Teacher Guide

Version 4.8.4.45

LMS365

On-Premises

For Microsoft SharePoint Server

ELEARNINGFORCE

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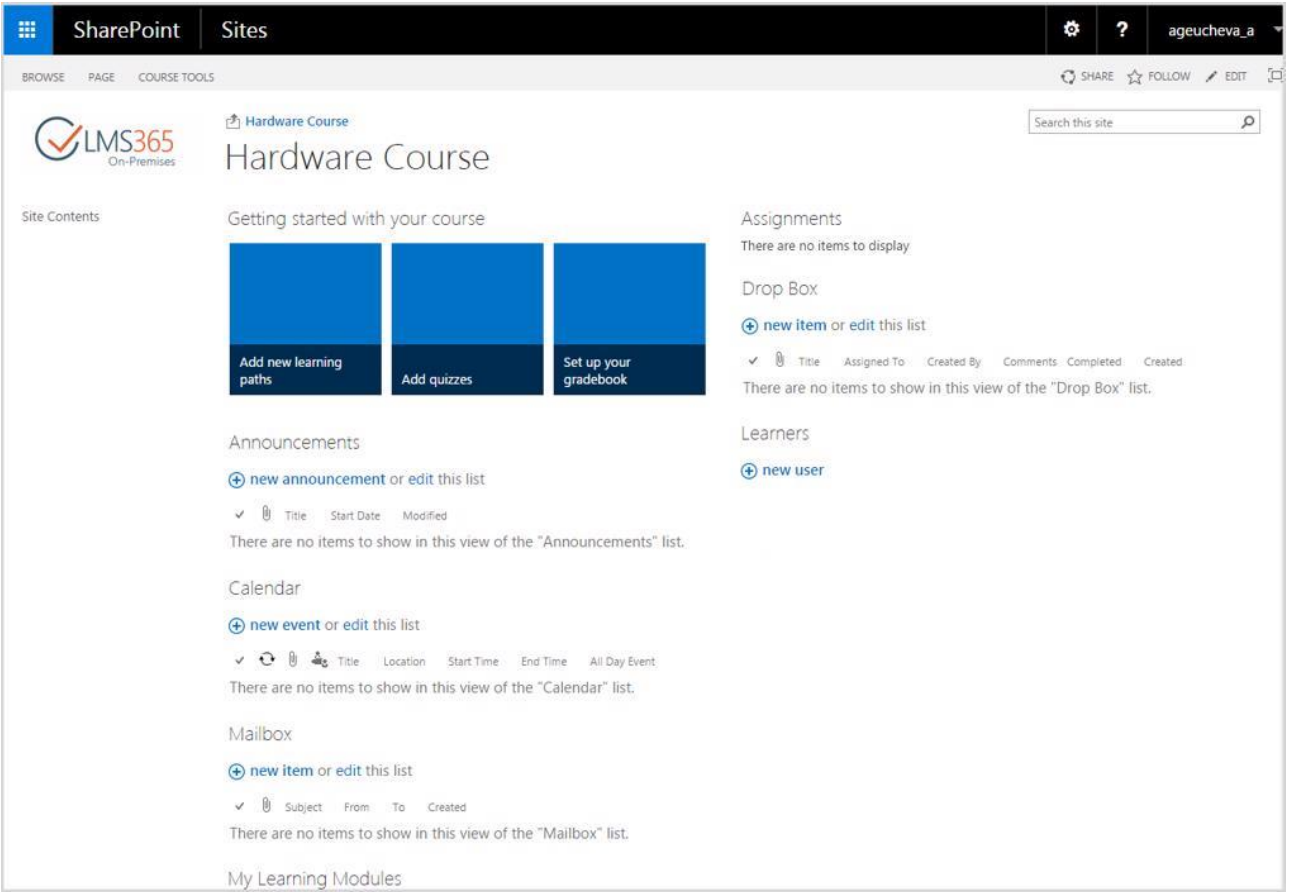
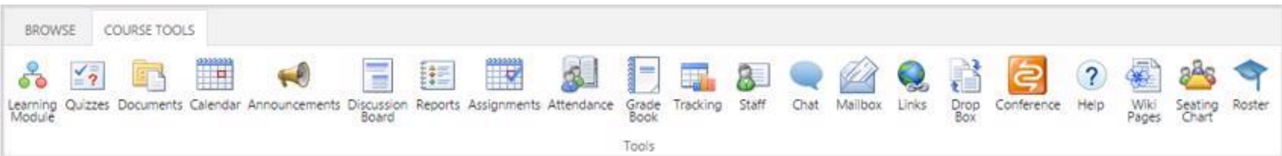
1. COURSE HOME PAGE

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



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:



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:

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 course links
Quizzes	Allows managing course quizzes
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 course forum
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 report 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.

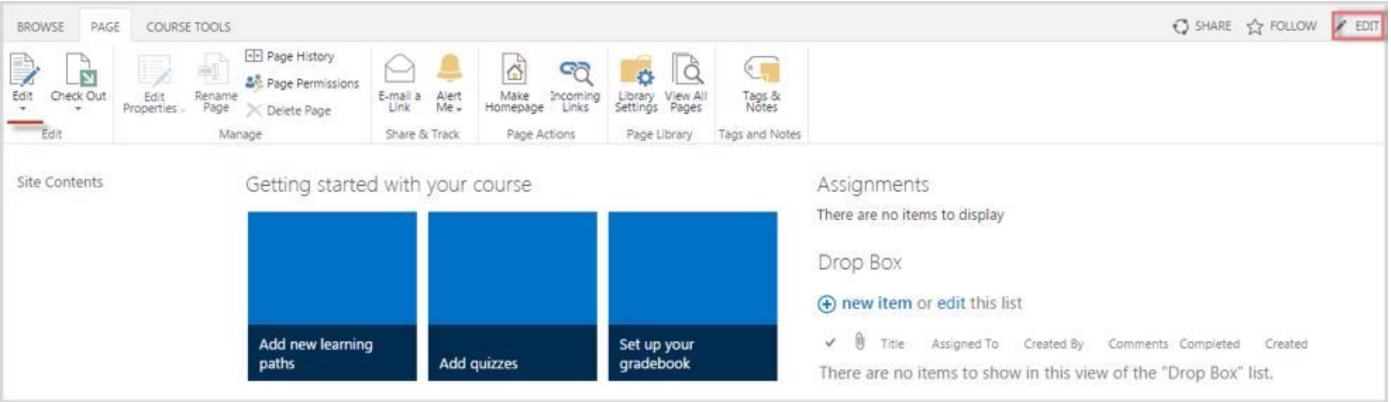
Items of the Course Tools menu are enabled on the **Course Options** page. To enter the **Course Options** page, users need to proceed to **Settings>Course Settings>Course Options**. A user can select between the Vertical and Horizontal Menu Style.

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:



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.).

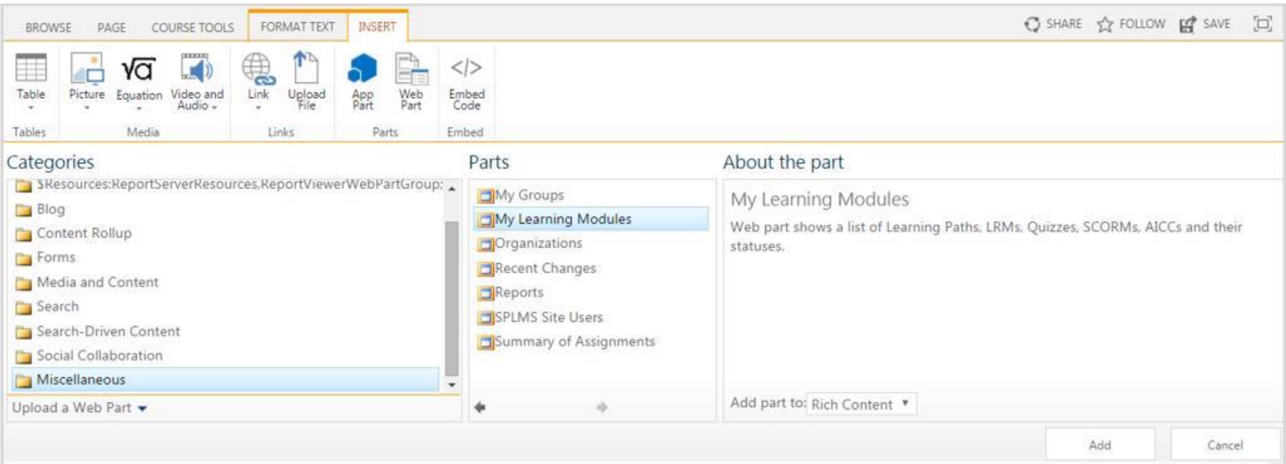
2. MY LEARNING MODULES WEB PART

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.

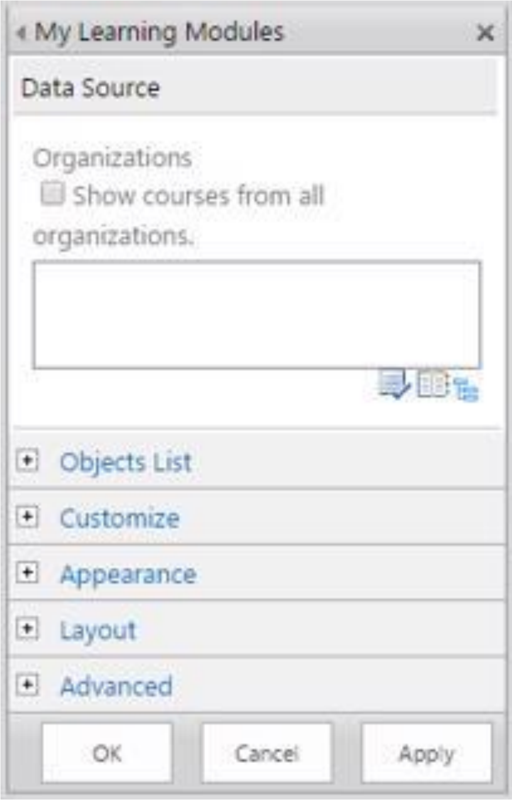
2.2.1 My Learning Modules Web Part settings

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

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

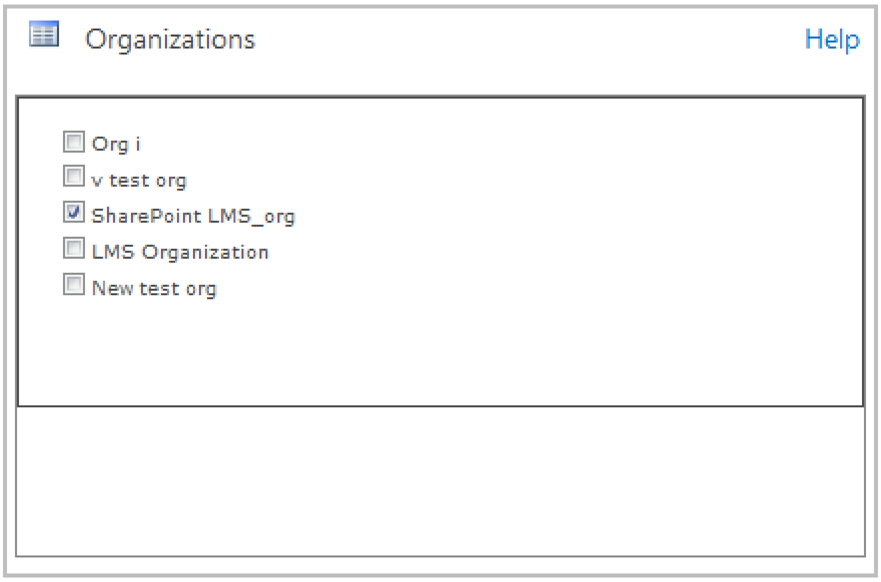
2.2.1.1 Data Source

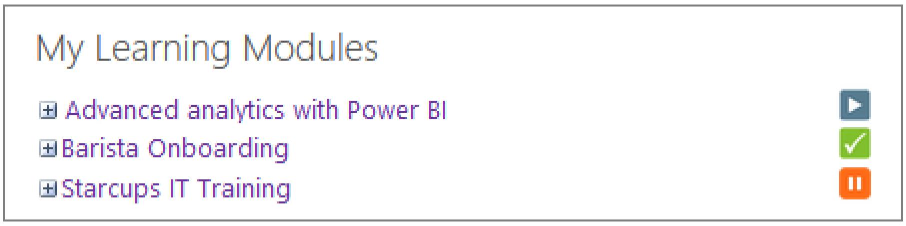
By default, when no data source is provided in the settings, the web part shows courses from the organization it is located on. If the web part is located on a Course site page, the web part shows the data from that Course only.
This section allows choosing the organization(s) as a Data Source, from which the Courses with Learning Objects will be displayed:



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 form displays all organizations created on the Web application: a) check the checkboxes next to the required organizations and click OK; b) Title and Status of all Courses from chosen organizations are displayed after saving the changes in the alphabetic order:





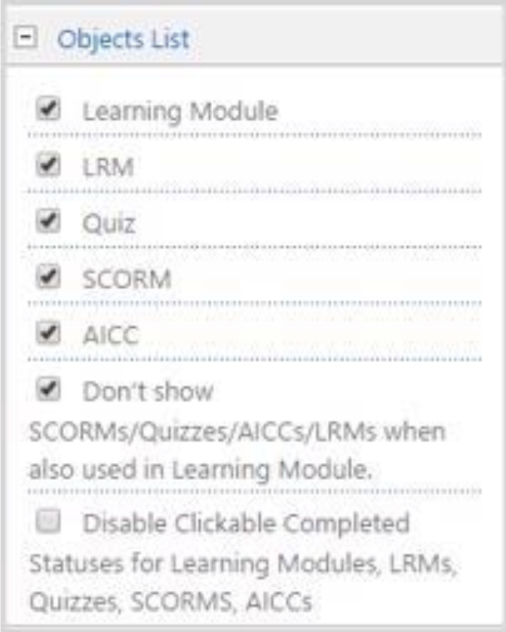
The status of the Course can be one of the listed below:

- **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:

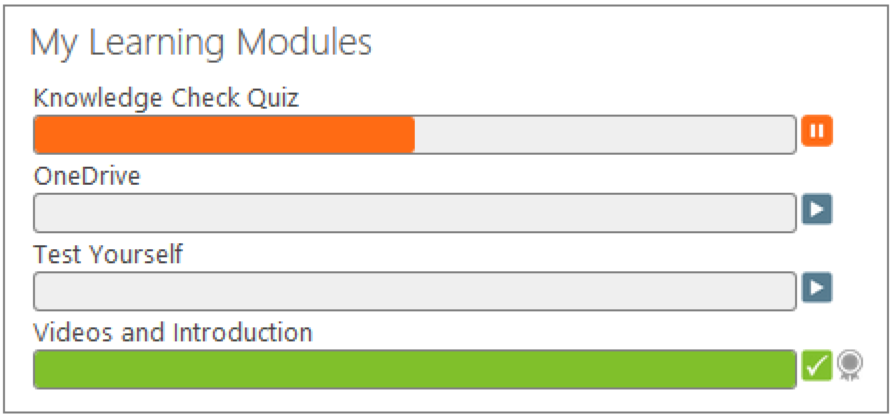


The user can enable/disable display of the following Learning Objects:

- 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:



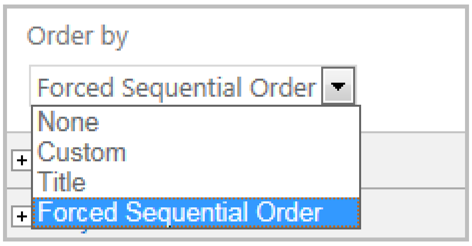
2.2.1.3 *Customize*

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

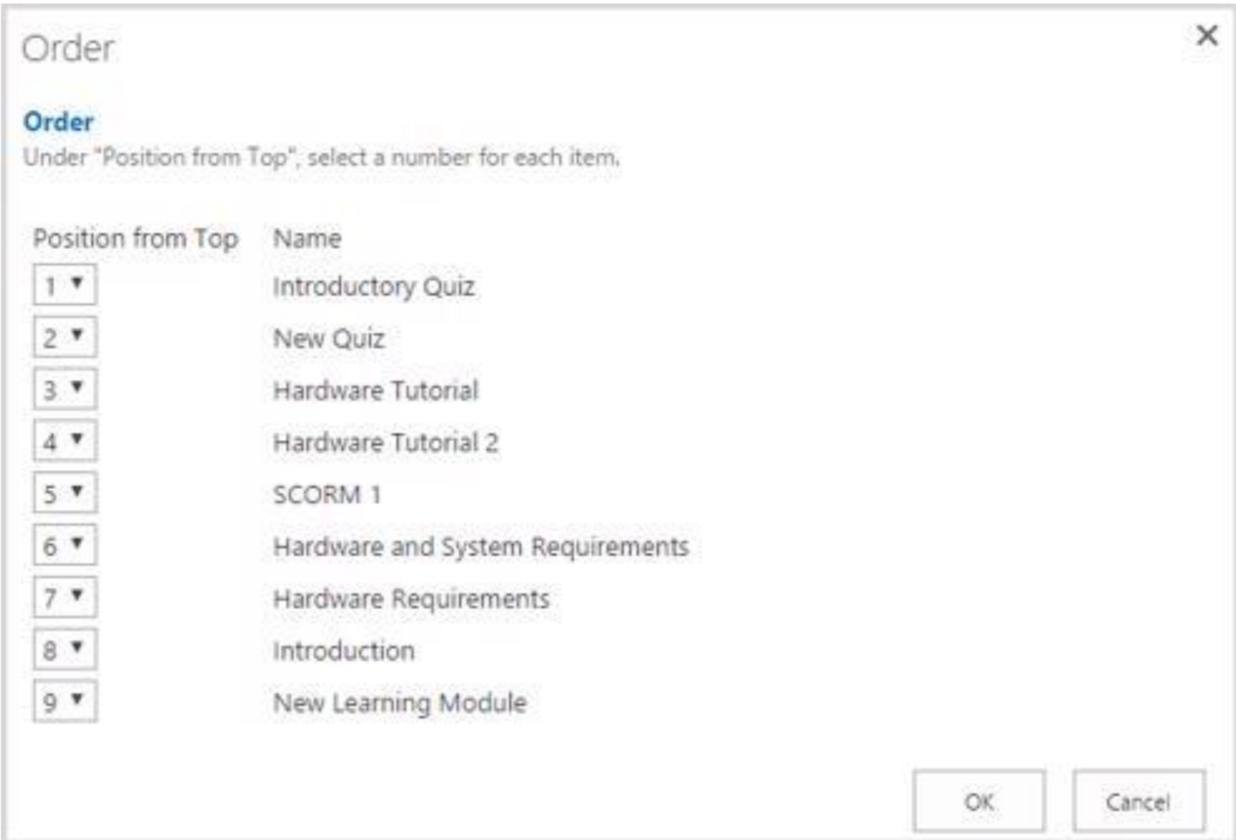
The user has an option to customize the Web Part via the following settings:

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;

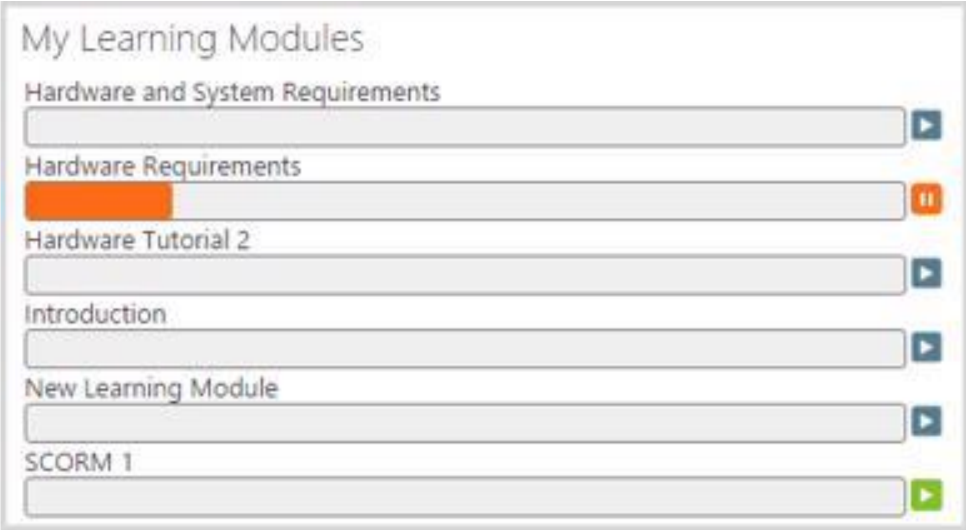
4. **Start Icon** option allows setting icons for 'Start' status;
5. **New Attempt Color** option allows setting color for 'New Attempt' status;
6. **New Attempt Icon** option allows setting icons for 'New Attempt' status;
7. **Continue Color** op0tion allows setting color for 'Continue' status;
8. **Continue 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:



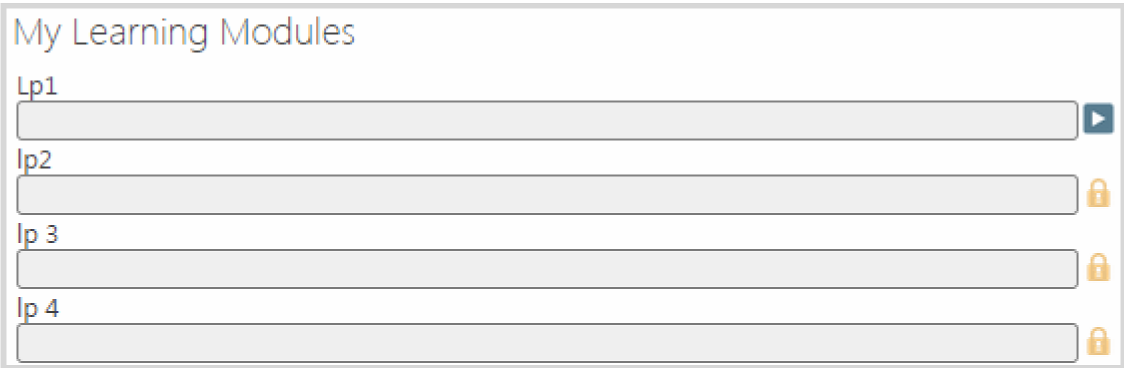
- None – items are sorted by the time they were created;
- Custom – set custom order for each item manually in separate "Order" window (can be applied only on the course level):



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



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



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\MyLearning\MyLearningUserControl.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:

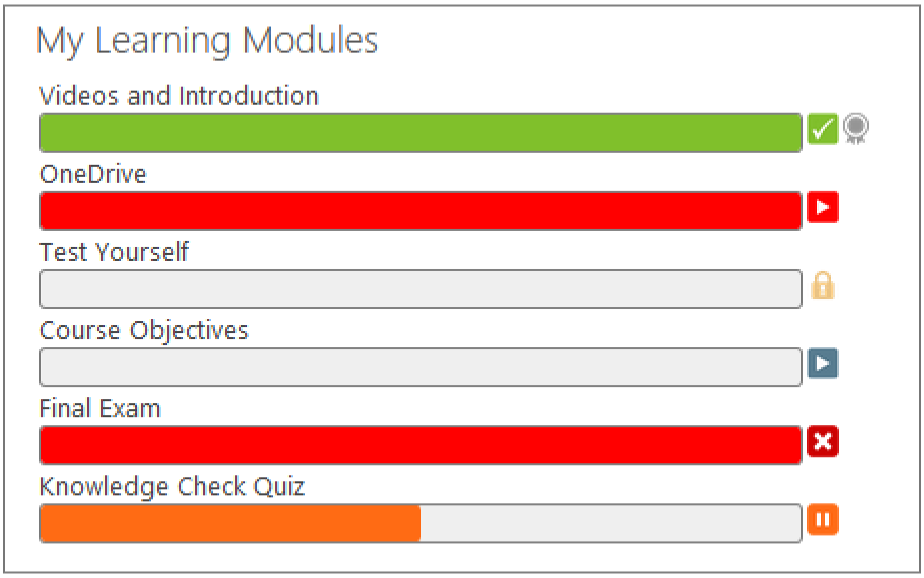
1. Open the site with the My Learning Modules Web Part;
2. Open the context menu for the My Learning Modules Web Part;
3. Choose **Edit Web Part** action;
4. Open context menu for the My Learning Modules Web Part;
5. Choose **Delete** action;
6. Click **Ok** button to delete the web part from the site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



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:

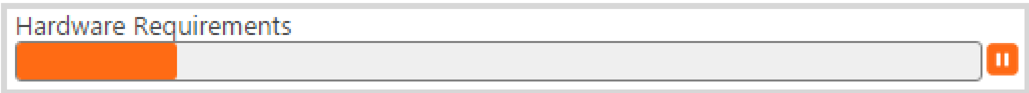
	Start	user does not have any attempts;
	Locked	user has not completed prerequisites for the item;
	New Attempt	user had some attempts and did not pass them;

- ✅ **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 ( ) 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:



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 ( )** or **New Attempt ( )**;
   b) the system redirects user to the last attempt page if the status of the Learning Object is **Continue ( )**;
   c) the system redirects user to the New attempt page if the status of the Learning Object is **Completed ( )** and user can take another attempt;
   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	
Object Type	**My Learning Modules Web Part**
Quiz	Y
Survey	N
Question Pool	N
SCORM	Y
AICC	Y
Linked SCORM	Y

Assignment task	N

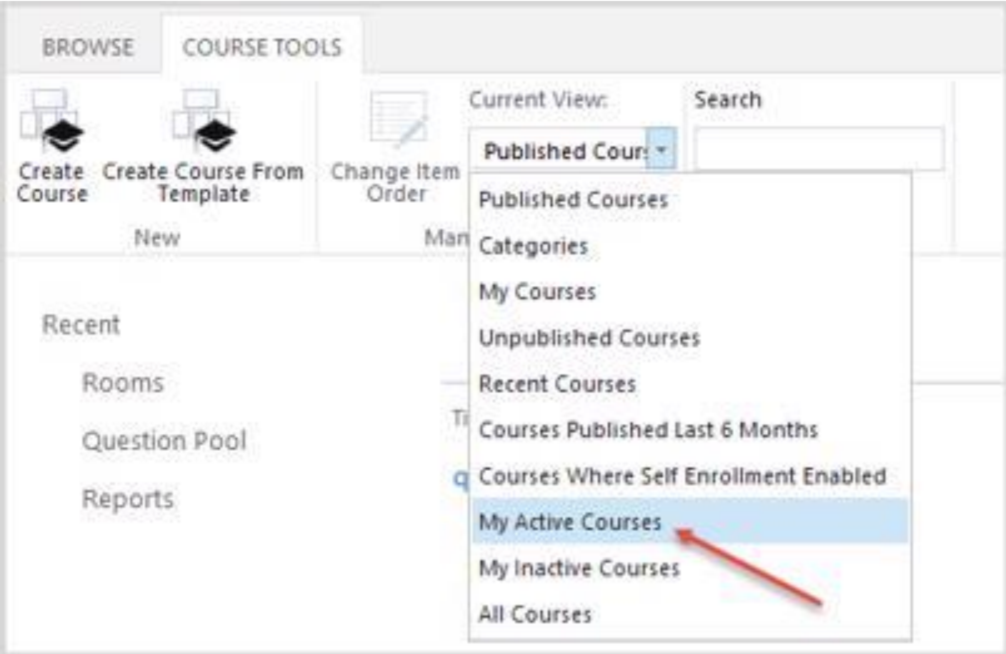
Legend	
Y	- supported
N	- will not be supported in current version

3. SAVING COURSE AS TEMPLATE

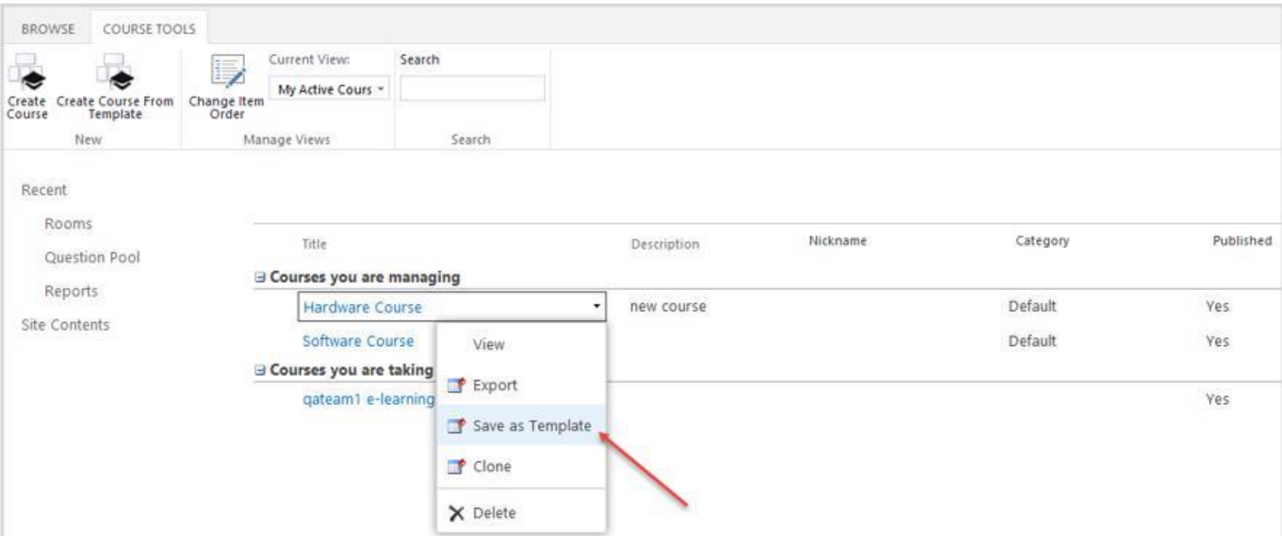
NOTE:	To use Save as Template option, user should have permissions to create new items in the Course Template Gallery organization lists.

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

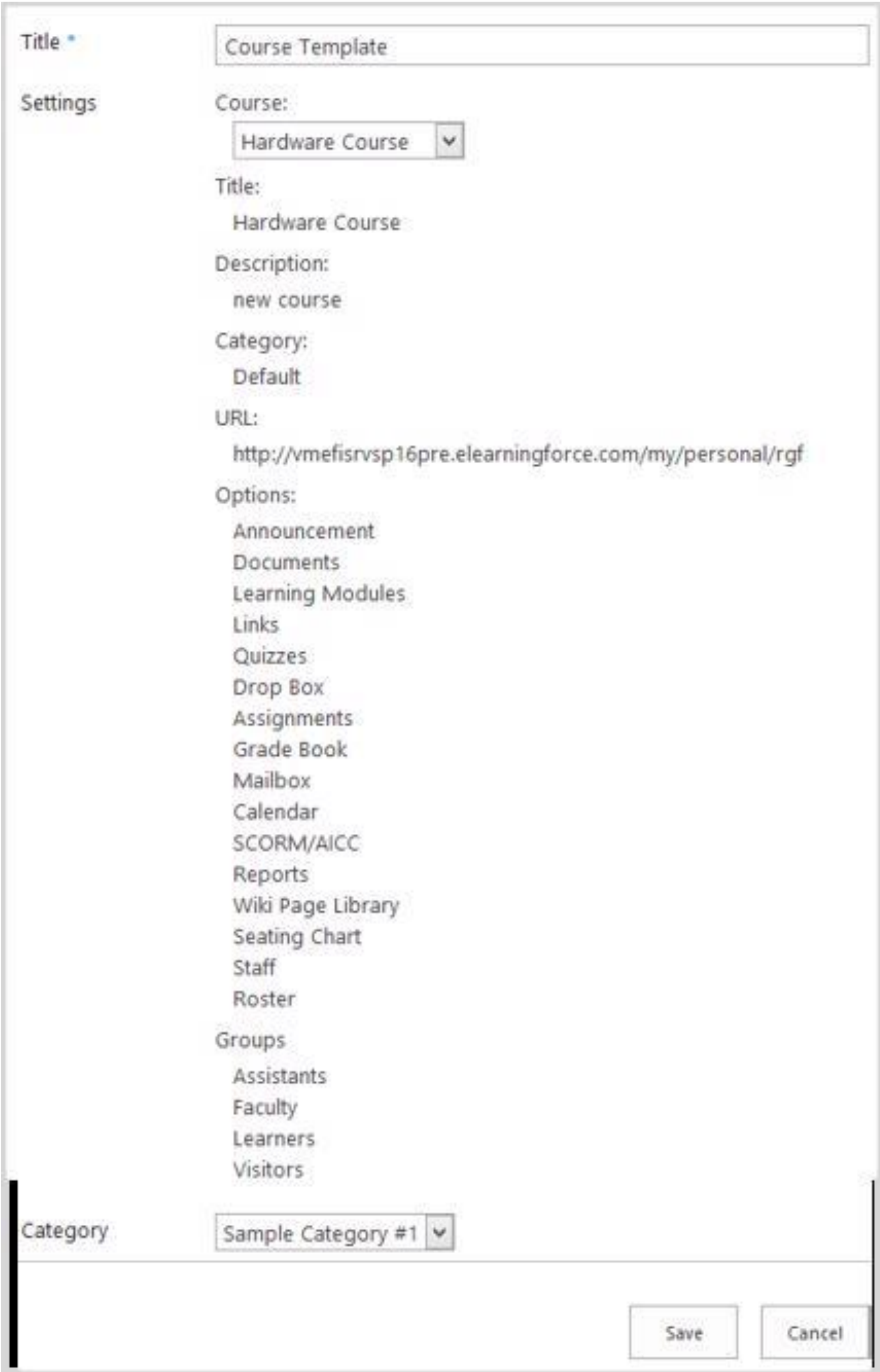
1. On the Organization level, go to Settings>Courses;
2. Go to Course Tools;
3. On the ribbon menu click the Current View drop-down menu and select My Active Courses view:



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:



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):



NOTE:	Templates will contain the following items: – Course tools (learners data such as, for example, attempts, will not be saved);

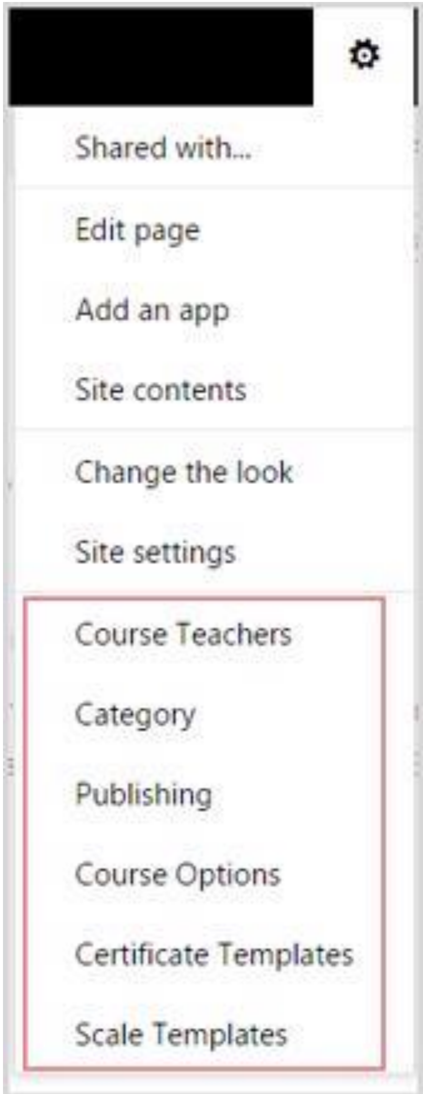
	– Custom lists (if lists have specific access rights, only access rights relevant for SharePoint groups will be saved); – SharePoint groups; – Sub Webs; – Navigation. Data from Learning Module, SCORM, Quiz, Survey, Grade Book, Assignments, Drop Box, Discussion Board, Chat, Conference, Reports and Mailbox 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:

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:

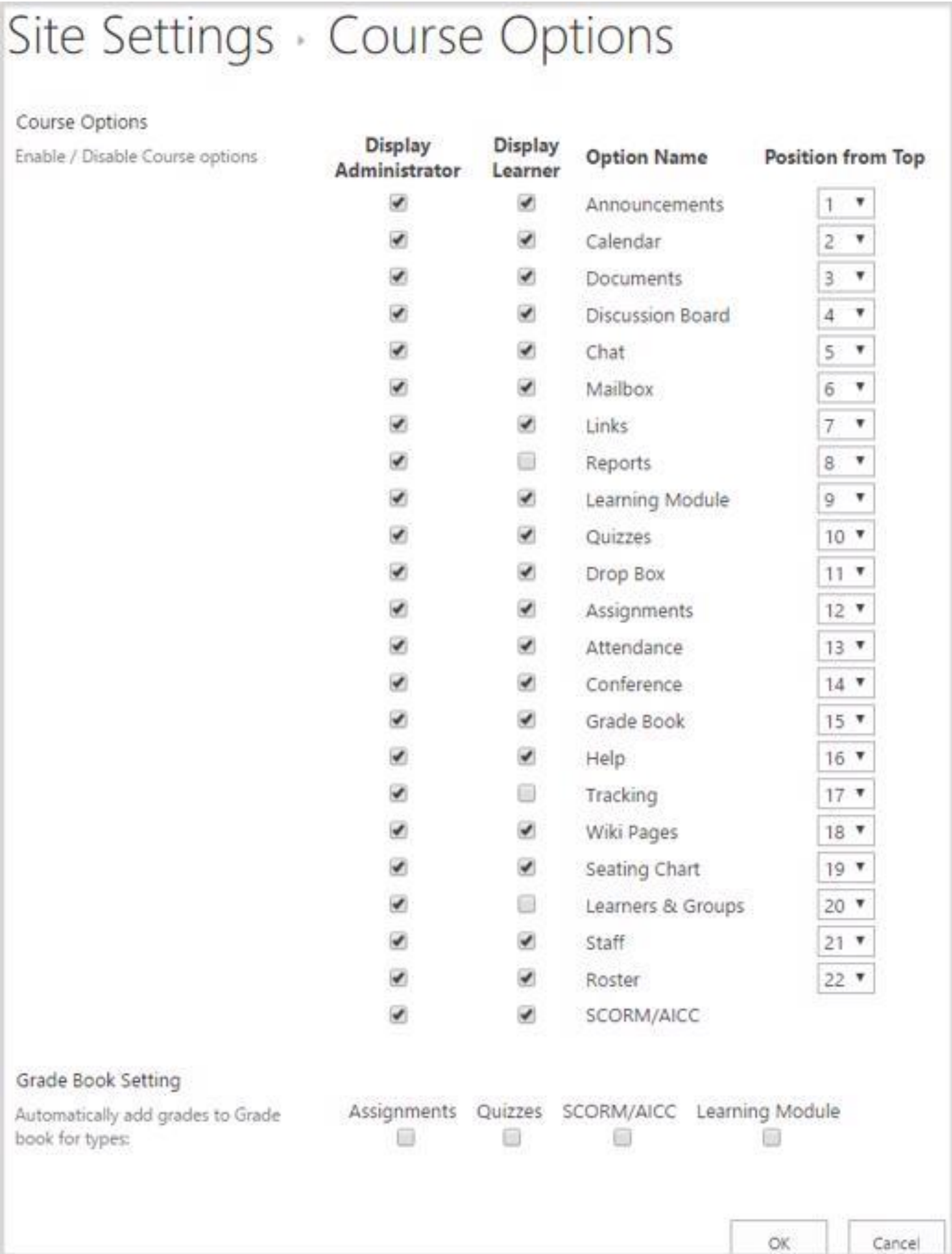
– Select **Yes** option;
– Use the drop-down calendar against the **Start Date** field to specify publishing start date. From the drop-down lists select publishing start time;
– Use the drop-down calendar against the **End Date** field to specify publishing end date. From the drop-down lists select publishing 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**:



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. 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 the **Create** page either.

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

To run the List Publishing Scheduler, do the following:

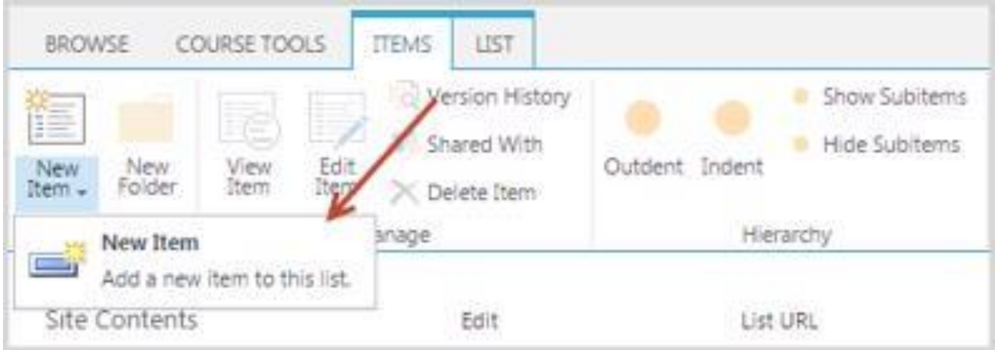
1. On the **Course** level, go to **Settings >Site Settings>Course Settings >List Publishing Scheduler:**

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.

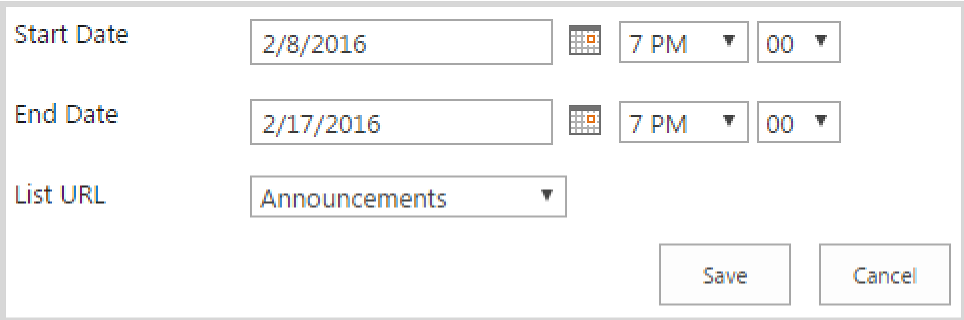
Setting permissions:

To set permissions, do the following:

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



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



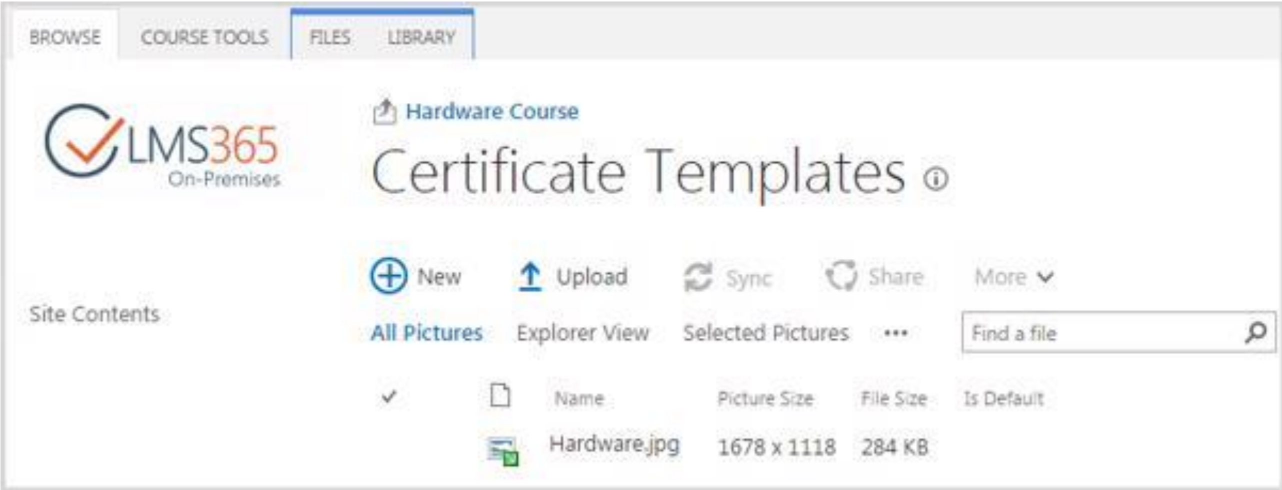
– Choose the start and the end dates and the time for the list publishing;
– Choose the item for which you set permissions.

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:**



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:

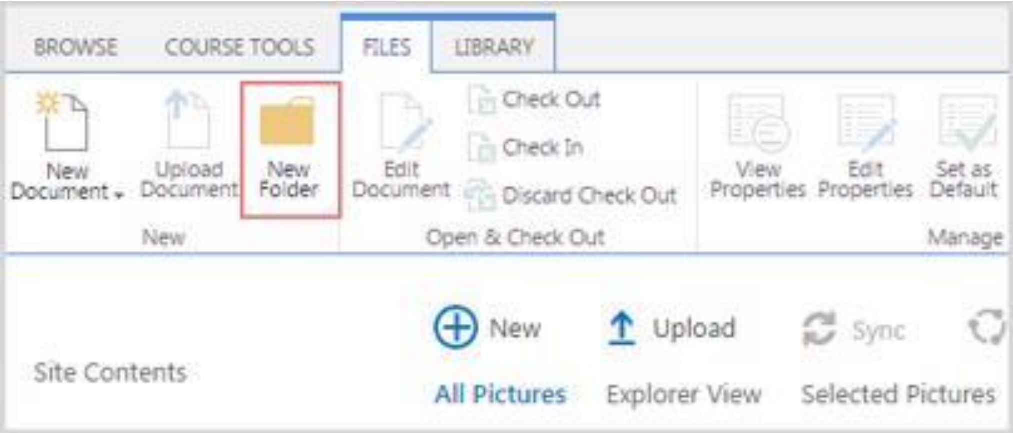
1. Go to **Settings> Certificate Templates**;
2. Select the checkbox next to the item you want to manage;
3. From the **Actions** menu, select the needed action:
   - Select *Edit* to open the selected certificate template in a picture manager;
   - Select *Delete* to delete the selected certificate 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.

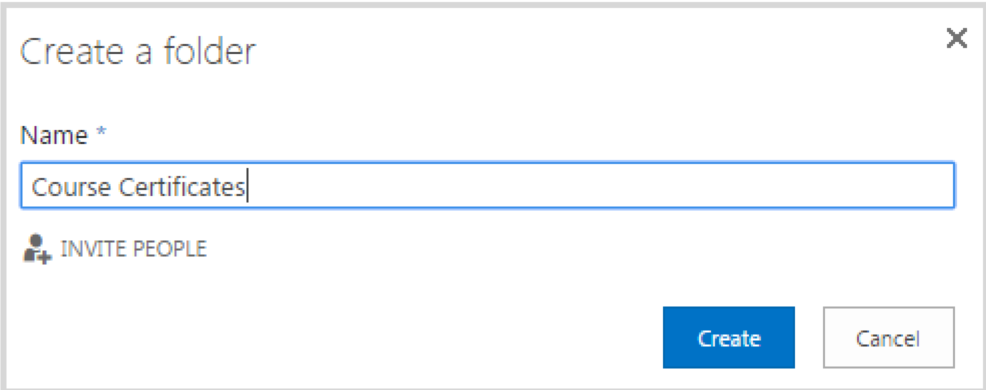
Creating Folders

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

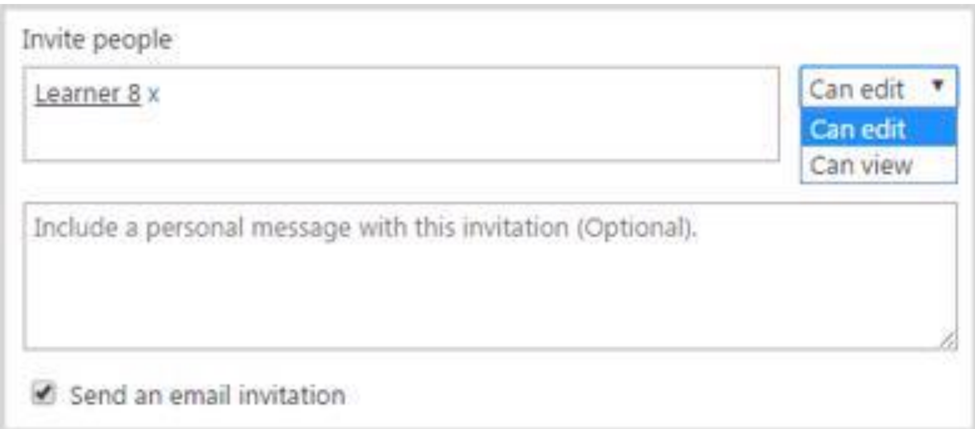
1. Go to **Settings> Certificate Templates**
2. Click **New Folder** in the **Files** menu**:**



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



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

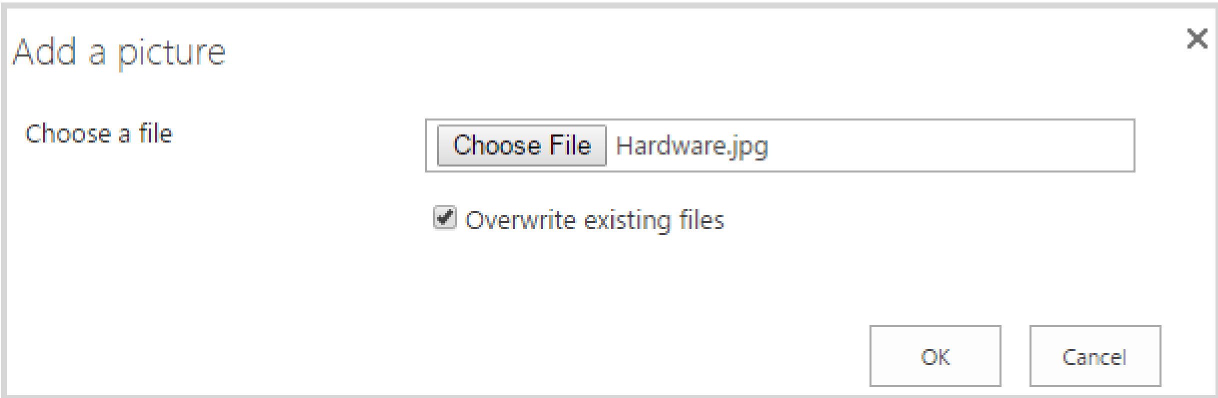


Creating Certificate Templates

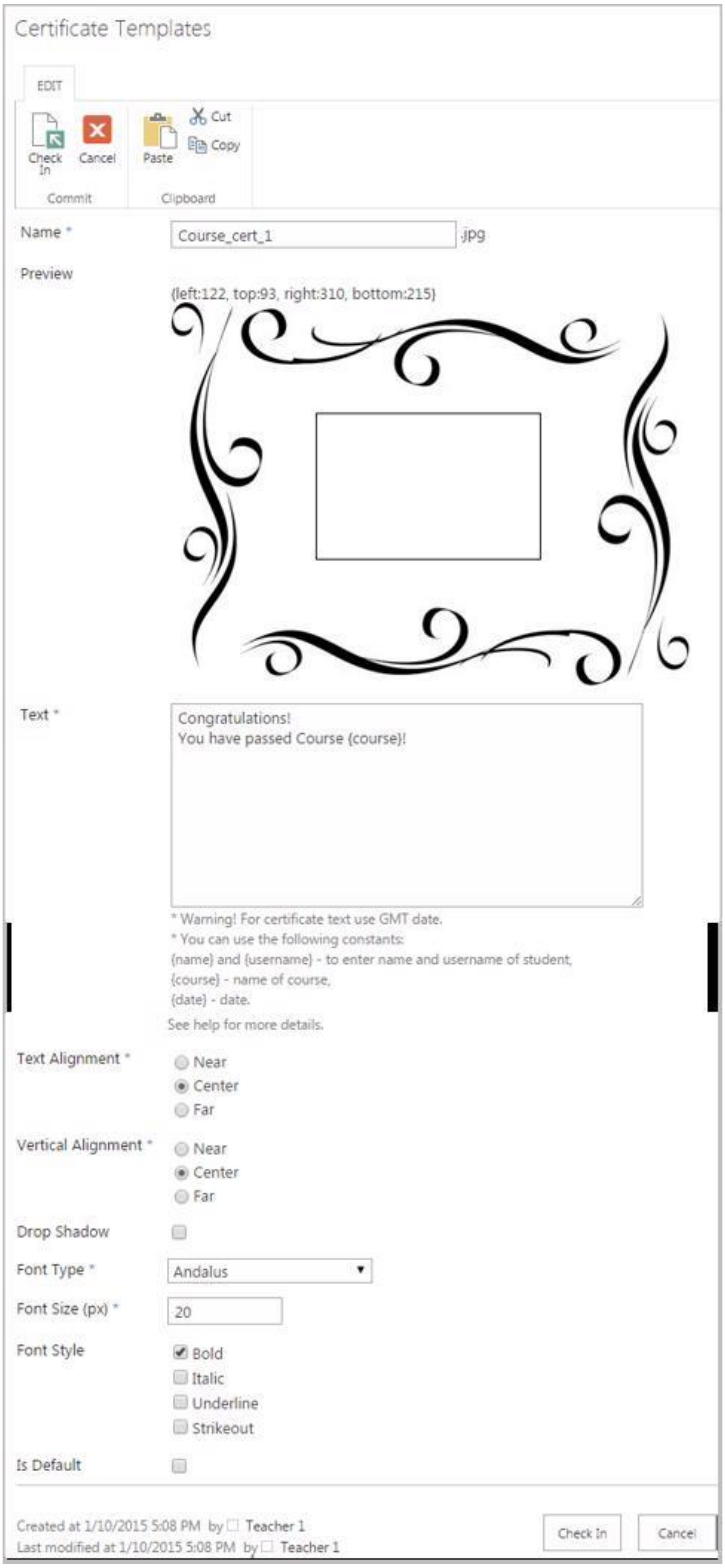
The system allows you to create certificate templates for the courses, quizzes, learning modules and SCORM.

To create a new certificate template:

1. Go to **Settings > Certificate Templates;**
2. Click **New** button 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:



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):



– *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:m} 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

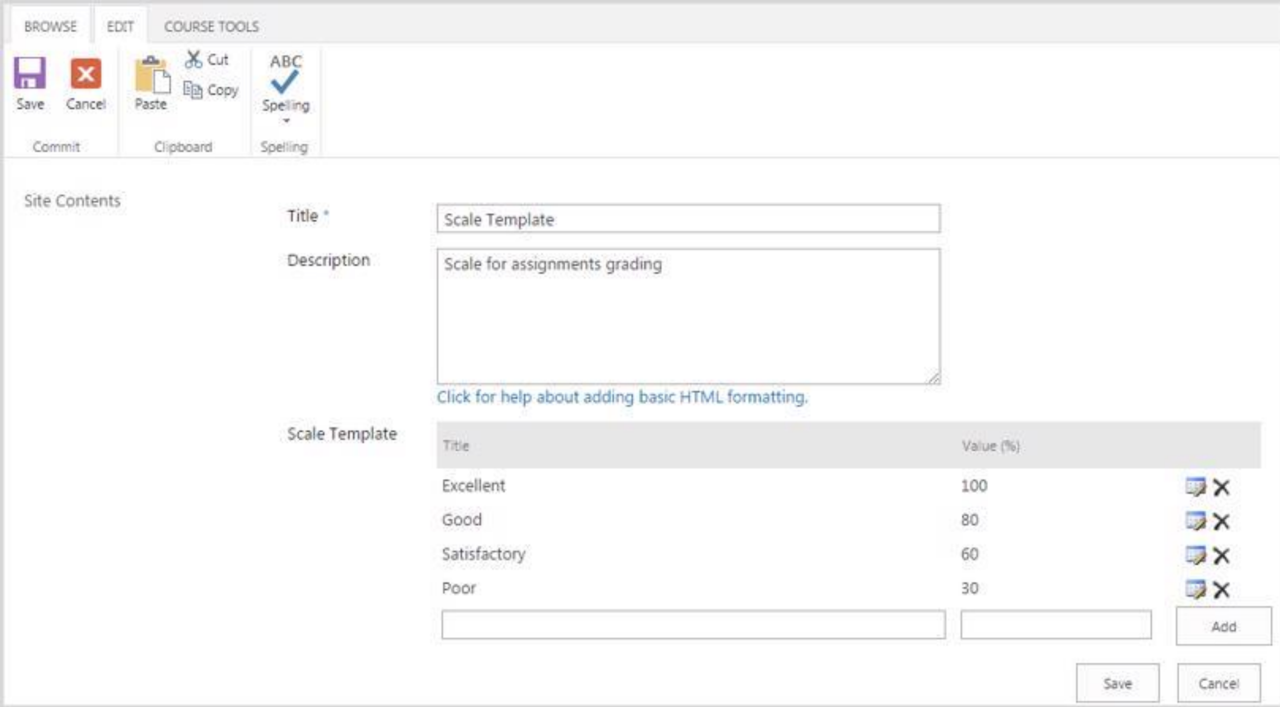
This option allows users to create and manage scale templates that are used in the Course's Grade Book. To open the Scale Templates section, do the following:

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

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:



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**: 

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:

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

4.5.3 Deleting Scale Template Item

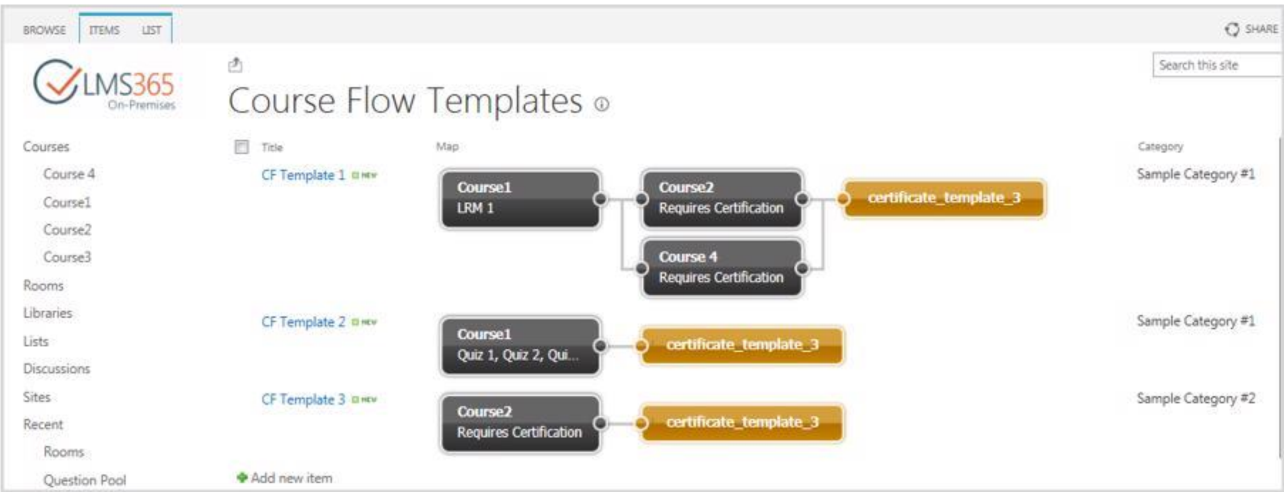
To delete a scale template book item that was created earlier, do the following:

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:

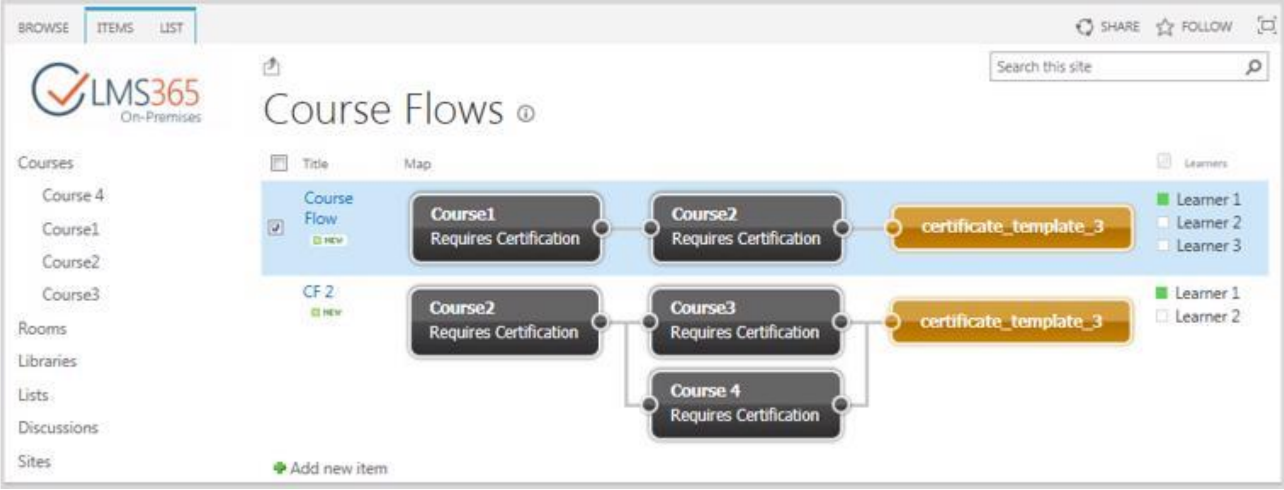
4. Confirm the deletion.

5. COURSE FLOWS

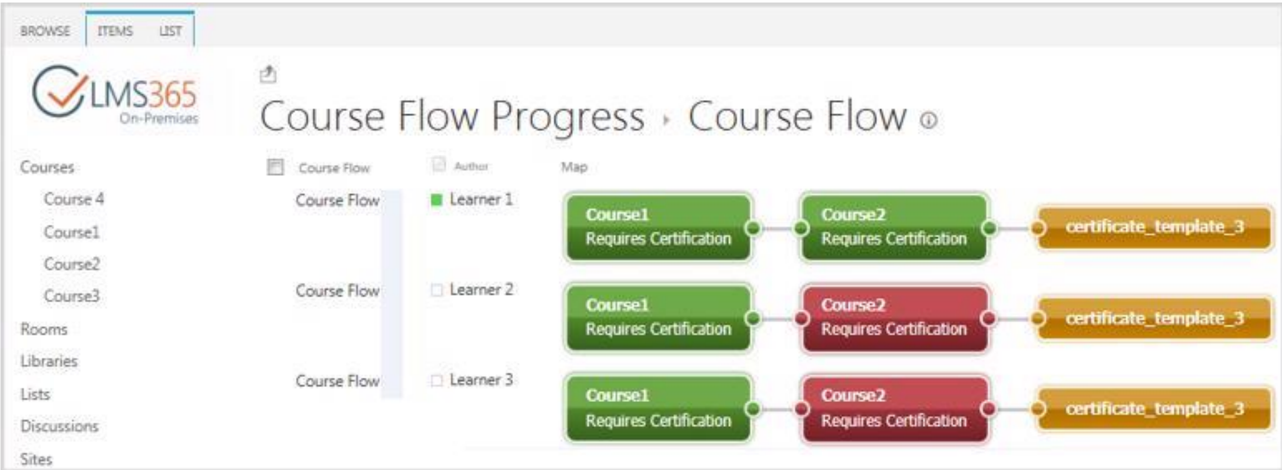
The Course Flow functionality is intended so the teachers could control how the learners progress on the course. *The main function of the course flow is to display an interface controlling the certification process of learners who are enrolled in a program consisting of several courses, as well as control 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:



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



- *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:



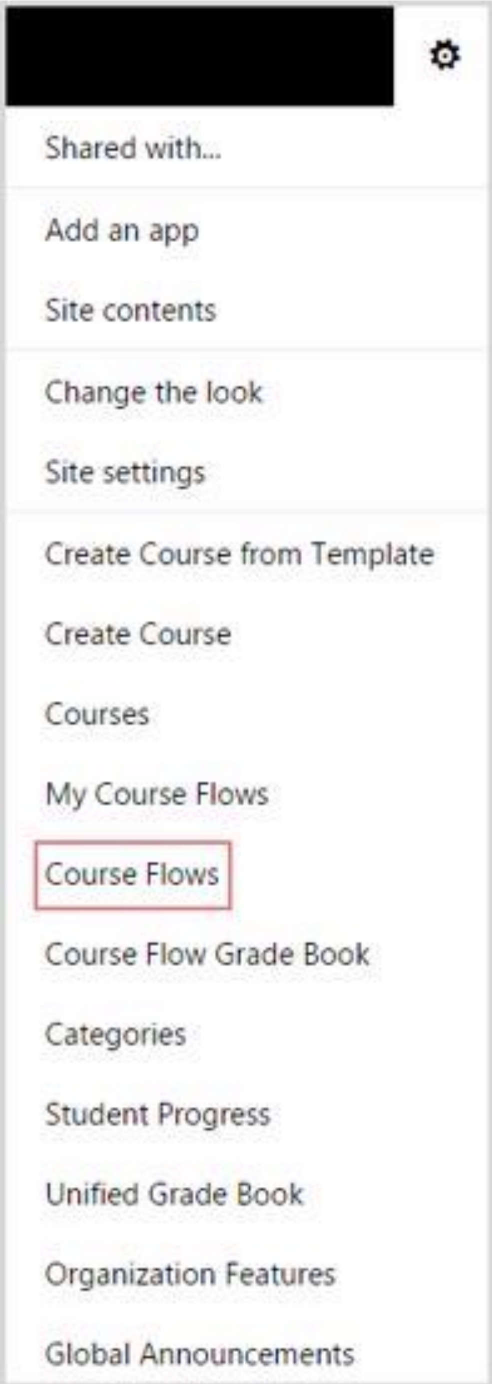
- *E-mail Templates* related to Course flow events are added. To view them go to Site Settings > Organization > E-mail Templates.

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.

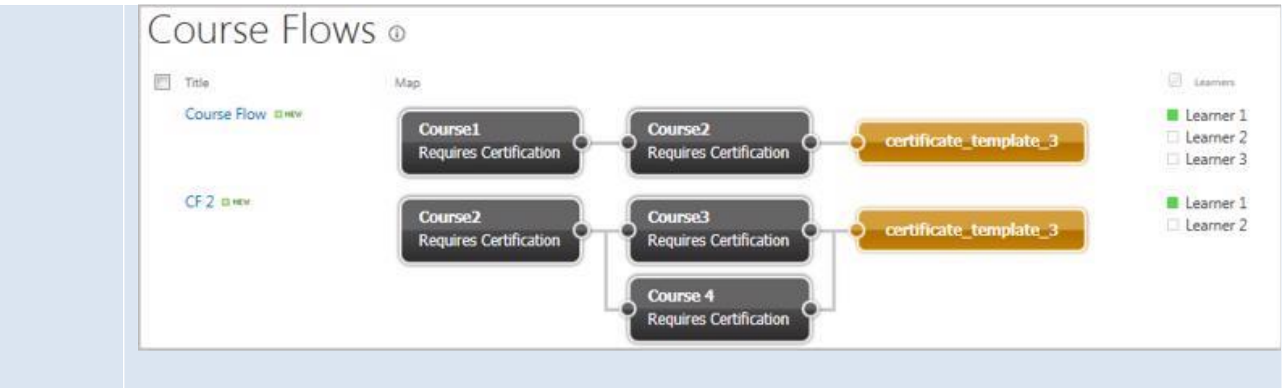
5.1 Creating Course Flow

To create a course flow, do the following:

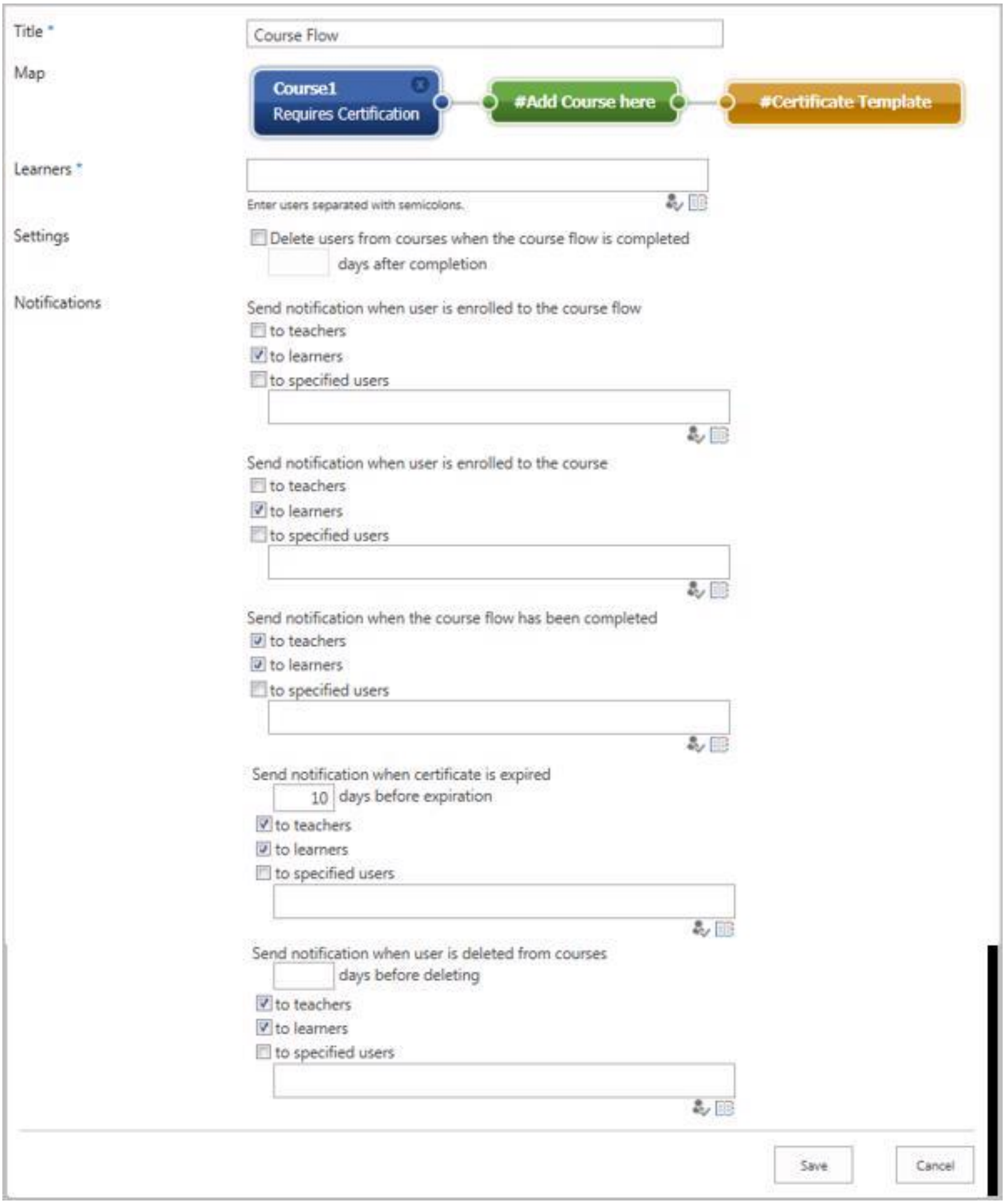
1. On the organization level, click **Settings,** and select **Course Flows** from the list. Course Flow List will appear with all available Course Flow schemas:



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

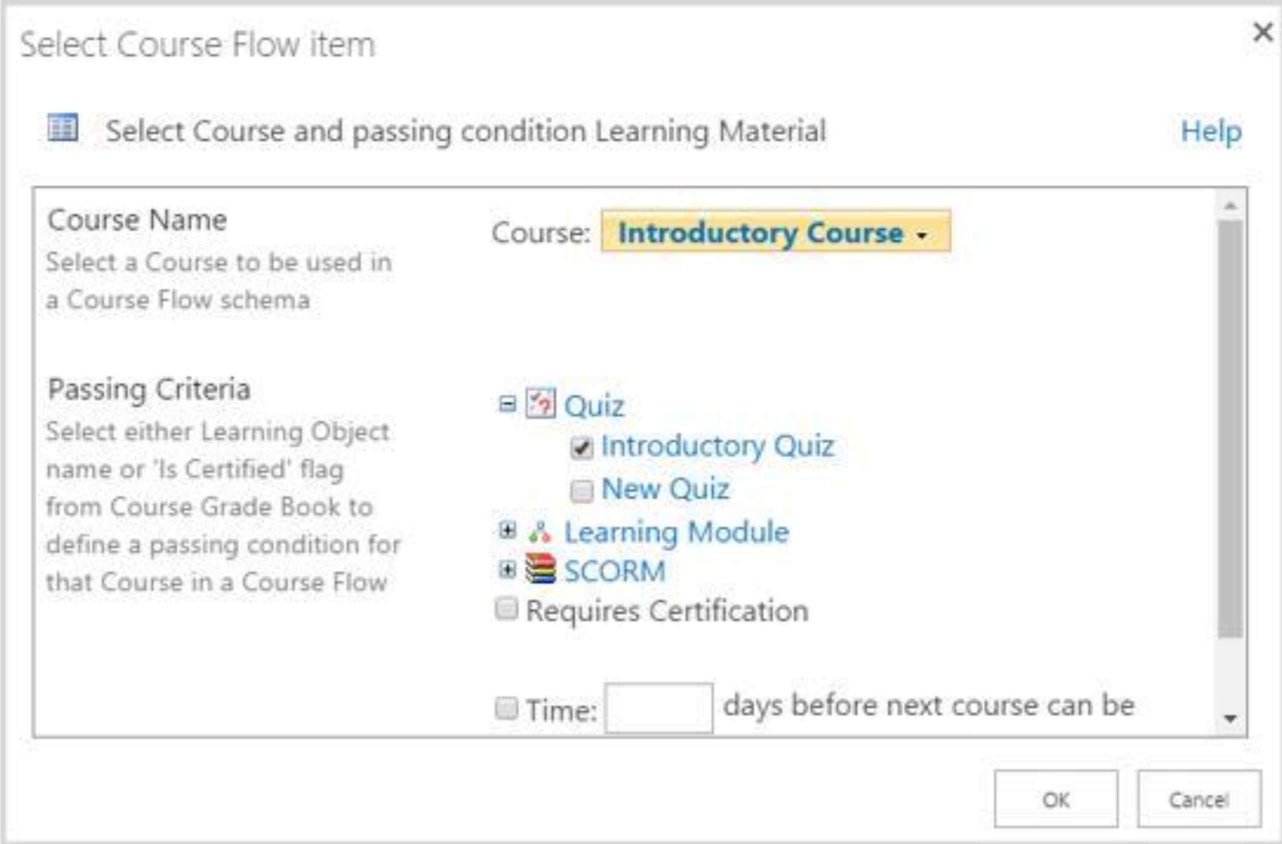


2. Click **New Item > Course Flow** or **Add new item** link**;**
3. Complete the open form (fields marked with an asterisk (*) are required):



– *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**:**



a) Course Name – select course from the list of Organization's courses;

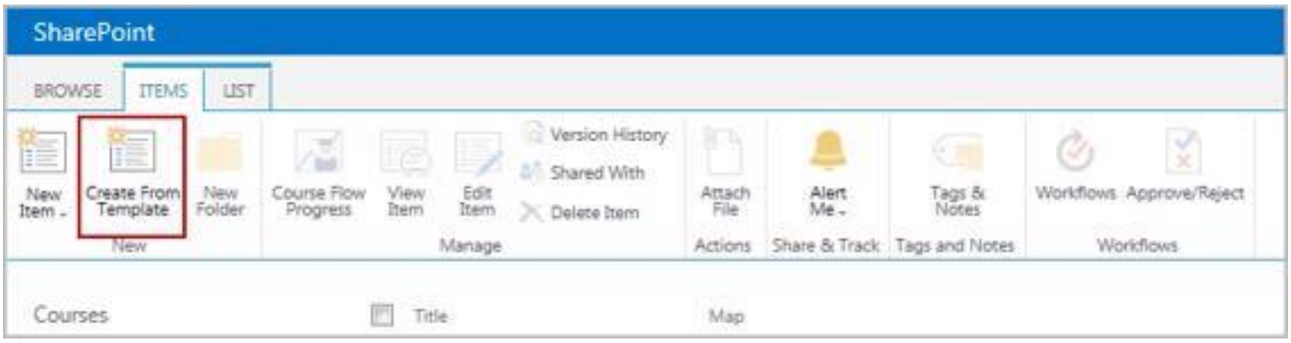
b) Passing criteria:

- ✓ 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:



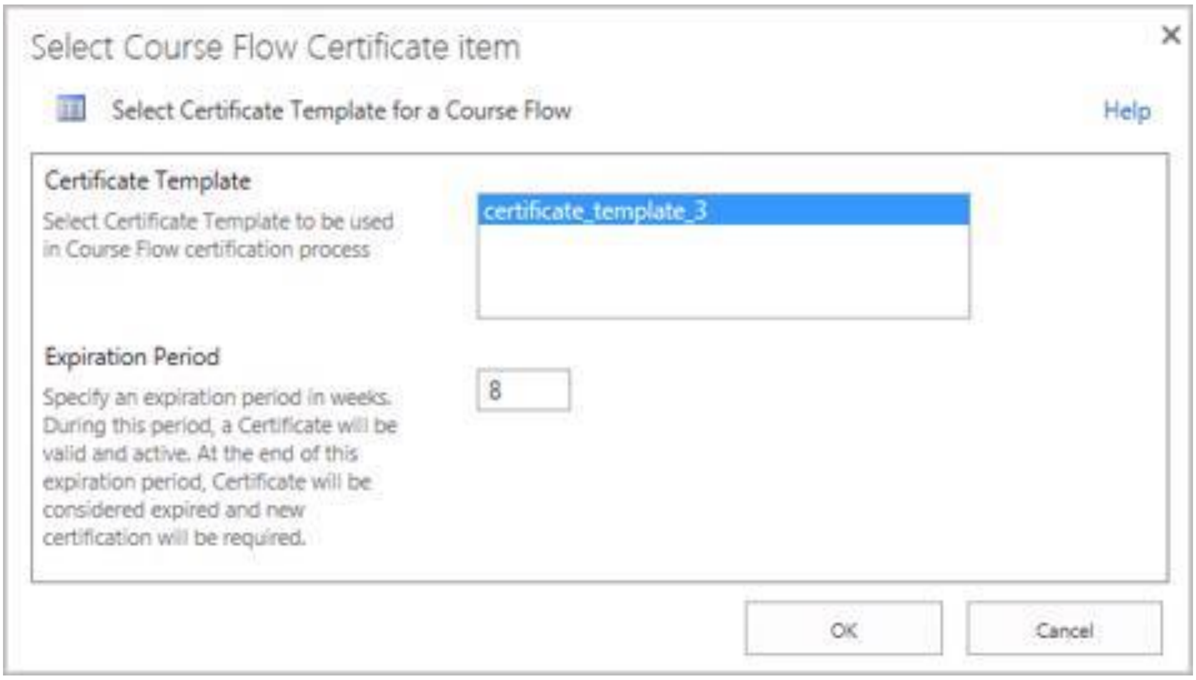
b) Select Course flow template to be used. In this case information for Map, Notifications and Settings will be taken from template.

c) Click **OK.** The selected course will be displayed in a scheme as follows:

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

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:

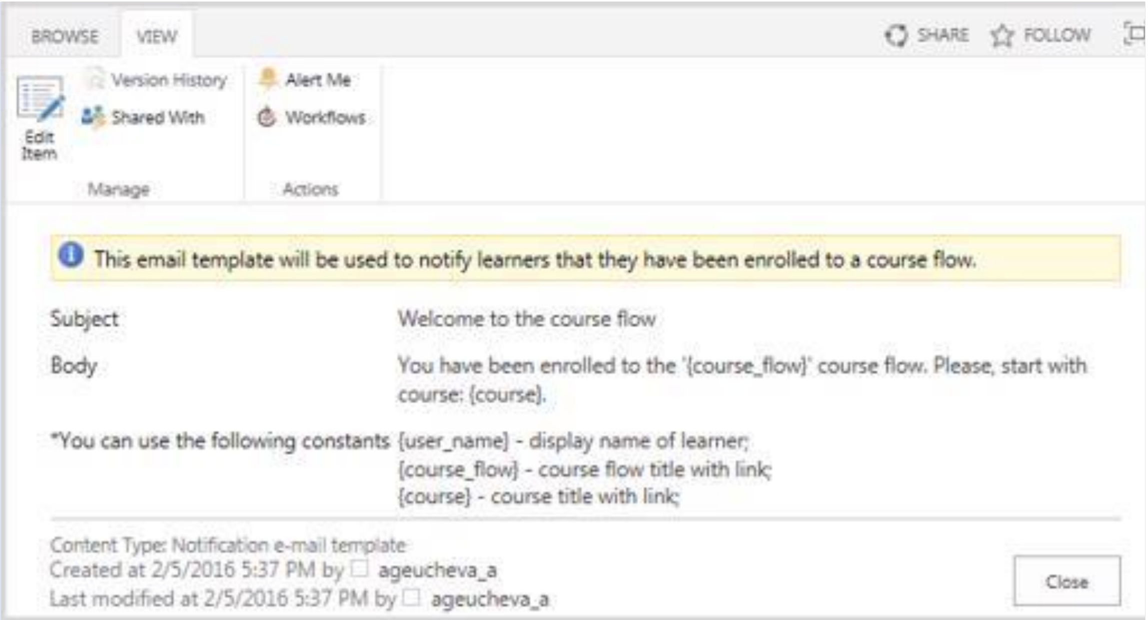


- Select Certificate Template to be used in the certification process from the list;
- Specify the **Expiration Period** in the corresponding field. The period is set in weeks;
- Click **OK** to save changes.

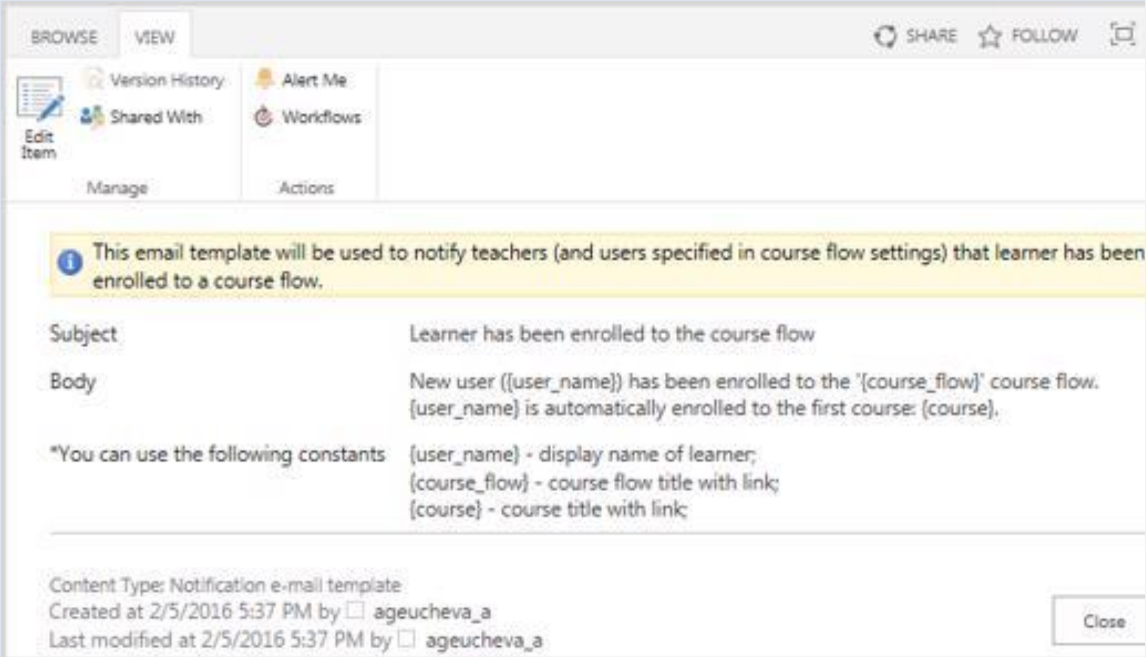
NOTE:	Only Course Flow Certificate can expire. Course Flow itself cannot expire. When the learner's Course Flow Certificate is about to expire, both the learner and the teacher will receive the following e-mail: *'Hello ..., This email was sent to notify you that your Sunset.jpg (the corresponding URL 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:



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

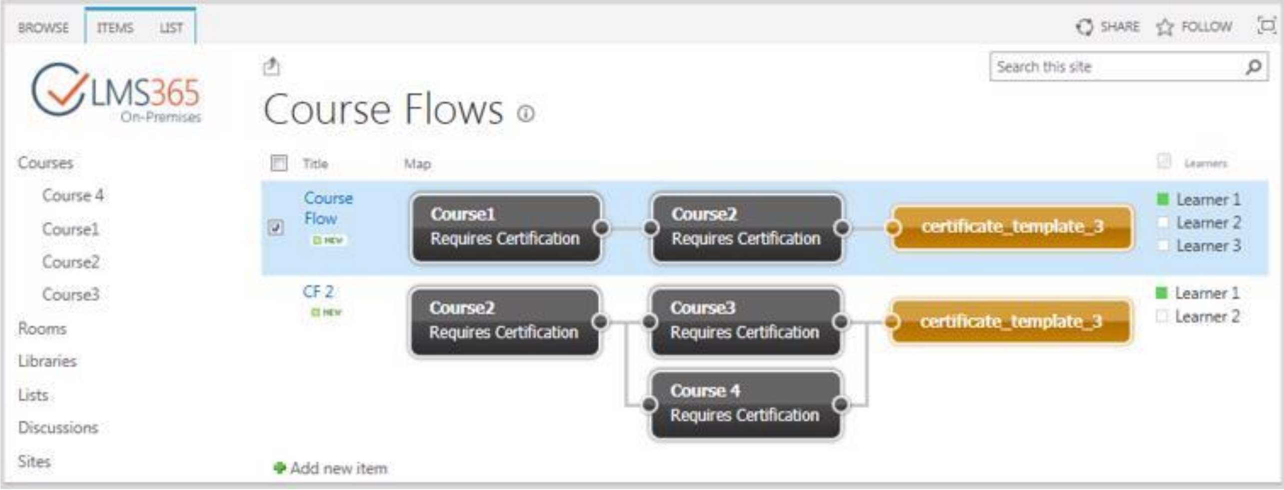


– Settings – check box to delete users from courses when the course flow is completed or specify the number of days after course flow completion to delete users from courses.

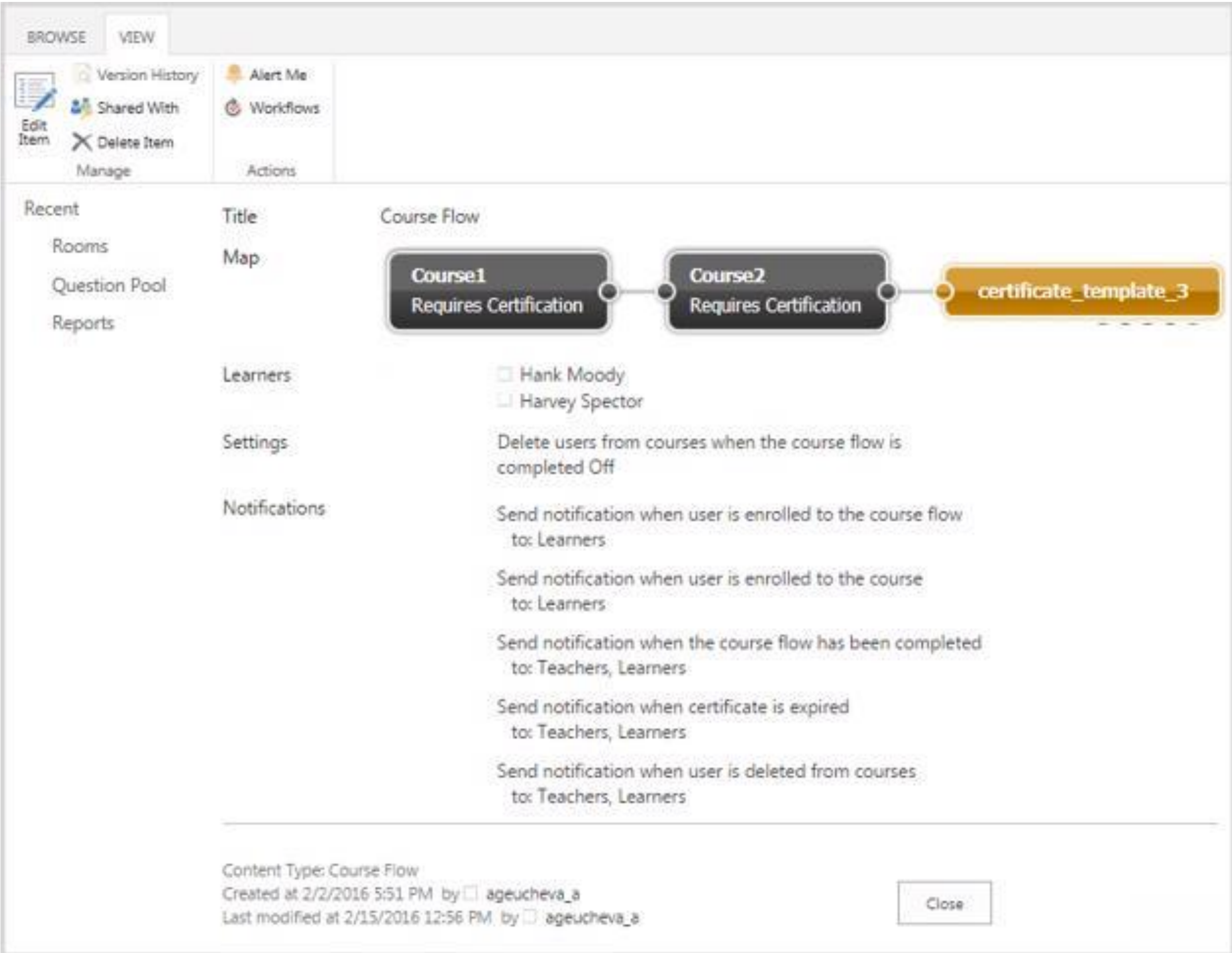
4. Click **OK** to create a course flow.

5.2 Viewing Course flows

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



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:

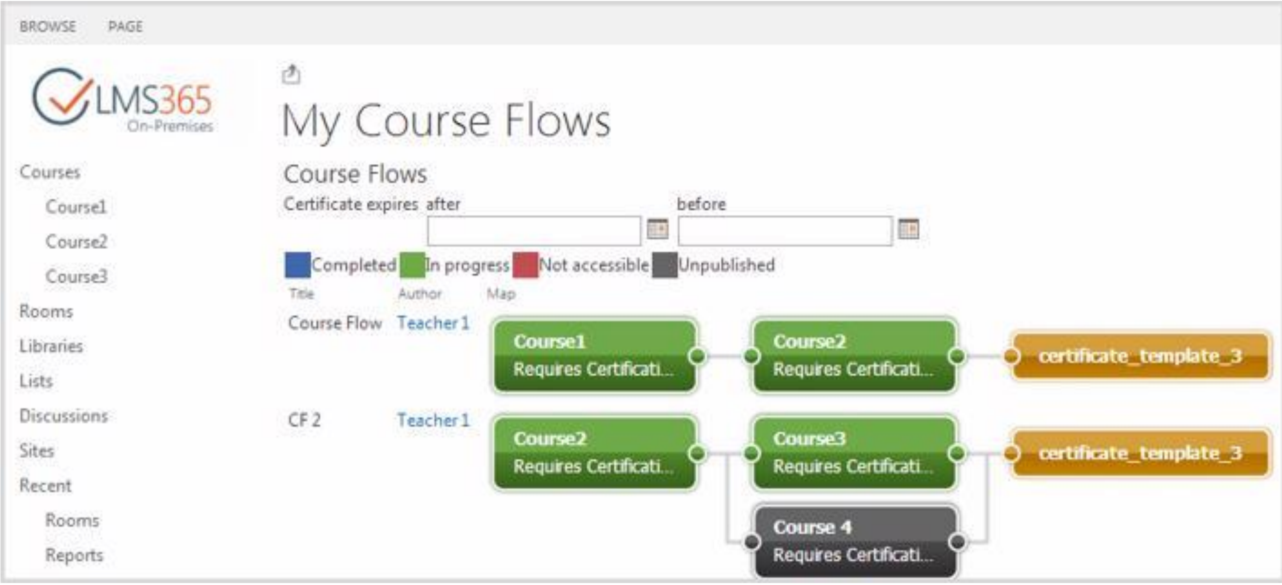


5.3 Viewing Course flow Progress

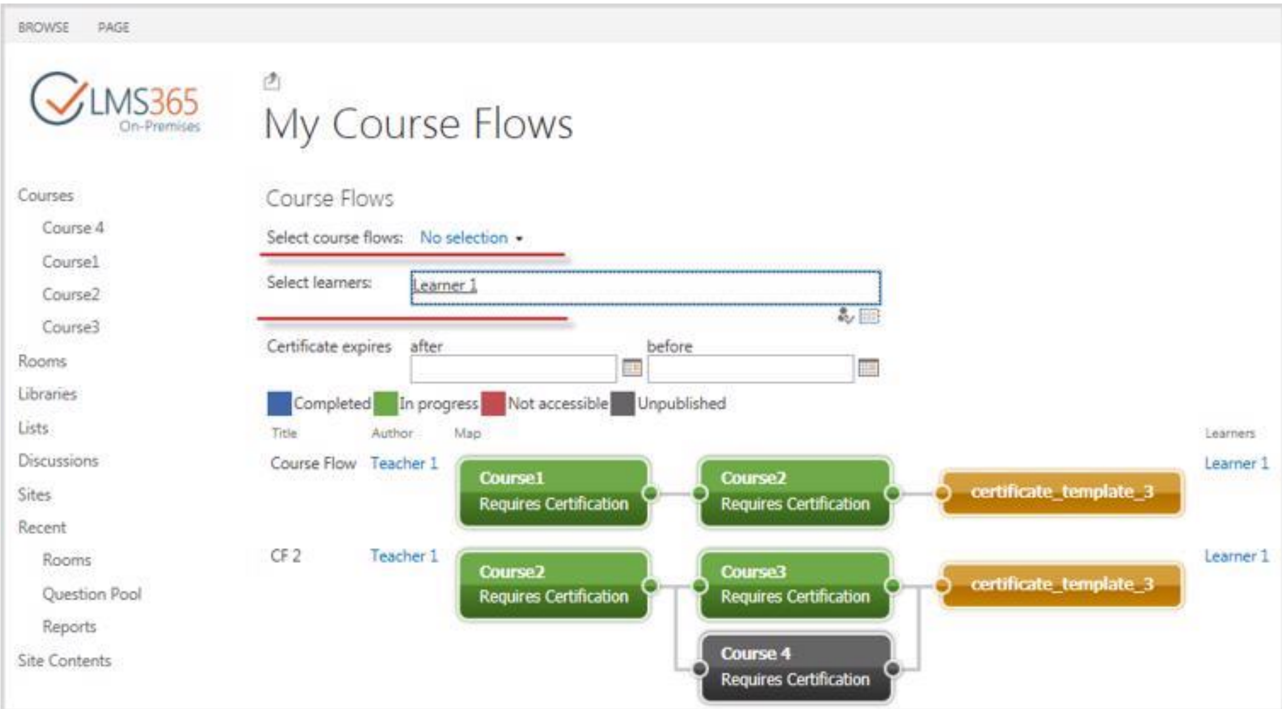
The Course Flow progress can be viewed by teachers as well as by learners.
To view your course flow progress, do the following:

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

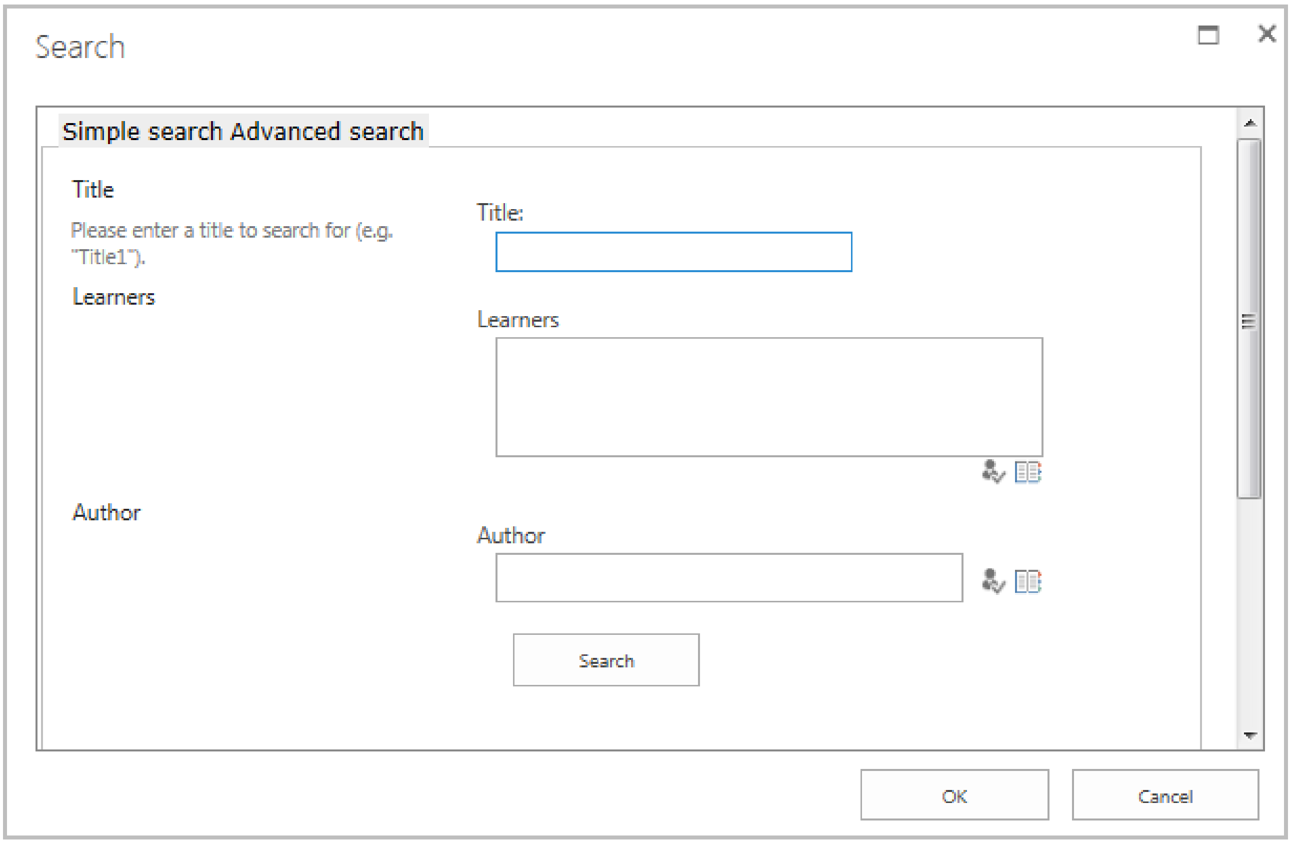
– For learner:



– For teacher:



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:

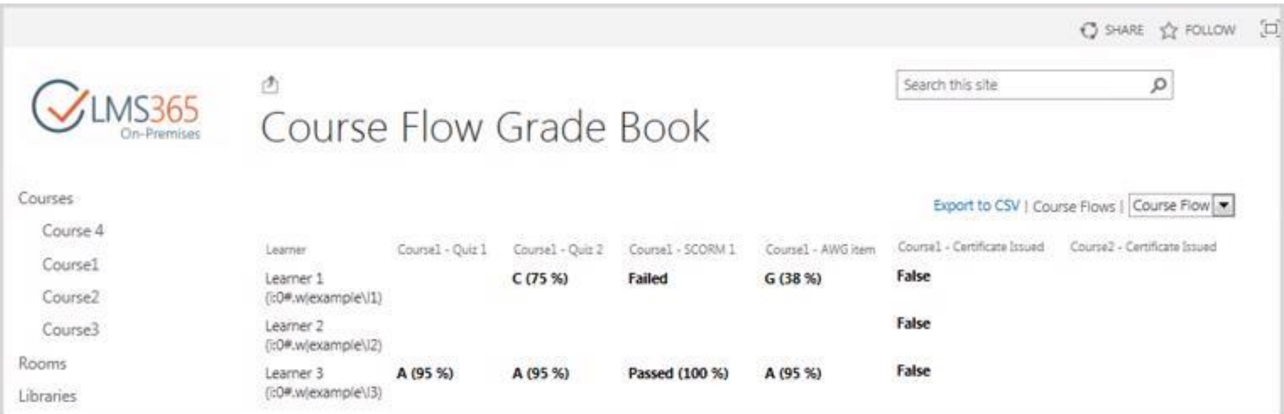


- ✓ **Title** – enter a title or its part to search the needed Course Flow;
- ✓ **Learners** – use people picker or browse button to select learners;
- ✓ **Author** – use people picker or browse button to select Course Flow author.

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

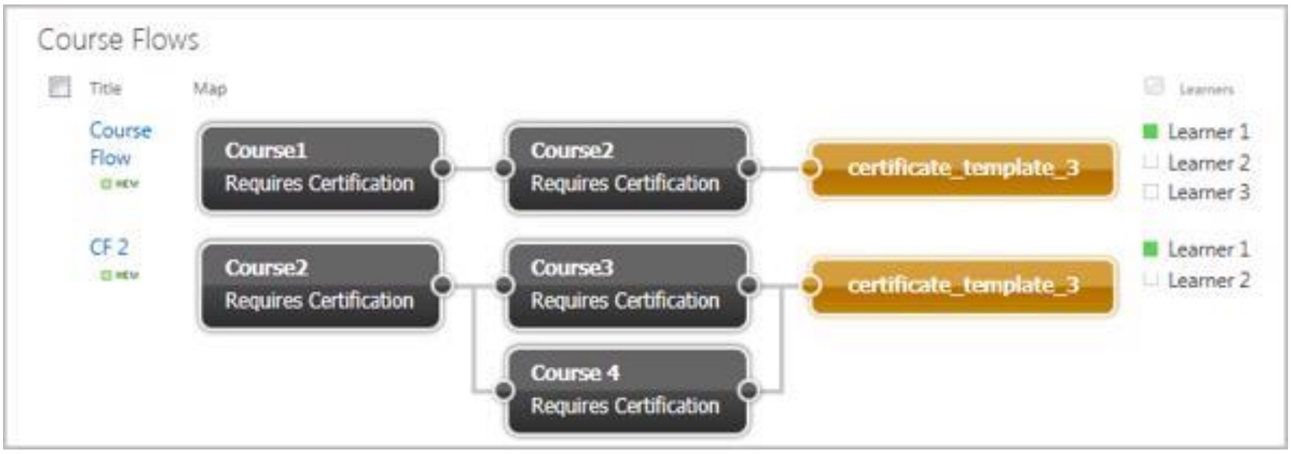
Course Flow Grade Book shows grades received by learners for every Course Flow item. For learners it displays only his/her grades. Teachers can view information about all learners from all course flows. To view **Course Flow Grade Book**, go to Settings > Course Flow Grade Book. Select Course flow from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



5.5 Course Flows Web Part

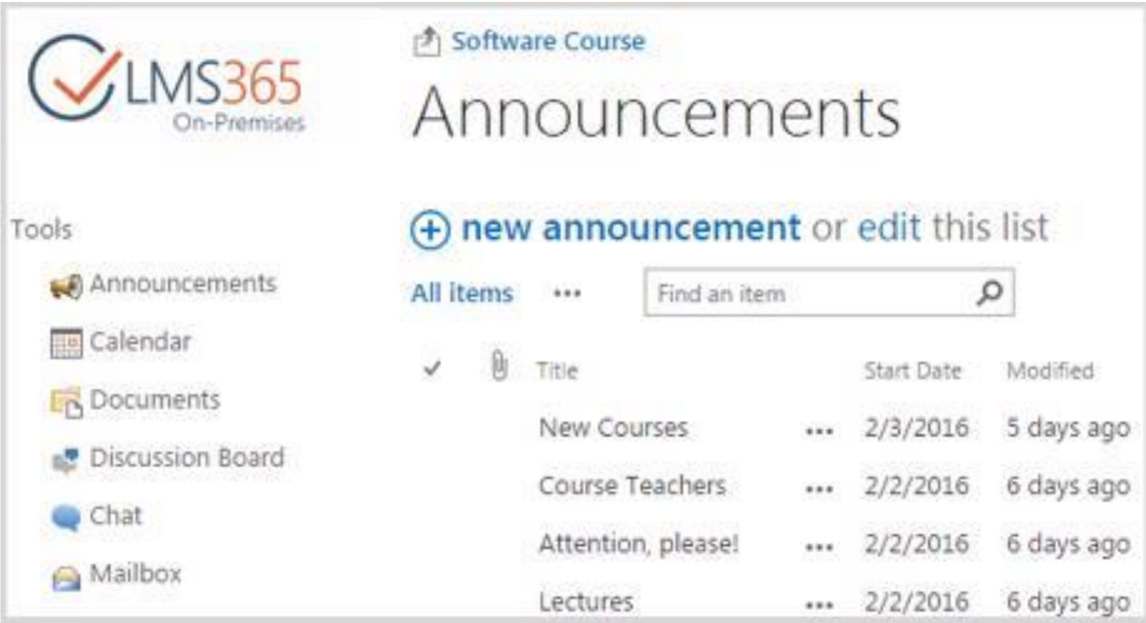
Course Flows web part can be added on any SharePoint LMS page. It displays information in the table with the following columns:

- 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 Course Home page settings).
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:



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.

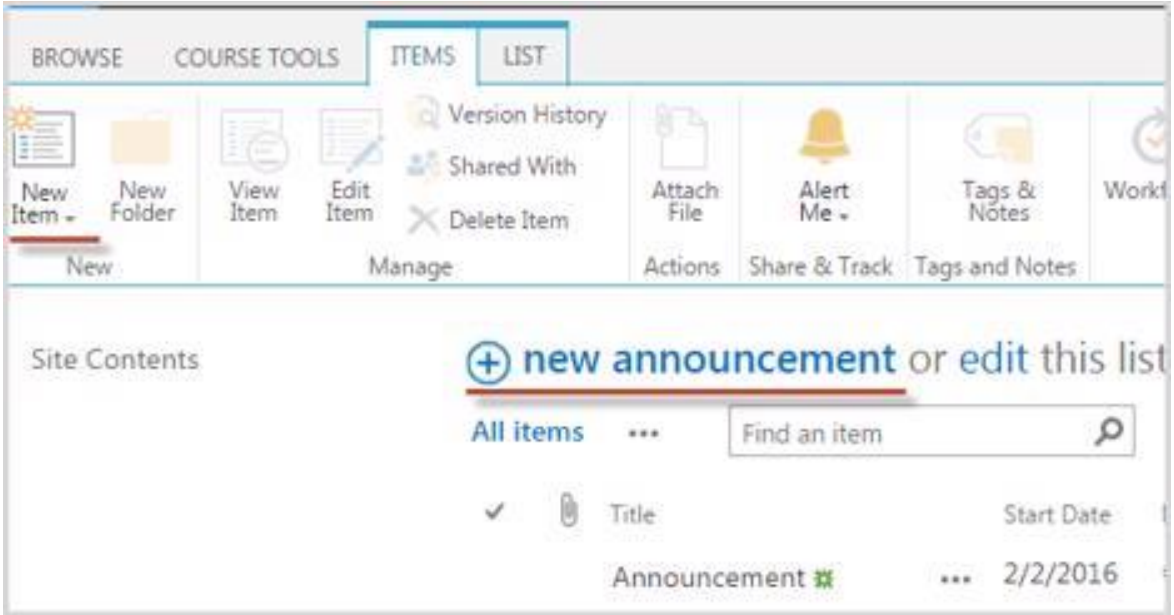
The **Actions** and **Settings** buttons on the **List** tab allow performing actions and operations typical for SharePoint.

6.1 Adding Announcements

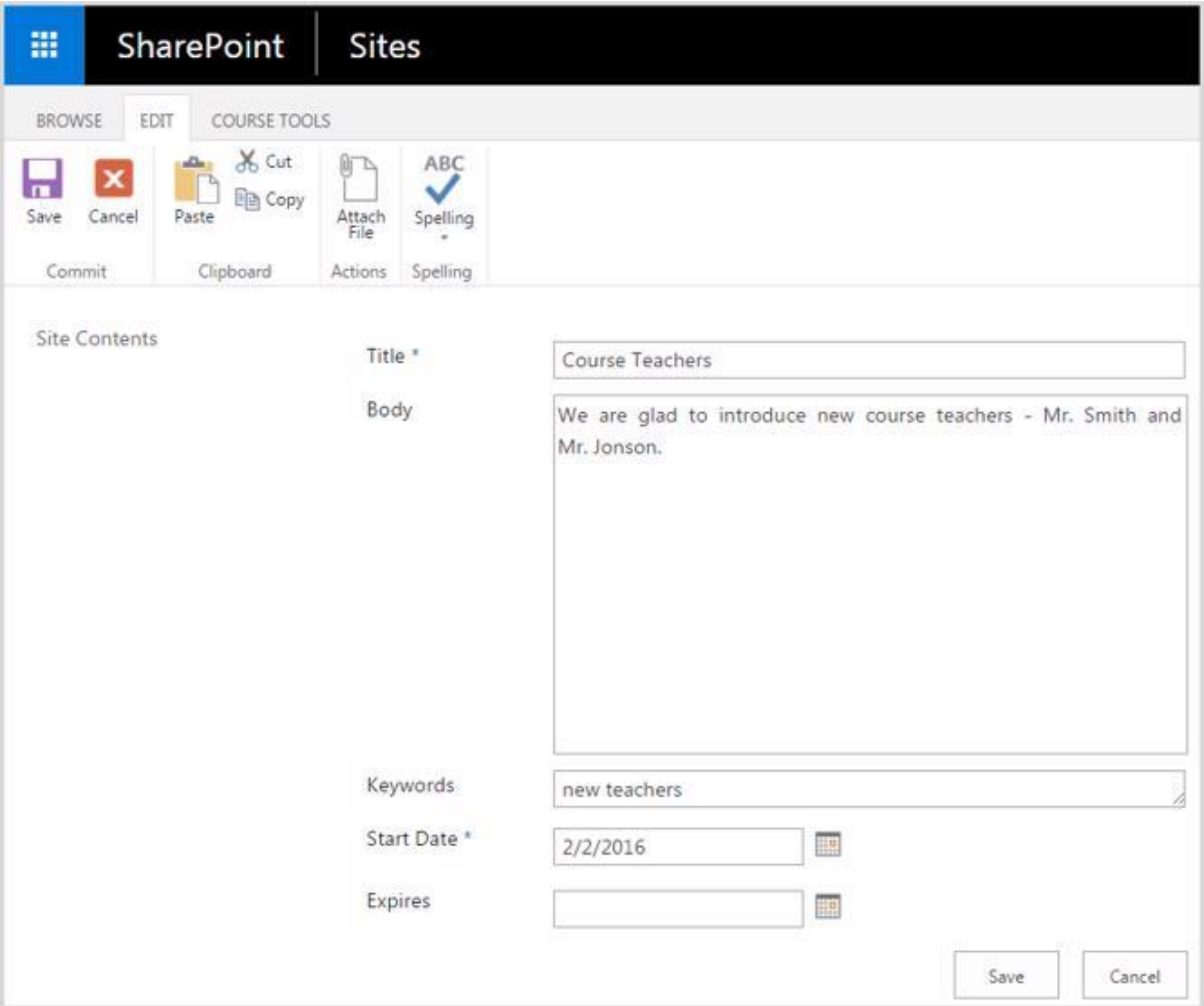
To create a new announcement, do the following:

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 :



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



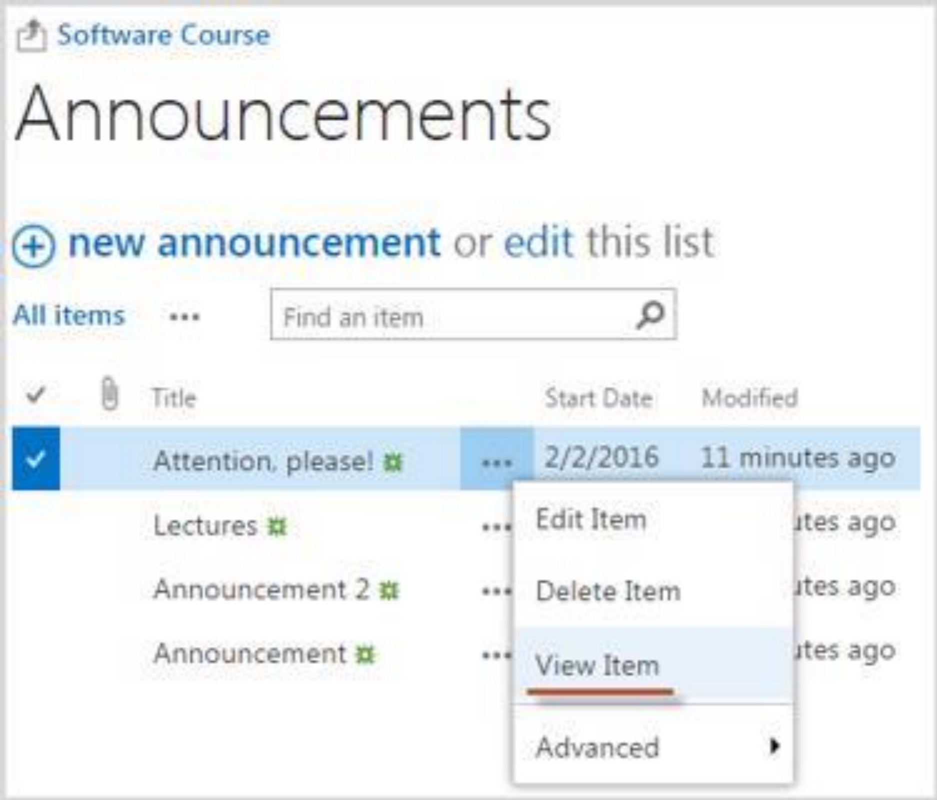
- *Title* – type the name of the new announcement (the field is required);
- *Body* – type the full information of the announcement. Use the embedded Visual Editor to format the description text;
- *Keywords* – specify words which will help learners find necessary documents (keywords should be entered 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:



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

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:

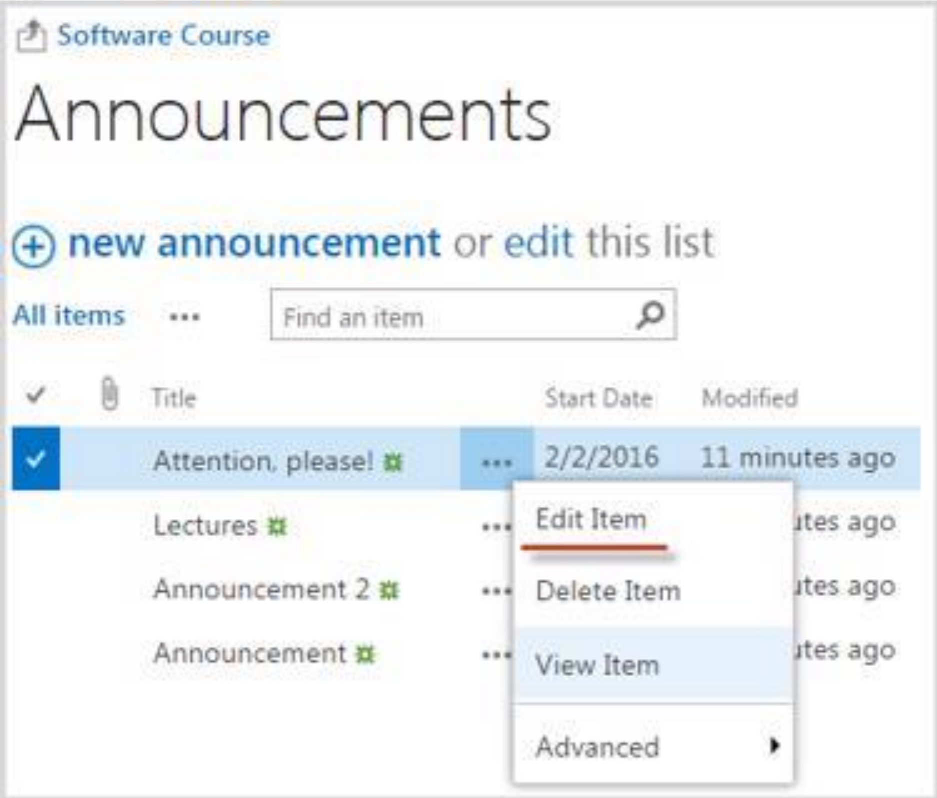
- *Editing the announcement* - click **Edit Item** to modify the announcement;
- *Viewing the announcement version history* - click **Version History** to view the history of the changes made to the announcement and/or view the previous versions;
- *Managing permissions* - click **Shared With** to assign 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:

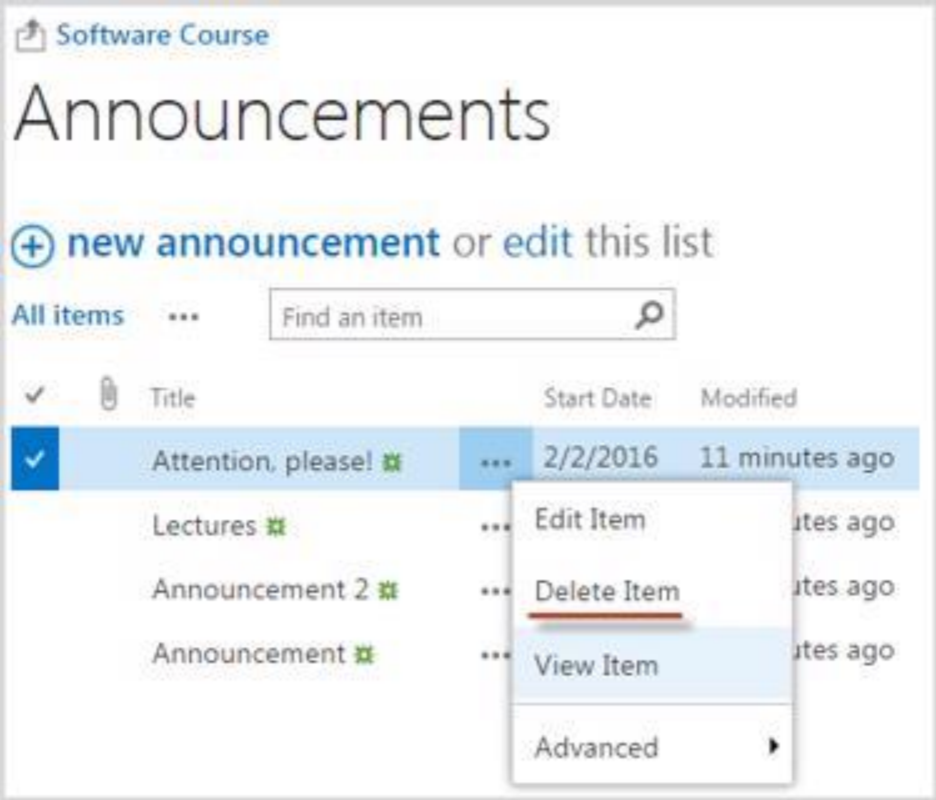


5. Modify the necessary fields;
6. Click **Save** to save the changes.

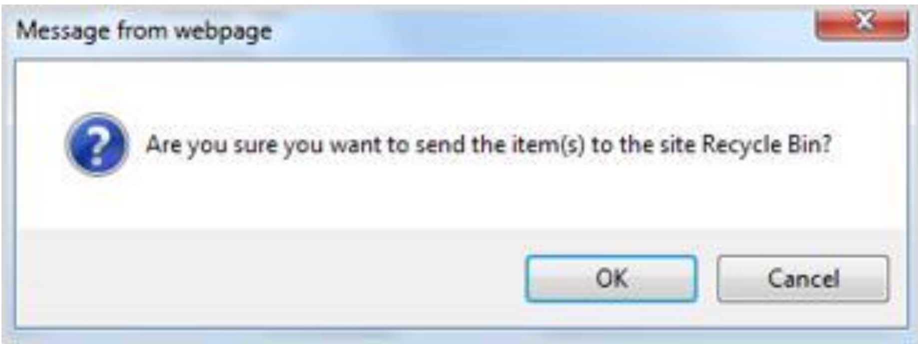
6.4 Deleting Announcements

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:

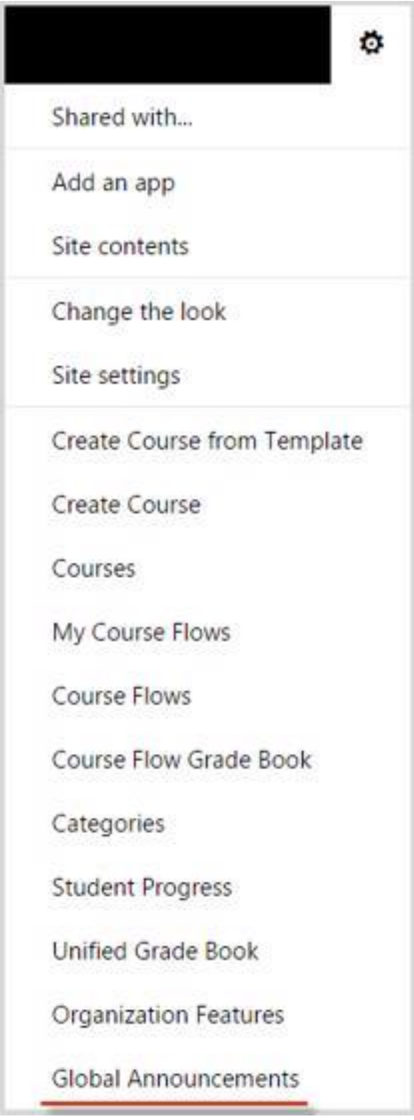


6.5 Creating a Global Announcement

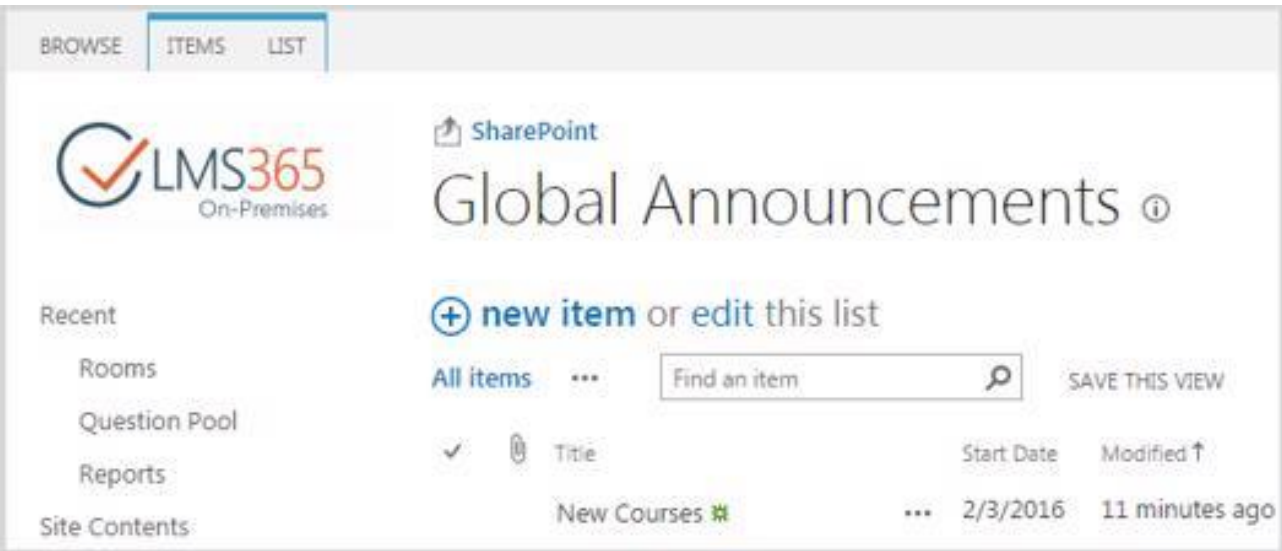
The Global Announcement is an announcement created for several courses or organizations. The feature is available for organization administrators.

To create an announcement, do the following:

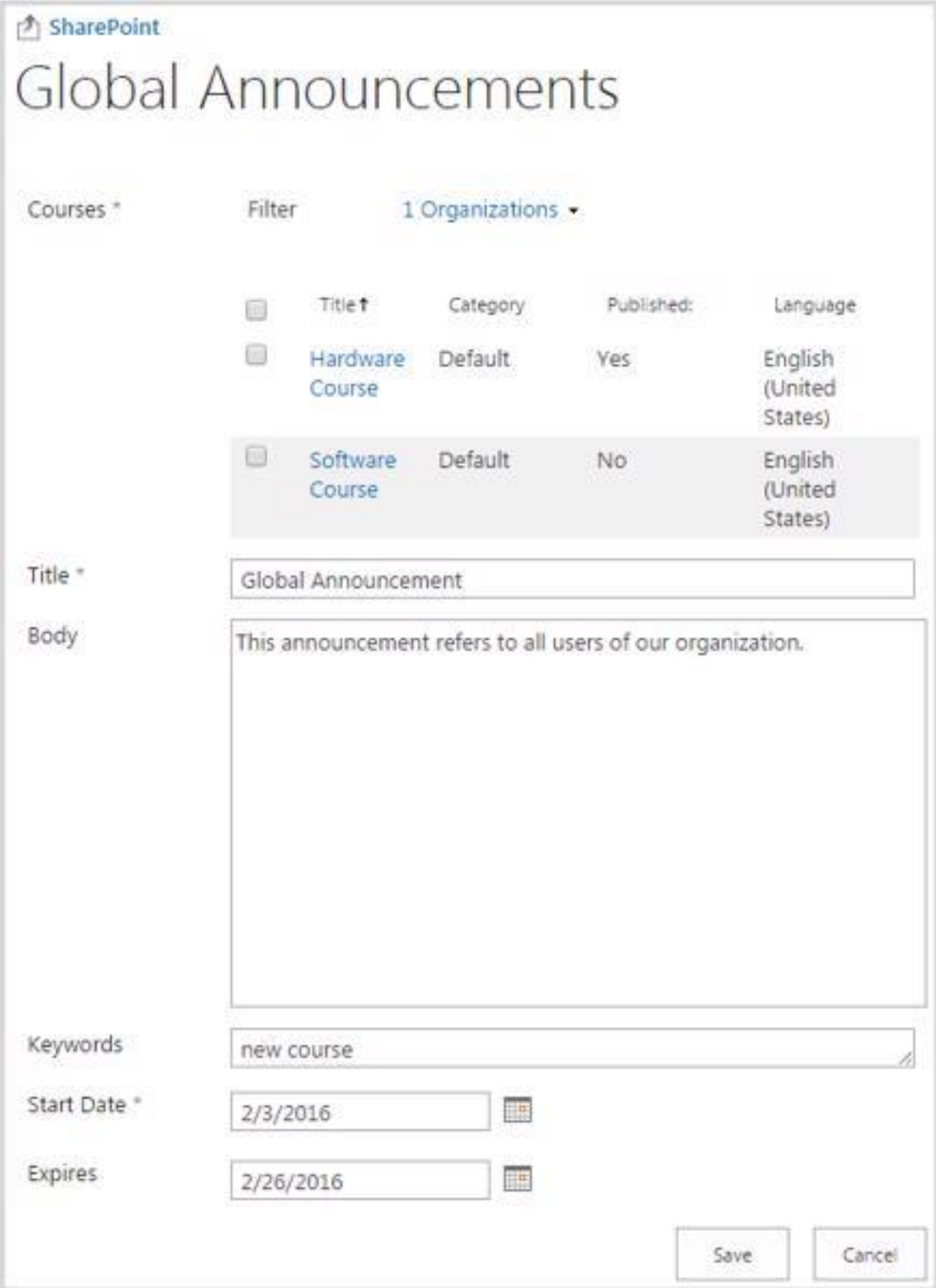
1. On the organization level, click **Settings**;
2. Select **Global Announcements:**



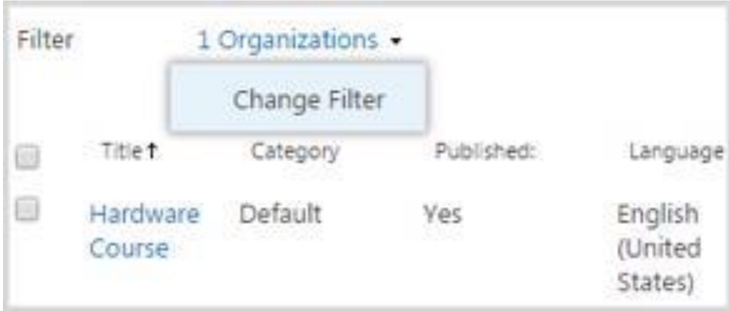
3. The following page will open. Click new item button to create new global announcement:



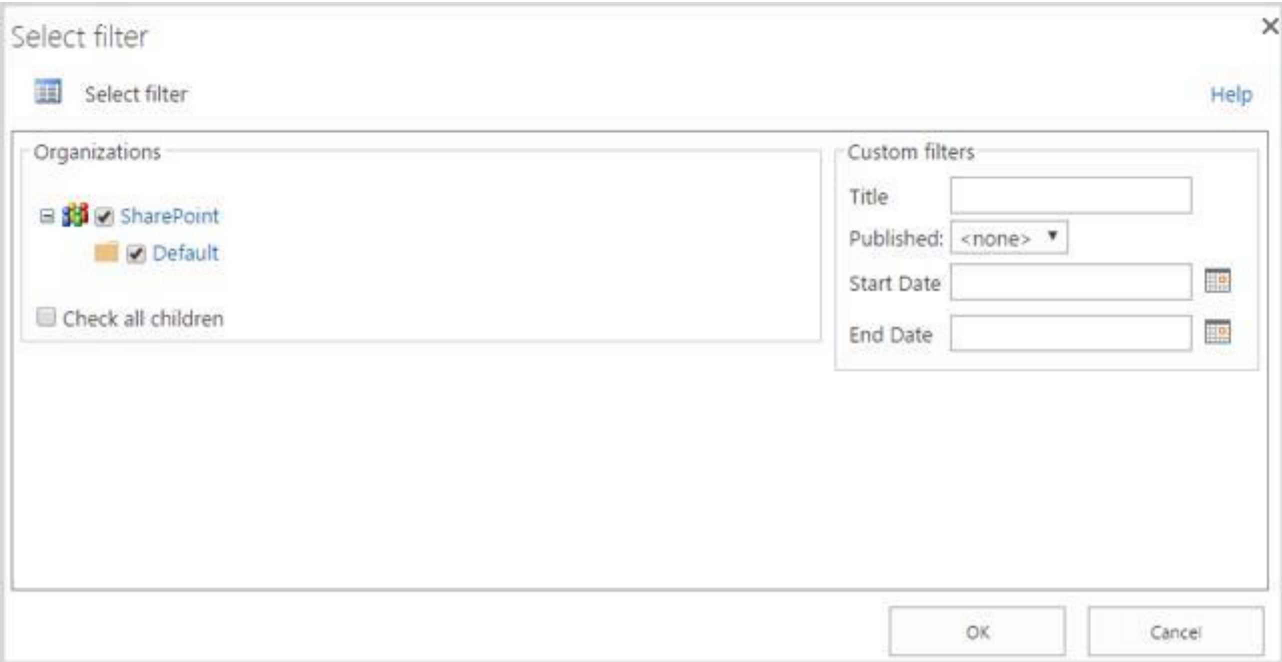
4. Fill in the fields as required (fields marked with an asterisk are required):



– *Courses*: click **Change filter:**



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



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.

- *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;

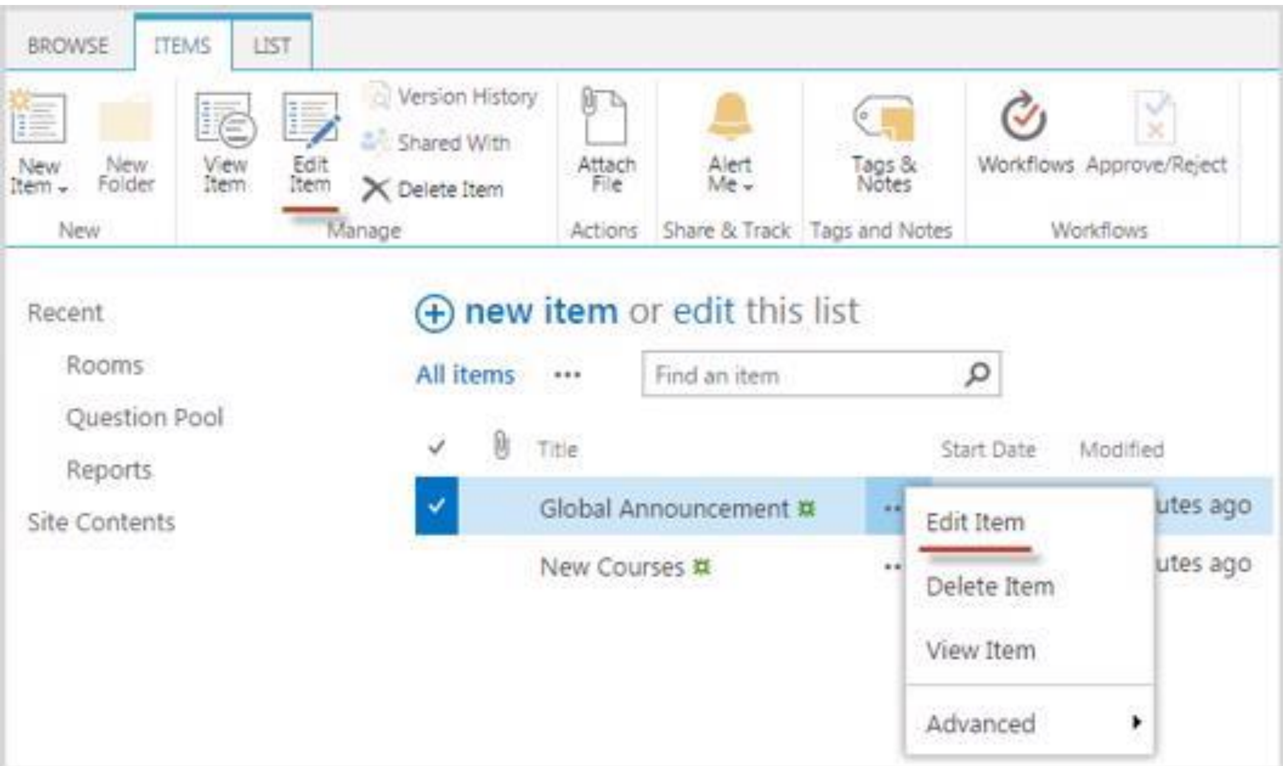
8. Click **OK** to save the announcement.

6.6 Editing Global Announcement

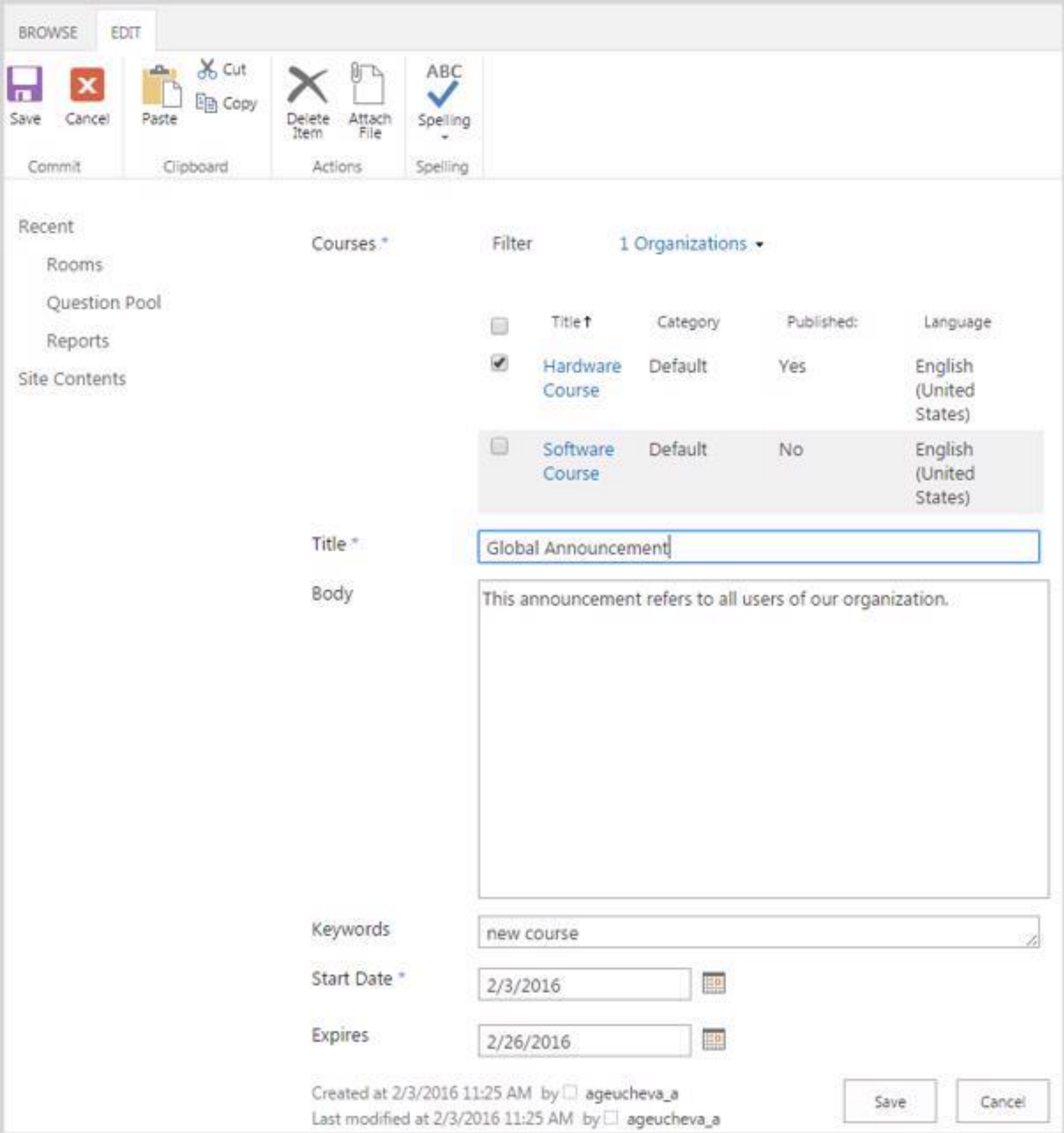
It is possible to edit Global Announcement on all courses where it was created or on separate courses.

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:

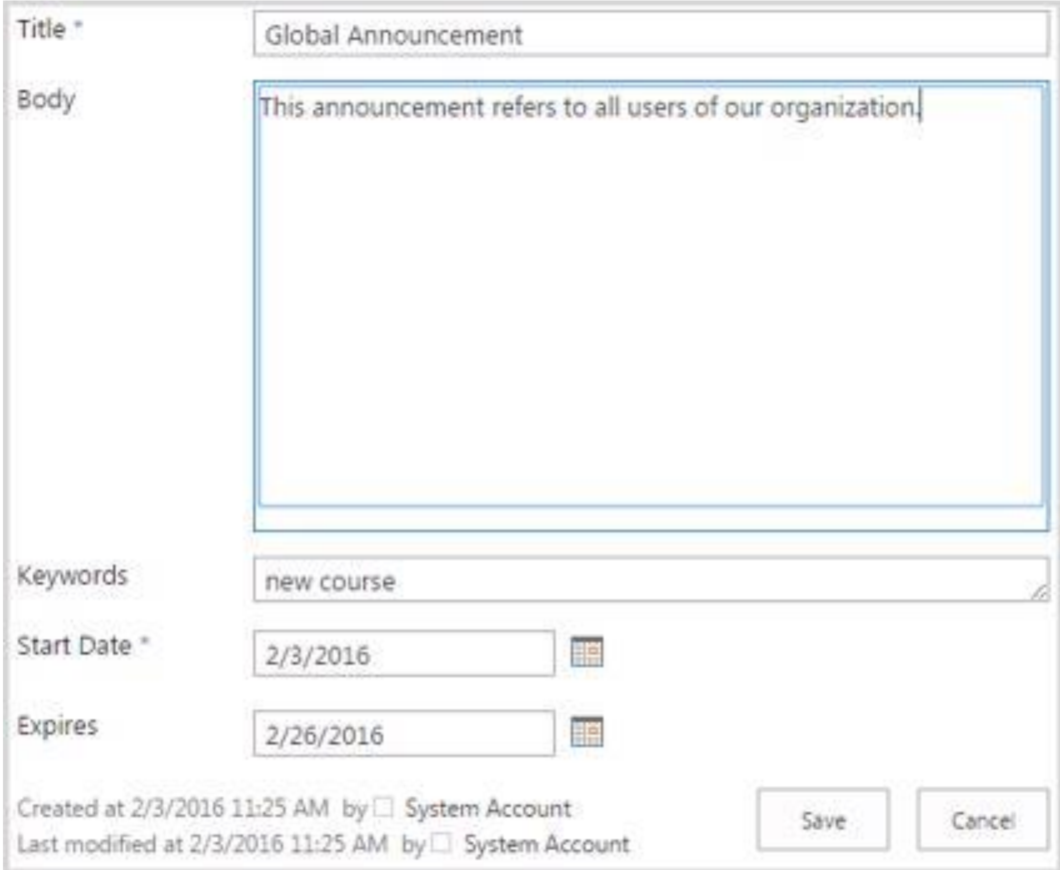


5. Make the necessary changes:
   - *Courses* – select courses on which you need to edit the Global Announcement. If you uncheck a course, on which the Global Announcement is created, it will be deleted;
   - *Title* – edit the title of the Global Announcement;
   - *Body* – edit the text of the Global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



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.

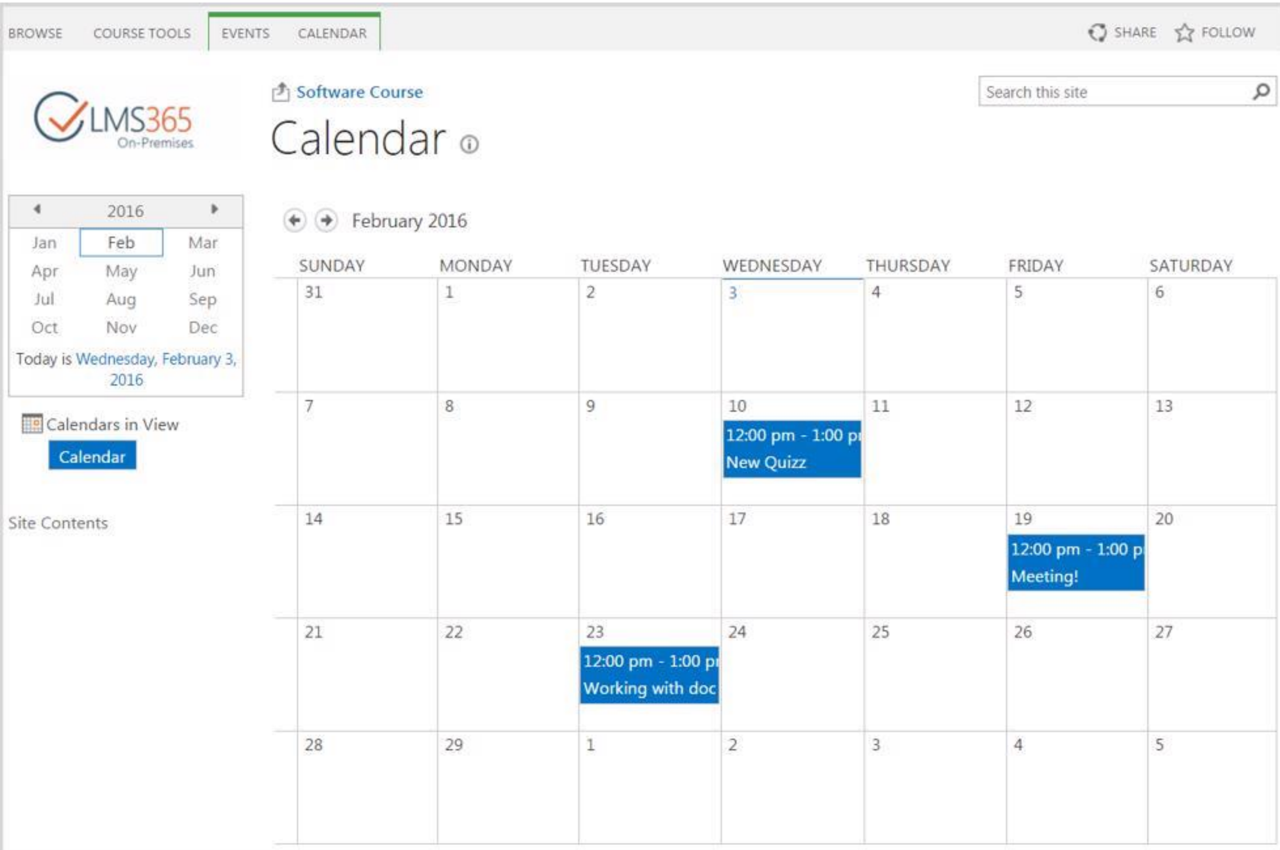
8. Click Save button to save the changes or Cancel button to discard the changes.

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 Course Home page settings).

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:

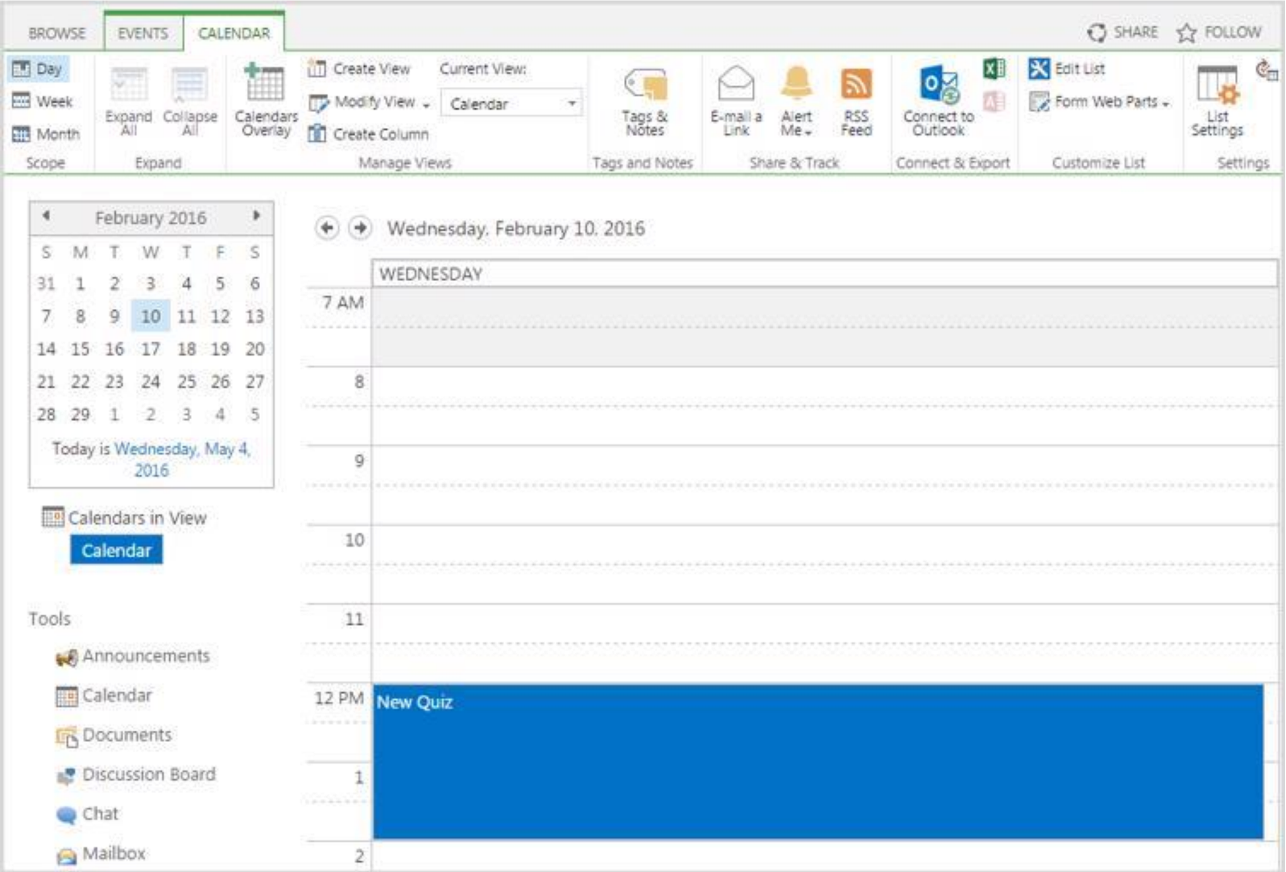


Titles of planned events are represented as links shown in each day cell; to view detailed event info, click the necessary link.

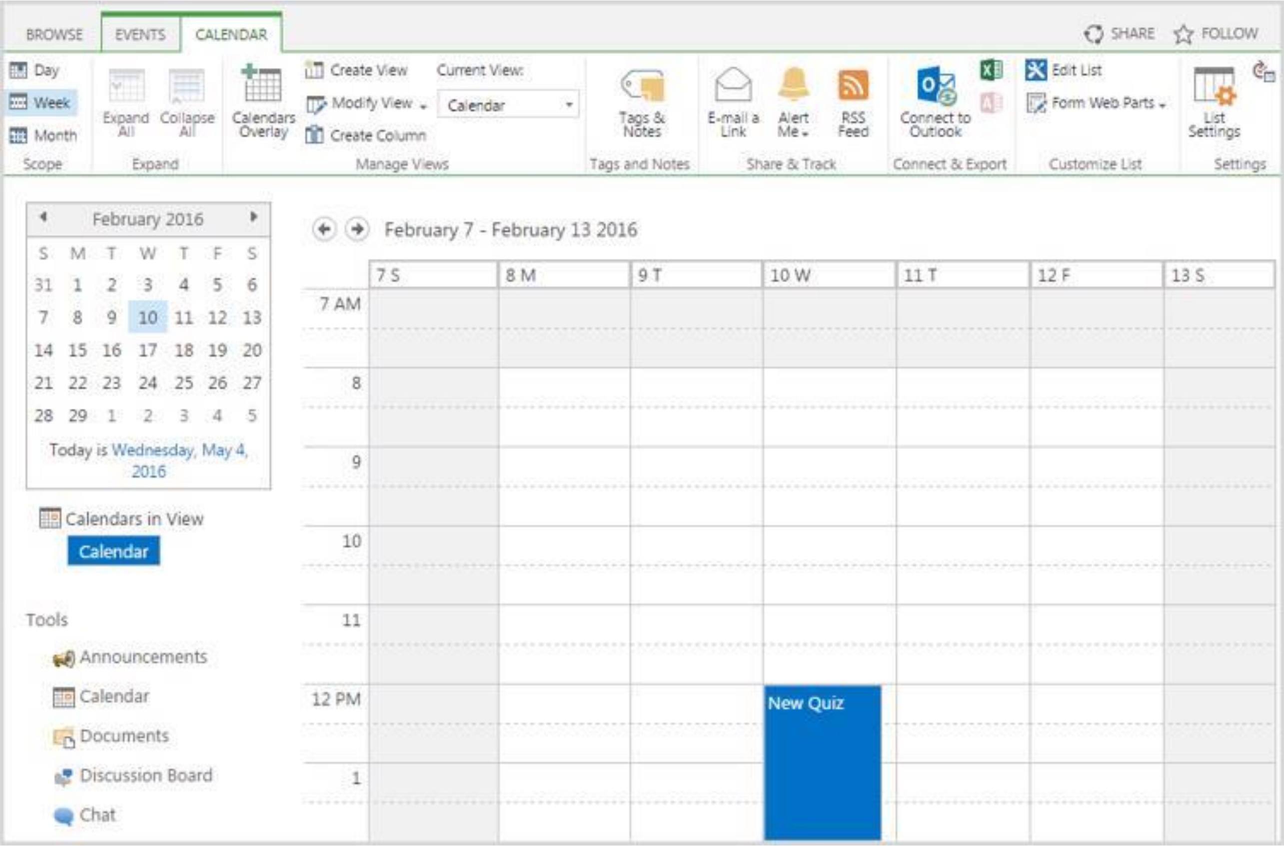
A set of controls above the calendar grid allows you to switch between days and change calendar views:

- Use the **Arrow**(and)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** (), **Week** () and **Month** () icons are intended to switch to various calendar modes.

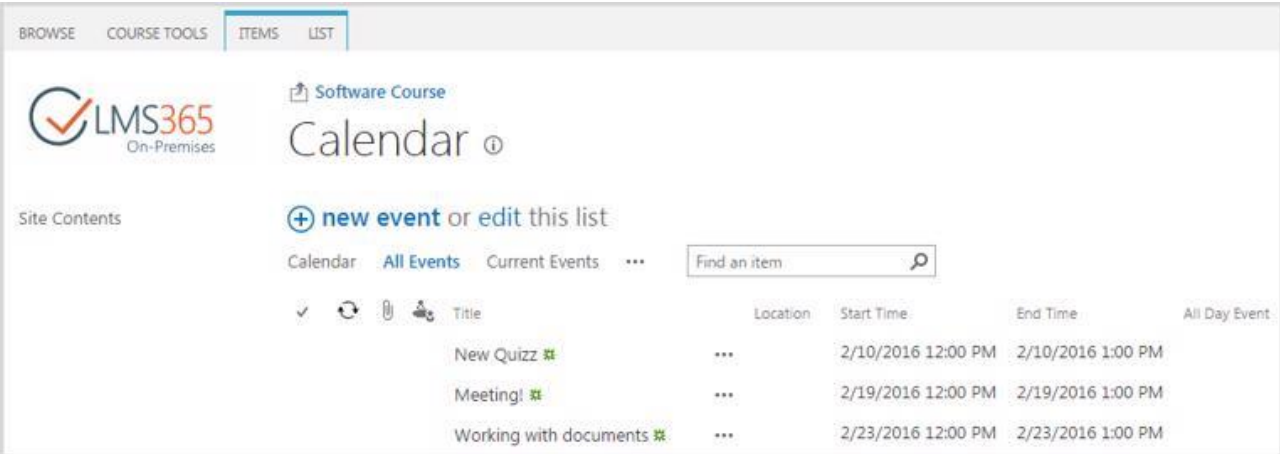
To view events scheduled for a certain day, click **Day** () at the top to switch to the daily calendar view. Switch to the necessary date using the **Arrow** (and) buttons:



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



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**):



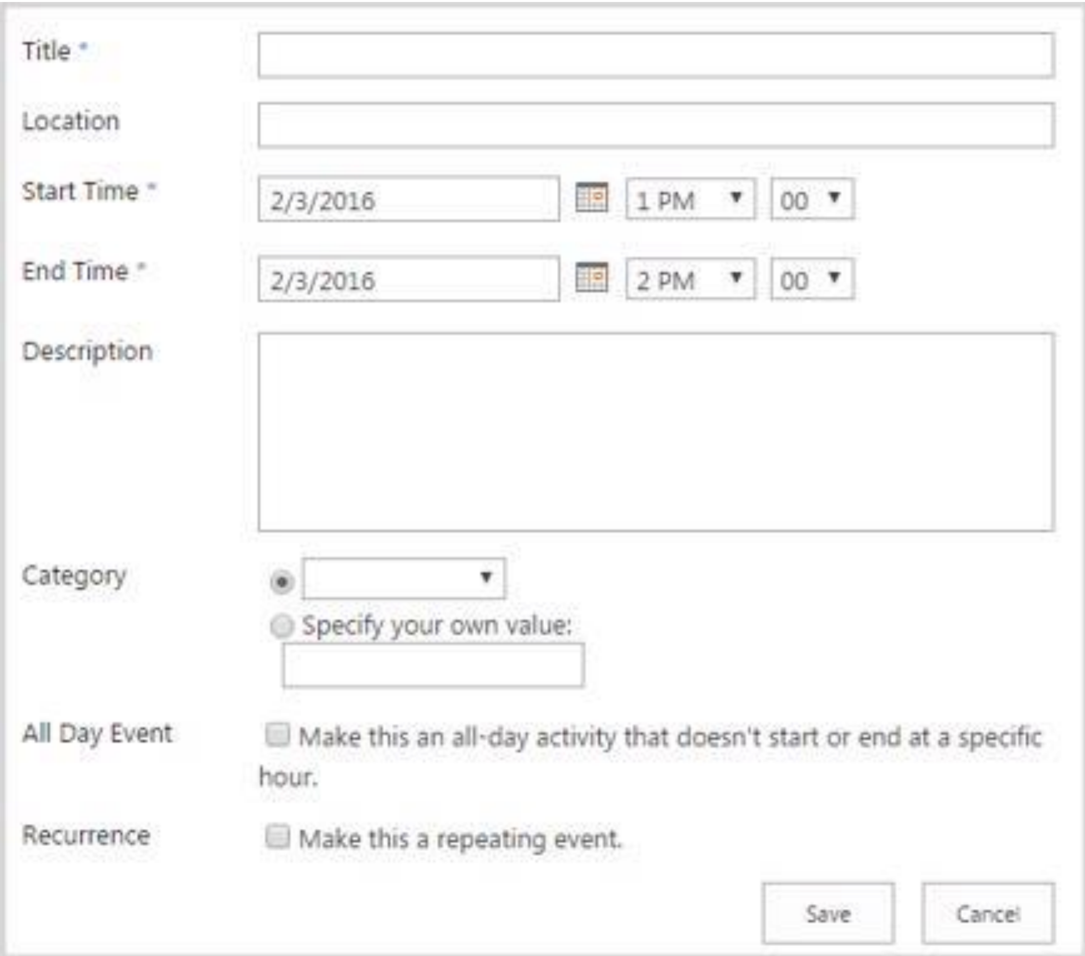
NOTE:	Column names at the top of the list are clickable and allow you to sort events in ascending or descending order: • Use the **Recurrence**, **Attachment**, **Title**, **Location**, **Start/ End Time** and **All Day Event** links to filter or sort events by corresponding criteria; • To remove filter 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:



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 ( );
   – *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;

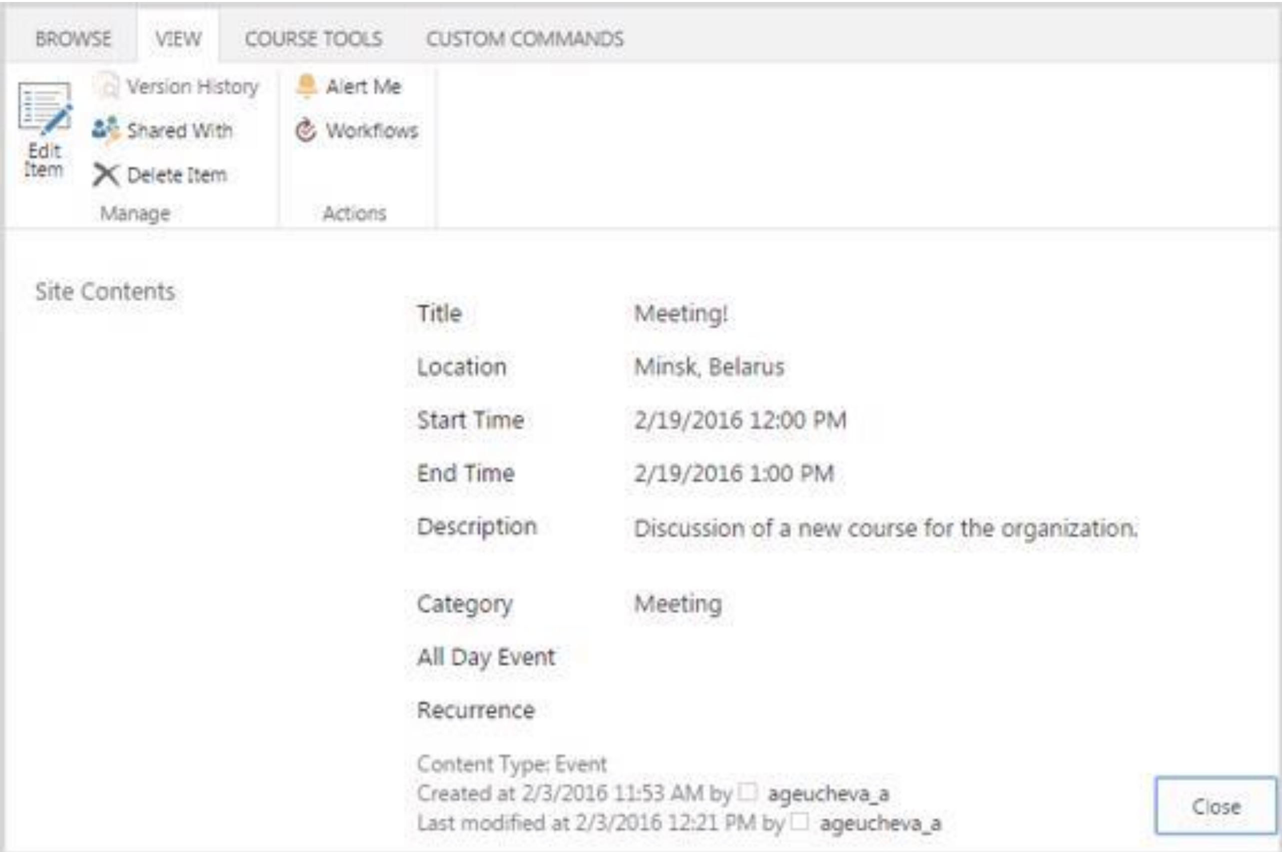
To attach a file to the event, click **Attach File** and browse the necessary file in the open form. Click **OK**.

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:

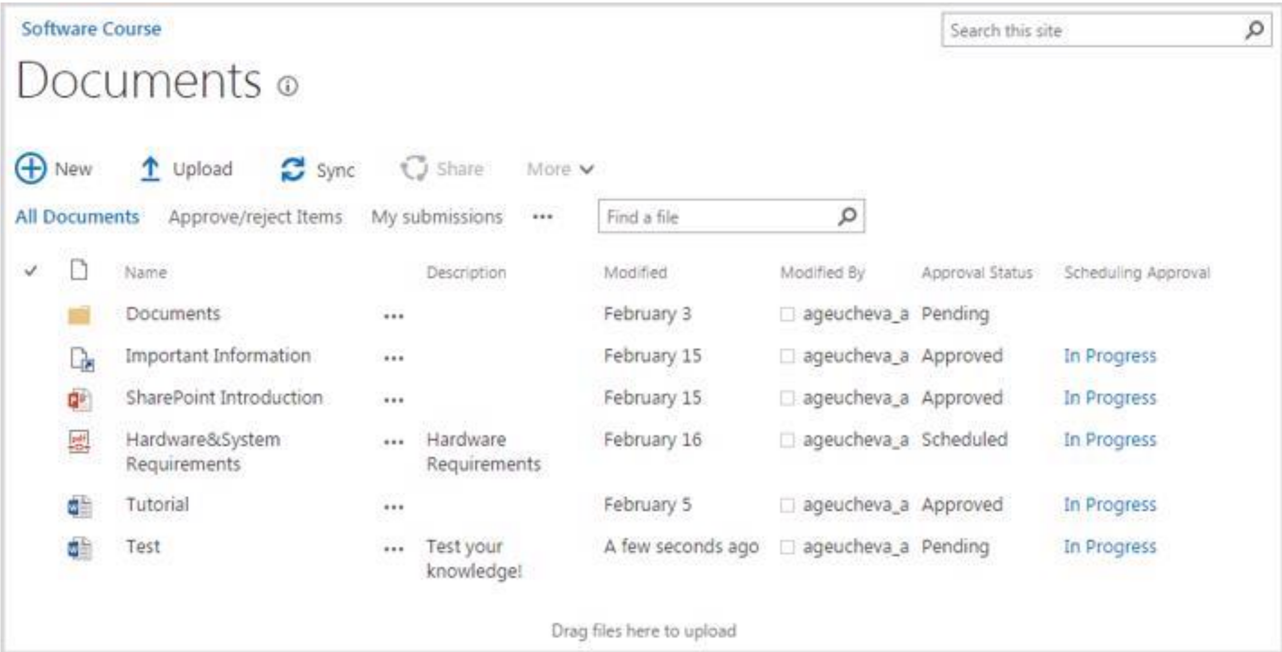
1. Enter the necessary course;
2. Click the **Calendar** link in the **Course Tools** menu. The system will open the calendar;
3. Choose the necessary event and click its name. The system will open event details:



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:



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.

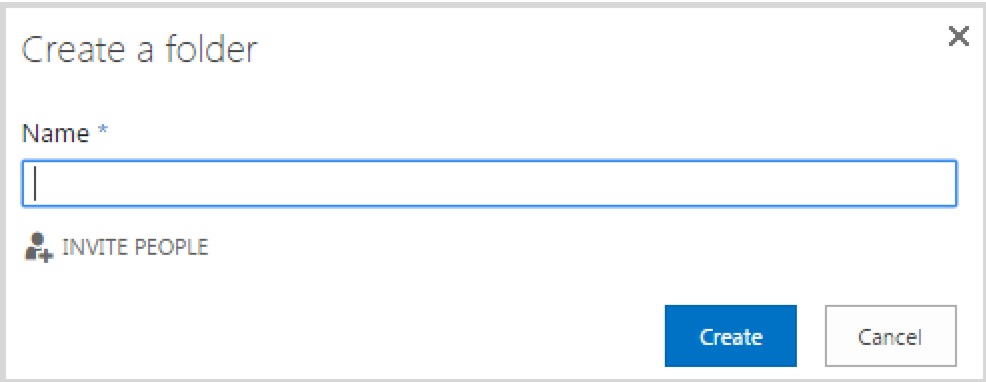
The **Documents** and **Library** tabs at the top allow performing actions and operations typical for SharePoint.

8.1 Creating and Managing a New Folder

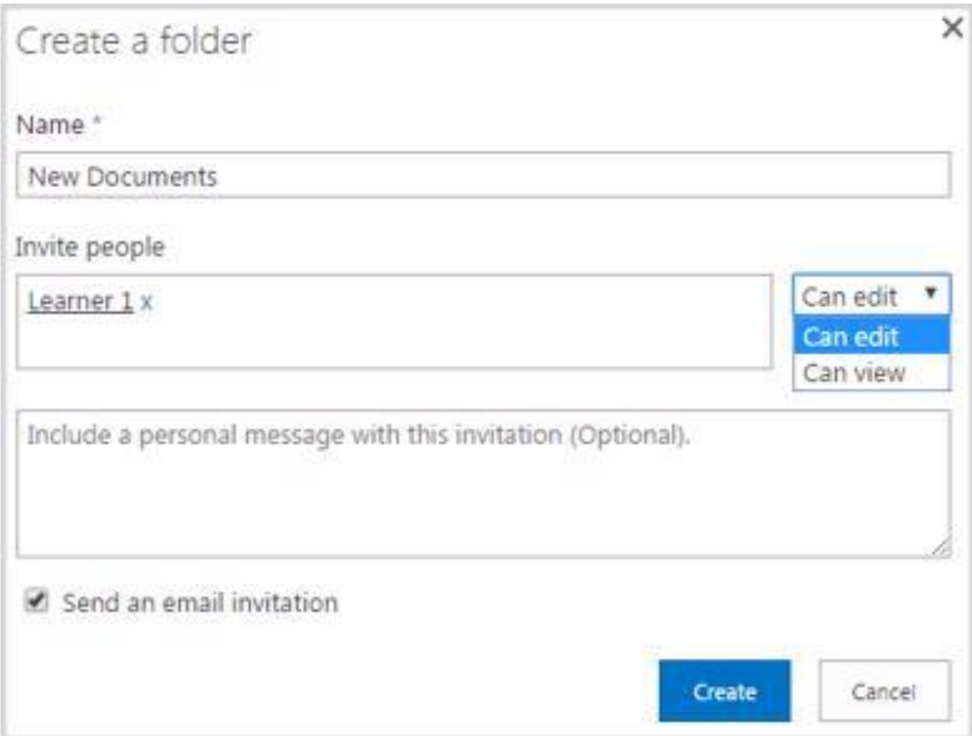
For better organization of your documents you can create folders and subfolders in the documents repository.

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:



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:



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*.

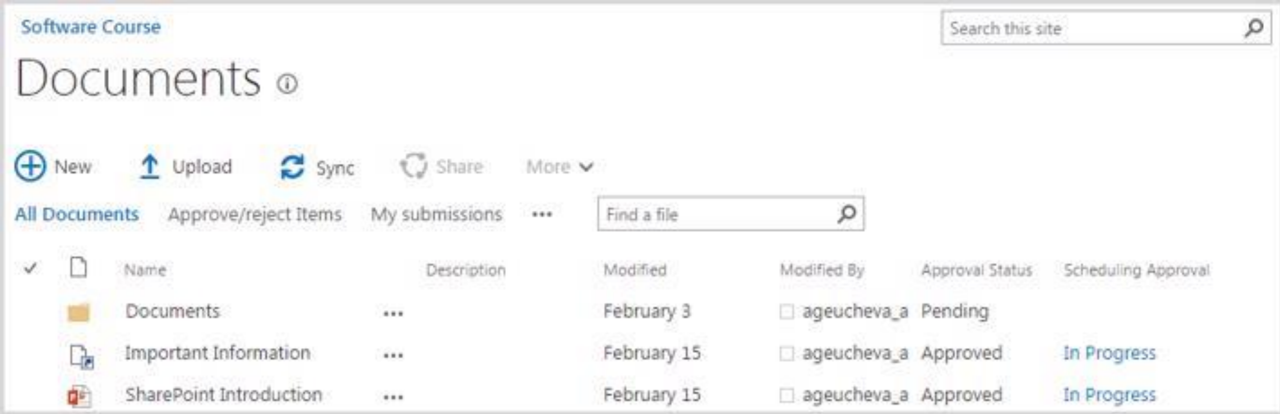
5. Create the document using the template;
6. When finished, save the document in the usual manner (go to **File > Save As** and specify the file name; the system will offer you to store the newly created file in the course library on the server).

