



LEARNING MANAGEMENT SYSTEM LEARNING GUIDE



Compatible with JICS Version 6.4

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Chapter 1: Introducing the Guide

This guide is a source of information on the set up and use of the Jenzabar Internet Campus Solution Learning Management System by faculty members to fully utilize all of its features and functions.



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.



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.



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.

The information contained within this learning guide is presented in a manner that will provide you with the guidance you need to successfully implement the Learning Management System at your school.

Chapter Title	Purpose
<i>Exploring LMS</i>	To provide an overview of each feature that is available in the learning management system
<i>Building Courses</i>	To present your syllabus and introduction to a course that will be viewed by students and to create assignments that are associated with a course
<i>Creating Assignments</i>	To construct any type of assignment that can be associated with a course
<i>Defining Your Gradebook</i>	To set up the gradebook which will allow you to assign grades for work that has been performed by students
<i>Taking Attendance</i>	To keep track of each student's attendance record for a class
<i>Developing Collaboration</i>	To post messages about a specific subject, contact fellow coursemates, and chat with other students
<i>Copying Courses</i>	To use existing course materials which can be copied from year to year or from course to course

Chapter 2: Exploring LMS

The Learning Management System (LMS) provides a robust set of tools that can be used to supplement and enhance your online learning experience. In order to fully utilize these tools, you will need to understand all of the features and functionality that are available to you.

Default portlets are delivered with the software – a very brief description is provided below so you can understand the intended purpose of the portlets and determine how they can be used within your environment. More details about actually setting up and using these portlets can be found within this guide.

You can customize your LMS to resemble the software as it is installed. However, you can also customize the product to create your own unique appearance.

To see how our clients have been using the JICS and LMS product, visit our client Wiki site at www.jicswiki.com. Register as a user, click on the **Community Portal** in the left navigational pane, and visit some of the live site links – this will allow you to see how our clients are using the software and will help you develop your own ideas for your site.

Take a Tour

You'll notice three links that appear in the **Quick Links** section.



Copy Courses will only be displayed for faculty members.

My Courses

Automatically displayed as part of the Learning Management System component, there is no setup required. If you are either enrolled in courses as a student or teaching courses as a faculty member, this menu will be available to you. Click on any of the course titles to view the main page for that particular course.



My Courses will display your current courses only – use the All My Courses link to view past, current, and future courses.



My Calendar						
< August 2008 > Add an Event						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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	29	30
31	1	2	3	4	5	6
Full Size Calendar						

My Pages

Provides quick access to your personal page, File Cabinet (for faculty), and the Message Center, you can also create custom pages that will be displayed as links.

Your personal calendar will also be available from My Pages and will display the courses you are teaching (faculty members) or the courses in which you are enrolled (students).

The shaded boxes identify information that exists on the



calendar. Click on any of the shaded boxes for an expanded view of your personal calendar and you will be able to see the time and location of your course.

My Calendar

< August 2008 >

>> S M T W T F S

> 27 28 29 30 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 29 30

> 31 1 2 3 4 5 6

Day Week Month Year Event List

< Monday, August 04, 2008 >

All Day Events

8 am **Principles Of Accounting**
8:00AM - 8:40AM
MAIN CC 105

9 am

When each semester begins, your calendar will automatically be filled with the courses you teach or the courses in which you are enrolled. You can also add personal events to this calendar or subscribe to other events.

My Groups

If you are a member of any group, they will be displayed here – if you do not belong to any groups, this menu will not be displayed. These are the same groups that will appear on the Campus Life tab.

ART 100 01 - Art for Beginners L

Attendance

Collaboration

Course Information

Coursework

Gradebook

Main Page

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

Syllabus

Add a Page

Context Manager

Quick Links

- My Courses
- My Pages
- My Groups
- Copy Courses

Let's take a closer look at Click on **My Courses** from Quick Links and choose one of your courses that have been imported into LMS. In this illustration, we will select the Art 100 01 course.

When you look at the left Sidebar, you'll notice that there are several pages associated with your course – **Attendance**, **Collaboration**, **Course Information**, **Coursework**, **Gradebook**, **Main Page**, and **Syllabus**.

Let's take a closer look at the **Main Page**.

There are currently 5 portlets on this page: **About This Course**, **Calendar**, **Announcements**, **Handouts**, and **Bookmarks**.



Consider the type of information you would like to display on the main page of your course.

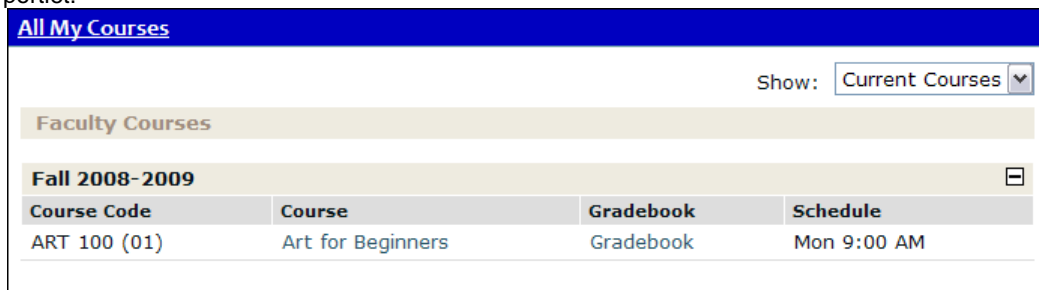
Since you are the owner of this page, you can add pages or sub-sections to the ART 100 01 context (or section). Therefore, the Add a Page and Context Manager links will be available to you.

The last area on your left navigational pane is **Quick Links** where you can quickly and easily be directed to your courses, customized pages, and groups to which you belong. And, as an instructor, you will also have the ability to copy materials from one course to another by using the **Copy Courses** feature.

The three links that are displayed on the left Sidebar are automatically created and, depending on

All My Courses

Students and instructors can view past, current, and future courses through the **All My Courses** portlet.



The screenshot shows the 'All My Courses' portlet. At the top, there is a 'Show:' dropdown menu set to 'Current Courses'. Below this is a section titled 'Faculty Courses'. Underneath, there is a sub-section for 'Fall 2008-2009'. A table lists the courses:

Course Code	Course	Gradebook	Schedule
ART 100 (01)	Art for Beginners	Gradebook	Mon 9:00 AM

You can also click on **My Courses** from the left Sidebar within **Quick Links** or from the **Academics** tab.

The screen capture below illustrates the courses for a faculty member.



The screenshot shows the 'My Courses' portlet. It has a 'Show:' dropdown menu set to 'Current Courses'. Below this is a section titled 'Faculty Courses'. Underneath, there is a sub-section for 'Fall 2008-2009'. A table lists the courses:

Course Code	Course	Gradebook	Schedule
ART 100 (01)	Art for Beginners	Gradebook	Mon 9:00 AM

Callouts provide instructions: 'Click on course name to access the main page of the course' points to 'Art for Beginners'; 'Click here to view gradebook for this course' points to 'Gradebook'; 'Use drop down menu to select past, current, or future courses to be displayed' points to the 'Show:' dropdown.

- Students will be able to view all of the courses for which they are registered
- Faculty and instructors will be able to view all of the courses for which they are teaching
- Administrators will be able to see all courses

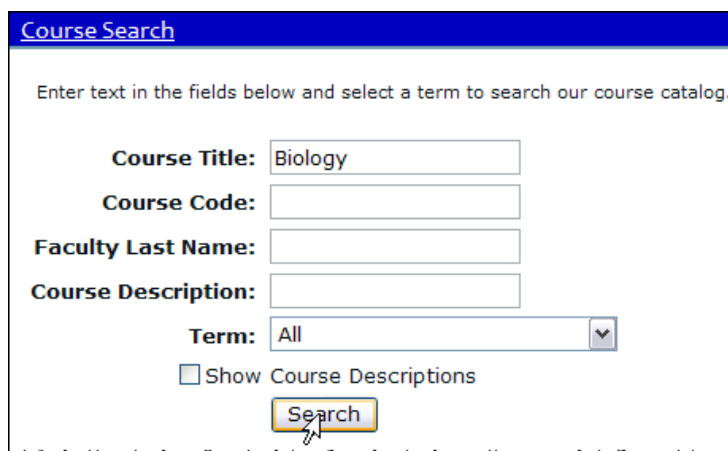


Since the information provided here is only intended for faculty and students, we suggest that you do not place this portlet on a public page since it will not provide any information within that context.

Course Search

You can use the **Course Search** portlet to locate any course by entering one or more search criteria.

Enter text in any of the available search fields such as Course Title, Course Code, Faculty Last Name, and Course Description. You can also choose a specific term or choose to view all. Click the **Search** button.



The screenshot shows the 'Course Search' portlet. It has a title bar 'Course Search' and a subtitle 'Enter text in the fields below and select a term to search our course catalog.' Below this are several search fields:

- Course Title:** Biology
- Course Code:**
- Faculty Last Name:**
- Course Description:**
- Term:** All
- ☐ Show Course Descriptions
- Search** button



In the example provided below, when searching for a Biology course, the following results were returned:

Course Information

Course Title: Course Code:

Faculty Last Name: Term:

Course Description: ☐ Show Course Descriptions

Search Results

Course Code	Course Name	Faculty	Schedule
BIOL 121 (A)	COMPUTERS IN BIOLOGY Term: 2004-2005 Spring	Jeremy Stevert	Thu 08:00 AM - 09:15 AM
BIOL 121 (A)	COMPUTERS IN BIOLOGY Term: Fall 2008	Jeremy Stevert	Unknown
BIOL 132 (A)	BIOLOGY & NUTRITION Term: 2003-2004 Spring	George Allen	Unknown
BIOL 141 (A)	BIOLOGY AS INQUIRY Term: 2004-2005 Spring	Jeremy Stevert	Mon-Wed-Fri 09:00 AM - 09:50 AM Tue 02:25 PM - 05:05 PM

All courses that meet the search criteria are displayed. You will be able to view the course code, description, faculty/instructor name, and the class schedule if available.

Click on the course name and you will be directed to the main page for the course – that is, the **Course Information**.

Course Information

Detailed read-only information about courses that can be view by students as well as the public is displayed in **Course Information**.

The information shown is imported from your ERP into the LMS through the Data Import Service and cannot be changed in the portal.

File Cabinet

Instructors have the ability to organize and manage all of their course handouts, quiz

Quick Links

- My Courses
- My Pages
 - Default Page
 - File Cabinet
 - Message Center
- My Groups
 - Copy Courses

Course Information

FOOD & POPULATION (BIOL 161)

Term: Summer 2008

Faculty

 Jessica Jean Steadman Jr.
jessica.steadman@jenzabar.edu

Office Hours:
Monday 12:00 AM to 4:00 AM
Tuesday 12:00 AM to 12:00 AM
Wednesday 12:00 AM to 12:00 AM

Schedule

Wed, 6:00 PM - 9:00 PM (6/1/2008 - 8/1/2008) Location: MAIN SC 106

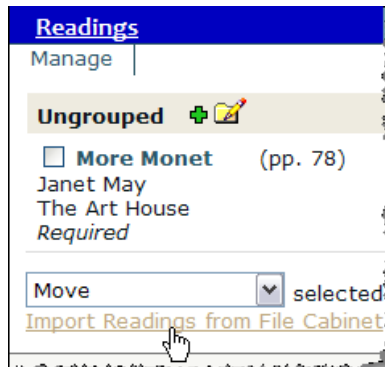
Description

questions and answers, tests, and other documents associated with a course by using the **File Cabinet** features.

