Digital Version of Stage 3 Participant's Guide

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Citoyenneté et Immigration Canada

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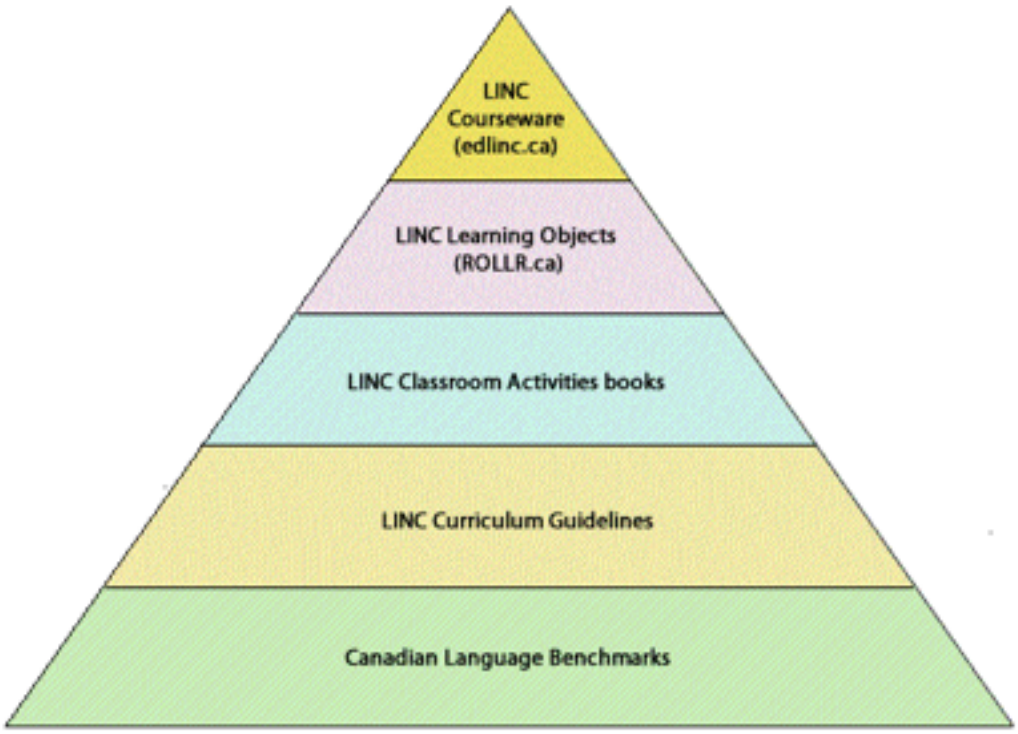
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Introduction

Stage 3 is a part of the LearnIT2teach.ca programme. It is a learning stage for teachers to:

- become skilled as editing teachers at using LINC courseware
- download learning objects from Rollr
- request LINC courseware and begin editing a course
- cooperate with their peers to improve blended delivery
- work with advanced Moodle features in a virtual sandbox



This pyramid illustrates the relationship between the LINC courseware and other CIC Ontario Region curriculum projects. Elements at the top have been built using the items below them.

Technical Instruction Sheets Overview

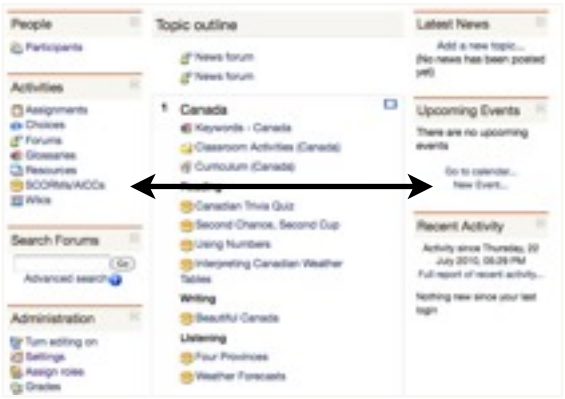
It is important to understand the basics of the step-by-step PDF files in Stage 3. This page will orient you to the PDF documents in Stage 3.

Sample Topic

A very brief paragraph appears here describing what it is that you will actually be doing.

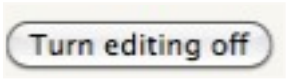
1. This is the first instruction. It is usually, "Surf to you course"
2. This is the second instruction - because it has a digit - it means do something!

Extra text blocks
These text blocks provide tips and hints through out the course. Note that there are many images to assist you to learn to use LINC courseware!



3. Click on the "Turn editing on" button
- Steps with image bullets mean - here is some information!
4. This is another instruction - usually start with "Click"
- And these are samples of action instructions below
5. Click the up arrow
6. Click the right arrow
- Note that the block moves across but to the bottom of the blocks
7. Click the left arrow
- Note that the block moves across but is still at the bottom of the blocks
8. Click on the "Turn editing off" button





Printing PDF files
You can easily print these files to use in a more traditional manner. Usually ***File, Print, OK*** will do it!

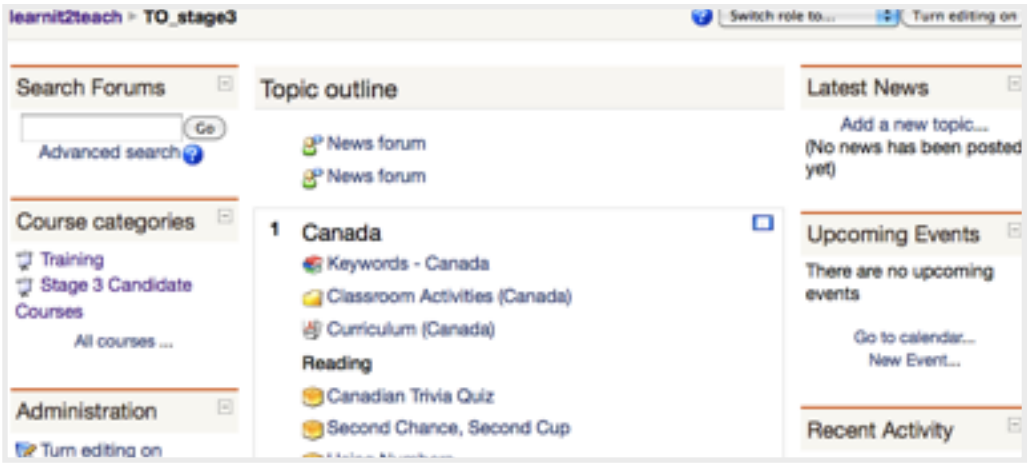
Course Editing on/off

This activity provides the mechanics of toggling the editing mode on or off for an editing teacher using LINC courseware.

Toggling Course Editing 'on' to 'off' to 'on'

This is simple - just follow the steps below. It is like using an electric light switch.

1. Surf to your course home page
   - Note that there are no editing icon present on the page

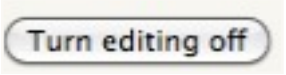


2. Click on the "Turn editing on" button
   - Note that the editing icons appear





3. Click on the "Turn editing off" button
   - Note that the editing icons ***disappear***.
4. Exit the course



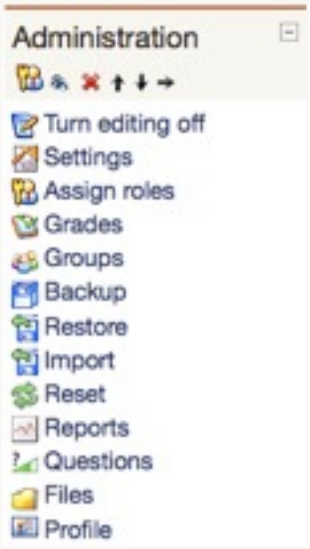
Managing the Administration Block

This module includes Administration block elements for the editing teacher, as well as creating, deleting, hiding and revealing, and moving this block.

The section "General", allows the participants to change the manner in which course content is delivered to the students.

Functions within the Administration Block

Many of the functions required by editing teachers using the courseware are in the Administration block.



1. Surf to your course home page
   - Locate the Administration block in the left column of the screen
   - Note: you have more functionality than a non-editing teacher

"Turn editing on/off" Toggle

2. Click on the "Turn editing off" icon
   - Editing at this course has been toggled to "off"
3. Click on the "Turn editing on" icon
   - Editing at this course has been toggled to "on"

"Settings" Link

- The settings area allows an editing teacher the ability to customize many settings for their courses. These settings control the display, security and other function of the course.

4. Click "Settings"
   - The settings page has seven sections:
     i. General
     ii. Enrolments
     iii. Enrolment expiry notification
     iv. Groups
     v. Availability
     vi. Language

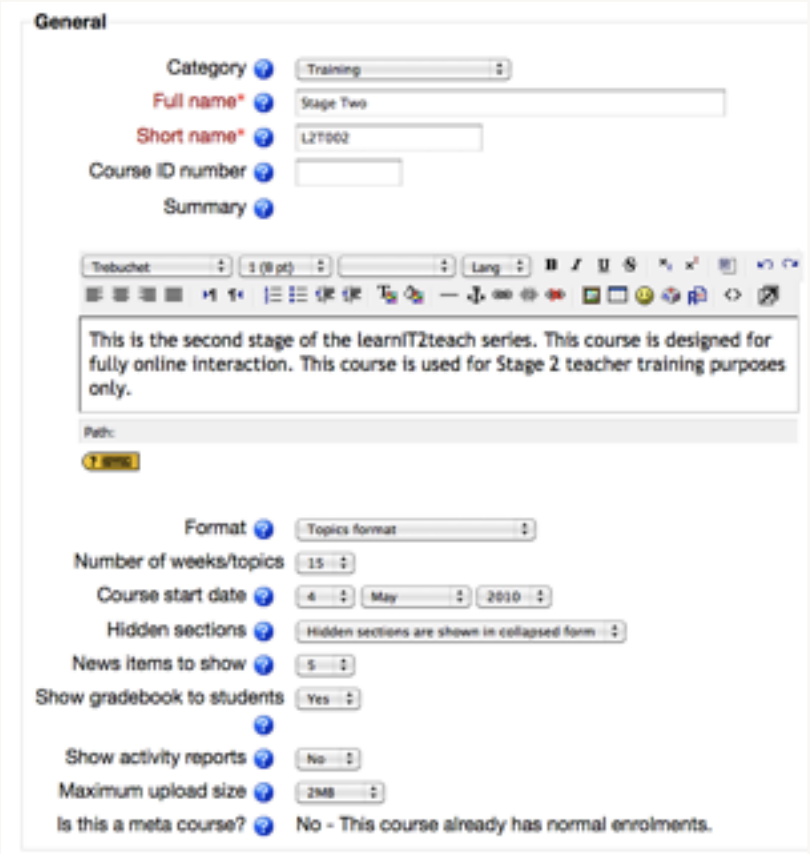
Backup and Restore

These are very important functions that allow the editing teacher to create a duplicate of the course - just in case something goes wrong.



General

- **Category** - At this time, teachers will not have the option to change the course category. In the future, this may be changed due to demand.
- **Full Name** - The name of your course is entered here. All LINC courseware courses arrive with a formal name. The full name appears on the course home page as well as on the top banner for each page of the course.
- **Short name** - This is the course code that appears in the breadcrumbs menu as well as the quick link course buttons.
- **Course ID number** - At this time, leave this blank as LINC courseware targets autonomy for LINC centres. Individual centres may use this feature in the future.
- **Summary** - Write concise paragraphs describing the course or simply leave the one provided by LINC courseware. This description appears in several places depending on the set up of the LINC courseware.
- **Format** - This allows a teacher to use either a weekly or a topic course organization. LINC courseware courses arrive based on topics as the nature of continuous intake in many LINC centres does not work well with a rigid weekly set up.



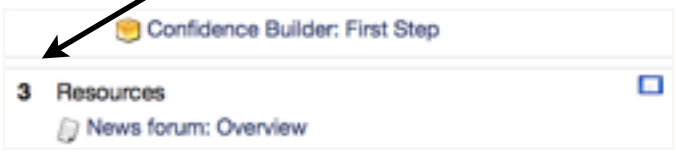
General (continued)

- **Number of weeks/topics** - To add or hide content, editing teachers can change this number. A good tip is to know that the content is not erased but only hidden. For example, if you have 15 topics but wish to hide the last two topics which are preparation for a final assessment, you can change the number of topics to 13 and the content is merely hidden until the number is changed to 15 again.
- **Course start date** - This feature synchronizes the course start date with the calendar on courses set to weekly format. It can also be used as a means to turn off and on course availability.
- **Hidden sections** - This feature gives the editing teacher the option of making hidden topics or weeks invisible or as a numbered place holder to the students. It depends on how a class is using the materials and the teacher's preference.

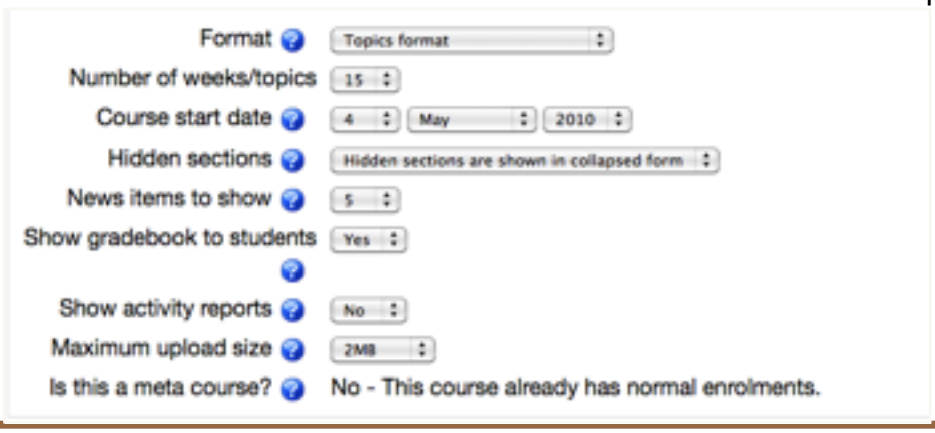
Collapsed form



Completely invisible

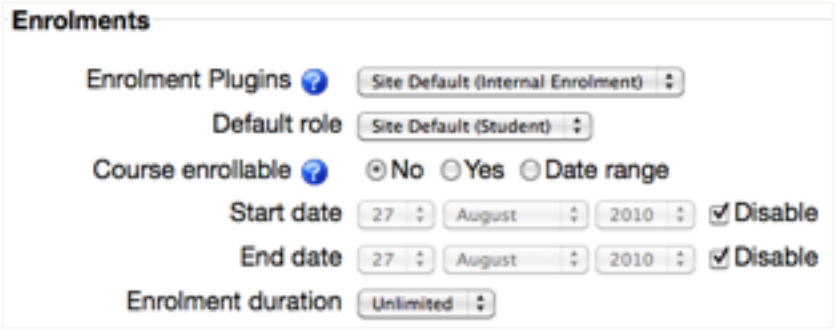


- **News items to show** - This setting controls how many teacher-to-student postings appear in the Recent News block.
- **Show gradebook to students** - This is a personal choice. Teachers should stress that these grades are only a small part of their overall evaluation as LINC students.
- **Show activity reports** - Activity reports show students what they have done in their course. This is a personal choice to be made by each teacher.
- **Maximum upload size** - Student uploads can be limited by this setting to prevent extremely large media files such as sound, video or pictures. The default setting is 100kb.
- **Is this a meta course?** - Meta courses may be used if a large centre wishes , however they will have to host them on their own server and have a resident expert at the centre.



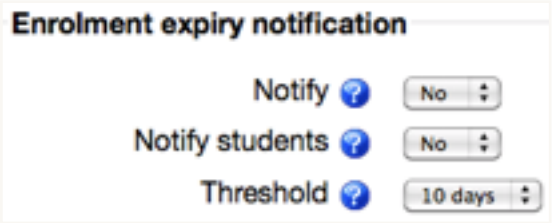
Enrolment

- **Enrolment Plugins** - At this time teachers will not have the option to change the enrolment plugin. An example of a possible plugin (but not for LINC courseware) is a PayPal plugin that requires a transaction for enrolment. The default is "Internal enrolment."
- **Default role** - The default role is the permission level at which everyone is assigned upon starting the course. Always set this to students. Non-editing teachers can be assigned later without much problem.
- **Course enrolable** - We recommend that teachers control all who enter the courses. Therefore a No setting prevents students from enroling themselves.
- **Start date** - If students are permitted to enrol themselves they could be limited to a date range . This is normally a set up used for distance education.
- **End date** - See start date.
- **Enrolment duration** - this determines how long a student can be a member of the course. Many teachers set this to unlimited and manage the student lists at the end of each term.



Enrolment expiry notification

- **Notify** - If an enrolment duration has been selected (for example 90 days), then a YES setting determines whether teachers receive email notification when a student is about to be unenrolled from the course.
- **Notify students** - If an enrolment duration has been selected (for example 90 days), then a YES setting determines whether students receive email notification when a they are about to be unenrolled from the course.
- **Threshold** - This is the number of days notice given before students are unenrolled from the course.



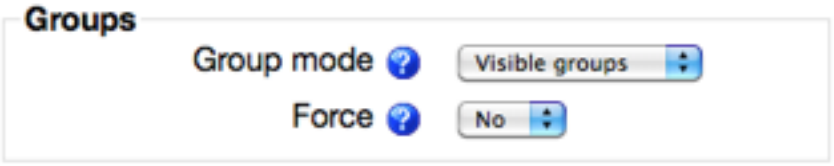
Groups

- **Group mode** -This feature allows teachers to assign teachers and students to one or more groups. This can be on the activity or on the course level. Using groups allows the teacher to accomplish three types of separation.

  1. Students can be completely isolated by sight and activity from each other.
  2. Students can be partially separated. One group can see other groups and each groups' activity, but not interact with the other group(s).
  3. Students can be separated in the same course by time. That is, different groups can start the course at different times.

  Each group is identified by a unique name and icon. 

- Groups must be enabled in the **Course Settings**. After it is enabled, a group icon will appear in the Course administration block.



Group Mode

There are three group mode levels:

- **No groups** - there are no sub groups, everyone is part of one big community
- **Separate groups** - each group can only see their own group, others are invisible
- **Visible groups** - each group works within their own group, but can also see other groups

Force

If the group mode is "forced" at a course-level, then the course group mode is applied to every activity in that course. Individual group settings in each activity are then ignored.

This is useful when, for example, one wants to set up a course for a number of completely separate cohorts.

Availability

This option allows you to "hide" your course completely. It will not appear on any course listings, except to teachers of the course and administrators. Even if students try to access the course URL directly, they will not be allowed to enter.

Force Language

LINC courseware only uses English. This setting is not useful at this time.

Role Renaming (not recommended)

This option allows an administrator to change the displayed names for roles used in courses. For example, one may wish to change "Teacher" to "Facilitator" or "Tutor". Only the displayed name is changed - the underlying role permissions are not affected.
These new role names will appear on the course participants page and elsewhere within the course.



Assign Roles

- Ensure you are on the course home page

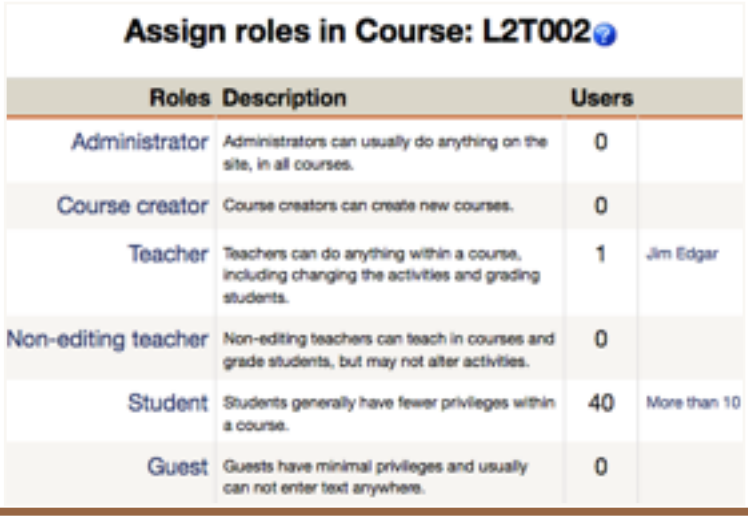
1. Click on the Administration block link "Assign roles"

- By default, there should be three roles types appearing in a table as pictured here.

2. Select one of the role names (hyperlinked in blue) (Guest is the safest choice)

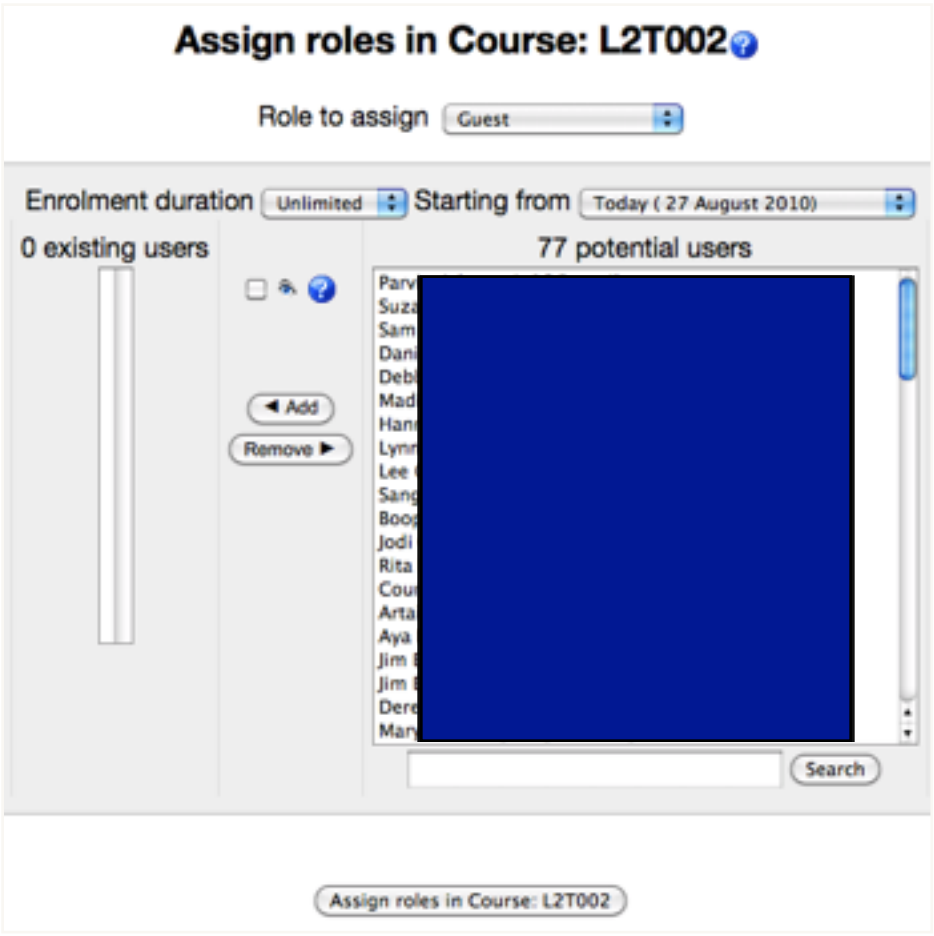
   The screen shot below, displays the administrator's view. However, the editing teacher will only see Guest, Student and Non-editing teacher.

   Note: This feature may not be active in the LINC courseware.



- The Assign Roles window appears as below

3. Select a LINC courseware user in the right column
4. Click the Add button
5. Continue until you have selected all members for your class
6. Click the Assign roles in Course: *course short name*
7. The roles for your course are now assigned
8. Return to your course home page



Locating Grade Reports

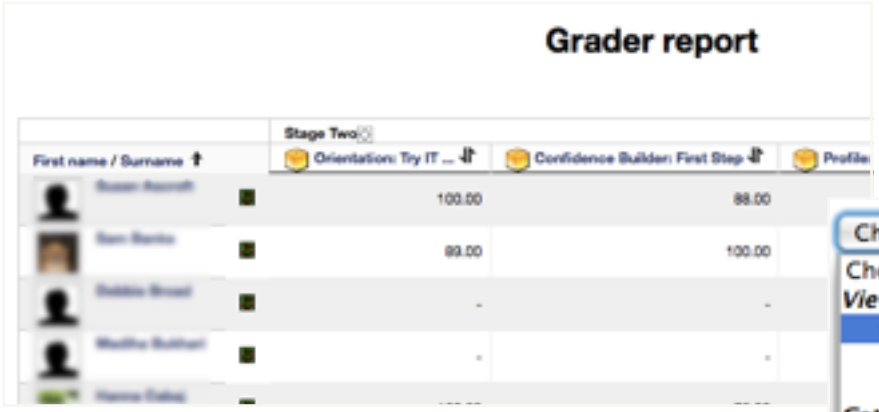
- Ensure you are on the course home page

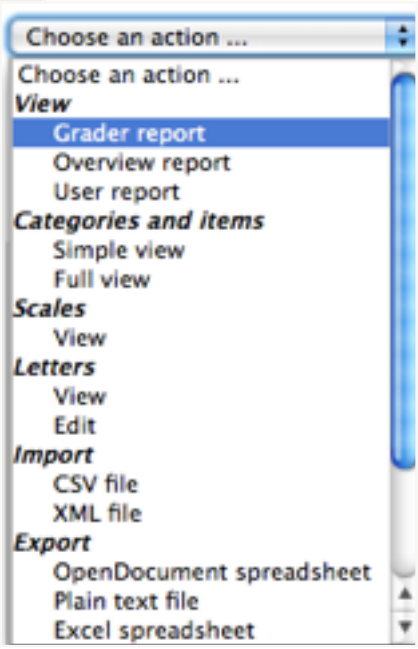
1. Click on the Administration block link "Grades"



- All of the grades for all permission levels appear in a table as pictured below.

2. Scroll across the screen to reveal individual item grades.
3. Click on the drop-down menu, " Choose an action…" to view the grades in a variety of formats that suit your needs.

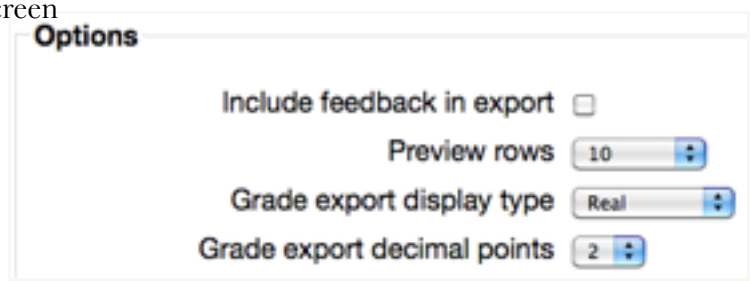




In the "Choose an action…" drop-down list, in addition to altering the views of the grades, choose to export the grades in three different formats depending on what works for you and your centre.

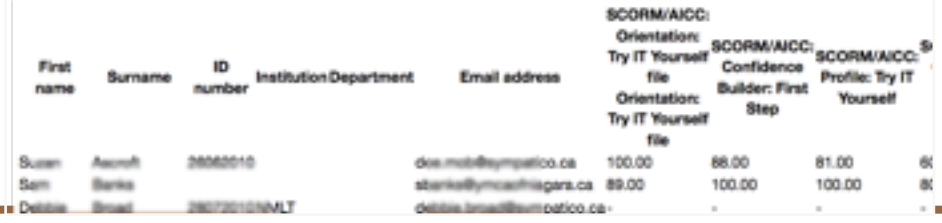
4. Click on " Choose an action…"
5. Click on "Plain text file" in the **Export** section

- The following options appear (see below)
- Include feedback in export for assessor's comments
- The amount of rows to view on a screen
- The type of grade to be shown
  - Real (actual grade)
  - Percentage
  - Letter
- Decimals if required



6. Click on the items to be included in the grade report in the "Grade items to be included" section
7. Click the "Submit" button
8. The report is generated
9. Click the "download" button
10. Save the file to your computer
11. Open it in a suitable program





Groups

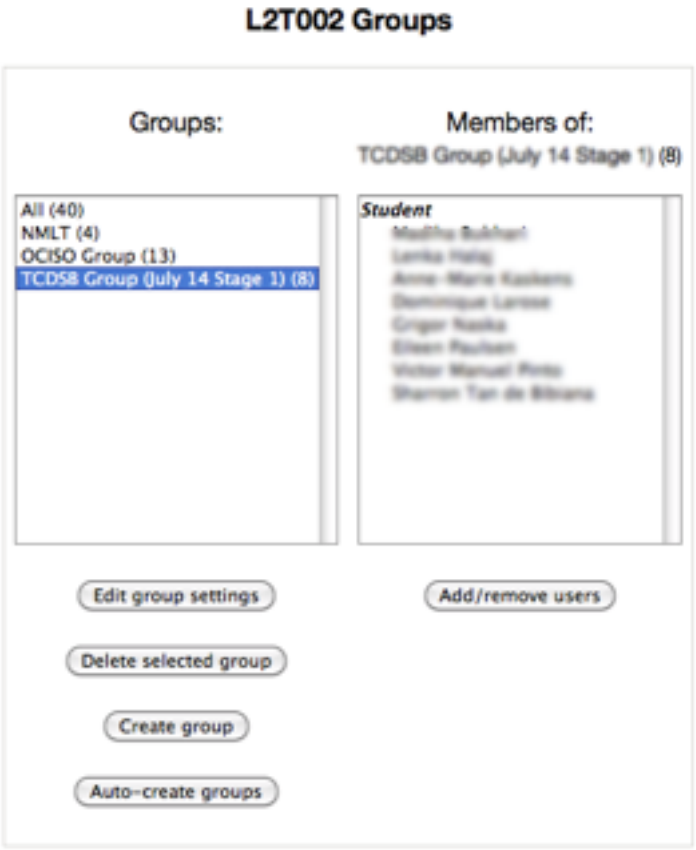


1. Ensure you are on the course home page
2. Click on the Administration block link “Groups”

• All of the groups for the course appear in a table as pictured below.

3. Click on the button “Create group”
4. Enter a group name
5. Type a group description
6. Enter an enrollment key to prevent lurkers from peering into the group
7. Choose to upload a group image to represent it or not
8. Click the “ Save changes” button
9. The group name will appear in the left column (as pictured below)
10. Select the group name
11. Click the “Add/remove” users button
12. Select students (SHIFT an CTRL) keys let you select more than one
13. Click the “Add” button
14. Click the “Back to groups” button
15. Return to the course home page

• At this point, you have the ability to set tasks in small groups



Back up



1. Ensure you are on the course home page
2. Click on the Administration block link "Backup"

- Backup is pretty important as it allows the editing teacher the power to manage their own courses back from any major catastrophe or simply to reset it at the beginning of each term without relying on a technician to accomplish this task.
- It works in tandem with the Restore feature (see below)
- The window pictured on the right appears
- At this time, it is important to take your time
- At the end of the year, you may not need the
- "User Data" as those students are moving on

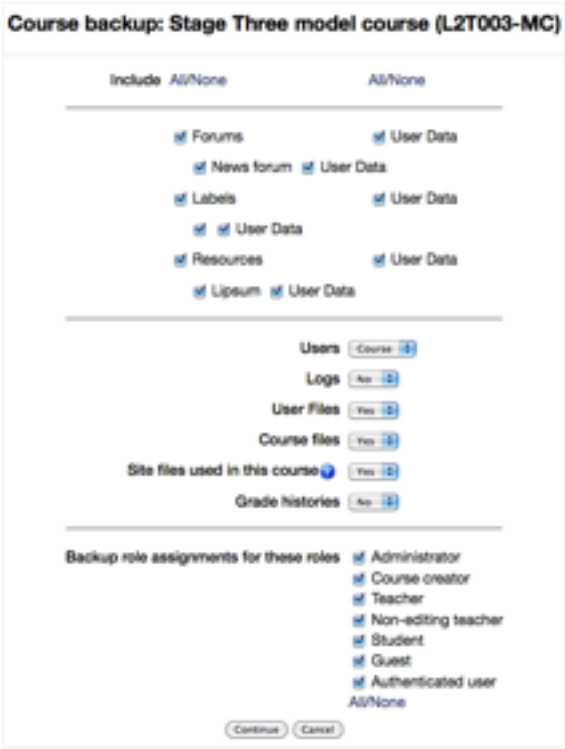
3. Uncheck any unwanted elements
4. Click the "Continue" button

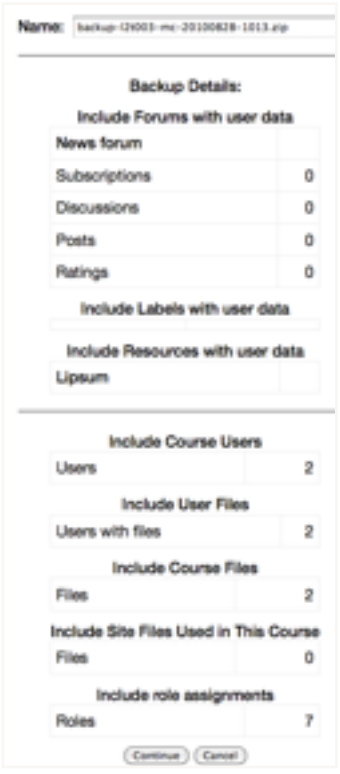
- A confirmation page appears (as pictured)
- This provides the teacher with the file name

5. Click the "Continue" button

- Look for "Backup completed successfully"

6. Click the "Continue" button
7. The file is stored in your course files section
8. Return to the course home page







What is a ZIP file?
A ZIP file is a compressed file that is used to store large or complex files. In our example, a course is a series of folders and files. LINC courseware unzips or opens the file when restoring the course.

