iLearn

iLearn Best Practices

2015 - 2016

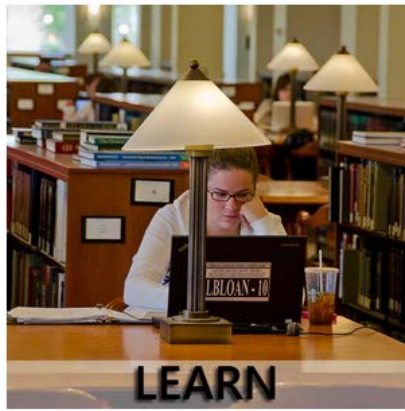TEACH   LEARN   COLLABORATE

Note to User:

The Office of Academic Technology and eLearning is continuously updating the best practices for iLearn.

Please check the iLearn login page for the most current updates at [ilearn. marist. edu](ilearn.marist.edu).

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Overview

Getting Started with iLearn

What is iLearn?

iLearn, which stands for *Innovative Learning Environment and Research Network*, is a web-based "collaborative learning environment" built to support formal and informal collaboration, ranging from fully online and face-to-face courses to faculty committee work and student clubs. The system provides a range of communication and information management tools designed to facilitate interactions with content, between instructor and students, and peer to peer.

iLearn is a toolbox for teaching, learning, and collaboration. You can pick and choose any combination of tools in it that fits your needs. You don't have to know all of them to get started. See the next section for a matrix of iLearn tools and their functions.

How do you access or "login" to iLearn?

To login to the system, follow these simple steps:

1. Open up a web browser[1] and go to **http://ilearn.marist.edu**
2. **IMPORTANT**: The support links to FAQs, tutorials and tip sheets are under "**Teach**", "**Learn**", and "**Collaborate**" on the login page.
3. Click on the red "Login" button in the upper right corner.
4. Enter in your Marist Account (*Please contact the Marist Help Desk at (845) 575-HELP or at http://www.marist.edu/it/helpdesk with account related questions*).
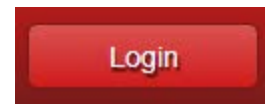
Logging out: Once you are done using iLearn, click on the "Logout" button in the upper right corner of your screen, and then **close your browser** and all open tabs.

How do you access your Course or iCollaborate Site?

Once you login to iLearn, you will be placed in your "My Workspace". Note that **important system announcements** are posted to this area.

1. You can access your various courses by clicking on the course title or "More Sites" links on the top banner area.
2. In the left navigation bar of My Workspace, use "My Settings >> Preferences" to add a site to your visible quick links. Click on the tab, and make the necessary changes.
   You will need to be enrolled in a Course/iCollaborate site before it will appear in the "My Sites".

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[1] We recommend that you use the latest versions of the FireFox, Chrome, or Internet Explorer web browsers.

Teach, Learn and Collaborate with iLearn Tools

iLearn Tools	Task 1 **Notify students of class activities and change of schedules**	Task 2 **Share materials such as readings, presentation slides, lecture notes, etc.**	Task 3 **Share multimedia materials such as Youtube videos, recordings, websites, etc.**	Task 4 **Post assignments, grade them and send them back to students with comments**	Task 5 **Post grades**	Task 6 **Conduct engaging online activities such as discussions, group work, and projects**
Communication						
Announcements	Notify the whole class in public	Share spontaneous resources, not everything	Share spontaneous resources, not everything			
Calendar	Add entries from other tools to the calendar					
Messages	Notify the whole class, groups, or individuals privately	Share specific resources with some individuals or groups, not everything	Share specific resources with some individuals or groups, not everything			
Forums		Share resources related to forum activities	Share resources related to forum activities	Set up discussion activities, grade forum posts and send the grades to the Gradebook		Great platform for asynchronous discussion activities for the whole class and private groups; Also profile pictures (if added) are present with posts
Chat Room						Simple tool for synchronous chatting activity
Meetings						Virtual videoconference with audio, video, desktop sharing, text chat, and more
Sign-Up						Electronic appointment book for class activities

iLearn Tools	Task 1 Notify students of class activities and change of schedules	Task 2 Share materials such as readings, presentation slides, lecture notes, etc.	Task 3 Share multimedia materials such as Youtube videos, recordings, websites, etc.	Task 4 Post assignments, grade them and send them back to students with comments	Task 5 Post grades	Task 6 Conduct engaging online activities such as discussions, group work, and projects
Lessons (NEW) 📖	Add open/close dates for lesson pages	Link to files in the Resources tool, embed YouTube videos, and more	Link to files in the Resources tool, embed YouTube videos, and more	Link to assignments, quizzes, and forum discussions;		Add comments and polls; create student pages; set up conditional release of learning activities
Resources 📁		YES! Share everything here!	YES! Share everything here!			
Assignments 📝		Link to files relevant to assignments	Link to files relevant to assignments	YES! Grades and comments can be released to students	Yes. Students can see grades of assignments here.	
Tests & Quizzes ✏️				Some quizzes can be automatically graded. You can manually add comments and override grades.	Yes. Students can see grades of tests and quizzes here.	
Wiki ✏️						Collaborative production of wiki pages
Gradebook 2 📋				Comments can be added here.	Yes. All grades aggregate here to calculate the final course grade. Comments can be added too.	

Overview of Best Practices for Using iLearn Tools

PLEASE NOTE: This table provides only an abbreviated look at commonly used tools and their recommended best practices. For the complete best practices along with step by step instructions for each tool, please refer to the appropriate page listed in the Table of Contents.

Announcements	• Set the Options in the Recent Announcements box on the Homepage to show 2 listings or the last 10 days. • Set Options to also show at least the first 100 characters of the body of the posting. • Use a meaningful but short title. • Use "**red**" or another bright color and **bold** formatting to stress critical points.
Assignments	• Use the "Accept Until" to provide students with a few extra days to submit assignments (they will be tagged as "late"). • Select Points for the grade scale option for uncomplicated integration with the Gradebook. • Use the e-mail notification option to be alerted to when submissions are posted, and to alert students when new grades are posted. • Use the "In/New" column to quickly see if you have new submissions. • Use the Additional Information to release notes to specified users at a specified time or to leave yourself a note for future semesters. • Automatically generate an originality report from Turnitin.com for each submitted assignment. **NOTE:** Be sure to review our Best Practices for using Turnitin.com.
Forums	• Students will not be able to view a Forum that does not contain at least one topic. • When creating a **FORUM**, leave the short/full descriptions blank. • When creating the **first TOPIC** of your course, the short description should read: *"Please read the full description"* o The "full description" should then include: *INSTRUCTIONS: To post, click on the Topic title (e.g. Chapter One Questions) to access the topic and then click the "Post New Thread" button.* • Once students become accustomed to the Forums tool you will not need to include this text. • Use the Statistics option within the Forums tool to review student participation and view all posts by an individual student. • Use the Watch feature to be notified when new posts are made.
Gradebook2	• Consider releasing Course Grades to students only during specific points in the course when it is useful, e.g. Midterms and Finals. • Drag the items up and down to customize the order of your Gradebook. • Check "All Grades" for a spreadsheet view of all student grades.

Lessons (NEW)	• Enter text directly into Lessons (NEW) if possible.
	• Use the "Add Content Link" option to:
	   ○ Link to a file previously uploaded to Resources,
	   ○ Upload a new file into Resources and link to it, or
	   ○ Add a link to the url of an external resource
	• Embed YouTube videos on the page with video control buttons
	• Use "Hide this page from users" option or "Hide page until following date" to prevent student viewing of module you are actively drafting.
	• Files in Resources must be "shown" to students in order for links to work.
	   ○ Use the "show/hide" scheduling option to save time.

Messages	• Messages are always sent to the recipients' Messages tool in iLearn. • Send a copy to a recipients' official Marist email by selecting the option to "Send a copy…" when drafting a message. • If you only want to receive messages within the messaging tool in iLearn (and not in your email), change the setting for "Allow sending copies to recipients' email address(es)" to "No. " • Set a policy regarding use of Messages at the start of the course. • Make sure students are either regularly checking Messages in YOUR course or that they set up the forwarding to be notified. • If desired, you may opt to tell students that you'll send all messages to their Marist E-mail Account.
Resources	• To control students' access, use "hide/show" or schedule when the resource will be shown to or hidden from them. • It helps to organize your content into folders that represent complete lessons (e.g. all chapter 1 content in a Chapter 1 folder in Resources). • Use the "Move" option to take a resource out of one folder and place it in another. • To reorganize folders, use Reorder function under the actions menu for the course-level folder.
Syllabus	• Post your syllabus directly in the Syllabus tool for easier on-the-fly changes. • Make a multi-part syllabus for easy editing and viewing without downloading the whole document. • Consider giving students a one-point quiz on the syllabus to ensure they've reviewed it. This will also familiarize them with Tests & Quizzes tool. • **Always use the Paste-from-Word button to copy text from MS Word into rich text editor.**
Tests & Quizzes	• Use the Print option to save a PDF file of your exam. Students are unable to print exams. • Under the Grading settings, **ALWAYS** select "Students' identities can be seen by graders". • Under "Assessment Organization", the "Random access…" and the "Each question on its own page" options are **STRONGLY** recommended • Under the "Feedback Delivery" setting, the "release feedback on a specific date" option is recommended. • At a minimum, always provide Student Responses and Correct Response in feedback. • In a timed assessment, set the retract date to at least the duration of the test past the due date (e.g. if a one-hour exam is due at 5 p. m., set the retract time to no earlier than 6 p. m.).

Work Flowchart of Course Site Setup

My Workspace: Worksite Setup Tool

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Create New Course Site

Import from other sites

↓

Revise old content

Create new content using Syllabus, Lessons (NEW), Resources, Assignments, and Forum tools

↓

Set up assessment using Gradebook, Assignments, and Tests & Quizzes tools

↓

Set up communication using Announcements, Calendar, Messages, Forums, Meetings, and Chatroom tools

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Publish the Course Site

Creating New Course Sites

Best Practices for Site Creation/Worksite Setup Tool

Overview

Faculty can create their own courses in iLearn. The self-service creation method removes any lag time you experienced waiting for your course to be created. In addition, this process removes the need for a roster association; when you create your site, your roster is automatically added. This document provides detailed instructions for accessing the Worksite Setup tool and using it to create your iLearn course sites.

New Features

- The "Add New Site" button is added to the top bar and the profile icon next to the "Logout" button for quick access.
- Unpublished sites can be published with a single click. See description on the next page.

Steps for Creating New Course Sites

Step 1: Access the Site Creation/Worksite Setup tool
When you log in to iLearn, you have three ways to get the "Add New Site" button:
  A. Click "More Sites" in the top bar area, and you will see the "Add New Site" button,
  B. On the top right corner next to the "Logout" button, click the profile icon, and you will see the "Add New Site" button, or
  C. You can also go to My Workspace, then "My Settings" in the navigation bar on the left side of your screen, click "Worksite Setup".
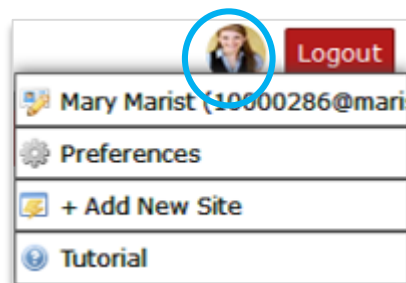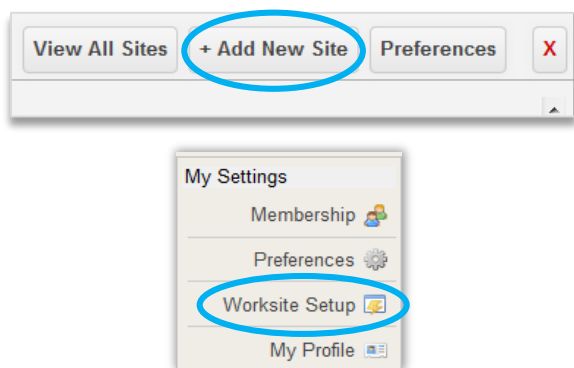
Step 2: Begin the site creation process
The first screen of the Worksite Setup tool displays all of your existing courses. To create a new course, click the "New Site" button at the top of the screen.
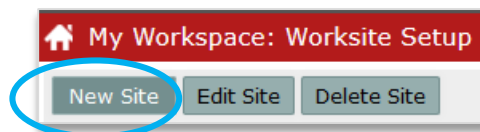
Step 3: Select your template and term
Choose the "course- template.course" template and the term in which you will teach this course. At this time, the "template-Course" template is the only template available, and ensures that your course has the appropriate tools and setup. If you do not see your term listed, the site creation process is not yet available for this term.

Note: Be sure to select the correct term for your course.

Step 4: Select your course and roster
On the next screen, choose a course from your list of available courses. By selecting a course, you are creating and **automatically populating the course with its roster**. Once you choose a course, click "Create Site" to complete this process.

Note: You will only be able to create one course at a time.

Step 5: Publish your course
Your course will be created with the roster automatically populated. However, students will not have access to the course materials until you publish your course. To publish your course, simply click the "**Publish Now**" button in the top left corner of your course above the "Home" button.

REMINDER: You can also change your course status by clicking on **Site Editor → Manage Access**. From this screen, choose the option to **publish your site** or **Leave as Draft** (Unpublished).

Importing Content into Course Sites

Best Practices for Importing Content into Course Sites

Overview

iLearn provides an "Import from Site" option that allows instructors to easily import content from one course site to another. This is particularly useful if you need to import content from a course you previously ran into a course site for the current semester.   If you have questions about the information below, please contact Academic Technology and eLearning at (845) 575-3836 or via e-mail at academic.technology@marist.edu.

IMPORTANT NOTES:
- You **MUST** be an instructor in both the original Course Site and the new one in order to be allowed to import content from one to the other.
- Some iLearn tools (Gradebook and Tests & Quizzes) have their own internal "export" and "import" options which work independently from the "Import from Site". You should **NOT** use these without further training. Contact the office of Academic Technology and eLearning before using these tools in this manner.
- If you wish to import content into a Course Site that already has content in it, you should contact the office of Academic Technology and eLearning before conducting the import.

Steps for Importing Content

Step 1: Determine what you want to import
Once you import content into a Course Site, you cannot easily "undo" the process. Thus, it is recommended that you review the content in the original Course Site before starting the process.

When reviewing the course content, it is helpful to keep the following in mind:

Make sure you are reviewing the correct course from the correct semester – This will avoid accidentally importing the wrong content which can be time consuming to correct.
Importing the Calendar content is generally not recommended – This content is often semester/course specific and can lead to confusion if imported into a new course site.
Importing Wiki content can overwrite existing Wiki content – If you already have content in the Wiki, you should not import additional Wiki content.
Threaded messages in the Forums do not import – Posts that you or your students made to specific Topics are not imported. Topic and Forum settings will be imported. If you need assistance importing threaded messages, please contact Academic Technology.
If you link to content in Resources from the Lessons (NEW) Tool, you must import both – If you only import your Lessons but not Resources, the links you created will not work for students.
Only some content from the Gradebook2 will import – All manually imported Gradebook items import but are not released to students. Because Assignments and Tests & Quizzes are also marked as drafts, the associated Gradebook items do not appear until those items are published. Gradebook configurations, such as settings for Categories and Weightings, will not import.

NOTE: *The import process does not currently allow for "fine grain" importing* – When you select to import content from a tool (e.g. Assignments), you have to import everything associated with that tool. Once imported, you can delete content that you do not want.

Step 2: Import content from the original site to the new course site

A. Login to iLearn and access the **new** Course Site.
B. Click on the **Site Editor** on the left navigation bar.
C. Click on the "**Import from Site**" button at the top of the Site Editor page.
D. Check the original Course Site from which you wish to import content.
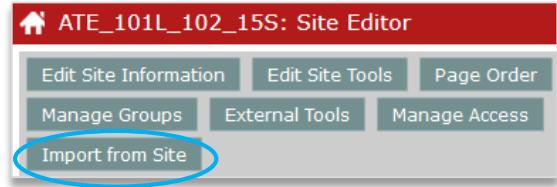

   WARNING: Double check that you have checked the correct Course Site.

   NOTE: You can check more than one Course Site from which to import. This will allow you to import content from several courses at the same time.
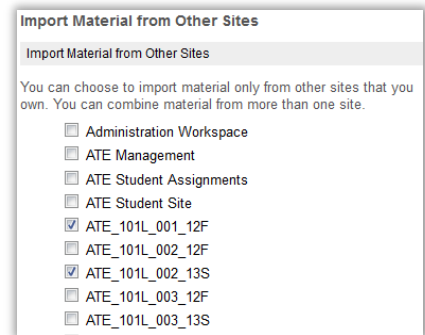
E. Scroll down and click the "**Continue**" button.

F. Check the tools (e.g. Assignments) from which you wish to import content.

   NOTE: You can only import content from tools which have also been deployed in the new Course Site. For example, if you opted not to deploy the Lessons Tool in the new Course Site, then you would not be given the option to import Lessons from the original Course Site even if you had created Lessons in the original site.
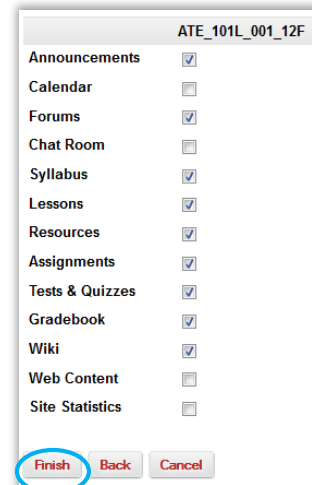
G. Scroll down and click the "**Finish**" button.

   WARNING: If you have a lot of content to import, it may take 3-5 minutes for the process to complete. **DO NOT close your browser or click away from the screen until the import process is done.** When the import process is completed, you will be automatically returned to the main Site Editor screen.

   WARNING: If you repeat the import process or import the same tool twice, duplicate copies of the same content will appear in the new Course Site. Therefore, it is best to check the new Course Site to confirm what was imported (see below) before attempting additional imports.

Step 3: Review and Prepare Imported Content

It is very important that you take a few minutes to review the new Course Site to confirm that the import process worked as expected. As you do this review, keep the following in mind:

Assignments and Forums will be marked as "drafts" – All Assignments and Forums are imported as "drafts" to ensure that students do not accidentally see them before they should. When desired, "post" or "save".

Announcements will be "hidden" – All announcements will be hidden when you import them so as to give you control over when/if they get posted. If you click on the "**edit**" link under the announcement, you can then change the "Availability" setting from "Hide" to "**Show**" and click the "**Save Changes**" button.

Resources will be listed in alphabetical order – You will find that the folders in your Resources area imported in alphabetical order. Other settings, such as availability and access, are set as they were when you imported them from the other site.

