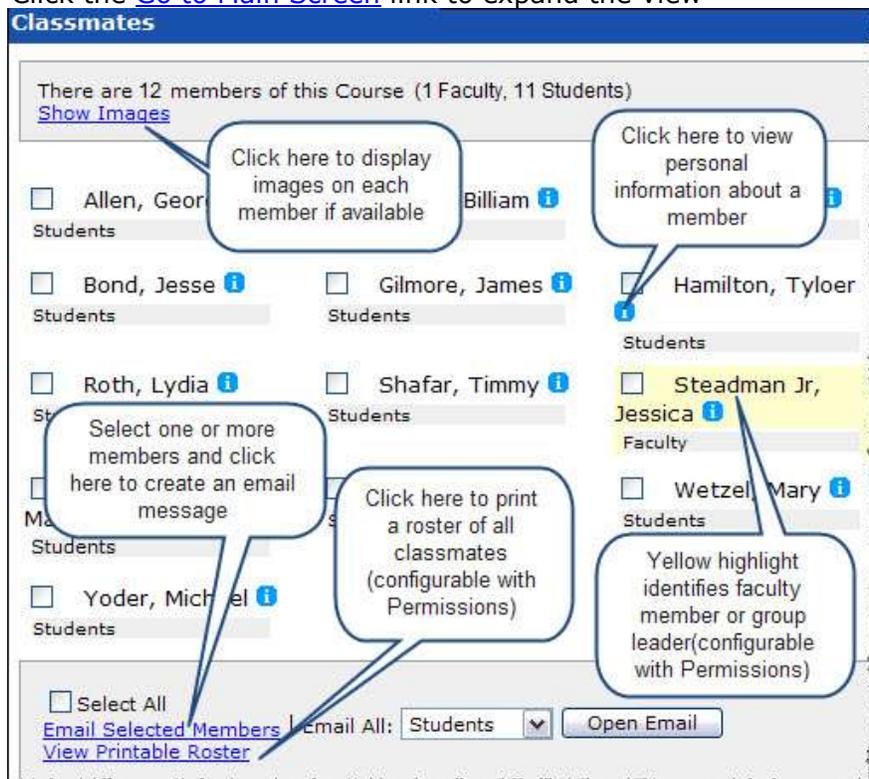


- 4 In this example, **Classmates** has been entered as the new name for this portlet
- 5 Click **Rename**
  - o When you return to the **Collaboration** page, you will notice that the new name now appears

All registered students and instructors for a course are displayed on **Classmates** – as illustrated below, you can quickly see that there are 11 students and 1 faculty member enrolled in this course.



- 6 Click the [Go to Main Screen](#) link to expand the view



As illustrated above, you have many options on the main screen. As a faculty member, you will be granted administrative privileges.



- Click the wrench icon in the upper right corner of the portlet and click the **Preferences** tab

**Customize portlet Classmates**

Preferences Settings Permissions

Change portlet preferences.

**Highlight Faculty/Leaders:**

Highlight Faculty/Leaders

Check this box to have the faculty members to be displayed with a highlight.

If you would like your leaders and faculty members to be identified by a highlight on the main screen (as illustrated earlier), select the **Highlight Faculty/Leaders** checkbox

- Click the **Permissions** tab

**Customize portlet Classmates**

Preferences Settings Permissions

**Define Permissions**

**Permissions for: Members of BIOL**

Role	All Operations	Operations: Can View Printable Roster
Group Leader	<input type="checkbox"/>	<input type="checkbox"/>
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>

[+Add a Role](#)

**Permissions for: Global User Roles**

Role	All Operations	Operations: Can View Printable Roster
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admissions Administrators	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Counselors	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Officers	<input type="checkbox"/>	<input type="checkbox"/>
Advancement Officers	<input type="checkbox"/>	<input type="checkbox"/>
Advisor Administrators	<input type="checkbox"/>	<input type="checkbox"/>
Advisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you would like your students to be able to print a roster (as illustrated earlier), select the checkbox next to the student role

Notice that you can create your own roles in the upper section of this **Permissions** tab for your course. In this example, the Group Leader role has been created which then allows you to edit or delete the role at any time using the pencil or trash can icon.

## Tracking Student Attendance

You may track daily class attendance for students either by session, hour, or minute. If you do not plan on tracking class attendance, you should not make this link available to your students. To do this, go to **Context Manager**, click on the **Permissions** tab, and remove the checkmark from the **Attendance** page for the student role.

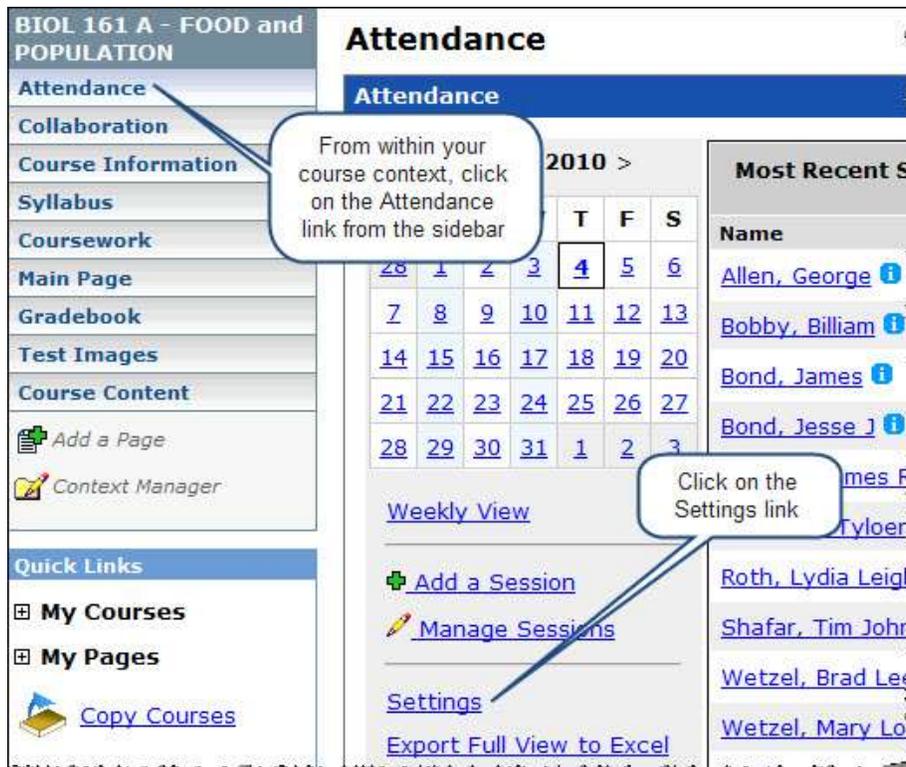


**Do not delete the Attendance page or portlet from the page since you will not be able to add it back to the course.**

*Do you plan to have class attendance affect the overall grade of the course? If so, how will attendance be tracked?*

- If you do plan on tracking class attendance but not have its data impact the overall course grade in the **Gradebook**, use the portlet as you normally would and then modify the weights and settings within the **Gradebook** portlet.
- If you do plan on using class attendance to affect the grade of the course, you will need to define certain elements.