8.3 Changing the Order of the Documents

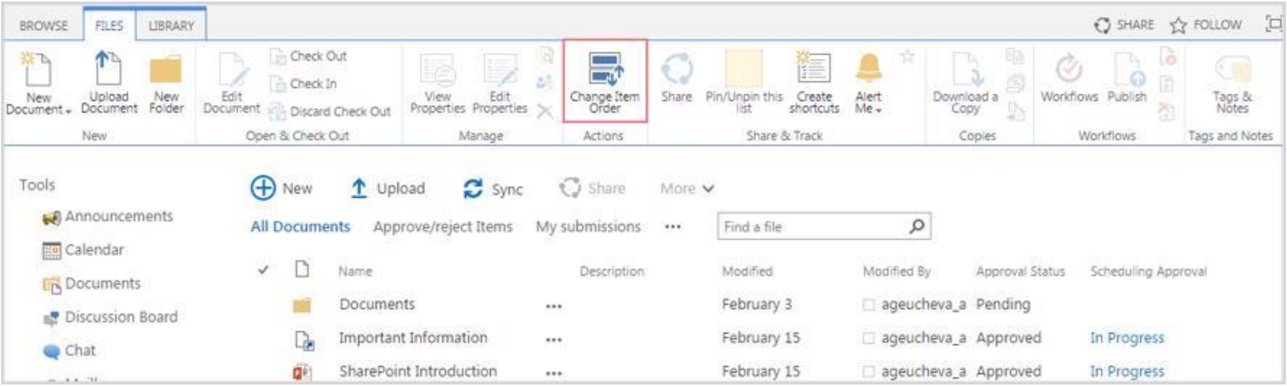
To change the order of the documents, do the following:

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

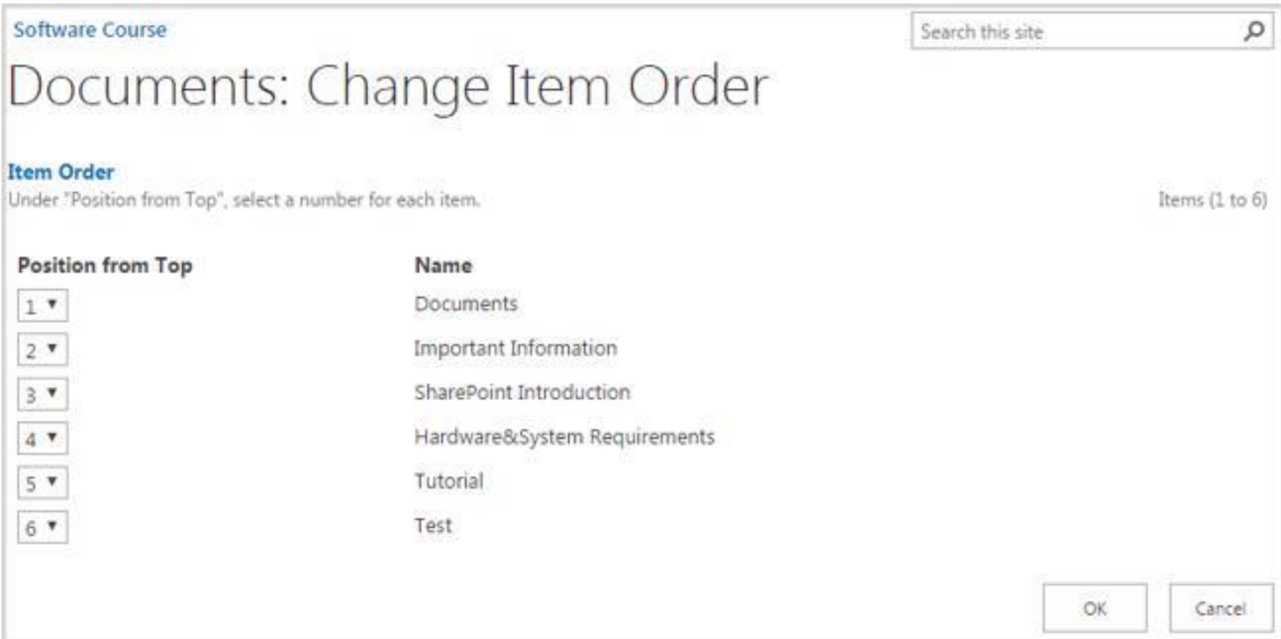
2. The **All Documents** list will appear:



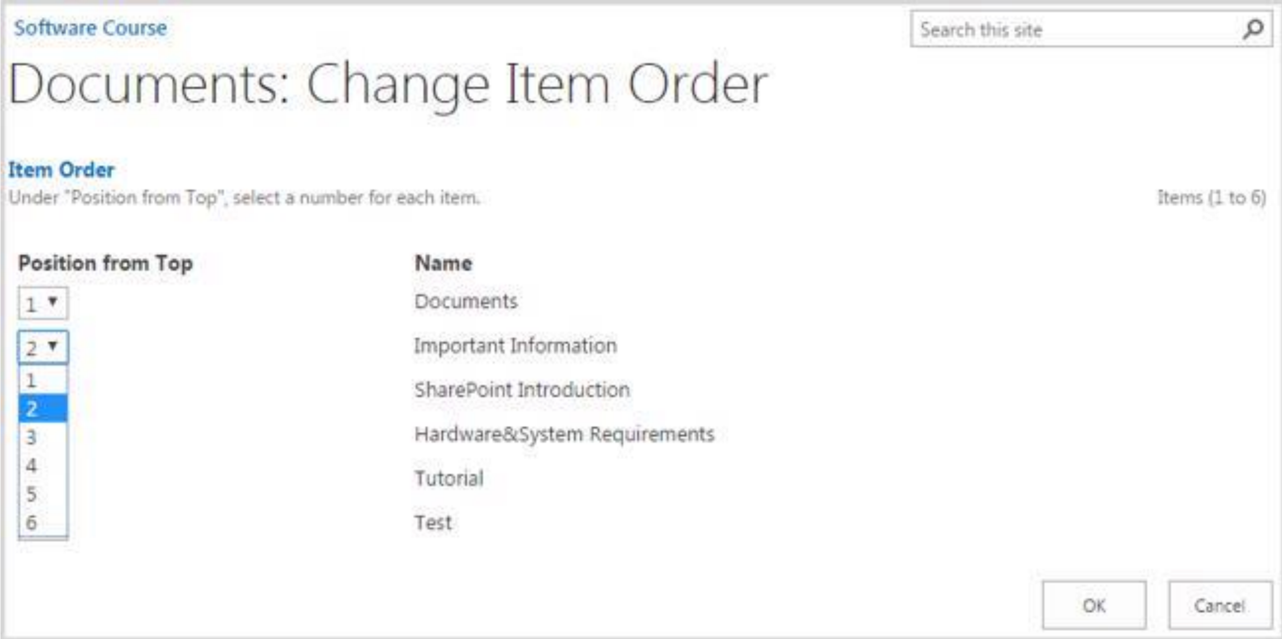
3. On the ribbon, go to **Files** section and click the **Change Item Order** button**:**



4. The following dialog box will appear:

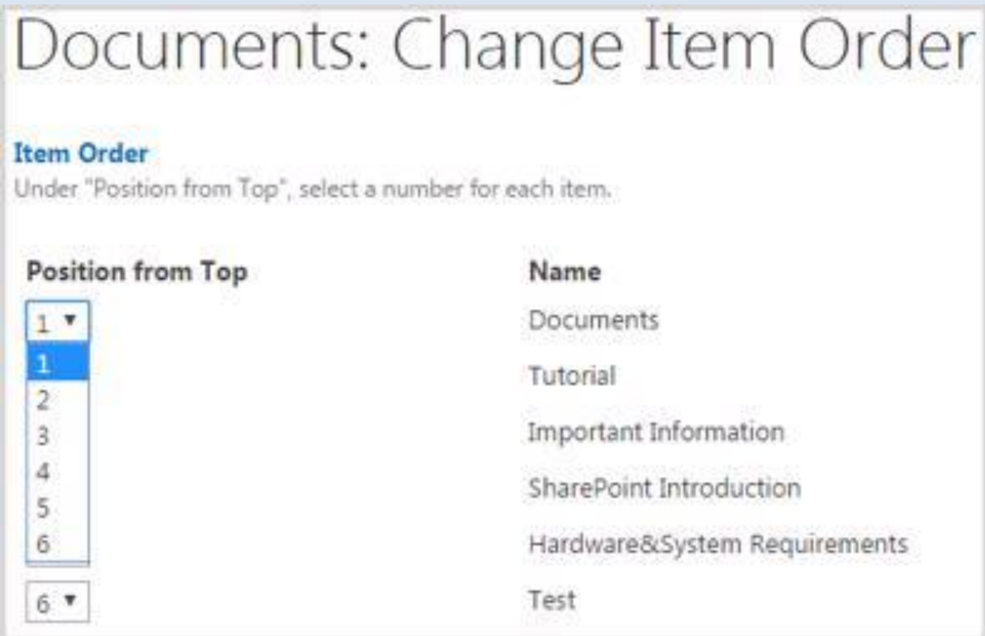


5. Click the down arrow, indicating the positions from top of the certain item to indicate its position in the list. The name of the item is opposite to the **Position from the Top** drop-down list:

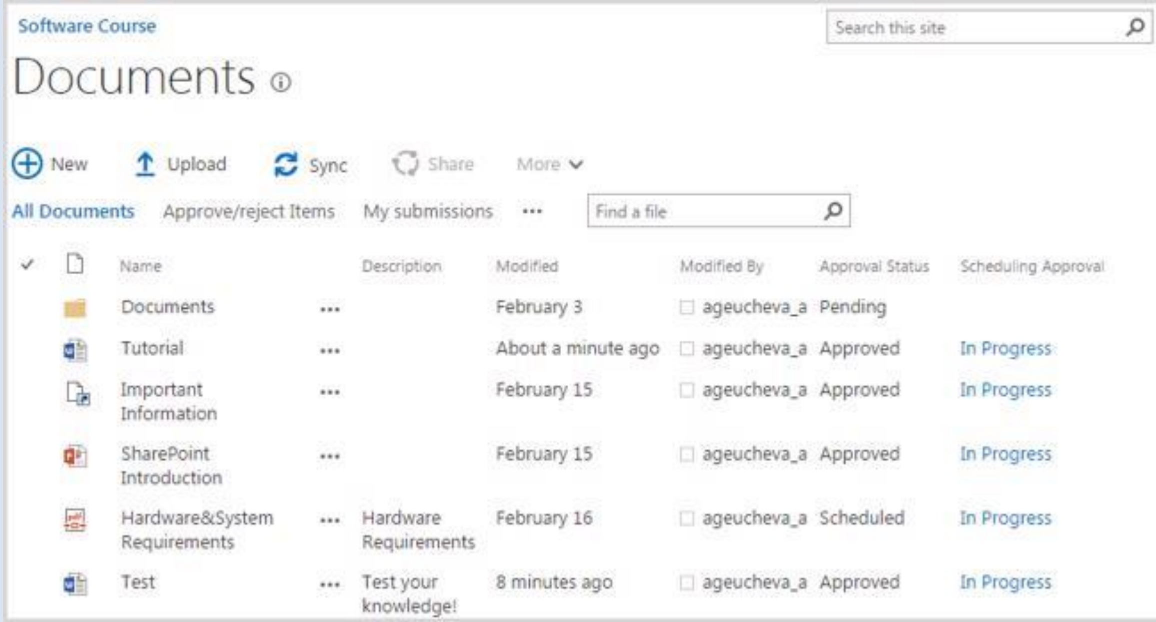


6. Click **OK** button to save the changes or Cancel button to discard them.

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:



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

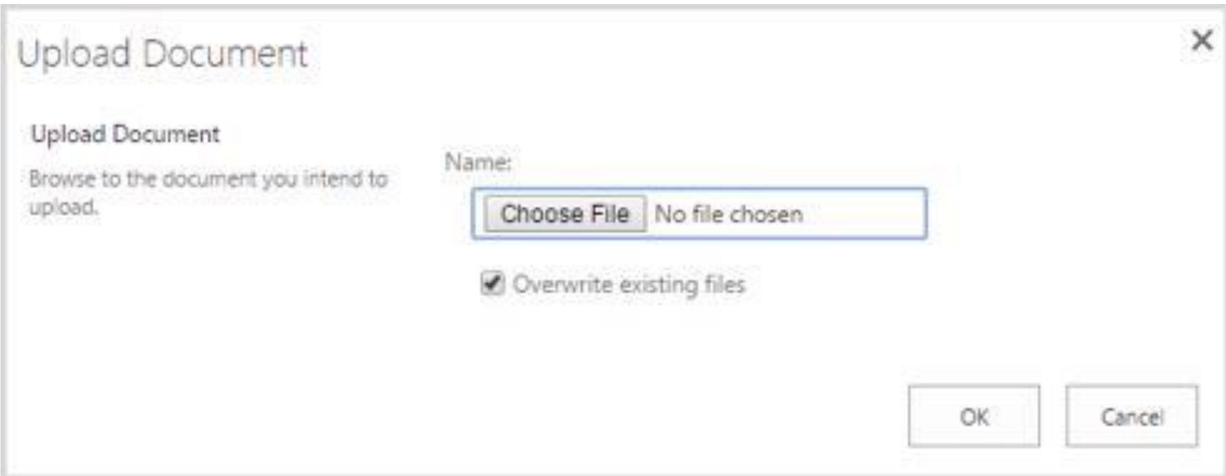


No changes are observed as by default *folders are placed at the top of the list and their position cannot be changed*.

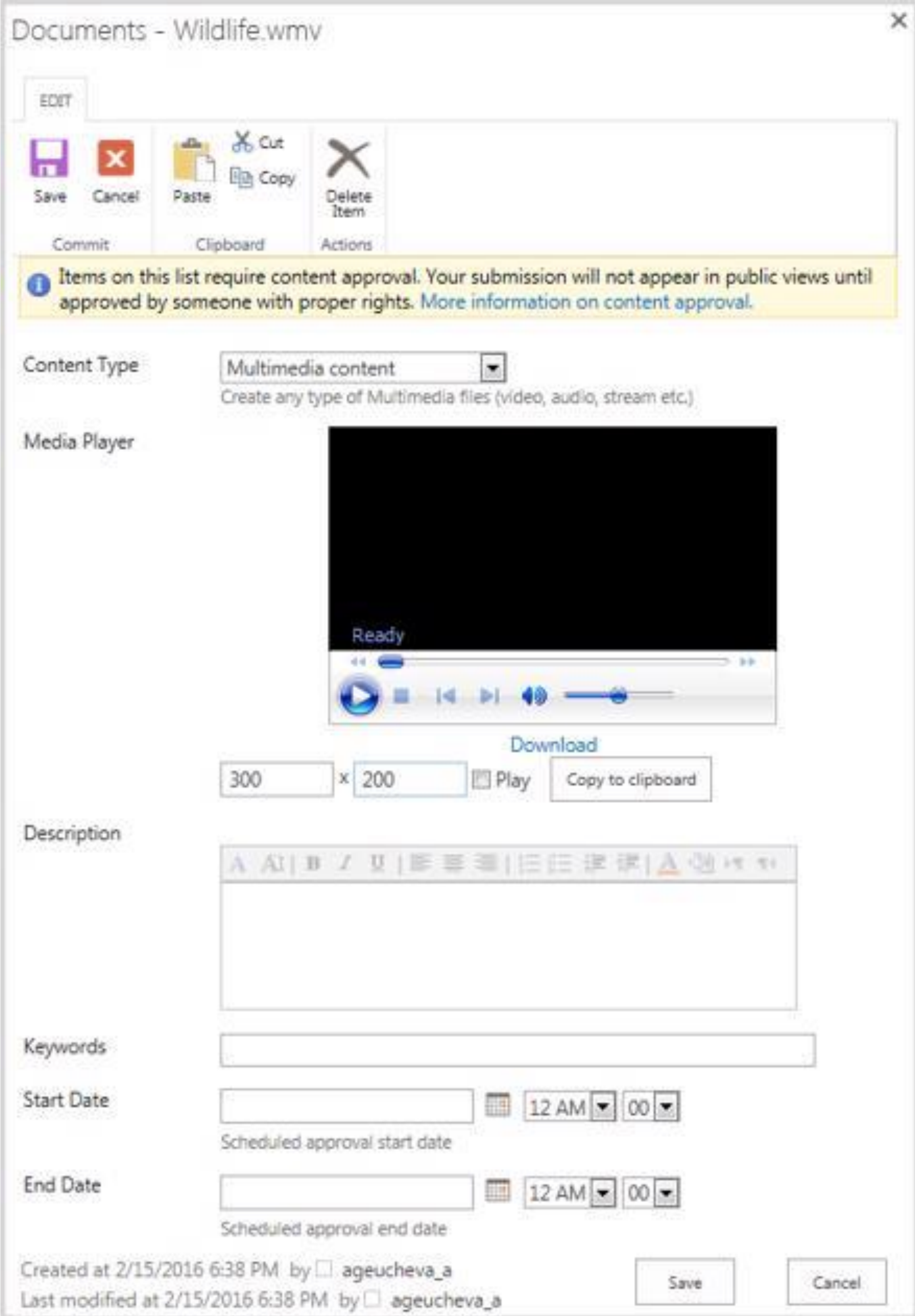
8.4 Creating New Multimedia Content

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:



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:



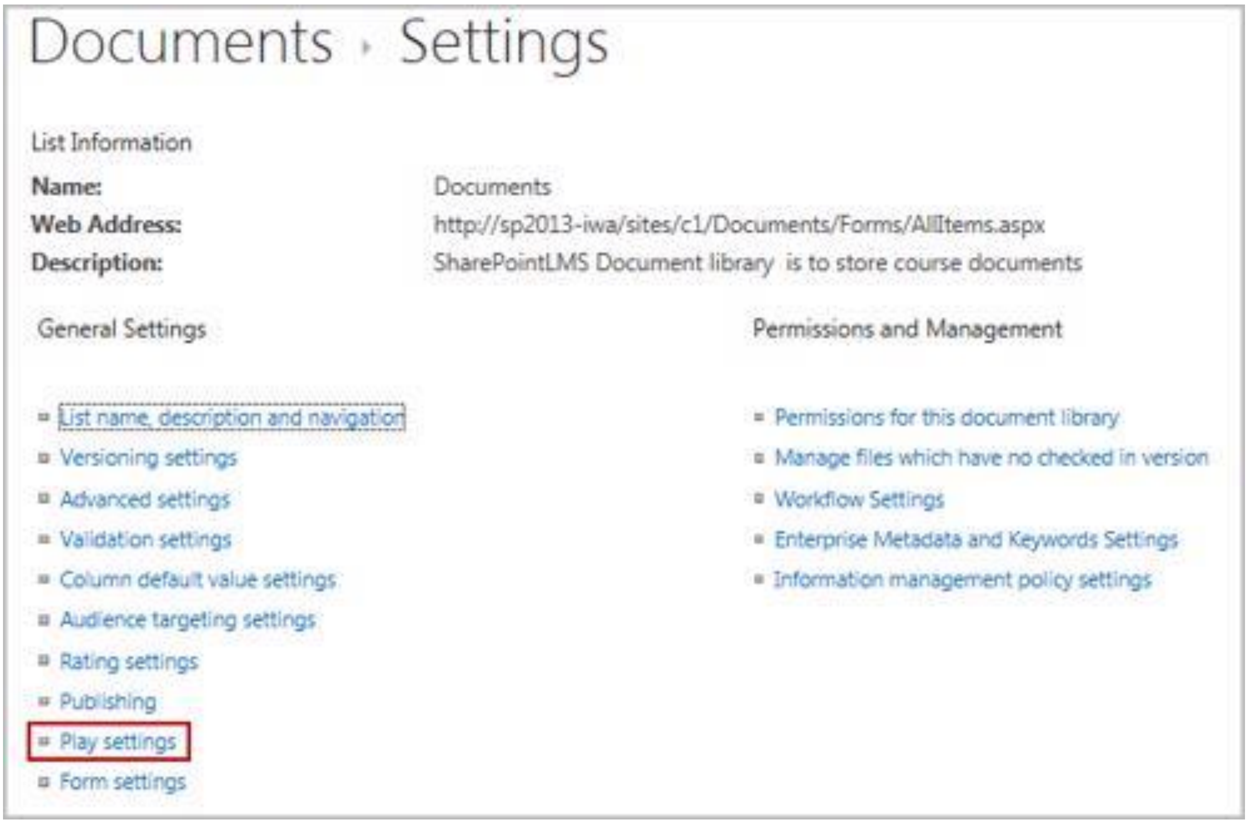
5. Define the needed settings:
   - *Content type* – select type for the document;
   - <u>*Media player*</u> – this option allows you to perform the following actions:
     - *Define the size of the player's window* – enter the numbers you need in the boxes under the window;
     - *Assign auto play 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.

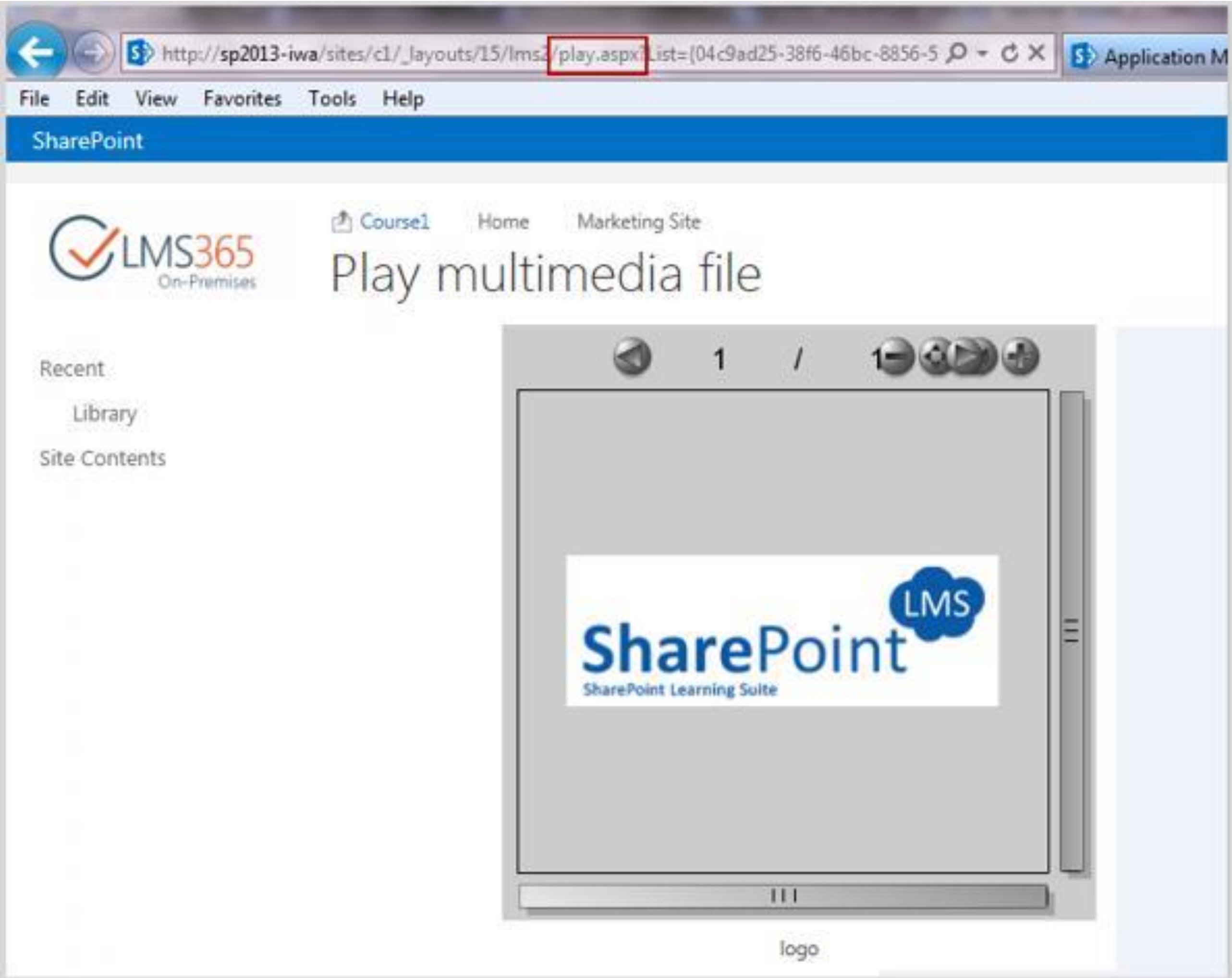
6. Click **Save** button to save the changes.

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: 

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

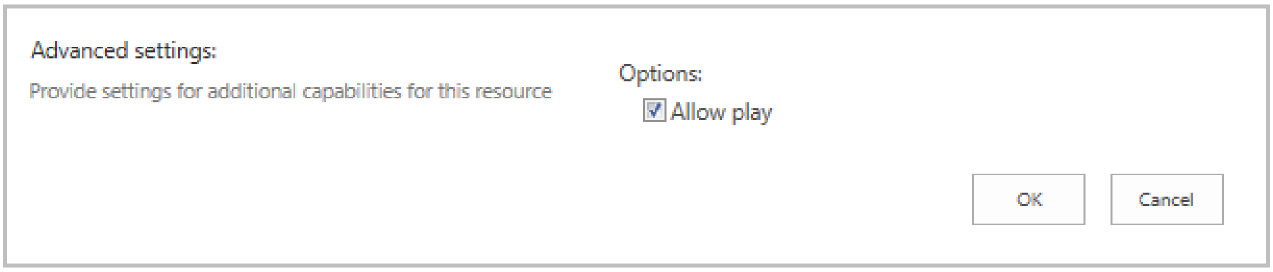


This section allows you to specify the way media files are played. If the checkbox against the **Allow play** option is checked (default settings), then media content (e.g. **.swf**-files) will be opened through our skin (through our **Play.aspx** page):

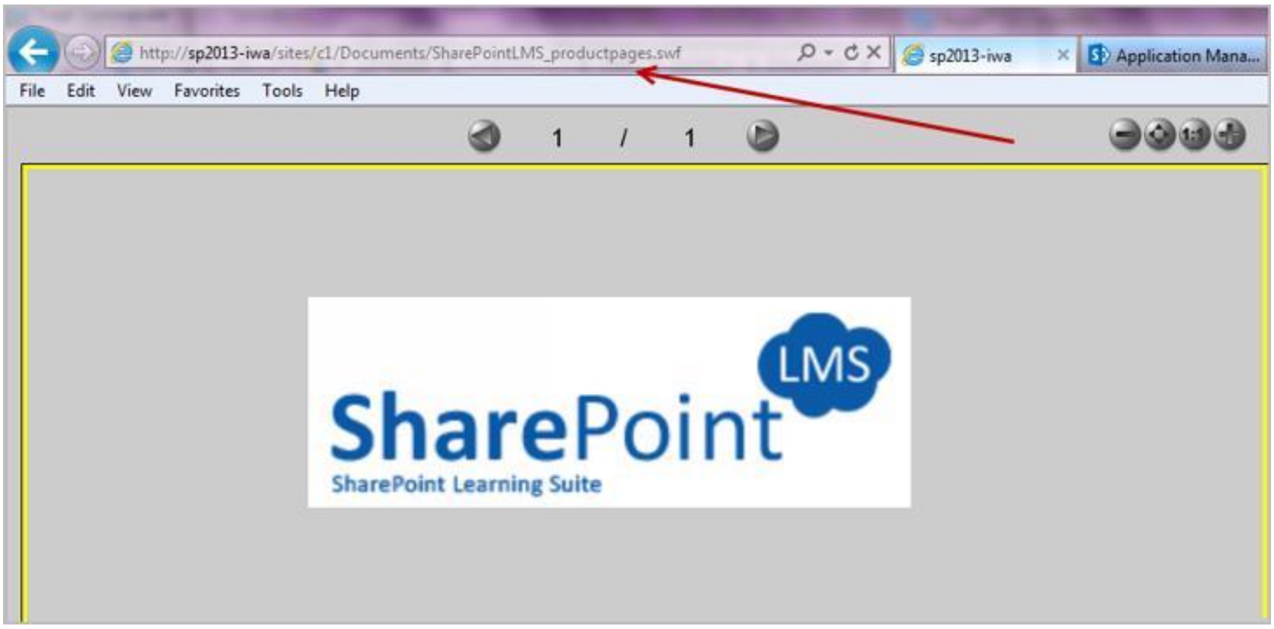


But these html-settings prevent playing **.js**-files. If the checkbox against the **Allow Play** option is unchecked, then all media content files are played correctly (the standard library settings):

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



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

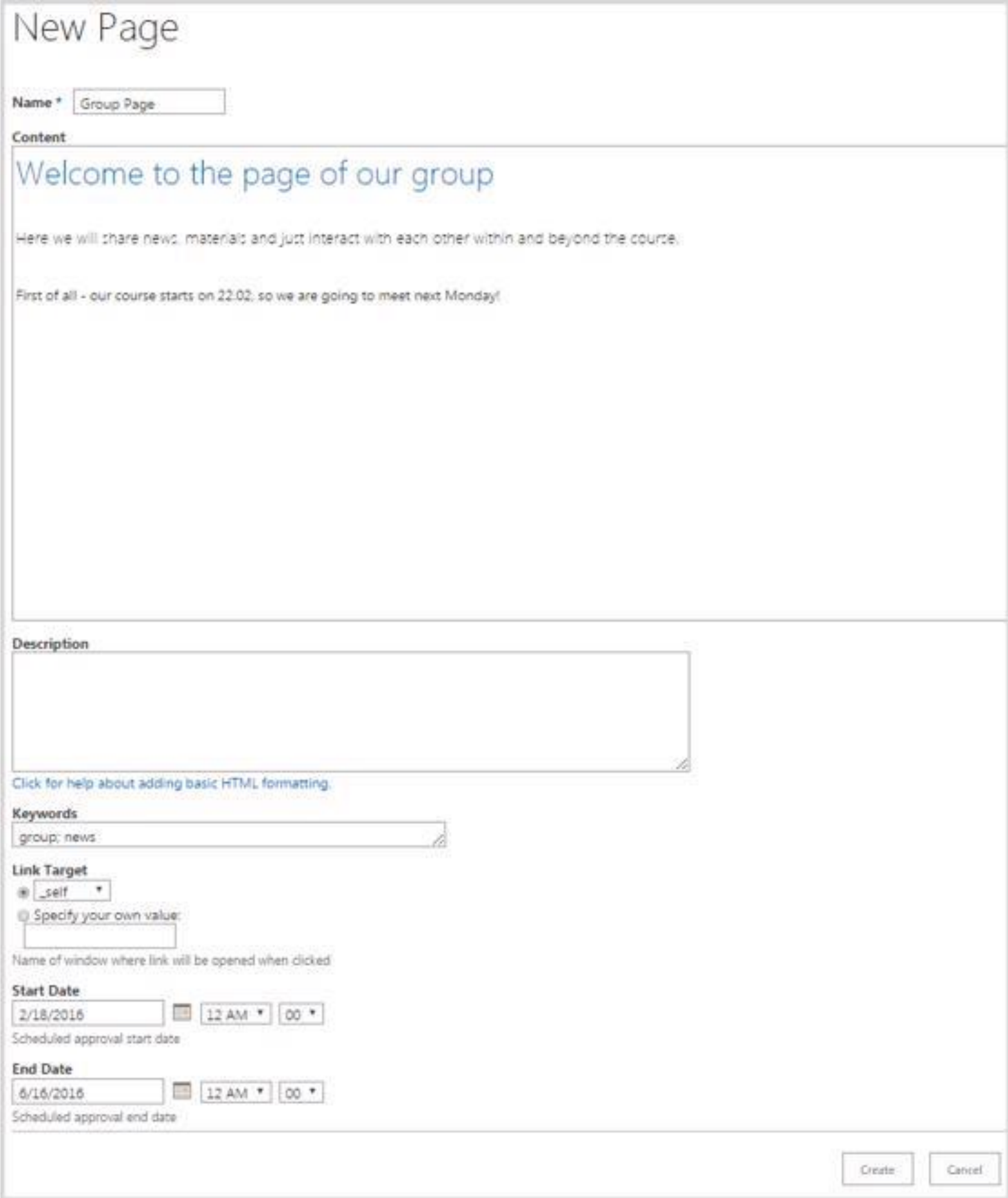


8.5 Creating Basic Page

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:



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**.

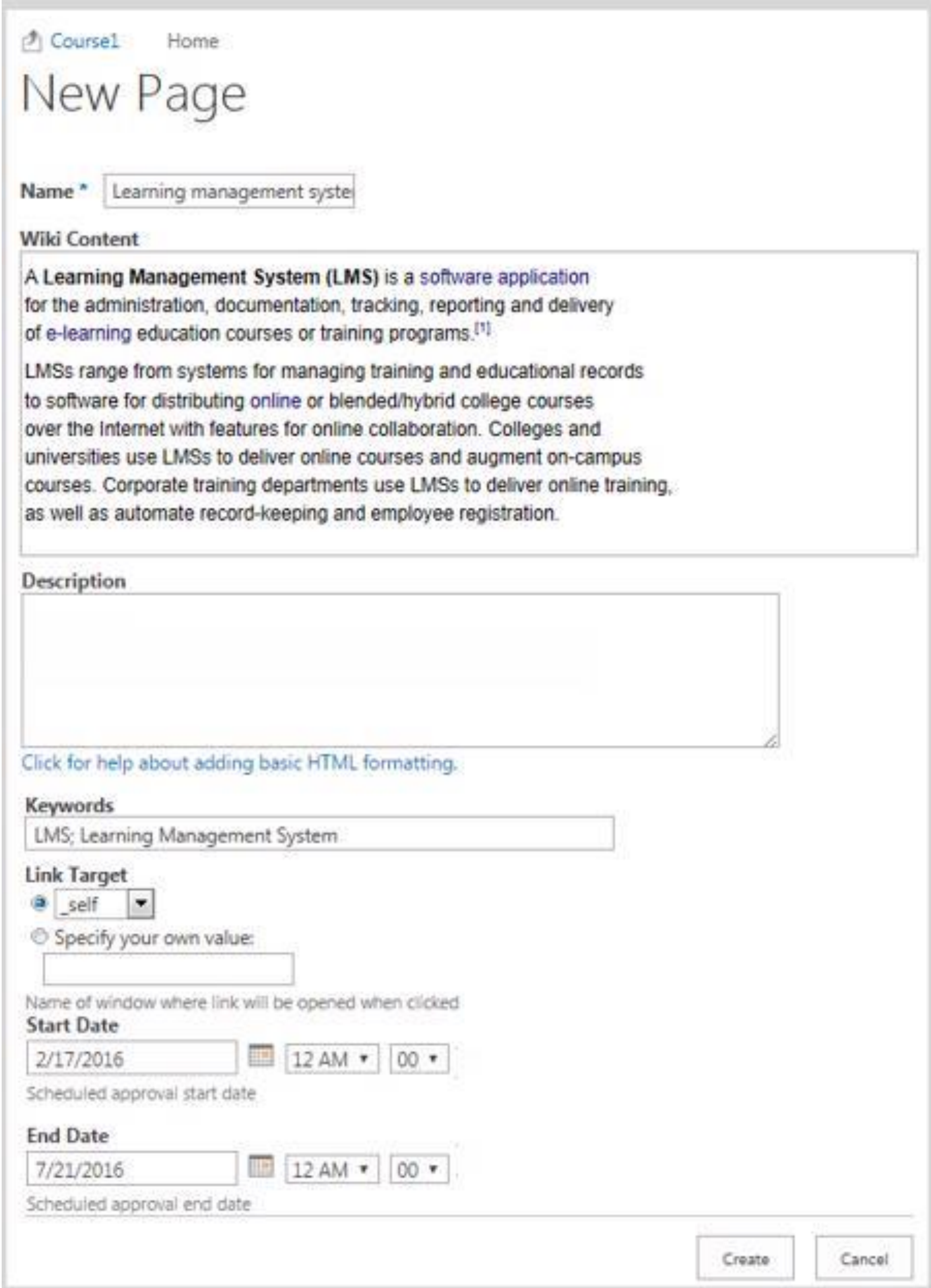
- *Keywords* – specify words that would help learners to find necessary documents (keywords should be entered in the site search field at the top of the page);
- *Link target* – specify a link target. Select one from the drop-down list or specify your own value;
- *Start Date* - enter scheduled approval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



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;

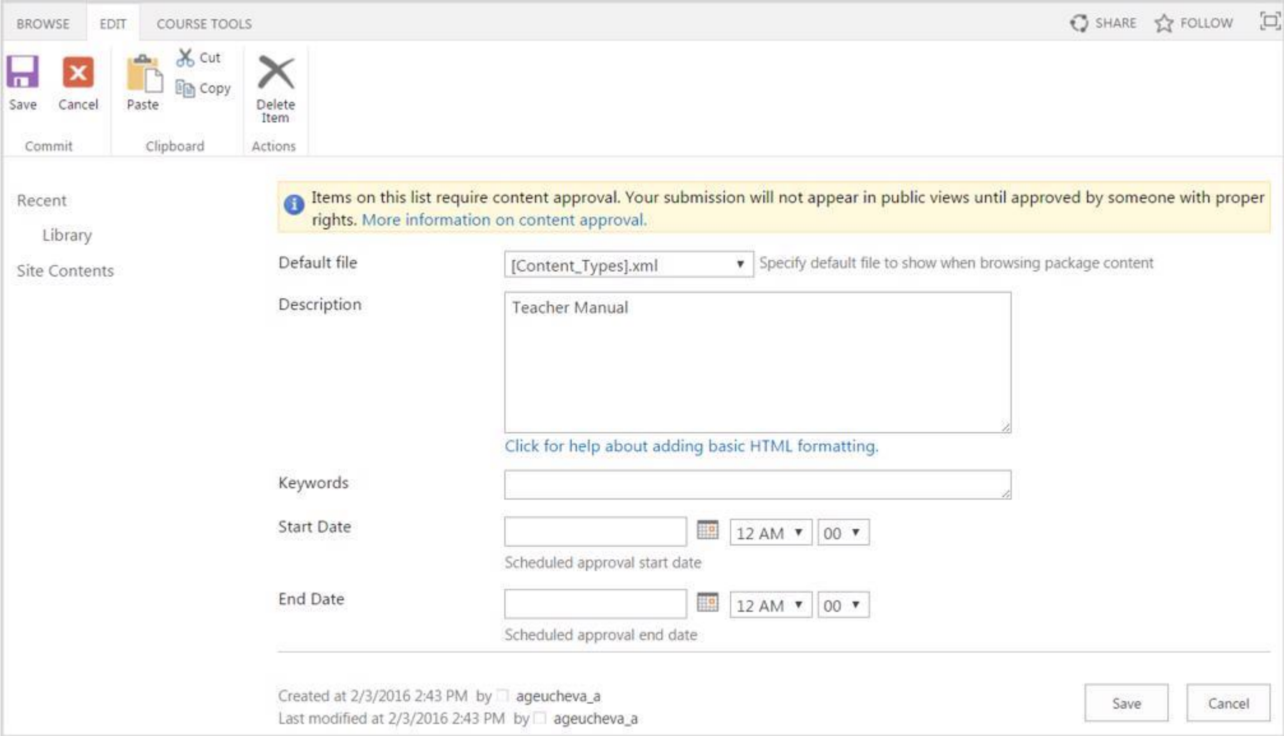
NOTE:	You may create a link to another wiki page in this library. Enter the name of the page as follows: [[Page Name]]. For example, to link to the *My Education* wiki page type [[My Education]]. Use the *Link Target* section to set the link target. *Link Target*. From the drop-down list, select one 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:

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:



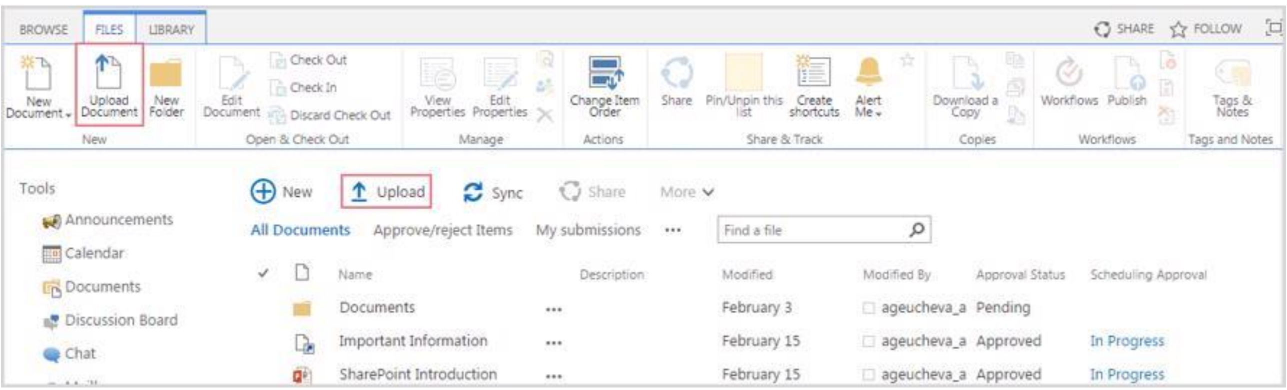
– In the *Default File* field, type the name for the website package;
– In the *Description* field, create the description for the website package;
– *Keywords* – specify words that would help learners to find necessary documents (keywords should be entered in the site search field at the top of the 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.

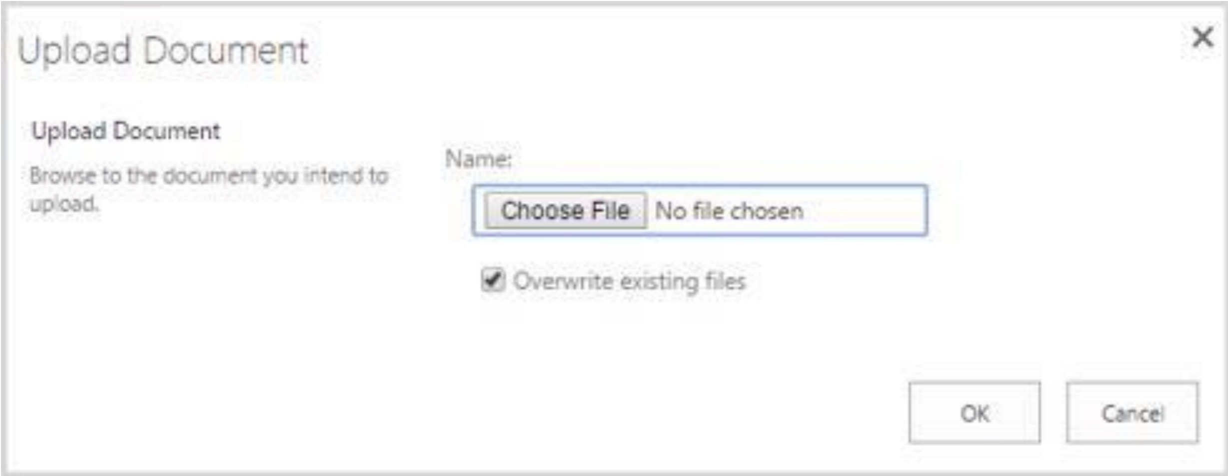
8.8 Uploading Document

To upload a document, do the following:

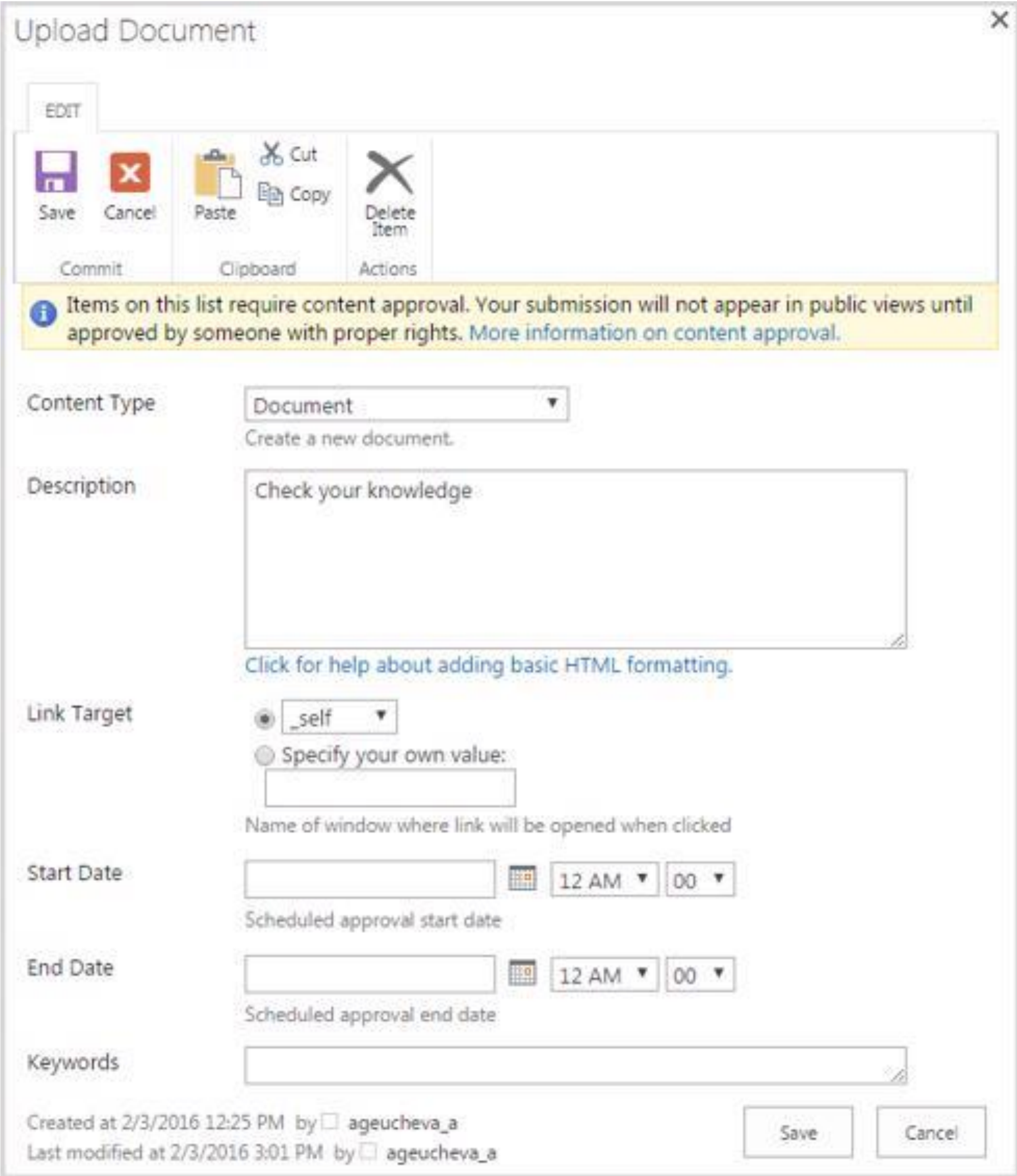
1. Enter the course;
2. Click the **Documents** link in the Course Tools menu;
3. Click **Upload Document** button in the ribbon menu or Upload button Upload;



4. The following form will be opened:



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:



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:

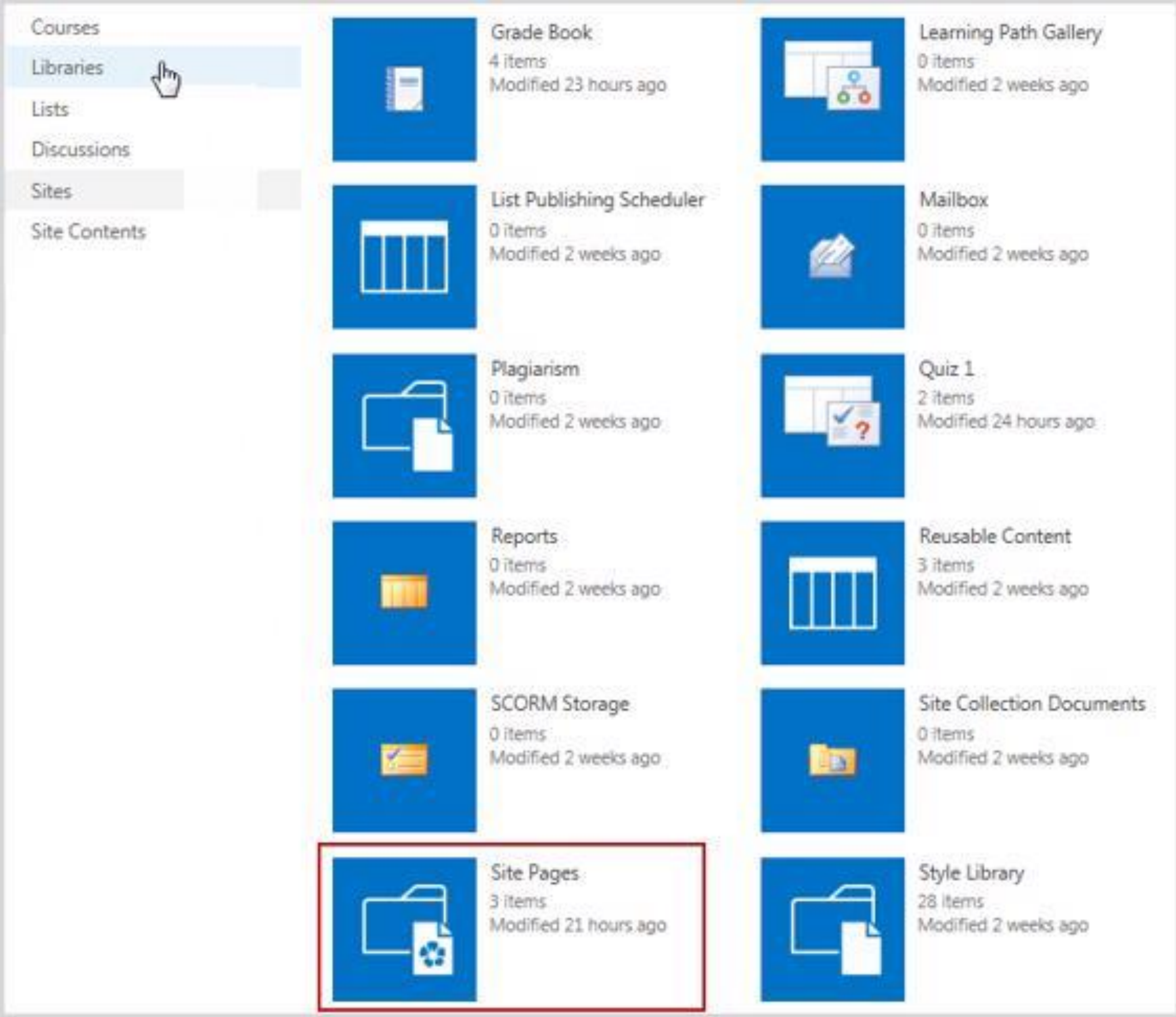
1. Enter the necessary course;
2. In the **Course Tools** menu, click **Documents**. The list of available documents will be shown in the main workspace area;
3. Click the name of the necessary document, and then select one of the following options from the callout menu:

- 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.

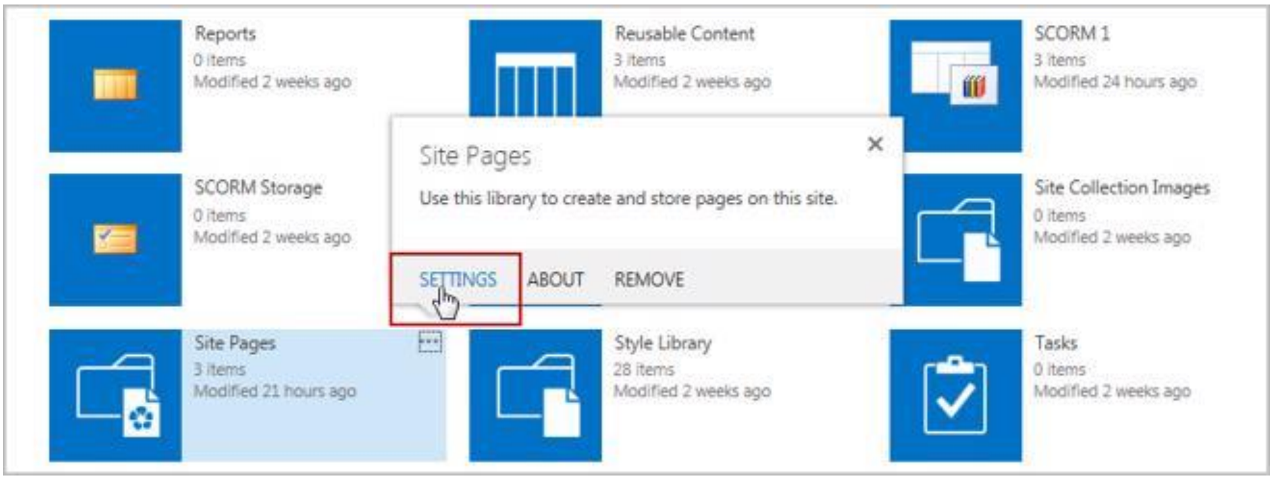
NOTE:	The list of options may vary depending on the file type.

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:

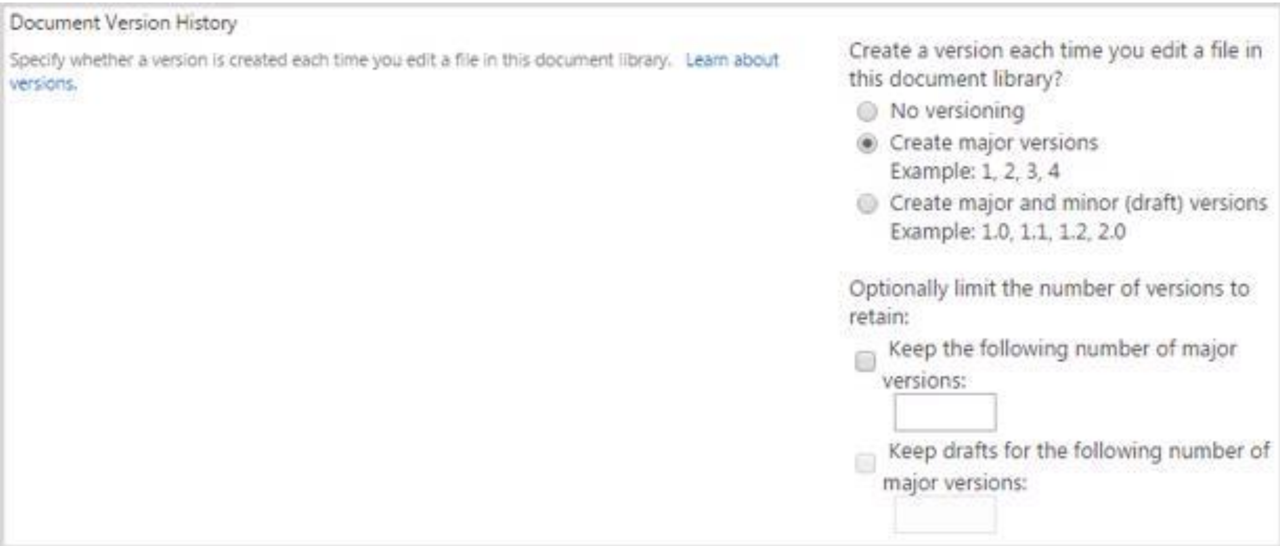


2) Go to **Settings** section of the selected library:

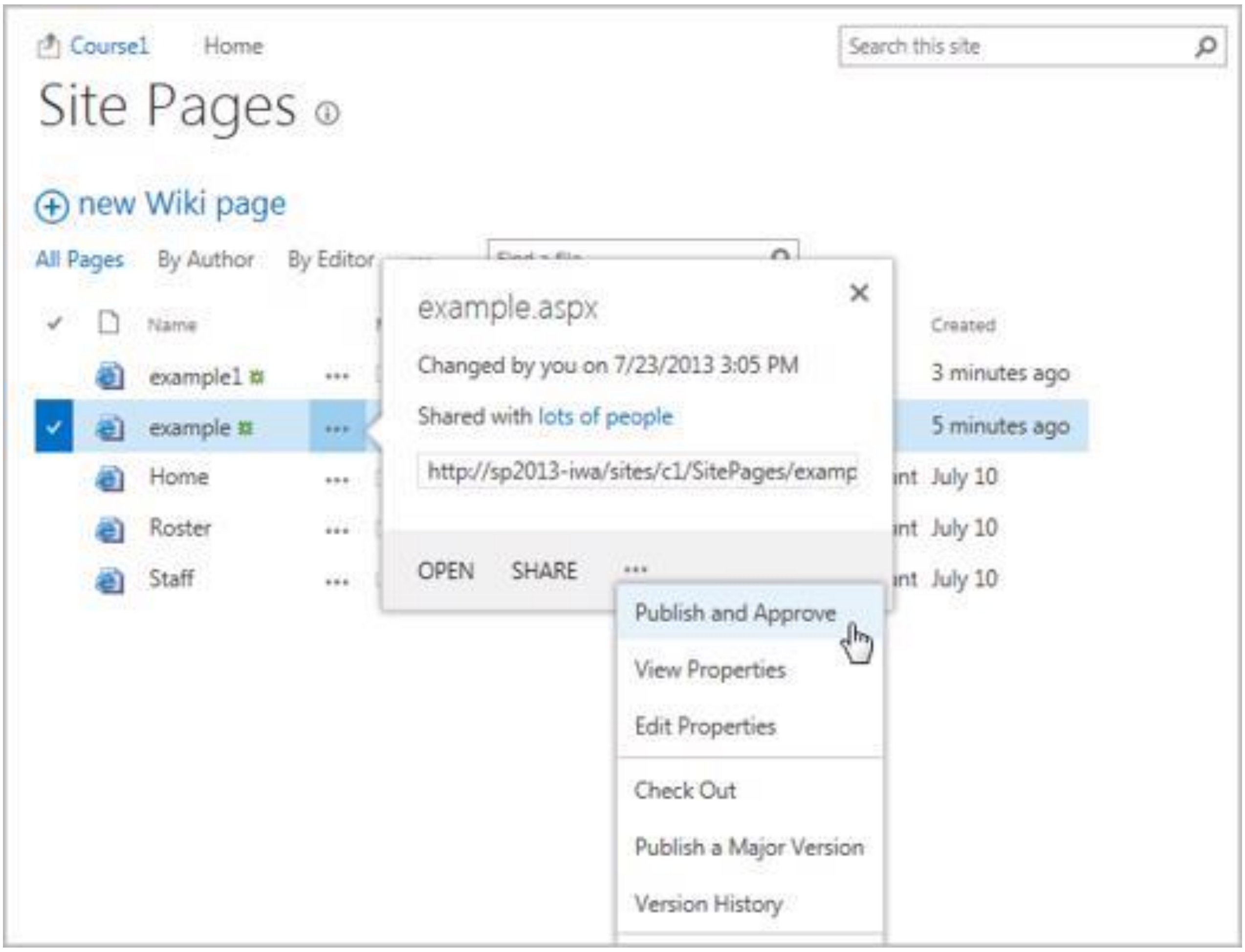


3) In the **Library Settings** section, go to **Versioning Settings:**

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:**



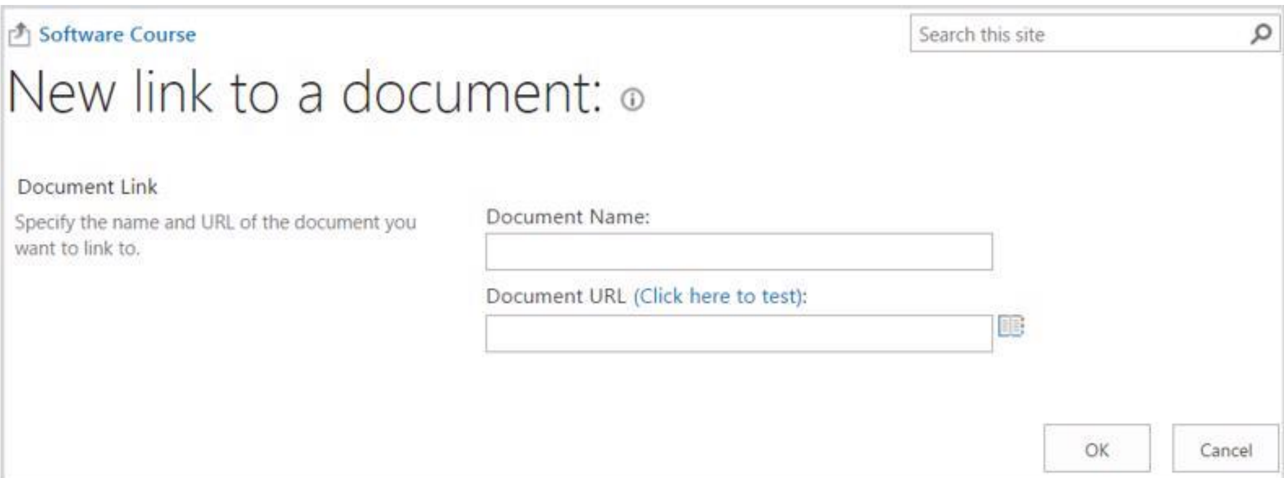
5) Click **OK** button to save the changes. Click **Cancel** button to discard the changes;
6) Create any file and click **Action menu** against its name. The new option will appear in the list of properties:



8.10 Creating Links to Documents

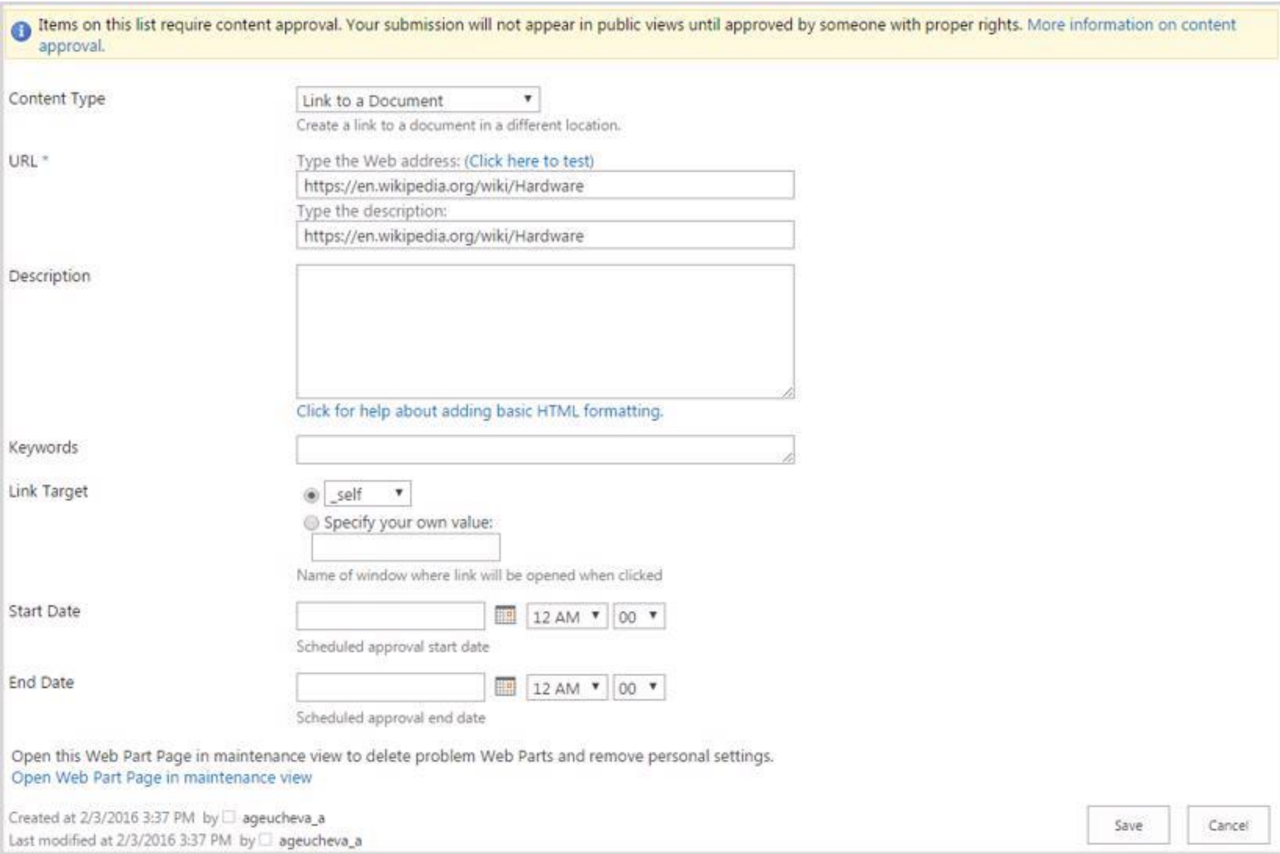
To create a link to a document in a different location (for example, to a document from another course), do the following:

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:



4. Fill out the form fields as follows:
   – In the **Document Name** field, type the document name;
   – Use the **Browse** icon ( ) to select the file location.

5. Click **OK**. The following page will appear:



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.

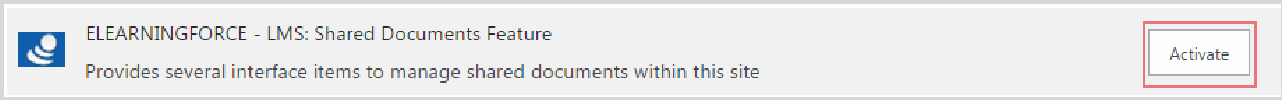
8.11 Sharing Documents

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**:

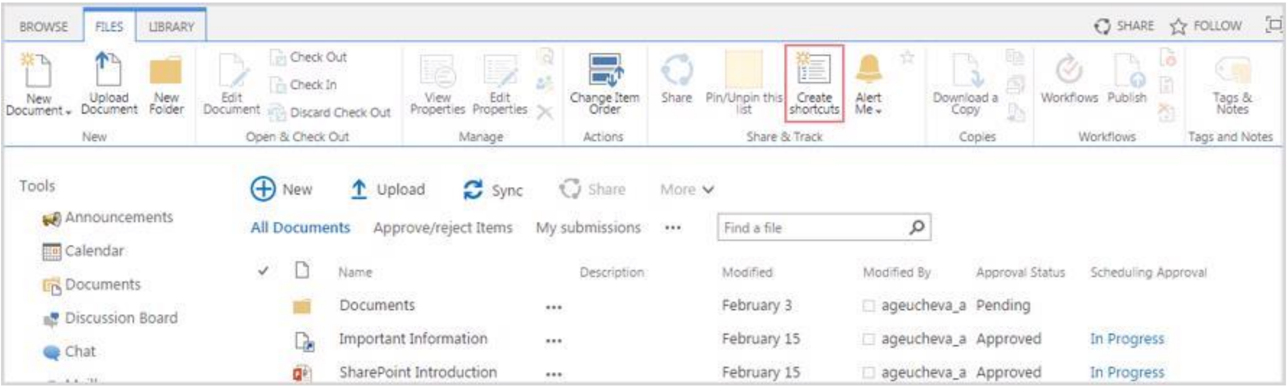


Once the feature is activated, you may share documents.

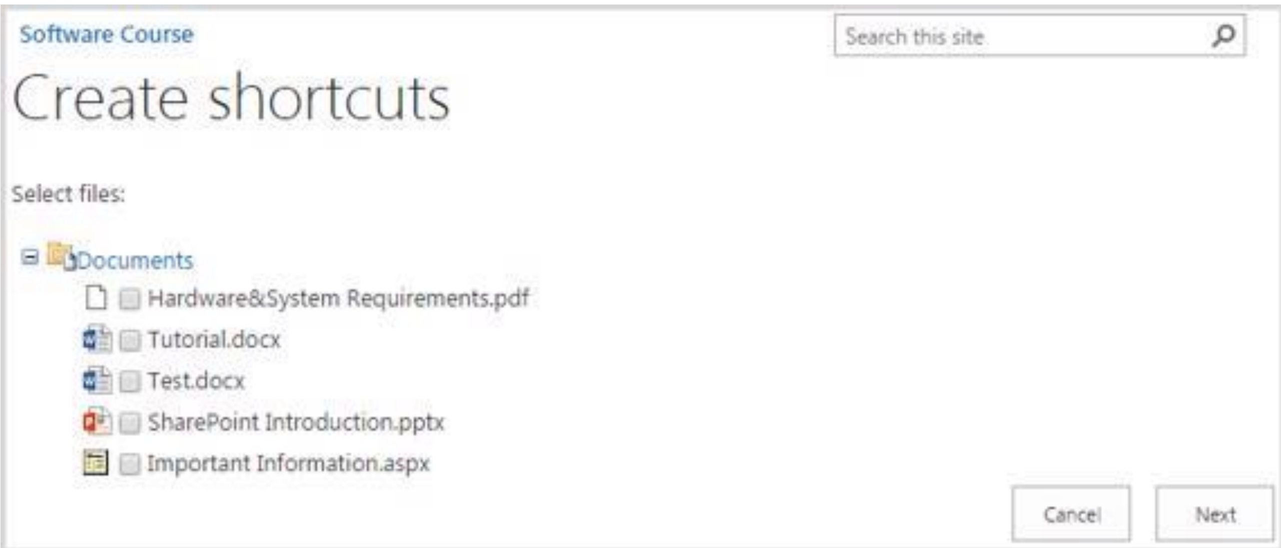
8.11.1 Creating document shortcuts between courses managed by the same teacher

To create a shortcut, do the following:

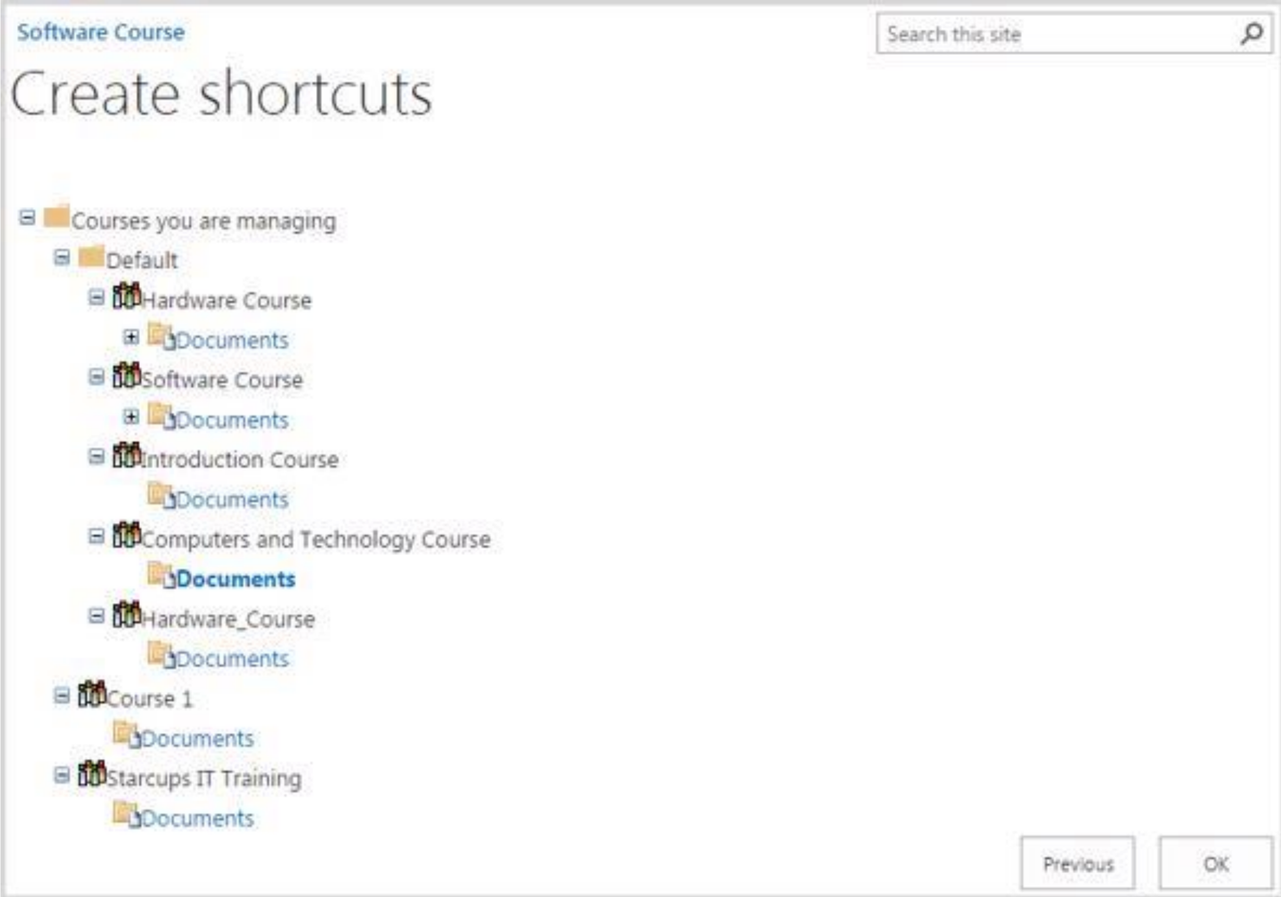
1. Go to the page with the list of documents;
2. Click **Files**>**Create shortcuts** (in **Share & Track section**):



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



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



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

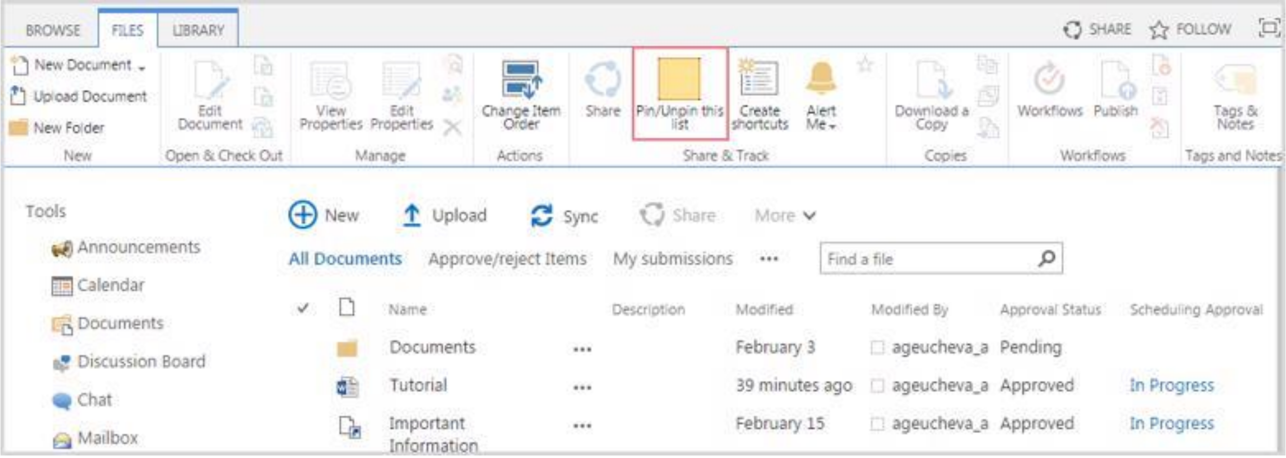
NOTE:	After a shortcut is created, users will see a link to a document or folder. This does not mean, however, they will have an access to the item. Make sure users have the corresponding permissions to view the item.

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:**

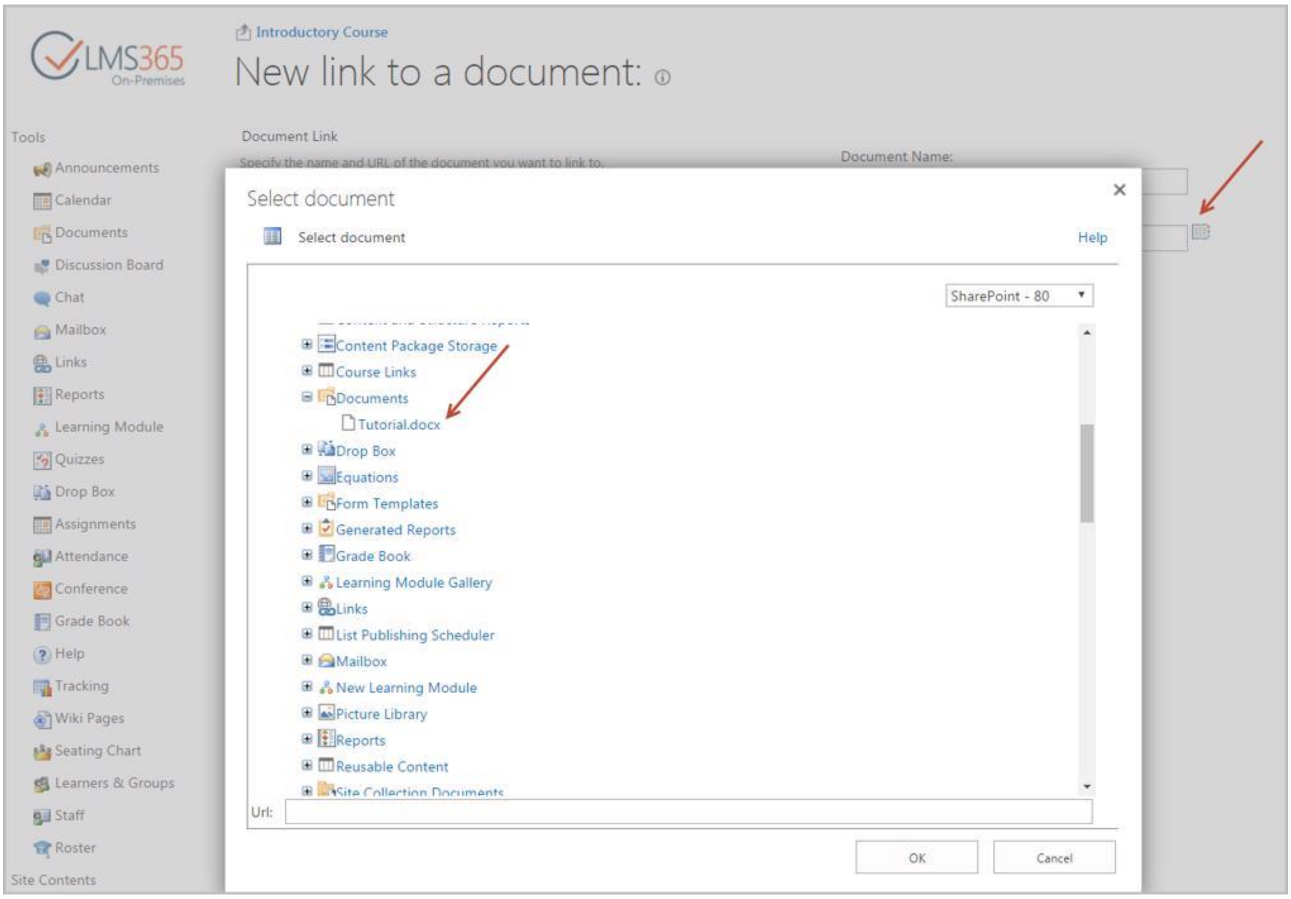


The course documents become available to users from different courses and organizations.

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:



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

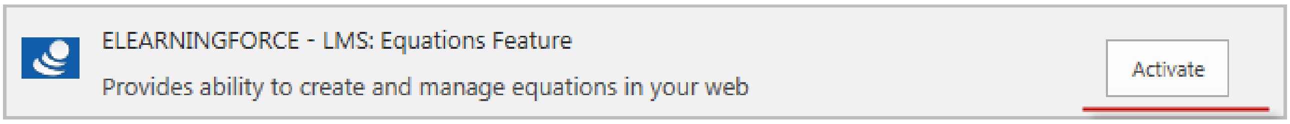
8.12 Creating Equations

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:

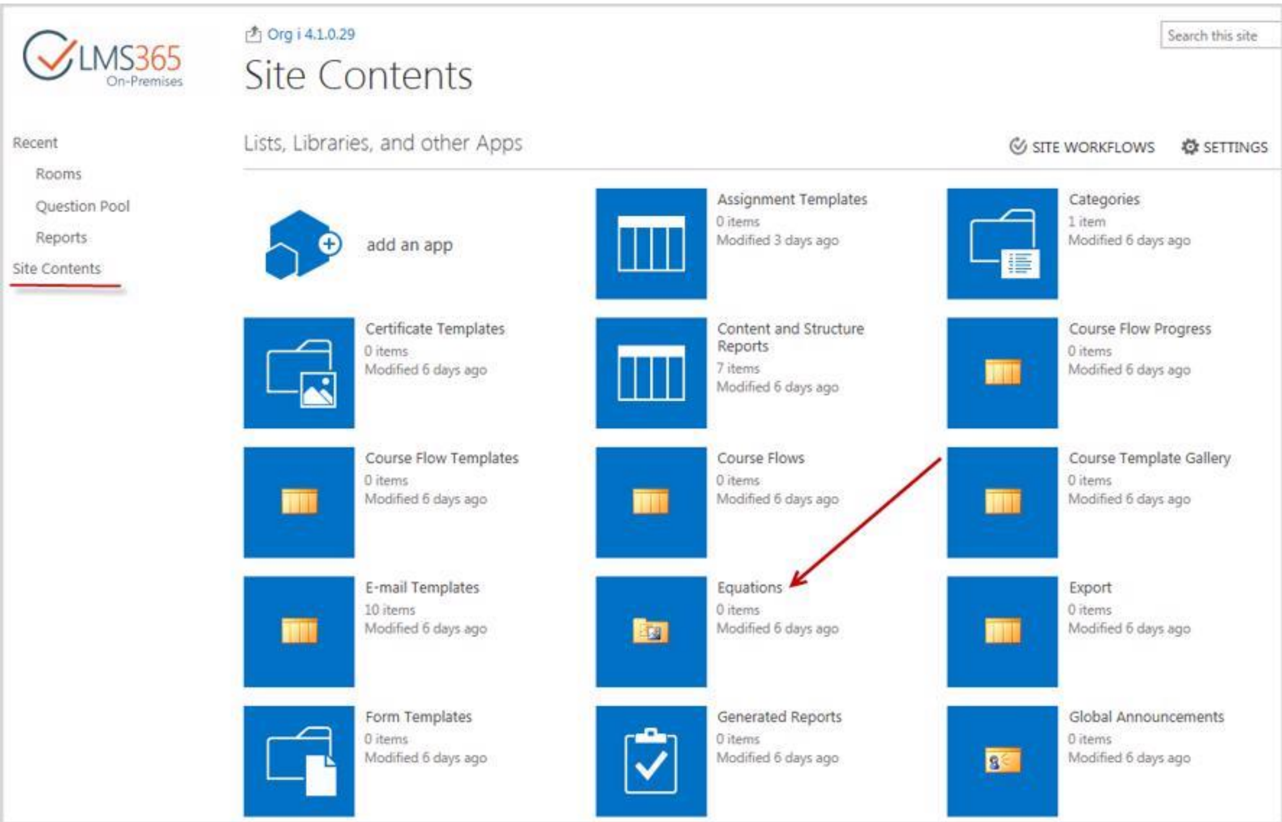
1. Go to **Settings** >**Site Settings**>**Site Actions**>**Manage site features**;
2. Click the **Activate** button next to the **ELEARNINGFORCE – LMS: Equations Feature**:



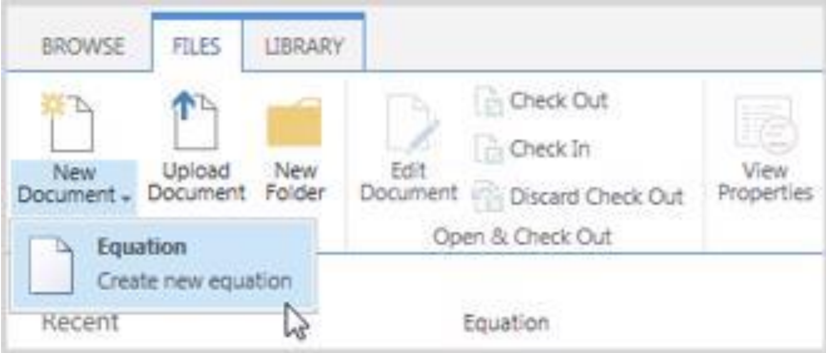
Once the feature is activated, you may create equations and use them in lists of the course or organization where it was created.

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

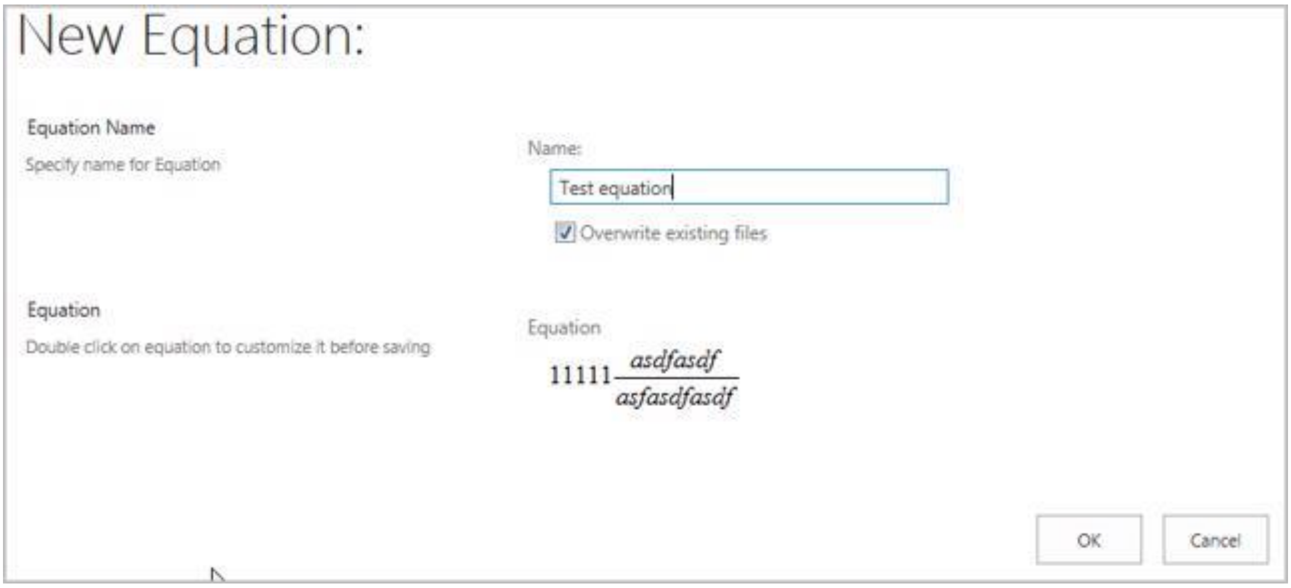
1. Go to Site Contents > Equations:



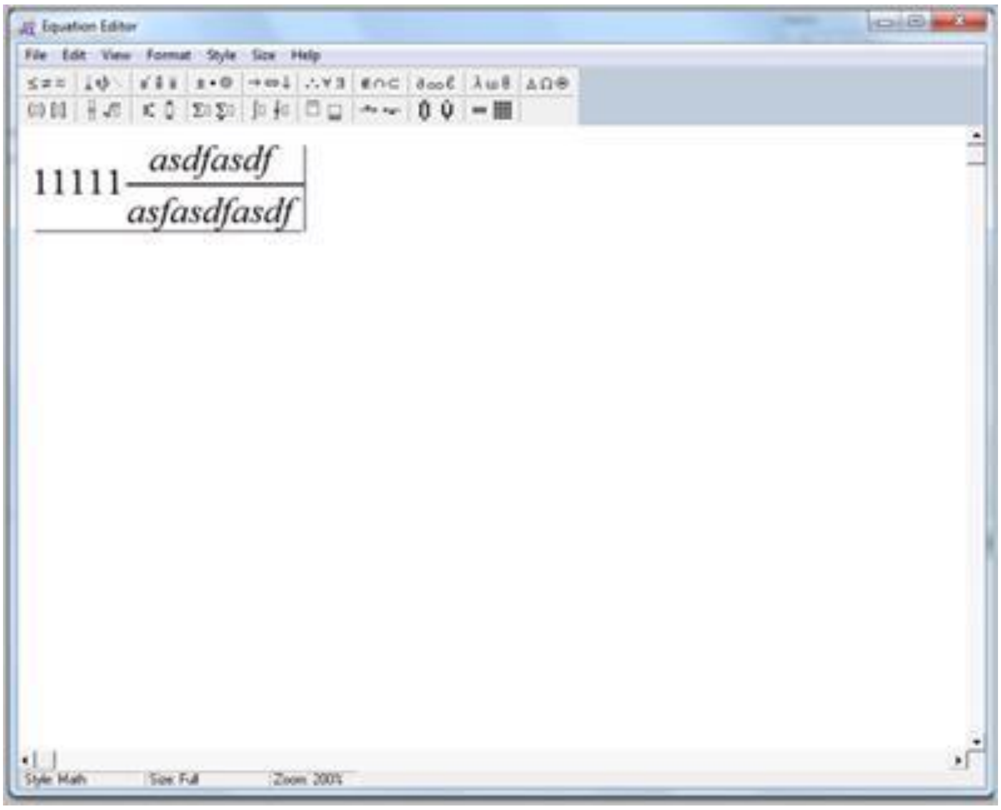
2. In the ribbon menu click Files > New Document > Equation:



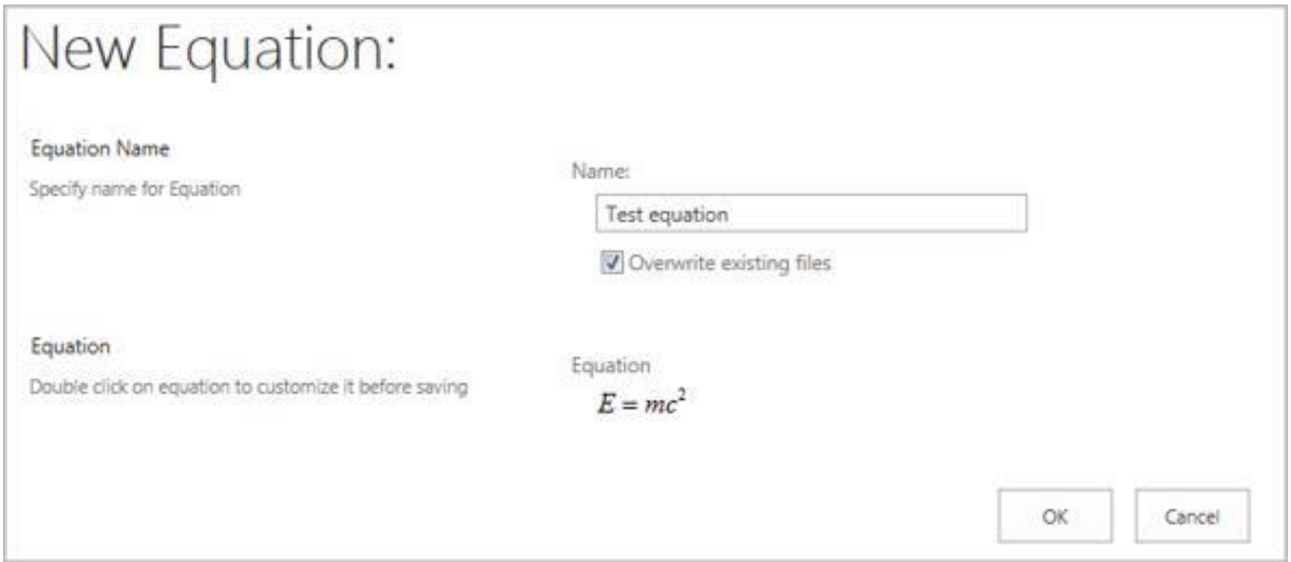
3. Fill in the Equation creation form:



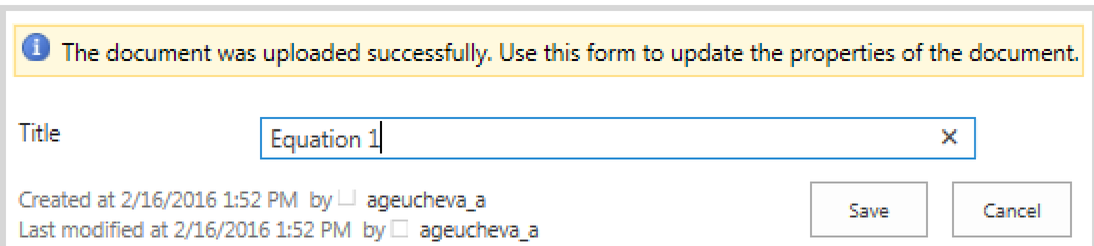
- Equation Name – type equation name;
- Equation – double click on the field to open the Equation Editor and make the necessary changes:



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



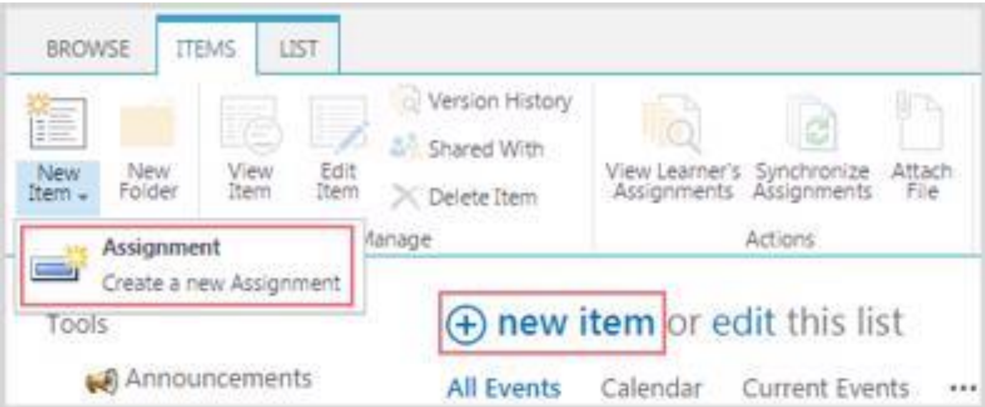
5. Type name for the new equation and click Save to save the changes:



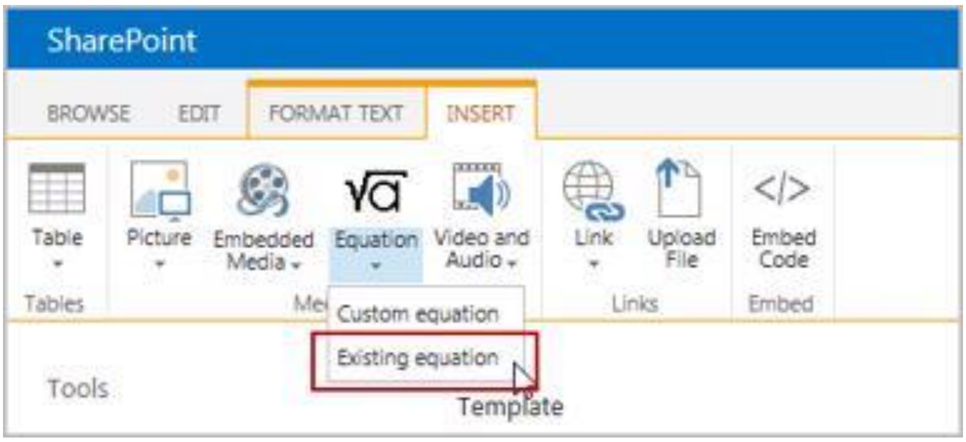
6. The new Equation will be added to the list of equations and can be used in other lists:

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

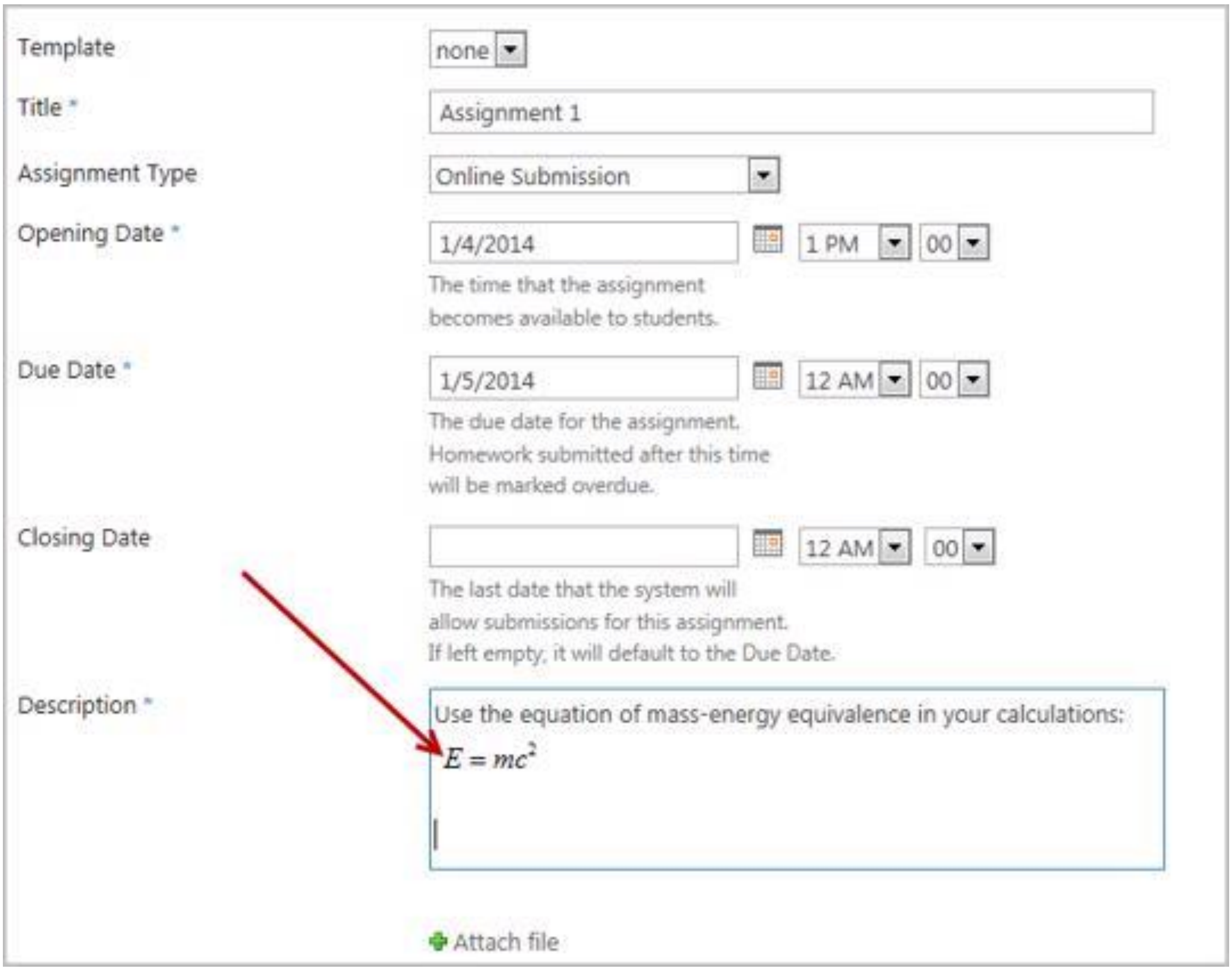
1. Go to the needed list, for example, Assignments and create a new item in the list:



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

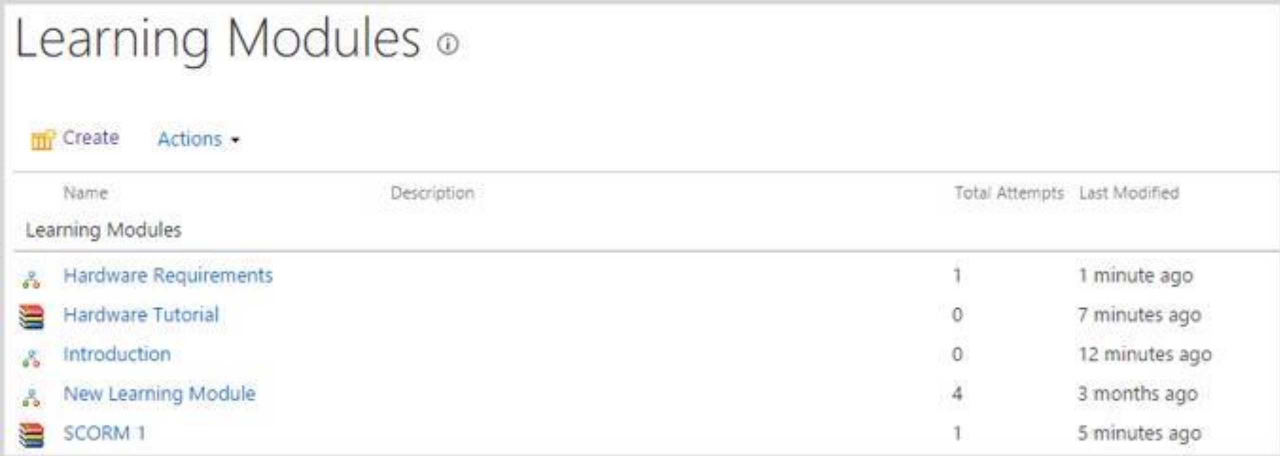


3. Select the Equation from the list of equations and click OK;
4. It will be added to the Description field. Type the needed text and click Save to save the changes:

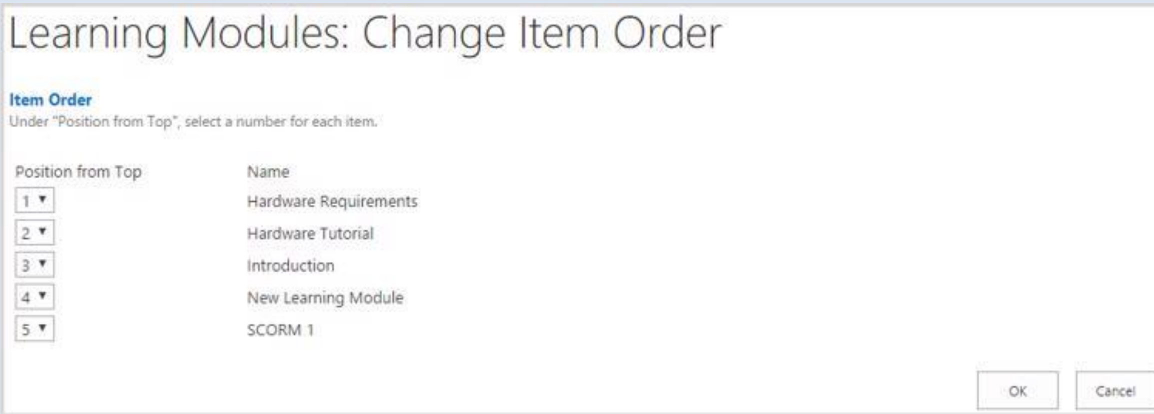

Template
none
Title *
Assignment 1
Assignment Type
Online Submission
Opening Date *
1/4/2014
1 PM
00
The time that the assignment becomes available to students.
Due Date *
1/5/2014
12 AM
00
The due date for the assignment. Homework submitted after this time will be marked overdue.
Closing Date
12 AM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

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:



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**:



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:

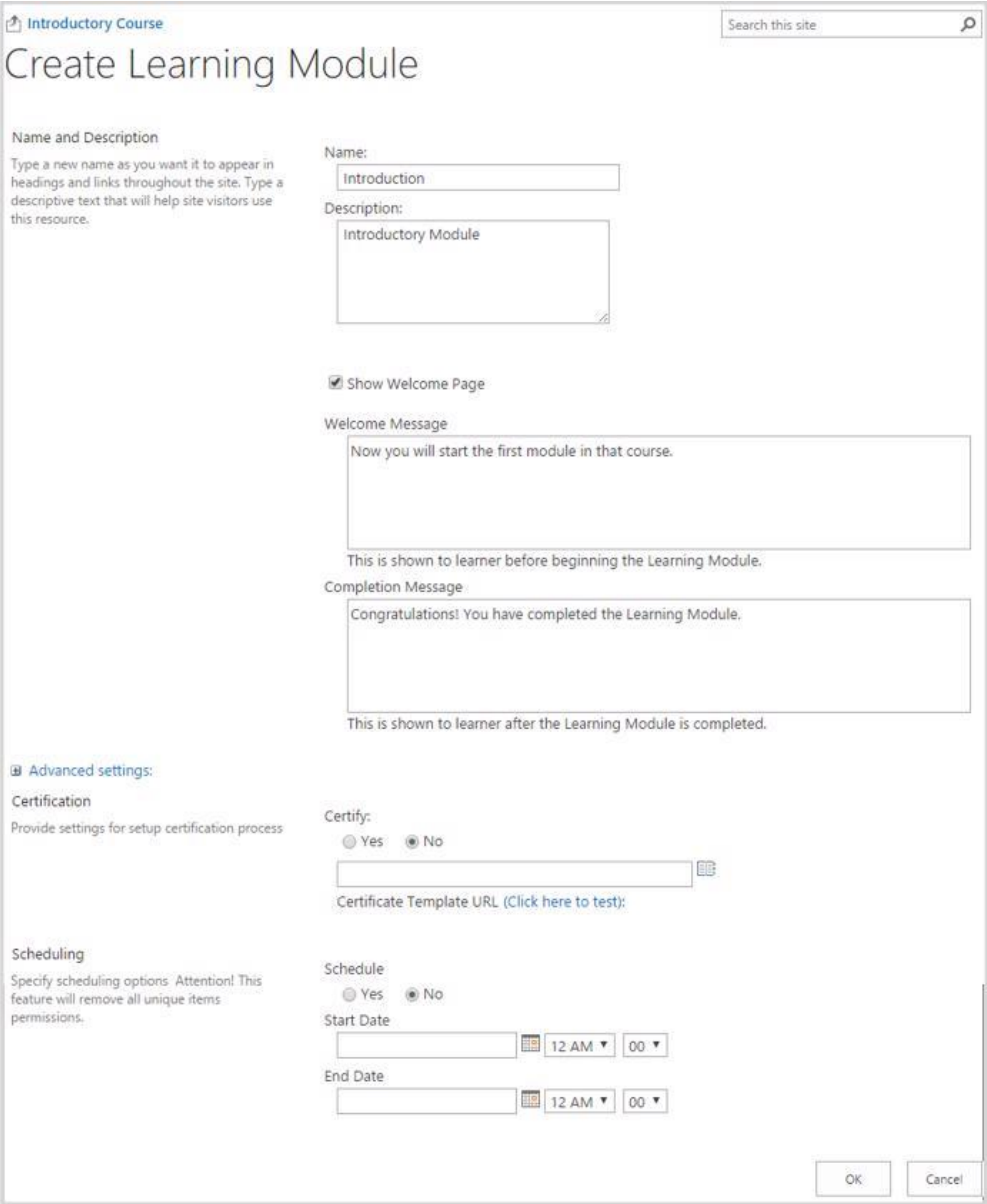
– *Create a learning module;*
– *Upload a SCORM compliant course content.*

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

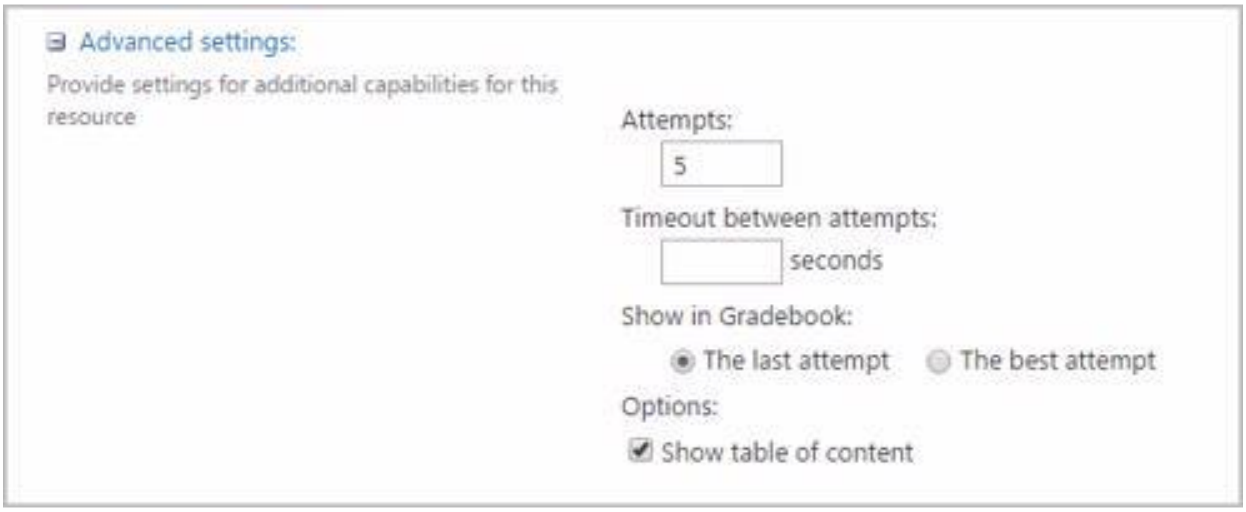
9.1 Creating Learning Modules

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:

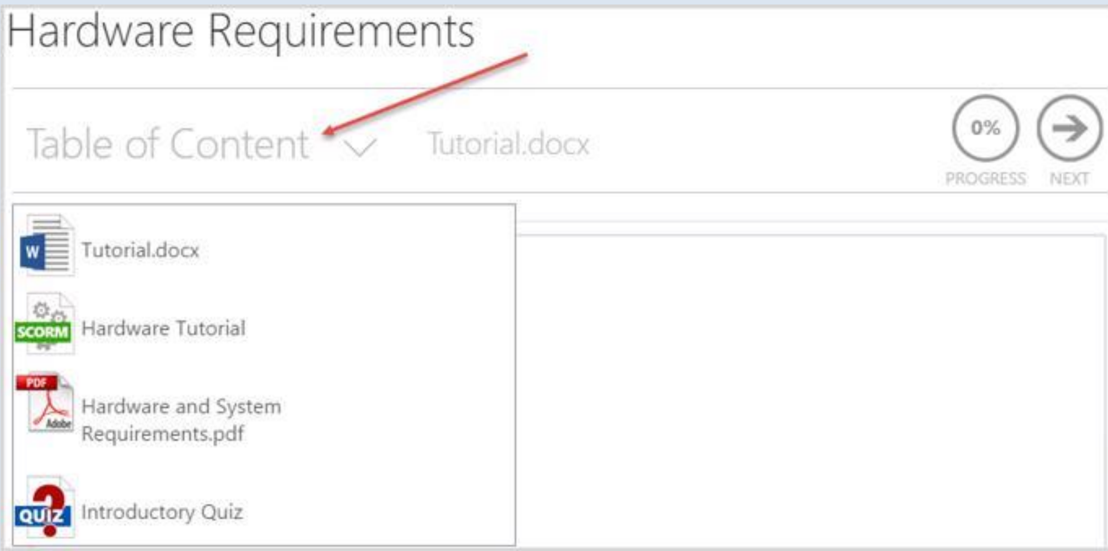


- *Name* – type the name for the learning module;
- *Description* – type a short description for the learning module that will be displayed on the main page of the section;
- *Show Welcome Page* – select this option to display Welcome Page before starting the Learning Module attempt;
- *Welcome Message* – 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:



- *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. Click the down arrow to open the list of items contained in the Learning Module:



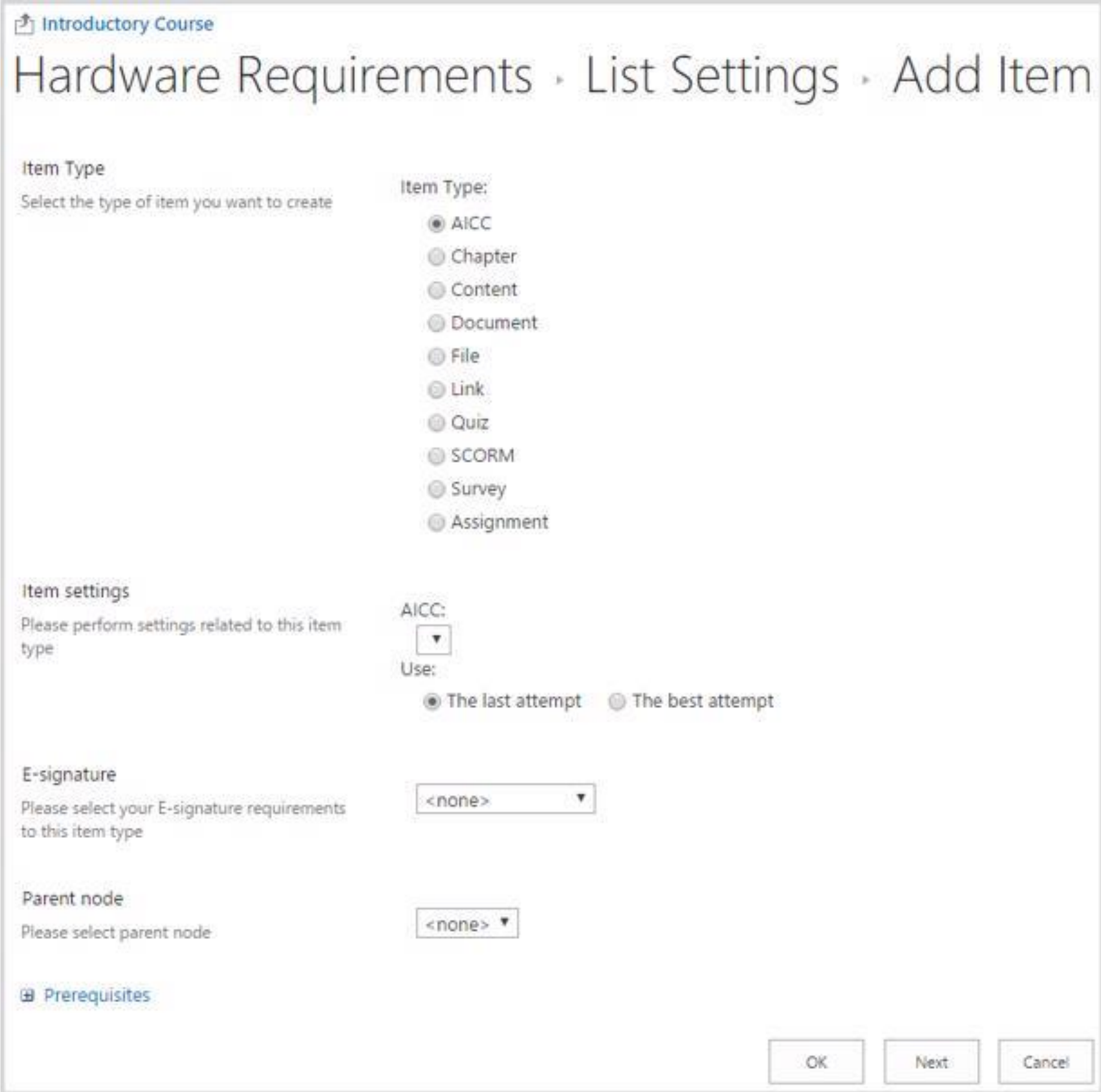
– *Certification* – select *Yes* to enable certification for this learning module. Use the **Browse** button to select certificate template for the learning module. Select *No* to skip using certificates;

NOTE: If a default Certificate Template is set for Learning Modules on Organization or Course level, it is selected by default:

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:



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

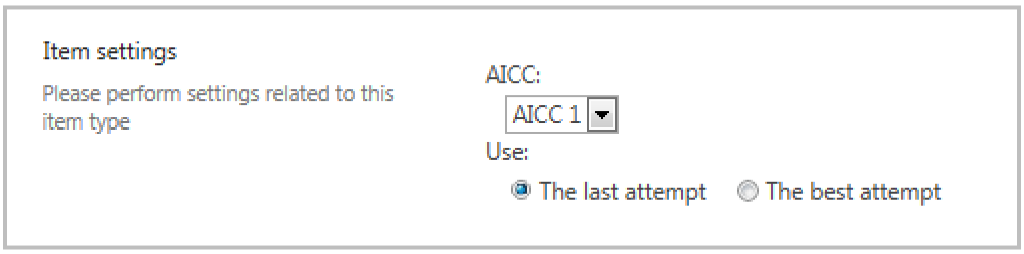
– From the **Item Type** list, select the type of item you want to add.

<u>You can find the detailed description of each item type settings given below:</u>

AICC

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

– From the Item Type list select the AICC option:

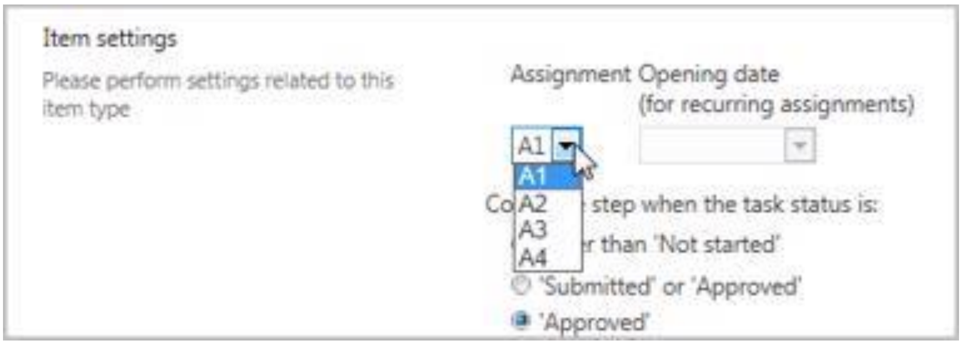


- From the AICC drop-down list, select the AICC you want to include into the learning module;
- Specify whether you want the system to display AICC *Last attempt* or *Best Attempt* in case you would like to take a learning module again.

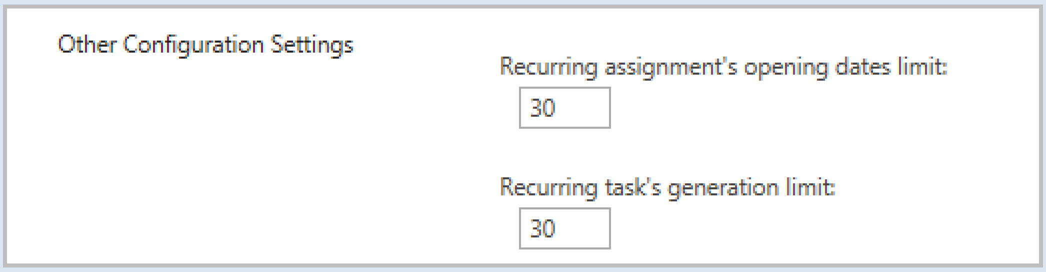
Assignment
To add an assignment to the learning module, fill in the following form:

Follow the steps given below:

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



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):  **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.

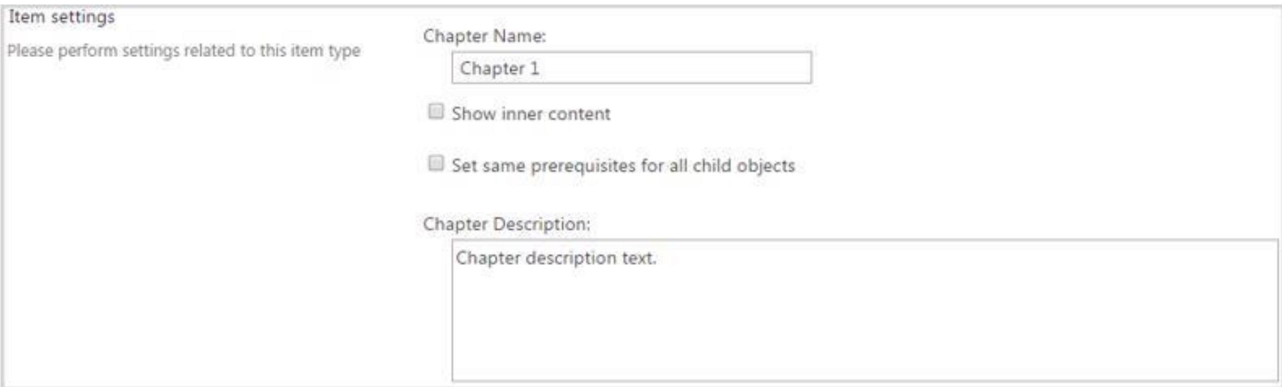
✓ ***'Approved'** assignment task status*

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

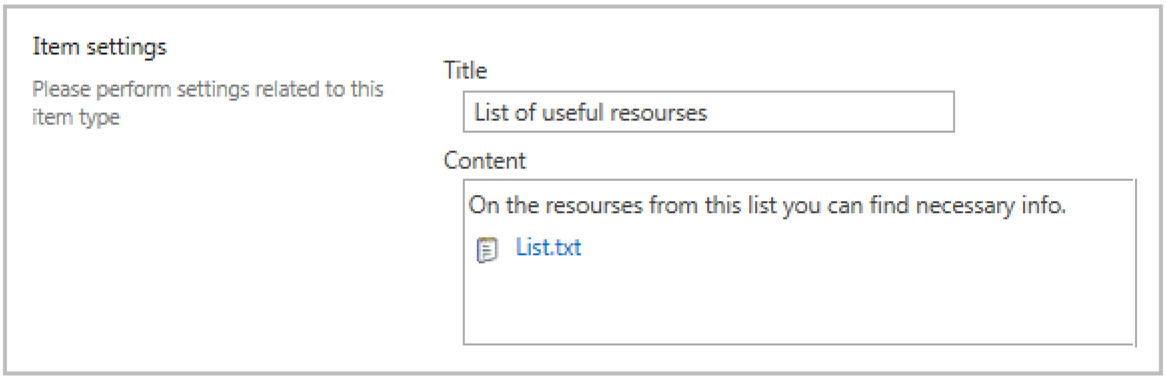
You have the possibility to divide a learning module into chapters. A chapter is created as a general item From the *Item Type* list, select the *Chapter* option, and then type the name for the chapter in the *Chapter Name* field. Consider items settings:



- 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:

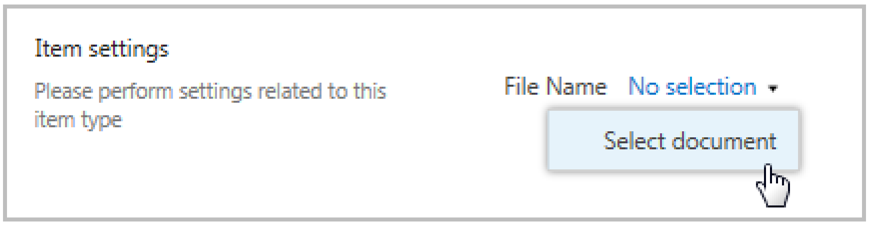


– From the *Item Type* list, select the *Content* option;
– In the *Title* field enter content title;
– Use the embedded content editor to create content.

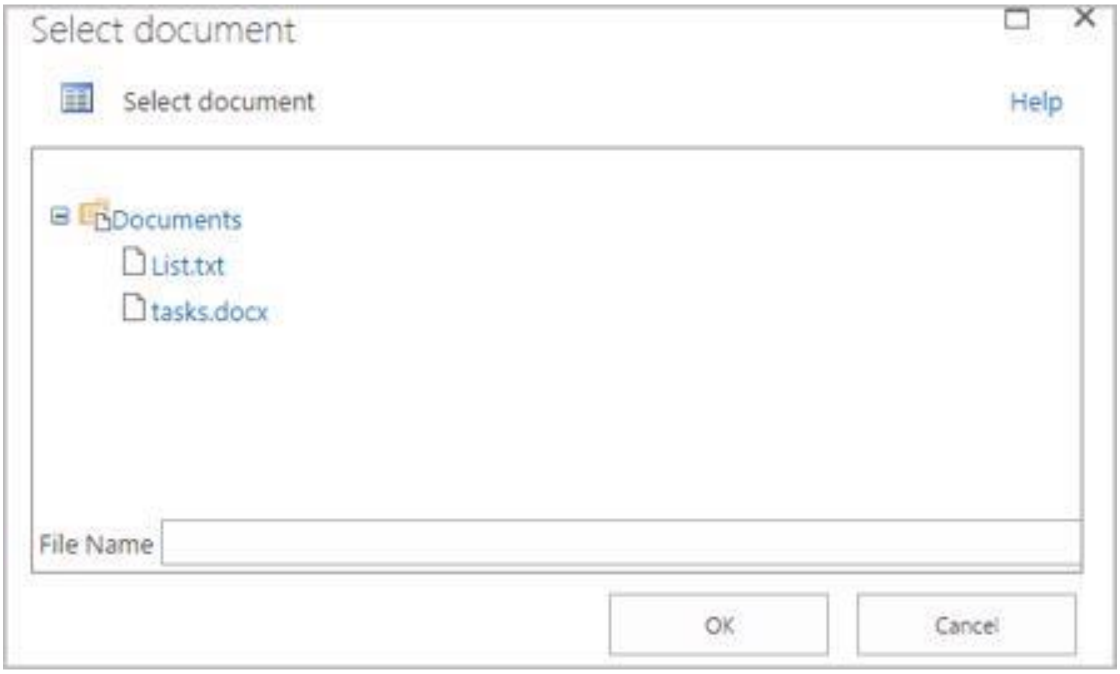
Document

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

– From the Item Type list select the Document option:



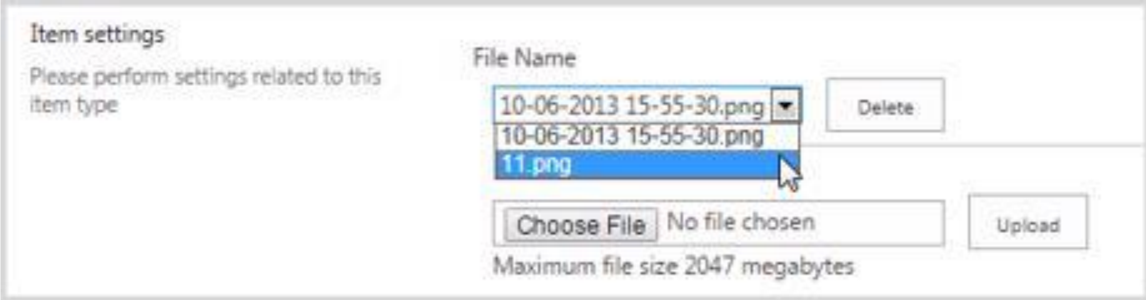
– In the File Name field select the document you want to add to the learning module. The list will comprise files that have been created or uploaded to the Documents section of the course:



File

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

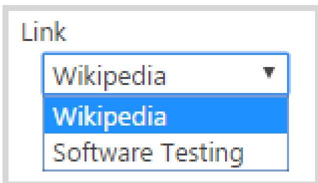
– From the Item Type list select the File option;
– Enter Title and Description for the item:



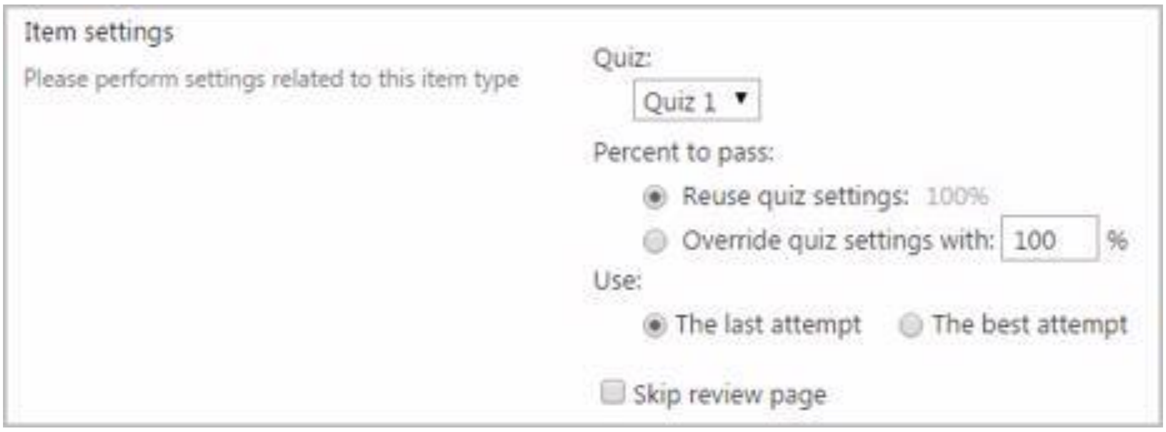
– Use the *Choose File* button to select a file on your computer. Click *Upload* to upload the file. You may upload as many files as you want. The uploaded files will appear in the *File Name* drop-down list;
– From the *File Name* drop-down list, select the file you want to add to the learning module.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

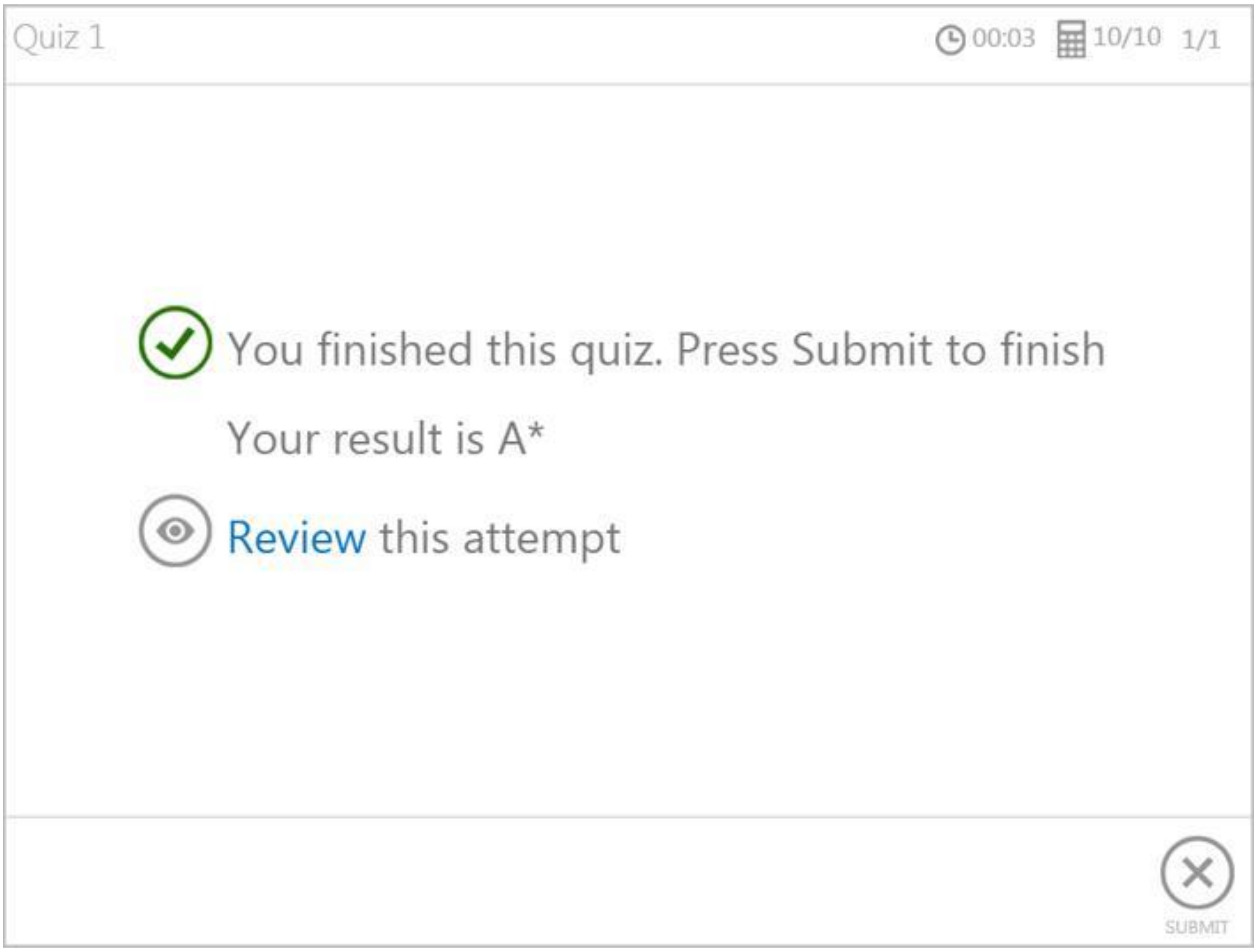
Link
To add a new link to the learning module, do the following:
– From the Item Type list select the Link option;
– Enter Title and Description for the item. Use constants in the Description field to give Learners clear instructions;
– Choose the necessary links from the *Link* drop-down menu. The list 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:



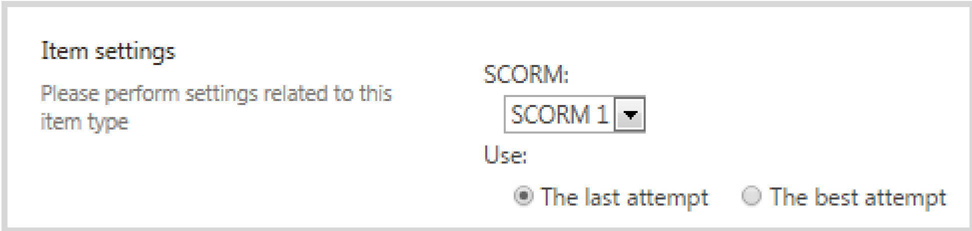
- Choose the necessary quiz from the **Quiz** drop-down menu. The list will comprise quizzes that have been created in the **Quizzes** section of the course;
- In the *Percent to Pass* field select between two options:
  a) Reuse quiz settings (present set for this quiz is displayed);
  b) Override quiz 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:

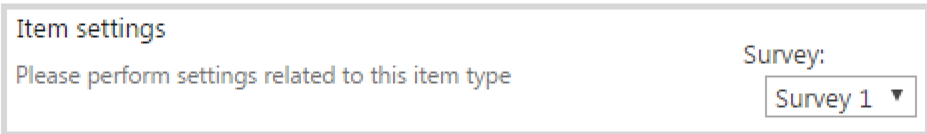


– From the SCORM drop-down list, select the SCORM you want to include into the learning module;
– Specify whether you want the system to display SCORM *Last attempt* or *Best Attempt* in case you would like to take a learning module again.

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:



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:

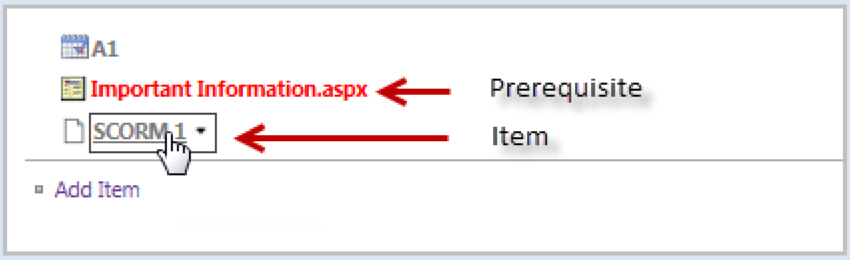
- None – the item does not require an E-signature;
- Simple check box – adds a confirmation button with a simple check box;
- Authorization – adds a confirmation button, which requires authorization by user's password.

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:



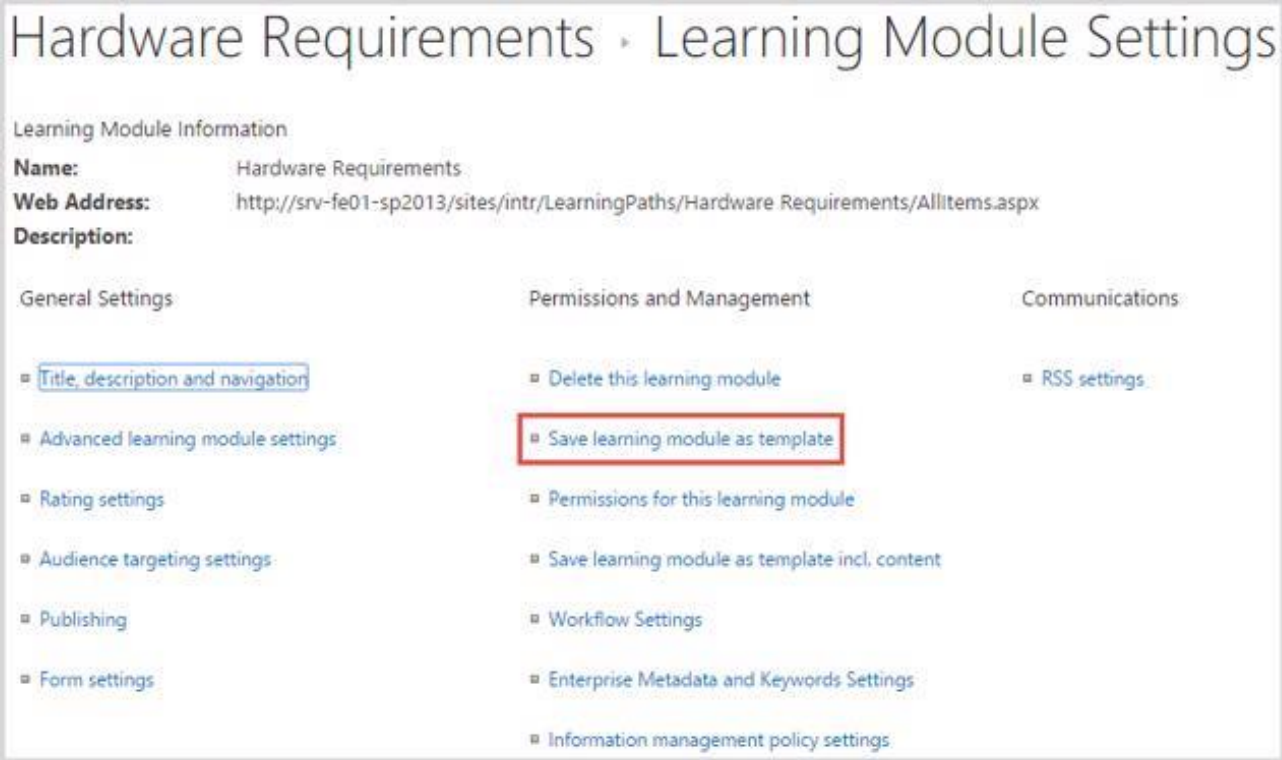
13. Click **OK** at the bottom of the page to save the item, click **Next** to save current item and continue, click **Cancel** to discard changes.

9.2 Learning Module Templates

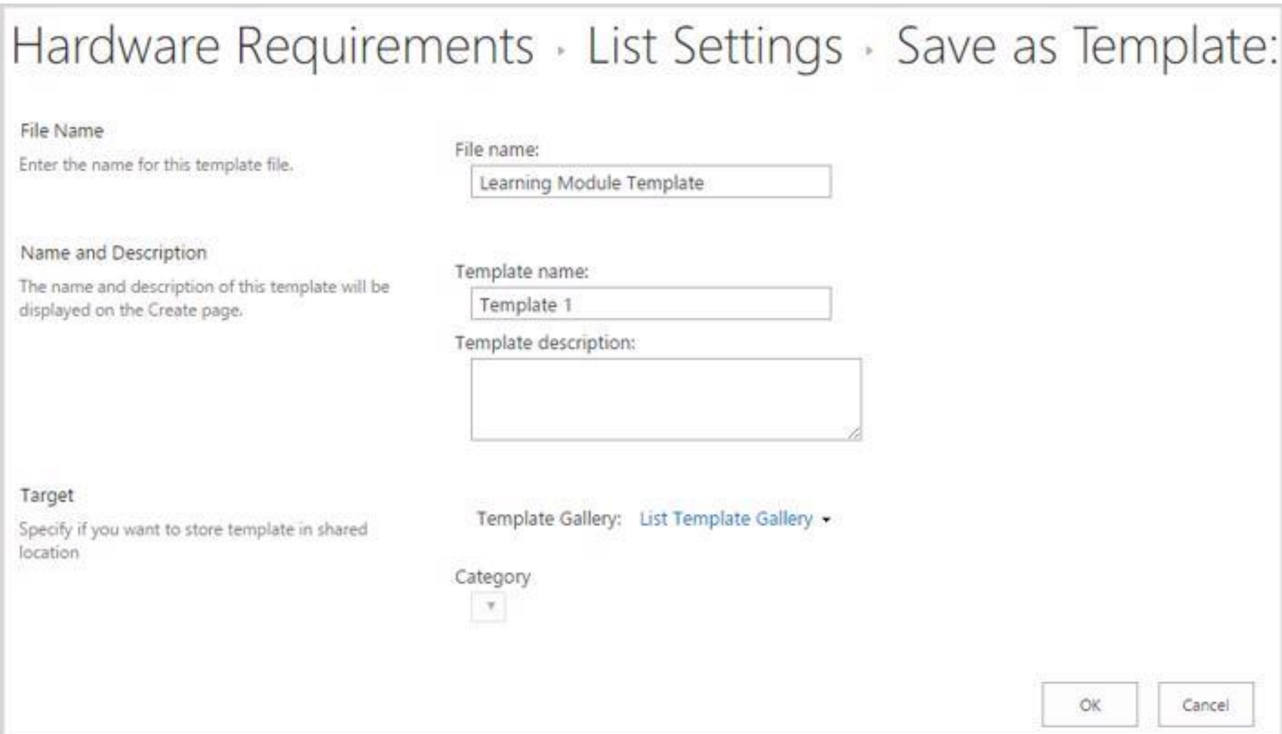
9.2.1 Saving Learning Module as Template

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**:



3. The following form will appear:



1. Fill out the form as described below:

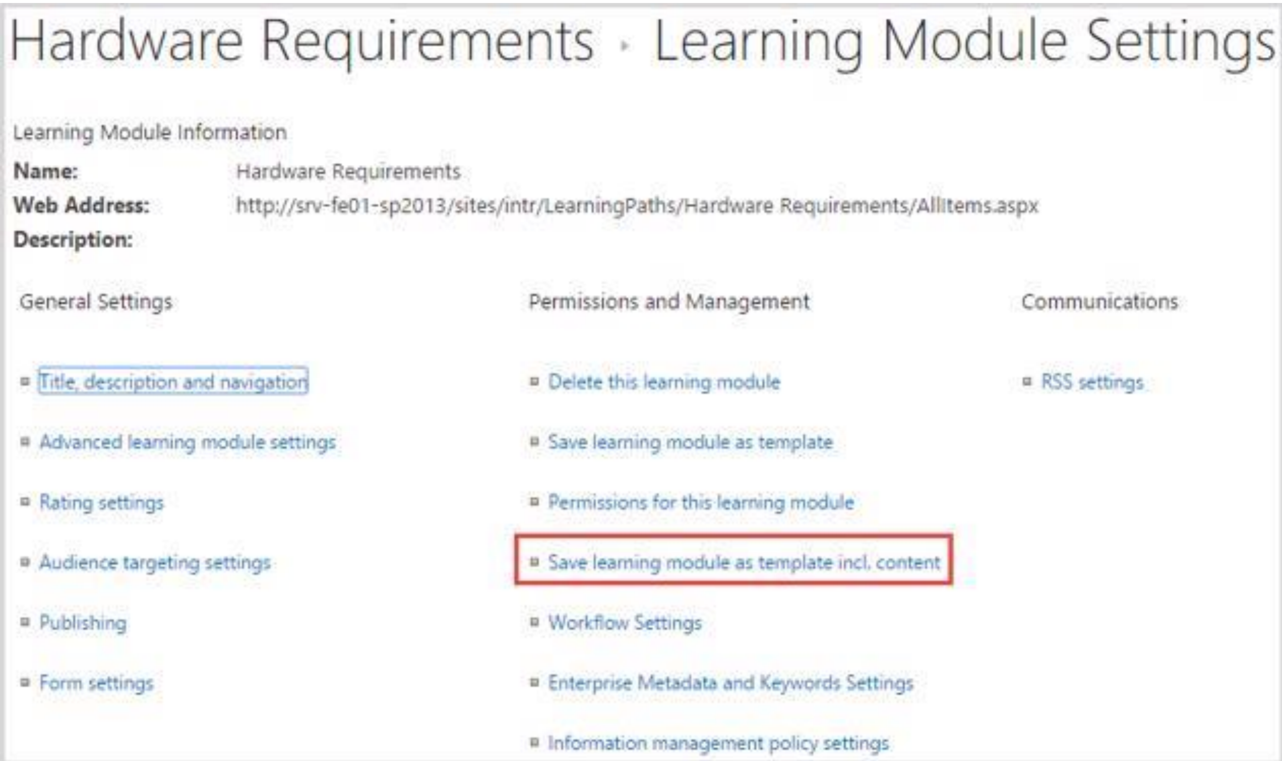
– *File Name* – type the name for the template file;
– *Template Name* – enter name of the template. This name will appear on the Create page;
– *Template Description* – enter the description for the template;
– Click the *Template Gallery* button and choose the gallery where you want to save the template;
– 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.

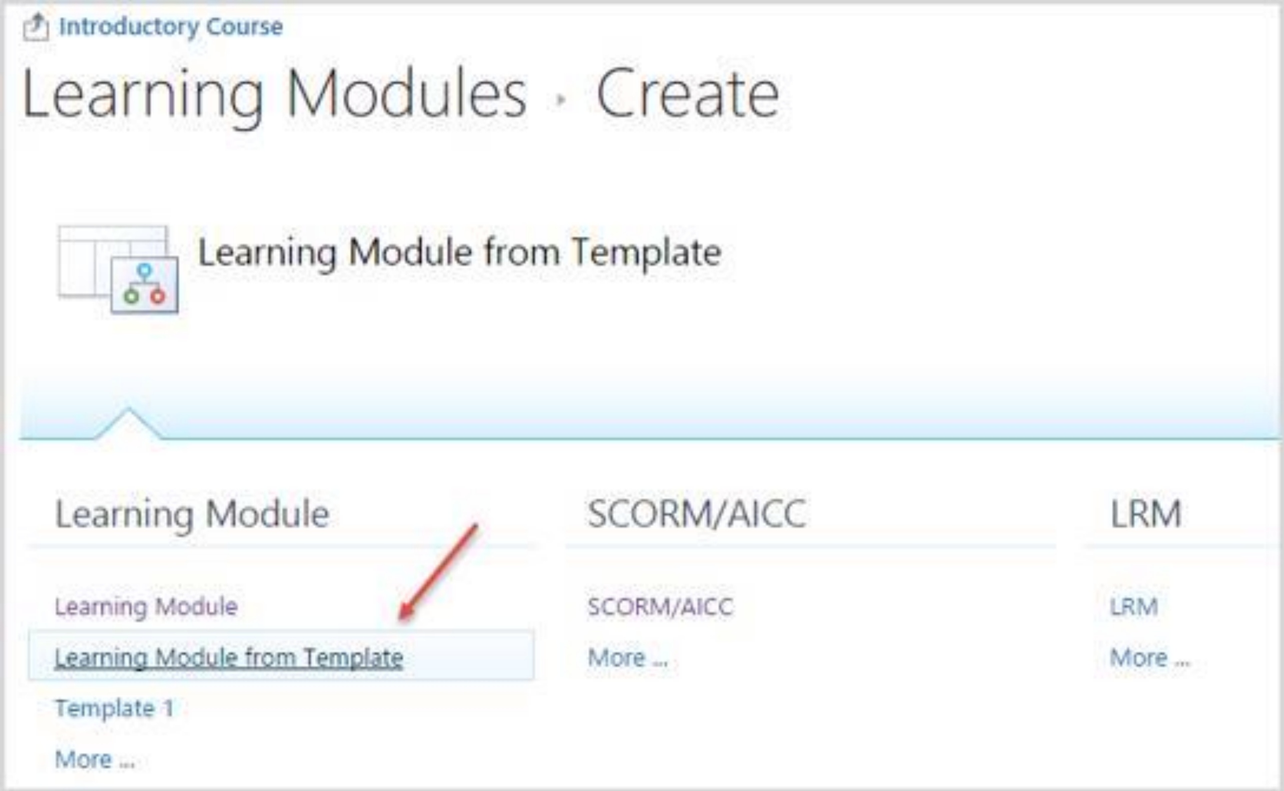
9.2.2 Saving Learning Module as Template Including Content

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**:



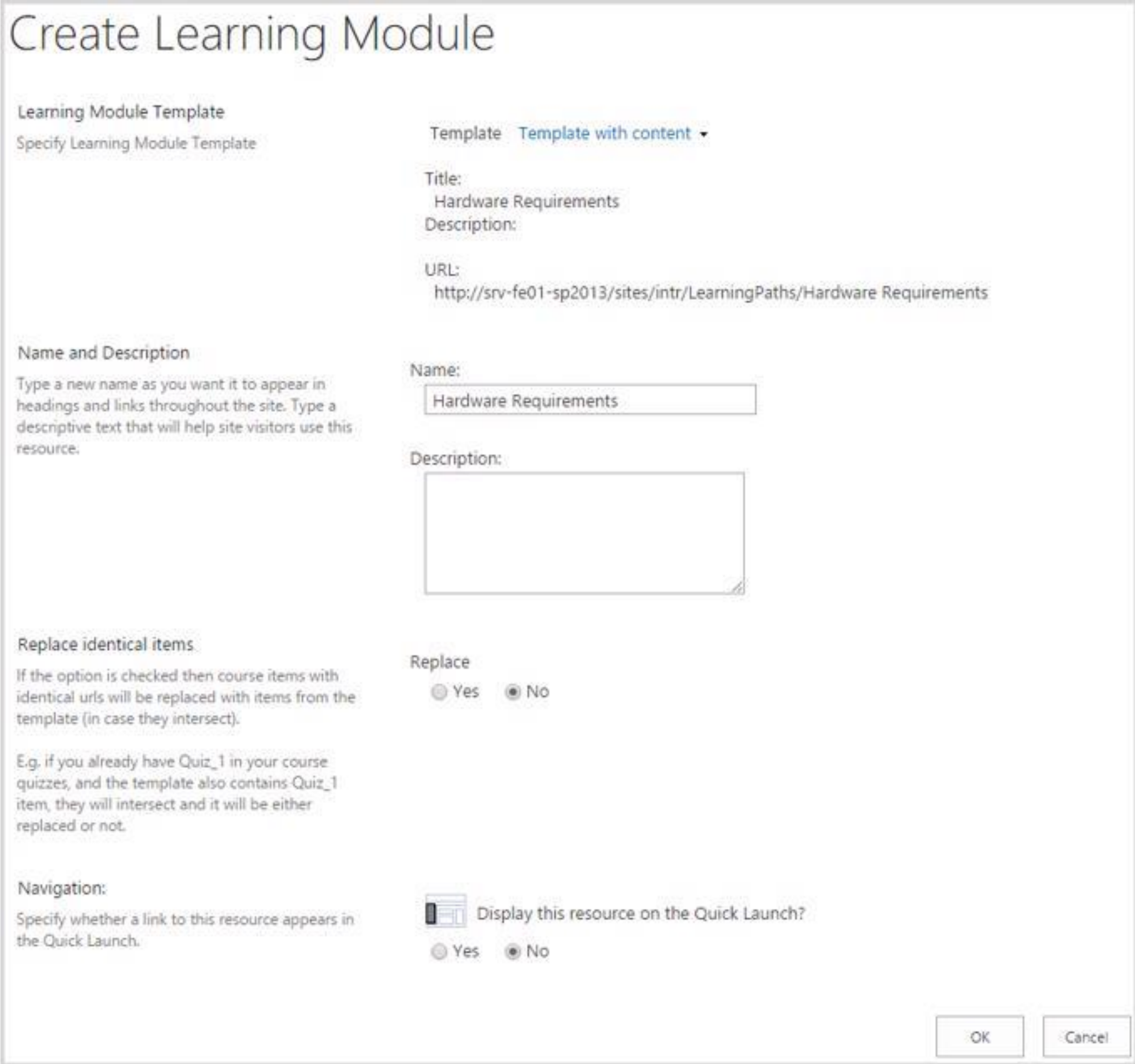
If a learning module is saved using this option the template is stored in Settings>Site Settings>Course Settings>Learning Module Templates list.

To create a Learning Module from this template, do the following:
1. Enter Learning Module course tool;
2. Select Create>Learning Module from Template:



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:



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 sections 9.2.1"Saving Learning Module as Template" and 9.2.2 "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;

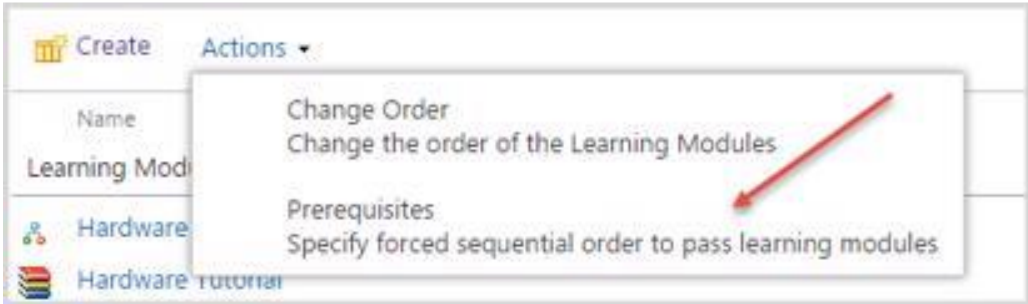
5. Go to the course Learning Module tool and create a new one from the template you have uploaded.

9.3 Adding Items to the Forced Sequential Order

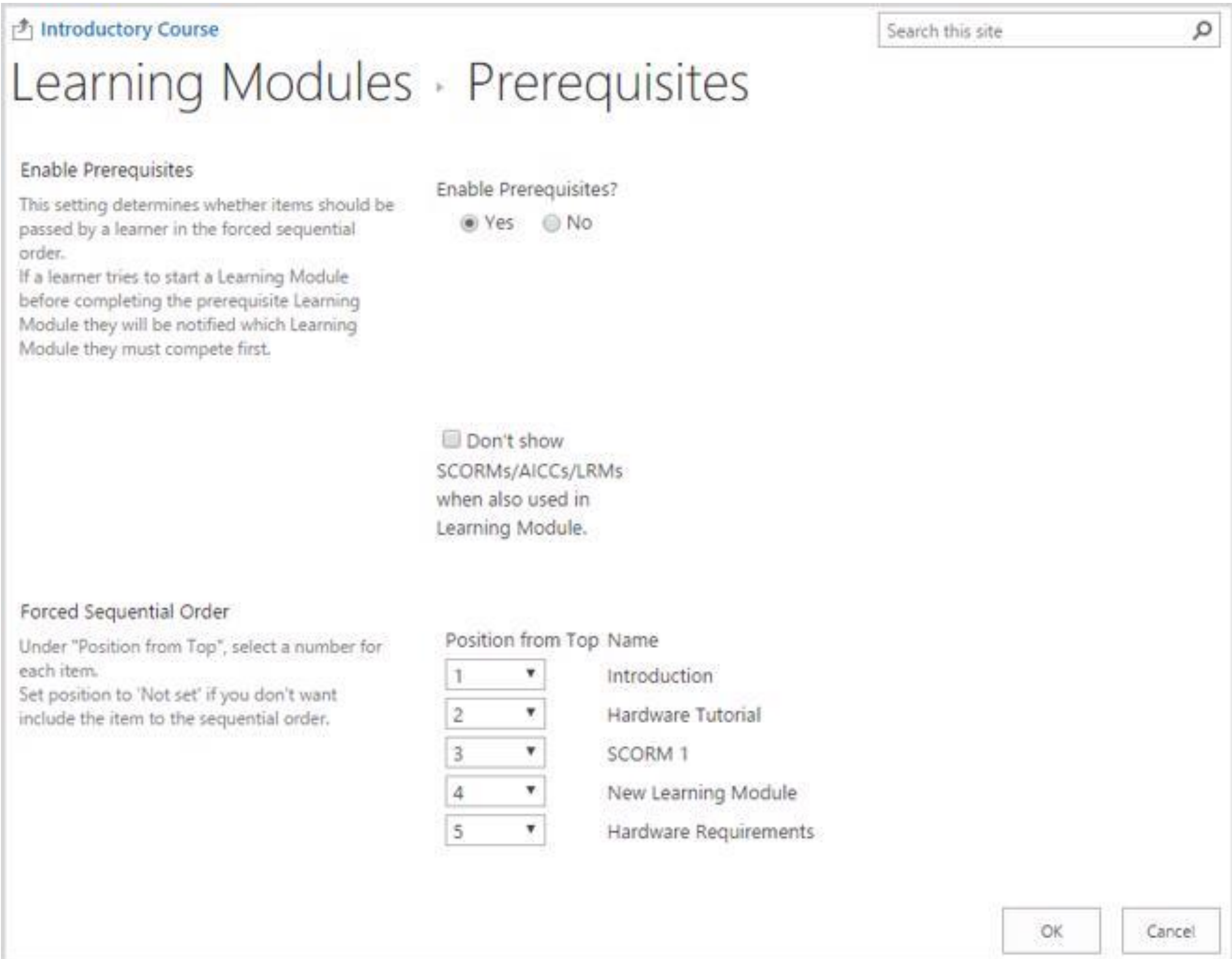
For better control over the learning process, you can set Forced Sequential Order for passing Items. This will make items available to Learners only in the specified order, and they will start the next item only after passing previous one.

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:

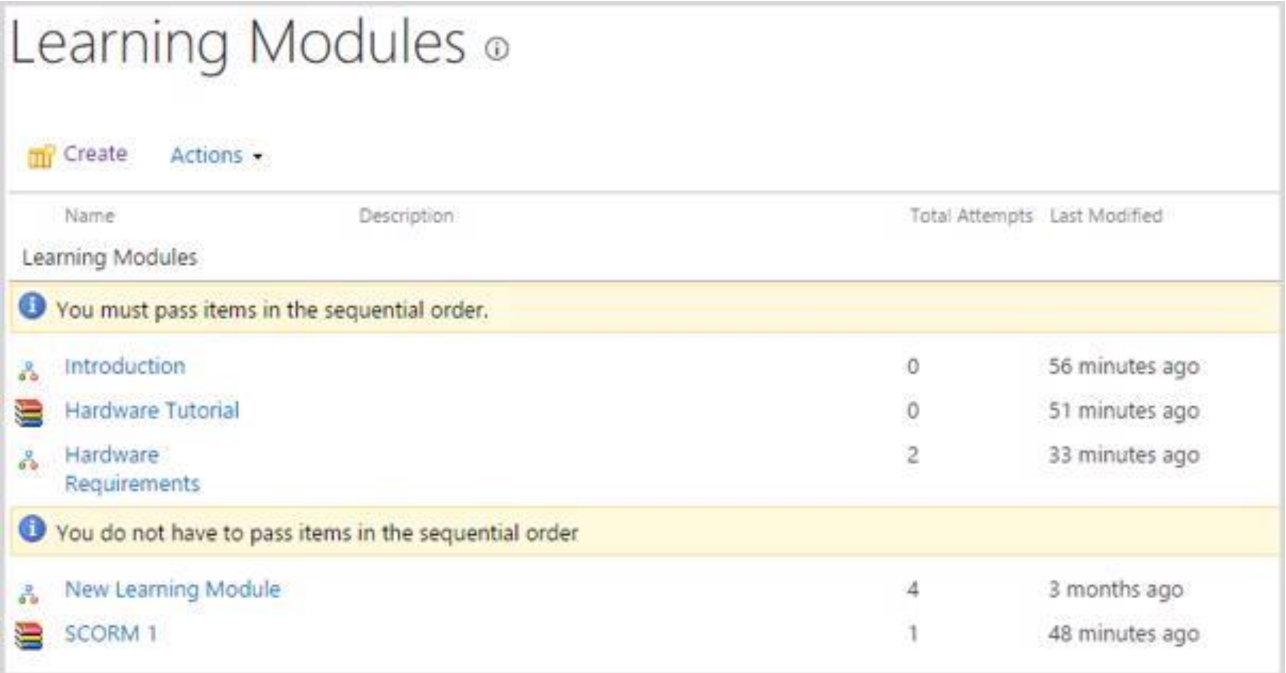


3. Enable option **'Don't show SCORMs/AICCs when also used in Learning Module'** to hide items when they are included into a Learning Module;

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 settings, as different settings for these options may lead to hiding prerequisites from Learners on My Learning Modules web part.

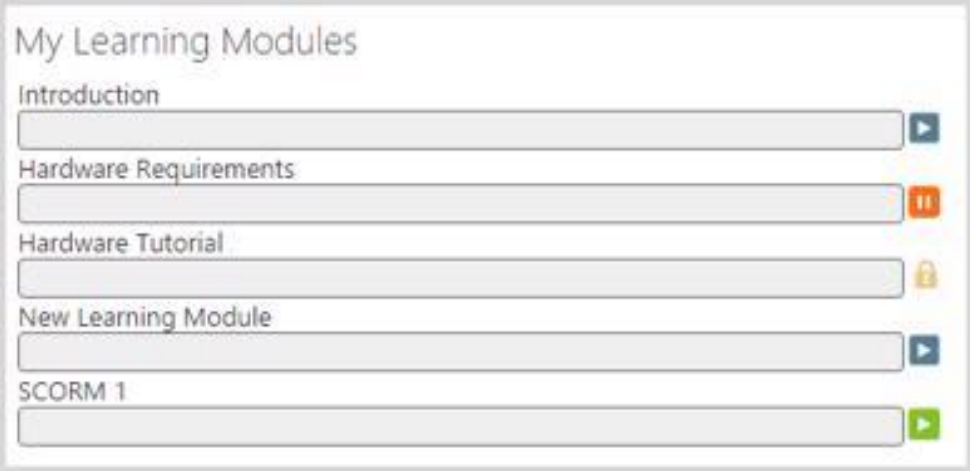
4. Set items in the needed order in the 'Forced Sequential Order' section by selecting their position from top;
5. Click OK to save the changes.

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:



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:



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: 

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

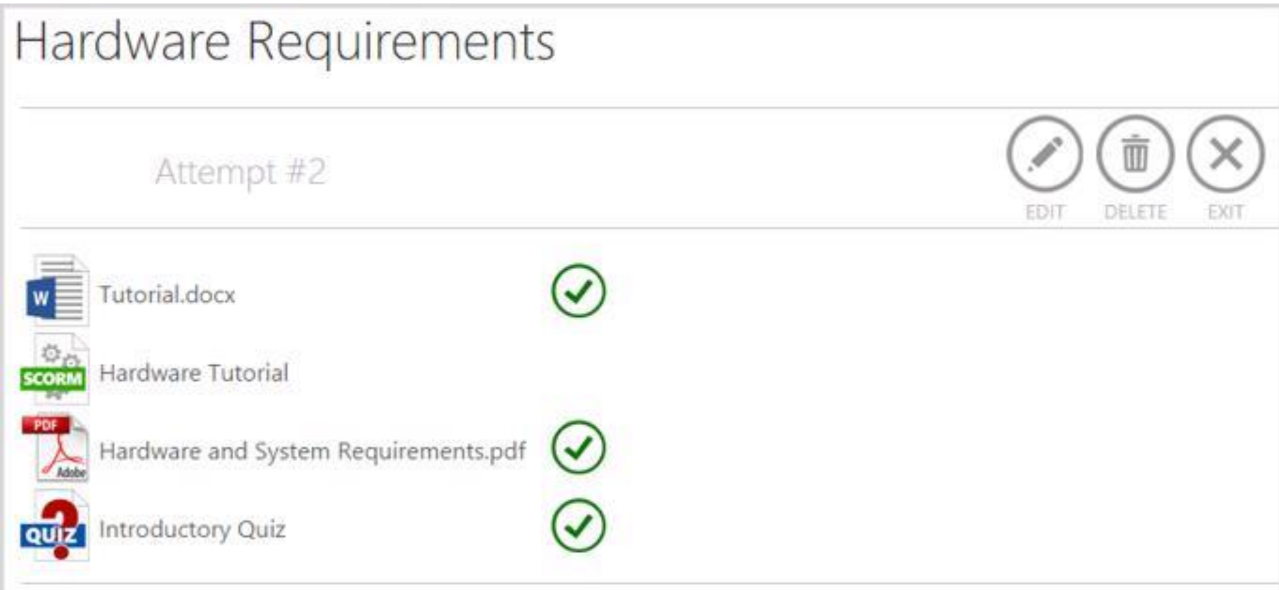
	module, you will see the following note: "***Specified content is missing or access denied. Please contact administrator***".

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

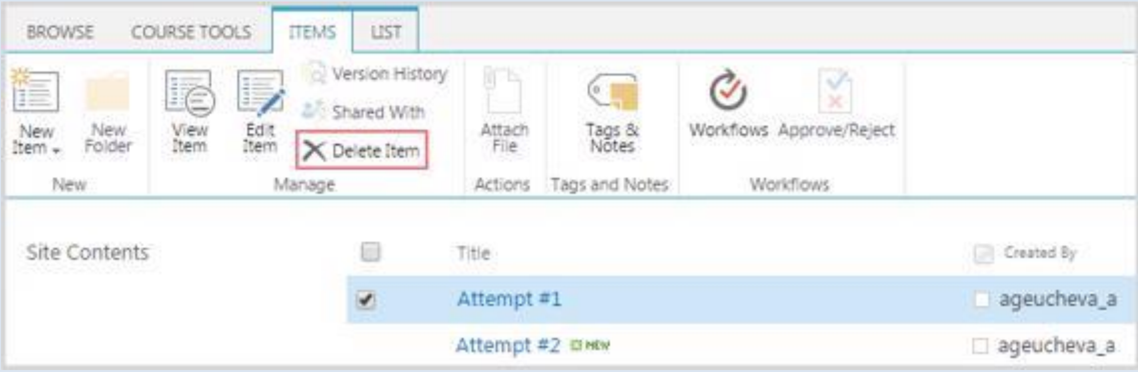
1. Enter the necessary course;
2. Click **Learning Module** on the **Course Tools** menu;
3. Click the name of the necessary learning module;
4. From the drop-down menu, select **All Attempts**. The list of attempts will appear:

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



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:

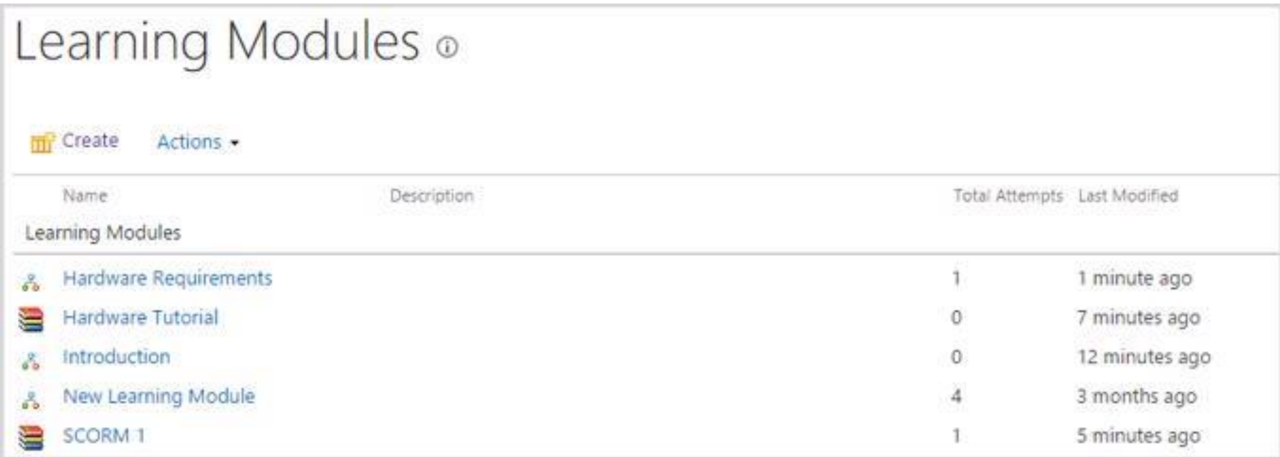


8. Click **OK** to confirm the changes.

9.4.2 Editing Learning Module

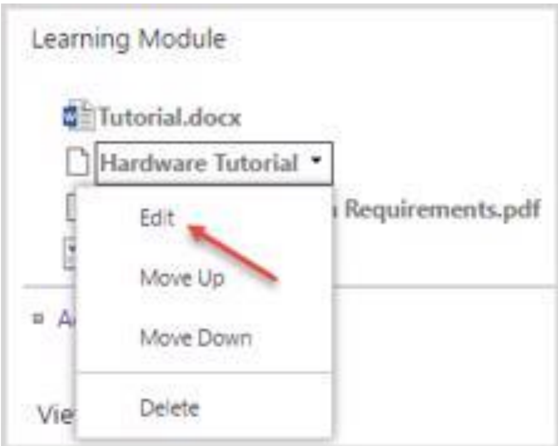
To edit a Learning Module, do the following:

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



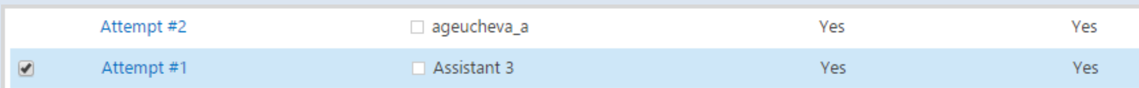
Select the needed learning module by putting the cursor arrow on it. Click the drop-down arrow against the name of the necessary learning module to open the drop-down menu. Choose **Settings**:

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**:



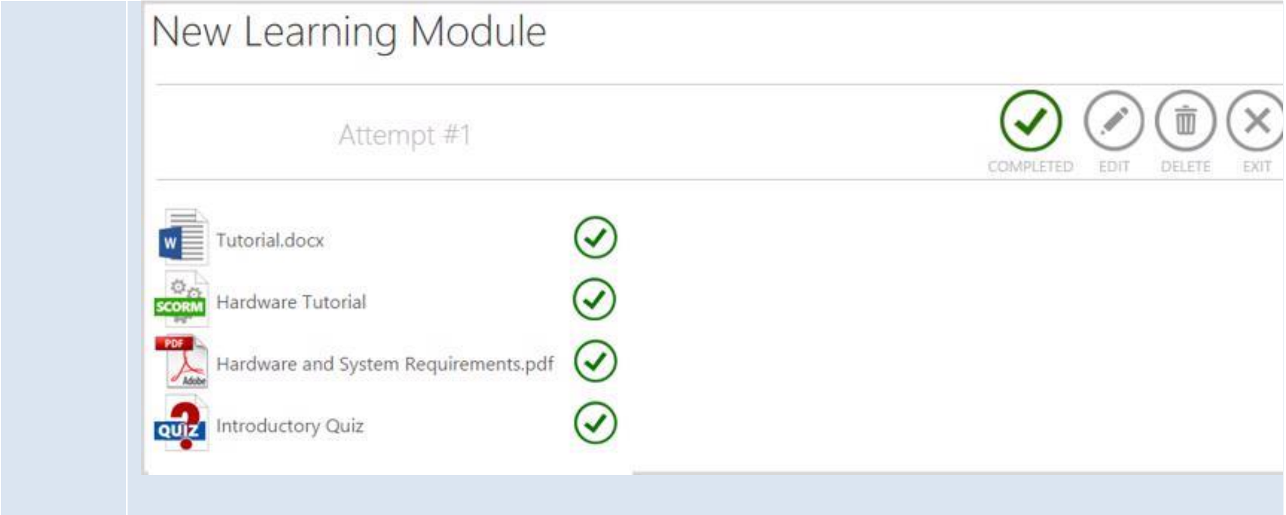
6. Click **Save** to save the changes. Click **Cancel** to discard the changes.

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

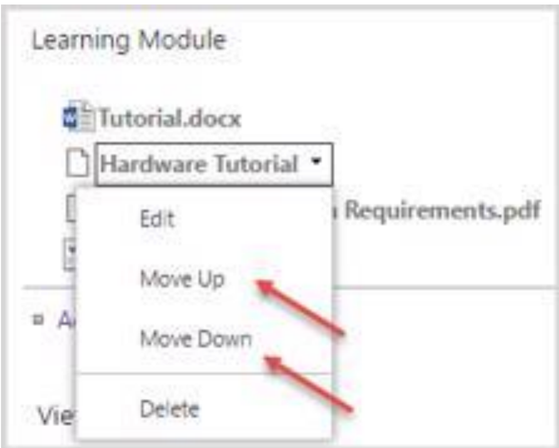
When you open the Attempt for view, status of each separate item is displayed:



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:



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:

7. Click OK to save the changes.

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

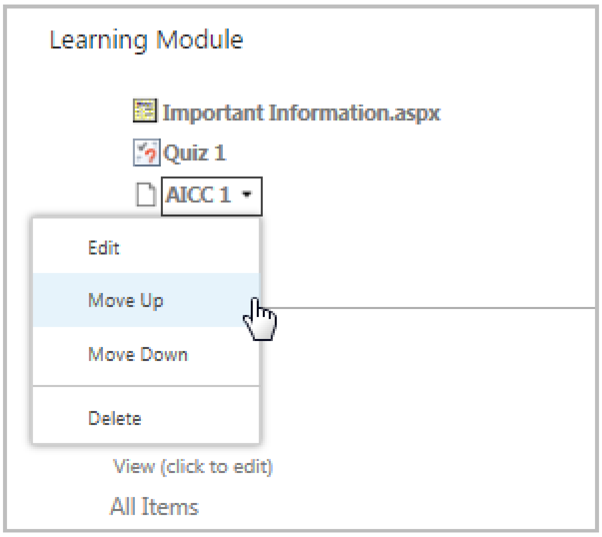
<u>Situation 1:</u>

We have the following data:

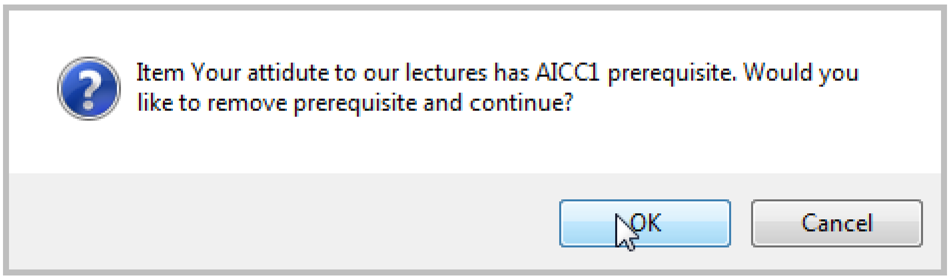
1) The **Important Information** file, **Quiz 1** and **AICC 1** are the prerequisites of the **Essay** Assignment;
2) **Quiz 1** is the prerequisite of **AICC 1**.