Rich Text Editor

Best Practices for Using the Rich Text Editor

Overview

Many pages in iLearn contain large text-entry boxes along with many icons and pull-down lists (located above the actual text entry area). These icons and pull-down lists make up what is known as a **Rich Text Editor**. Most of the tools in iLearn use the Rich Text Editor to enter text and other multimedia information.

The Rich Text Editor contains numerous buttons for you to use. However, you will find only the most commonly used buttons outlined in this document. Should you need information regarding the buttons not specifically outlined, a full detailed list of the buttons and their functions follow this document.

Feature 1: Mathematical Markup Language (MathML)

- MathML is an application of XML for describing mathematical notations and capturing both its structure and content. It aims at integrating mathematical formulae into content.

- Click on Σ icon in the Rich Text Editor tool to use the feature. To learn more about how to use the tool, please visit www.fmath.info
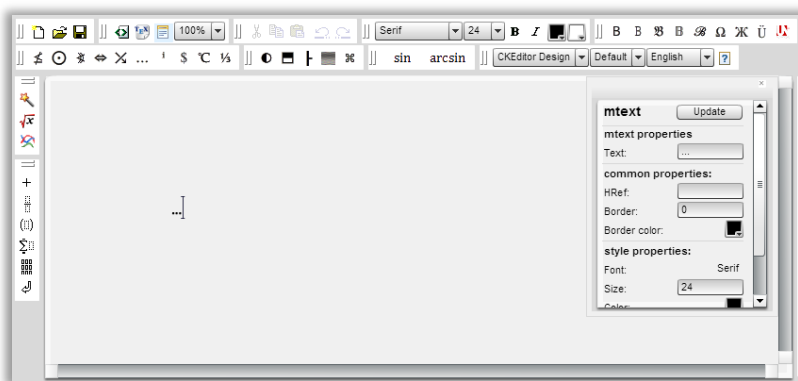
- Math data that is added will be automatically saved in Resources in .png format, in a folder named 'fmath'.

Feature 2: Insert Links to Assignments, Forums, Resources, and Tests & Quizzes

Now you can insert links to Assignments, Forums, files, and quizzes in tools using the Rich Text Editor in the Announcements, Messages, and Lessons tools.

- When inserting links in the Rich Text Editor, click "Browse Server".
- Server browser window opens.
- Select the item you want to link to by clicking on it.
- Click "OK" to insert the link.

IMPORTANT: The "UPLOAD" button is not there anymore. You need to upload files to the Resources, publish assignments, forums, topics, and quizzes before you can see them in the server browser window.
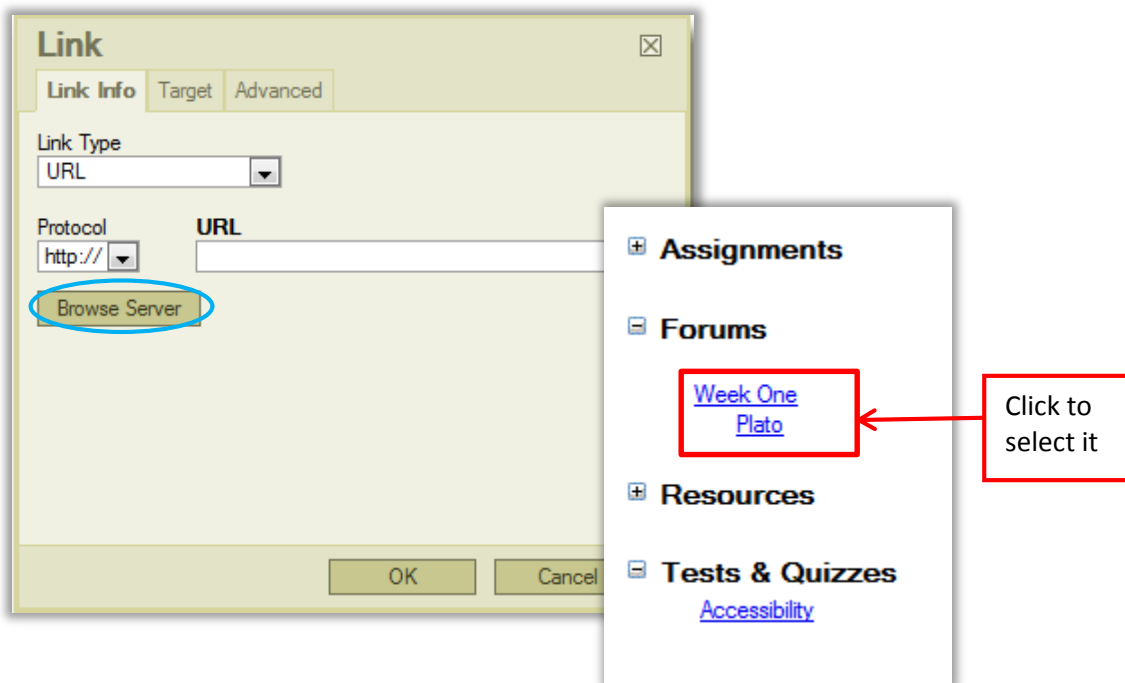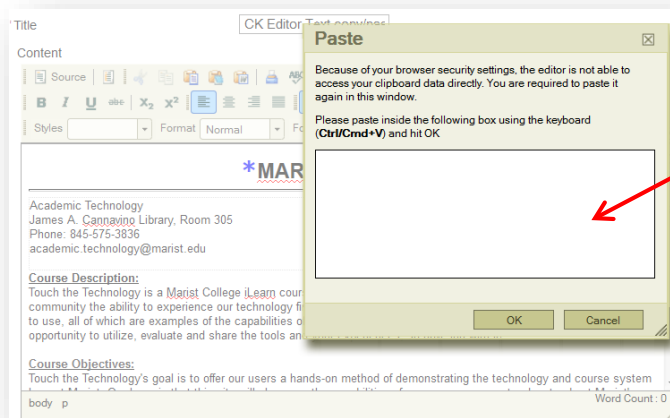
Commonly Used Icons

Paste from Word

Reminder: This button is to be used when pasting from Word documents because it preserves your formatting. **DO NOT** paste directly into the text box because this will lead to unwanted code and symbols.

1. Copy content/text from Word document
2. Click on Paste from Word button

3. Paste copied text into pop up box using CTRL+V

Paste text from MS Word here using CTRL+V

REMINDER: The Paste from Word button is useful when students are writing long messages in Word offline and would like to insert them into Forums, Messages, or many other tools that use the Rich Text Editor.

 Insert or Change Link

This button is used to add a web address to a word or phrase in the Rich Text Editor. It is **important to check** your web address to make sure it is still active and pointing to the correct website.

1. Type or paste your text into the text editor.

2. Highlight the word/phrase you want to link and select the Insert Link button .

3. Finally, type or paste your web address into the bar that says **URL.**
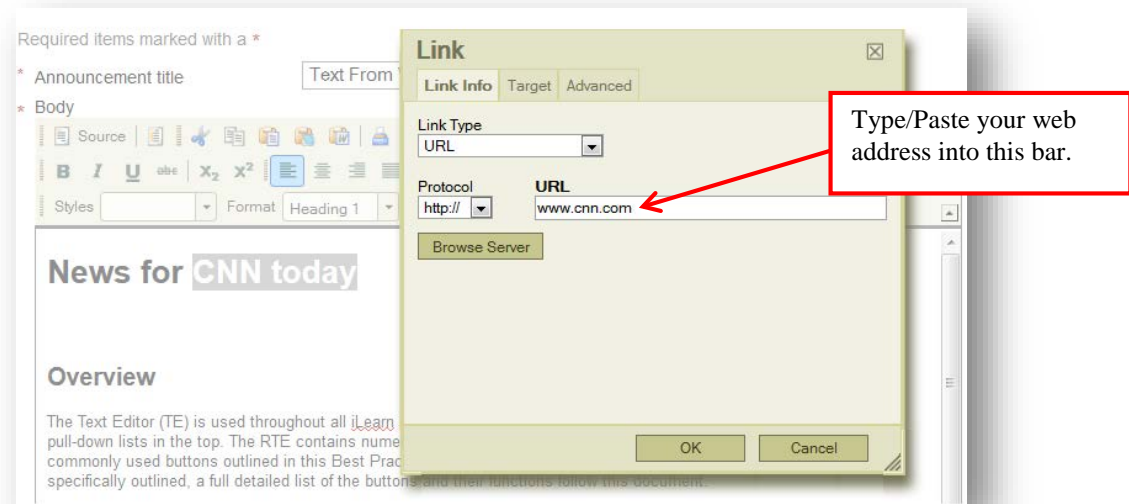
4. Once you are done, hit **OK**. The link will not be active until the message has been posted, so you will not be able to test it while editing the message.

REMINDER: The Insert Link button is useful when you want to point the reader to a different web source. **Remember** to check the web address to make sure that it is pointing to the correct website.

Show/Hide the Rich Text Editor

Many pages in iLearn contain large text-entry boxes along with many icons and pull-down lists (located above the actual text entry area). These icons and pull-down lists make up what is known as a **Rich Text Editor**. Most of the tools in iLearn use the **Rich Text Editor** that is displayed on your screen as shown below:

In some tools, you have the option of showing or hiding the Rich Text Editor. If this option is available, a **Show/Hide Rich-Text Editor** button is displayed at the corner of the box. To show or hide the icons and pull-down lists, click this button.

Typical display of
RICH TEXT EDITOR icons
and pull-down lists

Show/Hide
Rich Text
Editor button
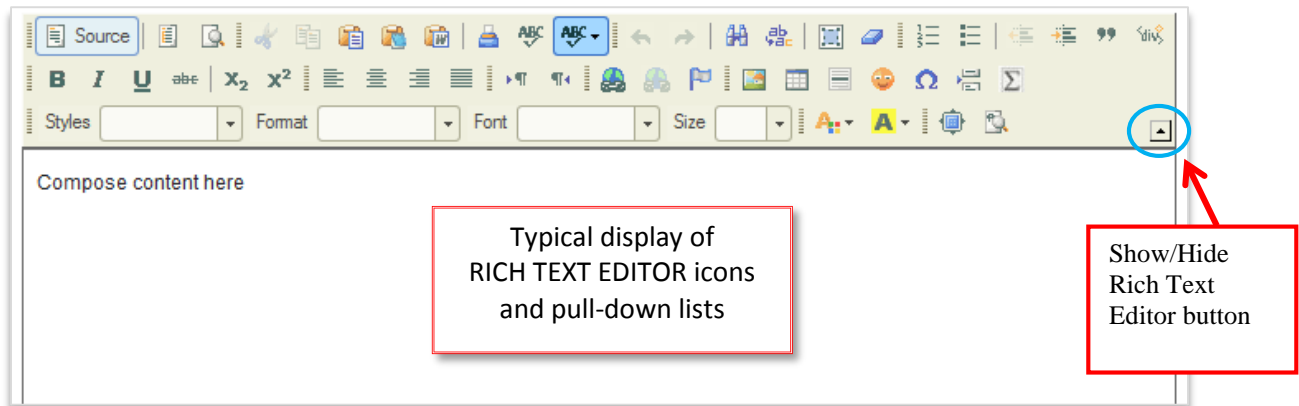
The tables below list the activities you can perform and indicates the icon or pull-down list to use for each. The three tables cover:

- Text formatting activities

- Activities for adding and removing text, non-text items, and special characters

- Miscellaneous activities

> 🖉 **NOTE:** Some of the buttons (and their functions) in the editor are not available in all tools in iLearn. If you see a button, you can use it.
>
> 🖉 Spell Check: Press Ctrl (Command on Mac) + Right-click on misspelled words to bring up the browser spell checker.

Detailed List of Rich Text Editor Buttons and Their Functions
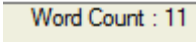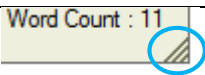
Text Formatting Activities

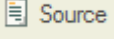| To do this:	Use this icon or field:	Notes
Select all		Selects everything in the white box.
Remove formatting		Removes formatting from the selected text.
Undo the last operation		Will undo typing, color changes, and alignment; does not undo functions such as replace, apply style, and insert image; cannot be used repetitively.
Redo the last operation		Cannot be used repetitively.
Use a **template** to create this material		Displays a window where you can select the template you want. Three pre-defined templates are available.
Apply **bold** formatting	B	**Text will look like this.**
Apply **italic** formatting	I	*Text will look like this.*
Underline text	U	<u>Text will look like this.</u>
Apply strikethrough formatting	abc	~~Text will look like this.~~
Make text **subscript**	x_2	Text will look like this: x_2
Make text **superscript**	x^2	Text will look like this: x^2
Insert **numbered list**		1. Text will 2. Look like 3. This.
Insert **bulleted list**		• Text will • Look like • This.
Move **margin left**		Moves text to the left margin.
Move **margin right**		Moves text to the right margin.
Align text at **left** margin		Aligns the text from left margin.
Align text at **right** margin		Aligns the text at right margin.
Center text		Aligns the text in the center.
Align text at both **left** and **right** margins		Aligns the text at both left and right margins.
Change **text color**		If you choose red, text will look like this.
Change **background color**		If you choose green, text will look like this.
Apply one of five formatting **styles**	Styles	Selects Block styles and Inline styles for the text.
Apply one of six **formats** to text	Format Normal	Selects the Paragraph Format for the text.
Change the **font**	Font	Change the Fonts.
Change the **type size**	Size	Change the Font sizes.

Adding and Removing text, Non-text Items, and Special Characters

To do this:	Use this icon or field:	Notes
Cut selected text		Removes the selected text and places it on the 'clipboard'.
Copy selected text		Copies the selected text.
Paste selected text		Pastes the selected text.
Paste selected text as **plain text**		Opens a window in which you paste text from a text file, and click OK to insert the text into the editor.
Paste selected text **from Word**.		Opens a window where you paste text from a Word document, indicate whether to remove style definitions and/or remove fonts, click OK to insert the text into the editor; inserts text/tables only; does not insert images from the Word source.
Insert or change a **link**		Allows you to link to a URL or FTP site, an anchor in the text, or an email address. Display text for the link will look like this: click here.
Remove selected **link**		Removes the selected link from the editor.
Insert an **anchor**		When entering a large amount of information, you can use an anchor to link to a location in another part of the current page.
Insert or edit an **image**		Insert or edit an image. You may also choose aligning the image to the left or right of the text.
Use a Block Quote		Format the text or non-text material as a block quote.
Use Creative Div Container		Formatting for HTML.
Insert a Add MathML Formula	Σ	**NEW FEATURE:** Describing mathematical notations and capturing both its structure and content. It aims at integrating mathematical formulae into content.
Insert or edit a **table**		Opens a window to select the number of rows and columns to insert a table, select the width, height, headers, border size, cell spacing, cell padding, alignment, caption and summary for the table to insert into the editor.
Insert a **horizontal line**		Inserts a horizontal line into the editor.
Insert a **smiley** face		Inserts an emoticon into the editor.
Insert a **special character**	Ω	Inserts special characters into the editor.
Edit HTML codes	Source	See and edit the HTML codes of the text and non-text information on the page .

Miscellaneous activities

To do this:	Use this icon or field:	Notes
See the Word Count of the text	Word Count : 11	Look at the lower right corner of the Rich Text Editor box.
Extend the box vertically	Word Count : 11	Drag the very lower right corner of the Rich Text Editor box to extend the box vertically.
Maximize the box		Click it to maximize the Rich Text Editor box to the entire page. Click again to come back to the original size.
Show blocks		Show blocks of the HTML codes

Delivering Course Content in iLearn

Best Practices for Using the Lessons (NEW) Tool

Overview

- The Lessons (NEW) tool is used to deliver primary course content (e.g. lectures, active learning modules, etc.). It allows faculty to customize the interface and structure of the content for students and provides a streamlined learning path for the course content.
- Faculty can add text, assignments, tests, resources, links, images, discussion forums and other media to a central location by using the action buttons at the top of the page.

NOTE: The Lessons (NEW) tool is a sophisticated tool that allows the instructor more flexibility and customization. This document covers basic functions of this tool. Please contact Academic Technology if you would like a consultation on advanced features and sample user cases.

Adding Content in a Lessons (NEW) Tool Page

- Click the "Add Content" drop-down menu on the top of the page
- Click on any of the "Add…" buttons to add files, links, and media to the page.