Let's start by setting up your **Attendance** portlet and reviewing all of the options that are available.



**BIOL 161 A - FOOD and POPULATION**

**Attendance**

Attendance

Collaboration

Course Information

Syllabus

Coursework

Main Page

Gradebook

Test Images

Course Content

Add a Page

Context Manager

**Quick Links**

My Courses

My Pages

Copy Courses

**Attendance**

2010 >

T	F	S
<a href="#">28</a>	<a href="#">1</a>	<a href="#">2</a>
<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>
<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>
<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>
<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>
<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>
<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>
<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>
<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>
<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>
<a href="#">30</a>	<a href="#">31</a>	<a href="#">1</a>
<a href="#">2</a>	<a href="#">3</a>	

[Weekly View](#)

Add a Session

Manage Sessions

[Settings](#)

[Export Full View to Excel](#)

**Most Recent Sessions**

Name
<a href="#">Allen, George</a>
<a href="#">Bobby, Billiam</a>
<a href="#">Bond, James</a>
<a href="#">Bond, Jesse J</a>
<a href="#">James R</a>
<a href="#">Tyloer</a>
<a href="#">Roth, Lydia Leigh</a>
<a href="#">Shafar, Tim John</a>
<a href="#">Wetzel, Brad Lee</a>
<a href="#">Wetzel, Mary Lo</a>

From within your course context, click on the Attendance link from the sidebar

Click on the Settings link



### Attendance Method

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

- **Whole Sessions** will track a student as being Present or Absent
- **By Hour** will track the amount of time a student attends class to the quarter hour – if you choose this option, Tardy will not be available from the drop down list when selecting a student's attendance
- **By Minute** will track to the minute – this option will also remove Tardy from the drop down list when selecting a student's attendance

### Attendance Display

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

### Notification

A notification can be sent to the student, instructor, and/or others for each session in which a student is absent.

Select a number of **Unexcused Absences** or **Percentage Missed** and identify those who will receive the notification. You can also choose to resend all warnings by clicking on the **Send** button at any time. The **Warning Highlight** will clearly identify those students who have been warned about their absences; however, choosing this option will affect the performance of the **Weekly View** screen.



- 9 Now click on the Manage Sessions link from the Attendance portlet

A list of all sessions that have been identified for your course will be displayed.

**Attendance - Manage Sessions**

[Main Screen](#) > Manage Sessions

**All Sessions**

[+ Add a Session](#)

Total Sessions: 39

Date	Status
<a href="#">Monday, November 30 (12:00 AM)</a>	As Scheduled
<a href="#">Tuesday, December 8 (12:00 AM)</a>	As Scheduled Cancelled
<a href="#">Wednesday, January 6 (6:00 PM)</a>	Cancelled (School Holiday) Cancelled (Instructor Out) Cancelled (Rescheduled)
<a href="#">Monday, January 11 (6:00 PM)</a>	As Scheduled
<a href="#">Wednesday, January 13 (6:00 PM)</a>	As Scheduled
<a href="#">Monday, January 18 (6:00 PM)</a>	As Scheduled

You can change the status of a session by clicking on the Status drop down arrow and selecting one of the available options. Click the **Save** button and the **View a Session**



screen will display the attendance roster. The **Attendance** column will now display the **Cancelled** status.



*You can only delete the sessions that you added as the instructor – official sessions will not display the trash can icon which indicates that they cannot be deleted.*

After you have defined these options from your attendance component, you will be able to view a session and select the attendance status for each student.

The screenshot shows the 'Attendance' interface. On the left is a calendar for February 2010 with the 4th highlighted. Below the calendar are links for 'Weekly View', 'Add a Session', 'Manage Sessions', 'Settings', and 'Export Full View to Excel'. The main area is titled 'Most Recent Session' and shows a list of students for 'Wednesday 2/3'. Each student has a dropdown menu for their attendance status. The dropdown for 'Bobby, Billiam' is open, showing options: Present, Absent (Excused), Absent (Unexcused), Tardy, and Late Start. At the bottom are 'Save' and 'Cancel' buttons.

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Name	Attendance Status
Allen, George	Present
Bobby, Billiam	Present Absent (Excused) Absent (Unexcused) Tardy Late Start
Bond, James	Present
Bond, Jesse J	Present
Gilmore, James Robert	Present
Hamilton, Tyloer	Present
Roth, Lydia Leigh	Present
Shafar, Tim John	Present
Wetzel, Brad Lee	Present
Wetzel, Mary Louise	Present
Yoder, Michael	Present

Different points are not given to students according to the selection that is made above. In other words, if a student attends class, they are assigned the points that have been identified on your gradebook – if the student does not attend class, they are not awarded the points.

After a session has been marked, you can edit the student's attendance.

- 1 Click on [Manage Sessions](#)
- 2 Click on the session record that needs to be modified

The screenshot shows the 'Session Record' interface. It has a 'Date' header and a list of dates: 'Monday, November 30 (12:00 AM)' and 'Tuesday, December 8 (12:00 AM)'. A mouse cursor is pointing at the second date.