You can access your **File Cabinet** by expanding My Pages in Quick Links.



*All of the materials that are available in your **File Cabinet** can be used in any of your courses.*



You will be able to import items from your File Cabinet into each individual course.

As shown in the screen capture to the left, the Readings portlet for the ART 100 01 course displays the Import Readings from File Cabinet link.

Click on the link and you will be able to choose additional materials from your File Cabinet and make them available to your students for this course.

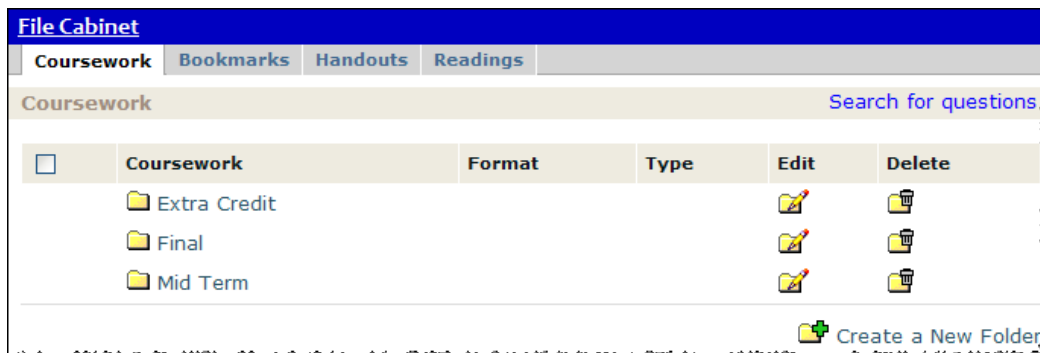
When your **File Cabinet** is accessed, you'll notice that you can separate your course materials into four different categories: **Coursework**, **Bookmarks**, **Handouts**, and **Readings**. You will also see that each tab allows you to

create folders (only one level) in which individual items can be stored for easy identification and access.

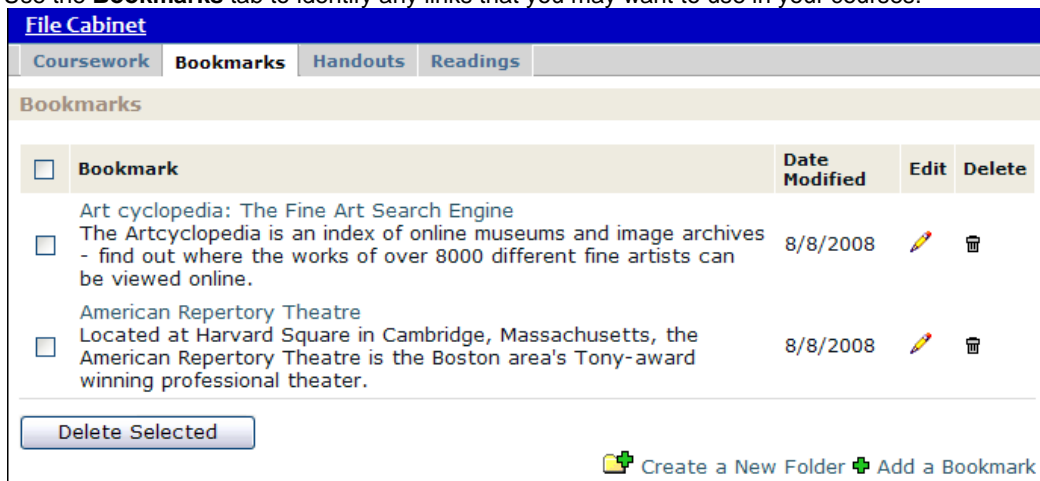


When you delete a folder, all of its contents will also be deleted.

Organize your assignments by creating folders for your test sections, questions, and answers on the **Coursework** tab. Take a look at the examples provided below for some suggestions on keeping track of your assignments.



Use the **Bookmarks** tab to identify any links that you may want to use in your courses.



Use the **Handouts** tab to upload files, documents, articles or papers into your File Cabinet.

File Cabinet

Coursework Bookmarks **Handouts** Readings

Handouts

<input type="checkbox"/>	File Name	Uploaded	File Type	Edit	Delete
<input type="checkbox"/>	Learning to Appreciate Art.docx (9K)	8/8/2008	.docx		
<input type="checkbox"/>	Art for Art's Sake.docx (9K)	8/8/2008	.docx		
<input type="checkbox"/>	The History of Art.docx (9K)	8/8/2008	.docx		

Delete Selected

Create a New Folder Upload Files to File Cabinet

Use the **Readings** tab to identify books or articles that can be utilized by your students to further enhance the learning experience. You can determine whether a reading is required, optional, suggested, or will earn extra credit and, when the reading is associated with a specific course, the status will be displayed.

File Cabinet

Coursework Bookmarks Handouts **Readings**

Readings

<input type="checkbox"/>	Title	Author	Date Modified	Edit	Delete
<input type="checkbox"/>	Art: A World History	Elke Linda Buchholtz, Susanne Kaeppele, et al	8/8/2008		
<input type="checkbox"/>	The Collins Big Book of Art	David G. Wilkins	8/8/2008		

Delete Selected

Create a New Folder Add a New Reading

Coursework

Faculty members can create any type of coursework including exams, homework, lab reports, papers, quizzes, readings, or tests. You can use the Test Builder feature to create and maintain assignments.



When you delete a unit, all of its contents will also be deleted.

Coursework

Organize by: Unit Add a Unit Reorder Units Manage Types

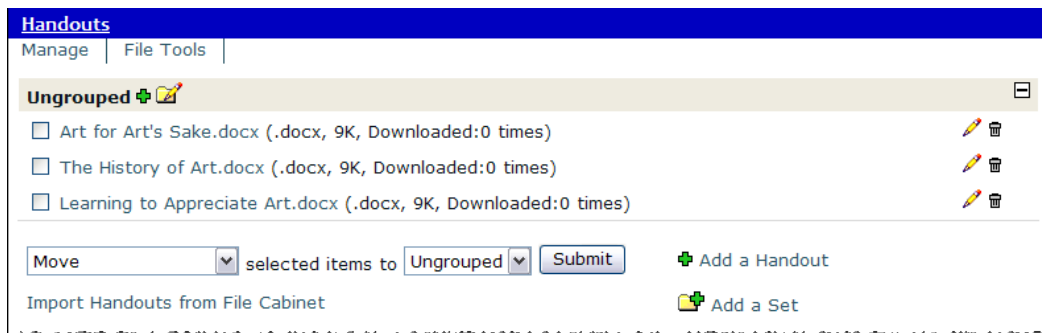
Unit 1

Add an Assignment Import test from File Cabinet

If you already have tests residing in your File Cabinet, you can click on the Import test from File Cabinet link.

Handouts

You can use the **Handouts** portlet to provide a syllabus or other types of handouts for students. This portlet is located on the main page of a course by default.

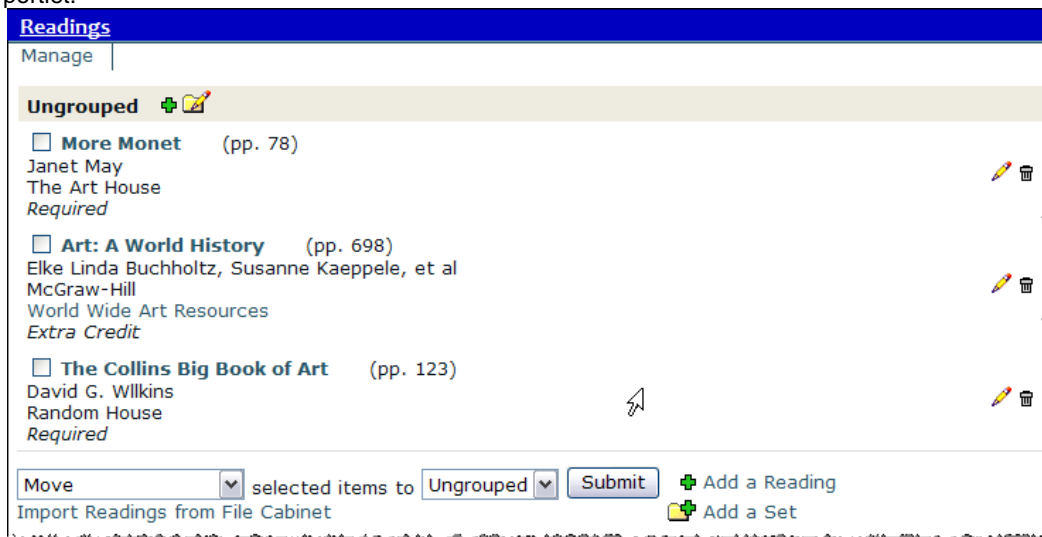


Each handout will display the number of times it has been downloaded.

If you already have handouts residing in your File Cabinet, you can click on the [Import Handouts from File Cabinet](#) link.

Readings

Basic information about required reading materials for the course can be included on the **Readings** portlet.



The screen capture above shows that you can identify detailed information about the reading that will be displayed for your students. When each reading was created, you were able to select a status from one of the following options: required, optional, suggested, extra credit – this status will be displayed beneath the title when the reading is associated with a course.

If you already have readings residing in your File Cabinet, you can click on the [Import Readings from File Cabinet](#) link.

Gradebook

The online **Gradebook** allows instructors to grade and track assignments.

Gradebook - Overview

Setup

Gradebook

Page 1:

Overview

Page 2:

Attendance Detail

Page 3:

Coursework Detail

Excel File:

Full View (All Information)

Grade Overview

Name	Grade	Attendance & Other Weight: 15.0 %		Coursework Weight: 85.0 %		Faculty Adjustment
		Score	Grade Points	Score	Grade Points	
Bracken, Courtney Nicole	425.0 out of 100.0, A	--	0.0 out of 15.0	500.0 %	425.0 out of 85.0	0.0
Medley, Maria A	1,020.0 out of 100.0, A	--	0.0 out of 15.0	1,200.0 %	1,020.0 out of 85.0	0.0

Show Letter Grades

Export to Excel

* This grade is approximate, due to ungraded items.

<-- Previous Page

Set Letter Grade Values

Next Page -->

You have many options related to weighing grades – for complete details, see the chapter entitled **Using Gradebook**.

Attendance

Instructors can record each student's attendance for a course and provide students with the ability to view their own records by using the **Attendance** portlet.