The following is a list of typical types of content that can be added to a Lessons tool page:

1. Text (using Rich Text Editor)
2. Files from the Resources tool
3. Other tools in the same course site (Assignments, Forums, Tests & Quizzes)
4. External resources (external websites, YouTube videos and PDFs can be linked or embedded on the page)
5. Other functionalities (Comments tool, Questions, and Student pages)
6. Subpages
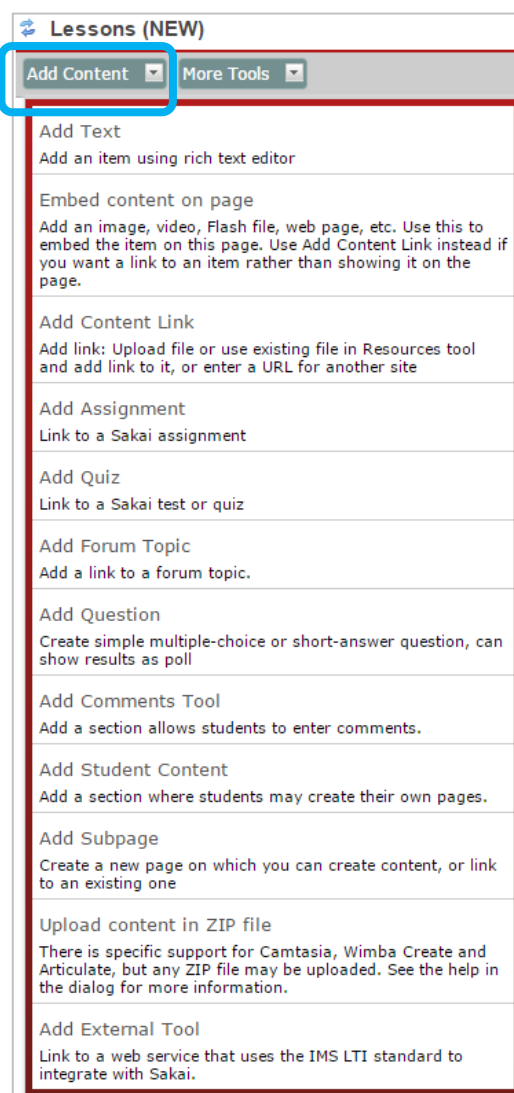
Adding Text

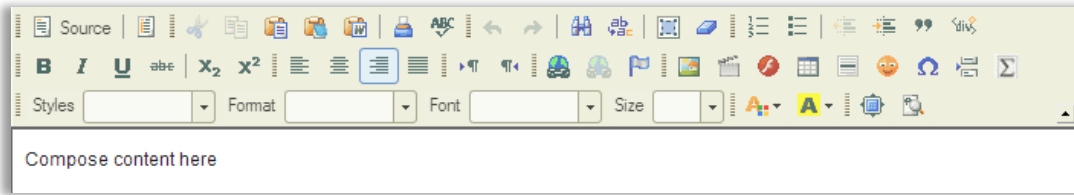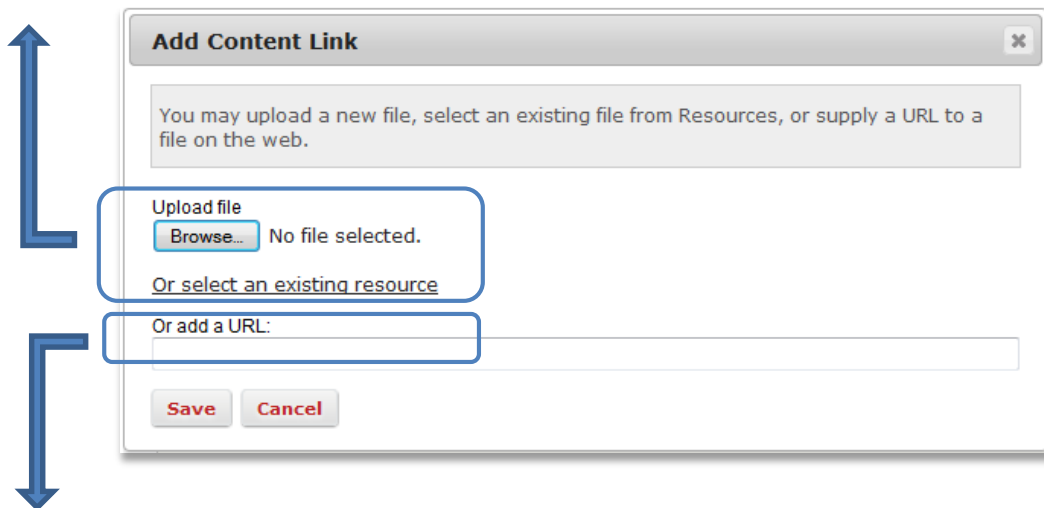Select the "Add Text" option from the "Add Content" drop-down menu. The page will reload with the Rich Text Editor allowing you to enter and format text. Please see the Best Practices for using the Rich Text Editor for more information. When you finish, click the "Save" button.

Adding Files from the Resources

Select the "Add Content Link" option from the "Add Content" drop-down menu. You will see a pop-up window titled "Add Content Link."

- Click on "Browse" to upload and add a file from your computer to the page directly. The file will then be added to a folder in the Resources automatically.
- Or, click on "Or Select an existing resource" to add an existing file from the Resources in your course site to the page.
- When you finish, click the "Save" button.

Adding Links to External Resources

Select the "Add Content Link" option from the "Add Content" drop-down menu. You will see a pop-up window "Add Content Link." Copy and paste the url of the external resources (websites, documents, videos, etc.) to the provided space and then click "Save."

Embedding Content (PDFs, websites, and YouTube Videos) on a Page

Select the "Embed content on page" option from the "Add Content" drop-down menu. You will see a pop-up window "Embed content on page." You can embed an existing file from the Resources tool or an external resource on the page.

The recommended content types for embedding are PDFs, websites, and YouTube videos. WORD and Excel documents and Google Docs may not show up correctly.

NOTE: To embed a YouTube video, please use the YouTube "Share" link.
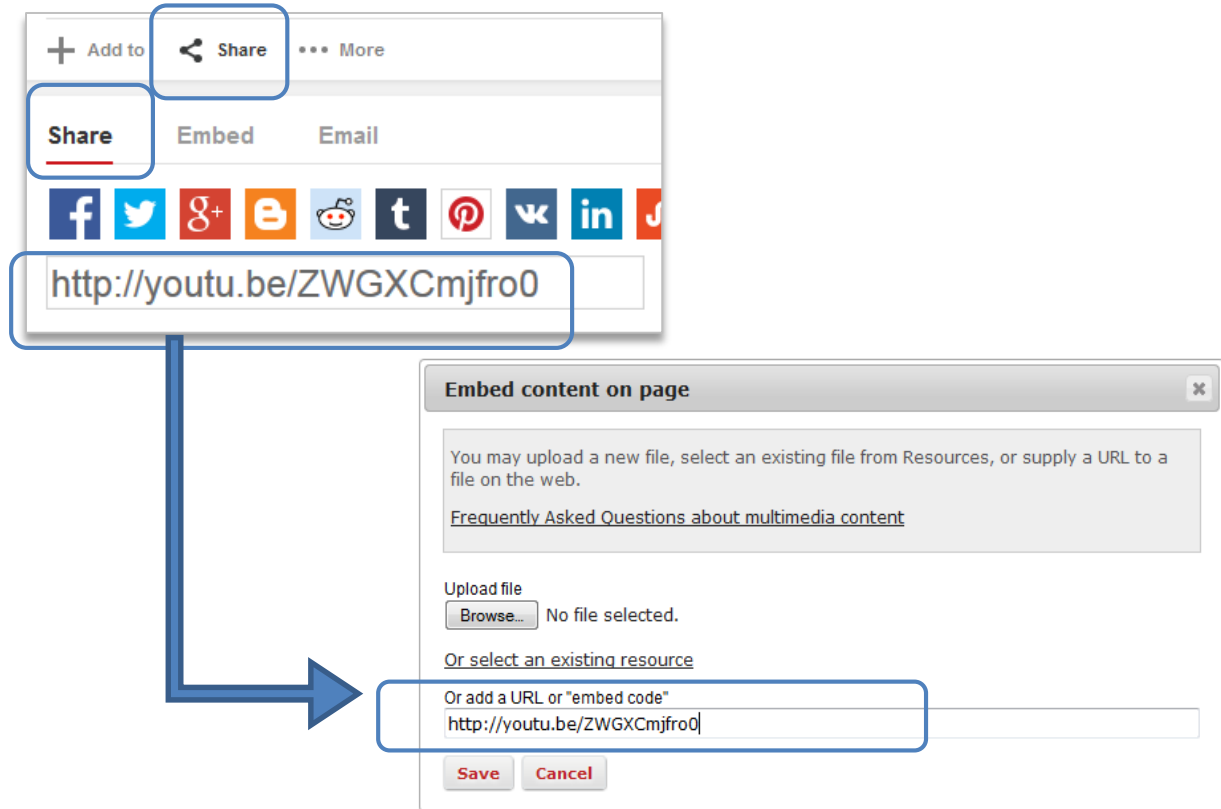
Adding Other Tools (Assignments, Forum Topics, and Tests & Quizzes)

The Lessons (NEW) tool can incorporate assignments, forum topics, and quizzes in a page to streamline the user's learning experiences. Simply select "Add Assignment," "Add Quiz" or "Add Forum Topics" from the "Add Content" drop-down menu to incorporate these elements onto a page. Here you will see an example of adding a forum topic.

NOTE: You will be able to add only one item (one assignment or one topic) to a page at one time.
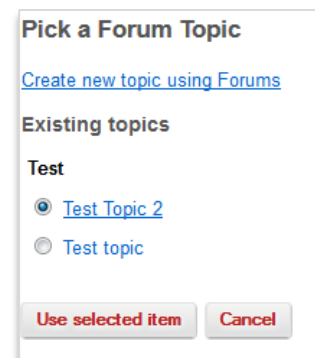
Adding Subpages

Select the "Add Subpage" option from the "Add Content" drop-down menu. You will see a pop-up window titled "Add Subpage". On the pop-up window, provide a title, choose the options, and then click "Create" to add that subpage.
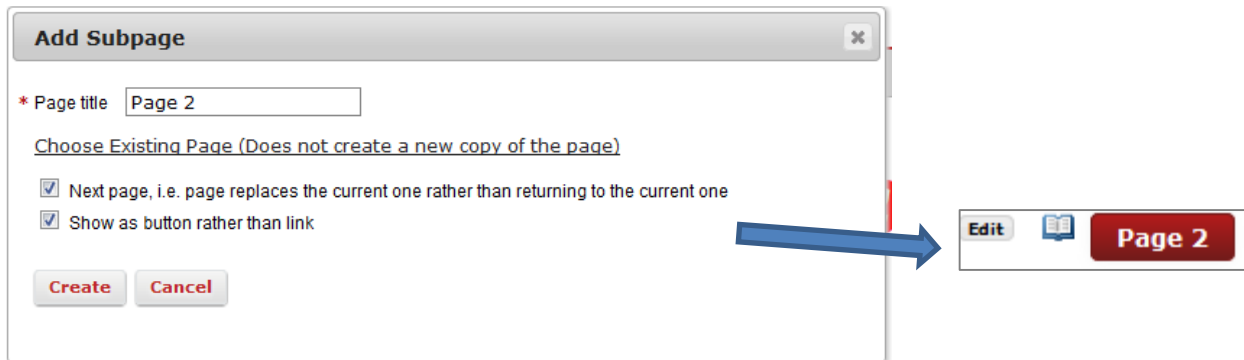
Options:
- "Next Page" option allows you to make the subpage lead directly to the next page when clicked (as opposed to returning back to the home page of the Lessons tool)
- "Show as button" option allows the subpage link to show up like a button instead of a text link

Editing Elements on a Page

When multiple elements are added to a Lessons (NEW) tool page, you can edit the settings of individual elements and reorder them on the page.

- To edit the settings of an element on a page, click on the "Edit" button to the left of each element.
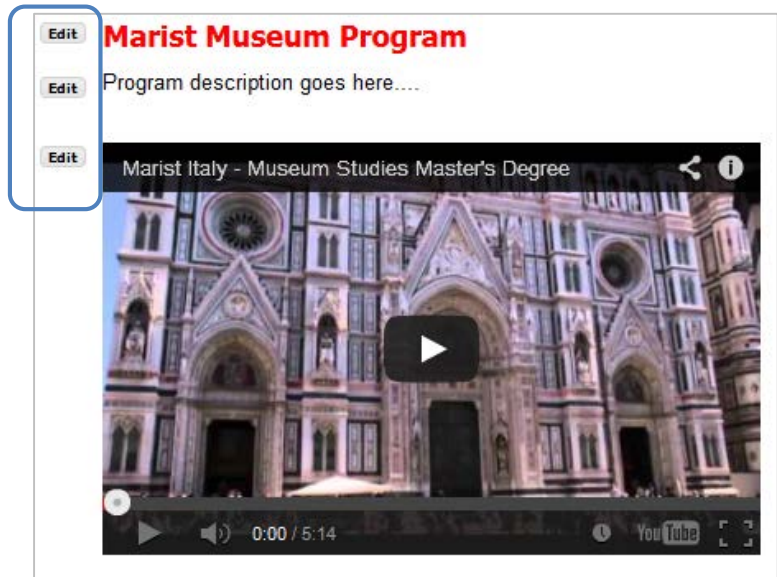
- To reorder the elements on a page, click on the "Reorder" button on the top right side of the page. On the next window, simply drag and drop elements to reorder them. You can also delete elements from this page by clicking on the red "**x**".
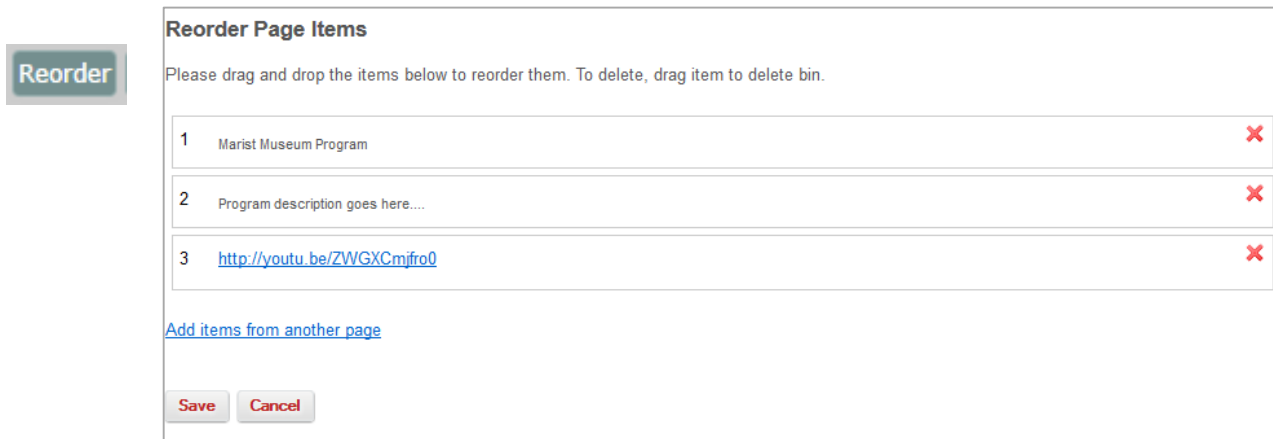

Creating Multiple Lessons (NEW) Tool Pages

The Lesson (NEW) tool allows great flexibility to structure materials on multiple pages. Here are two ways to structure your materials using multiple pages.

Method 1: One main page with multiple subpages

1. On the Lesson (NEW) tool page, create text content as header, such as "Museum Study 101, Weekly Lessons."
2. Create subpages one after another with descriptive titles in a sequential order
3. Go to each individual subpage to add content or other subpages

Method 2: One starting page with multiple content pages on the same level

1. On the Lessons (NEW) Page, click on the little gear icon on the very right edge of the page to edit the title to indicate this is the starting point of the lessons pages of this site.
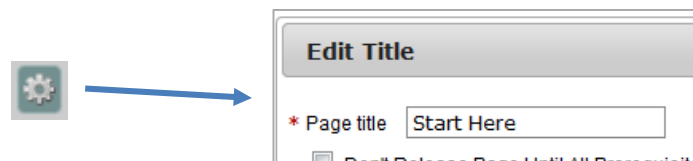
2. Select the "Add More Pages" option from the "More Tools" drop-down menu.

3. Provide a title for a top level page to be added to the left menu area.
4. You can create multiple top level pages by providing the number of pages you want to create.
5. Click "Save" to add multiple pages to the left menu area.

Conditional Release and Sequencing Learning Tasks

The Lessons (NEW) tool allows the functionality to set up open dates of pages and prerequisites for learning tasks on these lesson pages. This functionality is achieved by editing the settings of top-level pages, subpages, and individual elements on a page.

On one Lessons (NEW) tool page, click on the little gear icon on the very right edge of the page. You can:
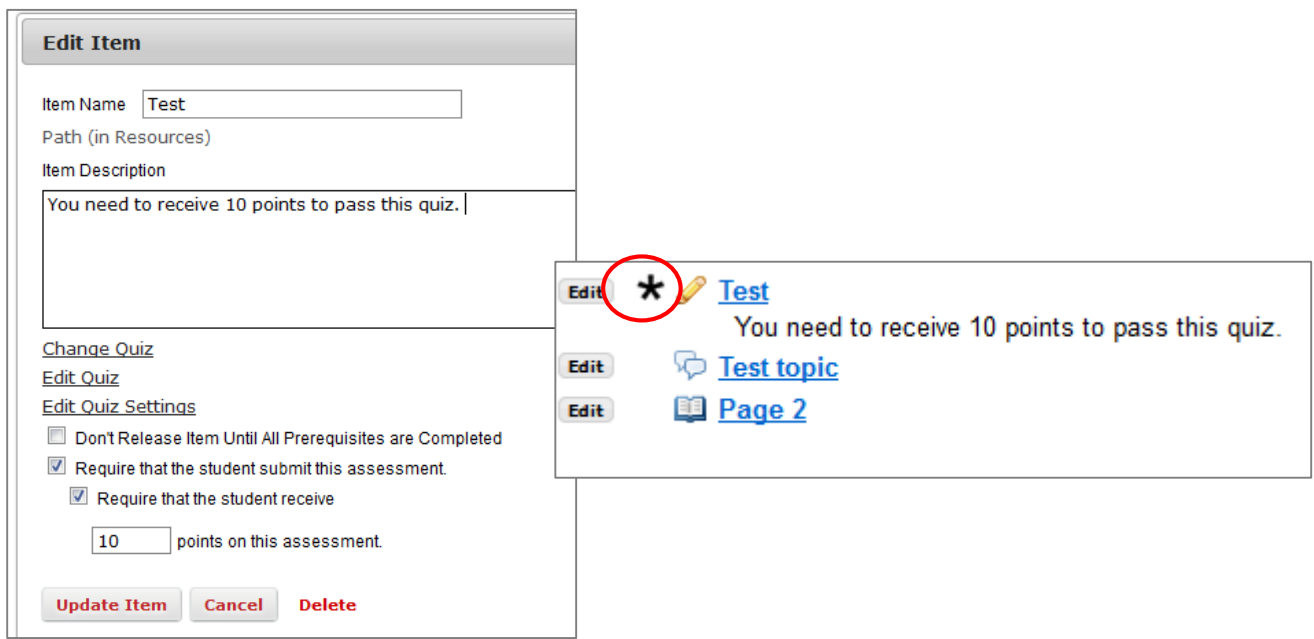
- Set up open date
- Hide the page when you want to close it or if it is under construction
- Set it up as a required page with a grade

For individual element on a page, you can set up different requirements.

Here is an example to set up a required quiz.

1. Click the "Edit" button to the left of the quiz.
2. In the pop-up window, add description.
3. Check the box for requirements and add points if needed
4. Click "Update Item" button.
5. Then you will see an asterisk added to the left of the quiz. Once the quiz is completed successfully, the asterisk will disappear and be replaced by a green checkmark. The student will then be able to move on to the next learning task.

NOTE: Settings of the Lessons (NEW) tool can be complicated when you try to create multiple pages and set up conditional release. Should you have any questions, please contact the Academic Technology office at 845-575-3836 or academic.technology@marist.edu.

Best Practices for Lessons Content Migration

This document is to help you move content from the Lessons (OLD) tool to the Lessons (NEW) tool. The steps are laid out to guide you through this process as smoothly as possible. Please **NOTE** that you will use the Lessons (OLD) tool for text content and structure reference only. The Lessons (NEW) tool organizes content in a rather different way. Therefore, besides moving content, you may also take advantage of this opportunity to reorganize the materials in the Lessons (NEW) tool.

Before migrating your content, we recommend you become familiar with the Lessons (NEW) tool.