- 3 Click on the [Edit saved entries](#) link on the bottom right of the screen

**Attendance - View a Session**

[Main Screen](#) > [Manage Sessions](#)    < [Previous Session Day](#) | [Next Session Day](#) >

**Wednesday, May 12, 2010**

Name	Attendance
<a href="#">Allen, George</a> ⓘ	Present
<a href="#">Bobby, Billiam</a> ⓘ	Present
<a href="#">Bond, James</a> ⓘ	Present
<a href="#">Bond, Jesse J</a> ⓘ	Present
<a href="#">Gilmore, James Robert</a> ⓘ	Present
<a href="#">Hamilton, Tyloer</a> ⓘ	Present
<a href="#">Roth, Lydia Leigh</a> ⓘ	Present
<a href="#">Shafar, Tim John</a> ⓘ	Present
<a href="#">Wetzel, Brad Lee</a> ⓘ	Present
<a href="#">Wetzel, Mary Louise</a> ⓘ	Present
<a href="#">Yoder, Michael</a> ⓘ	Present

[Edit saved entries](#)

- 4 Make the necessary changes to the student's attendance record
- 5 Save the modified information





**BIOL 161 A - FOOD and POPULATION**

Calendar

< February 2010 > Day Week Month Year Event List

>> S M T W T F S < Sunday, January 31, 2010 -- Saturday, February 06, 2010 >

Sunday, 31 January	Monday, 1 February 6:00 PM - 9:00 PM <a href="#">Class Session (BIOL 161 A)</a>
Tuesday, 2 February	Wednesday, 3 February 6:00 PM - 9:00 PM <a href="#">Class Session (BIOL 161 A)</a>
Thursday, 4 February	Friday, 5 February

Calendars

BIOL 161 A

[Add a Calendar](#)

Subscriptions

No Subscriptions

[Browse Shared Calendars](#)

[Manage Calendars](#)

[Export Events for this view](#)

**Calendars**

BIOL 161 A

[Add a Calendar](#)

The calendar that is currently being viewed will be selected in the **Calendars** section.



All faculty members and students will automatically be subscribed to the calendars that correspond with their current course sections.

You cannot make any changes to the course schedule since the information is imported into the calendar through the data import service. You also cannot delete a course calendar. However, as an instructor, you can add events or include assignment due dates on a course calendar.

- 1 Click the [Coursework](#) link from the sidebar



*Remember that you need to be on the main page for a specific course.*

**BIOL 161 A - FOOD and POPULATION**

[Attendance](#)

[Collaboration](#)

[Course Information](#)

[Main Page](#)

[Coursework](#)

[Syllabus](#)

[Gradebook](#)

[Test Images](#)

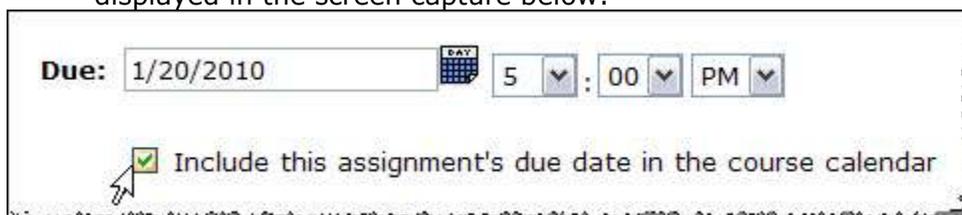
[Course Content](#)



- 2 Click the [Edit](#) link for a specific assignment



- 3 Select the checkbox to include the due date on the course calendar as displayed in the screen capture below:



Now when you return to the course calendar for *BIOL 161A*, you will see a new event indicating that the **Biology Fundamentals** test is due on the date that has been identified for the assignment.

If a test is not yet active, the due date will not yet be displayed on the course calendar even if the checkbox has been selected for the assignment. Therefore, for the assignments shown below, you can choose to display the 5/15/2010 due date on the course calendar but it will not be displayed until the assignment has been activated.

Assignment	Format	Due Date
<a href="#">test 2 (Inactive; Not visible to students)</a>		5/15/2010 12:00 AM
<a href="#">test 3 (Inactive; Not visible to students)</a>		5/15/2010 12:00 AM
<a href="#">test 4 (Inactive; Not visible to students)</a>		5/15/2010 12:00 AM
<a href="#">test 5 (Inactive; Not visible to students)</a>		5/15/2010 12:00 AM
<a href="#">test 6 (Inactive; Not visible to students)</a>		5/15/2010 12:00 AM
<a href="#">test 7 (Inactive; Not visible to students)</a>		5/15/2010 12:00 AM
<a href="#">test 8 (Inactive; Not visible to students)</a>		5/15/2010 12:00 AM
<a href="#">test 9 (Inactive; Not visible to students)</a>		5/15/2010 12:00 AM



You can also subscribe to a calendar that has been shared.

- 4 Click the [Browse Shared Calendars](#) link that appears beneath the **Subscriptions** section on a calendar



- 5 In this case, navigate to the **Campus Life Calendar** and click the [Subscribe](#) link

Now all of the events that exist on the **Campus Life Calendar** will be displayed on the **BIOL 161A** calendar.



When you return to the **BIOL 161A** calendar, you will see that the **Campus Life Calendar** is displayed beneath the **Subscriptions** section.



## [Creating Announcements with HTML Content](#)

You can use announcements to communicate specific information that your students may need to know, such as:

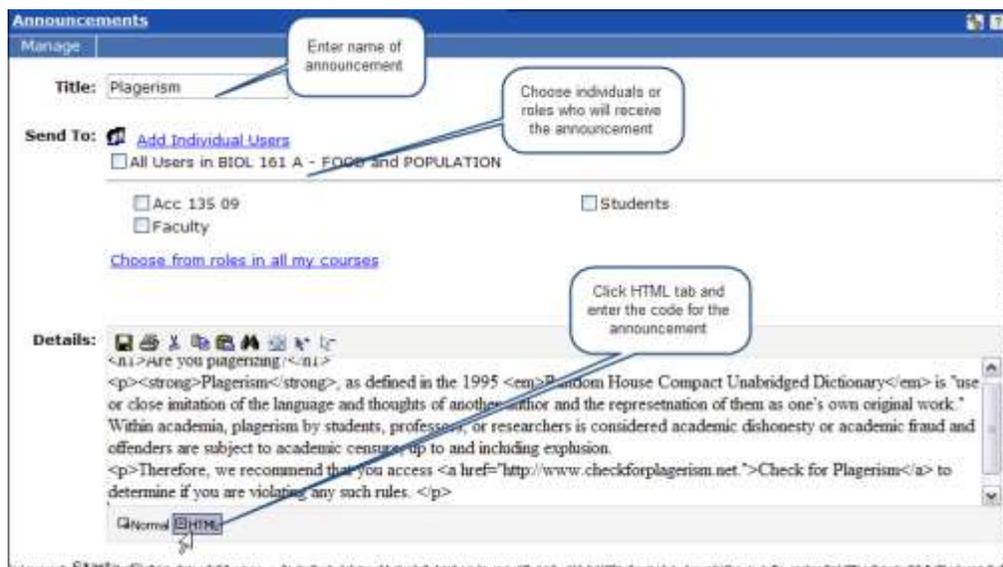
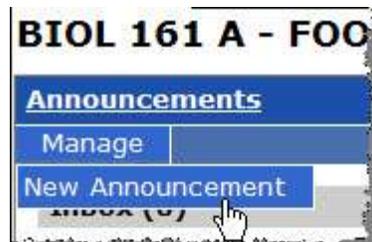
- Calculating your final grade based on the class curve
- Estimating the cost of financial aid you'll need for your education
- Determining what constitutes plagiarism and how to avoid it

