Hands-on Task List

1. Introductions & Ground Rules

Goals:

- Help us set the expectations, ground rules, and a collegial tone for the course.
- Get to know each other and your instructors.

To Do So:

1. Review the Syllabus of the Etudes 101 training course. Accept the terms, if all is clear to you. If you have any questions, please post them in the Questions forum under Discussions and Private Messages.

2. Go to ***Course Map*** (see left menu of Etudes 101, below "Home").

3. Click on the *Reflection: Introductions and Ground Rules* Forum.
   - Contribute to the "Class Introductions" topic.
   - Contribute to the "Ground Rules" topic.

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2. Finding Your Way Around

Goals:

Investigate the resources available on the Etudes Gateway and set up your browser.

To Do So:

1. Log out of Etudes. You will be at the "Gateway."

2. Click on the links in the left nav bar of the Gateway (System Requirements, Login & Other Help, etc.). Review the System Requirements carefully, and ensure that you are using a supported browser with proper settings.

3. Search for 'Sites' by term or by your college's abbr. (i.e. LAVC, ELAC, WLAC, FH, IVC, etc.)

4. When you're done, log back into Etudes. Navigate to your Practice site and the Etudes 101 site. Notice the difference between the options in your site and ours. You are a student in ours and you are an instructor in yours.

5. You will find the following tutorials useful:

   - What does the Gateway offer?
   - What are some tips for navigating Etudes?

6. When you are finished with the above, contribute your thoughts in the "Reflection: First Impressions" topic (it can be accessed from Course Map or from Discussions).

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3. Announcements

Goals:

Learn to post announcements to your students.

Preparation:

- Review the tutorial on Announcements.
- Learn how to add an attachment. (optional)

Then, go to YOUR practice site (click on the Tab) and complete the below hands-on activities.

To Do So:

1. Click on Announcements on the left menu bar.
2. Click on the "Add" link at the menu.
3. In the dialog box, enter a Subject: for your announcement (the title) and in the larger box, type in your message. Notice that here you have the options of formatting your text. Experiment with color, bold, etc.
4. You may add a future release date for your announcement to see how it works.
5. If you want your announcement to be sent to course participants via email, you can choose that option next.
6. Practice adding an attachment to your announcement.
7. When you're done creating your announcement, click on 'Done'.

Feel free to practice adding a couple of more sample announcements.

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4. Syllabus

Goals:

Learn how to author or post a syllabus in your course sites.

Preparation:

- Review the tutorial on the Syllabus tool.
- Go to YOUR practice site and complete the hands-on activities outlined below.

What to Do:

1. Post a sample syllabus. It can be something brief.
2. If you have an existing syllabus already online, follow the instructions for redirecting the syllabus to that page.

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5. Home Page

Goals:

- Learn how to add a web page or image to your home page.
- Learn how to change the settings for announcements and recent chats.

Preparation:

1. Review the tutorial on how to customize your home page.
2. Then, complete the following tasks in your practice site.

To Do So

1. Go to the following page, http://etudes.org/images/ng/ and click on an image of your liking to open it. **Copy** the URL address.
2. Return to your Practice site. Click on the ***Options*** link on the larger left box and **paste** the URL. While you are there, change the title of the frame to "Welcome to my class!" (more welcoming to your students). Save your settings.
3. Click on the ***Options*** links under Recent Announcements and Recent Chat (right side of your Home page). Change some of the default values and save to see what it looks like. Change back to the default values if you want.

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6. Site Info

Goals:

- Learn how to edit the appearance of your site.
- Learn how to add a guest or a fake student account to your site.
- Learn how to add your own menu items on your site's menu and remove others.

Preparation:

1. Review the following relevant sections from the tutorials:
   - How do I change my site's skin (look)?
   - How do I enable or disable tools?
   - How do I add links on the site's left menu?
   - How do I add guests or visitors to my site?
2. Go to YOUR site to practice features of Site Info, as outlined below.

To Do So:

1. Change the skin of your site. Set it to one that you like, perhaps your college's. (Site Info >> Edit Information).
2. Disable Chat from your site (Site Info >> Edit Tools). Enable it again.
3. Using the instructions in the **Web Content Tool** section of the Site Info Module, add a link to the left nav bar for your college's library or your favorite professional site for your subject. Do NOT forget to change the label "Web Content". For example, you can link to your college's library and replace "Web Content" with "College Library."
4. **Add a guest or fake student** to your practice site by typing a valid email address, but different from the one used in your instructor account. Make sure that you assign the role of 'student' to your account and NOT 'guest.'