Lessons Content Migration Timeline

- Fall 2015
  For courses created on and after July 21, 2015, both the Lessons (OLD) tool and the Lessons (NEW) tool will be available in the course tool list. However, we recommend that you migrate your course materials during the Fall 2015 semester to the Lessons (NEW) tool.

- Summer 2016
  After July 2016, the Lessons (OLD) tool will not be available in old or new courses. Please contact us at 845-575-3836 or academic.technology@marist.edu for assistance.

Please attend Lessons Migration Workshops and training throughout the year! Find details and registration information in CTE Workshop Registration site: https://www.marist.edu/facultystaff/cte/.

Steps

1. Before you start the process, please upload all files to the Resources in the **new site**. You can either use "Import from Site" function in Site Editor, or upload files to the Resources tool directly. This step is very important to ensure the links to files in the Resources tool work in the Lessons (NEW) tool.

2. Log into iLearn and go to the **old site** that you wish to migrate content from. Click on the **Lessons (OLD)** tool on the left side menu.

   NOTE: Typical content of the Lessons (OLD) tool consists of text and links to files in Resources. We will demonstrate how to migrate them to the Lessons (NEW) tool below.
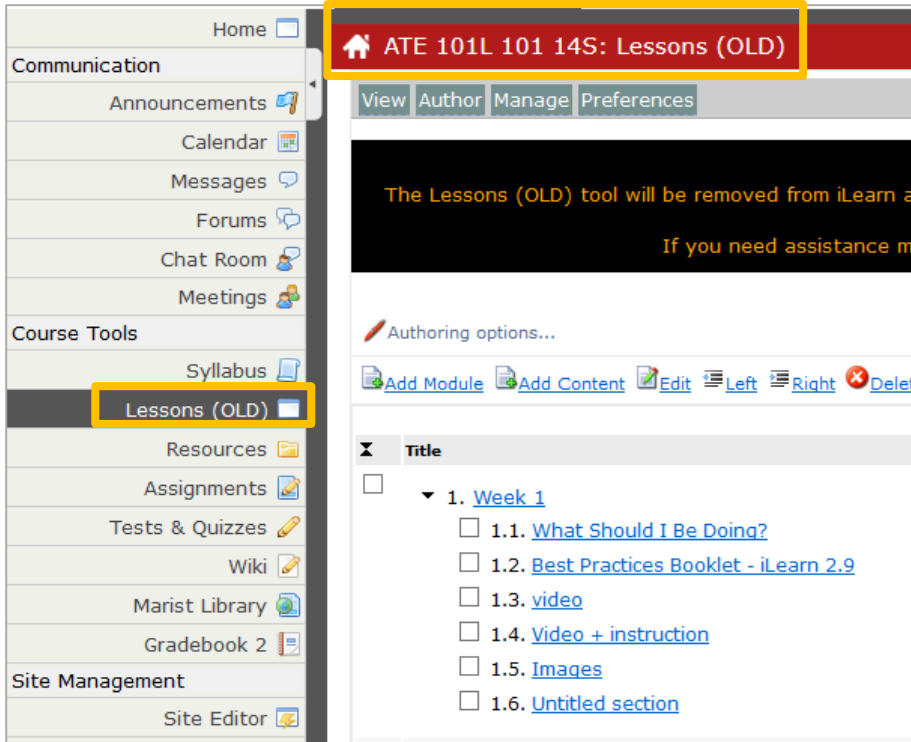
3. In another web browser window or tab, go to the **new site** that you wish to migrate the content to and make sure the **Lessons (NEW)** tool is present.

   NOTE: If you create the course site using the new course template on or after July 21, 2015, you should see both Lessons tools together on the left side menu.

   NOTE: If the Lessons (NEW) tool is not present in your course site, you can add it by going to Site Editor >> Edit Site Tools.
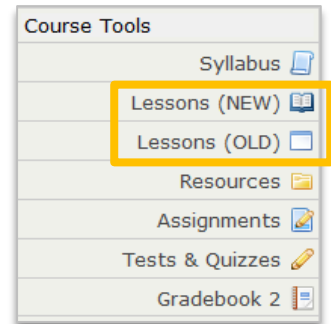
4. Now go to the **old site**, copy the module title "Week 1" in Lessons (OLD) tool. You will replicate this module in the new site.
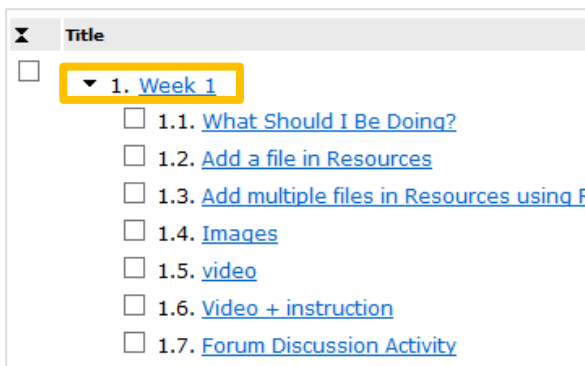
5. Next, go to the Lessons (NEW) tool in the **new site** and create a subpage called "Week 1." Click the "Add Content" drop-down menu and then click the "Add Subpage" option. In the pop-up window, paste the module title "Week 1" as the page title, then click "Create." When it is done, you will be on the "Week 1" subpage in the Lessons (NEW) tool.

6. Next step is to copy and paste content from the Week 1 module. Click to access the content of the "Week 1" module in the **old site**. To copy text content of the "Week 1" module, highlight the text content and then click Ctrl+C on your keyboard.

7. Go to the **new site**. You will be on the "Week 1" page. You will paste the text content in the page "Week 1" in the Lessons (NEW) tool. Click "Add Content" and then "Add Text" button. In the pop-up window, click Ctrl+V on your keyboard to paste the text content. Then click "Save."
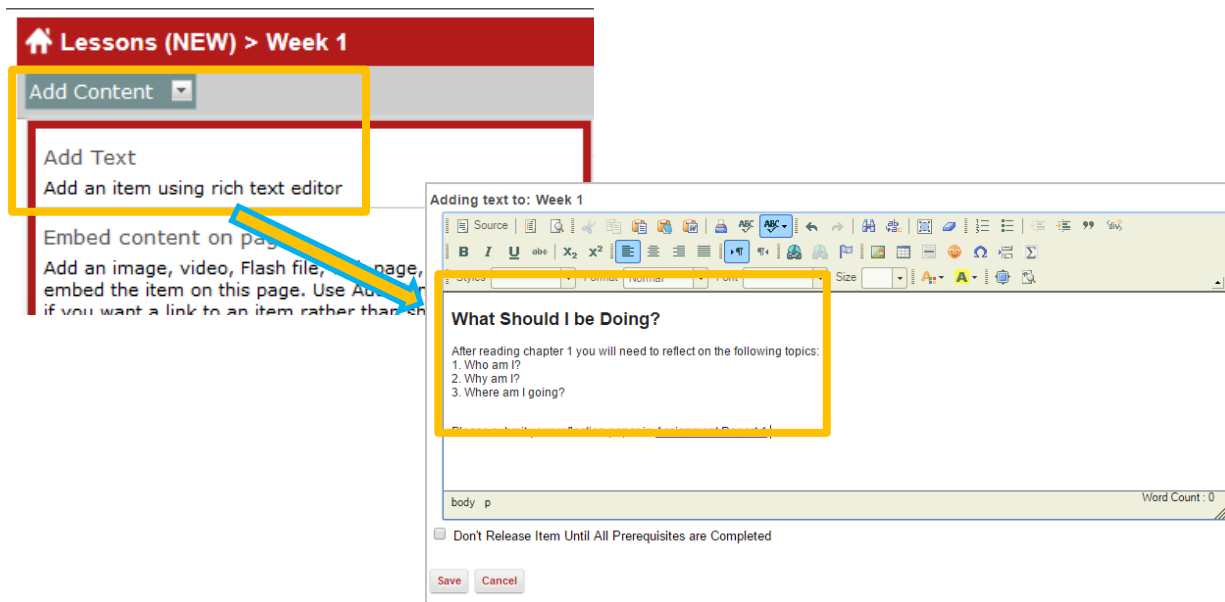
8. Next, you will transfer the document (WORD, PDF, etc.) in the Lessons (OLD) tool in the **old site** to the Lessons (NEW) tool in the new site. It usually looks like the screenshot here in the Lessons (OLD) tool.
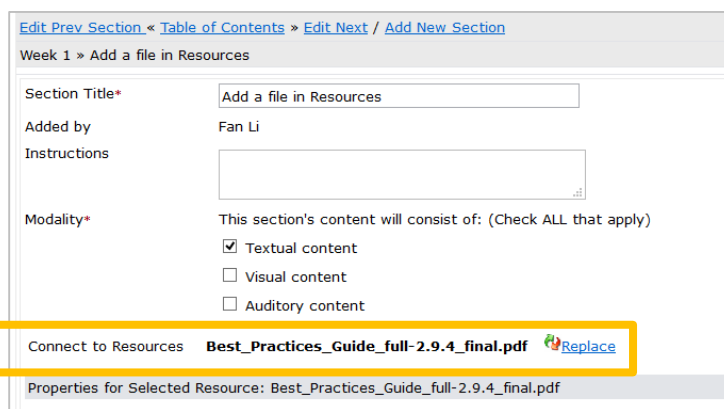
9. In the **new site**, go to "Lessons (NEW) > Week 1" page, click the "Add Content" drop-down menu and then the "Add Content Link" option.

10. In the pop-up window, click "Or select an existing resource," then follow the instructions to select the document you want to attach. (See screenshots below).
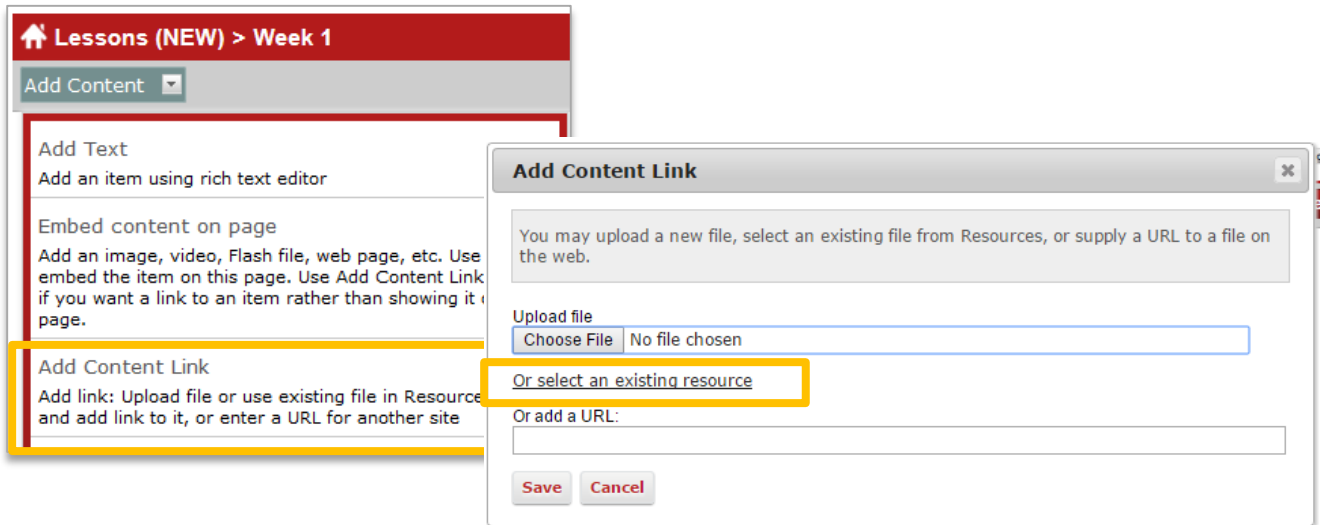
11. Below is a finished Lessons (NEW) tool page with a subpage "Week 1". The "Week 1" page contains text and a link to a file in the Resources folder.
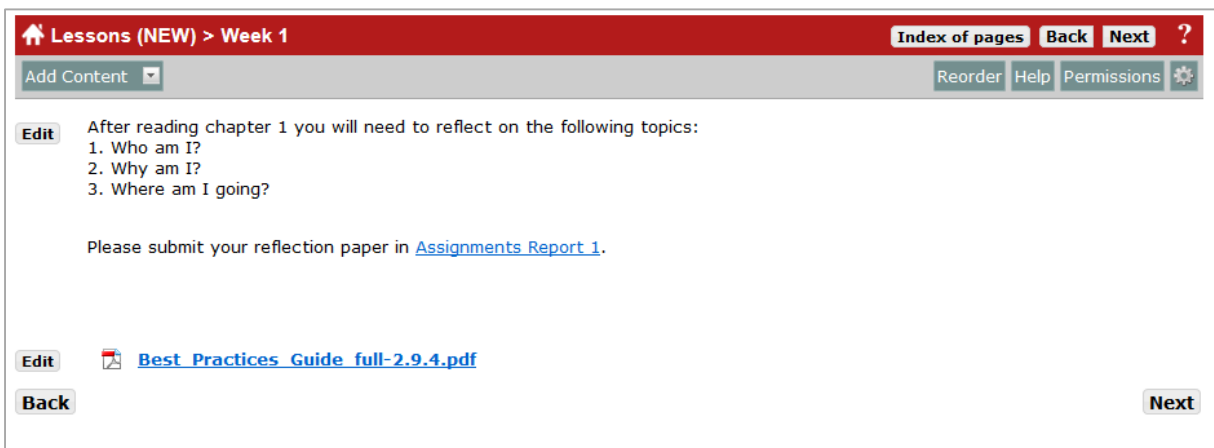
Please contact Academic Technology (845-575-3836 or academic.technology@marist.edu) for further questions on Lessons content migration.

Syllabus

Best Practices for Using the Syllabus Tool

Overview
The new Syllabus tool allows you to create a multi-part syllabus. It is another way to organize your syllabus content. Compared to the previous version, it has several benefits:

- Instructor can easily edit or remove individual items in the Syllabus without downloading the whole document.
- A collapsible/expandable menu is automatically created for all Syllabus items.
- All individual items can have open/close dates so that they can be released progressively over a semester.
- Syllabus items can be added one by one, or in bulk.
- Students can view the Syllabus much easier without downloading the whole document each time or using WORD or PDF applications.

Recommendations for Using Syllabus Tool
TIP 1: If you copy and paste your Syllabus into one section of the upgraded Syllabus tool, it will appear as one page. This will mimic the look and feel of the previous Syllabus tool.
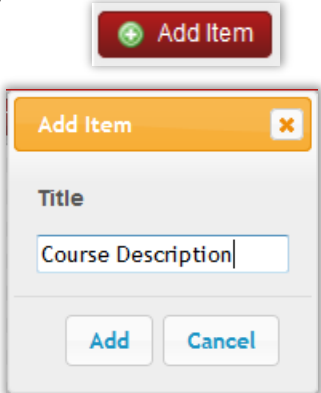
Tip 2: You can attach your Syllabus as you have been able to do previously in iLearn.

Tip 3: If you import from a course designed prior to the Upgrade (July 15, 2014), it will import as a one page syllabus.

Creating a Syllabus

Method 1: Adding Items One by One
A. Click the "Syllabus" tool on the left navigation bar when you are in your course site.
B. Click "Add Item" on the top menu bar.
C. In the pop-up window, add a title for this item, and then click "Add".
D. Next, a box will appear for adding body text and dates for this new item you just created.
E. If you click the line "Click to add body text", you will see a Rich Text Editor box pop up. You can add text as you normally would. Otherwise, you can click "Add attachment" to add a document for this item.
F. When you are done with adding text, dates, or attaching documents, you can click the little grey bulb to publish this item so that students can see it.

G. Click "Add Item" again to add another item and repeat the steps above.
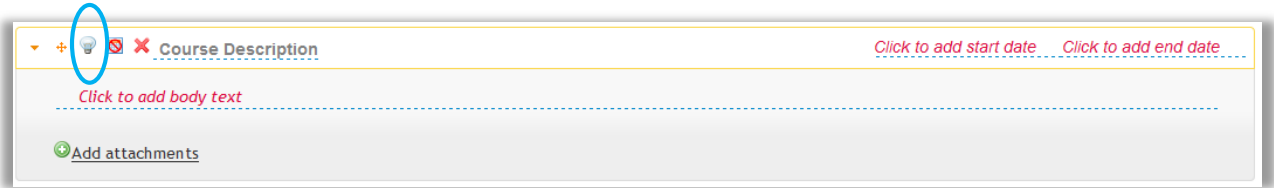
Method 2: Adding Items in Bulk
- A. Click "Bulk Add" button on the top menu of the Syllabus tool.
- B. To add items by number, add a categorical title and the number of items you want, and then click "Post".
- C. You will see all the items with a number attached to each of them.
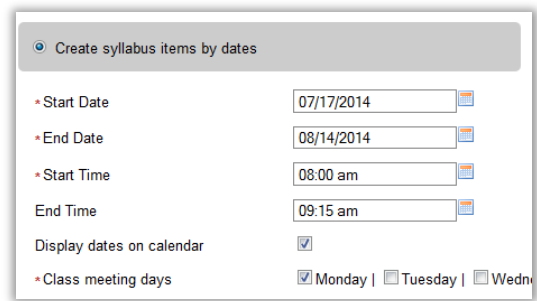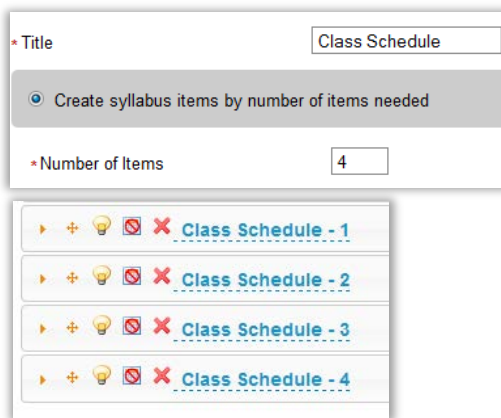
- D. To add items by dates, add a categorical title and then fill out the details underneath, and then click "Post".
- E. You will see all the items added with a number attached to each of them and the date added automatically.
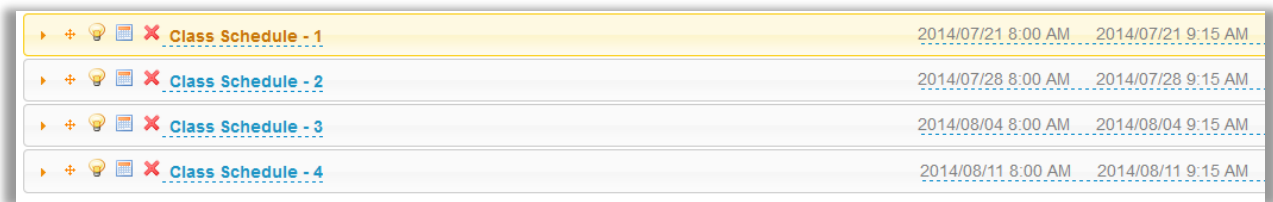
- F. When all the items are added, you can then edit them as you like.

