fueleducation™

Instructor User Guide

This guide will support instructors on the basics of using the **Brightspace** platform.

CONTENTS (*Select to jump to*)

SUGGESTED COURSE CHECKLIST

Select *here* to access a suggested checklist to be used when you first receive a course. FuelEd instructors please use the checklist provided by your supervisor.

GETTING STARTED

INSTRUCTOR ACCESS

Select *here* to view video.
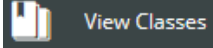
Upon account creation users will receive an email with their login information. The email will appear to come from *@peaksupport.com*.

1. Access *https://peak.getfueled.com/#login*
2. Enter the provided username and password.
3. Change password if desired upon first entry by selecting your name in the upper right corner and selecting Account Settings.

After logging in instructors will land on the *PEAK Dashboard*. From here users will have the ability to navigate to the **Institutional Homepage** where all courses will be displayed or to an individual **Course Homepage** through the sections detail page.

ACCESS TO INSTITUTIONAL HOMEPAGE

During the transition from Blackboard to Brightspace this link may still take users to the Blackboard Homeroom page rather than Brightspace. This will occur for just the beginning of the transition time. Access via the course homepage via the section detail page if this occurs.

1. Select **View Classes** from **PEAK Dashboard** menu.
2. Select desired section name from the **My Courses** widget on the Institutional Homepage.

   BENEFIT: Instructors will see alerts for which classes need their attention.

ACCESS TO COURSE HOMEPAGE

1. Select section name from My Sections course list.

   NOTE: If instructors have many sections they may prefer to use the search bar to locate the correct section name to access.

2. Select icon in the upper right corner to navigate to the course home page.

   BENEFIT: Instructors are taken directly to a course homepage.

STUDENT ACCESS

Select *here* to view video.

1. Access *https://peak.getfueled.com/#login*

2. Enter the provided username and password. After logging in students will land on the student view of **PEAK Dashboard**.

3. Select Go to Class to navigate desired **Course Homepage**.

NOTE: If the program allows students to change their own password we suggest this as a first step if passwords were computer generated.

NAVIGATION - HEADER

Select *here* to view the video.

My Home
Selecting this link will return a user to the institutional homepage from within any region of the classroom.

Course to Course Navigation
Selecting the **Select a course** dropdown menu will allow a user to navigate to any classroom without having to return to the Institution Homepage.

NOTE: Select the pin icon to place a frequently accessed course to the top of this dropdown list.
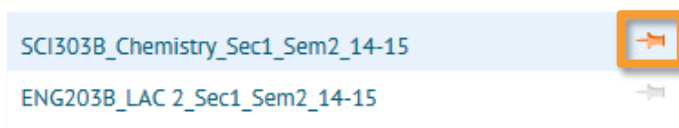
Email Icon
The email icon provides access to an email template. Emails sent from this location will be sent to external emails associated with the students. Any reply will not return to Brightspace but will be returned to the sender's email account.
To learn how to email students from within Brightspace use the following hyperlink to learn more about *email* functions.

Notification Icons
The first icon will provide instructors with updates to newly submitted assignments that may need their attention. The second icon will provide notifications based on settings users create.

Personal Settings

Accessing the dropdown menu to the right of the user's name within the header allows users to set personal preferences within the system and allows instructors to toggle between generic user views when within a course classroom.
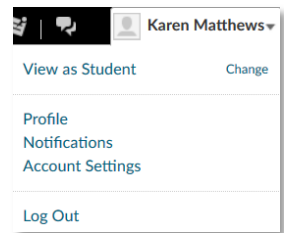
1. **View as Student** – The view as function is accessed through the dropdown arrow associated with the user's name within the header. This option is not visible when on the institutional homepage, but is visible when within a specific course.

   a. Select **View as Student** – The view instructors will see will be a generic view and not that of any one student. To return to instructor view, return to the user name dropdown menu and select the **X** next to View as Student. If the View as Student is not immediately visible select **Change** to adjust the view as role option that is active.

   b. When using the **View As** option, it is important to realize that the user will not lose access to links only visible through their role.

2. **Profile** – Users can upload a photo of themselves for other users to view. This is a suggested best practice.

3. **Notifications** – Allows users to receive updates about course activity via email or text message. After accessing the Notifications link under the user's dropdown menu:

   a. Select **Contact Method**. Users do have the option to register a cell phone to receive text message notifications in this area.

   b. Select **Summary Activity** setting. Users can choose to have summary emails sent once a day or never.

   c. Select **Instant Notification** preferences. Users can select which notifications they wish to receive, as well as the method through which they will be received.

   d. Select **Customized Notification** preferences.

   e. Select **Manage my course exclusions**, if any courses should be excluded from the notification settings.

   f. Select **Save** when finished.

4. **Account Settings** – Certain account settings are critical to any course activities associated with date and time while others allow users to adjust preference settings. The items below include a few items to note along with the critical time zone setting region. Account Settings are accessed through the user's name dropdown menu.

   a. **Email** – DO NOT change email settings within the account region. Your email will flow over from the PEAK integration.

   b. **Font Settings** – This area allows users to increase the basic default font and font size viewed.

c. **Time Zone** – It is critical that all users, upon first entry, set their appropriate time zone.

d. Other settings exist in this area, but likely will not need to be adjusted.

e. Select **Save** when finished.

NAVIGATION – COURSE NAVBAR

The course navbar is a user's primary navigation tool within a course. Visibility of tools is based on a user's role. This section will provide information based on an instructor's role.

Class Home

The **Class Home** link will always return a user to the course home page.

Plan

The **Plan** link provides access to the full calendar tool; the full calendar can also be accessed by selecting the title of the Class Plan Widget. To learn how to add events or due dates to the calendar use the following hyperlink to learn more about *calendar functions*.

Content

Selecting **Content** will open a user's full content view including a table of contents and visibility into their course schedule. Use the following hyperlink to learn more about the *Content* tool.

Progress

Selecting **Progress** will provide a student an overview to his/her overall grades as well as individual feedback on all assignment types. Instructors can see a graphical representation of how students within the course are doing including login information. Use the following hyperlink to learn more about the *Progress* tool and how to customize for individual needs.

Grades

Selecting **Grades** will provide a student a table list of their assignment grades. Instructors will have access to their full grade book, as well as the set-up wizard and Manage Grades region. Use the following hyperlink to learn more about the *Grades* tool.

Reports

Selecting **Reports** will provide access to seven reports that can provide instructors additional details related to student performance. Use the following hyperlink to learn more about the *Report* tool.

Library

Selecting Library will provide access to supplemental resources within the PEAK Library. Resources available will vary based on a program's contact but all users have the ability to access Open Resource video supports as well as the ability to create their own lessons. Use the following hyperlink to learn more about the *Library* tool.

Tools

Selecting **Tools** will provide a menu to access a variety of other tools. Many of these tools are accessible through the Course Administration widget, as well. How users access the tools is a personal preference based on an individual's workflow.

Service Station

The Service Station link provides quick access to the Service Station where users can access the self-serve Knowledge Base, submit a case to FuelEd support and access live chat support 8 am Eastern – Midnight M-F and noon – 8 pm Eastern Saturday and Sunday. Note accessing the service station via this link is not a SSO connection so instructors will need to sign on to access chat and case submission support. Users may opt to use the SSO access provided through PEAK Dashboard.

Help

The help link will open a new window that contains quick video support and access to related user guides for commonly asked questions.

More

An individual's Locker is accessible through the More menu. The Locker can be used and share a small number of documents. Use the following hyperlink to learn more about the *Locker* tool.

COURSE HOMEPAGE OVERVIEW

Select *here* to view video.

The course home page will look similar to the Institutional Homepage. This page consists of a collection of widgets, which provide a central source of information and quick access to tools and content.

- **(A) Header** – the Header is visible from all pages within the **Brightspace** platform.

- **(B) Course Navbar** – provides full access to highlighted course tools and content.

- **(C) Class Updates** – provides notification of items that need instructor grading along with direct links to access these items.

- **(D) Class Announcements** – provides area for instructors to post announcements to individuals, groups or class participants.

- **(E) Class Content widget** – provides quick access to bookmarked links and unit access.

- **(F) Class Plan widget** – will display any event that have been assigned for the upcoming 7 days. Also provides access to the full calendar tool.

- **(G) Course Admin widget** – provides easy access to many course tools and course details. When submitting a support case it will be here that instructors can locate the course offering ID which will be important to reference.

- **(H) Class Performance widget** – (not visible above) – only visible via the student view. This wideget will display the student's present grade as well as indicate their progress

through the course. Progress will be represented by the number of content and assignment links access as compared to the total number in the course.

TEACHER CONTACT INFORMATION

Select *here* to view the video.

The **Teacher Contact Information** area is a place where instructors can provide their contact information for easy student reference. Follow program policy to verify directives regarding office hours and/or the required contact information needed.

To edit instructor information:

1. Select **Content** in the navbar of the course and verify the **Course Materials** module is active.

2. Select the dropdown menu arrow next to **Teacher Contact Information**, located within the **Course Materials** module, and select **Edit HTML**.

3. Edit the information including name, email address, phone number, office hours, and any other relevant contact information, such as instant messenger.

4. Add photo to personalize the experience.

5. Select **Update** when finished.

NOTE: If an instructor has multiple courses to prep, save teacher contact information in a document and copy and paste when needed.

CONTENT

Select **Content** to view course content, resources, and other important items.

Included in the Content section are:

1. **Overview** – allows the instructor to add a welcome message, overview, or description.

2. **Bookmarks** – allows instructors and students to view content they bookmark. Bookmarking content is possible by selecting the bookmark flag where available.

3. **Course Schedule** – tabs allow the instructor to view Upcoming events or the Full Schedule. Students may view these tabs, as well an additional tab, Overdue. Items will only appear here if the teacher has added events or due dates to the calendar.

4. **Table of Contents** – includes:

   a. Course Materials – Syllabus, Teacher Contact Information, Academic Integrity policy, Grading Information, 90-day Schedule, Teacher Resources including solutions manuals or guides, Pacing Guide, and Raise Your Hand! When students access a content area, a check will appear for visited links.

b. Course units – varies by course, but each unit may include lessons, assignments, discussions, quizzes, and exams.

c. Semester review and test. (NOTE: most Credit Recovery courses do not have semester exams.)

CLASS ANNOUNCEMENTS

The **Class Announcements** area allows instructors to post announcements. Announcements can include class announcements, or announcements targeted to specific student groups or individuals. It is recommended that instructors post a *Welcome to the Course* announcement at the start of a new semester. Be creative in this environment and update frequently to keep students engaged.

NOTE: Students can dismiss announcements items.

ADDING AN ANNOUNCEMENT

Select *here* to view video.
To add a new announcement:

1. Select **Class Announcements** title within the widget on the course homepage.

2. Add a **Headline**. This is the title of the item.

3. Add the announcement content in the Content text box. See *Text Editor Options* below.

4. Scroll down to check or uncheck the **Show Start Date** box. This determines if the item start date will be displayed to students.

5. Add a **Start Date** and time.

6. Add an **End Date** and time, and check or uncheck the **Remove Announcement based on end date**.

7. Add an attachment or recorded audio, if applicable.

8. Add an existing or create and attach a Release Condition, if applicable. This allows the instructor to set conditions that must be met before the student(s) can view that announcements item. Use of release conditions allows instructors to target announcements to specific groups of students or target students based on assignment performance. Select *here* for directions for adding conditional release to announcements.