By using HTML, you will have more control over the appearance and readability of the announcement.

- 1 Expand **My Courses** from Quick Links and select the course for which you need to create an announcement
- 2 Click the title bar link or click [Show All Announcements](#) from the portlet

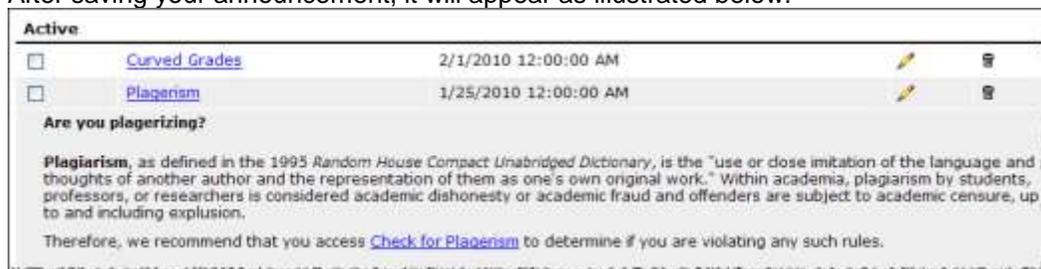


- 3 Click **Manage** → **New Announcement**



- 4 Click on the **Normal** tab to preview the text as it will appear and make any necessary changes
- 5 Select the start and end date for your announcement

After saving your announcement, it will appear as illustrated below:





## Creating Groups

During the initial setup of Jenzabar Internet Campus Solution, the Quick Links section is automatically created for each user. Both students and faculty members will see one or more of the following links: [My Courses](#), [My Pages](#), and [My Groups](#).

- 1 In order to browse through the groups that may be available, join a group, or even submit an application to create a new group, click the **My Pages** tab



- 2 You will be able to view a list of public groups that may be available or private groups to which you have been invited to join from the **My Groups** portlet
- 3 Click the group name itself to view more information or click [Join Now](#)



- 4 After you have joined a group, a [Drop Group](#) link will then be displayed so you may choose to leave the group at any time



All of the groups to which you belong, have created, or have been identified as the group leader will now be listed when you expand the [My Groups](#) Quick Link.

In this example, the faculty member created the **Eat Natural** group which is now being displayed in the Quick Links section as illustrated in the screen capture to the right.

When you create a group or have been identified as the group leader, you will also see the following links:



5 Click [Manage This Group](#)



- 6 To change the leader/member role of group members, choose it from the drop down menu next to each member name
  - o Drop current group members by clicking on the respective link next to the member's name.

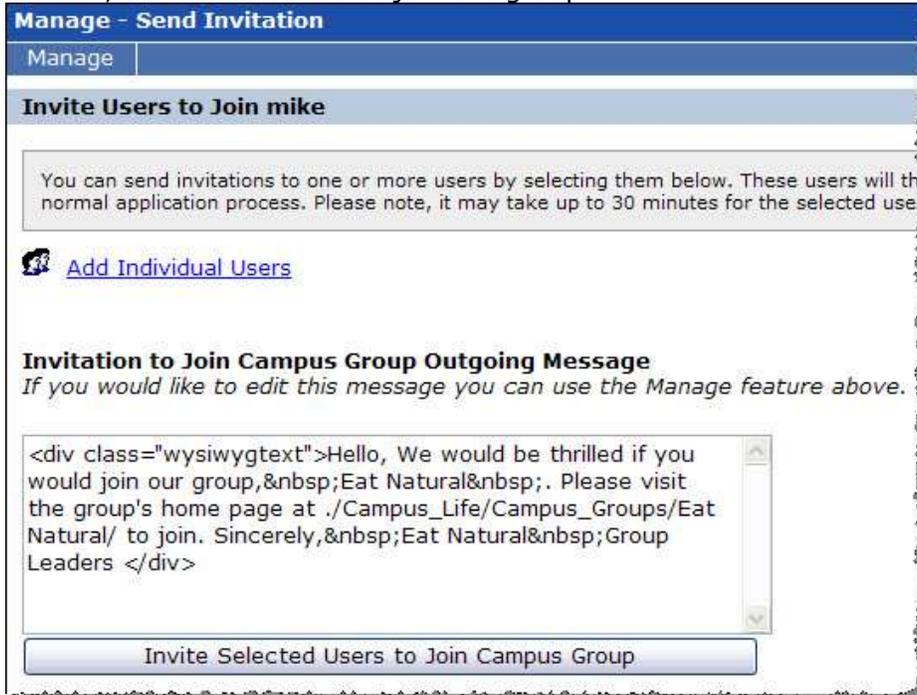
Current Members		
Name	Role	Date Joined
Administrator Administrator	Leader <a href="#">drop member</a>	12/3/2009
Timmy John Shafar	Member <a href="#">drop member</a>	12/3/2009
Jessica Jean Steadman Jr	Member <a href="#">drop member</a>	2/8/2010

Save Changes

Send an Invitation    Exit Group Manage



- 7 You can also click the **Send an Invitation** button, select individual users, and invite others to join the group



- 8 From the **Manage** menu, you can change one or more outgoing messages or edit membership settings

- 9 Now, click [Manage Groups](#)



You can perform many different tasks here such as:

- View all of your groups according to their category
- Change group category and enrollment status
- Create a new group
- Create a new category
- View, approve, or reject the groups that have been requested by others





**Eat Natural**

**Custom Content**

There is no content. You can add content. [Create Content](#)