Managing the Syllabus

Method 1: Edit Items One by One
When all the items are added in the syllabus, you can click the icons of one item to reorder, publish, change dates, and edit content.

Collapse/expand items

Drag to reorder items

Publish items

Delete items
Or change item title

Edit Content using
a rich text editor.

Add one or multiple
attachments
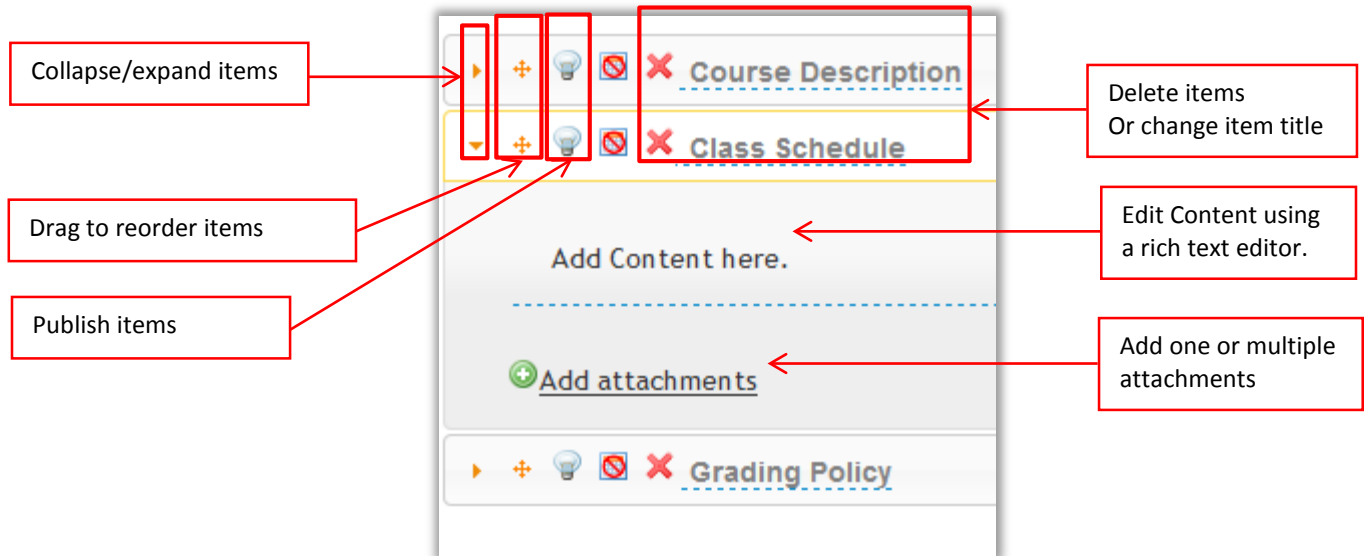
Method 2: Edit All/Many Items in Bulk
You may edit all items or many of them at one time by clicking the "Bulk Edit" button.

You can change title, dates, add the item to calendar, and publish, and delete the items on one screen.
When you finish, click "Update".

Resources

Best Practices for Using the Resources Tool

Overview
- The iLearn Resources Tool can be used to upload course related information files.
- The Resources Tool is course-dependent.

Recommendations for Using Resources

TIME SAVER TIP #1: Organize your files in Resources into **folders** that correspond to each Lesson Module or unit in your course (e.g. place files from Unit 1 in a Unit 1 folder in Resources, files from Unit 2 into a Unit 2 folder, etc.).

TIME SAVER TIP #2: Schedule when folders/files should be "shown to" and "hidden from" students ahead of time so that you don't need to remember to do this each week. Hidden files or folders appear grey.

> **IMPORTANT**: If you link to a file in Resources from a Module in Lessons, the Resources folder will need to be set to "show" in order for the link to be active to students. If you don't have to control access to the files, you may find it more convenient to "show" your folders and files by default to avoid having to change settings during the semester.

TIME SAVER TIP #3: You can quickly reorganize content in your Resources area by using the "Move" option.

Adding Files to Resources

1. Access the Resources Tool and select "**Create Folders**" from the "Add" drop down menu.
2. If you are adding content that you will link to from Lessons, create a new folder with a name that corresponds to a specific Lesson Module (Unit 1 content in a Unit 1 folder, Unit 2 content in a Unit 2 folder, etc.).
3. Select "**Upload Files**" from the "Add" drop down menu associated with the folder to which you wish to add content.
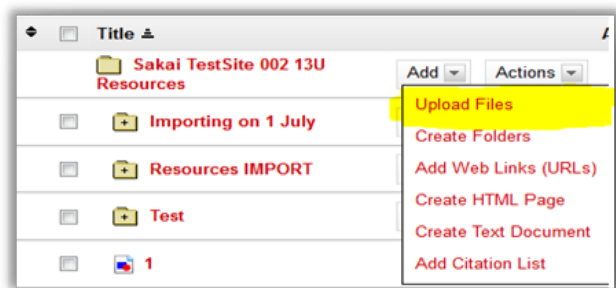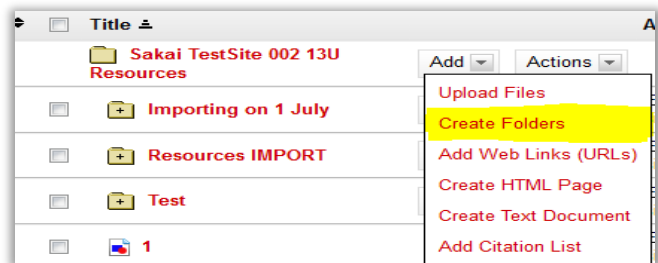
4. Click "Browse" to select a file you wish to upload. If you wish to upload more at a time, click the "Add Another File" button.
5. Browse the required file to be uploaded and click on the "Upload Files Now" button to upload the file.
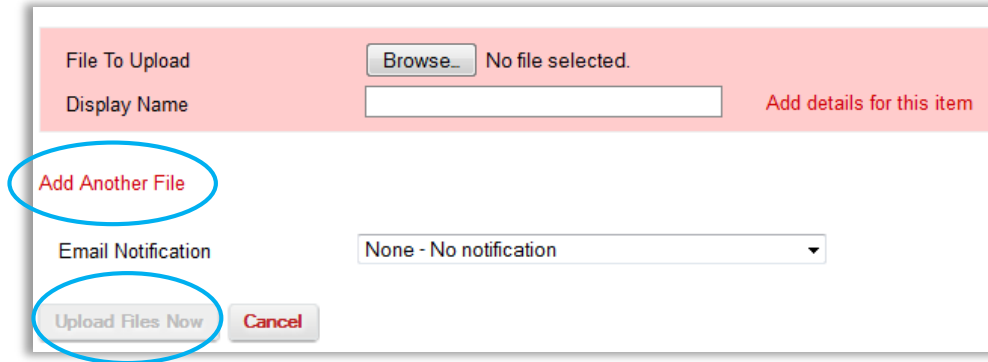
6. Another method to upload files in bulk is to use the "drag and drop" feature. Select the files in your local machine and drag them into the "drag and drop box" area.
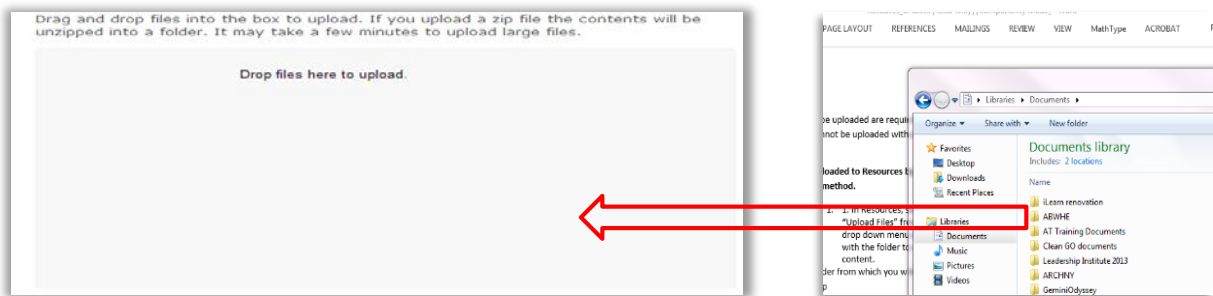
7. **You can also drag and drop files/folders in a zip format**. A zip file will be unpacked automatically into a folder of the same name.
   IMPORTANT NOTES:
   - Folders to be uploaded are required to be zipped or selected as a group to be uploaded. A folder and its contents cannot be uploaded without being zipped.
   - When a zipped file is uploaded, it automatically creates a nested folder with the same name as the zipped file. When multiple document files are selected for upload, they will display directly in the folder.

Managing Files and Folders

Topic 1: Replacing or Updating Files in Resources

If you simply need to replace an existing file in Resources with a new version of the file, it is best to use the "Upload New Version" option. This way, the file name and link remains the same.

1. Locate the file in Resources that you wish to replace or update.
2. From the "Actions" drop down menu associated with the <u>file</u>, select the "**Upload New Version**" option.
3. Select the new version of the file from your computer and click the "Upload New Version Now" button.
4. This will replace the original file in Resources with the new version from your computer.
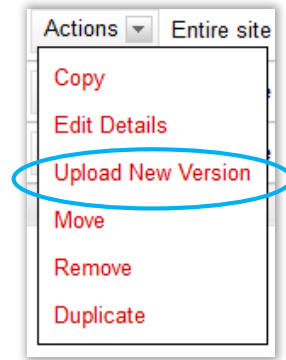
Important: When uploading a file to Resources that has the same file name of a file already in Resources, the new file will be automatically renamed with the numeral "1" appended to the end of the file name. This is done to avoid accidentally overwriting the original file.

Topic 2: URLs may be shortened for easier management and access.
   A. Select "Edit Details" from the "Action" drop down menu for the folder or file.
   B. Scroll down to the "Web Address (URL)" section and check the "Short URL" checkbox for shorter URL to access.
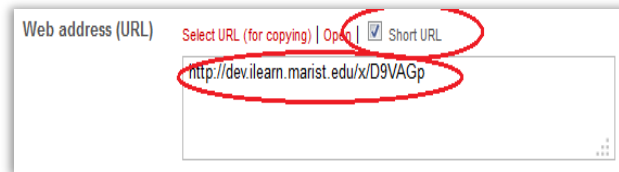
Topic 3: Moving Files from one Resource Folder to Another
   A. Check off the box next to the file or folder you want to move into the new folder, and then click the "**Move**" link at the top of Resources.
   B. A clipboard icon ( ) will appear next to each folder. Click the clipboard icon associated with the new folder and all of the files/folders you checked off will be moved into it.
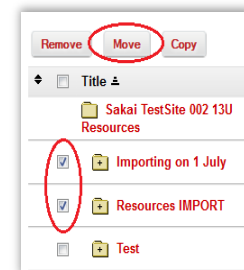
Topic 4: Copying Files from one Resource Folder to Another
   A. Check off the box next to the files or folder you want to move into the new folder and then click the "Copy" link at the top of Resources.
   B. A clipboard icon ( ) will appear next to each folder. Click the clipboard icon associated with the new folder and all of the files/folders you checked off will be moved into it.
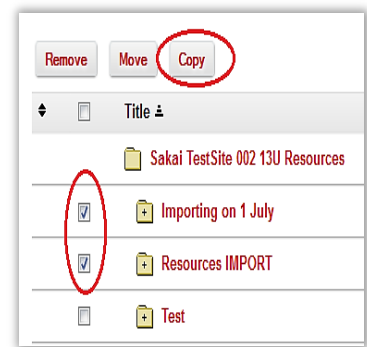
Topic 5: Scheduling Resources to "Show/Hide" For Students
    A. Select "Edit Details" from the "Action" drop down menu for the folder or file you wish to schedule.
    B. Scroll down to the "Availability and Access" section, and select the date and time the folder or file will be "shown" to students in the "From" section.
    C. Then select the date and time in the "Until" section when the folder and file will be "hidden" from students.

NOTE: If you do not need to hide the content after it becomes available to the students, simply select the "Show this folder" option and leave the "From" and "Until" options unchecked.

WARNING: Do **NOT** change permissions in the Resources tool. If you think you want to change the permissions for resources, please contact Academic Technology at (845) 575-3836.

WARNING: You can hide/unhide individual files. It is highly recommended that you do **NOT** hide an individual file within a folder that is marked as "Show".

Topic 6: Check Quota
Each site has a quota of 1GB storage when it is created. If you have a lot of files in your Resources and worry that you may run out of space, you can click the "Check Quota" button to find out how much quota you have used.
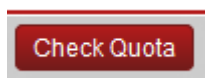
Please contact the Academic Technology office if you have questions about the quota of your site.

Announcements
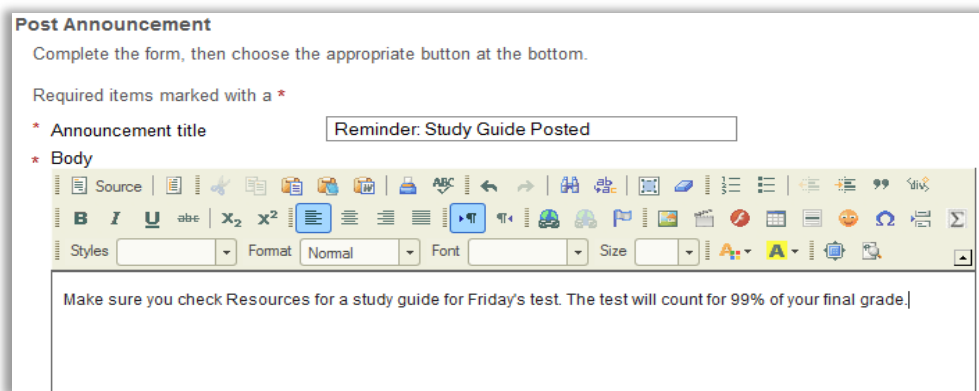
Best Practices for Using the Announcements Tool

Overview

- Effective for "broadcasting" information to members of the course site.
- Displays full text announcements on the student's course site.
- Able to have an announcement appear for a set amount of time.
- Able to notify students via email when new announcements are posted.

Creating Announcements

1. On the Announcements page, click "**Add**" to create a new announcement.
2. When authoring announcements, use a **meaningful, but short title**.

3. Use the formatting tools in the Rich Text Editor (such as red or **bold**) to stress critical points.

4. In the **Access** category, choose between "members of this site" or "select groups" (if you have created a specific group in **Site Editor**).
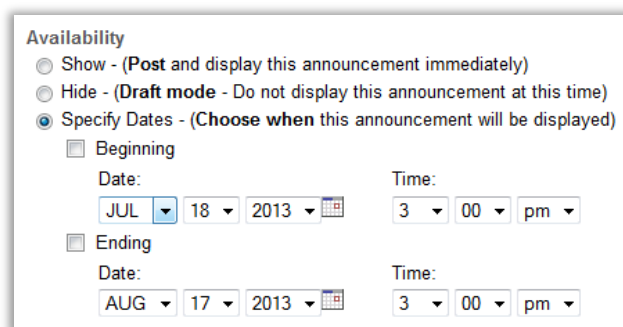
5. In the **Availability** category, you may choose when the announcement will be posted, hidden or viewable during a specific timeframe.
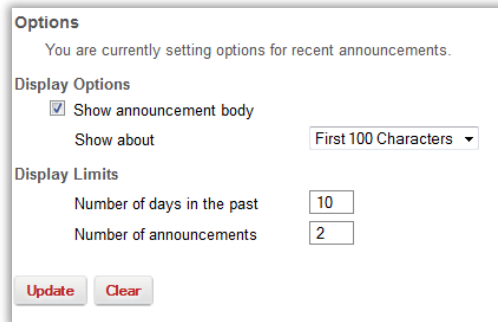
6. **Email Notification** automatically pushes the message to the students' official Marist email. Use **high** notification for critical messages. Otherwise, use **none.**

Displaying Recent Announcements

You can set up how you want the announcements to be displayed on the homepage of the course site. Students have access to all announcements by going to "Announcements" on the left navigation bar.

1. On the course site's homepage, select "Options."
2. Set the *Display Options* to show the **first 100 characters** of the announcement's body.
3. Set the *Display Limits* to show the last **10 days** or the last **2 posts**.

*These are merely recommendations from the ATE Office. You are not limited to these options.

Forums

Best Practices for Using the Forums Tool

Overview

Before creating a Forum, it is important to have a conceptual understanding of how discussions are organized within the Forums Tool.

- **FORUM** – Represents the **top level** of the discussion hierarchy (e.g. Week One, Unit One, etc.), and can be thought of as the room you might reserve to hold a discussion.
- **TOPIC** – Represents the **mid-level** in the discussion hierarchy (e.g. Chapter 1 Questions), and can be thought of as the questions you would write on the board for the group to discuss.
- **CONVERSATION** – Represents the **lower-level** of the discussion hierarchy (e.g. Answers to Chapter One Questions), and would represent the conversations that take place around each topic.
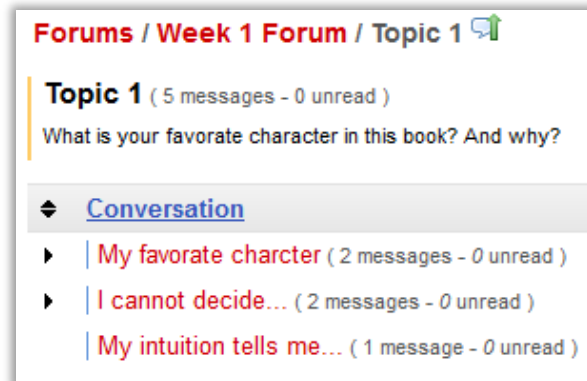
Recommended Steps for Setting up Forums

1. Click the "**New Forum**" button at the top of the Forums Tool.
2. Create a Title for the Forum.
   a. Use a title that best represents the "top level" of your discussion (e.g. Week One, Unit One, etc.)
3. Leave the Short and Full Descriptions boxes **EMPTY,** as text in these boxes will confuse students and clutter up the Forums screen.
4. Make any desired changes to the Forum Posting and Permission settings
5. Scroll down and click on the "**Save Settings and Add Topic**" button.
6. Create a Title for the first Topic. Use a title that best represents the topic of this discussion (e.g. Chapter 1 Questions).
7. In the Short Description box, type in "***Please read full description below…***"
   NOTE: This is helpful as it prompts students to click on the link to expand the full description. You can stop entering this text once students get the hang of the system.
8. In the Full Description box start by typing: ***INSTRUCTIONS: To post, click the Topic title (e.g. Chapter 1 Questions) to access the topic, and then click the "Start a New Conversation" button***.
   NOTE: You can stop entering this text once students get the hang of the system.
9. After the instructions, type the question or issue you wish the students to respond to or comment on (e.g. Please share some facts about yourself, and why you are taking this course.).
10. Scroll down, make desired changes to settings, and then click the "Save" button.
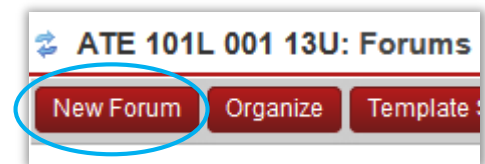
11. Click "**New Topic**" to add a topic to the forum. Without a topic, students cannot start new conversations to post their messages.

