Teacher Guide

Version 4.8.4.45



For Microsoft SharePoint Server





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1. COURSE HOME PAGE

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

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

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

2	12		03333333	1				3	-		8		(A)	3	ą	?		285	-
earning Module	Quizzes	Documents	Calendar	Announcements	Discussion Board	Reports	Assignments	Attendance	Grade Book	Tracking	Staff	Chat	Mailbox		Conference	Help	Wiki Pages	Seating	Roster

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



Course	menu
000100	

Course menu style Choose preferred course menu style

Horizontal
 Wertical

OK Cancel

Name	Description
Announcements	Allows managing course announcements
Calendar	Allows posting events to notify other users
Documents	Allows working with course documents
Learning Module	Allows managing course learning modules
Links	Allows managing <u>course links</u>
Quizzes	Allows managing <u>course quizzes</u>
Drop Box	Allows managing files for shared usage
Plagiarism	Allows checking items for <u>plagiarism</u>
Assignments	Allows setting course home tasks
Attendance	Allows registering student's attendance
Discussion Board	Brings users to the <u>course forum</u>
Chat	Brings users to the course chat room
Conference	Allows entering Online Video Conference
Grade Book	Allows setting grades for course students
Tracking	Allows tracking statistics within course modules
Wiki Page Library	Allows creating documents users want to share with other course members
Seating Chart	Allows creating a class seating chart
Reports	Allows scheduling 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:

dit Check Out	Edit Renar Properties. Page		E-mail a Alert Link Me -	Make Homepage	Library View All Settings Pages	Tags & Notes	🗘 SHARE 🏠 FOLLOW 🛃
Edit		lanage	Share & Track	Page Actions	Page Library	Tags and Notes	
Site Contents		Getting starte	d with vour	course			Assignments
		e e c c c c c c c c c c c c c c c c c c	a many a an				
							There are no items to display
							There are no items to display
		Add new learning		quizzes	Set up your gradebook		There are no items to display Drop Box

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



2. MY LEARNING MODULES WEB PART

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

2.1 Adding My Learning Modules Web Part

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

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



5. Press the Add button.

2.2 Editing My Learning Modules Web Part

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

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

2.2.1 My Learning Modules Web Part settings

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

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



2.2.1.1 Data Source

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

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

< My Learn	ning Modules	×
Data Sour	ce	
Organiza Show organiza	courses from all	
Object	s List	90%
Custor		
🗄 Appea	rance	
E Layout		
🕑 Advan	ced	
ОК	Cancel	Apply

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





the

Organizations		displays
Org i v test org SharePoint LMS_org LMS Organization	create applie a) che	Web cation: eck the
New test org		to the red
		nizations lick OK; e and
	, , , , , , , , , , , , , , , , , , , ,	s of all

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



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

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

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

2.2.1.2 **Objects List**

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



Objects List		
	Learning Module	
	LRM	
	Quiz	
	SCORM	
	AICC	
	Don't show	
	DRMs/Quizzes/AICCs/LRMs when used in Learning Module. Disable Clickable Completed	
	tuses for Learning Modules, LRMs, zzes, SCORMS, AICCs	

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

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

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

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

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

2.2.1.3 Customize

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



Row	r Background
1	
35.5	
Alte	rnate Row Background
	nate new good good a
_	
Star	t Color
Star	ticon
	1
Nev	v Attempt Color
-	
il and	
Nev	v Attempt Icon
1	
	tinue Color
Con	tinue Color
Con	tinue Icon
Con	npleted Color
Con	npleted Icon
-	
_	
0.	Of Attempte Color
out	Of Attempts Color
-	
	61 Mar. 1 A
Out	Of Attempts Icon
Loc	ked Icon
1	
Loci	ked Color
-	1
÷	
	er by
and in case of the	

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

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



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

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

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

Order			×
Order Under "Position from "	lop", select a number for each item.		
Position from Top	Name		
1 🔻	Introductory Quiz		
2 *	New Quiz		
3 ¥	Hardware Tutorial		
4 *	Hardware Tutorial 2		
5 *	SCORM 1		
6 *	Hardware and System Requirements		
7 *	Hardware Requirements		
8 *	Introduction		
9 *	New Learning Module		
		ОК	Cancel

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



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

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

My Learning Modules	
Lp1	
lp2	
[p 3] 🔒
) 🔒
lp 4	

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

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

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

Extensions\14\TEMPLATE\CONTROLTEMPLATES\Elearningforce.MyLearningWebPart\M yLearning\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:

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

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

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

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



Completed user had some attempts and passed them;

Continue user had some attempts but did not complete them;

Out of Attempts user has no more attempts.

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

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

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

Hardware Requ	uirements	
		Ш

2.4.2 Starting Attempt from My Learning Modules Web Part

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

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

2.5 Feature Matrix

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

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



Ass	signment task	Ν
	Legend	
	Y	- supported
		- will not be supported in current
	N	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:

BROWSE COURSE TOO	DLS					
	Current View:	Search				
Create Create Course From	Change item Order					
Course Template New	Order Manage Views	Search				
Recent						
Rooms Question Pool	Title		Description	Nickname	Category	Published
Reports	Courses you are i				CON INVINCIAL	556-86-54
Site Contents	Hardware Co	urse	new course		Default	Yes
one contents	Software Cou	view			Default	Yes
	Courses you are t	taking				
	qateam1 e-le	arning				Yes
		Save as Tem	plate			
		Clone				
		🗙 Delete				



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

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

NOTE: Templates will contain the following items:

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



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

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

7. Click Save to save the changes.



4. COURSE SETTINGS

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

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



See the detailed description for some options below.

4.1 Publishing

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

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



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

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

You may specify publishing start date and end date:

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





4.2 Course Options

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

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

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



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

4.3 List Publishing Scheduler

the **Create** page either.

To run the List Publishing Scheduler, do the following:

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

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

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



Setting permissions:

To set permissions, do the following:

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

BROV	VSE CO	URSE TOOLS	ITEMS	LIST		
*			ye	rsion History		Show Subitems
New Item +	New Folder	View Ed Item Ite	it /	ared With siete Item	Outdent Indent	Hide Subitems
	New Item		anage		Hier	rarchy
	Add a new	item to this lis	E.			
Site	Contents			Edit	List	URL

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

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

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

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



4.4 Certificate Templates

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

BROWSE COURSE TOOLS FILE	S LIBRARY
CLMS365 On-Premises	A Hardware Course Certificate Templates ⊕
Site Contents	 Here ▲ Upload Sync ♥ Share More ♥ All Pictures Explorer View Selected Pictures ···· Find a file ♀
	 ✓ □ Name Picture Size File Size Is Default ➡ Hardware.jpg 1678 x 1118 284 KB

This page contains all current certificate templates.

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

To view only desired certificates:

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

To view certificate templates as a list:

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

To switch to the filmstrip view:

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

Managing Certificate Templates

To manage certificate templates:

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



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

Creating Folders

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

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

BROWSE COURSE	TOOLS	FILES	LIBRARY				
New Upload Document - Document	New Folder	Edit	TEL el seu el	Check Out	View Propertie	Edit s Properties	Set as Default
New			Open & Check C	∩ut ↑ Upl	and	0	Manage
Site Contents			All Pictures	Explore		Selected P	

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

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

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

Learner 8 x	Can edit
	Can edit
	Can view
personal message with this in	vitation (Optional).
Include a personal message with this ir	nvitation (Optional).
Include a personal message with this in	nvitation (Optional).

Creating Certificate Templates



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

To create a new certificate template:

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

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

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



EDIT	
	A Cut
	ste
In	
Commit	Clipboard
Name *	Course_cert_1 jpg
Preview	and a protect of the
	(lef:122, top:93, right:310, bottom:215)
Text *	
TEXC	Congratulations! You have passed Course (course)!
	* Warning! For certificate text use GMT date.
	* You can use the following constants:
	* You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date.
	* You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course,
Text Alignment *	* You can use the following constants: (name) and {username} - to enter name and username of student, {course} - name of course, (date) - date. See help for more details. © Near
Text Alignment *	* You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center
	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far
	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near
	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Center Center Center Center Center Center Center
Vertical Alignment *	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Far
Vertical Alignment *	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Center Center Center Center Center Center Center
Vertical Alignment * Drop Shadow	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Far
Vertical Alignment * Drop Shadow Font Type *	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Far
Text Alignment * Vertical Alignment * Drop Shadow Font Type * Font Size (px) *	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Andalus 20
Vertical Alignment * Drop Shadow Font Type *	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Andalus Z0 Bold
Vertical Alignment * Drop Shadow Font Type * Font Size (px) *	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Andalus Z0 Bold Italic
Vertical Alignment * Drop Shadow Font Type * Font Size (px) *	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Andalus Z0 Bold
Vertical Alignment * Drop Shadow Font Type * Font Size (px) *	 You can use the following constants: (name) and (username) - to enter name and username of student, (course) - name of course, (date) - date. See help for more details. Near Center Far Near Center Far Andalus 20 20 Ø Bold Italic Underline

- 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:

	_{tardware Course} cale Ten	npl	ates ©	
Win by	new item or edit i	this lis	t	
~	Title		Scale Template	Description
	Default (UK) 🕱			
	Default (US) 🛪			

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

4.5.1 Creating Scale Templates Items

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



BROWSE EDIT COURSE TOOLS				
	ABC Spelling			
Site Contents	Title *	Scale Template		
	Description	Scale for assignments grading		
		Click for help about adding basic HTML formatting.		
	Scale Template	Title	Value (%)	
		Excellent	100	⇒×
		Good	80	⇒×
		Satisfactory	60	⇒×
		Poor	30	⇒×
				Add
				Save Cancel

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

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

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

4.5.2 Editing Scale Template Item

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

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



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

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

4.5.3 Deleting Scale Template Item

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

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



4. Confirm the deletion.



5. COURSE FLOWS

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

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

Imagine that we have the following course flow:

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

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

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

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

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

1. Lists:

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

BROWSE ITEMS LIST			🧭 SHARE
Churcher	2		Search this site
CMLMS365 On-Premises	Course Flov	v Templates 🛛	
Courses	Title	Map :	Category
Course 4	CF Template 1 CHM	Course1 Course2	Sample Category #1
Course1		LRM 1 Course2 cortification certificate_template_3	
Course2			
Course3		Course 4	
Rooms		Requires Certification	
Libraries	CF Template 2 they		Sample Category #1
Lists		Course1 Quiz 1, Quiz 2, Qui Como certificate_template_3	
Discussions		Quir 1, Quir 2, Qui	
Sites	CF Template 3 arev	Course 2	Sample Category #2
Recent		Course2 Requires Certification	
Rooms			
Question Pool	Add new item		

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


BROWSE ITEMS LIST		Q	SHARE 🏠 FOLLOW 🔀	17
CLMS365 On-Premises	[₫] Course	Search this site	Q	
Courses	Title	Map	E Learners	
Course 4	Course	Course1 Course2	Learner 1	
Course1	Flow Direct	Requires Certification Requires Certificate_template_3	Learner 2	
Course2				
Course3	CF 2	Course2 Course3	Learner 1	
Rooms		Requires Certification Requires Certification Certificate_template_3		
Libraries				
Lists		Course 4		
Discussions		Requires Certification		
Sites	Add new item			

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

BROWSE ITEMS LIST			
CINS365 On-Premises	≜ Course I	Flow Pr	ogress - Course Flow ©
Courses	Course Flow	Author	Мар
Course 4	Course Flow	Learner 1	Course1 Course2
Coursel			Requires Certification Requires Certification Requires Certification
Course2			
Course3	Course Flow	Learner 2	Course1 Course2
Rooms			Requires Certification P Requires Certification Certificate_template_3
Libraries		-1	
Lists	Course Flow	Learner 3	Course1 Course2 certificate_template_3
Discussions			Requires Certification Requires Certification
Sites			

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

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

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

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

5.1 Creating Course Flow

To create a course flow, do the following:

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



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

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



Title	Мар			(2) Learner
Course Flow		Course2 Requires Certification	certificate_template_3	Learne
CF2 DHEM	Course2 Requires Certification	Course3 Requires Certification	certificate_template_3	Learner

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



Asp Course1 #Add Course here	
Enter users separated with semicolons.	late
ettings	
days after completion obtifications Send notification when user is enrolled to the course flow to teachers to teachers Send notification when user is enrolled to the course to teachers To to pecified users to teachers To to pecified users to teachers To to eachers To pecified users to teachers To to specified users Send notification when the course flow has been completed To teachers To to bearners To specified users To to specified users Send notification when the course flow has been completed To teachers To bearners To specified users To teachers To teachers To teachers <td></td>	
Send notification when user is enrolled to the course now Image: to to teachers Image: to teachers <	
Send notification when user is enrolled to the course to teachers to learners Send notification when the course flow has been completed to teachers to teachers to teachers to specified users to specified users Send notification when certificate is expired 10 days before expiration to teachers to teachers to specified users Send notification when certificate is expired Send notification when user is deleted from courses to specified users to to teachers to to te	
 to teachers to specified users Send notification when the course flow has been completed It to teachers It to bearners It to specified users It to specified users Send notification when certificate is expired 10 days before expiration It to teachers It to specified users It to specified users It to teachers 	
Send notification when the course flow has been completed to teachers to specified users Send notification when certificate is expired 10 days before expiration to teachers to specified users to specified users Send notification when user is deleted from courses days before deleting to teachers to to teach	
 ✓ to teachers ✓ to learners ✓ to specified users Send notification when certificate is expired 10 days before expiration ✓ to teachers ✓ to learners ✓ to specified users ✓ to specified users ✓ Send notification when user is deleted from courses ✓ Gays before deleting ✓ to teachers ✓ to teachers ✓ to teachers ✓ to teachers 	
to specified users Send notification when certificate is expired 10 days before expiration V to teachers V to learners to specified users Send notification when user is deleted from courses	
Send notification when certificate is expired 10 days before expiration It to teachers to tearners It to specified users It is specified users Send notification when user is deleted from courses It is before deleting It to teachers It to teachers It to teachers It is before deleting It to teachers It to teachers	
✓ to teachers ✓ to learners ✓ to specified users Send notification when user is deleted from courses ✓ In teachers ✓ to teachers ✓ to learners	
Send notification when user is deleted from courses days before deleting to teachers I to learners	
Send notification when user is deleted from courses days before deleting I to teachers I to learners	

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



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

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

OR

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



BROV	SE ITEMS	LIST										
New	Create From	New	Course Flow	View	Edit		Version History Shared With	Attach	Alert	Tags & Notes	Workflows	Approve/Reject
New tem -	Template	New Folder	Progress	View Item	Edit	X	Jelete Item	Attach File	Alert Me -			0.02
	New				Manage			Actions	Share & Track	Tags and Notes	We	xidlows

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

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

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

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

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

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

	12 E	
Select Certificate Template for	a Course Flow	Help
Certificate Template	Carlondo anos antesentes	
Select Certificate Template to be used in Course Flow certification process	certificate_template_3	1
Expiration Period		
Specify an expiration period in weeks. During this period, a Certificate will be valid and active. At the end of this expiration period, Certificate will be considered expired and new certification will be required.	8	

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

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

		\checkmark	CIVIO On-P
BROWSE VIEW		Q SHARE	☆ FOLLOW
Version History	Alert Me		
Manage	Actions		
		otify learners that they have been enrolled to a course flow.	
Subject Body	You	come to the course flow have been enrolled to the '{course_flow}' course flow. Please rse: {course}.	e, start with
"You can use the foll	owing constants {use (cou	r_name] - display name of learner; rse_flow} - course flow title with link; rse} - course title with link;	
Content Type: Notificat Created at 2/5/2016	tion e-mail template 5:37 PM by 🖂 ageuch	heva_a	Close

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

1 .	Version History	🌲 Alert Me		
1 3				
Edit	Shared With	& Workflows		
ħ	lanage	Actions		
	enrolled to a cou		o notify teachers (and users specified in course flow settings) that learner Learner has been enrolled to the course flow	er nas be
Body			New user ({user_name}) has been enrolled to the '{course_flow}' course {user_name} is automatically enrolled to the first course; (course).	e flow.
"You	can use the folk	owing constants	{user_name} - display name of learner; {course_flow} - course flow title with link; {course} - course title with link;	

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

5.2 Viewing Course flows

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



BROWSE ITEMS LIST		🖸 SHARE 🟠 FOLLOW [[]
C/LMS365	≜ Course Flows ⊚	Search this site
On-Premises	Course Flows ©	
Courses	Title Map	E Learners
Course 4	Course Course1 Course2	Learner 1
Course1	Flow Course1 Course1 Requires Certification Requires Certification Requires Certification	ificate_template_3 Learner 2
Course2		
Course3	CF 2 Course2 Course3	ficate_template_3
Rooms	Requires Certification Y Requires Certification Y	
Lists	Course 4	
Discussions	Requires Certification	
Sites	Add new item	

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



5.3 Viewing Course flow Progress

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



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

~	₫						
Con-Premises	My C	ours	e Flow	S			
Courses	Course F	lows					
Coursel	Certificate ex	pires after		before			
Course2	-						
Course3	Complete	ed 🔤 In pro		essible Unpub	olished		
Rooms Libraries	Title Course Flow	Author Teacher1	Course1		Course2	2	certificate_template_3
Lists			Requires C	ertincati	Requires Cert	incati	
Discussions	CF 2	Teacher 1			Contractor		
Sites			Course2	antificati	Course3	forth OT	certificate_template_3
Recent			Requires C	eruikau	Requires Cert	Incatt	
Rooms					Course 4		
Reports					Requires Cert	ificati	

For teacher:

BROWSE PAGE		
CILMS365 On-Premises	[™] My Course Flows	
Courses Course 4	Course Flows Select course flows: No selection •	
Course1 Course2	Select learners:	
Course3 Rooms	Certificate expires after before	
Libraries Lists	Completed In progress Not accessible Unpublished Title Author Map	Learners
Discussions Sites	Course Flow Teacher 1 Course 1 Requires Certification Course 2	Learner 1
Recent Rooms	CF2 Tescher1	Learner 1
Question Pool Reports	Course2 Requires Certification Course3 Requires Certification Certificate_template_3	
Site Contents	Course 4 Requires Certification	

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

		\checkmark	LMS3
earch			
Simple search Advanced search			
Title Please enter a title to search for (e.g. "Title1").	Title:		
Learners	Learners		
		\$∕ ⊞	
Author	Author		
	Search	\$, Ⅲ	
	John Cr.		
		ОК	Cancel

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

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

5.4 Viewing Course Flow Grade Book

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

CULICASE	1					Search this site	Q
Cr-Premises	Course	Flow	Grade	Book			
Courses Course 4						Export to CSV Cou	rse Flows Course Flow
	Learner	Coursel - Quiz 1	Course1 + Quiz 2	Course1 - SCORM 1	Coursel - AWG item	Course1 - Certificate Issued	Course2 - Certificate Issued
Course1	Learner 1		C (75 %)	Failed	G (38 %)	False	
Course2	(i:0#.w(example\/1)		in settioned i				
Course3	Learner 2 (i:0#.w(example\J2)					False	
Rooms	Learner 3	A (95 %)	A (95 %)	Passed (100 %)	A (95 %)	False	



5.5 Course Flows Web Part

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

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





6. ANNOUNCEMENTS

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

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

CLMS365 On-Premises		vare Cour	se ncem	ien	ts	
Tools	(+) ne	w anno	ounceme	nt or	edit this	iist
📢 Announcements	All items		Find an iter	m		0
Calendar	× 0	Title			Start Date	Modified
R Documents	* 0	C. C			1/384/19/2010	0.000
Discussion Board		New Co	ourses	•••	2/3/2016	5 days ago
Discussion poard		Course	Teachers		2/2/2016	6 days ago
Chat					21212216	AND CO. 10 CO. 1
A Mailbox		Attenti	on, please!		2/2/2016	6 days ago
		Lecture	5		2/2/2016	6 days ago

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

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

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

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

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

6.1 Adding Announcements

To create a new announcement, do the following:

1. Enter the necessary course;



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

New New Folder	View Edit Item	 Version History Shared With Delete Item 	Attach File	Alert Me •	Tags & Notes	Workt
New	M	lanage	Actions	Share & Track	Tags and Notes	
Site Contents		+ new a	annou	ncement	or edit thi	s list
Site Contents		All items	annou 	ncement Find an item	or edit thi	s list
Site Contents		All items			or edit thi Start Da	Q

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





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

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

6.2 Viewing Announcements

To view an announcement, do the following:

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



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

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

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

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

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

4. Click Close.



6.3 Editing Announcements

To edit an announcement, do the following:

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

👌 Softw	are Cours	e			
Anr	our	nceme	nt	S	
	io di	leenne		0	
+ new	/ anno	uncement	or e	<mark>dit</mark> this li	st
All items		Find an item		Q	
v 0	Title			Start Date	Modified
-	Attentio	n, pleasel 🗱		2/2/2016	11 minutes ago
	Lectures	#		Edit Item	ites ago
	Announ	cement 2 🗱		Delete Item	ites ago
	Announ	cement 🕱		View Item	ites ago
				Advanced	,

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

6.4 Deleting Announcements

To delete an announcement, do the following:

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





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

<u> </u>	
A	you sure you want to send the item(s) to the site Recycle Bin?
AL AL	you sure you want to send the item(s) to the site Recycle bin:
	you sure you want to send the item(s) to the site recycle bin:

6.5 Creating a Global Announcement

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

To create an announcement, do the following:

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



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

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

Con-Premises		al Annour		nts o
Rooms	All items ••	Find an item	Q	SAVE THIS VIEW
Rooms Question Pool				
NY NY RESERVE STORAGE ST	All items ···		© Start Date	Modified †

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



Global	7 11 11	lound	Lettiet	105	
Courses *	Filte	r 1	Organizations	•	
	0	Titlet	Category	Published:	Language
		Hardware Course	Default	Yes	English (United States)
		Software	Default	No	English (United
		Course			States)
Title * Body		al Announcer		isers of our organ	States)
		al Announcer		isers of our organ	States)
	This a	al Announcer		isers of our organ	States)
Body	This a	al Announcer		isers of our organ	States)

- Courses: click Change filter:



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

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

Custom filters	
custom mers	
Title	
Published: <none> *</none>	
Start Date	
End Date	10
	Published: <none> ¥ Start Date</none>

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

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

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



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

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

6.6 Editing Global Announcement

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

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

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





4. The Global Announcement edit form will open:

ave Cancel	Paste Copy	Delete Attach Item File	ABC Spelling					
Commit	Clipboard	Actions	Spelling					
Recent Rooms	2.2	Courses *		Filter	r 1	Organizations	•	
Question Reports	Pool				Title 1	Category	Published:	Language
Site Contents	6				Hardware Course	Default	Yes	English (United States)
					Software Course	Default	No	English (United States)
		Title * Body			al Announcer		users of our orga	nization.
							users of our orga	nization.
				This a			users of our orga	nization.
		Body		This a	course		users of our orga	nization.
		Body Keywords		This a new o	course	it refers to all u	users of our orga	nization.

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



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

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

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

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

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

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





7. CALENDAR

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

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

0			👌 Software Cou	se				Search this site	\$
Jan	2016 Feb	▶ Mar	Calend	ary 2016					
1.536	May	Jun	SUNDAY	MONDAY	TUESDAY		THURSDAY	FRIDAY	SATURDAY
Jul Oct Today is Wee	Aug Nov dnesday, Fe 2016	Sep Dec bruary 3,	31	1	2	3	4	5	6
Calenda Calen		6	7	8	9	10 12:00 pm - 1:00 pr New Quizz	11	12	13
ite Content	s		14	15	16	17	18	19 12:00 pm - 1:00 p Meeting!	20
			21	22	23 12:00 pm - 1:00 Working with do		25	26	27
			28	29	1	2	3	4	5

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

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

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

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



BROWSE	E	VENTS	CA	ENDAR						C SHARE	슈 FOLLOW
Day Week Month Scope	Exp	and (di Expan	Collapse Al	Calenda Overia	rs 👖 Creat	fy View 🖌 Calendar	Tags & Notes	E-mail a Alert R Link Me. Track	SS connect to Outlook Connect & Export	Edit List	List Settings Settings
4 5 M	104010	uary W	2016 T 1	۱ ۶	۰ ک	Wednesday, Februa	ry 10. 2016				
31 1 7 8	2	3 10	4 5	5 6 2 13	7 AM	WEDNESDAY					
14 15	16	17	18 1	9 20							
21 22 28 29		24 2	25 2 3 4	627 15	8						
Today	y is W	edne: 2016	sday, M i	ay 4,	9						
Ca	lenda Caleni	-	View		10						
Tools					11						
	alen	dar	nents		12 PM	New Quiz					
	Docur Discu		s Board		1						
Q 0		ox			2						

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



Day	+m 11 Create	e View Curren	t View:	-	~ -		Edit List	e e
Week	HITE CARD	ly View 🖌 🛛 Cale		Tags & Notes	E-mail a Alert RS: Link Me+ Fee		Form Web Parts	1.00
Scope Expand	M	lanage Views		Tags and Notes	Share & Track	Connect & Export	Customize List	Settings
 February 2016 		February 7	- February 13	2016				
S M T W T F	S	75	8 M	9 T	10 W	11 T	12 F	13 S
31 1 2 3 4 5 7 8 9 10 11 12	6 13 7 AM							
14 15 16 17 18 19	20							
21 22 23 24 25 26	27 8							
28 29 1 2 3 4	5							
Today is Wednesday, May 2016	4, 9							
Calendars in View								
Calendar	10							
Tools	11		-					
📢 Announcements					(*********************			
Calendar	12 PM			- 1	New Quiz			
Documents								
🚅 Discussion Board	1							
Chat						***********		

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

BROWSE COURSE TOOLS	AS LIST					
Con-Premises	₫ software course Calenda					
Site Contents	event Calendar All Ever	or edit this list	Find an item	م		
	v O 🛛 🛦	Title	Location	Start Time	End Time	All Day Event
		New Quizz 🗱		2/10/2016 12:00 PM	2/10/2016 1:00 PM	
		Meeting! #	555)	2/19/2016 12:00 PM	2/19/2016 1:00 PM	
		Working with documents #		2/23/2016 12:00 PM	2/23/2016 1:00 PM	

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

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

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



7.1 Adding Calendar Event

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

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

Location							
Start Time *	2/3/2016	0	1 PM	۲	00 •	I	
End Time *	2/3/2016		2 PM	۲	00 •]	
Description							
Category	Specify your o						
	 Specify your o Make this an a hour. 		that doe	esn't	start o	r end a	at a specific
Category All Day Event Recurrence	Make this an a	ll-day activity		esn't	start o	r end a	it a specific

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



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

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

7.2 Viewing and Managing Calendar Events

To manage a calendar event, do the following:

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

BROW	VSE	VIEW	COURSE TOOLS	CUSTOM COMMA	NDS	
Edit Item	8 % Si	ersion Histo hared With elete Item	ry 💄 Alert Me Workflows			
	Man	age	Actions			
Site	Conte	nts	1	itle	Meeting!	
			L	ocation	Minsk, Belarus	
			5	itart Time	2/19/2016 12:00 PM	
			E	nd Time	2/19/2016 1:00 PM	
				Description	Discussion of a new course for the organization.	
			(Category	Meeting	
				All Day Event		
			F	Recurrence		
				Content Type: Eve Created at 2/3/20	ent 16 11:53 AM by □ ageucheva_a	Close
					2/3/2016 12:21 PM by 🗌 ageucheva_a	Close

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



8. DOCUMENTS

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

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

Soft	tware C	Course						Search this si	te	۶
D	OCI	uments o								
Ð	New	↑ Upload 💋 Sync	ć	🕽 Share M	ore 🗸					
All D	ocume	Approve/reject Items	My si	ubmissions ••	•	Find a file	Q			
~	D	Name		Description		Modified	Modified By	Approval Status	Scheduling Approval	
		Documents				February 3	🗆 ageucheva_a	Pending		
		Important Information				February 15	ageucheva_a	Approved	In Progress	
	1	SharePoint Introduction				February 15	ageucheva_a	Approved	In Progress	
	1 1 1	Hardware&System Requirements		Hardware Requirements		February 16	ageucheva_a	Scheduled	In Progress	
		Tutorial				February 5	🗆 ageucheva_a	Approved	In Progress	
	4	Test		Test your knowledge!		A few seconds ago	ageucheva_a	Pending	In Progress	
					Drag f	iles here to upload				

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

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

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

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

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



8.1 Creating and Managing a New Folder

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

To add a folder, do the following:

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

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

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

Can edit
Can edit Can view

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

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



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

8.2 Creating New Document

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

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

8.3 Changing the Order of the Documents

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

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



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

Sof	tware (Course					Search this si	te	R
D	OCI	uments 🛛							
Ð	New	1 Upload 🛛 😂 Sync	📿 Share N	lore 🗸					
All C	ocume	ents Approve/reject Items	My submissions		Find a file	Q			
V		Name	Description		Modified	Modified By	Approval Status	Scheduling Approval	
	-	Documents	Sec. 1		February 3	ageucheva_a	Pending		
	De	Important Information			February 15	ageucheva_a	Approved	In Progress	
	1	SharePoint Introduction			February 15	ageucheva_a	il and the second	In Progress	

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

			_					
New Upload New Folder	Edit Document Discard Check O	View Edit	Change Item Order	Share Pin/Unpin this	Create Alert Shortcuts Me +	Download a Download a	Workflows Publish	
New	Open & Check Out	Manage	Actions	Share &	Track	Copies	Workflows	Tags and Notes
Announcements		Upload 😴 Sync	Share Wy submissions	More V	5	C		
Announcements	All Documents A	No.	My submissions	••• Find a file		D		
	All Documents A	Approve/reject Items	My submissions Description	••• Find a file Modified	Modified	By Approval		oroval
Calendar	All Documents A	Approve/reject Items	My submissions	••• Find a file	Modified	-): 3 201 20		proval

4. The following dialog box will appear:

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

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



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

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

D'ocarriento.	Change Item Orde
tem Order	
Under "Position from Top", select a	number for each item.
Position from Top	Name
1 7	Documents
1	Tutorial
2	Important Information
4	SharePoint Introduction
5	Hardware&System Requirements
6 7	Test

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

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

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

8.4 Creating New Multimedia Content

To create new multimedia content, do the following:

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

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

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

Journenits - 1	Wildlife.wmv	/				
EDET						
ave Cancel P	A Cut	N Delete Item				
Commit	Clipboard	Actions				
Items on this I	ist require conte omeone with pr	nt approval.	Your submissio	n will not appe	ar in public vie	ws until
opprotes of a	oneone marp	opernynsi	nore mornious	in on content o	pprovide	
ontent Type	Multimedia	and the second				
	Create any ty	ype of Multim	edia files (video, a	udio, stream etc	-)	
edia Player						
		0=	Id Dowr	load		
	300	× 200	Dowr	load Copy to clipboa	rd	
escription	300	× 200			rd	
lescription				Copy to clipboa		
escription			🖾 Play	Copy to clipboa		
escription			🖾 Play	Copy to clipboa		
escription			🖾 Play	Copy to clipboa		
			🖾 Play	Copy to clipboa		1
eywords			Play	Copy to clipboa 王律谏(人		1
		I	Play	Copy to clipboa		
eywords art Date			Play	Copy to clipbos]
ywords	A At 10	pproval start d	Play	Copy to clipboa 王律谏(人		1
ywords art Date	A At 10	pproval start d	Play	Copy to clipbos]

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


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

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

CULICACE	Computers and Techno	logy Course		Search this site
CCLMS365 On-Premises	Compute	rs and Teo	chnology C	ourse
Tools				Assignments
📢 Announcements	Getting started wi	ith your course		There are no items to display
Calendar	8			Drop Box
Documents				ырвох
📑 Discussion Board				new item or edit this list
🗬 Chat				✓ 🕑 Title Assigned To Created By Comments Completed Creat
👝 Mailbox	Add new learning		Set up your	There are no items to show in this view of the "Drop Box" list.
🖶 Links	paths	Add quizzes	gradebook	

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

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



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



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

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

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

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





8.5 Creating Basic Page

Basic page option allows creating HTML pages.

To create new basic page, do the following:

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



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

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



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

8.6 Creating a Wiki Page

To create a new wiki page, do the following:

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





Name Dama		
New Page		
Name * Learning management syste		
Wiki Content		
A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of e-learning education courses or training programs. ^[1]		
LMSs range from systems for managing training and educational records to software for distributing online or blended/hybrid college courses over the Internet with features for online collaboration. Colleges and universities use LMSs to deliver online courses and augment on-campus courses. Corporate training departments use LMSs to deliver online training as well as automate record-keeping and employee registration.		
Description		
Click for help about adding basic HTML formatting.	l.	
Click for help about adding basic HTML formatting.	Ĺ.	
Click for help about adding basic HTML formatting. Keywords LMS; Learning Management System Link Target Self	4	
Click for help about adding basic HTML formatting. Keywords LMS; Learning Management System Link Target Self	i.	
Click for help about adding basic HTML formatting. Keywords LMS; Learning Management System Link Target Self Secify your own value: Name of window where link will be opened when clicked		
Click for help about adding basic HTML formatting. Keywords LMS; Learning Management System Link Target Specify your own value: Name of window where link will be opened when clicked		
Click for help about adding basic HTML formatting. Keywords LMS; Learning Management System Link Target Specify your own value: Specify your own value: Include Start Date 2/17/2016 I2 AM * 00 *		
Click for help about adding basic HTML formatting. Keywords LMS; Learning Management System Link Target Specify your own value: Specify your own value: Name of window where link will be opened when clicked Start Date 2/17/2016		
Click for help about adding basic HTML formatting. Keywords LMS; Learning Management System Link Target Self Specify your own value: Name of window where link will be opened when clicked Start Date 2/17/2016 12 AM 00 Scheduled approval start date		
Click for help about adding basic HTML formatting. Keywords LMS; Learning Management System Link Target Specify your own value: Specify your own value: Name of window where link will be opened when clicked Start Date 2/17/2016 12 AM • 00 • Scheduled approval start date End Date		

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



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

8.7 Creating a Website Package

To create a new website package, do the following:

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

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

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

		On-Premises
BROWSE EDIT COURSE TOO	OLS	🖸 SHARE 🏠 FOLLOW 🗔
Save Cancel Paste Copy Commit Clipboard	Delete Item Actions	
Recent		require content approval. Your submission will not appear in public views until approved by someone with proper rmation on content approval.
Site Contents	Default file	[Content_Types].xml Specify default file to show when browsing package content
	Description	Teacher Manual
		Click for help about adding basic HTML formatting.
	Keywords	
	Start Date	Scheduled approval start date
	End Date	12 AM ¥ 00 ¥
		Scheduled approval end date I3 PM by ageucheva_a I6 2:43 PM by ageucheva_a Save Cancel

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

8.8 Uploading Document

To upload a document, do the following:

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

BROWSE	FILES	LIBRARY													C SHARE	合 FOLLOV	N J
New ocument+	Upload Document	New Folder	Edit G	Check Out Check In Discard Check Ou	View	Edit roperties X	Change Item Order	Share Pi	in/Unpin this list	Create shortcuts	Alert Me +	☆ Dow	load a	Workflow	s Publish	Tags Not	
	New		Open 8	& Check Out	Man	nage	Actions		Share 8	: Track			Copies	W	orkflows	Tags and	d Note
			(New 👤 U	Jpload 💋	Sync 🔇	🕽 Share 🛛	More 🗸									
NA 🦦	nnounceme alendar	ents	All D	ocuments A	pprove/reject It		ubmissions	More 🗸	Find a file		March	Q		64.4×			
Ca		ents	~	ocuments A	pprove/reject It	items My su	V/ 185 EV		Find a file Modified	2		fied By	Approval		Scheduling	Approval	
All	alendar		All D	Pocuments A	pprove/reject It nents	items My su	ubmissions		Find a file Modified February :		🗆 ag	fied By	Pending)			
All	alendar ocuments iscussion Br		All D	Name Documents A Name Docum Do	pprove/reject It	tems My su	ubmissions		Find a file Modified	15	🗆 ag	fied By	Pending Approv) ed	Scheduling In Progre In Progre	55	





4. The following form will be opened:

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

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



LMS365

EDIT		
Save Cancel S	Clipboard Actions	
	st require content approval. Your submis omeone with proper rights. More inform	
Content Type	Document Create a new document.	
Description	Check your knowledge	
Description	Click for help about adding basic HT	
ink Target	Click for help about adding basic HT Specify your own value: Name of window where link will be open 12	
	Click for help about adding basic HT Specify your own value: Name of window where link will be open Scheduled approval start date	ed when clicked

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



8.9 Managing Documents

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

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

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

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

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



Courses	Grade Book	Learning Path Gallery
Libraries (h)	4 items Modified 23 hours ago	0 items Modified 2 weeks ago
Lists		0.0
Discussions		
Sites	List Publishing Scheduler	Mailbox
Site Contents	0 items Modified 2 weeks ago	0 items Modified 2 weeks ago
	Plagiarism 0 items Modified 2 weeks ago	Quiz 1 2 items Modified 24 hours ago
	Reports 0 items Modified 2 weeks ago	Reusable Content 3 items Modified 2 weeks ago
	SCORM Storage 0 items Modified 2 weeks ago	Site Collection Documents 0 items Modified 2 weeks ago
	Site Pages 3 items Modified 21 hours ago	Style Library 28 items Modified 2 weeks ago

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



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



-	st Information
N	ame:
N	eb Address:
D	escription:
0	ieneral Settings
-	List name, description and navigation
8	Versioning settings
	Advanced settings
	Validation settings
	Validation settings Column default value settings
1	and the second sec
	Column default value settings
	Column default value settings Audience targeting 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:**

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

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



Si	te l	Page	S 🛛						ç
Ð	new \	Wiki pag	e						
All Pa	ages	By Author	By Editor		Ded < file	0			
1	D ;	Name		exam	ple.aspx	:	×	Created	
		example1 #		Change	d by you or	n 7/23/2013 3:05 PM		3 minutes ago	
*		example 🗱	{	Shared	with lots of	people		5 minutes ago	
		Home		http://	sp2013-iwa	/sites/c1/SitePages/examp	int	July 10	
	8	Roster	22.0				int	July 10	
	8	Staff		OPEN	SHARE		Int	July 10	
	-					Publish and Approve	31 P	<i>.</i>	
						View Properties	5		
						Edit Properties			
						Check Out			
						Publish a Major Version	n		
						Version History			

8.10 Creating Links to Documents

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

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

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



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

Items on this list require approval.	ire content approval. Your submission will not appear in public views until approved by someone with proper rights. More information on content
Content Type	Link to a Document
	Create a link to a document in a different location.
URL*	Type the Web address: (Click here to test)
0500	https://en.wikipedia.org/wiki/Hardware
	Type the description:
	https://en.wikipedia.org/wiki/Hardware
Description	
	Click for help about adding basic HTML formatting.
and the second second second	
Keywords	
Link Target	● _self ▼
	Specify your own value:
	Specify your own value.
	Name of window where link will be opened when clicked
	Hante of Hindow where and while opened when choose
Start Date	12 AM ¥ 00 ¥
	Scheduled approval start date
End Date	
cito Date	12 AM ¥ 00 ¥
	Scheduled approval end date
Open this Web Part Page Open Web Part Page in m	in maintenance view to delete problem Web Parts and remove personal settings. Jaintenance view
Created at 2/3/2016 3:37 PM	hy aneurbeva a
Last modified at 2/3/2016 3:3	

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

8.11 Sharing Documents

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

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



To activate the feature, do the following:

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

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

Activate

Once the feature is activated, you may share documents.

