



Wisdom Master Pro (v2.0)

User Guide for
Instructors

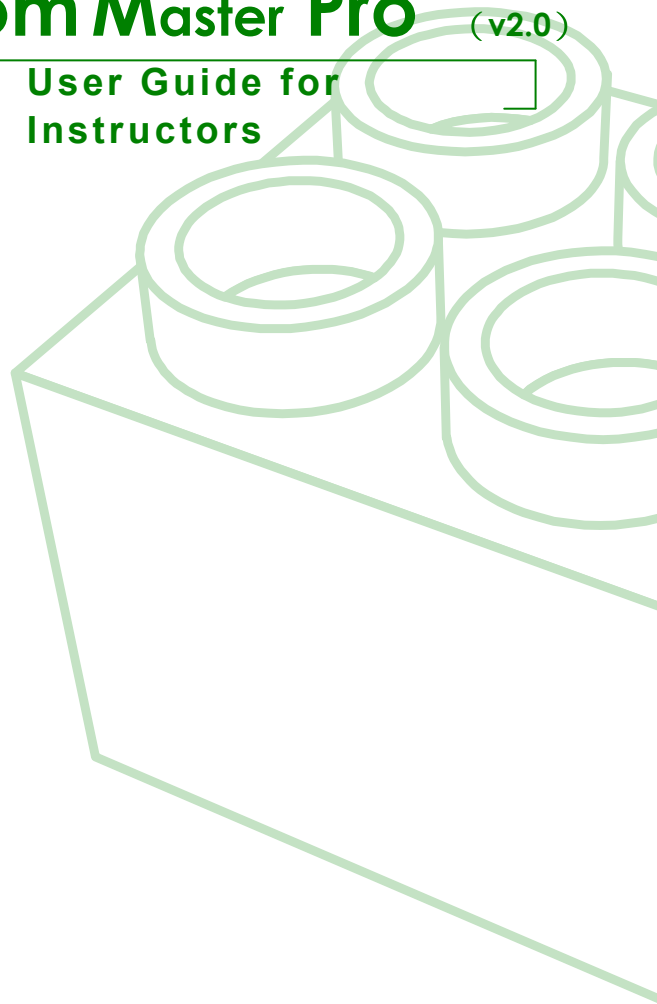




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◆ Log in to e-Campus

Open your Internet browser and type in the URL of e-Campus. The e-Campus Homepage will display as shown below. This is the entrance of e-Campus where the students can check the latest news, the events on the school calendar and the info about new courses. They can also log in to pursue their knowledge.

The screenshot shows the e-Campus homepage with the following sections:

- Header:** Wisdom Master Pro logo and language options (繁體中文, 简体中文, English).
- Visitor Info:** You Are Visitor No.0000987
- Login Section:**
 - Username:
 - Password:
 - Login button
 - Search Password, Account Application, Guest buttons
- News Section:**
 - News button
 - News item: (2008-07-21)Chien-Ming Wang Dances for Dollars
 - Preview: That's Chien-Ming Wang pitching for Acer computers, which apparently are super fu... (more >)
- New Course Section:**
 - New Course button
 - Course: [Information Technology and Management]; Welcome to audit! (more >)
- School Calendar:**
 - 2008/07

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

The following describes each section of the Homepage.

⌘ News

News is the area to display important announcements published by the e-Campus administrator. The Homepage displays the top 3 latest news. Click on the title to read the complete announcement.

⌘ New Course


New Course displays the top 5 latest courses in e-Campus and the profiles of the responsible instructors. Click on the course title to view the instructor's course introduction, grading standards, textbooks and other teaching materials to be used.

If the new course has not been published, it will not be displayed on the

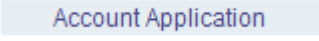


Homepage. If you need to modify the course status, go to **Classroom Management** → **Course Settings**.

⌘ **Log in to e-Campus**

Enter your username and password, and click  to log in to e-Campus.

⌘ **Account Application**

Usernames and passwords are usually created by the e-Campus administrator. Some campuses allow instructors and students to apply online. In such case, click  to enter the registration page. If online registration is not allowed, the button will be grayed out.



When logging in for the first time, you will be required to fill out your personal information. Please fill out the fields with true information in order to stay connected with the e-Campus administrator and the instructors. Name, E-mail and Telephone are required fields; others are dependent upon the requirements of e-Campus.

◆ My Office

After login, you will first see **My Courses** under **Personal Area**. Click on **My Office** tab to display all courses you are teaching. Click on a course title to enter the office environment of this course.

The screenshot shows the e-Learning interface. At the top, it says "Hi, sunnet! You are now in [Classroom]". Below this, there are two tabs: "Personal Area" and "Public zone". Under "Personal Area", there is a "My Courses" dropdown menu. To the right, there are several navigation links: "My Courses", "My Portal", "My Profile", "My Assignments", "My Tests", "My Learning", and "Calendar". Below these, there are four tabs: "My Favorites", "Enrolled Courses", "My Office", and "All courses". The "My Office" tab is highlighted with a red box. Below the tabs, there is a message: "The following are the courses you are teaching. Click course titles to enter". Below this message, there is a table with columns: "Course Title", "Course Status", "Course Begin", "Course End", and "# of Students". The first row in the table is "Information Technology and M", "Opening", "Now", "Unlimited", and "1". The "Information Technology and M" text is highlighted with a red box. Below the table, there are pagination controls: "Page: 1", "First", "Previous", "Next", "Last".

New courses are created by the e-Campus administrator. Therefore, you have to provide the course name, the instructor's name and the username to apply for a new course from the administrator. Once a course is created, you will see the course listed under **My Office** tab.

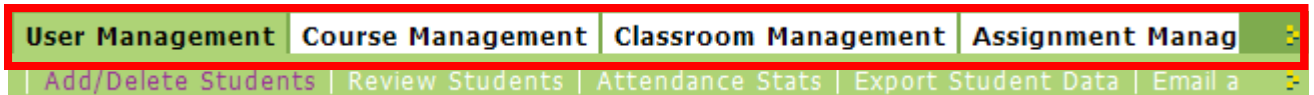
In addition, you can also click **Office** at the upper-right corner to enter **My Office** directly.

The screenshot shows the e-Learning interface. At the top, it says "Hi, sunnet! You are now in [Classroom]". Below this, there are several navigation links: "Communication Center", "Assessment Center", "Information Center", "Personal Area", "Public Area", "Administration", and "Office". The "Office" link is highlighted with a red box. Below these links, there is a dropdown menu with "Information Technology and M" selected. To the right, there is a "Logout" link. Below the navigation links, there are several links: "Announcements", "Enter Course", "Discussion Forum", "Online Discussion", "Topic Discussion", and "PM 03:43".



◆ Instructor's Office

In addition to **Personal Area** and **Public Zone** located at the end of the toolbar, the instructor's office contains seven more menus, including **User Management**, **Course Management**, **Classroom Management**, **Assignment Management**, **Test Management**, **Questionnaire Management** and **Grade Management**. The functions of these menus are described in the following chapters.



Personal Area contains personal learning information and **Public Zone** contains the events and activities of e-Campus. They are not instructor-specific menus. However, in order for instructors to have a better understanding about the online learning system and the e-Campus, these two menus are included in the instructor's office. Please refer to the **User Guide for Students** for more information about these two menus.



User Management

User Management | Course Management | Classroom Management | Assignment Manag

I. User Management > Add/Delete Students

Add/Delete Students | Review Students | Attendance Stats | Export Student Data | Email a

There are four modes (**Serial Account**, **Discrete Account**, **Import Account** and **Account in Existence**) for you to add or delete the enrolled students and auditors. You can also make an auditor become an enrolled student and vice versa.

The student must have an existing username (registered by the student or created by e-Campus administrator) to become an enrolled student.

Hi, sunnet! You are now in [Instructor's Office].

e-Learning

User Management | Course Management | Classroom Management | Assign

Information Technology and I | Add/Delete Students | Review Students | Attendance Stats | Export Student

Serial Account | Discrete Account | Import Account | Account In Existence

Example:
If you want accounts from m89103001 to m89103050,
you can fill in[m][89103001][89103050][][8],
or[m89103][1][50][][3]

Prefix String	# of Accounts	Suffix String	# of digits
<input type="text"/>	from <input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/> digits

Serial Account

Serial Account | Discrete Account | Import Account | Account In Existence

If your student list includes regulated usernames and continuous numbers, you can use the **Serial Account** mode to add/delete students or change the identities of the students (from auditors to enrolled students and vice versa) by batch. To operate this function only takes two simple steps: enter a serial account rule and perform an action. The followings use usernames m123001a to m123100a as an example.



Serial Account
 Discrete Account
 Import Account
 Account In Existence
 ?

Example:
 If you want accounts from m89103001 to m89103050,
 you can fill in[m][89103001][89103050][][8],
 or[m89103][1][50][][3]

1. Enter a serial account rule

Prefix String	# of Accounts	Suffix String	# of digits
<input type="text"/>	from <input type="text" value="1"/> to <input type="text" value="100"/>	<input type="text"/>	<input type="text" value="3"/> digits

Add Enrolled Student	Add Auditor
Auditors become enrolled students	Enrolled students become auditors
Delete	Clear

2. Perform an action

▶ Tip: Serial Account mode

1. Enter a serial account rule.

In the **Prefix String** field, enter **m123**, in the **# of Accounts** fields, enter from **1** to **100** and in the **Suffix String** field, enter **a**. In the **# of digits** field, enter **3** meaning from 001 to 100.

Prefix String	# of Accounts	Suffix String	# of digits
<input type="text" value="m123"/>	from <input type="text" value="1"/> to <input type="text" value="100"/>	<input type="text" value="a"/>	<input type="text" value="3"/> digits

- If there is no suffix string, leave the field blank.
- Zeros will be added to single- and double-digit numbers to make the length of the usernames consistent.

2. Perform an action.

After setting the account rule, click on an action button to perform an action.

Add Enrolled Student	Add Auditor
Auditors become enrolled students	Enrolled students become auditors
Delete	Clear

- > 1. Click to add enrolled students or to add auditors.
 This function applies to new users (new students) or existing users who have not enrolled in this course.
- > 2. The result screen will display as shown below. If the **Account not found** message is displayed on the **Result** column, it means the username does not exist. It has to be registered by the student or created by the administrator in order to be added to the enrolled student list.

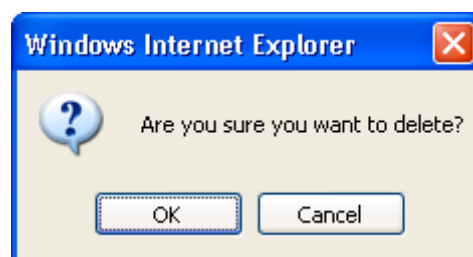


Add/Remove student(s) ?		
Username	Process	Results
m123001a	Add Enrolled Student	OK
m123002a	Add Enrolled Student	OK
m123003a	Add Enrolled Student	Account not found.
m123004a	Add Enrolled Student	OK
m123005a	Add Enrolled Student	OK
OK		

- > 3. Click or to change the identities of the students. This function applies to the existing enrolled students or auditors.
- > 4. The result screen will display as shown below.

Add/Remove student(s) ?		
Username	Process	Results
m123001a	Auditors become enrolled students	OK
m123002a	Auditors become enrolled students	OK
m123004a	Auditors become enrolled students	OK
m123005a	Auditors become enrolled students	OK
OK		

- > 5. Click to delete enrolled students or auditors. This function applies to the existing enrolled students or auditors.
- > 6. When the confirmation dialog box appears, click .



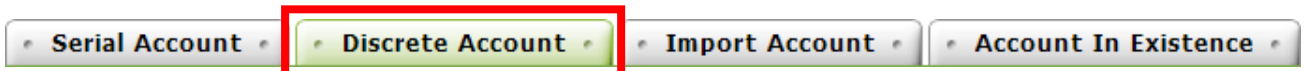
- > 7. The result screen will display as shown below. These students will no longer belong to this course.



Add/Remove student(s) ?		
Username	Process	Results
m123001a	Remove	OK
m123002a	Remove	OK
m123004a	Remove	OK
OK		

> 8. Click to clear the texts in the rule setting fields.

⌘ Discrete Account



This function allows you to enter the students' usernames manually. It takes two simple steps to operate this function: enter usernames and perform an action.

Example:

userid1
userid2

An account each line

1. Enter usernames

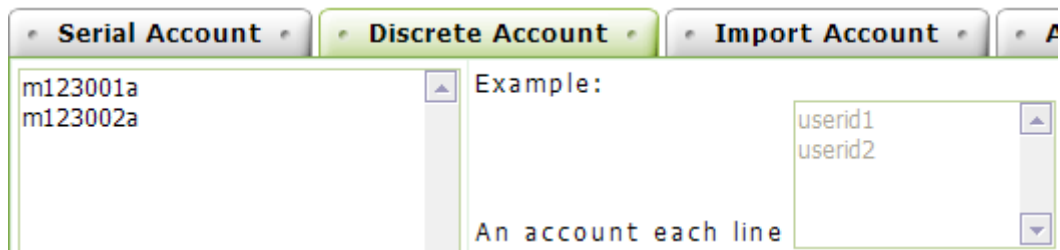
Add Enrolled Student	Add Auditor
Auditors become enrolled students	Enrolled students become auditors
Delete	Clear

2. Perform an action

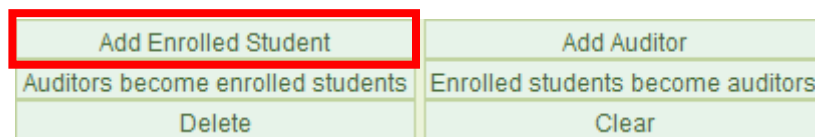
► **Tip: Discrete Account mode**

1. Enter usernames.

In the left pane, enter a username and press enter. Repeat the same action until all usernames are added. For example, m123001a and m123002a.



2. Perform an action. The procedures of performing an action is the same as described in the **Serial Account** mode.



3. The result screen will display as shown below.

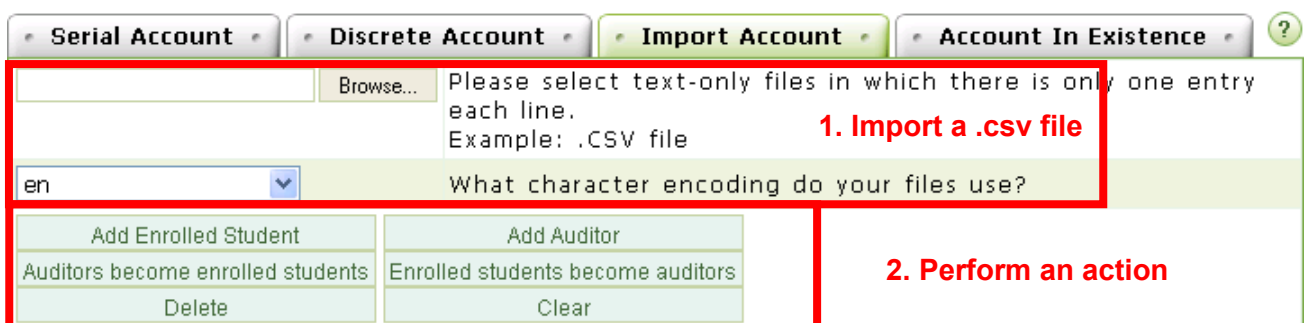
Username	Process	Results
m123001a	Add Enrolled Student	OK
m123002a	Add Enrolled Student	OK

OK

⌘ Import Account



If you have a student's list with usernames in .xls format, you can save the file as .csv format, import it to the system and perform necessary actions. This function saves a lot of time from entering usernames manually. It takes two simple steps to operate this function: select a .csv file and perform an action.





► Tip: Import Account mode

1. Click and select the .csv file to be imported. Select an appropriate encoding so that the system can recognize the texts correctly.

<input type="text"/>	<input type="button" value="Browse..."/>	Please select text-only files in which there is only one entry each line. Example: .CSV file
en	<input type="button" value="v"/>	What character encoding do your files use?

2. Perform an action. The procedures of performing an action is the same as described in the **Serial Account** mode.

<input type="button" value="Add Enrolled Student"/>	<input type="button" value="Add Auditor"/>
Auditors become enrolled students	Enrolled students become auditors
<input type="button" value="Delete"/>	<input type="button" value="Clear"/>

- > 1. Select the correct field where the usernames are located and click **Next**.

Please select accounts you want to import. ?		
No.	Please select.	File Data (Line 1)
1	<input checked="" type="radio"/>	m123001a

- > 2. The username list will display. Click to confirm.

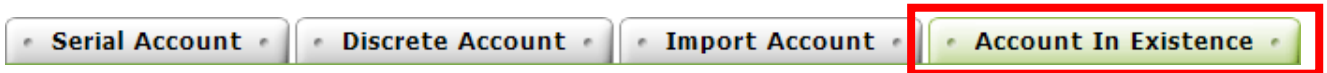
Please select accounts you want to import. ?	
<input type="button" value="OK"/>	
	m123001a
	m123002a

- > 3. The result screen will display as shown below.

Add/Remove student(s) ?		
Username	Process	Results
m123001a	Add Enrolled Student	OK
m123002a	Add Enrolled Student	OK



⌘ Account in Existence



If you only have students' names or you are not sure about students' usernames, you can use this function to search for a student. It takes two simple steps to operate this function: search for students and perform an action.

The screenshot shows the 'Account In Existence' interface. At the top, there are navigation tabs: 'Serial Account', 'Discrete Account', 'Import Account', and 'Account In Existence' (highlighted). Below the tabs, there is a search form with the following fields: 'Target:' (dropdown menu set to 'students in this course'), 'Role:' (dropdown menu set to 'All'), 'choice' (dropdown menu), and 'Key' (text input field). An 'Ok' button is next to the 'Key' field. Below the search form, there is a table with columns: 'Role', 'username', and 'First Name'. The table contains three rows of data:

<input type="checkbox"/>	Role	username	First Name
<input type="checkbox"/>	Enrolled Student	m123001a	
<input type="checkbox"/>	Enrolled Student	m123002a	
<input type="checkbox"/>	Instructor & Enrolled Student	sunnet	旭聯技術客服中心

Below the table, there are action buttons: 'Auditors become enrolled students', 'Enrolled students become auditors', and 'Delete'. The text '1. Search for students' is written in red above the table, and '2. Perform an action' is written in red above the action buttons.

▶ Tip: To make change to students in this course

1. In the **Target** field, select **students in this course**.
In the **Role** field, select **Enrolled Student** or **Auditor**. Select to search by **First name** or **Username** and then enter the keywords. Click **Ok** to search.



2. Perform an action. For example, if you wish to make an auditor become an enrolled student, select the check box next to the student and then click **Auditors become enrolled students**.



Serial Account Discrete Account Import Account Account In Existence

Target: students in this course Role: All choice Key Ok

Select All Page No.: 1 First Previous Next Last

<input type="checkbox"/>	Role	username	First Name
<input type="checkbox"/>	Auditor	m123001a	
<input checked="" type="checkbox"/>	Enrolled Student	m123002a	
<input type="checkbox"/>	Instructor & Enrolled Student	sunnet	旭聯技術客服中心

Select All Page No.: 1 First Previous Next Last

Auditors become enrolled students Enrolled students become auditors Delete

Tip: To make change to all accounts

1. In the **Target** field, select **all accounts**. Select to search by **First name** or **Username** and then enter the keywords. Click **Ok** to search.

Target: all account Role: All username m123005a Ok

2. Perform an action. For example, if you wish to add an enrolled student, select the check box next to the student and then click **Add Enrolled Student**.

Serial Account Discrete Account Import Account Account In Existence

Target: all account Role: All username m123005a Ok

Cancel Select Page No.: 1 First Previous Next Last

<input checked="" type="checkbox"/>	Role	username	First Name
<input checked="" type="checkbox"/>		m123005a	

Cancel Select Page No.: 1 First Previous Next Last

Add Enrolled Student Add Auditor Auditors become enrolled students Enrolled students become auditors Delete

II. User Management > Review Students

| Add/Delete Students | Review Students | Attendance Stats | Export Student Data | Email a

When students want to enroll courses with special requirements or prerequisites, they have to send an application and wait for approval, except that instructors add the students under **Add/Delete Students** menu. The **Review Students** menu is where instructors review the qualifications of students.

Note: Depending on the administrator's settings, the reviewer can be the class teacher or TA; therefore, not all instructors' offices have this function.

Hi, sunnet! You are now in [Instructor's Office]. School:3 P | Course:1 P | Logout

User Management | **Course Management** | **Classroom Management** | **Assignment Manag** | Administr | Classroom

Information Technology and Management | Add/Delete Students | Review Students | Attendance Stats | Export Student Data | Email a | PM 05:11

Review

The following are students to be reviewed.

Select All | Accept | Deny

No.	Username	Name	Enrolled Courses	Max limit to enrolled students	Max limit to enrolled auditors	Application
<input type="checkbox"/> 1	m123006a	test m123006a	Information Technology and Management	2/None	0/None	2008-07-21 17

Select All | Accept | Deny

► **Tip: To review a student's application of enrollment and send a notice**

Example: To review an application sent by m123006a and send a notice of approval to him/her.

1. On the review list, click **Review** at the right end of a student (e.g. m123006a).

Review ?

The following are students to be reviewed.

Cancel Select | Accept | Deny

<input checked="" type="checkbox"/>	No.	Username	Name	Enrolled Courses	Max limit to enrolled students	Max limit to enrolled auditors	Application Time	Action
<input checked="" type="checkbox"/>	1	m123006a	test m123006a	Information Technology and Management	2/None	0/None	2008-07-21 17:09:31	Review

Cancel Select | Accept | Deny

2. A review window will display as shown below.

- > 1. Select if you accept or deny the application and select how the notice will be sent. Select **E-mail** to send the notice by e-mail or select **Message Center** to send the message to the student's online message center.
- > 2. Enter the title and edit contents of the notice if necessary. Do not change or delete the variable strings in the content field. The system will need those strings to apply the student's data automatically.
- > 3. Click **Submit** to send the notice.



Accept or Deny	<input checked="" type="radio"/> Accept this person to be an enrolled student. <input type="radio"/> Deny	
Notice	<input checked="" type="radio"/> E-mail <input type="radio"/> Message Center <input type="radio"/> Both	
Title	<input type="text" value="Welcome to %COURSE_NAME%!"/>	Please refer to content description for special characters.
Content	<div style="border: 1px solid black; padding: 5px;"> <p>大小 <input type="text"/> B <i>I</i> <u>U</u> ABC x_2 x^2 原始碼 ?</p> <p>Congratulations! You have been accepted to take %COURSE_NAME%. Please go to %SCHOOL_NAME% to study within the course period. Course Title: %COURSE_NAME% Course Period: %STUDY_BEGIN% ~ %STUDY_END% ===== http://%SERVER_HOST%/ ===== ===== %SCHOOL_NAME% =====</p> </div>	Content description for special characters: % SERVER_HOST%:School URL % SCHOOL_NAME%:School Name % COURSE_NAME%:Course Title %STUDY_BEGIN%:Start Date %STUDY_END%:End Date % USER_NAME%:Username %REAL_NAME%:Name
<input type="button" value="Submit"/> <input type="button" value="Back to Review List"/>		

► **Tip: To review more than one enrollment application and send notices**

Example: To review more than one application at once and send a notice of approval.

1. Select the check box next to the student and then click or .

Review					
The following are students to be reviewed.					
<input type="button" value="Select All"/> <input type="button" value="Accept"/> <input type="button" value="Deny"/>					
<input type="checkbox"/>	No.	Username	Name	Enrolled Courses	Max limit to enrolled students
<input type="checkbox"/>	1	m123006a	test m123006a	Information Technology and Management	2/None
<input checked="" type="checkbox"/>	2	m123007a	test m123007a	Information Technology and Management	2/None
<input checked="" type="checkbox"/>	3	m123008a	test m123008a	Information Technology and Management	2/None
<input checked="" type="checkbox"/>	4	m123009a	test m123009a	Information Technology and Management	2/None
<input type="button" value="Select All"/> <input type="button" value="Accept"/> <input type="button" value="Deny"/>					



- Make sure the list of students is correct. Click **OK** to send a notice with default contents. Click **Write Confirmation Email** or the **Confirmation Email** tab to edit the notice as described in the previous example.

Accept **Confirmation Email**

Please reconfirm the following results.

Cancel Select **OK** Write Confirmation Email Back to Review List

<input checked="" type="checkbox"/>	No.	Username	Name	Enrolled Courses
<input checked="" type="checkbox"/>	1	m123007a	test m123007a	Information Technology and Management
<input checked="" type="checkbox"/>	2	m123008a	test m123008a	Information Technology and Management
<input checked="" type="checkbox"/>	3	m123009a	test m123009a	Information Technology and Management

Cancel Select **OK** Write Confirmation Email Back to Review List

- The result screen will display as shown below.

Accepted Results ?

Review Results

No.	Username	Name	Enrolled Courses	Result
1	m123009a	test m123009a	Information Technology and Management	Successful!
2	m123008a	test m123008a	Information Technology and Management	Successful!
3	m123007a	test m123007a	Information Technology and Management	Successful!

Back to Review List

III. User Management > Attendance Stats

| Add/Delete Students | Review Students | **Attendance Stats** | Export Student Data | Email a

It displays the statistics including **Number of Logins**, **Last Login**, **Course Attendance**, **Last Entry**, **Tally of Posts**, **Discussion Participation**, **Total Study Time**, **Pages Read** and **Action**. You can use this information to understand students' learning activities and provide them with help and care when needed. You can also use this information to evaluate students' overall performance and add/deduct scores accordingly.



Hi, sunnet! You are now in [Instructor's Office]. School:3 P | Course:2 P | Logout

User Management | **Course Management** | **Classroom Management** | **Assignment Manag** | Administr | Classroom

Information Technology and I | Add/Delete Students | Review Students | **Attendance Stats** | Export Student Data | Email a | PM 05:34

Attendance

The daily update mechanism have not activated

Select All | Select Access: **Enrolled Student** | Email the selected people | Export data on this page | XML | HTML

<input type="checkbox"/>	Number	Username	First Name	Number of Logins	Last Login	Course Attendance	Last Entry	Tally of Po
<input type="checkbox"/>	1	m123002a		0		0		
<input type="checkbox"/>	2	m123007a	test m123007a	1	2008-07-21 17:24:25	0		
<input type="checkbox"/>	3	m123008a	test m123008a	2	2008-07-21 17:25:18	0		
<input type="checkbox"/>	4	m123009a	test m123009a	1	2008-07-21 17:25:32	0		
<input type="checkbox"/>	5	sunnet	旭聯技術客 服中心	168	2008-07-21 17:04:20	12	2008-07-21 17:09:35	

Select All | Select Access: **Enrolled Student** | Email the selected people | Export data on this page | XML | HTML

► **Tip: To view the students' attendance statistics**

Use the statistics on this page to understand students' learning activities and send e-mails to them if necessary.

1. Select a role from the drop-down list, such as **Auditor**, **Enrolled Student**, **TA**, **Guest Instructor**, **Instructors** or **All**.

Attendance

The daily update mechanism have not activated

Select All | Select Access: **Enrolled Student** | Email the selected people

<input type="checkbox"/>	Number	Username	First Name	Number of Logins	Last Login	Course Attendance	Last Entry	Tally of Po
<input type="checkbox"/>	1	m123007a	TA	1	2008-07-21 17:24:25	0		
<input type="checkbox"/>	2	m123008a	test m123008a	2	2008-07-21 17:25:18	0		
<input type="checkbox"/>	3	m123009a	test m123009a	1	2008-07-21 17:25:32	0		

Select All | Select Access: **Enrolled Student** | Email the selected people

2. The search result will display. Click on a title such as **Number of Logins**

or **Course Attendance** to sort by the category.



Attendance

The daily update mechanism have not activated

Select All Select Access: Email the selected people Export data on this page

<input type="checkbox"/>	Number	Username	First Name	Number of Logins	Last Login	Course Attendance
<input type="checkbox"/>	1	m123009a	test m123009a	1	2008-07-21 17:25:32	1
<input type="checkbox"/>	2	m123008a	test m123008a	2	2008-07-21 17:25:18	0
<input type="checkbox"/>	3	m123007a	test m123007a	1	2008-07-21 17:24:25	0

Select All Select Access: Email the selected people Export data on this page

- Click **Course Attendance** to sort by the attendance, select the check box next to the student with 0 attendance, and then click

Attendance

The daily update mechanism have not activated

Select All Select Access: Email the selected people Export data on this page

<input type="checkbox"/>	Number	Username	First Name	Number of Logins	Last Login	Course Attendance
<input type="checkbox"/>	1	m123009a	test m123009a	1	2008-07-21 17:25:32	1
<input checked="" type="checkbox"/>	2	m123008a	test m123008a	2	2008-07-21 17:25:18	0
<input checked="" type="checkbox"/>	3	m123007a	test m123007a	1	2008-07-21 17:24:25	0

Select All Select Access: Export data on this page

- In the e-mail editing page, enter the subject and contents to urge them to attend the class. Click **Send** to send the e-mail.

New Message ?

Sender	sunnet (SunNet Service Center)		
Receiver	<input checked="" type="checkbox"/> m123008a (test m12300) <input checked="" type="checkbox"/> m123007a (test m12300)		If there are more than one receiver, please add commas, semi-colons, or space in between.
Other:	<input style="width: 100%;" type="text"/>		
Priority	Normal ▼		
Subject	<input style="width: 100%;" type="text"/>		No more than 200 letters.
Content	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> 大小 ▼ B <i>I</i> <u>U</u> ABC x_2 x^2 ≡ ≡ ≡ </div> <div style="padding: 5px;"> ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ </div> </div> <div style="border: 1px solid #ccc; height: 200px; width: 100%; margin-top: 5px;"></div>		
Signature File	Not to use signature. ▼		Please select a signature file.
Attachment	<input style="width: 100%;" type="text"/> Browse...		Each file cannot exceed 64M , No more than 64M in total.

Send
More attachments
Less attachments

► **Tip: To export the attendance statistics**

1. After the searching result displays, select the bullet next to XML or HTML and then click Export data on this page.



Attendance

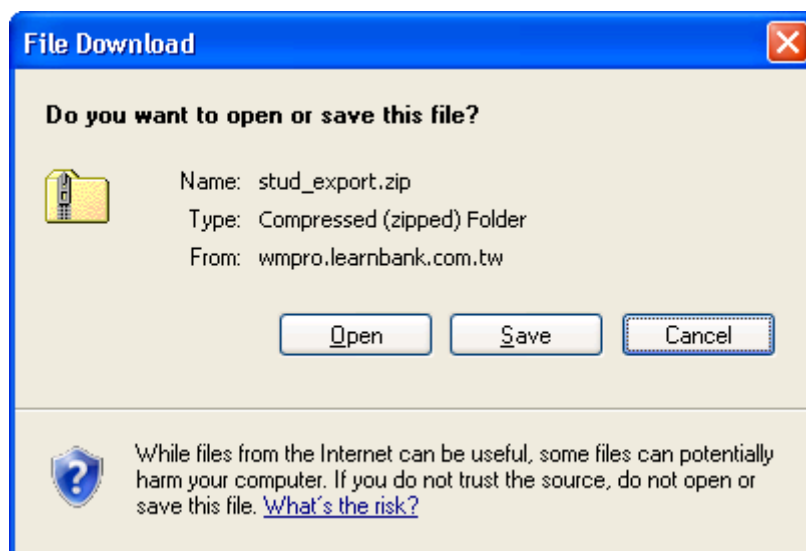
The daily update mechanism have not activated

Select All | Select Access: | Email the selected people | Export data on this page | XML HTML

<input type="checkbox"/>	Number	Username	First Name	Number of Logins	Last Login	Course Attendance	Last Entry
<input type="checkbox"/>	1	m123007a	test m123007a	1	2008-07-21 17:24:25	0	
<input checked="" type="checkbox"/>	2	m123008a	test m123008a	2	2008-07-21 17:25:18	0	
<input type="checkbox"/>	3	m123009a	test m123009a	1	2008-07-21 17:25:32	1	2008-07-21 17:40:19

Select All | Select Access: | Email the selected people | **Export data on this page** | XML HTML

2. A download dialog box will display. Choose to **Open** or **Save** the file.



IV. User Management > Export Student Data

| [Add/Delete Students](#) | [Review Students](#) | [Attendance Stats](#) | [Export Student Data](#) | [Email a](#) >

This function allows you to export the data of the auditors, enrolled students, TAs, guest instructors and Instructors. You can send the exported data to another instructor or a specific person. The exported format will be .html or .xml, making it easier for instructors to manage the data.



Hi, sunnet! You are now in [Instructor's Office].

e-Learning

User Management | **Course Management** | **Classroom Management** | **Assignment**

Information Technology and I | Add/Delete Students | Review Students | Attendance Stats | Export Student Data

Export student profile

Select student role to export

Instructor Guest Instructor TA
 Enrolled Student Auditor

Select fields to export

Username
 First Name
 Gender
 Birthday
 ID No.
 Email
 Homepage
 Telephone(H)
 Fax(H)
 Address(H)
 Telephone(O)
 Fax(O)
 Address(O)
 Mobile
 Company
 Department
 Job Title

Select export format

.html files
 .xml files

Enter destination Email address:
 Please enter email addresses here. To email more than one person, please put commas, colons, or space between addresses.

► **Tip: To export the personal information of the enrolled students and the auditors**

1. Select the roles to be exported (e.g. Enrolled Student and Auditor). By default, all items are selected.

Export student profile

Select student role to export

Instructor Guest Instructor TA
 Enrolled Student Auditor

Username
 First Name



- Select the data fields and the file format (.html or .xml) to be exported and then enter the e-mail address to send the exported data. Your e-mail address will be the default address. If you wish to send the data to other people, enter the e-mail addresses and use a comma, semicolon or space to separate them.

Select fields to export <input type="checkbox"/>	<input checked="" type="checkbox"/> Username
	<input checked="" type="checkbox"/> First Name
	<input type="checkbox"/> Gender
	<input type="checkbox"/> Birthday
	<input type="checkbox"/> ID No.
	<input checked="" type="checkbox"/> Email
	<input type="checkbox"/> Homepage
	<input checked="" type="checkbox"/> Telephone(H)
	<input type="checkbox"/> Fax(H)
	<input checked="" type="checkbox"/> Address(H)
	<input type="checkbox"/> Telephone(O)
	<input type="checkbox"/> Fax(O)
	<input type="checkbox"/> Address(O)
	<input type="checkbox"/> Mobile
<input type="checkbox"/> Company	
<input checked="" type="checkbox"/> Department	
<input checked="" type="checkbox"/> Job Title	
Select export format <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> .html files
	<input checked="" type="checkbox"/> .xml files
Enter destination Email address	test1@sun.net.tw;test2@sun.net.tw
	Please enter email addresses here. To email more than one person, please put commas, colons, or space between addresses.
<input type="button" value="Export"/>	

- Click .

Select export format <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> .html files
	<input checked="" type="checkbox"/> .xml files
Enter destination Email address	test1@sun.net.tw;test2@sun.net.tw
	Please enter email addresses here. To email more than one commas, colons, or space between addresses.
<input type="button" value="Export"/>	

- A result screen will display as shown below.



