

# Instructor Guide



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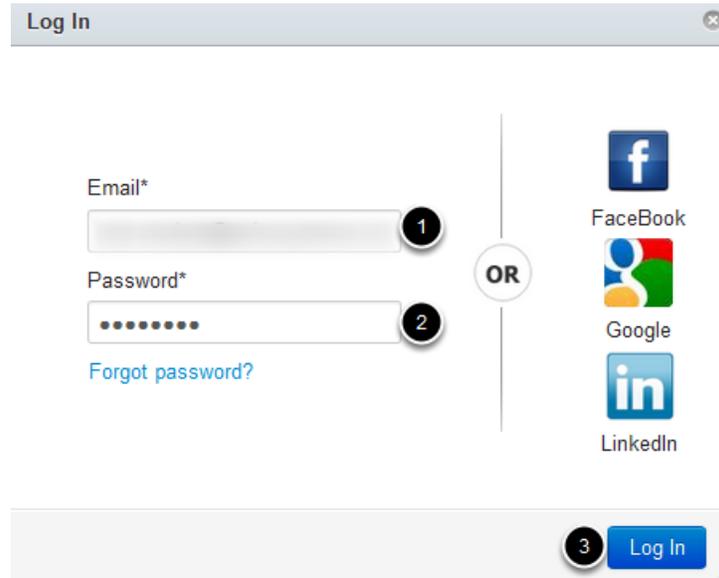
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## How do a teacher logs in to Open LMS?

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A Teacher can log in to the Sublime LMS using the username and password . The steps for **Registration Confirmation** and **Password Setup** is similar to that of the students registration. The only difference is teacher will have more rights and permissions to create and modify the course, users and permissions for a certain extent.

### Log In to Open Lms



The screenshot displays a login form titled "Log In" with a close button (X) in the top right corner. On the left side, there are two input fields: "Email\*" with a circled "1" next to it, and "Password\*" with a circled "2" next to it. Below the password field is a link that says "Forgot password?". To the right of the input fields is a vertical line with a circle containing the word "OR". Further right are three social media login options: Facebook (with its logo and the text "FaceBook"), Google (with its logo and the text "Google"), and LinkedIn (with its logo and the text "LinkedIn"). At the bottom right of the form is a blue "Log In" button with a circled "3" next to it.

Enter your email address [1] and password [2]. Click on the Log In button [3].

**Note:** Students need to be invited or enrolled through an institution to access a course.

### Accessing my personal settings



The screenshot shows a horizontal navigation menu with a dark grey background and white text. The items in the menu are "Course Library", "Dashboard", "Amelia Earhart.", "Inbox", "Settings", and "Logout".

The user can do the following in their personal settings page. You need to click the help corner present in the Arrivu LMS

- add a Profile picture
- change their display name
- adjust Notification Preferences
- upload Files
- create ePortfolios
- adjust user settings

## How do I log in?

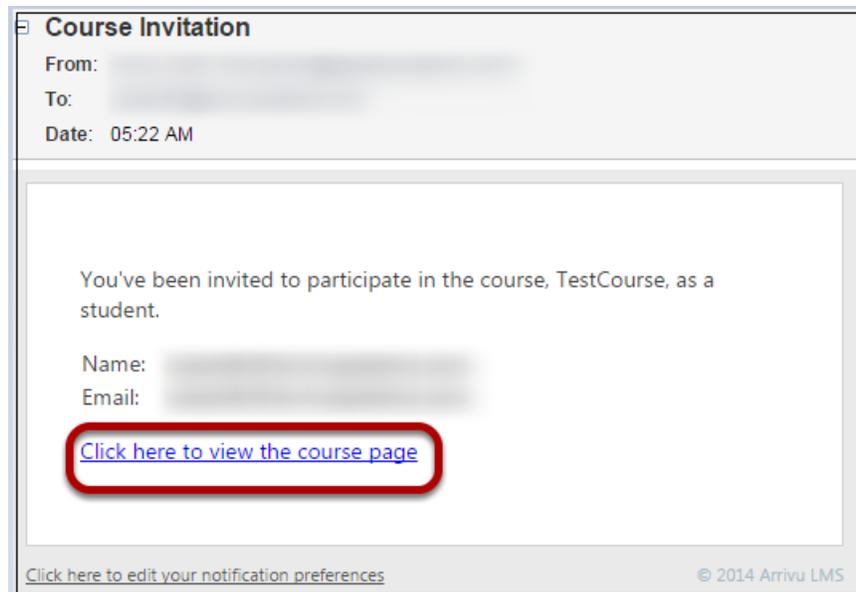
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This lesson will show you how to log in to Arrivu LMS from an internet browser. If you are using Arrivu LMS with an institution, you will log in either from your institution's webpage or by using their direct Arrivu LMS URL. You can also log in to Arrivu LMS on the Arrivu LMS Mobile apps.

You must have an account to log in to Arrivu LMS:

- If you are associated with an institution using Arrivu LMS and do not know your username and password, please contact your site administrator.
- If you do not yet have an account, learn how to create a Arrivu LMS account as a student or instructor.

### View Course Invitation



If you do not know your institution's URL, you can find a link to the page in your course invitation email by clicking the **Click here to view the course page** link.

## Login to Arrivu LMS

The screenshot shows the login interface for Arrivu LMS. At the top, there is a grey bar with the text "Log In" and a close icon. Below this, the login form is divided into two sections. On the left, there are two input fields: "Email\*" (callout 1) and "Password\*" (callout 2). Below the password field is a blue link that says "Forgot password?". In the center, there is a vertical line with a circle containing the text "OR". On the right, there is a vertical list of social media login options: Facebook (callout 4), Google, and LinkedIn. At the bottom of the form, there is a blue "Log In" button (callout 3).

Enter your **email address** [1] and **password** [2]. Click the **Log In** button [3]. If you have social network's account, click the Link you want to login [4].

## What is the Dashboard?

The Dashboard is the first thing you will see when you log into your account. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.

### The Dashboard

The screenshot shows the ARRIVU dashboard interface. At the top, there is a navigation bar with the ARRIVU logo and the text "Next Generation Learning". To the right of the logo are several navigation items: "Courses & Groups", "Grades", "Calendar", and "LeaderBoard". Further right, there is a user profile section with "Course Library", "Dashboard", "Alexa Vega", "Inbox 8", "Settings", and "Logout". A red box highlights the top navigation bar, with a callout '1' pointing to the "Dashboard" link. Below the navigation bar, the dashboard is divided into two main sections. The left section is titled "Recent Activity" and contains a list of notifications: "10 Announcements" (with a callout '1'), "1 Conversation Message", "29 Assignment Notifications", and "17 Discussions" (with a callout '3'). The right section is titled "To Do" and contains a list of tasks: "Grade Question Banks", "Grade Permissions", "Grade physical layer", "Grade Assignment - percentage", and "Grade Assignment - letter grading". A callout '2' points to the "Grade Permissions" task. Below the "To Do" section, there is a "Coming Up" section with a "View Calendar" link and a "Start a New Course" button. A red box highlights the "Recent Activity" and "To Do" sections, with callouts '2' and '3' pointing to specific items.

The Dashboard consists of three main elements:

1. Global Navigation across the top of the page,
2. the Sidebar with various types of feeds, and
3. the Global Stream, which comprises the main body of the page.

The Dashboard is designed to answer the questions, "What is going on in all of my courses?" and "What do I need to do next?"

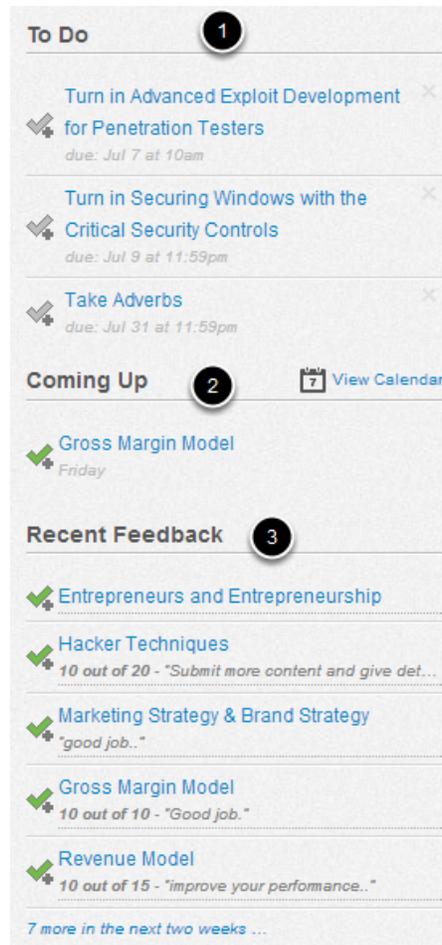
### Global Navigation

Courses & Groups ▾ 1 Grades 2 Calendar 3 LeaderBoard 4

The Global Navigation directs users to menus or pages that display:

1. all of a user's courses
2. all of a user's Grades,
3. the Calendar and
4. the Leader Board.

These four menus and pages will display different items depending on whether you are a student or an instructor. Under Grades, for example, Instructors will see Grades for all students and students will see their assignments grades in courses.



The Sidebar contains three helpful feeds:

1. The To Do feed lists the next five assignments you need to turn in (if you are a student) or need to grade (if you are an instructor). Assignments will still show up in this list even if they are past due. Click the links to go directly to the Assignments page.
2. The Coming Up feed lists the next five assignments or events coming due in the next week.
3. The Recent Feedback feed lets students know when their instructor has left a comment or a grade for one of their submissions. The same feed will let instructors know when students have left comments about work they have evaluated. This feed helps students and instructors keep the conversation alive around Assignments.

## Global Stream

### Recent Activity

---

 **1 Announcement**  
DBMS

---

 **1 Conversation Message**  
Student

---

 **30 Assignment Notifications**  
DBMS and TCSM1

---

 **2 Discussions**  
DBMS

[SHOW MORE ▼](#)

The Global Stream contains a stream of recent activity from all of your courses. There are announcements, discussions, assignment notifications, and conversations. This activity stream helps students and teachers to stay on top of what is going on in the course and allows them to easily ask questions and post to discussion forums. You can view the details of each section by hovering in the section area and clicking the **Show More** button.

## Return to Dashboard



Click the **Dashboard** link in the help corner to return to your Dashboard.

## How do I use the Dashboard?

Dashboard is arranged into categories such as Announcements, Assignments, Discussions, Conversations and other Notifications.

### View the Dashboard

The screenshot displays the ARRIVU dashboard interface. At the top left is the ARRIVU logo with the tagline "Next Generation Learning". To the right of the logo are navigation links: "Courses & Groups", "Grades", "Calendar", and "LeaderBoard". A secondary navigation bar at the top right contains "Course Library", "Dashboard", "Alexa Vega", "Inbox 8", "Settings", and "Logout".