Step 2: Click to add information about the group such as purpose and suggested meeting times

**Calendar**

Step 1: Click Edit page/Content tab and change the name of the Custom Content portlet (for example, About This Group would have more meaning in the title bar of the portlet than Custom Content)

Step 6: Click to create and identify events for the group that will appear on the calendar

**Announcements**

You have no incoming announcements. [Show All Announcements](#)

Step 3: Click to access main page and create a new announcement for group members

Step 4: Click to identify a URL that group members can access related to the purpose or content of the group

Step 7: Click Edit page to add other portlets such as Chat and Forums that will encourage group collaboration and participation

**Bookmarks**

[Add a Bookmark](#)

There are no Bookmarks for this portlet. [Go to Main Screen](#)

**Handouts**

[Add a Handout](#)

There are no Handouts for this portlet. [Go to Main Screen](#)

- [Add a Page](#)
- [Manage This Group](#)
- [Manage Groups](#)
- [Context Manager](#)

After you have created your group, you can click on the [Context Manager](#) link to:

- Change the name of the page
- Add pages
- Add sub-sections
- Assign permissions

**Context Manager**

Properties Pages Sub-Sections **Permissions**

**Define Permissions**

**Permissions for: Members of Eat Natural**

Role

- Leader
- Member

[Add a Role](#)

**Permissions for: Global User Roles**

Role

- Administrators
- Admissions Administrators
- Admissions Counselors
- Admissions Officers

10 Click on the **Permissions** tab and you will be able to assign the appropriate permissions for the group leader as well as for members of the group

11 You can also determine if you would like other user roles to be able to administer or view specific pages for your group



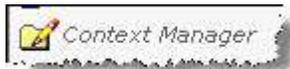
- 12 Click on the checkbox next to the role to identify the pages that can be administered or viewed by the group leader, group members, and other user roles

As illustrated in the screen capture below, the group leader can administer all pages and group members can view the **Main** page:

Role	Can Admin	Can View Page:		
		Group Collaboration	Main Page	Public Page
Leader	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Member	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Setting Permissions

As illustrated earlier, you will be able to control and assign permissions for the sections and pages for which you have been granted administrative privileges.



If the [Context Manager](#) link appears in the left sidebar, this indicates that you can assign permissions for the section.



If the [Edit page](#) link appears in the upper right of a page, this indicates that you can assign permissions for the page.

- 1 Click the [Context Manager](#) link
  - Change the name of the section on the **Properties** tab
  - Add or re-order pages on the **Pages** tab
  - Add or re-order sections on the **Sub-Sections** tab
    - Notice the **Display Sub-Sections in Sidebar** checkbox. You may choose to create sub-sections without allowing users direct access to it from the sidebar. For example, you can place portlets on the main page of a sub-section and create shortcuts on other pages to these portlets. You can certainly use this strategy by not choosing the **Display Sub-Sections in Sidebar** checkbox.
  - Grant permissions to view or administer individual pages associated with the section on the **Permissions** tab
    - You can also create a new role, assign users to the role, and grant permissions to the role. This strategy can be useful if you would like to add a Teacher Assistant role, for example, and only grant access to view or administer a specific page or pages to that role.
- 2 Click the [Edit page](#) link
  - Change the name of the page on the **Properties** tab
  - Add portlets to the page on the **Content** tab
    - You can also change the name of an existing portlet that resides on the page.
  - Change the arrangement of the columns and portlets on the **Layout** tab
  - Grant permissions to view or administer the page on the **Permissions** tab



- You can also create a new role, assign users to the role, and grant permissions to the role. This strategy can be useful if you would like to add a Teacher Assistant role, for example, and only grant access to view or administer the page to that role.



---

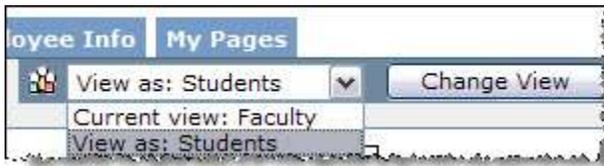
*When you assign the Can Admin permission, the Edit page and Context Manager links will be displayed for members of the role or the individual user to whom the permission was granted.*

---

After you have created the appropriate pages for your students, you can use the emulator to verify the portlets, pages, and sections that will be viewed by your students.



From the upper right of the application, notice that you are currently viewing information as a faculty member.



- 3 Click on the drop down arrow, select the **View as Students** option, and click the **Change View** button

The emulator will allow you to verify the permissions that you have set for your students and, if necessary, you can make the appropriate changes.



## Manipulating Course Layout

Whenever a course is established within JICS, the application will automatically use the default layout to create pages and place portlets on pages.

In the example displayed in the screen capture to the right, you can see that the *BIOL 161A* course contains several pages (**Attendance**, **Collaboration**, **Course Information**, **Main Page**, etc.) and the default portlets that already exist on these pages.

According to your needs, you may want to remove some of these pages and portlets or re-arrange the order in which they are displayed on the left navigational pane.

In this case, you have been assigned administrative permissions to this context since you are the instructor for this course; therefore, the [Context Manager](#) link is available.

- 1 Click **Context Manager** and then click on the **Pages** tab



**Context Manager**

Properties Pages Sub-Sections Permissions

All Current Pages in BIOL 161 A - FOOD and POPULATION

Default Page	Page Name	
<input type="radio"/>	Attendance	
<input type="radio"/>	Collaboration	 
<input type="radio"/>	Course Information	
<input checked="" type="radio"/>	Main Page (currently is default page)	
<input type="radio"/>	Coursework	
<input type="radio"/>	Syllabus	 
<input type="radio"/>	Gradebook	
<input type="radio"/>	Test Images	 
<input type="radio"/>	Course Content	 

+ Create a new page

↑ Reorder

Annotations:

- identify the default page that is displayed whenever the course is accessed
- click pencil icon to edit page name
- click Reorder link to change the order in which pages are displayed
- click trash can icon to remove page



*Notice that the Default Page does not automatically appear in the highest order.*

Context Manager	
Properties	Pages
Sidebar Order	Page Name
<input type="text" value="1"/>	Attendance
<input type="text" value="2"/>	Collaboration
<input type="text" value="3"/>	Course Information
<input type="text" value="4"/>	Main Page
<input type="text" value="5"/>	Coursework
<input type="text" value="6"/>	Syllabus
<input type="text" value="7"/>	Gradebook
<input type="text" value="8"/>	Test Images
<input type="text" value="9"/>	Course Content

After clicking the [Reorder](#) link, you will be able to enter numbers next to each page to determine the order in which they will be displayed.