Restore



- Ensure you are on the course home page

1. Click on the Administration block link "Restore"

- Restore is pretty important as it allows the editing teacher the power to reset a course or make duplicates for their centres as needed without relying on a technician to accomplish this task.
- It works in tandem with the Backup feature (see above)
- The window pictured appears

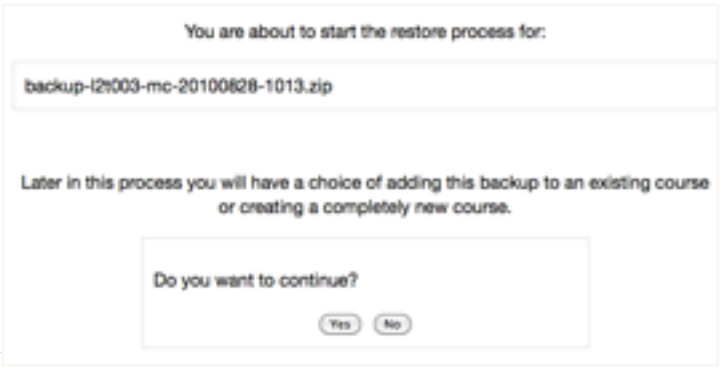


2. Click the "Restore" hypertext

•A confirmation page appears

3. Click the "Yes" button

•A confirmation page appears

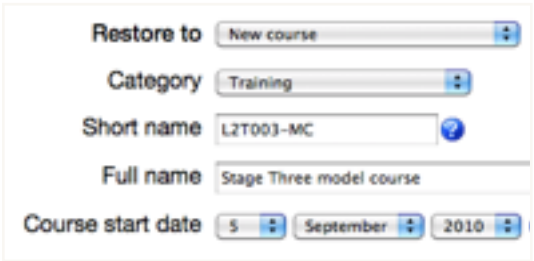


4. Click the "Continue" button

- A page appears
- This is the important part!
- There are five "**Restore to**" option
  - **New course** (creates a new instance of the course, new long and short name)
  - **Current course, deleting it first** (a true restore of the course)
  - **Current course, adding data to it** (adding content to change the current course)
  - **Existing course, deleting it first** (a true restore of the course)
  - **Existing course, adding date to it** (adding content to the current course)

5. Click the "Continue" button
6. Click the "Restore this course Now!" button
7. Click the "Continue" button

- The revised course appears on the screen



Import Elements from Other Courses



- Ensure you are on the course home page

1. Click on the Administration block link "Import"

- Import is important as it allows the editing teacher the power to transfer group settings, activities or resources from one course to another without relying on a technician to accomplish this task.
- This window appears

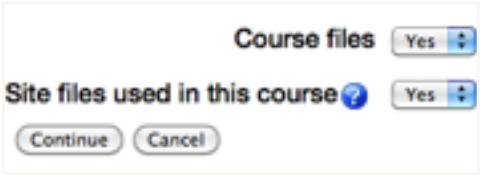


2. Click one of the drop-down menus to locate the source course
3. Click the "Use this course" button

- An "Include" page appears

4. Check the items to be imported (first time just select one label to practice)

- The teacher has the option of also importing all site files as well as linked files such as question databases (these might be useful)



5. Choose "No" for both at this time
6. Click the "Continue" button

- A confirmation page appears

7. Click the "Continue" button

- Ensure that this message appears, "Exported data from 'from' course successfully. Continue to import into your 'to' course."

8. Click the "Continue" button, again and again!
9. The revised course element(s) appears in your course

The **Import** feature is a great way to share best practices or elements from one teacher to another!

Quickly Reset Your Course for New Term

The **Reset** feature is a great way to empty a course of user data, while retaining the activities and other settings.

- Ensure you are on the course home page

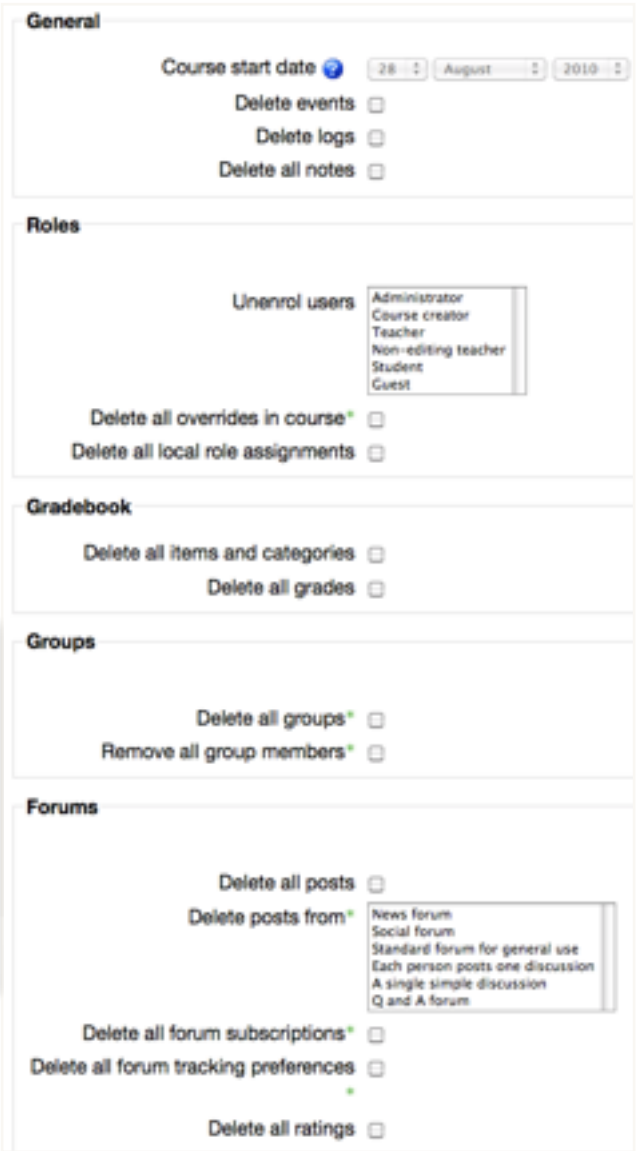
1. Click on the Administration block link "Reset"



- There are five elements that can be reset in a course (usually to start a new term)
  - General items
  - Roles
  - Gradebook
  - Groups
  - Forums

- Depending on your requirements, select the items to be reset for a new term

2. Click the "Reset" button
3. Click the "Continue" button
4. The revised course appears without the selected items.



TIP

Before you reset a course for a new term, consider backing up the old course. You may need the student data in the future.

View Student Reports in Your Course

Reports provide editing teachers with data on participant activity over the term or each day. It is an accurate means of resolving disagreements on submission as well as calculating effort put forward by the students on individual activities or as an overview of their commitment to the course. This feature does not report grades or assessments.

- Ensure you are on the home page

1. Click on the Administration block link "Reports"



- There are 6 elements that can be displayed in a course
  - Course name
  - All or a single participant
  - A single day or all days of the course
  - Single activities or all of the activities
  - The type of action (view, update, delete, add)
  - Display the report on the screen or export it to one of 3 formats



2. Click the desired combination of attributes for your report button
3. Click the "Get these logs" button
4. The report appears
5. The report query can be refined on this screen as all of the report drop-down menus are available to the teacher.

Time	IP Address	Full name	Action	Information
Sat 28 August 2010, 01:20 PM	216.121.199.244	Course Designer	course report log	Stage Two
Sat 28 August 2010, 01:05 PM	216.121.199.244	Course Designer	resource view	Profile: Activity
Sat 28 August 2010, 12:02 PM	216.121.199.244	Course Designer	course view	Stage Two
Sat 28 August 2010, 12:02 PM	216.121.199.244	Course Designer	course report log	Stage Two
Sat 28 August 2010, 10:49 AM	216.121.199.244	Course Designer	course view	Stage Two
Sat 28 August 2010, 10:49 AM	216.121.199.244	Course Designer	course report log	Stage Two
Sat 28 August 2010, 10:49 AM	216.121.199.244	Course Designer	course view	Stage Two
Sat 28 August 2010, 09:59 AM	216.121.199.244	Course Designer	course view	Stage Two

View Student Reports in Your Course (continued)

Reports are also accessed quickly through the reports screen. The options are:
- Live logs from the past hour
- Activity report
- Participation report

- Ensure you are on the course home page



1. Click on the Administration block link "Reports"
2. Click the hyperlink, " Live logs from the past hour" button
3. The report appears in a new window
4. Close the window
5. Click the hyperlink, "Activity report"
6. A report based on the course topics appears



7. Click the Back button on the browser toolbar
8. Click the "Participation report" hyperlink



9. Choose suitable options
10. Click the "Go" button
11. The current progress of the class is reflected in a YES or NO statement.



Managing Questions

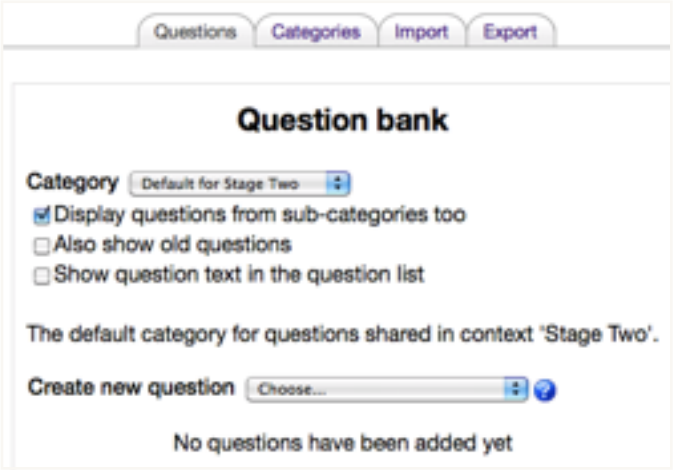
Questions at LINC courseware is a separate module that is quite complex. This page only covers the surface of managing questions and question banks in the LMS at edlinc.ca.

- Ensure you are on the course home page

1. Click on the Administration block link "Questions"



- There are 4 functions on this screen in tab format
  - Add a "new" question
  - Adding a "new" question category
  - Import questions from another source
  - Export questions for sharing or archiving



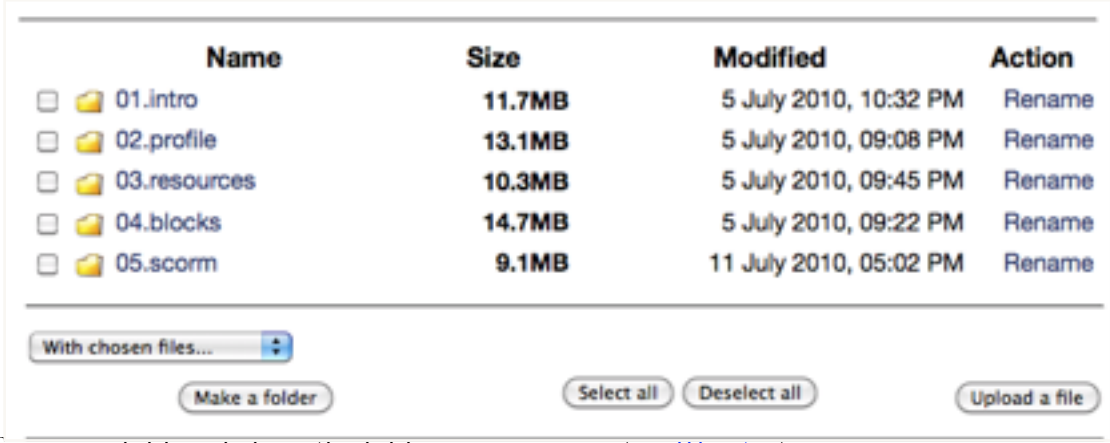
2. At this time there are no question banks for LINC courseware, these are being considered for future development.
3. Return to the course home page.

Managing Course Files

- Ensure you are on the course home page

1. Click on the Administration block link "Files"

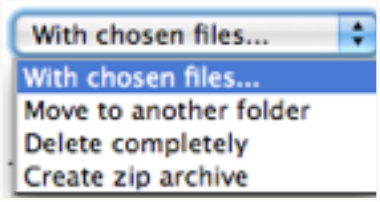
- **File** management in the LINC courseware can be accessed through the Administration block. This page only covers the surface of managing questions and question banks at edinc.ca.
- A file directory structure appears similar to this one below



2. To open a folder, click on the folder icon or name (ex: 01.intro)
3. The "Parent folder" icon appears allowing for upward navigation



- The drop-down menu "With chosen files…" provides the editing teacher with some flexibility
  - Move to another folder
  - Delete the file or a folder
  - Create a compressed "ZIP" file for archiving purposes



4. The editing teacher must select the check box next to the file or
5. Click on the "Make a folder" button
6. Type the name of the new folder
7. Click on the "Create" button
8. The empty folder will appear in the files directory listing

How to Upload Files

1. Click on the "Upload a file" button
2. Click the "Browse" button
3. Locate the file
4. Click Open or OK
5. Click the button "Upload this file", the file appears in the file directory
6. Return to the home page

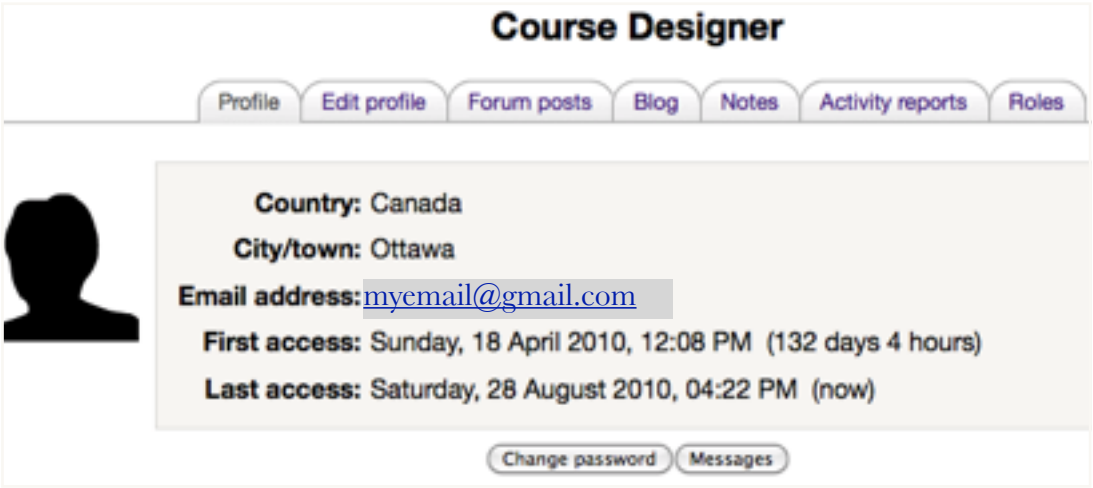
Editing Teacher Profiles

Profiles in the LINC courseware offer more than a simple means of uploading your pictures and jotting down a few words about yourself.

1. Ensure you are on the course home page
2. Click on the Administration block link "Profile"



- There are many functions on this screen in tabular format:
  - Alter a personal/professional profile
  - View and link to Forum postings in context
  - Create a blog
  - Add personal, course or site notes
  - View a variety of report configurations as well as grades from the course
  - Assign or view course roles
  - Change your password
  - Send messages to course participants



3. Return to the home page

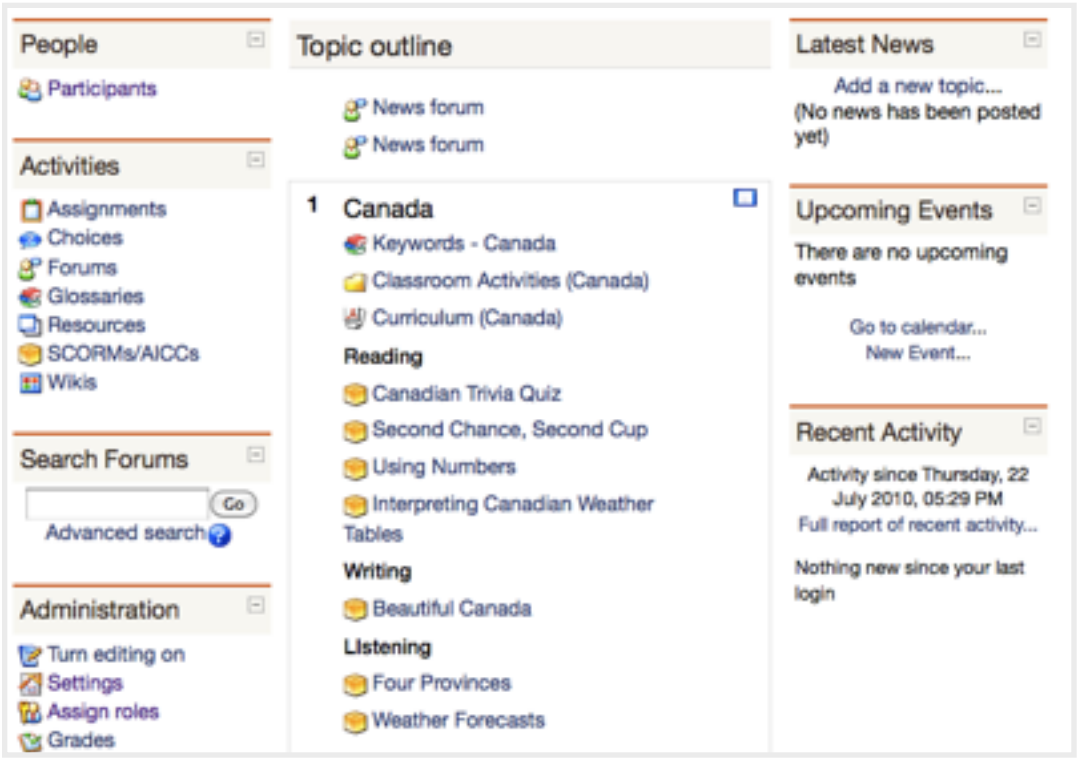
Managing Blocks Overview

It is important to understand the basics of block management for the LINC courses. The main items are creating, deleting, hiding and revealing, and finally moving blocks.

Moving Blocks in Your Course

Moving a block or many blocks around your course is simple - just follow the steps below. In this example, we will move a few blocks from one place to another.

1. Surf to your course home page
2. The course should more or less look similar to the screen below



3. Click on the "Turn editing on" button



4. Arrows (and other icons) appear in the block(s)
5. Click the down arrow



- Note that the block moves one space downwards.

6. Click the up arrow
7. Click the right arrow

- Note that the block moves across but to the bottom of the blocks

8. Click the left arrow

- Note that the block moves across but is still at the bottom of the blocks

9. Click on the "Turn editing off" button



Moving blocks can bring attention to an item in your course.

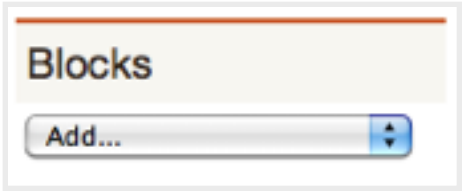
Adding a Standard Block to Your Course

Adding a block or many blocks to your course is simple - just follow the steps below.
In this example, we will add an "Online Users" block to your course.



1. Surf to your course home page
2. Click on the "Turn editing on" button

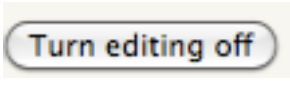
• Look for the "Blocks" block

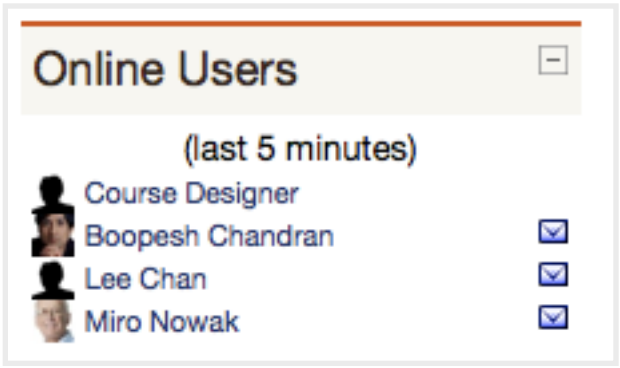


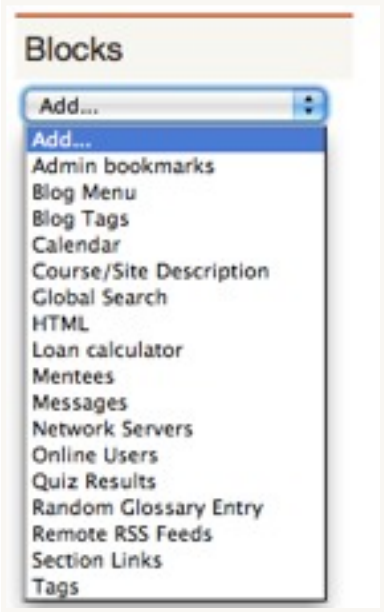
3. Click on "Add.." option
4. Select "Online Users"

• The new block appears, but to view it as a student, click on the "Turn editing off" button.

• See the sample below





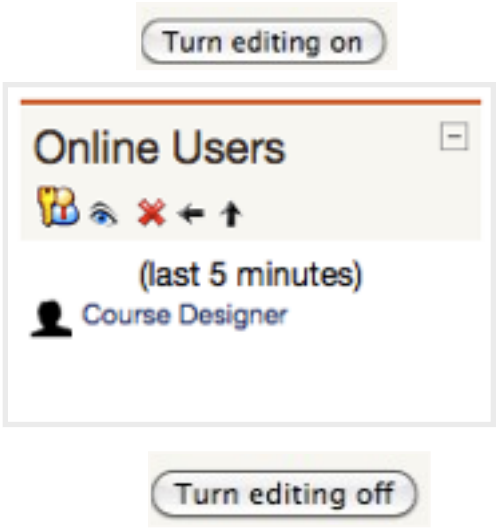


The Online Users block is useful as a communication tool for locating quick assistance in a course. Since the LINC courseware is used in blended delivery, this is not a recommended option for our courses.

Deleting a Standard Block from Your Course

Deleting a block or many blocks from your course is simple - just follow the steps below. In this example, we will delete the "Online Users" block from your course.

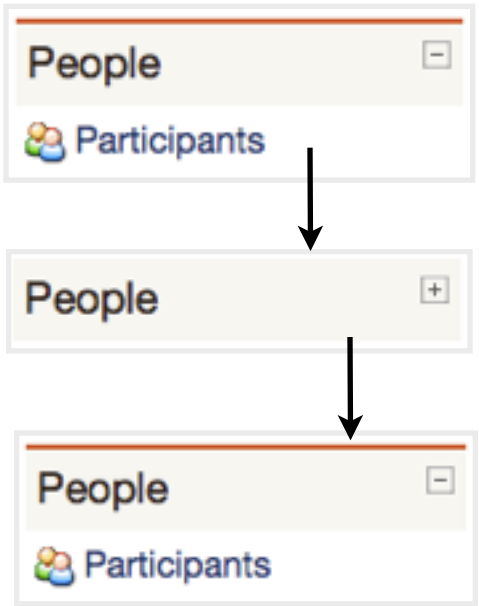
1. Surf to your course home page
2. Click on the "Turn editing on" button
- Look for the "Online Users" block
3. Click on the red "X"
- The block disappears
4. Click on the "Turn editing off" button



Showing and Revealing a Standard Block in Your Course

Deleting a block from your course may be too extreme as you just may need it for review or next term. The simple solution is to hide it temporarily from your students. This process is a simple toggle button - just follow the steps below. In this example, we will show and reveal the "People" (Participants) block.

1. Surf to your course home page
- Look for the "People" block
3. Click on the negative "-" icon
- The block hides its content (note the plus icon)
3. Click on the positive "+" icon
- The block reveals its content (note the neg. icon)



The **People block** allows students to see who else is registered in the course. Details such as their location, last access, a picture as well as functions such as sending a message or leaving a note are available at the People block.

Setting Course Format

It is important to understand the mechanics of setting a course format for your LINC courseware courses. The most common type of format is the "Topic". The others available that may be used are "Weekly" and "Social".

Changing the Course Format to Weekly

Changing the course format is simple - just follow the steps below. In this example, we will change your course from Topic to Weekly to Social then back to Topic.

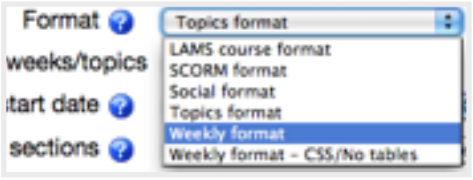
1. Surf to your course home page

• The course topic outline area should more or less look similar to the screen below. It is in is in Topic format:



2. In the Administration block, click on the "Settings" link

• Locate the Format options (see picture)

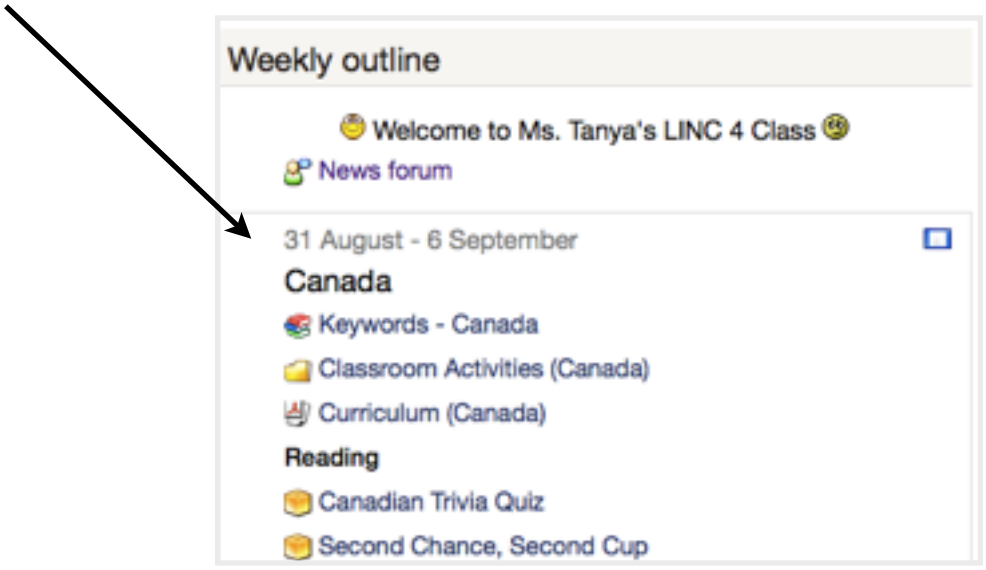


3. Click on "Weekly format"
4. Choose the # of weeks from the drop-down menu
5. Choose a start date from the drop-down menu
6. Scroll down and click on the "Save changes" button

• The course appears as on the next page



Note the dates, instead of Topic Numbers



Changing the Course Format to Social

Changing the course format is simple - just follow the steps below. In this example, we will change your course to Social format.

1. Surf to your course home page

•The course should look similar to the screen pictured above. It is in Weekly format.

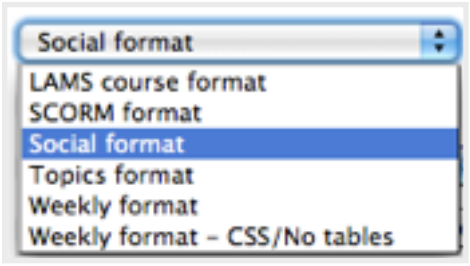
2. In the Administration block, click on the "Settings" link

• Locate the Format options

3. Click on "Social format"
4. Choose a start date
5. Click on the "Save changes" button

• The course appears as below (after a few discussions have started)

• Note the discussions are in the middle of the course





Changing the Course Format to Topic

Changing the course format is simple - just follow the steps below. In this example, we will change your course to Topics format.

1. Surf to your course home page

• The course should look similar to the screen below. It is in Social format.

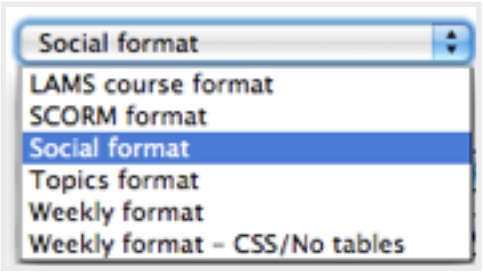


1. In the Administration block, click on the "Settings" link

• Locate the Format options (see picture)

2. Click on "Topic format"
3. Choose a start date
4. Choose a number of topics
5. Click on the "Save changes" button

• The course appears as below in Topics format





The Gradebook and Your Course

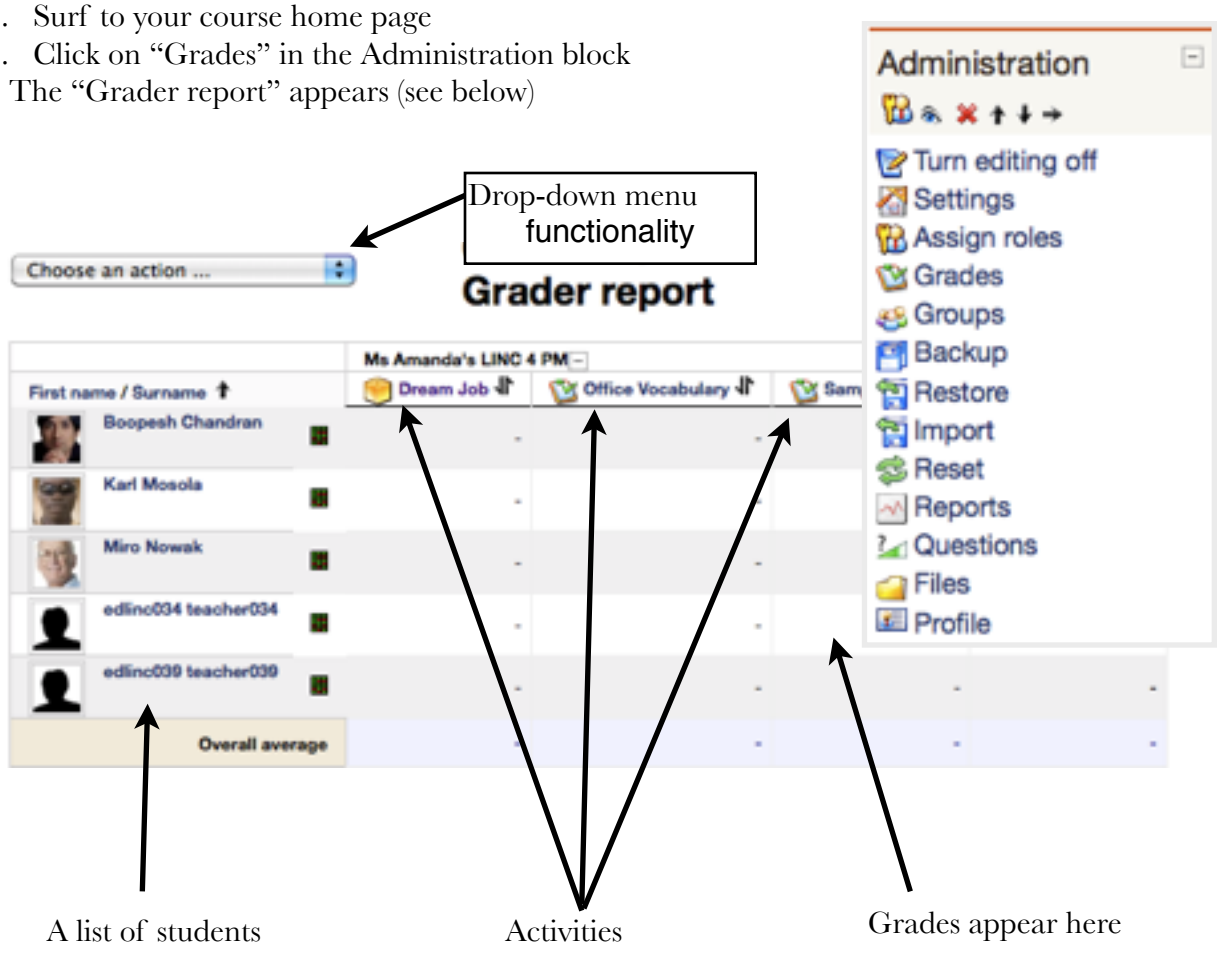
There are several features related to using the courseware gradebook to assist with your administrative tasks as a LINC professional. These elements are revealed below.

Gradebook Overview

The gradebook is a record of the grades that are generated by student activity in the LINC courseware. It can be used by teachers to monitor student progress in the blended activities.

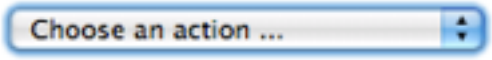
1. Surf to your course home page
2. Click on "Grades" in the Administration block

• The "Grader report" appears (see below)

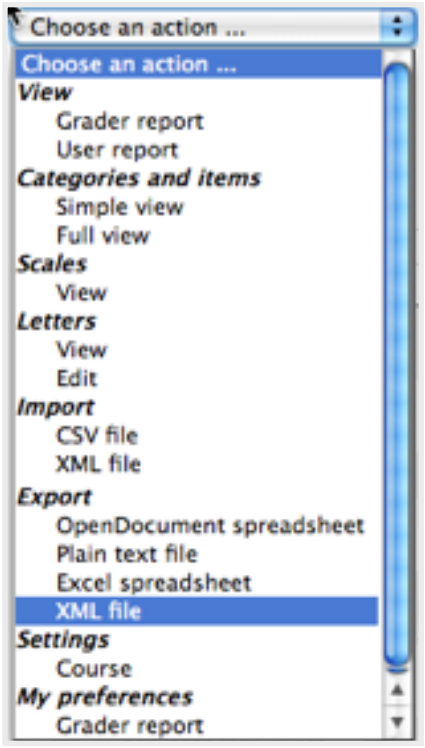


Note: There are no completed activities in this image, so no grades appear!

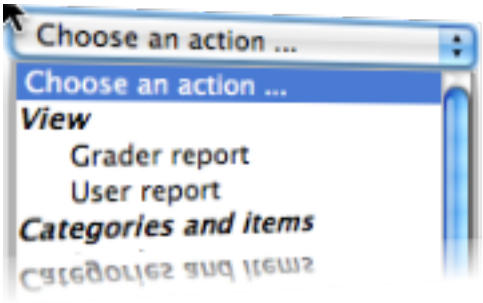
Choose an action.... drop-down menu



There are many appearance and export functions in this drop-down menu. It is a good idea to become familiar with the power and flexibility it offers.

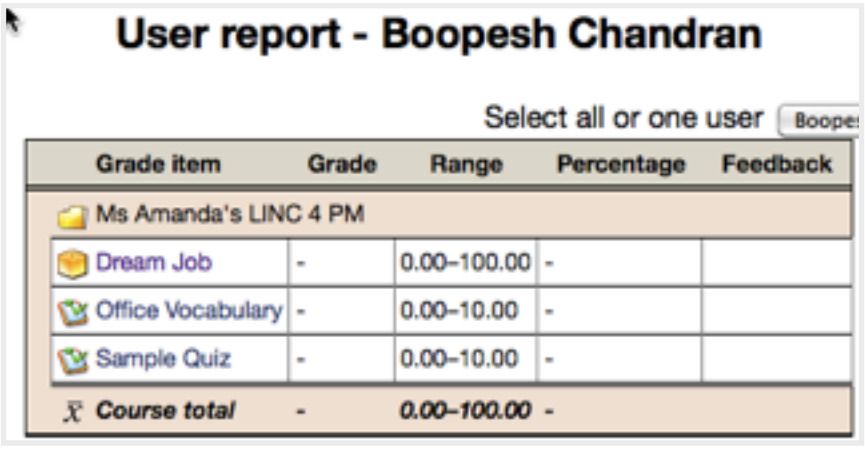


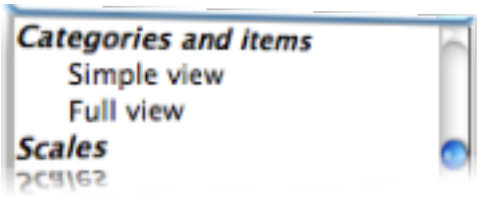
All items are briefly explained below. Please note that the results in the Grader and the grades generated in LINC courseware activities are not meant to be a comprehensive report of a student's success but a contributing factor to be combined with classroom assessments.



View
There are two options in this section: "Grader Report" and "User Report". The Grader Report is the main teacher view of the grade book.
(See image on previous page)

The User Report shows details of a single student. It can include: a breakdown of the grades for each assessment (grade item) in the course, optional teacher-given feedback for each grade, the overall grade for the course (called course total).