The main content area is divided into two columns. The left column, titled "Recent Activity", lists four categories of activity:

- 10 Announcements**: ST125, WD875, ES245, Web, and 1 more...
- 1 Conversation Message**: Mathew
- 29 Assignment Notifications**: WD875, ES245, Entrepreneurial, Web, and 4 more...
- 17 Discussions**: ST125, ES245, BC345, Web, and 1 more... (highlighted in blue with a "SHOW MORE" link)

The right column contains two sections:

- To Do**: A list of tasks with checkboxes and "X" icons for removal:
  - Grade Question Banks (1 needs grading)
  - Grade Permissions (1 needs grading)
  - Grade physical layer (2 need grading)
  - Grade Assignment - percentage (1 needs grading)
  - Grade Assignment - letter grading (1 needs grading)A "15 more..." link is provided below the list.
- Coming Up**: A section with a calendar icon and "View Calendar" link, containing:
  - Gross Margin Model (Friday)A "Start a New Course" button is located at the bottom of this section.

The Recent Activity stream comprises the main body of the page and lists all recent activity for your courses.

## View the Recent Activity Stream

The screenshot shows a 'Recent Activity' section with four categories:

- 1 Announcement** (DBMS) with a blue indicator '1' and a count '2'. A 'SHOW MORE' link is visible.
- 1 Conversation Message** (Student) with a blue indicator '1' and a count '1'.
- 30 Assignment Notifications** (DBMS and TCSM1) with a count '3'. The number '30' is circled in red.
- 2 Discussions** (DBMS).

Red arrows point from the blue indicator '1' in the first category to the blue indicator '1' in the second category, and from the blue indicator '1' in the second category to the circled '30' in the third category.

Items in the Recent Activity Stream are listed in categories such as Announcements, Assignment Notifications, Discussions, etc. The total number of activities are indicated by the number next to the category name [1]. New or unread activities are shown by the blue indicator number [2].

## Expand Recent Activity Categories

This screenshot is similar to the previous one but highlights the 'SHOW MORE' link for the '2 Discussions' category, which is circled in red.

To view the details of a category, hover over that category and click the **Show More** link.

## Remove Recent Activities

 **30 Assignment Notifications**  
DBMS and TCSM1

 [DBMS](#) Assignment Created - What do you know about data mining data warehousing?, Database Management System Nov 1 at 2:31pm 

[DBMS](#) Assignment Changed: DBMS Assignment 2, Database Management System Nov 1 at 12:08pm

[DBMS](#) Assignment Changed: DBMS Assignment 2, Database Management System Nov 1 at 12:07pm

[DBMS](#) Assignment Created - SQL Quiz3, Database Management System Oct 30 at 9:47am

[DBMS](#) Assignment Created - SQL QUIZ 3, Database Management System Oct 30 at 9:45am


You can directly access your recent activities by clicking the **course link** [1]. Recent activities can be removed by clicking the **X icon** [2].

## Collapse Recent Activity Categories

**30 Assignment Notifications**  
DBMS and TCSM1 [SHOW LESS ▲](#)

[DBMS](#) Assignment Created - What do you know about data mining data warehousing?, Database Management System Nov 1 at 2:31pm

[DBMS](#) Assignment Changed: DBMS Assignment 2, Database Management System Nov 1 at 12:08pm

[DBMS](#) Assignment Changed: DBMS Assignment 2, Database Management System Nov 1 at 12:07pm

[DBMS](#) Assignment Created - SQL Quiz3, Database Management System Oct 30 at 9:47am

[DBMS](#) Assignment Created - SQL QUIZ 3, Database Management System Oct 30 at 9:45am

<://tcs.lms.com/#>

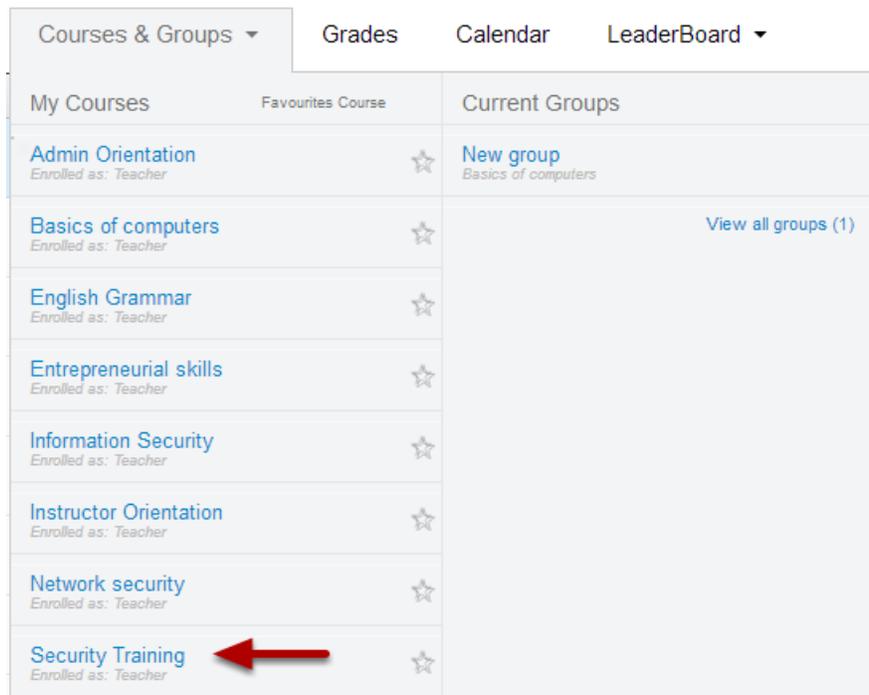
To collapse the details of a category, hover over that category and click the **Show Less** link [1].

## How can I change the Course Home Page Layout?

---

As a teacher you can change the Homepage Layout of the Course. The course appears with the layout which is set by the teacher to the students

### Open Course



The screenshot shows a user interface for course management. At the top, there are navigation tabs: 'Courses & Groups' (selected), 'Grades', 'Calendar', and 'LeaderBoard'. Below these, there are two main sections: 'My Courses' and 'Current Groups'. The 'My Courses' section lists several courses, each with a star icon for favorites. A red arrow points to the 'Security Training' course. The 'Current Groups' section shows a 'New group' button and a 'View all groups (1)' link.

My Courses	Favourites Course	Current Groups
<a href="#">Admin Orientation</a> <small>Enrolled as: Teacher</small>	☆	<a href="#">New group</a> <small>Basics of computers</small>
<a href="#">Basics of computers</a> <small>Enrolled as: Teacher</small>	☆	<a href="#">View all groups (1)</a>
<a href="#">English Grammar</a> <small>Enrolled as: Teacher</small>	☆	
<a href="#">Entrepreneurial skills</a> <small>Enrolled as: Teacher</small>	☆	
<a href="#">Information Security</a> <small>Enrolled as: Teacher</small>	☆	
<a href="#">Instructor Orientation</a> <small>Enrolled as: Teacher</small>	☆	
<a href="#">Network security</a> <small>Enrolled as: Teacher</small>	☆	
<a href="#">Security Training</a> <small>Enrolled as: Teacher</small>	☆	

Select the course from the course list. You will see the Course Home Page when you open the course course.

## View Course Home Page

🏠 > ST125

### Security Training

[Change Home Page Layout](#) | [See Course Stream](#)

Last edited by Alexa Vega about 1 month ago

[Page history](#)

### Security Training with the Critical Security Controls



#### Week 1 : Introduction

For those just starting the course, Welcome! Please take a few minutes to read the [week 1 Announcement](#) so that you clearly understand the course. It will also be useful to review the [Course syllabus](#).

After entering the course homepage, click the Change Home Page Layout link.

## Open Home Page Layout Drop Down Menu

### Set Home Page Layout

When people visit the course page, show them

the Assignments with Syllabu

the Recent Activity Dashboard  
a Page I'll Design Myself  
the Course Modules/Sections  
the Assignment List  
the Assignments with Syllabus

The **syllabus view** lets you write up a description of course assignments and course events.

Update Layout

Cancel



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Open the Home Page Layout drop down menu

### Select Home Page Layout

Click on the home page layout you prefer.

Your choices for the home page include:

1. Recent Activity Dashboard,
2. a Page I'll Design Myself,
3. the Course Modules/Sections,
4. the Assignment List,
5. or the Assignments with Syllabus.

## Update Layout

Once you select the layout you prefer, select the Update Layout button to save the changes made to the Course Home Page.

### 1. Recent Activity Dashboard

[Change Home Page Layout](#)

#### Recent Activity in IBMMS1



##### 12 Assignment Notifications

Assignment Due Date Changed: Python and programming diagnostic, Artificial Intelligence	Aug 1 at 5:16pm
Assignment Due Date Changed: Python and programming diagnostic, Artificial Intelligence	Aug 1 at 2:12pm
Assignment Due Date Changed: Python and programming diagnostic, Artificial Intelligence	Aug 1 at 2:12pm
Assignment Due Date Changed: Basic search (breadth-first search, depth-first search, hill climbing, beam search), optimal search (branch and bound, A*), graph heuristics, Artificial Intelligence	Aug 1 at 2:11pm
Assignment Due Date Changed: Recent Changes in IT Industry, Artificial Intelligence	Aug 1 at 2:11pm
Assignment Due Date Changed: Constraint satisfaction problems, learning algorithms (k-nearest neighbors, decision trees), Artificial Intelligence	Aug 1 at 2:10pm
Assignment Changed: Connect Four game search (alpha-beta search, a better evaluation function), Artificial Intelligence	Aug 1 at 2:10pm
Assignment Due Date Changed: Connect Four game search (alpha-beta search, a better evaluation function), Artificial Intelligence	Aug 1 at 2:10pm
Assignment Due Date Changed: Connect Four game search (alpha-beta search, a better evaluation function), Artificial Intelligence	Aug 1 at 2:10pm
Assignment Due Date Changed: Connect Four game search (alpha-beta search, a better evaluation function), Artificial Intelligence	Jul 31 at 6:32pm
Assignment Created - No Title, Artificial Intelligence	Jul 31 at 6:28pm
Assignment Due Date Changed: Connect Four game search (alpha-beta search, a better evaluation function), Artificial Intelligence	Jul 31 at 3:48pm



##### 1 Discussion

Recent Changes in IT Industry	Aug 1 at 2:11pm
-------------------------------	-----------------

The Communication Stream lets participants see the most recent conversations, notifications and interactions for this course. It is very similar to the dashboard page where users first log in, but only shows content for the specific course.