9. Select **Publish** or **Save as Draft**.

ANNOUNCEMENT ITEM OPTIONS

TEXT EDITOR BASICS

Although many announcement items may have their origins in the form of text it is important to understand the power of the text editor and the options instructors have while posting items through a text editor. Some options include basic word processing tools while others go past the posting of text.
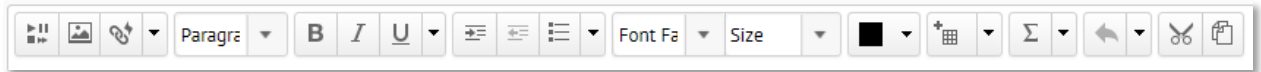
Additional icons are located at the bottom right of the text box.

See each description in the table below.

Symbol	Description	Symbol	Description
	Insert Stuff – allows inserting of video, files, embed codes		**Indent Tools**
	Insert Image		**List and Alignment Options**
	Insert Quicklink – allows links to URL's, as well as classroom areas		**Font Color**
	Dropdown next to Quicklink allows the insertion of symbols and lines		**Insert and Edit Tables**
	Dropdown next to Underline allows strikethrough, superscript, and subscript options		**Math Equation Editors**

CREATING VIDEO POST

Select *here* to view video.

Instructors can create a video as either an announcement item or within feedback text editors.

1. Select **Insert Stuff** icon.

2. Select **Video Note**.

3. Select **New Recording**.

4. Select **Stop Recording**.

5. Select play icon to preview recording, if desired.

6. Select **Next** to continue to post.

7. Enter video name and description, if desired.

8. Select **Next**.

9. Select **Insert**.

Following the creation of a video, instructors can reuse the video in other classrooms or feedback text box by:

1. Select **Insert Stuff** icon.

2. Select **Video Note Search**.

3. Select **Search** to view all previously made videos or search by video name.

4. Select video desired.

5. Select **Next**.

6. Select **Insert**.

INSERTING HTML EMBED CODES
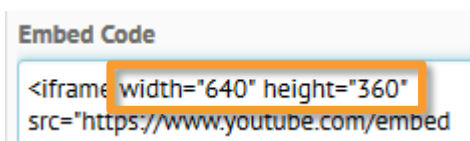
Select here to view video.

Instructors often may have videos from other sources. In these situations, where an instructor has obtained an embed code from another site; follow these steps to embed code within an announcement post.
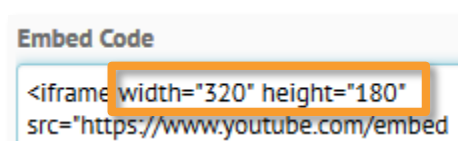
1. Select **Insert Stuff** icon.

2. Select **Enter Embed Code**.

3. Paste code to be embedded.

4. Verify the width of video within the code.

   BEST PRACTICE: Videos embedded in an announcement item should not be wider than 350 pixels so that they will display within the Announcement widget.

5. Adjust size of video dimensions proportionally. For example, if the original video is 640 x 360, users should adjust to 320 x 180. Select

6. Select **Next**.

7. Select **Insert**.

INSERTING FILES

1. Select **Insert Stuff** icon.

2. Select **My Computer**.

3. Select **Browse** and locate file to be uploaded.

4. Select **Upload**.

5. Add **Link Text** desired.

6. Select **Insert**.

PERSONALIZING ANNOUNCEMENTS WITH REPLACEMENT STRINGS

Select *here* to view video.

Instructors can personalize announcement items by using replacement string codes to have student's individual names appear within the announcement post.

1. Download *replace string* codes.

2. Copy the desired replacement string within the text of the announcement post.

   (i.e. Welcome {FirstName} will appear for the student as Welcome Soren)

3. Complete announcement and post as desired.

EDITING AND DELETING AN ANNOUNCEMENT ITEM

To edit an announcement:

1. Select **Edit** on the dropdown menu associated with the title within the announcement widget.

   a. The edit screen is the same as adding an announcement item. Make any needed edits to the item.

   b. Selecting the **Major Edit** box sends a notification and restores the item to a user who has already dismissed the item.

2. Select **Update**, when complete.

To delete an item, do one of the following:

1. Select **Delete** on the dropdown menu associated with the title within the announcement widget.

2. Select Yes.

REORDERING, DISMISSING, AND RESTORING ANNOUNCEMENT ITEMS

To reorder announcement items:

1. Select **Class Announcements** widget heading.

2. Select **More Actions**.

3. Select **Reorder**.

4. Adjust the **Sort Order**.

5. Select **Save**.

To dismiss an announcement:

Select the **X** next to the announcement title within the widget on the class home page.

NOTE: Dismissing an item will cause it to disappear from the Announcement widget, but does not delete the announcement.

To restore an announcement.

1. Select **Class Announcements** widget heading.

2. Locate the dismissed announcement

3. Access the items dropdown menu and select **Restore**. Restoring an item will cause it to reappear on the Announcement widget.

ATTACHING CONDITIONAL RELEASES TO AN ANNOUNCEMENT ITEM

Select *here* to view video.
Instructors can attach release conditions on an announcement items, so students have to fulfill a pre-determined requirement before the announcement is visible to them. For example, an instructor may create a congratulatory announcement and place a release condition on it that requires the student to pass quizzes 1, 2, and 3 before the announcement is revealed to the student.

To attach a release condition to an announcement item:

1. Select **Class Announcements** widget heading.

2. Select the announcement dropdown arrow.

3. Select **Edit**.

4. Under Additional Release Conditions, select **Create and Attach** to create a new condition or **Attach Existing**, to attach a previously created condition.

5. Select the condition type.

6. Select the condition details. The detail possibilities will change depending on the **Condition Type** selected.

7. Complete any remaining information needed for the release condition selected.

8. Select **Create**.

The release condition icon will appear next to the announcement title in the instructor view, indicating the announcement has a condition attached to it.

Multiple release conditions may be applied to the same item. For example, the instructor could add more quizzes in which the student would be required to score at least an 85 before the announcement is shown to the student.

CLASS PLAN

The Plan widget allows instructors to guide student to daily lesson events or due dates. Adaptive Release options are also available with the Class Plan. For programs using a cohort implementation where students are working through the course in sync with each other this tool has been shown to improve student pacing.

Prior to entering events or due dates, instructors should create a custom pacing chart on which to base the events and due date entries.

PACING GUIDE

All courses will come pre-loaded with a 90-day schedule that is visible to both instructors and students. Programs using a cohort implementation where students are expected to work at the same pace may opt to create a more specific schedule based on true start/end dates and school holidays.

CUSTOMIZED SCHEDULE CREATION

Select *here* to view video.
To customize the pacing guide:

1. Obtain a copy of the school calendar which shows all holidays and other days off.

2. Select **Content** in the course navbar.

3. Select **Course Materials** in the Table of Contents on the left side of the page.

4. Select **Teacher Resources** and download the **Pacing Guide** to set the dates needed for your course.

5. Open the pacing guide when prompted and Enable Editing.

6. Select the **Part 1 Enter Planning Dates** tab at the bottom of the screen.

7. Enter the **Semester Start Date** where indicated. (*Row 3*)

8. Enter the date of the Monday that comes on or before the start date. (*Row 5*)

9. Enter the dates of non-school days, such as holidays, etc., in the rows where indicated. List each date separately.

   NOTE: Do not enter weekends.

10. Enter the **Semester End Date** where indicated. (*Row 46 if rows were not added or deleted*)

11. Save the document.

12. Select the **Course Information** tab. All of the content and assignments will have a start, end, and due date. The instructor can use this information to set dates on the course calendar.

To create a student facing document from the customized guide:

1. Select **Part 2 Course Information** tab.

2. Select the triangle in the upper left corner of the spreadsheet and copy (**CTRL+C**) the highlighted area.

3. Open a blank Word document and select enter twice before pasting the table into the blank document (**CTRL+V**).

4. Delete the top row of the table that contains the course title.

5. Select the new top row of the table

6. Right click on the table > choose **Table Properties** > select **Row** tab > check box **Repeat as header at the top or each page**.

7. Right click on table again > choose **AutoFit** > **AutoFit to Contents**.

8. Verify no manual changes are needed.

9. Add title to the top of the page and Save

10. Distributed to students via email and/or within **Course Materials**.

PACING AND SCHEDULING RECOMMENDATIONS

Instructors can refer to the pacing schedule to set event dates and/or due dates as desired. It is important that instructors know their program's policies related to the setting of due dates or the usage of events. Below are some general suggestions.

- Due dates can be set for targeted milestones or all assignments. This will vary based on implementation needs.

- Setting start and end dates automatically restricts access to the item outside of those dates. If instructors do not want to restrict access to an item, do not set start and end dates.

- Add events at the lesson level where possible and add due dates for quiz and assignments items.

CREATING EVENTS

Select *here* to view video.

Create an event to have an item display on the Class Plan. Events can be an assigned daily lesson, scheduled class connect session reminder, or anything an instructor wants to display on the Class Plan.

NOTE: Events will display what is to be worked on for the day or a reminder for the day, however an event itself is not a due date. See *Adding Due Dates* if due dates are desired.

To create an event:

1. Select **Plan** along the course navbar.

2. Select **Create Event** on the calendar page.

3. Determine type of event being created:

    a. Link to Content Lesson (*best option if students are working at the same pace*)

        i. Select **Add Content**.

        ii. Navigate down to the lesson level and select appropriate radio button.

        iii. Select **Add**.

        iv. Enter description if desired.

    b. Link to Individual Links – Instructors may wish to just have lessons or events span more than one day if necessary but if individual links are needed within an event it is possible just not from the **Add Content** button.

        i. Select **Content** from course navbar.

        ii. Highlight and copy the links to be added to the event.

        iii. Select **Plan** form course navbar.

        iv. Select **Create Event**.

        v. Enter the **Event Title**.

        vi. Paste content links previously copied within the description text editor.

        vii. Adjust the formatting so links appear formatted as desired.

    c. Non-Content Related Event

        i. Enter the Event Title

        ii. Enter description if desired

4. Select desired date and time conditions for the event.

5. Add restrictions if desired

6. Select **Create**.

EDITING EVENTS

Instructors can edit events as well as restrict the "attendees" that see the specific event.

1. Select **Plan** along the course navbar.

2. Locate the desired event and select the event name.

3. Select **Edit** or **Delete** as desired.

4. Select the **x** next to the content name to remove the link.

5. Select **Save**.

ASSOCIATE EVENT TO A GROUP

This option will only be visible if the instructor has pre-created groups they intend to assign the event to. Select _here_ to view how to create **Groups**.

Example of usage: Users that have three cohorts within one section may wish to assign events to individual cohorts.

NOTE: If the desire is to assign the same event to more than one group but at different times it is best to assign while originally creating the Event rather than through editing an event.

1. Select **Plan** along the course navbar.

2. Select **Create Event**.

3. Add content or desired Event information as described above.

4. Select the **Attendees** dropdown menu located below the description text editor.

5. Select the desired group within the dropdown menu. If additional groups are to also see the same event but at different times Select Add Groups/Sections button and select the next group to be added. Continue this process until all desired groups have been added.

6. Set event dates and restrictions for each group added.

7. Select **Create**.

SETTING DUE DATES

Select *here* to view video.

Due dates are helpful in implementations where students are expected to work at approximately the same pace. Due dates do not automatically affect a student's grade if a due date is missed. However, an overdue notification will be visible in the student's **My Performance** widget.

To add due dates to a content/assignment item:

1. Select **Plan** from course navbar.

2. Select **Set Dates**.

3. Browse and select desired content or continue to drill down in the content by selecting the appropriate arrows on the right. It is suggested to add due dates for only graded assignments. Assignments not completed will appear in the students' overdue notifications.

