e-Learning Institute

Practice Activity #1

Adding a Banner Image and Header

1. In the **Build Tab**, click **Page Options**
2. Click **Edit Header**
3. Click on **Enable HTML Creator**
4. Delete the existing image
5. To insert a new banner, click on the *"insert image"* icon
6. The *Insert Image* window opens. Click on **Browse.**
7. The *Get Files* window appears, click on **My Computer**
8. On your desktop, locate *"climatechangebanner_example2.gif"* and click **Open** and then click **OK**
9. Move the new image one line down by hitting enter
10. Type **WELCOME to climate Change 101** above the new image and click **Save**

Practice Activity #2

Customize Course Colours and Icon Sets

You can **customize** a course by choosing different text and background colors.

1. In the **BUILD TAB**, under **Designer Tools,** click on **Manage Course**
2. Click on **Colours** and browse through the settings adjust the colour of your **text** and **background** (see image below)

Practice Activity #3

Create & Manage Chat/Whiteboard Tool

Part I

1. In either **Build** or **Teach Tab**, on the Course Tools, click on **Chat**
2. Click **Create Chat or Whiteboard Room**
3. Enter a title such as **Class Chat**
4. Write a description (optional)
5. Enter **Maximum users**
6. Select **Type**
7. Click **More Options**
8. Browse **User Permissions** settings and click **Save**

Part I

1. In the **Build Tab**, on Course Tools, click on **Course Content**
2. click on **Add Content Link**

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3. In the dropdown menu, select **Chat**
4. Select **Class Chat** and click on **Add Selected**

Practice Activity #4

Part I - Create an Individual Assignment

1. In the **Build Tab**, click on **Assignments**
2. Click on **Create Assignment**
3. Enter a **Title** such as **Unit 1 Assignment No.2**
4. Enter instructions...such as ``*Please submit a 200-word report on a newspaper article that talks about Climate Change*`
5. In the **Student submission format** area select **Text**
6. In the **Assignment recipients** area select **All Students Individually**
7. In the **Grading** area, allow the **Assignment to be Graded**
8. In the **Numeric grade: Out** field, type 5
9. Open the **More Options** area
10. In the **Taking Back Submissions** area**, allow** students to take back their work and edit**.**
11. In the **Publishing Submissions** area, leave the default and click **Save.**

Part II – Grading and Publishing an Assignment

1. Go into **Teach Tab**, click on **Assignments DropBox**
2. Click on **Submitted Tab**
3. In the **View By:** column, click on *"Unit 1 Assignment"*
4. Click on Maya Consuelo's <u>Unit 1 Assignment</u>
5. In **Grader/Reviewer** box, enter some comments
6. **Return graded submission to** student with a grade **out of 20** and click **Save**
7. Click on the **Graded Tab**, and view the graded assignment
8. Click on the drop down menu on this same assignment, and select **Publish**
9. Click on **Published Tab,** view published assignment

Practice Activity #5

Creating Groups in Group Manager

Part I

1. On **TEACH TAB,** on the **Instructor Tools** menu, click on **Group Manager**
2. Click **Create Groups**
3. Select *"Create multiple groups"* and click **Continue**
4. In *Word or phrase all group names start with:* type *"Group".* Leave description blank

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5. Click on **Create full groups, and randomly distribute Students** and **include demo student (so you can see yourself in a group)**
6. In **Set up groups,** enter **5** in **By number of groups:**
7. Click on **Distribute extra members among the groups and** click **Continue**
8. The **Confirm Created Groups** screen appears with details about your groups
9. Click **Shuffle Members** if you want to change students assigned to groups
10. Click **Save.**

Part II - Creating Group Activities (Discussions)

1. Select **Groups 1, 2 , 3, 4 + 5**
2. At the bottom of the page, click on **Create Group Activity:** drop down menu
3. Select **Discussion topic** + click the ▷ icon
4. Create **Threaded Topic** + click **Next**
5. Enter a title *"Collaborative Project"*
6. Click on **Select Category:** dropdown menu and select **Create New Category**
7. In Category name enter *"Group Discussions"*
8. In the **Grading** area, click on *Numeric grade: Out of* and enter '3' in the box
9. You will notice in **Group Work** section, that a discussion topic will be created for each of your 5 groups.
10. Browse through **Peer Review** and **Topic Behaviour** settings – leave the defaults.
11. Click on **Save**
12. **Note:** the yellow confirmation

Part III

1. In the **Teach Tab**, click on **Discussions**
2. Here you can see the 5 new group discussions you just created
3. In **Student View**, click on **Discussions**
4. Click on **Collaborative Project - Group X** and post a message