## 2. A Page I'll Design Myself

### Artificial Intelligence

[Change Home Page Layout](#) | [See Course Stream](#)

Last edited by arrivu.teacher@gmail.com less than a minute ago

[Page history](#)



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A Page I'll Design Myself allows instructors to design your the course homepage and include links, images or rich media.

## 3. View the Course Modules/Sections

### Course Modules

[View Progress](#)

[Create a Module](#)

↑ ↓	Problem Solving	☰ ⚙️
↑ ↓	 MIT6_034F10_tutor02.pdf	◀ ▶ ✎ ✕
	 MIT6_034F10_assn0.pdf	
	Connect Four game search (alpha-beta search, a better evaluation function)	Aug 4 20 pts
	AI Quiz 1	
	Constraint satisfaction problems, learning algorithms (k-nearest neighbors, decision trees)	Aug 4 20 pts
↑ ↓	Logical Reasoning	☰ ⚙️
	 MIT6_034F10_tutor03.pdf	
	 MIT6_034F10_tutor04.pdf	
	 MIT6_034F10_tutor05.pdf	
	Constraint satisfaction problems, learning algorithms (k-nearest neighbors, decision trees)	Aug 4 20 pts
	Neural nets, boosting	Jul 24 20 pts
	AI Quiz 2	
Prerequisites:	<span>Problem Solving</span> ✕	
↑ ↓	Planning	☰ ⚙️
	 MIT6_034F10_tutor06.pdf	
	 MIT6_034F10_assn2.pdf	

The Course Modules/Sections allows instructors to organize the course into modules or sections. This layout is probably best for courses that aren't based on a specific schedule like a term or semester.

## 4. View the Assignment List

### Past Assignments

[Change Home Page Layout](#) | [See Course Stream](#)

<a href="#">Forward chaining, rule systems, backward chaining ...</a>	Jul 19 at 12:29am	out of 20
<a href="#">Neural nets, boosting</a>	Jul 24 at 12:29am	out of 20
<a href="#">Constraint satisfaction problems, learning algorithm...</a>	Aug 4 at 1:29am	out of 20
<a href="#">Connect Four game search (alpha-beta search, a bet...</a>	Aug 4 at 2:59am	out of 20
<a href="#">Recent Changes in IT Industry</a>	Aug 5 at 12:59am	out of 10
<a href="#">Basic search (breadth-first search, depth-first searc...</a>	Aug 5 at 1:29am	out of 20
<a href="#">Python and programming diagnostic</a>	Yesterday at 1:59am	out of 20

The Assignment List shows the list of assignments for the course with upcoming and recent assignments at the top of the page.

## 5. View the Assignments with Syllabus

### Artificial Intelligence

[Change Home Page Layout](#) | [See Course Stream](#)

[Jump to Today](#)

CS2351 ARTIFICIAL INTELLIGENCE L T P C  
3 0 0 3

#### AIM:

To learn the basics of designing intelligent agents that can solve general purpose problems, represent and process knowledge, plan and act, reason under uncertainty and can learn from experiences

#### UNIT I PROBLEM SOLVING 9

Introduction - Agents - Problem formulation - uninformed search strategies - heuristics - informed search strategies - constraint satisfaction

#### UNIT II LOGICAL REASONING 9

Logical agents - propositional logic - inferences - first-order logic - inferences in firstorder logic - forward chaining - backward chaining - unification - resolution

#### UNIT III PLANNING 9

Planning with state-space search - partial-order planning - planning graphs - planning and acting in the real world

Date	Day	Details	
Jul 19	Fri	<a href="#">Forward chaining, rule systems, backward chaining and goal trees</a>	due by 12:29am
Jul 24	Wed	<a href="#">Neural nets, boosting</a>	due by 12:29am
Aug 5	Mon	<a href="#">Recent Changes in IT Industry</a>	due by 12:59am
		<a href="#">Basic search (breadth-first search, depth-first search, hill climbing, beam search), optimal search (branch and bound, A*), graph heuristics</a>	due by 1:29am
Aug 6	Tue	<a href="#">Python and programming diagnostic</a>	due by 1:59am
Aug 9	Fri	<a href="#">Connect Four game search (alpha-beta search, a better evaluation function)</a>	due by 3:59am

The Assignments with Syllabus allows instructors to write up a description of course expectations or introduce the course with links, images, etc. It then shows a calendar view of all assignments and course events.

## How do I logout?

---

### Logout of my account



Click the **Logout** link [1]. You will be returned to the login page.

## What are announcements?

---

Announcements allow you to communicate with your students about course activities and post interesting course-related topics.

### View Announcements

The screenshot shows the 'Announcements' page for course 'ST125'. At the top, there is a breadcrumb trail: 'Home > ST125 > Announcements'. Below this is a search bar with the placeholder text 'Search title, body, or author', an 'Unread' button, an RSS feed icon, and a blue button labeled 'Make an announcement'. The main content area displays two announcements by 'Alexa Vega':

- Security training course features** (dated Jun 16, 2014): 'Classes are Convenient - Most classes meet two evenings a week over several weeks, mini...'
- Security training Live classes** (dated Monday): 'Simply log in at the scheduled times and join your instructor and classmates in an interactive...'

Announcements are used to communicate with students about the logistics of your course.

In Arrivu LMS, you have the option of feeding posts from your blog or other information sources directly into your Announcements page using RSS. RSS feeds can be filtered by keyword to prevent irrelevant content from entering the course. Students who use RSS readers can subscribe to course Announcements outside of Arrivu LMS.

### When would I use Announcements?

The screenshot shows a vertical navigation menu for the course 'Java'. The menu items are: Home, Announcements, Assignments, Forum, Grades, People, and Pages. The 'Announcements' item is highlighted with a red rounded rectangle.

Use Announcements to:

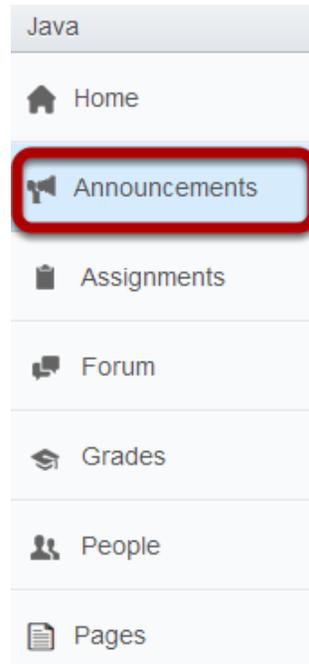
1. Remind your students what they need to accomplish to stay on track.
2. Point students to internal and external resources that will help them achieve course Outcomes.
3. Leave a message for the entire class with video or audio comments.
4. Celebrate student success and important events that may be of interest to your students.
5. Feed a custom RSS feed related to the topic of the course to your students.
6. Automatically share blog posts written by your students on Wordpress, Blogger, etc. with custom RSS feeds.

## How do I use the Announcements Index Page?

---

The Announcements Index Page allows you to view, filter, and make new announcements for your course.

### Open Announcements



Click the **Announcements** link in course navigation.

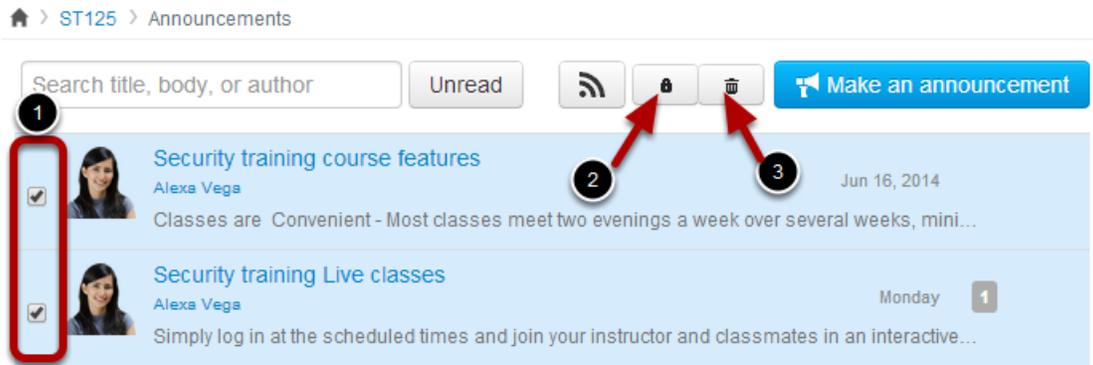
### Filter Announcements



There are a few ways to filter Announcements:

1. Search for a announcement by typing a **announcement title**, a **user name**, or a **keyword** in the Search title, body, or author field.
2. Click the **Unread** button to hide all read announcement and view only the unread announcements.

## Perform Bulk Actions



Click the **checkbox next to the announcement** to apply a bulk action such as locking or deleting [1].

Click the **Lock** button to close all selected announcements to comments [2].

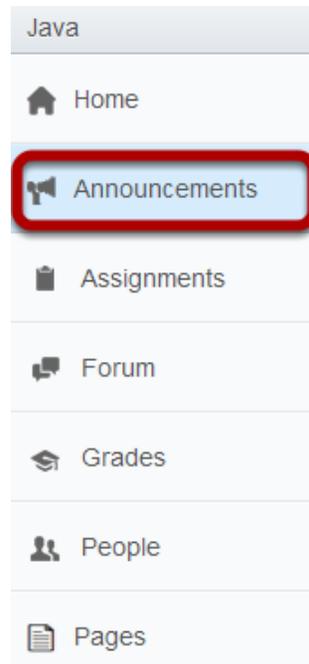
Click the **Trash** button to delete all selected announcements [3].

## How are Announcements listed?

---

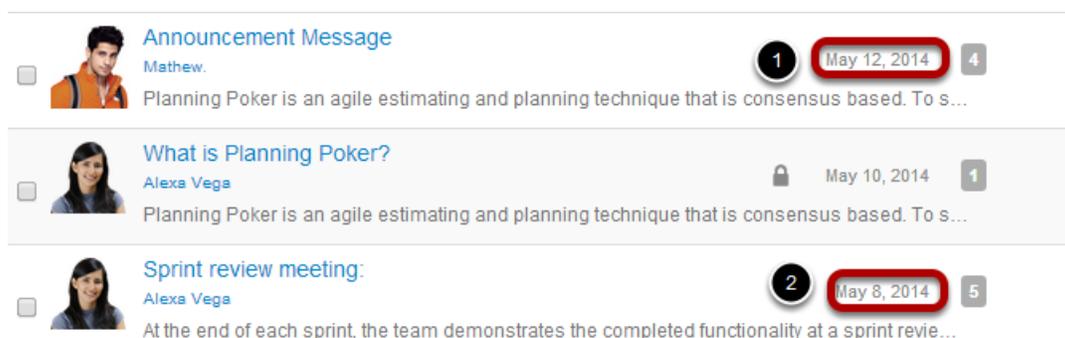
Announcements are listed in reverse chronological order, with the newest appearing at the top.

