

CONTENT

Create a Course Overview

- In the Navbar, click on Content
- Click on Overview in the left panel
- Click on Add a welcome message, overview or description
- Enter text, images, etc.
- Click on Update

Create a module: Content area

- In the Navbar, click on Content
- Click on Add a module in Table of Contents
- Enter a name
- Press Enter on keyboard

Add a Topic: File

- In the Navbar, click on Content
- Click on a module in Table of Contents
- Click on Upload/Create, on right hand side
- Click on Upload files
- Select location
- Click on Upload
- Select file from your computer
- Click on Open
- Click Add

Create a sub-module: Folder

- In the Navbar, click on Content
- Click on a module in Table of Contents
- Click on Add a sub-module on bottom right
- Enter a name
- Press Enter on keyboard

Add a link to an Existing Activity

- In the Navbar, click on Content
- Click on a module in Table of Contents
- Click on Existing Activities, on right hand side
- Select a tool
- Select an activity

Move content

- Hover mouse cursor to the left side of a content element and drag and drop it to a new location within the same module or to the destination module in the Table of Contents

Delete content

- Click on the downward pointing arrow beside an element's title and select Delete

DISCUSSIONS FORUM, TOPIC AND THREAD

As soon as created a Topic is available to students under Class Progress: limit access by adding Availability Dates.

Create a discussion Forum

- In the Navbar, click on Course Admin
- Click on Discussions
- Click on New
- Select New Forum
- Enter text in Title field and in Description field
- Click on Save and Close

Add a discussion Topic (Grable)

- From the Discussions page
- Click on New
- Select New Topic
- Choose a forum in the drop down menu
- Enter name in Title field
- Enter instructions in Description field
- Edit settings, if needed
- **Add Availability Dates** to limit access
- Scroll up to access Restrictions tab, if needed
- Scroll up to access Assessment tab, if needed
 - Select related Grade Item from drop down menu
 - To create New Grade Item, refer to Grades instructions
 - Enter points value in Score Out Of
- Click on Save and Close

Add to Content as an Existing Activity

- Refer to Content instructions

Start a New Thread

- From the Discussions or Content page
- Click on a Topic title
- Click on Start a New Thread
- Fill in the fields, Subject and Description
- Check box, Subscribe to this thread to receive notifications for any activity in this thread
- Click on Post

Reply to a Post

- From the Discussions page or Content page
- Click on a Topic title
- Click on a Thread title
- Click Reply to Thread, to reply to initial post in thread
 - Or, click Reply below any posts in the thread to reply to it
- Enter message in text box
- Click on Post

STUDENT PREVIEW

Switch to student preview

- Click on your name located on the Minibar
- Click on View as Student

Exit student preview

- Click on your name located on the Minibar
- Click on the X beside Viewing as Student

ANNOUNCEMENTS

Create an announcement

- In the Navbar, click on Course Admin
- Click on Announcements
- Click on New Announcement
- Fill in the fields
- Click on Publish

IMPORT/COPY COURSE CONTENT

Import content

- In the Navbar, click on Course Admin
- Click on Import/Export/Copy Components
- Select Import Components
- Click Start
- Click on Upload
- Select file saved on your computer
 - Ex: BBL course package, question pool
- Click on Import All Components
 - Or, select Advance Options to partially import the package
- Click on View Content

Copy content

- In the empty course, click on Course Admin
- Click on Import/Export/Copy Components
- Click on Search for offering
- In search bar, enter the name or course code that contains the content you want to copy
- Select the circle beside the course with content in the results list
- Click on Add Selected
- Click on Copy All Components
 - Or, click on Select Components
- Click on View Content

EMAIL – CLASSLIST

Create an email

- In the Navbar, click on Classlist
- Place a check mark beside the users that you wish to contact and select Email
 - Or, click on the Email Classlist button
 - Select Send Email
- Fill in Subject line and email Body
- Scroll up and click on Send

ADDING A TEACHING ASSISTANT

- In the Navbar, click on Classlist
- Click on Add Participants tab > Add Existing Users
- In the search box, type in the person's name and click on the magnifying glass
- In the results list, place a check mark beside the person's name and assign them a role in Select a Role
- Click on Enroll Selected Users

EDIT YOUR COURSE START DATE

Limit access to the course with start and end dates

- In the Navbar, click on Course Admin
- Click on Course Offering Information
- Place a check mark beside Course has start date
- Edit start date and time
- (Optional) Add an End Date
- Click on Save