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7. Discussions and Private Messages

Goals:

Learn how to set up discussion forums and topics.

Preparation:

To complete the tasks of this assignment, review the following tutorials:

- Keeping up with Recent Activity
- Posting and Replying to Messages
- Customizing your Profile
- How Discussions are Organized
- Adding, Editing, and Managing forums
- Editing and Deleting Messages
- Locking, Unlocking, and Moving Topics
- Forum Types

You may also review how Private Messaging works:

- Sending Private Messages

In Your Site:

Go to **YOUR Practice site, click on Discussions & PM,** and complete the following tasks:

1. Click on **My Profile** and add a signature and your location. Additionally, upload an avatar, if you haven't done so yet. You may complete other fields if you want. Enabling your email, posting your personal website, etc. is a personal preference.
2. Click on **Manage**. You will land on **Manage Forums**. Edit the "Student Lounge" forum and call it "Student Café." To edit a forum, click on its title.
3. **Add** one more forum under the Main category. Call it "Journal Entries."
4. Go to the Student Café forum and post a topic "Welcome & Introductions" where you ask students to introduce themselves to the class. Post a few sample replies, pretending that you are Mary, Joe, or Larry introducing yourself to the class.
5. Now, delete one of your replies. *[As instructor, you have an "X" button at the upper right corner of each message.]*
6. Go to the Questions forum and post a new topic, "Theme 1 Reflections," where you ask students to post their thoughts on Theme 1. Post a few more topics in any of your forums. Experiment making them different types of topics (normal, announcements, or sticky topics). The default is 'normal' topics. Check the "I'll re-use" box for a couple of your topics. Add a few replies.
7. Now, go to Student Café, check and LOCK the "Welcome & Introductions" topic. Practice locking more than one topic. This is something that you might want to do in your class after a discussion is over and you want to close it.
8. Go to the Questions forum, check and MOVE the "Theme 1 Reflections" topic to the "Class Discussions" forum. (See MOVE function at the bottom).
9. Return to Etudes 101. Click on Recent Topics to see what new messages have been posted.

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8. Grading Discussions

Goals:

- Learn how to grade discussions, respond to students' work privately, and record points.
- Learn and understand the uses of the methods for grading discussions.
- Learn how to push scores of discussions to the gradebook.

Preparation:

1. Read the following sections of the tutorials:
   - Grading Setup Options for Discussions
   - Grading Student Submissions
2. Go to **YOUR Practice site** and complete the following tasks.

What to Do:

1. Post a couple of topics in two of your forums that you'll want to grade.
2. Enable grading (by Forum) in one of your forums. Set it to be worth 50 points. (see grade-by-forum tutorial)
3. Enable grading (by Topic) in a second forum of your choice, under Manage. Then, go to Discussion Home and click on the forum that you enabled grading 'by topic'. Click on an existing topic's "Edit" button to make it gradable (or post a

new topic). Set it to 5 points. (Review the grade-by-topic tutorial for detailed steps)

4. Log into your practice site with your fake student account and post some replies in the two gradable forums.
5. Log out and log back in with your instructor account. Practice grading the topics and replies of your fake student account (adding comments and points). Send the scores to the gradebook. (see Grading Student Submissions).
6. Log back into your site as a student to see their perspective of points for discussion.

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9. Authoring Modules

Goals:

Learn how to use the Modules tool to author lessons, upload presentations and link to resources.

Preparation:

1. Review the following sections from the tutorials:
   - Overview of Modules
   - How to add a module
   - Types of content sections that you add
   - How to insert images with the editor
2. Go to your Practice site (click on the Tab) and complete the hands-on tasks listed below.

To Do So:

1. Add a module. Give it a title. No need to add a description.
2. Compose 2-3 sections using the built-in editor. You will not be evaluated in what you author but in completing the following.
   a. Practice typing or pasting text for your lessons from materials that you have. Use some formatting (bold, color, etc.).
   b. Insert, into the lesson you are creating using the built-in editor, an image from your computer.
   c. Include a URL to a website inside one of the lessons you create using the built-in editor.
3. You can then preview your work by clicking on View at the menu bar of Modules.
4. Feel free to practice adding a couple of more modules to get more comfortable.

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10. Resources

Goals:

Learn how to manage resources.

Preparation:

Review the tutorial on how to use the Resources tool.

What to Do:

1. In YOUR practice site, go to **Site Info**, Click on **Edit Tools** and enable the *Resources* tool.
2. Once it's enabled, click on *Resources* on the left menu of your site, click on Add and under "Add Item Type," choose to create an empty folder. Label the folder **Extras**.
3. Then, upload a word (.doc) or pdf (.pdf) file in the "**Extras**" Resources folder that you created.
4. Once uploaded, test your work by clicking on the document title to open / download it.

