Teacher Guide

Version 4.8.4.45



For Microsoft SharePoint Server





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1. COURSE HOME PAGE

The **Course Home page** is displayed when a user clicks a link of a necessary course on the SharePoint LMS Organization Home Page:

SharePoint	Sites		ø	?	ageu	icheva_a	
BROWSE PAGE COURSE TO	OLS		Q SH	IARE 🟠	FOLLOW	/ EDIT	[c]
CIMS365 On-Premises	∄ Hardware Course Hardware Course		Search this	site		Q	Ĵ
Site Contents	Add new learning paths Add quizzes Set up your gradebook Add quizzes Set up your gradebook Announcements gradebook Image: Im	Assignments There are no items to display Drop Box new item or edit this list The Assigned To Created By Cord There are no items to show in this view of Learners new user	nments Comp the "Drop	Box" list	Created t.		
	My Learning Modules						_

The Course Home page displays general description of a course and gives a user an access to the basic modules of the course. To access the course modules, click a corresponding action in the Course Tools tab on the ribbon:

BROWSE	COURSE TOOL	s																	
8	?	0200000	-			P	3			8				R	2	?		886	•
Learning Quiz Module	izes Documents	Calendar	Announcements	Discussion Board	Reports	Assignments	Attendance	Grade Book	Tracking	Staff	Chat	Mailbox	Links	Drop Box	Conference	Help	Wiki Pages	Seating Chart	Roster
								Tools											

NOTE:By default Course Menu style is Horizontal.Course Menu style can be changed in Course Menu Settings. To change the Course Tools
disposal, go to Settings>Site Settings>Course menu:



Course	menu
000100	11.01.10

Course menu style Choose preferred course menu style

Horizontal
 Wertical

OK Cancel

Name	Description
Announcements	Allows managing course announcements
Calendar	Allows posting events to notify other users
Documents	Allows working with course documents
Learning Module	Allows managing course learning modules
Links	Allows managing <u>course links</u>
Quizzes	Allows managing <u>course quizzes</u>
Drop Box	Allows managing files for shared usage
Plagiarism	Allows checking items for plagiarism
Assignments	Allows setting course home tasks
Attendance	Allows registering student's attendance
Discussion Board	Brings users to the <u>course forum</u>
Chat	Brings users to the course chat room
Conference	Allows entering Online Video Conference
Grade Book	Allows setting grades for course students
Tracking	Allows tracking statistics within course modules
Wiki Page Library	Allows creating documents users want to share with other course members
Seating Chart	Allows creating a class seating chart
Reports	Allows scheduling <u>report</u> on attendance and time spent by learners in each course section
Mailbox	Allows managing message sharing
Staff	Contains information about course teachers, administrators, faculty staff etc
Roster	Contains information about course learners
Help	Displays online SharePoint LMS documentation

The Course Home page may also display main modules of the course, i.e. Web Parts, so that users can have an easy access to them.

Items of the Course Tools menu are enabled on the **Course Options** page. To enter the **Course Options** page, users need to proceed to **Settings>Course Settings>Course Options**. A user can select between the Vertical and Horizontal Menu Style.

Customizing Course Home Page

You can customize the visual representation of the Course Home page. To be able to make changes, do the following:

1. Open the Course Home page;



2. Click **Edit** at the top of the page OR use the **Edit** control on the Page tab from the ribbon menu. You will be switched to the edit mode:

BROWSE PAGE	E COURSE TOOLS					😋 SHARE 🏠 FOLLOW 📝 EDIT
Edit Check Out	Edit Properties Page Manage	E-mail a Alert Link Me - Share & Track	Make Homepage Incoming Page Actions	Library View All Settings Pages Page Library	Tags & Notes	
Site Contents	Getting starte	d with your c	ourse			Assignments There are no items to display Drop Box There are no item or edit this list
	Add new learning paths	g Add qu	uizzes	Set up your gradebook		✓ ⓓ Title Assigned To Created By Comments Completed Created There are no items to show in this view of the "Drop Box" list.

- 3. Make the necessary changes to the page:
 - At the top of the page, on the **Browse** tab, enter the page name;
 - You can enter a special edit mode for each Web Part by clicking on its field (e.g. for 'Content' Web Part 'Format Text' and 'Insert' tabs will appear letting the user manage text font styles; insert tables, pictures, files etc.).



2. MY LEARNING MODULES WEB PART

My Learning Modules is a web part that provides users with an overview of their learning program and allows monitoring their progress in the learning program. Besides, it gives Learners access to all Learning Objects in their program.

2.1 Adding My Learning Modules Web Part

By default web part is added to course sites. To add the web part to a site, do the following actions:

- 1. Open the page where you want to add the web part;
- 2. Click Edit Page icon on the ribbon to open edit mode;
- 3. Go to the Insert > Web Part section;
- 4. Choose My Learning Modules Web Part in the Miscellaneous section from the list of web parts:



5. Press the Add button.

2.2 Editing My Learning Modules Web Part

To edit the My Learning Modules Web Part, do the following actions:

- 1. Open site with the My Learning Modules Web Part;
- 2. Open context menu for My Learning Modules Web Part;
- 3. Choose Edit Web Part;
- 4. Change Web Part settings;
- 5. Click **Ok** to save changes or **Cancel** to discard the changes.

2.2.1 My Learning Modules Web Part settings

To configure settings for My Learning Modules Web Part, do the following:

- Open the Web Part for edit (for more details see the chapter <u>Edit My Learning Modules</u> <u>Web Part</u>);
- 2. Apply the changes to the custom sections described below.



2.2.1.1 Data Source

By default, when no data source is provided in the settings, the web part shows courses from the organization it is located on. If the web part is located on a Course site page, the web part shows the data from that Course only.

This section allows choosing the organization(s) as a Data Source, from which the Courses with Learning Objects will be displayed:

< My Lean	ning Modules	×
Data Sour	ce	
Organiza Organiza organiza	tions courses from a tions.	81
Object	s List	.
Custor	nize	
• Appea	rance	
🗈 Layou		
🕑 Advan	ced	
OK	Cancel	Apply

- 1. **Show courses from all organizations** when the option is checked, all Courses from all available organizations will be used as the data source;
- 2. The **Check Names** button allows checking if the organization(s) which has been selected as the data source exists;
- 3. The **Browse** button allows searching for the organization(s) by using standard SharePoint search;
- 4. The **Organizations Tree** button allows searching for the organization(s) and select needed organizations from a tree-like structure by using the following form:





the

Organizations	Help form	displays
Org i v test org SharePoint LMS_org LMS Organization	applic a) che	ed on Web cation: eck the
New test org	check next t requi	boxes the red
	orgar and c b) Titl	izations lick OK; e and
	Statu	s of all

Courses from chosen organizations are displayed after saving the changes in the alphabetic order:



The status of the Course can be one of the listed below:

- Not started if no Learning Objects have been started yet; •
- In Progress if at least one Learning Object has been started or completed; •
- **Completed** if all Learning Objects have Completed status.

NOTE: Course Title is a link that redirects user to the Course Home page.

2.2.1.2 **Objects List**

This section allows choosing the type of the Learning Objects, which will be displayed on the Learning Modules Web Part:



9 0	bjects List
	Learning Module
	LRM
	Quiz
	SCORM
	AICC
	Don't show
also	RMs/Quizzes/AICCs/LRMs when used in Learning Module.
Stat	zzes, SCORMS, AICCs

The user can enable/disable display of the following Learning Objects:

- Learning Module;
- QUIZ;
- SCORM;
- AICC.

Option **Don't show SCORMs/Quizzes/AICCs when also used in Learning Module** hides SCORMs, Quizzes and AICCs that are used in the Learning Module.

Option **Disable clickable completed status for Learning Modules, Quizzes, SCORMs, AICCs** disables the 'Completed' status link. By default this link is clickable and redirects to a new attempt page or Out of attempts page if user has no more attempts allowed:

My Learning Modules	
Knowledge Check Quiz	
OneDrive	
Test Yourself	
Videos and Introduction	

2.2.1.3 Customize

This section allows modifying the view for the My Learning Modules Web Part:



Row	/ Background
1	
35.5	
Alte	mate Row Background
	nate new good a
_	
Star	t Color
Star	ticon
Nev	v Attempt Color
-	
ii.	
Nev	v Attempt Icon
1	
Č	New Celer
CON	tinue color
Con	tinue Icon
Con	npleted Color
Con	npleted Icon
1	
_	
0.4	Of Attempts Color
out	or Attempts Color
-	
	61 Mar. 1 A
Out	Ut Attempts Icon
Loc	ked Icon
1	
Loci	ked Color
-	
1	
Cred	BE DUI

The user has an option to customize the Web Part via the following settings:

- 1. Row Background option allows setting color for odd rows background;
- 2. Alternate Row Background option allows setting color for alternate rows background;
- 3. Start Color option allows setting color for 'Start' status;



- 4. Start Icon option allows setting icons for 'Start' status;
- 5. New Attempt Color option allows setting color for 'New Attempt' status;
- 6. New Attempt Icon option allows setting icons for 'New Attempt' status;
- 7. **Continue Color** op0tion allows setting color for 'Continue' status;
- 8. Continue Icon option allows setting icons for 'Continue' status;
- 9. Completed Color option allows setting color for 'Completed' status;
- 10. Completed Icon option allows setting icons for 'Completed' status;
- 11. Out Of Attempts Color option allows setting color for 'Out Of Attempts' status;
- 12. Out Of Attempts Icon option allows setting icons for 'Out Of Attempts' status;
- 13. Locked Icon option allows setting icons for 'Locked' status;
- 14. Locked Color option allows setting color for 'Locked' status;
- 15. Order by option allows selecting order of items in the My Learning Objects web part:

(Order by	
	Forced Sequential Order	
	None	
+	Custom	
	Title	
+	Forced Sequential Order	

- None items are sorted by the time they were created;
- Custom set custom order for each item manually in separate "Order" window (can be applied only on the course level):

Order			×
Order	Too" select a number for each item		
under Position nom	rup , select a normour for each term		
Position from Top	Name		
1 •	Introductory Quiz		
2 *	New Quíz		
3 💌	Hardware Tutorial		
4 *	Hardware Tutorial 2		
5 🔻	SCORM 1		
6 *	Hardware and System Requirements		
7 *	Hardware Requirements		
8 *	Introduction		
9 ¥	New Learning Module		
		Or	Cancal

• Title – all items are sorted in the alphabetical order:



My Learning Modules	
Hardware and System Requirements	
Hardware Requirements	
Hardware Tutorial 2	
Introduction	
New Learning Module	
SCORM 1	

 Forced Sequential Order – all items are sorted in the order specified for passing (selected by default):

My Learning Modules	
Lp1	
lp2	
[]] 🔒
) 🔒
lp 4	

NOTE: By default colors of the icons with the corresponding status are:

- Start Blue;
- Locked Yellow;
- **Continue** Orange;
- Completed Green;
- Out of Attempts Red.
- **NOTE:** You can apply a specific template of displaying for the rows using HTML tags and custom tokens.

To do this, contact your administrator to implement the following workaround: To change **Row HTML Template**, you should change Control on your WFE servers in the Farm. It is located following the path: C:\Program Files\Common Files\microsoft shared\Web Server

Extensions\14\TEMPLATE\CONTROLTEMPLATES\Elearningforce.MyLearningWebPart\M yLearningWyLearningUserControl.ascx. Use HTML tags and custom tokens such as {\$T.LearningObjectTitle}, {\$T.LearningObjectStatusString}, {\$T.NewAttemptUrl}, {\$P.State[1]}, {\$T.Progress}.

Mind that such changes will be lost after any SharePoint LMS upgrade.



2.3 Deleting My Learning Modules Web Part

To delete the My Learning Modules Web Part from the site, do the following actions:

- 1. Open the site with the My Learning Modules Web Part;
- 2. Open the context menu for the My Learning Modules Web Part;
- 3. Choose Edit Web Part action;
- 4. Open context menu for the My Learning Modules Web Part;
- 5. Choose **Delete** action;
- 6. Click **Ok** button to delete the web part from the site or click **Cancel** button to discard the changes.

NOTE: Alternatively, the user can check the checkbox next to the My Learning Modules Web Part to select it and click **Delete** button in the ribbon menu.

2.4 Working with Learning Objects in My Learning Modules

2.4.1 View My Learning Modules Web Part Content

When the necessary settings have been set up, user can see the list of Courses from the selected organizations and Learning Objects under each Course:

My Learning Modules	
Videos and Introduction	
OneDrive	
Test Yourself	
Course Objectives	
Final Exam	
	×
Knowledge Check Quiz	

The following columns are displayed on My Learning Modules Web Part under each Course Title and its status:

- Title title of the Learning Object;
- *Status* status of the Learning Object that corresponds to the user's learning progress. The following buttons appear for learning objects depending on their status:

Þ	Start	user does not have any attempts;			
â	Locked	user has not completed prerequisites for the item;			
	New Attempt	user had some attempts and did not pass them;			



Completed user had some attempts and passed them;

Continue user had some attempts but did not complete them;

Out of Attempts user has no more attempts.

When a certificate is granted for the completed item, user can view it by clicking the certificate icon (P) next to the item.

• *Progress bar* – the bar graphically displays the user's progress on the Learning Object based on the percentage value of the passing of the item by the user upon completion of the Learning Objects, i.e. the percent value how many step/ questions user passed.

For example, the Progress bar for this Quiz informs that user has passed 17% of available questions:

Hardware Requ	irements	

2.4.2 Starting Attempt from My Learning Modules Web Part

Each status of the Learning Object is a link to the attempt of the corresponding Learning Object. To take an attempt, do the following actions:

- 1. Presses on the status of the Learning Object:
 - a) the system redirects user to the New attempt page of the corresponding Learning Object if the status of the Learning Object is **Start** (**D**) or **New Attempt** (**D**);
 - b) the system redirects user to the last attempt page if the status of the Learning Object is **Continue** (¹⁰);
 - c) the system redirects user to the New attempt page if the status of the Learning Object is **Completed (**
 - d) the system displays message out of attempts message if the status of the Learning Object is **Out of attempts** ([×]).

2.5 Feature Matrix

Feature Matrix section shows what types of Learning Objects are supported by the current version of the My Learning Modules Web Part:

Learning Objects Feature Matrix			
	My Learning Modules Web		
Object Type	Part		
Quiz	Y		
Survey	N		
Question Pool	N		
SCORM	Y		
AICC	Y		
Linked SCORM	Y		



Assignment task		Ν				
	Logond					
	Y - supported		3			
	N	- will not version	be	supported	in	current



3. SAVING COURSE AS TEMPLATE

NOTE: To use Save as Template option, user should have permissions to create new items in the Course Template Gallery organization lists.

To save a course as a template, do the following:

- 1. On the Organization level, go to Settings>Courses;
- 2. Go to Course Tools;
- 3. On the ribbon menu click the Current View drop-down menu and select My Active Courses view:



- 4. Once you see My Active Courses list, select the needed course by putting the cursor arrow on its name;
- 5. Click the drop-down arrow against the name of the selected course. Choose the Save as Template option from the drop-down list:

BROWSE COURSE TOO	DLS					
	Current View:	Search				
Create Create Course From	Change Item My Active Cours *					
Course Template New	Order Manage Views	Search				
Recent						
Rooms Question Pool	Title		Description	Nickname	Category	Published
Reports	Courses you are i	managing			THE STREET.	1782500
Site Contents	Hardware Co	urse	new course		Default	Yes
one coments	Software Cou	view			Default	Yes
	Courses you are t	taking				
	qateam1 e-le	arning				Yes
		Save as Tem	plate			
		Clone				
		X Delete				



6. Type the course template title. You can optionally specify another course to be saved as template (when the course has already been selected, the operation may be skipped):

Title *	Course Template
Settings	Course:
	Hardware Course 💙
	Title:
	Hardware Course
	Description:
	new course
	Category:
	Default
	URL:
	http://vmefisrvsp16pre.elearningforce.com/my/personal/rgf
	Options:
	Announcement
	Documents
	Learning Modules
	Links
	Quizzes
	Drop Box
	Assignments
	Grade Book
	Mailbox
	Calendar
	SCORM/AICC
	Reports
	Wiki Page Library
	Seating Chart
	Staff
	Roster
	Groups
	Assistants
	Faculty
	Learners
	Visitors
Category	Sample Category #1 👻
	Save Cancel

NOTE: Templates will contain the following items:

- Course tools (learners data such as, for example, attempts, will not be saved);



- Custom lists (if lists have specific access rights, only access rights relevant for SharePoint groups will be saved);
- SharePoint groups;
- Sub Webs;
- Navigation.

Data from Learning Module, SCORM, Quiz, Survey, Grade Book, Assignments, Drop Box, Discussion Board, Chat, Conference, Reports and Mailbox is not exported.

7. Click Save to save the changes.



4. COURSE SETTINGS

This section allows you to manage your course settings. It contains the following options:

- Course Teachers;
- Category;
- Publishing;
- Course Options;
- Certificate Templates;
- Scale Templates:



See the detailed description for some options below.

4.1 Publishing

To set publishing options for your site, do the following:

1. Go to **Settings > Publishing**. The following page will appear:



		On-Premises
Site Settings - Pu	blishing	
		OK
Publishing		
Specify publishing options	Published:	
	Start Date	
	2/8/2016 III 12 AM V 00 V	
	End Date	
	5/11/2016 II 12 AM ¥ 00 ¥	
		OK Cancel

- 2. Fill in the form fields as follows:
- Select **Yes** to publish the course. Select **No** if you do not want to publish the course.

You may specify publishing start date and end date:

- Select **Yes** option;
- Use the drop-down calendar against the **Start Date** field to specify publishing start date.
 From the drop-down lists select publishing start time;
- Use the drop-down calendar against the **End Date** field to specify publishing end date. From the drop-down lists select publishing end time.
- 3. Click **OK** to save publishing settings.





4.2 Course Options

To enable or disable options for course administrators and learners, do the following:

1. Go to **Settings > Course Options**:

Enable / Disable Course options	Display Administrator	Display Learner	Option Name	Position from Top
		•	Announcements	1 🔻
			Calendar	2 🔻
			Documents	3 🔻
			Discussion Board	4 🔻
			Chat	5 *
			Mailbox	6 *
			Links	7 🔻
			Reports	8 *
			Learning Module	9 🔻
			Quizzes	10 🔻
			Drop Box	11 .
			Assignments	12 🔻
			Attendance	13 🔻
			Conference	14 🔻
	2		Grade Book	15 🔻
			Help	16 🔻
			Tracking	17 🔻
		۲	Wiki Pages	18 🔻
			Seating Chart	19 🔻
			Learners & Groups	20 🔻
			Staff	21 🔻
		۲	Roster	22 🔻
	۲		SCORM/AICC	
Grade Book Setting				
utomatically add grades to Grade	Assignments	Quizzes S	SCORM/AICC Learnin	g Module



- **NOTE:** Disabling feature on the organization level will not delete it on the course level, i.e. tool information (including tool Web Parts) will remain.
- **NOTE:** Disabling a tool on the course level will hide the data it contains. To make the data visible, enable the tool once again. When a tool is disabled, user still can access it via a direct link. *Teachers* are allowed to hide Learners and Groups, Grade Book and Documents tools (not possible in version 2.0) as well as other tools. *Learners* are allowed to hide the Documents and Grade Book tools (not possible in version 2.0) as well as other tools. *Learners* are allowed to hide the Documents and Grade Book tools (not possible in version 2.0) as well as other tools. The Learning Module tool is visible if either all or some of its items (a SCORM or a Learning Module) are enabled. If some item is disabled, the link will not be available on
 - 2. On the open page you can see two lists: Course Administrator (Teacher) Options, Learner Options:
 - From the Course Administrator (Teacher) Options list select the options which you want to enable for course administrators;
 - From the **Learner Options** list select the options which you want to enable for course learners.
 - To disable an option, clear the checkbox next to it.
 - 3. Click **OK** to save changes.

4.3 List Publishing Scheduler

the **Create** page either.

To run the List Publishing Scheduler, do the following:

1. On the Course level, go to Settings >Site Settings>Course Settings >List Publishing Scheduler:

CLMS365 On-Premises	Site Settings
Fools	Course Settings
Ref Announcements	Additional Metadata Course Teachers
Calendar	Category
Bocuments	Publishing Course Options
Discussion Board	Certificate Templates
🗬 Chat	Scale Templates
😝 Mailbox	Learning Module Templates SCORM Storage

The option allows making a schedule for lists viewing, i.e. you can specify a period when learners will have permissions to view the lists.



Setting permissions:

To set permissions, do the following:

1. On the **Items** tab, click **New Item:**

BROV	VSE CO	URSE TOOLS	ITEMS	LIST		
*			ye	rsion History		Show Subitems
New Item +	New Folder	View Ed Item Ite		ared With siete Item	Outdent Indent	Hide Subitems
	New Item		anage		Hier	archy
<u> </u>	Add a new i	item to this list	2			
Site	Contents			Edit	List	URL

2. The following window will appear. Fill in the required fields:

Start Date	2/8/2016	7 PM ▼ 00 ▼
End Date	2/17/2016	7 PM V 00 V
List URL	Announcements •]
		Save Cancel

- Choose the start and the end dates and the time for the list publishing;
- Choose the item for which you set permissions.
- 3. Click **Save** to confirm the changes.

NOTE: When setting an item publishing period via the **Publishing** option in the Quiz **Settings** menu, the item appears in the **List Publishing Scheduler** automatically.



4.4 Certificate Templates

On the **Certificate Templates** page you can create and manage certificate templates for your course. To access the page, go to **Settings > Certificate Templates:**

BROWSE COURSE TOOLS FILE	LIBRARY
CLMS365 On-Premises	Ardware Course Certificate Templates ()
Site Contents	 All Pictures Explorer View Selected Pictures Find a file
	 ✓ □ Name Picture Size File Size Is Default ➡ Hardware_jpg 1678 x 1118 284 KB

This page contains all current certificate templates.

NOTE: By default all certificate templates thumbnails are shown. From the **View** menu select the necessary view (select **Explorer View** to load a standard Windows Explorer window into the workspace area).

To view only desired certificates:

- Select checkboxes against the certificates you want to view;
- From the View list select Selected Pictures.

To view certificate templates as a list:

- In the View menu point over all pictures. A submenu will appear.
- Select **Details**.

To switch to the filmstrip view:

- In the **View** menu point over **all pictures**. A submenu will appear.
- Select Filmstrip.

Managing Certificate Templates

To manage certificate templates:

- 1. Go to Settings> Certificate Templates;
- 2. Select the checkbox next to the item you want to manage;
- 3. From the Actions menu, select the needed action:
 - Select *Edit* to open the selected certificate template in a picture manager;
 - Select Delete to delete the selected certificate template;
 - Select Download to copy the selected certificate template to your computer;
 - Select Send to insert the selected certificate into an e-mail or a document;
 - Select *View Slide Show* to view certificate templates in a slide show format;
 - Select Open With Windows Explorer to open the files with Windows Explorer;
 - Select View RSS Feed to syndicate items with an RSS reader;



- Select Alert Me to receive e-mail notifications when items change.

Creating Folders

To create a folder for organizing certificate templates, do the following:

- 1. Go to Settings> Certificate Templates
- 2. Click **New Folder** in the **Files** menu:

BROWSE COURSE	TOOLS	FILES	LIBRARY				
New Upload Document + Document	New Folder	Edit	Check O	ut Check Out	View Properties	Edit Properties	Set as Default
New		4	Open & Check C	ut.			Manage
			New	1 Upl	oad	🕄 Sync	G
Site Contents			All Pictures	Explore	r View	Selected P	ictures

3. In the **Name** field type the name for the folder and click **Create**:

Create a folder		×
Name *		
Course Certificates		
A INVITE PEOPLE		
	Create	Cancel

INVITE PEOPLE – enables inviting people, who can view or edit content in the current folder:

Learner 8 x	Can edit
	Can edit
	Can view
toolude a nerconal macroad with this invi	tation (Ontional)
Include a personal message with this invi	tation (Optional).
Include a personal message with this invi	tation (Optional).

Creating Certificate Templates



The system allows you to create certificate templates for the courses, quizzes, learning modules and SCORM.

To create a new certificate template:

- 1. Go to Settings > Certificate Templates;
- 2. Click **New** button \oplus or **New document** on the ribbon, and then select the certificate template you want to create:
 - Select *Course Certificate Template* to create a new course certificate template;
 - Select *Quiz Certificate Template* to create a new quiz certificate template;
 - Select *Learning Module Certificate Template* to create a new learning module certificate template;
 - Select SCORM Certificate Template to create a new SCORM certificate template.
- 3. Use the **Choose File** button to upload the desired certificate template image from your computer:

Add a picture		×
Choose a file	Choose File Hardware.jpg	
	Overwrite existing files	
	ОК	Cancel

- 4. Select **Overwrite existing files** to overwrite the files in the system;
- 5. Click **OK** to save changes. The **Edit Item** form will appear;
- 6. Fill in the form (fields marked with an asterisk are required to be filled in):



E COLTE	
EDIT	
	🚬 🔏 Cut
Check Cancel Pa	ste
In	
Commit	Clipboard
Name *	Course_cert_1 jpg
Preview	
	(left:122, top:93, right:310, bottom:215)
	$\int \mathcal{O}_{6} \mathcal{O}_{1}$
	1200
Text *	Congratulations!
	You have passed Course {course}!
	* Warring For cartificate text use GMT date
	* Warning! For certificate text use GMT date. * You can use the following constants:
	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and {username} - to enter name and username of student,
	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and {username} - to enter name and username of student, {course} - name of course, {course} - name of course,
	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, {course} - name of course, {cdate} - date. See help for more details.
	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and {username} - to enter name and username of student, (course) - name of course, (date) - date. See help for more details.
Text Alignment *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and {username} - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. © Near
Text Alignment *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. © Near © Center © Far
Text Alignment *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and {username} - to enter name and username of student, {course} - name of course, (date) - date. See help for more details. © Near © Center © Far
Text Alignment * Vertical Alignment *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, {course} - name of course, (date) - date. See help for more details. © Near © Center © Far © Near
Text Alignment * Vertical Alignment *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. © Near © Center © Far © Near © Center © Center
Text Alignment * Vertical Alignment *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. © Near © Center © Far © Near © Center © Far
Text Alignment * Vertical Alignment * Drop Shadow	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. © Near © Center © Far © Center © Far © Far © Far
Text Alignment * Vertical Alignment * Drop Shadow Font Type *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. (Near Ear Near Center Far Andalus
Text Alignment * Vertical Alignment * Drop Shadow Font Type * Font Size (px) *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. © Near © Center © Far © Near © Center © Far © Andalus
Text Alignment * Vertical Alignment * Drop Shadow Font Type * Font Size (px) * Font Size (px) *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. (Andalus Andalus * 20 * Bold
Text Alignment * Vertical Alignment * Drop Shadow Font Type * Font Size (px) * Font Size (px) *	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. © Near © Center © Far © Near © Center © Far © Andalus ▼ 20 © Bold © Italic
Text Alignment * Vertical Alignment * Drop Shadow Font Type * Font Size (px) * Font Style	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. © Near © Center © Far © Near © Center © Far © Andalus * 20 © Bold © Italic © Underline
Text Alignment * Vertical Alignment * Drop Shadow Font Type * Font Size (px) * Font Style	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. (Near Center Far Near Center Far Andalus T 20 Bold Italic Underline Strikeout
Fext Alignment * Vertical Alignment * Drop Shadow Font Type * Font Size (px) * Font Size (px) *	 * Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far andalus Zo Ø Bold Italic Underline Strikeout
Text Alignment * Vertical Alignment * Drop Shadow Font Type * Font Size (px) * Font Style	* Warning! For certificate text use GMT date. * You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Data Modalus To Bold Italic Underline Strikeout

- Name – enter the name of the certificate;



- *Preview* use your mouse to set text area.
- *Text* enter the text that will be placed in the defined area on the certificate template.
 You may use variable that are described in the form;
- *Text alignment* check the necessary radio button of either Near, Center or Far to set the text alignment;
- Vertical alignment check the necessary radio button of either Near, Center or Far to set the vertical alignment;
- Drop Shadow select this checkbox if you want the text to drop shadow.
- Font Type Select from the drop-down box the font type for the text of the certificate.
- Font Sixe- input the font size of the text;
- Font Style check the boxes next to the necessary font styles that you wish to add;
- *Is Default* check the option to make the Certificate default.
- **NOTE:** Certificate Templates can be set as default on the Organization level and on the Course level. If some type of certificate templates (for quiz, learning module, etc.) is set as default on both levels, templates set on the course level override that set for the whole organization.
 - 7. Click Check In.

Certificate Variables

The Certificate text field allows you to use the following variables (the variables will be replaced by specific data later on for each particular student):

Variable	Description		
{name} and {username}	When the certificate is generated, {name} and {username} are automatically changed to the name and username of the user who has completed the course.		
{firstname}/{lastname}	When the certificate is generated, these variables are automatically changed to the First/Last name of the user who has completed the course.		
{course}	When the certificate is generated, the {course} variable is automatically changed to the name of a corresponding course.		
{duration}	When the certificate is generated, the {duration} variable is automatically changed to the duration of a corresponding course (including the Material course type).		
{date}	 When the certificate is generated, the {date} variable is automatically changed to the date when the certificate was issued. Note: For the {date} variable you can use various date formats, for example: {date:d} outputs 08/17/2000, {date:D} outputs Thursday, August 17, 2000, {date:f} outputs Thursday, August 17, 2000 16:32, {date:F} outputs Thursday, August 17, 2000 16:32:32, {date:g} outputs 08/17/2000 16:32; {date:G} outputs 08/17/2000 16:32:32, {date:G} outputs 08/17/2000 16:32:32, {date:r} outputs August 17, {date:r} outputs Thu, 17 Aug 2000 23:32:32 GMT, {date:s} outputs 2000-08-17T16:32:32, 		



	 - {date:t} outputs 16:32,
	 - {date:T} outputs 16:32:32,
	 - {date:u} outputs 2000-08-17 23:32:32Z,
	 - {date:U} outputs Thursday, August 17, 2000 23:32:32,
	 - {date:y} outputs August, 2000,
	 - {date:dddd, MMMM ddyyyy} :Thursday, August 17 2000,
	 - {date:ddd, MMM d """yy} :Thu, Aug 17 '00,
	 - {date:dddd, MMMM dd} :Thursday, August 17,
	– {date:M/yy} :8/00,
	– {date:dd-MM-yy} :17-08-00.
{office}	When the certificate is generated, the {office} variable is automatically changed to the user's location specified in the CCM Profile.
{company}	When the certificate is generated, the {company} variable is automatically changed to the user's company specified in the CCM Profile.

4.5 Scale Templates

This option allows users to create and manage scale templates that are used in the Course's Grade Book. To open the Scale Templates section, do the following:

- 1. On the **Course** level, go to **Settings > Scale Templates**;
- 2. A list of existing items will appear:

đ۲ Sc	lardware Course Cale Ten	npl	ates ©	
() All It	new item or edit	this lis	t	
~	Title		Scale Template	Description
	Default (UK) 🕱			
	Default (US) 🛪			

NOTE: An **Item** is an aspect (or a field of activity) for which **Students** can get a certain grade. First user should create scale templates items in the **Scale Templates** section. Then user can use these items when creating quizzes, assignments with grade, and so on.

4.5.1 Creating Scale Templates Items

- 1. Go to Settings> Scale Templates;
- 2. Click the **New Item** button or the **Add new item** link. The following form will appear:



BROWSE EDIT COURSE TOOLS				
Save Cancel Paste Copy Commit Clipboard Spellin	ç ng			
Site Contents	itle * Scal	e Template		
D	Scale Scale	e for assignments grading		
	Click	for help about adding basic HTML formatting.		
S	cale Template Title		Value (%)	
	Exce	llent	100	⇒×
	Goo	t i i i i i i i i i i i i i i i i i i i	80	×
	Satis	factory	60	⇒ ×
	Poor		30	⇒×
				Add
			Save	Cancel

- 3. Fill out the form:
 - In the **Title** field, type the title for the scale templates item;
 - In the **Description** field, type description for the scale template item;
 - In the Scale Template section, add grades to the scale templates item;
 - In the **Title** field specify the name of the grade as it will be shown to students;
 - In the **Value** field enter the grade value, %;
 - Click **Update** to add the grade.

NOTE:	You can edit or delete the grade that you added by clicking Edit button or Delete button :			
	Excellent	100	🗆 🗙	

4. Click **Save button** either at the top or at the bottom of the page.

4.5.2 Editing Scale Template Item

To edit a scale template item that was created earlier, follow the steps given below:

- 1. Go to Settings> Scale Templates;
- 2. Point out the necessary item and click the callout menu button ...;
- 3. Select Edit Item from the drop-down menu:



Scale Template 🗱	Edit Item Delete Item	Scale for assignments grading
	View Item	
	Advanced +	

- 4. Modify the properties of the item;
- 5. Save the changes.

4.5.3 Deleting Scale Template Item

To delete a scale template book item that was created earlier, do the following:

- 1. Go to **Settings > Scale Templates;**
- 2. Point out the necessary item and click the callout menu button ...;
- 3. Select **Delete Item** from the drop-down menu:



4. Confirm the deletion.



5. COURSE FLOWS

The Course Flow functionality is intended so the teachers could control how the learners progress on the course. *The main function of the course flow is to display an interface controlling the certification process of learners who are enrolled in a program consisting of several courses, as well as control the progress within such courses.* Each Course Flow provides the ability to manage course flows (learning curves) by setting the order in what courses should be passed by learners. Also it provides an ability to define requirements for learners' transitions from one course to another.

In other words, the Course Flow functionality presupposes the learner going through a number of courses.

Imagine that we have the following course flow:

If the learner is added to the first course in the course flow row, he will be automatically enrolled in the next course of the course flow once he has completed the first course. In case the first course is not completed, the learner cannot start the next one.

Prerequisites are defined by the Teacher or Instructor on a Course level. Prerequisite is a rule that defines passing conditions for the Learner on that course. If this condition is met, Learner could get an access to next course. Learner transitions between Courses are maintained by the Teacher who is responsible for marking current course 'Completed' or 'Failed'.

Based on pre-requirements and learners' involvement in course flows SharePoint LMS system could find out what courses have already been passed, what courses are available to the learner and what courses are not. Course Flow should present courses availability information by marking passed, current and unavailable courses in different colors.

Every learner can observe course flow listings he/she is involved in.

When **Course Flow** feature is activated for organization (should be activated in CA > Application Management > SharePoint LMS > Global features > Additional Options and Settings > Organization features > Additional Options), the following items are created:

1. Lists:

 Course Flow Templates – contains list of Course flow templates. It can be viewed in Site Settings > Organization > Course Flow Templates:

BROWSE ITEMS LIST			Q SHARE
Churches	2		Search this site
Con-Premises	Course Flow	v Templates 🛛	
Courses	Title	Мар	Category
Course 4	CF Template 1	Courses Courses	Sample Category #1
Course1		LRM 1 Course2 certification certificate_	template_3
Course2			
Course3		Course 4	
Rooms		Requires Certification	
Libraries	CF Template 2 mmv		Sample Category #1
Lists		Course1	
Discussions		Quiz 1, Quiz 2, Qui	
Sites	CF Template 3 BHKV	Courses and Course	Sample Category #2
Recent		Requires Certification	
Rooms			
Question Pool	Add new item		

 Course Flows – contains list of Course Flows of Organization. It can be viewed in Settings > Course Flows:


BROWSE ITEMS LIST		Q s	hare 🏠 follow	
CLMS365 On-Premises	[₫] Course	Flows ©	L	Q
Courses	Title	dap	E Learners	
Course 4	Course	Courses1 Courses2	Learner 1	
Course1	E HOW	Requires Certification Requires Certification Certificate_template_3	Learner 2	
Course2				
Course3	CF 2	Course2 Course3 certificate template 3	Learner 1	
Kooms		Requires Certification		
Libraries		Course 4		
Dissurgione		Requires Certification		
Discussions				
Sites	Add new item			

 Course Flow Progress – contains information about learners' progress in completing a Course Flow. To view Course Flow Progress, select a course flow and click Course Flow Progress button in the ribbon menu:

BROWSE ITEMS LIST					
CILMS365 On-Premises	≜ Course I	Flow Pro	ogress + Cours	se Flow ₀	
Courses	Course Flow	Author	Мар		
Course 4	Course Flow	Learner 1	Coursel	Course?	
Coursel			Requires Certification	Requires Certification	certificate_template_3
Course2				Construction of the second second	
Course3	Course Flow	Learner 2	Course1	Course2	Contraction of the second second
Rooms			Requires Certification	Requires Certification	certificate_template_3
Libraries		-1			
Lists	Course How	Learner 5	Course1	Course2	S contificate template 2
Discussions			Requires Certification	Requires Certification	Ceruncate_template_5
Sites					

- *E-mail Templates* related to Course flow events are added. To view them go to Site Settings
 > Organization > E-mail Templates.
- 2. Course Flow Certificate content type in Certificate Templates;

3. Page *My Course Flows* - contains Course Flows web part. To open it, go to Settings > My Course Flows;

4. *Course Flow Grade Book* - contains information about grades received by learners for every Course Flow item. To open it, go to Settings > Course Flow Grade Book;

5. *Course Flow Administrators* user group for users Course Flow Administrator role. Course Flow Administrator can create Course Flows and add all course items to it (even if he has no permissions for the course), edit and delete course flows created by him.

5.1 Creating Course Flow

To create a course flow, do the following:

1. On the organization level, click **Settings,** and select **Course Flows** from the list. Course Flow List will appear with all available Course Flow schemas:



	ø
Shared with	00
Add an app	
Site contents	
Change the look	
Site settings	
Create Course from Ten	nplate
Create Course	
Courses	
My Course Flows	
Course Flows	
Course Flow Grade Bool	k
Categories	
Student Progress	
Unified Grade Book	
Organization Features	
Global Announcements	

NOTE: Course Flow list does not possess any progress information, and all Flow schemas are shown in gray color:



Title	Мар			() Learners
Course Flow	Course1 Requires Certificat	tion Course2 Requires Certification	certificate_template_3	Learne
CF 2 Binew	Course2 Requires Certificat	tion Course 3 Requires Certification	certificate_template_3	E Learner

- 2. Click New Item > Course Flow or Add new item link;
- 3. Complete the open form (fields marked with an asterisk (*) are required):



Asp Course1 #Add Course here #Cert earners * Enter users separated with semicolons. Image: Certification Image: Certification ettings Delete users from courses when the course flow is completed days after completion Image: Certification Image: Certification Notifications Send notification when user is enrolled to the course flow Image: Certification Image: Certification Notifications Send notification when user is enrolled to the course Image: Certification Image: Certification Send notification when user is enrolled to the course Image: Certification Image: Certification Send notification when user is enrolled to the course Image: Certification Image: Certification Send notification when the course flow has been completed Image: Certification Image: Certification Send notification when the course flow has been completed Image: Certification Image: Certification Send notification when certificate is expired Image: Certification Image: Certification Image: Certification Send notification when certificate is expired Image: Certification Image: Certification Image: Certification Image: Certification Send notification when certificate is expired Image: Certifica	
earners * Enter users separated with semicolons. Delete users from courses when the course flow is completed days after completion Send notification when user is enrolled to the course flow to teachers to specified users Send notification when user is enrolled to the course to specified users Send notification when user is enrolled to the course to specified users Send notification when the course flow has been completed to teachers to specified users Send notification when certificate is expired 10 days before expiration Ve to teachers To specified users To specified users To be armers To be	ificate Template
Enter users separated with semicolont. Image: Completion is completed in the course flow is completed in the course flow is completed in the course flow is to the course flow is to teachers Image: Completion is completed in the course flow is completed in the course flow is to teachers Image: Completion is completed users Image: Completion user is enrolled to the course flow has been completed Image: Completion user is expired is expired is expired in the course flow has been completed is to specified users Image: Completion user is expired is expired is expired is expired is to specified users Image: Completion user is expired is to teachers Image: Completion user is expired is expired is expired is to specified users Image: Completion user is expired is expired is expired is expired is to teachers Image: Completion user is expired is expired is to specified users Image: Completion user is is expired is to teachers <	
ettings Delete users from courses when the course flow is completed days after completion otifications Send notification when user is enrolled to the course flow to teachers Send notification when user is enrolled to the course to specified users Send notification when the course flow has been completed to teachers Send notification when the course flow has been completed to teachers Send notification when certificate is expired 10 days before expiration Ye to teachers to specified users to specified users to specified users to specified users to to teachers to to teachers to specified users to specified users to teachers to teachers to teachers to to teachers to teachers to teachers to to teachers to teache	
otifications Send notification when user is enrolled to the course flow It to teachers to specified users It to teachers It to teachers It to teachers It to teachers It to teachers It to teachers It to specified users It to specified users It to teachers It to teachers	
Send notification when user is enrolled to the course to teachers to learners to specified users Send notification when the course flow has been completed to teachers to teachers to specified users Send notification when certificate is expired 10 days before expiration to to teachers to specified users to specified users to specified users to to teachers to to teachers to to teachers to to teachers to to teachers to specified users to specified users	
Send notification when user is enrolled to the course to teachers to specified users Send notification when the course flow has been completed to teachers to teachers to specified users Send notification when certificate is expired 10 days before expiration to teachers to teachers to teachers to specified users to teachers to teachers to teachers to teachers to teachers to teachers to specified users to specified users to teachers to specified users to specified users	
Send notification when the course flow has been completed to teachers to learners to specified users Send notification when certificate is expired 10 days before expiration V to teachers to specified users to specified users to specified users to specified users	
 ✓ to teachers ✓ to learners ✓ to specified users ✓ Send notification when certificate is expired 10 days before expiration ✓ to teachers ✓ to teachers ✓ to specified users 	
To specified users	
Send notification when certificate is expired 10 days before expiration 10 to teachers 10 to learners 10 to specified users 10 days before expiration 10 days before expiration	
Send notification when certificate is expired 10 days before expiration 10 to teachers 10 to learners 10 to specified users 10 to specified users 10 to specified users	
to learners to specified users	
a, 🗊	
Send notification when user is deleted from courses days before deleting	
to teachers to learners to specified users	

- *Title* type the name for the course flow.
- Map create a diagram of the course flow:
- a) Click the green **Add Course here** icon;
- b) In the open dialog box, select the first course in a flow and passing criteria for it:



Select Course and passing	condition Learning Material	Help
Course Name Select a Course to be used in a Course Flow schema	Course: Introductory Course -	ĺ
Passing Criteria Select either Learning Object name or 'Is Certified' flag from Course Grade Book to define a passing condition for that Course in a Course Flow	 Quiz Introductory Quiz New Quiz Learning Module SCORM Requires Certification 	
	Time: days before next course	can be

- a) Course Name select course from the list of Organization's courses;
- b) Passing criteria:
 - ✓ Learning Objects list displays all Learning Objects created in the course. Select check boxes to set a Learning Object as condition for passing that course in a Course Flow;
 - Requires Certification select the check box to set Course Certificate as condition for passing that course in a Course Flow;
 - ✓ Time set the number of days after which Learner who completed the course is added to a Learners Group, created for the next Course in the Course Flow. If the field is empty, the Learner is added to the learners group of next Course immediately after completing the Course.
- **NOTE**: After course flow is created, in the first course a group is created with the name of course flow with users specified in the Learners field during CF creation. When learners complete the first course in the Course Flow, they are moved to the group created for the next course in the Course Flow.

OR

a) In the Course Flows section click the **Create from** template button in the **Items** section of the ribbon:





Sha	rePoint											
BROV	VSE ITEMS	LIST										
New Item -	Create From Template	New Folder	Course Flow Progress	View Item	Edit	X S B	Version History Shared With Delete Item	Attach File	Alert Me -	Tags & Notes	Workflows	Approve/Reject
	New	8			Manage			Actions	Share & Track	Tags and Notes	Wa	oricflows
Cour	ses)	Ш Te	le			Мар				

- b) Select Course flow template to be used. In this case information for Map, Notifications and Settings will be taken from template.
- c) Click **OK.** The selected course will be displayed in a scheme as follows:

Map Course1 #Add Course here certificate template 3 Quiz 1, Quiz 2, Qui

d) If you want to set more prerequisites, add more courses to the scheme:

Мар	Course1	Course2 Requires Certification	#Add Course here	certificate_template_3
		- 🗸 #Add Course here		

That means that *Course 1* is a prerequisite for *Course 2*.

e) Click **Certificate Template** to define the certificate that learners will be awarded on the Course Flow completion. The following dialog box will appear:

Select Certificate Template for	a Course Flow	He	lp
Certificate Template			
Select Certificate Template to be used in Course Flow certification process	certificate_template_3		
Expiration Period			
Specify an expiration period in weeks. During this period, a Certificate will be valid and active. At the end of this expiration period, Certificate will be considered expired and new	8		

- Select Certificate Template to be used in the certification process from the list;
- Specify the **Expiration Period** in the corresponding field. The period is set in weeks;
- Click **OK** to save changes.
- **NOTE:** Only Course Flow Certificate can expire. Course Flow itself cannot expire. When the learner's Course Flow Certificate is about to expire, both the learner and the teacher will receive the following e-mail: '*Hello …, This email was sent to notify you that your Sunset.jpg* (*the corresponding URL is added*) will expire at month/date/year at 00:00:00 AM'.
- **NOTE:** Once either the Course Flow Structure or the Certificate template is changed, they are updated for each learner's course flow. If the learner has already received the former template certificate, this certificate remains unchanged.
 - Learners select the learners enrolled in this flow;
 - Notifications check corresponding boxes to send notifications to learners, teachers and specified users in the following cases:
 - User enrolled to Course Flow;
 - User enrolled to Course ;
 - Course flow completed;
 - User deleted from Course;
 - Certificate Expired (number of days prior certificate expiration can be set here).
- **NOTE**: For each case two email templates are created: one is sent to learner, and the other to teachers and specified users. Below are two email templates created for different users on the same event:

Notification for learner that he/she has been enrolled to the course flow:

			On-F
BROWSE VIEW		🗘 SHARE	☆ FOLLOW
Version History	Alert Me		
Manage	Actions		
This email temp	ate will be used to notify learn	ners that they have been enrolled to a course flow.	
Subject	Welcome to t	the course flow	
Body	You have bee course: (cours	en enrolled to the '{course_flow}' course flow. Pleas se}.	se, start with
		dicelau eama of laaman	
"You can use the foll	owing constants (user_name) - (course_flow) {course} - cou	- course flow title with link; urse title with link;	
"You can use the foll Content Type: Notifical	owing constants (user_name) - (course_flow) (course} - cou ion e-mail template	- course flow title with link; urse title with link;	

Notification for teacher or specified user that new user has been enrolled to the course flow:

	SE VIEW		🖸 SHARE 🏠 FOLLOW
	Version History	🐥 Alert Me	
Edit	Shared With	& Workflows	
	Manage	Actions	
Sub	enrolled to a co	urse flow.	Learner has been enrolled to the course flow
Boo	ży		New user ({user_name}) has been enrolled to the '{course_flow}' course flow. {user_name} is automatically enrolled to the first course: {course}.
*Yo	u can use the foll	owing constants	{user_name} - display name of learner; {course_flow} - course flow title with link; {course} - course title with link;

- Settings check box to delete users from courses when the course flow is completed or specify the number of days after course flow completion to delete users from courses.
- 4. Click **OK** to create a course flow.

5.2 Viewing Course flows

To view a Course flow, go to Settings > Course Flows:



BROWSE ITEMS LIST		🖸 SHARE 🏠 FOLLOW [D]
CLMS365	a Course Flows a	Search this site
Courses	Title Map	🕮 Learners
Course 4 Course 1 Course 2	Course Flow Requires Certification Requires Certification Course 2	ificate_template_3
Course3 Rooms Libraries	CF 2 Course2 Requires Certification Course3 Requires Certification Course3 Requires Certification	Earner 1 Learner 2 Learner 2
Lists Discussions	Course 4 Requires Certification	
Sites	Add new item	

Select needed Course Flow and click the **View Item** button in the ribbon menu. Detailed information about the Course Flow will be displayed in the open window:



5.3 Viewing Course flow Progress

The Course Flow progress can be viewed by teachers as well as by learners. To view your course flow progress, do the following:



- 1. On the organization level, click **Settings**, and select **My Course Flows** from the list. The following page will be displayed:
- For learner:

BROWSE PAGE	
CLMS365 On-Premises	[₫] My Course Flows
Courses	Course Flows
Coursel	Certificate expires after before
Course2	
Course3	Completed In progress Not accessible Unpublished
Rooms	The Author Map
Libraries	Course1 Course2 certificate template 3
Lists	Requires Certificati
Discussions	CF2 Teacher1
Sites	Course2 Course3 Course3 Course3 Course3 Course3
Recent	Requires Certificati.
Rooms	Course 4
Reports	Requires Certificati

For teacher:

BROWSE PAGE		
CILMS365 On-Premises	™ My Course Flows	
Courses Course 4	Course Flows Select course flows: No selection •	
Course1 Course2	Select learners:	
Course3 Rooms	Certificate expires after before	
Libraries Lists	Completed In progress Not accessible Unpublished Title Author Map	Learners
Discussions Sites	Course Flow Teacher 1 Course 1 Course 1 Course 2	Learner 1
Recent Rooms	CF 2 Teacher 1 Course 2 Course	Learner 1
Question Pool Reports	Course 2 Requires Certification Requires Certification Course 3 Requires 2 Requires 2	
Site Contents	Course 4 Requires Certification	

A teacher is able to review the progress of multiple Students or multiple Course Flows. He can filter/search for the needed course flows. To filter results by learners, select needed learners using the **Browse** button. To search for a particular Course Flow, click the drop-down menu **Course Flows** and fill in search form in the open window:

		\checkmark	
earch			
Simple search Advanced search			
Title Please enter a title to search for (e.g. "Title1").	Title:		
Learners	Learners		
Author	Author	•2/ 83	
	Search	\$√ ■	
	John Cr.		
		ОК	Cancel

- ✓ **Title** enter a title or its part to search the needed Course Flow;
- ✓ Learners use people picker or browse button to select learners;
- ✓ **Author** use people picker or browse button to select Course Flow author.

Click the Search button. All Course Flows corresponding to the criteria will be displayed in the list. Select checkboxes near the names of Course Flows you want to view and click OK. All selected Course Flows will be displayed on the My Course Flows page.

5.4 Viewing Course Flow Grade Book

Course Flow Grade Book shows grades received by learners for every Course Flow item. For learners it displays only his/her grades. Teachers can view information about all learners from all course flows. To view **Course Flow Grade Book**, go to Settings > Course Flow Grade Book. Select Course flow from the drop-down list in the right upper corner. Information about received grades will be displayed:

							🖸 SHARE 🏠 FOLLOW
Con-Premises	a Course	Flow	Grade	Book		Search this site	م
Courses						Export to CSV Cou	urse Flows Course Flow
Course 4	Learner	Coursel - Ouiz 1	Coursel + Quiz 2	Coursel - SCORM 1	Coursel - AWG item	Course1 - Certificate Issued	Course2 - Certificate Issued
Course1	Learner 1	100000000000000000000000000000000000000	C (75 %)	Failed	G (38 %)	False	
Course2	(i:0#.w(example\/1)						
Course3	Learner 2 (i:0#.w(example\)2)					False	
Rooms	Learner 3	A (95 %)	A (95 %)	Passed (100 %)	A (95 %)	False	
Libraries	(i:0#.w(example\l3)						



5.5 Course Flows Web Part

Course Flows web part can be added on any SharePoint LMS page. It displays information in the table with the following columns:

- Title shows Course Flow title;
- Author shows Course Flow author;
- Map displays Course Flow scheme and indicates status of course flows items with colors of elements;
- Learners shows learners of the Course Flow:





6. ANNOUNCEMENTS

Announcements are intended for informational purposes: a user who needs to share some important messages with the others should create an announcement that will be viewed by all course participants (Learners and Teacher). The information will be displayed on the Home Page as well as on the Course Home page (if other is not specified by the <u>Course Home page settings</u>).

To get to the **Announcements** section, enter the necessary course and click the **Announcements** icon in the left **Tools** menu. The list of available announcements will be shown in the main workspace area:

CLMS365 On-Premises	₫ softv Anr	vare Cour	• ncem	nen	ts	
Tools	(+) nev	w anno	Find an ite	nt or	edit this	i list
Calendar	~ 0	Title			Start Date	Modified
Documents		New Co	ourses		2/3/2016	5 days ago
Chat		Course	Teachers		2/2/2016	6 days ago
A Mailbox		Attenti	on, please!	•••	2/2/2016	6 days ago

The home page of this section displays the current month announcements list with the possibility of editing and deleting announcements. To work with an announcement, click the callout menu next to the name of the needed announcement and select the necessary option form the context menu.

NOTE: For better representation, you can change the list view. From the **View** list, select the necessary view (select **Current** to view up-to-date announcements, select **All** to view all announcements).

Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:

- Use the **Title** link to sort or filter announcements by title;
- Use the **Modified** link to sort or filter announcements by modification date;
- To remove filter criteria, click the necessary link in the column head, and then select the **Clear filter** option from the context menu.

The **Actions** and **Settings** buttons on the **List** tab allow performing actions and operations typical for SharePoint.

6.1 Adding Announcements

To create a new announcement, do the following:

1. Enter the necessary course;



- 2. Go to the Announcements section;
- 3. On the **Items** tab, click the **New item** button or click new announcement button $\textcircled{\oplus}$:

New New Folder	View Item	Version History	Attach File	Alert Me -	Tags & Notes	Workt
New	M	lanage	Actions	Share & Track	Tags and Notes	
Site Contents		+ new a	annou	ncement	or edit thi	s list
Site Contents		All items	annou 	ncement Find an item	or edit thi	s list
Site Contents		⊕ new a All items ✓ ⓑ T	itle	ncement Find an item	or edit thi _{Start Da}	s list

4. Fill out the open form (fields marked with an asterisk are required):





SharePo	oint Sites	
BROWSE EDIT CO	DURSE TOOLS	
Save Cancel Paste	Copy Attach Spe	ing ing
Site Contents		
	Title *	Course Teachers
	Body	We are glad to introduce new course teachers - Mr. Smith and Mr. Jonson.
	Keyword	new teachers
	Start Da	e * 2/2/2016
	Expires	
		Save Cancel

- *Title* type the name of the new announcement (the field is required);
- Body type the full information of the announcement. Use the embedded Visual Editor to format the description text;
- *Keywords* specify words which will help learners find necessary documents (keywords should be entered in the site search field at the top of the page);
- Start Date specify the date when the announcement becomes valid. If the start date is not specified, the announcement will become visible after you save the changes;
- *Expires* specify the date when the announcement becomes invalid. If the date is not specified, the announcement will be available for an indefinite period.
- 5. If you want to attach a file to the announcement, click **Attach File**, and then browse the necessary file in the opened form. Click **Save** to attach the file;
- 6. Click **Save** at the bottom of the form to add the announcement.

6.2 Viewing Announcements

To view an announcement, do the following:

- 1. On the Course level, go to the **Announcements**;
- 2. Select the announcement you want to view and click the callout menu button •••, to open the callout menu:



👌 Softwa	are Cours	e				
Ann	our	nceme	ent	S		
new	annoi	uncement	or e	dit this li	st	
All items		Find an item		Q		
- 0	Title			Start Date	Modifie	d
~	Attentio	n, pleasel 🗱		2/2/2016	11 min	utes ago
	Lectures	#		Edit Item		ites ago
	Annound	ement 2 🗱		Delete Item		ites ago
	Annound	ement 🕱		View Item		ites ago
				Advanced	,	

3. Select **View Item** in the callout menu. A new page with the announcement will open:

Title	Course Teachers
Body	We are glad to introduce new course teachers - Mr. Smith and Mr. Jonson.
Keywords	new teachers
Start Date	2/2/2016
Expires	
Created at 2/2/2 Last modified at	016 6:43 PM by ageucheva_a 2/2/2016 6:43 PM by ageucheva_a

The ribbon of the dialog box comprises the rest of the menu options for managing the announcement. Ribbon action buttons allow users to perform the following operations:

- Editing the announcement click Edit Item to modify the announcement;
- Viewing the announcement version history click Version History to view the history of the changes made to the announcement and/or view the previous versions;
- Managing permissions click Shared With to assign users and group permissions to this item;
- Deleting items click Delete Item to delete the announcement;
- Making notifications click Alert Me to manage notification settings;

4. Click Close.



6.3 Editing Announcements

To edit an announcement, do the following:

- 1. On the Course level, go to the Announcements;
- 2. Specify the announcement you want to edit by placing the cursor on the announcement name;
- 3. Click the callout menu button next to the necessary announcement to open the callout menu;
- 4. Select **Edit Item** in the drop-down list:

🖞 Softw	are Cours	e				
Anr	our	nceme	ent	S		
⊕ new	/ anno	uncement	or e	<mark>dit</mark> this li	st	
All items		Find an item		Q		
× 0	Title			Start Date	Modified	
~	Attentio	n, pleasel 🗱		2/2/2016	11 minutes ag	go
	Lectures	H.		Edit Item	ites ag	go
	Announ	cement 2 🗱		Delete Item	ites ag	go
	Announ	cement 🕱		View Item	ites ag	go
				Advanced		

- 5. Modify the necessary fields;
- 6. Click **Save** to save the changes.

6.4 Deleting Announcements

To delete an announcement, do the following:

- 1. Click the callout menu button to the right of the necessary announcement to open the callout menu;
- 2. Select **Delete Item** from the list:



3. Confirm the deletion. The item will be sent to Recycle Bin of the site:

Are vi	ou sure you want to	send the item(s) to the si	te Recycle Bin?
	ou sure jou manie co.	a second s	and the second
•			

6.5 Creating a Global Announcement

The Global Announcement is an announcement created for several courses or organizations. The feature is available for organization administrators.

To create an announcement, do the following:

- 1. On the organization level, click Settings;
- 2. Select Global Announcements:



	ø
Shared with	
Add an app	
Site contents	
Change the look	
Site settings	
Create Course from Templ	ate
Create Course	
Courses	
My Course Flows	
Course Flows	
Course Flow Grade Book	
Categories	
Student Progress	
Unified Grade Book	
Organization Features	
Global Announcements	

3. The following page will open. Click new item button \oplus to create new global announcement:

BROWSE ITEMS LIST				
CLMS365 On-Premises	[₫] sharePoint Global	Annour	ncemen	ts ©
Recent	🕀 new item	or edit this lis	st	
Rooms	All items ····	Find an item	Q	SAVE THIS VIEW
Question Pool	0	0		22/10/2010/2014
Reports	V 🖲 Title		Start Date	Modified T
Site Contents	New Co	ourses 🗱	2/3/2016	11 minutes ago

4. Fill in the fields as required (fields marked with an asterisk are required):



Courses *	Filte	r 1	Organizations	•	
		Title 🕇	Category	Published:	Language
		Hardware Course	Default	Yes	English (United States)
		Software	Default	No	English (United
		Course			States)
Title = Body	Glob This a	al Announcer	ment it refers to all u	users of our organ	States)
Title * Body	Glob This a	al Announcer	ment at refers to all u	users of our organ	States)
Title * Body Keywords	Glob This a	al Announcemen	nent It refers to all u	sers of our organ	States)
Title * Body Keywords Start Date *	Glob This a new 2/3/2	al Announcemen innouncemen course	nent It refers to all u	isers of our organ	States)

- Courses: click Change filter:



Filte	r _ 1	Organizations	•	
		Change Filter		
	Title↑	Category	Published:	Language
	Hardware Course	Default	Yes	English (United States)

5. On the **Organization** tab, check necessary Organizations and Categories that contain courses you want to create an announcement for:

	Hel
Custom filters Title Published: <none> ¥</none>	
Start Date	
	Custom filters Title Published: <none> ▼ Start Date End Date</none>

NOTE: To choose all categories of a specific organization, first select the check box for the **Check all children** option, and then select the name of a corresponding organization (see the picture above).

To facilitate courses filtration, you may use **Custom filters**. Select courses by filling in the **Title**, **Published**, **Start date** and **End Date** fields.

- If you specify only start date, courses with the same or later publication date will be displayed;
- If you specify only end date, courses with the same or earlier publication date will be displayed;
- Courses that do not have start and end dates are displayed regardless the date specified.
- 6. Click **OK** to close the Filter window;
- 7. Select the necessary courses. To choose all courses, select the **Title** check box.



Courses *	Filte	ar 1	Organizations	•	
		Title†	Category	Published:	Language
	8	Hardware Course	Default	Yes	English (United States)
	۲	Software Course	Default	No	English (United States)

- *Title* type a title for the announcement;
- Body enter the description of the announcement;
- Keywords enter keywords for the announcement;
- Start Date specify the date when the announcement becomes available for users;
- Expires specify the date for the announcement to become invalid;
- 8. Click **OK** to save the announcement.

6.6 Editing Global Announcement

It is possible to edit Global Announcement on all courses where it was created or on separate courses.

To edit a Global Announcement on all courses where it was created, do the following:

- 1. On the organization level, click Settings > Global Announcements;
- 2. Select the needed Global Announcement from the list;
- 3. Click the Edit Item button in the ribbon menu or select Edit Item from the callout menu:





4. The Global Announcement edit form will open:

ave Cancel	Paste Copy	Delete Attach Item File	ABC					
Commit	Clipboard	Actions	Spelling					
Recent Rooms	2.2	Courses *		Filte	r 1	Organizations	•	
Question	Pool				Title 1	Category	Published:	Language
Site Contents	5				Hardware Course	Default	Yes	English (United States)
				8	Software Course	Default	No	English (United States)
		Title * Body		Glob This a	al Announcen	nent it refers to all u	users of our orga	nization.
		Title * Body		Glob	al Announcen	nent	users of our orga	nization.
		Title * Body Keywords		Glob	al Announcen	nent	users of our orga	nization.
		Title * Body Keywords Start Date *		Glob	al Announcem innouncemen course 2016	nent	users of our orga	nization.
		Title * Body Keywords Start Date * Expires		Glob: This a new 0 2/3/2 2/26/	al Announcemen innouncemen course 2016 /2016	nent	users of our orga	nization.

- 5. Make the necessary changes:
 - *Courses* select courses on which you need to edit the Global Announcement. If you uncheck a course, on which the Global Announcement is created, it will be deleted;
 - *Title* edit the title of the Global Announcement;
 - *Body* edit the text of the Global Announcement;
 - Keywords edit keywords of the Global Announcement;
 - Start Date edit start date of the Global Announcement;
 - *Expires* edit expiration date of the Global Announcement.



6. Click Save button to save the changes or Cancel button to discard the changes. The Global Announcement will be modified on all courses where it was created.

To edit a Global Announcement on *selected course* where it was created, do the following:

- 1. On the needed course go to the Announcements section;
- 2. Select the needed Global Announcement from the list of course announcements;
- 3. Click the Edit Item button in the ribbon menu or select Edit Item from the callout menu;
- 4. The Announcement edit form will open:

Title *	Global Announcer	nent		
Body	This announcemen	t refers to all users o	f our organizatio	in.
Keywords	new course			
Start Date *	2/3/2016			
Expires	2/26/2016			
Created at 2/3/20. Last modified at 2	16 11:25 AM by □ System /3/2016 11:25 AM by □ S	Account ystem Account	Save	Cancel

- 7. Make the necessary changes:
 - Title edit the title of the Announcement;
 - Body edit the text of the Announcement;
 - Keywords edit keywords of the Announcement;
 - Start Date edit start date of the Announcement;
 - *Expires* edit expiration date of the Announcement.
- 8. Click Save button to save the changes or Cancel button to discard the changes.

NOTE: The Announcement will be modified only on one course. If the Global Announcement will be later edited on the Organization level, changes made for one course will be lost.





7. CALENDAR

The **Calendar** section allows you to view and manage various events appointed for the course. Course calendar represents a kind of organizer or planner used to schedule meetings, important events, and so on. The information will be displayed on the Home Page as well as on the Course Home page (if other is not specified by the <u>Course Home page settings</u>).

To open the **Calendar** section, enter the necessary course and click the **Calendar** icon in the **Course Tools** menu. The system will open a monthly calendar view:

BROWSE COURSE TOOLS EVEN	TS CALENDAR					Q	SHARE 🏠 FOLLOW
Con-Premises	a software Cour Calend	ar o				Search this site	م
4 2016 ▶ Jan Feb Mar Apr May Jup	😧 🏵 Februa SUNDAY	ny 2016 Monday	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul Aug Sep Oct Nov Dec Today is Wednesday, February 3, 2016	31	1	2	3	4	5	6
Calendars in View	7	8	9	10 12:00 pm - 1:00 p New Quizz	11	12	13
Site Contents	14	15	16	17	18	19 12:00 pm - 1: Meeting!	20 00 p
	21	22	23 12:00 pm - 1:00 p Working with doo	24	25	26	27
	28	29	1	2	3	4	5

Titles of planned events are represented as links shown in each day cell; to view detailed event info, click the necessary link.

A set of controls above the calendar grid allows you to switch between days and change calendar views:

- Use the $Arrow(\textcircled{\bullet})$ and $\textcircled{\bullet})$ buttons to switch to a previous or following day correspondingly;
- Click **Expand All** to expand all the events; click **Collapse All** to collapse all the events;
- The Day (^[11]), Week (^[11]) and Month (^[11]) icons are intended to switch to various calendar modes.

