

COURSE CONTENT

Add a new Module

- Click **Course Materials** | **Course Content** in the navbar
- Type a name in the **Add a module ...** text field (left column)
- Press the Enter key.

Add Topic from existing file on your PC (drag and drop)

- Click **Course Materials** | **Course Content** in the navbar
- Select a module from the Table of Contents
- Drag file(s) from your desktop to the drop target in the content area

Add Topics from existing files in your course

- Click **Course Materials** | **Course Content** in the navbar
- Select a module from the Table of Contents
- Click **New** | **Add from Manage Files**
- Check the boxes to the left of the files you want to add
- Click the **Add** button

Add a Topic from a new HTML file

- Click **Course Materials** | **Course Content** in the navbar
- Select a module from the Table of Contents
- Click **New** | **Create a File**
- Enter a title and type or paste (using the special **Paste from Word** icon) content in the HTML editor.
- Click the **Publish** button.

Link to an activity

- Click **Course Materials** | **Course Content** in the navbar
- Select a module from the Table of Contents
- Click **Add Activities**
- Select the type of activity
- Click on an existing activity to link to it or use the **Create New _____** button to create a new activity

Delete Modules or Topics

- Select the module from the Table of Contents
- Activate the context menu for the item
- Choose the **Delete** (trashcan icon) option

Hide or Reveal Topics

- Click **Course Materials** | **Course Content** in the navbar
- Select a module from the Table of Contents
- Click the Bulk Edit button
- Click Published/Draft and choose your setting

Rearrange Modules or Topics

- Click **Course Materials** | **Course Content** in the navbar
- Click and drag a module from the Table of Contents to a new location and release
- Hover over a module until it turns orange to move the selected item inside the module
- Drag topics from the main content pane to the Table of Contents to move topics between modules

EMAIL INITIAL SETUP

- Click on your name in the minibar and choose the **Account Settings** option
- Click the **Email** tab
- Under **Email Options**, check the options to **"Track Activity for messages sent to internal email," "Include original message,"** and **"Save a copy of each outgoing message in Sent Mail"**

Under Forwarding Options - You can now forward messages to external accounts **AND** reply from those accounts. However, doing this removes the ability to track message activity.

COPY COURSE COMPONENTS

- Enter the **Destination** course
- Click **Edit Course** in navbar
- Click the **Import/Export/Copy Components** link
- Click **Search for Offering**. Select the course to copy **From** and click the **Add Selected** button
- Click **Copy all Components** or **Select Components**
- If needed, make your selections and confirm choices. Then, click **Continue**
- Click **Finish** and wait for the green checkmarks to appear

SUPPORT INFORMATION

Official Documentation

Click the Help button on the navbar of any page in the system

Support Site for Online Teaching and Learning

www.pstcc.edu/online

Teaching with Technology Blog

blogs.pstcc.edu/teachtech

WORKING WITH NEWS ITEMS

- Create a news item from the Course Home page by activating the context menu next to the **News** heading and choosing the **New News Item** option
- Delete items by navigating to the News tool, checking boxes to select items, and clicking the trashcan icon
- Edit a news item by accessing the News tool and clicking on the Headline. Check the **Major edit** option to make the item reappear for users who have previously dismissed it
- Dismiss items (from your view only) by clicking the small **X** in the upper right corner of each item on the Course Home page

MOVE WIDGET LOCATIONS

- Scroll to the lower right corner of the homepage and click the small pencil icon
- Click and drag widgets to new locations or click **Add Widgets** to add new ones
- Click the **Save and Close** button when finished

WORK WITH GROUPS

Create Random Generated Groups

- Click **Communication | Groups** in the navbar
- Click the **New Category** button
- Provide a name and description
- Select enrollment style from the menu - **Groups of #** or **# of Groups**. Enter the number you want
- Check boxes to add discussion/dropboxes, if needed.
- Click **Save** button

Create Groups that you assign

- Click **Communication | Groups** in the navbar
- Add a new category
- Select enrollment style from the menu - **# of Groups — No Auto Enrollment**
- Check boxes to add discussion/dropboxes, if needed
- Click **Save** button

CLASSLIST TAB SETTINGS

- Click on the **Classlist** link in the navbar
- Click on the **Settings** icon in the top right corner
- Use the pulldown menus to choose which tabs you want to display. (ALL is the default - everyone in the class is on that tab.)

UPLOAD COURSE FILES

Upload individual files

- Click the **Edit Course** Link in the navbar
- Click on the **Manage Files** link
- Click the **Upload** icon. A pop-up window will appear
- Drag and drop files from your computer to the pop-up window or click the **Upload** button

Upload a folder of files

- Locate the files/folders on your local computer and highlight/select them. Create a zip file
PC: Right click | **Send To** | **Compressed (zipped) folder**
Mac: CTRL-click | **Compress**
- Upload the archive (see directions above)
- Locate the zip file, activate the context menu to for the item, and chose the **Unzip** option
- Once files are unzipped, delete the original zip file

DISCUSSIONS

Create new discussion forums and topics

- Click on the **Discussion** link in the navbar
- Click the **New** button and then select either **New Forum** or **New Topic**
- Complete the form including name, description, and availability (if desired)
- If new Forum, click **Save and Add Topic** button. Then, complete the topic form and press **Save** or **Save and Add Topic**
- Use the Assessment tab to make a topic available in the Grades tool

Grade a Discussion Topic

- Click on the **Discussion** link in the navbar
- Choose the **Assess Topic** button in the context menu for the topic
- Click on the **Topic Score** link under the student's name
- Enter score(s) and check the **Published** box to send the score to the Grades tool
- Click the **Save and Close** button