<u>The Actions:</u>

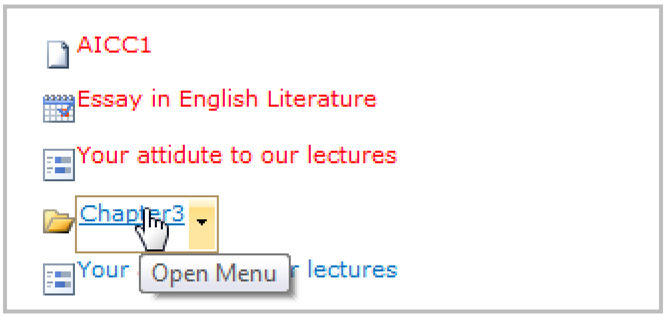
a. Once you decide to move up **AICC 1**, open the drop-down menu by the name of the needed item and click **Move Up:**



b. The following dialog box will appear:



Situation 2:

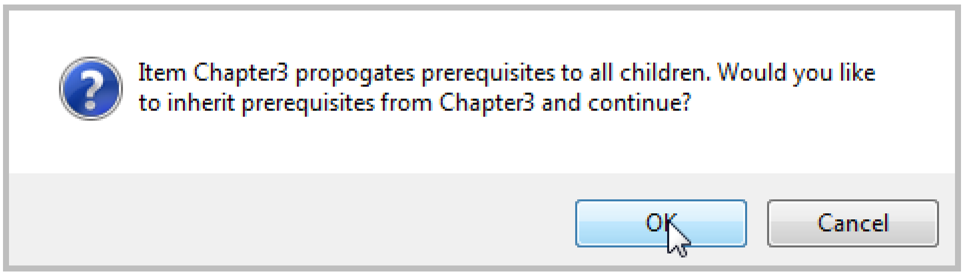


We have the following data:

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:

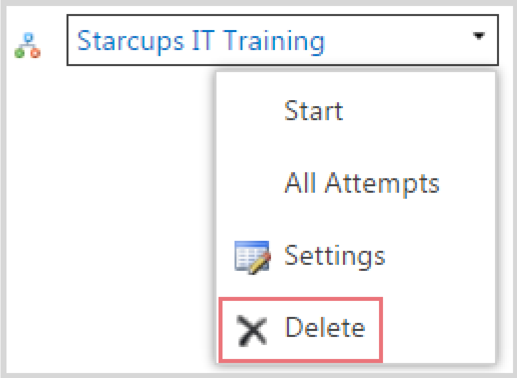
1. Once you decide to move up **Your Attitude to English Literature Lectures** survey, open the drop-down menu by the name of the needed item and click Move Up;
2. The following dialog box will appear:



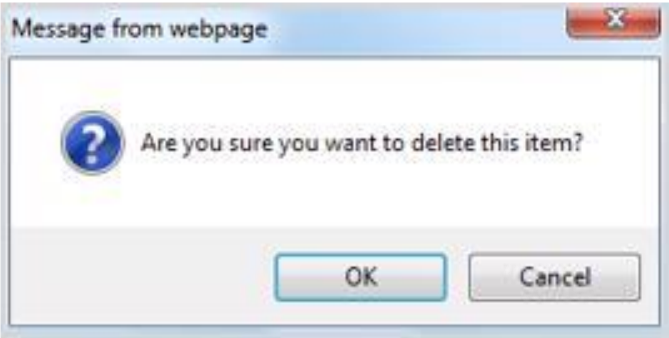
9.4.5 Deleting Learning Module

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:

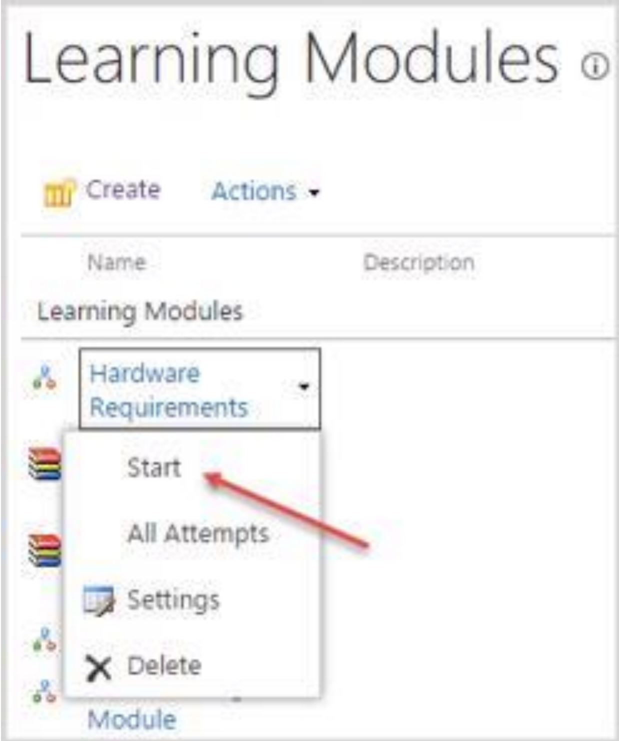


Click OK button to confirm the deletion or Cancel button to discard it.

9.5 Passing the Learning Module

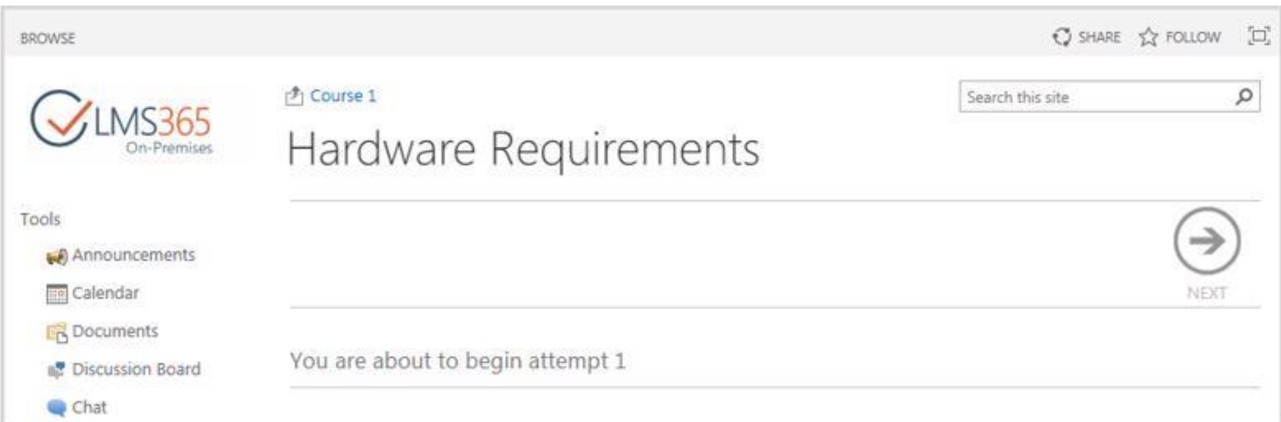
To start the learning module, do the following:

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**:



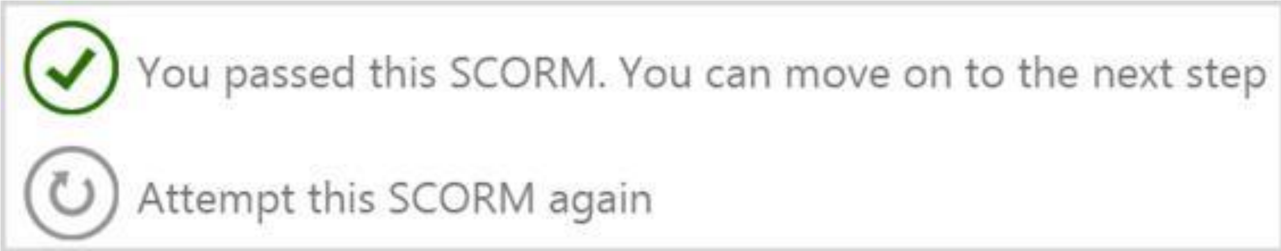
OR on *My Learning Modules* web part select the needed Learning Module and click **Start/New Attempt**:

3. The following page will appear:

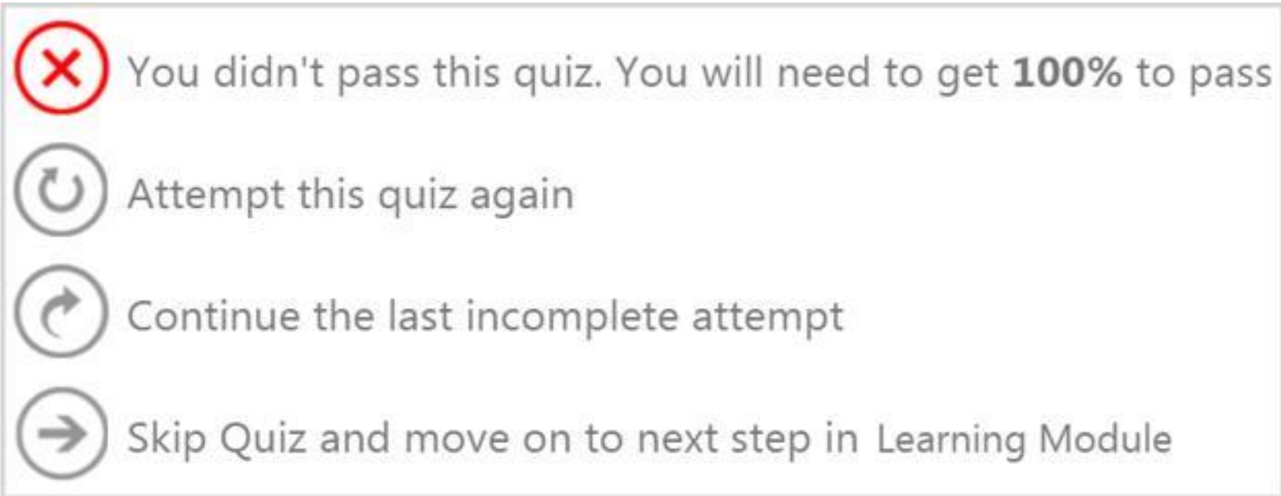


4. Click **Next** () to start a learning module attempt. The first item of the Learning Module will open;
5. To move to each next item of the Learning Module click Next ();
6. After submitting each item a Results page will be displayed;

- You can move on to the next step or attempt to pass item again if your status is 'Passed':

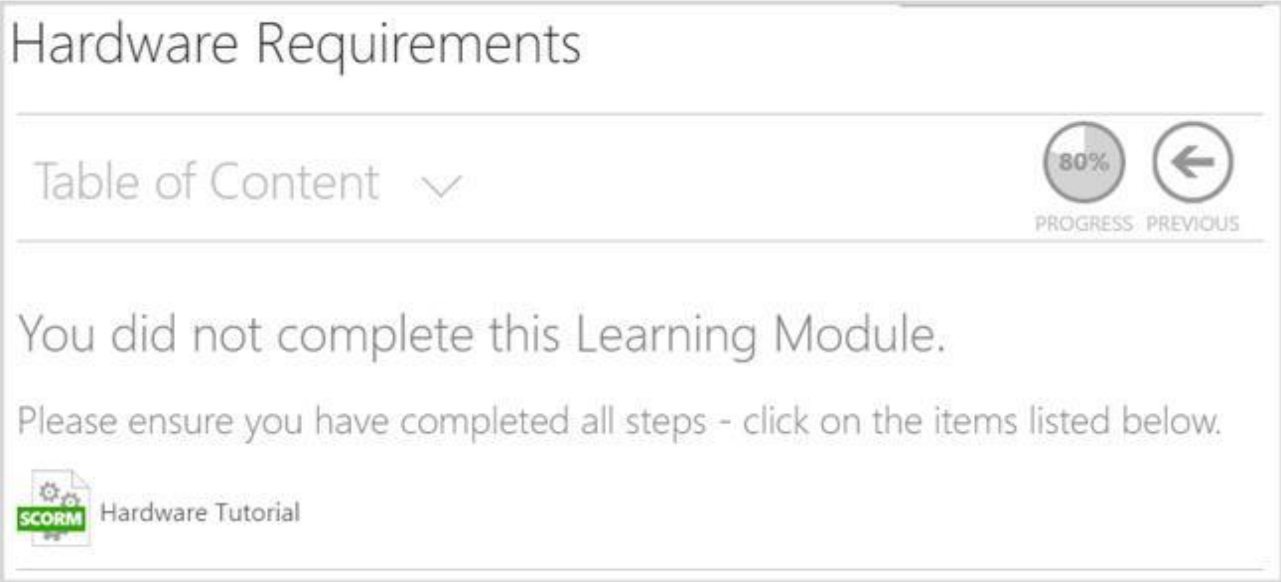


- You can attempt to pass the item again, continue the last incomplete attempt (if there are any) or skip it and move on to the next step if you didn't pass the item:

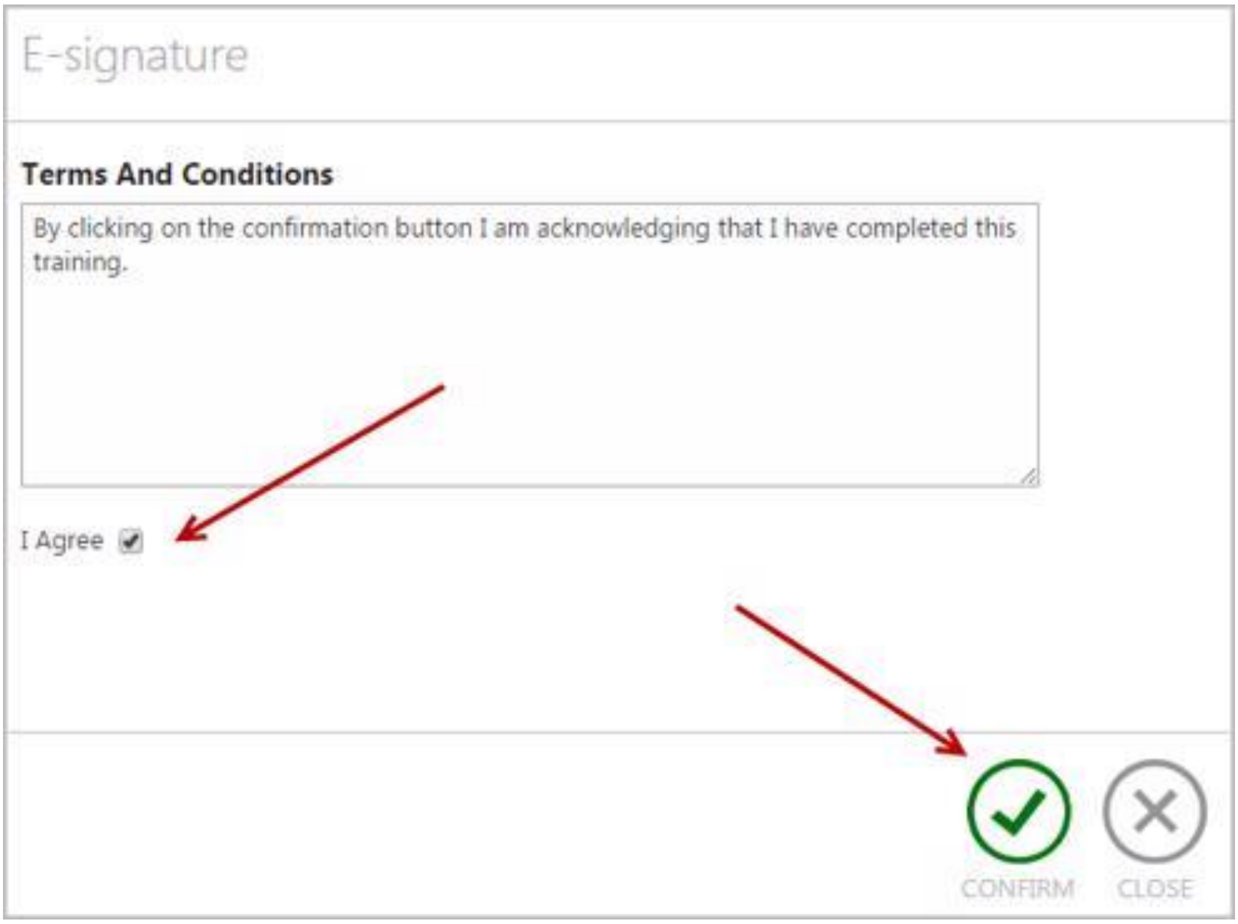


User's current progress in the Learning Module is constantly displayed on the Learning Module page:

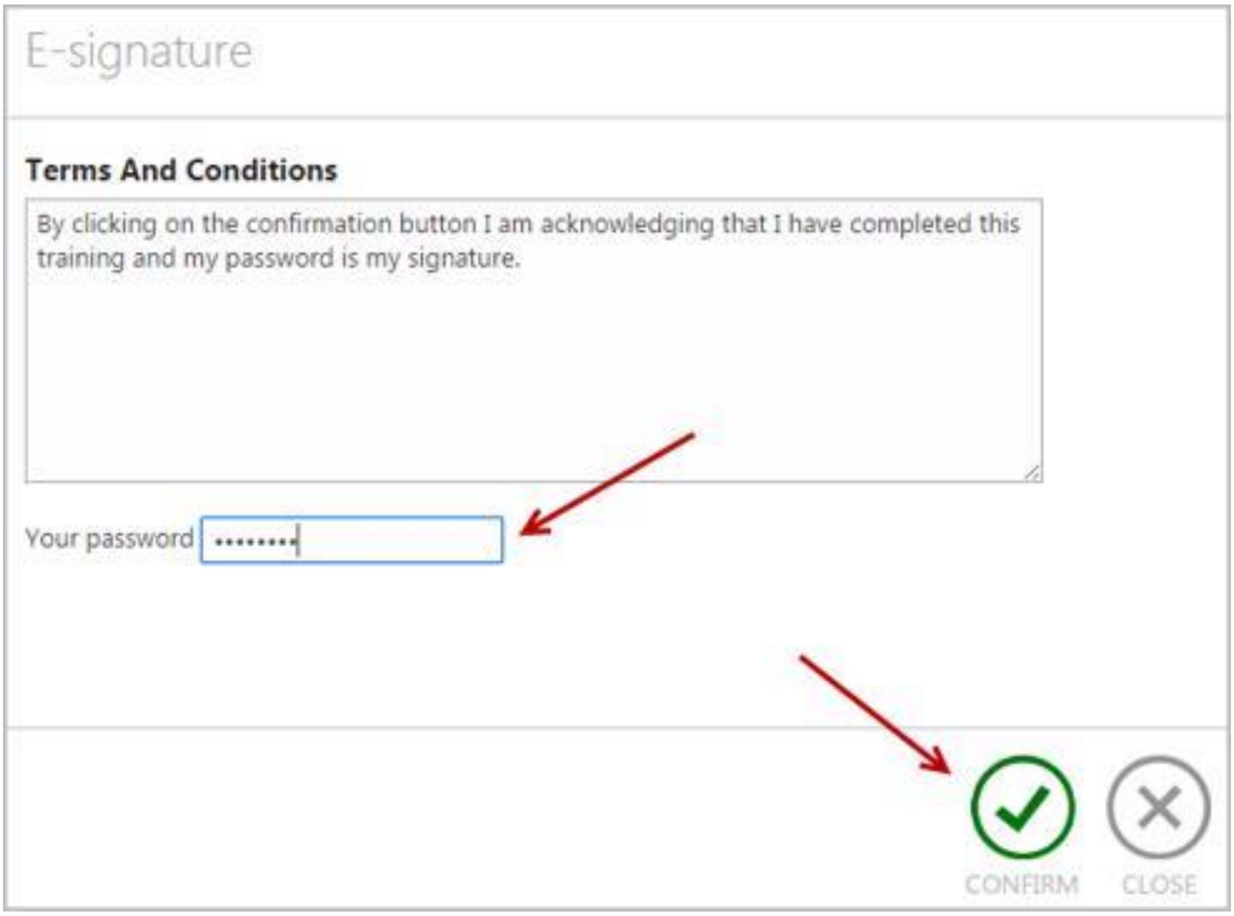
After closing the last item of the Learning Modules, a Results Page is displayed.
If you skipped or didn't complete some steps, you can return to them by clicking their names in the list:



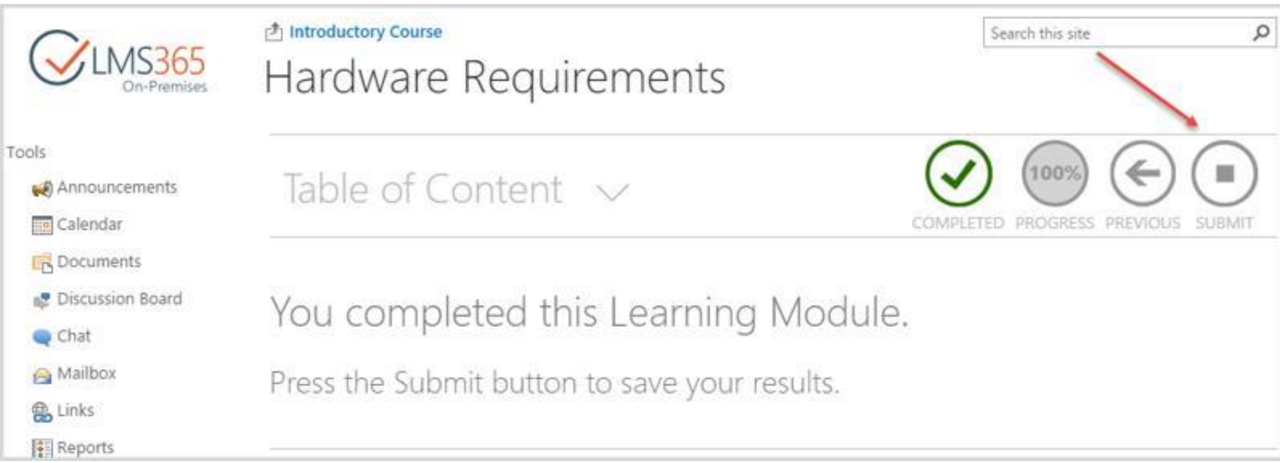
If E-signature option is enabled for learning module item, confirmation is required. A modal window with confirmation button will be opened.
It may be simple check box confirmation, when you just check the box and click 'Confirm' button:



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



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



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:

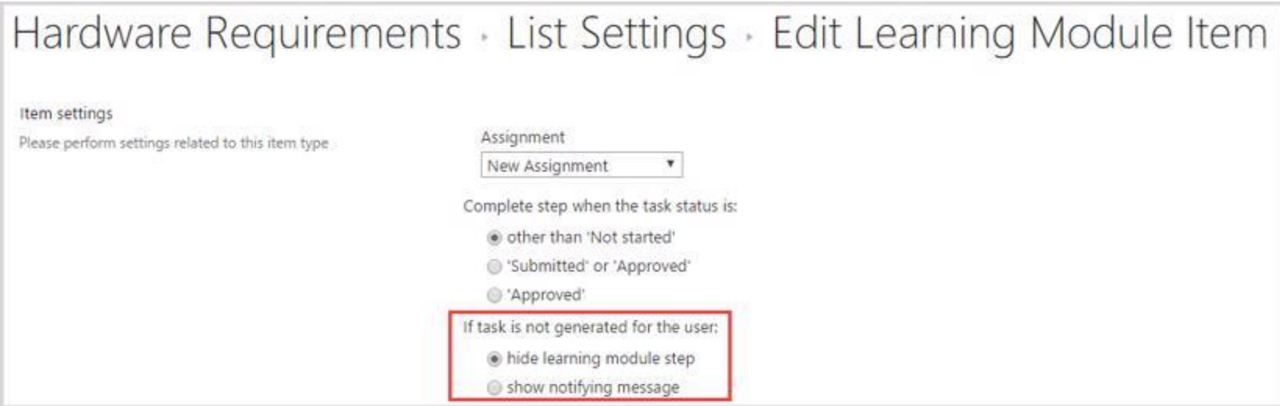
- Number of skipped questions;
- Time spent on this Attempt;
- Number of points for this quiz: Received/Total:

9.5.2 Passing Assignment inside a Learning Module

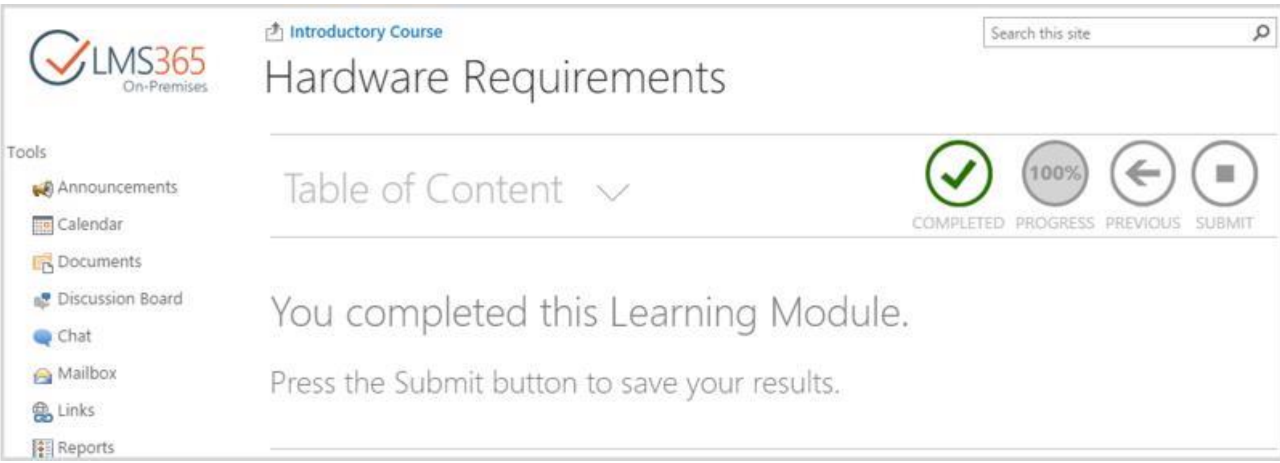
When the learner is passing a leaning module attempt and the next item should be an assignment, there can be the following possible situations:

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

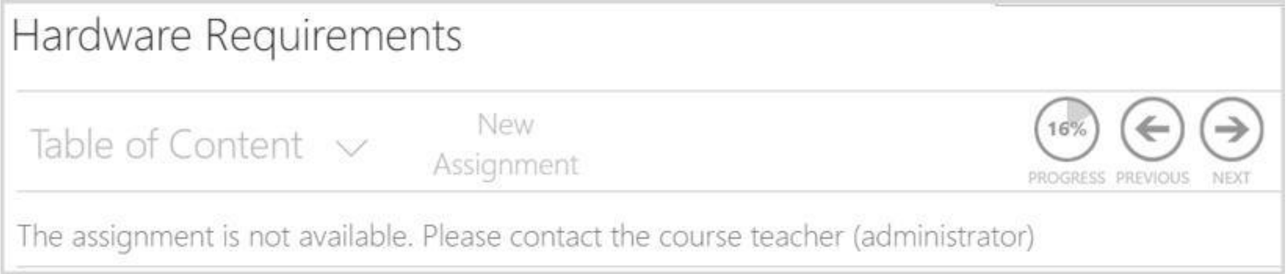
In such a case the system behavior depends on what user has set in the **If task is not generated for the user** option before he starts the learning module attempt:



- 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.

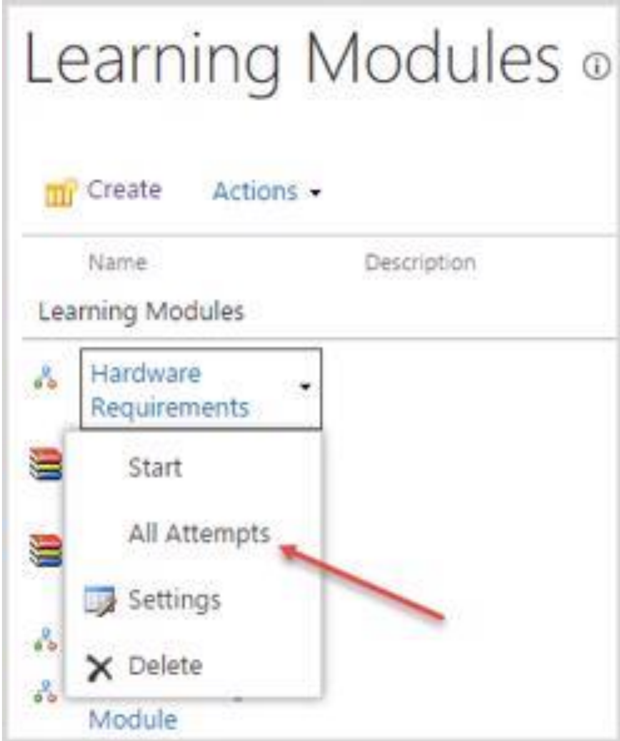
3. *The assignment task exists for learner; the status for this learning module item is* **Not Passed;**

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

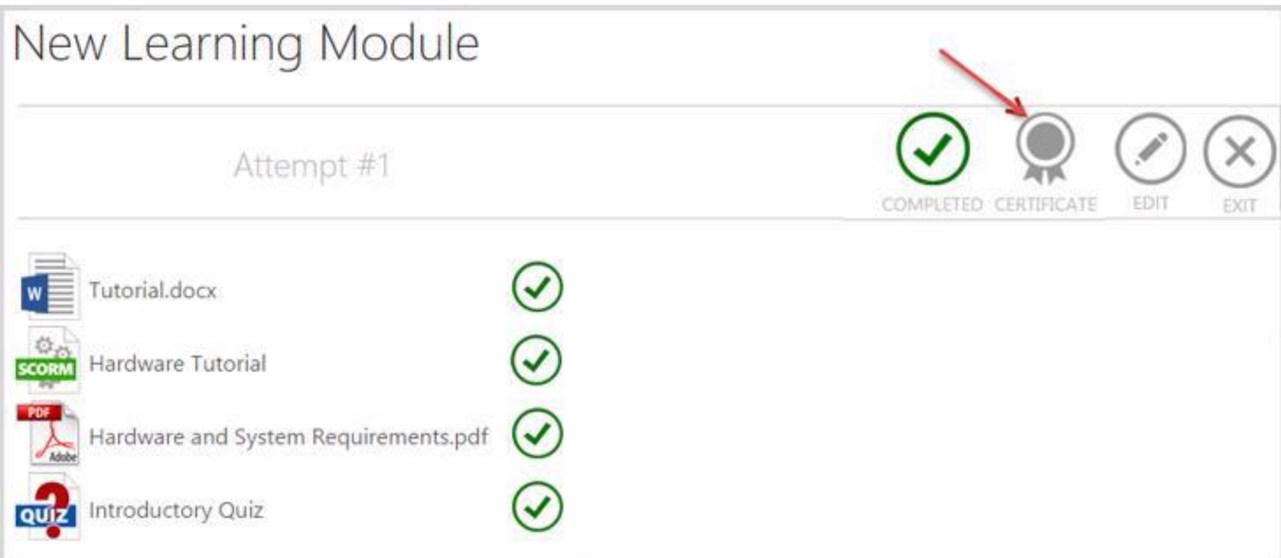
If Certification is enabled in the Learning Module settings, a Certificate is granted for a Learner after he/she Submits an attempt. It can be viewed in the attempt review mode only. To view the granted Certificate, do the following actions:

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

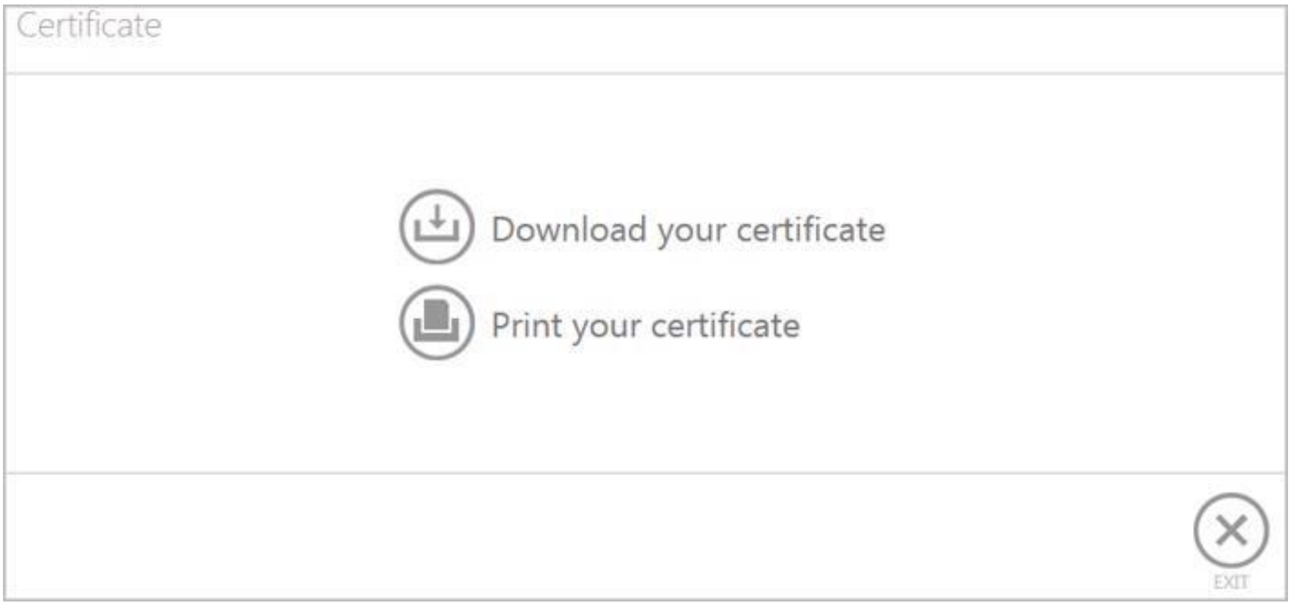


2. In the list of all attempts click the name of Attempt with Finished and Passed status 'Yes' to open it for review:

3. Click the Certificate icon to open the Certificate:



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.

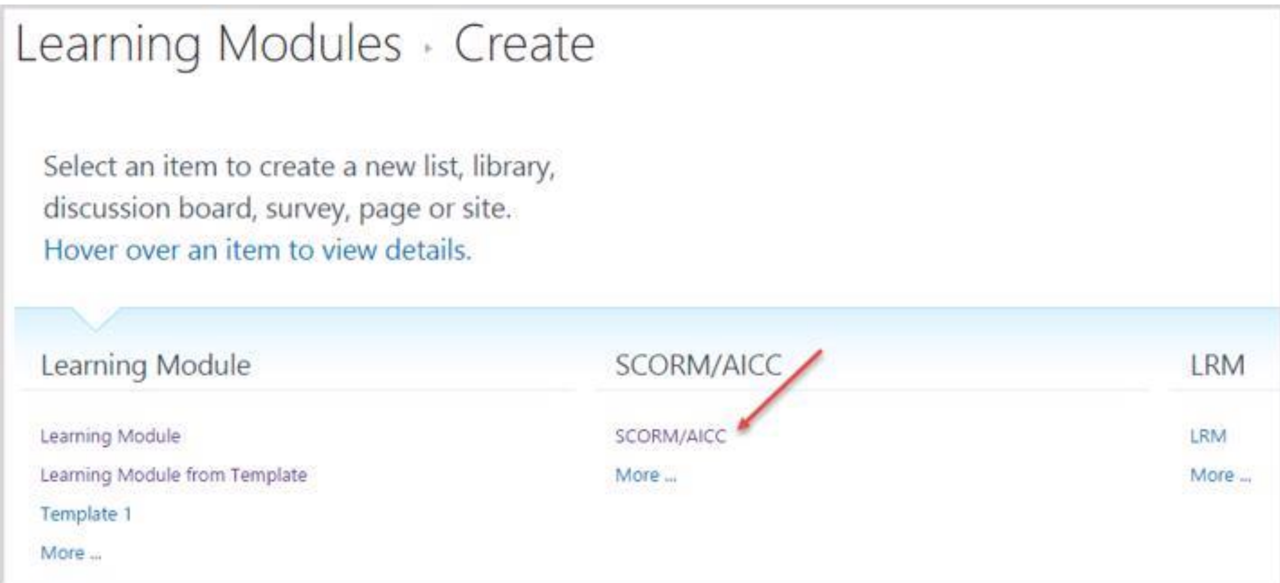
9.6.1 Uploading SCORM Compliant Course Content

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.

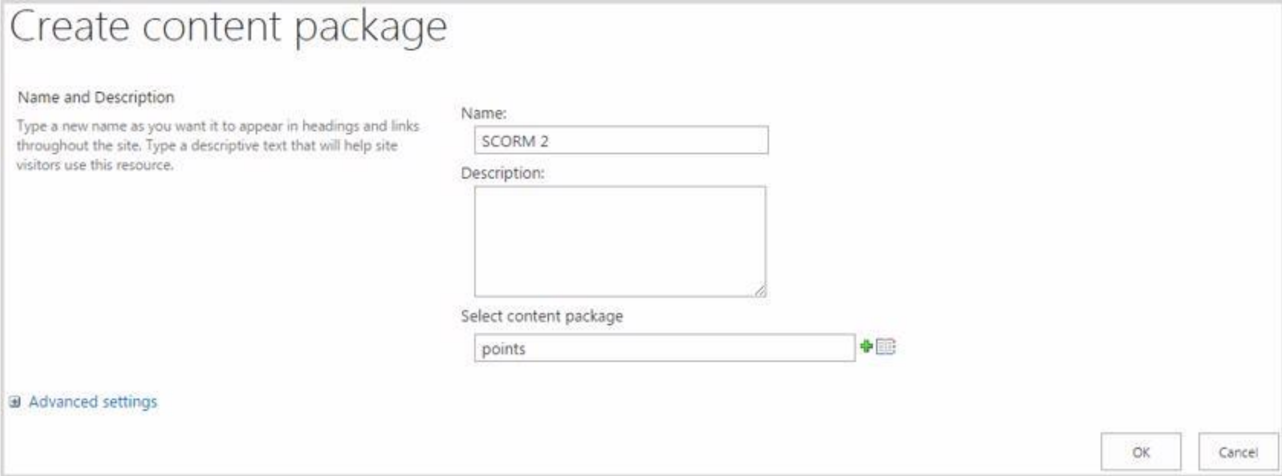
To upload a SCORM package, do the following:

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

3. Choose **SCORM/AICC:**

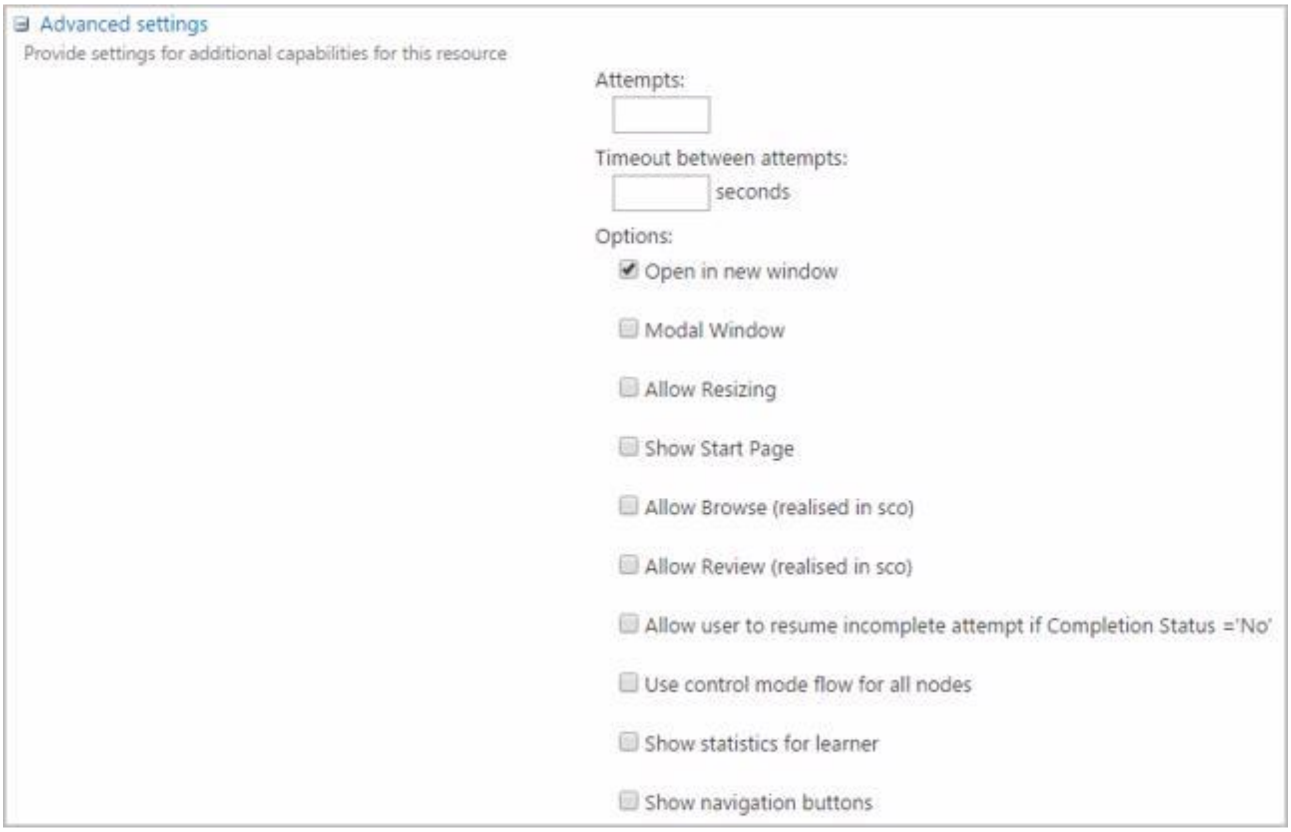


4. Complete the open form according to the following recommendations:

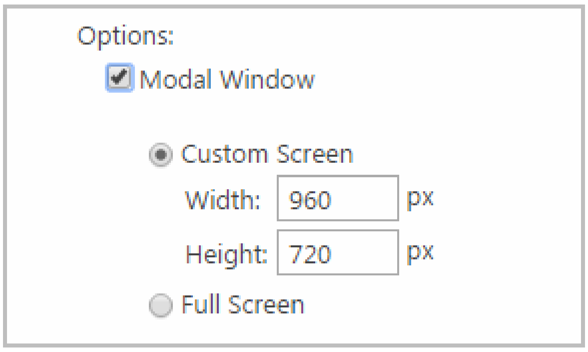


– *Name and Description*– defines a name as it will appear in the headings and links throughout the site and a descriptive text that will help site visitors use the resource. The field is required. Type *the SCORM title and description;*
– *Select content package* – upload () or browse () content package;

In the Advanced settings section select the following options:



– *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):



- *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;

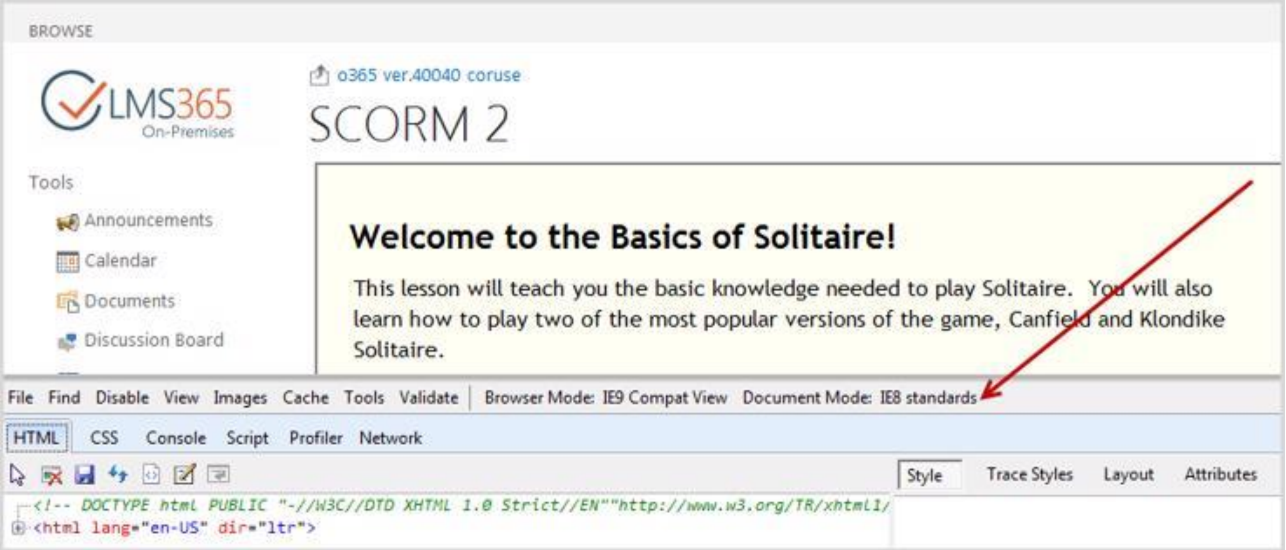
– *Compatibility mode* – select the document compatibility mode for the uploaded SCORM.

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 <!DOCTYPE> declaration is present) Quirks mode (otherwise)
IE=EmulateIE8	IE8 mode (if a valid <!DOCTYPE> declaration is present) Quirks mode (otherwise)
IE=EmulateIE9	IE9 mode (if a valid <!DOCTYPE> declaration is present) Quirks mode (otherwise)
IE=EmulateIE10	IE10 mode (if a valid <!DOCTYPE> declaration is present) Quirks mode (otherwise)
IE=EmulateIE11	IE11 mode (if a valid <!DOCTYPE> declaration is present) Quirks mode (otherwise)

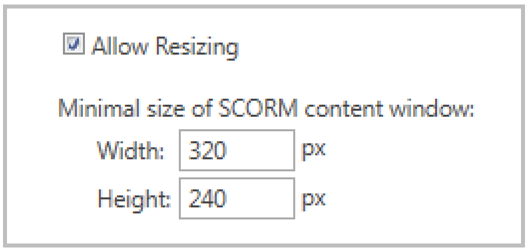
The system automatically switches IE to the selected Document compatibility mode when the SCORM attempt is started by user:



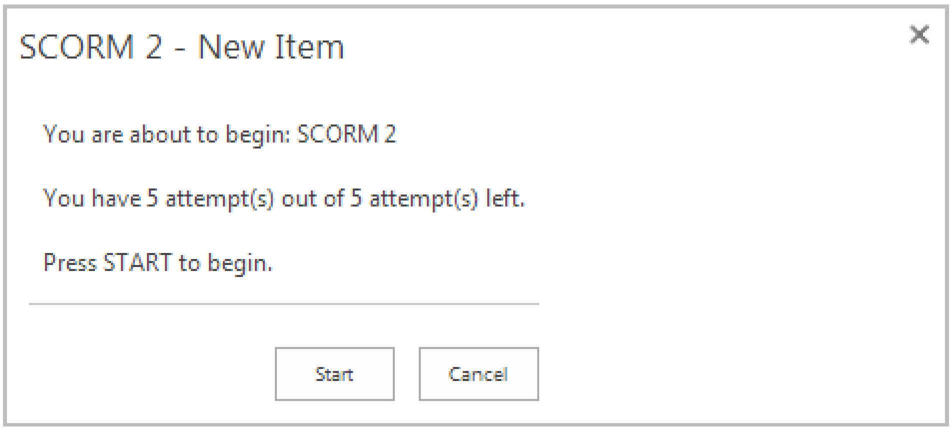
The following table shows the document modes that each version of Internet Explorer supports:

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):



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



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

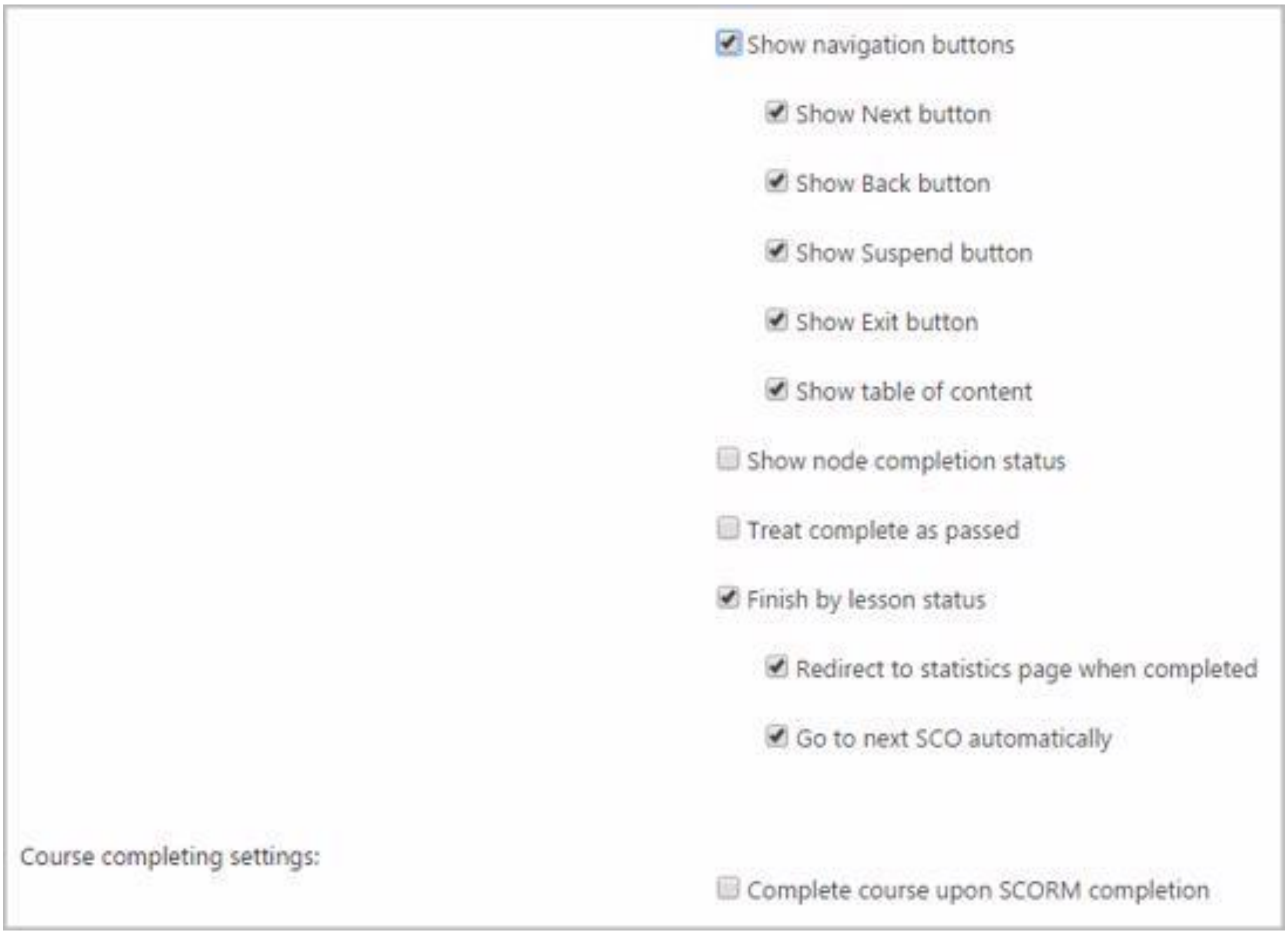
Completion Status	Success Status	Possibility to Continue Attempt
Yes	Yes	Continue is impossible - it is successful attempt
Yes	No/Empty	Continue is impossible - this can only happen in SCORM 2004 if 'Treat Completed as Passed' is disabled
Empty	Any Status	Continue is possible - such attempt is incomplete,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

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;
2. 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;
4. 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* - 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'*** и ***'Redirect to statistics page when completed'*** options are enabled, the system exits if it receives from SCORM at least 1 **Positive** status (completed/passed).

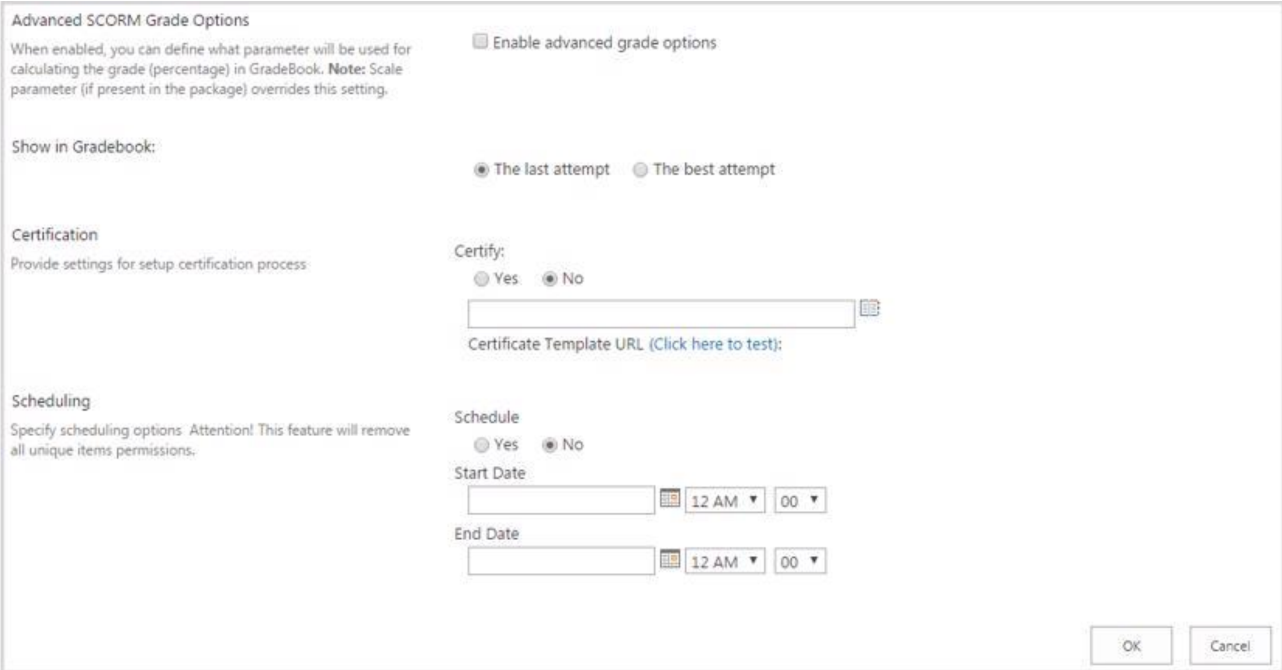
NOTE:	If **'Redirect to statistics page when completed'** is unchecked, user should click 'Next' button to go to the statistics page.
NOTE:	In SCORM 2004 content commands take priority over automatic redirections 'Exit' and 'Next'. In SCORM 1.2 automatic redirections 'Exit' and 'Next' take priority over 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;

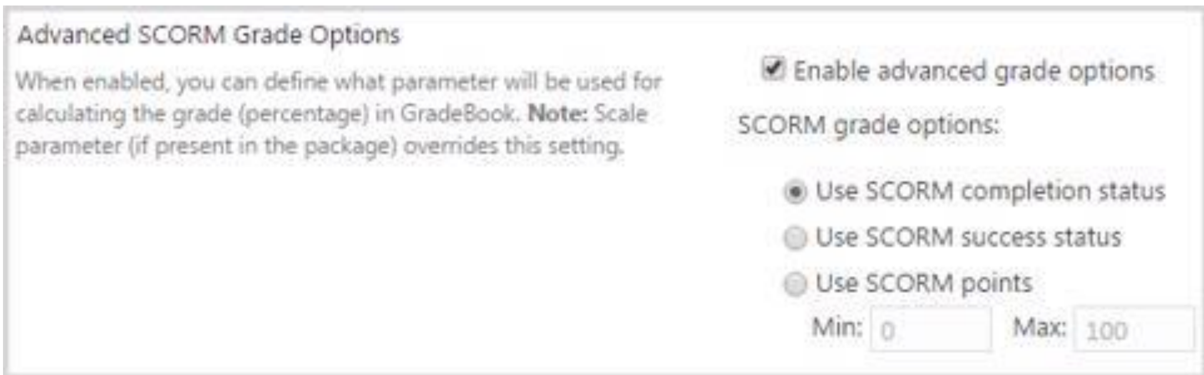
  - ➢ if both attempts have empty statuses, then:
- SharePoint LMS compares the 'Completion Status' values of the attempts:
  - ➢ if the value is the same, then one of the attempts is taken as the best one;
  - ➢ if one attempt has status, and for the other it's empty, then the best is the one that has 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.



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



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.

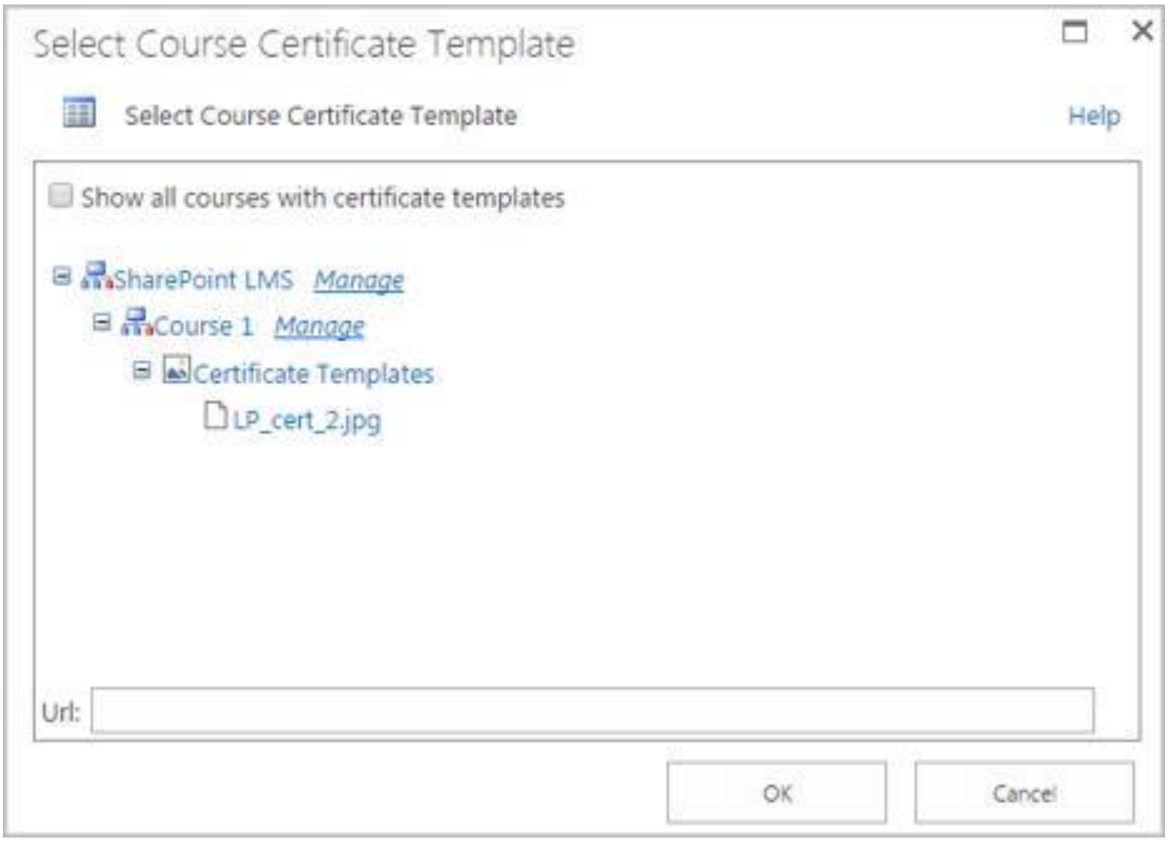
NOTE:	If the **Scale** parameter is set for the SCORM package, once completing the attempt, the user will see the scale he has got. When the scale parameter presents in the package, it overrides this setting.

– *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:

The setting can be changed during SCORM creation or editing.

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



- *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.

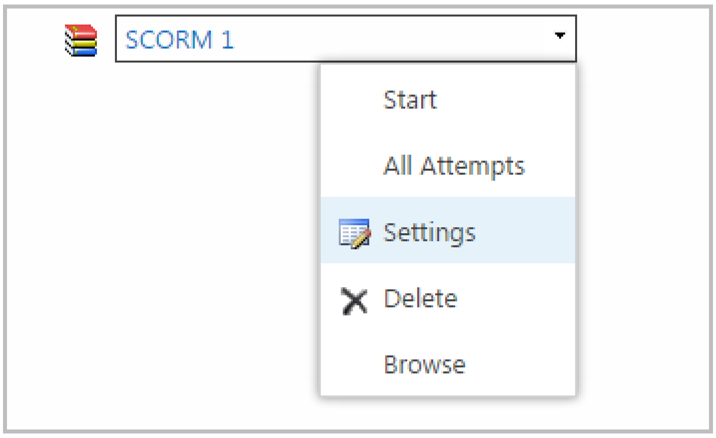
6. Click **OK** to save the changes. Now this SCORM will appear in the **Learning Module** section. You can add it to the existing learning module or use it separately.

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**.

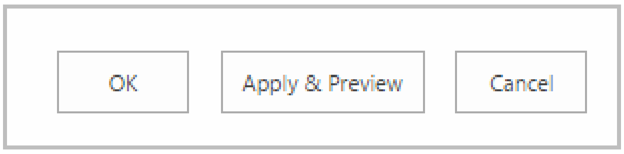
9.6.2 Previewing SCORM

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:



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



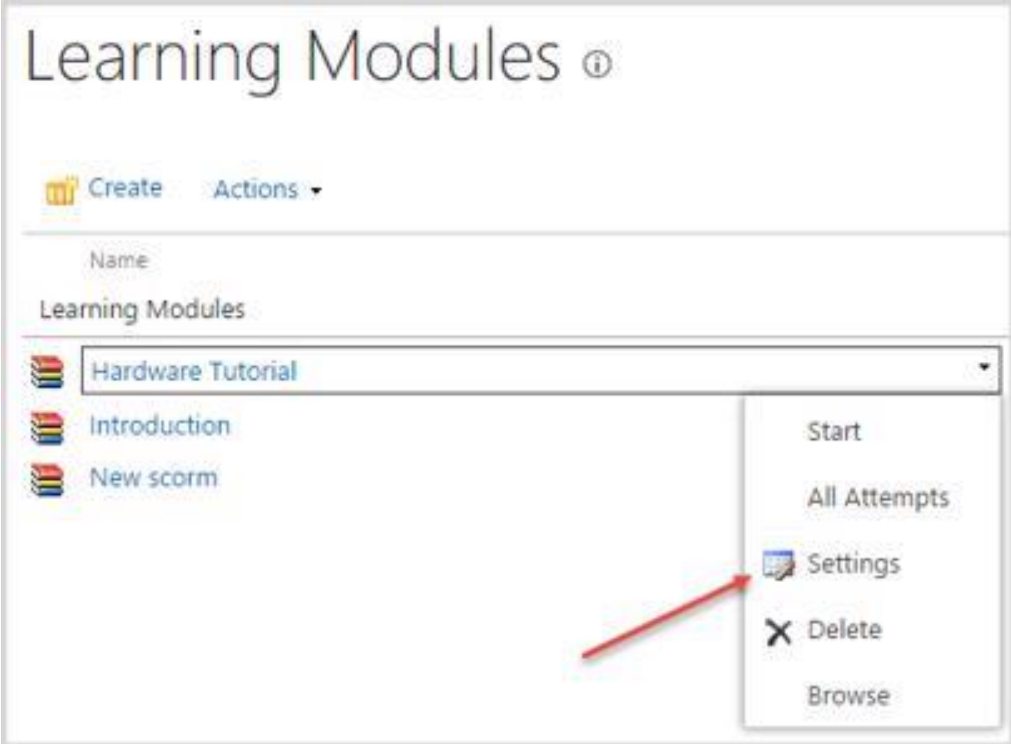
SCORM package will be opened for preview with current settings.

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.

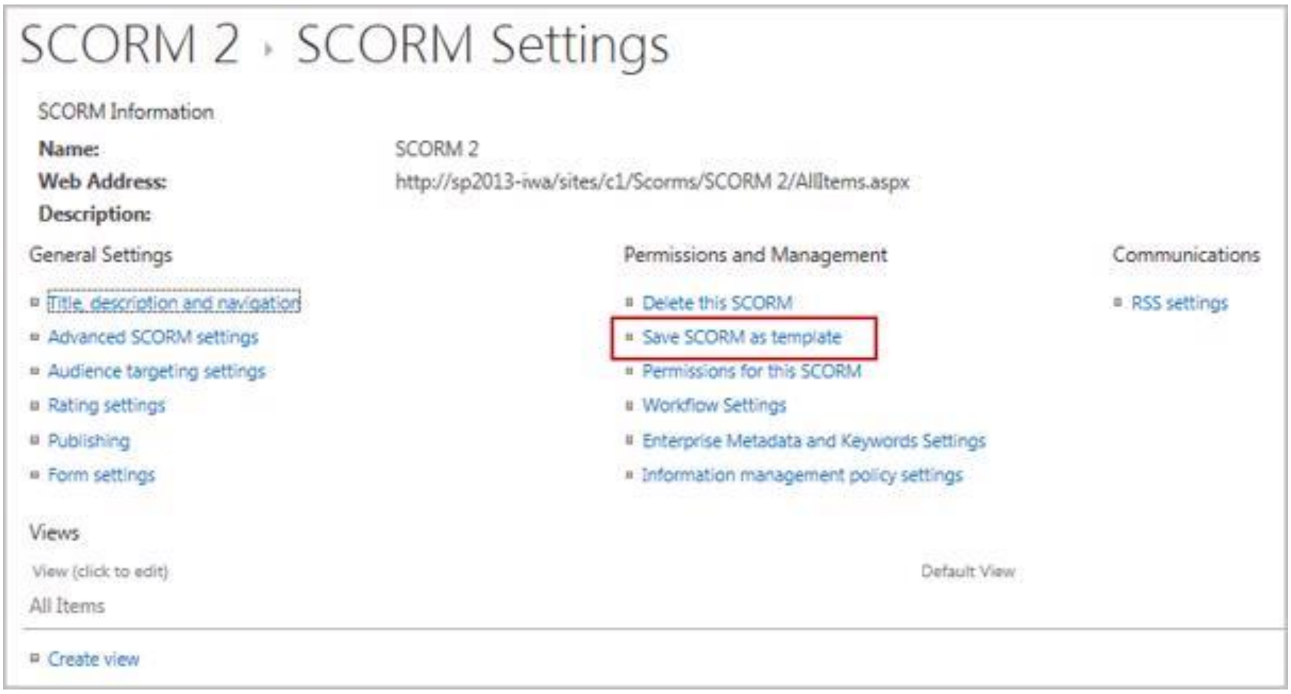
9.6.3 Saving SCORM as Template

To save SCORM as template, do the following:

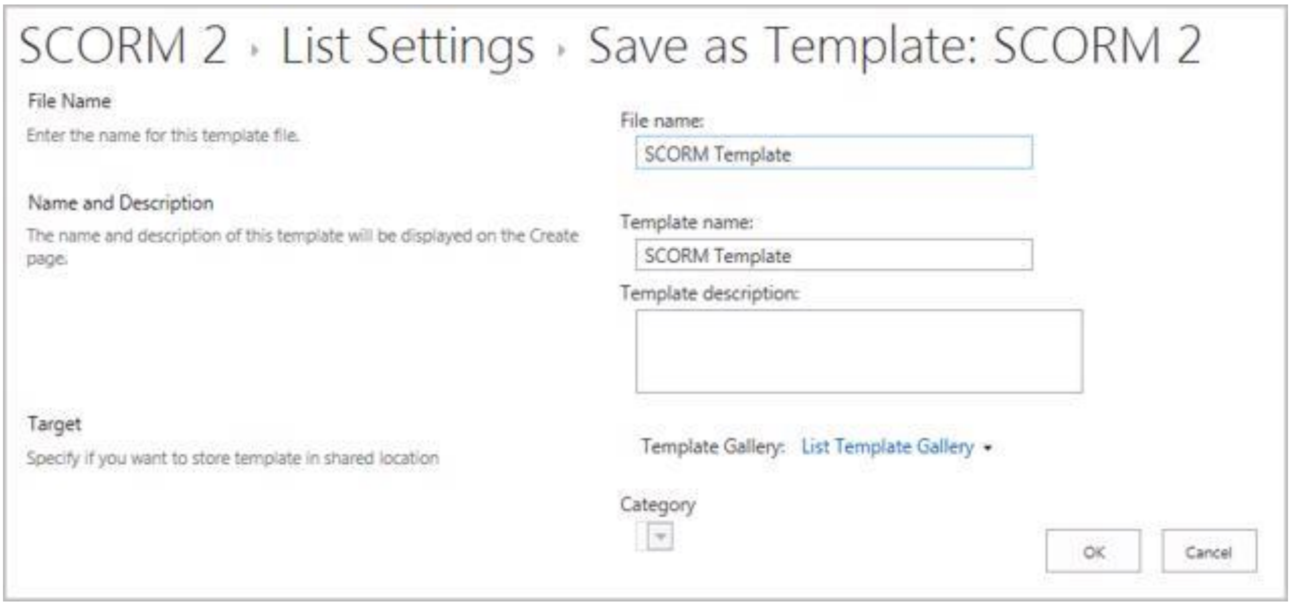
1. On the course level go to **Tools>Learning Module**;
2. The list of the Course Learning modules will appear;
3. Click the down arrow by the name of the necessary SCORM and select **Settings**:



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



5. Fill in the open form:



- *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.

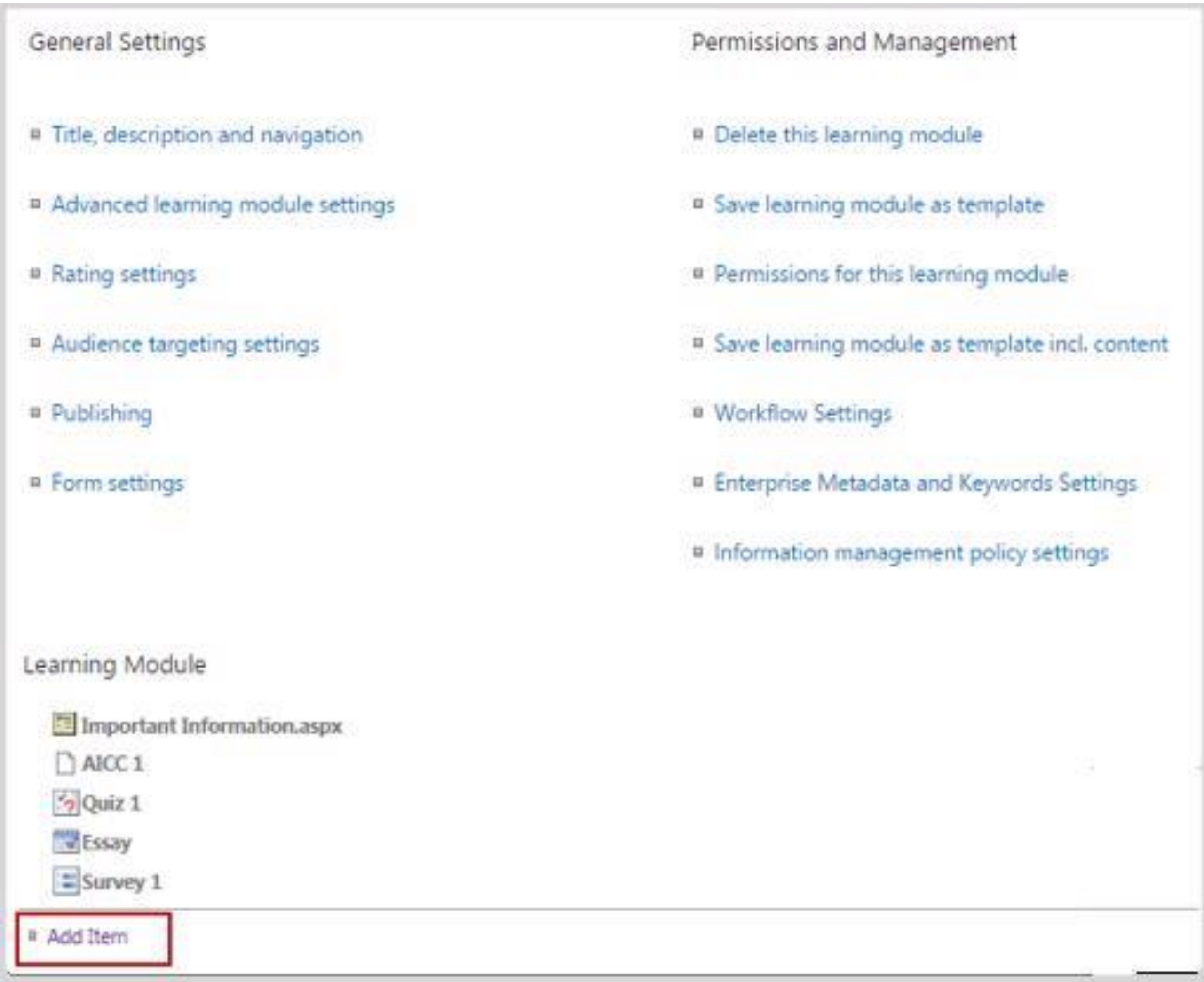
NOTE:	To find saved template, go to **Settings > Site settings > Galleries > List templates**. To save template as a file click **Download a copy** button on the ribbon menu. Then it is possible to upload the template file to List templates gallery on other courses.

9.6.4 Including SCORM into a Learning Module

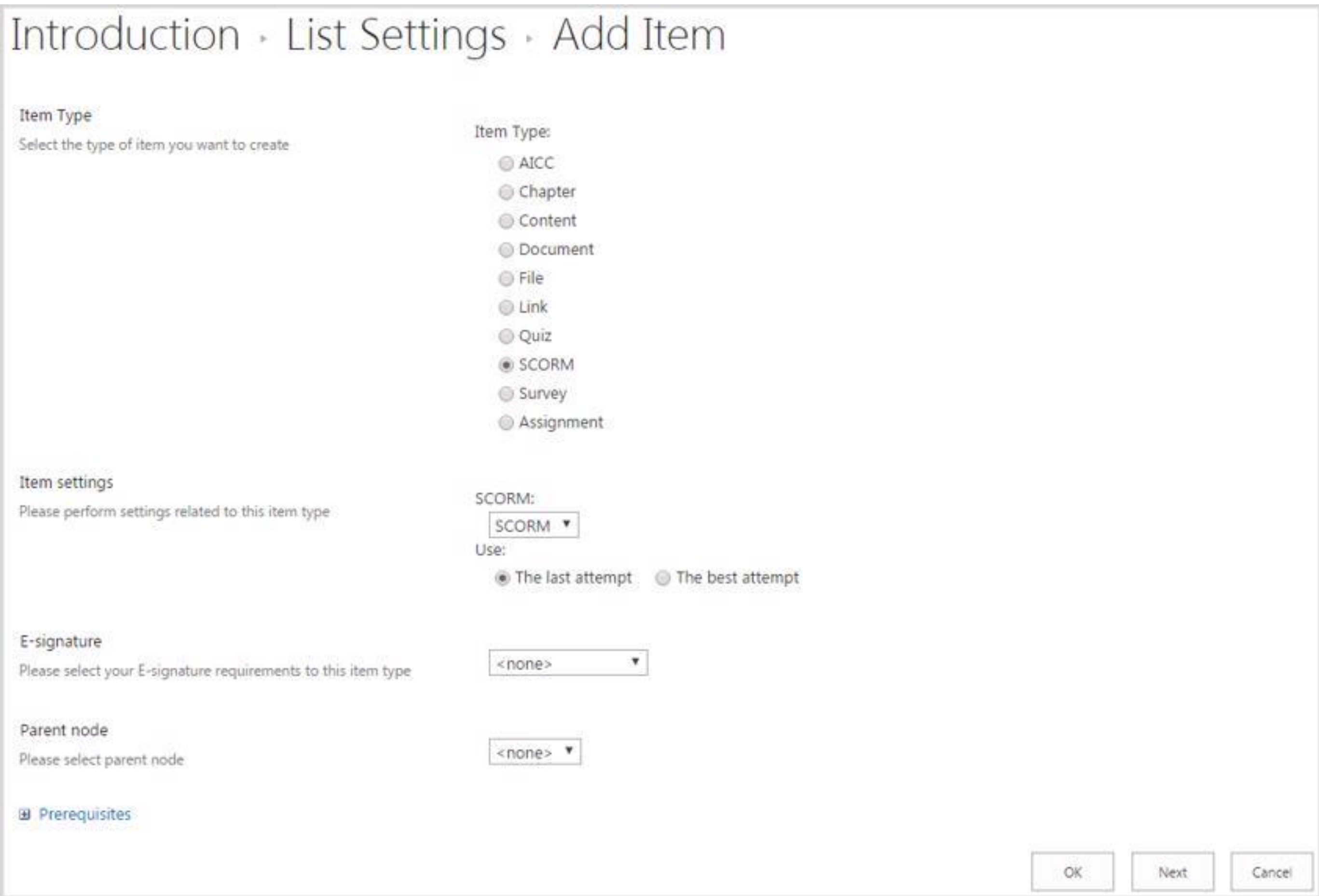
To include a SCORM into a learning module as one of its items, do the following:

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:

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



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



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 Chapter 9.1, '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 by default, **SharePoint LMS SCORM** feature is deactivated by default;

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

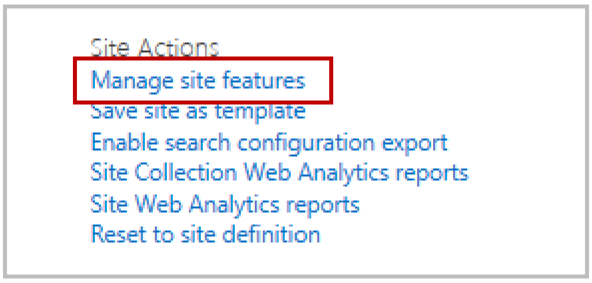
When **SCORM Storage** feature is deactivated, the option is only hidden from **Settings>Site Settings>Organization>SCORM Storage**, but, in fact, SCORM List is not hidden (to keep list resources available in case they are linked), and a user can navigate to this list from **Lists>SCORM Storage** on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

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

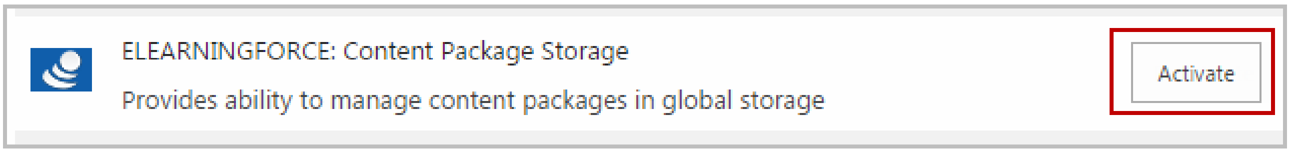
NOTE:	The only difference between usual SCORM and linked SCORM can be seen in **Select SCORM package to upload** field: for usual SCORM this form allows to upload a package, for linked SCORM a form allows to select one of the packages uploaded previously to SCORM storage list.

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

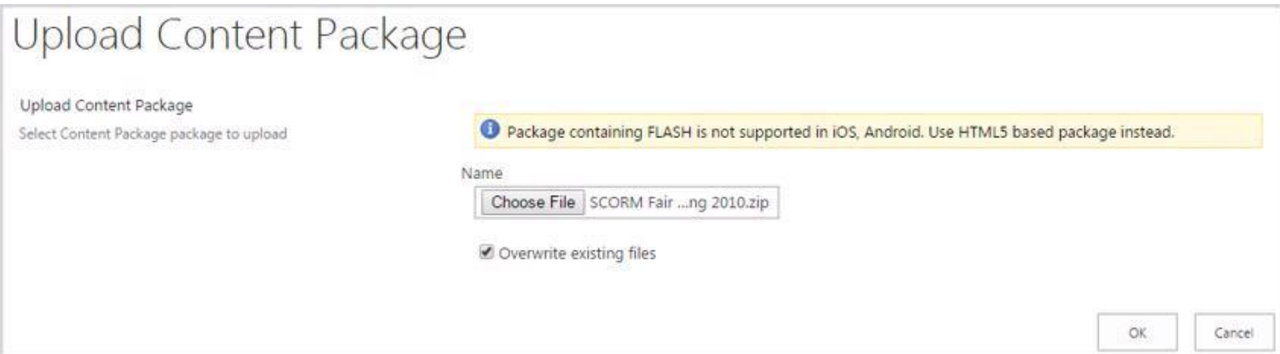
1. Activate the **SharePoint LMS SCORM Storage** feature on the Organization level:
    a. On the **Organization** level, go to **Settings>Site Settings>Site Actions>Manage Site Features:**



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



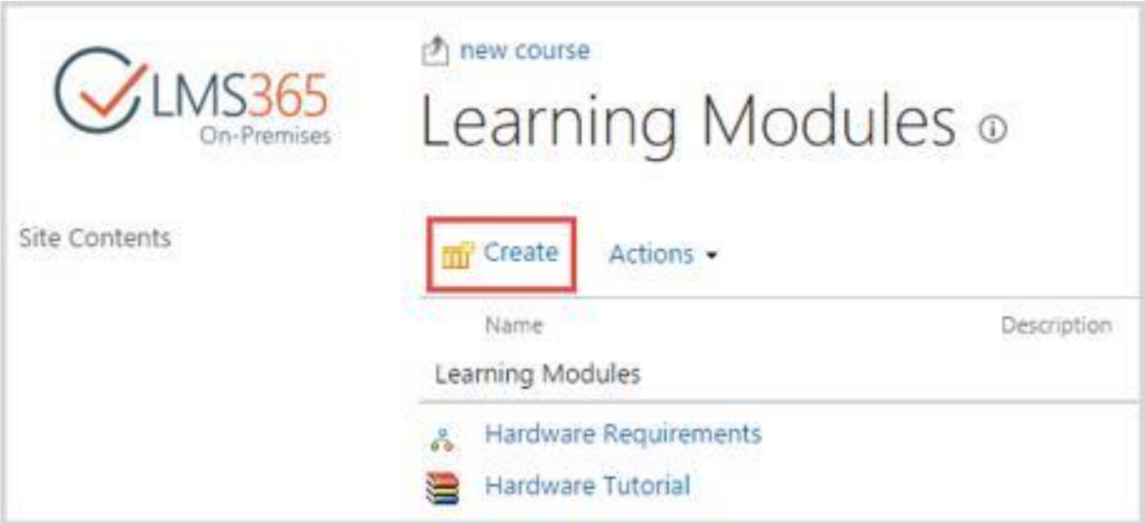
2. Add SCORM packages to the storage:
    a. Go to **Settings>Site Settings>Organization>SCORM Storage** <u>OR</u> **Lists>SCORM Storage**;
    b. Click **Upload Content Package;**
    c. Click **Choose File** and select the SCORM package (archive) from your local machine:



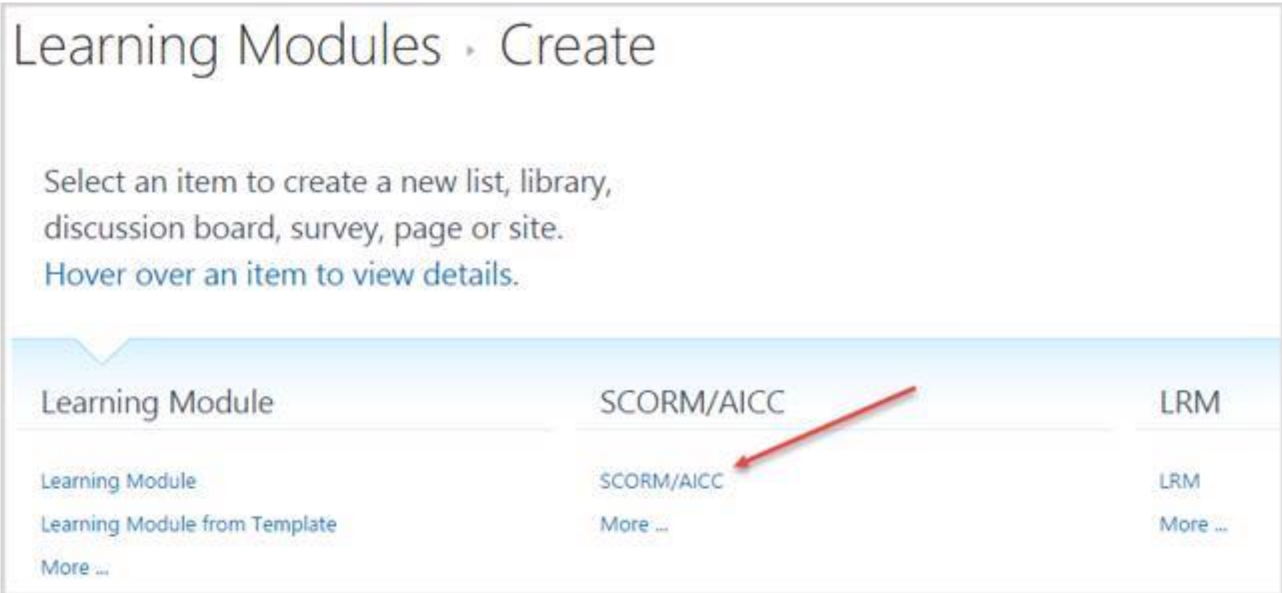
    d. If you have already uploaded a SCORM package with the same name and want to overwrite it, select the check box **Overwrite existing files**;
    e. Click **OK** to save the changes. The uploaded SCORM will now appear in the SCORM list;
    f. To add more SCORM packages to the storage, repeat steps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

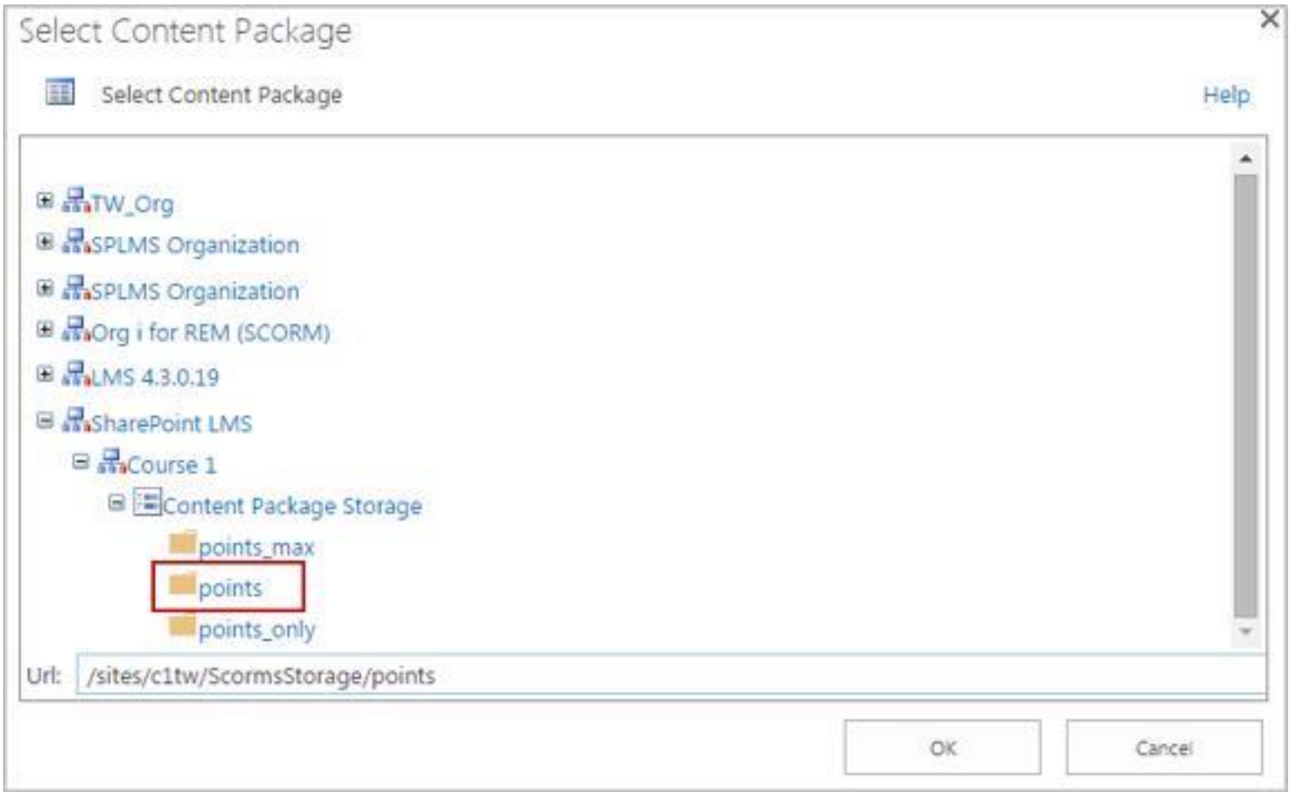


3. Choose **SCORM/AICC:**



4. In the open form, complete all fields as described [above](#):

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

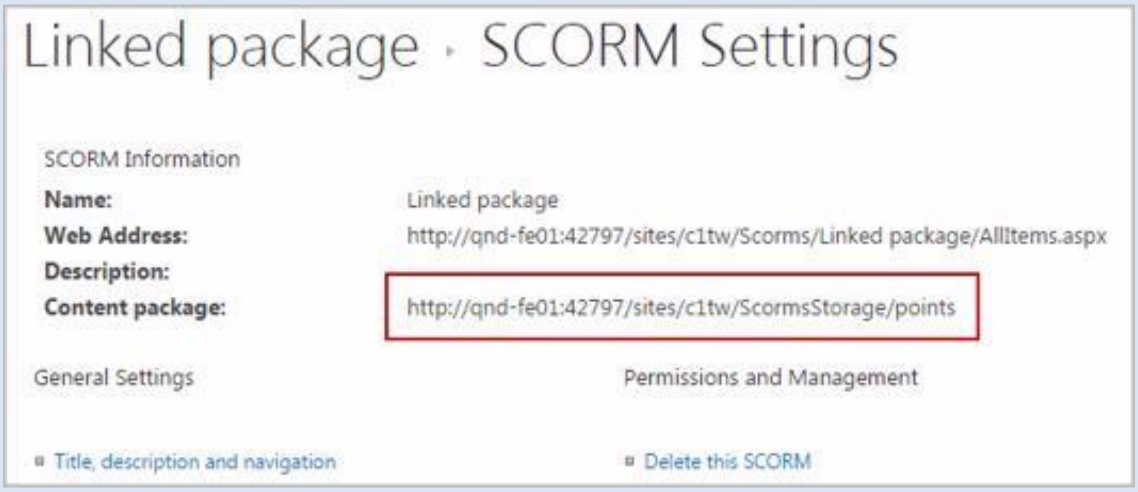


5. Select the SCORM you need from the **Content Package Storage** folder;

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;

– if the **Content Package Storage** feature is deactivated on a site collection, unless it is an organization that contains child organization or course where such list is not empty.

NOTE: Linked SCORM's settings page will look alike and have the same options that can be found on a regular SCORM's settings page. The only difference is that a user will be able to look up the path to the original SCORM package in the SCORM Information section like it's shown below:



NOTE: When a user starts the linked SCORM attempt, the system checks his permissions to SCORM resource in the storage list:

- if a user has permissions it opens the resource under the current account;
- if not – under the application pool account;
- if application pool account permissions were removed from the storage list, and the user does not have permissions there, s/he gets access denied.

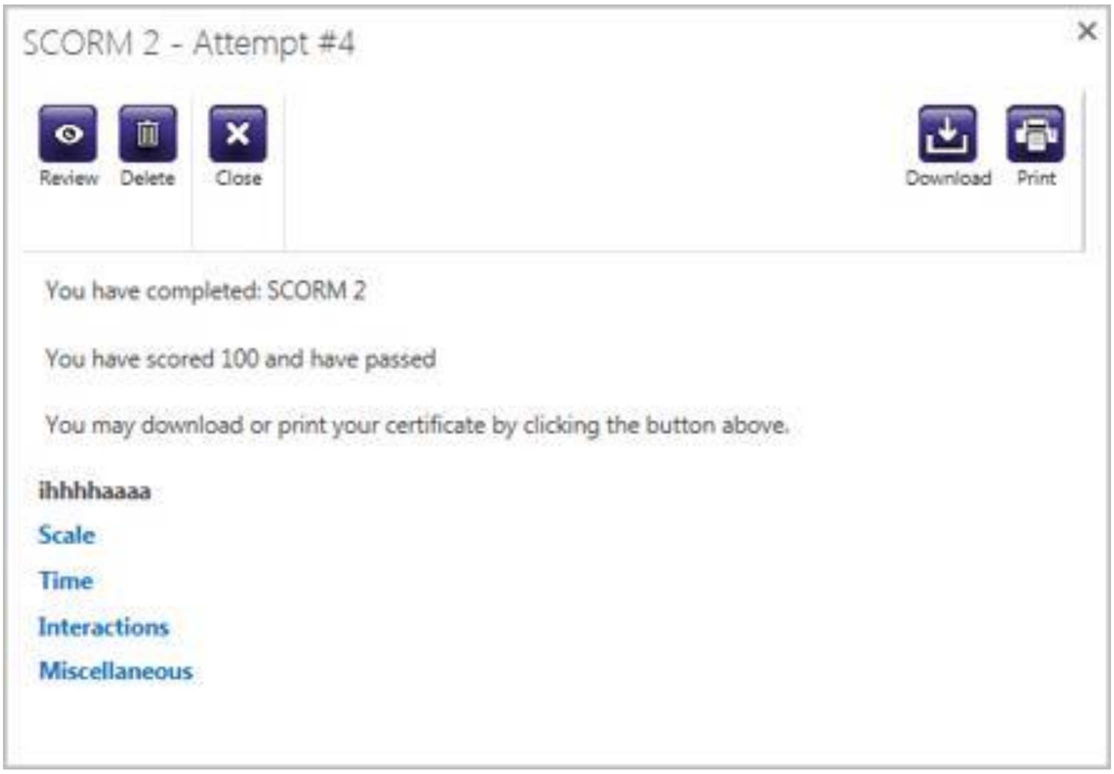
In case SCORM package was deleted from the **Content Package storage** list, the user will see the error message: "Selected SCORM is not found. Contact course administrator for more details".

9.6.6 View SCORM attempt

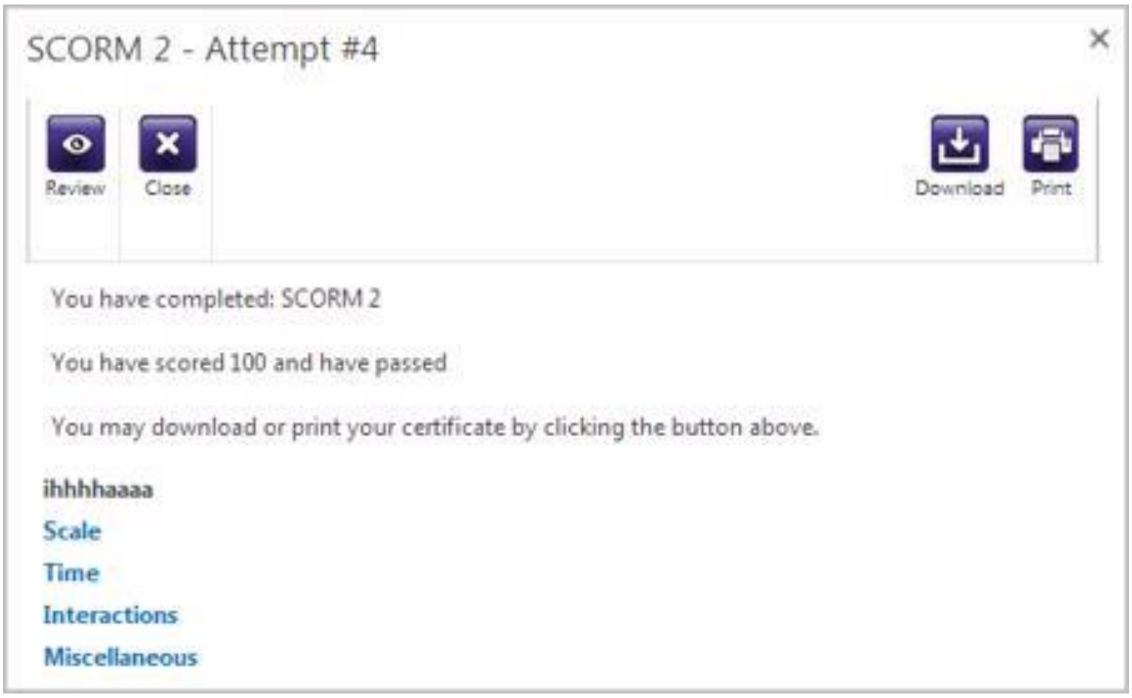
To view a SCORM Attempt, go to Learning Module section, check the needed SCORM and select from the drop-down menu All Attempts item. All Attempts list will be displayed:

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:



For Learner it is shown in the following way:



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:

For Learner it is shown in the following way:

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

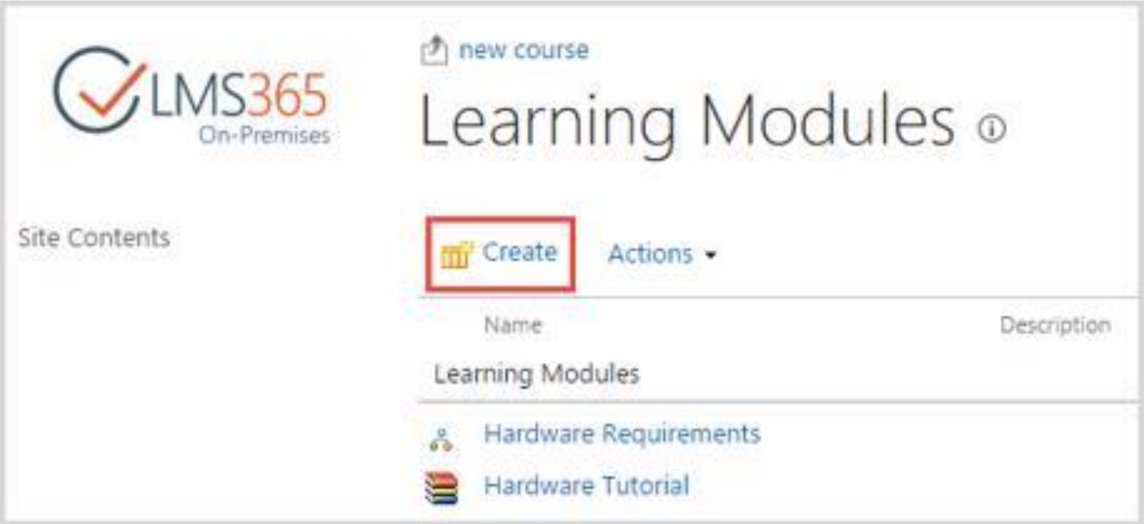
SharePoint LMS is compliant with **Aviation Industry Computer-Based Training Committee** (AICC) educational standard. SharePoint LMS SCORM/AICC site feature provides the ability to upload and use AICC packages on a site collection.

NOTE:	There is a single form to create SCORM/Linked SCORM/AICC.

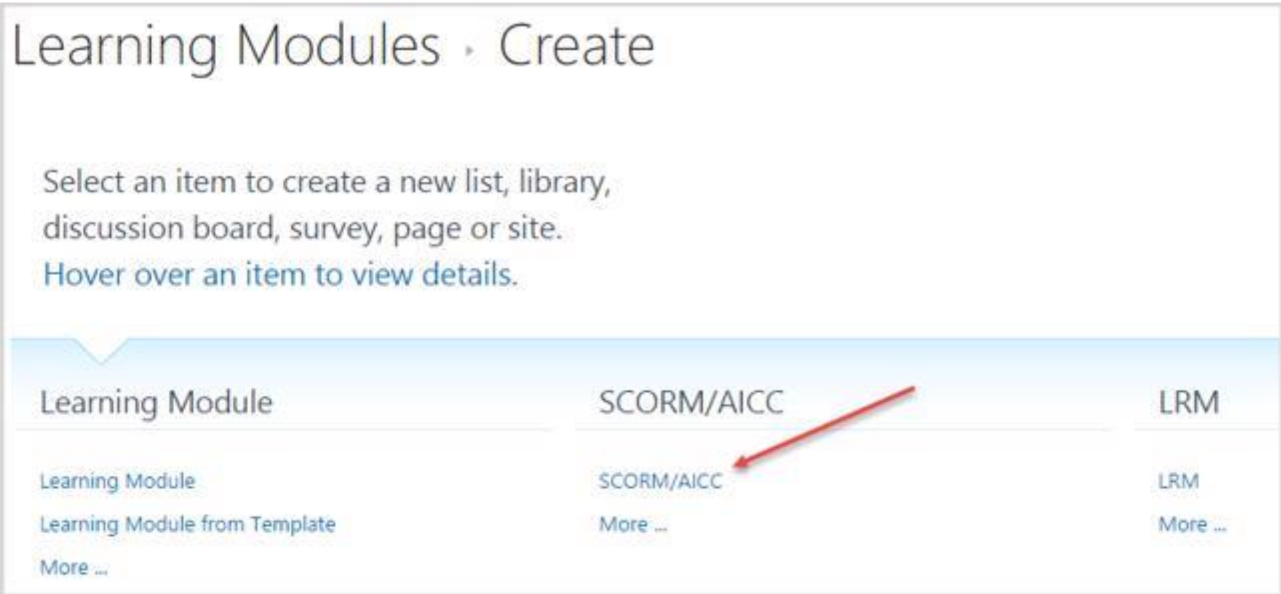
9.7.1 Uploading AICC

To upload an AICC package, do the following:

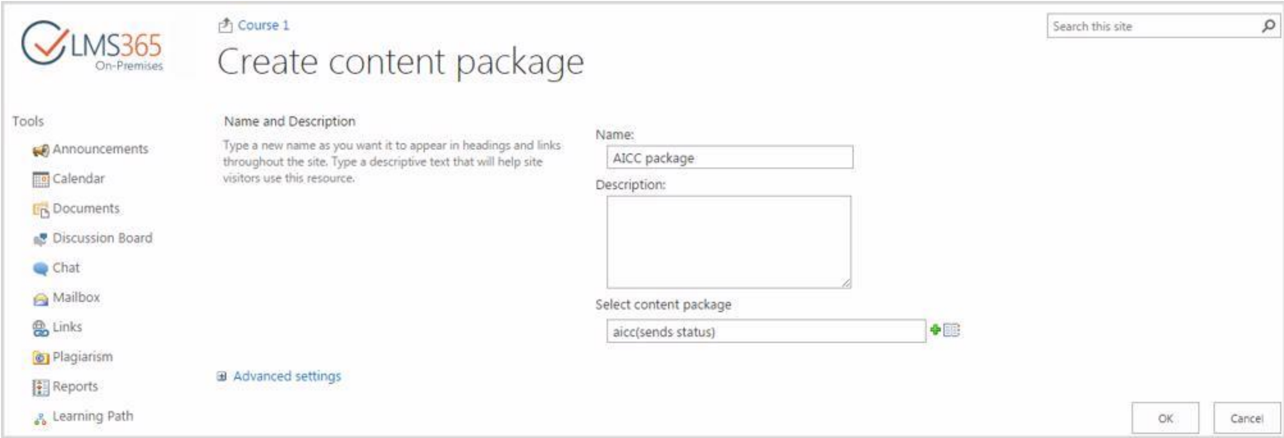
1. Open the **Course** you want to upload an AICC package for;
2. On the **Tools** menu select **Learning Module**. Click **Create:**



3. Choose **SCORM/AICC:**

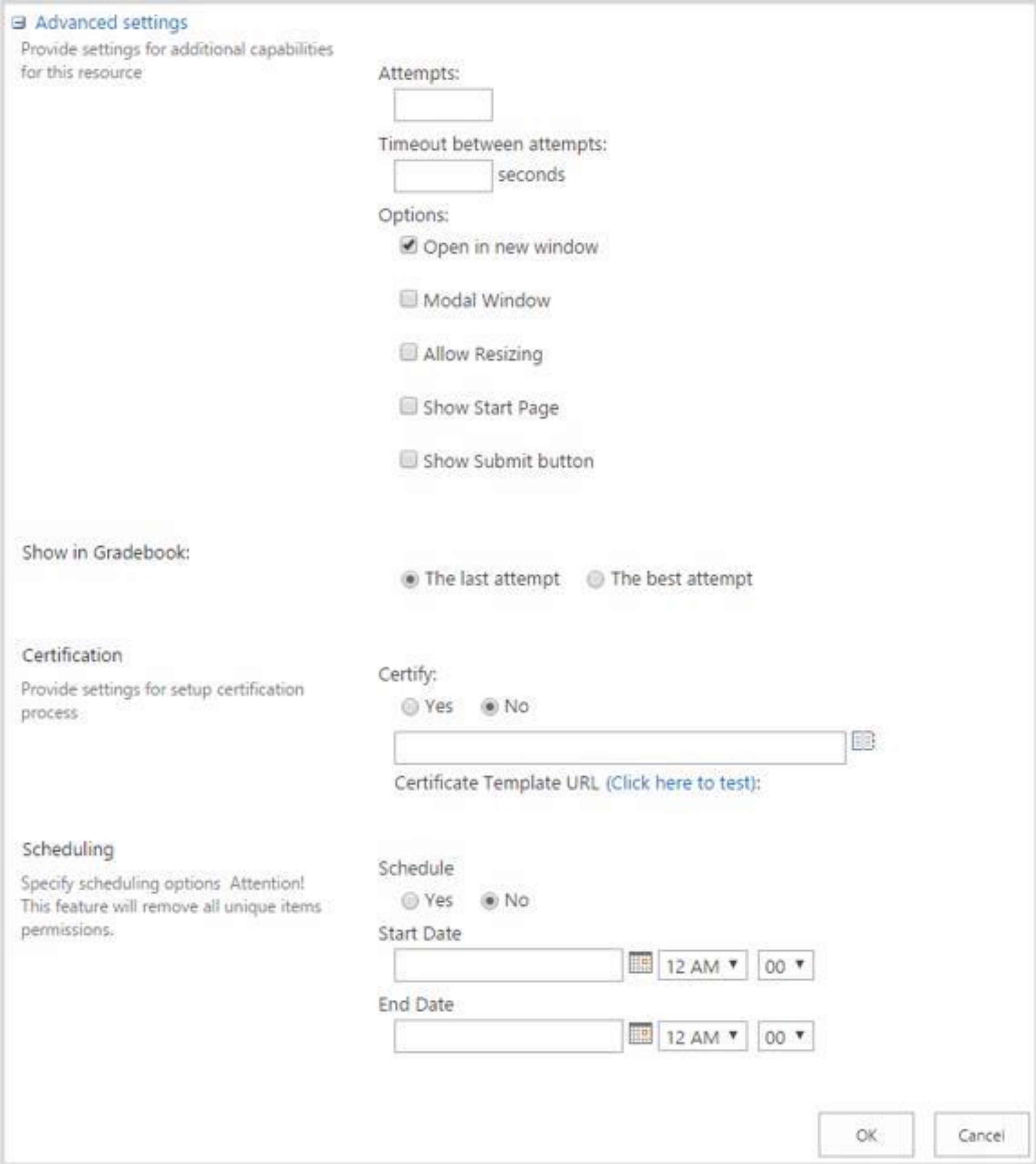


4. Complete the open form according to the following recommendations:

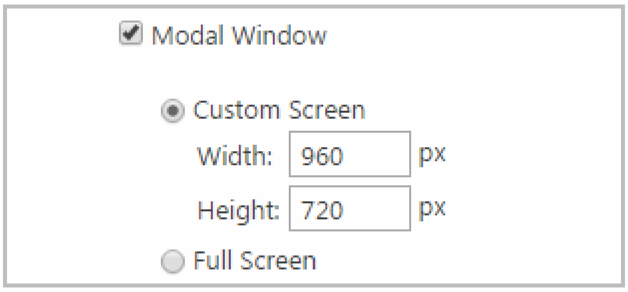


- *Name and Description*– defines a name as it will appear in the headings and links throughout the site and a descriptive text that will help site visitors use the resource. The field is required. Type *the AICC title and description;*
- *Select content package* – upload () or browse () content package;

In the Advanced settings section select the following options:

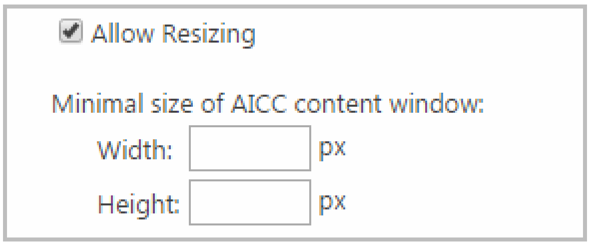


- *Attempts* – specify the number of attempts a user can take the AICC;
- *Timeout between attempts* – specify the period between attempts (in seconds);
- *Open in new window* – select the check box if you want the AICC to be opened in a new window (the option is checked by default);
- *Modal Window*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



- *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):



– *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;

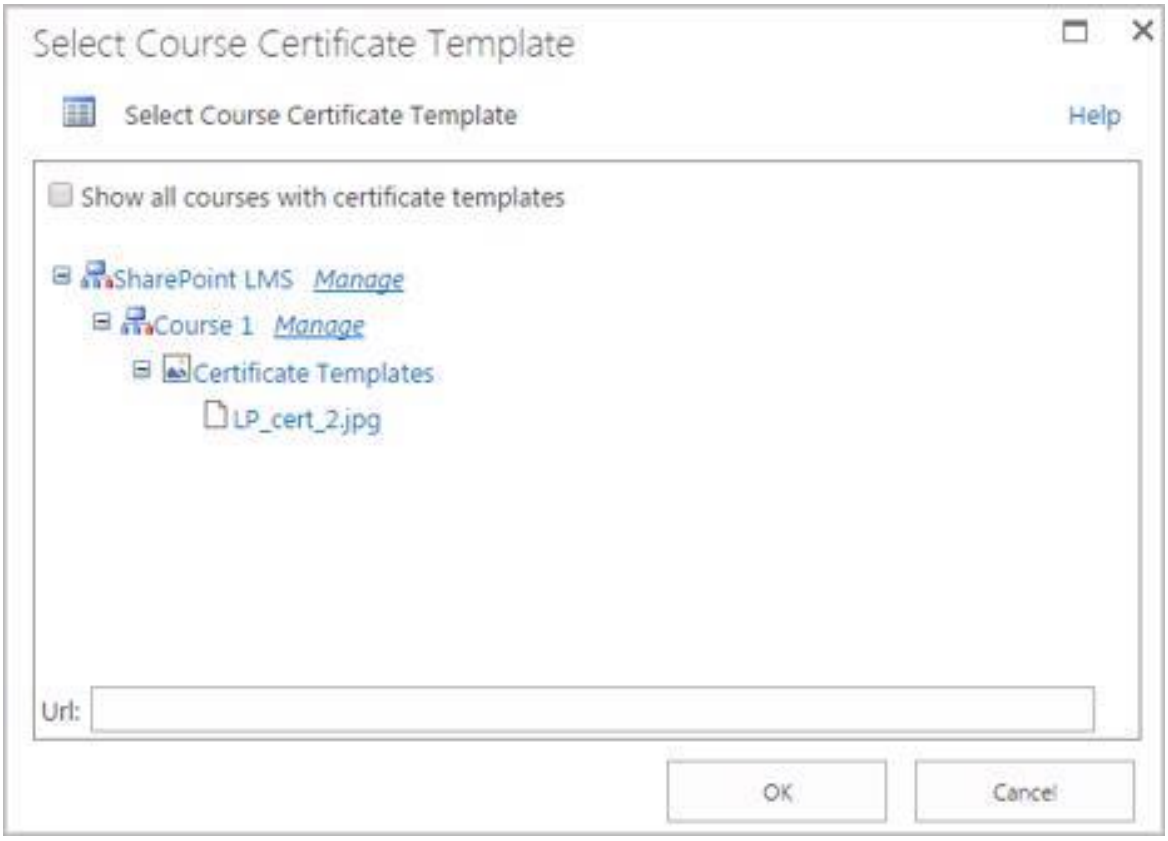
– *Show in Grade Book* – specify whether you want the last or the best attempt to be displayed in the Grade Book tool. **The best AICC attempt** is counted according to the following rules:

- 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:  The setting can be changed during AICC creation or editing.

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

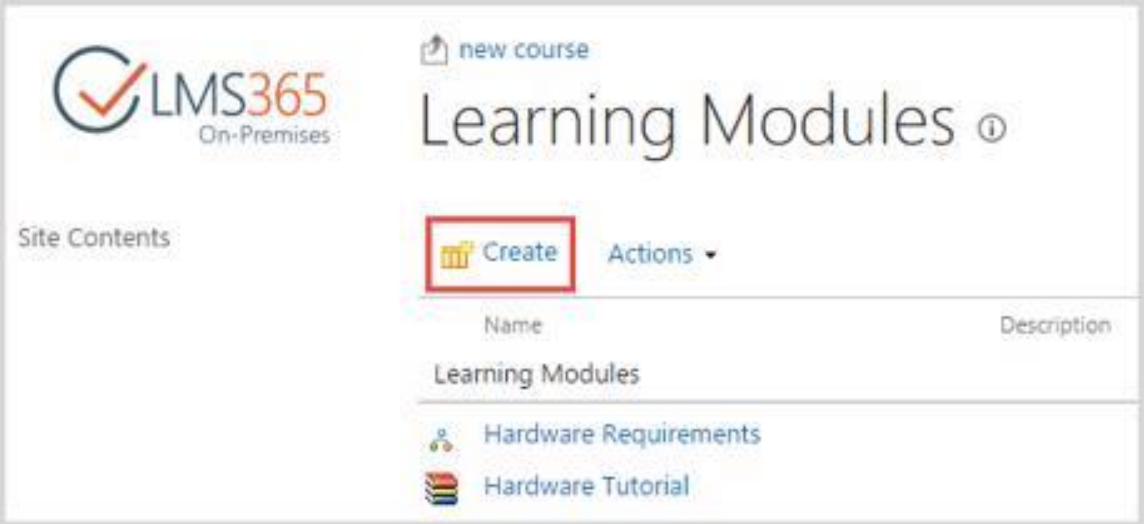


– *Scheduling* – select *Yes* to schedule the AICC for a specific date and time; note, please, that this feature will remove all unique items permissions;
– *Start Date* - enter the start date. From the drop-down lists select hours and minutes when the learning module should be published;
– *End Date*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

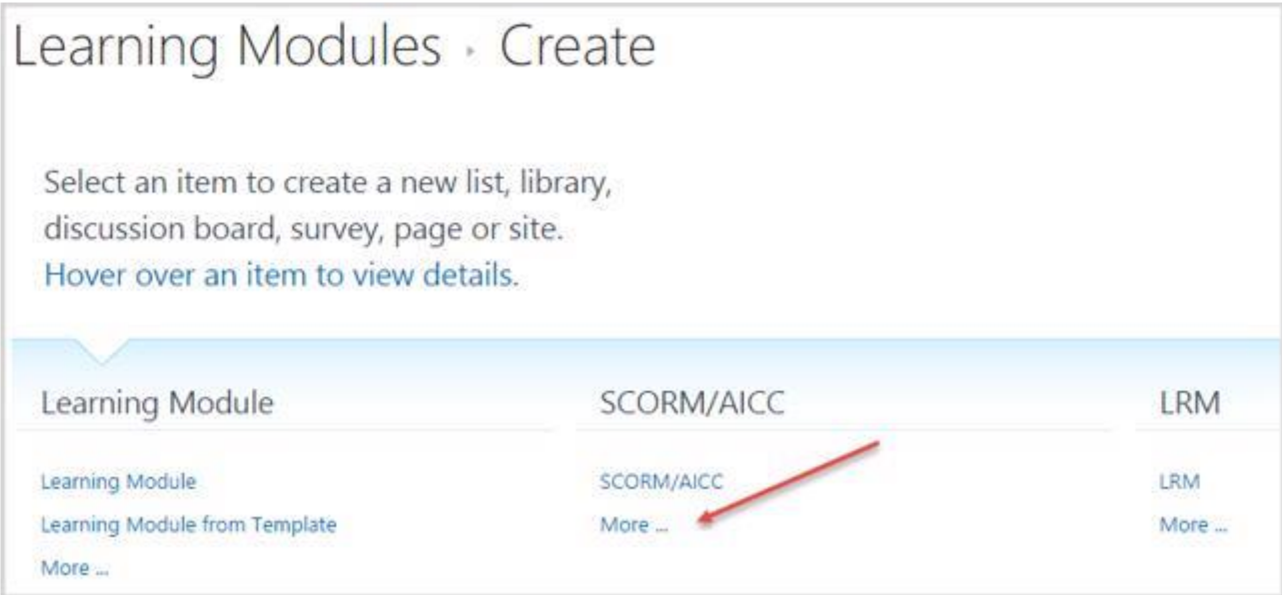
5. Click **OK** to save the changes. Now you can add this AICC to the existing learning module or use it separately.

To import AICC template, do the following:

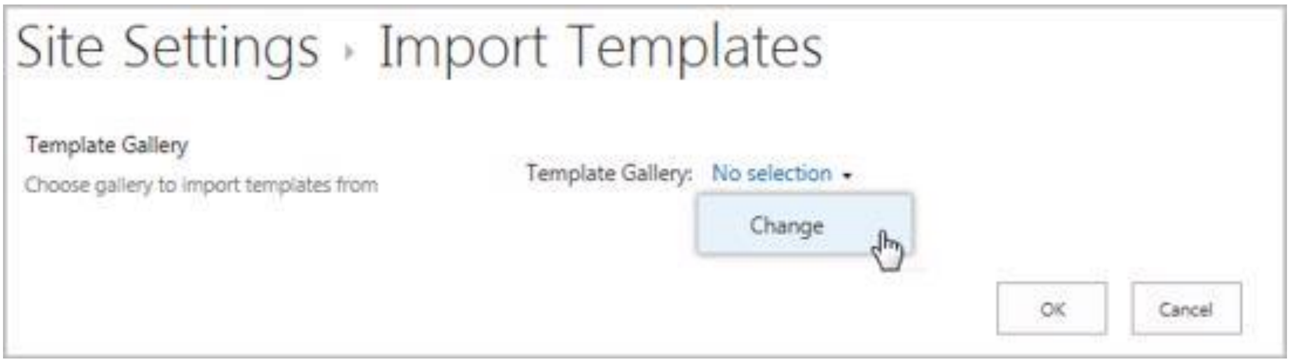
1. Open the **Course** you want to upload an AICC package for;
2. On the **Tools** menu select **Learning Module**. Click **Create:**



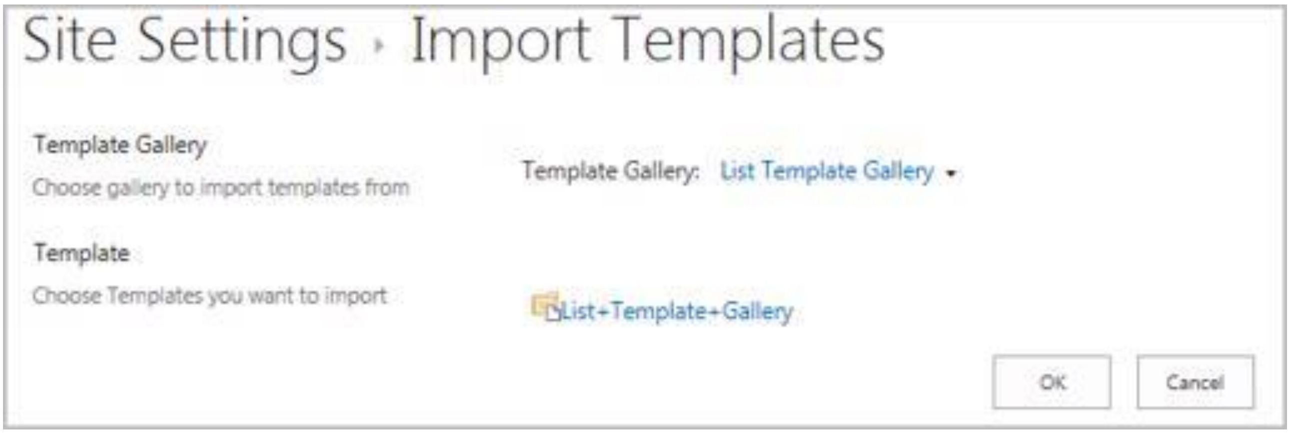
3. Choose **More...:**



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



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

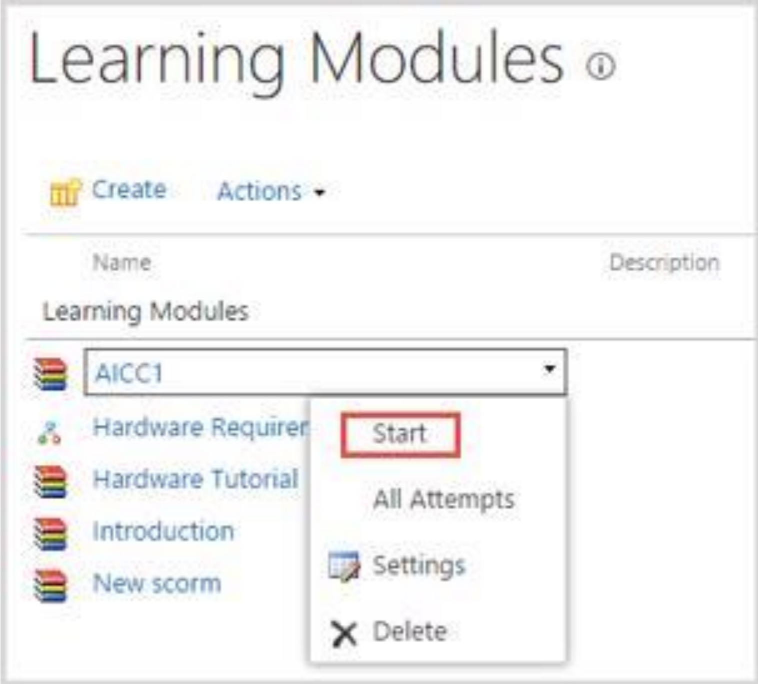


NOTE:	If SCORM/AICC course option is unchecked for the administrator/learner: • existing AICC packages are hidden for both in the learning module list, but accessible using direct links to AICC lists; • existing AICC packages are not hidden in Learning Module settings, Grade Book settings, My Learning 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.

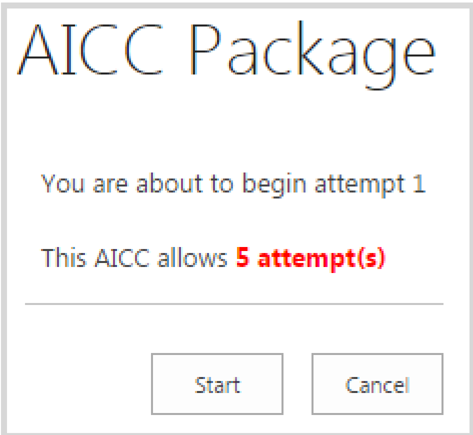
9.7.2 Viewing AICC

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

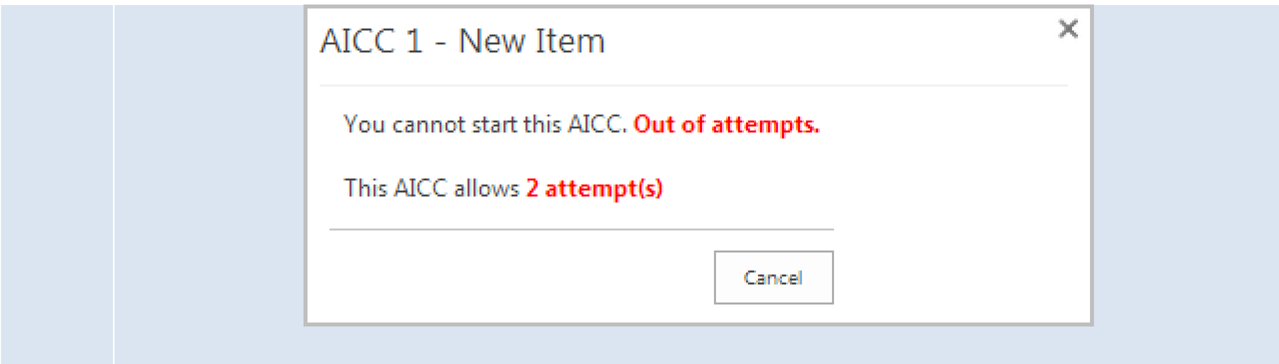
1. On the course level go to **Course Tools**>**Learning Module**;
2. Once you click the **Learning Module** icon, the learning module list will appear;
3. On the Learning Module level, select the needed AICC by putting the cursor arrow on it;
4. Click the down arrow by the name of the needed AICC to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



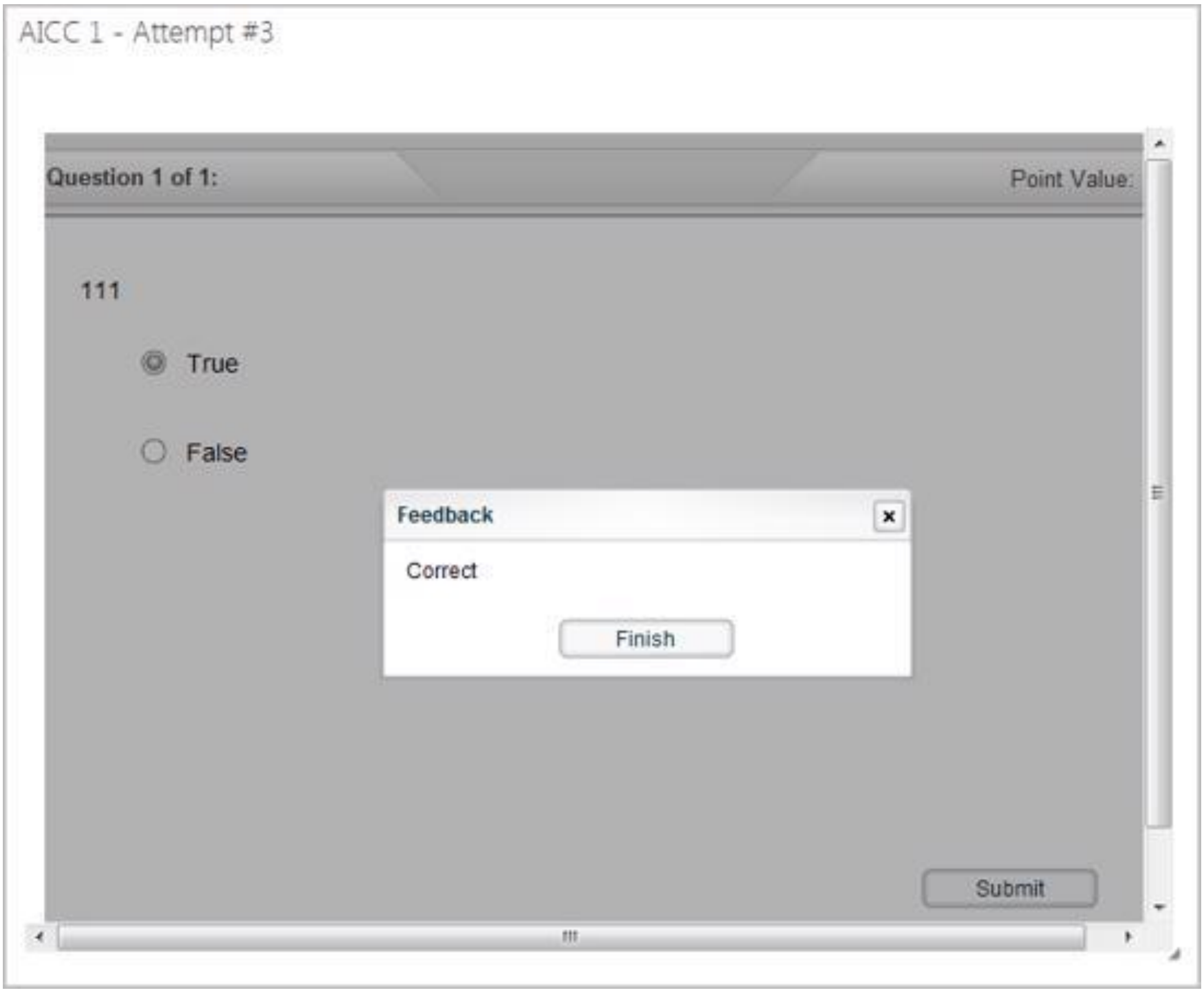
5. Click **Start** to manage the attempt;
6. If you are allowed to take the attempt, the following message will appear: 'You are about to begin **n.** attempt':



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 AICC. Out of attempts. This AICC allows **n.** attempt(s)':

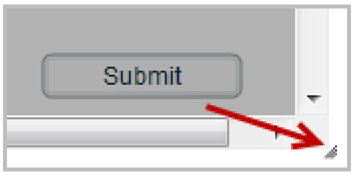


7. Click **Start** to proceed. The **Attempt Edit Form** will appear:



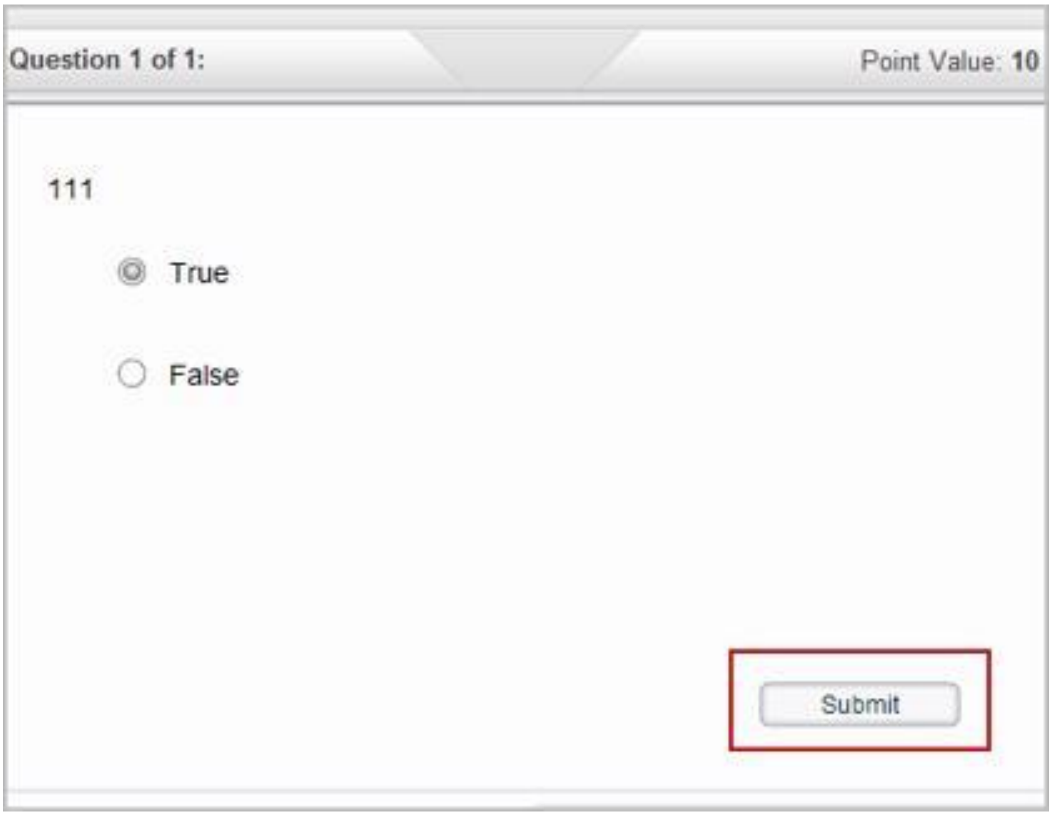
The form under consideration displays the following content and functionality:
Attempt's edit form displays the following content & functionality:

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

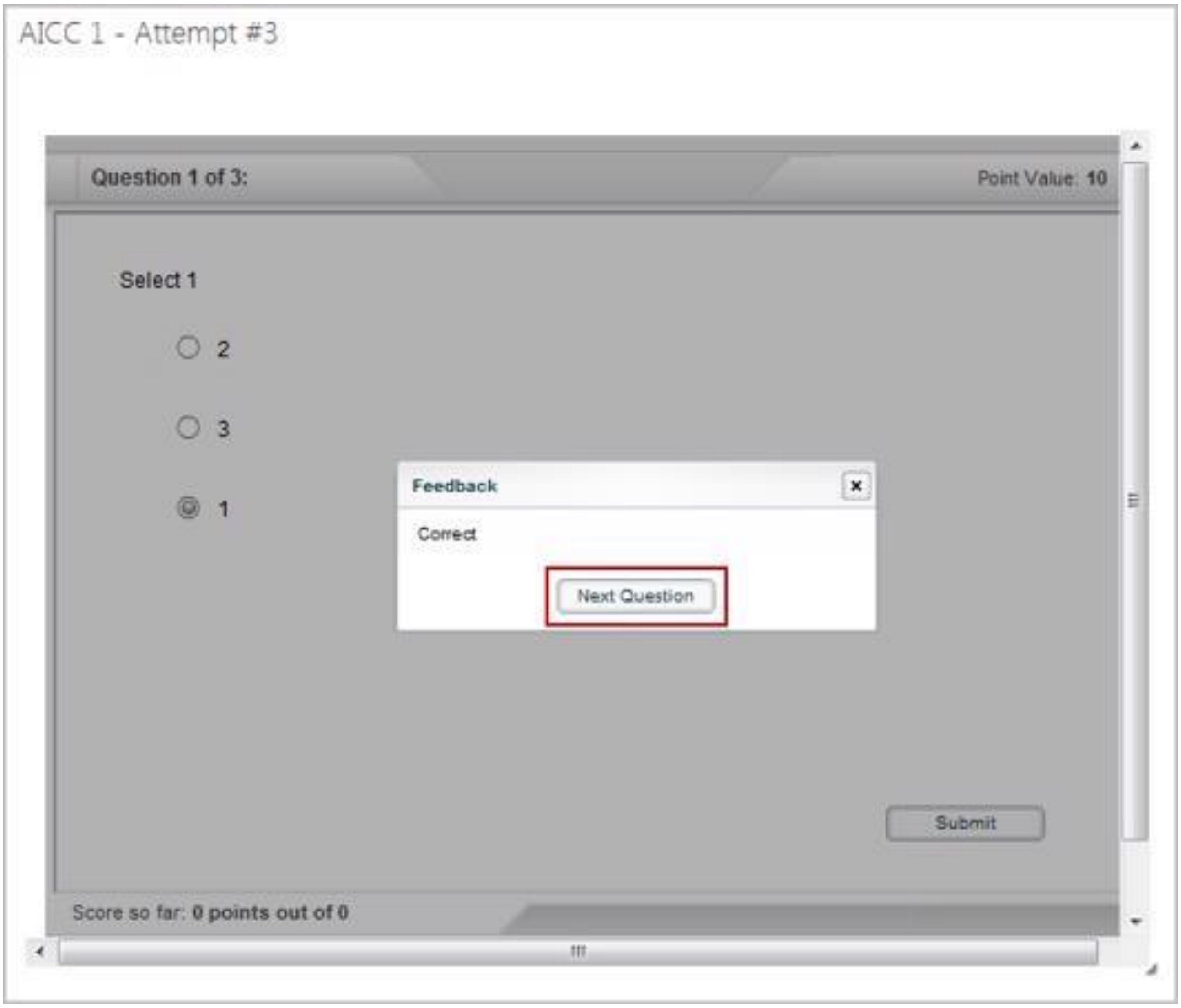


- **Submit** button shown if not hidden in AICC's settings;
- **Next question** button;
- **Finish** button shown on the edit form's statistics page only;

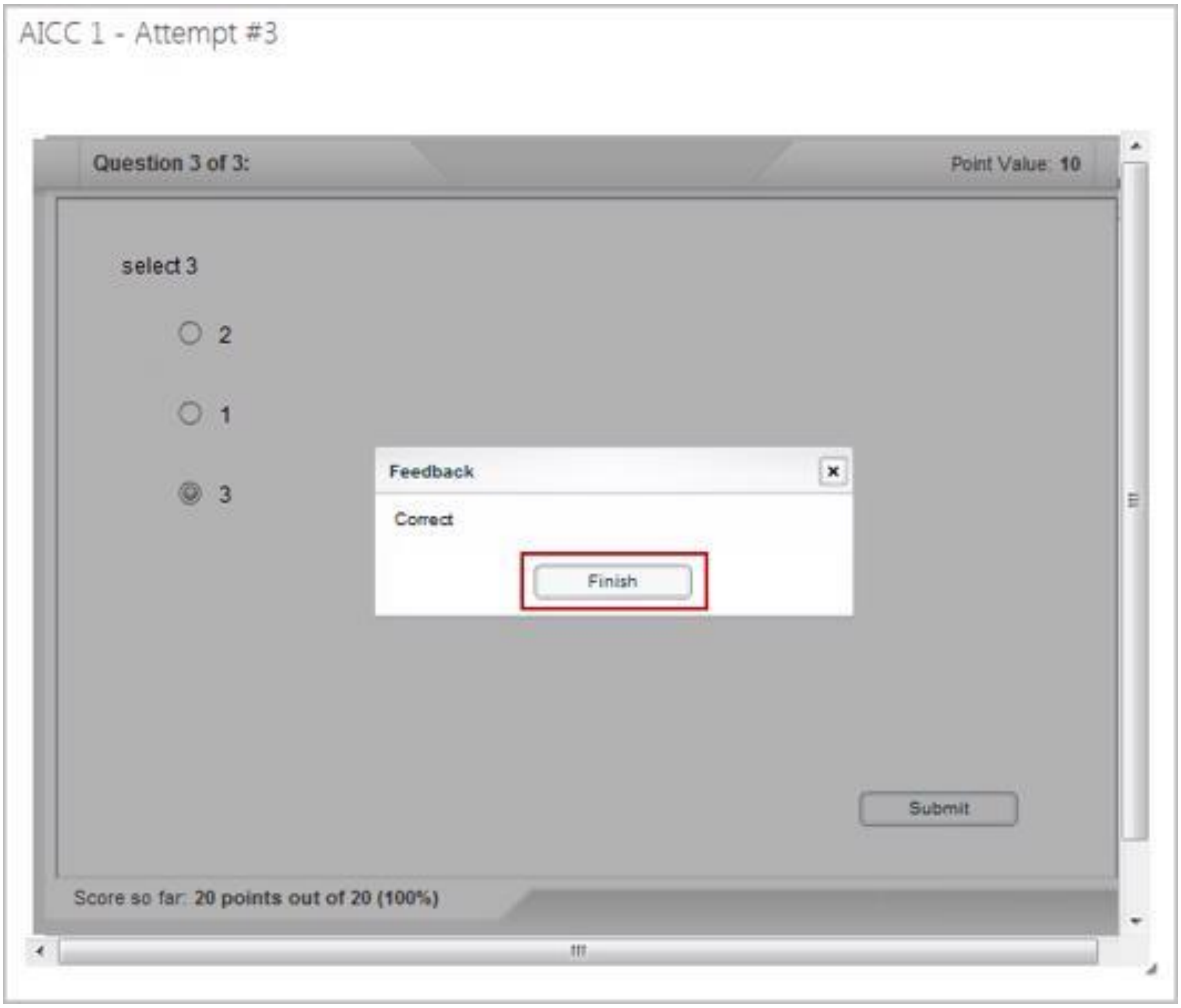
8. Choose the needed answer and click **Submit** to proceed:

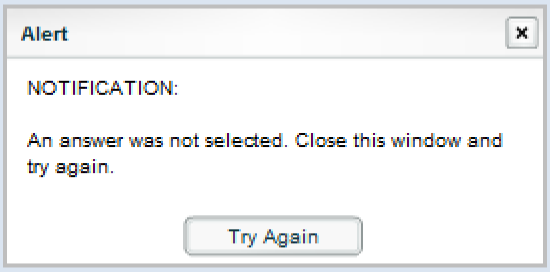


9. Click **Next Question** to proceed the attempt:

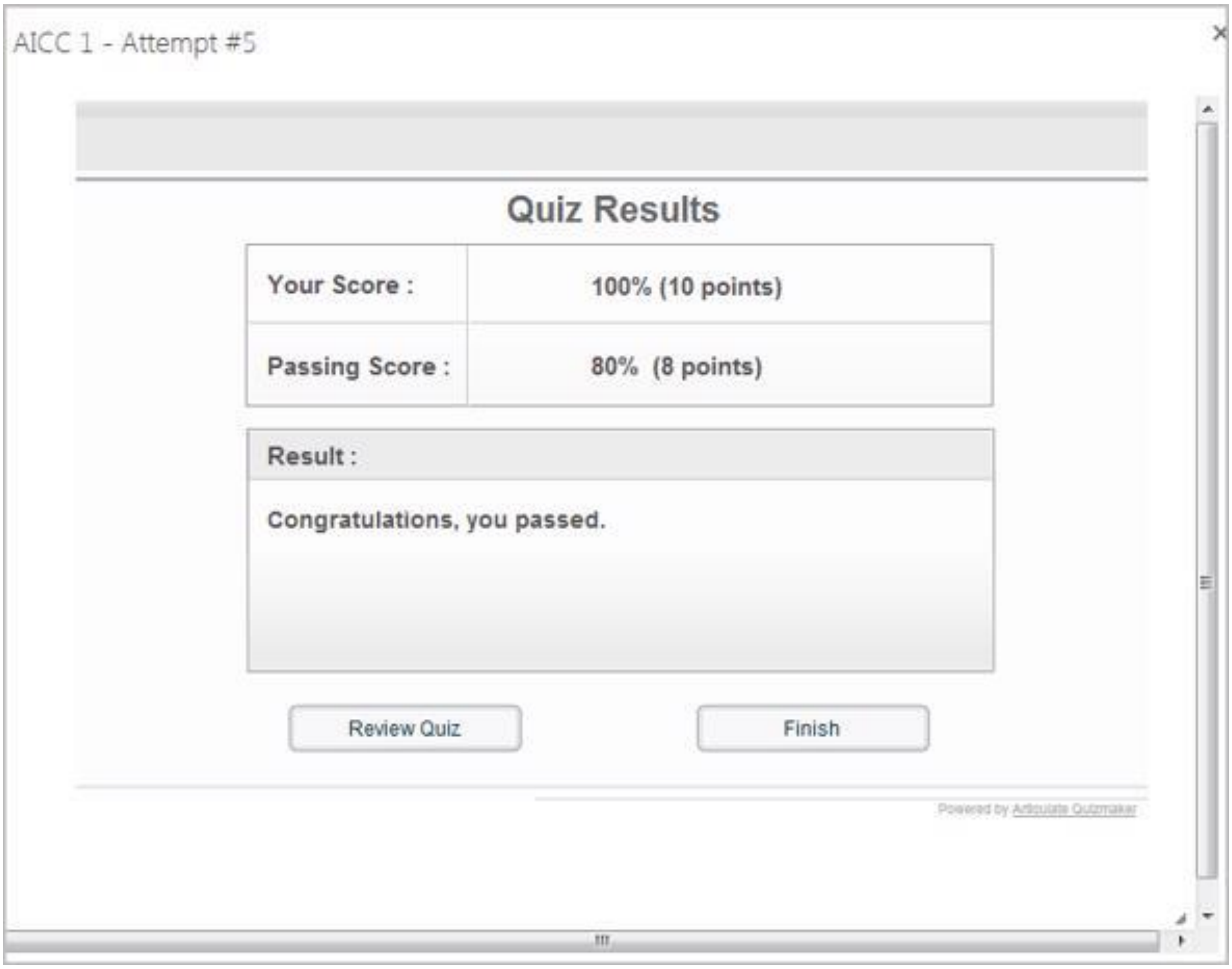

AICC 1 - Attempt #3
Question 1 of 3:
Point Value: 10
Select 1
2
3
1
Feedback
Correct
Next Question
Submit
Score so far: 0 points out of 0

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:

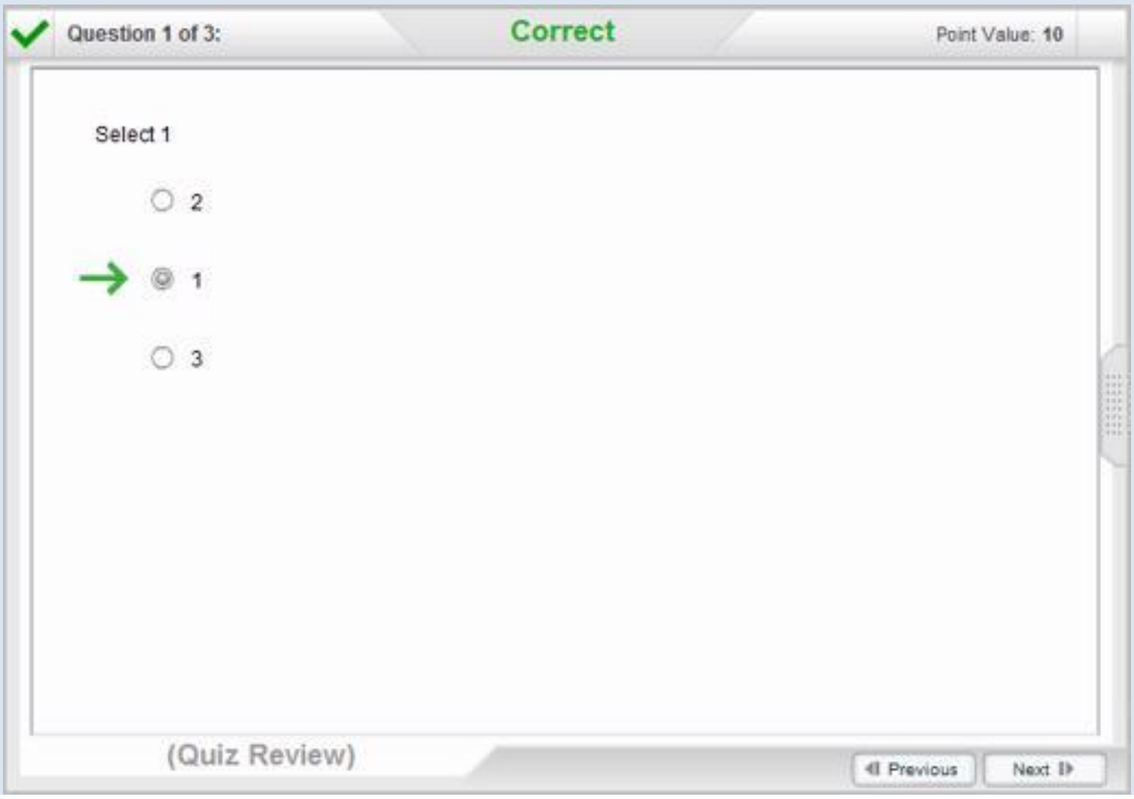


NOTE:	If the user has not specified the answer selecting the needed radio button, the system will show the following notification: 

11. Click **Finish** to see the **Quiz Results** table:

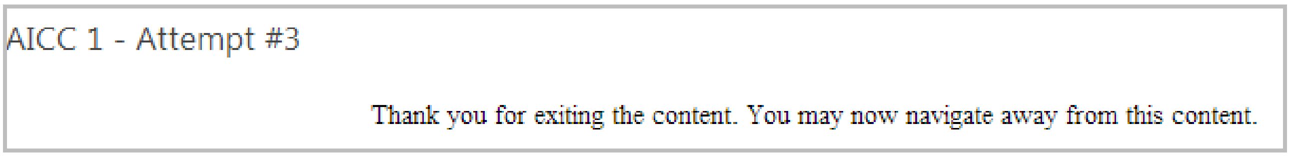


NOTE: To review the attempt, click **Review Quiz** button. The following form will appear:

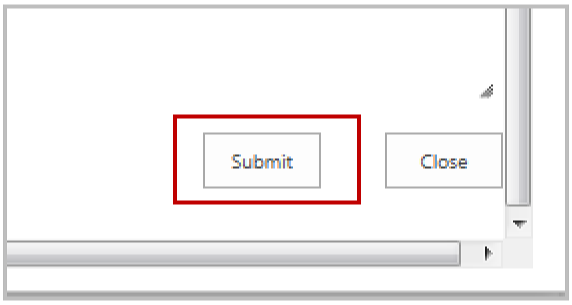


	To monitor the answers, click **Next** button. To see the previous answers, click **Previous** button.

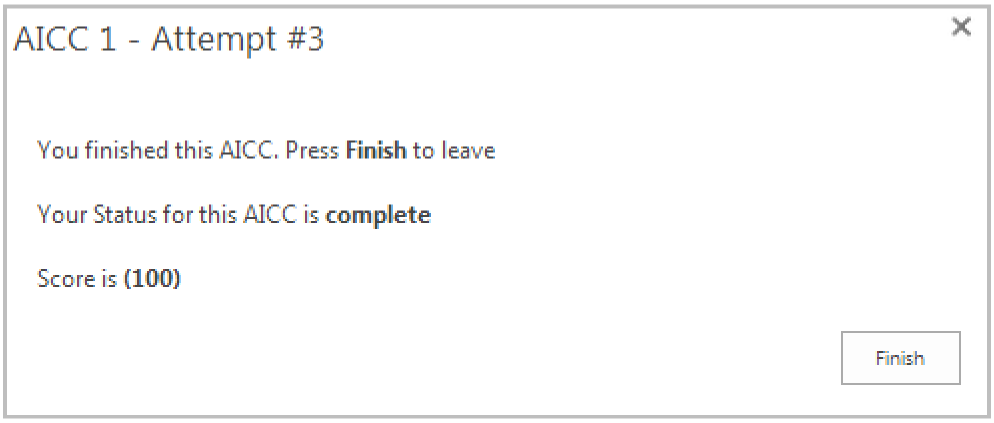
12. Click **Finish** to complete the attempt. The following message will be displayed:



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

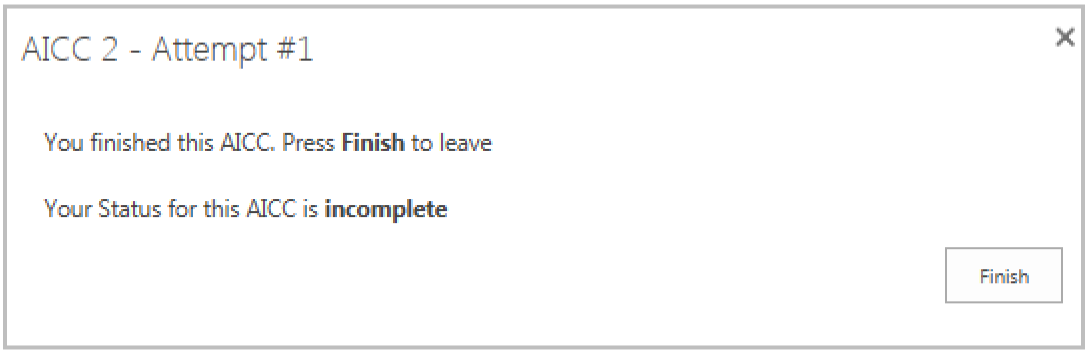


14. Once your click Submit, you will see your status information. The following form will appear:



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:



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 drop-down menu;
5. Select **All Attempts;**
6. Once you click **All Attempts** link, the following form will appear:

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;

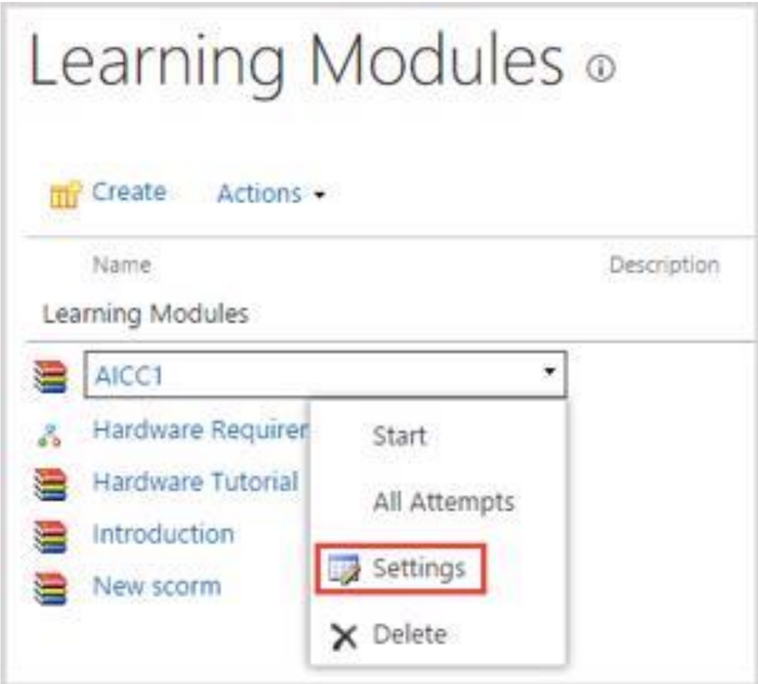
9.7.3 Managing AICC

To manage AICC, do the following:

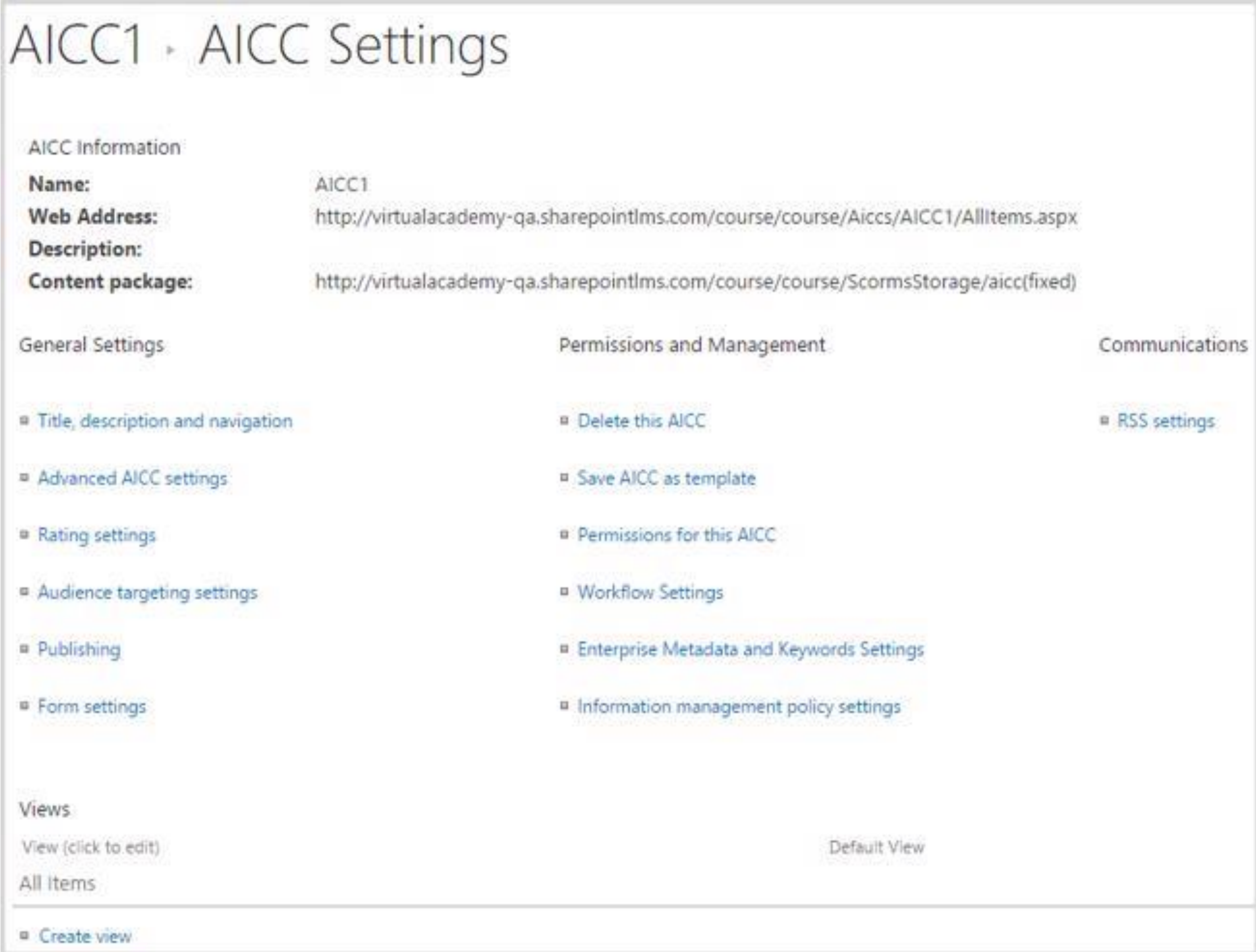
1 On the **Course** level, go to **Course Tools**>**Learning Module**;

2. Click the **Learning Module** icon. The list of current learning modules will appear:

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:



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

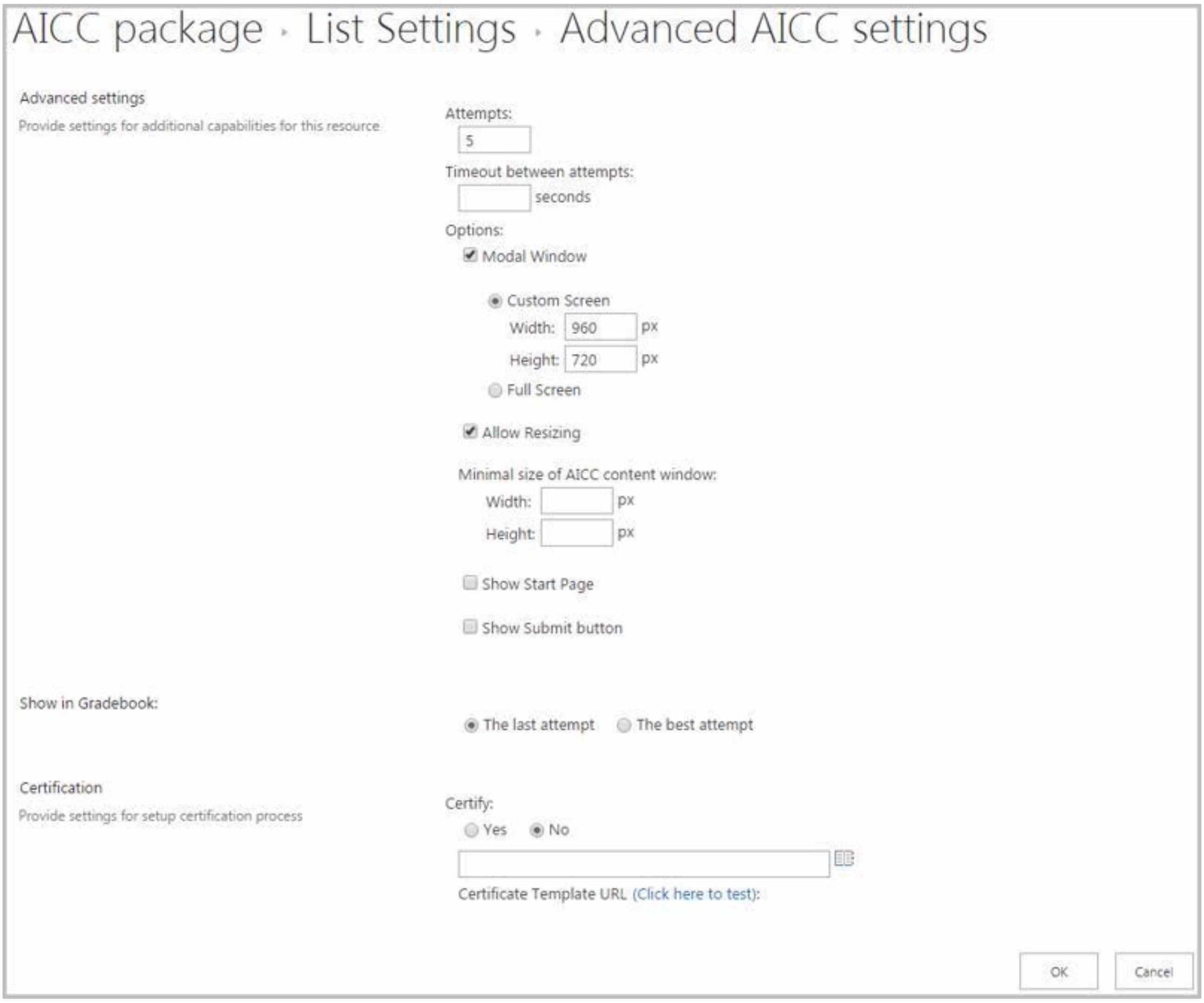


- *Title, Description and Navigation* - allows to change the list's title, description, and appearance on the Quick Launch;

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

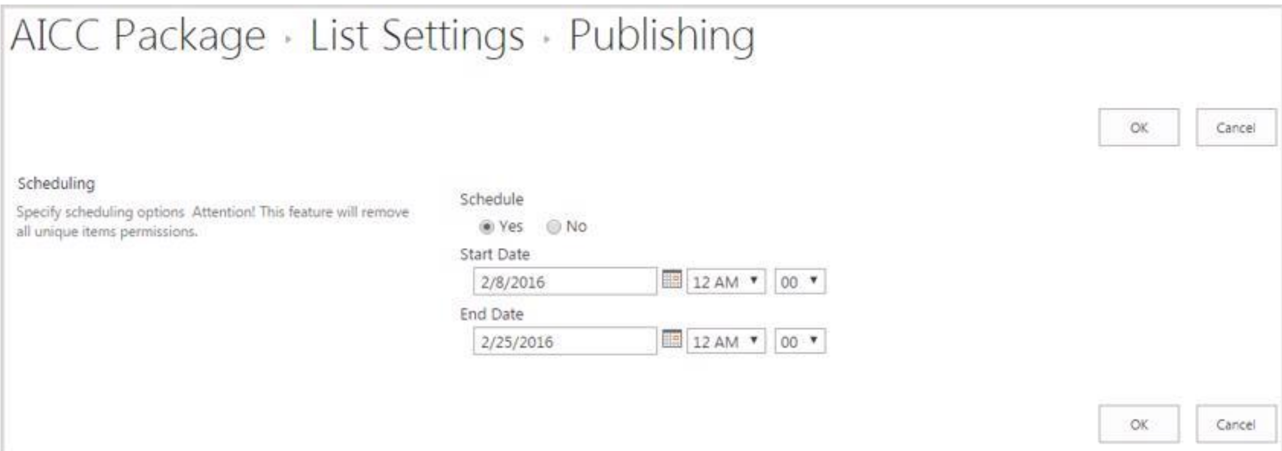
- *Advanced Settings* - allows to change the following settings for the AICC:
  - Attempts;
  - Timeout between attempts;
  - Modal Window option;
  - Content area size option;
  - Allow Resizing option;
  - Minimal size of AICC content window option;
  - Show start page option;
  - Show Submit button 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:



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

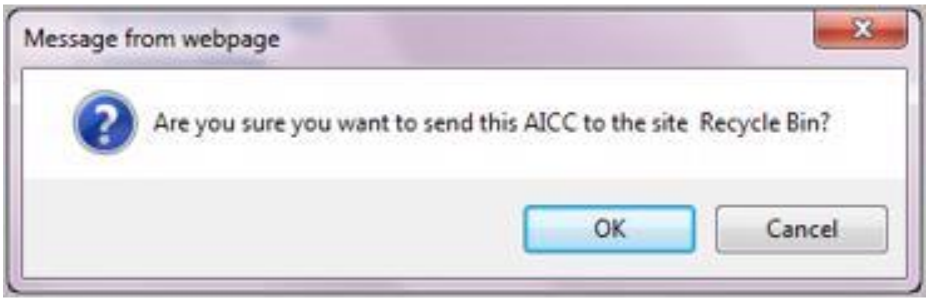
- *Schedule* – select *Yes* to schedule the AICC for a specific date and time; note, please, that this feature will remove all unique items permissions;
- *Start Date* - enter the start date. From the drop-down lists select hours and minutes when the learning module should be published;
- *End Date*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



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;

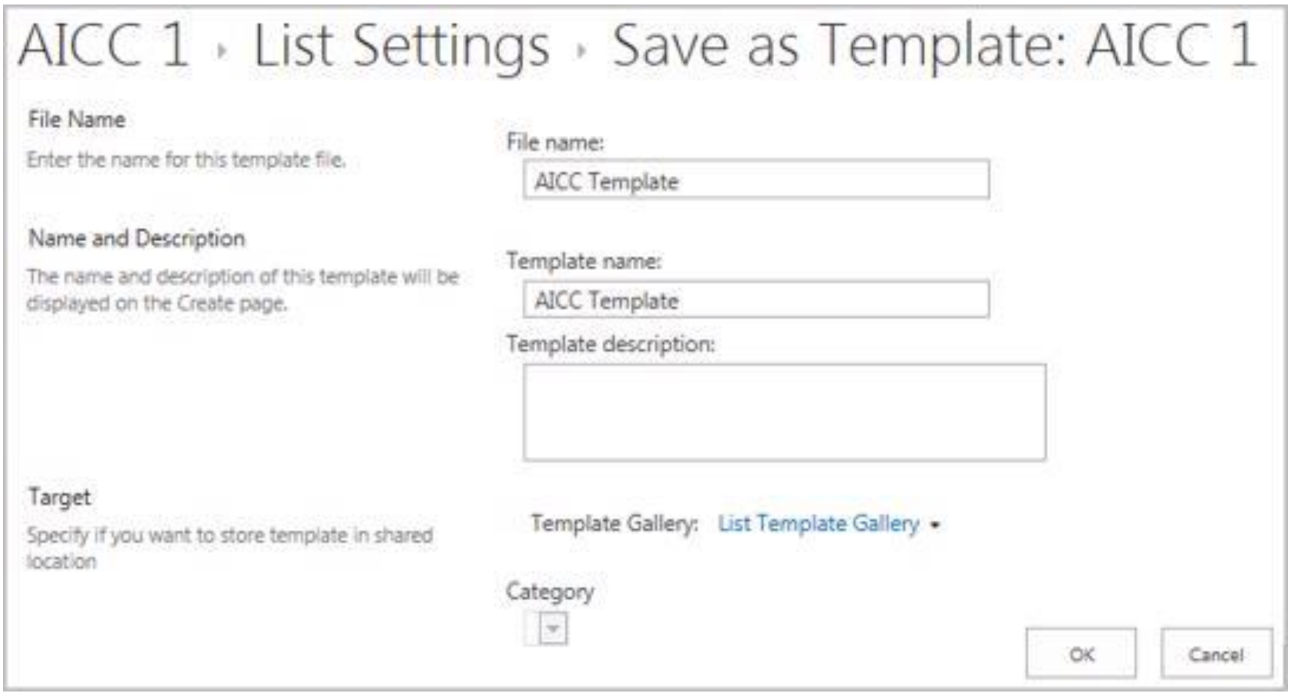
To delete the need AICC, go to **Permissions and Management**>**Delete this AICC.** Once you click the link **Delete this AICC,** the following dialog box will appear:



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

– *Save AICC as template* – the option allows to save the needed AICC as a template.

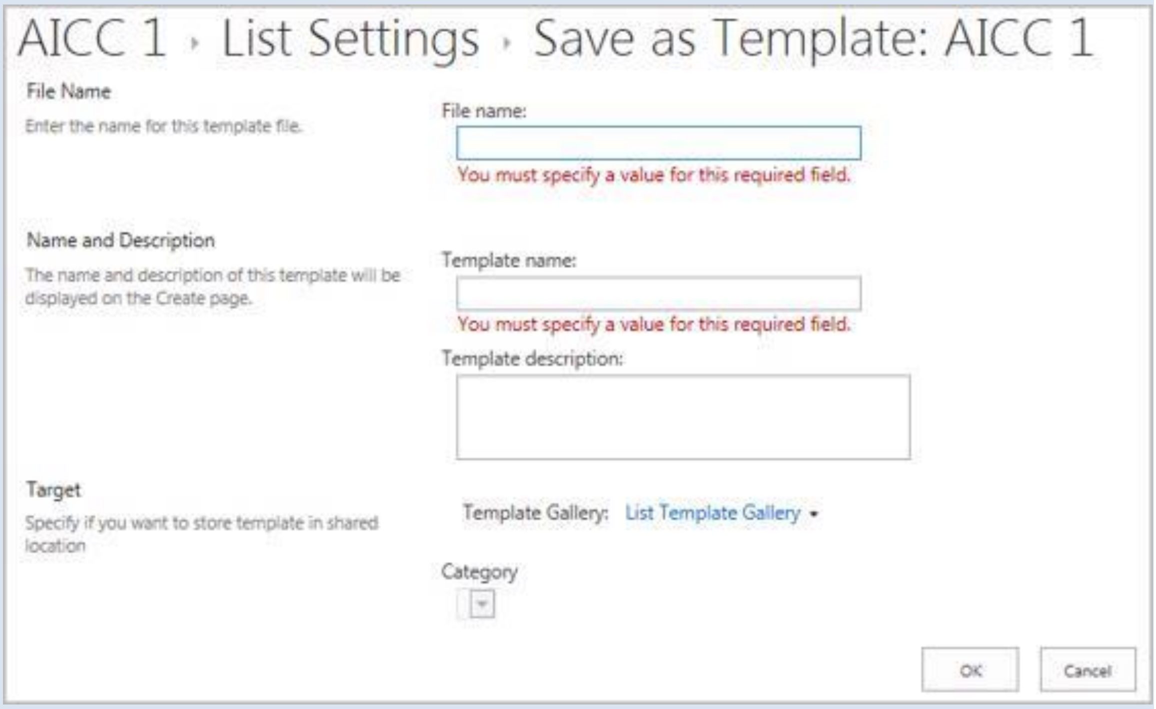
Once the user clicks the link, the following form will appear:



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

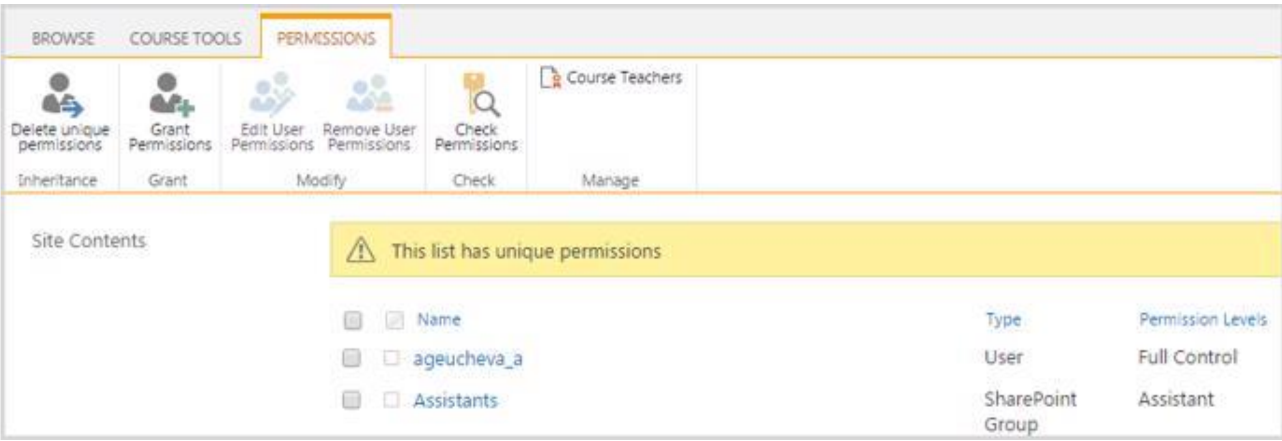
- Fill in the **File Name** field to specify the name of the file. The field is required to be filled in;
- Fill in the **Template name** field to indicate the name the template will be displayed under. The field is required to be filled in;
- Fill in the **Template description** to indicate the general 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’.