### Open Announcements



Click the **Announcements** link.

### View Announcements



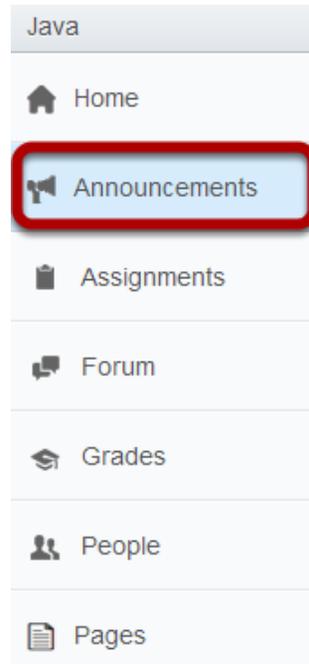
Announcements are listed in reverse chronological order with the **newest appearing first** [1] and the older Announcements appearing towards the bottom [2].

## How do I make an Announcement?

---

Announcements are simple to make in Arrivu LMS.

### Open Announcements



Click the **Announcements** link.

### Make Announcement

🏠 > ST125 > Announcements

Search title, body, or author

Unread



**Make an announcement**

Click **Make Announcements** button.



## View Announcement

Home > ST125 > Announcements > Meeting

Unread



Edit



**Meeting**

Alexa Vega

Jun 27 at 10:18am

Students,

All are Meet me in our department Lab at 10:00am for meeting about the coming Laboratory Experiments.

Reply

Once you save the announcement, it will show up on the announcements page.

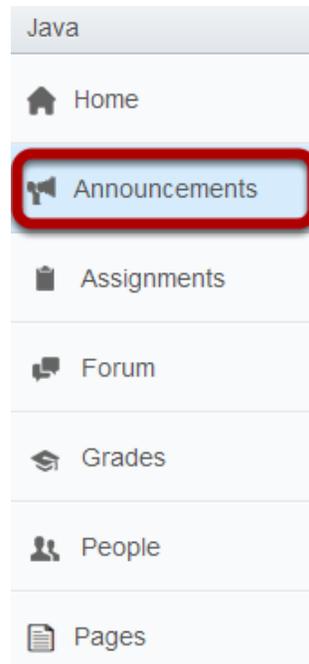
## How do I edit an Announcement?

---

If you forgot to add something to your announcement, you can easily edit and add more information.

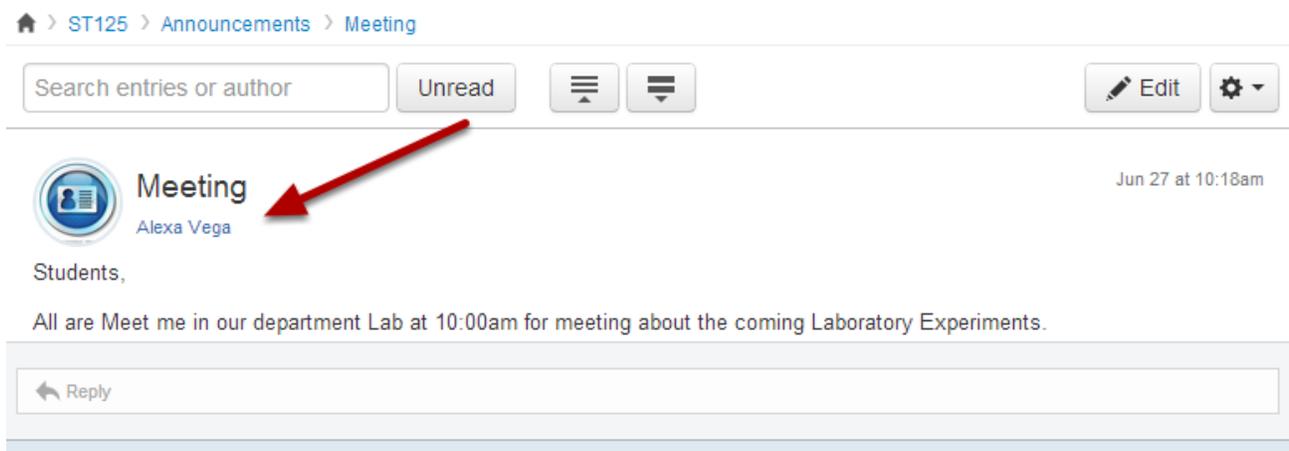
**Note:** Editing an announcement will create a notification on the Global Dashboard and Course Activity Stream.

### Open Announcements



Click the **Announcements** link.

### View Announcement

A screenshot of an announcement view. At the top, there is a breadcrumb trail: Home > ST125 > Announcements > Meeting. Below this is a search bar with the text 'Search entries or author', an 'Unread' button, and two menu icons. To the right are 'Edit' and 'Settings' buttons. The main content area shows an announcement titled 'Meeting' by 'Alexa Vega' with a red arrow pointing to the title. The announcement text reads: 'Students, All are Meet me in our department Lab at 10:00am for meeting about the coming Laboratory Experiments.' The date 'Jun 27 at 10:18am' is shown to the right. At the bottom, there is a 'Reply' button.

Click the **title of the Announcement** to open the Announcement.

## Click Edit

Home > ST125 > Announcements > Meeting

Search entries or author

Unread



 Edit



### Meeting

Alexa Vega

Jun 27 at 10:18am

Students,

All are Meet me in our department Lab at 10:00am for meeting about the coming Laboratory Experiments.

Reply

Click the **Edit** button

## Edit Announcement

Home > ST125 > Announcements > Meeting > Edit

Meeting for Security Training Students

Switch Views

**B** *I* U                          

Students,

All are Meet your staff in our department Lab Sharply at 10:00am for meeting about the coming Real time Laboratory Experiments.

Attachment  No file chosen

- Options
- Delay posting
  - Users must post before seeing replies
  - Enable podcast feed

Save

Edit the necessary announcement fields.

If you want to change any of the Announcement Options, check or uncheck the **appropriate boxes**. For example, to remove a podcast feed, uncheck the Enable podcast feed checkbox.

## Save Announcements

Save

Click the **Save** button to post the announcement.

## View Announcement

Home > ST125 > Announcements > Meeting for Security Training Students

Search entries or author

Unread



Edit



### Meeting for Security Training Students

Jun 27 at 10:18am

Alexa Vega

Students,

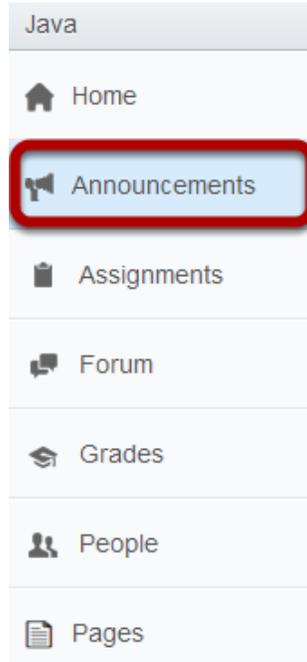
All are Meet your staff in our department Lab Sharply at 10:00am for meeting about the coming Real time Laboratory Experiments.

Reply

View the Announcement.

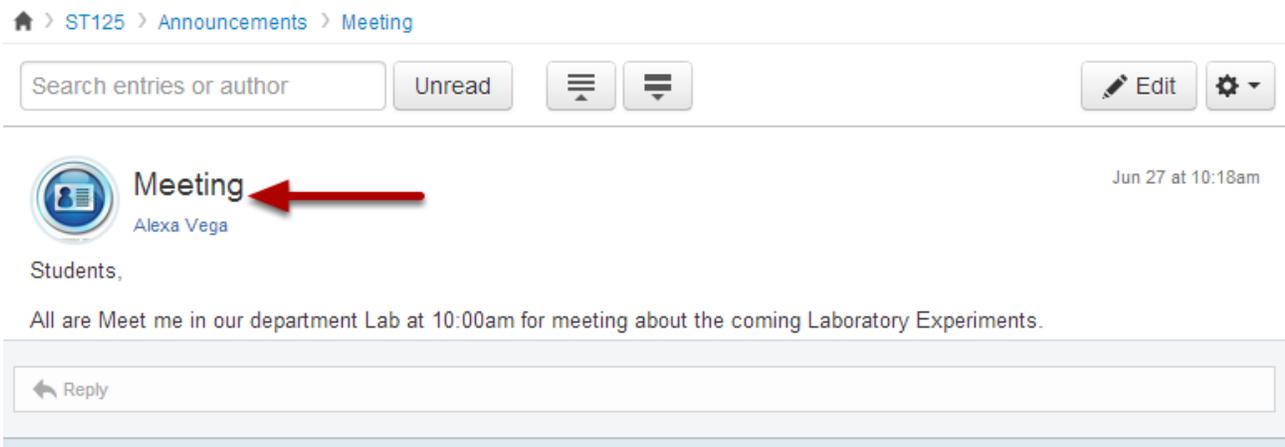
## How do I delete an Announcement?

### Open Announcements



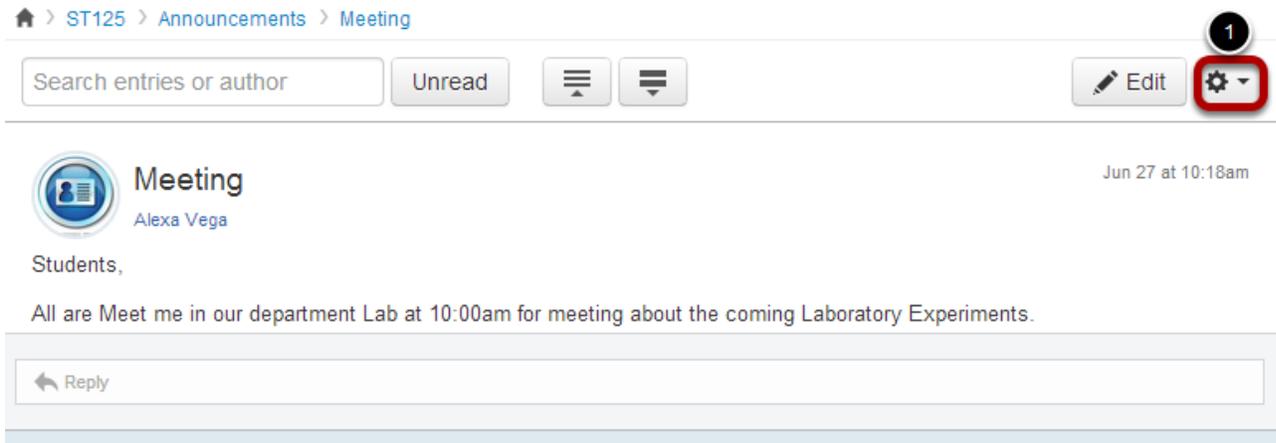
Click the **Announcements** link.