12. To continue setting up more Forums and Topics in the same format, you can use the "Duplicate" feature.
    a. At the Forum level, click on the "More" button, and then click on "Duplicate Forum".
    b. The next screen will display the Forum title with the word "Copy" attached to it. It will also display the short and full descriptions of the Forum to be duplicated.
    c. The Forum will be duplicated and will include any topics that were created for that Forum.
    d. Duplicating Topics follows the same steps. **NOTE:** Topics can only be duplicated within the same Forum.

Group Access to Forums

Group discussion is a good way to maximize individual presence and to increase participation in an online learning environment. Creating group-aware forums is a two-step process. First, groups must be created in the **Site Editor** tool. Then, the groups must be associated with specific **Forums** (or topics).

Step 1: Create Groups in Site Editor

    A. From the "**Site Editor**" tool bar, click "**Manage Groups**", then click "**Create New Group**".
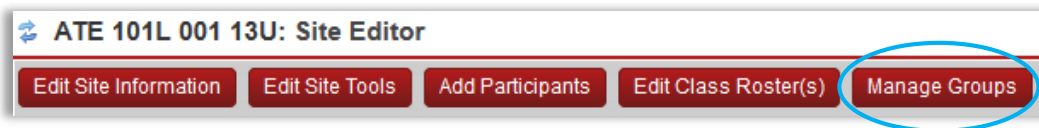
    B. Give the group a title.

    C. Select students from the Membership – Site Member List to add to the Group List (highlight more than one student by holding the Ctrl key), and use the single arrow to move students into the group. You do not need to add yourself to these groups; as an instructor you have permission to access all forum posts.

       NOTE: The tool is designed so that you can add a student to more than one group. If you are creating exclusive groups, you should keep a hard copy of your groups to ensure that each student is only added once.   After you have added all students, you can view the groups through the **Site Roster** tool.
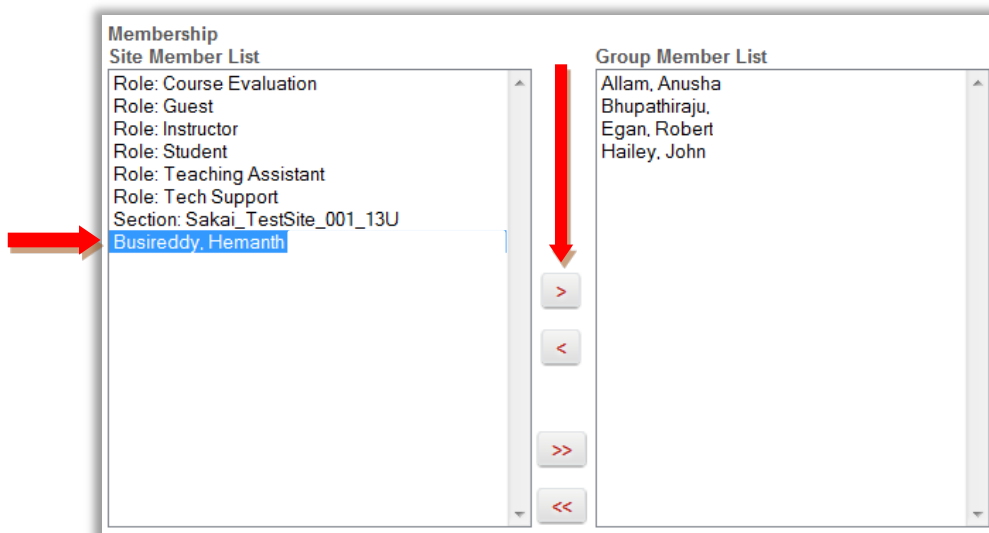
    D. When you have chosen the students, click **Add**. You will be brought to the Group List page. The "size" is the number of students in each group.

    E. Now you will see these groups listed as an "Access" option in most iLearn tools.

       NOTE: Once created, groups can be used in the following iLearn tools: Announcements, Assignments, Calendar, Forums, Messages, Resources, Tests & Quizzes, and Gradebook.

Step 2: Associate Groups with Forums or Topics

You can allow group access in a forum or a topic. The directions are the same for both.

    A. Click **Forum Settings** or **Topic Settings.**

    B. Scroll down to **Permissions.**

    C. Click the drop down menu to select the permission level for each group of participants. The default permission level for **Instructor** is **Owner**.

D. To assign one forum/topic to one group (i.e. Group 1), select **None for Students**, and then **Contributor** for **Group 1**. This removes access from the general student role and makes this Forum or Topic only accessible to Group 1.

E. Click the **Customize** button to set up custom permission level for that group.

Recommended Steps for Viewing and Grading Forums

- To view student messages, choose a conversation to view all messages. Alternatively, you can view all messages of one conversation on one page by clicking "Display Message Content" button on the top.

- To grade Forum messages, you need to link the Forum to a Gradebook Item first in Forum Settings.

- When the Forum or Topic is linked to a Gradebook Item, there will be a "Grade" button under a student's message title. Click "Grade" to enter grade points and comments for that message.

- Alternatively, you can also view and grade all messages authored by a single student or under a single topic at once. (**Please see the Statistics and Grading Section Below**)

Using the Statistics and Grading Tool in Forums

1. Click on the **Statistics and Grading** button.
   WARNING: If you have a fairly large course roster or very active forums, this may take a few seconds to load.

2. You will see your class roster with the Forum Statistics listed.

3. Click on the "Statistics & Grading by Topic".
   WARNING: If you have a fairly large course roster or very active forums, this may take a few seconds to load.

4. Click on a "Forum Title".

DETAILS: Click on the "Details" to see the messages authored and read by that specific student
GRADE: Click on the "Grade" to get the grading dialogue box. (See below)
SELECT a gradebook item: Click on this to choose the gradebook item associated with that particular forum for grading. When you choose from the drop down box, you will be able to enter grades and comments for that specific discussion for students who have completed that discussion.
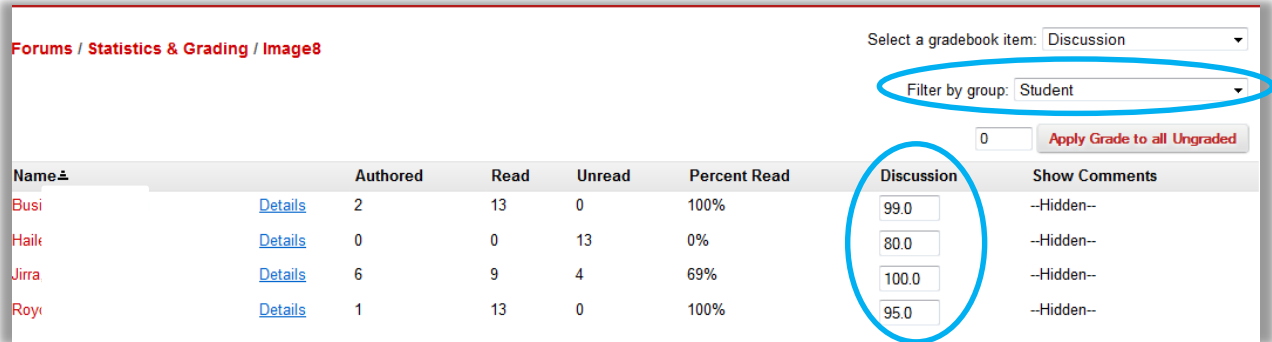
5. Grade Group Forums

   Follow steps outlined above, then click on "Filter by Group". You can enter grades for a group of students.

NOTE: Forum settings can be complicated. If you have any questions, please contact Academic Technology at (845) 575-3836 for a consult.

Messages

Best Practice for Using the Messages Tool

Overview

The iLearn Messages Tool can be used to send information to individuals, groups, or all students within a Course Site. Though the Messages Tool is similar to email, there are some important differences. These include:

- The Messages Tool is "course-dependent", meaning that messages you see in Course A will not appear in Course B and vice versa.
- The Messages Tool sends messages **WITHIN** the iLearn environment. However, you can set your Messages tool to forward your messages to an external email account.

IMPORTANT: If a user sending you a message selects the option to "Send a copy of this message to recipients' email address(es)", the message will go to your message box in iLearn and to your official Marist Email Account. This option **OVERRIDES** the option to auto forward all messages, so be sure to check your official Marist Email or forward it to an account you check on a regular basis.

IMPORTANT: If you respond to forwarded iLearn messages through your external email account, the message will go to the recipient's official Marist Email. It will **NOT** go back into iLearn.

Recommendations for Using Messages Tool

Sending Information to Students
1. You may find that choosing to **send a copy of messages to student's Marist email accounts** is the most convenient option for your students. Since a copy of the email is also placed in the student's Messages "Received" folder, those who prefer to check their course-specific messages within iLearn would still be able to do so.
2. To use this option, choose to "Send copy of message to recipients' email" option. Be aware, however, that this option sends the message to a student's official Marist Email Account. Be sure to let students know they must either check their Marist Email or forward it to an account they check on a regular basis.

Receiving Information from Students
As an instructor, if you prefer to keep all of your course-specific messages separate from your Marist Email Account:
1. Under the "Settings" tab, set "Allow sending copies to recipients' email address(es)" to "No".
2. If at some point you wish to get your course messages at your Marist Email Account, then you can set up auto forwarding.
3. If you prefer to have your course-specific messages sent to your Marist Email Account, then you can simply indicate to students that they should check "Send a copy of this message to recipients' email address(es)". Alternatively, you may wish to have students send "non-urgent" information via Messages, but to use the "Send a copy…" option if it is a time sensitive issue.

Settings & Permissions

New permissions allow instructors to control whether users in a role see groups, roles, all participants, or hidden groups in the "To" menu when composing messages.

1. Make sure you have created groups in **Site Editor → Mange Groups**.
2. Click "**Settings**" in the Messages tool, and select the group that is to be hidden from the participants when composing message.

3. Click "**Permissions**", and adjust the permissions by clicking appropriate checkboxes.

Tips for Using the Messages Tool

Topic 1: Sending a message
A. On the Messages tool page, click "Compose Message" on the top menu.
B. Select whom (individuals, groups, or roles) you wish to send a message.
   NOTE: If you need to select more than one student or role, you can hold down the "control" key (Ctrl) on your keyboard, and click on the names/roles you want to include.
C. Next, you can choose whom you wish to send the message to without revealing the recipient's address by clicking "Add Bcc" button.
D. By default, the message will remain within the iLearn tool. Check the "Send a copy of this message to recipients' email address (es)" to forward a copy of the message to the recipients' official Marist email address (es).
E. Complete the subject line and the body of the message.
F. Attach a file if desired.
G. Click the "Send" button, or "Save Draft" to save and send it at a later date.

Topic 2: Replying to a message that is sent to your email
To reply to a message that is sent to your Email, you can either respond directly or return to iLearn and respond from within the system. If you reply through your email, the message will go to the recipient's official Marist Email account and will NOT send a copy to iLearn Messages Tool as a backup.

To respond through iLearn, follow these directions:
  A. Access your e-mail and locate the message (the "from" or "sender" line will read "iLearn")
  B. Click on the "Course ID link" (e.g. "ATE_101L_013_14F").
  C. Enter in your Marist Account to authenticate into iLearn.
  D. You will then be placed directly into the Messages Tool of the course from which the message was sent.
  E. Click on the "Received" folder to reply back to the message.

Topic 3: Setting up auto forwarding
  A. Click on the "Settings" button on top of the Messages screen.
  B. Set "Auto forwarding" to "Yes".
  C. Enter in the email address to which you want your messages forwarded.
  D. Click the "Save Settings" button.

Topic 4: Managing the messages
To manage the messages, you can create folders following these steps:
  A. Click on the "New Folder" button on the top menu.
  B. Enter the title for the folder.
  C. Click "Add" button.

Assignments

Best Practices for Using the Assignments Tool

Overview

- Post, manage, and grade assignments
- Automatically send grades to Gradebook
- Generate reports from Turnitin.com plagiarism prevention tool
  WARNING: If you are planning to use the integration with Turnitin.com, please review the documentation on Turnitin.com in the next section.
- Create private notes for yourself to help keep grading consistent
- Deliver assignment-specific information and samples to students, TAs, or instructors

Adding New Assignments

In the Assignments tool, click **Add** to create a new assignment.

Setting	ATE Recommendations
Assignment dates	Set an "**Accept Until**" date for a few days after the "Due Date". Late assignments will be marked as "Late" so that you can grade them accordingly. Once the Accept Until date has passed, no assignments can be submitted.
Student submissions	• Use "**Single File Upload only**" if you want to use the integration with Turnitin.com. This option will not display if using anything other than "Attachments only." • If you are not using Turnitin.com, use "Inline only" for small assignments where formatting is less important. Students will create these assignments using the Rich Text Editor. • When assignments are longer, or when formatting is especially important, use "Attachments only" or "Inline or attachments". • If students are submitting longer papers using the inline option (either "Inline only" or "Inline or attachments"), suggest they first write in Word, then copy and paste the full text into the editor window. • If your course is part of a campus-based or hybrid course, use the non-electronic submission option to denote that students are not to hand in an assignment within iLearn.
Allow Resubmissions	The default (0 resubmissions) does NOT include the initial submission. In other words, setting an assignment for 2 resubmissions allows for a submission PLUS two subsequent resubmissions. If you prefer, you can leave this at 0 and choose to "Allow resubmissions" while grading.

Grade scale	Choose "Points" if you plan to connect the assignment to your iLearn Gradebook.
Turnitin.com	If you do not see this option, be sure you have selected "Attachments Only" under Student Submissions. Choose "Generate Originality Report" to receive a plagiarism report from Turnitin.com. You can also allow students to view their own reports.
Grading	You can choose to "Add Assignment to Gradebook" option to avoid manually entering grades. A gradebook entry will be automatically created; grades will be sent to the gradebook as they are "released" in the Assignments tool.
Submission notification	Use the email notification to be alerted when submissions are posted. If you have a small class and few concurrent assignments, set the tool to notify you on each submission. If you have a large class or multiple assignments due at the same time, choose the option to be sent one email daily with a summary of submissions.
Grade/Release notification	Choose this option to automatically alert students when you release saved grades on an assignment.
Additional Information (Supplemental Items)	Use Private Notes to leave yourself notes for grading. These notes will follow imported assignments from one semester to the next, helping you to ensure grading consistency. All purpose items can be sent to specified users (an individual, multiple selected users, or an entire role, such as students, TAs or instructors) at a specified date and time.

Tips for Managing and Grading Assignments

Tip #1: Use the global student view (**View As Student**) option to experience what your students will go through when they try to submit an assignment to you.

Tip #2: Use the "**In/New**" column of the *Assignment List* to quickly see if you have new submissions. "In" refers to all submissions for an assignment. "New" assignments are those you have not yet graded.

Tip #3: When grading inline submissions, you can place comments between double curly brackets (**{{comment}}**). The student will see these comments in red text.
WARNING: If you delete part of a student submission, choose the "Cancel" option. Saving this work will permanently delete student work.

Below is the submission from a student. You can insert comments into this text by clicking in the box, then appear red to the student.

The following is a theory to be used for teaching problem-solving procedures in professional development settings {{why is this the only setting wherein you could use this theory?}}. These procedures might be of varying size and complexity, and the professional development program might be a face-to-face or online environment. The method is not intended to teach concept knowledge or rote behaviors.

The following is a theory to be used for teaching problem-solving procedures in professional development settings why is this the only setting wherein you could use this theory?. These procedures might be of varying size and complexity, and the professional development program might be a face-to-face or online environment. The method is not intended to teach concept knowledge or rote behaviors.

Tip #4: Use "Download All" option to grade offline (for advanced users only).

Tip #5: After you have graded all assignments submitted before the Accept Until date, select a default grade to be applied to all students who did not submit the assignment.

Found 4 participant(s). Assign this grade to participants without a grade:

Please select default grade: ▾   Apply

Grade: (max 100.0)

Tip #6: You must Release grades to students for them to have access to their grades and comments. To release grades as you grade each assignment, choose the "Release Feedback / Grade to Student".

To avoid student questions, you may want to grade and choose "Save and Don't Release to Student" for all student assignments. Then choose to Release Grades when grading is complete.

Save and Don't Release to Student   Release Feedback/Grade to Student   Preview   Cancel Changes

Peer Assessment

Best Practices for Peer Assessment in Assignments Tool

Overview

Peer assessment is a new function in the Assignments Tool. It allows students to review and critique each other's assignments. After the assignments are submitted, students can give feedback to each other during the evaluation period. After the evaluation period, the instructor can review the assignments and feedback from students and then give final grades.

Recommendations of Using Peer Assessment

Tip 1: During the Student evaluation period, the instructor can only see the submissions. They are not gradable until after the evaluation period has passed.

Tip 2: Peer assessment is not currently group aware. This means that you can only use it for full class assignments.

Setting Up Peer Assessment

1. First, go to the Assignments Tool in your course site.
2. Click "Add" to create a new assignment.
3. Fill out the page as you normally would until you reach the "Peer Assessment" section. Check the box "Use Peer Assessment", and you will see the Peer Assessment settings section.
4. Fill out the settings section.