– *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:

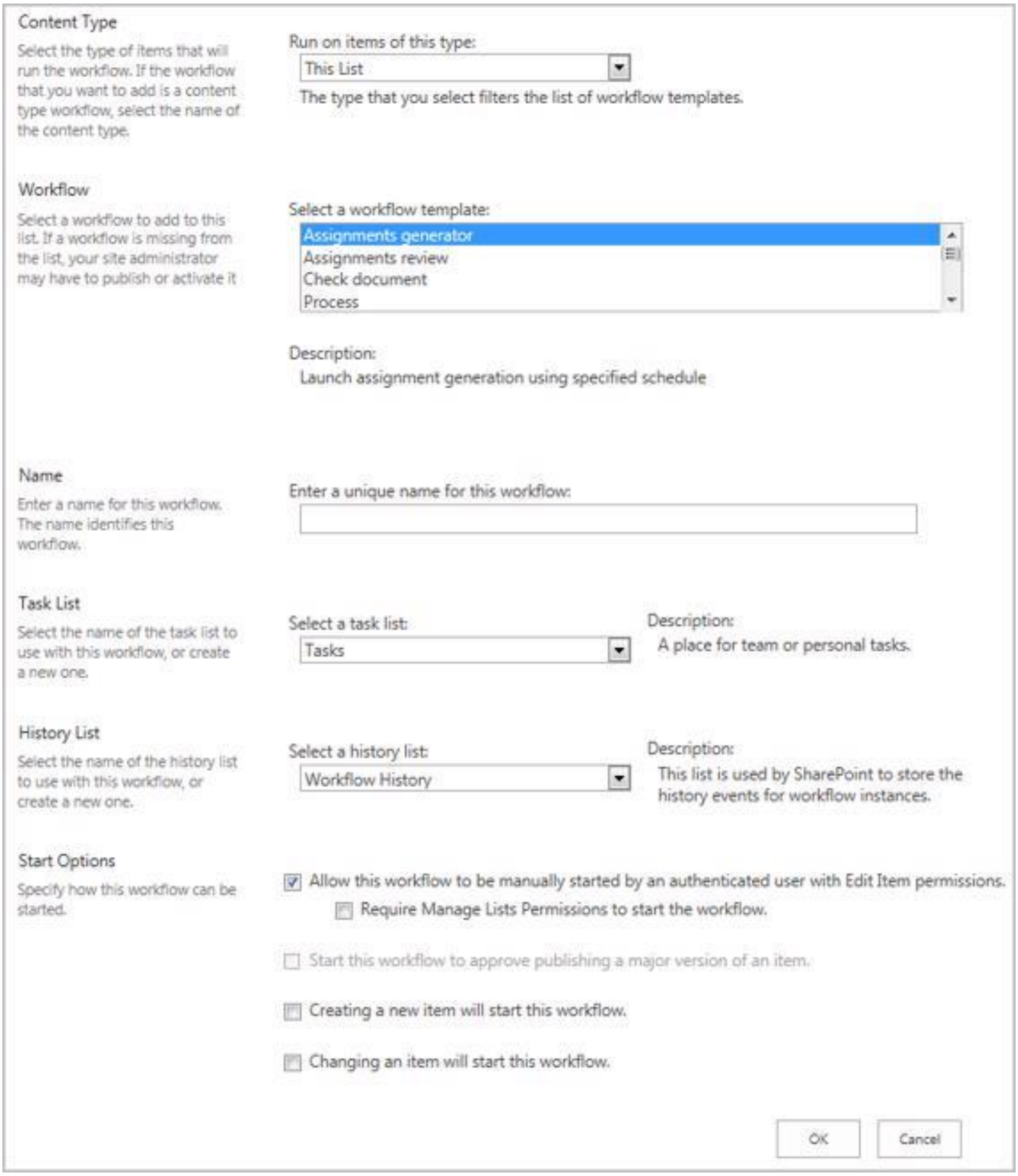


- Select the needed check box to specify the groups who have permissions for the **AICC** file;
- Click **OK** to save changes.

– *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:

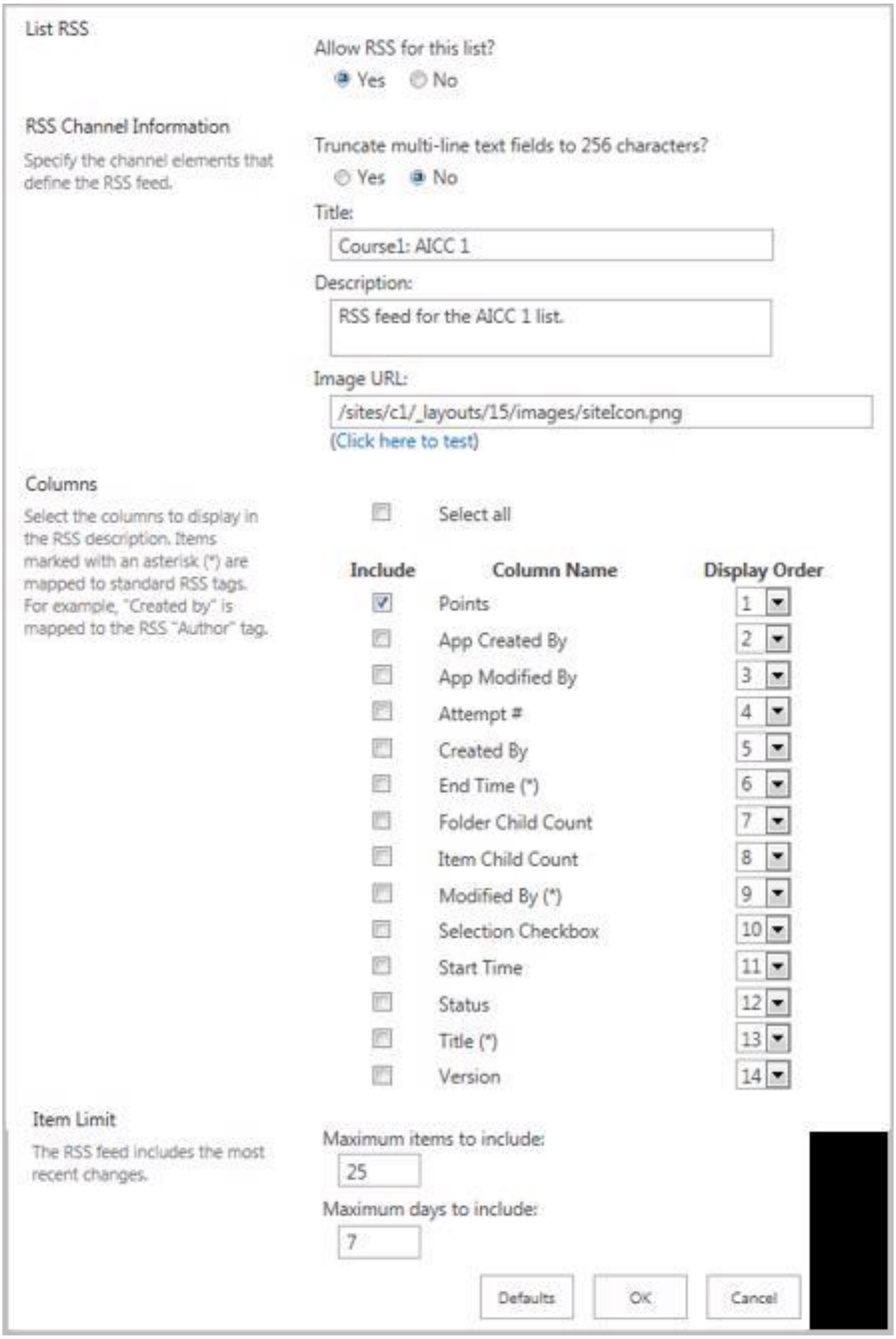


- Fill in the form and click **OK** to save changes.

– *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:

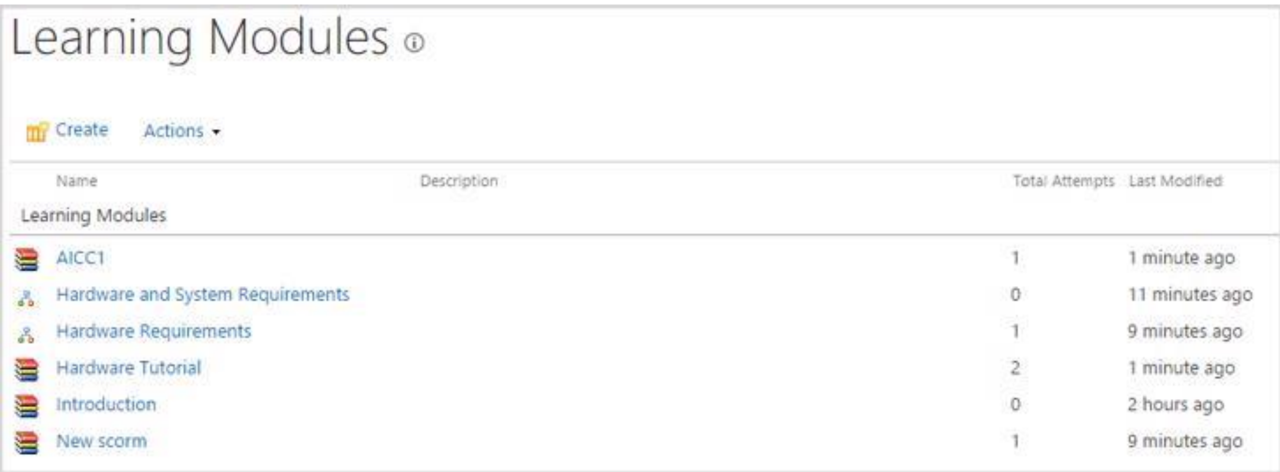


- Fill in the form and click **OK** to save changes.

9.7.4 Including AICC into the Learning Module

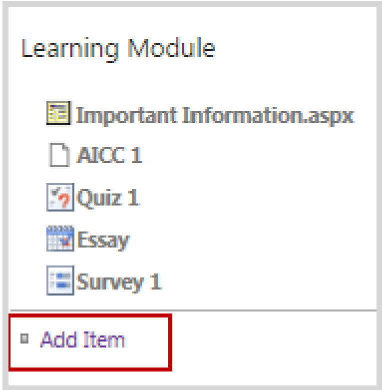
To include AICC into the learning module, do the following:

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

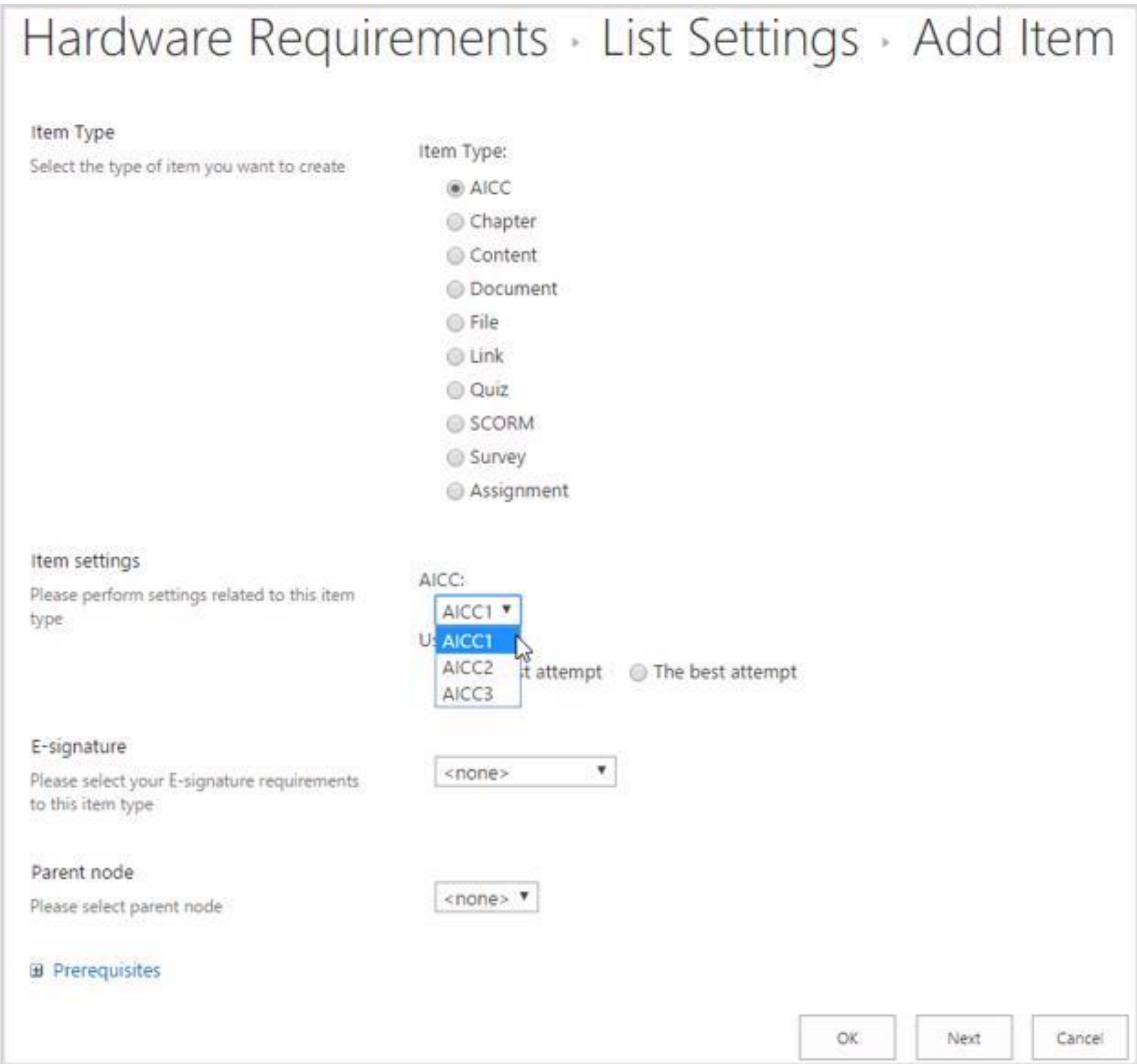


c. Select the needed learning module by putting the cursor arrow on the item.
d. Click the down arrow by the name of the necessary learning module to open the Edit Content Block drop-down menu:

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



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



- 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 Chapter 9.1, '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:

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 detailed link information;

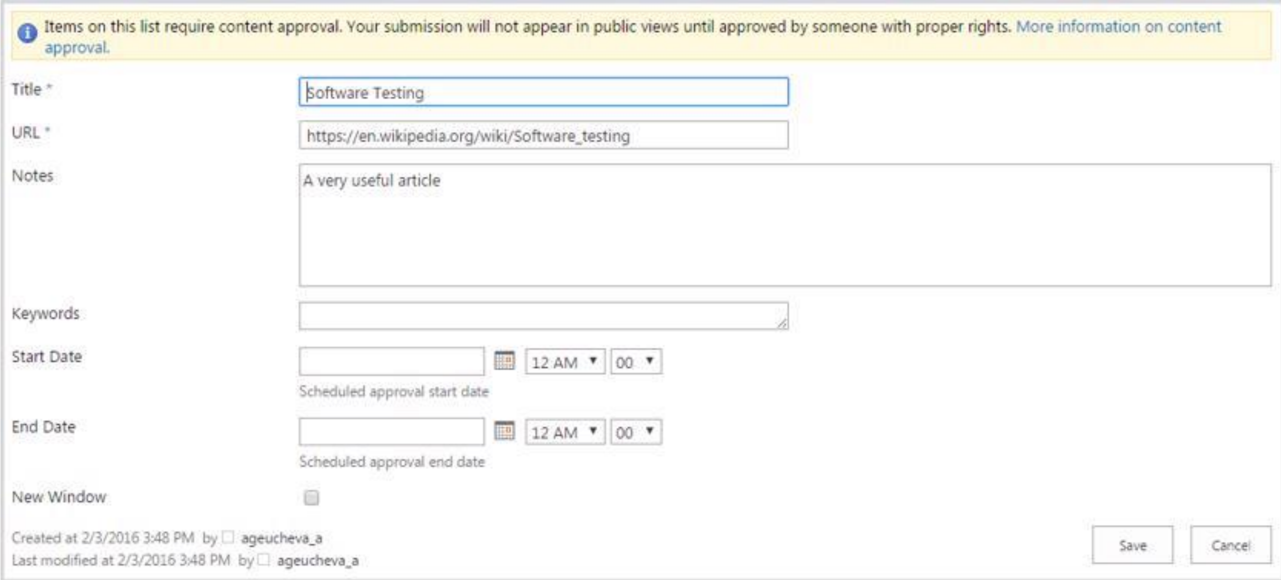
NOTE:	Column names at the top of the list are clickable and allow you to sort links in ascending or descending order or apply a filter to the list: – Use the **Link Name** or column names to sort links alphabetically; – To sort visited and not visited links in the list, click the **Visited** link in 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:

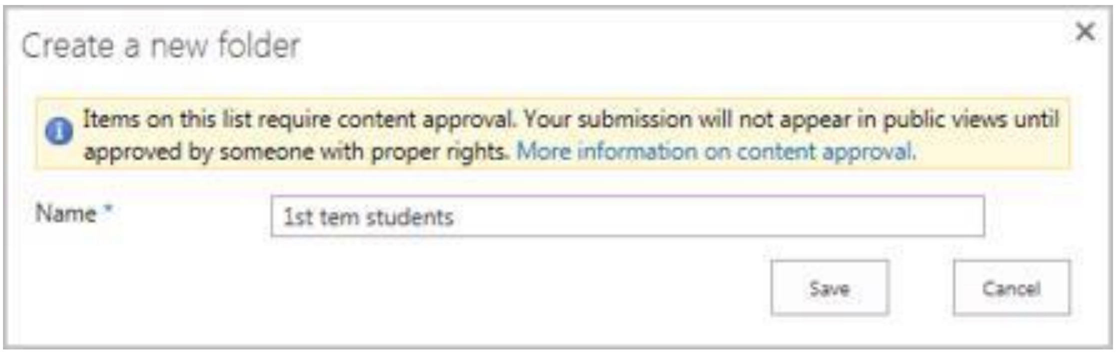


4. Fill out the form as described below:
   - Type the name of the link into the **Title** field. Type the URL of the web site or page into the **URL** field. (These fields are required);
   - Add the link description in the **Notes** field;
   - Enter keywords in the **Keywords** field;
   - Select **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:

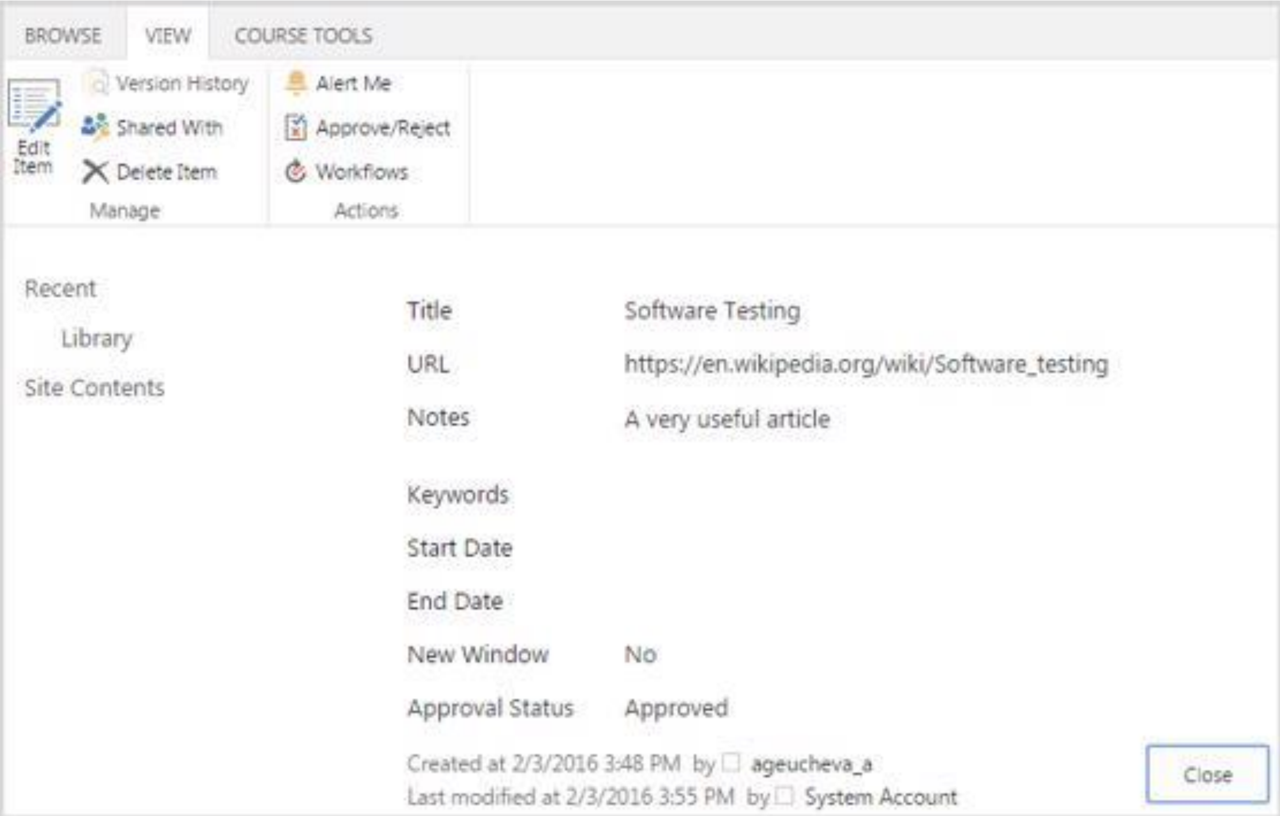


4. Type the name of the folder into the **Name** field;
5. Click **Save** button to add a folder. Click **Cancel button** to discard the changes.

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:

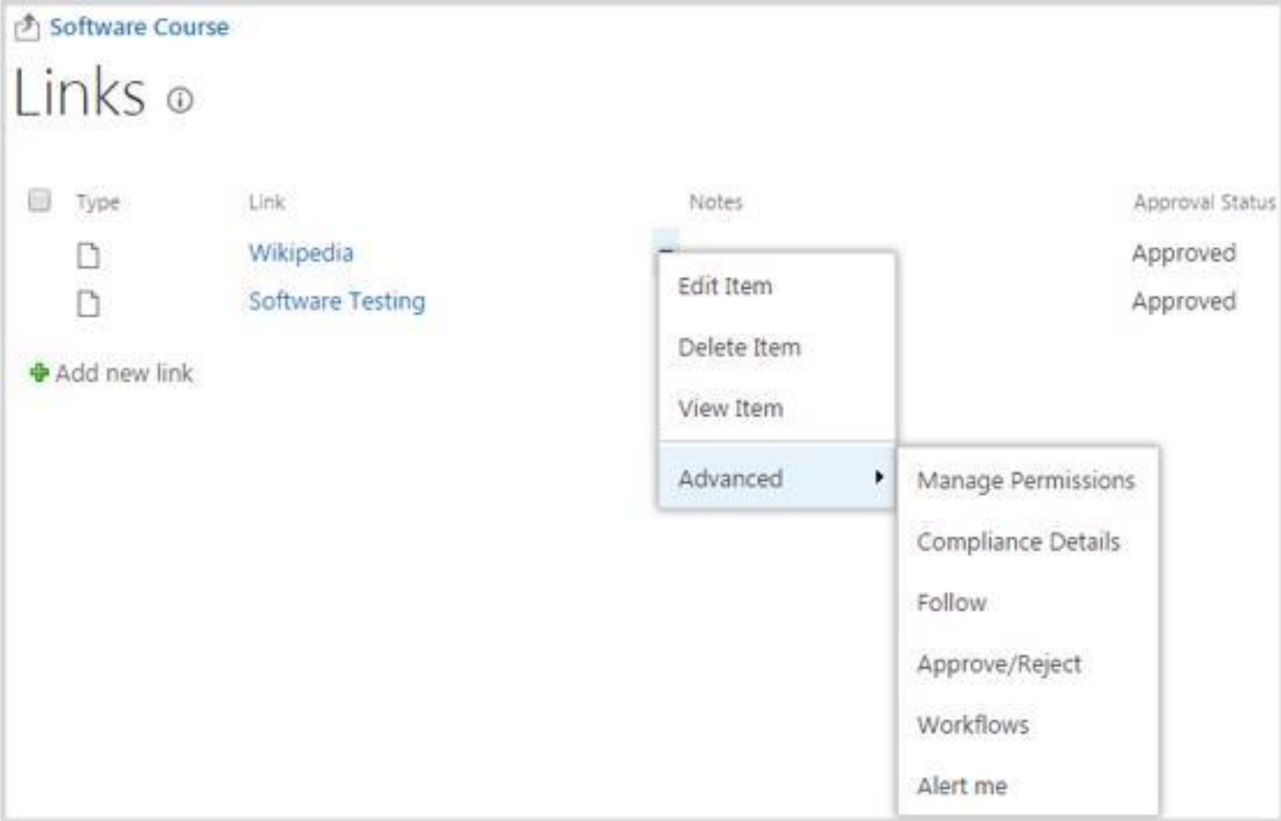


4. Use the options on the toolbar to perform the following operations:
   – Click **Edit Item** to edit link properties (for details, see chapter 9.8 “Creating Links”);
   – Click **Delete Item** to delete the link;
   – Click **Shared With** to assign users and group permissions for this link;
   – 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:

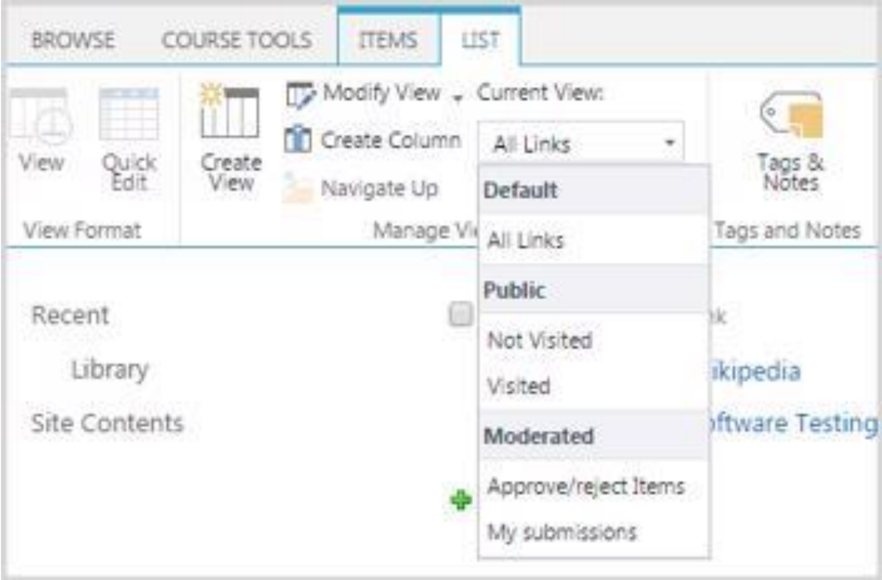


3. From the drop-down list of the necessary item, select one of the following options:
   – **View Item** to view link or folder details;
   – **Edit Item** to modify folder or link properties (for details, see sections 9.8 "Creating Links" and 9.9 "Creating Folders");
   – **Approve/Reject** to approve 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:


BROWSE
COURSE TOOLS
ITEMS
LIST
View
Quick Edit
View Format
Create View
Modify View
Create Column
Navigate Up
Manage Vi
Current View:
All Links
Default
All Links
Public
Not Visited
Visited
Moderated
Approve/reject Items
My submissions
Tags & Notes
Tags and Notes
Recent
Library
Site Contents
ikipedia
ftware Testing

10. QUIZZES

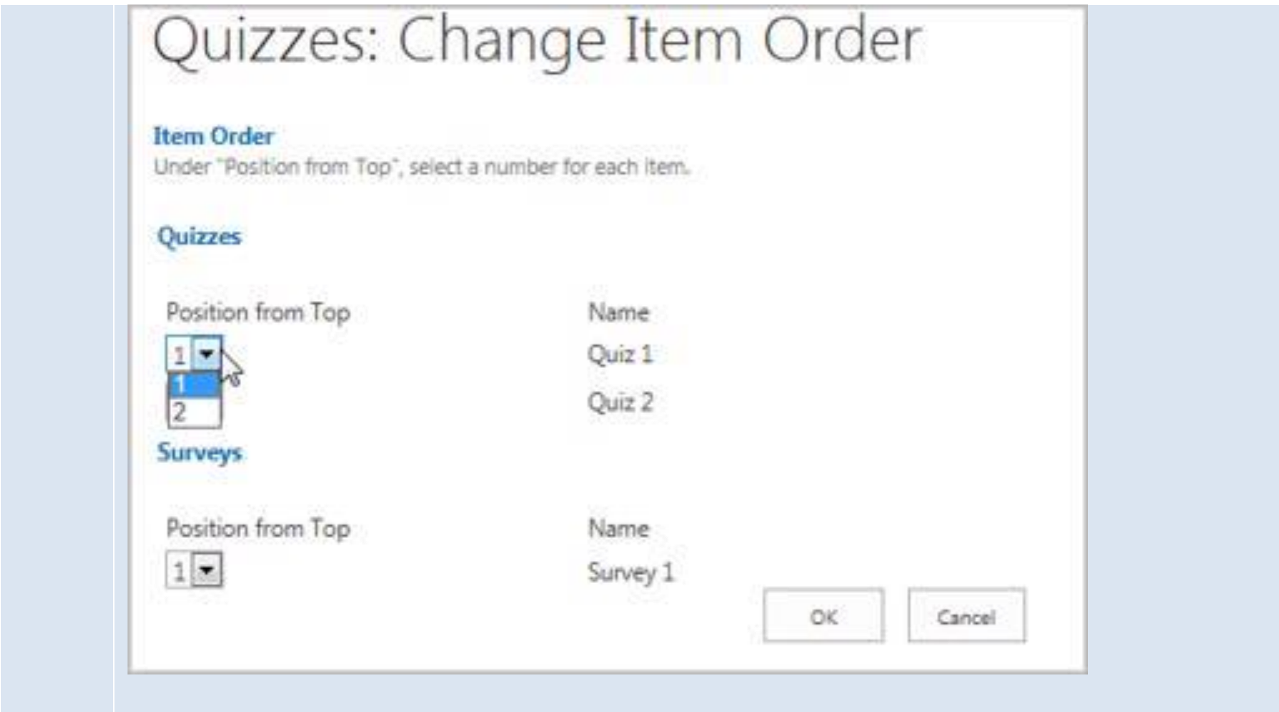
To view the list of current Quizzes, do the following:

1. Open the needed **Course**;
2. In the **Course Tools** menu select **Quizzes.** The list of current quizzes will appear**:**

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**:



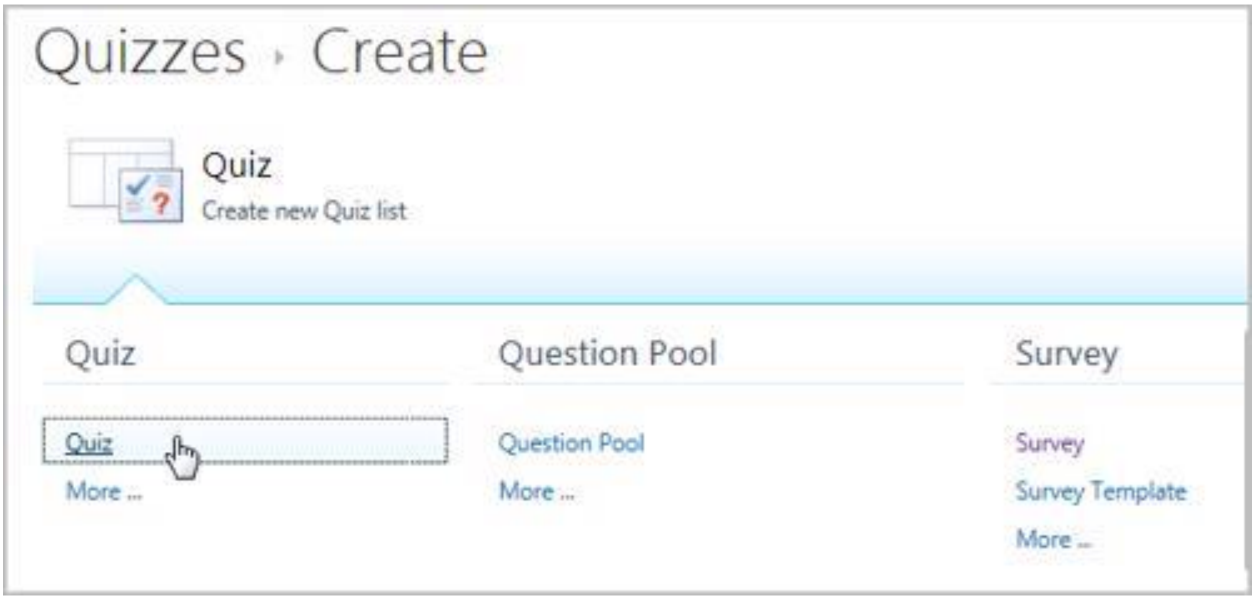
10.1 Creating Quizzes

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.

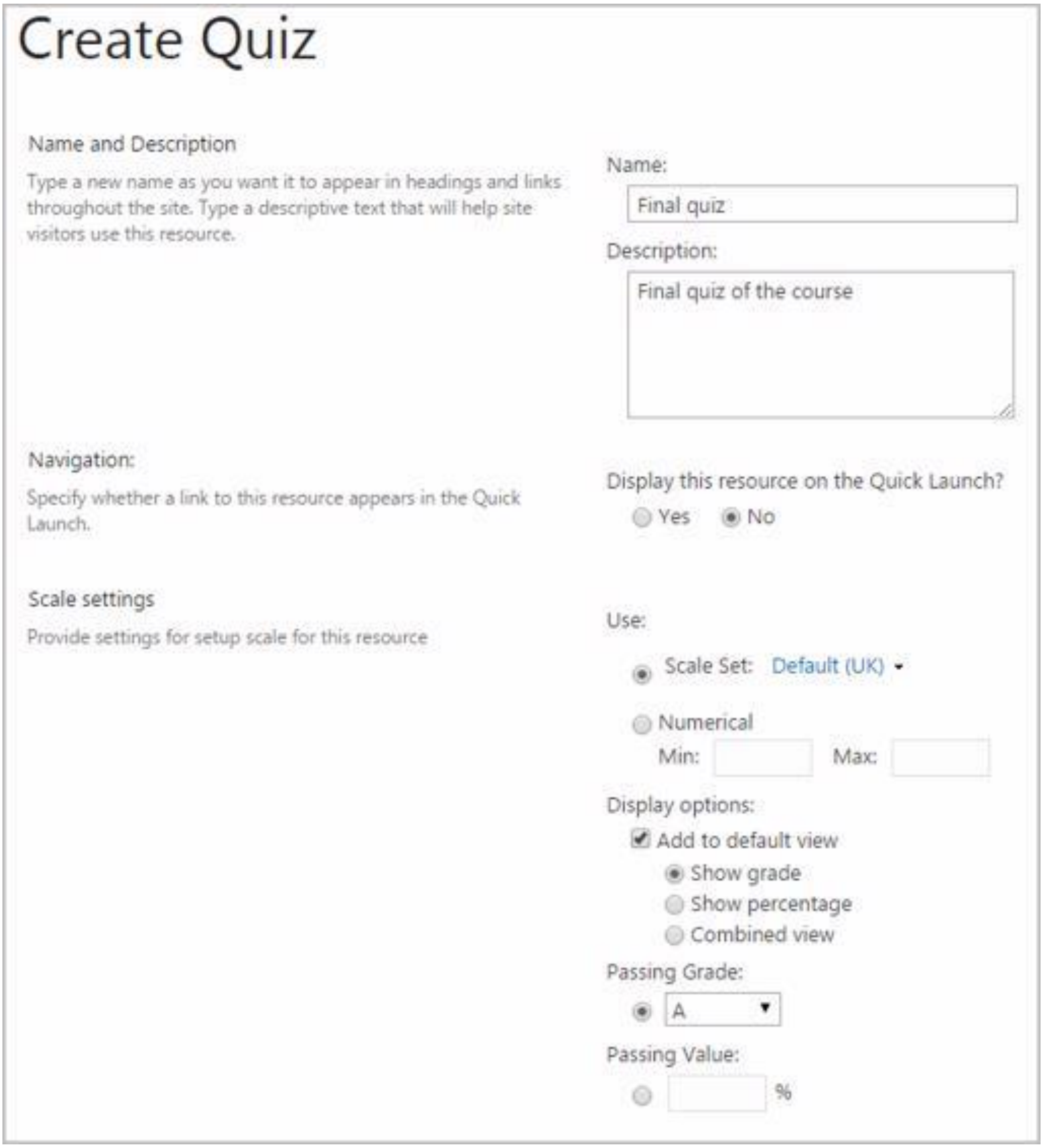
To create a new quiz and specify its properties, do the following:

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:**

2. In the **Quiz** section, select **Quiz**:



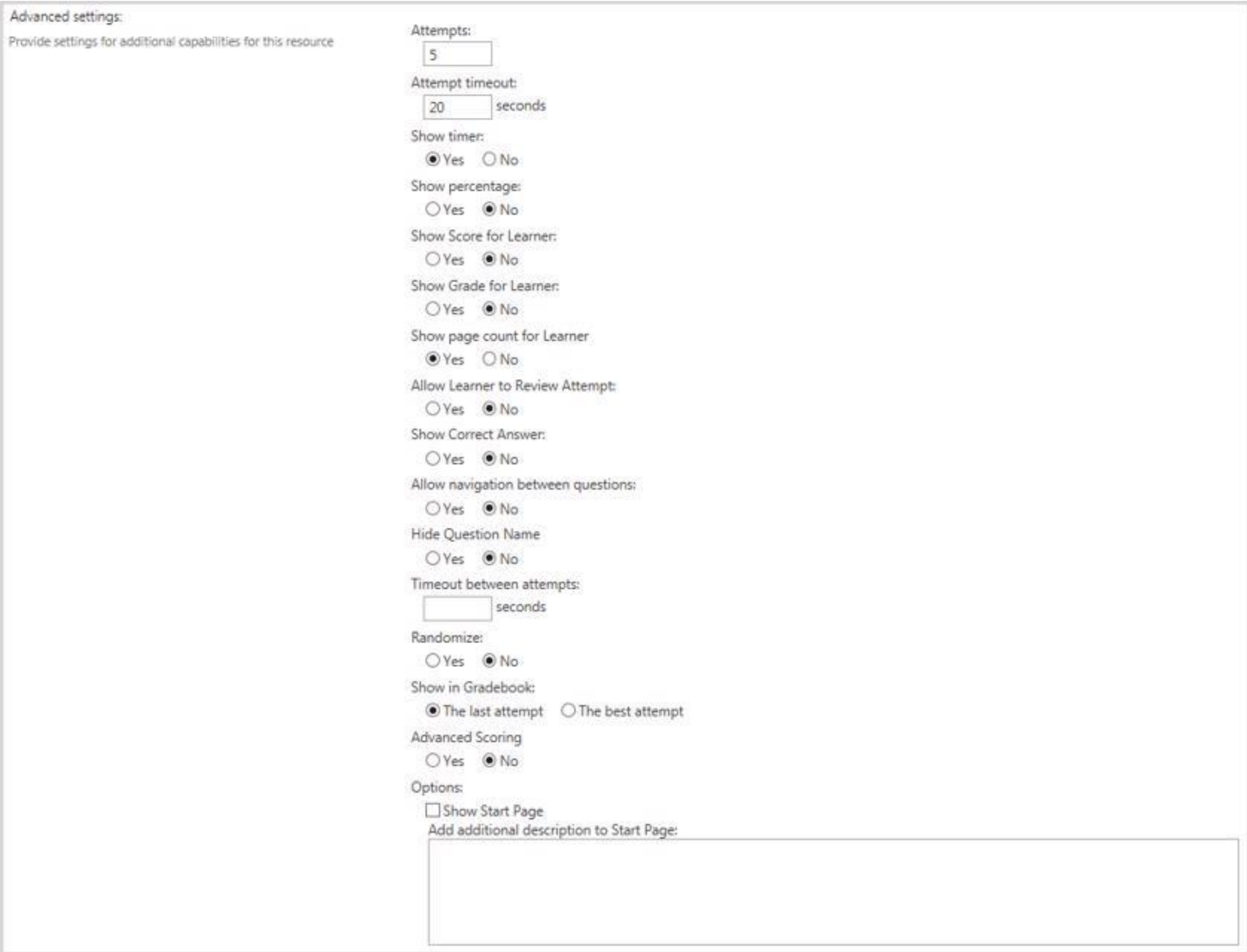
3. Fill out the form fields as described below:



– *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 Scale Templates 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:



- *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;

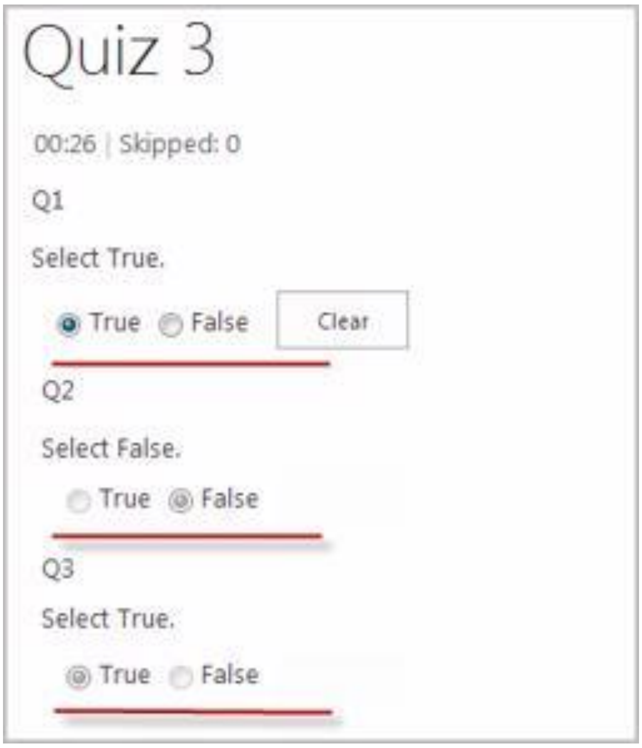
NOTE:	By default, the **Show Timer** check box is selected. When the timer is hidden, it is not seen for all the learners taking the quiz. When the timer is hidden but a timeout is set for a quiz attempt, user does not see the timer when passing the quiz but sees a warning that the time is up and all 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):



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.

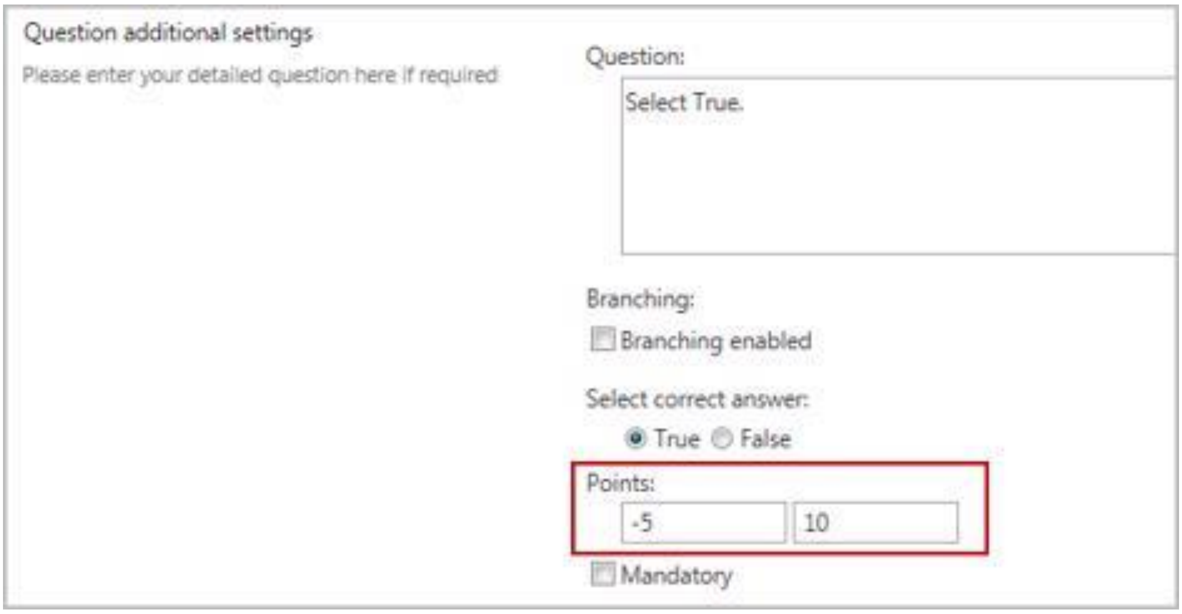
When *Allow Navigation between questions* option is enabled, a new **Clear** button appears (to make it easy to uncheck an answer after it is selected). The button appears automatically next to the question's answer options when at least one answer option is not empty and it is not on focus. When a user 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:

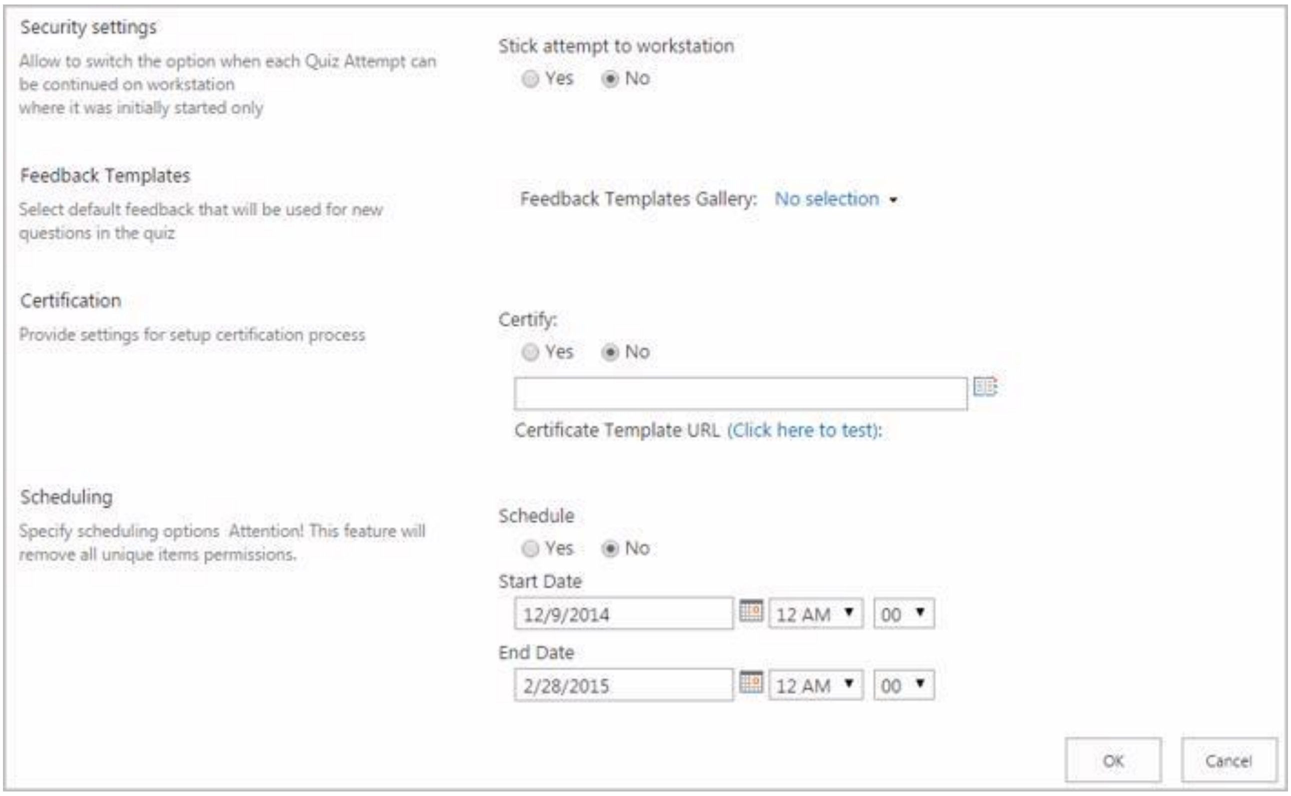
Note please that the **Clear** button appears on the quiz edit form <u>ONLY</u> for the following question types:

- 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:





– *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;

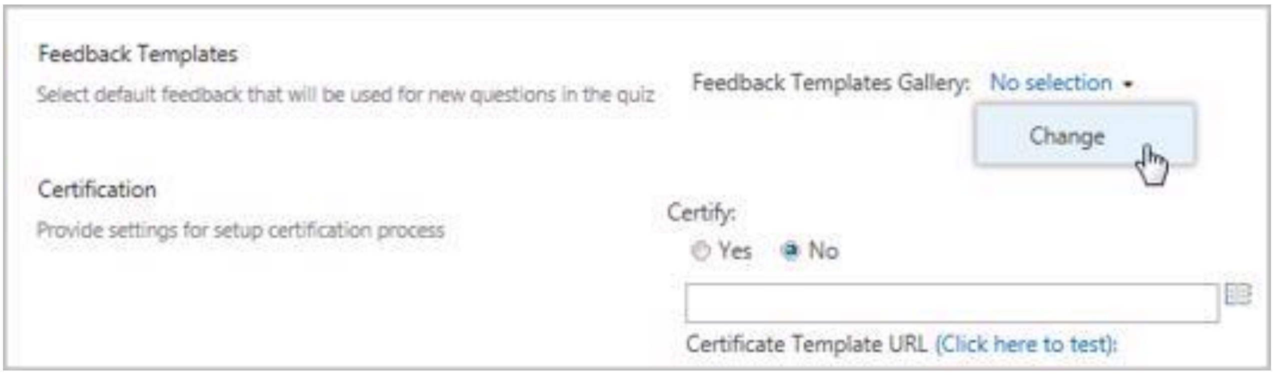
NOTE:	Browser "*Accept third party cookies*" option should be switched on to resume the attempt after you enable this quiz option.

– *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 Creating Feedback Templates.

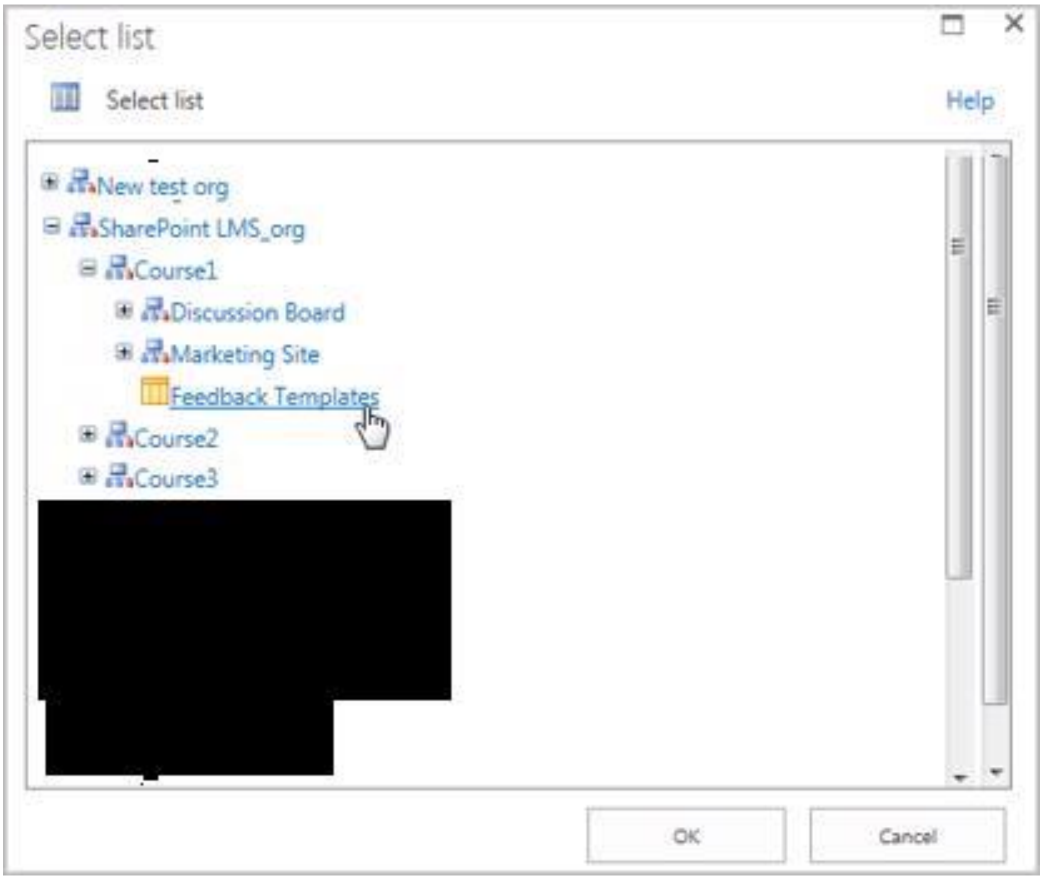
NOTE:	If you select a feedback template, then later, while creating quiz questions, the feedbacks from template will be automatically applied to the question. If you want to change them, type new text into the appropriate sections.

To select a template, do the following:

a. Click the down arrow **> Change**:

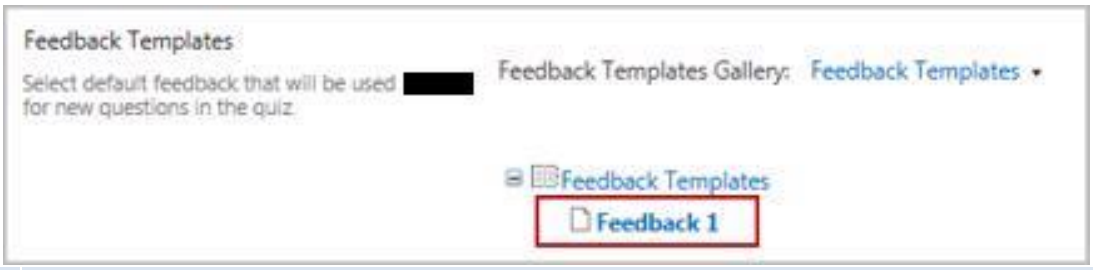


b. Select the path to Feedback Templates folder of the current course:



c. Click **OK.** The available feedback templates now appeared on the page;

d. Click the necessary template. Its name becomes bold:



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.

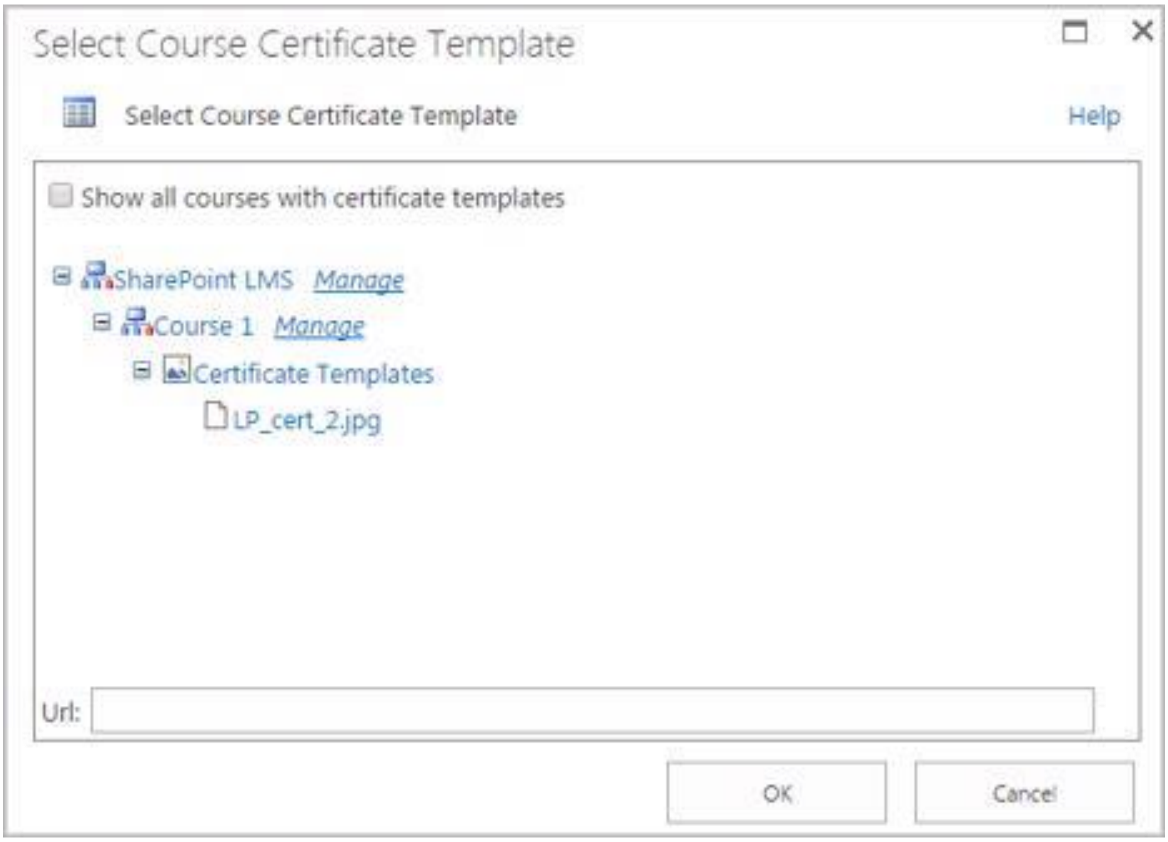
– *Certify* – select *Yes* to enable certification for this quiz. To create a certificate, see chapter 4.4“Certificate Templates”;

NOTE:

If a default Certificate Template is set for Quizzes on Organization or Course level, it is selected by default:

The setting can be changed during Quiz creation or editing.

Use the **Browse** button to select certificate template for the quiz:



- *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.

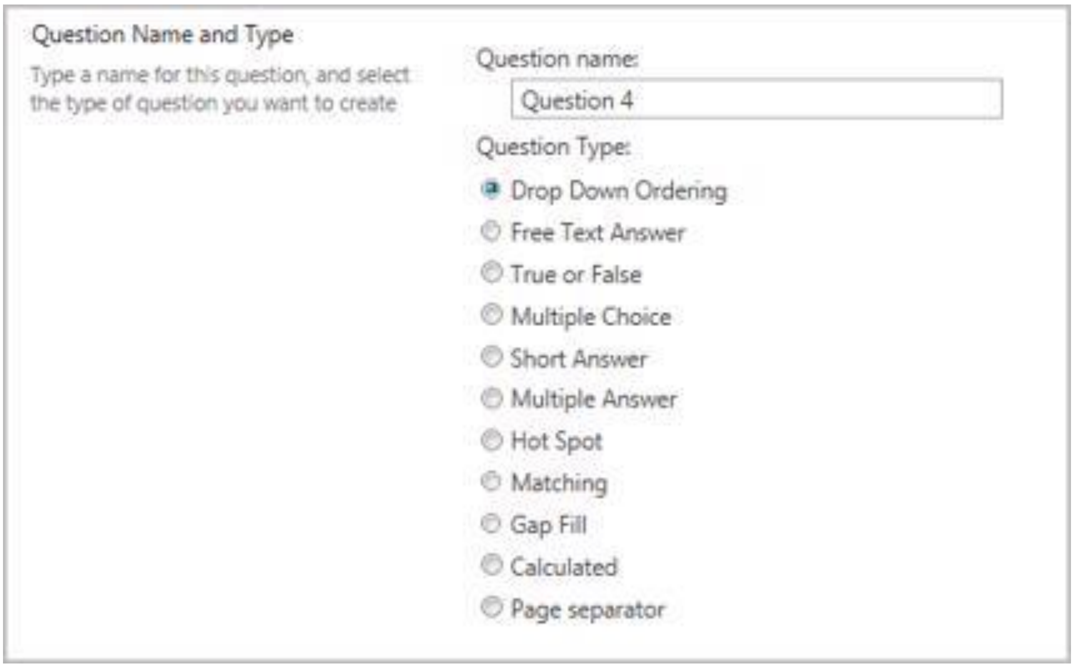
10.2 Creating Quiz Questions

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.

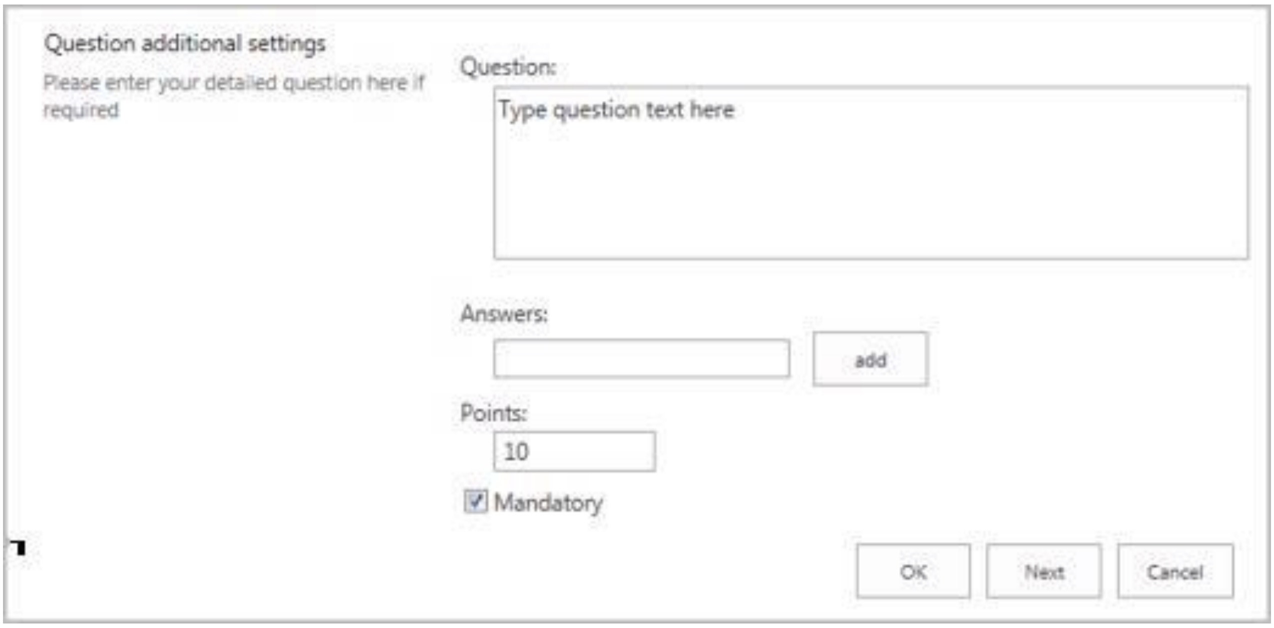
To add a new question to the quiz, do the following:

- 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:

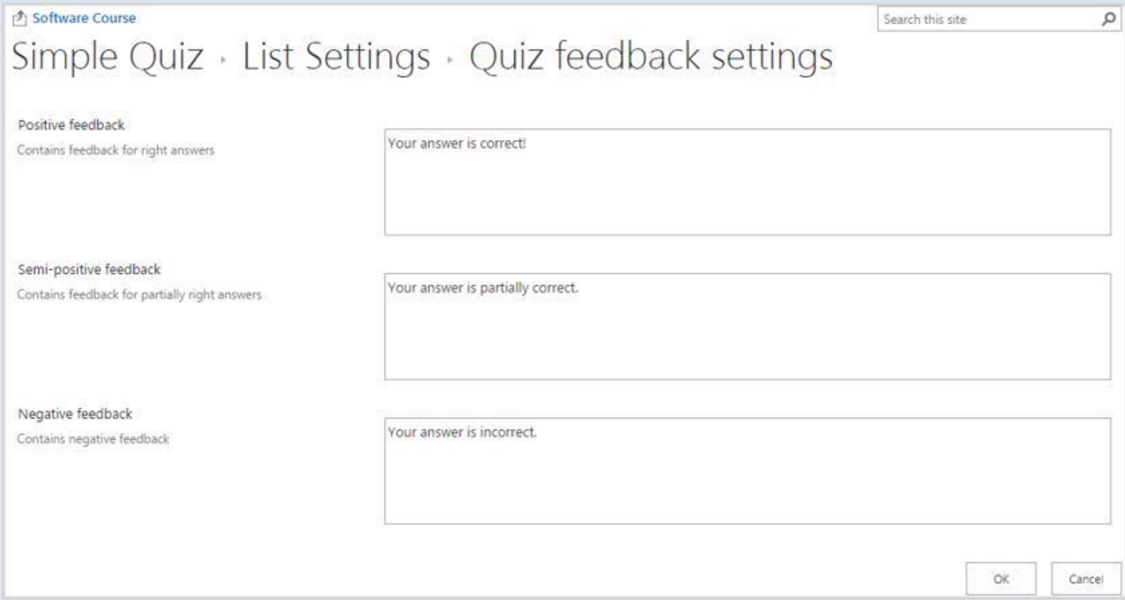


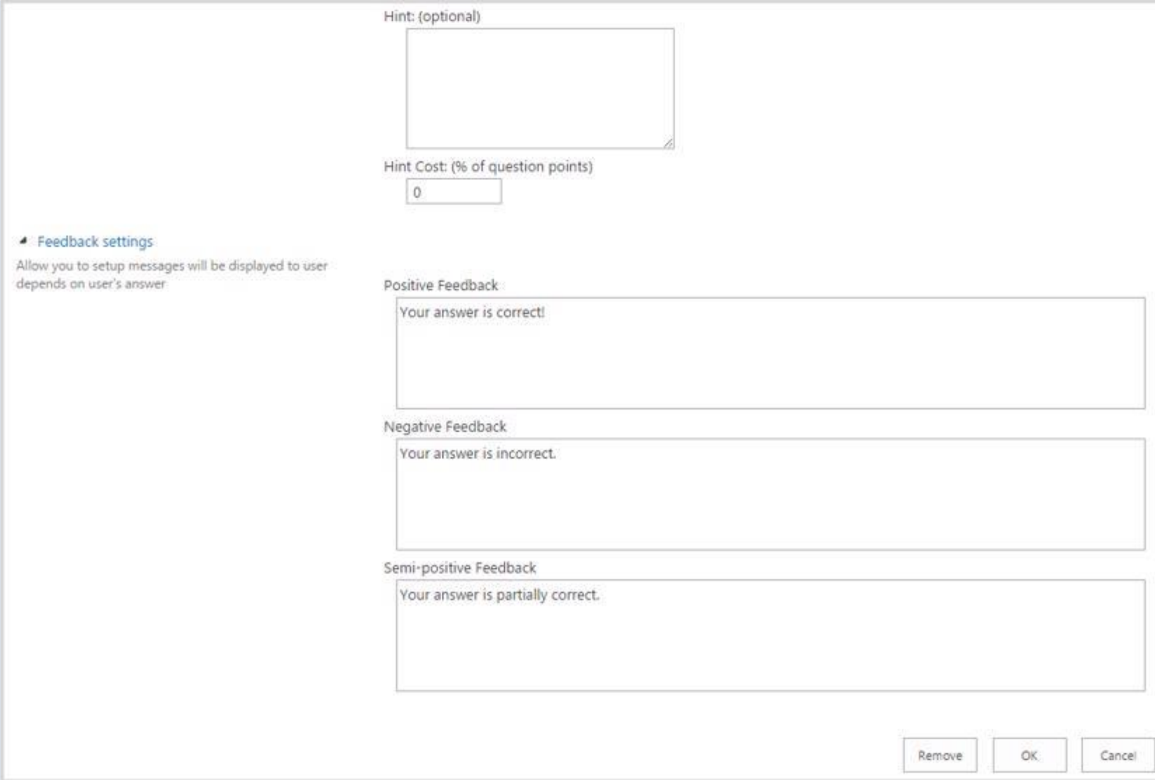
– *Question Name* - enter the name for the question;
– *Question Type* - select the required question type from the list;



– *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 Question Types;
– *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 OR 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;

NOTE:	To add the feedbacks for all questions, go to **Quiz Settings > Feedback Settings,** and then type the appropriate text for Positive, Semi-Positive and Negative feedback:  To set feedbacks to the existing questions or to change the messages for the particular question, go to **Quiz Settings >Question name**, and then add or change feedbacks manually:



– *Hint Settings* - type a hint to help learners give the right answer, and then specify the hint 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

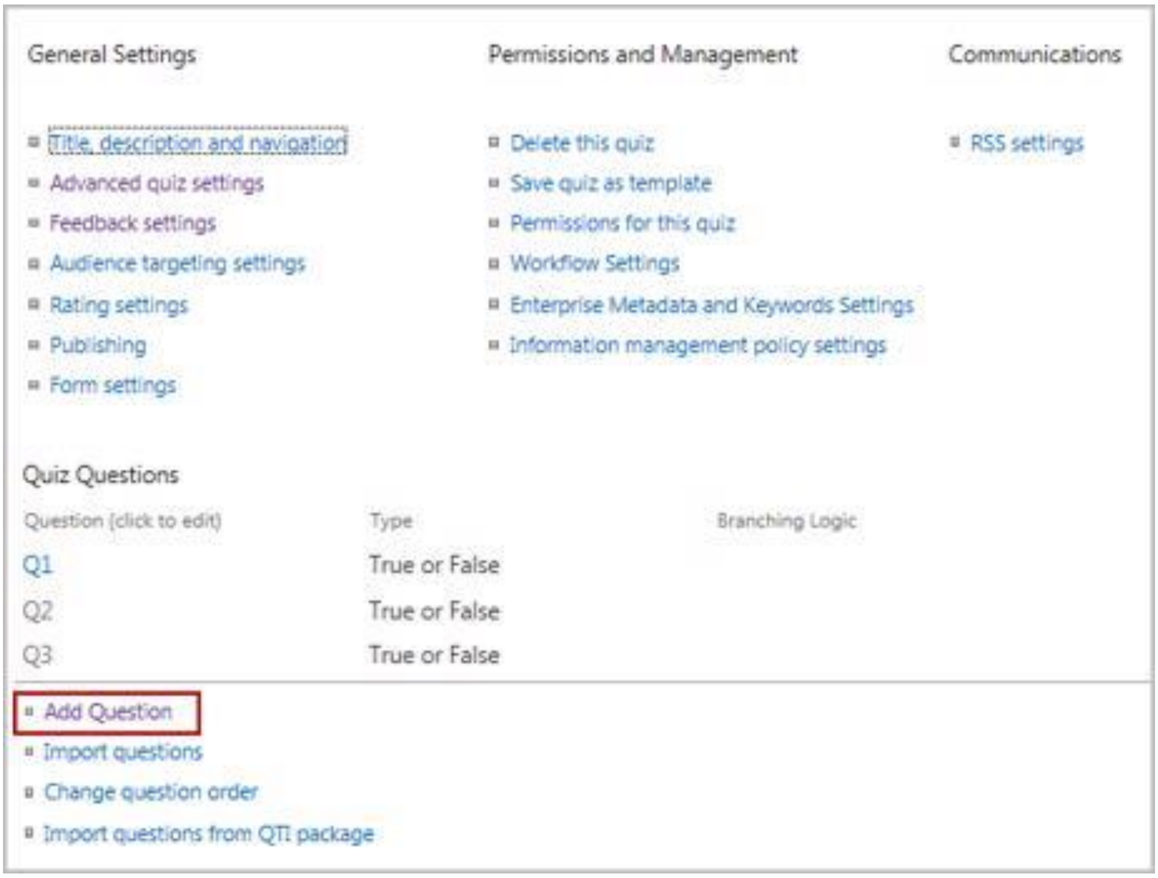
Currently the system allows you to select among 11 types of quiz questions:

– *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:

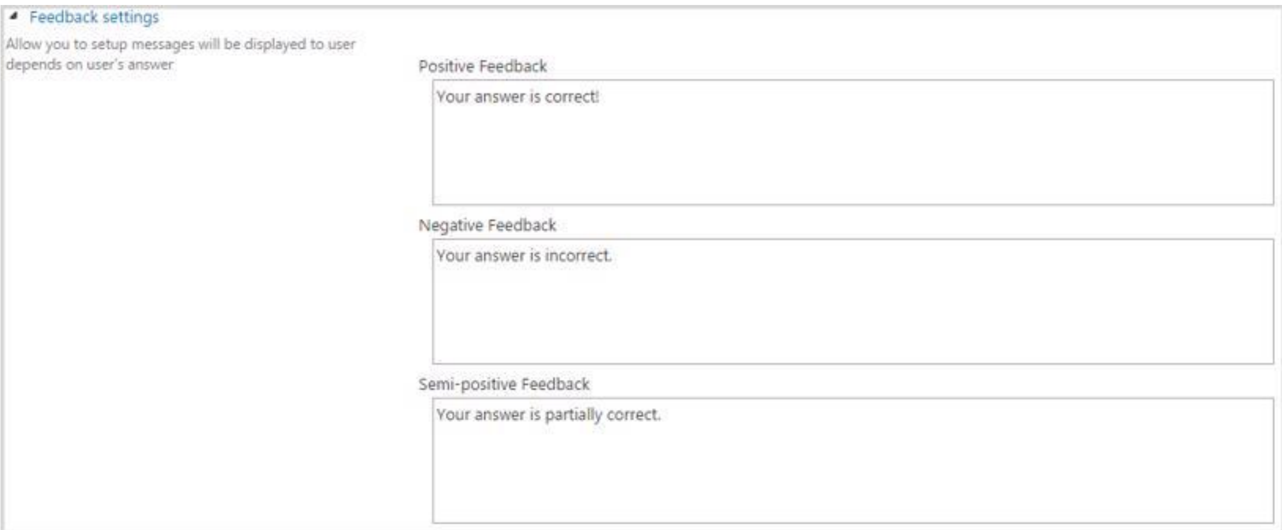
1. On the course level, go to **Course Tools>Quizzes;**
2. Select the needed quiz by putting the cursor arrow on it;
3. Click the down arrow by the name of the selected quiz to open Edit Content Block drop-down menu;
4. Select **Settings;**

5. The Quiz Information page will appear. Select **Add Question**:



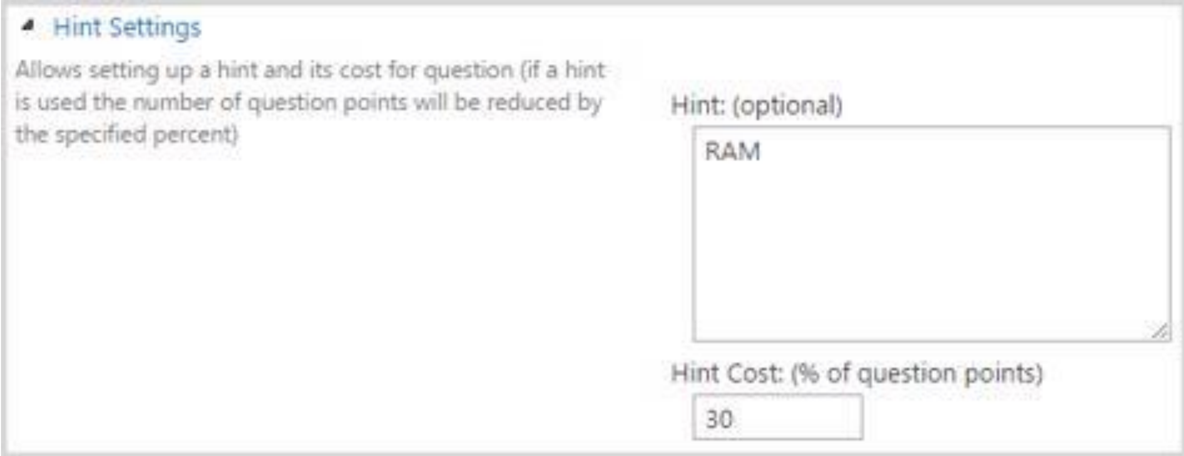
6. Question creation form will appear;
7. Fill in the form specifying the needed information;
8. Click **OK** to finish.

You can specify **Feedback setting** in the form's corresponding section. Click Feedback **settings.** The following form will appear:



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:



Fill in the form to set up a hint and its cost for question.

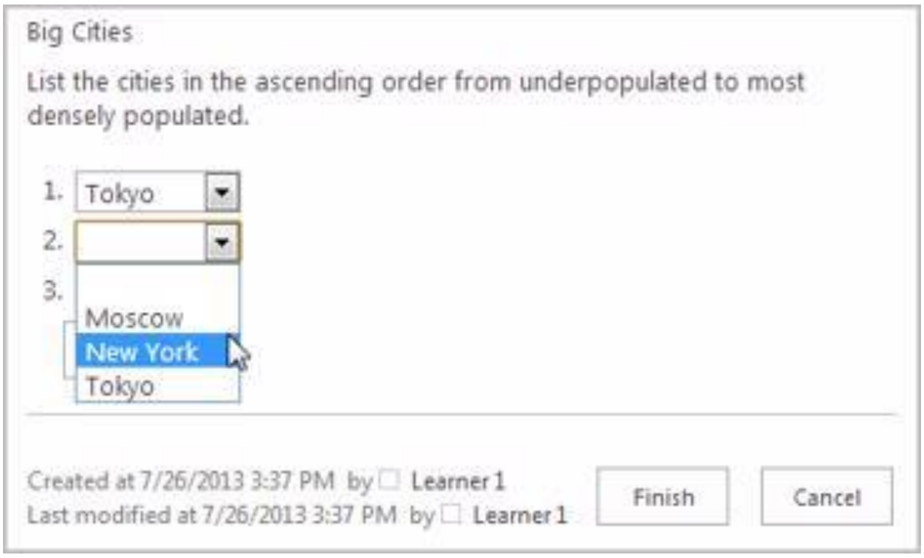
NOTE:	It's possible to define Feedback and Hint settings for a question when it is created or edited inside a question pool (either on course or on organization level).

Below is a detailed description of how to create each type of quiz questions.

10.3.1.1 Drop Down Ordering Questions

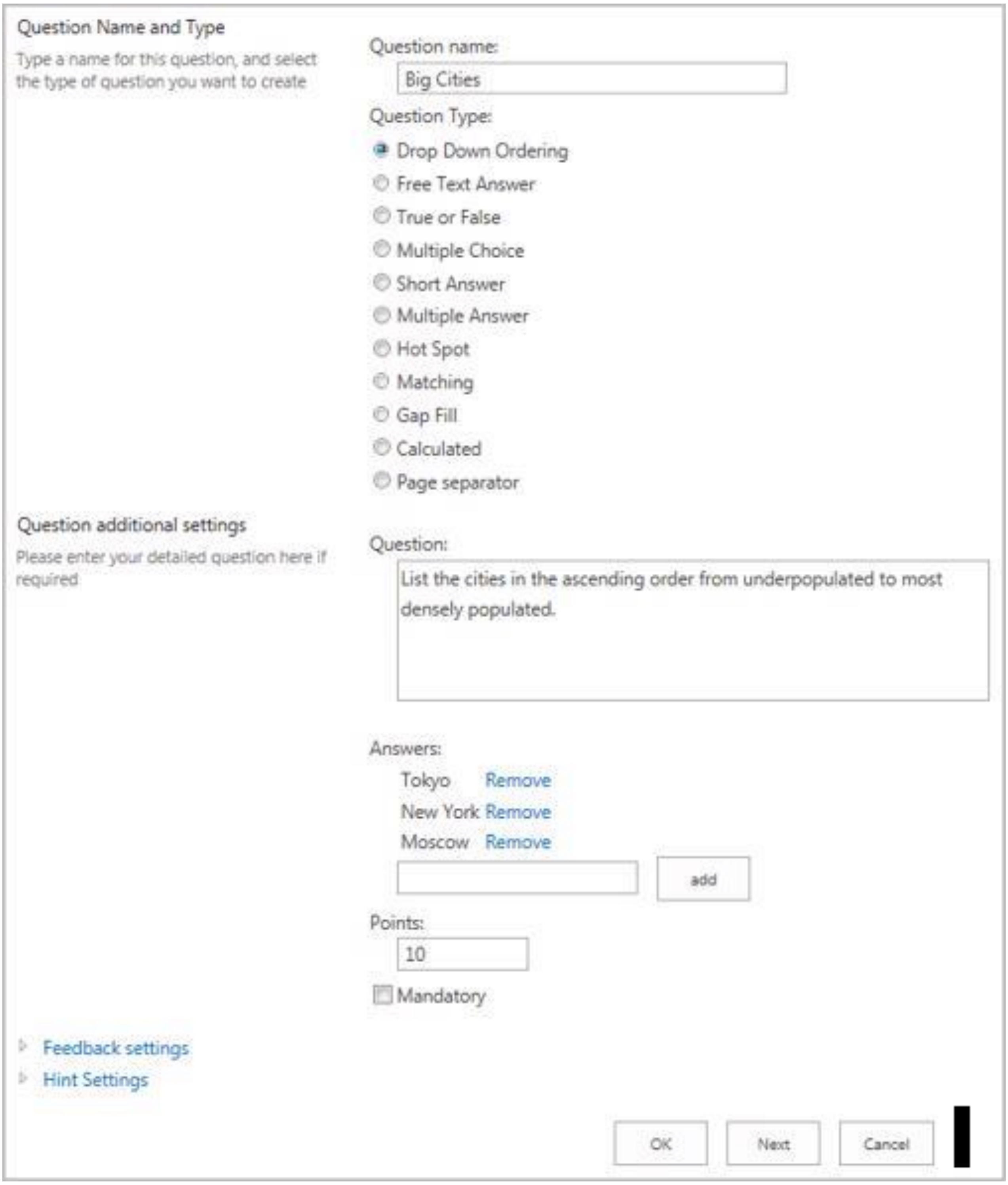
The Drop Down Ordering question is a question that requires arranging items in the correct order. Each item is selected from a drop-down list.

NOTE:	The correct order of the items is the order in what you have typed them in the answer text boxes.



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**:



5. Complete the form:
   – *Question Name* – type the name of the question;
   – *Question Type* – select the **Drop Down Ordering** option;

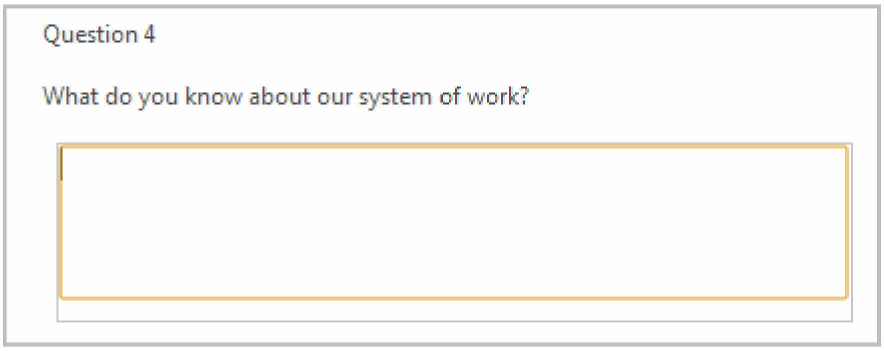
– *Question* – type the text of the question using the embedded editor to format the text;
– *Answers* – define possible answer options. Click **Add**;
– *Points* - specify the number of points a user can get for answering the question;
– *Mandatory* – select the check box if the considered question 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 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.

NOTE:	To skip Drop down ordering question type, all drop-down boxes have a default option **Not selected**.

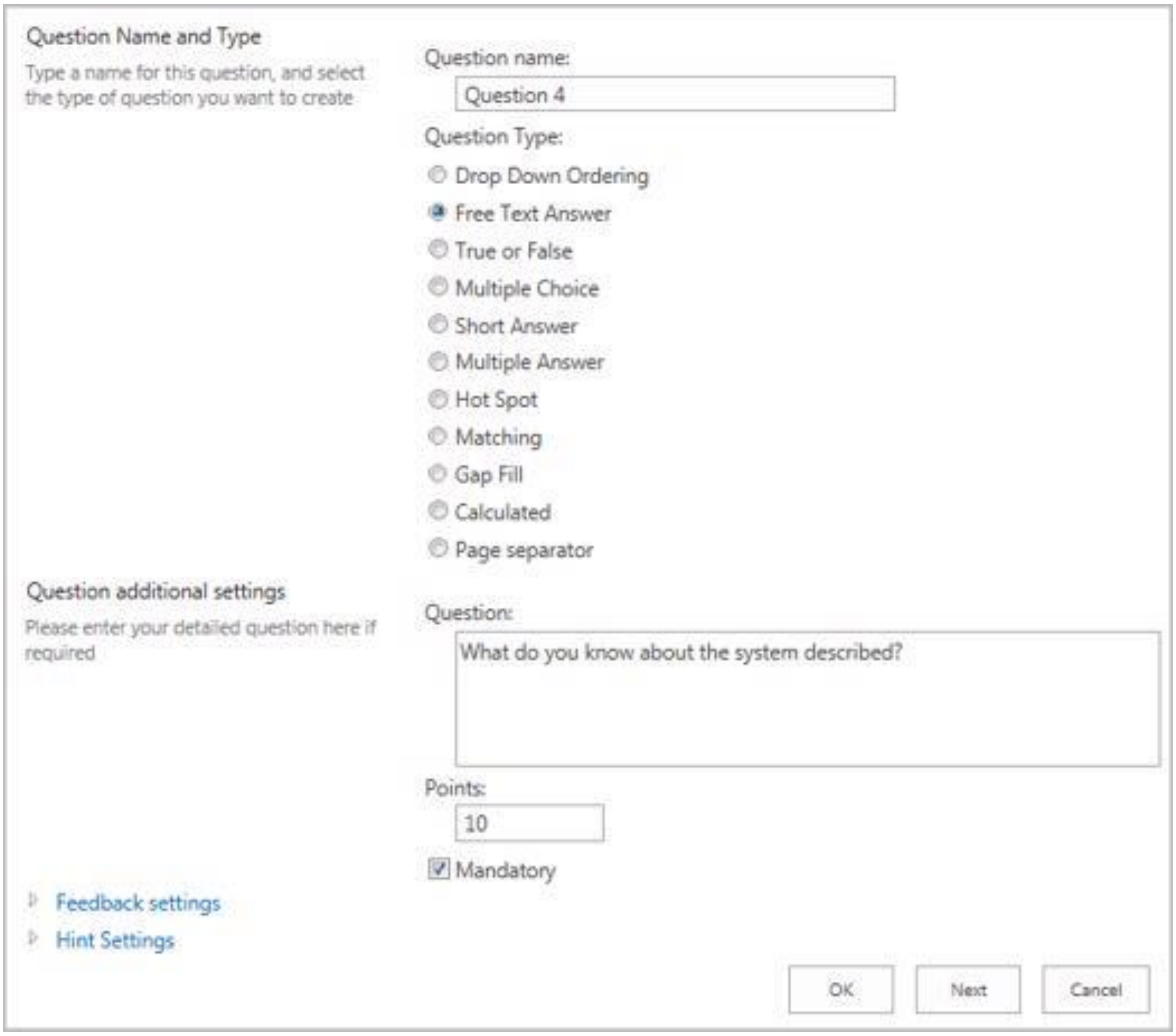
10.3.1.2 Free Text Answer

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:



To add a Free Text 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**:

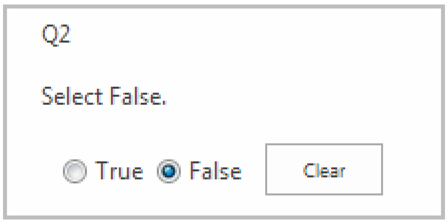


5. Complete the form:
   – *Question Name* – type the name of the question;
   – *Question Type* – select the **Free Text Answer** option;
   – *Question* – type the text of the question and use the embedded editor to format the text;
   – *Points* –specify the number of points a user can get for this 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.

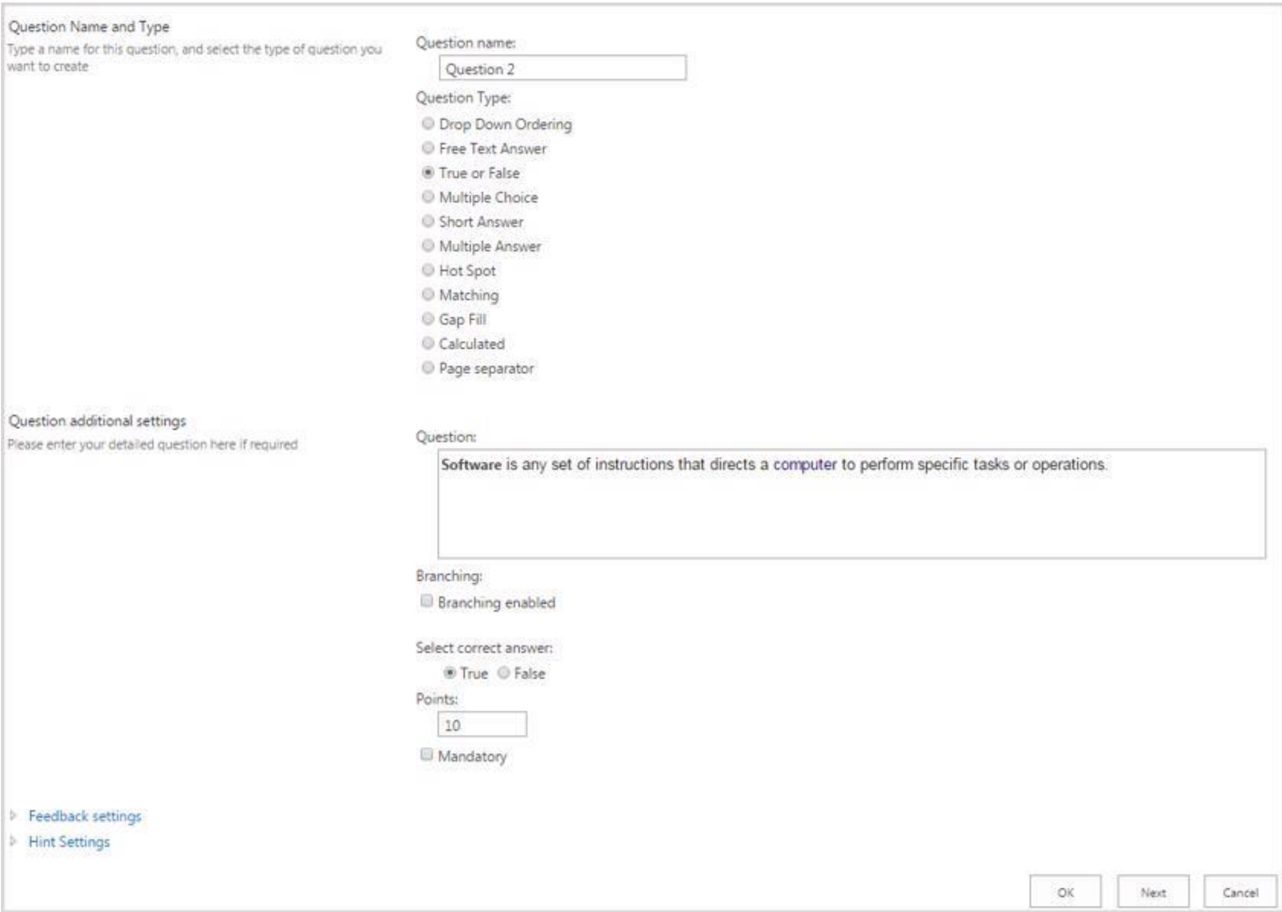
10.3.1.3 True or False Questions

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:



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**:



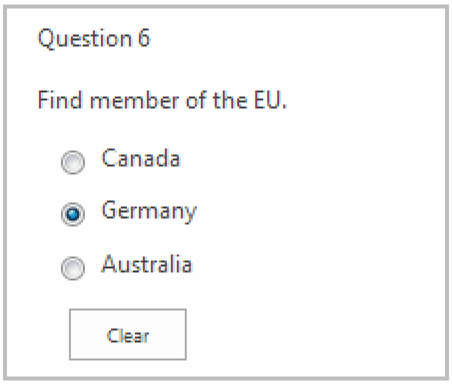
5. Complete the form:
   - *Question Name* – type the name of the question;
   - *Question Type* – select the **True or False** option;
   - *Question* – type the text of the question and use the embedded editor to format it;
   - *Branching Enabled* – select this checkbox to enable branching. Branching 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.

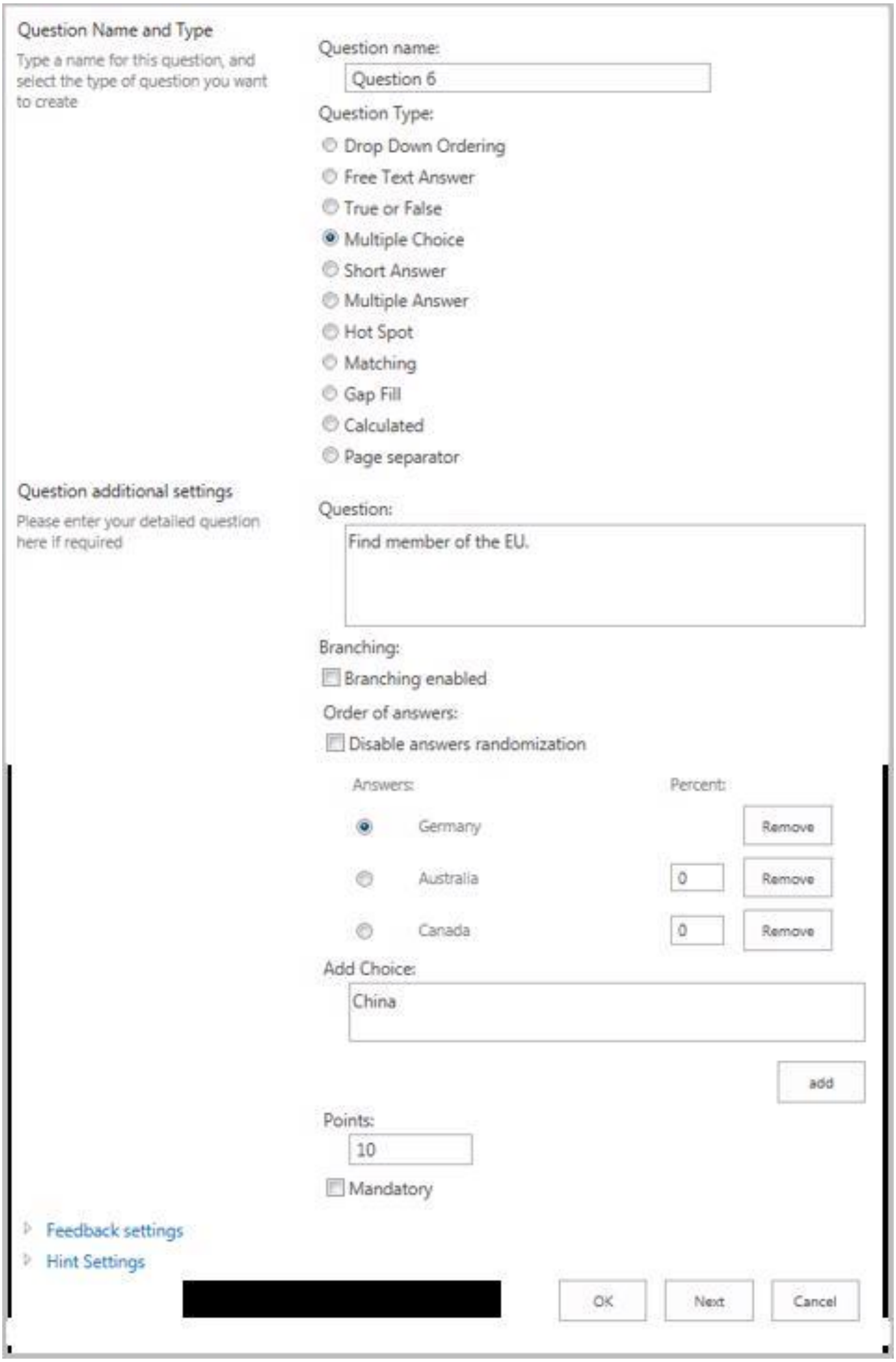
10.3.1.4 Multiple Choice

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:



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**:



5. Complete the form:

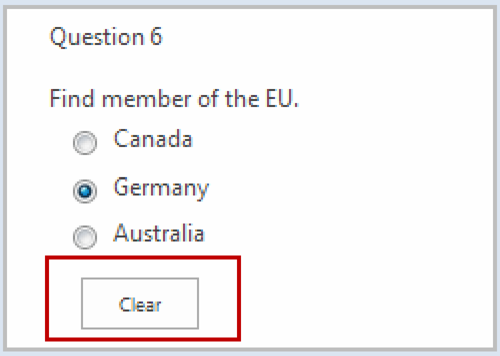
– *Question Name* – type the name of the question;
– *Question Type* – select the **Multiple Choice** option;
– *Question* – type the text of the question and use the embedded editor to format it;
– *Order of answers* – select this checkbox to disable answers randomization. Answers are randomized by 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.

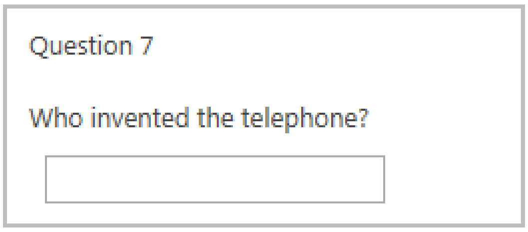
6. Click **OK** to create a question. Click **Next** to save the current item and continue.

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:



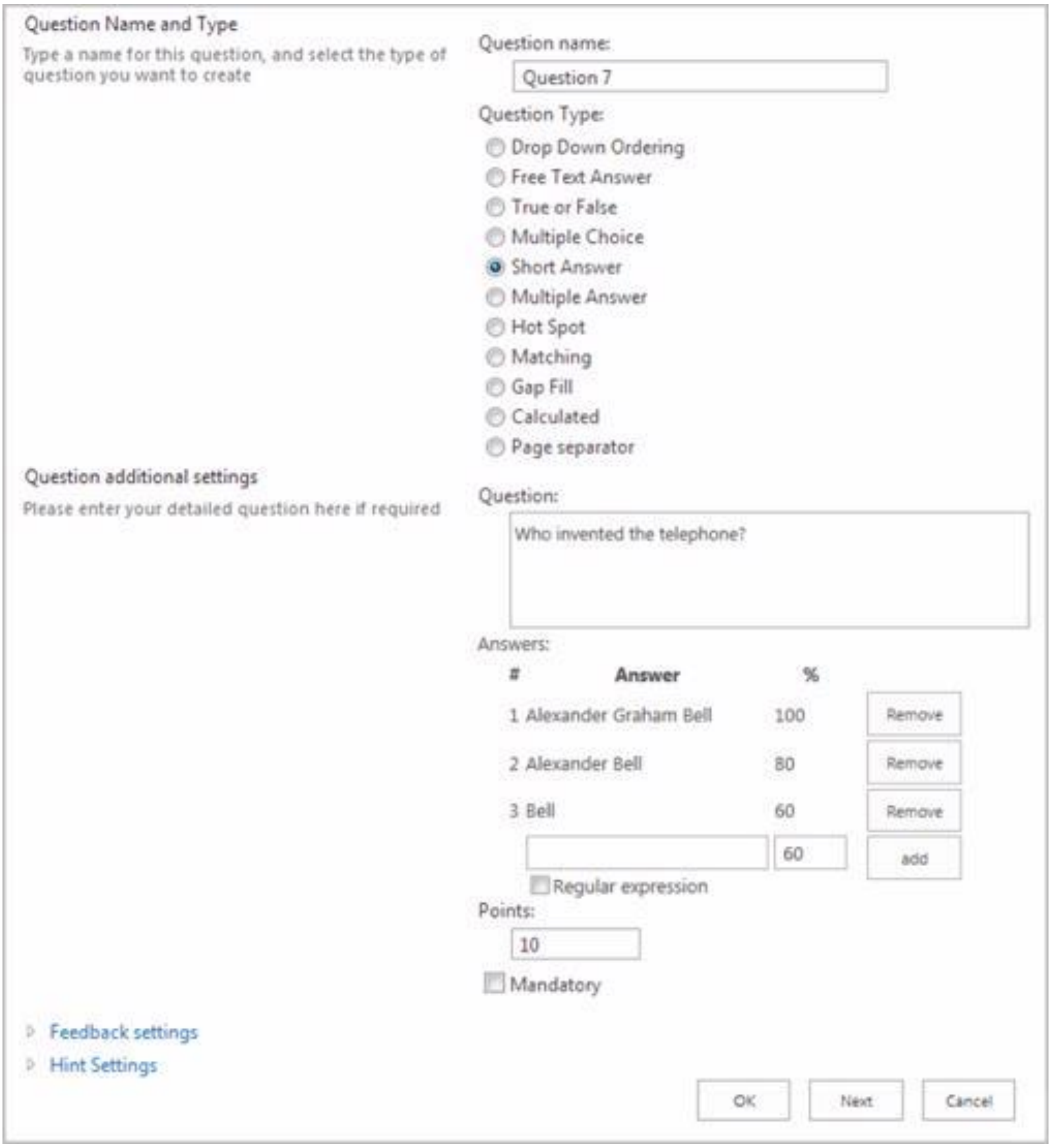
10.3.1.5 Short Answer

The Short Answer question is represented as a question and an empty text field. Students should type the correct answer into the text field:



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**:

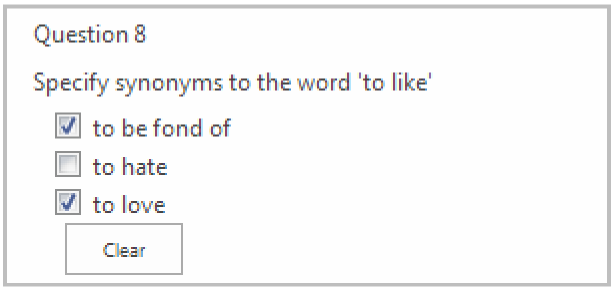


5. Complete the form:
   - *Question Name* – type the name of the question;
   - *Question Type* – select the **Short Answer** option;
   - *Question* – type the text of the question and use the embedded editor to format it;
   - *Answer* – enter the answer option. In the % field enter the percent of 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 [Regular Expression Language](#);
   - *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.

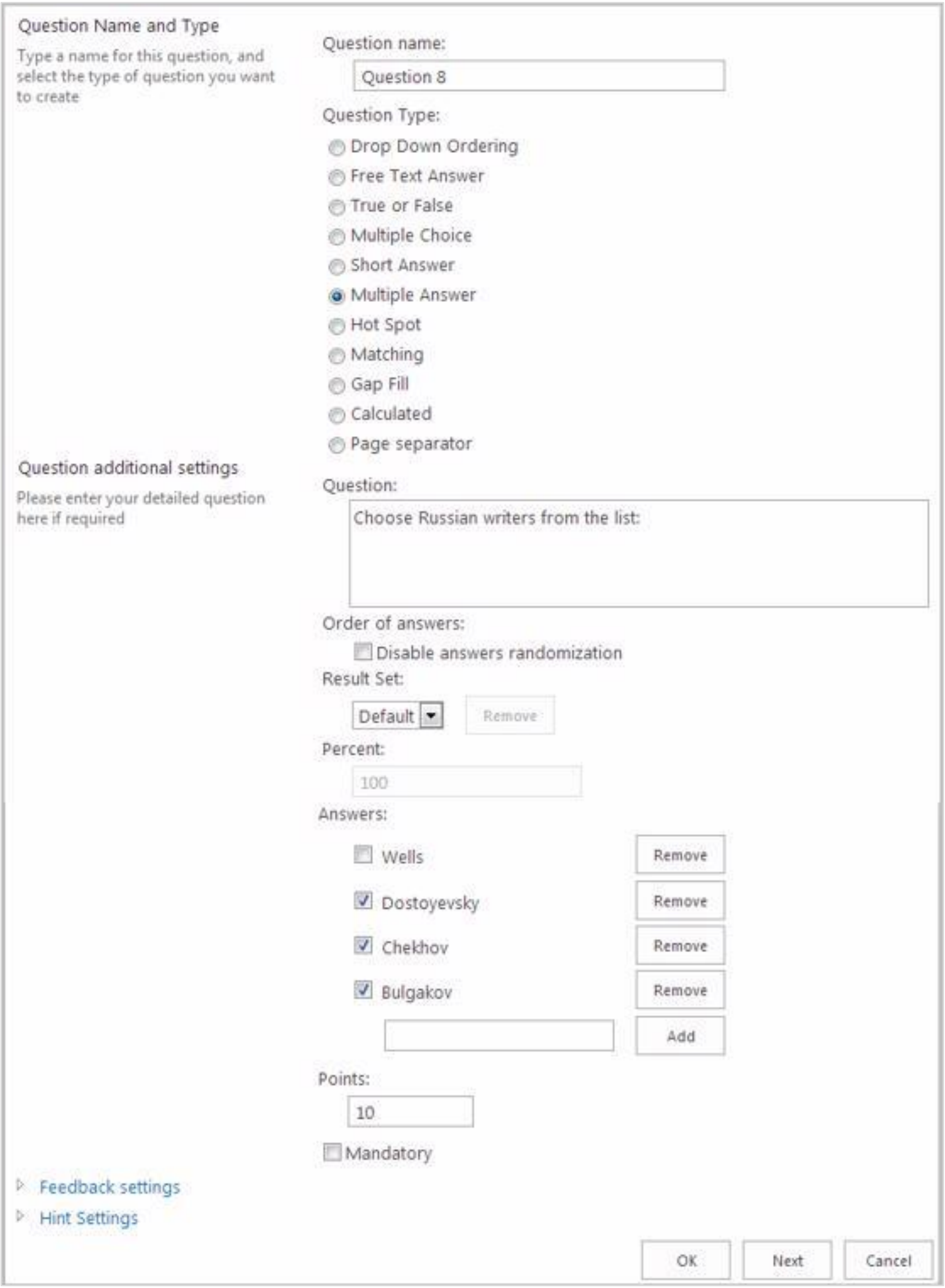
6. Click **OK** to create a question. Click **Next** to save the current item and continue.

10.3.1.6 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:

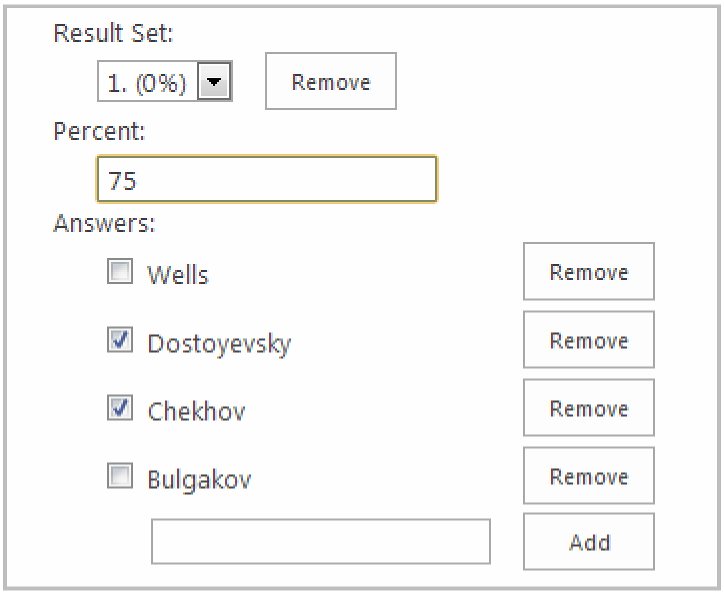


To add a Multiple Answer question, do the following:
1. On the course level go to **Course Tools>Quizzes**;
2. Select the needed quiz by putting a cursor arrow on it;
3. Click the down arrow by the name of the selected quiz to open Edit Content Block drop-down menu;
4. Select **Setting;** The *Customize quiz* page will appear;
5. From the *Quiz Questions* section, select **Add Question**;
7. Complete the form:



– *Question Name* – 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;

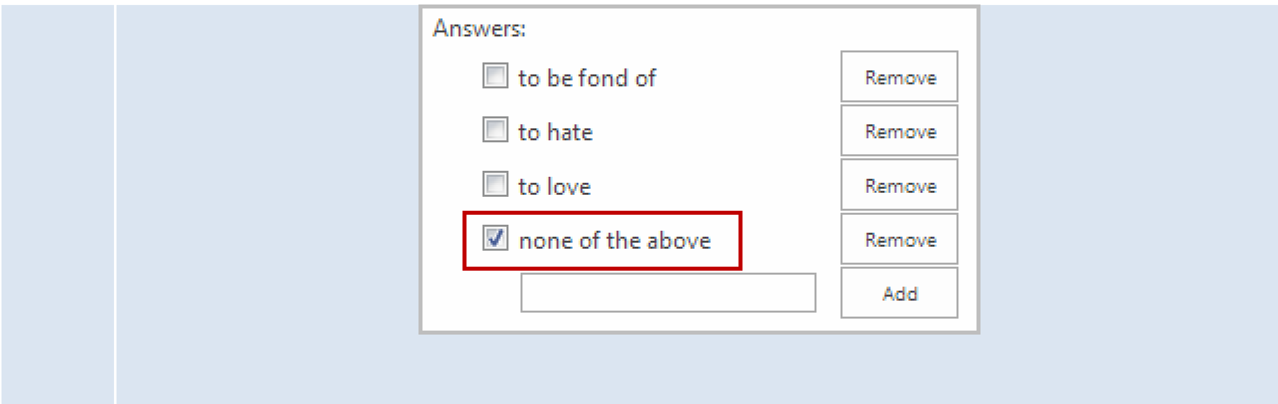
- *Order of answers* – select this checkbox to disable answers randomization. Answers are randomized by default. Note, that questions are randomized within one page only;
- *Result Set and Percent* – these fields are used for setting partially correct answer options. First select correct combination 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:

  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.

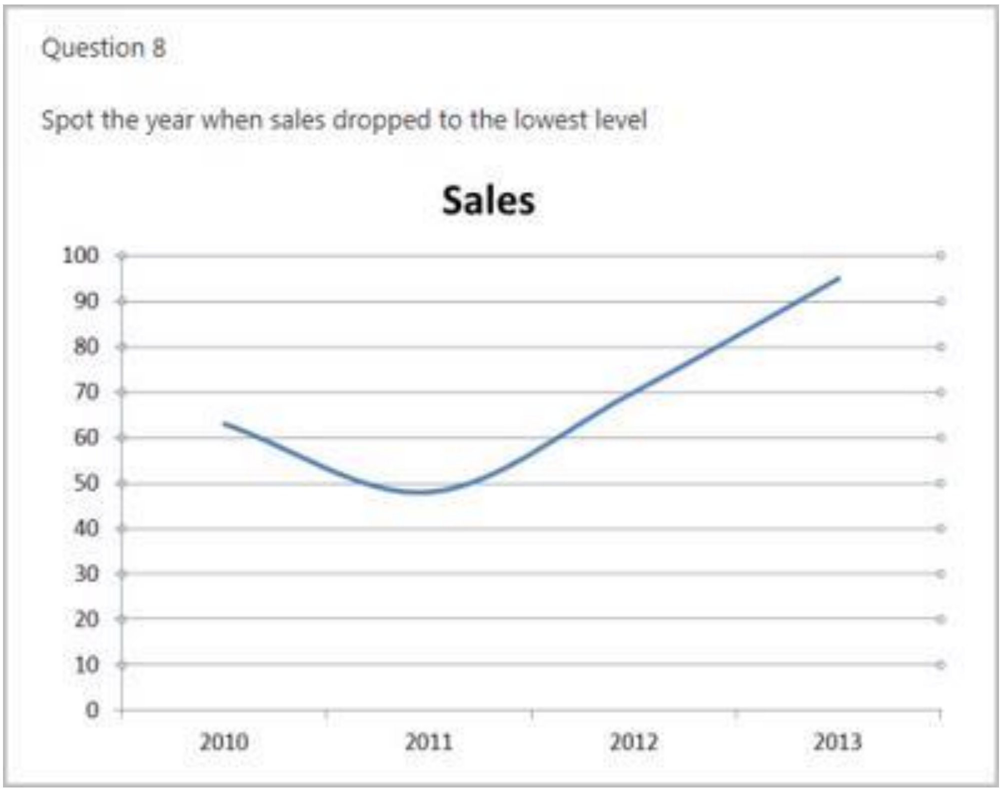
- *Answers* – input the answer option and use the embedded editor to format the text. Click **Add** to add it;
- *Points* –specify the number of points a user can get for the correct answer;
- *Mandatory* – select the check box if the considered question is to be answered correctly to pass the quiz. 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:



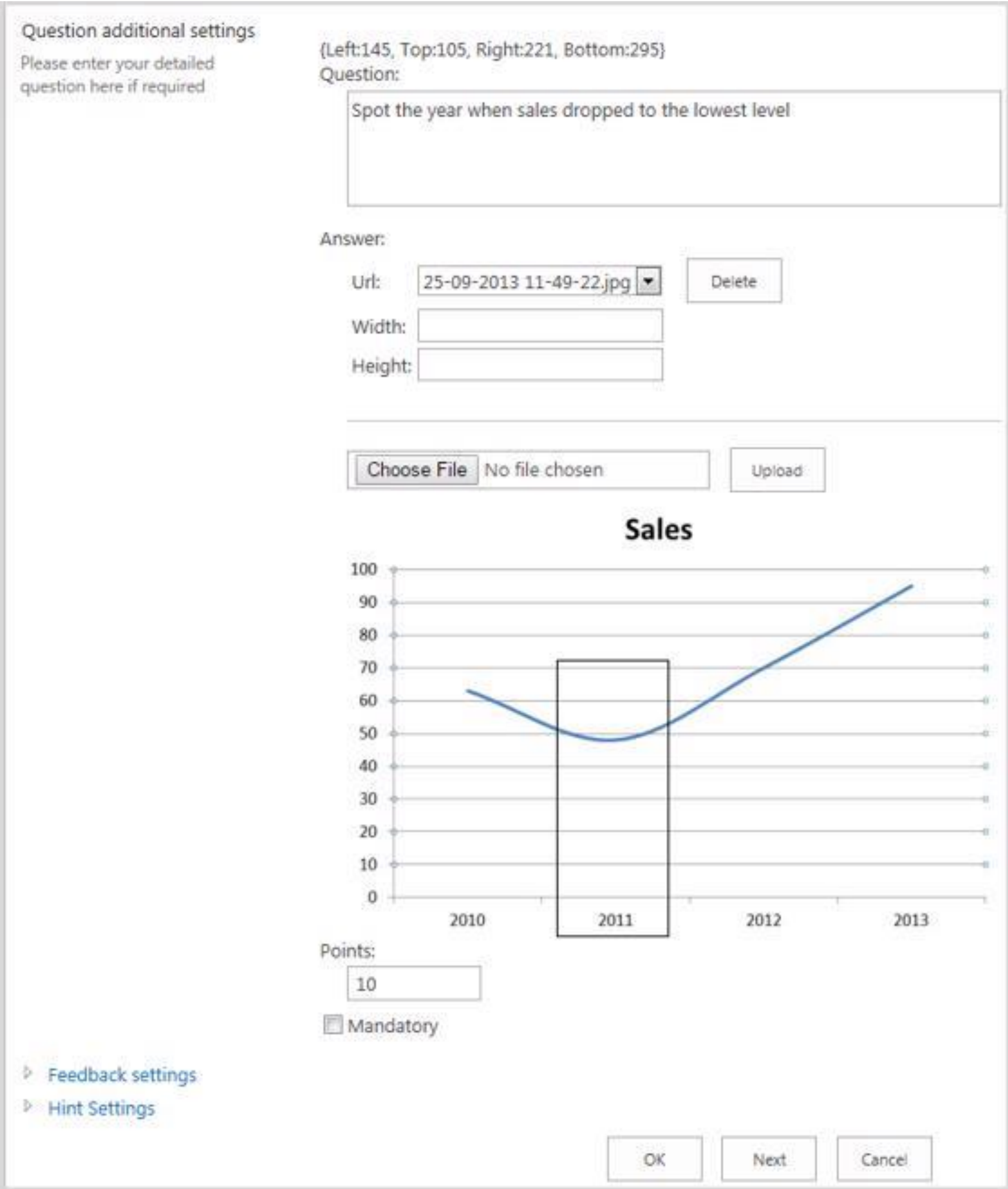
10.3.1.7 *Hot Spot Questions*

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.

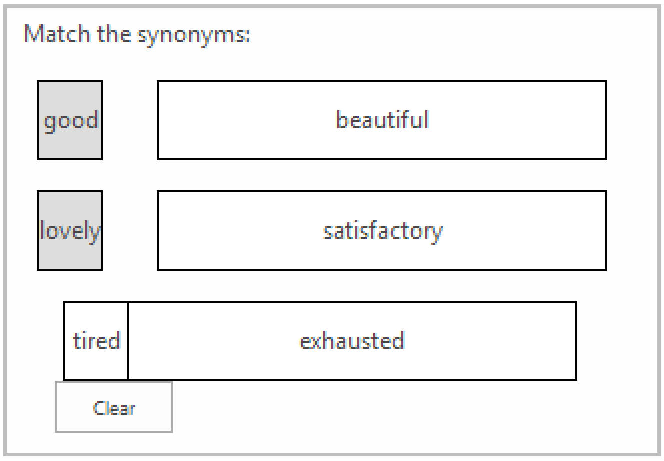
If images are added directly to question, they are stored in images library within the course. If the quiz will be saved as template and reused later on another course, users may not have access to them. That is why the best practice is to store such images on a root site of the web application, where 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.

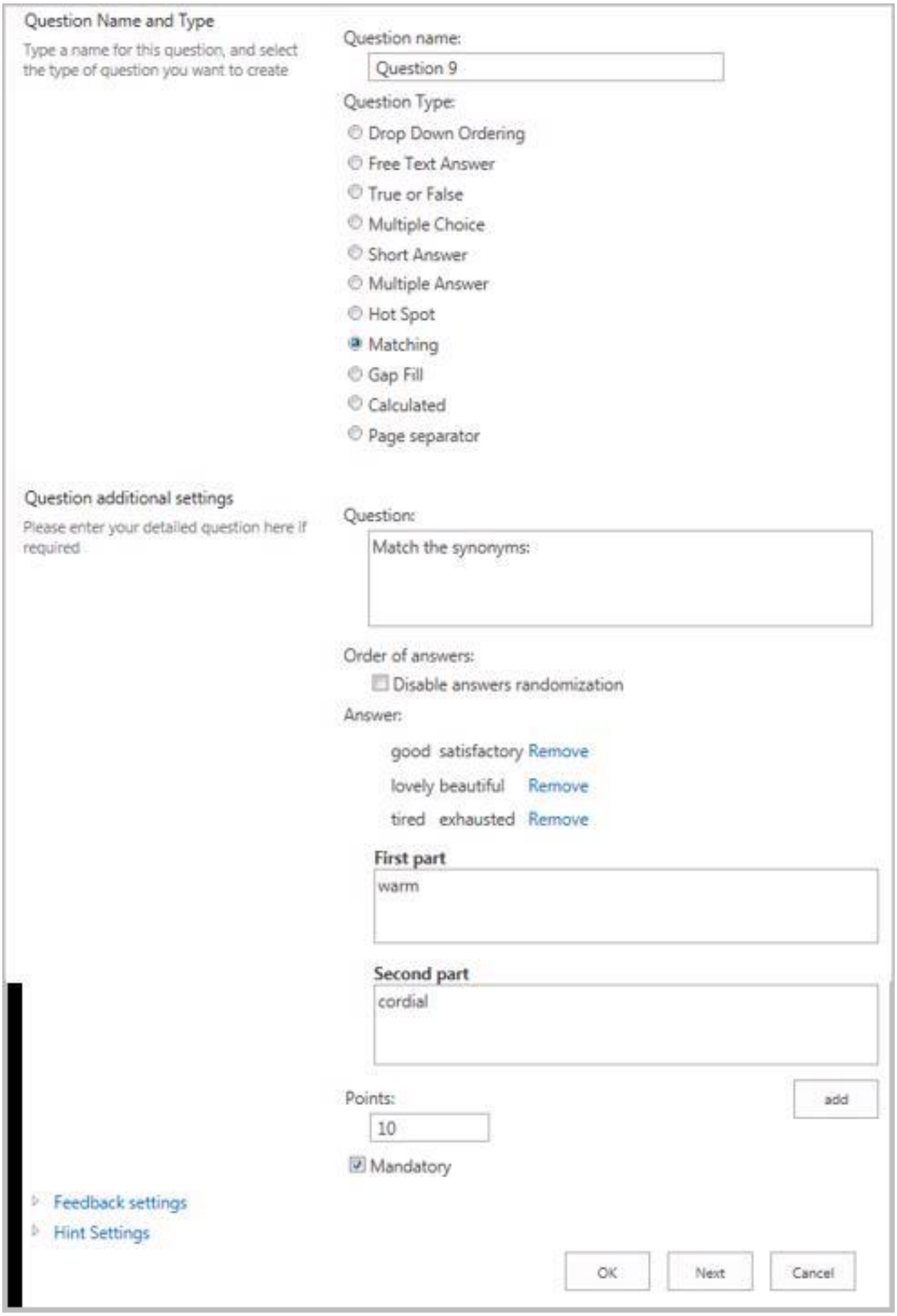
6. Click **OK** to create a question. Click **Next** to save the current item and continue.

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**:



5. Complete the form:
   – *Question Name* – type the name of the question;
   – *Question Type* – select the **Matching** option;

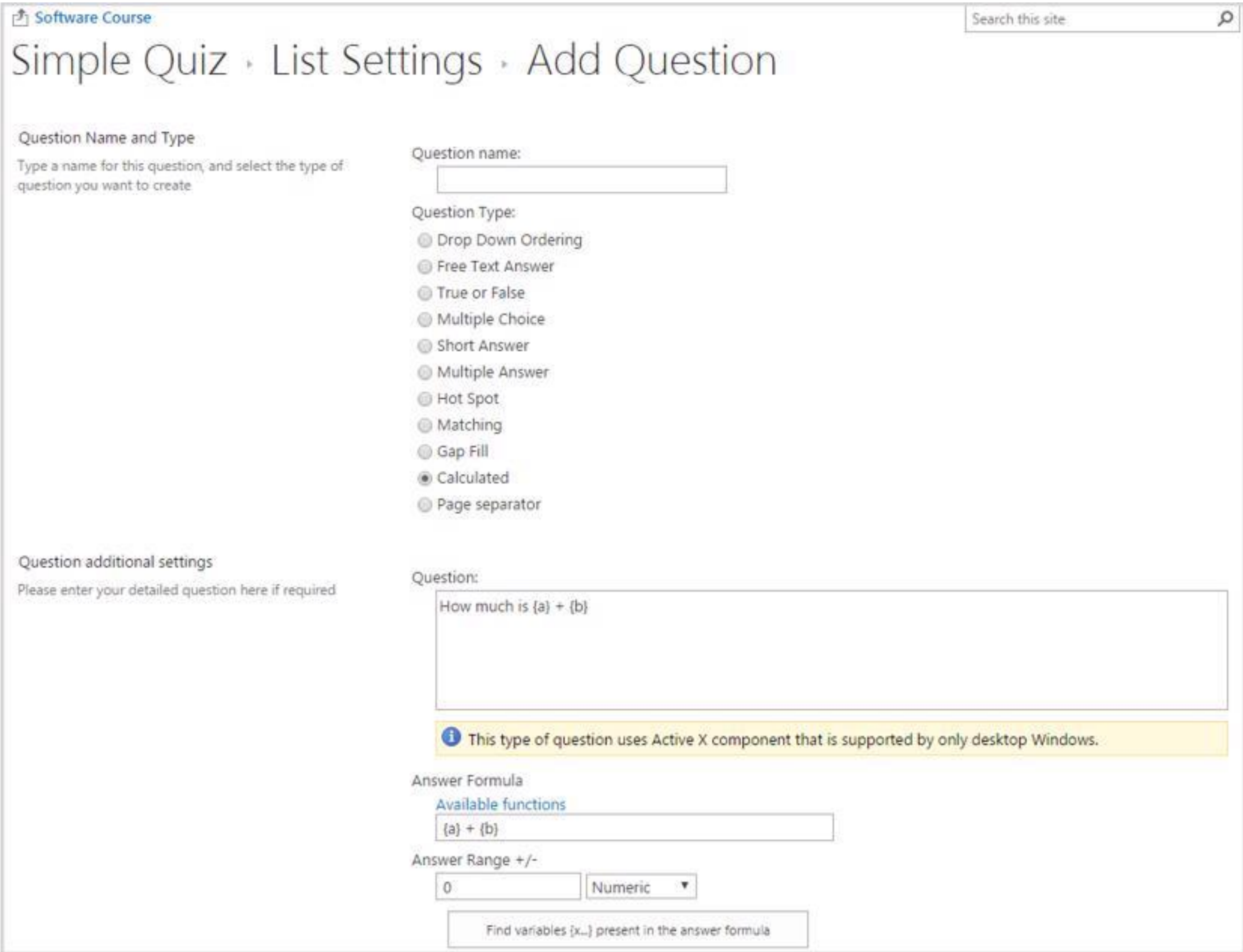
- *Question* – type the text of the question and use the embedded editor to format it;
- *Order of answers* – select the check box to disable answer randomization. The answers are randomized by default. Note, that questions are randomized within one page only;
- *Answer* - enter an answer to the question. 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 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.

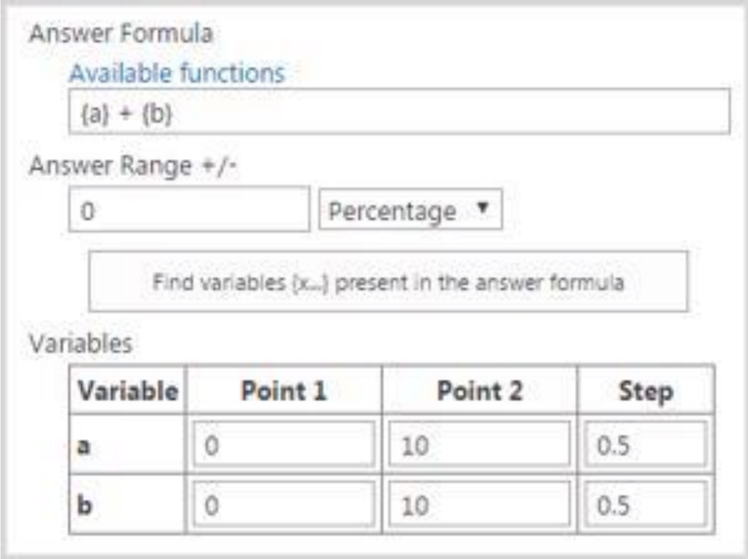
10.3.1.9 Calculated Question

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 Chapter 14.2), complete it as follows, and click **OK**:

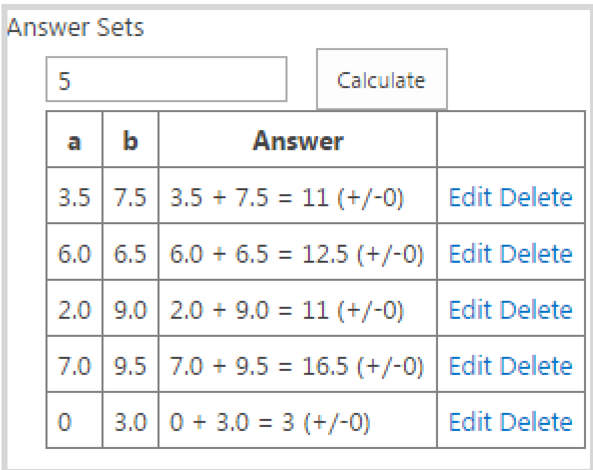


- *Question Name* - type the question title;
- *Question Type* - select the **Calculated** option;
- *Question* – type the question and apply needed formatting to it;
- *Points* – type the number of points you want to assign to this question. If the **Advanced Scoring** option is enabled for the quiz, 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:

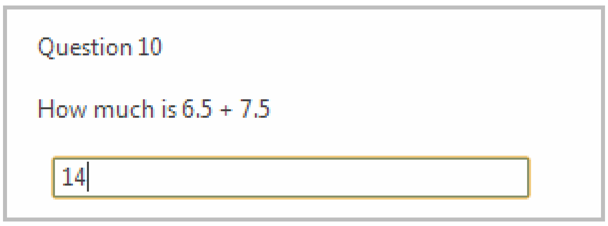


d) In the appeared **Answer Sets** field, type how many variations will be used in the quiz (by default it is 5). The bigger number you set, the less chance that learners will see the same formula again; note, this number cannot be bigger than the number of possible variations;

e) Click **Calculate.** You will see the functions that will be later suggested to learners:



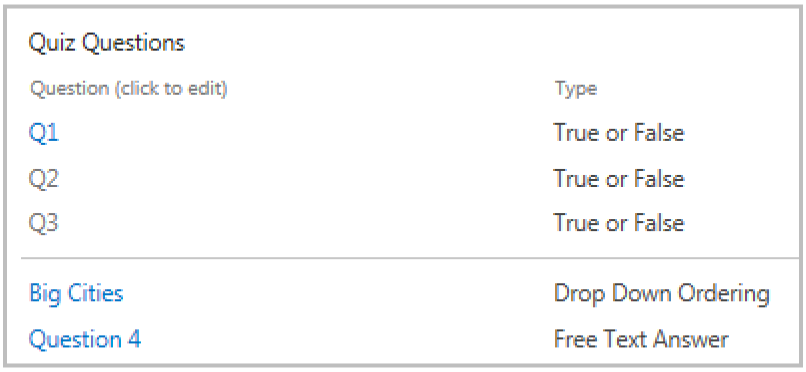
The created question will have the following look for a learner:



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.

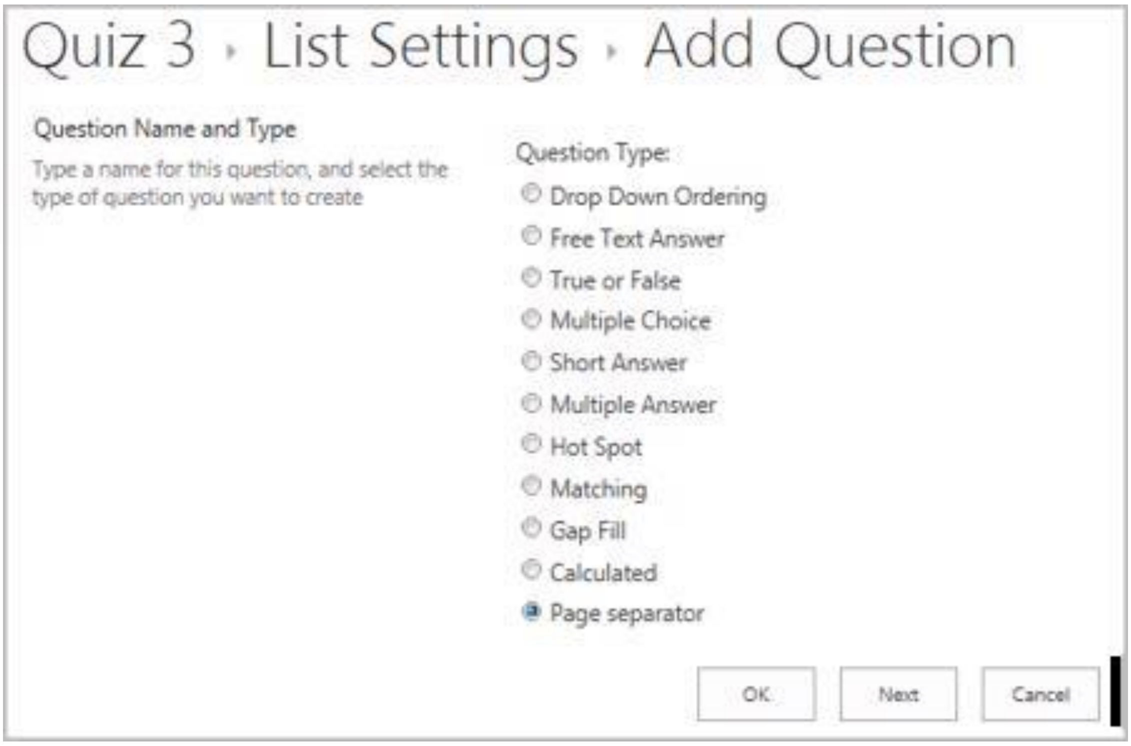
10.3.1.10 Page Separator

For your convenience, you may insert a page separator to sort questions by type, i.e. to create question groups:



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**:



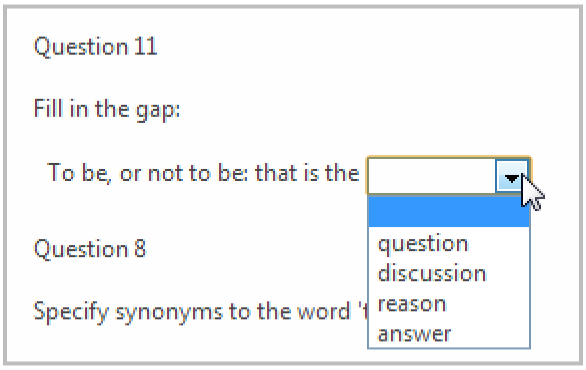
5. In the *Question Name* field, type the name for the separator (the name will not be displayed);
6. From the *Question Type* list, select **Page Separator**;
7. Click **OK** to save changes. Click **Next** to save the current item and continue.

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.

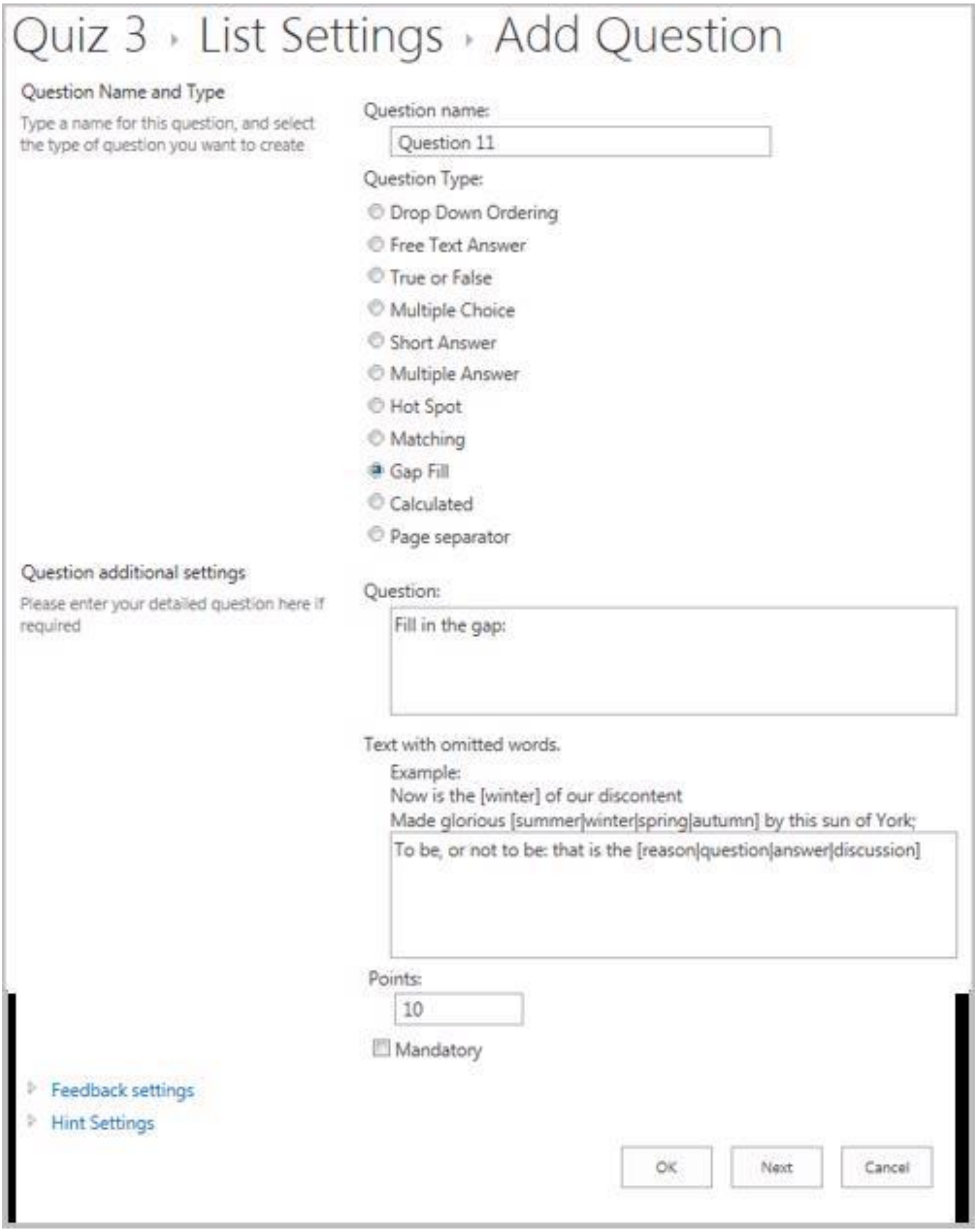
10.3.1.11 Gap Fill Type of Question

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:



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**:



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 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.

10.3.2 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.

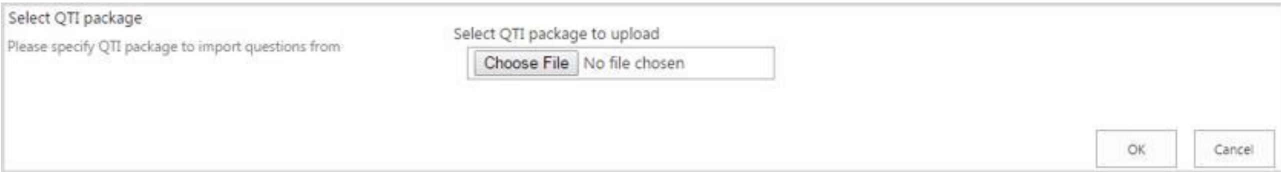
NOTE:	The system imports the following types of questions: Single Choice, Multiple Choice, Free Text Answer, Drop Down Ordering, Hot Spot, Matching, Gap Fill and Short Answer.

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:

5. Select a package to be uploaded, and then click **OK**:



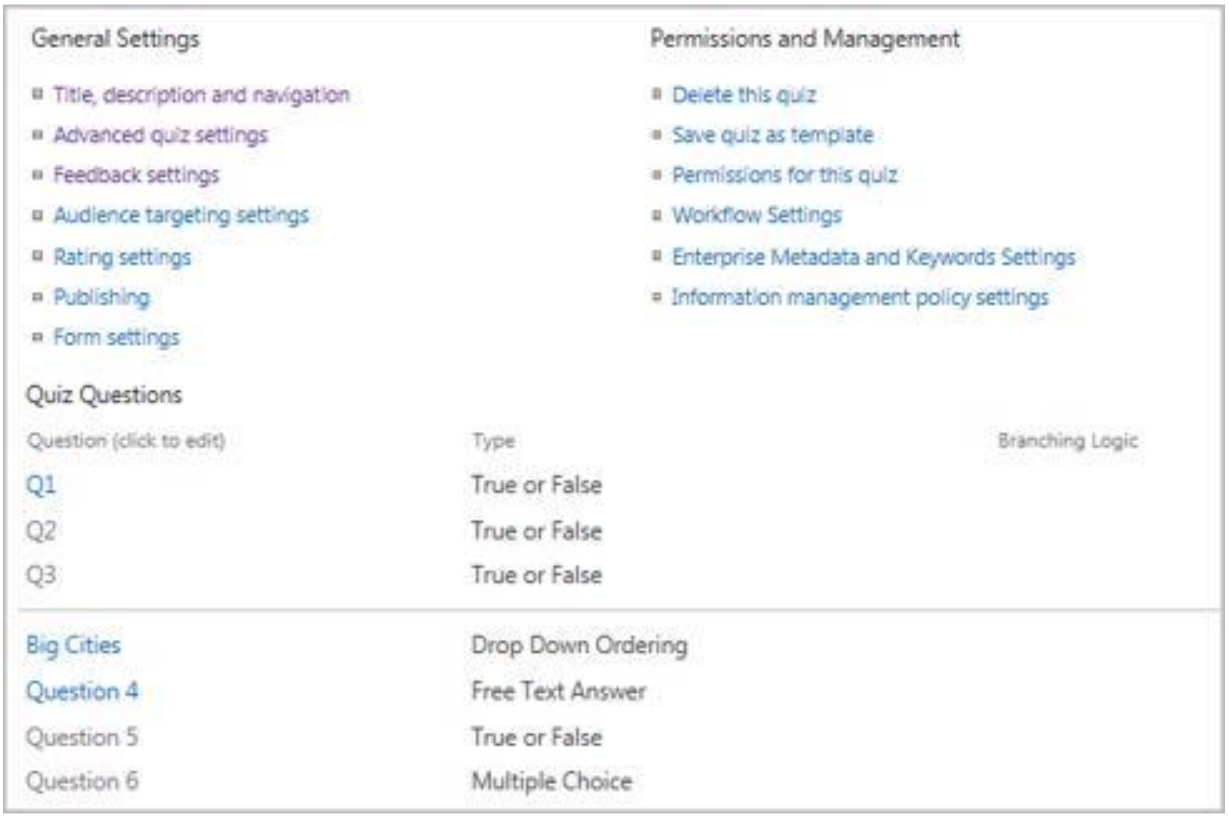
NOTE:	SharePoint LMS support only QTI versions 2.0 and 2.1.

6. The package questions will appear on the quiz settings page. You can start taking the quiz.

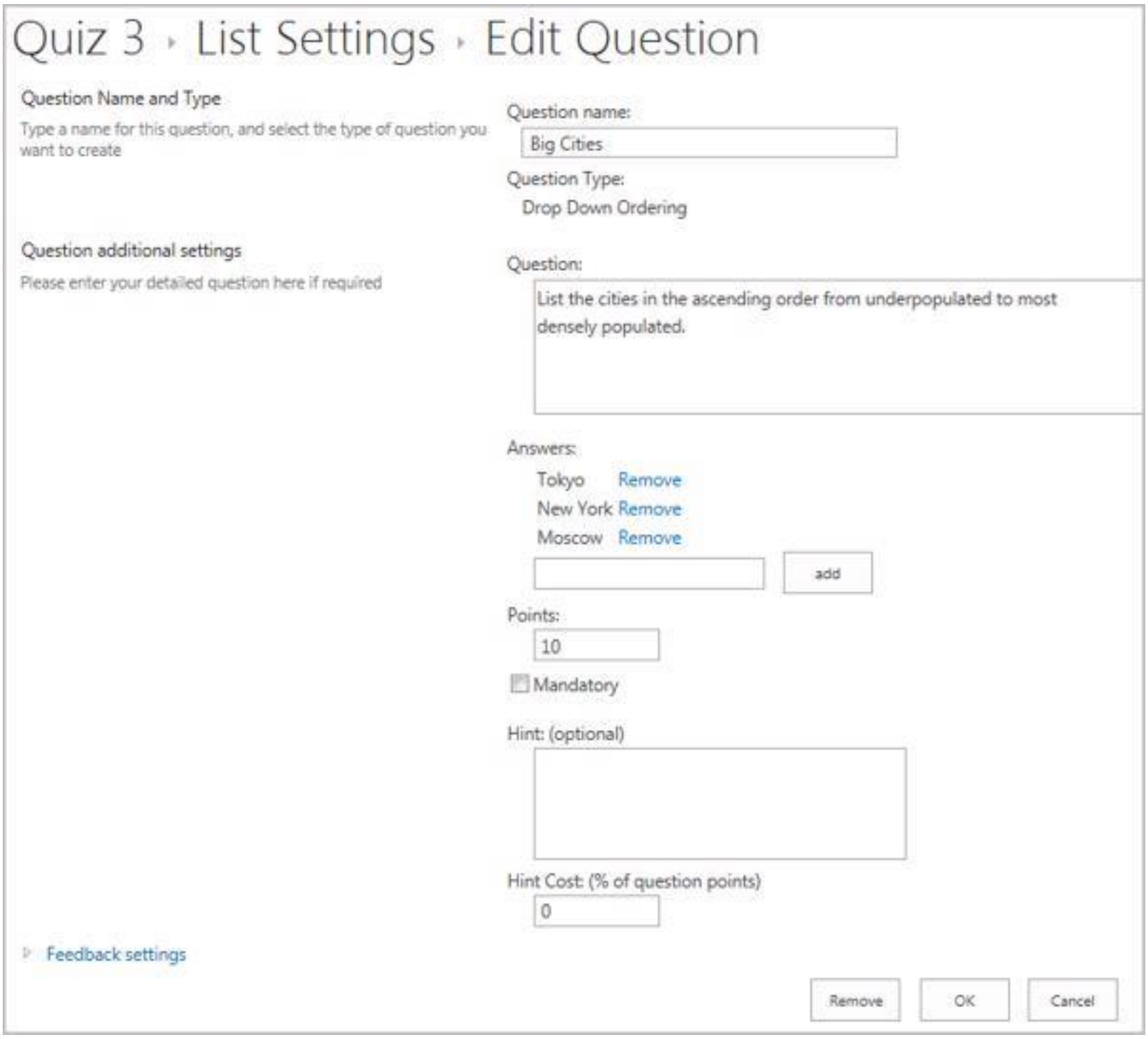
10.4 Editing Question

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**:



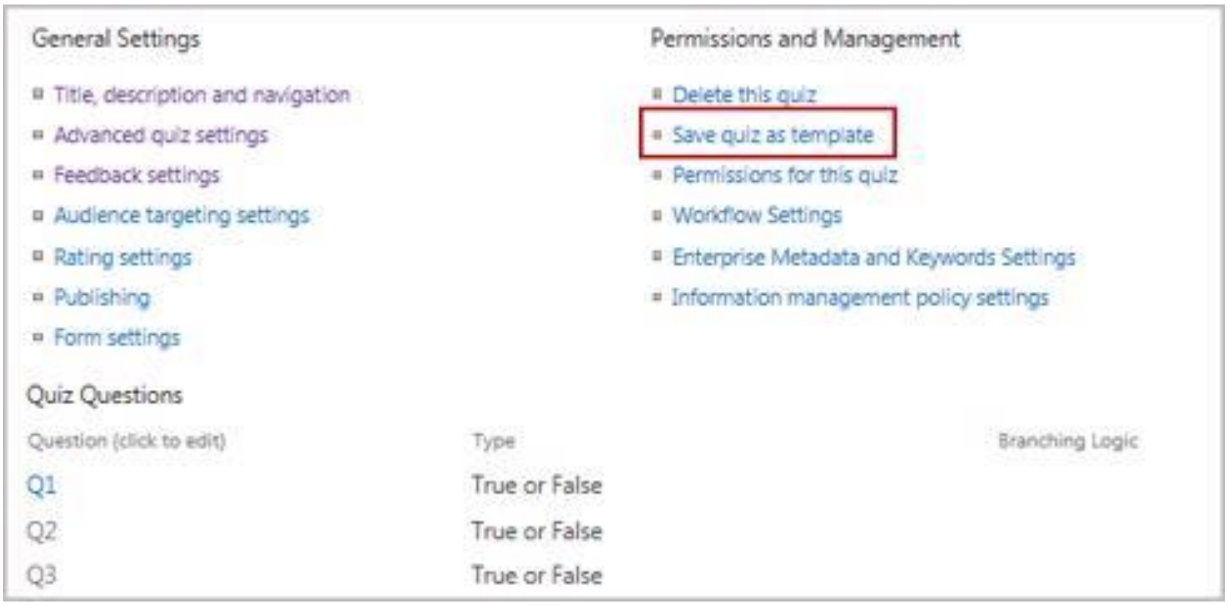
4. In the **Quiz Questions** section, select the question you want to edit. The form will open:



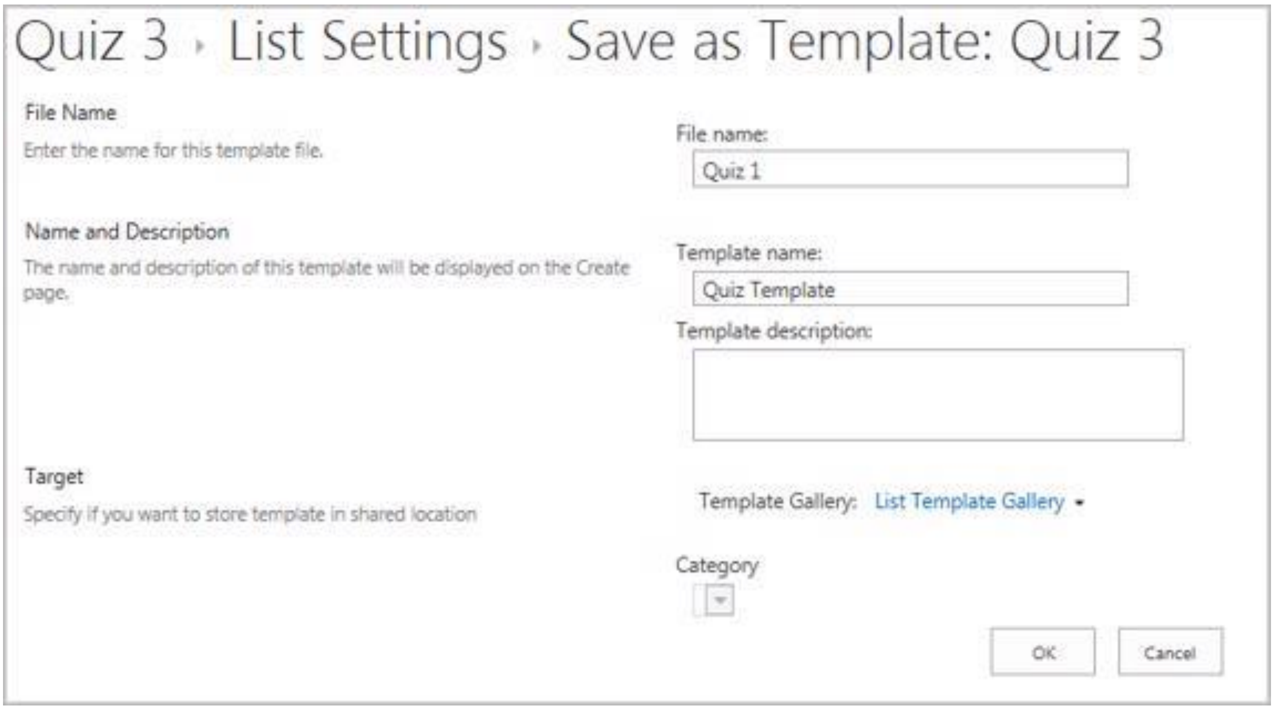
5. Modify the question;
6. Click **OK** to save the changes. Click **Cancel** to discard changes. Click **Remove** to delete the question.

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:**



5. The following form will appear:



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 (<u>not to the List Template Gallery of the course</u>):

– 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.

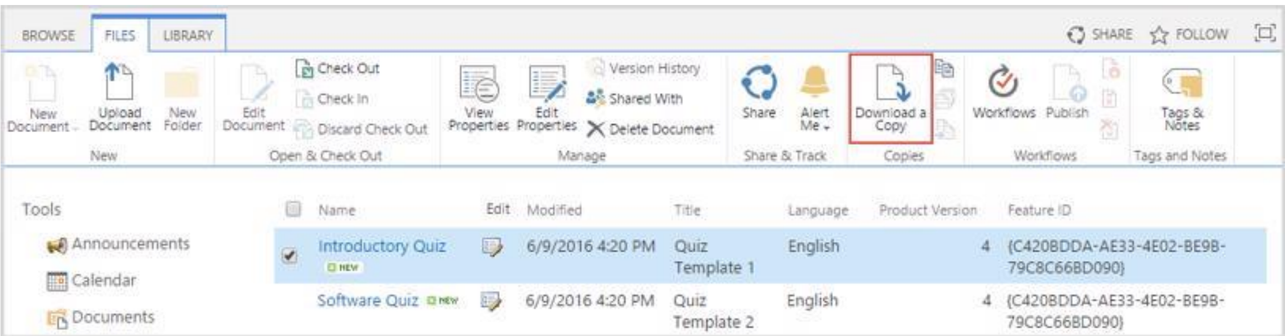
6. Click **OK** to save the changes.

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 chapter 10.5 "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**:



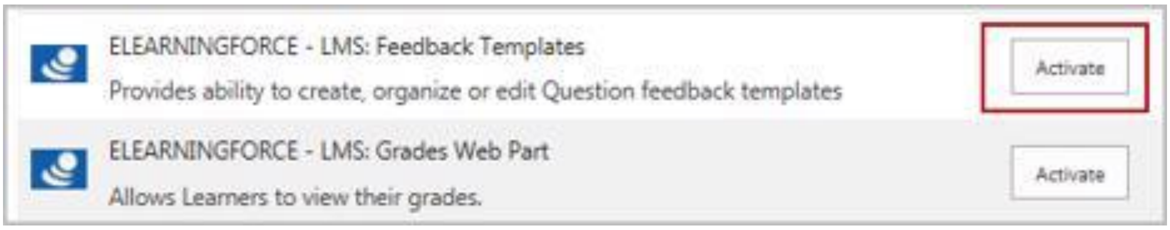
5. Click **Save** and select the destination place. The template will be saved as *.stp* file.

10.7 Creating Feedback Templates

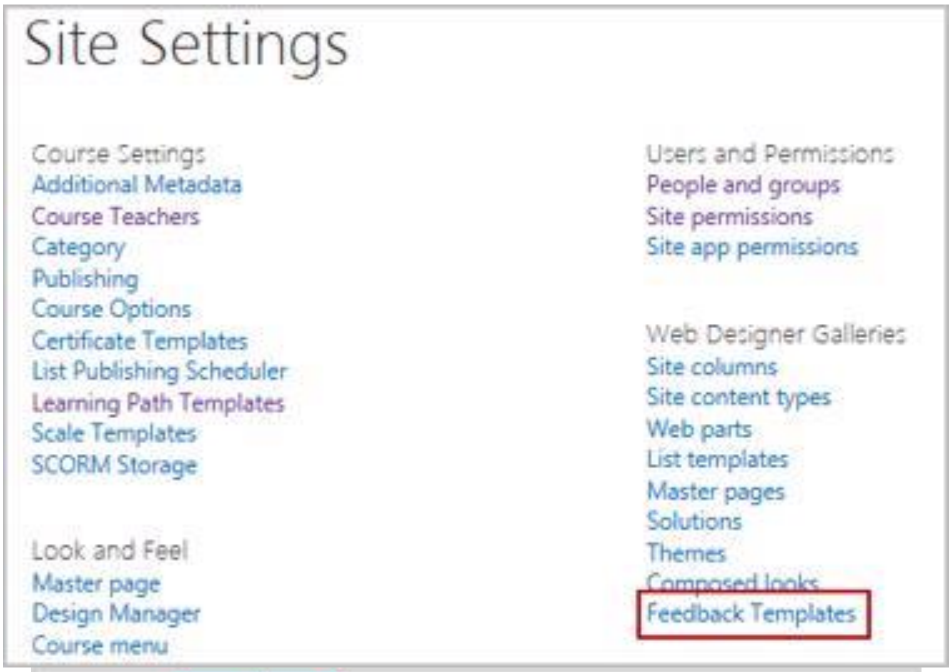
The system allows creating quiz feedback to enable learners to see the result of their work.

To create a feedback template, do the following:

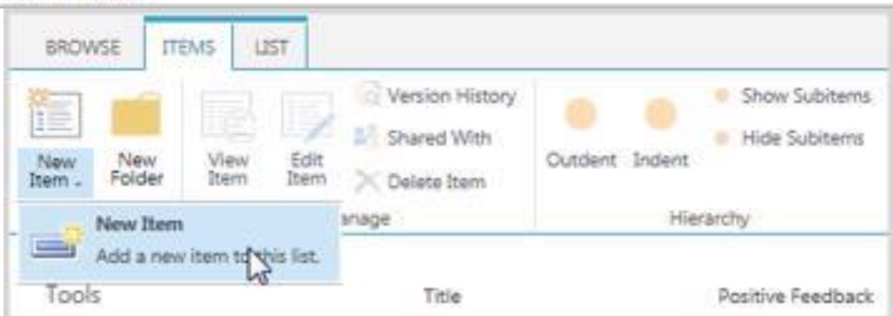
1. Activate it on the organization level (go to **Settings**>**Site Settings**>**Manage site features** (in the **Site Actions** section), and then click **Activate** next to **ELEARNINGFORCE – LMS: Feedback Templates**):



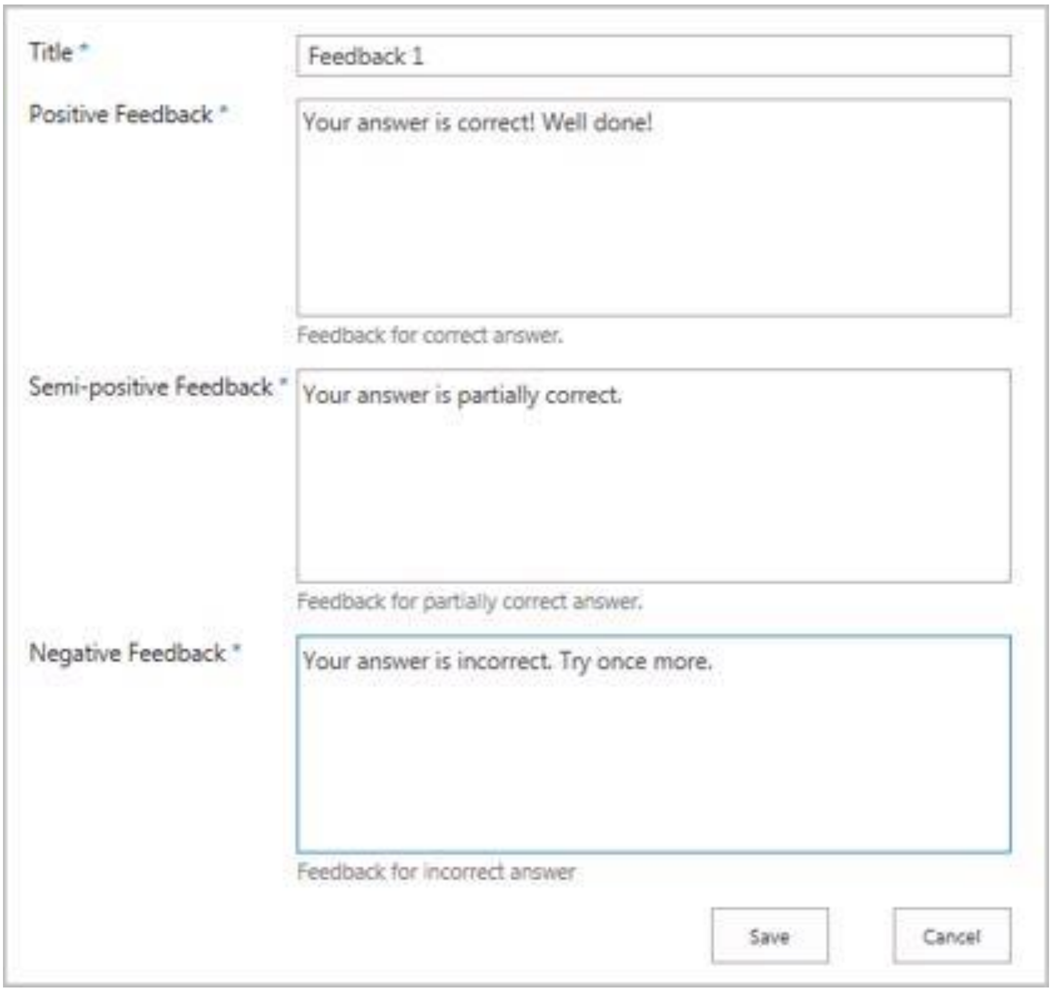
2. Go to **Settings**>**Site Settings**>**Feedback Templates** (in the **Web Designer Galleries** section):



3. In the open window, on the **List Tools** tab, click **Items** > **New Item.** You will be redirected to a new Feedback Message form:



4. Fill in the fields as required:



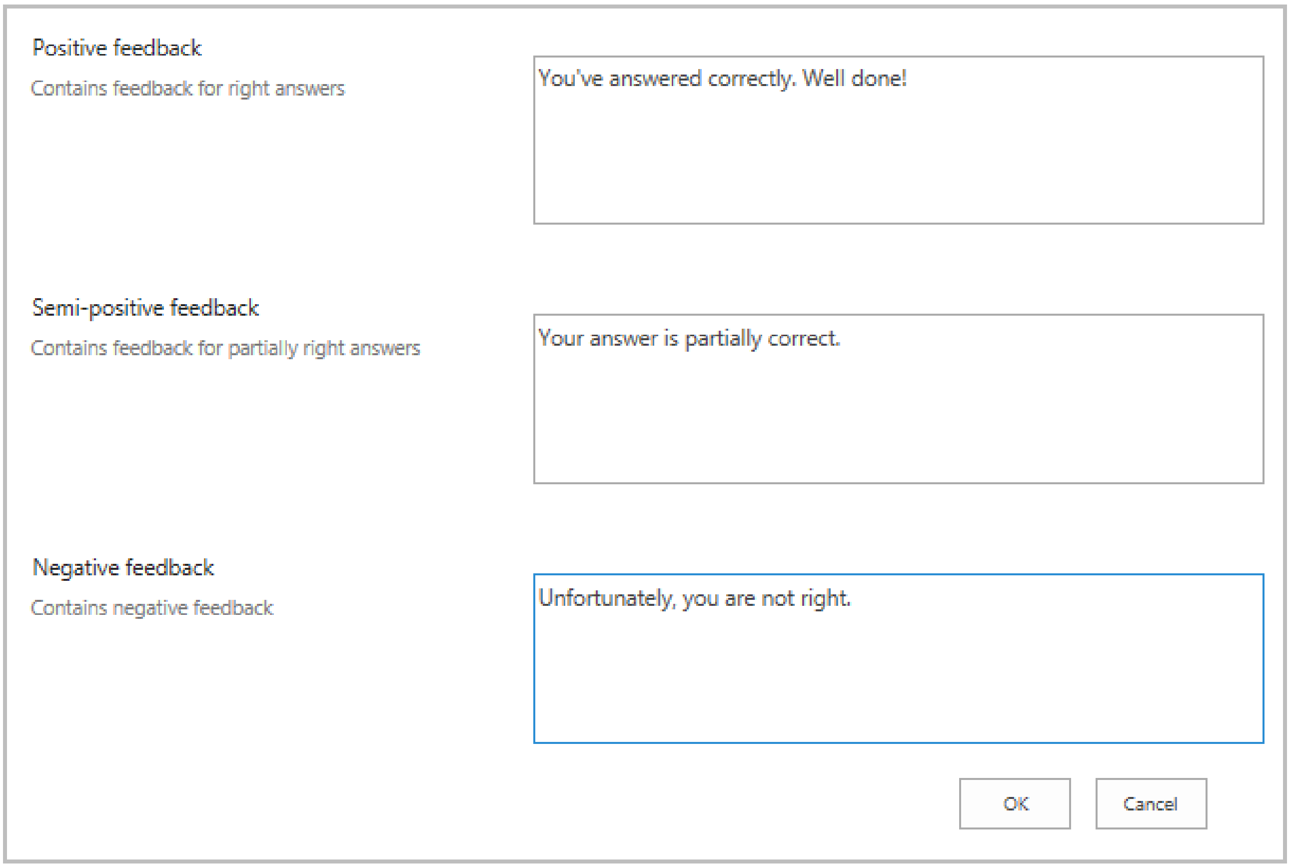
- *Positive Feedback* – the message is shown for answers which are correct;
- *Semi-positive Feedback* – the message is shown for answers which are partially correct;
- *Negative Feedback* – the message is shown for answers which are incorrect.

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** (⊞) button to expand **Feedback Settings**;
2. Fill in the necessary fields:



- *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.

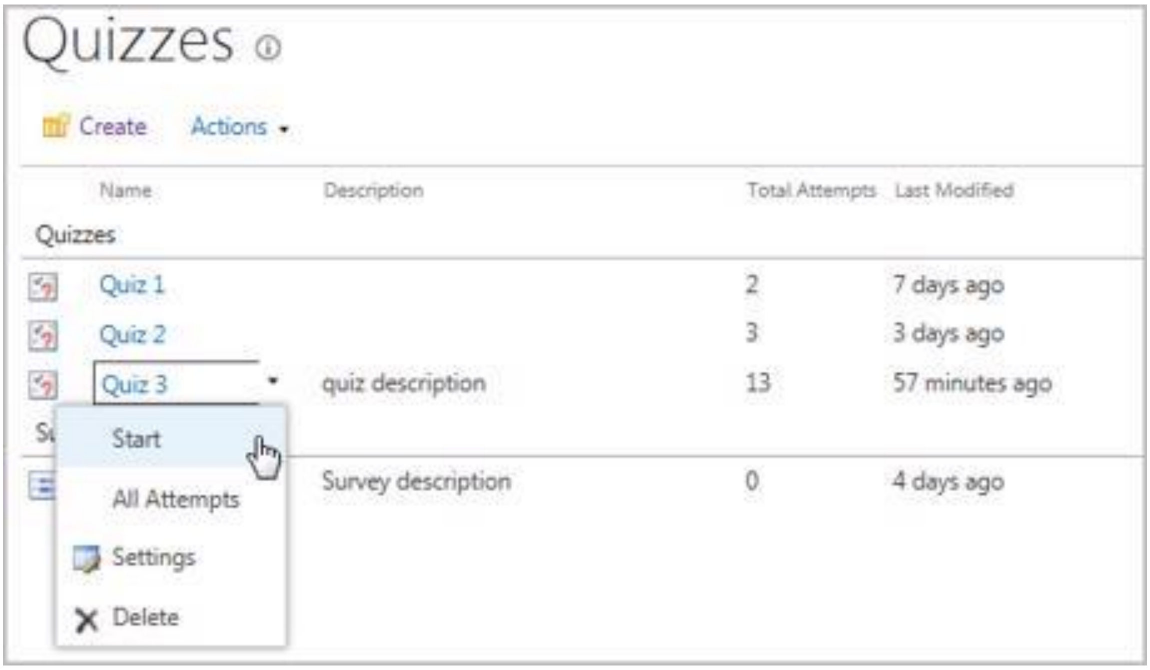
10.8 Managing Quizzes

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.

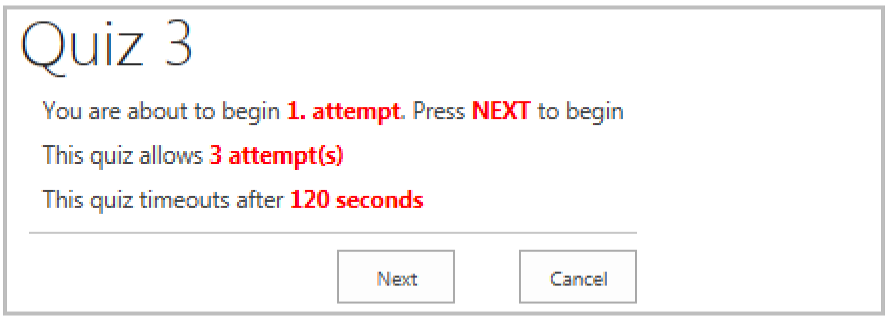
To start the created quiz, do the following:

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:

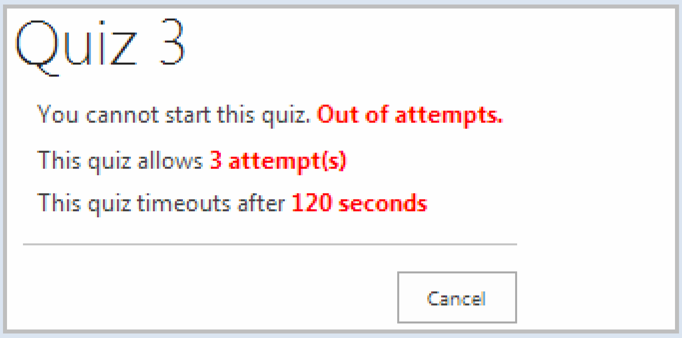
4. Click the drop-down arrow against the quiz name to open the Edit Content Block drop-down menu;
5. From the drop-down menu, select **Start**:



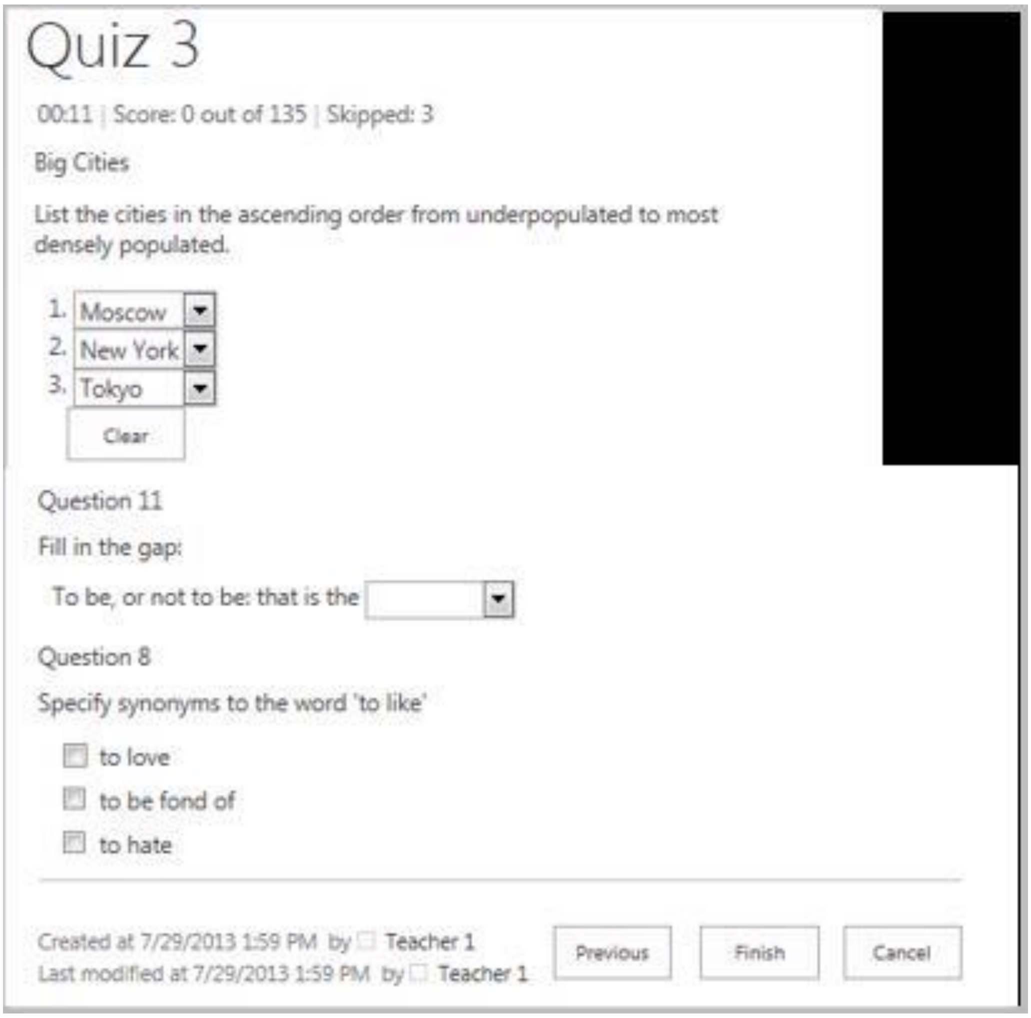
6. Once you click **Start,** the quiz is on;
7. If you are allowed to take the attempt, the following message will appear: You are about to begin **n.** attempt. Press NEXT to begin:



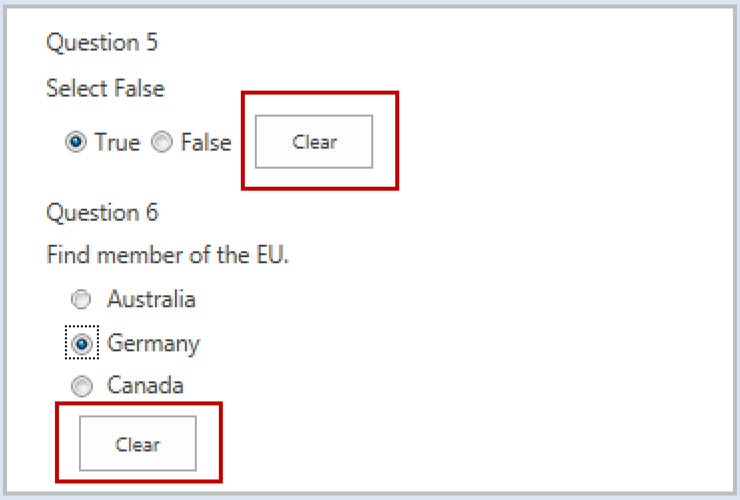
The form specifies the number of *attempts allowed*.