4. Select **Add**.

5. Set the due date. *It is recommended that the time be set for 11:59 PM*.

6. Set **Start Date** and **End Date** if desired. Setting start and end dates will restrict a student's access to the assignment to the dates and time entered. Start and end dates do not have to be entered if instructors wish student to always have access.

7. Add a description, if desired.

8. Select **Save**.

NOTES:

- This method of adding dates automatically adds the item to the calendar and will display on the student's **My Plan**.

- If students are added to a class with due dates and they are still not caught up or the instructor has told them to skip those assignments already covered they will see an overdue notice that they should be told to ignore.

- Presently students that are exempt from assignments will also see overdue notices. It is expected this will change sometime during the Fall of 2017.

ADD TASKS

Students and instructors can use the **Task** region of the plan tool to add individual **To Do Tasks** to track. These will not be visible on the **Class Plan** widget.
To add a task:

1. Select **Plan** from the course navbar.

2. Place the cursor in the **Add a task** field located below the small calendar on the right of the **Plan** window.

3. Enter a task name and select enter on the keyboard.

4. Select task name to add a due date or note about the task.

5. Select the save icon when done adding task details.

   Accessing this same location can be used to delete a task as well. Once the detail view is open select the trash can to delete a task.

6. Check box to the left of the task name when task is completed. Completed tasks can always be viewed by selecting **View Completed Tasks** hyperlink.

PLAN SETTINGS AND PRINT

The settings screen allows the user to adjust certain properties such as **Core Hours** displayed and **Tasks Options**.

- To access the settings screen, select the **Settings** button.

- To print calendar views, select the **Print** button next to the Setting button.

GRADEBOOK BASICS

It is important for instructors to understand the relationship between the gradebook and the quiz and assignment tools. To keep grades in sync between the grades view and Progress tool it is always best to make grade adjustments through the tool itself and not the gradebook.

To access the gradebook, select **Grades** along the course navbar. Instructors will land on the **Enter Grades** tab of the gradebook.

Gradebook Details:
- Four tabs are available within the **Grades** tool:

- **Enter Grades** – is the default landing page and classic spreadsheet view.

- **Manage Grades** – allows for re-ordering of grade book items, access to grade view, statistics and the editing of certain assignment properties.

- **Schemes** – will not be used at this time as only % schemes will be used.

- **Setup Wizard** – all grade book options will be preset so visiting the setup wizard will not be necessary or recommended.

- Grades will be displayed as a percentage.

- Grades will be calculated based on total points. Weighting options should not be selected.

- Grade Columns:

  - **Calculated Grade** – is a measure of how students are doing on assignments that have grades associated with them to date. It is not a grade that would reflect if students are falling behind.

  - **Final Adjusted Grade** – will not populate until a student is ready to be graded out of the course. (visible only at the end of the gradebook)

- Grades will display to the nearest tenth of a percent.

- Instructors can email students from within the gradebook.

EDITING AND SEARCHING THE GRADEBOOK VIEW

Instructors have control of how frequently rows and columns repeat within the gradebook. The repeating of columns and rows is a personal preference. Repeating too often will drag the display out while not repeating often enough will cause an instructor to scroll too much to view assignment or student name. Other view options are available for short term viewing as well.

ENTER GRADES VIEW OPTIONS

Select *here* to view video.
1. Select **Grades** from the course navbar. Default landing page will be the **Enter Grades** tab.

2. Select **Settings**, located in the upper right corner of the gradebook screen.

3. Adjust **Personal Display Options** as desired. Below are options instructors may wish to consider.

   a. Grade Details – may wish to view point value along with the default percentage grade scheme.

b. Number of columns before user details repeat – the default will be five (5). Users viewing on larger monitors may wish to increase this number so that the repeating user information does not appear as often.

c. Number of users before column heading repeat – the default will be ten (10). Again users viewing larger monitors may wish this to be a larger number.

4. Select **Save**.

5. Select **Org Unit Display Options**.

6. Adjust **Student View Options** as desired. If instructors wish for students to see the same color coding within their grades as instructors see activate **Grade scheme color**.

7. Select **Save**.

   WARNING: We strongly suggest not changing any of the **Calculation Options**.

8. Select **Close**.

Additional View Options

Instructors may wish to collapse or hide sections within the gradebook as students' progress through the course. This action will limit the instructors scrolling.

WARNING: Be careful not to collapse or hide items that students may return to. Changing the instructor gradebook view does not affect the student's view.

1. Select the **–** sign to the left of category heading to collapse the view.
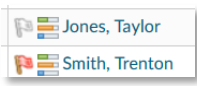
2. Select **More Actions** to hide individual columns or categories.

3. Select **Hide/Show Columns**.

4. Deselect any column that is to be hidden from the instructor view.

   REMEMBER: Hiding a column does not mean the assignment has been removed from the grade calculation. It only means it is being hidden from the instructor view. Use hiding columns cautiously.

SEARCH GRADEBOOK OPTIONS

Select *here* to view video.

1. Select **Grades** from the course navbar.

2. Select the **View By** menu to change view from **Users** to **Groups** if desired. This is only a viable option if the instructor has placed uses into dedicated groups. However, in large classes placing students into groups with specific characteristics may help an instructor view the gradebook in sections rather than upon mass.

3. Select **Apply**.

4. Select the desired group to view if not already displayed and select **Apply** one more time. Continue this process until done viewing all groups desired.

5. Select **Users** from dropdown menu and then **Apply** to return to the original default view.

6. Select **Show Search Options**. Three basic search criteria are available:

    a. Name – place name in **Search For** field and select enter on keyboard or search icon. 🔍

    b. Assignment Score – select desired assignment, complete grade information and select search icon.

    c. Flagged Students – instructors can search for students they have flagged by selecting flag to the left of the student name. Opt to search for flagged or not flagged students by using the dropdown menu and then select search icon.

    d. Search characteristic can be combined to have greater search options.

7. Select **Clear Search** once done with search view.

GRADEBOOK SPREADSHEET VIEW

The spreadsheet view allows instructors to enter override grades including zeroes for assignments not completed.

WARNING: Although possible, it is suggested you do not grade from this location so that assessment tools, progress tool and the gradebook remained synced (exception exemptions and late zeros.)

1. Select **Grades** from the course navbar.

2. Select **Switch to Spreadsheet View**.

3. Select grade box in which override grade is to be entered.

4. Type desired grade.

5. Select **Switch to Standard View**.

6. Select **Save** to confirm changes made.

OPTION B: Manual grades (*such as 0's*) can be added by selecting the student's name and entering grade next to the associated assignment listed.

EXPORTING GRADES

The **Export** button allows instructors to export the gradebook to a .csv or Excel spreadsheet. This is useful when saving a copy of the gradebook for offline use, working with parents and mentors, or submitting for final grades.

To export the gradebook:

1. Select **Grades** from the course navbar.

2. Select **Export** button.

3. Select the export options in the following fields:

   a. **Key Field**: Determines if the student names or the **Org Defined ID** is displayed. Selecting Org Defined ID is preferred, if the instructor plans on re- importing the gradebook for any reason.

   b. **Grade Values**

   c. **User Details**

      NOTE: Under the **Choose Grades to Export**, all of the grade book categories and items are listed. By default, all items are initially selected when entering the **Export Grades** area. Deselect any item not to be exported.

4. Select **Export to CSV** or **Export to Excel**.

5. Select document name when prompted.

6. Completed the saving process.

MANAGE GRADES TAB

Select *here* to view video.

The **Manage Grades** tab can provide an overview of all assignments and their point values as well as access to view statistics, and edit assignment properties. All assignments within this tab are viewed in chronological modular groupings. The point value for each assignment will be found on the right-hand side of the table.

BASIC ACCESS FROM MANAGE GRADES TAB

From the **Manage Grades** tab, instructors can edit basic assignment properties, including restrictions, as well as access grading environment and assignment statistics. These items can be viewed on an assignment to assignment view or can be viewed at the category level which in most cases will be the module.
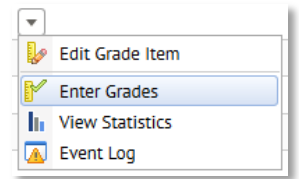
Each of these will be covered in detail when discussing grading options, assignment modifications or reporting.

WARNING: Although possible it is suggested you do not grade from this location so that assessment tools, progress tool and the gradebook remained synced (exception exemptions and late zeros).

REORDER/DELETE GRADEBOOK ITEMS

Instructors do have the ability to re-arrange gradebook items as well as delete assignments. It is advised that instructors hide rather than delete pre-loaded assignments to avoid course errors. Select *here* to view directions on hiding assignments.
To reorder an item(s):

1. Select **Grades** from the course navbar.

2. Select **Manage Grades** tab.

3. **More Actions**.

4. Select **Reorder**.

5. Change the numbers in the Sort Order box to choose the new order of items.

6. Select **Save**.

To delete an item(s) (preferable action with instructor added columns only)

1. Select **Grades** from the course navbar.

2. Select **Manage Grades** tab.

3. **More Actions**.

4. Select **Delete**.

5. Check the boxes of the items to be deleted.

   NOTE: Selecting the checkbox at the top of the list selects all categories.

6. Select **Delete**. A warning box will appear confirming the delete.

The Event Log lists changes to that specific course area which has occurred. Edits and modifications made to the course by instructors appear in the event log.

EDITING RESTRICTIONS AND HIDING GRADEBOOK ITEMS

Instructors can hide or add restrictions to gradebook items from the **Manage Grades** tab. If you wish to permanently hide assignments select *here*.

WARNING: Hiding gradebook items only hides the item in the Grades region of the student and will not remove the assignment from the grade calculation. The assessment will still be visible within the Progress region and Content areas. It is generally recommended not to hide gradebook items from students so they may be aware of upcoming assignments.

To hide or restrict items:

1. Select **Grades** from course navbar.

2. Select **Manage Grades** tab.

3. Select the dropdown arrow to the right of the gradebook item.

4. Choose **Edit Grade Item**.

5. Select the **Restrictions** tab to edit visibility or restrictions.

   a. Selecting **Hide** this grade item will also hide the item from the student in their **Grade** region. An eye will appear in the **Manage Grade** tab for all items hidden.

   b. Enter specified date range to make grade item visible for a specific date range.

BULK EDIT

The Bulk Edit button allows the user to edit the properties of several items at once. Items that can be adjusted through the bulk edit window include assignment names, point values, bonus associations, and category. Prior to making changes affecting the overall grade please check with the administrator or direct manager.
To use bulk edit:

1. Select **Grades** from course navbar.

2. Select **Manage Grades** tab.

3. Select the box next to all items to that will be edited or select the box next to **Bulk Edit** to choose all items.

4. Select **Bulk Edit**.

5. Make desired edits.

6. Select **Save**.

NOTE: Changing the assignment point value within the gradebook does not automatically change the value of the assignment. Instructors would need to access the assignment to adjust point values at the assignment level as well.

GRADING

Instructors will need to grade assignments, discussion board posts and on occasion quiz items. Instructors can access grading via the item tool itself or via the grade book. If ever in doubt as to the best place to grade always opt to grade via the tool itself (**Manage Quizzes**, **Assignment Folders** and **Discussion Board**).

EXEMPTING GRADED ITEMS

Select *here* to view video.

There are times when instructors wish to exempt students from assignments. The exempting of assignments can be completed from just one location – the gradebook.
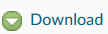
1. Select **Grades** from course navbar.