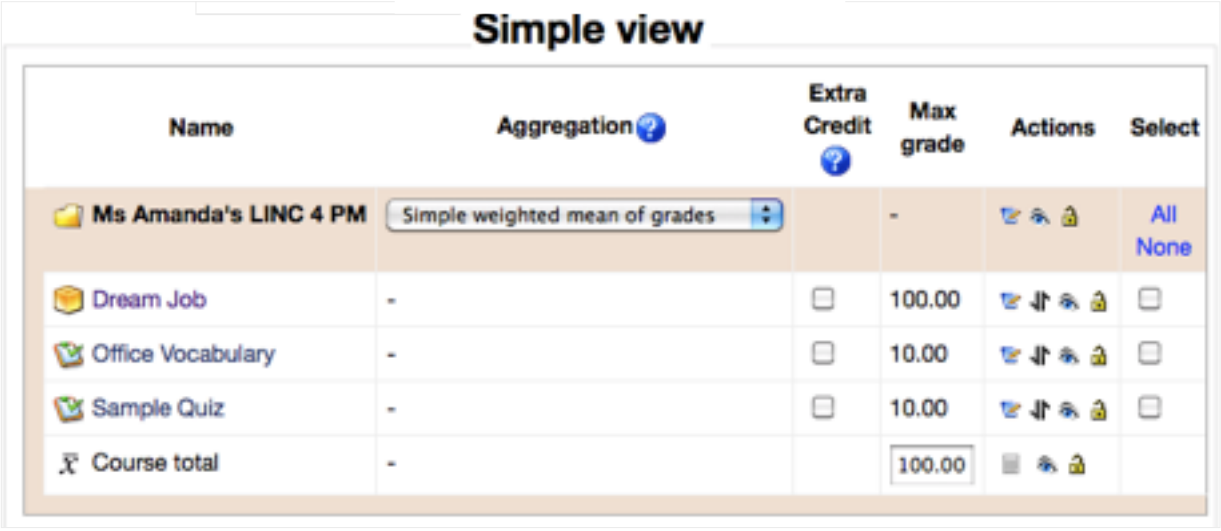




Categories and items
There are two options in this section: "Simple View" and "Full View".

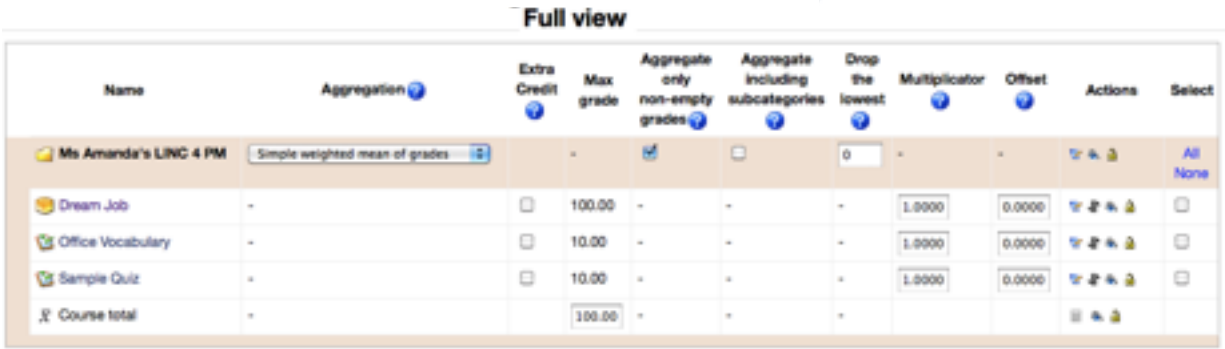
Simple View

Provides details about each assessed item. These can be SCORM objects, quizzes, assignments, or any other graded element in a course.



Full View

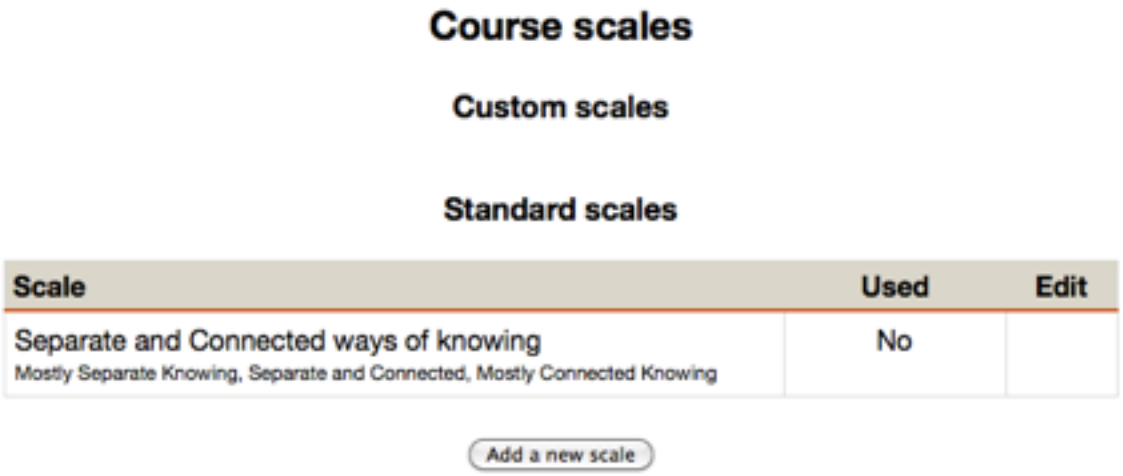
As in Simple View, assessed elements are listed, but with more details than the Simple View.



Scales - View

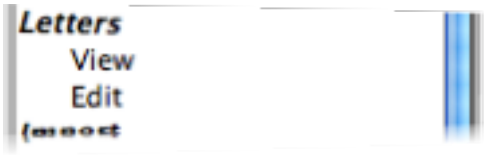
Scales are the assessment schemes. They are selected for use in or created by the course instructor.

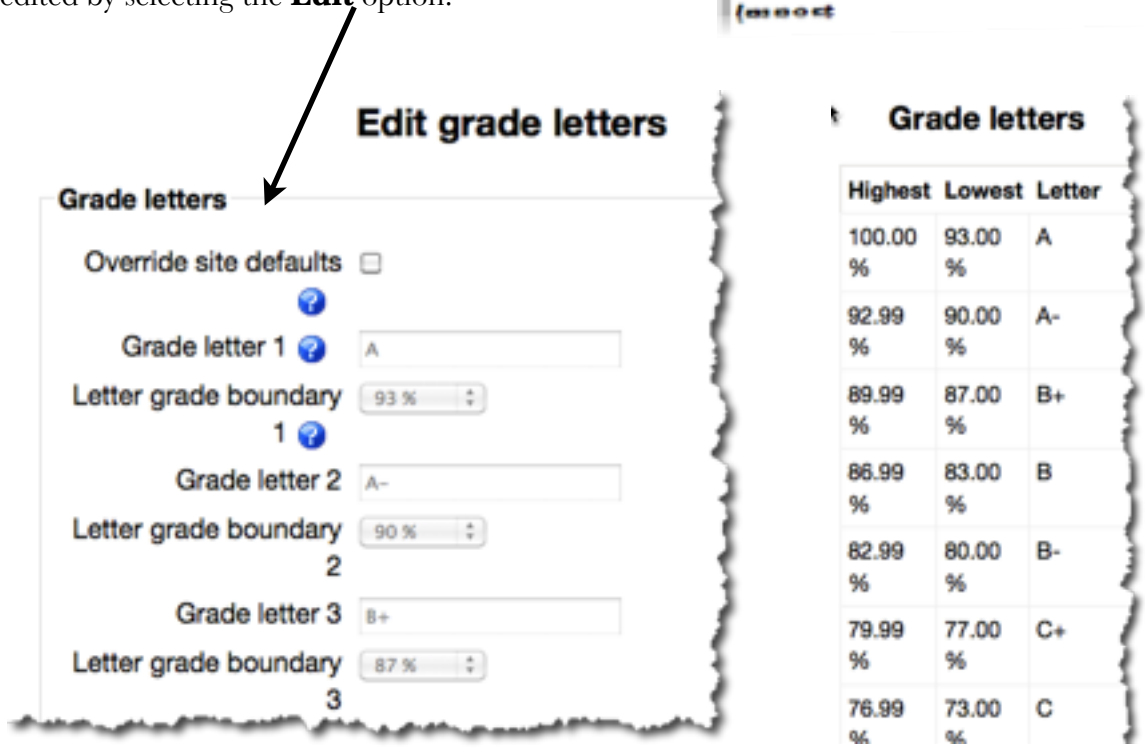




(Grade) Letters

Assigned grades in relation to the numeric score. These can be edited by selecting the **Edit** option.

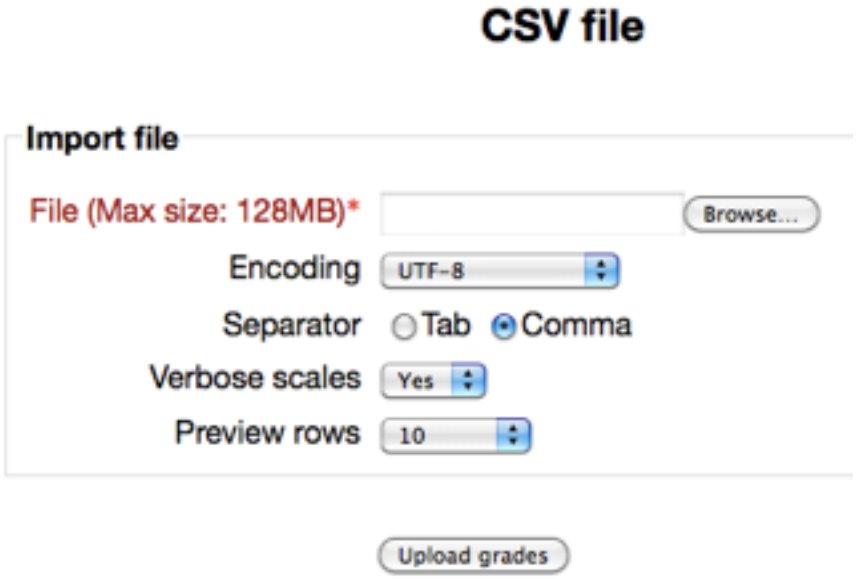


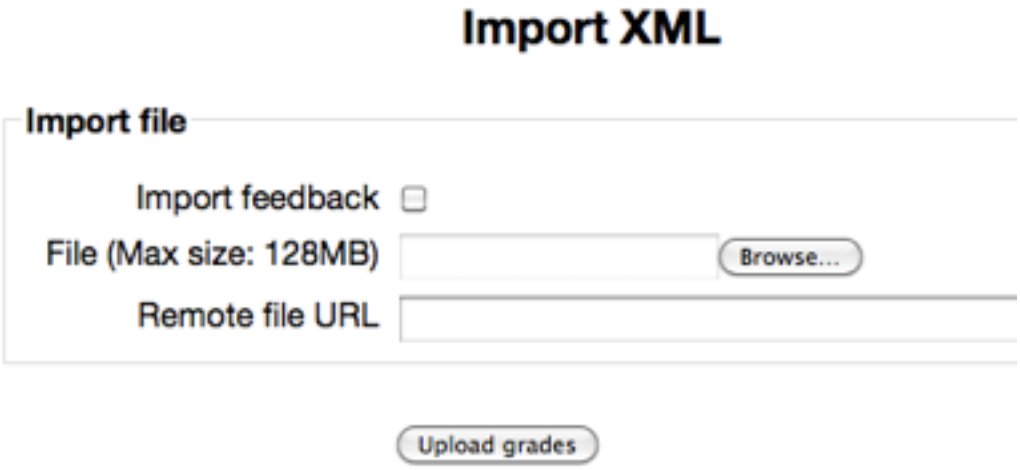


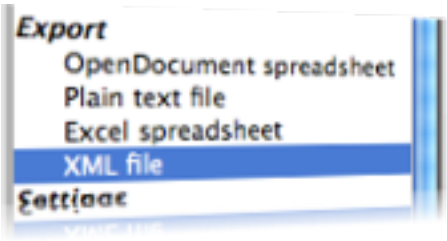


Import

External grades or offline grades can be imported in two formats. The first is CSV or comma separated files. The second is XML (extensible mark up language). Both files can easily be added to your grader through these menu screens.

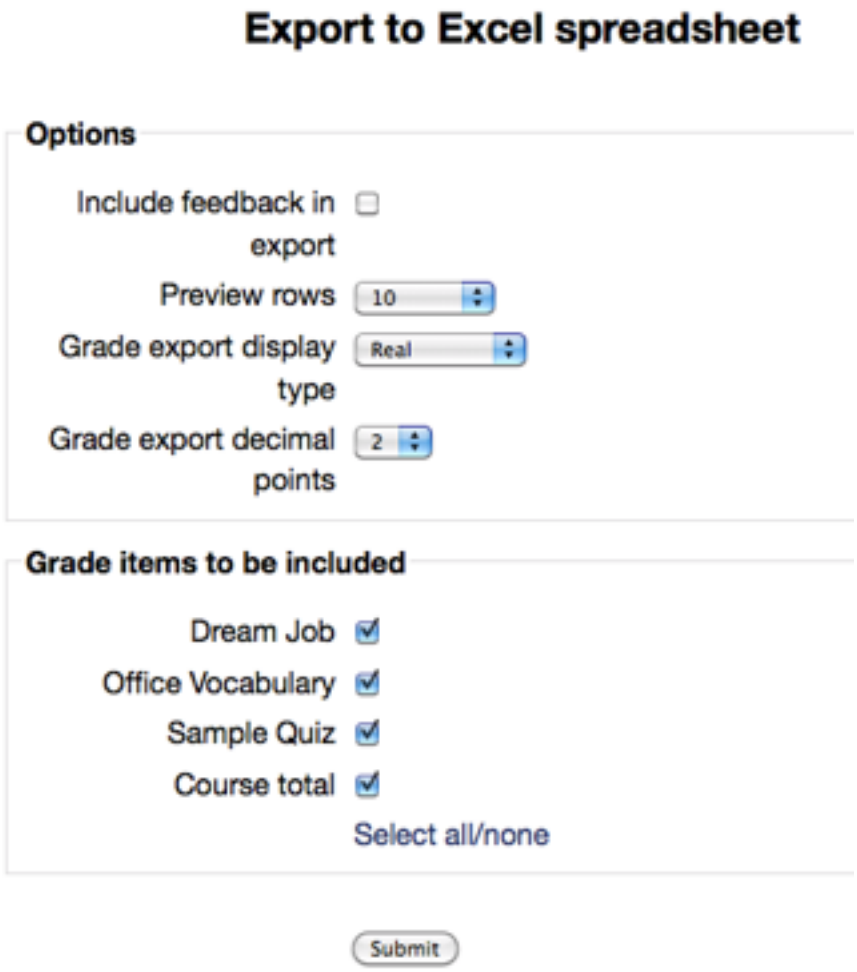






Export

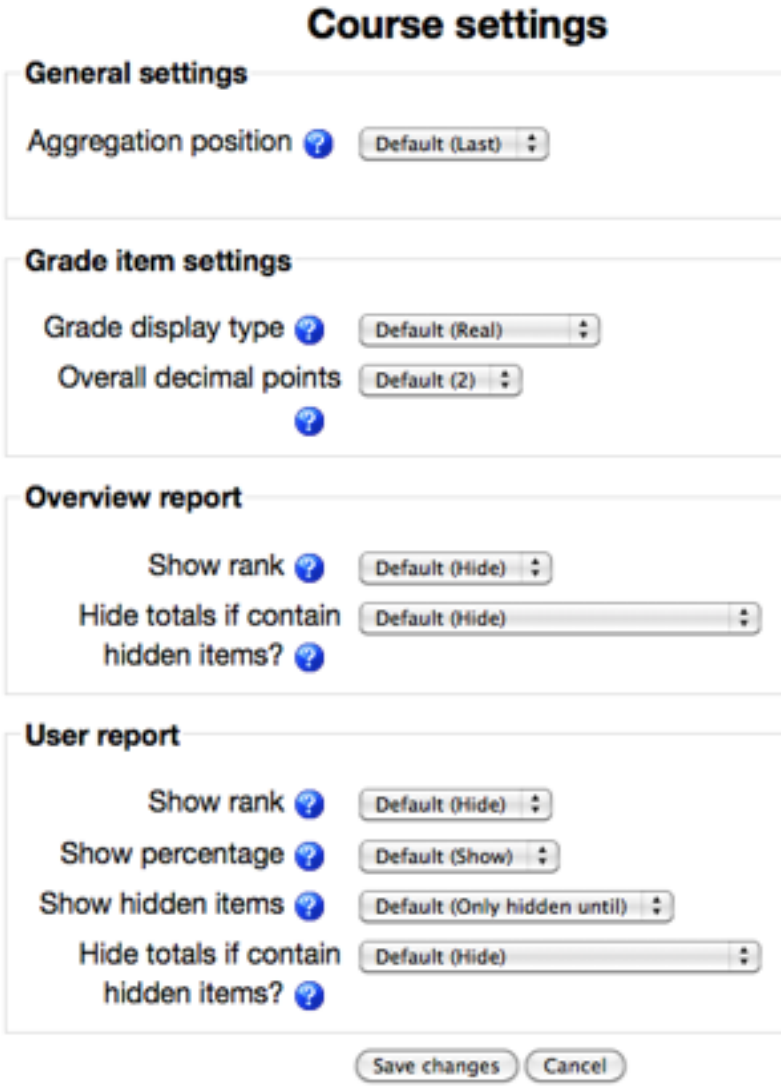
In LINC programs this is something one might want to remember! Your coordinator *might* want the results from the LINC courseware as a part of the student's overall progress report. Normally the teacher would export it as a spreadsheet. However, a plain text file with commas is also common and easy to





(Settings) course

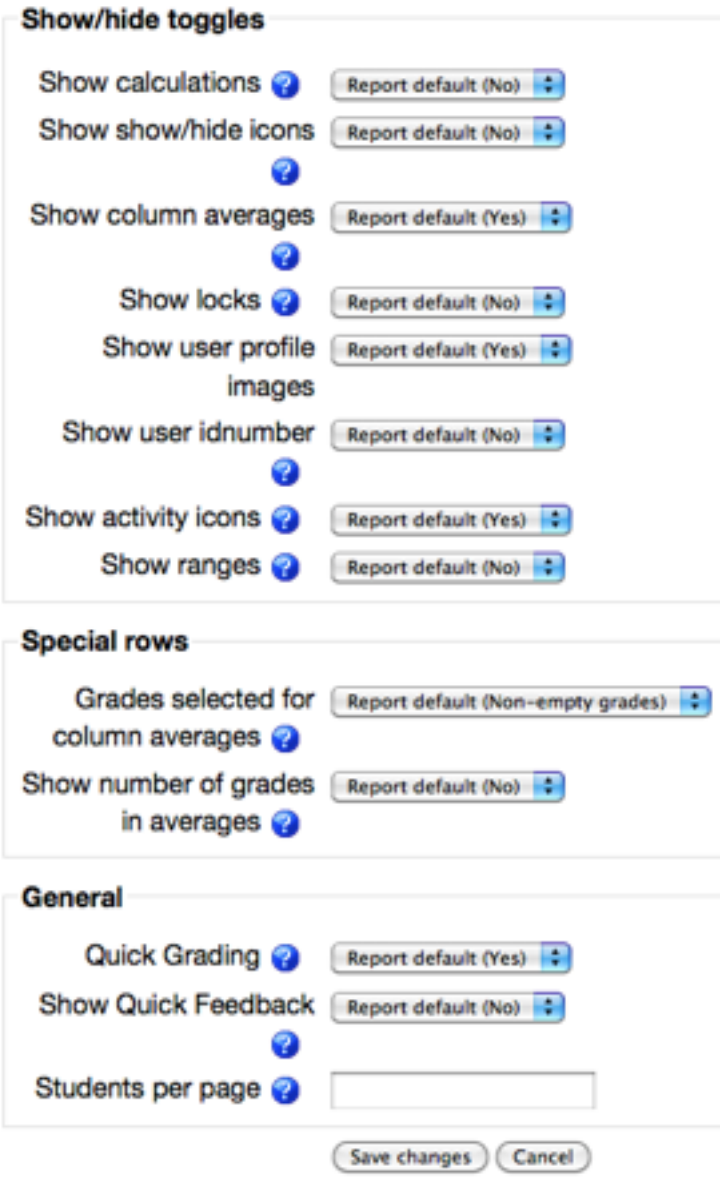
Course settings determine how the gradebook appears for all participants in the course. The options appear as pictured below.





(My Preferences) Grader Report

Allows the teacher to set gradebook appearance and functionality all participants in the course. The options appear as pictured below.



Managing Groups

It may be important in special situations to understand the mechanics of managing a group in the LINC courseware.

Groups and Your Course

Groups are very useful in large classes for distance education. Since LINC classes use the courseware in a blended mode, groups are not recommended as a common feature to be used in your classes. However, it is a LINC courseware feature and it may be very useful in special situations. For example, groups should be used when multiple classes at a site share the same course. Course content is easier to standardize and update using this approach.

In the example below, the LINC class has eleven students and the teacher wishes to create three groups.

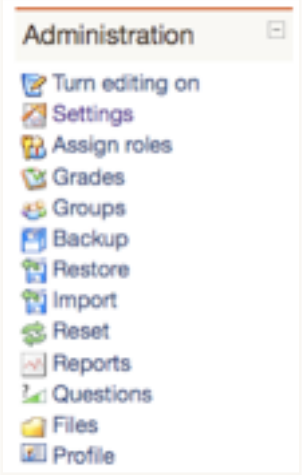
firstname	lastname	username	password	email	city	country
sample_john	sample_rose	sample001	secret	s_john@someplace.com	Pineriver	Canada
sample_jon	sample_rise	sample002	secret	s_jon@someplace.com	Pineriver	Canada
sample_jim	sample_roe	sample003	secret	s_jim@someplace.com	Pineriver	Canada
sample_jenn	sample_road	sample004	secret	s_jenn@someplace.com	Pineriver	Canada
sample_jill	sample_rosa	sample005	secret	s_jill@someplace.com	Pineriver	Canada
sample_jose	sample_rho	sample006	secret	s_jose@someplace.com	Pineriver	Canada
sample_jack	sample_rin	sample007	secret	s_jack@someplace.com	Pineriver	Canada
sample_jordy	sample_raise	sample008	secret	s_jordy@someplace.com	Pineriver	Canada
sample_june	sample_raz	sample009	secret	s_june@someplace.com	Pineriver	Canada
sample_juan	sample_rich	sample010	secret	s_juan@someplace.com	Pineriver	Canada
sample_joan	sample_run	sample011	secret	s_joan@someplace.com	Pineriver	Canada

Groups - why bother?

- With small or large classes a group can be a separate class
- These classes can use the same course
- Students can work on small projects (tasks) together
- Shy students can be isolated on certain tasks
- Can be used to bond certain students together
- Can be used for external twinning projects

Creating course groups at your course is simple - just follow the steps below. In this example, we will create 3 groups from the 11 students in the class.

Creating Course Groups



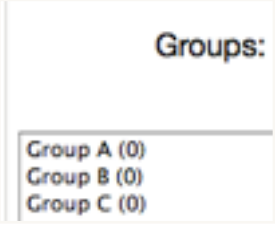
1. Surf to your course home page
2. Click on "Groups" in the Administration block

- The course groups window appears



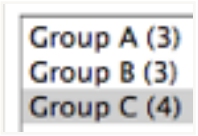
3. Click on "Create group" button
4. Type the name "Group A", type a very short description "This is group A."
5. Click on the "Save changes" button

- Repeat for groups B and C
- The Groups appear as pictured on the right



6. Click on the "Add/Remove users" button
7. Select a student
8. Click the "Add" button (repeat for a total of 3 students)
9. Click on the button "Back to groups"
10. Select "Group B"
11. Click on the "Add/Remove users" button

11. Select a student
12. Click the "Add" button (repeat for a total of 3 students)
13. Click on the button "Back to groups"
14. Select "Group C"
15. Click on the "Add/Remove users" button
16. Select a student
17. Click the "Add" button (repeat for a total of 5 students)
18. Click on the button "Back to groups"



- The Groups appear as pictured on the right

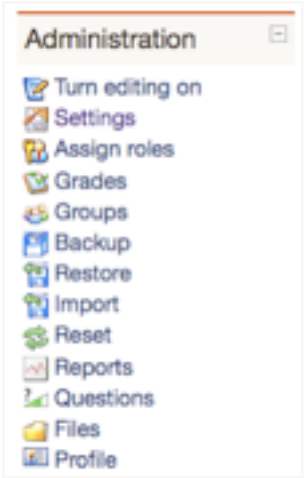
19. Click on the "Overview" tab (at the top of the screen)

- Groups details appear



20. Return to the course home page
21. You have groups available to you while creating or assigning activities in the future

To Activate Course Groups



1. Surf to your course home page
2. Click on "Settings" in the Administration block

- Locate the groups options



- To make every activity in the course separate, Set Force to "YES"

3. Click on the "Group mode" drop-down menu
4. Choose the option best for your course. (See next page.)
5. Click on the "Save changes" button

Group Mode

- No groups - there are no sub groups, everyone is part of one big community
- Separate groups - each group can only see their own group, others are invisible
- Visible groups - each group works in their own group, but can also see other groups
-

Force Group?
Sets all activities to separate groups. Why would you use this - possibly in a centre, three groups can use the same course rather than create separate courses.

To Activate Activity Groups

1. Surf to your course home page
2. Click on an activity (not a resource)
3. Click on the "Update this activity" button (activity = the activity type)

- Locate the groups options



- To activate groups for this activity,

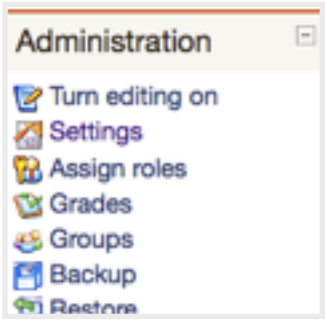
4. Click on the "Group mode" drop-down menu
5. Choose "separate" or "visible" groups (the option best for your course.)
6. Click on the "Save and return to the course" button

Enrolling Students (and Non-editing Teachers) in a Course

This activity provides the mechanics of enrolling students into your LINC courseware. Enrolling is the act of allowing people to participate in a course, in this case, as a student or non-editing teacher. There are two types of enrollments: internal and manual.

Internal enrollment

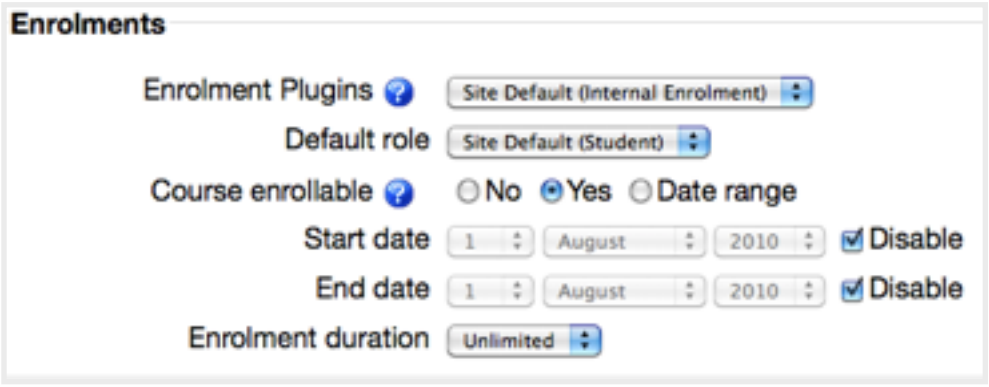
Internal enrollment allows students to enroll themselves into a course. The editing teacher sets an enrollment key. If any student or non-editing teacher uses this key they can join the course and participate. This is an effective and efficient way of managing course enrollment if a student population is small and the teacher does not have allotted time for managing their course.



1. Surf to your course home page
2. Click "Settings" option in the Administration block
3. Locate the section ***Enrolments***

- Internal Enrolments is the default for this site
- Ensure the default role is set to student
- Non-editing teachers can be assigned here

4. Click on the Yes radio button for "Course enrolable"
5. Click and select a number of days under "Enrolment duration"



Date Range
This feature is useful if you have a short course or have a definite term set for your class. However, in Ontario LINC, many students can exist in a LINC level for undetermined lengths of time depending on many factors. You might consider not setting a date range for your class to reflect the reality of your situation.

6. Locate the section ***Availability***

- To show or hide the course you have the first option

7. Choose the option "This course is available to students"
8. Click and select text box "Enrolment key"
9. Click the unmask checkbox "Unmask"
10. Type something simple like "abc2011"
11. It is best not to allow guests in (for privacy issues)



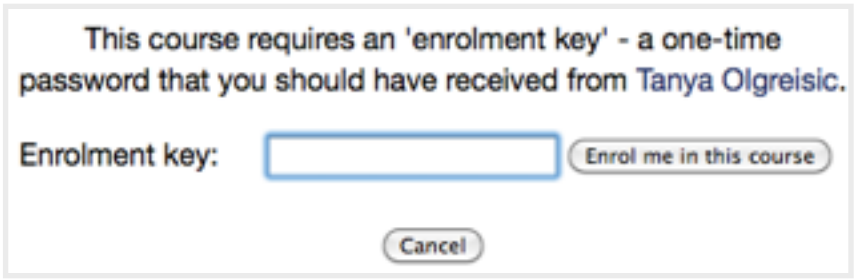
- See results below



- Now you must trust us here or use your own test students provided with the course

12. Log out (as yourself)
13. Log in as a new student (provided with your course)
14. Click on the course name that the student wishes to join (enroll)

- The following appears

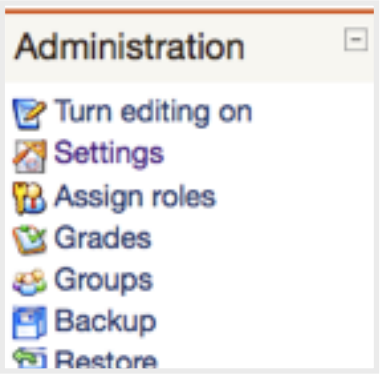


15. Type the enrollment key "abc2011"
16. Click the "Enrol me in this course" button

- The course appears and the student is enrolled

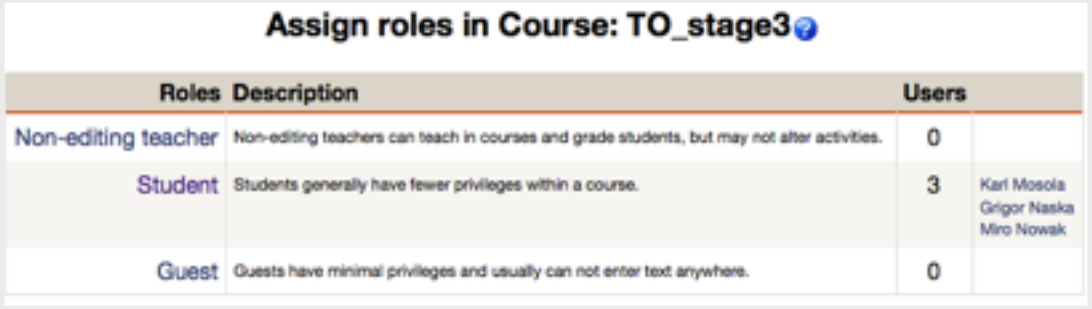
Manual Enrollment

Normally, the teacher manually enrolls students in a course to ensure total accuracy of the class roster. Also, it may prevent student frustration of having to endure another technical process. **PLEASE NOTE**: Because of logistical reasons in serving many centres across Ontario, this feature may be disabled at edlinc.ca.



1. Surf to your course home page
2. Click “Assign roles” option in the Administration block
3. Click “Student” to enroll a student

- You may also enroll a Non-editing teacher here
- Ensure the default role is set to student
- Non-editing teachers can be assigned here



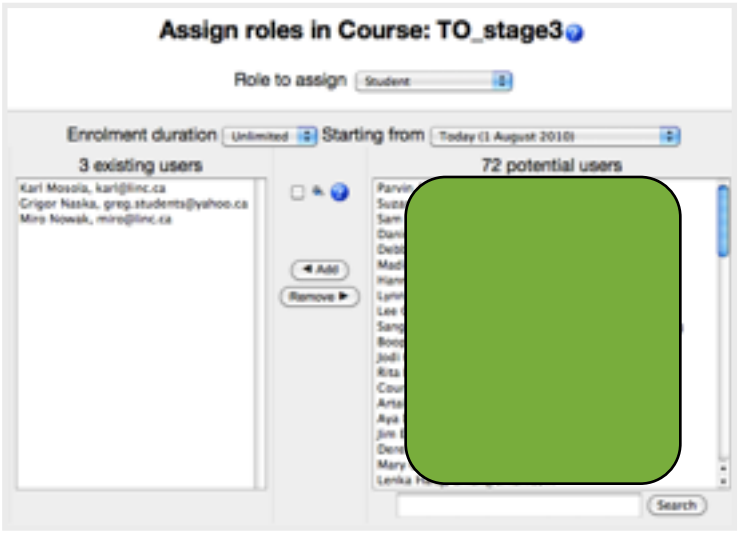
- Ensure that the Role to assign is set to “ Student”

4. Select the student name(s) in the list on the right (use the CTRL key to select multiple names)
5. Click on the “Add” button

- The names appear in the enrolled list on the left

6. Click the button “Assign roles in course….”
7. Click the button “Return to your course”

You can also use this Manual enrollment feature to remove students or non-editing teachers from the course.



Managing Windows for Resources

When adding new resources to your LINC courseware courses, it is important to understand the windows management feature in the LINC courseware.

Adding a New Window "resource" to Your Course

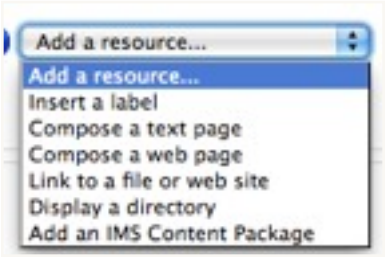
Adding a new window resource to your course is simple - just follow the steps below.
In this example, we will add the "Teacher contact details" resource to your course.