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)':  Click **Cancel** button to omit the attempt. Once you click the button, you will see the **All Attempts** list.

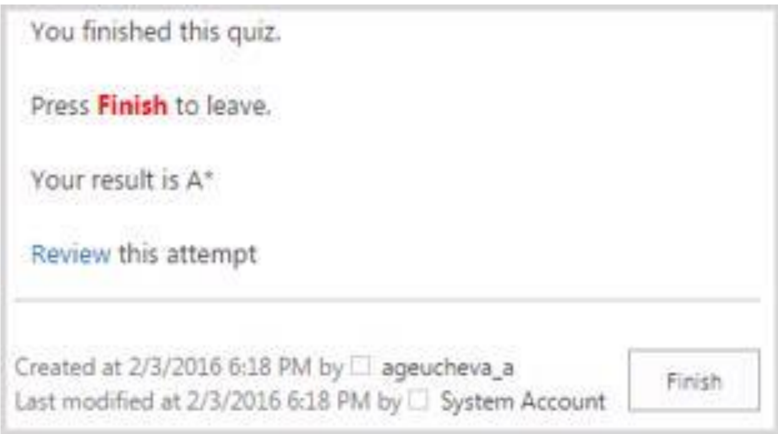
8. Once you click **Next,** the quiz form will appear:



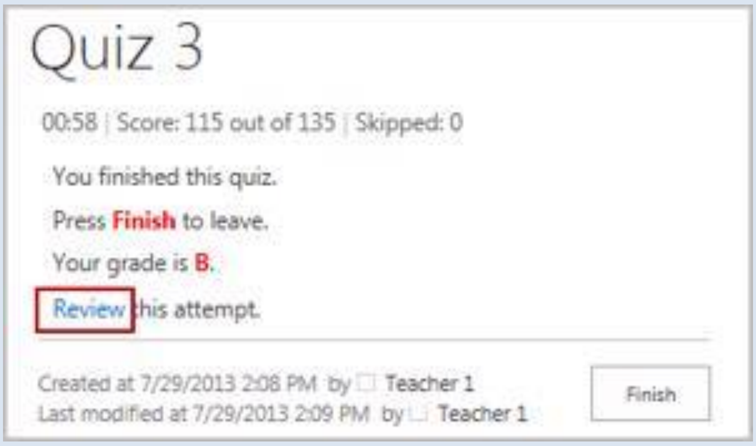
NOTE:	Click **Next** to navigate between quiz question pages or just to skip some questions to finish them later. Number of skipped questions will be displayed (**Skipped: n.**). Note please that after clicking the **Next** or **Previous** buttons all answered questions will be

	saved and you will not be able to change them anymore (the answering field will be inactive): 
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:  Note please that after clicking the **Next** or **Previous** buttons all answered questions will be saved (see previous **NOTE**).

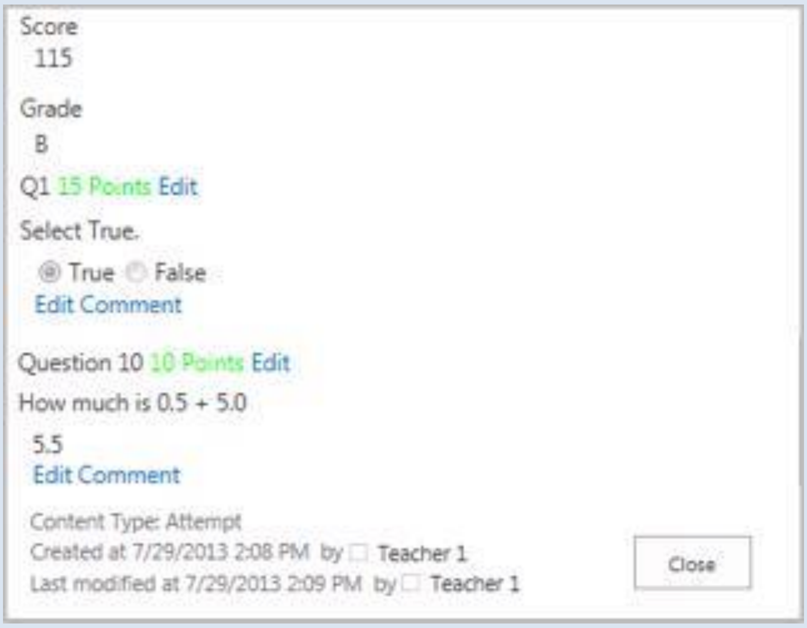
9. Complete the quiz questions and click the **Next** button to proceed. The following form will appear displaying user's score, grade and number of skipped questions. Click the **Finish** button to submit the quiz. Note please, that after submitting the quiz a user won't be able to answer skipped questions:



NOTE: To review the attempt, click the **Review** link:



The following form will appear:



	After you have reviewed the quiz, click **Close.**

10. Click finish to see the **All Attempts** list.

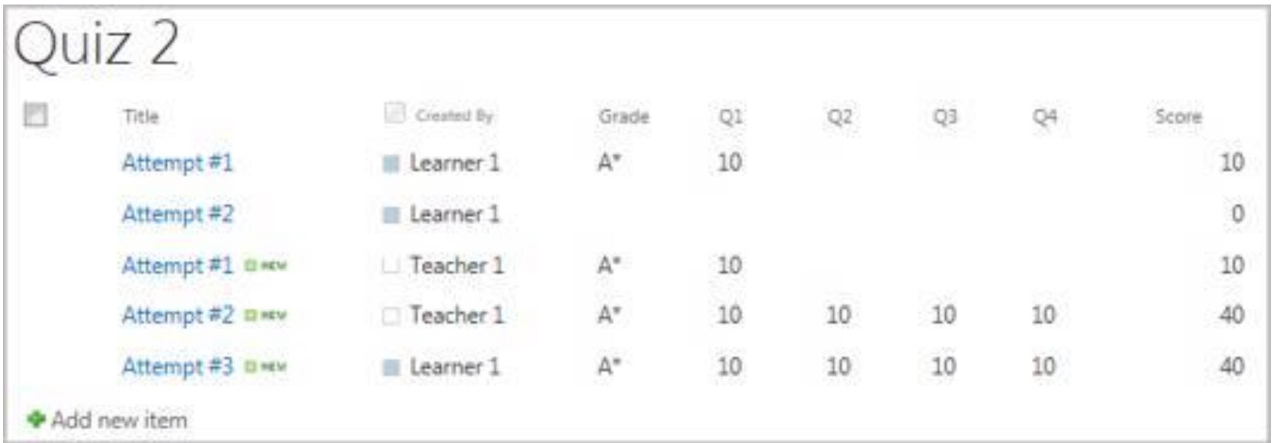
10.9 Viewing Quizzes

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**:

6. Once you click **All Attempts,** the All Attempts list will appear:

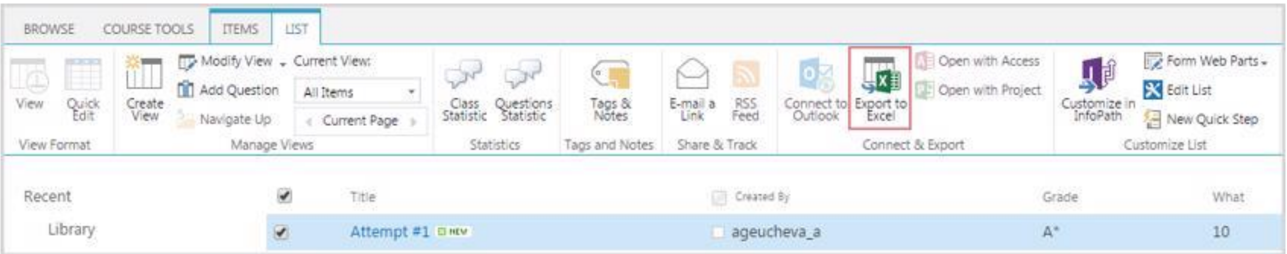


The **All Attempts** list is presented as a **Class Statistic** view. It presents a layouts page with the following characteristics:

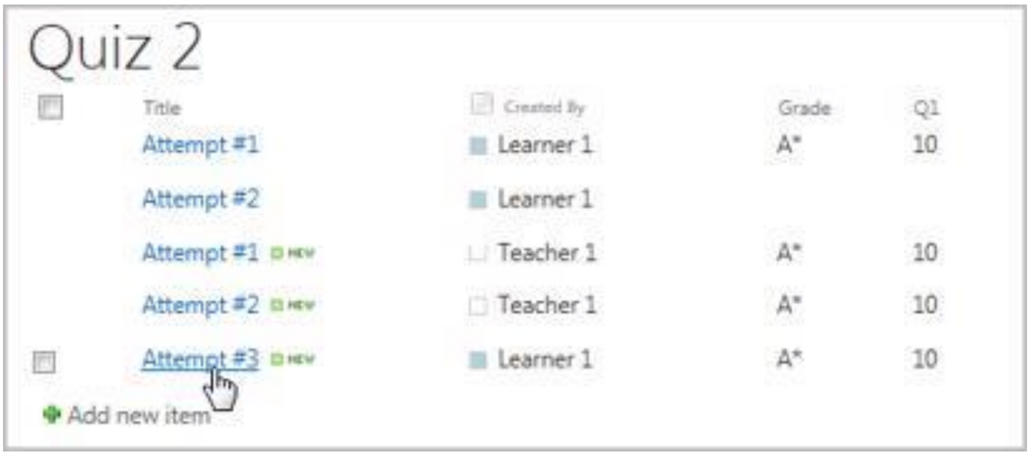
1) it displays all existing learners with the following extra info (columns):
    a. *Number of attempts made;*
    b. *Number of completed attempt;*
    c. *Grade (percent only).*

NOTE:	If a learner has not started a single attempt yet the above columns will be empty for such user.

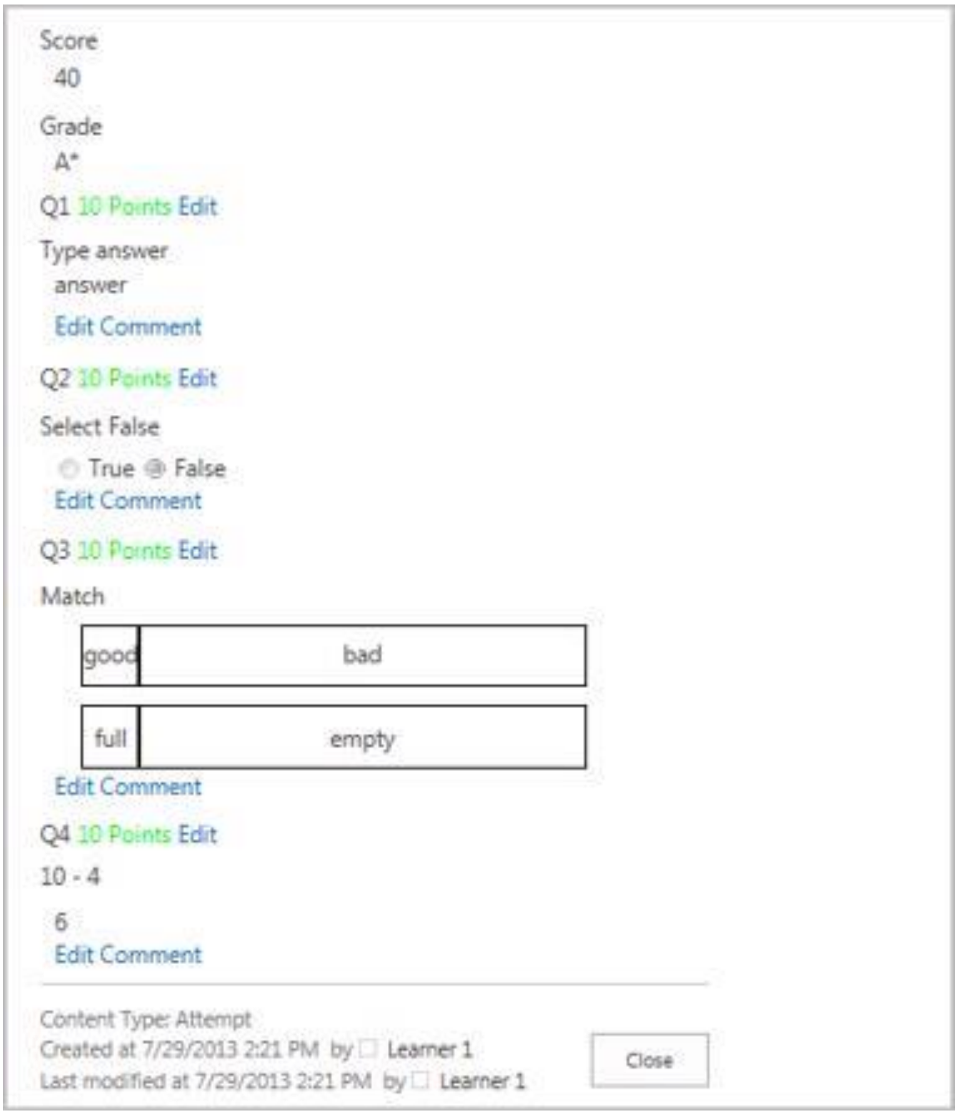
2) All columns mentioned in point 1 support ordering;
3) On hover a learner's name a context menu is shown, - there is an option **View Details**. It links to default view with filter set to the selected user to display list of attempts for this user (if a learner has not started a single attempt yet, an empty page will be shown filtered for that user);
4) Export to Excel:



To see the details of the attempt, click the Attempt # title:

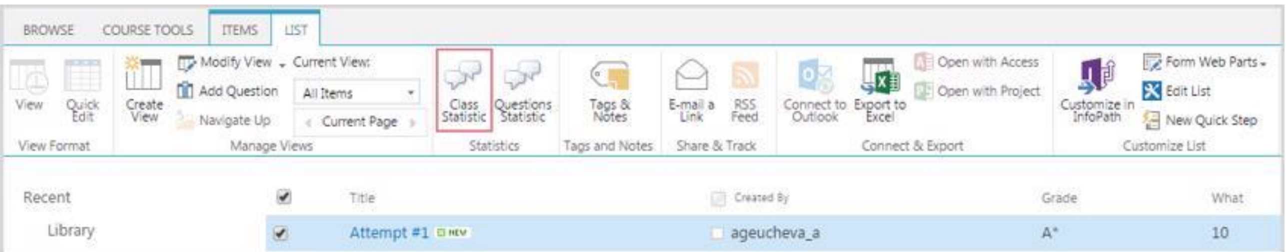


7. Once you have done it, the following form will appear, indicating the Score and the Grades and showing the answers of the user:

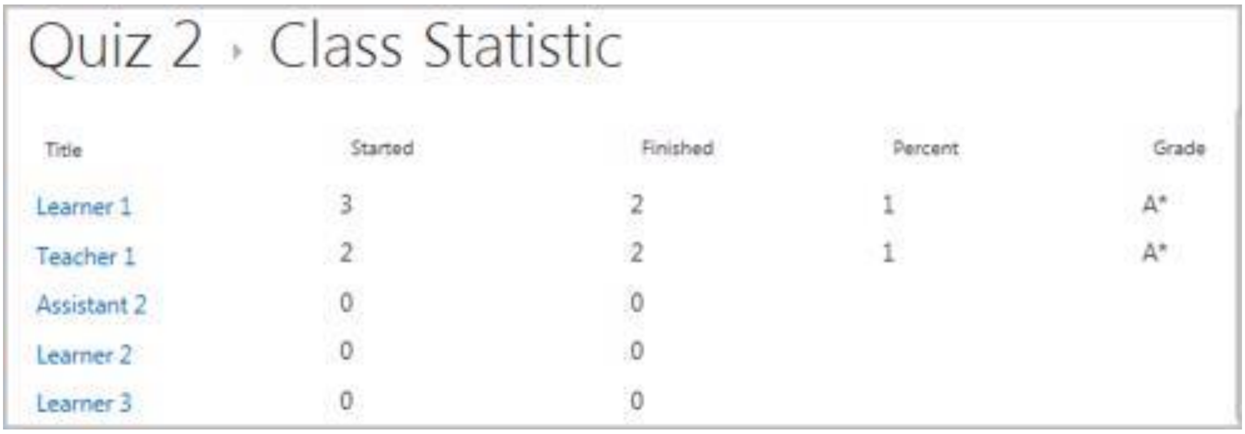


To view the **Class Statistic** view, do the following:

1. On the **All Attempts** page, go to **List** menu section on the ribbon and click the **Class Statistic** button:



2. The **Class Statistic list** will appear:



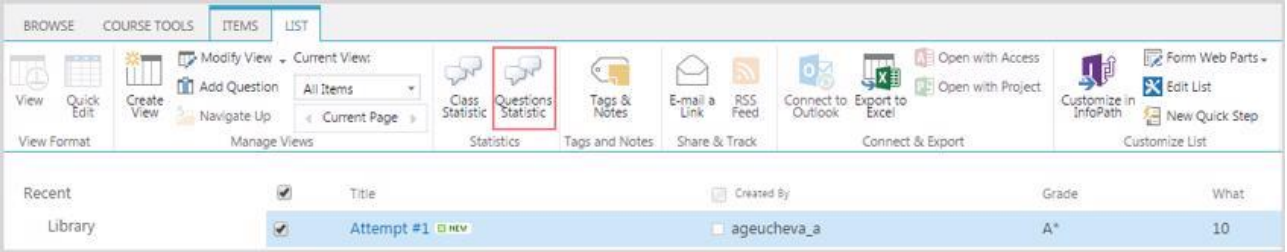
3. To view details, put the cursor arrow on the name of the needed learner. Click the down arrow by the name of the selected learner:

4. Select **View Details** option. The following form will appear:

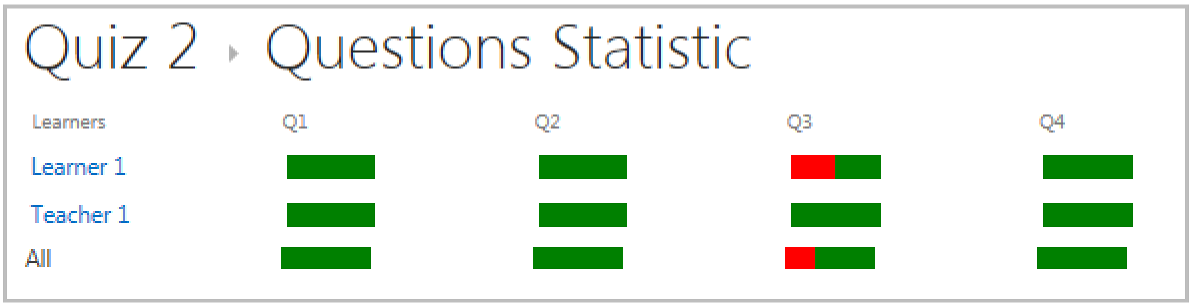
The form indicates all the attempts made by the selected learner and his/her results.

To view Questions Statistic, do the following:

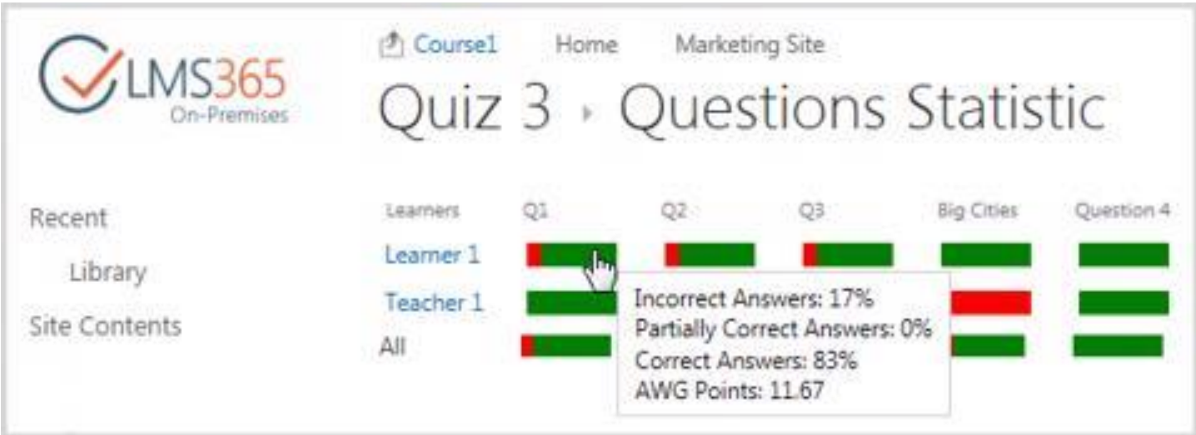
1. On the **All Attempts** level, go to **List** menu section on the ribbon and click the **Questions Statistic** button:



2. The following form will appear:



If you put the cursor arrow on the diagram, you will see the detailed statistics of the selected question:



3. Click the diagram to see the user question statistic information. Once you have done it, the corresponding form will appear:

4. To view the answers' details, click the **All Answers** button on the right corner to open the drop-down menu:

- 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).

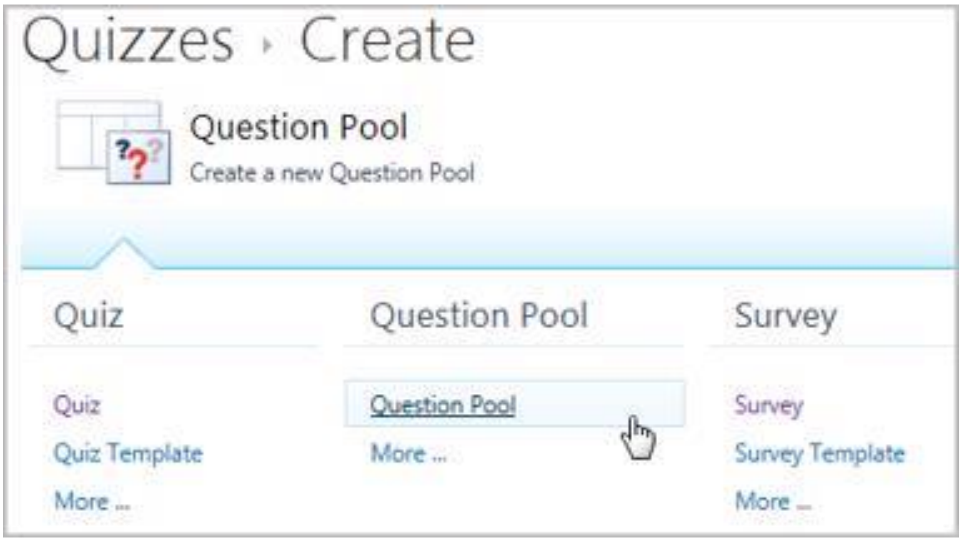
10.10 Question Pools

The system allows you to create question pools for courses or organization. Questions from the question pool may be further used in Quizzes.

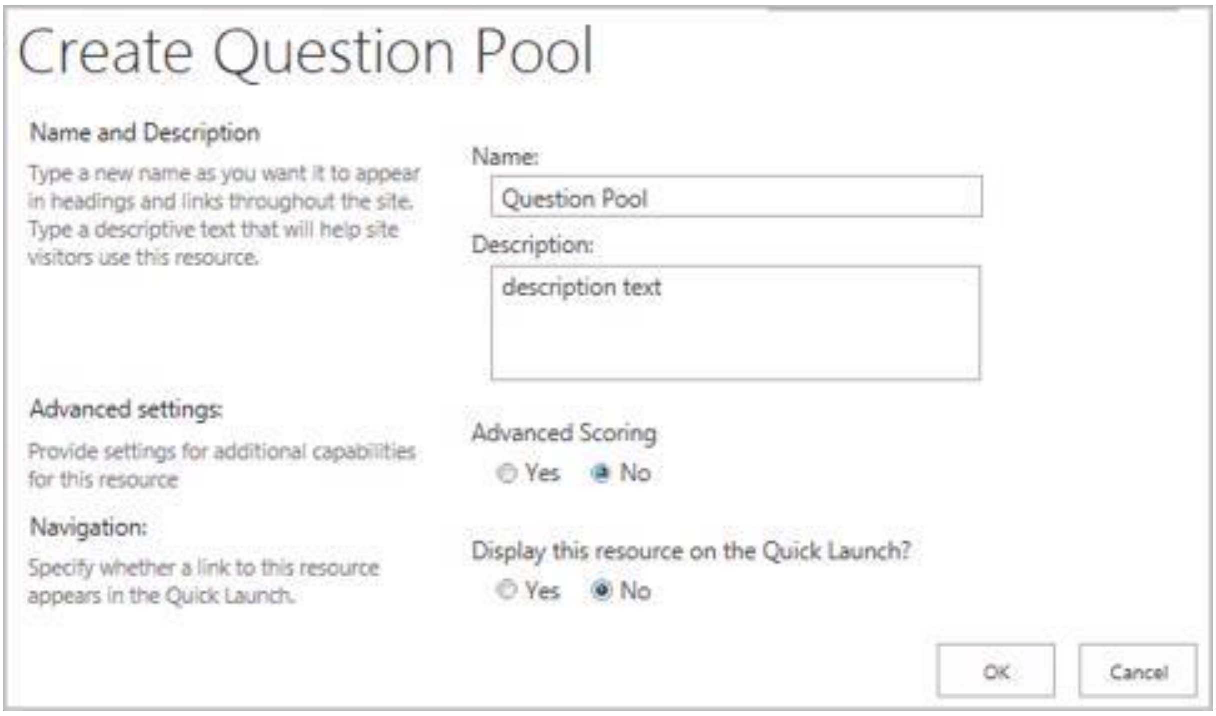
10.10.1 Creating Question Pool

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**:



3. Complete the open form:



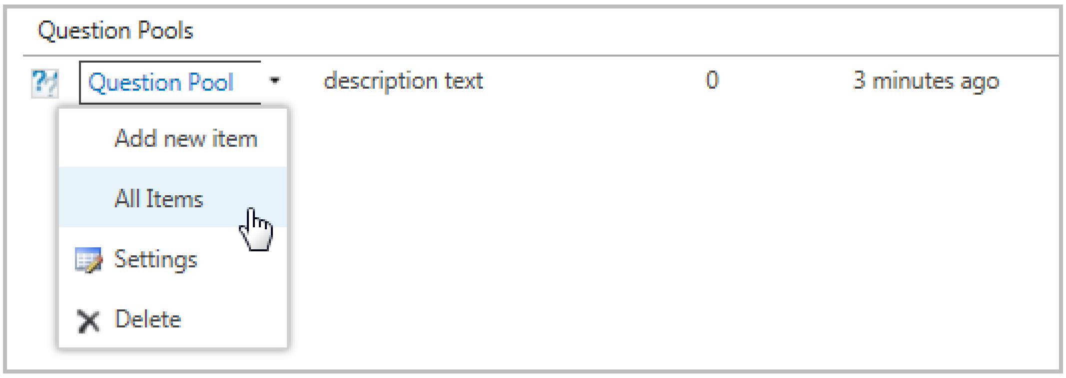
– *Name* – type the name for the question pool;
– *Description* – type the description for the question pool;
– *Advanced Scoring* – This feature allows Teachers to define lower and higher bounds for each question in a quiz, so when the system calculates the number of points for each question, it will 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 Creating Quiz Questions 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 Adding Questions to a Pool chapter.

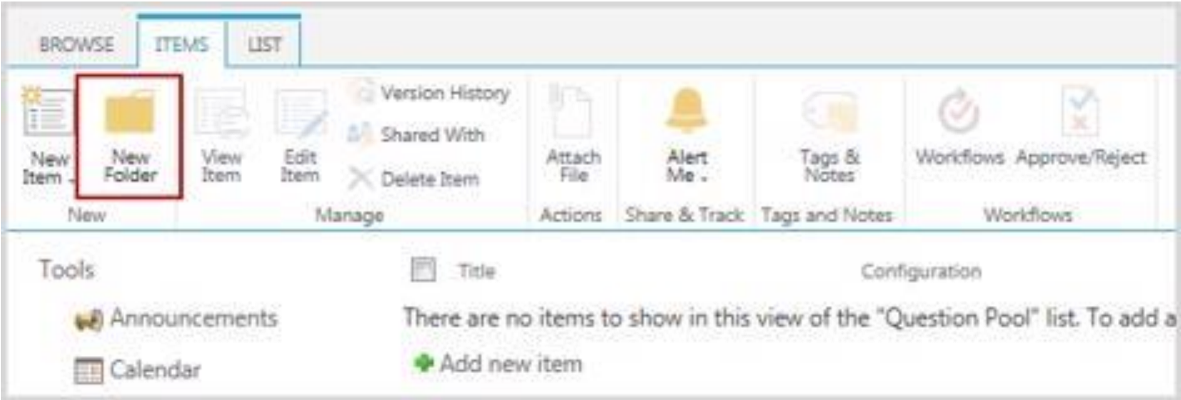
10.10.2 Adding Folder to a Pool

To add a folder to a question pool, do the following:

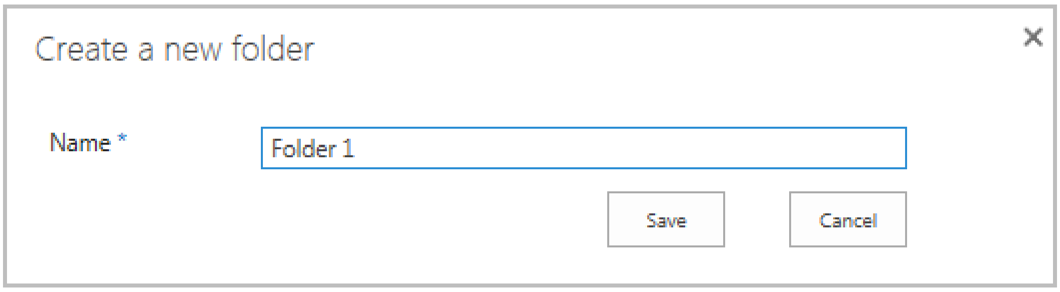
1. Enter the necessary course, and then on the left **Tools** menu, click **Quizzes**;
2. Click the down arrow next to the needed pool, and then select **All Items** from the list:



3. Click **New** at the top of the page, and then select **New Folder** from the list:



4. In the open form, type a name for the folder:

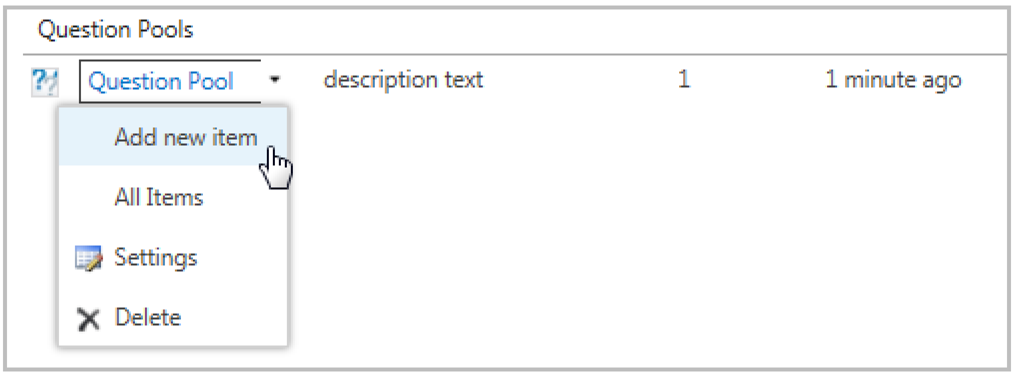


5. Click **Save** to create a folder.

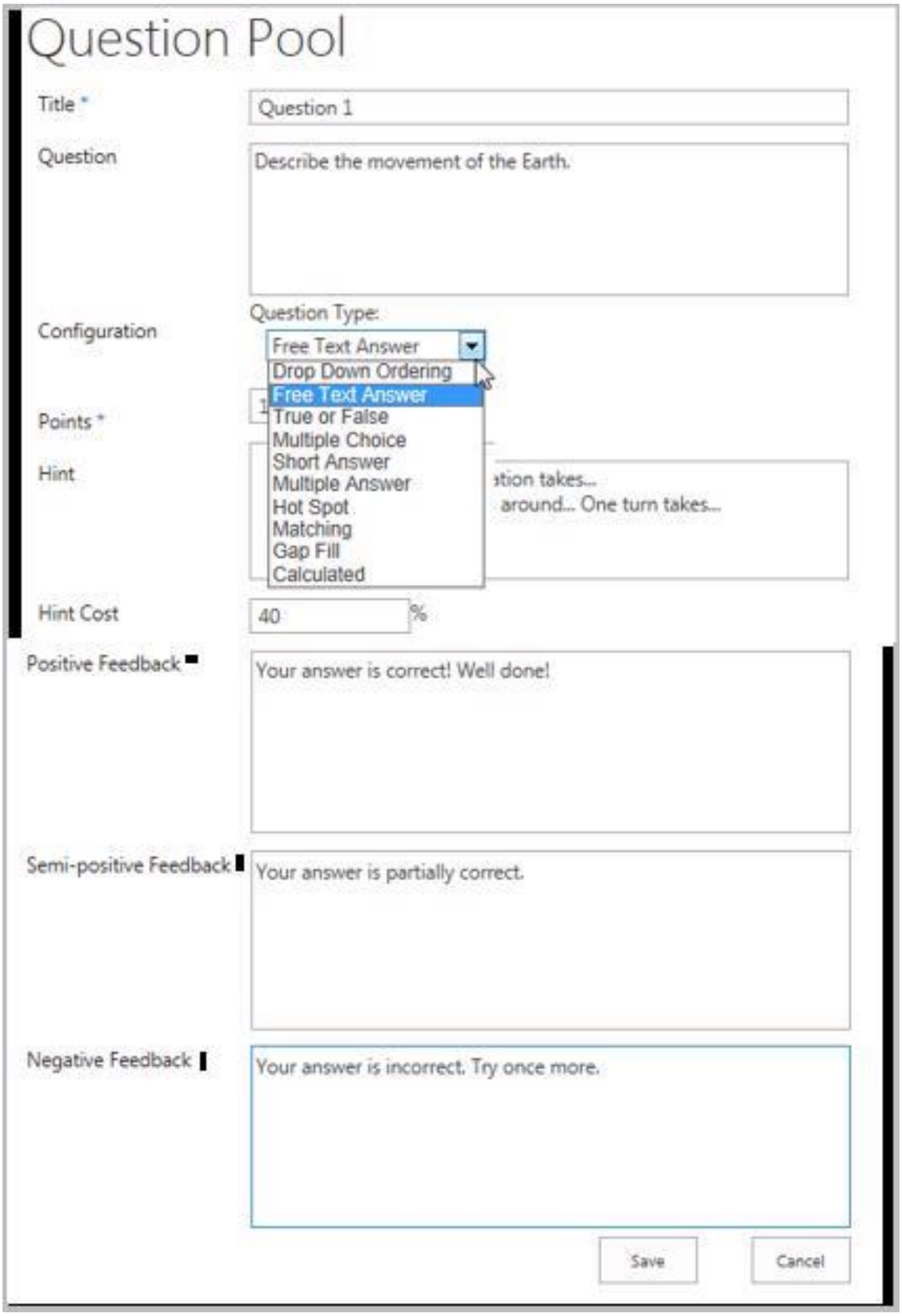
10.10.3 Adding Questions to a Pool

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:



3. Complete the open form (fields marked with an asterisk (*) are required:



- *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 Question Types chapter;
- *Points* – define how many points a learner will get for a correct answer;

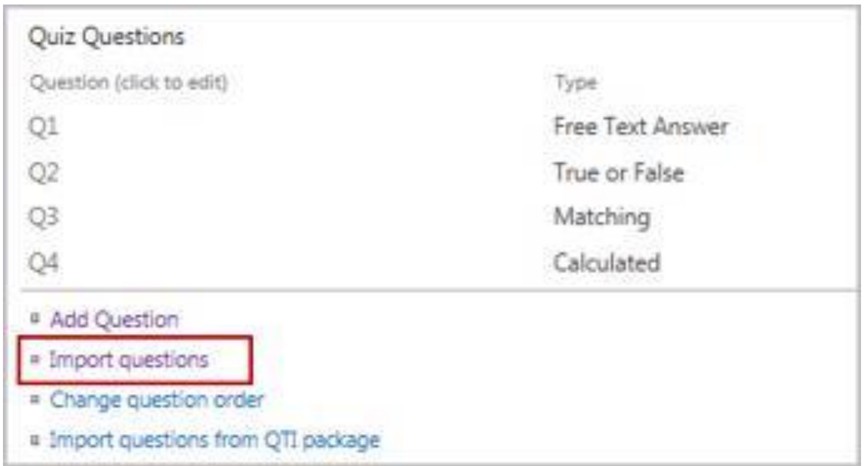
- *Minimum Points* - define how many negative points a learner will get for a wrong answer. The field is visible only if the **Advanced Scoring** option is enabled for the question pool;
- *Hint* - specify the hint if needed;
- *Hint Cost* – single out the cost of hint in per cents;
- *Feedbacks* – specify Positive, Negative and Semi-positive feedbacks in the corresponding sections if there is a need.

10.10.4 Adding Questions from the Pool

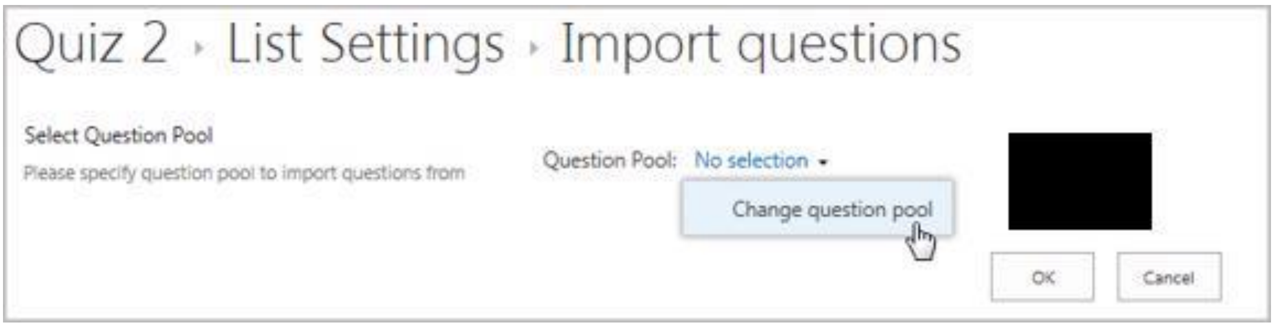
The Question Pool is a repository of questions that can be used by all quizzes of the course. If necessary, you can add questions to the quiz from the Question Pool.

To add a question from the pool to the quiz, do the following:

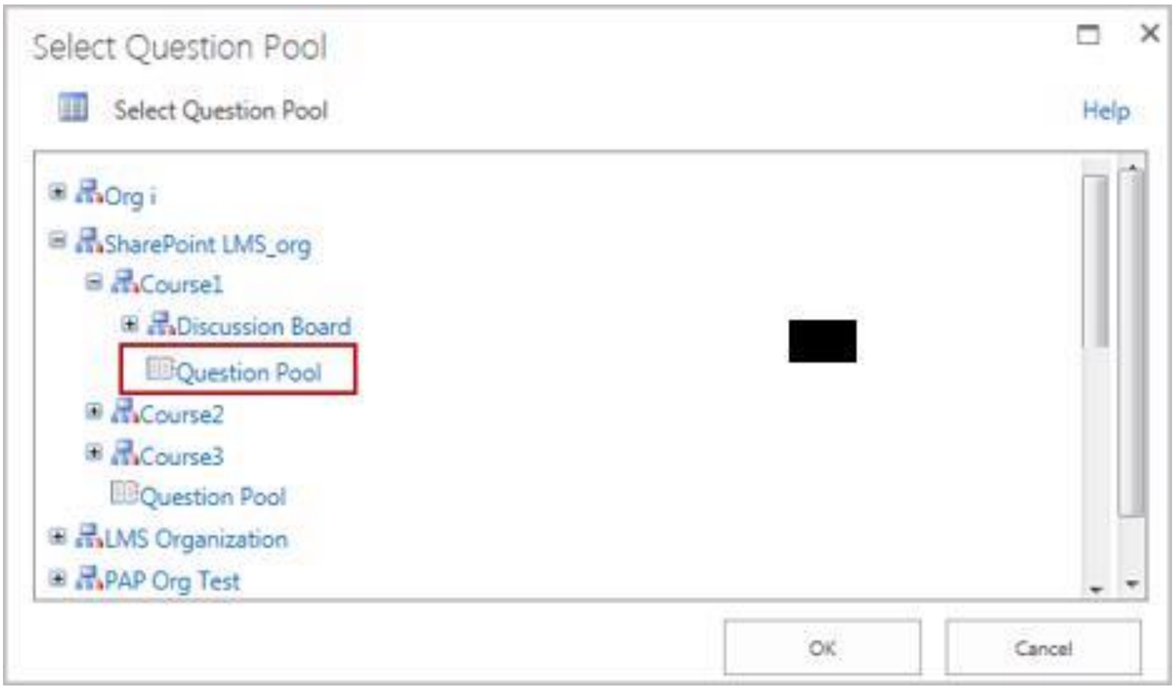
1. Enter the necessary course, and then on the left **Tools** menu, click **Quizzes**;
2. Click the down arrow next to the quiz where you want to add a question, and then select **Settings** from the list;
3. In the **Quiz Questions** section, click **Import Questions:**



4. Define a question pool from where you want to take a question:
   a) In the open form, click **Change question pool:**

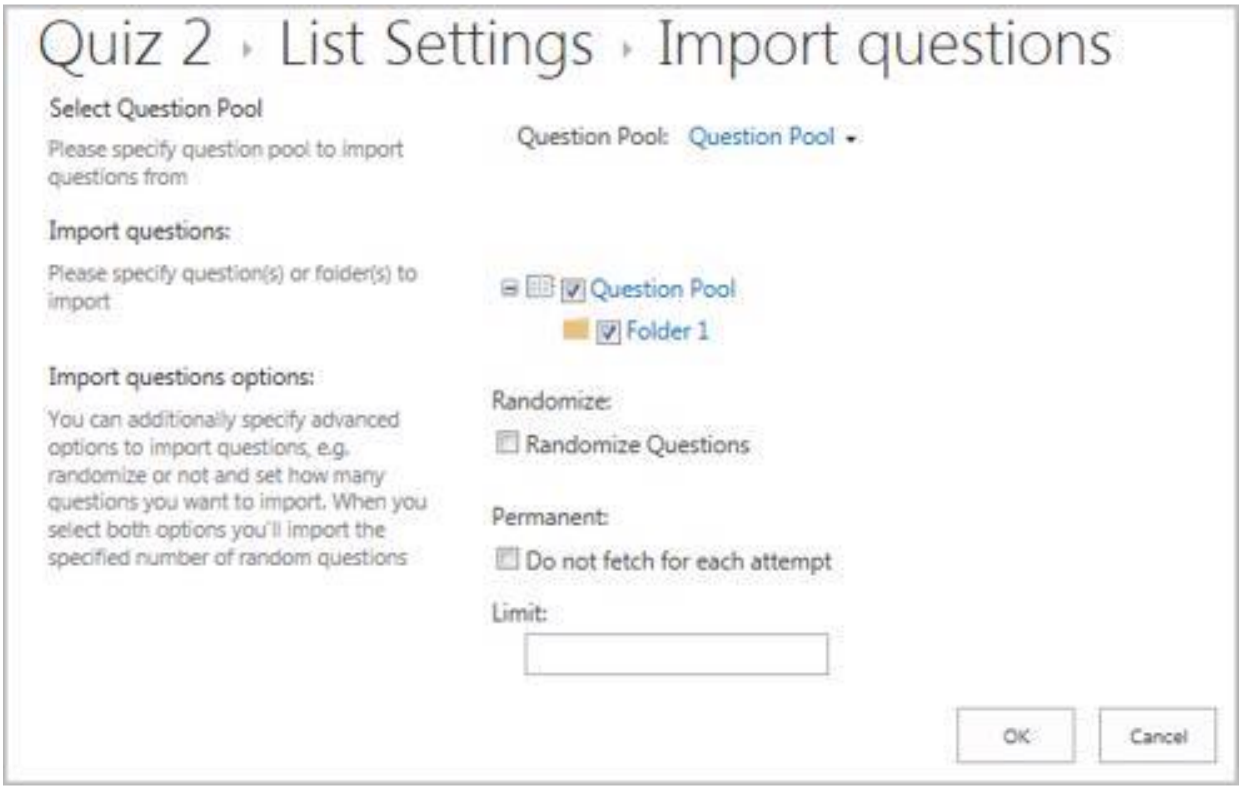


   b) In the open dialog box, click the name of the needed question pool:



c) Click **OK.**

5. Complete the open form:



- *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):

- *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.

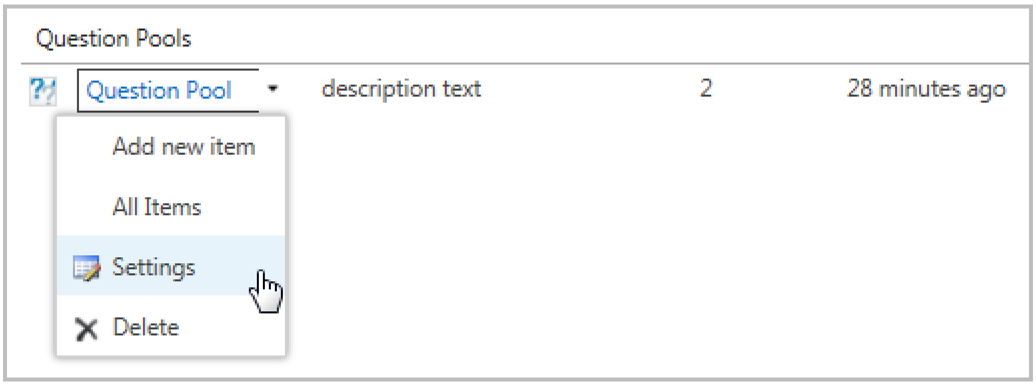
6. Click **OK** to import the selected questions.

10.10.5 Global Question Pool Settings

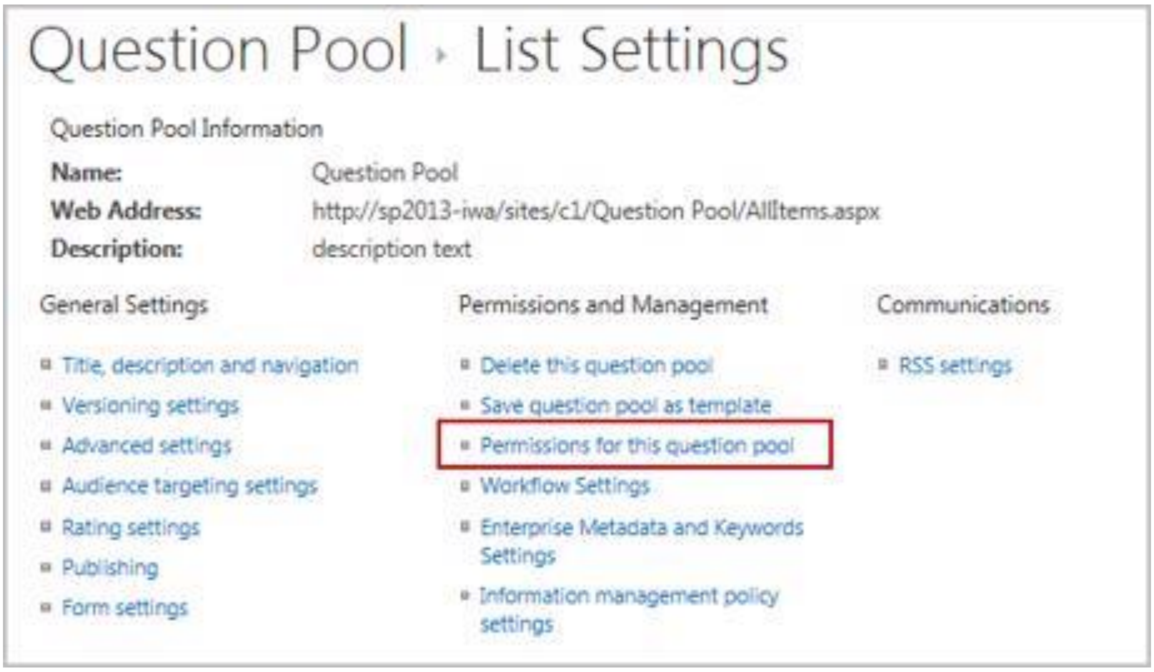
The system allows importing the Question Pool questions from different courses and organizations.

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:

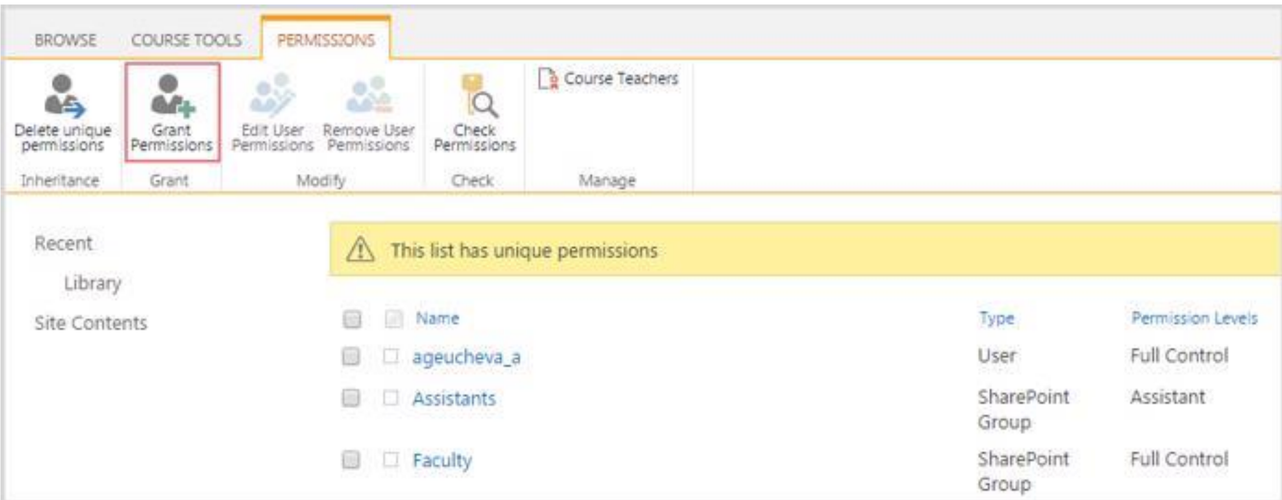
1. Enter the Question Pool which questions you want to share;
2. Select the needed Question Pool by putting the cursor arrow on it;
3. Click the down arrow by the name of the selected Question Pool to open the drop-down menu:



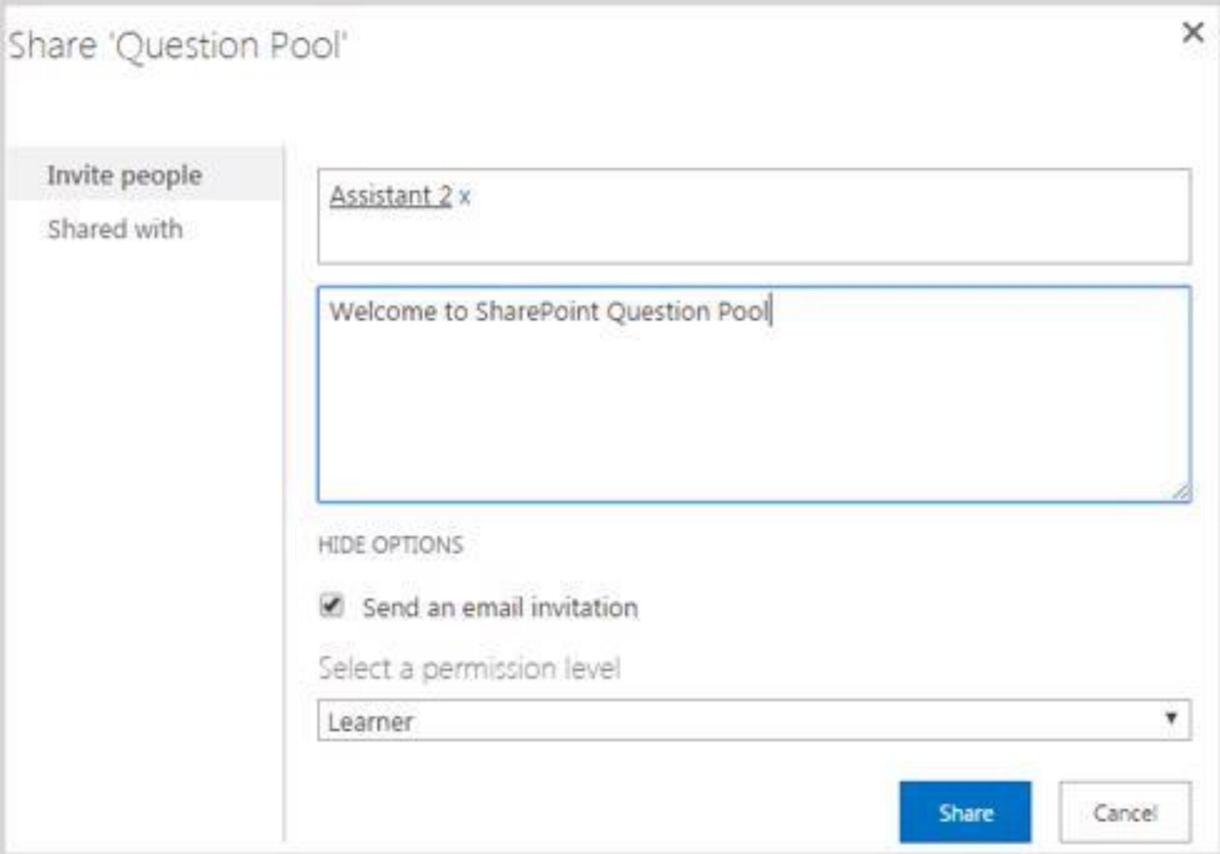
4. Select **Settings;**
5. On the **List Settings** Level, go **Permissions and Management** and select **Permissions for this question pool:**



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:



8. Complete the open form:



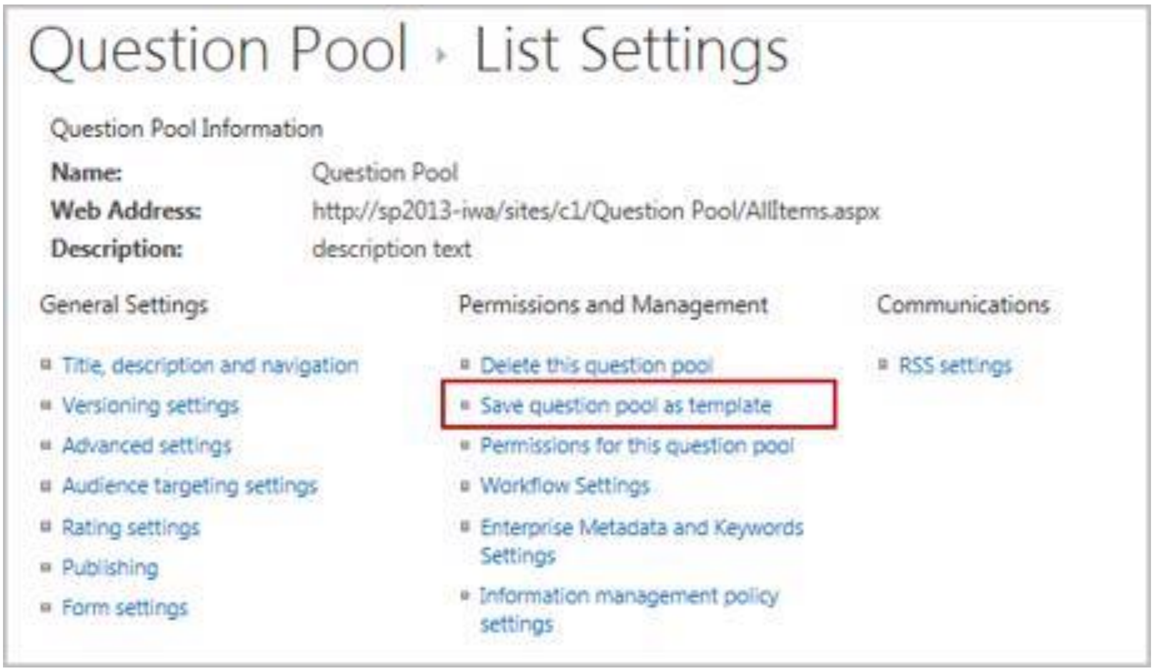
– *Invite People* – select users or groups whom you want to grant permissions to. Divide the names with a semicolon. You can use the **Check names** and **Browse** buttons when specifying users and groups;
– *Send an email invitation* – use the option to send personal e-mails to the users, regarding 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.

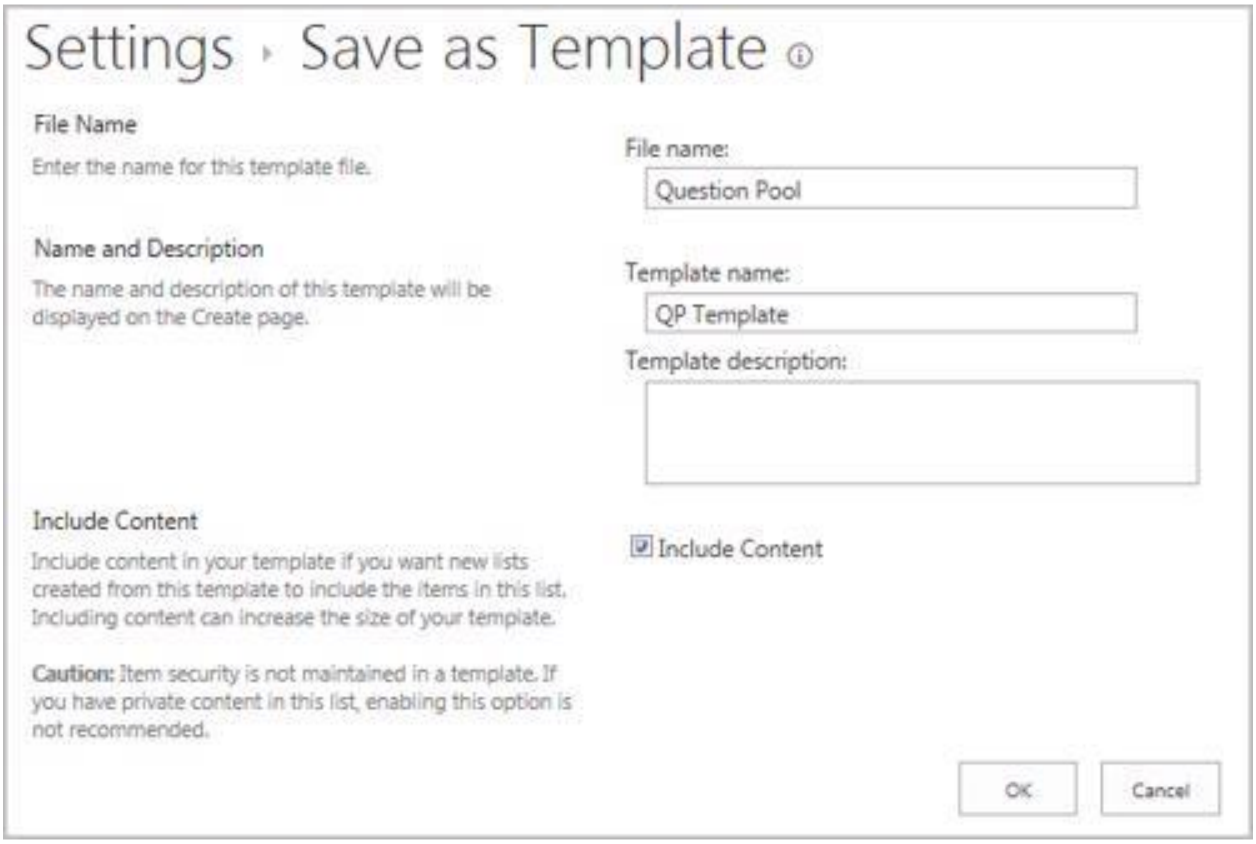
10.10.6 Saving Question Pool as a Template

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**:



4. Complete the open form:



- *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.

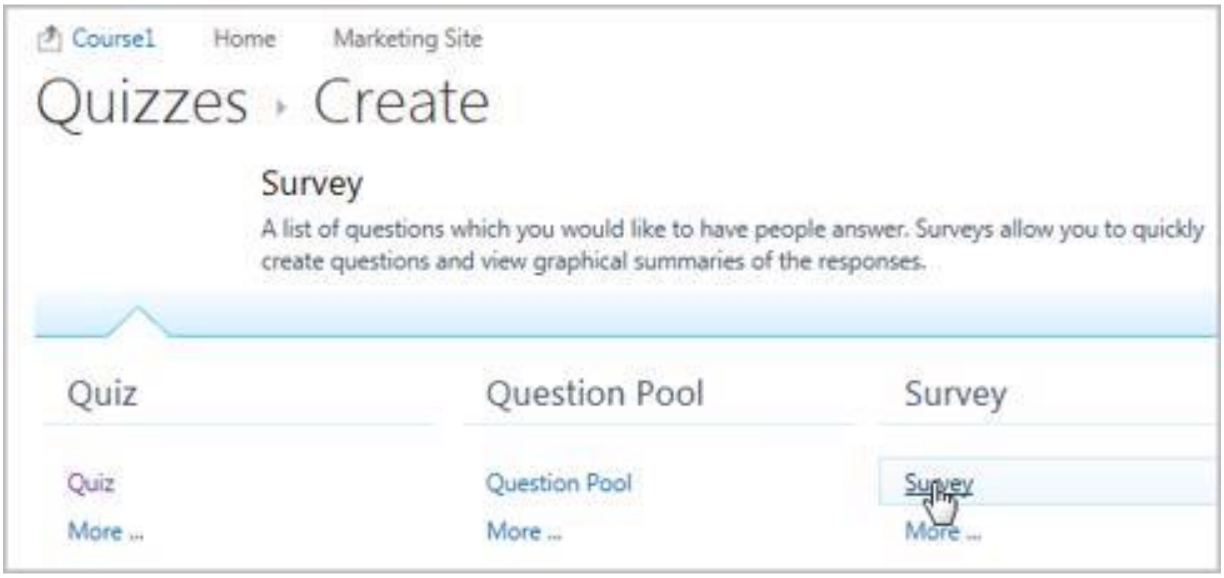
10.11 Surveys

10.11.1 Creating a Survey

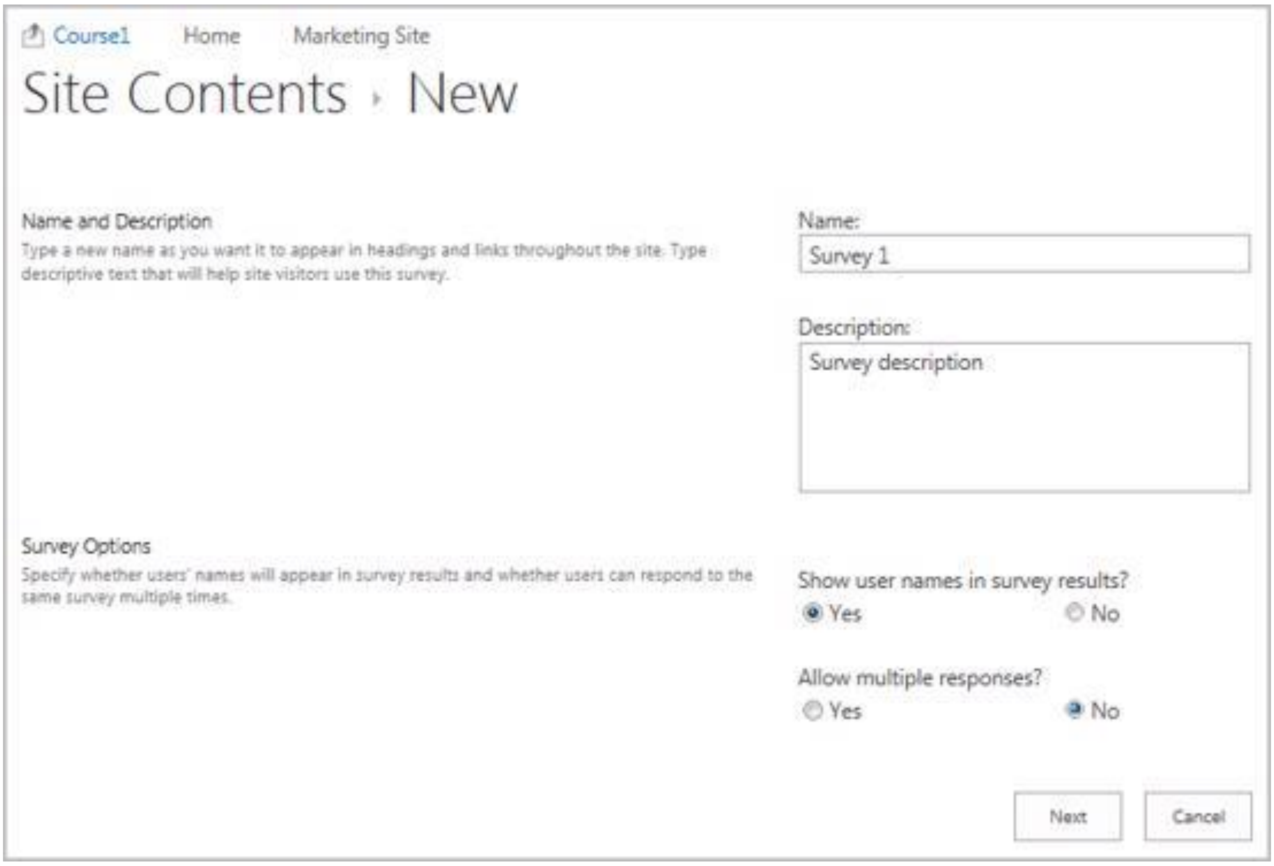
The system allows you to create surveys to poll other Web site users.

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:**

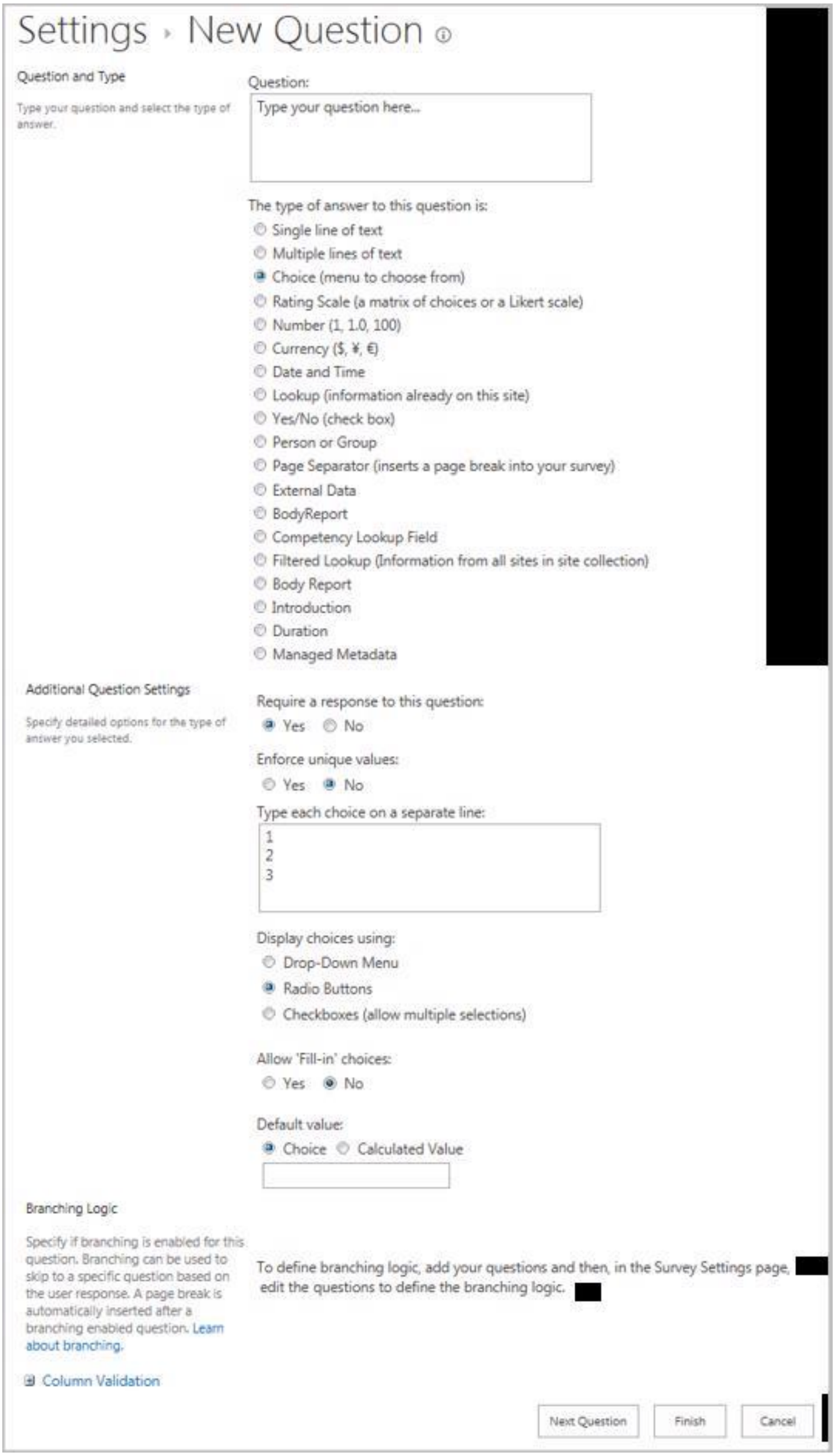


3. Complete the open form:



- *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:


Settings › New Question
Question and Type
Type your question and select the type of answer.
Question:
Type your question here...
The type of answer to this question is:
Single line of text
Multiple lines of text
Choice (menu to choose from)
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)
External Data
BodyReport
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:
Drop-Down Menu
Radio Buttons
Checkboxes (allow multiple selections)
Allow 'Fill-in' choices:
Yes No
Default value:
Choice Calculated Value
Branching Logic
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.
Column Validation
Next Question
Finish
Cancel

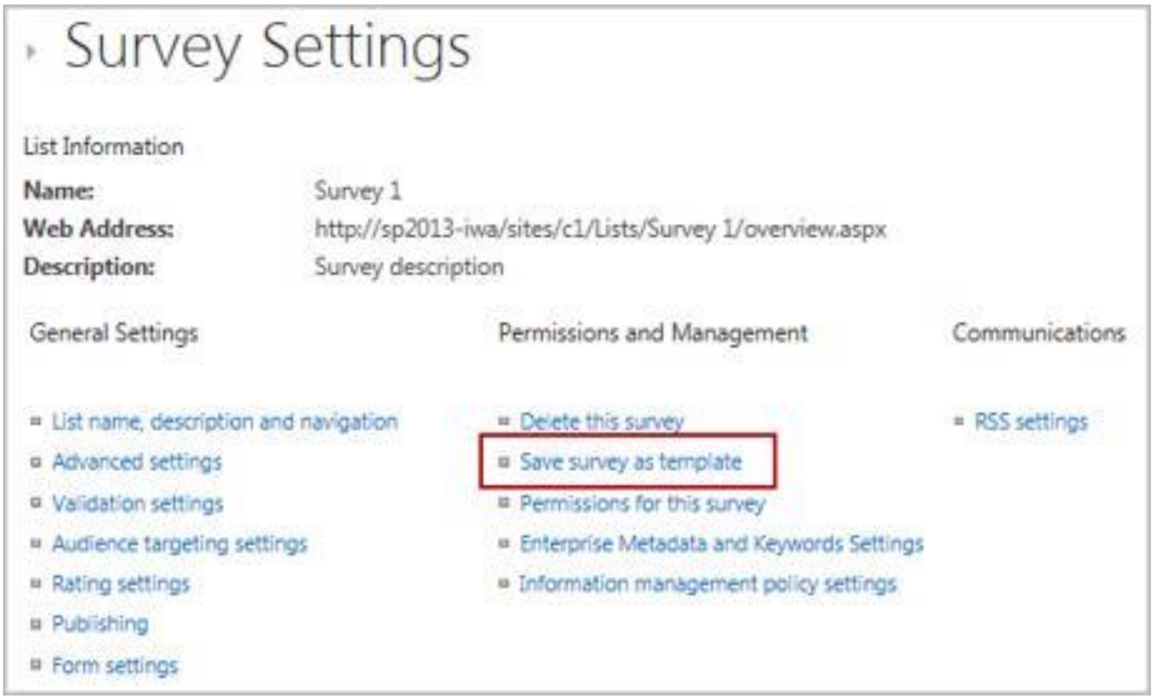
- *Question* - type the question;
- *Answer Type* - select how the user need to answer the question;
- *Additional Question Settings* – these options will differ depending on the answer type you have selected.

6. Click **Next Question** to save the question and continue to create another one. Click **Finish** to save the question and finish creation.

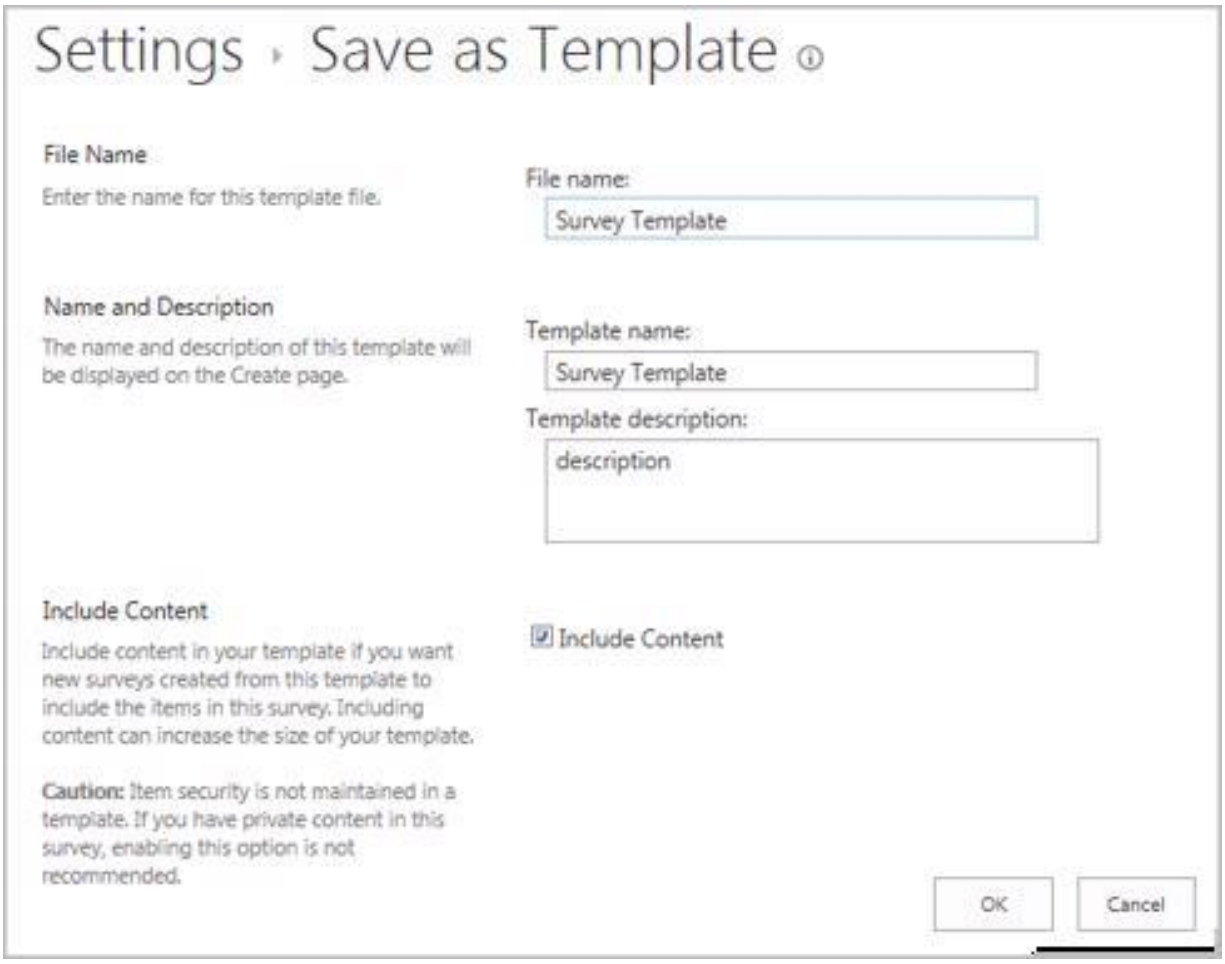
10.11.2 Saving Survey as a Template

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:**



4. Complete the open form:



- *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.

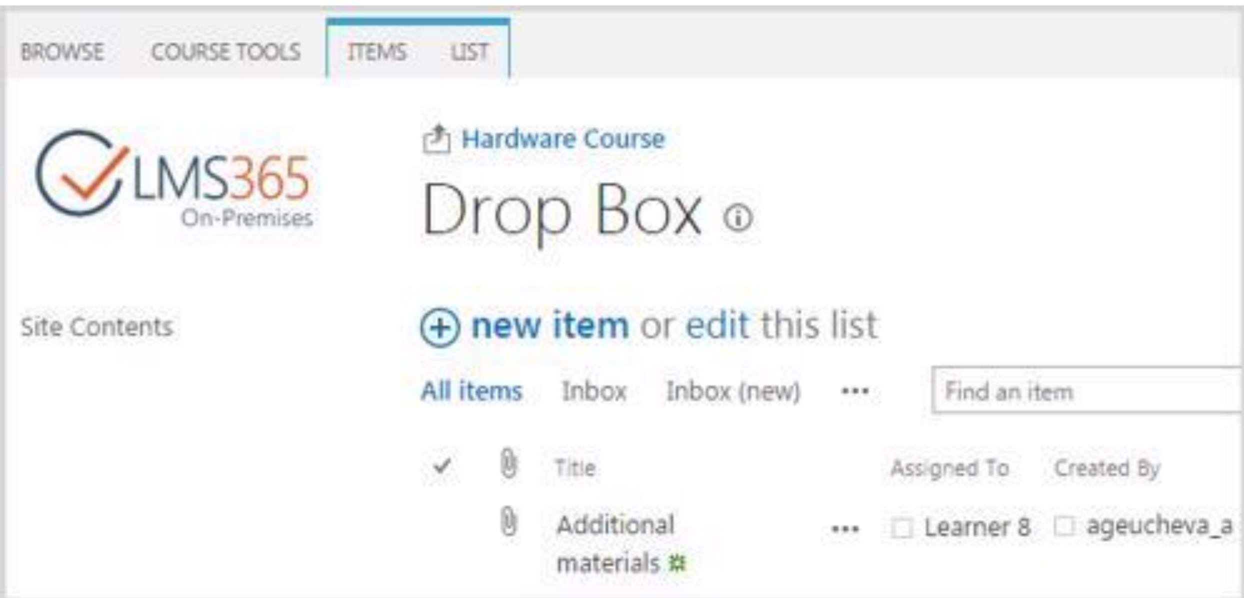
All items added to the Drop Box by Learners are checked by Plagiarism prevention service by default. To disable Plagiarism Control for Drop Box items, do the following:

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:

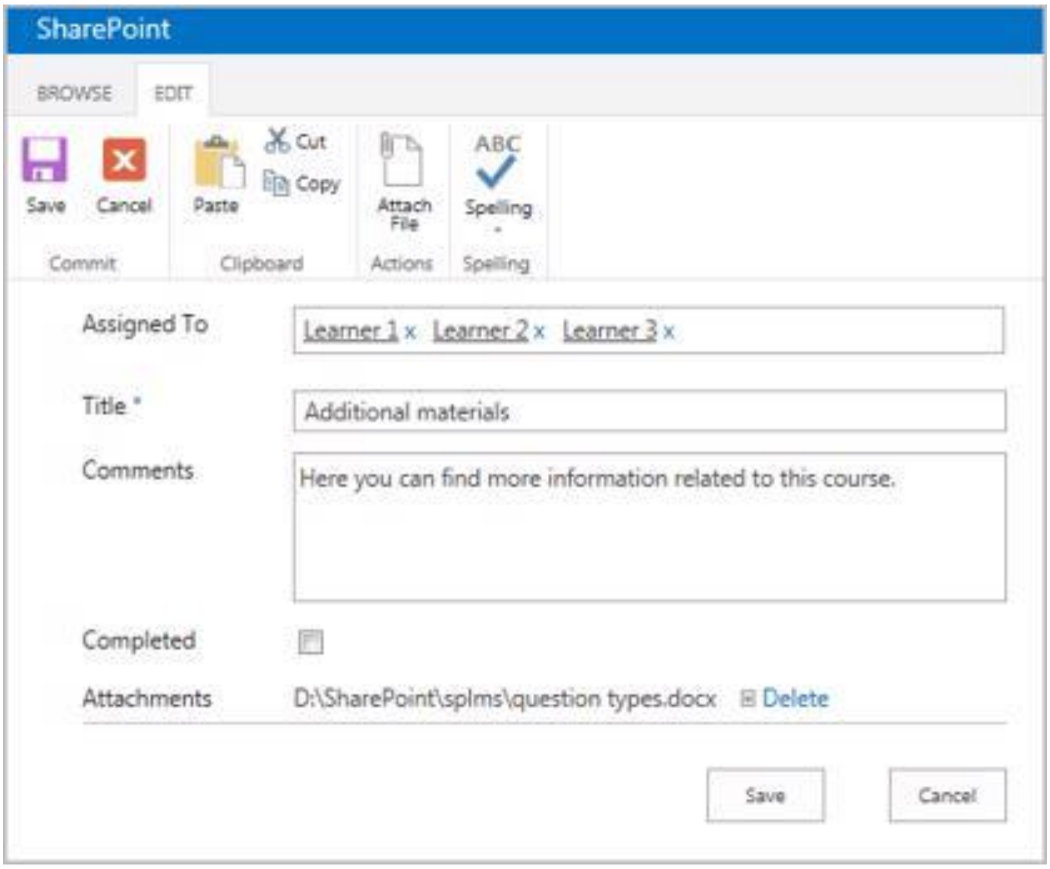
1. Enter the necessary course;
2. On the **Course Tools** menu, click **Drop Box**. The list of drop box files will be shown in the main workspace area:



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 ;
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:



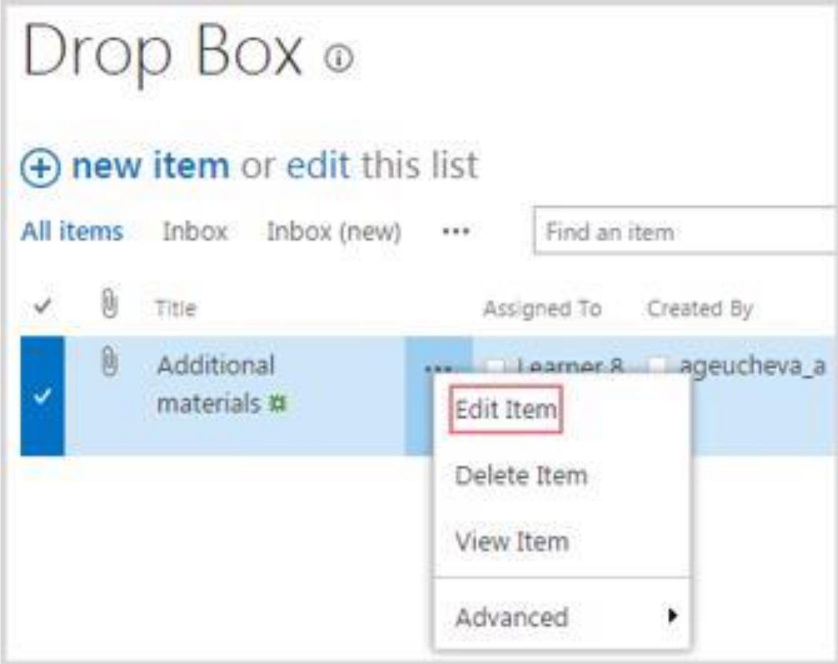
   - Click **Attach File** to attach the necessary file;
   - Click **Spelling** to check the spelling.

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

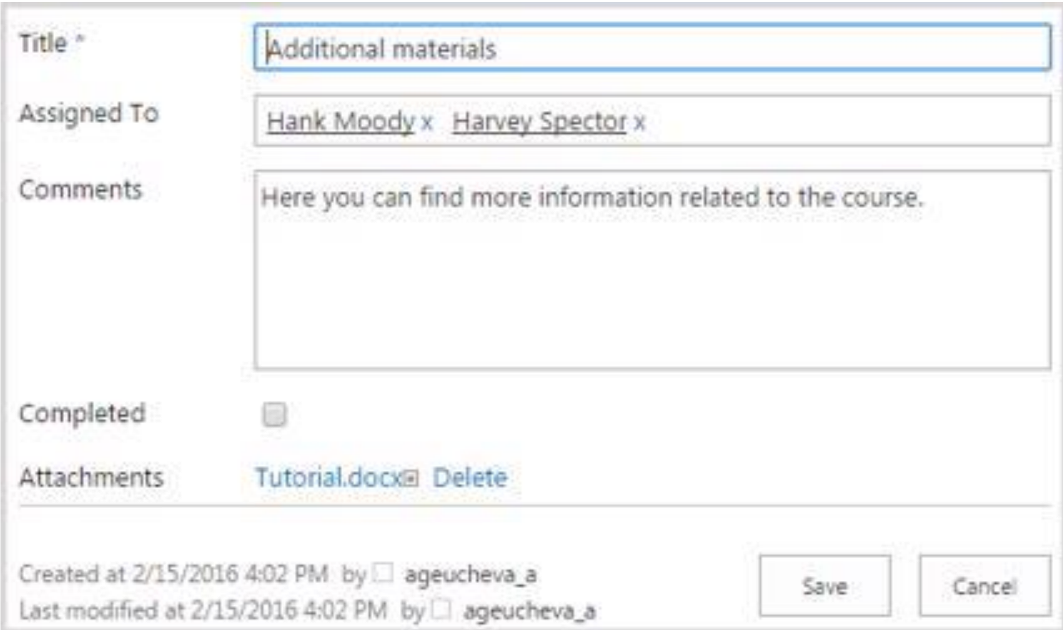
11.2 Modifying Drop Box Items

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:

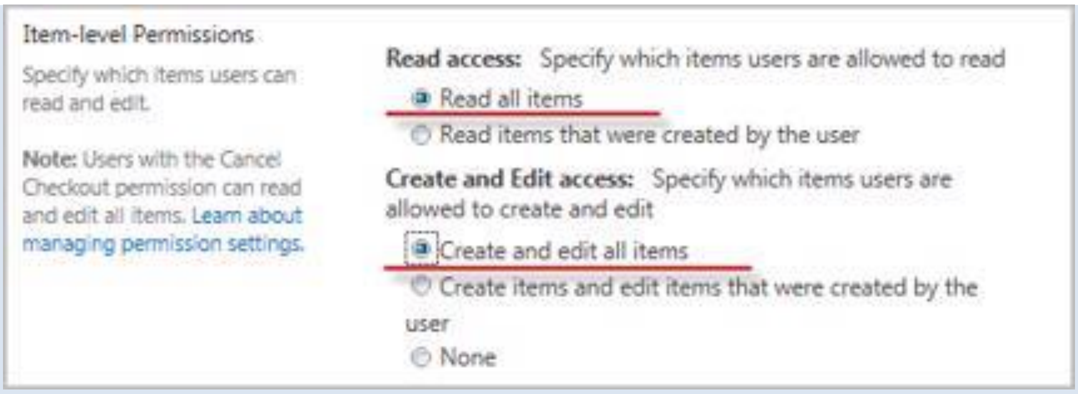


In the following form you can modify the item title, persons to assign to and mark the item as Completed.



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:

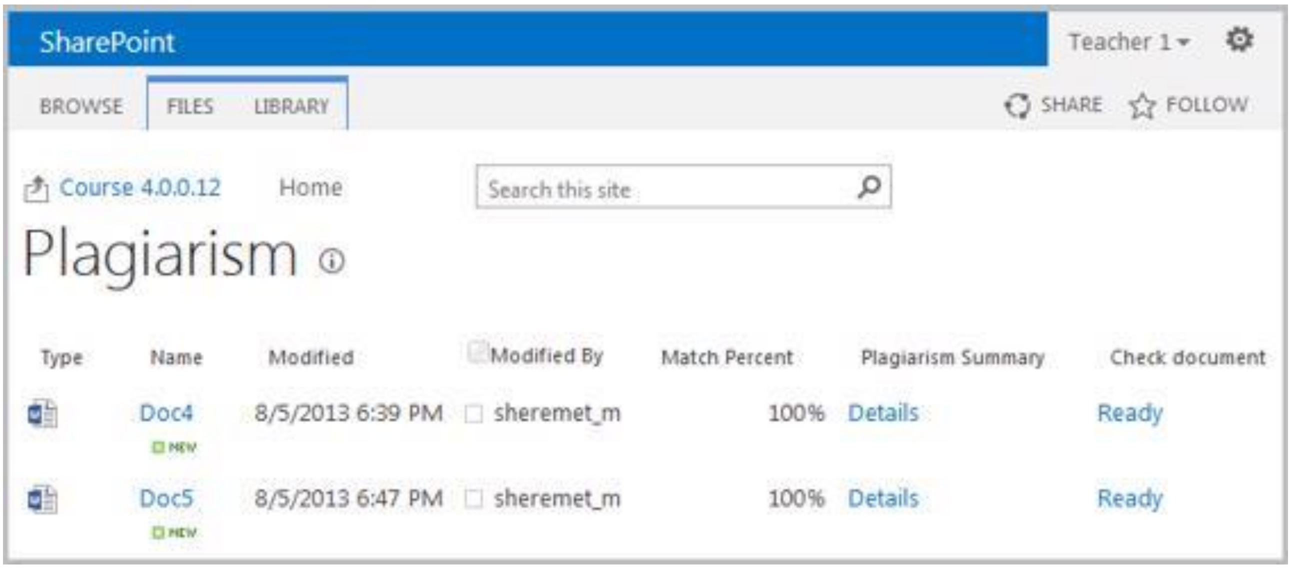


(Drop Box >List > List Settings >General Settings >Advanced Settings)

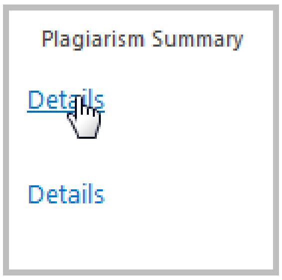
It is not recommended to modify the default settings. If **Read (Create and edit) items that were created by the user** or **None** radio buttons are selected, settings will remain the same (users will only be able to view items; modification is impossible anyway).

12. PLAGIARISM

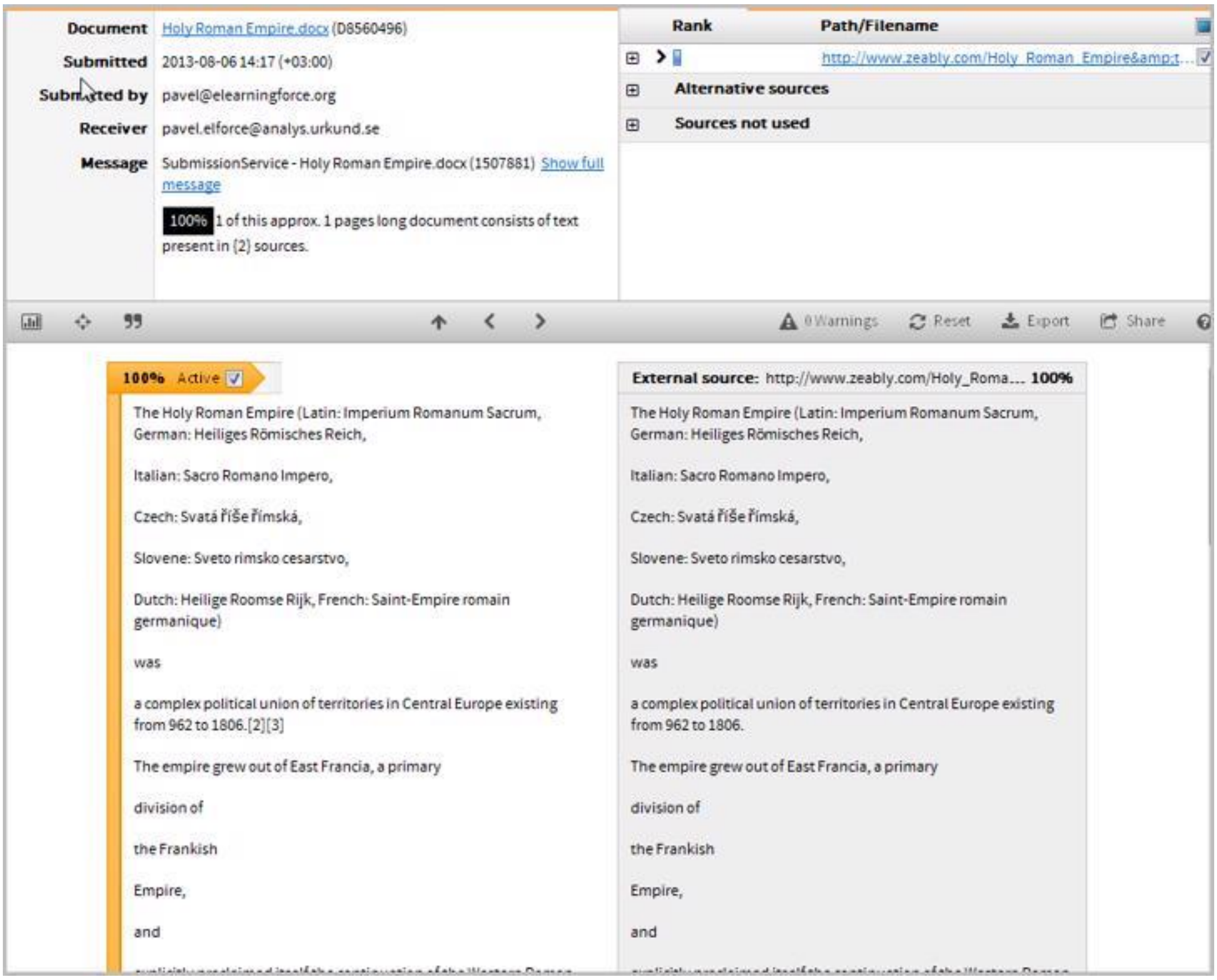
The **Plagiarism** section enables teachers to check all received documents for plagiarism:



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):



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:



The following types of documents can be checked for plagiarism by the system:

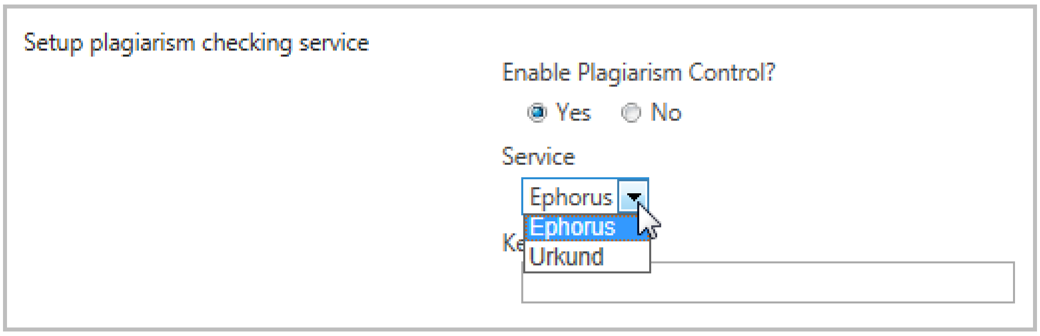
- .docx,
- .doc,
- .txt,
- .rtf,
- .sxw,
- .odt,
- .pdf,
- .html,
- .htm

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:



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:
A key to the anti-plagiarism system is provided depending on the service the user is subscribed to. The key is not included into the SharePoint LMS license agreement and has to be purchased through a third party company, i.e. **Ephorus** (after purchasing a license you will be sent a handin code, which, in turn, needs to be entered here in the **Key** section).
It is also necessary to have Ephorus support set http://service.sharepointlms.com/Ephorus.asmx 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:

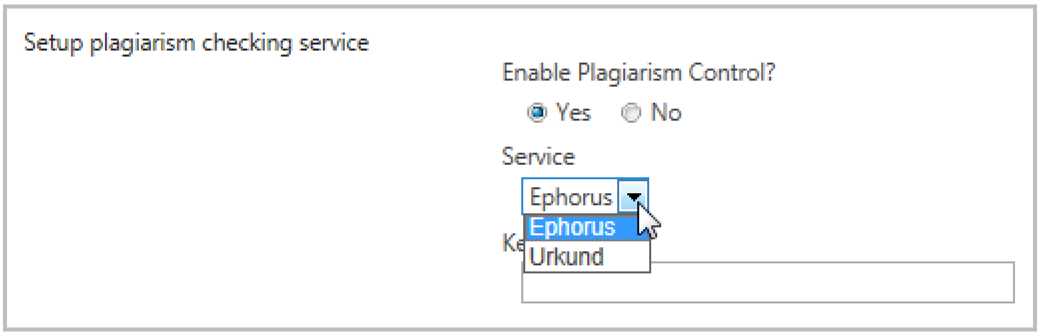
ID	Handin code	Version	Edit
01	(Accepted) handin code 01		
02	(Accepted) handin code 02	Version 3 http://service.sharepointlms.com/Ephorus.asmx	

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:



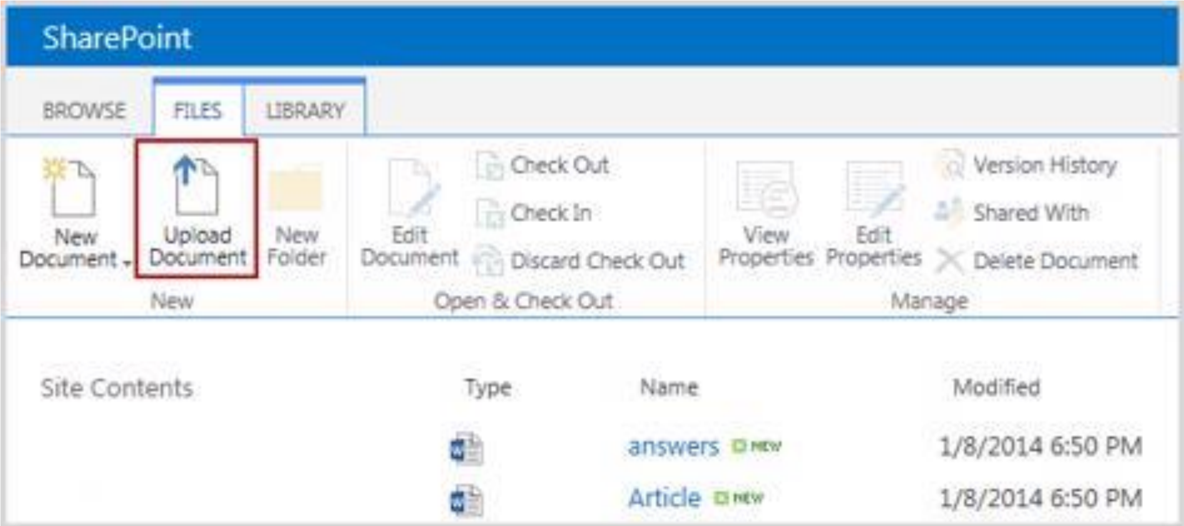
4. Click **OK** to save the changes.

NOTE:	A necessary system can also be chosen in **Central Administration**. 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 *Ephorus* service, only **the first** Learner's public version of attachment file is sent for checking. If you are using *Urkund* service, **each** 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 (https://www1.ephorus.com/#/documents). 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:

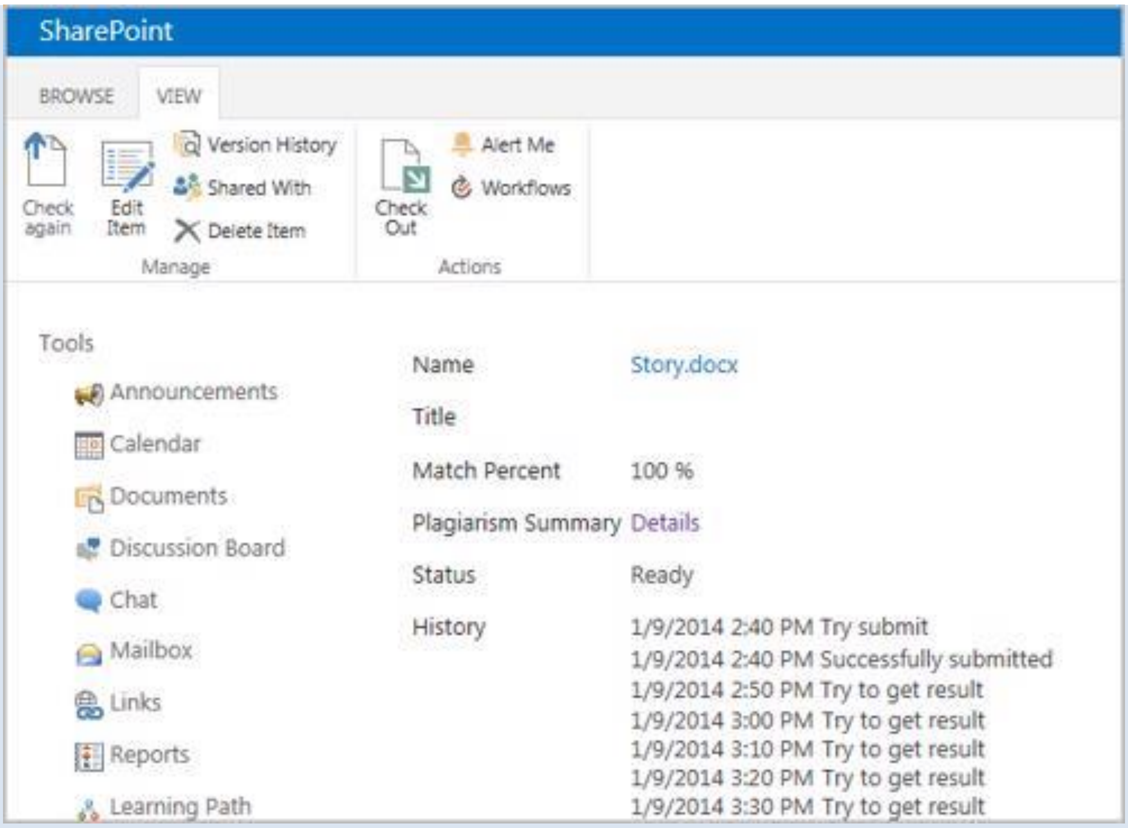
1. Go to **Plagiarism** section;
2. In the ribbon menu click **Upload Document**:



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:

NOTE: If an error occurs during the plagiarism check, you can send the document for checking again. To do it, follow the steps below:

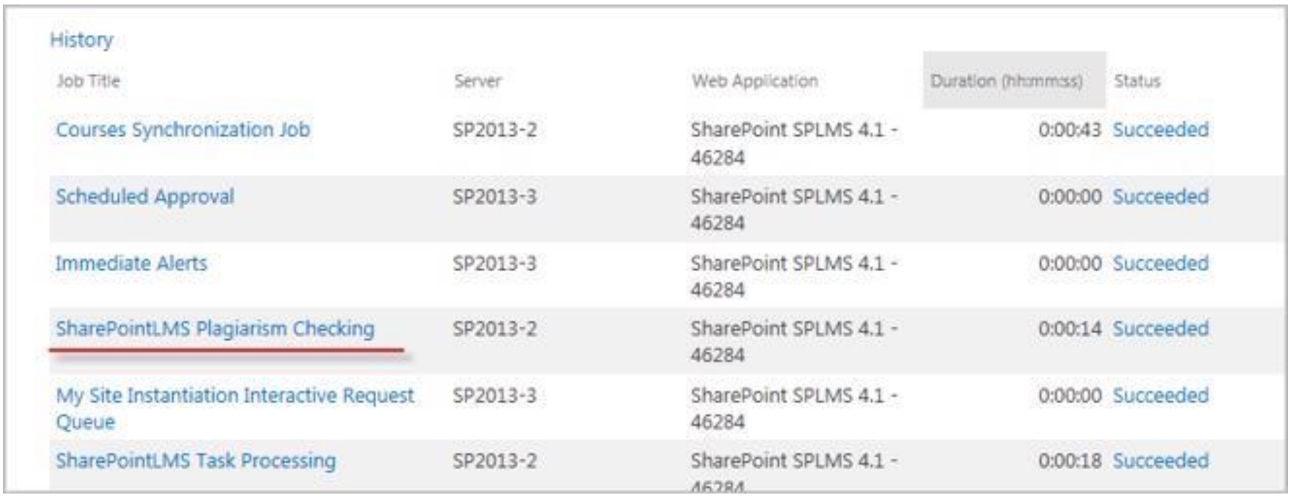
1. Select the View Properties from the drop-down menu of the document with the Error status;
2. In the properties window click the **Check Again** button in the ribbon menu:



This may help in case if the error is "*The operation has timed out*". But for example, in case of such errors as "*Hand In code not found*", or "*The remote server returned an error: (404) Not Found.*" The second check will give the same result. That is why it is recommended to view the History log before sending the document for another plagiarism check.

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:

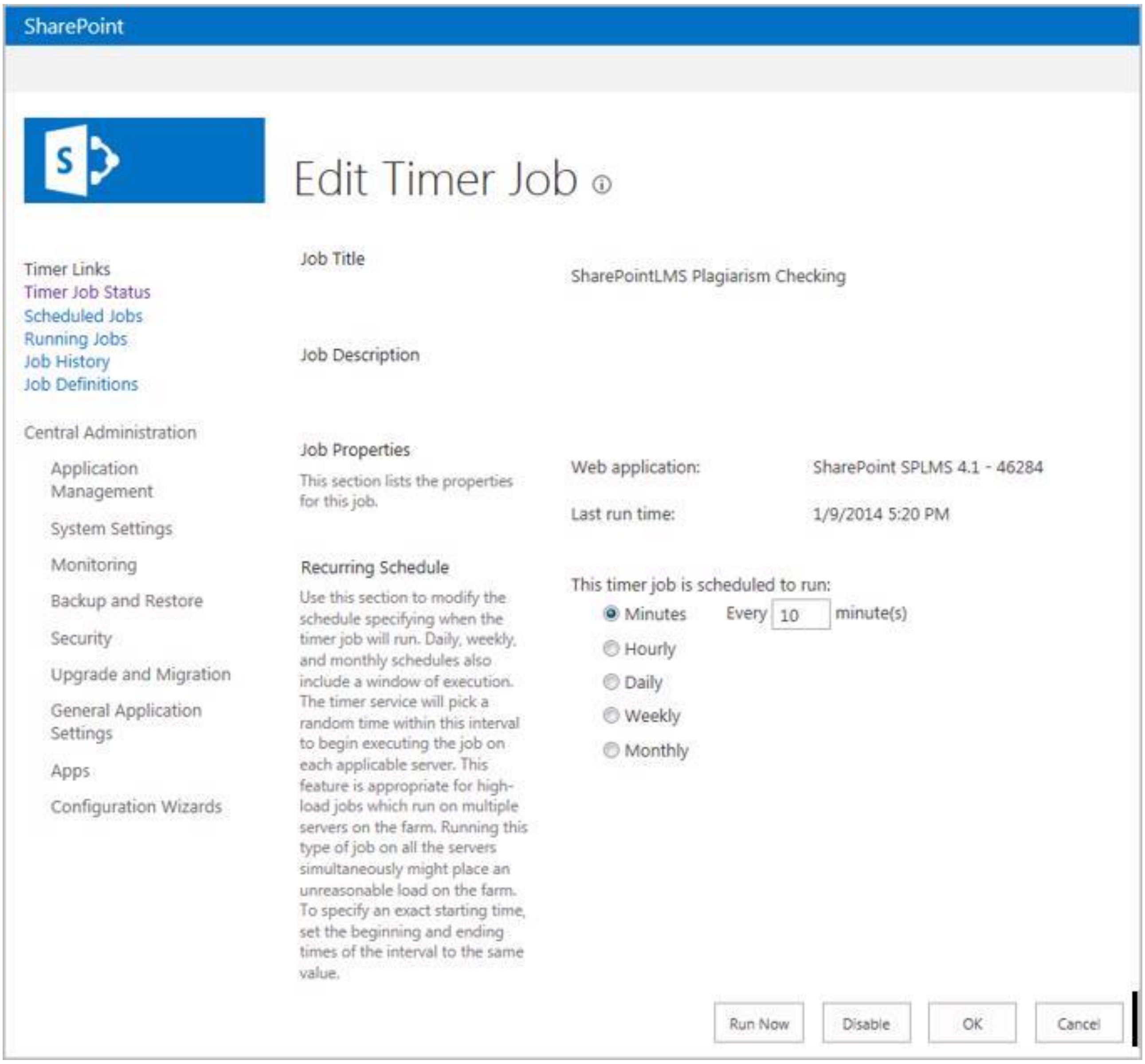
1. In the Central Administration go to **Monitoring** > **Check Job Status**;
2. Select **SharePoint LMS Plagiarism Checking job** from the list of jobs:



History

Job Title	Server	Web Application	Duration (hh:mm:ss)	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:



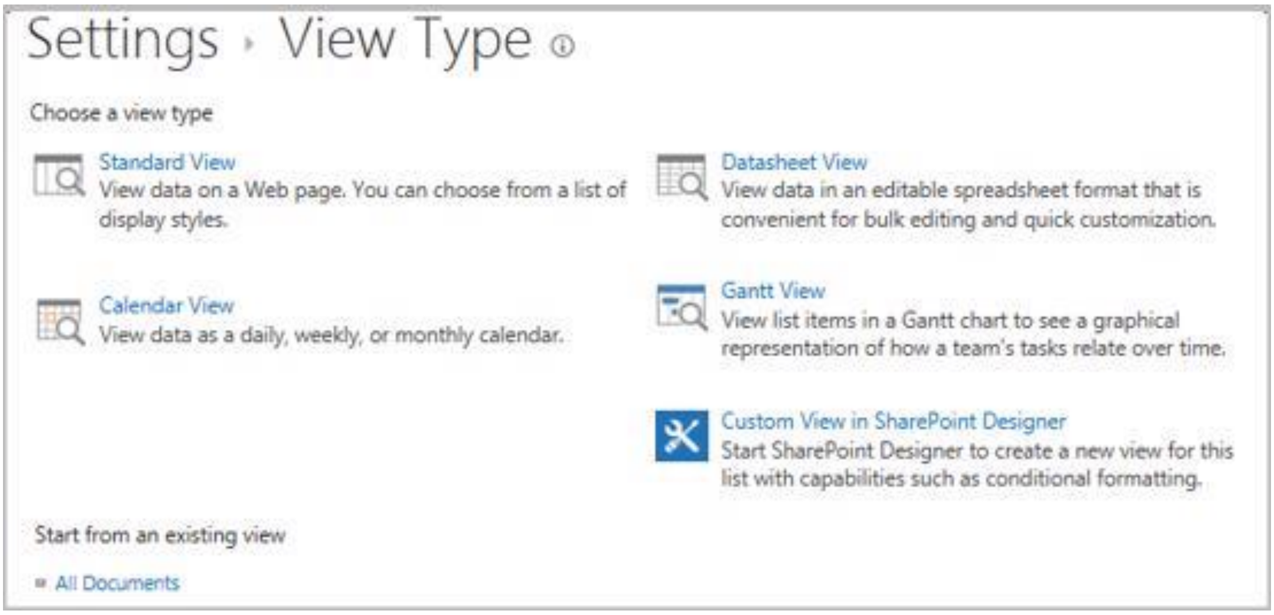
Click OK to save the changes or Run Now to start the job immediately.

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:



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.

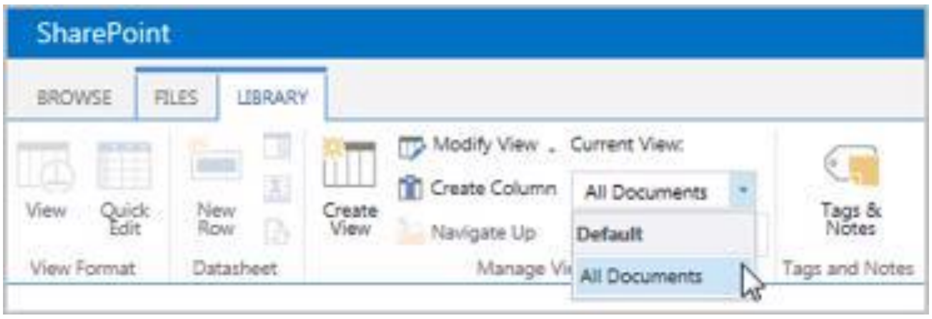
12.3.1.4 Creating Gantt View

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

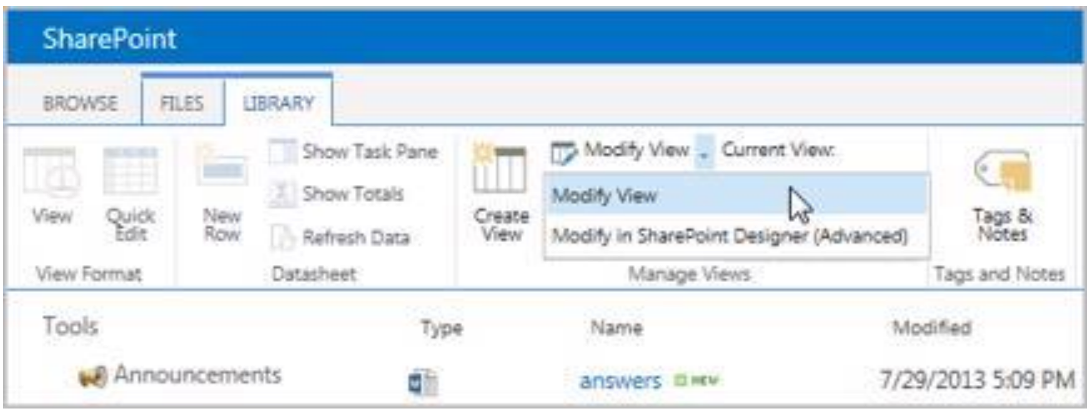
To manage View settings press the **View** drop-down list button and choose the view you want the document be presented to you. By default there are two kinds of view: All documents view and Explorer view. You can either modify the chosen view or create a new one:



12.3.3 Modifying View

To modify the view:

1. Go to **Library>View>Modify this view**:

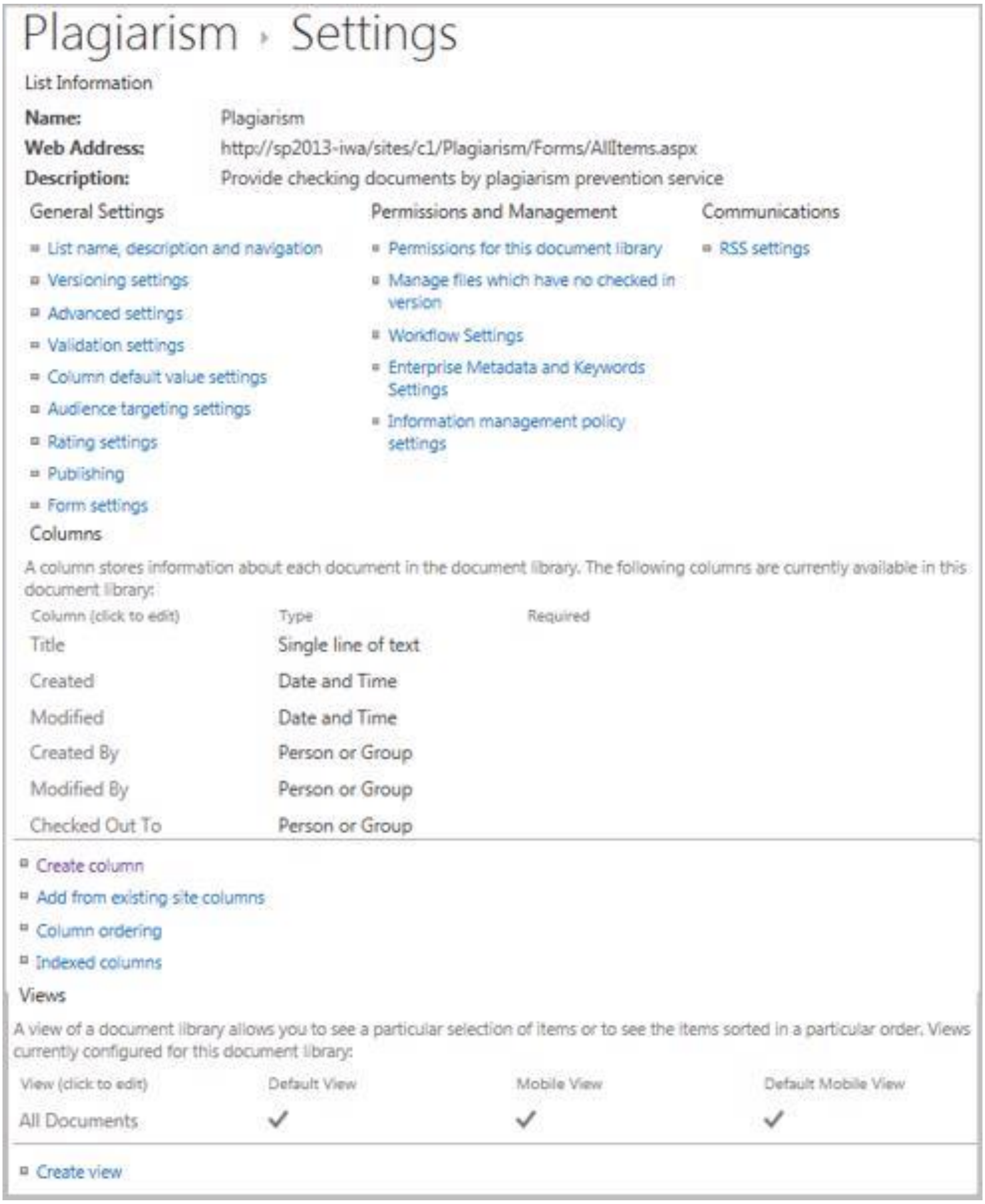


2. Specify the **Name** of the view you create;

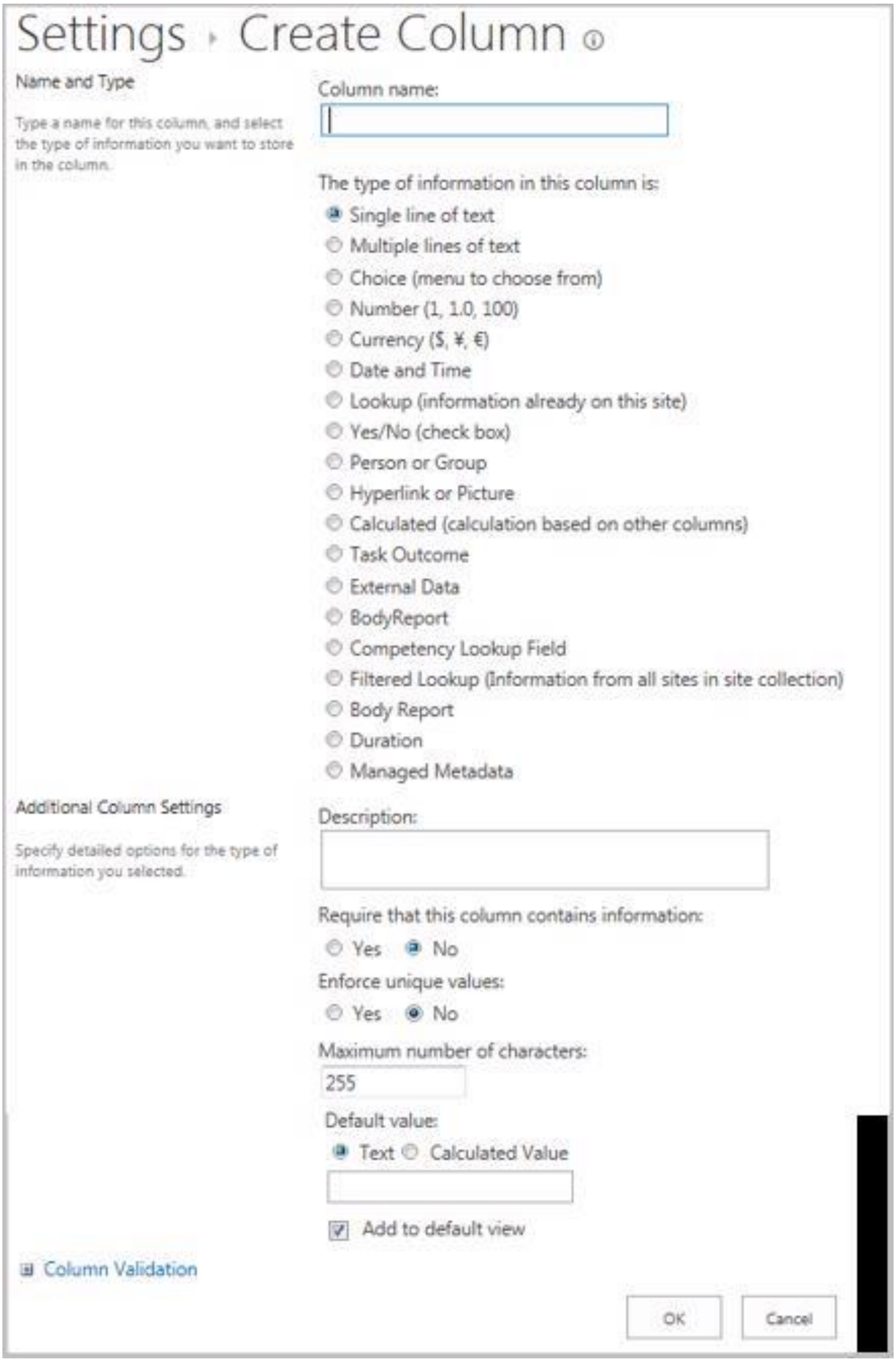
3. Check the corresponding boxes to choose what columns are to be displayed;
4. Sort the order of the items;
5. Define the **Filter** for the items;
6. Decide how your items will be grouped;
7. Specify the **Totals, Styles, Folders, Item limit** and **Mobile** setting for your view and press the OK button 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:**

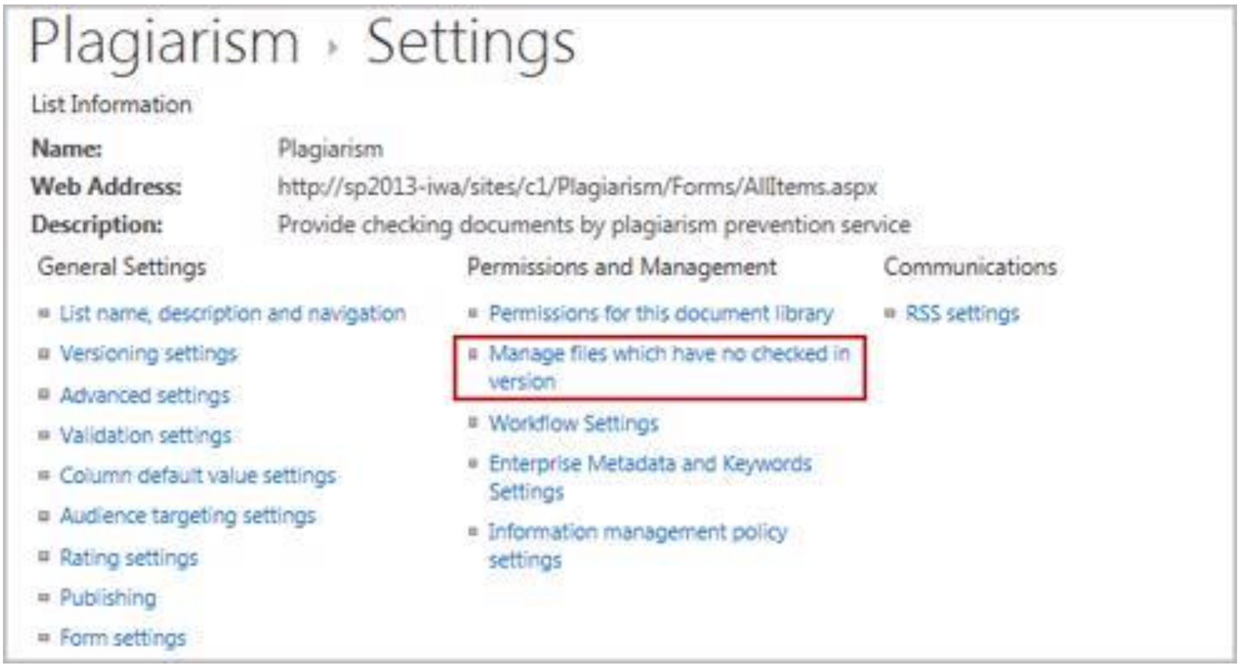


In the Columns section you can create a new column:



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:



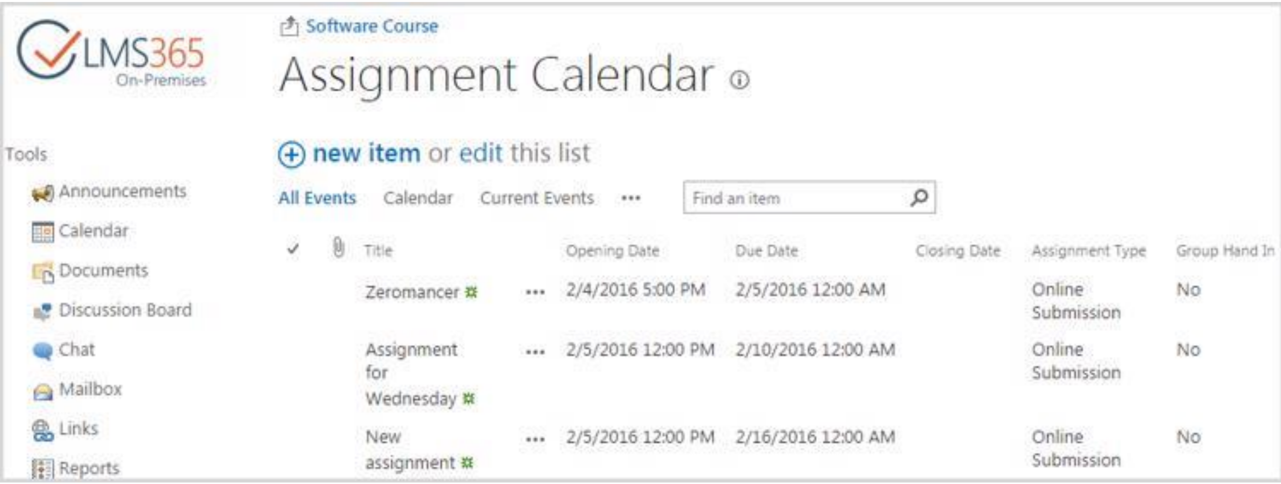
Here all the current settings of the Plagiarism section are displayed. From this window you can make changes in the document library settings. You can manage columns of the current document library and views too.

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.

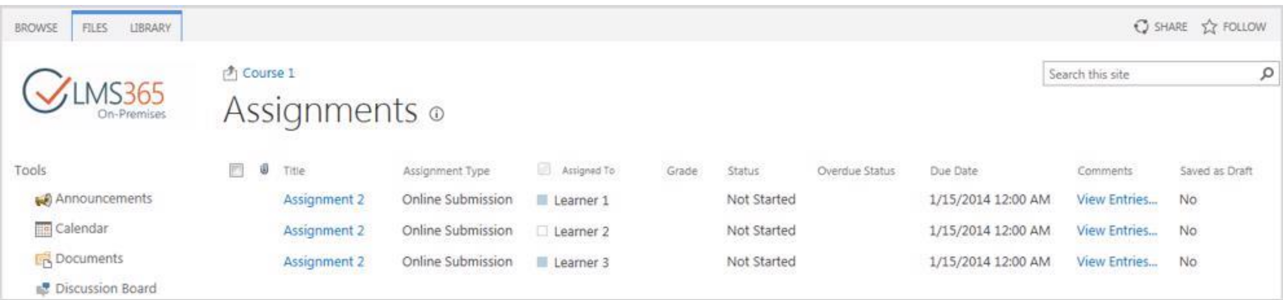
To access the **Assignments** section, click the **Assignments** link on the Course Tools menu. The **Assignments** section is represented as list of *Assignments* by default:



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):



Assignment Task is a single instance of Assignment created for every Learner.

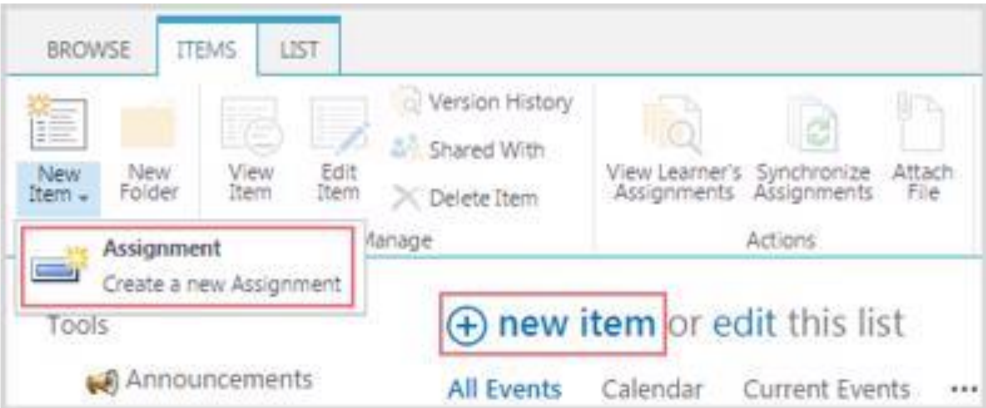
The following information is displayed in the list of Assignments:

- **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.

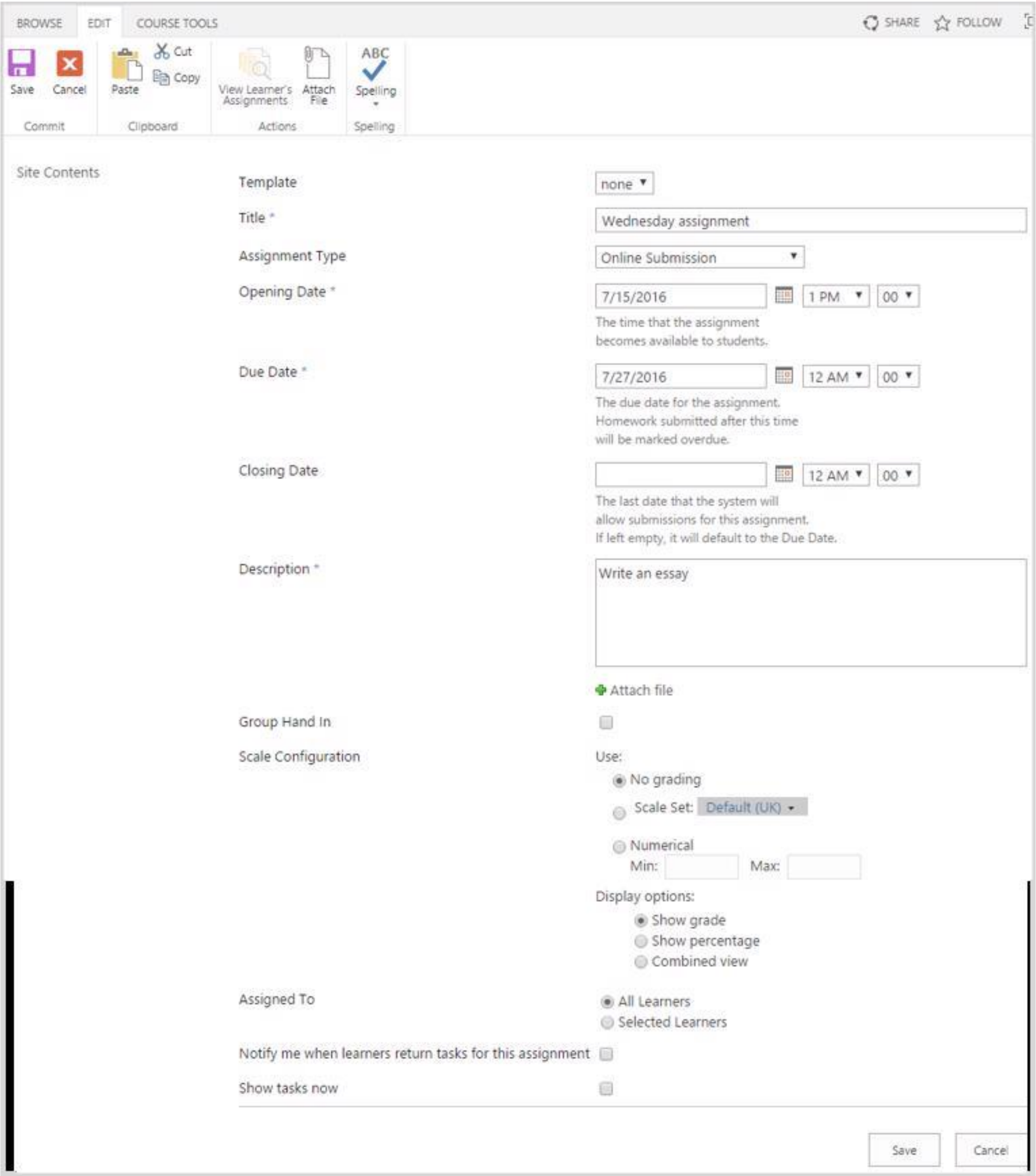
13.1 Creating Assignments

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:



In the open form, fill in the fields as required:

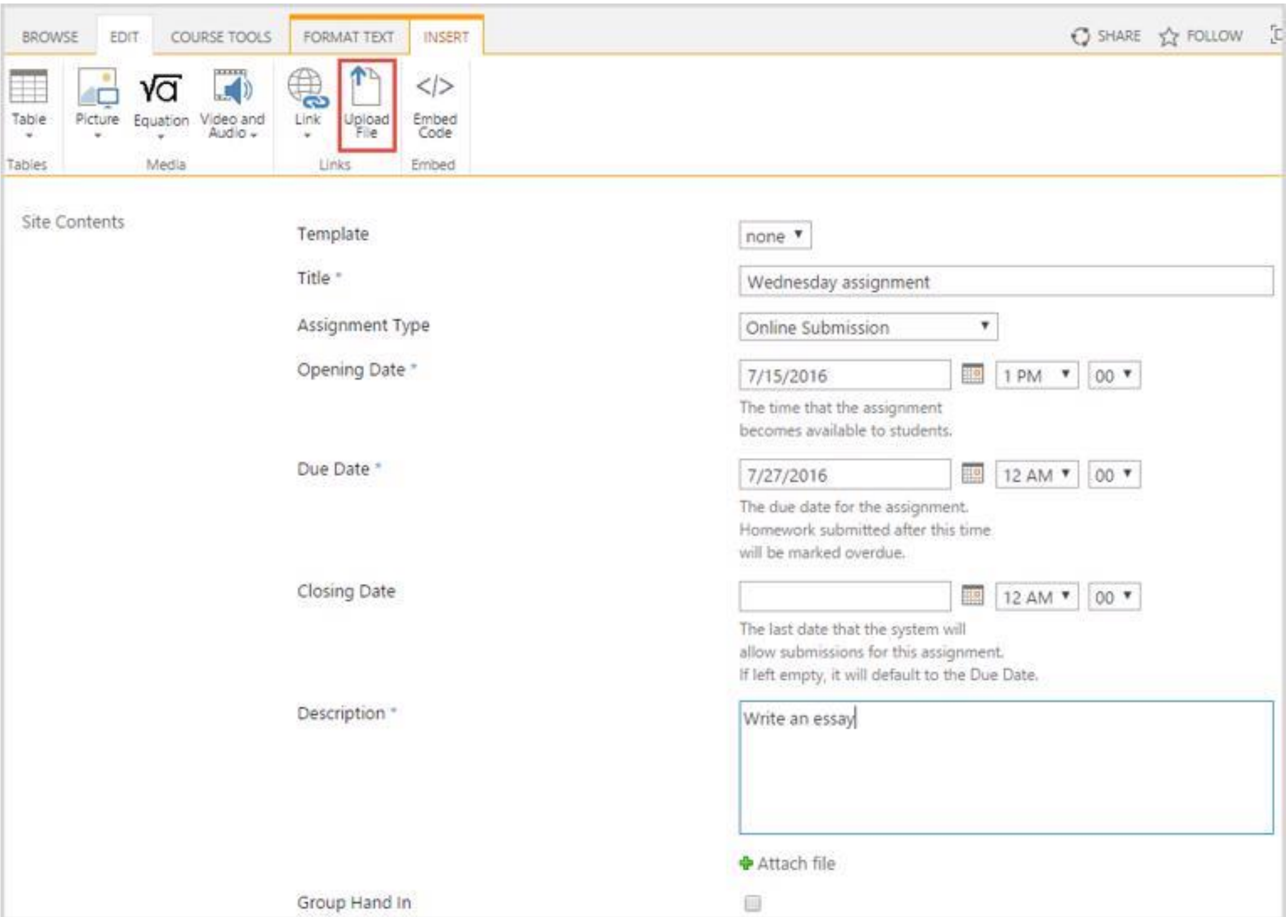


- *Template* – select template from the drop-down list with titles of all existing templates + "None" value on the top. The default Assignment template is set in the Assignment Templates list. You can view the selected template by clicking the View button ( ). **Template Fields** and **Notification Settings** 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);

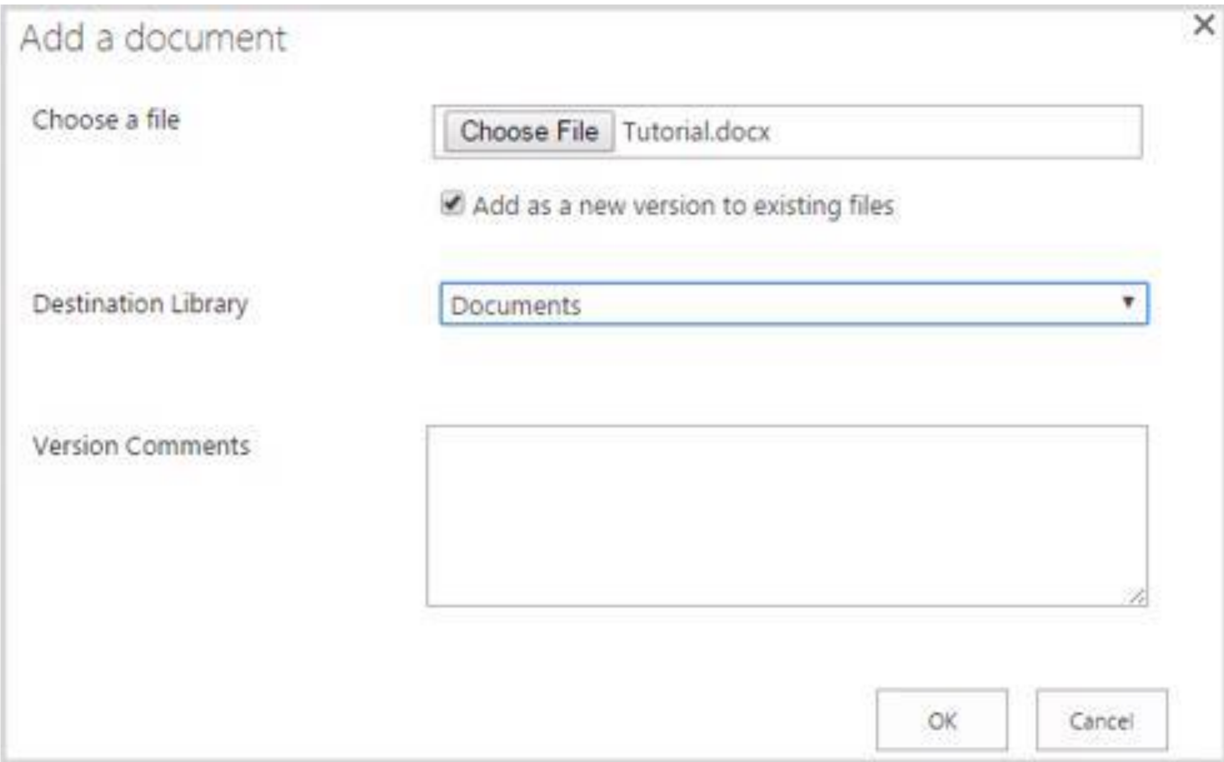
- *Offline Submission* (assignment should be returned in class);
- *Required Course Preparation;*
- *Optional Additional Reading;*
- *Other;*

– *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;

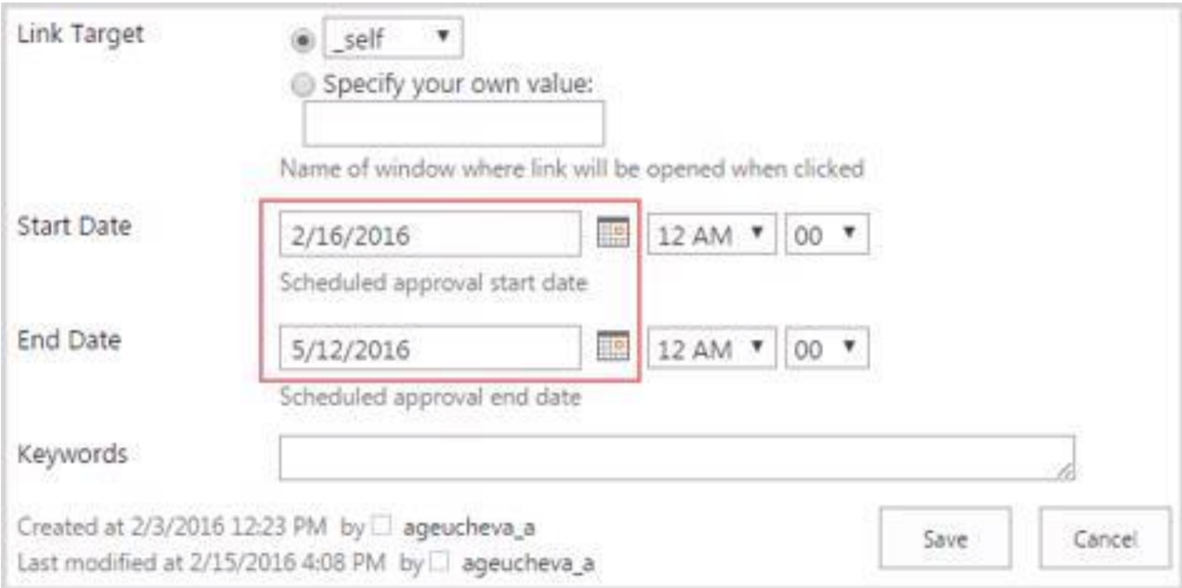
To add a file to the assignment, when filling *Description* field, go to **Editing Tools** > **Insert** and click **Upload File**:
It is possible to upload file to assignment when filling the *Description* field. When you use this option to add files to the assignment, Learners can access these files 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**:

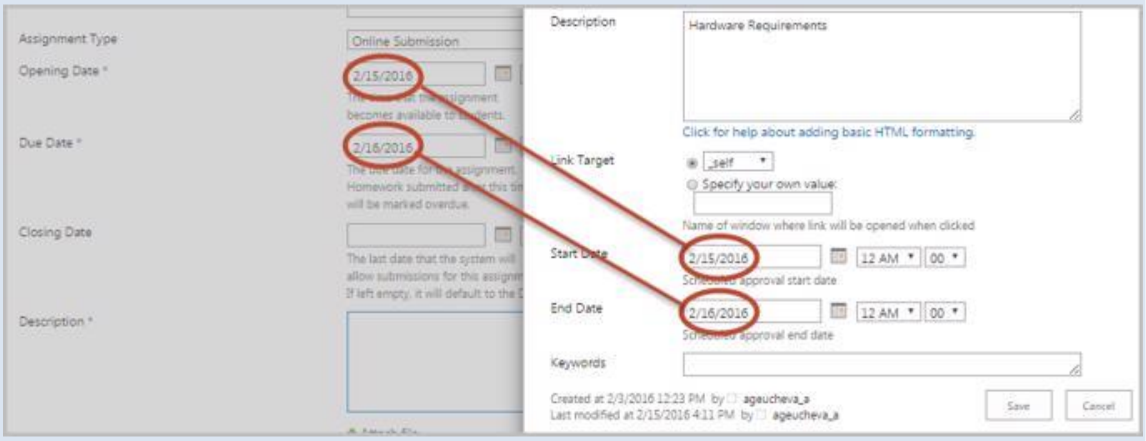


Select file on your local computer and specify document library to upload the file:



Set Start Date and End Date to limit publishing period of the file:

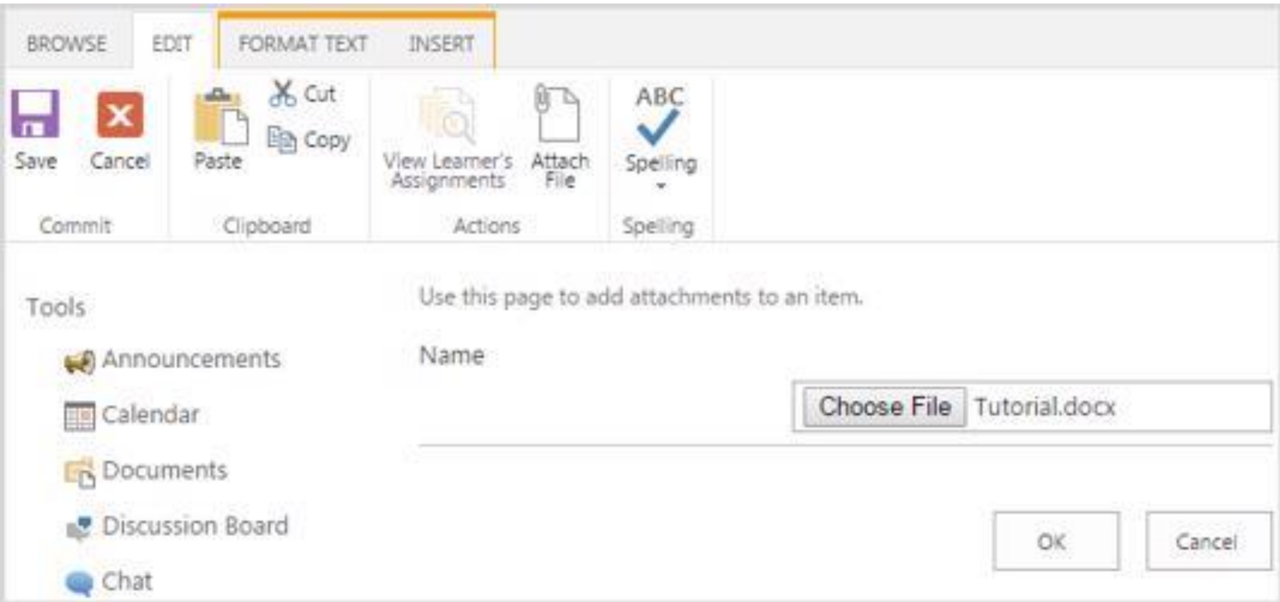


NOTE:	If the Start Date and End Date are left empty, they are considered equal to the Assignment Opening Date and Due Date: 

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:



- *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.

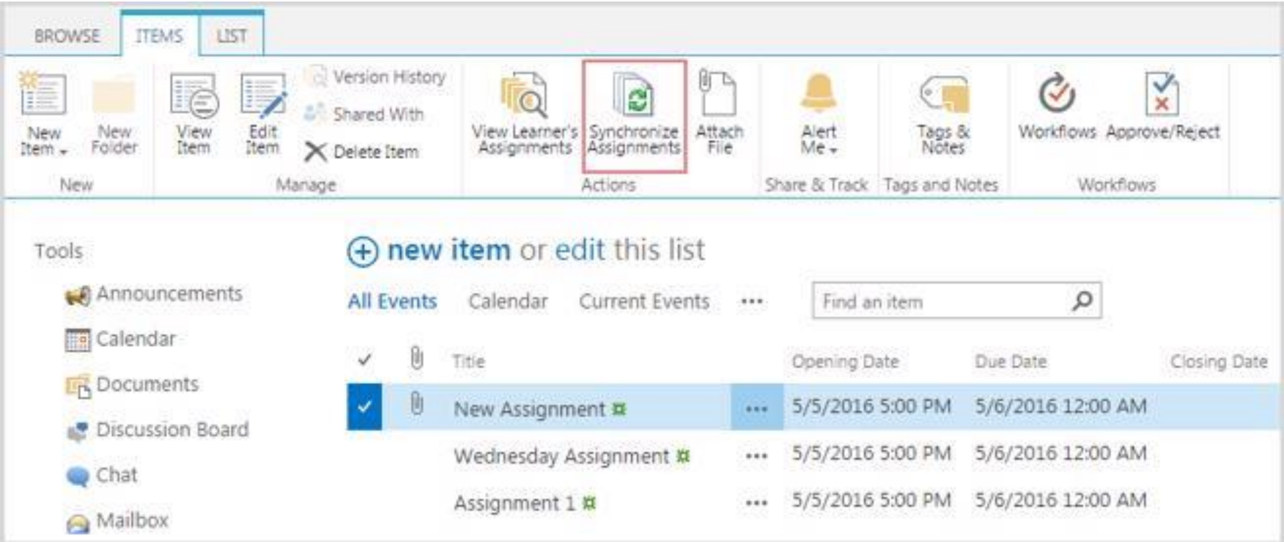
3. Click **Save** to save the changes. Click **Cancel** to discard the changes.

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.

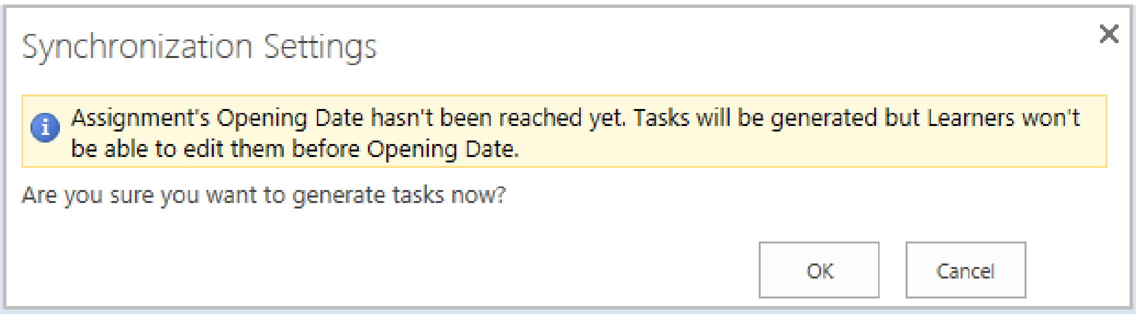
The **Synchronize Assignments** feature is used to generate Assignment Tasks for Learners according to the Assignment settings.
To synchronize assignments, do the following:
1. Select the needed Assignment;
2. Click the **Synchronize Assignments** button in the ribbon menu:



4. Click **OK** to confirm tasks generation:

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:

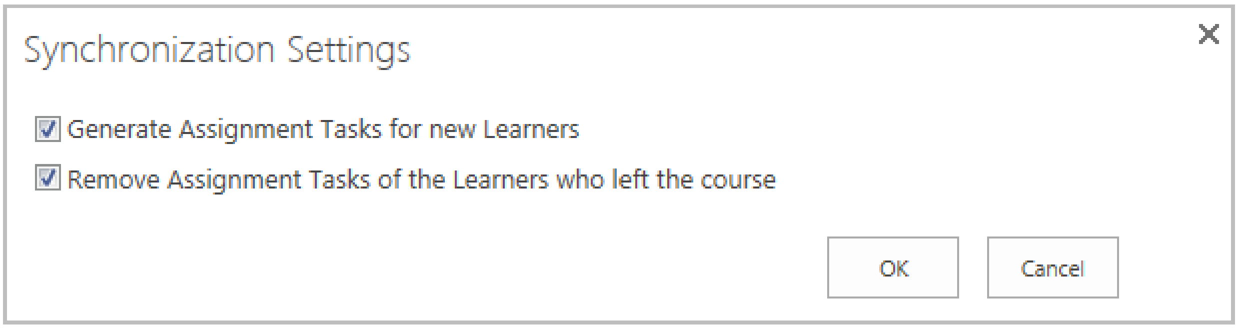


This will allow Learners to view their Assignment Tasks, but not edit them before the Opening Date is reached.

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:



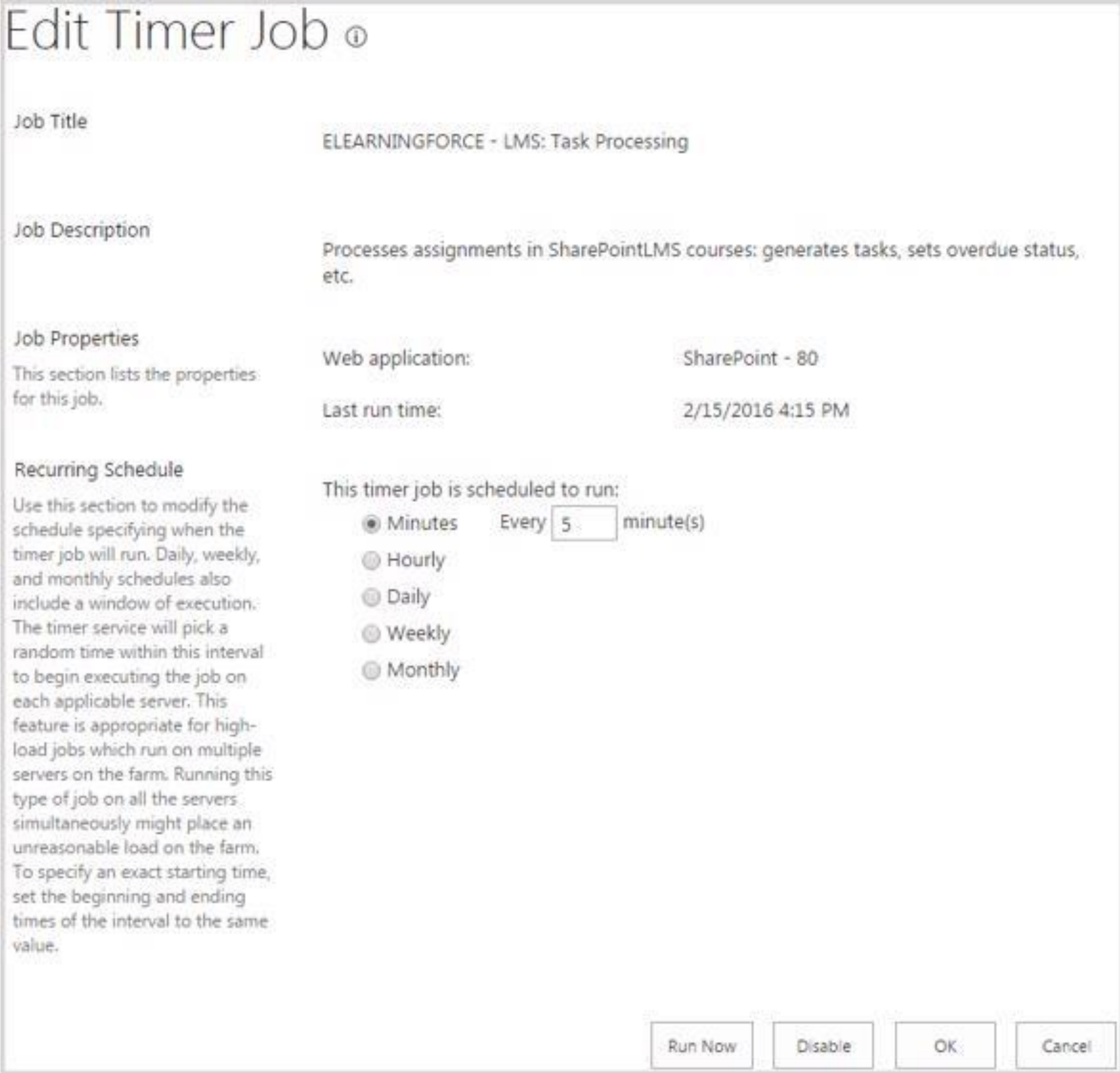
- **Generate Assignment Tasks for new Learners** – generates Assignment Tasks for users in the Assigned To section that don't have an Assignment Task yet;
- **Remove Assignment Tasks of the Learners who left the course** – removes Assignment Tasks of users deleted from *Course Learners* and removed from 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.

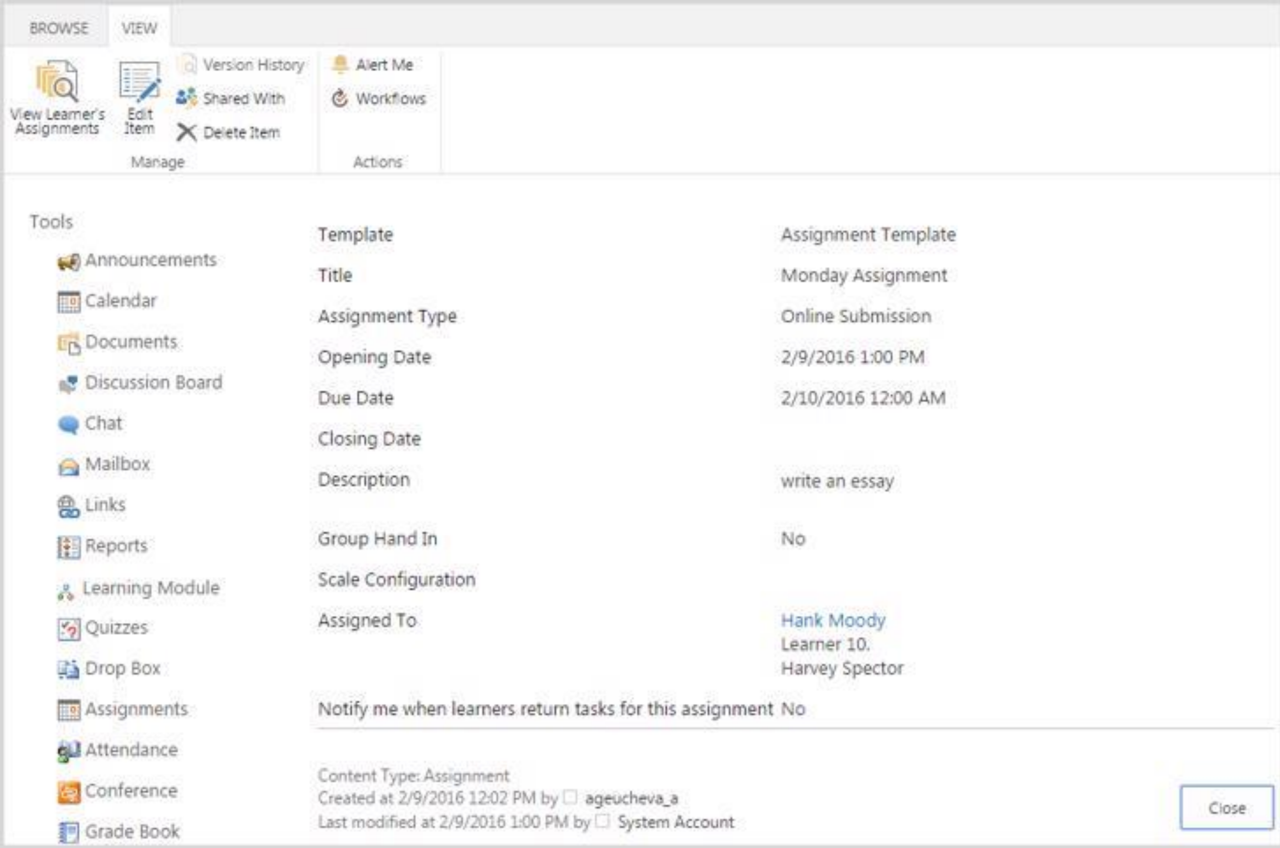
To check its status, go to **Central Administration > Monitoring > Check Job Status** and find ELEARNINGFORCE - LMS: Task Processing. Here you can view and change settings of the Timer Job and run the job:



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:



Buttons at the top allow performing the following operations:

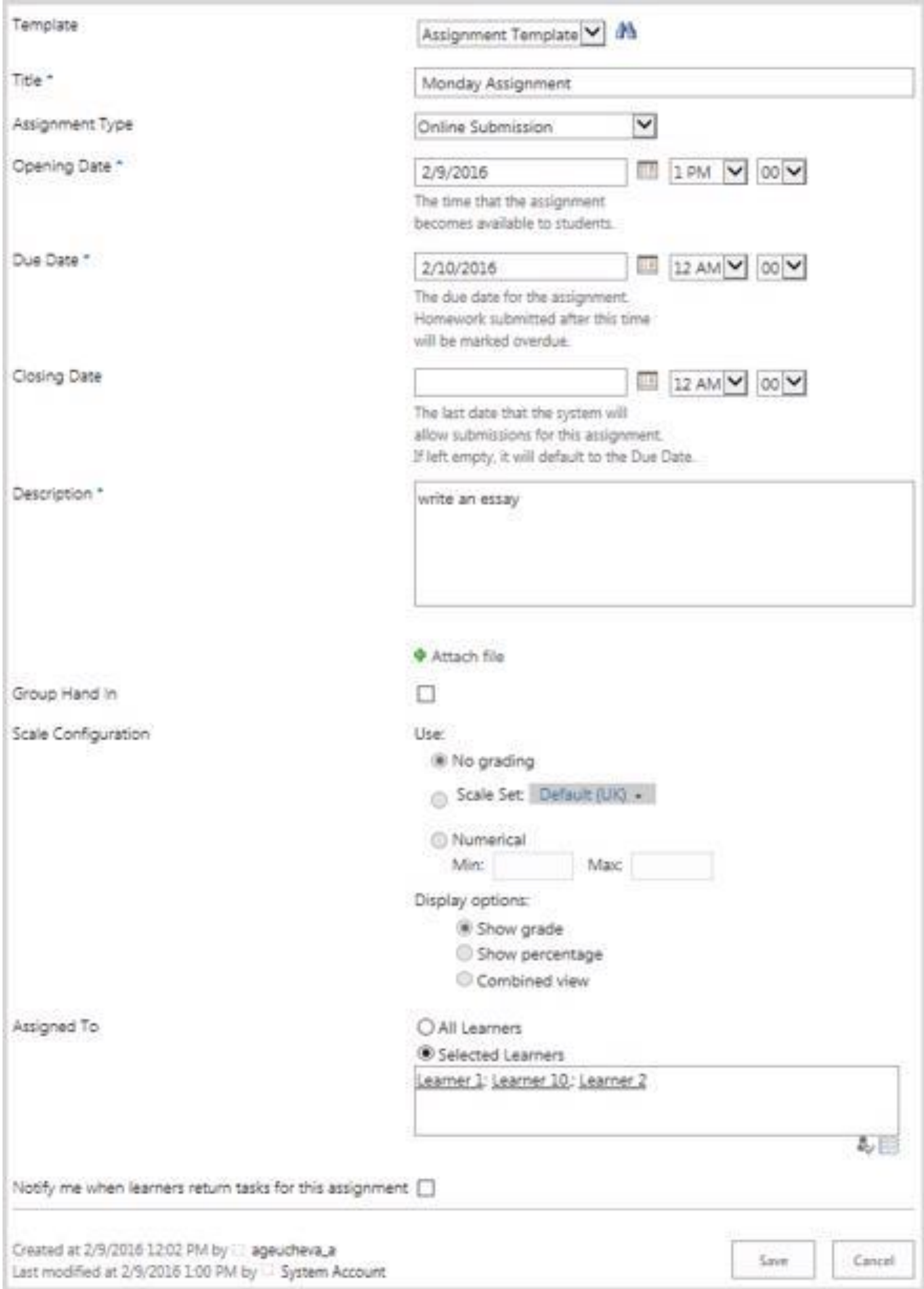
a. Click **View Learner's Assignments** to view learner's Assignment Tasks;
b. Click **Edit Item** to modify the assignment;
c. Click **Version History** to view the Assignment history;
d. Click **Manage Permissions** to assign users and group permissions to this item;
e. Click **Delete Item** to delete 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:



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.

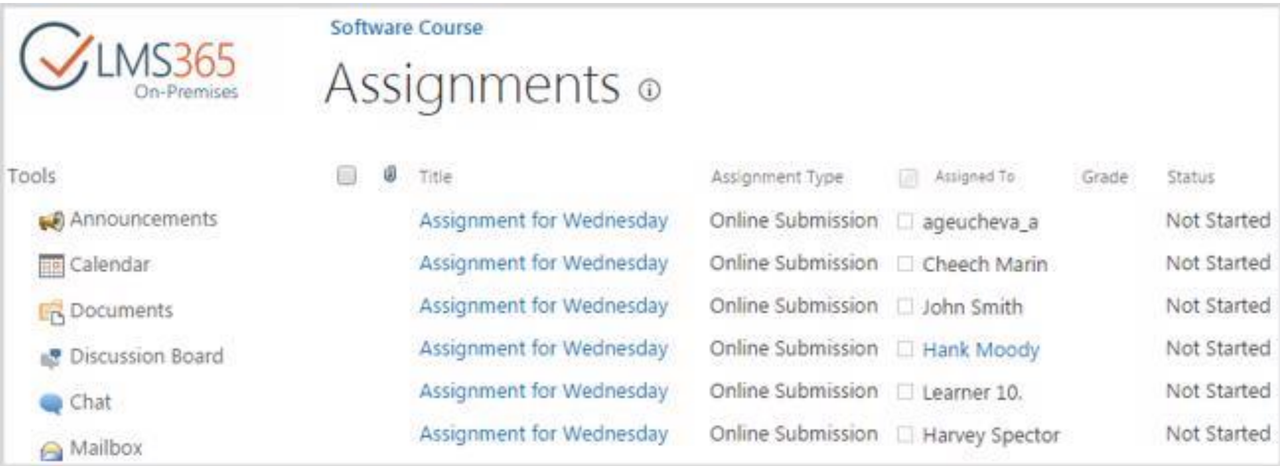
13.5.1 Teacher's Assignment Task edit form

To edit an assignment task,

1. Enter the **Assignments** section;
2. Select the needed assignment and click the View Learner's Assignments button.

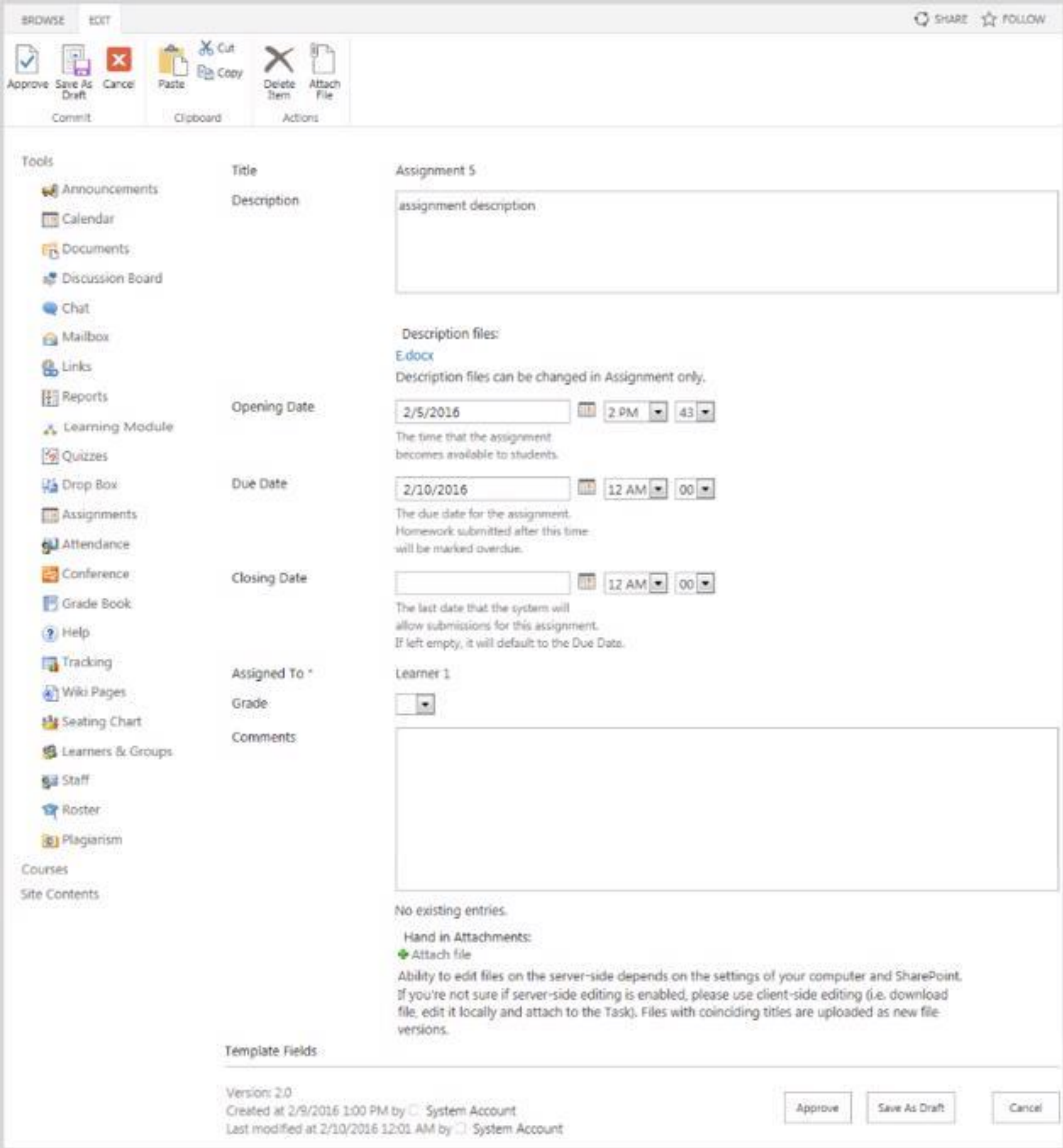
NOTE:	The View Learner's Assignments link will not appear until a task is generated.