To view events scheduled for a certain day, click **Day** (\blacksquare) at the top to switch to the daily calendar view. Switch to the necessary date using the **Arrow** ($\textcircled{\bullet}$ and $\textcircled{\bullet}$) buttons:



BROWSE	E	/ENTS	CAL	LENDAR						C SHARE	FOLLOW
Day Week Month Scope	Exp	and (II Expan	Collapse Al	Calenda Overia	Creat Creat Modi Creat M	e View Current View: Ify View - Calendar e Column fanage Views	Tags & Notes	E-mail a Alert R Link Me. Fe	SS ed Connect to Outlook Connect & Export	Edit List	List Settings Settings
۹ S M	Febr T	uary W	2016 T F	► S	٠	Wednesday. Februa	ry 10. 2016				
31 1 7 8	2	3 10	4 5 11 1	5 6 2 13	7 AM	WEDNESDAY					
14 15 21 22	16 23	17 24	18 1 25 2	9 20	8						
28 29	1	2	3 4	4 5	·····						
Today	y is W	edne: 2016	sday, Mi i	ay 4,	9						
Cal	lenda Caleni	irs in dar	View		10						
Tools					11						
	alen	uncer dar	nents		12 PM	New Quiz					
)iscu:	nent: ssion	s Board		1						
Q C	hat Aailb	ox			2						

To view events scheduled for a certain week, click **Week** (\overline{m}) to switch to the weekly calendar view. Switch to the necessary week using the **Arrow** (and) buttons:



BROWSE	E	/ENTS	CALE	NDAR							🗘 SHA	RE 🕁 FOLLOW
Day Week Month Scope	Exp	and C I) Expar	Collapse All	Calendar Overlay	Creat	e View Cu fy View 🖕 🔽 e Column Ianage Views	ment View: alendar -	Tags & Notes	E-mail a Alert RSS Link Me - Feer Share & Track	Connect to Outlook Connect & Export	Edit List	rts + Ust Settings
4	Febr	uary	2016	×.	• •	February	7 - February	13 2016				
S M	1 T	W	T F	5		7 S	8 M	9 T	10 W	11 T	12 F	13 S
7 8	9	10	11 12	13	7 AM							
14 15	5 16	17	18 19	20								
21 22	2 23	24	25 26	27	8							
28 29	9 1	2	3 4	5								
Toda	iy is W	ednes 2016	iday, Ma	(4,	9							
Ca	lenda	irs in	View									
	Calen	dar			10							
Tools					11			-				
	Annoi	uncen	nents						*****			
	Calen	dar			12 PM				New Quiz			
6	Docur	nents										
120	Discus	ssion	Board		1							
	Chat											

If you want to switch off the calendar view and see the list of events organized as a usual table view, on the **Calendar** tab, from the **Current View** list, select the necessary option (for example, **All Events** or **Current Events**):

BROWSE COURSE TOOLS	NS LIST					
CINS365 On-Premises	a software course Calenda	ar o				
Site Contents	event Calendar All Ever	or edit this list ts Current Events ···	Find an item	م		
	v O 🛛 🕹	Title	Location	Start Time	End Time	All Day Event
		New Quizz 🗱		2/10/2016 12:00 PM	2/10/2016 1:00 PM	
		Meeting! #		2/19/2016 12:00 PM	2/19/2016 1:00 PM	
		Working with documents 🗱		2/23/2016 12:00 PM	2/23/2016 1:00 PM	

NOTE: Column names at the top of the list are clickable and allow you to sort events in ascending or descending order:

- Use the **Recurrence**, **Attachment**, **Title**, **Location**, **Start/ End Time** and **All Day Event** links to filter or sort events by corresponding criteria;
- To remove filter criteria, click the necessary link in the column head, and then select **Clear filter from** option from the context menu.

The **Items** and **List** tab son the toolbar allow performing actions and operations typical for SharePoint.



7.1 Adding Calendar Event

To add a new item to the calendar list, do the following:

- 1. Enter the necessary course;
- 2. Click the Calendar link in the Course Tools menu. The system will open a calendar;
- 3. On the **Events** tab, click **new event** button. The following form will be opened:

Location							
Start Time *	2/3/2016		1 PM	۲	00 •	I	
End Time *	2/3/2016		2 PM	۲	00 •]	
Description							
Category	 Specify your of 	• wn value:					
Category All Day Event	Specify your of Make this an a	v wn value: Il-day activity	that doe	esn't	start o	r end a	at a specifi
Category All Day Event	Specify your of Make this an al hour.	▼] wn value: Il-day activity	that doe	esn't	start o	r end a	at a specifi
Category All Day Event Recurrence	Specify your of Specify your of Make this an a hour. Make this a rep	wn value: Il-day activity beating event	that doe	esn't	start o	r end a	at a specifi

- 4. Fill out the form fields as described below (fields marked with an asterisk are required):
 - Title type the name of the new item;
 - Location type the location where the activity will take place;
 - Start time Specify the date from which the event will be valid. You can set a necessary date using a calendar icon (¹¹¹);
 - End time Specify the date till when the event will be valid. You set a necessary date using a calendar icon (
);
 - Description Enter the event description. Use the embedded editor to format the text;
 - All Day Event Select the check box if the event should be applied to the whole day rather than be limited by particular hours within the day (if you select the check box, the Start Time and End Time field values will become unavailable);
 - *Recurrence* Select the check box if the event should be repeated with a certain interval.
 Specify the recurrence details with the help of section controls:
 - Select the recurrence interval (for example, *Weekly* or *Monthly*);
 - In the **Pattern** section, define the days when the event should occur;
 - In the Date Range section specify the start and end day for the event;



To attach a file to the event, click **Attach File** and browse the necessary file in the open form. Click **OK**.

5. Click **Save** either at the top or at the bottom of the form to add the announcement.

7.2 Viewing and Managing Calendar Events

To manage a calendar event, do the following:

- 1. Enter the necessary course;
- 2. Click the Calendar link in the Course Tools menu. The system will open the calendar;
- 3. Choose the necessary event and click its name. The system will open event details:

BROW	VSE	VIEW	COURSE TOOLS	CUSTOM COMMA	NDS	
Edit Item		ersion Histo hared With elete Item	ry 💄 Alert Me Workflows			
	Man	age	Actions			
Site	Conte	nts	1	itle	Meeting!	
			L	ocation	Minsk, Belarus	
			5	itart Time	2/19/2016 12:00 PM	
			E	nd Time	2/19/2016 1:00 PM	
				Description	Discussion of a new course for the organization.	
			(Category	Meeting	
				All Day Event		
			F	Recurrence		
			0	Content Type: Eve Created at 2/3/20	ent 16 11:53 AM by 🗆 ageucheva_a	Class
			L	ast modified at 2	2/3/2016 12:21 PM by 🗆 ageucheva_a	Close

- 4. Use the buttons at the top of the form to perform the following operations:
 - Click Edit Item to edit event properties;
 - Click Version History to view the history of changes made to the event and/or view previous versions of the event;
 - Click Shared With to assign users and group permissions to this item;
 - Click Delete Item to delete the event;
 - Click Alert Me to manage notification settings;
 - On the Custom Commands tab, click Export Event to export the event to your Microsoft Outlook (the same event will be created in your Outlook Calendar).



8. DOCUMENTS

The **Documents** section of the system allows you to create a repository of files that can be downloaded or viewed online by your learners.

To work with course documents, enter the course and click the **Documents** link in the **Course Tools** menu. The system will display a list of course folders and documents organized as a tree structure. Each folder or document in the list is characterized by its type, name when it was modified, person who last made changes to the document and description:

Soft	tware C	Course						Search this si	ite	Q
D	OCI	uments o								
Ð	New	1 Upload 🔁 Sync	ć	🕽 Share 🛛 Mo	ore 🗸					
All D	ocume)	Approve/reject Items	My si	ubmissions •••	• [Find a file	Q			
~	D	Name		Description		Modified	Modified By	Approval Status	Scheduling Approval	
		Documents				February 3	🗆 ageucheva_a	Pending		
		Important Information				February 15	🗆 ageucheva_a	Approved	In Progress	
	(P)	SharePoint Introduction				February 15	🗆 ageucheva_a	Approved	In Progress	
	1 T	Hardware&System Requirements		Hardware Requirements		February 16	🗌 ageucheva_a	Scheduled	In Progress	
		Tutorial				February 5	🗆 ageucheva_a	Approved	In Progress	
	4 1	Test		Test your knowledge!		A few seconds ago	ageucheva_a	Pending	In Progress	
					Drag fi	les here to upload				

To view or download a document, click the document name in the list. Depending on the file type, the system will either display the document or offer it for downloading.

NOTE: For better representation, you can modify the list view. From the **View** list select the necessary view (select **Explorer View** to load a standard Windows Explorer window into the workspace area).

Column names at the top of the list are clickable and allow you to sort documents in ascending or descending order: Use the **Name** link to sort documents alphabetically by name

- Use the **Type** link to sort or filter documents by type;
- Use the **Modified** and **Modified By** links to sort or filter documents by modification date or by the person who last made changes to the documents;
- To remove filter criteria, click the necessary link in the column head and select **Clear filter from** option from the context menu.

The **Documents** and **Library** tabs at the top allow performing actions and operations typical for SharePoint.



8.1 Creating and Managing a New Folder

For better organization of your documents you can create folders and subfolders in the documents repository.

To add a folder, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Documents**. The list of available documents will be shown in the main workspace area;
- 3. On the Files tab, click New Folder. The following form will be opened:

Create a folder	×
Name *	۱ -
R INVITE PEOPLE	
Create Cancel	

- 4. Type the name of the folder in the **Name** field;
- 5. INVITE PEOPLE enables inviting people, who can view or edit content in the current folder:

Name *	
New Documents	
Invite people	
Learner 1 ×	Can edit 1
	Can edit
	Can view
Include a personal message with this in	nvitation (Optional).
Send an email invitation	
Send an email invitation	

6. Click **Create** button to add the folder.

To manage folders that were added earlier, do the following:



- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Documents**. The list of available documents and folders will be shown in the main workspace area;
- 3. Click the callout menu button by the name of the necessary folder to open the context menu, and then select one of the following options:
 - Click **Open** to open the folder;
 - Click **Properties** to modify folder properties: in the displayed form change the name of the folder and save changes;
 - Click Share to assign users and group permissions for this folder;
 - Click **Rename** to change the folder's name;
 - Click **Delete** to delete the folder from the list;
 - Click Approve/Reject to approve or reject the folder;
 - Click Connect to Client to connect to your Outlook (you need Microsoft Office 2007 installed);
 - Click Alert Me to work with notification settings for the selected folder;
 - Click Change New Button Order to control order and visibility of content types of the new button.

8.2 Creating New Document

To create a new document based on the templates that were specified for the course, do the following:

- 1. Enter the course, and then click **Documents** in the **Course Tools** menu;
- 2. In the library, open the folder where the newly created document should be stored;
- 3. Click **New Document** and select the necessary document type from the context menu:
 - Document;
 - Website Package;
 - Wiki Page;
 - Basic page;
 - Multimedia content;
 - Link to a document;
 - Link to a multimedia content;
- 4. The system will open a document template (you need Microsoft Office 2007 installed).
- **NOTE**: In the schedule approval section, if you do not set any dates when create/upload a document, then its status automatically becomes *Pending*, and then in 5-10 minutes sets as *Approved*.
 - 5. Create the document using the template;
 - 6. When finished, save the document in the usual manner (go to File > Save As and specify the file name; the system will offer you to store the newly created file in the course library on the server).

8.3 Changing the Order of the Documents

To change the order of the documents, do the following:

1. On the course level, go to **Course Tools > Documents**;



2. The **All Documents** list will appear:

Sof	ware (Course					Search this si	te	Q
D	OCI	uments o							
⊕	New	1 Upload 😅 Sync	🗘 Share 🛛 🕅	vlore 🗸	6) 7				
All D	ocume	ents Approve/reject Items	My submissions		Find a file	Q			
v		Name	Description		Modified	Modified By	Approval Status	Scheduling Approval	
	10	Documents	3 		February 3	ageucheva_a	Pending		
	De	Important Information			February 15	🗆 ageucheva_a	Approved	In Progress	
	1	SharePoint Introduction			February 15	🗆 ageucheva_a	Approved	In Progress	

3. On the ribbon, go to Files section and click the Change Item Order button:

BROWSE FILES LIBRARY					🖸 SHARE 🏠 FOLLOW [
New Upload New Folder	Edit Document	View Edit Properties Properties X	hange Item Share Pin/Unpin this	Create Alert Me + Download a b	Workflows Publish
New	Open & Check Out	Manage	Actions Share 8	/ Track Copies	Workflows Tags and Notes
Tools	New 1 Up	load 😴 Sync 🕄 prove/reject Items My su) Share More 🗸 bmissions 🚥 Find a file	Q	
Cocuments	V D Name		Description Modified	Modified By Approva	Status Scheduling Approval
Discussion Board	Documei	nts •••	February 3	3 🖂 ageucheva_a Pending	9
Chat	Importar	nt Information •••	February 1	15 🖂 ageucheva_a Approv	ed In Progress

4. The following dialog box will appear:

Software Course		Search this site	Q
Documents:	Change Item Order		
Item Order Under "Position from Top", select a	number for each item.		Items (1 to 6)
Position from Top	Name		
1 *	Documents		
2 *	Important Information		
3 *	SharePoint Introduction		
4 *	Hardware&System Requirements		
5 🔻	Tutorial		
6 🔻	Test		
		ок	Cancel

5. Click the down arrow, indicating the positions from top of the certain item to indicate its position in the list. The name of the item is opposite to the **Position from the Top** drop-down list:



Software Course		Search this site	Q
Documents:	Change Item Order		
Item Order Under "Position from Top", select a	number for each item.		Items (1 to 6)
Position from Top	Name		
1 *	Documents		
2 *	Important Information		
1	SharePoint Introduction		
3	Hardware&System Requirements		
4	Tutorial		
6	Test		
		ОК	Cancel

- 6. Click **OK** button to save the changes or Cancel button to discard them.
- NOTE You can change the order of folders and any documents. By default, folders are placed at the top of the list. The selected document cannot be placed before folders. Imagine that we want to put Potter script at the top of the list. In the Change Item Order dialog box we select "1" from the drop-down opposite the name of the needed document:

Documento.	change terri ora
tem Order	
Under "Position from Top", select a	number for each item.
Position from Top	Name
1 7	Documents
1	Tutorial
2	Important Information
4	SharePoint Introduction
5	Hardware® Curtem Dequirements
	Tardwared.System Requirements
6 7	Test

Then we click **OK** button to confirm the choice. As a result we have the following list:

Software Course Search this site Documents o (New 1 Upload C Sync C Share More 🗸 All Documents Find a file Q Approve/reject Items My submissions ... D Name Description Modified Modified By Approval Status Scheduling Approval February 3 ageucheva_a Pending 10 Documents ... Tutorial About a minute ago ageucheva_a Approved In Progress ... February 15 ageucheva_a Approved In Progress Important ... D, Information SharePoint February 15 ageucheva_a Approved In Progress ... Introduction Hardware&System February 16 ageucheva_a Scheduled In Progress ··· Hardware Requirements Requirements Test Test your 8 minutes ago ageucheva_a Approved In Progress ... knowledge!

No changes are observed as by default *folders are placed at the top of the list and their position cannot be changed.*

8.4 Creating New Multimedia Content

To create new multimedia content, do the following:

- 1. On the Course level, go to the Documents section in the Course Tools menu;
- 2. Go to Files > New Document and select Multimedia content. The following form will open:

Upload Document		×
Upload Document Browse to the document you intend to upload.	Name: Choose File No file chosen	
		OK Cancel

- 3. Choose a file from your local computer. If a file with the same name already exists in the library, and you want to replace it with the newly uploaded file, select the **Overwrite existing files** check box. You can as well pass to uploading multiple files by clicking the corresponding link;
- 4. Click **OK** to upload the selected file. Once the document is uploaded a form for updating the file's properties will be opened:

Exert		
Image: Second Secon	r	
Commit Clipboard Actions Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval. ontent Type Multimedia content Create any type of Multimedia files (video, audio, stream etc.) edia Player Ready Ready Ready Image: Commit in the stream etc.) edia Player Download 300 x 200 Download 300 x 200 Play Copy to clipboard escription Att B Z D IM E E E IM Content in the stream etc.) sywords Image: Scheduled approval start date d Date Image: Scheduled approval start date	Cancel Paste Cut Cancel Paste	
Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content approval. ontent Type Multimedia content Create any type of Multimedia files (video, audio, stream etc.) edia Player Image: Create any type of Multimedia files (video, audio, stream etc.) edia Player Image: Create any type of Multimedia files (video, audio, stream etc.) edia Player Image: Create any type of Multimedia files (video, audio, stream etc.) escription Image: Copy to clipboard 300 X 200 Image: Play scription Image: Copy to clipboard Image: Copy to clipboard sywords Image: Copy to clipboard Image: Copy to clipboard sywords Image: Copy to clipboard Image: Copy to clipboard sywords Image: Copy to clipboard Image: Copy to clipboard str Date Image: Copy to clipboard Image: Copy to clipboard d Date Image: Copy to clipboard Image: Copy to clipboard	ommit Clipboard Actions	
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Ready Ready Image: Scheduled approval start date	Create any type of Multimedia	files (video, audio, stream etc.)
Ready Image: Constrained approval start date	a Player	
art Date Scheduled approval start date		Download
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art Date 12 AM 00 Scheduled approval start date 12 AM 00 Scheduled approval start date		
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Scheduled approval start date	Date	
d Date	Scheduled approval start date	
Scherkuled approval end date	CALTERPARENT OF DURING STORE STORE	
The second se	Date	12 414 - 00 -

- 5. Define the needed settings:
 - Content type select type for the document;
 - <u>Media player</u> this option allows you to perform the following actions:
 - Define the size of the player's window enter the numbers you need in the boxes under the window;
 - Assign auto play if required check the **Play** box if you want the player to start playing automatically on opening the file;


- Copy to clipboard click this button to copy the player to the course clipboard if necessary;
- Description enter the description of the file;
- *Keywords* specify the words that would help learners to find necessary documents (keywords should be entered in the site search field at the top of the page);
- Start Date enter scheduled approval start date;
- End Date enter scheduled approval end date.
- 6. Click **Save** button to save the changes.

NOTE You cannot paste a multimedia object to a SharePoint page in SharePoint LMS 2013. The multimedia object will not be inserted. It is a Share Point limitation. If you go to Course>
 Edit and press Ctrl+V to paste the multimedia object you have copied before, it will not be inserted. The web page will remain unchanged:

CULICACE	Computers and Techno	logy Course		Search this site
CMS365 On-Premises	Compute	rs and Teo	chnology C	ourse
Tools				Assignments
🥪 Announcements	Getting started wi	ith your course		There are no items to display
Calendar	1			Drop Box
C Documents				Drop Box
💕 Discussion Board				new item or edit this list
🗬 Chat				V 🕅 Title Assigned To Created By Comments Completed Creat
🙈 Mailbox	Add new learning		Set up your	There are no items to show in this view of the "Drop Box" list.
Links	paths	Add quizzes	gradebook	

Now each **SharePoint LMS Course** has a new feature in Document Library Settings. Go to **Documents> Library Settings>Play settings**:

Documents + S	Settings			
List Information				
Name:	Documents			
Web Address:	http://sp2013-iwa/sites/c1/Documents/Forms/AllItems.aspx			
Description:	SharePointLMS Document library is to store course documents			
General Settings	Permissions and Management			
= List name, description and navigation	= Permissions for this document library			
Versioning settings	Manage files which have no checked in version			
Advanced settings	Workflow Settings			
 Validation settings 	 Enterprise Metadata and Keywords Settings 			
 Column default value settings. 	 Information management policy settings 			
Audience targeting settings				
Rating settings				
· Publishing				
# Play settings				
Form settings				



This section allows you to specify the way media files are played. If the checkbox against the **Allow play** option is checked (default settings), then media content (e.g. **.swf**-files) will be opened through our skin (through our **Play.aspx** page):



But these html-settings prevent playing **.js**-files. If the checkbox against the **Allow Play** option is unchecked, then all media content files are played correctly (the standard library settings):

Other libraries on the Course have this option unchecked and disabled (to play the media content files by default settings):

Advanced settings: Provide settings for additional capabilities for this resource	Options: I Allow play	
		OK Cancel

When html-settings are on, .js-files are played correctly:





8.5 Creating Basic Page

Basic page option allows creating HTML pages.

To create new basic page, do the following:

- 1. Enter the course;
- 2. In the Course Tools menu, click Documents;
- 3. Click **New Document**, and then select **Basic page**. The following form will appear:



New Page	
Name * Group Page Content	
Welcome to the page of our group	
Here we will share news, materials and just interact with each other within and beyond the course.	
First of all - our course starts on 22.02, so we are going to meet next Monday!	
fore terms	
Description	
Click for help about adding basic HTML formatting.	
Keywords	
group, news //	
● _self *	
Specify your own value:	
Name of window where link will be opened when dicked	
Start Date	
2/18/2016 II AM * 00 *	
Scheduled approval start date	
End Date	
6/16/2016 III 12 AM * 00 *	
Shuannan Albinnar aug gere	
	Create Cancel

- 4. Fill in the open form:
 - In the *Name* field, type the name for the basic page;
 - Use the embedded HTML editor to create content for your page;
 - Use the HTML editor to create the description for the page.
- **NOTE**: There is no spelling checker in the basic page creation form. To check the spelling, create a page, go to the list of documents, select the necessary basic page, and then click **Edit Properties**.



- Keywords specify words that would help learners to find necessary documents (keywords should be entered in the site search field at the top of the page);
- Link target specify a link target. Select one from the drop-down list or specify your own value;
- Start Date enter scheduled approval start date;
- End Date enter scheduled approval end date.
- 5. Click Create.

8.6 Creating a Wiki Page

To create a new wiki page, do the following:

- 1. Enter the course;
- 2. In the left Tools menu, click **Documents**;
- 3. Click New Document, and then select Wiki Page. The following form will appear:





New Page		
5		
Name * Learning management syste		
Niki Content		
A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of e-learning education courses or training programs. ^[1]		
LMSs range from systems for managing training and educational records to software for distributing online or blended/hybrid college courses over the Internet with features for online collaboration. Colleges and universities use LMSs to deliver online courses and augment on-campus courses. Corporate training departments use LMSs to deliver online training as well as automate record-keeping and employee registration.	L.	
Description		
Click for help about adding basic HTML formatting.	l.	
LMS; Learning Management System		
Link Target		
e_self		
 self Specify your own value: 		
Self Specify your own value: Name of window where link will be opened when clicked Start Date		
Specify your own value: Name of window where link will be opened when clicked Start Date 2/17/2016 12 AM 00		
Specify your own value: Name of window where link will be opened when clicked Start Date 2/17/2016 12 AM • 00 • Scheduled approval start date		
Specify your own value: Name of window where link will be opened when clicked Start Date 2/17/2016 12 AM • 00 • Scheduled approval start date End Date		
 self Specify your own value: Name of window where link will be opened when clicked Start Date 2/17/2016 12 AM • 00 • Scheduled approval start date End Date 7/21/2016 12 AM • 00 • 		
 self Specify your own value: Name of window where link will be opened when clicked Start Date 2/17/2016 12 AM • 00 • Scheduled approval start date End Date 7/21/2016 12 AM • 00 • 		

- 4. Fill out the form fields as described below:
 - In the *Name* field, type the name for the wiki page;
 - Use the embedded HTML editor to create wiki content;
 - Use the HTML editor to create the description for the wiki page;
- **NOTE**: There is no spelling checker in the wiki page creation form. To check the spelling, create a page, go to the list of documents, select the necessary wiki page, and then click **Edit Properties**.



- Keywords specify words that would help learners to find necessary documents (keywords should be entered in the site search field at the top of the page);
- Link target specify a link target. Select one from the drop-down list or type your own value;
- Start Date enter scheduled approval start date;
- End Date enter scheduled approval end date;
- **NOTE:** You may create a link to another wiki page in this library. Enter the name of the page as follows: [[Page Name]]. For example, to link to the *My Education* wiki page type [[My Education]]. Use the *Link Target* section to set the link target. *Link Target*. From the drop-down list, select one of the following targets: *self, parent, blank, top*. You may also specify your own value: select the *Specify your own value* option, and then enter the name of the window where the link will be opened when clicked.
 - 4. Click **Create** button to create a document.

8.7 Creating a Website Package

To create a new website package, do the following:

- 1. Enter the course;
- 2. In the left Tools menu, click Documents;
- 3. Click **New Document**, and then select **Website Package**. The following form will appear:

Software Course		Search this site	Q
Upload Document:			
Upload Document Browse to the document you intend to upload.	Name: Choose File No file chosen		
		ОК	Cancel

- 4. Choose a file from your local computer. If a file with the same name already exists in the library, but you want to replace it with the newly uploaded file, select the **Overwrite existing files** check box;
- 5. Fill out the form fields as described below:

		On-Premises
BROWSE EDIT COURSE TOO	DLS	🖸 SHARE 🏠 FOLLOW 🗔
Save Cancel Commit Clipboard	Delete Item Actions	
Recent	Items on this list rights. More info	require content approval. Your submission will not appear in public views until approved by someone with proper rmation on content approval.
Site Contents	Default file	[Content_Types].xml Specify default file to show when browsing package content
	Description	Teacher Manual
		Click for help about adding basic HTML formatting.
	Keywords	
	Start Date	Scheduled approval start date
	End Date	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
	Created at 2/3/2016 2:4 Last modified at 2/3/20	Scheduled approval end date I3 PM by ageucheva_a I6 2:43 PM by ageucheva_a Save Cancel

- In the *Default File* field, type the name for the website package;
- In the Description field, create the description for the website package;
- Keywords specify words that would help learners to find necessary documents (keywords should be entered in the site search field at the top of the page);
- Start Date enter scheduled approval start date;
- End Date enter scheduled approval end date;
- 6. Click Save button to save the changes or Cancel button to discard them.

8.8 Uploading Document

To upload a document, do the following:

- 1. Enter the course;
- 2. Click the Documents link in the Course Tools menu;
- 3. Click **Upload Document** button in the ribbon menu or Upload button $\stackrel{\uparrow}{\frown}$ ^{Upload}:

BROWSE	FILES L	JBRARY														🗘 SHAP	ΕÔ	FOLLOW [
New Document +	Upload Document P	New Folder	Edit Document	Check Check	Dut n Check Out	View Propertie	Edit Properties	Change It Order	em Share	Pin/Unpin this list	Create shortcuts	Alert Me •	Downle	ad a y	Workflo	ws Publish	10 E K3	Tags & Notes
	New		Open	& Check	Dut	31	Manage	Actions		Share	& Track		C	pies	V	/orkflows	1	Tags and Notes
Tools			Ð	New	1 Upl	oad	C Sync	C Share	More	~								
A 🚱	nnounceme	ents	All	ocume	nts Ann	rove/reie	ct Items	My submissio	nc	Find a file		0	i i					
	alendar												-					
-	ocuments		~	5	Name			Descript	ion	Modified		Modified B	by .	Approva	Status	Schedulin	g Appro	oval
BU					Pre					Coherani		TT analis						
	iscussion Bo	bard			Documer	ILS				February	5	ageuc	neva_a	Pending	9			
	iscussion Bo	bard		D.	Importan	t Informa	tion			February	3 15	ageuc	neva_a heva_a	Approv	9 ed	In Progr	255	





4. The following form will be opened:

Upload Document			×
Upload Document Browse to the document you intend to upload.	Name: Choose File No file chosen		
		ОК	Cancel

- 5. Choose a file from your local machine. If a file with the same name already exists in the library, but you want to replace it with the newly uploaded file, select the **Overwrite existing files** check box. You can as well pass to uploading multiple files by clicking the corresponding link;
- 6. Click **OK** button. Once the document is uploaded, a form for updating the file's properties will be opened:



LMS365

EDIT		
Save Cancel	Clipboard Actions	
Items on the approved because the second	s list require content approval. Your submission will not appear in public view y someone with proper rights. More information on content approval.	vs until
Content Type	Document Create a new document.	
Description	Check your knowledge	
ink Target	Click for help about adding basic HTML formatting.	
itart Date	Name of window where link will be opened when clicked Image: Interview <	
nd Date	Scheduled approval end date	
(eywords		
Treated at 2/3/2	16 12:25 PM by ageucheva_a Save	Cancel

- 7. Fill out the form:
- Content type select type for the document;
- Description type the description of the file;
- Link Target select the target for the link from the drop-down list OR select the Specify your own value option, and then enter the link URL into the field;
- Start Date enter scheduled approval start date;
- End Date enter scheduled approval end date;
- *Keywords* specify words that would help learners to find necessary documents (keywords should be entered in the site search field at the top of the page);
- 8. Click Save button to save the changes or Cancel button to discard them.



8.9 Managing Documents

To manage documents that were added earlier, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Documents**. The list of available documents will be shown in the main workspace area;
- 3. Click the name of the necessary document, and then select one of the following options from the callout menu:
- Click **Open** to open the document;
- Click Share to share file or folder with other person or group;
- Click Follow to follow the document and get updates in your newsfeeds;
- Click Open in Word to open the document in Microsoft Word;
- Click Download to download a document;
- Click Rename to change the document's name;
- Click **Delete** to delete the document from the list;
- Click **Copy** to make a copy of the document;
- Click Version History to view the versions of the document;
- Click **Properties** to modify document properties: in the displayed form, change the name of the folder, and then save changes;
- Click **Compliance Details** to determine what retention stage an item is in. You can also take action to keep this item in compliance with organizational policy;
- Click **Check Out** to be able to edit the document while no one else is enabled to edit it. As soon as you finish editing, click **Check in** to enable other people to make changes to the document;
- Click Approve/Reject to approve or reject the document;
- Click **Workflows** to manage workflow steps.

NOTE: The list of options may vary depending on the file type.

You can add additional option – **Publish and Approve.** This option allows you creating a new version each time you edit a file in this document library. To enable this option, follow these steps:

1) Select any folder in **Libraries** section:



Courses Libraries	Grade Book 4 items Modified 23 hours ago	Learning Path Gallery 0 items Modified 2 weeks ago
Discussions Sites Site Contents	List Publishing Scheduler 0 items Modified 2 weeks ago	Mailbox 0 items Modified 2 weeks ago
	Plagiarism 0 items Modified 2 weeks ago	Quiz 1 2 items Modified 24 hours ago
	Reports 0 items Modified 2 weeks ago	Reusable Content 3 items Modified 2 weeks ago
	SCORM Storage 0 items Modified 2 weeks ago	Site Collection Documents 0 items Modified 2 weeks ago
	Site Pages 3 items Modified 21 hours ago	Style Library 28 Items Modified 2 weeks ago

2) Go to **Settings** section of the selected library:



3) In the Library Settings section, go to Versioning Settings:



Li	st Information
N	ame:
N	/eb Address:
D	escription:
6	ieneral Settings
	List name, description and navigation
8	Versioning settings
	Advanced settings
	Validation settings
	Column default value settings
	Audience targeting settings
	Audience targeting settings Rating settings
	Audience targeting settings Rating settings Publishing

4) In **Document Version History** section, check the radio button against the **Create major and minor (draft) versions example 1.0, 1.1, 1.2, 2.0:**

Specify whether a version is created each time you edit a file in this document library. Learn about	Create a version each time you edit a file in this document library?
versions.	 No versioning Create major versions Example: 1, 2, 3, 4 Create major and minor (draft) versions Example: 1.0, 1.1, 1.2, 2.0 Optionally limit the number of versions to retain: Keep the following number of major versions: Keep drafts for the following number of major versions:

- 5) Click **OK** button to save the changes. Click **Cancel** button to discard the changes;
- 6) Create any file and click **Action menu** against its name. The new option will appear in the list of properties:



Si	te	Page	S ©						
Ð	new	Wiki pag	e						
All Pa	ages	By Author	By Editor	1	Dark + file	0			
1	D	Name		exam	ple.aspx	د	<	Created	
	8	example1 #		Change	d by you o	n 7/23/2013 3:05 PM		3 minutes ago	
~		example 🗱	{	Shared	with lots of	people		5 minutes ago	
	8	Home		http://	sp2013-iwa	/sites/c1/SitePages/examp	int	July 10	
	8	Roster	2227				int	July 10	
	8	Staff		OPEN	SHARE		Int	July 10	
						Publish and Approve		<i>.</i>	
						View Properties	2		
						Edit Properties			
						Check Out			
						Publish a Major Version	e -		
						Version History			

8.10 Creating Links to Documents

To create a link to a document in a different location (for example, to a document from another course), do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Documents**. The list of available documents will be shown in the main workspace area;
- 3. Click New Document, and then select Link to a Document. The following form will appear:

D Software Course		Search this site	Q
New link to a docu	ument: 🛛		
Document Link			
Specify the name and URL of the document you want to link to.	Document Name:		
	Document URL (Click here to test):		
			OK Cancel



- 4. Fill out the form fields as follows:
 - In the **Document Name** field, type the document name;
 - Use the **Browse** icon (III) to select the file location.
- 5. Click **OK**. The following page will appear:

Items on this list require approval.	ire content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content
Content Type	Link to a Document
	Create a link to a document in a different location.
URL *	Type the Web address: (Click here to test)
	https://en.wikipedia.org/wiki/Hardware
	Type the description:
	https://en.wikipedia.org/wiki/Hardware
Description	
beschpaon	
	h
	Click for help about adding basic HTML formatting.
Keywords	
Link Target	⊛ _self ▼
	Specify your own value:
	Name of window where link will be opened when clicked
Start Date	12 AM ¥ 00 ¥
	Scheduled approval start date
End Date	
cito Date	
	Scheduled approval end date
Open this Web Part Page Open Web Part Page in m	in maintenance view to delete problem Web Parts and remove personal settings. Jaintenance view
Created at 2/3/2016 3/37 DM	hy anauchava a
Last modified at 2/3/2016 2-3	vy – ogravitevajo Save Cancel 7 PM buj aneurobuja a

- 6. In the open window, specify the fields as described below:
- Content Type by default it's a Link to a Document;
- URL the link to the necessary file appears by default;
- Description use the HTML editor to create document description;
- Link Target –select the target for the link from the drop-down list OR select the Specify your own value option, and then enter the link URL into the field;
- Start date enter scheduled approval start date;
- End date enter scheduled approval end date;
- 7. Click Save button. The link will appear in the list of the course documents.

8.11 Sharing Documents

The feature allows sharing course library documents between other courses and organizations.

The feature should be enabled for the site collection which documents will be shared. The activation is not required for site collections where links to documents will be located.



To activate the feature, do the following:

- 1. Go to Settings>Site Settings>Site Actions>Manage site features;
- 2. Click the Activate button next to the ELEARNINGFORCE LMS: Shared Documents Feature:

ELEARNINGFORCE - LMS: Shared Documents Feature Provides several interface items to manage shared documents within this site

Activate

Once the feature is activated, you may share documents.

8.11.1 Creating document shortcuts between courses managed by the same teacher

To create a shortcut, do the following:

- 1. Go to the page with the list of documents;
- 2. Click Files>Create shortcuts (in Share & Track section):

BROWSE FILES LIBRAR					🖸 SHARE 🟠 FOLLOW 🗔
New Document Folder	Edit Document Discard Check Out	S X Change Item	Share Pin/Unpin this Create Shortcuts	ownload a N Wo	orkflows Publish
New	Open & Check Out Manage	Actions	Share & Track	Copies	Workflows Tags and Notes
Tools	⊕ New ↑ Upload ♀ sync All Documents Approve/reject Items	Share I My submissions	More 🗸		
Cocuments	✓ D Name	Description	Modified Modified By	Approval Statu	us Scheduling Approval
Discussion Board	Documents		February 3 🔲 ageuche	a_a Pending	
Chat	Important Information		February 15 📃 ageuchev	a_a Approved	In Progress

- 3. Select the check boxes next to the documents you want to share with other courses;
- 4. Click **Next**:



Click the **Documents** link of the course you want to share these documents with. The link will become bold:



Software Course	Search this site	Q
Create shortcuts		
🖻 📕 Courses you are managing		
🗟 🚾 Default		
🗏 🗰 Hardware Course		
Documents		
Software Course		
Documents		
the Introduction Course		
Documents		
Computers and Technology Course		
Documents		
Grandware_Course		
Documents		
B DOCourse 1		
Documents		
DO Starcups IT Training		
Documents		
	Previous	OK

The links to these documents will appear in the specified course document library.

- **NOTE:** After a shortcut is created, users will see a link to a document or folder. This does not mean, however, they will have an access to the item. Make sure users have the corresponding permissions to view the item.
 - 6. Click **OK** to save shortcut.

8.11.2 Sharing documents between all organizations, courses or SharePoint libraries

To enable the option of sharing the documents between all organizations, courses or SharePoint libraries, do the following:

- 1. Enter the **Documents** section;
- 2. In the Share & Track section click Pin/Unpin this list:



BROWSE FILES	LIBRARY							() SH	are 🏠 follow 🗔
New Document Di Upload Document	Edit Document	View Propertie	Edit Properties X	Change Item Order	Share Pin/Unpin th	is Create Alert shortcuts Me+	Download a	Workflows Pu	blish Notes
New	Open & Check Out		Manage	Actions	Shan	8. Track	Copies	Workflo	ws Tags and Note
📢 Announce	ments	All Docu	ments Appro	ove/reject Item	s My submissio	ns ••• Find	l a file	Q	
Document	ts	× []	Name		Description	Modified	Modified By	Approval Status	Scheduling Approval
Discussion	Board		Document	s .		February 3	ageucheva_a	Pending	
Chat		4	Tutorial			39 minutes ago	🗆 ageucheva_a	Approved	In Progress
🔗 Mailbox		G	Important Informatio	n	•	February 15	ageucheva_a	Approved	In Progress

The course documents become available to users from different courses and organizations.

NOTE: • The sharing option can be accessed by a farm administrator only.

• Documents may be viewed and linked by any SharePoint LMS user.

To access the documents from a different course or organization, do the following:

- 1. Enter the necessary course;
- 2. Enter the **Documents** section;
- 3. Select New Document>Link to a document;
- 4. Create a link to a necessary document:

Announcements Select document Document Name: Calendar Select document * Documents Select document * Discussion Board Select document * Chat SharePoint - 80 * Mailbox * Econtent Package Storage * Chat * Econtent Package Storage * Course Links * * Econtent Storage * Quizzes * * * * Asignments * * * * * Grade Book * * * * * * Tracking * * * * * * * Wrik Pages *	ls	Document Link		
Calendar Select document Documents Image: Select document Discussion Board Image: Select document Chat SharePoint - 80 • Mailbox Image: Select documents Mailbox Image: Select documents Inks Image: Select documents Inks Image: Select documents Image: Select documents Image: Select documents Image: Select docume	Announcements	Specify the name and URL of the document you want to link to	Document Name:	
Documents Elect document Discussion Board Chat Mailbox Mailbox Mailbox Elenning Module Contract Contract Contract Mailbox Elenning Module Contract Conference Confere	Calendar	Select document	×	
Discussion Board Chat Chat Mailbox Mailbox Chat Course Links	Documents	Select document	Help	
Chat SharePoint - 80 Mailbox Image: Content Package Storage Mailbox Image: Content Package Storage Links Image: Content Package Storage Image: Content Package Storage Image: Content	Discussion Board			
Mailbox Content Package Storage 	Chat		SharePoint - 80 💌	
uhks B Course Links Reports B Course Links Learning Module I tutorial.dock Q Uizzes D Tutorial.dock Q Uizzes B Corrents D Pop Box B Corrents D Pop Box B Corrented Reports Assignments B Conference G Grade Book B I Links G Grade Book B I Links Grade Book B I Links Tracking B Anishox Wiki Pages B Reports Seating Chart B Reports B Seating Chart B Reports B Learning Module B Reports B Seating Chart B Reports	🖳 Mailbox			
Reports Image: Contents Learning Module Image: Content for the second for the	Links	Content Package Storage		
Image: Content of Content Image: Content of Content of Content Image: Content of Cont	Reports	B Documents		
Quizzes <l< td=""><td>R Learning Module</td><td>Tutorial.docx</td><td></td><td></td></l<>	R Learning Module	Tutorial.docx		
Brop Box B Equations Assignments B Generated Reports Attendance B Grade Book Conference B Attenning Module Gallery Grade Book B List Publishing Scheduler Help B Mailbox Tracking B Attenning Module Wiki Pages B Picture Library B Seating Chart B Reusable Content	A Ouizzes	CaDrop Box		
Implements Implements Assignments Implements Implements	N Drop Boy	🖼 🚾 Equations		
Assignments • • •		Form Templates		
Attendance	Assignments	Generated Reports		
Conference I conference <lii conference<="" li=""> I conference</lii>	Attendance	🐨 🌌 Grade Book		
Image: Crade Book Image: Crade Book Image: Crade Book	Conference	Carring Module Gallery		
Wiki Pages	Grade Book	Contraction Contraction Contraction		
Tracking If ANNU Learning Module Tracking If A New Learning Module Wiki Pages If A New Learning Module If Reports If Reports If Reusable Content If Reusable Content	2 Help	List Publishing Scheduler		
I Tracking Image: Second Sec	Trading	🖬 🔄 Mailbox		
Wiki Pages MapPicture Library Seating Chart Execution Cha	Tracking	A New Learning Module		
Seating Chart	Wiki Pages	Impricture Library		
Learners & Groups	Seating Chart	I II Reports		
	Learners & Groups	Elikeusable Content		

(For more information, see section 8.10 "Creating Links to Documents").



8.12 Creating Equations

NOTE: User should have Equation ActiveX control installed on local computer in order to be able to use the Equations.

The 'ELEARNINGFORCE – LMS: Equations Feature' allows creating and using equations.

To activate the feature, do the following:

- 1. Go to Settings > Site Settings > Site Actions > Manage site features;
- 2. Click the Activate button next to the ELEARNINGFORCE LMS: Equations Feature:



Once the feature is activated, you may create equations and use them in lists of the course or organization where it was created.

Equations are created in Equations document library. To create a new Equation, do the following actions:

1. Go to Site Contents > Equations:



2. In the ribbon menu click Files > New Document > Equation:



BROWSE	FILES	LIBRARY			
New Document -	Upload Document	New Folder	Edit Document	Check Out	View Properties
Equa	ition	_	Op	en & Check Out	
Recent	te new equa	tion		Equation	

3. Fill in the Equation creation form:

New Equation:			
Equation Name Specify name for Equation	Name: Test equation		
Equation Double click on equation to customize it before saving	Equation 111111 <u>asdfasdf</u> asfasdfasdf		
N		OK	Cancel

• Equation Name – type equation name;

• Equation – double click on the field to open the Equation Editor and make the necessary changes:



Jg Equation Editor	
Fie Edit View Format Style Size Help	
SZZ 10 808 3005 203 EV. 100 0.1 111 0.2	
(0)11 予心 ぐう 2020 10 (0) 0 (0) ~~ 0 (0) ~冊	
11111 asdfasdf asfasdfasdf	-

4. Close the Equation Editor and click OK to add the Equation to the library:

New Equation:		
Equation Name Specify name for Equation	Name: Test equation	
Equation Double click on equation to customize it before saving	Overwrite existing files Equation $E = mc^2$	
		OK Cancel

5. Type name for the new equation and click Save to save the changes:

 The document was 	uploaded successfully. Use this form to update the p	properties of the	document.
Title	Equation 1	×]
Created at 2/16/2016 1:52 Last modified at 2/16/201	PM by □ ageucheva_a 6 1:52 PM by □ ageucheva_a	Save	Cancel

6. The new Equation will be added to the list of equations and can be used in other lists:



BROWSE FILES LIBRARY		
CLMS365 On-Premises	≝ ™_LMS Equations ⊚	
Recent	Equation	
Rooms	11111_asdfasdf	
Question Pool	asfasdfasdf DHEM	
Reports	$E = mc^2 \alpha$ Here	

To use the created equation in other lists, do the following actions:

1. Go to the needed list, for example, Assignments and create a new item in the list:

BROWSE ITEMS LIST	Version History	View Learner's Synchronize Assignments Assignments File
Assignment Create a new Assignment	Manage	Actions
Tools	(+) new	item or edit this list
📢 Announcements	All Events	Calendar Current Events

2. In the Description field (or Body field for other types of items) go to the ribbon menu Insert > Equation > Existing Equation:

Shar	ePoint						
BROW	SE ED	T FORM	AT TEXT	INSERT			
Table	Picture	Embedded Media -	Va Equation	Video and Audio +	₽ Link •	Upload File	Embed Code
Tables		Me	Custom e	quation	Lir	nks	Embed
Tools			Existing e	equation			
				Templa	te		

- 3. Select the Equation from the list of equations and click OK;
- 4. It will be added to the Description field. Type the needed text and click Save to save the changes:



none 💌	
Assignment 1	
Online Submission	
1/4/2014	
The time that the assignment becomes available to students.	
1/5/2014 12 AM 💌 00 💌	
The due date for the assignment. Homework submitted after this time will be marked overdue.	
12 AM 💌 00 💌	
The last date that the system will allow submissions for this assignment. If left empty, it will default to the Due Date.	
Use the equation of mass-energy equivalence in your calculation: $E = mc^2$	S:
	none • Assignment 1 Online Submission • 1/4/2014 • 1 PM • 00 • The time that the assignment becomes available to students. 1/5/2014 • 12 AM • 00 • The due date for the assignment. Homework submitted after this time will be marked overdue. • 12 AM • 00 • The last date that the system will allow submissions for this assignment. If left empty, it will default to the Due Date. Use the equation of mass-energy equivalence in your calculation $E = mc^2$



9. LEARNING MODULES

The **Learning Modules** section allows a user to create educational lines in the studying process. To get to this section, enter the necessary course, and then click the **Learning Modules** icon in the **Course Tools** menu:

_€	earning N	1odules ∞		
Lea	Name arning Modules	Description	Total Attempts	Last Modified
20	Hardware Requiremen	nts	1	1 minute ago
3	Hardware Tutorial		0	7 minutes ago
2	Introduction		0	12 minutes ago
2	New Learning Module		4	3 months ago
	SCORM 1		1	5 minutes ago

NOTE Items in the Learning Modules list can be reordered. To reorder items, click Actions>
 Change order at the top. From the drop-down lists with numbers, select a position for every item, and then click OK:

tem Order Under "Position from Top", s	elect a number for each item.	
Position from Top	Name	
1 •	Hardware Requirements	
2 *	Hardware Tutorial	
3 🔻	Introduction	
4 🔻	New Learning Module	
5 🔻	SCORM 1	

A **Learning Module** represents a sequence of steps that all students who enrolled in a course should complete. The steps of a Learning Module may be of a various nature: these can be different documents that student should process, educational links that user should view, quizzes that student should complete, and so on.

A user can add learning modules in two ways:

- Create a learning module;
- Upload a SCORM compliant course content.

The Learning Modules section also gives a user possibility to edit, compose and delete learning modules.



9.1 Creating Learning Modules

To create a learning module, do the following:

- 1. Enter the necessary course, and then click Learning Module in the Course Tools menu;
- 2. Click **Create** at the top of the page;
- 3. From the open list, select Learning Module;
- 4. In the open form, specify the fields as described below:

1 Introductory Course		Search this site
Create Learning N	1odule	
Name and Description		
Type a new name as you want it to appear in	Name:	
headings and links throughout the site. Type a	Introduction	
descriptive text that will help site visitors use this resource.	Description:	
ins resource.	Introductory Module	
	Show Welcome Page	
	Welcome Message	
	Now you will start the first module in that course.	
	This is shown to learner before beginning the Learning M	todule.
	Completion Message	
	Congratulations! You have completed the Learning Mod	ule.
Control of Market		
Advanced settings:		
Certification	Certify:	
Provide settings for setup certification process	Ves No	
	Certificate Template URL (Click here to test):	
School-Jing		
Specify scheduling options Attention! This	Schedule	
feature will remove all unique items	🔘 Yes 🛞 No	
permissions.	Start Date	
	12 AM ¥ 00 ¥	
	End Date	
	12 AM V 00 V	
		OK Cancel



- *Name* type the name for the learning module;
- Description type a short description for the learning module that will be displayed on the main page of the section;
- Show Welcome Page select this option to display Welcome Page before starting the Learning Module attempt;
- Welcome Message type a description for the learning module that will be displayed when user starts the learning module;
- Completion Message type a message that will be displayed after the learning module has been passed;
- Advanced Settings specify advanced settings if needed:

Advanced settings:	
Provide settings for additional capabiliti	es for this
resource	Attempts:
	5
	Timeout between attempts:
	seconds
	Show in Gradebook:
	The last attempt The best attempt
	Options:
	Show table of content

- Attempts specify the number of attempts learners can use to take the learning module;
- *Timeout between attempts* specify the time period between attempts;
- *Show in Grade Book* specify whether you want the last or the best attempt to be displayed in the Grade Book section;
- Show table of content select this option to display table of content for learners.

NOTE:	The table of content is displayed in the left upper part of the Learning Module area. Clic the down arrow to open the list of items contained in the Learning Module:	:k
	Hardware Requirements	
	Table of Content Tutorial.docx	
	Tutorial.docx	
	Hardware and System Requirements.pdf	
	Introductory Quiz	



 Certification – select Yes to enable certification for this learning module. Use the Browse button to select certificate template for the learning module. Select No to skip using certificates;

NOTE: If a default Certificate Template is set for Learning Modules on Organization or Course level, it is selected by default: Certification Certify: Provide settings for setup certification process Certify: Yes No http://qnd-fe01:42797/sites/c1/CertificateTemplates, Certificate Template URL (Click here to test):

The setting can be changed during Learning Module creation or editing.

- Schedule enable/disable scheduling for this learning module;
- *Start Date, End Date* specify publishing period for this learning module.
- 5. Click **OK** at the bottom of the page. The **Add Item** page will appear automatically. This page allows adding items to the learning module;
- 6. Enter the necessary course, and then click Learning Module on the left Tools menu;
- 7. Click the name of the necessary learning module, and then select **Settings.** The *Customize Learning Module* page will appear;
- 8. Click Add Item in the *Learning Module* section. The following form will open:



ntroductory Course		
Hardware Requi	rements · List Settings · Add Ite	m
Item Type Select the type of item you want to create	Item Type: AICC Chapter Content Document File Link Quiz SCORM SCORM Survey Assignment	
Item settings Please perform settings related to this item type	AICC: Use: The last attempt The best attempt	
E-signature Please select your E-signature requirements to this item type	<none> •</none>	
Parent node Piease select parent node	<none> *</none>	
Prerequisites		
	OK Next Can	icel

On this page you may add items to the learning module and specify details for them.

- From the **Item Type** list, select the type of item you want to add.

You can find the detailed description of each item type settings given below:

AICC

To add a new AICC to the learning module, do the following:

- From the Item Type list select the AICC option:

nem settings	AICC:	
Please perform settings related to this item type	AICC 1	
	The last attempt	The best attempt





- From the AICC drop-down list, select the AICC you want to include into the learning module;
- Specify whether you want the system to display AICC *Last attempt* or *Best Attempt* in case you would like to take a learning module again.

Assignment

To add an assignment to the learning module, fill in the following form:

Follow the steps given below:

a) Choose the needed assignment item from the **Assignment** drop-down menu:

Item settings	
Please perform settings related to this	Assignment Opening date
item type	(for recurring assignments)

b) In case a recurring assignment item is chosen, select the opening dates for each repeating event of this recurring item.

NOTE: To see the limit for the recurring items, go to Application Management>SharePoint LMS>Global Features>Other Configuration Settings>Recurring assignment's opening dates limit:

The number defined here limits the number of the entries for opening dates that a user will see in a learning module item's form. The default value is 30 (the value must be from 1 to 365):

Other Configuration Settings	Recurring assignment's opening dates limit:
	Recurring task's generation limit:

Recurring task's generation limit feature shows the maximum number of the tasks to be generated when copying an assignment. By default, the maximum number of the tasks to be generated is 30.

The **Complete step when the task status is** option allows selecting what condition the assignment step will be considered to be completed inside the learning module under. Thus, it is possible to single out the three statuses:

✓ other than 'Not started' assignment task status

The step is marked as **Passed** in the learning module if the user's task for this assignment has any status except for **Not started**. The option is aimed at making a learner complete the assignment.

✓ 'Submitted' or 'Approved' assignment task status



The step is marked as **Passed** in the learning module if the user's assignment task status is either **Submitted** or **Approved**. If the status is either **Not Started** or **In progress** or **Returned to learner**, the learning module step is marked as **Not Passed**. The status is not changed automatically (e.g. in case it was submitted, and later returned by teacher for correction). The status will be updated only if the leaner goes to the item in the learning module.

✓ 'Approved' assignment task status

The step is marked as **Passed** in the learning module if the user's assignment task status is **Approved** to make sure the assignment will not be marked as Passed in learning module until it is passed successfully. In other task statuses the learning module step is marked as **Not Passed**.

NOTE: If a teacher saves task as a draft, it does not influence the status of the assignment in the Learning Module, since the task is still completed for the learner. If the teacher returns a task to the learner for correction, the assignment step will not be marked as **Not Passed** in the Learning Module automatically. Its status will be updated only if a leaner visits this item in the Learning Module.

Chapter

You have the possibility to divide a learning module into chapters. A chapter is created as a general item From the *Item Type* list, select the *Chapter* option, and then type the name for the chapter in the *Chapter Name* field. Consider items settings:

Item settings	Chapter Name:
Please perform settings related to this item type	Chapter 1
	Show inner content
	Set same prerequisites for all child objects
	Chapter Description:
	Chapter description text.

- Select the *Show inner content* checkbox if you want chapter inner content to be displayed;
- Select Set same prerequisites for all child objects check box in case you want the system to
 override all child prerequisites. If an option is checked for the parent item, then prerequisites
 field is disabled in child items and shows the selection that was already chosen for the parent.
 When a user unchecks the inheritance back, child items have those prerequisites that they
 previously had;
- Use the embedded editor to create chapter description.

Content

To add content to the learning module, fill in the following form:



Item settings Please perform settings related to this item type	Title List of useful resourses
	Content On the resourses from this list you can find necessary info.

- From the Item Type list, select the Content option;
- In the *Title* field enter content title;
- Use the embedded content editor to create content.

Document

To add a new document to the learning module, do the following:

- From the Item Type list select the Document option:

Item settings	
Please perform settings related to this item type	File Name No selection - Select document

 In the File Name field select the document you want to add to the learning module. The list will comprise files that have been created or uploaded to the Documents section of the course:

Select document	□ ×
Select document	Help
Dist.txt	
Tasks.docx	
2	
File Name	

File

To add a new file to the learning module, do the following:



- From the Item Type list select the File option;
- Enter Title and Description for the item:

Item settings	File Name		
Please perform settings related to this item type	10-06-2013 15-55-30.png	Delete	
	Choose File No file chosen		Upload
	Maximum file size 2047 megabytes		

- Use the *Choose File* button to select a file on your computer. Click *Upload* to upload the file.
 You may upload as many files as you want. The uploaded files will appear in the *File Name* drop-down list;
- From the *File Name* drop-down list, select the file you want to add to the learning module.
 To delete a file from the list, select the file and click the *Delete* button next to the *File* field.

NOTE: The system supports the following file formats:

.txt, .gif, .png, .tiff, .jpg", .jpeg, .bmp, .ico, .ima, .img, .wma, .mp3, .wav, .wmv, .mpeg, .mpg, .asf, .swf, .avi.

Link

To add a new link to the learning module, do the following:

- From the Item Type list select the Link option;
- Enter Title and Description for the item. Use constants in the Description field to give Learners clear instructions;
- Choose the necessary links from the *Link* drop-down menu. The list will comprise links that have been created in the **Links** section of the course:



Quiz

To add a new quiz to the learning module, do the following:

- From the Item Type list select the Quiz option:



Item settings Please perform settings related to this item type	Quiz:
	Percent to pass:
	Reuse quiz settings: 100%
	Override quiz settings with: 100 %
	Use:
	The last attempt The best attempt
	Skip review page

- Choose the necessary quiz from the Quiz drop-down menu. The list will comprise quizzes that have been created in the Quizzes section of the course;
- In the Percent to Pass field select between two options:
 - a) Reuse quiz settings (present set for this quiz is displayed);
 - b) Override quiz settings (enter in the field the percent of right answers that is necessary
 - to pass the learning module);
- Specify whether you want the system to display quiz *Last attempt* or *Best Attempt* in case you would like to take a learning module again;
- Enable option 'Skip review page' if you don't want the results page to be displayed to learners after passing quiz inside the Learning Module. If you leave this option disabled, learners will be suggested to review quiz results after finishing quiz:





SCORM

To add a new SCORM to the learning module, do the following:

- From the Item Type list select the SCORM option:

Item settings Please perform settings related to this item type	SCORM: SCORM 1 Use: The last attempt	O The best attempt
---	---	--------------------

- From the SCORM drop-down list, select the SCORM you want to include into the learning module;
- Specify whether you want the system to display SCORM *Last attempt* or *Best Attempt* in case you would like to take a learning module again.

Survey

To add the needed survey, do the following:

- In the **Item Type** section select the **Survey** Item Type;
- From the **Survey** drop-down list select the survey you want to include into the learning module:

Item settings Please perform settings related to this item type	Survey:
--	---------

- 9. In the **Item settings** section, specify settings for the item. These settings depend on the item you have chosen from the *Item Type* list;
- 10. In the E-signature section select E-signature option for the item. This option adds a confirmation button which user has to click after passing an item:



- None the item does not require an E-signature;
- Simple check box adds a confirmation button with a simple check box;
- Authorization adds a confirmation button, which requires authorization by user's password.

NOTE: "Authorization" option only supports Active Directory passwords.

11. From the **Parent Node** drop-down list, select parent item for the item you add;



- 12. In the **Prerequisites** field, select the check boxes next to the learning module items that learner must complete before starting the item you are creating. There you will find a list of already saved items;
- **NOTE**: To view item prerequisites, select **Settings** from the drop-down menu of a necessary Learning Module. Move the pointer over an item to highlight the item's prerequisites in red:



13. Click **OK** at the bottom of the page to save the item, click **Next** to save current item and continue, click **Cancel** to discard changes.

9.2 Learning Module Templates

9.2.1 Saving Learning Module as Template

To save a learning module as a template, do the following:

- 1. From the drop-down menu by the template name, select **Settings**;
- 2. On the open page, click Save learning module as template:



Hardware Requirements - Learning Module Settings Learning Module Information Name: Hardware Requirements Web Address: http://srv-fe01-sp2013/sites/intr/LearningPaths/Hardware Requirements/Allitems.aspx Description: General Settings Permissions and Management Communications = Title, description and navigation Delete this learning module RSS settings Advanced learning module settings Save learning module as template Rating settings Permissions for this learning module Audience targeting settings Save learning module as template incl. content Publishing Workflow Settings Form settings Enterprise Metadata and Keywords Settings Information management policy settings

3. The following form will appear:

Hardware Requiren	nents + List Settings +	Save as	Tem	plate:
File Name Enter the name for this template file,	File name: Learning Module Template			
Name and Description The name and description of this template will be displayed on the Create page.	Template name: Template 1			
	Template description:			
Target Specify if you want to store template in shared location	Template Gallery: List Template Gallery • Category			
			ОК	Cancel

- 1. Fill out the form as described below:
- File Name type the name for the template file;
- *Template Name* enter name of the template. This name will appear on the Create page;
- Template Description enter the description for the template;
- Click the *Template Gallery* button and choose the gallery where you want to save the template;
- From the *Category* drop-down list, select category for the learning module template.


2. Click **OK** to save changes. This option creates a list template that is stored in the **Settings>Site settings>Galleries>List Templates gallery** of the course site collection.

To create a Learning Module from the saved template, do the following:

- 1. Enter the Learning Module tool of the course;
- 2. Click **Create**;
- 3. Click the template name;
- 4. Fill in the name, description, quick launch option, and then click **Next**. You will be redirected to the new Learning Module from template all items page.

9.2.2 Saving Learning Module as Template Including Content

Saving Learning Module with all its content option allows you to save and reuse the learning module template with included items (chapters, content, quizzes, files, documents, SCORMs, etc.). To save a learning module as a template including content, do the following:

- 1. From the drop-down menu by the template name, select **Settings**;
- 2. On the open page, click **Save learning module as template incl. content**:

Hardwa	re Require	ements + Learning M	Iodule Settings
Learning Module Ir	nformation		
Name:	Hardware Requireme	nts	
Web Address:	http://srv-fe01-sp201	3/sites/intr/LearningPaths/Hardware Requirements/A	Allitems.aspx
Description:	A400		
General Settings		Permissions and Management	Communications
= Title, description a	and navigation	Delete this learning module	= RSS settings
P Advanced learning	g module settings	Save learning module as template	
Rating settings		Permissions for this learning module	
Audience targetin	g settings	Save learning module as template incl. conte	int
Publishing		Workflow Settings	
Form settings		Enterprise Metadata and Keywords Settings	
		Information management policy settings.	

If a learning module is saved using this option the template is stored in Settings>Site Settings>Course Settings>Learning Module Templates list.

To create a Learning Module from this template, do the following:

- 1. Enter Learning Module course tool;
- 2. Select Create>Learning Module from Template:



Introductory Course		
earning Module	es - Create	
Learning Module f	from Template	
	rem rempiate	
Learning Module	SCORM/AICC	LRM
Learning Module	SCORM/AICC	LRM
Learning Module from Template	More	More
Template 1		

- 3. The form will open;
- 4. Select the template;
- 5. Enter the name and description;
- 6. When you apply this template you can either choose to replace identical items from template or not;

If the option is checked, then course items with identical URLs will be replaced by the items from the template (in case they intersect). E.g. if you already have 'Quiz_1' in your course quizzes, and the template also contains 'Quiz_1' item, they will intersect and it will be either replaced with the one that's stored in the template or not:



Create	Learning	Module
	-	

Learning Module Template			
Specify Learning Module Template	Template Template with content -		
	Title: Hardware Requirements Description: URL: http://srv-fe01-sp2013/sites/intr/LearningPaths/Hardware Require	ments	
Name and Description	Nama		
Type a new name as you want it to appear in	Hardware Requirements		
descriptive text that will help site visitors use this	The second condemonstration		
resource.	Description:		
Replace identical items If the option is checked then course items with identical urls will be replaced with items from the template (in case they intersect).	Replace Yes No		
E.g. if you already have Quiz_1 in your course quizzes, and the template also contains Quiz_1 item, they will intersect and it will be either replaced or not.			
Navigation:	The second second second second		
Specify whether a link to this resource appears in	Display this resource on the Quick Launch?		
the Quick Launch.	Yes No		
		OK	Cancel

9.2.3 Reusing Learning Module Template on Another Course (Same or Different SharePoint LMS Installation)

To be able to reuse the templates on other courses (belonging to other organizations or located in another farm) you need to do the following:

- 1. Save Learning Module as a template (for info, see <u>sections 9.2.1</u>"Saving Learning Module as Template" and <u>9.2.2</u>"Saving Learning Module as Template Including Content");
- 2. Find and download the learning module template in (an .*stp* file):
 - If you used the Save Learning Module as Template option, go to Settings>Site settings>Galleries>Learning Module gallery;
 - If you used Save Learning Module as Template Including Content option, go to Settings>Site settings>Course settings> Learning Module Templates list;
- 3. Open the course where you want to reuse this template;
- 4. Open the same gallery or list and upload the saved template there;



5. Go to the course Learning Module tool and create a new one from the template you have uploaded.

9.3 Adding Items to the Forced Sequential Order

For better control over the learning process, you can set Forced Sequential Order for passing Items. This will make items available to Learners only in the specified order, and they will start the next item only after passing previous one.

It can be set on the Learning Modules page:

1. Click 'Actions' > 'Prerequisites':



2. On the opened page select Yes to enable the Prerequisites functionality:

1 Introductory Course			Search this site	Q
Learning Modules	• Prer	equisites		
Enable Prerequisites This setting determines whether items should be passed by a learner in the forced sequential order. If a learner tries to start a Learning Module before completing the prerequisite Learning Module they will be notified which Learning Module they must compete first.	Enable Prerequ Yes	uisites? No		
	Don't show SCORMs/AICC when also used Learning Mode	r s/LRMs d in ule.		
Forced Sequential Order				
Under "Position from Top", select a number for	Position from	Top Name		
each item. Set position to 'Not set' if you don't want	1 *	Introduction		
include the item to the sequential order.	2 *	Hardware Tutorial		
	3 🔻	SCORM 1		
	4	New Learning Module		
	5 *	Hardware Requirements		
			c	OK Cancel





3. Enable option **'Don't show SCORMs/AICCs when also used in Learning Module'** to hide items when they are included into a Learning Module;

NOTE: It is best practice to set the option '**Don't show SCORMs/AICCs when also used in Learning Module'** the same as in My Learning Modules web part <u>settings</u>, as different settings for these options may lead to hiding prerequisites from Learners on My Learning Modules web part.

- 4. Set items in the needed order in the 'Forced Sequential Order' section by selecting their position from top;
- 5. Click OK to save the changes.

Items set in the forced sequential order will become prerequisites for each next item, so it will be impossible to start item #2 before passing item #1 and so on. It will be displayed on the Learning Modules page:

earning	Modules ©		
Create Actions	• Description	Total Attempts	Last Modified
Learning Modules			
You must pass items	in the sequential order.		
& Introduction		0	56 minutes ago
Hardware Tutorial		0	51 minutes ago
Requirements		2	33 minutes ago
You do not have to provide the second sec	pass items in the sequential order		
New Learning Mod	ule	4	3 months ago
SCORM 1		1	48 minutes ano

Items under warning 'You must pass items in the sequential order' have prerequisites and are displayed in the order as they must be passed.

Items under warning 'You do not have to pass items in the sequential order' have no prerequisites and can be passed at any time.

It is also displayed on the My Learning Web Part – items with prerequisites have 'Locked' status until their prerequisites are passed:



My Learning Modules	
Introduction	
Hardware Requirements	
and more recommentation	
Hardware Tutorial	
New Learning Module	
SCORM 1	
SCORM 1	

NOTE: If Learner had some attempts on a learning object before it was added to the forced sequential order, it does not change its status.

For example, on the image above item 'Hardware Requirements' had status 'Continue'. If we add it to the forced sequential order, it does not become locked and can be continued by Learner at any time:

8

9.4 Managing Learning Modules

You may view, edit and delete learning modules. You also have the possibility to view all attempts to pass the learning module made by users.

To view the created learning module, do the following:

- 1. Enter the necessary course;
- 2. Click Learning Module on the Course Tools menu;
- 3. Click the name of the necessary learning module;
- 4. From the drop-down menu, select **Start**.
- 5. To navigate between the learning module chapters and items, use the **Previous** (()) and **Next** ()) buttons at the top or at the bottom of the page.

NOTE: **Documents, Files, Links, Quizzes** or **SCORM** items used in learning modules can be deleted from the list. When you try to pass a corresponding node of the learning



module, you will see the following note: "Specified content is missing or access denied. Please contact administrator".

NOTE: Learning Modules can be taken inside the Learning Module Web Part. The Web Part should be added on the course level.
 To add a learning module, enter the Web Part Edit mode, and then select a necessary learning module from the editor drop-down list.
 Web Part displays the latest attempt of the current user and link to a new attempt. A learning module can be taken inside the Web Part. When trying to take quizzes or SCORMs you will be redirected to the corresponding pages.