EDIT YOUR COURSE NAVBAR

Create and activate a navbar

- In the Navbar, click on Course Admin
- Click on Navigation & Themes
- Click on downward pointing arrow beside "Default Course Navbar–uOttawa" and select Copy
- Click on "Default Course Navbar–uOttawa–Copy" blue title
- Change the navbar name, if desired
- In the box where current navbar links are displayed, click on Add Links
- Check box beside desired links and click on Add
- Reorder links by dragging and dropping the boxes
- Hover over a link and click on the X to delete
- Click Save and Close
- In the Active Navbar dropdown menu, select desired navbar and click on Apply

GRADE BOOK

Follow the Setup Wizard

For standard Grade book use, keep the system default settings for all options.

- In the Navbar, click on Grades
- Click on Setup Wizard, scroll down and click on Start.
- Choose a grading system. Click on Continue
- Choose how to release final grades. Click on Continue
- Choose a grade calculation method. Click on Continue
- Choose a default grade scheme. Click on Continue
- Choose number of decimal places displayed in instructor view. Click on Continue
- Select the student view display options. Click on Continue
- Review Grades Setup Summary. Click on Finish

Add a Grade Item for each evaluation outlined in your syllabus

- In the Navbar, click on Grades
- Click on Manage Grades
- Click on New and select Item
- Choose a Grade Item Type, ex: Numeric
- Fill in the Name field
- In the Maximum Points field, enter your score. If in doubt enter the same value as in the Weight field.
- In the Weight field, enter the weighted value out of 100
- Edit other settings if needed
- Click on Save and Close

Enter grades

- In the Navbar, click on Grades
- Click on Enter Grades
- In column you wish to enter a grade, click on downward pointing arrow beside column title
- Select Grade All
- Enter grades
- Click on Save and Close

Export

- In the Navbar, click on Grades and Click on Enter Grades
- Click on button Export
- Add a check beside what you wish to export
 - Definitions: Org Defined ID=Student# Username=uoAccess ID (JSMITH)
- Click on button Export to Excel
- Click on file title in pop-up window to open or save file

CREATE AN ASSIGNMENT

As soon as created an assignment is available to students under Class Progress: limit access by adding Availability Dates

Create an Assignment

- In the Navbar, click on Course Admin
- Click on Assignments
- Click on New Submission Folder
- Enter a name for the assignment in the Name field
- Select Individual or Group assignment

Link to a Grade Item

- Under Grade Item, select the related Grade Item from drop down menu
 - To create a New Grade Item, refer to Grades instructions

Edit settings options

- Modify the points value in the Out of field
- Enter text in Instructions field
- Select Submission Options
- Scroll up, click on the Restrictions tab
- **Select Availability Dates** and Due Dates
- Under Special Access, enter criteria for students requiring special access
- Click on Save and Close

Add to Content as an Existing Activity

- In the Navbar, click on Content
- Click on a module in Table of Contents
- Click on Existing Activities, on right hand side
- Select Assignment and select an assignment title
- Change status to Publish

QUIZ: ONLINE EXAM

All Active quizzes are available to students under Class Progress: limit access by adding Availability Dates.

Create a quiz

- In the Navbar, click on Course Admin
- Click on Quizzes
- Click on New Quiz
- Enter a name for the quiz in the Name field

Add a multiple choice question

- Click on the Add/Edit Questions button
- Click on New
- Select a question type ex: Multiple Choice Question
- Enter the points value under Points
- Enter a question in the Question Text box
- Enter possible answers in all Value fields
- Enter 100 in the Weight (%) column for the correct answer
- Click on Save or Save and New
- Click on Done Editing Questions on the upper right

Edit settings

- On the header, click on the Restrictions tab
- Under Status, click on the drop down arrow and select Active
- **Add Availability Dates** and check box beside Display in Calendar
- Under Special Access, enter criteria for students requiring special access
- Scroll up, click on the Submission Views tab
- Click on Default View
- Edit message and details if needed
- Click Save

Link to a Grade Item

- Scroll up, click on the Assessment tab
- Under Grade Item, select the related Grade Item from drop down menu
 - To create New Grade Item, refer to Grades instructions
- Click on Save and Close

Add to Content as an Existing Activity

- In the Navbar, click on Content
- Click on a module in Table of Contents
- Click on Existing Activities, on right hand side
- Select Quizzes and select a quiz title