If you enter the same number for two different pages, the system will list them in alphabetical order.

Therefore, if you enter number 4 next to both the **Main Page** and the **Coursework** page, the system will display **Coursework** in the fourth position and **Main Page** in the fifth position.

The [Context Manager](#) link provides you with the ability to manipulate the layout of the pages as displayed within the course by performing any of the following actions:

- Adding pages
- Adding portlets to pages
- Deleting pages
- Deleting portlets from pages
- Changing the order of pages as they are displayed on the sidebar
- Choosing the default page that appears for the course

## Chapter 10: Encouraging Collaboration

This chapter will provide information on using the collaboration tools within e-Racer to create online discussions, real-time chat rooms, and asynchronous threaded forum topics.

### Objectives

At the end of this chapter, you will be able to:

- Create individual chat rooms
- Initiate topics for discussion

### Using Chat



You can encourage real-time participation in conversations between your students by using the **Chat** portlet.

To use the functionality that is available, you will need to disable all of your pop-up blockers in both your browser as well as in your Yahoo, Google, or any other toolbars. If you click on any of the chat rooms and nothing appears to happen, this could indicate that you have not allowed pop-ups to be displayed.

When the chat room pop-up is displayed, the icon displayed to the right will be displayed in your toolbar at the bottom of your browser indicating that pop-ups are not blocked.



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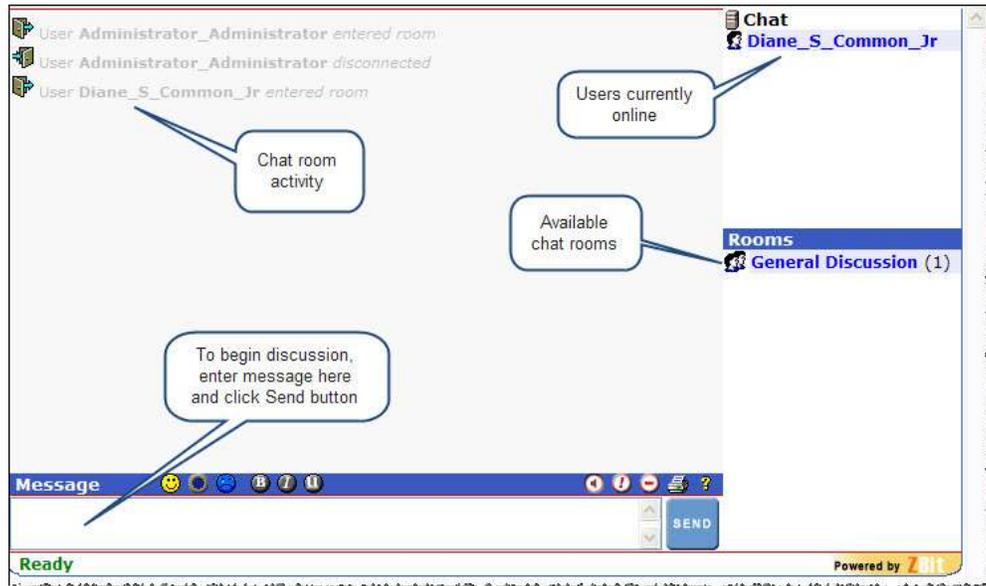
**If you are using Firefox, Safari, or any other browser except IE, this icon may not appear in your toolbar.**

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- 1 Click on any of the chat rooms displayed on the main **Chat** portlet to enter into discussions



In this example, we will click on the [General Discussion](#) link.



- 2 Click on the name of a person currently online, and you will see three options



You may choose to send a **Private Message** only to one person by selecting this option and entering text in the Message area. The message will be displayed in the chat discussion with the person's name highlighted to indicate it was sent as a private message.

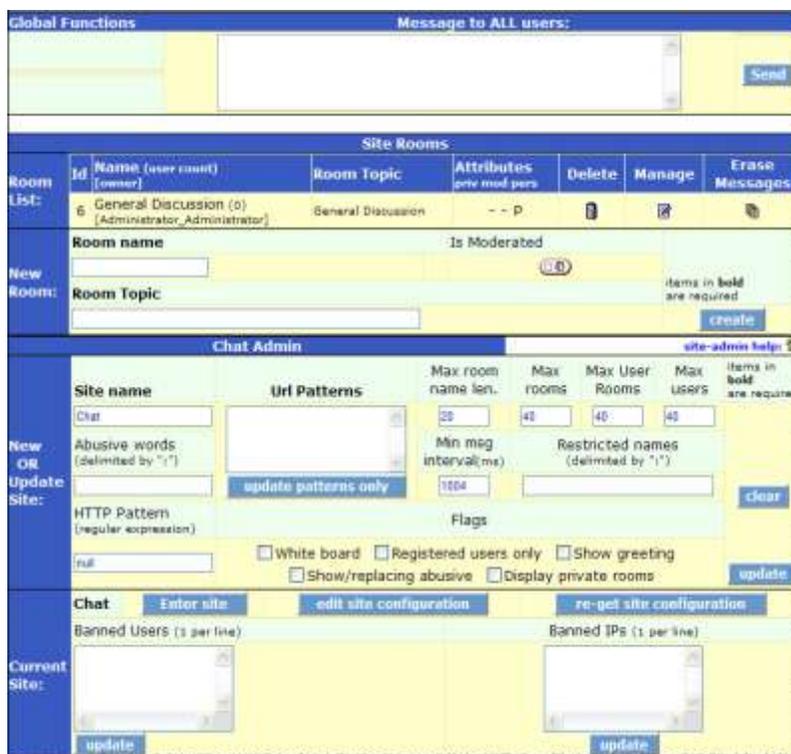
- 3 Click on the [Admin Chat](#) link (if your Administrator has not assigned the proper permissions, this link will not appear)



You can create new rooms, modify the settings, ban certain users from rooms, etc.

For additional details on these features, click on the [site-admin help](#) link and the online help system will be displayed.

[site-admin help](#) ?