3. The list of Learner's Assignment Tasks will appear:



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:**



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 Assignment edit form (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 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.
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:

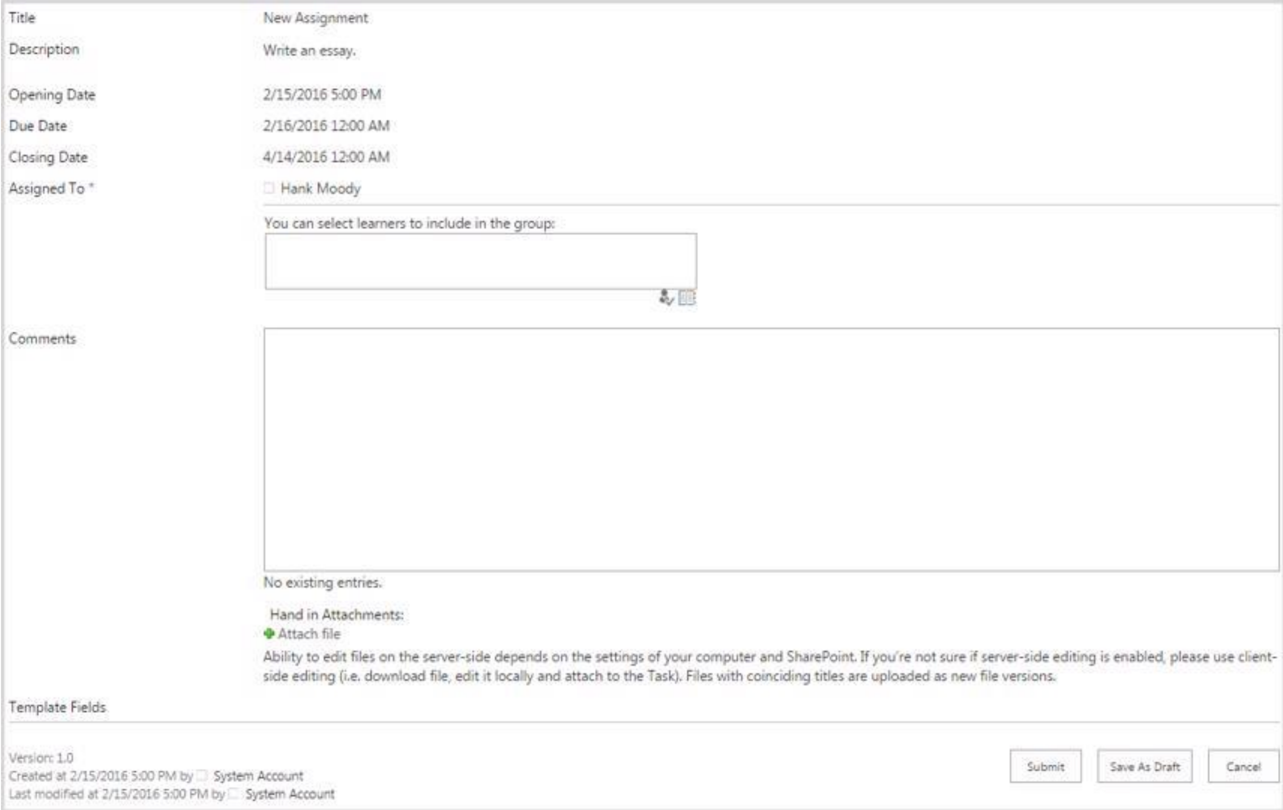
Task Status	User Role	Permission
Completed	LMS Extended Reader	View
In Progress	LMS Limited Contribute	Edit
Not Started	LMS Limited Contribute	Edit
Submitted	LMS Extended Reader	View
Returned to Learner	LMS Limited Contribute	Edit

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 Task Status 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**:



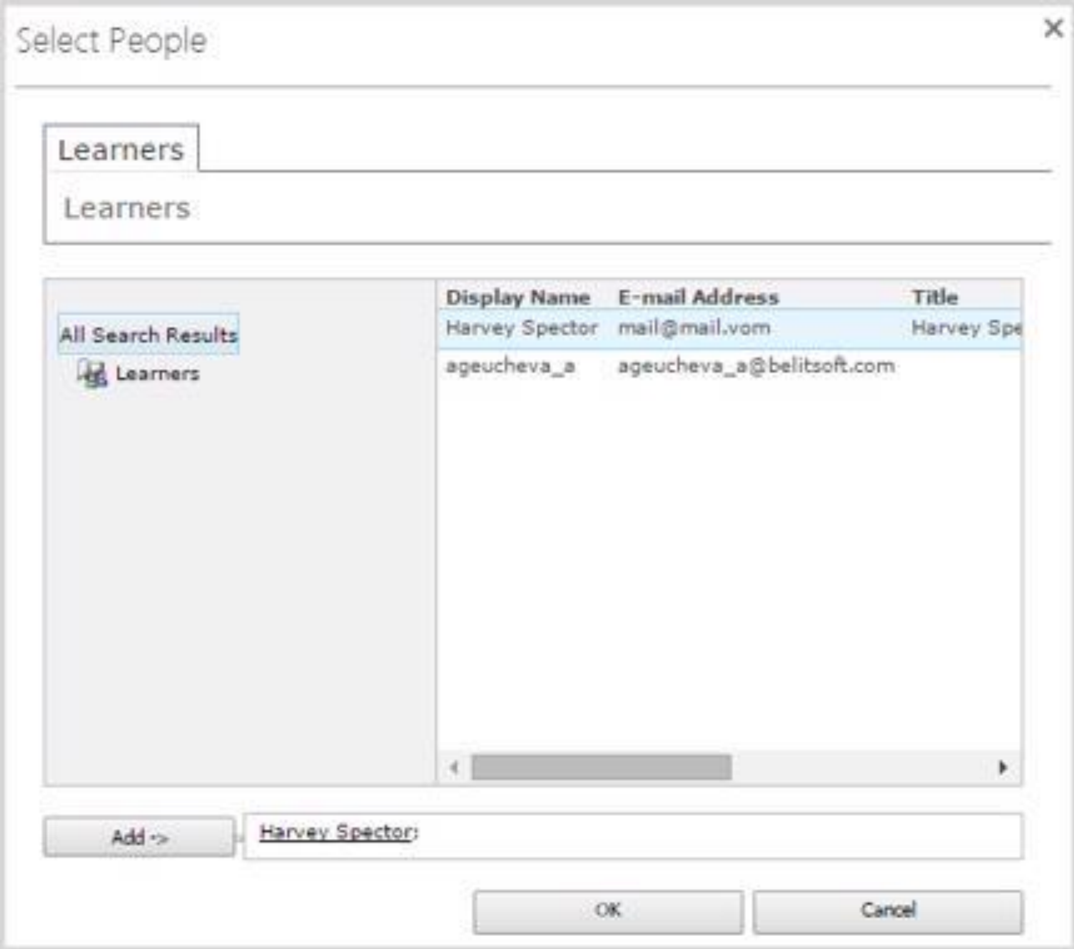
Title – non-editable field, displays Assignment Task title;
Description – non-editable field, displays Assignment Task description text;
Description Files - files that were attached to the Assignment by Teacher. Versioning is not used for these files. Learner can only view and download **Description 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 way for Learner to determine that assignment is gradable);
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

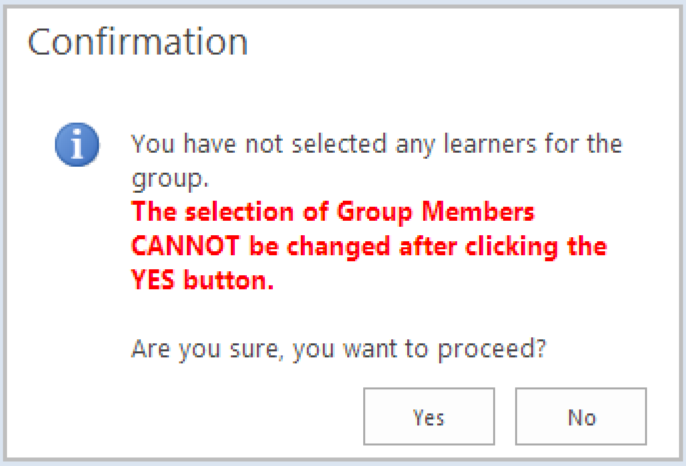
files available to Learner (public file version or Learner's own draft file version) is opened or prompted to download (depending on SharePoint and client's OS settings). For group Assignment Tasks if several learners created own draft file versions, the latest Learner's draft file version is opened 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.

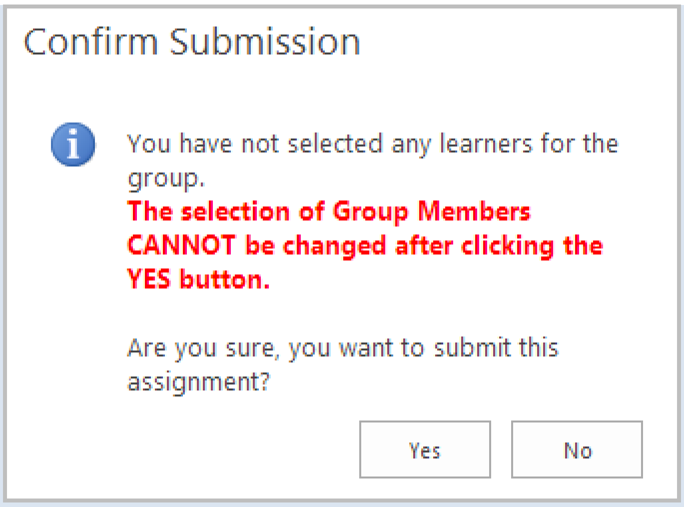
NOTE:	Public version of files attached to the Assignment by Learners is sent for plagiarism check. If Ephorus service is enabled, only **the first** public version is sent for checking. If Urkund service is enabled, **each** public version is sent for checking. It applies only to Learner's public versions 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.
NOTE:	Public comments and attachments cannot be deleted for legal purposes.

Template Fields – fields added to the Assignment from Template.

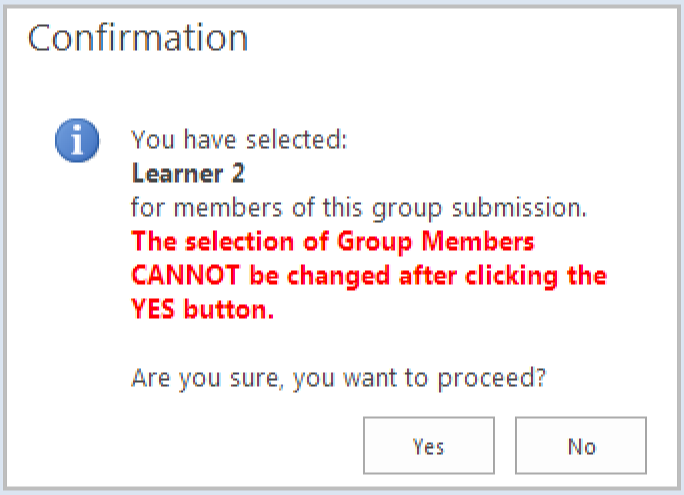
People picker in Assigned To shows only users from Learners with Not Started tasks satisfying the search parameter:



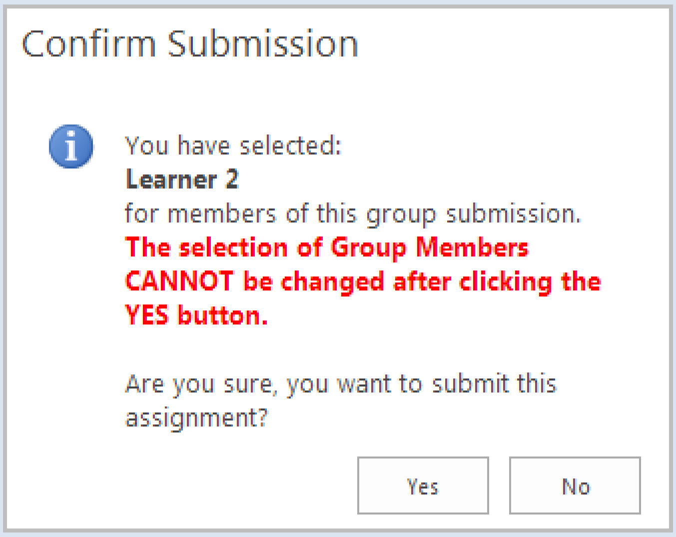
NOTE:	If Learner has not selected any learners for the group and clicks the Save as Draft button, a warning message appears in a pop-up window:  If Learner has not selected any learners for the group and clicks the Submit button, a warning message appears in a pop-up window:



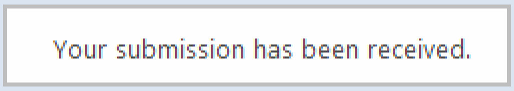
If Learner has selected learners for the group and clicks the Save as Draft button, a warning message appears in a pop-up window:



If Learner has selected learners for the group and clicks the Submit button, a warning message appears in a pop-up window:



If Learner clicked YES in the previous cases (or non-group assignment task was submitted), an alert message appears in a pop-up window:



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.

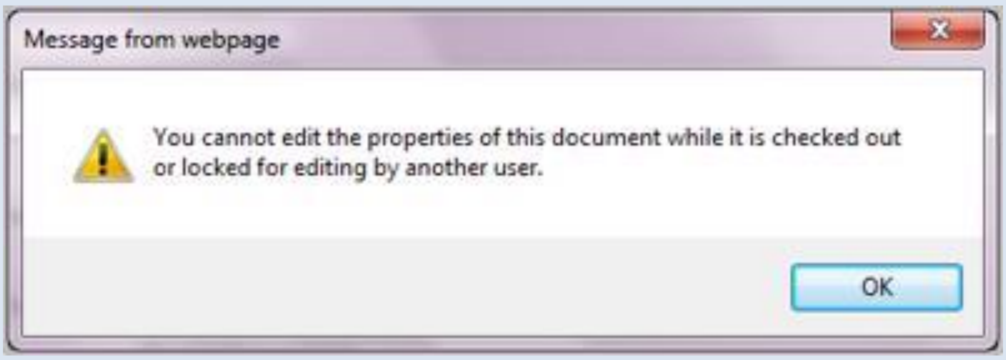
Learner's **Assignment Task Edit form** is common for all statuses except the **Completed** status (then it is unavailable for editing).

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.

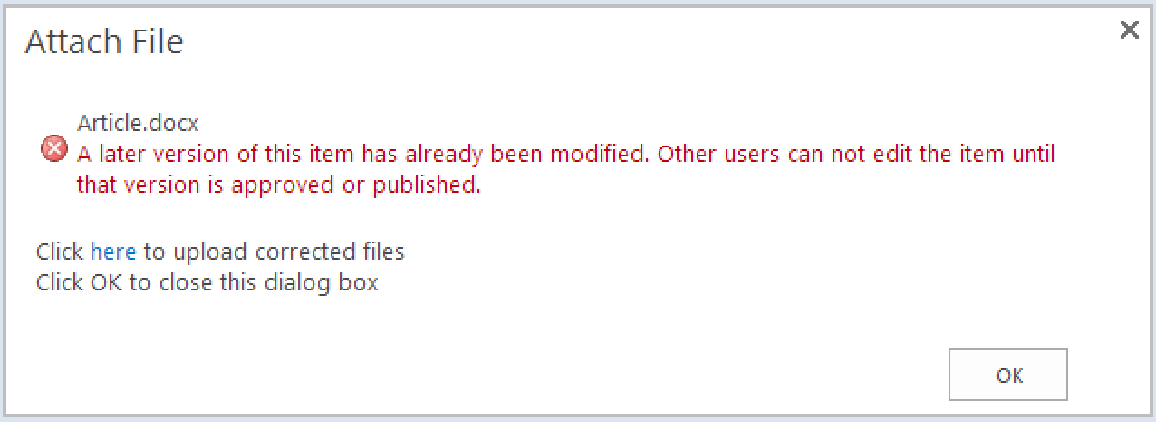
After Learner Saves assignment task as Draft, it's status is changed to "In Progress". Teacher can view Learner's Draft Assignment Task and Draft Hand In attachments.

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 'Share for Learners' 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.

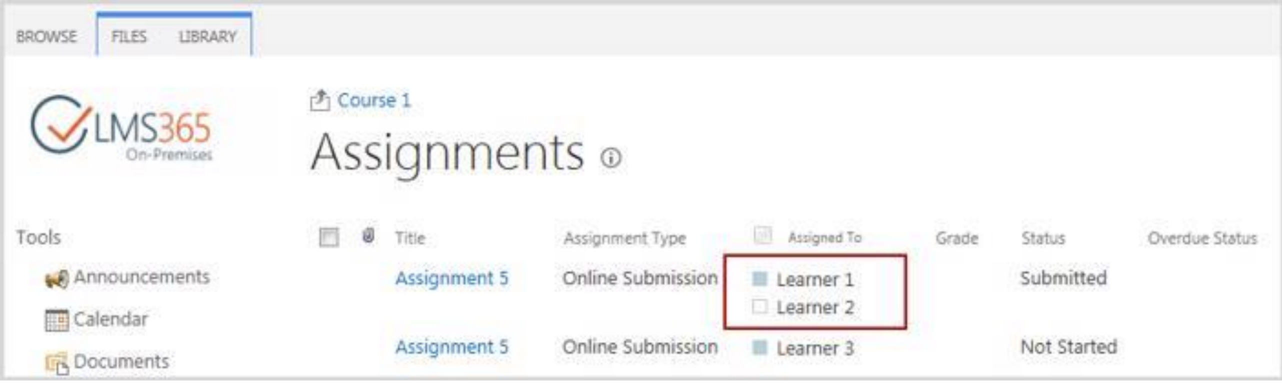
When Learner edits an attachment, a new file version is created. Edit attachment is only possible from the edit form (the view form only allows to open and view).

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:

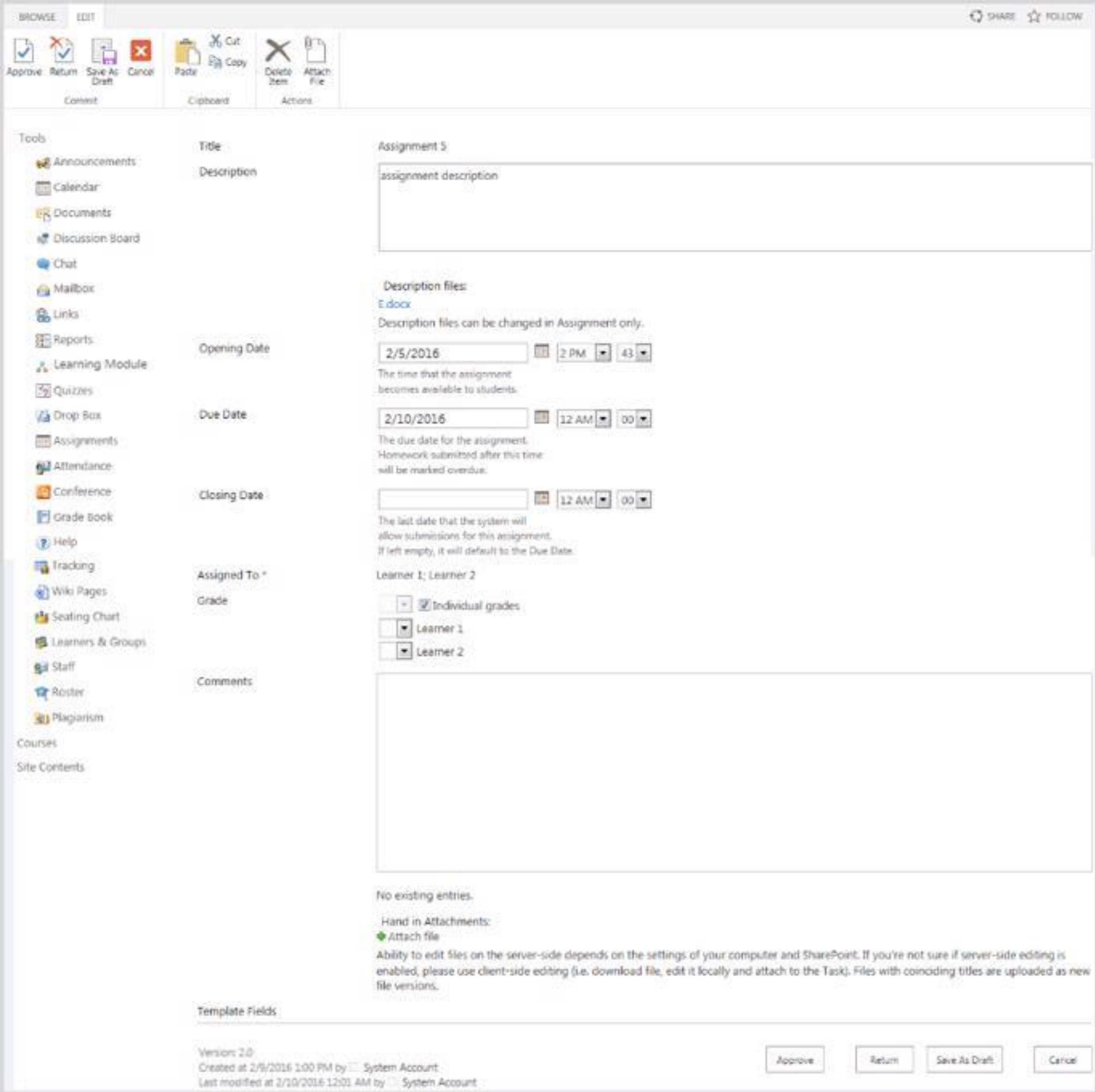


When assignment task was Handed In by a Group of learners, the **Assigned to** column of the Assignment Task displays all the Learners from the group. (The first is the name of the submitter, the rest Learners of the group are sorted alphabetically in ascending order).

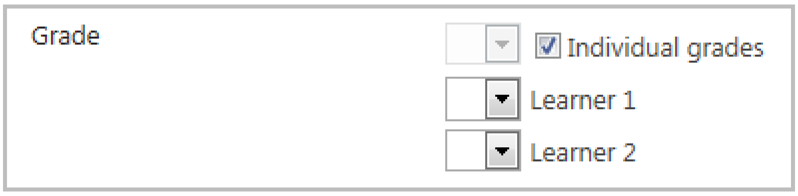
To edit a submitted Assignment Task,

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:



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 [Assignment edit form](#) (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:



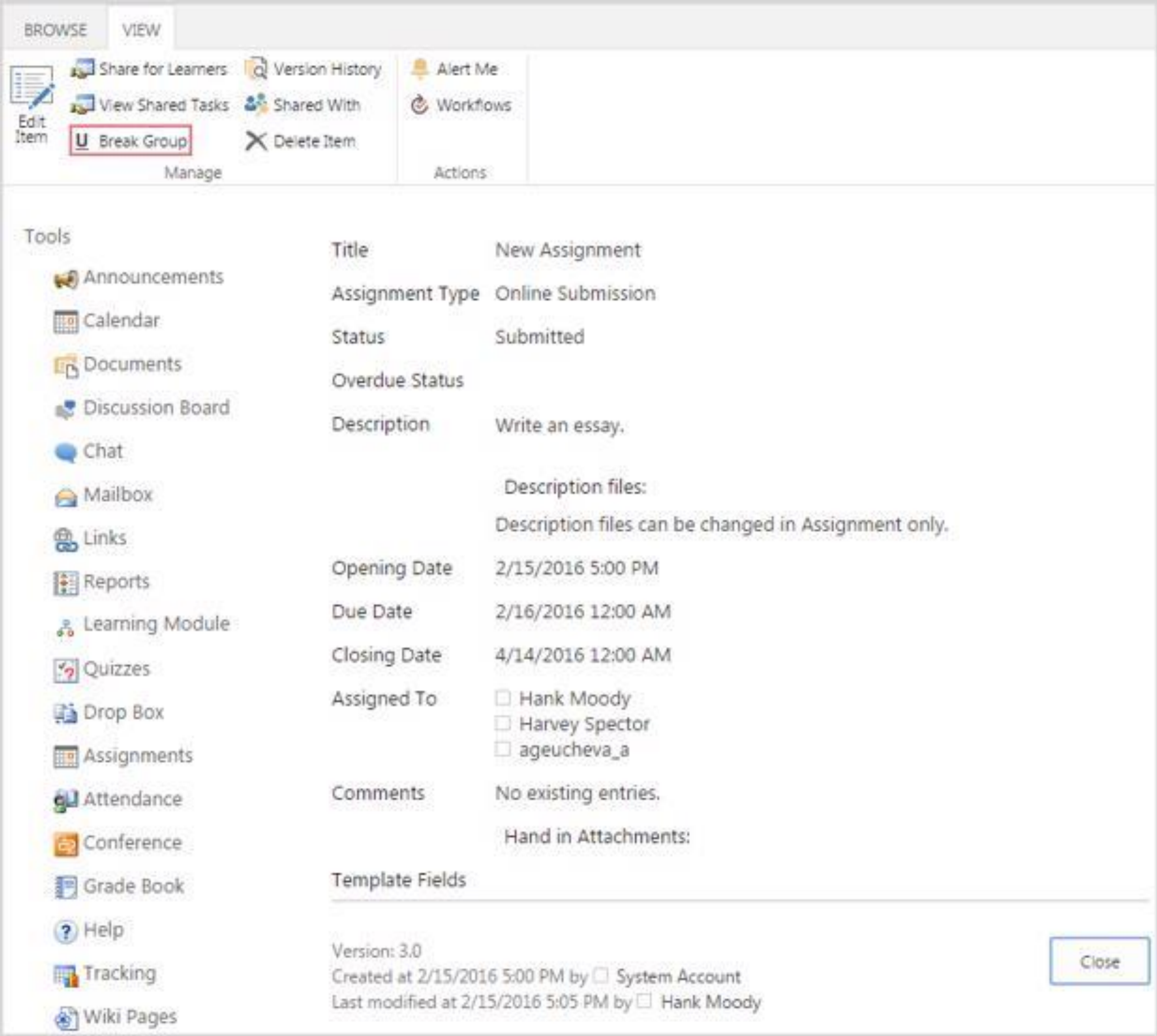
Comments – field for adding comments to the Assignment Task. Teacher can see his own and learner's public comments. Teacher can edit his comment many times within the same iteration, before he Approves\Returns the task. (i.e. When teacher opens task to edit within the same iteration, Saved as Draft Comment 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 Draft link 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.

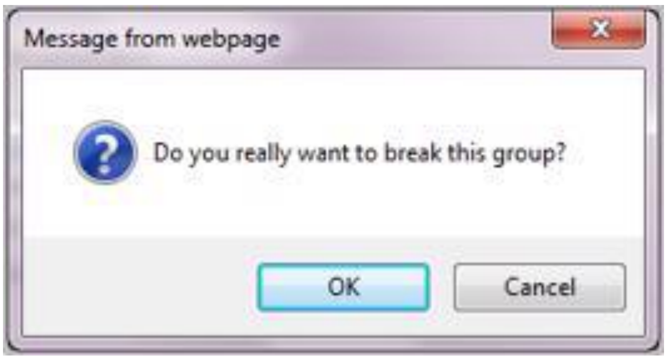
13.5.4 Break Group function

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:



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*.

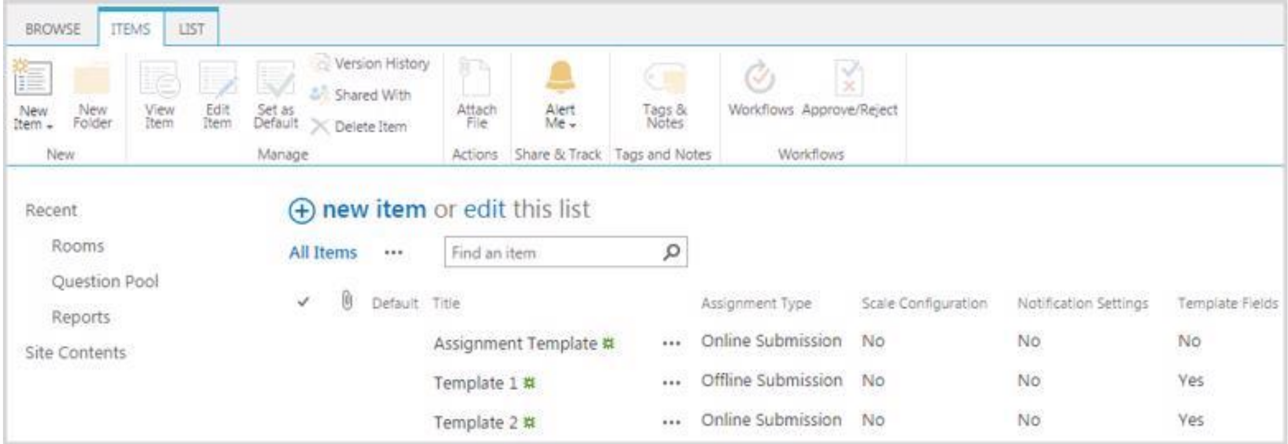
13.6 Assignment Templates

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 **ELEARNINGFORCE – LMS: Group Assignment Templates Feature**, go to *Settings* > *Site Settings* > *Manage Site Features* on the Organization level: 

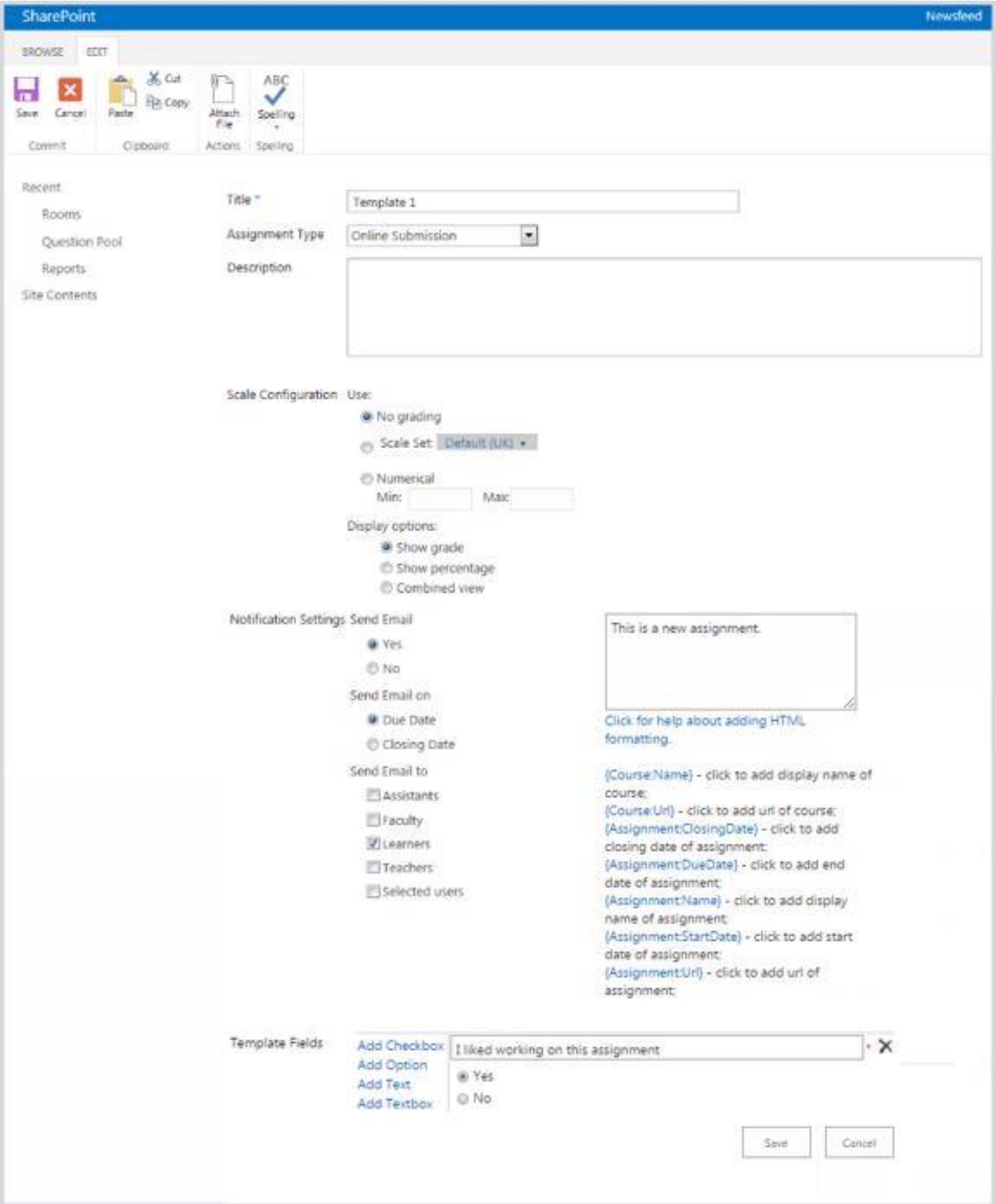
To enter the **Assignment Templates list**, go to *Settings* > *Site Settings* on the organization level and select **Assignment Templates** menu item in the **Organization** section:

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.



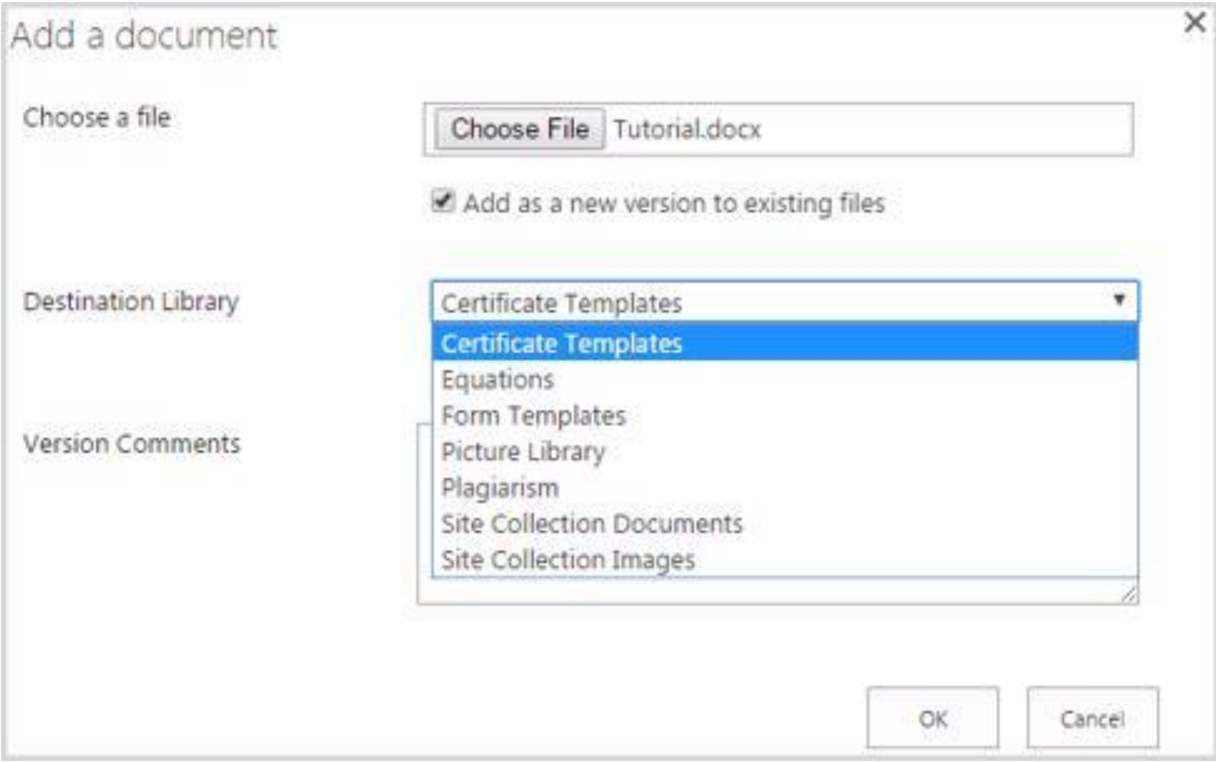
To create a new **Assignment Template,** in the Assignment Templates list click the **New Item** button on the ribbon or **new item** button and fill in the open form:

LMS365 On-Premises



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:



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

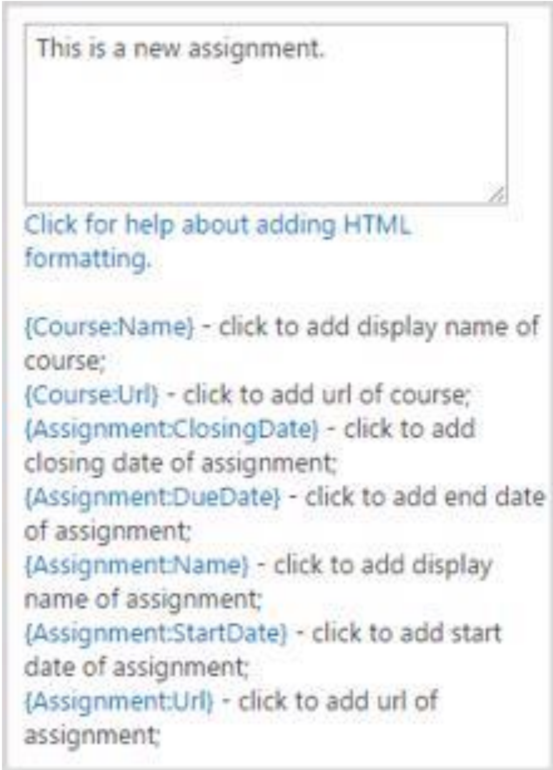
The e-mail is sent on Due Date or Closing Date (e.g. on 12:01 AM) and for all assignment tasks, regardless of their status.

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:

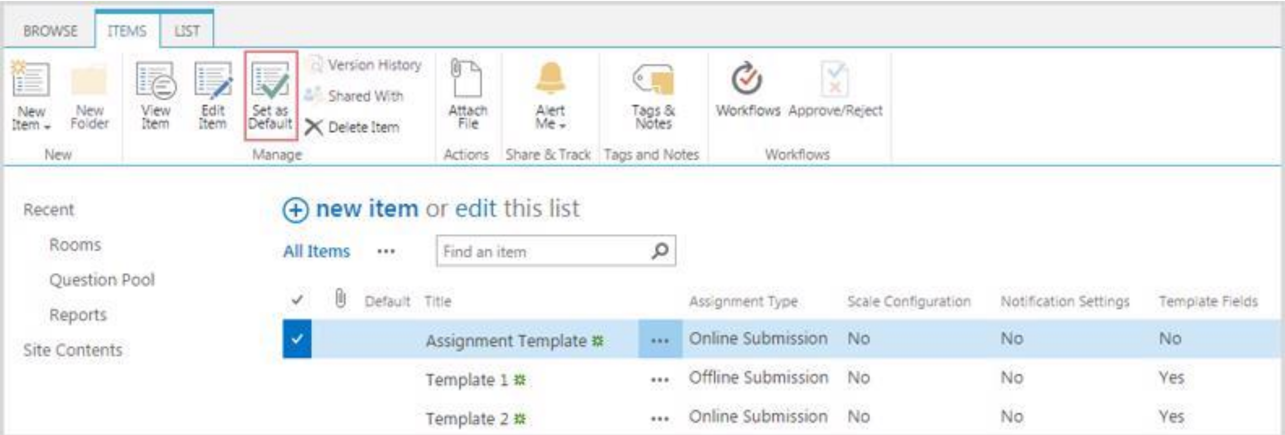


Below the text area, the description for special tags is placed:
[CourseName] – Course Name
[AssignmentName] – Assignment Name
[StartDate] – Start Date
[DueDate] – Due Date
[ClosingDate] – Closing Date
[URLTask] – URL To Assignment All Tasks List
Special tags are also links, when you click one the corresponding text is added to the Email Text area.

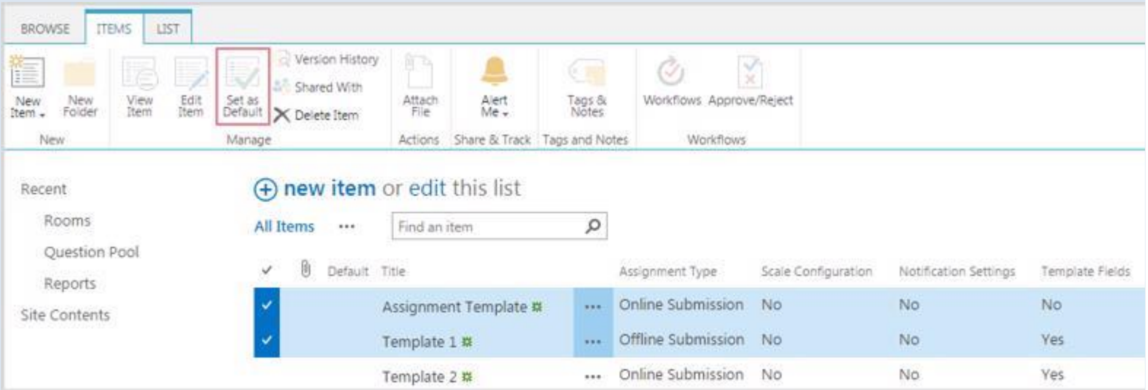
Template fields group with following links to add fields (by default none of the fields are added):
Add Check Box – click to add field with check box;
Add Option - click to add field with Yes/No selection;
Add Text - click to add text;
Add Text Box - click to add field with text box to be filled by Learners;
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:



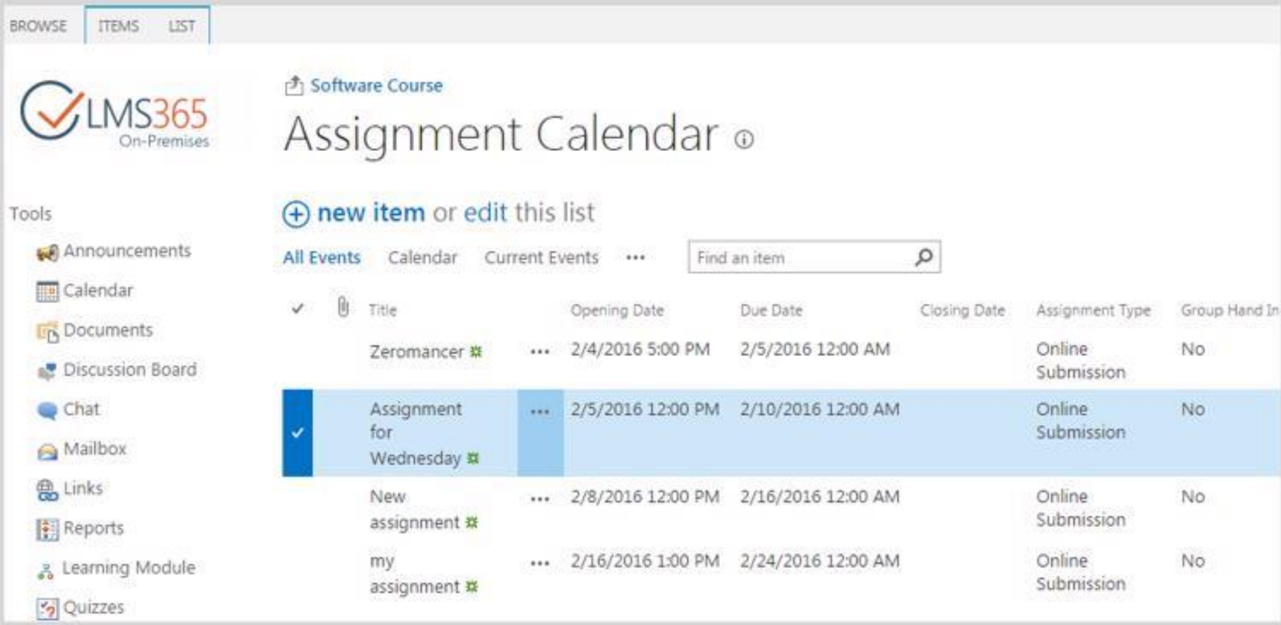
NOTE:	“**Set as default**” button is active, if one Assignment template is selected. But if two or more Assignment templates are selected, “**Set as default**” button is inactive (greyed-out):



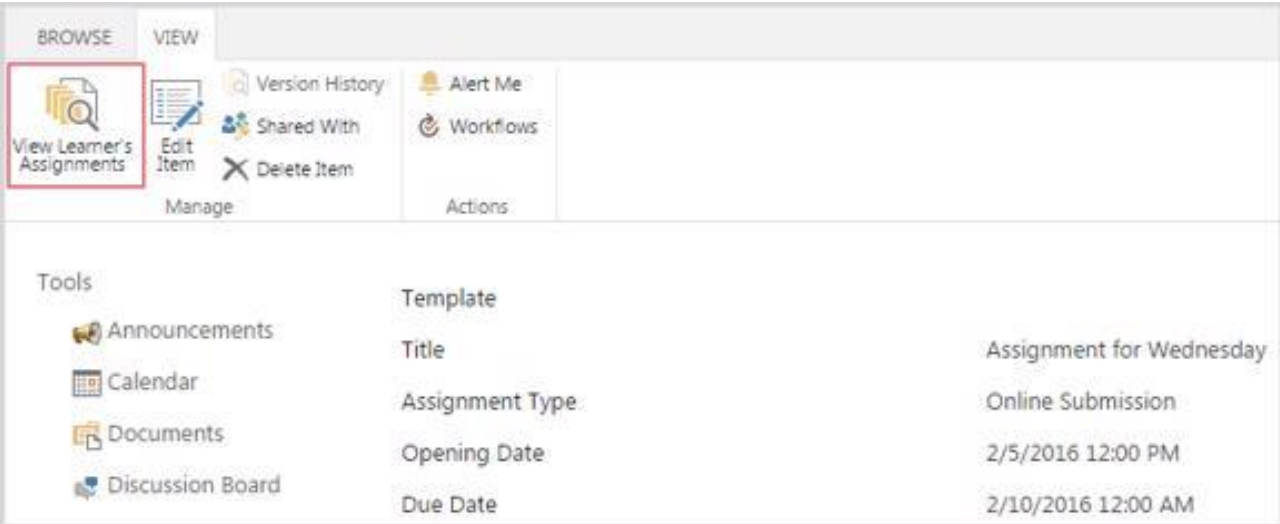
13.7 Grading Assignments

To grade an assignment, follow the steps below:

1. In the **Assignments** section, click the name of the needed assignment:

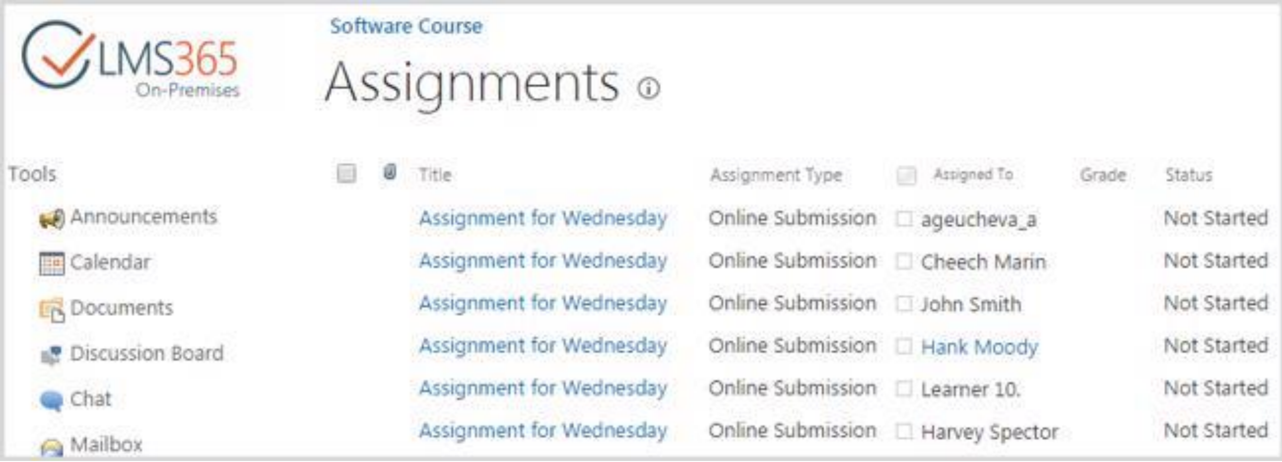


2. The following window will appear. Click **View Learner's Assignments**:

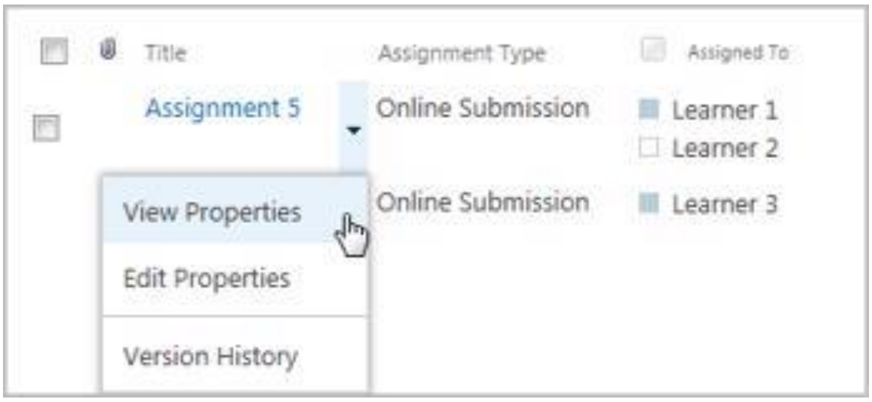


NOTE: The **View Learner's Assignments** link will not be active until the task is generated.

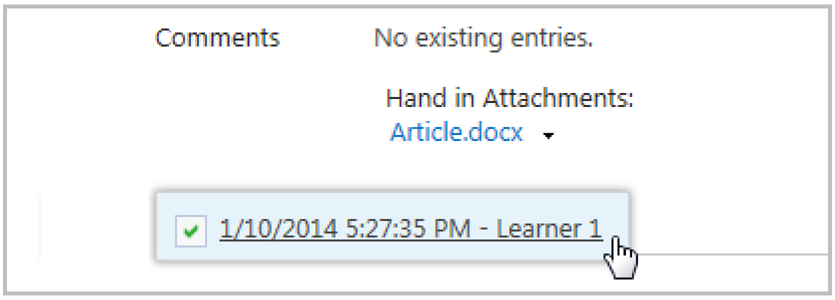
3. The list of learners and their assignments will appear:



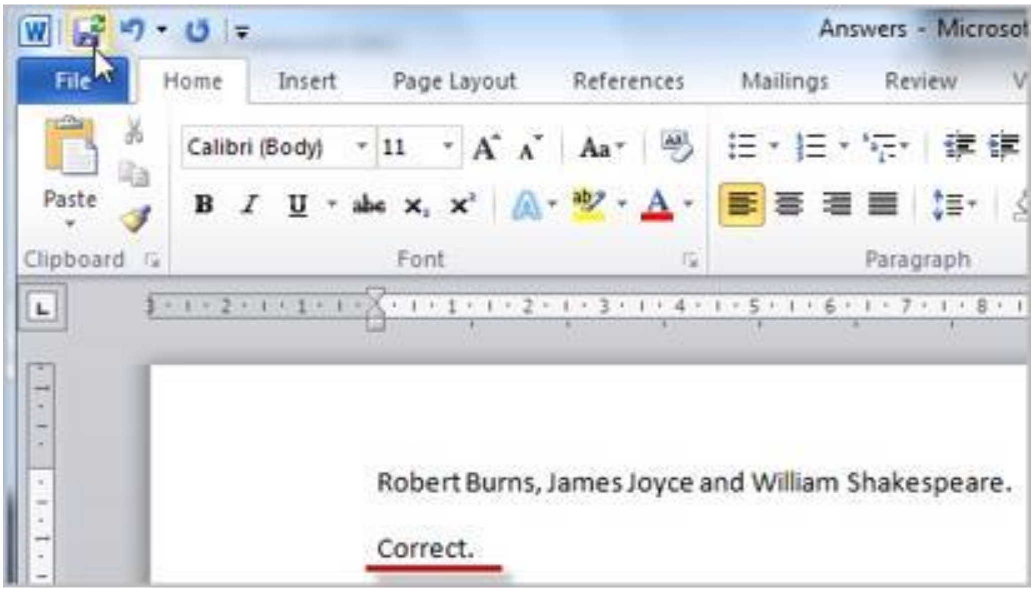
4. Select **View Properties** from the drop-down menu next to the needed item:



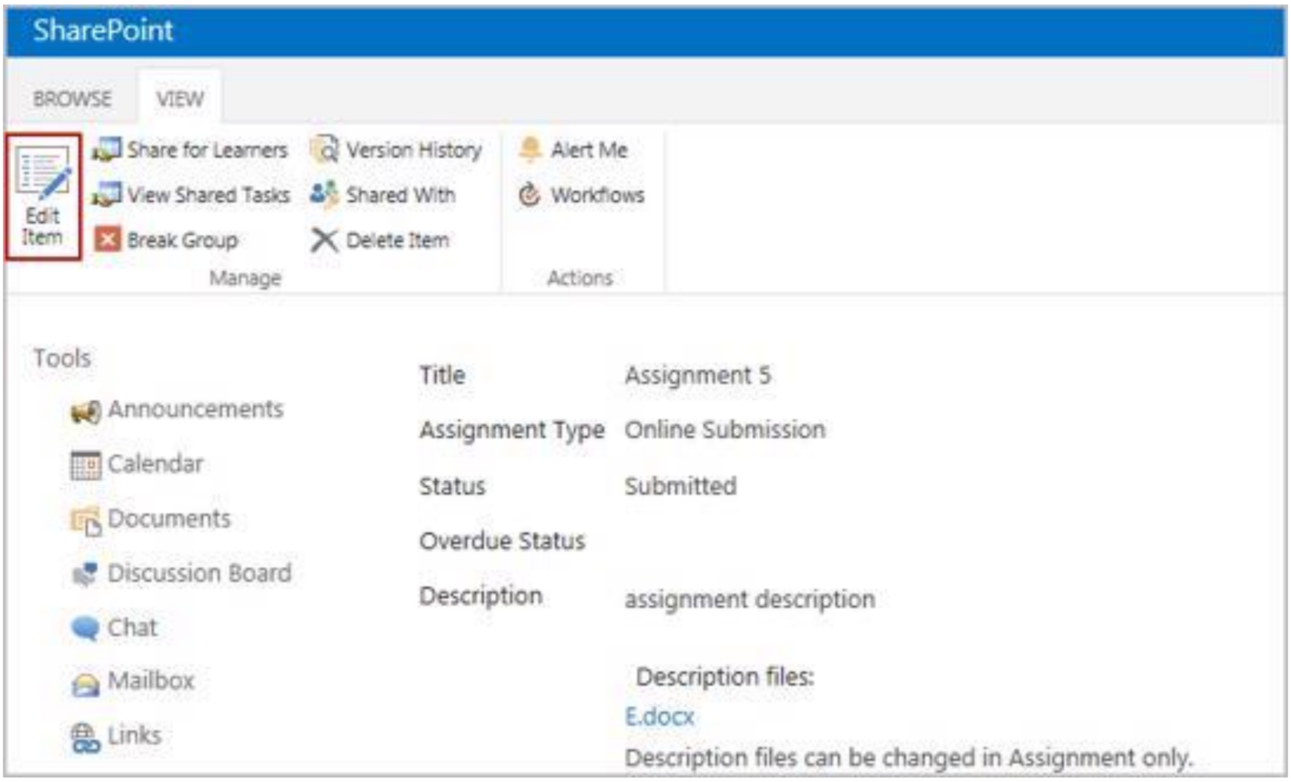
5. Click the name of the attachment (answer to this assignment) and select file version you want to open:



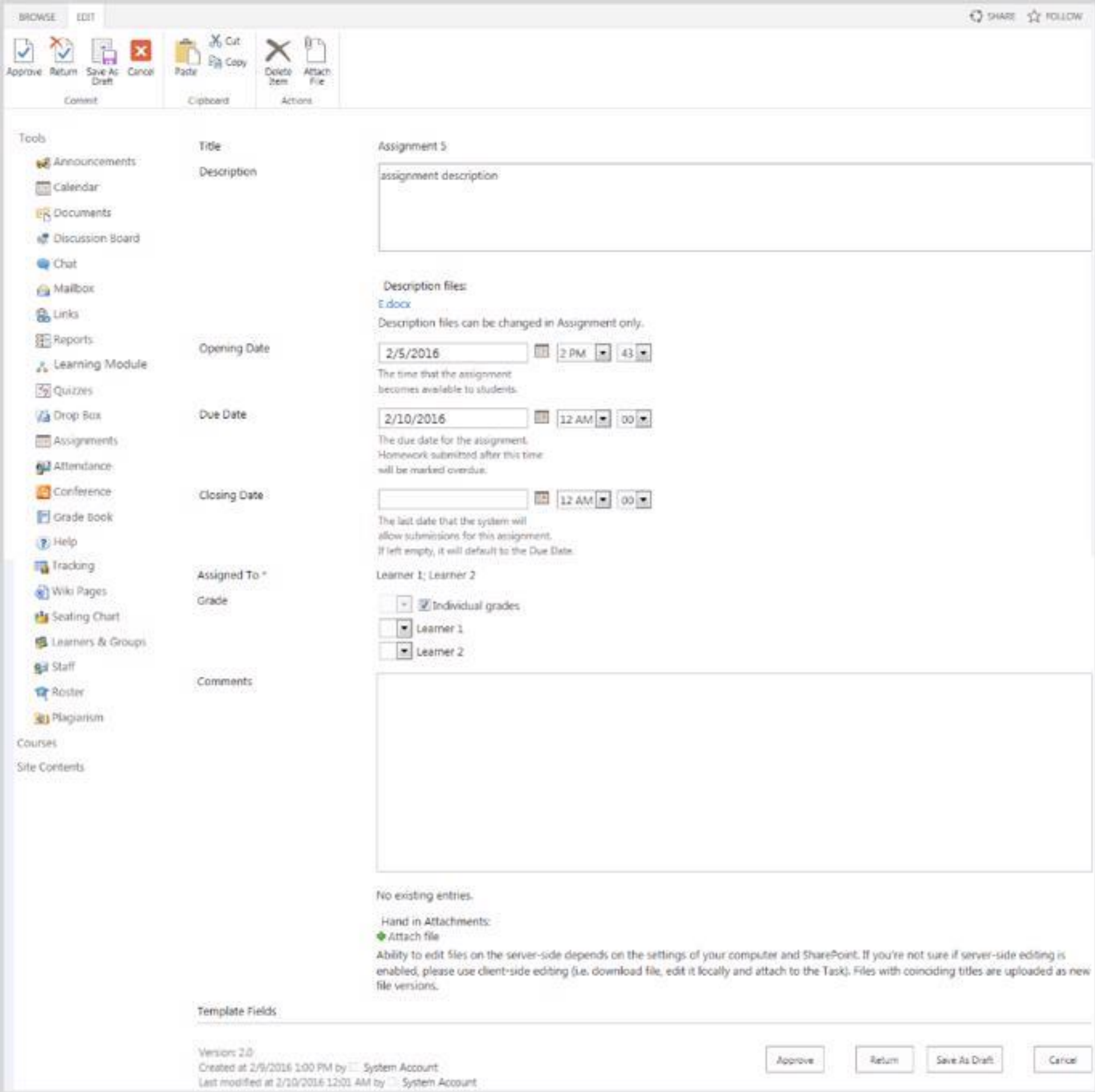
6. Make all necessary changes and save the file:



7. Select **Edit Item** at the top of the form:



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.



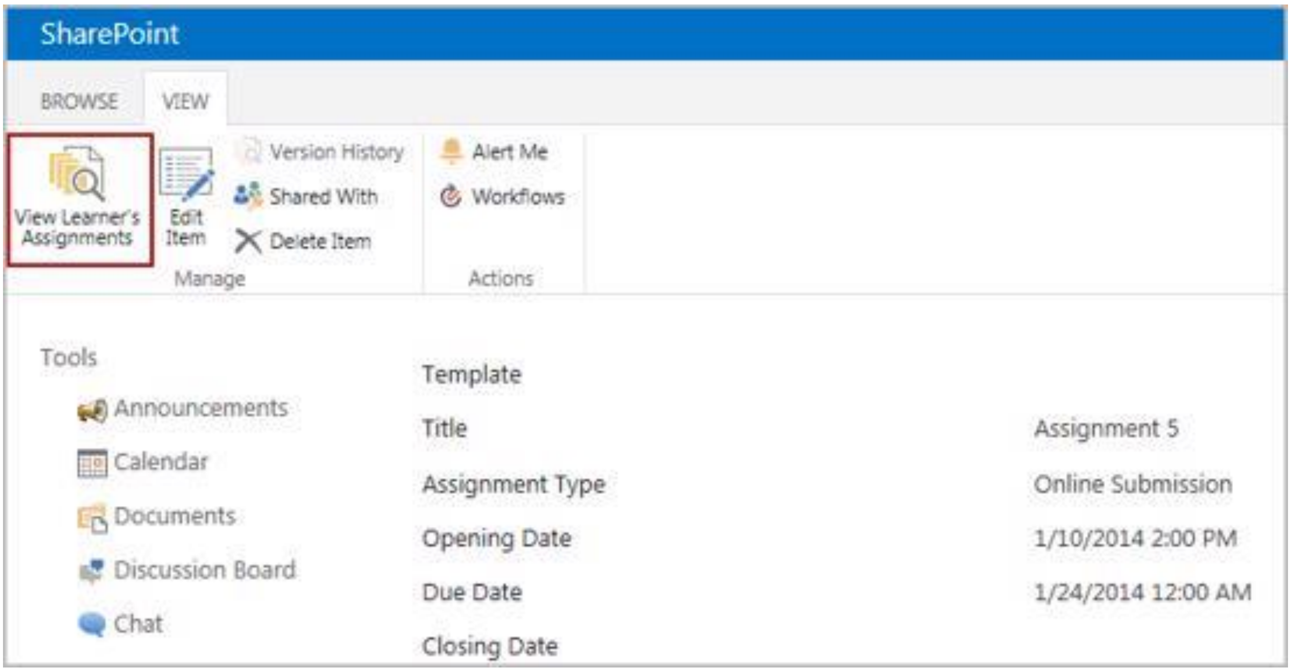
9. Click **Approve** to confirm changes. Click **Return** to give the assignment back to a learner so that he/she would correct it. Click **Save as Draft** to save the settings without sending the task to anyone. Click **Cancel** to cancel changes.

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

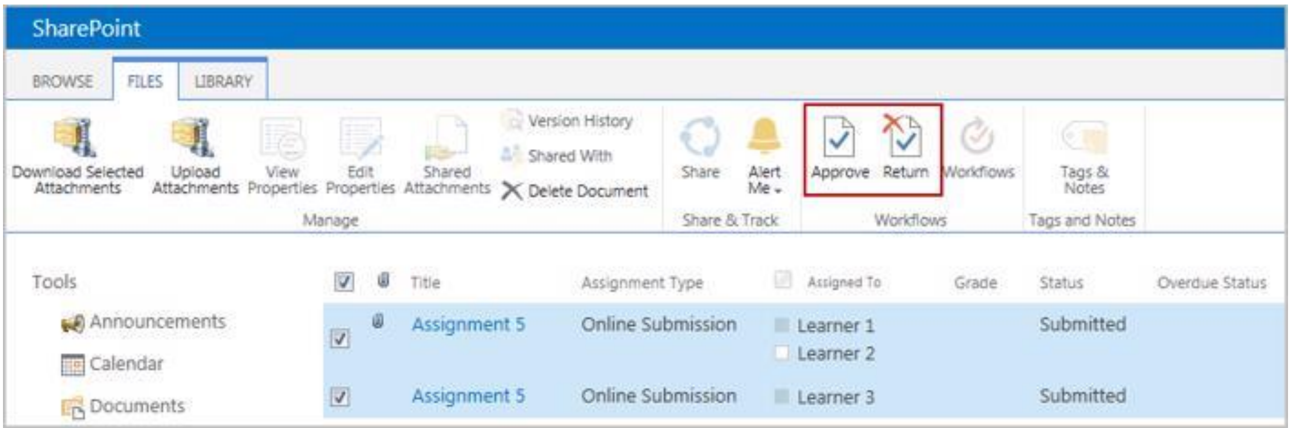
Teachers can perform simultaneous approval or returning of a task assigned to multiple learners:

1. Enter the **Assignments** tool section;
2. Select a necessary assignment in the calendar;
3. Click **View Learner's Assignments:**



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:



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.

<u>The full scenario for Bulk Assignment Tasks approval</u>:

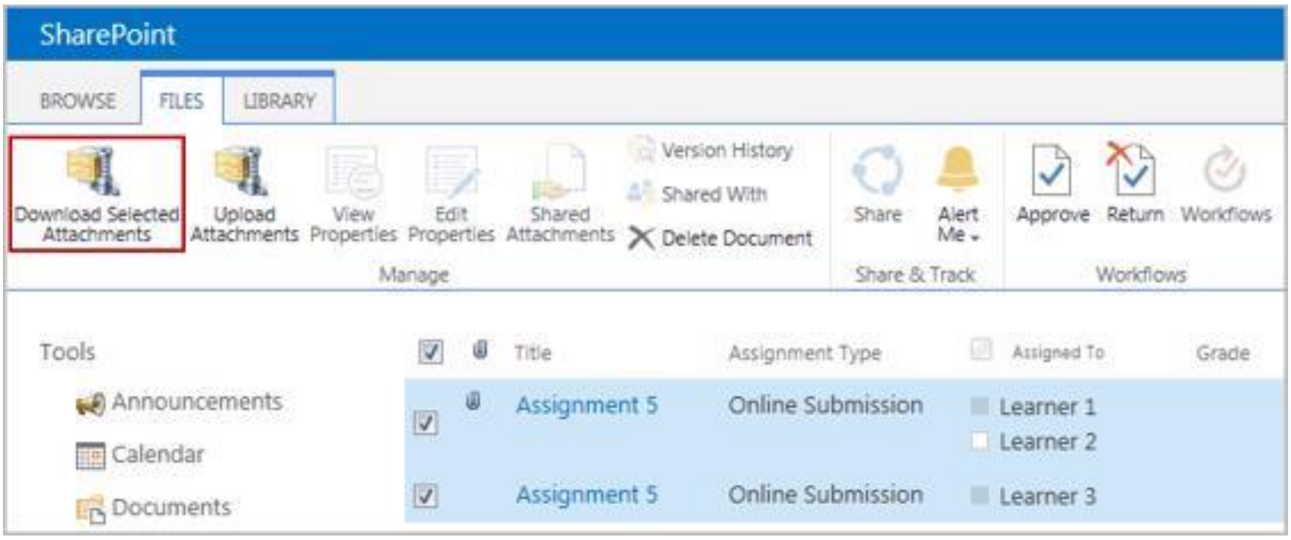
1. Teacher downloads ZIP archive with attachments of submitted assignment tasks;

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.

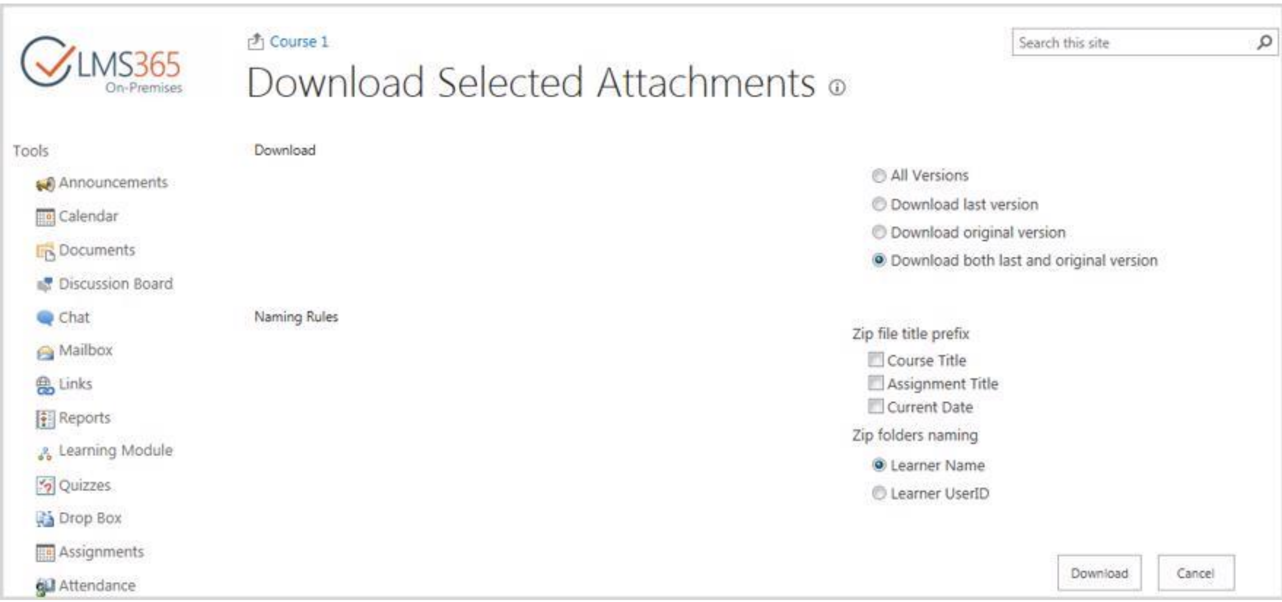
13.9.1 Downloading Attachments

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:



3. A window opens with the following options to select for downloading attachments from selected learners:

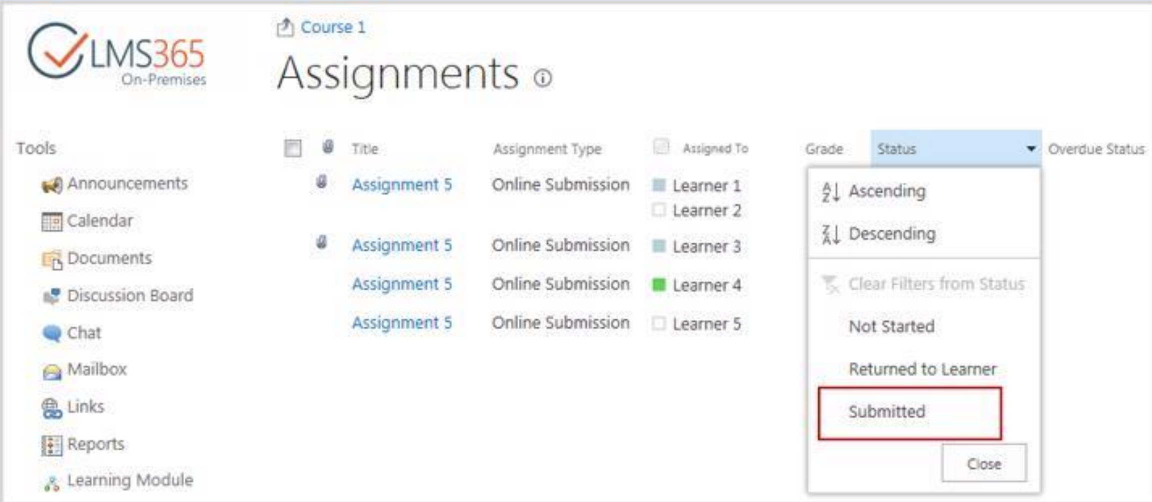


Download group with radio buttons:

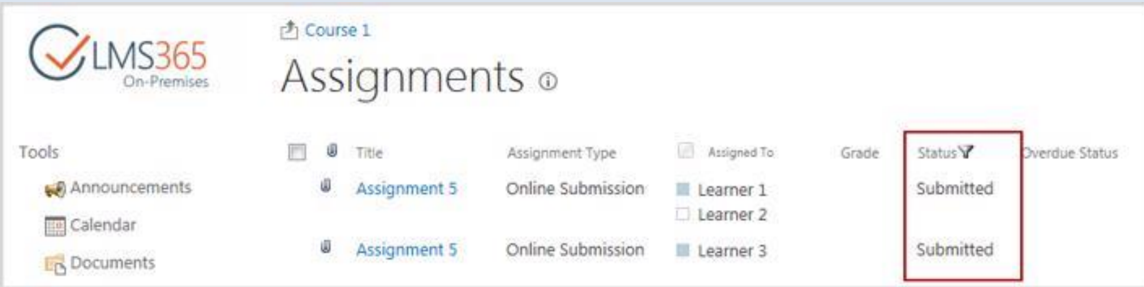
All versions;
Last version;
Original version;
Both last and original version (selected by default).

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:



This assures that Task is completed by Learner and the downloaded original version is public version of attachment:



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 has the following structure:

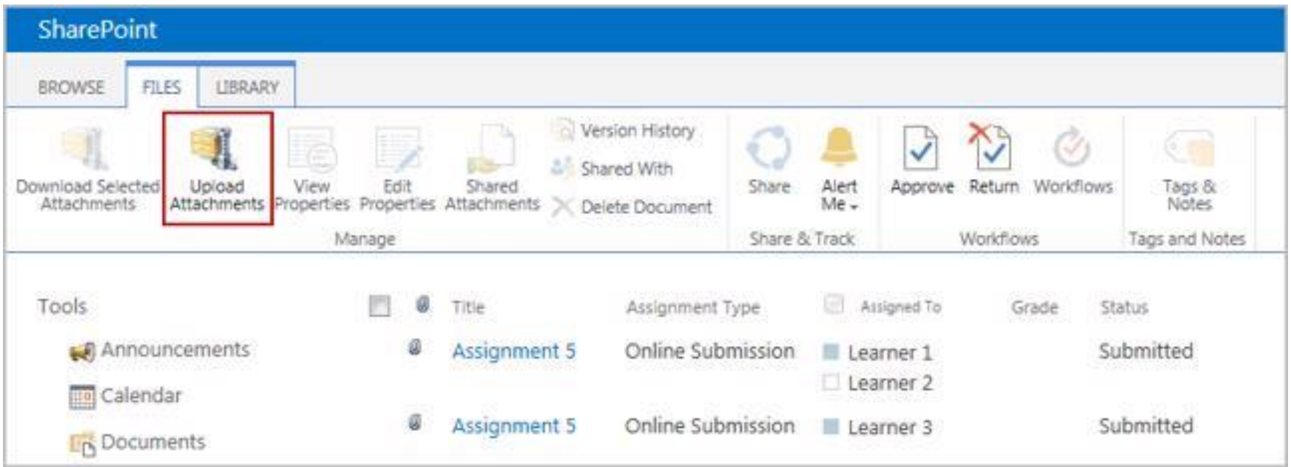
- Package.zip
  - manifest.xml
    - Assignment1
      - Learner1_Learner3
        - Attachment1
        - Attachment2
      - Learner2
        - Attachment1
    - Assignment2
      - Learner1
        - Attachment1
      - Learner2
        - Attachment2

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.

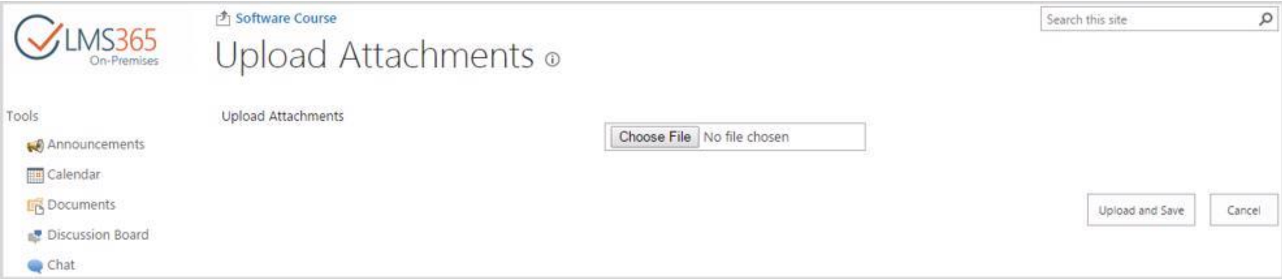
13.9.2 Uploading Attachments

To upload the attachment, do the following actions:

1. Click the **Upload Attachments** button in the ribbon, in the *Items* section:



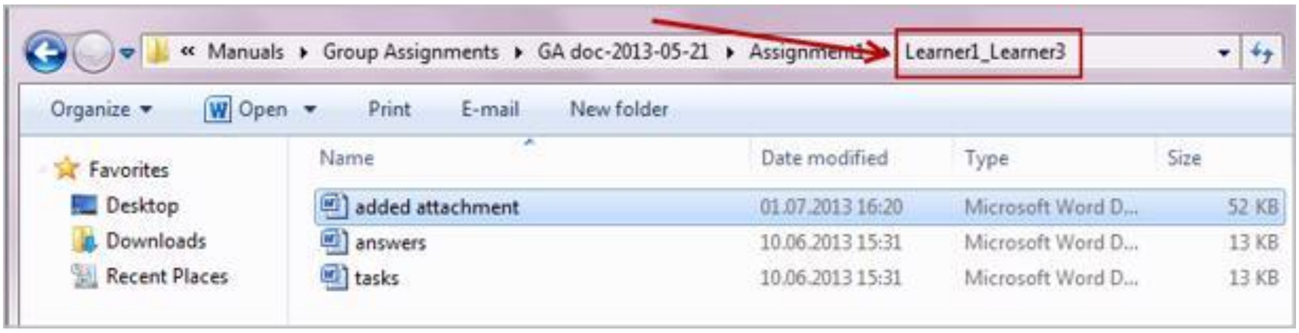
2. Choose File with .zip archive on local machine to upload attachments:



If the attachment is successfully uploaded, the Bulk Assignment Tasks approval form is opened.

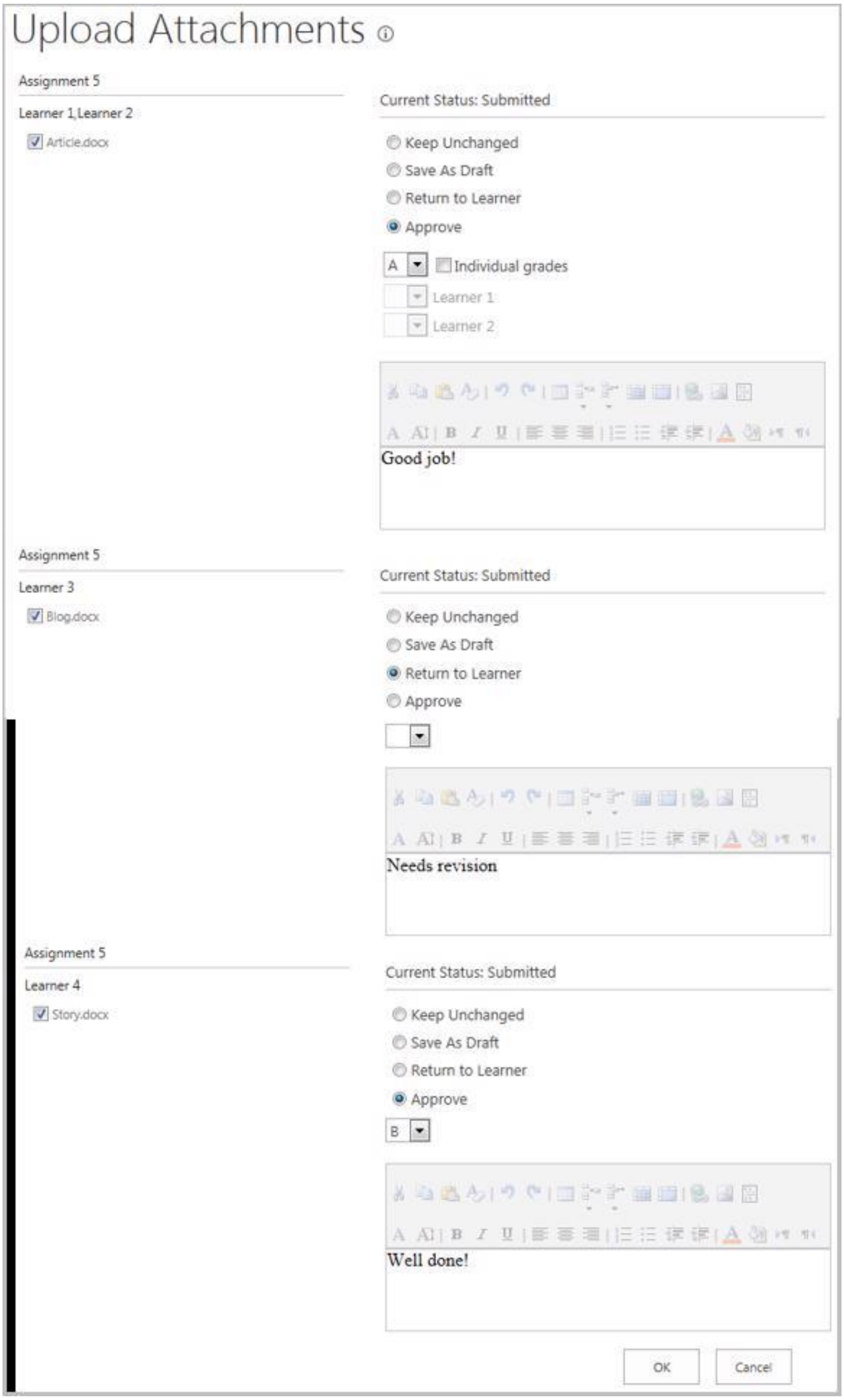
NOTE:	If during uploading occurs an error, an error message is displayed. The error message appears when *manifest.xml* file is not present in the archive. Please check that you have included the file manifest.xml into your archive. If the uploaded archive related to another course, a corresponding error 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):



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:



- 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.

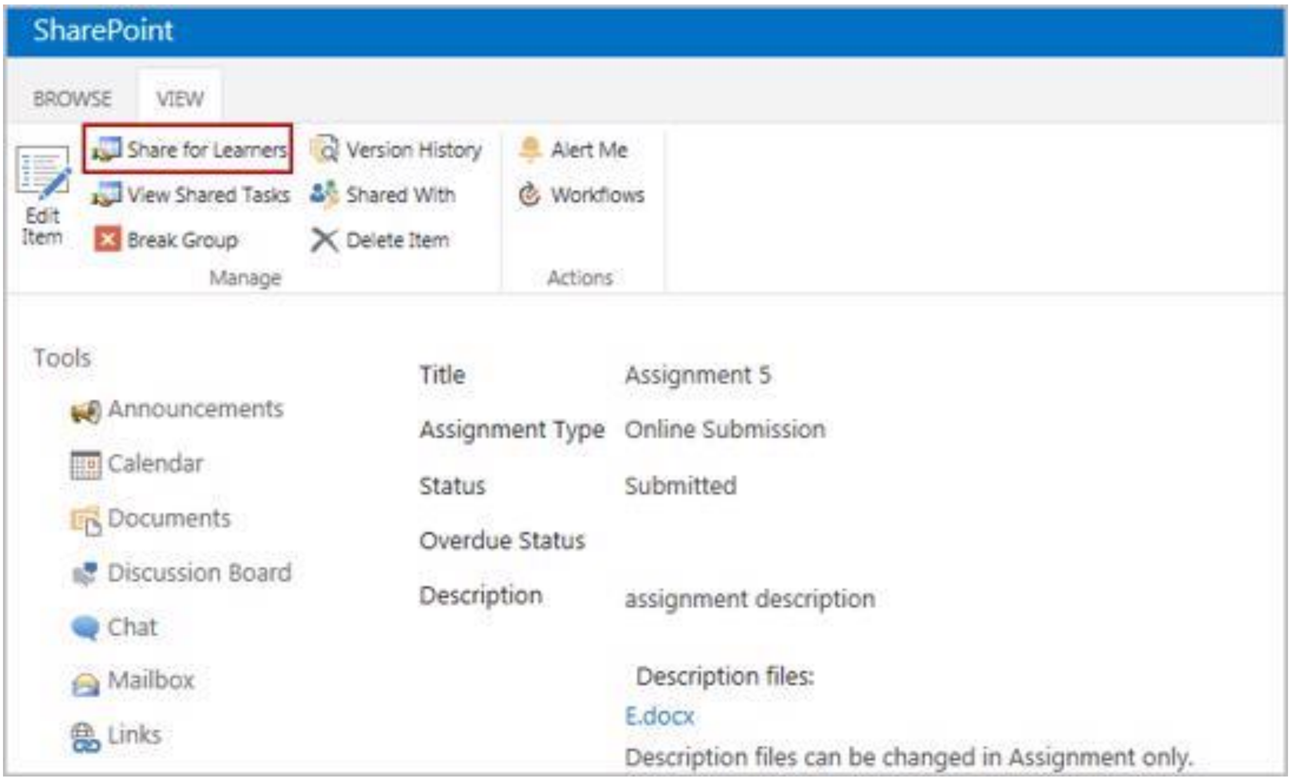
4. Click **OK** to confirm uploading or **Cancel** to cancel uploading.

13.10 Sharing 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:

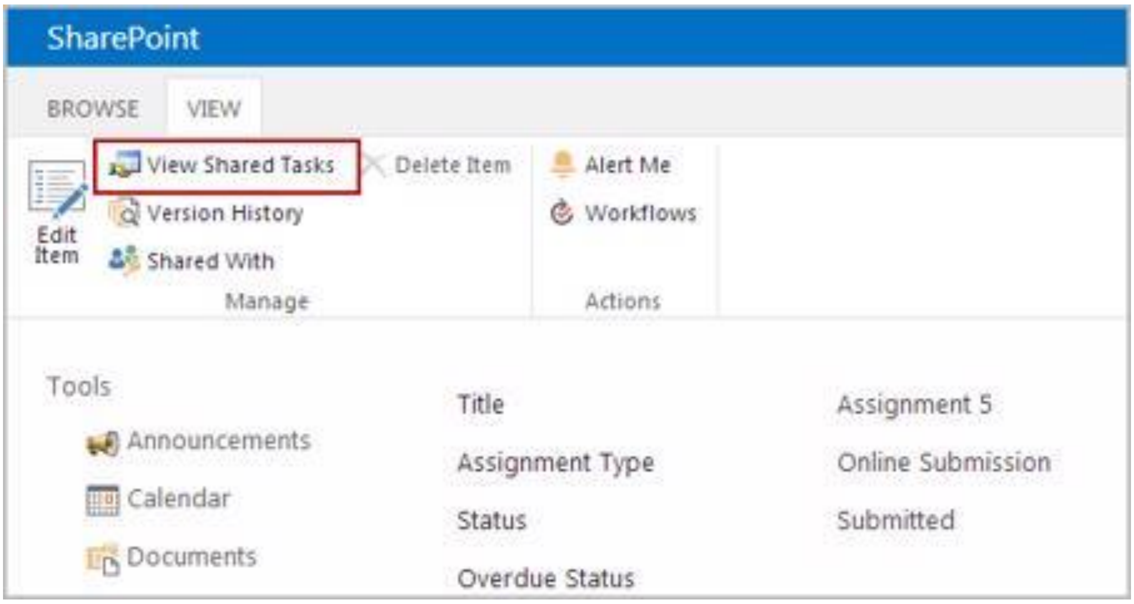
1. Click the name of a necessary assignment;
2. Select **View Learners' Assignments;**
3. Click the name of the needed Assignment Task to view it;
4. Click the '**Share for Learners**' button in the ribbon:



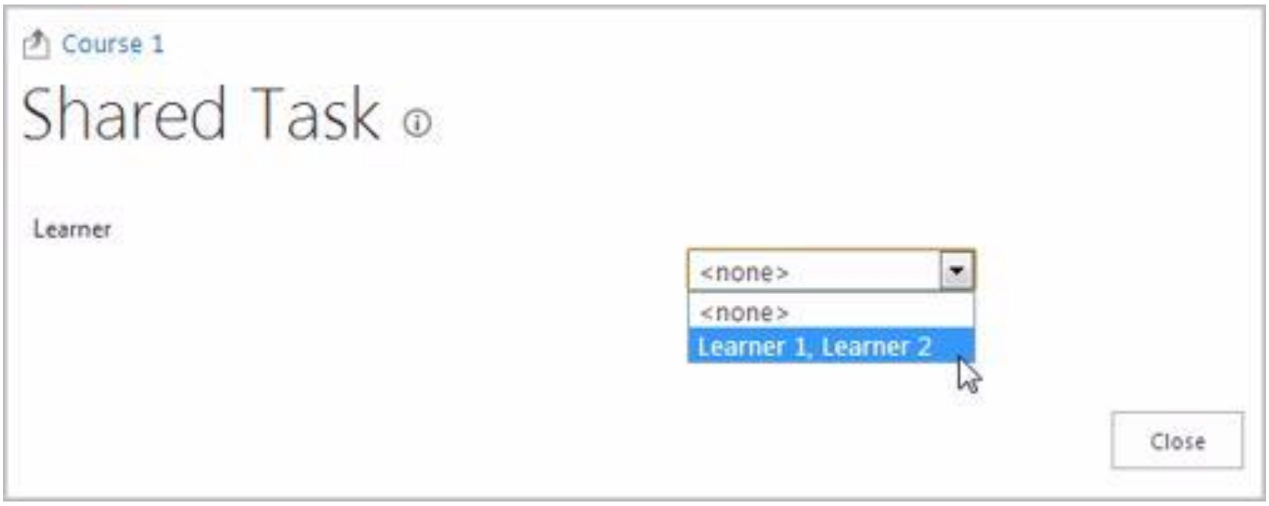
5. The Assignment Task becomes available for all Learners with this Assignment.

To view shared Assignment Tasks, do the following:

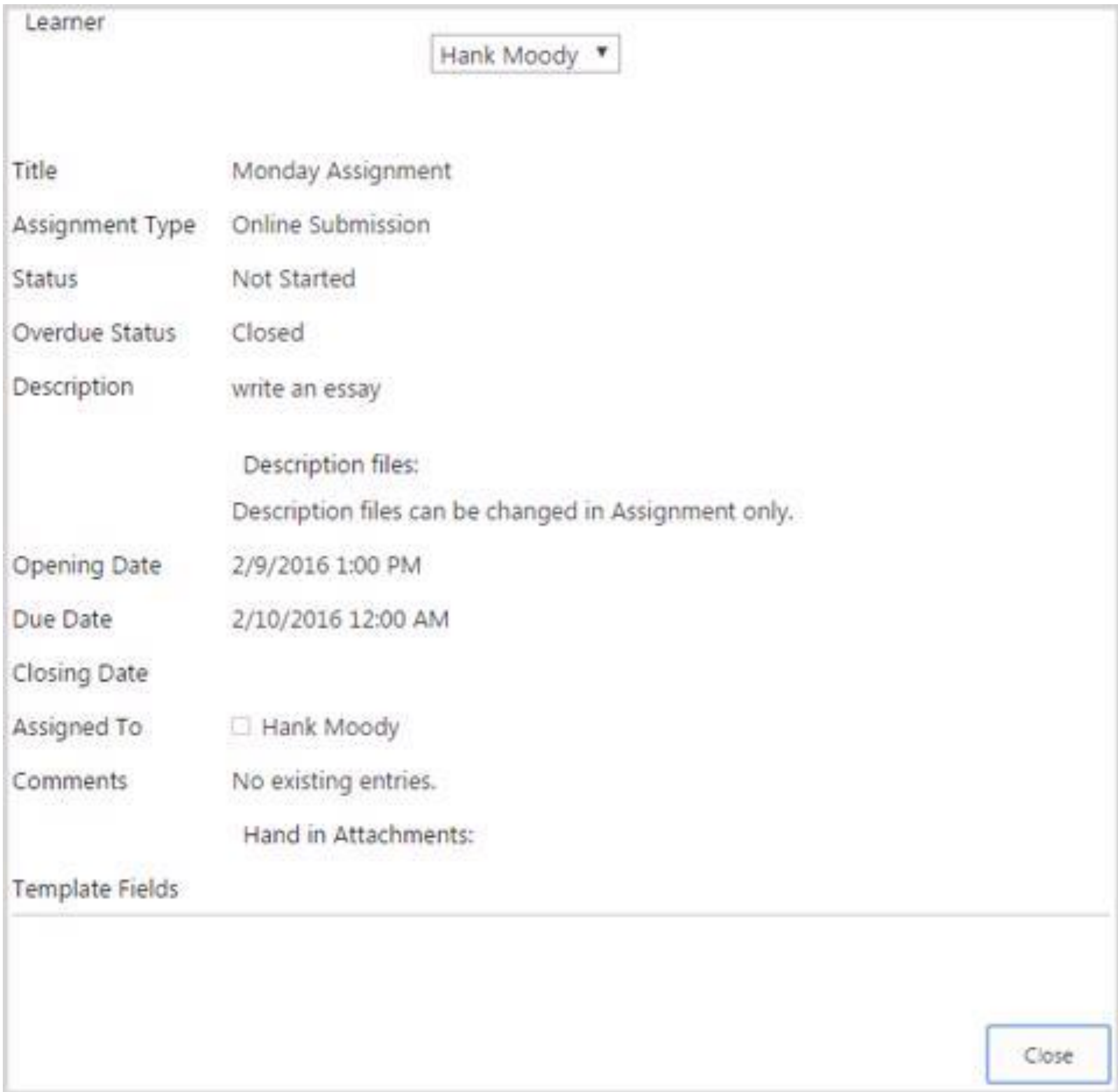
1. Click the name of the needed Assignment Task to view it;
2. Click the '**View Shared Tasks**' button in the ribbon:



3. Select Learner, whose Assignment Task you want to view:



4. Assignment Task of the selected Learner will be displayed:



5. Click close to return to the Assignment Tasks list.

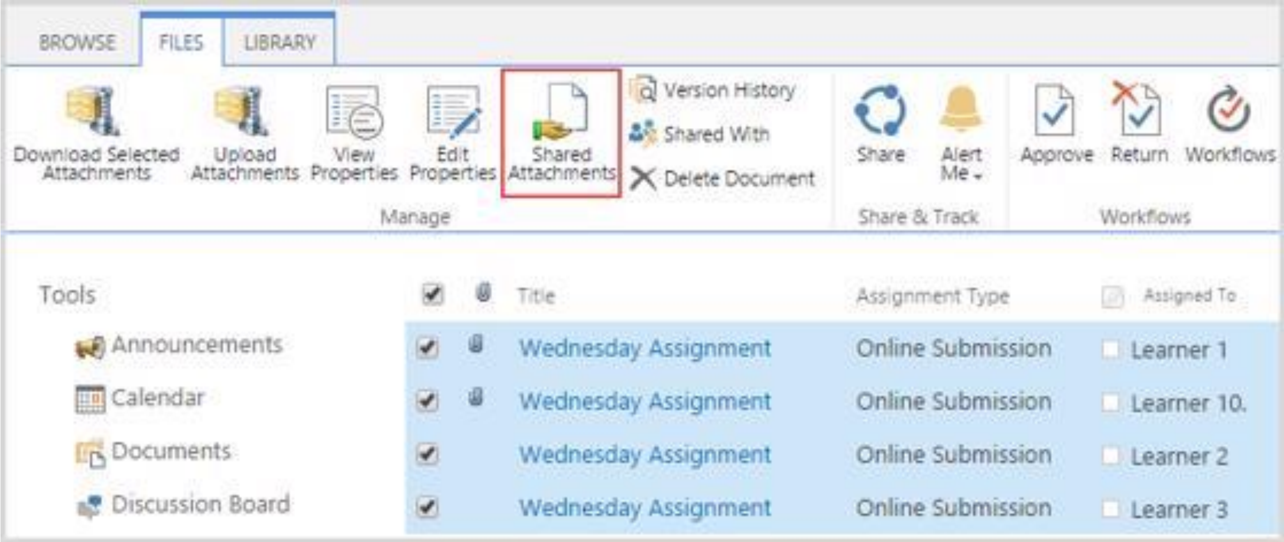
NOTE:	Even Saved as Draft Assignment Tasks can be shared by Teacher with other Learners.

13.11 Sharing Attachments

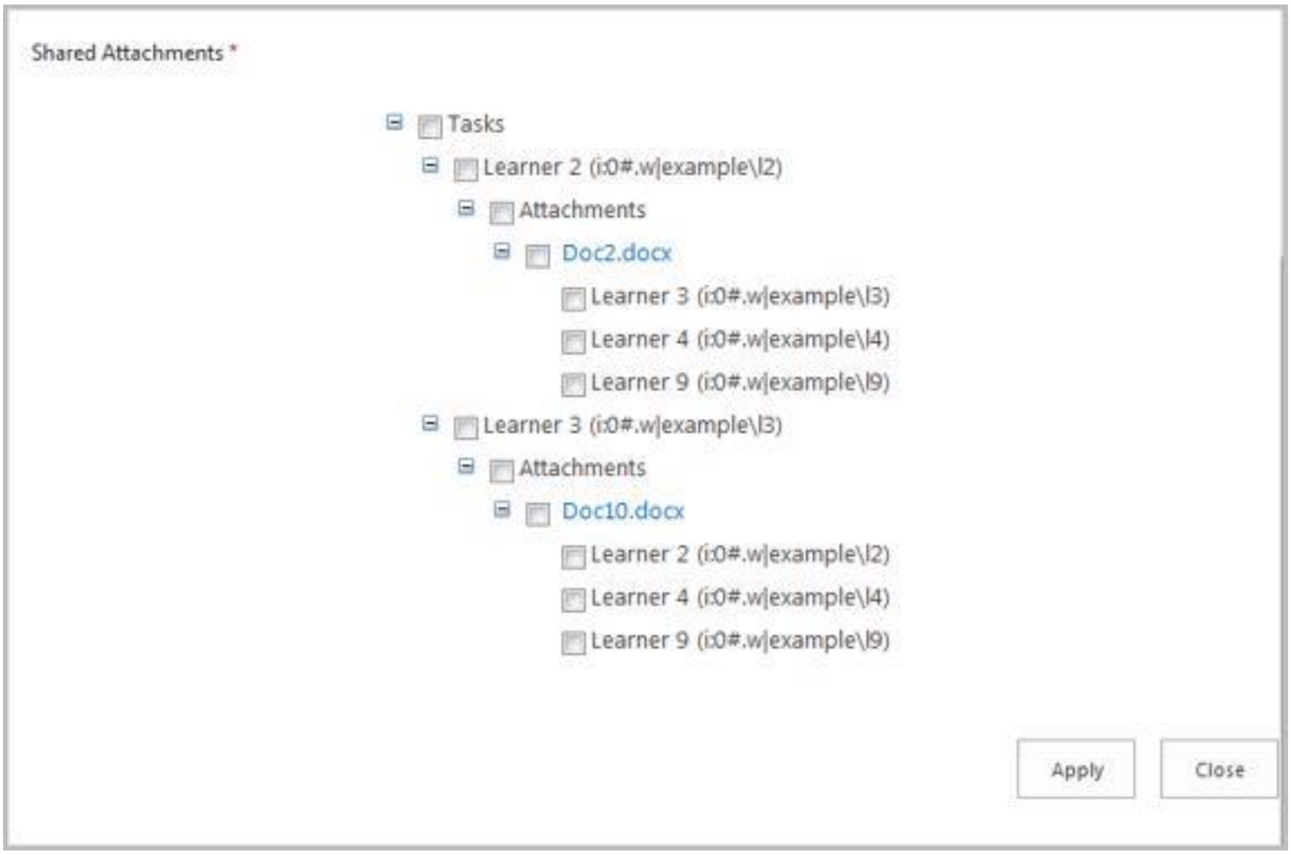
The option allows teachers to make documents attached to assignments of particular learners become available for other learners.

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:



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:

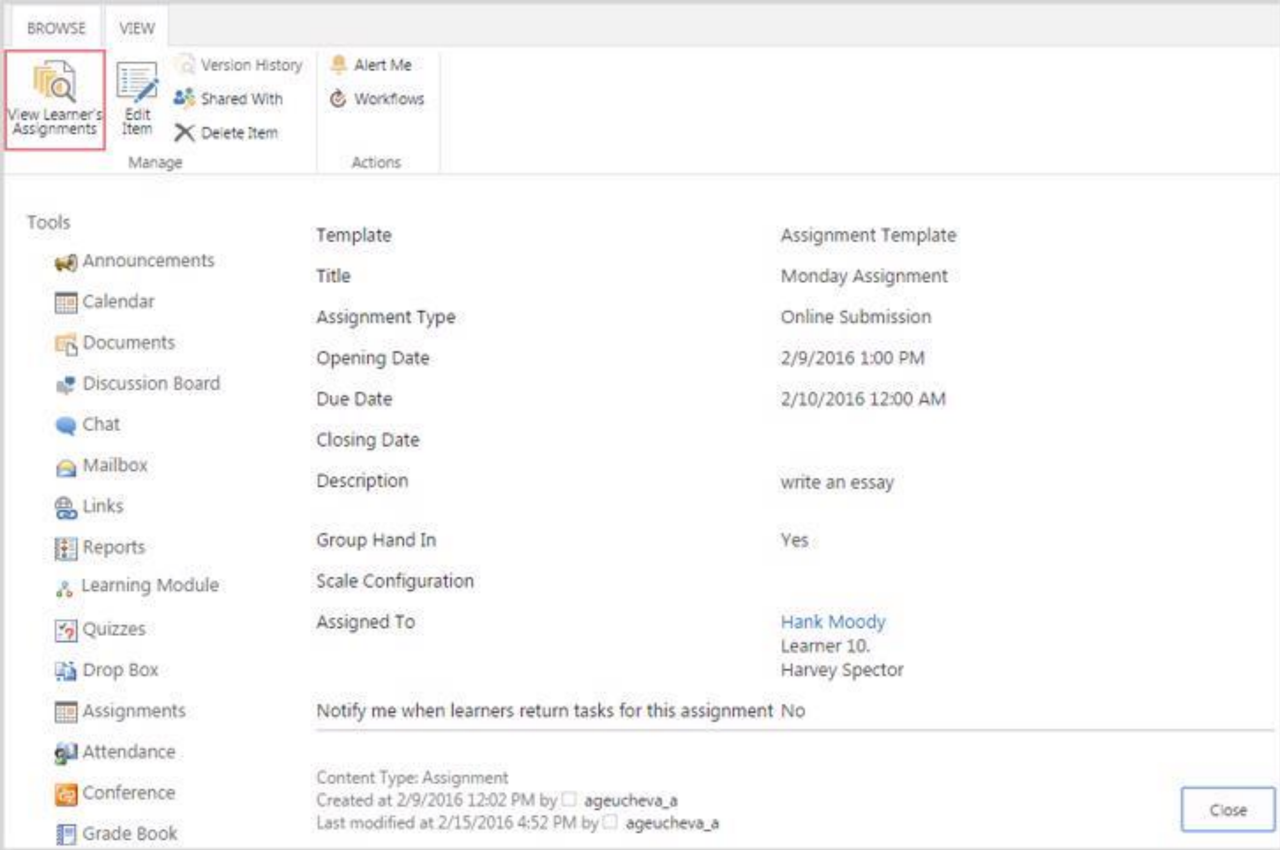


5. Click **Apply** to save settings. Click **Cancel** to discard changes.

13.12Version History

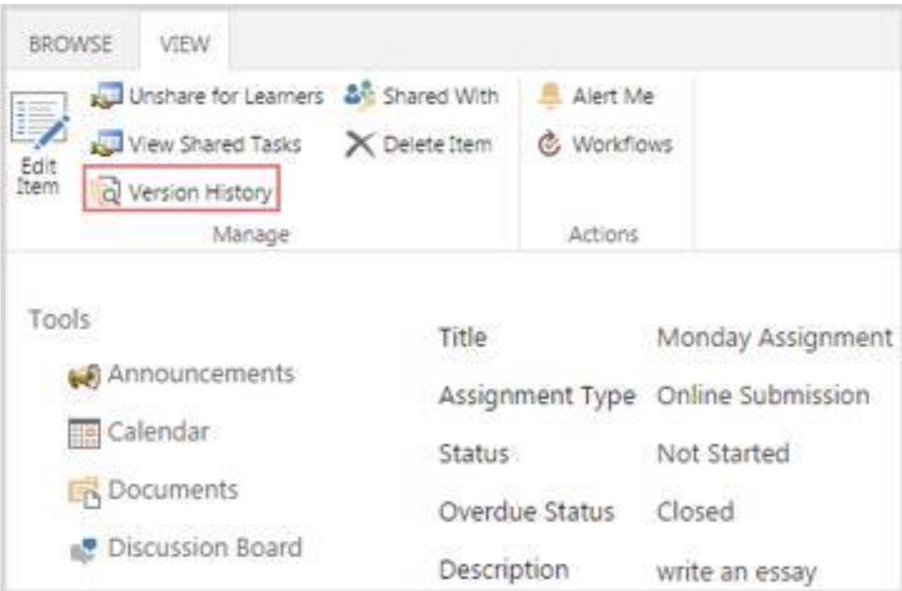
1. Enter the **Assignments** section;

2. Select the necessary assignment;
3. Click **View Learner's Assignment:**

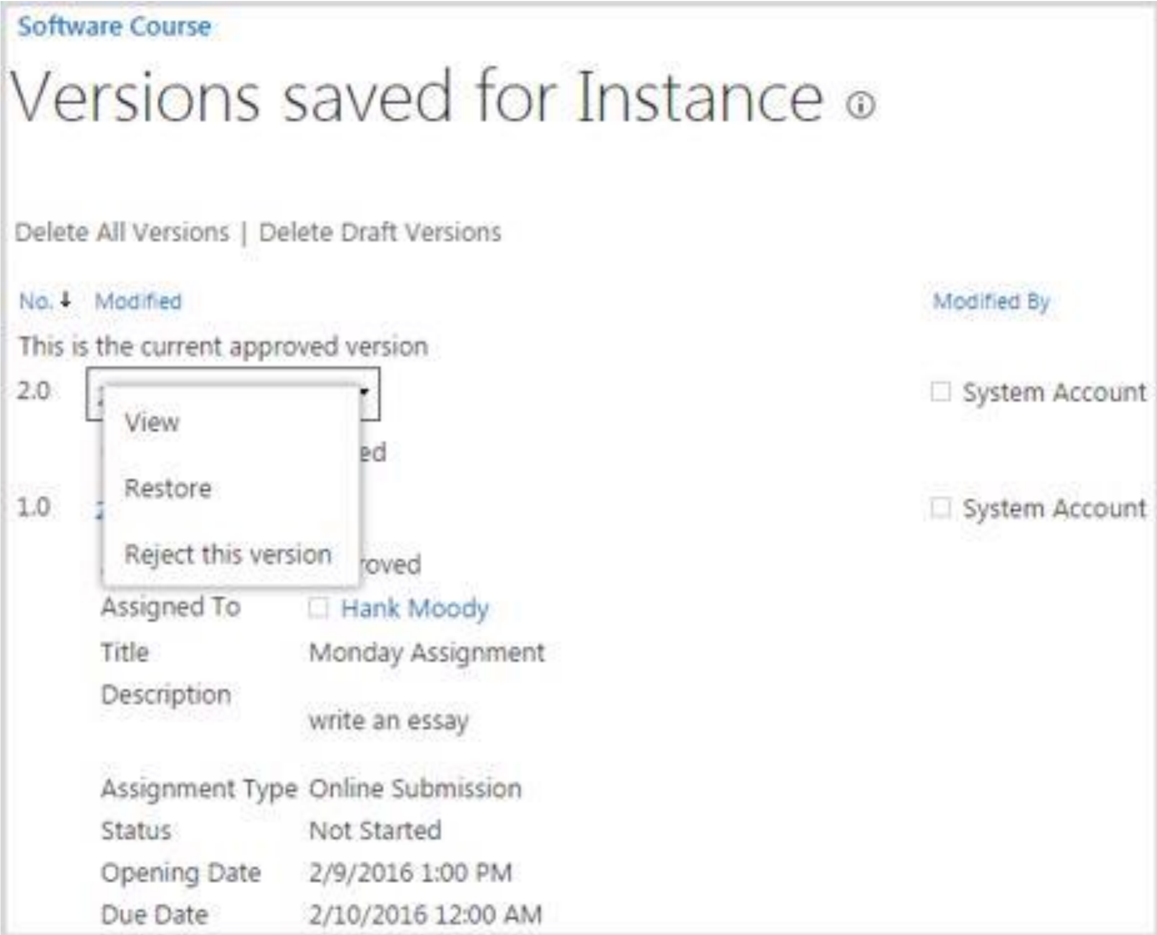


NOTE:	The View Learner's Assignments link will not appear until a task is generated.

4. Select **View Item** from the drop-down menu of the necessary assignment;
5. Click the **Version History** button:



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.

13.13 Task 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:

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 status	User	Available Action	Next task status	Saved As Draft (Approval Status)	
				For Teacher	For Learner
Not Started	Teacher	Save as Draft	Submitted (for Teacher); Not Started (for Learner)	Yes	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

Returned	Teacher	Return to Student	Returned	No	No
	Learner	Submit	Submitted	No	No
	Learner	Save as Draft	In Progress	Yes	Yes
	Teacher	Save as Draft	Submitted (for Teacher); Returned (for Learner)	Yes	No
	Teacher	Approve	Completed	No	No
Completed	Learner	Save as Draft	In Progress	Yes	Yes
	Learner	Submit	Submitted	No	No
	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 Grading assignments. 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.

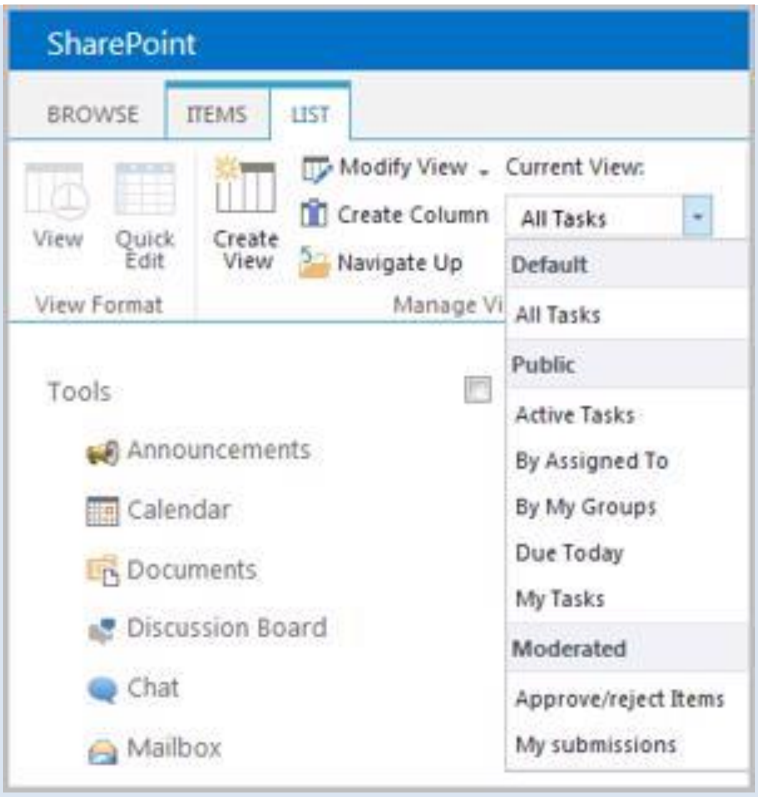
13.14Content Approval Status

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:

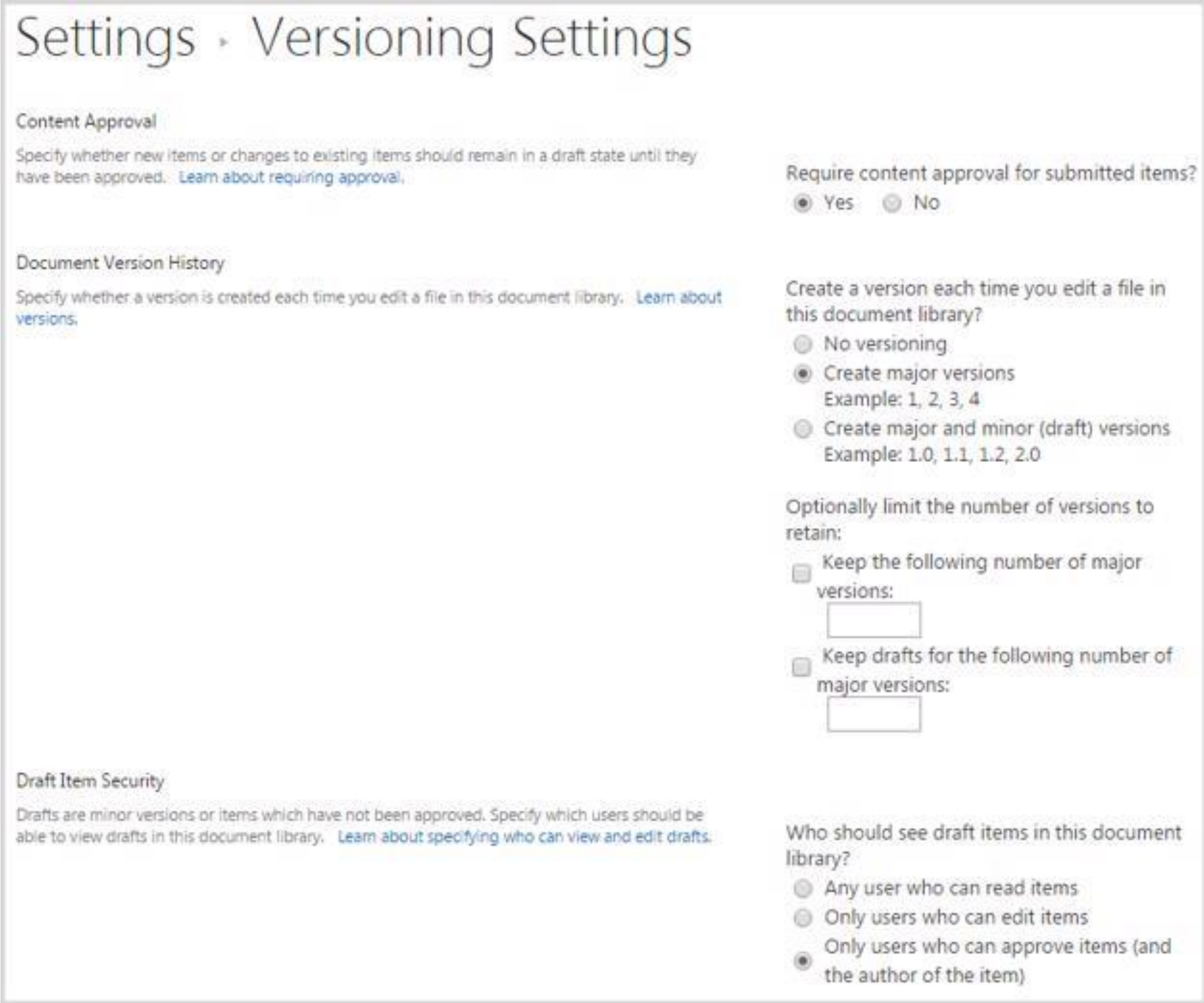
1. Enter the course, and on the left Tools menu, click **Assignments;**
2. Click an assignment name;
3. Click **View Learner's Assignments.**

NOTE:	There are several viewing options available for this list:



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:**

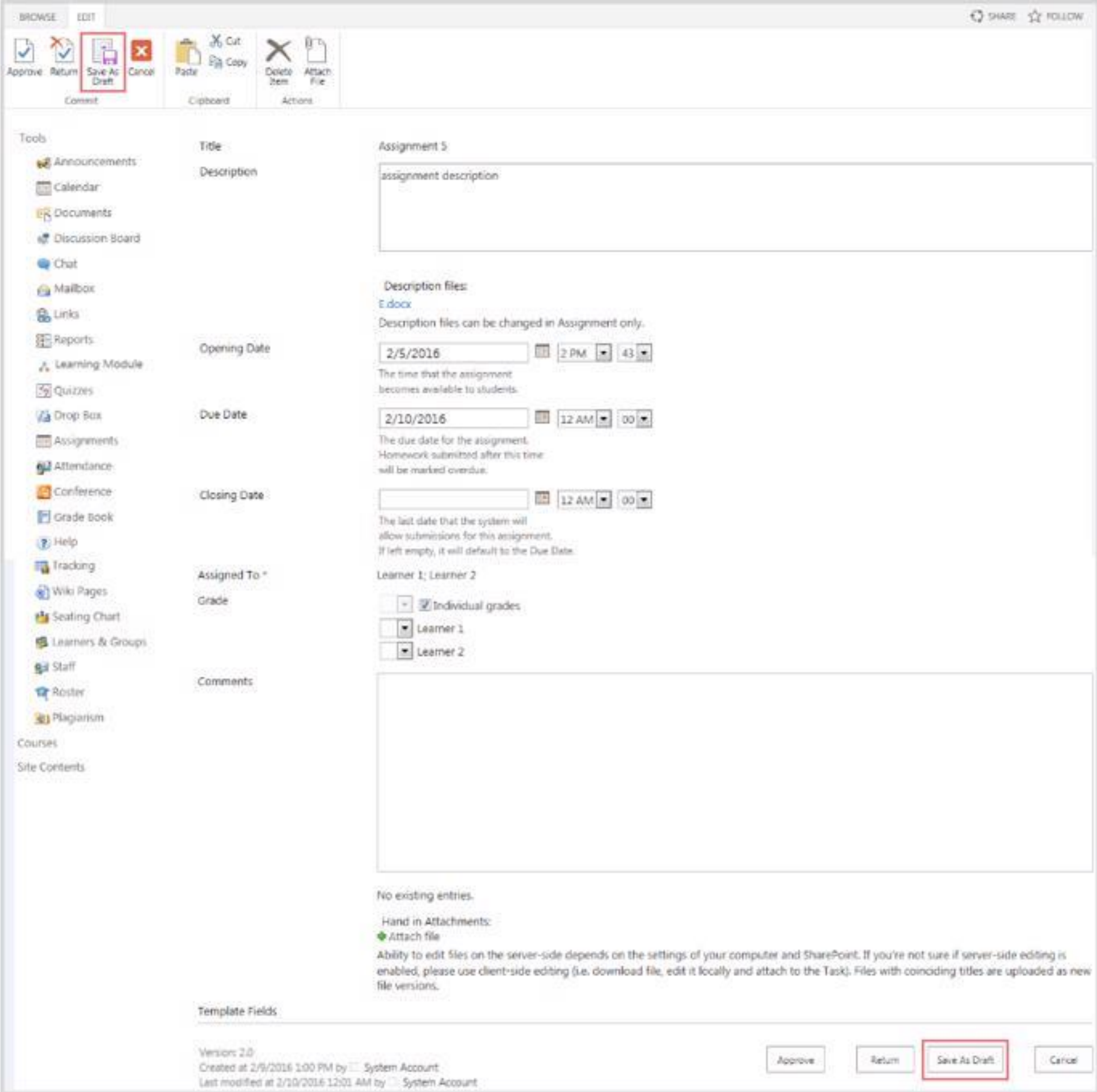


5. Select *No* to disable content approval;
6. Click **OK** to save the changes.

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** OR 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:

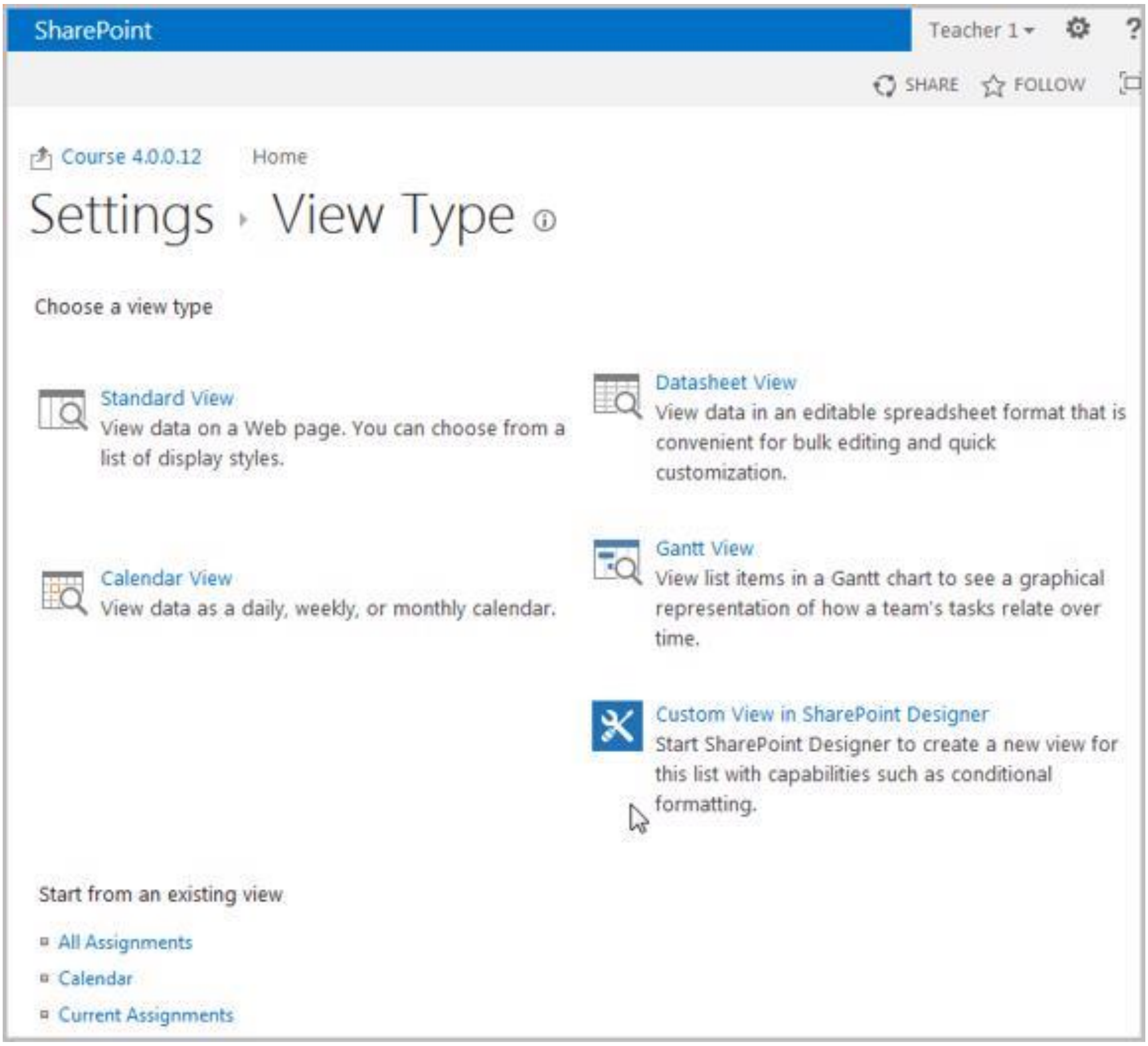


NOTE:	If Learner saves assignment task as draft, Learner's draft assignment and draft Hand In attachments are always visible for Teacher. Besides, Teacher can make draft Assignment Tasks available for other Learners using the ['Share for Learners'](#) function. But Learner's draft comments are not visible 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

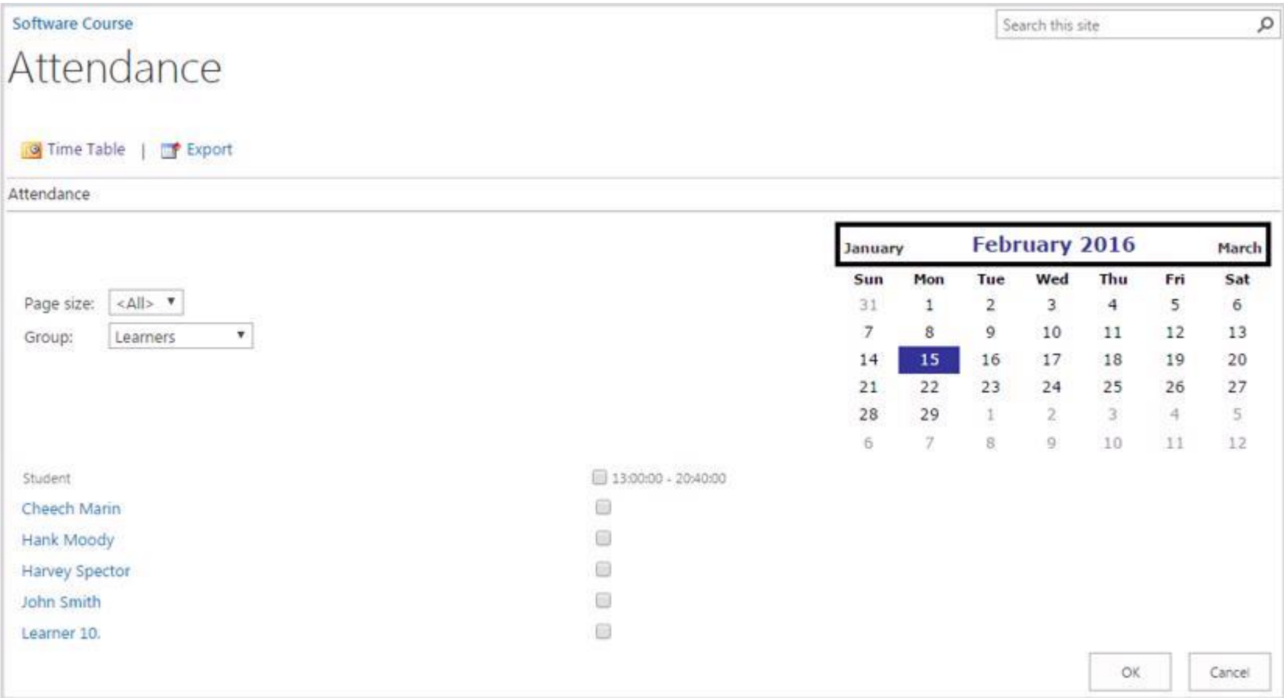
This is the default view for the Assignments section. The list of all the assignments is displayed in it. Click an assignment to view its details.

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:



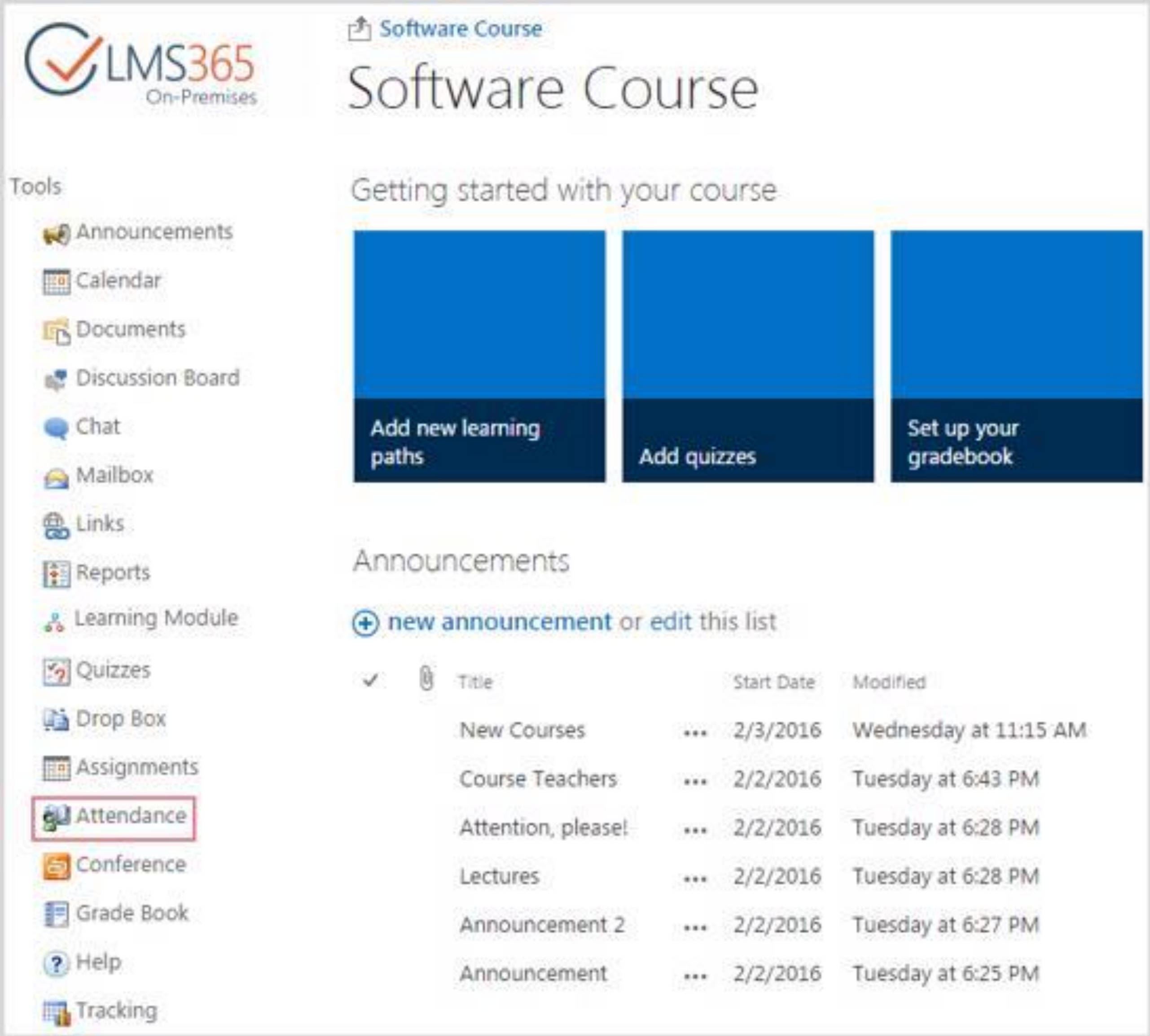
The home page of this section proposes a table of attendance for the current date. A user can pass to other dates that have already passed by selecting a necessary day in the calendar. To browse a date, select a necessary date in the Calendar in the top right corner of the page and click it.

NOTE: It is possible for students to view their attendance too.

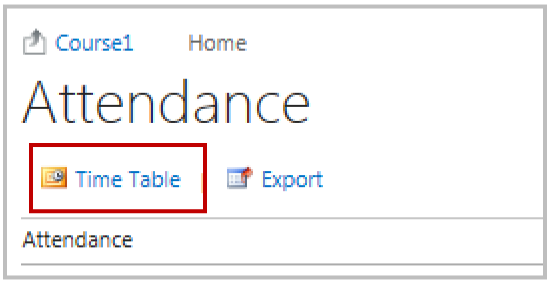
14.1 Creating a Timetable

To manage the students' attendance, the teacher should create a timetable. To do that, follow the steps given below:

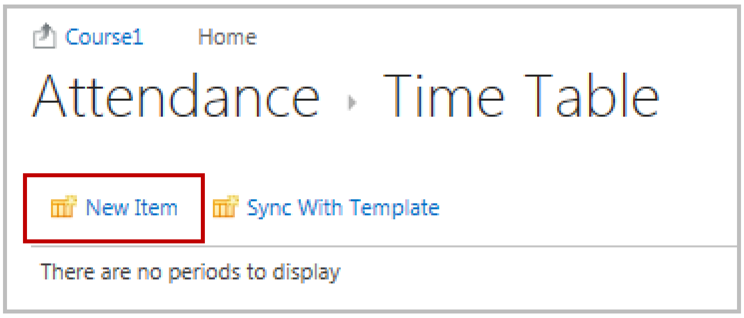
1. On the Course level, go to the course menu and click the **Attendance** icon:



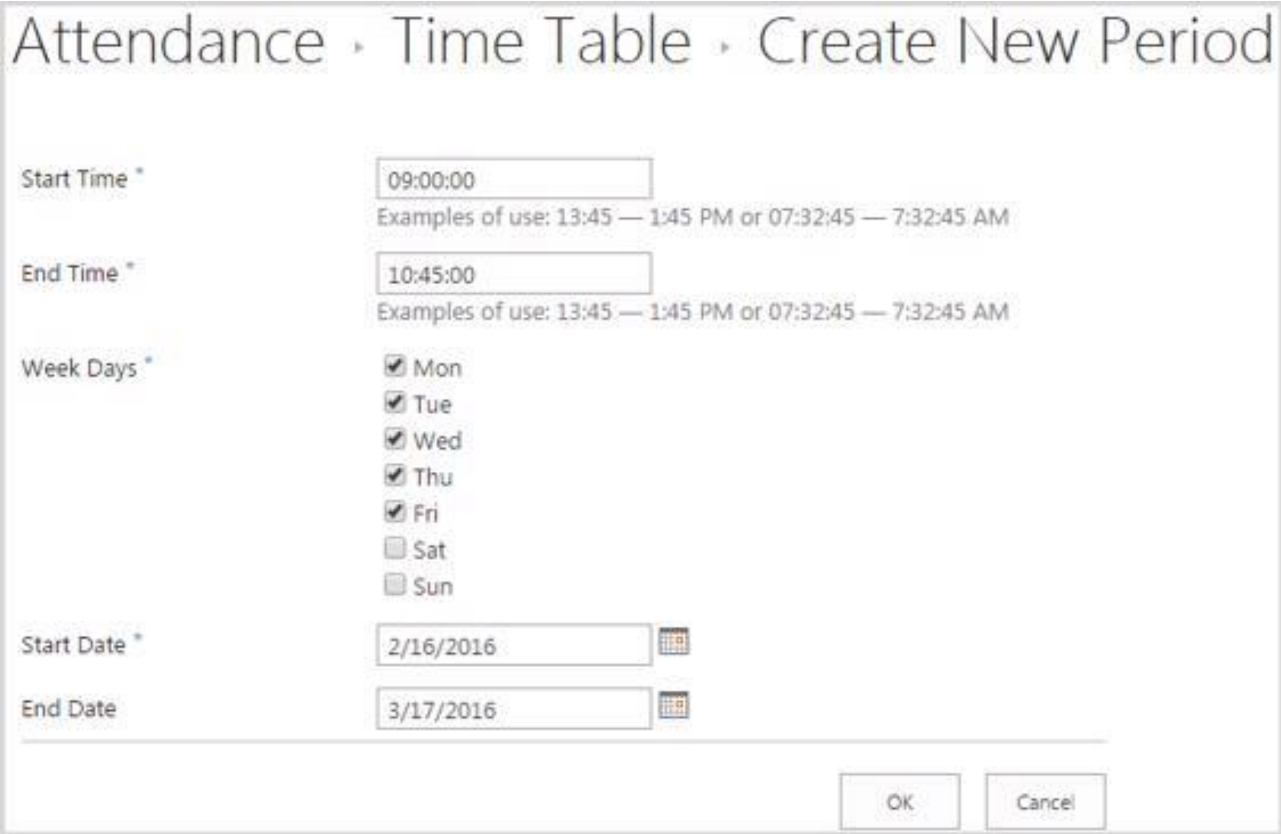
2. Click the **Time Table** button under the ribbon menu:



3. Click the New Item icon in the header of the page:



The following form will appear:



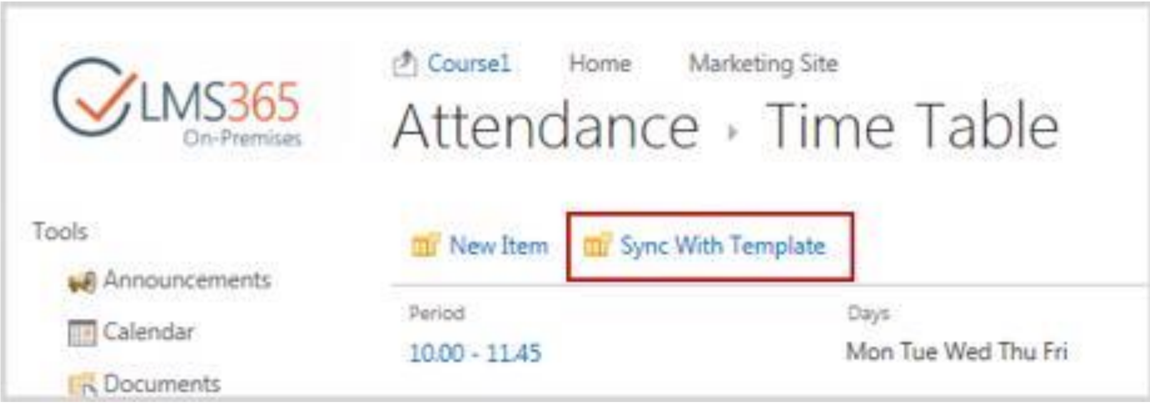
4. Specify the **Start time** period and the **End time** period (the fields are to be filled in) and tick the necessary check boxes in the **Week Days** section to indicate the valid days;
5. Specify the **Start** and the **End dates** for the period;
6. To save the period, click **OK** at the bottom of the page; to discard the changes, click **Cancel;**
7. To have the ready-made timetable, repeat *the point 1-6* procedure:

On pressing the **Back** ( ) icon you will be proceeded back to the Attendance section.

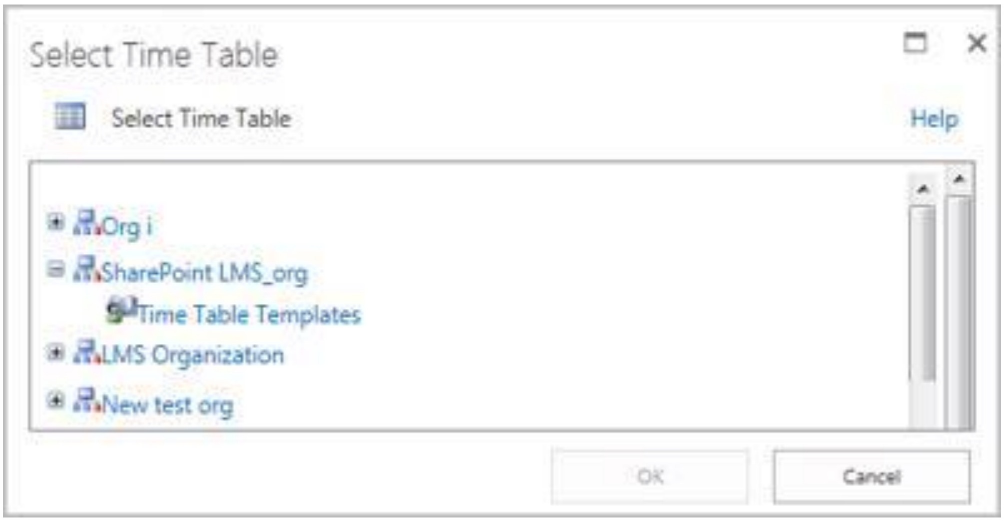
14.2 Synchronizing a Timetable with a Template

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:



3. The following dialog box will appear:



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:

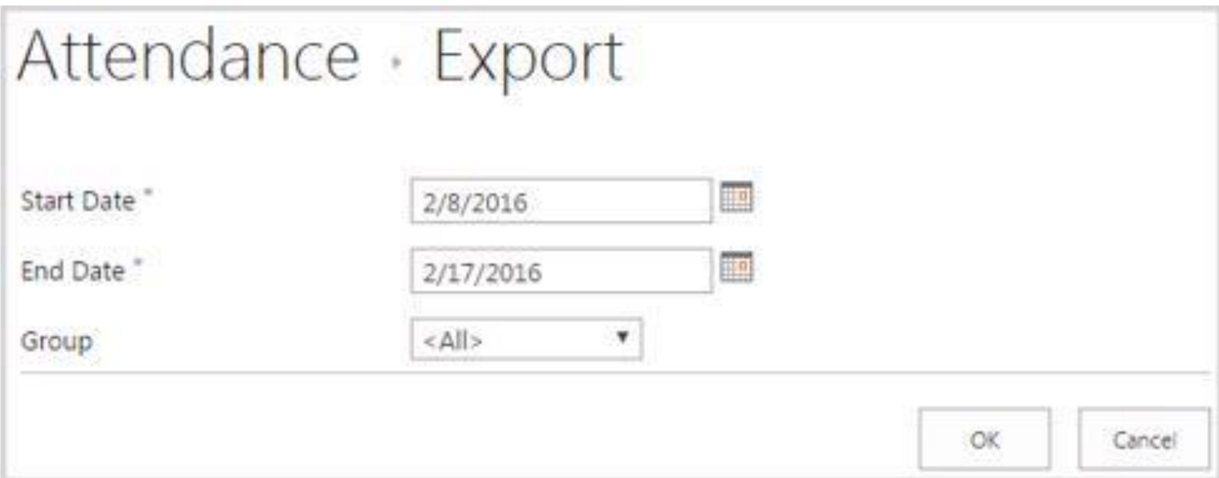
- By the number of entries in the list (the **Page size** drop-down box);
- By group to which students belong.

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

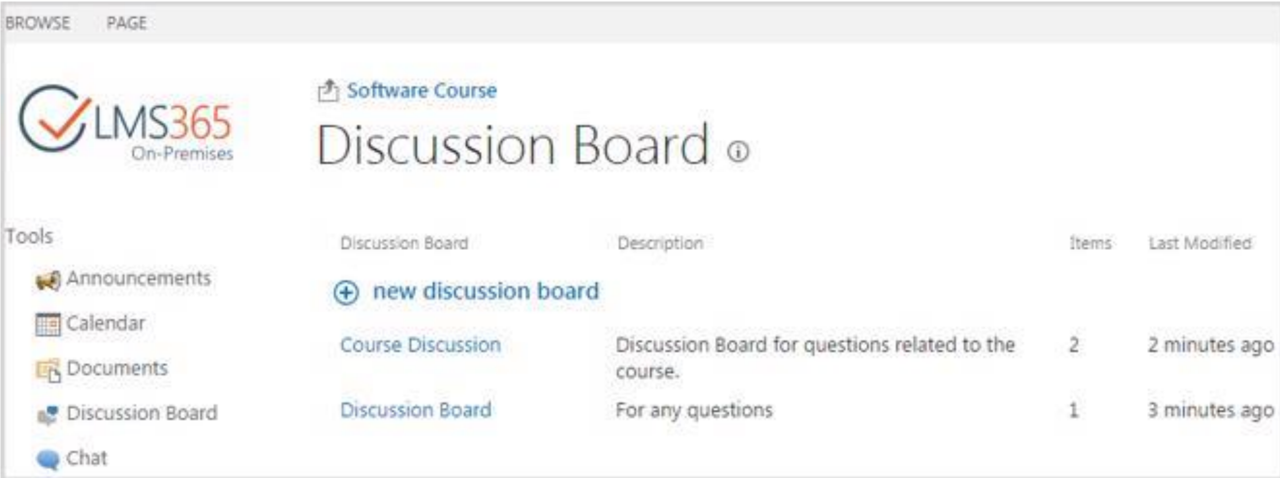
The system makes it possible to export statistics on students' attendance into an Excel file that can be stored externally.
To export statistics:

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:



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:



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:

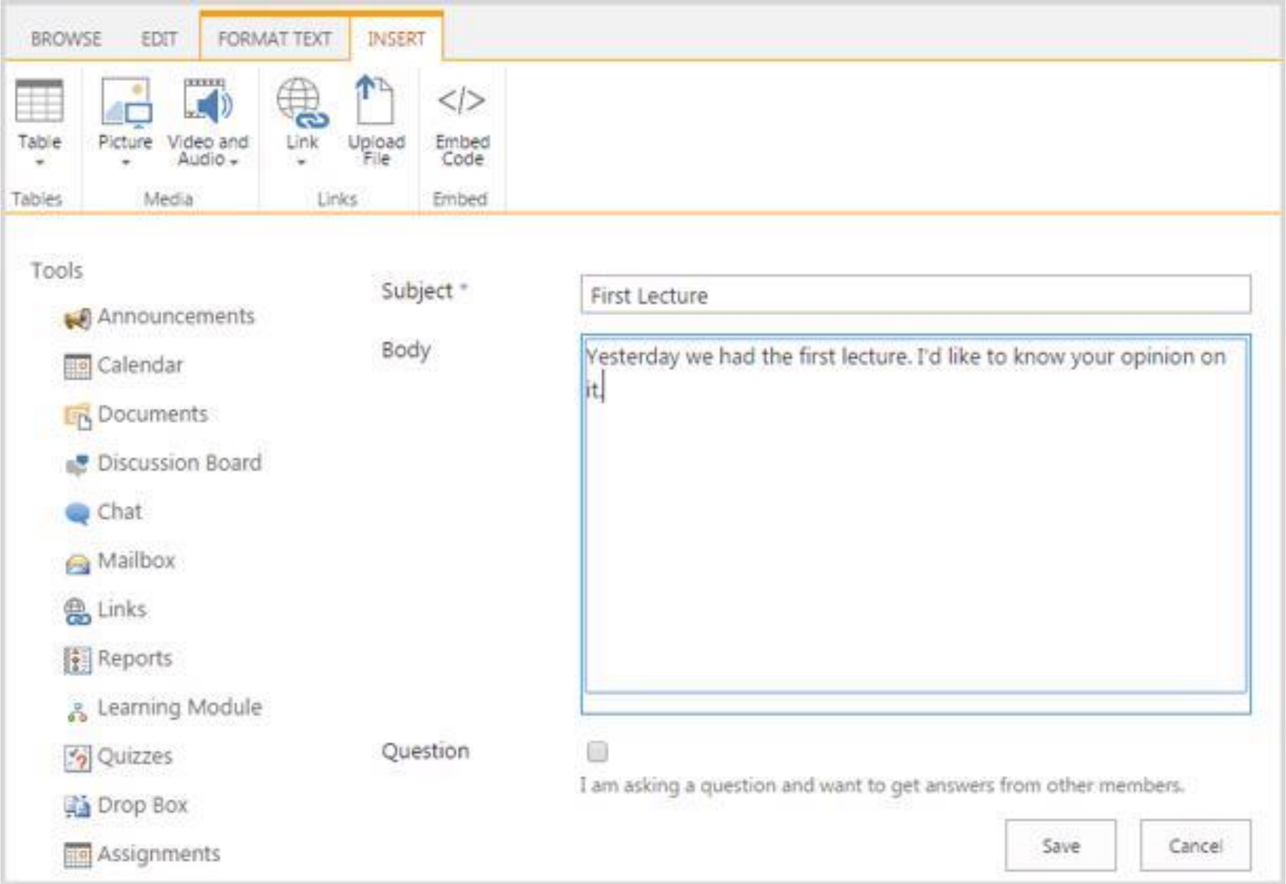
1. Enter the necessary course;
2. On the **Course Tools** menu, click **Discussion Board**;
3. Click **new discussion board** button ⊕ . The following form will be opened:

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 and complete the open form as described below:

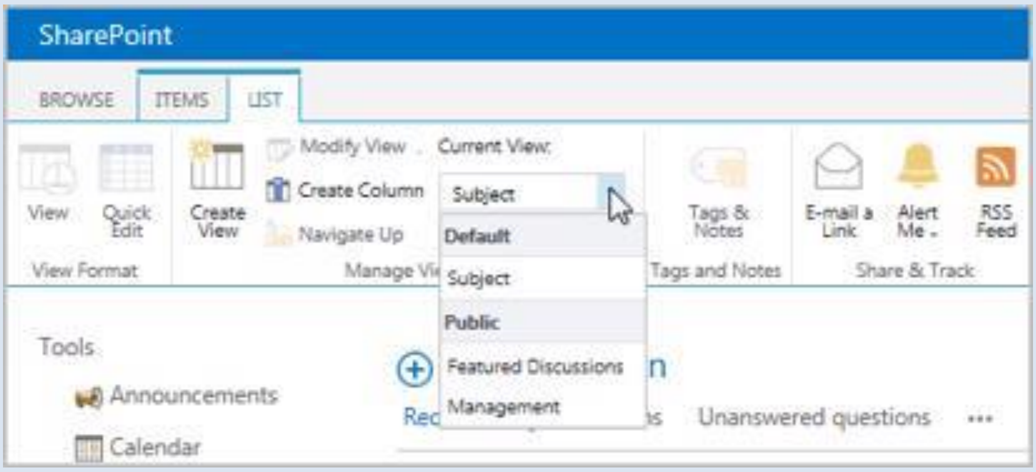


– *Subject* – type the subject of the discussion (the field is required);
– *Body* – describe the topic of the discussion.

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**:**

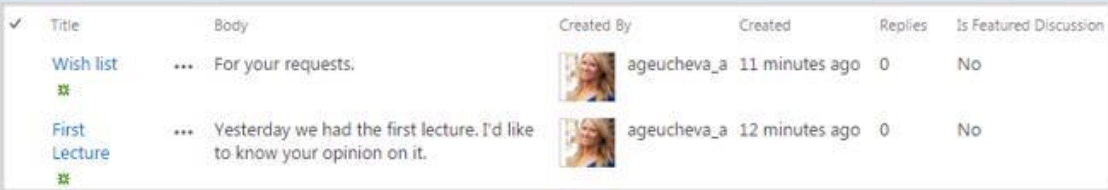


Discussions marked as **New** (NEW) are discussions (or contain replies) that have not been viewed by the current user yet.

15.3 Managing Discussions

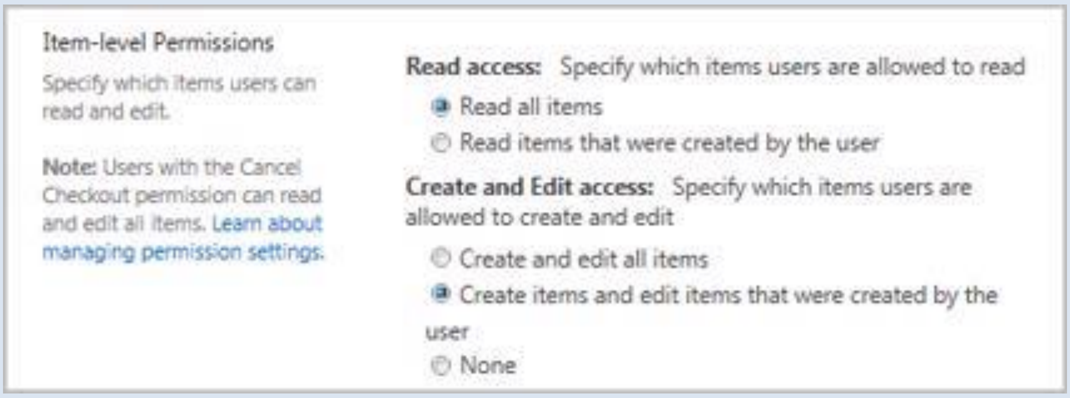
NOTE: For better representation, you can modify the list view. Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:

- 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.

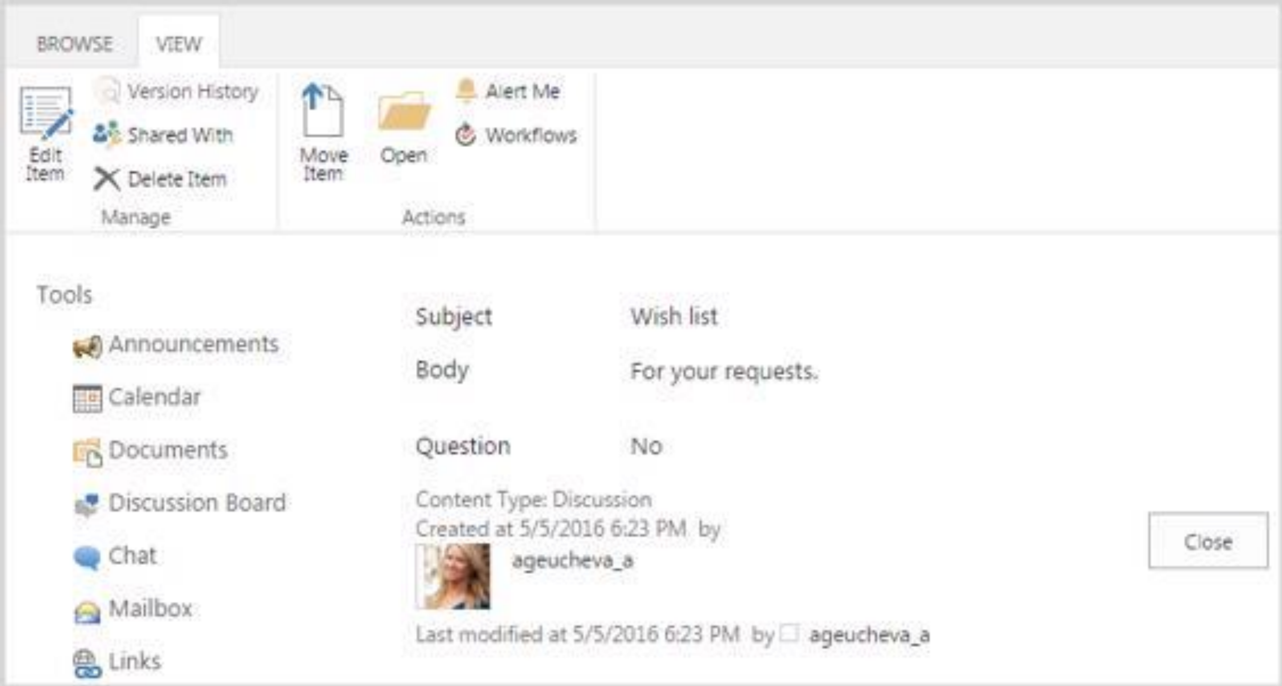
NOTE: Permissions issue: when a learner goes to the course discussion board, he/she might see that he can edit it and its topics (both created by a teacher). But if he tries to edit something and save the changes, he gets an "access denied" message. (This does not though happen with items that are created 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:



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 drop-down 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 drop-down list;
5. Confirm the deletion.

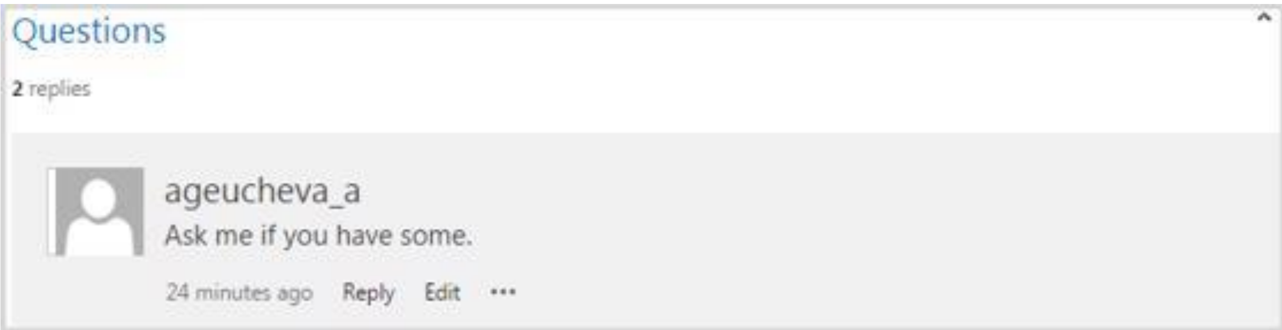
15.4 Viewing and Posting Replies

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**;
2. 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;

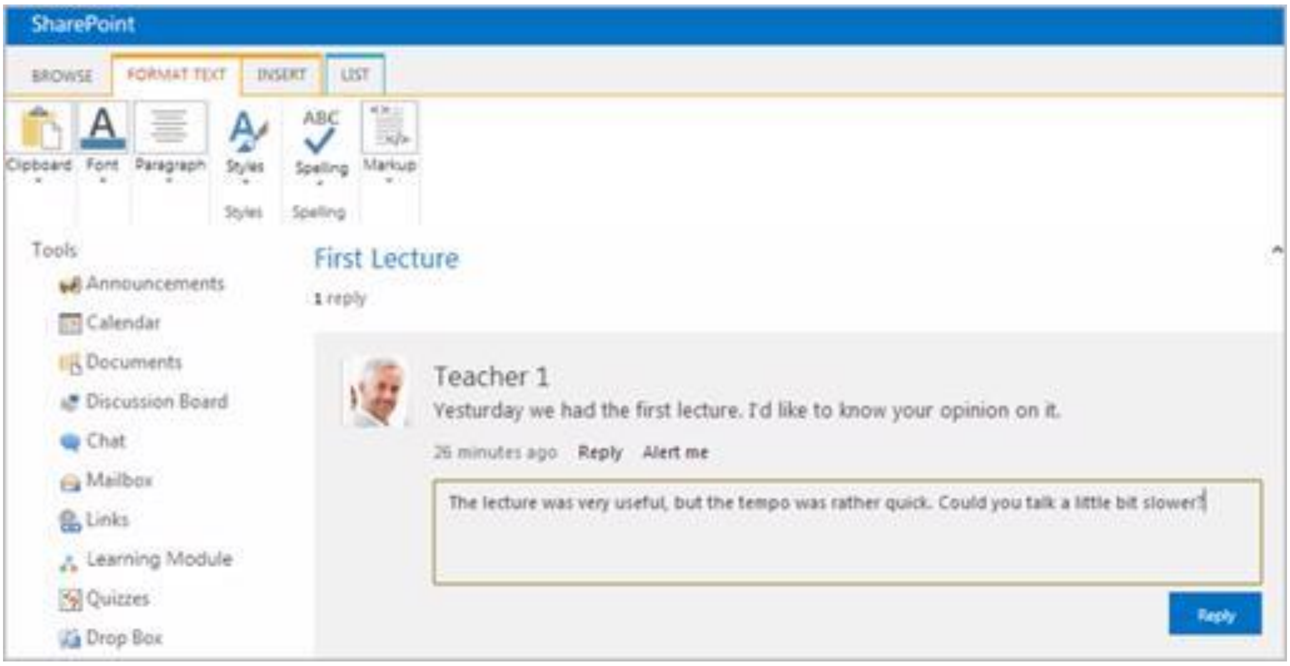
NOTE:	Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order: • Use the **Subject** link to sort or filter replies by subject; • Use the **Created By** link to sort or filter replies by author; • Use the Last Updated link to sort or filter 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:



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:

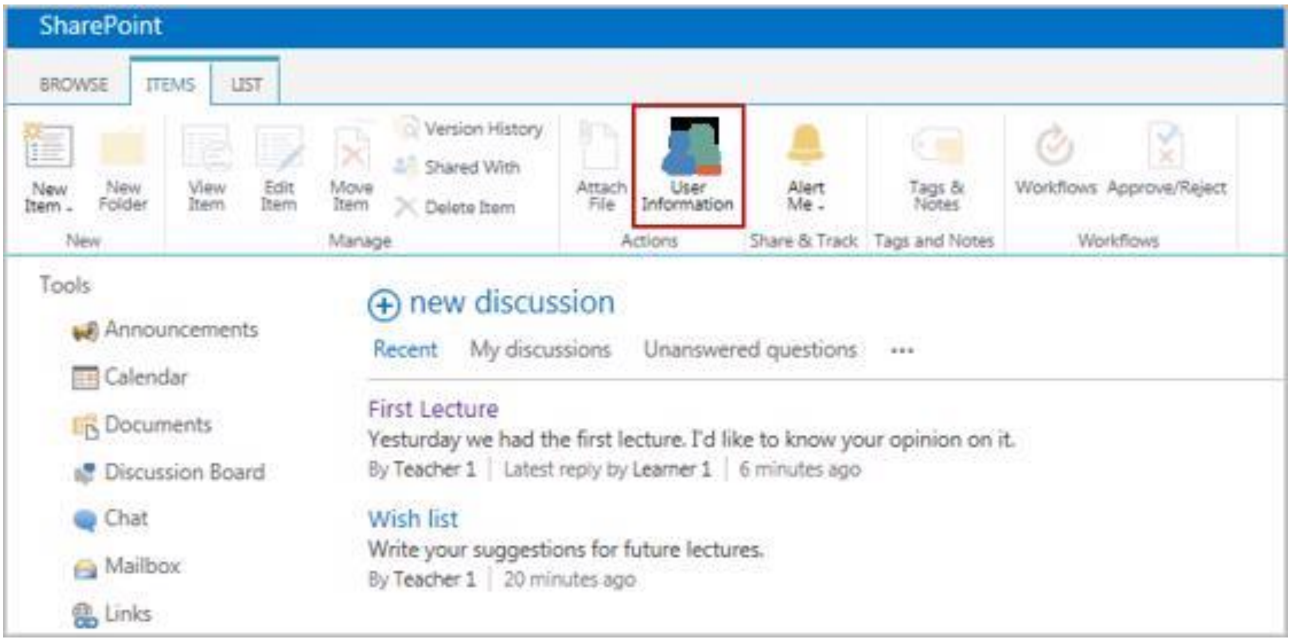


15.5 Viewing User Information

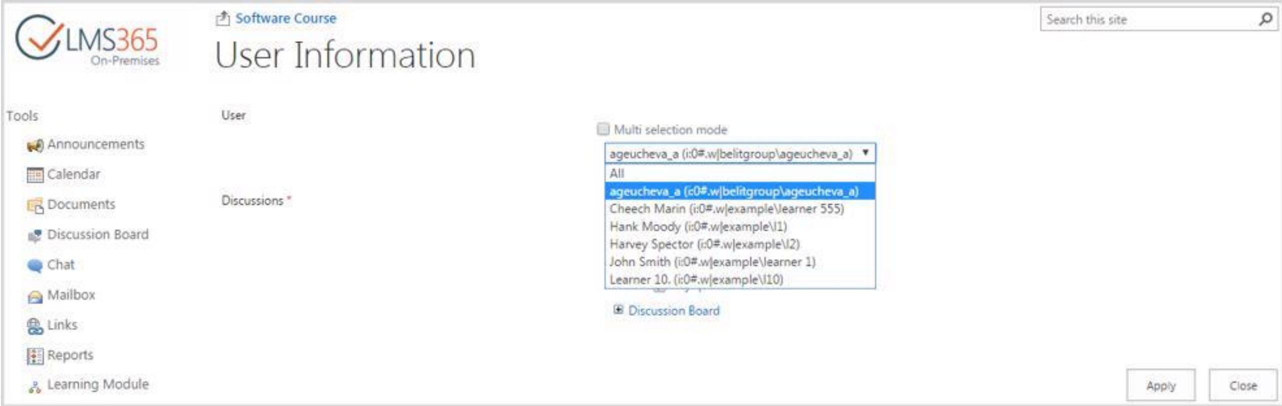
The **Discussion Board** tool allows tracking the information about topics discussed, discussions user takes part in, replies user submits etc.

To view user information,

1. Enter the **Discussion Board** tool;
2. Click the required discussion;
3. Select **User Information** from the **Items** tab:



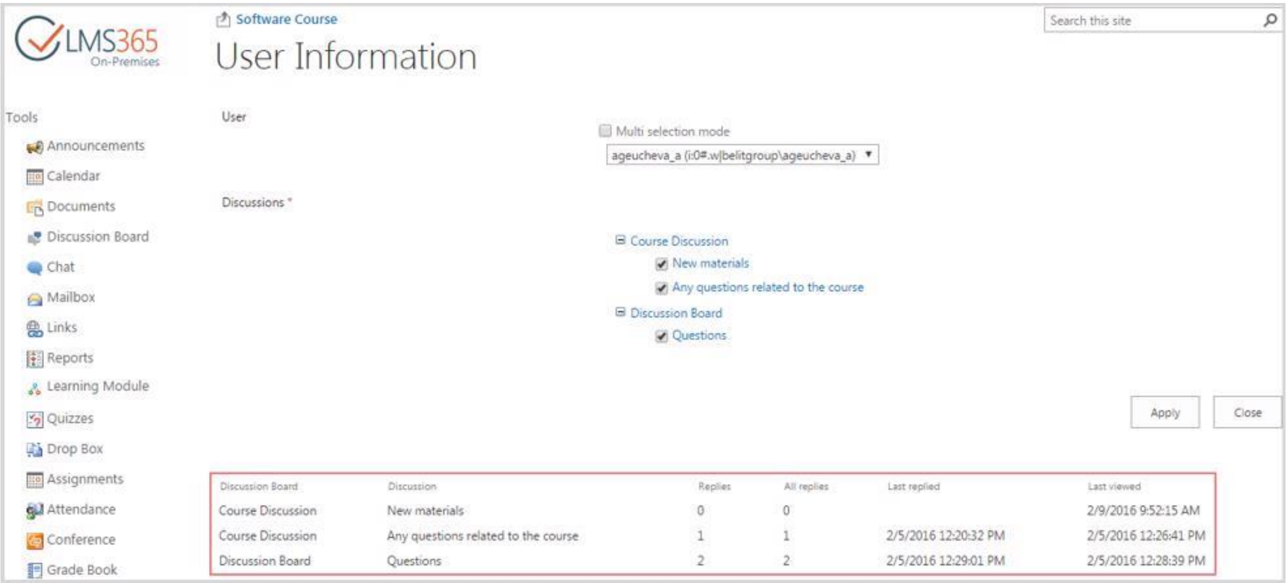
4. The following window will appear:



– *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:



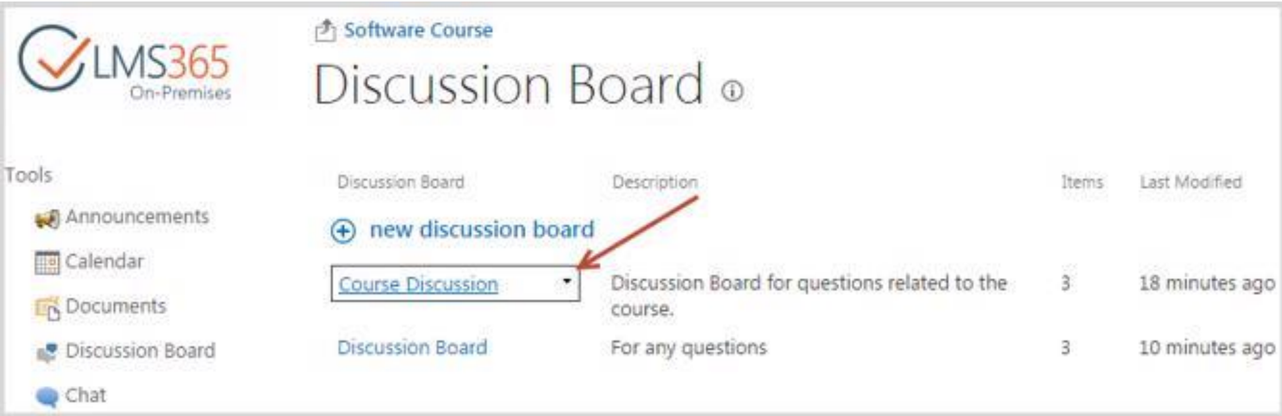
The table consists of the following columns:

– *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.