1. Surf to your course home page
2. Click on the "Turn editing on" button



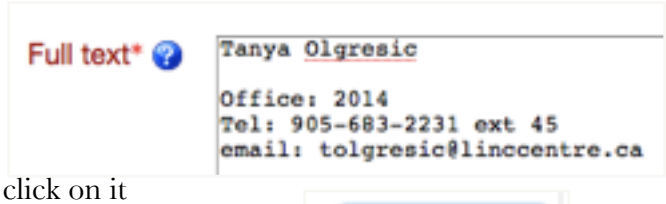
- Look for the "Add a resource..." drop-down menu at the top of the course

3. Click on "Add a resource..." option
4. Select "Compose a text page"

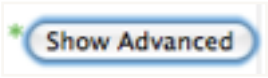


- The Text page editing page appears

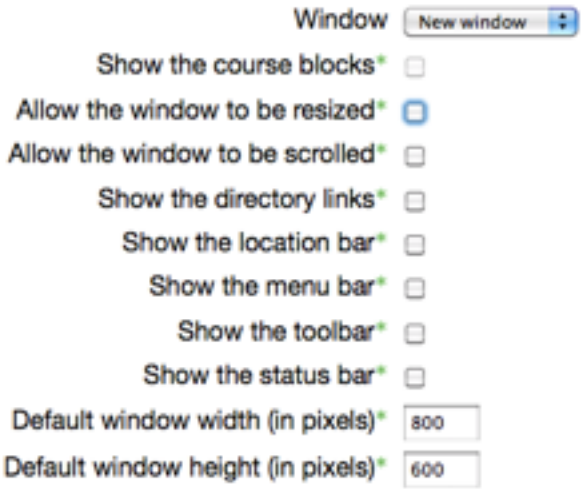
5. Click on the name text field
6. Type a title (eg: Teacher's contact details)
7. Click in the Summary text field
8. Type a short summary (eg: This is a document that provides the teacher's contact details for the students.)
9. Click in the Full text* text field
10. Type information as in this sample



11. If the "Show Advanced" button appears , click on it
12. If the "Hide advanced" button appears - do nothing.



- The section below should be revealed to you



Window Options

Adding a new window resource or presenting a new resource in the current window involves some options. Try the steps below to practice.

Same Window Options

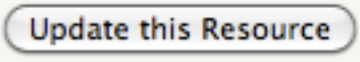
13. Click "Window" options menu
14. Choose "Same window"

- The only real option you have here is to hide the LINC courseware blocks when this resource displays. The options from "Allow the window to be resized" to "Default window height" are disabled.

15. Check the option "Show the course blocks"



16. Click the button "Save and Display"
17. Notice the blocks around the resource (teacher contact details)
18. Click the "Update this resource" button
19. Uncheck the option "Show the course blocks"

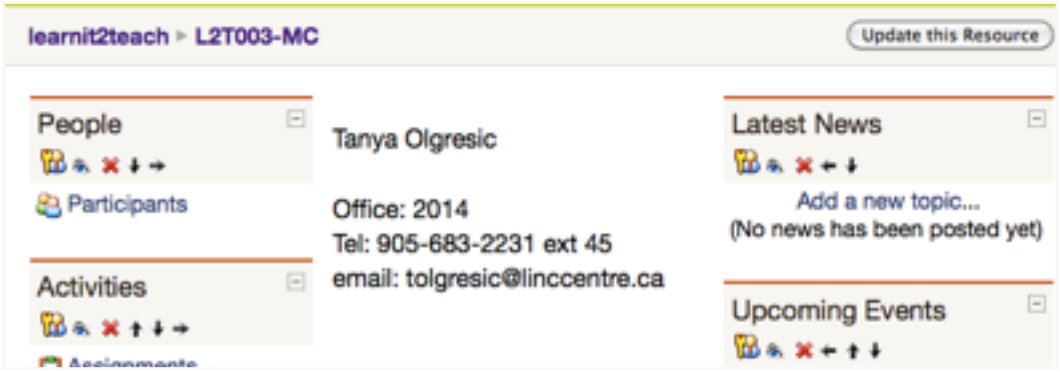


20. Choose the button "Save and Display"

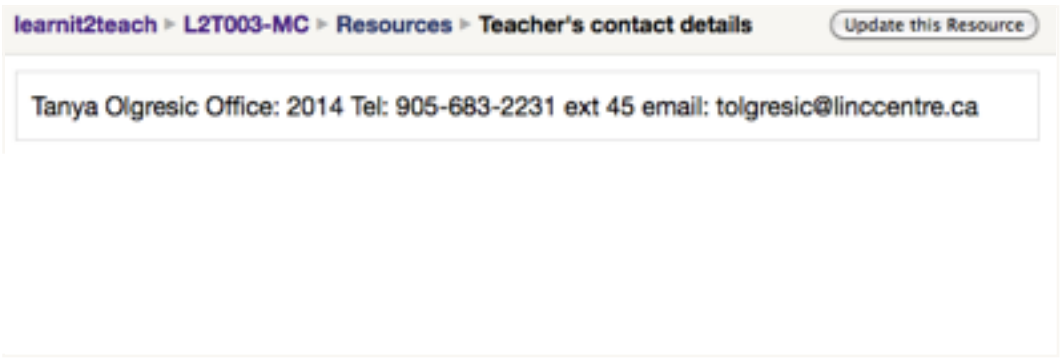
- Notice there are no blocks around the resource (It looks very clean or bare)

21. Click the "Update this resource" button

With blocks



Without blocks



New Window Options

1. Click “Window” options menu
2. Choose “New window”

- The only option you cannot use is “Show the course blocks” as the LINC courseware blocks will not display within a new window. The options from “Allow the window to be resized” to “Default window height” are available.

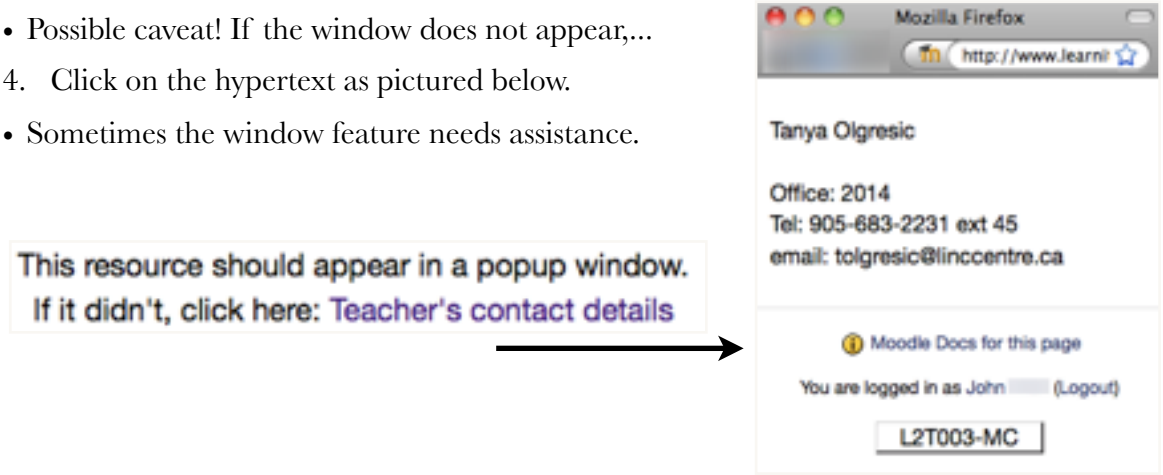
3. Choose the button “Save and Display”



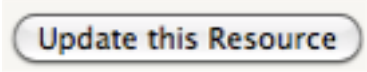
- Note: A single window appears with the resource (teacher contact details)
- Possible caveat! If the window does not appear,...

4. Click on the hypertext as pictured below.

- Sometimes the window feature needs assistance.



5. Close the resource window
6. Click the “Update this resource” button



7. Check the option “Allow the window to be resized”
8. Check the option “Allow the window to be scrolled”

- These allow the window to be scrolled and resized in ALL browsers
- Scrollbars should only be used on pages with ample content

9. Choose the button “Save and Display”

- Note: The scroll bars only appear when the the content is larger than the window size.

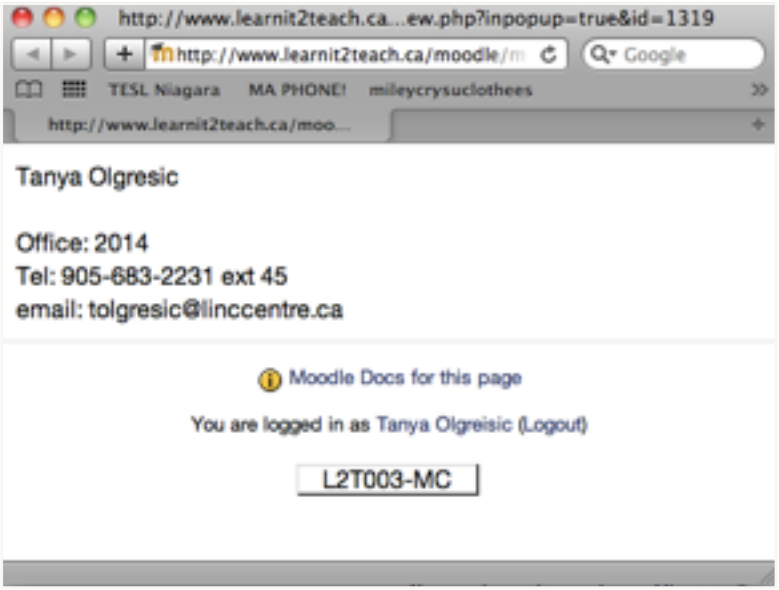
10. Close the resource window
11. Click the “Update this resource” button
12. Click the next five options

- These only set the possibility to “on” as the participants must have these set to “on” in their browsers.
- These options are described in the following feature:

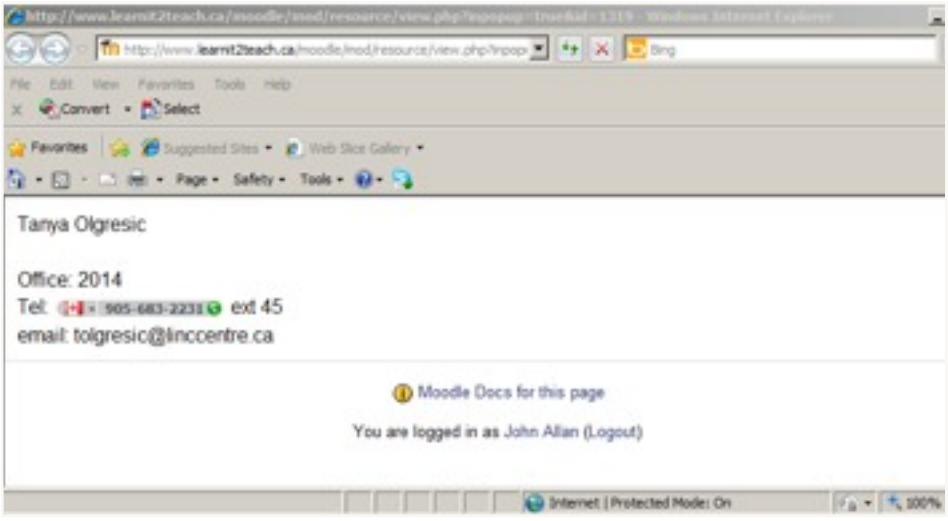
Not all browsers are the same.

(1) **Show the directory links** - displays the user's favourites bar in their browser
(2) **Show the location bar** - displays the address bar or the URL
(3) **Show the menu bar** - shows the menu bar - it allows the user to set bookmarks, print and other browser functions
(4) **Show the toolbar** - displays the browser toolbar - it has the back and forward buttons, as well as the reload and stop buttons.
(5) **Show the status bar** - displays the status bar in the lower area of the browser that shows how much of the page has loaded and the target of a link

In the Safari browser



In the Microsoft browser



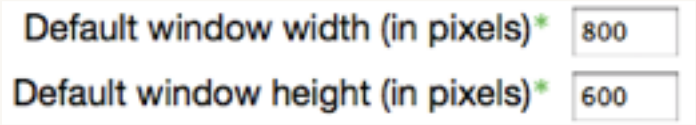
Browsers in my lab look different - why?

End user's browser set up will determine how the window options will appear, but at least you can allow them or restrict these options to suit the needs of your instruction.
Ask your local technical support to make the appearance of toolbars in your lab as uniform as possible.

34. Choose the button "Save and Display"
35. Notice the extra features (tool bars)
36. Close the window
37. Click the "Update this resource" button

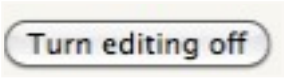
- Another option is to set the default of the window's dimensions in height and width. You can use the previous options to allow the students to change the size after a window is opened.

38. Type 800 pixels for width as pictured
39. Type 600 pixels for height as pictured



40. Choose the button "Save and Display"
41. Close the window
42. Click the "Update this resource" button
43. Choose the button "Save and return to course"
44. Click the "Turn editing off" button
45. The resource appears as shown



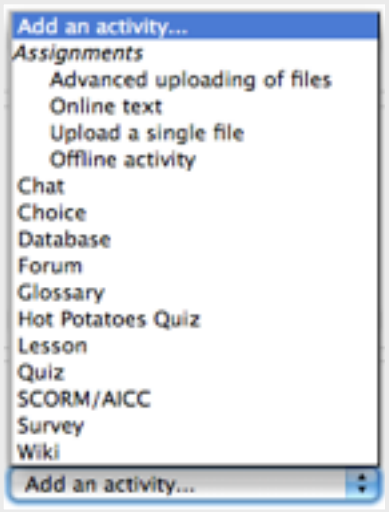


Assignment: "Upload a single file"

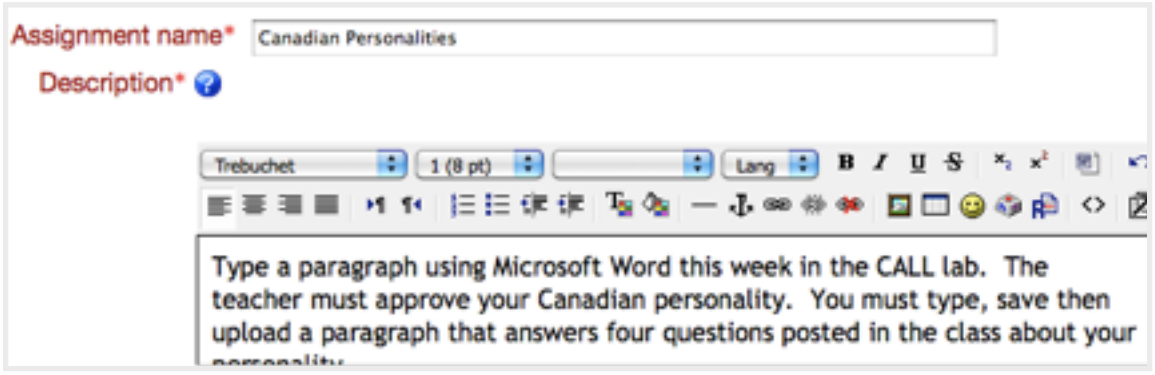
It is important to understand how to set up an "Upload a single file" assignment for your LINC courseware.

Setting up an Assignment: "Upload a single file"

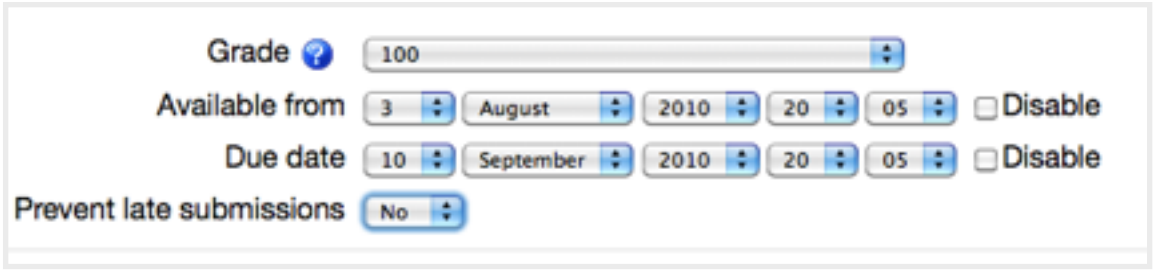
Setting up a single file upload assignment is simple - just follow the steps below. In this example, we will simple set up a basic assignment.



1. Surf to your course home page
2. Locate the "Topic" that you will place the assignment in.
3. Click on the "Add an activity" option
4. Click on the option "Upload a single file"
5. Enter a title for the assignment
6. In the description, type the text that the student will use to commence the assignment.

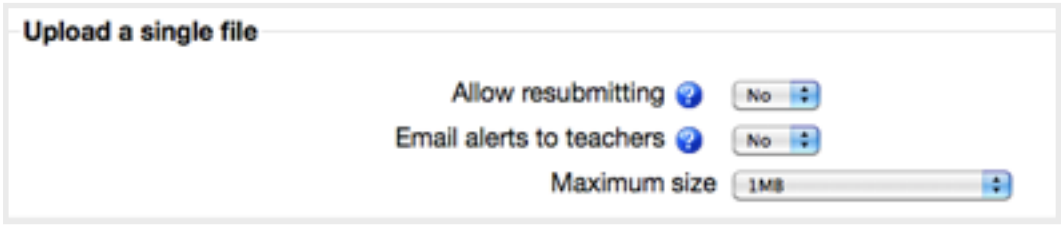


7. There are several important settings after the description.



- You must decide how these fit your specific assignment
- It is best to not block late submissions as students at times can have technical problems.

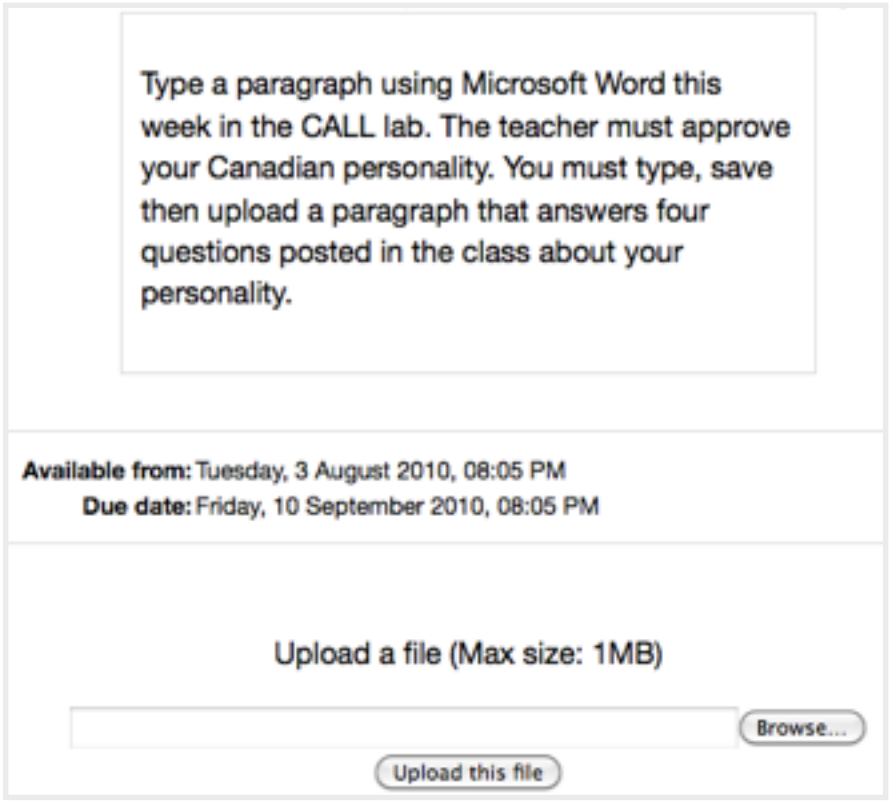
• Further options such as allowing resubmissions or sending email alerts as well as the maximum size of the files. (normally -250kb)



8. Click on the "Save changes and return to course" button.
9. Click on the "Turn Editing Off" button



• The link appears on the right.
• The assignment appears as below for the students.
• It is a good idea to walk the students through the upload process before expecting them to complete this on their own.

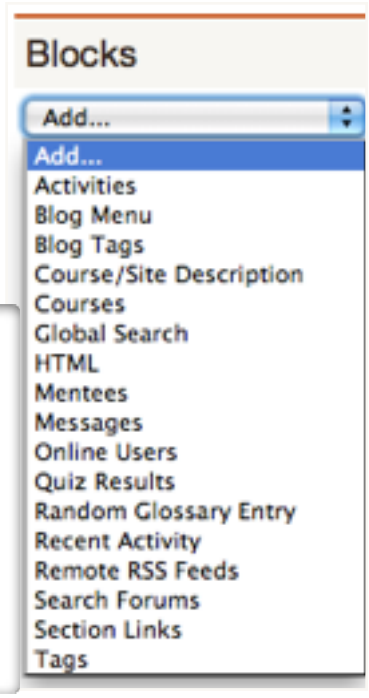


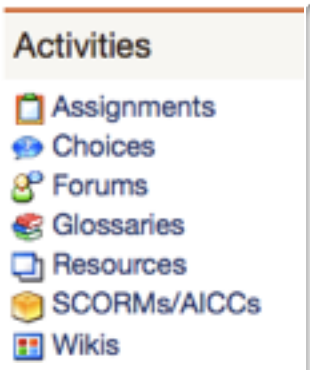
Standard Blocks Overview

It is important to have a general understanding of the standard blocks that are available to you at LINC courseware. This will allow you to choose blocks that can assist your blended teaching.

Standard Blocks in the LINC Courseware

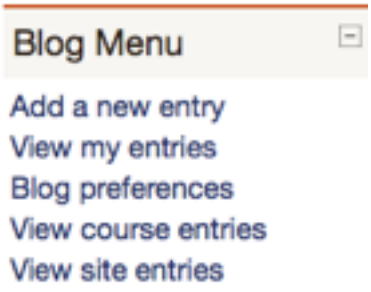
By accessing the "Blocks" block in "editing on" mode editing teachers can see what standard LINC courseware blocks are available to them.

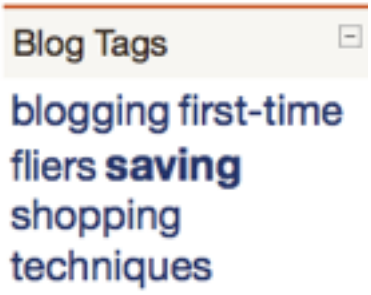




Activities block
Lists all of the activity types that have been included in a course. Clicking on one of the hyperlinks in the Activities block (on the left) provides a list of all the specific learning activities of that activity type in a course.

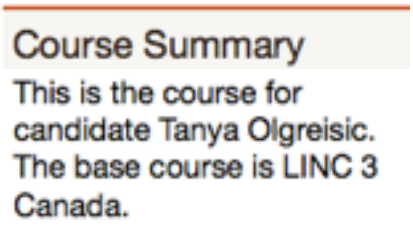
Blog Menu block
Provides teachers and students with a faster set of links to create and organize their blogs, as well as locate other students' blogs.

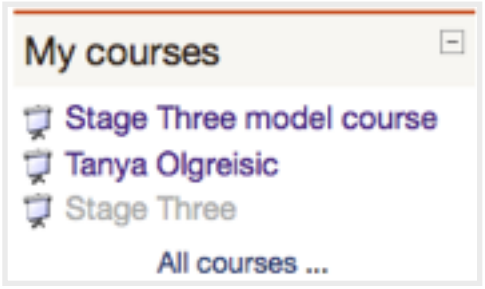




Blog Tags block
Displays a list of blogs where size visually indicates each tag's use. This format is sometimes called a "tag cloud".
Caveat - sometimes links to blogs students cannot access.

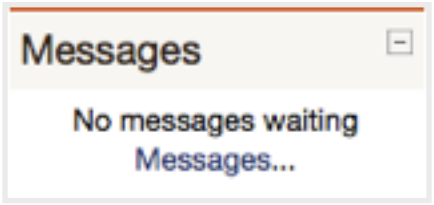
Course Description block
Provides a summary and description for your course as contained in the summary text of the course settings. It may be useful in the first few weeks but might be hidden afterward unless it is a continuous intake class.





My Courses block
Lists all of the courses that a student is a member of. It also provides a quick link to all courses at the site.

Messages block
Lists all of of the waiting messages from other users. Not very effective in a blended environment.



Global Search block
Only effective in very large sites and not functioning well at this time.

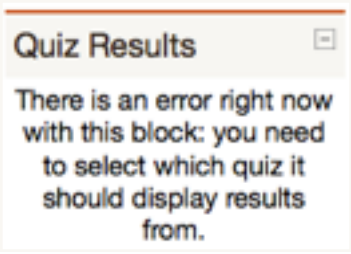
Online Users block
Lists all of the participants currently logged into a course. This block may be particularly useful in a blended context if students are accessing the courseware outside of a computer lab.



Remote RSS Feeds block
This block links automatically to a media feed that will be pushed to your students. These are not recommended as they might slow down the basic LINC courseware service.

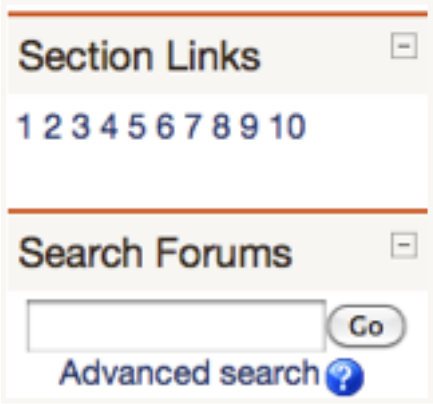
Recent Activity block
Lists all of student's activity since your last log on. If students complete tasks from their home computers this might be helpful.



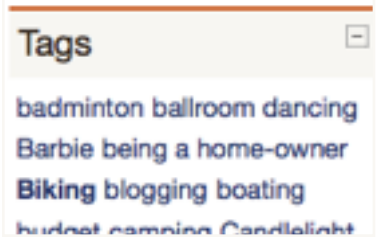


Quiz Results block
Lists all of student's quiz scores. Most likely the image to the left is what you will see if you try this block.

Section Links block
Provides quick access to the Topics in the main area of the course from 1 to the final Topic. (the sample course has ten sections)



Search Forums block
An effective way of locating forum entries with a large class or from the past.



Tags block
Not the best feature for LINC classes as all of the tags for the site are listed here. The teacher does not have much control over the content.

Moving blocks to the top of the course home page can be used to heighten the importance of an item in your course.

Adding a Standard Block to Your Course

Adding a block or many blocks to your course is simple - just follow the steps below.
In this example, we will add an "Online Users" block to your course.

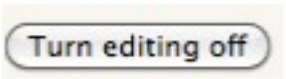
1. Surf to your course home page
2. Click on the "Turn editing on" button



• Look for the "Blocks" block
3. Click on "Add.." option
4. Select "Online Users"
• The new block appears

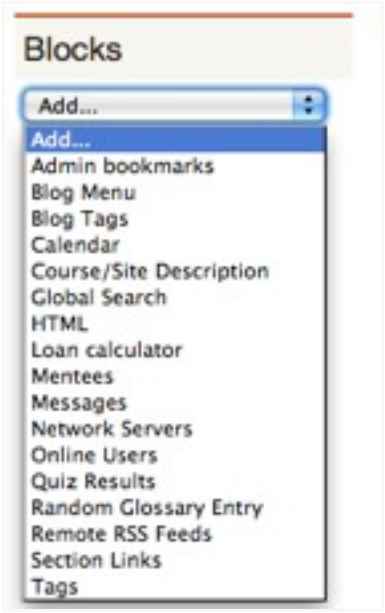


5.To view it as a student, click on the "Turn editing off" button



• See the sample below





There are more standard blocks being released through Moodle.org.
Be careful or avoid them as they may cause problems until they are included in the standard Moodle releases.

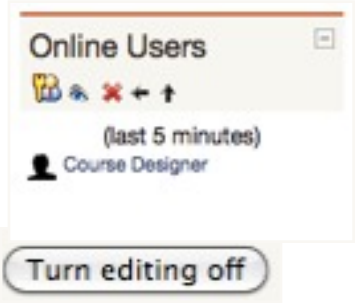
Deleting a Core (Standard) Block from Your Course

Deleting a block or many blocks from your course is simple - just follow the steps below. In this example, we will delete the "Online Users" block from your course.

1. Surf to your course home page
2. Click on the "Turn editing on" button



- Look for the "Online Users" block
3. Click on the red "X"



- The block disappears
5. Click on the "Turn editing off" button

Showing and Revealing a Core (Standard) Block in Your Course

Be careful when you delete a block because you may need it for review or in a future term. The simple solution is to hide it temporarily from your students. This process is a simple toggle button - just follow the steps below. In this example, we will show and reveal the "People" (Participants) block.

1. Surf to your course home page



- Look for the "People" block
2. Click on the negative "-" icon
- The block hides its content (note the plus icon)



3. Click on the positive "+" icon
- The block reveals its content (note the neg. icon)



The **People block** allows the students to see who else is registered in the course. Details such as their location, last access, a picture, as well as functions such as sending a message or leaving a note are available in the People block.

Managing HTML Blocks Overview

It is important to understand the basics of HTML blocks management in your LINC courseware. These blocks give the editing teacher the ability to include visual links or features from any source on the Internet.

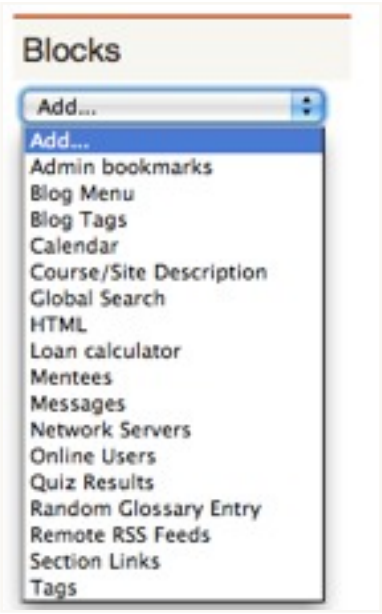
Adding an HTML Block to Your Course

Adding an HTML block to your course is simple - just follow the steps below.
In this example, we will add a link to an employment assistance resource for teachers "Settlement at Work" block to your course.

1. Surf to your course home page
2. Click on the "Turn editing on" button

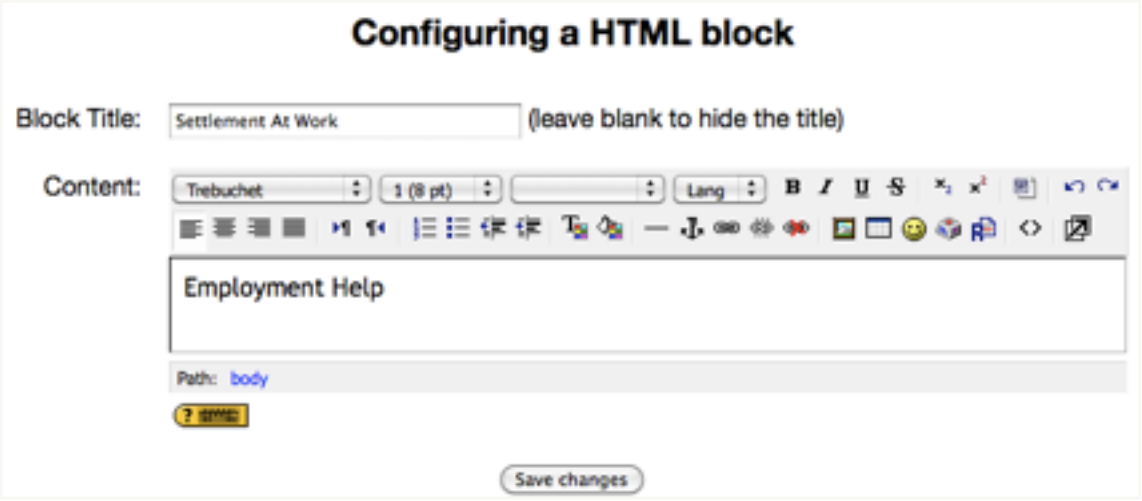


- Look for the "Blocks" block
3. Click on "Add.." option
4. Select "HTML"
- The new block appears





5. Click on the edit icon 
- An editing screen appears (see below)
6. Type in a Block title
7. Type in a short "title or description"
8. Click the "Insert Image" icon 
- An upload window appears



Adding an Image to the LINC Courseware: Resource Overview

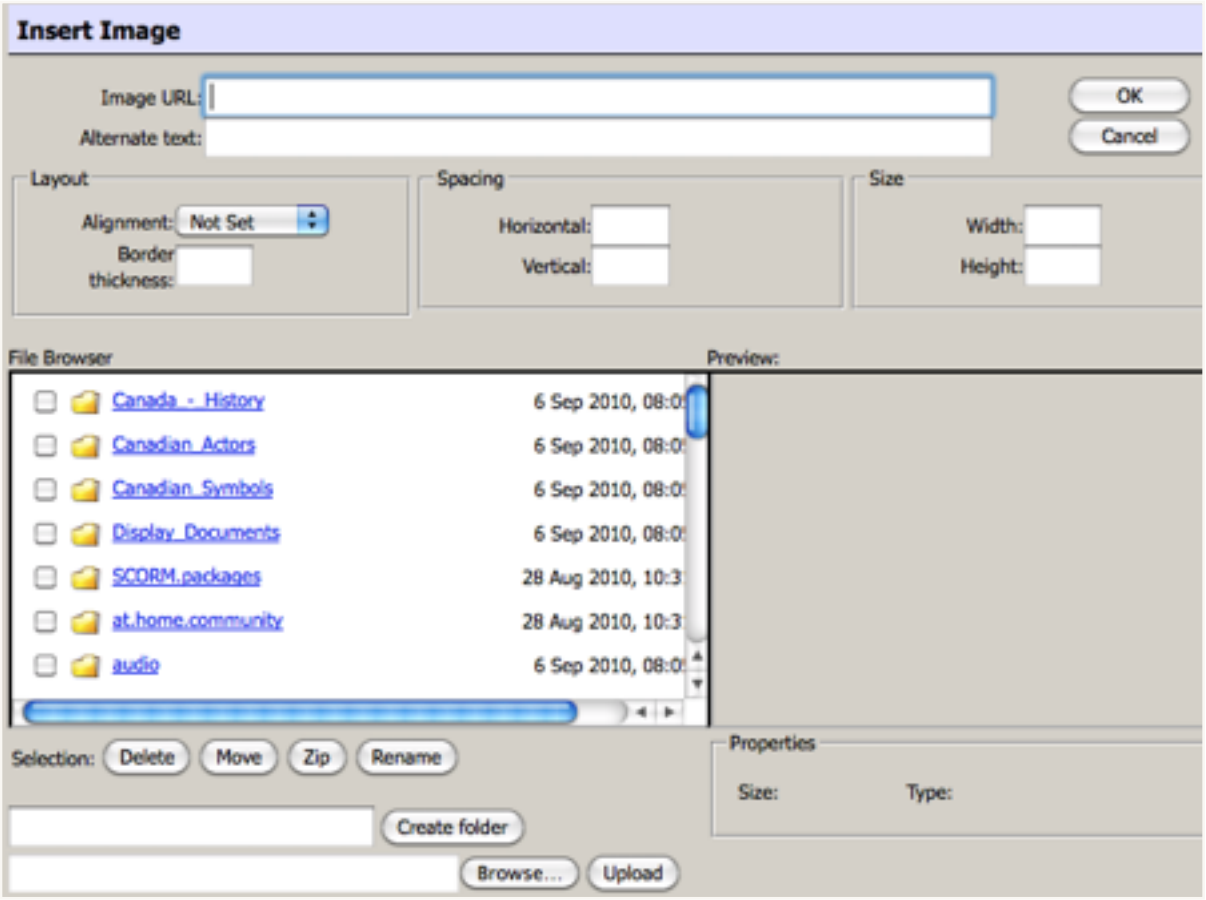
It is important to understand the mechanics of adding (uploading and assigning) images to your LINC courseware. Images provide clarification, as well as orientation markers in your course.