2. Locate the assignment column.

3. Select the column dropdown menu.

4. Select **Grade All**.

5. Select students that need to be exempted. If all students are exempt select box above the table.

6. Select **Exempt**.

7. Select **Save and Close**.

GRADING ASSIGNMENT SUBMISSIONS

Select *here* to view the video.

The **Assignment** tool is a virtual in/out box where students submit and instructors return written, audio, and project based assignments for grading.

To grade an assignment submission:

1. Select unread assignment link within **Update** widget or select **Tools** > **Assignments** via the course navbar.

2. Review the **Unread Files** column for assignments not yet reviewed.

3. Select the desired assignment folder.

Total Files	Unread Files
3	1

4. Use search fields as desired or scroll to bottom of the page to locate submissions.

5. Select **Assignment** file name. Written assignments will appear in a preview screen.

6. Select download icon to add direct comments to document. ⊘ Download

Instructors have the option to provide feedback via the originality checker without the need to download the documents. Select *here* to review how to provide feedback via the originality checker.

7. Evaluate and provide feedback using traditional word processing review tools.

8. Save the document.

9. Complete the rubric for the item, if available, and use it for grading.

10. Insert a score in the score field (located to the left of the document preview).

11. Enter any additional feedback to the student in the feedback area.

12. Select **Add a File** to upload rubric and or assignment with additional comments.

13. Select **Upload** or **Drag and drop**.

14. Select **Open** to find the graded document on the computer.

15. Select **Add**.

16. Select **Publish** or **Update**.

   NOTE: If a draft is saved instead of published, the grade will save in the instructor's gradebook, but will not be officially posted or returned to the student until it has been published.

17. Select **Next Student** to proceed to grade the next submission.

PUBLISH OR SAVE A DRAFT `

Instructors have an option of publishing or saving as draft when grading an assignment submission.

- **Publish**: The grade and feedback is immediately posted and the student can view it.

- **Save Draft**: The feedback and grade is saved on the instructor side, but not the student's side. The grade has not been officially posted.

Instructors can use the Save Draft feature to release all of the student grades at once. The Publish Feedback button on the folder submissions page allows the instructor to publish multiple students' grades at once.
To publish or save a student submission:

1. Select **Tools** from course navbar.

2. Select **Assignments**.

3. Select desired assignment folder.

4. Check the box next to the students' submissions to be publish.

5.   Select **Publish Feedback**.   🔲 Publish Feedback

NOTE: Under Submission Date the information changes from Draft Saved to Published when an item is published.

BULK DOWNLOADING ASSIGNMENT SUBMISSIONS

Select *here* to view the video.

Some instructors may find it easier to download a large group of assignments at one time and then grade and attach files later.
To bulk download assignment files:

1.   Select **Assignment** from the Tools dropdown menu on the course navbar.

2.   Choose **View Submissions** from the dropdown menu of the desired assignment.

3.   Scroll down and select the radio button to the right of Download to select all students.

4.   Select **Download** to prepare a zip file of all students selected.

5.   Select the name of the file.

     NOTE: It is critical not to change the name of the file in any manner to assure that it saves properly and maintains all file association for download.

6.   Unzip the files once downloaded.

7.   Review papers and add feedback using traditional review tools.

8.   Locate the folder that contains the downloaded content and re-zip the folder for upload.

9.   Select the **Add Feedback Files** button at the top of the submission page.

10. Select **Upload**.

     NOTE: Deselect the **Overwrite Duplicate Files** box, if the user wishes to keep duplicate files.

11. If dialogue box appears with files that did not distribute. Select the file and then select the student name needing the file.

12. Select **Add**.

13. Select **Close**.

ORIGINALITYCHECK

Originality Check, also known as **Turnitin**, is the tool that checks student work submitted to the Assignment widget for possible plagiarism.

1. Select **Assignments** from the Tools dropdown menu on the navbar.

2. Locate the desired assignment from the Assignment Folder page.

3. Select the ✏ icon to submit student work for an **Originality Check**.

   NOTE: When the check is complete, instructors and students can view the report.

4. Select the color-coded bar next to the percentage icon to view the completed report.

5. Once the new window opens, instructors can view the paper and see the content with possible match, and the matching source.

6. Instructors should enable **Allow submitters to see Originality reports** on the edit folder screen under the Properties tab, so students can also view the returned originality report.

ACCESS OVERRIDE – ORIGINALITY CHECK

Instructors can exempt individual students from required use of **Turnitin**. This may be useful in cases where students have accessibility requirements and/or technical or browser issues.

NOTE: Always confirm with school program policies prior to adjusting any settings.

To exempt individuals, follow the steps below.

1. Select **Assignments** from the Tools dropdown menu on the navbar.

2. Select the **More Actions** menu.

3. Select **Manager Preference** for **Turnitin**.

4. Select the toggle switch ▣ on the right side of the screen under the **Turnitin** column to exempt/require the student to use **Turnitin**.

5. Select **Save.**

If a student is exempted from using **Turnitin** from an assignment, an Exempted message will appear in the **Turnitin Similarity** column next to the student's submission.

Last Name ▲ , First Name	Turnitin® Similarity
☐ FuelEd Training, Soren	
🏳 📄 HS_HST_US34_S2_02_03_GA.doc (41 KB)	Exempted

GRADING QUIZ/EXAMS

FREE RESPONSE QUESTIONS

Select *here* to view video.

Although most quizzes will not contain instructor graded questions some quizzes or exams may include free response questions that require instructor grading. To help with this process the auto submission of a quiz assignment has been removed. This will prompt an updates notification for the instructor that a quiz has been submitted and needs their attention.

To access quiz assignment that needs grading:

1. Select link within Update widget or select **Tools** > **Manage Quizzes** via the course navbar.

2. Scan the **Published** column looking for any quiz assignment where the number published vs. the number submitted are not equal. `0/1`

3. Select quiz dropdown arrow.

4. Select **Grade**.

5. Select **Attempts** tab. It is possible to remain on **Users** tab but the **Attempts** tab will allow for filtering.

6. Select **Ungraded Attempts** within search region.

7. Select **magnify lens** search tool.

8. Select **Attempt** next to first ungraded quiz assignment.

9. Scroll through quiz to view quiz results and locate ungraded question(s).

10. Enter score within score field provided.

11. Select **Expand question feedback** to add feedback specific to that question, if desired.

12. Select **Save and Close**.

13. Select box in the **Published** column to assure students can view final grade. Unpublished grades will not be visible to the student.

14. Repeat process for any additional submissions.

15. Select **Save and Close**.

ADDING FEEDBACK VIA THE GRADEBOOK

Select *here* to view video.

Adding feedback via the gradebook provides instructors the option to post feedback to the entire class or to individual students.

1. Select **Grades** from the course navbar.

2. Locate the quiz on either the **Enter Grades** tab or the **Manage Quiz** tab.

3. Select the quiz dropdown arrow.

4. Select **Grade All** within Enter Grades tab or **Enter Grades** within **Manage Grades** tab.

5. Select **Show details and overall feedback** and enter feedback in overall feedback box, if feedback is intended for the entire class. All users will see this feedback.

6. Select feedback icon associated with individual student.

   a. Place general quiz feedback in text box labeled **Feedback**.

   b. Place comments only visible to those that have access to grade the activity in box labeled **Private Comments**. These are not visible to the student.

7. Select **Save**.

8. Select **Save and Close**.

   NOTE: Feedback can be more than text base. Instructors have the ability to create a video by selecting Insert Stuff icon within the text box as well as attach a video or audio file.

ADDING FEEDBACK VIA MANAGE QUIZZES TOOL

Select *here* to view video.

Adding feedback via the Manage **Quizzes** tool allows instructors to view specific quiz question responses and if desired provide feedback at a question level.

1. Select **Manage Quizzes** from the Tools dropdown menu on the navbar.

2. Select dropdown arrow of desired quiz.

3. Select **Grade**.

4. Select **Attempt** for desired student.

5. Provide general quiz feedback in **Attempt Feedback** field.

6. Scroll to quiz results and select **Expand question feedback** to enter feedback for a specific question.

7. Select **Save and Close**.

8. Select **Save and Close**.

REMINDER: Feedback can be more than text base. Instructors have the ability to create a video by selecting Insert Stuff icon within the text box as well as attach a video or audio file.

RESETTING A QUIZ

Select *here* to view video.

Instructors may need to reset a quiz for a student so the student can take the quiz again. Always check school policies before resetting quizzes.

To reset a quiz:

1. Select **Manage Quizzes** from the Tools dropdown menu on the navbar.
2. Locate the quiz name.
3. Select **Grade** from the dropdown menu to the right of the quiz name.
4. Check the box by the **Attempt** to delete.
5. Select the **Delete** icon. 🗑
6. Select **Save and Close**.

NOTE: If the user wishes to reset attempts for several students at once, follow the steps above and check the boxes of the attempts for all the students that need to be reset. Select the **Delete** icon.

GRADING DISCUSSION BOARD ASSIGNMENTS

Select *here* to view video on discussion access options.

GRADING VIA THE DISCUSSION TOOL

Select *here* to view video.
To grade a discussion from the discussion area:

1. Select **Discussions** from the Tools dropdown menu on the navbar.
2. Select dropdown menu to the right of the desired discussion topic (not the larger forum).
3. Select **Assess Topics**.
4. Select **Topic Score** under the student's name.
5. Scroll down to the bottom of the page to view student's posts.

6. Enter **Topic Score**. By default, one grade is provided for all posts. However, some programs may prefer to grade each post individually and have the computer average to display overall discussion score.

   To change default grading:

   a. Select topic dropdown menu.

   b. Select **Edit Topic**.

   c. Select **Assessments** tab.

   d. Select box associated with **Allow assessment of individual posts**.

   e. Select calculation options desired.

   f. Select Save and Close.

7. Add feedback in the **Feedback** area, as applicable. (Replying to a student's post is public adding a comment within the **General Feedback** text box will be visible to just the student.)

   REMINDER: Feedback can be more than text base. Instructors can create a video by selecting **Insert Stuff** icon within the text box as well as attach a video or audio file.

8. Select the **Published** box, if the score is to be automatically counted in the grade book. Scores will not be recorded until the instructor publishes the grade. There is the option to publish later.

9. Select **Save and Close**.

10. Select **Save and Close**.

11. **Alternative Publish Option**: Scores can be published later by returning to Assess Topic view and opting to utilize the **Publish to Grades** box or the **Publish All Scores to Grades** button. These later options are valuable if the user wishes to release grades all at one time.

GRADING DISCUSSIONS VIA THE GRADEBOOK

Select *here* to view video.

To grade all students' discussion from the gradebook:

1. Select **Grades** from course navbar.

2. Locate the desired discussion column.

   a. Select bubble icon to grade individual student.

b. Select column dropdown arrow and then **Grade All** to grade multiple students. Select bubble icon for fist student's thread to review.

3. Enter **Topic Score**, **Feedback**, and **Publish** box based on reviewing students post visible at the bottom of the page.

4. Select **Save and Close**.

   NOTE: An instructor can also Bulk Grade items on this screen. This will only allow the instructor to insert a grade for the selected items, but it can be useful when inserting zeroes.

5. Select **Save and Close**.

SPECIAL CURRICULUM - LTI INTEGRATIONS

Some courses are housed within the **Brightspace LMS**, but link out to other systems. When this occurs, grading practices will vary. Each LTI integration has its own processes that are linked to below

SUMMIT COURSE

Select *here* to access grading and report information for Summit courses. Summit courses are presently available in Math grades 6-11 and English grades 9 and 10.