8.11.1 Creating document shortcuts between courses managed by the same teacher

To create a shortcut, do the following:

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

BROWSE FILES LIBRARY					🖸 SHARE 🏠 FOLLOW [
New Upload New Document Document Folder	Edit Document & Discard Check Out	Change Item Share	Pin/Unpin this Create shortcuts		khows Publish
New	Open & Check Out Manage	Actions	Share & Track	Copies	Workflows Tags and Notes
Tools	Hew T Upload Sync	G Share Mor My submissions	e 🗸 Find a file 🖉		
Calendar	✓ D Name	Description	Modified Modified By	Approval Status	Scheduling Approval
Discussion Board	Documents		February 3 🛛 🗌 ageuchev	a_a Pending	
Chat	Important Information			a_a Approved	In Progress
	SharePoint Introduction		February 15 👘 ageuchev	a_a Approved	In Progress

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



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



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

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

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

8.11.2 Sharing documents between all organizations, courses or SharePoint libraries

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

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



BROWSE FILES	LIBRARY							Q SH	iare 🕁 follow 🕻
New Document 🧅	Edit Document	View Propertie	Edit Properties X	Change Item S	hare Pin/Unpin this		Download a	Workflows Pu	ublish
New	Open & Check Out		Manage	Actions	Share	& Track	Copies	Workfic	ows Tags and Not
Tools	ments	All Docu	-	100	: 🗘 Share My submission	1	a file	Q	
	ments			ove/reject Items		1	a file	Q	
📢 Announce	ments	All Docu	ments Appro		My submission	ns ••• Find			Scheduling Approval
🥡 Announce	ments		ments Appro	ove/reject Items		ns ••• Find Modified	Modified By	Approval Status	Scheduling Approval
📢 Announce	ments ts	All Docu	Ments Appro Name Document	ove/reject Items	My submission	ns ••• Find		Approval Status	Scheduling Approval
Announce Calendar	ments ts	All Docu	Ments Appro Name Document	ove/reject Items	My submission	ns ••• Find Modified	Modified By	Approval Status Pending	Scheduling Approval

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:

CLMS365 On-Premises	Introductory Course New link to a document: ₀		
Tools Announcements Calendar	Document Link Specify the name and URL of the document you want to link to. Select document	Document Name:	×□
Cocuments Cocuments	Select document	SharePoint - 80	
Mailbox Charles Mailbox Charles Charles Meports Carring Module Methods Carring Module Methods Carring Module Carring Automatic Carring Conference Carring Carde Book Carring Carde Book	 Content Package Storage Course Links Documents Tutorial.docx MaDrop Box Equations Equations Form Templates Generated Reports Grade Book A Learning Module Gallery ELinks Ulist Publishing Scheduler 		
 Pelp Tracking Wiki Pages Seating Chart Learners & Groups Staff 	GaMailbox Anew Learning Module Anew Learning Module Applicture Library Applic		
Roster Site Contents		OK Cancel	

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



8.12 Creating Equations

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

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

To activate the feature, do the following:

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



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

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

1. Go to Site Contents > Equations:



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



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

3. Fill in the Equation creation form:

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

• Equation Name – type equation name;

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



g Equation Editor	
File Edit View Format Style Size Help	
S== 10 161 100 +001 AV3 Enc 3008 AU8 AD8	
000 H# <00 2020 040 00 ~~-00 =■	
ardfardf	
11111	
11111 <u>asdfasdf</u> asfasdfasdf	
usyusuj	

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

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

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

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

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



BROWSE FILES LIBRARY		
CLMS365 On-Premises	≝ ₩_LMS Equations ©	
Recent	Equation	
Rooms	111111 asfasdfasdf	
Question Pool	asfasdfasdf	
Reports	$E = mc^2 \frac{1}{10} m w$	

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

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

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

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

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

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



n I PM I 00 I signment o students. I 2 AM I 00 I assignment. d after this time hue.
ignment signment. assignment. d after this time
assignment. d after this time
assignment. d after this time
assignment. d after this time
d after this time
Aures ;
12 AM 💌 00 💌
e system will ir this assignment. efault to the Due Date.
of mass-energy equivalence in your calculations:
(



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:

	Create Actions -	1odules ©		
	Name arning Modules	Description	Total Attempts	Last Modified
2	Hardware Requiremen	its	1	1 minute ago
	Hardware Tutorial		0	7 minutes ago
5 Introduction		0	12 minutes ago	
-	New Learning Module		4	3 months ago
	SCORM 1		1	5 minutes ago

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

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

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

A user can add learning modules in two ways:

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

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



9.1 Creating Learning Modules

To create a learning module, do the following:

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

1 Introductory Course		Search this site
Create Learning N	1odule	
Name and Description Type a new name as you want it to appear in	Name:	
headings and links throughout the site. Type a	Introduction	
descriptive text that will help site visitors use this resource.	Description:	
this resource.	Introductory Module	
	Show Welcome Page	
	Welcome Message	
	Now you will start the first module in that course.	
	This is shown to learner before beginning the Learning M	todule.
	Completion Message	
	Congratulations! You have completed the Learning Mod	999-120
Advanced settings:		
Certification	Certify:	
Provide settings for setup certification process	Ves No	
	60	
	Certificate Template URL (Click here to test):	
Scheduling		
Specify scheduling options Attention! This	Schedule	
feature will remove all unique items	Yes No	
permissions.	Start Date	
	12 AM ¥ 00 ¥	
	End Date	
	12 AM ¥ 00 ¥	
		OK Cancel



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

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

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

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



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

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

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

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





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

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

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

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

AICC

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

- From the Item Type list select the AICC option:

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



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

Assignment

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

Follow the steps given below:

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

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

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

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

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

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

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

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

✓ other than 'Not started' assignment task status

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

✓ 'Submitted' or 'Approved' assignment task status



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

✓ 'Approved' assignment task status

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

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

Chapter

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

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

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

Content

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



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

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

Document

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

- From the Item Type list select the Document option:

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

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

Select document	_ ×
Select document	Help
🗅 List.txt	
Tasks.docx	
· · · · · · · · · · · · · · · · · · ·	
File Name	

File

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



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

Item settings Please perform settings related to this item type	File Name		
	10-06-2013 15-55-30.png	Delete	
	Choose File No file chosen		Upload
	Maximum file size 2047 megabyte	5	

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

NOTE: The system supports the following file formats:

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

Link

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

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



Quiz

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

- From the Item Type list select the Quiz option:



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

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





SCORM

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

- From the Item Type list select the SCORM option:

Use:	M 1 💌 e last attempt 🛛 The best attempt
------	--

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

Survey

To add the needed survey, do the following:

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

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

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



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

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

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



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



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

9.2 Learning Module Templates

9.2.1 Saving Learning Module as Template

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

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



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

3. The following form will appear:

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

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


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

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

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

9.2.2 Saving Learning Module as Template Including Content

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

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

Hardwa	ire Require	ements + Learning M	Iodule Settings
Learning Module Ir	formation		
Name:	Hardware Requireme	ents	
Web Address:		3/sites/intr/LearningPaths/Hardware Requirements/	Allitems.aspx
Description:			
General Settings		Permissions and Management	Communications
= Title, description a	nd navigation	Delete this learning module	 RSS settings
Advanced learning	g module settings	Save learning module as template	
Rating settings		Permissions for this learning module	
Audience targetin	g settings	Save learning module as template incl. content	ent
Publishing		Workflow Settings	
Form settings		Enterprise Metadata and Keywords Settings	
		Information management policy settings	

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

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

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



Introductory Course		
earning Module	es - Create	
Learning Module f	from Template	
- So Learning Woddle I	ion remplate	
Learning Module	SCORM/AICC	LRM
Learning Module	SCORM/AICC	LRM
Learning Module from Template	More	More
Template 1		

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

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



Create Learning M	lodule
-------------------	--------

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

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

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

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



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

9.3 Adding Items to the Forced Sequential Order

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

It can be set on the Learning Modules page:

1. Click 'Actions' > 'Prerequisites':



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

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





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

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

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

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

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

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

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

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



My Learning Modules	
Introduction	
Hardware Requirements	
Hardware Tutorial	
New Learning Module	
SCORM 1	
	S 💽

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:

ntroduction	
Hardware Requirements	
Hardware Tutorial	
) 🔒
New Learning Module	_
	E
SCORM 1	

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:

CLMS365		1	Search this site		
On-Premises	INE	w Learning	j Module		
Tools	0	Title	Created By	Finished	Passed
Announcements		Attempt #1	ageucheva_a	Yes	Yes
Calendar		Attempt #1	🗆 Learner 10.	Yes	Yes
Documents		Attempt #2	ageucheva_a	Yes	Yes
🚅 Discussion Board		Attempt #1	🗌 Assistant 3	Yes	Yes
Chat	🗣 Ad	d new item			

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

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



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

New New Folder	View Edit	Version History	Attach File	Tags & Notes	Workflows Approve/Reject	
New	Ma	nage	Actions	Tags and Notes	Workflows	
Site Contents			Title			📄 Created By
		2	Attempt	#1		ageucheva_
				#2 CINEW		ageucheva_

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

9.4.2 Editing Learning Module

To edit a Learning Module, do the following:

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

	Create Actions -	lodules ₀		
	Name ming Modules	Description	Total Attempts	Last Modified
60	Hardware Requirement	ts	1	1 minute ago
8	Hardware Tutorial		0	7 minutes ago
20	Introduction		0	12 minutes ago
20	New Learning Module		4	3 months ago
	SCORM 1		1	5 minutes ago

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





CLMS365 On-Premises	Introductory Course Learning Modules o		
Tools	Create Actions •		
Calendar		Description	
Documents Discussion Board Chat Chat			
		<u> </u>	
🖂 Mailbox	All Attempts	6	
🛞 Links	🔏 New L 🕞 Settings		
E Reports	SCORI 🗙 Delete		

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

10.00	ng Module lutorial.docx	
	Hardware Tutorial	·]
1	Edit	i Requirements.pdf
	Move Up	
⇒ A	Move Down	
Vie	Delete	

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

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

 Attempt #2
 ageucheva_a
 Yes
 Yes

 Attempt #1
 Assistant 3
 Yes
 Yes

 When you open the Attempt for view, status of each separate item is displayed:
 Image: Attempt #1
 Image: Attempt #1



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

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:

40.00	ng Module lutorial.docx	
D	Hardware Tutoria	I •
1	Edit	ı Requirements.pdf
-	Move Up	
= A	Move Down	
Vie	Delete	

9.4.4 Specifying Item Prerequisites

To specify prerequisites for an item, do the following:

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



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

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

7. Click OK to save the changes.

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

Situation 1:

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

We have the following data:

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

The Actions:

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

Learning Module
Important Information.aspx Quiz 1 AICC 1 •
Edit
Move Up
Move Down
Delete
View (click to edit)
All Items



b. The following dialog box will appear:



Situation 2:

AICC1
Essay in English Literature
Your attidute to our lectures
Chapin 3

We have the following data:

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

The Actions:

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



9.4.5 Deleting Learning Module

To delete a learning module, do the following:

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





5. The following form will appear:



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

9.5 Passing the Learning Module

To start the learning module, do the following:

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





Le	earning Modules 🛛
m	Create Actions -
	Name Description
Lea	rning Modules
~	Hardware . Requirements
	Start
	All Attempts
	😡 Settings
66 2	X Delete
00	Module

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

2
13

3. The following page will appear:

BROWSE		🗘 SHARE 🔮	Follow
CLMS365 On-Premises	[⊴] course 1 Hardware Requirements	Search this site	م
Tools 🥪 Announcements 🥅 Calendar			NEXT
🛱 Documents 📽 Discussion Board 🗨 Chat	You are about to begin attempt 1		



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



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



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



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

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



Hardware Requirements

Table of Content 🗸



You did not complete this Learning Module.

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

Hardware Tutorial

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

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

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

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



E-signature	
Terms And Conditions	
By clicking on the confirmation button I am acknowledging that I have completed this training and my password is my signature.	
Your password	

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

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

9.5.1 Passing Quiz inside a Learning Module

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

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



9.5.2 Passing Assignment inside a Learning Module

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

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

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

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

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



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



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

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

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

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

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

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

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

9.5.3 Viewing Learning Module Certificate

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

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



Le	earning I	Modules 🛛
m	Create Actions	
	Name	Description
Lea	ming Modules	
~	Hardware . Requirements	
-	Start	
	All Attempts	
	🗊 Settings	
6 D	X Delete	
00	Module	

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

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

3. Click the Certificate icon to open the Certificate:

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



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



9.6 SCORM Content

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

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

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

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

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



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

9.6.1 Uploading SCORM Compliant Course Content

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

To upload a SCORM package, do the following:

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

-	earning Modules ®
m	Create Actions -
	Name
Lea	ming Modules
35	Hardware and System Requirements
8	Hardware Requirements

3. Choose **SCORM/AICC**:

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

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



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

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

In the Advanced settings section select the following options:

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

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



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

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

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



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

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



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

BROWSE					
CLMS365 On-Premises	SCORM 2				
Tools Announcements Calendar Couments Documents Discussion Board	Welcome to the Basics of Solitaire This lesson will teach you the basic knowledge needed learn how to play two of the most popular versions of Solitaire.	d to pla		/	
File Find Disable View Images Cac HTML CSS Console Script Pri	he Tools Validate Browser Mode: IE9 Compat View Document Mode: IE filer Network	8 standar	ds 🖌		
la 🙀 🖬 😚 🖸 🗷 💌		Style	Trace Styles	Layout	Attributes
<pre> DOCTYPE htmL PUBLIC "-// ⊕ <html <="" dir="ltr" lang="en-US" pre=""></html></pre>	W3C//DTD XHTML 1.0 Strict//EN""http://www.w3.org/TR/xhtmL1/				

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

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

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



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

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

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

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

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

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



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

- A new window;
- The table of contents;
- The control flow mode;
- The navigation buttons;
- **NOTE**: When the package is opened in the **Review** mode, it may allow a user to navigate between the nodes. Also it allows users to show both the user's answers and the correct answers for the assessments. The later depends on the SCORM package. When a user opens an unfinished attempt in the **Review** mode, he is redirected to the first slide, as opposed to a slide where he stopped the attempt. He/she cannot continue

the attempt from the **Review** mode. The **Review** option is available for learners as well.

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

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

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

User can continue attempt from the following places:

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



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

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

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



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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

Advanced SCORM Grade Options				
When enabled, you can define what parameter will be used for calculating the grade (percentage) in GradeBook. Note: Scale parameter (if present in the package) overrides this setting.	Enable advanced grade options SCORM grade options:			
	🔘 Use SC	ORM su	ccess status	
	Use SC	ORM po	pints	
		Min: 0		Max: 100

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



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

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

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

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

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

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

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

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

The setting can be changed during SCORM creation or editing.

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

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

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

9.6.2 Previewing SCORM

To preview uploaded SCROM, do the following actions:

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



SCORM 1	-
	Start
	All Attempts
	🗊 Settings
	🗙 Delete
	Browse

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

ОК	Apply & Preview	Cancel	

SCORM package will be opened for preview with current settings.

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

9.6.3 Saving SCORM as Template

To save SCORM as template, do the following:

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





earning Modu	les o
Name Learning Modules	
Hardware Tutorial	Start
New scorm	All Attempts
	Settings
	× Delete
	Browse

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

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

5. Fill in the open form:



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

- 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:



C/LMS365	🖄 Introductory Course	1.1
On-Premises	Learning Mo	dules o
Tools	Create Actions -	
Announcements	Mana	Decoleties
Calendar	Name Learning Modules	Description
Documents	& Hardware Requirements	-
Discussion Board	Hardw Start	-
Chat	ardw	
🙆 Mailbox	All Attempts	
😤 Links	🔏 New L 🗔 Settings	
Reports	SCORI 🗙 Delete	

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

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


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

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

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

#### 9.6.5 Linked SCORM

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

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

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

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

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



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

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

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



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



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

Upload Content Pa	ckage
Upload Content Package Select Content Package package to upload	Package containing FLASH is not supported in iOS, Android. Use HTML5 based package instead.
	Name Choose File SCORM Fairng 2010.zip
	Overwrite existing files OK Cancel

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



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

CLMS365 On-Premises	<u>Inew course</u> Learning Module	iles o
Site Contents	Create Actions -	Description
	Learning Modules	0.000
	8 Hardware Requirements	
	🚞 Hardware Tutorial	

3. Choose SCORM/AICC:

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



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

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

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

Select Content Package		×
Select Content Package		Help
		^
■ HTW_Org		
Respuestory		
AsspLMS Organization		
Grading i for REM (SCORM)		
■ ₩LMS 4.3.0.19		
🗟 🖓 SharePoint LMS		
🖻 🚜 Course 1		
🖻 🔚 Content Package Storage		
points_max points points_only		
Url: /sites/c1tw/ScormsStorage/points		
	ок	Cancel

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



		<b>kage Storage</b> feature is deactivated on a site collection, a site collection, a site collection, a site collection or course where such
NOTE	found on a regular SCORM's	ge will look alike and have the same options that can be settings page. The only difference is that a user will be able riginal SCORM package in the SCORM Information section
	Linked package SCORM Information Name: Web Address: Description: Content package: General Settings	ge • SCORM Settings Linked package http://qnd-fe01:42797/sites/c1tw/Scorms/Linked package/AllItems.aspx http://qnd-fe01:42797/sites/c1tw/ScormsStorage/points Permissions and Management
	Title, description and navigation	Delete this SCORM
NOTE:	SCORM resource in the stora if a user has per if not – under t if application pr list, and the use In case SCORM package was	ed SCORM attempt, the system checks his permissions to age list: rmissions it opens the resource under the current account; he application pool account; bool account permissions were removed from the storage er does not have permissions there, s/he gets access denied. Is deleted from the <b>Content Package storage</b> list, the user Selected SCORM is not found. Contact course administrator

### 9.6.6 View SCORM attempt

for more details".

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

BROWSE ITEMS LIST						
CLMS365	₫ cou S C	rsel Home ORM 2				
On-Premises	SC					
Site Contents		Title	Created By	Completion Status	Success Status	Point
		Attempt #1 0 Htv	Learner 1	No		
		Attempt #2 Biew	Learner 1	No		
		Attempt #3 a ww	Learner 1	Yes	Yes	100



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

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

For Learner it is shown in the following way:

SCOR	M 2 - Attempt #4	×
Review	Close	Download Print
You ha	ave completed: SCORM 2	
You ha	ave scored 100 and have passed	
You m	ay download or print your certificate by cl	licking the button above.
ihhhha	aaa	
Scale		
Time		
Interne	tions	
interac		

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:

CORM 2 - Attempt #1	>
Continue Review Delete Close	
ihhhaaaa	
Scale	
Time	
Interactions	
Miscellaneous	

For Learner it is shown in the following way:

SCORM 2 - Attempt #2	×
Continue Review Close	
ihhhhaaaa	
Scale	
Time	
Miscellaneous	

The following buttons are placed in the ribbon:

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

# 9.7 AICC Content

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



### 9.7.1 Uploading AICC

To upload an AICC package, do the following:

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

CLMS365 On-Premises	Description in the second s	S 🛈
Site Contents	Create Actions -	Description
	Learning Modules Hardware Requirements Hardware Tutorial	

3. Choose SCORM/AICC:

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

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

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

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

In the Advanced settings section select the following options:



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

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



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

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

Allow Resizing	
Minimal size	of AICC content window:
Width:	рх
Height:	рх

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



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

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

The setting can be changed during AICC creation or editing.

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

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

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

To import AICC template, do the following:

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



CLMS365 On-Premises	Learning Mod	ules 🛛
Site Contents	Create Actions -	Description
	Learning Modules Hardware Requirements Hardware Tutorial	

3. Choose More...:



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

Site Settings + Imp	ort Temp	lates		
Template Gallery Choose gallery to import templates from	Template Gallery:			
		Change 👆	ОК	Cancel

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



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

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

#### 9.7.2 Viewing AICC

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

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



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

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

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

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



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

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

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

The form under consideration displays the following content and functionality:

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

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





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

1	Point Value: 10
	Submit

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



AICC 1 - Attempt #3

Question 1 of 3:		Point	Value: 10
Select 1			
○ 2			
О з			
© 1	Feedback Correct	on	
		Submit	
Score so far: 0 points out of			-



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

Question 3 of 3:		Point Value: 10
select 3		
0 2		
0 1		
© 3	Feedback	×
	Correct	
	Pinan	
		Submit

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

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

11. Click Finish to see the Quiz Results table:



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

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

~	Question 1 of 3:		Correct	1.	Point Value: 10
	Select 1				
	02				
	→ © 1				
	O 3				
	(Quiz Revi	iew)		I Pre	vious Next I



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

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



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



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



The following AICC statuses can be considered:

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



Finish

AICC 2 - Attempt #1

You finished this AICC. Press Finish to leave

Your Status for this AICC is incomplete

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

To view the attempts, do the following:

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

Title	Created By	Status	Points
Attempt #1 0 mm	Learner 1	Yes	100
Attempt #1 arev	Teacher 1	No	

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

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

### 9.7.3 Managing AICC

To manage AICC, do the following:

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



Le	earning Mod	ules o		
m?	Create Actions -			
	Name	Description	Total Attempts	Last Modified
Lear	rning Modules			
8	AICC1		1	1 minute ago
2	Hardware and System Requirem	ents	0	11 minutes ago
2	Hardware Requirements		1	9 minutes ago
	Hardware Tutorial		2	1 minute ago
	Introduction		0	2 hours ago
	New scorm		1	9 minutes ago

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

Le	earning N	∕lodules ₀	
Lea	Create Actions • Name arming Modules	2.5	escription
	AICC1	*	
20	Hardware Requirer	Start	
8	Hardware Tutorial	All Attempts	
8	Introduction	THE POINT OF CARE	
-	New scorm	Settings	
	2	X Delete	

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



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

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; •

Create view

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

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



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

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

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

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



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

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

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

2	Are you sure you want to send this AICC to the site Recycle Bin?
-	

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

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

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

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

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



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

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

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

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

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

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

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

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

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



Content Type					
Select the type of items that will	Run on items of this type:				
run the workflow. If the workflow	This List				
that you want to add is a content type workflow, select the name of the content type.	The type that you select filters the list of	work	flow templates.		
Workflow					
Select a workflow to add to this	Select a workflow template:				
list. If a workflow is missing from	Assignments generator		(iii)		
the list, your site administrator may have to publish or activate it	Assignments review Check document				
may note to possible of accrete. It	Process				
	Description:				
	Launch assignment generation using specified schedule				
Name Enter a name for this workflow. The name identifies this workflow.	Enter a unique name for this workflow:				
Task List			9 M		
Select the name of the task list to	Select a task list:		Description: A place for team or personal tasks.		
use with this workflow, or create a new one.	Tasks		A place for ream of personal rasks.		
History List					
Select the name of the history list	Select a history list:		Description:		
to use with this workflow, or create a new one.	Workflow History		This list is used by SharePoint to store the history events for workflow instances.		
Start Options					
Specify how this workflow can be	Allow this workflow to be manually started by an authenticated user with Edit Item permission				
started.	Require Manage Lists Permissions to start the workflow.				
	Start this workflow to approve publishing a major version of an item.				
	Creating a new item will start this workflow.				
	Changing an item will start this workflow	W.			
			OK Cancel		

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

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

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



List RSS	Allow RSS for	this list?				
		No				
	9 163 G	NO				
RSS Channel Information	Truncate mult	ti-line text fields to 256 chara	icters?			
Specify the channel elements that define the RSS feed.	© Yes   No					
Jenne une Kas reeu.	Title					
	Coursel: A	JCC 1	6			
	Description:					
	RSS feed for the AICC 1 list.					
	NO PERIOR DE PROCIENT					
	Image URL:					
	/sites/c1/_	layouts/15/images/siteIcon.p	ing			
	(Click here t	to test)				
Columns						
Select the columns to display in the RSS description. Items		Select all				
marked with an asterisk (*) are	Include	Column Name	Display Order			
napped to standard RSS tags. or example, "Created by" is napped to the RSS "Author" tag.		Points	1 🔳			
		App Created By	2 •			
		App Modified By	3 💌			
	E	Attempt #	4 -			
	100	Created By	5 💌			
	(FT)	End Time (*)	6 💌			
	(***	Folder Child Count	7 💌			
	回	Item Child Count	8 💌			
	1771	Modified By (*)	9 -			
	<b>F</b>	Selection Checkbox	10 -			
		Start Time	11			
	<b></b>	Status	12			
	(m)	Title (*)	13			
	(1) (1)	Version	14			
	6.1	YCSION	14			
Item Limit	Maximum ite	ems to include:	2			
The RSS feed includes the most recent changes.	25	9878910-1167910-1169				
	Laconst	ays to include:				
	7					
		Defaults OK	Cancel			

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



#### 9.7.4 Including AICC into the Learning Module

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

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

	arning Modu	es o		
m,	Create Actions -	Description	Total Attempts	Last Modified
Lear	ning Modules			
2	AICC1		1	1 minute ago
	Hardware and System Requiremen	ts	0	11 minutes ago
2	Hardware Requirements		1	9 minutes ago
	Hardware Tutorial		2	1 minute ago
2	Introduction		0	2 hours ago
-	New scorm		1	9 minutes ago

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

CLMS365 On-Premises	≜ Introductory Course Learning Mc	odules o
Tools Announcements	Create Actions - Name Learning Modules	Description
E Documents	Hardware Requirements	-
Piscussion Board	Hardw Start	-
Chat	Hardw All Attempts	
Mailbox	🔏 Introdi	
El Panorte	SCOR X Delete	
Reports	SCOR X Delete	

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



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

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

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

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



#### 9.7.5 Links

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

To access the course links, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Links**. The list of course links will be shown in the main workspace area:

BROWSE COURSE TOOLS	EMS LIST				🗘 SHARE 🟠	FOLLOW [
Con-Premises	∄ software o Links				Search this site	Q
Recent	🗐 Туре	Link	Notes	Approval Status	Scheduling Approval	
Library		Wikipedia		Pending	In Progress	
Site Contents	D	Software Testing	A very useful article	Pending		
	🗣 Add new li	nk				

3. In the list of links, click a reference to a resource that you want to open. The system may be tuned to track whether course links were visited by the Student or not.

The **Type** icon to the left of each link allows you to view <u>detailed link information</u>;

NOTE: Column names at the top of the list are clickable and allow you to sort links in ascending or descending order or apply a filter to the list:
Use the Link Name or column names to sort links alphabetically;

- To sort visited and not visited links in the list, click the Visited link in the column head and choose one of the following options from the context menu:
  - Sort Ascending/ Descending to sort links by state in the required order;
  - Clear Filter to remove the filter criteria for the Visited column;
  - **False/True** to show only not visited/visited links in the list.

The **Actions** and **Settings** buttons at the top of the list allow performing actions and operations typical for SharePoint. Note, that these buttons are visible to users whose permission level presupposes this.

# 9.8 Creating Links

To create a new link, do the following:

- 1. Enter the necessary course;
- 2. On the left **Tools** menu, click **Links**. The system will open a list of links;
- 3. Click Add new link. The following form will be opened:



Title *	Software Testing
URL *	https://en.wikipedia.org/wiki/Software_testing
Notes	A very useful article
Keywords	
Start Date	Image: Scheduled approval start date
End Date	Scheduled approval end date
New Window	8

- 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:

Create a nev	v folder		
Items on the approved b	is list require content approval. Your s by someone with proper rights. More in	ubmission will not appear in pub formation on content approval.	lic views until
	1st tem students		_
Name	1st tem students	1.11 a.m.	

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



# 9.10 Viewing Link Details

To view the link details and manage its properties, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Links. The system will open a list of links;
- 3. Choose the necessary link and click the View Item icon in the Items tab:

BROV	VSE VIEW CO	URSE TOOLS		
Edit Item	Version History Shared With Delete Item Manage	<ul> <li>Alert Me</li> <li>Approve/Reject</li> <li>Workflows Actions</li> </ul>		
	ent ibrary Contents	Title URL Notes	Software Testing https://en.wikipedia.org/wiki/Software_testing A very useful article	
		Keywords Start Date End Date New Window	No	
		Approval Status Created at 2/3/20		Close

- 4. Use the options on the toolbar to perform the following operations:
  - Click Edit Item to edit link properties (for details, see <u>chapter 9.8</u> "Creating Links");
  - Click **Delete Item** to delete the link;
  - Click Shared With to assign users and group permissions for this link;
  - Click Approve/Reject Item to approve or reject the link;
  - Click Workflows to manage workflow steps;
  - Click **Alert Me** to manage notification settings.

### 9.11 Managing Folders and Links

To manage previously created folders, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Links**. The list of available documents will be shown in the main workspace area:



🔲 Туре	Link	Notes		Approval Statu:
۵ ۵	Wikipedia Software Testing	Edit Item		Approved Approved
🕈 Add new lin	ik	Delete Item View Item		
		Advanced	•	Manage Permissions Compliance Details
				Follow Approve/Reject
				Workflows
			- 1	Alert me

- 3. From the drop-down list of the necessary item, select one of the following options:
  - View Item to view link or folder details;
  - Edit Item to modify folder or link properties (for details, see <u>sections 9.8</u> "Creating Links" and <u>9.9</u> "Creating Folders");
  - Approve/Reject to approve or reject the item;
  - Workflows to manage workflow steps;
  - Alert Me to manage notification settings;
  - Manage Permissions to manage permissions for the link;
  - Compliance Details to determine what retention stage an item is in. You can also take action to keep this item in compliance with organizational policy;
  - **Follow** to follow the link and get updates in your newsfeeds;
  - **Delete Item** to delete the folder or link from the list.

# 9.12 Links Tracking

To track what links are used, do the following:

- 1. In the List section enter the View drop-down menu at the right top corner of the page;
- 2. Choose Visited or Not Visited to see what links have been clicked:





	*	🎲 Modify View 🚽	Current View:	
View Quick	Create	합 Create Column	All Links +	
View Quick Edit	View	Navigate Up	Default	Tags & Notes
View Format		Manage V	All Links	Tags and Notes
Recent Library			Public	
			Not Visited	^{sk} ikipedia
			Visited	
Site Contents			Moderated	oftware Testing
		4	Approve/reject Items	5
		207	My submissions	




## 10. QUIZZES

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

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

BROWSE COURSE TOOLS	
CLMS365 On-Premises	QUIZZES O
Recent Library Site Contents	Name Quizzes
	Simple Quiz Software Quiz

The Quizzes page contains three sections: Quizzes, Surveys, and Questions Pools.

The *Quizzes* section contains a list of quizzes, the *Surveys* section contains a list of surveys, and the *Question Pools* section contains a list of question pools.

- **NOTE**: Quizzes are ordered by categories. Each category has its own order. Items of the Quizzes list can be reordered. To reorder the items, do the following:
  - 1. Click **Actions > Change order** at the top;
  - 2. From the drop-down lists with numbers, select a position for every item, and then click **OK**:

$\bigcirc$	LMS <mark>365</mark>
	On-Premises

Item Order Under "Position from Top", select	a number for each item.
Quizzes	
Quittes	
Position from Top	Name
1	Quiz 1
2	Quiz 2
Surveys	
Position from Top	Name
1 💌	Survey 1

### 10.1 Creating Quizzes

A **Quiz** is a type of examination consisting of several questions. Quizzes can be used as intermediate or final tests in the learning process. When adding a quiz, you need to specify general properties of a new quiz. Then you need to add quiz questions.

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

1. Open the necessary **Course** and select the **Quizzes** icon on the **Course Tools** menu. The system will display all quizzes, surveys and question pools for the selected course. Click **Create:** 

BROWSE COURSE TOOLS	
CLMS365 On-Premises	Duizzes
Recent Library Site Contents	Create Actions - Name Quizzes
	Simple Quiz Software Quiz

2. In the Quiz section, select Quiz:



Quizzes » (	Create	
Quiz Create new	Duiz list	
	Sour upr.	
Quiz	Question Pool	Survey
Quiz Jhy	Question Pool	Survey
Quiz (h) More	Question Pool More	Survey Survey Template

3. Fill out the form fields as described below:



Create Quiz	
Name and Description Type a new name as you want it to appear in headings and links throughout the site. Type a descriptive text that will help site visitors use this resource.	Name: Final quiz Description: Final quiz of the course
Navigation: Specify whether a link to this resource appears in the Quick Launch.	Display this resource on the Quick Launch?
Scale settings Provide settings for setup scale for this resource	Use: Scale Set: Default (UK) • Numerical Min: Max:
	Display options: Add to default view Show grade Show percentage Combined view Passing Grade: A Passing Value: Show percentage Passing Value: Show percentage Show per

- Name enter the name of the created quiz;
- Description type in the description of the quiz;
- Navigation Select Yes to display a link to this Quiz on the Quick Launch;
- Use:
  - *Scale Set* –from the drop-down list select the scale which should be applied to this Quiz;
  - *Numerical* set your own values. To set a scale, refer to the <u>Scale Templates</u> section;
- Display options check the box if you want to add a scale to default view. Select the way the scale should be displayed;



# **NOTE:** The selected display options variant influence only Quizzes tasks list. Display options for Grade Book are set separately in the Grade Book options.

- Passing Grade select this option to select passing grade from the dropdown menu.
   The quiz will be considered as passed only if Learner gets selected grade or higher;
- Passing Value select this option to set passing percent. The quiz will be considered as passed only if Learner gets set % or higher:

Advanced settings:	Attempts:
Provide settings for additional capabilities for this resource	5
	Attempt timeout:
	20 seconds
	Show timer:
	Show percentage: ○ Yes ● No
	Show Score for Learner:
	○Yes ●No
	Show Grade for Learner:
	○Yes ●No
	Show page count for Learner
	● Yes ○ No
	Allow Learner to Review Attempt:
	⊖Yes ●No
	Show Correct Answer:
	⊖Yes ●No
	Allow navigation between questions:
	○ Yes ● No
	Hide Question Name
	O Yes ● No
	Timeout between attempts:
	seconds
	Randomize:
	○ Yes ● No
	Show in Gradebook:
	The last attempt     O The best attempt
	Advanced Scoring
	O Yes      No
	Options
	Show Start Page
	Add additional description to Start Page:
	1

- Attempts enter the number of attempts allowed to pass the quiz;
- Attempt Timeout you may specify time for which the quiz should be passed;
- Show Timer you can set/hide the timer when passing the quiz attempt;

**NOTE:** By default, the **Show Timer** check box is selected. When the timer is hidden, it is not seen for all the learners taking the quiz. When the timer is hidden but a timeout is set for a quiz attempt, user does not see the timer when passing the quiz but sees a warning that the time is up and all his further answers won't be submitted when time runs out.

- Show percentage select yes to display percent of right answers;
- Show Score for Learner select Yes to show the quiz score for the user;
- Show Grade for Learner select Yes to show the quiz grade for the user;
- Allow Learner to Review Attempt select Yes to allow the user to review the results;



- Show Correct Answer select Yes to display correct answers during review. Correct answer is displayed if Learner's answer was cot correct.
- **NOTE:** If you disable *Show percentage, Show Score for Learner, Show Grade for Learner, Allow Learner to Review Attempt* options, learner will not be able to view any quiz results after finishing the quiz. On the last quiz page, they will only see the total time spent on the attempt and a message: "You finished this quiz. Press Finish to leave." The quiz results can be viewed in the learner's Grade book.

If a learner opens the attempts list and clicks the attempt trying to review it, he will get an "Access denied" message.

Allow Navigation between questions - allow learners to navigate through all questions before submitting a quiz using the new navigation interface. If the option is enabled, after starting a quiz attempt a user will be able to browse quiz questions with the **Previous** or **Next** buttons. The option helps learners to skip some questions and answer them later; learners can also use this option to navigate between questions in quizzes. Note that quiz questions with branching option enabled can't be skipped: when a user comes to a key branch question, he can't press the **Next** button until this question is answered, he will see a red warning that the question should be completed. Also note that after clicking the **Next** or **Previous** buttons all answered questions will be saved and you will not be able to change them anymore (the answering field will be inactive):

Quiz 3		
00:26   Skipped: 0		
Q1		
Select True.		
💿 True 💮 False	Clear	
Q2		
Select False.		
🔵 True 🍥 False		
Q3		
Select True.		

- **NOTE:** Question types are reset to empty values to let users click and see another question without answering a current one for next reasons:
  - in order to be able to skip Multiple Choice question type, all radio buttons will be unchecked by default;





- in order to be able to skip Multiple Answer question type, all check boxes will be unchecked by default, and if user checks any it's considered as his answer (if nothing applies a teacher should add a 'None of the above' answer option). When a teacher creates Multiple answer he must check at least one option;
- in order to be able to skip Drop down ordering question type, all drop-down boxes have a default empty option.

When Allow Navigation between questions option is enabled, a new **Clear** button appears (to make it easy to uncheck an answer after it is selected). The button appears automatically next to the question's answer options when at least one answer option is not empty and it is not on focus. When a user clicks the **Clear** button, it resets all answer options to empty values and the button itself disappears. This option might be very useful when navigating between quiz question pages or skipping them, because after a user clicks the **Next** or **Previous** buttons, all answered questions will be saved and can't be changed:

Quiz 3	
00:26   Skipped: 0	
Q1	
Select True.	
⊚ True ⊚ False Clear	

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

- Drop Down Ordering;
- True or False;
- Multiple Choice;
- Multiple Answer;
- Matching;
- Gap Fill;
- Hot Spot.
- Hide Question name select Yes to hide titles of questions from Learners;
- *Timeout between attempts* you may specify the time between every attempt;
- Randomize select Yes to randomize questions in the quiz. Note that questions are randomized within a page only;
- Show in Grade Book specify whether you want the last or the best attempt to display in the Grade Book section;
- Advanced Scoring specify whether to allow Teacher/Instructor to define lower and higher bound for each question in a quiz, so that when system will calculate the number of points for each question, it will take lower bound if answer was incorrect, and higher bound is correct answer was given;
- Show start page select Yes to show the start page before opening quiz;



After enabling 'Advanced Scoring' option, Teacher/Instructor can set two point values for each question: lower bound and higher bound. Sample picture for True/False question type is presented below:

Question additional settings		Que	stion:		
Please enter your detailed question here if	required	0	Select True		
		E B	ching: iranching e ct correct a True ()	answer:	
		Poin	ts: -5	10	
		-	- 5 Nandatory	10	
Security settings Allow to switch the option when each Quiz Attempt can be continued on workstation where it was initially started only	Stick attemp		tation		
Feedback Templates Select default feedback that will be used for new questions in the quiz	Feedback	Templates	s Gallery: N	o selection 👻	
Certification Provide settings for setup certification process	Certify: ② Yes Certificate	25 0.000	URL (Click h	ere to test):	
Scheduling Specify scheduling options Attention! This feature will remove all unique items permissions.	Schedule Ves Start Date 12/9/201 End Date 2/28/201	4		2 AM V 00 V	
				, terrane (	OK Cancel

- Stick attempt to workstation select No if you want to allow users to resume the attempt from different computers. If you select Yes the attempt will be resumed only from the same workstation, where it was started. Technically the option will "stick the attempt" to browser cookies;
- **NOTE:** Browser "*Accept third party cookies*" option should be switched on to resume the attempt after you enable this quiz option.



- Feedback Templates Gallery the section allows you to choose the feedback template created earlier and apply it to the quiz; for details, see chapter 14.7 <u>Creating Feedback</u> <u>Templates.</u>
- **NOTE:** If you select a feedback template, then later, while creating quiz questions, the feedbacks from template will be automatically applied to the question. If you want to change them, type new text into the appropriate sections.

To select a template, do the following:

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

Feedback Templates Select default feedback that will be used for new questions in the quiz	Feedback Templates Gallery:	No selection +	
select deladit recuback that will be used for new questions in the quiz	2 112 112 112 112 112 112 112 112 112 1	Change	
Certification	6.11	U	
Provide settings for setup certification process	© Yes @ No		
			E
	Certificate Template URL (Clic	k here to test):	÷.

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



- c. Click **OK.** The available feedback templates now appeared on the page;
- d. Click the necessary template. Its name becomes bold:



Feedback Templates		-
Select default feedback that will be used for new questions in the guiz	Feedback Templates Gallery:	Feedback Templates
	B EFeedback Templates	
	D Feedback 1	

**NOTE:** If there are no default feedback message templates created yet or you want to change the messages for the particular quiz, you can manually set the feedback messages for the quiz after its creation. Go to Quiz **Settings > Feedback Settings**, and then type in the appropriate text for Positive, Semi-Positive and Negative feedback.

Quiz feedbacks are applied by default to every newly created question. To set the feedbacks for the existing questions or to change the messages for the particular question, go to **Quiz Settings** >Question name, and then add feedbacks manually.

 Certify – select Yes to enable certification for this quiz. To create a certificate, see <u>chapter 4.4</u>"Certificate Templates";

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

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

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

- Schedule select Yes to schedule the quiz for a specific date and time;
- In the Start Date field enter the start date. From the drop-down lists select hour and minutes when the quiz be published;
- In the *End Date* enter the end date when publishing stops. Use the drop-down lists to specify end time.
- 4. Click **OK** at the bottom of the form to create a quiz.

## 10.2 Creating Quiz Questions

After you have created a new quiz and specified its properties, you need to add questions that should be answered by students when they do the quiz.

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

- If you add questions right after you created a quiz, then the page for adding questions opens right after you click **OK** to finish creating a quiz. In this case, do the steps 4 and 5;
- If you already closed the page for adding questions or you want to add questions to the already existing quiz, do the steps 1-5.
- 1. Enter the necessary course, and then on the **Tools** menu, click **Quizzes**;
- 2. Click the needed quiz name, and select **Settings** from the drop-down list;
- 3. In the Quiz Questions section, click Add Question. The form for adding a question will open.
- 4. Complete the open form:



0		
Question name: Question 4		
Question Type:		
Drop Down Ordering		
© Free Text Answer		
O True or False		
© Multiple Choice © Short Answer		
O Hot Spot		
© Matching		
© Gap Fill		
Calculated		
© Page separator		

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

Question additional settings Rease enter your detailed question here if	Question:			
required	Type question text here			
	Answers:	add		
	Points: 10 Il Mandatory			
	000 80	ОК	Next	Cancel

- Question type the question (You may use the HTML editor to create your question);
- Additional settings -These settings depend on the question type. For details, see section 10.3 <u>Question Types</u>;
- Points- enter the number of points you want to assign to this question (optional);
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Templates If you set feedbacks for the quiz from the template, they are applied by default in this field. If there is no default feedback messages applied to the quiz <u>OR</u> you want to change the messages for the particular question, in this section



you can manually set the feedback messages. The option allows users to correct both the question and the learners' answers once the attempt is passed. Type in the appropriate text for Positive, Semi-Positive and Negative feedback;

Software Course     Simple Ouiz → Lis:	t Settings • Quiz feedback settings
Positive feedback Contains feedback for right answers	Your answer is correct!
Semi-positive feedback	
Contains feedback for partially right answers	Your answer is partially correct.
Negative feedback	
Contains negative feedback	Your answer is incorrect.
	ÖK



<ul> <li>Feedback settings</li> <li>Allow you to setup messages will be displayed to user depends on user's answer</li> </ul>	Hint: (optional)         Hint Cost: (% of question points)         0         Positive Feedback:         Your answer is correct!         Negative Feedback         Vour answer is incorrect.         Semi-positive Feedback         Your answer is partially correct.         Remove       OK         Cancel
<ul> <li>Hint Settings</li> <li>specify the hi</li> </ul>	- type a hint to help learners give the right answer, and then int cost.

5. Click **OK** to save the changes and finish creating; click **Next** to save the changes and add another question.

## 10.3 Question Types

Currently the system allows you to select among <u>11 types</u> of quiz questions:

- Drop Down Ordering;
- Free Text Answer;
- True of False;
- Multiple Choice;
- Short Answer;
- Multiple Answer;
- Hot Spot;
- Matching;
- Gap Fill;
- Calculated;
- Page Separator.

Once you have decided to add more questions to the quiz, you are to do the following:

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



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

General Settings	1	Permissions and Management	Communications
= Title, description and navigation		Delete this quiz	# RSS settings
<ul> <li>Advanced quiz settings</li> </ul>		Save quiz as template	
Feedback settings		Permissions for this guiz	
<ul> <li>Audience targeting settings</li> </ul>		Workflow Settings	
Rating settings		Enterprise Metadata and Keywords Settings	
= Publishing		Information management policy settings	
= Form settings			
Quiz Questions			
Question (click to edit)	Туре	Branching Logic	
Q1	True or False		
Q2	True or False	:	
Q3	True or False	2	
* Add Question			
Import questions			
Change question order			
· Import questions from QTI packa	ge		

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

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

<ul> <li>Feedback settings</li> </ul>	
Allow you to setup messages will be displayed to user depends on user's answer	Positive Feedback
	Your answer is correct!
	Negative Feedback
	Your answer is incorrect.
	Semi-positive Feedback
	Your answer is partially correct.

It allows the user to set up messages which will be displayed depending on the user's answer.



You can specify **Hint Settings** in the corresponding field of the form. Once you click Hint Settings, the following form will appear:

<ul> <li>Hint Settings</li> <li>Allows setting up a hint and its cost for question (if a hint is used the number of question points will be reduced by</li> </ul>	Hint: (optional)
the specified percent)	RAM
	Hint Cost: (% of question points)
	30

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

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

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

#### 10.3.1.1 Drop Down Ordering Questions

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

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

200	sely popul			
1,	Tokyo			
2.	-			
3.	Moscow			
	New Yor	k De		
	Tokyo			

To add a Drop Down Ordering question, do the following:



- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the Quiz Questions section, select Add Question:

Question Name and Type	Question name:
Type a name for this question, and select the type of question you want to create	Big Cities
	Question Type:
	Drop Down Ordering
	© Free Text Answer
	© True or False
	© Multiple Choice
	© Short Answer
	Multiple Answer
	Hot Spot
	© Matching
	© Gap Fill
	© Calculated
	Page separator
Question additional settings Please enter your detailed question here if required	Question: List the cities in the ascending order from underpopulated to most densely populated.
	Answers: Tokyo Remove New York Remove Moscow Remove add Points: 10 Mandatory
Feedback settings	
Hint Settings	
	OK Next Cancel

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



- *Question* type the text of the question using the embedded editor to format the text;
- Answers define possible answer options. Click Add;
- Points specify the number of points a user can get for answering the question;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see <u>chapter 10.7</u> "Creating Feedback Templates";
- Hint Settings enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent;
- 6. Click **OK** to create a question.
- **NOTE:** To skip Drop down ordering question type, all drop-down boxes have a default option **Not selected**.