   - **Evaluation Period**: This is the time that students are given to read and critique each other. It is usually after the Assignment "Accept Until" time.
   - **Anonymous Evaluation**: If selected, students cannot see whom the feedback is from.
   - **Allow students to see reviews of their submissions**: If selected, students can see feedback from other students.
   - **Number of submissions students must review**: Instructor needs to consider this number carefully based on class size, assignment difficulty level and other factors.
   - **Instructions for reviewers**: It would be helpful to provide a guideline for feedback for students, especially when it is the first time for them to do peer assessment.
5. When you finish the Peer Assessment section, continue to fill out other assignment settings, and click "Post" when you are done.
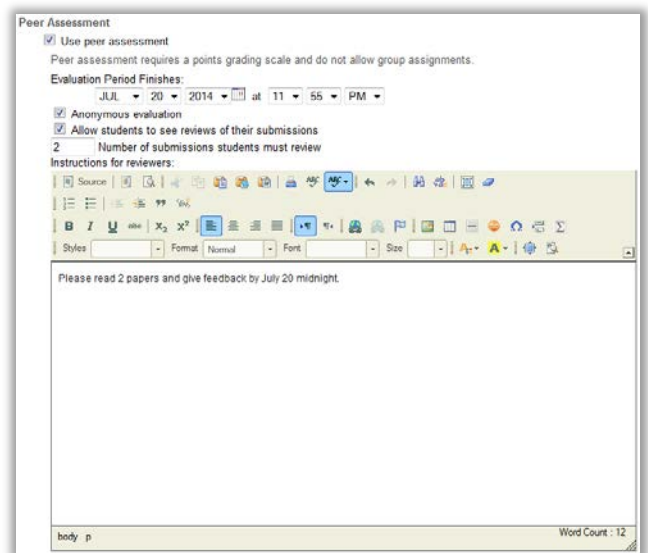
Student Evaluation Period

1. Students submit their assignments as they normally would before the "Accept Until" time is up.
2. After the "Accept Until" time has passed, it is the evaluation period for peer assessment. Students will see the peer assessment assignment link becomes active once the evaluation period begins. The number indicates how many reviews a student needs to complete.

3. Click the active link to enter the peer assessment page. The student will see the first assignment to review.
4. The student will enter a grade and comments in the Rich Text Editor in accordance with the instructions and then either click "Save" to save the evaluation for submission in the future or click "Submit" to submit the evaluation immediately.
5. Afterward, the next assignment for the student to review will show up on the page. The student will proceed to grade and leave comments and then click either "Save" or "Submit".
6. When the student is done with the peer assessment, the assignment list shows "Submitted".

7. After the evaluation period has passed, the instructor can start grading. When the grades are released, students will be able to see the grades and the peer review comments.

Instructor Grading

1. During the evaluation period, the instructor can see the submissions, reviewer assignments, submitted comments and grades. Also, the instructor can select students to allow resubmission.

2. After the evaluation period has passed, the instructor will click "Grade" to look at the reviews and give final grades.

	Student ⬆	Submitted	Status	Reviewed By	Reviewer Grade	Grade	Release
	Plus, Student13 (studentplus13) Grade	Jul 14, 2014 11:54 am	Graded	Plus, Student5 Plus, Student16 ✓	20.0	20.0	
	Plus, Student16 (studentplus16) Grade	Jul 10, 2014 1:13 pm	Graded	Plus, Student5 Plus, Student13 ✓	18.0	18.0	
	Plus, Student5 (studentplus5) Grade	Jul 10, 2014 1:14 pm	Graded	Plus, Student16 ✓ Plus, Student13 ✓	18.0 20.0	18.0	

Click to grade   Remove a review and its grade   Override the grade

3. When the grading is done, the instructor will click "Release Grades" so students can view their grades and comments.

Turnitin

Best Practices for Turnitin.com Integration

Overview

- Faculty can use the Turnitin.com plagiarism prevention program directly from the Assignments tool in iLearn.
- As the system runs student papers through the database, it generates a report that identifies sources for quoted or copied material.
- Using the Turnitin.com integration makes it possible for the faculty to deter plagiarism, verify sources, investigate the originality of student work and provide a resource to assist in teaching research and writing skills

How to incorporate Turnitin.com into Assignments

1. Create assignments as you would normally. Choose "**Single Uploaded File only**" for student submissions.

   WARNING: The integration will not display if you have not selected "Single Uploaded File only".

2. Scroll down and select preferred Turnitin.com options, then post assignment.
   a. Generate report - creates a report from Turnitin.com

b. Allow student viewing - students can use reports to check work and resubmit assignments after correcting any instances of plagiarism
   NOTE: Instructors must check the "Allow Resubmission" box for students to resubmit work.

Viewing Originality Reports

1. Click **"Grade"** next to the assignment, and then click on the icon under Turnitin.com.
   NOTE: These reports do not immediately display. They take time to run through the database and load. During peak times of the semester, such as finals week, these reports could take upwards of an hour to load.

2. Scroll over the icon to see the percentage coming from other sources.

   NOTE: This percentage does not take into account sources properly cited.

3. Report shows sections from other sources, and they are color-coded.

No Matching text	1 word – 24%	25-49%	50-74%	75-100%
Blue	Green	Yellow	Orange	Red

4. Reading the entire paper will ensure that students get credit for proper citations and quotations.

NOTE: With an **Access Code**, you can use the Turnitin for iPad app to read assignments and see the originality reports. Also, Turnitin has another feature called "**Grademark**", which allows you add verbal and voice comments to a student's assignment and apply grading rubrics. If you want to know more about these features, please contact the Academic Technology and eLearning office at (845) 575-3836.

Tests & Quizzes

Best Practices for Using the Tests & Quizzes Tool

Overview

On the Tests & Quizzes page in iLearn, you will have four options for creating a new test/quiz:
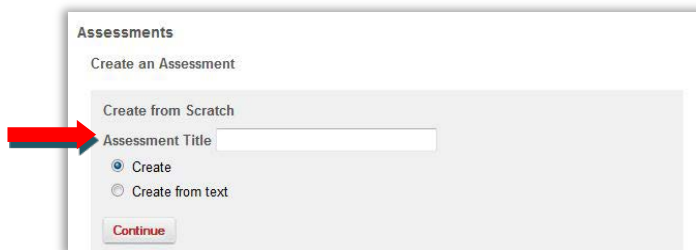
1. **Create:** use a "wizard" to create assessments to your specification,
2. **Create from Text:** use a single-screen editor to set up text using specified formatting,
3. **Import:** import an existing assessment from an IMS QTI-compliant XML file from your computer,
4. **Duplicate:** copy an assessment from an existing assessment within the same course.

After creating the assessment, you need to add content and then set up options in "Settings". Some published tests and quizzes will be graded automatically (e.g. multiple choice, fill-in-the-blank, and true/false) after the students complete them and then the grades will be released to the Gradebook if the configuration of the Gradebook is complete.

Creating New Tests and Quizzes
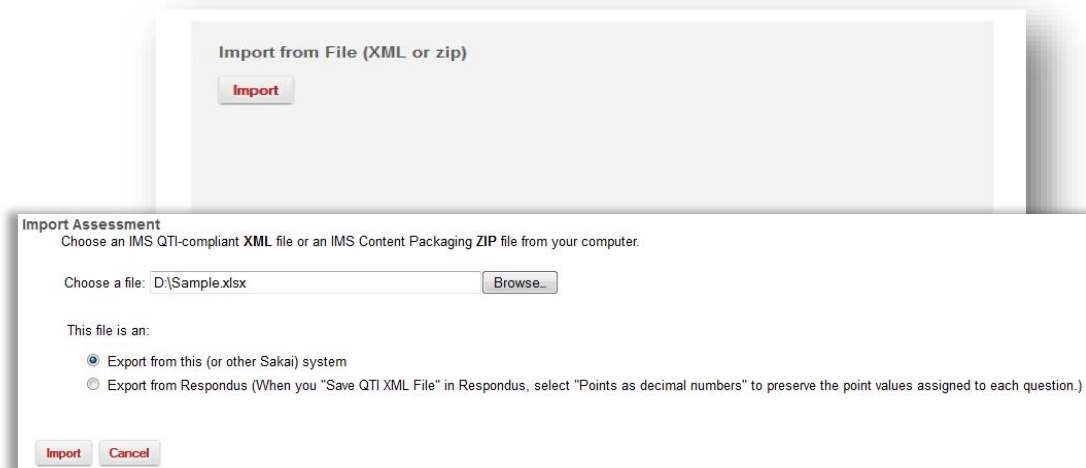
To create a new assessment, choose the appropriate radio button and click "Continue."
Note: All assessments must be given a title.

To import an existing assessment, click the Import button to choose a file.

Creating a Test/Quiz Using the Wizard

The "Create" option uses a "Wizard" to populate test questions.

Step 1: Add Parts (optional)

Parts are sections of an exam, such as "Chapter 1" or "Multiple-Choice Questions." To add a part, click "Add Part" on the exam's creation page and fill in the information.

Option	What it means
Title	You must name each part in order to make it visible to students.
Information	Provide part-specific instructions to students.
Type	**Will you use question pools or author the questions one at a time? If you want to use question pools, contact the office of Academic Technology and eLearning at (845) 575-3836 for a consult.**
Question ordering	Select if you want the test to randomize the questions for each student.

Step 2: Add questions

Select the question type from the "Add Question" drop down menu.

Question Types	Important Notes
Fill in the blank	Be sure to consider all possible permutations of student responses. For example: FDR, President Roosevelt, Franklin Roosevelt, Franklin D. Roosevelt, etc.
Numeric Response	Be sure to consider all possible permutations of student responses, i.e. 3, 3.0, etc.
Multiple choice (multiple correct)	To prevent students from selecting all choices, the test automatically subtracts points (total point value/number of correct responses) for incorrect responses. In other words, students could *lose* points on these questions.

Step three: Edit question text and options

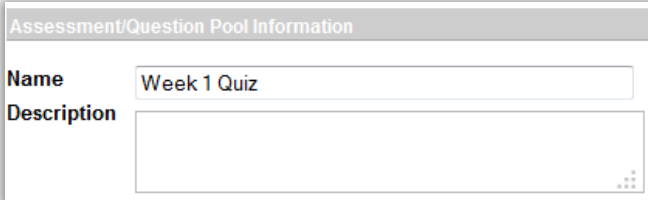Enter the following information for each question:

Options	What it Means?
Answer point value	How many points will this question be worth to the total for the quiz? This option allows you to weight each question.
Question options	This section allows you to enter specific information about the question. For multiple choice questions, this includes subtracting additional points for incorrect answers and offering partial credit for selecting specific multiple choice options.
Question text	Enter the question as you want it to appear to students. **Be sure to follow all instructions** for leaving blanks and allowing for synonyms, ranges, or wildcard characters.
Answers	Be sure to mark at least one correct answer. To create a **matching question**, enter one choice in the Choice box with its corresponding match in the Match box. Click save pair and enter the next set.
Randomize Answers (for multiple choice only)	Randomizing answers means that the answer choices will display in a random order for each student who takes the exam. Choose yes to randomize answer; no to leave them in the order you posted them.
Require Rationale	Students will be asked to enter a text explanation for their selected answer. Note that these explanations cannot be automatically graded. Choose "Yes" to require rationale; choose "No" to disable this requirement.
Assign to Part	If you have created parts (sections) for your exam, this option will allow you to assign a question to a part. For example, if you want to group all questions by point value or by chapter, you can add a Part and assign the question.
Assign to Question Pool	**If you have created question pools, this option will allow you to assign a question to a pool. If you want to use question pools, contact the office of Academic Technology and eLearning at (845) 575-3836 for a consult.**
Feedback	You may enter feedback for correct and incorrect answer choices at the question, part, and/or exam level. At this time, enter question-level feedback if you so choose (you will enter the other levels of feedback later).

Creating a Test/Quiz from Text

Use the "**Create from Text**" option when you want to create a test or quiz based on an existing assessment in Word. Apply specified formatting to the questions in your Word document and then copy and paste them into the editor window for easy creation.

Step 1: Enter Assessment/Question Pool Information

Enter a brief description of the assessment. This will appear to students when they log in to take the assessment.


Step 2: Write the assessment questions
1. Start with a Word document containing a consolidated list of assessment questions.

2. In the list of "Instructions and Examples" to the right of the editor, select the type of question you will be asking.
3. Note the instructions for developing a particular question type.
4. Apply the specified styles to the question in your Word document.
5. Copy and paste the questions into the editor.
   NOTE: You must adhere to the formatting exactly as it appears in the examples. Incorrectly formatted assessments appear—by default—as short answer questions.
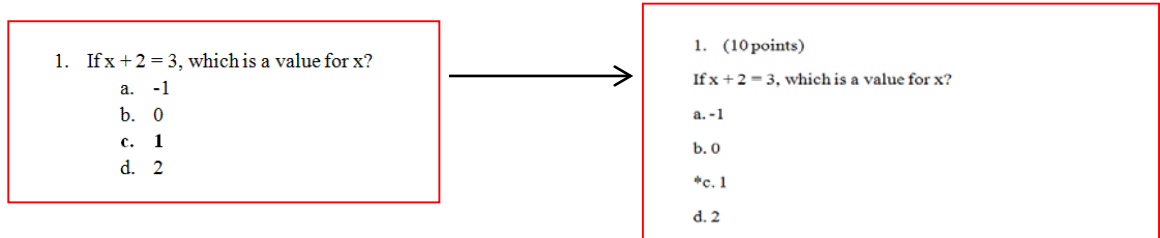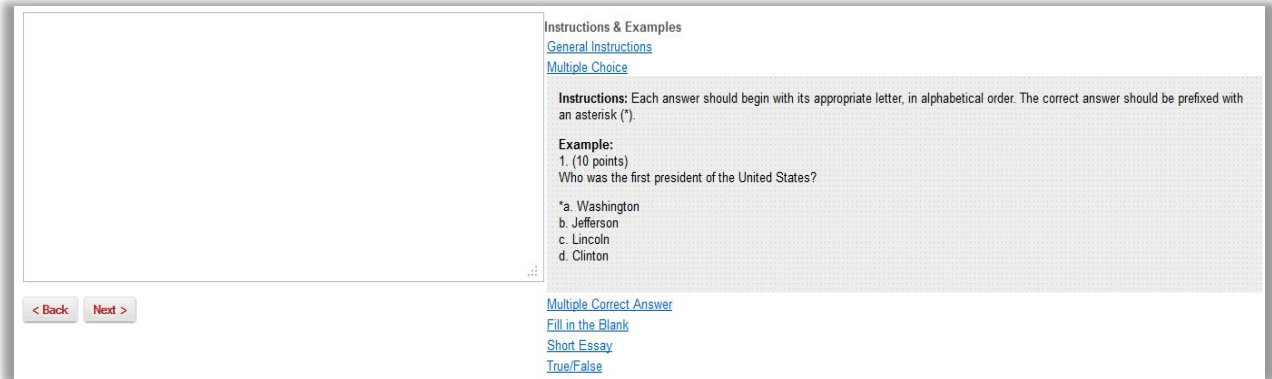
6. When you are finished, click Next to validate your exam.

Step 3: Validate assessment
1. Verify that the question, type, point value and answer choices/correct answers are accurate.
   NOTE: Incorrectly-formatted questions will be automatically read as short-answer questions.
2. Click "Create Assessment" to complete assessment creation. Proceed to "Settings" (next page) to learn about changing settings on this assessment.

Accessing Your Assessment

Once your assessment has been created it will be placed in the **Working Copies** section of the Tests and Quizzes tool. After it has been published it will be available to students under the **Published Copies** section. It will not be available to students when the availability date has passed.

NOTE: Any changes made to the **Working Copies** assessment will not be made to already published assessments in the **Published Copies** section. If you want to make changes to already published assessment, change the copy in the **Published Copies** section.
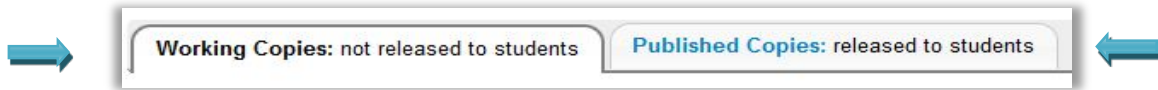
Actions
Once an assessment is created there will be a set of actions available.

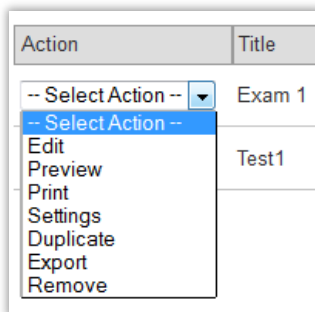| Action	Result
Edit	Change/Update questions and point value of an assessment.
Preview	View the exam from the students' perspective. **NOTE:** The Countdown Timer is disabled in this view.
Print	Print a PDF copy of the assessment.
Settings	Access the settings of an assessment so they can be changed/updated. **NOTE:** You can publish an assessment from the Settings
Duplicate	Make a copy of the assessment. This copy will have all the same questions and settings.
Export	Export a copy of the exam so it can be imported into a different course site.
Remove	Delete an assessment from the course site. **NOTE:** This cannot be undone.

Assessment Settings
After writing your exam, you are given a number of settings options. These are described below.
NOTE: The Academic Technology and eLearning staff has set a number of default conditions for your assessment. These have been set to minimize confusion and difficulty over using the tool. Please contact the office of Academic Technology and eLearning at (845) 575-3836 if you want to change a *strongly* suggested default setting.

Settings	Options
Assessment Type Information	Automatically generated information.
Assessment Introduction	Provide an introduction to students.
Delivery Dates	Availability date: The date on which students can access the exam. Due date: The date on which you want the test submitted. Retract date: The date on which the test will no longer be available to students. Student submissions between the due date and the retract date will be marked as late. You can also use this setting to retract a test early (Retract Now). *ATE recommendation:* If you are using a timed assessment, set the retract date to (due date + length of test). That way, students who sign on to take the test before the due date and time will not be kicked out of the exam while they are still taking it.
Assessment Released To	*ATE recommendation:* The default setting is for the assessment to be released to your course. You may also assign a test to a specific group (managed through Site Editor). Do not choose the Anonymous Users option as this makes the test publicly accessible, which may be a violation of FERPA regulations.
High Security	Set up special, password-protected versions of a test.
Timed Assessment	Set how long students have to complete an assessment. Assessments will be automatically submitted when time is up. Please see Question Layout below.
Assessment Organization: Navigation	Linear access: Students cannot return to questions skipped earlier in the exam. Random access: Students can move forward or backward through the exam via a Table of Contents. *ATE recommendation:* Because Random access is set as the default, be sure that you communicate to students if you decide to use Linear access.
Assessment Organization: Question Layout	There are three options: • Each question has its own page • Each part has its own page • The exam appears on one page *ATE recommendation:* **ALWAYS** use the option to give each question its own page. Using the other options could result in lost student data.
Assessment Organization: Numbering	Will each part begin with one or will there be continuous numbering through the entire assessment?
Submissions	Number of Submissions: Set how many times the system will allow the user to resubmit their test for grading. Late Handling: Set whether the system will accept late submissions. *ATE recommendation:* Choose to accept late submissions. These submissions will be tagged as late so you can adjust the grade accordingly.