NEW CREDIT RECOVERY COURSES

Select *here* to access grading and report information for new credit recovery courses. Presently these new courses are available in Algebra I, Geometry, English I and II as well as Spanish

WORLD LANGUAGE COURSES

Select *here* to access grading information for World Language courses.

CTE (CENGAGE COURSES)

Select *here* to access grading information for Cengage CTE courses.

PEAK LIBRARY CURRICULUM

Select *here* to access information on adding Library content, reviewing data and where needed linking graded work to the gradebook.

REPORTS AND DATA

INSIGHTS REPORT PORTAL

Select *here* to view video.

The Insights Portal allows the instructor to run various reports such as course access, user quiz scores, and quiz question statistics. Instructors can use the reports to identify trends, and problem areas. Running a report involves adjusting the report filters to collect the needed information.

WARNING: Some reports will not function if course grades are brought into the gradebook through an LTI integration. Academic Risk can be run for any course.

To run a report:

1. Select **Reports** from the course navbar.

2. Select the desired report name.

3. Choose **Select Values** in the **Report Filters** area.

4. Select the **Student** to generate a report on the students in the course.

5. Select **Add and Close**.

6. Adjust the remaining filters, as desired. Filters will vary based on the report selected.

7. Select **Run Report**.

The report can be exported as a .pdf, Excel, .csv, or .xlsx file by selecting the appropriate button on the upper-left of the report.

Reports Available

Display Name ▲	Category	Description
Academic Risk		A dynamic report that displays academically at-risk students in selected courses, using grades as a risk domain and a user-defined baseline as a risk threshold.
Grade Patterns		A heatmap showing grade results as a percent for grade items within an org unit.
Grade Patterns (Large Format)		A heatmap showing grade results as a percent for grade items within an org unit. This large format report is optimal for org units with greater than 30 enrollees.
Individual Survey Responses		A report that displays individual survey responses for both shared, and course offering specific, surveys.
Quiz Item Analysis		Quiz Item Analysis is a set of statistical measures for assessing the quality and characteristics of quizzes and individual items (questions) in a quiz. It provides instructors with actionable feedback on quizzes and individual questions. For this…
Quiz Question Statistics		The report has both a Summary view and a Detailed view. The Summary view shows course quiz question responses and final quiz score distributions. The report displays the most problematic questions first. Comparing the grade of the quiz question to…
User Quiz Scores		The User Quiz Scores report displays user details, attempt details, time spent, and scores achieved for a specific quiz.

PROGRESS DATA

Select *here* to view the video.

The Progress tool provides a wealth of information about how and what the student is doing in the course. This is particularly useful for identifying at-risk students. To access user progress, select **Progress** along the course navbar.

PERSONALIZING PROGRESS TOOL

By default, there are four of nine possible progress widgets displayed on the Class Progress screen. Instructors can change the widgets viewed. This may be especially helpful as the default Objectives widget will not contain data within our courses.

1. Select **Progress** from along the course navbar.
2. Select **Settings**.
3. Select the dropdown menu of the widget to be replaced (in this scenario Objectives).
4. Select **Replace**.
5. Select the name of the widget to now be visible (we suggest replacing with the quiz widget.)
6. Select **Save and Close**.

CLASS PROGRESS

The **Class Progress** screen gives a quick snapshot of each user in the course.

Selecting a student name opens the individual user progress for that student. The following information is included:

- Time spent in course and items
- Graded items details
- Login history
- Number of items completed in each content area

- Discussion and Assignments performance
- Assessment details

Each screen in **User Progress** can be printed by choosing the Print button at the top of the screen.

Grade Summary Data

Current Grade – present calculated grade representing students' performance on all graded assignments

Grades Progress

Current Grade	Maximum Final	Minimum Final
85.07 %	100 %	12.72 %

Maximum Final – estimated final grade if students were perfect on all remaining assignments.

Minimum Final – represents the overall grade if the students complete no additional work.

STUDENT PROGRESS – SETTINGS

The student progress screens are powerful tools for monitoring the individual student's progress. Disabling unused assessment tools will improve the usability of the progress screen for both students and instructors. Suggested tools to disable include objectives and surveys.

To disable items in the progress indicator:

1. Select **Progress** link along the course navbar.

2. View any single student's progress by selecting the student's name. (This process completed on one student's progress view will affect all student views.)

3. Select the **Settings** link in the upper-right area of the screen.

4. Uncheck **Objectives** and any other item not being used in the course.

5. Select **Save and Close**.

To edit additional student progress views:

1. Select **Progress** link along the course navbar.

2. View any single student's progress by selecting the student's name.

3. Select the **Settings** link in the upper-right area of the screen.

4. Scroll down to view additional options that include:

   - The ability to hide minimum and maximum grades

   - Color indicators and % thresholds for On Track, Some Concerns, At Risk threshold indicators.

5. Select **Save and Close**.

STUDENT PROGRESS – GRADEBOOK ACCESS

This section will review progress review from the gradebook.

1. Select **Grades** from along the course navbar.

2. Select graph icon to the left of the student's name.

3. Select any of the assignment groups to view additional details.

INSTRUCTOR TOOLS

CREATING DIGITAL RUBRICS

Select *here* to view video.

Instructors can create digital rubrics and use them for grading assignments.

To create a rubric:

1. Access **Course Admin** widget.

2. Select **Rubrics** within Assessment section.

3. Select **New Rubric**.

4. On the Properties tab, input **Name** and if desired a **Description**.

5. In the Rubric Status section, instructors can set the rubric as Draft, Published, or Archived. To make visible set as published.

   NOTE: Archived rubrics do not appear in search results.

6. Select **Rubric Type**.

   a. **Analytic**: Rubrics with multiple criteria for measurement. (most rubrics are analytic)

   b. **Holistic**: Rubrics with single criteria (one dimensional) for measurement.

   NOTE: Some choices on the New Rubric screen, such as number of criteria, may change based on the type of rubric chosen.

7. Select **Initial # of Levels**.

8. Select **Initial # of Criteria**.

9. Select **Scoring Method**.

   NOTE: Select **Custom Points** if the ability to edit the point value is desired (suggested).

10. Determine if students should see score. In most cases, the Hide scores from student views should remain unchecked.

11. Check **Allow new associations in Assessment Tools and ePortfolio**, if available.

12. Select the **Levels and Criteria** tab.

    NOTE: Selecting the Levels and Criteria tab will save the rubric. If edits are needed from this point on they will need to be completed on the Levels and Criteria tab or by editing from the rubric home page.

13. Select **Criterion 1** dropdown menu → select **Edit Criterion**.

    a. Edit score if custom score was selected on the properties tab.

    b. Add description for each level.

    c. Add predetermined feedback, if desired.

    d.   Select **Save**.

14. Repeat step 13 for all other criterion.

15. Select dropdown menu next to rubric name → Select **Preview**.

16. Add criterion, levels or re-order as needed.

17. Select **Close**.

ASSOCIATING A DIGITAL RUBRIC WITH A ASSIGNMENTS ITEM

Select *here* to view video.
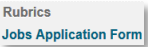
To associate a rubric with an item:

1. Select the **Assignments** from Tools link along the course navbar.

2. Select **Edit Folder** on the item's dropdown menu.

3. Scroll down to **Rubrics**.

4. To disassociate a previously chosen rubric, select the red **X** beside the rubric name.

5. Select **Add Rubric** button.

6. Select **Add Selected**.

7. Select **Save and Close**.

USING DIGITAL RUBRICS

Select *here* to view video.

To use a rubric:

1. Select **Assignments** from Tools link along the course navbar.

2. Select the assignment name.

3. Select student assignment.

4. Scroll down to **Evaluation** on the right side of the screen.

5. Select the rubric name.
        Rubrics
        Jobs Application Form

6. Select the appropriate score for each criterion listed in the rubric.

7. Select **pencil** icon to edit the score and/or give feedback for each criterion. Edit icon will appear in **Score** and **Feedback** column.

8. By default, transfer rubric to general feedback for this assignment is checked. This pastes the completed rubric in the feedback area, so the student can see it. Uncheck this area if including the rubric in feedback is not desired.

9. Select **Save and Record**.

NOTE: Rubric statistics can be accessed by selecting the bar graph icon to the right of the rubric link. ⓘ

CLASSLIST

Select *here* to view video.

The **Classlist** provides a list of all students in the course and allows the instructor to access course information about students or view the course as a student. This makes a useful reference point for instructors.

1. Select **Classlist** from Tools link along the course navbar.

2. Select **Enrollment Statistics** to display how many students and instructors are enrolled in the course and how many have withdrawn. Select **Done** to return to list.

3. Select **Show Search Options**, to limit **Classlist** view.

   a. Sort and filter by name, role, flagged, online status, or last access date as needed.

   b. Select magnify glass in search field to complete the search.

4. Locate student and select student dropdown arrow. The following are features that can be accessed from the **Classlist**.

   a. **Flag Student** – Selecting the flag prior to the student's name can help an instructor monitor the progress of individual students.

   b. **View As User** – allows instructors to view as an individual student. See *View as Individual Student* for more details.

   c. **View Progress** – allows an instructor to view student's progress tool view including all graded items as well as content accessed.

   d. **View shared locker** files– View all group locker files associated with the student View group associations. If teachers share documents through the locker students will view through the instructors view shared locker.

   e. **View Group enrollments** – View all groups associated with the student.

   f. A green circle to the right of a student's name indicates that they are logged in to the platform.

VIEW AS USER

Select *here* to view video.

Through an instructors **Classlist** access, an instructor can view an individual student's account. This is especially helpful when problem solving issues, but care must be taken to not alter assignment submissions.

1. Select **Classlist** tool via the course navbar **Tools** dropdown menu.

2. Locate student to view.

3. Select the **student's dropdown** menu → select **View as User**.

4. Select **Yes**.

5. Notice how the username in the Header changes to the student's name and is highlighted by a white box.

6. Select **username dropdown** menu within the header. [image: Soren FuelEd Training ▼]

7. Select **X** to the right of the Viewing As statement to return to the instructor view.

Facts and Warnings associated with viewing as an individual student.

- Time spent impersonating a student does not affect the student's activity time.

- Accessing content as a student will not influence the student's progress indicators.

- Submitting assignments will use the student's submission attempt and will be graded.

GROUPS

Select *here* to view video.

The **Groups** section allows the user to put students together to view certain content items, work on specific projects or discussions, or just group to allow efficient viewing of the gradebook etc. Instructors can create and assign students to groups using the **Manage Groups** tool.

1. Select **Groups** from Tools link along the course navbar.

2. Select **New Category**.

3. Enter the **Category Name**. This is the name of the overarching reason for grouping (i.e. Cohorts)

4. Type a **Description**, if desired.

5. Select **Enrollment Type**. This will vary depending upon if you have set #'s in each group, or if you have set number of groups. The selection here will cause later options to vary.

Warning: Do not select an option that allows students to self-enroll. This has been limited for security and confidentiality reason

6. Select the desired **Number of Groups** or **Number of Users** in each group.

7. Select any group or additional options desired based on Enrollment Type.

8. Select **Save**.

9. Select Group 1 name and name group as desired. Save changes to update and repeat the process for any additional groups.

10. Add students as needed. Some groups types will self-populate randomly however others will require instructor action to place students within a group.
    To add students to all groups:

    a. Select the **category dropdown** menu → select **Enroll Users**.

    b. Activate box for each student associated with the desired group.

    c. Select **Save**.