Export student profile		
Number	Receiver	Results
1	test1@sun.net.tw	Sent
2	test2@sun.net.tw	Sent

Export Student Profile

V. User Management > Email and Call the Roll

| Email and Call the Roll | Student Grouping | Setup TAs

This function allows you to send reminders and urge students to attend the class, submit assignments or participate in discussions. The system will help you find the students who have not accomplished their learning target and send e-mails to remind them. You can call the roll as soon as you finish the settings or set a schedule for the system to call the roll automatically.

Hi, sunnet! You are now in [Instructor's Office]. School:3 P | Course:3 P | Logout

[User Management](#) | [Course Management](#) | [Classroom Management](#) | [Assignment Manag](#) | Administr | Classroom
 Information Technology and I | **Email and Call the Roll** | Student Grouping | Setup TAs PM 06:11

Email and Call the Roll | **Auto-Email and Call the Roll**

Target	Enrolled Student	Select Role
Group	<input type="checkbox"/> All	Select students from different groups
Filters	<input type="checkbox"/> Login	If Filters are not selected, all members will be listed.

Start

☞ E-mail and Call the Roll

Email and Call the Roll | **Auto-Email and Call the Roll**

► **Tip: To search for specific students and send notice e-mails**

Example: To search for students who have not submitted the assignment and send an e-mail notice.

1. In the **Target** field, select **Enrolled Student** (only the enrolled students can submit the assignments and participate in other learning activities).
2. In the **Filters** field, select **Assignment, Certain, Undone** and **Assignment1**.



3. Click **Start**.

4. The search result will display. Click **Email Notice** to continue.

<input checked="" type="checkbox"/>	No.	Username	Last Login	Last Entry
<input checked="" type="checkbox"/>	1	m123007a(test m123007a)	2008-07-21 17:24:25	
<input checked="" type="checkbox"/>	2	m123008a(test m123008a)	2008-07-21 17:25:18	
<input checked="" type="checkbox"/>	3	m123009a(test m123009a)	2008-07-21 17:25:32	2008-07-21 17:40:19

5. The e-mail editing page will display. Enter the subject and contents to remind students that their assignments have not been submitted yet. Click **Send** to send the e-mail.

⌘ Auto-Email and Call the Roll

- ▶ **Tip: To set a schedule for the system to send e-mails to students periodically**

Example: Set a schedule for the system to send a notice every Monday to students who have not been online for seven days.

1. Click **Add** to add a schedule for roll call.



Automatic notification by email will remind your students to go to class, deliver homework in a period of time and automatically, according to conditions you setup.

2. The settings in this page are described as follows.
 - > 1. **Enable:** To enable or disable this schedule.
 - > 2. **Target:** Select the role to call the roll.
 - > 3. **Grouping:** Select to send e-mails to all students or students in a specific group.
 - > 4. **Condition for Roll Call:** In this example, select **Study**, **Amount of Absence** and > 7.
 - > 5. **Frequency:** In this example, select **Once a week** and **Monday**.
 - > 6. **Period of Roll Call:** Set the effective period of time to perform this roll call schedule. In this example, it is from 2008-01-01 to 8-07-21.

?

You can setup conditions for rollcall like time, frequency. System will take rollcall according to the condition you setup and send notification email to those students need to be rollcalled.

Enable	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	Enable or disable automatic rollcall function.
Target	Enrolled Student	
Grouping	All All	
Condition for Rollcall	Study Amount of Absence > 7	
Frequency	<input type="radio"/> One time <input type="text"/> <input type="radio"/> Once a day <input checked="" type="radio"/> Once a week Monday Once <input type="radio"/> Once a month 1 Once	How long is it to rollcall?
Period of Rollcall	from: 2008-01-01 to: 2008-07-21	Period of time to rollcall

3. Enter the subject and the contents of the notice. Do not change or delete the variable strings in the content field. The system will need those strings to apply the student's data automatically.
4. Click to save the notice.

Notification Subject	<input type="text" value="Rollcall information from %COURSE_NAME%."/>	Subject
CC	<input checked="" type="checkbox"/> Supervisor of this student.	
Content	<div style="border: 1px solid gray; padding: 5px;"> <p>大小 <input type="text" value=""/> B <i>I</i> <u>U</u> ABC x₂ x² [List Icons]</p> <p>[Rich Text Editor Content Area]</p> </div>	
File attachment list.		
Upload attachment.	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Less attachments"/>	Each file cannot exceed 64M , No more than 64M in total.
<input type="button" value="More attachments"/> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/>		

VI. User Management > Student Grouping

| Email and Call the Roll | [Student Grouping](#) | Setup TAs

You can divide the students into small groups for discussions and assignments and increase the chances for students to interact with each other. During a semester, you might want to divide the students into groups for different purpose. Therefore, the **Student Grouping** menu allows you to set up different parent groups and sub-groups.

Student Grouping
Grouping Management
?

<input type="checkbox"/> Parent Group Name	Action
<input type="checkbox"/> Group 1	<input type="button" value="Edit"/>
<input type="checkbox"/> Group 2	<input type="button" value="Edit"/>

⌘ Grouping Management



To divide the students into small groups, a parent group has to be created first.



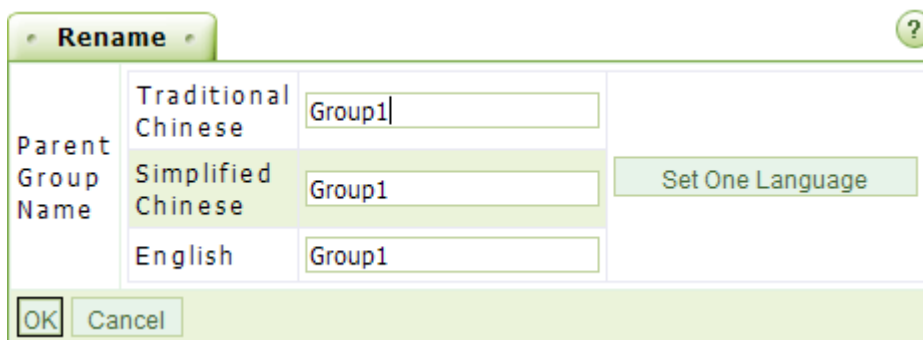
► **Tip: Grouping**

Example: To set up a parent group named "Group1" and add two sub-groups "Group A" and "Group B".

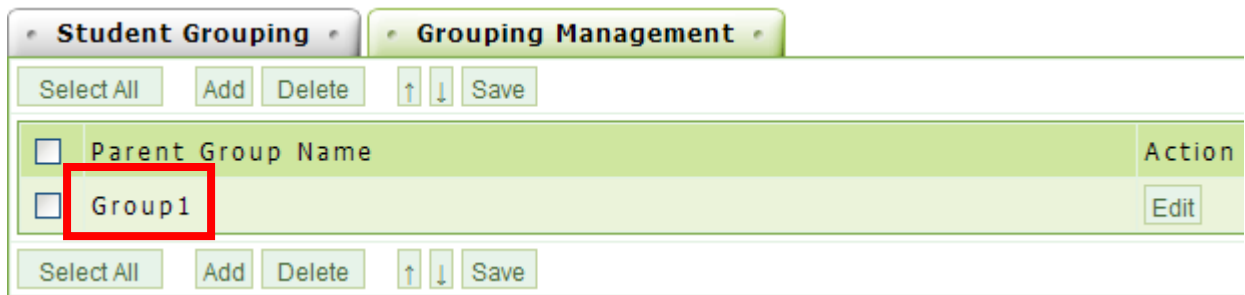
1. On the **Grouping Management** tab, there is a default folder named "New Group" with no sub-groups. Click **Edit** at the right end of "New Group" to rename it.



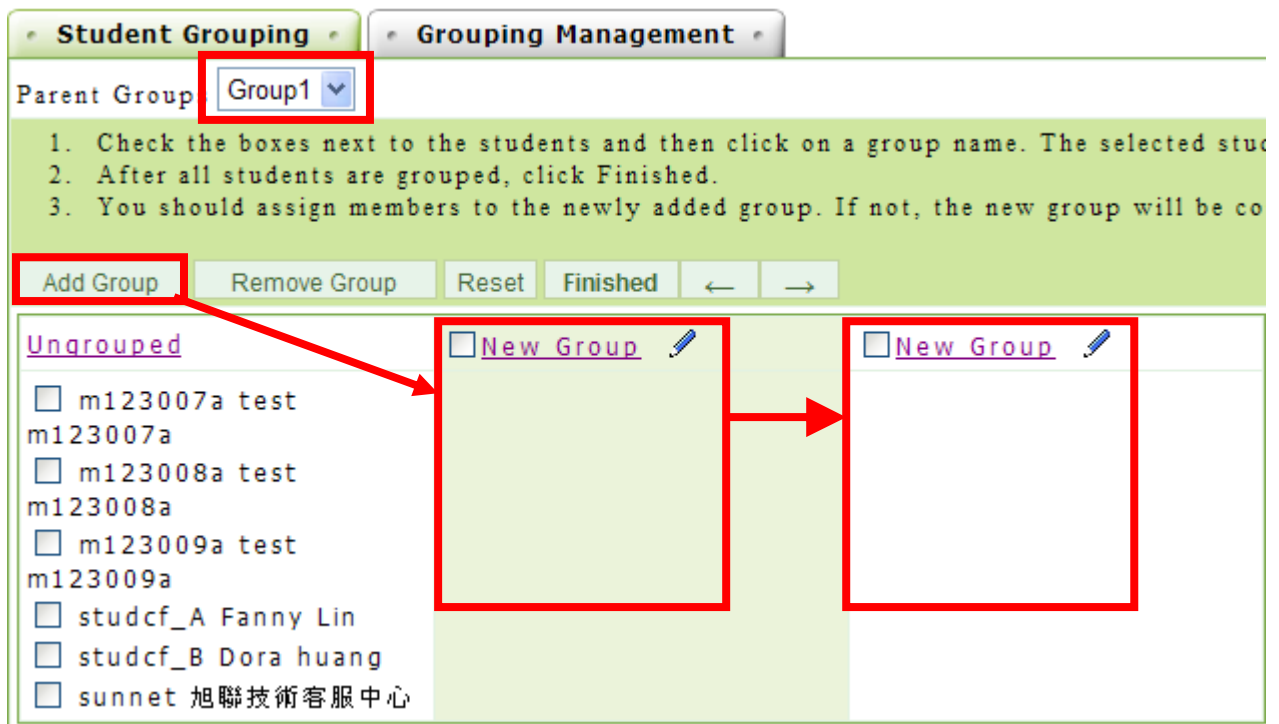
2. In the **Rename** tab, change the name from New Group to Group1 and then click **OK**.




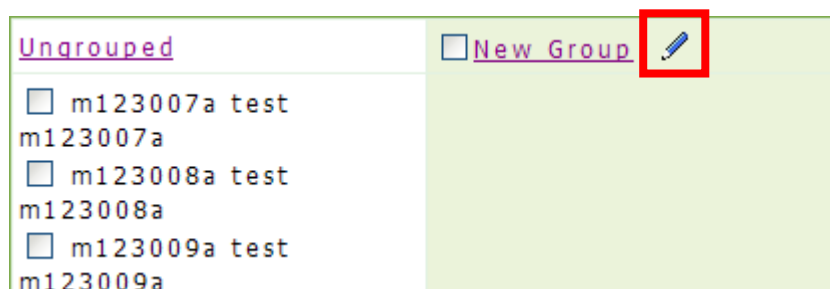
3. The parent group name has been changed to Group1.



4. Click on **Student Grouping** tab, you will see "Group1" on the upper-left corner in the **Parent Group** field.
5. Click **Add Group**. Click it once to add a new sub-group. In this example, click twice.



6. Click  next to a sub-group to rename it.





- Change the name on the **Rename** tab (e.g. Group A and Group B) and then click **OK**.

- After rename the groups, the result is as shown below.

- Now, you can assign students into groups. Select the check box next to the student to be moved (e.g. m123007a and m123008a) and then click Group A.

- The selected students will be moved under Group A.



<u>Ungrouped</u>	<input type="checkbox"/> <u>Group A</u>	<input type="checkbox"/> <u>Group B</u>
<input type="checkbox"/> m123009a test m123009a	<input type="checkbox"/> m123007a test m123007a	
<input type="checkbox"/> studcf_A Fanny Lin	<input type="checkbox"/> m123008a test m123008a	
<input type="checkbox"/> studcf_B Dora huang		

11. Repeat step 9 to move the rest of the students to Group B.

<u>Ungrouped</u>	<input type="checkbox"/> <u>Group A</u>	<input type="checkbox"/> <u>Group B</u>
	<input type="checkbox"/> m123007a test m123007a	<input type="checkbox"/> studcf_B Dora huang
	<input type="checkbox"/> m123008a test m123008a	<input type="checkbox"/> studcf_A Fanny Lin
		<input type="checkbox"/> m123009a test m123009a

12. If you need to adjust the orders of the sub-groups, select the check box next to a sub-group and then click or to move the sub-group left or right.

<input type="button" value="Add Group"/>	<input type="button" value="Remove Group"/>	<input type="button" value="Reset"/>	<input type="button" value="Finished"/>	<input type="button" value="←"/>	<input type="button" value="→"/>
<u>Ungrouped</u>	<input checked="" type="checkbox"/> <u>Group A</u>	<input type="checkbox"/> <u>Group B</u>			

13. After you finish the settings, click to save the changes.

<input type="button" value="Add Group"/>	<input type="button" value="Remove Group"/>	<input type="button" value="Reset"/>	<input type="button" value="Finished"/>	<input type="button" value="←"/>	<input type="button" value="→"/>
<u>Ungrouped</u>	<input type="checkbox"/> <u>Group A</u>	<input type="checkbox"/> <u>Group B</u>			

14. Grouping is now completed.



A sub-group must contain at least one student in order to be saved. If there is no student in a sub-group, the sub-group will not exist.

► **Tip: To set up the group leader**

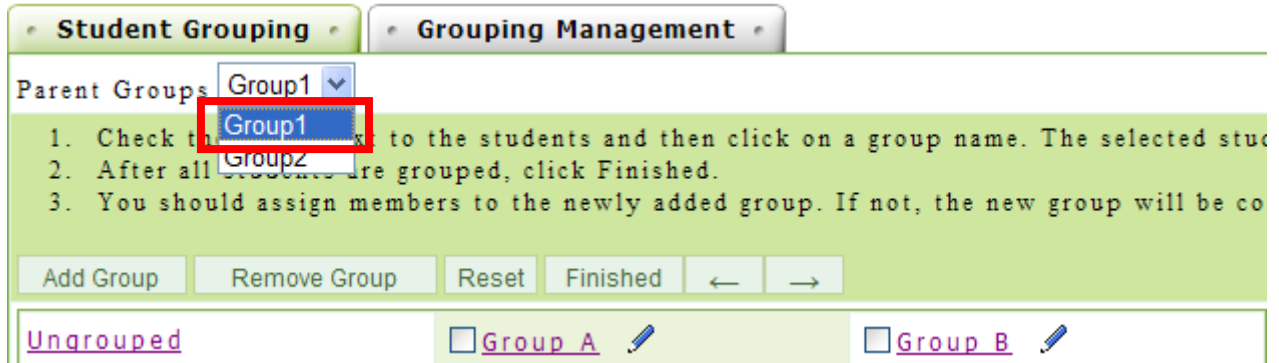
After students are divided into small groups, you can assign a group leader




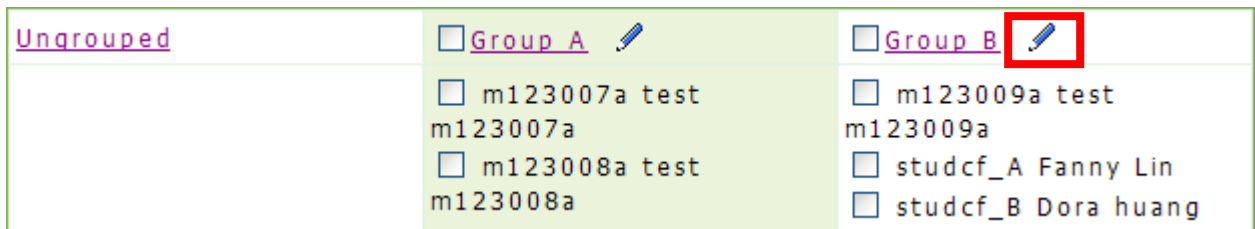
for each group.

Example: To set m123009a as the group leader of Group1→Group B.

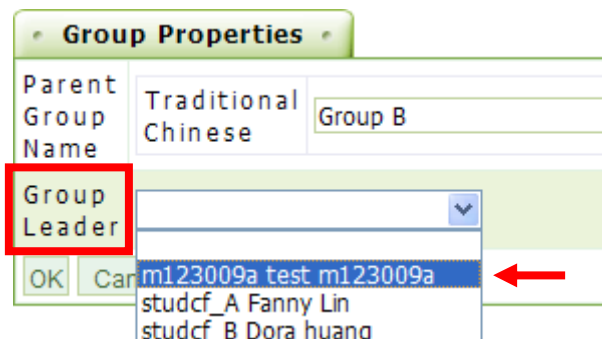
1. Click the **Student Grouping** tab and select the parent group (e.g. Group1).



2. The sub-groups of Group1 will display. Click  next to the sub-group (e.g. Group B).



3. On the **Group Properties** tab, select a leader (e.g. m123009a) from the **Group Leader** drop-down list.



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



Group Properties

Parent Group Name: Traditional Chinese

Group Name: Group B

Group Leader: m123009a test m123009a

OK Cancel

5. The username of the group leader will be bolded.

- Group B
- m123009a test m123009a**
- studct_A Fanny Lin
- studcf_B Dora huang



Note

To assign a group leader, you have to assign students into sub-groups and then select a leader among them.

► Tip: To arrange the order of groups

1. Select the check box next to a group name (e.g. Group 2) on the

Grouping Management tab.

Student Grouping | **Grouping Management**

Select All Add Delete ↑ ↓ Save

- Parent Group Name
- Group1
- Group2**

Select All Add Delete ↑ ↓ Save

2. Click ↑ ↓ to move the group up or down and then click Save.



Student Grouping | Grouping Management

Select All Add Delete ↑ ↓ Save

<input type="checkbox"/>	Parent Group Name
<input checked="" type="checkbox"/>	Group2
<input type="checkbox"/>	Group1

Select All Add Delete ↑ ↓ Save



Note

The group order adjusted here will display on the **Group Discussion** drop-down list under **Communication Center**.

Group Discussion

Please select group tasks. Group1 ▼

Number	Subgroup Name	Group	Teacher
1	Group A	Group2	
2	Group B	test m123009a(m123009a)	

VII. User Management > Setup TAs

| Email and Call the Roll | Student Grouping | **Setup TAs** | >

If you need TAs to help you manage the course, you can add/delete TAs in this page.

Hi, sunnet! You are now in [Instructor's Office].

e-Learning

User Management | Course Management | Classroom Management

Information Technology and I ▼ | Email and Call the Roll | Student Grouping | Setup TAs

Setup TA

Query: Please enter a keyword Username Search Add TA

Select All Page No.: 1 First Previous Next Last Delete

<input type="checkbox"/>	Username ▲	Name	Access	Modify
	sunnet	旭聯技術客服中心	Instructor	

Select All Page No.: 1 First Previous Next Last Delete



► **Tip: To add a TA or a guest instructor**

Example: To add m123001a to be a TA of this course.

1. Click **Add TA**.

The screenshot shows the 'Setup TA' interface. At the top, there is a search bar with the text 'Query: Please enter a keywo' and a dropdown menu for 'Username'. To the right of the search bar is a button labeled 'Add TA', which is highlighted with a red box. Below the search bar are navigation buttons: 'Select All', 'Page No.: 1', 'First', 'Previous', 'Next', 'Last', and 'Delete'. The main table has three columns: 'Username', 'Name', and 'Access'. The first row contains 'sunnet', '旭聯技術客服中心', and 'Instructor'. At the bottom, there are more navigation buttons: 'Select All', 'Page No.: 1', 'First', 'Previous', 'Next', 'Last', and 'Delete'.

2. On the **Add TA** tab, enter the username (e.g. m123001a), select **TA** or **Guest Instructor** from the drop-down list and then click **Save**.

The screenshot shows the 'Add TA' form. The 'Username' field contains 'm123001a' and is highlighted with a red box. The role dropdown menu is open, showing 'TA' and 'Guest Instructor', with 'TA' selected and highlighted in blue. Below the form, there are three buttons: 'Save', 'Cancel', and 'Return'. The 'Save' button is highlighted with a red box. The text below the form reads: 'If you want to add more than one TA or guest instructor, please separate account numbers by comma.'.

► **Tip: To delete a TA or a guest instructor**

1. Select the check box next to a TA or a guest instructor and then click **Delete**.

The screenshot shows the 'Setup TA' interface. The 'Add TA' button is highlighted with a red box. The table has four columns: 'Username', 'Name', 'Access', and 'Modify'. The first row contains 'm123001a', 'test m123001a', 'TA', and a 'Modify' button. The second row contains 'sunnet', '旭聯技術客服中心', and 'Instructor'. The 'Delete' button at the bottom right is highlighted with a red box. The 'Modify' button for the first row is also highlighted with a red box.

► **Tip: To change the role of a TA or a guest instructor**

1. Click **Modify** at the right end of a TA or a guest instructor.



Setup TA ?

Query: Please enter a keyword Username

Select All Page No.: 1

<input type="checkbox"/>	Username ▲	Name	Access	Modify
<input type="checkbox"/>	m123001a	test m123001a	TA	<input type="button" value="Modify"/>
sunnet		旭聯技術客服中心	Instructor	

Select All Page No.: 1

- On the **Modify TA** tab, select a new role from the drop-down list and then click .

Modify TA

Username	m123001a
Name	test m123001a
Access	TA <input type="button" value="v"/>
<input type="button" value="Modify"/>	<input type="button" value="Return"/>


Guest Instructor




A TA has the same rights as an instructor except for deleting a TA.



📁 Courses Management

[User Management](#) |
 [Course Management](#) |
 [Classroom Management](#) |
 [Assignment Manag](#) |
 


I. Course Management > Upload Content

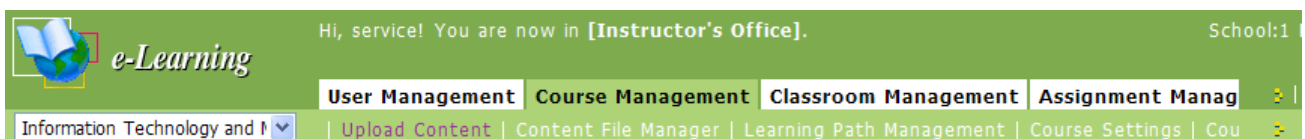
[Upload Content](#) |
 [Content File Manager](#) |
 [Learning Path Management](#) |
 [Course Settings](#) |
 [Cou](#) |
 

To increase and manage your teaching materials, you can upload your files using **Web Folder** or **FTP**. After files are uploaded, you will be able to set up chapter nodes and assign the file paths. For information about assigning a file path, please refer to **Learning Path Management**.


▶ Tip: To upload files/folders using Web Folder


Example: To upload folders "ch1" and "ch2" to the online course.

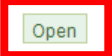
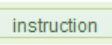
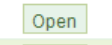
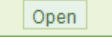
1. On the **Upload** tab, click  at the right end of **Web Folder**.



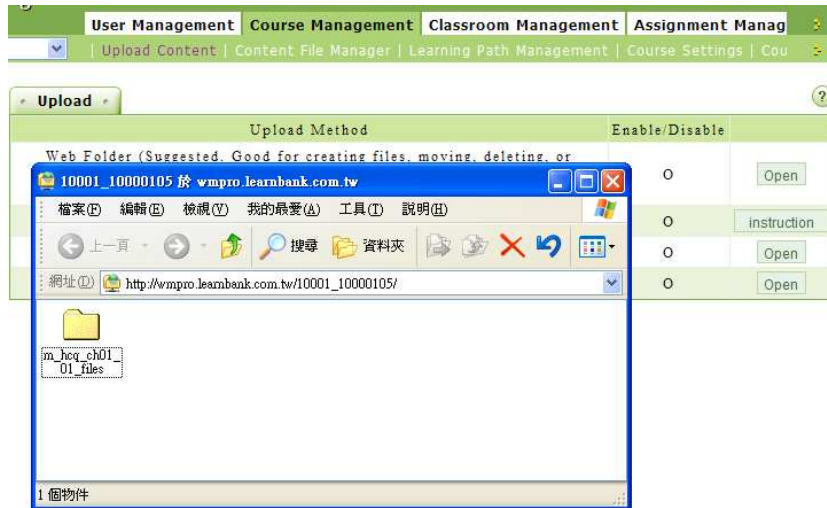
Hi, service! You are now in [Instructor's Office]. School:1

[User Management](#) |
 [Course Management](#) |
 [Classroom Management](#) |
 [Assignment Manag](#) |
 

Information Technology and I |
 [Upload Content](#) |
 [Content File Manager](#) |
 [Learning Path Management](#) |
 [Course Settings](#) |
 [Cou](#) |
 

Upload Method	Enable/Disable	
Web Folder (Suggested. Good for creating files, moving, deleting, or renaming.) Can not detect Web Folders component.	O	
FTP (Good for transferring big files and resuming downloads.)	O	
Upload Zipped Files	O	
Upload	O	

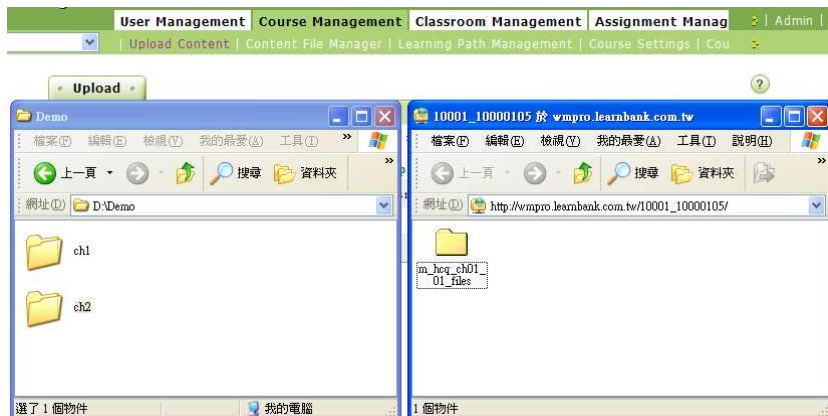
2. The web folder of the course will open.



(For Windows XP) If you have problem opening the web folder, please follow the steps below.

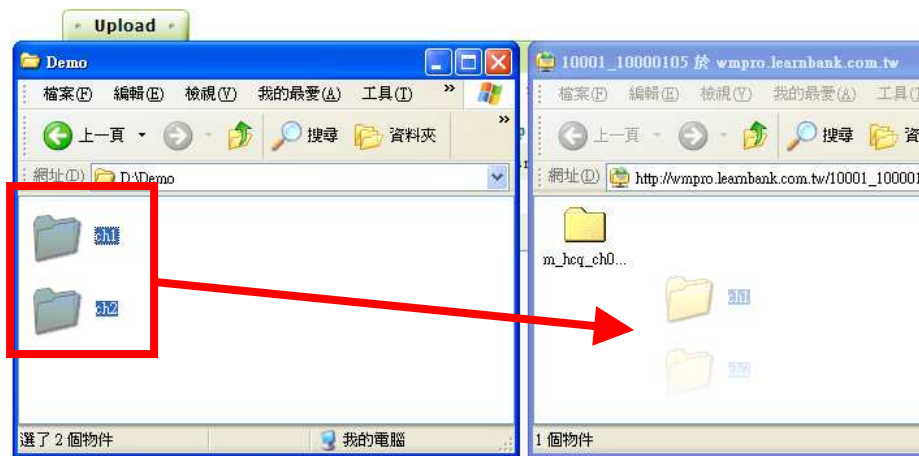
- 1> From Windows, select **Start** → **Control Panel**, and then double-click on **System Management Tools**.
- 2> Double click on **Service** and locate **WebClient**.
- 3> Click **Stop** to stop **WebClient**.
- 4> When the status shows **Stopped**, click **OK** to save the new settings.
- 5> Go to Internet Explorer and select **Tool** → **Internet Options** → **Privacy**, and then cancel the block popup option.

3. In your computer, open the directory that contains the files/folders to be uploaded (e.g. ch1 and ch2).

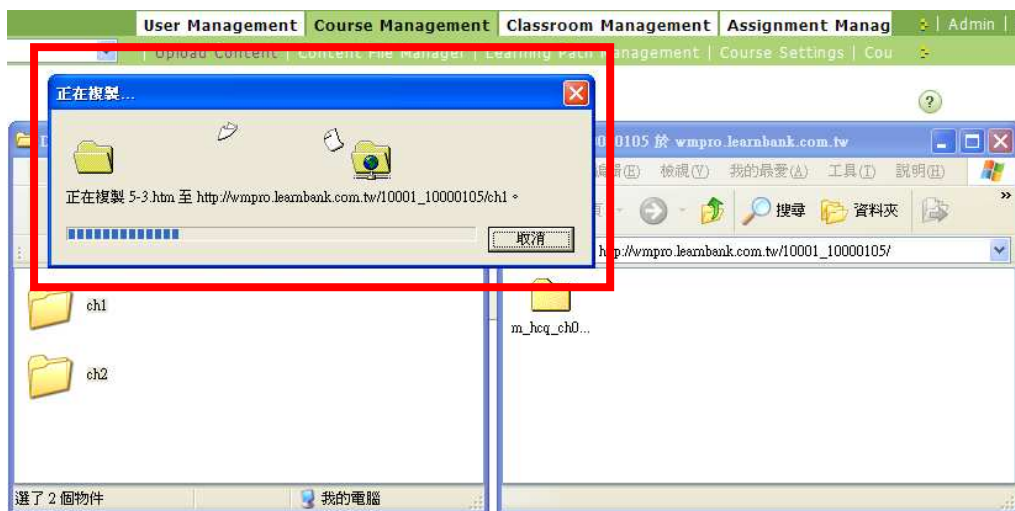




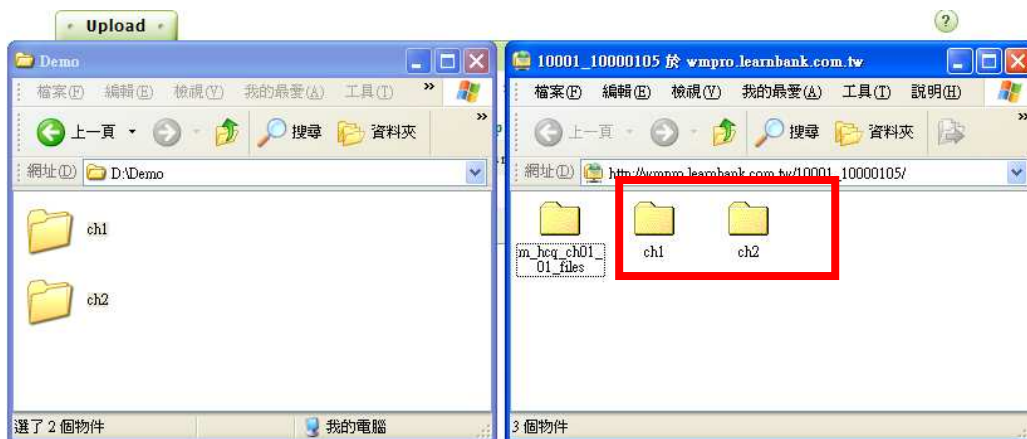
4. Select files/folders to be uploaded (e.g. ch1 and ch2), drag them to the Web Folder and then drop.



5. The files/folders will start to upload.



6. When upload is completed, you will see the files/folders are copied to the online course folder.



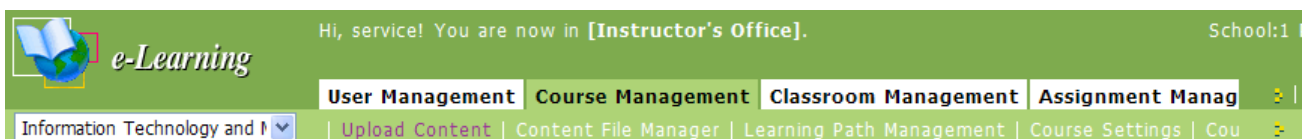
► **Tip: To upload files/folders using FTP**

If the files to be uploaded are larger in size, it is suggested that you use a FTP software to upload the files. It will prevent from connection failure due to the instability of the network.

To use this function, you should have a FTP software such as AbsoluteFTP, BlazeFtp, CuteFTP or FireZilla installed in your computer. Use this function when the file size exceeds 100MB or you have problems uploading files using Web Folder.

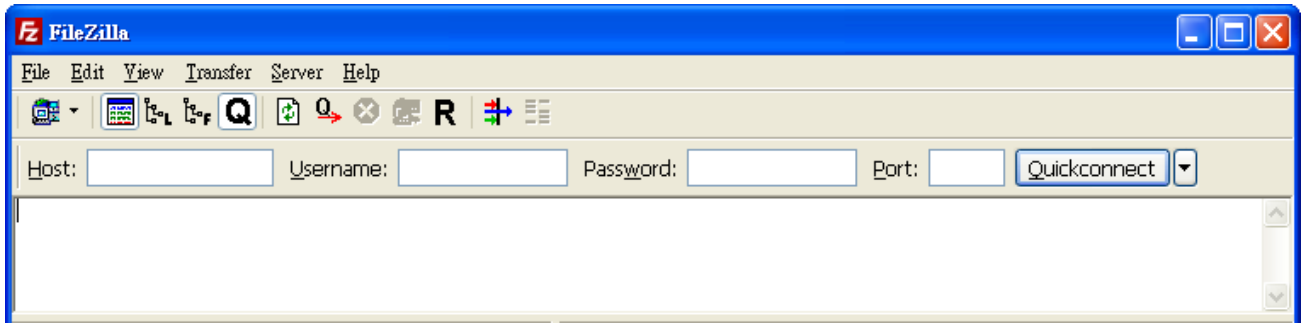
Example: To upload files/folders using FTP (Please make sure your computer has installed a FTP software).