1. Locate the directory on your local hard drive

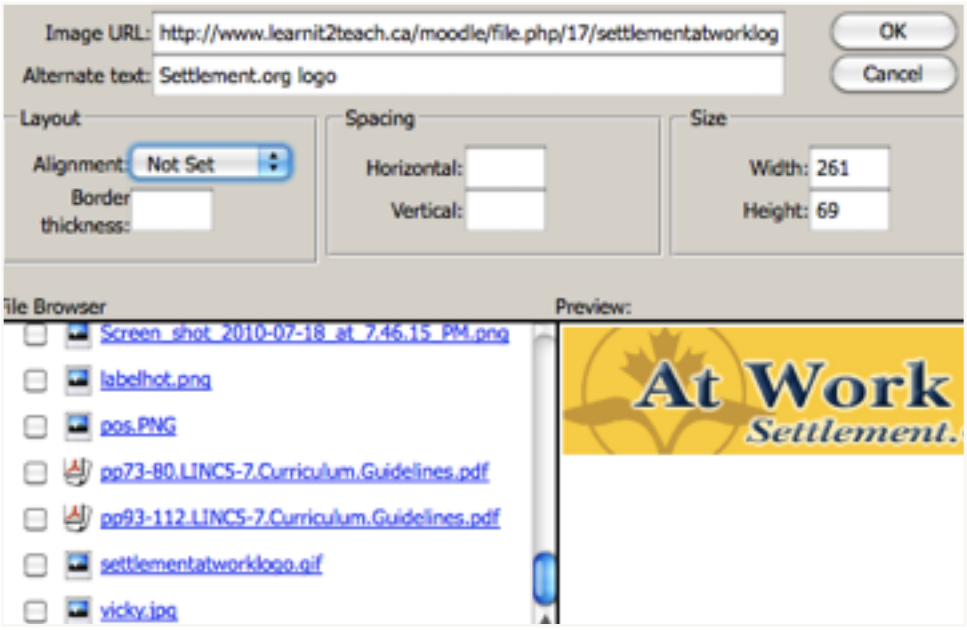
2. Click on the file name
3. Click "Open" or "Save" (depending on your operating system)
4. In the "File Browser" area of the "Insert Image" window, open the destination folder
5. Click on the "upload" button

• In the "Insert Image" area the message "File uploaded successfully" appears

6. Click on the file name
7. It appears in the "Image URL:" text box as well as in the "Preview" area
8. Type the description (three words or less) in the "Alternate text:" text box
9. Click OK



As it appears just before **Click OK**



10. Click “Save changes”
11. Note: The logo in this example is “261” pixels. It displays too wide for the block

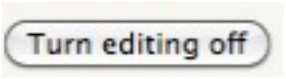
- To correct this:

12. Click on the “edit icon” 
13. Click and hold down the mouse button on the bottom right corner of the graphic
14. Drag towards the upper left corner (a pop up appears with the current dimensions)

- Stop at anything less than 200

15. Click on the “Save changes” button

- The block appears in the same proportions as the blocks



16. Click on the “Turn editing off” button
17. The block appears to the students as



Uploading Images Tips (HML blocks)
•Know where the image is stored locally
•Make sure it is optimized (reasonable dimensions and size)
•Size usually less than 50KB
•Dimensions: Width less than 200, Height less than 200
•Prepare an alternative text for the image eg:“Settlement logo”

Linking from HTML Blocks in Your Course

Linking to other resources from an HTML block is a common strategy. In this example, we will link from an image in an HTML block to an Internet resource.

1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Click on the "edit icon"
4. Click on the graphic
5. Click on the "Insert Web Link" icon
6. Complete the URL text box
7. Set the "Target" to New window
8. Click OK
9. Click the "Save changes" button
10. Click on the "Turn editing off" button
11. Locate the block, click on the image







- A new window should open with the target website



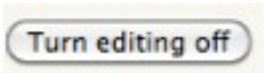
Deleting an HTML Block from Your Course

Deleting an HTML block or standard blocks from your course is simple - just follow the steps below.

1. Surf to your course home page
2. Click on the "Turn editing on" button



- Look for an HTML" block
3. Click on the red "X"
- The block disappears
5. Click on the "Turn editing off" button





Showing and Revealing an HTML Block in Your Course

Deleting a block from your course may be too extreme as you just may need it for review or next term. The simple solution is to hide it temporarily from your students. This process is a simple toggle button - just follow the steps below.

1. Surf to your course home page
- Look for the "HTML" block
2. Click on the negative "-" icon
- The block hides its content (note the plus icon)
3. Click on the positive "+" icon
- The block reveals its content (note the neg. icon)



Managing the Blog Tags and the Blog Menu Block

To understand the basics of Blog Tags block as well as the Blogs Menu block management for your LINC courseware, just follow the steps below.

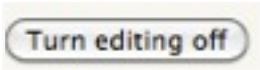
Adding the Blog Menu block to Your Course

Adding a block to your course is simple - just follow the steps below. In this example, we will add the "Blog Menu" block to your course.

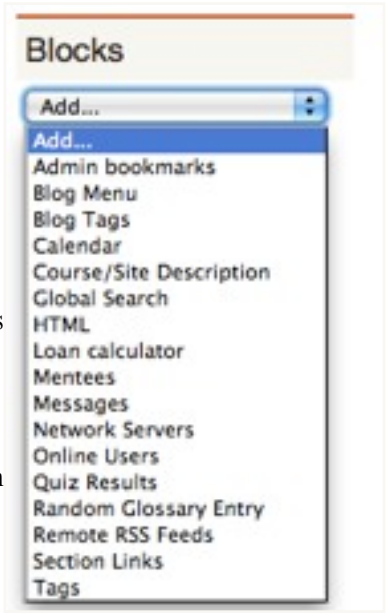
1. Surf to your course home page
2. Click on the "Turn editing on" button

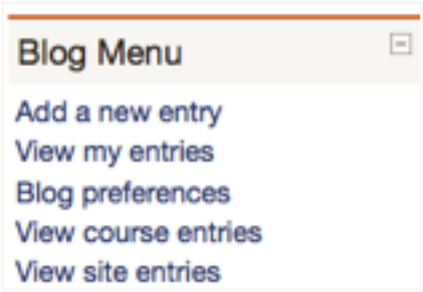


- Look for the "Blocks" block
3. Click the on "Add..." drop-down option
4. Select "Blog Menu"
- The Blog Menu block appears, there are no editing options for this block
5. Click on the "Turn editing off" button



6. These functions are now available to the students and teachers in this course



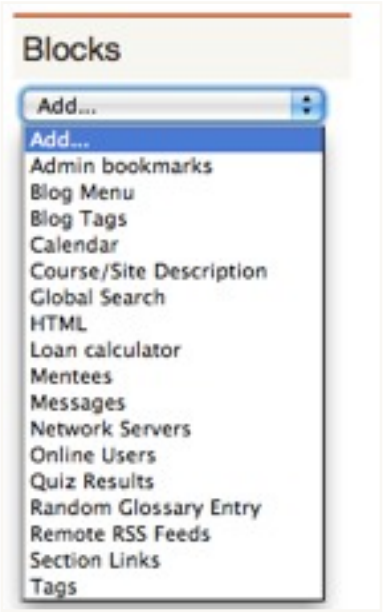


Blog Menu - Why?:

If your students are using blogs to submit written assignments, write reflective statements, read the opinions of others or write reflective statements then this menu may make your time in the computer room more efficient.

Adding the Blog Tag Block to Your Course

Adding a block to your course is simple - just follow the steps below. In this example, we will add the "Blog Tag" block to your course.



1. Surf to your course home page
2. Click on the "Turn editing on" button



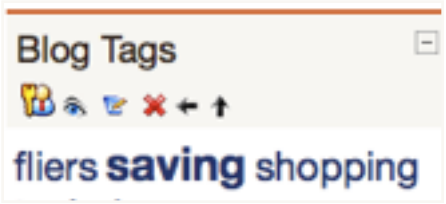
- Look for the "Blocks" block

3. Click the on "Add..." drop-down option
4. Select "Blog Tags"

- The Blog Tags block appears

5. Click on the editing icon





6. Enter a Title such as "Class Blog Tags"
7. Restrict the number of tags to display (20 is a reasonable number)
8. Set the time limit for the tags (suit this to your class)
9. Set the tag display to either "Tag text" or "Date Tag…"



10. Click "Save changes" button
11. Click on the "Turn editing off" button
12. These functions are now available to the students and teachers at this course

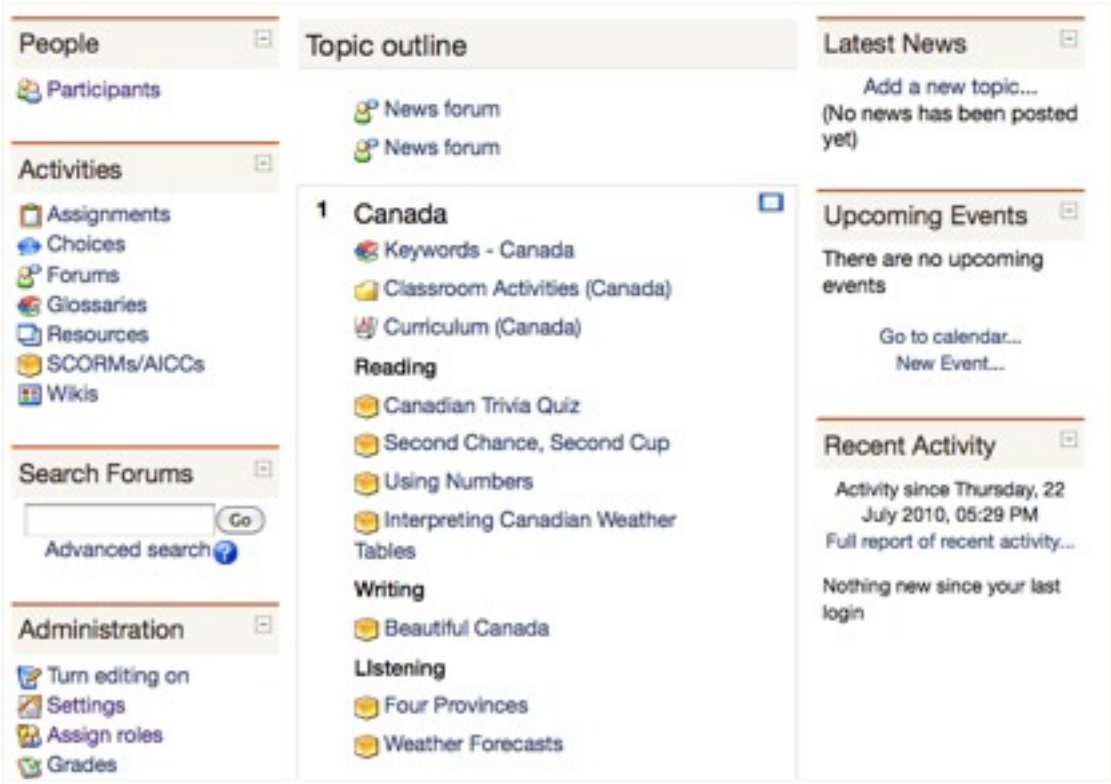
Tag Display
This option allows the teacher to display tags in alphabetical order (Tag text) or by the latest usage (Date Tag was last used).

Managing the Calendar

It is important to understand the mechanics of managing a calendar for your LINC courseware. Items for consideration are adding, hiding, revealing, and moving the calendar block itself. As well, other elements to be considered are the events key, changing months, creating, editing, moving and deleting events.

The Calendar and Your Course

The calendar is an organizer that can be used in your LINC courseware. The course calendar links directly to the Upcoming Events block. Adding a calendar to your course is simple. When the course arrives - it may not have a calendar (as pictured below)



Calendars

- Teachers can..
- post special dates (birthdays, holidays,…)
- post times for exams
- post personal reminders
- delineate time spans for events
- post special instructions to groups
- link events to the "Upcoming Events" block

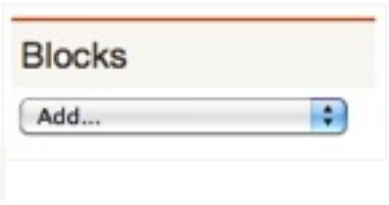
Adding a calendar to your course is simple. Just follow the steps below. In this example, we will simply add a calendar and position it.

Adding a Calendar to Your Course

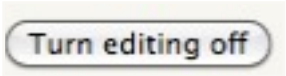
1. Surf to your course home page
2. Click on the "Turn editing on" button

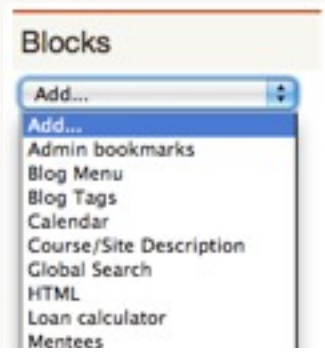


- Look for the "Blocks" block
3. Click on "Add.." option
4. Select "Calendar"
5. To move the Calendar block use the move icons.

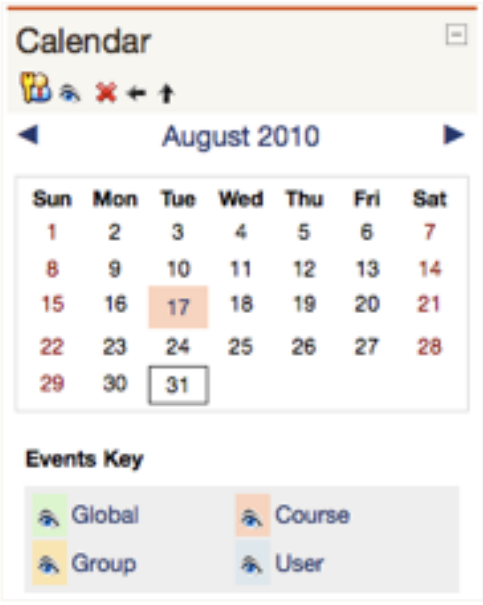


6. Click on the "Turn editing off" button(to view it as a student).





- See the sample below



Editing icons

Previous month

Hyperlinked days

Events Key

Show/hide icon

Next month

Weekends in red

Current day in a border

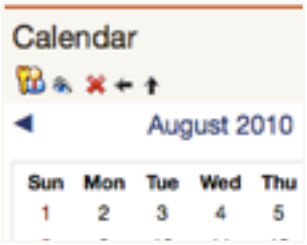
User-level access is indicated by the Events Key.

Deleting a Calendar Block from Your Course

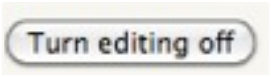
1. Surf to your course home page
2. Click the "Turn editing on" button



- Look for the "Calendar" block
3. Click the red "X"



- The block disappears
5. Click the "Turn editing off" button

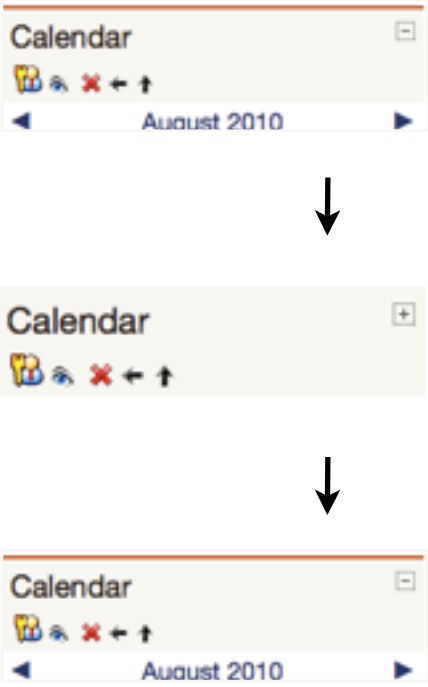


- The calendar is gone (and so are your entries in the Upcoming Events block)

Showing and Revealing a Calendar Block in Your Course

Be careful when deleting a Calendar block from your course as it also deletes the history of events stored in that course term. The simple solution is to hide it temporarily from your students. This process is a simple toggle button - just follow the steps below. In this example, we will show and reveal the Calendar block.

1. Surf to your course home page
- Look for the "Calendar" block
2. Click on the negative "-" icon
- The block hides its content (note the plus icon)
3. Click on the positive "+" icon
- The block reveals its content (note the neg. icon)

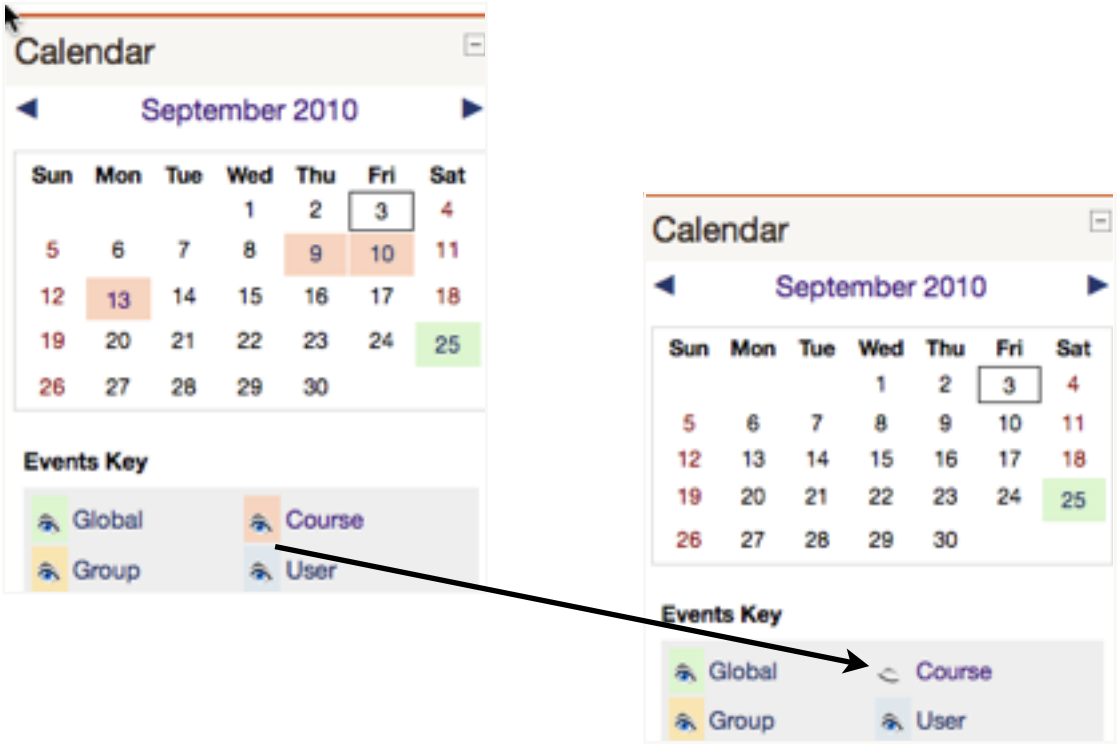


Event Types
User Only the individual can view the entry
Course Only Participants in the class can see the entry
Group Only members of a group can see the entry
Site Everyone registered at the site can view the entry

Showing and Revealing Calendar events

A calendar event may need to be quickly hidden from the students. There is a very fast means that the teacher can use to accomplish this. However, it will hide all events of that event type.

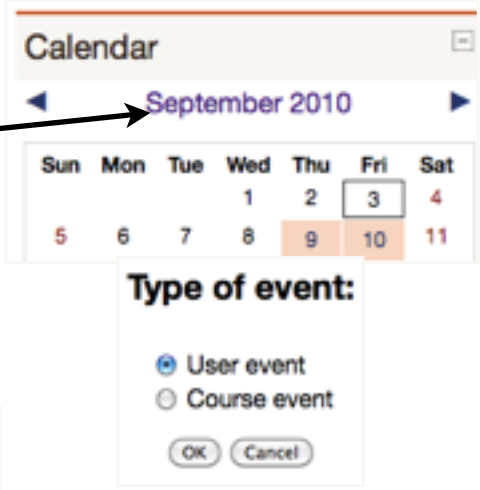
1. Surf to your course home page
- Look for the "Calendar" block
- To hide the Course events:
2. Click on the course hide/show icon
3. The block hides all Course events
- Note the hide/show icon changes



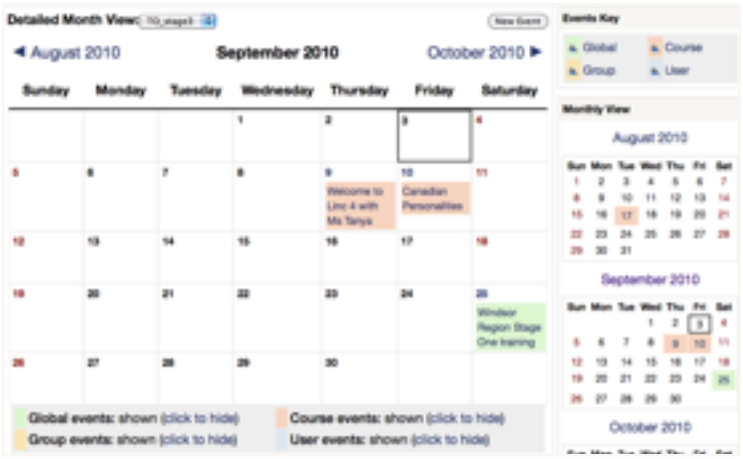
Adding an event to your class calendar. This is review, in case you need a little help.

Adding a course event to your course

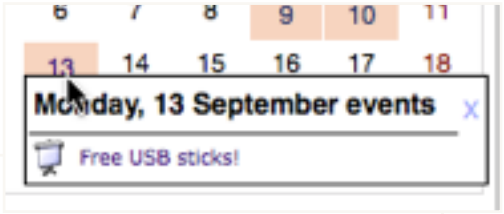
Adding a course event to your course is simple - just follow the steps below.

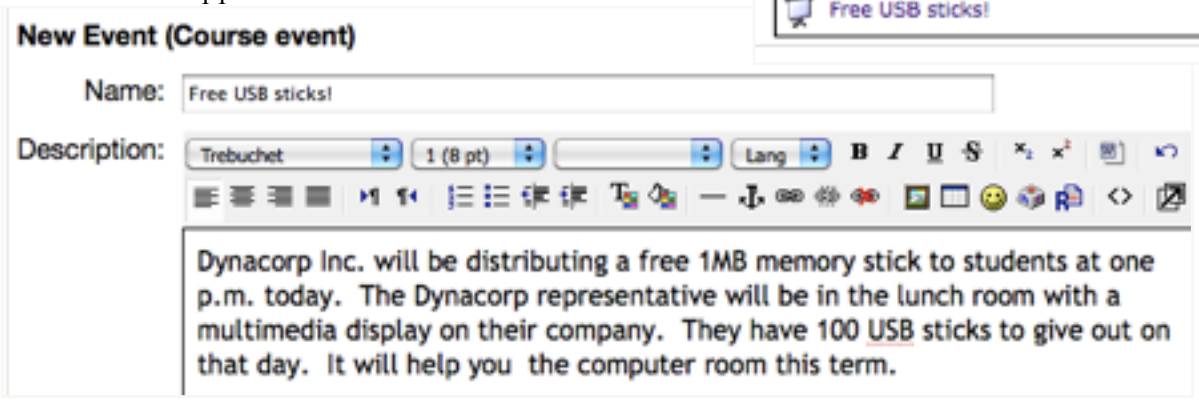


1. Surf to your course home page
   - No need to "turn editing on"
2. Click on the "Month Year" hypertext
   - The calendar entry page appears (see below)
3. Click on "New Event" button
4. Select "Course event"
5. Click the "OK" button



6. Enter your event data
7. Enter the time frame
8. Click the "Save changes" button
9. Use the breadcrumb menu to return to the course home page
10. The event appears in the calendar





Creating a "Choice" in Your Course

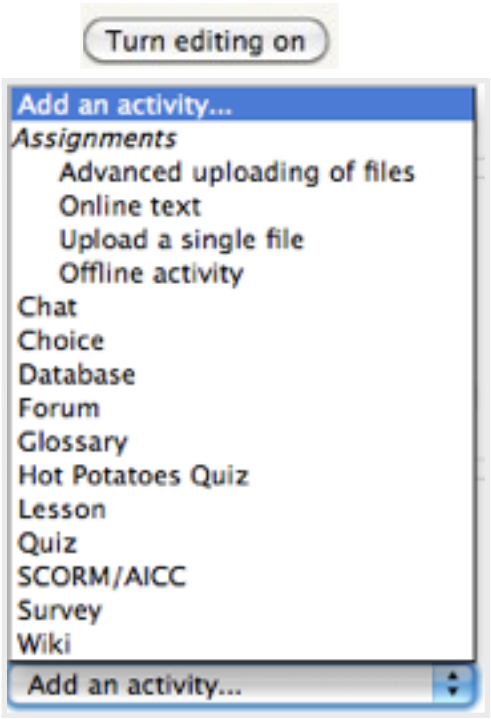
This activity explains how to add an original poll (choice) to your LINC courseware. These choices are created within the Moodle LMS. They are useful to provide motivation, direction, consensus, and spark debate but they will not occupy too much time in the classroom.

Composing a Poll

Adding a poll is simple - just follow the steps below.

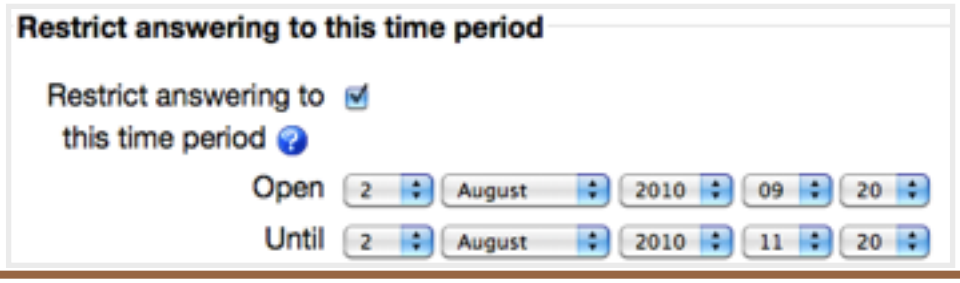
1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add an activity..."
5. Click "Choice"
6. Click in the "Choice Name" textbox
7. Enter a descriptive name for this poll

• This example is "Favourite Canadian Celebrity"

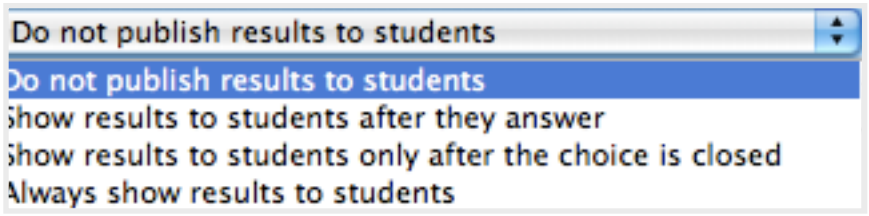




8. Type this summary "Of the following Canadians, who is your favourite celebrity?"
9. In the second section, enter the following options: Celine Dion, Jim Carrey, Mike Myers, Howie Mandel and Justin Bieber.
10. In the section below, toggle a date restriction to on, as polls are effective when taken by the students at the same time. Be careful that the dates in the LINC courseware matches your class timelines!



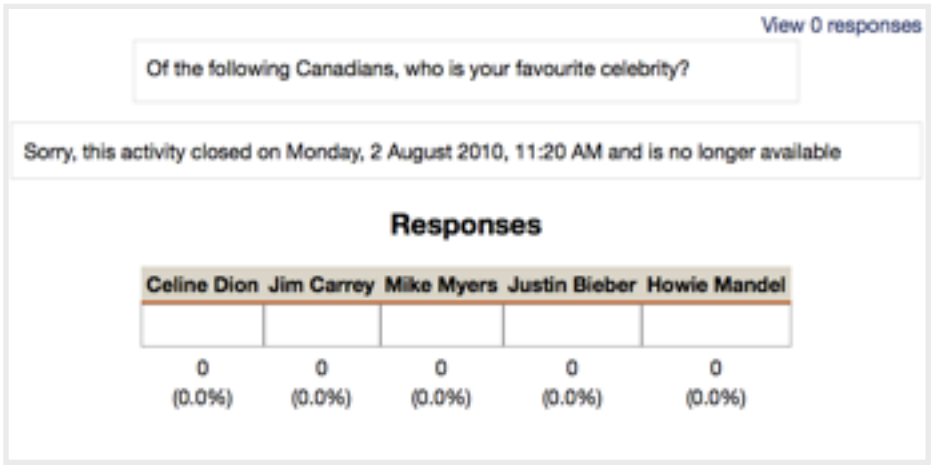
• In the "Miscellaneous Settings", you may set the polls results view to horizontal or vertical. In addition, you have the option to allow your choice (poll) to be updated in the future without affecting the vote results, and you can set the choice results to hide or show elements that did not receive any votes.
• In the same section, two of the most important options are: privacy and display timing.
• Timing - When will the results be released to the students? These are self explanatory.



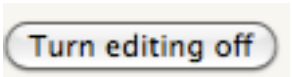
• Display timing is locked as students' votes are anonymous, but this may be altered in the future.

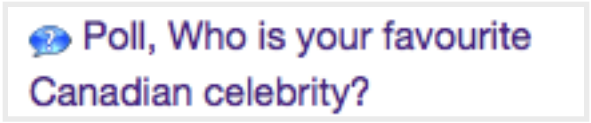
12. Click on the "Save and Display" button





13. Your poll is ready for the students. The date should be closely watched.
14. When satisfied, Click on the "Course" button (bottom of the screen)
15. Click the "Turn editing off" button
• The link on the course appears as below



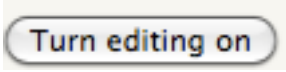


Showing a "Directory" in Your Course

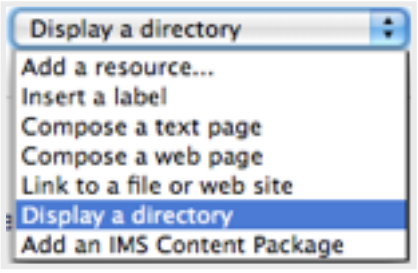
This activity provides the mechanics of adding a link to display a directory of files to your students. The practical uses of this are providing an archive of materials, a set choices of materials, a compacted listing of items and a multimedia storage area for potential materials for a course.

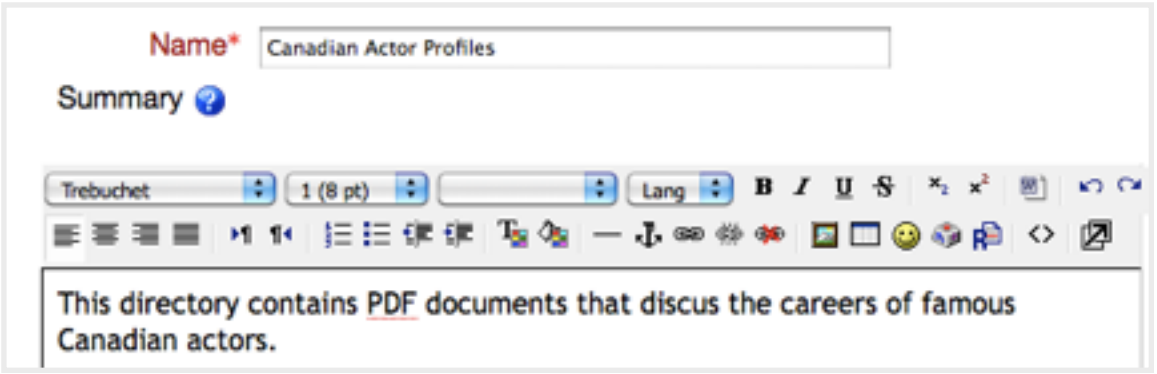
Showing a Directory within a Topic

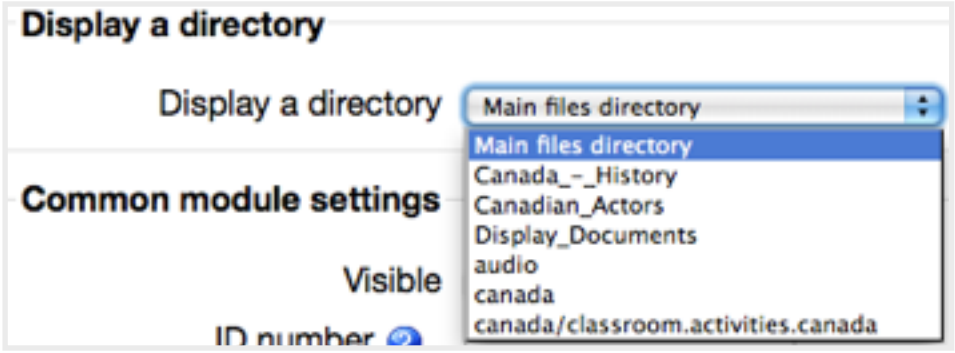
Adding a link to a web page or web resource is simple - just follow the steps below. The directory must be created by the course administrator or the teacher before this process will work.



1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place link to the directory
4. Click on the option "Add a resource"
5. Click "Display a directory"
6. Complete the description of the directory as displayed.
7. In the section "Display a directory", click on the option
8. Locate and click on the desired directory







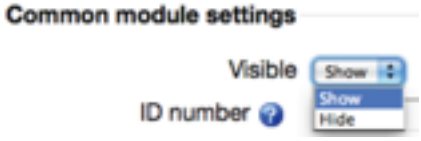
9. Click the button "Save and display"
10. It appears as pictured here
11. Click on the course button
12. Click on the " Turn editing off" button
13. The directory appears as below





Directories
Ensure that your directory has been created in the Moodle file system. In the administration block click on the link Files to check if the directory and files are present before trying to display the directory.

Directories
Students now have access to all of the files that you place in the directory. If you wish to temporarily hide the directory, in edit mode, simply use the Show/Hide button to hide the link.



Adding a File Link to Your Course Home Page

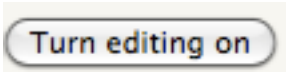
Although it's easy to generate content directly in the courseware using the tools in the LMS, you can also upload any type of electronic file you like. If you use special types of files, ensure that your students can view them on their computers. An example of this is playing Flash files with a Flash plug-in. This activity provides the mechanics of adding a link to a file resource in your LINC courseware. The featured items are element descriptors and display settings.

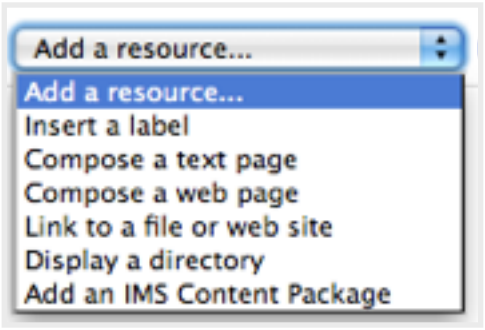
Adding a File Link

Adding a link to a file resource is simple - just follow the steps below. In the first example, we will link to a word processed document. In the second example, we will link to an audio file.

1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add a resource"
5. Click "Link to a file or website"

• Note that the Descriptors page appears as below.