Attendance

< August 2008 >

S	M	T	W	T	F	S
27	28	29	30	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	29	30
31	1	2	3	4	5	6

Weekly View

Add a Session

Manage Sessions

Settings

Export Full View to Excel

Most Recent Session

Name	Wednesday 7/30
Bracken, Courtney Nicole	Present
Medley, Maria A	Present

Save

Cancel



*The **Attendance**, **Coursework**, **Gradebook**, and **Course Information** portlets are made available through links on the sidebar and can only be accessed from within a course context.*



As you can see, all of the tools you will need to administer a course are available within the LMS. You can use this document as a guideline in setting up the LMS and utilizing the functionality that is available.

Analyzing your Needs

In an effort to provide you with a strategy for utilizing the LMS, review the considerations below to be sure that you have performed the proper needs analysis.

When building courses, consider the following...

- What type of introductory description would you like others to see about your course?
- How many Web pages do you need for your course?
- What type of portlets would you like to display on each page?
- Do you want to create sub-sections for your course?
- Who will have permissions to the pages and portlets for your course?

When identifying coursework, consider the following...

- What types of assignments will be required for your course?
- How is a quiz, test, or exam created and graded?
- Will other resources be available for your students?

When defining the gradebook, consider the following...

- How will assignments be weighted?
- Where is the gradebook set up? How will attendance affect a grade?

When taking attendance, consider the following...

- Do you plan to have class attendance affect the overall grade of the course? If so, how will attendance be tracked?
- Do you want to notify students after they have missed a certain number of classes?

When developing collaboration, consider the following...

- What topics of discussion would you like to make available for your students?
- Do you plan to provide students with the ability to email their classmates?

Default Templates



This information is intended for Administrators and should only be performed by Administrators.

Three xml files define the default layout that is delivered with the LMS affecting a course, a course section, and a department. For example, when a new course is added to the LMS, the system will



use the **DefaultCourse.xml** file when creating the template for the course which will determine the default main page, the roles that have access to the main page, the portlets that are displayed on the page, etc.

The **DefaultCourse.xml** file is shown below to illustrate the information that can be found in these files:

```
<?xml version="1.0" ?>
- <Context Name="Replaced by system"
  DisplayName="Replaced by system" IsSystemObject="true"
  Hidden="false" ShowChildNodesInSidebar="false" Order="1"
  DefaultPage="Main Page"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:noNamespaceSchemaLocation="D:\scratch\ContextTemplate
  .xsd">
- <Page Name="Main Page" IsSystemObject="false"
  GrantGlobal="Everyone">
  <Portlet Name="Browse Portlet" DisplayName="Sections in
  this Course" Column="1" Order="1" Template="[ICS] [ICS]
  ContextBrowsePortlet" />
  </Page>
</Context>
```

These files can be found in the following location:
C:\Program Files\Jenzabar\ICS.NET\Portal\ClientConfig\Templates

When changes are made to any of these xml files, any new page that is created after the changes have been made will be applied to the new page. Since this is NOT real time, pages that were already created using the pre-existing templates will not be affected by the changes that you may make to the xml files.

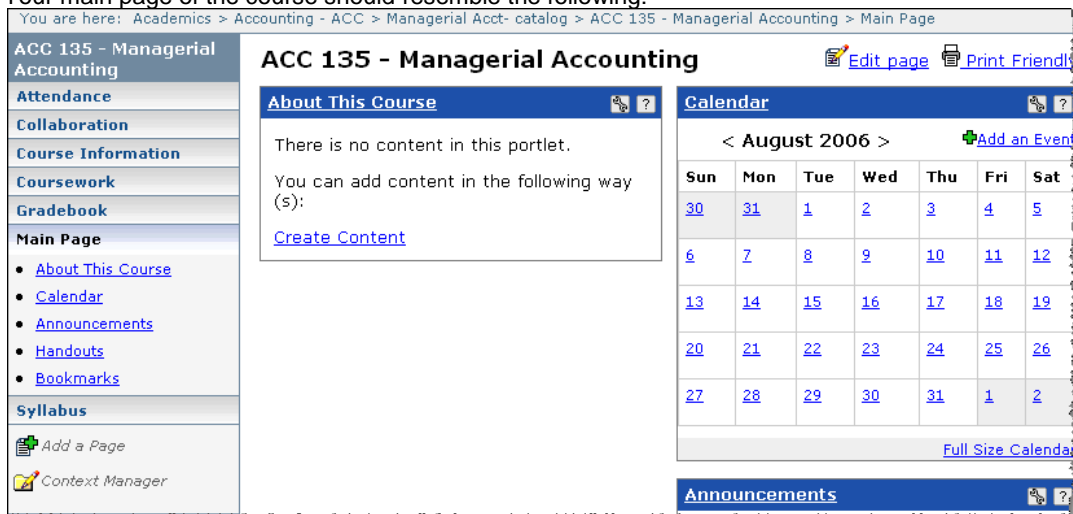
Chapter 3: Building Courses

After your course information has been brought over into JICS from your administrative software, you can start utilizing the learning management system. The steps that are outlined in this document will allow you to utilize the tools that are available to administer and manage your courses.

What type of introductory description would you like others to see about your course?

Let's begin by logging in and accessing one of your courses either from the **My Courses** portlet or the **My Courses** Quick Link from the Sidebar. In this example, we are working with the **ACC 135 – Managerial Accounting** course.

Your main page of the course should resemble the following:



There will be a set of default portlets displayed on your **Main Page** – as the illustration above shows, you will have access to **About This Course**, **Calendar**, **Announcements**, **Handouts**, and **Bookmarks**.

About This Course (which is actually the **Custom Content** portlet that has been renamed) can be used to display a description about **Managerial Accounting**. Click on the Create Content link on the bottom left of this portlet and enter the necessary information.



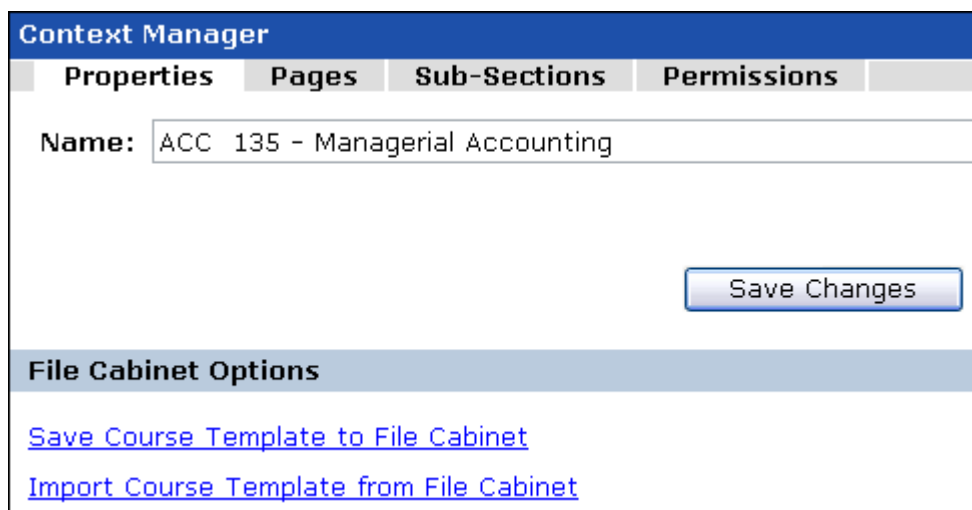
Remember that not only students but anybody looking at the Web site will view this description of your course.

Since you are the instructor of this course, you will have the appropriate administrative privileges to manage the pages for all of your courses. Let's take a look at the administrative element for this specific context



A *Context* is basically a grouping of pages and/or sub-sections that have been brought together for a specific audience or purpose. In this particular case, your audience consists of students enrolled in the **Managerial Accounting** course and the purpose is to provide information specifically related to that course.

Clicking on the Context Manager link from the left Sidebar will display a screen with four tabs:



The screenshot shows the 'Context Manager' interface. It has a blue header bar with the title 'Context Manager'. Below the header are four tabs: 'Properties', 'Pages', 'Sub-Sections', and 'Permissions'. The 'Properties' tab is selected. Under the 'Properties' tab, there is a 'Name:' label followed by a text input field containing 'ACC 135 - Managerial Accounting'. To the right of the input field is a 'Save Changes' button. Below the input field is a section titled 'File Cabinet Options' with two links: 'Save Course Template to File Cabinet' and 'Import Course Template from File Cabinet'.

You can modify the course name (portal only) on the **Properties** tab – remember that this data is being imported from your ERP software so if you change the name of the course, the change will only be reflected here on the portal and not in your ERP.

Notice that there are also two links related to the **File Cabinet**. These links will allow you to save and then import a specific course layout that you may like to apply to a similar course that will save you a considerable amount of time. Basically, a 'course template' includes all of the pages, sections, roles, and permissions that have been identified for the course as well as page layouts and portlets on each page. So once you have worked with a course and are pleased with the results, you may want to save the course template so that it can be used again.









Portlet content is NOT saved within the template. If you plan to import a course template, do so BEFORE adding any content – if you create content and then import a template, the content that was created will be deleted when the template is imported and applied to the course.

Once you have set up a course using the **Context Manager**, click on the Save Course Template to File Cabinet link to save this configuration so that it can be accessed and applied to another course. Once you have saved a course template, you can easily access it by clicking on the Import Course Template from File Cabinet link.

How many Web pages do you need for your course?

The next tab on the **Context Manager** is called **Pages**.

Context Manager		
Properties	Pages	Sub-Sections
All Current Pages in ACC 135 - Managerial Accounting		
Default Page	Page Name	
<input type="radio"/>	Attendance	
<input type="radio"/>	Collaboration	 
<input type="radio"/>	Course Information	
<input type="radio"/>	Coursework	
<input type="radio"/>	Gradebook	
<input checked="" type="radio"/>	Main Page (currently is default page)	 
<input type="radio"/>	Syllabus	 
+ Create a new page		

Here you can add pages to your course context as well as identify the first page that is displayed whenever you click on the course link. As you'll see above, the Main Page has been set as the Default Page. However, you may decide to choose another more frequently used page or portlet as the default. As the instructor for this course, you should consider your options.

Context Manager

Properties
Pages
Sub-Sections

Create a new page



Name can contain letters, digits, space

Name

Create
Cancel

- Click on the Create a new page link. We will create a page called **Study Groups**.

- Enter the name of the page and click the **Create** button.