### *Pedagogical Benefits of Chat*

By utilizing chat rooms, several benefits will be recognized by your students:

- Real-time communications
- Active involvement
- Student interactions with their peers
- Improved interactive competency
- Skills development and practice for language learning students

As an instructor, you can create specific chat rooms that can be geared towards a variety of situations and use the chat feature as a learning tool. For example:

Scenario	Solution
<ul style="list-style-type: none"> <li>▪ Students are not familiar with using chat rooms</li> </ul>	<ul style="list-style-type: none"> <li>○ Utilize various chat room functions</li> <li>○ Gain confidence in asking and answering questions</li> <li>○ Identify possible language problems and improve vocabulary</li> </ul>
<ul style="list-style-type: none"> <li>▪ Students have poor socialization skills</li> </ul>	<ul style="list-style-type: none"> <li>○ Create an exercise that encourages students to respond to a series of questions about themselves</li> <li>○ Ask students to create an alias and enter the chat room using the alias</li> </ul>

Additionally, the chat rooms can help students transition to college life and helps them to build a strong social support network among their peers. If a student is unfamiliar with a policy or procedure, they can use a chat room to learn from more experienced students.



Instructors can encourage this behavior by creating specific rooms where students can engage in discussions related to specific situations.

## Creating Forums

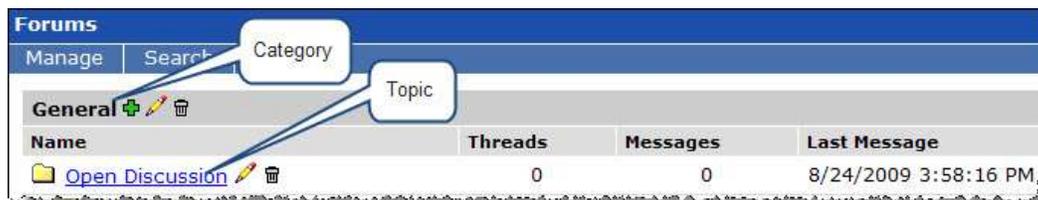
You can use the **Forums** portlet as a discussion area anywhere within the portal. As an instructor, you can create your own topics to start a particular conversation among students.

*For example, you can raise the question "Do you regularly visit art galleries" to your ART students. As you begin to read the threaded discussion, you may determine that an art gallery visit might be a suitable assignment for your students.*

Usually, an administrator or leader of this section of the site will create the **Categories** and **Topics** under which threads will begin and a broader range of participants will discuss these varying topics.

The characteristics of both the **Bulletin Boards** and **Forums** portlets are extremely similar; therefore, the same type of functionality is available in both.

The highest level of grouping displayed on a bulletin board or forum is called a **Category**. Each category can contain multiple **Topics** with several **Messages** posted to the topic.



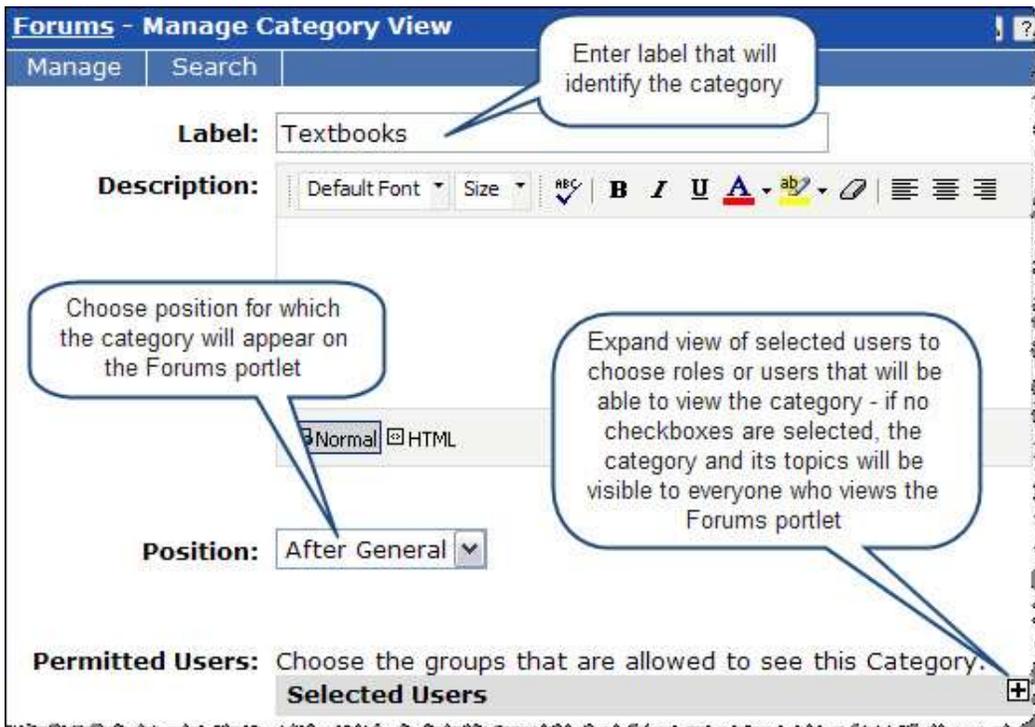
In the illustration here, the **General** category currently has one topic called **Open Discussion**. Click on the topic and you will be able to view the messages associated with this topic.

- 1 Maximize the portlet by clicking on the portlet title
  - o The **Manage** menu allows you to perform several tasks such as adding a category, adding a topic, etc.
  - o The **Search** menu allows you to explore specific topics, authors, or to locate the exact information you need



## Working with Categories

- 1 Click on the **Add Category** option from the **Manage** menu



**Forums - Manage Category View**

Manage Search

**Label:** Textbooks

**Description:** Default Font Size ABC **B** *I* U A ab   

Normal  HTML

**Position:** After General

**Permitted Users:** Choose the groups that are allowed to see this Category.

**Selected Users** 

- 2 Click on the green plus sign next to the category to add topics
- 3 Click on the pencil icon to edit the category
- 4 To delete a category, you will need to go to **Manage → Order Categories** and then click on the trash can icon



- 5 Click on **Edit a Category** from the **Manage** menu and choose the category you wish to modify

Each category is assigned a number to indicate its position within the portal – the lower numbers appear higher on the page.