Practice Activity #6

Part I - Create a Group Assignment

1. In the **Build Tab**, click on **Assignments**
2. Click on **Create Assignment**
3. Enter a **Title** such as **Group Project**

4. Enter instructions...such as ``*Work as a group, and please submit a 500-word report on a newspaper article that talks about Climate Change*`

5. In the **Student submission format** area select **Text**

6. In the **Assignment recipients** area select **Group of Students** and click on **Select Group** button

7. The **Select Learning Group** box opens

8. Select Group 1, 2, 3, 4, + 5 and click **Save**

9. In the **Grading** area, allow the **Assignment to be Graded**

10. In the **Numeric grade: Out** field, type 5

11. Open the **More Options** area

12. In the **Taking Back Submissions** area**, allow** students to take back their work and edit**.**

13. In the **Publishing Submissions** area, leave the default and click **Save.**

Part II

1. Go into **Student View** and click on **Assignments**

2. Click on the new *Group Project* and submit an assignment as a *Demo Student*

3. *Note: Send Mail feature in Assignment window*

Practice Activity #7

Creating a Group Signup Sheet

1. Click on **TEACH TAB**

2. On the **Instructor Tools** menu, click on **Group Manager**

3. From **Group Manager** screen, click **Create Groups**

4. Select **Create Groups with Sign-up Sheets** and click on **Continue**

5. Enter 5 in **Number of groups**

6. Enter *Field Trip Group* in *"*Word or phrase all group names will start with…*"*

7. Enter **'6'** in **Maximum Students per group:**

8. **Allow students to see other students in a group**

9. In **Sign-Up Sheet** settings**,** enter title *Field Trip to Burns Bog* and include instructions

10. Click on **Place sign up sheet on:** drop down menu and select **Homepage**

11. Click on **Continue**

12. You will see 5 new groups created

14. On **Confirm Created Groups** screen, click on **Save**

15. In **Student View**, click on the **signup sheet** and sign up for one of the groups

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Practice Activity #8

Create a Media Library/Glossary

1. On the **Build Tab**, click on **Media Library**

2. Click **Create Collection**

3. Enter a **Title** such as *Under the Ocean Glossary*

4. In **Student Permissions: select** allow students to create entries and click **Save**

5. Click on the new *Under the Ocean Glossary* collection

6. Click **Create Entry**

7. Enter a title such as **SCUBA**

8. Enter a **Description** of the word

9. Click on **More Options – note: Entry Linking** options – leave the default "Automatic: all instances"

10. Click **Save**

Part II

1. On the **Build Tab**, click on **Media Library**

2. Click on *Climate Change Videos*

3. Click on **Create Entry**

4. Enter a title such as *Hadley Cells* and click on **Browse**

5. Click on **My Computer**

6. On your desktop, locate the *Hadley Cells* movie **,** click **Open** and then click **Save**

7. In **Student View**, click on **Media Library**

8. Browse through the **Climate Change Videos** and **Under the Ocean Glossary**

Practice Activity #9

Freeze Column Feature in the Gradebook

1. Click on the **Teach Tab**

2. On the Instructor Tools at the bottom, click on **Grade Book**

3. Click on **Grade Book Options**

4. On the drop down menu, click on **Freeze Columns**

5. Click once on any row and then scroll along the **now highlighted** row

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Practice Activity #10

Finding Members in the Gradebook

1. Click the **View All** tab

2. On the **Grade Book Options**, click on **Find Members**

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3. In the **Column:** drop down menu box, scroll down and select **Lab Section**

4. In the **Value**: box enter **"101"**

5. Click on **Run Query**

6. All **101** members will be displayed

7. Click in the small box to the left of the **LAST NAME** column

8. All Lab101 students should now be highlighted in grey

9. At the bottom of the page, click on **Send Mail**

10. **To view All students again:**

11. Click on **Grade Book Options**

12. Click on **Show All Members**

Practice Activity #11

Exporting Grades

1. On the **Teach Tab**, click on **Export to Spreadsheet**

2. In **Columns to Export:,** click **All Columns** and click **Export**

3. Click **Open with Microsoft Excel** and click OK

Practice Activity #12

Using Selective Release

1. On the Build Tab, click on **Learning Modules**

2. On **Unit 1**, click the drop down menu

3. Click on **Learning Modules**

4. Click **Set Release Criteria**

5. Click Add Date Criteria

6. Adjust dates to April 7, 2008 , click **Save and Save AGAIN**

7. You will now see the date you specified – example: April 7, 2008 as the release criteria

8. You should now see Unit 1 - Introduction to Climate Change (Conditional)"

9. Go into **Student View**, click on **All Units** folder and *Unit 1* should not be visible.