Submission Message	A universal note to all students after they submit the exam. This is not targeted feedback.
Feedback	**Feedback Authoring:** You can write additional comments to students based on their responses or performance on an assessment. Feedback can be authored after: • Each question • Each answer option • Both **NOTE:** This setting does not imply that you *must* write comments after each question or part. **Feedback delivery:** When will students see question-specific feedback? • As they answer each question • When they submit the entire exam • No feedback • On a specific date *ATE recommendation*: When creating a graded assessment, do NOT use the "Feedback displayed while taking the test" or "When they submit the entire exam" options in conjunction with multiple submissions. Instead, choose to display feedback to students on a specific date, set for after the retract date. **Feedback components:** Set what feedback students will see. | Component	What it means
Student response	The answer given by the student
Correct response	The correct answer to the question
Student assessment scores	The student grade
Student questions and part scores	Points awarded to students for each question
Question-level feedback	Displayed if selected above.
Selection-level feedback	Displayed if selected above.
Grader's comments	Assessment-level feedback
Statistics and histograms	Shows how the course (as an aggregate) answered each question | *ATE recommendation*: You may wish to unselect Statistics and Histograms; enabling this tool will allow students to see how many students answered a question correctly or incorrectly.
Grading	**Student identities:** *ATE recommendation:* **Always** select to show students' identities to graders. Please contact the office of Academic Technology & eLearning at (845) 575-3836 if you would like to change this option.

|	
	Gradebook options: Do you want the grades to be automatically entered into the iLearn gradebook? **WARNING**: Be aware that selecting "**Grades sent to Gradebook**" will immediately send scores as they are available, regardless of feedback date. This means that students will see their scores on automatically scored questions (multiple choice, true-false, fill-in-the-blank) before you grade essay or short answer components. **Recorded score if multiple submissions:** If the student can take the assessment more than once, which score will be counted? • The highest score submitted • The last score submitted
Graphics and Metadata	You should not need to change these fields at this time.

When you are finished, choose "**Save Settings**" or "**Save Settings and Publish**" (all assessments will need to be published before students can see them). You can elect to have students notified by email when new tests are published.

Saved, unpublished assessments will appear in the "Working Copies" list. When published, assessments appear in the "Published Copies" as "Active" on the assessments list. After the retract date passes, assessments move to the "Inactive" list.
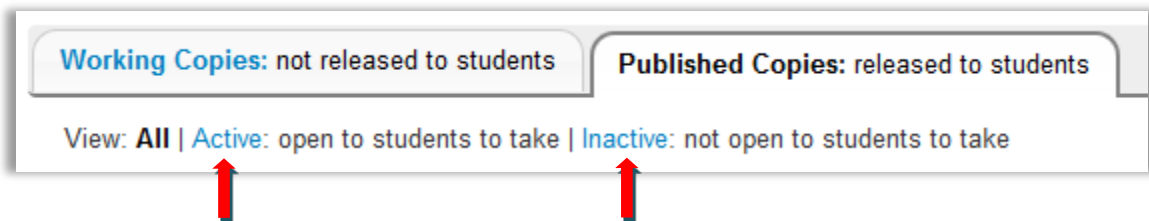
If you have questions about settings or if you would like an Academic Technology & eLearning staff member to review your assessment before you publish it, please contact us at (845) 575-3836.

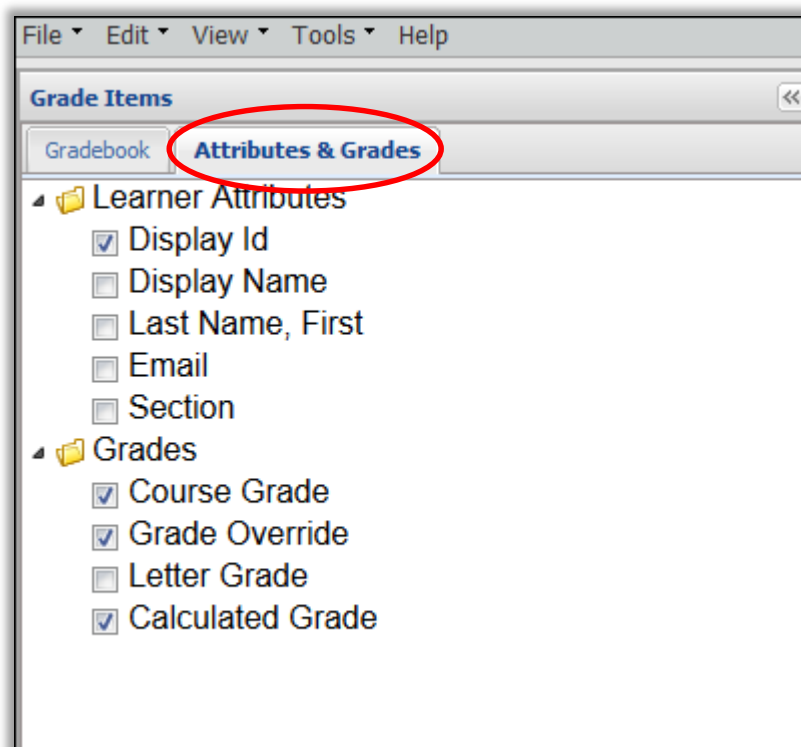# Gradebook 2

Best Practices for Using the Gradebook 2 Tool

Overview

- The Gradebook 2 can contain a full list of assignments, tests and quizzes, forum posts, participation, projects and extra credit items.
- The Gradebook 2 collects and reports grades from other iLearn tools (Forums, Assignments, Tests & Quizzes).
  WARNING: If you want to change a grade to Tests & Quizzes or Assignments, then you need to make the change in the tool where the grade originated.
- You can also create a Gradebook 2 item manually within the Gradebook 2 Tool.
- You can add both grades and comments for students to view.

Gradebook 2 View

Gradebook 2 interface is easy to view and highly customizable. It is organized into two panels: the categories and items are on the left and the student data on the right. You can resize the two panels by dragging the bar in the middle. The list on the left panel is collapsible. You can also use the menu bar on the top or right click on the page to edit the gradebook.

There are two ways to change the default view for the Gradebook 2. The first is to select the "Attributes & Grades" tab in the Grade Items window. This will allow customization of the student information display as well as how the grades are shown.

Additionally, the checkmarks next to Gradebook2 categories and items can be selected to have them shown in the Gradebook 2 view. This will allow for quick inspection of grades for the class as a whole.
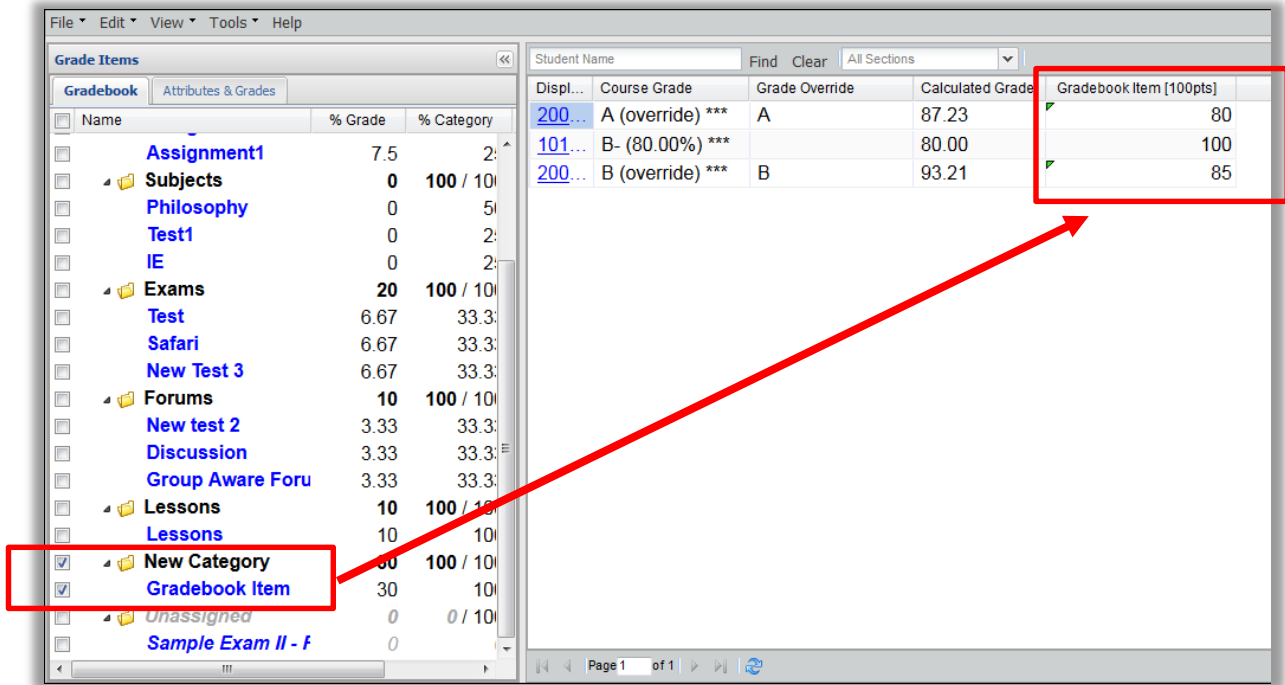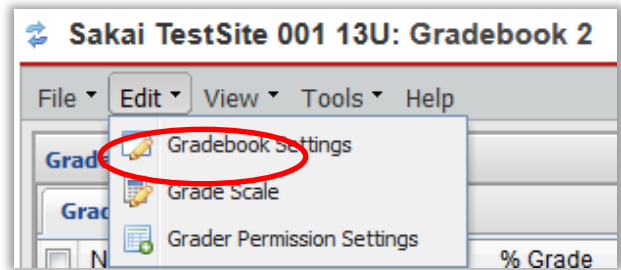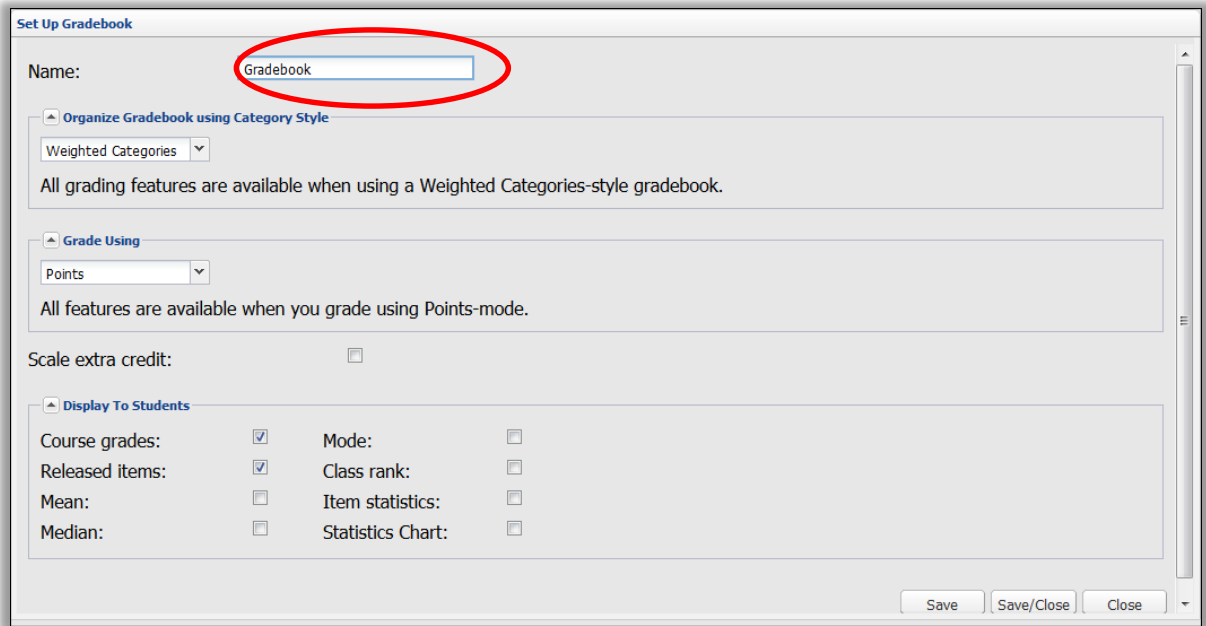

Setting up the Gradebook

Step 1: Grade Scale
First, we recommend you review the official Marist grade scale under the "Edit" drop-down menu.

WARNING: Check with your department for grade scale policies before you make changes in here.


Step 2: Gradebook Settings

A. Go to **Edit → Gradebook Settings**
B. The following screen appears:

C. Add the name of your Gradebook (by default it will be "template.course".
D. Choose to have categories
   NOTE: We recommend "Weighted Categories".
E. Choose the grading style
   NOTE: This will need to be points if it is going to connect to the Assignments or Tests & Quizzes tool.
      i. Choose to "Scale Extra credit" if you choose to give extra credit and only want it to count toward the category that it is in.
F. Choose what information you want to display to the students. "Course Grades" and "Released Items" are suggested.

Step 3: Add a New Category

A. Go to **File → New Category.**
B. Name your Category.
C. Choose the percentage that all the items will be worth in the overall Course Grade.
   NOTE: The percentage from all of the categories must equal 100; otherwise, "**%Grade**" will show up in red as a warning sign.
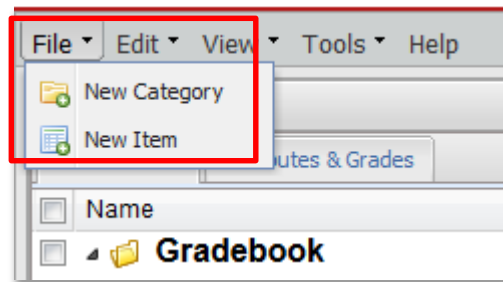
D. Choose "Extra Credit" only if all the items in the category will be counted as extra credit.
E. You can choose to either "Weight Items Equally" (this will make all the items in a category worth the same, regardless of point structure) or "Weight Items by Points" (this will make all the items in the category be worth a relative amount respective to their point value).

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F. If you choose to weight items equally, then you will be given the option to be able to drop the lowest item(s) in a category.

Step 4: Adding a Gradebook Item

1. Go to **File → New Item**, and the following screen appears.

2. Name the Gradebook 2 item.
3. Choose a category.
4. Give the Gradebook 2 item a point value.
    NOTE: If you chose to have your category equally graded then the default value is 100 points.
5. Choose a date (Optional).
6. Check off any additional features. These include if the Gradebook 2 Item is being included in the overall course grade, if it is extra credit, if scores will be released (which will allow students to see the score), or if it is a non-graded item.
    NOTE: Your Gradebook 2 will not be correctly weighted if there is not at least one Gradebook 2 item in each category.

Grading in Gradebook 2

If the item is not from Forums, Assignments, or Tests & Quizzes, you can still grade it in the Gradebook2. You can grade either by item or by student.

Method 1: Grade by item

The default screen for the Gradebook 2 will show the categories and items on the left and the student information on the right. When the little box in front of a gradebook item in the left panel is checked, that item will show up in the right column. You can then click on the cell that corresponds to one student to add, view or change grades of that item.

Method 2: Grade by student

To grade by student, click the link associated with a student name or CWID. After clicking the link, the "Student Summary" will appear on the right side of the Gradebook 2.

The "**Student Summary**" has the complete list of Gradebook 2 Items. Enter a grade and click "Next" to move to the next student.

NOTE: When you hover over the grade entry field, a window will pop up letting you know the maximum number of points available for that Gradebook 2 item.

- **Comments:** You can switch the view from entering grades for each item to entering comments. Students will see the comment along with the grade.

- **Excuses:** You can switch the view from entering grades for each item to excusing certain Gradebook 2 Items. An excused grade is not counted toward the total course grade for the student and is selected on an individual basis.

- **Student View:** You can also choose to see the Gradebook 2 from the view of the current student you are grading. Click the "View As Student" to switch to their view.

Gradebook 2 Statistics

View →Statistics will produce a class-wide analysis of all the Gradebook 2 Items. This analysis includes the mean, standard deviation, median and mode for the course grade and each individual item.

Gradebook 2 Export/Import

The **Export and Import** functions are located under the **Tools** menu. **Export** will create a separate Microsoft Excel copy of the Gradebook 2. **Import** will allow a Gradebook 2 to be copied from an already existing Microsoft Excel version of the Gradebook 2.

NOTE: Gradebook 2 items that are coming from Tests & Quizzes or Assignments cannot be imported.
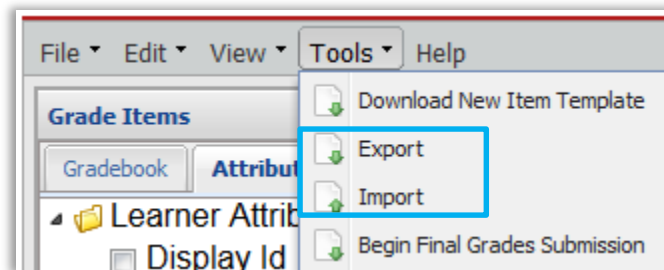
If you want to use the export/import function, contact the office of Academic Technology and eLearning at (845) 575-3836 for a consult.

Other Important Tools

Other Important iLearn Tools

NOTE: Please find additional details of all the following tools on the iLearn FAQ site.

Page Order Tool

The Page Order tool allows you to reorder or customize the items on the left side menu in iLearn. You can drag and drop items to reorder, make these items show or hide, disable or delete them. It is a great tool to use to make your site unique and fit your student's need.

To access the tool, go to any of your iLearn sites, go to "Site Editor" and then click "Page Order" button.

Meetings Tool

The Meetings tool (originally called Big Blue Button) allows for real time video conferencing within iLearn. It can be used for online office hours or any type of synchronous online communication. It is located in the "Communication" section on the left navigation bar of a course site.

When using the Meetings tool, we recommend using a headset with a microphone and speakers for better sound quality. A reliable webcam will also help deliver a quality video feed.

Sign-up Tool

The Sign-up tool is an online alternative to taping sign-up sheets to your office door. It allows students to sign up for office hours, meetings or other events in one convenient place within iLearn. It is like your own electronic appointment book. This new tool features a simplified interface and permission system.

The Sign-up tool is listed under "Communication" on the left navigation bar in a course site.

My Profile Tool

iLearn's **My Profile** tool offers a rich interface for managing your personal academic profile. Students and instructors can post status updates, find people with common academic and personal interests and create academic networks. The tool also contains a comprehensive set of privacy controls.

My Profile tool can be accessed from the left navigation bar in "My Workspace" when you log in to iLearn.

Wiki Tool

A wiki is a tool which allows people to create web pages individually or as a group collaboratively, without needing any web skills. Using the wiki tool, you can create and edit wiki pages within your worksite. If you wish, you can make all or some pages publicly viewable.

Contact Us

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If you need more assistance, please contact the Marist Help Desk at HelpDesk@marist.edu or (845)575-4357
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