1. Go to **Instructor's Office > Course Management > Upload Content**.

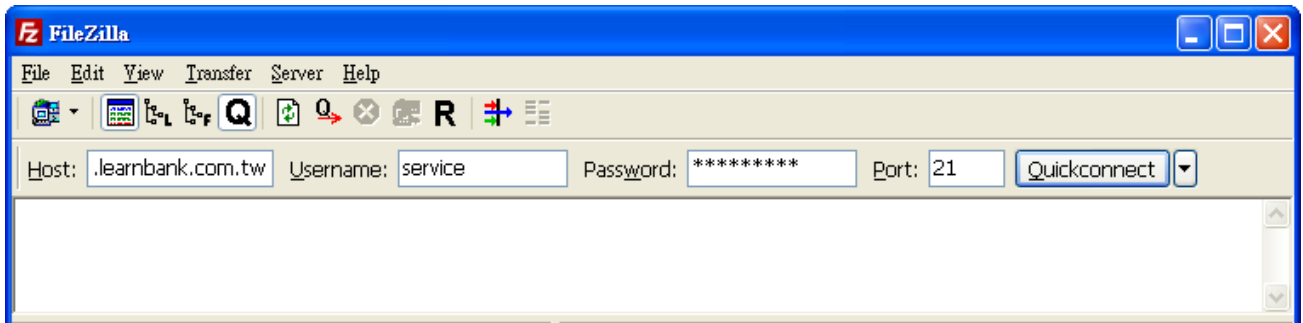


Upload Method	Enable/Disable	
Web Folder (Suggested. Good for creating files, moving, deleting, or renaming.) Can not detect Web Folders component.	<input type="radio"/>	<input type="button" value="Open"/>
FTP (Good for transferring big files and resuming downloads.)	<input type="radio"/>	<input type="button" value="instruction"/>
Upload Zipped Files	<input type="radio"/>	<input type="button" value="Open"/>
Upload	<input type="radio"/>	<input type="button" value="Open"/>

2. Launch your FTP software (e.g. FireZilla).



3. Follow the instructions below to add a new FTP site.



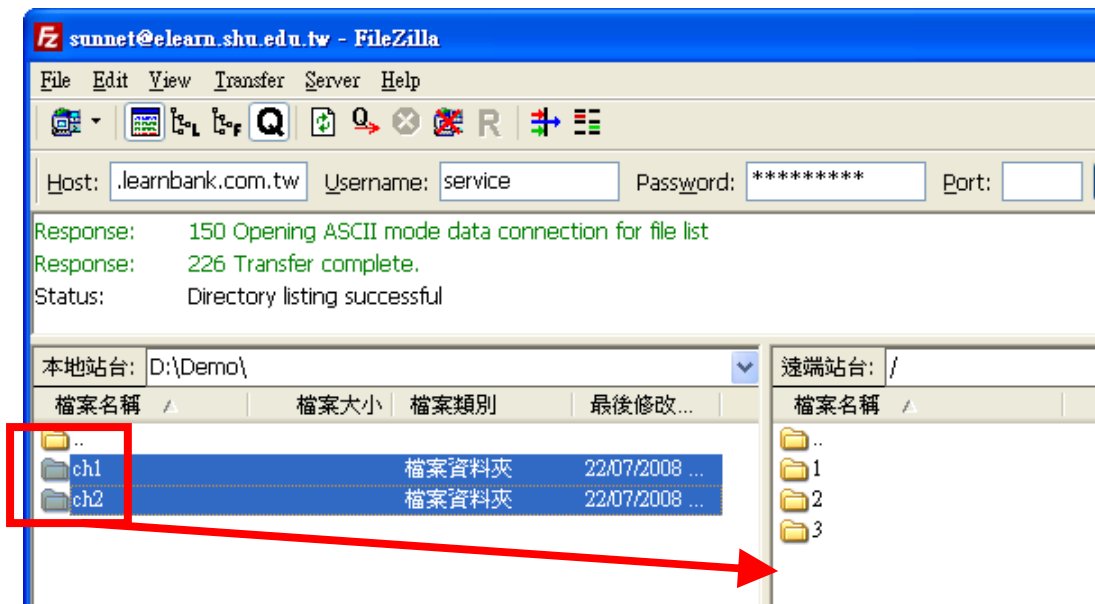
- > 1. Enter the URL of e-Campus. That is the portal site of your e-Campus. Do not add an "http://" in the front and a "/" at the end.
 - > 2. Enter your username to login to e-Campus.
 - > 3. Enter your password to login to e-Campus.
 - > 4. Enter 21 for FTP port. (The default value is 21.)
 - > 5. Click **Quickconnect** to connect to the teaching material directory of this course.
4. When connected, the screen will display as shown below. Depending on the FTP software, the screen capture might be different.



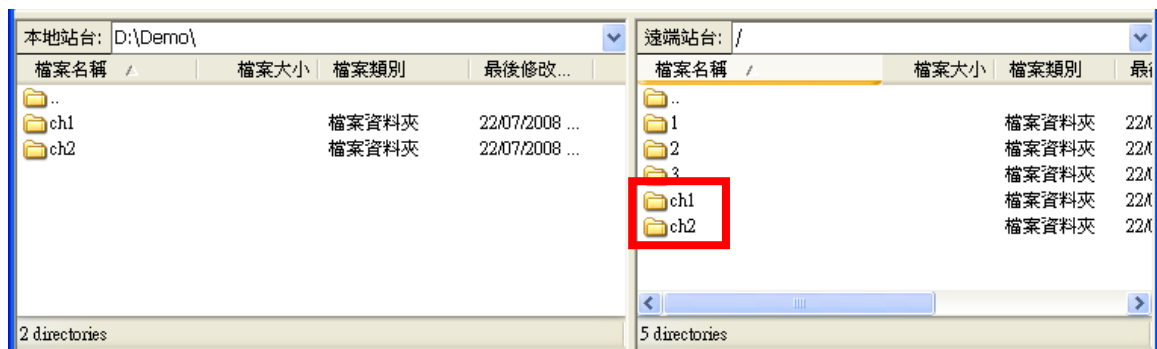
5. Select the files/folders to be uploaded in the left pane.



6. Drag the files/folders to the right pane and then drop. Press Ctrl to select multiple files/folders and then drag and drop at once (e.g. ch1 and ch2).



7. Wait until the files/folders are uploaded.



- It takes more time when uploading a larger file or when the network traffic is busy. Please wait patiently.

II. Course Management > Content File Manager

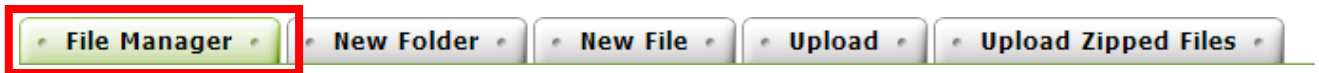
| Upload Content | **Content File Manager** | Learning Path Management | Course Settings | Cou

It displays the files and folders that you have uploaded and arranged. You can copy, move or delete files/folders and organize the structure of your teaching materials. It also provides a fast and convenient file extract function. When a compressed file is uploaded,



it will extract automatically.

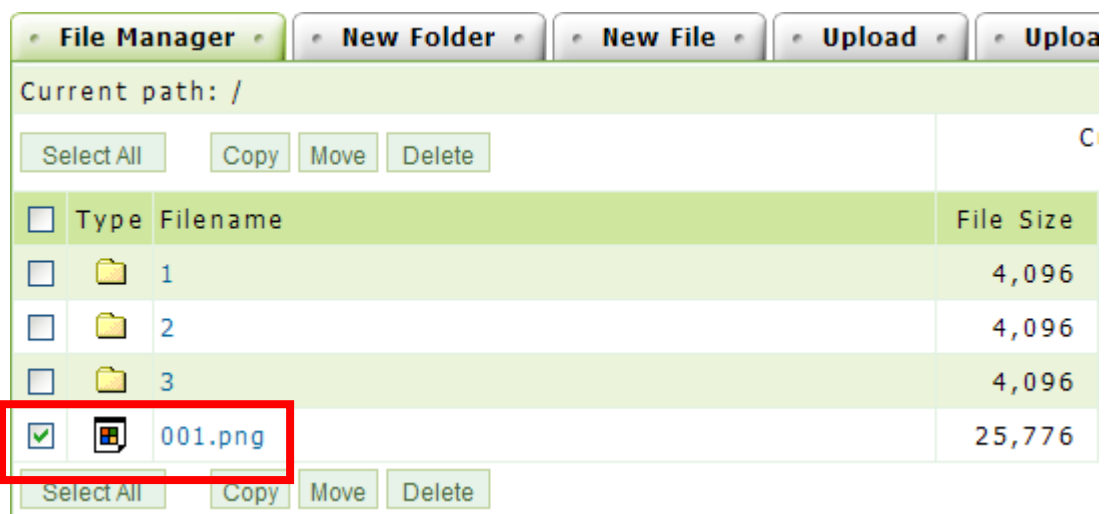
⌘ File Manager



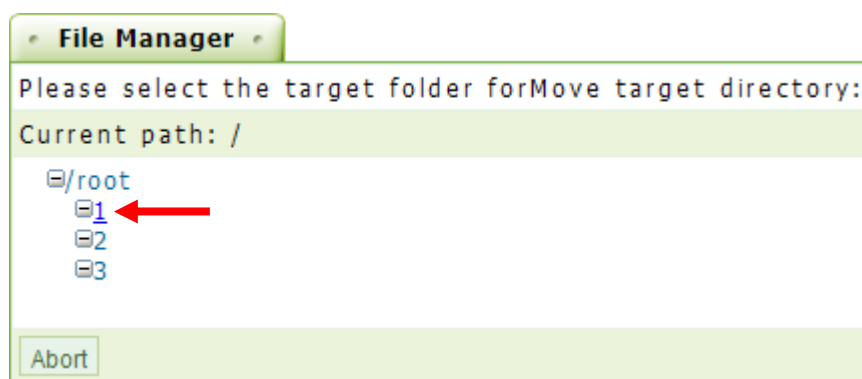
► Tip: To move, copy or delete a file in File Manager

Example: To move the file 001.png to folder 1.

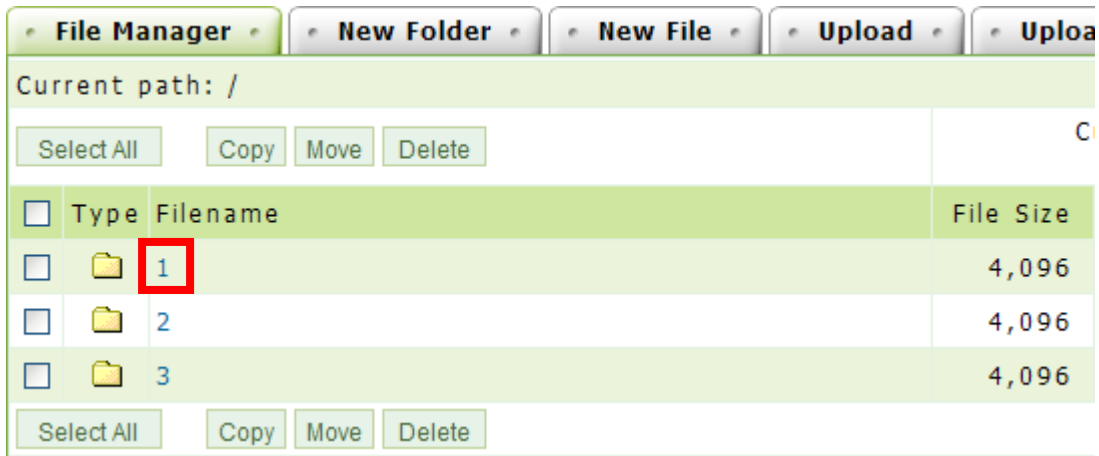
1. Select the check box next to the file to be moved and then click Move.



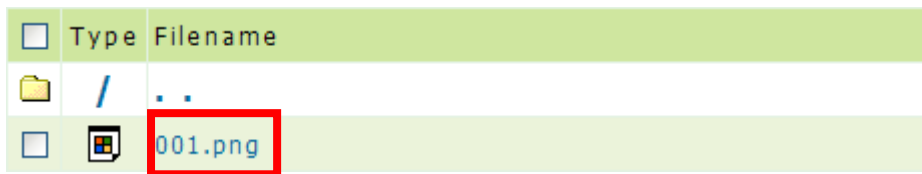
2. Select the target folder (e.g. 1).



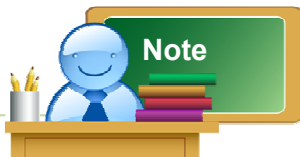
3. The file is moved to folder 1. Click on folder 1 to confirm again.



4. You will see 001.png in folder 1.



5. Use the same procedure to copy or delete a file. Select the check box next to the file and then click **Copy** or **Delete**.



Move: To move a file to a new folder. The file will no longer exist in the original folder.

Copy: To copy a file to a new folder. Both original and new folders have a copy of the file.

⌘ Upload Zipped Files



▶ **Tip: To upload a zipped file**

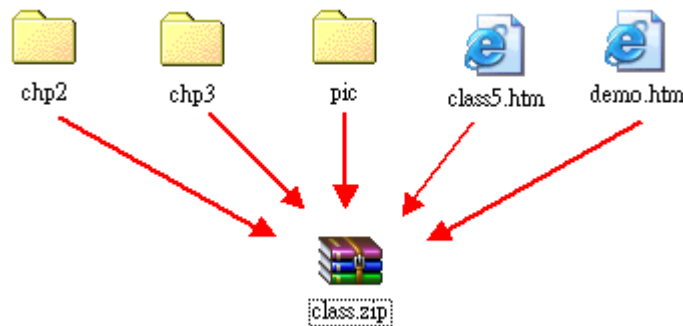
You can organize your file/folder structure of your teaching materials in your local computer and then compress them into a zipped file. Use the **Upload Zipped Files** function to upload the zipped file and the system will extract the



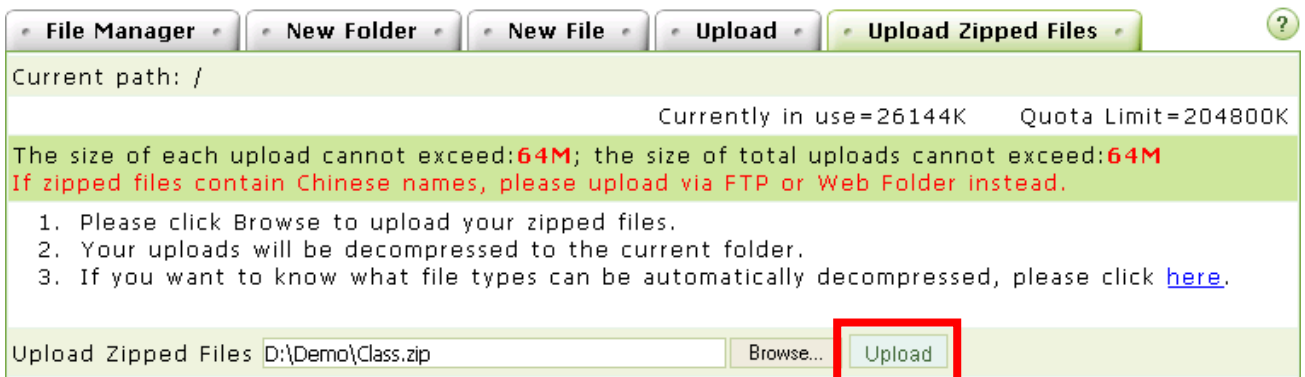
files after the upload is completed. It saves a lot of time on uploading files and organizing files online, which make your work more efficiently.

Example: To upload a zipped file consisting of multiple files and folders. Use class.zip which consists of 3 folders (chp2, chp3 and pic) and 2 files (class.htm and demo.htm) as an example.

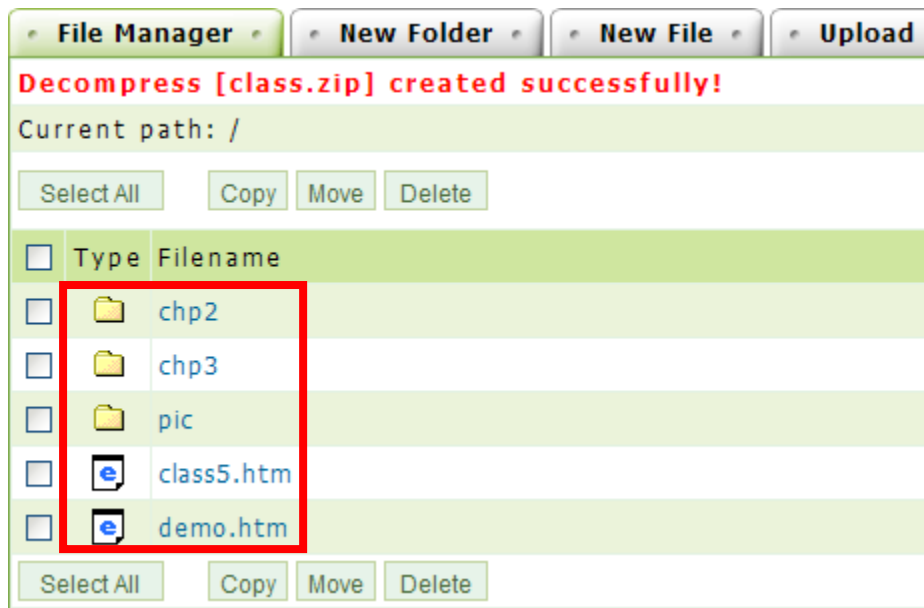
1. Use a compression software to create a zipped file (e.g. class.zip).



2. Click to select the file to be uploaded (e.g. class.zip) and then click .



3. Once the compressed file is uploaded, it will extract the files/folders to their original format and file structure automatically.



The supported compression file formats depend on the compress/extract software you have installed. Click [請看 這裡](#) in the instructions field for the supported compression file format and also as shown here.

Supported Types	Applications required	Support
.tar.gz	tar	0
.tgz	tar	0
.tar.bz2	tar	0
.tbz	tar	0
.tar.Z	tar	0
.zip	unzip	0
.rar	unrar	X
.arj	unarj	X
.ace	unace	X
.lzh	lha	0

III. Course Management > Learning Path Management

| Upload Content | Content File Manager | **Learning Path Management** | Course Settings | Cou

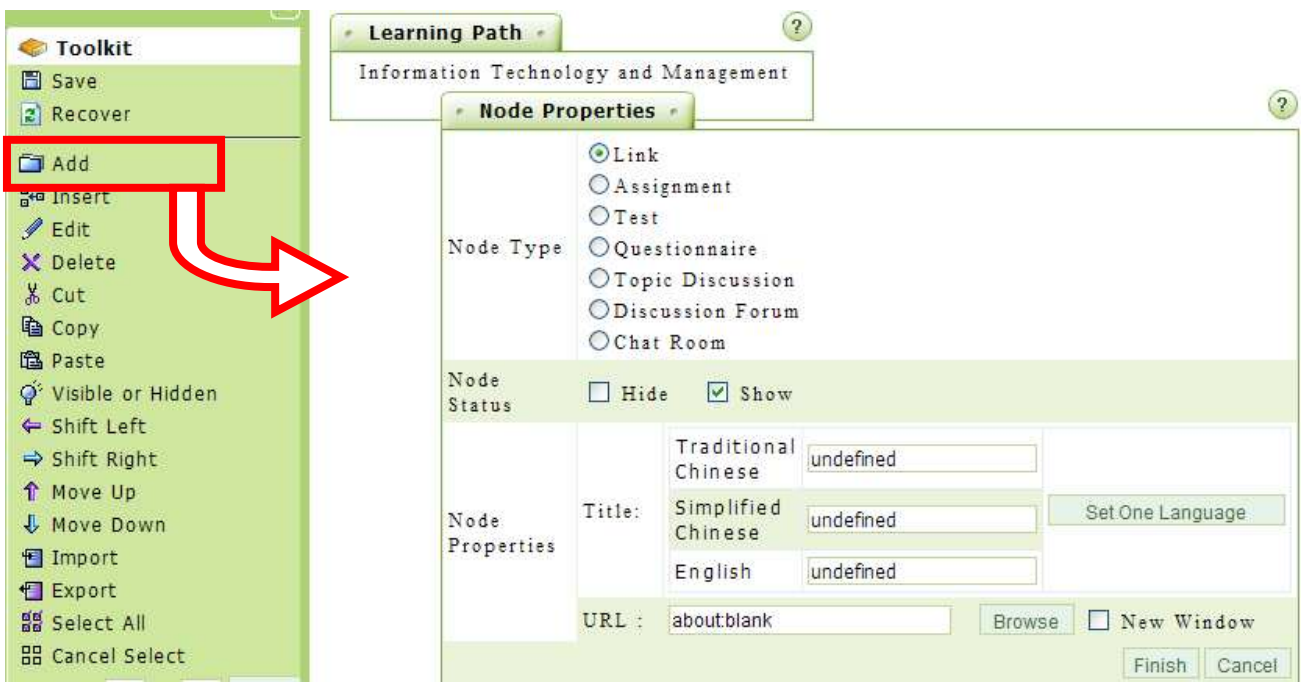
After uploading the teaching materials, you may set up the chapter nodes including modifying the names of the chapters and set up the links. In addition to the general teaching materials, you can also setup the learning path to include assignments, tests, questionnaires, discussion forums and chat rooms. With a comprehensive arrangement, students are able to study step-by-step and gain better results.



► **Tip: To edit the learning path**

Example: To add 3 chapter nodes under a chapter.

1. Click **Add** on **Management Toolkit** in the left pane to open a **Node Properties** tab.

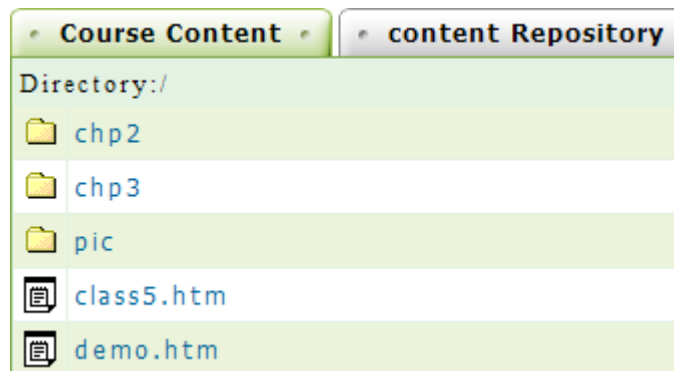




- > 1. **Node Type:** Select the type of the node to be created. The default setting is **Link**. Click next to the URL field to select a chapter/section as a node or select an assignment, a test or a discussion forum as a node.
- > 2. **Node Status:** There are three options available.
 - ◆ **Select Hide:** Hide the chapter node.
 - ◆ **Select Show:** Show the chapter node and open for study.
 - ◆ **Select None:** Show the chapter node but does not open for study. The chapter node will be displayed but can not be accessed.
- > 3. **Title:** Enter the chapter/section title.
- > 4. **URL:** Select the path of the file. The file can be selected only if they are uploaded via web folder or FTP.
 - ◆ Click .

URL : New Window

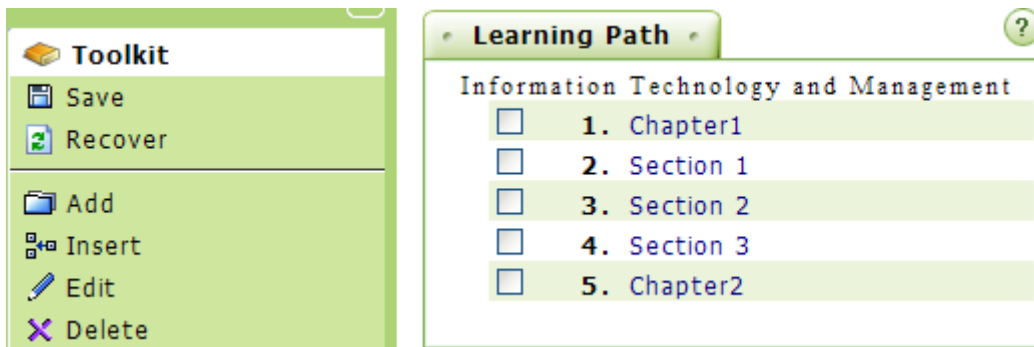
- ◆ Select the file to be linked. The files/folders that you have uploaded will be displayed on the **Course Content** tab.

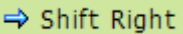


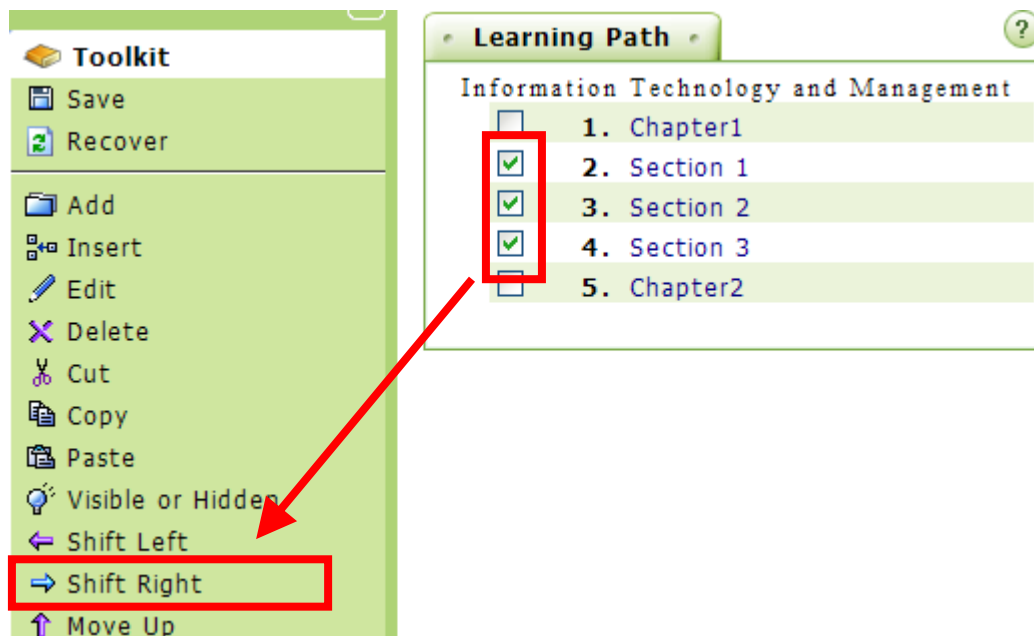
- ◆ The files/folders opened by the e-Campus administrator will be displayed on the **Content Repository** tab.
- ◆ You can also upload the file to be linked from the **Upload** tab.



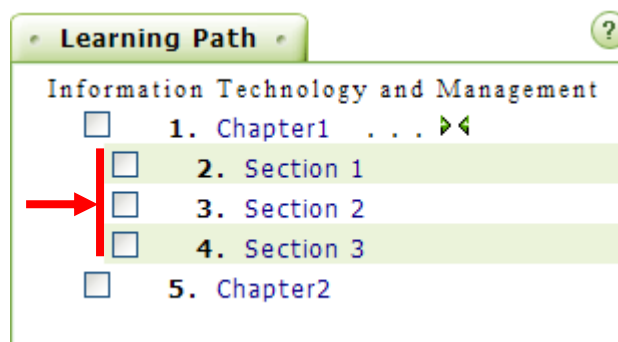
- > 5. Click to add the chapter node.
2. Repeat the above steps to create enough chapter nodes. The example is as shown below.

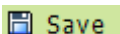


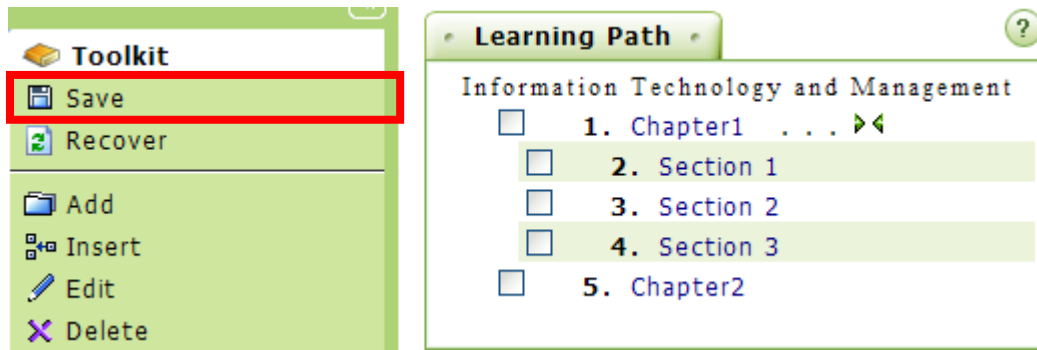
- Adjust the levels of the chapters and sections. For example, select the check boxes next to Section 1, Section 2 and Section 3. Click  to move them one level down under Chapter 1.



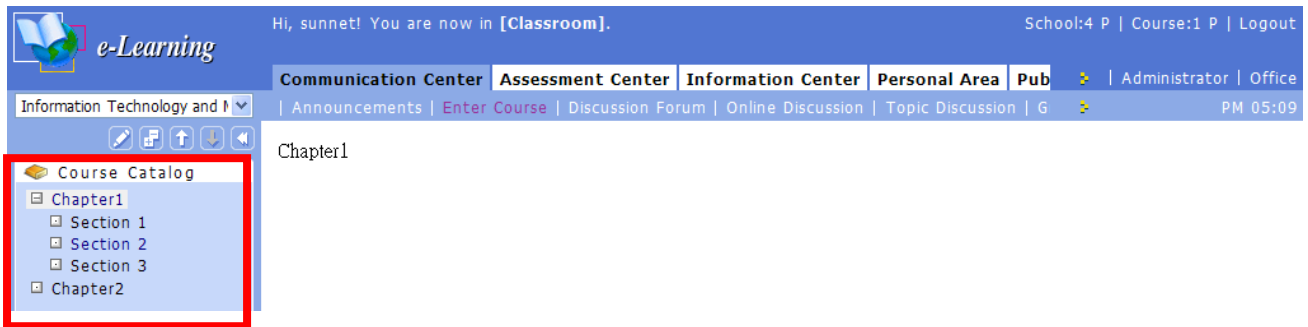
- The result is as shown below.



- Before leaving this tab, make sure you click  to save the changes.



6. A "Save Complete" dialog box will appear.
7. The TOC of your teaching materials will be displayed on the **Enter Course** (Classroom) menu.



IV. Course Management > Course Settings



You can set or modify the settings of the course such as the **Course Title**, **Teaching Materials**, **Course Start/End Dates**, **Textbook**, etc.

※Note: Depending on the administrator's settings, you might not be able to modify all items.

Item/selection	Content	Remark
Course Title		
Traditional Chinese	資訊科技與管理	*Required Course titles cannot contain the following characters: `~!@#\$%^&*()+= :;<>?;/\."{}[]]. No more than 254 Roman characters.
Simplified Chinese	资讯科技与管理	
English	Information Technology ar	
Course Provider		Display only. No more than 128 Roman characters.
Instructor	sunnet (旭聯技術客服中心)	
Guest Instructor		

► **Tip: To set or modify the course settings**

Example: To modify the course settings.

1. Enter or modify the **Course Title**.

Item/selection	Content	Remark
Course Title		
Traditional Chinese	資訊科技與管理	*Required Course titles cannot contain the following characters: `~!@#\$%^&*()+= :;<>?;/\."{}[]]. No more than 254 Roman characters.
Simplified Chinese	资讯科技与管理	
English	Information Technology ar	

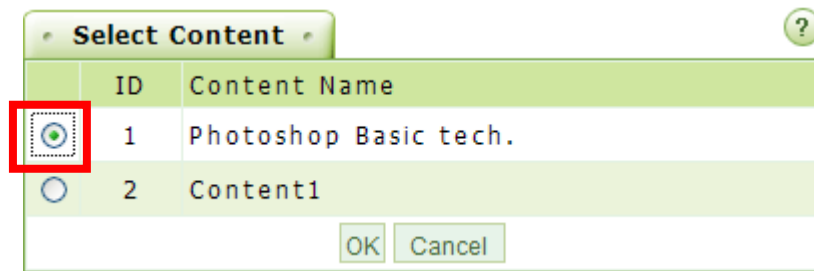
2. If you want to use the teaching materials from the **Content Repository**, click (The administrator's permission is required).

Content Used Enable

3. In the new window, select the category you would like to use and then click .

[G] Coffee
 [G] Computer
 [G] social science
 [G] applied science
 [G] English

4. Select the repository and then click .



5. Enter the **Course Start Date** and the **Course End Date**.

Registration Start Date	Now
Registration End Date	Anytime
Course Start Date	<input checked="" type="checkbox"/> Enable, Date: <input type="text" value="2008-05-01"/>
Course End Date	<input checked="" type="checkbox"/> Enable, Date: <input type="text" value="2008-07-22"/>

6. Select the **Status**.

Status	Opening(Auditing not allowed. Course is not accessible before the course start date and after the end date.)
Course Review	In preparation(Instructors only) Opening(Auditing allowed. Course is accessible between and beyond start date and end date.)
Group	Opening(Auditing not allowed. Course is not accessible before the course start date and after the end date.)
Textbooks	Opening(Auditing not allowed. Course is accessible between and beyond start date and end date.)

The options of the course status are described below.

- > 1. **In preparation (Instructors only)**
The course is under construction. Only the instructor can access the course.
- > 2. **Open (Auditing allowed. Course is accessible between and beyond start date and end date)**
In addition to the enrolled students, other students can be the auditors and enter the classroom. The course is not limited to the start date and end date. Even if the course is ended, students can access the course.
- > 3. **Open (Auditing allowed. Course is not accessible before the course start date and after the end date)**
In addition to the enrolled students, other students can be the auditors and enter the classroom. The course is limited to the start date and the end date. If the course is ended, students will not be able to access the course.
- > 4. **Open (Auditing not allowed. Course is accessible between and beyond the start date and the end date)**
Except for the enrolled students, other students cannot be the auditors and enter the classroom. The course is not limited to the start date and the end date. Even if the course is ended, the enrolled students can access the course.
- > 5. **Open (Auditing not allowed. Course is not accessible before the course's start date and after the end date)**
Except for the enrolled students, other students cannot be the auditors and



enter the classroom. The course is limited to the start date and the end date. If the course is ended, the enrolled students will not be able to access the course.

7. Check or modify the **Group** which the course belongs to (The administrator's permission is required).

Group	College of Computer Science
-------	-----------------------------

8. Enter the **Textbooks** and the **Reference Sites**.
9. Enter the **Course Intro**, **Total Enrolled Students**, **Total Auditors** and **Passing Grade**, and then click .

Course Intro	Information Technology and Management
Total Credits	
Total Enrolled Students	<input type="text" value="0"/> People
Total Auditors	<input type="text" value="0"/> People
Space Used	420 KB (0.21 %)
Quota	204,800 KB
Passing Grade	<input type="text" value="60"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

10. The course settings are completed.

V. Course Management > Course Intro

| [Course Intro](#) | [Import Content](#) | [Content Stats](#)

You can use the web editor provided in the menu to create web pages for **Course Intro**, **Course Schedule** and **Instructor Profile** under the **Information Center**. If you have designed your own web pages, you can upload them here and they will to be displayed under the **Information Center**.



Course Intro ?

You can edit your course introduction or course outline here for students' future reference. Please select an edit mode.

Item	Type		Preview
Course Intro	<input checked="" type="radio"/> Apply template	Edit	Preview
	<input type="radio"/> Self-design webpages	Upload & Setting	Please upload homepage first.
Course Arrange	<input checked="" type="radio"/> Apply template	Edit	Preview
	<input type="radio"/> Self-design webpages	Upload & Setting	Please upload homepage first.
Instructor profile	<input checked="" type="radio"/> Apply template	Edit	Preview
	<input type="radio"/> Self-design webpages	Upload & Setting	Please upload homepage first.

► **Tip: To use the templates provided by the system**

Example: To use a template provided by the system to edit the **Course Schedule**.

1. Select the bullet next to **Apply template** under **Course Arrange** and then click **Edit**.



Course Intro ?

You can edit your course introduction or course outline here for students' future reference. Please select an edit mode.