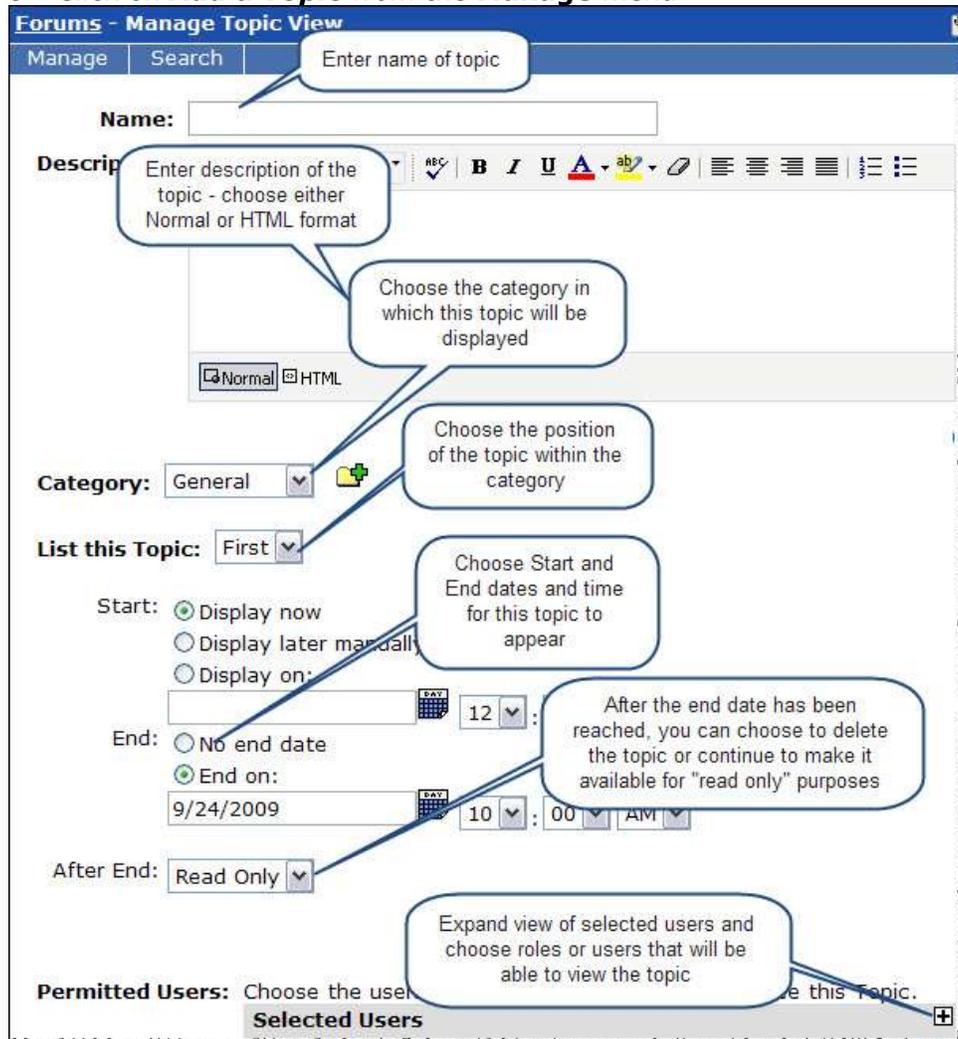


- 6 Click on **Order Categories** from the **Manage** menu
- 7 Enter a number next to any of the corresponding categories to indicate its position within the **Forums** portlet



*The numbers do not need to be consecutive.*

- 8 Click on **Add a Topic** from the **Manage** menu



## Subscribing to Topics

Within a topic, you can subscribe to that topic and, therefore, all of its subsequent messages. Once you have subscribed, all new posts will be sent directly to your email or message center. This option is only available on the **Manage** menu after you have actually subscribed to at least one topic.

- 1 Click on a category and then click on the [Subscribe to Topic](#) link in the upper right corner of the screen (the link will change to [Unsubscribe to Topic](#) and you can click on it to unsubscribe at any time)



- 2 After you have subscribed to at least one topic, you can then go to **Manage** → **Subscriptions**
- 3 You may choose to receive all messages for a topic or only the first message within a thread
- 4 You can also unsubscribe on this same screen by selecting the checkbox next to a subscription and clicking on the [Delete Selected](#) link
- 5 To remove yourself from all subscriptions, click on the [Delete All](#) link



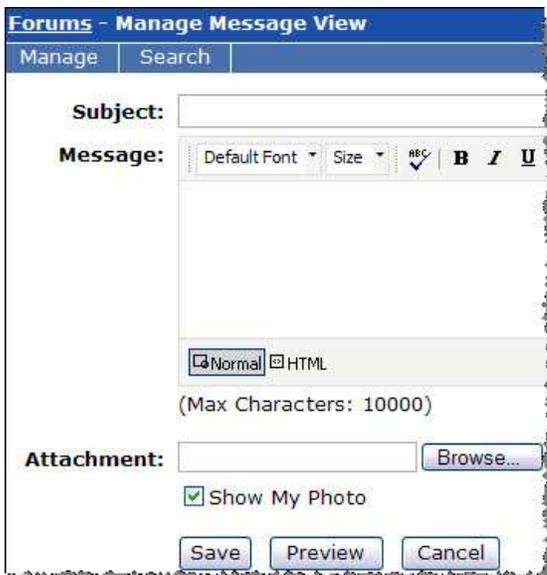


## Adding a Thread

- 1 Click on the [Go to Main Screen](#) link from the **Forums** portlet and then select a topic or click directly on a topic
- 2 Click the [Add a Thread](#) link



- 3 Click [See Selected Threads in Print View](#) after choosing one or more checkboxes for each thread and you will be able to print the entire threaded discussion



- 4 Enter a subject for your message
- 5 Enter the text in either Normal or HTML format
- 6 Click on **Browse...** to attach a file to your message
- 7 If you have chosen to include your photo from the Preferences setting, the checkbox will be automatically selected here; however, you may remove the checkbox for individual messages
- 8 Click **Preview** to see how your message will appear and, if acceptable, click **Save**



## Searching

- 1 Click on the **Search** menu option
- 2 Enter the text you would like to search for in the **Find in Messages** field

- 3 Choose one of the **Results Must** radio buttons to indicate the manner in which text entered in the **Find in Messages** field should match the results
  - You may choose to focus your search by a specific **Author** or **Topic**

- 4 To further narrow your search, and if you know approximately when the information appeared, you can select specific date ranges in which to search – click on the calendar icons to choose the dates
- 5 After making your selections, click the **Search** button