#### 10.3.1.2 Free Text Answer

Free text answer question is represented as a question and an empty text field. Students should type the answer into the text field. There are no defined correct answer options:



4. From the Quiz Questions section, select Add Question:



Question Name and Type	Question name:				
Type a name for this question, and select the type of question you want to create	Question 4				
	Question Type:				
	© Drop Down Ordering				
	Free Text Answer				
	© True or False				
	Multiple Choice				
	© Short Answer				
	Multiple Answer				
	C Hot Spot				
	© Matching				
	🗇 Gap Fill				
	Calculated				
	© Page separator				
Question additional settings	Question:				
Please enter your detailed question here if required	What do you know about the system described?				
	Points:				
	10				
	Mandatory				
Feedback settings					
P Hint Settings					
	OK Next Cancel				

- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the Free Text Answer option;
  - Question type the text of the question and use the embedded editor to format the text;
  - *Points* specify the number of points a user can get for this answer;
  - Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates";
  - Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
  - *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.3 True or False Questions

The True or False question is represented as a question itself and two radio buttons with answer options: true and false. Students can select only one answer option:



Q2	
Select False.	
🔘 True 🔘 False	Clear

To add a True or False question, do the following:

- 1. Enter the necessary course;
- 2. On the left Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the Quiz Questions section, select Add Question:

Type a name for this question, and select the type of question you	Question name:		
want to create	Question 2		
	Question Type:		
	Drop Down Ordering		
	Free Text Answer		
	True or False		
	Multiple Choice		
	Short Answer		
	Multiple Answer		
	Hot Spot		
	Matching		
	O Gap Fill		
	Calculated		
	Page separator		
	Branching:		
	Branching:		
	Branching enabled		
	Branching enabled     Select correct answer:		
	Branching enabled Select correct answer: True  False		
	Branching enabled Select correct answer: True D False Points:		
	Branching enabled Select correct answer: True  False	 	
	Branching enabled Select correct answer: True D False Points:		
	Branching enabled Select correct answer: True Select Points: 10		
Feedback settings	Branching enabled Select correct answer: True Select Points: 10		
	Branching enabled Select correct answer: True Select Points: 10		
<ul> <li>Feedback settings</li> <li>Hint Settings</li> </ul>	Branching enabled Select correct answer: True Select Points: 10		

- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the **True or False** option;
  - Question type the text of the question and use the embedded editor to format it;
  - Branching Enabled select this checkbox to enable branching. Branching can be used to skip to a specific question based on the user response. A page break is automatically inserted after a question with branching enabled;
    - *From the True drop*-down list, select the action that will be performed if the learner selects *True*;
    - *From the False drop*-down list, select the action that will be performed if the learner selects *False*;



- Select correct answer select True or False as the correct answer;
- Points specify the number of points a user can get for the correct answer;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates";
- Hint Settings enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent;
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.4 Multiple Choice

The **Multiple Choice** question is represented as a question itself and a group of radio buttons with answer options. Only one option can be correct at the same time:

Question 6	
Find member of the EU.	
🔘 Canada	
Germany	
Australia	
Clear	

To add a Multiple Choice question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:



Question Name and Type	Question name:				
Type a name for this question, and select the type of question you want	Question field				
to create	Question Type:				
	Drop Down Ordering				
	© Free Text Answer				
	True or False				
	Multiple Choice				
	Short Answer				
	C Multiple Answer				
	Hot Spot				
	C Matching				
	© Gap Fill				
	Calculated				
	© Page separator				
Question additional settings	0				
Please enter your detailed question here if required	Question: Find member of the EU.				
	Branching:				
	E Branching enabled				
	Order of answers:				
	Disable answers randomization				
	Answers	Percenta			
	<ul> <li>Germany</li> </ul>		Remove		
	Australia	0	Remove		
	Canada	0	Remove		
	Add Choice:		· · · · · · · · · · · · · · · · · · ·		
	China				
			1		
			add		
	Points:				
	10				
	Mandatory				
Feedback settings					
Hint Settings					
			1 2 2 1		
		OK Next	Cancel		

5. Complete the form:



- Question Name type the name of the question;
- Question Type select the Multiple Choice option;
- Question type the text of the question and use the embedded editor to format it;
- Order of answers select this checkbox to disable answers randomization. Answers are
  randomized by default. Note, that questions are randomized within one page only;
- Result Set and Percent these fields are available for partially correct answer options;
- 1. Default Result set is the result set that takes 100% of points;

2. Select **New** in the **Result Set** field and enter the percent this answer combination matches to the correct answer in the **Percent** field (the percent is counted from the value of the field 'Points');

3. To add one more result set after you've entered the options for the current, just select 'New' from 'Result Set' Drop-down or if you finished creating result sets. (Find also in Teacher's manual, p. 183);

- Answers input the answer option and use the embedded editor to format the text. Click
   Add to add it;
- Points -- specify the number of points a user can get for the correct answer;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates";
- *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

**NOTE:** In order to skip Multiple Choice question type, all radio buttons will be unchecked by default. When the user selects a button it becomes selected. To unselect option, click the Clear button:

Question 6
Find member of the EU.
Germany
Australia
Clear
·

#### 10.3.1.5 Short Answer

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



Question 7	
Who invented the telephone?	

To add a Short Answer question, do the following:

- 1. Enter the necessary course;
- 2. In the **Course Tools** menu, click **Quizzes**;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:

Question Name and Type	- 25	10				
Type a name for this question, and select the type of question you want to create	Qu	estion na				
	Question 7					
	Qu	estion Typ	pe:			
	O Drop Down Ordering					
		Free Text				
	- 27	True or F				
		Multiple				
	100	Short An				
		Multiple				
		Hot Spot				
		Matchin	9			
		Gap Fill				
	- 200	Calculat				
	0	Page sep	arator			
Question additional settings	Ou	estion:				
Please enter your detailed question here if required		Who inv	ented the telephone			
	Ans	swers:				
		#	Answer	%		
		1 Alexan	der Graham Bell	100	Remove	
		2 Alexan	der Bell	80	Remove	
		3 Bell		60	Remove	
				60	add	
	Poi	ints:	ular expression			
		10				
		hearth				
		Mandato	iry			
Feedback settings						
P Hint Settings						
			C	K N	Ext. Cancel	





- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the Short Answer option;
  - Question type the text of the question and use the embedded editor to format it;
  - Answer enter the answer option. In the % field enter the percent of how this answer matches to the correct answer. Click Add to add the answer option. Click Remove to remove the answers added before;
  - Regular expression –select the check box for user input validation and text reformatting (for example, short answer "input numbers 1 to 5" can be validated as [1-5] expression).
     For more information on regular expressions, see the article <u>Regular Expression</u> <u>Language</u>;
  - *Points* specify the number of points a user can get for the correct answer;
  - Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
  - Feedback Settings for details, see <u>chapter 10.7</u> "Creating Feedback Templates";
  - *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.6 Multiple Answer

The **Multiple Answer** question is represented as a question itself and a group of check boxes with answer options. Here several options can be correct at the same time:

Question 8
Specify synonyms to the word 'to like'
📝 to be fond of
🔲 to hate
V to love
Clear

To add a Multiple Answer question, do the following:

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



Question Name and Type	Question name:					
Type a name for this question, and select the type of question you want	Question 8					
to create	Question Type:					
	O Drop Down Ordering					
	Free Text Answer					
	True or False					
	Multiple Choice					
	Short Answer					
	Multiple Answer					
	🕞 Hot Spot					
	Matching					
	💮 Gap Fill					
	Calculated					
	🕙 Page separator					
Question additional settings	Question:					
Please enter your detailed question here if required	Choose Russian writers from the lis					
	Order of answers: Disable answers randomization Result Set: Default Remove Percent:					
	100					
	Answers:					
	🖾 Wells	Remove				
	Dostoyevsky	Remove				
	Chekhov	Remove				
	🗹 Bulgakov	Remove				
		Add				
	Points:					
	10					
	Mandatory					
Feedback settings						
Hint Settings						
		OK	Next	Cancel		

- Question Name type the name of the question;
- Question Type select the Multiple Answer check box;
- Question type the text of the question and use the embedded editor to format it;



- Order of answers select this checkbox to disable answers randomization. Answers are
  randomized by default. Note, that questions are randomized within one page only;
- Result Set and Percent these fields are used for setting partially correct answer options.
   First select correct combination of answer variants for the **Default** result set, which is graded 100 % of points set for the question. Then select **New** in the **Result Set** field, select partially correct combination of answer variants and enter in the **Percent** field the percent this answer will be graded;

For example, set combination of answer options 2 and 3 as 75 percent:

Result Set:	
Percent:	
75 Answers:	
Wells	Remove
Dostoyevsky	Remove
Chekhov	Remove
Bulgakov	Remove
	Add

Add all partially correct variants with corresponding grading options.

All variants and combinations not set as partially correct, are considered by the system as incorrect and score no points.

- Answers input the answer option and use the embedded editor to format the text. Click
   Add to add it;
- Points -- specify the number of points a user can get for the correct answer;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates".
- **NOTE:** To skip Multiple Answer question type, a teacher is to add the option '*None of the above*'. Then all check boxes will be unchecked by default. If the user checks any, it is considered as his answer. If nothing applies, he checks '*None of the above*' option. When a teacher creates the answers, he must check at least one option as opposed to current system when he can leave all unchecked:



Answers:		
🔲 to be fond of	Remove	
🔲 to hate 🛛 🛛 Ren		
🔲 to love	Remove	
🔽 none of the above	Remove	
	Add	

#### 10.3.1.7 Hot Spot Questions

The Hot Spot question is represented as a question and an image. Students should move the pointer to a certain area (spot) on the image and click it. If Students click within the right area, the question is considered to be answered correctly:



To add a Hot Spot question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the Quiz Questions section, select Add Question:





- 5. Complete the form:
- Question Name type the name of the question;
- Question Type select the Hot Spot option;
- Question additional settings- if necessary, type the text of the question and use the embedded editor to format it;
- Choose File from your local computer, and then click Upload. If you already have several uploaded images, select one for the question from the URL drop-down list. Click Delete



to delete the selected image. In the **Width** and **Height** fields, specify the needed size of the image.

**NOTE:** If you want to use the created quiz as template for creation of other quizzes, it is recommended to store images somewhere on a root site of the web application and add them to questions using url-address.

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

- To create a hotspot area, click the image once to start defining the hotspot; click the second time to stop the selection;
- *Points* specify the number of points a user can get for the correct answer;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see chapter 10.7 "Creating Feedback Templates";
- Hint Settings enter a hint and its cost to help learners specify the right answer. If a hint
  is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.8 Matching Questions

The Matching question is represented as a group of questions and a group of answer options. Students should match questions with the correct answers by dragging and dropping answers onto the questions:



To add a Matching question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:



Question Name and Type	Querting server				
Type a name for this question, and select the type of question you want to create	Question name: Question 9				
	Question Type:				
	© Drop Down Ordering				
	© Free Text Answer				
	© True or False				
	© Multiple Choice				
	© Short Answer				
	© Multiple Answer				
	© Hot Spot				
	Matching				
	© Gap Fill				
	© Calculated				
	© Page separator				
Question additional settings					
Please enter your detailed question here if	Question:				
required	Match the synonyms:				
	Order of answers:				
	Disable answers randomization				
	Answer:				
	good satisfactory Remove				
	lovely beautiful Remove				
	tired exhausted Remove				
	First part				
	warm				
-	Second part				
	cordial				
	Points: add				
	10				
	Mandatory				
Feedback settings					
Hint Settings					
<ul> <li>All and a state of the All</li> </ul>	OK Next Cancel				
	UK. Next Cancel				

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



- Question type the text of the question and use the embedded editor to format it;
- Order of answers select the check box to disable answer randomization. The answers are randomized by default. Note, that questions are randomized within one page only;
- Answer enter an answer to the question. Click **Remove** to delete the answer;
- First part type the beginning of the sentence;
- Second part type the ending of the sentence;
- Points specify the number of points a user can get for this answer. Click Add to add the option;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see <u>chapter 10.7</u> "Creating Feedback Templates";
- *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.1.9 Calculated Question

**Calculated** question is helpful when you want a learner to see different questions of specified type every time he takes the quiz. In this case learners cannot memorize the answers, and then take a quiz again to achieve better grade.

Calculated question offers a way to create individual numerical questions by the use of wildcards (i.e. **{x}**, **{y}**) that are substituted with random values when the quiz is taken. You can type in selected variables (e.g. **{x**}, **{y}**) in Question field while typing your question.

To create a Calculated question, open the Creating Question form (for details, see the <u>Chapter 14.2</u>), complete it as follows, and click **OK**:





P Software Course		Search this site	Q
Simple Quiz + List Se	ettings + Add Question		
Question Name and Type Type a name for this question, and select the type of question you want to create	Question name:		
	Question Type: Drop Down Ordering Free Text Answer True or False Multiple Choice Short Answer Multiple Answer Hot Spot Matching Gap Fill Calculated Page separator		
Question additional settings Please enter your detailed question here if required	Question: How much is {a} + {b}		
	This type of question uses Active X component that is supported by of Answer Formula Available functions [a] + {b} Answer Range +/- 0 Numeric T Find variables {x} present in the answer formula	nly desktop Windows.	

- Question Name type the question title;
- Question Type select the Calculated option;
- Question type the question and apply needed formatting to it;
- Points type the number of points you want to assign to this question. If the Advanced Scoring option is enabled for the quiz, you can also set the negative points for incorrect answers;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Answer Formula to set up the formula, do the following:
  - a) Type the answer formula in the filed or use one from the **Available functions** list. The values in this formula will differ every time the learner takes the quiz;
  - b) Clicks find variables;
  - c) In the appeared **Variables** fields, specify the possible range for each value:
    - *Point 1 Point 2 –* the range;
    - *Step* shows how the variable can change:



{a} + {b}			
nswer Range	+/-		
0		Percentage 🔻	
Find	d variables (x)	present in the answer f	ormula
ariables			
ariables Variable	Point 1	Point 2	Step
	Point 1	Point 2	Step

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

wer S	Sets			-
5			Calculate	
a	b	Ansv	ver	
3.5	7.5	3.5 + 7.5 = 1	1 (+/-0)	Edit Delete
6.0	6.5	6.0 + 6.5 = 1	.2.5 (+/-0)	Edit Delete
2.0	9.0	2.0 + 9.0 = 1	1 (+/-0)	Edit Delete
7.0	9.5	7.0 + 9.5 = 1	.6.5 (+/-0)	Edit Delete
0	3.0	0 + 3.0 = 3 (	+/-0)	Edit Delete

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

Question 10	
How much is 6.5 + 7.5	
14	

**NOTE**: In case variables are integer in the calculated question, then the integer division is used in answers. For fractional answers options to be displayed, the step in variables should be fractional.



#### 10.3.1.10 Page Separator

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

Quiz Questions	
Question (click to edit)	Туре
Q1	True or False
Q2	True or False
Q3	True or False
Big Cities	Drop Down Ordering
Question 4	Free Text Answer

To add a page separator, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear.
- 4. From the Quiz Questions section, select Add Question:

Question Name and Type Type a name for this question, and select the type of question you want to create	Question Type: © Drop Down Ordering
	© Free Text Answer
	© True or False
	Multiple Choice
	© Short Answer
	O Multiple Answer
	© Hot Spot
	© Matching
	() Gap Fill
	© Calculated
	Page separator

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

To insert the separator into questions list, do the following:



- 1. Enter the necessary course;
- 2. On the **Course Tools** menu, and click **Quizzes**;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. In the Quiz Questions section, select Change Questions order;
- 5. Select the position from the top for the separator;
- 6. Save the changes.

#### 10.3.1.11 Gap Fill Type of Question

It is a question that consists of text with omitted words. An empty space will appear in the place (a text box) where a learner has to type the missing word:

Question 11	
Fill in the gap:	
To be, or not to be: that is the	T
Question 8	question discussion
Specify synonyms to the word 'i	reason answer

To add a Gap Fill question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**. The *Customize quiz* page will appear;
- 4. From the **Quiz Questions** section, select **Add Question**:


Question Name and Type	Question name:						
Type a name for this question, and select the type of question you want to create	Question 11						
the type of question you want to create	Question Type:						
	© Drop Down Ordering						
	© Free Text Answer						
	True or False						
	© Multiple Choice						
	Short Answer						
	Multiple Answer						
	© Hot Spot						
	© Matching						
	I Gap Fill						
	Calculated						
	© Page separator						
Question additional settings							
Please enter your detailed question here if	Question:						
required	Fill in the gap:						
	Text with omitted words.						
	Example:						
	Now is the [winter] of our discontent Made glorious [summer]winter[spring]autumn] by this sun of York;						
	To be, or not to be: that is the [reason]question[answer]discussion]						
	Points:						
	10						
	I Mandatory						
b. Enadlinets antilines							
<ul> <li>Feedback settings</li> <li>Hint Settings</li> </ul>							
- mini Serongs							

- 5. Complete the form:
  - Question Name type the name of the question;
  - Question Type select the Gap Fill option;
  - Question type the text of the question and use the embedded editor to format it;
  - Text with omitted words use the second embedded editor field to inset the text with gaps, e.g. "A [quick] brown fox [jumps] over the lazy [dog|cat]". The words in [] brackets will be replaced by a text field, and the words separated by | slash will be



displayed in the drop-down window (the first word in this case will be counted as the correct option, the rest as incorrect ones. These words will always be shown for a learner in random order);

- Points specify the number of points a user will get for the correct answer. In this type of questions a question is answered correctly if all the gaps are filled with the correct answers;
- Mandatory select the check box if the considered question is to be answered correctly to pass the quiz. If a user answers all questions correctly except for the mandatory one, this case is considered an instant fail and his grade for this attempt is 0;
- Feedback Settings for details, see <u>chapter 10.7</u> "Creating Feedback Templates";
- *Hint Settings* enter a hint and its cost to help learners specify the right answer. If a hint is used, the number of question points will be reduced by the specified percent.
- 6. Click **OK** to create a question. Click **Next** to save the current item and continue.

#### 10.3.2 Quiz Timer View

When a user takes a quiz attempt, he is able to switch the timer views in the top-left bar:



By **default** quiz timer shows the spent time. If the '*Attempt timeout*' is set in the quiz advanced settings, then a user also can switch between:

- remaining time;
- time spent / total time (like 01:39:40 / 05:08:20).

If the 'Attempt timeout' is not set in the quiz advanced settings, the timer view cannot be switched and only shows the spent time.

SharePoint LMS remembers the user last choice. When a learner refreshes the page or starts a new attempt, the system displays the favorite user view.

#### 10.3.3 Adding Questions from a QTI Package

The system allows adding quiz questions from QTI packages.

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

To add the questions from a QTI package, do the following:

- 1. Enter the necessary course;
- 2. On the Course Tools menu, and click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**;



4. On the **Quiz Questions** tab, select **Import Questions from QTI package**. The upload form will open:

Question 10	Calculated
Question 11	Gap Fill
Question 12	Hot Spot
<ul> <li>Add Question</li> </ul>	
<ul> <li>Import questions</li> </ul>	
Change question order	

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

Select QTI package Please specify QTI package to import questions from	Select QTI package to upload		
Prease specify Qit package to import questions from	Choose File No file chosen		
		ок с	ancel

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

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

### 10.4 Editing Question

To edit a question, do the following:

- 1. Enter the necessary course;
- 2. In the Course Tools menu, and click Quizzes;
- 3. From the drop-down list by the quiz name, select **Settings**:



General Settings		Permissions and Managemen	t
I Title, description and navigation		Delete this guiz	
Advanced quiz settings		Save guiz as template	
Feedback settings		Permissions for this quiz	
Audience targeting settings		Workflow Settings	
Rating settings		Enterprise Metadata and Keyw	ords Settings
= Publishing		· Information management poli	cy settings
<ul> <li>Form settings</li> </ul>			
Quiz Questions			
Question (click to edit)	Type		Branching Logic
Q1	True or False		
Q2	True or False		
Q3	True or False		
Big Cities	Drop Down Or	dering	
Question 4	Free Text Ansv	ver	
Question 5	True or False		
Question 6	Multiple Choic	e	

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



Question Name and Type Type a name for this guestion, and select the type of guestion you	Question name:
want to create	Big Cities
	Question Type: Drop Down Ordering
Question additional settings	Question:
Please enter your detailed question here if required	List the cities in the ascending order from underpopulated to most densely populated.
	Answers:
	Tokyo Remove
	New York Remove Moscow Remove
	add
	Points:
	10
	Mandatory
	Hint: (optional)
	Hint Cost: (% of question points)
Feedback settings	

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

## 10.5 Saving Quiz as a Template

- 1. Enter the necessary course;
- 2. In the Course Tools menu, and click Quizzes;
- 3. From the drop-down list by the quiz name, select Settings;
- 4. In the Permissions and Management section, select Save quiz as template:



General Settings		Permissions and Management
P Title, description and navigation		Delete this guiz
Advanced quiz settings		<ul> <li>Save guiz as template</li> </ul>
# Feedback settings		<ul> <li>Permissions for this guiz</li> </ul>
Audience targeting settings		<ul> <li>Workflow Settings</li> </ul>
Rating settings		Enterprise Metadata and Keywords Settings
· Publishing		<ul> <li>Information management policy settings</li> </ul>
<ul> <li>Form settings</li> </ul>		
Quiz Questions		
Question (click to edit)	Туре	Branching Logic
Q1	True or False	
Q2	True or False	
Q3	True or False	

5. The following form will appear:

File Name Enter the name for this template file.	File name:				
	Quiz 1				
Name and Description	Template name:				
he name and description of this template will be displayed on the Create age.	Quiz Template				
	Template description:				
Target					
pecify if you want to store template in shared location	Template Gallery: List Template Gallery -				
	Category				
	OK Cancel				

- 5. Complete the fields as described below:
  - File Name type the name for the template file;
  - *Template Name* type name of the template. This name will appear on the *Create* page;
  - Template Description enter the description for the template;
  - Click the *Template Gallery* button and choose the gallery where you want to save the template.
- **NOTE:** If you want to enable other courses and teachers to use the template, you should save it to the *List Template* gallery of the organization (not to the List Template Gallery of the <u>course</u>):



SharePoint LMS_org	
□ A_Coursel	
Boiscussion Board	
Amarketing Site	
EDList Template Gallery	
■ ACourse2	
■ RCourse3	
Blist Template Gallery	

- From the Category drop-down list, select category for the quiz template;

**NOTE:** Only quiz templates in the same language can be imported for reuse in other courses.

- 6. Click **OK** to save the changes.
- **NOTE:** If quiz questions contain images that are stored in images library within the course, users from other courses may not have access to such images and won't be able to reuse them in quizzes created from this template on other courses. That is why the best practice is to store such images on a root site of the web application, where all users have read access, and can reuse images from there in all quizzes.

## 10.6 Exporting Quiz Template

User can export saved template to a local machine.

To export template, do the following:

- 1. Save a quiz as a template (for details, see <u>chapter 10.5</u> "Saving Quiz as a Template");
- 2. Enter the required course;
- 3. Go to Settings>Site Settings>List templates in the Web Designer Galleries section;
- 4. Select the checkbox next to the template, and in the **Files** section of the ribbon menu click **Download a Copy**:

BROWSE	FILES	LIBRARY										🗘 SHARI	E 🟠 FOLLOW	[0
New Document -	Upload Document New	New Folder	Edit Document Op	Check Out Check In Discard Check Out Check Out	View Properties		Version F Shared W Delete De	/ith Sh	Alert Me +	Downioad a Copy Copies		Verkflows	Tags & Notes	
Tools				Name	Edit	Modified		Title	Language	Product Versi	ол	Feature ID		
1	nnouncen alendar	nents	6	Introductory Quiz	D.	6/9/201	16 4:20 PM	Quiz Template 1	English		4	{C4208DDA-AE3 79C8C668D090}	3-4E02-BE9B-	
	ocuments			Software Quiz 🔤	w 🗊	6/9/201	6 4:20 PM	Quiz Template 2	English		4	{C420BDDA-AE3 79C8C66BD090}	3-4E02-BE9B-	

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



# 10.7 Creating Feedback Templates

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

To create a feedback template, do the following:

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



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



4. Fill in the fields as required:



Title *	Feedback 1
Positive Feedback *	Your answer is correct! Well done!
	Feedback for correct answer.
Semi-positive Feedback *	Your answer is partially correct.
	Feedback for partially correct answer.
Negative Feedback *	Your answer is incorrect. Try once more.
	Feedback for incorrect answer

- *Positive Feedback* the message is shown for answers which are correct;
- Semi-positive Feedback the message is shown for answers which are partially correct;
- Negative Feedback the message is shown for answers which are incorrect.
- 4. Click **Save** button to create the template.

When you create a quiz, you can select the feedback template from the list of created templates. When you are adding quiz questions, you can also create custom feedback messages. Once you created a quiz and proceeded to quiz questions creation, you will see the **Feedback Settings** option.

To create a feedback message, do the following:

- 1. Click the **Hide/Show** (H) button to expand **Feedback Settings**;
- 2. Fill in the necessary fields:



Positive feedback	
Contains feedback for right answers	You've answered correctly. Well done!
Semi-positive feedback	
Contains feedback for partially right answers	Your answer is partially correct.
Negative feedback	
Contains negative feedback	Unfortunately, you are not right.
	OK Cancel

- Positive Feedback the message is shown if the answer is correct;
- *Negative Feedback* the message is shown if the answer is incorrect;
- Semi-positive Feedback the message is intended for questions which are partially correct.
- NOTE: Modifying of feedback message templates will not affect existing quizzes. Changes will be applied to new quizzes only. Modifying of custom feedback messages will not affect existing questions. Changes will be applied to new questions only.

### 10.8 Managing Quizzes

You can view, edit and delete quizzes. You also have a possibility to view all attempts made by the users. You can disable the ability for a user to view the quiz results.

To start the created quiz, do the following:

- 1. On the course level, go to Course Tools>Quizzes;
- 2. Click the **Quizzes** icon;
- 3. The list of Quizzes, Surveys and Question Pools will appear. Select the needed quiz by putting the cursor arrow on it:



Quizz	Ces () Actions +			
Name Quizzes		Description	Total Attempts	Last Modified
Quiz 1			2	7 days ago
Guiz 2			3	3 days ago
	Dpen Menu	quiz description	13	57 minutes ago
Survey		Survey description	0	4 days ago

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

	Name	Description	Total Attempts	Last Modified
Quia	zzes			
2	Quiz 1		2	7 days ago
2	Quiz 2		3	3 days ago
2	Quiz 3	<ul> <li>quiz description</li> </ul>	13	57 minutes ago
SL	Start ch	0		
-	All Attempts	Survey description	0	4 days ago

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

Quiz 3			
You are about to begin	1. attempt. Press N	EXT to begin	
This quiz allows 3 attem	ipt(s)		
This quiz timeouts after	120 seconds		
	Next	Cancel	
	Next	Cancel	



The form specifies the number of attempts allowed.

**NOTE:** If the learner is not allowed to take an attempt, he sees a message: 'You cannot start this quiz. Out of attempts. This quiz allows **n**. attempt(s)':

Quiz 3	
You cannot start this quiz. Out of attem	pts.
This quiz allows 3 attempt(s)	
This quiz timeouts after 120 seconds	
Can	cel

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

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

00:11   Score: 0 out of 135   Skipped: 3	8
Big Cities	
List the cities in the ascending order fro densely populated.	m underpopulated to most
1. Moscow 💌 2. New York 💌	
3. Tokyo 💌 Clear	
Question 11	
Fill in the gap:	
To be, or not to be: that is the	
Question 8	
Specify synonyms to the word 'to like'	
to love	
to be fond of	

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



saved and you will not be able to change them anymore (the answering field will be inactive):

UU:14 Score: 20 OU	t of 135   Skipped: 11		
Q1			
Select True.			
True 💿 False	Clear		
Q2		1	
Select False.		/	
🔿 True @ False 🖌	-/		
Q3			
Select True.			
Select Hitles			

NOTE: When users answer Drop Down, True or False, Multiple Choice, Multiple Answer, Matching, Gap Fill, Hot Spot questions they can uncheck the answers clicking the Clear button:

Question 5 Select False
Question 6
Find member of the EU.
O Australia
Germany
💿 Canada
Clear

Note please that after clicking the **Next** or **Previous** buttons all answered questions will be saved (see previous **NOTE**).

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



You finished this quiz.	
Press Finish to leave.	
Your result is A*	
Review this attempt	
Created at 2/3/2016 6:18 PM by 🗌 ageucheva_a Last modified at 2/3/2016 6:18 PM by 🗍 System Account	Finish

	attempt, click the <b>Review</b> link:
	Quiz 3
	00:58   Score: 115 out of 135   Skipped: 0
	You finished this quiz.
	Press Finish to leave.
	Your grade is <b>B</b> .
	Review this attempt.
	Created at 7/29/2013 2:08 PM by Teacher 1 Last modified at 7/29/2013 2:09 PM by Teacher 1
he following	form will appear:
he following	Score
he following	
he following	Score 115
e following	Score 115 Grade
he following	Score 115 Grade B
he following	Score 115 Grade B Q1 15 Points Edit.
he following	Score 115 Grade B Q1 15 Points Edit Select True. (a) True (b) False
he following	Score 115 Grade B Q1 15 Points Edit Select True. Image: True Palse Edit Comment
he following	Score 115 Grade B Q1 15 Points Edit. Select True. (a) True (b) False Edit Comment Question 10 10 Points Edit



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:

uizze	Name Es	Description	Total Attempts	Last Modified
1	Quiz 1		2	7 days ago
	Quiz 2		2 5	2 minutes ago
	Quiz 3	quiz description	18	5 minutes ago
	Start			
	All Attempts	Survey description	0	4 days ago

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

Qu	iiz 2							
23	Title	Created By	Grade	Q1	Q2	Q3	Q4	Score
	Attempt #1	Learner 1	A*	10				10
	Attempt #2	Learner 1						0
	Attempt #1 arev	🗆 Teacher 1	A*	10				10
	Attempt #2 arev	Teacher 1	A* A*	10	10	10	10	40
	Attempt #3 BHEM	Learner 1	A=	10	10	10	10	40



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:

Tiew Quick	Create View Navigate Up	Current View: All Items * Current Page >	Class Statistic Statistic	Tags & Notes	E-mail a RSS Link Feed	Connect to Outfook	t Customize in	Form Web Parts Edit List New Quick Step
View Format	Manage \		Statistics	Tags and Notes	Share & Track	Connect & Export	Custom	
Recent	9	) Title			Créatec	d By	Grade	What
Library		Attempt #1	E NEW		ageud	:heva_a	A*	10

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

(Prov	Title	Created By	Grade	Q1
	Attempt #1	Learner 1	A*	Q1 10
	Attempt #2	E Learner 1		
	Attempt #1 DHEW	📖 Teacher 1	A*	10
	Attempt #2 BHEW	🗆 Teacher 1	A*	10
ल्य	Attempt #3 Diev	Learner 1	A*	10

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



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

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

/iew Quick Edit	Modify View 🚽 Add Question Navigate Up	Current View: All Items « Current Page	Class Statistic	Questions Statistic	Tags & Notes	E-mail a	RSS Feed		Open with Access Open with Project	Customize in	Form Web Parts Edit List
View Format	Manage Vi	ews	Sta	tistics	Tags and Notes	Share &	Track	Connect & E	xport	Cu	stomize List
Recent	۲	Title					Created	d By	G	rade	What
Library		Attemp	t #1 @ HEV				ageud	cheva_a	A	e).	10

2. The Class Statistic list will appear:



Quiz 2 🦻	Class Stat	istic		
Title	Started	Finished	Percent	Grade
Learner 1	3	2	1	A*
Teacher 1	2	2	1	A*
Assistant 2	0	0		
Learner 2	0	0		
Learner 3	0	0		

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

Title	Started	Finished	Percent	Grade
Learner 1	3	2	1	A*
Tea View Details	2	2	1	A*
Assistant 2	0	0		
Learner 2	0	0		
Learner 3	0	0		

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

Qu	iiz 2							
	Title	Created By	Grade	QI	Q2	Q3	Q4	Score
	Attempt #1	E Learner 1	A*	10				10
	Attempt #2	Learner 1						0
	Attempt #3 Exev	Learner 1	A*	10	10	10	10	40

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

To view Questions Statistic, do the following:

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



View Quick Edit	Create View Modify View -	Current View: All Items * Current Page >	Class Statistic Statistic	Tags & Notes	E-mail a RSS Link Feed	Connect to Expert to Outlook	Customize in	Form Web Parts Edit List New Quick Step
View Format	Manage V	levs	Statistics	Tags and Notes	Share & Track	Connect & Export	Cust	omize List
Recent		Title			Creater	1 By	Grade	What
Library		Attempt #1	E NEW		2000	heva a	A*	10