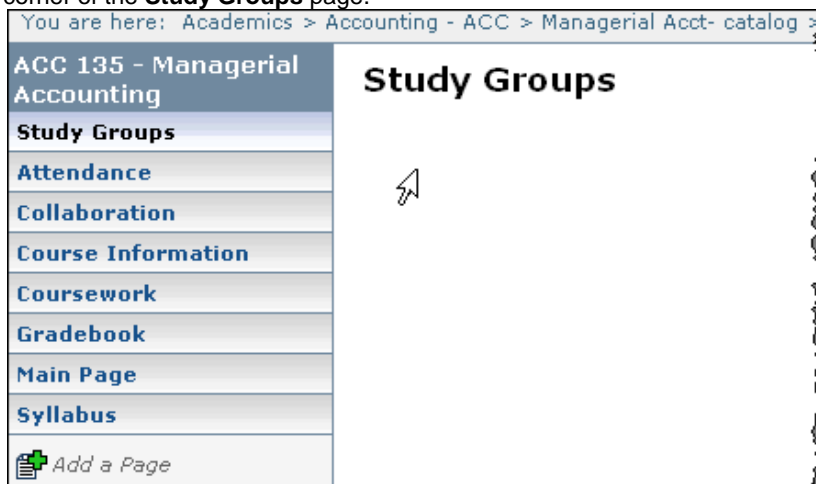
The **Study Groups** page will now be available from the **Pages** tab and you will now have the ability to edit the page (by clicking on the  pencil icon) or deleting the page (by clicking on the  trash can icon).

And, when you look at the sidebar from the Main Page of the **ACC 135 – Managerial Accounting** context, you'll see the new page called **Study Groups**.

ACC 135 - Managerial Accounting	
Study Groups	
Attendance	
Collaboration	
Course Information	
Coursework	
Gradebook	
Main Page	
• About This Course	
• Calendar	
• Announcements	

What type of portlets would you like to display on each page?

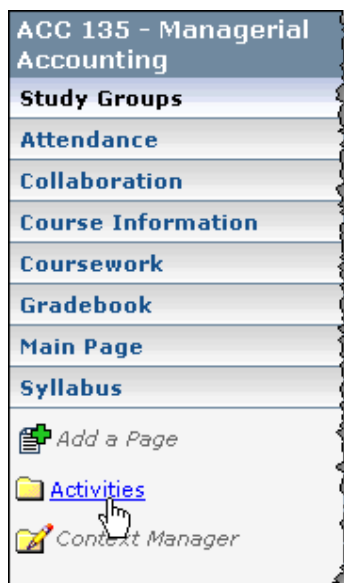
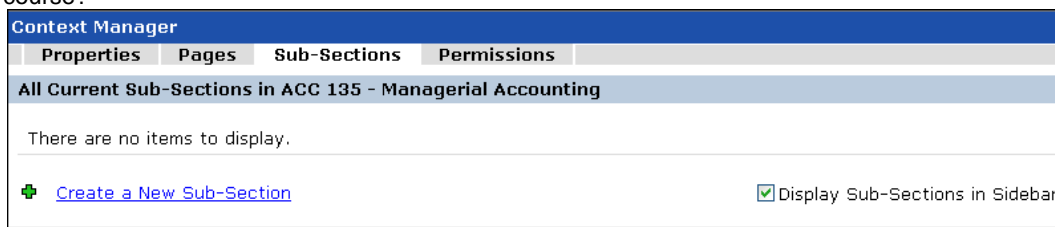
Click on the page and you will see a clean slate on which you can begin to add portlets and shortcuts. This can now be done by clicking on the [Edit Page](#) link that appears in the upper right corner of the **Study Groups** page.



You can also use the [Edit Page](#) link to add or remove portlets from an existing page

Do you want to create sub-sections for your course?

The **Sub-Sections** tab can be used to create any new contexts (sub-sections) and will be displayed as folder icons from the sidebar. This would also be a matter of your consideration as the instructor for this course – what types of group interaction would you like to encourage for this course?



A sub-section can be considered as a context within a context. It will appear as a folder in the sidebar and will have the same characteristics as a context.

In this example, we will click on the [Create a New Sub-Section](#) link.

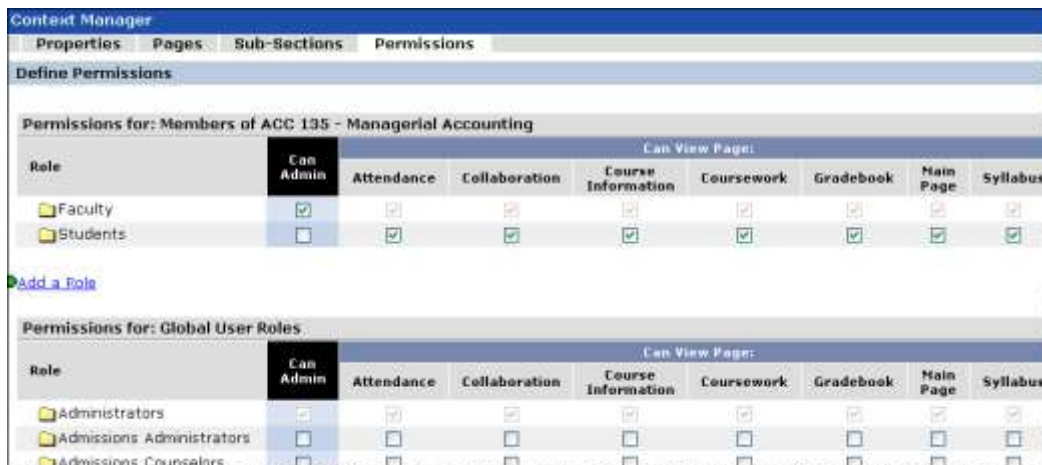
Enter the name of the sub-section. In this case, we'll call the new sub-section **Activities**.

Click the **Create** button.

As shown here, you will now see the new Sub-Section listed in the sidebar. Remember to select the **Display Sub-Sections in Sidebar** checkbox on the **Sub-Sections** tab (as illustrated above) if you want this and other sub-sections to appear on the sidebar.

Who will have permissions to the pages and portlets for your course?

The last tab in your **Context Manager** is called **Permissions**. Here you can determine the pages to which your students will have access. As you will see from the illustration below, all of the pages will be listed across the top with the role names displayed in the left column.



Context Manager									
Define Permissions									
Permissions for: Members of ACC 135 - Managerial Accounting									
Role	Can Admin	Attendance	Collaboration	Course Information	Coursework	Gradebook	Main Page	Syllabus	
Faculty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add a Role									
Permissions for: Global User Roles									
Role	Can Admin	Attendance	Collaboration	Course Information	Coursework	Gradebook	Main Page	Syllabus	
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admissions Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Counselors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As a default, the role of **Everyone** (which includes the public) will have access to your **Course Information** page – and this is acceptable since the default page should contain very basic information about your course. In the meantime, you may want to consider the other pages that you want to create as well as the permissions that will be granted once they are ready to be viewed.

Remember - as the Context Manager, you have the ability to control access to your pages.



*If you would like to prevent students from being able to view the **Coursework** and **Gradebook** portlets, use the **Permissions** tab. From the section labeled **Permissions for: Members of ACC 135 – Managerial Accounting** shown in the screen capture above, remove the checkmark from the **Coursework** and **Gradebook** portlets for the **Students** role.*

Now that we have reviewed and become familiar with the elements within a context, let's take a closer look at the tools you can access to make your student's learning experience more robust.

Remember: **Attendance** and **Coursework** are the two main components of a student's grades; therefore, data from these two portlets are automatically imported into the **Gradebook**.



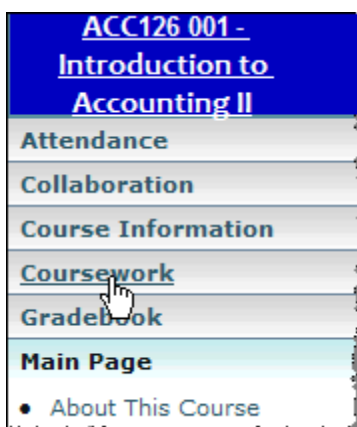
*The **Attendance**, **Coursework**, and **Gradebook** links in the sidebar will only be available from within one of your course contexts. Therefore, you will need to click on one of your courses from the **My Courses** quick link and then the sidebar will display these three portlets.*


Chapter 4: Creating Assignments

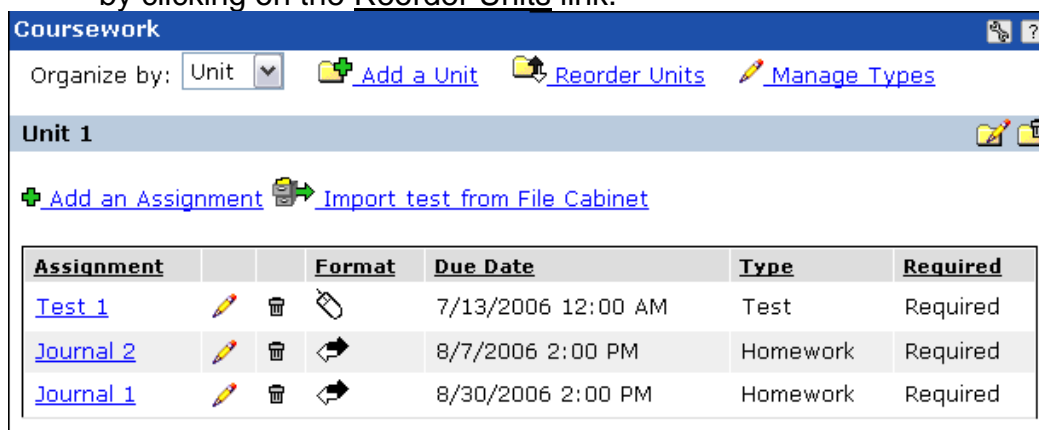
As a faculty member, you can enter, organize, and grade your assignments by using the **Coursework** portlet. You can group your coursework by **Unit** – for example, you may want to have several units identified for a course such as **First Semester**, **Second Semester**, etc. Within each unit, you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



- Click on the **Coursework** link in the sidebar from within a course context.
- Determine how your assignments should be organized on the page. By default, they will always be grouped by the unit headers.
- Click on the  icon to the right of the unit to edit its name.
- Click on the **Add a Unit** link and begin entering the remaining headers/categories that you would like to use for this course. Select its position in relation to the other headers – although they can be reordered at any time by clicking on the **Reorder Units** link.



- Click on the **Manage Types** link and add, edit, or delete any types.

Now you can begin to create your assignments.

Every 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.

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.



How is a quiz, test, or exam created and graded?

- From the **Coursework** portlet, click on Add an Assignment.
- Click on the Show advanced set-up options link to view all of the components that you can control.

Description:
The description of an assignment is always shown.

Instructions:
The
instructions for
an assignment
are only



- Enter the name of the assignment.
- Select the appropriate format (**Online**, **File Exchange**, or **Offline**).
- Select the appropriate assignment type. If you need to create a new type, click on the Add an Assignment Type link and this type will then be available for the current and any future assignments for this course.
- Select the status of **Required**, **Extra Credit**, or **Optional**.
 - **Required** will be factored into the Gradebook and the weighted course grade.
 - **Extra Credit** will only benefit the student.
 - **Optional** is a practice quiz or test and its grade will not be factored into the weighted averages in Gradebook.
- Grade Method will only be available for **Offline** and **File Exchange** assignments with three choices: **Graded**, **Credit/No Credit**, and **Not Graded**.
 - **Graded** will require 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** is similar to pass/fail. The assignment will not have specific points associated with it but rather a full credit value or zero credit.
 - **Not Graded** indicates the assignment is more for informational purposes only and will have no credit associated with it.
- Select a **Unit** to which this assignment will be associated. If you need to add a unit, click on the Add a Unit link. Once this unit has been added and saved, it will be available for the current and all future assignments tied to this course.
- Enter a **Description** which will be displayed with the assignment.
- Enter **Instructions** which will be displayed when the assignment is active.