Item	Type		Preview
Course Intro	<input checked="" type="radio"/> Apply template	Edit	Preview
	<input type="radio"/> Self-design webpages	Upload & Setting	Please upload homepage first.
<u>Course Arrange</u>	<input checked="" type="radio"/> Apply template	Edit	Preview
	<input type="radio"/> Self-design webpages	Upload & Setting	Please upload homepage first.

- On the page, enter the study progress of each week. The default titles are arranged by week. You can change the titles if necessary.

Course Arrange_Apply template ?

大小 **B** *I* U ABC x_2 x^2 |

| | 原始碼 | ?

Title	Content
1st Week	
2nd Week	
3rd Week	
4th Week	
5th Week	
6th Week	
7th Week	
8th Week	
9th Week	

- Click Save to save the change.
- The students will see the **Course Schedule** under the **Information Center** as shown below.



Course Arrange ?	
Title	Content
1st Week	
2nd Week	
3rd Week	
4th Week	
5th Week	
6th Week	
7th Week	
8th Week	
9th Week	



The procedure of editing **Course Intro**, **Course Schedule** and **Instructor Profile** are very similar. Use the same way to edit these pages so that the students can gain further understanding about you and your course.

► **Tip: To upload the self-designed web pages**

Example: To upload the self-designed web pages for **Course Schedule**.

1. Select the bullet next to **Self-design webpages** under **Course Arrange** and then click **Upload & Setting**



Course Intro ?

You can edit your course introduction or course outline here for students' future reference. Please select an edit mode.

Item	Type		Preview
Course Intro	<input checked="" type="radio"/> Apply template	Edit	Preview
	<input type="radio"/> Self-design webpages	Upload & Setting	Please upload homepage first.
<u>Course Arrange</u>	<input type="radio"/> Apply template	Edit	Preview
	<input checked="" type="radio"/> Self-design webpages	Upload & Setting	Please upload homepage first.

- Click to select the web page to be uploaded and then click **Open**.

Instructor profile_Self-design webpages ?

Please upload the webpages for your Course Intro, including HTML pages, images, and media files. After uploading is completed, please make a selection under [**Assign as homepage**] to designate your homepage. Then press [**Save**]. To delete or move files, go to [**Course Material Manager**]

Other reminders:
 (1) While creating webpages, be sure to use relative path names for your graphics. Do not use absolute path names.
 (2) File names are case sensitive. For instance, Name.htm and name.htm are different files.
 (3) Please use only Roman characters in file names. Do not use Chinese characters as these can cause errors.

Current path:
 Currently selected file: No file selected

Save Back Add new folder Course Material Manager

Upload & Setting

Type	Select target	File name	File size	Edit time
		chp2	4,096	2008-07-22 14:04:58
		chp3	4,096	2008-07-22 13:58:12

- Click to upload the selected file.

Save Back Add new folder Course Material Manager D:\Demo\class5.htm

- After the web page is uploaded, click the bullet next to the file to be displayed on the **Course Schedule** page, and then click **Save**.



	<input checked="" type="radio"/>	class5.htm	72
	<input type="radio"/>	demo.htm	15

- Return to the **Course Intro** page, make sure the **Self-design webpages** is selected and then click **Save**.

<u>Course Arrange</u>	<input type="radio"/> Apply template	Edit	Preview
	<input checked="" type="radio"/> Self-design webpages	Upload & Setting	Preview
Instructor profile	<input checked="" type="radio"/> Apply template	Edit	Preview
	<input type="radio"/> Self-design webpages	Upload & Setting	Please upload homepage first.

- You can click **Preview** to see the result.

VI. Course Management > Import Content

| Course Intro | **Import Content** | Content Stats

In the Import Content page, you can import course packages with SCORM 1.2 or 1.3 standards, created by ETM (Enterprise Training Master) or WM (Wisdom Master Pro) or with AICC standard.



Import content materials	
The size of each upload cannot exceed: 64M ; the size of total uploads cannot exceed: 64M	
Content Source	<input checked="" type="radio"/> Upload course package <input type="text" value="Browse..."/> <input type="button" value="Browse..."/> <input type="radio"/> Directly process the files in current content folder.
Content Type	<input checked="" type="radio"/> 1. Course package of WM v2.3 and above <input type="radio"/> 2. ETM course package <input type="radio"/> 3. SCORM 1.2 course package <input type="radio"/> 4. SCORM 1.3 course package <input type="radio"/> 5. AICC course package <input type="radio"/> 6. General compressed package
Path Processing	<input checked="" type="radio"/> Keep current path <input type="radio"/> Replace current path <input type="radio"/> Attach to the end of current path
Please select the package you want to import.	
Select how to deal with imsmanifest.xml	
<input type="button" value="OK"/>	

► **Tip: To import a course package**

Example: To import a course package with SCORM 1.3 standard.

1. Click at the right end of **Content Source** and select the course package to be uploaded.

Import content materials	
The size of each upload cannot exceed: 64M ; the size of total uploads cannot exceed: 64M	
Content Source	<input checked="" type="radio"/> Upload course package <input type="text" value="D:\Demo\package.zip"/> <input type="button" value="Browse..."/> <input type="radio"/> Directly process the files in current content folder.

2. In the **Content Type** field, select the type of the course package (e.g. SCORM1.3 Course package).

Import content materials	
The size of each upload cannot exceed: 64M ; the size of total uploads cannot exceed: 64M	
Content Source	<input checked="" type="radio"/> Upload course package <input type="text" value="D:\Demo\package.zip"/> <input type="button" value="Browse..."/> <input type="radio"/> Directly process the files in current content folder.
Content Type	<input type="radio"/> 1. Course package of WM v2.3 and above <input type="radio"/> 2. ETM course package <input type="radio"/> 3. SCORM 1.2 course package <input checked="" type="radio"/> 4. SCORM 1.3 course package <input type="radio"/> 5. AICC course package <input type="radio"/> 6. General compressed package
Path Processing	<input checked="" type="radio"/> Keep current path <input type="radio"/> Replace current path <input type="radio"/> Attach to the end of current path
Please select the package you want to import.	
Select how to deal with imsmanifest.xml	
<input type="button" value="OK"/>	



- In the **Path Processing** field, select what you would like to do with the learning path. The imsmanifest.xml file in the course package keeps the records of the learning path. You can decide to keep the existing learning path, replace with the new learning path, or attach to the end of the existing learning path.

Path Processing	<input type="radio"/> Keep current path <input checked="" type="radio"/> Replace current path <input type="radio"/> Attach to the end of current path
-----------------	--

- Click **OK**.

Import content materials ?

The size of each upload cannot exceed: **64M**; the size of total uploads cannot exceed: **64M**

Content Source	<input checked="" type="radio"/> Upload course package <input type="text" value="D:\Demo\package.zip"/> <input type="button" value="Browse..."/> <input type="radio"/> Directly process the files in current content folder.	
Content Type	<input type="radio"/> 1. Course package of WM v2.3 and above <input type="radio"/> 2. ETM course package <input type="radio"/> 3. SCORM 1.2 course package <input checked="" type="radio"/> 4. SCORM 1.3 course package <input type="radio"/> 5. AICC course package <input type="radio"/> 6. General compressed package	
Path Processing	<input type="radio"/> Keep current path <input checked="" type="radio"/> Replace current path <input type="radio"/> Attach to the end of current path	Please select the package you want to import. Select how to deal with imsmanifest.xml

- The course package is imported.
- Go to **Learning Path Management** to check or modify the learning path of the imported course package.

User Management Course Management Cl

Information Technology and M | Upload Content | Content File Manager | Learn

<p>Toolkit</p> <p><input type="button" value="Save"/></p> <p><input type="button" value="Recover"/></p> <hr/> <p><input type="button" value="Add"/></p> <p><input type="button" value="Insert"/></p> <p><input type="button" value="Edit"/></p> <p><input type="button" value="Delete"/></p>	<p>Learning Path ?</p> <p>Information Technology and Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Chapter1 . . . >< <input type="checkbox"/> 2. Section 1 <input type="checkbox"/> 3. Section 2 <input type="checkbox"/> 4. Section 3 <input type="checkbox"/> 5. Chapter2
---	--



VII. Course Management > Content Stats

| Course Intro | Import Content | **Content Stats** |

Content Stats lists the statistics of each chapter and section such as the longest studying time, the shortest studying time, the total number of entries, the total studying time and the average studying time. The statistics help you to understand the students' learning conditions on each chapter, section and its popularity.

▶ **Tip: To read the content stats**

Click on a category such as **Content Title**, **Longest Time**, **Shortest Time**, **# of Entries**, **Total Study Time** and **Average Time** to sort by the category.

Click the category again to toggle between sort ascending and descending.

Content Stats						
The daily update mechanism have not activated						
Content Title ▲	Longest Time	Shortest Time	# of Entries	Total Study Time	Average Time	
Chapter1	00:01:02	00:01:02	1	00:01:02	00:01:02	
Chapter1	00:00:31	00:00:31	1	00:00:31	00:00:31	



Classroom Management

User Management | Course Management | **Classroom Management** | Assignment Manag

I. Classroom Management > Sysbar Settings

Sysbar Settings | Forum Setup | Chatroom Setup | Course Calendar

This page allows you to adjust the menus displayed on the student's user interface. You can hide, rename or add sub-menus as needed to make the interface fits the students' needs and more user-friendly.

Sysbar Setup

1. You can delete or modify sysbar tabs here.
 2. To modify a group, please select its name, and choose actions from the toolkit on the left.
 3. To modify items under a group, please select items and then click on the icons above.

Index	Communication Center	Assessment Center	Information Center
<input type="checkbox"/> Announcements	<input type="checkbox"/> Assignments	<input type="checkbox"/> Contact Info	
<input type="checkbox"/> Enter Course	<input type="checkbox"/> Tests	<input type="checkbox"/> Course Calendar	
<input type="checkbox"/> Discussion Forum	<input type="checkbox"/> Questionnaires/Polls	<input type="checkbox"/> Course Intro	
<input type="checkbox"/> Online Discussion		<input type="checkbox"/> Course Schedule	
<input type="checkbox"/> Topic Discussion		<input type="checkbox"/> Instructor Profile	
<input type="checkbox"/> Group Discussion		<input type="checkbox"/> Chat Room Logs	

Toolkit:
 Save
 New
 Modify Group
 Delete Group
 Show/Hide Group
 Move Left
 Move Right
 Default Settings

► **Tip: To rename a sub-menu**

Example: To rename a sub-menu.

1. Click on the sub-menu to be renamed to open the **Function Properties** tab. Enter the new name and click **OK**.

Function Properties

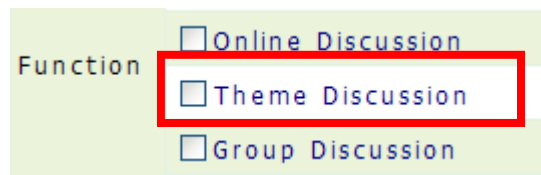
Function Title: Traditional Chinese: 議題討論
 Simplified Chinese: 议题讨论
 English: **Topic Discussion**

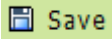
Hide

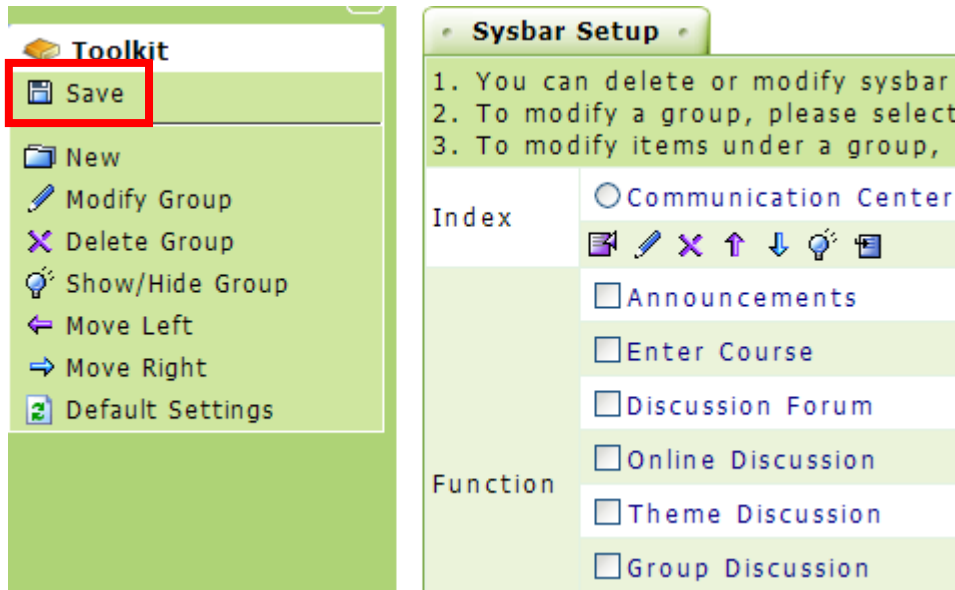
Set On

OK Cancel

2. The name of the sub-menu will be changed.

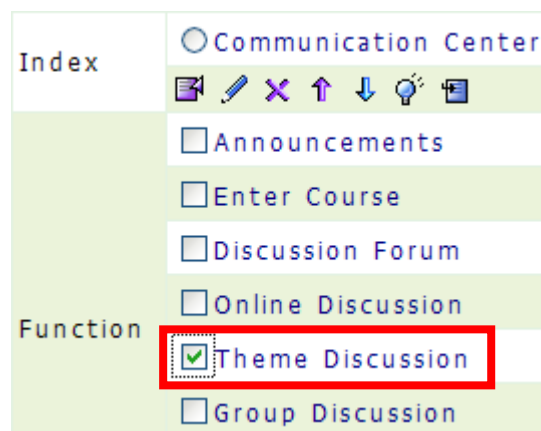




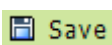
3. Make sure you click  Save under Management Toolkit in the left pane to apply the change.

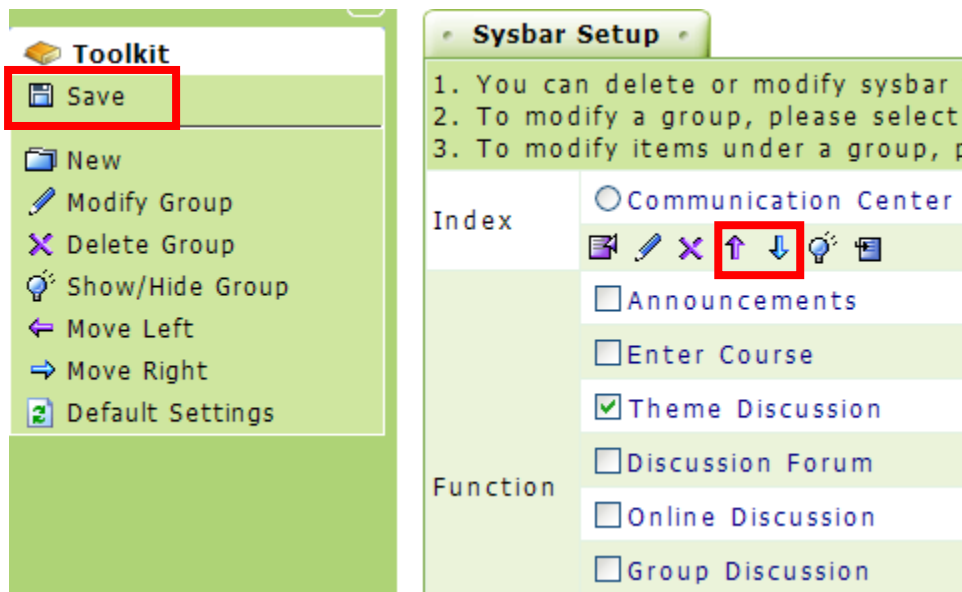


► **Tip: To change the order of the sub-menus**

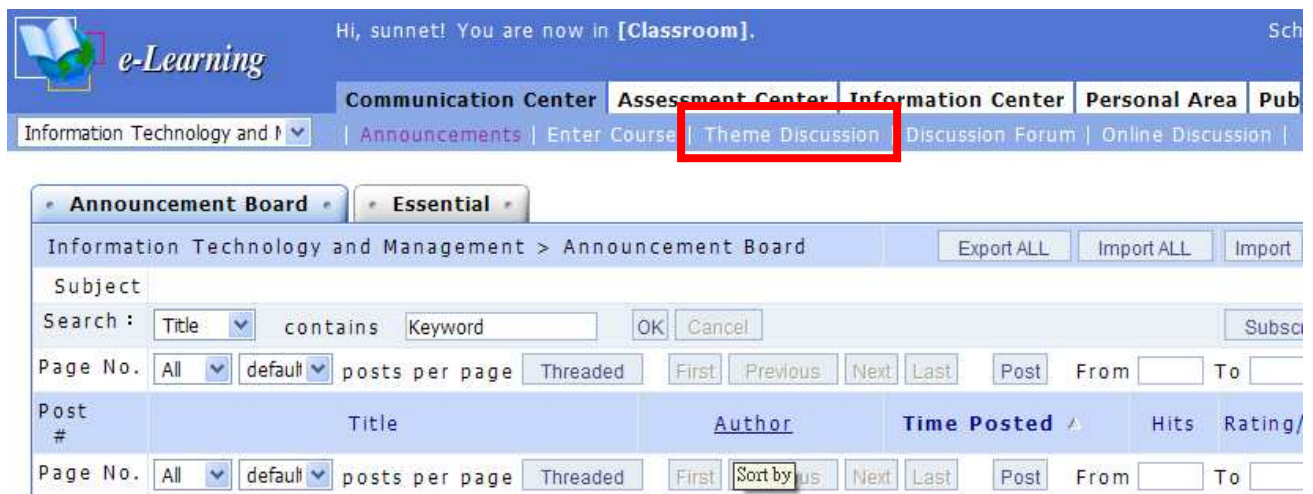
1. To change the order of the sub-menus displayed on the student's interface, select the check box next to the sub-menu to be moved (e.g. Theme Discussion).



2. Click  or  above to move the sub-menu up or down. Click  Save to save the change.




3. In the student's user interface, you will see the order of the sub-menus has been changed.



- **Tip: To move a sub-menu to be under a different menu**

Example: To move the sub-menu "Enter Course" from the "Communication Center" to "Assessment Center".

1. Select the check box next to "Enter Course" and then click  under "Assessment Center".



1. You can delete or modify sysbar tabs here.
2. To modify a group, please select its name, and choose actions from the toolkit on the left.
3. To modify items under a group, please select items and then click on the icons above.

Index	<input type="radio"/> Communication Center	<input type="radio"/> Assessment Center	<input type="radio"/> Information Center
	<input type="checkbox"/> Announcements	<input type="checkbox"/> Assignments	<input type="checkbox"/> Contact Info
	<input checked="" type="checkbox"/> Enter Course	<input type="checkbox"/> Tests	<input type="checkbox"/> Course Calendar
	<input type="checkbox"/> Theme Discussion	<input type="checkbox"/> Questionnaires/Polls	<input type="checkbox"/> Course Intro
Function	<input type="checkbox"/> Discussion Forum		<input type="checkbox"/> Course Schedule

2. The sub-menu will be moved to "Assessment Center". 3. Click Save under Management Toolkit in the left pane to apply the change.

Toolkit

- Save
- New
- Modify Group
- Delete Group
- Show/Hide Group
- Move Left
- Move Right
- Default Settings

Sysbar Setup

1. You can delete or modify sysbar tabs here.
2. To modify a group, please select its name, and choose actions from
3. To modify items under a group, please select items and then click

Index	<input type="radio"/> Communication Center	<input type="radio"/> Assessment Center
	<input type="checkbox"/> Announcements	<input type="checkbox"/> Assignments
	<input type="checkbox"/> Theme Discussion	<input type="checkbox"/> Tests
	<input type="checkbox"/> Discussion Forum	<input type="checkbox"/> Questionnaires/Polls
Function	<input type="checkbox"/> Online Discussion	<input checked="" type="checkbox"/> Enter Course
	<input type="checkbox"/> Group Discussion	


3. A "Saved successfully" dialog box will appear.

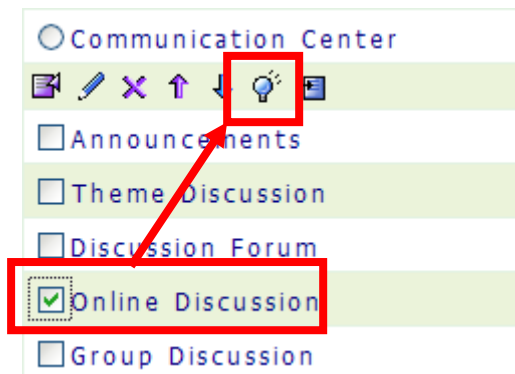
► **Tip: To hide/show a sub-menu**


Example: To hide the submenu "Online Discussion" from the student's user interface.

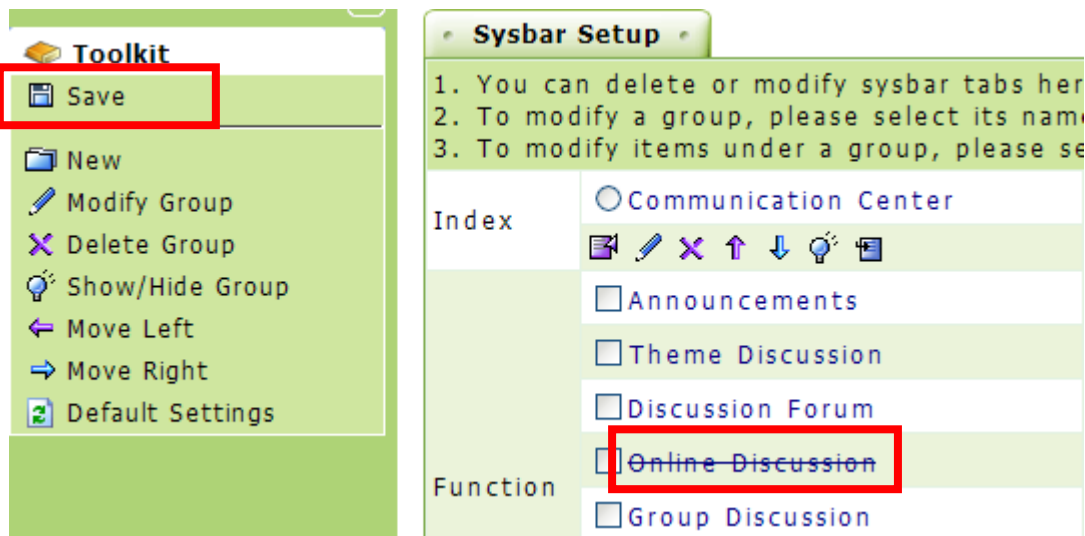
1. Click "Online Discussion" to open the **Function Properties** tab. Select the check box next to **Hide** and then click . Uncheck the box to show the sub-menu again. Use this function to hide/show one sub-menu at a time.



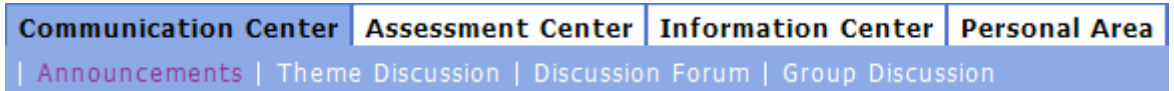
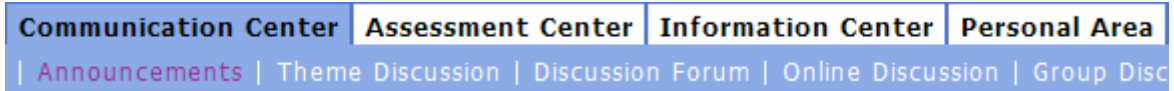
- To hide/show multiple sub-menus at once, select the check box next to the sub-menu and then click  above to hide/show the selected sub-menus.





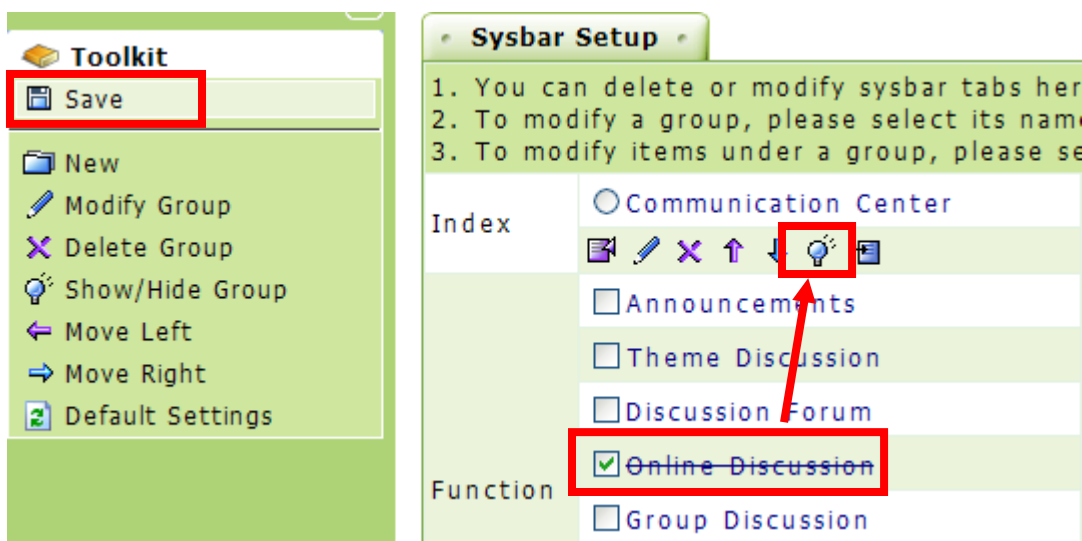
- The sub-menu with a cross-out line in the middle means the sub-menu is hidden from student's user interface. Click  Save to save the change.



- The sub-menu "Online Discussion" will be hidden from student's user interface.




- To restore the sub-menu, select the check box next to the sub-menu and then click  above. Click  Save to save the change.

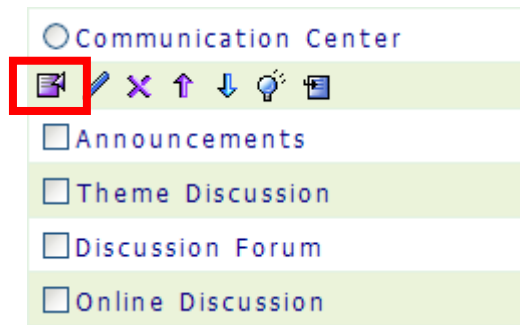


► **Tip: To add a sub-menu**

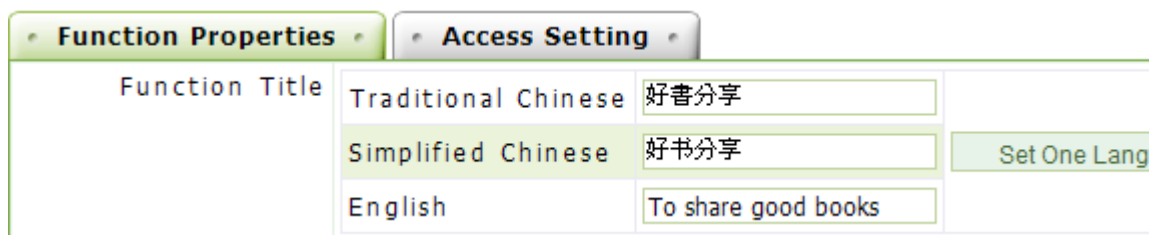
You can add and design a new sub-menu for students to use when necessary. For example, you can add a new sub-menu called "Software Download" and display it as a forum type for students to download different trial software. Or, you can setup a sub-menu with links to other web pages for career aptitude tests or other interesting activities, making the learning full of variety and creativity.

Example: To create a sub-menu named "To share good books" under "Communication Center", and make it a discussion forum for students to share their thoughts.

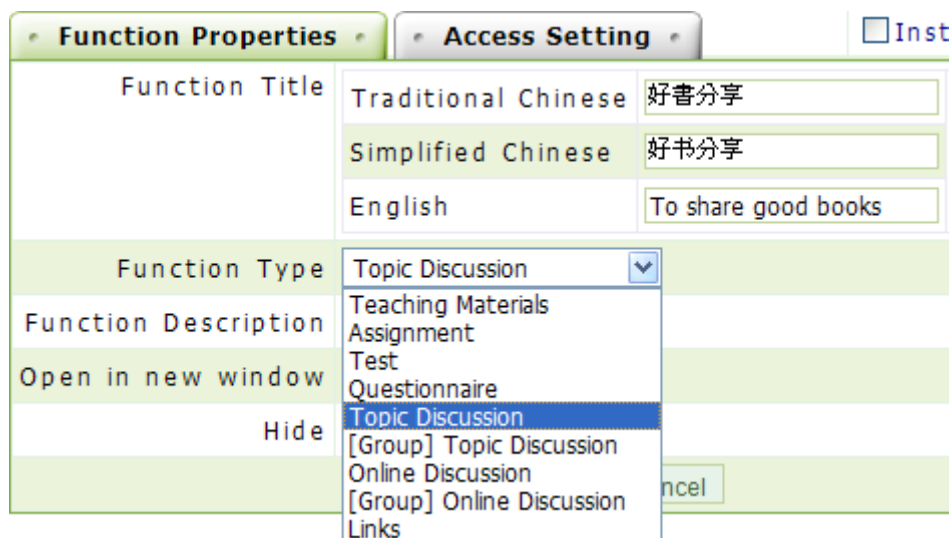
- Click  (New sub-menu) under **Communication Center**.



2. Enter the sub-menu title (e.g. To share good books) in the **Function Properties** tab.



3. Select a **Function Type** from **Teaching Materials, Assignment, Test, Questionnaire, Topic Discussion, Online Discussion** or **Links**. In this example, select **Topic Discussion**.




4. Select a discussion forum from the **Function Description** drop-down list.



Function Properties		Access Setting	<input type="checkbox"/> Inst
Function Title	Traditional Chinese	<input type="text" value="好書分享"/>	
	Simplified Chinese	<input type="text" value="好书分享"/>	
	English	<input type="text" value="To share good books"/>	
Function Type	Topic Discussion <input type="button" value="v"/>		
Function Description	[Enable][Visible]Discussion <input type="button" value="v"/>		
Open in new window	[Enable][Visible]Discussion Fo [Enable][Visible]Announcem		
Hide	<input type="checkbox"/> [Enable][Visible]To share go		
		<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Note: Please set up a discussion topic under **Forum Setup** first so that the related discussion forum will display on the drop-down list. For details about **Forum Setup**, please refer to the next section. The same rule applies to other function types, such as assignments, tests and questionnaires. The related contents have to be set before you can select them from the drop-down list.




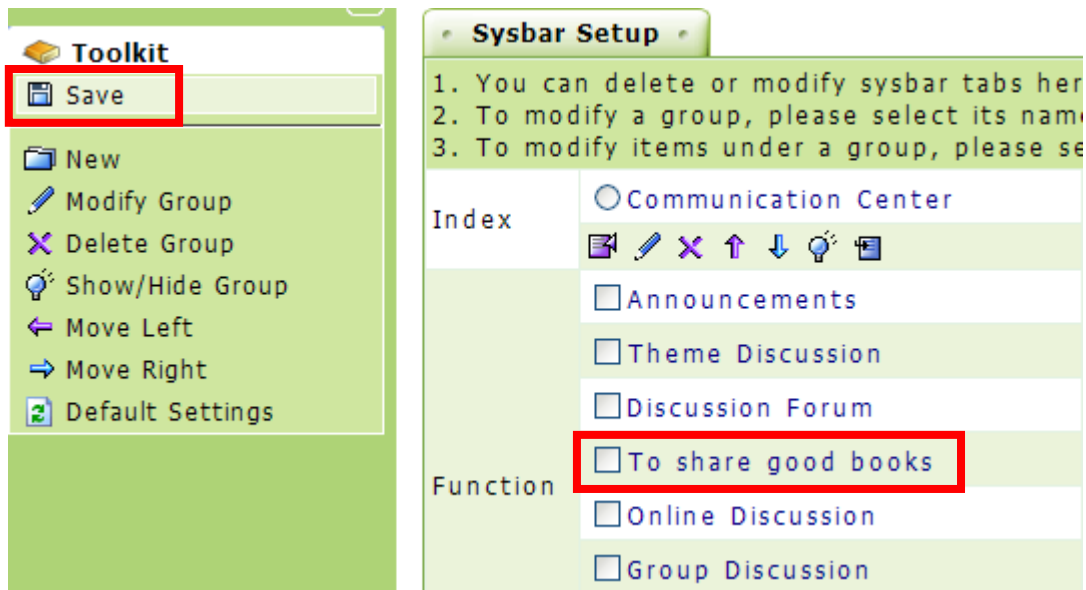
"Enable" and "Visible":
Making the new sub-menu share the same discussion forum as in Communication Center → Course Discussion.

- If you want this sub-menu to open in a new window, select the check box next to **Open in new window** and then click .

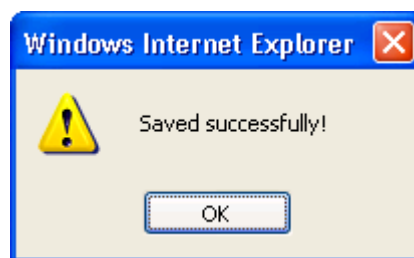
Open in new window	<input type="checkbox"/>	
Hide	<input type="checkbox"/>	
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

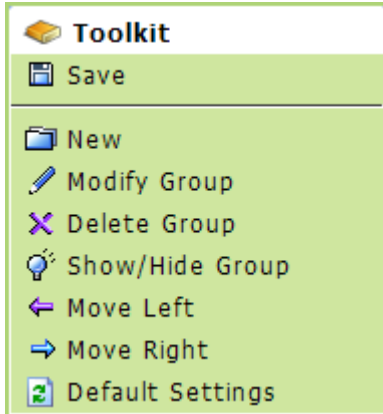
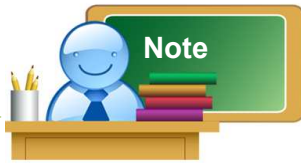


- The new sub-menu is created under **Communication Center**. Click  Save to apply the change.



- A "Saved successfully" dialog box will appear.

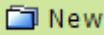


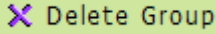


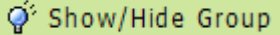
The icons on Management Toolkit in the left pane are described as follows.

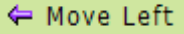
 **Save** Click to save the changes made to **Sysbar Settings**.

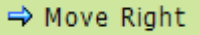
Settings.

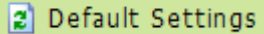
 **New** Click to create a new menu, such as "Communication Center" or "Assessment Center".

 **Delete Group** Click to delete the menus created by the instructor. The default menus (Communication Center, Assessment Center, and Information Center) can not be deleted.

 **Show/Hide Group** Click to hide/show a menu. It will also hide/show the sub-menus under it.

 **Move Left** Click to move the menu one position to the left.

 **Move Right** Click to move the menu one position to the right.

 **Default Settings** Click to restore the menus and sub-menus to the system default.



II. Classroom Management > Forum Setup

| Sysbar Settings | **Forum Setup** | Chatroom Setup | Course Calendar

In **Forum Setup**, you can add new topics to **Topic Discussion** or **Group Discussion** for students to express their opinions. This page also displays **Discussion Forum**, **Announcement Board** and **Group Discussion** from the student's user interface for easy management.