2. The following form will appear:

02	O3	~ .
	~~~	Q4

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

CLMS365 On-Premises	@ Coursel Quiz			_{ting Site} Stions	Statis	tic
Recent Library Site Contents	Learners Learner 1 Teacher 1 All	Q1	Partially Co	Q3 Inswers: 17% prrect Answer: swers: 83%	Big Cities	Question 4

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

	Search this site	Q
Quiz 1 - Question Statistics		
User information: Learner 1	View: All Ar	nswers •
Question 1		
London is the capital of Great Britain		
🔿 True 🐵 False		
True False		



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

Course 1 Home	Search this site
Quiz 1 - Question Statistics	
User information: Learner 1	View: All Answers +
Question 1	All Answers
London is the capital of Great Britain	Incorrect Answers Partially Correct Answers
🕐 True 🔘 False	Correct Answers
@ True 🔵 False	Correct Answers

- To view all answers, select All Answers;
- To view only incorrect answers, click Incorrect Answers;
- To view partially correct answers, select Partially Correct Answers;
- To view correct answers, click **Correct Answers.**

Question Statistics" view presents a layouts page with following characteristics:

- 1) It shows questions like columns (data can be ordered by clicking on column);
- 2) *It shows users* (taken the quiz) *like rows*. The last row is ALL (summary for all learners and their attempts);
- 3) In each cell the three color diagram is displayed like (example of 30%-incorrect 30% partially correct and 40% correct answers). And the details are shown on hover for incorrect, partially correct and correct percentage of answers, and average score.

Sorting by ascending/descending is possible by clicking the columns' titles.

NOTE: If a learner has an unfinished attempt, - questions that have empty values there show empty value here in cell.

If a new question is added to quiz when a user already has a completed attempt for it, the question is added as new column to a view. For the learner's cell this question should be shown as empty field.

4) Export to CSV.

Export is only possible on Question Statistics page, not on the user's answer for question page. The Export results have the following structure:

	question1				question2				
	Incorrect	Partially correct	Correct	Avg. Score	Incorrect	Partially correct	Correct	Avg. Score	
learner1	%	%	%	score	%	%	%	score	
learner2	%	%	%	score	%	%	%	score	

ALL % % %	score %	%	% (c	score	
-----------	---------	---	------	-------	--

NOTE: The views are hardcoded and cannot be modified by teacher. The Quiz attempt review page is enhanced and shows status for each question (correct/partially correct/incorrect).

10.10 Question Pools

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

10.10.1 Creating Question Pool

To create a question pool for a course, do the following:

- 1. Enter the necessary course, and then on the **Course Tools** menu, click **Quizzes**;
- 2. Click Create > Question Pool:

Quizzes +	Create	
Create a	ion Pool new Question Pool	
Quiz	Question Pool	Survey
Quiz	Question Pool	Survey
Quiz Template	More	Survey Template
More		More _



Name and Description Type a new name as you want it to appear	Name:		
in headings and links throughout the site.	Question Pool		
Type a descriptive text that will help site visitors use this resource.	Description:		
	description text		
Advanced settings:	Advantation		
Provide settings for additional capabilities for this resource	Advanced Scoring		
Navigation:	S. 1. 45		
Specify whether a link to this resource appears in the Quick Launch.	Display this resource on the Quick Launch? © Yes		
		OK	Cancel

- Name type the name for the question pool;
- Description type the description for the question pool;
- Advanced Scoring This feature allows Teachers to define lower and higher bounds for each question in a quiz, so when the system calculates the number of points for each question, it will take a lower bound if an answer is incorrect, and a higher bound for the correct answer. After enabling the **Advanced Scoring** option, Teacher can set two point values for each question. For more information, please see the <u>Creating Quiz Questions</u> chapter;
- *Navigation* Select *Yes* if you want to display the question pool on the quick launch.
- 5. Click **OK** to create a question pool. You will be redirected to the question list of the created pool. Create questions for this pool; for details, see the <u>Adding Questions to a Pool</u> chapter.

10.10.2 Adding Folder to a Pool

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

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

Question Pools			
? Question Pool	description text	0	3 minutes ago
Add new item			
All Items			
Settings			
🗙 Delete			



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

New New Folder	View Edit Item	Version History	Attach	Alert Me -	Tags & Notes	Workflows Approve/Reject
New	N	lanage	Actions	Share & Track	Tags and Notes	Workflows
Tools		Title			Cont	fguration
📢 Аллоц	ncements	There are no	o items t	o show in this	view of the "Q	uestion Pool" list. To ad
Calend	av	Add nev	v item			

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

Create a new fo	lder	×
Name *	Folder 1	
	Save Cancel	

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

10.10.3 Adding Questions to a Pool

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

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

Question Pools			
?/ Question Pool •	description text	1	1 minute ago
Add new item			
All Items			
📑 Settings			
🗙 Delete			

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



Title *	Question 1
Question	Describe the movement of the Earth.
Configuration	Question Type: Free Text Answer
Points * Hint	Image: state
Hint Cost	40 %
Positive Feedback -	Your answer is correct! Well done!
emi-positive Feedback	Vour answer is partially correct.
	Your answer is incorrect. Try once more.

- *Title* type the name for the question;
- Question type the question text. Apply formatting as needed;
- *Question Type* select the required question type, and complete the fields if any appear; for details, see the <u>Question Types</u> chapter;
- Points define how many points a learner will get for a correct answer;



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

10.10.4 Adding Questions from the Pool

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

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

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

Type
Free Text Answer
True or False
Matching
Calculated

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

Quiz 2 - List Settings	 Impo 	rt questions		
Select Question Pool Please specify question pool to import questions from	Question Pool:	No selection • Change question pool		62
		Change duesdon poor	OK	Cancel

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

elect Question Pool		
Select Question Pool		Help
■ 晶Org i		
SharePoint LMS_org		
≅ RCoursel		
BaDiscussion Board		
Question Pool		
Course2		
BQuestion Pool		
BLMS Organization		
APAP Org Test		
	OK	Cancel

- c) Click **OK.**
- 5. Complete the open form:

Select Question Pool Please specify question pool to import questions from	Question Pool -
Import questions:	
Please specify question(s) or folder(s) to import	Question Pool Folder 1
Import questions options: You can additionally specify advanced options to import questions, e.g. randomize or not and set how many questions you want to import. When you select both options you'll import the specified number of random questions	Randomize: Randomize Questions Permanent: Do not fetch for each attempt
	Limit: OK Cancel

- 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):

Import questions:	
Please specify question(s) or folder(s) to import	🗃 🔠 📰 Question Pool
	Folder 1
	😰 📝 Question 1
	😭 📝 Question 2
	😭 🕅 Question 3
	😰 💟 Question 4
Import questions options:	
You can additionally specify advanced options to import	Randomize:
questions, e.g. randomize or not and set how many questions you want to import. When you select both options you'll	Randomize Questions
import the specified number of random questions	Permanent:
	Do not fetch for each attempt

- Limit –specify the number of questions that will be rotated for each attempt from the ones you import. It is possible to pull random questions from the pool with each new attempt.
- 6. Click **OK** to import the selected questions.

10.10.5 Global Question Pool Settings

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

To enable users from other courses and organizations to use the Question Pool questions for their courses, you should grant the corresponding permissions to those users:

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



Q	uestion Pools				
?	Question Pool	•	description text	2	28 minutes ago
	Add new item				
	All Items				
	🗊 Settings	Ռո			
	X Delete				

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

Questior	n Pool	 List Settings 	
Question Pool Infor	mation		
Name:	Question	Pool	
Web Address:	http://sp2	2013-iwa/sites/c1/Question Pool/AllItems.	aspx
Description:	descriptio	on text	
General Settings		Permissions and Management	Communications
P Title, description and	I navigation	Delete this question pool	RSS settings
· Versioning settings		Save question pool as template	
# Advanced settings		· Permissions for this question pool	
# Audience targeting s	ettings	Workflow Settings	
# Rating settings		# Enterprise Metadata and Keywords	
= Publishing		Settings	
· Form settings		 Information management policy settings 	

6. Click Permissions for this question pool;

7. To enable certain users or groups to use questions from this Question Pool, click **Grant Permissions** button on the ribbon:

BROWSE	COURSE TOO	PERMISSIONS				
Delete unique permissions	Grant Permissions	Edit User Permissions Permissions	Check Permissions	Course Teachers		
Inheritance	Grant	Modify	Check	Manage		
Recent Library Site Conte			Name	que permissions	Туре	Permission Levels
		💷 🗆 a	geucheva_a		User	Full Control
			ssistants		SharePoint Group	Assistant
			aculty		SharePoint Group	Full Control



8. Complete the open form:

Share 'Question Pool'				
Invite people Shared with	Assistant 2 ×			
	Welcome to SharePoint Question Pool			
	HIDE OPTIONS			
	Send an email invitation Select a permission level			
	Learner T			
	Share Cancel			

- Invite People select users or groups whom you want to grant permissions to. Divide the names with a semicolon. You can use the **Check names** and **Browse** buttons when specifying users and groups;
- Send an email invitation use the option to send personal e-mails to the users, regarding the fact that they have been given certain permissions;
- Select a permission level specify the level of permissions you want the user/group to have.
- 9. Click **OK** to confirm the settings. When adding questions to the quizzes, the specified users will be able to use the questions that you have shared.

10.10.6 Saving Question Pool as a Template

To save a question pool as a template, do the following:

- 1. Enter the necessary course, and then on the **Course Tools** menu, click **Quizzes**;
- 2. Click the down arrow next to the needed pool, and then select Settings from the list;
- 3. In the **Permissions and Management** section, click **Save list as template**:



Question Pool Infor	mation		
Name: Web Address: Description:	Question	2013-iwa/sites/c1/Question Pool/AllItems.	aspx
General Settings		Permissions and Management	Communications
Title, description and	navigation	Delete this question pool	RSS settings
Versioning settings		· Save question pool as template	
Advanced settings		· Permissions for this question pool	
Audience targeting s	ettings	 Workflow Settings 	
Rating settings		# Enterprise Metadata and Keywords	
Publishing		Settings	
Form settings		 Information management policy settings 	

Settings + Save as Ter	mplate 🛛		
File Name Enter the name for this template file.	File name:		
	Question Pool		
Name and Description	Template name:		
The name and description of this template will be displayed on the Create page.	QP Template		1.1
	Template description:		
Include Content	Include Content		-
Include content in your template if you want new lists created from this template to include the items in this list. Including content can increase the size of your template.			
Caution: Item security is not maintained in a template. If you have private content in this list, enabling this option is not recommended.			
		OK	Cancel

- File Name enter the name for the template file;
- Template Name enter name of the template. This name will appear on the Create page;
- *Template Description* enter the description for the template;
- *Include Content* select the check box if you want new pools created from this template to include the items from this pool.



5. Click **OK** to create a template.

10.11 Surveys

10.11.1 Creating a Survey

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

To create a survey, do the following:

- 1. Enter the necessary course, and then on the **Course Tools** menu, click **Quizzes**;
- 2. Click Create > Survey:

QUIZZES +	Marketing Site Create	
A list	vey of questions which you would like to have peop te questions and view graphical summaries of the	
Quiz	Question Pool	Survey



Site Contents + New			
Name and Description	Name:		
pe a new name as you want it to appear in headings and links throughout the site. Type escriptive text that will help site visitors use this survey.	Survey 1		
	Description:		
	Survey description	on	
Survey Options Specify whether users' names will appear in survey results and whether users can respond to the	Show user names	in survey results?	
same survey multiple times.	() Yes	© No	
	Allow multiple res	sponses?	
	@ Yes	No	

- Name enter the name for the survey;
- *Description* enter the description for the survey;
- *Navigation* select Yes to display the survey on the Quick Launch;
- Show User names in survey results? select Yes to display user names in survey results; select No to make a survey anonymous;
- Allow Multiple Responses? select Yes to allow users to take the survey more than ones;
- 4. Click Next;
- 5. Complete the open form to add survey questions:



Question and Type	Question:
Type your question and select the type of answer.	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)
	C Rating Scale (a matrix of choices or a Likert scale)
	© Number (1, 1.0, 100)
	© Currency (\$, ¥, €)
	© Date and Time
	© Lookup (information already on this site)
	© Yes/No (check box)
	© Person or Group
	© Page Separator (inserts a page break into your survey) © 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.
22222222022	
Column Validation	



- Question type the question;
- Answer Type select how the user need to answer the question;
- Additional Question Settings these options will differ depending on the answer type you have selected.
- 6. Click **Next Question** to save the question and continue to create another one. Click **Finish** to save the question and finish creation.

10.11.2 Saving Survey as a Template

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

- 1. Enter the necessary course, and then on the **Course Tools** menu, click **Quizzes**;
- 2. Click the down arrow next to the needed survey, and then select **Settings** from the list;
- 3. In the **Permissions and Management** section, click **Save survey as template:**

 Survey 	Setting	S	
List Information			
Name:	Survey 1		
Web Address:	http://sp201	3-iwa/sites/c1/Lists/Survey 1/overview.aspx	
Description:	Survey descr	iption	
General Settings		Permissions and Management	Communications
= List name, description	and navigation	= Delete this survey	= RSS settings
Advanced settings		Save survey as template	
Validation settings		Permissions for this survey	
· Audience targeting se	ettings	· Enterprise Metadata and Keywords Setti	ngs
Rating settings		· Information management policy setting	s
Publishing			
Form settings			



File Name Enter the name for this template file.	File name:	
	Survey Template	
Name and Description The name and description of this template will be displayed on the Create page.	Template name:	
	Survey Template	
	Template description:	
	description	
Include Content Include content in your template if you want new surveys created from this template to include the items in this survey. Including content can increase the size of your template.	Include Content	
Caution: Item security is not maintained in a template. If you have private content in this survey, enabling this option is not recommended.		

- File Name enter the name for the template file;
- *Template Name* enter name of the template. This name will appear on the Create page;
- *Template Description* enter the description for the template;
- Include Content select the check box if you want new surveys created from this template to include the items from this survey.
- 5. Click **OK** to create a template.



11. DROP BOX

The **Drop Box** section is intended for exchanging files between the Student and the Teacher of the course. The Teacher, who needs to share some file with the Student, may place the file into the Drop Box. Also a Student may place a file into the Drop Box to share with the Teacher. Any teacher can assign items to anybody; but he can only see items that were assigned to him by some other user (teacher or learner). Teacher is not intended to see items created by him in drop box web part. All items created by learners are also available for viewing in drop box web part by all teachers. All drop box items can be managed by teachers in the drop box tool or list.

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

- 1. Go to the Drop Box section;
- 2. In the ribbon menu go to List > List Settings in the ribbon menu;
- 3. In the General Settings section click Plagiarism;
- 4. Select **No** to disable checking for plagiarism for documents in the Drop Box:



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

To manage files in the Drop Box, do the following:

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




11.1 Adding Items to Drop Box

To add an item to the Drop Box, do the following:

- 1. Enter the necessary course;
- 2. On the Course Tools menu, click Drop Box;
- 3. Click **New Item** on the ribbon or new item button \oplus ;
- 4. Complete the open form as described below (fields marked with an asterisk are required):
 - Assigned To select the users whom you want to assign the file. The file will be visible only for the selected users;
 - Title type the title for the assignment;
 - *Comment* leave a comment on the file if necessary;
 - *Completed* select the check box if you want to mark the item as completed:

ve Cancel	Paste	Cut Copy Attach	ABC Spelling			
Commit	Clipboar	d Actions	Spelling			
Assigned	i To	Learner 1 x	Learner 2 x	Learner 3 x		
Title *		Additional materials				
Commer	nts	Here you can	find more	information rel	ated to this cou	rse,
Complet	ed	Ē				
Attachments		D:\SharePoint	\splms\que	stion types.doo	x 🗄 Delete	

- Click Attach File to attach the necessary file;
- Click **Spelling** to check the spelling.
- 5. Click **Save** either at the top or at the bottom of the page.

11.2 Modifying Drop Box Items

To modify Drop Box items:

- 1. Enter the necessary course and click the Drop Box icon in the Course Tools menu;
- 2. Point over the necessary item, click on the callout menu button *** , and select Edit Item:



D	ro	p Box 🛛		
Ð	new	item or edit this	list	
All it	ems	Inbox Inbox (new)	••••	Find an item
1	0	Title	As	signed To Created By
~	0	Additional materials 🗱	Edit	Learner 8 ageucheva_a Item
-			Dele	te Item
			View	Item
			Adva	inced +

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

Title *	Additional materials		
Assigned To	Hank Moody × Harvey Spector ×		
Comments	Here you can find more information re	lated to the cours	ie.
Completed			
Attachments	Tutorial.docx Delete		
	016 4:02 PM by 🗆 ageucheva_a 015/2016 4:02 PM by 🗀 ageucheva_a	Save	Cancel

- 3. If you want to mark the item as completed, check the box next to **Completed**;
- 4. Click Save.

NOTE: Students can only view added items; items modification is impossible. By default, the Read all items radio button is selected for the Read access option and the Create and Edit all items radio button is selected for Create and Edit access option:





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

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





12. PLAGIARISM

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

Share	Point				5	Teacher 1 🔹 🤷
BROWS	E FILES	LIBRARY			Q SH	ARE 🖧 FOLLOW
👌 Cour	se 4.0.0.12	Home	Search this site		Q	
Pla	giaris	m o				
Туре	Name	Modified	Modified By	Match Percent	Plagiarism Summary	Check document
	Doc4	8/5/2013 6:39 PM	🗆 sheremet_m	100%	Details	Ready
	Doc5	8/5/2013 6:47 PM	🗆 sheremet_m	100%	Details	Ready

Here you can view all the documents uploaded by Learners to Assignments section and Drop Box (if plagiarism check for drop box items is enabled), the date they were modified, the person who modified them, and the Plagiarism report (to view the Plagiarism report, click the **Details** section of the corresponding document):

Plagiarism Summary
Details
Details

Items in this list are ordered by the date of upload – newest items are placed on top of the list. If new version of document is uploaded, it is moved to the top of the list:



	Holy Roman Empire.docx (D8560496)	Rank	Path/File	ename			
Submitted	2013-08-06 14:17 (+03:00)	E >	http://ww	w.zeably.com	Holy Roman I	Empire&	.
Submated by	pavel@elearningforce.org	Alternative sources					
Receiver	pavel.elforce@analys.urkund.se	Sources not	used				
Message	SubmissionService - Holy Roman Empire.docx (1507881) <u>Show full</u> message 100% 1 of this approx. 1 pages long document consists of text present in (2) sources.						
iii ↔ 99	<u>↑ < ></u>		A 0 Warnings	\mathcal{C} Reset	🛓 Export	🖻 Share	
Ge Ita Cz Ski Du ge	ne Holy Roman Empire (Latin: Imperium Romanum Sacrum, erman: Heiliges Römisches Reich, alian: Sacro Romano Impero, eech: Svată říše římská, ovene: Sveto rimsko cesarstvo, utch: Heilige Roomse Rijk, French: Saint-Empire romain ermanique) as	The Holy Roman Em German: Heiliges Rö Italian: Sacro Roman Czech: Svatá říše řír Slovene: Sveto rímsk Dutch: Heilige Room germanique) was a complex political u	misches Reich, o Impero, nská, o cesarstvo, se Rijk, French: Sai	nt-Empire rom	ıain		

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

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

12.1 Choosing a Plagiarism Service

In SharePoint LMS you can choose between two anti-plagiarism systems: Ephorus and Urkund. There are several ways to choose a system:

> For the whole **Organization**:

Enter **Central Administration>Application Management>SharePoint LMS>Global Features**, and then select the plagiarism checking service:



Setup plagiarism checking service	Enable Plagiarism Control? Yes No
	Service Ephorus Ke <mark>Ephorus</mark> Vrkund

Configure the Setup Plagiarism Checking Service section as follows:

- Enable Plagiarism Control specify whether you want the anti-plagiarism control to be enabled;
- Service select an anti-plagiarism system from the drop-down list and specify the settings relevant for the selected system.

If you want to use the **Urkund** service, please, complete the **Urkund e-mail address** field as documents are uploaded to the service by being sent to a special *Urkund* e-mail. The request is sent via the site owner's address; however, if it's missing, the address specified in the Outgoing Email settings is used instead.

It is recommended to inform the service specialists about your email server IP or the domain which your documents will be submitted from.

Once the plagiarism checking process is finished, *Urkund* sends you the notification. Remember to check your Spam box as letters from *Urkund* may be marked as SPAM.

According to the license agreement results, reports are provided within 24 hours; however, normally it takes 4-8 hours.

If you want to use the **Ephorus** service, please, note:

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

It is also necessary to have Ephorus support set <u>http://service.sharepointlms.com/Ephorus.asmx</u> as the callback URL for your (customer's) handin code. Some features can't be configured by user manually. It's meant that you need to contact Ephorus support to activate or change some settings:

ID	Handin code	Version	Edit
01	(Accepted) handin code 01		a construction of the cons
02	(Accepted) handin code 02	Version 3 http://service.sharepointims.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:

Setup plagiarism checking service	Enable Plagiarism Control? @ Yes
	Service Ephorus KeUrkund

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

NOTE:	A necessary system can also be chosen in 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 <i>Ephorus</i> service, only the first Learner's public version of attachment file is sent for checking.
	If you are using <i>Urkund</i> 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 (<u>https://www1.ephorus.com/#/documents</u>). They are returned to SharePoint LMS and user can view the reports in the system.

12.2 Sending Document for Plagiarism Check

All documents uploaded by Learner to Assignments and Drop Box (if plagiarism check for drop box items is enabled) are sent for plagiarism check by the system. To add a document for plagiarism check manually, do the following:

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



ShareP	oint					
BROWSE	FILES	LIBRARY				
WT I	19	-	Check	Out		Version History
			Check	In		Shared With
New Document -	Upload Document	New Folder	Edit Document 💮 Discar	d Check Out	View Edit Properties Propertie	5 × Delete Document
	New		Open & Check		M	anage
Site Cont	tents		Туре	Name		Modified
				answe	TS DIMEN	1/8/2014 6:50 PM
			d	Article	DI NEW	1/8/2014 6:50 PM

3. Select the document for upload from your local computer. The document will be added to the list and sent to the plagiarism checking service. After the check is complete, the Match Percent and Plagiarism summary will become available:

🖄 Course	1					Search this site
Plag	iarism 🛛					
Туре	Name	Modified	Modified By	Match Percent	Plagiarism Summary	Status
	Story Bretw	1/9/2014 2:50 PM	System Account	100%	Details	Ready
	Blog EINEW	1/9/2014 2:50 PM	System Account	100%	Details	Ready

- **NOTE:** If an error occurs during the plagiarism check, you can send the document for checking again. To do it, follow the steps below:
 - 1. Select the View Properties from the drop-down menu of the document with the Error status;
 - 2. In the properties window click the **Check Again** button in the ribbon menu:





Check Edit	Alert Me	
again Item X Delete Item Manage	Out Actions	
Tools		
Chiefer -	Name	Story.docx
Announcements	Title	
Calendar	Match Percent	100 %
Documents	Match Percent	100 %
Discussion Board	Plagiarism Summa	ry Details
Discussion board	Status	Ready
Chat	History	1 (0 (001 4 0 40 0) 4 To real boot
Mailbox	History	1/9/2014 2:40 PM Try submit 1/9/2014 2:40 PM Successfully submitt
A Links		1/9/2014 2:50 PM Try to get result
Links		1/9/2014 3:00 PM Try to get result
Reports		1/9/2014 3:10 PM Try to get result 1/9/2014 3:20 PM Try to get result
🔏 Learning Path		1/9/2014 3:30 PM Try to get result
This may help in case if th	e error is "The open	ation has timed out". But for exar

Documents uploaded by Learner to Assignments and Drop Box are sent for plagiarism check by the SharePoint LMS Plagiarism Checking job. To change schedule settings of this job, do the following:

1. In the Central Administration go to **Monitoring** > **Check Job Status**;

plagiarism check.

2. Select SharePoint LMS Plagiarism Checking job from the list of jobs:

listory				
lob Title	Server	Web Application	Duration (hhmmiss)	Status
Courses Synchronization Job	SP2013-2	SharePoint SPLMS 4.1 - 46284	0:00:43	Succeeded
Scheduled Approval	SP2013-3	SharePoint SPLMS 4.1 - 46284	0:00:00	Succeeded
Immediate Alerts	SP2013-3	SharePoint SPLMS 4.1 - 46284	0:00:00	Succeeded
SharePointLMS Plagiarism Checking	SP2013-2	SharePoint SPLMS 4.1 - 46284	0:00:14	Succeeded
My Site Instantiation Interactive Request Queue	SP2013-3	SharePoint SPLMS 4.1 - 46284	0:00:00	Succeeded
SharePointLMS Task Processing	SP2013-2	SharePoint SPLMS 4.1 -	0:00:18	Succeeded

3. Set the schedule for this timer job in the **Recurring Schedule** section:



s	Edit Timer Jo	b o	
Timer Links Timer Job Status Scheduled Jobs Running Jobs Job History Job Definitions	Job Title Job Description	SharePointLMS Plagia	rism Checking
Central Administration Application Management System Settings	Job Properties This section lists the properties for this job.	Web application: Last run time:	SharePoint SPLMS 4.1 - 46284 1/9/2014 5:20 PM
Monitoring Backup and Restore Security Upgrade and Migration General Application Settings Apps Configuration Wizards	Recurring Schedule Use this section to modify the schedule specifying when the timer job will run. Daily, weekly, and monthly schedules also include a window of execution. The timer service will pick a random time within this interval to begin executing the job on each applicable server. This feature is appropriate for high- load jobs which run on multiple servers on the farm. Running this type of job on all the servers simultaneously might place an unreasonable load on the farm. To specify an exact starting time, set the beginning and ending times of the interval to the same value.	This timer job is sched Minutes Ex To Hourly Daily Weekly Monthly	luled to run: very 10 minute(s)
		R	un Now Disable OK Cancel

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

12.3 Managing Views

Managing views is a standard SharePoint functionality.

12.3.1 Creating View

As there are several types of view you can decide what of them is suitable for your course. To create a new view go to **Library>Create view**. Choose a format for your new view:



Choose a view type	
Standard View View data on a Web page. You can choose from a list of display styles.	Datasheet View View data in an editable spreadsheet format that is convenient for bulk editing and quick customization.
Calendar View View data as a daily, weekly, or monthly calendar.	Gantt View View list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time.
	Custom View in SharePoint Designer Start SharePoint Designer to create a new view for this list with capabilities such as conditional formatting.
Start from an existing view	
All Documents	

12.3.1.1 Creating Standard View

To create standard view:

- 1. Specify the Name of the view you create;
- 2. Check the corresponding boxes to choose what columns are to be displayed;
- 3. Sort the order of the items;
- 4. Define the **Filter** for the items;
- 5. Decide how your items will be grouped;
- 6. Specify the **Totals**, **Styles**, **Folders**, **Item limit** and **Mobile** setting for your view and press the OK button to save changes and Cancel to discard them.

12.3.1.2 Creating Calendar View

To create Calendar view:

- 1. Specify the Name of the view you create;
- 2. Select the Audience for this view (Personal/Public);
- 3. Define the Time interval for your view;
- 4. Specify the Calendar columns;
- 5. Choose the Default scope for your view (Day/Week/Month);
- 6. Assign a Filter and press OK to save settings and Cancel to discard them.

12.3.1.3 Creating Datasheet View

To create Datasheet view:

- 1. Specify the **Name** for the view you create;
- 2. Select the Audience for this view (Personal/Public);
- 3. Define the Time interval for your view;
- 4. Specify the Calendar columns;
- 5. Choose the **Default scope** for your view (Day/Week/Month);
- 6. Assign a **Filter**;
- 7. Specify the **Totals, Folders, Item limit** setting for your view and press the OK button to save changes and Cancel to discard them.



12.3.1.4 Creating Gantt View

To create Gantt view:

- 1. Specify the Name of the view you create;
- 2. Select the Audience for this view (Personal/Public);
- 3. Define the **Columns** for your view;
- 4. Define the Gantt columns for your view;
- 5. Sort the order of the items;
- 6. Define the Filter for the items;
- 7. Decide how your items will be grouped;
- 8. Specify the **Totals**, **Styles**, **Folders**, **Item limit** setting for your view and press the OK button to save changes and Cancel to discard them.

12.3.2 Choosing View

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

SharePo	int						
BROWSE	FILES	LIBRARY					
		-	-	Modify View .	Current View:		6
View Quic			Create	Treate Column	All Documents		Tant
View Quic Edi	t Ro	w B	Create View	Navigate Up	Default		Tags & Notes
View Format	Dat	asheet	_	Manage Vie	All Documents	De	Tags and Note

12.3.3 Modifying View

To modify the view:

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

SharePoint				
BROWSE FI	LES LIBRARY			
-	Show 1	Task Pane	Modify View 🚽 Current Vie	
	Show 1		e Modify View	2
View Quick Edit	New Row D Refrest	h Data Creat		(Advanced) Tags & Notes
View Format	Datasheet	£	Manage Views	Tags and Notes
Tools		Туре	Name	Modified
📢 Annou	uncements		answers Direv	7/29/2013 5:09 PM

2. Specify the Name of the view you create;



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

12.3.4 Managing View settings

In the **Document Library Settings** section there are the following sections: General Settings, Columns and Views. To open it, go to **Libraries > Plagiarism > Settings**:

Plagiaris	m > Sei	ungs	
List Information		9	
Name: Web Address: Description:	그 이번 경험을 잘 벗어야 한다. 같은 것이 없다.	va/sites/c1/Plagiarism/Forms/AllItems.asp g documents by plagiarism prevention se	No. Second Second
General Settings	Provide criectan	Permissions and Management	Communications
= List name, description	an and any instian	Permissions for this document library	RSS settings
 Versioning settings 	-	Manage files which have no checked in	
Advanced settings		version	
= Validation settings		Workflow Settings	
= Column default valu	e settings	Enterprise Metadata and Keywords	
Audience targeting		Settings	
Rating settings	87	 Information management policy settings 	
= Publishing		Contraction of the	
· Form settings			
- Contro accorda			
Columns			
Columns A column stores inform	nation about each doe	cument in the document library. The following	g columns are currently available in this
Columns	nation about each doo Type	cument in the document library. The following Required	g columns are currently available in this
Columns A column stores inform document library:	Type		g columns are currently available in this
Columns A column stores inform document library: Column (click to edit)	Type	Required we of text	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title	Type Single lin	Required the of text I Time	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created	Type Single lir Date and	Required the of text I Time I Time	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created Modified	Type Single lin Date and Date and	Required In of text I Time I Time Ir Group	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created Modified Created By	Type Single lin Date and Date and Person o	Required the of text I Time I Time Ir Group Ir Group	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By	Type Single lin Date and Date and Person o Person o	Required the of text I Time I Time Ir Group Ir Group	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To	Type Single lin Date and Date and Person o Person o Person o	Required the of text I Time I Time Ir Group Ir Group	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To	Type Single lin Date and Date and Person o Person o Person o	Required the of text I Time I Time Ir Group Ir Group	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Create column Add from existing site	Type Single lin Date and Date and Person o Person o Person o	Required the of text I Time I Time Ir Group Ir Group	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Checked Out To Checked Out To Checked Column Add from existing site Column ordering Indexed columns	Type Single lin Date and Date and Person o Person o Person o	Required the of text I Time I Time Ir Group Ir Group	g columns are currently available in this
Columns A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Checked Out To Checked Out To Checked Column Add from existing site Column ordering Indexed columns Views	Type Single lin Date and Date and Person o Person o Person o e columns	Required the of text I Time I Time I Time I Time I Group I Group I Group	
Columns A column stores inform document library: Column (click to edit) Title Created Modified Created By Modified By Checked Out To Checked Out To Checked Out To Checked Out To Checked Column Add from existing site Column ordering Column ordering Indexed columns Views A view of a document lite	Type Single lin Date and Date and Person o Person o Person o e columns	Required the of text I Time I Time I Time I Time I Group I Group I Group	



In the Columns section you can create a new column:

Name and Type	Column name:
ype a name for this column, and select he type of information you want to store	
n the column.	The type of information in this column is:
	Single line of text
	O Multiple lines of text
	Choice (menu to choose from)
	O Number (1, 1.0, 100)
	Ourrency (\$, ¥, €)
	O Date and Time
	O Lookup (information already on this site)
	© Yes/No (check box)
	Person or Group
	Hyperlink or Picture
	Calculated (calculation based on other columns)
	Task Outcome
	External Data
	Ø BodyReport
	Competency Lookup Field
	© Filtered Lookup (Information from all sites in site collection)
	© Body Report
	© Duration
	Managed Metadata
Additional Column Settings	Description:
Specify detailed options for the type of information you selected.	
	Require that this column contains information:
	© Yes @ No
	Enforce unique values:
	© Yes No
	Maximum number of characters:
	255
	Default value:
	Text Calculated Value
	Add to default view
Column Validation	
a contraction remodelent	· · · · · · · · · · · · · · · · · · ·
	OK Cancel

Specify the column's title and type, assign additional settings if necessary, press OK to save settings and Cancel to discard.



To define Document library setting go to Document library settings section and apply all the necessary changes in the following window:

Plagiaris	sm→ Set	ttings						
Name: Web Address:	Plagiarism	Plagiarism http://sp2013-iwa/sites/c1/Plagiarism/Forms/AllItems.aspx						
Description:		g documents by plagiarism prevention se						
General Settings		Permissions and Management	Communications					
. List name, descript	ion and navigation	· Permissions for this document library	· RSS settings					
Versioning settings	R	Manage files which have no checked in	1					
Advanced settings		version						
Validation settings		Workflow Settings						
Column default val		 Enterprise Metadata and Keywords Settings 						
Audience targeting) settings	 Information management policy 						
Rating settings		settings						
= Publishing								
# Form settings								

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

The Actions and Settings buttons at the top of the list allows performing actions and operations typical of SharePoint.



13. ASSIGNMENTS

The **Assignments** section allows users to set assignments within the course and view the results of performing assignments.

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

Con-Premises	ATTAC AND	⊴ software Course Assignment Calendar ©							
Tools	(+) nev	v item or edit	this	list					
🥪 Announcements	All Events	Calendar Cu	rrent E	vents ····	Find	l an item	Q		
Calendar	~ 0	Title				Due Date			en la
Documents	v 0	litie		Opening Date			Closing Date	Assignment Type	Group Hand In
Discussion Board		Zeromancer 🗱		2/4/2016 5:00	PM	2/5/2016 12:00 AM		Online Submission	No
Q Chat		Assignment		2/5/2016 12:0	DO PM	2/10/2016 12:00 AM		Online	No
🙆 Mailbox		for Wednesday 🗱						Submission	
Einks		New assignment #		2/5/2016 12:0	00 PM	2/16/2016 12:00 AM		Online Submission	No

The following information is displayed in the list of Assignments:

- Title contains Assignment's name;
- **Opening Date** contains date, from which the Assignment is available for Learners;
- **Due Date** contains due date for the assignment;
- Closing Date contains the last date that the system will allow submissions for this assignment;
- Assignment Type contains assignment type;
- Group Hand In indicates if Group Hand In is possible for this assignment;
- Scale Configuration indicates if Scale Configuration is set for this Assignment;
- **Template** shows the Title of Assignment Template. (If Template values were reassigned manually in the Assignment, Template's title will be shown regardless of this);
- Submitted shows the number of submitted assignment tasks out of total, e.g. "12 of 22".

Assignments list should be differentiated from the Assignment Tasks list, which can be accessed through the View Learner's Assignments button (available in the ribbon menu and in the Assignment view form):

BROWSE FILES LIBRARY									Q si	HARE 🟠 FOLLOW
Con-Premises	and a	signmer	nts ©					[Search this site	ş
Tools	1	() Title	Assignment Type	Assigned To	Grade	Status	Overdue Status	Due Date	Comments	Saved as Draft
Announcements		Assignment 2	Online Submission	Learner 1		Not Started		1/15/2014 12:00 AM	View Entries	No
Calendar		Assignment 2	Online Submission	Learner 2		Not Started		1/15/2014 12:00 AM	View Entries	No
Documents		Assignment 2	Online Submission	Learner 3		Not Started		1/15/2014 12:00 AM	View Entries	No
Discussion Board										

Assignment Task is a single instance of Assignment created for every Learner. The following information is displayed in the list of Assignments:



- **Title** contains Assignment's name;
- Assignment Type contains assignment type;
- Assigned To indicates Learner, to whom the task is assigned;
- Grade contains grade, if the task is already assessed;
- Overdue Status indicates if the task is submitted after Due Date;
- Due Date contains due date for the assignment;
- **Comments** contains link to the Assignment Task comments;
- Saved as Draft indicates if the Assignment Task status is Saved as Draft.

13.1 Creating Assignments

To create an assignment, follow these steps:

- 1. On the Course level, go to the left course tools menu and click the Assignments icon;
- 2. On the ribbon menu go to **List Tools > Items** and click **New Item > Assignment** or click new item button:

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



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

BROWSE ED	COURSE TOO	LS		🖸 SHARE 🏠 FOLLOW
Save Cancel	Paste Cut	View Learner's Assignments	ABC Spelling	
Commit	Clipboard	Actions	Spelling	
Site Contents		Template		none *
		Title *		Wednesday assignment
		Assignment Type	e.	Online Submission
		Opening Date *		7/15/2016 I PM ¥ 00 ¥
				The time that the assignment becomes available to students.
		Due Date *		7/27/2016 12 AM ¥ 00 ¥
				The due date for the assignment. Homework submitted after this time will be marked overdue.
		Closing Date		12 AM ¥ 00. ¥
				The last date that the system will allow submissions for this assignment. If left empty, it will default to the Due Date.
		Description *		Write an essay
				Attach file
		Group Hand In		• Attach line
		Scale Configurat	1011	Use: No grading
				Scale Set: Default (UK) +
				 Numerical
				Min: Max:
86). 				Display options:
				Show grade
				 Show percentage Combined view
		Assigned To		All Learners Selected Learners
		Notify me when	learners return tasks for	
		Show tasks now		8
		Short tasks now		<u></u>
				Save Cancel

- *Template* select template from the drop-down list with titles of all existing templates + "None" value on the top. The default Assignment template is set in the Assignment Templates list. You can view the selected template by clicking the View button (A).
 Template Fields and **Notification Settings** set in the selected Assignment template are displayed below the drop-down menu (non-editable);
- *Title* type the title for the assignment;
- Assignment type specify the type for the assignment from the drop-down list:
 - Online Submission (assignment should be returned via SPLMS);



- Offline Submission (assignment should be returned in class);
- *Required Course Preparation;*
- Optional Additional Reading;
- Other;
- Opening Date specify the time the assignment becomes available for the learners;
- *Due Date* specify the deadline for submitting the assignment. Assignments submitted after this time will be marked overdue;
- Closing Date specify the last day for the assignment to be submitted;
- *Description* type the assignment main task;

To add a file to the assignment, when filling *Description* field, go to **Editing Tools** > **Insert** and click **Upload File**:

It is possible to upload file to assignment when filling the *Description* field. When you use this option to add files to the assignment, Learners can access these files not only in the Assignment Task, but also in the library, to which the files are uploaded, e.g. Documents, Assignments or other.

If you do not want the uploaded files to be disclosed to Learners before some specific date, it is possible to set publishing dates for the file.

To do that, go to **Editing Tools** > **Insert** and click **Upload File**:

BROWSE EDIT COUR	RSE TOOLS FORMAT TEXT INSERT	🗘 SHARE 🟠 FOLLOW [2
Tables Media	//deo and Audio - Links Links Embed	
Site Contents	Template	none 🔻
	Title *	Wednesday assignment
	Assignment Type	Online Submission
	Opening Date *	7/15/2016 1 PM V 00 V
		The time that the assignment becomes available to students.
	Due Date *	7/27/2016 III 12 AM V 00 V
		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 *	Write an essay
		Attach file
	Group Hand In	

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



Choose a file	Choose File Tutorial.docx	
	Add as a new version to existing files	
Destination Library	Documents	•
/ersion Comments		

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

Link Target	 _self Specify your own value:
	Name of window where link will be opened when clicked
Start Date	2/16/2016
	Scheduled approval start date
End Date	5/12/2016 12 AM V 00 V
	Scheduled approval end date
Keywords	
	6 12:23 PM by ageucheva_a Save Cancel



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

Opening Date * 2/15/2010 Due Date * 2/15/2016 Due Date * 2/15/2016 The there there is an inlable to the entry. Click for help about adding basic HTML formatting. Closing Date 2/15/2016 The last date that the system will allow submissions for this assignment Homework allow submissions for the same of allow submiss	Assignment Type	Online Submission	Description	Hardware Requirements
Due Date * Click for help about adding basic HTML formatting. Due Date * Click for help about adding basic HTML formatting. Closing Date The twentble form antipument will be marked overdue. Closing Date The last date that the system will allow submitted overdue. Description * Closing Date	Opening Date *			
Closing Date Name of window where link will be opened when clicked The last date that the system will allow submassions for the sargers allow submassions for the sargers I left empty, it will default to the Description * Date 2/16/2016 II 12 AM * 00 * Software approval start date End Date 2/16/2016 II 12 AM * 00 * Software approval start date	Due Date *	2/16/2016	Link Target	() telf *
Description * End Date 2/26/2019 III 12 AM * 00 *	Closing Date	The last date that the system will	Start Date	2/15/2016 E 12 AM * 00 *
	Description *		End Date Keywords	2/16/2016 III 12 AM * 00 *

The document will be saved in the selected document library, and learner will be able to view it in the task.

NOTE: To view the attached document before Assignment saving, press Ctrl + Left mouse button. The document content will be displayed in a new tab.

Attach file link allows attaching *Description files* to the Assignment. These files can be edited only by Teacher in the Assignment edit form. In the Assignment Task these files are available only for view and download for Teacher and Learner:

BROWSE ED	PORMAT TEXT	INSERT				
Save Cancel	Paste Cut Clipboard	View Learner's Assignments Actions	ABC Spelling Spelling			
			to Wile≇Sollin Watho of Story	80		
Tools		Use this page to ac	ig attachments t	o an item.		
📢 Annou	incements	Name				
Calend	jar			Choose File	Tutorial.docx	
C Docum	nents					
Discus	sion Board					1
Chat					ОК	Cancel

- *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:

New New Folder	View Edit	Version Shared No.	With	View Learner's	Synchronize Assignments	Attach File	Alert Me+	Tags & Notes	Workflows A	Approve/Reject
New	Mar	nage			Actions		Share & Track	Tags and Notes	Worl	kflows
a three shares and shares and										
	uncements	All Ev	vents	Calendar	Current Ever	nts ••	Find a	n item	Q	
Calenc	dar		vents	Calendar Title	Current Ever	nts 💀	Find a Opening D		ب e Date	Closing Da
Calence Calence Cocur	dar nents	1000	8			nts ••	Opening D	ate Du		And Sector Control
Calence Calence Cocur	dar	1000	0	Title	ent 🛱		Opening D	ate Du 5:00 PM 5/4	e Date	AM

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

Synchronization Settings		3
Assignment Tasks generation job is started. Tasks	will be generated automati	cally.
Do you want to generate tasks now?		
	ОК	Cancel

Assignment Tasks will be generated for all Learners specified in the Assigned To field.

NOTE: You can use this feature to create Assignment Tasks for Learners before the Opening Date is reached. In this case the following confirmation message will be displayed:





 Assignment's Opening Date hasn't been reac be able to edit them before Opening Date. 	hed yet. Tasks will be generated but Learne
Are you sure you want to generate tasks now?	
	OK Cance

This function can be used after Assignment Tasks are generated to synchronize assignments after adding/removing users from the assignment.

After you add/remove learners in the Assignment edit form:

- 1. Check the needed assignment and click **Synchronize Assignments**;
- 2. Two options will be suggested:

Synchronization Settings		>
 Generate Assignment Tasks for new Learners Remove Assignment Tasks of the Learners who left the course 	OK	Cancel

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

NOTE:	Assignment Tasks are added/removed for new/deleted Learners by the SharePoint LMS
	Task Processing job as well. But if new users were added to course(or old users were
	removed from course) after assignment tasks for All Learners had been created,
	SharePoint LMS Task Processing job checks the assignments that has opening date only
	in range {today before current time and yesterday after 12am} and generates tasks for
	new users (or removes tasks for deleted users).
	Synchronize Assignments button does this for selected assignment regardless of the
	opening date value. We recommend using Synchronize Assignments feature for
	creation/deleting tasks for assignments with Opening date earlier than current date.
NOTE:	Group Assignment Tasks are not removed if at least one Learner of the group remains in
	the course.

5. Check the needed options and click **OK**.

If you do not Synchronize Assignments, Assignment Tasks are generated automatically by SharePoint LMS Task Processing job.



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

Edit Timer Jo	b o					
Job Title	ELEARNINGFORCE	E - LMS: Task P	rocessing			
Job Description	Processes assignm etc.	nents in ShareP	ointLMS courses: ;	generates task	s, sets overdu	e status,
Job Properties This section lists the properties for this job.	Web application: Last run time:		SharePoir 2/15/2010	nt - 80 6 4:15 PM		
Recurring Schedule Use this section to modify the schedule specifying when the timer job will run. Daily, weekly, and monthly schedules also include a window of execution. The timer service will pick a random time within this interval to begin executing the job on each applicable server. This feature is appropriate for high- load jobs which run on multiple servers on the farm. Running this type of job on all the servers simultaneously might place an unreasonable load on the farm. To specify an exact starting time, set the beginning and ending times of the interval to the same value.	This timer job is so Minutes Hourly Daily Weekly Monthly	cheduled to rur Every 5	n:] minute(s)			
			Run Now	Disable	ОК	Cancel

NOTE: If you have several owstimers on the farm (not single-server application), when you click the **'Run Now'** button, the Timer Job does not generate new tasks. New tasks will be generated as scheduled for the job, because if one owstimer is processing course, then other owstimer should not process this course. If you want to have Assignment Tasks generated quicker, we recommend changing the schedule of this timer job.

13.3 Viewing Assignment

To view an assignment, in the Assignments section click the assignment's title. The following window will appear:



BROWSE VIEW			
View Learner's Assignments Edit Item Manage	V Alert Me Workflows Actions		
manage	75.501 D :		
Tools	Template	Assignment Template	
Announcements	Title	Monday Assignment	
Calendar	Assignment Type	Online Submission	
Documents	Opening Date	2/9/2016 1:00 PM	
😴 Discussion Board	Due Date	2/10/2016 12:00 AM	
🗬 Chat		2/10/2010 12:00 AM	
Ailbox	Closing Date	10 Age 10 A 10 A 10 A	
🕵 Links	Description	write an essay	
Reports	Group Hand In	No	
💫 Learning Module	Scale Configuration		
ve Quizzes	Assigned To	Hank Moody	
Drop Box		Learner 10. Harvey Spector	
Assignments	Notify me when learners return tasks for this assign	10.00	
Attendance	riving the interneoniers recurr taxes for this assign	IININ, FIV.	
	Content Type: Assignment		·
Conference	Created at 2/9/2016 12:02 PM by ageucheva_a Last modified at 2/9/2016 1:00 PM by System Account		Ciose
📰 Grade Book	cast mouned at 2/9/2010 100 Pm by C System Account		

Buttons at the top allow performing the following operations:

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

NOTE: The View Learner's Assignments button is inactive until Assignment Tasks are generated.

13.4 Modifying Assignments

All assignments can be edited by Teachers.

To edit an assignment, do the following:

- 1. Enter the Assignments section;
- 2. Click the name of a necessary assignment;
- 3. Select Edit Item on the ribbon;
- 4. The form for item editing will appear. Modify the necessary fields according to your preferences:



Template	Assignment Template
Title *	Monday Assignment
Assignment Type	Online Submission
Opening Date *	2/9/2016
	The time that the assignment
	becomes available to students.
Due Date *	2/10/2016 II 12 AM
	The due date for the assignment. Homework submitted after this time will be marked overdue.
Josing 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 *	write an essay
	Attach file
roup Hand in	
cale Configuration	Use:
	No grading
	Scale Set: Default (UK) +
	() Numerical
	Min: Masc
	Display options: Show grade
	Show percentage
	Combined view
usigned To	O All Learners
5-1775-041171367	Selected Learners
	Learner 1: Learner 10: Learner 2
Notify me when learners return tasks for this assignme	a, E
	Test
reated at 2/9/2016 12:02 PM by ageucheva_a ast modified at 2/9/2016 1:00 PM by System Account	Saver

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

NOTE: When Teacher edits Assignment, Assignment Tasks are updated if their status is Not Started or Returned.
 BUT! If the Assignment Task status is In Progress, Completed or Submitted, it remains unchanged after Teacher's edit.
 NOTE: If Teacher wants to edit Opening Date in assignment with generated assignment tasks, he/she must delete the current assignment and create a new one with the needed



Opening Date, as Opening date cannot be changed for assignment tasks that have already been generated.

If Assignment tasks are not generated yet, it is possible to change opening date – assignment tasks will be generated according to the new schedule or after Synchronizing Assignments.

13.5 Modifying Assignment Tasks

After generation Assignment Tasks can be edited by Teacher and Learner.

13.5.1 Teacher's Assignment Task edit form

To edit an assignment task,

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

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

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

CINS365 On-Premises	52		ignments o				
Tools		۵	Title	Assignment Type	Assigned To	Grade	Status
📢 Announcements			Assignment for Wednesday	Online Submission	🗆 ageucheva_a		Not Started
Calendar			Assignment for Wednesday	Online Submission	Cheech Marin		Not Started
C Documents			Assignment for Wednesday	Online Submission	🗆 John Smith		Not Started
Discussion Board			Assignment for Wednesday	Online Submission	🗆 Hank Moody		Not Started
Chat			Assignment for Wednesday	Online Submission	🗆 Learner 10.		Not Started
A Mailbox			Assignment for Wednesday	Online Submission	Harvey Spector		Not Started

- 4. Select the needed Assignment Task and click the **Edit Item** button.
- 5. The form for item editing will appear. Modify the necessary fields;



Teacher's Assignment Task edit form:

BROWSE EXIT			Q SHARE 🟠 FOLLOW
oprove Save As Cancel Past Commit C	Be Copy Be Copy Delete Attach Ipboard Actions		
Tools Announcements Calendar	Title Description	Assignment 5 assignment description	
Discussion Board Chat Mailbox Links		Description files: E.docx Description files can be changed in Assig	inment only.
Reports	Opening Date	2/5/2016 III 2 PM The time that the assignment becomes available to students.	43
Ha Drop Box	Due Date	2/10/2016 III 12 A) The due date for the assignment. Homework submitted after this time will be marked overdue.	M 💌 00 💌
Conference	Closing Date	The last date that the system will allow submissions for this assignment.	M . 00 .
Tracking Wiki Pages Seating Chart	Assigned To * Grade Comments	If left empty, it will default to the Due Date. Learner 1	
Staff Roster			
Courses Site Contents		If you're not sure if server-side editing is	pends on the settings of your computer and SharePoint. enabled, please use client-side editing (i.e. download Files with coinciding titles are uploaded as new file
		00 PM by C System Account 2016 12:01 AM by C System Account	Approve Save As Draft Cancel

Title – Assignment Task title;

Description - Assignment Task description text;

Description Files - files that were attached to the Assignment by Teacher. Versioning is not used for these files. **Description files** are always static in the Assignment task, as nobody can add new file, edit files and delete files here. Teacher can add new file, edit these files, and delete these files only in the <u>Assignment edit form</u> (all changes with Description files in assignment are immediately reflected in Assignment tasks).

Opening Date – opening date of the Assignment Task;

Due Date - due date of the Assignment Task;

Closing Date - closing date of the Assignment Task;

Assigned To – non-editable field, displays Learner to whom the task is assigned;



Grade - select grade from the drop-down list (available for graded assignments only);

Comments – field for adding comments to the Assignment Task. Teacher can see his own and learner's public comments. Teacher can edit his comment many times within the same iteration, before he Approves\Returns the task. (i.e. When teacher opens task to edit within the same iteration, Saved as Draft Comment text is shown in the text field – ready to be edited). Draft comments are not added to the list of comments unless the teacher Approves\Returns the task.

Each time Teacher Submits, Returns or Saves task as draft, a new version of task is created (SharePoint versioning is used).

Hand In Attachments – files that were attached to the assignment task by Learner or Teacher. Versioning is used for these files.

The following operations are available for Teacher with Hand In Attachments:

1. Teacher can view and open all public file versions, latest Learner's draft file version (if the task wasn't submitted), and Teacher's own draft file versions. When Teacher clicks attachment name, a drop-down menu with a list of all available file versions is opened. When Teacher clicks file name in the drop-down, the file is opened or downloaded depending on SharePoint and client's OS settings. 2. Teacher can add new attachments using the "**Attach file**" link or the "**Attach file**" button in the ribbon.

3. Teacher can edit attached files in **Hand In attachments**. After edit a new file version is created. Teacher can create several draft file versions. A new file version is also appended when user uploads a file which title coincides with the title of existing file.

4. Teacher can delete all his draft file versions till the latest public version clicking the **Delete my Draft** link next to the attachment name. If there are no draft file versions to delete, the Delete my Draft link is greyed-out.

Template Fields – non-editable field, displays fields added to the Assignment from Template.

NOTE: Teacher cannot edit or delete Description files. It is possible only for the Assignment, not the Assignment Task. NOTE: If Learner saved assignment task as draft, Learner's draft assignment and draft Hand In attachments are always visible for Teacher. If Teacher saved assignment task as draft, his draft assignment task, its draft attachments and draft comments are never available for view and edit for Learner. If Teacher saved assignment task as draft, his draft assignment task, its draft attachments and draft comments are available for view and edit for another Teacher (in case there are several Teachers in one course). **NOTE:** Only one comment can be created per iteration. One iteration is a case when task resides side (e.g. on the teacher's side, learner's side before user on one Approves\Submits\Returns). Draft comment is a personal thing and is visible to its owner unless it is published. Draft comment may be edited many times within one iteration. Draft comment becomes public when user Approves\Submits\Returns the task. NOTE: Public comments and attachments cannot be deleted for legal purposes.

13.5.2 Learner's Assignment Task edit form

NOTE: Assignment tasks can be modified by Learners if they have the corresponding permissions. Permissions usually depend on task status. See the table below:



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

The **View** type permission means that learners can only view items and attached documents.

The **Edit** type permission means that learners can view, edit items and view, edit or delete documents which they attached. Note, that once documents were attached or edited by teachers, they cannot be managed by learners.

Once a task is generated and saved as draft by teacher, it cannot be managed by Learner despite that Learner sees the task status as Not Started.

For more information about task statuses, see the <u>Task Status</u> paragraph.

To edit an assignment task, do the following:

- 1. Enter the Assignments section;
- 2. Select the needed Assignment Task and click the Edit Item button;
- 3. The form for item editing will appear. Modify the necessary fields;



Learner's Assignment Task edit form:

Title	New Assignment
Description	Write an essay.
Opening Date	2/15/2016 5:00 PM
Due Date	2/16/2016 12:00 AM
Closing Date	4/14/2016 12:00 AM
Assigned To *	Hank Moody
	You can select learners to include in the group:
Comments	
	No existing entries.
	Hand in Attachments:
	Ability to edit files on the server-side depends on the settings of your computer and SharePoint. If you're not sure if server-side editing is enabled, please use client- side editing (i.e. download file, edit it locally and attach to the Task). Files with coinciding titles are uploaded as new file versions.
Template Fields	
Version: 1.0 Created at 2/15/2016 5:00 PM Last modified at 2/15/2016 5:	

Title – non-editable field, displays Assignment Task title;

Description – non-editable field, displays Assignment Task description text;

Description Files - files that were attached to the Assignment by Teacher. Versioning is not used for these files. Learner can only view and download **Description files.** When Learner clicks description file name, a prompt to download it appears, for any file type (for associated applications also). Learner chooses to open or save the file locally on the prompt window and opens the file on the server or on his local machine.

Opening Date – non-editable field, displays opening date of the Assignment Task;

Due Date - non-editable field, displays due date of the Assignment Task;

Closing Date - field is hidden if empty;

Assigned To –displays Learner to whom the task is assigned and people picker for adding users in Assignment Tasks with Group Hand In;

Grade field is shown only for assignments with grade and even if it is empty (because it is the only for Learner to determine that assignment is gradable); way **Comments** – field for adding comments to the Assignment Task. Learner can view his own and teacher's public comments. Learner can edit his comment many times within the same iteration, before he Submits the task. (i.e. when the learner opens task to edit within the same iteration, Saved as Draft Comment text is shown in the text field – ready to be edited). Draft comments are not visible for Teacher. Each time Learner Submits or Saves task as Draft, a new version of task is created (SharePoint versioning).

Hand In Attachments – files that were attached to the assignment task by Learner or Teacher. Versioning is used for these files.

The following operations are available for Learner with Hand In Attachments: 1. Learner can view and open the latest public file version and own latest draft file version, file's version history is not available for Learner. When Learner clicks attachment name, the latest from



files available to Learner (public file version or Learner's own draft file version) is opened or prompted to download (depending on SharePoint and client's OS settings). For group Assignment Tasks if several learners created own draft file versions, the latest Learner's draft file version is opened or prompted to download, no matter what Learner has created it. 2. Learner can add new attachments using the "**Attach file**" link or the "**Attach file**" button in the ribbon.

3. Learner can edit attached files in **Hand In attachments.** After edit, a new file version is created. 4. Learner can create several draft file versions per iteration (i.e. before Learner Submitted the task or before Teacher Saved as Draft or before Closing Date has come). After iteration end the latest Learner's draft file version becomes public. New file version is also appended when user uploads a file which title coincides with the title of existing file.

5. Learner can delete all his draft file versions till the latest public version clicking the **Delete my Draft** link next to the attachment name. For group Assignment Tasks the Delete my Draft link removes all recent draft file versions till the latest public version no matter which Learner created it. If there are no draft file versions to delete, the Delete my Draft link is greyed-out.

NOTE: Public version of files attached to the Assignment by Learners is sent for plagiarism check.

If Ephorus service is enabled, only **the first** public version is sent for checking. If Urkund service is enabled, **each** public version is sent for checking.

It applies only to Learner's public versions of files. For example, in such case: 1. Learner attaches file > 2. Teacher edits and saves file > 3. Learner edits and saves file only versions 1 and 3 will be sent for plagiarism check. Teacher's public versions of attachments are not sent for plagiarism check.

Teacher's public versions of attachments are not sent for plagiarism check.

NOTE: Public comments and attachments cannot be deleted for legal purposes.

Template Fields – fields added to the Assignment from Template.

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

ect People			
Learners			
Learners			
	Display Name	E-mail Address	Title
All Search Results	Harvey Spector	mail@mail.vom	Harvey Spe
	4		•

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

Confirmation
 You have not selected any learners for the group. The selection of Group Members CANNOT be changed after clicking the YES button.
Are you sure, you want to proceed?
Yes No
selected any learners for the group and clicks the Submit button, a ppears in a pop-up window:



Confirm Submission	
 You have not selected any learners for the group. The selection of Group Members CANNOT be changed after clicking the YES button. 	
Are you sure, you want to submit this assignment?	
Yes No	

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

Conf	irmation
1	You have selected: Learner 2 for members of this group submission. The selection of Group Members CANNOT be changed after clicking the YES button.
	Are you sure, you want to proceed?
	Yes No

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

Confi	rm Submission
1	You have selected: Learner 2 for members of this group submission. The selection of Group Members CANNOT be changed after clicking the YES button.
	Are you sure, you want to submit this assignment?
	Yes No





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

Your submission has been received.

Template fields group is shown if a template is set for the assignment. Learner has to check required fields, otherwise he will not be able to Save as Draft or Submit the task.

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

Group assignment task can be edited by any member of the group.

If one of the learners from the group wants to return a group assignment, he should do the following actions:

- 1. Open the assignment task in edit mode;
- 2. Select from people picker the learners, he wishes to include into the group;
- 3. Fill in required and other fields from the group assignment template, add some comments and attach files.
- 4. Click Submit or Save As Draft to save the changes.

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

NOTE: If Learner saved assignment task as draft, Learner's draft assignment and draft Hand In attachments are always visible for Teacher. Besides, Teacher can make draft Assignment Tasks available for other Learners using the <u>'Share for Learners'</u> function.

But Learner's draft comments are not visible for Teacher. Learner can edit own draft comment many times until submit.

After learner submitted the assignment task, he can edit it (including attachments) until: a) Due Date is reached;

b) Teacher started to edit assignment task. If Teacher started editing the assignment task, Learner will receive the following message when trying to edit the assignment task:



NOTE: In case if Teacher starts editing Learner's draft version of attachment and then clicks Cancel, Teacher's draft version of attachment is created, which is not visible for Learner.


After this Learner can edit and submit the assignment task itself, but cannot edit the attachment file:



To avoid such situations, it is recommended for Teachers to start editing Learners' assignment task after it is submitted by Learner, or save public versions of attachments so as other users had access to them.

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

When editing assignment task is not allowed for the learner, he can only view it. In the view form he can see all the attached files but cannot open/download them. After learner submitted the assignment task, it is sent to the teacher and **Status** "Submitted" is displayed to the learner, who submitted the task and to all learners selected in a group for this assignment.

- NOTE: Learner's Assignment Task can be changed when Teacher edits Assignment. In this case, Assignment Tasks are updated if their status is *Not Started* or *Returned*.
 BUT! If the Assignment Task status is *In Progress, Completed* or *Submitted*, it remains unchanged after Teacher's edit.
- **NOTE:** Only one comment can be created per iteration. One iteration is a case when task resides on one side (e.g. on the teacher's side, learner's side before user Approves\Submits\Returns).

Draft comment is a personal thing and is visible to its owner unless it is published. Draft comment may be edited many times within one iteration. Draft comment becomes public when user Approves\Submits\Returns the task.

13.5.3 Submitted Assignment Task edit form

When group assignment task was handed in by a group of learners, it is displayed in the assignment tasks list as shown below:



BROWSE FILES LIBRARY							
Con-Premises	₫ cour Ass	se 1 Signmer	nts o				
Tools		Title	Assignment Type	Assigned To	Grade	Status	Overdue Status
📢 Announcements		Assignment 5	Online Submission	Learner 1]	Submitted	
Calendar		Assistant C	Online Submission	Learner 2		Not Started	
C Documents		Assignment 5	Online Submission	Learner 3		Not Started	

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

To edit a submitted Assignment Task,

- 1. Enter the **Assignments** section;
- 2. Select the needed assignment and click the View Learner's Assignments button.
- 3. Select submitted Assignment Task in the list of Learner's Assignment Tasks and click the **Edit Item** button.
- 4. The form for item editing will appear. Modify the necessary fields:

Teacher's edit form of the Submitted Assignment task:



BROWSE EDIT							Q 94	R \$	VOLLOW
Approve Return Save Ac Cancel	Pate Copy Attach								
Tools	Title	Assignment 5							
Calendar ICR Documents	Description	assignment description							
Chat									_
Mailbox		Description files: E.docx							
E Reports	Opening Date	Description files can be chan 2/5/2016 The time that the assignment	ged in Assignmen						
Gig Quizzes	Due Date	becomes available to students 2/10/2016	12 AM	00					
Assignments		The due date for the assignmen Homework submitted after this will be marked overdue.							
Conference Grade Book Filip	Closing Date	The last date that the system we draw subminions for this ansig if left empty, it will default to the	oment.	• 00					
제 Tracking 없 Wiki Pages 네 Seating Chart 또 Learners & Groups	Assigned To * Grade	Learner 1; Learner 2 2 Individual grades Learner 1 Learner 2							
달리 Staff 역 Roster 달리 Plagiarism	Comments								
Courses Site Contents									
		No existing entries. Hand in Attachments: Attach file Ability to edit files on the ser enabled, please use client-sic file versions.							
	Template Fields								
	Venion: 2.0 Created at 2/5/2016 1:00 PM by Last modified at 2/10/2016 12:01				Approve	Return	Save As Draft		Carical

Title – Assignment Task title, non-editable field;

Description – Assignment Task description text;

Description Files - files that were attached to the Assignment by Teacher. Versioning is not used for these files. **Description files** are always static in the Assignment task, as nobody can add new file, edit files and delete files here. Teacher can add new file, edit these files, and delete these files only in the <u>Assignment edit form</u> (all changes with Description files in assignment are immediately reflected in Assignment tasks).

Opening Date – opening date of the Assignment Task;

Due Date - due date of the Assignment Task;

Closing Date - closing date of the Assignment Task;

Assigned To – non-editable field, displays Learner or Learners who submitted the Assignment Task; **Grade** – section is not shown for assignments without grade

Individual grades checkbox is shown for **Group Hand In** Assignment Tasks. When **Individual grades** checkbox is chosen, a list of learners with grade drop-box(or inputbox for numerical grade) is shown next to the learners' names:



Grade	Individual grades
	 Learner 1
	▼ Learner 2

Comments – field for adding comments to the Assignment Task. Teacher can see his own and learner's public comments. Teacher can edit his comment many times within the same iteration, before he Approves\Returns the task. (i.e. When teacher opens task to edit within the same iteration, Saved as Draft Comment text is shown in the text field – ready to be edited). Draft comments are not added to the list of comments unless the teacher Approves\Returns the task.

Each time Teacher Submits, Returns or Saves task as draft, a new version of task is created (SharePoint versioning is used).

Hand In Attachments – files that were attached to the assignment task by Learner or Teacher. Versioning is used for these files.

The following operations are avaliable for Teacher with Hand In Attachments: 1. Teacher can view and open all public file and Teacher's own draft file versions. When Teacher clicks attachment name, a drop-down menu with a list of all available file versions is opened. When Teacher clicks file name in the drop-down, the file is opened or downloaded depending on SharePoint and client's OS settings.

2. Teacher can add new attachments using the Attach file link or the Attach file button in the ribbon. 3. Teacher can edit files in Hand In attachments. After edit a new file version is created. New file version is also appended when user uploads a file which title coincides with the title of existing file. 4. Teacher can create several draft file versions. Teacher's latest draft file version becomes public after Teacher Approves the task or Returns it to Learner. 5. Teacher can delete all his draft file versions till the latest public version clicking the **Delete my Draft** link next to the attachment name. If there are no draft file versions to delete, the Delete my link Draft is greyed-out.

Template Fields – non-editable field, displays fields added to the Assignment from Template.

NOTE: Public comments and attachments cannot be deleted for legal purposes.

13.5.4 Break Group function

If Assignment Task was submitted by a group of Learners, Teacher can split the group using the **Break Group** function. To break Learners Group, do the following:

- 1. Enter the **Assignments** section;
- 2. Select the needed assignment and click the View Learner's Assignments button;
- 3. Select submitted Assignment Task in the list of Learner's Assignment Tasks and click the **View Item** button;
- 4. The Assignment Task view form will open. Click the Break Group button:



BROWSE VIEW				
Edit Item Manage	Shared With 🔅	Alert Me Workflow Actions		
Tools Announcements Calendar Cocuments Cocuments Cocuments Cocuments	Title Assignment Status Overdue Sta Description	Type atus	New Assignment Online Submission Submitted Write an essay.	
🚔 Mailbox			Description files: Description files can be changed in Assignment only.	
Reports	Opening Da Due Date Closing Date		2/15/2016 5:00 PM 2/16/2016 12:00 AM 4/14/2016 12:00 AM	
Quizzes	Assigned To)	 Hank Moody Harvey Spector ageucheva_a 	
Attendance	Comments		No existing entries. Hand in Attachments:	
🚰 Grade Book 🍞 Help	Template Fie	elds		
Tracking	Created at 2/3		5 5:00 PM by	Close

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 , g to <i>Settings > Site Settings > Manage Site Features</i> on the Organization level:	j0
	ELEARNINGFORCE - LMS: Group Assignment Templates Feature Provides ability to crate assignments from templates]

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

<u></u>	SharePoint
CMLMS365 On-Premises	Site Settings
Recent	Organization
Rooms	Organization Features
	Assignment Templates
Question Pool	Course Template Gallery
Reports	E-mail Templates
Weiders Of M	Course Flow Templates
Site Contents	Import/Export Course
	Scale Templates
	SCORM Storage
	Certificate Templates
	Time Table Templates

Assignment templates are displayed as items in a default SharePoint list, the names of columns are: **Default** – indicates if the template is set as default;

Title - contains template title;

Assignment Type – indicates Assignment Type;

Scale Configuration – indicates if the template contains Scale Configuration; **Notification Settings** – indicates if the Notification settings are configured in the Template; **Template Fields** – indicates if Template Fields are added to the Template.



New New View Item	Edit Set as Default Delete Item	Attach	Alert Me +	Tags & Notes	Workflows Approv			
New	Manage	Actions Shar	e & Track	Tags and Notes	Workflows			
Recent	(+) new item	or edit thi	s list					
Rooms	All Items	Find an item	town a	Q				
Rooms Question Pool	All Items	Find an item			ssignment Tuge	Scale Configuration	Notification Settings	Template Field
	All Items ···· V Default	Find an item		A	ssignment Type	Scale Configuration	Notification Settings	
Question Pool	All Items ···· V Default	Find an item		A	ssignment Type Online Submission	Scale Configuration	Notification Settings	Template Field
Question Pool Reports	All Items ···· V 🕅 Default	Find an item		A I C	Seren and the	201202-000-000-000-000-000-000-000-000-0	2059007.404.9 076600 7 19	Template Field No Yes

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





SharePoint					Newsfeed
BROWSE EDIT					
Save Cancel Pate Copy Commit Opporto	Attach Speling Actions Speling				
Recent Rooms	Title *	Template 1			
Question Popl	Assignment Type	Online Submissio	an 💌		
Reports	Description				1
Site Contents					
	Scale Configuration	Use:			
		No grading			
		Combine 0	d view		
	Notification Setting	Ves		This is a new assignment.	
		Send Email on			
		Due Date Closing Date	te	Click for help about adding HTML formatting.	
		Send Email to Assistants Faculty Learners Teachers Selected ut	ers.	(Course:Name) - click to add display name of course: (Course:Url) - click to add url of course; (Assignment:ClosingDate) - click to add closing date of assignment: (Assignment:DueDate) - click to add end date of assignment (Assignment:Name) - click to add display name of assignment (Assignment:StartDate) - click to add start	
	Template Fields			date of assignment: (Assignment:Url) - click to add url of assignment;	
	rampiate riends	Add Option	I liked working on this	sassignment · X	
		Add Text Add Textbox	⊛ Yes © No		
				Save Centel	

- 1. **Title** (required field) type the Assignment Template name;
- 2. Assignment Type select the assignment type from the drop-down list:
 - Online Submission;
 - Offline Submission;
 - Required Course Preparation;
 - Optional Additional Readings;
 - Other.



3. Description – enter Assignment Template description text. To add a file to the Assignment Template, when filling in the *Description* field, go to Editing Tools > Insert and click the Upload File button. Select file on your local computer and specify document library to upload the file to. When you use this option to add files to the assignment, Learners can access these files not only in the Assignment Task, but also in the library, to which the files are uploaded, e.g. Documents, Assignments or other:

Choose a file	Choose File Tutorial.docx	
	Add as a new version to existing files	
Destination Library	Certificate Templates	*
	Certificate Templates	1
	Equations	
ersion Comments	Form Templates Picture Library	
	Plagiarism	
	Site Collection Documents	
	Site Collection Images	
		1
	OK	Cancel

- 4. Scale Configuration select scale configuration from the following options:
 - No grading Scale set Numerical and set group **Display options**: Show Grade Show Percentage Combined View

5. Notification Settings group:

Send e-mail section:

If **No** option is selected, all other options from **Notification settings** group are disabled,

If **Yes** option is selected, all other options from **Notification settings** group are enabled; *Send Email when* with radio buttons:

Due date (default)

Closing Date

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

Send Email To with checkboxes (none is selected by default):

- Teachers (from course)
- Learners (from course)
- Faculty (from course)
- Assistants (from course)



Selected users with people picker

The Email will be sent to the related group in the course where assignment will be created.

In the Text area, type Email text:

This is a new assignment. Click for help about adding HTML formatting. {Course:Name} - click to add display name of course: {Course:Url} - click to add url of course; (Assignment:ClosingDate) - click to add closing date of assignment: {Assignment:DueDate} - click to add end date of assignment: {Assignment:Name} - click to add display name of assignment; (Assignment:StartDate) - click to add start date of assignment: {Assignment:Url} - click to add url of assignment;

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

Template fields group with following links to add fields (by default none of the fields are added): **Add Check Box** – click to add field with check box;

Add Option - click to add field with Yes/No selection;

Add Text - click to add text;

Add Text Box - click to add field with text box to be filled by Learners;

Required check box next to the field makes the field obligatory for Learners to fill.

NOTE: Assignment template just preloads values of fields to the Assignment creation form, i.e. Scale settings, Assignment Type, etc. This means that once you've created an Assignment, any changes the in Assignment Template won't influence the Assignment. To apply the changes you have to Edit and Save the Assignment with the same Template (already generated Assignment Tasks won't be changed).



Default Assignment Template function – defines the Assignment Template, which will be selected by default in the Assignment creation form.

To set an Assignment Template default, select the needed template and click the **Set as Default** button in the ribbon menu:

BROWSE ITEN	MS LIST							
New New Folder	View Edit Item	Set as Default	Attach File Me +	Tags & Notes	Workflows Approve			
New		Manage	Actions Share & Track	Tags and Note	s Workflows			
D out it is at		(I) BOW ITOBS	or odit this list					
Recent Rooms Question Po	lool	(+) new item (All items ···· ✓ ◎ Default 1	Or edit this list Find an item	٩	Assignment Type	Scale Configuration	Notification Settings	Template Fields
Rooms Question Po Reports	001	All Items ••• V Default 1	Find an item		Assignment Type Online Submission	Scale Configuration	Notification Settings	Template Fields
Rooms Question Po	ool	All Items ···· V Default T	Find an item	** ••• 0			States and a state of the state of the	

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

New New View Ed Item - Folder Item Item	it Shared With Celete Item	Attach Alert File Me +	Tags & Notes	Workflows Approve			
New	Manage	Actions Share & Track T	ags and Note:	s Workflows			
Rooms	All Items	Find an item	Q				
Question Pool	All Items ····			Assignment Type	Scale Configuration	Notification Settings	Template Field
Question Pool Reports	🗸 🕘 Default		Â	Assignment Type Online Submission	Scale Configuration	Notification Settings	Template Fiel
Question Pool	✓ 🖲 Default	Title	··· C	145 #47 - 1616 J # MC11	and a second second second	222300031000000022032002000	

13.7 Grading Assignments

To grade an assignment, follow the steps below:

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



BROWSE ITEMS LIST								
CIMS365 On-Premises		^{are course} ignmen	t C	alendar	Ū			
Tools		v item or edit			AN TRADUCTION OF THE OWNER OF			
	All Events	Calendar Cu	rrent E	vents ••• Fir	d an item	Q		
Calendar	× 0	Title		Opening Date	Due Date	Closing Date	Assignment Type	Group Hand In
C Documents	0			1 222201023222222		closing some		
📑 Discussion Board		Zeromancer 🗱		2/4/2016 5:00 PM	2/5/2016 12:00 AM		Online Submission	No
Chat		Assignment		2/5/2016 12:00 PM	2/10/2016 12:00 AM		Online	No
👝 Mailbox	× .	for Wednesday 🗱					Submission	
Cinks		New		2/8/2016 12:00 PM	2/16/2016 12:00 AM		Online	No
Reports		assignment 🗱					Submission	
Learning Module		my		2/16/2016 1:00 PM	2/24/2016 12:00 AM		Online	No
Cuizzes		assignment 🗱					Submission	

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

BROWSE VIEW						
View Learner's Assignments	ry 📫 Alert Me & Workflows					
Manage	Actions					
Tools	Template					
Announcements	Title	Assignment for Wednesday				
Calendar	Assignment Type	Online Submission				
C Documents	Opening Date	2/5/2016 12:00 PM				
Siscussion Board	Due Date	2/10/2016 12:00 AM				

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

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



CINS365 On-Premises	200		ignments o				
Tools		۵	Title	Assignment Type	Assigned To	Grade	Status
📢 Announcements			Assignment for Wednesday	Online Submission	🗆 ageucheva_a		Not Started
Calendar			Assignment for Wednesday	Online Submission	Cheech Marin		Not Started
Documents			Assignment for Wednesday	Online Submission	🗆 John Smith		Not Started
Discussion Board			Assignment for Wednesday	Online Submission	🗆 Hank Moody		Not Started
Chat			Assignment for Wednesday	Online Submission	🗆 Learner 10.		Not Started
Ailbox			Assignment for Wednesday	Online Submission	Harvey Spector		Not Started

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



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







6. Make all necessary changes and save the file:

W B 7	• 0 =				swers - Microso
File	Home	Insert Page Layout	References	Mailings	Review V
×	Calibri	(Body) * 11 * A /	∧* Aa* 🖷	i≡ • j≡ •	·德州律律
Paste 🦪	в 2	<u>U</u> = abs ×, × ²) • 🕸 • <u>A</u> •		≡ ; ≡• 3
Clipboard G	í	Font	19		Paragraph
	. 1 . 2 .	······································	2 • 1 • 3 • 1 • 4 •	1 - 5 - 1 - 6 -	1 • 7 • 1 • 8 • 1
		Robert Burn	s, James Joyce a	ind William S	Shakespeare.
S		Correct.			

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

SharePoint						
BROWSE VIEW						
dit em Share for Learners 😡 V Share for Learners 🐼 V Shared Tasks 💰 S Break Group X D Manage		flows				
fools	Title	Assignment 5				
Announcements	Assignment Type	Online Submission				
Calendar	Status	Submitted				
C Documents	Overdue Status	Sabinited				
Discussion Board	Description	assignment description				
Chat		sagement scale for				
👝 Mailbox		Description files:				
₿ Links		E.docx				
1.3.5.5.5.5.5.5.5		Description files can be changed in Assignment only.				

- 8. The grading form will appear. Complete the fields as required:
 - Grade select the corresponding grade;
 - Comments enter additional information on the assignment, if necessary.
 - Attach file attach file with your corrections if needed.



BROWSE EDIT						Q piasi	A KOLLOW
Approve Return Save As Cancel	Pade Back Core Attach						
Commit	Cipboard Actions						
Tools	Tel.	() the extension start (E)					
Announcements	Title	Assignment 5					
Calendar	Description	assignment description					
ES Documents							
Cliscussion Board							
Chat							
Mailbox		Description files: E.docx					
S. Links		Description files can be char	aged in Assignment only.				
E Reports	Opening Date	2/5/2016	2 PM • 43 •				
🔥 Learning Module	TANK COMPANY	The time that the assignment	100 12 PM [23] 145 203				
C Quitzes		becomes available to students.					
74 Drop Bux	Due Date	2/10/2016	12 AM • 00 •				
Assignments		The due date for the assignment Homework submitted after this					
Attendance		will be marked overdue.	UTFR.				
Conference	Closing Date		12 AM . 00 .				
🔚 Grade Book		The last date that the system w	al contraction of the second sec				
T Help		allow submissions for this assig If left empty, it will default to th					
Tracking	Assigned To *	Learner 1; Learner 2					
🚷 Wiki Pages	Grade	Tedividual grades					
Market Seating Chart		Learner 1	8				
🕵 Learners & Groups		Learner 2					
ga Staff	Comments	and the second second					
Roster							
Riagiarism							
Courses							
Site Contents							
		No existing entries.					
		Hand in Attachments:					
		Ability to edit files on the set	iver-side depends on the settings of your o				
		enabled, please use client-sit file versions.	de editing (i.e. download file, edit it locally a	and attach to the Task)	Files with coi	noiding titles are uplo	aded as new
	Template Fields						
	Version: 2.0 Created at 2/9/2016 1:00 PM by	System Account		Approve	Return	Save As Draft	Cancel
	Last modified at 2/10/2016 12:01						-

- 9. Click **Approve** to confirm changes. Click **Return** to give the assignment back to a learner so that he/she would correct it. Click **Save as Draft** to save the settings without sending the task to anyone. Click **Cancel** to cancel changes.
- **NOTE:** Comments added by teacher into the draft version will not be seen by learner afterwards when the task is Approved/Returned to him. When a task is saved as draft a new version of it is created. When it's approved/returned a second new version is created which doesn't include comments from previous version and which is shown to learner.

13.8 Multi Approval

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



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

SharePoint		
BROWSE VIEW		
Version History Kew Learner's Assignments Edit Item Manage	Alert Me Workflows Actions	
Tools		
	Template	
Announcements	Title	Assignment 5
Calendar	Assignment Type	Online Submission
Documents	Opening Date	1/10/2014 2:00 PM
🞼 Discussion Board	Due Date	1/24/2014 12:00 AM
🗬 Chat	Closing Date	

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

- 4. Check the boxes for necessary Assignment Tasks;
- 5. Click the **Approve** or **Return** button to Approve or Return all selected Assignment Tasks:

BROWSE FILES LIBRARY								15		
Download Selected Upload View Attachments Proper	Ed.	sit erties	Shared Share	ion History ed With te Document	Share &	Alert Me - Track	Approve Return	_	Tags & Notes Tags and Notes	
Tools	V	6	Title	Assignment	Type		Assigned To	Grade	Status	Overdue Statu
📢 Announcements		۵	Assignment 5	Online Su	bmission		Learner 1 Learner 2		Submitted	
			Assignment 5	Online Su	0000000000		Learner 3		Submitted	

13.9 Bulk Assignment Task Approval

This feature allows teachers to download, upload and grade several (up to all) submitted Assignment Tasks at once. It is available for Teachers in Assignment Tasks list.

The full scenario for Bulk Assignment Tasks approval:

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



- 2. Teacher unzips the archive to some folder, checks the attachments, corrects and comments them straight inside the docs. Teacher can also add new files into Learners' folders;
- 3. Teacher zips the contents of the folder to which he previously unzipped files in step 2;
- 4. Teacher uploads zip archive to SPLMS.

13.9.1 Downloading Attachments

To download attachments of submitted Assignment Tasks, do the following:

- 1. Check box near the Assignment submitted by Learners;
- 2. Click the **Download Selected Attachments** button in the ribbon menu:

SharePoint								
BROWSE FILES LIBRARY								
Download Selected Attachments Upload View Attachments Propertie	Edit es Properties Manage	Shared Attachments	Version History Shared With Delete Document	Share 8	Alert Me -	Approve	Return Workflov	ی Workflows vs
Tools	V 0	Title	Assignmen	t Type		Assigned To	1	Grade
💨 Announcements		Assignme	nt 5 Online Su	bmission		Learner 1 Learner 2		
C Documents		Assignme	nt 5 Online Su	bmission		Learner 3		

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

CINS365 On-Premises	^A course 1 Download Selected Attachments ⊕		Search this site	
pols	Download			
Announcements		All Versions		
Calendar		O Download last ve	ersion	
Documents		O Download origin		
Discussion Board		Download both I	last and original version	n
Chat	Naming Rules	Zip file title prefix		
😝 Mailbox		Course Title		
Links		🕅 Assignment Title		
Reports		Current Date		
& Learning Module		Zip folders naming		
		Learner Name		
Cuizzes		C Learner UserID		
Drop Box				
Assignments				
Attendance			Download	Cancel

Download group with radio buttons:



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

NOTE Original version is the first public version of attachment. If there is no public version of attachment, latest Learner's draft version of attachment is considered the original version. Therefore, if Learner attaches a file and saves it as draft, Teacher sees this file as Original when downloading attachments.

To avoid possible cases of evaluating Learner's draft versions of attachments, we recommend to filter Assignment tasks by the Submitted status before selecting attachments for downloading:

COLMS365 On-Premises	A		ignmei	nts o				
Tools		0	Title	Assignment Type	Assigned To	Grade	Status 💌	Overdue Status
📢 Announcements		ø	Assignment 5	Online Submission	Elearner 1	AL A	scending]
Calendar					Learner 2	Z 1 D	escending	
Documents		0	Assignment 5	Online Submission	Learner 3	A¢ S	cocclosing	
🛃 Discussion Board			Assignment 5	Online Submission	Learner 4	1× C	lear Filters from Status	
Chat			Assignment 5	Online Submission	Learner 5	N	lot Started	
🖂 Mailbox						R	eturned to Learner	
@ Links						S	ubmitted	
Reports								
& Learning Module							Close	

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

Con-Premises	A		ignmer	nts o				
Tools		0	Title	Assignment Type	Assigned To	Grade	Status	Overdue Stat
Announcements		۵	Assignment 5	Online Submission	Learner 1		Submitted	
B Documents		۵	Assignment 5	Online Submission	Learner 3		Submitted	

ZIP file title prefix group with checkboxes (none is selected by default):

Course Title Assignment Title Current Date