### View Announcement



Click the **title of the Announcement** to open the Announcement.

## Click Settings Icon



Home > ST125 > Announcements > Meeting

Search entries or author Unread [Menu] [Menu] Edit [Settings icon]

**Meeting**  
Alexa Vega Jun 27 at 10:18am

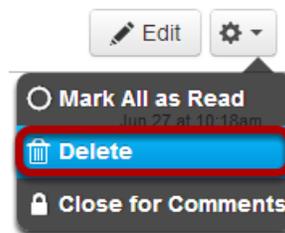
Students,

All are Meet me in our department Lab at 10:00am for meeting about the coming Laboratory Experiments.

Reply

Click the **Settings** icon to open the dropdown menu [1].

## Delete Announcement

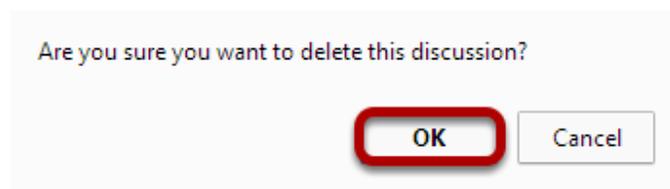


Edit [Settings icon]

- Mark All as Read Jun 27 at 10:18am
- 🗑 Delete**
- 🔒 Close for Comments

Click **Delete**. A popup window will appear in your browser.

## Confirm Deletion



Are you sure you want to delete this discussion?

**OK** Cancel

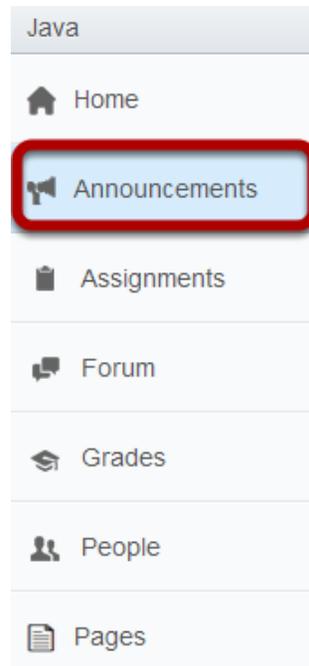
Click the **OK** button to delete the announcement.

## How do I add an external (RSS) feed to my Announcement?

---

You can add an external (RSS) feed to your announcements for users to read. RSS, also known as Rich Site Summary or Really Simple Syndication, is a web feed format that publishes frequently updated information from external websites such as blogs, news headlines, audio, and video. RSS feeds benefit users who want to receive timely updates from favorite websites or to aggregate data from many sites.

### Open Announcements



Click the **Announcements** link.

### Locate Add External Feed Link



In the sidebar, click the **Add External Feed** link to add a feed from another website or blog (via Tumblr, Blogger, and/or Wordpress) to the Announcement stream.

## Add a New Feed

**Add a New Feed**

You can automatically add posts from an RSS or Atom feed as announcements for this course. Just paste the feed URL below and any new entries will be added.

Feed URL

--Content to post--

Only add posts with a specific phrase in the title

Add Feed

Paste the **feed URL** into the feed URL field. All new entries from that RSS feed will be added to Announcements.

## Set Content to Post

**Add a New Feed**

You can automatically add posts from an RSS or Atom feed as announcements for this course. Just paste the feed URL below and any new entries will be added.

Feed URL

--Content to post--

--Content to post--

Full article

Truncated

Link only

Select what type of content you would like to post by selecting an option from the **Content to post** drop-down menu.

## Add a New Feed

**Add a New Feed**

You can automatically add posts from an RSS or Atom feed as announcements for this course. Just paste the feed URL below and any new entries will be added.

Full article ▾

Only add posts with a specific phrase in the title **1**

**2**

You also have the option of choosing to add only posts with a specific phrase in the title by selecting the **Only add posts with a specific phrase in the title** checkbox [1]. Indicate which words or phrases you want posts from by typing in the text box below the checkbox. Click the **Add Feed** button [2].

## View External Feeds

**External Feeds** **1**

<http://beta.socrative.com feed> **2** X

Keyword: SRS

[Add External Feed](#)

Now that you have added the RSS feed, it will show up under the external feeds [1]. If you want to delete the external feed, click the **X** [2].

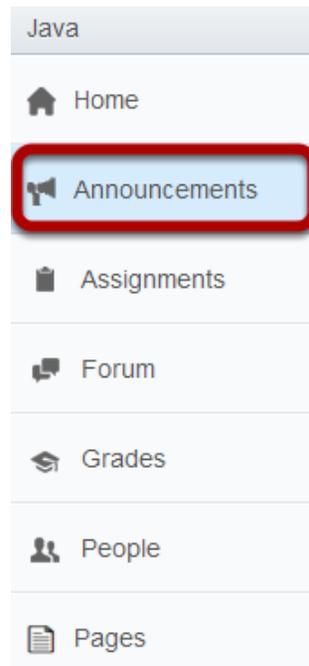
**Note:** You will have to wait until a new post is published on the external (RSS) feed before you can see it on the Announcement feed.

## How do I view an Announcement RSS feed?

---

When set up as part of Announcements, the Announcement RSS Feed displays all posts from Announcements. These posts can be from an announcement or from external RSS feeds on the Announcement Index Page.

### Open Announcements



Click the **Announcements** link.

### Open Announcement Feed



Click the **Announcements (RSS) Feed** button.

## View Announcement Feed



```
<?xml version="1.0" encoding="UTF-8"?>
<feed xmlns="http://www.w3.org/2005/Atom">
  <id>https://lms.arrivuhiring.com/courses/40/announcements</id>
  <title>Security Training Announcements Feed</title>
  <updated>2014-06-27T01:54:27-04:00</updated>
  <link rel="self"
href="https://lms.arrivuhiring.com/courses/40/announcements"/>
  <entry>
    <title>Announcement: Security training Live classes</title>
    <id>tag:lms.arrivuhiring.com,2014-06-
16:/discussion_topics/discussion_topic_310</id>
    <updated>2014-06-25T12:04:34+05:30</updated>
    <published>2014-06-16T13:03:11+05:30</published>
    <link rel="alternate"
href="http://lms.arrivuhiring.com/courses/40/discussion_topics/310"/>
    <author>
      <name>Alexa Vega</name>
    </author>
    <content type="html">&lt;p&gt;&lt;span&gt;Simply log in at the scheduled
times and join your instructor and classmates in an interactive virtual
classroom. Classes typically meet two evenings a week for five or six weeks. No
other Security training, &lt;a id="" title="Security Issue"
href="/courses/40/wiki/security-issuse"&gt;Security Issuse&lt;/a&gt; format
gives you as much time with our top instructors!&lt;/span&gt;&lt;/p&gt;
</content>
  </entry>
  <entry>
    <title>Announcement: Security training course features</title>
    <id>tag:lms.arrivuhiring.com,2014-06-
16:/discussion_topics/discussion_topic_311</id>
    <updated>2014-06-25T12:04:09+05:30</updated>
    <published>2014-06-16T13:04:48+05:30</published>
    <link rel="alternate"
href="http://lms.arrivuhiring.com/courses/40/discussion_topics/311"/>
    <author>
      <name>Alexa Vega</name>
    </author>
  </entry>
</feed>
```

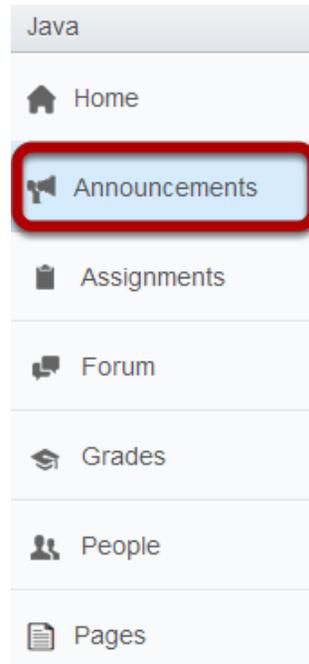
You can use this link to subscribe to the Announcement feed to receive Announcements via a feed reader.

## How do I delay posting an Announcement until a specific date?

---

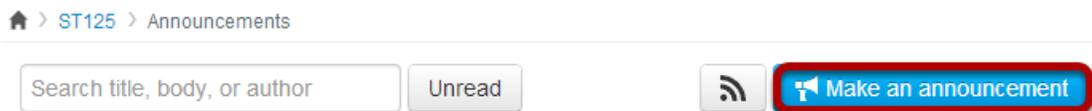
If you want to create announcements to post at a certain date and time, follow these steps.

### Open Announcements



Click the **Announcements** link.

### Make Announcement



Click **Make Announcements** button.



## View Announcement



### Meeting for Security Training Students

Jun 27 at 10:18am

Alexa Vega

Students,

All are Meet your staff in our department Lab Sharply at 10:00am for meeting about the coming Real time Laboratory Experiments.

*This announcement will not be visible to users until \*Jun 30 at 9am\**



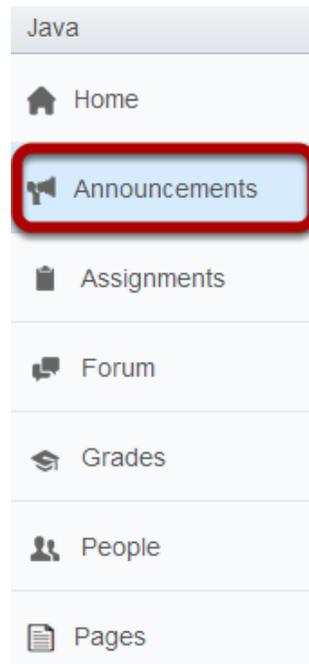
Once you add the Announcement, it will show up on the Announcements page. However, since you delayed the posting, it will have the reminder that "This topic will not be visible to users until DATE at TIME." [1]

## How do I add content to my Announcement?

---

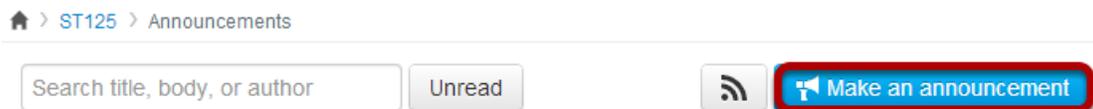
You can add text, images, files, and link to course content in your announcements.

### Open Announcements



Click the **Announcements** link.

### Make Announcement



Click **Make Announcements** button.