Hi, sunnet! You are now in [Instructor's Office]. School:3 P | Co

e-Learning

User Management | Course Management | **Classroom Management** | Assignment Manag

Information Technology and I | Sysbar Settings | **Forum Setup** | Chatroom Setup | Course Calendar

Topic Discussion		Group Discussion									
Select All	Page No.: 1	First	Previous	Next	Last	Add	Delete	↑	↓	Save	
<input type="checkbox"/>	Topic	Start Time	End Time	Open for Viewing	Status	Visible	Action				
<input type="checkbox"/>	Discussion Forum	FromToday	ToAnytime	Unlimited	Enat	Visible	Edit				
<input type="checkbox"/>	Announcement Bo	FromToday	ToAnytime	Unlimited	Enat	Visible	Edit				
<input type="checkbox"/>	To share good bo	FromToday	ToAnytime	Unlimited	Enat	Visible	Edit				
Select All	Page No.: 1	First	Previous	Next	Last	Add	Delete	↑	↓	Save	

⌘ Topic Discussion

Topic Discussion | Group Discussion

▶ Tip: To add a topic on Topic Discussion

Example: To add a new topic named "To share good books" on Topic Discussion.

1. Click **Add**.

Topic Discussion		Group Discussion								
Select All	Page No.: 1	First	Previous	Next	Last	Add	Delete	↑	↓	Save
<input type="checkbox"/>	Topic	Start Time	End Time	Open for Viewing						
<input type="checkbox"/>	Discussion Forum	FromToday	ToAnytime	Unlimited						
<input type="checkbox"/>	Announcement Bo	FromToday	ToAnytime	Unlimited						
Select All	Page No.: 1	First	Previous	Next	Last	Add	Delete	↑	↓	Save



2. On the **New Topic** tab, enter the name of the topic (e.g. To share good books) in the appropriate field and then finish the settings such as **Subject**, **Status**, **Start Time**, **End Time**, etc.

3. Click **Save** to finish the settings.
4. The new topic will display on the student's user interface.



Topic Discussion			
Status	New Article	Topic	Start Time
Enable		Discussion Forum	FromToday
Enable		Announcement Board	FromToday
Enable		To share good book	FromToday



Both the enrolled students and the auditors will receive the forwarded e-mails.

► **Tip: To edit the properties of a discussion forum**

Example: To add a subject to the discussion forum.

1. Click **Edit** at the right end of a discussion forum.

Topic Discussion		Group Discussion				
Topic	Start Time	End Time	Open for Viewing	Status	Visible	Action
<input type="checkbox"/> Discussion Forum	FromToday	ToAnytime	Unlimited	Enat	Visible	Edit
<input type="checkbox"/> Announcement Bo	FromToday	ToAnytime	Unlimited	Enat	Visible	Edit
<input type="checkbox"/> To share good bo	FromToday	ToAnytime	Unlimited	Enat	Visible	Edit

2. Enter the subject (and the other items if necessary).



Properties

Topic	Traditional Chinese	課程討論板
	Simplified Chinese	课程讨论板
	English	Discussion Forum

Subject: Discussion Forum
Current length:16

- Click **Save** to save the changes.

Sort By

- Posting Time
- Subject
- Author
- Rating/Number of Raters
- Hits

Save Return

- The modification is completed.
- You will see the subject displayed on the student's user interface.

Discussion Forum **Essential**

Information Technology and Management > Discussion Forum

Subject Discussion Forum

Search : Title contains Keyword OK Cancel

Page No. All default posts per page Threaded First Previous Next

Post #	Title	Author
Page No. All default posts per page	Threaded	First Previous Next

► **Tip: To view the contents of a discussion**

- Click on a topic to enter the discussion forum (e.g. Discussion Forum).



Topic Discussion		Group Discussion	
Select All	Page No.: 1	First	Previous
<input type="checkbox"/>	Topic	Start Time	End Time
<input type="checkbox"/>	Discussion Forum	FromToday	ToAnytime
<input type="checkbox"/>	Announcement Bo	FromToday	ToAnytime
<input type="checkbox"/>	To share good bo	FromToday	ToAnytime
Select All	Page No.: 1	First	Previous

2. Click on a title to read the contents.

Discussion Forum		Essential	
Information Technology and Management > Discussion Forum			
Subject	Discussion Forum		
Search :	Title	contains	Keyword
Page No.	1	default	posts per page
Post #	Title	Author	Time
1	Microsoft defends search investments to analysts	sunnet (service center Sunnet)	2008-
Page No.	1	default	posts per page

⌘ Group Discussion



Group Discussion is the discussion forum for students of the same group and the instructors can set the properties on this page.

Before setting the properties of the group discussion, you have to go to **User Management** → **Student Grouping** to divide students into groups.

Topic Discussion		Group Discussion	
Page No.:	1	First	Previous
Grouping	Topic	Action	
Group1	Group A	Edit	
Group1	Group B	Edit	
Page No.:	1	First	Previous

▶ **Tip: To edit a group discussion**



1. Click **Edit** at the right end of a group.

Group1	Group A	Edit
--------	---------	-------------

2. Enter the topic, subject and the related settings and then click **Save**.

Group Discussion Setup ?

Topic	Traditional Chinese	Group A	Set More Language
Subject	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> This is the first group </div> <p style="font-size: small; margin-top: 5px;">Current length: 23</p>		
Mail Follow	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="checkbox"/> With attachment(s)		
Sort By	<input checked="" type="radio"/> Posting Time <input type="radio"/> Subject <input type="radio"/> Author <input type="radio"/> Rating/Number of Raters <input type="radio"/> Hits		
<input type="button" value="Save"/> <input type="button" value="Return"/>			

3. You will see the result displayed on the student's user interface.

Group A **Essential**

Information Technology and Management > Group A

Subject	This is the first group	
Search :	<input type="text" value="Title"/> contains <input type="text" value="Keyword"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	
Page No.	<input type="text" value="1"/> <input type="text" value="default"/> posts per page <input type="button" value="Threaded"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="N"/>	
Post #	Title	Author
1	20080725[Group A]Chatroom Records NEW	sysop (sysop)
Page No.	<input type="text" value="1"/> <input type="text" value="default"/> posts per page <input type="button" value="Threaded"/> <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="N"/>	

III. Classroom Management > Chatroom Setup

On this page, you can create multiple chatrooms for students to join the real-time

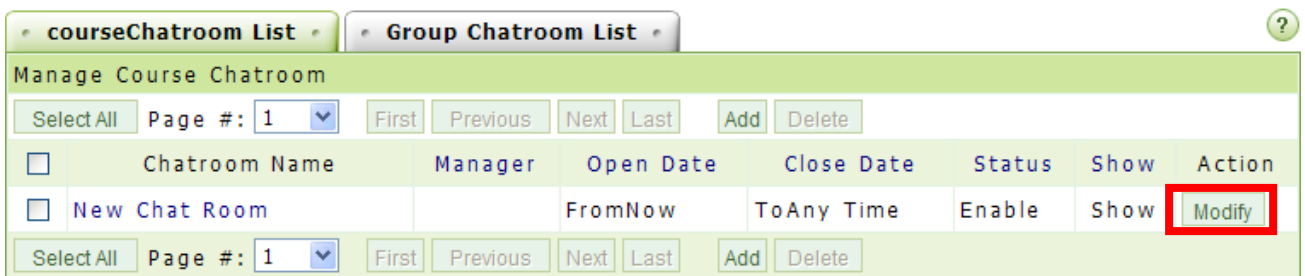
discussions. You can also change the properties of the chatrooms when necessary. Taking advantage of the chatrooms, you can hold an online discussion at a specific period of time, providing extra opportunities to interact with the students.



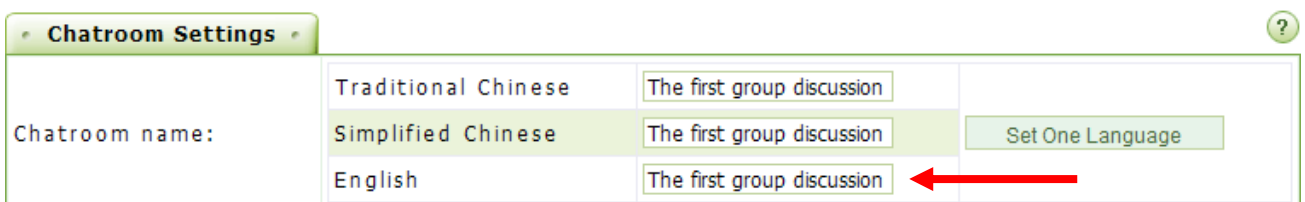
► **Tip: To modify the properties of a chatroom**

Example: To change the name of a new chatroom.

1. Click **Modify** at the right end of a new chatroom.



2. Enter the new name of the chatroom (e.g. "The first group discussion").



3. You can change other settings on this page as well. Click **Save** to save the changes.



Participant max limit: people (Blank or 0 indicates unlimited discussants for this Chatroom.)

After Chatroom is closed,

Allow participants from other Chatrooms

Show on list: Show Hide

Status: Disable Enable Faculty Only

Open Date: Enable

Close Date: Enable

Host Settings:

Chatroom Manager:

Obtain token at login Yes No

4. The modification is completed.

► **Tip: To add a chatroom**

Example: To add a chatroom named "How to set up audio and video site" and open for discussion on July 25, 9 am to 9:30 pm.

1. Click .

courseChatroom List | Group Chatroom List

Manage Course Chatroom

Select All Page #: 1 First Previous Next Last Delete

<input type="checkbox"/>	Chatroom Name	Manager	Open Date	Close I
<input type="checkbox"/>	New Chat Room		FromNow	ToAny Ti

Select All Page #: 1 First Previous Next Last

2. Enter the name of the chatroom (e.g. How to set up audio and video site).

Add Chatroom

Chatroom name:

Traditional Chinese	<input type="text" value="set up audio and video site"/>	<input type="button" value="Set One Language"/>
Simplified Chinese	<input type="text" value="set up audio and video site"/>	
English	<input type="text" value="set up audio and video site"/>	

3. Set a limit for the number of participants in the chatroom (leave blank or 0 for unlimited) and then select to forward the logs to your notebook or the discussion forum, or delete the logs after the chatroom is closed.



Participant max limit: people (Blank or 0 indicates unlimited discussants for this Chatroom.)

After Chatroom is closed,

Allow participants from other Chatrooms

Show on list: Show Hide

4. Select if you want this chatroom to be displayed on the student's user interface. If you select to "show" the chatroom, you will have to go on and select the **Status**, **Open Date** and **Close Date**. The default chatroom manager will be the instructor. If you want to assign another person as the chatroom manager, enter the username and select if you would like to retrieve the right of being the chatroom manager after login. Click to save the chatroom.

Status: Disable Enable Faculty Only

Open Date: Enable, Date

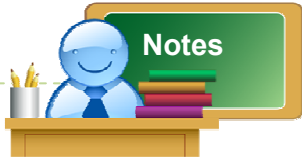
Close Date: Enable, Date

Host Settings:

Chatroom Manager:

Obtain token at login Yes No

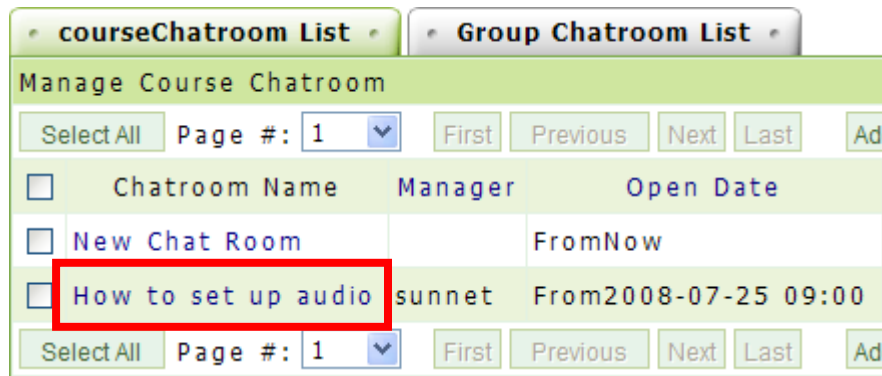
5. A new chatroom is now created.



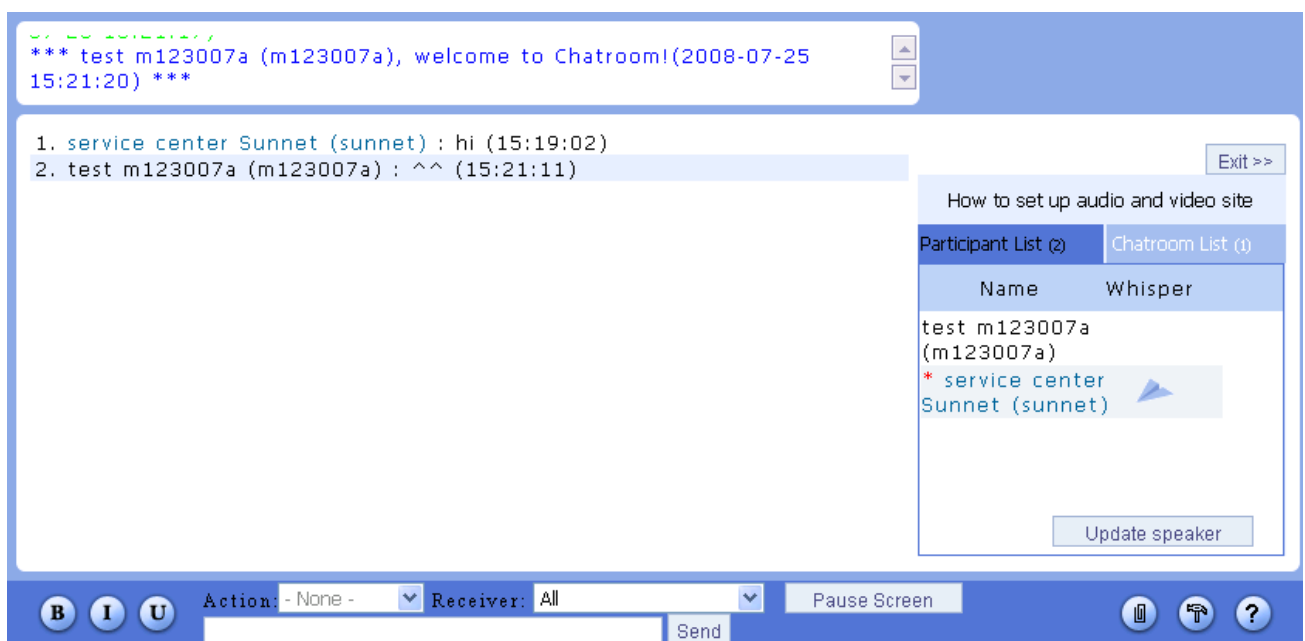
- If you did not set to retrieve the right of being the chatroom manager, the first user logging in to the chatroom will be the host.
- The host can control the right of speak.

► **Tip: To enter a chatroom and talk to students online**

1. Click on a chatroom title to enter the chatroom.

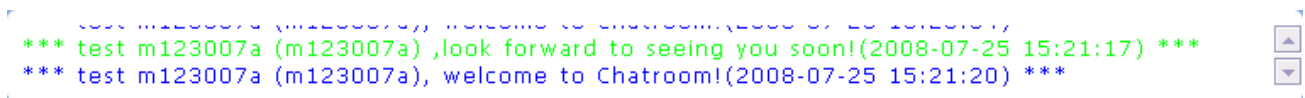


2. A chatroom will open as shown below.



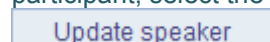
3. A chatroom window contains of the following panes.

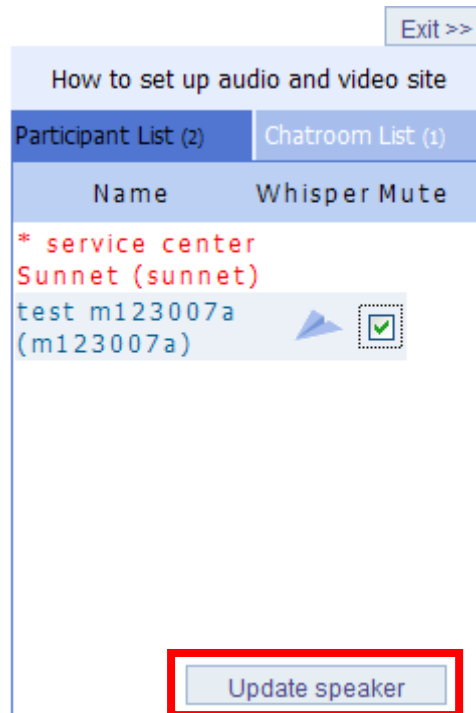
> 1. Participants' Action Logs




> 2. Chatroom List and Participant Lists

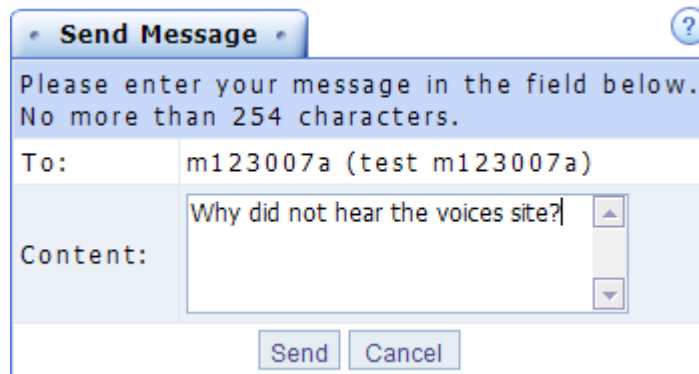
The name with a * in the front is the current host of the chatroom. Normally he/she is the one who creates the chatroom (It could be the instructor or the manager). If the one who creates the chatroom is not currently in the chatroom, the first participant who enters the chatroom will be the host. The host can control the right of speak. If you want to withdraw the right of speak from a participant, select the "Mute" checkbox next to a participant and then click





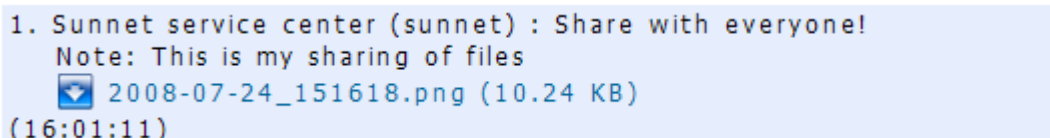
> 3. Whisper

Click  next to a participant to open a whisper message window. Enter your message and click **Send** to send it to the participant.



> 4. Main Screen

It displays the contents the participants entered. If there is a shared file, click on the filename to open it in a new window, or right-click on the file and choose "Save as..." to download the file.


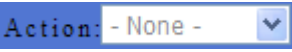

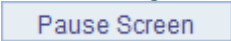

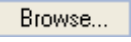
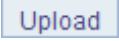
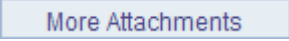


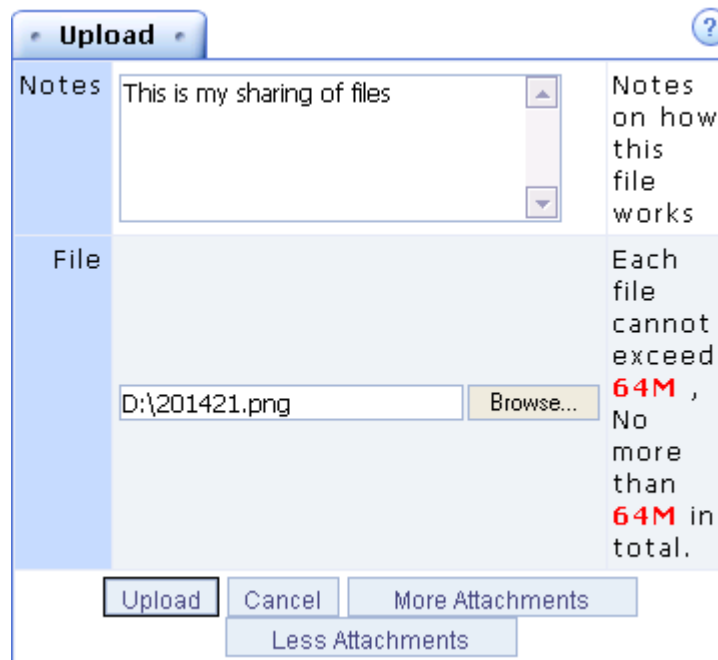
> 5. Input Toolbar

◆ Enter your opinion in the text field and then click **Sent**.

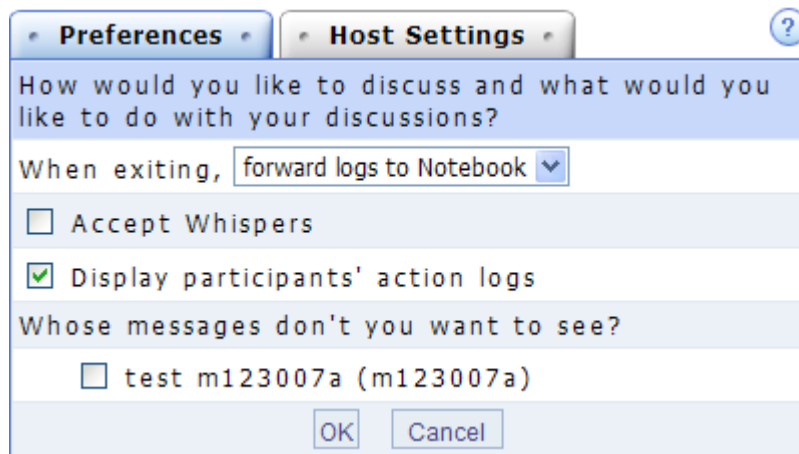




- Click  to adjust the font style: B for **Bold**, I for *Italic* and U for Underlined.
- Select a tone of speech from . The options include **Ask**, **Answer**, **Discuss**, **Recommend**, **Share**, **Announce** and **Help**.
- Select the receiver from . By default, your message will be sent to all receivers. If you wish to speak to a specific person, select the person from the drop-down list.
- If the messages in the chatroom move too fast, you can click  to freeze the screen. Once you finish reading the messages, click "Cancel Pause" to resume updating messages.
- Click  to upload a file and share it with other participants. The **Upload** window will display as shown below. Enter the description in the **Notes** field and click  to select the file to be uploaded. Click  to post the file and its description. If you wish to attach more than one file, click  to add enough attachment fields.



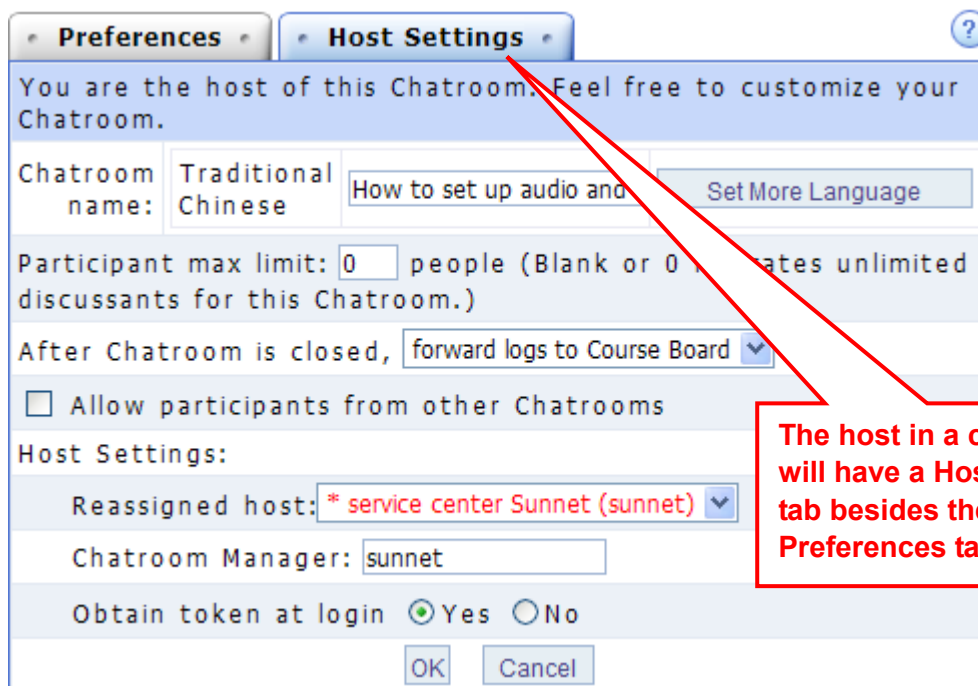
- Click  for preferences settings as show below.



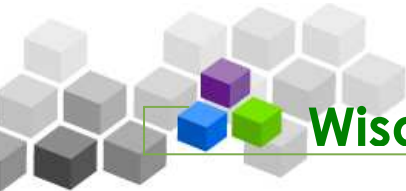
4. Preferences settings

- > 1. Select to forward the logs to your notebook or delete the logs after you leave the chatroom.
- > 2. Select if you accept Whispers (private messages) from other participants.
- > 3. Select if you would like the Participants' Action Logs to be displayed on the top of the chatroom window.
- > 4. Select the checkbox next to a participant to block the messages from the participant.
- > 5. Click **OK** to apply the settings.

5. Host settings



- > 1. Modify the name of the chatroom.



- > 2. Set the limit of participants in the chatroom (leave blank or 0 for unlimited).
- > 3. Select to forward the logs to your notebook or the discussion forum, or delete the logs after the chatroom is closed.
- > 4. Set whether you allow participants from other chatrooms to join you.
- > 5. Host Settings: Set to reassign a host other than yourself.
- > 6. Host Settings: Set to assign a chatroom manager other than yourself (for chatroom manager only).
- > 7. Host Settings: Set to retrieve the right of being the chatroom manager after login (for chatroom manager only).

IV. Classroom Management > Course Calendar

| Sysbar Settings | Forum Setup | Chatroom Setup | **Course Calendar**

You can create and publish your course schedule on this page, when the students enter the classroom, they will see your message under **Information Center** → **Course Calendar**.

The screenshot shows the 'e-Learning' interface with a green header. The navigation bar includes 'User Management', 'Course Management', 'Classroom Management', and 'Assignment'. Below the navigation bar, there are tabs for 'Personal', 'Course', and 'School', with 'Course' selected. The main content area is divided into two panels:

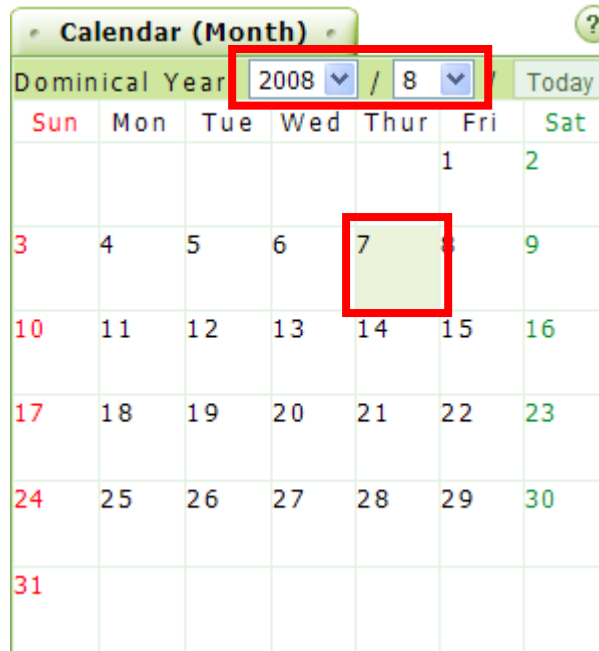
- Calendar (Month):** A calendar grid for the year 2008, showing the month of July. The date 25th is highlighted in green. Below the calendar are buttons for 'ImportCalendar' and 'Import file formats'.
- Events:** A table for managing events. The first row shows '2008/7/25' with an 'Add' button. The table has columns for 'ID', 'Type', 'Time', 'Subject', and 'Edit'. There is also a checkbox for 'Dock Layer' and an 'Add' button.

▶ **Tip: To add an event in the Course Calendar**

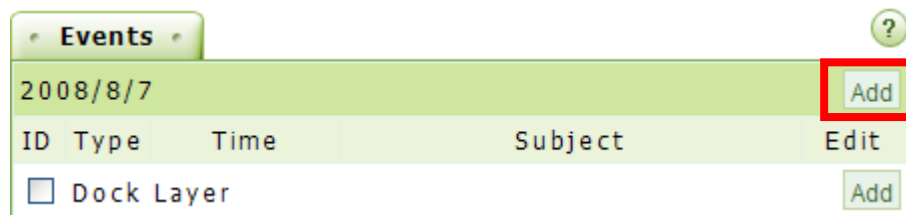
Example: To add an event in the **Course Calendar** that there will be a test at 8:30 on Aug. 7



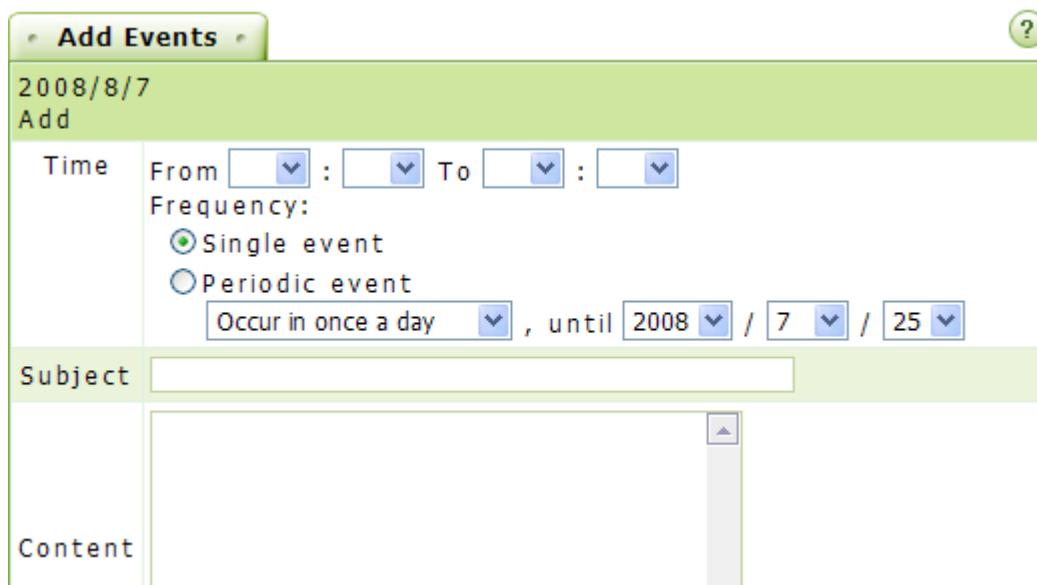
1. Select the date to add an event (e.g. Aug. 7).



2. The events of the day will display on the right pane. Click **Add** to continue.



3. The **Add Events** window will display as shown below.





4. Select the duration of the event (e.g. 8:30 am to 9:30 am) and then select whether it is a **Single event** of a **Periodic event**.

2008/8/7
Save after modifications.

Time	From <input type="text" value="8"/> : <input type="text" value="30"/> To <input type="text" value="9"/> : <input type="text" value="30"/>
	Frequency:
	<input checked="" type="radio"/> Single event
	<input type="radio"/> Periodic event
	<input type="text" value="Occur in once a day"/> , until <input type="text" value="2008"/> / <input type="text" value="8"/> / <input type="text" value="7"/>



Periodic event:

A periodic event is a reoccurring event which holds everyday, every week or every month. For example, if you have a meeting every Wednesday, or every 8th day of each month, select **Periodic event** and the **Calendar** will add the event cycle according to your settings automatically.

5. Enter the **Subject** and **Content**.

Time	From <input type="text" value="8"/> : <input type="text" value="30"/> To <input type="text" value="9"/> : <input type="text" value="30"/>
	Frequency:
	<input checked="" type="radio"/> Single event
	<input type="radio"/> Periodic event
	<input type="text" value="Occur in once a day"/> , until <input type="text" value="2008"/> / <input type="text" value="8"/> / <input type="text" value="7"/>
Subject	<input type="text" value="This morning at 8:30 quiz"/>
Content	<input type="text" value="Please step up preparations."/>
	<input type="checkbox"/> HTML

6. Select to show an alert when you log in or send an alert by e-mail, and set the **Alert Time** (days prior to events). Click **Save** to continue.



Alert Show alert messages when I login.
 Type Send me Email alerts prior to event time.

Alter Time prior to events.

- When the "Addition Successful" dialog box appears, click .
- The new event is created as show below. A blue flag will display on the date with event(s). You can view the details in the right pane and choose edit or delete the events.

Hi, sunnet! You are now in [Instructor's Office].

e-Learning

User Management | Course Management | Classroom Management | Assignment

Information Technology and M | Sysbar Settings | Forum Setup | Chatroom Setup | Course Calendar

Calendar (Month)

Dominical Year: 2008 / 8 / Today

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Personal Course School

Events

2008/8/7

ID	Type	Time	Subject	Edit
1		From08:30:00 To09:30:00	(Information Technology and Management)This morning at 8:30 quiz	Edit Delete

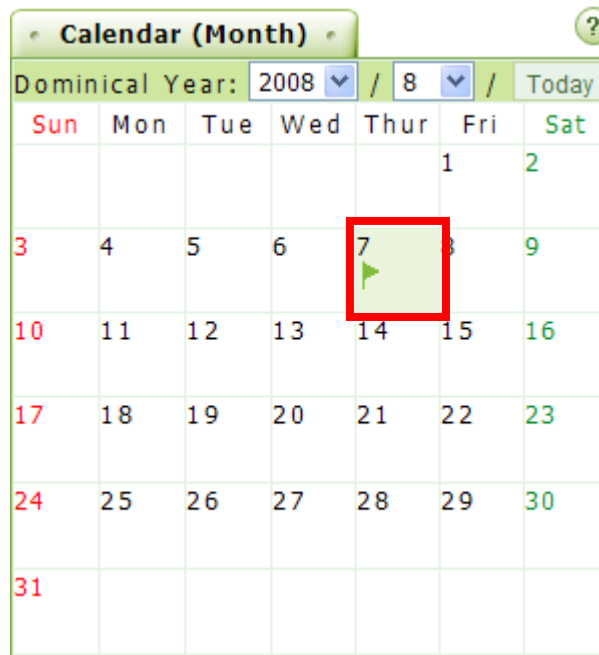
Content Please step up preparations.

Dock Layer

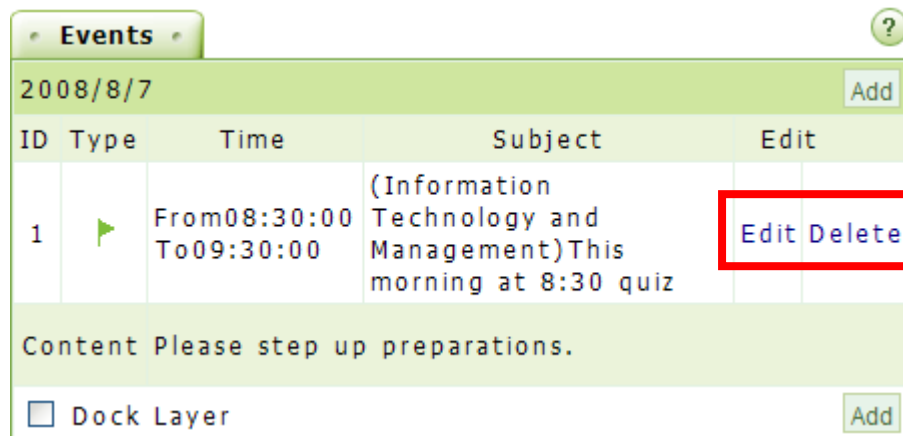
► **Tip: To modify or delete an event in the Course Calendar**

Example: To modify an event in the **Course Calendar**.