NOTE: If *ZIP file title prefix* isn't selected, ZIP archive is named: "**Package.zip**" If several options in *ZIP file title prefix* group are selected, prefixes are joined by underscore character, e.g. "**Course1_Assignment1.zip**"



ZIP file folders title group with radio buttons:

Learner Name Learner UserID (default)

ZIP archive contains manifest file allowing LMS to properly handle it when uploaded back to the system (see the chapter "Upload Grades").

ZIP archive contains HTML document with contents for easy navigation through the downloaded attachments, so we recommend using this .html file for navigation. Navigation using HTML is possible after the ZIP archive is UNZIPPED.

The downloaded file following has the structure: Package.zip manifest.xml Assignment1 Learner1 Learner3 Attachment1 Attachment2 Learner2 Attachment1 Assignment2 Learner1 Attachment1 Learner2 Attachment2

NOTE: If several file versions are present in zip archive, only latest file version will be uploaded. Files that were added by the teacher (i.e. not present in manifest.xml file) will be added as new attachments.

13.9.2 Uploading Attachments

To upload the attachment, do the following actions:

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

SharePoint										
BROWSE FILES LIBRARY										
ownload Selected Attachments	w Ed	it		ersion History ared With elete Document	Share 8	Alert Me +	Approve	Return Workflow	Workflows VS	Tags & Notes Tags and Notes
Tools		0	Title	Assignment Ty	pe		isigned To	G	rade Sta	itus
📢 Announcements		0	Assignment 5	Online Subm	ission	🔳 Lea	arner 1		Su	bmitted
Calendar						🗆 Lea	arner 2			
Documents		0	Assignment 5	Online Subr	ission	Lea	arner 3		Su	bmitted

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



Current	[최] Software Course		Search this site	Q
CMLMS365 On-Premises	Upload Attachments 🛛			
Tools	Upload Attachments	Choose File No file chosen		
Calendar				
C Documents			Upload and Save	Cancel
📑 Discussion Board			1	-
Chat				

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

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

The uploaded folder structure in the ZIP archive should be identical to the structure specified in the manifest file. New files can be added only to the folders with attachments (folders with Learners' names or Learners' UserIDs used as titles):

	Is			• •
Organize 👻 💓 Ope	en 💌 Print E-mail Newfolder			
🚖 Favorites	Name	Date modified	Туре	Size
E Desktop	(I) added attachment	01.07.2013 16:20	Microsoft Word D	52 K
🚺 Downloads	answers	10.06.2013 15:31	Microsoft Word D	13 K
🔛 Recent Places	(I) tasks	10.06.2013 15:31	Microsoft Word D	13 K

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:



Upload Attachm	nents o
Assignment 5	
Learner 1 Learner 2	Current Status: Submitted
Article.doox	© Keep Unchanged
	Save As Draft
	Return to Learner
	Approve
	A 🔄 🔲 Individual grades
	Learner 1
	Learner 2
	Laboration is
	11日本のの1900日本計画画18日回
	A AI B J 및 新 著 署 三 汪 译 译 <u>A</u> 例 +* ** Good job!
Assignment 5	Current Status: Submitted
Learner 3	
Blog.docx	© Keep Unchanged
	Save As Draft
	 Return to Learner Approve
	※「「「「「」」で「「」」です。「「」」の「」
	A A1 B Z U ● ● ■ 日 田 田 田 A ④ ** **
	Needs revision
Assignment 5 Learner 4	Current Status: Submitted
Story.docx	© Keep Unchanged
107-11 B1	Save As Draft
	Return to Learner
	Approve
	В
	×当戦ん(ウヤ)回計計編編(86回回
	A A1 B I U 臣 吾 道 日 田 伊 伊 (A 创 M N
	Well done!
	OK Cancel

- Select grade for every Learner or group of Learners, or leave Learner's Assignment Task without any grade;
- Add comments for every Learner or group of Learners;
- Check attachments to be uploaded;



- Select action for the assignment from the following variants (Approve is selected by default):
 - Keep Unchanged leave Learner's/Learners groups' assignment without changes.
 - Save as Draft save the uploaded attachments and selected options as draft;
 - Return to Learner set assignment status as Returned;
 - Approve set assignment status as Completed;

NOTE: Current assignment task status is displayed to help navigation.

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

13.10Sharing Assignment Tasks

This option allows Teacher to make Assignment Task of particular Learner become available for other Learners.

To make tasks available for other learners, do the following:

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

SharePoint			
BROWSE VIEW			
Edit Item Break Group Manage	Version History Shared With Delete Item	Alert M	DWS
Tools Announcements	Title Assignn	nent Type	Assignment 5 Online Submission
Documents	Status Overdue Status		Submitted
Chat	Descript	tion	assignment description Description files:
Aailbox			E.docx Description files can be changed in Assignment only.

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

To view shared Assignment Tasks, do the following:

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



SharePoint	
BROWSE VIEW	
Edit Item Shared With Manage	m 🐥 Alert Me 🗞 Workflows Actions
Tools	e Assignment 5
	signment Type Online Submission
	tus Submitted
Documents Ov	erdue Status

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

Course 1 Shared Task ⊚	
Shared Task @	
Learner	
	<none></none>
	<none></none>
	Learner 1, Learner 2
	Close

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



Learner	Hank Moody 🔻	
Title	Monday Assignment	
Assignment Type	Online Submission	
Status	Not Started	
Overdue Status	Closed	
Description	write an essay	
	Description files:	
	Description files can be changed in Assignment only.	
Opening Date	2/9/2016 1:00 PM	
Due Date	2/10/2016 12:00 AM	
Closing Date		
Assigned To	Hank Moody	
Comments	No existing entries.	
	Hand in Attachments:	
Template Fields		
		Close

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

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

13.11 Sharing Attachments

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

To make documents available for other learners, do the following:

- 1. Click the name of a necessary assignment;
- 2. Select View Learners' Assignments;
- 3. Select **Shared Attachments** at the top of the page:



BROWSE FILES LIBRARY	Edit Properties Attachments	Share Alert Approv	Return Workflows
N	anage	Share & Track	Workflows
Tools	🗭 🖉 Title	Assignment Type	Assigned To
Announcements	🕑 🖉 Wednesday Assignment	Online Submission	Learner 1
Calendar	🕑 🍯 Wednesday Assignment	Online Submission	🗆 Learner 10.
Documents	Wednesday Assignment	Online Submission	🖸 Learner 2
📑 Discussion Board	 Wednesday Assignment 	Online Submission	Learner 3

4. Check the boxes against learners you want to share attachments with. For example, in the picture below Learner 1 can share his attachment with Learner 2 and Learner 3 can share his attachments with Learner 2 and Learner 5 etc. Note that specified learners can also view changes made in attachments:

hared Attachments *				
	🖼 🛅 Tasks			
	🖻 📺 Learne	er 2 (i:0#.w]example\l2)		
	S Att	achments		
	8 2	Doc2.docx		
		Elearner 3 (i:0#.w example\l3)		
		Elearner 4 (i:0#.w example\l4)		
		Elearner 9 (i:0#.wjexample\l9)		
	🛛 🕅 Learne	er 3 (i:0#.w]example\l3)		
	🗎 🕅 Att	achments		
	8 8	Doc10.docx		
		Elearner 2 (i:0#.w example\l2)		
		Elearner 4 (i:0#.w example\l4)		
		Elearner 9 (i:0#.w]example\l9)		
			-	
			Apply	Close

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

13.12 Version History

1. Enter the Assignments section;



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

BROWSE VIEW			
Vew Learner's Assignments Edit Manage	Alert Me		
Manage	ACTORS		
Tools	Template	Assignment Template	
Announcements	Title	Monday Assignment	
Calendar	Assignment Type	Online Submission	
C Documents	Opening Date	2/9/2016 1:00 PM	
😰 Discussion Board	Due Date	2/10/2016 12:00 AM	
Chat	Closing Date		
🚗 Mailbox	Description	write an essay	
Cinks	Description	write all essay	
Reports	Group Hand In	Yes	
🔏 Learning Module	Scale Configuration		
	Assigned To	Hank Moody	
Drop Box		Learner 10. Harvey Spector	
Assignments	Notify me when learners return tasks for this assignment	nent No	
Attendance			
Conference	Content Type: Assignment Created at 2/9/2016 12:02 PM by 🗆 ageucheva_a		
Grade Book	Last modified at 2/15/2016 4:52 PM by 🗇 ageucheva_a		Ciose

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

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

BROWSE VIEW			
🚛 Unshare for Learners 🔱	Shared With	📮 Alert Me	é [
Edit Item View Shared Tasks	Delete Item	逡 Workfio	NS
Manage		Actions	
Tools	Title		Monday Assignment
Announcements	Assignm	ent Type	Online Submission
Calendar	Status		Not Started
Documents	Overdue	Status	Closed
Discussion Board	Descripti	on	write an essay

6. List of Assignment Task versions will be displayed in the open window with changes introduced in every version:





Learner can only View and Restore task versions.

Teacher can View, Restore and Delete old versions. For current approved version it is possible to Reject this version.

13.13Task Status

Tasks may have several statuses:

- Completed a task is completed by learner and approved be a teacher;
- In Progress a learner made changes into assignment and saved it as a draft;
- Not Started a task was assigned to a learner, but haven/t been started;
- Submitted a learner submitted a task to a teacher for review; a teacher is in process of task grading;
- *Returned to Learner* is shown if the Teacher returned the assignment to the Learner and Learner did not make any changes to it and did not send it back to the Teacher:

					On-Premises
-		e 4.0.0.12 Home ignments → Lex	ical gramma	r test ©	
	6	Title	Assignment Type	Assigned To	Status
	0	Lexical grammar test	Online Submission	🗆 Learner 2	Submitted
	8	Lexical grammar test 🚥 🕬	Online Submission	🗆 Learner 3	In Progress
		Lexical grammar test and	Online Submission	🗆 Learner 4	Not Started
		Lexical grammar test	Online Submission	🗆 Learner 9	Completed

NOTE: If the current task status is **Submitted**, Learner cannot open attachments within assignment until Teacher approves it. If Teacher opens, modifies and saves attachment of the assignment task without editing assignment task itself, Learner sees these changes.

Status change occurs if user modifies assignments. There is a certain set of actions which users with different roles can perform for each Assignment item. See the table below:

User	Action
Teacher	Save as draft
Teacher	Return (to learner)
Teacher	Approve
Learner	Submit (to teacher)
Learner	Save as draft

Status change depends on actions which users perform. In the table below see Assignment Tasks' statuses and actions available for different users:

Current task	Heer	Available	Next task status	Saved As Draft (Approval Status)		
status	User	Action	Next task 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	

WIMS365



					On-meniaes
	Teacher	Return to Student	Returned	No	No
	Learner	Submit	Submitted	No	No
	Learner	Save as Draft	In Progress	Yes	Yes
Returned	Teacher	Save as Draft	Submitted (for Teacher); Returned (for Learner)	Yes	No
	Teacher	Approve	Completed	No	No
	Learner	Save as Draft	In Progress	Yes	Yes
	Learner	Submit	Submitted	No	No
Completed	Teacher	Save as Draft	Submitted (for Teacher); Competed (for Learner)	Yes	No
	Teacher	Return	Returned	No	No

- **NOTE**: If Teacher Saves as Draft task that had status In Progress (had been Saved as Draft by Learner), its status will be changed to Submitted for this Teacher, but will remain In Progress for other Teachers of that course. This applies only to the task status, all changes saved in that draft version will be visible for all Teachers of the course.
- **NOTE**: Any teacher can save all submitted assignments as draft, and then approve it all in one step. Once assignments were approved the learners will see the grades and all the attachments. Saving as a draft hides Grade, Comments and Attachments within assignment.

For example, the current task status is **Not started**. Teacher modifies the task by selecting the **Approve** action. For more information about actions, see Chapter 13.7 <u>Grading assignments</u>. As a result, the task will have a new status – **Completed**.

NOTE: If Teacher saves a task currently having the Not Started status as a draft, the task will still have the Not Started status in the Learner's view. In this case, Learner cannot edit the task.

13.14Content Approval Status

Content approval status allows learners and teachers to save the assignments as drafts. Any changes made in a draft version by a teacher will not be seen by learners; if a learner makes changes in a draft, a teacher will see the version with the changes.

By default the content approval option is on. To disable it, do the following:

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

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



BROWSE I	TEMS				
	Modify View -	Charles Statistics of the Statistics			
View Quick	Create Column				
Edit	View 🎦 Navigate Up	Default			
View Format	Manage V	All Tasks			
Tools	100	Public			
10015					
10012		Active Tasks			
	uncements	Active Tasks By Assigned To			
📢 Annoi	dar	By Assigned To			
🥩 Annoi	dar	By Assigned To By My Groups			
📢 Annoi 📻 Calen 📴 Docur	dar	By Assigned To By My Groups Due Today			
📢 Annoi 📻 Calen 📴 Docur	dar ments	By Assigned To By My Groups Due Today My Tasks			

Only the default **All Tasks** view has the Approval Status column. To add this column to any other view, select the needed view, click **Modify this View** in the filter list, select the **Approval Status** check box, and then click **OK**.

4. Go to List> List Settings > Versioning Settings:

	CMLMS365
Settings - Versioning Settings	
Content Approval Specify whether new items or changes to existing items should remain in a draft state until they have been approved. Learn about requiring approval.	Require content approval for submitted items? Yes ONO
Document Version History	
Specify whether a version is created each time you edit a file in this document library. Learn about versions	Create a version each time you edit a file in this document library? No versioning Create major versions Example: 1, 2, 3, 4 Create major and minor (draft) versions Example: 1.0, 1.1, 1.2, 2.0 Optionally limit the number of versions to retain: Keep the following number of major versions: Keep drafts for the following number of major versions:
Draft Item Security	
Drafts are minor versions or items which have not been approved. Specify which users should be able to view drafts in this document library. Learn about specifying who can view and edit drafts.	Who should see draft items in this document library? Any user who can read items Only users who can edit items Only users who can approve items (and
	 Only users who can approve items (and the author of the item)

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

NOTE: If the option is disabled, you will not be able to save the assignments as drafts; the **Save as Draft** button will not be displayed!

To save an assignment as draft, do the following:

- 1. Open an assignment and click **Approve/Reject Item** <u>OR</u> click the down arrow by the assignment name, and then from the drop-down list select **Edit**;
- 2. Make necessary changes, and click **Save as Draft** either at the bottom or at the top of the form:



BROWSE EDIT						Q pare	\$2 ronow
Approve Return Commit	Party Copy Color After Field						
Tools	Title	Assignment 5					
Calendar ES Documents Cliscussion Board	Description	assignment description					
Chat Mailbox		Description files: E.docx Description files can be char	nged in Assignment only.				
E Reports	Opening Date	2/5/2016 The time that the assignment becomes available to students.	2 PM • 43 •				
(실 Drop Bax 편 Assignments gi) Attendance	Due Date	2/10/2016 The due date for the assignmen Homework submitted after this will be marked overdue.					
Conference Grade Book	Closing Date	The last date that the system w allow submissions for this assig If left empty, it will default to th	priment.				
Iradoing Wiki Pages Wiki Pages Seating Chart Seating Chart Sutherners & Groups Staff	Assigned To * Grade	Learner 1; Learner 2 Learner 1 Learner 1 Learner 2					
Roster Roster Courses Site Contents	Comments						
			iver-side depends on the settings of your o de editing (s.e. download file, edit it locally				
	Template Fields						
	Version: 2.0 Created at 2/5/2016 1:00 PM by Last modified at 2/10/2016 12:01			Approve	Return	Save As Draft	Carcel

NOTE: If Learner saves assignment task as draft, Learner's draft assignment and draft Hand In attachments are always visible for Teacher. Besides, Teacher can make draft Assignment Tasks available for other Learners using the <u>'Share for Learners'</u> function.

But Learner's draft comments are not visible for Teacher. Learner can edit own draft comment many times until submit.

After learner submitted the assignment task, he can edit it (including attachments) until: a) Due Date is reached;

b) Teacher started to edit assignment task.



13.15 Managing Views

13.15.1 Creating a View

There are several types of view you can choose from.

To create a view, click **Create view** icon from the **List Tools** menu. Choose a format for your new view:



13.15.1.1 Creating Standard View

To create standard view:

- 1. Specify the Name of the view you create;
- 2. Check the corresponding boxes to choose what columns are to be displayed;
- 3. Sort the order of the items;
- 4. Define the **Filter** for the items;
- 5. Decide how your items will be grouped;



6. Specify the **Totals**, **Styles**, **Folders**, **Item limit** and **Mobile** setting for your view and press the OK button to save changes and Cancel to discard them.

13.15.1.2 Creating Calendar View

To create Calendar view:

- 1. Specify the Name of the view you create;
- 2. Select the **Audience** for this view (Personal/Public);
- 3. Define the Time interval for your view;
- 4. Specify the Calendar columns;
- 5. Choose the **Default scope** for your view (Day/Week/Month);
- 6. Assign a **Filter** and press OK to save settings and Cancel to discard them.

13.15.1.3 Creating Gantt View

To create Gantt view:

- 1. Specify the Name of the view you create;
- 2. Select the Audience for this view (Personal/Public);
- 3. Define the **Columns** for your view;
- 4. Define the Gantt columns for your view;
- 5. Sort the order of the items;
- 6. Define the Filter for the items;
- 7. Decide how your items will be grouped;
- 8. Specify the **Totals**, **Styles**, **Folders**, **Item limit** setting for your view and press the OK button to save changes and Cancel to discard them.

13.15.1.4 Creating Datasheet View

To create Datasheet view:

- 1. Specify the Name for the view you create;
- 2. Select the **Audience** for this view (Personal/Public);
- 3. Define the Time interval for your view;
- 4. Specify the Calendar columns;
- 5. Choose the **Default scope** for your view (Day/Week/Month);
- 6. Assign a Filter;
- 7. Specify the **Totals, Folders, Item limit** setting for your view and press the OK button to save changes and Cancel to discard them.

13.15.2 Choosing View

To manage View settings press open context menu from the last bread crumb choose the view you want the assignments be presented to you. There are following options:

Calendar - allows viewing assignments as calendar;

All Assignments – allows viewing all assignments as a list;

Current Assignments– opens up a list of current assignments.



13.15.2.1 Calendar View

This is the list of Assignments section represented as a daily, weekly, or monthly calendar. Refer to the Calendar section for details.

13.15.2.2 All Assignments

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

13.15.2.3 Current Assignments

This is the list of current assignments. Use the Previous and the Next buttons to look through the assignments.





14. ATTENDANCE

The **Register of Attendance** section allows a user to mark the attendance for students taking part in the course. All students are listed in the table where every person is registered as attending the course hours of the current date or not. Every course hour is presented as a separate column in the table; under every column there are check boxes that are used for setting the data: either checked or not:

Software Course				Se	arch this s	site		
Attendance								
ttendance								
		January February 2			2016	016 March		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Page size: <all> 🔻</all>		31	1	2	3	4	5	6
Group: Learners *		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	1	2	3	4	5
		6	7	8	9	10	11	12
Student	13:00:00 - 20:40:00							
Cheech Marin								
Hank Moody								
Harvey Spector								
John Smith								
Learner 10.								
						OK		Cancel

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

14.1 Creating a Timetable

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

1. On the Course level, go to the course menu and click the **Attendance** icon:




2. Click the **Time Table** button under the ribbon menu:

🖄 Course1 H	ome
Attenda	ance
📴 Time Table	📑 Export
Attendance	

3. Click the New Item icon in the header of the page:





The following form will appear:

Start Time	09:00:00	
	Examples of use: 1	3:45 — 1:45 PM or 07:32:45 — 7:32:45 AM
End Time *	10:45:00	
	Examples of use: 1	3:45 - 1:45 PM or 07:32:45 - 7:32:45 AM
Week Days	Mon	
	🕑 Tue	
	🗷 Wed	
	🕑 Thu	
	🕑 Fri	
	🔲 Sat	
	🔲 Sun	
Start Date *	2/16/2016	
End Date	3/17/2016	

- 4. Specify the **Start time** period and the **End time** period (the fields are to be filled in) and tick the necessary check boxes in the **Week Days** section to indicate the valid days;
- 5. Specify the **Start** and the **End dates** for the period;
- 6. To save the period, click **OK** at the bottom of the page; to discard the changes, click **Cancel**;
- 7. To have the ready-made timetable, repeat *the point 1-6* procedure:

Attendance	Time Table		
New Item Sync With	Template		
Period	Days	Start Date	End Date
09.00 - 10.45	Mon Tue Wed Thu Fri	2/16/2016	3/17/2016
13.00 - 20.40	Mon Tue Wed Thu Fri	2/10/2016	3/9/2016

On pressing the **Back** () icon you will be proceeded back to the Attendance section.



14.2 Synchronizing a Timetable with a Template

To edit a timetable, do the following:

- 1. On the Course level, go to the course menu and click the Attendance icon;
- 2. Click the Synch with Template button under the ribbon:

CLMS365 On-Premises	Attendan	Marketing Site ce → Time Table
Tools	🛒 New Item 🛛 🛒 Sj	mc With Template
	Period	Days
Calendar	10.00 - 11.45	Mon Tue Wed Thu Fri

3. The following dialog box will appear:

Select Time Table		□ ×
Select Time Table		Help
® ∰Org i		^ ^
A SharePoint LMS_org Surface Time Table Templates		
RuMS Organization		
@ RNew test org		
	OK	Cancel

- 4. Select any timetable template and click **OK**;
- 5. The confirm dialog box will appear with the warning indicating that all changes made to current course template will be overwritten/deleted;
- 6. Once the choice is confirmed, current timetable will be overwritten by selected template.
- **NOTE**: When selecting the necessary timetable template, the user can choose timetable templates only, not anything else like certificates, etc. He/she can select any timetable template, old or new one, disregarding which one was initially copied to the course.

14.3 Editing a Timetable

To edit a timetable, do the following:

1. On the Course level, go to the course menu and click the **Attendance** icon;



- 2. Click the **Timetable** button under the ribbon;
- 1. On the **Timetable** level, point over the necessary period, and then click the down arrow by the period to open the drop-down menu;
- 2. Select Edit from the drop-down menu;
- 3. Modify the properties of the item;
- 4. Save the changes.

14.4 Marking Students Attendance

Students' attendance is marked individually: to register attendance of the necessary students check the boxes under the corresponding periods and press the **OK** button in the bottom right corner of the form. The **Cancel** button allows undoing the marking.

To provide better viewing representation, you can sort out the list of students using the filters at the page:

- By the number of entries in the list (the Page size drop-down box);
- By group to which students belong.

By clicking on the student's username you'll get to the page with student's personal settings where they can be edited or a user can be deleted.

14.5 Exporting Attendance Statistics

The system makes it possible to export statistics on students' attendance into an Excel file that can be stored externally.

To export statistics:

- 1. Enter the necessary course and click the Attendance icon in the course menu;
- 2. Click the **Export** button in the header of the page;
- 3. In the **Start date** and **End date** fields select the start date and end date of the time span for which you would like to get statistics;
- 4. From the Group drop-down list select group for which you would like to get statistics;
- 5. Click the **OK** button under the top course menu. As a result, you will be offered to open or save a configured Excel file with the statistics data:

Start Date "	2/8/2016		
End Date *	2/17/2016		
Group	<all></all>		



15. DISCUSSION BOARD

The **Discussion Board** section allows a user to leave some messages so that other course participants can react to these messages in some way and leave their opinion about them.

Discussion boards are created within the frames of separate courses. Only users who take part in the course can view its discussion boards and add their own messages to them. To access the course discussion board, enter the necessary course and click the **Discussion Board** icon in the *Course Tools* menu:

	A Software Course			
Con-Premises	Discussion	Board o		
Tools	Discussion Board	Description	Items	Last Modified
📢 Announcements	 new discussion be 	bard		
Calendar	Course Discussion	Discussion Board for questions related to the	2	2 minutes ag
C Documents	course orseastory	course.		2 minutes by
📭 Discussion Board	Discussion Board	For any questions	1	3 minutes ag
Chat				

The Discussion Board tool has 3 levels:

- > Discussion Board (contains categories to facilitate discussions filtering);
- > Discussions (contains topics for discussion created inside discussion boards);
- Replies (discussion threads).

15.1 Adding a Discussion Board

To add a new discussion board, do the following:

- 1. Enter the necessary course;
- 2. On the Course Tools menu, click Discussion Board;
- 3. Click **new discussion board** button 🛨 . The following form will be opened:



Site Contents - New	
Name and Description Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Name: Course Discussion
	Description:
	Discussion Board for questions related to our course.
	Create Cancel

- 4. Complete the form as described below:
 - Name type the name of the discussion board;
 - Description describe the topic of discussions.
- 5. Click Create.

15.2 Adding Discussion to Discussion Board

To add a new discussion to the forum, do the following:

- 1. Enter the necessary course;
- 2. On the Course Tools menu, click Discussion Board;
- 3. Click a discussion board name, and then click **new discussion** button \bigoplus and complete the open form as described below:



BROWSE EDIT FO	ORMAT TEXT		
Table Picture Video ar Audio	0	Embed Code	
ables Media	Links	Embed	
Tools	Subje	ect *	First Lecture
Calendar	Body	6	Yesterday we had the first lecture. I'd like to know your opinion on
Documents			itļ
Discussion Bo	ard		
Chat			
👩 Mailbox			
🛞 Links			
Reports			
💦 Learning Mod	lule		
Cuizzes	Ques	tion	0
Drop Box			I am asking a question and want to get answers from other members.
Assignments			Save Cancel

- Subject type the subject of the discussion (the field is required);
- Body describe the topic of the discussion.

To attach a file, click the **Attach File** link and browse the necessary file. Click **OK**. To check spelling, click the **Spelling** link.

4. Click Save.

NOTE:	Discussions are displayed in the Subject view. To see the current view, go to List menu
	section in the ribbon:

BROWSE IT	TEMS LIST			
	Modify V	ew . Current View.	1 6	
View Quick	Create Co	lumn Subject	Tags &	E-mail a Alert RS
View Quick Edit	View Navigate	Up Default	Notes	Link Me . Fe
View Format	Man	age Vir Subject	Tags and Notes	Share & Track
-		Public		
Tools		(+) Featured Discussion	i n	
Anno	uncements	Red Management	is Unanswe	ered questions
Calen	dar			



Discussions marked as **New** (**B NEW**) are discussions (or contain replies) that have not been viewed by the current user yet.

15.3 Managing Discussions

- **NOTE**: For better representation, you can modify the list view. Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:
 - use the **Subject** or **Created By** links to sort or filter topics by subject or author;
 - use the Last Updates link to sort or filter topics by date when the discussion was updated;
 - to remove filter criteria, click the necessary link in the column head, and then select **Clear filter from** option from the context menu:



If the course settings allow, you may have permissions not only to view and reply, but also to manage forum discussion topics.

NOTE: 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:

Edit tem Delete Item	ve Open 🕑 Workflows		
Manage	Actions		
Tools			
	Subject	Wish list	
Announcements	Body	For your requests.	
Calendar			
Cocuments	Question	No	
Discussion Board	Content Type: Discu		
Chat	Created at 5/5/2010		Close
	ageuches	/0_0	
🙆 Mailbox			
🛞 Links	Last modified at 5/3	5/2016 6:23 PM by 🗌 ageucheva_a	

- 5. Use the buttons on the toolbar of the form to perform the following operations:
 - Click **Open** to view the replies;
 - Click **Edit Item** to modify topic details;
 - Click **Delete Item** to delete the topic from the list of discussions;
 - Click Manage Permissions to manage permissions for the topic;
 - Click **Alert Me** to manage notifications settings.
- 6. Click **Close** to navigate back to the list of discussion topics.

15.3.1 Editing Discussion

To edit a discussion, do the following:

- 1. On the left Tools menu, click Discussion Board;
- 2. Click the name of the necessary discussion board;
- 3. Click the discussion name or the down arrow next to it, and select **Edit Item** from the dropdown list;
- 4. Modify the discussion as necessary;
- 5. Save the changes.

15.3.2 Deleting Discussion

To delete a discussion, do the following:

- 1. Click the **Discussion Board** item in the left Tools menu;
- 2. Click the name of the necessary discussion board;
- 3. Point over the necessary discussion and press the down arrow in the appeared box;



- 4. Click the discussion name or the down arrow next to it, and select **Delete Item** from the dropdown list;
- 5. Confirm the deletion.

15.4 Viewing and Posting Replies

To read replies posted for a certain topic or post your own replies, do the following:

- 1. On the left Tools menu, click Discussion Board;
- Click the discussion board name or the down arrow next to it, and select View Discussion Board from the drop-down list. OR simply click the discussion board name. The list of discussions will be opened;
- **NOTE**: Column names at the top of the list are clickable and allow you to sort announcements in ascending or descending order:
 - Use the **Subject** link to sort or filter replies by subject;
 - Use the Created By link to sort or filter replies by author;
 - Use the Last Updated link to sort or filter replies by the last updated date;
 - To remove filter criteria, click **the column name** and select **Clear filter from** option from the context menu.
 - 3. Click the necessary discussion from the list. The system will open discussion details page:

Question		^
2 replies		
Р	ageucheva_a Ask me if you have some.	
	24 minutes ago Reply Edit ····	

- **NOTE:** Note that if corresponded permissions are granted to you, you may have an ability to manage discussion replies. To do so, click the **View Properties** link next to the required reply and choose whether to create a new reply, edit or delete the reply, or work with notification settings.
 - 4. To reply to a certain post, click the **Reply** link under the post, or just enter your reply in the *Add a reply* field with the help of the Visual Editor, attach a file if needed and save changes:



SharePoint		
BROWSE FORMATTEXT INSURT	π	
Cipboard Fort Paragraph Styles Speller	Mariaup	
12 1	t Lecture	
미정 Documents 같 Discussion Board 국 Chat	Teacher 1 Vesturday we had the first lecture. I'd like to know your opinion on it. 26 minutes apo Reply Alert me	
Mailbox Links Locarning Module	The lecture was very useful, but the tempo was rather quick. Could you talk a little bit slowers	
🚰 Quizzes 🕼 Drop Box	- Reply	i

15.5 Viewing User Information

The **Discussion Board** tool allows tracking the information about topics discussed, discussions user takes part in, replies user submits etc.

To view user information,

- 1. Enter the **Discussion Board** tool;
- 2. Click the required discussion;
- 3. Select User Information from the Items tab:

SharePoint						
BROWSE IT	EMS LIST					
New New Item - Folder New	View Edit Item Item	Move Xersion History Shared With Xerm X Delete Item Manage	Attach File Information Actions	Alert Me - Share & Track	Tags & Notes	Workflows Approve/Reject Workflows
Calend		new discus Recent My discu First Lecture		ed questions		
Discus	nents sion Board	Yesturday we had th By Teacher 1 Latest				t.
Q Chat		Wish list				
🚔 Mailbo	DX:	Write your suggesti By Teacher 1 20 mir		es,		
🛞 Links						

4. The following window will appear:



CLMS365	₫ software Course User Information		Search this site	م
Tools Announcements Calendar Couments Documents Chat Anibox Maibox Links Reports Learning Module	User Discussions *	Multi selection mode ageucheva_a (i:0#.wi(belitgroup\ageucheva_a) * All ageucheva_a (c0#.wi[belitgroup\ageucheva_a) Cheech Marin (i:0#.wi[example\uearmer 555) Hank Moody (i:0#.wi[example\uearmer 1) Harvey Spector (i:0#.wi[example\uearmer 1) Learmer 1) Learmer 1) (# Discussion Board	Арру	Close

- User from the drop-down list select a necessary user. To select several users, check the Multi selection mode box;
- Course Discussions select a folder and check necessary discussion(s);
- **NOTE:** Administrator can view information about any user while other users can view information only about themselves.
 - 5. Click **Apply**. The following table will appear:

Church	🖄 Software Course					Search this site	, p
CVLMS365 On-Premises	User Info	ormation					
Tools	User		Multi selection mode	group\ageucheva_a) •		
Calendar	Discussions *						
Discussion Board			Course Discussion				
Chat			🕑 New materia	s s related to the cour			
🔗 Mailbox			Discussion Board	s related to the cour	20 Se		
Links			Questions				
Reports							
🚜 Learning Module						<u>11</u>	
Cuizzes						Apply	Close
Drop Box							
Assignments	Discussion Board	Discussion	Replies	All replies	Last replied	Last viewed	
Sal Attendance	Course Discussion	New materials	0	0		2/9/2016 9:52:15 AM	
Conference	Course Discussion	Any questions related to the course	1	1	2/5/2016 12:20:32 PM	2/5/2016 12:26:41 PM	
Grade Book	Discussion Board	Questions	2	2	2/5/2016 12:29:01 PM	2/5/2016 12:28:39 PM	

The table consists of the following columns:

- Discussion Board displays the folder the discussion is located in;
- Discussion displays the name of the discussion;
- Replies displays the number of replies submitted by the current user;
- All replies displays replies submitted by all users;
- Last replied displays the date of the last reply entered by the current user;
- Last viewed displays the date when the current user viewed the discussion last.



15.6 Moving Discussions

To move the discussion folders between the discussion board lists inside a course **Discussion Board** tool, do the following:

- 1. On the course level, go to the **Course Tools> Discussion Board;**
- 2. On the **Discussion Board** level, go to the Discussion Board you need:



3. Select the check box corresponding to the needed discussion:

CLMS365 On-Premises			scussion @)		Search	this site	م
Tools Announcements	new iter Subject Feature	m ired Discu	ssions Management		Find an item		م	
Calendar	🗸 🛛 Title	В	ody	Created E	Зу	Created	Replies	Is Featured Discussion
Documents	✓ Wish list	F	or your requests.		ageucheva_a	May 5	0	No
🗨 Chat 🔗 Mailbox	First Lecture	le	esterday we had the first ecture. I'd like to know our opinion on it.	X	ageucheva_a	May 5	0	No

4. Go to Items>Move Item. The following dialog box will appear:

CLMS365 On-Premises	Introductory Course Move Item			Search this site	م
Tools	To *	Discussion Board:	No selection +		
Ralendar			Change]	
C Documents				ок	Cancel
🚅 Discussion Board					

5. To indicate the discussion's new location, click **No selection** button >**Change.** The dialog box will appear:

		٧
Select list		□ ×
Select list		Help
B - Coursel		Â
B Discussion Board		
Course Discussion		
Discussion Board 2		
Amarketing Site		
BDiscussion Board		
		+
	OK	Cancel

6. Select the discussion's destination and click **OK** to confirm your choice:

15.7 Exporting Discussion Boards

User can export **Discussion Board** to a local machine.

To export Discussion Board, do the following:

- 1. Go to Discussion Board section;
- 2. Select Edit Page in the Page tab on the ribbon menu;
- 3. Click the down arrow by the name of the web part and choose **Export** from the drop-down menu:

	Add a Web Part			
Discussion Board			.,	•
Discussion Board new discussion board	Description	Items	Le	Close Close
Course Discussion	Discussion Board for questions related to the course.	3	2	🗊 Edit Web Part
	For any questions	3		Connections

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:

CLMS365 On-Premises	2 Software Course					Search t	his site
 4 2016 ▶ Jan Feb Mar 	Confere • • February	2016	TUESDAY		THURSDAY		SATURDAY
Apr May Jun Jul Aug Sep	SUNDAY 31	MONDAY 1	2	WEDNESDAY 3	4	FRIDAY	6
Oct Nov Dec						11:00 am - 2:00	pm
Today is Friday, February 5, 2016						Lecture	
ols	7	8	9	10	11	12	13
Announcements							
Calendar							
Documents	14	15	16	17	18	19	20
Discussion Board							
Chat							
Mailbox	21	22	23	24	25	26	27
links							
Reports							
🔏 Learning Module	28	29	1	2	3	4	5

See the Calendar topic to learn how to work with the calendar.

17.1 Pre-configuration

To be able to use Conferencing, you should have Live Meeting or LYNC Attendee installed and configured on your computer (this depends on whether your installation is integration with Office Communication Server or LYNC Server).

17.1.1 Configuring Live Meeting client

1) Click Open User Accounts in the menu list:



Options		
Open User Accounts		
Egit		
Give Us Eeedback Online	Live Meeting	
About Microsoft Office Live Meeting	at you can invite others to join.	

2) Enter your sign-in name (this is SIP address that has to be assigned by OCS administrator) and click the Advanced button:

8	p.	Microsoft Offi	ce Live Meeting
Jser A	Accounts		-
		Work No matter where you are ount information and start a Live Meetin	
Offic	ce Communical	tions Server	
	Sign-in name:	Imsadmin@elearningforce.com	Advanced
Live	Meeting Servi	ce	
ι	JRL:		
1	Street PEACES	er name and password to access my ac u have entered a portal URL, do not ch	
	User name		
	Password:		
		Test Connection	OK Cance

3) Advanced Connection Settings enter the server name (should be provided by your company's administrator) and repeat your username and credentials (the ones you use to login to the LMS web application):



•	1	Microsoft Office Live Meeting	- 1
User Accounts		23	
dvanced Conne	tion Settings	Annu and the second states	
Use these ser	vers		
Internal Ser	ver name or IP address:	access.elearningforce.com	
External Se	ver name or IP address:	access.elearningforce.com	
Connect us	ng: 🕐 TCP 💿 TLS		
Use the follow	ing user name and password	8	
User name:	Imsadmin@elearningforce.c	om	
Password:	•••••	•	
Help		OK (Cancel
	Test Conne	ction OK Cancel ptional	
	LOCODURN SP	Join	

4) Click OK. In the User Accounts window click the Test Connection button. If connection is verified successfully, you may now use conferencing.

17.1.2 Configuring LYNC Attendee client

To configure LYNC Attendee client open LYNC Attendee from the computer's Start menu. A LYNC Attendee Options dialog window will be opened. In the **Personal** tab select whether you'll be joining using your company credentials (Sign-in address has to be assigned by LYNC administrator) or as a guest:



ieneral	Meeting join identification		
ersonal	Join using company credent	ials	
ingtones and Sounds Judio Device	Sign-in address: Irn1@elea	rningforce.com	
ideo Device	💮 Join as a Guest		
	Display Name: Mary-Jane	C	
	My phone numbers		
	Click a button below to add or o	change one of your numbers.	
	Work Phone		
	Mobile Phone		
	Home Phone		
	Other Phone		
	Joining conference calls		
	Join conference calls from:	Lync Attendee	•
	Prompt me before joining to	confirm or select another audio sourc	æ

17.2 Scheduling a Conference

To schedule a meeting:

Enter the necessary course and click the **Conference** link in the Course **Tools** menu. Click **New Item** at the top of the page and select **Meeting**. The following form will be opened:

Save Cancel M	leet Paste Copy Attach Spelling Clipboard Actions Spelling	
Title "	Lecture	
Start Time *	2/5/2016 11 AM * 00 *	
End Time *	2/5/2016 2 PM • 00 •	
Description	Our first lecture.	
Attendees *	Leamers:	
	Enter users separated with semicolons.	&∕ EB

Fill out the form fields as described below:

- *Title* enter the title for the meeting;
- Start time Specify date and time when the meeting will start. Use the calendar icon
 (I) to specify the date, from the drop-down lists select time;
- End time Specify date and time when the meeting will end. Use the calendar icon (
) to specify the date, from the drop-down lists select time;
- Description Enter the description of the meeting. Use the embedded editor to format the text;
- *Attendees* Use the **Browse** icon (^{III}) to select users who will take part in the meeting.

Click **Save** to save changes. Click **Cancel** to discard changes. To start the conference, click **Meet Now**.

17.3 Joining a Conference

To start the meeting:

Enter the necessary course and click the **Conference** link in the **Course Tools** menu. Click the name of the meeting you want to start. A page with the meeting details will appear:

WIM5365



BROWSE VIEW			
Edit Item Shared With Manage	Alert Me Workflows Actions		
Tools	itle	Lecture	
Announcements	tart Time	2/5/2016 11:00 AM	
Calendar	nd Time	2/5/2016 2:00 PM	
Documents	escription	Our first lecture.	
Chat A	ttendees	Learners	
Mailbox			
Links C		i 3:50 PM by 🖾 ageucheva_a	Close
Reports	ast modified at 2/5	/2016 3:50 PM by 🗌 ageucheva_a	Cose

Click **Join Conference** at the top of the page. The following page will appear:

Join conference	×
Conference settings Please specify settings for conference feature	
Sign-in address: t1@elearningforce.org	
Maximum attendees:	
OK Cancel	

- ✓ Sign-in address SIP address that has to be assigned by OCS/LYNC administrator. If the field is empty, contact your OCS/LYNC administrator;
- ✓ **Maximum attendees** set the maximum number of participants for the conference.

Click **OK**.

NOTE: Teacher should be first to join the conference. Until Teacher joins the conference, the Join conference button is inactive for Learners.

Microsoft Office Live Meeting or LYNC Attendee dialog window will appear:

///	Microsoft O	fice Live Meeting	- = ×
		the meeting at elearningforc meeting can promote you to	
Name:	Kate		
	2		



In the Name field enter your name. Click Join to join the conference.

NOTE: If the *Microsoft Office Live Meeting* window does not appear, follow the instructions on the **Join Conference** page:





LMS365







18. GRADE BOOK

The **Grade Book** is a tool that helps the teacher to assess students' activity in various aspects of the learning process.

To access the Grade Book section, enter the necessary course and click the **Grade Book** link in the **Course Tools** menu:

CLMS365 On-Premises	Aardware Course Grade Book			earch this site	م
Site Contents	All items Compressed view ····	Find an item	Q		
	Learner	Certificate Issued	Hardware Tutorial	Introductory LM	Hardware Quiz 2
	ageucheva_a		Passed	Passed	
	Learner 1		Failed		A
	Learner 10.		Passed	Failed	A
	Learner 3		Passed	Passed	A+

NOTE: Only Course Learners group users (or users from a custom course group with 'Learner' permission) would be displayed in Grade Book tool.

If Teacher is added only to the Course Teachers group, his grades for passing learning items are not displayed in the Grade Book, he cannot complete the course or be granted a certificate. If Teacher is also a member of Learners group, his grades are displayed in the Grade Book and he can complete the course and receive a certificate.

To view Learners of separate group, choose the needed SP group from the list in the **Group** filter in the Grade Book list tools:

							K LIST	GRADE BOO	NSE	BROW
É.	Gro	urrent View:	E.	03			ITTE		t m	
		All items +	Modify	Create	Import	Export to	Export to	Export to	RSS	Alert
575	le	Current Page	View -	Create View	Import Grades	Export to CSV	PDF	Excel	RSS Feed	Alert Me +
ers 2	Le	Manage Views			Actions	port	nect & Exp	Con	Track:	Share 8

The list contains all SP groups with Learners permissions.

NOTE: On newly created sites, Metadata Navigation and Filtering feature is activated by default, which allows adding a large number of users in Learners group and avoid threshold limit excess error (when there are more users then set for List View Threshold) on Grade Book list after all Learners have been checked. You can use Learner Key Filter on Grade Book list to filter necessary information:



	Key Filters Apply Clear	
	Learner	8
Key Filters. Do not forget to Indexed Columns. If not, you	to check whether new Key F u should index new Key Filters	navigation settings > Configure ilters have been added to the manually. To do this, go to List elect needed column and click

The Grade Book represents a list of your students with grades put for SCORM packages, quizzes and Grade Book items.

Note please, that the <u>datasheet view</u> (for details see Chapter 13.15.1.4) will not work correctly with the Grade Book list (for those reasons it was hidden from the default Ribbon actions).

NOTE: When modifying the Grade Book list view, user can add several columns specific for grade book list settings only:

- *First Accessed* shows the First Visit Date. It is the time a learner clicks inside course the first time;
- Completion Date shows the date when the certificate was given;
- *Recertification Date* shows the date when Learner started passing the course for another time.

To be able to use the Grade Book, follow the steps below:

- 1. Define your own grade scale and the fields of activity for which grades should be put (see <u>Scale</u> <u>Templates</u>);
- 2. Create certificates that could be granted to course Students (see <u>Certificate Templates</u>);
- 3. Select Items which should be added to the Grade Book (see the topic below).
- **NOTE:** For recertification purpose recertification process can be started using API. For more information see the API description. A separate column with Recertification Date can be added to see the date of recertification start. This information will be displayed only for Learners for whom the recertification process was started. For such Learners information about previous attempts is hidden in the Grade Book and only current attempts (that are made later than recertification date) are displayed in the Grade Book.

18.1 Setting Grade Book Items

To set Grade Book items:

- Enter the necessary course and click the Grade Book icon in the Course Tools menu;
- Click Add Item at the top of the page;



- From the drop-down list select:
 - <u>Add existing items</u> to add items which already exist (for example, quizzes or assignments);
 - o <u>Add custom item</u> to add custom item to the Grade Book;
 - <u>Add AWG item</u> to add AWG item.

18.1.1 Adding Existing Items

Some already existing items can be added to Grade Book, e.g. quizzes, assignments, etc. When there are any changes made on the existing item's list, they will be reflected in Grade Book, for example:

- A teacher changed learner's grade for assignment (it will be reflected automatically);
- A learner has taken another quiz attempt after scale has changed and so scored a changed grade (it will be reflected automatically).

SCORMs and learning modules always display their Passed/Failed status and can't be overridden by specific scale template. To add an Existing Item, do the following:

- 1. On the course level, go to **Course Tools > Grade Book**;
- 2. On the ribbon, select the **Grade Book List** and click the **Add Item** button to open the dropdown menu:

	1		TTT		0 g		Current View:	Groups	mile .	品。
Alert		Export to Export to	Emort to	Import	Create	Modify	All items	•	- Add	Grade Book
Alert Me +	RSS Feed	Excel PDF	CSV	Import Grades	Create View	View +	Current Page		item +	Setting
Share &	Track	Connect & E	port	Actions			Manage Views		Se	ttings

3. Select Add Existing Item:

e 🖿			A PO	Current View:	Groups	Da	8.
	Export to Export to Export to		Create Modify	All items 🔹	-	Add	Grade Book
Viert RSS Me - Feed	Excel PDF CSV	Import Grades	View View +	🔹 Current Page 🖷		Item -	Setting
hare & Track	Connect & Export	Actions		Manage Views		Add Exi	sting item
Site Content	s All in	tems	Find an it	em	ρ	Add Cu Add AV	stom 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):

Grade Book → Li	st Settings + Add Exist	ing	ltem 🛛
Select Items			
Select which items to add to Grade Book.	 Quiz Hardware Quiz Hardware Quiz 2 Hardware Tutorial Introductory LM SCORM Hardware Requirements 		
Scale settings Provide settings for setup scale for this resource	 Use default Use specific Scale Set: Default (UK) + Numerical Min: Max: 		
Options	 Add to default view Show grade Show percentage Combined view 		
		ОК	Cancel

6. Click OK to add the item. The added items will be displayed in the Grade Book as new columns; all grades for these assignments will appear in the corresponding columns:



Grade Book			
All items Compressed view	 Find an item		Q
Learner		Hardware Quiz	Hardware Tutorial
ageucheva_a			Passed (100%)
Learner 1			
Learner 10.			
Learner 3			

18.1.2 Adding Custom Items

Custom items are the assignments that do exist neither in the Assignment, Quizzes, nor in any other course section. It is currently impossible to change the settings of the custom item. To add such items to the Grade Book, do the following:

- 1. On the course level, go to **Course Tools > Grade Book**;
- 2. On the ribbon, select the **Grade Book List** and click the **Add Item** button to open the dropdown menu:

💄 🏥 🛄			m R	Current View:	Groups	-	品。
		Umport.		All items +	-	Add	Srade Book
Alert RSS El Me + Feed	xport to Export to Export to Excel PDF CSV	Import Grades	Create Modify View View -	🔹 Current Page 🔫		item +	Setting
Share & Track	Connect & Export	Actions		Manage Views		Sett	lings

3. Select Add Custom Item:

BROWSE	GRADE BOOK LIST COURSE T	OOLS						
۵ 🖿			03 1		Current View:	Groups	-	.
	Export to Export to	XI		Aodify	All items *	1	Add	Grade Book
Alert RSS Me - Feed	Excel PDF CSV	Import Grades		/iew +	🔹 Current Page 🖷		Item -	Setting
Share & Track	Connect & Export	Actions			Manage Views		Add Exi	sting item
Site Conter	All it	tems ••	• Fin	d an ite	em	Q	1	stom Item VG Item
	Lear	ner				Certificate Issue		

4. Complete the open form:



Grade Book · L	ist Settings + Add Custom Item 🛛
Custom Item Type a name for this Item	Item name Course Essay
Additional Item Settings Specify detailed options for the type of information you selected.	Description:
Scale settings Provide settings for setup scale for this resource	Use: Scale Set: Default (UK) • Numerical Min: Max: Display options: Add to default view Show grade Show percentage Combined view
	OK Cancel

- Item Name Type the name of a new item;
- Description enter the item description;
- Scale settings Select a scale for grading:
 - Use Default use the scale applied to the course;
 - Use Specific either select a scale from the earlier created or specify scale values in the **Min** and **Max** fields of the **Numerical** option;
- Display Options select either Show grade (only grades will be displayed for assignments) or Show percentage (only percentage will be displayed for assignments) or Combined view (both grade and percentage will be displayed for assignments);
- 6. Click OK to add the item. The added assignments will be displayed in the Grade Book as new columns. You need to grade them manually; for details, see the Manual Grading chapter.

18.1.3 Adding an AWG Item

This option allows calculating the average of several Grade Book columns of a learner. It is currently impossible to change the formula for AWG items. To add such items to the Grade Book, do the following:

- 1. Enter the Grade Book section;
- 2. Click Add Item drop-down menu:



BROWSE C	RADE BOOK LIST COURSE T	OOLS						
. 🖿			03	B	Current View:	Groups	-	品
	Export to Export to Export to		Create	Modify	All items 🔹		Add	Grade Book
Me - Feed	Alert RSS Export to Export to Export to Me - Feed Excel PDF CSV	Import Grades	View	iew View +	🗧 Current Page 🔤		item -	Setting
Share & Track	Connect & Export	Actions			Manage Views		Add Ex	isting Item
Site Contents All		tems ··· Find a		ind an it	em	Q	Add Custom Item	
	Lear	mer				Certificate Issu	ed	

- 3. Select Add AWG Item;
- 4. The adding item form will appear:

2 Software Course							
Grade Book + List Sett	tings + Add AWG Item ©						
Name and Desciption Type a name and description for this Item	Item name: AWG item						
	Description:						
Settings Specify options for AWG calculating	Type: O Arithmetic mean Quadratic mean Columns:						
	Column Weight Simple Quiz 5 Remove Software Development 10 Remove						
	Software Quiz add Number of lowest grades to drop						
Scale settings Provide settings for setup scale for this resource	Use: • Scale Set: Default (UK) +						
	 Numerical Min: Max: Display options: Add to default view Show grade 						
	 Show percentage Combined view 						

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:

	*			0g		Current View:	Groups		品。
Alert	11111	Expect to Expect to Expect		Create	Modify	All items +		 Add	Grade Book
Alert Me +	RSS Feed	Export to Export to Export Excel PDF CSV	Grades	Create View	View +	🕴 Current Page 🔤		Add Item +	Setting
Share &	t Track	Connect & Export	Actions			Manage Views		S	ttings

4. In the Columns section select item you want to delete and click on its name to open it:



Grade Book + List Settings	s→ Change Column ₀
Name Type a name for this column.	Column name: New Learning Module
Additional Column Settings	The type of information in this column is: Choice (menu to choose from) Description:
Specify detailed options for the type of information you selected.	Learning Module description
	Delete OK Cancel

5. Click **Delete** to delete the selected item. It will be removed from the Grade Book view.

18.2 Grading

18.2.1 Manual Grading

After you have defined the Grade Book scale and created the list of Grade Book items, you can start putting grades to your students. Students' Grade Books contain grades for Grade Book items and quizzes. The teacher can put grades for Grade Book items only; grades for quizzes are put automatically when the quiz is completed.

To work with students' grades:

1) Enter the necessary course and click the **Grade Book** icon in the **Course Tools** menu:





Tools
Announcements
Calendar
C Documents
💕 Discussion Board
Chat
🔗 Mailbox
Einks
Reports
💦 Learning Module
Cuizzes
Drop Box
Assignments
Gil Attendance
Conference
Grade Book

2) Click **Edit item** in the callout menu under the name of learner whose grades you want to manage:

Grade	Book				
All items	Find an item	ç	•		
Learner			Certificate Issued	Hardware Tutorial	Introductory LM
ageucheva_a			Advanced •	Passed	Passed
Learner 1					
Learner 10.			Edit Item		
Learner 3			Version History		

3) From the **drop-down list** against the item select the grade/status you want to put for this item:



Certificate Issued	8		
Software Quiz 1	Excellent •		
Software	Passed 🔻		
Software Development	Passed		
	Failed		
Version: 3.0	Dbd Inc annualment a	Save	Cance
Created at 2/5/2016 12:07 Last modified at 2/8/2016	PM by⊡ ageucheva_a 11:49 AM by⊡ ageucheva_a		

- **NOTE:** Certificate Issued is a status displayed in the column next to the Learner's name. It shows whether a learner has got/earned/was assigned a course certificate or not. A course certificate is configured through the Grade Book List ribbon menu Settings section>Grade Book Setting>Setup Certificate Template link. This status can be assigned either manually by a teacher or earned automatically by completing the course completion settings, which you also define in the Grade Book List ribbon menu Settings section>Grade Book Setting>Setup course competing settings link.
 - 4) To assign a **Certificate Issued** status manually, click **Edit item** in the callout menu under the name of learner whose grades you want to manage:

Grade I	Book				
All items	Find an item	Q]		
Learner			Certificate Issued	Hardware Tutorial	Introductory LM
ageucheva_a			Advanced •	Passed	Passed
Learner 1					
Learner 10.			dit Item		
Learner 3			/ersion History		

5) Click the checkbox against the **Certificate Issued** section:

Certificate Issued			
Software Quiz 1	Excellent 💌		
Software	Passed *		
Software Development	Passed V		
Version: 3.0		1	
Created at 2/5/2016 12:07	Save	Cancel	
	11:49 AM by ageucheva_a		



6) Click **Save** to save the changes. Click **Cancel** to discard the changes.

18.2.2 Grade Book Automatic feature

Grade Book Automatic feature allows to add tests results into Course's Grade Book automatically. This feature is activated from the Organization Settings page by checking '**Automatically add to Grade Book**' for the following Learning Object types:

- a. Assignments (with grade only);
- b. Quizzes;
- c. SCORM/AICC;
- d. Learning Modules:

Additional Options Choose additional options for organization	Options: Course Flow Course Wizard
Organization Settings Settings related to organization site only.	Show "Courses" left navigation bar Yes No Show "Courses" left navigation bar at Course Sites Yes No Remove "Create Course" option from menu Yes No
Grade Book Setting Automatically add grades to Grade book for types:	Assignments Quizzes SCORM/AICC Learning LRM
	OK Cancel

The work of Grade Book Automatic feature is described below:

1. Administrator activates the feature from the Organization Settings page by checking 'Automatically add to Grade Book' for the following Learning Objects:

- a. Assignments (with grade only);
- b. Quizzes;
- c. SCORM/AICC;
- d. Learning Module.

2. Administrator creates new Course. When the Course gets created, this option is copied from parent organization and stored locally on a LMS Course;



3. System adds a column that corresponds to settings saved on this type of the Learning Objects in a Grade Book;

4. New columns in the Grade Book are visible for both Students and Teachers and grades are added to default view of Grade Book as a combined field that shows both value and percent.

Automatically added columns are shown in the Grade Book as a combined view, even if the assignment has been set up as combined view, as settings in the assignment influence only assignment tasks list.

NOTE: All the new Courses created within the Organization will inherit these default settings upon Course creation.

Site Settings, Course Options

Any changes in the settings of the Grade Book Automatic feature from the Organization Settings page in the future will not be reflected in existing Courses.

If you want to active this feature in course you should make sure that it is active for the Organization. After activation feature in existed course all new options will be added to Course Options page:

Course Options Enable / Disable Course options	Display Administrator	Display Learner	Option Name	Position from Top
			Announcements	1 *
			Calendar	2 *
			Documents	3 🔻
			Discussion Board	4 🔻
			Chat	5 💌
			Mailbox	6 *
			Links	7 *
			Reports	8 *
			Learning Module	9 *
			Quizzes	10 *
			Drop Box	11 *
			Assignments	12 *
			Attendance	13 *
			Conference	14 🔻
			Grade Book	15 -
			Help	16 🔻
			Tracking	17 •
		۲	Wiki Pages	18 🔻
			Seating Chart	19 *
			Learners & Groups	20 *
	۲		Staff	21 *
			Roster	22 *
	۲	۲	SCORM/AICC	
Grade Book Setting				
Automatically add grades to Grade book for types:	Assignments	Quizzes	SCORM/AICC Learnin	ng Module

Teacher can override default settings copied from Organization by changing the selected options on Course Options page. Ones saved, they will be used by system for making a


decision if grades from this type of Learning Object should be automatically added to Grade Book, or not.

18.2.3 Exporting Grades

You can export the selected Grade Book view to PDF file and download it to Users' local hard drive. To export the selected Grade Book to PDF, do the following:

- 1. Enter the Grade Book section;
- 2. On the ribbon, click the Grade Book List and select Export to PDF:

e 🚛			0 P	Current View:	Groups	1
	Export to Export to Export			All items +	(· · ·)	
Alert RSS Vie - Feed	Export to Export to Export Excel PDF CSV	to Import Grades	Create Modify View View -	🕴 Current Page 🔫		Add Grade Book
share & Track	Connect & Export	Actions		Manage Views		Settings

5. The PDF file will appear:

Course: Speech Practice, Gradebook view: 'All items'								
Learner	Certificate Issued	The World of Literature. General Check	Family Meals	Banging Item				
EXAMPLEV1	0	2.50 (25%)	Passed (100%)	Good				
Learner 2	0	5.00 (50%)	Failed (33%)	Good				
Learner 3	0	7.50 (75%)	Passed (100%)	Good				

NOTE: To export grades to PDF file, please make sure you have downloaded and installed <u>Microsoft Visual J# 2.0</u> for your SharePoint server (including all WFEs).

To export grades to Excel, do the following:

- 1. Enter the Grade Book section;
- 2. On the ribbon, click the Grade Book List;
- 3. Click Export to Excel button:

			TTT			0g		Current View:	1000	Groups		.
Alert	RSS	Export to F	Export to	Export to	Import	Create	Modify	All items			 Add	Grade Book
Alert Me +	RSS Feed	Export to E Excel	PDF	Export to CSV	Import Grades	Create View	View +	Current Pag	ge 🔫		item +	Setting
Share 8	& Track	Conn	ect & Exp	ort	Actions			Manage V	lews		Se	ttings





4. The Excel file will be prompted to save or open:

	А	В	С	D	E	F	G	Н	I.	l l
1	Learner 💌	Certificate Issued 💌	Quiz 1 🔻	Quiz 2 🔻	SCORM 1 💌	Quiz 3 🔻	AWG item 💌	Banding Item 📃 💌	Item Type 💌	Path 💌
2	Learner 1	FALSE		С	Failed	D	G		Item	sites/c1/GradeBook
3	Learner 2	FALSE							Item	sites/c1/GradeBook
4	Learner 3	FALSE	Α	В	Passed		Α	0.950000000000000	Item	sites/c1/GradeBook
5	Assistant 2	FALSE	A*		Failed		E	1.00000000000000	Item	sites/c1/GradeBook
6										

NOTE:

"Export to Excel" option doesn't allow you to export columns with combined view.

18.2.4 Importing Grades

To import the grades to the Grade Book, follow the steps given below:

- 1. On the course level, go to **Course Tools>Grade Book**;
- 2. Once you have done it, click Grade Book List menu on the ribbon;
- 3. On the ribbon, click Import Grades button:

BROWSE GRADE BOOK LIST COL	JRSE TOOLS					
🔔 🏣 🗔 🖳 🕻		0 mg		Current View:	Groups	
		Create	Modify	All items +		 Add Grade Book
Alert RSS Export to Export to Exp Me + Feed Excel PDF (ort to Import SV Grades	Create View	View +	🔹 Current Page 🔤		Item - Setting
Share & Track Connect & Export	Actions			Manage Views		Settings
		0	_	1.00.11.80.053.5		
Site Contents	All items		Find an i	tem	Q	

4. The following form will appear:

Grade Book - Lis	st Settings	Import	Gra	ades o
Import File Browse to the .csv file you intend to import	Name	Browse		
			OK	Cancel

5. Click **Browse** to upload the file, you intend to import.



NOTE: The uploaded file has to contain a set of semicolon-separated values – each line represents a row from Grade Book. The first line contains title for Grade columns. The sample file data is shown on a picture below:

🖡 grades - Notepad
File Edit Format View Help
<pre>;Physics;Math;History example\11;20%;A;0.5 example\12;100%;B;10 example\13;60%;;5.5 example\14;;C;2 example\15;90%;;7.7 example\16;;A; example\17;;F; example\18;;;0</pre>

Or as it looks like when edited in Microsoft Excel:

	1	2	3	4	5
1		Physics	Math	History	
2	example\l1	20%	Α	0.5	
3	example\l2	100%	В	10	
4	example\l3	60%		5.5	
5	example\l4		С	2	
6	example\l5	90%		7.7	
7	example\l6		Α		
8	example\l7		F		
9	example\l8			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:



User logon name: Ann Ageucheva User logon name (pre- <u>W</u> indows 2000):	Security le COM+ ganization
Ann Ageucheva User logon name (pre- <u>W</u> indows 2000):	_
EXAMPLE\ Ann Ageucheva	
Log On Io	
Account is locked out Account options:	
 User must change password at next logon User cannot change password Password never expires Store password using reversible encryption 	
Account expires	
C End of: Friday , November 10, 2017	_

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:

Import File	Name gradebook (1).csv Change	
Add Items These items are not found in the Grade Book. Specify options to add them.	Certificate Issued Use:	Display options:
	Scale Set: Default (UK) -	Add to default view Show grade Show percentage
	Min: Max	© Combined view



Importing grades into grade book highly depends on user input. So before performing import, system performs different validations to ensure that import data will not harm the system.

NOTE: Only columns with Custom Item type can be imported in Grade Book. All the other types, i.e. Existing (Quiz, SCORM, etc.), AWG, cannot be imported in Grade Book, so if you have those in your **.csv** file, please delete it in order to process grade import. Also mind that 'Certificate issued' column cannot be imported from a **.csv** file either, so if you have it in your .csv file, please delete it in order to process grade import.

You can see the type of the column in the Grade Book settings.

18.2.5 Grades Version History

The teacher can see the particular student's grades to be changed with time during the education process.

To view the Grade Book version history, do the following:

- 1. On the course level, go to **Course Tools>Grade Book**;
- 2. Select the learner's name by putting the cursor arrow on his/her name;
- 3. Click the callout menu next to the name of the selected learner and select Version History:

Grade	Book				
All items	Find an item	Q			
Learner			Certificate Issued	Hardware Tutorial	Introductory LM
ageucheva_a			dvanced •	Passed	Passed
Learner 1					
Learner 10,			lit Item		
Learner 3		Ve	ersion History	J	

4. Once you have chosen the option, the following dialog box will appear, indicating the history of changes performed:



			CM LMS36
Version Histo	ry		×
No.	3.0	2.0	1.0
Modified By	ageucheva_a	ageucheva_a	System Account
Modified	2/8/2016 11:49 AM	2/8/2016 10:58 AM	2/5/2016 12:07 PM
Certificate Issued	i No	No	No
Software Quiz 1	Excellent	Excellent	
Software Quiz 1	100.00 %	100.00 %	
Software			
Software			
Software Development	Passed	Passed	
Software Development	100.00 %	100.00 %	

18.2.6 Compressing Grades

When Grade Book contains a lot of Grades so User has to scroll to the left or right to see all the Grades, it is possible to create a *'compressed view'*.

To create one, do the following:

- 1. On the course level, enter the Grade Book;
- 2. On the ribbon, go to Grade Book List;
- 3. Click Create View:

BROWSE GRA	DE BOOK LIST COURSE TO	DOLS					
۵ 🏥			0 g	B	Current View:	Groups	T 1 3
	when the Expect to Expect to	Import	Create	Modify	All items	-	 Add Grade Book
Alert RSS E Me - Feed	Excel PDF CSV	Import Grades	Create View	View +	< Current Page	**	Item - Setting
Share & Track	Connect & Export	Actions			Manage View	5	Settings
	1.11		10				
Site Contents	All it	ems	•	Find an it	em	Q	

4. Once you have done it, the **Create view** form will appear. At the bottom of the page, select **Compressed View** link:



Datasheet View View data in an editable spreadsheet format that is convenient for bulk editing and quick customization.
Gantt View View list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time
Custom View in SharePoint Designer Start SharePoint Designer to create a new view for the list with capabilities such as conditional formatting.

5. The following form will appear. Specify the main view parameters:

Name			
Type a name for this view of the list. Make the name	View Nan	ne:	
descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.	Compre	essed view	
		his the default view s to public views only)	
Audience			
Select the option that represents the intended audience for	View Aud	ience:	
this view.	© Crea	te a Personal View	
	Perso	onal views are intended for your use o	only.
	Creat	te a Public View	
	Publi	ic views can be visited by anyone usin	ig the site.
Columns			
Select or clear the check box next to each column you want to show or hide in this view of this page. To specify the order of	Display	Column Name	Position from Left
the columns, select a number in the Position from left box.	V	Learner (linked to item with edit menu)	1
		Certificate Issued (with link)	2 💌
		App Created By	3 💌
	123	App Modified By	4 💌
	(see	AWG item	5 💌
	12	AWG item (combined view)	6 💌



Sort	
Select up to two columns to determine the order in which the items in the view are displayed, Learn about	First sort by the column:
sorting items.	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 item
@ Filter	
Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type	Show all items in this view
[Today] or [Me] as the column value. Use indexed columns in the first clause in order to speed up your	Show items only when the following is true:
view. Filters are particularly important for lists containing 5,000 or more items because they allow you	Show the items when column
to work with large lists more efficiently. Learn about filtering items.	None
	is equal to
	And Or
	When column
	None
	is equal to
	Show More Columns



Inline Editing	
a Tabular View	
I Totals	
a Style	
Folders	
a Item Limit	
Adjust mobile settings for this view.	 Enable this view for mobile access (Applies to public views only) Make this view the default view for mobile access
	(Applies to public views only)
	Number of items to display in list view web part for this view:
	Field to display in mobile list simple view:
	OK Cancel

6. Click **OK** to finish.

After saving this view it is possible to view Grade Book with a compressed view. It shows Grade title vertically and contains additional scroll bar at the bottom, but Learners' column is fixed and would not move during scrolling:

Grade E	Book					
All items Compre	essed view		Fi	nd an item		Q
Learner		Certificate Issued	Hardware Quiz 2	Hardware Tutorial	Introductory LM	
ageucheva_a		No		Passed	Passed	
Learner 1		No	А	Failed		
Learner 10.		No	B-	Passed	Failed	
Learner 3		No	A+	Passed	Passed	



18.3 Setting Course as Complete (Automatic Completion)

To make sure the learner can be graded course certificate automatically you need to configure the course completion settings. To do that, go to **Grade Book>Grade Book List>Grade Book Setting>Setup course completing settings** and fill the following form:

Grade Book + Lis	st Settings + Setup course co	ompleting sett	ings ©
Column and percentage Specify the column and percetange to	Course Essay ≥ 100 %		Edit Delete
calculate the course completing. You can specify more than one column to complete			Or Edit Delete
course upon completion of any of them.	■ Learning Path 1 ≥ 90 %		And
	a Learning Path 2 ≥ 90 %		Edit Delete
	Column name: SCORM 1 ▼ ≥ 100 %	⊙ And ● Or	+ Add
Send E-Mail	Send e-mail to users		
Use this option to send e-mail to your users. You can personalize the message	Subject:		
that is sent.	Congratulations!		
	Personal Message:		
	Congratulations! You have completed Course 1!		
	Add link to the certificate below your personal message		
			OK Cancel

- Column name select previously added existing/custom item to calculate course completion;
- *Percent* select the percentage which will indicate course completion;
- And/Or select 'And' to set all conditions obligatory for completing course and 'Or' to make passing one of the conditions enough for completing the course.

NOTE If several items are set as conditions for course completing and 'Or' option is checked, learners are granted certificate after fulfilling any of them:

	1				
All items Compressed view ····	Find an ite	m	Q		
Learner		Certificate Issued	Hardware Tutorial	Introductory LM	Hardware Quiz
ageucheva_a			Passed	Passed	
Learner 1			Failed		A
Learner 10.		~	Passed	Failed	A
Learner 3		5	Passed	Passed	A+



- Click Edit link to modify item;
- Click **Delete** link to delete item;
- Click Add link to add new item;
- Send e-Mail you may choose to send a completion email to the learners of the course. In this case you need to specify:
 - Subject of the email
 - Personal message of the email
 - Check the Add link to certificate below your personal message box if you want to include a link to certificate into the email. A certificate already granted to a learner can be deleted, but not edited. To delete a certificate, press the Edit Item button () next to the necessary learner and uncheck the Certificate Issued box.

NOTE	Check you have also set up the course certificate. Otherwise course completion will not
	work.
NOTE:	If you delete some items from the course completing settings, the course status remains Completed for Learners that have already completed the course according to such settings.

To set up the course certificate, do the following:

- 1. On the course level, go to **Course Tools > Grade Book**;
- 2. On the ribbon, click the Grade Book List> Grade Book Setting:

۵			BA		Current View:	Groups		品。
	Export to Export to Export to	Import	Create	Modify	All items +		 Add	Grade Book
Alert RSS Me - Feed	Excel PDF CSV	Import Grades	Create View	View +	🕴 Current Page 🔤		item +	Setting
Share & Track	Connect & Export	Actions			Manage Views		Se	ttings

3. In the opened window click Setup Certificate Template:

Grade Book	 List Settings 	
List Information		
Name:	Grade Book	
Web Address:	http://srv-fe01-sp2013/course/1234/GradeBook/AllItems.aspx	
Description:		
General Settings	Communications	Certification
Title, description and navigation	# RSS settings	Certificate template missing
Versioning settings		Setup Certificate Template
Last learners check: 2/8/2016 12:4	13:53 PM	Setup course completing settings
Check learners now		





4. In the following form specify the **URL** of the certificate template you want to use and click **OK**:

Certificate Template Link			
Specify URL of the certificate template you want to use.	http://srv-fe01-sp2013/course/hard/CertificateTemp		
	Certificate Template URL (Click here to test):		

Or use Browse button to select certificate template for the course:

Select Course Certificate Template		□ >
Select Course Certificate Template		Help
Show all courses with certificate templates		
AssharePoint LMS <u>Manage</u>		
E Course 1 Manage		
Certificate Templates		
DLP_cert_2.jpg		
Url:		
	ОК	Cancel

Once a user scores the number of points necessary to complete the course he will be marked as a student who completed the course in the Grade Book.



To clear the Grade Book settings, do the following:

1. On the course level, go to **Course Tools > Grade Book**;



- 2. On the ribbon, click the Grade Book List > Grade Book Setting;
- 3. In the opened window click Setup Certificate Template;
- 4. Put the cursor in the URL field and click Clear button:

Grade Book - List Setti	ngs - Setup Certificate Tem	nplate		
Certificate Template Link Specify URL of the certificate template you want to use.	http://srv-fe01-sp2013/course/hard/CertificateTemp			
Specify Orc of the certificate template you want to use.	Certificate Template URL (Click here to test):		K	/
		ОК	Clear	Cancel

NOTE: All Certificates that had been issued to Learners using this Certificate Template are saved after clearing the settings.

18.4 Setting the Unified Grade Book

The Unified Grade Book allows the user to see the Grade Book entries from all the Courses of current Organization for Students included in those Courses as Learners.

To access the Unified Grade Book, do the following:

- 1. On the Organization level, to Settings>Unified Grade Book;
- 2. The following form will appear:

Unified C	Grade Book	
Courses	Filter No selection -	
	Change Filter	
	There are no items to splay	F

3. Click **No selection > Change Filter**. The following dialog box will appear:



Select filter	8- 210-0-210		He
Organizations	Custom filt	ers	
a 💕 🔲 SharePoint	Title		
Default		<none> ¥</none>	
📕 🕞 IT Training	Start Date		
📕 回 Business Training	End Date		

- **Organizations** select the needed Organization and (optionally) the category;
- Check all children check the box if you want to select all children (learners) related to the current Organization Courses;
- Custom filters specify the search criteria: optionally fill in the Title, Publishing Status,
 Start Date and End Date of the necessary Course.
- 4. Check the box against the needed Organization and click **OK**;
- 5. The list of the courses will appear:

Courses	Filter	1 Organization	s, 1 Categories 🔹		
	(FT)	Title	Category	Published:	Language
	03	Course1	Default	Yes	English (United States)
	E	Course2	Default	Yes (with condition)	English (United States)
	E1	Course3	Default	Yes	English (United States)
		Course 4	Default	No	English (United States)

6. Select the check box against the name of the needed course. Click **OK** to view the chosen course learners' progress:



						Export to CSV
Learner	Coursel - Quiz 1	Coursel - Quiz 2	Course1 - Quiz 3	Coursel - Learning Path 1	Coursel - Course Essay	Course1 - Certificate Issued
Assistant 2 (i:0#.w example\a2)	A* (100 %)		C (79 %)	Passed (100 %)		True
Learner 1 (i:0#.wjexample\I1)	A* (100 %)	A* (100 %)	A (93 %)	Failed (0 %)	A* (100 %)	True
Learner 2 (i:0#.wjexample\I2)	C (79 %)		C (79 %)			False
Learner 3 (i:0#.w example\J3)	D (69 %)	A (95 %)	D (69 %)			False

- 7. Once you have done it, the Unified Grade Book will be uploaded at the bottom of the page.
- **NOTE:** The learners are able to select only courses they are enrolled to. They can see only their grades. Teachers are able to select all courses they manage. They can see grades of all course learners.
- **NOTE:** The user can perform 'Export to CSV' action from Unified Grade Book screen. Corresponding action is located at the top right toolbar.



19. TRACKING

The system allows teachers to track course attendance statistics. You can check how often each of your course students attends the following sections of the system: **Announcements, Assignments, Attendance, Calendar, Chat, Conference, Course Home Page, Discussion Board, Documents, Drop Box, Grade Book, Help, Learning Module, Links, Mailbox, Quizzes, Reports, Roster, Seating Chart, Staff, Wiki Pages.**

The **Tracking** tool also enables teachers to track teachers and assistants' statistics. Teachers can track all the above mentioned tools as well as Reports and Plagiarism.

The Tracking tool has 2 view options for certain user types:

- 1. Learners: shows statistics on users with Learner's permissions;
- 2. **Teachers & Assistants**: shows statistics on users with Teacher's, Assistant's and Faculty's permissions:

CINS365 On-Premises	d Coursel Tracki	ng																					
ools	Clear																					View: L	earners •
Announcements																						Learners	Ą
Calendar	2016 ¥ F	ebruary	•	No	t set	2	٠															Teachers & A	
Discussion Board	<all></all>	۲																					
🗨 Chat	Visits																						
🗃 Mailbox 🏀 Links	Date	24	cuncements	nder	uments	ning Module		intes .	op Box	gnments	ndance	ussion Board		ference	de Book	pos			10	eating Chart	Pages	Time spent	Total
R Plagiarism		Hom	Ann	ð	Dec	Lear	Link	0	ő	7455	Atte	Disc	ter o	Con	Gra	Mai	Hel	Staff	Roster	1.6%	WING		
TReports	7/22/2016	0	0	0	0	19	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	00:12:59	26
💦 Learning Path	7/24/2016	1	0	0	0	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0	00:35:18	19
Quizzes	7/25/2016	2	0	0	8	24	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	00:06:25	36
	7/26/2016	0	0	0	0	0	0	38	0	0	0	0	0	0	0	0	0	0	0	0	0	00:43:17	38
Drop Box	7/29/2016	0	0	0	0	0	0	84	9	5	0	0	0	4	0	0	0	0	0	0	0	01:15:50	102
Assignments	7/31/2016	26	0	0	7	208	1	36	3	5	0	15	1	0	1	3	0	0	1	1	0	01:27:55	308
Attendance	TOTAL	29	0	0	15	251	1	165	12	12	0	15	1	4	1	21	0	0	1	1	0	04:21:44	529

The Learners and Groups tool statistics cannot be tracked.

NOTE: When the time is shifted, the change does not affect statistics data that have been collected before the time shift.

To check statistics of attendance, enter the necessary course and click the **Tracking** icon in the Course Tools menu. The system will display an overview report for all sections:



Tracking

Clear

View: Teachers & Assistants +

2016 •	Februa	ry	• 1	Not set			•																	
<a]]></a]]>	•																							
lisits:																								
Date	Home	Announcements	Calendar	Documents	Learning Module	Links	Quizzes	Drop Box	Assignments	Attendance	Discussion Board	Chat	Conference	Grade Book	Mailbox	Help	Staff	Raster	Seating Chart	Wild 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
/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 ($\vec{\mathbf{m}}$) in the top right corner to clear report statistics.

Starting from version 2.1 the tracking uses MS Chart control for graphics.





20. WIKI PAGE LIBRARY

A **Wiki Page Library** is a document library set up to hold Wiki Pages. It is a standard SharePoint feature integrated in SharePoint LMS.

The Wiki Page Library tool allows creating content to be shared with other users:

CINS365 On-Premises	Hardware Course Wiki Pages	
Updated Pages How to write an essay	HI Pages By Author By Editor	€ Share More ✓
Tools	✓ □ Name How to write an essay ★ ····	Modified By Modified

20.1 Creating Wiki Page

- 1. Enter the Wiki Page Library tool section;
- 2. Click **New** button $\textcircled{\bullet}$. The following window will appear:

Coursel Home	Search this site	Q
New Item		
New page name:		
How to Write an Essay		
Find it at http://sp2013-iwa/sites/c1/WikiPages/How		
	Create	e Cancel

3. Type the new page name and click **Create.** The following form will appear:

Fill in the *Name* field with a name of a page.

In the opened window choose the **Format Text** tab. Enter the information you want to share. You can also add a link to another wiki page in the library. To enter a link, specify the name of the page in square brackets, e.g. [[wikipage]]:

SharePoint						Teac	her 1 -	0
ROWSE PAGE FORMAT TEX	INSERT			Q s	HARE	C FOLLO	w 😭 😒	AVE ^r
2 1 1	Body	* 13рх т	EE	6世 4世	A	ABC	66	42-
ve Check Out Paste	B I U ala	x , x ²	副曲の		Styles	Spelling	Text	K/> Markup
the state of the state	1. A. W		PE 44			-	Layout	*
Edit Clipboard	For	nt	Paragr	aph	Styles	Spelling	Layout	
Jpdated Pages How to Write an Essay	the score	the context of the essa	ay. At its	heart, th	e ques		a lister Server	0:
ools 🙀 Announcements	Card and a second	re you being a ntext can inclu				L.		

4. Click Save & Close to save changes.

20.2 Viewing Wiki Page

To view wiki page,

- 1. Enter the Wiki Page Library tool section;
- 2. Find a necessary wiki page in the list and click its name:

Wiki	Pages 🛛		
Hew New	1 Upload 😂 Sync	🗘 Share	More 🗸
All Pages	By Author By Editor	Find a file	Q
< D	Name	Modified By	Modified
× 🗿	How to write an essay #	ageucheva_	a A few seconds ag

3. The selected wiki page will open:

1 Hardware Course	Search this site	Q
How to write an essay		
Research the topic. Go online, head to the library, or search an academic da reference librarian.	tabase or read newspapers. You may ask a	
Know which sources are acceptable to your teacher.		
Does your teacher want a certain number of primary sources and se	condary sources?	
Can you use Wikipedia? Wikipedia is often a good starting point for	learning about a topic, but many teachers won't let	
you cite it because they want you to find more authoritative sources	Chop in the sec	

To view links which lead to a page, click **Incoming Links** in the **Page** menu section:

CLMS365



Edit Check Out	Edit Properties Page	Page History Page Permissions Delete Page	E-mail a Alert Unk Me +	Make Homepage	ng Library View All	Tags & Notes	
Edit	Man	age	Share & Track	Page Actions	Page Library	Tags and Notes	
		Research	the topic. G	o online, head	to the library, o	or search an aca	idemic dat
	s te an essay	reference	librarian.		to the library, o		idemic dat
	te an essay	referenceKnow w	librarian. hich sources	are acceptab	e to your teach		

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:

Edit Check Out Edit Properties	Rename Page X Delete Page	E-mail a Alert Link Me +	Make Homepage	Library View All Settings Pages	Tags & Notes
🕞 Edit	Manage	Share & Track	Page Actions	Page Library	Tags and Notes
Edit Page		the topic . G	o online, head to	the library, o	or search an
Pulle Down	this page. erence	librarian.			
Edit Page	this page. arence • Know w	librarian. vhich sources	o online, head to are acceptable t acher want a cer	o your teache	er.

The following **ribbon menu** will appear:





- Save & Close
 - Edit Edits the contents of this page;
 - Save & Close Saves your changes to the page and exits edit mode;
 - Save and Keep Editing Saves your changes to the page and continues editing;
 - Stop Editing Exits edit mode on this page. You will be prompted to save or discard your changes;
 - *Edit in SharePoint Designer* Opens the page in SharePoint Designer. You can connect to a variety of data sources, add Data Views and Forms to the page, and create Related Item Views;
- Check Out
 - *Check Out* Check out this page. A checked out page cannot be edited by anyone else while it remains checked out;
 - Check In Check in this page, which is currently checked out to you;
 - *Discard Check Out* Check in this page, discarding any changes you have made to your checked out version;
 - Override Check Out Check in this page which is currently checked out to another user, discarding any changes they have made in their checked out version;
- Clipboard
 - Paste Paste the contents of the clipboard;
 - Paste Plaintext Paste the contents of the clipboard as plain text;
 - Cut Cut the selection and put it on the clipboard;
 - Copy Copy the selection and put it on the clipboard;
 - Undo Undo the last action;
- Font

Change the font face, size; make it bold, italic and underlined, etc.

– Paragraph

Align text, start a list, choose the indent level, etc.

Change Styles, Layout and Markup.



21. MAILBOX

The **Mailbox** option allows you to send and receive e-mail messages.

To work with the mailbox enter the necessary course and click the **Mailbox** icon in the left Tools menu. The system will show contents of your mailbox:

ROWSE ITEMS LIST					
CLMS365 On-Premises	and the second	Nate Course			
ools	(+) nev	v item or edit this	iist		
Announcements	My items	Read Received •	Fin	id an item	Q
Calendar	~ 0	Subject	From	Το	
Discussion Board		Your Test Results 🛱	🗆 ageuc	heva_a 📋 John S	mith
🗬 Chat		Additional materials 🛱	🗆 ageuc	heva_a 🖂 John S 🖂 Cheed	
🔗 Mailbox					

NOTE: For better representation, you can modify the list view. From the **View** list select what messages should be visible: all (my items), sent or received.

Column names at the top of the list are clickable and allow you to sort messages in ascending or descending order. In addition, you can filter messages by various criteria:

- Click the Subject, Created, From or To links and select the required value (all messages that do not match the selected criteria will be hidden);
- Use the attachment column link to display messages with or without attachments only.
- To remove filter criteria, choose the necessary link and select **Clear filter from** option.

The Actions and Settings buttons at the top of the list allows performing actions and operations typical for SharePoint.

To preview a mailbox message, click its name in the list:



BROWSE VIEW		
Reply Edit Item X Delete Item	Alert Me	
Manage	Actions	
Tools	Subject	Your Test Results
🥡 Announcements	То	🖂 John Smith
Calendar	Message	Dear Mr. Smith, Your test results are perfect.
Documents		
Discussion Board		2016 5:40 PM by ageucheva_a
Chat	Last modified at	2/5/2016 5:43 PM by ageucheva_a

Buttons at the top of the message allow performing the following operations:

- Click **Reply** to answer a letter;
- Click Edit Item to modify the message;
- Click **Delete Item** to move the message to the **Recycle Bin**;
- Click **Alert Me** to work with notification settings.

To close the message and go back to the mailbox, click **Close**.

NOTE:	Depending on the permiss	ion level, users	can perform different actions with mailbox
	items:		
	 Learner can NOT ed 	it his messages (like in a usual e-mail box).
	 Learner can NOT de 	elete any messag	je because sent and received messages are
	not two different i	tems (like in e-	mail: one in learner's mailbox, another in
	teacher's), - but a si	ngle item:	
	SharePoint		
	BROWSE VIEW		
	Version History	🐥 Alert Me	
	And Shared With		
	Reply Edit Item X Delete Item		
	Manage	Actions	
	Table		
	Tools	Subject	Additional materials
	Announcements	То	Teacher 1
	Calendar		Assistant 1
	C Documents	Message	Thanks for the additional materials!



Teacher can delete\edit his own and others' messages, because he is a site collection administrator in the course: SharePoint BROWSE VIEW Version History 🔍 Alert Me Shared With **Workflows** Delete Item Actions Tools Subject Additional materials Announcements To Teacher 1 Calendar Assistant 1 Documents Message Thanks for the additional materials!

21.1 Viewing Mailbox

To view the mailbox, do the following:

- 1. On the course level, go to **Course Tools > Mailbox**;
- 2. Once you have done it, the Mailbox items list will appear:

Course1	Home Marketing	Site			Search this site	م ر
Aailk	OOX 0					
6	Subject	E Fran	🖂 т.:	Created	Send Email Notification	
	Additional materials	Elearner 1	C Teacher 1	7/24/2013 1:12 PM	Completed	
	Your Test Results	Teacher 1	Learner 4	7/24/2013 12:50 PM	Completed	
	Your Test Results	🗆 Teacher 1	Learner 2	7/24/2013 12:49 PM	Completed	
	First Assignment	E Learner 1	🗆 Teacher 1	7/24/2013 12:16 PM	Completed	
191	Your Test Results	Teacher 1	E Learner 1	7/24/2013 11:58 AM	Completed	

By default, the Mailbox items list will show both sent and received item. To change the view of the Mailbox items list, do the following:

- 1. On the course level, go to **Course Tools > Mailbox**;
- 2. Once you have done it, the Mailbox items list will appear;
- 3. On the ribbon, go to the List menu;
- 4. Go to Manage Views section, open My Items drop-down and select the needed view:



BROWSE ITEMS LIST				_
A Modify View		- G A A A		Open with Access
View Quick Create Edit View Navigate Up	Default	Tags & E-mail a Alert RSS Notes Link Me - Fee	Connect to Export to	Open with Project.
souther the second second	Vir My items	Tags and Notes Share & Track	Connec	t & Export
Tools	Public	sct	E From	(2) To
Announcements	Read Received	Test Results	Teacher 1	Learner
Calendar	Replied	Test Results and	Teacher 1	🗆 Learner
Documents	Sent	Assignment ====	Learner 1	Learner
🗊 Discussion Board	Unreplied	Test Results Drev	Teacher 1	Learner

• **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:

Mailbox ⊚		
(+) new item or edit this list My items Read Received ···· Find an it	em p	
Subject	From	Created
RE: Your Test Results DHW	Learner 2	8/6/2013 3:42 PM
My Course Work	Learner 4	8/6/2013 3:25 PM 8/6/2013 3:24 PM

• **Read items** – displays all messages that have been read by the user. To view *the read items only*, select **Read** from the drop-down. The Read items list will appear:



🖄 Hard	dw	are Cours	e				
Ma	il	box	0				
🕀 ne	w	item o	or edit th	nis list			
My item	15	Read	Received		Find an	item	Q
~ (9	Subject		From		То	Created
		First Assignment		🗌 ageucheva_a		 Leon Devoun Taemin Lee 	3 days ago
		Your Test	Results	🗌 ageu	icheva_a	🖂 John Smith	3 days ago
		Additiona	al materials	🗆 ageu	cheva_a	 John Smith Cheech Marin 	3 days ago

- NOTE:
 It is impossible to mark the message as unread.

 All Received Messages are marked as Read () and Unread () with the corresponding icon.

 Column Read have filter that allow the user to filter the messages by Read/Unread.
 - **Sent items** displays all messages that have been sent by the user. To view the *sent items only*, select **Sent** from the drop-down menu. The Sent items list will appear:

	vare Course			
Mai	lbox 🛛			
(+) nev	v item or edit th	is list		
My items	Read Sent	Find an item		Q
~ 0	Subject	To	Created	
	First Assignment	Leon Devoun Taemin Lee	3 days ago	
	Your Test Results	🖂 John Smith	3 days ago	
	Additional materials	 John Smith Cheech Marin 	3 days ago	



• **Replied items** - displays all messages that have been answered by the user. To view the *replied items only*, select **Replied** from the drop-down menu. The Replied items list will appear:

BROWS	Е П	EMS LIST				🗘 SHA	RE C FO	DLLOW
View C	Quick Edit	Create View	Current View: Replied +	Tags & Notes	E-mail a Link Alert Me +	Connect & Export +	Customize List -	Settings
View For	mat	Mi	anage Views	Tags and Notes	Share & Track			
<u>811</u>	0	Subject	B	D From	🗊 то		Created	
5	4	Home Task	questions area	🗆 Learne	er 4 🗇 Tea	cher 1	8/6/2013	3:25 PM

NOTE: Once the user sends a reply to the message, the icon of the messages changes to "Replied". All Replied Messages are marked as Replied () with the corresponding icon. Replied Messages are marked as Received and Read accordingly for the addressee.

Replied Messages are marked as Received and Read accordingly for the addressee. Messages can be filtered by the Replied/Unreplied status in the Replied Column:

SharePoint						Ne	wsfeed	SkyE
BROWSE ITE	MS LIST							
🖞 Course 1	Home				Search	this site		۶
Mailbo	OX ©							
TTTOIL .	on o							
. 0	Subject	From	🖾 то	Created	Send Email Notification	n 🔄 Read	Repled	
-	My Course Work	🗆 Learner 4	Teacher 1	8/6/2013 3:24 PM	Completed	🗆 Learner 4	🗆 Teach	er 1
						🗌 Teacher 1		
1.00	Home Task questions	🗆 Learner 4	Teacher 1	8/6/2013 3:25 PM	Completed	🗌 Learner 4	🗌 Teach	er 1
1.790						Teacher 1		
1.18						in rearrance a		

NOTE: As in existing aggregated SharePoint LMS web parts, Mailbox web part has the Disable Cache property. If the property is checked cache in the web part will be disabled. If the property is unchecked data that is shown in the web part will be cached with cache timeout of 10 minutes.

21.2 Sending Messages

If you want to send a message to another system user:

1. Enter the necessary course;



- 2. Click the **Mailbox** link in the Course Tools menu. The system will display contents of your mailbox;
- 3. Click **New Item** above the list of messages. The following form will be opened:

BROWSE EDIT		
	Cut Copy Attach File d Actions Spelling	
Tools		2
	Subject *	Additional materials
Announcements		Message subject
Calendar	To "	John Smith: Cheech Marin:
C Documents		User(s) who this message will be send to
🚅 Discussion Board	Message	Dear Learners!
Chat		Here are some additionals materials for the course.
🔗 Mailbox		
🖶 Links		
Reports		
🔏 Learning Module		Click for help about adding basic HTML formatting. Message body
Quizzes		
Drop Box		Save Cancel

- 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:

eply Edit Item Collection History	🐥 Alert Me		
Manage	Actions		
Tools	Subject	Your test results	
Announcements	То	Hank Moody	
Calendar	Message	Dear Mr. Moody, Your test results are perfect.	
C Documents			
Discussion Board Chat		/2016 1:39 PM by □ ageucheva_a 2/12/2016 1:39 PM by □ ageucheva_a	Close

5. Enter the text of the message. Note that you have the text of the original message included into the text field so as to enable user to track the conversation:

BROWSE E	DET					
Save Cancel	Paste Cut	Attach File	ABC Spelling Spelling			
Tools		Sub	ect *	RE: Your test results		
Announcements			Message subject			
Calendar To *			ageucheva a:			
E Documents			User(s) who this message will be send to			
💦 Discus	ssion Board	Mes	sage	Thank you!		
🗨 Chat				From:i:0#,w belitgroup\ageucheva_a	- 1	
🙈 Mailb	ox			Sent: 2/12/2016 1:39:59 PM		
Cinks				Subject: Your test results Dear Mr. Moody,		
🔏 Learni	ing Module				11	
🛐 Quizz	es			Click for help about adding basic HTML formatting. Message body		
Drop 👔	Box					
Assign	nments			Reply	Cancel	

6. Click **Reply** to save changes. Click **Cancel** to discard changes.



21.4 Email Notifications

Information about new messages in the mailbox can be sent to users' external emails by the system using the 'Sent Email Notification' workflow. It can be configured to send notifications after such actions as creation of new item, changing an item, and after manual start of the workflow.

NOTE: 'Sent Email Notification' workflow works only if the following emails are set:

 Outgoing E-mail in Central Administration > Application Management > Manage Web Applications > General Settings > Outgoing E-mail;
 User E-mail in user profile.