9.4.1 Viewing Attempts to Pass the Learning Module

- 1. Enter the necessary course;
- 2. Click Learning Module on the Course Tools menu;
- 3. Click the name of the necessary learning module;
- 4. From the drop-down menu, select **All Attempts**. The list of attempts will appear:

CINS365 On-Premises	₫ Inte Ne	ew Learning	g Module	S	earch this site
Tools	0	Title	Created By	Finished	Passed
📢 Announcements		Attempt #1	ageucheva_a	Yes	Yes
Calendar		Attempt #1	🗆 Learner 10.	Yes	Yes
Documents		Attempt #2	ageucheva_a	Yes	Yes
Discussion Board		Attempt #1	C Assistant 3	Yes	Yes
Chat	💠 Ad	ld new item			

5. To view the response details on each attempt, click the necessary attempt:

Hardware Requirem	nents	
Attempt #2		EDIT DELETE EXIT
Tutorial.docx	\odot	
Hardware and System Requireme	ents.pdf	
Introductory Quiz	\odot	



- 6. If you want to make another attempt to complete the learning module, click **New Attempt**;
- 7. If you want to delete the response, click Delete Response;
- **NOTE**: To delete all attempts at once, select all attempts by selecting the **Title** check box on the attempts page. Click **Delete Item** on **Items** tab. The option is also available for SCORMs:

New New Item + Folder	View Edit Item	Shared With	Attach File	Tags & Notes	Workflows Approve/Reject	
New	Ma	nage	Actions	Tags and Notes	Workflows	
Site Contents			Title			📄 Created By
			Attempt	#1		ageucheva_

8. Click **OK** to confirm the changes.

9.4.2 Editing Learning Module

To edit a Learning Module, do the following:

- 1. On the Course level, go to the Learning Module section;
- 2. The list of the current learning modules will appear:

Lear	ning Modules		
📅 Creat	te Actions •		
Name	Description	Total Attempts	Last Modified
Learning	Modules		
& Hard	ware Requirements	1	1 minute ago
😑 Hard	ware Tutorial	0	7 minutes ago
& Intro	duction	0	12 minutes ago
& New	Learning Module	4	3 months ago
scor	RM 1	1	5 minutes ago

Select the needed learning module by putting the cursor arrow on it. Click the drop-down arrow against the name of the necessary learning module to open the drop-down menu. Choose **Settings**:





CLMS365 On-Premises	Introductory Course Learning Modules ©		
Tools Announcements Calendar	Create Actions -	Description	
Documents	Learning Modules		
	🔏 Hardware Requirements	•	
	📒 Hardw Start		
🗨 Chat	a Hardw		
🔗 Mailbox	All Attempts		
🔁 Links	🔏 New L Settings		
Reports	SCORI 🗙 Delete		

- 3. In the Learning Module section, you can change **General Settings** of the Learning Module, or edit separate Items of the selected Learning Module;
- 4. To edit general settings, click the link of the needed section and make necessary changes;
- 5. To edit separate Items, select the item you need to edit and click the drop-down arrow against the name of the needed item to open the drop-down menu. Choose **Edit**:

Learni	ng Module lutorial.docx	
	Hardware Tutorial]
	Edit	i Requirements.pdf
-	Move Up	
⇒ A	Move Down	
Vie	Delete	

6. Click **Save** to save the changes. Click **Cancel** to discard the changes.

 NOTE:
 After editing items in Learning Module (including deleting Items, adding new Items), Learner's Attempts with statuses Finished = Yes, Passed = Yes remain unchanged:

 Attempt #2
 ageucheva_a
 Yes
 Yes

 Attempt #1
 Assistant 3
 Yes
 Yes

 When you open the Attempt for view, status of each separate item is displayed:
 Image: Attempt #2
 Image: Attempt #2



Attempt #1	
	COMPLETED EDIT DELET
Tutorial.docx	
GORTH Hardware Tutorial	
Hardware and System Requirements.pdf	

9.4.3 Moving Items

To move an item, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Learning Module;
- 3. Click the name of the necessary learning module;
- 4. From the drop-down menu, select Settings;
- 5. In the Learning Module section, find the item you need to move;
- 6. Point over the item and select **Move up** (^{Move Up}) or **Move down** (^{Move Down}) to change the item's position:

Learni	ng Module lutorial.docx	
D	Hardware Tutoria	I •
1	Edit	ı Requirements.pdf
_	Move Up	
⇒ A	Move Down	
Vie	Delete	

9.4.4 Specifying Item Prerequisites

To specify prerequisites for an item, do the following:

- 1. In the Course Tools menu, go to Learning Module;
- 2. Click the name of the necessary learning module;
- 3. From the drop-down menu, select **Settings**;
- 4. In the Learning Module section, find the item you need to edit;
- 5. Point over the item and select Edit;



6. In the **Prerequisites** section, select the check boxes next to the items you want users to pass before the current item:

Hardware&System Requirements.pdf	
SharePoint Introduction.pptx	
	 Hardware&System Requirements.pdf SharePoint Introduction.pptx

7. Click OK to save the changes.

To avoid the conflict of Prerequisites when moving the items, pay the attention to the following situations:

Situation 1:

Learning Module
Important Information.aspx
😨 Quiz 1
AICC 1
Resay
Survey 1
Add Item

We have the following data:

- 1) The **Important Information** file, **Quiz 1** and **AICC 1** are the prerequisites of the **Essay** Assignment;
- 2) **Quiz 1** is the prerequisite of **AICC 1**.

The Actions:

a. Once you decide to move up **AICC 1**, open the drop-down menu by the name of the needed item and click **Move Up:**

Learning Module
Important Information.aspx
Edit
Move Up dhy
Move Down
Delete
View (click to edit)
All Items



b. The following dialog box will appear:



Situation 2:

AICC1
Essay in English Literature
Your attidute to our lectures
Chapter3 - Your Open Menu r lectures

We have the following data:

- 1) The **Essay in English Literature** assignment, **AICC1** and **Your Attitude to our Lectures** survey are the prerequisites of Chapter 3;
- 2) Your Attitude to English Literature Lectures survey is a separate item.

The Actions:

- 1. Once you decide to move up **Your Attitude to English Literature Lectures** survey, open the drop-down menu by the name of the needed item and click Move Up;
- 2. The following dialog box will appear:



9.4.5 Deleting Learning Module

To delete a learning module, do the following:

- 1. Enter the necessary course;
- 2. Click Learning Module on the Course Tools menu;
- 3. Click the name of the necessary learning module;
- 4. From the drop-down menu, select **Delete**:





5. The following form will appear:



Click OK button to confirm the deletion or Cancel button to discard it.

9.5 Passing the Learning Module

To start the learning module, do the following:

- 1. On the course level, to the Course Tools>Learning Module;
- 2. Select the necessary learning module and click the down arrow by the name of the necessary learning module to open the drop-down menu and click **Start**:





Le	earning Modules 🛛
m	Create Actions -
	Name Description
Lea	rning Modules
~	Hardware _ Requirements
-	Start
8	All Attempts
	😡 Settings
60	X Delete
00	Module

OR on *My Learning Modules* web part select the needed Learning Module and click **Start/New Attempt**:

Þ
19

3. The following page will appear:

BROWSE		🗘 SHARE 🏠	FOLLOW [0]
CLMS365 On-Premises	^A course 1 Hardware Requirements	Search this site	Q
Tools 🥪 Announcements 🛅 Calendar			() NEXT
6월 Documents 로 Discussion Board 옥 Chat	You are about to begin attempt 1		



- 4. Click **Next** () to start a learning module attempt. The first item of the Learning Module will open;
- 5. To move to each next item of the Learning Module click Next (\bigcirc) ;
- 6. After submitting each item a Results page will be displayed;
- You can move on to the next step or attempt to pass item again if your status is 'Passed':



You can attempt to pass the item again, continue the last incomplete attempt (if there are any) or skip it and move on to the next step if you didn't pass the item:



User's current progress in the Learning Module is constantly displayed on the Learning Module page:



After closing the last item of the Learning Modules, a Results Page is displayed.

If you skipped or didn't complete some steps, you can return to them by clicking their names in the list:



Hardware Requirements

Table of Content 🗸



You did not complete this Learning Module.

Please ensure you have completed all steps - click on the items listed below.

Hardware Tutorial

If E-signature option is enabled for learning module item, confirmation is required. A modal window with confirmation button will be opened.

It may be simple check box confirmation, when you just check the box and click 'Confirm' button:

E-signature
erms And Conditions
By clicking on the confirmation button I am acknowledging that I have completed this training.
Agree 🕑 🖌
CONFIRM CLOSE

Or password authorization confirmation, when you need to enter your password and click 'Enter' or 'Confirm' button:



E-signature	
Terms And Conditions	
By clicking on the confirmation button I am acknowledging that I training and my password is my signature.	have completed this
Your password ••••••	
	NO X

If you completed all items successfully, you can Submit your results:

CUNICACE	Introductory Course	Search this site
UNIS365 On-Premises	Hardware Requirements	
Tools		
Announcements	lable of Content 🗸	
Calendar		COMPLETED PROGRESS PREVIOUS SUBMIT
C Documents		
🚅 Discussion Board	You completed this Learning Medule	
🗬 Chat	Tou completed this Learning Module	
🔗 Mailbox	Press the Submit button to save your results	
😤 Links	These the submit bactor to sure your results.	
Reports		

9.5.1 Passing Quiz inside a Learning Module

When the learner is passing a quiz inside a learning module, the following additional information is displayed to learner next to Quiz title:

- Number of skipped questions;
- Time spent on this Attempt;
- Number of points for this quiz: Received/Total:



9.5.2 Passing Assignment inside a Learning Module

When the learner is passing a leaning module attempt and the next item should be an assignment, there can be the following possible situations:

- 1. The assignment task does not exist for the learner. It means that:
 - ✓ the assignment task has not been generated yet;
 - ✓ <u>OR</u> it will not be generated for a user;
 - ✓ <u>OR</u> the assignment task was deleted.

In such a case the system behavior depends on what user has set in the **If task is not generated for the user** option before he starts the learning module attempt:

Hardware Requirement	s • List Settings	Edit Learning Module Item
Item settings	Accommont	
Please perform settings related to this item type	New Assignment	
	Complete step when the task status is:	
	other than 'Not started'	
	Submitted or 'Approved'	
	Approved'	
	If task is not generated for the user:	
	hide learning module step	
	show notifying message	

• If **hide learning module step** radio button is selected, the assignment step should be skipped. A user can successfully pass a learning module attempt:



• If **Show notifying message** option is selected, the relative message will appear once you start the learning module: **The assignment is not available. Please contact the course teacher (administrator):**



NOTE: If the task is not generated for a learner, and this assignment is included into a learning module, he will not be able to complete the learning module. In such a case, the assignment step status is incomplete. The teacher is to decide what individual learning modules or assignments he/she wants to create.

2. The assignment task exists for the learner; the learning module item status is **Passed**;

In such a case, the user sees a message 'Item is passed. Use the following link to view the task. Press Next to go to the next learning module item'.

Learner will be redirected to view task form where he can view task's status, grade if any, and edit the task if it is available to be modified, and afterwards he will be redirected back to the learning module.

3. The assignment task exists for learner; the status for this learning module item is **Not Passed**;

In this case a user sees a message 'Item is not passed. Use the following link to view the task. Press Next to skip this assignment'.

The learner will be redirected to view task form where he can view task's status, grade if any, and edit the task if it's available to be modified, and afterwards he will be redirected back to the learning module.

9.5.3 Viewing Learning Module Certificate

If Certification is enabled in the Learning Module settings, a Certificate is granted for a Learner after he/she Submits an attempt. It can be viewed in the attempt review mode only. To view the granted Certificate, do the following actions:

1. Go to Learning Module section, select needed Learning Module and click 'All Attempts' in the drop-down menu:



Le	earning I	Modules 🛛
m	Create Actions	
	Name	Description
Lea	ming Modules	
~	Hardware . Requirements	
	Start	
	All Attempts	
0	🗊 Settings	
60 9	X Delete	
	Module	

2. In the list of all attempts click the name of Attempt with Finished and Passed status 'Yes' to open it for review:

Ha	rdware Require	ments		
	Title	Created By	Finished	Passed
	Attempt #1 @ Htw	🗆 ageucheva_a		
	Attempt #2 @ Htw	🗆 ageucheva_a		
	Attempt #3 @ ###	ageucheva_a		
	Attempt #4 @ HEW	🖂 ageucheva_a		
	Attempt #5 BHW	ageucheva_a	Yes	Yes

3. Click the Certificate icon to open the Certificate:

New Learning Module	
Attempt #1	COMPLETED CERTIFICATE
Tutorial.docx	
Hardware Tutorial	
Introductory Quiz	



4. You will be suggested to download or print your Certificate:



9.6 SCORM Content

SCORM (Sharable Content Object Reference Model) is used for creating units of online training material that can be shared across systems. SCORM defines how to create objects that can be reused in different systems and contexts.

It is created based on several public standards and is followed by major e-Learning actors like NETg, Macromedia, Microsoft, Skillsoft, etc. It acts on three levels:

- Economic level: SCORM allows whole courses or small content units to be reused on different Learning Management Systems (SharePoint LMS) through the separation of content and context;
- Pedagogic level: SCORM integrates the notion of pre-requisite or sequencing (e.g. "You cannot go to chapter 2 until you pass Quiz 1");
- Technological level: SCORM generates a table of contents as an abstraction layer situated outside the content and the SharePoint LMS. It helps the content and SharePoint LMS communicate with each other. Communication is performed by means of bookmarks ("Where is John in the course?"), scoring ("How did John pass the test?") and time ("How much time did John spent in chapter 1?").

By default *SharePoint LMS SCORM Storage* and *SharePoint LMS SCORM* features are activated on the course. When *SharePoint LMS SCORM* feature is deactivated, the created SCORM lists are not deleted. When SCORM Storage feature is activated, a user can navigate the list from **Settings**>**Site Settings**>**Course settings**>**SCORM Storage**. When it is deactivated, the option is only hidden from **Settings**>**Site Settings**>**Course settings**>**SCORM Storage**. In such a case, the list is not hidden to keep list resources available in case they are linked.

NOTE: If *SCORM* tool is unchecked on the course options page, the features are not deactivated. Created *SCORM* lists become invisible and inaccessible for learners if such SCORMs are a



part of the learning module. The option to create new SCORMs in learning module course tool is neither available.

9.6.1 Uploading SCORM Compliant Course Content

The Learning Module tool allows you to upload SCORM compliant course contents. Currently 1.2 and 1.3 (2004) SCORM versions are supported by LMS.

To upload a SCORM package, do the following:

- 1. Open the Course you want to upload a SCORM package for;
- 2. On the Course Tools menu, select Learning Module. Click Create:

₫ Le	earning Modules ©
6	Create Actions -
Lea	Name Irning Modules
53	Hardware and System Requirements
26	Hardware Requirements

3. Choose **SCORM/AICC**:

Learning Modules +	Create	
Select an item to create a new lis discussion board, survey, page o Hover over an item to view detai	t, library, r site. Is.	
Learning Module	SCORM/AICC	LRM
Learning Module	SCORM/AICC	LRM
Learning Module from Template	More	More
Template 1		
More		

4. Complete the open form according to the following recommendations:



Create content package				
Name and Description Type a new name as you want it to appear in headings and links throughout the site. Type a descriptive text that will help site	Name: SCORM 2			
visitors use this resource.	Description:			
	Select content package	*		
Advanced settings			ОК	Cancel

- Name and Description
 defines a name as it will appear in the headings and links
 throughout the site and a descriptive text that will help site visitors use the resource.
 The field is required. Type the SCORM title and description;
- Select content package upload (+) or browse ()) content package;

In the Advanced settings section select the following options:

Advanced settings	
Provide settings for additional capabilities for this resource	
Control of the second se	Attempts:
	Timeout between attempts:
	seconds
	Options:
	Open in new window
	Modal Window
	Allow Resizing
	Show Start Page
	Allow Browse (realised in sco)
	Allow Review (realised in sco)
	Allow user to resume incomplete attempt if Completion Status ='No'
	Use control mode flow for all nodes
	Show statistics for learner
	Show navigation buttons

- Attempts specify the number of attempts a user can take the SCORM;
- *Timeout between attempts* specify the period between attempts (in seconds);
- Open in New Window select the check box if you want the SCORM to be opened in a new window (the option is checked by default);
- Modal Window select the check box if you want the SCORM to be opened in a modal window (the option automatically disables 'Open in new window' option):



Options: Modal Wind	low	
Custom	Screen	
Width:	960	рх
Height:	720	рх
Full Screet	en	

- Custom Screen specify the custom size of the SCORM modal window (in pixels);
- Full Screen select the check box to maximize the SCORM modal window;
- Compatibility mode select the document compatibility mode for the uploaded SCORM.

NOTE: The Compatibility mode selection is available only if Modal Window option is unchecked.



In the table below you can see options of browser version available for selection and corresponding supported document modes:

Browser version	Supported document modes
IE=8	IE8 mode
IE=9	IE9 mode
IE=10	IE10 mode
IE=11	IE11 mode
IE=edge	The highest supported document mode of the browser
IE=EmulateIE7	IE7 mode (if a valid declaration is present) Quirks mode (otherwise)
IE=EmulateIE8	IE8 mode (if a valid declaration is present) Quirks mode (otherwise)
IE=EmulateIE9	IE9 mode (if a valid declaration is present) Quirks mode (otherwise)
IE=EmulateIE10	IE10 mode (if a valid declaration is present) Quirks mode (otherwise)
IE=EmulateIE11	IE11 mode (if a valid declaration is present) Quirks mode (otherwise)



The system automatically switches IE to the selected Document compatibility mode when the SCORM attempt is started by user:

BROWSE					
CLMS365 On-Premises	SCORM 2				
Tools Announcements Calendar Cocuments Documents Discussion Board	Welcome to the Basics of Solitaire This lesson will teach you the basic knowledge needed learn how to play two of the most popular versions of Solitaire.	! d to pla f the ga	y Solitaire. me, Canfie	You will and Klo	also ndike
File Find Disable View Images Cac	he Tools Validate Browser Mode: IE9 Compat View Document Mode: IE filer Network	8 standar	ds 🖌		_
la 🙀 🖬 49 🖸 🗷 💌		Style	Trace Styles	Layout	Attributes
<pre> DOCTYPE ntmL PUBLIC "-// ⊕ <html ;<="" dir="ltr" lang="en-US" pre=""></html></pre>	W3C//DTD XHTML 1.0 Strict//EN""http://www.w3.org/TR/xhtml1/				

The following table shows the document modes that each version of Internet Explorer supports:

Browser version	Supported document modes
Windows Internet Explorer 8	Quirks Mode IE7 Mode IE8 Mode
Windows Internet Explorer 9	Quirks Mode IE7 Mode IE8 Mode IE9 Mode
Windows Internet Explorer 10	Quirks Mode IE7 Mode IE8 Mode IE9 Mode IE10 Mode
Internet Explorer 11	Quirks Mode IE7 Mode IE8 Mode IE9 Mode IE10 Mode IE11 Mode

Allow Resizing – select the check box to allow users changing the size of the SCORM content window. When the option is checked, you will have to specify the minimal size of the SCORM content window (in pixels):



Allow Resizing					
Minimal size of SCORM content window:					
Width:	320	рх			
Height:	240	рх			

 Show Start Page - select the check box to show the start (description) page when starting the SCORM attempt:

SCORM 2 - New Item	×	
You are about to begin: SCORM 2		
You have 5 attempt(s) out of 5 attempt(s) left.		
Press START to begin.		
Start Cancel		

- *Allow browse (realized in sco)* when checked, the option is shown:
 - in the *Edit Content Block* dropdown menu on the learningpathlist.aspx page;
 - in the **Ribbon lists**>**Items**>**Manage tab**. The user can click it and open a package in the browse mode without selecting an attempt first.
- **NOTE**: The **Browse** option is not shown on *DispForm (dispform.aspxas)*. It does not apply to the attempt, but to the whole SCORM package.
 - When a user opens SCORM in browse mode, no attempt is created in the User Interface. It is only stored in cache.
 - The **Browse** mode is opened on *Edit Form*. If once checked in the SCORM settings, the following advanced settings apply to this mode:
 - the table of contents;
 - the control flow mode;
 - the navigation buttons.
- **NOTE**: When the package is opened in the **Browse** mode, it may allow a user both to navigate between the nodes and to hide the assessments. The later depends on the SCORM package.

If a user is out of attempts, the **Browse** option is not shown any more (assuming the user does not need to browse the package if he cannot attempt it anymore).

- Allow Review (realized in sco) when checked, the option is shown:
 - in the Ribbon lists>Items>Manage tab. The option becomes available only if one attempt is selected as applicable to an attempt. If two or more selected, it is disabled;
 - DispForm(dispform.aspxas)
- **NOTE**: The **Review** option is not shown in Edit Content Block dropdown menu as it applies to a single attempt. When a user opens the SCORM in the **Review** mode, no attempt is created in UI, it's only stored in cache.



The **Review** mode is opened on Edit Form. If checked in the SCORM settings, the following advanced settings apply to this mode:

- A new window;
- The table of contents;
- The control flow mode;
- The navigation buttons;
- **NOTE**: When the package is opened in the **Review** mode, it may allow a user to navigate between the nodes. Also it allows users to show both the user's answers and the correct answers for the assessments. The later depends on the SCORM package. When a user opens an unfinished attempt in the **Review** mode, he is redirected to the

first slide, as opposed to a slide where he stopped the attempt. He/she cannot continue the attempt from the **Review** mode. The **Review** option is available for learners as well.

Allow user to resume incomplete attempt if SCORM Completion Status ='No'- this option allows users continue an incomplete attempt when SCORM completion status ='No'. Some SCORM packages set this status immediately when starting a SCORM resulting in the "New Attempt" button being displayed to the Learner instead of 'Continue' button.

Completion Status	Success Status	Possibility to Continue Attempt
Yes	Yes	Continue is impossible - it is successful attempt
Yes	No/Empty	Continue is impossible - this can only happen in SCORM 2004 if 'Treat Completed as Passed' is disabled
Empty	Any Status	Continue is possible - such attempt is incomplete, it is not finished attempt. i.e. you can Suspend, or go to another tab
No	Any Status	Continue is possible

In the table below possibility to continue attempt depending on status is described:

User can continue attempt from the following places:

- 1. Learning Module section > All Items view. Check the needed attempt and click 'Continue' button in the ribbon menu;
- Learning Module section > All Items view. View the needed attempt and click 'Continue' button;
- 3. SCORM ECB menu:
- a) if the option is unchecked, 'Continue' button is present only if incomplete attempts exist;
- b) if option is checked, 'Continue' button is present only if incomplete attempts or incomplete attempts with Completion Status = 'No' are present;
- Learning Module: link 'Continue last incomplete attempt' ('incomplete' attempts and 'incomplete attempts with Completion Status=No' are viewed as incomplete attempts (if option checked);
- 5. My Learning Web Part: 'Continue' button appears only for incomplete attempts or 'incomplete attempts with Completion Status=No' (if option is checked). If option is unchecked, it appears only for incomplete attempts.
- **NOTE**: 'Continue' button opens the last from *Incomplete* and '*Incomplete with completion status=No*' attempts (it depends on their order). After clicking 'Continue' button, User is redirected to the SCO element on which he/she stopped last time.



- Use control mode flow for all nodes the check box is selected by default for sequencing control flow. This option is used for a better end-user experience with different kinds of SCORM packages. If this option is selected, after attempting to take the SCORM, you will be redirected right to the SCORM (questions or description if there is any). If you clear the check box, the sequencing flow may be violated for the SCORMS where the control flow is set to False by default. The corresponding message will appear. The SCORM content is to be selected manually on the Tools menu. Select/clear the check box depending on how you want to implement the sequencing;
- Show statistics for learners select the check box to show the result page after completing the SCORM attempt:

	Show navigation buttons
	Show Next button
	Show Back button
	Show Suspend button
	Show Exit button
	Show table of content
	Show node completion status
	Treat complete as passed
	Finish by lesson status
	Redirect to statistics page when completed
	Go to next SCO automatically
Course completing settings:	Complete course upon SCORM completion

- Show navigation buttons select the check box to display the bottom bar for switching between the SCORM items. You can select the check boxes for 5 options: Next, Back, Suspend, Exit and Table of content buttons;
- **NOTE**: If you leave the *Show navigation controls* box unchecked, it will only hide the navigation bars in the SCORM player, but not on the start or statistics pages.
 - Show node completion status select the check box to display the current completion status of SCORM items;
 - Finish by lessons status select the check box to specify, if an attempt is finished when lesson status for all elements is set (when attempt is started from learning module list



the source page is redone to learning module list (the purpose is that learner is possibly never taken to all attempts page):

After this option is checked, 2 options become available and checked:

- *Go to next SCO automatically* automatically moves user to the next SCO element. Works only for Intermediate SCO element;
- *Redirect to statistics page when completed* automatically exits from SCORM after completion to statistics page. It works only for Final SCO element.

If 'Go to next SCO element automatically' option is checked, the system automatically moves to the next SCO element if the element is intermediate.

If the system receives from LMSFinish **Positive** status (completed/passed), it automatically moves to the next SCO element. If the system receives another status, nothing happens.

- **NOTE:** In SCORM 1.2 if SCO element has completed status = 'Passed' or 'Competed', the system automatically moves to the next SCO element. If SCO element has completed status = 'Failed' or 'Incomplete', the system does not move to the next SCO element. In SCORM 2004 if among SCO element with completed or success status, there is at least one element with status 'Passed' or 'Competed', the system automatically moves to the next SCO element.
- **NOTE:** If 'Go to next SCO automatically' option is unchecked, to move to the next SCO element, user should click 'Next' button.

If **'Redirect to statistics page when completed'** option is checked, the system automatically moves to the statistics page when SCO element is the last one.

If the system receives from LMSFinish any SCORM status excluding empty, it moves to the statistics page.

If 'Allow user to resume incomplete attempt if SCORM Completion Status = 'No' μ 'Redirect to statistics page when completed' options are enabled, the system exits if it receives from SCORM at least 1 Positive status (completed/passed).

- **NOTE:** If '**Redirect to statistics page when completed'** is unchecked, user should click 'Next' button to go to the statistics page.
- **NOTE:** In SCORM 2004 content commands take priority over automatic redirections 'Exit' and 'Next'.

In SCORM 1.2 automatic redirections 'Exit' and 'Next' take priority over content commands.

- Show in Gradebook specify whether you want the last or the best attempt to be displayed in the Grade Book tool. The best SCORM attempt is counted according to the following rules:
 - SharePoint LMS compares the 'Points' value of the attempts:
 - if the value is the same, then one of the attempts is taken as the best one;
 - if one attempt has points, and the other doesn't, then the best is the one that has points;
 - > if both attempts don't have points, then:
 - SharePoint LMS compares the 'Success Status' values of the attempts:
 - if the value is the same, then one of the attempts is taken as the best one;
 - if one attempt has status, and for the other it's empty, then the best is the one that has status;



- > if both attempts have empty statuses, then:
- SharePoint LMS compares the 'Completion Status' values of the attempts:
 - if the value is the same, then one of the attempts is taken as the best one;
 - if one attempt has status, and for the other it's empty, then the best is the one that has status;
 - if both attempts have empty statuses, then they're both incomplete (incomplete attempts are not shown in Grade Book).
- Course completing settings select the check box to enable course completion upon SCORM completion. If this option is enabled Learner is granted certificate automatically after SCORM completion. This Item is added to Grade Book, but by default it is hidden. To view it in Grade Book, Modify View in Grade Book list.

NOTE Check that you have also set up the course certificate. Otherwise course completion will not work.

Advanced SCORM Grade Options When enabled, you can define what parameter will be used for calculating the grade (percentage) in GradeBook. Note: Scale parameter (if present in the package) overrides this setting.	Enable advanced grade options
Show in Gradebook:	The last attempt O The best attempt
Certification Provide settings for setup certification process	Certify: Ves. No Certificate Template URL (Click here to test):
Scheduling Specify scheduling options Attention! This feature will remove all unique items permissions.	Schedule ◎ Yes ● No Start Date End Date 12 AM ▼ 00 ▼ OK Cancel

 Enable advanced grade options – specify what parameter will be used for calculating the grade (percentage) in Gradebook:

Advanced SCORM Grade Options				
When enabled, you can define what parameter will be used for	Enable advanced grade options			
calculating the grade (percentage) in GradeBook. Note: Scale parameter (if present in the package) overrides this setting.	SCORM grade opt	ions:		
	Use SCORM completion status			
	Use SCORN	I success status		
	Use SCORM	1 points		
	Min: 0	Max: 100		

When users enable advanced grade settings, they need to specify one of the following options:



- Use SCORM completion status if checked, it means that when SCORM is added to the Gradebook, its grade (percentage) will be 100% when SCORM completion status is Yes, and 0% when SCORM completion status is No);
- Use SCORM success status if checked, it means that when SCORM is added to the Gradebook, its grade (percentage) will be 100% when SCORM success status is Yes, and 0% when SCORM success status is No);
- Use SCORM points allows the user to set the minimum and maximum values in the range for the SCORM grade (percentage) in the Gradebook and to override such values set in the package).

The grade percentage is calculated according to the following *formula*:

$\frac{POINTS - minPOINTS}{maxPOINTS - minPOINTS} * 100\%,$

where *min*Points and *max*Points are respectively **Min** and **Maxpoint** values defined in the SCORM Grade options.

NOTE: If the **Scale** parameter is set for the SCORM package, once completing the attempt, the user will see the scale he has got.

When the scale parameter presents in the package, it overrides this setting.

- Certify select Yes to enable certification for this SCORM;
- **NOTE**: If a default Certificate Template is set for SCORM/AICC on Organization or Course level, it is selected by default:

Provide settings for setup certification process	Certify: • Yes ONO http://qnd-fe01:42797/sites/c1/CertificateTemplates,
	Certificate Template URL (Click here to test):

The setting can be changed during SCORM creation or editing.

– Use the **Browse** (III) button to select a certificate template:

Select Course Certificate Template		
Select Course Certificate Template		Help
Show all courses with certificate templates		
AssharePoint LMS Manage		
E RCourse 1 Manage		
E Certificate Templates		
DLP_cert_2.jpg		
2 y 10 - P		
Url:		
	OK	Cancel

- Schedule select Yes to schedule the SCORM for a specific date and time; note, please, that this feature will remove all unique items permissions;
- *Start Date* enter the start date. From the drop-down lists select hours and minutes when the learning module should be published;
- *End Date* enter the end date when publishing stops. Use the drop-down lists to specify end time.
- 6. Click **OK** to save the changes. Now this SCORM will appear in the **Learning Module** section. You can add it to the existing learning module or use it separately.
- **NOTE:** Before you start saving a SCORM-package as a template, consider its size. If the package is 25 MB or larger, see the **Saving SCORM as a Template** section of **Installation and Management Guide**.

9.6.2 Previewing SCORM

To preview uploaded SCROM, do the following actions:

- 1. Go to the Learning Module section and find the SCORM to edit;
- 2. In the drop-down menu click Settings:



SCORM 1	-
	Start
	All Attempts
	🗊 Settings
	🗙 Delete
	Browse

- 3. Go to the Advanced SCORM settings and if needed change some settings;
- 4. Click 'Apply & Preview' button:

ОК	Apply & Preview	Cancel	

SCORM package will be opened for preview with current settings.

NOTE: Preview functionality is available only when 'Open in New Window' or 'Modal Window' option is selected. It is not possible to preview SCORM if compatibility mode is enabled.

9.6.3 Saving SCORM as Template

To save SCORM as template, do the following:

- 1. On the course level go to Tools>Learning Module;
- 2. The list of the Course Learning modules will appear;
- 3. Click the down arrow by the name of the necessary SCORM and select **Settings**:





earning Module.	S ₪
Name Learning Modules	
Hardware Tutorial	
Introduction	Start
New scorm	All Attempts
	Settings
	× Delete
	Designed

4. Click Save SCORM as template link on the SCORM settings page:

SCORM 2 + SC	ORM Settings	
SCORM Information Name: Web Address: Description:	SCORM 2 http://sp2013-iwa/sites/c1/Scorms/SCORM 2/AllItems.aspx	
General Settings	Permissions and Management	Communications
 Itile, description and navigation Advanced SCORM settings Audience targeting settings Rating settings Publishing Form settings 	 Delete this SCORM Save SCORM as template Permissions for this SCORM Workflow Settings Enterprise Metadata and Keywords Settings Information management policy settings 	 RSS settings
Views View (click to edit) All Items	Default View	
Create view		

5. Fill in the open form:



SCORM 2 + List Settings + S	Save as Template: SCORM 2
File Name Enter the name for this template file.	File name: SCORM Template
Name and Description The name and description of this template will be displayed on the Create page.	Template name:
	SCORM Template Template description:
Target Specify if you want to store template in shared location	Template Gallery: List Template Gallery +
	Category
	United Lance

- File Name type the name for template file;
- Template name type template name;
- Template description type description of the template;
- *Template Gallery* select gallery to store template (by default it is stored in List Template Gallery)
- Category select template category;
- 6. Click **OK** to save SCORM template.
- **NOTE**: To find saved template, go to **Settings > Site settings > Galleries > List templates**. To save template as a file click **Download a copy** button on the ribbon menu. Then it is possible to upload the template file to List templates gallery on other courses.

9.6.4 Including SCORM into a Learning Module

To include a SCORM into a learning module as one of its items, do the following:

- 1. On the course level go to Course Tools>Learning Module;
- 2. The list of the Course Learning modules will appear;
- 3. Select the needed learning module by putting the cursor arrow on the item;
- 4. Click the down arrow by the name of the necessary learning module to open the Edit Content Block drop-down menu:



CIMS365	🖄 Introductory Course	1.1
On-Premises	Learning Mo	dules o
Tools	Create Actions -	
Announcements	Mana	Dessiekies
Calendar	Learning Modules	
Documents	& Hardware Requirements	-
Discussion Board	Hardw Start	-
Chat	🚍 Hardw	
🙆 Mailbox	All Attempts	
😤 Links	💦 New Li Settings	
Reports	SCORI 🗙 Delete	

5. Select **Settings.** Once you click **Settings**, the **Learning Module Information** form will appear:

General Settings	Permissions and Management	
 Title, description and navigation 	Delete this learning module	
Advanced learning module settings	Save learning module as template	
 Rating settings 	Permissions for this learning module	
Audience targeting settings	Save learning module as template incl. content	
= Publishing	Workflow Settings	
P Form settings	Enterprise Metadata and Keywords Settings	
	Information management policy settings	
Learning Module		
Important Information.aspx		
AICC 1		
Quiz 1		
Essay		


6. Click the **Add Item** link. The following form will appear:

Item Type				
Select the type of item you want to create	Item Type:			
	I AICC			
	Chapter			
	Content			
	Ocument			
	File			
	Link			
	Quiz			
	SCORM			
	 Survey 			
	Assignment			
Item settings				
Please perform settings related to this item type	SCORM:			
	SCORM +			
	The last attempt			
F-signature				
Please select your E-signature requirements to this item typ	e <none> ¥</none>			
Parent node				
Please select parent node	<none> ¥</none>			
Prerequisites				
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Nevt	Cancel
		ОК	Next	

- 7. In the open form, select the **SCORM** radio button, and then select the necessary SCORM from the list of the uploaded ones; for details on completing this form, see <u>Chapter 9.1</u>, 'Creating Learning Modules';
- 8. Click **OK** to finish or **Next** to add more items.

#### 9.6.5 Linked SCORM

Linked SCORM feature is used for uploading SCORM packages that can be later added to different courses. After the SCORM is added to the special storage of the selected organization, it can be used by different Courses of this Organization and added to their Learning Modules. So, there is no need to upload the same SCORMs again and again to every course.

Once Organization is created **SharePoint LMS SCORM Storage** feature is activated <u>by default</u>, **SharePoint LMS SCORM** feature is deactivated <u>by default</u>;

When **SCORM Storage** feature <u>is activated</u>, a user can navigate to this list from **Settings>Site Settings>Organization>SCORM Storage**;

When **SCORM Storage** feature <u>is deactivated</u>, the option is only hidden from **Settings>Site Settings>Organization>SCORM Storage**, but, in fact, SCORM List is not hidden (to keep list resources available in case they are linked), and a user can navigate to this list from **Lists>SCORM Storage** on any Level.

**SharePoint LMS SCORM** feature can be activated, but doesn't work on organization.



**NOTE**: The only difference between usual SCORM and linked SCORM can be seen in **Select SCORM package to upload** field: for usual SCORM this form allows to upload a package, for linked SCORM a form allows to select one of the packages uploaded previously to SCORM storage list.

To start using a linked SCORM feature, do the following:

- 1. Activate the SharePoint LMS SCORM Storage feature on the Organization level:
  - a. On the **Organization** level, go to **Settings>Site Settings>Site Actions>Manage Site Features:**



b. Click the **Activate** button against the **ELEARNINGFORCE – Content Package Storage** feature:



- 2. Add SCORM packages to the storage:
  - a. Go to Settings>Site Settings>Organization>SCORM Storage <u>OR</u> Lists>SCORM Storage;
  - b. Click Upload Content Package;
  - c. Click **Choose File** and select the SCORM package (archive) from your local machine:

Upload Content Pac	kage
Upload Content Package Select Content Package package to upload	Package containing FLASH is not supported in iOS, Android. Use HTML5 based package instead.
	Name Choose File SCORM Fairng 2010.zip
	Cancel

- d. If you have already uploaded a SCORM package with the same name and want to overwrite it, select the check box **Overwrite existing files**;
- e. Click **OK** to save the changes. The uploaded SCORM will now appear in the SCORM list;
- f. To add more SCORM packages to the storage, repeat steps *b-e*;



- **NOTE**: If after creating SCORMs based on the uploaded packages you delete or rewrite them, the SCORMs will not be working for the users who attempt to pass them. These users will see the following message: "SCORM package is not found. Contact SCORM author for more details."
  - 3. To create a linked SCORM, on the **Course** level, go to **Learning Module>Create**:

CLMS365 On-Premises	new course Learning Modu	les o
Site Contents	Create Actions -	Description
	Learning Modules	
	& Hardware Requirements	
	🔚 Hardware Tutorial	

3. Choose SCORM/AICC:

Learning Modules	Create	
Select an item to create a new discussion board, survey, page Hover over an item to view det	list, library, or site. ails.	
Learning Module	SCORM/AICC	LRM
Learning Module	SCORM/AICC	LRM
Learning Module from Template	More	More
More		



4. In the open form, complete all fields as described <u>above</u>:

Name and Description	Name:		
Type a new name as you want it to appear in headings and links throughout the site. Type a descriptive text that will help site	SCORM 2		
visitors use this resource.	Description:		
	Select content package		
	points 🕈		
Advanced settings			
		OK	Cancel

Select content package - use the Browse (IIII) button to select the necessary SCORM package from the storage. The following window will display a tree of organizations and courses:

Select Content Package		×
Select Content Package		Help
		^
Anspens Organization		
a BSPLMS Organization		
H Horg i for REM (SCORM)		
🗷 🖓 LMS 4.3.0.19		
🗟 🖓 SharePoint LMS		
🖻 🚜 Course 1		
🖙 🔚 Content Package Storage		
points_max		
Url: /sites/c1tw/ScormsStorage/points		
	OK	Cancel

- 5. Select the SCORM you need from the Content Package Storage folder;
- NOTE: The tree will be filtered by Content Package Storage folder, which has at least one item uploaded to it. The folder may not be shown in this tree:
   if such list is empty on a site collection;



	<ul> <li>if the <b>Content Package Storage</b> feature is deactivated on a site collection, unless it is an organization that contains child organization or course where such list is not empty.</li> </ul>			
NOTE	Linked SCORM's settings pa found on a regular SCORM's to look up the path to the o like it's shown below:	ge will look alike and have the same options that can be settings page. The only difference is that a user will be able riginal SCORM package in the SCORM Information section		
	Linked package SCORM Information Name: Web Address: Description: Content package: General Settings	De • SCORM Settings Linked package http://qnd-fe01:42797/sites/c1tw/Scorms/Linked package/AllItems.aspx http://qnd-fe01:42797/sites/c1tw/ScormsStorage/points Permissions and Management		
	Title, description and navigation	Delete this SCORM		
NOTE:	When a user starts the linke SCORM resource in the stora • if a user has pe • if not – under t • if application p list, and the use In case SCORM package was will see the error message: "S	ed SCORM attempt, the system checks his permissions to age list: ermissions it opens the resource under the current account; the application pool account; pool account permissions were removed from the storage er does not have permissions there, s/he gets access denied. Is deleted from the <b>Content Package storage</b> list, the user Selected SCORM is not found. Contact course administrator		

### 9.6.6 View SCORM attempt

for more details".

To view a SCORM Attempt, go to Learning Module section, check the needed SCORM and select from the drop-down menu All Attempts item. All Attempts list will be displayed:

BROWSE ITEMS LIST						
	🕑 Cou	rse1 Home				
On-Premises	SC	ORM 2				
Site Contents		Title	Created By	Completion Status	Success Status	Points
		Attempt #1 0 MV	Learner 1	No		
		Attempt #2 arev	Learner 1	No		
		Attempt #3 a www	Eearner 1	Yes	Yes	100



Click the name of the needed Attempt to view its details. Attempt display form has some differences depending on the attempt status and user viewing the attempt (Teacher or Learner)/ 1. If the Attempt is completed, it is displayed for Teacher as shown below:

SCORM 2 -	Attempt #4	×
Review Delete	Close	Download Print
You have con	pleted: SCORM 2	
You have score	ed 100 and have passed	
You may dow	nload or print your certificate by clicking t	he button above.
ihhhhaaaa		
Scale		
TI COMPANY		
nme		
Interactions		

For Learner it is shown in the following way:

SCOR	M 2 - Attempt #4	×
Seview	Close	Download Print
You ha	ave completed: SCORM 2	
You ha	eve scored 100 and have passed	
You m	ay download or print your certificate by cli	cking the button above.
ihhhha	aaa	
Scale		
Time		
Interac	tions	

The following buttons are placed in the ribbon:

- ✓ Buttons **Review** and **Close** are added on the ribbon to manage the attempt;
- ✓ Button **Delete** is added in Teacher's view to allow deleting the attempt;



- ✓ Buttons **Download** and **Print** are added on the ribbon to download or print SCORM Certificate (if the SCORM is certified);
- 2. If the Attempt is Incomplete, it is displayed for Teacher as shown below:

SCORM 2 - Attempt #1	>
Continue Review Delete Close	
ihhhhaaaa	
Scale	
Time	
Interactions	
Address How servers	

For Learner it is shown in the following way:

SCORM 2 - Attempt #2	×
Scale	
Time	
Miscellaneous	

The following buttons are placed in the ribbon:

- ✓ Buttons Continue, Review and Close are added on the ribbon to manage the attempt;
- ✓ Button **Delete** is added in Teacher's view to allow deleting the attempt;
- ✓ Buttons **Download** and **Print** are added on the ribbon to download or print SCORM Certificate (if the SCORM is certified).

# 9.7 AICC Content

SharePoint LMS is compliant with **Aviation Industry Computer-Based Training Committee** (AICC) educational standard. SharePoint LMS SCORM/AICC site feature provides the ability to upload and use AICC packages on a site collection.



### 9.7.1 Uploading AICC

To upload an AICC package, do the following:

- 1. Open the **Course** you want to upload an AICC package for;
- 2. On the Tools menu select Learning Module. Click Create:

CLMS365 On-Premises	Dearning Modul	es 🛛
Site Contents	Create Actions -	Description
	Learning Modules	
	Hardware Requirements	

3. Choose SCORM/AICC:

Learning Modules	Create	
Select an item to create a new discussion board, survey, page Hover over an item to view de	list, library, or site. tails.	
Learning Module	SCORM/AICC	LRM
Learning Module	SCORM/AICC	LRM
Learning Module from Template More	More	More

4. Complete the open form according to the following recommendations:

					On-Premises
CINCOL	街 Course 1			Search this site	Q
On-Premises	Create content package	3			
Tools	Name and Description	Name			
Announcements	Type a new name as you want it to appear in headings and links throughout the site. Type a descriptive text that will help site	AICC package			
Calendar	visitors use this resource.	Description:			
C Documents					
Siscussion Board					
Chat					
🔗 Mailbox		Select content package			
🛞 Links		aicc(sends status)	+ 🗊		
<b>O</b> Plagiarism					
Reports	Advanced settings				
🔏 Learning Path				ОК	Cancel

- Name and Description
   defines a name as it will appear in the headings and links throughout the site and a descriptive text that will help site visitors use the resource. The field is required. Type the AICC title and description;
- *Select content package* upload (+) or browse (E) content package;

In the Advanced settings section select the following options:



Advanced settings			
Provide settings for additional capabilities for this resource	Attempts:		
	Timeout between attempts:		
	seconds		
	Options:		
	🗹 Open in new window		
	Modal Window		
	C Allow Resizing		
	Show Start Page		
	Show Submit button		
Show in Gradebook:			
	The last attempt The best attempt		
Certification			
Provide settings for setup certification	Certify:		
process	U Yes I NO		
	EB		
	Certificate Template URL (Click here to test):		
(Palacel de la co			
Scheduling	Schedule		
This feature will remove all unique items	💿 Yes 💿 No		
permissions.	Start Date		
	12 AM ¥ 00 ¥		
	End Date		
	12 AM ¥ 00 ¥		
	OK Cancel		
	her and the second s		

- Attempts specify the number of attempts a user can take the AICC;
- *Timeout between attempts* specify the period between attempts (in seconds);
- Open in new window select the check box if you want the AICC to be opened in a new window (the option is checked by default);
- Modal Window select the check box if you want the AICC to be opened in a modal window (the option automatically disables 'Open in new window' option):



🗹 Modal Wind	low	
Custom	Screen	
Width:	960	рх
Height:	720	рх
Full Scree	en	

- Custom Screen specify the custom size of the AICC modal window (in pixels);
- Full Screen select the check box to maximize the AICC modal window;
- Allow Resizing select the check box to allow users changing the size of the AICC content area. When the option is checked, you will have to specify the minimal size of the AICC content window (in pixels):

🗹 Allow Resizin	g
Minimal size of A	AICC content window:
Width:	рх
Height:	рх

- *Show Start Page* select the check box to show the start (description) page when starting the AICC attempt;
- *Show Submit button* specify whether to show the button on the edit form or not during passing the attempt. The option is checked be default;
- Show in Grade Book specify whether you want the last or the best attempt to be displayed in the Grade Book tool. The best AICC attempt is counted according to the following rules:
  - SharePoint LMS compares the 'Points' value of the attempts:
    - if the value is the same, then one of the attempts is taken as the best one;
    - if one attempt has points, and the other doesn't, then the best is the one that has points;
    - > if both attempts don't have points, then:
  - SharePoint LMS compares the 'Success Status' values of the attempts:
    - if the value is the same, then one of the attempts is taken as the best one;
    - if one attempt has status, and for the other it's empty, then the best is the one that has status;
    - > if both attempts have empty statuses, then:
  - SharePoint LMS compares the 'Completion Status' values of the attempts:
    - if the value is the same, then one of the attempts is taken as the best one;
    - if one attempt has status, and for the other it's empty, then the best is the one that has status;
    - if both attempts have empty statuses, then they're both incomplete (incomplete attempts are not shown in Grade Book).
- *Certification* select *Yes* to enable certification for this AICC;



# **NOTE**: If a default Certificate Template is set for SCORM/AICC on Organization or Course level, it is selected by default:

Certification	Castin
Provide settings for setup certification process	certity:
	Yes No
	http://qnd-fe01:42797/sites/c1/CertificateTemplates,
	Certificate Template URL (Click here to test):

The setting can be changed during AICC creation or editing.

Use the **Browse** (IIII) button to select a certificate template:

Select Course Certificate Template		
Select Course Certificate Template		Help
Show all courses with certificate templates		
Carl SharePoint LMS Manage		
Gourse 1 Manage		
Gertificate Templates		
DLP_cert_2.jpg		
Url:		
	OK	Cancel

- Scheduling select Yes to schedule the AICC for a specific date and time; note, please, that this feature will remove all unique items permissions;
- *Start Date* enter the start date. From the drop-down lists select hours and minutes when the learning module should be published;
- *End Date* enter the end date when publishing stops. Use the drop-down lists to specify end time.
- 5. Click **OK** to save the changes. Now you can add this AICC to the existing learning module or use it separately.

To import AICC template, do the following:

- 1. Open the **Course** you want to upload an AICC package for;
- 2. On the Tools menu select Learning Module. Click Create:



CLMS365 On-Premises	Learning Mod	ules o
Site Contents	Create Actions -	Description
	Hardware Requirements	

3. Choose More...:



4. The Import Templates section will appear. Click No Selection>Change:

Site Settings + Imp	ort Temp	lates		
Template Gallery Choose gallery to import templates from	Template Gallery:	No selection +		
		Change 🗄	ОК	Cancel

5. Select the name of the existing on course AICC template and click **OK:** 



Site Settings + In	nport Templates		
Template Gallery Choose gallery to import templates from	Template Gallery: List Template Gallery •		
Template			
Choose Templates you want to import	EList+Template+Gallery		
		OK	Cancel

NOTE:	If SCORM/AICC course option is unchecked for the administrator/learner:
	• existing AICC packages are hidden for both in the learning module list, but
	accessible using direct links to AICC lists;
	• existing AICC packages are not hidden in Learning Module settings, Grade Book
	settings, My Learning Modules and Recent Changes web parts;
	• create SCORM/AICC option on the Learning Module create page is hidden for
	teacher, assistant, faculty users;
	• create AICC list option is not hidden but teacher, assistant, faculty users get access
	denied when trying to create such.
NOTE:	Linked AICC functionality (similar to linked SCORMs) should not be implemented.

#### 9.7.2 Viewing AICC

Once the AICC package is uploaded, follow the steps given below to start the attempt:

- 1. On the course level go to Course Tools>Learning Module;
- 2. Once you click the Learning Module icon, the learning module list will appear;
- 3. On the Learning Module level, select the needed AICC by putting the cursor arrow on it;
- 4. Click the down arrow by the name of the needed AICC to open the drop-down menu:



Le	earning	Modules	0
m	Create Actions		
Lea	Name arming Modules		Descriptio
	AICC1	*	]
	Hardware Requirer Hardware Tutorial Introduction New scorm	Start All Attempts	

- 5. Click **Start** to manage the attempt;
- 6. If you are allowed to take the attempt, the following message will appear: 'You are about to begin **n.** attempt':

AICC Package
You are about to begin attempt 1
This AICC allows <b>5</b> attempt(s)
Start Cancel

- NOTE: The message 'You are about to begin n. attempt' is shown only if the attempts' limit is defined in AICC settings.
   Start button is used to create a new attempt. In such a case the user is redirected to the attempt's edit form.
   Cancel button is used to omit the attempts.
   NOTE: If the learner is not allowed to take an attempt, he sees a message: 'You cannot start this
- **NOTE**: If the learner is not allowed to take an attempt, he sees a message: 'You cannot start this AICC. Out of attempts. This AICC allows **n**. attempt(s)':



		Contractinges
AICC 1 - New Item	<	
You cannot start this AICC. Out of attempts. This AICC allows 2 attempt(s) Cancel		

7. Click **Start** to proceed. The **Attempt Edit Form** will appear:

uestion 1 of 1:		Point Value:
111		
True		
O False		
	Feedback	×
	Correct	
	Finish	
		Submit

The form under consideration displays the following content and functionality:

Attempt's edit form displays the following content & functionality:

• content of the AICC package with the ability to control the size of the content window:





- **Submit** button shown if not hidden in AICC's settings;
- Next question button;
- Finish button shown on the edit form's statistics page only;
- 8. Choose the needed answer and click **Submit** to proceed:

1	Point Value: 10
	Submit

9. Click **Next Question** to proceed the attempt:



AICC 1 - Attempt #3

Question 1 of 3:		Point	Value: 10
Select 1			
○ 2			
О з			
© 1	Feedback Correct	on	
		Submit	
			-



10. Click **Submit** to finish the attempt. The learner is redirected to edit form's statistics page with the **Finish** button which afterwards redirects him to source:

Question 3 of 3:			Point Value: 10
select 3			
0 2			
0 1			
© 3	Feedback	×	
	Correct	-	
		5	ibmit
		5	ibmit

**NOTE**: If the user has not specified the answer selecting the needed radio button, the system will show the following notification:

Alert		×
NOTIFICAT	FION:	
An answer try again.	was not selected. Close this win	dow and
	Try Again	

11. Click Finish to see the Quiz Results table:



C	Quiz Results	
Your Score :	100% (10 points)	
Passing Score :	80% (8 points)	
Result :		
Congratulations, you	passed.	
Review Quiz	Finish	

### **NOTE**: To review the attempt, click **Review Quiz** button. The following form will appear:

~	Question 1 of 3:		Correct	1	Point Value: 10
	Select 1				
	02				
	→ © 1				
	<b>O</b> 3				
	(Quiz Rev	iew)		d P	revious Next I



To monitor the answers, click **Next** button. To see the previous answers, click **Previous** button.

12. Click **Finish** to complete the attempt. The following message will be displayed:



13. Click Submit button at the bottom of the page to submit your attempt and see AICC status:



14. Once your click Submit, you will see your status information. The following form will appear:



The following AICC statuses can be considered:

- ✓ **Complete** the status indicates that the user has successfully passed the attempt;
- Incomplete the status signifies that the attempt is either not finished or it is not finished correctly. If the attempt is not finished, the following form will appear:



Finish

AICC 2 - Attempt #1

You finished this AICC. Press Finish to leave

Your Status for this AICC is incomplete

- **NOTE**: In case the package never sends the Status to SharePoint LMS during passing the attempt, and **Submit** button is hidden in the AICC settings, the learner will never be able to finish the attempt; its status will be *empty*.
- **NOTE**: If the attempt is unfinished, it can be edited and continued. If AICC has captured the Course Location parameter for the attempt, it will be resumed from the point where learner left the attempt. If not learner will have to continue from the beginning.

To view the attempts, do the following:

- 1. On the course level, go to Course Tools>Learning Module;
- 2. Click the Learning Module icon. The Learning Modules list will appear;
- 3. Select the needed AICC by putting the cursor arrow on it;
- 4. Click the down arrow by the name of the selected AICC to open the Edit Content Block dropdown menu;
- 5. Select All Attempts;
- 6. Once you click **All Attempts** link, the following form will appear:

	(1)		
Tibe	Created by	Status	Points
Attempt #1 new	Learner 1	Yes	100
Attempt #1 BHCM	Teacher 1	No	

All Attempts view of the AICC list displays the following columns by default:

- Title (linked to item) specifies the title of the needed AICC;
- Created By indicates who the AICC was created by and who manages certain AICC ;
- *Status* (Passed or Incomplete) specifies the attempt status and indicates whether the attempt is passed or not;
- *Points* (value range from 0 to 100) shows the number of the points the learner has gained once he/she has passed through AICC;

#### 9.7.3 Managing AICC

To manage AICC, do the following:

- 1 On the **Course** level, go to **Course Tools>Learning Module**;
- 2. Click the Learning Module icon. The list of current learning modules will appear:



Le	earning Mo	odules o		
m	Create Actions -			
	Name	Description	Total Attempts	Last Modified
Lea	arning Modules			
	AICC1		1	1 minute ago
20	Hardware and System Req	uirements	0	11 minutes ago
28	Hardware Requirements		1	9 minutes ago
	Hardware Tutorial		2	1 minute ago
	Introduction		0	2 hours ago
	New scorm		1	9 minutes ago

- 3. Select the needed AICC by putting the cursor arrow on it;
- 4. Click the drop-down arrow against the name of the needed **AICC** file to open the **Edit Content Block** drop-down menu:

Le	earning N	<i>N</i> odules	0
Lea	Create Actions • Name arming Modules		Description
	AICC1	×	
20	Hardware Requirer	Start	
8	Hardware Tutorial	All Attempts	
8	Introduction		
-	New scorm	Settings	
		X Delete	

5. Click **Settings.** The following form will appear:



AICC1 · AICC	2 Settings	
AICC Information		
Name:	AICC1	
Web Address:	http://virtualacademy-qa.sharepointlms.com/course/course/Aiccs/AICC1/AllItems.aspx	
Content package:	http://virtualacademy-qa.sharepointlms.com/course/course/ScormsStorage/aicc(fixed)	
General Settings	Permissions and Management	Communications
Title, description and navigation	Delete this AICC	RSS settings
<ul> <li>Advanced AJCC settings</li> </ul>	Save AICC as template	
<ul> <li>Rating settings</li> </ul>	Permissions for this AICC	
Audience targeting settings	<ul> <li>Workflow Settings</li> </ul>	
Publishing	Enterprise Metadata and Keywords Settings	
Form settings	Information management policy settings	
Views		
View (click to edit)	Default View	
All Items		
Create view		

*Title, Description and Navigation* - allows to change the list's title, description, and appearance on the Quick Launch;

To change **Title**, **Description** and **Navigation** sections, go to **General Settings>Title**, **description and navigation**.

- Advanced Settings allows to change the following settings for the AICC:
  - Attempts;

1

- Timeout between attempts;
- Modal Window option;
- Content area size option;
- Allow Resizing option;
- Minimal size of AICC content window option;
- Show start page option;
- Show Submit button option;
- Show in Grade Book option;
- Certification.

To change the needed AICC Advanced settings section, users need to go to **General Settings**> **Advanced AICC settings.** The following form will appear:



AICC package - List Se	ttings • Advanced AICC settings
Advanced settings Provide settings for additional capabilities for this resource	Attempts: 5 Timeout between attempts: seconds Options: Modal Window Custom Screen Width: 960 px Height: 720 px © Full Screen Minimal size of ALCC content window:
	Width: px Height: px
	Show Start Page Show Submit button
Show in Gradebook:	The last attempt     O The best attempt
Certification Provide settings for setup certification process	Certify: Ves No Certificate Template URL (Click here to test):
	OK Cancel

To change AICC Scheduling section, users need to go to **General Settings**>**Publishing.** The following form will appear:

- Schedule select Yes to schedule the AICC for a specific date and time; note, please, that this feature will remove all unique items permissions;
- *Start Date* enter the start date. From the drop-down lists select hours and minutes when the learning module should be published;
- *End Date* enter the end date when publishing stops. Use the drop-down lists to specify end time.

AICC Package - List Set	tings + Pul	olishing		
Scheduling Specify scheduling options Attention! This feature will remove all unique items permissions.	Schedule ¥es No Start Date		OK	Cancel
	2/8/2016 End Date 2/25/2016	□ 12 AM ▼ 00 ▼	ОК	Cancel



6. Once you have done the needed changes, click **OK** to finish.

– Delete this AICC – the option is implemented to help the user to delete the selected AICC;

*To delete the need AICC,* go to **Permissions and Management>Delete this AICC.** Once you click the link **Delete this AICC,** the following dialog box will appear:

	and the second second second			
?	Are you sure	e you want to sen	d this AICC to the site	Recycle Bin?

Click **OK** to delete the needed **AICC** file.

- *Save AICC as template* – the option allows to save the needed AICC as a template. Once the user clicks the link, the following form will appear:

Enter the name for this template file.	File name: AICC Template	
Name and Description The name and description of this template will be	Template name:	
displayed on the Create page.	AICC Template Template description:	
Tarriet		
Specify if you want to store template in shared location	Template Gallery: List Template Gallery •	

To save the needed AICC as a template, fill in the form according to the following requirements:

- Fill in the **File Name** field to specify the name of the file. The field is required to be filled in;
- Fill in the **Template name** field to indicate the name the template will be displayed under. The field is required to be filled in;
- Fill in the **Template description** to indicate the general information about the template. The field is not required to be filled in;
- Click **List Template Gallery** drop-down to specify the template in shared location. This step is optional;
- Click **OK** to save the changes.



**NOTE**: The **File Name** and the **Template Name** fields are required to be filled in. Otherwise, the error message will appear: 'You must specify a value for this required field'.

Enter the name for this template file.	File name:
Name and Description The name and description of this template will be	You must specify a value for this required field. Template name:
displayed on the Create page.	You must specify a value for this required field. Template description:
Target	Template Gallens List Template Galleny -
Specify if you want to store template in shared location	Category

*– Permissions for this AICC –* helps the user to manage the permission for the selected AICC. To manage AICC permissions, do the following:

- On the AICC level, go to Permissions and Management>Permissions for AICC;
- Click **Permissions for AICC** link. The following form will appear:

BROWSE	COURSE TOO	DLS PERMISSIONS				
Delete unique permissions	Grant Permissions	Edit User Remove User Permissions Permissions	Check Permissions	Course Teachers		
Inheritance	Grant	Modify	Check	Manage		
Site Conte	ents	A This	list has unio	que permissions		
			lame		Туре	Permission Levels
		🔲 🗆 a	geucheva_a		User	Full Control
			ssistants		SharePoint Group	Assistant

- Select the needed check box to specify the groups who have permissions for the **AICC** file;
- Click **OK** to save changes.

– Workflow Settings - allows users to create workflows for the list.

To create the workflows for the needed AICC, do the following:

• Go to Permissions and Management section and select **Workflow Settings.** The following form will appear:



Content Type					
Select the type of items that will	Run on items of this type:				
run the workflow. If the workflow	This List				
that you want to app is a content type workflow, select the name of the content type.	The type that you select filters the list of	work	flow templates.		
Workflow					
Select a workflow to add to this	Select a workflow template:				
list. If a workflow is missing from	Assignments generator				
the list, your site administrator may have to publish or activate it	Assignments review				
may note to possible a destroy. It	Process				
	Description:				
	Launch assignment generation using spe	ecified	i schedule		
Name Enter a name for this workflow. The name identifies this workflow.	Enter a unique name for this workflow:				
Task List			2 M		
Select the name of the task list to	Select a task list:		Description:		
use with this workflow, or create a new one.	Tasks		A place for team of personal tasks.		
History List					
Select the name of the history list	Select a history list:		Description:		
to use with this workflow, or create a new one.	Workflow History	•	This list is used by SharePoint to store the history events for workflow instances.		
Start Options					
Specify how this workflow can be	Allow this workflow to be manually started by an authenticated user with Edit Item permissions.				
started.	Require Manage Lists Permissions to start the workflow.				
	Start this workflow to approve publishi	ng a r	najor version of an item.		
	Creating a new item will start this work	flow.			
	Changing an item will start this workflow.				
			OK Cancel		

• Fill in the form and click **OK** to save changes.

*RSS settings* – allows to configure RSS settings for the needed AICC.
 To manage RSS settings, do the following:

- On the AICC level, go to Communications>RSS Settings;
- Click the RSS Settings link. The following form will appear:



List RSS	Allow RSS for	this list?				
	Ves @	No				
	9 163 G	140				
RSS Channel Information	Truncate mult	ti-line text fields to 256 chara	icters?			
Specify the channel elements that	@ Vec B No					
Jenne the Kas reeu.	Title:					
	Coursel: A	JCC 1				
	Description:					
	RSS feed f	or the AICC 1 list.				
	Image URL:					
	/sites/c1/_	layouts/15/images/siteIcon.p	ing			
	(Click here t	to test)				
Columns						
Select the columns to display in the RSS description, items		Select all				
marked with an asterisk (*) are	Include	Column Name	Display Order			
happed to standard RSS tags. For example, "Created by" is		Points	1 🔳			
mapped to the RSS "Author" tag.		App Created By	2 •			
		App Modified By	3 💌			
	E	Attempt #	4 -			
	100	Created By	5 💌			
	(F)	End Time (*)	6 💌			
	173	Folder Child Count	7 💌			
	(m)	Item Child Count	8 -			
	1771	Modified By (*)	9 -			
	E1	Selection Checkbox	10			
	<b></b>	Start Time	11			
	100	Statue	12			
	(m)	Title (*)	13 .			
	101	Version	14			
	6.1	YCSION	14			
Item Limit	Maximum ite	ems to include:	1			
The RSS feed includes the most recent changes.	25					
	Maximum da	avs to include:				
	7					
		Defaults OK	Cancel			

• Fill in the form and click **OK** to save changes.



#### 9.7.4 Including AICC into the Learning Module

To include AICC into the learning module, do the following:

- a. On the course level go to **Course Tools>Learning Module**.
- b. The list of the Course Learning modules will appear:

Le	earning Mod	dules o		
m	Create Actions -			
	Name	Description	Total Attempts	Last Modified
Lea	rning Modules			
	AICC1		1	1 minute ago
2	Hardware and System Requir	ements	0	11 minutes ago
2	Hardware Requirements		1	9 minutes ago
	Hardware Tutorial		2	1 minute ago
	Introduction		0	2 hours ago
	New scorm		1	9 minutes ago

- c. Select the needed learning module by putting the cursor arrow on the item.
- d. Click the down arrow by the name of the necessary learning module to open the Edit Content Block drop-down menu:

CLMS365 On-Premises	Introductory Course Learning Modules or				
Tools Announcements	Create Actions • Name	Description			
	Learning Modules				
Documents	Hardware Requirements	•			
Discussion Board	😂 Hardw Start	-			
🔍 Chat	Hardw				
🔗 Mailbox	All Attempts				
😤 Links	🔏 New Li 🕞 Settings				
E Reports	SCORI 🗙 Delete				

- e. Click Settings icon. Learning Module Settings page will appear;
- f. Click Add Item link at the bottom of Learning Module Settings page:



Learning Module
Important Information.aspx
AICC 1
👩 Quiz 1
Essay
Survey 1
Add Item

g. Once you click **Add Item** link, the following form will appear:

Hardware Requir	ements · List Settings · Add Item
Item Type Select the type of item you want to create	Item Type: AICC Chapter Content Document File Link Quiz SCORM Survey Assignment
Item settings Please perform settings related to this item type	AICC: AICC1 AICC1 AICC2 AICC2 AICC3 The best attempt
E-signature Please select your E-signature requirements to this item type	<none> •</none>
Parent node Please select parent node	<none> *</none>
Prerequisites	
	OK Next Cancel

- In the open form, select the AICC radio button, and then select the necessary AICC from the list of the uploaded ones; for details on completing this form, see <u>Chapter 9.1</u>, 'Creating Learning Modules';
- Click **OK** to finish or **Next** to add more items.



#### 9.7.5 Links

The **Links** section allows learners to use references for helpful information. References are presented in the form of course links.