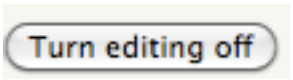
6. Enter a descriptive name for this file "Canadian Charter of Rights and Freedoms"
7. Type this summary "Canada's Charter of Rights and Freedoms are described here as cited in the Canadian Encyclopedia.
8. In the section below, as pictured here, click "Choose or Upload a file…"



•A new window appears



9. Click on the link "Choose"
10. Select "New Window"
11. Click on the "Save and return to Course" button
12. Click on the "Turn editing off" button



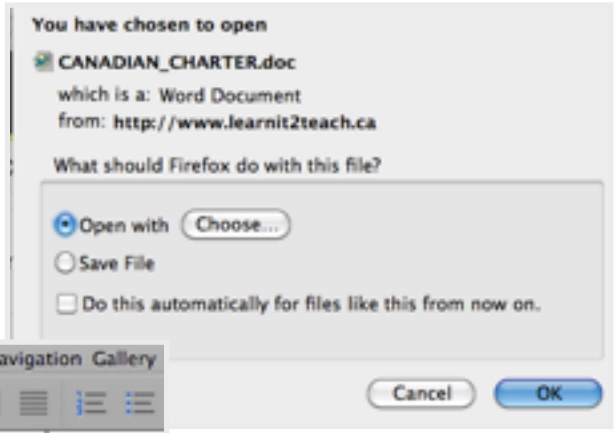
- The link on the course appears as below

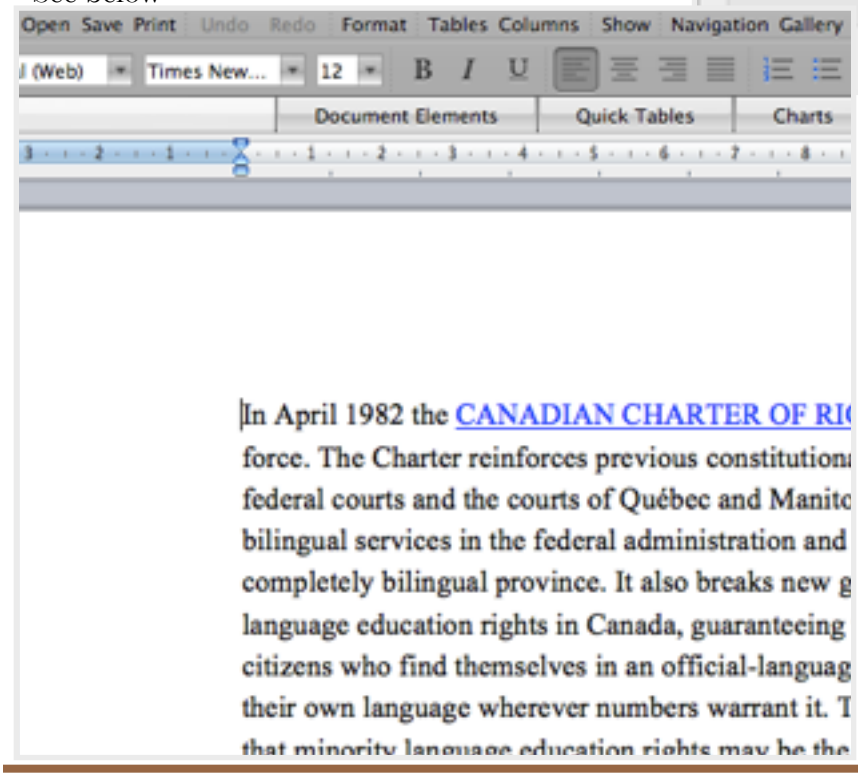


14. Click on this link
- A new window should appear

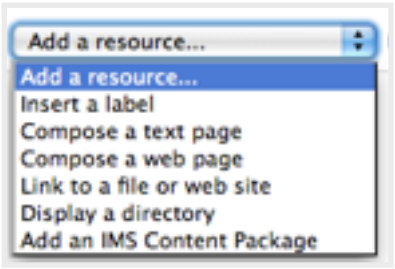
15. Choose Open with
16. Click OK

- The resource should appear within its software, e.g. MS-Word, a PDF reader, etc
- See below





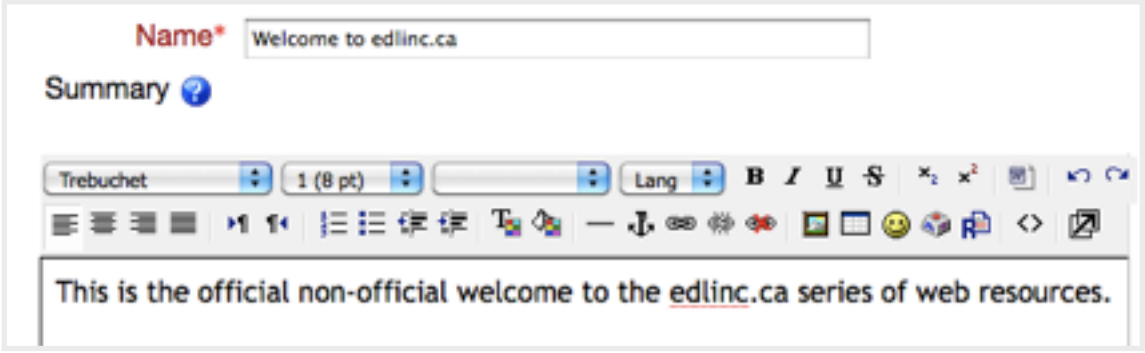
Adding a File link (audio)



1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add a resource"
5. Click "Link to a file or website"

• Note that the Descriptors page appears as below.

6. Complete the Name (required) and Summary (optional) as below.

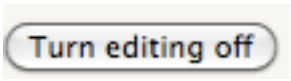


7. Click "Choose or Upload a file…"
8. Navigate to (or upload) an audio file, e.g. "welcome_to_edlinc.mp3"

• A new window appears



9. Click on the link "Choose" (next to the audio file name)
10. Select "New Window"
11. Click on the "Save and return to Course" button
12. Click on the "Turn editing off" button



• The link appears on the course home page, as below



13. Click on this link

• A new window should appear

14. Play the file
15. Close the window when complete



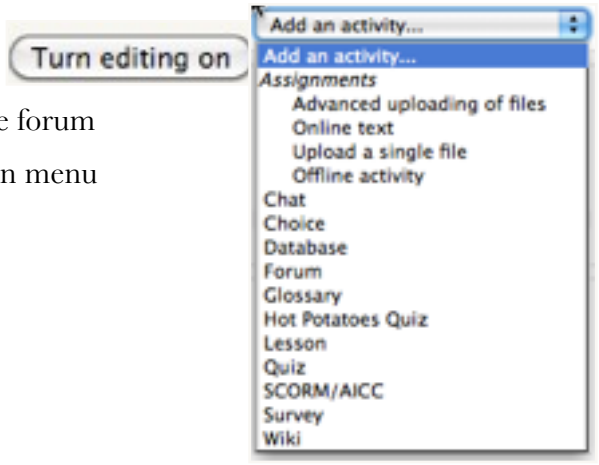
Managing Forums Overview

It is important to understand the mechanics of forum management for your LINC courseware. Forums allow editing teachers to create original discussions or single submissions in the course.

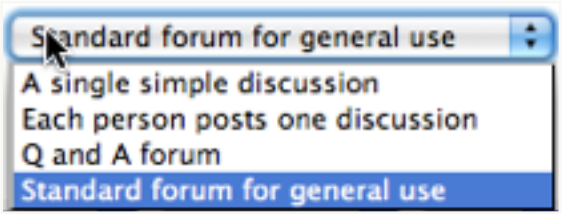
Adding a Forum (Standard forum for general use) to Your Course

There are four kinds of forums in the LINC courseware. In this example, we will add a "Standard Forum for general use". Just follow the steps below.

1. Surf to your course home page
2. Click on the "Turn editing on" button



- Look for the Topic that you wish to insert the forum
3. Click on the "Add an activity..." drop-down menu
4. Select "Forum"
- The Editing Forum page appears
5. Click in the "Forum Name" text box
6. Type in a forum name
7. Click the "Forum Type" drop-down menu



- There are four options
8. Click "Standard forum for general use"
9. Click in the "Forum introduction" text box
10. Type a suitable introduction for your forum

Simply, a **Forum** is an online discussion. Users can select a discussion topic within the forum, and respond or post to the topic.

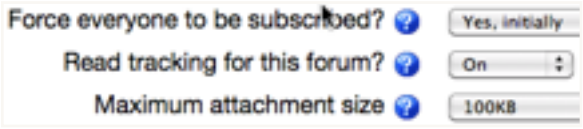
Forum types

Standard forum for general use - a good general use forum where a student can start a new topic at any time.

Single simple discussion - best for a short, focused discussion on a single topic, all on one page. Also, these are useful as an alternative to a short assignment.

Each person posts one discussion - each student can post only one new discussion topic, although everyone can reply to them.

Q and A forum - the "question and answer" forum requires students to respond before being able to view other students' postings. The students are forced to present their thoughts.



12. Choose "Yes, initially" to "Force everyone to be subscribed?"
13. Set "Read tracking for this forum" to "On"
14. Set the "Maximum attachment size" to "100kb" (Students might want to upload a picture.)
15. Click the "Save and display" button

- A warning message appears **(There are no questions yet in this forum)**

16. Click the "Add a new discussion topic" button
17. Click in the "Subject" text box
18. Type a short title
19. Click in the "Message" text box (This is the prompt for the students.)
20. Change the "Subscription"setting as needed. Choose between (getting emails of student postings or no email)
21. Click the "Post to forum" button
22. Click the hypertext "Continue"

- A link to this new forum should appear on the course home page.

Adding a Q and A Forum to Your Course

Adding a forum to your course is simple - just follow the steps below.
In this example, we will add a “Standard Forum for general use” a course.

1. Surf to your course home page
2. Click on the “Turn editing on” button

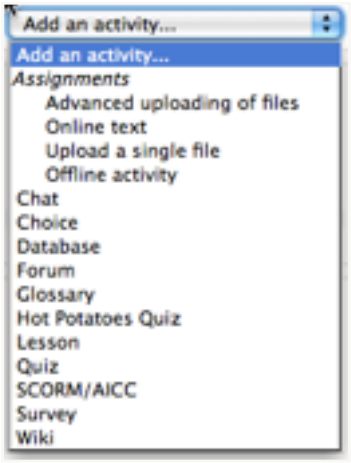


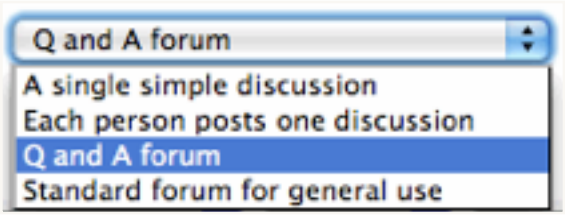
- Look for the Topic that you wish to insert the forum

3. Click on the “Add an activity...” drop-down menu
4. Select “Forum”

- The Editing Forum page appears

5. Click in the “Forum Name” text box
6. Type a forum name
7. Click the “Forum Type” drop-down menu





8. Click “Q and A forum”
9. Click in the “Forum introduction” text box
10. Type a suitable introduction for your forum
12. Click the “Save and display” button

- A warning message appears (**There are no questions yet in this forum**)

13. Click the “Add a new question” button
14. Click in the "Subject" text box
15. Type a short title
16. Click in the "Message" text box (this is the prompt for the students.)
17. Change the “Subscription” setting as needed. Choose between getting emails of student postings or no email.
18. Click the “Post to forum” button
19. Click the hypertext “Continue”

- A link to this new forum should appear on the course home page.

Adding a Forum (A single simple discussion) to Your Course

Adding a forum to your course is simple - just follow the steps below.
In this example, we will add a "Standard Forum for general use" a course.

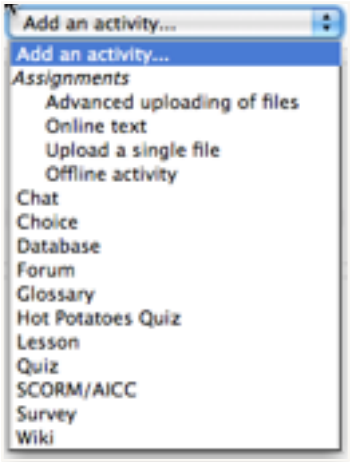
1. Surf to your course home page
2. Click on the "Turn editing on" button



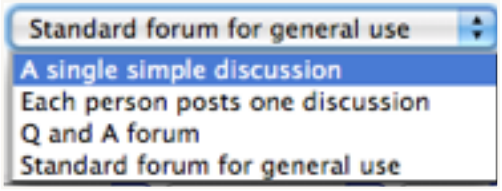
- Look for the Topic that you wish to insert the forum

3. Click on the "Add an activity..." drop-down menu
4. Select "Forum"

- The Editing Forum page appears



5. Click in the "Forum Name" text box
6. Type a forum name
7. Click the "Forum Type" drop-down menu



8. Click "A single simple discussion"
9. Click in the "Forum name" text box
10. Type a suitable title for your forum
11. Click in the "Forum introduction" text box
12. Type a suitable introduction for your forum
13. Click the "Save and display" button
14. A warning message appears (There are no discussions yet in this forum)
15. Click the "Add a new discussion topic" button
16. Click in the "Subject" text box
17. Type a short title
18. Click in the "Message" text box (This is the prompt for the students.)
19. Change the "Subscription" setting as needed. Choose between getting emails of student postings or no email)
20. Click the "Post to forum" button
21. Click the hypertext "Continue"
22. The link to this new forum should appear on the course home page.

Adding a Forum (Each person posts one discussion) to Your Course

Adding a forum to your course is simple - just follow the steps below.
In this example, we will add a "Standard Forum for general use" a course.

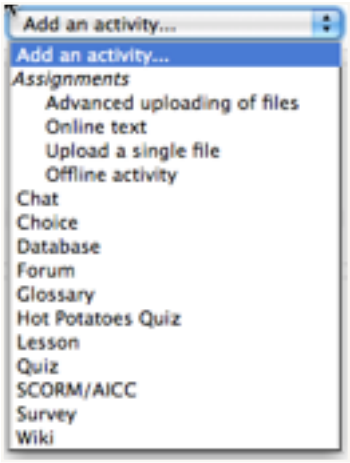
1. Surf to your course home page
2. Click on the "Turn editing on" button



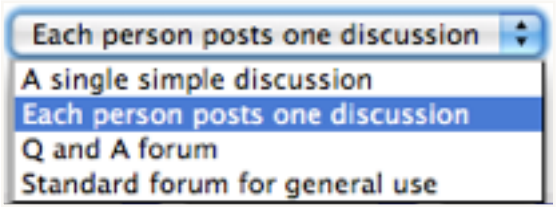
- Look for the Topic that you wish to insert the forum

3. Click on the "Add an activity..." drop-down menu
4. Select "Forum"

- The Editing Forum page appears



5. Click in the "Forum Name" text box
6. Type in a forum name
7. Click the "Forum Type" drop-down menu



- There are four options, for now

8. Click "Each person posts one discussion"
9. Click in the "Forum name" text box
10. Type in a suitable title for your forum
11. Click in the "Forum Introduction" (topic) text box
12. Click the "Save and display" button
13. A warning message appears (There are no discussions yet in this forum)
14. Click the "Add a new discussion topic" button
15. Click in the "Subject" text box
16. Type in a short title
17. Click in the "Message" text box (This is the prompt for the students.)
18. Change the "Subscription" setting as needed. Choose between getting emails of student postings or no email.
19. Click the "Post to forum" button
20. Click the hypertext "Continue"
21. A link to this new forum should appear on the course home page.

Adding a "Glossary" to Your Course

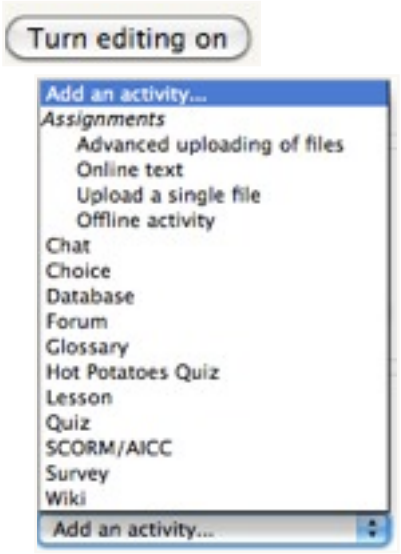
This section explains how to add an original glossary to your LINC courseware. Custom glossaries can be shared between courses/teachers as well as be linked to other glossaries.

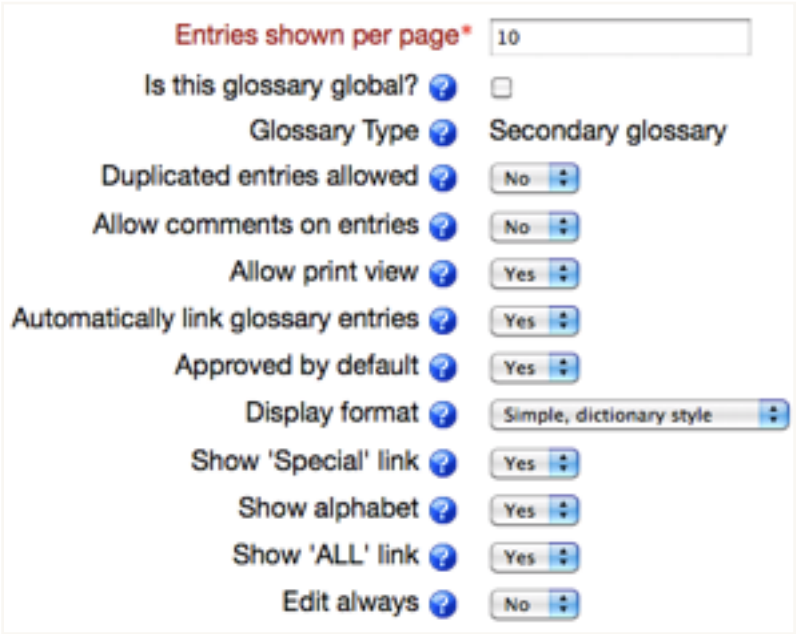
Creating a Glossary

Adding a glossary is simple - just follow the steps below.

1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add an activity..."
5. Click "Glossary"
6. A preferences page appears
7. The first section, "General" is the descriptor section.
8. Enter a descriptive title for this glossary
9. Type a description, i.e. the purpose of the glossary

• A series of options should be considered as described below





Entries shown per page: The glossary can be configured to restrict the number of entries shown per (screen) page.

Is this glossary global?: Global entries are used to create automatic links throughout the whole site. (not recommended)

Glossary Type: The glossary system allows you to export entries from any secondary glossary to a course's main glossary. In order to do this, the main glossary must be defined. Note: You can only have one main glossary per course and only editing teachers are allowed to provide updates.

Duplicated entries allowed: You may want duplication if you use the glossary as test review or if students are submitting examples of a term. (Be careful if this is set to 'on'.)

Allow comments on entries: A teacher can add comments at any time.

Allow print view: This option formats all of the glossary entries into a single page, printer-friendly format.

Automatically link glossary entries: When set to 'on', the automatic link feature will allow the entry to be automatically linked, whenever the concept words and phrases appear throughout the rest of the same course. This includes forum postings, internal resources, week summaries and so on. If you do not want a particular text to be linked (in a forum posting, say) then you should add <nolink> and </nolink> tags around the text. (not recommended)

Approved by default: This is useful if students or other teachers are entering definitions. It allows the teacher to define what happens to new entries added by students. They can be automatically made available to everyone; otherwise the teacher will have to approve each entry.

Display format: This setting specifies the way that each entry will be shown within the glossary. The default formats are:

- *Simple Dictionary*: looks like a conventional dictionary with separate entries. No authors are displayed and attachments are shown as links.
- *Continuous*: shows the entries one after other without any kind of separation.
- *Full with Author*: a forum-like display format showing author's data and attachments are shown as links.
- *Full without Author*: a forum-like display format that does not show author's data Attachments are shown as links.
- *Encyclopedia*: like 'Full with Author' but attached images are shown inline
- *FAQ*: Useful for displaying lists of Frequently Asked Questions. It automatically appends the words QUESTION and ANSWER in the concept and definition respectively.

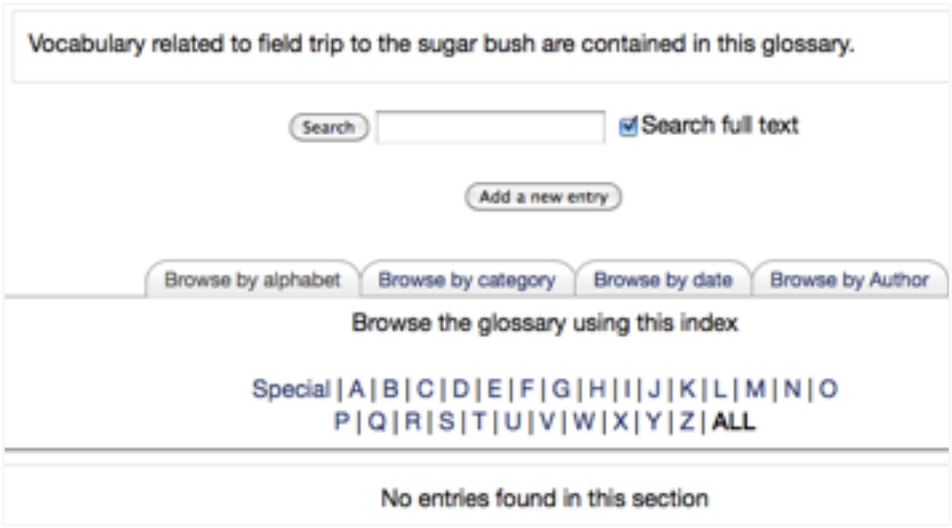
Show 'Special' link: This setting enables or disables browsing by special characters like @, #, ...

Show alphabet: This setting enable or disables browsing by alphabetic letters.

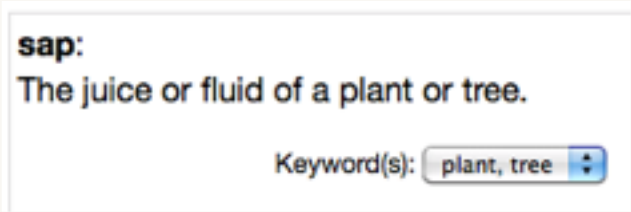
Show 'ALL' link: This setting enable or disables browsing by all entries at once.

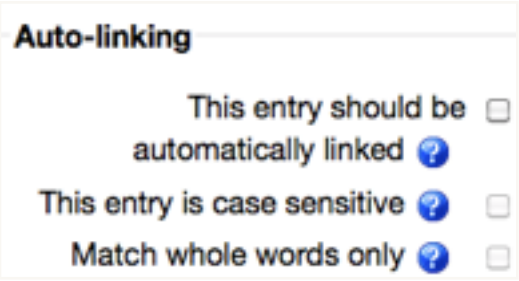
Edit always: YES: students can always edit entries; NO: students can edit only during the time period specified by the teacher

10. Enter grade options as well as rating options
11. Click “Save and display”
- A Glossary editing page appears

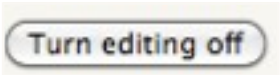


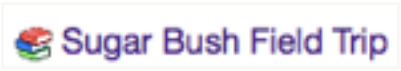
12. Click the “Add a new entry” button
13. Type the keyword in the “Concept” text box
14. Type the definition in the “Definition” text box
15. At this time, ignore Categories
16. Type one or more than one keyword separated by commas in the Keywords text box
17. Do not auto link as it may interfere with other courses at your centre
18. Click the button “Save changes”
19. The definition appears as below





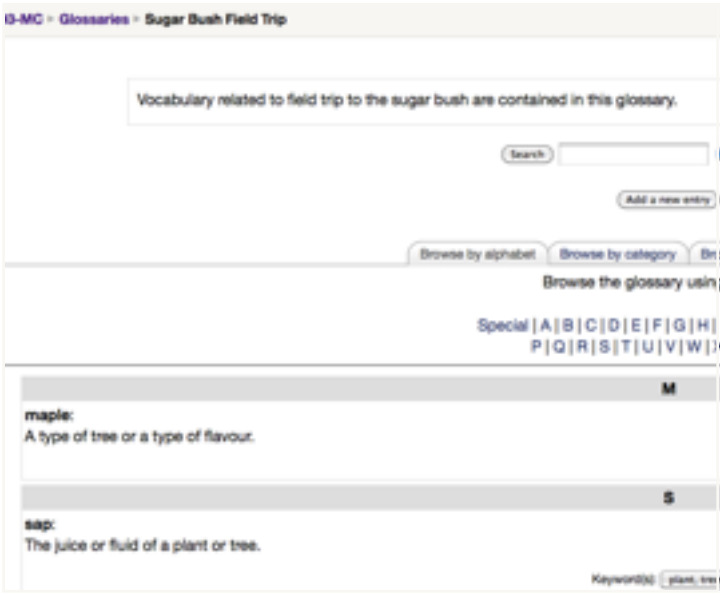
20. Create more entries
21. Click “Save and return to course”
22. Click the “Turn editing off” button
- The link on the course home page appears as below



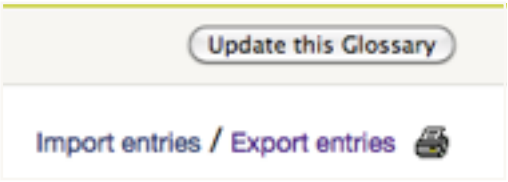


Exporting a Glossary

1. Ensure you are on the glossary page.



2. Click the “Export entries” hypertext



- A confirmation page appears

3. Click the “Export entries to file” button

- A confirmation page appears

4. Click the “Save” radio button (to save the file to your computer)
5. Click the “O.K.” button
6. Return to the course, “course button” or the breadcrumb link

Importing a Glossary

1. Locate the glossary you wish to import the items. It can be a new glossary or one with existing items. (Importing will not affect the existing words in a glossary.)
2. Ensure you are on the glossary page as a teacher
3. Click the “Import entries” hypertext



4. Click the “Browse” button

- Locate the glossary.XML file (not the actual name)

5. Click the “Open” button
6. Click the “Save changes” button
7. Click the ”Continue” button
8. Return to the course, “course button” or the breadcrumb link

Creating a Random Glossary Block in Your Course

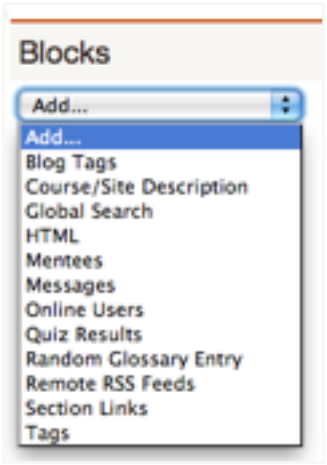
This activity provides the mechanics of adding a random glossary block linked to one of your course glossaries. Random glossary blocks can serve many functions in a course.

Adding a random glossary block is simple - just follow the steps below.

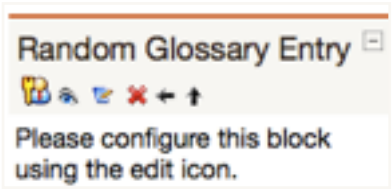
Steps

1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the "Blocks" block
4. Click on the option "Add..."
5. Click "Random Glossary Entry"





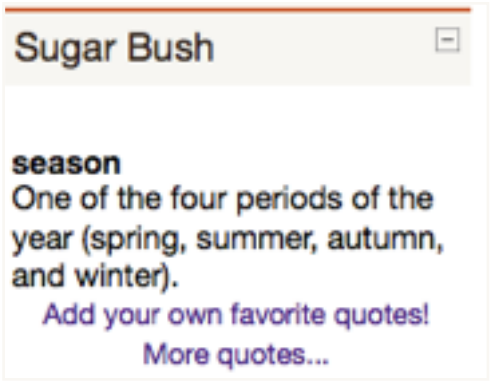
- A "Random Glossary Entry" block appears



6. Click the "edit" icon
7. A "Random Glossary Entry" block page
8. Enter a descriptive title for this block
9. Choose an existing glossary from the "Take entries from this glossary"
10. Set the "Days before a new entry is chosen to "0" (rotates on each refresh)
11. Choose an option for "How a new entry is chosen": (random, last/next entry)
12. Check "Show concept"
13. Alter the text links as they apply to your class.
14. Click "Save changes"
15. Click the "Turn editing off" button
16. Return to the course home page via the breadcrumbs menu



The block appears as:



Variations
Student of the day
Word of the day
Random poems
Class built glossary
Visual dictionary (low levels)

Adding a Hot Potato Quiz to a Course

Adding Hot Potato quizzes to your course can be beneficial to your LINC students. Many educators find the Hot Potato program easy to learn and use. As a result, using existing or creating new Hot Potato quizzes may help your course become a richer learning environment.

Adding a Hot Potato Quiz to your course

Adding a Hot Potato Quiz to your course is outlined in the steps below. In this example, we add a matching quiz to your LINC courseware course.

1. Locate a quiz ".jmt" file on your hard disk
2. Surf to your course home page
3. Click on the "Turn editing on" button

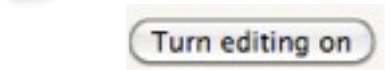
- Look for Topic that will host the quiz

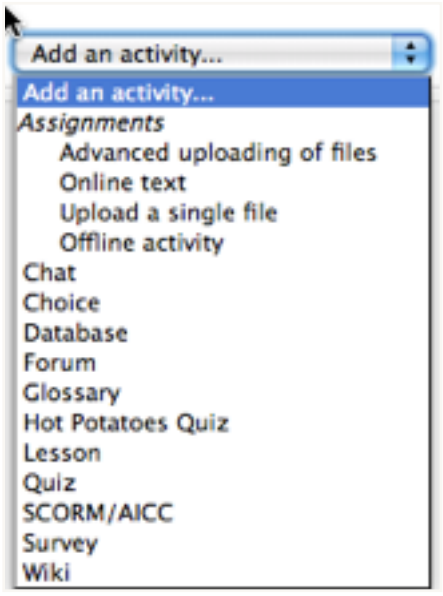
4. Click on "Add an Activity..." drop-down menu
5. Select "Hot Potatoes Quiz"

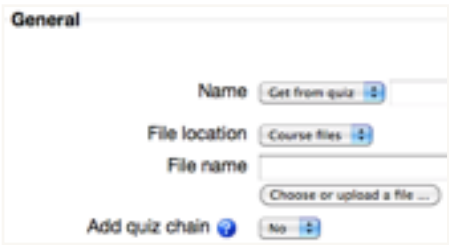
- An editing page appears with six sections
- In this introduction we will address the most pressing elements in these sections
- In the **General** section,

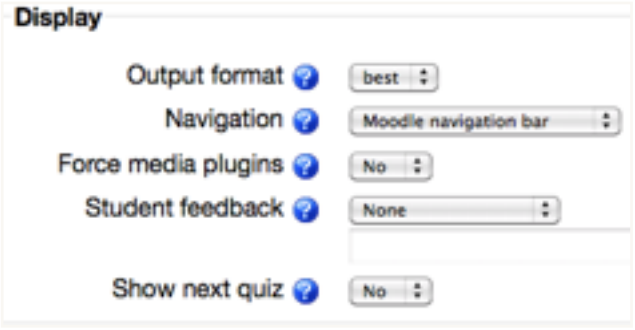
6. Leave "Name" = "Get from Quiz"
7. Leave "File Location" = "Course files"
8. Click the button "Choose or upload a file…"
9. Click the button "Upload a file"
10. Click the "Browse" button
11. Locate and click on the file
12. Click "Open" or "Ok"
13. Click the button "Upload file"
14. After uploading the file, click "Choose" next to the file name
15. Leave "Add quiz chain" = "No"

What formats to import?
The file formats that work well with "edlinc" are:
Matching .jmt
Crossword .jcw
Mixed format .jmx
Multiple choice .jqz







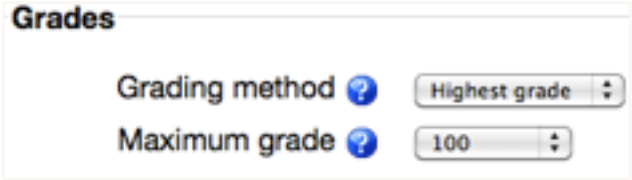


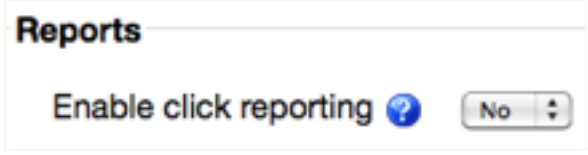


Further options for Hot Potatoes Quizzes

We recommend accepting the defaults set for you at the LINC courseware hosted at edlinc.ca

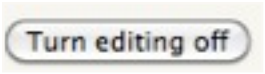
Three options that may be commonly altered are:
Grading method- can be set Highest, average, first attempt or last attempt
Open/close the quiz- can be set to limit the times that the assessment is available
Require password- can be used to limit access without using open/close quiz







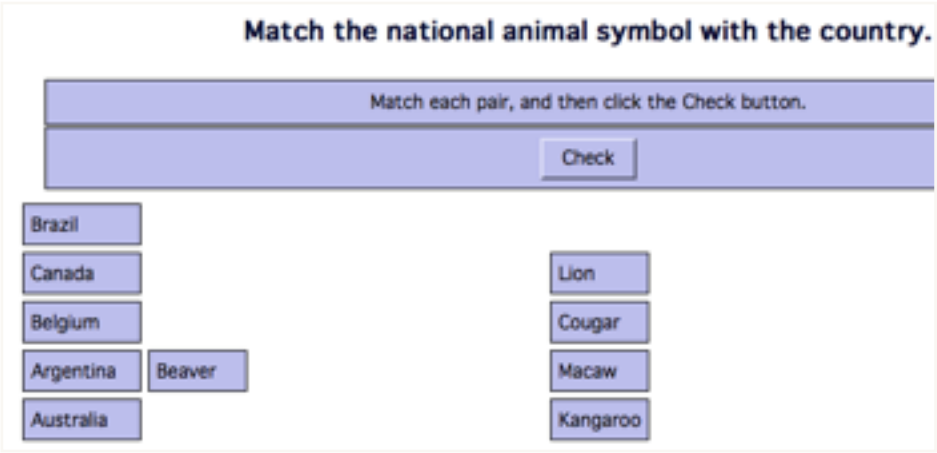
16. Click “Save and return to course”
17. Click the “Turn editing off” button



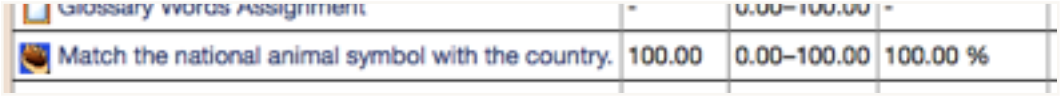
- The quiz link appears to students as pictured above

18. Click the quiz link

- The quiz appears as pictured below.