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: 8/21/2006 12:00 AM *
☒ Allow Late Assignments Until:
8/29/2006 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:

- The **Start** option differs according to the format that has been chosen. **Online** assignments are activated from the Test Builder functionality. **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).
 - **Active From** requires the selection of a specific date and time upon which the assignment will become active.
 - Select the **Display While Inactive** checkbox to allow students to be aware of an upcoming assignment. In other words, an Active status will always be displayed while an Inactive status can be displayed or hidden.
- Click on the calendar to select the **Due** date (you can also select the time).
 - **Online** and **File Exchange** assignments will allow you to accept late assignments from students. You can also select the **Penalize Late Assignments** checkbox and entering either a point or percentage deduction that will be applied when the student does submit an assignment after the due date.
- Select from the **Show Grade** drop down if you allow students to view their grades for this assignment. This option is not available for **Offline** assignments.
- Use the **Allow Review** drop down to allow students to review their graded assignment including any feedback you may provide. This option is only available for **Online** assignments.
- 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.

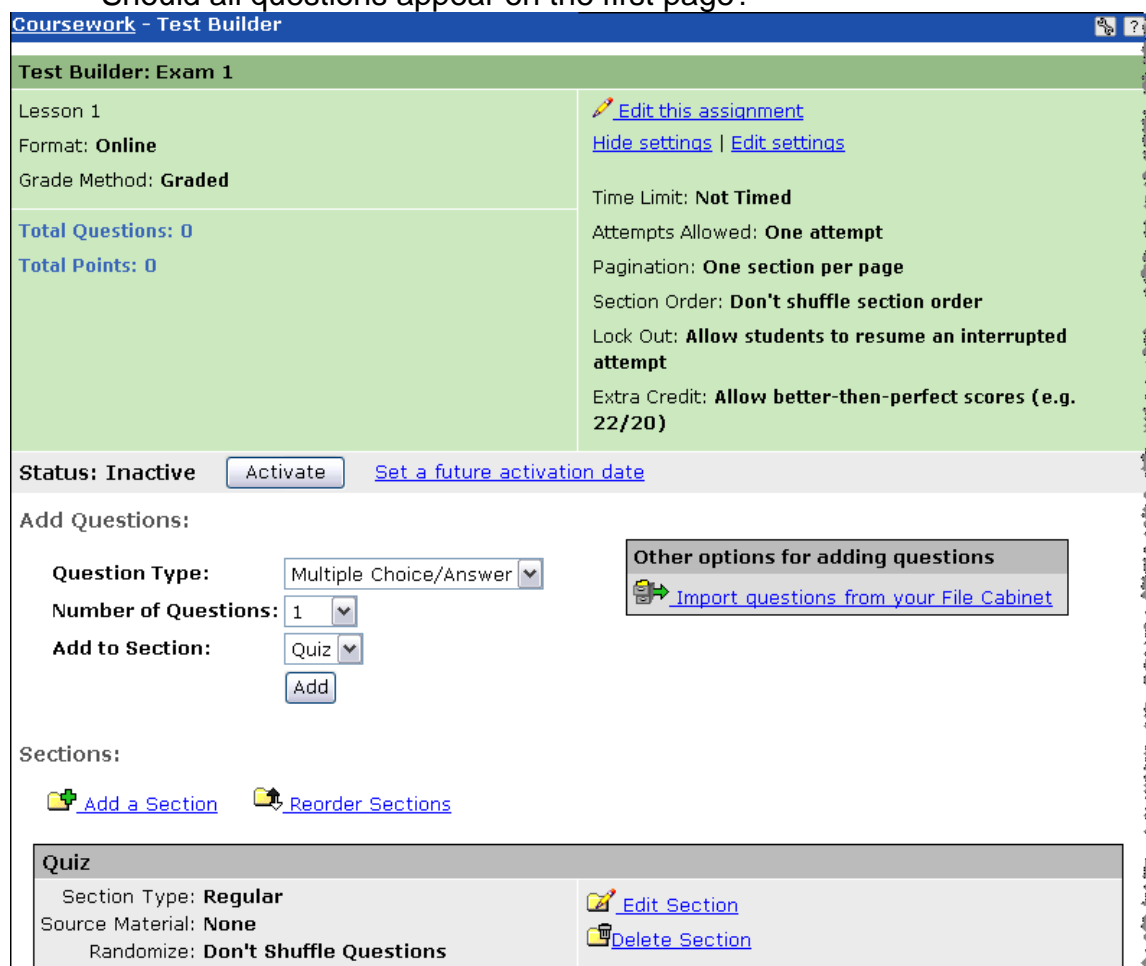
- Click the **Save** button. The **Test Builder** opens for **Online** assignments.

Working with Test Builder

Click the [Show settings](#) link in the upper right of 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 identified for this assignment?
- How should the questions be asked?
- Should all questions appear on the first page?



Coursework - Test Builder

Test Builder: Exam 1

Lesson 1 Format: Online Grade Method: Graded	Edit this assignment Hide settings Edit settings
Total Questions: 0 Total Points: 0	Time Limit: Not Timed Attempts Allowed: One attempt Pagination: One section per page Section Order: Don't shuffle section order Lock Out: Allow students to resume an interrupted attempt Extra Credit: Allow better-than-perfect scores (e.g. 22/20)

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

Add Questions:

Question Type:

Number of Questions:

Add to Section: [Add](#)

Other options for adding questions

[Import questions from your File Cabinet](#)

Sections:



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

Quiz Section Type: Regular Source Material: None Randomize: Don't Shuffle Questions	Edit Section Delete Section
--	--

By default, every **Online** assignment has one section and the assignment type will be used as the naming convention. Click on the [Edit Section](#) link to edit this name and take a look at the other options that are available.

Quiz

Section Type: **Regular**
Source Material: **Image**
Randomize: **Don't Shuffle Questions**

 [Edit Section](#)
 [Delete Section](#)

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

The bottom portion of the screen has three sections:

Section Type:
☒ Regular: A regular section type has no restrictions or special features.
☐ Question Pool: Questions from a Question Pool type section are not all
overall pool of questions. All questions in this type of section
Number to Select:
Point Value Each:

Extra Credit: ☐ Questions from Extra Credit sections do not contribute their point value
are given as extra credit bonus points. Be sure to check your "Perfect Score" beyond a perfect score.

Randomize:
☒ Don't shuffle -- present questions in the order they are given within the section.
☐ Randomly shuffle the questions within the section.

- 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 selects a preset number of questions from the section). The Question Pool makes cheating difficult since students will receive different questions from each other. However, in order to make the grading equal, all questions in a pool must have equal value.
- **Extra Credit** allows students to benefit from answering the questions in this section and incorrect answers will not impact their grade.
- **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.



Let's take a look at the settings. Click on the [Edit Settings](#) link from the Test Builder.



- **Time Limit** is the amount of time a student has to complete the test once they have started. When the time limit expires, the student will be kicked out of the assignment.
- 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.
- **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. The pagination feature can be useful since all questions are not displayed at the same time (which also prevents cheating) and timeouts will occur less frequently.
- **Section Order** is only relevant if you have created or are planning to create more than one **Section** in this assignment. This 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.

- **Lock Out** is an option related to allowing students to re-enter an assignment if they are kicked out for any reason. These reasons might include a computer crash or a software issue. A student might be in the middle of taking an assignment when one of these issues arises and this allows them to return to it and continue if time permits (the time limit will continue counting during the crash).

We can now begin to add questions to the assignment.

Add Questions:

Question Type:

Multiple Choice/Answer

Number of Questions:


1

Add to Section:

Quiz

Add

Other options for adding questions


[Import questions from your File Cabinet](#)

Question Types

- **Multiple Choice/Answer** is an automatically graded question. It can be a multiple choice question which means there is one correct answer or it can be a multiple answer question which means there is 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 there are more choices on one side than the other (this is true of most question types).

Now click on the **Add** button to begin adding your 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.

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

Click the [Preview this test](#) link. This will allow you to see how the current assignment will appear to the students. Choose the **Activation** timeframe when you have verified its contents and then click on the [Coursework](#) link in the top of the portlet.

An Online assignment can be saved to your personal **File Cabinet** once it has been activated and then the link will appear in the upper right of the Test Builder screen.

Chapter 5: Defining Your Gradebook

The effect of a student's grade has a huge impact within any learning management system. Therefore, we suggest that you take considerable time to identify your desired results.



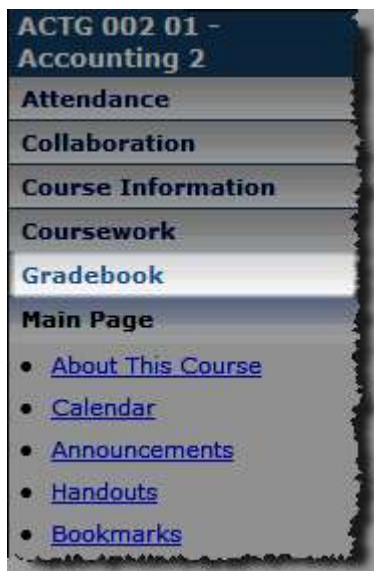
Enter all of your coursework assignments into the system before you assign their respective weights in the gradebook.

Once your assignments are created and organized, you can use the **Gradebook** to review the grading and weighting options it provides to determine which one is best for you.

How do I set up my gradebook?

Instructors can set up relative weights of all elements of the course grade and track the student's progress through the course. As an instructor, you can access your gradebook in the following ways:

Click on the [Gradebook](#) link in the sidebar from within a course context:



Or click on the [Gradebook](#) link next to its respective course in **All My Courses**:

All My Courses			
			Show: Current Courses
Faculty Courses			
2006-2007 Fall			
Course Code	Course	Gradebook	Schedule
ADTRM002 ()	Audit TRM - system test charges	Gradebook	Unknown
2006-2007 Spring			
Course Code	Course	Gradebook	Schedule
ACTG 002 (01)	Intermediate Accounting	Gradebook	Unknown
ACTG 003 ()	Intermediate Accounting	Gradebook	Tue-Thu 8:00 AM
BIOL 001 ()	Biology for Beginners	Gradebook	Mon-Wed-Fri 2:00 AM
BIOL 002 ()	Intermediate Biology	Gradebook	Tue-Thu 1:00 AM
BUAD 001 ()	Business Admin for Beginners	Gradebook	Mon-Wed-Fri 10:00 AM
BUAD 002 ()	Intermediate Business I	Gradebook	Tue-Thu 8:00 AM
HIST 204 (01)	100 Years WarsEnglish vs French	Gradebook	Mon-Wed 9:00 AM
TRAIN002 (01)	Introduction to MS Word	Gradebook	Thu 8:00 PM

If you have not yet set up your grading methods, the following screen will be displayed when you click on the [Gradebook](#) link.