To access the course links, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Links**. The list of course links will be shown in the main workspace area:

BROWSE COURSE TOOLS	ITEMS LIST				🖸 SHARE 🏠	FOLLOW [0]
On-Premises.	<mark>∄ software Co</mark> Links ⊲	burse D			Search this site	م
Recent	🗐 Туре	Link	Notes	Approval Status	Scheduling Approval	
Library	D	Wikipedia		Pending	In Progress	
Site Contents	D	Software Testing	A very useful article	Pending		
	🗣 Add new lin	nk				

3. In the list of links, click a reference to a resource that you want to open. The system may be tuned to track whether course links were visited by the Student or not.

The **Type** icon to the left of each link allows you to view <u>detailed link information</u>;

NOTE: Column names at the top of the list are clickable and allow you to sort links in ascending or descending order or apply a filter to the list:
 Use the Link Name or column names to sort links alphabetically;

- To sort visited and not visited links in the list, click the Visited link in the column head and choose one of the following options from the context menu:
  - Sort Ascending/ Descending to sort links by state in the required order;
  - Clear Filter to remove the filter criteria for the Visited column;
  - **False/True** to show only not visited/visited links in the list.

The **Actions** and **Settings** buttons at the top of the list allow performing actions and operations typical for SharePoint. Note, that these buttons are visible to users whose permission level presupposes this.

# 9.8 Creating Links

To create a new link, do the following:

- 1. Enter the necessary course;
- 2. On the left **Tools** menu, click **Links**. The system will open a list of links;
- 3. Click Add new link. The following form will be opened:



Title *	Software Testing
URL *	https://en.wikipedia.org/wiki/Software_testing
Notes	A very useful article
Keywords	
Start Date	Scheduled approval start date
End Date	Scheduled approval end date
New Window	

- 4. Fill out the form as described below:
  - Type the name of the link into the **Title** field. Type the URL of the web site or page into the **URL** field. (These fields are required);
  - Add the link description in the Notes field;
  - Enter keywords in the **Keywords** field;
  - Select **Start Date** for the approval;
  - Select **End Date** for the approval;
  - Select the **New Window** check box if the link should be opened in a new window;
- 5. Click **Save** button to add the link.

## 9.9 Creating Folders

For better organization of your links you can create folders and subfolders in the links repository. The folders will be added as a tree-structure allowing you to create a branched hierarchy.

To add a new folder, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Links**. The list of available links will be shown in the main workspace area;
- 3. On the toolbar, click **New Folder**. The following form will be opened:

reate a nev	v folder		
Items on th approved b	is list require content approval. Your y someone with proper rights. More	submission will not appear in pub information on content approval.	blic views until
Name *	1st tem students	111 #**	

- 4. Type the name of the folder into the **Name** field;
- 5. Click **Save** button to add a folder. Click **Cancel button** to discard the changes.



# 9.10 Viewing Link Details

To view the link details and manage its properties, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Links. The system will open a list of links;
- 3. Choose the necessary link and click the View Item icon in the Items tab:

BROV	VSE VIEW CO	URSE TOOLS		
Edit Item	Version History Shared With Delete Item Manage	<ul> <li>Alert Me</li> <li>Approve/Reject</li> <li>Workflows Actions</li> </ul>		
Rece L Site	ent ibrary Contents	Title URL Notes	Software Testing https://en.wikipedia.org/wiki/Software_testing A very useful article	
		Keywords Start Date End Date New Window	No	
		Approval Status Created at 2/3/20	Approved 16 3:48 PM by ageucheva_a /3/2016 3:55 PM by System Account	Close

- 4. Use the options on the toolbar to perform the following operations:
  - Click Edit Item to edit link properties (for details, see <u>chapter 9.8</u> "Creating Links");
  - Click **Delete Item** to delete the link;
  - Click Shared With to assign users and group permissions for this link;
  - Click Approve/Reject Item to approve or reject the link;
  - Click Workflows to manage workflow steps;
  - Click **Alert Me** to manage notification settings.

### 9.11 Managing Folders and Links

To manage previously created folders, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Links**. The list of available documents will be shown in the main workspace area:



🔲 Туре	Link	Notes		Approval Statu
0 0	Wikipedia Software Testing	Edit Item		Approved Approved
🕈 Add new lin	k	View Item		
		Advanced	•	Manage Permissions Compliance Details
				Approve/Reject
				Approve/Reject Workflows Alert me

- 3. From the drop-down list of the necessary item, select one of the following options:
  - View Item to view link or folder details;
  - Edit Item to modify folder or link properties (for details, see <u>sections 9.8</u> "Creating Links" and <u>9.9</u> "Creating Folders");
  - Approve/Reject to approve or reject the item;
  - Workflows to manage workflow steps;
  - Alert Me to manage notification settings;
  - Manage Permissions to manage permissions for the link;
  - Compliance Details to determine what retention stage an item is in. You can also take action to keep this item in compliance with organizational policy;
  - **Follow** to follow the link and get updates in your newsfeeds;
  - **Delete Item** to delete the folder or link from the list.

## 9.12 Links Tracking

To track what links are used, do the following:

- 1. In the List section enter the View drop-down menu at the right top corner of the page;
- 2. Choose Visited or Not Visited to see what links have been clicked:



	*	🎲 Modify View 🚽	Current View:	6
View Oulek	Create	👔 Create Column	All Links +	Tans &
Edit	View	Navigate Up	Default	Notes
View Format		Manage V	All Links	Tags and Notes
			Public	
Recent Library			Not Visited	*
			Visited	ikipedia
Site Contents	5		Moderated	oftware Testing
		4	Approve/reject Items	5
		0.7	My submissions	




## 10. QUIZZES

To view the list of current Quizzes, do the following:

- 1. Open the needed **Course**;
- 2. In the Course Tools menu select Quizzes. The list of current quizzes will appear:

BROWSE COURSE TOOLS	
CLMS365 On-Premises	de Software Course QUIZZES ⊕
Recent Library Site Contents	Name Quizzes
	Simple Quiz Software Quiz

The Quizzes page contains three sections: Quizzes, Surveys, and Questions Pools.

The *Quizzes* section contains a list of quizzes, the *Surveys* section contains a list of surveys, and the *Question Pools* section contains a list of question pools.

- **NOTE**: Quizzes are ordered by categories. Each category has its own order. Items of the Quizzes list can be reordered. To reorder the items, do the following:
  - 1. Click **Actions > Change order** at the top;
  - 2. From the drop-down lists with numbers, select a position for every item, and then click **OK**:

$\bigcirc$	LMS365
	Unimemses

Item Order Under "Position from Top", select	a number for each item.
Quizzes	
Position from Top	Name
1-	Quiz 1
2	Quiz 2
Surveys	
Position from Top	Name
1 -	Survey 1

### 10.1 Creating Quizzes

A **Quiz** is a type of examination consisting of several questions. Quizzes can be used as intermediate or final tests in the learning process. When adding a quiz, you need to specify general properties of a new quiz. Then you need to add quiz questions.

To create a new quiz and specify its properties, do the following:

1. Open the necessary **Course** and select the **Quizzes** icon on the **Course Tools** menu. The system will display all quizzes, surveys and question pools for the selected course. Click **Create:** 

BROWSE COURSE TOOLS	
CLMS365 On-Premises	Duizzes
Recent Library Site Contents	Create Actions - Name Quizzes
	Simple Quiz Software Quiz

2. In the Quiz section, select Quiz:



Quizzes → (	Create	
Quiz	Ourse liet	
Create news	2012 list	
Quiz	Question Pool	Survey
Quiz Jh	Question Pool	Survey
Ouiz More	Question Pool More	Survey Survey Template

3. Fill out the form fields as described below:



Create Quiz	
Name and Description Type a new name as you want it to appear in headings and links throughout the site. Type a descriptive text that will help site	Name: Final quiz
visitors use this resource.	Description:
	Final quiz of the course
Navigation:	
Specify whether a link to this resource appears in the Quick Launch.	Display this resource on the Quick Launch?
Scale settings	505-0
Provide settings for setup scale for this resource	use: ● Scale Set: Default (UK) +
	O Numerical
	Min: Max:
	Display options:
	Add to default view
	Show grade
	<ul> <li>Show percentage</li> </ul>
	Combined view
	Passing Grade:
	<ul> <li>A</li> </ul>
	Passing Value:

- Name enter the name of the created quiz;
- Description type in the description of the quiz;
- Navigation Select Yes to display a link to this Quiz on the Quick Launch;
- Use:
  - *Scale Set* –from the drop-down list select the scale which should be applied to this Quiz;
  - *Numerical* set your own values. To set a scale, refer to the <u>Scale Templates</u> section;
- Display options check the box if you want to add a scale to default view. Select the way the scale should be displayed;



# **NOTE:** The selected display options variant influence only Quizzes tasks list. Display options for Grade Book are set separately in the Grade Book options.

- Passing Grade select this option to select passing grade from the dropdown menu.
   The quiz will be considered as passed only if Learner gets selected grade or higher;
- Passing Value select this option to set passing percent. The quiz will be considered as passed only if Learner gets set % or higher:

Advanced settings:	Attempts:
Provide settings for additional capabilities for this resource	5
	Attempt timeout
	20 seconds
	Change Linear
	Show time:
	UTES ONO
	Show percentage:
	Utes INO
	Show Score for Learner:
	U Yes @ No
	Show Grade for Learner:
	()Yes ●No
	Show page count for Learner
	●Yes ○No
	Allow Learner to Review Attempt
	O Yes ● No
	Show Correct Answer:
	O Yes ● No
	Allow navigation between questions:
	○Yes ●No
	Hide Question Name
	OYes ●No
	Timeout between attempts:
	seconds
	Randomize:
	O Yes      No
	Show in Gradebook:
	The last attempt     O The best attempt
	Advanced Scoring
	O Yes      No
	Options:
	Show Start Page
	Add additional description to Start Page:

- Attempts enter the number of attempts allowed to pass the quiz;
- Attempt Timeout you may specify time for which the quiz should be passed;
- Show Timer you can set/hide the timer when passing the quiz attempt;

**NOTE:** By default, the **Show Timer** check box is selected. When the timer is hidden, it is not seen for all the learners taking the quiz. When the timer is hidden but a timeout is set for a quiz attempt, user does not see the timer when passing the quiz but sees a warning that the time is up and all his further answers won't be submitted when time runs out.

- Show percentage select yes to display percent of right answers;
- Show Score for Learner select Yes to show the quiz score for the user;
- Show Grade for Learner select Yes to show the quiz grade for the user;
- Allow Learner to Review Attempt select Yes to allow the user to review the results;



- Show Correct Answer select Yes to display correct answers during review. Correct answer is displayed if Learner's answer was cot correct.
- **NOTE:** If you disable *Show percentage, Show Score for Learner, Show Grade for Learner, Allow Learner to Review Attempt* options, learner will not be able to view any quiz results after finishing the quiz. On the last quiz page, they will only see the total time spent on the attempt and a message: "You finished this quiz. Press Finish to leave." The quiz results can be viewed in the learner's Grade book.

If a learner opens the attempts list and clicks the attempt trying to review it, he will get an "Access denied" message.

Allow Navigation between questions - allow learners to navigate through all questions before submitting a quiz using the new navigation interface. If the option is enabled, after starting a quiz attempt a user will be able to browse quiz questions with the **Previous** or **Next** buttons. The option helps learners to skip some questions and answer them later; learners can also use this option to navigate between questions in quizzes. Note that quiz questions with branching option enabled can't be skipped: when a user comes to a key branch question, he can't press the **Next** button until this question is answered, he will see a red warning that the question should be completed. Also note that after clicking the **Next** or **Previous** buttons all answered questions will be saved and you will not be able to change them anymore (the answering field will be inactive):

Quiz 3			
00:26   Skipped: 0			
Q1			
Select True.			
💿 True 💿 False	Clear	]	
Q2	_		
Select False.			
🔵 True 🍥 False			
Q3			
Select True.			

- **NOTE:** Question types are reset to empty values to let users click and see another question without answering a current one for next reasons:
  - in order to be able to skip Multiple Choice question type, all radio buttons will be unchecked by default;



- in order to be able to skip Multiple Answer question type, all check boxes will be unchecked by default, and if user checks any it's considered as his answer (if nothing applies a teacher should add a 'None of the above' answer option). When a teacher creates Multiple answer he must check at least one option;
- in order to be able to skip Drop down ordering question type, all drop-down boxes have a default empty option.

When Allow Navigation between questions option is enabled, a new **Clear** button appears (to make it easy to uncheck an answer after it is selected). The button appears automatically next to the question's answer options when at least one answer option is not empty and it is not on focus. When a user clicks the **Clear** button, it resets all answer options to empty values and the button itself disappears. This option might be very useful when navigating between quiz question pages or skipping them, because after a user clicks the **Next** or **Previous** buttons, all answered questions will be saved and can't be changed:

Quiz 3
00:26   Skipped: 0
Q1
Select True.

Note please that the **Clear** button appears on the quiz edit form <u>ONLY</u> for the following question types:

- Drop Down Ordering;
- True or False;
- Multiple Choice;
- Multiple Answer;
- Matching;
- Gap Fill;
- Hot Spot.
- Hide Question name select Yes to hide titles of questions from Learners;
- *Timeout between attempts* you may specify the time between every attempt;
- Randomize select Yes to randomize questions in the quiz. Note that questions are randomized within a page only;
- Show in Grade Book specify whether you want the last or the best attempt to display in the Grade Book section;
- Advanced Scoring specify whether to allow Teacher/Instructor to define lower and higher bound for each question in a quiz, so that when system will calculate the number of points for each question, it will take lower bound if answer was incorrect, and higher bound is correct answer was given;
- Show start page select Yes to show the start page before opening quiz;



After enabling 'Advanced Scoring' option, Teacher/Instructor can set two point values for each question: lower bound and higher bound. Sample picture for True/False question type is presented below:

Question additional settings		Qu	estion:			
Please enter your detailed question here if	required		Select Tri	Je.		
		Bra	inching: Branching ect correc @ True (	r enabled t answer: © False		
		Poi	ints:	10		
			•3 Mandator	γ	1	_
Security settings Allow to switch the option when each Quiz Attempt can be continued on workstation where it was initially started only	Stick attemp @ Yes	ot to wor No	kstation			
Feedback Templates Select default feedback that will be used for new questions in the quiz	Feedback	. Templat	tes Gallery:	No selection •		
Certification Provide settings for setup certification process	Certify: Ves Certificate	No Templat	te URL (Click	here to test):		
Scheduling Specify scheduling options Attention! This feature will remove all unique items permissions.	Schedule Start Date End Date 2/28/201	No		12 AM 🔹 00 🔹 12 AM 🔹 00 🔹		
					OK	Cancel

- Stick attempt to workstation select No if you want to allow users to resume the attempt from different computers. If you select Yes the attempt will be resumed only from the same workstation, where it was started. Technically the option will "stick the attempt" to browser cookies;
- **NOTE:** Browser "*Accept third party cookies*" option should be switched on to resume the attempt after you enable this quiz option.



- Feedback Templates Gallery the section allows you to choose the feedback template created earlier and apply it to the quiz; for details, see chapter 14.7 <u>Creating Feedback</u> <u>Templates.</u>
- **NOTE:** If you select a feedback template, then later, while creating quiz questions, the feedbacks from template will be automatically applied to the question. If you want to change them, type new text into the appropriate sections.

To select a template, do the following:

a. Click the down arrow > **Change**:

Feedback Templates	Feedback Templates Gallery:	No selection +	
select default reedback that will be used for new questions in the quiz		Change	
Certification	6.11	C)	
Provide settings for setup certification process	© Yes @ No		
			E
	Certificate Template URL (Clic	k here to test):	

b. Select the path to Feedback Templates folder of the current course:



- c. Click **OK.** The available feedback templates now appeared on the page;
- d. Click the necessary template. Its name becomes bold:



reedback remplates		-
Select default feedback that will be used for new questions in the guiz	Feedback Templates Gallery:	Feedback Templates
	B EFeedback Templates	
	D Feedback 1	

**NOTE:** If there are no default feedback message templates created yet or you want to change the messages for the particular quiz, you can manually set the feedback messages for the quiz after its creation. Go to Quiz **Settings > Feedback Settings**, and then type in the appropriate text for Positive, Semi-Positive and Negative feedback.

Quiz feedbacks are applied by default to every newly created question. To set the feedbacks for the existing questions or to change the messages for the particular question, go to **Quiz Settings** >Question name, and then add feedbacks manually.

 Certify – select Yes to enable certification for this quiz. To create a certificate, see <u>chapter 4.4</u>"Certificate Templates";

Certification		
Provide settings for setup certification process	Ves      No	
	http://qnd-fe01:42797/sites/c1/CertificateTemplates,	
	Certificate Template URL (Click here to test):	

Use the **Browse** button to select certificate template for the quiz:

elect Course Certificate Template		
Select Course Certificate Template		Help
Show all courses with certificate templates		
AssharePoint LMS <u>Manage</u>		
Gourse 1 Manage		
E Certificate Templates		
DLP_cert_2.jpg		
Url:		
	ОК	Cancel

- Schedule select Yes to schedule the quiz for a specific date and time;
- In the Start Date field enter the start date. From the drop-down lists select hour and minutes when the quiz be published;
- In the *End Date* enter the end date when publishing stops. Use the drop-down lists to specify end time.
- 4. Click **OK** at the bottom of the form to create a quiz.

## 10.2 Creating Quiz Questions

After you have created a new quiz and specified its properties, you need to add questions that should be answered by students when they do the quiz.

To add a new question to the quiz, do the following:

- If you add questions right after you created a quiz, then the page for adding questions opens right after you click **OK** to finish creating a quiz. In this case, do the steps 4 and 5;
- If you already closed the page for adding questions or you want to add questions to the already existing quiz, do the steps 1-5.
- 1. Enter the necessary course, and then on the **Tools** menu, click **Quizzes**;
- 2. Click the needed quiz name, and select **Settings** from the drop-down list;
- 3. In the Quiz Questions section, click Add Question. The form for adding a question will open.
- 4. Complete the open form:



0			
Question name: Question 4			
Question Type:			
Drop Down Ordering			
© Free Text Answer			
© True or False © Multiple Choice			
			© Short Answer
Multiple Answer			
O Hot Spot			
© Matching			
© Gap Fill			
Calculated			
Page separator			

- Question Name enter the name for the question;
- Question Type select the required question type from the list;

Rease enter your detailed question here if	Question:			
required	Type question text here			
	Answers:	add		
	Points: 10 I Mandatory			
		OK	Next	Cancel

- Question type the question (You may use the HTML editor to create your question);
- Additional settings -These settings depend on the question type. For details, see section 10.3 <u>Question Types</u>;
- Points- enter the number of points you want to assign to this question (optional);
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Templates If you set feedbacks for the quiz from the template, they are applied by default in this field. If there is no default feedback messages applied to the quiz <u>OR</u> you want to change the messages for the particular question, in this section



you can manually set the feedback messages. The option allows users to correct both the question and the learners' answers once the attempt is passed. Type in the appropriate text for Positive, Semi-Positive and Negative feedback;

Simple Ouiz + Lis	t Settings • Ouiz feedback settings
Positive feedback	Your answer is correct!
Semi-positive feedback	
Contains feedback for partially right answers	Your answer is partially correct.
Negative feedback	
Contains negative feedback	Your answer is incorrect.
	ÖR



<ul> <li>Feedback settings</li> <li>Allow you to setup messages will be displayed to user depends on user's answer</li> </ul>	Hint: (optional)         Hint Cost: (% of question points)         0         Positive Feedback         Your answer is correct!         Negative Feedback         Vour answer is incorrect.         Semi-positive Feedback         Your answer is partially correct.         Our answer is partially correct.         Pour answer is partially correct.         OK       Cancel
<ul> <li>Hint Settings</li> <li>specify the history</li> </ul>	- type a hint to help learners give the right answer, and then int cost.

5. Click **OK** to save the changes and finish creating; click **Next** to save the changes and add another question.

## 10.3 Question Types

Currently the system allows you to select among <u>11 types</u> of quiz questions:

- Drop Down Ordering;
- Free Text Answer;
- True of False;
- Multiple Choice;
- Short Answer;
- Multiple Answer;
- Hot Spot;
- Matching;
- Gap Fill;
- Calculated;
- Page Separator.

Once you have decided to add more questions to the quiz, you are to do the following:

- 1. On the course level, go to Course Tools>Quizzes;
- 2. Select the needed quiz by putting the cursor arrow on it;
- 3. Click the down arrow by the name of the selected quiz to open Edit Content Block drop-down menu;
- 4. Select Settings;



5. The Quiz Information page will appear. Select Add Question:

General Settings	1	Permissions and Management	Communications
= Title, description and navigation		Delete this quiz	# RSS settings
<ul> <li>Advanced quiz settings</li> </ul>		Save quiz as template	
Feedback settings		Permissions for this guiz	
<ul> <li>Audience targeting settings</li> </ul>		Workflow Settings	
Rating settings		Enterprise Metadata and Keywords Settings	
= Publishing		Information management policy settings	
= Form settings			
Quiz Questions			
Question (click to edit)	Type	Branching Logic	
Q1	True or False		
Q2	True or False	:	
Q3	True or False	2	
* Add Question			
Import questions			
Change question order			
· Import questions from QTI packa	ge		

- 6. Question creation form will appear;
- 7. Fill in the form specifying the needed information;
- 8. Click **OK** to finish.

You can specify **Feedback setting** in the form's corresponding section. Click Feedback **settings.** The following form will appear:

<ul> <li>Feedback settings</li> </ul>	
Allow you to setup messages will be displayed to user depends on user's answer	Positive Feedback
	Your answer is correct!
	Negative Feedback
	Your answer is incorrect.
	Semi-positive Feedback
	Your answer is partially correct.

It allows the user to set up messages which will be displayed depending on the user's answer.



You can specify **Hint Settings** in the corresponding field of the form. Once you click Hint Settings, the following form will appear:

Allows setting up a hint and its cost for question (if a hint is used the number of question points will be reduced by the specified percent)	Hint: (optional)
the specified percent)	RAM
	Hint Cost: (% of question points)
	30

Fill in the form to set up a hint and its cost for question.

**NOTE:** It's possible to define Feedback and Hint settings for a question when it is created or edited inside a question pool (either on course or on organization level).

Below is a detailed description of how to create each type of quiz questions.

#### 10.3.1.1 Drop Down Ordering Questions

The Drop Down Ordering question is a question that requires arranging items in the correct order. Each item is selected from a drop-down list.

**NOTE:** The correct order of the items is the order in what you have typed them in the answer text boxes.

20.8	53.00			
1,	Tokyo			
2.	-			
3.	Moscow			
	New Yor	k 🞝		
	Tokyo			

To add a Drop Down Ordering question, do the following:



- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the Quiz Questions section, select Add Question:

Question Name and Type	Ouestion name:
Type a name for this question, and select the type of question you want to create	Big Cities
	Question Type:
	Drop Down Ordering
	© Free Text Answer
	© True or False
	© Multiple Choice
	© Short Answer
	Multiple Answer
	Hot Spot
	© Matching
	© Gap Fill
	© Calculated
	Page separator
Question additional settings Please enter your detailed question here if required	Question: List the cities in the ascending order from underpopulated to most
	Answers: Tokyo Remove New York Remove Moscow Remove add Points: 10 Mandatory
Feedback settings	
Hint Settings	
	OK Next Cancel

- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the Drop Down Ordering option;



- *Question* type the text of the question using the embedded editor to format the text;
- Answers define possible answer options. Click Add;
- Points specify the number of points a user can get for answering the question;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see <u>chapter 10.7</u> "Creating Feedback Templates";
- Hint Settings enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent;
- 6. Click **OK** to create a question.
- **NOTE:** To skip Drop down ordering question type, all drop-down boxes have a default option **Not selected**.

#### 10.3.1.2 Free Text Answer

Free text answer question is represented as a question and an empty text field. Students should type the answer into the text field. There are no defined correct answer options:



4. From the Quiz Questions section, select Add Question:



Question Name and Type	Question name:				
Type a name for this question, and select the type of question you want to create	Question 4				
	Question Type:				
	© Drop Down Ordering				
	Free Text Answer				
	© True or False				
	Multiple Choice				
	© Short Answer				
	Multiple Answer				
	O Hot Spot				
	© Matching				
	© Gap Fill				
	© Calculated				
	© Page separator				
Question additional settings	Question:				
Please enter your detailed question here if required	What do you know about the system described?				
	Points:				
	10				
	Mandatory				
Feedback settings					
Hint Settings					
	OK Next Cascel				
	Cancer				

- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the Free Text Answer option;
  - Question type the text of the question and use the embedded editor to format the text;
  - *Points* specify the number of points a user can get for this answer;
  - Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates";
  - Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
  - *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.3 True or False Questions

The True or False question is represented as a question itself and two radio buttons with answer options: true and false. Students can select only one answer option:



Q2	
Select False.	
🔘 True 🔘 False	Clear

To add a True or False question, do the following:

- 1. Enter the necessary course;
- 2. On the left Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:

	Quartian name:	
Type a name for this question, and select the type of question you want to create	Question 2	
	Question Z	
	Question Type:	
	Drop Down Ordering	
	Free Text Answer	
	True or False	
	Multiple Choice	
	Short Answer	
	Multiple Answer	
	O Hot Spot	
	Matching	
	© Gap Fill	
	Calculated	
	Page separator	
	Software is any set of instructions that directs a computer to perform specific tasks or operations.	
	Software is any set of instructions that directs a computer to perform specific tasks or operations.	
	Software is any set of instructions that directs a computer to perform specific tasks or operations. Branching: Branching enabled	
	Software is any set of instructions that directs a computer to perform specific tasks or operations. Branching: Branching enabled Select correct answer:	
	Software is any set of instructions that directs a computer to perform specific tasks or operations. Branching: Branching enabled Select correct answer: True © False	
	Software is any set of instructions that directs a computer to perform specific tasks or operations. Branching: Branching enabled Select correct answer: True S False Points:	
	Software is any set of instructions that directs a computer to perform specific tasks or operations.  Branching: Branching enabled Select correct answer: True © False Points: 10	
	Software is any set of instructions that directs a computer to perform specific tasks or operations.  Branching: Branching enabled Select correct answer: True © False Points: 10 Mandataor	
	Software is any set of instructions that directs a computer to perform specific tasks or operations.  Branching: Branching enabled Select correct answer: True © False Points: 10 Mandatory	
Feedback settings	Software is any set of instructions that directs a computer to perform specific tasks or operations. Branching: Branching enabled Select correct answer: True © False Points: 10 Mandatory	
<ul> <li>Feedback settings</li> <li>Hint Settings</li> </ul>	Software is any set of instructions that directs a computer to perform specific tasks or operations.  Branching: Branching enabled Select correct answer: True G False Points: 10 Mandatory	
<ul> <li>Feedback settings</li> <li>➢ Hint Settings</li> </ul>	Software is any set of instructions that directs a computer to perform specific tasks or operations.  Branching: Branching enabled Select correct answer: True © False Points: 10 Mandatory	

- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the **True or False** option;
  - Question type the text of the question and use the embedded editor to format it;
  - Branching Enabled select this checkbox to enable branching. Branching can be used to skip to a specific question based on the user response. A page break is automatically inserted after a question with branching enabled;
    - *From the True drop*-down list, select the action that will be performed if the learner selects *True*;
    - *From the False drop*-down list, select the action that will be performed if the learner selects *False*;



- Select correct answer select True or False as the correct answer;
- *Points* specify the number of points a user can get for the correct answer;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates";
- Hint Settings enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent;
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.4 Multiple Choice

The **Multiple Choice** question is represented as a question itself and a group of radio buttons with answer options. Only one option can be correct at the same time:

Question 6	
Find member of the EU.	
🔘 Canada	
Germany	
Australia	
Clear	

To add a Multiple Choice question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:



Question Name and Type	Question name:				
Type a name for this question, and select the type of question you want	Question 6				
to create	Question Type:				
	Drop Down Ordering				
	C Free Text Answer				
	True or Falce				
	Multiple Choice				
	Short Answer				
	Multiple Answer				
	Hot Spot				
	C Matching				
	© Gap Fill				
	Calculated				
	© Page separator				
Question additional settings	0				
Please enter your detailed question	Question:				
	Branching:				
	Branching:				
	E Branching enabled				
	Order of answers:				
	Disable answers randomization				
	Answers	Percenta			
	<ul> <li>Germany</li> </ul>		Remove		
	Australia	0	Remove		
	Canada	0	Remove		
	Add Choice:		· · · · · · · · · · · · · · · · · · ·		
	China				
			1		
			906		
	Points:				
	10				
	Mandatory				
Feedback settings					
Hint Settings					
			1 2 2 1		
		100 M	Geo 7/6		

5. Complete the form:



- Question Name type the name of the question;
- Question Type select the Multiple Choice option;
- Question type the text of the question and use the embedded editor to format it;
- Order of answers select this checkbox to disable answers randomization. Answers are randomized by default. Note, that questions are randomized within one page only;
- Result Set and Percent these fields are available for partially correct answer options;
- 1. Default Result set is the result set that takes 100% of points;

2. Select **New** in the **Result Set** field and enter the percent this answer combination matches to the correct answer in the **Percent** field (the percent is counted from the value of the field 'Points');

3. To add one more result set after you've entered the options for the current, just select 'New' from 'Result Set' Drop-down or if you finished creating result sets. (Find also in Teacher's manual, p. 183);

- Answers input the answer option and use the embedded editor to format the text. Click
   Add to add it;
- Points -- specify the number of points a user can get for the correct answer;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates";
- *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

**NOTE:** In order to skip Multiple Choice question type, all radio buttons will be unchecked by default. When the user selects a button it becomes selected. To unselect option, click the Clear button:

Question 6
Find member of the EU.
Germany
Australia
Clear
·

#### 10.3.1.5 Short Answer

The Short Answer question is represented as a question and an empty text field. Students should type the correct answer into the text field:



Question 7	
Who invented the telephone?	

To add a Short Answer question, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Quizzes**;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:

Question Name and Type	- 25	8				
Type a name for this question, and select the type of question you want to create	Question name:					
	Question 7					
	Qu	estion Typ	e:			
	Orop Down Ordering					
	O Free Text Answer					
	0	True or F	alse			
	Multiple Choice					
	0	Short An	swer			
	0	Multiple	Answer			
	0	Hot Spot				
	0	Matching	9			
	0	Gap Fill				
	0	Calculate	ed			
	0	Page sep	arator			
Question additional settings	Qu	estion:				
Prease enter your detailed question here if required		Who inve	nted the telephone			
	Ans	swers:				
		#	Answer	%		
		1 Alexand	der Graham Bell	100	Remove	
		2 Alexan	der Bell	80	Remove	
		3 Bell		60	Remove	
		-		60	add	
	Poi	E Keg	ular expression			
		10				
		10				
		Mandato	Ω,			
Feedback settings						
P Hint Settings						
			C	K N	Ext. Cancel	





- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the Short Answer option;
  - Question type the text of the question and use the embedded editor to format it;
  - Answer enter the answer option. In the % field enter the percent of how this answer matches to the correct answer. Click Add to add the answer option. Click Remove to remove the answers added before;
  - Regular expression –select the check box for user input validation and text reformatting (for example, short answer "input numbers 1 to 5" can be validated as [1-5] expression).
     For more information on regular expressions, see the article <u>Regular Expression</u> <u>Language</u>;
  - *Points* specify the number of points a user can get for the correct answer;
  - Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
  - Feedback Settings for details, see <u>chapter 10.7</u> "Creating Feedback Templates";
  - *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.6 Multiple Answer

The **Multiple Answer** question is represented as a question itself and a group of check boxes with answer options. Here several options can be correct at the same time:

Question 8
Specify synonyms to the word 'to like'
✓ to be fond of
🔲 to hate
🔽 to love
Clear

To add a Multiple Answer question, do the following:

- 1. On the course level go to **Course Tools>Quizzes**;
- 2. Select the needed quiz by putting a cursor arrow on it;
- 3. Click the down arrow by the name of the selected quiz to open Edit Content Block drop-down menu;
- 4. Select Setting; The Customize quiz page will appear;
- 5. From the Quiz Questions section, select Add Question;
- 7. Complete the form:



Question Name and Type	Question name:						
Type a name for this question, and select the type of question you want	Question 8						
to create	Question Type:						
	C Drop Down Ordering						
	@ Free Text Answer						
	C True or False						
	Multiple Choice						
	Short Answer						
	Multiple Answer						
	Hot Spot						
	Matching						
	💮 Gap Fill						
	Calculated						
	Page separator						
Question additional settings	Question						
Please enter your detailed question	Question.						
	Disable answers randomization Result Set: Default Remove Percent:						
	100						
	Answers:						
	I Wells	Remove					
	🗹 Dostoyevsky	Remove					
	Chekhov	Remove					
	🗹 Bulgakov	Remove					
		Add					
	Points:						
	10						
	Mandatory						
Feedback settings							
Hint Settings							
		ОК	Next	Cancel			

- Question Name type the name of the question;
- Question Type select the Multiple Answer check box;
- Question type the text of the question and use the embedded editor to format it;



- Order of answers select this checkbox to disable answers randomization. Answers are
  randomized by default. Note, that questions are randomized within one page only;
- Result Set and Percent these fields are used for setting partially correct answer options.
   First select correct combination of answer variants for the **Default** result set, which is graded 100 % of points set for the question. Then select **New** in the **Result Set** field, select partially correct combination of answer variants and enter in the **Percent** field the percent this answer will be graded;

For example, set combination of answer options 2 and 3 as 75 percent:

Result Set: 1. (0%)  Remove	
Percent:	
75	
Answers:	
C Wells	Remove
Dostoyevsky	Remove
Chekhov	Remove
Bulgakov	Remove
	Add

Add all partially correct variants with corresponding grading options.

All variants and combinations not set as partially correct, are considered by the system as incorrect and score no points.

- Answers input the answer option and use the embedded editor to format the text. Click
   Add to add it;
- Points -- specify the number of points a user can get for the correct answer;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates".
- **NOTE:** To skip Multiple Answer question type, a teacher is to add the option '*None of the above*'. Then all check boxes will be unchecked by default. If the user checks any, it is considered as his answer. If nothing applies, he checks '*None of the above*' option. When a teacher creates the answers, he must check at least one option as opposed to current system when he can leave all unchecked:



Answers:		
🔲 to be fond of	Remove	
🔲 to hate	Remove	
🔲 to love	Remove	
🔽 none of the above	Remove	
	Add	

#### 10.3.1.7 Hot Spot Questions

The Hot Spot question is represented as a question and an image. Students should move the pointer to a certain area (spot) on the image and click it. If Students click within the right area, the question is considered to be answered correctly:



To add a Hot Spot question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the Quiz Questions section, select Add Question:





- 5. Complete the form:
- Question Name type the name of the question;
- Question Type select the Hot Spot option;
- Question additional settings- if necessary, type the text of the question and use the embedded editor to format it;
- Choose File from your local computer, and then click Upload. If you already have several uploaded images, select one for the question from the URL drop-down list. Click Delete



to delete the selected image. In the **Width** and **Height** fields, specify the needed size of the image.

**NOTE:** If you want to use the created quiz as template for creation of other quizzes, it is recommended to store images somewhere on a root site of the web application and add them to questions using url-address.

If images are added directly to question, they are stored in images library within the course. If the quiz will be saved as template and reused later on another course, users may not have access to them. That is why the best practice is to store such images on a root site of the web application, where all users have read access, and can reuse images from there in all quizzes.

- To create a hotspot area, click the image once to start defining the hotspot; click the second time to stop the selection;
- *Points* specify the number of points a user can get for the correct answer;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates";
- Hint Settings enter a hint and its cost to help learners specify the right answer. If a hint
  is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.8 Matching Questions

The Matching question is represented as a group of questions and a group of answer options. Students should match questions with the correct answers by dragging and dropping answers onto the questions:



To add a Matching question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:



Question Name and Type	Ounties area				
Type a name for this question, and select the type of question you want to create	Question name:				
	Question Tuner				
	(D prop Down Ordering				
	© Error Tart Appurer				
	© Multiple Choice				
	© Short Annuer				
	© Multiple Answer				
	© Hot Spot				
	Matching				
	© Gap Fill				
	© Calculated				
	© Page segarator				
	- i da siberaren				
Question additional settings					
Please enter your detailed question here if	Question:				
required	Match the synonyms:				
	Order of answers:				
	Disable answers randomization				
	Answer:				
	good satisfactory Remove				
	lovely beautiful Remove				
	tired exhausted Remove				
	First part				
	warm				
-	Second part				
	cordial				
	Points: add				
	10				
	Mandatory				
Feedback settings					
Hint Settings					
	OK Next Cancel				

- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the Matching option;



- Question type the text of the question and use the embedded editor to format it;
- Order of answers select the check box to disable answer randomization. The answers are randomized by default. Note, that questions are randomized within one page only;
- Answer enter an answer to the question. Click **Remove** to delete the answer;
- First part type the beginning of the sentence;
- Second part type the ending of the sentence;
- Points specify the number of points a user can get for this answer. Click Add to add the option;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see <u>chapter 10.7</u> "Creating Feedback Templates";
- *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.9 Calculated Question

**Calculated** question is helpful when you want a learner to see different questions of specified type every time he takes the quiz. In this case learners cannot memorize the answers, and then take a quiz again to achieve better grade.

Calculated question offers a way to create individual numerical questions by the use of wildcards (i.e. **{x}**, **{y}**) that are substituted with random values when the quiz is taken. You can type in selected variables (e.g. **{x**}, **{y}**) in Question field while typing your question.

To create a Calculated question, open the Creating Question form (for details, see the <u>Chapter 14.2</u>), complete it as follows, and click **OK**:





P Software Course		Search this site	Q
Simple Quiz + List Se	ettings + Add Question		
Question Name and Type Type a name for this question, and select the type of question you want to create	Question name:		
	Question Type: Drop Down Ordering Free Text Answer True or False Multiple Choice Short Answer Multiple Answer Hot Spot Matching Gap Fill Calculated Page separator		
Question additional settings Please enter your detailed question here if required	Question: How much is {a} + {b}		
	This type of question uses Active X component that is supported by of Answer Formula Available functions [a] + {b] Answer Range +/- 0 Numeric  Find variables [x] present in the answer formula	nly desktop Windows.	

- Question Name type the question title;
- Question Type select the Calculated option;
- Question type the question and apply needed formatting to it;
- Points type the number of points you want to assign to this question. If the Advanced Scoring option is enabled for the quiz, you can also set the negative points for incorrect answers;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Answer Formula to set up the formula, do the following:
  - a) Type the answer formula in the filed or use one from the **Available functions** list. The values in this formula will differ every time the learner takes the quiz;
  - b) Clicks find variables;
  - c) In the appeared **Variables** fields, specify the possible range for each value:
    - *Point 1 Point 2 –* the range;
    - *Step* shows how the variable can change:



Available f	unctions		
{a} + {b}			
Answer Range	+/-		
0	P	ercentage 🔻	
Find	i variables {x} ;	present in the answer f	ormula
ariables			
Variables	Point 1	Point 2	Step
/ariables Variable a	Point 1	Point 2	Step

- d) In the appeared **Answer Sets** field, type how many variations will be used in the quiz (by default it is 5). The bigger number you set, the less chance that learners will see the same formula again; note, this number cannot be bigger than the number of possible variations;
- e) Click **Calculate.** You will see the functions that will be later suggested to learners:

Answer Sets					
	5			Calculate	
	a	b	Answer		
	3.5	7.5	3.5 + 7.5 = 1	1 (+/-0)	Edit Delete
	6.0	6.5	6.0 + 6.5 = 12.5 (+/-0)		Edit Delete
	2.0	9.0	2.0 + 9.0 = 1	1 (+/-0)	Edit Delete
	7.0	9.5	7.0 + 9.5 = 1	6.5 (+/-0)	Edit Delete
	0	3.0	0 + 3.0 = 3 (	+/-0)	Edit Delete

The created question will have the following look for a learner:

Question 10	
How much is 6.5 + 7.5	
14	

**NOTE**: In case variables are integer in the calculated question, then the integer division is used in answers. For fractional answers options to be displayed, the step in variables should be fractional.



#### 10.3.1.10 Page Separator

For your convenience, you may insert a page separator to sort questions by type, i.e. to create question groups:

Quiz Questions	
Question (click to edit)	Туре
Q1	True or False
Q2	True or False
Q3	True or False
Big Cities	Drop Down Ordering
Question 4	Free Text Answer

To add a page separator, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear.
- 4. From the Quiz Questions section, select Add Question:

Question Name and Type Type a name for this question, and select the type of question you want to create	Question Type: © Drop Down Ordering
	© Free Text Answer
	© True or False
	© Multiple Choice
	© Short Answer
	O Multiple Answer
	C Hot Spot
	© Matching
	© Gap Fill
	© Calculated
	Page separator

- 5. In the *Question Name* field, type the name for the separator (the name will not be displayed);
- 6. From the *Question Type* list, select **Page Separator**;
- 7. Click **OK** to save changes. Click **Next** to save the current item and continue.

To insert the separator into questions list, do the following:



- 1. Enter the necessary course;
- 2. On the **Course Tools** menu, and click **Quizzes**;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. In the Quiz Questions section, select Change Questions order;
- 5. Select the position from the top for the separator;
- 6. Save the changes.

#### 10.3.1.11 Gap Fill Type of Question

It is a question that consists of text with omitted words. An empty space will appear in the place (a text box) where a learner has to type the missing word:

Question 11	
Fill in the gap:	
To be, or not to be: that is the	T
Question 8	question discussion
Specify synonyms to the word 'i	reason answer

To add a Gap Fill question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:


Question Name and Type	Quartian name					
Type a name for this question, and select the type of question you want to create	Ouestion 11					
The type of question you want to create	Question Turner					
	© Drop Down Ordering					
	© Free Text Answer					
	© True or False					
	© Multiple Choice					
	Short Answer					
	Multiple Answer					
	© Hot Spot					
	© Matching					
	@ Gap Fill					
	© Calculated					
	© Page separator					
Question additional settings Please enter your detailed question here if required	Question: Fill in the gap:					
	Text with omitted words. Example: Now is the [winter] of our discontent Made glorious [summer]winter spring autumn] by this sun of York; To be, or not to be: that is the [reason question answer discussion]					
	Points: 10 Mandatory					
Feedback settings						
Hint Settings						
the second s						

- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the Gap Fill option;
  - Question type the text of the question and use the embedded editor to format it;
  - Text with omitted words use the second embedded editor field to inset the text with gaps, e.g. "A [quick] brown fox [jumps] over the lazy [dog|cat]". The words in [] brackets will be replaced by a text field, and the words separated by | slash will be



displayed in the drop-down window (the first word in this case will be counted as the correct option, the rest as incorrect ones. These words will always be shown for a learner in random order);

- Points specify the number of points a user will get for the correct answer. In this type of questions a question is answered correctly if all the gaps are filled with the correct answers;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see <u>chapter 10.7</u> "Creating Feedback Templates";
- *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.2 Quiz Timer View

When a user takes a quiz attempt, he is able to switch the timer views in the top-left bar:



By **default** quiz timer shows the spent time. If the '*Attempt timeout*' is set in the quiz advanced settings, then a user also can switch between:

- remaining time;
- time spent / total time (like 01:39:40 / 05:08:20).

If the 'Attempt timeout' is not set in the quiz advanced settings, the timer view cannot be switched and only shows the spent time.

SharePoint LMS remembers the user last choice. When a learner refreshes the page or starts a new attempt, the system displays the favorite user view.

#### 10.3.3 Adding Questions from a QTI Package

The system allows adding quiz questions from QTI packages.

**NOTE**: The system imports the following types of questions: Single Choice, Multiple Choice, Free Text Answer, Drop Down Ordering, Hot Spot, Matching, Gap Fill and Short Answer.

To add the questions from a QTI package, do the following:

- 1. Enter the necessary course;
- 2. On the Course Tools menu, and click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**;



4. On the **Quiz Questions** tab, select **Import Questions from QTI package**. The upload form will open:

Gap Fill Hot Spot
Hot Spot

5. Select a package to be uploaded, and then click **OK**:

Select Q II package	Select QTI package to upload	
Please specify Q11 package to import questions from	Choose File No file chosen	
		1

**NOTE:** SharePoint LMS support only QTI versions 2.0 and 2.1.

6. The package questions will appear on the quiz settings page. You can start taking the quiz.

### 10.4 Editing Question

To edit a question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, and click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**:



General Settings		Permissions and Managemen	t
I Title, description and navigation		Delete this guiz	
Advanced quiz settings		Save guiz as template	
Feedback settings		Permissions for this quiz	
Audience targeting settings		<ul> <li>Workflow Settings</li> </ul>	
Rating settings		Enterprise Metadata and Keyw	ords Settings
= Publishing		· Information management poli	cy settings
<ul> <li>Form settings</li> </ul>			
Quiz Questions			
Question (click to edit)	Type		Branching Logic
Q1	True or False		
Q2	True or False		
Q3	True or False		
Big Cities	Drop Down Or	rdering	
Question 4	Free Text Ansv	ver	
Question 5	True or False		
Question 6	Multiple Choic	e	

4. In the **Quiz Questions** section, select the question you want to edit. The form will open:



voe a name for this question, and select the type of question you.	Question name:
vant to create	Big Cities
	Question Type: Drop Down Ordering
Question additional settings	Question:
icase euro Ana, nerailen Aneznau uere u terfailen.	List the cities in the ascending order from underpopulated to most densely populated.
	Answers:
	Tokyo Remove
	New York Remove Moscow Remove
	add
	Points:
	10
	Mandatory
	Hint: (optional)
	Hint Cost: (% of question points)
to the second	v

- 5. Modify the question;
- 6. Click **OK** to save the changes. Click **Cancel** to discard changes. Click **Remove** to delete the question.

## 10.5 Saving Quiz as a Template

- 1. Enter the necessary course;
- 2. In the Course Tools menu, and click Quizzes;
- 3. From the drop-down list by the quiz name, select Settings;
- 4. In the Permissions and Management section, select Save quiz as template:



General Settings		Permissions and Management
P Title, description and navigation		Delete this guiz
Advanced quiz settings		Save guiz as template
Feedback settings		<ul> <li>Permissions for this guiz</li> </ul>
Audience targeting settings		<ul> <li>Workflow Settings</li> </ul>
Rating settings		Enterprise Metadata and Keywords Settings
· Publishing		<ul> <li>Information management policy settings</li> </ul>
<ul> <li>Form settings</li> </ul>		
Quiz Questions		
Question (click to edit)	Туре	Branching Logic
Q1	True or False	
Q2	True or False	
Q3	True or False	

5. The following form will appear:

Quiz 3 - List Settings - Save	e as Template: Quiz 3
File Name Enter the name for this template file.	File name: Quiz 1
Name and Description The name and description of this template will be displayed on the Create	Template name: Ouiz Template
	Template description:
arget pecify if you want to store template in shared location	Template Gallery: List Template Gallery -
	Category
	OK Cancel

- 5. Complete the fields as described below:
  - File Name type the name for the template file;
  - *Template Name* type name of the template. This name will appear on the *Create* page;
  - Template Description enter the description for the template;
  - Click the *Template Gallery* button and choose the gallery where you want to save the template.
- **NOTE:** If you want to enable other courses and teachers to use the template, you should save it to the *List Template* gallery of the organization (not to the List Template Gallery of the <u>course</u>):



SharePoint LMS_org	
□ ACourse1	
🖼 🔜 Discussion Board	
And Antering Site	
EList Template Gallery	
■ ACourse2	
■ RCourse3	
DList Template Gallery	

- From the Category drop-down list, select category for the quiz template;

**NOTE:** Only quiz templates in the same language can be imported for reuse in other courses.

- 6. Click **OK** to save the changes.
- **NOTE:** If quiz questions contain images that are stored in images library within the course, users from other courses may not have access to such images and won't be able to reuse them in quizzes created from this template on other courses. That is why the best practice is to store such images on a root site of the web application, where all users have read access, and can reuse images from there in all quizzes.

## 10.6 Exporting Quiz Template

User can export saved template to a local machine.

To export template, do the following:

- 1. Save a quiz as a template (for details, see <u>chapter 10.5</u> "Saving Quiz as a Template");
- 2. Enter the required course;
- 3. Go to Settings>Site Settings>List templates in the Web Designer Galleries section;
- 4. Select the checkbox next to the template, and in the **Files** section of the ribbon menu click **Download a Copy**:

BROWSE	FILES	LIBRARY	1											🗘 SHAJ	RE 🟠 FOLLOW	[0]
New Document	Upload Document New	New Folder	Edit Document	là là en 8	Check Out Check In Discard Check Out	View Properties	Edit Properties Ma	Version F Shared V Delete D nage	History Vith ocument	Share Share	Alert Me +	Download a Copy Copies	Wor	Krliows Publish Workflows	Tags & Notes	
Tools				0	Name	Edit	Modifie	ł	Title		Language	Product Versio	on:	Feature ID		
₩Ø A	innouncer	nents			Introductory Quiz	D.	6/9/20	16 4:20 PM	Quiz Template	1	English		4	(C4208DDA-AE 79C8C668D090	33-4E02-BE98- }	
	ocuments				Software Quiz 😐	ew 🗊	6/9/20	16 4:20 PM	Quiz Template	2	English		4	{C420BDDA-AE	33-4E02-BE9B-	

5. Click **Save** and select the destination place. The template will be saved as .*stp* file.



# 10.7 Creating Feedback Templates

The system allows creating quiz feedback to enable learners to see the result of their work.

To create a feedback template, do the following:

 Activate it on the organization level (go to Settings>Site Settings>Manage site features (in the Site Actions section), and then click Activate next to ELEARNINGFORCE – LMS: Feedback Templates):



2. Go to **Settings>Site Settings>Feedback Templates** (in the **Web Designer Galleries** section):



4. Fill in the fields as required:



Title *	Feedback 1
Positive Feedback *	Your answer is correct! Well done!
	Feedback for correct answer.
Semi-positive Feedback *	Your answer is partially correct.
	Feedback for partially correct answer.
Negative Feedback *	Your answer is incorrect. Try once more.
	Feedback for incorrect answer

- *Positive Feedback* the message is shown for answers which are correct;
- Semi-positive Feedback the message is shown for answers which are partially correct;
- Negative Feedback the message is shown for answers which are incorrect.
- 4. Click **Save** button to create the template.

When you create a quiz, you can select the feedback template from the list of created templates. When you are adding quiz questions, you can also create custom feedback messages. Once you created a quiz and proceeded to quiz questions creation, you will see the **Feedback Settings** option.

To create a feedback message, do the following:

- 1. Click the **Hide/Show** (H) button to expand **Feedback Settings**;
- 2. Fill in the necessary fields:



Positive feedback	
Contains feedback for right answers	You've answered correctly. Well done!
Semi-positive feedback Contains feedback for partially right answers	Your answer is partially correct.
Negative feedback Contains negative feedback	Unfortunately, you are not right.
	OK Cancel

- Positive Feedback the message is shown if the answer is correct;
- *Negative Feedback* the message is shown if the answer is incorrect;
- Semi-positive Feedback the message is intended for questions which are partially correct.
- NOTE: Modifying of feedback message templates will not affect existing quizzes. Changes will be applied to new quizzes only.
   Modifying of custom feedback messages will not affect existing questions. Changes will be applied to new questions only.

### 10.8 Managing Quizzes

You can view, edit and delete quizzes. You also have a possibility to view all attempts made by the users. You can disable the ability for a user to view the quiz results.

To start the created quiz, do the following:

- 1. On the course level, go to Course Tools>Quizzes;
- 2. Click the **Quizzes** icon;
- 3. The list of Quizzes, Surveys and Question Pools will appear. Select the needed quiz by putting the cursor arrow on it:



	IZZES () reate Actions •			
Quizz	Name	Description	Total Attempts	Last Modified
17	Quiz 1		2	7 days ago
2	Quiz 2		3	3 days ago
Surve	Quiz h	quiz description	13	57 minutes ago
	Survey 1	Survey description	0	4 days ago

- 4. Click the drop-down arrow against the quiz name to open the Edit Content Block drop-down menu;
- 5. From the drop-down menu, select **Start**:

Name	Description	Total Attempts	Last Modified
Quizzes			
Quiz 1		2	7 days ago
Quiz 2		3	3 days ago
Quiz 3 •	quiz description	13	57 minutes ago
Start dim			
Ú.	Survey description	0	4 days ago

- 6. Once you click **Start,** the quiz is on;
- 7. If you are allowed to take the attempt, the following message will appear: You are about to begin **n**. attempt. Press NEXT to begin:

Quiz 3			
You are about to begin	1. attempt. Press N	EXT to begin	
This quiz allows 3 attem	ipt(s)		
This quiz timeouts after	120 seconds		
	Next	Cancel	
	Next	Cancel	



The form specifies the number of attempts allowed.

**NOTE:** If the learner is not allowed to take an attempt, he sees a message: 'You cannot start this quiz. Out of attempts. This quiz allows **n**. attempt(s)':

Quiz 3	
You cannot start this quiz. Out o	f attempts.
This quiz allows 3 attempt(s)	
This quiz timeouts after 120 seco	onds
	Cancel

Click **Cancel** button to omit the attempt. Once you click the button, you will see the **All Attempts** list.

8. Once you click **Next**, the quiz form will appear:

00:11   Score: 0 out of	135   Skipped: 3			
Big Cities				
List the cities in the aso densely populated.	ending order from und	erpopulated to mo	st	
1. Moscow 💌 2. New York 💌				
3. Tokyo 💌 Clear				
Question 11				
Fill in the gap:				
To be, or not to be: t	hat is the	1		
Question 8		n.		
	he word 'to like'			
Specify synonyms to the				
Specify synonyms to t				
Specify synonyms to t to love to be fond of				

**NOTE:** Click **Next** to navigate between quiz question pages or just to skip some questions to finish them later. Number of skipped questions will be displayed (**Skipped: n.**). Note please that after clicking the **Next** or **Previous** buttons all answered questions will be



saved and you will not be able to change them anymore (the answering field will be inactive):

UU:14 Score: 20 OU	t of 135   Skipped: 11		
Q1		-	
Select True.			
💽 True 💿 False	Clear 4		
Q2		1	
Select False.		/	
🔿 True @ False 🦼			
Q3			
Select True			
PERSONA TRANS			

NOTE: When users answer Drop Down, True or False, Multiple Choice, Multiple Answer, Matching, Gap Fill, Hot Spot questions they can uncheck the answers clicking the Clear button:

	Question 5 Select False
	Question 6
	Find member of the EU.
	Australia
	Germany
	💿 Canada
	Clear
Nets places the	t offen diding the Next of Dressen buttons all ensure

Note please that after clicking the **Next** or **Previous** buttons all answered questions will be saved (see previous **NOTE**).

9. Complete the quiz questions and click the **Next** button to proceed. The following form will appear displaying user's score, grade and number of skipped questions. Click the **Finish** button to submit the quiz. Note please, that after submitting the quiz a user won't be able to answer skipped questions:



You finished this quiz.	
Press Finish to leave.	
Your result is A*	
Review this attempt	
Last modified at 2/3/2016 6:18 PM by D ageucheva_a	Finish

	Quiz 3
	00:58   Score: 115 out of 135   Skipped: 0
	You finished this guiz.
	Press Finish to leave.
	Your grade is <b>B</b> .
	Review this attempt.
	Created at 7/29/2013 2:08 PM by Teacher 1 Finish
he following	form will appear:
he following	form will appear:
he following	form will appear: Score 115 Grade
he following	form will appear: Score 115 Grade B
e following	form will appear: Score 115 Grade B Q1 15 Points Edit
he following	form will appear: Score 115 Grade B Q1 15 Points Edit Select True.
he following	form will appear: Score 115 Grade B Q1 15 Points Edit. Select True. @ True @ False Edit Comment
he following	form will appear: Score 115 Grade B Q1 15 Points Edit Select True. @ True @ False Edit Comment Question 10 10 Points Edit
he following	form will appear: Score 115 Grade B Q1 15 Points Edit Select True. @ True @ False Edit Comment Question 10 10 Points Edit How much is 0.5 + 5.0
he following	form will appear: Score 115 Grade B Q1 15 Points Edit. Select True. @ True @ False Edit Comment Question 10 10 Points Edit How much is 0.5 + 5.0 5.5 Edit Comment



After you have reviewed the quiz, click Close.

10. Click finish to see the **All Attempts** list.

## 10.9 Viewing Quizzes

To manage the Quizzes' view, do the following: on the course level, go to Course Tools>Quizzes;

To view **All Attempts** list, do the following:

- 1. On the course level, go to Course Tools>Quizzes;
- 2. Click the Quizzes icon;
- 3. The list containing Quizzes, Surveys and Question Pools will appear. Select the needed quiz by putting the cursor arrow on it;
- 4. Click the down arrow by the name of the selected quiz to open edit Content Block drop-down menu;
- 5. Select All Attempts:

Quia	Name zzes	Description	Total Attempts	Last Modified
2	Quiz 1		2	7 days ago
1	Quiz 2		5	2 minutes ago
3	Quiz 3	quiz description	18	5 minutes ago
Si	Start			
	All Attempts	Survey description	0	4 days ago
	Settings			
	Gerangs			

6. Once you click **All Attempts**, the All Attempts list will appear:

Qu	iiz 2							
83	Title	Created By	Grade	Ql	Q2	Q3	Q4	Score
	Attempt #1	Learner 1	A*	10				10
	Attempt #2	Learner 1						0
	Attempt #1 @ Here	- Teacher 1	A*	10				10
	Attempt #2 BH	Teacher 1	A*	10	10	10	10	40
	Attempt #3 BHM	Learner 1	A*	10	10	10	10	40
. Add	d new item							



The **All Attempts** list is presented as a **Class Statistic** view. It presents a layouts page with the following characteristics:

- 1) it displays all existing learners with the following extra info (columns):
  - a. Number of attempts made;
  - b. Number of completed attempt;
  - c. Grade (percent only).
- **NOTE:** If a learner has not started a single attempt yet the above columns will be empty for such user.
  - 2) All columns mentioned in point 1 support ordering;
  - 3) On hover a learner's name a context menu is shown, there is an option View Details. It links to default view with filter set to the selected user to display list of attempts for this user (if a learner has not started a single attempt yet, an empty page will be shown filtered for that user);
  - 4) Export to Excel:

BROWSE C	OURSE TOOLS	ITEMS L	IST								
	8 T	Nodify View +	Current Vie	w.	~~~~				Dpen with Access	<b>T</b> aî	📝 Form Web Parts -
View Ouick	Create A	dd Question	All Items		Class Question	Tans 8	E-mail a RSS		Open with Project	Customize in	Edit List
Edit	View N	lavigate Up	< Currer	nt Page 🕤	Statistic Statistic	Notes	Link Feed	Outlook Excel		InfoPath	Provide the American Step
View Format		Manage Vi	ews		Statistics	Tags and Notes	Share & Track	Connect 8	k Export	c	ustomize List
Recent		۲	т	itle			Create	d By	G	rade	What
Library			А	Attempt #1			🔲 ageu	cheva_a	A	(* )	10

To see the details of the attempt, click the Attempt # title:

(Prov	Title	Created By	Grade	Q1
	Attempt #1	Learner 1	A*	10
	Attempt #2	E Learner 1		
	Attempt #1 DHEW	📖 Teacher 1	A*	10
	Attempt #2 BHEW	🗆 Teacher 1	A*	10
ल्य	Attempt #3 BHEW	Learner 1	A*	10

7. Once you have done it, the following form will appear, indicating the Score and the Grades and showing the answers of the user:



To view the **Class Statistic** view, do the following:

1. On the **All Attempts** page, go to **List** menu section on the ribbon and click the **Class Statistic** button:

BROWSE CO View Quick Edit	COURSE TOOLS ITEMS	UST v + Curre on All I o 4 I	nt View: tems * Current Page >	Class Statistic	Tags & Notes	E-mail a	RSS Feed	Connect to Expert to Excel	en with Access en with Project	Customize in InfoPath	Form Web Parts - Edit List
View Format	Mana	ge Views		Statistics	Tags and Notes	Share & T	Track	Connect & Expor	t	G	ustomize List
Recent			Title				Creater	t By	G	rade	What
Library			Attempt #1				ageu	:heva_a	A	.*	10

2. The Class Statistic list will appear:



Quiz 2 🤇	Class Stat	istic		
Title	Started	Finished	Percent	Grade
Learner 1	3	2	1	A*
Teacher 1	2	2	1	A*
Assistant 2	0	0		
Learner 2	0	0		
Learner 3	0	0		

3. To view details, put the cursor arrow on the name of the needed learner. Click the down arrow by the name of the selected learner:

Quiz 2 + C	lass Sta	atistic		
Title	Started	Finished	Percent	Grade
Learner 1	3	2	1	A*
Tea View Details	2	2	1	A*
Assistant 2	0	0		
Learner 2	0	0		
Learner 3	0	0		

4. Select **View Details** option. The following form will appear:

Qui	iz 2							
	Title	Created By 🎖	Grade	QI	QZ	Q3	Q4	Score
	Attempt #1	E Learner 1	A*	10				10
	Attempt #2	Learner 1						0
	Attempt #3 BHEN	Learner 1	A*	10	10	10	10	40

The form indicates all the attempts made by the selected learner and his/her results.

To view Questions Statistic, do the following:

1. On the **All Attempts** level, go to **List** menu section on the ribbon and click the **Questions Statistic** button:



BROWSE CO View Quick Edit	Create View Navigate L	UST w + Curre on All p 4	Int View:	Class Statistic	Questions Statistic	Tags & Notes	E-mail a	RSS Feed	Connect to Ex Outlook	Open with Access port to Copen with Project.	Customize in InfoPath	Form Web Parts - Edit List
View Format	Mana	ge Views		Sta	tistics	Tags and Notes	Share &	Track	(	Connect & Export	0	ustomize List
Recent		۲	Title					Créate	d By	G	Frade	What
Library			Attempt #1	E HEV				ageu	cheva_a	A	la.	10

2. The following form will appear:

Quiz 2	<ul> <li>Quest</li> </ul>	ions Statis	tic	
Learners	Ql	Q2	Q3	Q4
Learner 1				
Teacher 1				
All				

If you put the cursor arrow on the diagram, you will see the detailed statistics of the selected question:

CLMS365 On-Premises	@ Coursel Quiz	Hor 3	ne Market QUES	_{ting Site}	Statis	tic
Recent Library Site Contents	Learners Learner 1 Teacher 1 All	Q1	Q2 Incorrect A Partially Co Correct A	Q3 Inswers: 17% prrect Answers swers: 83%	Big Cities	Question 4

3. Click the diagram to see the user question statistic information. Once you have done it, the corresponding form will appear:

Course 1 Home	Search this site	Q
Quiz 1 - Question Statistics		
User information: Learner 1	View: All	Answers •
Question 1		
London is the capital of Great Britain		
🔿 True 🔘 False		



4. To view the answers' details, click the **All Answers** button on the right corner to open the drop-down menu:

Course 1 Home	Search this site
Quiz 1 - Question Statistics	
User information: Learner 1	View: All Answers +
Question 1	All Answers
London is the capital of Great Britain	Incorrect Answers Partially Correct Answers
🔿 True 🛞 False	Course & Aurouan
@ True 💿 False	Correct Answers

- To view all answers, select All Answers;
- To view only incorrect answers, click Incorrect Answers;
- To view partially correct answers, select Partially Correct Answers;
- To view correct answers, click Correct Answers.

**Question Statistics**" view presents a layouts page with following characteristics:

- 1) It shows questions like columns (data can be ordered by clicking on column);
- 2) *It shows users* (taken the quiz) *like rows*. The last row is ALL (summary for all learners and their attempts);
- 3) In each cell the three color diagram is displayed like (example of 30%-incorrect 30% partially correct and 40% correct answers). And the details are shown on hover for incorrect, partially correct and correct percentage of answers, and average score.

Sorting by ascending/descending is possible by clicking the columns' titles.

**NOTE:** If a learner has an unfinished attempt, - questions that have empty values there show empty value here in cell.

If a new question is added to quiz when a user already has a completed attempt for it, the question is added as new column to a view. For the learner's cell this question should be shown as empty field.

4) Export to CSV.

Export is only possible on Question Statistics page, not on the user's answer for question page. The Export results have the following structure:

	question1				question2				
	Incorrect	Partially correct	Correct	Avg. Score	Incorrect	Partially correct	Correct	Avg. Score	
learner1	%	%	%	score	%	%	%	score	
learner2	%	%	%	score	%	%	%	score	

ALL % % % score % % % score	
-----------------------------	--

**NOTE:** The views are hardcoded and cannot be modified by teacher. The Quiz attempt review page is enhanced and shows status for each question (correct/partially correct/incorrect).

### 10.10 Question Pools

The system allows you to create question pools for courses or organization. Questions from the question pool may be further used in Quizzes.

#### 10.10.1 Creating Question Pool

To create a question pool for a course, do the following:

- 1. Enter the necessary course, and then on the **Course Tools** menu, click **Quizzes**;
- 2. Click Create > Question Pool:

Quizzes +	Create	
Create a	ion Pool new Question Pool	
Quiz	Question Pool	Survey
Quiz	Question Pool	Survey
Quiz Template	More	Survey Template
More		More -



Name and Description	Name:		
in headings and links throughout the site.	Question Pool		
Type a descriptive text that will help site visitors use this resource.	Description:		
	description text		
Advanced settings:	Advantation		
Provide settings for additional capabilities for this resource	© Yes @ No		
Navigation:	27 1 47 H A A A A A A A A A A A A A A A A A A		
Specify whether a link to this resource appears in the Quick Launch.	© Yes    No		
		OK	Cancel

- Name type the name for the question pool;
- Description type the description for the question pool;
- Advanced Scoring This feature allows Teachers to define lower and higher bounds for each question in a quiz, so when the system calculates the number of points for each question, it will take a lower bound if an answer is incorrect, and a higher bound for the correct answer. After enabling the **Advanced Scoring** option, Teacher can set two point values for each question. For more information, please see the <u>Creating Quiz Questions</u> chapter;
- *Navigation* Select *Yes* if you want to display the question pool on the quick launch.
- 5. Click **OK** to create a question pool. You will be redirected to the question list of the created pool. Create questions for this pool; for details, see the <u>Adding Questions to a Pool</u> chapter.