**Note:** Students can only create announcements within a group

## Edit Announcement

Home > ST125 > Announcements > Security training Live classes > Edit

Security training Live classes

Switch Views

A rich content editor interface with a red border. It features a toolbar with icons for bold, italic, underline, text color, background color, link, unlink, insert image, insert video, and font size. The text area contains the following text: "Simply log in at the scheduled times and join your instructor and classmates in an interactive virtual classroom. Classes typically meet two evenings a week for five or six weeks. No other Security training, [Security Issue](#) format gives you as much time with our top instructors!". A small circular callout with the number '1' is positioned at the bottom right of the editor.

Attachment  No file chosen

- Options
- Delay posting
  - Users must post before seeing replies
  - Enable podcast feed

Save

### Insert Content into the Page

Links Files Images 2

Link to other content in the course. Click any page to insert a link to that page.

A content selector interface with a red border. It shows a list of course content under the heading "Wiki Pages". The list includes: "Computer And Network Hacker Exploits Part 1", "Front Page", "Ip Sec, Windows Firewall, Dns, And Wireless", "Security Issue", and "Windows Operating System And Applications Hardening". Below this list are several expandable sections: "Assignments", "Quizzes", "Announcements", "Discussions", "Modules", and "Course Navigation". A small circular callout with the number '2' is positioned at the top right of the selector.

Edit the Announcement using the **Rich Content Editor** [1] and **Content Selector** [2].

## Save announcements

Save

Click the **Save** button to post the announcement.

## View Announcements

Home > ST125 > Announcements > Security training Live classes

Unread



Edit



### Security training Live classes

Alexa Vega

Jun 16 at 1:03pm

1

Simply log in at the scheduled times and join your instructor and classmates in an interactive virtual classroom. Classes typically meet two evenings a week for five or six weeks. No other Security training, [Security Issue](#) format gives you as much time with our top instructors!

Reply

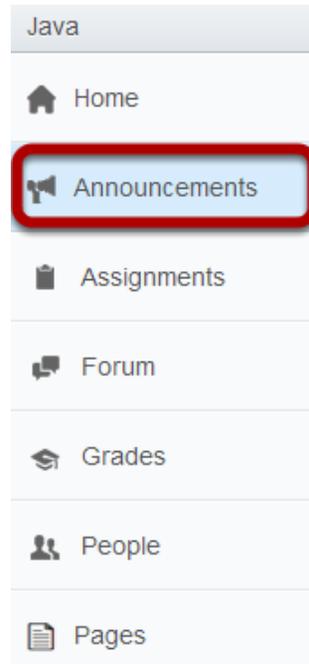
View the announcement.

## How do I attach a file to an Announcement?

---

You can attach files to your announcements for users to download.

### Open Announcements



Click the **Announcements** link.

### Make Announcement

🏠 > ST125 > Announcements

Search title, body, or author

Unread



**Make an announcement**

Click **Make Announcements** button.

**Note:** Students can only create announcements within a group

## Edit Announcement

Home > ST125 > Announcements > Create new

Topic Title 1

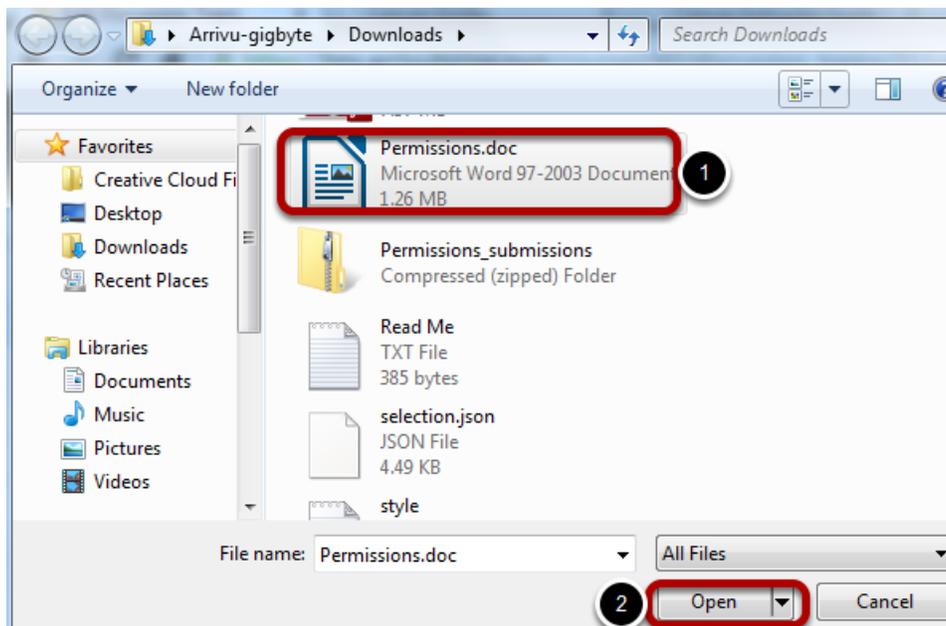
[Switch Views](#)

2

Attachment Choose File No file chosen 3

Type a **title** in the topic title field [1] and write a **message** in the Rich Content Editor [2]. Click the **Choose File** button [3].

## Browse for File



Choose the **file** you want to attach [1]. Click the **Open** button to attach the file to the Announcement [2].

## View Attached File and Create Announcement

Attachment  **Permissions.doc.doc** 1

Options  Delay posting  
 Users must post before seeing replies  
 Enable podcast feed

2

View the attached file [1]. Click the **Save** button [2].

## View Announcement



### Security training course features

Alexa Vega

Jun 16 at 1:04pm

Classes are

- **Convenient** - Most classes meet two evenings a week over several weeks, minimizing the impact upon your work and personal schedules.
- **Engaging** - Live classes are live and interactive, allowing you to ask questions and share experiences with your instructor and classmates.
- **Cost-Effective** - You can save thousands of dollars on travel costs, making vLive an ideal solution for students with limited training budgets or travel bans.
- **Repeatable** - Live classes are recorded and placed in an online archive in case you miss a session or just wish to view the material again at a later date.
- **Complete** - You will receive the same books and course materials that conference students receive.

1402982985\_432\_Chapters.doc.doc

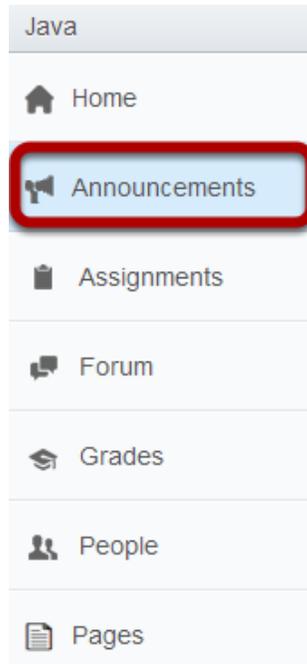
Once you save the Announcement, attached file will show up on the Announcements page.

## How do I require students to post to an Announcement before they see replies?

---

You can require students to post to an announcement before they can see replies.

### Open Announcements



Click the **Announcements** link.

### Make Announcement

Home > ST125 > Announcements

Search title, body, or author

Unread



**Make an announcement**

Click **Make Announcements** button.

**Note:** Students can only create announcements within a group

## Create Announcement

Topic Title 1

[Switch Views](#)

**B** *I* U A ab  $\pi$  Font Size Paragraph

2

Attachment  No file chosen

Options  Delay posting  **Users must post before seeing replies** 3  Enable podcast feed

Type a **title** for the announcement in the topic title field [1] and **add content** in the Rich Content Editor [2]. Click on the **Users must post before seeing replies** checkbox [3].

## Save announcements

Save

Click the **Save** button to post the announcement.

## View Announcements in Student view

 **Security training Live classes** Jun 16 at 1:03pm 1 1  
Alexa Vega

Simply log in at the scheduled times and join your instructor and classmates in an interactive virtual classroom. Classes typically meet two evenings a week for five or six weeks. No other Security training, [Security Issue](#) format gives you as much time with our top instructors!

 Reply

Replies are only visible to those who have posted at least one reply.

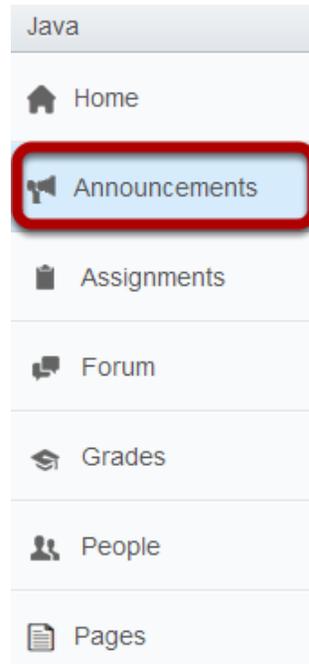
Once you add the Announcement, it will show up on the Announcements page. Students will not be able to see replies until they reply to the Announcement.

*How do I require students to post to an Announcement before they see replies?*

## How do I close an Announcement for comments?

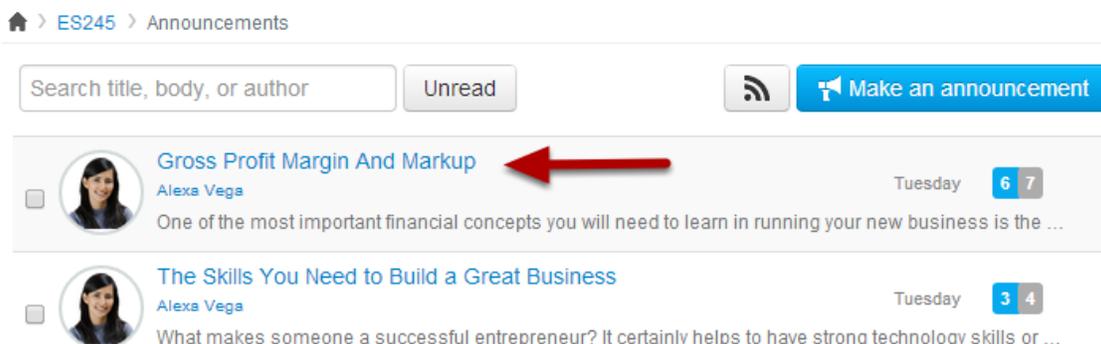
To stop students from posting replies to individual announcements, use the close for comments button.

### Open Announcements



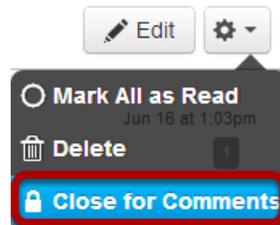
Click the **Announcements** link.

### Open Announcement



Click the **announcement title** to open the announcement.

## Close for Comments



Locate the **Settings** icon and click the **Close for Comments** link.