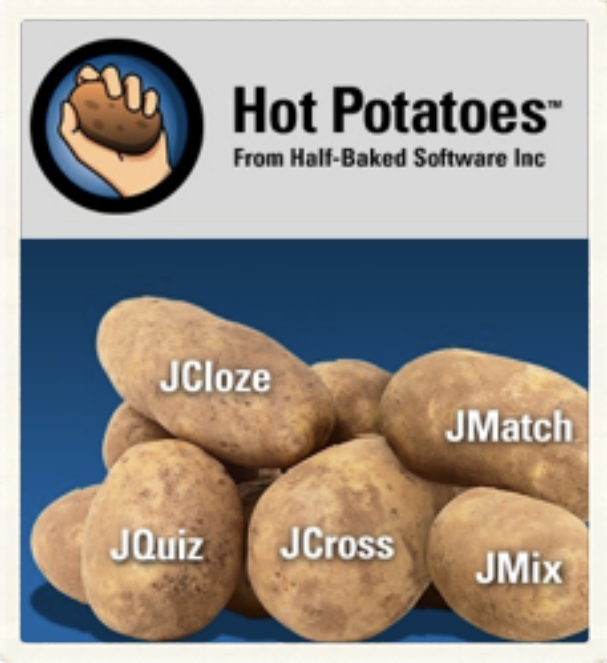


- A student completes the quiz
- The Hot Potatoes quiz is automatically added to the student's grades



Hot Potato Quiz Types

Crossword
Matching
Cloze
Multiple choice
Multiple select (select many answers)
Short answer
Sequencing - words,sentences



Adding a "Label" to Your Course

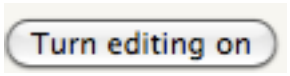
This section explains how to add a label to your LINC courseware. There are two types of labels. Within each topic, a label can be inserted as an image or text. Also, there are topic labels which define each topic in the main content area of each course.

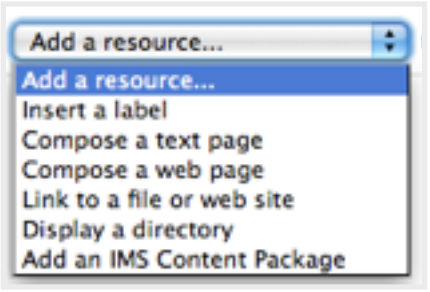
Adding a Label within a Topic

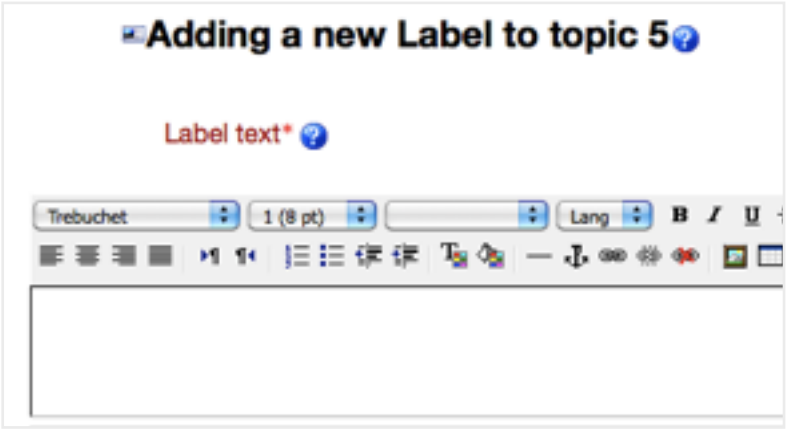
Adding a label is simple - just follow the steps below.

1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the label
4. Click on the option "Add a resource"
5. Click "Insert a label"

• Note that the Descriptors page appears as below.

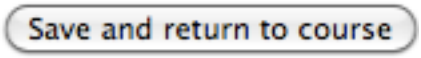






Labels can include marked up text such as colours, styles and other attributes, emoticons, shapes and images. These are great for organizing content on the screen.

6. Enter content for this label "Canadian Stories"
7. Click Save and return to course.





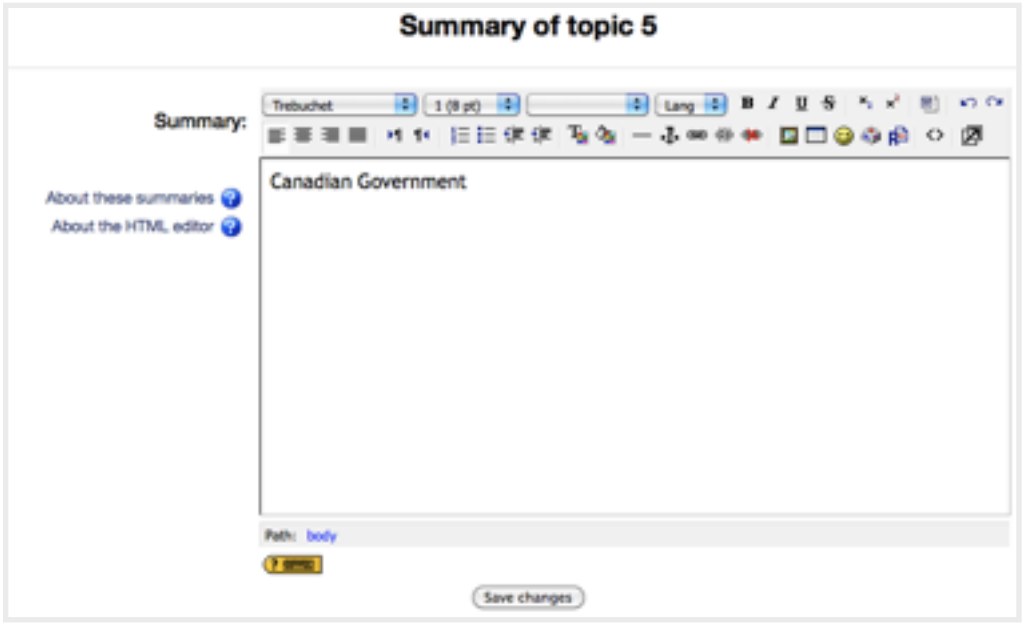
Note that this label can be edited by clicking on the edit icon.

Also note that the Topic "**5**" does not have a title or label to define its purpose in the course. This Topic is missing its Topic Label. Follow the steps below to create a topic label.

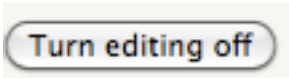
Adding a Topic Label

1. Select the edit icon beside the topic number as pictured here.
• The number is not important
2. Complete the summary as pictured below





3. Click on the "Save changes" button
4. Click on the " Turn editing off" button
• This topic appears as shown below





Making a Quiz in the LINC Courseware

This section explains how to add quizzes to your course using the quiz tools within the LINC courseware. Aside from creating questions, managing the quiz bank is extremely important as questions can be duplicated, recycled, or imported from or exported to other courses.

Adding a Quiz to Your Course

Adding a Quiz to your course is outlined in the steps below.
In this example, we create the shell for a quiz, "Canadian Geography". This quiz will require questions (that is done in the next section) to be imported into the quiz shell from the Quiz Bank..

1. Surf to your course home page
2. Click on the "Turn editing on" button

• Look for Topic that will host the quiz

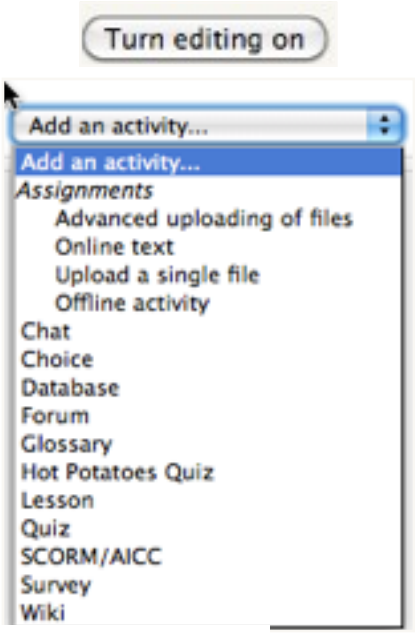
3. Click on "Add an Activity..." drop-down menu
4. Select "Quiz"

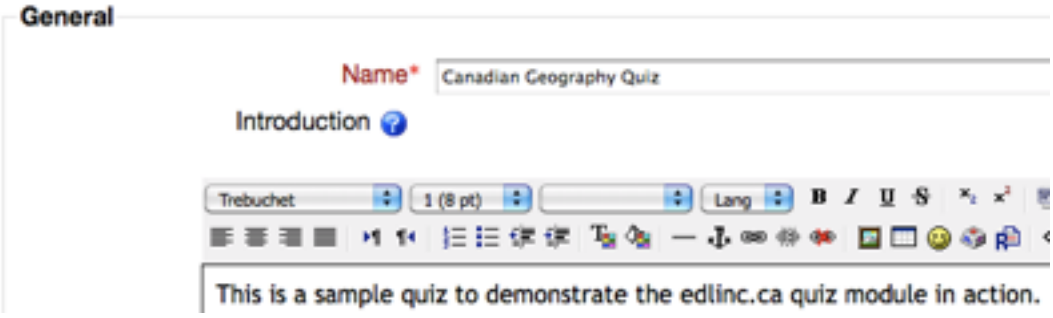
• An editing page appears

• In the General section, enter the Name of the QUIZ

• This is not the name of a question

5. Enter a description of the quiz

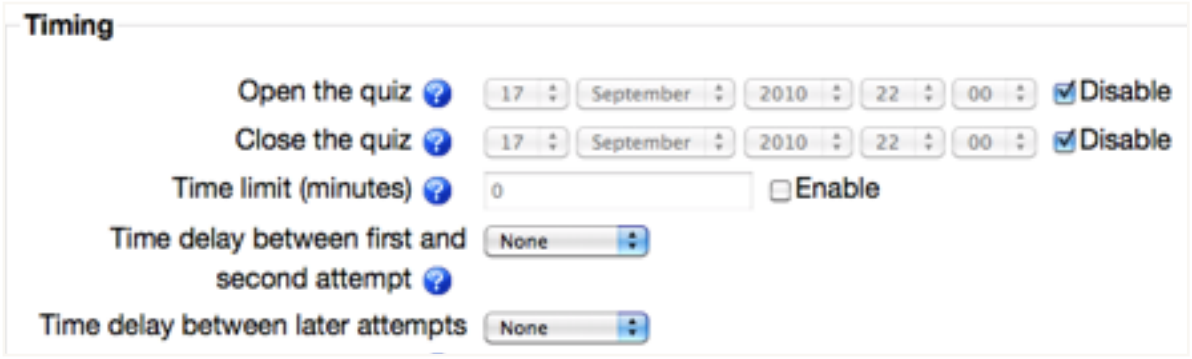




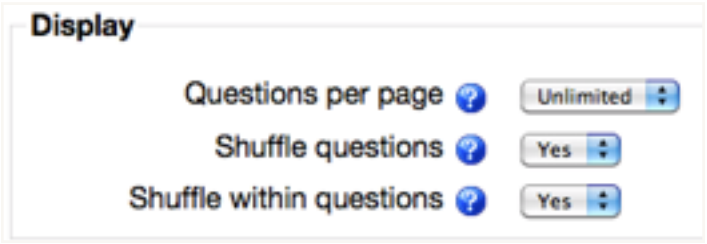
Introduction (why bother?)
Typing a concise quiz description serves three purposes.
1. Students can be provided with orientation instructions
2. Other teachers can use this description in considering recycling this quiz
3. It will be useful when uploading the quiz to the **ROLLR** LINC repository

In the Timing section, the quizzes can be set to specific dates and timings, however, instructors may disable this feature to allow students to complete the quiz at home or out-of-sequence (a common issue with continuous intake). It is, however, an option to all LINC courseware editing teachers.

As well, a time limit may be imposed on each quiz. This might be useful for summative assessments. Time delays between attempts may also be set.



The **Display** section provides options for how many questions appear on a screen. This is a personal choice for each instructor based on their comfort with their students scrolling downwards to reveal new questions.

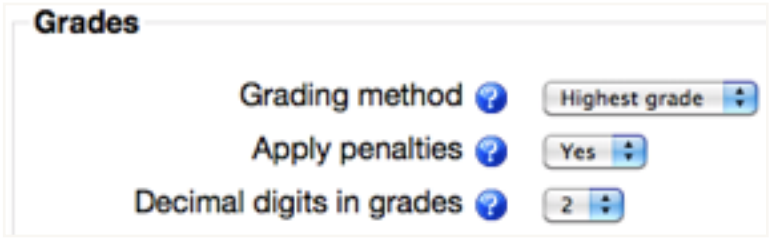


The **Shuffle** feature reorders questions (usually for multiple choice). To prevent copying on a quiz, the shuffle feature creates the illusion that each students is taking a different test.

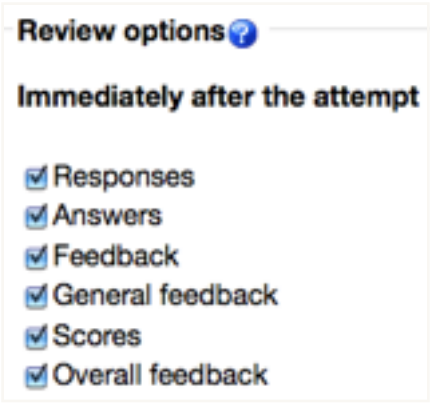


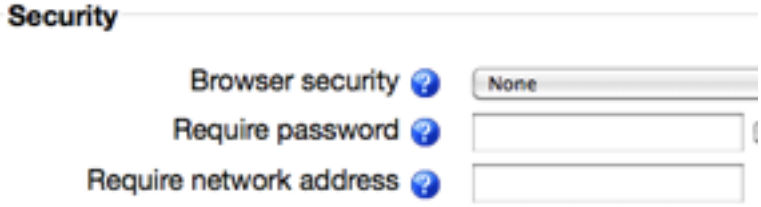
The **Attempts** section provides options for unlimited to only 1 attempt. "Adaptive mode" allows participants to retake a question but with a percentage deduction if they get the correct answer. "Each attempt…." keeps the previous attempt's responses for the participants to consider when retaking the questions.

In the **Grades** section, editing teachers have the option of selecting the highest grade, first attempt, last attempt or average grade. If the quiz is set to Adaptive mode, then penalties for multiple attempts will be deducted.



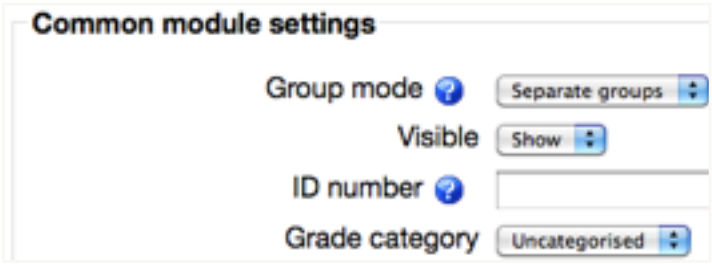
Review/feedback options are to be considered in the **Review Options** section. These options are based on the needs of your students.





Secure Tests?
Yes you can offer secure tests in which you can control who can attempt the test in a locked or secure window. It also prevents students from copying the content on the page. (There is always the screen grab method which cannot be prevented.)

The common module settings
Allow group settings for separate sections of the same class.

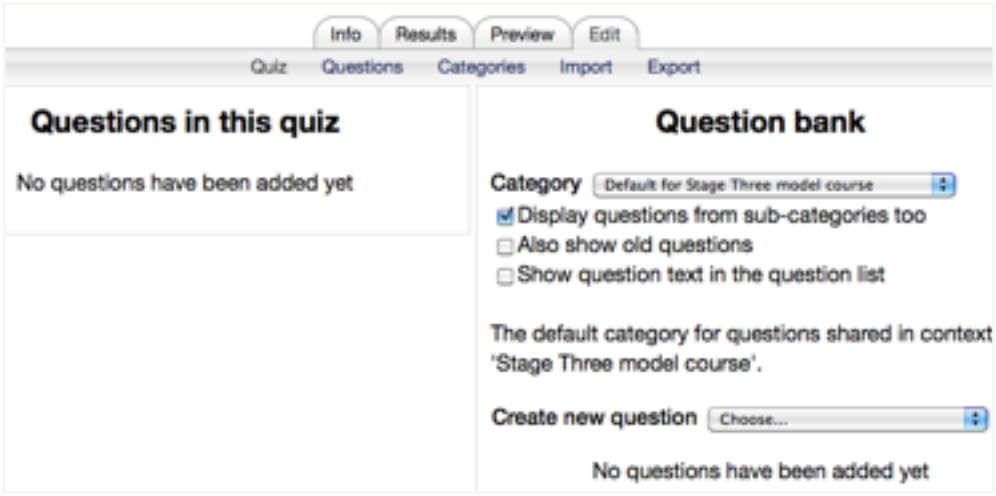


6. Click “Save and display”



- The Edit > Questions editor appears
- Note: there are no question in this quiz
- At this point the editing teacher must create questions

7. Click the “Category” drop-down menu
8. Choose an existing category or
9. Click “Categories” in the Edit tab menu
10. Choose a parent category (usually the name of the course)
11. Type a name for the category
12. Type a brief description of the category
13. Click the “Add category” button
14. Click “Questions” in the Edit tab menu



Creating Questions for Quizzes in the LINC Courseware

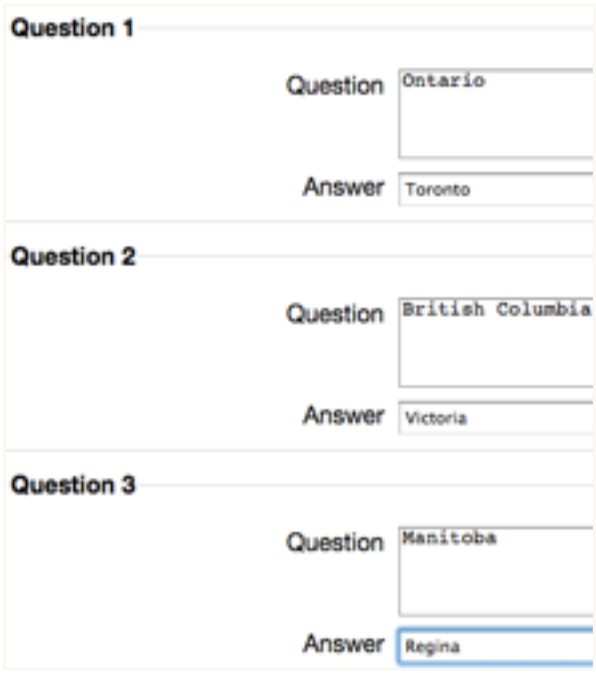
1. Click on the “Create new question” drop-down menu
2. Click on the “Description”
3. Click in the “Question name” text box
4. Type a question name
5. Click in the “Question text” text box
6. Type a description (instructions for quiz)
7. Click “Save changes”

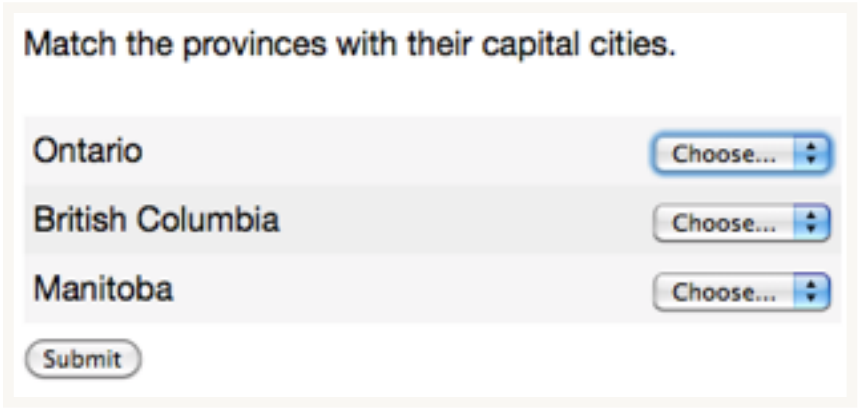
A **Description** question displays text/images like a label. No answer is expected. It can be used as a descriptor for a section within an assessment.

Creating Questions for Quizzes in the LINC Courseware (continued)

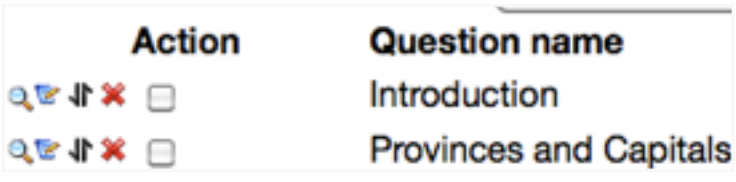
Adding a Matching Question

1. Click on the "Create new question" drop-down menu
2. Click on "Matching"
3. Click in the "Question name" text box
4. Type a question name
5. Click in the "Question text" text box
6. Type instructions for the quiz
7. Check "Shuffle"
8. There are other options (explore later)
9. Enter the data as shown
10. Click "Save changes"
11. The question appears as pictured below





Preview a Question
Click on the Preview icon

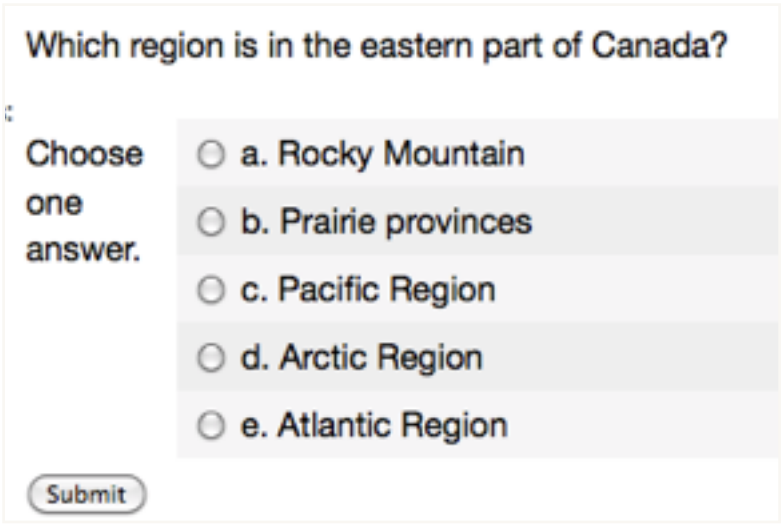


Creating Questions for Quizzes in the LINC Courseware (continued)

Adding a Multiple Choice Question

1. Click on the "Create new question" drop-down menu
2. Click on the "Multiple Choice"
3. Click in the "Question name" text box
4. Type a question name
5. Click in the "Question text" text box
6. Type instructions for the quiz
7. Click "One answer only"
8. In Choice 1, Type the correct answer
9. Select Grade to 100%
10. Type "Well done" in the Feedback text box
11. Continue to enter three more distracters
12. Click "Save changes"
13. The question appears as pictured below



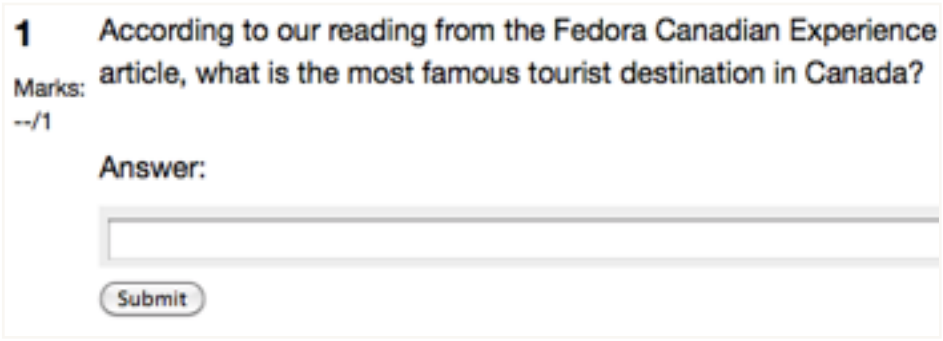


Question Types not introduced here
Calculate- for math courses
Numerical-best for science courses
Cloze - no graphical interface yet (use Hot Potatoes)
Essay-use the assignment feature

Creating Questions for Quizzes in the LINC Courseware (continued)

Adding a Short Answer Question

1. Click on the "Create new question" drop-down menu
2. Click on the "Short answer"
3. Click in the "Question name" text box
4. Type a question name
5. Click in the "Question text" text box
6. Type the question
7. Click "One answer only"
8. In Answer 1, Type the correct answer
9. Select Grade to 100%
10. Type "Well done" in the Feedback text box
11. You can add other acceptable answers
12. Click "Save changes"
13. The question appears as pictured below



Wildcards
When accepting answers, sometimes variants can be accepted. Wildcards such as ***** for any amount of characters or **?** for one character are acceptable.

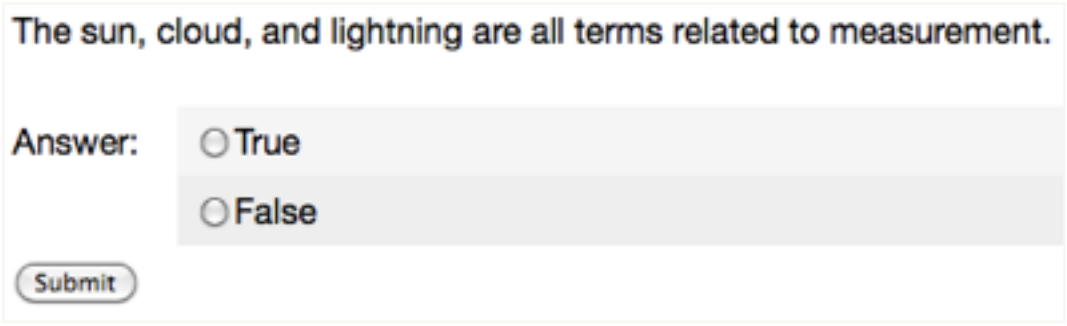
Example Question:
What do you carry to school that you write in?

Possible answers: textbook, workbook, notebook, book
You can use the wildcard: ***book**

Creating Questions for Quizzes in the LINC Courseware (continued)

Adding a True-False Question

1. Click on the "Create new question" drop-down menu
2. Click on the "True/False question"
3. Click in the "Question name" text box
4. Type a question name
5. Click in the "Question text" text box
6. Type the question or statement
7. Click the "Correct answer" drop-down menu
8. Choose your response
9. Type in the incorrect feedback text box
10. Type in the correct feedback text box
11. Click "Save changes"

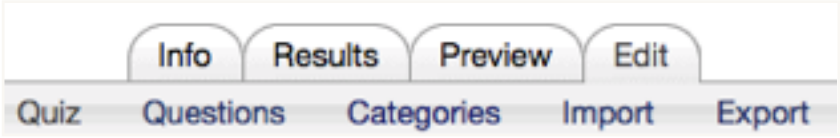


Faster question making
When creating questions of the same format there is a fast trick.

- Click the edit icon for an existing question
- Change the name of the question
- Change the details of the question
- Click "Save as a new question"

Adding Questions to Your Quiz

Now that you have created questions, you need to add them to a quiz.



1. Click on the "Quiz" link in the Edit tab

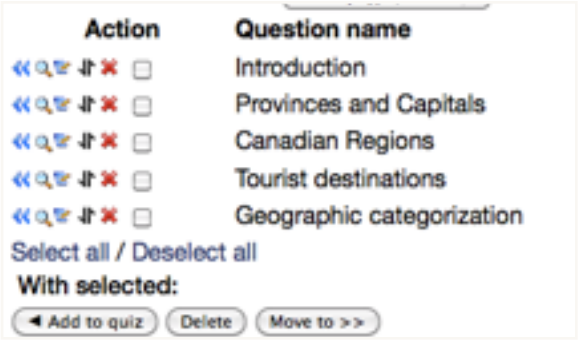
• Look at the right side for the questions

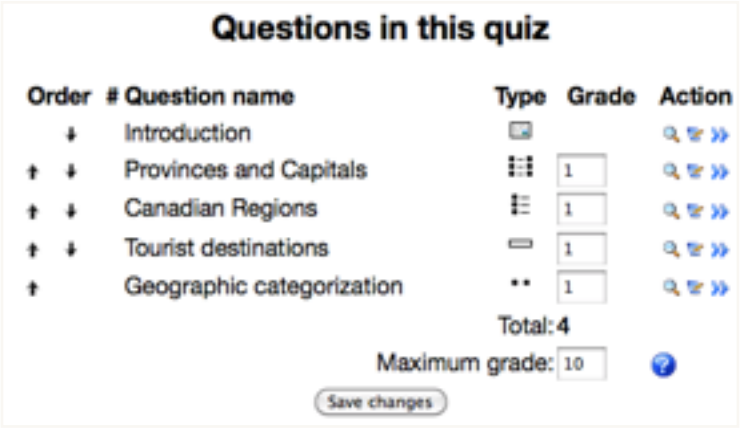
2. Click on the blue double arrowhead beside the Introduction question

• The question is now in the quiz

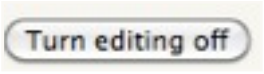
3. Select the checkboxes for all of the questions you wish to move

4. Click the button "Add to quiz"



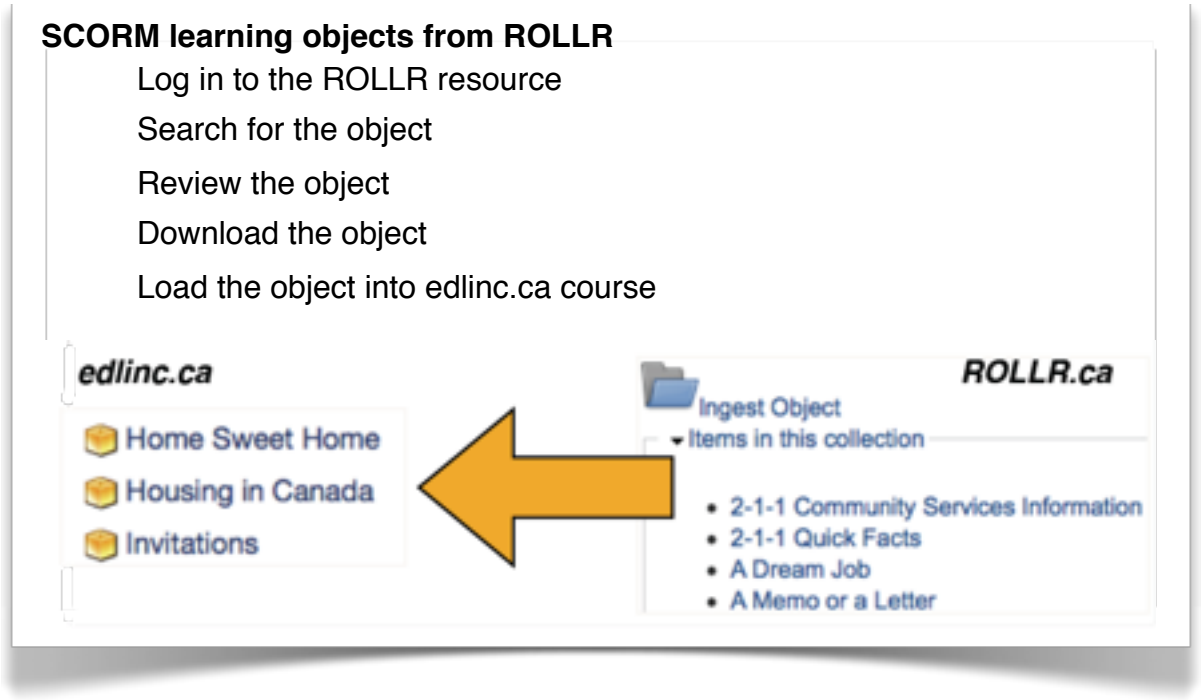


5. In the questions in this quiz area, change the maximum grade to match the grades.
6. There are many options to be explored here.
7. Click the "Save changes button"
8. Click the "Update this quiz" button
9. Click the "Save and return to the course" button
10. Click the "Turn editing off" button
11. Locate the quiz and click on it
12. Click the "take the quiz" button (It may appear as preview to the editing teacher.)
13. Complete the quiz
14. Click "Submit All and Finish"
15. Return to the course



SCORM

Although there are over 300 SCORM learning objects at the ROLLR repository, it only takes a few basic steps to add some of them to the LINC courseware at edlinc.ca As the ROLLR repository grows, this will be an excellent skill to have for the future.



Locating a SCORM object in ROLLR.ca

There are two main ways for locating a SCORM learning object at ROLLR. The first is to browse the complete list by title. The second is to use the Advanced Search feature.