#### 10.10.2 Adding Folder to a Pool

To add a folder to a question pool, do the following:

- 1. Enter the necessary course, and then on the left Tools menu, click Quizzes;
- 2. Click the down arrow next to the needed pool, and then select **All Items** from the list:

Question Pools			
2 Question Pool	description text	0	3 minutes ago
Add new item			
All Items			
Settings			
🗙 Delete			



3. Click **New** at the top of the page, and then select **New Folder** from the list:

BROWSE IT	ems ust	Version History	1			Ø. P
New New Folder	View Edit Item Item Mar	Shared With Delete Item tage	Attach File Actions	Alert Me - Share & Track	Tags & Notes	Workflows Approve/Reject
Tools		Title			Cont	5guration
📢 Annoi	incements dar	There are no	o items to v item	o show in this	view of the "Q	uestion Pool" list. To add

4. In the open form, type a name for the folder:

Create a new fo	lder	×
Name *	Folder 1	
	Save Cancel	

5. Click **Save** to create a folder.

#### 10.10.3 Adding Questions to a Pool

To add a question to the question pool, do the following:

- 1. Enter the necessary course, and then on the left **Tools** menu, click **Quizzes**;
- 2. Click the down arrow next to the needed pool, and then select Add new item from the list:

Question Pools			
?/ Question Pool •	description text	1	1 minute ago
Add new item			
All Items			
i Settings			
🗙 Delete			

3. Complete the open form (fields marked with an asterisk (*) are required:



Describe the movement of the Earth.
Question Type:
1 Free Text Answer True or False Multiple Choice Short Answer Multiple Answer Hot Spot Matching Gap Fill Calculated
40 %
Your answer is correct! Well done!
k Vour answer is partially correct.
Your answer is incorrect. Try once more.

- *Title* type the name for the question;
- Question type the question text. Apply formatting as needed;
- *Question Type* select the required question type, and complete the fields if any appear; for details, see the <u>Question Types</u> chapter;
- Points define how many points a learner will get for a correct answer;



- Minimum Points define how many negative points a learner will get for a wrong answer. The field is visible only if the **Advanced Scoring** option is enabled for the question pool;
- Hint specify the hint if needed;
- *Hint Cost* single out the cost of hint in per cents;
- *Feedbacks* specify Positive, Negative and Semi-positive feedbacks in the corresponding sections if there is a need.

#### 10.10.4 Adding Questions from the Pool

The Question Pool is a repository of questions that can be used by all quizzes of the course. If necessary, you can add questions to the quiz from the Question Pool.

To add a question from the pool to the quiz, do the following:

- 1. Enter the necessary course, and then on the left **Tools** menu, click **Quizzes**;
- 2. Click the down arrow next to the quiz where you want to add a question, and then select **Settings** from the list;
- 3. In the Quiz Questions section, click Import Questions:

Type
Free Text Answer
True or False
Matching
Calculated

- 4. Define a question pool from where you want to take a question:
  - a) In the open form, click Change question pool:

Quiz 2 - List Settings	<ul> <li>Impo</li> </ul>	rt questions		
Select Question Pool Please specify question pool to import questions from	Question Pool:	No selection -		62
		Change does not poor	OK	Cancel

b) In the open dialog box, click the name of the needed question pool:

elect Question Pool		
Select Question Pool		Help
® 晶Org i		
SharePoint LMS_org		
≅ RCoursel		
BaDiscussion Board		
EDQuestion Pool		
Macourse2		
Michaetics Rool		
Greation		
B RAP Org Test		
	OK	Cancel

- c) Click **OK.**
- 5. Complete the open form:

Select Question Pool Please specify question pool to import questions from	Question Pool -
Import questions:	
Please specify question(s) or folder(s) to import	Question Pool
Import questions options: You can additionally specify advanced options to import questions, e.g. randomize or not and set how many questions you want to import. When you	Randomize:
select both options you'll import the specified number of random questions	Do not fetch for each attempt

- Import Questions Select the check boxes for the questions (or folders) you want to import. By default they all are selected;
- Randomize Questions Select the check box if you want to randomize questions;





Do not fetch for each attempt – if the box is unchecked, only one entry (with a reference to the Question Pool) will be added to the questions list (questions placeholders will be created). When a new attempt is started, the system will try to associate random questions out of the selection. If there are not enough questions in the pool to fill out all the questions, the error will be shown. If the check box is selected, you can specify questions that will be permanently imported from the question pool. The selected set of questions will be used for each attempt (questions will be imported after you click **OK** in this form):

🗃 🔠 📰 Question Pool
Folder 1
😰 📝 Question 1
😭 📝 Question 2
😭 🕅 Question 3
😰 📝 Question 4
Randomize:
Randomize Questions
Permanent:
Do not fetch for each attempt

- Limit –specify the number of questions that will be rotated for each attempt from the ones you import. It is possible to pull random questions from the pool with each new attempt.
- 6. Click **OK** to import the selected questions.

#### 10.10.5 Global Question Pool Settings

The system allows importing the Question Pool questions from different courses and organizations.

To enable users from other courses and organizations to use the Question Pool questions for their courses, you should grant the corresponding permissions to those users:

- 1. Enter the Question Pool which questions you want to share;
- 2. Select the needed Question Pool by putting the cursor arrow on it;
- 3. Click the down arrow by the name of the selected Question Pool to open the drop-down menu:



Q	uestion Pools				
?	Question Pool	•	description text	2	28 minutes ago
	Add new item				
	All Items				
	🗊 Settings	Ռո			
	X Delete				

- 4. Select Settings;
- 5. On the List Settings Level, go Permissions and Management and select Permissions for this question pool:

Questior	n Pool	<ul> <li>List Settings</li> </ul>	
Question Pool Infor	mation		
Name:	Question	Pool	
Web Address:	http://sp2	2013-iwa/sites/c1/Question Pool/AllItems.	aspx
Description:	descriptio	on text	
General Settings		Permissions and Management	Communications
Title, description and	I navigation	Delete this question pool	RSS settings
· Versioning settings		Save question pool as template	
# Advanced settings		· Permissions for this question pool	
# Audience targeting s	ettings	Workflow Settings	
# Rating settings		# Enterprise Metadata and Keywords	
= Publishing		Settings	
· Form settings		<ul> <li>Information management policy settings</li> </ul>	

#### 6. Click Permissions for this question pool;

7. To enable certain users or groups to use questions from this Question Pool, click **Grant Permissions** button on the ribbon:

BROWSE	COURSE TOO	PERMISSIONS				
Delete unique permissions	Grant Permissions	Edit User Remove User Permissions Permissions	Check Permissions	Course Teachers		
Inheritance	Grant	Modify	Check	Manage		
Library Site Conte	ents		s list has unio Name	que permissions	Туре	Permission Levels
		💷 🗆 a	geucheva_a		User	Full Control
			ssistants		SharePoint Group	Assistant
			aculty		SharePoint Group	Full Control



#### 8. Complete the open form:

Share 'Question Pool'		
Invite people Shared with	Assistant 2 x	
	Welcome to SharePoint Question Pool	
	HIDE OPTIONS	
	Send an email invitation Select a permission level	
	Learner T	
	Share Cancel	

- Invite People select users or groups whom you want to grant permissions to. Divide the names with a semicolon. You can use the **Check names** and **Browse** buttons when specifying users and groups;
- Send an email invitation use the option to send personal e-mails to the users, regarding the fact that they have been given certain permissions;
- Select a permission level specify the level of permissions you want the user/group to have.
- 9. Click **OK** to confirm the settings. When adding questions to the quizzes, the specified users will be able to use the questions that you have shared.

#### 10.10.6 Saving Question Pool as a Template

To save a question pool as a template, do the following:

- 1. Enter the necessary course, and then on the **Course Tools** menu, click **Quizzes**;
- 2. Click the down arrow next to the needed pool, and then select Settings from the list;
- 3. In the **Permissions and Management** section, click **Save list as template**:



Ouestion Pool Infor	mation		
Name:	Question	Pool	
Web Address:	http://sp2	http://sp2013-iwa/sites/c1/Question Pool/AllItems.ar	
Description:	descriptio	on text	
General Settings		Permissions and Management	Communications
Title, description and	navigation	Delete this question pool	RSS settings
Versioning settings		· Save question pool as template	
Advanced settings		· Permissions for this question pool	
Audience targeting s	ettings	Workflow Settings	
Rating settings		# Enterprise Metadata and Keywords	
Publishing		Settings	
Form settings		<ul> <li>Information management policy settings</li> </ul>	

Settings + Save as Ter	mplate 💿	
File Name	File name:	
Enter the name for this template file.	Question Pool	
Name and Description	Template name:	
The name and description of this template will be displayed on the Create page.	QP Template	
	Template description:	117
Include Content Include content in your template if you want new lists created from this template to include the items in this list.	Include Content	
Including content can increase the size of your template. Caution: Item security is not maintained in a template. If you have private content in this list, enabling this option is not recommended.		
		OK Cancel

- File Name enter the name for the template file;
- Template Name enter name of the template. This name will appear on the Create page;
- *Template Description* enter the description for the template;
- *Include Content* select the check box if you want new pools created from this template to include the items from this pool.



5. Click **OK** to create a template.

# 10.11 Surveys

#### 10.11.1 Creating a Survey

The system allows you to create surveys to poll other Web site users.

To create a survey, do the following:

- 1. Enter the necessary course, and then on the **Course Tools** menu, click **Quizzes**;
- 2. Click Create > Survey:

reate	
r uestions which you would like to have peop estions and view graphical summaries of th	ple answer. Surveys allow you to quickly e responses.
Question Pool	Survey
Question Pool	Supper
	arketing Site reate / uestions which you would like to have peop estions and view graphical summaries of th Question Pool Question Pool More



Site Contents + New			
Name and Description	Name:		
Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this survey.	Survey 1		
	Description:		
	Survey description	on	
Survey Options Specify whether users' names will appear in survey results and whether users can respond to the	Show user names	in survey results?	
same survey multiple times.	() Yes	© No	
	Allow multiple res	ponses?	
	(D) Vac	3 No	

- Name enter the name for the survey;
- *Description* enter the description for the survey;
- *Navigation* select Yes to display the survey on the Quick Launch;
- Show User names in survey results? select Yes to display user names in survey results; select No to make a survey anonymous;
- Allow Multiple Responses? select Yes to allow users to take the survey more than ones;
- 4. Click Next;
- 5. Complete the open form to add survey questions:



Question and Type	Ouestion:
Type your question and select the type of answer.	Type your question here
	The time of answer to this question is:
	© Single line of text
	© Multiple lines of text
	Choice (menu to choose from)
	C Rating Scale (a matrix of choices or a Likert scale)
	© Number (1, 1.0, 100)
	© Currency (\$, ¥, €)
	© Date and Time
	© Lookup (information already on this site)
	© Yes/No (check box)
	© Person or Group
	Page Separator (inserts a page break into your survey)     Seternal Data
	© External Data
	© Competency Lookup Field
	© Filtered Lookup (Information from all sites in site collection)
	© Body Report
	© Introduction
	© Duration
	© Managed Metadata
Additional Question Settings	
Specify detailed options for the type of answer you selected.	Require a response to this question: ● Yes ◎ No
	Enforce unique values:
	🗢 Yes 🕘 No
	Type each choice on a separate line:
	1
	2
	3
	Display choices using:
	Ratio Ruttens
	Checkboxes (allow multiple selections)
	Allow 'Fill-in' choices:
	⊙ Yes ● No
	Default value:
	Choice Calculated Value
Branching Logic	
a name a succession	
Specify if branching is enabled for this question. Branching can be used to skip to a specific question based on the user response. A page break is automatically inserted after a branching enabled question. Learn about branching.	To define branching logic, add your questions and then, in the Survey Settings page, edit the questions to define the branching logic.
and the state of the second se	
Column Validation	



- Question type the question;
- Answer Type select how the user need to answer the question;
- Additional Question Settings these options will differ depending on the answer type you have selected.
- 6. Click **Next Question** to save the question and continue to create another one. Click **Finish** to save the question and finish creation.

#### 10.11.2 Saving Survey as a Template

To save a survey as a template, do the following:

- 1. Enter the necessary course, and then on the **Course Tools** menu, click **Quizzes**;
- 2. Click the down arrow next to the needed survey, and then select Settings from the list;
- 3. In the **Permissions and Management** section, click **Save survey as template:**

<ul> <li>Survey</li> </ul>	Setting	S	
List Information			
Name:	Survey 1		
Web Address:	http://sp201	3-iwa/sites/c1/Lists/Survey 1/overview.aspx	
Description:	Survey descr	iption	
General Settings		Permissions and Management	Communications
= List name, description	and navigation	= Delete this survey	= RSS settings
Advanced settings		Save survey as template	
Validation settings		Permissions for this survey	
· Audience targeting se	ettings	· Enterprise Metadata and Keywords Setti	ngs
Rating settings		· Information management policy setting	s
Publishing			
Form settings			



File Name	File name:	
Enter the name for this template file.	Survey Template	
Name and Description	Template name:	
The name and description of this template will be displayed on the Create page.	Survey Template	
	Template description:	
	description	
Include Content Include content in your template if you want new surveys created from this template to include the items in this survey. Including content can increase the size of your template.	Include Content	
Caution: Item security is not maintained in a template. If you have private content in this survey, enabling this option is not recommended.		

- File Name enter the name for the template file;
- *Template Name* enter name of the template. This name will appear on the Create page;
- *Template Description* enter the description for the template;
- Include Content select the check box if you want new surveys created from this template to include the items from this survey.
- 5. Click **OK** to create a template.



# 11. DROP BOX

The **Drop Box** section is intended for exchanging files between the Student and the Teacher of the course. The Teacher, who needs to share some file with the Student, may place the file into the Drop Box. Also a Student may place a file into the Drop Box to share with the Teacher. Any teacher can assign items to anybody; but he can only see items that were assigned to him by some other user (teacher or learner). Teacher is not intended to see items created by him in drop box web part. All items created by learners are also available for viewing in drop box web part by all teachers. All drop box items can be managed by teachers in the drop box tool or list.

All items added to the Drop Box by Learners are checked by Plagiarism prevention service by default. To disable Plagiarism Control for Drop Box items, do the following:

- 1. Go to the Drop Box section;
- 2. In the ribbon menu go to List > List Settings in the ribbon menu;
- 3. In the General Settings section click Plagiarism;
- 4. Select **No** to disable checking for plagiarism for documents in the Drop Box:



5. Click **OK** to save the changes.

To manage files in the Drop Box, do the following:

- 1. Enter the necessary course;
- 2. On the **Course Tools** menu, click **Drop Box**. The list of drop box files will be shown in the main workspace area:




# 11.1 Adding Items to Drop Box

To add an item to the Drop Box, do the following:

- 1. Enter the necessary course;
- 2. On the Course Tools menu, click Drop Box;
- 3. Click **New Item** on the ribbon or new item button  $\oplus$ ;
- 4. Complete the open form as described below (fields marked with an asterisk are required):
  - Assigned To select the users whom you want to assign the file. The file will be visible only for the selected users;
  - Title type the title for the assignment;
  - *Comment* leave a comment on the file if necessary;
  - *Completed* select the check box if you want to mark the item as completed:

Ve Cancel	Paste &	Cut Copy Attach	ABC Spelling			
Commit	Clipboa	d Actions	Speiling			
Assigned	To	Learner 1 x	Learner 2 x	Learner 3 x		
Title *		Additional materials				
Comments		Here you can	find more	information rel	ated to this cou	irse.
Complet	ed	Ē				
Attachments		D:\SharePoint	\splms\que	stion types.doo	x 🗟 Delete	

- Click Attach File to attach the necessary file;
- Click **Spelling** to check the spelling.
- 5. Click **Save** either at the top or at the bottom of the page.

# 11.2 Modifying Drop Box Items

To modify Drop Box items:

- 1. Enter the necessary course and click the Drop Box icon in the Course Tools menu;
- 2. Point over the necessary item, click on the callout menu button •••• , and select Edit Item:



D	ro	p Box 🛛		
Ð	new	item or edit this	ilist	
All it	ems	Inbox Inbox (new)	••••	Find an item
1	0	Title	As	signed To Created By
~	0	Additional materials #	Edit	Learner 8 ageucheva_a Item
-			Dele	te Item
			View	Item
			Adva	inced +

In the following form you can modify the item title, persons to assign to and mark the item as Completed.

Title *	Additional materials		
Assigned To	Hank Moody × Harvey Spector ×		
Comments	Here you can find more information re	lated to the cours	ie.
Completed			
Attachments	Tutorial.docxel Delete		
Created at 2/15/20 Last modified at 2,	016 4:02 PM by 🗆 ageucheva_a /15/2016 4:02 PM by 🗔 ageucheva_a	Save	Cancel

- 3. If you want to mark the item as completed, check the box next to **Completed**;
- 4. Click Save.

NOTE: Students can only view added items; items modification is impossible. By default, the Read all items radio button is selected for the Read access option and the Create and Edit all items radio button is selected for Create and Edit access option:





(Drop Box >List > List Settings >General Settings >Advanced Settings)

It is not recommended to modify the default settings. If **Read (Create and edit) items that were created by the user** or **None** radio buttons are selected, settings will remain the same (users will only be able to view items; modification is impossible anyway).





# 12. PLAGIARISM

The <b>Plagiarism</b>	section	enables	teachers	to check	all receiv	/ed docui	ments for	plagiarism:

Share	Point					Teacher 1 🔹 🥵
BROWS	E FILES	LIBRARY			Q si	HARE 🟠 FOLLOW
එ Cour	se 4.0.0.12	Home	Search this site		Q	
Pla	giaris	sm o				
Type	Name	Modified	Modified By	Match Percent	Plagiarism Summary	Check document
		8/5/2013 6:39 PM	🗆 sheremet_m	100%	Details	Ready
	Doc5	8/5/2013 6:47 PM	🗆 sheremet_m	100%	Details	Ready

Here you can view all the documents uploaded by Learners to Assignments section and Drop Box (if plagiarism check for drop box items is enabled), the date they were modified, the person who modified them, and the Plagiarism report (to view the Plagiarism report, click the **Details** section of the corresponding document):

Plagiarism Summary
Details
Details

Items in this list are ordered by the date of upload – newest items are placed on top of the list. If new version of document is uploaded, it is moved to the top of the list:



Documen	t Holy Roman Empire. docs (D8560496)	Rank	Path/File	name		)
Submitte	d 2013-08-06 14:17 (+03:00)	E >	http://www	v.zeably.com	Holy Roman	Empire&t
Submated b	y pavel@elearningforce.org	Alternative	sources			
Receive	r pavel.elforce@analys.urkund.se	E Sources not	used			
Messag	e SubmissionService - Holy Roman Empire.docx (1507881) <u>Show full</u> message 10090 1 of this approx. 1 pages long document consists of text present in (2) sources.					
iii ♦ 9!	· · · · ·		▲ ⁰ Warnings	C Reset	🛓 Export	🔁 Share 🛛
	The Holy Roman Empire (Latin: Imperium Romanum Sacrum, berman: Heiliges Römisches Reich, talian: Sacro Romano Impero, Ezech: Svatá říše římská, Slovene: Sveto rimsko cesarstvo, Dutch: Heilige Roomse Rijk, French: Saint-Empire romain germanique) vvas e complex political union of territories in Central Europe existing rom 962 to 1806.[2][3] The empire grew out of East Francia, a primary Sivision of he Frankish Empire,	External source: I The Holy Roman Emp German: Heiliges Rör Italian: Sacro Roman Czech: Svatá říše řím Slovene: Sveto rimsk Dutch: Heilige Rooms germanique) was a complex political un from 962 to 1806. The empire grew out division of the Frankish Empire, and	http://www.zeabiy pire (Latin: Imperiu misches Reich, o Impero, iská, o cesarstvo, se Rijk, French: Sair nion of territories in of East Francia, a p	n Romanum nt-Empire rom Central Euroj rimary	iain pe existing	

The following types of documents can be checked for plagiarism by the system:

- .docx,
- .doc,
- .txt,
- .rtf,
- .SXW,
- .odt,
- .pdf,
- .html,
- .htm

# 12.1 Choosing a Plagiarism Service

In SharePoint LMS you can choose between two anti-plagiarism systems: Ephorus and Urkund. There are several ways to choose a system:

> For the whole **Organization**:

Enter **Central Administration>Application Management>SharePoint LMS>Global Features**, and then select the plagiarism checking service:



Setup plagiarism checking service	Enable Plagiarism Control? @ Yes
	Service Ephorus Ke <mark>Ephorus</mark> Vrkund

Configure the Setup Plagiarism Checking Service section as follows:

- Enable Plagiarism Control specify whether you want the anti-plagiarism control to be enabled;
- Service select an anti-plagiarism system from the drop-down list and specify the settings relevant for the selected system.

If you want to use the **Urkund** service, please, complete the **Urkund e-mail address** field as documents are uploaded to the service by being sent to a special *Urkund* e-mail. The request is sent via the site owner's address; however, if it's missing, the address specified in the Outgoing Email settings is used instead.

It is recommended to inform the service specialists about your email server IP or the domain which your documents will be submitted from.

Once the plagiarism checking process is finished, *Urkund* sends you the notification. Remember to check your Spam box as letters from *Urkund* may be marked as SPAM.

According to the license agreement results, reports are provided within 24 hours; however, normally it takes 4-8 hours.

If you want to use the **Ephorus** service, please, note:

<u>A key to the anti-plagiarism system</u> is provided depending on the service the user is subscribed to. <u>The key is not included</u> into the SharePoint LMS license agreement and <u>has to be purchased</u> through a third party company, i.e. **Ephorus** (after purchasing a license you will be sent a <u>handin code</u>, which, in turn, needs to be entered here in the **Key** section).

It is also necessary to have Ephorus support set <u>http://service.sharepointlms.com/Ephorus.asmx</u> as the callback URL for your (customer's) handin code. Some features can't be configured by user manually. It's meant that you need to contact Ephorus support to activate or change some settings:

ID	Handin code	Version	Edit
01	(Accepted) handin code 01		ø.
02	(Accepted) handin code 02	Version 3 http://service.sharepointlms.com/Ephorus.asmx	2

- NOTE: For the Setup Plagiarism Checking Service section to become available in the Organization Features window, enter the Central Administration section > SharePoint LMS > Global Features. Select *Yes* for Allow override this option in the Setup Plagiarism Checking Service section.
  - > For a separate **Course**
  - 1. Enter **Settings** on the course level;



- 2. Select Course Settings > Course Options or Site Settings > Course Options;
- 3. Select an anti-plagiarism system from the drop-down list in the **Setup plagiarism checking service** section and specify the settings relevant for the selected system:

Setup plagiarism checking service	Enable Plagiarism Control? @ Yes
	Service Ephorus KeUrkund

4. Click **OK** to save the changes.

NOTE:	A necessary system can also be chosen in <b>Central Administration</b> . For more details, see
	section Configuring an Anti-plagiarism system of Administration Guide.
NOTE:	The choice of anti-plagiarism service determines which versions of attachment will be checked:
	If you are using <i>Ephorus</i> service, only <b>the first</b> Learner's public version of attachment file is sent for checking.
	If you are using <i>Urkund</i> service, <b>each</b> Learner's public version of attachment file is sent for checking.
NOTE:	Since mid-October 2013 reports on documents sent from SharePoint LMS don't appear
	in the Ephorus web interface ( <u>https://www1.ephorus.com/#/documents</u> ). They are
	returned to SharePoint LMS and user can view the reports in the system.

# 12.2 Sending Document for Plagiarism Check

All documents uploaded by Learner to Assignments and Drop Box (if plagiarism check for drop box items is enabled) are sent for plagiarism check by the system. To add a document for plagiarism check manually, do the following:

- 1. Go to Plagiarism section;
- 2. In the ribbon menu click **Upload Document**:



ShareP	oint					
BROWSE	FILES	LIBRARY				
34E TA	19		Check	Out		ि Version History
			Check	In		Shared With
New Document +	Document	Folder	Document n Discar	d Check Out	Properties Propertie	5 × Delete Document
	New	- Norecton	Open & Check	Out	M	anage
Site Con	tents		Туре	Name		Modified
				answe	TS DIMEN	1/8/2014 6:50 PM
			<b>d</b>	Article	EI NEW	1/8/2014 6:50 PM

3. Select the document for upload from your local computer. The document will be added to the list and sent to the plagiarism checking service. After the check is complete, the Match Percent and Plagiarism summary will become available:

🖄 Course	1					Search this site
Plag	iarism 🛛					
Туре	Name	Modified	Modified By	Match Percent	Plagiarism Summary	Status
	Story Brew	1/9/2014 2:50 PM	System Account	100%	Details	Ready
	Blog BHEY	1/9/2014 2:50 PM	System Account	100%	Details	Ready

- **NOTE:** If an error occurs during the plagiarism check, you can send the document for checking again. To do it, follow the steps below:
  - 1. Select the View Properties from the drop-down menu of the document with the Error status;
  - 2. In the properties window click the **Check Again** button in the ribbon menu:





Check Edit	Alert Me	
Again Item X Delete Item Manage	Actions	
Tools		
- Announcomonto	Name	Story.docx
Announcements	Title	
Calendar	Match Doccont	100.%
Documents	Match Percent	100 %
Discussion Poard	Plagiarism Summa	ry Details
Discussion board	Status	Ready
Chat	History	1/0/2014 2:40 DM Toy submit
Ailbox	HISTORY	1/9/2014 2:40 PM Try submitt
A Links		1/9/2014 2:50 PM Try to get result
Co Cincs		1/9/2014 3:00 PM Try to get result
Reports		1/9/2014 3:10 PM Try to get result 1/9/2014 3:20 PM Try to get result
🔏 Learning Path		1/9/2014 3:30 PM Try to get result
This may help in case if th	e error is "The oper	<i>ation has timed out</i> ". But for exar

Documents uploaded by Learner to Assignments and Drop Box are sent for plagiarism check by the SharePoint LMS Plagiarism Checking job. To change schedule settings of this job, do the following:

1. In the Central Administration go to **Monitoring** > **Check Job Status**;

plagiarism check.

2. Select SharePoint LMS Plagiarism Checking job from the list of jobs:

History				
Job Title	Server	Web Application	Duration (hhmmiss)	Status
Courses Synchronization Job	SP2013-2	SharePoint SPLMS 4.1 - 46284	0:00:43	Succeeded
Scheduled Approval	SP2013-3	SharePoint SPLMS 4.1 - 46284	0:00:00	Succeeded
Immediate Alerts	SP2013-3	SharePoint SPLMS 4.1 - 46284	0:00:00	Succeeded
SharePointLMS Plagiarism Checking	SP2013-2	SharePoint SPLMS 4.1 - 46284	0:00:14	Succeeded
My Site Instantiation Interactive Request Queue	SP2013-3	SharePoint SPLMS 4.1 - 46284	0:00:00	Succeeded
SharePointLMS Task Processing	SP2013-2	SharePoint SPLMS 4.1 - 46284	0:00:18	Succeeded

3. Set the schedule for this timer job in the **Recurring Schedule** section:



s	Edit Timer Jo	o d	
Timer Links Timer Job Status Scheduled Jobs Running Jobs Job History Job Definitions	Job Title Job Description	SharePointLMS Plagiarisn	n Checking
Central Administration Application Management System Settings	Job Properties This section lists the properties for this job.	Web application: Last run time:	SharePoint SPLMS 4.1 - 46284 1/9/2014 5:20 PM
Monitoring Backup and Restore Security Upgrade and Migration General Application Settings Apps Configuration Wizards	Recurring Schedule Use this section to modify the schedule specifying when the timer job will run. Daily, weekly, and monthly schedules also include a window of execution. The timer service will pick a random time within this interval to begin executing the job on each applicable server. This feature is appropriate for high- load jobs which run on multiple servers on the farm. Running this type of job on all the servers simultaneously might place an unreasonable load on the farm. To specify an exact starting time, set the beginning and ending times of the interval to the same value.	This timer job is schedule Minutes Every Hourly Daily Weekly Monthly	ed to run: y 10 minute(s)
		Run f	Now Disable OK Cancel

Click OK to save the changes or Run Now to start the job immediately.

# 12.3 Managing Views

Managing views is a standard SharePoint functionality.

### 12.3.1 Creating View

As there are several types of view you can decide what of them is suitable for your course. To create a new view go to **Library>Create view**. Choose a format for your new view:



Settings + View Type ®	
Choose a view type	
View data on a Web page. You can choose from a list of display styles.	Datasheet View View data in an editable spreadsheet format that is convenient for bulk editing and quick customization.
Calendar View View data as a daily, weekly, or monthly calendar.	Gantt View View list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time.
	Custom View in SharePoint Designer Start SharePoint Designer to create a new view for this list with capabilities such as conditional formatting.
Start from an existing view	
# All Documents	

#### 12.3.1.1 Creating Standard View

To create standard view:

- 1. Specify the Name of the view you create;
- 2. Check the corresponding boxes to choose what columns are to be displayed;
- 3. Sort the order of the items;
- 4. Define the **Filter** for the items;
- 5. Decide how your items will be grouped;
- 6. Specify the **Totals**, **Styles**, **Folders**, **Item limit** and **Mobile** setting for your view and press the OK button to save changes and Cancel to discard them.

#### 12.3.1.2 Creating Calendar View

To create Calendar view:

- 1. Specify the Name of the view you create;
- 2. Select the Audience for this view (Personal/Public);
- 3. Define the Time interval for your view;
- 4. Specify the Calendar columns;
- 5. Choose the Default scope for your view (Day/Week/Month);
- 6. Assign a Filter and press OK to save settings and Cancel to discard them.

#### 12.3.1.3 Creating Datasheet View

To create Datasheet view:

- 1. Specify the **Name** for the view you create;
- 2. Select the Audience for this view (Personal/Public);
- 3. Define the Time interval for your view;
- 4. Specify the Calendar columns;
- 5. Choose the **Default scope** for your view (Day/Week/Month);
- 6. Assign a **Filter**;
- 7. Specify the **Totals, Folders, Item limit** setting for your view and press the OK button to save changes and Cancel to discard them.



#### 12.3.1.4 Creating Gantt View

To create Gantt view:

- 1. Specify the Name of the view you create;
- 2. Select the Audience for this view (Personal/Public);
- 3. Define the **Columns** for your view;
- 4. Define the Gantt columns for your view;
- 5. Sort the order of the items;
- 6. Define the Filter for the items;
- 7. Decide how your items will be grouped;
- 8. Specify the **Totals**, **Styles**, **Folders**, **Item limit** setting for your view and press the OK button to save changes and Cancel to discard them.

### 12.3.2 Choosing View

To manage View settings press the **View** drop-down list button and choose the view you want the document be presented to you. By default there are two kinds of view: All documents view and Explorer view. You can either modify the chosen view or create a new one:

SharePo	int						
BROWSE	FILES	LIBRAR	9				
		-	-	Modify View .	Current View:		6
View Onit	de No	A	Crasta	Treate Column	All Documents		Tage &
Edi	t Ro	w B	View	Navigate Up	Default		Notes
View Format	Dat	asheet	-	Manage Vie	All Documents	N	Tags and Note

### 12.3.3 Modifying View

To modify the view:

1. Go to Library>View>Modify this view:

SharePoint				
BROWSE FI	LES LIBRARY			
	Show 1	Task Pane	Modify View 🚽 Current Vie	w
	Show 1	Totals	Modify View	C.
View Quick Edit	Row Refres	h Data Viev	Modify in SharePoint Designer (	(Advanced) Tags & Notes
View Format Datasheet		2	Manage Views	Tags and Notes
Tools		Type	Name	Modified
Annou	incements		answers Direv	7/29/2013 5:09 PM

2. Specify the Name of the view you create;



- 3. Check the corresponding boxes to choose what columns are to be displayed;
- 4. Sort the order of the items;
- 5. Define the **Filter** for the items;
- 6. Decide how your items will be grouped;
- 7. Specify the **Totals**, **Styles**, **Folders**, **Item limit** and **Mobile** setting for your view and press the OK button to save changes and Cancel to discard them.

### 12.3.4 Managing View settings

In the **Document Library Settings** section there are the following sections: General Settings, Columns and Views. To open it, go to **Libraries > Plagiarism > Settings**:

Plaglaris	sm > Set	ttings	
List Information		5	
Name:	Plagiarism		
Web Address:	http://sp2013-iv	va/sites/c1/Plagiarism/Forms/All[terns.asp	рх
Description:	Provide checkin	g documents by plagiarism prevention se	ervice
General Settings		Permissions and Management	Communications
· List name, description	on and navigation	· Permissions for this document library	<ul> <li>RSS settings</li> </ul>
Versioning settings		Manage files which have no checked in	
Advanced settings		version	
Validation settings		Workflow Settings	
= Column default valu	e settings	<ul> <li>Enterprise Metadata and Keywords Settings</li> </ul>	
Audience targeting	settings	<ul> <li>Information management policy</li> </ul>	
Rating settings		settings	
# Publishing			
= Form settings			
Columns			
A column stores infom document library:	nation about each doo	cument in the document library. The following	columns are currently available in the
A column stores inform document library: Column (click to edit)	nation about each doe Type	cument in the document library. The following Required	g columns are currently available in thi
A column stores inform document library: Column (click to edit) Title	nation about each doo Type Single lin	cument in the document library. The following Required ne of text	g columns are currently available in the
A column stores inform document library: Column (click to edit) Title Created	nation about each doo Type Single lin Date and	cument in the document library. The following Required he of text I Time	g columns are currently available in thi
A column stores inform document library: Column (click to edit) Title Created Modified	Type Type Single lin Date and Date and	cument in the document library. The following Required he of text I Time I Time	g columns are currently available in thi
A column stores inform document library: Column (click to edit) Title Created Modified Created By	Type Type Single lin Date and Date and Person o	cument in the document library. The following Required the of text I Time I Time r Group	g columns are currently available in thi
A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By	Type Type Single lin Date and Date and Person o Person o	Required Required the of text I Time I Time I Time I Group Ir Group	g columns are currently available in thi
A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To	Type Type Single lin Date and Date and Person o Person o Person o	Required Required Time I Time I Group Ir Group	g columns are currently available in the
A column stores infom document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Create column	Type Type Single lin Date and Date and Person o Person o Person o	Required Required the of text I Time I Time I Group Ir Group Ir Group	g columns are currently available in thi
A column stores infom document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Create column Add from existing site	Type Single lin Date and Date and Person o Person o Person o	Required Required the of text I Time I Time I Group Ir Group	g columns are currently available in thi
A column stores infom document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Create column Add from existing site Column ordering	Type Type Single lin Date and Date and Person o Person o Person o	Required Required the of text I Time I Time I Group Ir Group	g columns are currently available in thi
A column stores infom document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Create column Add from existing site Column ordering Indexed columns	Type Single lin Date and Date and Person o Person o Person o	Required Required the of text I Time I Time I Group Ir Group	columns are currently available in the
A column stores infom document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Checked Out To Create column Add from existing sib Column ordering Indexed columns Views	Type Single lin Date and Date and Person o Person o Person o	Required Required the of text I Time I Time I Group Ir Group	columns are currently available in thi
A column stores infom document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Checked Out To Create column Add from existing site Column ordering Column ordering Indexed columns Views Views Views	Type Single lin Date and Date and Date and Person o Person o Person o Person o	Required Required the of text I Time I Time I Time I Group Ir Group Ir Group	g columns are currently available in this
A column stores infom document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Checked Column	Type Single lin Date and Date and Date and Person o Person o Person o Person o Person o Person o	Required Required the of text I Time I Time I Time I Time I Group Ir Group Ir Group Ir Group	tems sorted in a particular order. View



### In the Columns section you can create a new column:

Name and Type	Column name:					
ype a name for this column, and select he type of information you want to store						
the column.	The type of information in this column is:					
	Single line of text					
	Multiple lines of text					
	Choice (menu to choose from)					
	© Number (1, 1.0, 100)					
	O Currency (\$, ¥, €)					
	Date and Time					
	O Lookup (information already on this site)					
	Ves/No (check box)					
	Person or Group					
	Hyperlink or Picture					
	Calculated (calculation based on other columns)					
	Task Outcome					
	External Data					
	BodyReport					
	Competency Lookup Field					
	© Filtered Lookup (Information from all sites in site collection)					
	© Body Report					
	© Duration					
	© Managed Metadata					
Additional Column Settings	Description:					
Specify detailed options for the type of information you selected.						
	Require that this column contains information:					
	🛇 Yes 🔎 No					
	Enforce unique values:					
	© Yes 🔘 No					
	Maximum number of characters:					
	255					
	Default value:					
	Text  Calculated Value					
	Test - A deal and the dealer of the dealer of the set					
	Add to default view					
Column Validation	1.7 A 7414 AU					

Specify the column's title and type, assign additional settings if necessary, press OK to save settings and Cancel to discard.



To define Document library setting go to Document library settings section and apply all the necessary changes in the following window:

Plagiaris	sm→ Set	ttings						
Name:	Plagiarism	Plagiarism						
Web Address: Description:	fress: http://sp2013-iwa/sites/c1/Plagiarism/Forms/AllItems.aspx ion: Provide checking documents by plagiarism prevention service							
General Settings		Permissions and Management	Communications					
List name, description and navigation		· Permissions for this document library	· RSS settings					
Versioning settings	R.	Manage files which have no checked in version	1-					
<ul> <li>Advanced settings</li> <li>Validation settings</li> </ul>		* Workflow Settings	1					
= Column default val	ue settings	<ul> <li>Enterprise Metadata and Keywords Settings</li> </ul>						
Audience targeting	settings	<ul> <li>Information management policy</li> </ul>						
Rating settings		settings						
= Publishing								
# Form settings								

Here all the current settings of the Plagiarism section are displayed. From this window you can make changes in the document library settings. You can manage columns of the current document library and views too.

The Actions and Settings buttons at the top of the list allows performing actions and operations typical of SharePoint.



# 13. ASSIGNMENTS

The **Assignments** section allows users to set assignments within the course and view the results of performing assignments.

To access the **Assignments** section, click the **Assignments** link on the Course Tools menu. The **Assignments** section is represented as list of *Assignments* by default:

Con-Premises	≜ software Course Assignment Calendar ©								
Tools	(+) nev	v item or edit	t this	list					
🥪 Announcements	All Events	Calendar Cu	irrent E	vents •••	Find	l an item	Q		
Calendar	. 0	<b>T</b> 11.							
Documents	v 0	Inte		Opening Date		Due Date	Closing Date	Assignment Type	Group Hand In
Discussion Board		Zeromancer 🗱		2/4/2016 5:00	PM	2/5/2016 12:00 AM		Online Submission	No
Q Chat		Assignment		2/5/2016 12:0	O PM	2/10/2016 12:00 AM		Online	No
🙆 Mailbox		for Wednesday 🗱						Submission	
😤 Links		New		2/5/2016 12:0	0 PM	2/16/2016 12:00 AM		Online	No
Reports		assignment 🗱						Submission	

The following information is displayed in the list of Assignments:

- Title contains Assignment's name;
- **Opening Date** contains date, from which the Assignment is available for Learners;
- **Due Date** contains due date for the assignment;
- **Closing Date** contains the last date that the system will allow submissions for this assignment;
- Assignment Type contains assignment type;
- Group Hand In indicates if Group Hand In is possible for this assignment;
- Scale Configuration indicates if Scale Configuration is set for this Assignment;
- **Template** shows the Title of Assignment Template. (If Template values were reassigned manually in the Assignment, Template's title will be shown regardless of this);
- Submitted shows the number of submitted assignment tasks out of total, e.g. "12 of 22".

Assignments list should be differentiated from the Assignment Tasks list, which can be accessed through the View Learner's Assignments button (available in the ribbon menu and in the Assignment view form):

BROWSE FILES LIBRARY								Q sh	ARE 🟠 FOLLOW
CINS365 On-Premises	ª ^{course 1} Assignmer	nts o					3	Search this site	م
Tools	🕅 🜒 Title	Assignment Type	Assigned To	Grade	Status	Overdue Status	Due Date	Comments	Saved as Draft
Announcements	Assignment 2	Online Submission	Learner 1		Not Started		1/15/2014 12:00 AM	View Entries	No
Calendar	Assignment 2	Online Submission	🗆 Learner 2		Not Started		1/15/2014 12:00 AM	View Entries	No
C Documents	Assignment 2	Online Submission	Learner 3		Not Started		1/15/2014 12:00 AM	View Entries	No
😴 Discussion Board									

Assignment Task is a single instance of Assignment created for every Learner. The following information is displayed in the list of Assignments:



- **Title** contains Assignment's name;
- Assignment Type contains assignment type;
- Assigned To indicates Learner, to whom the task is assigned;
- Grade contains grade, if the task is already assessed;
- Overdue Status indicates if the task is submitted after Due Date;
- Due Date contains due date for the assignment;
- **Comments** contains link to the Assignment Task comments;
- Saved as Draft indicates if the Assignment Task status is Saved as Draft.

## 13.1 Creating Assignments

To create an assignment, follow these steps:

- 1. On the Course level, go to the left course tools menu and click the Assignments icon;
- 2. On the ribbon menu go to **List Tools > Items** and click **New Item > Assignment** or click new item button:

BROWSE ITEMS LIST	Version History	View Learner's Assignments	Synchronize Assignments	Attach File
Assignment Create a new Assignment	Manage		Actions	
Tools	(+) new i	item or ea	lit this li	st
🥡 Announcements	All Events	Calendar	Current Eve	nts ••



#### In the open form, fill in the fields as required:

BROWSE ED	COURSE TOO	LS			🗘 SHARE	☆ FOLLOW
Save Cancel	Paste & Cut	View Learner's Assignments	ABC Spelling			
Commit	Clipboard	Actions	Spelling			
Site Contents		Template		none *		
		Title *		Wednesday assignment		
		Assignment Type	2	Online Submission		
		Opening Date *		7/15/2016	1 PM ¥ 00 ¥	
				The time that the assignment becomes available to students.		
		Due Date *		7/27/2016	12 AM ¥ 00 ¥	
				The due date for the assignment. Homework submitted after this time will be marked overdue.		
		Closing Date			12 AM ¥ 00 ¥	
				The last date that the system will allow submissions for this assignment of left empty, it will default to the Du	nt. e Date.	
		Description *		Write an essay		
				🏶 Attach file		
		Group Hand In				
		Scale Configurati	on	Use:		
				No grading		
				Scale Set: Default (UK) •		
				Numerical     Min: Max:		
18: 				Display options:		
				Show grade		
				<ul> <li>Combined view</li> </ul>		
		Assigned To		<ul> <li>All Learners</li> <li>Selected Learners</li> </ul>		
		Notify me when	learners return tasks for this assignment	. 0		
		Show tasks now		0		
					Save	Cancel

- *Template* select template from the drop-down list with titles of all existing templates + "None" value on the top. The default Assignment template is set in the Assignment Templates list. You can view the selected template by clicking the View button (A).
   **Template Fields** and **Notification Settings** set in the selected Assignment template are displayed below the drop-down menu (non-editable);
- *Title* type the title for the assignment;
- Assignment type specify the type for the assignment from the drop-down list:
  - Online Submission (assignment should be returned via SPLMS);



- Offline Submission (assignment should be returned in class);
- *Required Course Preparation;*
- Optional Additional Reading;
- Other;
- Opening Date specify the time the assignment becomes available for the learners;
- *Due Date* specify the deadline for submitting the assignment. Assignments submitted after this time will be marked overdue;
- Closing Date specify the last day for the assignment to be submitted;
- *Description* type the assignment main task;

To add a file to the assignment, when filling *Description* field, go to **Editing Tools** > **Insert** and click **Upload File**:

It is possible to upload file to assignment when filling the *Description* field. When you use this option to add files to the assignment, Learners can access these files not only in the Assignment Task, but also in the library, to which the files are uploaded, e.g. Documents, Assignments or other.

If you do not want the uploaded files to be disclosed to Learners before some specific date, it is possible to set publishing dates for the file.

To do that, go to **Editing Tools** > **Insert** and click **Upload File**:

Table       Image: Site Contents       Image: Site Contents       Image: Site Contents         Site Contents       Template       none •         Title *       Wednesday assignment         Assignment Type       Online Submission •         Opening Date *       7/15/2016         Due Date *       7/27/2016         Closing Date       7/27/2016         Closing Date       Image: Simple the single	BROWSE EDIT COU	URSE TOOLS FORMAT TEXT INSERT	C SHARE & FOLLOW [2
Site Contents       Template       none •         Title *       Wednesday assignment         Assignment Type       Online Submission •         Opening Date *       7/15/2016 ••••••••••••••••••••••••••••••••••••	Tables Media	Video and Audio v Links Links Links Embed	
Title *       Wednesday assignment         Assignment Type       Online Submission         Opening Date *       7/15/2016         Due Date *       7/27/2016         Due Date *       7/27/2016         The time that the assignment becomes available to students.         Due Date *       7/27/2016         The due date for the assignment.         Homework submitted after this time will be marked overdue.         Closing Date         Description *         Write an essay	Site Contents	Template	none 🔻
Assignment Type       Online Submission         Opening Date *       7/15/2016         Due Date *       7/27/2016         Due Date *       7/27/2016         Closing Date       7/27/2016         Closing Date       12 AM * 00 *         The due date for the assignment. Homework submitted after this time will be marked overdue.         Closing Date       12 AM * 00 *         Description *       Write an essay		Title *	Wednesday assignment
Opening Date * 7/15/2016   Due Date * 7/27/2016   Due Date * 7/27/2016   The due date for the assignment. Homework submitted after this time will be marked overdue.   Closing Date 12 AM V 00 V   The last date that the system will allow submissions for this assignment. If left empty, it will default to the Due Date.   Description * Write an essay		Assignment Type	Online Submission
Due Date *   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016   7/27/2016 <tr< td=""><td></td><td>Opening Date *</td><td>7/15/2016 III 1 PM V 00 V</td></tr<>		Opening Date *	7/15/2016 III 1 PM V 00 V
Due Date *       7/27/2016       III       12 AM ▼ 00 ▼         The due date for the assignment.       Homework submitted after this time will be marked overdue.         Closing Date       IIII       12 AM ▼ 00 ▼         The last date that the system will allow submissions for this assignment.       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII			The time that the assignment becomes available to students.
Closing Date       Image: Closing Date         Closing Date       Image: Closing Date         Description *       Write an essay		Due Date *	7/27/2016 II AM V 00 V
Closing Date       Closing Date     Image: Closing Date       The last date that the system will allow submissions for this assignment.       If left empty, it will default to the Due Date.   Description *       Write an essay			The due date for the assignment. Homework submitted after this time will be marked overdue.
The last date that the system will allow submissions for this assignment. If left empty, it will default to the Due Date. Write an essay		Closing Date	12 AM ¥ 00 ¥
Description * Write an essay			The last date that the system will allow submissions for this assignment. If left empty, it will default to the Due Date.
		Description *	Write an essay
Attach file			Attach file
Group Hand In		Group Hand In	* Augurine

Select file on your local computer and specify document library to upload the file:



noose a file	Choose File Tutorial.docx	
	Add as a new version to existing files	
Destination Library	Documents	
/ersion Comments		1

### Set Start Date and End Date to limit publishing period of the file:

Link Target	<ul> <li>_self</li> <li>Specify your own value:</li> </ul>
	Name of window where link will be opened when clicked
Start Date	2/16/2016 12 AM ¥ 00 ¥
	Scheduled approval start date
End Date	5/12/2016 II2 AM 🔻 00 🔻
	Scheduled approval end date
Keywords	
Created at 2/3/201 Last modified at 2/	6 12:23 PM by ageucheva_a Save Cancel



**NOTE**: If the Start Date and End Date are left empty, they are considered equal to the Assignment Opening Date and Due Date:

Opening Date *     2/15/2016       Due Date *     2/15/2016       Due Date *     2/15/2016       Closing Date     10 km the submitted       Closing Date     The batt date that the system will allow submitted in the sugment the submitted overtue.       Description *     The batt date that the system will allow submitted in the sugment of the sugment	Assignment Type	Online Submission	Description	Hardware Requirements
Due Date *     2/16/2016     Click for help about adding basic HTML formatting:       Closing Date     2/16/2016     Link Target     Specify your own value:       Closing Date     The last date that the system will allow submissions for the signature if help and the metry of the allow submissions for the signature if help about adding basic HTML formatting:     Name of window where link will be opened when clicked       Description *     End Date     2/15/2010     12 AM * 00 *	Opening Date *	2/15/2016		
Closing Date Description * Name of window where link will be opened when clicked Start Date Description * Name of window where link will be opened when clicked Start Date Description * Name of window where link will be opened when clicked Start Date Description * Name of window where link will be opened when clicked Start Date Description * Description	Due Date *	becomer pullable to increate 2/16/2016 The use diffe form actigrament. Homework submitted by this to	Link Target	Click for help about adding basic HTML formatting:
Description * End Date 2/16/2016 III 12 AM * 00 *	Closing Date	will be marked overdue.	Start Date	Name of window where link will be opened when clicked 2/15/2016 Software poporwal start date
	Description *	If left empty, it will default to the I	End Date	2/16/2016 III 12 AM V 00 V

The document will be saved in the selected document library, and learner will be able to view it in the task.

**NOTE**: To view the attached document before Assignment saving, press Ctrl + Left mouse button. The document content will be displayed in a new tab.

Attach file link allows attaching *Description files* to the Assignment. These files can be edited only by Teacher in the Assignment edit form. In the Assignment Task these files are available only for view and download for Teacher and Learner:

BROWSE ED	PORMAT TEXT	INSERT				
Save Cancel	Paste Cut	View Learner's Assignments Actions	ABC Spelling			
		Use this name to an	id attachments t	to an item		
Tools		ose mus page to at	na accontinenta i	op on neme		
📢 Annou	incements	Name		<i>y</i>		
Calence	dar			Choose File	Tutorial.docx	
E Docun	nents	6				
- Discus	sion Roard					1
ing Discus	SIGH DOULD				OK	Cancel
Chat					10 P	< 113

- *Group Hand In* checkbox select the checkbox to allow learners to organize into groups when submitting assignment tasks;
- Scale Configuration select options for grading the Assignment:
  - No grading select this radio button to disable grading for this assignment;
  - Scale set specify the default Scale Set;
  - Numerical specify the Minimum and Maximum Scale values;



- *Display options* specify the display options for the assignment:
- Show grade (only grades will be displayed for assignments);
- **Show percentage** (only percentage will be displayed for assignments);
- **Combined view** (both grade and percentage will be displayed for assignments).

**NOTE:** The selected display options variant influence only assignment tasks list. Display options for Grade Book are set separately in the Grade Book options.

- Assigned To specify whether the assignment should be assigned to All Learners, or just choose the needed learners manually (Selected Learners). Use the Check names and Browse buttons to choose Learners or Groups of learners;
- Notify me when learners return tasks for this assignment specify whether you want to be notified when learners return tasks for the assignment;
- Check for Plagiarism check this option if you want the assignment to be checked for plagiarism;
- Show tasks now specify whether you want the tasks for learners to be generated once you have created an assignment. This option allows learners to preview the task before the opening date, thus the tasks will be generated as soon as the timer job 'SharePoint LMS Assignments' runs. But the learners will not be able to edit the task before the opening date comes. Such tasks are generated with the **Not Started** status. When the assignment has been already created and this option is activated, the teachers will be able to edit this assignment but they will not see this checkbox if the tasks have already been generated. They can only see the checkbox if the tasks haven't been generated yet.
- 3. Click **Save** to save the changes. Click **Cancel** to discard the changes.

#### **NOTE:** *Please, pay attention:*

If there are AD users and/or AD groups among the course learners, please, keep in mind that it's best practice not to delete users from Active Directory completely (when you fire employees, when they leave for another job, etc.). Instead it's better to create a group for such users and keep such users there.

#### Why we suggest this flow:

If you delete a user from Active Directory prior to removing this learner (or group where he is member) from SharePoint LMS course, and afterwards create assignments in the course, you will most likely run into issue when tasks won't be created. This happens because the scheduled 'SharePoint LMS Assignments Timer Job' runs all your courses and stops on the one with learner in AD missing. The tasks will not create until the deleted from AD learner is removed from the course.

Once a user AD account is deleted, all permissions and memberships associated with that account are permanently deleted too. If you create a new user account with the same name as previously deleted user, account does not assume the permissions and memberships of the previously deleted account because the security ID (SID) for each account is unique. All permissions and memberships have to be recreated manually to duplicate it.



# 13.2 Synchronizing Assignments

After creation of Assignment, there are 2 ways of generating Assignment Tasks: use *Synchronize Assignments* feature or wait until *SharePoint LMS Task Processing job* runs.

The **Synchronize Assignments** feature is used to generate Assignment Tasks for Learners according to the Assignment settings.

To synchronize assignments, do the following:

- 1. Select the needed Assignment;
- 2. Click the **Synchronize Assignments** button in the ribbon menu:

BROWSE IT	EMS LE	51	Version	History			RCD.			4	178
New New Item + Folder	View	Edit Item	Shared 1	With tem	View Learner's Assignments	Synchronize Assignments	Attach File	Alert Me +	Tags & Notes	Workflows	Approve/Reject
New		Ma	nage			Actions		Share & Track	Tags and No	tes Wo	rkflows
📢 Annou 🔝 Calenc	incement Jar	5	All E	vents	Calendar	Current Eve	nts ••	• Find a	n item	م	
Docum	nents		~	U	Title			Opening E	Date	Due Date	Closing Dal
- Goodan		1	~	0	New Assignme	ent 🗷		5/5/2016	5:00 PM	5/6/2016 12:0	0 AM
Chat	SION BOAI	a			Wednesday A	ssignment <b>X</b>	ı .	·· 5/5/2010	5:00 PM	5/6/2016 12:0 5/6/2016 12:0	0 AM 0 AM
🙈 Mailbo	xc				rissignment x			0 1000000	1202001030	0.0500000000000000	

4. Click **OK** to confirm tasks generation:

Synchronization Settings		
Assignment Tasks generation job is started. Tasks	s will be generated automati	cally.
Do you want to generate tasks now?		
	ОК	Cancel

Assignment Tasks will be generated for all Learners specified in the Assigned To field.

**NOTE:** You can use this feature to create Assignment Tasks for Learners before the Opening Date is reached. In this case the following confirmation message will be displayed:



<ul> <li>Assignment's Opening Date hasn't been reac be able to edit them before Opening Date.</li> </ul>	hed yet. Tasks will be generated but Learne
Are you sure you want to generate tasks now?	
	OK Cance

This function can be used after Assignment Tasks are generated to synchronize assignments after adding/removing users from the assignment.

After you add/remove learners in the Assignment edit form:

- 1. Check the needed assignment and click **Synchronize Assignments**;
- 2. Two options will be suggested:

Synchronization Settings		×
<ul> <li>Generate Assignment Tasks for new Learners</li> <li>Remove Assignment Tasks of the Learners who left the course</li> </ul>	ОК	ancel

- **Generate Assignment Tasks for new Learners** generates Assignment Tasks for users in the Assigned To section that don't have an Assignment Task yet;
- **Remove Assignment Tasks of the Learners who left the course** removes Assignment Tasks of users deleted from *Course Learners* and removed from the *Assigned To* field;

NOTE:	Assignment Tasks are added/removed for new/deleted Learners by the SharePoint LMS
	Task Processing job as well. But if new users were added to course(or old users were
	removed from course) after assignment tasks for All Learners had been created,
	SharePoint LMS Task Processing job checks the assignments that has opening date only
	in range {today before current time and yesterday after 12am} and generates tasks for
	new users (or removes tasks for deleted users).
	Synchronize Assignments button does this for selected assignment regardless of the
	opening date value. We recommend using Synchronize Assignments feature for
	creation/deleting tasks for assignments with Opening date earlier than current date.
NOTE:	Group Assignment Tasks are not removed if at least one Learner of the group remains in
	the course.

5. Check the needed options and click **OK**.

If you do not Synchronize Assignments, Assignment Tasks are generated automatically by SharePoint LMS Task Processing job.



To check its status, go to **Central Administration > Monitoring > Check Job Status** and find ELEARNINGFORCE - LMS: Task Processing. Here you can view and change settings of the Timer Job and run the job:

Edit Timer Jo	b o					
Job Title	ELEARNINGFORCE	E - LMS: Task P	rocessing			
Job Description	Processes assignm etc.	nents in ShareP	ointLMS courses: ;	generates task	s, sets overdu	e status,
Job Properties This section lists the properties for this job.	Web application: Last run time:		SharePoir 2/15/2010	nt - 80 6 4:15 PM		
Recurring Schedule Use this section to modify the schedule specifying when the timer job will run. Daily, weekly, and monthly schedules also include a window of execution. The timer service will pick a random time within this interval to begin executing the job on each applicable server. This feature is appropriate for high- load jobs which run on multiple servers on the farm. Running this type of job on all the servers simultaneously might place an unreasonable load on the farm. To specify an exact starting time, set the beginning and ending times of the interval to the same value.	This timer job is so Minutes Hourly Daily Weekly Monthly	cheduled to rur Every 5	n: ] minute(s)			
			Run Now	Disable	ОК	Cancel

**NOTE:** If you have several owstimers on the farm (not single-server application), when you click the **'Run Now'** button, the Timer Job does not generate new tasks. New tasks will be generated as scheduled for the job, because if one owstimer is processing course, then other owstimer should not process this course. If you want to have Assignment Tasks generated quicker, we recommend changing the schedule of this timer job.

# 13.3 Viewing Assignment

To view an assignment, in the Assignments section click the assignment's title. The following window will appear:



BROWSE VIEW			
View Learner's Assignments	ny 📮 Alert Me & Workflows		
manage	Photos a:		
Tools	Template	Assignment Template	
📢 Announcements	Title	Monday Assignment	
Calendar	Arrianment Tune	Opline Submission	
Documents	Assignment Type	20/2015 1:00 014	
Discussion Board	Opening Date	2/9/2016 100 PM	
Chat	Due Date	2/10/2016 12:00 AM	
Mailbox	Closing Date		
	Description	write an essay	
Links	Group Hand In	No	
Reports	Group Hand an	NO	
🚜 Learning Module	Scale Configuration		
Quizzes	Assigned To	Hank Moody	
Drop Box		Harvey Spector	
Assignments	Notify me when learners return tasks for this as	signment No	
Attendance		92 ¹	
Conference	Content Type: Assignment		
📑 Grade Book	Last modified at 2/9/2016 1:00 PM by C system Acc	ount	Ciose

Buttons at the top allow performing the following operations:

- a. Click View Learner's Assignments to view learner's Assignment Tasks;
- b. Click Edit Item to modify the assignment;
- c. Click Version History to view the Assignment history;
- d. Click Manage Permissions to assign users and group permissions to this item;
- e. Click Delete Item to delete the assignment;
- f. Click Alert Me to manage notification settings.

**NOTE:** The View Learner's Assignments button is inactive until Assignment Tasks are generated.

# 13.4 Modifying Assignments

All assignments can be edited by Teachers.

To edit an assignment, do the following:

- 1. Enter the Assignments section;
- 2. Click the name of a necessary assignment;
- 3. Select Edit Item on the ribbon;
- 4. The form for item editing will appear. Modify the necessary fields according to your preferences:



Template	Assignment Template 💟 🦄
lite *	Monday Assignment
assignment Type	Online Submission
Opening Date *	2/9/2016
	The time that the assignment becomes available to students.
ue Date "	2/10/2016
	The due date for the assignment. Homework submitted after this time will be marked overdue.
Josing Date	12 AM V 00 V
	The last date that the system will allow submissions for this assignment. If left empty, it will default to the Due Date.
Description *	write an essay
	Attach file
iroup Hand In	
cale Configuration	Use:
	(* No grading
	Scale Set: Default (UK) +
	O Numerical
	Min: Marc
	Display options:
	Show grade     Show parameters
	Combined view
	0
asigned to	All Learners     Salarted Lawrence
	Learner 1: Learner 10: Learner 2
	۵. E
lotify me when learners return tasks for this assignme	ant []
vested at 2/9/2016 12:02 BM built searchara	F STORE F FORMATION
ast modified at 2/9/2016 1:00 PM by System Account	Save Cancel

5. Click **Save** to save settings. Click **Cancel** to discard changes.

NOTE: When Teacher edits Assignment, Assignment Tasks are updated if their status is Not Started or Returned.
 BUT! If the Assignment Task status is In Progress, Completed or Submitted, it remains unchanged after Teacher's edit.
 NOTE: If Teacher wants to edit Opening Date in assignment with generated assignment tasks, he/she must delete the current assignment and create a new one with the needed



Opening Date, as Opening date cannot be changed for assignment tasks that have already been generated.

If Assignment tasks are not generated yet, it is possible to change opening date – assignment tasks will be generated according to the new schedule or after Synchronizing Assignments.

# 13.5 Modifying Assignment Tasks

After generation Assignment Tasks can be edited by Teacher and Learner.

### 13.5.1 Teacher's Assignment Task edit form

To edit an assignment task,

- 1. Enter the Assignments section;
- 2. Select the needed assignment and click the View Learner's Assignments button.

**NOTE:** The View Learner's Assignments link will not appear until a task is generated.

3. The list of Learner's Assignment Tasks will appear:

CINS365 On-Premises	Soft A	ss	ignments o				
Tools		۵	Title	Assignment Type	Assigned To	Grade	Status
📢 Announcements			Assignment for Wednesday	Online Submission	🗆 ageucheva_a		Not Started
Calendar			Assignment for Wednesday	Online Submission	Cheech Marin		Not Started
C Documents			Assignment for Wednesday	Online Submission	🗆 John Smith		Not Started
Discussion Board			Assignment for Wednesday	Online Submission	🗆 Hank Moody		Not Started
Chat			Assignment for Wednesday	Online Submission	🗆 Learner 10.		Not Started
A Mailbox			Assignment for Wednesday	Online Submission	Harvey Spector		Not Started

- 4. Select the needed Assignment Task and click the **Edit Item** button.
- 5. The form for item editing will appear. Modify the necessary fields;



#### Teacher's Assignment Task edit form:

BROWSE BOIT			Q SHARE 🟠 FOLLOW
Approve Save As Cancel Paste Commit Cli	Cut Delete Attach Tier Options		
Tools Calendar Calendar	Title Description	Assignment 5 assignment description	
Discussion Board     Chat     Mailbox     Links		Description files: Edocx Description files can be changed in Assignment on	N.
Eeports	Opening Date	2/5/2016     IIII     2 PM     43       The time that the assignment becomes available to students.	
Ra Drop Box B Assignments	Due Date	2/10/2016 III 12 AM  OU The due date for the assignment. Homework submitted after this time will be marked overdue.	
Conference Grade Book	Closing Date	The last date that the system will allow submissions for this assignment.	
Tracking Wiki Pages Seating Chart	Assigned To * Grade	Learner 1	
Learners & Groups     Staff     Roster     Plagianism     Courses	Company		
Site Contents		No existing entries. Hand in Attachments: Attach file Ability to edit files on the server-side depends on if you're not sure if server-side editing is enabled, file, edit it locally and attach to the Task). Files with versions.	the settings of your computer and SharePoint. please use client-side editing (i.e. download i coinciding titles are uploaded as new file
	Template Fields Version: 2.0 Created at 2/9/2016 1.0 Last modified at 2/10/2	0 PM by ⊂ System Account 016 12:01 AM by ⊂ System Account	Approve Save As Draft Cancel

#### Title – Assignment Task title;

Description - Assignment Task description text;

**Description Files** - files that were attached to the Assignment by Teacher. Versioning is not used for these files. **Description files** are always static in the Assignment task, as nobody can add new file, edit files and delete files here. Teacher can add new file, edit these files, and delete these files only in the <u>Assignment edit form</u> (all changes with Description files in assignment are immediately reflected in Assignment tasks).

**Opening Date** – opening date of the Assignment Task;

Due Date - due date of the Assignment Task;

Closing Date - closing date of the Assignment Task;

**Assigned To** – non-editable field, displays Learner to whom the task is assigned;



Grade - select grade from the drop-down list (available for graded assignments only);

**Comments** – field for adding comments to the Assignment Task. Teacher can see his own and learner's public comments. Teacher can edit his comment many times within the same iteration, before he Approves\Returns the task. (i.e. When teacher opens task to edit within the same iteration, Saved as Draft Comment text is shown in the text field – ready to be edited). Draft comments are not added to the list of comments unless the teacher Approves\Returns the task.

Each time Teacher Submits, Returns or Saves task as draft, a new version of task is created (SharePoint versioning is used).

**Hand In Attachments** – files that were attached to the assignment task by Learner or Teacher. Versioning is used for these files.

The following operations are available for Teacher with Hand In Attachments:

1. Teacher can view and open all public file versions, latest Learner's draft file version (if the task wasn't submitted), and Teacher's own draft file versions. When Teacher clicks attachment name, a drop-down menu with a list of all available file versions is opened. When Teacher clicks file name in the drop-down, the file is opened or downloaded depending on SharePoint and client's OS settings. 2. Teacher can add new attachments using the "**Attach file**" link or the "**Attach file**" button in the ribbon.

3. Teacher can edit attached files in **Hand In attachments**. After edit a new file version is created. Teacher can create several draft file versions. A new file version is also appended when user uploads a file which title coincides with the title of existing file.

4. Teacher can delete all his draft file versions till the latest public version clicking the **Delete my Draft** link next to the attachment name. If there are no draft file versions to delete, the Delete my Draft link is greyed-out.

**Template Fields** – non-editable field, displays fields added to the Assignment from Template.

**NOTE**: Teacher cannot edit or delete Description files. It is possible only for the Assignment, not the Assignment Task. NOTE: If Learner saved assignment task as draft, Learner's draft assignment and draft Hand In attachments are always visible for Teacher. If Teacher saved assignment task as draft, his draft assignment task, its draft attachments and draft comments are never available for view and edit for Learner. If Teacher saved assignment task as draft, his draft assignment task, its draft attachments and draft comments are available for view and edit for another Teacher (in case there are several Teachers in one course). **NOTE:** Only one comment can be created per iteration. One iteration is a case when task resides side (e.g. on the teacher's side, learner's side before user on one Approves\Submits\Returns). Draft comment is a personal thing and is visible to its owner unless it is published. Draft comment may be edited many times within one iteration. Draft comment becomes public when user Approves\Submits\Returns the task. NOTE: Public comments and attachments cannot be deleted for legal purposes.