CHECKLIST

Select *here* to view video.

A checklist is a list of important assignments, content items, assessments, or other items the students are required to complete. Each checklist is subdivided into categories, with each checklist item placed in a category. Checklists are not pre-loaded by **FuelEd**, but can be created by instructors.

To create a new checklist:

1. Access **Course Admin** widget.

2. Select **Checklist** within Assessment section.

3. Select **New Checklist**.

4. Enter a **Name** for the checklist. Add a description if desired.

5. Check **Open this checklist in new window** if desired.

6. Select **Save**.

7. Select **New Category**.

8. Enter a category name and if desired a description.

9. Select **Save** or **Save and New** to continue creating new categories.

10. Select **New Item**.

11. Select a **Category**.

12. Enter name and if desired a description.

13. Set a **Due Date**, if applicable.

14. Check **Display in calendar**, for an item with a due date to be visible on the student's **Calendar**/**My Plan**.

15. Select **Save** or **Save and New** to add another item.

16. Select **Restrictions** tab to add release condition for the checklist if desired.

17. Select **Save and Close**.

Checklist completion can be used to create release conditions any place conditional release is allowed.

 Students can view checklist and mark items as complete:

- Instructors can add as a content item in appropriate course location. This allows students to view as they would any other content link. Select *here* to view how to add content to course content.

- Via their Progress tool → Checklist tab

- If add to calendar was marked the tasks will also display on their My Plan widget.

- Checklists can be hyperlinked to within an announcement.

SURVEYS

Select *here* to view video.

Surveys allow instructors to gather student thoughts, opinions, and feedback.
To create a survey:

1. Access **Course Admin** widget.

2. Select **Surveys** within Assessment section.

3. Select **New Survey**.

4. Complete the following on the **Properties** tab.

   a. Provide Name

   b. Create or add to a category if the intent is to build surveys associated with related topics or purpose. (*This is not a mandatory field.*)

   c. Select **Add/Edit Questions**.

      i. Add new questions to appear on the survey.

ii. Select **Done Editing Questions**.

5. Select **Restrictions** tab.

6. Complete the following on the Restrictions tab.

    a. Select **Active** from the status dropdown menu.

    b. Select any desired date or release condition settings.

    c. Select number of attempts allowed.

7. Select the **Reports Setup** tab. (*optional but suggested*)

    a. Select **Add Report**.

    b. Provide the report a name. (Suggested naming convention – relate the name to the survey topic.)

    c. Select desired characteristics. Most users will leave the default settings.

    d. Select Instructor within role list. Depending on the purpose of the survey, instructors may also wish to release to students.

    e. Select **Save**.

8. Select **Save and Close**.

DEPLOYING SURVEYS

Surveys can be deployed in multiple locations within a course. The two most common places to deploy a survey will be within the content or within a posted announcement.

To deploy within content:
1. Select **Content** along the course navbar.

2. Locate the unit or lesson where the survey will be place.

3. Access **Existing Activities** menu.

4. Select Surveys and select the desired survey name.

5. Select the 3-line icon to the left of the survey name and drag it to the desired location within the unit or lesson.

To deploy within an announcement (or any region with text editor tools)
1. Access announcement tool (or any other desired text editor box including feedback locations.)

2. Type the desired message including verbiage that will be hyperlinked to the survey.

    Ex: Select *here* to access the survey.

3. Highlight the word that will be linked to the survey.

4. Select link icon within the text editor tool bar.

5. Select **Surveys**.

6. Select desired survey name.

7. Complete the remaining announcement or feedback post as usual including adding any release conditions, visibility rules and be sure to save or publish.

ACCESSING SURVEY RESULTS

1. Access **Course Admin** widget.

2. Select **Surveys** within **Assessment** section.

3. Select dropdown arrow to the right of the desired survey name.

4. Select **Reports**.

5. Select the report name.

6. Gate the time frame for which the report will display data if desired. If all data is desired there is no need to complete From and To fields.

7. Select the desired output. Suggested best practice is to select **Generate HTML**. This will allow you to view data prior to saving offline.

   i. Select export format, if desired.

   ii. Select Go Back to Generate Report

8. Select **Done**.

COMMUNICATION

EMAIL FROM BRIGHTSPACE

Select *here* to view video.

No internal messaging system exists within the **Brightspace** platform. However, instructors do have the ability to send an email from the platform to students from multiple locations.

Before Sending Consider:
- Instructors may wish to use search and filter options to display students to which the email will be sent more efficiently.

- No incoming emails will be received within the **Brightspace** platform.
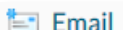
- All emails will be sent to external emails associated with the student at the time their account was created. When a student replies to an email it will go to the instructor's external email.

- Selecting Sent button will provide a historical list of emails sent from within the system. Selecting the subject name will allow an instructor to view what was sent.

- Replacement string codes used other places within the platform do not work when using email.

To send email:

1. Select email icon along the platform header.

2. Select **Go to Email**.

3. Select **Address Book**.

4. Select students to which the email will be sent. Selecting the box located above the table will select all students.

5. Select Bcc rather than the To, if sending to multiple students. To, Cc and Bcc links are found above or below the student list.

6. Select **Add Recipients**.

7. Verify that student(s) email are in the correct field (Bcc) to avoid any possible FERPA conflicts.

8. Additional emails can be typed into the To, Cc or Bcc fields.

9. Construct body of the email add any desired attachments. (*Replacement strings cannot be used.*)

10. Select **Send**.

Instructors can also send email from the gradebook, classlist and assignment tool by selecting the box prior to students' names and selecting the Email hyperlink above the table. All students will be list in the Bcc field automatically.

INTELLIGENT AGENTS

Select *here* to view video.

Intelligent Agents are tools that allow instructors to monitor and find activity for specific criteria and then if desired send an email to the students that meet the rule criteria. Since emails are not always a preferred form of communication, check the school policies to see if Intelligent Agents should be used to send messages to email addresses.

CREATING - INTELLIGENT AGENT

To create a new Intelligent Agent:

1. Access **Course Admin** widget.

2. Select **Intelligent Agents** within Communication section.

3. Select Settings. (upper right corner of the page)

4. Select **Set custom values for this course** and complete both fields.

5. Select **Save**.

6. Select **New**.

7. Type an Agent Name and if desired a description.

8. Check the box for **Agent is enabled**.

9. Choose criteria to monitor: Login Activity, Course Activity, or specified Release Conditions.

10. Select the desired **Action Repetition** and **Schedule** under **Agent Action**. If the agent is not scheduled instructors will have the option to run manually when desired.

11. Select the email format, HTML or Plain text.

12. Enter the replacement string **{initiatinguser}**, to send to all users that meet the criteria or add specific email addresses.

13. Type a subject and message, using the appropriate replacement strings to personalize the message to each user.

    NOTE: For available replacement strings select *here*.

14. Select **Save and Close**.

RUNNING AND ACCESSING RESULTS - INTELLIGENT AGENTS

Intelligent agents can be set to run on a specific schedule or instructors may opt to run a practice run to just view the results or to run an agent manually to control when and how often emails are sent via the intelligent agents created.

To manually run and view agent results:

1. Access **Course Admin** widget.

2. Select **Intelligent Agents** within **Communication** section.

3. Select the dropdown arrow to the right of the agent name.

4. Select:

    - **Practice Run** – to view students who meet the criteria

- **Run Now** – to view students who meet the criteria but also have agent email sent to the student meeting the criteria.

5. Select **Done**.

There will be a brief time between running the agent and seeing the results. While the agent is running, a gear will appear. 🔧   After receiving an email indicating the run is complete refresh the page to view the results.

6. Select the hyperlink results to see students who met the criteria set within the agent. Only the last run will be display. To view previous runs return to the agent dropdown arrow and select **View History**.

DISCUSSION COMMUNICATION GROUPS

Select *here* to view video.

Some programs may wish to develop an in-platform communication system. This is accomplished by creating a self-contained group discussion area.
To create a private one student/instructor communication discussion:

1. Select **Groups** via the Tools menu located along the course navbar.

2. Select **New Category** and label it *Communication*.

3. Select **Single User**, member-specific groups, within the **Enrollment Type** menu.

4. Check box – **Set up discussion areas**.

5. Select **Save**.

6. Select **New Forum**.

   a. Title the forum **Teacher Student Communication**.

   b. Place description of the forum in the box provided. FuelEd Instructors use the following as an example.

   This Student Teacher Communication forum provides a convenient method of communicating with your teacher directly within your course. Please open the topic below and post a new thread to start a new conversation. Be sure to check the discussion topic for your instructor's response.

7. Select **Save**.

8. Verify the **Create one topic per group is selected** (default) and select **Create and Next**.

9. Select **Done** and then **Save**.

10. Access Discussions via **Tools** menu along the course navbar.

11. Select **More Actions** → **Reorder**

12. Scroll to the bottom of the list and change the order of your newly created forum to be **1** and then **Save**.

13. Select Hide Topics for Teacher Student Communication. This will conserve space but still allow you to view if new posts have been made.

> Click to show: 0 Unread Posts (0 total) - 3 topics in Teacher Student Communication

CLASS CONNECT
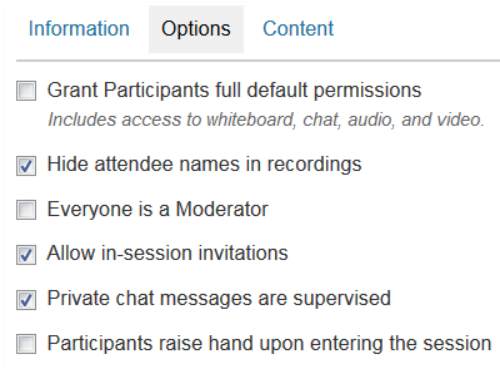
Select *here* to view video.
Select *here* to access the **Blackboard Collaborate** User Guide.

Blackboard Collaborate (**BBC**) is the tool used to host synchronous Class Connect Sessions. For details on tools and functioning within the virtual session access the guide above.

CREATE SINGLE SESSION CLASS CONNECT ROOM

1. Select **Class Connect** from the Tools menu along the course navbar.

2. Select **Create Session** button (located right corner)   **+ Create Session**

3. Enter session title.

4. Enter desired start and end time. If creating an open session, no action is needed here.

5. Select **Options** tab.

6. CRITICAL: Change default setting to assure a more secure environment.

Information	Options	Content

☐ Grant Participants full default permissions
  Includes access to whiteboard, chat, audio, and video.
☑ Hide attendee names in recordings
☐ Everyone is a Moderator
☑ Allow in-session invitations
☑ Private chat messages are supervised
☐ Participants raise hand upon entering the session

Uncheck grant full permissions. (Instructors will want to grant access only after they are within the room)

Check hide attendee names in recording (suggested)

Check private chat messages are supervised

7. Select **Content** tab.

8. Add any desired files or multimedia files.

9. Select **Create Session**.

ACCESS CLASS CONNECT SESSION

Following the creation of a virtual room students and instructors can access the room by:

1. Select **Class Connect** from the Tools menu along the course navbar.

2. Select the session name. A pop-up frame will appear.

3. Select **Join**, a new window will appear.

   First time users – select hyperlink Download Blackboard Collaborate Launcher

   download the Blackboard Collaborate Launcher.

   Return users – Open session. Depending upon users operating system and browser the location of the downloaded execute file will vary.

CREATE RECURRING SESSION

Select *here* to view video.

By default, the BBC integration does not allow for recurring sessions. However, after the creation of an open room (no end date), instructor can use the guest link along with planned events to set recurring sessions without creating individual rooms.