Gradebook

Setup

Gradebook

Introduction to the Gradebook

Welcome to the Gradebook for Audit TRM - system test charges.

Before you can use your Gradebook, you must set-up your grading methods.

There are two main parts of a student's final grade: Attendance and Coursework. Attendance information and Coursework assignment scores are automatically imported directly into the Gradebook. But first, you must assign weights to these elements, so that the Gradebook can later determine final grades for your students.

[Continue](#)

This will begin a series of screens that will walk you through the setup process.



Read the help text on each screen to assist you in making the proper decisions during this process.

How will assignments be weighted?

You will need to assign weights to each element in order for the proper grade calculation to occur.

There are two types of weighing methods: **Basic** (Points) and **Advanced** (Percentage). The **Basic** method automatically weighs coursework based on each item's point value that was identified in the Coursework portlet. The **Advanced** method allows you to give each assignment (or unit or assignment type) a final grade weight that does not need to correspond in any way to the original point total.

When you click on the **Gradebook** link, a set of instructions will be displayed. Read these instructions carefully as they provide valuable information regarding the two methods. The

Advanced method is more commonly utilized and should be used if you care to place more weight on a category or type of assignment. If your Coursework assignment point values equal the weight, you would use the **Basic** method.

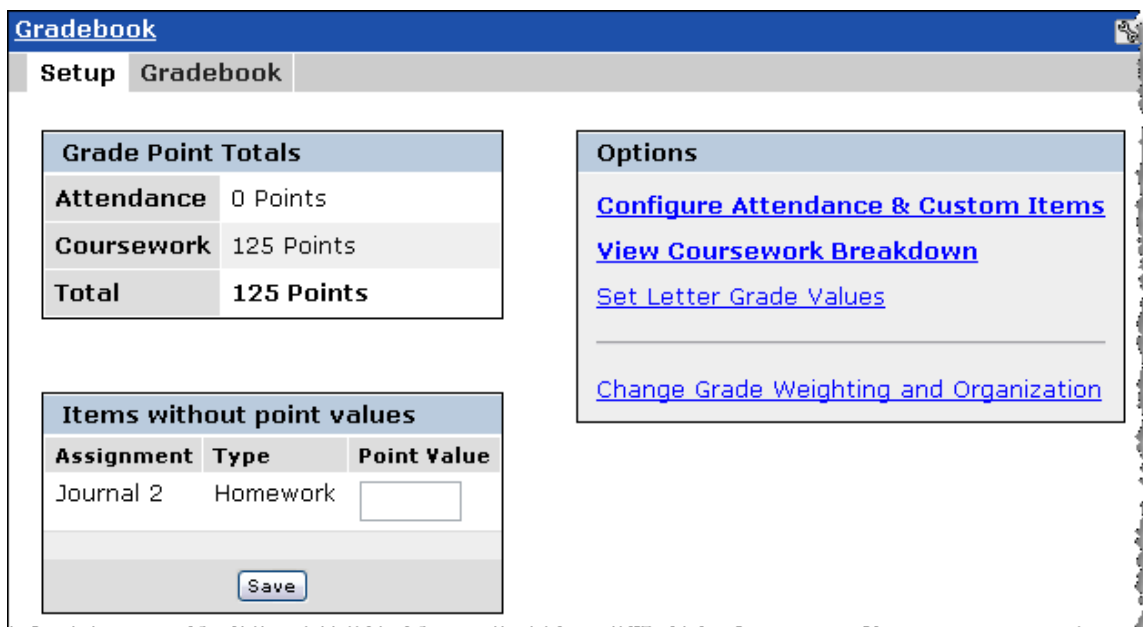
An example of this would be if you have 5 assignments that will be graded and weighted against one another. If you assigned 100 possible points for each of these, you would automatically have equal weights in the **Gradebook** when using the **Basic** method. If you find it easier to grade assignments out of 100 points but you do not want them to be equal in value to one another, then you would need to choose the **Advanced** method.

After choosing your method, you will have to decide how many assignments should be grouped in **Gradebook**. The options are by **Unit** (in other words, using the Coursework grouping or layout of the assignments) or **Type** (quiz versus test versus exam, etc.). Once you choose the grouping, assign the weighting method.

For example, if you have 5 quizzes taken during the semester and some are weighted differently than others, you might want to choose **Weight by Type** so that you can not only have the **Type** grouping of quizzes but also within that type differentiate the quiz weights as compared to each other and the overall course grade.

Where is the gradebook set up? How will attendance affect a grade?

The **Gradebook** portlet has two tabs: **Setup** and **Gradebook**. Click on the **Setup** tab and you will see the following:

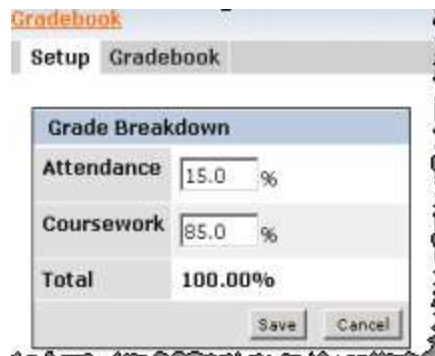


The screenshot shows the 'Gradebook' portlet with the 'Setup' tab selected. It contains three main sections:

- Grade Point Totals**: A table showing 'Attendance' at 0 Points, 'Coursework' at 125 Points, and a 'Total' of 125 Points.
- Items without point values**: A table with columns 'Assignment', 'Type', and 'Point Value'. It lists 'Journal 2' as 'Homework' with an empty point value box. A 'Save' button is at the bottom.
- Options**: A list of links: 'Configure Attendance & Custom Items', 'View Coursework Breakdown', 'Set Letter Grade Values', and 'Change Grade Weighting and Organization'.

Click on the [Change Grade Weighting and Organization](#) link to modify your chosen weighting methodology. If you change your method after your assignments have been weighted, you will have to re-weight them.

By default, the **Gradebook** weights Coursework as 85% of the grade and Attendance (as well as Other/Custom items) as 15% for a total of 100%. Since you already created some **Coursework** assignments, these would appear in the lower left boxes as items that need weights



The screenshot shows the 'Grade Breakdown' dialog box. It has a table with the following data:

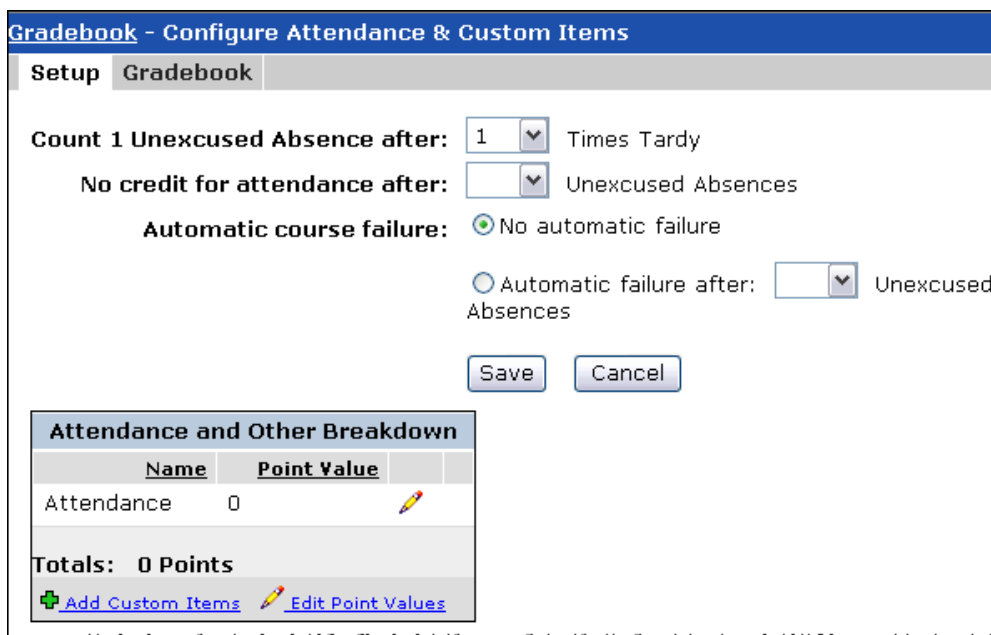
Category	Weight (%)
Attendance	15.0 %
Coursework	85.0 %
Total	100.00%

At the bottom are 'Save' and 'Cancel' buttons.

associated with them. We will edit the overall **Grade Breakdown** first.

Here you will decide whether **Attendance** will play a role in the grading of this course. If so, you will need to assign a percentage weight to **Attendance**. Enter this figure as well as the **Coursework** figure and both of these should equal 100%.

- Click the **Save** button.
- Click on the **Configure Attendance & Custom Items** link.



Take a look at each of these features to determine if they will be useful for you. If you do not wish to utilize these options, choose the highest number allowed in the drop down menu until a blank option is provided.

Custom Items are very similar to **Offline** coursework assignments. They are not completed online but are rather a way for the instructor to enter grades for another element.

- For example, class participation can be identified as a graded item in the syllabus and will then be placed in Coursework as an **Offline** assignment. You can also enter it here as a **Custom Item**. You can have **Custom Items** weighted here and still weigh the **Attendance** as 0%.

Return to the **Setup** tab on **Gradebook** and click on the **View Coursework Breakdown** link. This area contains many instructions and will lead you through the weighting of all the **Coursework** assignments and their **Units** or **Types**. This area can also be used to set parameters for auto-dropping the lowest grades in the course. The manner in which this section is organized and their options are totally dependent on the weighting methods and organization options selected previously.

Type	Relative Weight	% of Grade
Exam	20.0 %	20.0%
Paper	10.0 %	10.0%
Lab Report	10.0 %	10.0%
Quiz	40.0 %	40.0%
Oral Presentation	20.0 %	20.0%
Totals:	100.0%	100.0%

[Edit Weights](#)

☐ Use all grades
☐ Drop the lowest grade for each student
☒ Set dropped grade on a Type by Type basis
☐ Drop the lowest grade from each Type

Relative Weight:
 The "relative weight" is the percentage of the overall Coursework score that a Type comprises. The relative weights must always add up to 100%. You must enter weights for all Coursework items before a grade can be calculated.

Weighting Types:
 To assign weights to your Types, enter numbers in the boxes next to the Type name. If you want to give all Types equal weighting, click the "Weight All Equally" button, and weights will be calculated for you.

% of Grade:
 The "% of Grade" column shows the value of the Type towards the **final course grade**, which includes both Coursework and Attendance. (NOTE: These numbers are calculated based on the relative weight of the Type and the overall Coursework weight towards the final grade.)

Weighting Individual Assignments:
 In addition to weighting the Types, you must also assign weights to the assignments within the Types. To do this, click on the Type name in the table to the left.