### 13.5.2 Learner's Assignment Task edit form

**NOTE:** Assignment tasks can be modified by Learners if they have the corresponding permissions. Permissions usually depend on task status. See the table below:



Task Status	User Role	Permission
Completed	LMS Extended Reader	View
In Progress	LMS Limited Contribute	Edit
Not Started	LMS Limited Contribute	Edit
Submitted	LMS Extended Reader	View
Returned to Learner	LMS Limited Contribute	Edit

The **View** type permission means that learners can only view items and attached documents.

The **Edit** type permission means that learners can view, edit items and view, edit or delete documents which they attached. Note, that once documents were attached or edited by teachers, they cannot be managed by learners.

Once a task is generated and saved as draft by teacher, it cannot be managed by Learner despite that Learner sees the task status as Not Started.

For more information about task statuses, see the <u>Task Status</u> paragraph.

To edit an assignment task, do the following:

- 1. Enter the Assignments section;
- 2. Select the needed Assignment Task and click the Edit Item button;
- 3. The form for item editing will appear. Modify the necessary fields;



#### Learner's Assignment Task edit form:

Title	New Assignment
Description	Write an essay.
Opening Date	2/15/2016 5:00 PM
Due Date	2/16/2016 12:00 AM
Closing Date	4/14/2016 12:00 AM
Assigned To *	Hank Moody
	You can select learners to include in the group:
Comments	
	No existing entries.
	Hand in Attachments: Attach file
	Ability to edit files on the server-side depends on the settings of your computer and SharePoint. If you're not sure if server-side editing is enabled, please use client- side editing (i.e. download file, edit it locally and attach to the Task). Files with coinciding titles are uploaded as new file versions.
Template Fields	
Version: 1.0 Created at 2/15/2016 5:00 PN Last modified at 2/15/2016 5:	by System Account Submit Save As Draft Cancel

Title – non-editable field, displays Assignment Task title;

**Description** – non-editable field, displays Assignment Task description text;

**Description Files** - files that were attached to the Assignment by Teacher. Versioning is not used for these files. Learner can only view and download **Description files.** When Learner clicks description file name, a prompt to download it appears, for any file type (for associated applications also). Learner chooses to open or save the file locally on the prompt window and opens the file on the server or on his local machine.

**Opening Date** – non-editable field, displays opening date of the Assignment Task;

Due Date - non-editable field, displays due date of the Assignment Task;

Closing Date - field is hidden if empty;

**Assigned To** –displays Learner to whom the task is assigned and people picker for adding users in Assignment Tasks with Group Hand In;

**Grade** field is shown only for assignments with grade and even if it is empty (because it is the only for Learner to determine that assignment is gradable); way **Comments** – field for adding comments to the Assignment Task. Learner can view his own and teacher's public comments. Learner can edit his comment many times within the same iteration, before he Submits the task. (i.e. when the learner opens task to edit within the same iteration, Saved as Draft Comment text is shown in the text field – ready to be edited). Draft comments are not visible for Teacher. Each time Learner Submits or Saves task as Draft, a new version of task is created (SharePoint versioning).

**Hand In Attachments** – files that were attached to the assignment task by Learner or Teacher. Versioning is used for these files.

The following operations are available for Learner with Hand In Attachments: 1. Learner can view and open the latest public file version and own latest draft file version, file's version history is not available for Learner. When Learner clicks attachment name, the latest from



files available to Learner (public file version or Learner's own draft file version) is opened or prompted to download (depending on SharePoint and client's OS settings). For group Assignment Tasks if several learners created own draft file versions, the latest Learner's draft file version is opened or prompted to download, no matter what Learner has created it. 2. Learner can add new attachments using the "**Attach file**" link or the "**Attach file**" button in the ribbon.

3. Learner can edit attached files in **Hand In attachments.** After edit, a new file version is created. 4. Learner can create several draft file versions per iteration (i.e. before Learner Submitted the task or before Teacher Saved as Draft or before Closing Date has come). After iteration end the latest Learner's draft file version becomes public. New file version is also appended when user uploads a file which title coincides with the title of existing file.

5. Learner can delete all his draft file versions till the latest public version clicking the **Delete my Draft** link next to the attachment name. For group Assignment Tasks the Delete my Draft link removes all recent draft file versions till the latest public version no matter which Learner created it. If there are no draft file versions to delete, the Delete my Draft link is greyed-out.

**NOTE**: Public version of files attached to the Assignment by Learners is sent for plagiarism check.

If Ephorus service is enabled, only **the first** public version is sent for checking. If Urkund service is enabled, **each** public version is sent for checking.

It applies only to Learner's public versions of files. For example, in such case: 1. Learner attaches file > 2. Teacher edits and saves file > 3. Learner edits and saves file only versions 1 and 3 will be sent for plagiarism check. Teacher's public versions of attachments are not sent for plagiarism check.

Teacher's public versions of attachments are not sent for plagiarism check.

**NOTE:** Public comments and attachments cannot be deleted for legal purposes.

**Template Fields** – fields added to the Assignment from Template.

**People picker** in Assigned To shows only users from Learners with Not Started tasks satisfying the search parameter:

and the second point of the second			
Learners			
Learners			
	Display Name	E-mail Address	Title
All Search Results	Harvey Spector	mail@mail.vom	Harvey Spe
	<		•

**NOTE**: If Learner has not selected any learners for the group and clicks the Save as Draft button, a warning message appears in a pop-up window:

	Confirmation
	<ul> <li>You have not selected any learners for the group.</li> <li>The selection of Group Members</li> <li>CANNOT be changed after clicking the YES button.</li> </ul>
	Are you sure, you want to proceed?
	Yes No
If Learner has not a warning message a	selected any learners for the group and clicks the Submit button, a ppears in a pop-up window:



Confirm Submission	
<ul> <li>You have not selected any learners for the group.</li> <li>The selection of Group Members</li> <li>CANNOT be changed after clicking the YES button.</li> </ul>	
Are you sure, you want to submit this assignment?	
Yes No	

If Learner has selected learners for the group and clicks the Save as Draft button, a warning message appears in a pop-up window:

Conf	irmation
1	You have selected: Learner 2 for members of this group submission. The selection of Group Members CANNOT be changed after clicking the YES button.
	Are you sure, you want to proceed?
	Yes No

If Learner has selected learners for the group and clicks the Submit button, a warning message appears in a pop-up window:

Confi	rm Submission
1	You have selected: Learner 2 for members of this group submission. The selection of Group Members CANNOT be changed after clicking the YES button.
	Are you sure, you want to submit this assignment?
	Yes No





If Learner clicked YES in the previous cases (or non-group assignment task was submitted), an alert message appears in a pop-up window:

Your submission has been received.

**Template fields** group is shown if a template is set for the assignment. Learner has to check required fields, otherwise he will not be able to Save as Draft or Submit the task.

Learner's **Assignment Task Edit form** is common for all statuses except the **Completed** status (then it is unavailable for editing).

Group assignment task can be edited by any member of the group.

If one of the learners from the group wants to return a group assignment, he should do the following actions:

- 1. Open the assignment task in edit mode;
- 2. Select from people picker the learners, he wishes to include into the group;
- 3. Fill in required and other fields from the group assignment template, add some comments and attach files.
- 4. Click Submit or Save As Draft to save the changes.

After Learner Saves assignment task as Draft, it's status is changed to "In Progress". Teacher can view Learner's Draft Assignment Task and Draft Hand In attachments.

**NOTE**: If Learner saved assignment task as draft, Learner's draft assignment and draft Hand In attachments are always visible for Teacher. Besides, Teacher can make draft Assignment Tasks available for other Learners using the <u>'Share for Learners'</u> function.

But Learner's draft comments are not visible for Teacher. Learner can edit own draft comment many times until submit.

After learner submitted the assignment task, he can edit it (including attachments) until: a) Due Date is reached;

b) Teacher started to edit assignment task. If Teacher started editing the assignment task, Learner will receive the following message when trying to edit the assignment task:



**NOTE:** In case if Teacher starts editing Learner's draft version of attachment and then clicks Cancel, Teacher's draft version of attachment is created, which is not visible for Learner.


After this Learner can edit and submit the assignment task itself, but cannot edit the attachment file:



To avoid such situations, it is recommended for Teachers to start editing Learners' assignment task after it is submitted by Learner, or save public versions of attachments so as other users had access to them.

When Learner edits an attachment, a new file version is created. Edit attachment is only possible from the edit form (the view form only allows to open and view).

When editing assignment task is not allowed for the learner, he can only view it. In the view form he can see all the attached files but cannot open/download them. After learner submitted the assignment task, it is sent to the teacher and **Status** "Submitted" is displayed to the learner, who submitted the task and to all learners selected in a group for this assignment.

- NOTE: Learner's Assignment Task can be changed when Teacher edits Assignment. In this case, Assignment Tasks are updated if their status is *Not Started* or *Returned*.
   BUT! If the Assignment Task status is *In Progress, Completed* or *Submitted*, it remains unchanged after Teacher's edit.
- **NOTE:** Only one comment can be created per iteration. One iteration is a case when task resides on one side (e.g. on the teacher's side, learner's side before user Approves\Submits\Returns).

Draft comment is a personal thing and is visible to its owner unless it is published. Draft comment may be edited many times within one iteration. Draft comment becomes public when user Approves\Submits\Returns the task.

### 13.5.3 Submitted Assignment Task edit form

When group assignment task was handed in by a group of learners, it is displayed in the assignment tasks list as shown below:



BROWSE FILES LIBRARY							
Con-Premises	₫ cour Ass	signmer	nts o				
Tools		Title	Assignment Type	Assigned To	Grade	Status	Overdue Status
📢 Announcements		Assignment 5	Online Submission	Learner 1	]	Submitted	
Calendar		Assistant C	Online Submission	Learner 2		Not Started	
C Documents		Assignment 5	Unline Submission	Learner 3		Not started	

When assignment task was Handed In by a Group of learners, the **Assigned to** column of the Assignment Task displays all the Learners from the group. (The first is the name of the submitter, the rest Learners of the group are sorted alphabetically in ascending order).

To edit a submitted Assignment Task,

- 1. Enter the **Assignments** section;
- 2. Select the needed assignment and click the **View Learner's Assignments** button.
- 3. Select submitted Assignment Task in the list of Learner's Assignment Tasks and click the **Edit Item** button.
- 4. The form for item editing will appear. Modify the necessary fields:

#### Teacher's edit form of the Submitted Assignment task:



BROWSE EDIT							Q 99	e 🕸	VOLLOW
Approve Return Save Ac Cancel	Party Dig Copy								
Tools	Tide	Assignment 5							
Calendar Calendar Cocuments	Description	assignment description							
Chat									
Mailbox		E docx Description files can be char	nged in Assignment only.						
Eeports	Opening Date	2/5/2016 The time that the assignment becomes available to students	2 PM • 43 •						
Assignments	Due Date	2/10/2016 The due date for the assignme Homework submitted after this	12 AM • 00 •						
Gade Book	Closing Date	will be marked overdue.	112 AM (m) 00 (m)						
Help     Facking     Tracking     Wiki Pages     Wiki Pages     Starting Chart     Learners & Groups     Start     Roster     Roster     Roster     Roster	Assigned To * Grade Comments	If left empty, it will default to d Learner 1; Learner 2 If left empty, it will default to d Learner 1; Learner 2 Learner 1 Learner 2	ie Due Date.						
Course) Site Contents									
		No existing entries. Hand in Attachments: Ability to edit Sies on the se enabled, please use client-si file versions.	rver-side depends on the si de editing (Le. download fil	itlings of your comput e, edit it locally and att	er and SharePoi ach to the Task	et. If you're n I. Files with co	ot sure if server-si inciding titles are	de editir uploade	ng is ed as new
	Template Fields								
	Version: 2.0 Created at 2/9/2016 1:00 PM by Last modified at 2/20/2016 1:201	System Account AM by System Account			Approve	Return	Save As Draft		Carical

Title – Assignment Task title, non-editable field;

Description – Assignment Task description text;

**Description Files** - files that were attached to the Assignment by Teacher. Versioning is not used for these files. **Description files** are always static in the Assignment task, as nobody can add new file, edit files and delete files here. Teacher can add new file, edit these files, and delete these files only in the <u>Assignment edit form</u> (all changes with Description files in assignment are immediately reflected in Assignment tasks).

**Opening Date** – opening date of the Assignment Task;

Due Date - due date of the Assignment Task;

Closing Date - closing date of the Assignment Task;

**Assigned To** – non-editable field, displays Learner or Learners who submitted the Assignment Task; **Grade** – section is not shown for assignments without grade

**Individual grades** checkbox is shown for **Group Hand In** Assignment Tasks. When **Individual grades** checkbox is chosen, a list of learners with grade drop-box(or inputbox for numerical grade) is shown next to the learners' names:



Grade	Individual grades
	<ul> <li>Learner 1</li> </ul>
	▼ Learner 2

**Comments** – field for adding comments to the Assignment Task. Teacher can see his own and learner's public comments. Teacher can edit his comment many times within the same iteration, before he Approves\Returns the task. (i.e. When teacher opens task to edit within the same iteration, Saved as Draft Comment text is shown in the text field – ready to be edited). Draft comments are not added to the list of comments unless the teacher Approves\Returns the task.

Each time Teacher Submits, Returns or Saves task as draft, a new version of task is created (SharePoint versioning is used).

**Hand In Attachments** – files that were attached to the assignment task by Learner or Teacher. Versioning is used for these files.

The following operations are avaliable for Teacher with Hand In Attachments: 1. Teacher can view and open all public file and Teacher's own draft file versions. When Teacher clicks attachment name, a drop-down menu with a list of all available file versions is opened. When Teacher clicks file name in the drop-down, the file is opened or downloaded depending on SharePoint and client's OS settings.

2. Teacher can add new attachments using the Attach file link or the Attach file button in the ribbon. 3. Teacher can edit files in Hand In attachments. After edit a new file version is created. New file version is also appended when user uploads a file which title coincides with the title of existing file. 4. Teacher can create several draft file versions. Teacher's latest draft file version becomes public after Teacher Approves the task or Returns it to Learner. 5. Teacher can delete all his draft file versions till the latest public version clicking the **Delete my Draft** link next to the attachment name. If there are no draft file versions to delete, the Delete my link Draft is greyed-out.

Template Fields – non-editable field, displays fields added to the Assignment from Template.

**NOTE:** Public comments and attachments cannot be deleted for legal purposes.

### 13.5.4 Break Group function

If Assignment Task was submitted by a group of Learners, Teacher can split the group using the **Break Group** function. To break Learners Group, do the following:

- 1. Enter the **Assignments** section;
- 2. Select the needed assignment and click the View Learner's Assignments button;
- 3. Select submitted Assignment Task in the list of Learner's Assignment Tasks and click the **View Item** button;
- 4. The Assignment Task view form will open. Click the Break Group button:



BROWSE VIEW				
Edit Item Userak Group Manage	Version History       Shared With       Delete Item	Alert Me Workfio	e WKS	
Tools Announcements Calendar Calendar Couments Cocuments Cocuments Cocuments	Title Assignmer Status Overdue S Description	nt Type itatus n	New Assignment Online Submission Submitted Write an essay.	
🚔 Mailbox	Opening F	Date	Description files: Description files can be changed in Assignment only. 2/15/2016 5:00 PM	
<ul> <li>Reports</li> <li>み Learning Module</li> <li>図 Ouizzes</li> </ul>	Due Date Closing Da	ate	2/16/2016 12:00 AM 4/14/2016 12:00 AM	
Drop Box	Assigned 1	ſo	Hank Moody     Harvey Spector     ageucheva_a	
월교 Attendance (전) Conference	Comments	5	No existing entries. Hand in Attachments:	
<ul> <li>Grade Book</li> <li>Help</li> <li>Tracking</li> </ul>	Template 1 Version: 3.0 Created at 2	Fields	6 5:00 PM by C System Account	ose
Wiki Pages	Last modifie	ed at 2/15	5/2016 5:05 PM by 🗌 Hank Moody	

5. Confirm breaking the group in the pop-up window:



**NOTE:** For non-group assignment tasks the button is not present.

Group can be broken after the assignment was submitted by learners group. If you decide to break group, this action cannot be undone.

After the group is broken, group task is deleted and a new individual assignment is created for each group member. The status of these new assignment tasks is *Not Started*.



# 13.6 Assignment Templates

The Assignment Templates feature gives course teachers an opportunity to add custom fields into assignment tasks for learners to fill in. Assignment Templates also give teachers an opportunity to set some settings of an Assignment only once and reuse them when creating new assignments.

NOTE:	To activate the <b>ELEARNINGFORCE – LMS: Group Assignment Templates Feature</b> , go to <i>Settings &gt; Site Settings &gt; Manage Site Features</i> on the Organization level:
	ELEARNINGFORCE - LMS: Group Assignment Templates Feature Provides ability to crate assignments from templates

To enter the **Assignment Templates list**, go to *Settings* > *Site Settings* on the organization level and select **Assignment Templates** menu item in the **Organization** section:

SharePoint
Site Settings
Organization
Organization Features
Assignment Templates
Course Template Gallery
E-mail Templates
Course Flow Templates
Import/Export Course
ScopM Starses
SCORM Storage
Certificate Templates

Assignment templates are displayed as items in a default SharePoint list, the names of columns are: **Default** – indicates if the template is set as default;

Title - contains template title;

**Assignment Type** – indicates Assignment Type;

**Scale Configuration** – indicates if the template contains Scale Configuration; **Notification Settings** – indicates if the Notification settings are configured in the Template; **Template Fields** – indicates if Template Fields are added to the Template.



BROWSE IT	EMS LIST								
New New Folder	View Edit Item Item	Set as Default X Delete Item	Attach File	Alert Me +	Tags & Notes	Workflows Approv	e/Reject		
New		Manage	Actions	Share & Track	Tags and Not	es Workflows			
Recent		⊕ new item	or edit	this list					
Rooms		All Items ····	Find an	item	Q				
Question Reports	Pool	🗸 🕅 Default	Title			Assignment Type	Scale Configuration	Notification Settings	Template Fields
Site Contents			Assignme	nt Template	# ···	Online Submission	No	No	No
			Template	1 #		Offline Submission	No	No	Yes
			Template	2 🛱		Online Submission	No	No	Yes

To create a new **Assignment Template**, in the Assignment Templates list click the **New Item** button on the ribbon or **new item** button and fill in the open form:





SharePoint					Newsfeed	
BROWSE EDIT						
Save Cancel Pate Copy Commit Opporto	Attach Speling Actions Speling					
Recent	Title *	Template 1				
Ouestion Popl	Assignment Type	Online Submissio	an 💌			
Reports	Description		a a di angene ang		1	
Site Contents						
	Scale Configuration	Use:				
		<ul> <li>No grading</li> <li>Scale Set</li> <li>Numerical Min:</li> <li>Display options:</li> <li>Show gri</li> <li>Show period</li> </ul>	Default (UK) + Max ade rcentage			
		Combine ©	id view			
	Notification Setting	ys Send Email Ves No		This is a new assignment.		
		Send Email on				
		Due Date		Click for help about adding HTML formatting.		
		Send Email to EAssistants Faculty Learners Teachers	10	(Course:Name) - click to add display name of course; (Course:Url) - click to add url of course; (Assignment:ClosingDate) - click to add closing date of assignment; (Assignment:DueDate) - click to add end		
		ESelected un	iers	date of assignment: (Assignment/Name) - click to add display name of assignment (Assignment:StartDate) - click to add start date of assignment; (Assignment:Uri) - click to add uri of assignment;		
	Template Fields	Add Checkbox	I liked working on this	s assignment 🛛 🗸 🗙		
		Add Option Add Text Add Textbox	⊛ Yes © No			
				Save		

- 1. **Title** (required field) type the Assignment Template name;
- 2. Assignment Type select the assignment type from the drop-down list:
  - Online Submission;
  - Offline Submission;
  - Required Course Preparation;
  - Optional Additional Readings;
  - Other.



3. Description – enter Assignment Template description text. To add a file to the Assignment Template, when filling in the *Description* field, go to Editing Tools > Insert and click the Upload File button. Select file on your local computer and specify document library to upload the file to. When you use this option to add files to the assignment, Learners can access these files not only in the Assignment Task, but also in the library, to which the files are uploaded, e.g. Documents, Assignments or other:

Choose a file	Choose File Tutorial.docx	
	Add as a new version to existing files	
estination Library	Certificate Templates	*
	Certificate Templates	
	Equations	
ersion Comments	Picture Library	
	Plagiarism	
	Site Collection Documents	
	Site Collection Images	
		13
		4334

- 4. Scale Configuration select scale configuration from the following options:
  - No grading Scale set Numerical and set group **Display options**: Show Grade Show Percentage Combined View

#### 5. Notification Settings group:

Send e-mail section:

If **No** option is selected, all other options from **Notification settings** group are disabled,

If **Yes** option is selected, all other options from **Notification settings** group are enabled; *Send Email when* with radio buttons:

#### **Due date** (default)

#### **Closing Date**

The e-mail is sent on Due Date or Closing Date (e.g. on 12:01 AM) and for all assignment tasks, regardless of their status.

Send Email To with checkboxes (none is selected by default):

- Teachers (from course)
- Learners (from course)
- Faculty (from course)
- Assistants (from course)



Selected users with people picker

The Email will be sent to the related group in the course where assignment will be created.

In the Text area, type Email text:

This is a new assignment. Click for help about adding HTML formatting. {Course:Name} - click to add display name of course: {Course:Url} - click to add url of course; (Assignment:ClosingDate) - click to add closing date of assignment: {Assignment:DueDate} - click to add end date of assignment: {Assignment:Name} - click to add display name of assignment; (Assignment:StartDate) - click to add start date of assignment: {Assignment:Url} - click to add url of assignment;

Below the text area, the description for special tags is placed: [CourseName] – Course Name [AssignmentName] – Assignment Name [StartDate] – Start Date [DueDate] – Due Date [ClosingDate] – Closing Date [URLTask] – URL To Assignment All Tasks List Special tags are also links, when you click one the corresponding text is added to the Email Text area.

*Template fields* group with following links to add fields (by default none of the fields are added): **Add Check Box** – click to add field with check box;

Add Option - click to add field with Yes/No selection;

Add Text - click to add text;

Add Text Box - click to add field with text box to be filled by Learners;

*Required* check box next to the field makes the field obligatory for Learners to fill.

**NOTE**: Assignment template just preloads values of fields to the Assignment creation form, i.e. Scale settings, Assignment Type, etc. This means that once you've created an Assignment, any changes the in Assignment Template won't influence the Assignment. To apply the changes you have to Edit and Save the Assignment with the same Template (already generated Assignment Tasks won't be changed).



**Default Assignment Template** function – defines the Assignment Template, which will be selected by default in the Assignment creation form.

To set an Assignment Template default, select the needed template and click the **Set as Default** button in the ribbon menu:

BROWSE IT	EMS LIST	Version History	074		Ĉi,	A		
New New Item + Folder	View Edit Item Item	Set as Default X Delete Item	Attach Alert File Me +	Tags & Notes	Workflows Approv	e/Reject		
New		Manage	Actions Share & Ti	rack Tags and No	tes Workflows			
Rooms Question	Pool	All Items ····	Find an item	Q	Assignment Type	Scale Configuration	Notification Settings	Template Field:
Reports			Assignment Templa	ate 🗱 🛛 🚥	Online Submission	No	No	No
Site Contents	8		and an					
Site Contents			Template 1 🗱		Offline Submission	No	No	Yes

# **NOTE**: "Set as default" button is active, if one Assignment template is selected. But if two or more Assignment templates are selected, "Set as default" button is inactive (greyed-out):

New New View Ex Item Folder Item Ite	dit Set as Default	Attach File	Alert Me +	Tags & Notes	Workflows Approve	e/Reject		
New	Manage	Actions SI	hare & Track	Tags and Not	Workflows			
C				10000				
Rooms Question Pool Reports	All Items ····	Find an ite	m	Q	Assignment Type	Scale Configuration	Notification Settings	Template Fiel
Rooms Question Pool Reports Site Contents	All Items ····	Find an ite Title Assignment	m Template #	م ••••	Assignment Type Online Submission	Scale Configuration	Notification Settings	Template Fie
Rooms Question Pool Reports Site Contents	All Items ····	Find an ite Title Assignment Template 1	m Template #	م 	Assignment Type Online Submission Offline Submission	Scale Configuration No No	Notification Settings No No	Template Fie No Yes

# 13.7 Grading Assignments

To grade an assignment, follow the steps below:

1. In the **Assignments** section, click the name of the needed assignment:



BROWSE ITEMS LIST						
CINS365 On-Premises		Calendar	Ō			
Tools	(+) new item or edit th	is list				
Announcements	All Events Calendar Curren	t Events ••• Find	d an item	Q		
Calendar	V B THE	Opening Date	Due Date	Closing Date	Assignment Type	Group Hand In
C Documents	o nec		2/2/2017 12:00 111	closing conc	College	the second se
🔹 Discussion Board	Zeromancer # •	•• 2/4/2016 5:00 PM	2/5/2016 12:00 AM		Submission	NO
Chat	Assignment	2/5/2016 12:00 PM	2/10/2016 12:00 AM		Online	No
🔗 Mailbox	✓ for Wednesday ₩				Submission	
Cinks	New .	2/8/2016 12:00 PM	2/16/2016 12:00 AM		Online	No
Reports	assignment 🛪				Submission	
& Learning Module	my .	2/16/2016 1:00 PM	2/24/2016 12:00 AM		Online	No
Cuizzes	assignment 🕸				Submission	

2. The following window will appear. Click **View Learner's Assignments**:

BROWSE VIEW		
View Learner's Assignments	Alert Me	
Manage	Actions	
Tools	Template	
Announcements	Title	Assignment for Wednesday
Calendar	Assignment Type	Online Submission
C Documents	Opening Date	2/5/2016 12:00 PM
😴 Discussion Board	Due Date	2/10/2016 12:00 AM

### **NOTE:** The **View Learner's Assignments** link will not be active until the task is generated.

3. The list of learners and their assignments will appear:



CLMS365 On-Premises	A	ss	ignments o				
Tools		٥	Title	Assignment Type	Assigned To	Grade	Status
📢 Announcements			Assignment for Wednesday	Online Submission	🗆 ageucheva_a		Not Started
Calendar			Assignment for Wednesday	Online Submission	Cheech Marin		Not Started
C Documents			Assignment for Wednesday	Online Submission	🗆 John Smith		Not Started
Discussion Board			Assignment for Wednesday	Online Submission	Hank Moody		Not Started
Chat			Assignment for Wednesday	Online Submission	🗆 Learner 10.		Not Started
🙈 Mailbox			Assignment for Wednesday	Online Submission	Harvey Spector		Not Started

4. Select View Properties from the drop-down menu next to the needed item:



5. Click the name of the attachment (answer to this assignment) and select file version you want to open:







6. Make all necessary changes and save the file:

	<b>Ŭ</b>   <del>=</del>	-		Ans	wers - Microsof
File	Home Insert	Page Layout	References	Mailings	Review V
R &	Calibri (Body)	11 · A A	Aa* 🖳	i≡ • i≡ •	·[] 律律
Paste 🦪	<b>B</b> <i>I</i> <u>U</u> ∗ a	be x, x' 🛕	* <u>*</u> - <u>A</u> -		<b>■   :</b> ≣•   ≾
Clipboard G		Font	G.		Paragraph
	1 + 2 + 1 + 1 + 1 +	X <u>.</u>	1 • 3 • 1 • 4 •	1 * 5 * 1 * 6 *	1 • 7 • 1 • 8 • 1
		Robert Burns, J Correct.	ames Joyce a	nd William S	hakespeare.

7. Select **Edit Item** at the top of the form:

SharePoint		
BROWSE VIEW		
Edit Item Break Group Manage	Version History 🐥 Alert M hared With & Workd Delete Item Action	Ae Iows s
Tools	Title	Assignment 5
Announcements	Assignment Type	Online Submission
Calendar	Status	Submitted
Documents	Overdue Status	
Chat	Description	assignment description
👝 Mailbox		Description files:
A Links		E.docx
		Description files can be changed in Assignment only.

- 8. The grading form will appear. Complete the fields as required:
  - Grade select the corresponding grade;
  - Comments enter additional information on the assignment, if necessary.
  - Attach file attach file with your corrections if needed.



BROWSE EDIT							Q plast	∯ rottow
Approve Return Save As Cance	Pade Bacey Colety Attach							
Commit	Cipboard Actions							
Tools	Tab.	A second second second second						
Announcements	Hoe	Assignment 2						
Calendar	Description	assignment description						
ES Documents								
Cliscussion Board		-						
🗬 Chat								
Mailbox		Description files:						
S Links		Description files can be o	hanged in Assign	ment only.				
E Reports	Opening Date	2/5/2016	11 2 PM					
Learning Module	Debt. DEPART	The time that the assignment	1000 12 2100	Long and				
[5] Quizzes		becomes available to stude	nts.					
Va Drop Bax	Due Date	2/10/2016	12 Af	. 00 ·				
Assignments		The due date for the assign	ment.					
Attendance		will be marked overdue.	the time.					
Conference	Closing Date		12 44	* CO * 1				
💽 Grade Book		The last date that the system	n wil	Contraction of the second				
Help		allow submissions for this a If left empty, it will default to	ssignment. o the Due Date.					
Tracking	Assigned To *	Learner 1; Learner 2						
🚷 Wiki Pages	Grade	Technickus and	des.					
Mark Seating Chart		Learner 1	200					
🕵 Learners & Groups		Learner 2						
ga Staff	Comments							
Roster Roster								
B Plagiarism								
Courses								
Site Contents								
		No existing entries.						
		Hand in Attachments:						
		Ability to edit files on the	server-side dep	ends on the settings of your	computer and SharePoi	et. If you're n	ot sure if server-side ed	Sting is
		enabled, please use client file versions.	t-side editing (Le	download file, edit it locall	y and attach to the Task	). Files with co	inciding titles are uploa	aded as new
	Template Fields							
	Version: 2.0 Created at 2/9/2016 1:00 PM by T	System Account			Approve	Return	Save As Draft	Cancel
	Last modified at 2/10/2016 12:01	AM by System Account						

- 9. Click **Approve** to confirm changes. Click **Return** to give the assignment back to a learner so that he/she would correct it. Click **Save as Draft** to save the settings without sending the task to anyone. Click **Cancel** to cancel changes.
- **NOTE:** Comments added by teacher into the draft version will not be seen by learner afterwards when the task is Approved/Returned to him. When a task is saved as draft a new version of it is created. When it's approved/returned a second new version is created which doesn't include comments from previous version and which is shown to learner.

# 13.8 Multi Approval

Teachers can perform simultaneous approval or returning of a task assigned to multiple learners:



- 1. Enter the Assignments tool section;
- 2. Select a necessary assignment in the calendar;
- 3. Click View Learner's Assignments:

SharePoint		
BROWSE VIEW		
View Learner's Assignments Edit Item Manage	Alert Me Workflows Actions	
Tools	Template	
📢 Announcements	Title	Assignment 5
Calendar	Assignment Type	Online Submission
Documents	Opening Date	1/10/2014 2:00 PM
🗊 Discussion Board	Due Date	1/24/2014 12:00 AM
🗬 Chat	Closing Date	

NOTE: The View Learner's Assignments link will not appear until a task is generated.

- 4. Check the boxes for necessary Assignment Tasks;
- 5. Click the **Approve** or **Return** button to Approve or Return all selected Assignment Tasks:

SharePoint										
BROWSE FILES LIBRARY										
Download Selected Upload View Attachments Attachments Properties	Edil Proper anage	ties	Shared Attachments	sion History red With ete Document	Share & T	Alert Me + Track	Approve Return	Workflows Wis	Tags & Notes Tags and Notes	
Tools	V	0	Title	Assignment	t Type		Assigned To	Grade	Status	Overdue Status
📢 Announcements	7	۵	Assignment 5	Online Su	bmission		Learner 1 Learner 2		Submitted	
Documents			Assignment 5	Online Su	bmission		Learner 3		Submitted	

# 13.9 Bulk Assignment Task Approval

This feature allows teachers to download, upload and grade several (up to all) submitted Assignment Tasks at once. It is available for Teachers in Assignment Tasks list.

The full scenario for Bulk Assignment Tasks approval:

1. Teacher downloads ZIP archive with attachments of submitted assignment tasks;



- 2. Teacher unzips the archive to some folder, checks the attachments, corrects and comments them straight inside the docs. Teacher can also add new files into Learners' folders;
- 3. Teacher zips the contents of the folder to which he previously unzipped files in step 2;
- 4. Teacher uploads zip archive to SPLMS.

### 13.9.1 Downloading Attachments

To download attachments of submitted Assignment Tasks, do the following:

- 1. Check box near the Assignment submitted by Learners;
- 2. Click the **Download Selected Attachments** button in the ribbon menu:

SharePoint								
BROWSE FILES LIBRARY								
Download Selected Attachments Upload View Attachments Propertie	Edit es Properties Manage	Shared Attachments	Version History Shared With Celete Document	Share 8	Alert Me -	Approve	Return Workflov	() Workflows vs
Tools	V 0	Title	Assignmen	t Type		Assigned To	1	Grade
Announcements	0	Assignme	nt 5 Online Su	bmission		Learner 1 Learner 2		
C Documents		Assignme	nt 5 Online Su	bmission		Learner 3		

3. A window opens with the following options to select for downloading attachments from selected learners:

CINS365 On-Premises	^A Course 1 Download Selected Attachments ₀		Search this site	
pols	Download			
Announcements		All Versions		
Calendar		O Download last v	ersion	
C Documents		O Download origin	hal version	
Discussion Board		Download both	last and original version	1
🗨 Chat	Naming Rules	Zip file title prefix		
Aailbox		Course Title		
Cinks		Assignment Title		
Reports		Current Date		
& Learning Module		Zip folders naming		
2 Quizzes		Learner Name		
Drop Box		© Learner Oserto		
Assignments				[]
Attendance			Download	Cancel

Download group with radio buttons:



All versions; Last version; Original version; Both last and original version (selected by default).

**NOTE Original version** is the first public version of attachment. If there is no public version of attachment, latest Learner's draft version of attachment is considered the original version. Therefore, if Learner attaches a file and saves it as draft, Teacher sees this file as Original when downloading attachments.

To avoid possible cases of evaluating Learner's draft versions of attachments, we recommend to filter Assignment tasks by the Submitted status before selecting attachments for downloading:

COLMS365 On-Premises	A	SS	ignmei	nts o				
Tools		0	Title	Assignment Type	Assigned To	Grade	Status 🔻	Overdue Status
📢 Announcements		ø	Assignment 5	Online Submission	E Learner 1	AL A	scending	1
Calendar					Learner 2	<b>Z</b> 1 D	lescending	
Documents		8	Assignment 5	Online Submission	Learner 3	A¢ S	cochang	
🛃 Discussion Board			Assignment 5	Online Submission	Learner 4	1× C	lear Filters from Status	
Chat			Assignment 5	Online Submission	Learner 5	N	lot Started	
🖂 Mailbox						R	eturned to Learner	
@ Links						S	ubmitted	
Reports								
& Learning Module							Close	

This assures that Task is completed by Learner and the downloaded original version is public version of attachment:

CILMS365 On-Premises	A	SS	ignmer	nts o				
Tools		0	Title	Assignment Type	Assigned To	Grade	Status	Overdue Stat
Announcements		۵	Assignment 5	Online Submission	Learner 1		Submitted	
C Documents		۵	Assignment 5	Online Submission	Learner 3		Submitted	

ZIP file title prefix group with checkboxes (none is selected by default):

Course Title Assignment Title Current Date

**NOTE**: If *ZIP file title prefix* isn't selected, ZIP archive is named: "**Package.zip**" If several options in *ZIP file title prefix* group are selected, prefixes are joined by underscore character, e.g. "**Course1_Assignment1.zip**"



ZIP file folders title group with radio buttons:

#### Learner Name Learner UserID (default)

ZIP archive contains manifest file allowing LMS to properly handle it when uploaded back to the system (see the chapter "Upload Grades").

ZIP archive contains HTML document with contents for easy navigation through the downloaded attachments, so we recommend using this .html file for navigation. Navigation using HTML is possible after the ZIP archive is UNZIPPED.

The downloaded file following has the structure: Package.zip manifest.xml Assignment1 Learner1 Learner3 Attachment1 Attachment2 Learner2 Attachment1 Assignment2 Learner1 Attachment1 Learner2 Attachment2

**NOTE**: If several file versions are present in zip archive, only latest file version will be uploaded. Files that were added by the teacher (i.e. not present in manifest.xml file) will be added as new attachments.

### 13.9.2 Uploading Attachments

To upload the attachment, do the following actions:

1. Click the **Upload Attachments** button in the ribbon, in the *Items* section:

SharePoint										
BROWSE FILES LIBRARY										
ownload Selected Attachments	w Ed rties Prope Manage	a rties	Shared Attachments X De	ersion History ared With elete Document	Share Share 8	Alert Me +	Approve	Return Workflow	Workflows vs	Tags & Notes Tags and Notes
Tools		0	Title	Assignment Ty	pe		isigned To	G	rade Sta	itus
📢 Announcements		0	Assignment 5	Online Subm	ission	🔳 Lea	arner 1		Su	bmitted
Calendar						🗆 Lea	arner 2			
Documents		0	Assignment 5	Online Subm	ission	Lea	arner 3		Su	bmitted

2. Choose File with .zip archive on local machine to upload attachments:



Current	[최] Software Course		Search this site	Q
Con-Premises	Upload Attachments 🛛			
Tools	Upload Attachments	Choose File No file chosen		
Calendar				
Documents			Upload and Save	Cancel
🚅 Discussion Board			1	-
Chat				

If the attachment is successfully uploaded, the Bulk Assignment Tasks approval form is opened.

**NOTE**: If during uploading occurs an error, an error message is displayed. The error message appears when *manifest.xml* file is not present in the archive. Please check that you have included the file manifest.xml into your archive. If the uploaded archive related to another course, a corresponding error message is displayed.

The uploaded folder structure in the ZIP archive should be identical to the structure specified in the manifest file. New files can be added only to the folders with attachments (folders with Learners' names or Learners' UserIDs used as titles):

🕽 🔵 🗢 📕 « Manual	ls 🔸 Group Assignments 🕨 GA doc-2013-0	5-21 • Assignmenti Lei	arner1_Learner3	
Organize 🔻 🛛 👿 Ope	en 🔻 Print E-mail New folder	5		
🚖 Favorites	Name	Date modified	Туре	Size
E Desktop	) added attachment	01.07.2013 16:20	Microsoft Word D	52
🚺 Downloads	answers	10.06.2013 15:31	Microsoft Word D	13
Secent Places	(itasks)	10.06.2013 15:31	Microsoft Word D	13

New files are shown as attachments on the Bulk Assignment Tasks approval form. Changed files are also shown as attachments on that form but are saved as new file versions.

3. Fill in the Bulk Assignment Tasks approval form:



Assignment 5 Learner 1, Learner 2	Current Status: Submitted
Learner 1, Learner 2	Current Status: Submitted
article door	
Processos	Keep Unchanged
	Save As Draft
	Return to Learner
	Approve
	T Learner 2
	Cediner 2
	▲山西心(クや)回計計画画(島画図
	Good job!
Assignment 5	Current Status: Submitted
Learner 3	
Biog.docx	C Keep Unchanged
	Save As Draft
	Approve
	※「「「「」」で「「「」」です。「「」」の「」
	Needs revision
Assignment 5	Current Status: Submitted
Story.docx	Keep Unchanged
2000 BO	Save As Draft
	Return to Learner
	Approve
	в
	※当然ん(うた)回行計算時(8日回
	Well done!
	OK. Cancel

- Select grade for every Learner or group of Learners, or leave Learner's Assignment Task without any grade;
- Add comments for every Learner or group of Learners;
- Check attachments to be uploaded;



- Select action for the assignment from the following variants (Approve is selected by default):
  - Keep Unchanged leave Learner's/Learners groups' assignment without changes.
  - Save as Draft save the uploaded attachments and selected options as draft;
  - Return to Learner set assignment status as Returned;
  - Approve set assignment status as Completed;

#### **NOTE**: Current assignment task status is displayed to help navigation.

4. Click **OK** to confirm uploading or **Cancel** to cancel uploading.

# 13.10Sharing Assignment Tasks

This option allows Teacher to make Assignment Task of particular Learner become available for other Learners.

To make tasks available for other learners, do the following:

- 1. Click the name of a necessary assignment;
- 2. Select View Learners' Assignments;
- 3. Click the name of the needed Assignment Task to view it;
- 4. Click the 'Share for Learners' button in the ribbon:

SharePoint		
BROWSE VIEW		
Edit Item Break Group Manage	Version History 🐥 Alert Shared With & Work Delete Item Actio	Me chows
Tools	Title Assignment Typ	Assignment 5
Calendar	Status Overdue Status	Submitted
😻 Discussion Board	Description	assignment description
🔗 Mailbox		Description files:
E Links		E.docx Description files can be changed in Assignment only.

5. The Assignment Task becomes available for all Learners with this Assignment.

To view shared Assignment Tasks, do the following:

- 1. Click the name of the needed Assignment Task to view it;
- 2. Click the 'View Shared Tasks' button in the ribbon:



SharePoint	
BROWSE VIEW	
Edit Item Shared With Manage	2m 📮 Alert Me & Workflows Actions
Tools	le Assignment 5
Announcements	signment Type Online Submission
Calendar Sta	atus Submitted
Documents Ov	verdue Status

3. Select Learner, whose Assignment Task you want to view:

Course 1     Shared Task      O	
Sharea Task ®	
Learner	
	<none></none>
	<none></none>
	Learner 1, Learner 2
	Close

4. Assignment Task of the selected Learner will be displayed:



Learner	Hank Moody 🔻	
Title	Monday Assignment	
Assignment Type	Online Submission	
Status	Not Started	
Overdue Status	Closed	
Description	write an essay	
	Description files:	
	Description files can be changed in Assignment only.	
Opening Date	2/9/2016 1:00 PM	
Due Date	2/10/2016 12:00 AM	
Closing Date		
Assigned To	Hank Moody	
Comments	No existing entries.	
	Hand in Attachments:	
Template Fields		
		Close

5. Click close to return to the Assignment Tasks list.

**NOTE**: Even Saved as Draft Assignment Tasks can be shared by Teacher with other Learners.

# 13.11 Sharing Attachments

The option allows teachers to make documents attached to assignments of particular learners become available for other learners.

To make documents available for other learners, do the following:

- 1. Click the name of a necessary assignment;
- 2. Select View Learners' Assignments;
- 3. Select **Shared Attachments** at the top of the page:



BROWSE FILES LIBRARY				
Download Selected Attachments Attachments Properties	Edit Properties	Shared With X Delete Document	Share & Lent Me +	ve Return Workflows
	alage		Share or mark	WOIKDONS
Tools	20	Title	Assignment Type	Assigned To
📢 Announcements	<b>e</b> 6	Wednesday Assignment	Online Submission	🗌 Learner 1
Calendar	<b>e</b>	Wednesday Assignment	Online Submission	Learner 10.
Documents		Wednesday Assignment	Online Submission	🖸 Learner 2
😰 Discussion Board	۲	Wednesday Assignment	Online Submission	Learner 3

4. Check the boxes against learners you want to share attachments with. For example, in the picture below Learner 1 can share his attachment with Learner 2 and Learner 3 can share his attachments with Learner 2 and Learner 5 etc. Note that specified learners can also view changes made in attachments:

hared Attachments				
	🗉 🕅 Tasks			
	🛢 🛄 Lea	arner 2 (i:0#.w]example\J2)		
	8 8	Attachments		
	8	Doc2.docx		
		Earner 3 (i:0#.w example\l3)		
		Earner 4 (i:0#.w example\l4)		
		📰 Learner 9 (i:0#.w example\l9)		
	🛱 🛅 Lea	arner 3 (i:0#.w example\l3)		
	9	Attachments		
	8	Doc10.docx		
		Elearner 2 (i:0#.w example\l2)		
		Elearner 4 (i:0#.w example\l4)		
		🔄 Learner 9 (i:0#.w example\l9)		
			Apply	Close

5. Click **Apply** to save settings. Click **Cancel** to discard changes.

# 13.12 Version History

1. Enter the Assignments section;



- 2. Select the necessary assignment;
- 3. Click View Learner's Assignment:

BROWSE VIEW			
Version History Edit Assignments Edit Item Delete Item	<ul> <li>Alert Me</li> <li>Workflows</li> </ul>		
manage	ACOOLS		
Tools	Template	Assignment Template	
Announcements	Title	Monday Assignment	
Calendar	Assignment Type	Online Submission	
C Documents	Opening Date	2/9/2016 1:00 PM	
😰 Discussion Board	Due Date	2/10/2016 12:00 AM	
Chat	Closing Date		
🔗 Mailbox	Description	write an eccau	
links	Description	write an essay	
Reports	Group Hand In	Yes	
🔥 Learning Module	Scale Configuration		
2 Quizzes	Assigned To	Hank Moody	
Drop Box		Learner 10. Harvey Spector	
Assignments	Notify me when learners return tasks for this assignm	ent No	
🛍 Attendance			
Conference	Content Type: Assignment Created at 2/9/2016 12:02 PM by accuracy		
Grade Book	Last modified at 2/15/2016 4:52 PM by ageucheva_a		Ciose

**NOTE:** The View Learner's Assignments link will not appear until a task is generated.

- 4. Select **View Item** from the drop-down menu of the necessary assignment;
- 5. Click the Version History button:

BROV	VSE VIEW			
1000	Unshare for Learners	Shared With	📮 Alert M	e
Edit Item	View Shared Tasks	X Delete Item	👶 Workfie	ws
	Manage		Actions	
Tool	5	Title		Monday Assignment
*	Announcements	Assign	ment Type	Online Submission
E	Calendar	Status		Not Started
E	B Documents	Overdu	e Status	Closed
- 10	Discussion Board	Descrit	otion	write an essav

6. List of Assignment Task versions will be displayed in the open window with changes introduced in every version:





Learner can only View and Restore task versions.

Teacher can View, Restore and Delete old versions. For current approved version it is possible to Reject this version.

# 13.13Task Status

Tasks may have several statuses:

- Completed a task is completed by learner and approved be a teacher;
- In Progress a learner made changes into assignment and saved it as a draft;
- Not Started a task was assigned to a learner, but haven/t been started;
- Submitted a learner submitted a task to a teacher for review; a teacher is in process of task grading;
- *Returned to Learner* is shown if the Teacher returned the assignment to the Learner and Learner did not make any changes to it and did not send it back to the Teacher:

					On-Premises
₫ A	SS	e 4.0.0.12 Home ignments → Lex	ical gramma	r test ©	
	6	Title	Assignment Type	Assigned To	Status
	۵	Lexical grammar test	Online Submission	🗆 Learner 2	Submitted
	0	Lexical grammar test	Online Submission	🗆 Learner 3	In Progress
		Lexical grammar test and	Online Submission	🗆 Learner 4	Not Started
		Lexical grammar test	Online Submission	🗆 Learner 9	Completed

**NOTE**: If the current task status is **Submitted**, Learner cannot open attachments within assignment until Teacher approves it. If Teacher opens, modifies and saves attachment of the assignment task without editing assignment task itself, Learner sees these changes.

Status change occurs if user modifies assignments. There is a certain set of actions which users with different roles can perform for each Assignment item. See the table below:

User	Action
Teacher	Save as draft
Teacher	Return (to learner)
Teacher	Approve
Learner	Submit (to teacher)
Learner	Save as draft

Status change depends on actions which users perform. In the table below see Assignment Tasks' statuses and actions available for different users:

Current task	lleer	Available		Saved As Draft (Approval Status)		
status	User	Action	Next task status	For Teacher	For Learner	
Not Started	Teacher	er Save as Draft Submitted (for Teacher); Not Started (for Learner)			No	
	Teacher	Approve	Completed	No	No	
	Learner	Save as Draft	In Progress	Yes	Yes	
	Learner	Submit	Submitted	No	No	
In Progress	Teacher	Save as Draft	Submitted (for Teacher); In Progress (for Learner)	Yes	No	
	Teacher	Approve	Completed	No	No	
	Learner	Save as Draft	In Progress	Yes	Yes	
	Learner	Submit	Submitted	No	No	
Submitted	Teacher	Save as Draft	Submitted	Yes	No	
	Teacher	Approve	Completed	No	No	

**WIMS365** 



	Teacher	Return to Student	Returned	No	No
	Learner	Submit	Submitted	No	No
	Learner	Save as Draft	In Progress	Yes	Yes
Returned	Teacher	Save as Draft	Submitted (for Teacher); Returned (for Learner)	Yes	No
	Teacher	Approve	Completed	No	No
	Learner	Save as Draft	In Progress	Yes	Yes
	Learner	Submit	Submitted	No	No
Completed	Teacher	Save as Draft	Submitted (for Teacher); Competed (for Learner)	Yes	No
	Teacher	Return	Returned	No	No

- **NOTE**: If Teacher Saves as Draft task that had status In Progress (had been Saved as Draft by Learner), its status will be changed to Submitted for this Teacher, but will remain In Progress for other Teachers of that course. This applies only to the task status, all changes saved in that draft version will be visible for all Teachers of the course.
- **NOTE**: Any teacher can save all submitted assignments as draft, and then approve it all in one step. Once assignments were approved the learners will see the grades and all the attachments. Saving as a draft hides Grade, Comments and Attachments within assignment.

For example, the current task status is **Not started**. Teacher modifies the task by selecting the **Approve** action. For more information about actions, see Chapter 13.7 <u>Grading assignments</u>. As a result, the task will have a new status – **Completed**.

**NOTE**: If Teacher saves a task currently having the Not Started status as a draft, the task will still have the Not Started status in the Learner's view. In this case, Learner cannot edit the task.

# 13.14Content Approval Status

Content approval status allows learners and teachers to save the assignments as drafts. Any changes made in a draft version by a teacher will not be seen by learners; if a learner makes changes in a draft, a teacher will see the version with the changes.

By default the content approval option is on. To disable it, do the following:

- 1. Enter the course, and on the left Tools menu, click Assignments;
- 2. Click an assignment name;
- 3. Click View Learner's Assignments.

**NOTE**: There are several viewing options available for this list:



BROWSE ITEM	IS LIST	
	Modify View -	Current View:
View Duick D	Create Column	All Tasks
Edit V	/iew 🎦 Navigate Up	Default
View Format	Manage Vi	All Tasks
2 1		Public
Tools	100	Acting Tacks
		HOUVE LOSKS
📢 Announce	ements	By Assigned To
🥪 Announce	ements	By Assigned To By My Groups
📢 Announce 🔝 Calendar	ements	By Assigned To By My Groups Due Today
📢 Announce 🛅 Calendar 🕞 Documen	ements its	By Assigned To By My Groups Due Today My Tasks
📢 Announce 🥅 Calendar 🔁 Documen 🗬 Discussio	ements nts n Board	By Assigned To By My Groups Due Today My Tasks Moderated
🥪 Announce 🥅 Calendar 💼 Documen 🐢 Discussio 🥥 Chat	ements nts n Board	By Assigned To By My Groups Due Today My Tasks Moderated Approve/reject Ite

Only the default **All Tasks** view has the Approval Status column. To add this column to any other view, select the needed view, click **Modify this View** in the filter list, select the **Approval Status** check box, and then click **OK**.

4. Go to List> List Settings > Versioning Settings:

	CMLMS365
Settings - Versioning Settings	
Content Approval Specify whether new items or changes to existing items should remain in a draft state until they have been approved. Learn about requiring approval.	Require content approval for submitted items? Yes ONO
Document Version History	
Specify whether a version is created each time you edit a file in this document library. Learn about versions	Create a version each time you edit a file in this document library? No versioning Create major versions Example: 1, 2, 3, 4 Create major and minor (draft) versions Example: 1.0, 1.1, 1.2, 2.0 Optionally limit the number of versions to retain: Keep the following number of major versions: Keep drafts for the following number of major versions:
Draft Item Security	
Drafts are minor versions or items which have not been approved. Specify which users should be able to view drafts in this document library. Learn about specifying who can view and edit drafts.	Who should see draft items in this document library? Any user who can read items Only users who can edit items Only users who can approve items (and
	<ul> <li>the author of the item)</li> </ul>

- 5. Select *No* to disable content approval;
- 6. Click **OK** to save the changes.

**NOTE**: If the option is disabled, you will not be able to save the assignments as drafts; the **Save as Draft** button will not be displayed!

To save an assignment as draft, do the following:

- 1. Open an assignment and click **Approve/Reject Item** <u>OR</u> click the down arrow by the assignment name, and then from the drop-down list select **Edit**;
- 2. Make necessary changes, and click **Save as Draft** either at the bottom or at the top of the form:



BROWSE EDIT						Q pias	\$2 ronow
Approve Return Commit	Party Copy Copy Africa						
Tools	Title	Assignment 5					
Calendar IFS Documents ISS Discussion Board	Description	assignment description					
Chat Malibox B Links		Description files: E dock	ead in Assessment only				
EReports	Opening Date	2/5/2016 The time that the assignment becomes available to students.	2 PM • 43 •				
Crop Bax	Due Date	2/10/2016 The due date for the assignmen Homework submitted after this will be marked overdue.	1. tone				
Conference Torade Book	Closing Date	The last date that the system wi allow subminisions for this assign if left empty, it will default to the	III 12 AM P 00 P				
Tracking     Wiki Pages     Wiki Pages     Seating Chart     Seating Chart     Seating Staff	Assigned To * Grade	Learner 1; Learner 2 Et Individual grades Learner 1. Learner 2					
Roster Roster Courses Site Contents	Comments						
		No existing entries. Hand in Attachments: Attach file Ability to edit Siles on the sen enabled, please use client-sid file versions.	ver-side depends on the settings of your or de editing (i.e. download file, edit it locally a	omputer and SharePc ind attach to the Tasi	oint. If you're no k). Files with coir	t sure if server-side noding titles are up	editing is loaded as new
	Template Fields						
	Version: 2.0 Created at 2/5/2016 1:00 PM by Last modified at 2/10/2016 12:01	System Account AM by System Account		Joprove	Return	Save As Draft	Carcal

**NOTE**: If Learner saves assignment task as draft, Learner's draft assignment and draft Hand In attachments are always visible for Teacher. Besides, Teacher can make draft Assignment Tasks available for other Learners using the <u>'Share for Learners'</u> function.

But Learner's draft comments are not visible for Teacher. Learner can edit own draft comment many times until submit.

After learner submitted the assignment task, he can edit it (including attachments) until: a) Due Date is reached;

b) Teacher started to edit assignment task.



# 13.15 Managing Views

### 13.15.1 Creating a View

There are several types of view you can choose from.

To create a view, click **Create view** icon from the **List Tools** menu. Choose a format for your new view:



#### 13.15.1.1 Creating Standard View

To create standard view:

- 1. Specify the Name of the view you create;
- 2. Check the corresponding boxes to choose what columns are to be displayed;
- 3. Sort the order of the items;
- 4. Define the **Filter** for the items;
- 5. Decide how your items will be grouped;



6. Specify the **Totals**, **Styles**, **Folders**, **Item limit** and **Mobile** setting for your view and press the OK button to save changes and Cancel to discard them.

13.15.1.2 Creating Calendar View

To create Calendar view:

- 1. Specify the Name of the view you create;
- 2. Select the **Audience** for this view (Personal/Public);
- 3. Define the Time interval for your view;
- 4. Specify the Calendar columns;
- 5. Choose the **Default scope** for your view (Day/Week/Month);
- 6. Assign a **Filter** and press OK to save settings and Cancel to discard them.

#### 13.15.1.3 Creating Gantt View

To create Gantt view:

- 1. Specify the Name of the view you create;
- 2. Select the Audience for this view (Personal/Public);
- 3. Define the **Columns** for your view;
- 4. Define the Gantt columns for your view;
- 5. Sort the order of the items;
- 6. Define the Filter for the items;
- 7. Decide how your items will be grouped;
- 8. Specify the **Totals**, **Styles**, **Folders**, **Item limit** setting for your view and press the OK button to save changes and Cancel to discard them.

#### 13.15.1.4 Creating Datasheet View

To create Datasheet view:

- 1. Specify the Name for the view you create;
- 2. Select the **Audience** for this view (Personal/Public);
- 3. Define the Time interval for your view;
- 4. Specify the Calendar columns;
- 5. Choose the **Default scope** for your view (Day/Week/Month);
- 6. Assign a Filter;
- 7. Specify the **Totals, Folders, Item limit** setting for your view and press the OK button to save changes and Cancel to discard them.

### 13.15.2 Choosing View

To manage View settings press open context menu from the last bread crumb choose the view you want the assignments be presented to you. There are following options:

Calendar - allows viewing assignments as calendar;

All Assignments – allows viewing all assignments as a list;

*Current Assignments*– opens up a list of current assignments.



#### 13.15.2.1 Calendar View

This is the list of Assignments section represented as a daily, weekly, or monthly calendar. Refer to the Calendar section for details.

#### 13.15.2.2 All Assignments

This is the default view for the Assignments section. The list of all the assignments is displayed in it. Click an assignment to view its details.

#### 13.15.2.3 Current Assignments

This is the list of current assignments. Use the Previous and the Next buttons to look through the assignments.





# 14. ATTENDANCE

The **Register of Attendance** section allows a user to mark the attendance for students taking part in the course. All students are listed in the table where every person is registered as attending the course hours of the current date or not. Every course hour is presented as a separate column in the table; under every column there are check boxes that are used for setting the data: either checked or not:

Software Course				Se	arch this s	äte		Q
Attendance								
		Januar	Y	February 2016			March	
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Page size: <all> 🔻</all>		31	1	2	3	4	5	6
Group: Learners 🔻		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	1	2	3	4	5
		6	7	8	9	10	11	12
Student	13:00:00 - 20:40:00							
Cheech Marin								
Hank Moody								
Harvey Spector								
John Smith								
Learner 10								
	-					ОК		Cancel

The home page of this section proposes a table of attendance for the current date. A user can pass to other dates that have already passed by selecting a necessary day in the calendar. To browse a date, select a necessary date in the Calendar in the top right corner of the page and click it. **NOTE**: It is possible for students to view their attendance too.

# 14.1 Creating a Timetable

To manage the students' attendance, the teacher should create a timetable. To do that, follow the steps given below:

1. On the Course level, go to the course menu and click the **Attendance** icon:




2. Click the **Time Table** button under the ribbon menu:

🖄 Course1 H	ome
Attenda	ance
📴 Time Table	📑 Export
Attendance	

3. Click the New Item icon in the header of the page:





The following form will appear:

Start Time	09:00:00	
	Examples of use: 1	3:45 — 1:45 PM or 07:32:45 — 7:32:45 AM
End Time *	10:45:00	
	Examples of use: 1	3:45 — 1:45 PM or 07:32:45 — 7:32:45 AM
Week Days *	Mon.	
	🕑 Tue	
	🗷 Wed	
	🕑 Thu	
	🕑 Fri	
	🔲 Sat	
	🔲 Sun	
Start Date *	2/16/2016	
End Date	3/17/2016	

- 4. Specify the **Start time** period and the **End time** period (the fields are to be filled in) and tick the necessary check boxes in the **Week Days** section to indicate the valid days;
- 5. Specify the **Start** and the **End dates** for the period;
- 6. To save the period, click **OK** at the bottom of the page; to discard the changes, click **Cancel**;
- 7. To have the ready-made timetable, repeat *the point 1-6* procedure:

Attendance 🔸	Time Table		
📅 New Item 🛛 📅 Sync With Ter	mplate		
Period	Days	Start Date	End Date
09.00 - 10.45	Mon Tue Wed Thu Fri	2/16/2016	3/17/2016
13.00 - 20.40	Mon Tue Wed Thu Fri	2/10/2016	3/9/2016

On pressing the **Back** () icon you will be proceeded back to the Attendance section.



# 14.2 Synchronizing a Timetable with a Template

To edit a timetable, do the following:

- 1. On the Course level, go to the course menu and click the Attendance icon;
- 2. Click the Synch with Template button under the ribbon:

CLMS365 On-Premises	▲ Course1 Home Attendan	Marketing Site
Tools	🖬 New Item 🔟 S	ync With Template
Calendar	Period	Days
Cocuments	10.00 - 11.45	Mon Tue Wed Thu Fri

3. The following dialog box will appear:

Select Time Table		□ ×
Select Time Table		Help
⊛ ∰uOrg i		^ ^
AsharePoint LMS_org     Time Table Templates		
R.LMS Organization		
@ RNew test org		
	OK	Cancel

- 4. Select any timetable template and click **OK**;
- 5. The confirm dialog box will appear with the warning indicating that all changes made to current course template will be overwritten/deleted;
- 6. Once the choice is confirmed, current timetable will be overwritten by selected template.
- **NOTE**: When selecting the necessary timetable template, the user can choose timetable templates only, not anything else like certificates, etc. He/she can select any timetable template, old or new one, disregarding which one was initially copied to the course.

### 14.3 Editing a Timetable

To edit a timetable, do the following:

1. On the Course level, go to the course menu and click the **Attendance** icon;



- 2. Click the **Timetable** button under the ribbon;
- 1. On the **Timetable** level, point over the necessary period, and then click the down arrow by the period to open the drop-down menu;
- 2. Select Edit from the drop-down menu;
- 3. Modify the properties of the item;
- 4. Save the changes.

# 14.4 Marking Students Attendance

Students' attendance is marked individually: to register attendance of the necessary students check the boxes under the corresponding periods and press the **OK** button in the bottom right corner of the form. The **Cancel** button allows undoing the marking.

To provide better viewing representation, you can sort out the list of students using the filters at the page:

- By the number of entries in the list (the Page size drop-down box);
- By group to which students belong.

By clicking on the student's username you'll get to the page with student's personal settings where they can be edited or a user can be deleted.

## 14.5 Exporting Attendance Statistics

The system makes it possible to export statistics on students' attendance into an Excel file that can be stored externally.

To export statistics:

- 1. Enter the necessary course and click the Attendance icon in the course menu;
- 2. Click the **Export** button in the header of the page;
- 3. In the **Start date** and **End date** fields select the start date and end date of the time span for which you would like to get statistics;
- 4. From the Group drop-down list select group for which you would like to get statistics;
- 5. Click the **OK** button under the top course menu. As a result, you will be offered to open or save a configured Excel file with the statistics data:

Start Date "	2/8/2016		
End Date *	2/17/2016		
Group	<all></all>		



# 15. DISCUSSION BOARD

The **Discussion Board** section allows a user to leave some messages so that other course participants can react to these messages in some way and leave their opinion about them.

Discussion boards are created within the frames of separate courses. Only users who take part in the course can view its discussion boards and add their own messages to them. To access the course discussion board, enter the necessary course and click the **Discussion Board** icon in the *Course Tools* menu:

BROWSE PAGE				
CINC Con-Premises	Software Course Discussion	Board o		
Tools	Discussion Board	Description	Items	Last Modified
Announcements	new discussion be	bard		
Calendar	Course Discussion	Discussion Board for questions related to the course.	2	2 minutes ago
Discussion Board	Discussion Board	For any questions	1	3 minutes ago
Q Chat				

The Discussion Board tool has 3 levels:

- > Discussion Board (contains categories to facilitate discussions filtering);
- > Discussions (contains topics for discussion created inside discussion boards);
- Replies (discussion threads).

# 15.1 Adding a Discussion Board

To add a new discussion board, do the following:

- 1. Enter the necessary course;
- 2. On the Course Tools menu, click Discussion Board;
- 3. Click **new discussion board** button 🛨 . The following form will be opened:



Site Contents - New			
Name and Description Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Name: Course Discussion		
	Description:		
	Discussion Board for questions related to our course.		
	Create Cancel		

- 4. Complete the form as described below:
  - Name type the name of the discussion board;
  - Description describe the topic of discussions.
- 5. Click Create.

### 15.2 Adding Discussion to Discussion Board

To add a new discussion to the forum, do the following:

- 1. Enter the necessary course;
- 2. On the Course Tools menu, click Discussion Board;
- 3. Click a discussion board name, and then click **new discussion** button  $\bigoplus$  and complete the open form as described below:



BROWSE EDIT	FORMAT TEXT	INSER	T	
Table Picture Vid	teo and Link	Upload File	Embed Code	
ables Media	i Li	nks	Embed	
Tools	ements	Sub	ject *	First Lecture
Calendar		Boo	ly	Yesterday we had the first lecture. I'd like to know your opinion on
C Documen	ts			it.
Discussion	n Board			
Q Chat				
🖂 Mailbox				
🛞 Links				
Reports				
💦 Learning I	Module			
🧑 Quizzes		Que	estion	0
prop Box				I am asking a question and want to get answers from other members.
Assignme	nts			Save Cancel

- Subject type the subject of the discussion (the field is required);
- Body describe the topic of the discussion.

To attach a file, click the **Attach File** link and browse the necessary file. Click **OK**. To check spelling, click the **Spelling** link.

4. Click Save.

NOTE:	Discussions are displayed in the Subject view. To see the current view, go to List menu
	section in the ribbon:

BROWSE IT	EMS LIST				
	※m 💬	Modify View	Current View:	1	0
Many Onick	Crante 1	Create Column	Subject	Tank R	E-mail a Alart R
Edit	View	Navigate Up	Default	Notes	Link Me - Fe
View Format		Manage Vi	Subject	Tags and Notes	Share & Track
-			Public		
Tools		(+)	Featured Discussions	n	
Annou	uncements	Rec	Management	is Unanswe	red questions
Calen	dar	1 100			and succession of the



Discussions marked as **New** ( **B NEW** ) are discussions (or contain replies) that have not been viewed by the current user yet.

### 15.3 Managing Discussions

- **NOTE**: For better representation, you can modify the list view. Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:
  - use the **Subject** or **Created By** links to sort or filter topics by subject or author;
  - use the Last Updates link to sort or filter topics by date when the discussion was updated;
  - to remove filter criteria, click the necessary link in the column head, and then select **Clear filter from** option from the context menu:



If the course settings allow, you may have permissions not only to view and reply, but also to manage forum discussion topics.

**NOTE:** <u>Permissions issue:</u> when a learner goes to the course discussion board, he/she might see that he can edit it and its topics (both created by a teacher). But if he tries to edit something and save the changes, he gets an "access denied" message. (This does not though happen with items that are created by the learner himself).