1. Create single open ended session using directions above.

2. Select room name hyperlink.

3. Select **Show** for guest link within the **Information** tab.

4. Copy guest link.

5. Select **Plan** along course navbar.

6. Select **Create Event**.

7. Enter event title (i.e. *Algebra Review Session*)

8. Enter desired message.

   a. Start to type message as normal.

   b. Select insert stuff icon when the link should be hyperlinked.

   c. Select **Insert link**.

   d. Copy guest link URL.

   e. Select **Next**.

   f. Enter desired link text. In example below it would be the word here.

   g. Select **Insert** and finish the description.

EXAMPLE: Select *here* to access weekly algebra session.

9. Determine if session should be restricted to any pre-created groupings.

10. Enter start and end time of the first session.

11. Add recurrence characteristics.

12. Select **Create**.

A class connect event will appear on the student's my plan for each recurrence interval set. Students just need to select the event in the **My Plan** and then the hyperlink within to open the session.

QUIZZES AND EXAMS

Quizzes and exams are generally computer-scored assessments that appear throughout all courses. Although most quizzes/exams will not contain instructor graded free response questions, it is important to beware that a few courses may contain quizzes with free response questions requiring an instructor's attention.

ACCESSING QUIZZES/EXAMS

Quizzes/exams settings and properties can be accessed through two methods.

ACCESS VIA COURSE CONTENT

Select *here* to view video.

1. Select **Content** from along the course navbar.

2. Select **Module** within the **Table of Contents** containing the quiz/exam.

3. Select a quiz/exam name. From this quiz/exam overview screen instructors have these options:

    a. **Activity Tab** – allows instructors to make simple updates such as add due dates and restrictions, add description and adjust basic quiz options.

       To alter any of the above listed settings:

       i. Select the labeled field and make the desired changes.

       ii. Select **Update**.

    b. **Completion Summary Tab** – allows instructors to view student grades and filter by completed or incomplete submissions.

    c. **Preview Button** – allows instructors to preview a quiz just as a student would view a quiz.

       i.   Select **Preview**.

      ii.   Select **Start Quiz!**

     iii.   Select **Exit Preview** on the upper-right of the screen when finished.

   d. **Quiz Setup** – allows access to *edit quiz/exam* properties, restrictions, and submission views.

ACCESS VIA TOOLS

Select *here* to view video.

1. Select **Manage Quizzes** from the **Tools** dropdown menu on the navbar.
2. Select quiz dropdown arrow to:

   a. **Edit Quiz/Exam Settings** – may also access by selecting quiz/exam name

   b. **Preview Quiz**

   c. **Delete** – suggested - never use for pre-loaded assessment

   d. **Grade**

   e. **Report**

   f. **Statistics**

EDITING QUIZ/EXAM

Select *here* to view video.
Instructors can edit basic quiz/exam settings as well as the questions themselves. All areas below will assume accessing via the Manage Quizzes tool.
To edit or add Quiz Questions:

1. Select **Manage Quizzes** from the Tools dropdown menu on the navbar.
2. Select quiz name. Users will land on the Properties tab.
3. Select **Add/Edit Questions**.
4. Select **New** to add question.

   a. Select question type.

   b. Assign point value. (Keep point value in sync with similar questions within the course to prevent over weighting.)

   c. Add question.

   d. Add answers and desired feedback.

   e. Select **Preview**.

f. Select **Save**.

g. Select **Done Editing Questions**.

5. Select question dropdown arrow to edit question.

    a. Make desired edits.

    b. Select **Save**.

    c. Select **Done Editing Questions**.

EDIT NUMBER OF QUIZ ATTEMPTS

Select *here* to view video.

By default, all quizzes will be set to allow just 1 attempt. Instructors can change these settings but should always consider the security of the quiz before doing so.

To edit the quiz attempt number:

1. **Manage Quizzes** from the **Tools** dropdown menu on the navbar.

2. Select all quizzes or just those that will have their attempts changed.

3. Select **Bulk Edit**, located above the quiz table list.

4. Change the attempts to the desired value.

5. Select **Save**.

EDIT QUESTION POINT VALUE

1. Select **Manage Quizzes** from the **Tools** dropdown menu on the navbar.

2. Select quiz name. Users will land on the properties tab.

3. Select **Edit Values**.

4. Adjust point value of desired question(s).

5. Select **Save and Close**.

EDIT OR ADD RESTRICTIONS/PASSWORDS

1. Select **Manage Quizzes** from the **Tools** dropdown menu on the navbar.

2. Select quiz name.

3. Select **Restrictions** tab.

4. Select desired settings. The following options are available:

a. **Date range** – note date ranges can restrict a student's ability to see upcoming assignments.

b. **Instructor created release conditions** – these are conditions that can be based on group associations or on student actions or achievements.

c. **Password** – add desired password.

d. **Time limit enforcement**.

5. Select any **Special Access** desired. Special access allows selected users to access or view assignment hidden or closed to other users regardless of the restriction rule added.

6. Select **Save and Close**.

EDIT SUBMISSION/FEEBACK VIEWS

1. Select **Manage Quizzes** from the Tools dropdown menu on the navbar.

2. Select quiz name.

3. Select **Submissions** tab.

4. Select **Default View**.

5. Select desired information users will view upon quiz submission.

6. Select **Save**.

7. Select **Save and Close**.

DISCUSSIONS (FORUMS)

Select *here* to view video.

Discussions appear in many courses and are an opportunity for students to post, read, and share thoughts on a discussion topic. Discussions are also called forums in the platform and may be referred to as such. Most discussions are graded items and involve guidance from the instructor to ask probing questions or bring the discussion back on topic, if it begins to drift away from the prompt.

- To access a discussion, select the discussion in the course content.

- Or, select **Discussions** in the Tools dropdown menu on the navbar.

NOTE: If a subscription alert was set for new discussion postings, then an alert will appear on the Subscription Alert icon on the header. Choosing the alert will also take the user to the discussion.

START A NEW THREAD AND REPLYING TO POST

Select *here* to view video.

To start a new thread:

1. Select the discussion title and choose **Start a New Thread**.

2. Enter a thread subject.

3. Enter the post in the text box.

4. Check **Pin Thread**, if desired, allowing the thread to appear at the top of the message list.

5. Check **Subscribe to Thread**, if desired. This will add the thread to the subscriptions list.

6. Add attachments, if necessary.

7. Choose **Post to other topics,** if desired. This allows the user to post the thread to other discussions in the course.

8. Select **Post**.

To reply to a thread:

1. Select the desired thread.

2. Choose **Reply to Thread**.

3. Type the post in the text box.

4. Check or uncheck the **Subscribe to this thread** box.

5. Add attachments, if necessary.

6. Select **Post**.

To reply to another post:

1. Select the thread title.

2. Choose **Reply**.

3. Type the post in the text box.

4. Check or uncheck the **Subscribe to this thread** box.

5. Add attachments, if necessary.

6. Select **Post**.

EDIT FORUM OPTIONS

Select *here* to view video.

The Edit Forum area on the discussion dropdown menu allows the instructor to edit, set various parameters, and include options for the discussion. Instructors can set dates, hide a discussion, or lock/unlock a discussion from this screen. The Edit Forum screen has two tabs: Properties and Restrictions.

PROPERTIES TAB

The Properties tab allows the user to add a title and a description of the discussion. Additionally, the user can set specific options, choose availability settings, and determine the visibility of the discussion. Lastly, the discussion has the ability to be locked or unlocked for student viewing.

RESTRICTIONS TAB: RELEASE CONDITIONS

Release conditions allow the instructor to create conditions that a student must meet for the item to open and become available to them.
To set a release condition:

1. Select **Create and Attach** or **Attach Existing**.

2. Select **Condition Type**. This determines which component of the course requires the student to complete an action, quiz, or exam to trigger the release condition.

3. Select **Condition Details**. This determines what exactly the student must do in the condition type selected to trigger the release condition.

a. For example, if the condition type selected is Content Topic visited and the condition details is Lesson 1, then the student must visit Lesson 1 before the discussion will open and become available to that student.

4. Select **Save** or **Save and Close**.

RESTRICTIONS TAB: GROUP AND SECTION RESTRICTIONS

Select *here* to view video.

Restrictions allow the instructor to restrict a discussion, so only a certain course section or group within a course can see and participate in the discussion.
To create a group and/or section restriction:

1. Select the **Restrict this forum to the following groups and sections** box.

2. Select **Add Groups and Sections**.

3. Choose the **Group or Section Category** to give access to the discussion.

4. Check the **Group or Section Name**.

5. Select **Add**. The group or sections given access will appear on the Restrictions tab page.

6. Select **Remove All Group and Section Restrictions** to remove all restrictions.

7. Choosing the red **x** next to a group or section name will remove access only for the one group or section.

8. Select **Save** or **Save and Close**.

DISCUSSION SUBSCRIPTIONS

Select *here* to view video.

The Subscriptions page allows the user to review the subscriptions to discussions. Users can adjust the default notification method, view the threads subscribed to, and adjust the notification frequency from this screen.

- To add discussions to the subscriptions, users should access the actual discussion and use the Subscribe option located by accessing the forum or topic dropdown menu.

- Users can also subscribe by selecting the start subscribe icon when viewing a topic area.

DISCUSSION STATISTICS

The Statistics page provides a breakdown of discussion statistics such as number of posts, replies and total threads. Either view can be downloaded and saved as a .csv spreadsheet. This page has two tabs that instructors can use:

- **Users**: View statistics by user. This screen is useful when searching for specific students and can be filtered by course sections.

- **Forums and Topics**: View information broken down by the specific forum and topic within the forum. This screen can be useful when looking for overall trends.

COURSE MODIFICATIONS
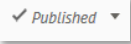
HIDE A MODULE OR LESSON
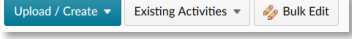
Select *here* to view video.
Instructors can hide content. Content can be hidden at the unit, lesson or link level.
To hide an entire module or lesson from students:

1. Select **Content** along the course navbar.

2. Select the module or lesson name to be hidden.

3. Select the **Published** dropdown menu on the far right of the module/lesson title to hide the entire module or lesson. ✓ Published ▼

4. Change the status from **Published** to **Draft**.

5. The entire module/lesson is now hidden from students in draft status.

To hide an individual item(s) within a module lesson:

1. Select **Bulk Edit**. [Upload / Create ▼] [Existing Activities ▼] [Bulk Edit]

2. Change the Published status of the individual item wishing to hide to Draft.

3. Select **Done Editing** when finished.

NOTE: Content items and the associated grade book items are two separate entities. One can be hidden without hiding the other. If the instructor wants both the content and associated grade book item hidden from students, both items must be hidden. Select *here* for directions on hiding grade book item.

ADDING CONTENT

Select *here* to view video.

Instructors can add their own resources within the platform to support their students or develop their own curriculum.
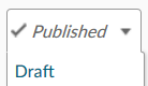
ADDING MODULE

1. Select **Content** along the course navbar.

2. Locate **Add a module** field at the bottom of the Table of Contents.

3. Enter the name of the new module within this field and hit enter on your keyboard.

4. Drag new module to the desired location within the course.

5. Create Sub-module (lesson) and/or upload desired material to the new module.

ADDING CONTENT

1. Select **Content** along the course navbar.

2. Locate desired module or lesson where the new content is to be added.

3. Select **Upload/Create** menu within the destination module or lesson.

4. Select the desired content being added.

5. Complete needed information for item type selected.
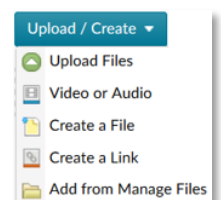
NOTE: All items added are immediately published. If instructors wish to delay students seeing the new content the module, lesson or link should be placed in draft status.