QUIZZES

Create a Quiz

- Enter the quiz tool and click the **New Quiz** button
- Enter a name on the **Properties** tab
- Visit the **Restrictions** tab to set dates of availability and time limits
- Associate a quiz with a Grade item on the **Assessment** tab. Check the **Auto Export to Grades** and **Automatic Grade** options if desired. Set the number of attempts allowed.
- Setup student view of results on the **Submission Views** tab

Reset a Quiz attempt

- Access the Quiz tool
- Activate the context menu next to the quiz name and choose **Grade** option
- Click the **Display Options** button and check **Allow Reset** (if necessary)
- Check the box next to the student's attempt
- Click the small trashcan icon at the top of the listing
- Click **Yes**

Set Special Access for a Quiz

- Go to the Quiz tool and click on the Quiz name
- Click on the **Restrictions** tab and scroll down to the bottom
- Click on the **Add Users to Special Access** button
- Make choices and settings for individuals or groups as needed. Save changes when finished.

Quick Edit Quizzes

- Go to the Quiz tool
- Check selected quizzes or the box at the top or bottom of the list to select all
- Click the **Bulk Edit** icon
- Make changes to name, category, active status, or attempt number
- Click **Save**

Create a Random set of questions in a Quiz

- Go to Quiz tool and click on Quiz name
- Click the **Add/Edit Questions** button on **Properties** tab
- Click the **New** button and choose the **Random Section** option
- Name the section and click **Save**
- **Important:** Click on the random section name to enter it (purple folder)
- Click **Import**
- Select questions from the question library and click **Save**
- Above questions, enter the number of questions and the point value for each.
- Click **Save**

GRADING QUIZZES

View Student Answers, Grade Long Answers, Provide Feedback

- Choose the **Grade** option in the context menu next to the Quiz name
- Click **attempt** under student's name
- Scroll down to view/grade answers and give feedback for student

Grade all students on one question

- Choose the **Grade** option in the context menu next to the Quiz name
- Navigate to the **Questions** tab
- Click question title and then make any changes to score or feedback. Use the icons at the top of the screen to navigate between submissions
- Click **Save** when finished

DROPBOX

Creating a Dropbox folder

- Access the Dropbox tool
- Click on the **New Folder** button
- Complete the form (create a Grade Item if desired)
- To check for plagiarism, make sure the **Originality Check** option is enabled
- Set due date/time on the **Restrictions** tab

Downloading all folder submissions

- Access the Dropbox tool and click on the folder name
- Check the box above the listings to select ALL
- Click on the **Download** icon
- Click on the link to download a .zip archive
- Unzip file to access student files

Uploading student feedback (bulk)

- After downloading all submissions (see above), open each file and make comments. Save the file keeping the original file name.
- Create a .zip folder of all the feedback files
- Click the folder name in the Dropbox tool
- Click on the **Add Feedback Files** button
- Click **Upload**, select the folder you created, and click the **Add** button

Grade/Provide Feedback for submissions

- Click the name of the Dropbox folder
- Choose **Users without feedback** option in the pulldown menu
- Click the **Evaluate** link to the right of the student's name
- Enter score and feedback
- Click the **Publish** button to release feedback to the student

USING GRADES WIZARD

- Click the **Setup Wizard** tab at the top of the Grades page
- Answer questions to define your grade book settings - points/weighted, grade scheme, display options, etc.
- Click **Continue** on each page and **Finish** on the last page

MANAGE GRADES TOOL

(Enter the Grades tool from the navbar link)

Create a new grade item or category

- Click the **New** button
- Choose either **Item** or **Category** in the context menu
- Name the item/category and make property selections
- Click **Save**

Edit multiple grade items

- Check the top box to select ALL grade items
- Click the **Bulk Edit** icon
- Make changes and click the **Save** button

Make an item Extra Credit

- Click on an item's name
- Check the **Bonus** option
- Click the **Save and Close** button

Re-order Gradebook Items

- Click the **More Actions** button and select the **Reorder** option
- Change the sort order using the pull-down menus to the right
- Click on the **Save** button

Show/hide points/scheme/color for all grade items

- Click the **Settings** icon in the top right corner
- On the **Personal Display Options** tab, check the boxes in the **Grade Details** section to show points, grade scheme symbol, or grade scheme color
- Set student view properties on the **Org Unit Display Options** tab

Drop lowest (or highest) grades in a category

- Click on a Category name on the **Manage Grades** page
- Check the box next to **Distribute Points Evenly**
- Set the points for each item
- Enter the number of highest/lowest items to drop
- Click **Save and Close**

WORKING WITH GRADES

Enter Grades for an Item

- Access the Enter Grades page
- Activate the context menu next to a grade item and choose the **Grade All** option
- Enter points for each student and click **Save**

Enter Grades for a Student

- Access the Enter Grades page
- Click on a student's name
- Enter grades for each item for the student
- Click **Save**

View a section or group in Grades

- Access the Enter Grades page
- Choose **Group** or **Section** in the **View By** pull-down list
- Choose the the Group/Section in the pull-down menu to the right

FINAL GRADES

Setup

- Access the Manage Grades tab
- Click **Adjusted** or **Calculated Final Grade** link
- Use the pull-down menu to select Grade Scheme
- Use **Display Options** to set what your and your students will see in the columns
- Click **Save**

Final Grade Calculations

- Access **Enter Grades** screen
- Choose **Grade All** from the Final Grade context menu
- Activate the context menu next to Final Grades header at the top of the page and choose **Recalculate All** option
- If you are releasing an Adjusted grade, choose **Transfer All** from the context menu
- Adjust any values in the **Adjusted Grades** column
- Click **Save**

Release Final Grades to Students

- Access Enter Grades screen
- Choose **Grade All** from the Final Grade context menu
- Activate the context menu next to Final Grades header at the top of the page and choose **Release All** option