To change settings of the workflow, do the following actions:

1. In the Mailbox section go to List > Workflow Settings in the ribbon menu:



2. Click on the name of the workflow to open its settings:

CIMS365 On-Premises	Software Course Settings → Workflow Setting Setti	ngs o
Tools	Workflows	
📢 Announcements	Show workflow associations of this type:	
Calendar	This List	
Documents	Select a different type to see its workflows.	
Discussion Board	Workflow name	Workflows in progress
Chat	Send Email Notification	0
👩 Mailbox	Add a workflow	
links	Remove, Block, or Restore a Workflow	

- 3. Select from the following **Start Options** of the workflow to specify how the workflow can be started:
 - Allow this workflow to be manually started by an authenticated user with Edit Item permissions (with additional option to Require Manage Lists Permissions to start the workflow);
 - Start this workflow to approve publishing a major version of an item;
 - Start this workflow when a new item is created;
 - Start this workflow when an item is changed:

	- On-Premises
Start Options Specify how this workflow can be started.	Allow this workflow to be manually started by an authenticated user with Edit Item permissions. Require Manage Lists Permissions to start the workflow.
	Start this workflow to approve publishing a major version of an item.
	Creating a new item will start this workflow.
	Changing an item will start this workflow.
	Next Cancel

4. Click Next. Change settings of the notification to be sent by the workflow:

pols	Email Notification Settings	Patra - Patra -			
Announcements	Select a 'To' field, and then	Select a 'To' field: To			
Calendar	complete the 'Subject' and 'Body' fields.	Subject:			
Documents		New message in Mailbox			
Discussion Board		Body: Your have new Mail			
Chat					
🔗 Mailbox					
Cinks					
Ragiarism		Insert link to List item			
Reports					
💦 Learning Module			OK	Cancel	
Cuizzes					

- Select a 'To' field select field of the Mailbox message, to which the notification will be sent;
- Subject type subject of the Notification;
- Body type the body of the notification;
- Insert link to List item check the box to add link to the Mailbox message into the notification text.
- 5. Click **OK** to save the changes.

JLMS365



22. REPORTS

Reporting functionality allows creating and managing Reporting Subscriptions that are lists of target persons to whom the Report is addressed. The Report can have multiple Subscriptions. Users can create two types of reports: on the Organization level, available for all members of the current organization, and on the Course level, available only for the course attendants.

NOTE:	It is possib	ole to	sho	<i>w</i> all cou	rses inclue	ding	unpublish	ed or on	ly show o	cours	es w	hich are
	managed	by	the	course	teacher.	То	manage	report	options	go	to	Central
	Administr	atio	n > (Global fe	eatures ar	nd se	elect need	ed check	boxes ir	n Rep	oorts	options
	section:											

Options:
Show all courses (including unpublished)
🗹 🗐 Only show courses which are managed by the course tead

22.1 Reports on the Course Level

The system allows the teacher schedule reports on course attendance statistics: you can check how often each of your course students attends various sections of the system (Homework, Docs, Links, etc.). A report may also include the statistic information about the time a student spends in the course.

After the report has been generated, it may be available to other users (provided you have specified access permissions for this user). The system may also send the report to a specified e-mail address.

To work with the reports enter the necessary course and click the **Reports** icon in Course Tools menu. The system will show reports in a calendar view:



1		A 100	🖞 Hardware Course	2	
V	LMS3	65 mises	Reports	0	
	1000000				
4	2016	•	🔄 🔿 January 2	016	
Jan	Feb	Mar	CUNIDAN	MONDAY	TUPEDAN
Apr	May	Jun	SUNDAY	MONDAY	TUESDAY
Jul	Aug	Sep	27	28	29
Oct	Nov	Dec			
Today i	s Monday, Fe 2016	ebruary 8,			
	A19893		3	4	5
iele.			1.1.1	the second s	
ols				1:00 am - 1:00 am	

22.1.1 Creating Reports on the Course Level

To schedule a new report, do the following:

- 1. On the course level, go to Course Tools>Reports;
- 2. On the ribbon, select Items from the List Tools menu;
- 3. Click the New Item button on Items tab and select Report:



4. The following form will appear:



EDIT		
Save Cancel	Paste Copy Paste Copy Clipboard Actions Spelling	
itle =	New Report	- î
Start Time *	2/9/2016 4 PM * 00 *	
Description		
All Day Event	Click for help about adding basic HTML formatting.	
	Make this an all-day activity that doesn't start or end at a specific	
Recurrence	Make this an all-day activity that doesn't start or end at a specific hour.	
Recurrence E-Mail Subject	 Make this an all-day activity that doesn't start or end at a specific hour. Make this a repeating event. 	
All Day Event Recurrence E-Mail Subject E-Mail To	 Make this an all-day activity that doesn't start or end at a specific hour. Make this a repeating event. Report 	
Recurrence E-Mail Subject	 Make this an all-day activity that doesn't start or end at a specific hour. Make this a repeating event. Report Anna Ageucheva (int.) Enter users separated with semicolons. 	
Recurrence E-Mail Subject E-Mail To	 Make this an all-day activity that doesn't start or end at a specific hour. Make this a repeating event. Report Anna Ageucheva (int.) Enter users separated with semicolons. 	

- 5. Fill out the form fields as described below:
 - *Title* enter the title for the report;
 - Start Time use the drop-down calendar to set start date for the report. From the drop-down lists select start time for the report;
 - *Description* enter description for the report;
 - All Day Event check the box if you want to make the report an all-day event;
 - *Recurrence* Select the check box if the report should be repeated with a certain interval.

Specify the recurrence details with the help of section controls:



Recurrence	Make this a re	epeating event.			
	 Daily Weekly Monthly Yearly 	Pattern Every 1 day(s) Every weekday Date Range			
		Start Date	0.00000	No end date	
		2/9/2016	10	End after: 10	occurrence(s)
				End by:	
					0

- a. Select the Recurrence interval (Daily, Weekly, Monthly or Yearly);
- b. In the Pattern section define the days when the report should be generated;
- c. In the Date Range section, specify the Start Date and End Date for the report.

If you want to send the report as e-mail, fill out the following fields:

- E-mail Subject enter the subject of the e-mail (e.g., it can be the report title);
- E-mail To pick the user to whom the report should be sent;
- *E-mail Copy* you may pick another user to whom the report will be sent;
- *E-mail From* pick the user who will be the sender of the report.
- **NOTE**: Filling in **E-mail To**, **E-mail From**, **Email CC** fields, you can pick any existing user or user group who send report to. The picker will open custom SharePoint LMS picker with group tabs (learners, etc).

Fields **E-mail To** and **Email CC** will allow to validate users e-mail addresses. Below the fields there can be a link 'Click to check if user(s) has (have) valid emails'. When user selects user(s) or groups to the field, and presses the link there can be two situations:

✓ All the selected user(s) have e-mail addresses. When pressing the link a pop-up shows the following message:



✓ The selected user(s) do not have e-mail addresses. When pressing the link a pop-up shows the following message:


	E-Mail To	×			
	Selected user(s) or group(e-mail address: EXAMPLE their settings before creati they won't get e-mail.	\user1. Please check			
NOTE:	 e users are selected into the s, the following message is		link to	o validate	their e-

No user(s) or group(s) is(are) selected to validate.

E-mail From field does not have a link to validate the users e-mail addresses. If one picks user(s) without e-mail addresses, then the system takes 'From address' that is specified in SharePoint outgoing e-mail settings (in Central Administration). If none is specified there this field is shown as empty in the received e-mail.

- **NOTE**: When a person or a group is added to the e-mail field, and he/she or any of the group members does not have an e-mail, he is still listed in the field, and the report will be saved, but such user(s) will not get an e-mail
 - *Report Settings* option allows the user to filter and group report results.



Report Settings				
	Profile filter			
	Choose Profile field:	<none></none>	٠	
	Layout settings			
	Horizontal lay	out (Shows Learners in header row)		
	Ø Vertical layou	t (Shows Learners in left column)		
	Select user settings			
	Select learners in courses			
	Input learners			
	🛛 📕 Default			
	🗏 🚮 🗹 Hard	ware Course Show Filter		
	🗷 💽 🗐 G			
	@ 🕎 🔟 Ti	racking		
	🔲 Time	spent Show Filter		
	🖼 🥵 🗐 L	earners		
	🕀 🌆 📄 P	rofile		

a. **Profile filter** – allows filtering report results;

Profile field allows including in the report a field with additional information. To filter report by **Profile field** choose a field in the field in the drop-down list (the default value is "none"). Fields are taken from standard SharePoint profile - all fields except Hidden and Computed:



Report Settings	Profile filter		
	Choose Profile	<none></none>	Ŧ
	field:	<none></none>	-
	Layout settings Horizontal layou Vertical layout (Select user settings Select learners i	About me Account name Active Directory Id Activities I want to share in my newsfeed Adjust Hijri calendar by number of days Ask Me About	
	 Input learners Default 	Assistant Birthday Choose your settings Claim Provider Identifier Claim Provider Type	
	🕒 🚮 💽 Hardwa	Claim User Identifier	
		Content Languages	
	🕀 📊 🗔 Trad	Data source Define Your Work Week	
	🔲 Time s	Delverlags	
		Department	
	🕀 🚑 🛄 Pro	Department Display Order	÷

To enable\disable grouping results by chosen field select between **Yes** and **No** radio buttons. If grouping is enabled Learners are grouped by the Profile field's values, and profile field's values are placed in an ascending order. If grouping is disabled values are not ordered:

ſ	Report Settings	file filter		
L	Pro	rile filter		
l		Choose Profile field:	About me	•
l		Group:	Yes O No	
		Filter:	Regular ex	pression Help

Filter field allows to add a filter to the chosen profile field. Type word or phrase to filter results by. To use a regular expression in the filter select **Regular expression** check box. Only users with Profile field value corresponding to the filter conditions will be displayed in the report:

Report Settings	Profile filter	
	Choose Profile field Group:	 About me ● Yes ● No
	Filter:	English German Regular expression Help

b. Layout settings - allows choosing report layout:



Layout settings

- O Horizontal layout (Shows Learners in header row)
- Vertical layout (Shows Learners in left column)

- *Horizontal layout* – shows Learners in header row:

Report	Course	Grade / Learner	Learner 1, example\l1	Learner 2, example\l2	Learner 3, example\l3	Learner 4, example\l4	Learner 5, example\l5	Average
	Course	Maths	A(95%)	Not Available	E(59%)	A*(100%)	B(89%)	85.75%
	1	History	C(79%)	B(89%)	F(49%)	A(95%)	C(79%)	78.2%
		Certificate Issued	Yes	No	No	Yes	Yes	60%





- *Vertical layout* – shows Learners in left column:

Report	Course	0	Course 1	
	Grade / Learner	Maths	History	Certificate Issued
	Learner 1, example\l1	A(95%)	C(79%)	Yes
	Learner 2, example\l2	Not Available	B(89%)	No
	Learner 3, example\l3	E(59%)	F(49%)	No
	Learner 4, example\l4	A*(100%)	A(95%)	Yes
	Learner 5, example\l5	B(89%)	C(79%)	Yes
	Average	85.75%	78.2%	60%

Select corresponding radio button to define layout of the report.

c. Select user settings - allows to filter report results by the selected user;

Check **Select users in course** radio button to display values for all learners of the course in the report. Check **Input learners** radio button and select users in the field below to display values for selected learners only:

Select user settings	
Select learners in courses	
Input learners	
Learner 1	
	8 , EE

NOTE: If Select users in course is checked, Learners field will be added to the course tree:





To choose courses, fields and learners to be displayed in the report Click the **Default** pack item to open the **Course** tree:

Sele	ect user settings	
	Select learners in courses	
	Input learners	
	Learner 1	
		♣⁄ 📑
[Category 1	





1) Select check box near course to be displayed in the report:



2) Select corresponding check boxes near fields in the courses to be displayed in the report:

🛛 🔜 Default	
B 🕅 🗹 Introductory Course Show Filter	Ĩ
🖩 🔝 🕞 Grade Book	
😑 🃊 🔲 Tracking	
Home Show Filter	
Announcements Show Filte	0
Calendar Show Filter	
Documents Show Filter	
Learning Module Show Fit	er
Links Show Filter	
Quizzes Show Filter	
Drop Box Show Filter	
Assignments Show Filter	

- 3) Select corresponding check boxes near learners to be displayed in the report. The following options are available:
 - a) Learners check box next to Learners to include in the report all course learners;
 - b) *Learners groups* check box next to needed Learner groups to include in the report separate groups of learners;
 - c) *Specific learners* check box next to needed Learners names to include in the report specific Learners;
 - d) *Deleted learners* check box to include in the report users that were added to course learners or custom groups with learners permissions and deleted from course.





4) Select Profile fields to be displayed in the report. Information for these fields will be taken from My Site or User list information:

🖼 🌃 🔄 Tracking
Time spent Show Filter
🕀 🥵 💟 Learners 📰
🕀 🔠 🔲 Profile
About me
Count name
Active Directory Id
Activities I want to share in my r
🔄 Adjust Hijri calendar by number
🕼 Ask Me About
Assistant
💟 Birthday
Choose your settings
Claim Provider Identifier
Claim Provider Type
Claim User Identifier
Content Languages
Data source

- ✓ *To filter the results by course period*, do the following:
 - a. Click the **Show Filter** button by the name of the course:



b. Once you have done it, the **Course Period** section will appear to the right. Click **Add** button to specify the period:

Select user settings Select learners in courses Input learners	
🖂 🚾 Default	Course periods Include full course period in report
🕀 📆 🗹 Hardware Course Show Filter	add add
	There are no items to display

c. Once you have done it, the **Start Date** and **End Date** section will appear:



🛛 📕 Default	Course perio		ourse peri	od in rep	ort		
Hardware Course Show Filter	dd 📷						
	There are no	iten	ns to displ	lay			
	🗙 Clear Filte	er		indicates a	s re	quirec	d field
	Start Date *	۲			_		
		0	40	Days	۲	Ago	
	End Date "		Faragara	Days Weeks			
	End Date	•		Months Years Days		Ago	
						• 02/02/5	
				ОК		Cai	ncel

d. Specify the **Start Date** and **End Date** selecting <u>EITHER</u> the exact date (select the corresponding check box) <u>OR</u> the approximate period of time specified in days, weeks, months, years (select the corresponding check box):

incre are no	item	s to displ	ay			
🗙 Clear Filt	er	•	ndicates a	a re	quired	field
Start Date "	۲					
	0	40	Days	۲	Ago	
			Days Weeks			
8			1 m m 1 m 2 m 2 m 2 m 2 m 2 m 2 m 2 m 2			- 0
End Date *	۲	2/17/20	Months Years		-	-

e. Click **OK** to save changes.



- ✓ To filter the results for **Grade Book** columns, do the following:
 - a. Click the Default pack item to open the Course tree;
 - b. Once you have done it, the **Course tree** will appear. Click the **Show Filter** button by the name of the needed Grade Book element:

	Setup Filter		
🕾 📫 Default	X Clear Filter	* indicates	a required field
Course 1 Show Filter Grade Book	Min Value *		
Maths Show Fitter	Max Value *		
History Show Filter			
Certificate Issued Show Fiter		ок	Cancel
Time spent Show Filter			

- c. The Setup Filter section will appear to your right:
 - When filtering the SCORM/AICC results, the **Setup Filter** is used to specify the Points Parameter. You are to select the minimum and maximum values:

🛛 🚾 Default	Setup Filter X Clear Filter	* indicates	a required field
■ 100 Course 1 Show Filter ■ 10 Grade Book	Min Value *	20	
Maths Show Filter	Max Value *	100	
History Show Filter			
Certificate Issued Show Fiter		ОК	Cancel
Time spent Show Filter			
🖲 🥵 🛅 Learners			

- **NOTE**: When the Points parameter is missing, the Grade Book **Passed** status should signify for 100% and the Grade Book **Failed** status is to be 0.
 - When filtering the **Certificate Issued** results, the **Setup Filter** specifies the value for the corresponding field as **True** or **False**, meaning if the certificate is issued or not:



	Setup Filter		
Default Hardware Course Show Filter	X Clear Filter	indicates a re	equired field
🗟 📳 🗐 Grade Book	Value must be *	True 🔻	
Certificate Issued Show Filter	value must be	nue .	
First Accessed	1	1	1
Completion Date		OK	Cancel

• When filtering other Grade Book elements, the **Setup Filter** values are specified by per cent value ranging from 0 up to 100:

🗉 🗾 Default 🔓	Setup Filter X Clear Filter	* indicates	a required field
Course 1 Show Filter Grade Book	Min Value *	20	
Maths Show Filter	Max Value *	100	
Certificate Issued Show Fiter		ОК	Cancel
🖼 🎼 📺 Tracking		UK	Cancer
Time spent Show Filter			

- ✓ To filter the results for the **Tracking** items, do the following:
 - a. Click the Default pack item to open the Course tree;
 - b. Once you have done it, the **Course tree** will appear. Click the **Show Filter** button by the name of the needed **Tracking** element:

E Default	Setup Filter Clear Filter * indicates a required field
🕫 阿 🖂 Grade Book 📾 🌆 🔄 Tracking	Min Value * 0
Home Show Filter	Max Value " 100
Calendar Show Filter	
Documents Show Filter	OK Cancel

- c. The **Setup Filter** section will appear on your right. Specify both the minimum and maximum values in the corresponding fields;
- **NOTE**: The minimum value for the number of hits in course tools is 0, and the maximum one is 100.



d. Click **OK** to save changes.

Once you want to specify **Time Spent** in the **Tracking** section in **Report Settings**, click **Show Filter** button to manage the **Setup Filter**:

	Setup Filte	r	
□ □ Default □ 100 Bit Ourse Show Filter	🗙 Clear Fi	Iter * indicates a r	equired field
🔀 📰 🕞 Grade Book	Min Value	10:00:00	
Time spent Show Filter		Examples of use: 1:45 PM or 07:32	
🗃 🥵 🔲 Learners 🗃 💽 😳 Profile		7:32:45 AM or 1.2 day and 11:30 PM	
	Max Value	12:00:00	
		Examples of use: 1:45 PM or 07:32 7:32:45 AM or 1.2 day and 11:30 PM	:45 — 23:30 — 1
		ОК	Cancel

6. Click **Save** to save changes.

22.1.2 Viewing Reports on the Course Level

To view a report, do the following:

- 1. Enter the necessary course and click the **Reports** icon in the Course Tools menu;
- 2. Click the report you want to view. The following form will appear:



SharePoint								
BROWSE VIEW	8							-
View generated reports	Shar	ion History 🔮 Worl ed With te Item Actio						
	iage.	Activ						
Title	Horizonta	al						
Start Time	1/4/2016	1:00 AM						
Description								
All Day Event								
Recurrence								
E-Mail Subject								
E-Mail To								
E-Mail Cc								
E-Mail From								
Report	Course	Grade / Learner	Learner 1, example\l1	Learner 2, example\l2	Learner 3, example\l3	Learner 4, example\l4	Learner 5, example\l5	Average
	Course	Maths	A(95%)	Not Available	E(59%)	A*(100%)	B(89%)	85.75%
	1	History	C(79%)	B(89%)	F(49%)	A(95%)	C(79%)	78.2%
		Certificate Issued	Yes	No	No	Yes	Yes	60%
	report.cs	v						
Content Type: Report Created at 2/8/2016 2 Last modified at 2/8/2	:45 PM by [[Close]

Starting from version 2.1 the report item generates both HTML output and a link to a .csv file where the same report info is stored.

- **NOTE**: The delimiter that will be used by default when you open .csv file may depend on your regional settings that you can check/change in Control Panel. Make sure the List Separator in the Numbers tab is configured as wanted.
 - 3. Click the **Close** button to close the form.

22.2 Borderline Failure Report

Course teachers are able to set the border criteria and be alerted of borderline failures.

NOTE: Make sure that the **LMS Borderline Failure Report** option is **active**. To check it, on the Course level go to **Settings>Site Settings>Site Collection Administration >Site collection features**:

ELEARNINGFORCE - LMS: Borderline Failure Report Feature that install additional report type to be used for borderline failure reporting

Active

Deactivate



22.2.1 Creating Borderline Failure Report

To create a Borderline Failure report, do the following:

1. On the Course level, click **Reports:**



2. Go to List Tools>Items menu. Click New>Borderline Failure Report:



3. Complete the open form:



-	👞 🐰 Cut		ABC	
Save Cancel	Paste	View generated	Spelling	
Commit	Clipboard	reports Actions	Spelling	
Title *	Bord	lerline Failure Rep	oort	
Start Time *	2/8/2	2016	6 PM • 00 •	
Description				1
				22
	Click f	or help about ad	ding basic HTML formatting.	.21
All Day Event	M	ake this an all-day	activity that doesn't start or end at a	
	specif	ic hour.	66 IX	
	1000000			
Recurrence	1.000000	ake this a repeati	ng event.	
	M	ake this a repeati lerline Failure Rep	17 -0 -0-0-0-0-0-0	
E-Mail Subject	Ma Bord		oort	
E-Mail Subject	Mi Bord Teac Enter u	lerline Failure Rep her 1: Teacher 22 users separated with	oort 22: <u>Teacher 33</u> :	
E-Mail Subject E-Mail To	Bord Teac Enter o Click t	lerline Failure Rep her 1: Teacher 22 users separated with	oort 22: <u>Teacher 33:</u> n semicolons. or group(s) has(have) valid emails	
E-Mail Subject E-Mail To	Mi Bord <u>Teac</u> Enter u <u>Click t</u> <u>Teac</u>	lerline Failure Rep her 1: <u>Teacher 22</u> users separated with to check if user(s) <u>her 1: Teacher 22</u> users separated with	oort 22: <u>Teacher 33:</u> n semicolons. or group(s) has(have) valid emails 22: <u>Teacher 33:</u> n semicolons.	
Recurrence E-Mail Subject E-Mail To E-Mail Cc	Enter u Click t Enter u Click t	lerline Failure Rep her 1: <u>Teacher 22</u> users separated with to check if user(s) <u>her 1: Teacher 22</u> users separated with	oort 22: <u>Teacher 33</u> : a semicolons. or group(s) has(have) valid emails 22: <u>Teacher 33</u> : a semicolons. or group(s) has(have) valid emails	

- 4. Fill out the form fields as described below:
 - *Title* enter the title for the report;
 - Start Time use the calendar to set start date for the report;
 - Description enter description for the report;
 - All Day Event check the box if you want to make the report an all-day event;
 - Recurrence Select the check box if the report should be repeated with a certain interval; Specify the recurrence details with the help of section controls:



Recurrence	Make this a re	epeating event.		
	 Daily Weekly Monthly Yearly 	Pattern Every 1 day(s) Every weekday Date Range		
		Start Date	No end date	
		2/8/2016	End after: 10	occurrence(s)
			End by:	

- i. Select the recurrence interval (for example, Weekly or Monthly);
- ii. In the **Pattern** section define the days when the report should be generated;
- iii. In the **Date Range** section, specify the start and end day for the report.
- *E-mail Subject* enter the subject of the e-mail (e.g., it can be the report title);
- E-mail To pick the user to whom the report should be sent;
- E-mail Copy you may pick another user to whom the report will be sent;
- E-mail From pick the user who will be the sender of the report.
- *Report Settings* option allows the user to filter and group report results:

Report Settings		
	Profile filter	
	Choose Profile field: <none></none>	۲
	Layout settings	
	Horizontal layout (Shows Learners in header row)	
	Vertical layout (Shows Learners in left column)	
	Select user settings	
	Select learners in courses	
	Input learners	
	🕞 🛄 Défault	
	Hardware Course Show Filter	

a. Profile filter - allows filtering report results;

Profile field allows including in the report a field with additional information. To filter report by **Profile field** choose a field in the field in the drop-down list (the default value is "none"). Fields are taken from standard SharePoint profile - all fields except Hidden and Computed:



Report Settings			
	Profile filter		_
	Choose Profile field:	<none></none>	۲
		<none></none>	4
	Layout settings	About me	
	Horizontal layout	Account name	
	Vertical layout (SF	Active Directory Id	
		Activities I want to share in my newsfeed	
	Select user settings	Adjust Hijri calendar by number of days	
	 Select learners in 	Ask Me About	
	Input learners	Assistant	
		Birthday	
		Choose your settings	
	🗃 🔜 Default	Claim Provider Identifier	
	🖽 💏 🕑 Hardware	Claim Provider Type	
		Claim User Identifier	
		Content Languages	
		Data source	
		Define Your Work Week	
		DelveFlags	
		Department	
		Department	
		Display Order	1

To enable\disable grouping results by chosen field select between **Yes** and **No** radio buttons. If grouping is enabled Learners are grouped by the Profile field's values, and profile field's values are placed in an ascending order. If grouping is disabled values are not ordered:

	Report Settings	
l	Profile filter	
	Choose Profile field	About me
	Group:	● Yes ◎ No
	Filter:	Regular expression Help

Filter field allows to add a filter to the chosen profile field. Type word or phrase to filter results by. To use a regular expression in the filter select **Regular expression** check box. Only users with Profile field value corresponding to the filter conditions will be displayed in the report:

Report Settings		
F	Profile filter	
	Choose Profile field	: About me 💌
	Group:	💿 Yes 🔘 No
	Filter:	English German Regular expression Help
		Regular expression Help

b. Layout settings - allows choosing report layout:





Layout settings

- O Horizontal layout (Shows Learners in header row)
- Overtical layout (Shows Learners in left column)

- *Horizontal layout* – shows Learners in header row:

Report	Course	Grade / Learner	Learner 1, example\l1	Learner 2, example\l2	Learner 3, example\l3	Learner 4, example\l4	Learner 5, example\l5	Average
	Course	Maths	A(95%)	Not Available	F(49%)	A*(100%)	B(89%)	85.75%
	1	History	C(79%)	B(89%)	F(49%)	A(95%)	C(79%)	78.2%
		Certificate Issued	Yes	No	No	Yes	Yes	60%

- Vertical layout – shows Learners in left column:

Report	Course	Course 1				
	Grade / Learner	Maths	History	Certificate Issued		
	Learner 1, example\l1	A(95%)	C(79%)	Yes		
	Learner 2, example\l2	Not Available	B(89%)	No		
	Learner 3, example\l3	F(49%)	F(49%)	No		
	Learner 4, example\l4	A*(100%)	A(95%)	Yes		
	Learner 5, example\l5	B(89%)	C(79%)	Yes		
	Average	85.75%	78.2%	60%		

Select corresponding radio button to define layout of the report.

c. Select user settings - allows filtering report results by the selected user;

Check **Select users in course** radio button to display values for all learners of the course in the report. Check **Input learners** radio button and select users in the field below to display values for selected learners only:



Select user settings	
Select learners in courses	
Input learners	
Learner 1	
	. .
	=V EB

NOTE: If **Select users in course** is checked, **Learners** field will be added to the course tree:



If Input learners is checked, Learners field will disappear from the course tree:

 Select learners in courses
Input learners
s. 🗈
🛱 🚾 Default
🖂 🚮 💟 Course 1 Show Filter
🖼 🔝 🛄 Grade Book
🕀 🎞 Tracking
the start of the s
Time spent Show Filter

To choose courses, fields and learners to be displayed in report, do the following:

1) Click the **Default** pack item to open the **Course** tree;



- 2) Select check box near course to be displayed in the report;
- 3) Select corresponding check boxes near fields in the courses to be displayed in the report;
- 4) Select corresponding check boxes near learners or learner groups to be displayed in the report (if **Select users in course** is checked);
- 5) Select Profile fields to be displayed in the report. Information for these fields will be taken from My Site or User list information.
- ✓ *To filter the results by course period*, do the following:
 - a. Click the Show Filter button by the name of the course;
 - b. Click Add button in the Course Period section to specify the period;
 - c. Specify the **Start Date** and **End Date** selecting <u>EITHER</u> the exact date (select the corresponding check box) <u>OR</u> the approximate period of time specified in days, weeks, months, years (select the corresponding check box);
 - d. Click **OK** to save changes.
 - ✓ To filter the results for **Grade Book** or **Tracking** columns, do the following:
 - a. Click the Default pack item to open the Course tree;
 - b. Click the Show Filter button by the name of the needed Grade Book element;
 - c. Set filter parameters in the **Setup Filter**.
 - d. Click **OK** to save the changes:

Borderline Failure S		
	Select Top 💌 2 Item(s) 💌 from Repor	t results
	Calculation process	
	 Calculate combined 	
	Calculate for every Grade	
	🗇 Both	
	Notification rule	
	Single mail (contains results for all selected (Grades)
	🖱 Separate mail for every Grade	
	Sa	ve Cancel

 Borderline Failure Settings option allows user set border criteria that limit the number of results displayed in the report. All items are calculated for the report, but only specified number of results is displayed in it according to the following options:

a) Select options for including results into the report:

- Top the best results will be displayed in the report;
- Bottom the worst results will be displayed in the report;
- Number field type the number of results to be displayed in the report;



NOTE: If several learners have equal results, they are considered as one result and displayed in the report regardless of the number specified in this field.

- *Item(s)* select to include the specified number of items into the report;
- % select to include the specified percent of all items into the report.

b) **Calculation Process** – different data can be included in the report; depending on the selected options, it will have a different look:

• *Calculate combined* – if this option is selected, arithmetic mean of results in every report field is calculated and the specified number of fields with every learner's results is displayed in the report:

					Learner 3, EXAMPLEV3			
	and the second se	Quiz 1	Not Available	Not Available	Not Available	8(86%)	A+(100%)	A+(100%)
	Course 1	Certificate Issued	Yes	Yes	No	No	Yes	Yes

• *Calculate for every Grade* - if this option is selected, the specified number of learners' results is included in report for every field. A separate table is created for every report field:

Report	Course	Grade / Lear	ner Teacher	Teacher 1, EXAMPLE\t1 A+ (100%)			(AMPLE\t3
	Course 1	Quiz 1	A+ (10				
	Course	Grade / Lear	ner Learner	2, EXAMPLE V2	Teacher	1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
	Course 1	LP	Passed	U.	Passed		Passed
	Course	Grade / L	eamer	Teacher 3, EXA	MPLE/t3		
	Course 1	task1		10.00 (100%)			
	Course	Grade / Learner	Learner 1, EXAMPLEV	Learne 1 EXAMPI		Teacher 1, EXAMPLE\t1	Teacher 3, EXAMPLE\t3
	Course	Certificate Issued	Yes	ts Yes		Yes	Yes

NOTEIf several learners have equal values in the selected profile field and equal grades in report:fields, first they will be sorted by grades and only then – grouped by profile field:

Report		About me			Personal qualities			
	Course	Grade / Learner	Learner 8, EXAMPLE\l8	q2, EXAMPLE\q2	Learner 7, EXAMPLE\ 7	Learner 1, EXAMPLE\I	q1, EXAMPLE\q1	q3, EXAMPLE\q3
	Course 1	quiz	A*(100%)	A*(100%)	A*(100%)	A*(100%)	Not Available	Not Available



• *Both* – both types of reports described above are included into the report in separate tables:

Report	Course	Grade / Learner	Learner 1, EXAMPLEVI	Learner 2, EXAMPLEV2	Learner 3, EXAMPLEV3	Learner 4, EXAMPLEV4	Teacher 1, EXAMPLE (1)	Teacher 3, EXAMPLEV3
	Course 1	Quiz 1	Not Available	e Not Available	e Not Available	B(86%)	A+(100%)	A+(100%)
	Course	Grade	Learner Te	acher 1, EXAM	AEV1	Teacher 3, E	XAMPLE\(3	
	Course 1	Course 1 Quiz 1 A+ (100%) A+ (100%)						
	Course	Grade	Learner Le	earner 2, EXAM	LEVZ Teacher	I, EXAMPLE 1	Teacher 3,	EXAMPLE\t3
	Course 1	UP	P	assed	Passed		Passed	
	Course	Gra	de / Learner	Teacher	3, EXAMPLE/(3			
	Course 1	tas	k1	10.00 (1	.00%)			
	Course	Grade / Learner			earner 2, EXAMPLE V2	Teacher 1, EXAMPLE\t1	Teach	ier 3, PLE\t3
	Course 1	Certifica Issued	ate Yes	1	Yes	Yes	Yes	

c) **Notification Rule** – select how you want to be notified about grades that learners get below the specified borderline:

- Single Mail one email message will contain all the selected results;
- *Single mail for every Grade* separate email message will be created for every grade.
- 5. Click **Save** to create a new **Borderline Failure Report** or **Cancel** to discard the changes.

NOTE: **Borderline Failure Report** can be created on the Organization level the same way. The only difference is that information from several courses can be included in report.

22.2.2 Viewing Borderline Failure Report

To view a Borderline Failure Report, do the following:

- 1. Enter the necessary course and click the **Reports** icon in the left Tools menu;
- 2. Click the report you want to view. The following form will appear:



SharePoint					
BROWSE VIEW					
View generated reports Edit Manage	Workflows Actions				
Title Boderline c	alculated				
Start Time 2/8/2016 4:	00 PM				
Description					
All Day Event					
Recurrence					
E-Mail Subject					
E-Mail To					
E-Mail Cc					
E-Mail From					
Borderline Failure Settings Borderline Select Top Calculation Combined Notification SingleMai) 1 Number from Rep process: f rule:	ort results			
	ade / Learner 1, arner example\11	Learner 2, example\12	Learner 3, example\B	Learner 4, example\I4	Learner 5, example\l5
Course M	aths A(95%)	Not Available	E(59%)	A*(100%)	B(89%)
report.csv					
Content Type: Borderline Failure Report Created at 2/8/2016 4:09 PM by D ageuche Last modified at 2/8/2016 4:09 PM by D ag					Close

- **NOTE**: The delimiter that will be used by default when you open .csv file may depend on your regional settings that you can check/change in Control Panel. Make sure the List Separator in the Numbers tab is configured as wanted.
 - 3. Click the **Close** button to close the form.



23. SEATING CHART

The feature allows arranging of a class seating chart to enable teachers to follow students' seats and names.

On the organization level users see the **Rooms** link (available for organization administrators).**Rooms** is a list of class room templates which can be further used for creating course seating charts:

CLMS365 On-Premises	a courset Seating Cha	rt	
Tools	Print •		
Calendar Cocuments Discussion Board Chat	Students (2) Learner 2 (2) Learner 3 (3) Assistant 2		۲

NOTE: Only the users added to *default course learner group* and to custom *course group* with Learners permission level will be displayed in **Roster** and **Seating chart** tools. The users added directly via Site permissions with Learners permissions will not be displayed in **Roster** and **Seating chart** tools.

23.1 Uploading a Room

One of the ways to create a room is to upload a class room template.

To upload a room, do the following:

- 1. Enter the organization home page;
- 2. Click the **Rooms** link in the menu on the left:





The list of room templates will appear:

25	hare	Point			
R	00	ms			
Ð	new	item	or e	dit this list	
All it	tems		Fina	d an item	Q
~	D	Title			
		Room 4	104		
	\Box	Room 3	05		
	D	Room 5	05		
		Room 4	03		

3. Click the Upload Picture button at Items tab:



New New Upload Vie Iter	w Edit	Alert Me+	Tags & Notes	Workflows Approve/Reject
New	Manage	Share & Track	Tags and Notes	Workflows
Recent	① new item	1	inst.	Q
Rooms	All items ····	Find an item		
Question Pool Reports	All items ···· ✓ □ Title	rind an item		2
Question Pool				2

4. Click **Browse** to download a seating chart template:

Add picture	×
Upload Picture Browse to the picture you intend to upload. Name: D:\SharePoint\seating_schema_2.jpg Browse OK Cancel)

5. Click **OK** to save settings. The image name will appear in the templates list.

23.2 Creating a Room

Teacher can also draw a room with the help of relevant tools.

To create a room, do the following:

- 1. Enter the organization home page;
- 2. Click the **Rooms** link in the menu on the left:





The list of room templates will appear:

	ihare 00	ms			
			or e	dit this list	
All it	tems		Fin	d an item	Q
~	D	Title			
	D	Room 4	104		
	\Box	Room 3	05		
		Room 5	05		
		Room 4	103		

3. Click the New Item button and select Room Scheme:



New New Upload View	Edit 35 S	/ersion History hared With Delete Item	Alert Me+	Tags & Notes	Workflows Approve/Re
Room Scheme	Manage		Share & Track	Tags and Notes	Workflows
Recent					
Rooms	All iten	e <mark>w item</mark> o ns	Find an item		Q
	-				Q
Rooms Question Pool	All iten	ns	Find an item		Q

4. Create a room using necessary tools:

Title *	Room 201		
Room Shi)		

- *Title* enter the Room title;
- Use **Room shapes** to create a template. Room shapes can be arranged in any way. To arrange room shapes, drag and drop the necessary shapes to the white area. Room shapes can be resized and rotated.

You can also use the **Delete**, **Copy** and **Paste** options (underlined in the image above).



5. Click **Save** to save settings. Click **Cancel** to discard changes.

23.3 Creating a Seating Chart

Seating Chart is a seating scheme used for arranging students in courses.

To create a Seating Chart, do the following:

- 1. Enter the necessary course;
- 2. Select the Seating Chart tool in the left tools menu. The seating chart area will appear;
- 3. Click the **Edit** button at the top;
- 4. Create a seating chart. To do this, you can either
 - Select a template from the **Room** drop-down menu. For more information about creating templates, see the <u>Uploading a Room</u> and <u>Creating a Room</u> sections:

edit Seat		Chart		
Show pictures in Show student pictures Show student p Select "auto" scale op	i in student lis ictures in ch	t Jart	pictures on a seating chart automatical	ly.
Room Shapes Students (a) Learner 1 (a) Learner 2 (b) Learner 3 (c) Assistant 2	Room:	Room 101 Room 102 seating_schema_2.jpg Room 201	Scale:	

• Create a new seating chart with the help of room shapes. Room shapes can be arranged in any way. To arrange room shapes, drag and drop the necessary shapes to the white area:



🖞 Course1 Hom	e		
Edit Seat	ing Chart		
Show pictures in Show student pictures			
Select "auto" scale opt		o fit student pictures on a seating chart automatically.	
Room Shapes	Room:	• Scale:	
Students (a) Learner 1 (a) Learner 2 (a) Learner 3			
Assistant 2			

• Download a room template by clicking **Load room background from a picture**:

≜ Course1 Horr Edit Seat	ting Chart		
Show pictures i			
Show student p	ictures in chart	o fit student pictures on a seating chart automatically.	
Room Shapes	Room:	Scale:	X
$\Box O$	ANDON'T MARCINE	Load Room background from a pictur	9

NOTE: To use Seating Chart, you may need to register the .xap file extension (Silverlight file extension) in IIS. Register the MIME type for **.xap** to **application/x-silverlight-app**. The Silverlight version should be 4.0 or later:



MIME Type		
Extension: MIME type:	.xap application/x-silverlight-app	
	OK Cancel	

5. Once a chart is created, drag and drop students from the menu on the left to the corresponding seats:

Course1 Hom Edit Seat	ing Chart	[]	
Show pictures in Show student pictures			
Select "auto" scale op		o fit student pictures on a seating chart automatically.	
Room Shapes	Room:	• 🛛 🖾 🔀 Scale: 🗍 ———————————————————————————————————	
Students (1) Learner 1 (2) Learner 3 (3) Learner 3		۲	
(Assistant 2			
		۲	

Once students are placed to the corresponding seats, circles with numbers appear on room shapes. To view student info, navigate to the corresponding circle:





You can also use the following options:

- Scale to zoom out the chart;
- Auto to return to the chart default view;
- Show pictures in student list to be able to see photos of your students in the student list;
- Show student pictures in chart to be able to see photos of your students in the chart.
 For the pictures to fit best in the chart select **Auto scale**. The room will be scaled as well. Note that pictures will fit best on the Seating Chart tool main page while on the Edit page the proportions of the chart and pictures are not constrained:

CULUS	👌 Course3					
Con-Premises	Edit Seat	ting (Chart			
Tools						
Announcements	Show pictures i	n student lie				
Calendar	Show student picture					
Documents	Show student p					
Discussion Board	Select "auto" scale op	ition to scale a	a room so as to f	it student pi	ctures on a se	eating chart automatically.
🗨 Chat	Room Shapes	Room:	Room 101	•]	Scale:	auto
🔗 Mailbox	$\square \bigcirc$					
links	Students					~
Plagiarism	(1) Assistant 2					52
TT Reports	Learner 1					Learner 3
😵 Learning Module	(2) Learner 3 (4) Learner 2			5	97 I.	
Quizzes				Learne	r 1	
📑 Drop Вох						(C)
Assignments						(25)
Attendance						Learner 2
Conference						

6. Click **OK** to save the chart. Click **Cancel** to discard changes.

Once a seating chart is created it will appear on the Seating Chart tool main page:



Print - Bedit		
Students Learner 1 Learner 3 Learner 2	Learner 1	Learner 3
		Learner 2

Hovering over a user name in the students list will highlight the user picture on the seating chart. Clicking on a user picture on the seating chart will highlight the student's name in the students list. Clicking on a user name in the students list will open the student's profile in a new window:





NOTE: Seating charts can be printed out. To print a chart out, click **Print** next to the **Edit** button and select the necessary option:





24. STAFF

The Staff feature is used for keeping and tracking information about teaching personnel. The feature displays information about members of the following groups: Teachers, Teacher Assistants and Faculty.

The information displayed consists of the following sections:

- User photo;
- User name;
- Information about user;
- Additional information (optional):





The information is retrieved from either:

- User profile (if MOSS 2010 is installed);
- Users list on the course web (if WSS 4.0 is installed).

NOTE: To show/hide additional info, click the **Additional info** link.

24.1 Modifying Information

Information can be modified by users belonging to one of the staff groups. Note that users can modify information only about themselves.

User can modify either information itself or information view:

• To modify the details, click the **Edit** link under user information. If you have MOSS 2010 installed, you will be redirected to the **My Site** page. If you have WSS 4.0 installed, you will be redirected to the **User Information** page:

Additional info			
Office Location	Florida		
Skills	Management Developing		
Schools	University of Miami		
Birthday	July, 23		
Interests	Kite surfing		
Edit			

- To modify information view (the option is available for users with the Teacher, Teacher assistants and Faculty access rights);
- 1. Press Staff Settings at the top and click Modify Additional Information:

Staff o	
Reorder	Staff Settings •
Full Name	Modify Additional Information
∃ Staff : Teacher	U
Teacher 1 about me,	
∃ Additional info	
Account name example\t1	
First name Teacher	
Last name 1	

2. Select the items you want to be displayed on the **Staff** tool main page:



Staff - Staff S	Settings		
		OK	Cancel
Staff Settings	Profile properties to show: Id SID Active Directory Id Account name First name Phonetic First Name Last name Phonetic Last Name Name Phonetic Display Name Vork phone Vork phone Vork phone Department Title Job Title Job Title About me		

- 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:



CUNICOCE	⁴ Course1
CON-Premises	Staff o
Tools	Reorder
📢 Announcements	Full Name
Calendar	Full Name
C Documents	
😰 Discussion Board	R 3 Teacher 1
Chat	about me
🔗 Mailbox	□ Additional info
🛞 Līnks	Account name example\t1
Reports	First name Teacher
💑 Learning Module	Last name 1

2. Select a number for every person. The numbers are the order in which users will appear. Users' order can be arranged within groups only:



Charges	🖄 Course1
Con-Premises	Staff o
Tools	Save Order Cancel
Calendar	Full Name
ER Documents	Staff : Teacher
The second second second	
Discussion Board	1 Teacher 1
🗬 Chat	
🔗 Mailbox	
🖶 Links	🖽 Additional info
Reports	
🚜 Learning Module	2 • Teacher 2222
Cuizzes	
Drop Box	H Additional info
Assignments	Staff : Faculty
Attendance	
Conference	1 Faculty 1
🗐 Grade Book	and the second of
(?) Help	Additional info

3. Click **Save order** at the top to save changes or click **Cancel the order** to discard changes.



25. ROSTER

The Roster feature is used for showing information about Learners.

The information displayed consists of the following sections:

- User photo;
- User name;
- Information about user;
- Additional information (optional):

BROWSE PAGE			
CINACOCE	🖄 Course1		
C LMS365 On-Premises	Roster 🛛		
Tools	Reorder		
📢 Announcements	Full Name		
Calendar	B Roster : Learner		
C Documents			
Discussion Board	Learner 1		
Chat	24		
😝 Mailbox			
Einks	Additional in	nfo	
Reports	Account name	example\l1	
Learning Module	Department	dep 1	
Contra Contra Contra Para Contra Presi	Title	title 1	
🧑 Quizzes	Manager	Assistant 2	
Drop Box	Personal site	/personal/l1/	

The information is retrieved from either:

- User profile (if MOSS 2010 is installed);
- Users list on the course web (if WSS 4.0 is installed).

NOTE: To show/hide additional info, click the Additional info link.

25.1 Modifying Information

Information provided in the section can be modified. Note that users can modify information only about themselves.

User can modify either information itself or information view.



• To modify the details, click the **Edit** link under user information. If you have MOSS 2010 installed, you'll be redirected to the **My Site** page. If you have WSS 4.0 installed, you'll be redirected to the **User Information** page:

Additional info	
Account name	example\a2
Personal site	/personal/a2/
Office Location	Belarus
Skills	Drawing;
Schools	School of Arts;
Edit	

- To modify information view (the option is available for users with the Teacher, Teacher assistants and Faculty access rights);
- 1. Press Roster Settings at the top and click Modify Additional Information:

BROWSE PAGE		C SHARE 🛣 FOLLOW
CINCOL	👌 Coursel	Search this site
CLMS365 On-Premises	Roster ©	
Fools	Reorder	Roster Settings -
Announcements	Full Name	Modify Additional Information
Calendar	⊟ Roster : Learner	
Documents		
Chat	Learner 1	
🔗 Mailbox		
🛞 Links	Additional info	

2. Select the items you want to be displayed on the **Roster** tool main page:



Roster + Ro	oster Settings	
		OK Cancel
Roster Settings		
0.0000000000000000000000000000000000000	Profile properties to show:	
	E Id	
	E SID	
	C Active Directory Id	
	P Account name	
	First name	
	Phonetic First Name	
	E Last name	
	Phonetic Last Name	
	3 Name	
	Phonetic Display Name	
	Work phone	
	P Department	
	I Title	3 <u></u> 3
	🖾 Job Title	
	2 Department	
	2 Manager	
	2 About me	
	Personal site	
	Picture	
	User name	

- 3. Click **OK** to save settings. Click **Cancel** to discard changes.
- NOTE: Only the users added to *default course learner group* and to custom *course group* with Learners permission level will be displayed in Roster and Seating chart tools. The users added directly via Site permissions with Learners permissions will not displayed in Roster and Seating chart tools.
 NOTE: Information view can also be modified via the Central Administration section. Enter Application Management > SharePoint LMS > Global features > Profile Settings and

25.2 Reordering Items

The order of users can be modified. To modify the order,

manage the Roster column.

1. Click the **Reorder** button at the top. Drop-down menu with numbers next to each person's name will appear:



CLMS365 On-Premises	en course1 Roster ⊚
Tools Announcements Calendar Calendar Cocuments Discussion Board Chat Mailbox	Reorder Full Name
	Learner 1
🛞 Links	Additional info

2. Select a number for every person. The numbers are the order in which users will appear:

CLMS365 On-Premises	👌 Course1
	Roster ©
Tools	Save Order Cancel
Announcements	Full Name
Calendar	B Roster : Learner
E Documents	
Discussion Board	Learner 1
Chat	
🔗 Mailbox	3 8
S Links	Additional info
Reports	
🔏 Learning Module	2 - Learner 2
Cuizzes	
Drop Box	Additional info

3. Click **Save order** to save changes at the top. Click **Cancel** to discard changes.