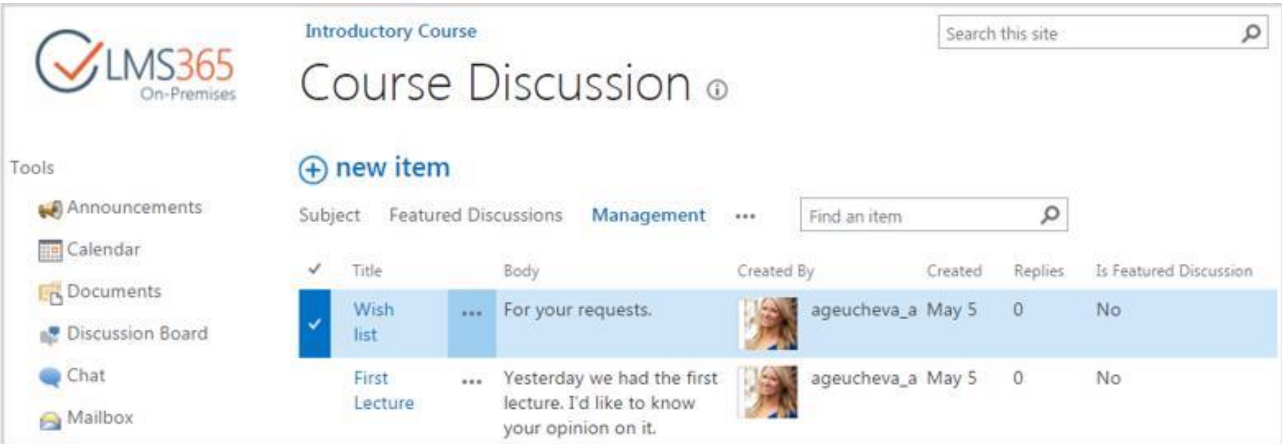
15.6 Moving Discussions

To move the discussion folders between the discussion board lists inside a course **Discussion Board** tool, do the following:

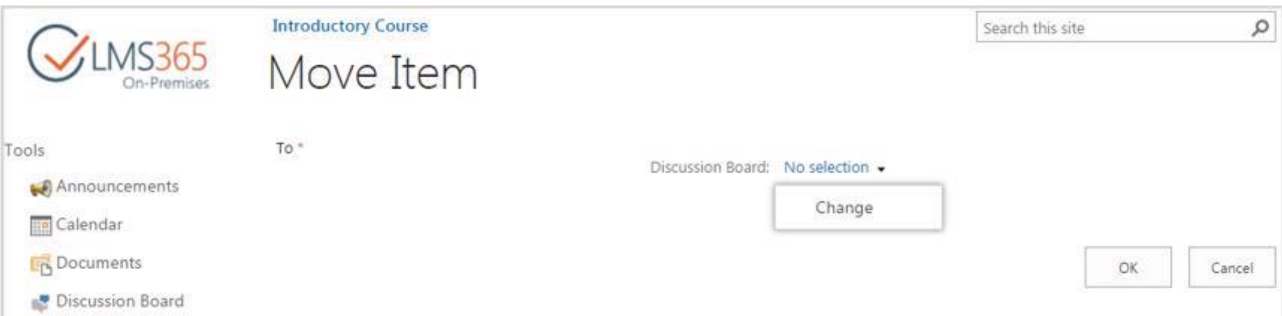
1. On the course level, go to the **Course Tools> Discussion Board;**
2. On the **Discussion Board** level, go to the Discussion Board you need:



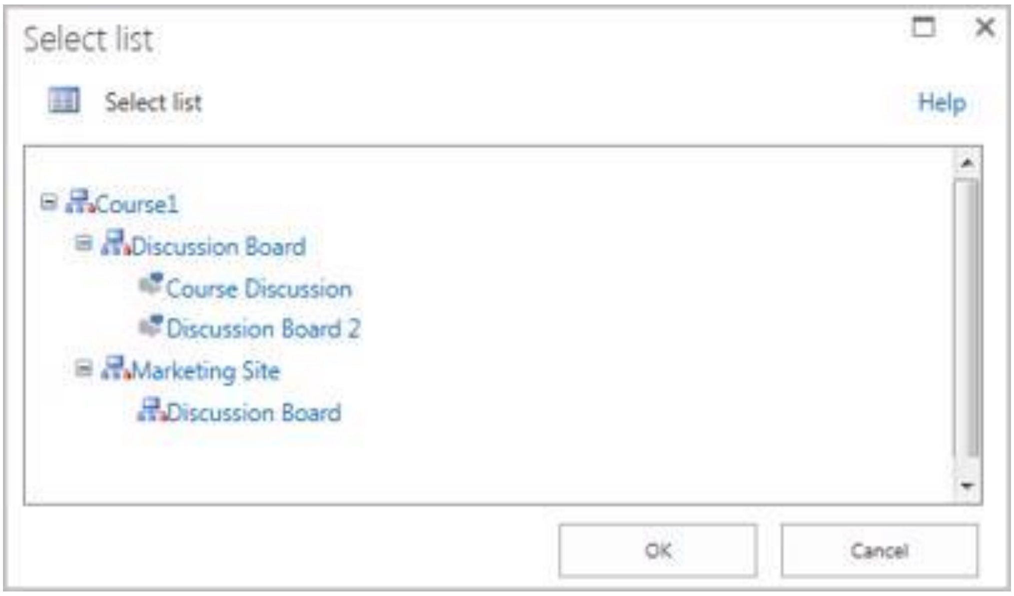
3. Select the check box corresponding to the needed discussion:



4. Go to **Items**>**Move Item.** The following dialog box will appear:



5. To indicate the discussion's new location, click **No selection** button >**Change.** The dialog box will appear:

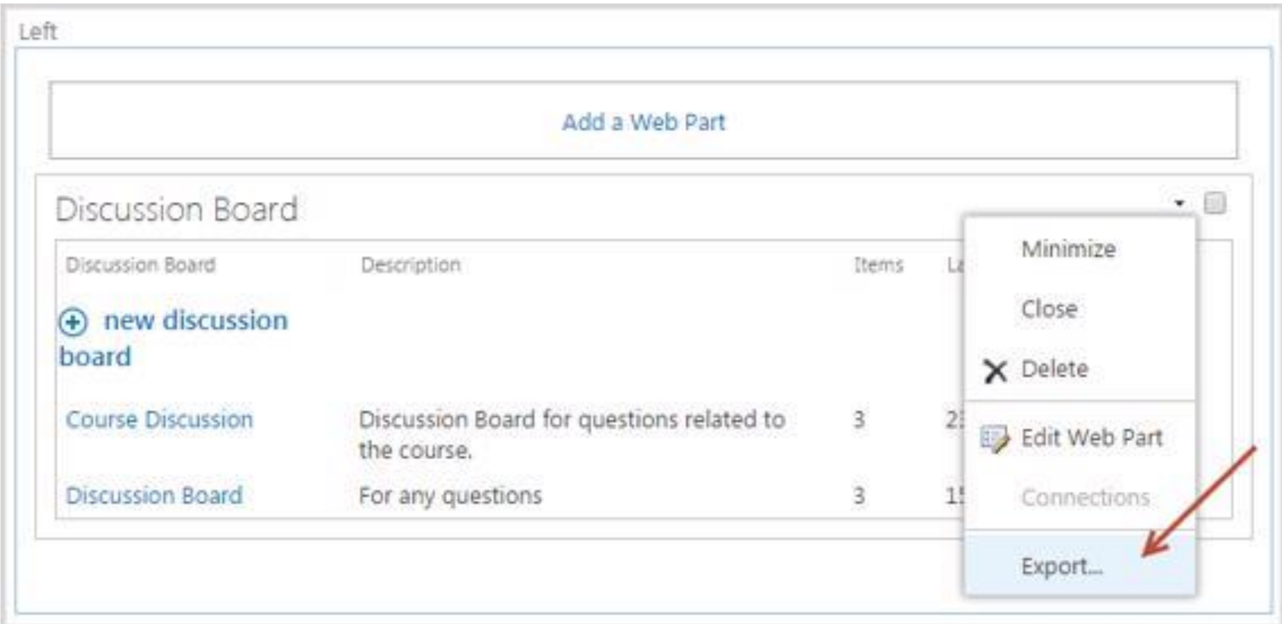


6. Select the discussion's destination and click **OK** to confirm your choice:

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:

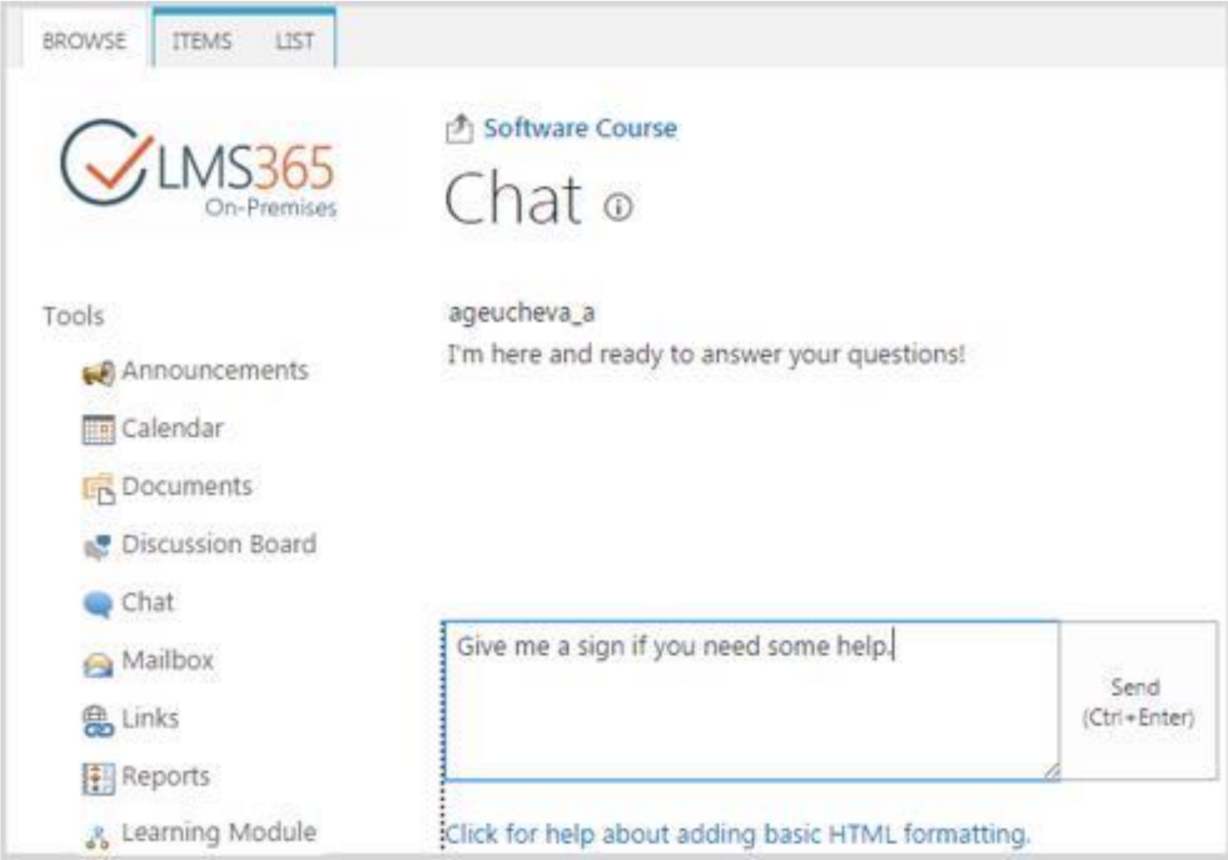


Discussion Board will be saved as .webpart file.

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:

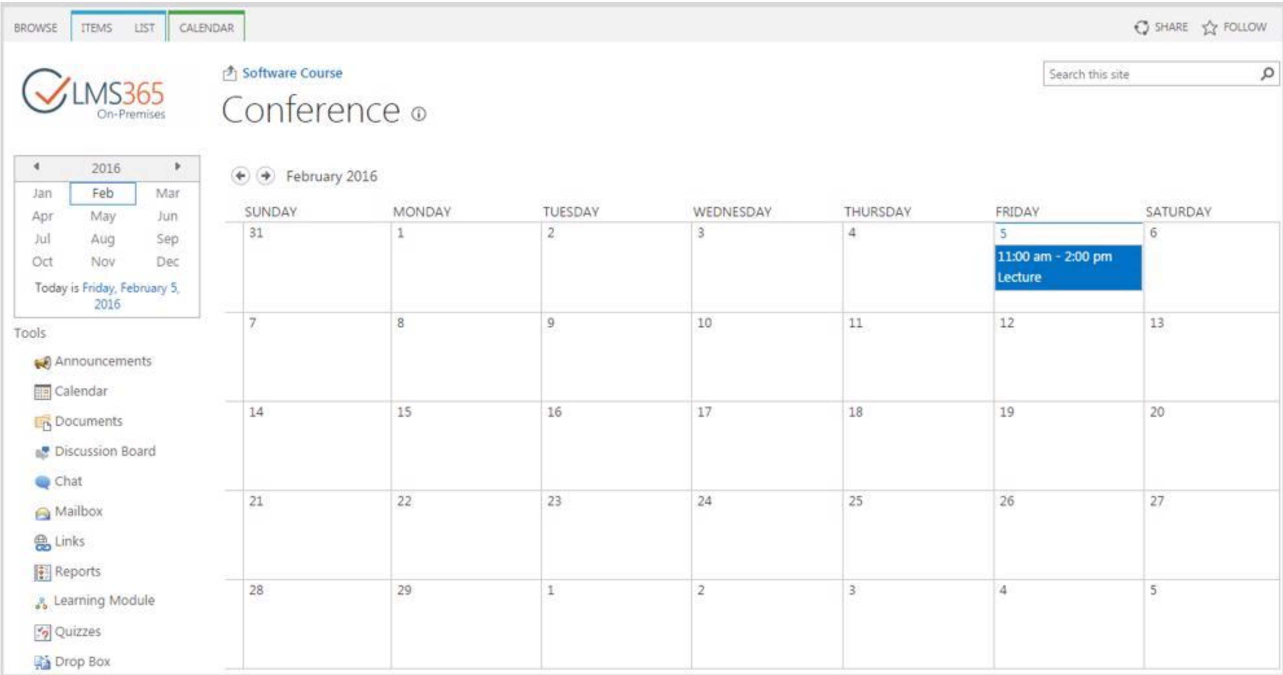


2. Enter your message in the text field at the bottom of the page and click **Send** (or press Ctrl+Enter on the keyboard). Use the embedded editor to format the text.

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:



See the Calendar topic to learn how to work with the calendar.

17.1 Pre-configuration

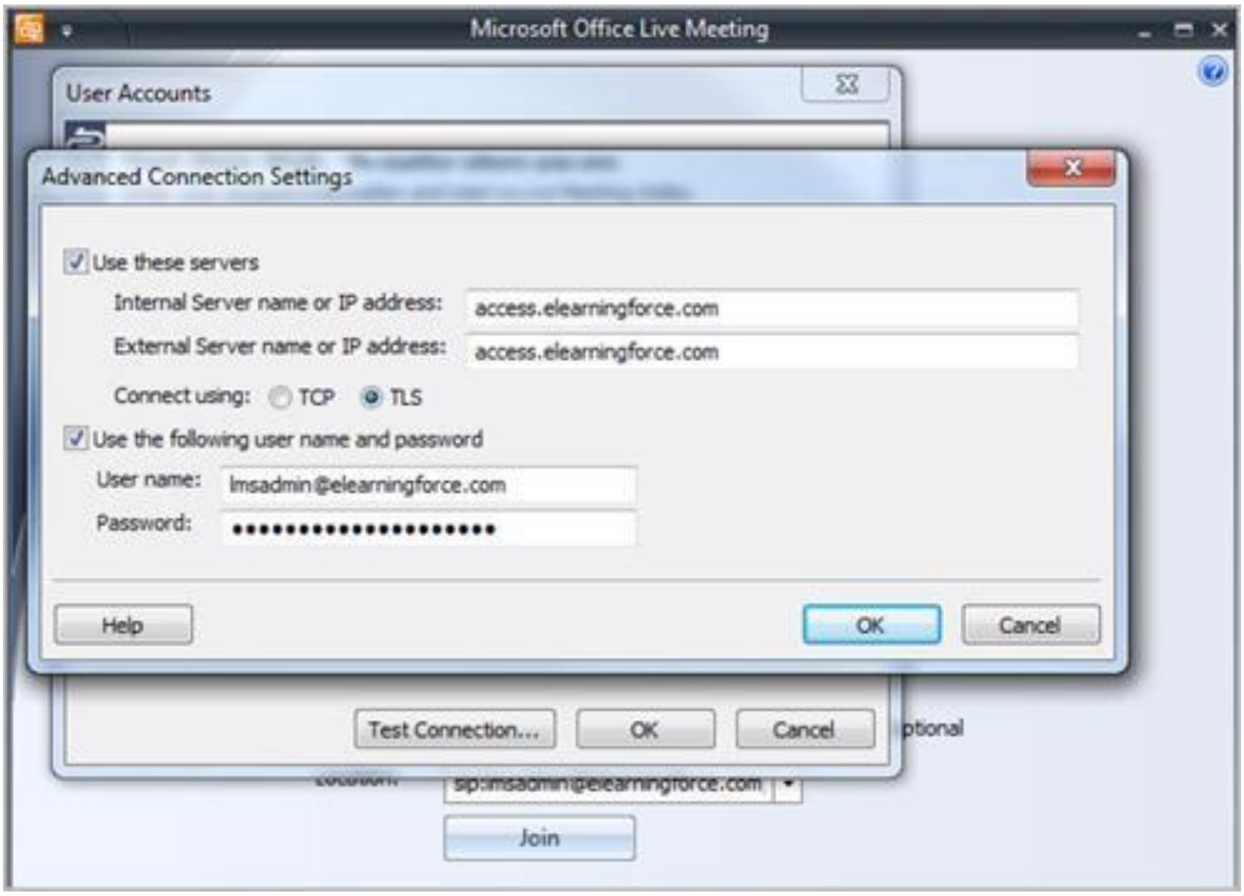
To be able to use Conferencing, you should have Live Meeting or LYNC Attendee installed and configured on your computer (this depends on whether your installation is integration with Office Communication Server or LYNC Server).

17.1.1 Configuring Live Meeting client

1) Click Open User Accounts in the menu list:

2) Enter your sign-in name (this is SIP address that has to be assigned by OCS administrator) and click the Advanced button:

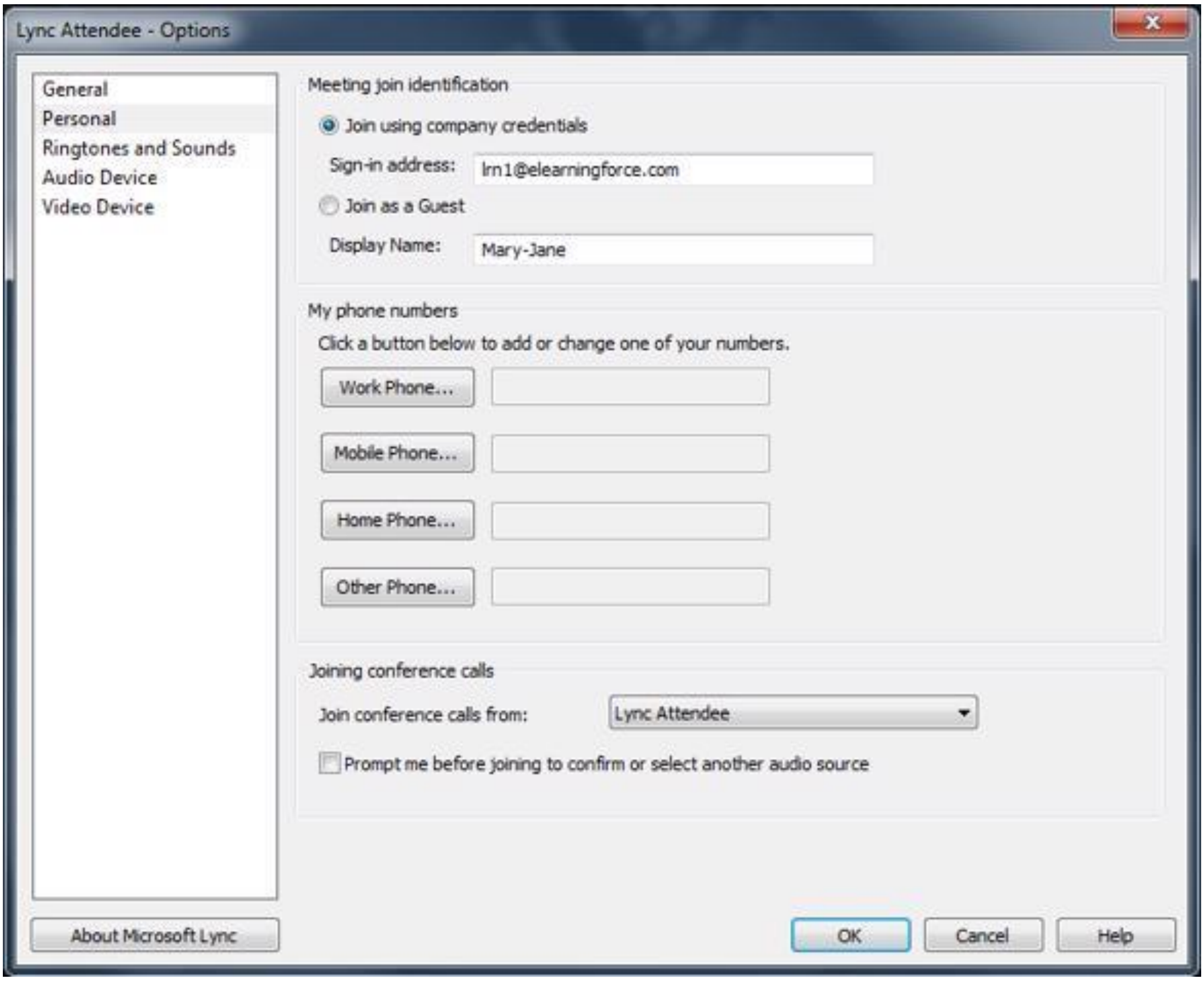
3) Advanced Connection Settings enter the server name (should be provided by your company's administrator) and repeat your username and credentials (the ones you use to login to the LMS web application):



4) Click OK. In the User Accounts window click the Test Connection button. If connection is verified successfully, you may now use conferencing.

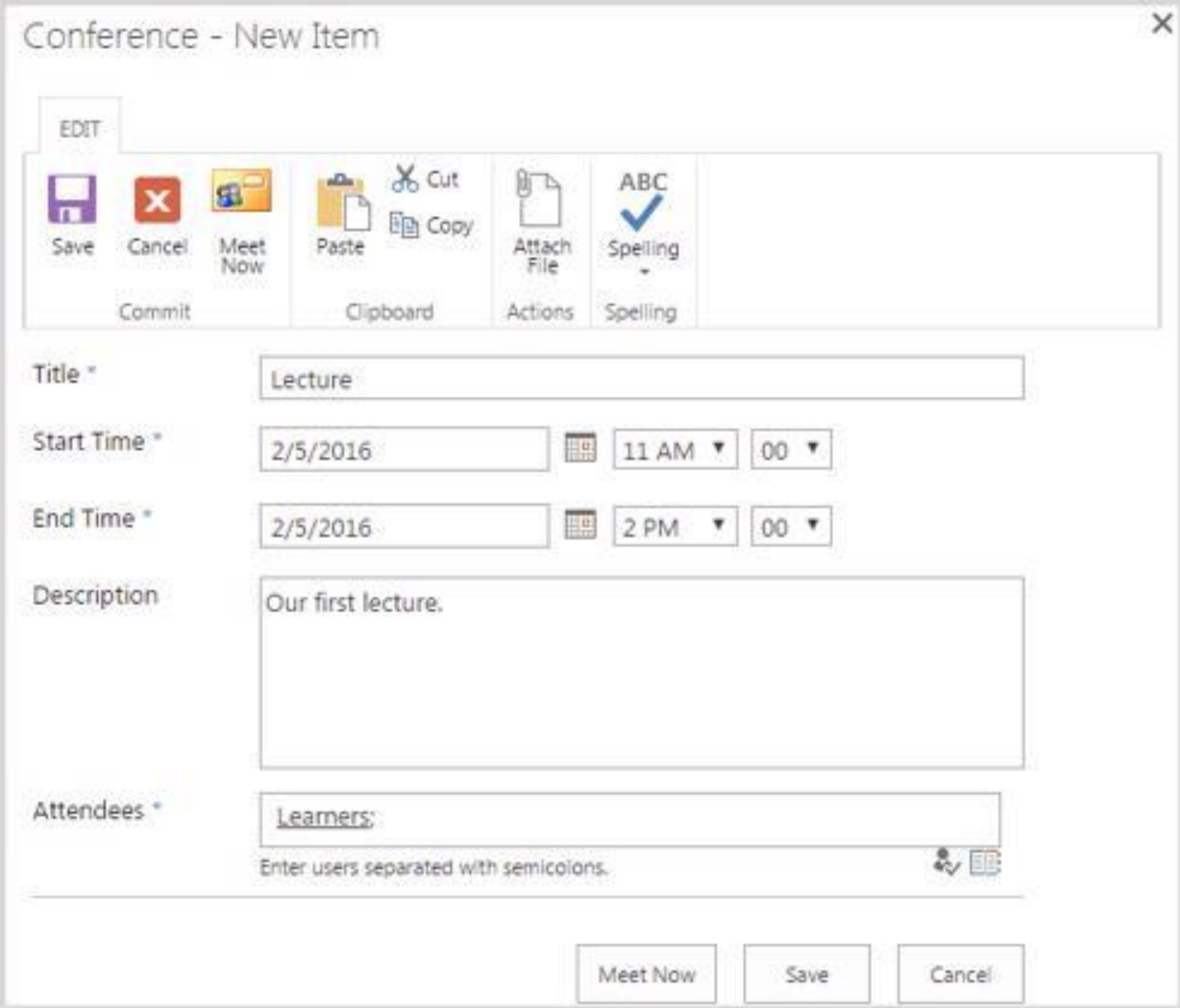
17.1.2 Configuring LYNC Attendee client

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:



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:



Fill out the form fields as described below:

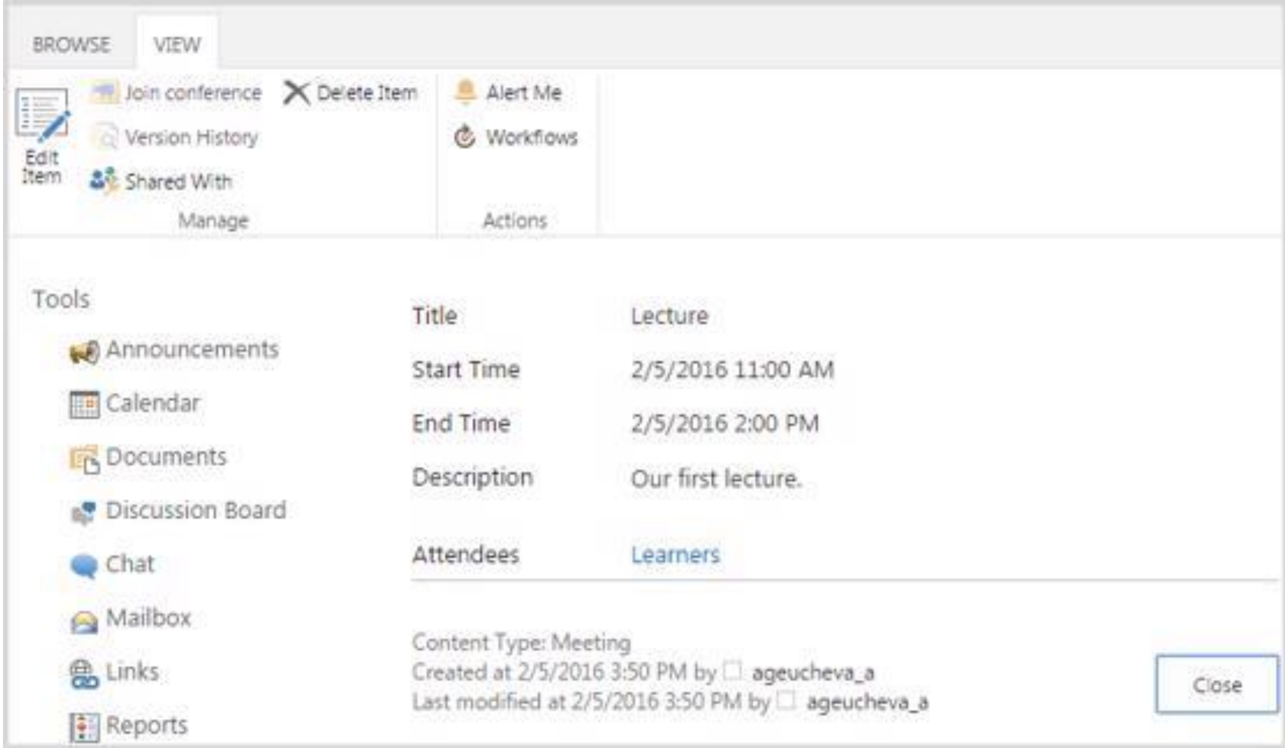
- *Title* – enter the title for the meeting;
- *Start time* – Specify date and time when the meeting will start. Use the calendar icon ( ) to specify the date, from the drop-down lists select time;
- *End time* – Specify date and time when the meeting will end. Use the calendar icon ( ) to specify the 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 ( ) 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**.

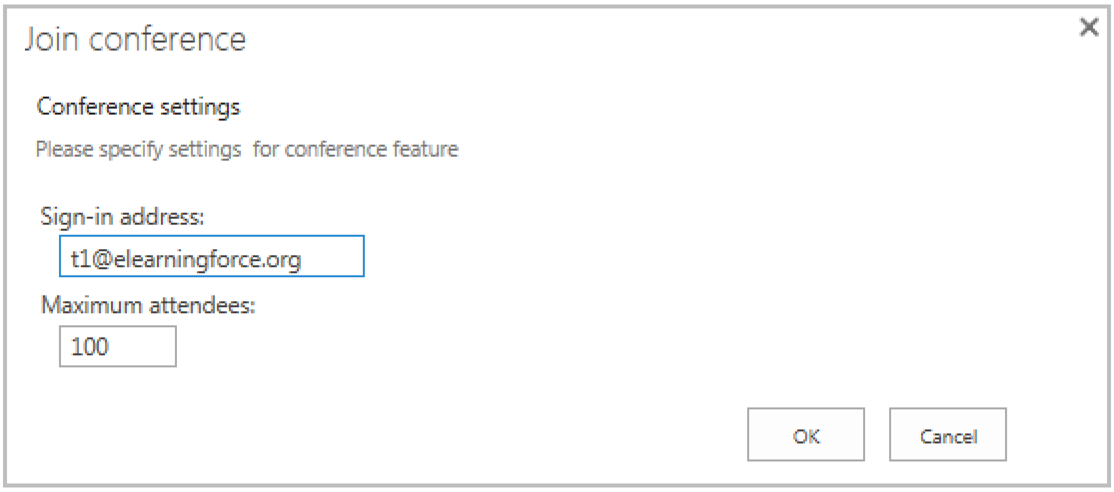
17.3 Joining a Conference

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:



Click **Join Conference** at the top of the page. The following page will appear:



- ✓ **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.

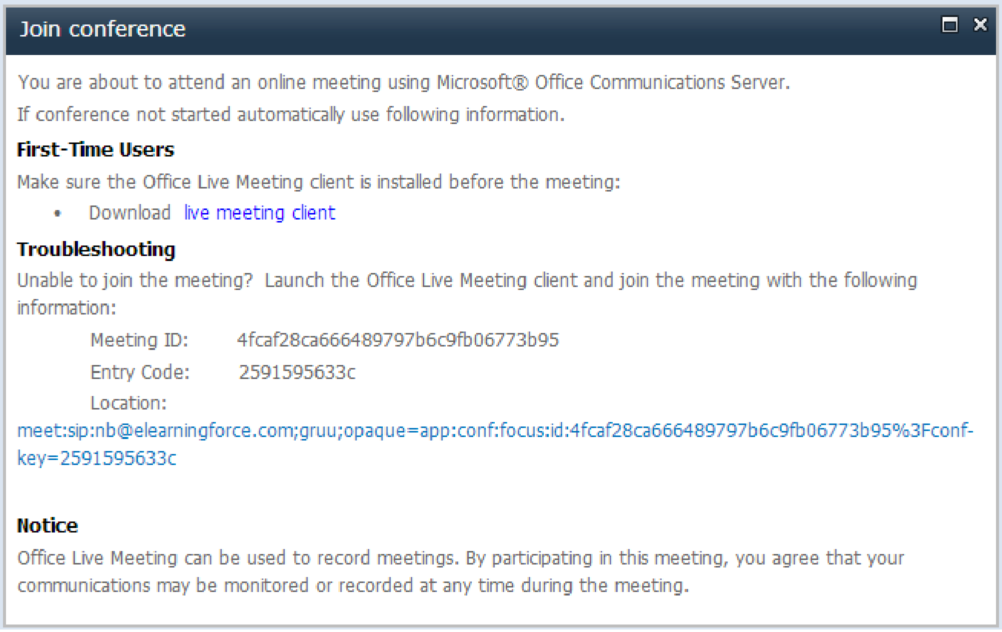
Click **OK**.

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:

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:



Join conference

You are about to attend an online meeting using Microsoft® Office Communications Server.
If conference not started automatically use following information.

First-Time Users

Make sure the Office Live Meeting client is installed before the meeting:

- Download live meeting client

Troubleshooting

Unable to join the meeting? Launch the Office Live Meeting client and join the meeting with the following information:

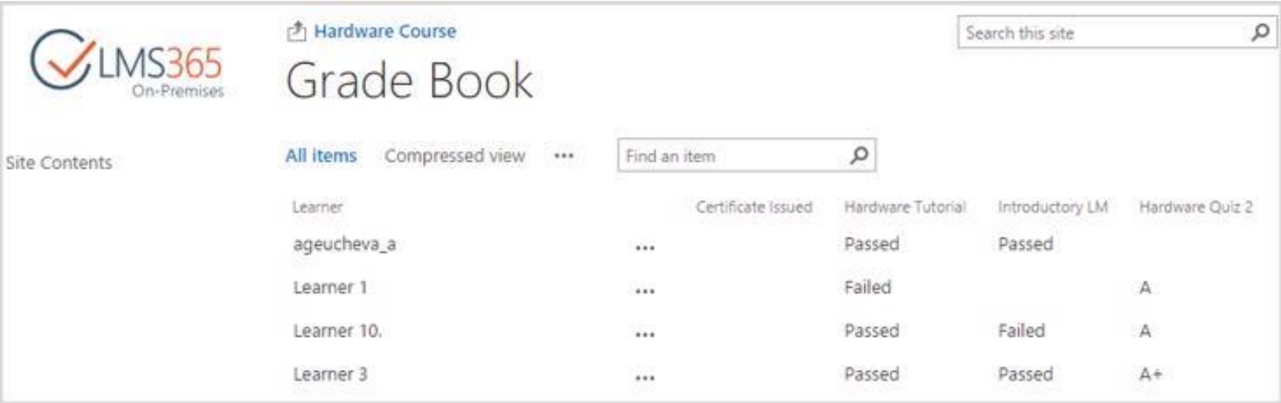
Meeting ID: 4fcaf28ca666489797b6c9fb06773b95
Entry Code: 2591595633c
Location:
meet:sip:nb@elearningforce.com;gruu;opaque=app:conf:focus:id:4fcaf28ca666489797b6c9fb06773b95%3Fconf-key=2591595633c

Notice

Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

18. GRADE BOOK

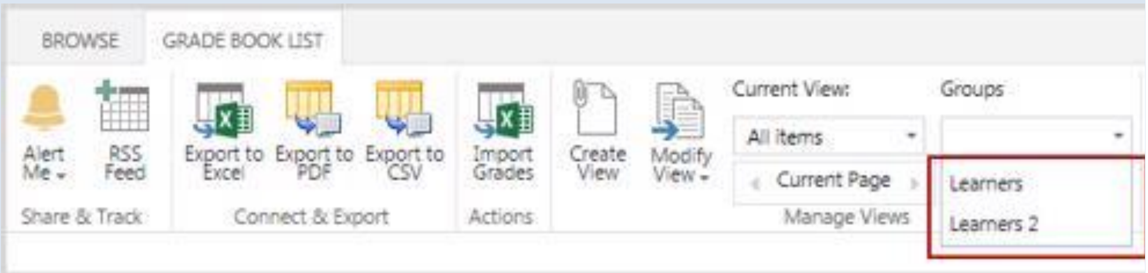
The **Grade Book** is a tool that helps the teacher to assess students' activity in various aspects of the learning process.
To access the Grade Book section, enter the necessary course and click the **Grade Book** link in the **Course Tools** menu:



NOTE: Only Course Learners group users (or users from a custom course group with 'Learner' permission) would be displayed in Grade Book tool.

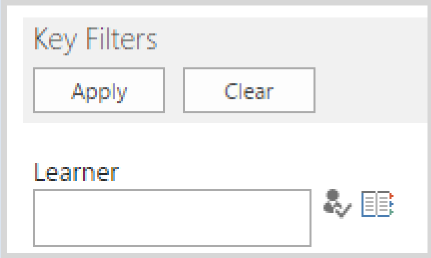
If Teacher is added only to the Course Teachers group, his grades for passing learning items are not displayed in the Grade Book, he cannot complete the course or be granted a certificate. If Teacher is also a member of Learners group, his grades are displayed in the Grade Book and he can complete the 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:



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:



More filters can be added in the List Settings > Metadata navigation settings > Configure Key Filters. Do not forget to check whether new Key Filters have been added to the Indexed Columns. If not, you should index new Key Filters manually. To do this, go to List Settings > Indexed columns > Create a new index > select needed column and click Create button.

The Grade Book represents a list of your students with grades put for SCORM packages, quizzes and Grade Book items.
Note please, that the datasheet view (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 Scale Templates);*
2. *Create certificates that could be granted to course Students (see Certificate Templates) ;*
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:
  - *Add existing items* to add items which already exist (for example, quizzes or assignments);
  - *Add custom item* to add custom item to the Grade Book;
  - *Add AWG item* to add AWG item.

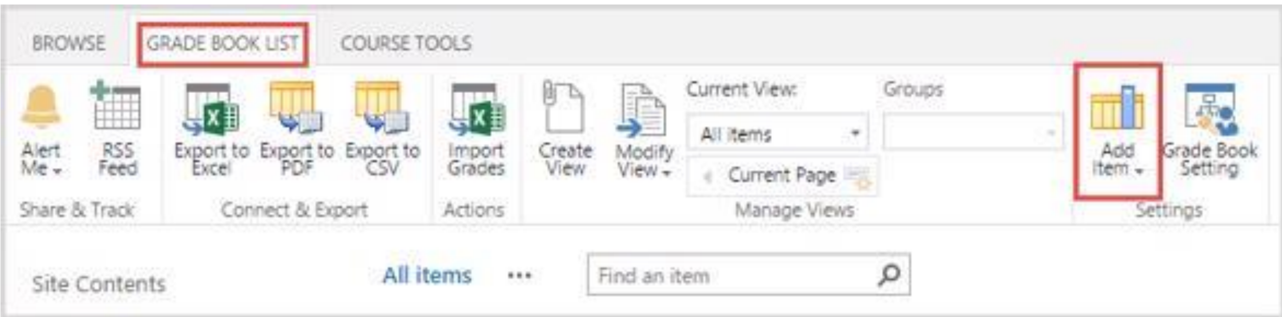
18.1.1 Adding Existing Items

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:

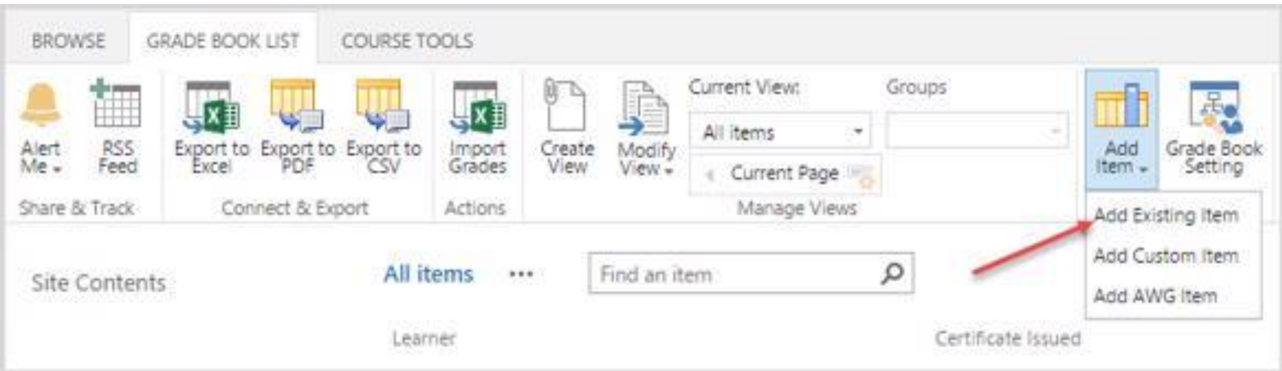
- A teacher changed learner's grade for assignment (it will be reflected automatically);
- A learner has taken another quiz attempt after scale has changed and so scored a changed grade (it will be reflected automatically).

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 drop-down menu:



3. Select **Add Existing Item**:

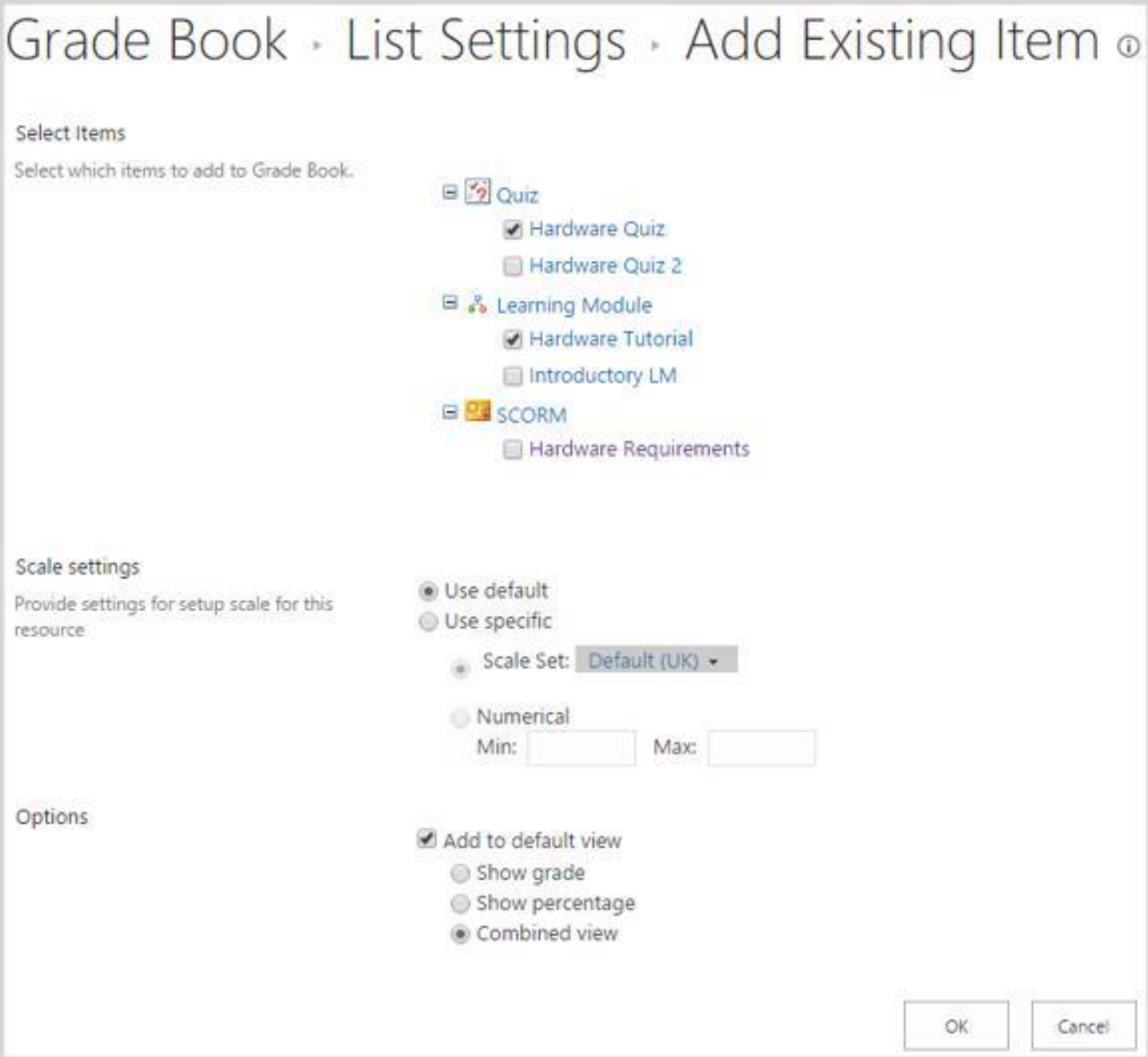


4. Complete the open form:

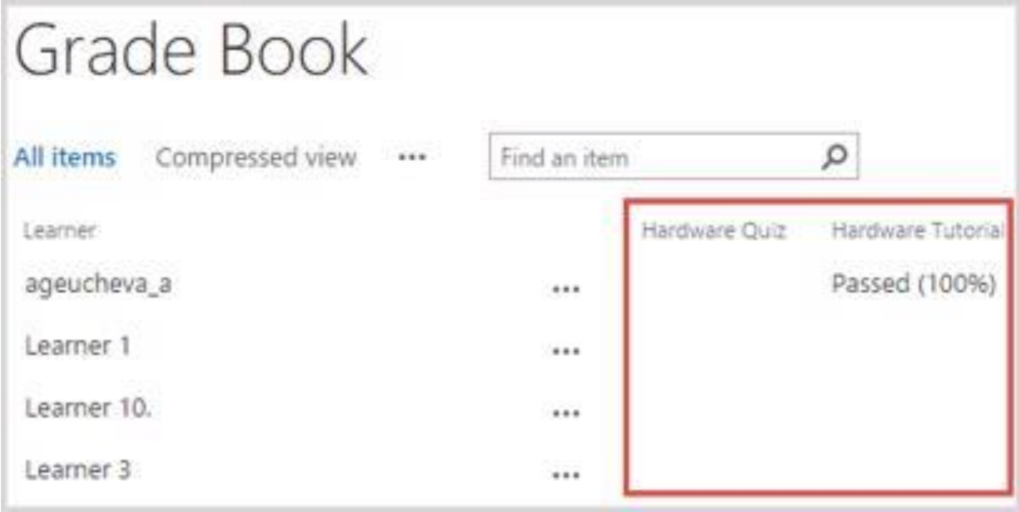
– *Select Items* – select the check boxes for items which results you want to display in a Grade Book;
– *Scale settings* – Select a scale for grading:
  - *Use Default* – use the scale applied to the learning object;
  - *Use Specific* – either select a scale from the earlier created or specify scale 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):



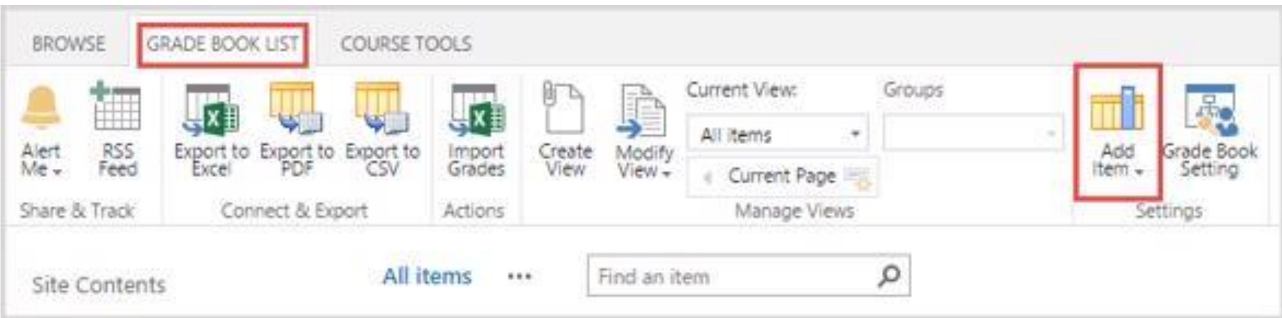
6. Click OK to add the item. The added items will be displayed in the Grade Book as new columns; all grades for these assignments will appear in the corresponding columns:



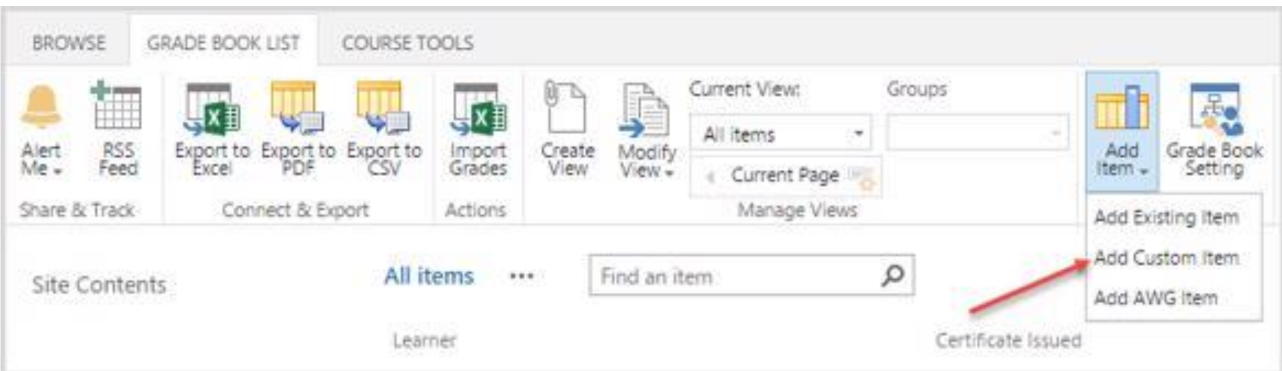
18.1.2 Adding Custom Items

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:

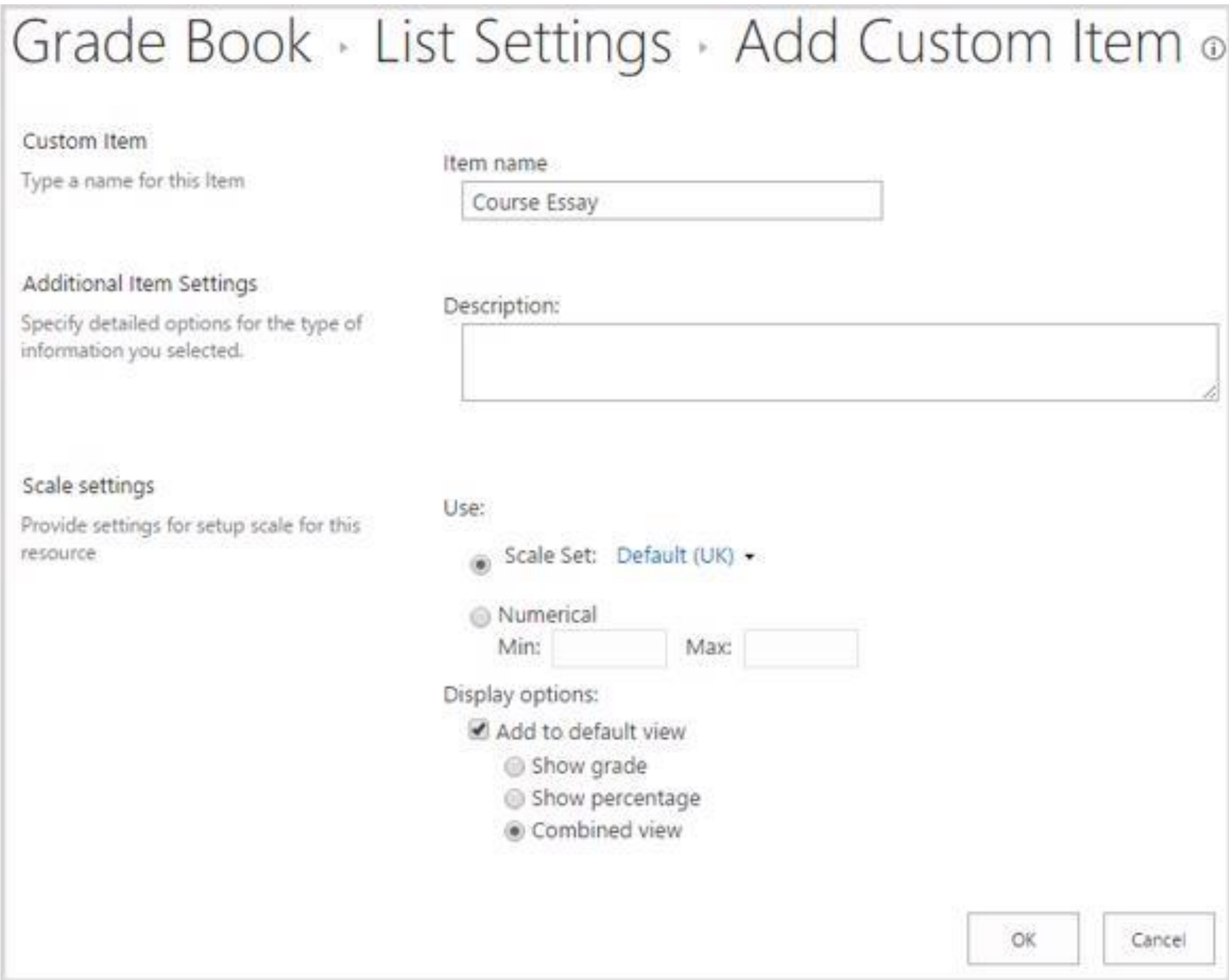
1. On the course level, go to **Course Tools > Grade Book**;
2. On the ribbon, select the **Grade Book List** and click the **Add Item** button to open the drop-down menu:



3. Select **Add Custom Item**:



4. Complete the open form:



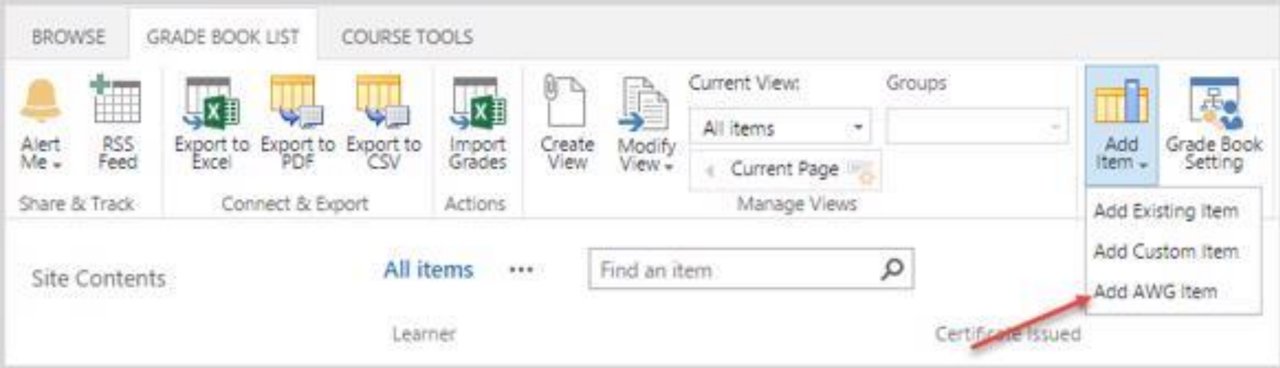
- *Item Name* – Type the name of a new item;
- *Description* – enter the item description;
- *Scale settings* – Select a scale for grading:
  - *Use Default* – use the scale applied to the course;
  - *Use Specific* – either select a scale from the earlier created or specify scale values in the **Min** 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.

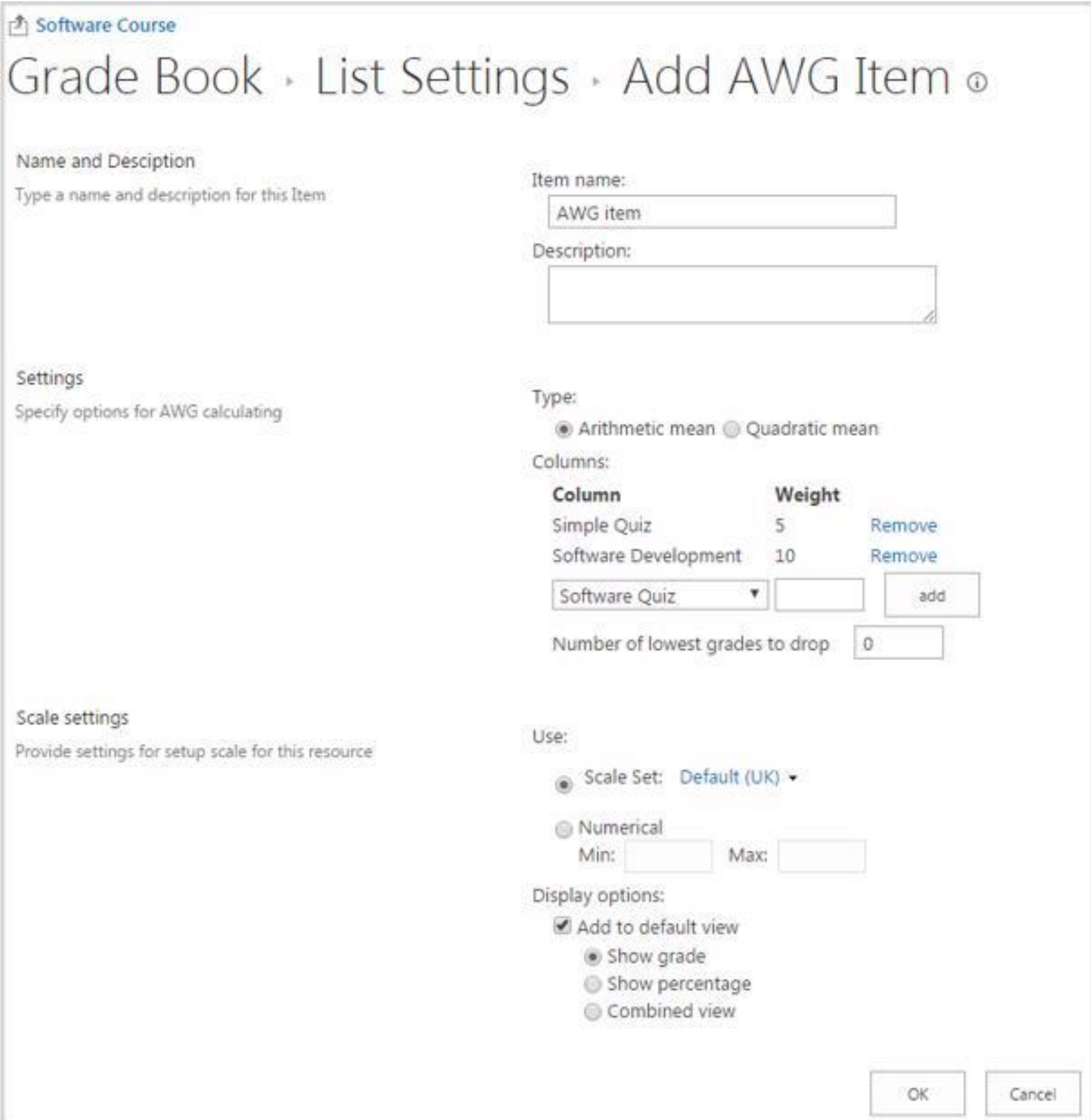
18.1.3 Adding an AWG Item

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:



3. Select **Add AWG Item;**
4. The adding item form will appear:



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.

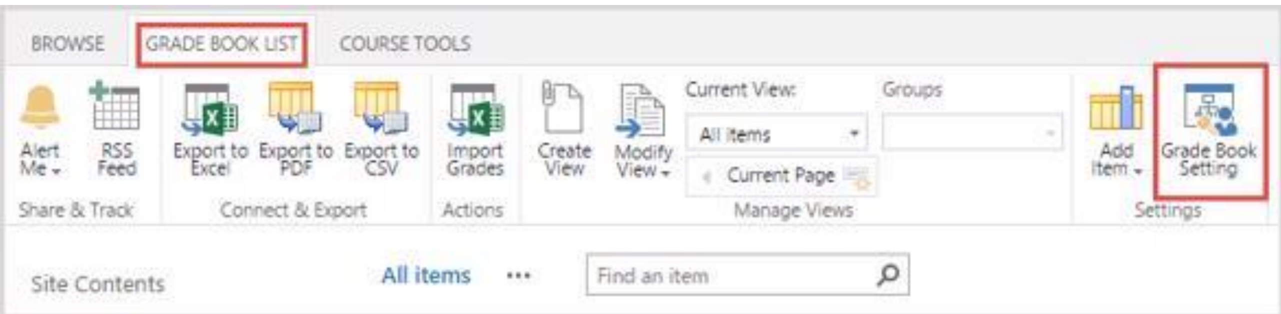
– *Scale Settings*:
  - *Use* – specify the scale you want to use for the resource. To set your own scale, fill in the **Numerical** option fields;
  - *Display options* – specify whether you want the result of calculation to be displayed in the Default view and the way you want it to be displayed (in **Grades**, **Percentage** or as the **Combined view**).

5. Click **OK** to save the changes. Click **Cancel** to discard the changes.

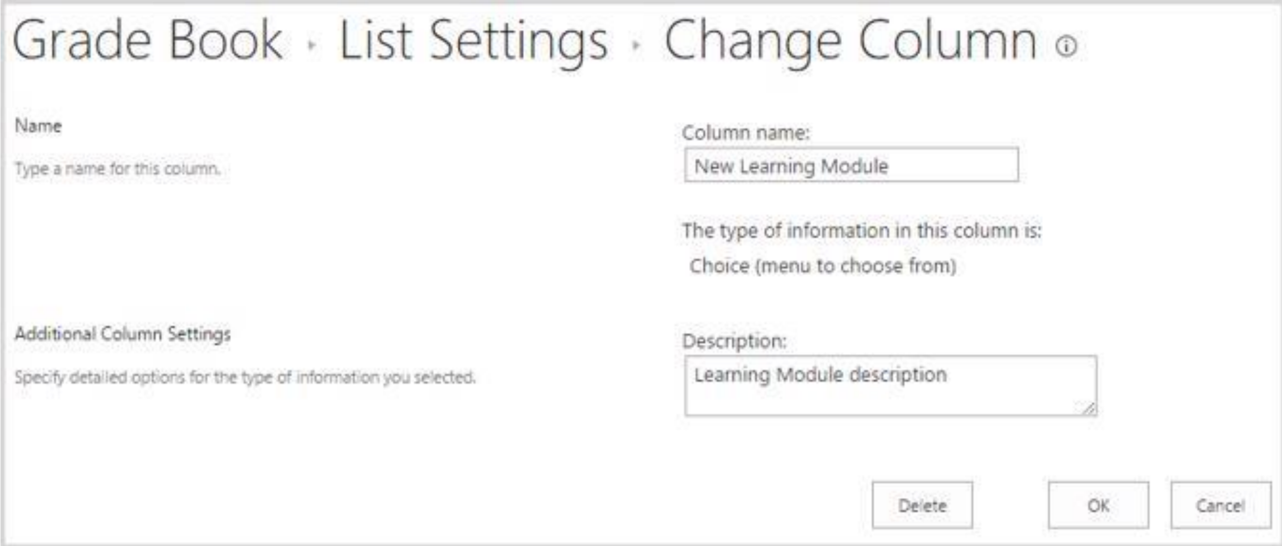
18.1.4 Deleting Item from Grade Book

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:



4. In the Columns section select item you want to delete and click on its name to open it:



5. Click **Delete** to delete the selected item. It will be removed from the Grade Book view.

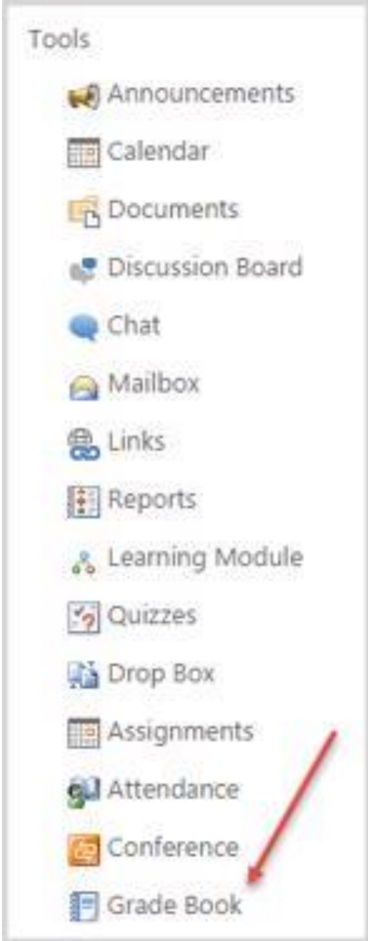
18.2 Grading

18.2.1 Manual Grading

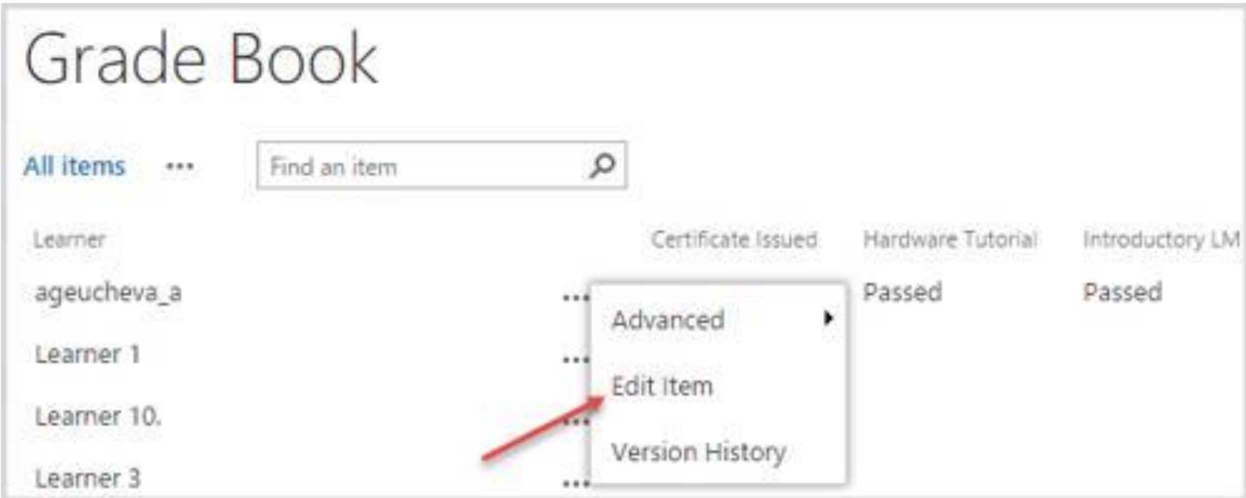
After you have defined the Grade Book scale and created the list of Grade Book items, you can start putting grades to your students. Students' Grade Books contain grades for Grade Book items and quizzes. The teacher can put grades for Grade Book items only; grades for quizzes are put automatically when 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:



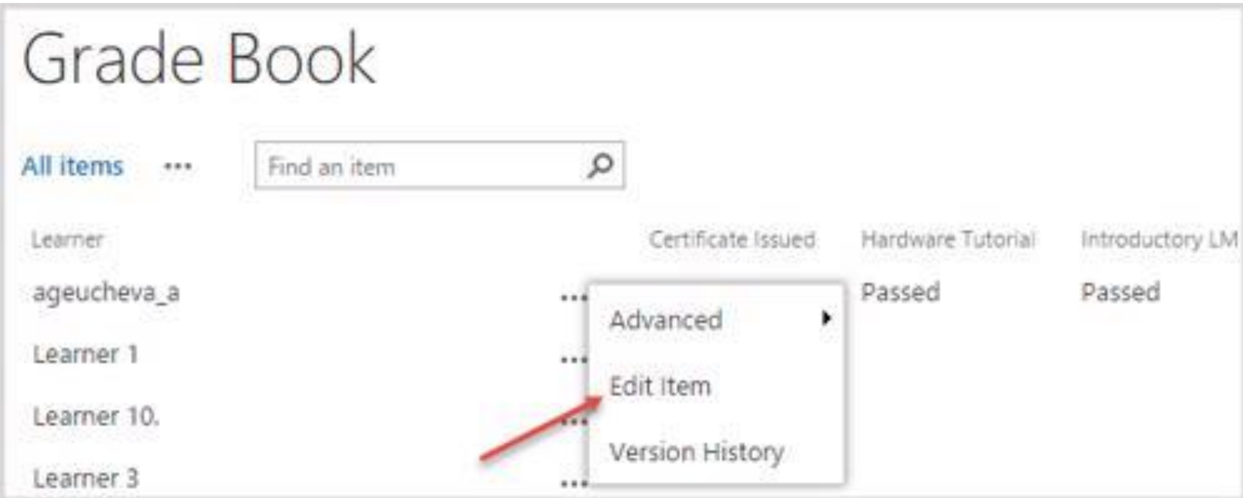
2) Click **Edit item** in the callout menu under the name of learner whose grades you want to manage:



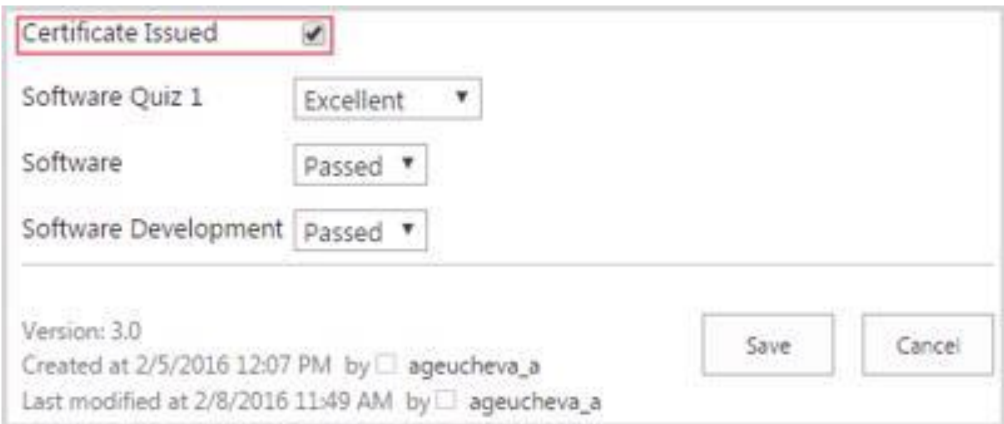
3) From the **drop-down list** against the item select the grade/status you want to put for this item:

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:



5) Click the checkbox against the **Certificate Issued** section:

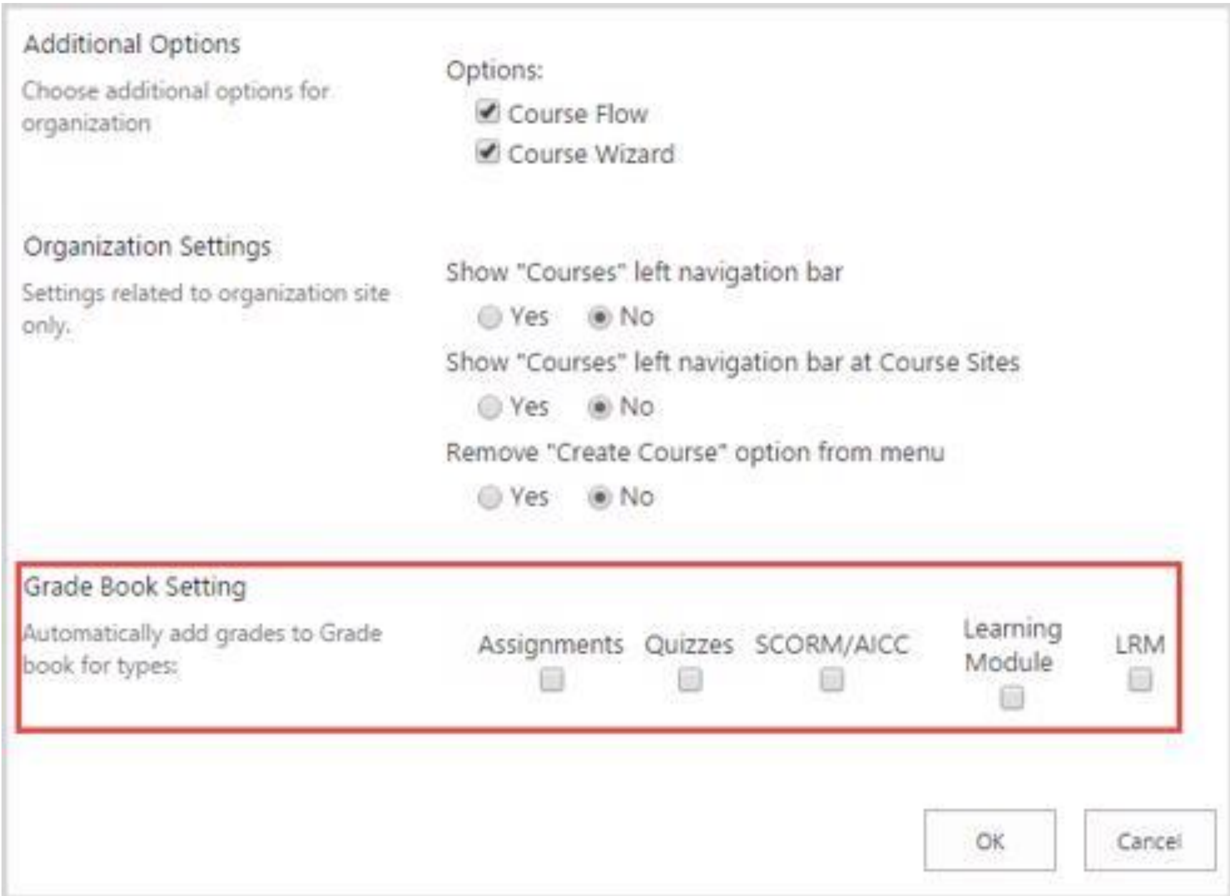


6) Click **Save** to save the changes. Click **Cancel** to discard the changes.

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:



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:

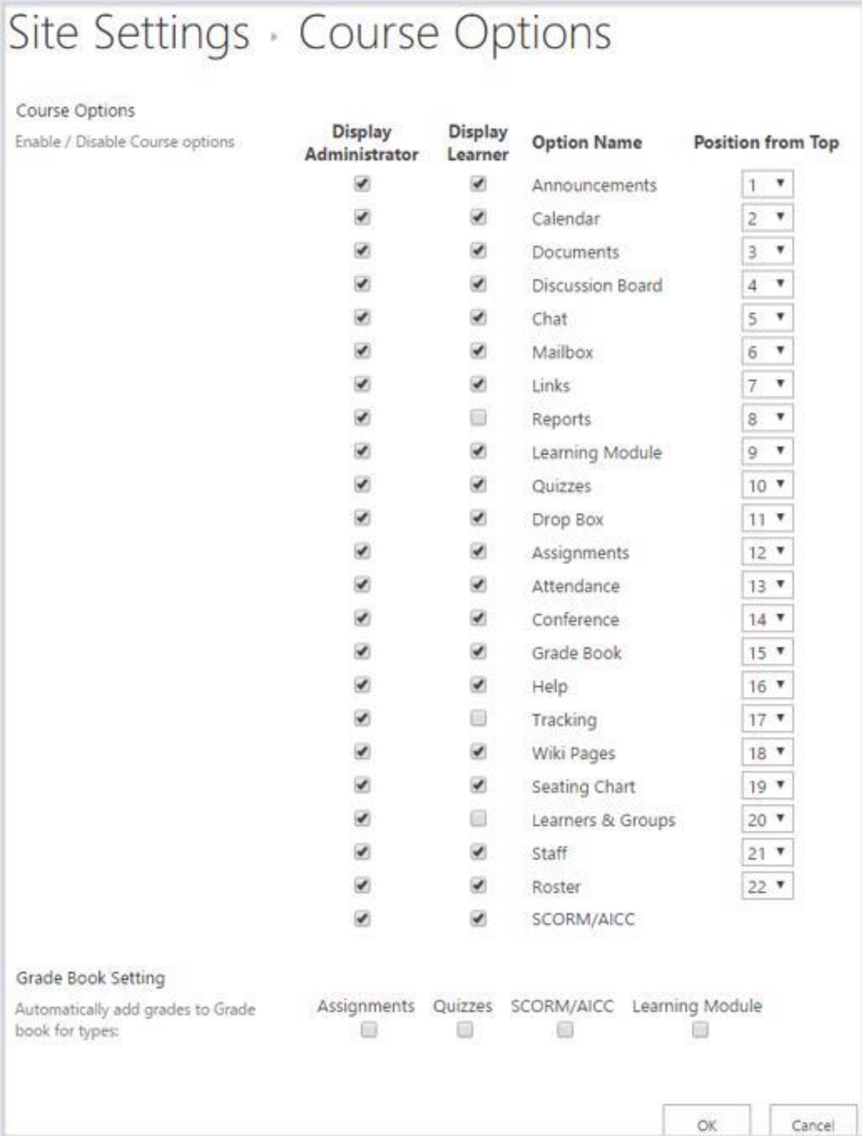
a. Assignments (with grade only);
b. Quizzes;
c. SCORM/AICC;
d. Learning Module.

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.
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:



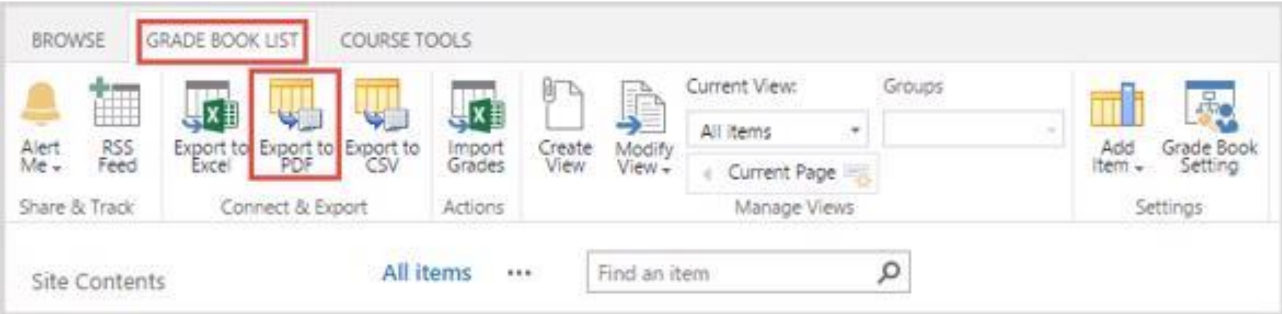
Teacher can override default settings copied from Organization by changing the selected options on Course Options page. Ones saved, they will be used by system for making a

	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**:



5. The PDF file will appear:

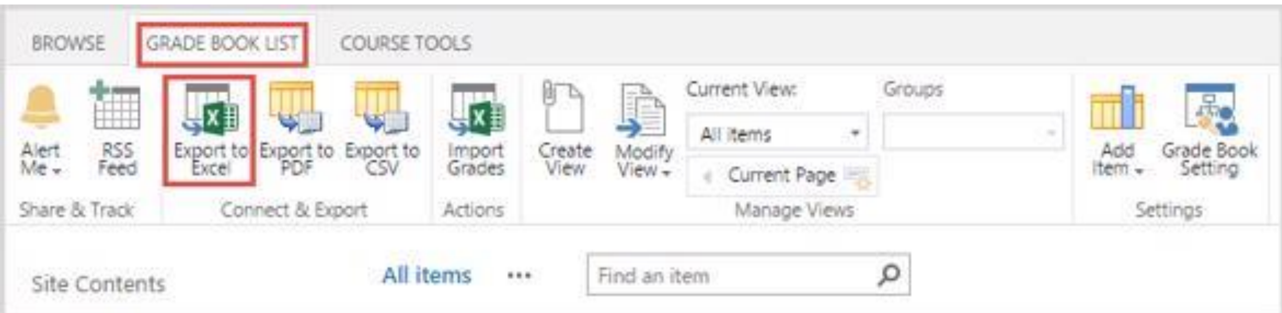
Course: Speech Practice, Gradebook view: 'All items'

Learner	Certificate Issued	The World of Literature. General Check	Family Meals	Banging Item
EXAMPLE\i1	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 [Microsoft Visual J# 2.0] 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:



4. The Excel file will be prompted to save or open:

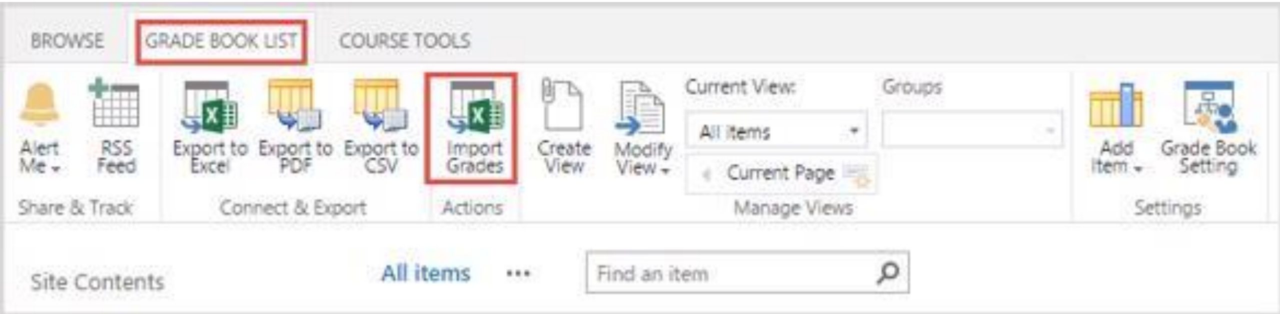
Learner	Certificate Issued	Quiz 1	Quiz 2	SCORM 1	Quiz 3	AWG item	Banding Item	Item Type	Path
Learner 1	FALSE		C	Failed	D	G		Item	sites/c1/GradeBook
Learner 2	FALSE							Item	sites/c1/GradeBook
Learner 3	FALSE	A	B	Passed		A	0.950000000000000	Item	sites/c1/GradeBook
Assistant 2	FALSE	A*		Failed		E	1.00000000000000	Item	sites/c1/GradeBook

NOTE:	"Export to Excel" option doesn't allow you to export columns with combined view.

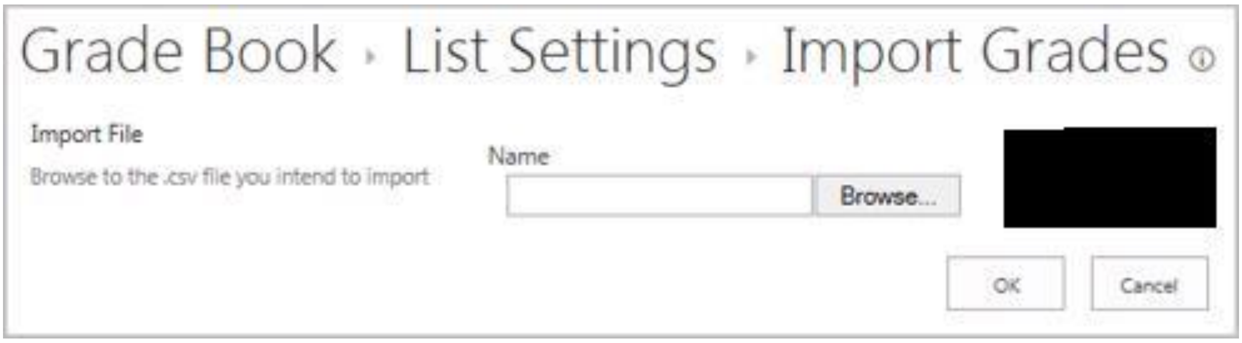
18.2.4 Importing Grades

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:

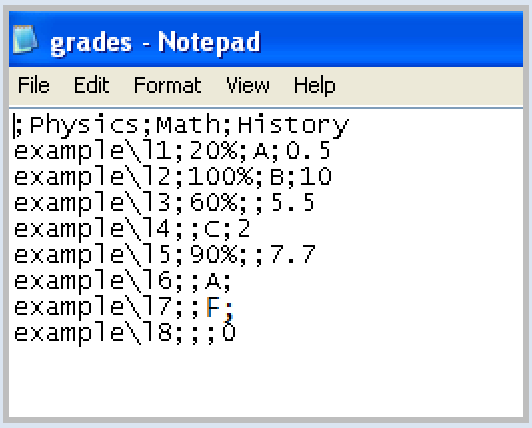


4. The following form will appear:



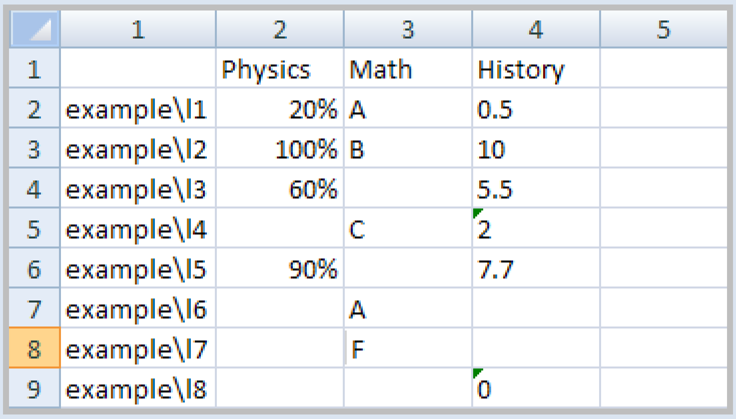
5. Click **Browse** to upload the file, you intend to import.

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:



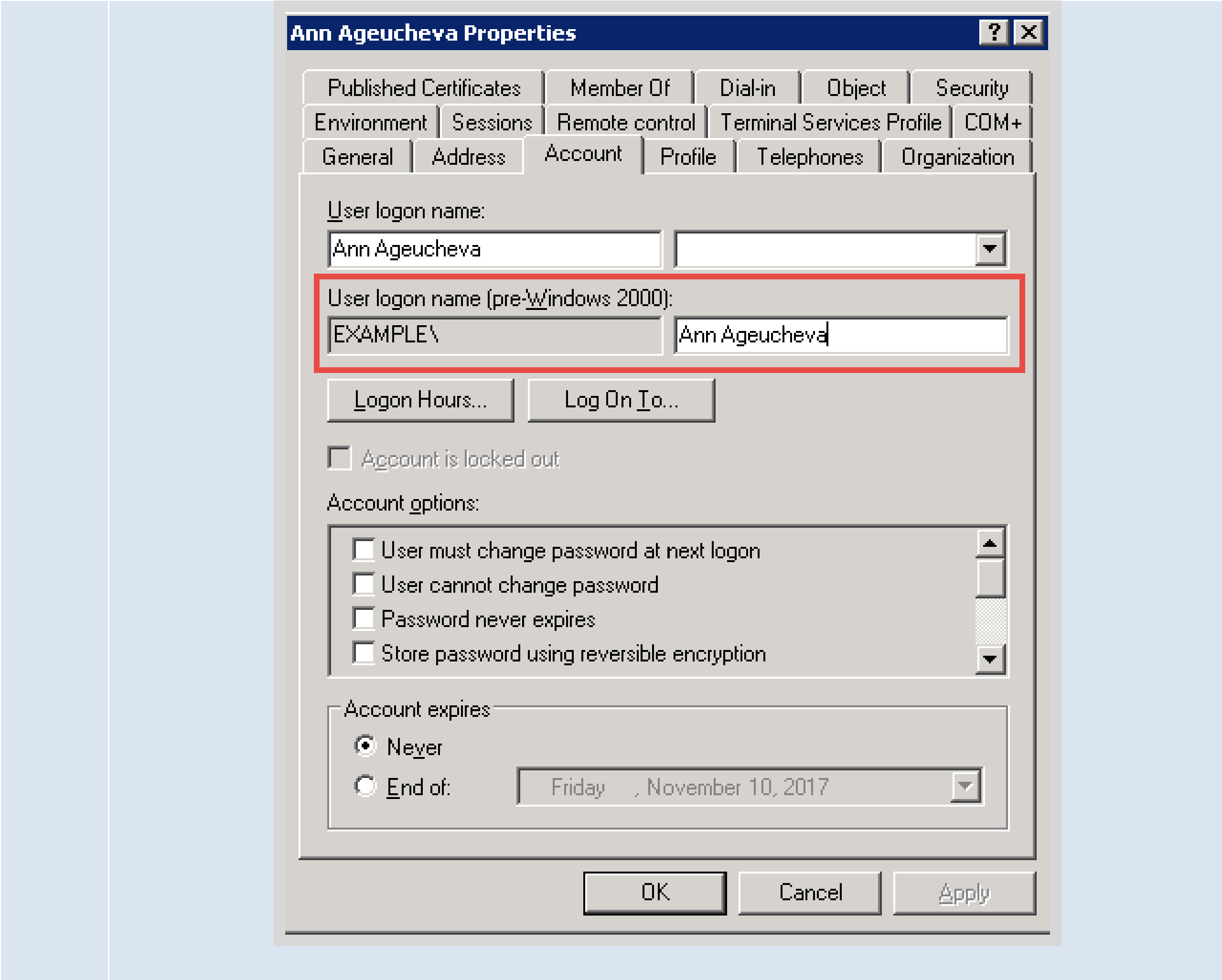

```
;Physics;Math;History
example\l1;20%;A;0.5
example\l2;100%;B;10
example\l3;60%;;5.5
example\l4;;C;2
example\l5;90%;;7.7
example\l6;;A;
example\l7;;F;
example\l8;;;0
```

Or as it looks like when edited in Microsoft Excel:

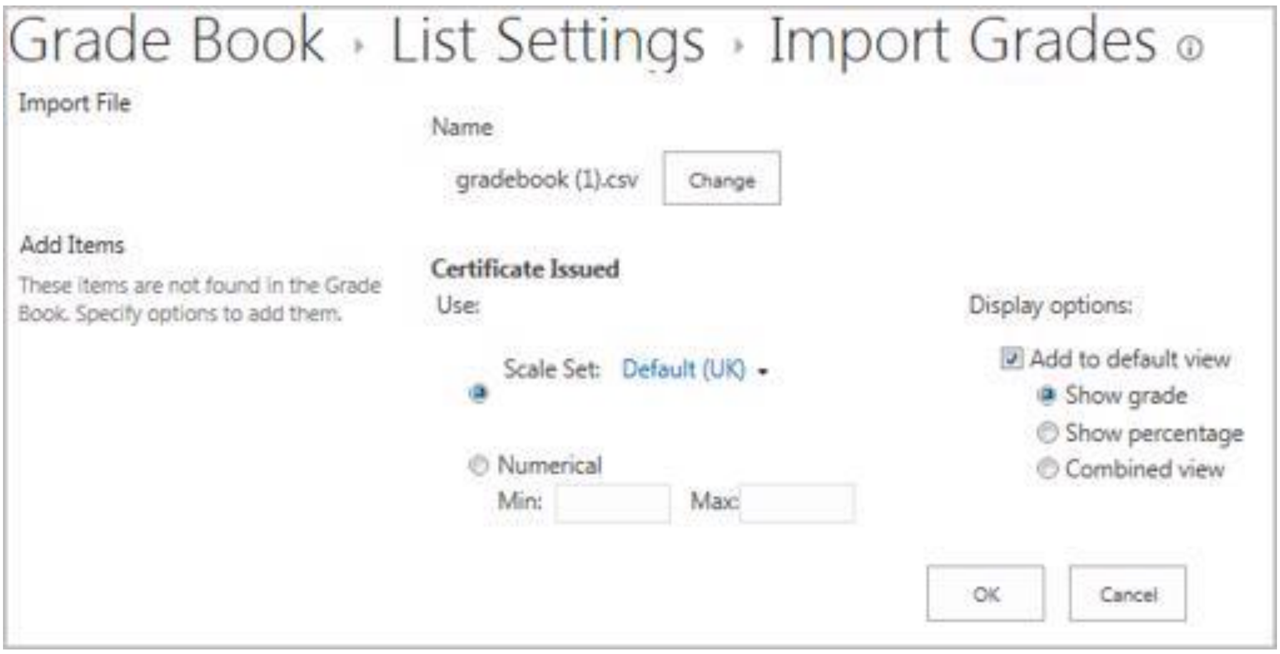


	1	2	3	4	5
1		Physics	Math	History	
2	example\l1	20%	A	0.5	
3	example\l2	100%	B	10	
4	example\l3	60%		5.5	
5	example\l4		C	2	
6	example\l5	90%		7.7	
7	example\l6		A		
8	example\l7		F		
9	example\l8			0	

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:



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:



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.

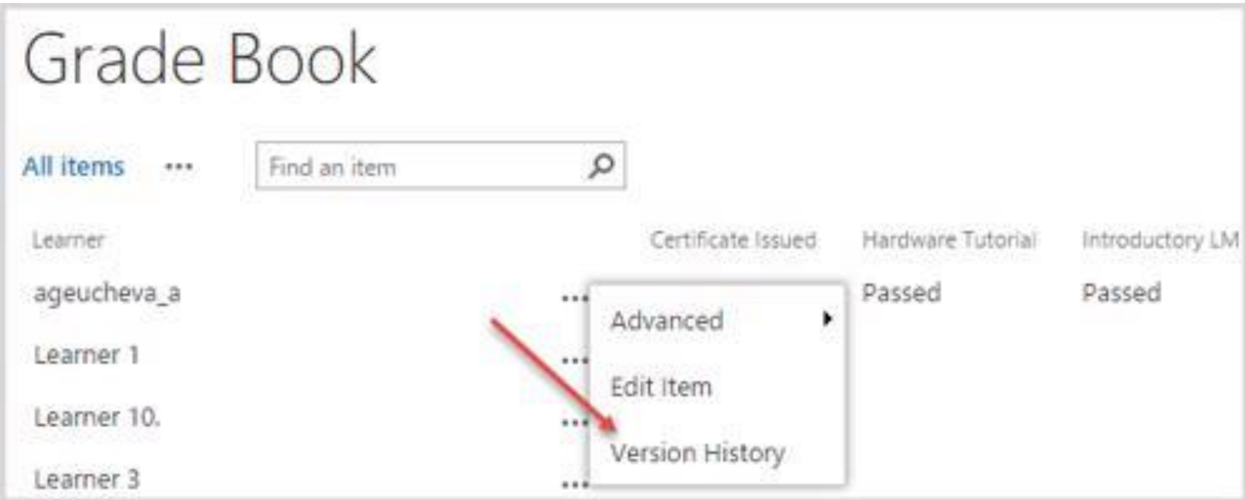
NOTE:	Only columns with Custom Item type can be imported in Grade Book. All the other types, i.e. Existing (Quiz, SCORM, etc.), AWG, cannot be imported in Grade Book, so if you have those in your **.csv** file, please delete it in order to process grade import. Also mind that 'Certificate issued' column 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

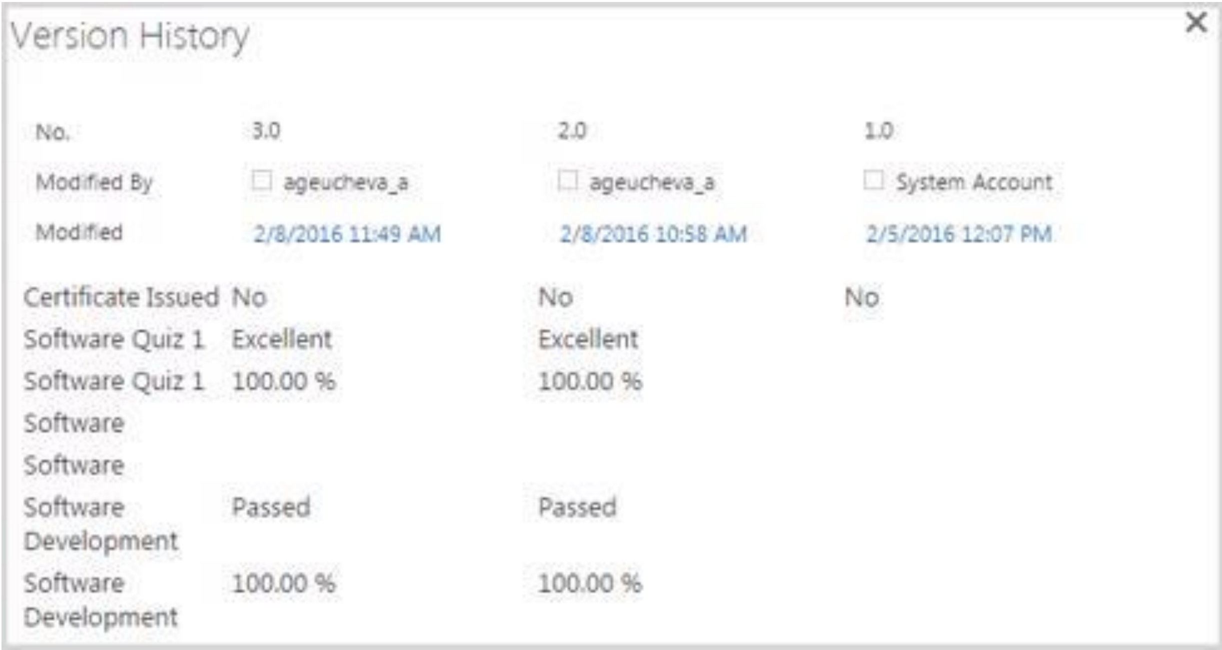
The teacher can see the particular student's grades to be changed with time during the education process.

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:



4. Once you have chosen the option, the following dialog box will appear, indicating the history of changes performed:

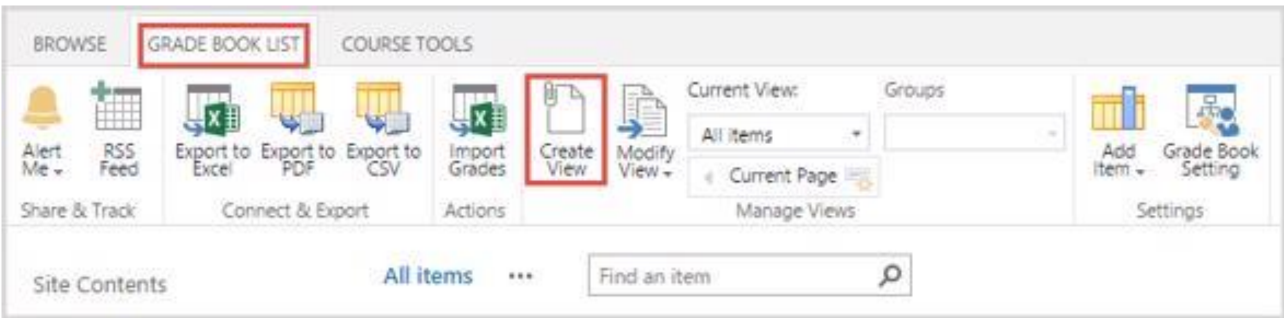


18.2.6 Compressing Grades

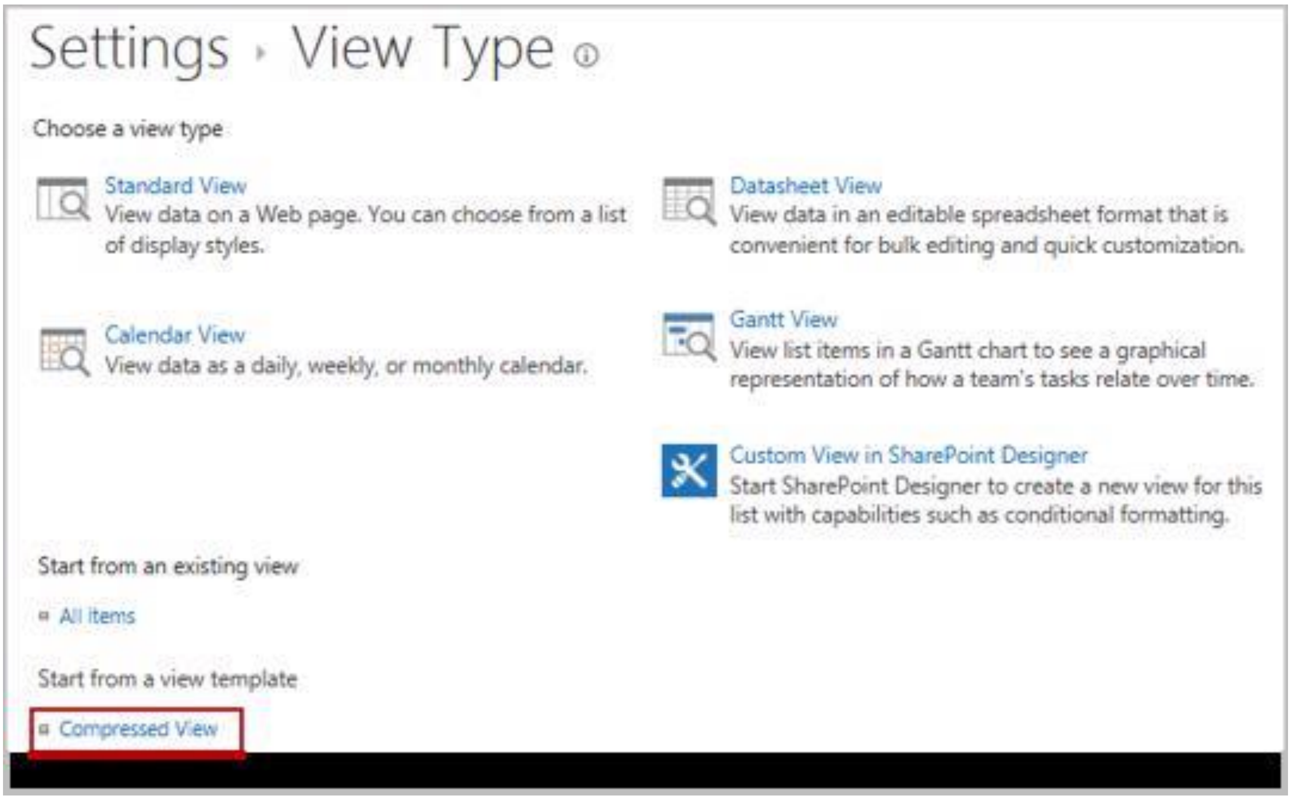
When Grade Book contains a lot of Grades so User has to scroll to the left or right to see all the Grades, it is possible to create a *'compressed view'*.

To create one, do the following:

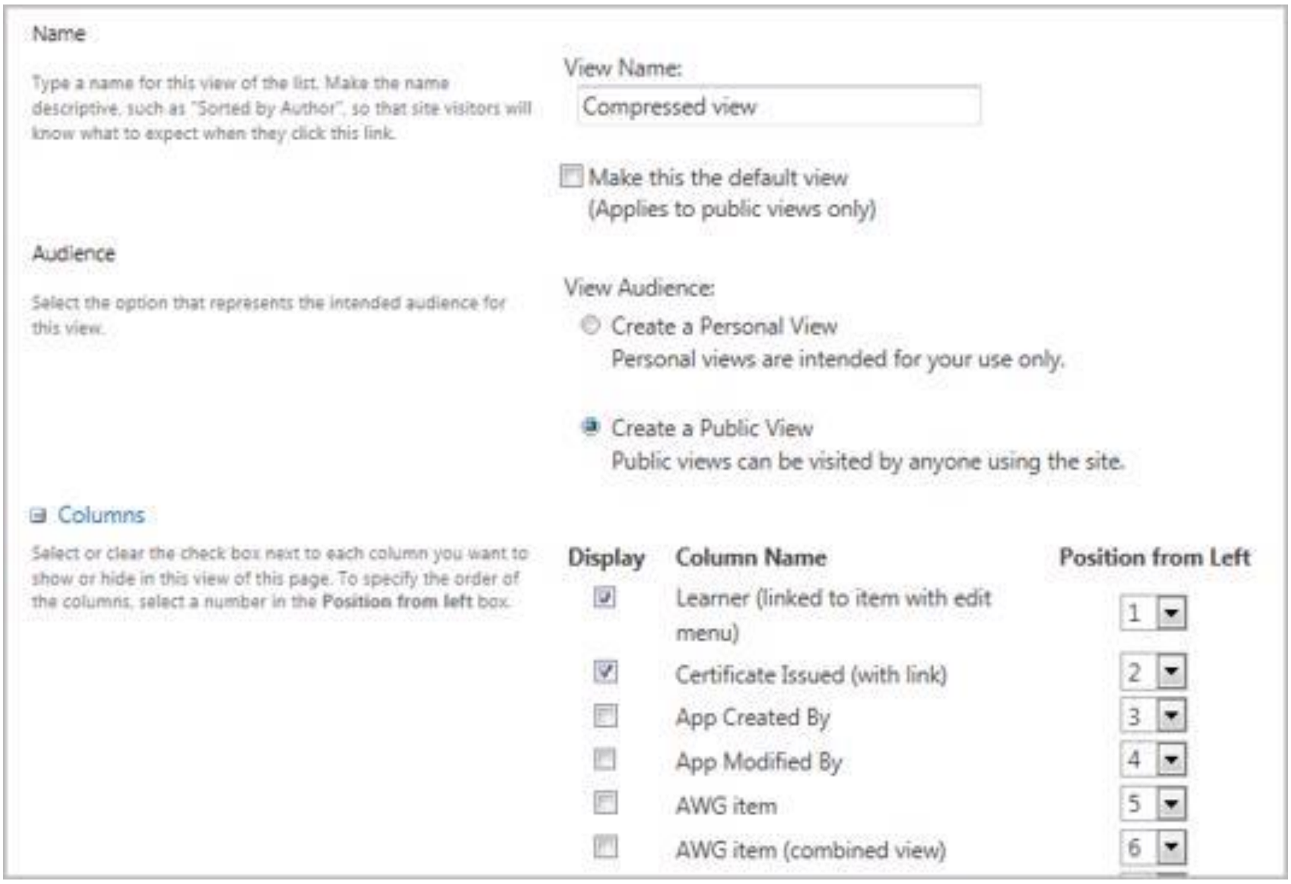
1. On the course level, enter the **Grade Book;**
2. On the ribbon, go to **Grade Book List;**
3. Click **Create View:**

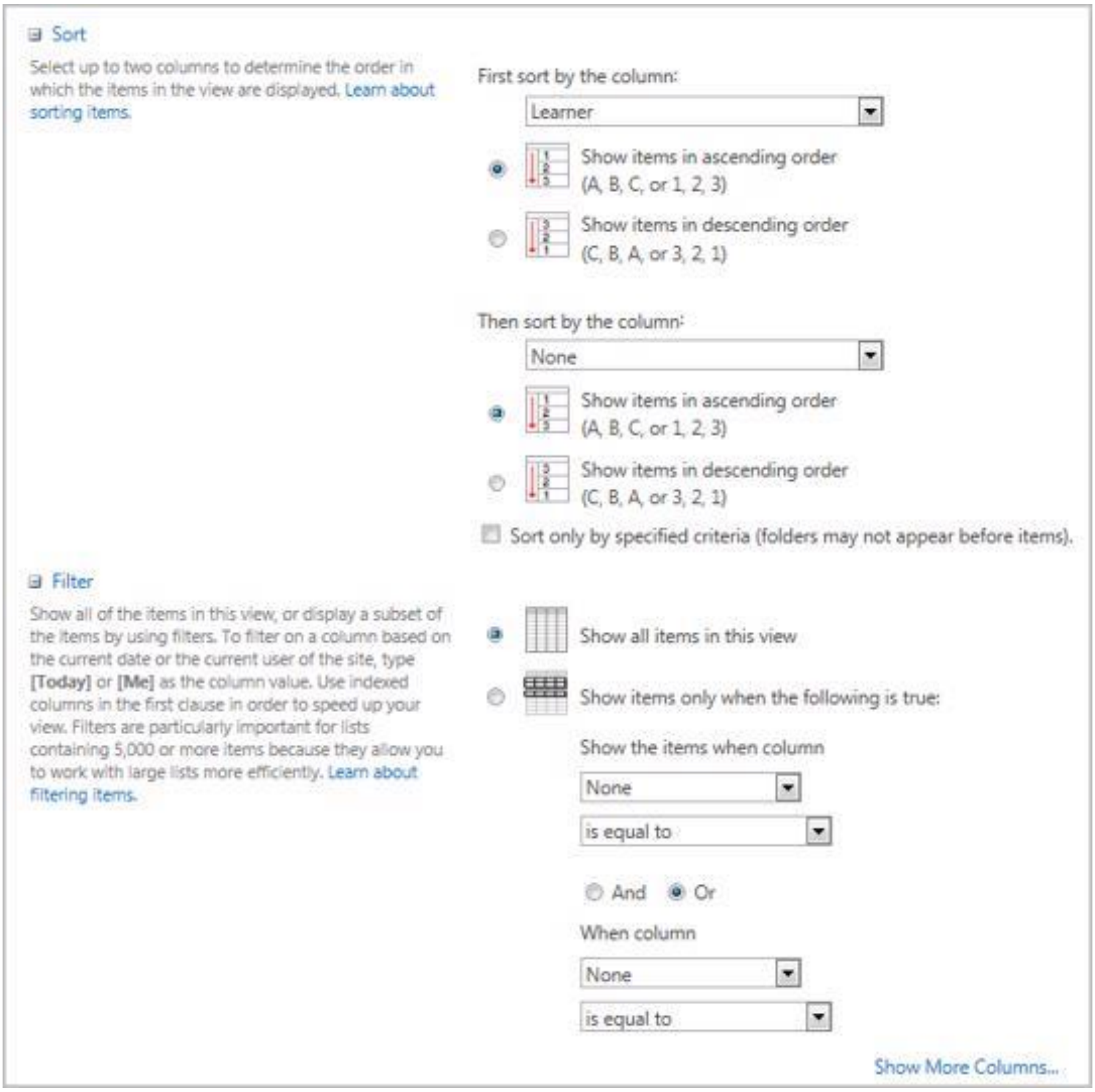


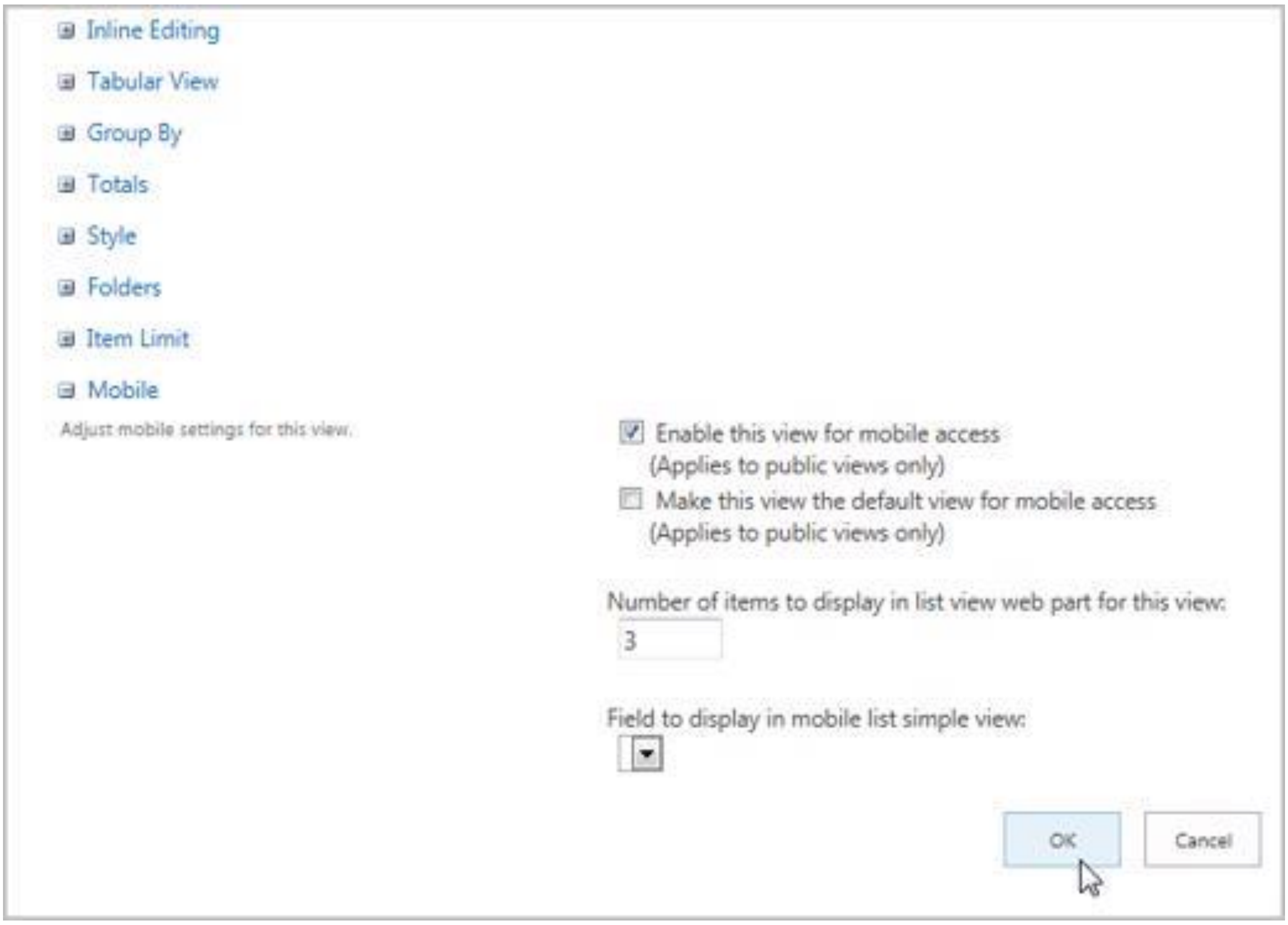
4. Once you have done it, the **Create view** form will appear. At the bottom of the page, select **Compressed View** link:



5. The following form will appear. Specify the main view parameters:

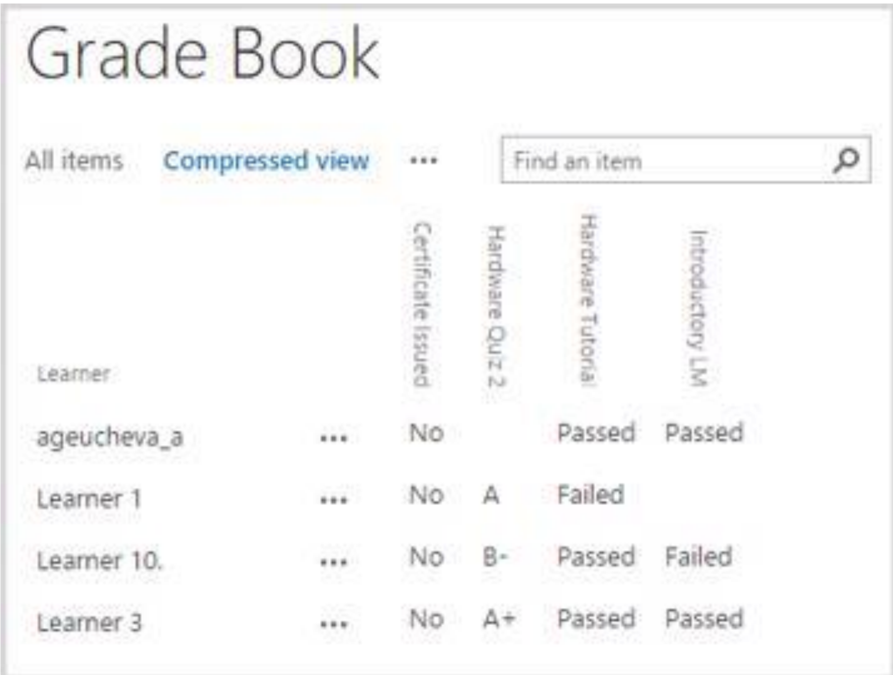



Sort
Select up to two columns to determine the order in which the items in the view are displayed. Learn about sorting items.
First sort by the column:
Learner
Show items in ascending order (A, B, C, or 1, 2, 3)
Show items in descending order (C, B, A, or 3, 2, 1)
Then sort by the column:
None
Show items in ascending order (A, B, C, or 1, 2, 3)
Show items in descending order (C, B, A, or 3, 2, 1)
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 [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 containing 5,000 or more items because they allow you to work with large lists more efficiently. Learn about filtering items.
Show all items in this view
Show items only when the following is true:
Show the items when column
None
is equal to
And
Or
When column
None
is equal to
Show More Columns...



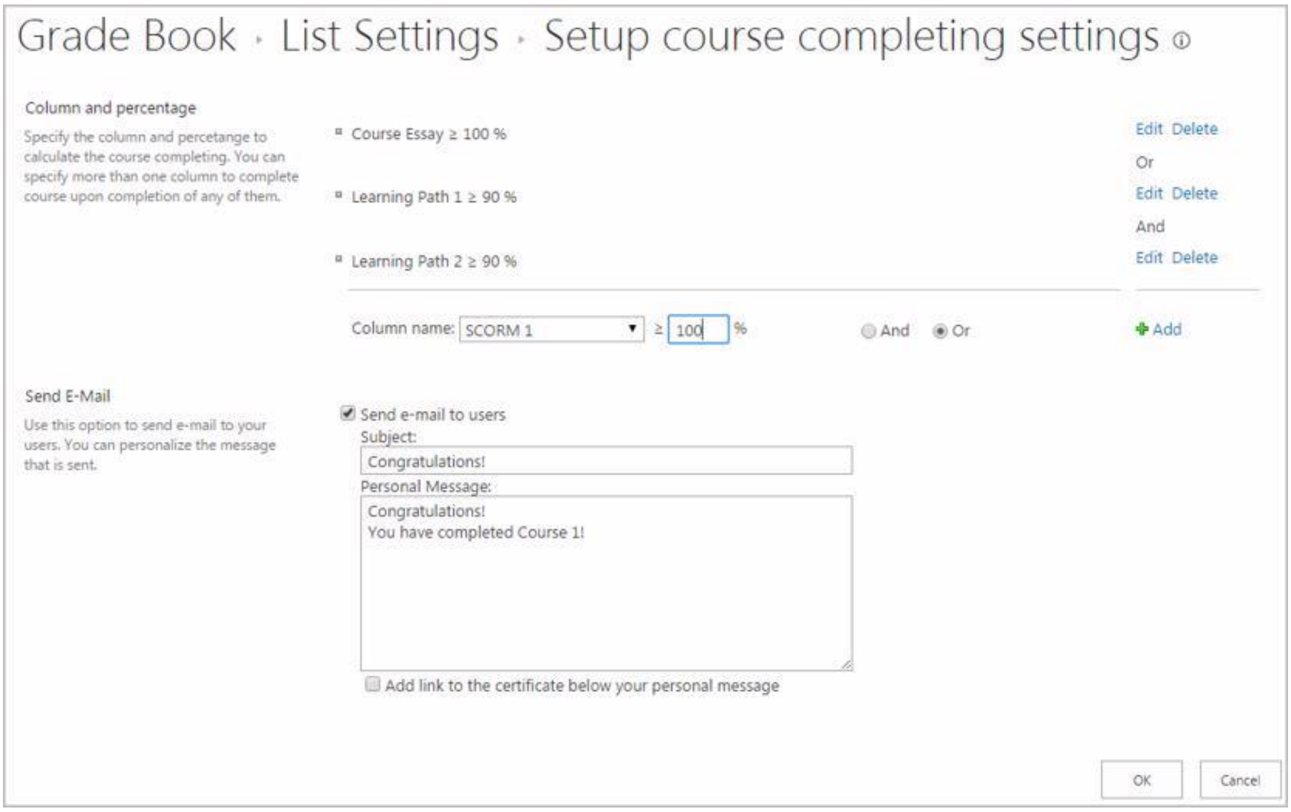
6. Click **OK** to finish.

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:



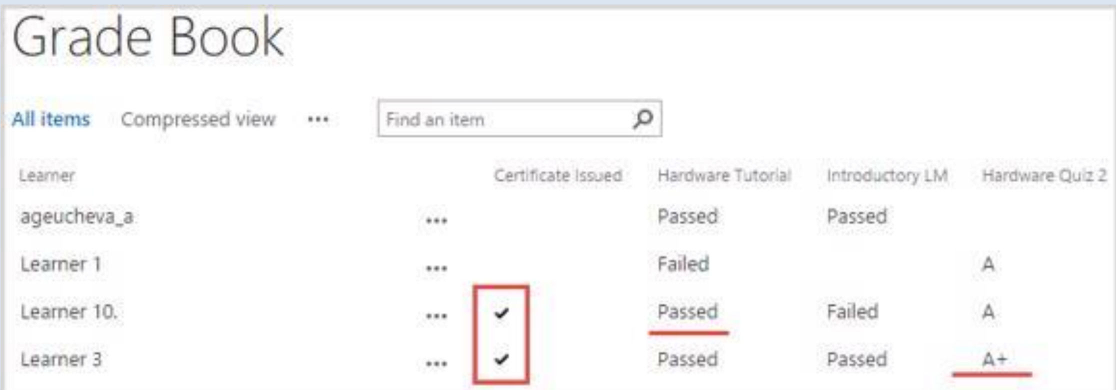
18.3 Setting Course as Complete (Automatic Completion)

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:



- *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:



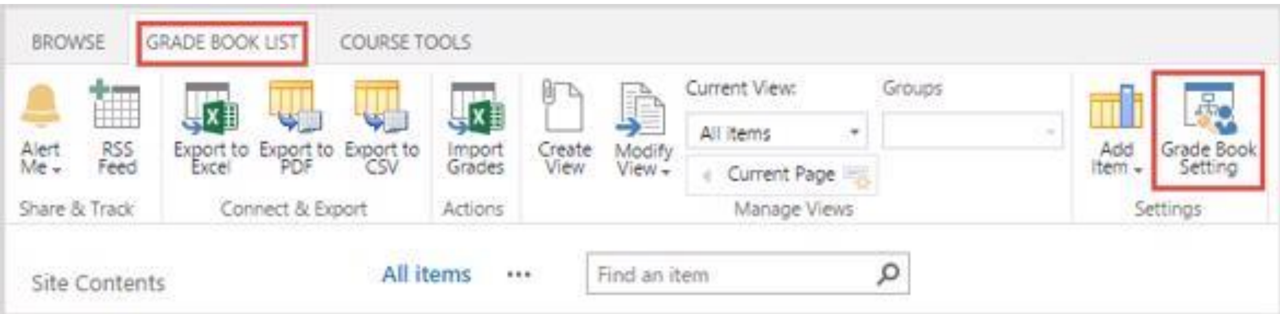
- Click **Edit** link to modify item;
- Click **Delete** link to delete item;
- Click **Add** link to add new item;

- *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.

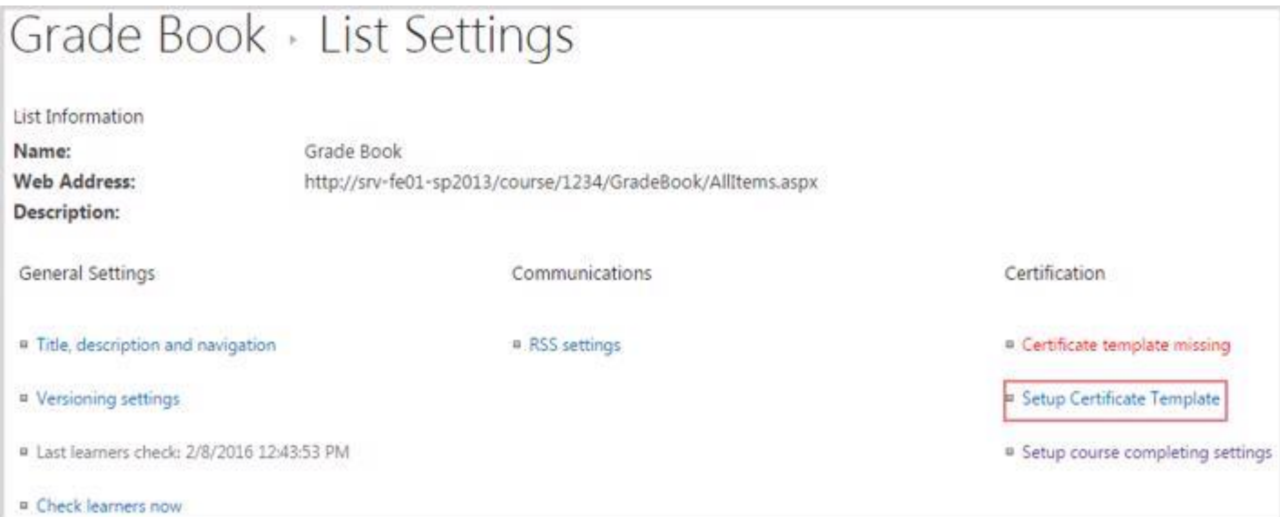
NOTE	Check you have also set up the course certificate. Otherwise course completion will not work.
NOTE:	If you delete some items from the course completing settings, the course status remains Completed for Learners that have already completed the course according to such settings.

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**:

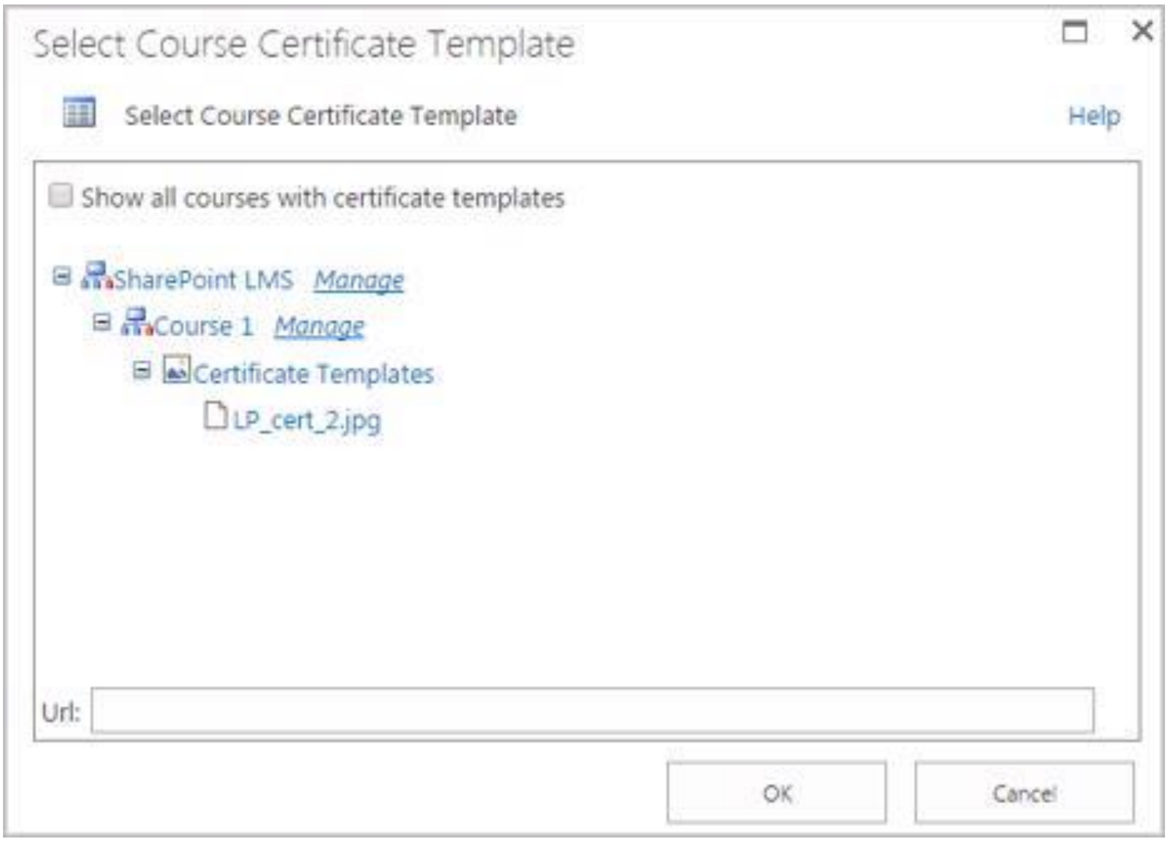


3. In the opened window click **Setup Certificate Template**:



4. In the following form specify the **URL** of the certificate template you want to use and click **OK**:

Or use Browse button to select certificate template for the course:



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.

NOTE:	For learners to be able to receive course completion email additional settings should be configured: 1. Outgoing email settings (configured by SharePoint administrator in Central Administration>Operations>Outgoing E-mail Settings); 2. Learner's email should be specified in his/her profile settings. The email address should be pertinent to the domain indicated in the outgoing email settings.

To clear the Grade Book settings, do the following:

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

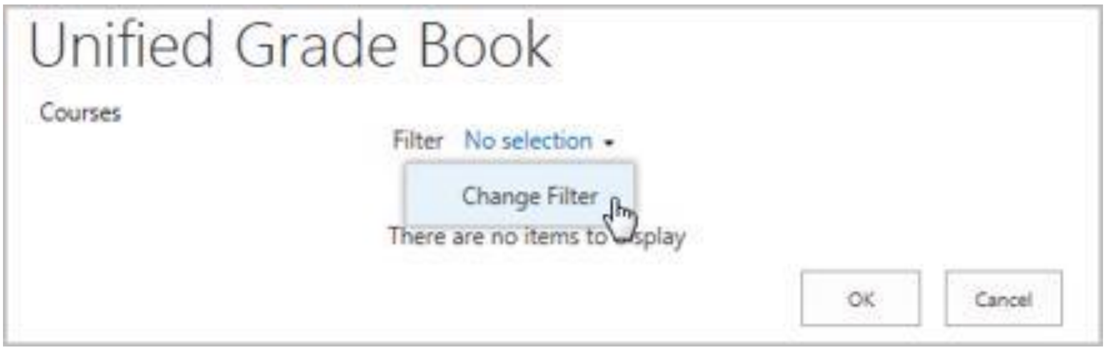
2. On the ribbon, click the **Grade Book List > Grade Book Setting;**
3. In the opened window click **Setup Certificate Template;**
4. Put the cursor in the URL field and click Clear button:

NOTE:	All Certificates that had been issued to Learners using this Certificate Template are saved after clearing the settings.

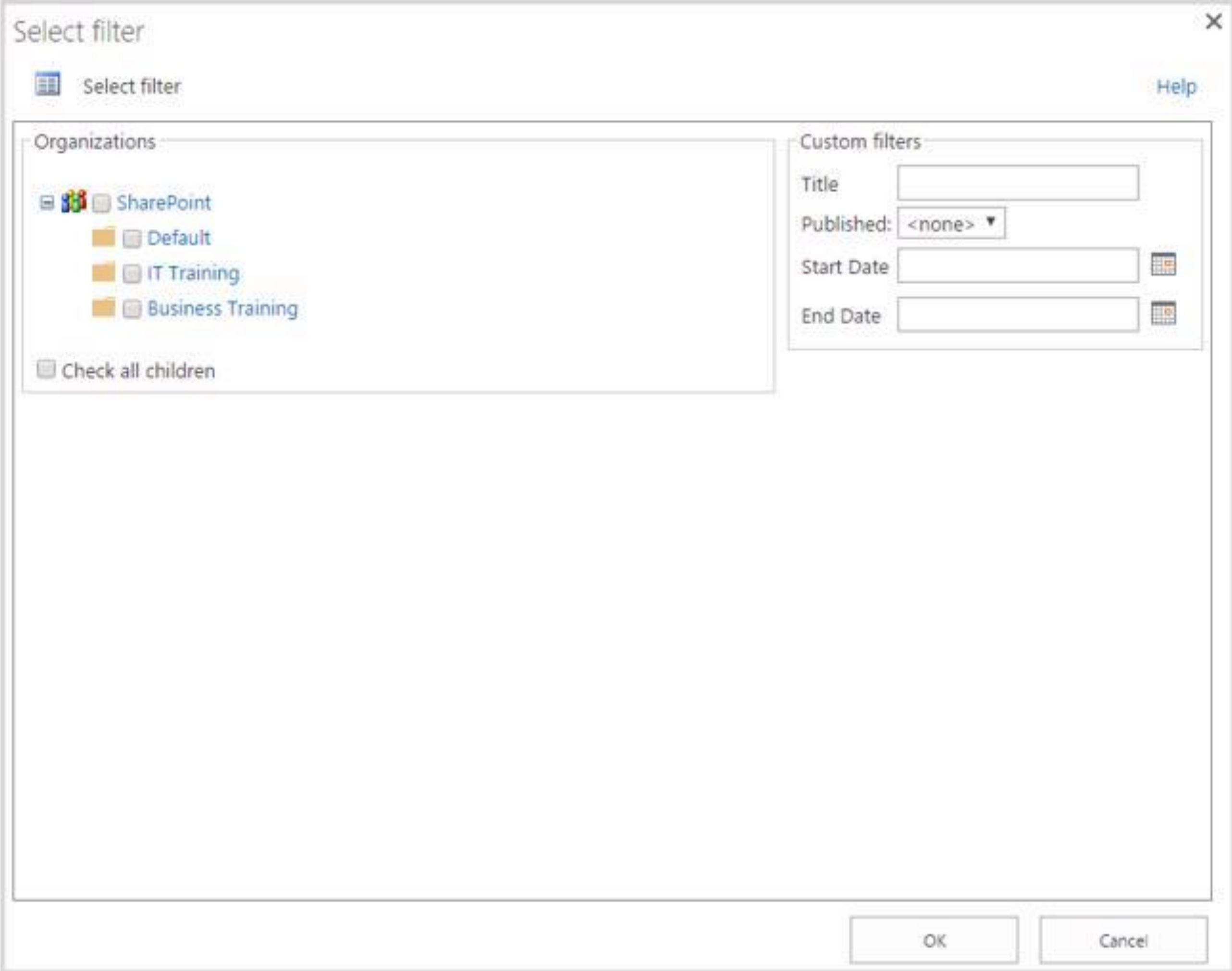
18.4 Setting the Unified Grade Book

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:

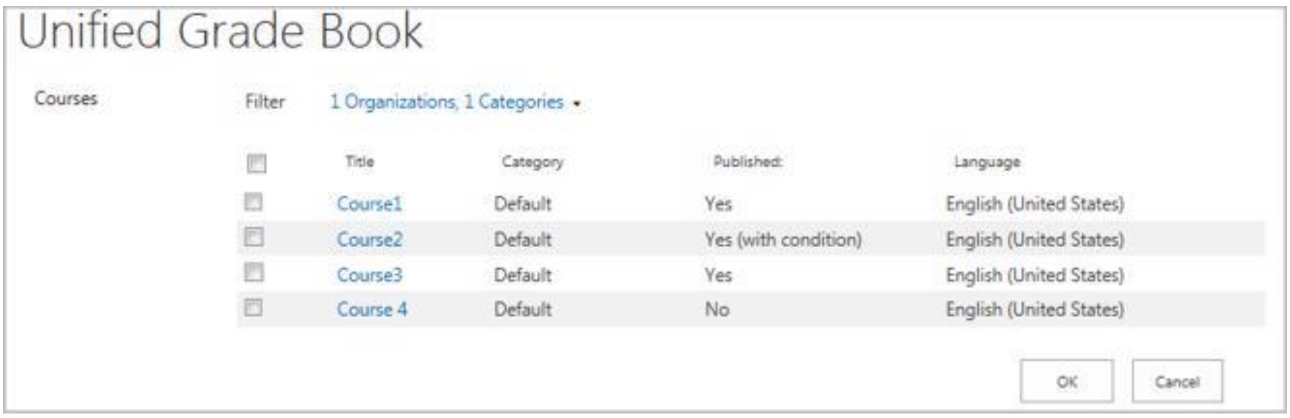


3. Click **No selection > Change Filter**. The following dialog box will appear:



- **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:



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	Course1 - Quiz 1	Course1 - Quiz 2	Course1 - Quiz 3	Course1 - Learning Path 1	Course1 - Course Essay	Course1 - Certificate Issued
Assistant 2 (i:0#.w|example\a2)	A* (100 %)		C (79 %)	Passed (100 %)		True
Learner 1 (i:0#.w|example\l1)	A* (100 %)	A* (100 %)	A (93 %)	Failed (0 %)	A* (100 %)	True
Learner 2 (i:0#.w|example\l2)	C (79 %)		C (79 %)			False
Learner 3 (i:0#.w|example\l3)	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.

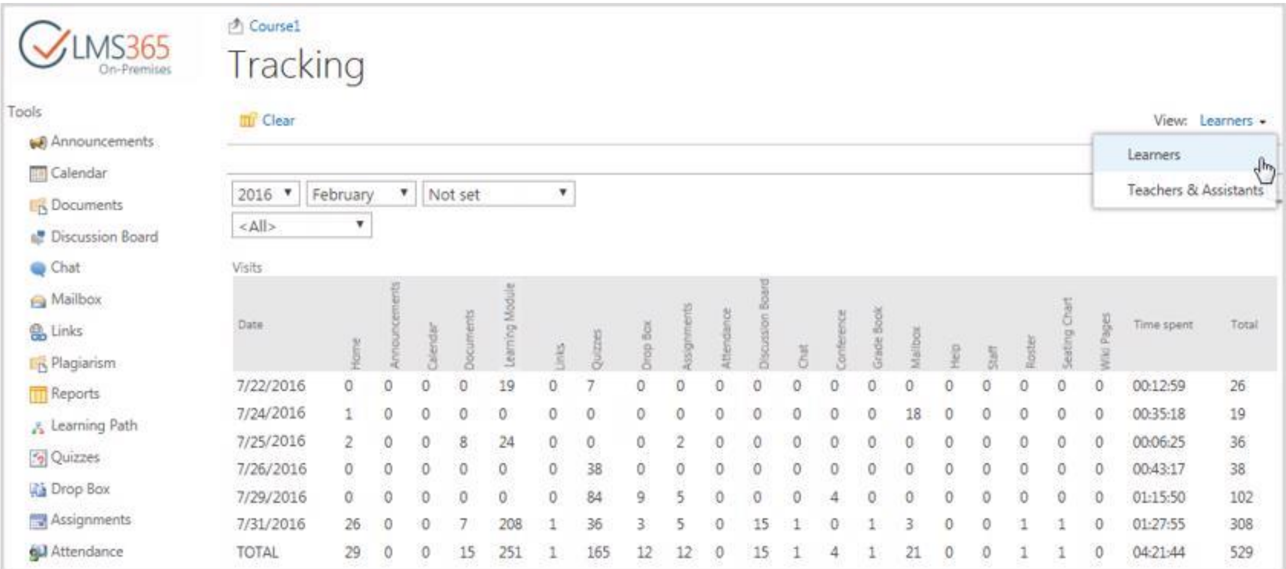
19. TRACKING

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:



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

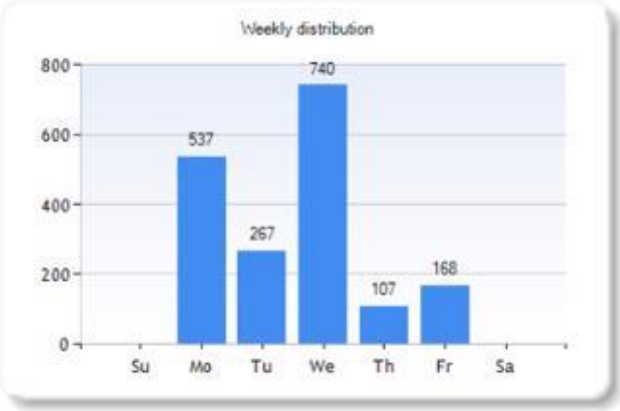
View: Teachers & Assistants

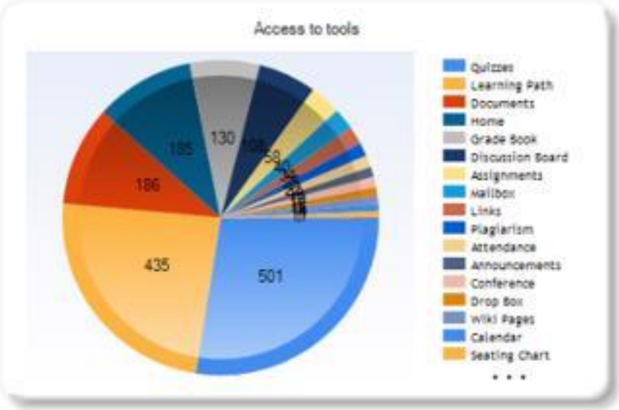
2016 ▼ | February ▼ | Not set ▼

<All> ▼

Visits

Date	Home	Announcements	Calendar	Documents	Learning Module	Links	Quizzes	Drop Box	Assignments	Attendance	Discussion Board	Chat	Conference	Grade Book	Mailbox	Help	Staff	Roster	Seating Chart	Wiki Pages	Reports	Plagiarism	Time spent	Total
7/22/2016	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
7/24/2016	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
7/25/2016	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
7/26/2016	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
7/29/2016	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
TOTAL	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	1819





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 ( ) in the top right corner to clear report statistics.

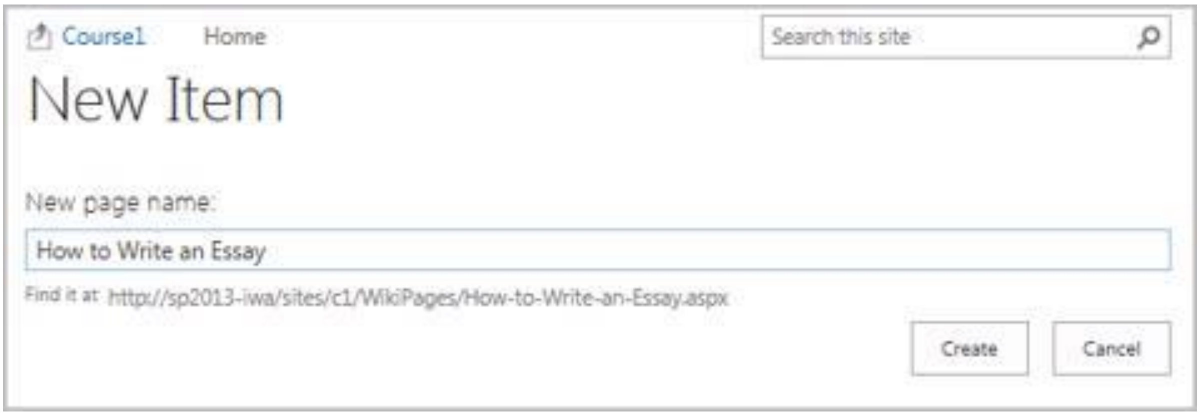
Starting from version 2.1 the tracking uses MS Chart control for graphics.

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:

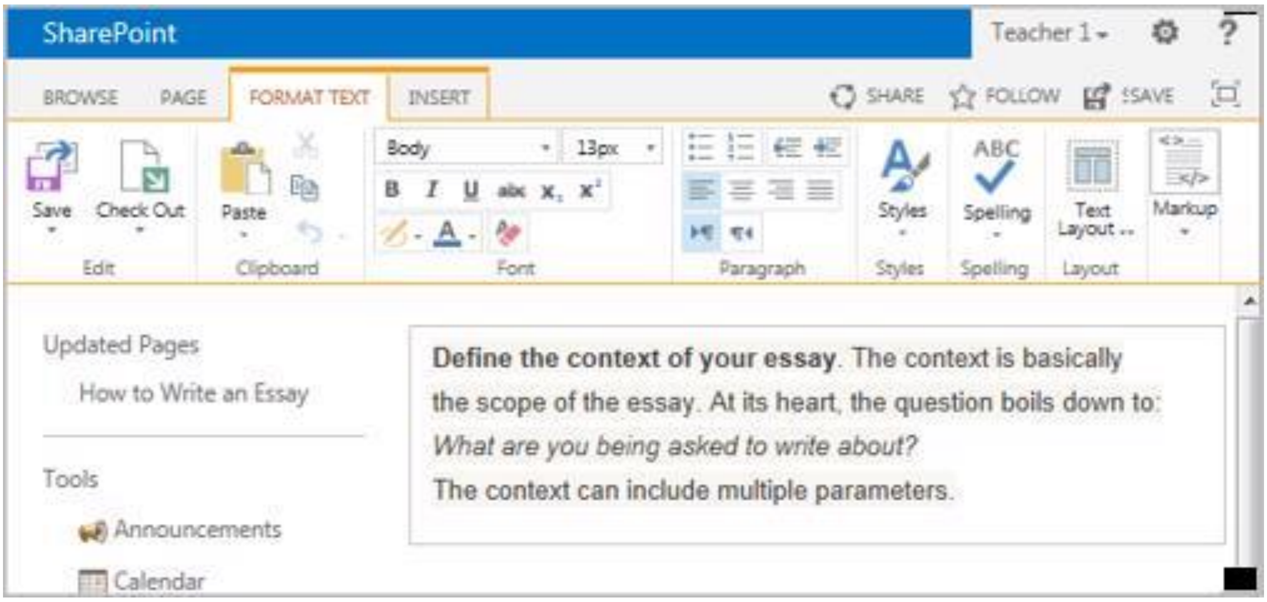
20.1 Creating Wiki Page

1. Enter the **Wiki Page Library** tool section;
2. Click **New** button **.** The following window will appear:



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]]:

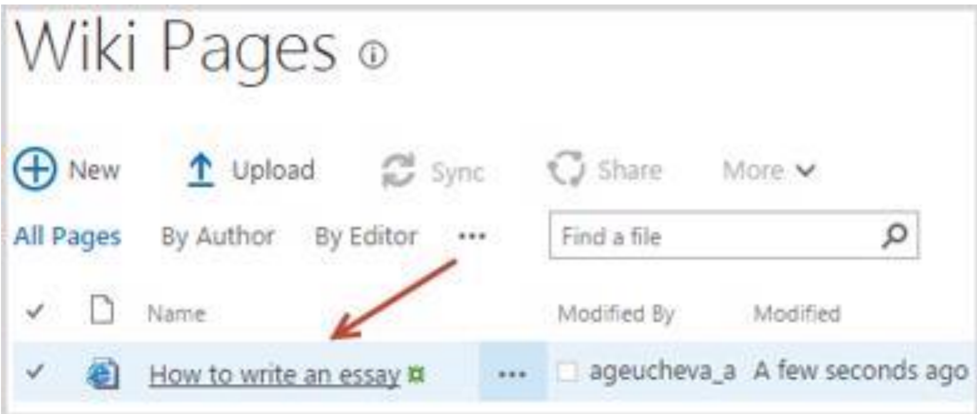


4. Click **Save & Close** to save changes.

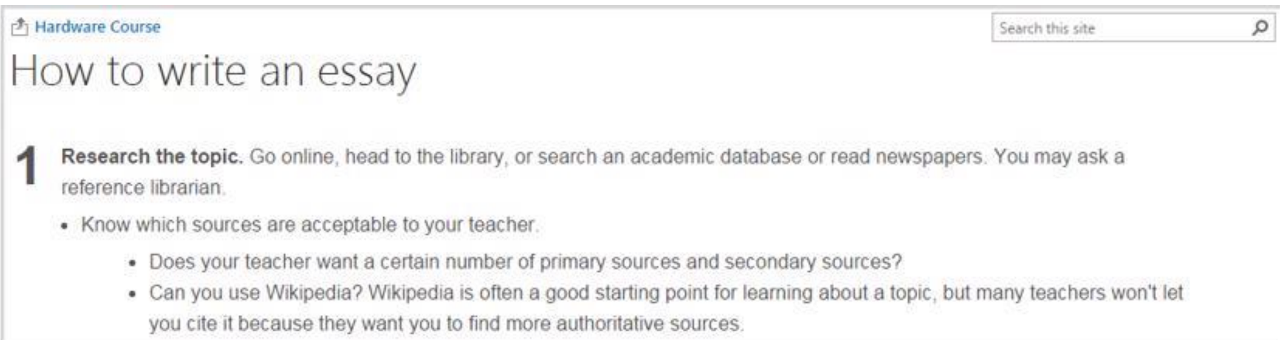
20.2 Viewing Wiki Page

To view wiki page,

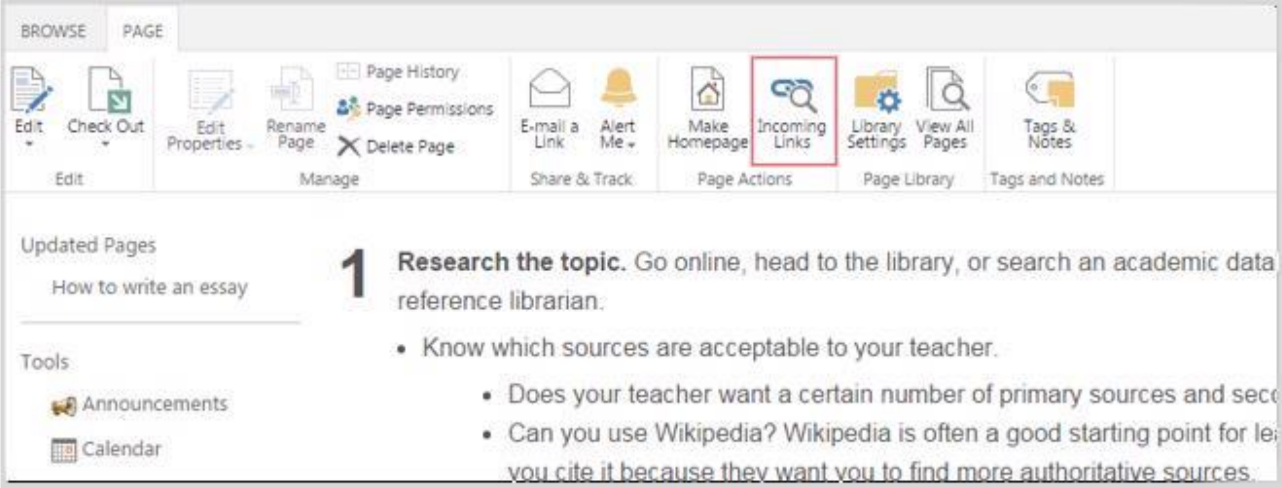
1. Enter the **Wiki Page Library** tool section;
2. Find a necessary wiki page in the list and click its name:



3. The selected wiki page will open:



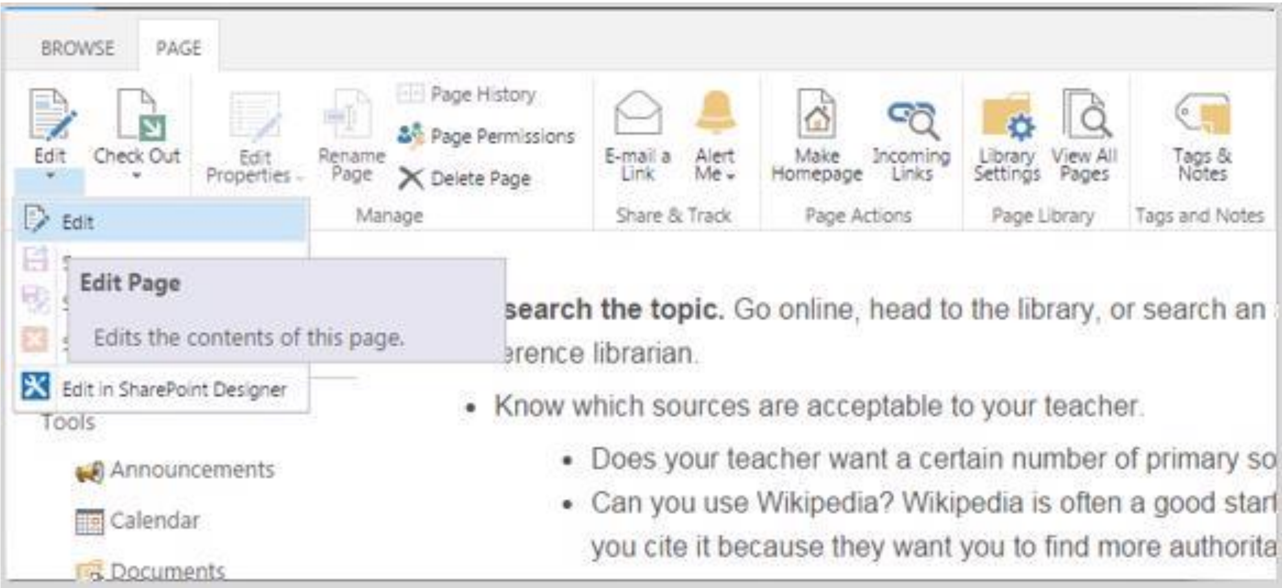
To view links which lead to a page, click **Incoming Links** in the **Page** menu section:



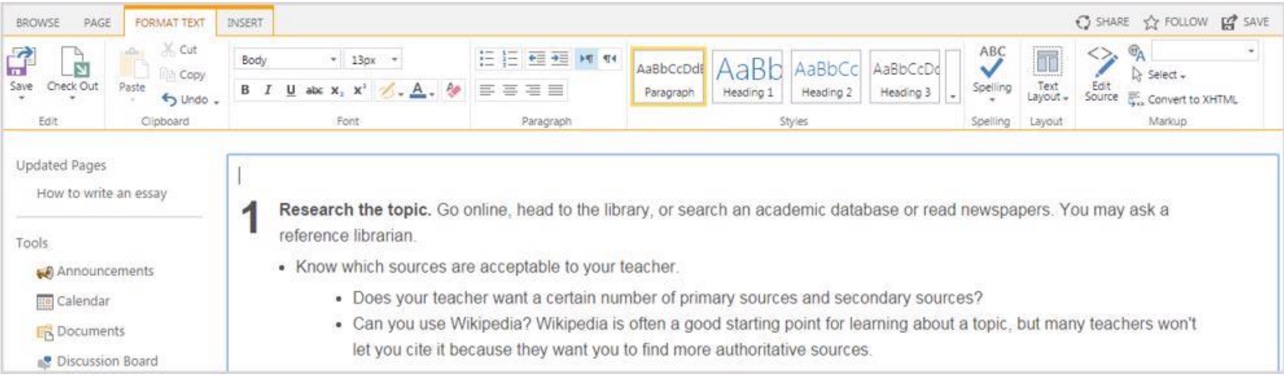
20.3 Managing Wiki Page

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:



The following **ribbon menu** will appear:



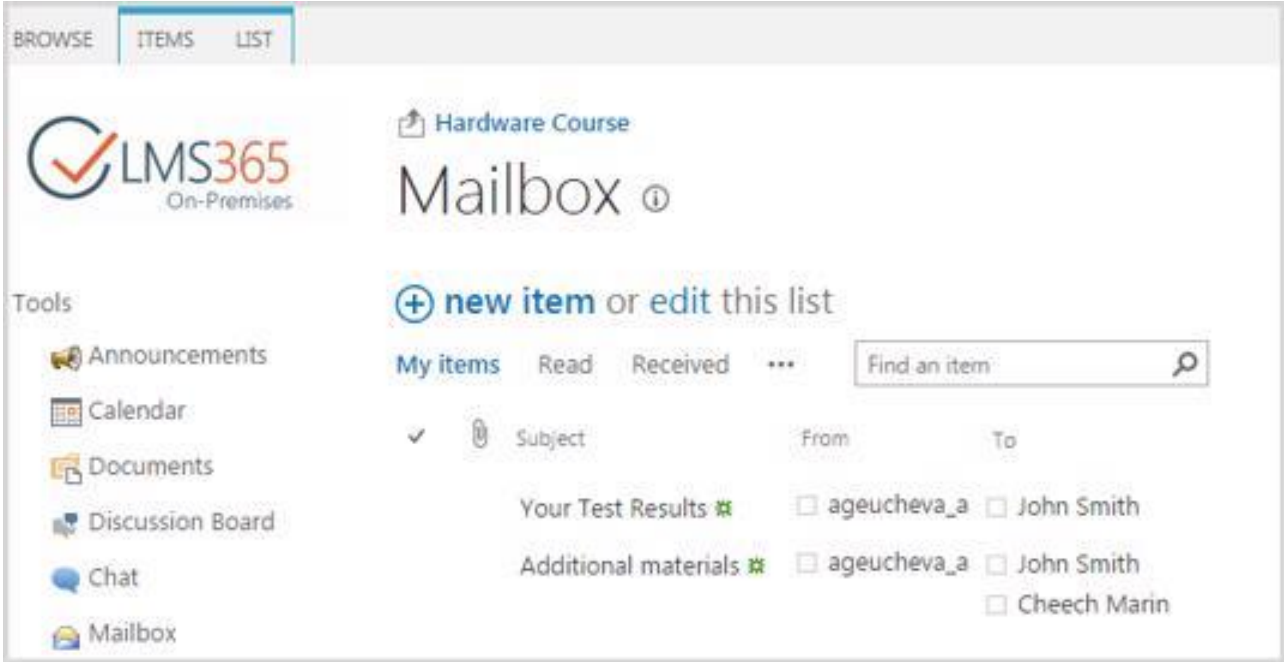
- *Save & Close*
  - *Edit* – Edits the contents of this page;
  - *Save & Close* – Saves your changes to the page and exits edit mode;
  - *Save and Keep Editing* – Saves your changes to the page and continues editing;
  - *Stop Editing* – Exits edit mode on this page. You will be prompted to save or 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:

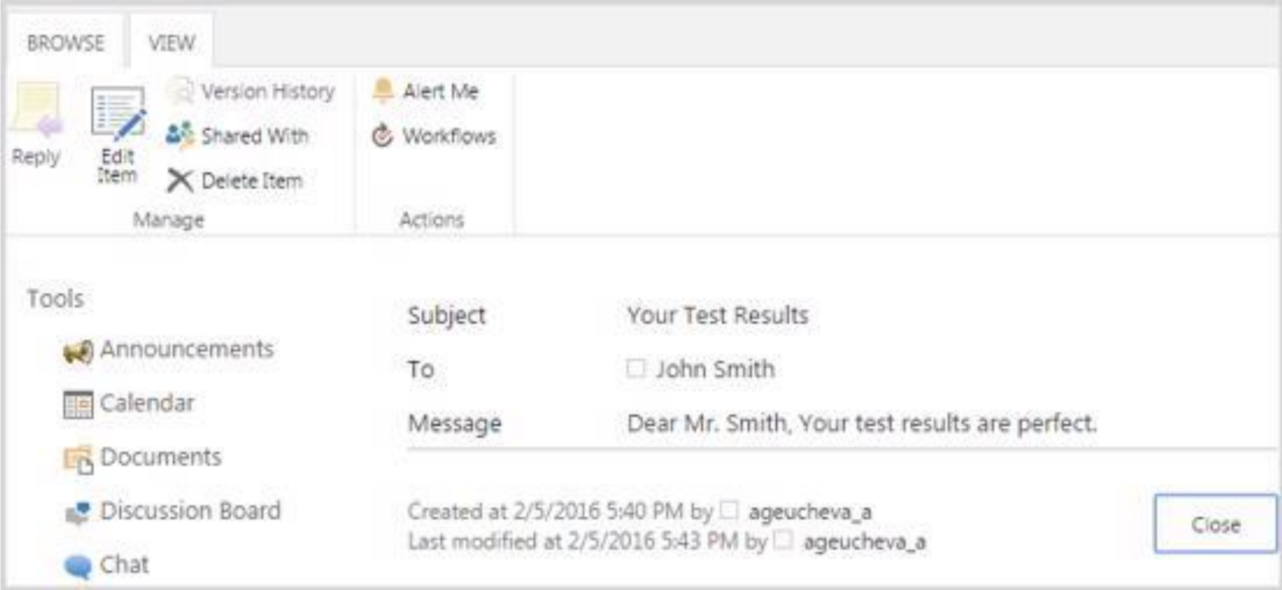


NOTE: For better representation, you can modify the list view. From the **View** list select what messages should be visible: all (my items), sent or received.

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:

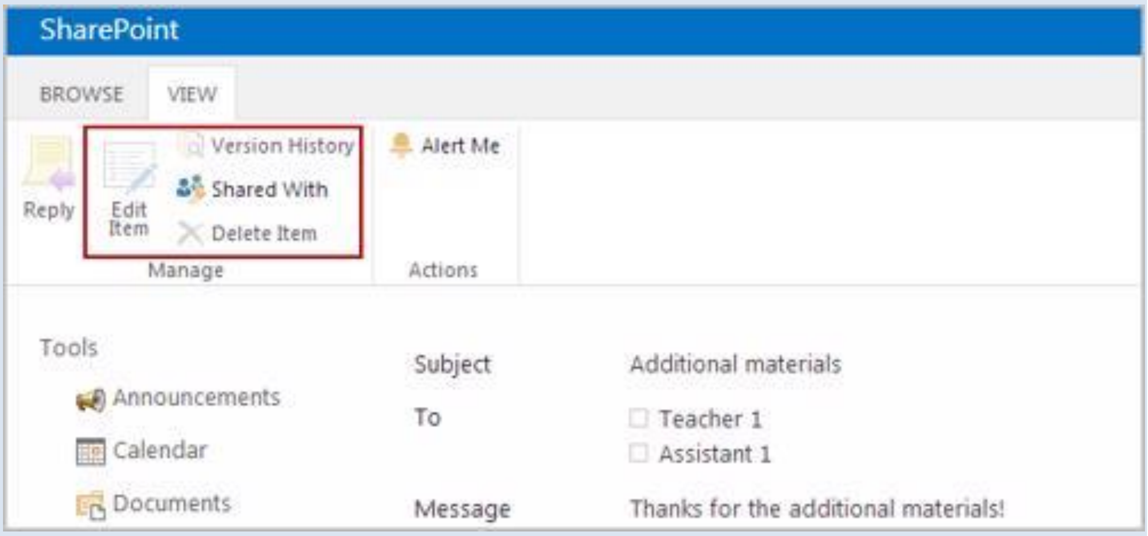


Buttons at the top of the message allow performing the following operations:

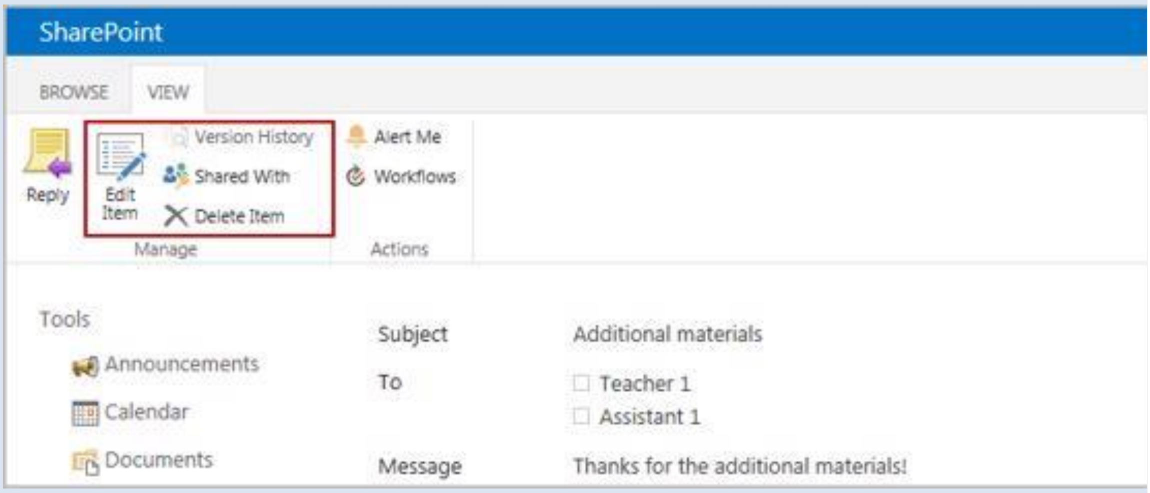
- Click **Reply** to answer a letter;
- Click **Edit Item** to modify the message;
- Click **Delete Item** to move the message to the **Recycle Bin**;
- Click **Alert Me** to work with notification settings.

To close the message and go back to the mailbox, click **Close**.

NOTE:	Depending on the permission level, users can perform different actions with mailbox items: – Learner can NOT edit his messages (like in a usual e-mail box). – Learner can NOT delete any message because sent and received messages are not two different items (like in e-mail: one in learner's mailbox, another in teacher's), - but a single item:



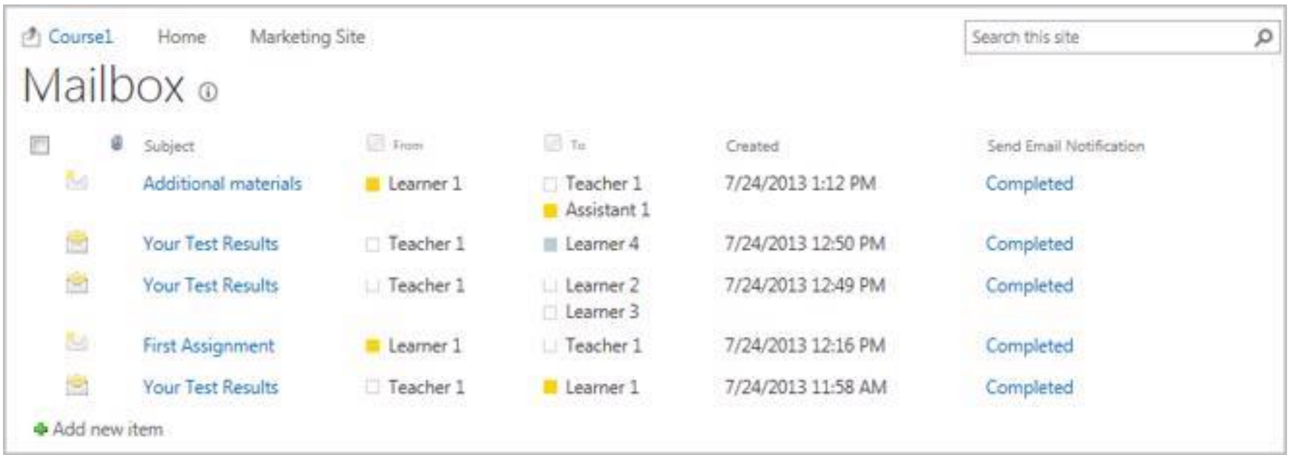
Teacher can delete\edit his own and others' messages, because he is a site collection administrator in the course:



21.1 Viewing Mailbox

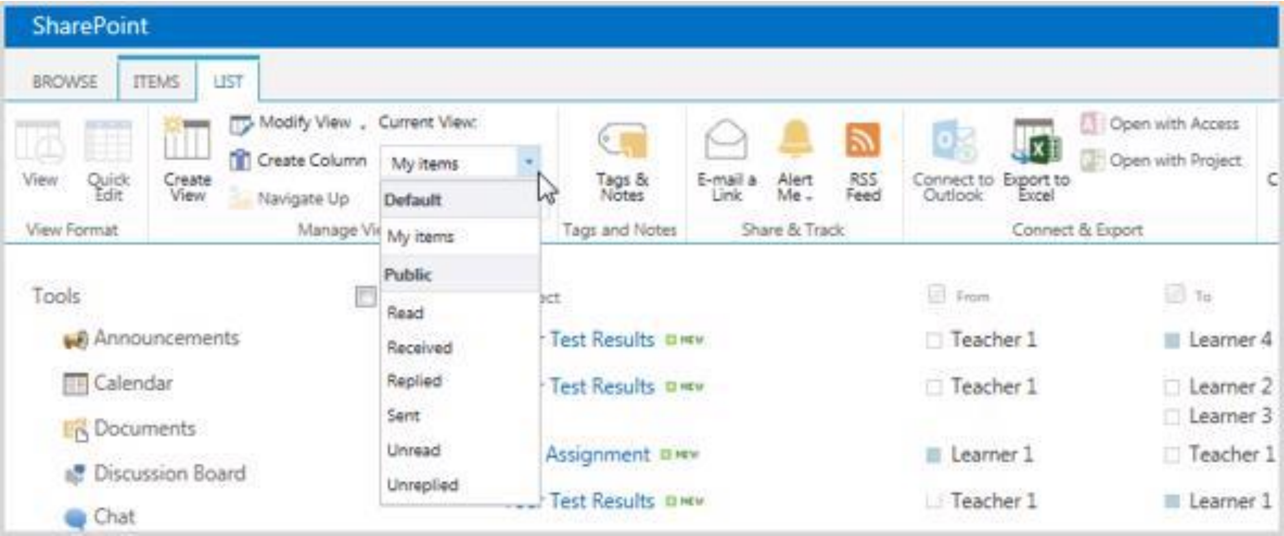
To view the mailbox, do the following:

1. On the course level, go to **Course Tools** > **Mailbox**;
2. Once you have done it, the Mailbox items list will appear:

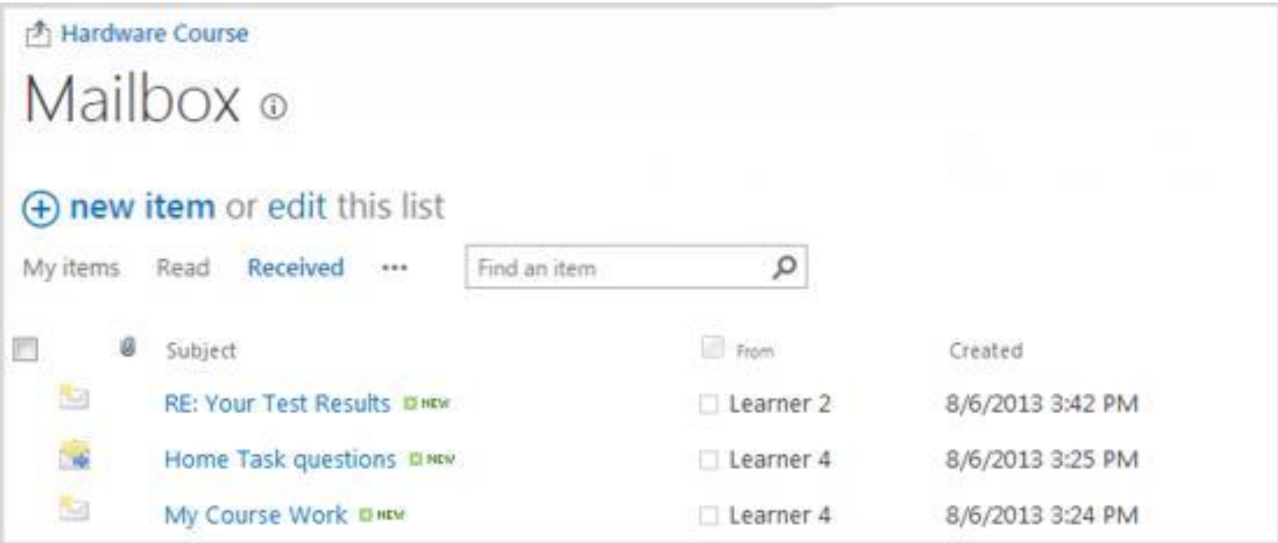


By default, the Mailbox items list will show both sent and received item. To change the view of the Mailbox items list, do the following:

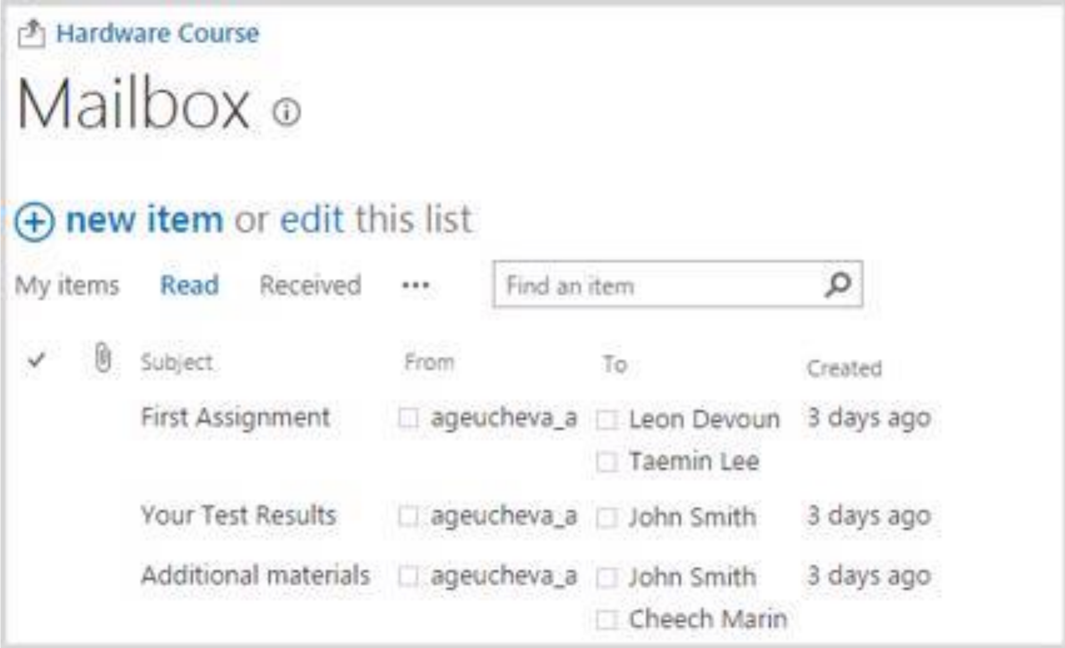
1. On the course level, go to **Course Tools** > **Mailbox**;
2. Once you have done it, the Mailbox items list will appear;
3. On the ribbon, go to the **List** menu;
4. Go to **Manage Views** section, open **My Items** drop-down and select the needed view:



- **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:

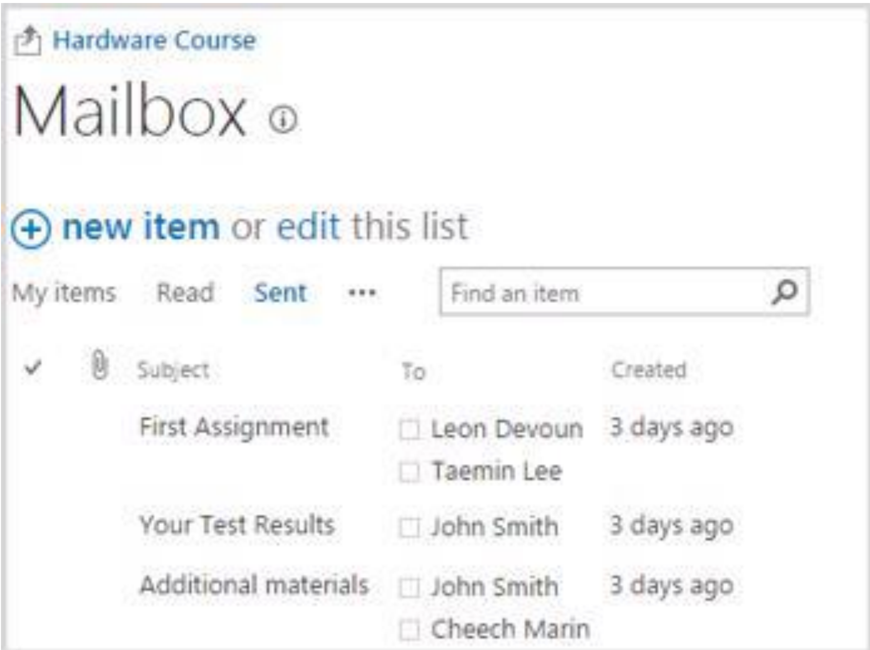


- **Read items** – displays all messages that have been read by the user. To view *the read items only*, select **Read** from the drop-down. The Read items list will appear:



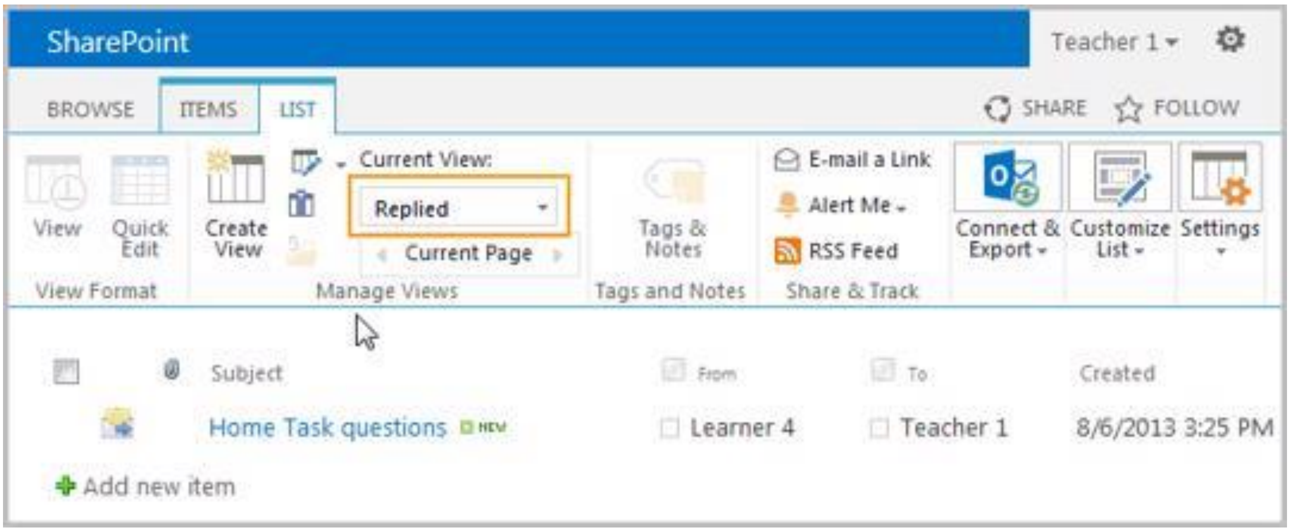
NOTE:	It is impossible to mark the message as unread. All Received Messages are marked as Read ( ) and Unread ( ) with the corresponding icon. Column Read have filter that allow the user to filter the messages by Read/Unread.