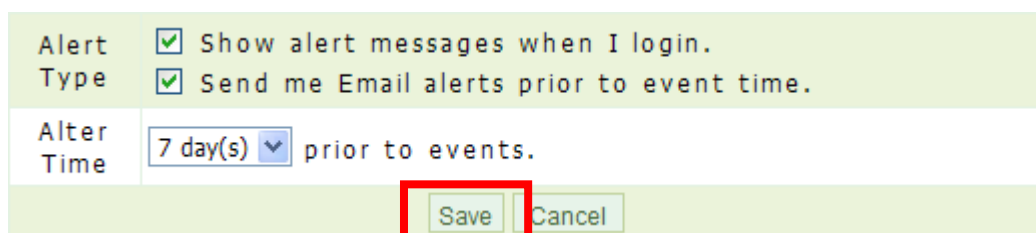
- Click on the date to be modified.



- The events of the day will display. Click **Edit** to modify the event or click **Delete** to delete the event.



- Modify the **Time**, the **Subject** or the **Contents** as needed and then click **Save** to apply the changes.



- The event has been successfully updated.



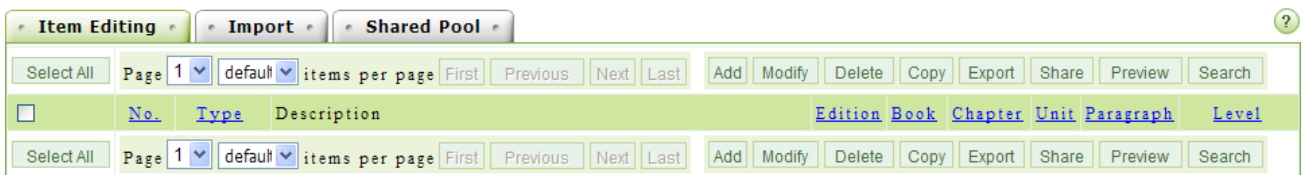
Assignment Management

- Assignment Management
- Test Management
- Questionnaire Management
- Grade Man

I. Assignment Management > Pool Editing

- Pool Editing
- Assignment Editing
- Assignment Grading

An assignment is a combination of questions. You can create and edit your questions on the **Pool Editing** page and apply them to the different assignments. Once you have created the questions, you can move to the **Assignment Editing** page to select the combination of questions and create an assignment. The interface and procedures for editing tests and questionnaires are similar to editing assignments.



Tip: To add a question

Example: To add a question.

1. Click **Add**.



2. Select a question type (e.g. Short answer/essay).



3. Enter the description. If you need to attach a file such as an image, a chart or a diagram, click **Browse...** and select the file to be uploaded. If you wish to attach more than one file, click **More Attachments** to add enough attachment fields.



True/False
 Single choice
 Multiple choice
 Fill in the blank
 Short answer/essay

The size of each uploaded file cannot exceed **64M** The total size of your uploaded files cannot exceed **64M**

Description:

Item Attachment:

- The **Detailed Answer**, **Answer Attachment** and **Reference URL** fields are optional.

Detailed Answer:

Answer Attachment:

Reference URL: *Separated by spaces if there are more than one URL.*

- Enter the source of the question and the difficulty level. Specify as detail as possible so that they can be referenced when you select the combination of questions. Click to save the question. Select the check box next to **Continuous addition** if you need to add another question once this question is completed.

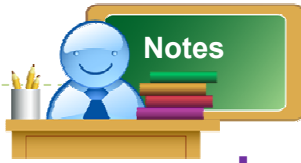
Category: Edition Book Chapter Unit Paragraph

Level:

Continuous addition

- The question has been saved.

Use the above mentioned procedure to add questions to the pool and then move to the **Assignment Editing** page to select the combination of questions and create an assignment.



- In addition to add questions manually, you can import questions on the **Import** tab or select to add the questions that other instructors shared on the **Shared Poll** tab.
- Once you have completed adding questions, you can go to the **Assignment Editing** page to select the combination of questions and create an assignment for students to do.



The icons on the Pool Editing are described as follows.

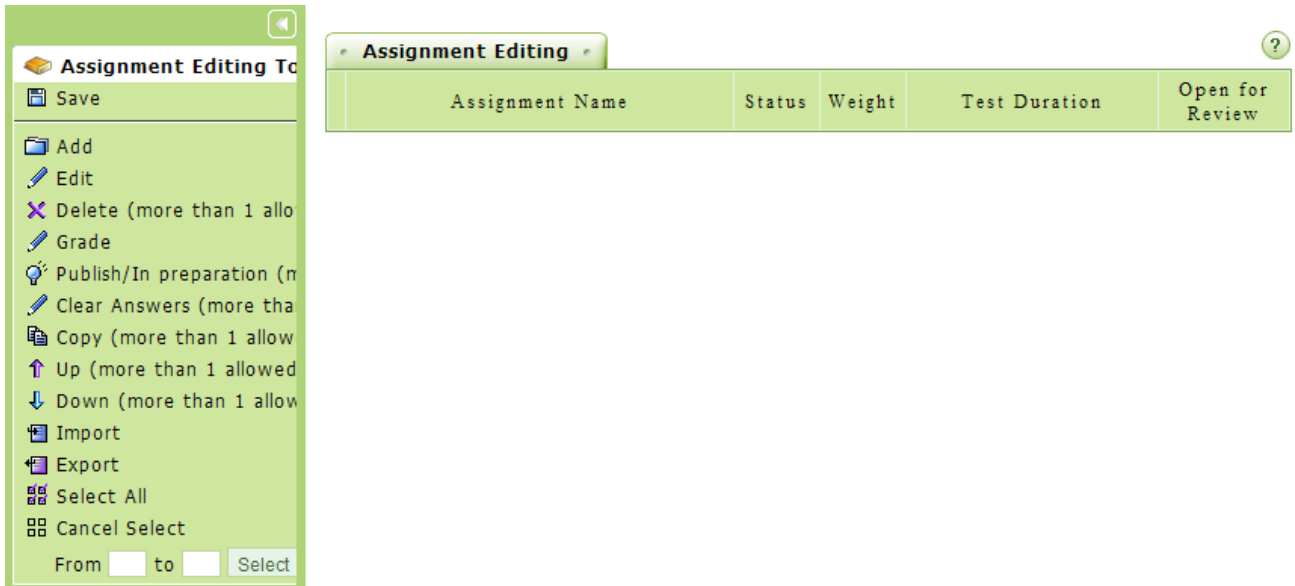
- Add** Click to add a question.
- Modify** Click to modify the selected questions.
- Delete** Click to delete the selected questions.
- Copy** Click to copy the selected questions.
- Export** Click to export the selected questions as an .xml file which can be imported and used for other courses.
- Share** Click to share this question to the **Shared Poll** so that other teachers can include the shared questions to their assignments.
- Preview** Click to preview the selected questions.
- Search** Click to search the questions by chapters/sections, question types, difficulty levels or keywords.



II. Assignment Management > Assignment Editing

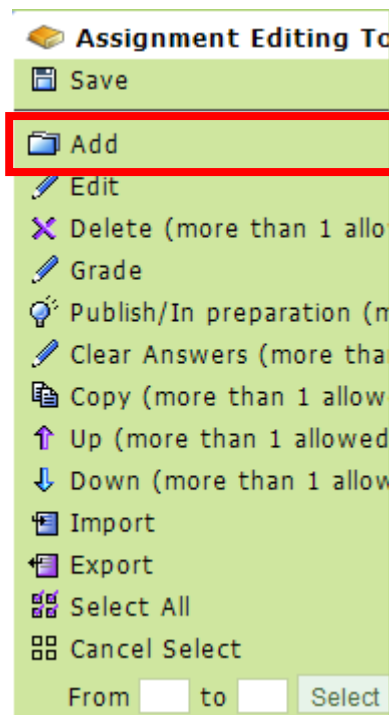
| Pool Editing | **Assignment Editing** | Assignment Grading

Once you have created all the questions needed for an assignment in the **Pool Editing** page, you can create an assignment in the **Assignment Editing** page.



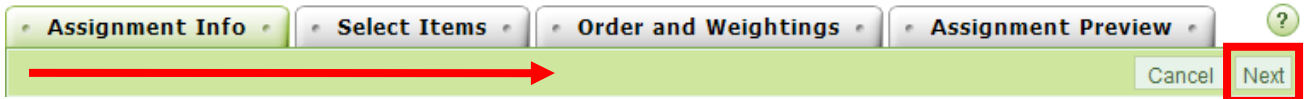
► Tip: To add an assignment

1. Click  **Add** on **Management Toolkit** in the left pane.

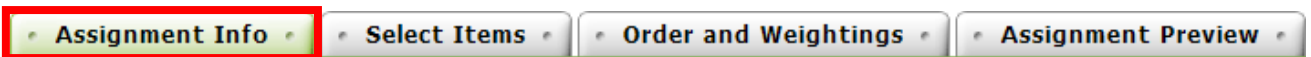




- The first tab (**Assignment Info**) of setting up a new assignment will display. The order of the tabs on the **Assignment Editing** page is the order of creating a new assignment. Click **Next** to move to the next tab until the assignment is completed. Click on a tab to check or change the settings.



⌘ Assignment Info



- ▶ **Tip: To set up the basic information for an assignment**

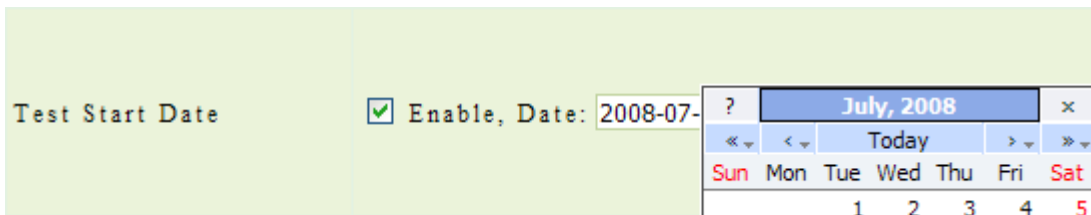
- Enter the name and the instructions of the assignment.

Assignment Name	Traditional Chinese	<input type="text" value="The first assignment"/>	<input type="button" value="Set One L"/>
	Simplified Chinese	<input type="text" value="The first assignment"/>	
	English	<input type="text" value="The first assignment"/>	
Instructions/Instructor's Messages	<input type="text" value="Please pay on time students work"/>		

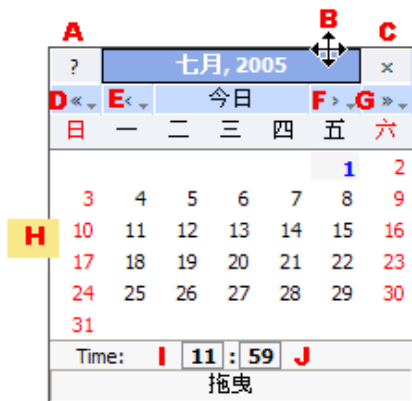
- Select the status of the assignment. Select "In preparation. Not open." if you are preparing the assignment. If you select "Publish", the fields for setting the start/end date of the assignment will display. In this example, we select "Publish" to continue.

Status In preparation. Not open. Publish

- In the **Start Date** field, select the check box next to **Enable** and then click on the **Date** field to open the **Calendar Tool**. Click on a date from the Calendar and the date will display in the field.



The descriptions of the **Calendar Tool**



Item	Description
A	Help
B	Click and hold to drag the calendar
C	Close the Calendar
D	Previous year
E	Previous Month
F	Next Month
G	Next year
H	Click on a date
I*	Adjust the hour. Click once to move one hour forward. Press and hold shift and click once to move one hour backward.
J*	Adjust the minute. Click once to move one minute forward. Press and hold shift and click once to move one minute backward.
*	For fast adjustment, click on the field and hold the mouse. Move the mouse to the right to increase the number; move the mouse to the left to decrease the number.

- Use the same procedure to set up the **End Date** field. Once it reaches the deadline, the students will no longer be able to submit the assignments.



- In the **Response by attachment** field, select **Yes** to allow students to upload related materials or files; otherwise, select **No**.

Test Close Date	<input type="checkbox"/> Enable
response by attachment	<input checked="" type="radio"/> True <input type="radio"/> False
Modify	<input checked="" type="checkbox"/> Modifiable

- In the **Modify** field, select the check box next to **Modifiable** to allow re-submission before the deadline. The re-submitted assignment will overwrite the previous one. Do not select the check box if you do not allow re-submission.
- Select an option from the **Open for Review** drop-down list to decide if the students are allowed to view the best works.

Assignee	Set all enrolled students in this course as default
Open for Review	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Will not be published ▾</div> <div style="background-color: #0070c0; color: white; padding: 2px;">Will not be published</div> <div style="padding: 2px;">Published after submission</div> <div style="padding: 2px;">Published after assignment</div> <div style="padding: 2px;">Set manually</div> </div>

- > 1. **Will not be published:** The assignment will not be open for review.
 - > 2. **Published after submission:** After a student submits his/her assignment, he/she can review the best work.
 - > 3. **Published after assignment closure:** The best work will be open for review after the deadline.
 - > 4. **Set manually:** The assignment will be open for review on the date set by the instructor.
- Once you finish the settings in the **Assignment Info** tab, click Next to move to the **Select Items** tab.



Modify	<input checked="" type="checkbox"/> Modifiable	Is resubmission allowed?
Weight	5 %	Percent of Final Grade
Assignee	Set all enrolled students in this course as default	Add
Open for Review	Published after assignm	When to publish grades
		Cancel Next

⌘ Select Items

• Assignment Info • **Select Items** • Order and Weightings • Assignment Preview •

- The second step of creating an assignment is to select the questions. Select the check box next to **Edition, Book, Chapter, Unit, Paragraph, Type** or **Keywords** and then enter the conditional texts in the appropriate fields. You can narrow down the search result by setting one or more criteria. Do not select a check box if you want to show all the questions in your database. Click **Go** to display the questions.

Please set up your search query and select items to add to this test.

Edition Book Chapter
Paragraph

Search Type True/False Level Very simple

Keywords Please enter keywords here.

Search Range **Go**

Please set up your search query and select items to add to this test.

- Select the check box next to the question to be listed and then click **Select**.

Select	No.	Type	Description	Edition	Book	Chapter	Unit	Paragraph	Level
<input type="checkbox"/>	1	True/False	test1	0	0	0	0	0	Moderate
<input checked="" type="checkbox"/>	2	Short answer/essay	What are the basic image site structure, a simple answer	0	0	0	0	0	Moderate

- The selected questions will be hidden from the list to prevent from selecting them again. After selecting the questions needed, click **Next** to proceed to the next step - **Order and Weightings**.



Assignment Info | Select Items | Order and Weightings | Assignment Preview

Please set up your search query and select items to add to this test. Cancel Previous Next

Edition Book Chapter Unit Paragraph

Search Type True/False Level Very simple

Keywords Please enter keywords here.

Search Range

Please set up your search query and select items to add to this test. Cancel Previous **Next**

Search Results

Page 1 default items per page First Previous Next Last Select

Select No.	Type	Description	Edition	Book	Chapter	Unit	Paragraph	Level
<input type="checkbox"/>	1	True/False test1	0	0	0	0	0	Moderate

Page 1 default items per page First Previous Next Last Select

⌘ Order and Weightings

Assignment Info | Select Items | **Order and Weightings** | Assignment Preview

You can organize the structure and weightings of the questions in the **Order and Weightings** tab.

[Assignment]

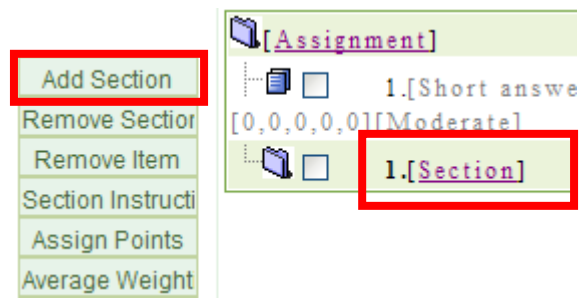
- 1.[Short answer/essay]What are the basic image site structure, a simple answer [0,0,0,0,0][Moderate]

The available options are described as follows:

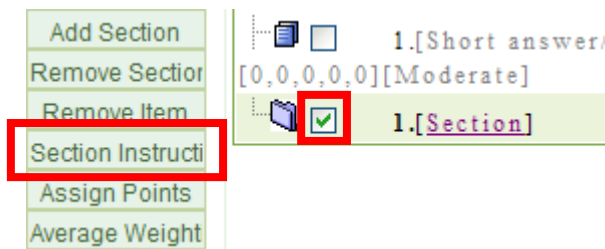
- ▶ **Tip: To categorize a question into a section.**

Example: To add a new section.

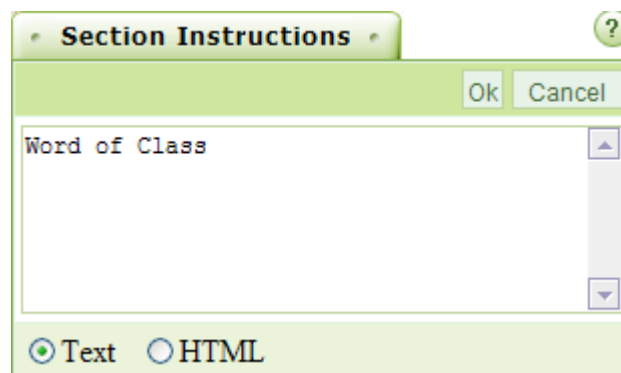
1. Click to add numbers of sections. In this example, we add one new section.



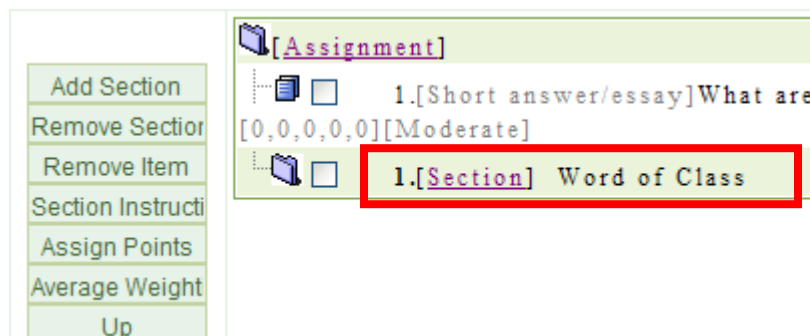
2. Select the check box next to the section and then click **Section Instructi**.



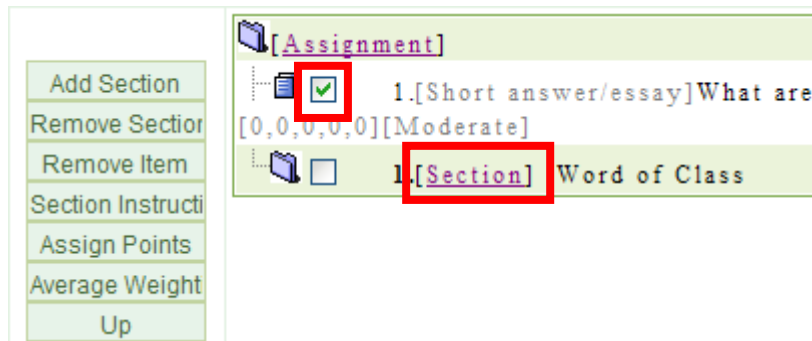
3. Enter the instruction in the field and then click **Ok**.



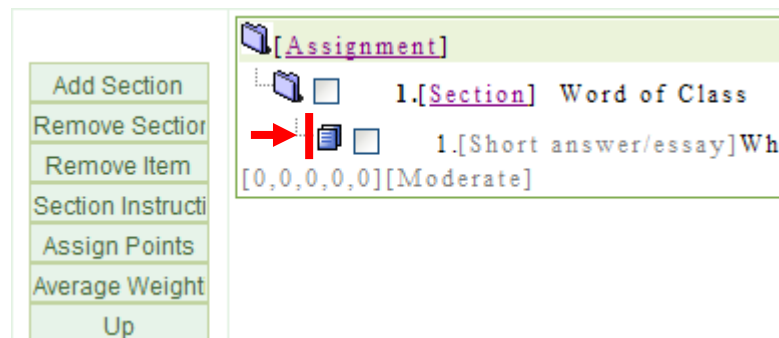
4. The instruction of the section is completed.



5. Now, you can organize the questions into sections. Select the check box next to the question to be moved and then click on a section.



6. The selected question will be move into selected section.

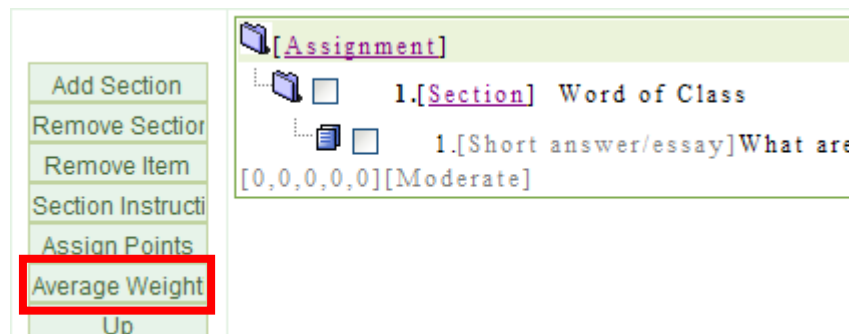


► **Tip: Weightings**

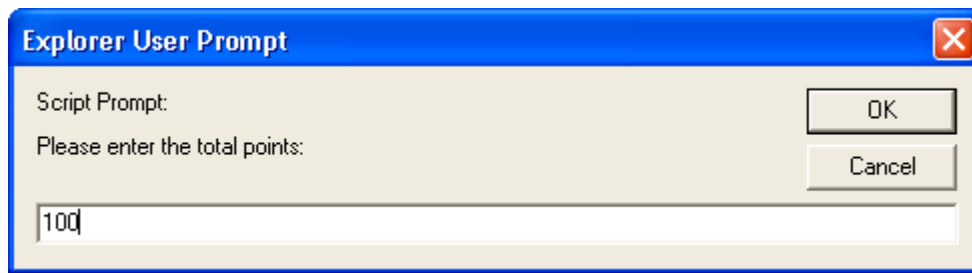
There are two ways of weighting a question.

- > 1. **Assign Points:** Select the check box next to a question and then click **Assign Points**. In the field, enter the points assigned to this question. Use the same method to assign points to other questions.
- > 2. **Average Weight:** Click **Average Weight**. In the field, enter the total points of this assignment. The system will apply the average points to each question.

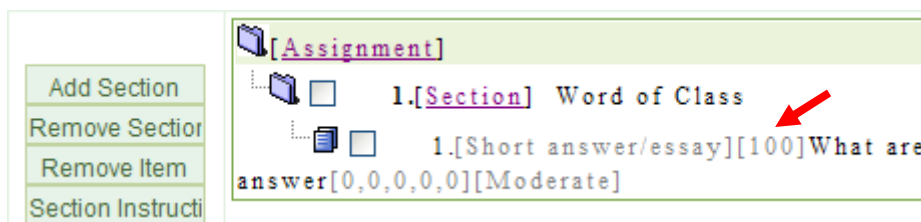
1. We use Average Weight as an example. Click **Average Weight**.



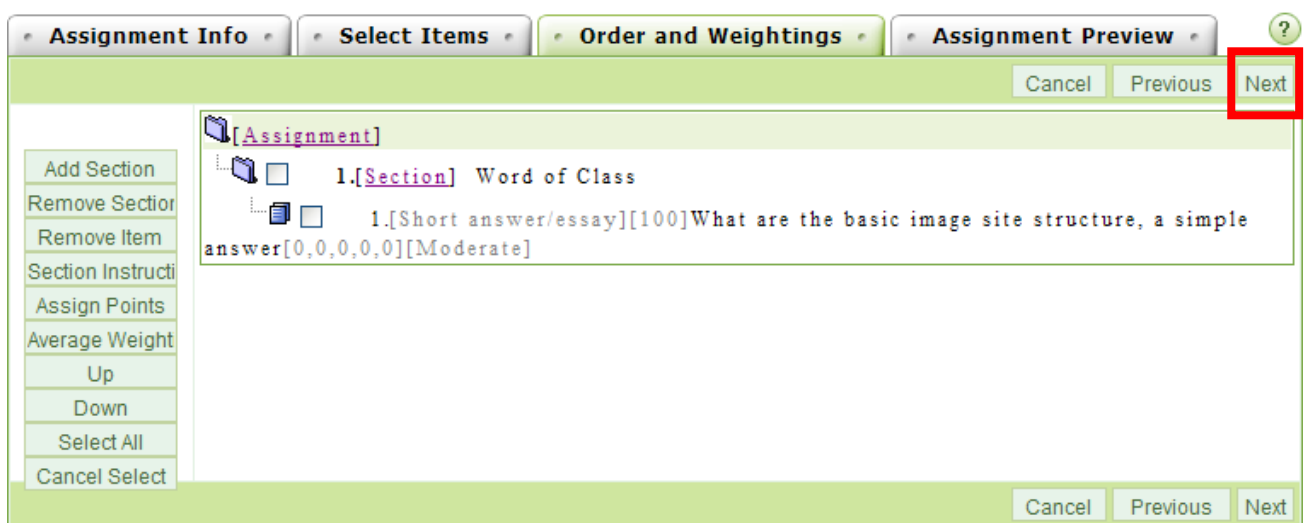
2. In the field, enter the total points (e.g. 100) of this assignment and then click **OK**.



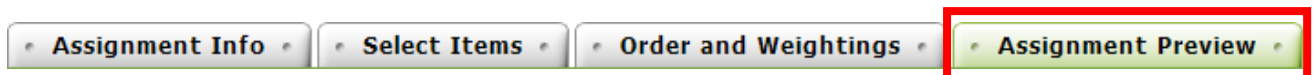
- The points of each question will display at the end of each question.



- Once you finish the settings in the **Order and Weightings** tab, click **Next** to move to the final step.



⌘ Assignment Preview



It displays a screen for you to preview the result. If you are satisfied with the result, click **Finish + Save** to save the assignment. If you need to modify the assignment, click **Previous**.



Assignment Info | Select Items | Order and Weightings | Assignment Preview

Cancel Previous Finish + Save show answer

Assignment Content

Word of Class

Points:[100.0]

1. What are the basic image site structure, a simple answer

Cancel Previous Finish + Save show answer

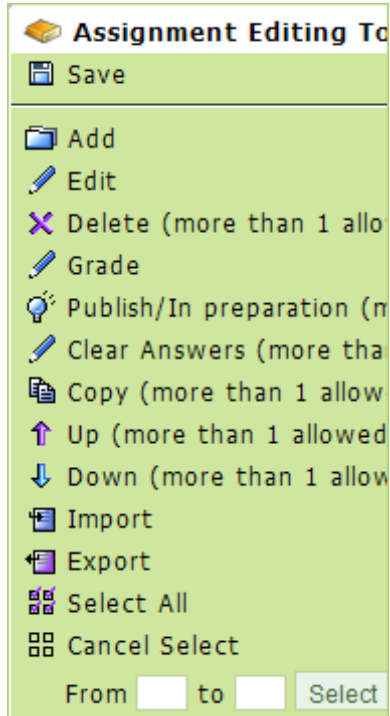
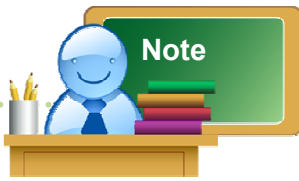
A section

The questions under the section


A new assignment is now created.


Assignment Editing


Assignment Name	Status	Weight	Test Duration	Open for Review
<input type="checkbox"/> The first assignment	Ongoing	5%	From 2008-07-25 10:00 To 2008-07-25 17:30	Published after assignment is closed.





The icons on the Assignment Editing toolbar are described as follows:


 **Save** Click to save the settings after changing the order of the questions or other settings.


 **Add** Click to add a new assignment. After clicking this icon, follow the steps on the screen to create an assignment.


 **Edit** Click to modify the properties or questions on the selected assignment.


 **Delete (more than 1 allowed)** Click to delete the selected assignment.


 **Grade** Click to grade the selected assignment. It functions the same as the Assignment Grading sub-menu.


 **Publish/In preparation (more than 1 allowed)** Click to change the status of the selected assignment among in preparation, publish and closed.

 **Clear Answers (more than 1 allowed)** Click to "reset" the assignment and clear all submitted assignments. It is for special occasions only. For example, if you have to modify the contents of an assignment that has been published, you may wish to reset the assignment and ask students to do it again.

 **Up (more than 1 allowed)** Click to move the selected assignments up. The selected assignments will move up by one position.

 **Down (more than 1 allowed)** Click to move the selected assignments down. The selected assignments will move down by one position.

 **Export** Click to export the assignment. The exported assignment can be imported and used for other courses.

 **Select All** Click to select all assignments.

 **Cancel Select** : Click to deselect the assignments.



III. Assignment Management > Assignment Grading

| Pool Editing | Assignment Editing | **Assignment Grading**

You can grade the assignments submitted by the students on this page.

Assignment Grading					
✓ Graded		✎ Ungraded			
Exam number	Assignment Name	Type	Test Duration	Mark	Grade
1	The first assignment	Personal	From 2008-07-25 10:00 To 2008-07-25 17:30	✓	Grade

▶ Tip: To grade an assignment

1. Click **Grade** at the right end of an assignment.

Assignment Grading					
✓ Graded		✎ Ungraded			
Exam number	Assignment Name	Type	Test Duration	Mark	Grade
1	The first assignment	Personal	From 2008-07-25 10:00 To 2008-07-25 18:30	✎	Grade

2. The list of the students will display. You will see if they have submitted their assignments.

Examinee List				
Assignment Name : The first assignment				
Homework attended	Responded	Revise	all	Search
Page	1	default	total	
First	Previous	Next	Last	
No.	Username	Name	Responded	Not graded
1.	m123007a	test m123007a	1	1
First	Previous	Next	Last	
Download all assignment attachments.				

3. Click on the name or the username of the student and the list of the submitted assignments will display on the right pane.



Examinee List

Assignment Name : The first assignment

Homework attended Responded Revise all

Page 1 default total

First Previous Next Last

No.	Username	Name	Responded
1.	m123007a	test m123007a	1

First Previous Next Last

Download all assignment attachments.

Assignment List

(m123007a)

No.	Test Period	Test Duration	Status	Grades	Clear	Remarks
1	2008-07-25 17:58:58 2008-07-25 17:59:14	00:00:17	Submitted		Delete	

4. Click on an assignment and the contents will display.

Examinee List

Assignment Name : The first assignment

Homework attended Responded Revise all

Page 1 default total

First Previous Next Last

No.	Username	Name	Responded
1.	m123007a	test m123007a	1

First Previous Next Last

Download all assignment attachments.

Assignment List

(m123007a)

No.	Test Period	Test Duration	Status	Grades	Clear	Remarks
1	2008-09-29 20:22:01 2008-09-29 20:22:04	00:00:04	Submitted		Delete	

(m123007a) test m123007a

Total Points 0 Recalculate

Comments

Reference URL

Reference File Browse...

Assigned for During the review period, only those with this Review displayed.

Save Grading

Attachments:
2008-07-23_162534.png (57,496 bytes)

Assignment Content

Correct answer Student's answer

5. Read the answers and give a score on each question.

Attachments:
2008-07-23_162534.png (57,496 bytes)

Assignment Content

Correct answer Student's answer

Word of Class

Points:[100.0]

Grade:60

1. What are the basic image site structure, a simple answer my assignment



- After giving a score on each question, click **Recalculate** next to the **Total Points** field to calculate the final score, and then enter your comments. The **Reference URL** and **Reference File** fields are optional. If you find this assignment is worth sharing with other students, select the check box next to **Assigned for Review** and the students will be able to review this assignment on the specified period of time. Click **Save Grading** to finish grading this assignment.

(m123007a) test m123007a

Total Points	60	Recalculate
Comments	OK	
Reference URL	<input type="text"/>	
Reference File	<input type="text"/>	<input type="button" value="Browse..."/>
Assigned for Review	<input type="checkbox"/> During the review period, only those with this choice selected will be displayed.	
Save Grading		



Test Management

Assignment Management | **Test Management** | Questionnaire Management | Grade Management

I. Test Management > Pool Editing

Pool Editing | Test Editing | Test Grading

A test is a combination of questions. You can create and edit your questions on the **Pool Editing** page and apply them to the different tests. Once you have created the questions, you can move to the **Test Editing** page to select the combination of questions and create a test. The interface and procedures for editing assignments and questionnaires are similar to editing tests.

The screenshot shows the 'Item Editing' interface. At the top, there are tabs for 'Item Editing', 'Import', and 'Shared Pool'. Below the tabs are search filters for Edition, Book, Chapter, Unit, Paragraph, Type, Level, and Keywords. A table below displays a list of questions with columns for No., Type, Description, Edition, Book, Chapter, Unit, Paragraph, and Level. The first row shows a single choice question with ID 1 and a moderate level.

No.	Type	Description	Edition	Book	Chapter	Unit	Paragraph	Level
1	Single choice	I ___ John for many years, but he isn't the same person anymore.	0	0	0	0	0	Moderate

Tip: To add a question

Example: To add a single choice question.

1. Click **Add**.

This close-up screenshot shows the 'Add' button in the question table highlighted with a red box. The table below it shows the same single choice question as in the previous screenshot.

2. Select the type of the question (e.g. Single Choice).

This screenshot shows the question type selection menu. The 'Single choice' option is highlighted with a red box. Other options include True/False, Multiple choice, Fill in the blank, Short answer/essay, and Matching.



3. Enter the description. If you need to attach a file, click [Browse...](#) and select the file to be uploaded. If you wish to attach more than one file, click [More Attachments](#) to add enough attachment fields.

4. By default, there are four fields for setting up the answers. Click [More Choices](#) to add a field or [Less Choices](#) to reduce a field. For example, if you need to set up three answers for this Single Choice question, click [Less Choices](#) to reduce by one field. If you need to attach a file such as an image, a chart or a diagram, click [Browse...](#) and select the file to be uploaded.

5. If the choices of your question have a model to follow (for example, if they contains the same sentence expressions or the same selection items), you can click [save as a template](#) and assign a name to the template. To apply a template, select a template from the drop-down list and click then [apply template](#). Use this function to save your time on editing questions.

6. The **Detailed Answer**, **Answer Attachment** and **Reference URL** fields are optional.



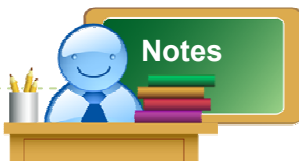
Detailed Answer:	<input type="text"/>
Answer Attachment:	<input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="More Attachments"/> <input type="button" value="Less Attachments"/>
Reference URL:	<input type="text" value="http://"/> Separated by spaces if there are more than one URL.