## View Announcement



### Gross Profit Margin And Markup

Alexa Vega

Jul 28 at 2:49pm

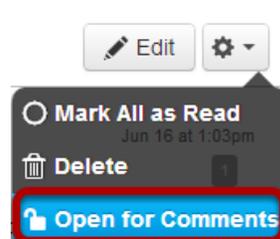
6 7

One of the most important financial concepts you will need to learn in running your new business is the computation of gross profit. And the tool that you use to maintain gross profit is markup.

*This topic is closed for comments*

View the announcements, you can see this topic is closed for comments at the bottom of the discussion content.

## Re-Open for Comments



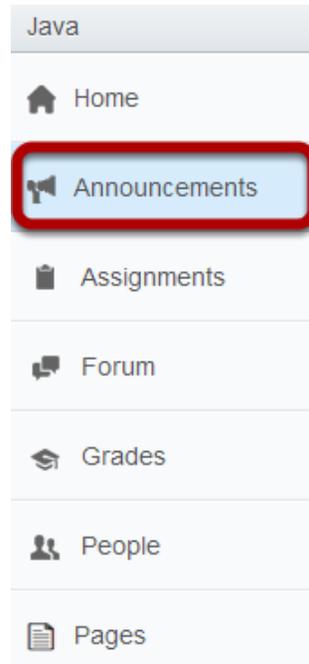
Locate the **Settings** icon and click the **Open for Comments** link to re-open the announcement for comments.

## How do I reply to an Announcement?

---

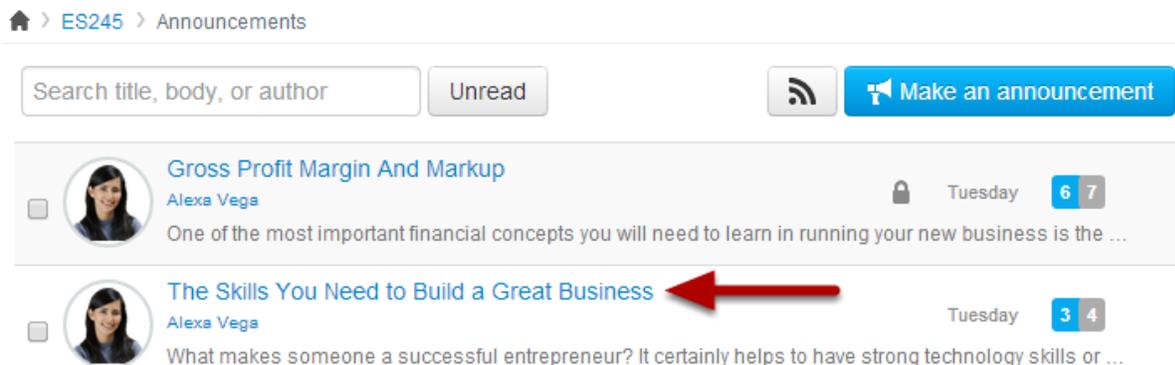
If you have a question about an announcement, you can reply directly to that announcement.

### Open Announcements



Click the **Announcements** link.

### Open the Announcement



Click the **announcement title** to open the announcement.

## Reply to Announcement



The Skills You Need to Build a Great Business

Alexa Vega

Jul 23 at 10:33am

3 4

### What makes someone a successful entrepreneur?

It certainly helps to have strong technology skills or expertise in a key area, but these are not defining characteristics of entrepreneurship.

Instead, the key qualities are traits such as creativity, the ability to keep going in the face of hardship, and the social skills needed to build great teams.

If you want to start a business, it's essential to learn the specific skills that underpin these qualities. It's also important to develop entrepreneurial skills if you're in a job role where you're expected to develop a business, or "take things forward" more generally.

Search entries or author   Unread   [Menu]   [Menu]

← Reply

Click the **Reply** field to reply to the Announcement.

## Post Reply

**B** *I* U   [Color]   [Background Color]   [Link]   [Image]   [Table]   [List]   [Text]   [Code]   [Equation]   [Font Size]   Paragraph

1

2

Attach   Cancel   **Post Reply**

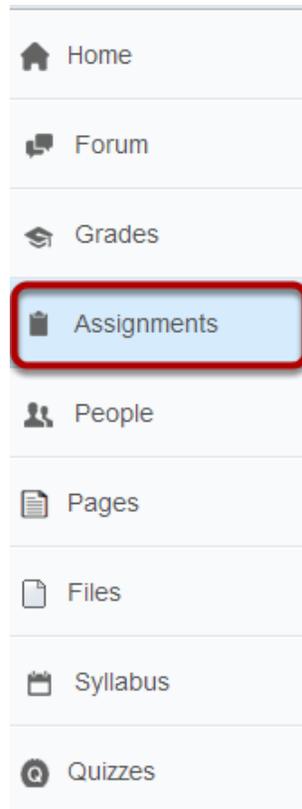
Format your response and add media, links, photos, and/or equations using the Rich Content Editor [1]. Click the **Post Reply** button to post your response [2].

## What are Assignments?

---

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.)

### Assignments



Assignments in can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth.

## How are Assignments used?

Name	Due	Score	Out of	
Gross Margin Model	Aug 8 by 11:59pm	6	10	
Revenue Model	Aug 14 by 12pm	15	15	
Biological ecosystems	Aug 15 by 11:59pm	15	25	
Financing (or Investment) Model	Aug 16 by 11:59pm	-	15	
Marketing Strategy & Brand Strategy	Aug 26 by 11:59pm	20	30	 
Business Ecosystem	Aug 29 by 11:59pm		15	
Management Accounting	Aug 30 by 11:59pm	-	5	
Entrepreneurs and Entrepreneurship	Sep 1 by 11:59pm	-	20	
<b>Strategy</b>		66.7%		
<b>Business Model</b>		84%		
<b>Eco system</b>		60%		
<b>Total</b>		<b>70%</b>		

Assignments can be used to:

- Assess how well students are achieving course Outcomes
- Set up online submissions that can be quickly graded in the SpeedGrader™
- Grade online as well as student work submitted "on-paper"
- Create multiple due dates for sections
- Set up peer review
- Grade Discussions, either by the whole class or student groups
- Open Quizzes for a limited amount of time
- Record attendance
- Create ungraded activities that align with course Outcomes

## Where do Assignments appear?

### Upcoming Assignments

<a href="#">Gross Margin Model</a>	Friday at 11:59pm	out of 10
<a href="#">Revenue Model</a>	Aug 14 at 12pm	out of 15
<a href="#">Biological ecosystems</a>	Aug 15 at 11:59pm	out of 25
<a href="#">Financing (or Investment) Model</a>	Aug 16 at 11:59pm	out of 15
<a href="#">Marketing Strategy &amp; Brand Strategy</a>	Aug 26 at 11:59pm	out of 30
<a href="#">Business Ecosystem</a>	Aug 29 at 11:59pm	out of 15
<a href="#">Management Accounting</a>	Aug 30 at 11:59pm	out of 5
<a href="#">Entrepreneurs and Entrepreneurship</a>	Sep 1 at 11:59pm	out of 20

Any Assignment you create in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features. The reverse is true. Any Assignments you create in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

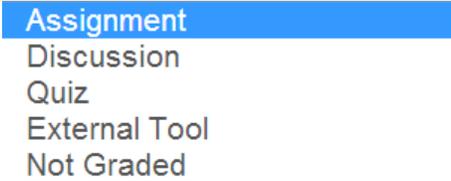
To access an assignment, click the name of the assignment.

## What are the different Assignment types?

---

Within an assignment shell, assignments can be placed within different assignment types: Assignments, Discussions, Quizzes, External Tools, and Not Graded.

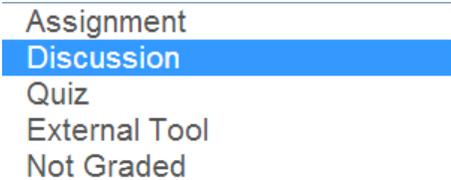
### Assignment



Assignment  
Discussion  
Quiz  
External Tool  
Not Graded

An **Assignment** can be submitted online through text entry, file uploads, media recordings, Google Docs, URLs, or pages. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

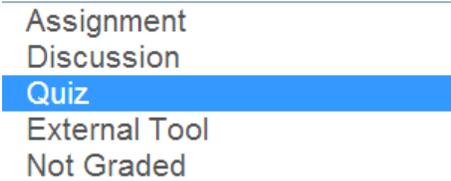
### Discussion



Assignment  
Discussion  
Quiz  
External Tool  
Not Graded

A **Discussion** is an assignment that will grade student response to discussion topics. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

### Quiz



Assignment  
Discussion  
Quiz  
External Tool  
Not Graded

A **Quiz** is an assignment that can be used to conduct a survey or assess a student's comprehension of course content. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

## External Tool

Assignment  
Discussion  
Quiz  
External Tool  
Not Graded

An **External Tool** is an assignment that utilizes LTI technology to link to a third-party application or website. This assignment will show up in the Gradebook, on the Syllabus page, and on the Dashboard.

## Not Graded

Assignment  
Discussion  
Quiz  
External Tool  
Not Graded

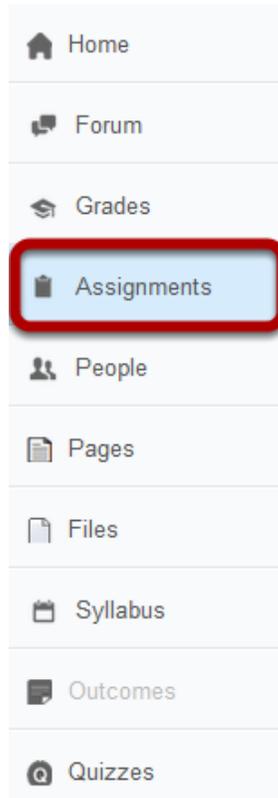
**Not Graded** is an assignment with a due date, but no points or grades will be given for completing the assignment. This assignment type can be used for practice assignments as well. This assignment will show up on the Syllabus page and the Dashboard.

## How do I add Assignment Groups?

---

Using Assignment Groups allows you to organize the assignments in your course.

### Open Assignments



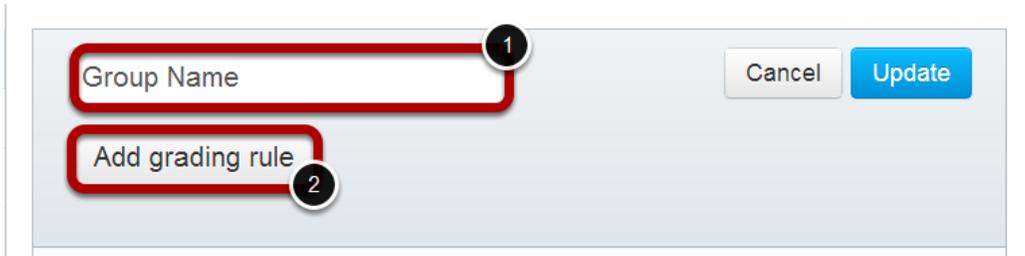
Click the **Assignments** link.