After your selections have been made, return to the **Setup** tab on **Gradebook** one more time and now click on the [Set Letter Grade Values](#) link.

Gradebook - Grade Weighting and Organization

Setup **Gradebook**

Letter / Number Grade Equivalency	
Letter Grade	Number Grade Equivalent
A	<input type="text" value="94.0"/>
B	<input type="text" value="84.0"/>
C	<input type="text" value="74.0"/>
D	<input type="text" value="64.0"/>
F	<input type="text" value="0"/>

[Use +/-](#)

Choose to use plus or minus by clicking on the [Use +/-](#) link at the bottom and properly associate letter grades with the percentage grade equivalent.

The setup for your gradebook is now complete. Click on the **Gradebook** tab.

Once the weighting setup has occurred, the **Gradebook** tab will display different views of the items (attendance, custom, and/or coursework) with grades on a student-by-student basis. All these views can be exported into Excel.

Gradebook - Overview

Setup

Gradebook

Page 1:

Page 2:

Page 3:

Excel File:

Overview

[Attendance Detail](#)

[Coursework Detail](#)

[Full View \(All Information\)](#)

Grade Overview

Name	Grade	Attendance & Other		Coursework		Faculty Adjustment
		Total Points: 0.0		Total Points: 125.0		
		Score	Total Points	Score	Total Points	
Marie Marie Hillman ⓘ	86.7 out of 125.0, B	0%	0.0 out of 0.0	86.7 %	86.7/125.0	0.0
Annissa Nicole Robinson ⓘ	0.0 out of 125.0, F	0%	0.0 out of 0.0	0.0 %	0.0/125.0	0.0
Tim John Shafar ⓘ	0.0 out of 125.0, --	0%	0.0 out of 0.0	0.0 %	0.0/125.0	0.0
Joshua E. Steadman ⓘ	0.0 out of 125.0, --	0%	0.0 out of 0.0	0.0 %	0.0/125.0	0.0

[Show Letter Grades](#)
[Export to Excel](#)

* This grade is approximate, due to ungraded items.

[<-- Previous Page](#) |
 [Set Letter Grade Values](#) |
 [Next Page -->](#)

This is where all of the weighting takes place and the accurate grades are displayed to both the instructor and student. This portlet is mainly for display purposes only. While the weighting method can be modified at anytime, any editing of the actual grades would need to take place either in the **Attendance** or **Coursework** portlet.



Do not delete the Gradebook page or portlet from the page since it cannot be added back to the course.

The **Grade Overview** displays the highest level of core data on the overall current course grade, the **Attendance & Other** grade (will always appear but will not be factored into the grade if the weight is 0%), the **Coursework Grades**, and any **Faculty Adjustments**.

Faculty Adjustments can be made on the student grade sheet page (accessed by clicking on the name of a student) or in the **Grade Results** box by clicking on the [Change Adjustment/Feedback](#) link.

The **Attendance Detail** page provides a more detailed look into the weighting and scoring of Attendance & Other items. In order to grade **Custom Items**, click the [Grade Custom Items](#) link at the bottom of the page.

The **Coursework Detail** page is very similar. The column headers (**Coursework Units** or **Types**) will be expandable and collapsible as well as the assignments within them.

Click on the [View All Assignments](#) link, which will automatically expand all of the **Type/Unit** columns displaying all **Coursework** assignments. If items are displayed as **Ungraded**, check the **Coursework** page to grade those items. If some assignments are missing a weight value, click the **Setup** tab from the **Gradebook** portlet and weight those assignments.



The major setup of your courses has now been completed and you can utilize the Learning Management System effectively!

Chapter 6: Taking 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.



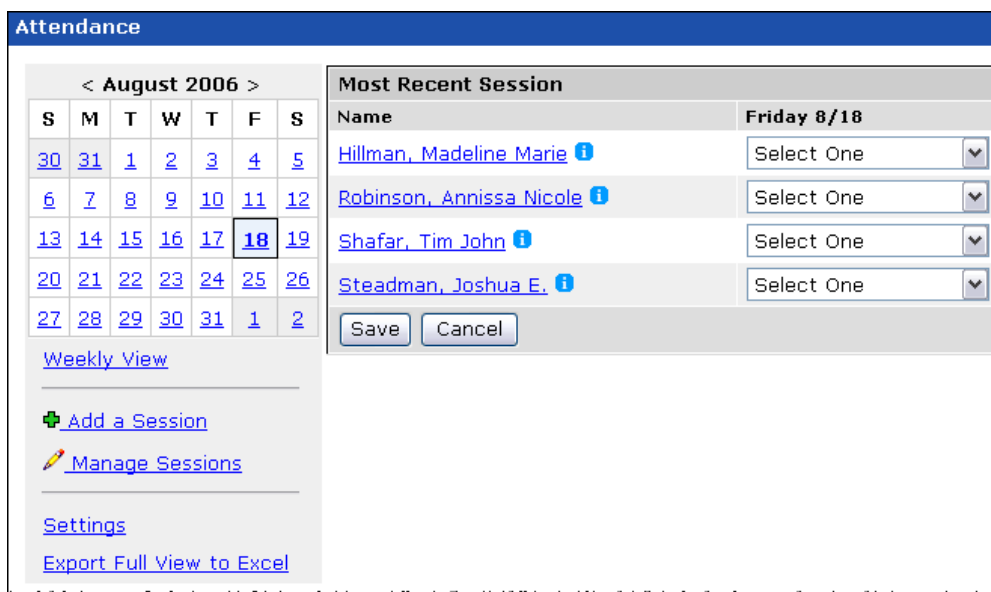
Do not delete the Attendance page or portlet from the page since it cannot be added back to the course.

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 tracking class attendance affect the grade of the course, you will need to define certain elements.

Let's start by setting up your **Attendance** portlet.

- From within your course context, click on the Attendance link from the sidebar.
- Click on the Settings link.



< August 2006 >						
S	M	T	W	T	F	S
30	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	29	30	31	1	2









Weekly View

[Add a Session](#)

[Manage Sessions](#)

[Settings](#)

[Export Full View to Excel](#)

Most Recent Session	
Name	Friday 8/18
Hillman, Madeline Marie 	Select One 
Robinson, Annissa Nicole 	Select One 
Shafar, Tim John 	Select One 
Steadman, Joshua E. 	Select One 

Save Cancel

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 attended 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.

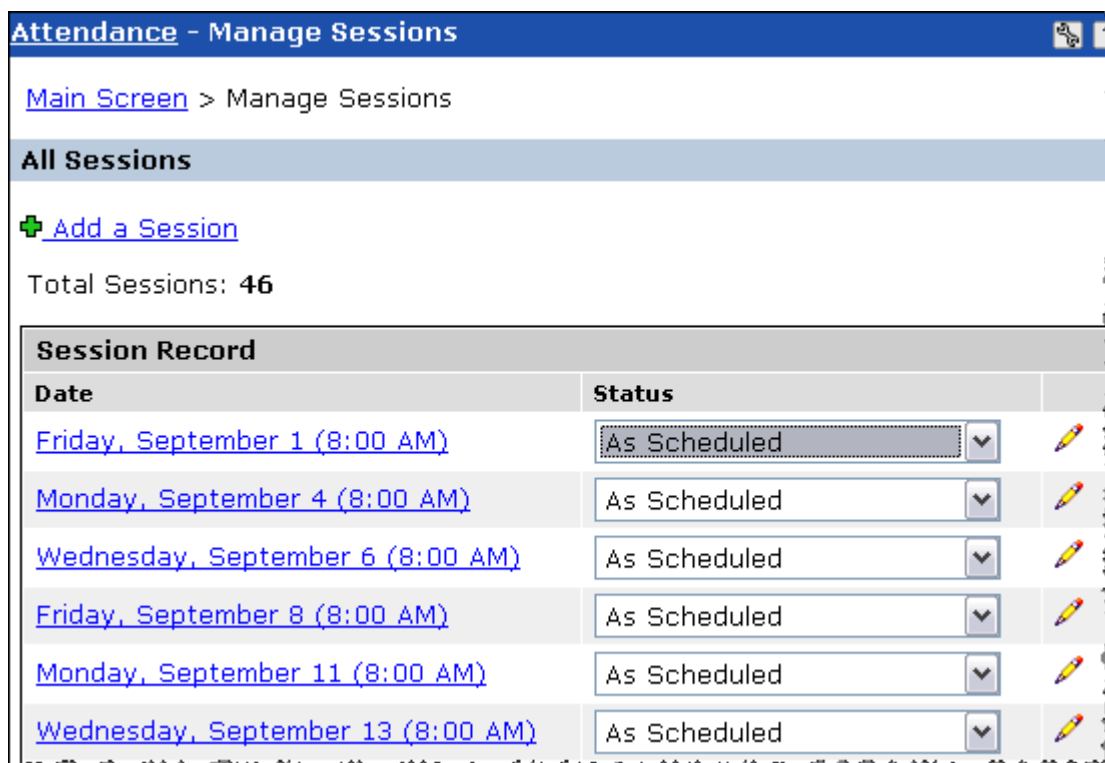
- **By Minute** will track to the minute. This option will also remove **Tardy** from the drop down list when selecting a student's attendance.

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.

Do you want to notify students after they have missed a certain number of classes?

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.

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: 46






Date	Status	
Friday, September 1 (8:00 AM)	As Scheduled	
Monday, September 4 (8:00 AM)	As Scheduled	
Wednesday, September 6 (8:00 AM)	As Scheduled	
Friday, September 8 (8:00 AM)	As Scheduled	
Monday, September 11 (8:00 AM)	As Scheduled	
Wednesday, September 13 (8:00 AM)	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 displays 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 would not have the  trash can icon displayed, which indicates that they cannot be deleted.

- Click on the  pencil icon to edit a session.

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.

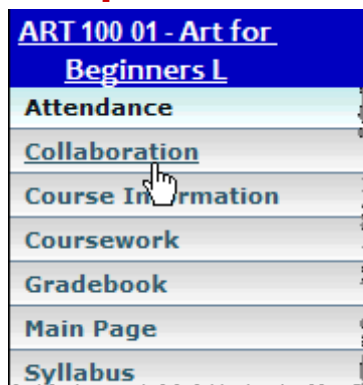
Most Recent Session	
Name	Friday 8/18
Hillman, Madeline Marie 	Select One 
Robinson, Annissa Nicole 	Select One
Shafar, Tim John 	Present
Steadman, Joshua E. 	Absent (Excused)
	Absent (Unexcused)
	Tardy
	Late Start

Save Cancel

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 (see **Gradebook** for more information on this setup). If the student does not attend, they are not awarded the points.

After a session has been marked, you can edit the student's attendance. Click on **Manage Sessions**, click on the session record that needs to be modified, click on the Edit saved entries link on the bottom left of the screen.