To configure these permissions for the selected discussion board, go to **List > List Settings > Advanced Settings**, and then in the open form, find the *Item-level Permissions* section:



To manage a discussion, do the following:

- 1. Enter the necessary course;
- 2. On the **Course Tools** menu, click **Discussion Board**. The list of discussion boards will be opened in the main workspace area;
- 3. Click the name of the necessary discussion board;



4. Click the discussion, and select **View Item** from the list. The system will open topic details page:

BROWSE VIEW			
Edit Item Manage	Open Alert Me		
Tools	Subject	Wish list	
Calendar	Body	For your requests.	
Documents	Question	No	
😴 Discussion Board	Content Type: Disc Created at 5/5/201	ussion	
🗬 Chat	ageucher	va_a	Close
🔗 Mailbox	Last an addited at 57	5 (2015 6 22 BB) IN THE RECEIPT	
🛞 Links	Last modified at 5/	orzoro orzo Piwilloy 🖂 ageucheva_a	

- 5. Use the buttons on the toolbar of the form to perform the following operations:
  - Click **Open** to view the replies;
  - Click **Edit Item** to modify topic details;
  - Click **Delete Item** to delete the topic from the list of discussions;
  - Click Manage Permissions to manage permissions for the topic;
  - Click **Alert Me** to manage notifications settings.
- 6. Click **Close** to navigate back to the list of discussion topics.

### 15.3.1 Editing Discussion

To edit a discussion, do the following:

- 1. On the left Tools menu, click Discussion Board;
- 2. Click the name of the necessary discussion board;
- 3. Click the discussion name or the down arrow next to it, and select **Edit Item** from the dropdown list;
- 4. Modify the discussion as necessary;
- 5. Save the changes.

### 15.3.2 Deleting Discussion

To delete a discussion, do the following:

- 1. Click the **Discussion Board** item in the left Tools menu;
- 2. Click the name of the necessary discussion board;
- 3. Point over the necessary discussion and press the down arrow in the appeared box;



- 4. Click the discussion name or the down arrow next to it, and select **Delete Item** from the dropdown list;
- 5. Confirm the deletion.

### 15.4 Viewing and Posting Replies

To read replies posted for a certain topic or post your own replies, do the following:

- 1. On the left Tools menu, click Discussion Board;
- Click the discussion board name or the down arrow next to it, and select View Discussion Board from the drop-down list. OR simply click the discussion board name. The list of discussions will be opened;
- **NOTE**: Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:
  - Use the **Subject** link to sort or filter replies by subject;
  - Use the Created By link to sort or filter replies by author;
  - Use the Last Updated link to sort or filter replies by the last updated date;
  - To remove filter criteria, click **the column name** and select **Clear filter from** option from the context menu.
  - 3. Click the necessary discussion from the list. The system will open discussion details page:

Question	IS	^
2 replies		
Р	ageucheva_a Ask me if you have some.	
	24 minutes ago Reply Edit ····	

- **NOTE:** Note that if corresponded permissions are granted to you, you may have an ability to manage discussion replies. To do so, click the **View Properties** link next to the required reply and choose whether to create a new reply, edit or delete the reply, or work with notification settings.
  - 4. To reply to a certain post, click the **Reply** link under the post, or just enter your reply in the *Add a reply* field with the help of the Visual Editor, attach a file if needed and save changes:



SharePoint	
BROWSE FORMATTEXT INSURT	
Cipboard Fort Paragraph Styles Spelling	Nation Markop
Tools Fir Announcements 1 re	Lecture
IB Documents	Teacher 1 Yesturday we had the first lecture. I'd like to know your opinion on it. 26 minutes apo Reply Alert me
Malibox  Links  Learning Module	The lecture was very useful, but the tempo was rather quick. Could you talk a little bit slower:
Quizzes	Ragdy

## 15.5 Viewing User Information

The **Discussion Board** tool allows tracking the information about topics discussed, discussions user takes part in, replies user submits etc.

To view user information,

- 1. Enter the **Discussion Board** tool;
- 2. Click the required discussion;
- 3. Select User Information from the Items tab:

SharePoint						
BROWSE IT	EMS LIST					
New New Item - Folder New	View Edit Item Item	Move X Delete Item	Attach File Information Actions	Alert Me - Share & Track	Tags & Notes	Workflows Approve/Reject Workflows
Tools Manou	uncements dar	new discus     Recent My discu     First Lecture	ssion ssions Unanswer	ed questions		
Discus	nents ssion Board	Yesturday we had th By Teacher 1   Latest	ne first lecture. I'd lil reply by Learner 1	te to know yo 6 minutes ago	ur opinion on i	t.
Q Chat		Wish list				
🚔 Mailbo	ож	Write your suggestion By Teacher 1 20 min	ons for future lectur nutes ago	es,		
Cinks						

4. The following window will appear:



CLMS365			Search this site	م
Tools  Announcements Calendar  Colored	User Discussions *	Multi selection mode ageucheva_a (i:0#.w/belitgroup\ageucheva_a) All ageucheva_a (i:0#.w/belitgroup\ageucheva_a) Cheech Marin (i:0#.w/example\uearner 55) Hank Moody (i:0#.w/example\uearner 5) Hank Moody (i:0#.w/example\uearner 1) Learner 1) Learner 1) (# Discussion Board	Арріу	Close

- User from the drop-down list select a necessary user. To select several users, check the Multi selection mode box;
- Course Discussions select a folder and check necessary discussion(s);
- **NOTE:** Administrator can view information about any user while other users can view information only about themselves.
  - 5. Click **Apply**. The following table will appear:

Church	🖄 Software Course					Search this site	, p
On-Premises	User Info	ormation					
Tools	User		Multi selection mode	group\ageucheva_a	•		
Calendar	Discussions *						
Discussion Board			Course Discussion				
Chat			💽 New materia	5			
🔗 Mailbox			Any question	s related to the cour	se		
Links			Discussion Board				
Reports			2 Questions				
🚜 Learning Module						10 JU 21	
Cuizzes						Apply	Close
Drop Box							
Assignments	Discussion Board	Discussion	Replies	All replies	Last replied	Last viewed	
Attendance	Course Discussion	New materials	0	0		2/9/2016 9:52:15 AM	
Conference	Course Discussion	Any questions related to the course	1	1	2/5/2016 12:20:32 PM	2/5/2016 12:26:41 PM	
Grade Book	Discussion Board	Questions	2	2	2/5/2016 12:29:01 PM	2/5/2016 12:28:39 PM	

The table consists of the following columns:

- Discussion Board displays the folder the discussion is located in;
- Discussion displays the name of the discussion;
- Replies displays the number of replies submitted by the current user;
- All replies displays replies submitted by all users;
- Last replied displays the date of the last reply entered by the current user;
- Last viewed displays the date when the current user viewed the discussion last.



# 15.6 Moving Discussions

To move the discussion folders between the discussion board lists inside a course **Discussion Board** tool, do the following:

- 1. On the course level, go to the **Course Tools> Discussion Board;**
- 2. On the **Discussion Board** level, go to the Discussion Board you need:



3. Select the check box corresponding to the needed discussion:

CINS365 On-Premises		Discussion o	9	Search this s	م _e
Tools	new item     Subject Feature	l ed Discussions Management	••• Find an item		Q
Calendar	✓ Title	Body	Created By	Created Rep	lies Is Featured Discussion
Discussion Board	✓ Wish list	••• For your requests.	ageucheva_a	May 5 0	No
🗨 Chat 🔗 Mailbox	First Lecture	Yesterday we had the first lecture. I'd like to know your opinion on it.	ageucheva_a	May 5 0	No

4. Go to Items>Move Item. The following dialog box will appear:

CLMS365 On-Premises	Introductory Course Move Item			Search this site	م
Tools	To *	Discussion Board:	No selection 🖌		
Calendar			Change	]	
C Documents				ок	Cancel
🚅 Discussion Board					-

5. To indicate the discussion's new location, click **No selection** button >**Change.** The dialog box will appear:

		٧
elect list		□ ×
Select list		Help
B Coursel		Â
B Discussion Board		
Course Discussion		
Discussion Board 2		
🗏 🛲 Marketing Site		
BDiscussion Board		
a		-
	OK	Cancel

6. Select the discussion's destination and click **OK** to confirm your choice:

# 15.7 Exporting Discussion Boards

User can export **Discussion Board** to a local machine.

To export Discussion Board, do the following:

- 1. Go to Discussion Board section;
- 2. Select Edit Page in the Page tab on the ribbon menu;
- 3. Click the down arrow by the name of the web part and choose **Export** from the drop-down menu:

	Add a Web Part			
Discussion Board				•
Discussion Board new discussion board	Description	Items	La	Close Close
Course Discussion	Discussion Board for questions related to the course.	3	2	🗊 Edit Web Part
		20	- 28	

Discussion Board will be saved as .webpart file.



# 16. CHAT

For communication purposes between students and teacher, you can enable course chat. To access chat:

1. Enter the necessary course and click the **Chat** icon in the left Tools menu:



2. Enter your message in the text field at the bottom of the page and click **Send** (or press Ctrl+Enter on the keyboard). Use the embedded editor to format the text.

The Actions and Settings buttons at the top of the list allows performing actions and operations typical for SharePoint.



# 17. CONFERENCE

The **Conference** section allows you to schedule and conduct online meetings.

To access the Conference section, enter the necessary course and click the **Conference** link in the **Course Tools** menu. The **Conference** page will be opened:

CULICACE	Software Course					Search	this site 🕽
Con-Premises	Confere	nce © 2016					
Apr May Jun	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul Aug Sep Oct Nov Dec Today is Friday, February 5, 2016	31	1	2	3	4	5 11:00 am - 2:00 Lecture	pm
ools	7	8	9	10	11	12	13
Documents	14	15	16	17	18	19	20
Mailbox Links El Reports	21	22	23	24	25	26	27
Learning Module	28	29	1	2	3	4	5

See the Calendar topic to learn how to work with the calendar.

# 17.1 Pre-configuration

To be able to use Conferencing, you should have Live Meeting or LYNC Attendee installed and configured on your computer (this depends on whether your installation is integration with Office Communication Server or LYNC Server).

### 17.1.1 Configuring Live Meeting client

1) Click Open User Accounts in the menu list:



Options	
Onen User Accounts	
open <u>u</u> ser Accounts	
Exit	
Give Us Feedback Online	Meeting
About Microsoft Office Live Meeting	

2) Enter your sign-in name (this is SIP address that has to be assigned by OCS administrator) and click the Advanced button:

8	Microsoft Office Live Meeting						
Jser	Accounts		-				
Ş	Meet. Share. Enter your acc	Work No matter where you are. ount information and start a Live Meetin Y	g today. /hich account do I have				
of	fice Communical	tions Server					
	Sign-in name:	Imsadmin@elearningforce.com	Advanced				
Liv	e Meeting Servi	ce					
	URL:						
	I enter a us	er name and password to access my ac	count ork the box				
	User name		loc are box.				
	Password:						
		Test Connection	OK Cance				

3) Advanced Connection Settings enter the server name (should be provided by your company's administrator) and repeat your username and credentials (the ones you use to login to the LMS web application):



•		Microsoft Offic	e Live Meeting			
User Accounts		-				D
Use these ser Internal Se External Se Connect us Use the follow User name:	rvers rver name or IP address: rver name or IP address: ing: ① TCP ④ TLS ving user name and passw Imsadmin@elearningforo	access.elearnin access.elearnin ord e.com	gforce.com gforce.com			
Password: Help	•••••			ОК	Cancel	
	Test Con	nection) sp:msaominigerea Join	OK C	ancel	nal	

4) Click OK. In the User Accounts window click the Test Connection button. If connection is verified successfully, you may now use conferencing.

### 17.1.2 Configuring LYNC Attendee client

To configure LYNC Attendee client open LYNC Attendee from the computer's Start menu. A LYNC Attendee Options dialog window will be opened. In the **Personal** tab select whether you'll be joining using your company credentials (Sign-in address has to be assigned by LYNC administrator) or as a guest:



ieneral	Meeting join identification						
ersonal	Oin using company credentials						
ungtones and Sounds Judio Device	Sign-in address: Irn1@e	elearningforce.com					
ideo Device	🔘 Join as a Guest						
	Display Name: Mary-:	lane					
	My phone numbers						
	Click a button below to add	or change one of your numbers.					
	Work Phone						
	Mobile Phone						
	Home Phone						
	Other Phone						
	Joining conference calls						
	Join conference calls from:	Lync Attendee	•				
	Prompt me before joinin	g to confirm or select another audio sou	irce				
	51						

# 17.2 Scheduling a Conference

To schedule a meeting:

Enter the necessary course and click the **Conference** link in the Course **Tools** menu. Click **New Item** at the top of the page and select **Meeting**. The following form will be opened:

Save Cancel M	Aeet Paste Attach Spelling Clipboard Actions Spelling
Title "	Lecture
Start Time *	2/5/2016 11 AM ¥ 00 ¥
End Time *	2/5/2016 2 PM T 00 T
Description	Our first lecture.
Attendees *	Learners:
	Enter upor constant with combalance A. ER

Fill out the form fields as described below:

- *Title* enter the title for the meeting;
- Start time Specify date and time when the meeting will start. Use the calendar icon
   (I) to specify the date, from the drop-down lists select time;
- End time Specify date and time when the meeting will end. Use the calendar icon (
   ) to specify the date, from the drop-down lists select time;
- Description Enter the description of the meeting. Use the embedded editor to format the text;
- *Attendees* Use the **Browse** icon (^{III}) to select users who will take part in the meeting.

Click **Save** to save changes. Click **Cancel** to discard changes. To start the conference, click **Meet Now**.

# 17.3 Joining a Conference

To start the meeting:

Enter the necessary course and click the **Conference** link in the **Course Tools** menu. Click the name of the meeting you want to start. A page with the meeting details will appear:

**WIM5365** 



BROWSE VIEW			
Edit Item Shared With Manage	Alert Me & Workflows Actions		
Tools	itle	Lecture	
Announcements	tart Time	2/5/2016 11:00 AM	
Calendar E	ind Time	2/5/2016 2:00 PM	
C Documents	Description	Our first lecture.	
Discussion Board			
Chat 4	Attendees	Learners	
A Mailbox		1.52	
Links C	Created at 2/5/2016	ing i 3:50 PM by 🗌 ageucheva_a	Close
Reports	ast modified at 2/5	/2016 3:50 PM by 🗌 ageucheva_a	100000

Click **Join Conference** at the top of the page. The following page will appear:

Join conference	×
Conference settings Please specify settings for conference feature	
Sign-in address: t1@elearningforce.org	
Maximum attendees:	
OK Cancel	

- ✓ Sign-in address SIP address that has to be assigned by OCS/LYNC administrator. If the field is empty, contact your OCS/LYNC administrator;
- ✓ **Maximum attendees** set the maximum number of participants for the conference.

Click **OK**.

**NOTE:** Teacher should be first to join the conference. Until Teacher joins the conference, the Join conference button is inactive for Learners.

Microsoft Office Live Meeting or LYNC Attendee dialog window will appear:

///	Microsoft O	fice Live Meeting	- = ×
Live Mee Note tha	ting will join you to	the meeting at elearning meeting can promote yo	oforce.org as an attendee. u to presenter.
Name:	Kate		



In the Name field enter your name. Click Join to join the conference.

**NOTE:** If the *Microsoft Office Live Meeting* window does not appear, follow the instructions on the **Join Conference** page:





LMS365







# 18. GRADE BOOK

The **Grade Book** is a tool that helps the teacher to assess students' activity in various aspects of the learning process.

To access the Grade Book section, enter the necessary course and click the **Grade Book** link in the **Course Tools** menu:

CLMS365 On-Premises	A Hardware Course Grade Book		[	Search this site	م
Site Contents	All items Compressed view ····	Find an item	Q		
	Learner	Certificate Issued	Hardware Tutorial	Introductory LM	Hardware Quiz 2
	ageucheva_a		Passed	Passed	
	Learner 1	3	Failed		A
	Learner 10.		Passed	Failed	A
	Learner 3		Passed	Passed	A+

# **NOTE:** Only Course Learners group users (or users from a custom course group with 'Learner' permission) would be displayed in Grade Book tool.

If Teacher is added only to the Course Teachers group, his grades for passing learning items are not displayed in the Grade Book, he cannot complete the course or be granted a certificate. If Teacher is also a member of Learners group, his grades are displayed in the Grade Book and he can complete the course and receive a certificate.

To view Learners of separate group, choose the needed SP group from the list in the **Group** filter in the Grade Book list tools:

BROWSE	GRADE BO	OK LIST							
. *		TT	0.00		03	E.	Current View:	Groups	
Alert 6	SS Export	Export to	Export to	Import	Create	Monify	All items +		•
Me - F	sed Excel	PDF	CSV	Grades	View	View-	Current Page	Learners	
Share & Tr	k C	onnect & Ex	port	Actions			Manage Views	Learners 2	

The list contains all SP groups with Learners permissions.

**NOTE:** On newly created sites, Metadata Navigation and Filtering feature is activated by default, which allows adding a large number of users in Learners group and avoid threshold limit excess error (when there are more users then set for List View Threshold) on Grade Book list after all Learners have been checked. You can use Learner Key Filter on Grade Book list to filter necessary information:



	Key Filters Apply Clear	
	Learner	
More filters can be added in Key Filters. Do not forget Indexed Columns. If not, you Settings > Indexed column Create button.	the List Settings > Metadata nav to check whether new Key Filte u should index new Key Filters m is > Create a new index > selec	igation settings > Configure rs have been added to the anually. To do this, go to List ct needed column and click

The Grade Book represents a list of your students with grades put for SCORM packages, quizzes and Grade Book items.

Note please, that the <u>datasheet view</u> (for details see Chapter 13.15.1.4) will not work correctly with the Grade Book list (for those reasons it was hidden from the default Ribbon actions).

# **NOTE:** When modifying the Grade Book list view, user can add several columns specific for grade book list settings only:

- *First Accessed* shows the First Visit Date. It is the time a learner clicks inside course the first time;
- Completion Date shows the date when the certificate was given;
- *Recertification Date* shows the date when Learner started passing the course for another time.

To be able to use the Grade Book, follow the steps below:

- 1. Define your own grade scale and the fields of activity for which grades should be put (see <u>Scale</u> <u>Templates</u>);
- 2. Create certificates that could be granted to course Students (see <u>Certificate Templates</u>);
- 3. Select Items which should be added to the Grade Book (see the topic below).
- **NOTE:** For recertification purpose recertification process can be started using API. For more information see the API description. A separate column with Recertification Date can be added to see the date of recertification start. This information will be displayed only for Learners for whom the recertification process was started. For such Learners information about previous attempts is hidden in the Grade Book and only current attempts (that are made later than recertification date) are displayed in the Grade Book.

### 18.1 Setting Grade Book Items

To set Grade Book items:

- Enter the necessary course and click the Grade Book icon in the Course Tools menu;
- Click Add Item at the top of the page;



- From the drop-down list select:
  - <u>Add existing items</u> to add items which already exist (for example, quizzes or assignments);
  - o <u>Add custom item</u> to add custom item to the Grade Book;
  - <u>Add AWG item</u> to add AWG item.

#### 18.1.1 Adding Existing Items

Some already existing items can be added to Grade Book, e.g. quizzes, assignments, etc. When there are any changes made on the existing item's list, they will be reflected in Grade Book, for example:

- A teacher changed learner's grade for assignment (it will be reflected automatically);
- A learner has taken another quiz attempt after scale has changed and so scored a changed grade (it will be reflected automatically).

SCORMs and learning modules always display their Passed/Failed status and can't be overridden by specific scale template. To add an Existing Item, do the following:

- 1. On the course level, go to **Course Tools > Grade Book**;
- 2. On the ribbon, select the **Grade Book List** and click the **Add Item** button to open the dropdown menu:

A tm			m B	Current View:	Groups		品
	Expect to Expect to	Umport.	Creste Modily	All items +		Add	Grade Book
Me - Feed	Excel PDF CSV	Grades	View View -	🕴 Current Page 🔤		item +	Setting
Share & Track	Connect & Export	Actions		Manage Views		Se	ttings

#### 3. Select Add Existing Item:

BROWSE	GRADE BOOK LIST COURSE TO	DOLS					
A tm			M 12	Current View:	Groups		8.
Alect RSS	Export to Export to Export to	Import	Create Modify	All items *	()	Add	Grade Book
Me - Feed	Excel PDF CSV	Grades	View View +	🕡 Current Page 🖷		item -	Setting
Share & Track	Connect & Export	Actions		Manage Views		Add Exist	ing item
Site Conten	All it	ems …	Find an it	em	ρ	Add Cust	om Item Gitem
	Lean	ner			Certificate Issued	1	

- 4. Complete the open form:
  - Select Items select the check boxes for items which results you want to display in a Grade Book;
  - *Scale settings* Select a scale for grading:
    - Use Default use the scale applied to the learning object;
    - Use Specific either select a scale from the earlier created or specify scale values in the **Min** and **Max** fields of the **Numerical** option.



- **NOTE:** Specific Scale Set can only override the following learning object's scales: Assignments, Quiz, SCORM, AICC and Learning Module will always use their default statuses and points.
  - Display Options select either Show grade (only grades will be displayed for assignments) or Show percentage (only percentage will be displayed for assignments) or Combined view (both grade and percentage will be displayed for assignments):

Grade Book→Li	st Settings + Add I	Existing	Item o
Select Items			
Select which items to add to Grade Book.	<ul> <li>Quiz</li> <li>Hardware Quiz</li> <li>Hardware Quiz 2</li> <li>Hardware Tutorial</li> <li>Introductory LM</li> <li>SCORM</li> <li>Hardware Requirements</li> </ul>		
Scale settings Provide settings for setup scale for this resource	<ul> <li>Use default</li> <li>Use specific</li> <li>Scale Set: Default (UK) +</li> <li>Numerical</li> <li>Min: Max:</li> </ul>		
Options	<ul> <li>Add to default view</li> <li>Show grade</li> <li>Show percentage</li> <li>Combined view</li> </ul>		
		ок	Cancel

6. Click OK to add the item. The added items will be displayed in the Grade Book as new columns; all grades for these assignments will appear in the corresponding columns:



Grade Boo	ok			
All items Compressed v	view •••	Find an item		Q
Learner			Hardware Quiz	Hardware Tutorial
ageucheva_a				Passed (100%)
Learner 1				
Learner 10.				
Learner 3				

### 18.1.2 Adding Custom Items

Custom items are the assignments that do exist neither in the Assignment, Quizzes, nor in any other course section. It is currently impossible to change the settings of the custom item. To add such items to the Grade Book, do the following:

- 1. On the course level, go to **Course Tools > Grade Book**;
- 2. On the ribbon, select the **Grade Book List** and click the **Add Item** button to open the dropdown menu:

	I have a state of the state		0 7 100	Controlle vices.	Groups		모.
Alert DSS Evoort	to Expect to Expect to	X	Crasta Maditu	All items +	-	Add Gra	de Rook
Me - Feed Excel	PDF CSV	Grades	View View -	🕡 Current Page 🔫		Item + S	etting
Share & Track C	onnect & Export	Actions		Manage Views		Setting	IS:

#### 3. Select Add Custom Item:

BROWSE	GRADE BOOK LIST COURSE T	OOLS					
. *				Current View:	Groups	mb	<b>A</b>
Alert RSS	Export to Export to	Import	Create Modify	All items *		Add	Grade Book
Me - Feed	Excel PDF CSV	Grades	View View +	🔹 Current Page 🖷		Item -	Setting
Share & Track	Connect & Export	Actions		Manage Views		Add Ex	sting item
Site Contents All it		ems ··· Find an item P		ρ	Add Custom Item		
	Lear	ner			Certificate Issued		

4. Complete the open form:



Grade Book · L	ist Settings + Add Custom Item @
Custom Item Type a name for this Item	Item name Course Essay
Additional Item Settings Specify detailed options for the type of information you selected.	Description:
Scale settings Provide settings for setup scale for this resource	Use: Scale Set: Default (UK) • Numerical Min: Max: Display options: Add to default view Show grade Show percentage Combined view
	OK Cancel

- Item Name Type the name of a new item;
- Description enter the item description;
- Scale settings Select a scale for grading:
  - Use Default use the scale applied to the course;
  - Use Specific either select a scale from the earlier created or specify scale values in the **Min** and **Max** fields of the **Numerical** option;
- Display Options select either Show grade (only grades will be displayed for assignments) or Show percentage (only percentage will be displayed for assignments) or Combined view (both grade and percentage will be displayed for assignments);
- 6. Click OK to add the item. The added assignments will be displayed in the Grade Book as new columns. You need to grade them manually; for details, see the Manual Grading chapter.

#### 18.1.3 Adding an AWG Item

This option allows calculating the average of several Grade Book columns of a learner. It is currently impossible to change the formula for AWG items. To add such items to the Grade Book, do the following:

- 1. Enter the Grade Book section;
- 2. Click Add Item drop-down menu:



BROWSE C	RADE BOOK LIST COURSE T	OOLS				
A t=			P	Current View:	Groups	
Alect RSS	Export to Export to Export to	- moort	Create Modif	All items 🔫		Add Grade Book
Me - Feed	Me + Feed Excel PDF CSV	Grades Viev	View View	Current Page		Item - Setting
Share & Track	Connect & Export	Actions		Manage Views		Add Existing Item
Site Contents All it		ems ••• Find an item		item	Q	Add Custom Item
	Lear	mér			Certificate Issue	d

- 3. Select Add AWG Item;
- 4. The adding item form will appear:

출 Software Course							
Grade Book - List Set	ttings + Add AWG Item 🛛						
Name and Desciption Type a name and description for this Item	Item name: AWG item						
Settings Specify options for AWG calculating	Type:						
	Column     Weight       Simple Quiz     5     Remove       Software Development     10     Remove						
	Software Quiz						
Scale settings Provide settings for setup scale for this resource	Use: Scale Set: Default (UK) +						
	Numerical     Min: Max:     Display options:						
	<ul> <li>Add to default view</li> <li>Show grade</li> <li>Show percentage</li> <li>Combined view</li> </ul>						
	OK Cance						

### Fill in the fields as required:



- Name enter a title of a column;
- Description enter a short description;
- Settings:
  - *Type* specify whether you want the system to display the arithmetic (select Arithmetic mean) or the quadratic (select Quadratic mean) mean;
  - Columns select a column from the drop-down list and press Add. To delete the column, click Remove. Note that two or more columns should be selected;
  - Weight enter any positive number. The number is a coefficient which denotes the importance of a column. The higher the number the more important a column;
  - Number of lowest grades to drop to specify what number of lowest grade to drop;

**NOTE** When calculating the average for a SCORM package points are used instead of percentage. Make sure the value specified in the *Weight* column is small. If SCORM package sends only statuses and advanced gradebook settings are not enabled for it, only Passed or Failed statuses are displayed in the Gradebook. When calculating

AWG Item, weight for such SCORM is added, but its value is considered as 0.

The calculation is done according to the following formulae:

Arithmetic mean: Vavg = SUM (V1 * M1... Vn * Mn) / SUM (M1... Mn)
Quadratic mean: Vavg2 = SQRT (SUM (V1^2 * M1... Vn^2 * Mn) / SUM (M1...
Mn)), where V is the score (from 0 to 100%) – a mark from a column
M is the coefficient specified in the Weight field.

- Scale Settings:
  - Use specify the scale you want to use for the resource. To set your own scale, fill in the Numerical option fields;
  - Display options specify whether you want the result of calculation to be displayed in the Default view and the way you want it to be displayed (in Grades, Percentage or as the Combined view).
- 5. Click **OK** to save the changes. Click **Cancel** to discard the changes.

### 18.1.4 Deleting Item from Grade Book

To delete any item from the Grade Book, do the following:

- 1. On the course level, go to **Course Tools>Grade Book;**
- 2. Go to Grade Book List in the ribbon menu;
- 3. On the ribbon, click the **Grade Book Setting** button:

BROWSE G	RADE BOOK LIST COURSE TO	DOLS							_
			Current View:	Groups			吊		
Alert RSS	Export to Export to Export to		Create	Anditu	All items +		-	Add	Grade Book
Me - Feed	Excel PDF CSV	Grades	View	View +	🕴 Current Page 🔤			item +	Setting
Share & Track	Connect & Export	Actions			Manage Views			Se	ttings
Site Contents	All it	ems ••		Find an it	tem	Q			

4. In the Columns section select item you want to delete and click on its name to open it:



Grade Book + List Settings	s→ Change Column ⊚
Name Type a name for this column.	Column name: New Learning Module
Additional Column Settings	The type of information in this column is: Choice (menu to choose from)
Specify detailed options for the type of information you selected.	Learning Module description
	Delete OK Cancel

5. Click **Delete** to delete the selected item. It will be removed from the Grade Book view.

# 18.2 Grading

#### 18.2.1 Manual Grading

After you have defined the Grade Book scale and created the list of Grade Book items, you can start putting grades to your students. Students' Grade Books contain grades for Grade Book items and quizzes. The teacher can put grades for Grade Book items only; grades for quizzes are put automatically when the quiz is completed.

To work with students' grades:

1) Enter the necessary course and click the **Grade Book** icon in the **Course Tools** menu:





Tools
📢 Announcements
Calendar
C Documents
💕 Discussion Board
Chat
🔗 Mailbox
Einks
Reports
💦 Learning Module
Cuizzes
Drop Box
Assignments
Gil Attendance
Conference
Grade Book

2) Click **Edit item** in the callout menu under the name of learner whose grades you want to manage:

Grade	Book				
All items	Find an item	Q	•		
Learner			Certificate Issued	Hardware Tutoriai	Introductory LM
ageucheva_a			Advanced	Passed	Passed
Learner 1			Folkiker		
Learner 10.			Edit Item		
Learner 3			Version History	]	

3) From the **drop-down list** against the item select the grade/status you want to put for this item:



Certificate Issued	8		
Software Quiz 1	Excellent •		
Software	Passed 🔻		
Software Development	Passed		
	Failed		
Version: 3.0	Dbd Inc	Save	Cance
Last modified at 2/8/2016	11:49 AM by⊡ ageucheva_a		

- **NOTE:** Certificate Issued is a status displayed in the column next to the Learner's name. It shows whether a learner has got/earned/was assigned a course certificate or not. A course certificate is configured through the Grade Book List ribbon menu Settings section>Grade Book Setting>Setup Certificate Template link. This status can be assigned either manually by a teacher or earned automatically by completing the course completion settings, which you also define in the Grade Book List ribbon menu Settings section>Grade Book Setting>Setup course competing settings link.
  - 4) To assign a **Certificate Issued** status manually, click **Edit item** in the callout menu under the name of learner whose grades you want to manage:

Grade	Book				
All items	Find an item	Q	ļ		
Learner			Certificate Issued	Hardware Tutorial	Introductory LM
ageucheva_a			dvanced •	Passed	Passed
Learner 1			dit itees		
Learner 10.			dit item		
Learner 3			ersion History	J	

5) Click the checkbox against the **Certificate Issued** section:

Certificate Issued			
Software Quiz 1	Excellent 🔻		
Software	Passed *		
Software Development	Passed •		
Varian 20			
Created at 2/5/2016 12:07	Save	Cancel	
Last modified at 2/8/2016	11:49 AM by ageucheva_a		



6) Click **Save** to save the changes. Click **Cancel** to discard the changes.

### 18.2.2 Grade Book Automatic feature

Grade Book Automatic feature allows to add tests results into Course's Grade Book automatically. This feature is activated from the Organization Settings page by checking '**Automatically add to Grade Book**' for the following Learning Object types:

- a. Assignments (with grade only);
- b. Quizzes;
- c. SCORM/AICC;
- d. Learning Modules:

Additional Options Choose additional options for organization	Options: Course Flow Course Wizard			
Organization Settings Settings related to organization site only.	Show "Courses" left navigation bar Yes No Show "Courses" left navigation bar at Course Sites Yes No Remove "Create Course" option from menu Yes No			
Grade Book Setting Automatically add grades to Grade book for types:	Assignments Quizzes SCORM/AICC Learning LRM			
	OK Cancel			

The work of Grade Book Automatic feature is described below:

1. Administrator activates the feature from the Organization Settings page by checking 'Automatically add to Grade Book' for the following Learning Objects:

- a. Assignments (with grade only);
- b. Quizzes;
- c. SCORM/AICC;
- d. Learning Module.

2. Administrator creates new Course. When the Course gets created, this option is copied from parent organization and stored locally on a LMS Course;



3. System adds a column that corresponds to settings saved on this type of the Learning Objects in a Grade Book;

4. New columns in the Grade Book are visible for both Students and Teachers and grades are added to default view of Grade Book as a combined field that shows both value and percent.

Automatically added columns are shown in the Grade Book as a combined view, even if the assignment has been set up as combined view, as settings in the assignment influence only assignment tasks list.

**NOTE**: All the new Courses created within the Organization will inherit these default settings upon Course creation.

Site Settings, Course Options

Any changes in the settings of the Grade Book Automatic feature from the Organization Settings page in the future will not be reflected in existing Courses.

If you want to active this feature in course you should make sure that it is active for the Organization. After activation feature in existed course all new options will be added to Course Options page:

Enable / Disable Course options	Display	Display Learner	Option Name	Position from To
			Announcements	1 *
			Calendar	2 ¥
			Documents	з 🔻
			Discussion Board	4 🔻
			Chat	5 *
			Mailbox	6 🔻
			Links	7 *
			Reports	8 *
			Learning Module	9 🔻
			Quizzes	10 💌
			Drop Box	11 .
			Assignments	12 *
			Attendance	13 .
			Conference	14 🔻
			Grade Book	15 🔻
		۲	Help	16 🔻
			Tracking	17 •
		۲	Wiki Pages	18 *
			Seating Chart	19 🔻
			Learners & Groups	20 *
			Staff	21 .
		۲	Roster	22 🔻
	۲	۲	SCORM/AICC	
Grade Book Setting				
Automatically add grades to Grade book for types:	Assignments	Quizzes S	CORM/AICC Learnin	ig Module

Teacher can override default settings copied from Organization by changing the selected options on Course Options page. Ones saved, they will be used by system for making a


decision if grades from this type of Learning Object should be automatically added to Grade Book, or not.

### 18.2.3 Exporting Grades

You can export the selected Grade Book view to PDF file and download it to Users' local hard drive. To export the selected Grade Book to PDF, do the following:

- 1. Enter the Grade Book section;
- 2. On the ribbon, click the Grade Book List and select Export to PDF:

A tm			07 F	Current View:	Groups	
Alert RSS	Expect to Expect to		Creste Model	All items +		Add Grade Book
Me - Feed	Excel PDF CSV	Grades	View View -	🕴 Current Page 🔤		Item + Setting
Share & Track	Connect & Export	Actions		Manage Views		Settings

5. The PDF file will appear:

Course: Speech Practice, Gradebook view: 'All items'							
Learner	Certificate Issued	The World of Literature. General Check	Family Meals	Banging Item			
EXAMPLEV1	0	2.50 (25%)	Passed (100%)	Good			
Learner 2	0	5.00 (50%)	Failed (33%)	Good			
Learner 3	0	7.50 (75%)	Passed (100%)	Good			

**NOTE:** To export grades to PDF file, please make sure you have downloaded and installed <u>Microsoft Visual J# 2.0</u> for your SharePoint server (including all WFEs).

To export grades to Excel, do the following:

- 1. Enter the Grade Book section;
- 2. On the ribbon, click the Grade Book List;
- 3. Click Export to Excel button:

and the second s			09 12	Current View:	Groups	
		X		All items +	-	Add Grade Rook
Me - Feed	Excel PDF CSV	Grades	View View -	🕴 Current Page 🦷		Item - Setting
Share & Track	Connect & Export	Actions		Manage Views		Settings





4. The Excel file will be prompted to save or open:

	А	В	С	D	E	F	G	Н	L. L.	J	
1	Learner 💌	Certificate Issued 💌	Quiz 1 💌	Quiz 2 💌	SCORM 1 💌	Quiz 3 💌	AWG item 💌	Banding Item 📃 💌	Item Type 💌	Path 🔽	
2	Learner 1	FALSE		С	Failed	D	G		Item	sites/c1/GradeBook	
3	Learner 2	FALSE							Item	sites/c1/GradeBook	
4	Learner 3	FALSE	Α	В	Passed		Α	0.950000000000000	Item	sites/c1/GradeBook	
5	Assistant 2	FALSE	A*		Failed		E	1.00000000000000	Item	sites/c1/GradeBook	
6											

NOTE:

"Export to Excel" option doesn't allow you to export columns with combined view.

#### 18.2.4 Importing Grades

To import the grades to the Grade Book, follow the steps given below:

- 1. On the course level, go to **Course Tools>Grade Book**;
- 2. Once you have done it, click Grade Book List menu on the ribbon;
- 3. On the ribbon, click Import Grades button:

BROWSE GRA	DE BOOK LIST COURSE TO	DOLS						
A tm	ma mili		03		Current View:	Groups		
Alert RSS F	when the Expert to	Import	Create	Andihu	All items +		10	Add Grade Book
Me - Feed	Excel PDF CSV	Grades	View	View +	🔹 Current Page 🔤			Item + Setting
Share & Track	Connect & Export	Actions			Manage Views			Settings
			0r-		0.0010493090555			
Site Contents	All its	ems	• Fi	nd an it	em	Q		

#### 4. The following form will appear:

Grade Book + Lis	st Settings	Import	Gra	ades o
Import File Browse to the .csv file you intend to import	Name	Browse		
			OK	Cancel

5. Click **Browse** to upload the file, you intend to import.



**NOTE**: The uploaded file has to contain a set of semicolon-separated values – each line represents a row from Grade Book. The first line contains title for Grade columns. The sample file data is shown on a picture below:

🖡 grades - Notepad
File Edit Format View Help
<pre>;Physics;Math;History example\11;20%;A;0.5 example\12;100%;B;10 example\13;60%;;5.5 example\14;;C;2 example\15;90%;;7.7 example\16;;A; example\17;;F; example\18;;;0</pre>

Or as it looks like when edited in Microsoft Excel:

	1	2	3	4	5
1		Physics	Math	History	
2	example\l1	20%	Α	0.5	
3	example\l2	100%	В	10	
4	example\l3	60%		5.5	
5	example\l4		С	2	
6	example\l5	90%		7.7	
7	example\l6		Α		
8	example\l7		F		
9	example\l8			o	

Please remember that you need to specify user name including the **domain (e.g. elearningforce\am).** You can see the full logon name in AD:



Published Certificates       Member Of       Dial-in       Object       Security         Environment       Sessions       Remote control       Terminal Services Profile       COM+         General       Address       Account       Profile       Telephones       Organization         User logon name:
User logon name:       ▲nn Ageucheva       ▼         User logon name (pre-Windows 2000):       ▼         EXAMPLE\       Ann Ageucheva         Log On Hours       Log On Io         ▲ Ageount is locked out         Account gptions:         User must change password at next logon         User cannot change password         Password never expires         Store password using reversible encryption         ▲ccount expires         ● Never         ● End of:       Friday         November 10, 2017       ▼
Ann Ageucheva       ▼         User logon name (pre-Windows 2000):       EXAMPLE\         EXAMPLE\       Ann Ageucheva         Log On Hours       Log On Io         Ageount is locked out       Account options:         User must change password at next logon       ▲         User cannot change password at next logon       ▲         Password never expires       Store password using reversible encryption         Account expires       ●         Account expires       ●         End of:       Friday         November 10, 2017       ▼
User logon name (pre- <u>W</u> indows 2000): EXAMPLE\ Log On Io Agecount is locked out Account gptions: User must change password at next logon User cannot change password Password never expires Store password using reversible encryption Account expires Never Never End of: Friday, November 10, 2017
Log On <u>I</u> o Account is locked out Account <u>options:</u> User must change password at next logon User cannot change password Password never expires Store password using reversible encryption Account expires Never Never End of: Friday , November 10, 2017 ▼
Log On Io Agecount is locked out Account options: User must change password at next logon User cannot change password Password never expires Store password using reversible encryption Account expires Never ○ End of: Friday , November 10, 2017
<ul> <li>Agecount is locked out</li> <li>Account options:         <ul> <li>User must change password at next logon</li> <li>User cannot change password</li> <li>Password never expires</li> <li>Store password using reversible encryption</li> </ul> </li> <li>Account expires         <ul> <li>Never</li> <li>End of:</li> <li>Friday</li> <li>November 10, 2017</li> </ul> </li> </ul>
Account <u>options:</u> User must change password at next logon   User cannot change password   Password never expires   Store password using reversible encryption     Account expires   Never   End of:   Friday   November 10, 2017
User must change password at next logon         User cannot change password         Password never expires         Store password using reversible encryption         Account expires         Never         End of:       Friday         November 10, 2017
Account expires          Image: Constraint of the second

For each grade in the file it is possible to identify what scale set to use: from list of scale sets or use numeric, set up viewing conditions. You can add to default view, what type of column to use: grade, percentage, or both, filling in the form given below:

mport File	Name gradebook (1).csv Change	
Add Items These items are not found in the Grade Book. Specify options to add them.	Certificate Issued Use:	Display options:
	Scale Set: Default (UK) +	<ul> <li>Add to default view</li> <li>Show grade</li> <li>Show percentage</li> </ul>
	Min: Max	Combined view



Importing grades into grade book highly depends on user input. So before performing import, system performs different validations to ensure that import data will not harm the system.

**NOTE:** Only columns with Custom Item type can be imported in Grade Book. All the other types, i.e. Existing (Quiz, SCORM, etc.), AWG, cannot be imported in Grade Book, so if you have those in your **.csv** file, please delete it in order to process grade import. Also mind that 'Certificate issued' column cannot be imported from a **.csv** file either, so if you have it in your .csv file, please delete it in order to process grade import.

You can see the type of the column in the Grade Book settings.

### 18.2.5 Grades Version History

The teacher can see the particular student's grades to be changed with time during the education process.

To view the Grade Book version history, do the following:

- 1. On the course level, go to **Course Tools>Grade Book**;
- 2. Select the learner's name by putting the cursor arrow on his/her name;
- 3. Click the callout menu next to the name of the selected learner and select Version History:

Grade	Book				
All items	Find an item	م			
Learner			Certificate Issued	Hardware Tutorial	Introductory LM
ageucheva_a			duanced •	Passed	Passed
Learner 1		\	avanceu ·		
Learner 10.			lit item		
Learner 3			ersion History	J	

4. Once you have chosen the option, the following dialog box will appear, indicating the history of changes performed:



			CLMS36
Version Histo	iry		×
No.	3.0	2.0	1.0
Modified By	ageucheva_a	ageucheva_a	System Account
Modified	2/8/2016 11:49 AM	2/8/2016 10:58 AM	2/5/2016 12:07 PM
Certificate Issued	I No	No	No
Software Quiz 1	Excellent	Excellent	
Software Quiz 1	100.00 %	100.00 %	
Software			
Software			
Software Development	Passed	Passed	
Software Development	100.00 %	100.00 %	

### 18.2.6 Compressing Grades

When Grade Book contains a lot of Grades so User has to scroll to the left or right to see all the Grades, it is possible to create a *'compressed view'*.

To create one, do the following:

- 1. On the course level, enter the Grade Book;
- 2. On the ribbon, go to Grade Book List;
- 3. Click Create View:

BROWSE GRA	DE BOOK LIST COURSE TO	DOLS						
A tm			0 g	B	Current View:	Groups		
Alert RSS F	where the Expert to Expert to	Import	Create	Modify	All items	*	87	Add Grade Book
Me - Feed	Excel PDF CSV	Grades	View	View +	Current Page			Item - Setting
Share & Track	Connect & Export	Actions			Manage View	VS		Settings
	1.11		10					
Site Contents	All it	ems ···	•	Find an it	em	Q		

4. Once you have done it, the **Create view** form will appear. At the bottom of the page, select **Compressed View** link:



Settings → View Type ₀	
Choose a view type	
View data on a Web page. You can choose from a list of display styles.	Datasheet View View data in an editable spreadsheet format that is convenient for bulk editing and quick customization.
Calendar View View data as a daily, weekly, or monthly calendar.	Gantt View View list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time.
	Custom View in SharePoint Designer Start SharePoint Designer to create a new view for this list with capabilities such as conditional formatting.
Start from an existing view	
= All items	
Start from a view template	
Compressed View	

5. The following form will appear. Specify the main view parameters:

Name			
Type a name for this view of the list. Make the name	View Nan	ne:	
descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.	Compre	issed view	
	🔲 Make t	his the default view	
	(Applie	s to public views only)	
Audience			
Select the option that represents the intended audience for	View Aud	ience:	
this view.	© Crea	te a Personal View	8
	Perso	onal views are intended for your use o	only.
	Creat	te a Public View	
	Publi	ic views can be visited by anyone usin	ig the site.
Columns			
Select or clear the check box next to each column you want to	Display	Column Name	Position from Left
the columns, select a number in the Position from left box.	V	Learner (linked to item with edit menu)	1
		Certificate Issued (with link)	2 💌
		App Created By	3 💌
	123	App Modified By	4 💌
	1	AWG item	5 💌
	1977	AWG item (combined view)	6 💌



Sort	
Select up to two columns to determine the order in which the items in the view are displayed, Learn about	First sort by the column:
sorting items.	Show items in ascending order
	(A, B, C, or 1, 2, 3)
	<ul> <li>Show items in descending order</li> <li>(C, B, A, or 3, 2, 1)</li> </ul>
	Then sort by the column:
	None
	<ul> <li>Show items in ascending order</li> <li>(A, B, C, or 1, 2, 3)</li> </ul>
	<ul> <li>Show items in descending order</li> <li>(C, B, A, or 3, 2, 1)</li> </ul>
	Sort only by specified criteria (folders may not appear before items)
Filter	
Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site type	Show all items in this view
[Today] or [Me] as the column value. Use indexed columns in the first clause in order to speed up your view. Filters are particularly important for lists	Show items only when the following is true:
containing 5,000 or more items because they allow you	Show the items when column
filtering items.	None
	is equal to
	And Or
	When column
	None
	is equal to
	Show More Columns



Inline Editing	
a Tabular View	
I Totals	
a Style	
Folders	
a Item Limit	
Adjust mobile settings for this view,	<ul> <li>Enable this view for mobile access (Applies to public views only)</li> <li>Make this view the default view for mobile access</li> </ul>
	(Applies to public views only)
	Number of items to display in list view web part for this view:
	Field to display in mobile list simple view:
	OK Cancel

6. Click **OK** to finish.

After saving this view it is possible to view Grade Book with a compressed view. It shows Grade title vertically and contains additional scroll bar at the bottom, but Learners' column is fixed and would not move during scrolling:

Grade E	Book					
All items Compre	essed view		Fi	nd an item		Q
Learner		Certificate Issued	Hardware Quiz 2	Hardware Tutorial	Introductory LM	
ageucheva_a		No		Passed	Passed	
Learner 1		No	А	Failed		
Learner 10.		No	B-	Passed	Failed	
Learner 3		No	A+	Passed	Passed	



# 18.3 Setting Course as Complete (Automatic Completion)

To make sure the learner can be graded course certificate automatically you need to configure the course completion settings. To do that, go to **Grade Book>Grade Book List>Grade Book Setting>Setup course completing settings** and fill the following form:

Grade Book + Lis	st Settings + Setup course comp	leting setti	ngs o
Column and percentage Specify the column and percetange to	^a Course Essay ≥ 100 %		Edit Delete
specify more than one column to complete course upon completion of any of them.	■ Learning Path 1 ≥ 90 %		Or Edit Delete And
	^a Learning Path 2 ≥ 90 %		Edit Delete
	Column name: SCORM 1 ▼ ≥ 100 %	d ⊛ Or	+ Add
Send E-Mail Use this option to send e-mail to your	Send e-mail to users		
users. You can personalize the message	Subject		
that is sent.	Congratulations!		
	Congratulations! You have completed Course 1!		
	Add link to the certificate below your personal message		
			OK Cancel

- Column name select previously added existing/custom item to calculate course completion;
- *Percent* select the percentage which will indicate course completion;
- And/Or select 'And' to set all conditions obligatory for completing course and 'Or' to make passing one of the conditions enough for completing the course.

**NOTE** If several items are set as conditions for course completing and 'Or' option is checked, learners are granted certificate after fulfilling any of them:

All items Compressed view •••	Find an ite	m	Q		
Learner		Certificate Issued	Hardware Tutorial	Introductory LM	Hardware Quiz
ageucheva_a	•••		Passed	Passed	
Learner 1			Failed		A
Learner 10.		~	Passed	Failed	А
Learner 3			Passed	Passed	A+



- Click Edit link to modify item;
- Click **Delete** link to delete item;
- Click Add link to add new item;
- Send e-Mail you may choose to send a completion email to the learners of the course. In this case you need to specify:
  - Subject of the email
  - Personal message of the email
  - Check the Add link to certificate below your personal message box if you want to include a link to certificate into the email. A certificate already granted to a learner can be deleted, but not edited. To delete a certificate, press the Edit Item button ( ) next to the necessary learner and uncheck the Certificate Issued box.

NOTE	Check you have also set up the course certificate. Otherwise course completion will not
	work.
NOTE:	If you delete some items from the course completing settings, the course status remains
	Completed for Learners that have already completed the course according to such
	settings.

To set up the course certificate, do the following:

- 1. On the course level, go to **Course Tools > Grade Book**;
- 2. On the ribbon, click the **Grade Book List**> **Grade Book Setting**:

BROWSE G	RADE BOOK LIST COURSE T	ools						
			03		Current View:	Groups		
Alert RSS	Expect to Expect to	Import	Create	Madify	All items		87	Add Grade Book
Me - Feed	Excel PDF CSV	Grades	View	View +	Current Page			Item + Setting
Share & Track	Connect & Export	Actions			Manage Views			Settings
			1.44					
Site Content	s All i	tems		Find an i	tem	Q		
0.0000000000000000000000000000000000000	54) 		-			1000		

3. In the opened window click Setup Certificate Template:

Grade Book	<ul> <li>List Settings</li> </ul>	
List Information		
Name:	Grade Book	
Web Address:	http://srv-fe01-sp2013/course/1234/GradeBook/AllItems.aspx	
Description:		
General Settings	Communications	Certification
Title, description and navigation	<ul> <li>RSS settings</li> </ul>	Certificate template missing
Versioning settings		Setup Certificate Template
Last learners check: 2/8/2016 12:4	13:53 PM	Setup course completing settings
Check learners now		





4. In the following form specify the **URL** of the certificate template you want to use and click **OK**:

Certificate Template Link			
Specify URL of the certificate template you want to use.	http://srv-fe01-sp2013/course/hard/CertificateTemp		
	Certificate Template URL (Click here to test):		

Or use Browse button to select certificate template for the course:

Select Course Certificate Template		□ >
Select Course Certificate Template		Help
Show all courses with certificate templates		
AssharePoint LMS <u>Manage</u>		
E RCourse 1 Manage		
Gertificate Templates		
DLP_cert_2.jpg		
Url:		
	ОК	Cancel

Once a user scores the number of points necessary to complete the course he will be marked as a student who completed the course in the Grade Book.



To clear the Grade Book settings, do the following:

1. On the course level, go to **Course Tools > Grade Book**;



- 2. On the ribbon, click the Grade Book List > Grade Book Setting;
- 3. In the opened window click Setup Certificate Template;
- 4. Put the cursor in the URL field and click Clear button:

Grade Book - List Setti	ngs - Setup Certificate Ten	nplate		
Certificate Template Link	http://srv-fe01-sp2013/course/hard/CertificateTemp			
Specify Orc of the certificate template you want to use.	Certificate Template URL (Click here to test):		K	/
		ОК	Clear	Cancel

**NOTE**: All Certificates that had been issued to Learners using this Certificate Template are saved after clearing the settings.

## 18.4 Setting the Unified Grade Book

The Unified Grade Book allows the user to see the Grade Book entries from all the Courses of current Organization for Students included in those Courses as Learners.

To access the Unified Grade Book, do the following:

- 1. On the Organization level, to Settings>Unified Grade Book;
- 2. The following form will appear:

Unified (	prade Book		
Courses	Filter No selection -		
	Change Filter		
	There are no items to wsplay		
		ОК	Cancel

3. Click **No selection > Change Filter**. The following dialog box will appear:



a selectimet	Ze 740-00 704		ne
Organizations	Custom filt	ers	
B 💕 🖂 SharePoint	Title		
Default	Published:	<none> ¥</none>	
📕 📴 (T Training	Start Date		
📕 回 Business Training	End Date		

- **Organizations** select the needed Organization and (optionally) the category;
- Check all children check the box if you want to select all children (learners) related to the current Organization Courses;
- Custom filters specify the search criteria: optionally fill in the Title, Publishing Status,
   Start Date and End Date of the necessary Course.
- 4. Check the box against the needed Organization and click **OK**;
- 5. The list of the courses will appear:

Courses	Filter	1 Organization	s, 1 Categories 🔹		
	(FT)	Title	Category	Published:	Language
	03	Course1	Default	Yes	English (United States)
	E	Course2	Default	Yes (with condition)	English (United States)
	E1	Course3	Default	Yes	English (United States)
	<b>[</b> ]	Course 4	Default	No	English (United States)

6. Select the check box against the name of the needed course. Click **OK** to view the chosen course learners' progress:



						Export to CSV
Learner	Coursel - Quiz 1	Coursel - Quiz 2	Course1 - Quiz 3	Coursel - Learning Path 1	Coursel - Course Essay	Course1 - Certificate Issued
Assistant 2 (i:0#.w example\a2)	A* (100 %)		C (79 %)	Passed (100 %)		True
Learner 1 (i:0#.wjexample\/1)	A* (100 %)	A* (100 %)	A (93 %)	Failed (0 %)	A* (100 %)	True
Learner 2 (i:0#.wjexample\l2)	C (79 %)		C (79 %)			False
Learner 3 (i:0#.w example\J3)	D (69 %)	A (95 %)	D (69 %)			False

- 7. Once you have done it, the Unified Grade Book will be uploaded at the bottom of the page.
- **NOTE:** The learners are able to select only courses they are enrolled to. They can see only their grades. Teachers are able to select all courses they manage. They can see grades of all course learners.
- **NOTE:** The user can perform 'Export to CSV' action from Unified Grade Book screen. Corresponding action is located at the top right toolbar.



# 19. TRACKING

The system allows teachers to track course attendance statistics. You can check how often each of your course students attends the following sections of the system: **Announcements, Assignments, Attendance, Calendar, Chat, Conference, Course Home Page, Discussion Board, Documents, Drop Box, Grade Book, Help, Learning Module, Links, Mailbox, Quizzes, Reports, Roster, Seating Chart, Staff, Wiki Pages.** 

The **Tracking** tool also enables teachers to track teachers and assistants' statistics. Teachers can track all the above mentioned tools as well as Reports and Plagiarism.

The Tracking tool has 2 view options for certain user types:

- 1. Learners: shows statistics on users with Learner's permissions;
- 2. **Teachers & Assistants**: shows statistics on users with Teacher's, Assistant's and Faculty's permissions:

CMS365 On-Premises	₫ course1 Tracki	ng																					
Tools	tto Clear																					View: L	earners •
📢 Announcements																						Learners	(h-
Calendar	2016 ¥ F	ebruary	, ,	No	ot set	8	۲														1	Teachers & A	Assistants
Discussion Board	< A  >	۲	l																				
🗬 Chat	Visits																						
👝 Mailbox			ments			odule				22	2	Board								15			
🛞 Links	Date		noce	dir.	ment	M Buin		g	No.	namen	ouepu	10/52		erence	e Boo	ă			15	ng Ch	Pages	Time spent	Total
Plagiarism		E.	Anno	Caler	Docu	Learn	Links	Quit	Drop	Assig	Atter	Disc	0.	Conf	Grad	Mail	Heip	Start	Rost	Seat	WING		
Reports	7/22/2016	0	0	0	0	19	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	00:12:59	26
& Learning Path	7/24/2016	1	0	0	0	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	00:35:18	19
Courses	7/25/2016	2	0	0	8	24	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	00:06:25	36
[4] Queres	7/26/2016	0	0	0	0	0	0	38	0	0	0	0	0	0	0	0	0	0	0	0	0	00:43:17	38
Drop Box	7/29/2016	0	0	0	0	0	0	84	9	5	0	0	0	4	0	0	0	0	0	0	0	01:15:50	102
Assignments	7/31/2016	26	0	0	7	208	1	36	3	5	0	15	1	0	1	3	0	0	1	1	0	01:27:55	308
Attendance	TOTAL	29	0	0	15	251	1	165	12	12	0	15	1	4	1	21	0	0	1	1	0	04:21:44	529

The Learners and Groups tool statistics cannot be tracked.

**NOTE:** When the time is shifted, the change does not affect statistics data that have been collected before the time shift.

To check statistics of attendance, enter the necessary course and click the **Tracking** icon in the Course Tools menu. The system will display an overview report for all sections:



# Tracking

#### Clear

View: Teachers & Assistants +

2016 🔻	Februa	ry	•	Not se	t.		•																	
<a] ></a] >	,	•																						
sits.																								
Date	Home	Announcements	Calendar	Documents	Learning Module	Links	Quizzes	Drop Box	Assignments	Attendance	Discussion Board	Chat	Conference	Grade Book	Malibox	Help	Staff	Raster	Seating Chart	Whici Pages	Reports	Plagiarism	Time spent	Tota
/22/2016	4	0	0	8	81	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	01:47:41	96
/24/2016	5	0	0	1	2	0	133	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	02:34:19	142
/25/2016	11	0	1	2	2	0	289	0	11	0	0	0	18	49	0	1	0	0	0	0	0	25	04:43:47	409
/26/2016	2	0	0	0	0	0	0	0	0	0	0	0	1	59	0	0	0	0	0	0	0	0	01:28:04	62
/29/2016	104	4	13	32	343	1	58	0	17	0	108	0	0	0	1	0	0	0	0	0	0	0	05:01:39	681
OTAL	185	19	14	186	435	34	501	16	58	22	108	0	19	130	40	1	0	0	11	15	0	25	21:36:05	181





The group of drop-down lists above the report table makes it possible to set filtering criteria for the statistics report: you can select for which user, year or month, or the section name the report should be generated. At the top of the **Tracking** page you can see a table with a statistics breakdown by days.

Below the table the system will display five graphs:

- 1. **Year (month) statistics:** shows how many times course web pages were opened (downloaded) within a certain month;
- 2. **Daily distribution:** shows how many times course web pages were opened (downloaded) during the day (on this graph an hourly breakdown is given);
- 3. **Weekly distribution:** shows how many times course web pages were opened (downloaded) during the week (on this graph a daily breakdown is given);
- 4. Access to tools: shows how many times web pages in various sections were opened (downloaded).
- 5. **Most active users:** shows most active users;

Use the Clear icon ( $\vec{\mathbf{m}}$ ) in the top right corner to clear report statistics.

Starting from version 2.1 the tracking uses MS Chart control for graphics.





# 20. WIKI PAGE LIBRARY

A **Wiki Page Library** is a document library set up to hold Wiki Pages. It is a standard SharePoint feature integrated in SharePoint LMS.

The Wiki Page Library tool allows creating content to be shared with other users:

CINS365 On-Premises	Hardware Course     Wiki Pages	
Updated Pages How to write an essay	HI Pages By Author By Editor	⑦ Share More ∨     Find a file
Tools	✓ □ Name  How to write an essay #	Modified By Modified

## 20.1 Creating Wiki Page

- 1. Enter the Wiki Page Library tool section;
- 2. Click **New** button  $\textcircled{\bullet}$ . The following window will appear:

Coursel Home	Search this site	Q
New Item		
New page name:		
How to Write an Essay		
Find it at http://sp2013-iwa/sites/c1/WikiPages/How	v-to-Write-an-Essay.aspx	
	Count	Canal

3. Type the new page name and click **Create.** The following form will appear:

Fill in the *Name* field with a name of a page.

In the opened window choose the **Format Text** tab. Enter the information you want to share. You can also add a link to another wiki page in the library. To enter a link, specify the name of the page in square brackets, e.g. [[wikipage]]:

SharePoint	*					Teac	her 1 +	0
BROWSE PAGE	FORMAT TEXT	INSERT			C) SHARE	POLLO	w 😭 😒	AVE [
2 1	A X	Body	* 13px *	E 15 €€ 4	A A	ABC		42
	Parte	BIU	aix x, x'	<b>王</b> 王 王 王	E Stylet	Coalling	Text	⊟> Markup
	· ·	8.A.	20	HE 104	-	-	Layout	*
Edit	Clipboard		Font	Paragraph	Styles	Spelling	Layout	
Updated Pages How to Write	e an Essay	Defin the s	ne the context	of your essa ay. At its hea	y. The cor rt, the que	ntext is b stion boil	asically s down t	0:
Tools 📢 Announce	ements	Wha The	t are you being context can incl	asked to write ude multiple p	e about? parameter:	S.		
Calendar								

4. Click Save & Close to save changes.

# 20.2 Viewing Wiki Page

To view wiki page,

- 1. Enter the Wiki Page Library tool section;
- 2. Find a necessary wiki page in the list and click its name:

Wiki	Pages o		
New	1 Upload 😂 Sync	🗘 Share	More 🗸
All Pages	By Author By Editor	Find a file	Q
< D	Name	Modified By	Modified
× 🗿	How to write an essay #	ageucheva	_a A few seconds ag

3. The selected wiki page will open:

1 Hardware Course	Search this site	Q
How to write an essay		
<b>1</b> Research the topic. Go online, head to the library, or search an academic data reference librarian.	abase or read newspapers. You may ask a	
Know which sources are acceptable to your teacher.		
Does your teacher want a certain number of primary sources and sec	ondary sources?	
<ul> <li>Can you use Wikipedia? Wikipedia is often a good starting point for let</li> </ul>	earning about a topic, but many teachers won't let	
you cite it because they want you to find more authoritative sources.		

#### To view links which lead to a page, click **Incoming Links** in the **Page** menu section:

CLMS365



BROWSE PAG	e Terle d	Page History				<u></u>	
dit Check Out	Edit Rer Properties Pi	A Page Permissions	E-mail a Alert	Make Incoming	Library View All Settings Pages	Tags &	
Edit	- risperces	Manage	Share & Track	Page Actions	Page Library	Tags and Notes	
How to writ	te an essay	1 reference	librarian.	are accentable	to your teache	ir search an acau	ennic da
Tools			Dees your to	acharwart a sa	to your touch	f asimony courses	and so
📢 Announ	cements	•	Does your te	acher want a ce	nain number (	or primary source	s and se
Calenda	r	•	Can you use you cite it be	Wikipedia? Wik	ipedia is often	a good starting p ore authoritative :	sources.

# 20.3 Managing Wiki Page

To manage a Wiki page,

- Choose a necessary wiki page in the list and click its name;
- On the **ribbon** menu click **Page** button;
- In the drop-down menu **Edit** in the left corner at the top of the page choose **Edit** button:

BROWSE PAGE	Rename Page Page History Page Permissions X Delete Page	E-mail a Alert Link Me-	Make Homepage	Library View All Settings Pages	Tags & Notes
Edit	Manage	Share & Track	Page Actions	Page Library	Tags and Notes
Edits the contents of	this page. arence	<b>the topic.</b> G librarian.	o online, head to	the library, o	r search an
Pathe in Physics Physics Physics are					
Tools	<ul> <li>Know w</li> </ul>	hich sources	are acceptable t	o your teache	er.
Tools	• Know w	hich sources	are acceptable t acher want a cer	o your teache tain number c	er. of primary so

The following **ribbon menu** will appear:





- Save & Close
  - Edit Edits the contents of this page;
  - Save & Close Saves your changes to the page and exits edit mode;
  - Save and Keep Editing Saves your changes to the page and continues editing;
  - Stop Editing Exits edit mode on this page. You will be prompted to save or discard your changes;
  - *Edit in SharePoint Designer* Opens the page in SharePoint Designer. You can connect to a variety of data sources, add Data Views and Forms to the page, and create Related Item Views;
- Check Out
  - *Check Out* Check out this page. A checked out page cannot be edited by anyone else while it remains checked out;
  - Check In Check in this page, which is currently checked out to you;
  - *Discard Check Out* Check in this page, discarding any changes you have made to your checked out version;
  - Override Check Out Check in this page which is currently checked out to another user, discarding any changes they have made in their checked out version;
- Clipboard
  - Paste Paste the contents of the clipboard;
  - Paste Plaintext Paste the contents of the clipboard as plain text;
  - *Cut* Cut the selection and put it on the clipboard;
  - Copy Copy the selection and put it on the clipboard;
  - Undo Undo the last action;
- Font

Change the font face, size; make it bold, italic and underlined, etc.

– Paragraph

Align text, start a list, choose the indent level, etc.

Change Styles, Layout and Markup.



# 21. MAILBOX

The **Mailbox** option allows you to send and receive e-mail messages.

To work with the mailbox enter the necessary course and click the **Mailbox** icon in the left Tools menu. The system will show contents of your mailbox:

ROWSE ITEMS LIST					
CLMS365 On-Premises	₫ Hardo Mai	ware Course			
Tools	(+) nev	<b>v item</b> or edit this	ilist		
Announcements	My items	Read Received •	•• Find	an item	Q
Calendar	~ 0	Subject	From	το	
Discussion Board		Your Test Results 🛱	🗆 ageuche	wa_a 🖂 John Sm	iith
🗬 Chat		Additional materials 🛱	ageuche	va_a 🗌 John Sm	ith Marin
🔗 Mailbox					

**NOTE**: For better representation, you can modify the list view. From the **View** list select what messages should be visible: all (my items), sent or received.

Column names at the top of the list are clickable and allow you to sort messages in ascending or descending order. In addition, you can filter messages by various criteria:

- Click the Subject, Created, From or To links and select the required value (all messages that do not match the selected criteria will be hidden);
- Use the attachment column link to display messages with or without attachments only.
- To remove filter criteria, choose the necessary link and select **Clear filter from** option.

The Actions and Settings buttons at the top of the list allows performing actions and operations typical for SharePoint.

To preview a mailbox message, click its name in the list:



BROWSE VIEW		
Reply Edit Item X Delete Item	🐥 Alert Me 🍪 Workflows	
Manage	Actions	
Tools	Subject	Your Test Results
Announcements	То	🗔 John Smith
Calendar	Message	Dear Mr. Smith, Your test results are perfect.
Documents		
😰 Discussion Board	Created at 2/5/2	016 5:40 PM by ageucheva_a
Chat	Last modified at	2/5/2016 5:43 PM by 🖾 ageucheva_a

Buttons at the top of the message allow performing the following operations:

- Click **Reply** to answer a letter;
- Click Edit Item to modify the message;
- Click **Delete Item** to move the message to the **Recycle Bin**;
- Click **Alert Me** to work with notification settings.