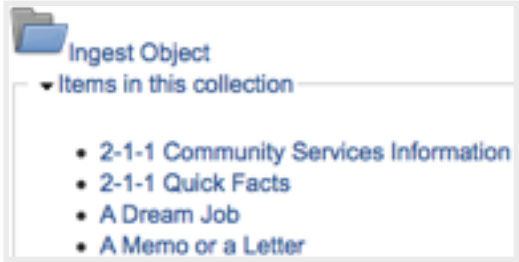
1. Surf to rollr.ca
2. Click the "Login" link
3. Login using your username and password. (Click the Register link if you don't have valid login credentials.)
4. Click on the "Browse" link



- A list of over 300 SCORM learning objects appears

5. Locate a resource by title

- Note that the Descriptors page appears as:

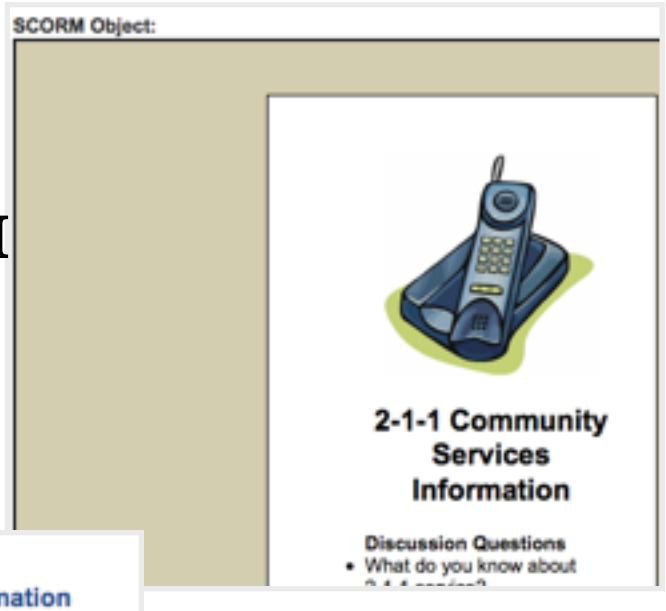


6. Click on a learning object

- The learning object appears
- There are 4 sections:

I. A SCORM player previewing the contents of learning objects
II. Hyperlinks to the activities
III. MetaData - contains keywords and information, e.g. Canadian Language Benchmark data
IV. Detailed List of Content - use this section to download the learning object

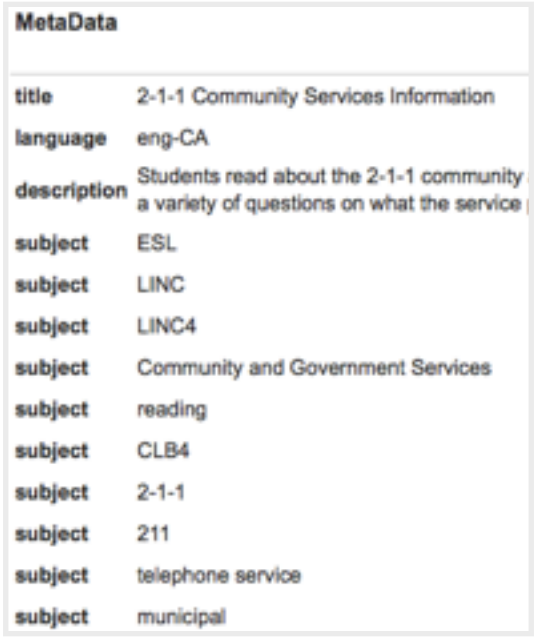
I



II



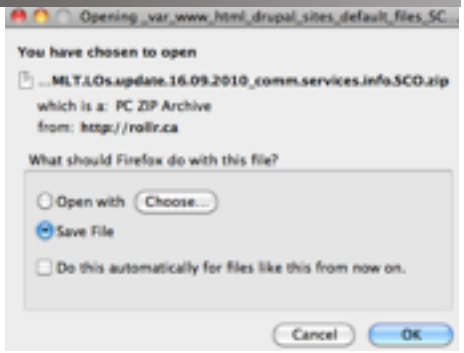
III



MetaData	
title	2-1-1 Community Services Information
language	eng-CA
description	Students read about the 2-1-1 community a variety of questions on what the service
subject	ESL
subject	LINC
subject	LINC4
subject	Community and Government Services
subject	reading
subject	CLB4
subject	2-1-1
subject	211
subject	telephone service
subject	municipal

IV

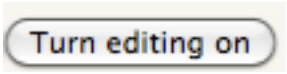


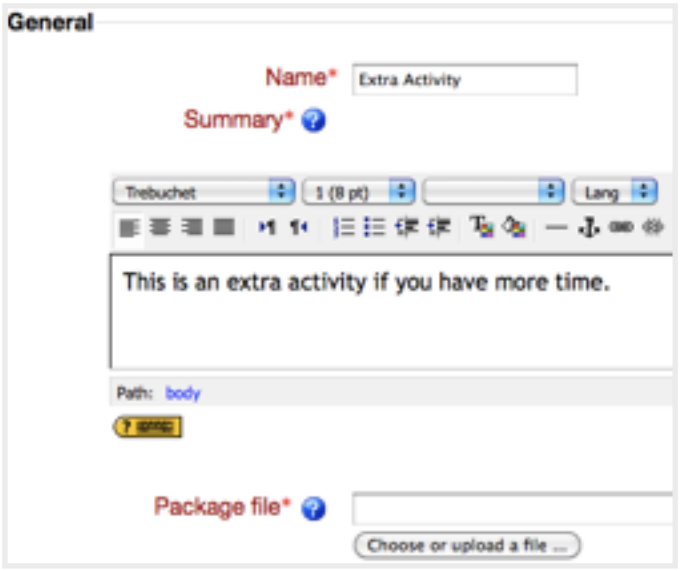


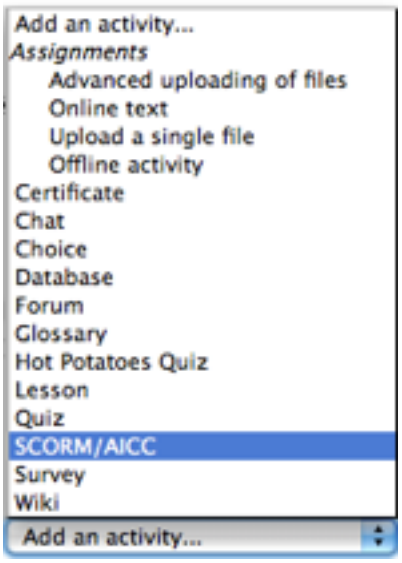
7. Click the "Download"
- button beside the ".**ZIP**" file

8. Save the file as your computer requires
- Make a note of the SCORM LO location

9. Surf to your course home page
10. Click on the "Turn editing on" button
11. Locate the Topic where you want to add the activity
12. Click on the option "Add an activity"
13. Click "SCORM/AICC"
14. Type in a suitable title in the "Name" text box
15. Type in a suitable description in the "Summary" text box
16. Click the button "Choose or upload a file…"







17. Click "Upload a file"
18. Click "Browse"
19. Locate and the file on your computer (you just downloaded it in Step 7)
20. Click on the button "Upload this file"
21. Locate and the file on the LINC courseware file directory
22. Click "Choose" (next to the file name)
- The Editing SCORM page appears. There are several options available, select based on your needs.

24. Click the button "Save and return to course"
25. A link to the SCORM activity will appear on the course home page, similar to the one here:



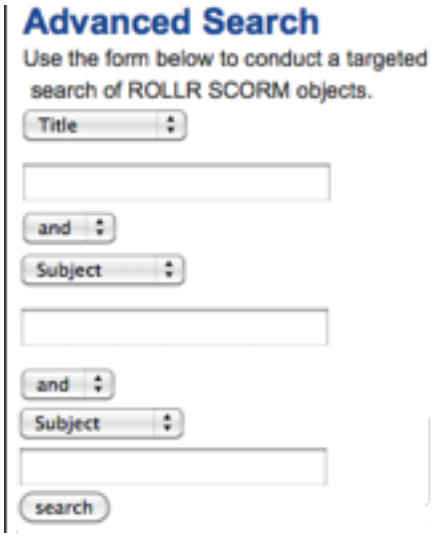
Advanced Search

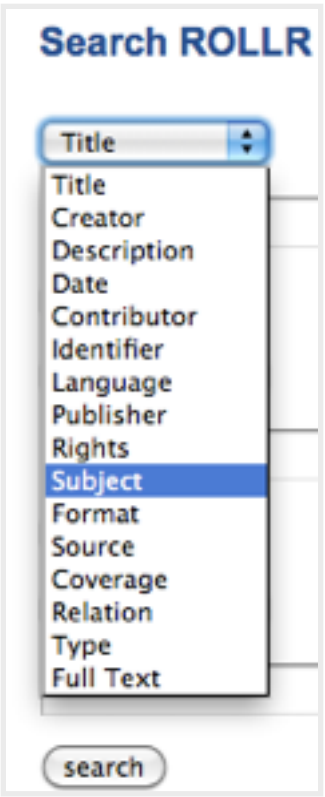


Home About Advanced Search Browse Links

1. Login to ROLLR
2. Click on the "Advanced Search" link

• A search feature appears as at right





3. Choose the "title" drop-down
4. Choose one of the options as left

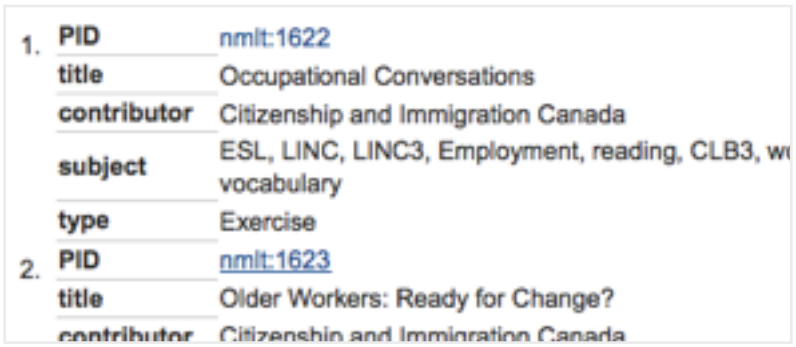
• There are two more options that can be combined in a more complex search with and/or options to refine your search

5. Click the "Search" button



• On the right, tags appear that can expand your search
• On the left the learning objects links appear

6. Click on the SCORM object hyperlink to access this page



7.Repeat from Step 7 on Page 3.

Adding a Text Page to Your Course

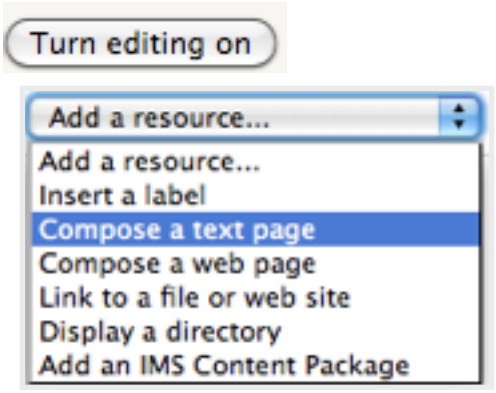
This section explains how to add an original text page to your LINC courseware. These webpages are created within the LINC learning management system(Moodle).They differ from webpages as they do not include all of the attributes of an HTML page.

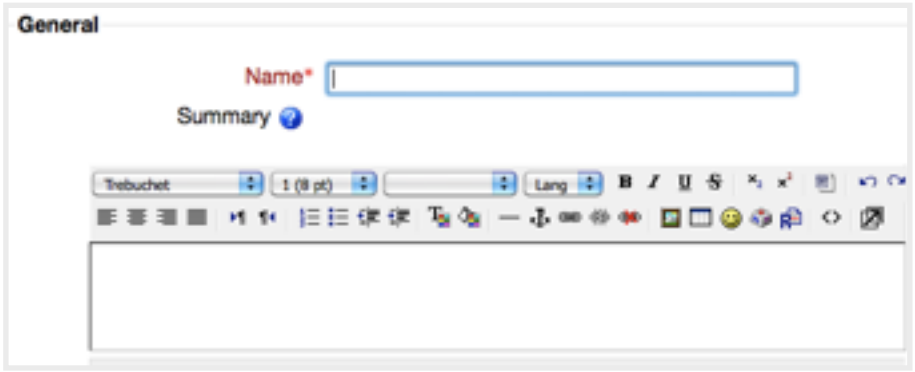
Composing a Text page

Adding a text page is simple - just follow the steps below.

1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add a resource"
5. Click "Compose a text page"

• Note that there are three sections required to create a text page in the LINC courseware.





• The first section, "**General**" is the descriptor section.

6. Enter a descriptive name for this website "An email to My Prime Minister"
7. Type this summary "This is an email from me to my Prime Minister."

• In the second section, "**Compose a text page**". Note that there is no toolbar for formatting your document.

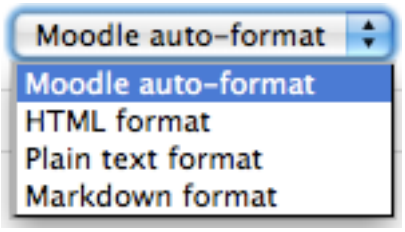
Four options are available below the Compose a text page editing area.

Moodle auto-format: ***best for newbies*** - it automatically makes hyperlinks and some other formatting.

HTML format: Assumes you are making a pure HTML document from your own code.

Plain text format: Displays exactly as typed.

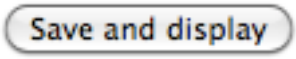
Markdown format: Creates XHTML pages from your text.



8. Type in text to be displayed as typed. Note the URL or web address at the bottom and the emoticon at the end of the first paragraph.

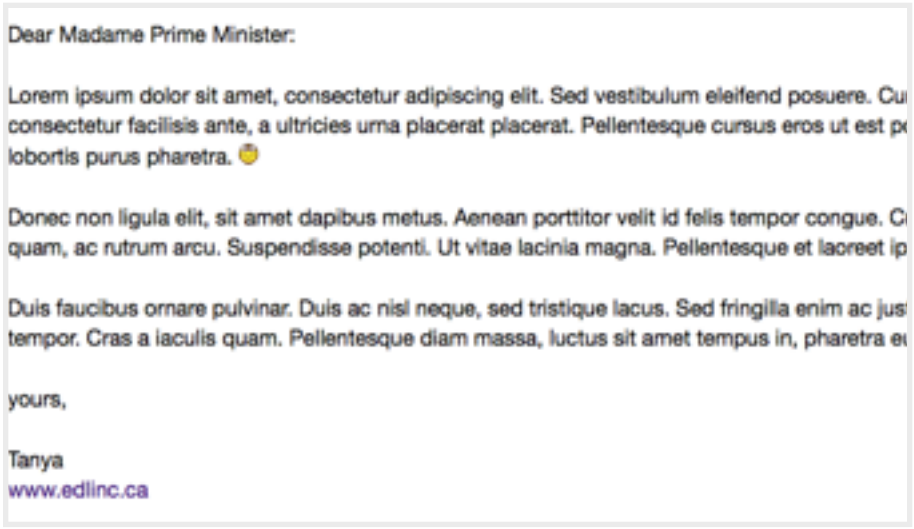


9. Select Moodle auto-format
10. Choose Window display options
11. Click on the "Save and Display" button



- Note: the emotion displays as does the hyperlink
- The following screen shots are representations of the four display options

Moodle auto-format



HTML format

Dear Madame Prime Minister: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vestibulum eleifend posuere. Curabitur consectetur facilisis ante, a ultricies urna placerat placerat. Pellentesque cursus eros ut est porttitor in lobortis purus pharetra. Donec non ligula elit, sit amet dapibus metus. Aenean porttitor velit id felis tempor congue. Cras non velit quam, ac rutrum arcu. Suspendisse potenti. Ut vitae lacinia magna. Pellentesque et laoreet ipsum. Duis faucibus ornare pulvinar. Duis ac nisl neque, sed tristique lacus. Sed fringilla enim ac justo adipiscing tempor. Cras a iaculis quam. Pellentesque diam massa, luctus sit amet tempus in, pharetra eu sapien. yours, Tanya www.edlinc.ca

Plain text format

Dear Madame Prime Minister:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vestibulum eleifend p
consectetur facilisis ante, a ultricies urna placerat placerat. Pellentesque cursus er
lobortis purus pharetra. :-)

Donec non ligula elit, sit amet dapibus metus. Aenean porttitor velit id felis tempor
quam, ac rutrum arcu. Suspendisse potenti. Ut vitae lacinia magna. Pellentesque e

Duis faucibus ornare pulvinar. Duis ac nisl neque, sed tristique lacus. Sed fringilla e
tempor. Cras a iaculis quam. Pellentesque diam massa, luctus sit amet tempus in,

yours,

Tanya
www.edlinc.ca

Markdown format

Dear Madame Prime Minister:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vestibulum eleifend p
consectetur facilisis ante, a ultricies urna placerat placerat. Pellentesque cursus er
lobortis purus pharetra.

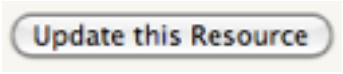
Donec non ligula elit, sit amet dapibus metus. Aenean porttitor velit id felis tempor
quam, ac rutrum arcu. Suspendisse potenti. Ut vitae lacinia magna. Pellentesque e

Duis faucibus ornare pulvinar. Duis ac nisl neque, sed tristique lacus. Sed fringilla e
tempor. Cras a iaculis quam. Pellentesque diam massa, luctus sit amet tempus in,

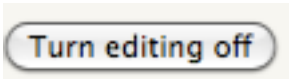
yours,

Tanya www.edlinc.ca

- Click on the "Save and display" button (to try this yourself)
- Decide on the format that suits your needs



12. Click on the "Save and return to Course" button
13. Click the "Turn editing off" button



- The link on the course home page appears as below



Adding a "Web page" to Your Course

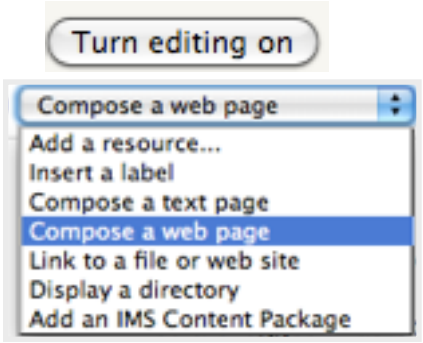
This section explains how to add an original web page to your LINC courseware. These webpages are created within the LINC learning management system, (Moodle).They are web pages in the sense that they include all of the attributes of an HTML page.

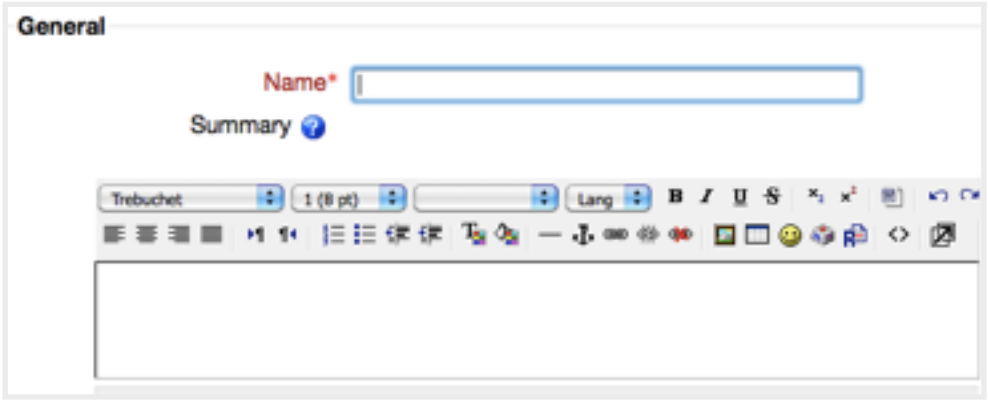
Composing a Web page

Adding a web page is simple - just follow the steps below.

1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add a resource"
5. Click "Compose a web page"

• Note that there are three sections required to create a webpage page within the courseware.





• The first section, "**General**" is the descriptor section.

6. Enter a descriptive name for this website "Canadian Tip Sheet"
7. Type this summary "This tip sheet will provide facts about Canadian governments."
8. In the second section, "**Compose a web page**" enter content relevant to your course.



9. In the section below, "Window", describe how your window will display when the link is clicked.

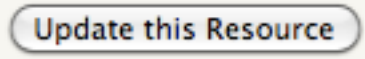


10. Click on the "Save and display" button

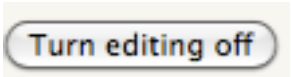


11. Preview the web page as it will appear to the students
- If the window does not appear as you desire, close the window

12. Click on the "Update this Resource" button



13. Make alterations such as add a scroll bar...
14. When satisfied, Click on the "Save and return to Course" button
15. Click the "Turn editing off" button
- The link on the course appears as below



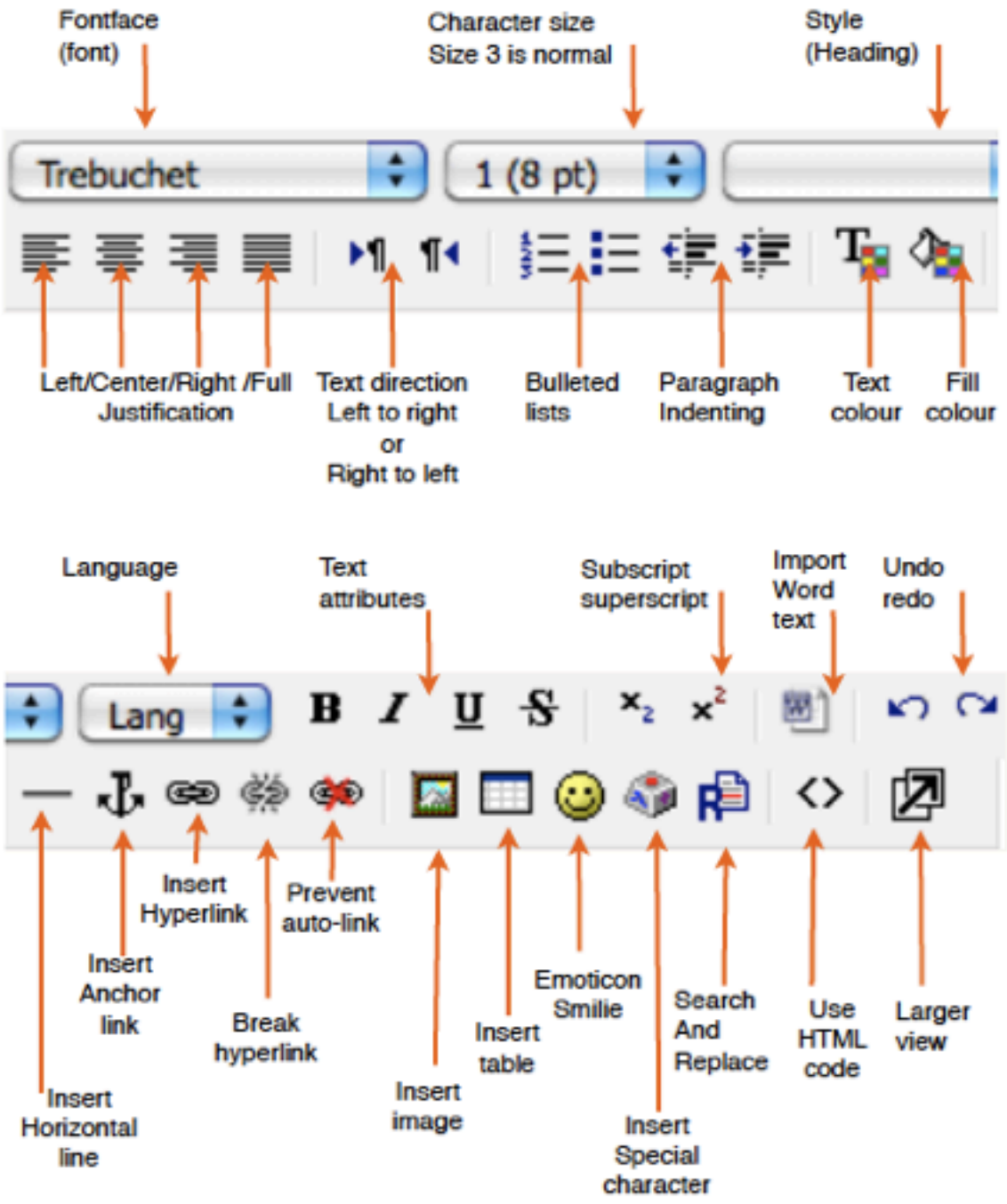


Why compose a webpage not a text page in Moodle?

Web pages are great for creating documents in Moodle that have visual appeal. Many of the tools offered by a standard word processor are available within the web page authoring environment. Text pages are best for stripped down text documents. This would be useful if one were teaching computer programming.

The Web Page Editor Toolbar

Adding a link to a web resource is simple - just follow the steps below. The resource can be text, audio, video, animation or a mixed media Flash resource.

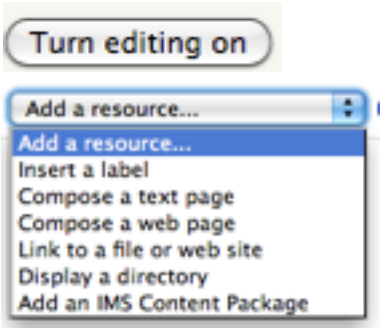


Composing a "Web link" on Your Course Home Page

This activity provides the mechanics of adding a link to a web resource for your LINC courseware. The featured items are element descriptors and display settings.

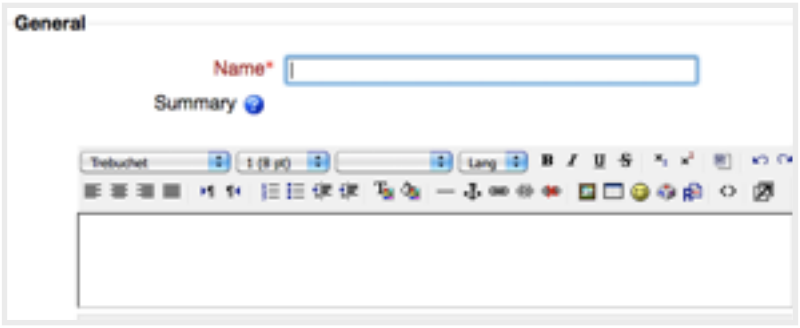
Adding a Web Link

Adding a link to a web page or web resource is simple - just follow the steps below. In the first example, we will link to a web page. In the second example, we will link to a digital book at a website.



1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add a resource"
5. Click "Link to a file or website"

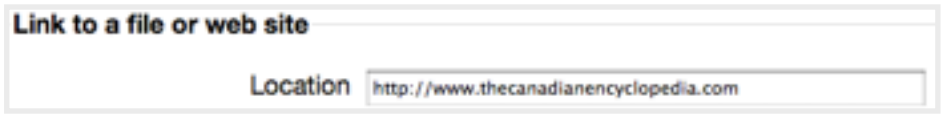
- Note that the Descriptors page appears as below.



- The first section, "**General**" is the descriptor section.

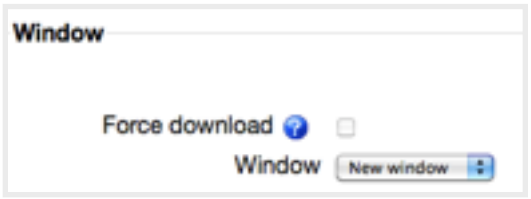
6. Enter a descriptive name for this website "Canadian Encyclopedia"
7. Type this summary "The Canadian Encyclopedia Contains more than 20 000 articles written by expert contributors from every part of the world."
8. In the section below enter the web address as pictured here. (include **http://**)

http://



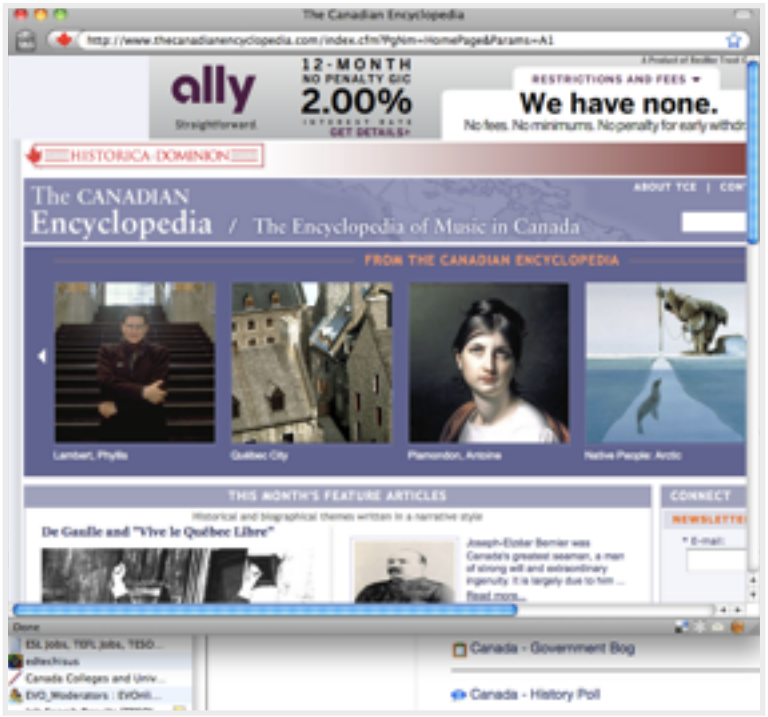
Topics at your courses are the long rectangles in the middle portion of the screen. They usually have LINC themes as headings.

9. *Do not Click on the "Choose or upload a file…" button*
10. Click on the "Window" option
11. Select "New Window"
- Ignore the Force download option for basic web pages
12. Click on the "Save and return to Course" button
13. Click the "Turn editing off" button
- The link on the course appears as below





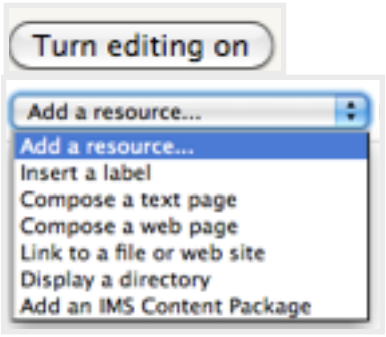
14. Click on this link
- A new window should appear as below
- Note the LINC courseware window is still visible in the background.



Window options
Options such as toolbar hiding, window dimension and others are included in the Window options lesson in topic 1 of this course.

Adding an Internet Resource

Adding a link to a web resource is simple - just follow the steps below. The resource can be text, audio, video, animation or a mixed media Flash resource.



1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add a resource"
5. Click "Link to a file or website"

• Note that the Descriptors page appears as below.



6. Enter a descriptive name for this website "Comic Con"
7. Type this summary, "Listening activity about 'Comic Con' from ESLpod.com."
8. In the section below enter the web address as pictured here. (include **http://**)

http://www.eslpod.com/website/flash_player.php?issue_id=8968788

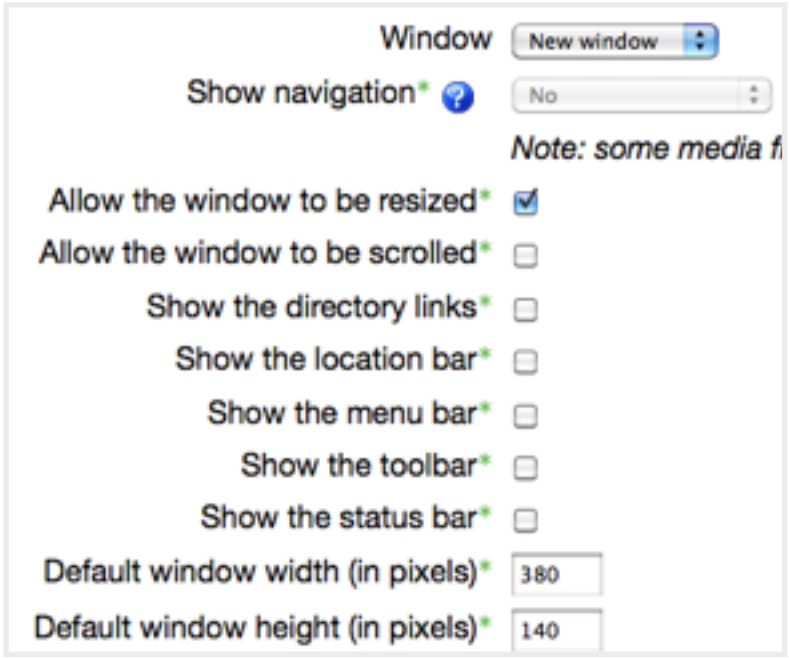
9. Do not Click on the "Choose or upload a file…" button
10. Click on the "Window" option
11. Select "New Window"

• Ignore the Force download option for basic web pages

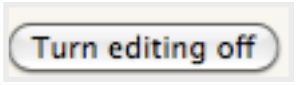


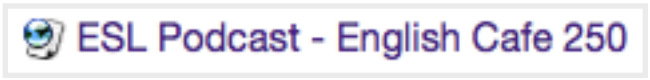
12. Click the "Show Advanced" button

• The image on the next page shows the advanced window display options.



13. Enter the same setting as in the image above.
14. Click on the "Save and return to Course" button
15. Click on the "Turn editing off" button
16. Click on the new link to the listening resource





- A new window should appear as below
- Note the LINC courseware window is still visible in the background.



Media you can link to
One can link to any conventional digital format through the Internet. A few examples are PDFs, MP3s, Jpegs, Bitmaps, Flash Movies, spreadsheets and word processed documents.

Adding a "Wiki" to Your Course

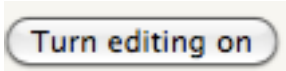
This activity provides the mechanics of adding a wiki to your LINC courseware.

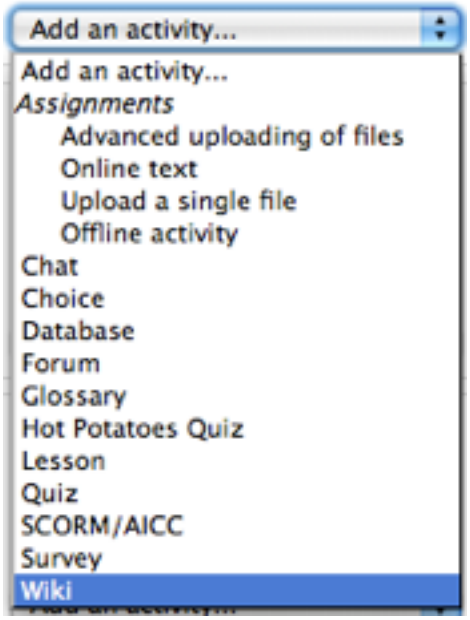
Adding a Wiki

Adding a link to a web page or web resource is simple - just follow the steps below.

1. Surf to your course home page
2. Click on the "Turn editing on" button
3. Locate the ***Topic*** in which you will place the link
4. Click on the option "Add an activity"
5. Click "Wiki"

• Note that the Descriptors page appears as below.

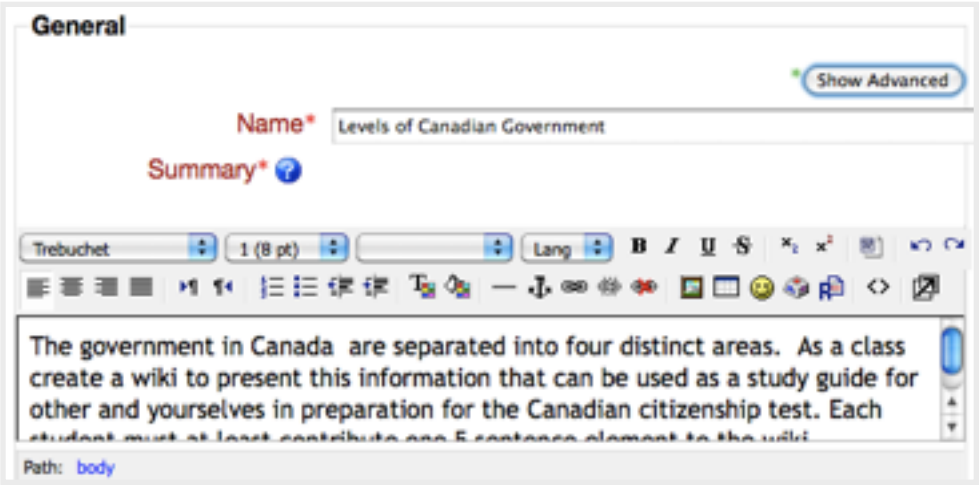




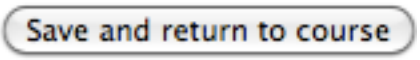


6. Enter a descriptive name for this wiki, e.g. "Levels of Canadian Government"
7. Type this summary "The governments in Canada are separated into four distinct areas. As a class create a wiki to present this information that can be used as a study guide for others and yourselves in preparation for the Canadian citizenship test. Each student must contribute at least one five-sentence element to the wiki."

A **wiki** is a web page that can be edited by all registered users. WikiHow and Wikipedia are popular examples. These are great for encouraging collaborative projects to produce a final product as well as task planning.



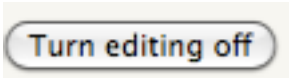
8. Click Save and return to course.



• The link in the Topics area appears as below



9. Click on the "Turn editing off" button
10. Click on the "Levels of Canadian Government" wiki link



• This page (as you have seen in Stages 1 and 2) is divided into 2 sections. The first is the instruction area and the other is the wiki editing area. The next few steps demonstrate the editing area.

11. You may type in a prompt and organizer (table) or a title or simply leave this area alone for the students to sort out.
12. Click on the "Save" button