- **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:

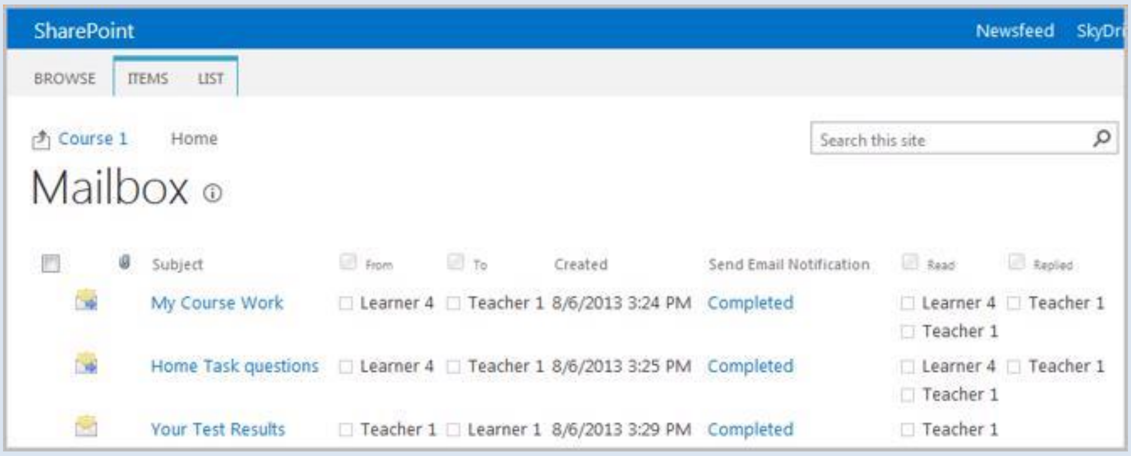


NOTE:	All Messages sent by user are marked as Sent ( ) with the corresponding icon.

- **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:



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.
Messages can be filtered by the Replied/Unreplied status in the Replied Column:



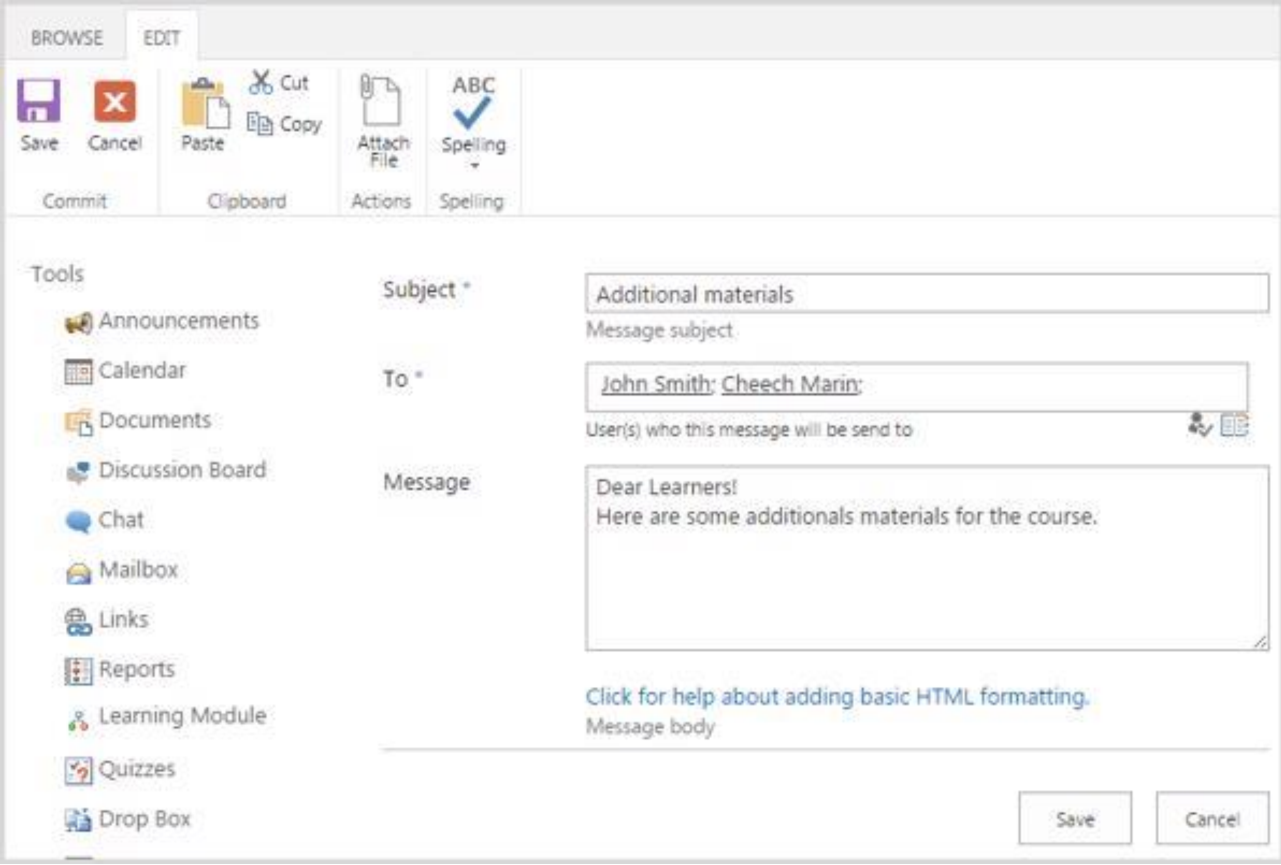
NOTE: As in existing aggregated SharePoint LMS web parts, Mailbox web part has the Disable Cache property. If the property is checked cache in the web part will be disabled. If the property is unchecked data that is shown in the web part will be cached with cache timeout of 10 minutes.

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:



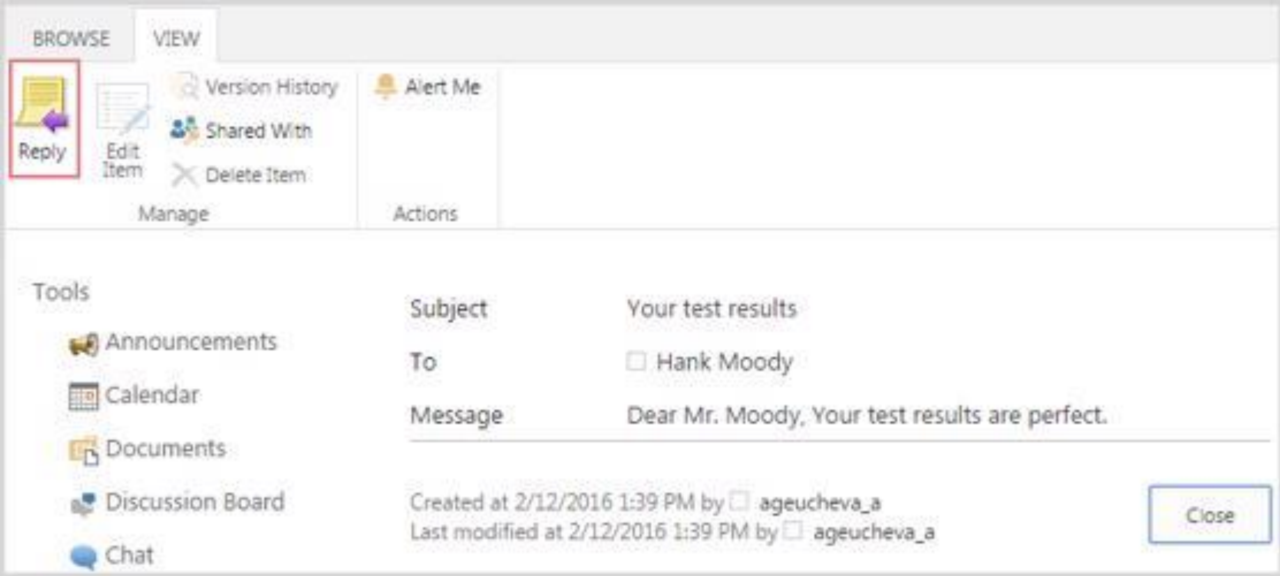
4. Fill out the form fields as described in below (fields marked with an asterisk are required to be filled out):
   - *Subject* – Enter the subject of the message;
   - *To* - Enter the user for whom the message is intended. To check whether this user exists in the system, click the **Check Names** 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

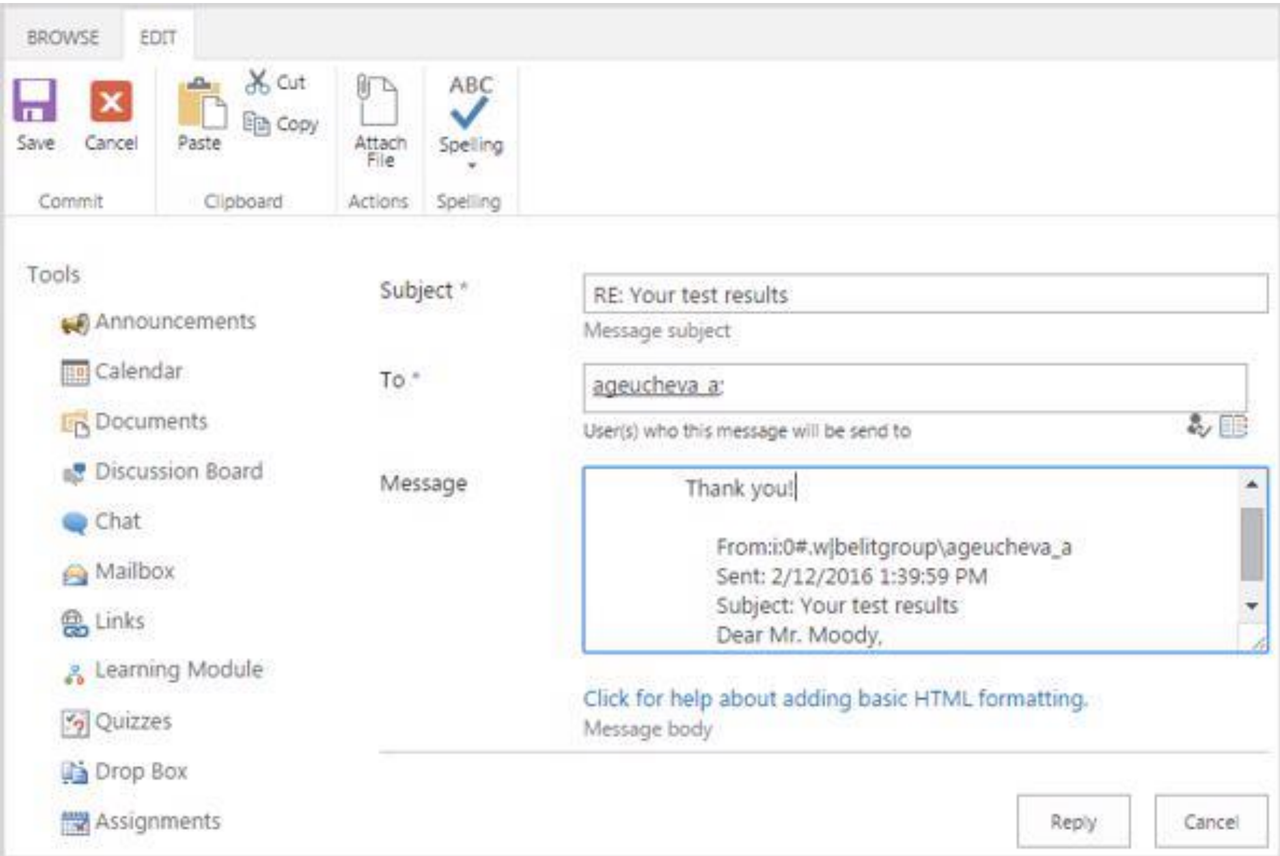
To reply a message, do the following:

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:



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:



6. Click **Reply** to save changes. Click **Cancel** to discard changes.

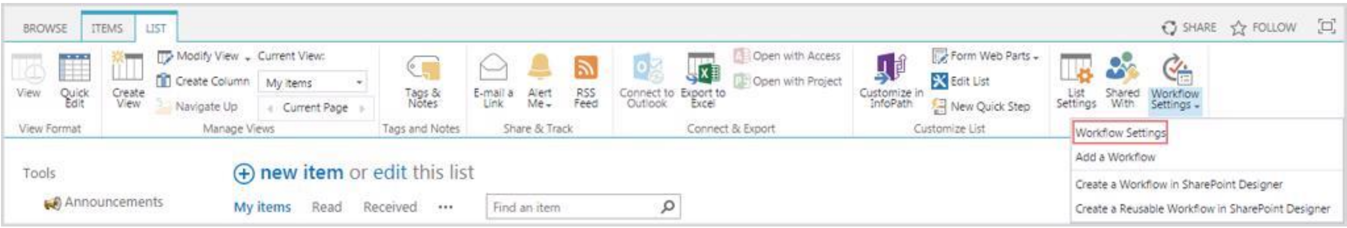
21.4 Email Notifications

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.

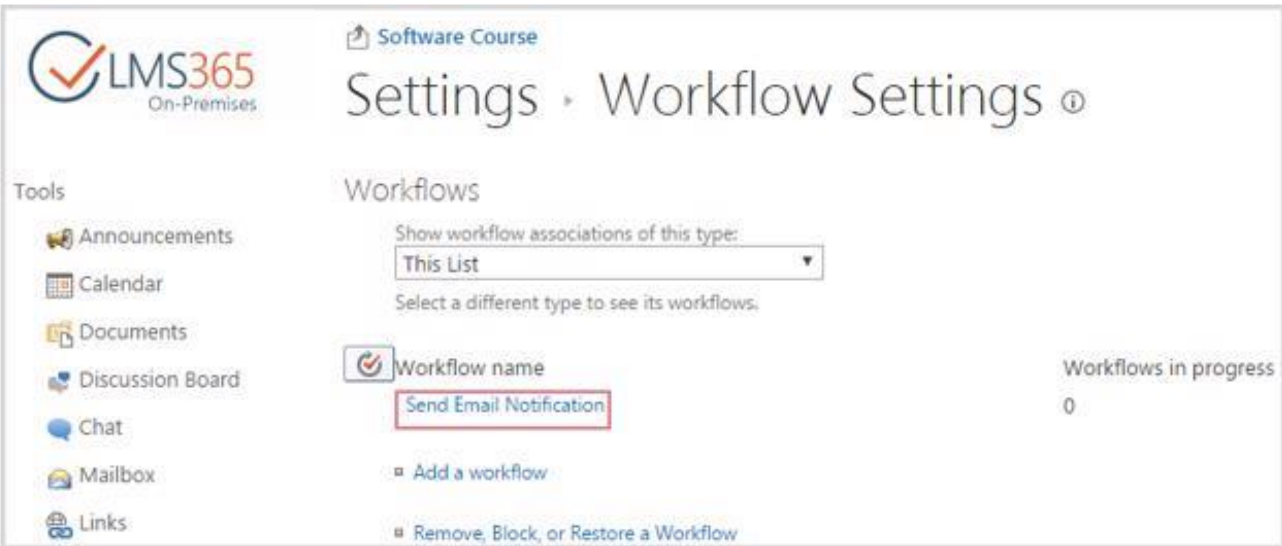
NOTE:	'Sent Email Notification' workflow works only if the following emails are set: • **Outgoing E-mail** in Central Administration > Application Management > Manage Web Applications > General Settings > Outgoing E-mail; • **User E-mail** in user profile.

To change settings of the workflow, do the following actions:

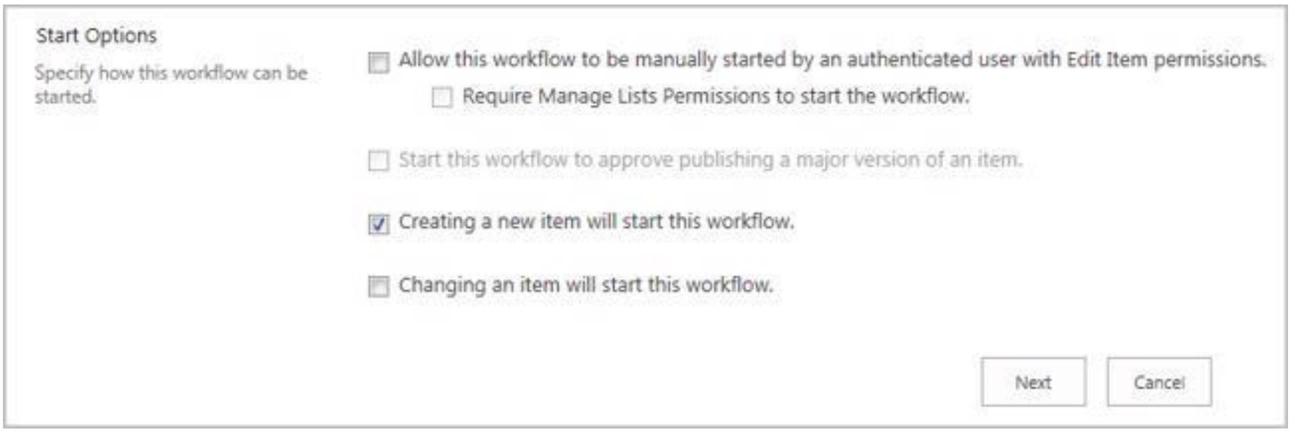
1. In the Mailbox section go to List > Workflow Settings in the ribbon menu:



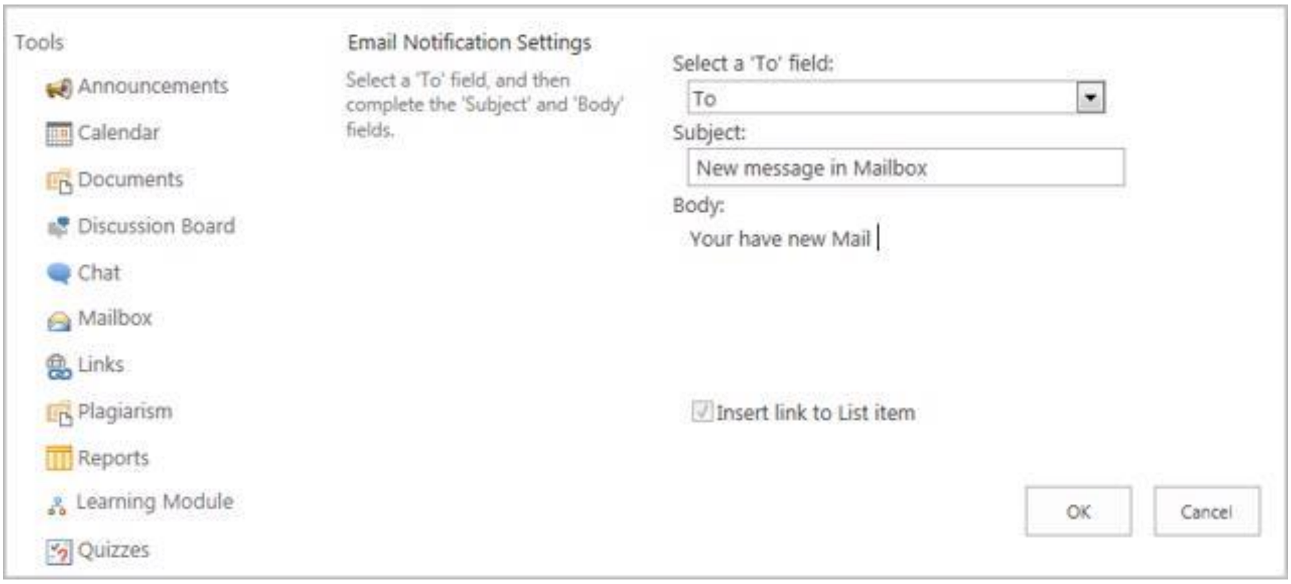
2. Click on the name of the workflow to open its settings:



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:



4. Click Next. Change settings of the notification to be sent by the workflow:

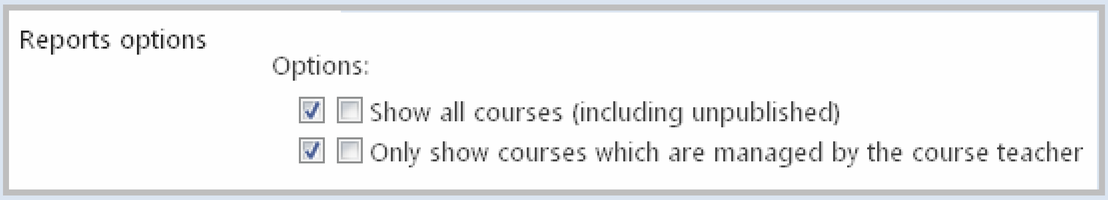


- Select a 'To' field – select field of the Mailbox message, to which the notification will be sent;
- Subject – type subject of the Notification;
- Body – type the body of the notification;
- Insert link to List item – check the box to add link to the Mailbox message into the notification text.

5. Click **OK** to save the changes.

22. REPORTS

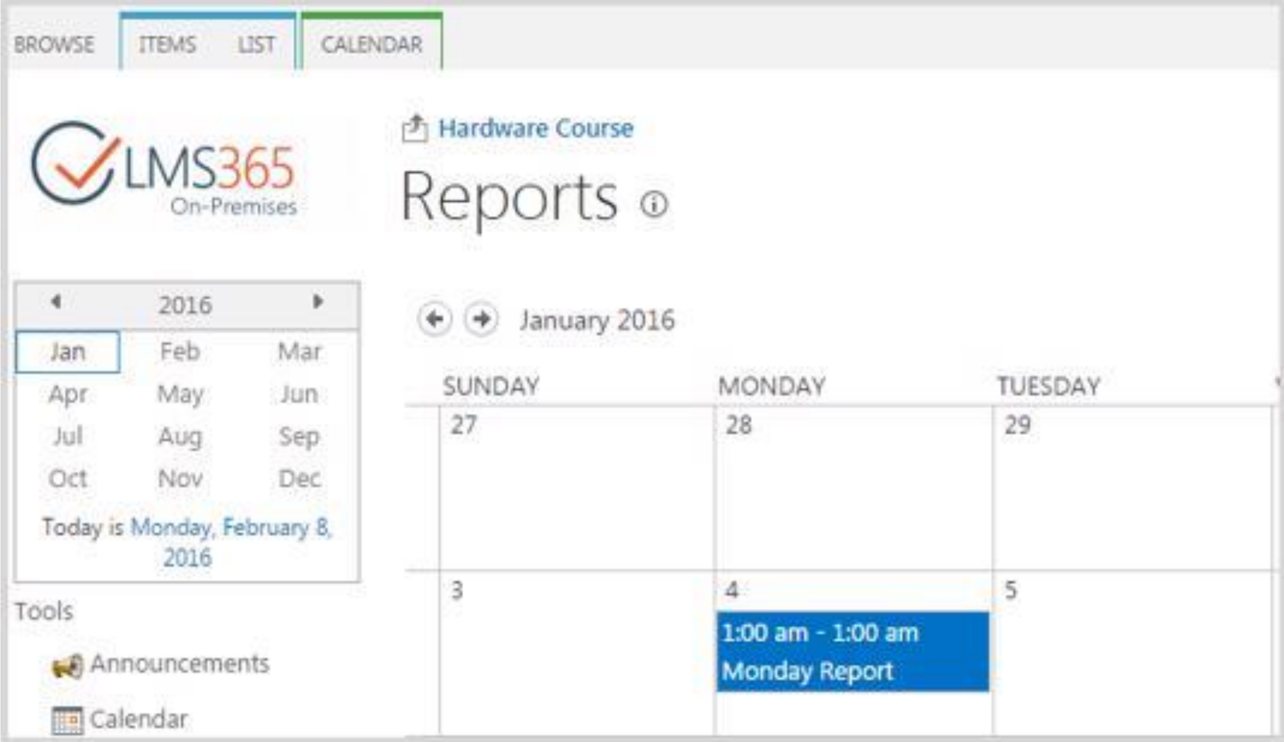
Reporting functionality allows creating and managing Reporting Subscriptions that are lists of target persons to whom the Report is addressed. The Report can have multiple Subscriptions. Users can create two types of reports: on the Organization level, available for all members of the current organization, and on the Course level, available only for the course attendants.

NOTE:	It is possible to show all courses including unpublished or only show courses which are managed by the course teacher. To manage report options go to **Central Administration > Global features** and select needed check boxes in Reports options section: 

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.

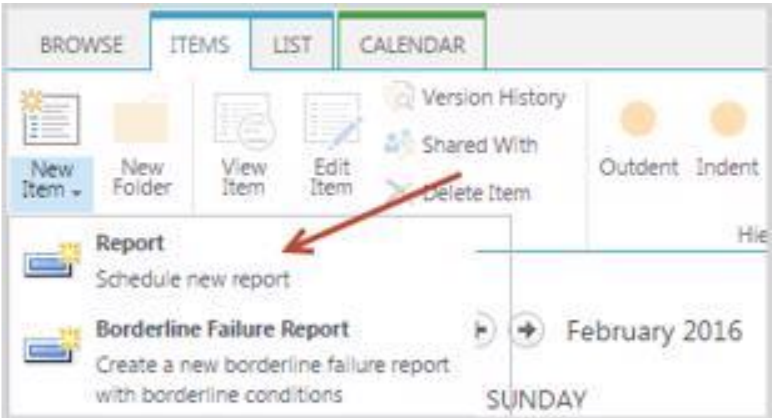
To work with the reports enter the necessary course and click the **Reports** icon in Course Tools menu. The system will show reports in a calendar view:



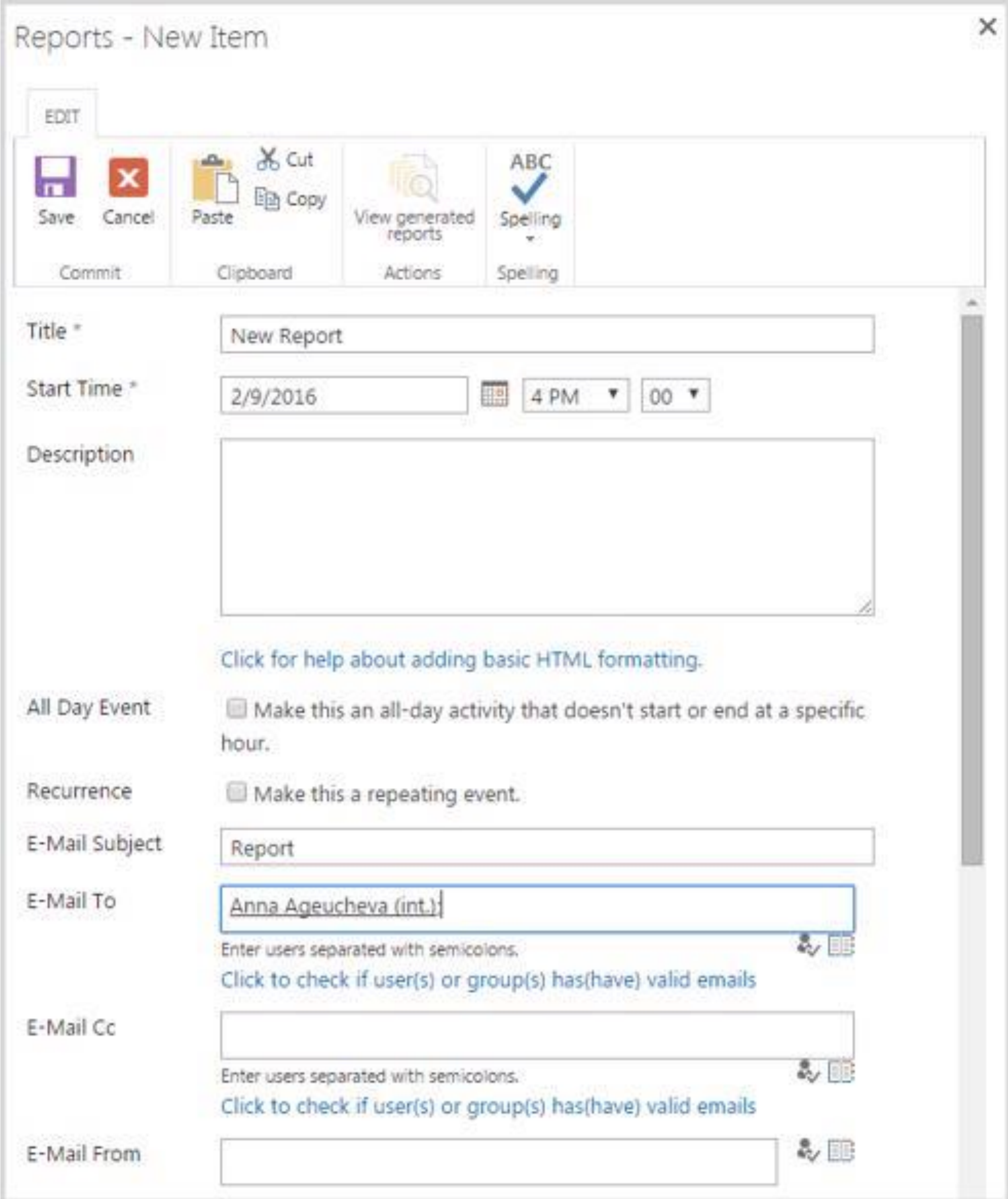
22.1.1 Creating Reports on the Course Level

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**:

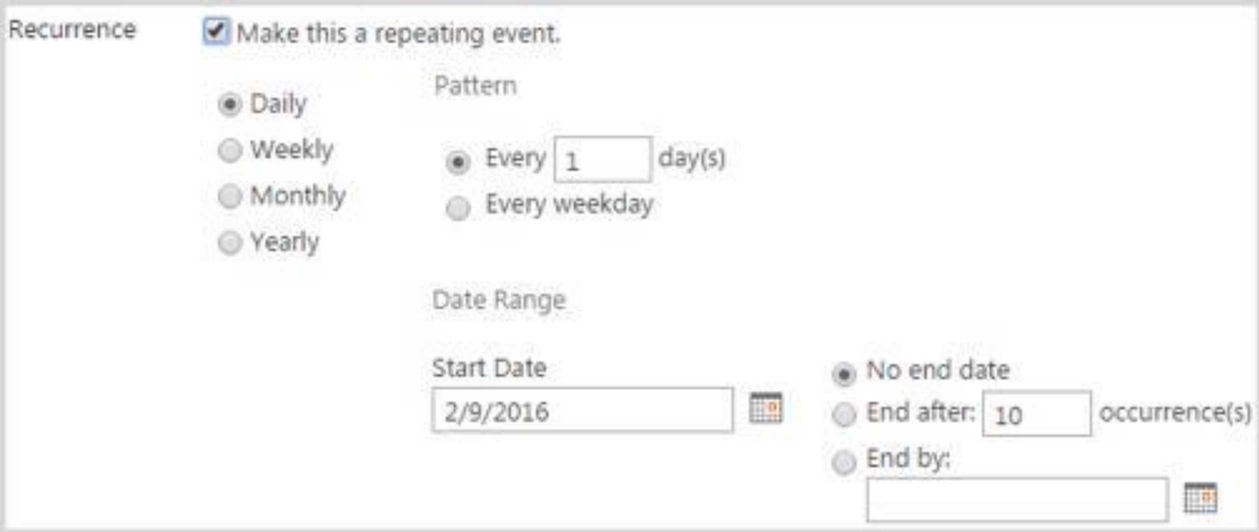


4. The following form will appear:



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:



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.

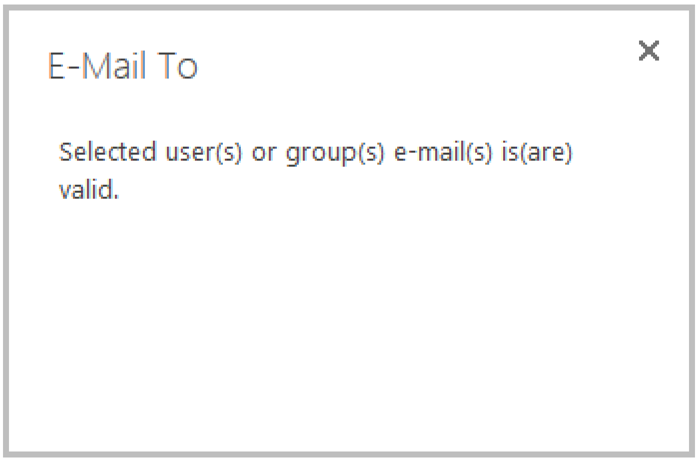
If you want to send the report as e-mail, fill out the following fields:

- *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.

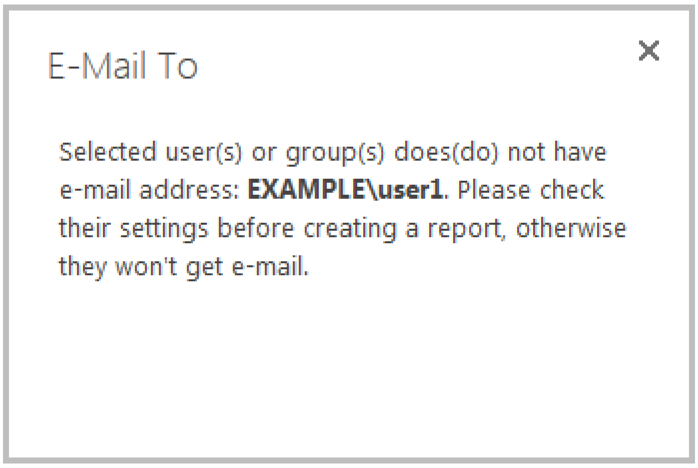
NOTE:	Filling in **E-mail To**, **E-mail From**, **Email CC** fields, you can pick any existing user or user group who send report to. The picker will open custom SharePoint LMS picker with group tabs (learners, etc).

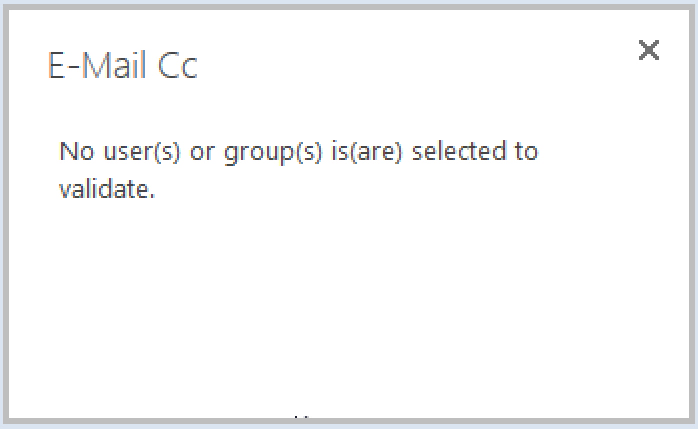
Fields **E-mail To** and **Email CC** will allow to validate users e-mail addresses. Below the fields there can be a link 'Click to check if user(s) has (have) valid emails'. When user selects user(s) or groups to the field, and presses the link there can be two situations:

✓ 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:

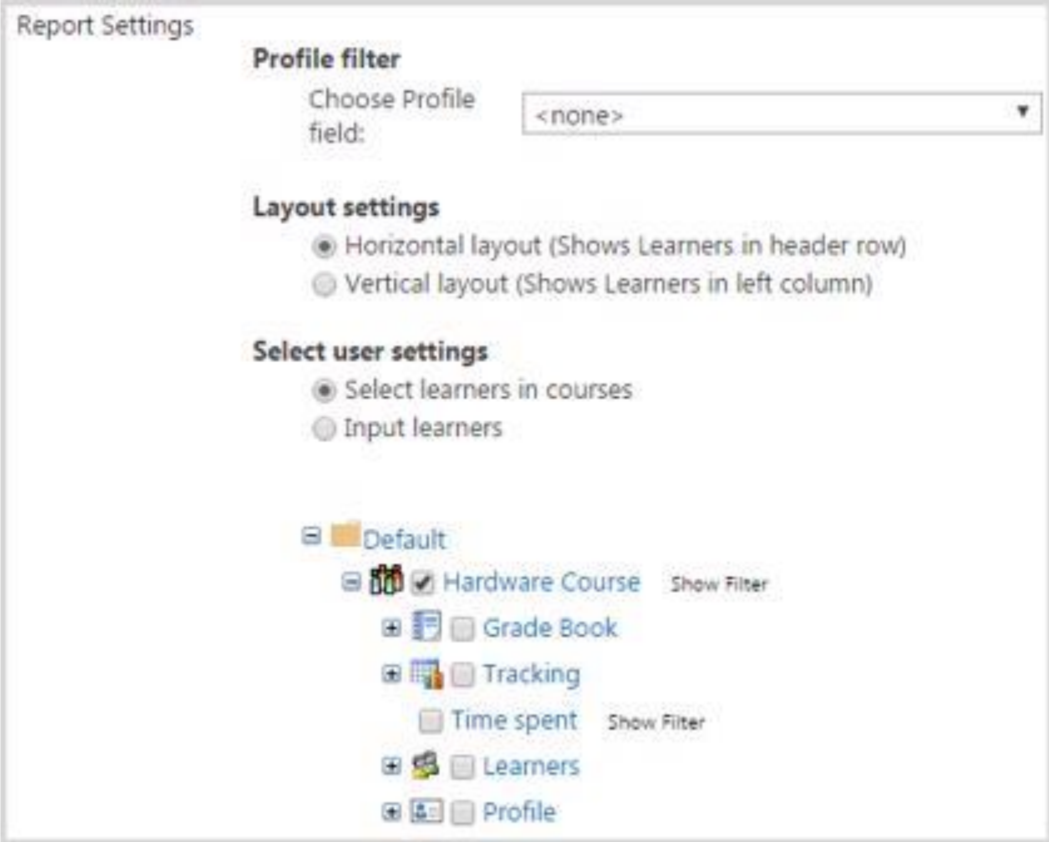


NOTE:	If none of the users are selected into the field and user clicks a link to validate their e-mail addresses, the following message is displayed: 

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.

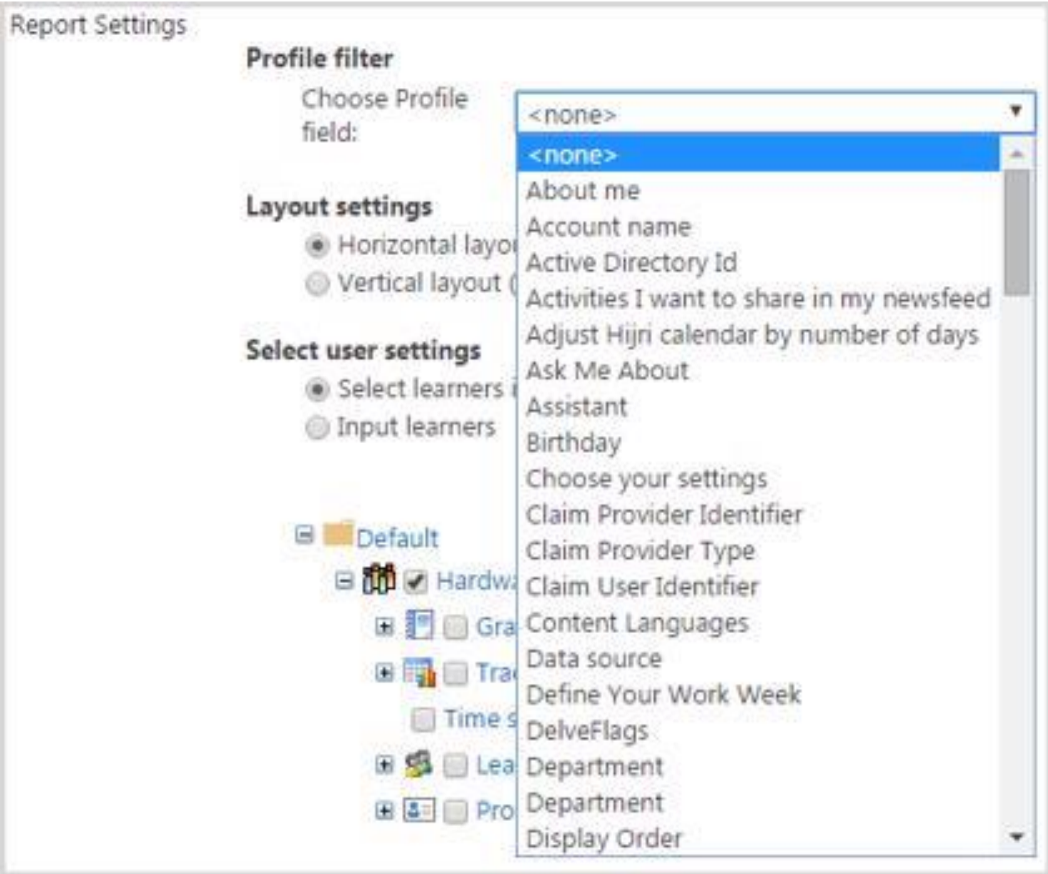
NOTE:	When a person or a group is added to the e-mail field, and he/she or any of the group members does not have an e-mail, he is still listed in the field, and the report will be saved, but such user(s) will not get an e-mail

– *Report Settings* option allows the user to filter and group report results.

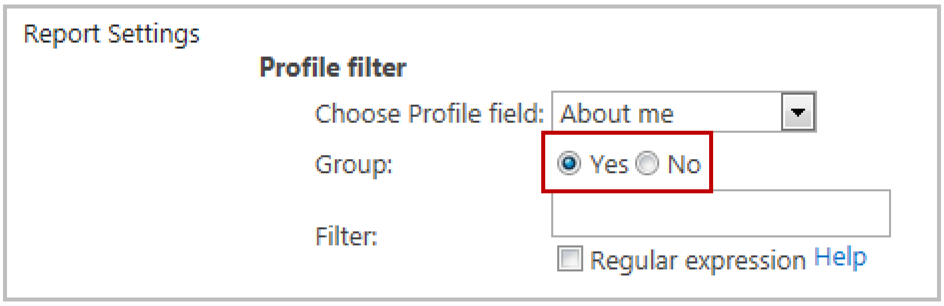


a. **Profile filter** – allows filtering report results;

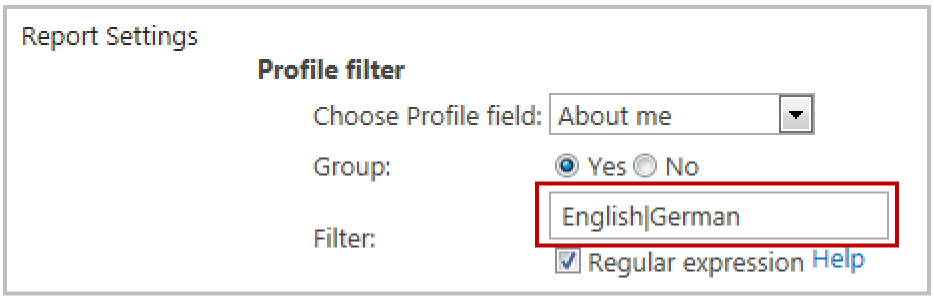
Profile field allows including in the report a field with additional information. To filter report by **Profile field** choose a field in the field in the drop-down list (the default value is "none"). Fields are taken from standard SharePoint profile - all fields except Hidden and Computed:



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:



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:



b. **Layout settings** – allows choosing report layout:

Layout settings

- [ ] Horizontal layout (Shows Learners in header row)
- [x] 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 1	Maths	A(95%)	Not Available	E(59%)	A*(100%)	B(89%)	85.75%
		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:

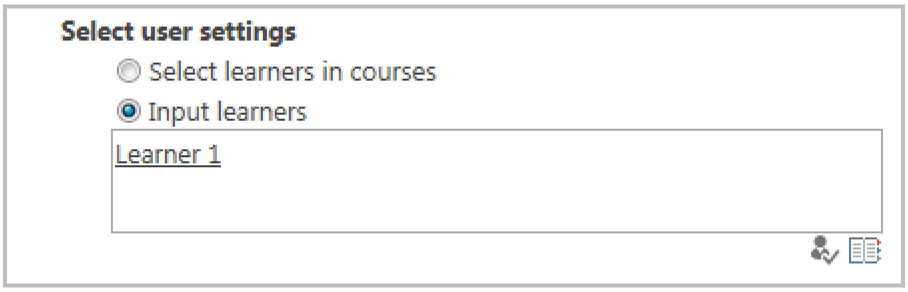
Report

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.

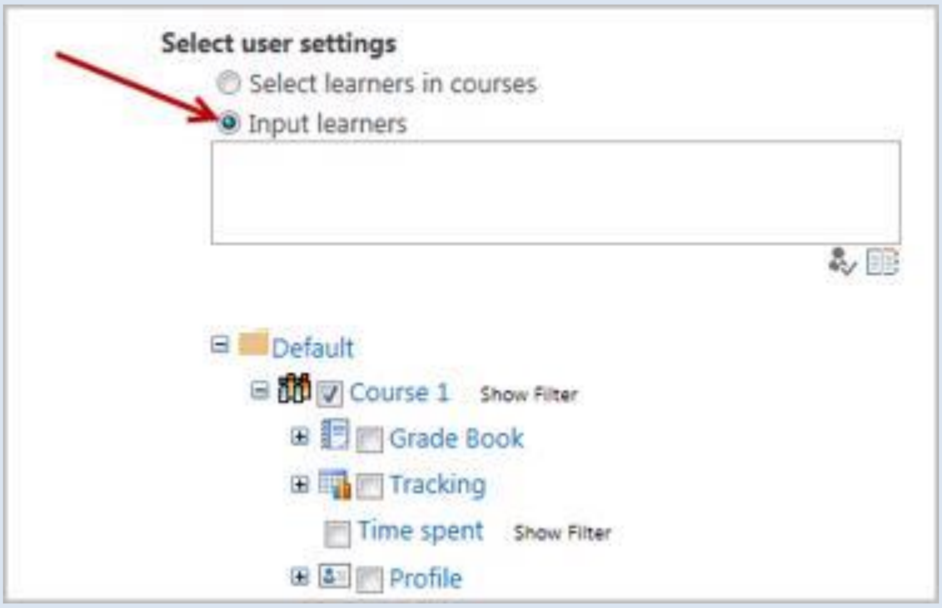
c. **Select user settings** – allows to filter report results by the selected user;

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:

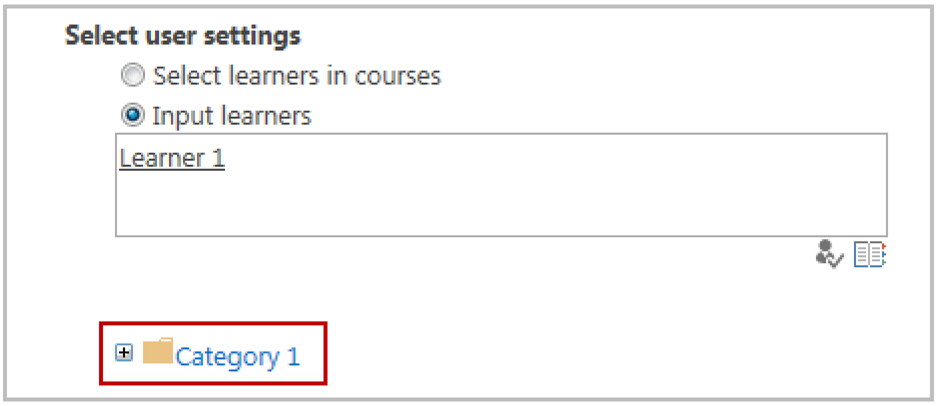


NOTE:	If **Select users in course** is checked, **Learners** field will be added to the course tree:

If **Input learners** is checked, **Learners** field will disappear from the course tree:

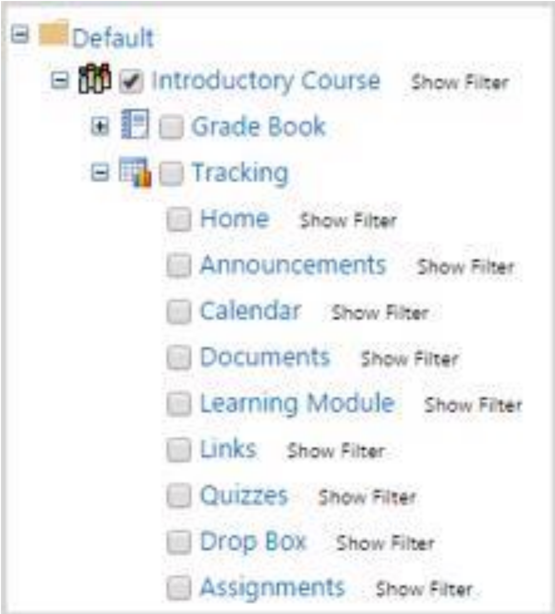


To choose courses, fields and learners to be displayed in the report Click the **Default** pack item to open the **Course** tree:

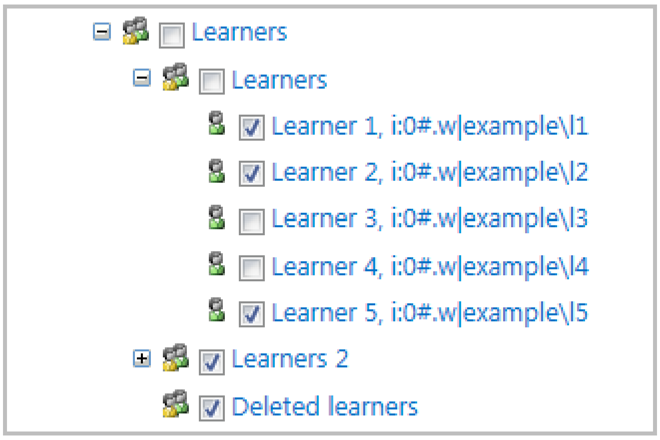


1) Select check box near course to be displayed in the report:

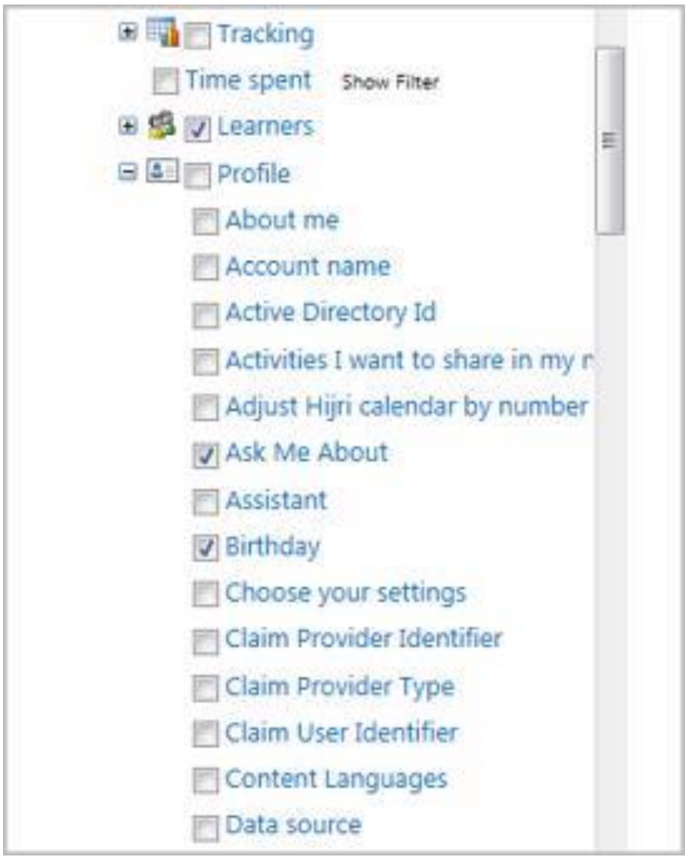
2) Select corresponding check boxes near fields in the courses to be displayed in the report:



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.

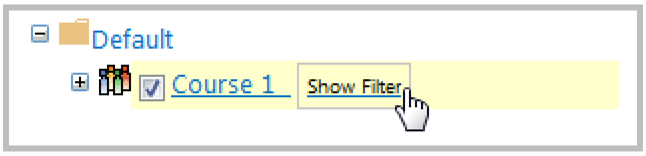


4) Select Profile fields to be displayed in the report. Information for these fields will be taken from My Site or User list information:



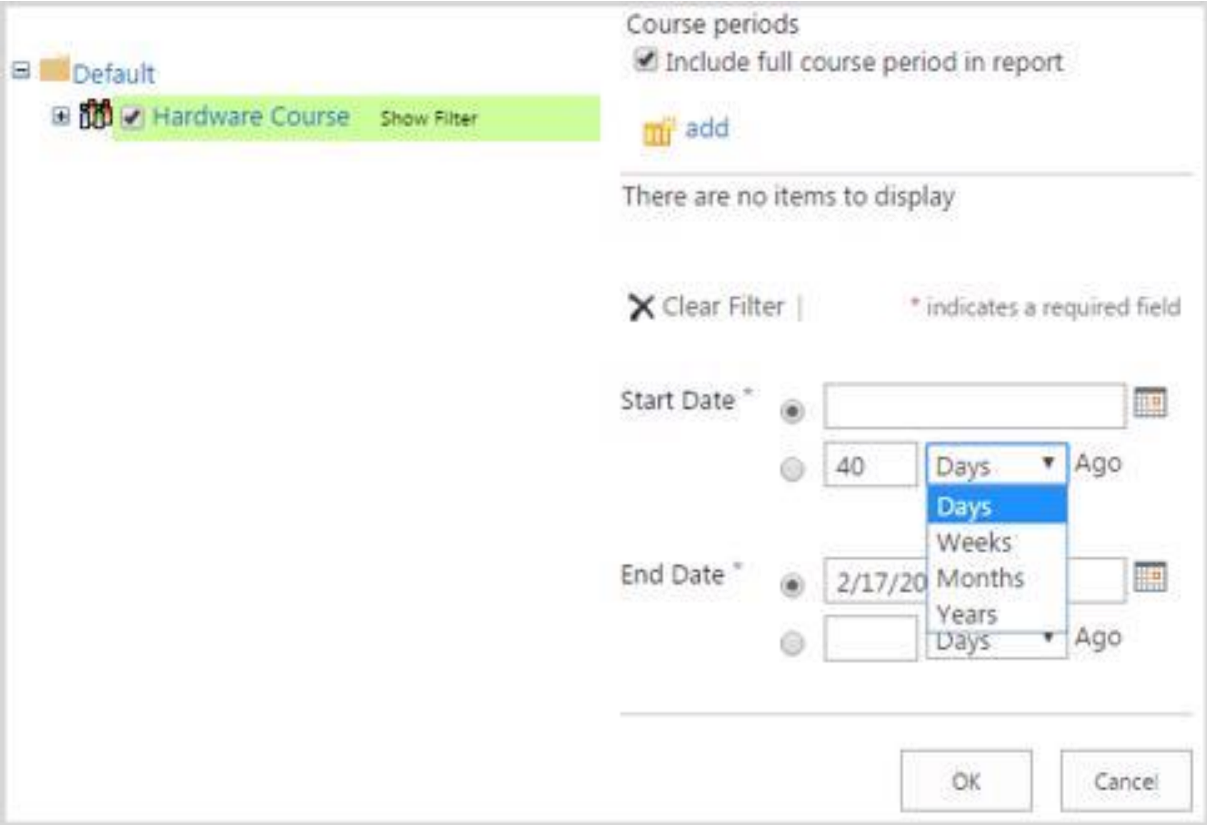
✓ *To filter the results by course period*, do the following:

a. Click the **Show Filter** button by the name of the course:

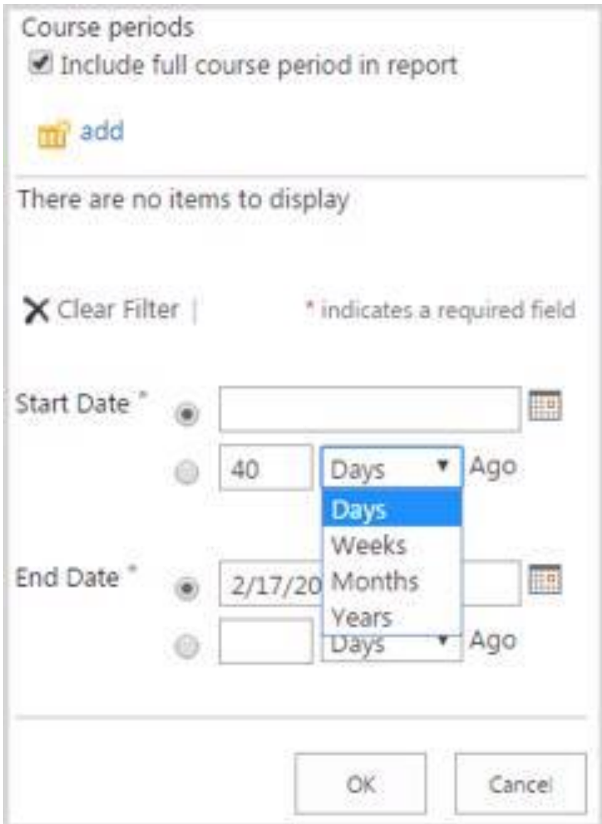


b. Once you have done it, the **Course Period** section will appear to the right. Click **Add** button to specify the period:

c. Once you have done it, the **Start Date** and **End Date** section will appear:



d. Specify the **Start Date** and **End Date** selecting EITHER the exact date (select the corresponding check box) OR the approximate period of time specified in days, weeks, months, years (select the corresponding check box):

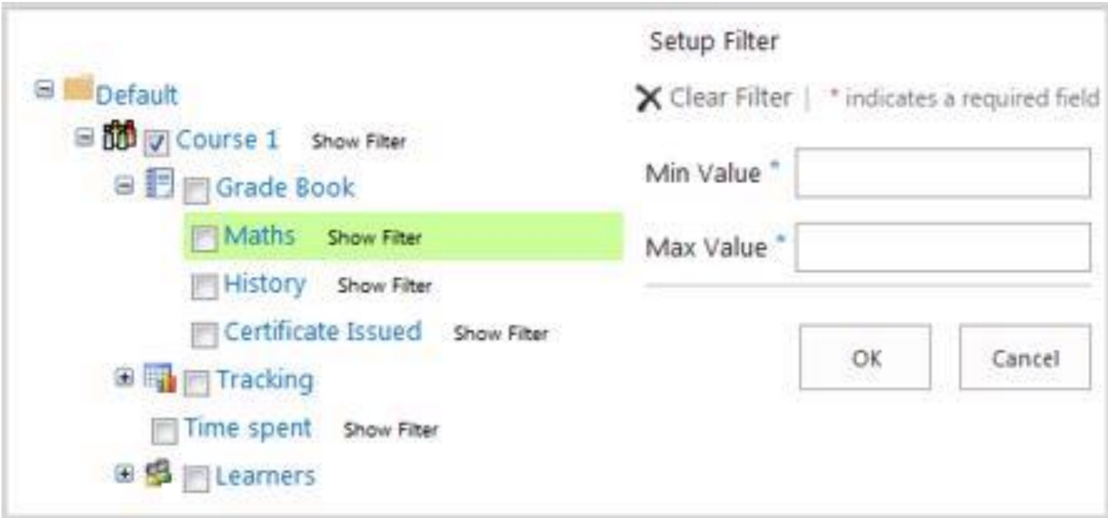


e. Click **OK** to save changes.

✓ To filter the results for **Grade Book** columns, do the following:

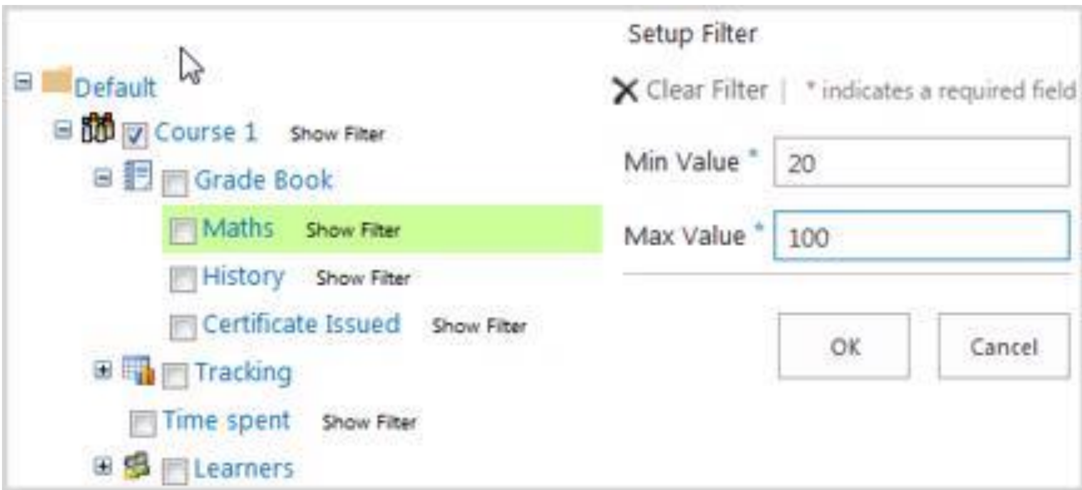
a. Click the **Default** pack item to open the **Course tree**;

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:



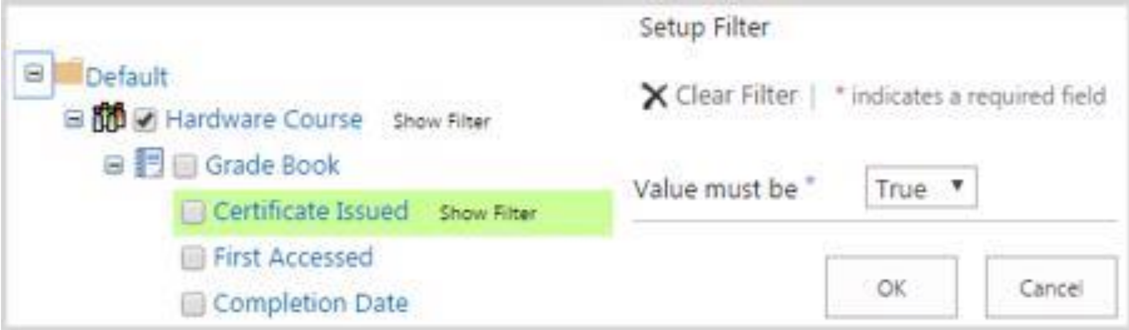
c. The Setup Filter section will appear to your right:

- 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:

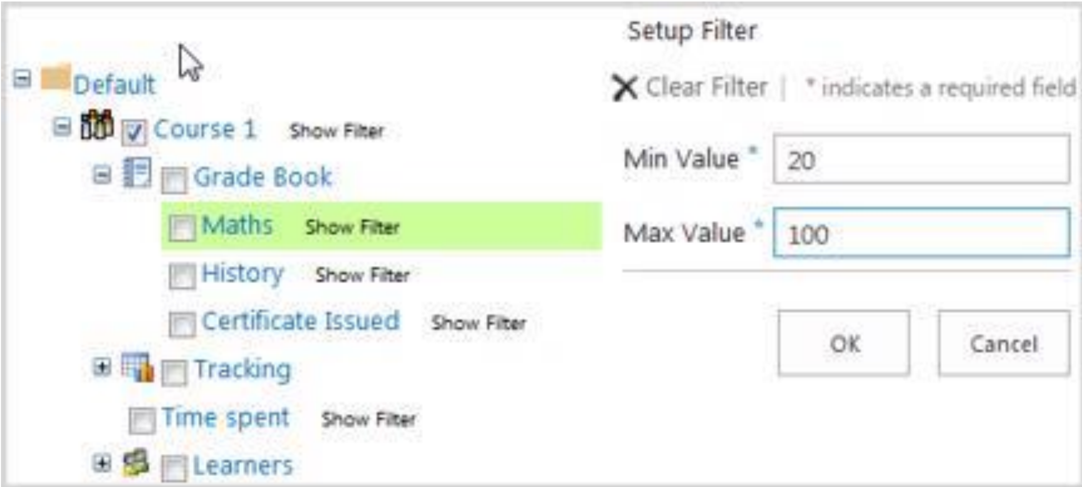


NOTE:	When the Points parameter is missing, the Grade Book **Passed** status should signify for 100% and the Grade Book **Failed** status is to be 0.

- 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:



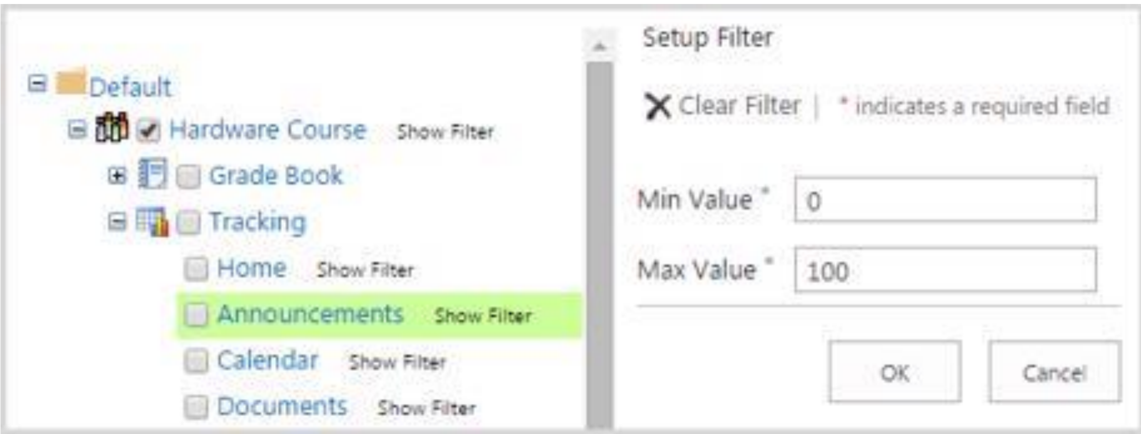
- When filtering other Grade Book elements, the **Setup Filter** values are specified by per cent value ranging from 0 up to 100:



✓ 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:

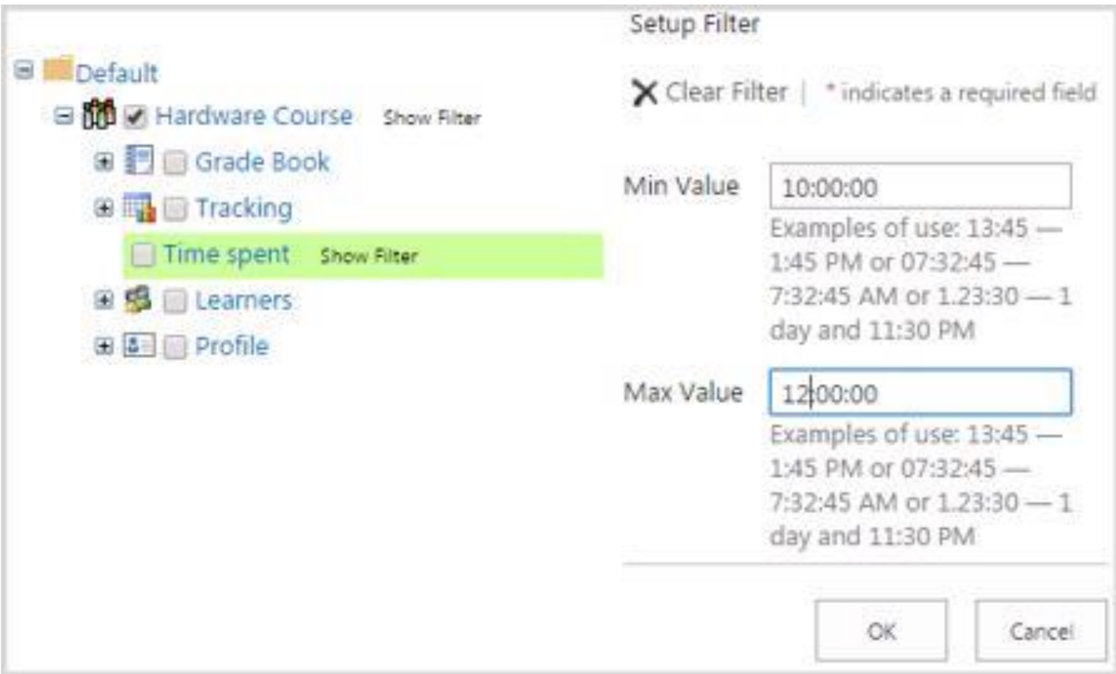


c. The **Setup Filter** section will appear on your right. Specify both the minimum and maximum values in the corresponding fields;

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**:

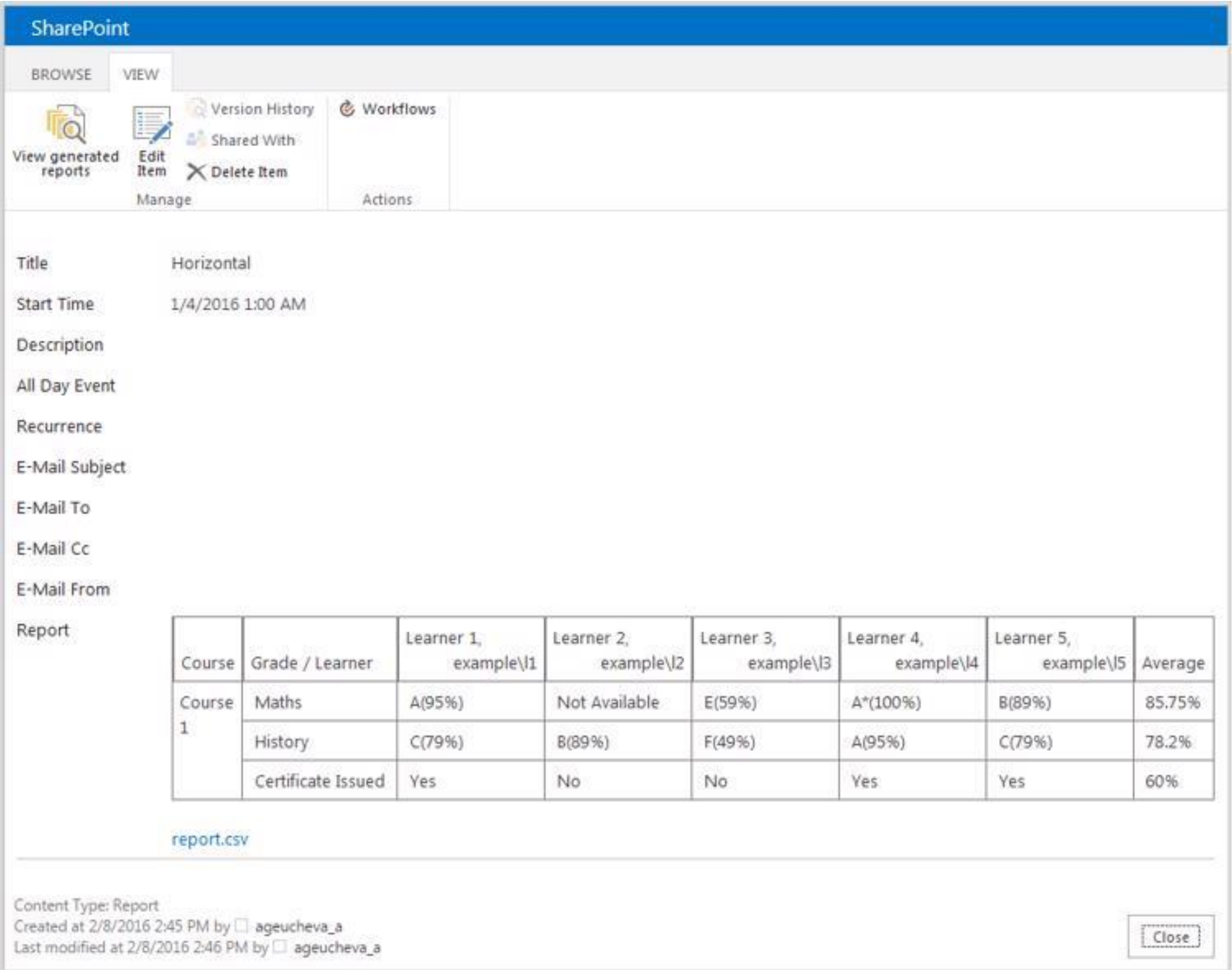


6. Click **Save** to save changes.

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:



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.

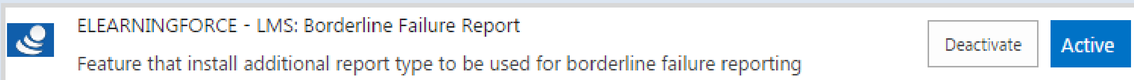
NOTE:	The delimiter that will be used by default when you open .csv file may depend on your regional settings that you can check/change in Control Panel. Make sure the List Separator in the Numbers tab is configured as wanted**.**

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**:

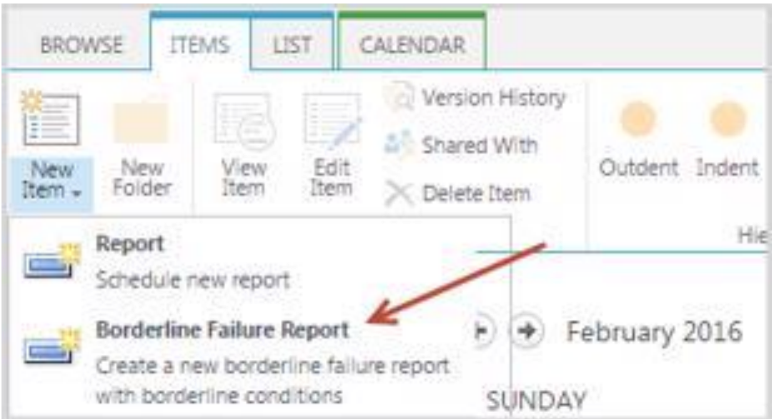


22.2.1 Creating Borderline Failure Report

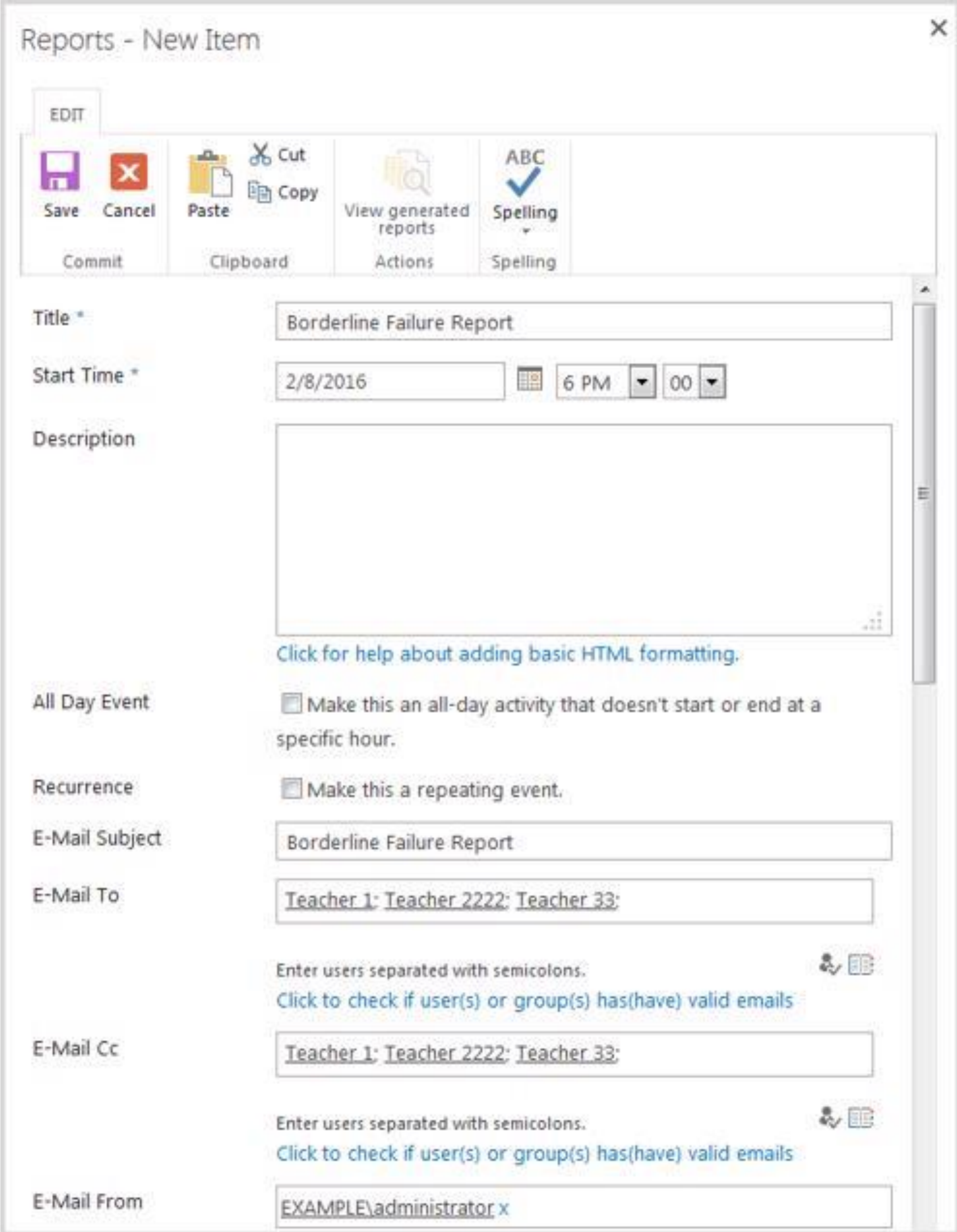
To create a Borderline Failure report, do the following:

1. On the Course level, click **Reports:**

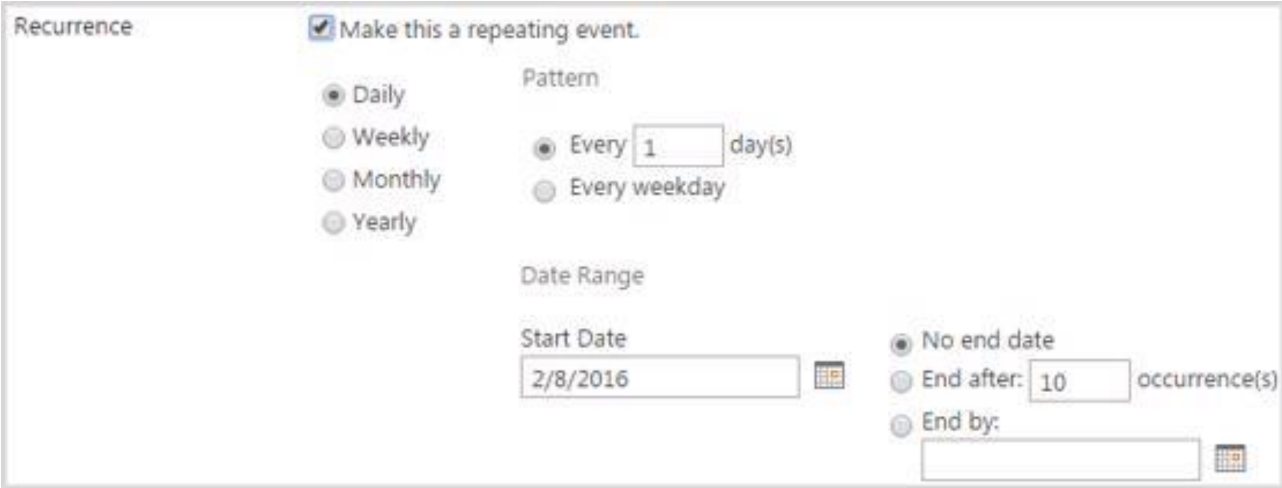
2. Go to **List Tools>Items** menu. Click **New>Borderline Failure Report**:



3. Complete the open form:

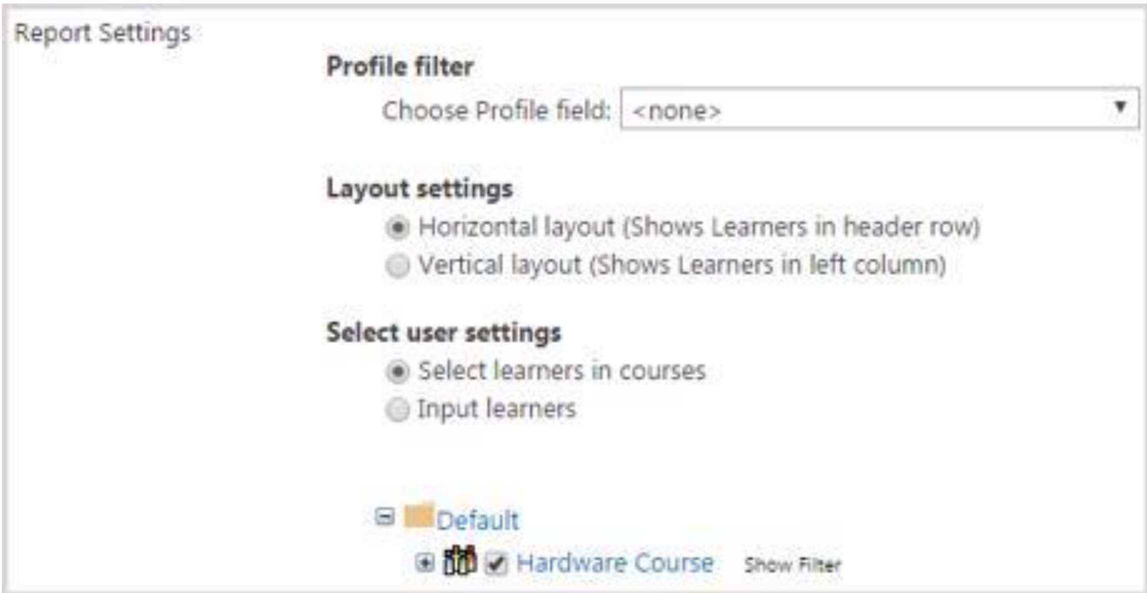


4. Fill out the form fields as described below:
   - *Title* – enter the title for the report;
   - *Start Time* – use the calendar to set start date for the report;
   - *Description* – enter description for the report;
   - *All Day Event* - check the box if you want to make the report an all-day event;
   - *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:



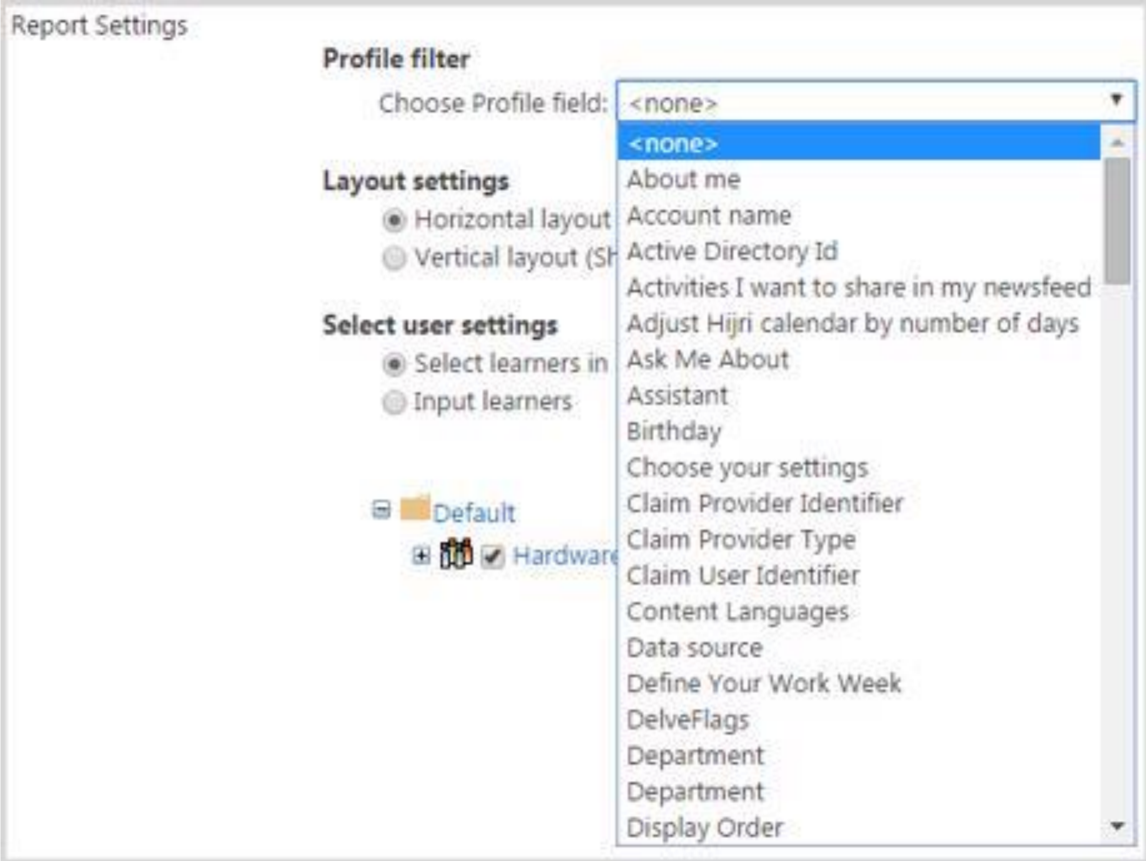
i. Select the recurrence interval (for example, Weekly or Monthly);
ii. In the **Pattern** section define the days when the report should be generated;
iii. In the **Date Range** section, specify the start and end day for the report.

- *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:

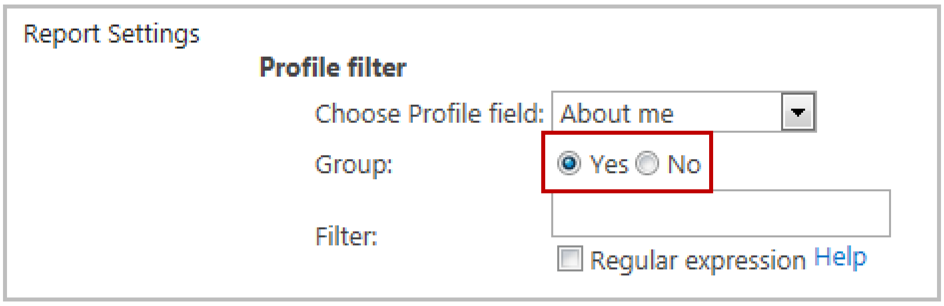


a. **Profile filter** – allows filtering report results;

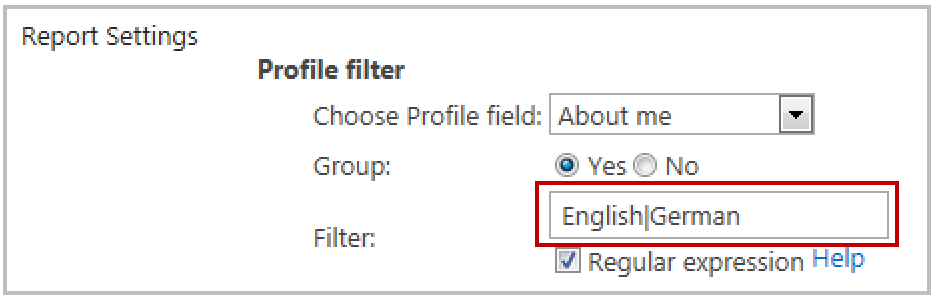
Profile field allows including in the report a field with additional information. To filter report by **Profile field** choose a field in the field in the drop-down list (the default value is "none"). Fields are taken from standard SharePoint profile - all fields except Hidden and Computed:



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:



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:



b. **Layout settings** – allows choosing report layout:

Layout settings

- ○ 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 1	Maths	A(95%)	Not Available	F(49%)	A*(100%)	B(89%)	85.75%
		History	C(79%)	B(89%)	F(49%)	A(95%)	C(79%)	78.2%
		Certificate Issued	Yes	No	No	Yes	Yes	60%

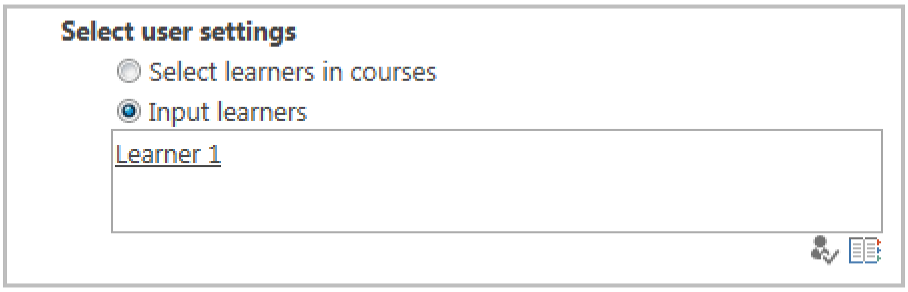
- *Vertical layout* – shows Learners in left column:

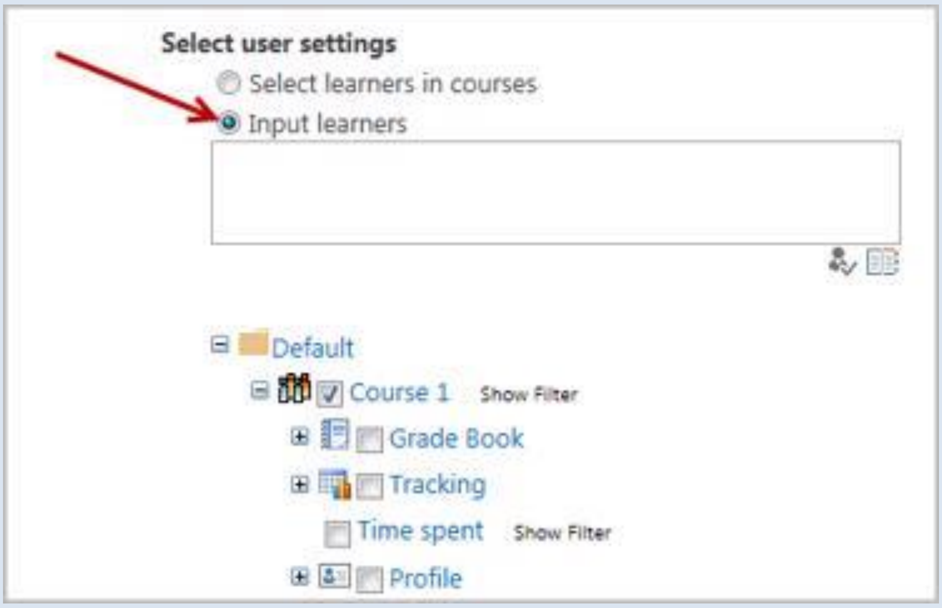
Report	Course	Course 1		
	Grade / Learner	Maths	History	Certificate Issued
	Learner 1, example\l1	A(95%)	C(79%)	Yes
	Learner 2, example\l2	Not Available	B(89%)	No
	Learner 3, example\l3	F(49%)	F(49%)	No
	Learner 4, example\l4	A*(100%)	A(95%)	Yes
	Learner 5, example\l5	B(89%)	C(79%)	Yes
	Average	85.75%	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:



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: 

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;

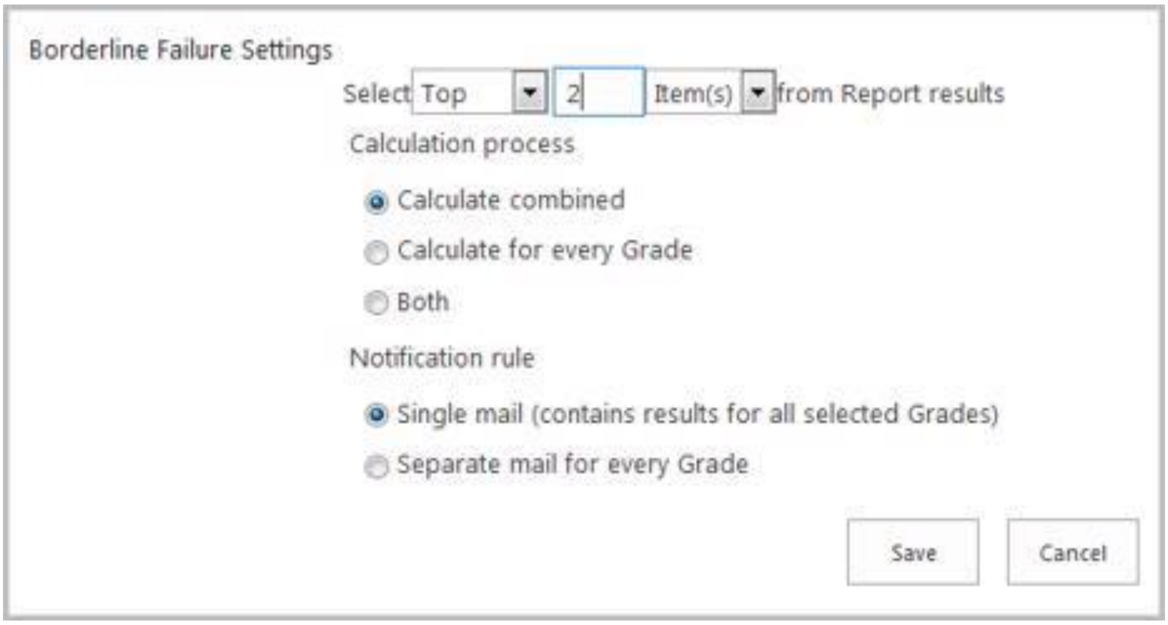
2) Select check box near course to be displayed in the report;
3) Select corresponding check boxes near fields in the courses to be displayed in the report;
4) Select corresponding check boxes near learners or learner groups to be displayed in the report (if **Select users in course** is checked);
5) 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 EITHER the exact date (select the corresponding check box) OR 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 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, EXAMPLE\l1	Learner 2, EXAMPLE\l2	Learner 3, EXAMPLE\l3	Learner 4, EXAMPLE\l4	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
Course 1	Quiz 1	Not Available	Not Available	Not Available	B(86%)	A+(100%)	A+(100%)
	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:

Report

Course	Grade / Learner	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
Course 1	Quiz 1	A+ (100%)	A+ (100%)

Course	Grade / Learner	Learner 2, EXAMPLE\l2	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
Course 1	LP	Passed	Passed	Passed

Course	Grade / Learner	Teacher 3, EXAMPLE\t3
Course 1	task1	10.00 (100%)

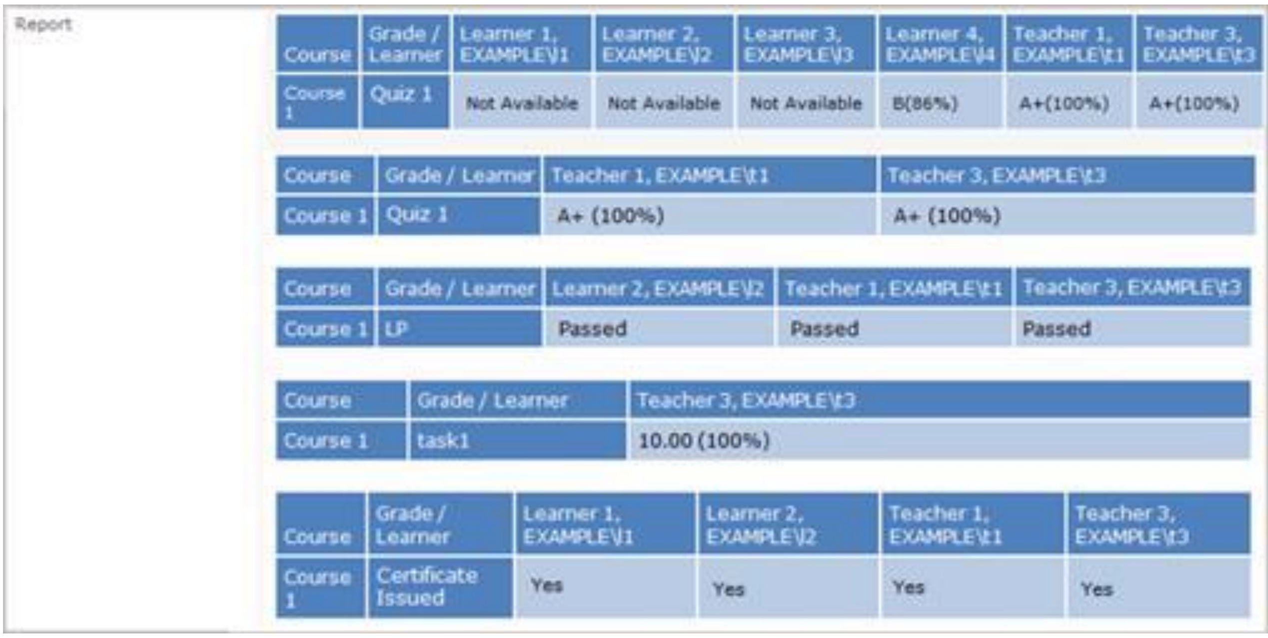
Course	Grade / Learner	Learner 1, EXAMPLE\l1	Learner 2, EXAMPLE\l2	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
Course 1	Certificate Issued	Yes	Yes	Yes	Yes

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\l7	Learner 1, EXAMPLE\l1	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, EXAMPLE\l1	Learner 2, EXAMPLE\l2	Learner 3, EXAMPLE\l3	Learner 4, EXAMPLE\l4	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
Course 1	Quiz 1	Not Available	Not Available	Not Available	B(86%)	A+(100%)	A+(100%)

Course	Grade / Learner	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
Course 1	Quiz 1	A+ (100%)	A+ (100%)

Course	Grade / Learner	Learner 2, EXAMPLE\l2	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
Course 1	LP	Passed	Passed	Passed

Course	Grade / Learner	Teacher 3, EXAMPLE\t3
Course 1	task1	10.00 (100%)

Course	Grade / Learner	Learner 1, EXAMPLE\l1	Learner 2, EXAMPLE\l2	Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
Course 1	Certificate Issued	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.

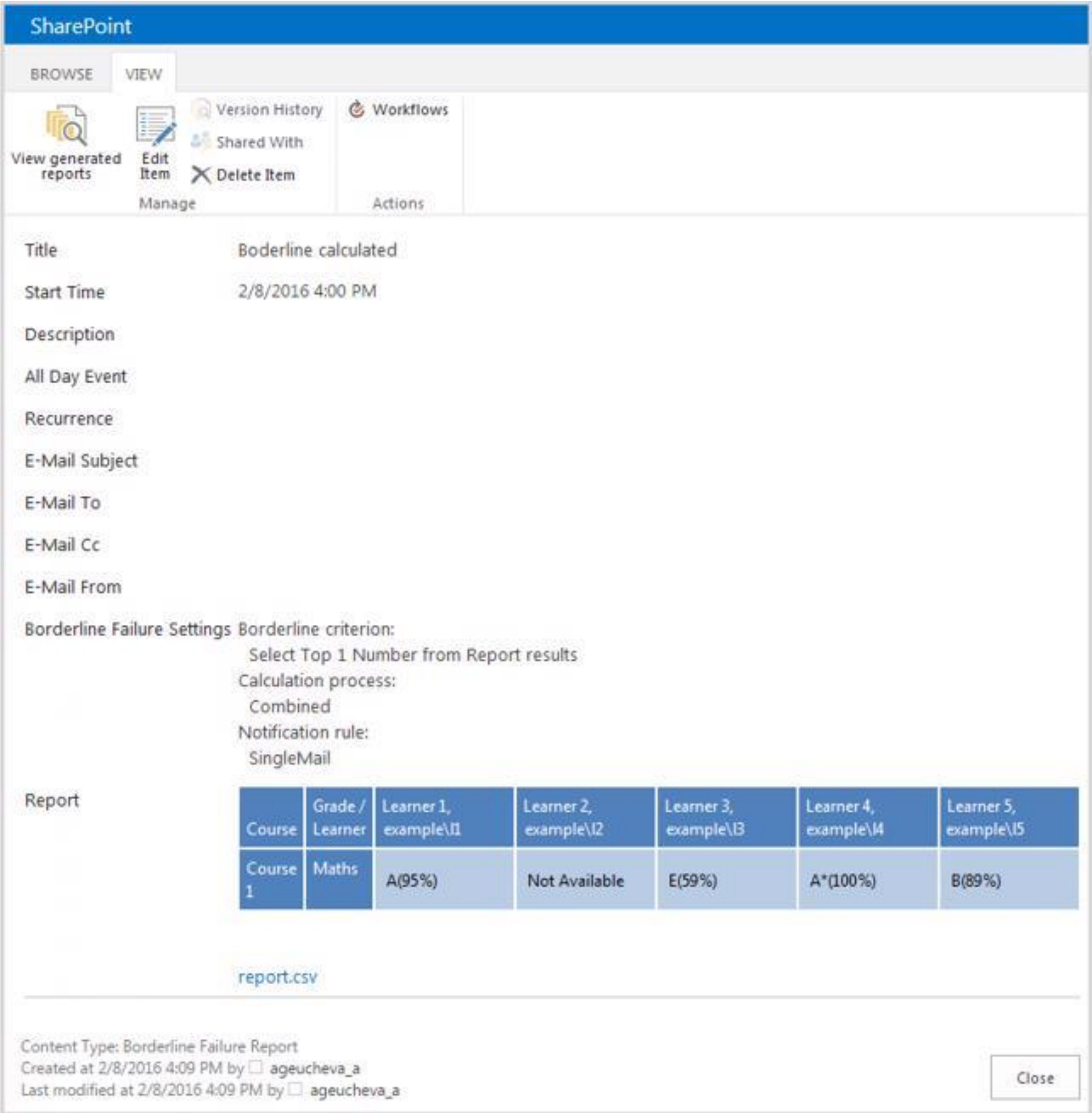
5. Click **Save** to create a new **Borderline Failure Report** or **Cancel** to discard the changes.

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:



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:

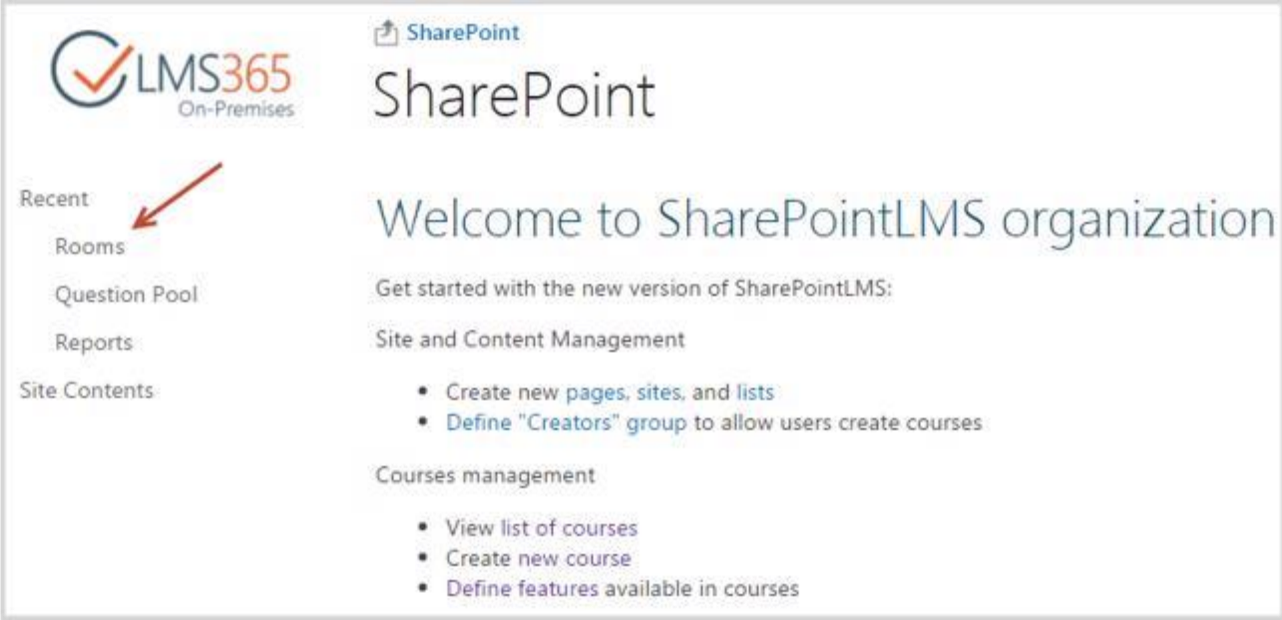
NOTE:	Only the users added to *default course learner group* and to custom *course group* with Learners permission level will be displayed in **Roster** and **Seating chart** tools. The users added directly via Site permissions with Learners permissions will not be displayed in **Roster** and **Seating chart** tools.

23.1 Uploading a Room

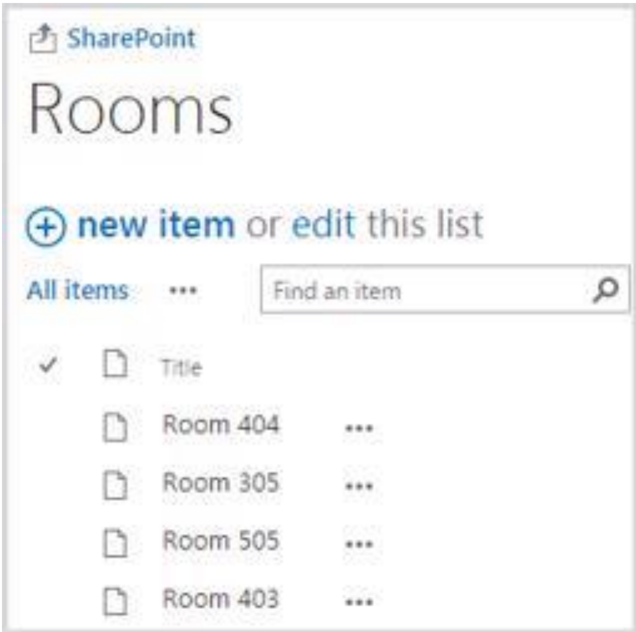
One of the ways to create a room is to upload a class room template.

To upload a room, do the following:

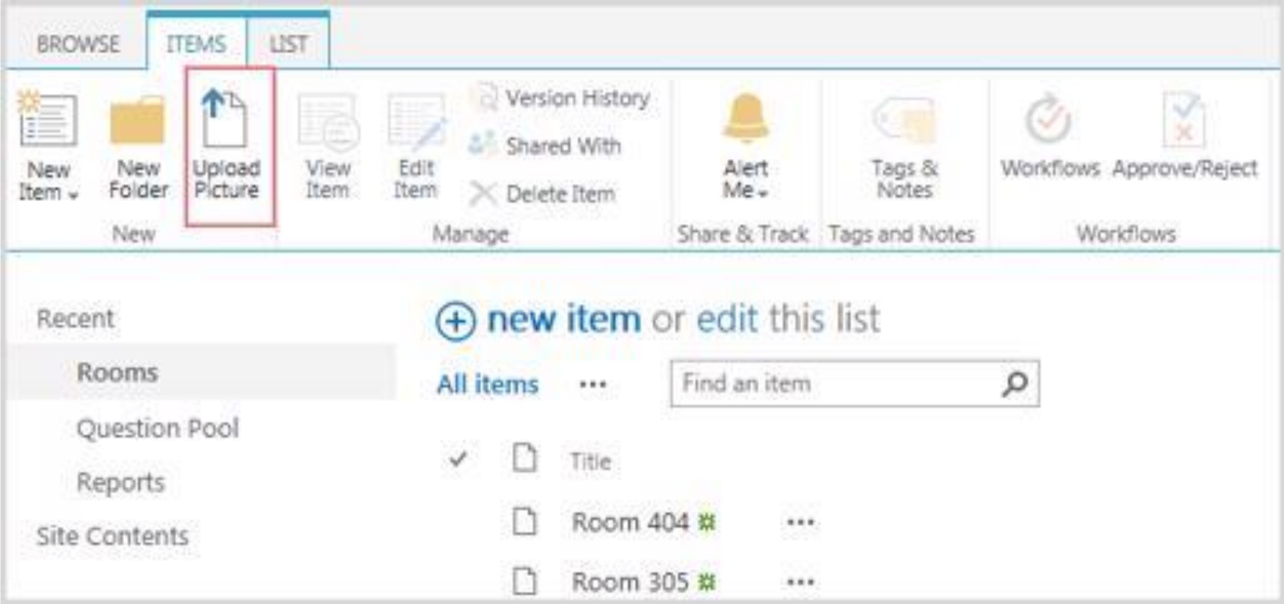
1. Enter the organization home page;
2. Click the **Rooms** link in the menu on the left:



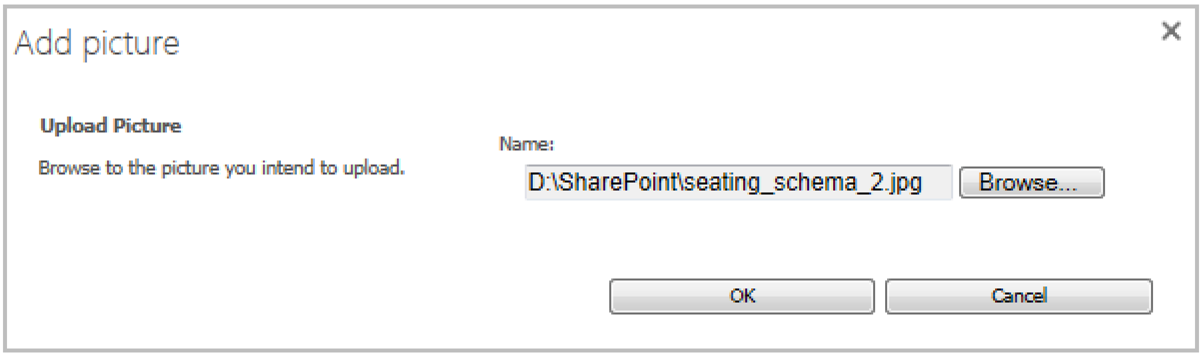
The list of room templates will appear:



3. Click the **Upload Picture** button at Items tab:



4. Click **Browse** to download a seating chart template:



5. Click **OK** to save settings. The image name will appear in the templates list.

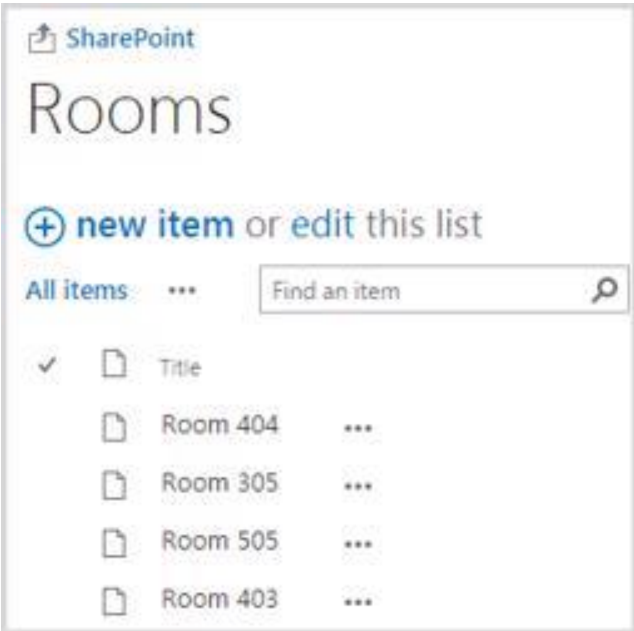
23.2 Creating a Room

Teacher can also draw a room with the help of relevant tools.

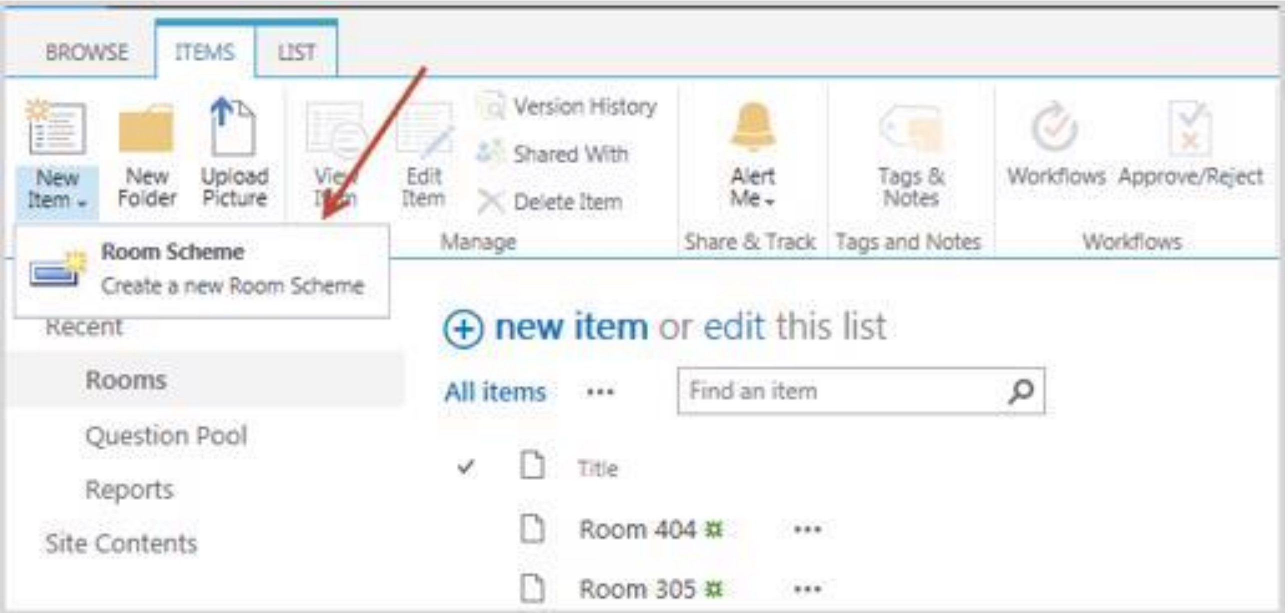
To create a room, do the following:

1. Enter the organization home page;
2. Click the **Rooms** link in the menu on the left:

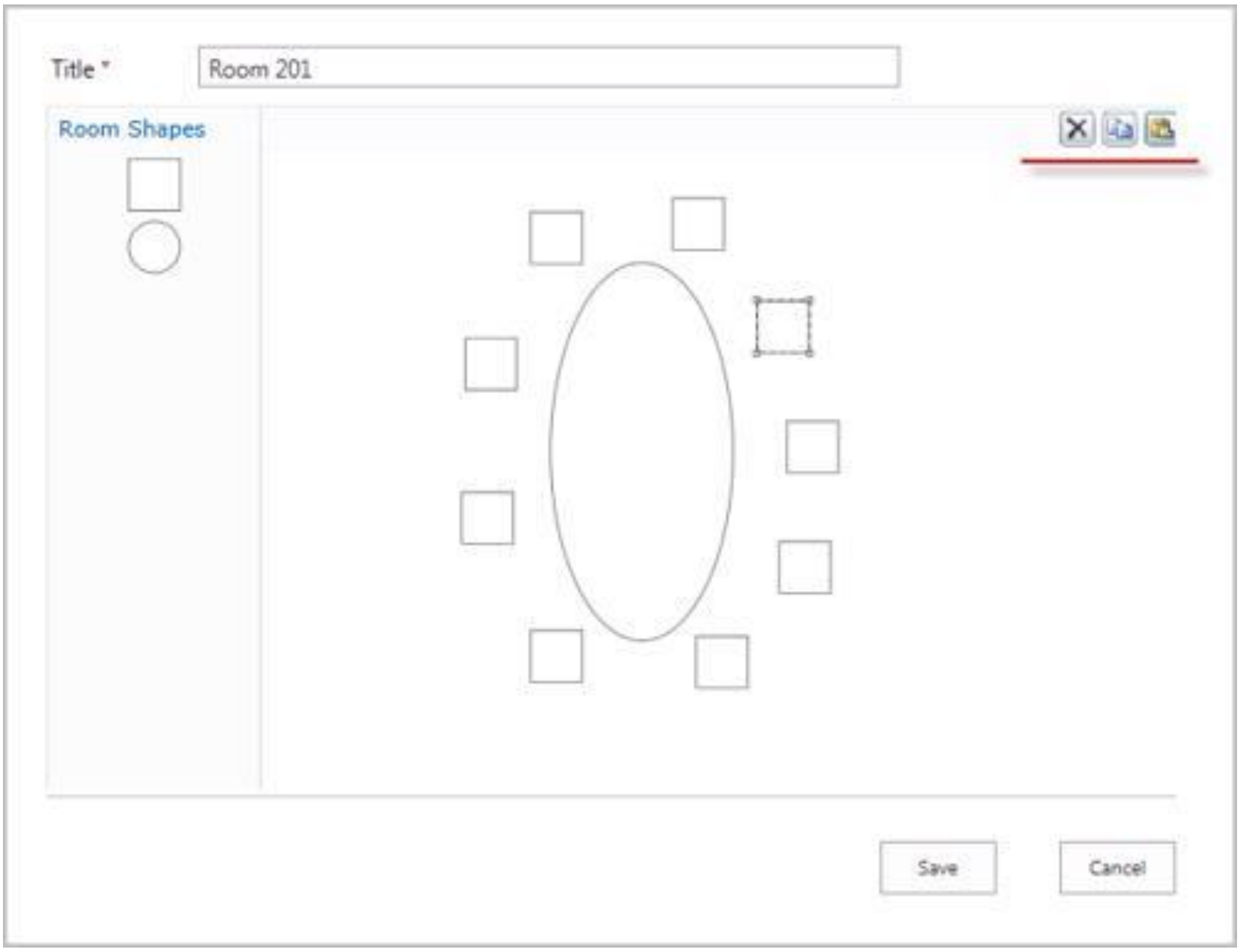
The list of room templates will appear:



3. Click the **New Item** button and select **Room Scheme**:



4. Create a room using necessary tools:



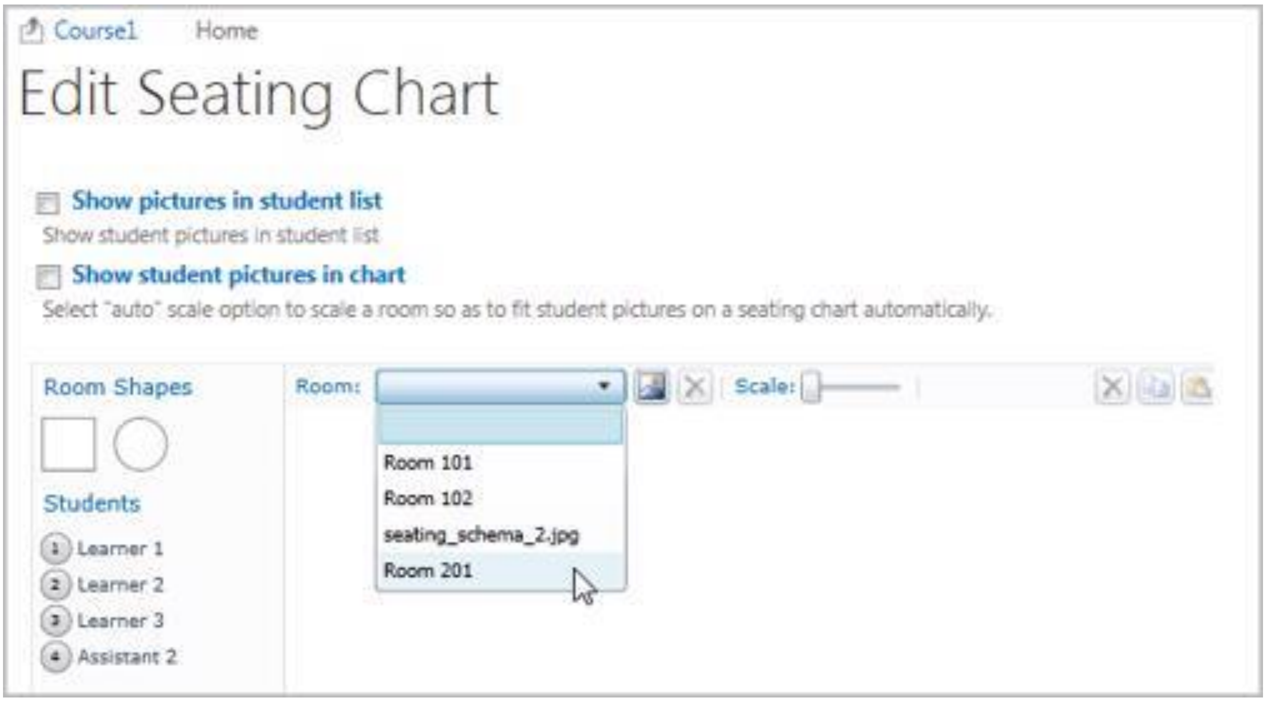
- *Title* – enter the Room title;
- Use **Room shapes** to create a template. Room shapes can be arranged in any way. To arrange room shapes, drag and drop the necessary shapes to the white area. Room shapes can be resized and rotated.
  You can also use the **Delete**, **Copy** and **Paste** options (underlined in the image above).

5. Click **Save** to save settings. Click **Cancel** to discard changes.

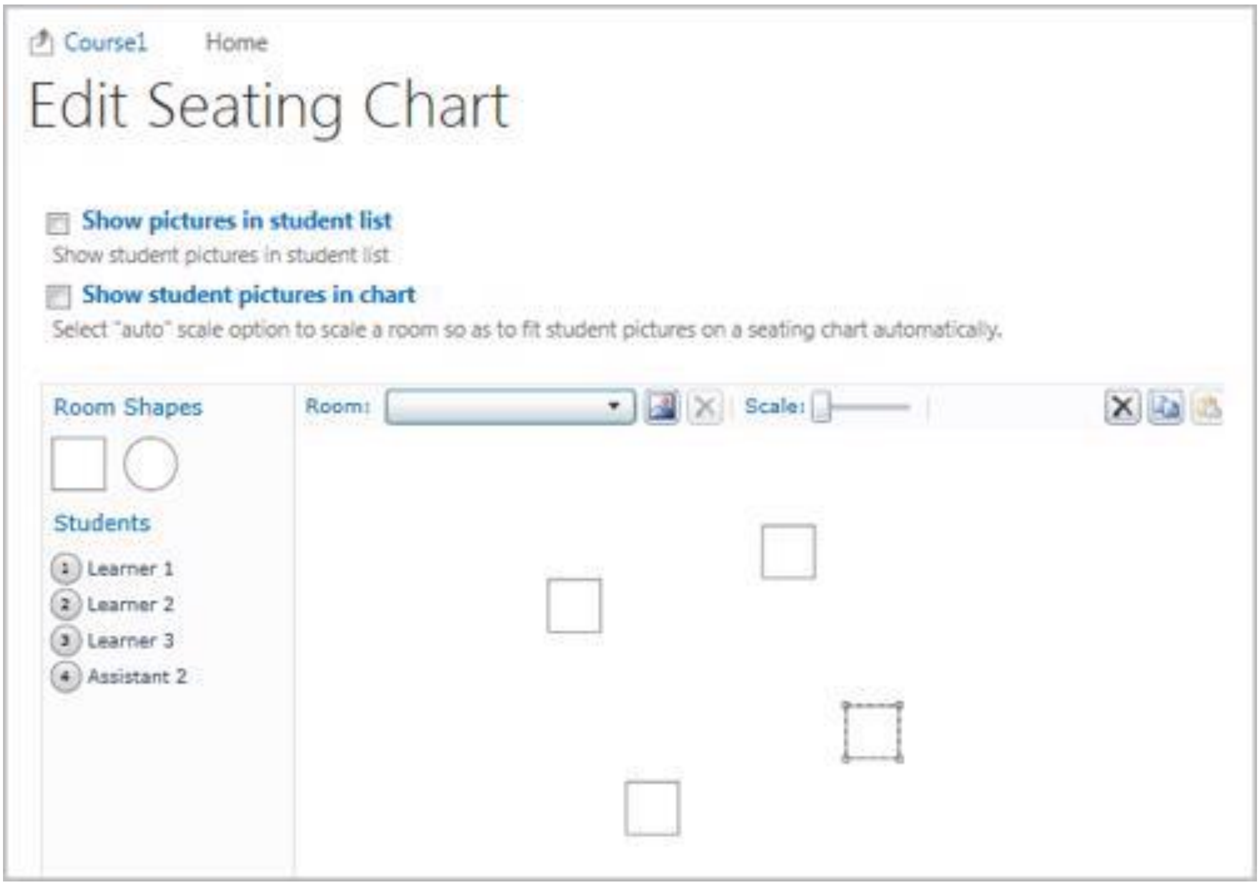
23.3 Creating a Seating Chart

Seating Chart is a seating scheme used for arranging students in courses.
To create a Seating Chart, do the following:

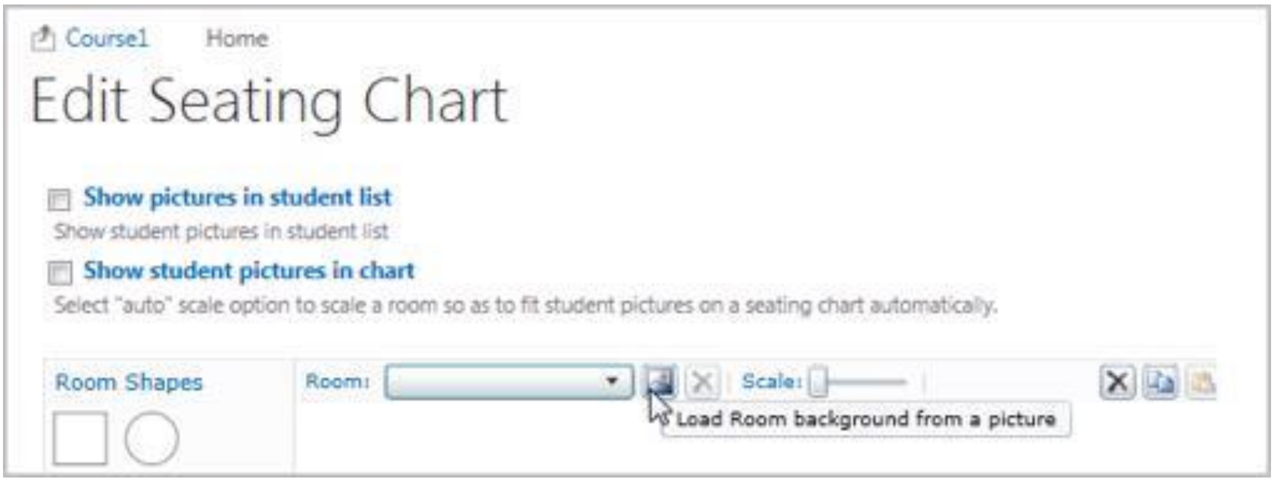
1. Enter the necessary course;
2. Select the **Seating Chart** tool in the left tools menu. The seating chart area will appear;
3. Click the **Edit** button at the top;
4. Create a seating chart. To do this, you can either
   - Select a template from the **Room** drop-down menu. For more information about creating templates, see the Uploading a Room and Creating a Room sections:



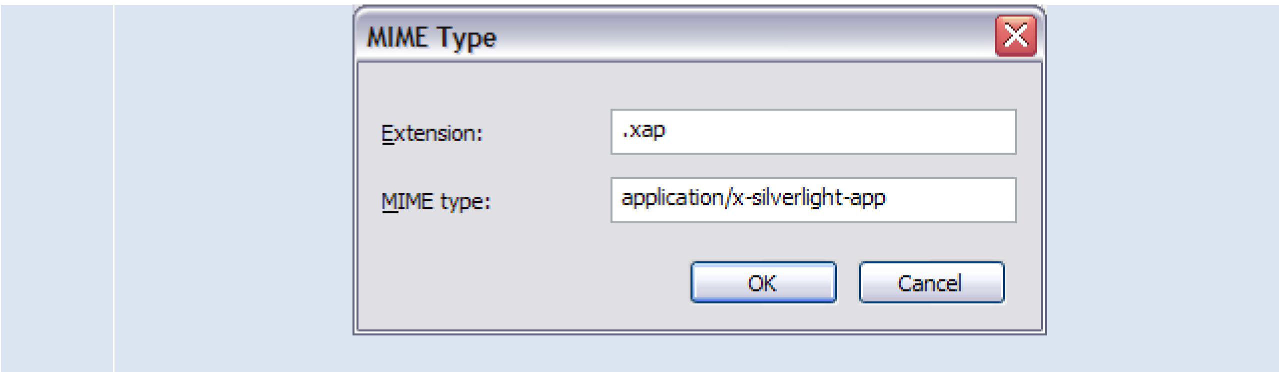
- Create a new seating chart with the help of room shapes. Room shapes can be arranged in any way. To arrange room shapes, drag and drop the necessary shapes to the white area:



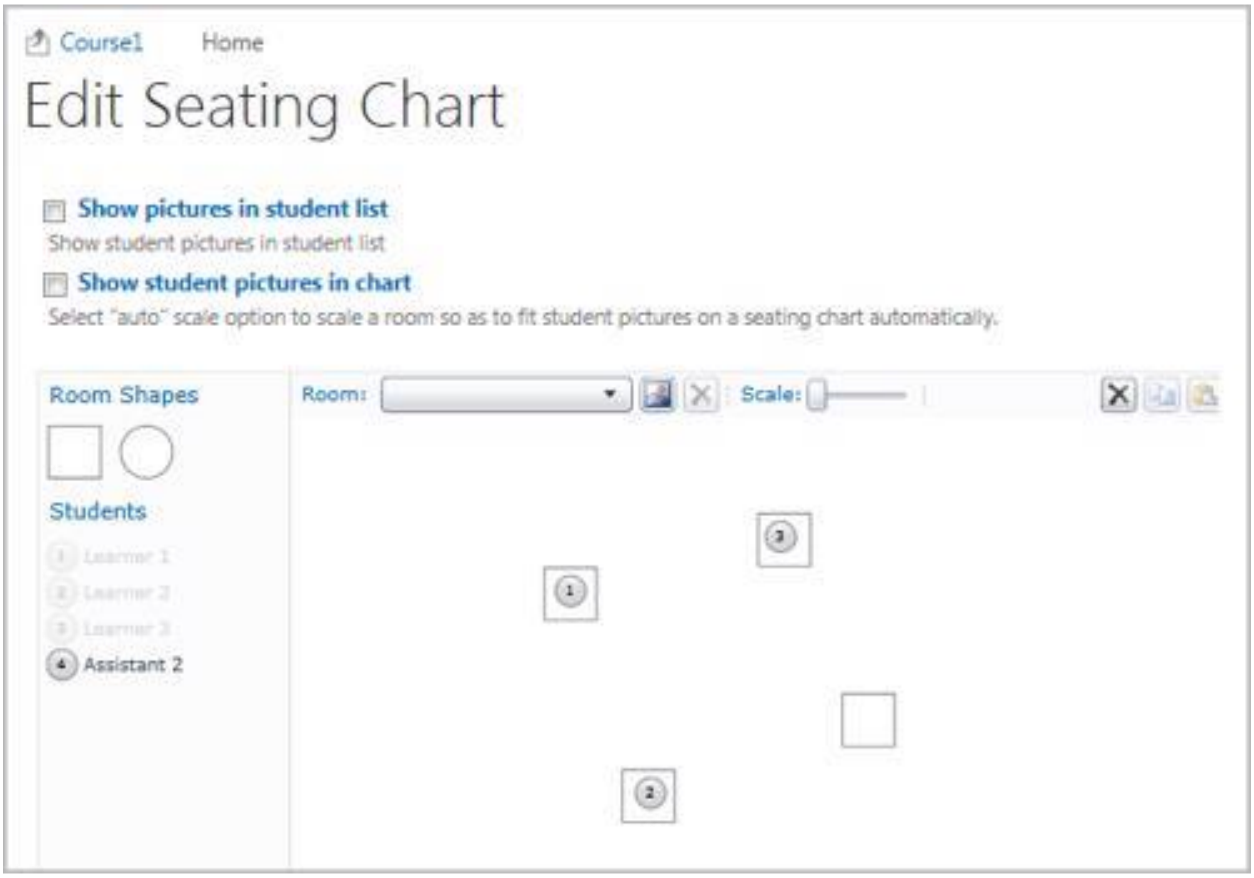
- Download a room template by clicking **Load room background from a picture**:



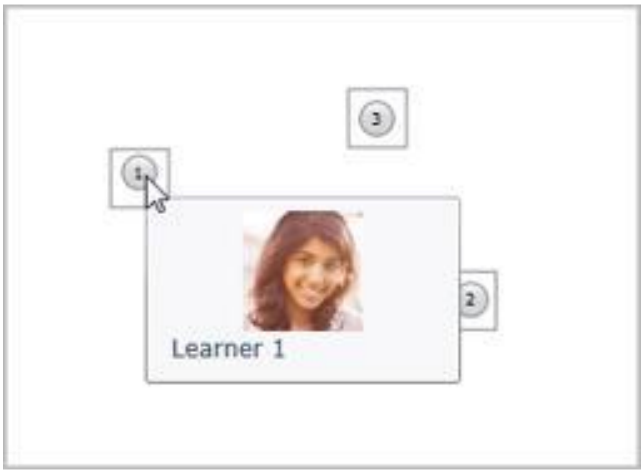
NOTE:	To use Seating Chart, you may need to register the .xap file extension (Silverlight file extension) in IIS. Register the MIME type for **.xap** to **application/x-silverlight-app**. The Silverlight version should be 4.0 or later:



5. Once a chart is created, drag and drop students from the menu on the left to the corresponding seats:

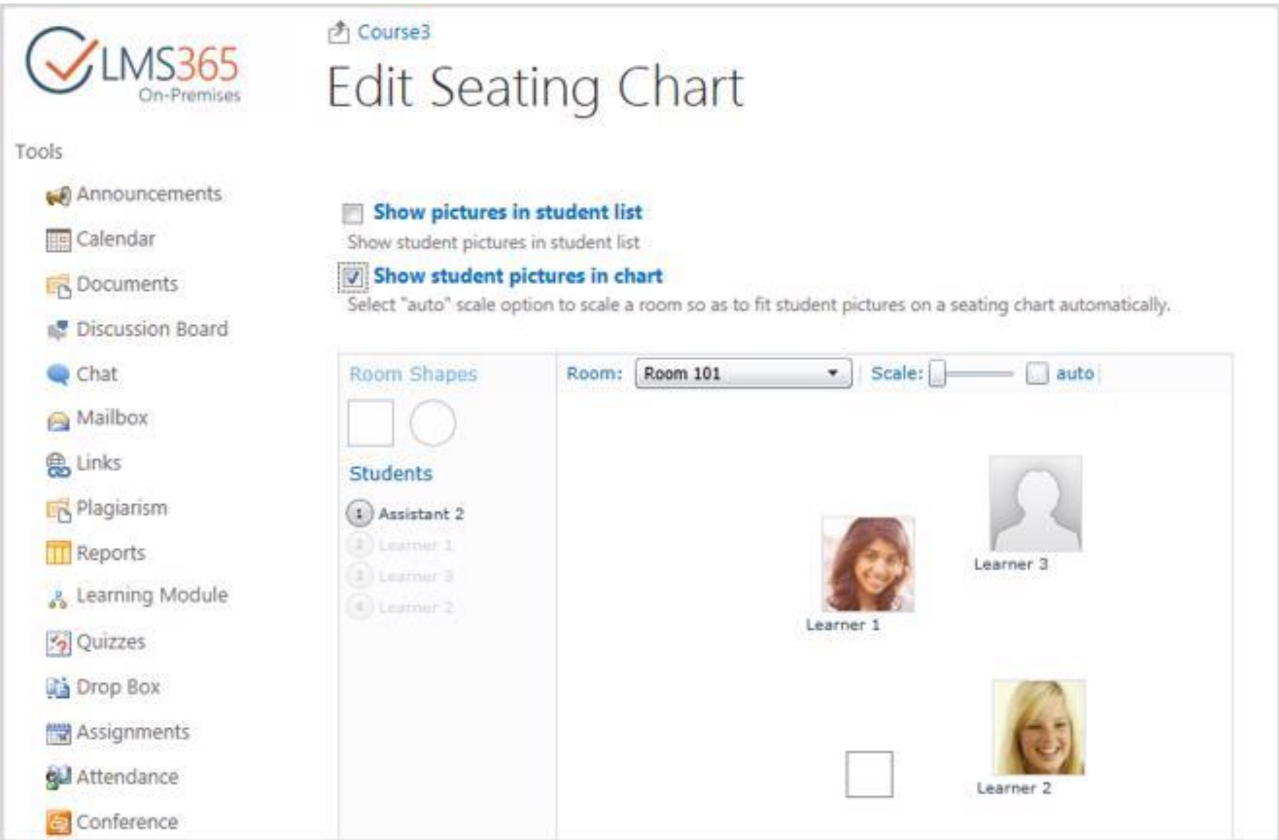


Once students are placed to the corresponding seats, circles with numbers appear on room shapes. To view student info, navigate to the corresponding circle:



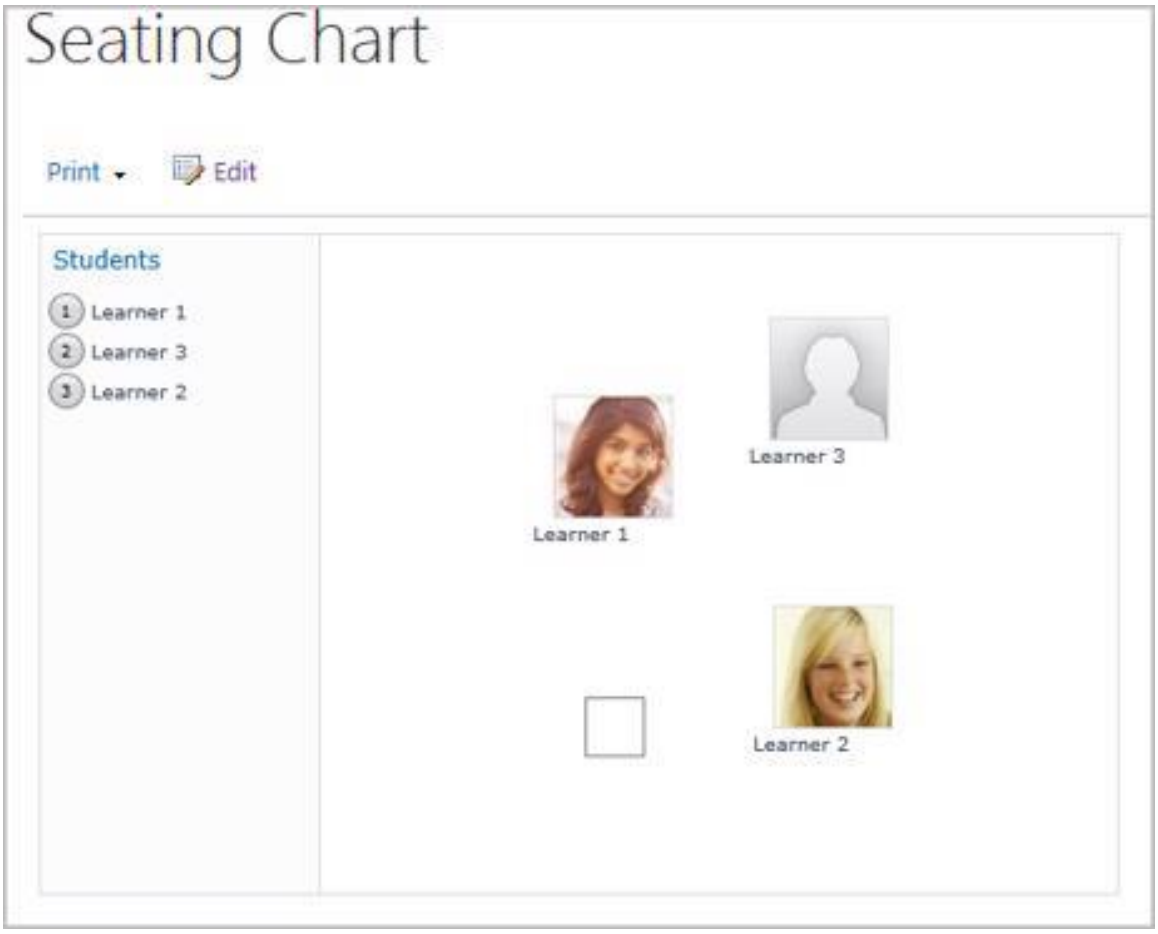
You can also use the following options:

- *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:

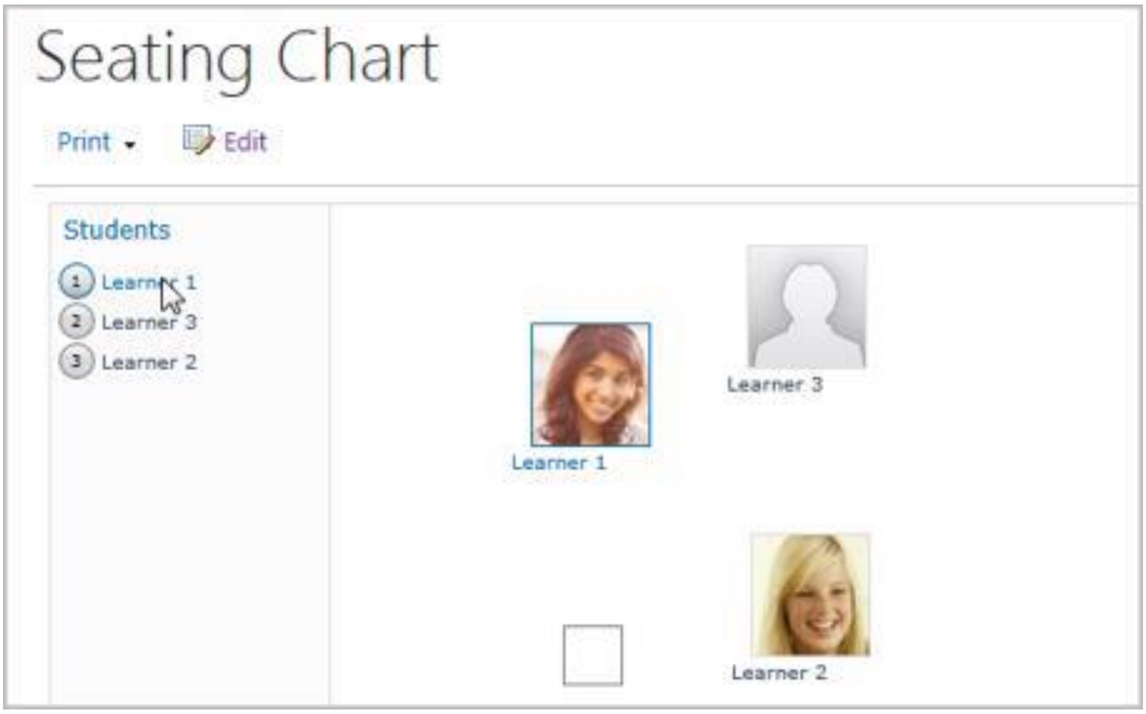


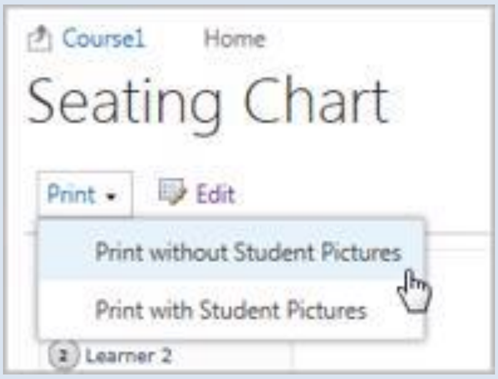
6. Click **OK** to save the chart. Click **Cancel** to discard changes.

Once a seating chart is created it will appear on the **Seating Chart** tool main page:



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:



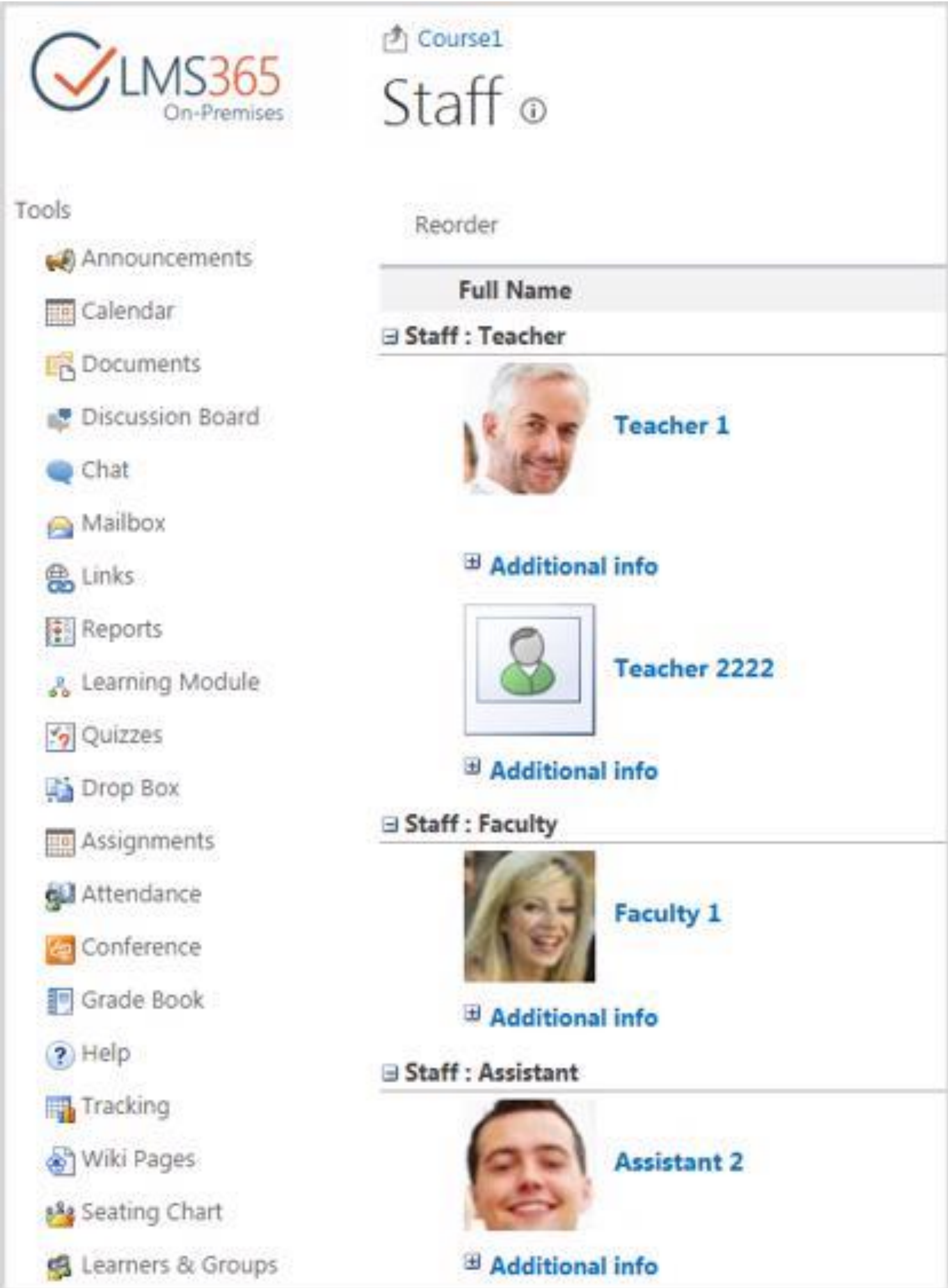
NOTE:	Seating charts can be printed out. To print a chart out, click **Print** next to the **Edit** button and select the necessary option: 

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.

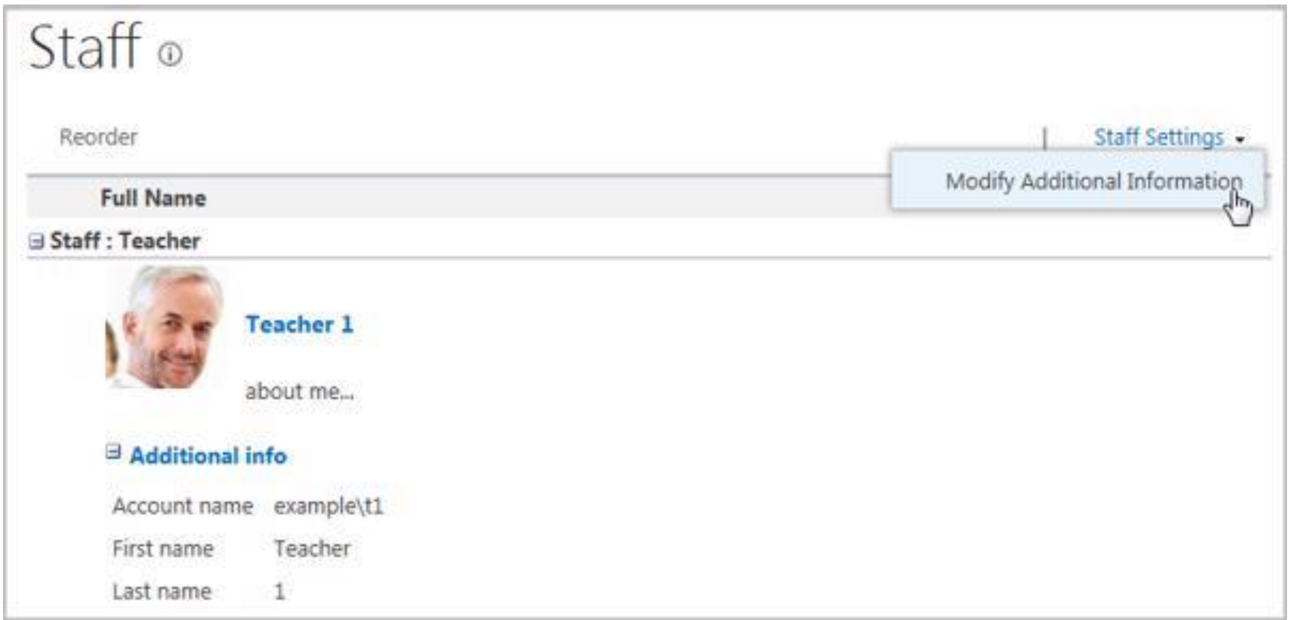
24.1 Modifying Information

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:

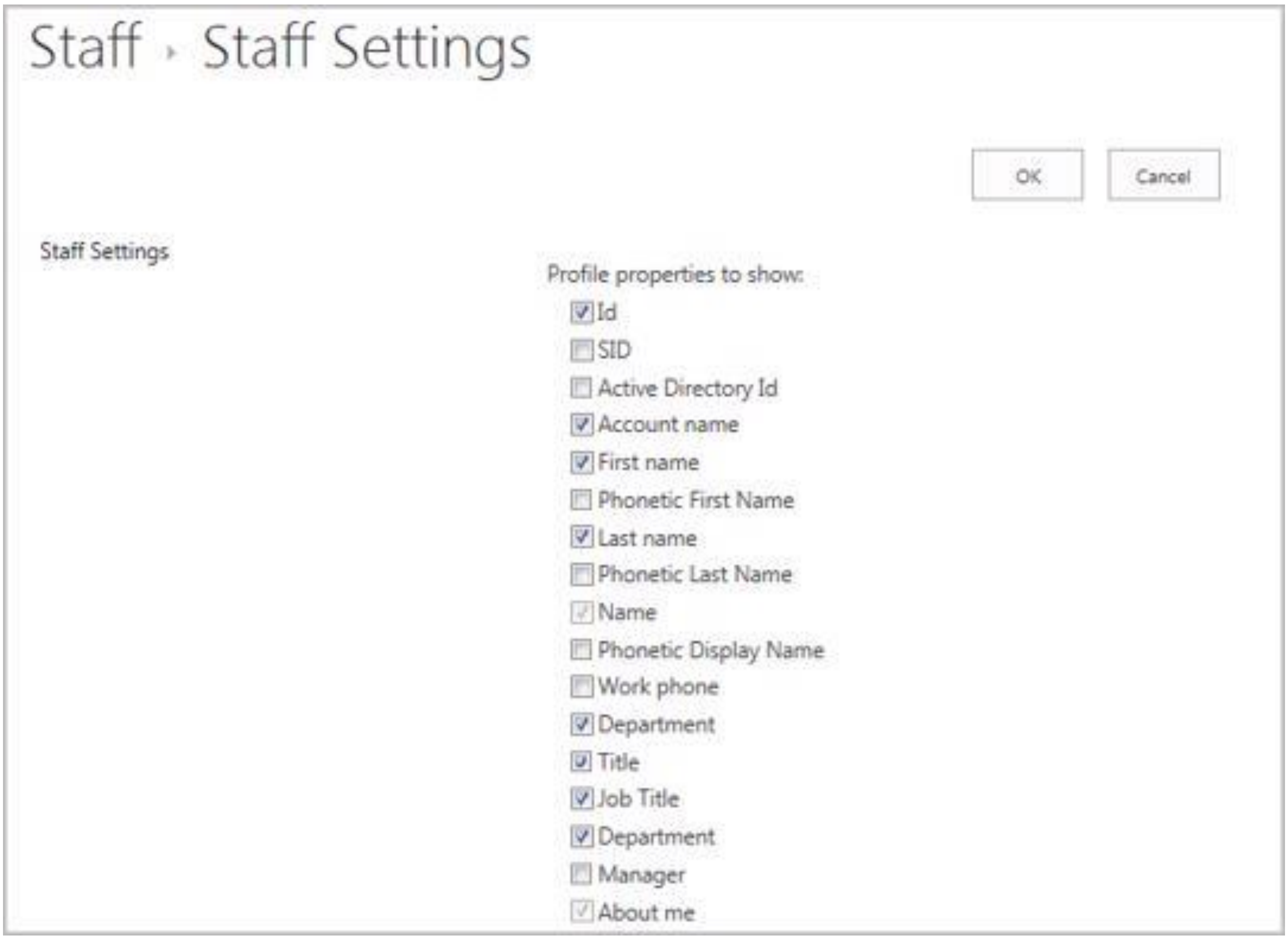
- To modify the details, click the **Edit** link under user information. If you have MOSS 2010 installed, you will be redirected to the **My Site** page. If you have WSS 4.0 installed, you will be redirected to the **User Information** page:

- 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**:



2. Select the items you want to be displayed on the **Staff** tool main page:



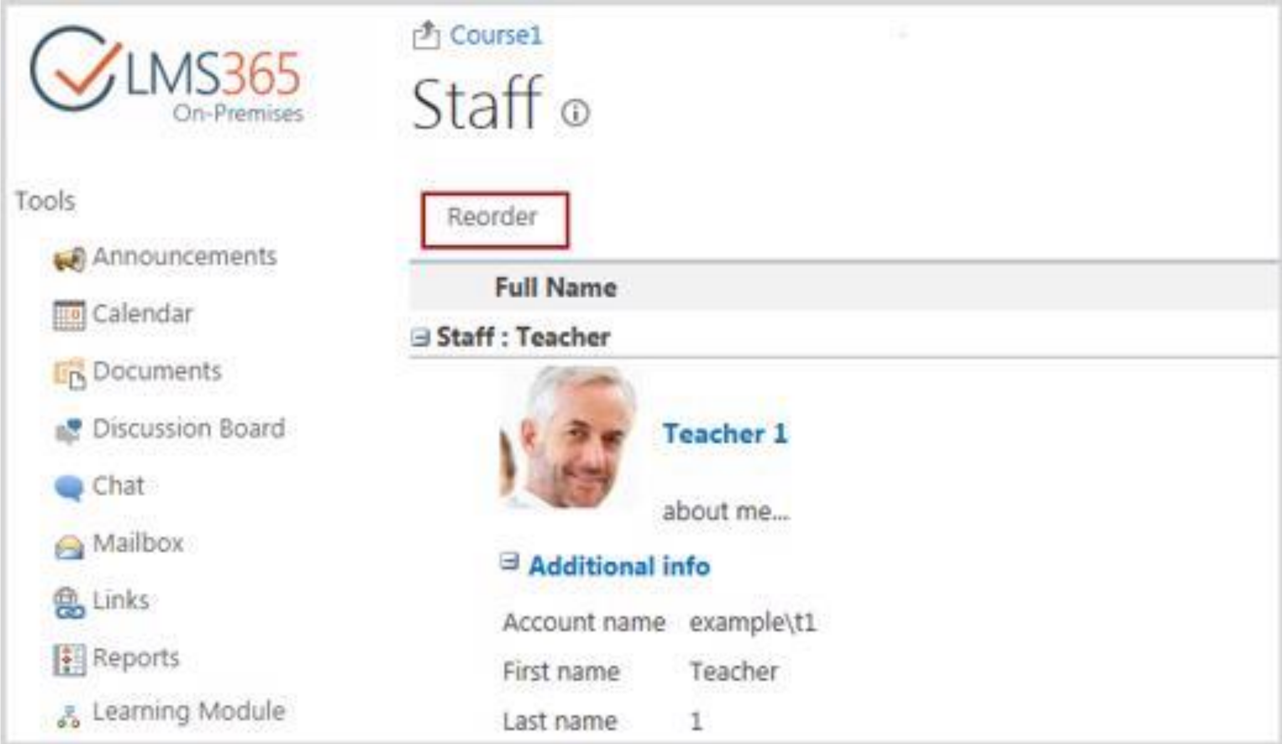
3. Click **OK** to save settings. Click **Cancel** to discard changes.

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.

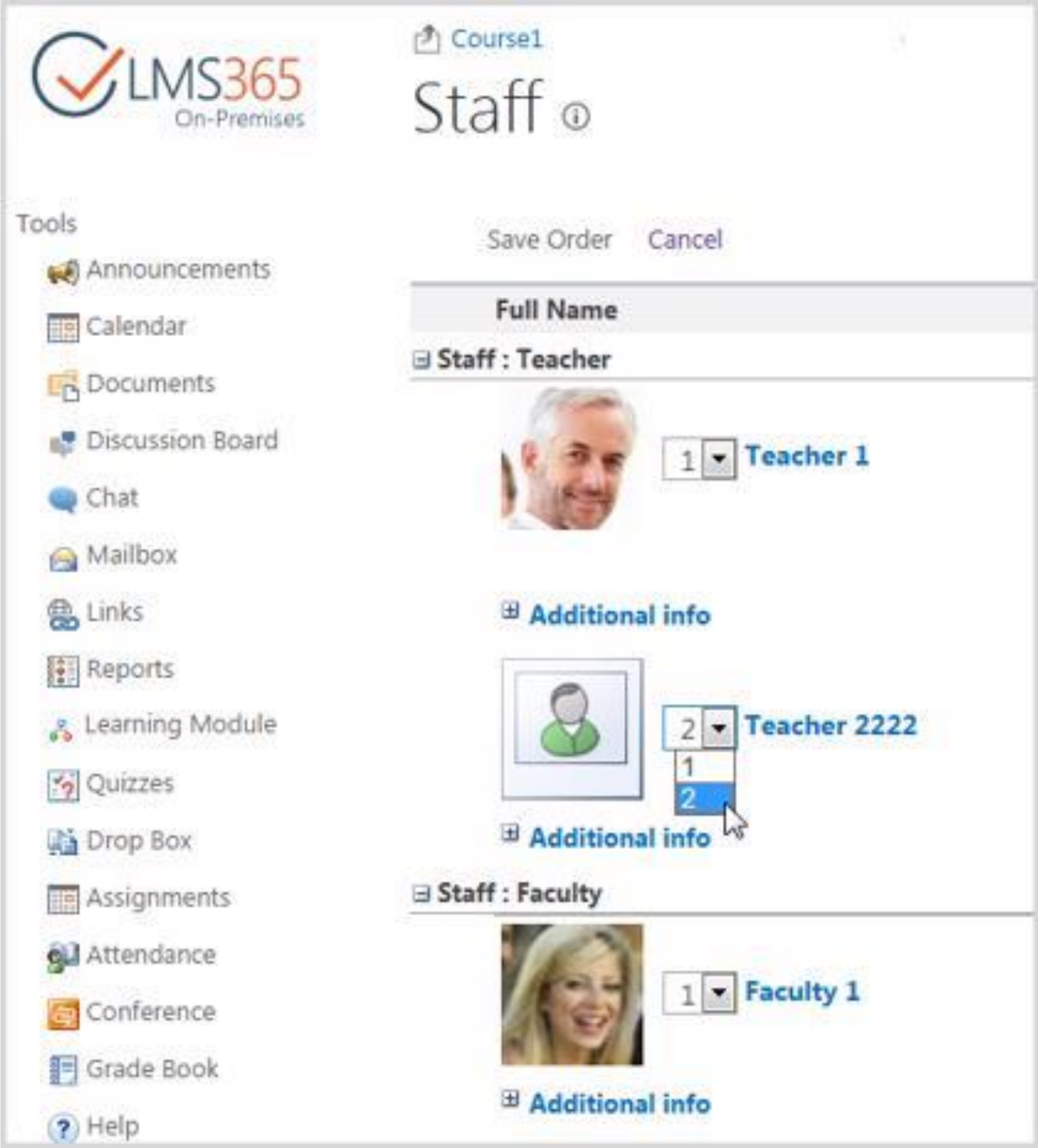
24.2 Reordering Items

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:



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:

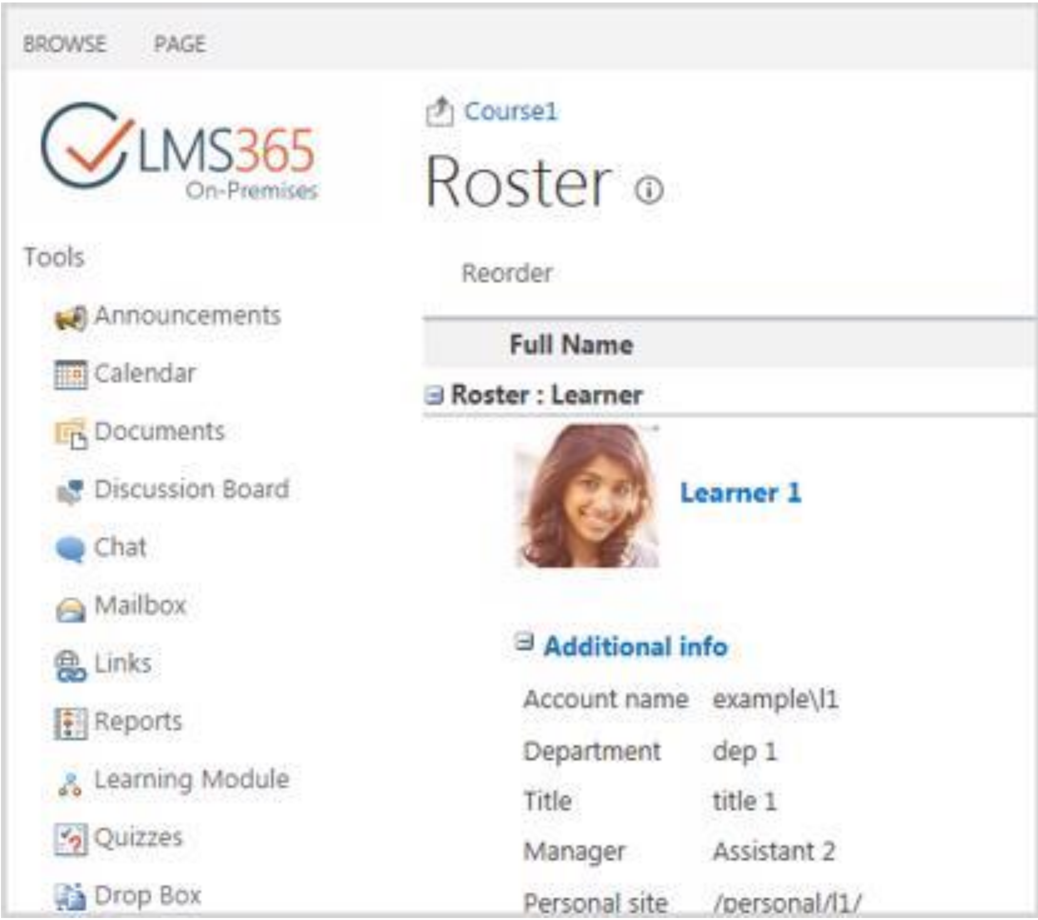


3. Click **Save order** at the top to save changes or click **Cancel the order** to discard changes.

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):



The information is retrieved from either:

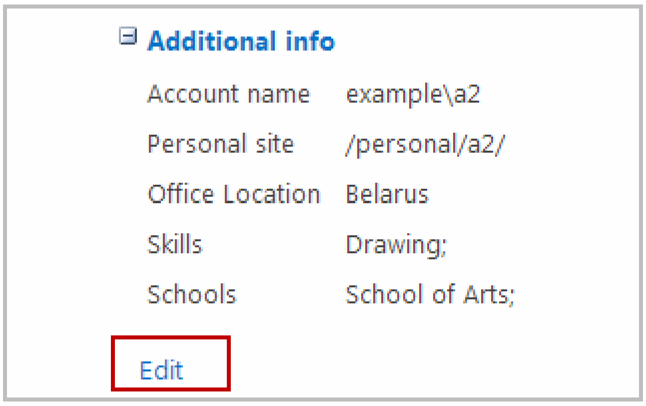
– User profile (if MOSS 2010 is installed);
– Users list on the course web (if WSS 4.0 is installed).

NOTE:	To show/hide additional info, click the **Additional info** link.

25.1 Modifying Information

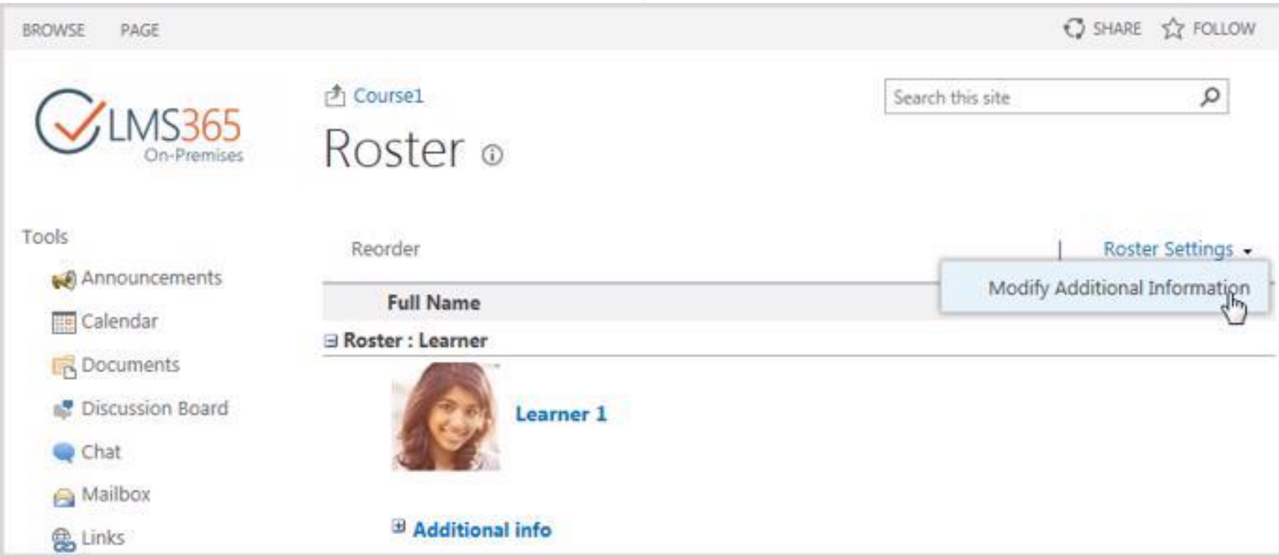
Information provided in the section can be modified. Note that users can modify information only about themselves.
User can modify either information itself or information view.

- 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:

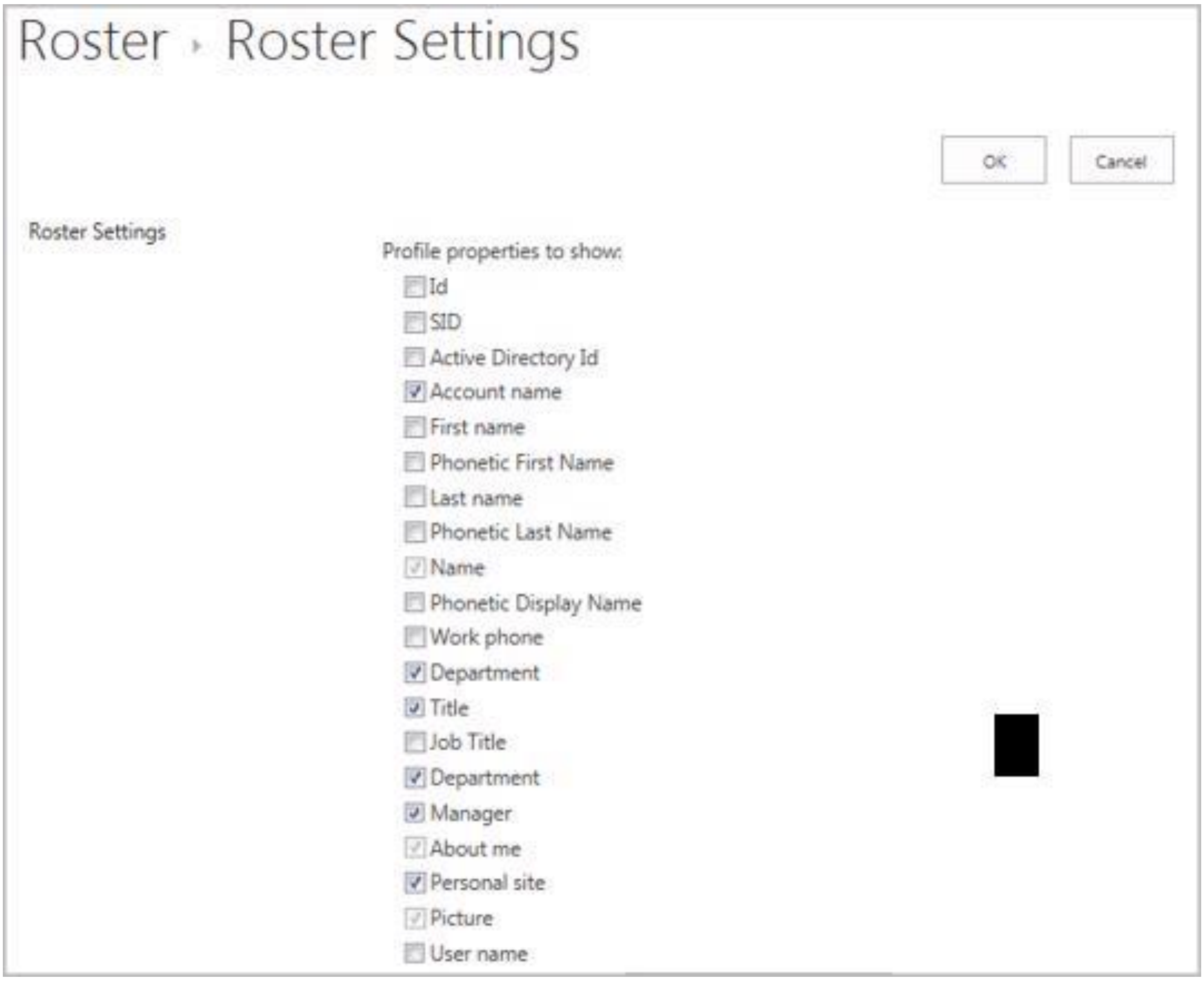


- To modify information view (the option is available for users with the Teacher, Teacher assistants and Faculty access rights);

1. Press **Roster Settings** at the top and click **Modify Additional Information**:



2. Select the items you want to be displayed on the **Roster** tool main page:



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 manage the **Roster** column.

25.2 Reordering Items

The order of users can be modified.
To modify the order,

1. Click the **Reorder** button at the top. Drop-down menu with numbers next to each person's name will appear:

2. Select a number for every person. The numbers are the order in which users will appear:

3. Click **Save order** to save changes at the top. Click **Cancel** to discard changes.