

Customizing Your Home Page

Adding an image or YouTube video to your Home page

- a. Go to etudes.org >> Faculty Support >> Home pages.
Or, go to YouTube and find a relevant video to use in your site.
- b. Copy the URL of the image or the URL in the embed code of the video.
- c. Under Home in your site, click on Options. Paste the URL. Save your changes.

Communication Tools

➤ Announcements

1. Practice adding an announcement.
2. Add a release date
3. Email notification

➤ Discussions & Private Messaging

Overview

- Understanding organization (categories, forums, topics, replies)
- Forum types
- Posting and Replying – and replying with quote
- Locking a topic or forum
- Modifying MyProfile
- Members Listing
- Sending Private Messages (in & out Box)

Customizing your Discussion Board for your Needs

1. Create a new category
2. Create three forums and assign them to your new category
3. Edit a forum and make it gradable by forum
4. Edit a forum and make it gradable by topic. Go to Discussion List, find the forum, and add a topic. Then, click on its Edit button and make it gradable.
5. Add a new category. Assign another forum to it. Make it gradable.
6. Demonstrate how to grade forums and topics.

➤ Chat

- Uses of Chat
- Who is in the Chat
- Additional Chat rooms for Office Hours, etc.

Modules – Creating Lessons

Creating content with editor

1. Log into Etudes.
2. Create a module. Add one “compose type” section using the built-in editor.
3. Open a second window in your browser. Go to your favorite website.
4. Highlight and copy some content from the web and paste it into your section.

5. Practice using some of the formatting options of the editor (i.e. color, bold, etc.)
6. Preview the page, then Finish.

(Note: Paste from Word is supported well by Etudes)

Inserting pictures into content

1. In the same module as previous exercise, add a new content section using the editor.
2. Download an image from the web and save it to your desktop.
3. Click inside the editor in the location where you want to add a picture.
4. Click on **the Insert Image** in the editor toolbar, click on **Browse Server**. In the next box, click **Browse....** Find your image in your desktop, select it, and click on **Upload**. Then, click on the actual uploaded image and click on **OK**.
5. The picture inserts right where your cursor was. If you don't like the position, or if you think you can do better, go ahead and play around with the position. Try inserting a table and putting the photo and text into cells to better align things.

Note: You can upload many files and links at once (ten at a time)

Additional Features in Modules:

- Creating a content section that opens an uploaded file (i.e. pdf, doc, xls, etc.)
- Creating a content section that links to a web resource
- Setting Dates
- Special Access
- Adding Next Steps (not as essential)
- Sorting modules and sections
- Moving sections
- Duplicating sections
- Printing
- Archiving / Restoring
- Bookmarking and note taking
- Import / Export

Creating Assignments, Tests & Surveys

Create an assignment

1. Under Assessments in AT&S, click on Add
2. Choose **Assignment**. Give it a title.
3. Click on Add and write your assignment (you can insert images, use tables, links, and even include additional external resources as attachments. No limit).
4. Choose the submission type (inline, inline or attachments or attachments). Done.
5. Assign points to your assignment. Done

Create a quiz

1. Under Assessments in AT&S, click on Add
2. Choose **Test**. Give it a title.
3. Click on Add and select a question type. Enter a sample question.
4. When you are done, click on Add Another. Add 2 to 3 question types. Click on Done.
5. Assign points to your questions. Done

Create a survey

1. Under Assessments in AT&S, click on Add
2. Choose **Survey**. Give it a title.
3. Click on Add and select a question type.
4. **Click the box to make this a survey question**
5. Enter a sample question.
6. Click on Add Another, and add another question type and make it a survey.
7. Add Another, and this time, choose the likert scale type. Click on Done. Done

Using questions from your pools

Select questions manually

1. Under Assessments in AT&S, click on Add
2. Choose **Test**. Give it a title.
3. Click on **SELECT and manually choose questions** from a pool.
4. See how you can order your questions.
5. Click on Manage parts and see how you can choose to shuffle them. Return.
6. Adjust the points of your questions, if needed. Done

Random draw from pools

1. Under Assessments in AT&S, click on Add
 2. Choose **Test**. Give it a title.
 3. Click on **Draw** from a pool.
 4. Add the number of questions you want to draw from one or more pools. Done.
 5. Add points for the all the pool questions (each will be given the same value). Done
- Note: Explore moving questions, combining pools, and previewing questions or pools.

Settings & Publishing Assessments

1. Review the settings (tries, time limit, review, send to gradebook, etc.)
2. Select other settings as desired.
3. Add open and due dates (and “accept until” if you’ll allow late work)
4. Test drive your assessments.
5. **Publish** the test to make it visible to students. (it may or may not yet be open)

Grading Functionality

1. Grading Submissions, Grading Questions, Download ALL
2. Global Release, Global Comments, and Global Point Adjustments
3. Summary of Data

Other Features:

- | | |
|---------------------|----------------------------------|
| ➤ Special Access! | ➤ Import tests from other sites |
| ➤ Unpublish | ➤ Paste / Import from Plain text |
| ➤ Archive / Restore | ➤ Formal course evaluations |

Creating a Syllabus

1. Click on Syllabus.
2. Click on Add. Type or paste information. Include links, images, attachments, etc.
3. Finish. Add another item the same way. Preview your Syllabus (View)

Note: You can link to a website where your syllabus is located (link to URL)

Course Map

- Order Items
- Add Headers
- Set blockers

Activity Meter

Site Info Essential Functions

Enabling and Disabling Tools

1. Under Site Info, click on Edit Tools
2. Uncheck tools that you don't want to use.
3. Continue and Finish the process.

Publishing / Unpublishing your Site

1. Go to Site Info >> Click on Manage Access
2. Set your site publication preferences >> Finish the process

Adding Web Content (items on left menu)

1. Under Site Info, click on Edit Tools >> Check web content
2. Paste or type a URL, add a title (it will be the menu button)
3. Finish the process. It will now be listed on the left menu

Site Members

- Understanding Rosters
- Adding Users

Start of Term Functions

- Import from Moodle
- Import from Site
- Base Date

What's Next?

- Training Options and Certification, Site Requests, Live sites for Pilot and beyond.