- Enter the source of the question and the difficulty level. Specify as detail as possible so that they can be referenced when you are selecting the combination of questions. Click to save the question. Select the check box next to **Continuous addition** if you need to add another question once this question is completed.

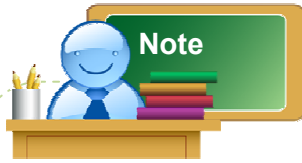
Category:	<input type="text"/>	Edition	<input type="text"/>	Book	<input type="text"/>	Chapter	<input type="text"/>	Unit	<input type="text"/>	Paragraph	
Level:	<input type="text" value="Moderate"/>										
										<input checked="" type="checkbox"/> Continuous addition	
										<input type="button" value="OK"/> <input type="button" value="Back to Item Editing"/>	

- The question has been saved.

Use the above mentioned procedure to add questions to the pool and then move to the **Test Editing** page to select the combination of questions and create a test.



- In addition to add questions manually, you can import questions on the **Import** tab or select to add the questions that other instructors shared on the **Shared Poll** tab.
- Once you have completed adding questions, you can go to the **Test Editing** page to select the combination of questions and create a test for students to do.



The icons on the Pool Editing are described as follows:

- Add** To add a question.
- Modify** To modify a question.
- Delete** Click to delete the selected questions.
- Copy** Click to copy the selected questions.
- Export** Click to export the selected questions as an .xml file which can be imported and used for other courses.
- Share** Click to share this question to the **Shared Poll** so that other teachers can include the shared questions to their assignments.
- Preview** Click to preview the selected questions.
- Search** Click to search the questions by chapters/sections, question types, difficulty levels or keywords.

II. Test Management > Test Editing

| Pool Editing | **Test Editing** | Test Grading

Once you have created all the questions needed for a questionnaire in the **Pool Editing** page, you can create a test in the **Test Editing** page.

Test Editing Tools

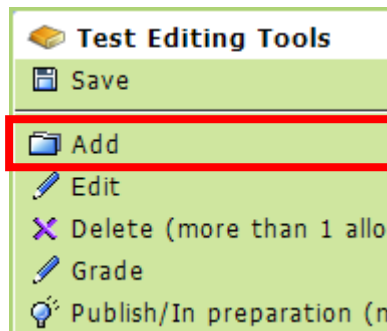
- Save
- Add
- Edit
- Delete (more than 1 allow)
- Grade
- Publish/In preparation (n
- Clear Answers (more tha
- Copy (more than 1 allow
- Up (more than 1 allowed
- Down (more than 1 allow
- Import
- Export
- Select All
- Cancel Select
- From to Select


	Test Name	Status	Purpose	Weight	Grading Formula	Test Duration	Publishing
<input type="checkbox"/>	First examination®	Ongoing	Practice	10%	Take the first	From 2008-07-01 14:04 To 2008-07-31 14:04	Published after submission
<input type="checkbox"/>	Second examination	Ongoing	Practice	20%	Take the first	From Now To Any Time	Published after submission

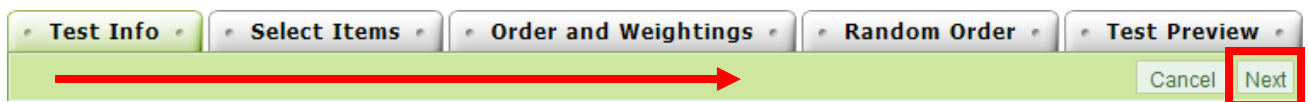


► **Tip: To create a test**

1. Click  **Add** on **Management Toolkit** in the left pane.



2. The first tab (**Test Info**) of setting up a new test will display. The order of the tabs on the **Test Editing** page is the order of creating a new test. Click  to move to the next tab until the test is completed. Click on a tab to check or change the settings.



⌘ **Test Info**



► **Tip: To set up the basic information for a test**

1. Enter the name and the instructions of the test.

Test Name	Traditional Chinese	<input type="text" value="First examination"/>	<input type="button" value="Set One"/>
	Simplified Chinese	<input type="text" value="First examination"/>	
	English	<input type="text" value="First examination"/>	
Instructions/Instructor's Messages	<input type="text" value="First examination"/>		



- From the **Purpose** drop-down list, select an option from **Practice**, **Quiz**, **Formal Test** or **Online Test**. In the **Status** field, select "In preparation. Not open." if you are preparing the test. If you select "Publish", the fields for setting the start/end date of the test will display. In this example, we select "Publish" to continue.

Status	<input type="radio"/> In preparation. Not open.	<input checked="" type="radio"/> Publish
--------	---	--

- In the **Test Start Date** field, select the check box next to **Enable** and then click on the **Date** field to open the **Calendar Tool**. Click on a date from the Calendar and the date will display in the field.

Test Start Date	<input checked="" type="checkbox"/> Enable, Date: 2008-07-01 14:04
Test Close Date	<input checked="" type="checkbox"/> Enable, Date: 2008-07-31 14:04

For details about the **Calendar Tool**, please refer to **Assignment Editing** on page 97.

- Use the same procedure to set up the **Test End Date** field. Once it reaches the deadline, the students will no longer be able to do the test.



Status	<input type="radio"/> In preparation. Not open. <input checked="" type="radio"/> Publish
Test Start Date	<input checked="" type="checkbox"/> Enable, Date: <input type="text" value="2008-07-01 14:04"/>
Test Close Date	<input checked="" type="checkbox"/> Enable, Date: <input type="text" value="2008-07-31 14:04"/>

- From the **Grading Formula** drop-down list, select an option from **Ungraded**, **Take the first**, **Take the last**, **Take the highest**, **Take the lowest** and **Take average**. If this test will be included into the final score, enter the percentage in the **Weight** field.

Grading Formula	<input type="text" value="Take the first"/> ▼
Weight	<input type="text" value="10"/> %

- The default value in the **# of attempts allowed** field is one, meaning that the student can only take the test once. Leave it blank for an unlimited time. Enter the duration of the test. Leave blank or 0 in the **Test Duration** field for an unlimited time.

# of attempts allowed	<input type="text" value="1"/> times (Blank = Unlimited)
Test Duration	<input type="text" value="60"/>



7. In the **Display** field, enter the number of questions to be displayed on one page. If there are 20 questions and you select to display 5 questions per page, then the total questions will be displayed on 4 pages. When a student completes the questions on the first page, he/she can move to the next page. Whether the students can return to the previous pages is depending on your setting on the Flip Control drop-down list. Leave the field blank or 0 to display all questions on one page.

Display	<input type="text" value="5"/>	items per page
---------	--------------------------------	----------------

8. The settings of **Flip Control**, **Window Control**, **Time-up Control** and **Answer Publishing** are described as follows.

Flip Control	<input type="text" value="Not limited"/>
Window Control	<input type="text" value="Not limited"/>
Options if time exceeded	<input type="text" value="No action"/>
Publishing	<input type="text" value="Will not be published"/>

> 1. **Flip Control (for multiple page display)**

Not limited: Students are allowed to jump between pages.

Allow return to prior questions: Students are allowed to return to the previous page but are not allowed to move to the next page if the previous questions are not completed.

Returning to prior questions not allowed: Students can only answer the questions page by page.

> 2. **Window Control**

Not limited: Students are allowed to switch to other windows during the test.

Switching windows not allowed: Students are not allowed to switch to other



windows during the test. If violate to this rule, the system will submit the student's test automatically.

> 3. **Options if time exceeded:**

No action: Students are allowed to keep working on the test even if the time is up.

No auto-submit but mark pass: Students are allowed to keep working on the test when the time is up but the system will mark the test.

Auto-submit: The system will submit the test automatically when the time is up.

> 4. **Publishing**

Will not be published: The test result will not be published.

Publish after submission: Students will see the results right after they submit their answers (for single and multiple choices only).

Publish after test is closed: Students will see the result after the deadline of the test.

Set manually: The result will be published on the date set by the instructor.

9. Enter the **Passing Grade** in the field and the **Test Info** is completed. Click **Next** to move on to the next step.

Publishing	Will not be published	When to publish grades
Passing Grade	60	Score to pass
		Cancel Next

⌘ Select Items

◀ Test Info ▶ **Select Items** ▶ Order and Weightings ▶ Random Order ▶ Test Preview ▶

1. The second step of creating a test is to select the questions. There are two ways of selecting questions: **Select manually** allow you to select the questions and **System auto select** will select the questions randomly according to your settings. In this example, we select **Select manually**.

Select manually

System auto select



2. Select the bullet next to **Select manually** to enter the question searching page. Select the check box next to **Edition, Book, Chapter, Unit, Paragraph, Type** or **Keywords** and then enter the conditional texts in the appropriate fields. You can narrow down the search result by setting one or more criteria. Do not select a check box if you want to show all the questions in your database. Click to display the questions.

Edition Book Chapter
 Paragraph
 Search Type Level
 Keywords
Search Range

3. Select the check box next to the question to be listed and then click .

Search Results ?

Page items per page

Select	No.	Type	Description	Edition	Book	Chapter	Unit	Paragraph	Level
<input checked="" type="checkbox"/>	1	Single choice	John for many years, but he isn't the same person anymore.	0	0	0	0	0	Moderate
<input checked="" type="checkbox"/>	2	Single choice	Jane felt embarrassed when she sang in front of the people _____. But now she is a great singer.	0	0	0	0	0	Moderate
<input checked="" type="checkbox"/>	3	Single choice	They will be seen _____ basketball in the gym by thousands of people tomorrow.	0	0	0	0	0	Moderate
<input type="checkbox"/>	4	Single choice	_____ a bicycle to the beach is fun.	0	0	0	0	0	Moderate

4. The selected questions will be hidden from the list to prevent from selecting them again. After selecting the questions needed, click to proceed to the next step - **Order and Weightings**.



• Test Info • • **Select Items** • • Order and Weightings • • Random Order • • Test Preview •

Please set up your search query and select items to add to this test. Cancel Previous **Next**

Edition
 Book
 Chapter
 Unit
 Paragraph

Search

Type
 Level

Keywords

Search Range

Please set up your search query and select items to add to this test. Cancel Previous **Next**

• Search Results • ?

Page 1 items per page First Previous Next Last Select

Select	No.	Type	Description	Edition	Book	Chapter	Unit	Paragraph	Level
<input type="checkbox"/>		Single							

⌘ Order and Weightings

• Test Info • • Select Items • • **Order and Weightings** • • Random Order • • Test Preview •

You can organize the structure and weightings of the questions in the **Order and Weightings** tab.

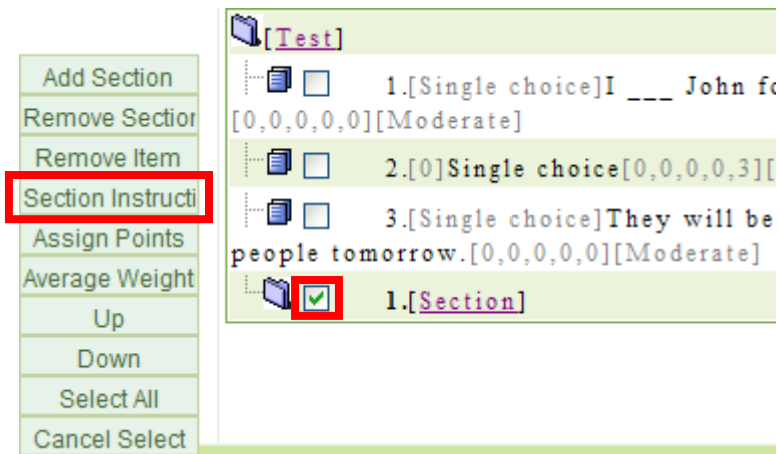
- ▶ Tip: To categorize a question into a section

Example: To add a new section.

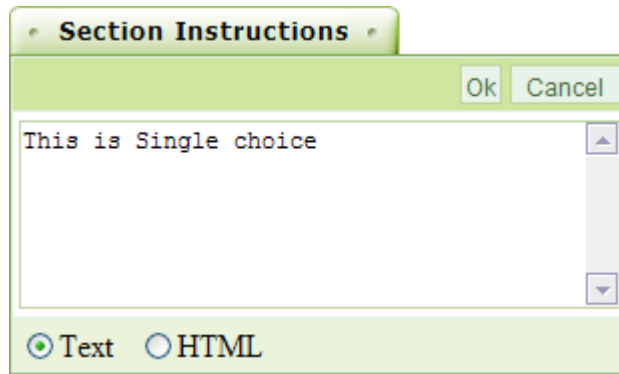
1. Click to add numbers of sections. In this example, we add one new section.

The screenshot shows a context menu with the following options: Add Section, Remove Section, Remove Item, Section Instructi, Assign Points, Average Weight, Up, Down, Select All, and Cancel Select. The 'Add Section' option is highlighted with a red box. To the right, a list of items is shown under a folder icon labeled '[Test]'. The items are: 1.[Single choice]I ___ John f [0,0,0,0,0][Moderate], 2.[0]Single choice[0,0,0,0,3], 3.[Single choice]They will be people tomorrow.[0,0,0,0,0][Moderate], and 1.[Section]. The '1.[Section]' item is also highlighted with a red box.

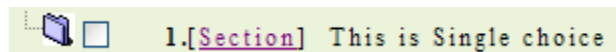
2. Select the check box next to the section and then click .



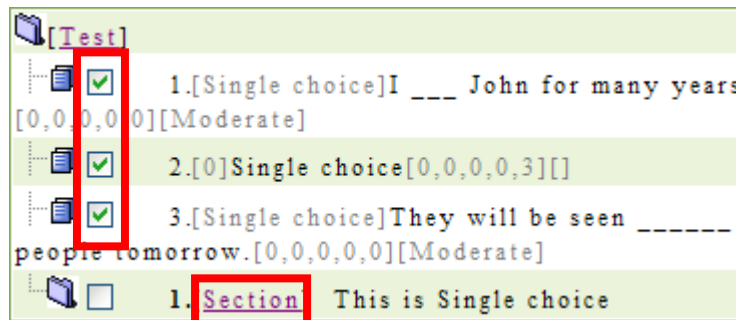
3. Enter the instructions in the field (e.g. This is Single choice) and then click .



4. The instruction of the section is completed.



5. Now, you can organize the questions into sections. Select the check box next to the question to be moved and then click on a section (e.g. This is Single choice).



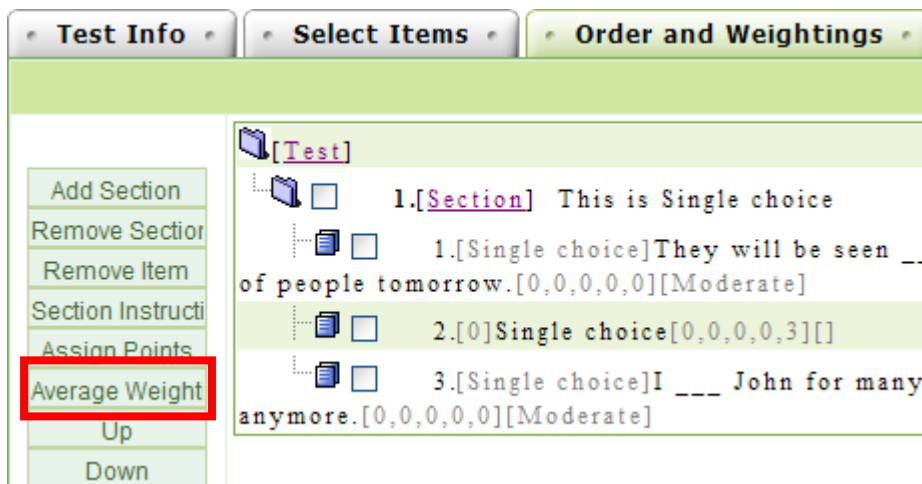
► Tip: **Weightings**



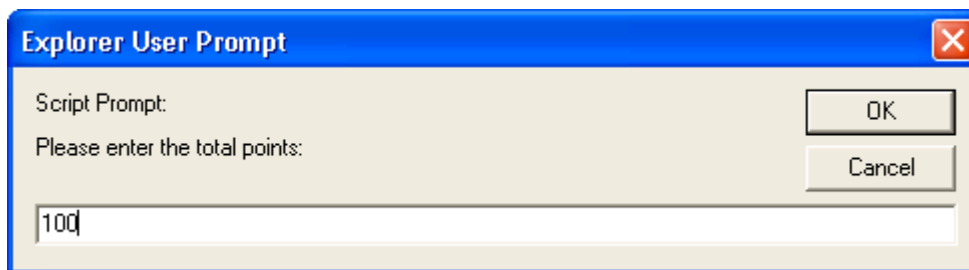
There are two ways of weighting a question.

- > 1. **Assign Points:** Select the check box next to a question and then click **Assign Points**. In the field, enter the point assigned to this question. Use the same method to assign points to other questions. Make sure the total points equals to your default settings.
- > 2. **Average Weight:** Click **Average Weight**. In the field, enter the total points of this assignment. The system will apply the average points to each question.

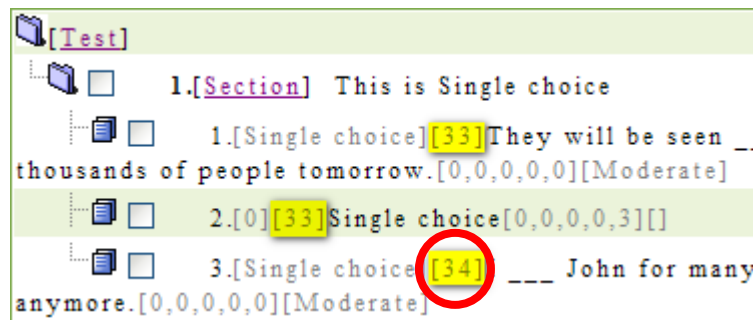
1. We use Average Weight as an example. Click **Average Weight**.



2. In the field, enter the total points (e.g. 100) of this assignment and then click **OK**.



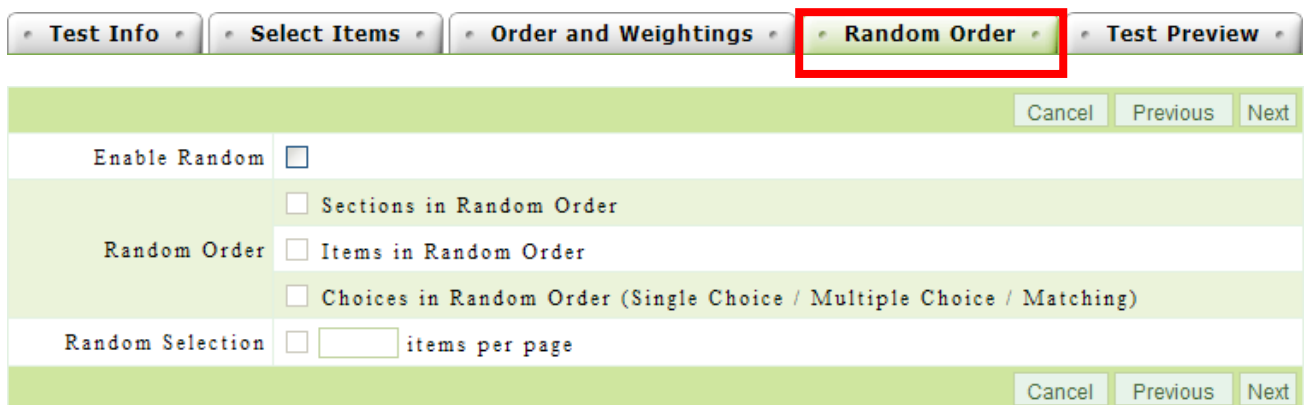
3. The points of each question will display at the end of each question. Points for each question = Total points / number of questions (round to the integral value). The remainder will be added to the last question.



- Once you finish the settings in the **Order and Weightings** tab, click **Next** to move to the next step.

⌘ Random Order

Enable this function and the system will arrange the order of sections, questions or choices randomly according to your settings. Or, you can enter the number of questions to be tested and the system will choose the questions randomly from the **Selected Items** tab.



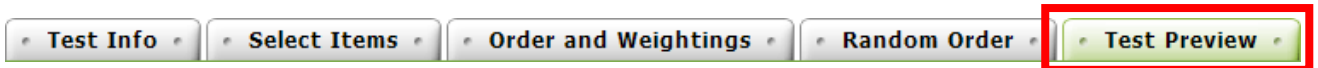
► **Tip: To enable random order**

- Select the check box next to **Enable Random**.
- There are three options to choose from (multiple choices are allowed).
 - > 1. **Sections in Random Order:** To display the sections randomly on the students' tests.
 - > 2. **Items in Random Order:** To display the questions under each section randomly.
 - > 3. **Choices in Random Order:** To display the choices of each question randomly.

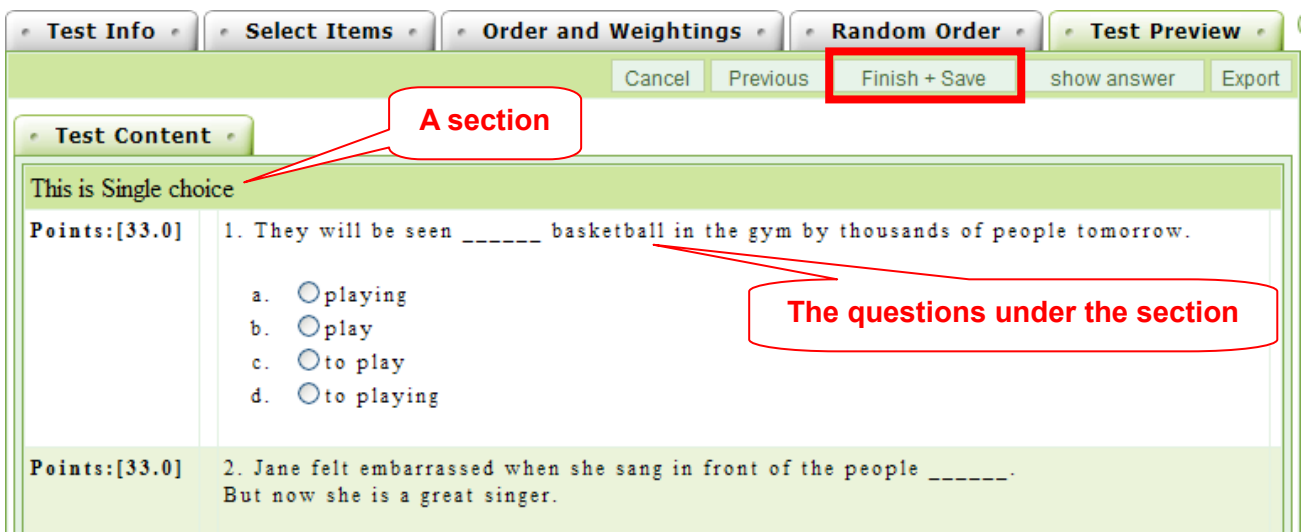


3. Select the check box next to **Random Selection** and enter the number of questions to be tested. The system will choose the questions randomly from the **Selected Items** tab and make them a complete test. The points of each question will be the total points divided by the number of questions to be tested.

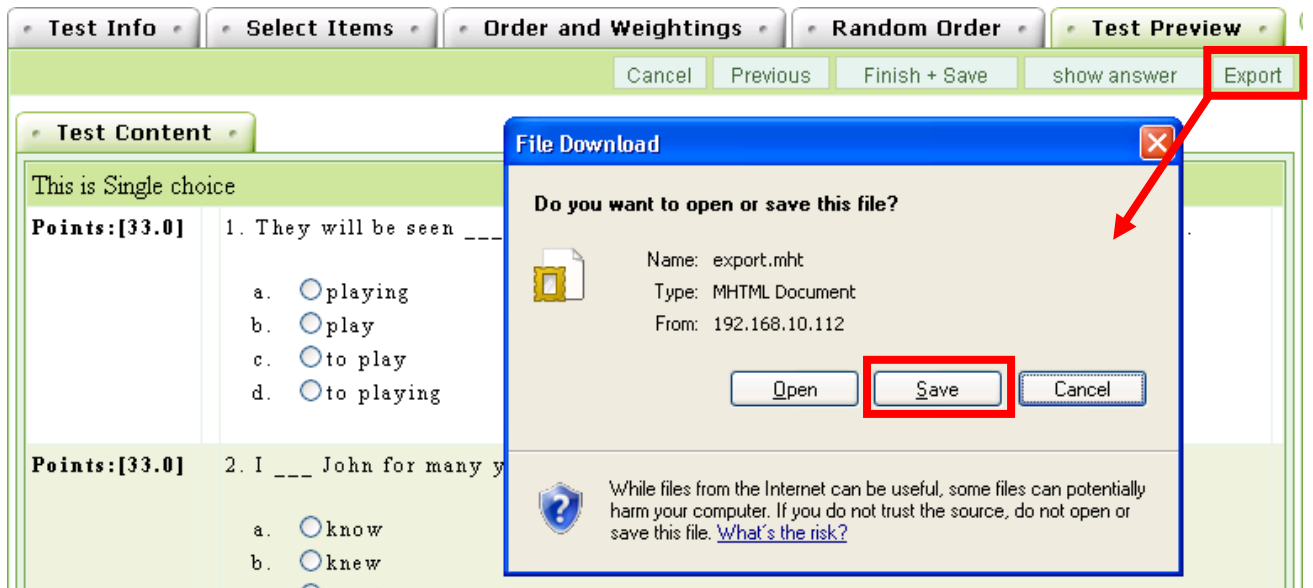
⌘ Test Preview



It displays a screen for you to preview the result. If you are satisfied with the result, click **Finish + Save** to save the test. If you need to modify the test, click **Previous**.

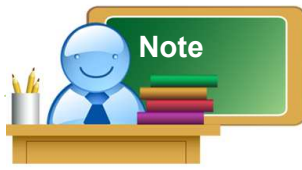


4. Click **Export** to export a .mht file which can be edited and used for other courses.

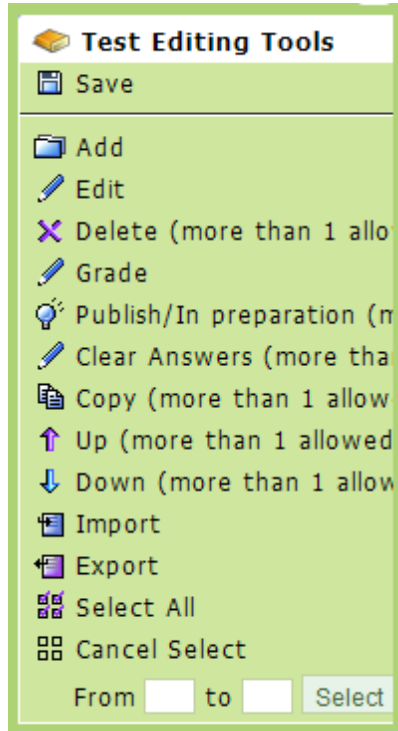


5. Click **Finish + Save** to return to **Test Editing**. The test is now created.

Test Editing							?
	Test Name	Status	Purpose	Weight	Grading Formula	Test Duration	Publishing
<input type="checkbox"/>	First examination®	Ongoing	Practice	10%	Take the first	From 2008-07-01 14:04 To 2008-07-31 14:04	Published after submission



The icons on the Test Editing toolbar are described as follows:



Save Click to save the settings after changing the order of the questions or other settings.

Add Click to add a new test. After clicking this icon, follow the steps on the screen to create a test.

Edit Click to modify the properties or questions on the selected test.

Delete (more than 1 allowed) Click to delete the selected test.

Grade Click to grade the selected test. It functions the same as the Test Grading sub-menu.

Publish/In preparation (more than 1 allowed) Click to change the status of the selected test between in preparation and publish. Students can not see this test in the student's user interface if it is under "in preparation" status.

Clear Answers (more than 1 allowed) Click to "reset" the test and clear all submitted tests. It is for special occasions only. For example, if you have to modify the contents of a test that has been published, you may wish to reset the test and ask students to do it again.

Copy (more than 1 allowed) Copy the selected tests to other courses you are teaching to save time on creating duplicate tests.

Up (more than 1 allowed) Click to move the selected tests up. The selected tests will move up by one position.

Down (more than 1 allowed) Click to move the selected tests down. The selected tests will move down by one position.

Export Click to export the test. The exported test can be imported and used for other courses.

Select All Click to select all tests.

Cancel Select Click to deselect all tests.

III. Test Management > Test Grading

| Pool Editing | Test Editing | **Test Grading**

You can grade the tests submitted by the students, review the details of the students' answers and view the statistics on the single/multiple choices tests.

Test Grading							
Graded		Ungraded					
Exam number	Test Name	Purpose	Test Duration	Mark	Grade	Statistical table	
1	First examination	Practice	FromNow ToAny Time		<input type="button" value="Grade"/>	<input type="button" value="View"/>	
2	Second examination	Practice	FromNow ToAny Time		<input type="button" value="Grade"/>	<input type="button" value="View"/>	

► **Tip: To grade a test**

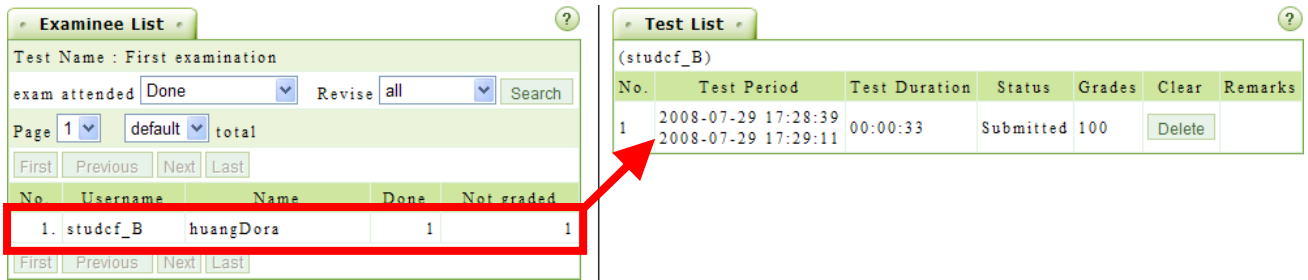
1. Click at the right end of a test.

Test Grading							
Graded		Ungraded					
Exam number	Test Name	Purpose	Test Duration	Mark	Grade	Statistical table	
1	First examination	Practice	FromNow ToAny Time		<input type="button" value="Grade"/>	<input type="button" value="View"/>	

2. You will see the list of students who have already submitted their tests, the number of tests they have taken and to be graded.

Examinee List					
Test Name : First examination					
exam attended		<input type="button" value="Done"/>	Revise	<input type="button" value="all"/>	<input type="button" value="Search"/>
Page	<input type="button" value="1"/>	<input type="button" value="default"/>	total		
<input type="button" value="First"/>	<input type="button" value="Previous"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>		
No.	Username	Name	Done	Not graded	
1.	studcf_B	huangDora	1	1	
<input type="button" value="First"/>	<input type="button" value="Previous"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>		

3. Click on the name or the username of the student and a list of the submitted tests will display on the right pane.



Examinee List

Test Name : First examination

exam attended: Done Revise: all Search

Page: 1 default total

First Previous Next Last

No.	Username	Name	Done	Not graded
1.	studcf_B	huangDora	1	1

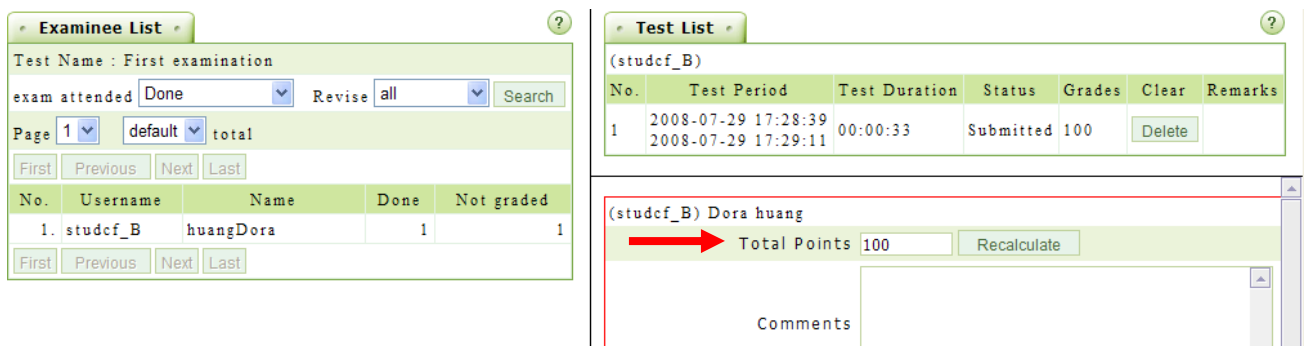
First Previous Next Last

Test List

(studcf_B)

No.	Test Period	Test Duration	Status	Grades	Clear	Remarks
1	2008-07-29 17:28:39 2008-07-29 17:29:11	00:00:33	Submitted	100	Delete	

- Click on a test and the contents will display. If there is already a number in the **Total Points** field, it means some of the answers (such as true-false, single/multiple choices and matching questions) are graded by the system.



Examinee List

Test Name : First examination

exam attended: Done Revise: all Search

Page: 1 default total

First Previous Next Last

No.	Username	Name	Done	Not graded
1.	studcf_B	huangDora	1	1

First Previous Next Last

Test List


(studcf_B)

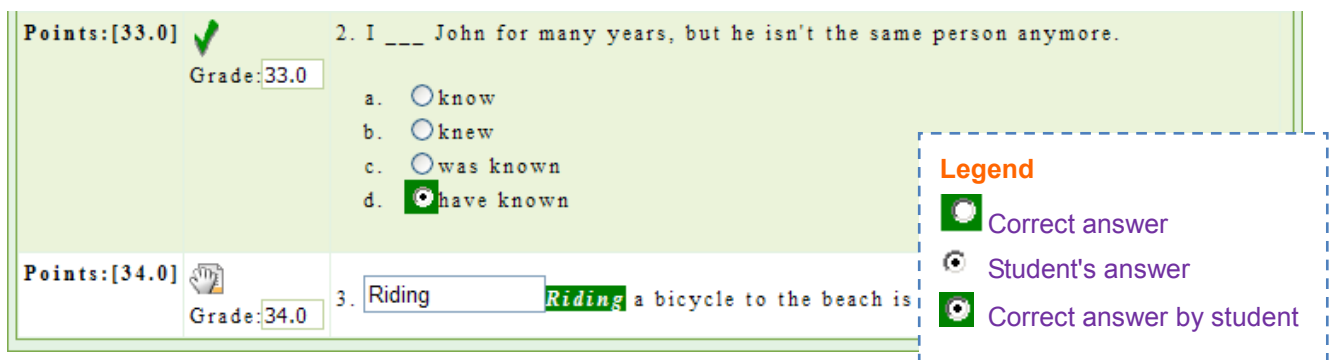
No.	Test Period	Test Duration	Status	Grades	Clear	Remarks
1	2008-07-29 17:28:39 2008-07-29 17:29:11	00:00:33	Submitted	100	Delete	

(studcf_B) Dora huang

Total Points: 100 Recalculate

Comments

- Move on to the lower part of this page and you will see the details of the student's answers. Look for the answers marked with  icons. They are the non-computer corrected answers that need your attention.