To close the message and go back to the mailbox, click **Close**.

NOTE:	Depending on the permiss	ion level, users	can perform different actions with mailbox
	items:		
	<ul> <li>Learner can NOT ed</li> </ul>	it his messages (	like in a usual e-mail box).
	<ul> <li>Learner can NOT de</li> </ul>	elete any messag	e because sent and received messages are
	not two different i	tems (like in e-	mail: one in learner's mailbox, another in
	teacher's), - but a si	ngle item:	
	SharePoint		
	BROWSE VIEW		
	Version History	🐥 Alert Me	
	Really 5db Shared With		
	Item X Delete Item		
	Manage	Actions	
	IOOIS	Subject	Additional materials
	Announcements	То	Teacher 1
	Calendar		Assistant 1
	Documents	Message	Thanks for the additional materials!



Teacher can delete\edit his own and others' messages, because he is a site collection administrator in the course: SharePoint BROWSE VIEW Version History 🔍 Alert Me Shared With **Workflows** Delete Item Actions Tools Subject Additional materials Announcements To Teacher 1 Calendar Assistant 1 Documents Message Thanks for the additional materials!

## 21.1 Viewing Mailbox

To view the mailbox, do the following:

- 1. On the course level, go to **Course Tools > Mailbox**;
- 2. Once you have done it, the Mailbox items list will appear:

Coursel	Home Marketing	Site			Search this site	\$
vialir						
	Subject	El Fran	🖂 T.e	Created	Send Email Notification	
	Additional materials	Elearner 1	Teacher 1 Assistant 1	7/24/2013 1:12 PM	Completed	
1	Your Test Results	Teacher 1	Learner 4	7/24/2013 12:50 PM	Completed	
	Your Test Results	🗆 Teacher 1	Learner 2	7/24/2013 12:49 PM	Completed	
	First Assignment	= Learner 1	U Teacher 1	7/24/2013 12:16 PM	Completed	
191	Your Test Results	Teacher 1	Elearner 1	7/24/2013 11:58 AM	Completed	

By default, the Mailbox items list will show both sent and received item. To change the view of the Mailbox items list, do the following:

- 1. On the course level, go to **Course Tools > Mailbox**;
- 2. Once you have done it, the Mailbox items list will appear;
- 3. On the ribbon, go to the List menu;
- 4. Go to Manage Views section, open My Items drop-down and select the needed view:



SharePoint			
BROWSE ITEMS LIST			
TTO TO Nodity View	V . Current View:		Open with Access
View Ouick Create Colu	mn My items	Tans & E-mails Alar BSS	Connect to Event to
Edit View 🦢 Navigate Up	Default	Notes Link Me - Feed	Outlook Excel
View Format Manag	e Vir My items	Tags and Notes Share & Track	Connect & Export
	Public		
Tools	Read	ect	El From El To
Announcements	Received	Test Results Direv	Teacher 1
Calendar	Replied	Test Results Direv	Teacher 1 Learner 2
Documents	Sent	- State and the state of the st	🗆 Learner 3
EB bootiments	Unread	Assignment BHY	Elearner 1 🛛 Teacher J
Discussion Board	Unreplied	Tort Possite man	Taachar 1 = Lasmar 1
Chat	And a stand of a stand of a stand	Test results when	Learner 1

• **Received items** – displays all messages that have been received by the user. To view *the received items only*, select **Received** from the drop-down. The Received items list will appear:

Mailb	Course OX ©			
(+) new ite	en or edit this list	Find an item	م	
🔲 🖉 s	ubject		From	Created
R	E: Your Test Results DHOW		Learner 2	8/6/2013 3:42 PM
Die H	Iome Task questions		Learner 4	8/6/2013 3:25 PM
N	Ay Course Work DHEW		Learner 4	8/6/2013 3:24 PM

• **Read items** – displays all messages that have been read by the user. To view *the read items only*, select **Read** from the drop-down. The Read items list will appear:



🖄 Har	dw	are Cours	e				
Ma	il	lbox	<b>(</b> )				
🕀 ne	W	item o	or edit th	nis list			
My iten	n5	Read	Received		Find an	item	Q
~ (	9	Subject		From		То	Created
		First Assig	gnment	🗌 ageu	icheva_a	<ul> <li>Leon Devoun</li> <li>Taemin Lee</li> </ul>	3 days ago
		Your Test	Results	🗆 ageu	icheva_a	🖂 John Smith	3 days ago
		Additiona	il materials	🗆 ageu	icheva_a	<ul> <li>John Smith</li> <li>Cheech Marin</li> </ul>	3 days ago

- NOTE:
   It is impossible to mark the message as unread.

   All Received Messages are marked as Read ( ) and Unread ( ) with the corresponding icon.

   Column Read have filter that allow the user to filter the messages by Read/Unread.
  - **Sent items** displays all messages that have been sent by the user. To view the *sent items only*, select **Sent** from the drop-down menu. The Sent items list will appear:

🖄 Hardv	vare Course			
Mai	Ibox 🗉			
🕂 nev	v item or edit th	is list		
My items	Read Sent	Find an item		Q
v 0	Subject	To	Created	
	First Assignment	<ul> <li>Leon Devoun</li> <li>Taemin Lee</li> </ul>	3 days ago	
	Your Test Results	🖂 John Smith	3 days ago	
	Additional materials	<ul> <li>John Smith</li> <li>Cheech Marin</li> </ul>	3 days ago	



• **Replied items** - displays all messages that have been answered by the user. To view the *replied items only*, select **Replied** from the drop-down menu. The Replied items list will appear:

BROWS	εп	EMS LIST	-			🗘 SHA	RE 🟠 FC	LLOW
A I	Quick Edit	Create View	Current View: Replied	Tags & Notes	E-mail a Link Alert Me +	Connect & Export -	Customize List -	Settings
View For	mat		Manage Views	Tags and Notes	Share & Track			
100	Ø	Subject	43	E From	🖾 то		Created	
1		Home Tas	k questions	🗆 Learne	er 4 🛛 Tea	cher 1	8/6/2013	3:25 PN

**NOTE**: Once the user sends a reply to the message, the icon of the messages changes to "Replied". All Replied Messages are marked as Replied ( ) with the corresponding icon. Replied Messages are marked as Received and Read accordingly for the addressee.

Replied Messages are marked as Received and Read accordingly for the addressee. Messages can be filtered by the Replied/Unreplied status in the Replied Column:

Share	Point						Ne	wsfeed	Sky
BROWS	ЕП	EMS LIST							
එ Cou	rse 1	Home				Search	this site		)
Ma	ilb	OX 0							
100	a	Subject	(i) con	(I) ~	Created	Cand Empil Natification	() ture	(7) e	
	1	sobject	- Princo	10	created	Seno cinan nouncation	5 5-8482	- vebuer	82 - E
6	ei.	My Course Work	🗆 Learner 4	Teacher 1	8/6/2013 3:24 PM	Completed	🗆 Learner 4	🗆 Teach	ner :
6		My Course Work	🗆 Learner 4	Teacher 1	8/6/2013 3:24 PM	Completed	<ul> <li>Learner 4</li> <li>Teacher 1</li> </ul>	🗆 Teach	ner 1
6		My Course Work Home Task questions	<ul> <li>Learner 4</li> <li>Learner 4</li> </ul>	<ul> <li>Teacher 1</li> <li>Teacher 1</li> </ul>	8/6/2013 3:24 PM 8/6/2013 3:25 PM	Completed Completed	<ul> <li>Learner 4</li> <li>Teacher 1</li> <li>Learner 4</li> </ul>	Teach Teach	ner 1 ner 1
6	4 4	My Course Work Home Task questions	<ul> <li>Learner 4</li> <li>Learner 4</li> </ul>	<ul> <li>Teacher 1</li> <li>Teacher 1</li> </ul>	8/6/2013 3:24 PM 8/6/2013 3:25 PM	Completed Completed	<ul> <li>Learner 4</li> <li>Teacher 1</li> <li>Learner 4</li> <li>Teacher 1</li> </ul>	Teach Teach	her 1 her 1

**NOTE**: As in existing aggregated SharePoint LMS web parts, Mailbox web part has the Disable Cache property. If the property is checked cache in the web part will be disabled. If the property is unchecked data that is shown in the web part will be cached with cache timeout of 10 minutes.

## 21.2 Sending Messages

If you want to send a message to another system user:

1. Enter the necessary course;



- 2. Click the **Mailbox** link in the Course Tools menu. The system will display contents of your mailbox;
- 3. Click **New Item** above the list of messages. The following form will be opened:

BROWSE ED	σ				
ave Cancel	Paste Cut	Attach File	ABC Spelling		
Contrast	Cipobilo	ALUVIG	spenny		
Tools		Subj	ject *	Additional materials	
📢 Annou	ncements			Message subject	
Calendar To		To =		John Smith: Cheech Marin:	
C Documents				User(s) who this message will be send to	\$∕ []
🚅 Discus	sion Board	Mes	sage	Dear Learners!	
Chat				Here are some additionals materials for the course.	
🚔 Mailbo	х				
🛞 Links					
Report	5				
💦 Learnir	ng Module			Click for help about adding basic HTML formatting. Message body	
🥱 Quizze	5				
Drop B	lox			Save	Cance

- 4. Fill out the form fields as described in below (fields marked with an asterisk are required to be filled out):
  - Subject Enter the subject of the message;
  - To Enter the user for whom the message is intended. To check whether this user exists in the system, click the **Check Names** icon (*). If a user with this name does not exist, the system will display a red error message. If you do not know exact name of the user for whom the message is intended, click the **Browse** icon (*) and search for the necessary user;
  - Message Enter the text of the massage. Use the embedded editor to format the text;
- 5. If you want to attach a file to the message, click the **Attach file** button in the top left corner and specify the path to the necessary file on your computer;
- 6. Click Spelling to check spelling;
- 7. When finished, click the **Save** to send out the message to the specified user; click **Cancel** to discard changes and navigate back to the list of messages.

## 21.3 Replying to a Message

To reply a message, do the following:

- 1. Enter the necessary course;
- 2. Click the Mailbox link in the Tools menu. The system will display contents of your mailbox;



- 3. Click the name of the message you want to reply to;
- 4. Click the **Reply** button:

BROWSE VIEW		
Reply Edit Item Content of the second	🐥 Alert Me	
Manage	Actions	
Tools	Subject	Your test results
Announcements	То	Hank Moody
Calendar	Message	Dear Mr. Moody, Your test results are perfect.
Documents		
Discussion Board	Created at 2/12/	2016 1:39 PM by 🗌 ageucheva_a
🗬 Chat	Last modified at	2/12/2016 1:39 PM by 🗆 ageucheva_a

5. Enter the text of the message. Note that you have the text of the original message included into the text field so as to enable user to track the conversation:

BROWSE E	DET					
Save Cancel	Paste Cut	Attach File Actions	ABC Spelling Spelling			
Tools		Sub	iect *	RF: Your test results		
Announcements			Message subject			
Calendar To *			ageucheva a:			
Docur	C Documents			User(s) who this message will be send to	\$/ 💷	
💦 Discus	ssion Board	Mes	sage	Thank you!		
🗨 Chat				FrominO# witholitaroun) again have a		
🙈 Mailb	ox			Sent: 2/12/2016 1:39:59 PM		
Cinks				Subject: Your test results Dear Mr. Moody.		
💦 Learni	ing Module					
🛐 Quizz	es			Click for help about adding basic HTML formatting. Message body		
Drop 👔	Box					
Assign	nments			Reply	Cancel	

6. Click **Reply** to save changes. Click **Cancel** to discard changes.



# 21.4 Email Notifications

Information about new messages in the mailbox can be sent to users' external emails by the system using the 'Sent Email Notification' workflow. It can be configured to send notifications after such actions as creation of new item, changing an item, and after manual start of the workflow.

NOTE: 'Sent Email Notification' workflow works only if the following emails are set:

 Outgoing E-mail in Central Administration > Application Management > Manage Web Applications > General Settings > Outgoing E-mail;
 User E-mail in user profile.

To change settings of the workflow, do the following actions:

1. In the Mailbox section go to List > Workflow Settings in the ribbon menu:



2. Click on the name of the workflow to open its settings:

CIMS365 On-Premises	Software Course     Settings → Workflow Setting     Setti	ngs o
Tools	Workflows	
📢 Announcements	Show workflow associations of this type:	
Calendar	This List	
Documents	Select a different type to see its workhows.	
Discussion Board	Workflow name	Workflows in progress
Chat	Send Email Notification	0
Mailbox	P Add a workflow	
links	Remove, Block, or Restore a Workflow	

- 3. Select from the following **Start Options** of the workflow to specify how the workflow can be started:
  - Allow this workflow to be manually started by an authenticated user with Edit Item permissions ( with additional option to Require Manage Lists Permissions to start the workflow);
  - Start this workflow to approve publishing a major version of an item;
  - Start this workflow when a new item is created;
  - Start this workflow when an item is changed:

	- On-Premises
Start Options Specify how this workflow can be started.	Allow this workflow to be manually started by an authenticated user with Edit Item permissions. Require Manage Lists Permissions to start the workflow.
	Start this workflow to approve publishing a major version of an item.
	Creating a new item will start this workflow.
	Changing an item will start this workflow.
	Next Cancel

4. Click Next. Change settings of the notification to be sent by the workflow:

pols	Email Notification Settings	Patrick and Patrick				
Announcements	Select a 'To' field, and then	Select a To field:				
Calendar	fields.	Subject:				
Documents		New message in Mailbox				
Discussion Board		Body: Your have new Mail				
Chat						
🔗 Mailbox						
Cinks						
Ragiarism		Insert link to List item				
Reports						
💦 Learning Module			OK	Cancel		
Cuizzes						

- Select a 'To' field select field of the Mailbox message, to which the notification will be sent;
- Subject type subject of the Notification;
- Body type the body of the notification;
- Insert link to List item check the box to add link to the Mailbox message into the notification text.
- 5. Click **OK** to save the changes.

**J**LMS365



# 22. REPORTS

Reporting functionality allows creating and managing Reporting Subscriptions that are lists of target persons to whom the Report is addressed. The Report can have multiple Subscriptions. Users can create two types of reports: on the Organization level, available for all members of the current organization, and on the Course level, available only for the course attendants.

NOTE:	It is possib	ole to	sho	w all cou	rses inclue	ding	unpublish	ed or on	ly show o	cours	es w	hich are
	managed	by	the	course	teacher.	То	manage	report	options	go	to	Central
	Administr	atio	n > (	Global fe	eatures ar	nd se	elect need	ed check	boxes ir	n Rep	oorts	options
	section:											

options.
Show all courses (including unpublished)
📝 🗐 Only show courses which are managed by the course tead

## 22.1 Reports on the Course Level

The system allows the teacher schedule reports on course attendance statistics: you can check how often each of your course students attends various sections of the system (Homework, Docs, Links, etc.). A report may also include the statistic information about the time a student spends in the course.

After the report has been generated, it may be available to other users (provided you have specified access permissions for this user). The system may also send the report to a specified e-mail address.

To work with the reports enter the necessary course and click the **Reports** icon in Course Tools menu. The system will show reports in a calendar view:



BROWSE	ITEMS I	LIST CAL	ENDAR			
$\bigcirc$	LMS3	65 mises	Reports	e 0		
4	2016	•	• • January:	2016		
Jan	Feb	Mar	C11110 411		THEFT	
Apr	May	Jun	SUNDAY	MONDAY	TUESDAY	
lut	Aug	Sep	27	28	29	
Oct	Nov	Dec				
Today is	s Monday, Fe 2016	ebruary 8,				
Tools	FRIEDO.		3	4	5	
TOOIS				1:00 am - 1:00 am		
An 🖌	nouncemer	nts		Monday Report		
Ca	lendar					

### 22.1.1 Creating Reports on the Course Level

To schedule a new report, do the following:

- 1. On the course level, go to Course Tools>Reports;
- 2. On the ribbon, select **Items** from the **List Tools** menu;
- 3. Click the New Item button on Items tab and select Report:



4. The following form will appear:



EDIT	v item	
Save Cancel	Cut     ABC       Paste     Copy       View generated reports     Spelling       Clipboard     Actions     Spelling	
litle *	New Report	Ĩ
Start Time *	2/9/2016 4 PM • 00 •	
Description		
All Day Event	Click for help about adding basic HTML formatting.  Make this an all-day activity that doesn't start or end at a specific hour.	
All Day Event Recurrence	Click for help about adding basic HTML formatting.  Make this an all-day activity that doesn't start or end at a specific hour.  Make this a repeating event.	
All Day Event Recurrence Mail Subject	Click for help about adding basic HTML formatting.  Make this an all-day activity that doesn't start or end at a specific hour.  Make this a repeating event.  Report	
All Day Event Recurrence E-Mail Subject E-Mail To	Click for help about adding basic HTML formatting.  Make this an all-day activity that doesn't start or end at a specific hour.  Make this a repeating event.  Report  Anna Ageucheva (int.)	
All Day Event Recurrence E-Mail Subject E-Mail To	Click for help about adding basic HTML formatting.  Make this an all-day activity that doesn't start or end at a specific hour.  Make this a repeating event.  Report  Anna Ageucheva (int.)  Enter users separated with semicolons.  Click to check if user(s) or group(s) has(have) valid emails	
All Day Event Recurrence E-Mail Subject E-Mail To	Click for help about adding basic HTML formatting.  Make this an all-day activity that doesn't start or end at a specific hour.  Make this a repeating event.  Report  Anna Ageucheva (int.)  Enter users separated with semicolons.  Click to check if user(s) or group(s) has(have) valid emails	
All Day Event Recurrence Mail Subject Mail To	Click for help about adding basic HTML formatting.  Make this an all-day activity that doesn't start or end at a specific hour.  Make this a repeating event.  Report  Anna Ageucheva (int.)  Enter users separated with semicolons.  Click to check if user(s) or group(s) has(have) valid emails  Enter users separated with semicolons.  Click to check if user(s) or group(s) has(have) valid emails	

- 5. Fill out the form fields as described below:
  - *Title* enter the title for the report;
  - Start Time use the drop-down calendar to set start date for the report. From the drop-down lists select start time for the report;
  - *Description* enter description for the report;
  - All Day Event check the box if you want to make the report an all-day event;
  - *Recurrence* Select the check box if the report should be repeated with a certain interval.

Specify the recurrence details with the help of section controls:



Recurrence	Make this a re	epeating event.			
	<ul> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>Yearly</li> </ul>	Pattern Every 1 day(s) Every weekday Date Range			
		Start Date	0.00000	No end date	
		2/9/2016	10	End after: 10	occurrence(s)
				End by:	
					10

- a. Select the Recurrence interval (Daily, Weekly, Monthly or Yearly);
- b. In the Pattern section define the days when the report should be generated;
- c. In the Date Range section, specify the Start Date and End Date for the report.

If you want to send the report as e-mail, fill out the following fields:

- E-mail Subject enter the subject of the e-mail (e.g., it can be the report title);
- E-mail To pick the user to whom the report should be sent;
- *E-mail Copy* you may pick another user to whom the report will be sent;
- *E-mail From* pick the user who will be the sender of the report.
- **NOTE**: Filling in **E-mail To**, **E-mail From**, **Email CC** fields, you can pick any existing user or user group who send report to. The picker will open custom SharePoint LMS picker with group tabs (learners, etc).

Fields **E-mail To** and **Email CC** will allow to validate users e-mail addresses. Below the fields there can be a link 'Click to check if user(s) has (have) valid emails'. When user selects user(s) or groups to the field, and presses the link there can be two situations:

✓ All the selected user(s) have e-mail addresses. When pressing the link a pop-up shows the following message:



✓ The selected user(s) do not have e-mail addresses. When pressing the link a pop-up shows the following message:


		E-Mail To	×			
		Selected user(s) or group( e-mail address: <b>EXAMPLE</b> their settings before creati they won't get e-mail.	s) does(do) not have <b>\user1</b> . Please check ng a report, otherwise			
NOTE:	If none of the mail addresses	users are selected into the s, the following message is	e field and user clicks a displayed:	link to	o validate ⁻	their e-

No user(s) or group(s) is(are) selected to validate.

E-mail From field does not have a link to validate the users e-mail addresses. If one picks user(s) without e-mail addresses, then the system takes 'From address' that is specified in SharePoint outgoing e-mail settings (in Central Administration). If none is specified there this field is shown as empty in the received e-mail.

- **NOTE**: When a person or a group is added to the e-mail field, and he/she or any of the group members does not have an e-mail, he is still listed in the field, and the report will be saved, but such user(s) will not get an e-mail
  - *Report Settings* option allows the user to filter and group report results.



Report Settings			
	Profile filter		
	Choose Profile field:	<none></none>	٠
	Layout settings		
	Horizontal lay	out (Shows Learners in header row)	
	Ø Vertical layou	t (Shows Learners in left column)	
	Select user settings		
	Select learners in courses		
	Input learners		
	🛛 📕 Default		
	🗏 🚮 🗹 Hard	ware Course Show Filter	
	🗷 💽 🗐 G	rade Book	
	@ 🕎 🔟 Ti	racking	
	🔲 Time	spent Show Filter	
	🖼 🥵 🗐 L	earners	
	@ 🌆 📄 P	rofile	

a. **Profile filter** – allows filtering report results;

Profile field allows including in the report a field with additional information. To filter report by **Profile field** choose a field in the field in the drop-down list (the default value is "none"). Fields are taken from standard SharePoint profile - all fields except Hidden and Computed:



Report Settings	Profile filter		
	Choose Profile	<none></none>	
	tield:	<none></none>	*
	Layout settings Horizontal layou Vertical layout ( Select user settings Select learners i Input learners	About me Account name Active Directory Id Activities I want to share in my newsfeed Adjust Hijri calendar by number of days Ask Me About Assistant Birthday	
	G Cefault G ∰	Claim Provider Identifier Claim Provider Type Claim User Identifier Content Languages Data source Define Your Work Week DelveFlags Department	
	🗷 🚨 🔲 Pro	Department Display Order	÷

To enable\disable grouping results by chosen field select between **Yes** and **No** radio buttons. If grouping is enabled Learners are grouped by the Profile field's values, and profile field's values are placed in an ascending order. If grouping is disabled values are not ordered:

Report Settings	ofile filter		
	Choose Profile field: Group:	About me Yes   No	•
	Filter:	Regular ex	pression Help

Filter field allows to add a filter to the chosen profile field. Type word or phrase to filter results by. To use a regular expression in the filter select **Regular expression** check box. Only users with Profile field value corresponding to the filter conditions will be displayed in the report:

Report Settings Profile filter	
Choose Profile	e field: About me
Group:	● Yes ◎ No English German
Filter:	Regular expression Help

b. Layout settings - allows choosing report layout:



### Layout settings

- O Horizontal layout (Shows Learners in header row)
- Vertical layout (Shows Learners in left column)

## - *Horizontal layout* – shows Learners in header row:

Report	Course	Grade / Learner	Learner 1, example\l1	Learner 2, example\l2	Learner 3, example\l3	Learner 4, example\l4	Learner 5, example\l5	Average
	Course	Maths	A(95%)	Not Available	E(59%)	A*(100%)	B(89%)	85.75%
	1	History	C(79%)	B(89%)	F(49%)	A(95%)	C(79%)	78.2%
		Certificate Issued	Yes	No	No	Yes	Yes	60%





- *Vertical layout* – shows Learners in left column:

Report	Course	Course 1		
	Grade / Learner	Maths	History	Certificate Issued
	Learner 1, example\l1	A(95%)	C(79%)	Yes
	Learner 2, example\l2	Not Available	B(89%)	No
	Learner 3, example\l3	E(59%)	F(49%)	No
	Learner 4, example\l4	A*(100%)	A(95%)	Yes
	Learner 5, example\l5	B(89%)	C(79%)	Yes
	Average	85.75%	78.2%	60%

Select corresponding radio button to define layout of the report.

c. Select user settings - allows to filter report results by the selected user;

Check **Select users in course** radio button to display values for all learners of the course in the report. Check **Input learners** radio button and select users in the field below to display values for selected learners only:

Select user settings	
Select learners in courses	
Input learners	
Learner 1	
	<b>8</b> . EB
	*V EB

NOTE: If Select users in course is checked, Learners field will be added to the course tree:





To choose courses, fields and learners to be displayed in the report Click the **Default** pack item to open the **Course** tree:

Sele	ect user settings		
	Select learners in courses		
	Input learners		
	Learner 1		
		♣⁄ 📑	
[	Category 1		





1) Select check box near course to be displayed in the report:



2) Select corresponding check boxes near fields in the courses to be displayed in the report:

🛛 🔜 Default
Introductory Course Show Filter
🗷 🔝 🔲 Grade Book
🖼 🏣 🔲 Tracking
Home Show Filter
Announcements Show Filter
Calendar Show Filter
Documents Show Filter
E Learning Module Show Filter
Links Show Filter
Quizzes Show Filter
Drop Box Show Filter
Assignments Show Filter

- 3) Select corresponding check boxes near learners to be displayed in the report. The following options are available:
  - a) Learners check box next to Learners to include in the report all course learners;
  - b) *Learners groups* check box next to needed Learner groups to include in the report separate groups of learners;
  - c) *Specific learners* check box next to needed Learners names to include in the report specific Learners;
  - d) *Deleted learners* check box to include in the report users that were added to course learners or custom groups with learners permissions and deleted from course.





4) Select Profile fields to be displayed in the report. Information for these fields will be taken from My Site or User list information:

🐨 📆 🔄 Tracking
Time spent Show Filter
🕀 🥵 💟 Learners 📰
🛱 🚨 📰 Profile
About me
Account name
Carlos Directory Id
Activities I want to share in my n
🔄 Adjust Hijri calendar by number
🕼 Ask Me About
Assistant
🕼 Birthday
Choose your settings
Claim Provider Identifier
Claim Provider Type
🗐 Claim User Identifier
Content Languages
Data source

- ✓ *To filter the results by course period*, do the following:
  - a. Click the **Show Filter** button by the name of the course:



b. Once you have done it, the **Course Period** section will appear to the right. Click **Add** button to specify the period:

Select user settings Select learners in courses Input learners	
🖂 🚾 Default	Course periods Include full course period in report
🕀 📆 🗹 Hardware Course Show Filter	add add
	There are no items to display

c. Once you have done it, the **Start Date** and **End Date** section will appear:



🛛 📕 Default	Course perio	ds ull co	ourse peri	od in rep	ort		
Hardware Course Show Filter	dd 📷						
	There are no	item	is to displ	ay			
	🗙 Clear Filte	9		indicates a	s re	quirec	l field
	Start Date *	۲					
		0	40	Days	۲	Ago	
	End Date *		0.07.00	Days Weeks			
	LIN COL	•	2/1//20	Years Days	•	Ago	
				ОК		Car	ncel

d. Specify the **Start Date** and **End Date** selecting <u>EITHER</u> the exact date (select the corresponding check box) <u>OR</u> the approximate period of time specified in days, weeks, months, years (select the corresponding check box):

mere are nu	item	is to displ	ay			
🗙 Clear Filt	er	*	indicates a	a re	quired	field
Start Date "	۲					10
	0	40	Days	۲	Ago	
			Weeks			-
and an or a	1 miles (	2/17/20	Months			

e. Click **OK** to save changes.



- ✓ To filter the results for **Grade Book** columns, do the following:
  - a. Click the Default pack item to open the Course tree;
  - b. Once you have done it, the **Course tree** will appear. Click the **Show Filter** button by the name of the needed Grade Book element:

	Setup Filter		
🕾 📫 Default	🗙 Clear Filter	* indicates	a required field
Course 1 Show Filter  Grade Book	Min Value *		
Maths Show Fitter	Max Value *		
History Show Filter			
Certificate Issued Show Fiter		ОК	Cancel
Time spent Show Filter			

- c. The Setup Filter section will appear to your right:
  - When filtering the SCORM/AICC results, the **Setup Filter** is used to specify the Points Parameter. You are to select the minimum and maximum values:

🗆 🚾 Default	Setup Filter X Clear Filter	* indicates	a required field
Course 1 Show Filter     Filter     Grade Book	Min Value *	20	
Maths Show Filter	Max Value *	100	
Certificate Issued Show Fiter	_		eres i
🖩 🃊 📺 Tracking		OK	Cancel
Time spent Show Filter			
🖲 🥵 🛅 Learners			

- **NOTE**: When the Points parameter is missing, the Grade Book **Passed** status should signify for 100% and the Grade Book **Failed** status is to be 0.
  - When filtering the **Certificate Issued** results, the **Setup Filter** specifies the value for the corresponding field as **True** or **False**, meaning if the certificate is issued or not:



	Setup Filter		
Default     B      B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B     B	X Clear Filter	indicates a re	equired field
📾 📳 🗐 Grade Book	Value must be *	Tere	
Certificate Issued Show Filter	value must be	nue .	
First Accessed		1	-
Completion Date		OK	Cancel

• When filtering other Grade Book elements, the **Setup Filter** values are specified by per cent value ranging from 0 up to 100:

🗉 🗾 Default 🔓	Setup Filter X Clear Filter	* indicates	a required field
Course 1 Show Filter  Grade Book	Min Value *	20	
Maths Show Filter	Max Value *	100	
Certificate Issued Show Fiter		OK.	Cancel
🖼 🏣 📺 Tracking		UK	Cancer
Time spent Show Filter			

- ✓ To filter the results for the **Tracking** items, do the following:
  - a. Click the Default pack item to open the Course tree;
  - b. Once you have done it, the **Course tree** will appear. Click the **Show Filter** button by the name of the needed **Tracking** element:

E Default E ∰	Setup Filter
🕫 🎦 🖂 Grade Book 📾 🌆 🕘 Tracking	Min Value * 0
Home Show Filter	Max Value 100
Announcements Show Filter	
Calendar Show Filter	OK Cancel

- c. The **Setup Filter** section will appear on your right. Specify both the minimum and maximum values in the corresponding fields;
- **NOTE**: The minimum value for the number of hits in course tools is 0, and the maximum one is 100.



d. Click **OK** to save changes.

Once you want to specify **Time Spent** in the **Tracking** section in **Report Settings**, click **Show Filter** button to manage the **Setup Filter**:

	Setup Filte	r	
□ □ Default □ 100 Bit Ourse Show Filter	🗙 Clear Fi	Iter   * indicates a r	equired field
🕀 📰 🕞 Grade Book	Min Value	10:00:00	
Time spent Show Riter		Examples of use: 1:45 PM or 07:32	13:45 — :45 —
🗃 🥵 🔲 Learners 🗃 💽 😳 Profile		7:32:45 AM or 1.2 day and 11:30 PM	23:30 — 1 A
	Max Value	12:00:00	
		Examples of use: 1:45 PM or 07:32 7:32:45 AM or 1.2 day and 11:30 PM	13:45 — :45 — 23:30 — 1 A
		ОК	Cancel

6. Click **Save** to save changes.

## 22.1.2 Viewing Reports on the Course Level

To view a report, do the following:

- 1. Enter the necessary course and click the **Reports** icon in the Course Tools menu;
- 2. Click the report you want to view. The following form will appear:



SharePoint								
BROWSE VIEW	8							-
View generated reports	Vers	ion History 🔮 Worl ed With te Item	cflows					
1100	iage.	Activ						
Title	Horizonta	al						
Start Time	1/4/2016	1:00 AM						
Description								
All Day Event								
Recurrence								
E-Mail Subject								
E-Mail To								
E-Mail Cc								
E-Mail From								
Report	Course	Grade / Learner	Learner 1, example\l1	Learner 2, example\l2	Learner 3, example\l3	Learner 4, example\l4	Learner 5, example\l5	Average
	Course	Maths	A(95%)	Not Available	E(59%)	A*(100%)	B(89%)	85.75%
	1	History	C(79%)	B(89%)	F(49%)	A(95%)	C(79%)	78.2%
		Certificate Issued	Yes	No	No	Yes	Yes	60%
	report.cs	v						
Content Type: Report Created at 2/8/2016 2 Last modified at 2/8/2	:45 PM by ( 16 2:46 PM	] ageucheva_a ∦ by □ ageucheva_a						[ Close ]

Starting from version 2.1 the report item generates both HTML output and a link to a .csv file where the same report info is stored.

- **NOTE**: The delimiter that will be used by default when you open .csv file may depend on your regional settings that you can check/change in Control Panel. Make sure the List Separator in the Numbers tab is configured as wanted.
  - 3. Click the **Close** button to close the form.

## 22.2 Borderline Failure Report

Course teachers are able to set the border criteria and be alerted of borderline failures.

**NOTE**: Make sure that the **LMS Borderline Failure Report** option is **active**. To check it, on the Course level go to **Settings>Site Settings>Site Collection Administration >Site collection features**:

ELEARNINGFORCE - LMS: Borderline Failure Report Feature that install additional report type to be used for borderline failure reporting

Active

Deactivate



## 22.2.1 Creating Borderline Failure Report

To create a Borderline Failure report, do the following:

1. On the Course level, click **Reports:** 



2. Go to List Tools>Items menu. Click New>Borderline Failure Report:



3. Complete the open form:



	A Cut		ARC	
Save Cancel	Paste	View generated	Spelling	
C	Clabourd	réports	spenning v	
Commit	Ciipooaro	Actions	spearing	
fitle *	Bord	lerline Failure Rej	port	
Start Time *	2/8/2	2016	6 PM • 00 •	
Description				
				38
	Click f	or help about ac	Iding basic HTML formatting.	465
		and the second second second		
All Day Event	E	also this are all the		
All Day Event	M specif	ake this an all-da	y activity that doesn't start or end at a	
All Day Event	M specif	ake this an all-da ic hour.	y activity that doesn't start or end at a	
All Day Event Recurrence	M specif	ake this an all-da ic hour. ake this a repeat	y activity that doesn't start or end at a ing event.	
All Day Event Recurrence E-Mail Subject	M specif M Bord	ake this an all-da ic hour. ake this a repeat lerline Failure Rej	y activity that doesn't start or end at a ng event.	
All Day Event Recurrence E-Mail Subject E-Mail To	M specif M Bord Teac	ake this an all-da ic hour. ake this a repeat lerline Failure Rep <u>her 1: Teacher 2</u> 2	y activity that doesn't start or end at a ng event. port 222: <u>Teacher 33</u> :	
All Day Event Recurrence E-Mail Subject E-Mail To	M specif M Bord <u>Teac</u> Enter u	ake this an all-da ic hour. ake this a repeat lerline Failure Rep <u>her 1: Teacher 2</u> users separated wit	y activity that doesn't start or end at a ng event. 222: <u>Teacher 33</u> : h semicolons.	
All Day Event Recurrence E-Mail Subject E-Mail To	M specif M Bord <u>Teac</u> Enter t Click t	ake this an all-da ic hour. ake this a repeat lerline Failure Rep <u>her 1: Teacher 2</u> users separated wit to check if user(s)	y activity that doesn't start or end at a ng event. 222: <u>Teacher 33:</u> h semicolons. or group(s) has(have) valid emails	
All Day Event Recurrence E-Mail Subject E-Mail To E-Mail Cc	M specif M Bord <u>Teac</u> Enter o Click t <u>Teac</u>	ake this an all-da ic hour. ake this a repeati lerline Failure Rep <u>her 1: Teacher 2</u> users separated wit to check if user(s) <u>her 1: Teacher 2</u>	y activity that doesn't start or end at a ng event. 222: <u>Teacher 33:</u> h semicolons. or group(s) has(have) valid emails 222: <u>Teacher 33</u> :	
All Day Event Recurrence E-Mail Subject E-Mail To E-Mail Cc	M specif M Bord <u>Teac</u> Enter u Click t <u>Teac</u>	ake this an all-da ic hour. ake this a repeati lerline Failure Rep <u>her 1: Teacher 22</u> users separated wit to check if user(s) <u>her 1: Teacher 22</u> users separated wit	y activity that doesn't start or end at a ing event. 222: <u>Teacher 33:</u> h semicolons. or group(s) has(have) valid emails 222: <u>Teacher 33:</u> h semicolons.	
All Day Event Recurrence E-Mail Subject E-Mail To	M specif M Bord Teac Enter v Click t Enter v Click t	ake this an all-da ic hour. ake this a repeat lerline Failure Rep <u>her 1: Teacher 22</u> users separated wit to check if user(s) <u>her 1: Teacher 22</u> users separated wit to check if user(s)	y activity that doesn't start or end at a ng event. 222: Teacher 33: h semicolons. or group(s) has(have) valid emails 222: Teacher 33: h semicolons. or group(s) has(have) valid emails	

- 4. Fill out the form fields as described below:
  - *Title* enter the title for the report;
  - Start Time use the calendar to set start date for the report;
  - Description enter description for the report;
  - All Day Event check the box if you want to make the report an all-day event;
  - Recurrence Select the check box if the report should be repeated with a certain interval; Specify the recurrence details with the help of section controls:



Recurrence	Make this a re	epeating event.		
	<ul> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>Yearly</li> </ul>	Pattern Every 1 day(s) Every weekday Date Range		
		Start Date		No end date
		2/8/2016	18	End after: 10 occurrence(s)
				End by:

- i. Select the recurrence interval (for example, Weekly or Monthly);
- ii. In the **Pattern** section define the days when the report should be generated;
- iii. In the **Date Range** section, specify the start and end day for the report.
- *E-mail Subject* enter the subject of the e-mail (e.g., it can be the report title);
- E-mail To pick the user to whom the report should be sent;
- E-mail Copy you may pick another user to whom the report will be sent;
- *E-mail From* pick the user who will be the sender of the report.
- *Report Settings* option allows the user to filter and group report results:

Report Settings		
	Profile filter	
	Choose Profile field: <none></none>	۲
	Layout settings	
	Horizontal layout (Shows Learners in header row)	
	Vertical layout (Shows Learners in left column)	
	Select user settings	
	Select learners in courses	
	Input learners	
	🕀 🛄 Default	
	Hardware Course Show Filter	

a. Profile filter - allows filtering report results;

Profile field allows including in the report a field with additional information. To filter report by **Profile field** choose a field in the field in the drop-down list (the default value is "none"). Fields are taken from standard SharePoint profile - all fields except Hidden and Computed:



Report Settings	B (1) (1)		
	Profile filter		
	Choose Profile field:	<none></none>	۲
		<none></none>	-
	Layout settings	About me	
	Horizontal layout	Account name	
	Vertical layout (SF	Active Directory Id	
		Activities I want to share in my newsfeed	
	Select user settings	Adjust Hijri calendar by number of days	
	Select learners in	Ask Me About	
	Input learners	Assistant	
		Birthday	
		Choose your settings	
	🗃 🔤 Default	Claim Provider Identifier	
	🖽 👬 🔽 Hardward	Claim Provider Type	
		Claim User Identifier	
		Content Languages	
		Data source	
		Define Your Work Week	
		DelveFlags	
		Department	
		Department	
		Display Order	*

To enable\disable grouping results by chosen field select between **Yes** and **No** radio buttons. If grouping is enabled Learners are grouped by the Profile field's values, and profile field's values are placed in an ascending order. If grouping is disabled values are not ordered:

	Report Settings	
l	Profile filter	
	Choose Profile field	About me
	Group:	● Yes ◎ No
	Filter:	Regular expression Help

Filter field allows to add a filter to the chosen profile field. Type word or phrase to filter results by. To use a regular expression in the filter select **Regular expression** check box. Only users with Profile field value corresponding to the filter conditions will be displayed in the report:

Report Settings		
Pr	ofile filter	
	Choose Profile field:	About me 💌
	Group:	Yes No
	Filter:	English German
		Regular expression Help

b. Layout settings - allows choosing report layout:



#### Layout settings

- O Horizontal layout (Shows Learners in header row)
- Overtical layout (Shows Learners in left column)

#### - *Horizontal layout* – shows Learners in header row:

Report	Course	Grade / Learner	Learner 1, example\l1	Learner 2, example\l2	Learner 3, example\l3	Learner 4, example\l4	Learner 5, example\l5	Average
	Course	Maths	A(95%)	Not Available	F(49%)	A*(100%)	B(89%)	85.75%
	1	History	C(79%)	B(89%)	F(49%)	A(95%)	C(79%)	78.2%
		Certificate Issued	Yes	No	No	Yes	Yes	60%

### - Vertical layout – shows Learners in left column:

Report	Course	Course 1				
	Grade / Learner	Maths	History	Certificate Issued		
	Learner 1, example\l1	A(95%)	C(79%)	Yes		
	Learner 2, example\l2	Not Available	B(89%)	No		
	Learner 3, example\l3	F(49%)	F(49%)	No		
	Learner 4, example\l4	A*(100%)	A(95%)	Yes		
	Learner 5, example\l5	B(89%)	C(79%)	Yes		
	Average	85.75%	78.2%	60%		

Select corresponding radio button to define layout of the report.

c. Select user settings - allows filtering report results by the selected user;

Check **Select users in course** radio button to display values for all learners of the course in the report. Check **Input learners** radio button and select users in the field below to display values for selected learners only:



Select user settings	
Select learners in courses	
Input learners	
Learner 1	
	<b>.</b> .
	=V EB

**NOTE**: If **Select users in course** is checked, **Learners** field will be added to the course tree:



If Input learners is checked, Learners field will disappear from the course tree:

© Select learners in courses
<ul> <li>Input learners</li> </ul>
🗞 💷
🖂 🔤 Default
Course 1 Show Filter
🖼 📰 📰 Grade Book
🕀 🏣 🥅 Tracking
Time spent Show Filter

To choose courses, fields and learners to be displayed in report, do the following:

1) Click the **Default** pack item to open the **Course** tree;



- 2) Select check box near course to be displayed in the report;
- 3) Select corresponding check boxes near fields in the courses to be displayed in the report;
- 4) Select corresponding check boxes near learners or learner groups to be displayed in the report (if **Select users in course** is checked);
- 5) Select Profile fields to be displayed in the report. Information for these fields will be taken from My Site or User list information.
- ✓ *To filter the results by course period*, do the following:
  - a. Click the Show Filter button by the name of the course;
  - b. Click Add button in the Course Period section to specify the period;
  - c. Specify the **Start Date** and **End Date** selecting <u>EITHER</u> the exact date (select the corresponding check box) <u>OR</u> the approximate period of time specified in days, weeks, months, years (select the corresponding check box);
  - d. Click **OK** to save changes.
  - ✓ To filter the results for **Grade Book** or **Tracking** columns, do the following:
    - a. Click the Default pack item to open the Course tree;
    - b. Click the Show Filter button by the name of the needed Grade Book element;
    - c. Set filter parameters in the **Setup Filter**.
    - d. Click **OK** to save the changes:

Borderline Failure S	ettings		-
	Select Top 2 Rem(s) from Report	rt result	S
	Calculation process		
	<ul> <li>Calculate combined</li> </ul>		
	Calculate for every Grade		
	Both		
	Notification rule		
	Single mail (contains results for all selected	Grades)	)
	Separate mail for every Grade		
	215 1	- 1	
	Si	ave	Cancel

 Borderline Failure Settings option allows user set border criteria that limit the number of results displayed in the report. All items are calculated for the report, but only specified number of results is displayed in it according to the following options:

a) Select options for including results into the report:

- Top the best results will be displayed in the report;
- Bottom the worst results will be displayed in the report;
- Number field type the number of results to be displayed in the report;



**NOTE**: If several learners have equal results, they are considered as one result and displayed in the report regardless of the number specified in this field.

- *Item(s)* select to include the specified number of items into the report;
- % select to include the specified percent of all items into the report.

b) **Calculation Process** – different data can be included in the report; depending on the selected options, it will have a different look:

• *Calculate combined* – if this option is selected, arithmetic mean of results in every report field is calculated and the specified number of fields with every learner's results is displayed in the report:

Report	Course	Grade / Learner	Learner 1, EXAMPLEV1	Learner 2, EXAMPLEV2	Learner 3, EXAMPLEV3	Learner 4, EXAMPLE\4	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
		Quiz 1	Not Available	Not Available	Not Available	8(86%)	A+(100%)	A+(100%)
	1	Certificate Issued	Yes	Yes	No	No	Yes	Yes

• *Calculate for every Grade* - if this option is selected, the specified number of learners' results is included in report for every field. A separate table is created for every report field:

port	Course	Grade / Lean	ner Teacher	1, EXAMPLE\t1		Teacher 3, E	(AMPLE\t3
	Course 1	Quiz 1	A+ (10	0%)		A+ (100%)	
	Course	Grade / Lean	ner Learner	2, EXAMPLE V2	Teacher	1, EXAMPLE 1	Teacher 3, EXAMPLE\t3
	Course 1	LP	Passed	l.	Passed		Passed
	Course	Grade / L	earner	Teacher 3, EXA	MPLE\t3		
	Course 1	task1		10.00 (100%)			
	Course	Grade / Learner	Learner 1, EXAMPLEV	Learne 1 EXAMPI	r 2, .EV2	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
	Course	Certificate Issued	Yes	Yes		Yes	Yes

**NOTE**If several learners have equal values in the selected profile field and equal grades in report:fields, first they will be sorted by grades and only then – grouped by profile field:

Report		About me				Personal qualities		
	Course	Grade / Learner	Learner 8, EXAMPLE\l8	q2, EXAMPLE\q2	Learner 7, EXAMPLE\ 7	Learner 1, EXAMPLE\ 1	q1, EXAMPLE\q1	q3, EXAMPLE\q3
	Course 1	quiz	A*(100%)	A*(100%)	A*(100%)	A*(100%)	Not Available	Not Available



• *Both* – both types of reports described above are included into the report in separate tables:

Report	Course	Grade / Learner	Learner 1, EXAMPLEVI	Learner 2. EXAMPLEV	Exampleva	Learner 4, EXAMPLEV4	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE(83
	Course 1	Quiz 1	Not Availabl	le Not Availab	le Not Available	B(86%)	A+(100%)	A+(100%)
	Course	Grade	/ Learner Te	eacher 1, EXAM	PLE/t1	Teacher 3, E	XAMPLE/(3	
	Course 1	Course 1 Quiz 1 A+ (100%) A+ (100%)						
	Course	Grade	/ Learner L	eamer 2, EXAM	PLEV2 Teacher	1, EXAMPLE 1	Teacher 3,	EXAMPLE\(3
	Course 1	UP.	F	Passed	Passed		Passed	
	Course	Gra	ide / Learner	Teache	r 3, EXAMPLE\t3			
	Course 1	tas	k1	10.00 (	100%)			
	Course	Grade / Learner	Lean EXA	ner 1. MPLEV1	Learner 2, EXAMPLEV2	Teacher 1, EXAMPLE \t1	Teach EXAM	er 3, PLE (13
	Course 1	Certifica Issued	ate Yes		Yes	Yes	Yes	

*c)* **Notification Rule** – select how you want to be notified about grades that learners get below the specified borderline:

- Single Mail one email message will contain all the selected results;
- *Single mail for every Grade* separate email message will be created for every grade.
- 5. Click **Save** to create a new **Borderline Failure Report** or **Cancel** to discard the changes.

**NOTE**: **Borderline Failure Report** can be created on the Organization level the same way. The only difference is that information from several courses can be included in report.

## 22.2.2 Viewing Borderline Failure Report

To view a Borderline Failure Report, do the following:

- 1. Enter the necessary course and click the **Reports** icon in the left Tools menu;
- 2. Click the report you want to view. The following form will appear:



SharePoint					
BROWSE VIEW					
View generated reports Edit Manage	y 🕲 Workflows Actions				
Title Boderline	calculated				
Start Time 2/8/2016	4:00 PM				
Description					
All Day Event					
Recurrence					
E-Mail Subject					
E-Mail To					
E-Mail Cc					
E-Mail From					
Borderline Failure Settings Borderline Select To Calculatio Combine Notificatio SingleMa	e criterion: op 1 Number from Rep n process: ed n rule: ail	ort results			
Report Course	Grade / Learner 1, Learner example\11	Learner 2, example\12	Learner 3, example\\B	Learner 4, example\14	Learner 5, example\l5
Course 1	Maths A(95%)	Not Available	E(59%)	A*(100%)	B(89%)
report.csv					
Content Type: Borderline Failure Report Created at 2/8/2016 4:09 PM by ageuch Last modified at 2/8/2016 4:09 PM by a	neva_a geucheva_a				Close

- **NOTE**: The delimiter that will be used by default when you open .csv file may depend on your regional settings that you can check/change in Control Panel. Make sure the List Separator in the Numbers tab is configured as wanted.
  - 3. Click the **Close** button to close the form.



# 23. SEATING CHART

The feature allows arranging of a class seating chart to enable teachers to follow students' seats and names.

On the organization level users see the **Rooms** link (available for organization administrators).**Rooms** is a list of class room templates which can be further used for creating course seating charts:

CLMS365 On-Premises	a courset Seating Cha	rt	
Tools	Print •		
Calendar Cocuments Discussion Board Chat	Students   Learner 2  Learner 3  Assistant 2		۲

**NOTE**: Only the users added to *default course learner group* and to custom *course group* with Learners permission level will be displayed in **Roster** and **Seating chart** tools. The users added directly via Site permissions with Learners permissions will not be displayed in **Roster** and **Seating chart** tools.

# 23.1 Uploading a Room

One of the ways to create a room is to upload a class room template.

To upload a room, do the following:

- 1. Enter the organization home page;
- 2. Click the Rooms link in the menu on the left:





### The list of room templates will appear:

đs D	Share	Point			
K(	00	1115			
$\oplus$	new	item o	or e	dit this list	
All it	tems		Find	l an item	Q
~	D	Title			
		Room 4	04		
	D	Room 30	05		
		Room 5	05		
		Room 4	03		

3. Click the Upload Picture button at Items tab:



BROWSE ITEMS LIS	T			
New New Folder New New	View Edit Item Manage	Alert Me + Share & Track	Tags & Notes Tags and Notes	Workflows Approve/Reject
Recent	(+) new item	or edit this	list	
Rooms	All items ····	Find an item		Q
Question Pool Reports	🗸 🗋 Title			
Site Contents	C Room	404 🗱 🚥		
	🗋 Room :	305 🗱 🛛 🚥		

4. Click **Browse** to download a seating chart template:

Add picture	×
Upload Picture N Browse to the picture you intend to upload.	ame: D:\SharePoint\seating_schema_2.jpg Browse
	OK Cancel

5. Click **OK** to save settings. The image name will appear in the templates list.

# 23.2 Creating a Room

Teacher can also draw a room with the help of relevant tools.

To create a room, do the following:

- 1. Enter the organization home page;
- 2. Click the **Rooms** link in the menu on the left:





### The list of room templates will appear:

₫s R(	ihare	ms			
<b>(</b>	new	item	or e	dit this list	
All it	tems		Fin	d an item	Q
~	D	Title			
	D	Room 4	104		
	D	Room 3	05		
		Room 5	05		
		Room 4	103		

3. Click the New Item button and select Room Scheme:



BROWSE ITEMS LIST	Edit Item Delete Item	Aiert Me +	Tags & Notes	Workflows Approve/Reject
Room Scheme	Manage	Share & Track	Tags and Notes	Workflows
Recent	new item of all items	Find an item	iist	0
Question Pool Reports	V D Title			<u> </u>
Site Contents	C Room 4	04 🗱 🛛 🚥		
	C Room 3	05 🗱 🛛 🚥		

4. Create a room using necessary tools:

Title *	Room 201			
Room Shi	apes			
			-	

- *Title* enter the Room title;
- Use **Room shapes** to create a template. Room shapes can be arranged in any way. To arrange room shapes, drag and drop the necessary shapes to the white area. Room shapes can be resized and rotated.

You can also use the **Delete**, **Copy** and **Paste** options (underlined in the image above).



5. Click **Save** to save settings. Click **Cancel** to discard changes.

# 23.3 Creating a Seating Chart

Seating Chart is a seating scheme used for arranging students in courses.

To create a Seating Chart, do the following:

- 1. Enter the necessary course;
- 2. Select the Seating Chart tool in the left tools menu. The seating chart area will appear;
- 3. Click the **Edit** button at the top;
- 4. Create a seating chart. To do this, you can either
  - Select a template from the **Room** drop-down menu. For more information about creating templates, see the <u>Uploading a Room</u> and <u>Creating a Room</u> sections:

edit Seat	e ting (	Chart		
Show pictures in Show student pictures Show student p Select "auto" scale op	n student lis i in student iis ictures in ch tion to scale a	t t aart room so as to fit student	pictures on a seating chart automatical	ły.
Room Shapes Students (a) Learner 1 (a) Learner 2 (a) Learner 3 (a) Assistant 2	Room:	Room 101 Room 102 seating_schema_2.jpg Room 201	Scale:	

• Create a new seating chart with the help of room shapes. Room shapes can be arranged in any way. To arrange room shapes, drag and drop the necessary shapes to the white area:



🖞 Course1 Hom	e		
Edit Seat	ing Chart		
Show pictures in Show student pictures	in student list		
Select "auto" scale opt	ctures in chart ion to scale a room so as b	o fit student pictures on a seating chart automatically.	
Room Shapes	Room:	• Scale:	
Students (a) Learner 1 (a) Learner 2 (a) Learner 3			
Assistant 2			

• Download a room template by clicking **Load room background from a picture**:

≜ course1 Horr Edit Seat	ting Chart		
Show pictures i	n student list		
Select "auto" scale op	ictures in chart tion to scale a room so as to	o fit student pictures on a seating chart automatically.	
Room Shapes	Roomi	Scale:	X
$\Box O$	KUDOR MARK	Load Room background from a pictur	•

**NOTE**: To use Seating Chart, you may need to register the .xap file extension (Silverlight file extension) in IIS. Register the MIME type for **.xap** to **application/x-silverlight-app**. The Silverlight version should be 4.0 or later:



MIME Type		
Extension:	.xap application/x-silverlight-app	
	OK Cancel	

5. Once a chart is created, drag and drop students from the menu on the left to the corresponding seats:

Course1 Hom Edit Seat	ing Chart		
Show pictures in Show student pictures	in student list		
Select "auto" scale op	ictures in chart tion to scale a room so as t	o fit student pictures on a seating chart automatically.	
Room Shapes	Roomi	• 3 Scale:	
Students (1) Learner 1 (2) Learner 3 (3) Learner 3		(3)	
Assistant 2			
		۲	

Once students are placed to the corresponding seats, circles with numbers appear on room shapes. To view student info, navigate to the corresponding circle:





You can also use the following options:

- Scale to zoom out the chart;
- Auto to return to the chart default view;
- Show pictures in student list to be able to see photos of your students in the student list;
- Show student pictures in chart to be able to see photos of your students in the chart.
   For the pictures to fit best in the chart select **Auto scale**. The room will be scaled as well. Note that pictures will fit best on the Seating Chart tool main page while on the Edit page the proportions of the chart and pictures are not constrained:

	එ Course3		92			
On-Premises	Edit Seat	ting (	Chart			
Tools						
Announcements	Show pictures i	n student lie	t.			
Calendar	Show student picture	s in student lis	it			
B Documents	Show student p	ictures in ch	nart			
🕼 Discussion Board	Select auto scale op	ition to scale a	a room so as to i	nt student picti	ures on a si	eating chart automatically.
Chat	Room Shapes	Room:	Room 101	• 3	Scale: 💭	auto
Mailbox	$\square \bigcirc$					
Clinks	Students					~
Plagiarism	(1) Assistant 2					52
TT Reports	Deather 1			1		Learner 3
🚴 Learning Module	Learner 3			3	1	
Quizzes				Learner 1		
📑 Огор Вох						(CA)
Assignments						(25)
Attendance						Learner 2
Conference						

6. Click **OK** to save the chart. Click **Cancel** to discard changes.

Once a seating chart is created it will appear on the Seating Chart tool main page:



Print + D Edit		
Students  Learner 1  Learner 3  Learner 2	Learner 1	
	Learner 2	

Hovering over a user name in the students list will highlight the user picture on the seating chart. Clicking on a user picture on the seating chart will highlight the student's name in the students list. Clicking on a user name in the students list will open the student's profile in a new window:





**NOTE**: Seating charts can be printed out. To print a chart out, click **Print** next to the **Edit** button and select the necessary option:





# 24. STAFF

The Staff feature is used for keeping and tracking information about teaching personnel. The feature displays information about members of the following groups: Teachers, Teacher Assistants and Faculty.

The information displayed consists of the following sections:

- User photo;
- User name;
- Information about user;
- Additional information (optional):





The information is retrieved from either:

- User profile (if MOSS 2010 is installed);
- Users list on the course web (if WSS 4.0 is installed).

**NOTE**: To show/hide additional info, click the **Additional info** link.

# 24.1 Modifying Information

Information can be modified by users belonging to one of the staff groups. Note that users can modify information only about themselves.

User can modify either information itself or information view:

• To modify the details, click the **Edit** link under user information. If you have MOSS 2010 installed, you will be redirected to the **My Site** page. If you have WSS 4.0 installed, you will be redirected to the **User Information** page:

∃ Additional info				
Office Location	Florida			
Skills	Management Developing			
Schools	University of Miami			
Birthday	July, 23			
Interests	Kite surfing			
Edit				

- To modify information view (the option is available for users with the Teacher, Teacher assistants and Faculty access rights);
- 1. Press Staff Settings at the top and click Modify Additional Information:

Staff ₀	
Reorder	Staff Settings -
Full Name	Modify Additional Information
∃ Staff : Teacher	U
Teacher 1 about me	
∃ Additional info	
Account name example\t1	
First name Teacher	
Last name 1	

2. Select the items you want to be displayed on the **Staff** tool main page:


Staff - Staff S	Settings		
		ок	Cancel
Staff Settings	Profile properties to show: Id SID Active Directory Id Account name First name Phonetic First Name Phonetic Last Name Name Name Name Name Department Job Title Department Manager Account name		

- 3. Click **OK** to save settings. Click **Cancel** to discard changes.
- **NOTE:** Information view can also be modified via the **Central Administration** section. Enter **Application Management >SharePoint LMS >Global features> Profile Settings** and manage the **Staff** column.

## 24.2 Reordering Items

The order of users can be modified.

To modify the order, do the following:

1. Click the **Reorder** button at the top. Drop-down menu with numbers next to each person's name will appear:



CLMS365 On-Premises	Staff ©
Tools	Reorder
Calendar	Full Name
Documents	G Staff : Teacher
Discussion Board	Be Teacher 1
Chat	A start as
🔗 Mailbox	about me
Einks	Account name example\t1
Reports	First name Teacher
🚜 Learning Module	Last name 1

2. Select a number for every person. The numbers are the order in which users will appear. Users' order can be arranged within groups only:



Charges	🖄 Course1
Con-Premises	Staff o
Tools	Save Order Cancel
Calendar	Full Name
	Staff : Teacher
Discussion Roard	
Discussion Board	1 Teacher 1
Chat	
🔗 Mailbox	
🖶 Links	🖽 Additional info
Reports	
🚜 Learning Module	2 • Teacher 2222
Cuizzes	
Drop Box	H Additional info
Assignments	Staff : Faculty
Attendance	
Conference	1 Faculty 1
F Grade Book	and the second of
(?) Help	Additional info

3. Click **Save order** at the top to save changes or click **Cancel the order** to discard changes.



## 25. ROSTER

The Roster feature is used for showing information about Learners.

The information displayed consists of the following sections:

- User photo;
- User name;
- Information about user;
- Additional information (optional):

BROWSE PAGE		
CINACOCE	🕐 Course1	
On-Premises	Roster 🛛	
Tools	Reorder	
📢 Announcements	Full Name	
Calendar	B Roster : Learner	
C Documents		
Discussion Board	Learner 1	
Chat		
😝 Mailbox		
Einks	□ Additional in	nfo
Reports	Account name	example\l1
Learning Module	Department	dep 1
	Title	title 1
Quizzes	Manager	Assistant 2
Drop Box	Personal site	/personal/l1/

The information is retrieved from either:

- User profile (if MOSS 2010 is installed);
- Users list on the course web (if WSS 4.0 is installed).

NOTE: To show/hide additional info, click the Additional info link.

## 25.1 Modifying Information

Information provided in the section can be modified. Note that users can modify information only about themselves.

User can modify either information itself or information view.



• To modify the details, click the **Edit** link under user information. If you have MOSS 2010 installed, you'll be redirected to the **My Site** page. If you have WSS 4.0 installed, you'll be redirected to the **User Information** page:

Additional info		
Account name	example\a2	
Personal site	/personal/a2/	
Office Location	Belarus	
Skills	Drawing;	
Schools	School of Arts;	
Edit		

- To modify information view (the option is available for users with the Teacher, Teacher assistants and Faculty access rights);
- 1. Press Roster Settings at the top and click Modify Additional Information:

BROWSE PAGE		🖓 SHARE 🟠 FOLLOW
	👌 Course1	Search this site
Con-Premises	Roster	
Fools	Reorder	Roster Settings -
Announcements	Full Name	Modify Additional Information
Eg Calendar	⊟ Roster : Learner	
Documents	Learner 1	
Chat		
🔗 Mailbox		
🛞 Links	Additional info	

2. Select the items you want to be displayed on the **Roster** tool main page:



Roster > Roster Settings			
Roster Settings       Profile properties to show.         Id       SID         Active Directory Id       Id         Active Directory Id       Image: Comparison of the state	Roster + R	Roster Settings	
Roster Settings       Profile properties to show:         Id       SID         Active Directory Id       Active Directory Id         Ø Account name       First name         Phonetic First Name       Phonetic First Name         Last name       Phonetic Display Name         Ø Name       Phonetic Display Name         Ø Department       Ø Title         Ø Job Title       Ø Department         Ø Manager       About me         Ø Personal site       Picture         Ø User name       User name			OK Cancel
Profile properties to show: Id SID Active Directory Id Active Direct	Roster Settings		
Id SID Active Directory Id Account name First name Phonetic First Name Last name Phonetic Last Name Name Phonetic Display Name Work phone Department Department Title Job Title Department Manager About me Personal site Picture	00080808000500	Profile properties to show:	
SID         Active Directory Id         Image: Phonetic First Name         Image: Phonetic Last Name         Image: Phonetic Display Name		Id	
Active Directory Id Account name First name Phonetic First Name Last name Phonetic Last Name Name Phonetic Display Name Work phone V Department Department Department Department About me Personal site Picture User name		m SID	
Account name First name Phonetic First Name Last name Phonetic Last Name Name Name Nork phone Vork		E Active Directory Id	
<ul> <li>First name</li> <li>Phonetic First Name</li> <li>Last name</li> <li>Phonetic Last Name</li> <li>Name</li> <li>Phonetic Display Name</li> <li>Work phone</li> <li>Department</li> <li>Title</li> <li>Job Title</li> <li>Job Title</li> <li>Ø Department</li> <li>Ø Manager</li> <li>About me</li> <li>Ø Personal site</li> <li>Ø Picture</li> <li>User name</li> </ul>		Z Account name	
<ul> <li>Phonetic First Name</li> <li>Last name</li> <li>Phonetic Last Name</li> <li>Name</li> <li>Phonetic Display Name</li> <li>Work phone</li> <li>Oppartment</li> <li>Title</li> <li>Job Title</li> <li>Job Title</li> <li>Ø Department</li> <li>Ø Manager</li> <li>About me</li> <li>Personal site</li> <li>Picture</li> <li>User name</li> </ul>		First name	
Last name Phonetic Last Name Name Phonetic Display Name Work phone Vork phone Department Title Job Title Department Manager Manager About me Personal site Verture User name		Phonetic First Name	
Phonetic Last Name Name Phonetic Display Name Work phone Department Job Title Job Title Department Manager About me Personal site Picture User name		E Last name	
<ul> <li>Name</li> <li>Phonetic Display Name</li> <li>Work phone</li> <li>Department</li> <li>Title</li> <li>Job Title</li> <li>Department</li> <li>Manager</li> <li>About me</li> <li>Personal site</li> <li>Picture</li> <li>User name</li> </ul>		Phonetic Last Name	
Phonetic Display Name Work phone Department Title Job Title Department Manager About me Personal site Picture User name		Name	
Work phone Work phone Department Title Job Title Department Manager About me Personal site Picture User name		Phonetic Display Name	
Department Job Title Job Title Ø Department Ø Manager Ø About me Ø Personal site Ø Picture User name		Work phone	
<ul> <li>☑ Title</li> <li>☑ Job Title</li> <li>☑ Department</li> <li>☑ Manager</li> <li>☑ About me</li> <li>☑ Personal site</li> <li>☑ Picture</li> <li>☑ User name</li> </ul>		2 Department	
Job Title  Department  Manager  About me  Personal site  Picture  User name		2 Title	<u></u>
Department Manager About me Personal site Picture User name		🖾 Job Title	
Manager  About me  Personal site  Picture  User name		2 Department	_
About me Personal site Picture User name		2 Manager	
Personal site Picture User name		About me	
Picture     User name		Personal site	
User name		I Picture	
		🖾 User name	

- 3. Click **OK** to save settings. Click **Cancel** to discard changes.
- NOTE: Only the users added to *default course learner group* and to custom *course group* with Learners permission level will be displayed in Roster and Seating chart tools. The users added directly via Site permissions with Learners permissions will not displayed in Roster and Seating chart tools.
   NOTE: Information view can also be modified via the Central Administration section. Enter Application Management > SharePoint LMS > Global features > Profile Settings and

## 25.2 Reordering Items

The order of users can be modified. To modify the order,

manage the Roster column.

1. Click the **Reorder** button at the top. Drop-down menu with numbers next to each person's name will appear:



CLMS365	^e course1 Roster ∞
Christians	NOSICI @
Tools	Reorder
Announcements	
Calendar	Full Name
Coleridar	⊟ Roster : Learner
Documents	
Discussion Board	Learner 1
Chat	
🔗 Mailbox	
🛞 Links	Additional info

2. Select a number for every person. The numbers are the order in which users will appear:

Charger	🛃 Course1
Con-Premises	Roster ©
Tools	Save Order Cancel
Announcements	Full Name
Calendar	B Roster : Learner
E Documents	
Discussion Board	Learner 1
🗬 Chat	
🔗 Mailbox	3 8
S Links	Additional info
Reports	
🔏 Learning Module	2 - Learner 2
Cuizzes	
Drop Box	Additional info

3. Click **Save order** to save changes at the top. Click **Cancel** to discard changes.