ADDING INSTRUCTOR GRADED ASSIGNMENTS

RELATIONSHIP BETWEEN ASSIGNMENT TOOLS AND GRADES - READ FIRST

Prior to adding an assignment (quiz, assignment, or discussions) it is extremely important for instructors to understand the relationship between these three items and the gradebook. The following are conceptually important theories to remember before creating a new assignment.

- The gradebook, quiz, assignment and discussions are all individual tools within the **LMS**. This means a change in the gradebook does not automatically change the item within the specific assignment tool and vice versa.

- An assignment can be created that is independent of an item in the gradebook. (i.e. An instructor wants to create a check for understanding quiz that is never meant to count as a grade.)

- A grade item can be created without any association to an assignment. (**Ex:** An instructor wants to add a column for participation within a given activity.)

- Because of the above concepts, instructors creating graded assignments MUST CONNECT the assignment with a related gradebook item. The best time to complete this process is while creating the initial assignment.

- Changing a characteristic of a grade column or assignment activity (point value, restrictions, visibility, etc.) will not automatically change that characteristic in the other location.

  - Hiding an assignment within the content area (placing in draft mode) will not hide the item from the students' Grades tool. An instructor if they wished to hide both would need to set the item in the gradebook to "Not Visible". Conversely, hiding a grade item will not hide access to the item within the content area.

  - Changing the grade of a student in the gradebook will not change the grade visible within the progress or assignment tool.

    NOTE: All grade changes should be made within the assignment tools themselves and not the gradebook to assure updates are made in both locations.

  - Deleting a quiz or assignment from a course does not delete the item from the gradebook. The instructor will also need to delete the item from the Grades tool.

CREATING QUIZZES

Select *here* to view video support.

To add, create and implement a quiz using the quiz tool:

1. Select **Manage Quizzes** from **Tools** along the course navbar.

2. Select **New Quiz**.

3. Enter name of quiz/exam. Use the same convention of placing the module/lesson number in front of the quiz name. (**Ex:** 1.03 Quiz: Weather Fronts)

4. Select the unit to which this new quiz should be associated by selecting the **Category** dropdown menu.

5. Select **Add/Edit Questions**.

6. Select **New** and choose question type.

7. Complete the question details. Each question type will have slightly different fields to complete based on the question type selected. However, all questions will have the following required fields: (If prompted we suggest keeping the new question creation experience active)

    a. **Question Text**: type complete question and use the spell check to identify errors.

    b. **Answer Options**: many question types will require you to enter the answer choices provided to students. Instructors can reduce or add answer possibilities.

    c. **Randomize option**: check box if randomizing the answer chooses is desired.

    d. **Point value**: we suggest keeping the point values in line with similar type questions throughout the course.

8. Select options. Where options are visible may vary slightly depending on the question type selected. In the traditional environment, the following will all be visible on the page where instructors create the question. In the new creation experience they will become available by selecting **Options** menu.

    a. **Add Feedback**: Add feedback as desired. Pre-populate feedback for specific answers or add general quiz feedback.

    b. **Add Hint**: Add Hint to display if desired.

    c. **Weight %**: Type 100% for the appropriate correct answer or if partial credit is possible the desired partial credit.

    d. **Enumeration and Style**: Consistency is important so it is suggested you do not use enumeration and leave the display as vertical.

9. Select **Save and New** to add additional questions or **Save**, if finished.

10. Verify point values for accuracy. If changes need to be made, select edit values to correct before continuing with the quiz creation.

11. Select **Done Editing Questions** to return to the **Edit Quiz Properties** page.

12. Determine number of questions to display along with additional page properties as desired. To remain consistent, we suggest displaying just one question at a time. To prevent students from revisiting questions already answered select prevent backtracking.

13. Select **Restrictions** tab.

14. Select **Active** under the status dropdown menu to allow students to be able to view and access the quiz.

    NOTE: This can be changed at a later date if desired but it is easily forgotten so be sure to change quiz status to active prior to implementing.

15. Add any additional restriction rules desired including access passwords.

16. Select **Assessment** tab.

17. Determine automatic grade setting:

    a. **Unchecked** – Instructors will be required to enter each quiz and publish to allow students to view grades. This is likely the option desired if instructor graded questions are part of the quiz.

    b. **Checked** – Grades of objective based quizzes will be immediately visible to students upon completion. It is suggested you do not use this setting if questions require instructor grading.

18. Follow steps below if connecting quiz to gradebook. *Skip to number 19,* if the item will not be a graded assignment.

    a. Select **add grade item**.

    b. Enter the exact name of the quiz and add short name if desired.

    c. Select category location. This will often be the module name to which the quiz is being added.

    d. Enter quiz points. For simplicity, this should be the same value and the point total of the quiz created.

    e. Enter any additional attributes desired.

    f. Select **Save**.

19. Enter number of attempts allowed. If more than one attempt is allowed select the desired overall grade calculation.

20. Select **Save and Close**.

21. Select **More Actions**.

22. Select **Reorder**.

23. Scroll to the bottom of the quiz list and select the correct number placement for the newly added quiz. Reordering the quiz will allow for easier access if edits are needed in the future.

24. Select **Save**. The quiz has been created and is connected to a gradebook column, if desired, but has not yet been implemented into the content area for a student to access easily. Follow the remaining steps to position the quiz within a content area.

25. Select **Content** from along the course navbar.

26. Access the desired module and/or lesson where the quiz will be implemented.

27. Select **Add Existing Activities**.

28. Select **Quizzes**.

29. Select the newly created quiz. The quiz is now accessible within the content area of the course. Verify the newly added item is published and not set to a draft state.

CREATING ASSIGNMENTS

Select *here* to view video support.

To create an assignments tool:

1. Select **Assignment** from **Tools** menu along the course navbar.

2. Select **New Folder**.

3. Enter name of assignment item. We suggest for consistency, using the same convention of placing the module/lesson number in front of the assignment name. (**Ex:** 1.03 Lab: Mapping)

4. Determine if the assignment submissions will automatically go through the provided originality checker. Select **check box**, if desired.

5. Follow steps below if connecting an assignment item to the gradebook. *Skip to number 6* if the item will not be a graded assignment.

   a. Select **New Grade Item**.

   b. Enter the exact name of the assignment folder, add short name if desired.

   c.   Select category location. This will often be the module name to which the assignment is being added.

   d.   Enter assignment points. So that the weighting remains appropriate, assign a point value similar to "like" assignments in other parts of the course.

   e.   Enter any additional attributes desired.

   f.   Select **Save**.

6. Complete remaining assignment characteristics including out of points, rubric creation and attachment, if desired, instructions, attachments and submission options.

7. Select **Restrictions** tab to add any desired release conditions. If no restrictions are needed proceed to the next step.

8. Select **Save and Close**.

9. Select **More Actions**.

10. Select **Reorder**.

11. Scroll to the bottom of the assignment list and select the correct number placement for the newly added assignment folder.

    NOTE: Reordering the assignment folder will allow for easier access if edits are needed in the future.

12. Select **Save**. The remaining steps will connect the assignment folder within the content area.

13. Select **Content** from along the course navbar.

14. Access the desired module and/or lesson where the assignment folder is to be deployed.

15. Select **Add Existing Activities**.

16. Select **Assignment**.

17. Select the newly created assignment folder. The assignment folder is now accessible within the content area of the course. Verify the assignment is in published and not draft state.

CREATING DISCUSSION ASSIGNMENTS

Select _here_ to view video support.

Discussions can be created and deployed via several locations within a course. To create additional discussions using the discussion tool:

1. Select **Discussions** from Tools link along the course navbar.

2. Select **New**.

3. Select **New Topic**.

4. Select desired forum from dropdown menu or select **New Forum** to add to a new area.

5. Enter name of topic in title field. We suggest for consistency that you use the same convention of placing the module/lesson number in front of the topic name. (**Ex:** 1.03 Discussion: Renewable Power)

6. Enter description within text editor.

7. Determine discussion options, availability and locking options as desired.

8. Select **Restrictions** tab. Enter release conditions desired. If not, restrictions will be needed to proceed to the next step.

9. Select **Assessmen**t tab.

10. Follow steps below if connecting an assignment item to the gradebook. *Skip to number 11*, if the item will not be a graded assignment.

    a. Select **New Grade Item**.

    b. Enter the exact name of the discussion topic and add short name, if desired.

    c. Select category location. This will often be the module name to which the discussion is being added.

    d. Enter topic points so, the weighting remains appropriate, assign a point value similar to like assignments in other parts of the course.

    e. Enter any additional attributes desired and select **Save**.

11. Select **Save and Close**.

12. Select **More Actions**.

13. Select **Reorder**.

14. Scroll to the bottom of the forum list and select the correct number placement for the newly added Forum/Topic. Reordering the discussions will allow for easier access if edits are needed in the future.

15. Select **Save**. Follow the remaining steps to position the discussion topic within a content area.

16. Select **Content** from along the course navbar.

17. Access the desired module and/or lesson in which the discussion topic is to be deployed.

18. Select **Add Existing Activities**.

19. Select **Discussions**.

20. Select the newly created discussion topic. The discussion topic is now accessible within the content area of the course.

REMOVING (HIDING) GRADED ASSIGNMENT

Select *here* to view video.

Occasionally instructors wish to complete remove a preloaded course assessment. FuelEd suggests in such situation that instructors do not delete the assignment but instead hide the assignment and assure it is not calculated in the grade calculations.

This is a multi-step process that will affect the specific assignment tool (Discussion, quiz or assignment), the content area and the gradebook. All three area must be touched to complete the hiding process.

1. Select **Content** from the course navbar.

2. Locate the assignment that is to be hidden.

3. Select assignment dropdown arrow to access the assignment menu.

4. Select **Edit Properties In-place**.

5. Select **Published**.

6. Select **Draft**.

7. Select **Tools** menu from the course navbar.

8. Select the appropriate assessment tool (Assignments, Discussions, Manage Quizzes).

9. Locate the assessment to be hidden and select the assessment dropdown menu.

10. Select Edit. (Edit Submission Folder, Edit Topic, Edit)

11. Assure students cannot access the assessment through the individual tools.

Assessment Type	Tab Location - Grade Item Association	Select from Grade Item Menu
Assignments	Restrictions	Activate Allow only users with special access to see this folder

Be sure to select **Save and Close** before continuing.

12. Select **Grades** tab from the course Navbar.

13. Select **Manage Grades** tab.

14. Select **New** and then **Category**.

15. Name this new category **Hidden Remove**.

16. Activate Box Exclude from Final Grade Calculations.

> Exclude from Final Grade Calculation
> ☑ ❓
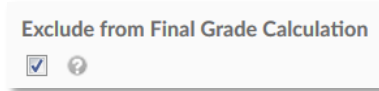
17. Select **Restriction Tab** and select **Hide this category**.

18. Select **Save and Close**.

19. Move all assignments you wish to not count and hide to this new Grade Category.

    a. Locate grade item on Manage Grades tab.

    b. Select **Edit Grade Item** from its dropdown menu.

    c. Select **Hidden Remove** category from the category dropdown menu on the Properties tab.

    d. Select Save and Close

Following this process will assure that students will not see the assessment in the progress or assessment tool and will also assure it is not included in the students' grade calculation. If necessary it would be possible to re-associate the assessment with the gradebook.