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11. Course Map

Goals:

Learn how to organize your site's Course Map to guide your learners.

Preparation:

1. Read the following sections of the tutorials:
   - What is Course Map?
   - What are best uses of Course Map?
   - How does Course Map benefit students?
2. Go to YOUR practice site and complete the hands-on activities outlined below.

What to Do:

1. Order your Course Map's items by using drag-n-drop or the drop-down numbers (far right). Order your materials in the sequence that you'd like your learners to complete them.
2. Insert headers in your Course Map (i.e. Week 1, or Unit 1, etc.) by using the ' + ' icons to the far right.
3. Make your Syllabus a blocker (check box in front of its title in Course Map) and see what happens when you log on with your student account.
4. Log on with your fake student account and review what your students see.

   NOTE: You can also see exactly what your students see in Course Map by going to Activity Meter and clicking on a student's name. Try it!

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12. Creating Assessments

Goals:

- Learn how to author assignments, tests and surveys.
- Understand the various assessment settings available.
- Learn how to test-drive your assessments.

Preparation:

1. Read the following sections from the tutorials:
   - Working with Assignments, Tests and Surveys (AT&S)
   - Types of assessments that you can create
   - Adding and editing various assessments
   - How to add an assignment
   - Creating a survey
   - Publish settings
   - How to use test drive

2. Go to your Practice site (click on the Tab) and complete the hands-on activities listed below.

What to Do:

Step 1: Create Assessments

1. Add an assessment. Choose “Assignment” under assessment type.
   a. Title it "**Assignment 1: Introductions**."
   b. Add a question. Type a prompt where you ask to introduce themselves.
   c. Click on Done and return to the assessment. Give it 10 points.
   d. Save your work and return to the list of assessments.
2. Add a second assessment. Select “Test” under assessment type.
   a. Title it "**Quiz 1**."
   b. Add a question (it will be multiple-choice, the default).
   c. Click on Add Another and add a true / false for your second question.
   d. Click on Done and return to the assessment. Assign points to your questions.
   e. Save your work and return to the list of assessments.
3. Add a third assessment. Select “Survey” under assessment type.
   a. Call it “**Course Evaluation**.”
   b. Add two questions, like in the following examples (It's OK to use our examples).
      i. The course activities were.... (choose a scale).
      ii. I would recommend this class to others. (Yes/No)
   c. Click on Done to return to the survey. No points can be set for this.
   d. Return to the list of assessments

Step 2: Test-Drive your three assessments

1. Set your desired settings and click on Save. (To access the settings page, click on the 'gear' icon to the right of the dates, under the Publish column).
2. Click on Test-Drive and take your assessments to see the student side.
3. Make changes to settings and see how they are changed in Test Drive.

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13. Working with Pools

Goals:

- Learn how to build and work with question pools.
- Learn how to author a variety of question types.

- Learn how to create assessments from your pools.
- Learn how to adjust settings and publish your assessments.

Preparation:

1. Read the tutorial on how to work with pools.
2. You may need to review how to author different question types. Refer to the Question Pools section of the tutorials, as needed.
3. Other valuable information that you may want to review is (optional reading):
   - How to attach files to questions
   - Offline authoring of tests (No need to try it now. It's good for you to know of this efficient functionality)

What to Do:

Step 1: Author Questions in Your Pools

1. Go to Question Pools and click on your "**Quiz 1**" pool.

- Add 2 or 3 objective questions. Explore adding different question types, such as fill-in-the blank, multiple choice, etc.
- Include hints & feedback for some of the questions. Check Shuffle on the choices (answer key) of multiple choice questions.
- Return to the home page of your pools. Click on the title of the Quiz 1 pool and then click on *Edit Pool Properties* (hot link above the questions). Add 5 points for the value of each of your questions. Click on Done to save your changes.

2. Create a NEW Pool. Call it **"Mid-Term."** Give it 100 points.

- Add two or more sample essay questions to this pool.
- Choose inline or attachment as the submission.

3. Go to your "**Course Evaluation**" pool. You will practice adding more Survey questions.

a. Add a likert-scale question. (i.e. I would recommend this class to others. Yes / No)

b. Add at least one multiple-choice question. Check it as a survey! (Example: The instructor was: a) always available, b) sufficiently present, c) rarely available, d) not available)

c. Add at least two essay survey questions, like the following (it's OK to use these).

- How are the course tasks helping you learn?). Check it as a survey!
- What remains unclear for you in this topic? Check it as a survey!