Chapter 7: Developing Collaboration



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

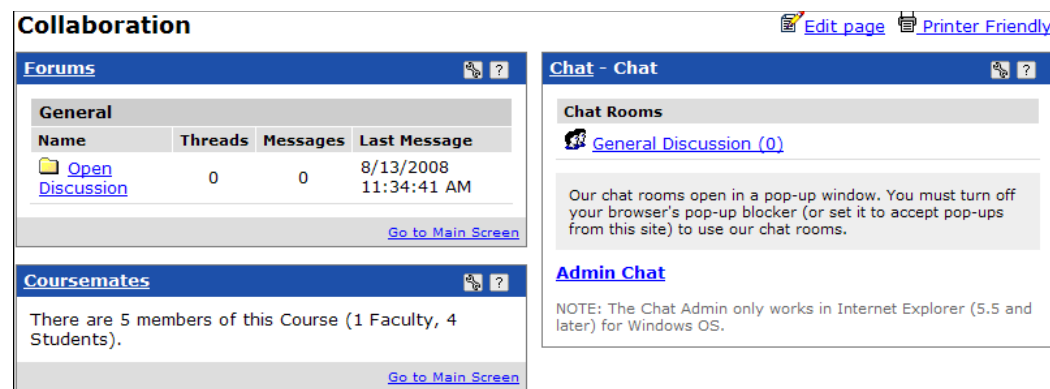
A **Collaboration** page – which is easily accessible from the left Sidebar from within a context – will automatically be created for every course.

Click on the link.

Here you will be able to add portlets that are geared towards communications between your students.

In this particular case, the **Forums**, **Chat**, and **Coursemates** portlets have been placed on the **Collaboration** page.

The **Forums** and **Chat** portlets are included with the basic Jenzabar Internet Campus Solution product whereas **Coursemates** is available through the LMS.



Collaboration

[Edit page](#) [Printer Friendly](#)

Forums

General	Name	Threads	Messages	Last Message
Open Discussion		0	0	8/13/2008 11:34:41 AM

[Go to Main Screen](#)

Coursemates

There are 5 members of this Course (1 Faculty, 4 Students).

[Go to Main Screen](#)

Chat - Chat

Chat Rooms

[General Discussion \(0\)](#)


Our chat rooms open in a pop-up window. You must turn off your browser's pop-up blocker (or set it to accept pop-ups from this site) to use our chat rooms.

Admin Chat

NOTE: The Chat Admin only works in Internet Explorer (5.5 and later) for Windows OS.

All registered students and instructors for a course are displayed on **Coursemates** and, as illustrated above, you will quickly see that there are 5 students and 1 faculty member enrolled in this course.

Click on the [Go to Main Screen](#) link to expand its view.



Coursemates

There are 5 members of this Course (1 Faculty, 4 Students).

[Show Images](#)

☐ Carney, Kevin [i](#)
Students

☐ Hillman, Monica [i](#)
Students

☐ James, Rebecca [i](#)
Faculty

☐ Kouts, Myron [i](#)
Students

☐ Select All
[Email Selected Members](#)
[View Printable Roster](#)

Click here to show images on each coursemate if available

Click here to create an email message

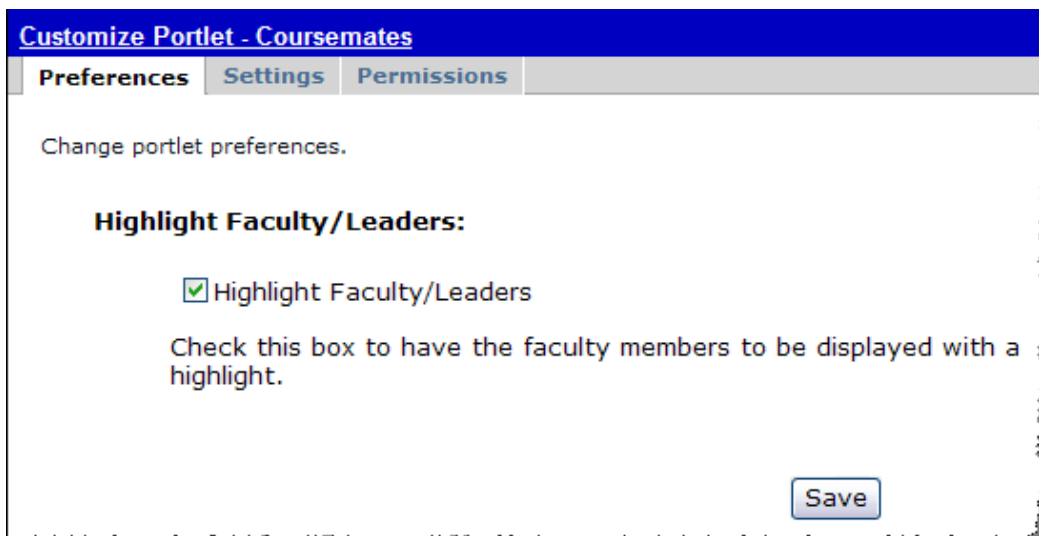
Click here to view personal information about coursemate

Click here to print roster

As illustrated, you can choose to display images associated with each coursemate, create and send an email message to one or more coursemates, and print a class roster.

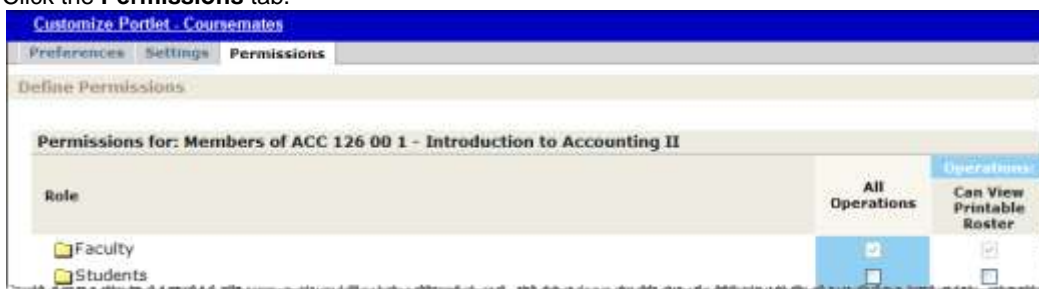
As a faculty member, you will be granted administrative privileges.

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



You may choose to highlight coursemates who belong to the faculty or leader role as illustrated in the previous screen capture for Jane Ackerman.

Click the **Permissions** tab.



You can choose to allow students to view a printable roster. You can also add a new role (such as a TA) and assign all permissions to that role.

Chapter 8: Copying Courses



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

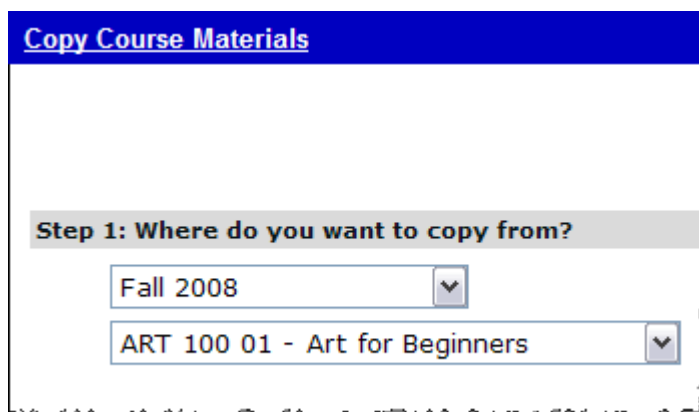


The Copy Courses link from the left sidebar will only be available to faculty members and administrators.

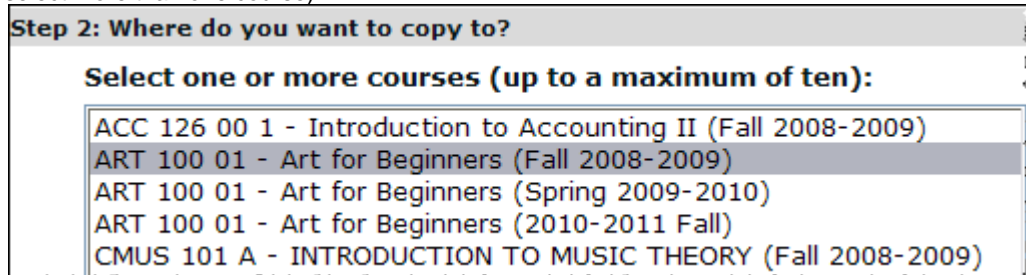
Here are a few tips to keep in mind:

- 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 Calendar, 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 .

The first step in this process is to select the term and course that contains the materials you would like to copy. In the example provided below, the ART 100 01 class from the Fall 2008 term contains the course materials that need to be copied.



The next step is to choose the course(s) where these materials will be copied (use the Ctrl key to select more than one course).



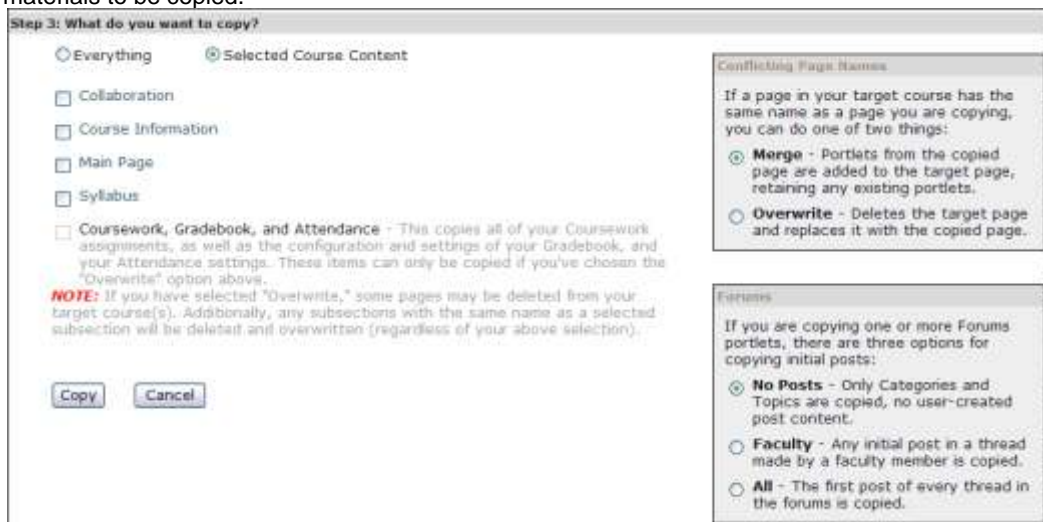
The final step requires that you identify the information that is to be copied. You can either choose **Everything** or **Selected Course Content** in which case you will be able to choose individual components.



Step 3: What do you want to copy?

☒ Everything ☐ Selected Course Content

If you choose to select only certain content to be copied, the screen will display a list of the content that is currently available for the copied course. You can use the checkboxes to identify the materials to be copied.



Step 3: What do you want to copy?

☐ Everything ☒ Selected Course Content

☐ Collaboration

☐ Course Information

☐ Main Page

☐ Syllabus

☐ 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.

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.

When your selections have been made, click **Copy**. You will receive a message indicating that the copy process was successful or if it failed for some reason.