Points:[33.0] ✓ 2. I ___ John for many years, but he isn't the same person anymore.


Grade:33.0

a. know

b. knew


c. was known


d. have known


Points:[34.0]  3. Riding a bicycle to the beach is

Grade:34.0

Legend

 Correct answer

 Student's answer

 Correct answer by student

- After giving a score on each question, click **Recalculate** next to the **Total Points** field to calculate the final score, and then enter your comments. The **Reference URL** and **Reference File** fields are optional. Click **Save Grading** to save the result.



(studcf_B) Dora huang

Total Points

Comments

Reference URL

Reference File

- You will see the status of the exam has been changed from submitted to graded.

No.	Username	Name	Done	Not graded
1.	studcf_B	huangDora	1	0

No.	Test Period	Test Duration	Status	Grades	Clear	Remarks
1	2008-07-29 17:28:39 2008-07-29 17:29:11	00:00:33	Graded	00	Delete	

► **Tip: To view the statistics on the single/multiple choices tests**

Example: To view the statistics on "First examination".

- Click at the right end of the "First examination".

1	First examination	Practice	FromNew ToAny Time	✓	<input type="button" value="Grade"/>	<input type="button" value="View"/>
---	-------------------	----------	-----------------------	---	--------------------------------------	-------------------------------------

- The page will display the single/multiple choices and the statistics of the students' answers. From the statistics, you will learn how many students have selected one particular question and the percentage of each option selected.



No.	Description	Candidate Item	Times	Percentage
1	They will be seen _____ basketball in the gym by thousands of people tomorrow.	playing	0	0.00%
		play	0	0.00%
		to play	1	100.00%
		to playing	0	0.00%
2	I ____ John for many years, but he isn't the same person anymore.	know	0	0.00%
		knew	0	0.00%
		was known	0	0.00%
		have known	1	100.00%

- Click **Details** to view the answers of each student.

Statistical table	
Back to List	Details
Test Name	First exam
Test Duration	From Now
Total Tests	1
# of Valid Tests	1
# of Invalid Tests	0

- In the **Details** page, every student's the answer for each question can be reviewed.

No.	1.They will be seen _____ basketball in the gym by thousands of people tomorrow.			
Candidate Item	playing	play	to play	to playing
Dora huang			0	
Total	0	0	1	0



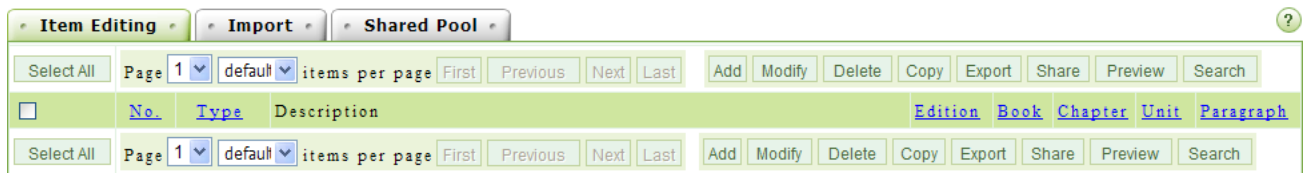
Questionnaire Management

Assignment Management | Test Management | **Questionnaire Management** | Grade Man

I. Questionnaire Management > Pool Editing

Pool Editing | Questionnaire Editing | View Results

A questionnaire is a combination of questions. You can create and edit your questions on the **Pool Editing** page and apply them to the different questionnaires. Once you have created the questions, you can move to the **Questionnaire Editing** page to select the combination of questions and create a questionnaire. The interface and procedures for editing assignments and tests are similar to editing questionnaires.



Tip: To add a question

Example: Add a new question on the **Item Editing** tab.

- 1. Click **Add**.



- 2. Select the type of the question (e.g. Single Choice).



- 3. Enter the descriptions of the question. If you need to attach a file, click **Browse...** and select the file to be uploaded. If you wish to attach more than one file, click **More Attachments** to add enough attachment fields.



True/False
 Single choice
 Multiple choice

The size of each uploaded file cannot exceed 64M. The total size of all uploaded files cannot exceed 100M.

Description:

Item Attachment:

4. By default, there are four fields for setting up the answers. Click to add a field or to reduce a field. For example, if you need to set up five answers for this Single Choice question, click to add one more field. If you need to attach a file such as an image, a chart or a diagram, click and select the file to be uploaded.

Choice:

Choice:

5. Enter the source of the questions such as category, edition, book, chapter, unit or paragraph that can be referenced when you are selecting the combination of questions (Optional). Click to save the question. Select the check box next to **Continuous addition** if you need to add another question once this question is completed.

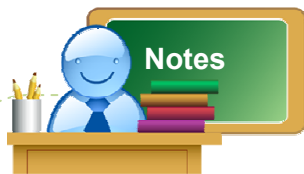
Category:
 Edition
 Book
 Chapter
 Unit
 Paragraph

Continuous addition

6. The question has been saved.



Use the above mentioned procedure to add questions to the pool and then move to the **Questionnaire Editing** page to select the combination of questions and create a questionnaire.

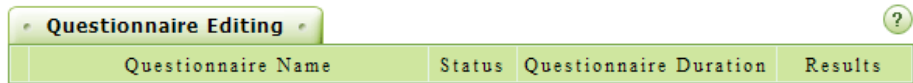
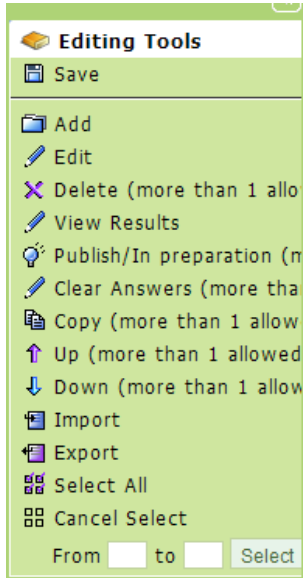


- In addition to add questions manually, you can import questions on the **Import** tab or select to add the questions that other instructors shared on the **Shared Poll** tab.
- Once you have completed adding questions, you can go to the **Questionnaire Editing** page to select the combination of questions and create a questionnaire for students to fill out.

II. Questionnaire Management > Questionnaire Editing

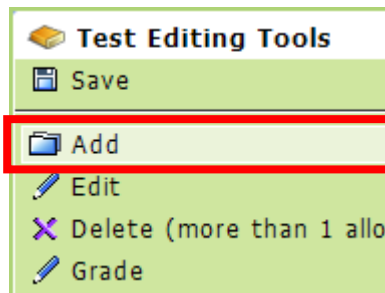
| Pool Editing | **Questionnaire Editing** | View Results

Once you have created all the questions needed for a questionnaire in the **Pool Editing** page, you can create a questionnaire in the **Questionnaire Editing** page.

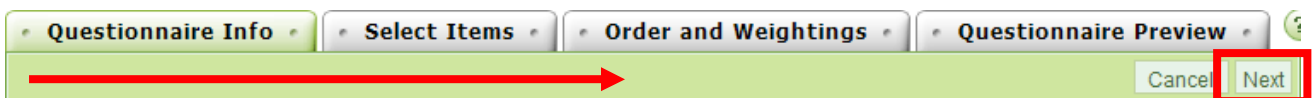


► **Tip: To create a questionnaire**

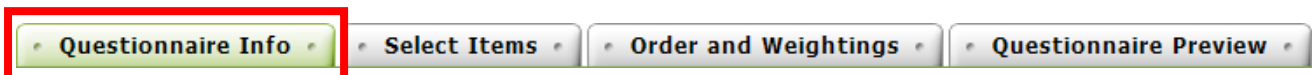
1. Click **Add** on **Management Toolkit** in the left pane.



2. The first tab (**Questionnaire Info**) of setting up a new questionnaire will display. The order of the tabs on the **Questionnaire Editing** page is the order of creating a new questionnaire. Click **Next** to move to the next tab until the questionnaire is completed. Click on a tab to check or change the settings.



⌘ **Questionnaire Info**



► **Tip: To set up the basic information for a questionnaire**

1. Enter the name and the instructions of this questionnaire.



Questionnaire Name	Traditional Chinese	<input type="text" value="Survey"/>	<input type="button" value="Set"/>
	Simplified Chinese	<input type="text" value="Survey"/>	
	English	<input type="text" value="Survey"/>	
Instructions/Instructor's Messages	<div style="border: 1px solid gray; padding: 5px;"> Please use A to E to indicate the most appropriate response for each question </div>		

2. Select the status of the questionnaire. Select "In preparation. Not open." if you are preparing the questionnaire. If you select "Publish", the fields for setting the start/end date of the questionnaire will display. In this example, we select "Publish" to continue.

Status	<input type="radio"/> In preparation. Not open.	<input checked="" type="radio"/> Publish
--------	---	--

3. In the **Questionnaire Start Date** field, select the check box next to **Enable** and then click on the **Date** field to open the **Calendar Tool**. Click on a date from the Calendar and the date will display in the field.

Questionnaire Start Date	<input checked="" type="checkbox"/> Enable, Date: <input type="text" value="2008-07-30 16:21"/>
Questionnaire End Date	<input type="checkbox"/> Enable

? July, 2008 ×						
<<	<	Today			>	>>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Time:		16 : 21				
Select date						

For details about the **Calendar Tool**, please refer to **Assignment Editing** on page 97.

4. Use the same procedure to set up the **Questionnaire End Date** field. Once it reaches the deadline, the students will no longer be able to fill out the questionnaire.



- In the **Response by attachment** field, select **Yes** to allow students to upload reference materials or files; otherwise, select **No**.
- In the **Anonymous or not** field, select **Named** and you will be able to check the answers from each student. Select **Anonymous** and the students' answers will not be displayed.

response by attachment <input type="radio"/> True <input checked="" type="radio"/> False	
anonymous or not	<input checked="" type="radio"/> named <input type="radio"/> anonymous

- In the **Modify** field, select the check box next to **Modifiable** to allow re-submission before the deadline. The re-submitted questionnaire will overwrite the previous one. Do not select the check box if you do not allow re-submission.

Modify	<input checked="" type="checkbox"/> Modifiable
--------	--

- In the **Access Mode** field, select **private access in accordance with the target list below**, or **publish access immediately for anyone (login is unnecessary)**. If you select the former one, click **Add** at the right end of **Questionnaire Target** to specify the target group. If you select the later one, the questionnaire will be open to the public.

Access Mode	<input checked="" type="radio"/> private access in accordance with the target list below. <input type="radio"/> public access immediately for anyone (login is unnecessary).	
Questionnaire Target	Set all enrolled students in this course as default	Add

- In the **Result** field, select if the result will be published and set the date and time that the result will be published.

Results	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Will not be published ▼</div> <div style="padding: 2px;">Will not be published</div> <div style="padding: 2px;">Published after submission</div> <div style="padding: 2px;">Published after questionair</div> <div style="padding: 2px;">Set manually</div> </div>
---------	---



- > 1. **Will not be published:** The result will not be open for review.
- > 2. **Published after submission:** After a student submits his/her questionnaire, he/she can review the result.
- > 3. **Published after questionnaire is closed:** The questionnaire will be open for review on the **Questionnaire End Date** set by the instructor.
- > 4. **Set manually:** The questionnaire will be open for review on the date set by the instructor.

10. Once you finish the settings in the **Questionnaire Info** tab, click **Next** to move to **Select Items** tab.

Modify	<input checked="" type="checkbox"/> Modifiable	Is resubmission allowed?
Access Mode	<input checked="" type="radio"/> private access in accordance with the target list below. <input type="radio"/> public access immediately for anyone (login is unnecessary).	
Questionnaire Target	Set all enrolled students in this course as default	Add
Results	Will not be published <input type="button" value="v"/>	When to publish grades
		<input type="button" value="Cancel"/> <input type="button" value="Next"/>

☞ Select Items

1. The second step of creating a questionnaire is to select the questions. Select the check box next to **Edition**, **Book**, **Chapter**, **Unit**, **Paragraph**, **Type** or **Keywords** and then enter the conditional texts in the appropriate fields. You can narrow down the search result by setting one or more criteria. Do not select a check box if you want to show all the questions in your database. Click **Go** to display the questions.

<input type="checkbox"/> Edition	<input type="text"/>	<input type="checkbox"/> Book	<input type="text"/>
<input type="checkbox"/> Paragraph	<input type="text"/>		
Search	<input type="checkbox"/> Type	True/False <input type="button" value="v"/>	
	<input type="checkbox"/> Keywords	Please enter keywords here.	
Search Range	<input type="button" value="Go"/>		

Please set up your search query and select items to add



2. Select the check box next to the question to be listed and then click **Select**.

Search Results ?

Page 1 | default items per page | First Previous Next Last **Select**

Select	No.	Type	Description	Edition	Book	Chapter	Unit	Paragraph
<input checked="" type="checkbox"/>	1		Single I know where to go to get the information choice that I need to do my job	0	0	0	0	0
<input checked="" type="checkbox"/>	2	Single choice	I have adequate technology to do my job.	0	0	0	0	0
<input type="checkbox"/>	3	Single choice	I have the opportunity to learn skills that choice will improve my chances for promotion.	0	0	0	0	0
<input checked="" type="checkbox"/>	4	Single choice	Employees have equal access to job related training opportunities	0	0	0	0	0
<input checked="" type="checkbox"/>	5	Single choice	I get the training I need to do my job well.	0	0	0	0	0

Page 1 | default items per page | First Previous Next Last **Select**

3. The selected questions will be hiding from the list to prevent from selecting them again. After selecting the questions needed, click **Next** to proceed to the next step - **Order and Weightings**.

Questionnaire Info | **Select Items** | **Order and Weightings** | **Questionnaire Preview** ?

Please set up your search query and select items to add to this questionnaire. Cancel Previous Next

Edition Book Chapter Unit Paragraph
 Type True/False
 Keywords Please enter keywords here.
 Search Range

Please set up your search query and select items to add to this questionnaire. Cancel Previous **Next**

Search Results ?

Page 1 | default items per page | First Previous Next Last **Select**

Select	No.	Type	Description	Edition	Book	Chapter	Unit	Paragraph
<input type="checkbox"/>	3		Single I have the opportunity to learn skills that choice will improve my chances for promotion.	0	0	0	0	0

Page 1 | default items per page | First Previous Next Last **Select**

⌘ Order and Weightings

Questionnaire Info | **Select Items** | **Order and Weightings** | **Questionnaire Preview**

You can to organize the structure and weightings of the questions in the



Order and Weightings tab.

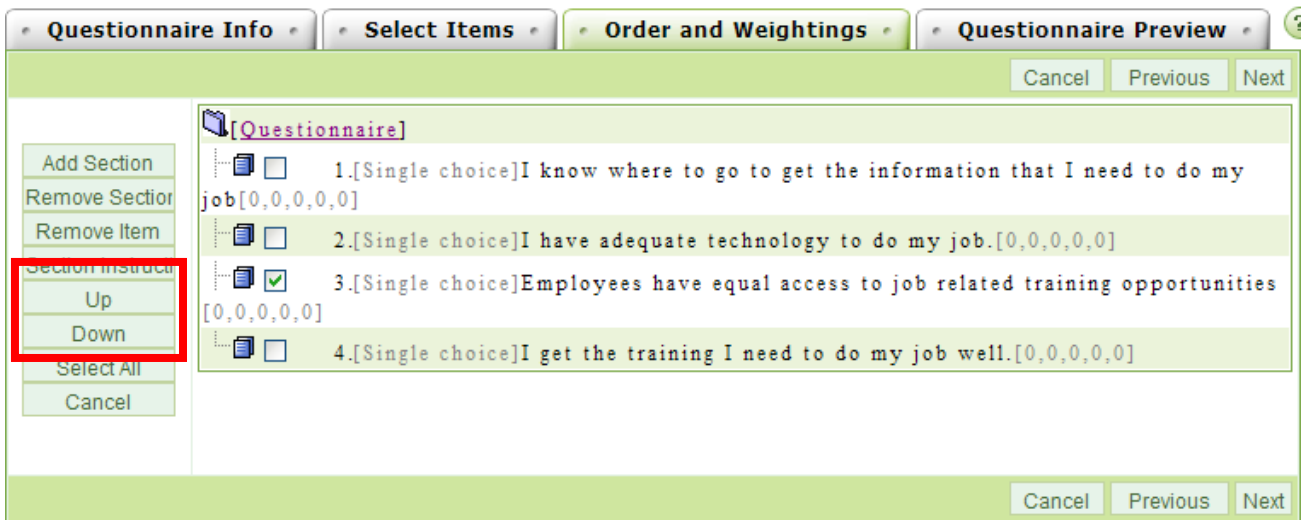
- ▶ Tip: To categorize a question into a section

For information on categorizing a question to a section, please refer to the instructions described on the **Assignment Editing** and **Test Editing** sections.

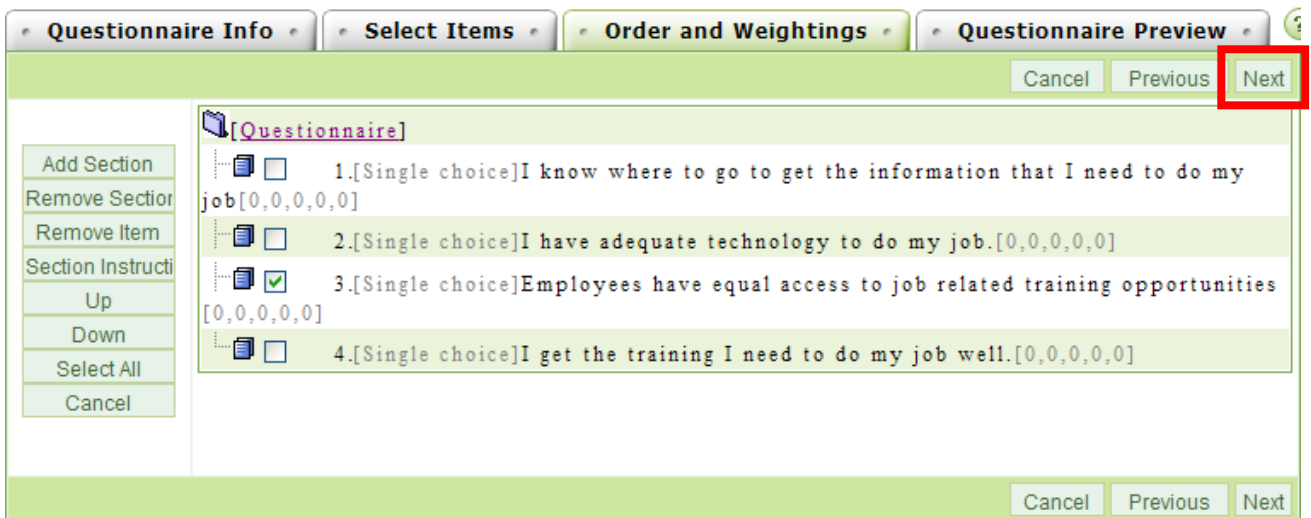
- ▶ Tip: To arrange the order of questions

Select the check box next to the question to be moved and then click

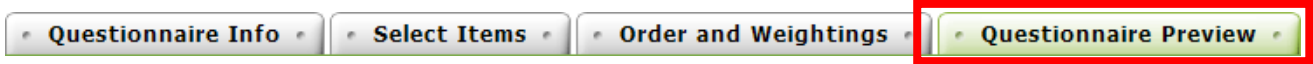
or to adjust the order of the question.



- Once you finish the settings in the **Order and Weightings** tab, click to move to the final step.



⌘ Questionnaire Preview



It displays a screen for you to preview the result. If you are satisfied with the result, click **Finish + Save** to save the questionnaire. If you need to modify the questionnaire, click **Previous**.

Questionnaire Preview

Cancel Previous **Finish + Save**

Questionnaire

1. I know where to go to get the information that I need to do my job

- a. Strongly agree
- b. agree
- c. No opinion
- d. disagree
- e. Strongly disagree

2. I have adequate technology to do my job.

- a. Strongly agree
- b. agree
- c. No opinion
- d. disagree
- e. Strongly disagree

3. Employees have equal access to job related training opportunities













A new questionnaire is now created.

Questionnaire Editing

Questionnaire Name	Status	Questionnaire Duration	Results
<input type="checkbox"/> Survey	Ongoing	From 2008-07-30 16:21 To Any Time	Will not be published



The icons on the Questionnaire Editing toolbar are described as follows.

-  **Save** Click to save the settings after changing the order of the questions or other settings.
-  **Add** Click to add a new questionnaire. After clicking this icon, follow the steps on the screen to create a questionnaire.
-  **Edit** Click to modify the properties or questions on the selected questionnaire.
-  **Delete (more than 1 allowed)** Click to delete the selected questionnaires.
-  **View Results** Click to view the poll result.
-  **Publish/In preparation (more than 1 allowed)** Click to change the status of the selected questionnaires between in preparation and publish. (For example, click on a questionnaire that was originally in preparation and publish it online for students to fill out.)
-  **Clear Answers (more than 1 allowed)** Click to "reset" the questionnaire and clear all submitted questionnaires. It is for special occasions only. For example, if you have to modify the contents of a questionnaire that has been published, you might want to reset the questionnaire and ask students to fill it out again.
-  **Up (more than 1 allowed)** Click to move the selected questionnaires up. The selected questionnaires will move up by one position.
-  **Down (more than 1 allowed)** Click to move the selected questionnaires down. The selected questionnaires will move down by one position.
-  **Export** Click to export the questionnaire. The exported questionnaire can be imported and used in other courses.
-  **Select All** Click to select all questionnaires.
-  **Cancel Select** Click to deselect the questionnaires.



III. Questionnaire Management > View Results

| Pool Editing | Questionnaire Editing | **View Results**

You can view the poll results and the details on this page.

View Result				
Questionnaire Name	Status	Questionnaire Duration	Results	
Survey	Ongoing	From 2008-07-30 16:21 To Any Time	Will not be published	View

► **Tip: To view a poll result**

1. Click [View](#) at the right end of a questionnaire.

View Result				
Questionnaire Name	Status	Questionnaire Duration	Results	
Survey	Ongoing	From 2008-07-30 16:21 To Any Time	Will not be published	View

2. The statistics of the questionnaire will display. Click [Details](#) to view the number of votes on each question.

Statistical table	
Back to List	Details
email this page	
Questionnaire Name	Survey
Questionnaire Duration	From 2008-07-30 16:21:00 to Any
Total Questionnaires	1
# of Valid Questionnaires	1

3. The details page will display as shown below. If it is a "named" vote, you will see how each student is voting on each question.

No.	1.I know where to go to get the information that I need to do my job				
candidate item	Strongly agree	agree	No opinion	disagree	Strongly disagree
Fanny Lin		0			
Total	0	1	0	0	0



Grade Management

Grade Management | Personal Area | Public zone

I. Grade Management > Grade Management

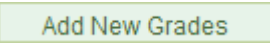
Grade Management | Grade List

Once you grade the assignments or tests that the students submitted online, the scores will be displayed here. You can modify the scores if necessary. Besides, you can import the scores of assignments and tests that students did in the class into the system so that you can calculate the combined scores and rankings in the **Grade List** page.

These scores will be published on the date set by the instructor. Student can check their scores on **Grade Info** under **Information Center**. If you need to adjust the scores to include the attendance or other issues, you can choose not to publish the scores until you are ready.

Tip: To add a grading record

Example: To add a grading record named "Second examination" and input the scores after students finish their tests in the class.

1. Click .

2. In the **Grade Title** field, enter "Second examination".



Add New Grades

Grade Title	Traditional Chinese	Second examination	Set One
	Simplified Chinese	Second examination	
	English	Second examination	

- In the **Weight** field, enter the percentage of the test.

Weight %

- In the **Publish Date** field, enter the duration that the students can check their scores online.

Publish Date Start, Date:
 End, Date:
 Target

- In the **Target** field, select all enrolled students or the name of a group. You need to divide the students into small groups in order to select a group.
- If you already have the scores and comments, you can input them in the **Manual Input** tab; or you can input them later. Click **Add** to save the settings.

	Manual Input	Import	
	Student	Grade	Comments
Student Grades	test m123007a (m123007a)	<input type="text"/>	<input type="text"/>
	test m123008a (m123008a)	<input type="text"/>	<input type="text"/>
	test m123009a (m123009a)	<input type="text"/>	<input type="text"/>
	Fanny Lin (studcf_A)	<input type="text"/>	<input type="text"/>
	Dora huang (studcf_B)	<input type="text"/>	<input type="text"/>
	service center Sunnet (sunnet)	<input type="text"/>	<input type="text"/>
	<input type="button" value="Add"/>		

- A grading record is created.



Grade Management			
Select All	Add New Grades	Modify	Delete
<input type="checkbox"/>	Grade Title	Source	Weight
<input type="checkbox"/>	Second examination	User Define	10 %
		Publish Date	
		From 2008-07-30 17:02 To 2008-08-20 17:02	

- If you need to modify the contents or scores, click on a grade title and follow the descriptions below.

Grade Management	
Select All	Add New Grades
<input type="checkbox"/>	Grade Title
<input type="checkbox"/>	Second examination

- Tip: To modify the scores and the publish date of the assignments and the tests

Example: To modify the publish date of a test.

- Click on a grade title or select the check box next to a grade title and then click **Modify**.

Grade Management	
Select All	Add New Grades
<input type="checkbox"/>	Grade Title
<input type="checkbox"/>	First examination
<input type="checkbox"/>	1-1 work
<input type="checkbox"/>	Second examination

- Select to change the publish dates or the weighting percentage in the **Grade Items** tab.



Grade Items Modify

Grade Title Traditional Chinese First examination Set More Language

Weight 10 %

Publish Date Start, Date: 2008-07-01 14:04 End

OK

July, 2008

<< Today >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Time: 14 : 04

Select date

3. If you need to change the scores of the students, click the **Modify** tab.

Grade Items **Modify**

Student	Grade	Comments
Fanny Lin (studcf_A)	100	Extremely good
Dora huang (studcf_B)	80	
Gild chen (studcf_C)		
bill Lee (studcf_D)		
service center Sunnet (sunnet)	75	

OK

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

Weight 10 %

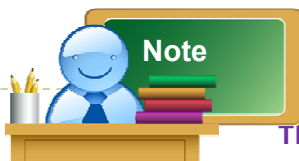
Publish Date Start, Date: 2008-07-01 14:04 End

OK

5. The modification is now completed.

6. During the valid period, the students can check their scores on **Grade Info** under **Information Center**. The screen is as shown below.

Grade Info							
<ul style="list-style-type: none"> This score report is independent from assignment and test scores. If scores are different, the instructor may have adjusted the scores manually. Final scores, averages, and rankings can only be set manually by the instructor. This table will not list your assignment or test scores till the instructor publishes the scores. 							
Grade Title	Source	Weight	Grade	Passing Grade	Passing Standard	Comments	Interval Diagram
First examination	Import from Tests	10 %	100	60	Passed	Extremely good	Interval Diagram



The icons on the Grade Management toolbar are described as follows.

Modify Click to modify the selected assignments or tests such as the publish dates or the students' scores.

Send Click to send the scores of assignments or tests to the selected students. There are two settings for sending score reports. One is to send the personal reports to the selected students. The other is to send score reports of the whole class to the selected students.

Export Click to export the selected assignments or tests. The data can be exported to .txt, .html and .xml formats.

Students will see their scores only if the instructors publish them on **Grade Management**. During the valid period, students can check their scores by visiting **Information Center** → **Grade Info**. Therefore, you have to set the publish dates so that students can check their scores.

II. Grade Management > Grade List

| Grade Management | **Grade List**

It provides a spreadsheet for instructors to calculate students' total scores, average scores and rankings. It also displays the interval diagrams of the scores. In addition, you can make a global change to students' scores. For example, to add 5 points for each student.



Grade Spreadsheet						
Input Direction	Disable	Save Update	Export CSV			
Grade Title	First	1-1 wo	Second	Total	Average	Ranking
Student	10 %	10 %	20 %			
	+/-	+/-	+/-			
Fanny Lin (studcf_A)	100	75	63	30.1	10	1
Dora huang (studcf_B)	80	95		17.5	5.8	2
Gild chen (studcf_C)		62		6.2	2.1	4
bill Lee (studcf_D)						5
service center Sunnet (sunnet)	75			7.5	2.5	3
Higher Standard Score	90	85	31.5			
Lower Standard Score	51	46.4	12.6			
Interval Diagram						

► Tip: To modify a student's score

Example: To modify a student's score.

1. Click on the field to be modified (e.g. studcf_A).

Grade Spreadsheet						
Input Direction	Disable	Save Update	Export CSV			
Grade Title	First	1-1 wo	Second	Total	Average	Ranking
Student	10 %	10 %	20 %			
	+/-	+/-	+/-			
Fanny Lin (studcf_A)	100	75	63	30.1	10	1
Dora huang (studcf_B)	80	95		17.5	5.8	2
Gild chen (studcf_C)		62		6.2	2.1	4
bill Lee (studcf_D)						5
service center Sunnet (sunnet)	75			7.5	2.5	3
Higher Standard Score	90	85	31.5			
Lower Standard Score	51	46.4	12.6			
Interval Diagram						

2. Enter the new score and press enter.



Grade Spreadsheet

Input Direction: Disable Save Update Export CSV

Grade Title	First	1-1 wo	Second			
Student	10 %	10 %	20 %	Total	Average	Ranking
Fanny Lin (studcf_A)	10	80	63	30.1	10	1
Dora huang (studcf_B)	80	95		17.5	5.8	2
Gild chen (studcf_C)			62	6.2	2.1	4
bill Lee (studcf_D)						5
service center Sunnet (sunnet)	75			7.5	2.5	3
Higher Standard Score	90	85	31.5			
Lower Standard Score	51	46.4	12.6			
Interval Diagram						

- The score will now be changed. Use the same way to modify other students' scores.

Grade Spreadsheet

Input Direction: Disable Save Update Export CSV

Grade Title	First	1-1 wo	Second			
Student	10 %	10 %	20 %	Total	Average	Ranking
Fanny Lin (studcf_A)	100	80	63	30.6	10.2	1
Dora huang (studcf_B)	80	95		17.5	5.8	2
Gild chen (studcf_C)			62	6.2	2.1	4

- Click Save Update to save the result.

Grade Spreadsheet

Input Direction: Disable Save Update Export CSV

Grade Title	First	1-1 wo	Second			
Student	10 %	10 %	20 %	Total	Average	Ranking
Fanny Lin (studcf_A)	100	80	63	30.6	10.2	1
Dora huang (studcf_B)	80	95		17.5	5.8	2




- A "Saved successfully" dialog box will appear.



- ▶ **Tip: To modify all students' scores at once**

Example: To add 10 points to each student and the maximum score cannot exceed 100.

1. Click  on the spreadsheet.

Grade Spreadsheet						
Input Direction		Disable	Save Update	Export CSV		
Grade Title	First	1-1 wo	Second	Total	Av	
Student	10 %	10 %	20 %			
	+/-	+/-	+/-			
Fanny Lin (studcf_A)	100	80	63	30.6		
Dora huang (studcf_B)	80	95		17.5		
Gild chen (studcf_C)		62		6.2		
bill Lee (studcf_D)						
service center Sunnet (sunnet)	75			7.5		
Higher Standard Score	90	87.5	31.5			
Lower Standard Score	51	47.4	12.6			
Interval Diagram						

2. The **batch adjust score** window will display. Click on the bullet next to **shift score** and then enter 10 in the field. Click **OK** to continue. If you wish to reduce the students' scores by 10 points, enter -10 in the field.



batch adjust score ?

shift score Input the score. (It can be with sign and dot.)

square root and multiply 10

user defined formula :

- Use S as origin score
- ex : Fill the "S+5" for adding 5 to all.
- ex : fill the "S^(1/2)+60" for doing square root and adding 60 to all.

Adjust the score to if it less than which you input.

Adjust the score to if it more than which you input.

3. Everyone's score is now added by 10 points.

Grade Spreadsheet

Input Direction

Grade Title	First	1-1 wo	Second	Total	Average
Student	10 % +/-	10 %	20 % +/-		
Fanny Lin (studcf_A)	100	90	63	31.6	
Dora huang (studcf_B)	80	100		18	
Gild chen (studcf_C)		72		7.2	
bill Lee (studcf_D)					
service center Sunnet (sunnet)	75			7.5	
Higher Standard Score	90	95	31.5		
Lower Standard Score	51	52.4	12.6		
Interval Diagram					

4. Click to save the change.

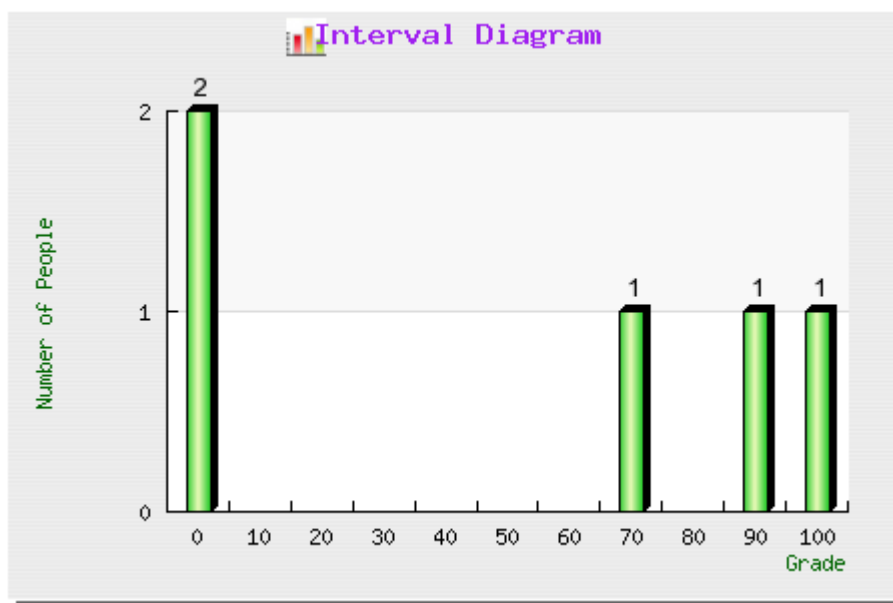
► **Tip: To view an interval diagram**

1. Click on the icon below an assignment or a test.



Grade Title	First	1-1 wo	Second
Student	10 %	10 %	20 %
	+/-	+/-	+/-
Fanny Lin (studcf_A)	100	90	63
Dora huang (studcf_B)	80	100	
Gild chen (studcf_C)		72	
bill Lee (studcf_D)			
service center Sunnet (sunnet)	75		
Higher Standard Score	90	95	31.5
Lower Standard Score	51	52.4	12.6
Interval Diagram			

- The interval diagram will display. It is helpful for you to understand the distribution of students' scores.



- Tip: To export the result into a .csv file

- Click on the **Grade Spreadsheet** tab.

Grade Spreadsheet ?

Input Direction

Grade Title	First	1-1 wo	Second	Total	Average	Ranking
Student	10 %	10 %	20 %			
	+/-	+/-	+/-			
Fanny Lin (studcf_A)	100	90	63	31.6	10.5	1
Dora huang (studcf_B)	80	100		18	6	2



2. Choose to open or save the exported .csv file.