Feel free to create additional pools.

Step 2: Finalize Your Assessments

1. Click on your **Quiz 1** assessment.

   a) Click on Draw and enter 2 in your Quiz 1 pool to draw randomly two questions from it.Click on Done.

   b) Click on Select and choose one more question from your Quiz 1 pool.

   c) Take a look at the total point value. Adjust the point values of the questions, if you'd like.

   d) Experiment with the order of the questions and draw of your quiz.

   e) Save your work and click on Done to return to the list of assessments.

2. Add a NEW assessment. Select "Test" under assessment type.

   a) Title it "**Mid-Term Exam**."

   b) Click on *Select* and choose one **essay question** from your "**Mid-Term**" pool.

   c) Click on *Select* again and choose an **ESSAY 'type' SURVEY** question from your "Course Evaluation" pool.

3. Click on your "**Course Evaluation**" assessment. Click on ***Select*** and choose some of your course evaluation questions.

Step 3: Publish your three assessments

Test drive your assessments. When you are happy with them, check the boxes in front of their titles (under Assessments), and click on the Publish button at the menu bar. This will make them visible to your student. You will practice submitting them in the next section.

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14. Student View of Assessments

Goals:

- Experience the student side of test-taking and submitting assignments.

Preparation:

- Review the tutorial on the student view of Assignments, Tests and Surveys.

What to Do:

1. Make sure that your three assessments are published and are accessible (check your open dates).
2. Log out from your instructor account and log on with your fake student account (using the email address as the userid and the password that was emailed to that account).
3. Take all three assessments: quiz, course evaluation, and mid-term. It doesn't matter how you answer these. You won't be judged on the content or answers. It's for practice!

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15. Grading Assessments

Goals:

- Learn how to grade assessments.

Preparation:

1. Review the following sections in the tutorials to learn how grading and scoring works.
   - Grading student submissions
   - Grading questions and assignments efficiently
   - Grading essays
   - Reviewing summary of class submissions
2. Go to YOUR practice site and complete the tasks outlined below.

What to do:

For the hands-on portion of this assignment, you will grade assessments.

1. Log on with your instructor account and go to your practice site.
2. Go to AT&S and click on Grading.
3. Practice grading the three submissions, commenting and giving scores. (Try the 'Grade Questions' workflow with the mid-term!)
4. Make sure to check out the "Summary of Data" link for all three!

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16. Gradebook

Goals:

Get acquainted with the gradebook.

What to Do: :

1. Review the following sections of the tutorials:
   - How the gradebook works
   - Review other tutorials about the gradebook, if you are curious.

No Practice site tasks for this module.

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17. Activity Meter

Goals:

Learn how to use the data available in Activity Meter to promote student success and retention. Activity Meter may be boring in your Practice Site since you have just one student. It will be very valuable in your real classes.

Preparation:

Read the following sections of the tutorials:

- What is Activity Meter?
- How does Early Alert work?
- How can I see all of a student's activity?

What to Do:

1. Go to your Practice site and click on Activity Meter.
2. Click on your fake student's name and review what he / she has completed. Activity Meter allows you to see all of a student's work in one page. What you see when you click on a student's name is their Course Map view.

3. Click on the rest of the views of Activity Meter to explore what's available.

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18. My Workspace

Goals:

- Familiarize yourself with the options and features available in your My Workspace.

Preparation:

1. Read the tutorial that offers an overview of My Workspace.

What to do:

Go to your My Workspace and check out the items outlined below.

1. In the Preferences area, choose if and how often you want to receive email notifications.
2. Under Customize Tabs, change the order of how your course tabs appear on your navigation bar. Save!

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19. Chat

Goals:

Learn how to use the Chat tool and consider possible uses of it for your classes.

Preparation:

- Review the tutorial on the Chat tool.
- Go to your Practice site (click on the Tab) and investigate the Chat Room.

To Do So:

1. Go to the Chat Room of Etudes 101 and then click on Chat Room).
2. Go ahead and post something even if nobody is there. It's good practice. Note that you can delete your own posts, but not anybody else's.

No Practice site tasks for this module.

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20. Final Thoughts & Closure

Goals:

- Reflect on your overall experience as a instructor and student in this training workshop.
- Reflect on your learning of the Etudes system's features, functionality and tools.

Final Tasks:

While in the Etudes 101 site, complete the following:

1. Go to Assignments, Tests & Surveys
    a. Take the Final Test
    b. Complete the Exit Feedback Survey.
2. Go to the Discussion area and post your final thoughts about this course and learning experience.

~ The end... ~