### Add Assignment Group



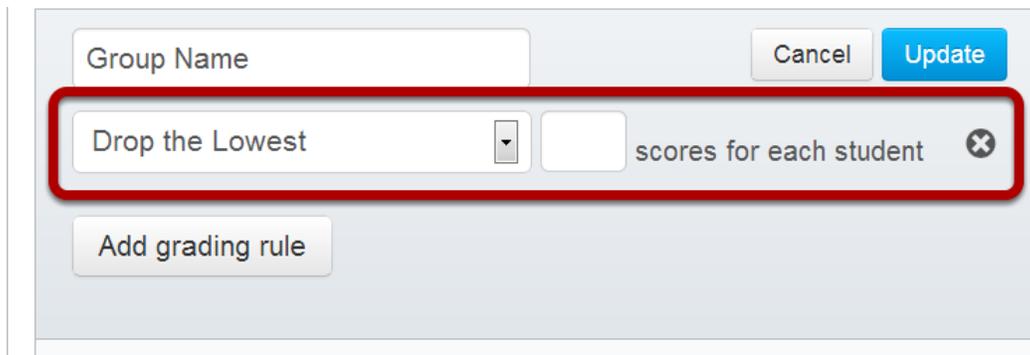
Click the **Add Assignment** Group link.

## Add Assignment Group Title



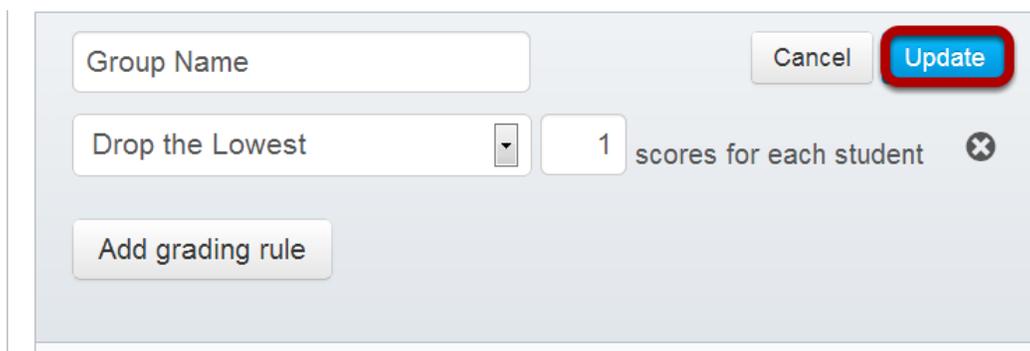
Type the **Assignment Group** title in the Group Name field [1]. Click the **Add Grading Rule** button [2] to add a grading rule.

## Add Grading Rule



For each Assignment Group, you can **Drop the lowest or Drop the Highest** x number of grades. You can also specify which Assignments should never be dropped from the Assignment Group calculation.

## Update Assignment



Click the **Update** button to create the Assignment Group.

## View Assignment Group

**Assignment Group:**  
Drop the Lowest 1 Scores

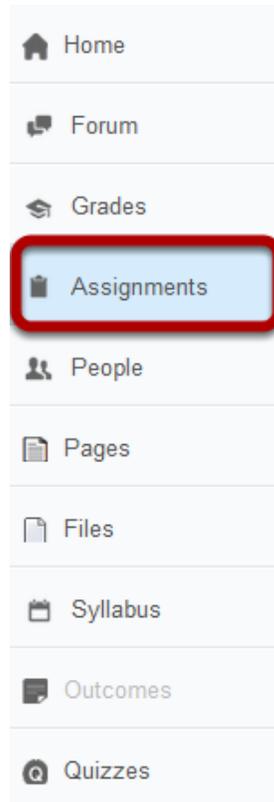
[Edit group details](#) [Hide info](#)

View the Assignment Group details by clicking the **more info...** link by the Assignment Group name.

## How do I create an Assignment shell on the Assignments page?

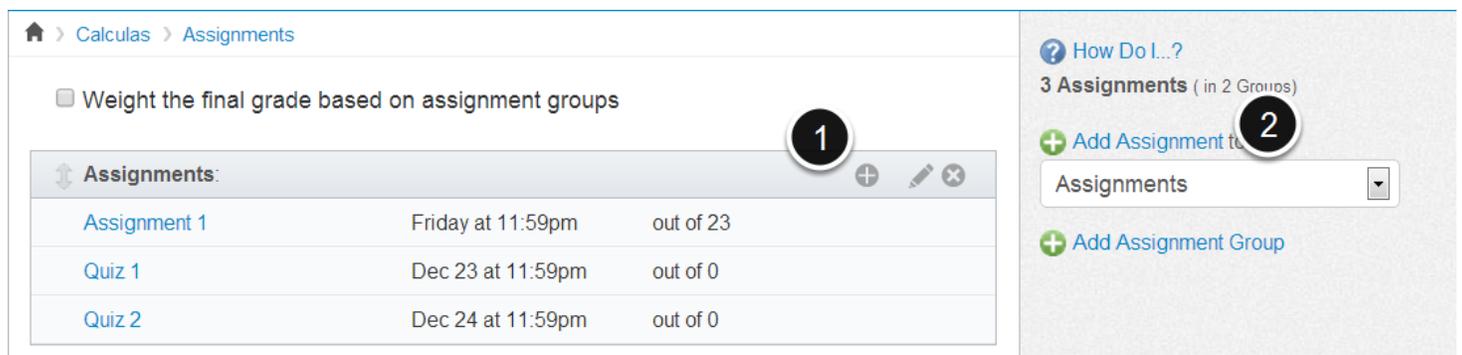
You can create an Assignment shell on the Assignment page. Assignment shells are placeholders for the Assignment until you fill in the Assignment details.

### Open Assignments



Click **Assignments** in the Course Navigation.

### Create an Assignment Shell



The screenshot shows the 'Assignments' page for a course named 'Calculus'. At the top, there is a breadcrumb trail: Home > Calculus > Assignments. Below this, there is a checkbox labeled 'Weight the final grade based on assignment groups'. The main content is a table with the following data:

Assignment	Due Date	Points
Assignment 1	Friday at 11:59pm	out of 23
Quiz 1	Dec 23 at 11:59pm	out of 0
Quiz 2	Dec 24 at 11:59pm	out of 0

On the right side of the page, there is a sidebar with the following elements: a question mark icon and the text 'How Do I...?', '3 Assignments (in 2 Groups)', a green plus icon followed by 'Add Assignment to', a dropdown menu currently showing 'Assignments', and another green plus icon followed by 'Add Assignment Group'. A red circle with the number '1' is placed over the plus icon in the table header, and another red circle with the number '2' is placed over the 'Add Assignment to' button.

Click the **plus icon** in an Assignment group header [1] or the **Add Assignment to link** [2] to create an assignment shell.

## Enter Assignment Shell Details

The screenshot shows a form titled "Assignments:" with the following elements and numbered callouts:

- 1**: A text input field containing "Assignment 4".
- 2**: A "due:" label followed by a date input field and a calendar icon.
- 3**: A "points:" label followed by a numeric input field.
- 4**: A "type:" label followed by a dropdown menu showing "Assignment".
- 5**: A blue "Update" button.
- 6**: A "More options" button.

Enter the **Assignment title** in the first field [1], click the **Calendar icon** to select a due date [2] or manually enter a **due date**, and enter the **number of points** for the assignment in the points field [3]. Set the Assignment type by selecting the **type drop-down** menu [4].

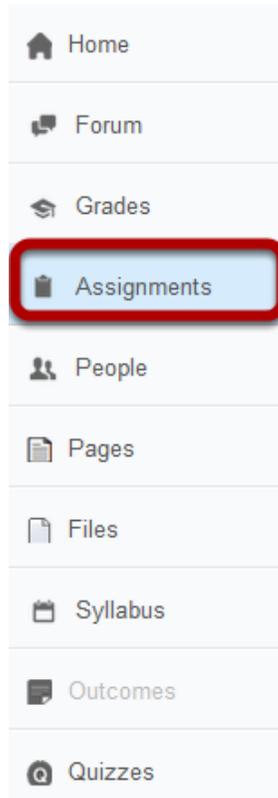
If you want to create the assignment shell and edit the details later, click the **Update** button [5]. If you want to add the details now, click the **More options** button [6] to edit the assignment details.

## How do I weight the final grade based on Assignment Groups?

---

You can weight final grades based on the Assignments group weights.

### Open Assignments



Click **Assignments** in the Course Navigation.

### Weight Final Grade

Weight the final grade based on assignment groups

Click the **Weight the final grade based on assignment groups** checkbox.

## Set Weights

Assignment Group	Weight
Software Tools	<input type="text" value="50"/> %
Assignments	<input type="text" value="50"/> %
<b>Total</b>	<b>100%</b>

Enter the percentage weights for each of the different Assignment Groups you created. The percentage weights you specify here will determine how the final grade for your course is calculated. These percentages can be changed at any time and students will be notified when any changes are made. The weights will show up in the Gradebook for both students and instructors.

## What is the difference between due dates and availability dates?

---

In addition to setting a due date for an assignment, instructors can specify a specific date range that students can submit the assignment. These dates are called availability dates.

### View Due Dates

Due Date

Dec 23, 2013 12:00 am



Mon Dec 23, 2013

The due date is when you want students to turn in the assignment or Assignment.

### View Availability Dates

Available From

Dec 16, 2013 12:00 am



Mon Dec 16, 2013

Until

Dec 27, 2013 12:00 am



Fri Dec 27, 2013

Availability dates are the date range where students can submit the assignment . The first available date is the Available From date, and the last available date is the Until date. After the Until date, students will not be able to submit the assignment.

## What are Varied Due Dates?

---

Varied due dates is a feature that lets you create Assignments, Graded Discussions, and Quizzes with different due dates for each section of your course. Examples of this feature include a course that meets on different days of the week or in different formats (online vs. face-to-face).

Varied due dates do not affect your students since they will only see the date associated with the section they are enrolled in. However, Multiple Due Dates will appear across your entire course including Quizzes, Assignments, Discussions, Syllabus, Modules, Course Analytics, Calendar, and SpeedGrader™.

### Quizzes View

#### Quiz1



**Quiz Type** Graded Quiz

**Points** 0

**Assignment Group** Software Tools

**Shuffle Answers** No

**Time Limit** No Time Limit

**Multiple Attempts** No

**View Responses** Always

**Show Correct Answers** Yes

**One Question at a Time** No

Due	For	Available from	Until
Dec 26	Bioinformatic Methods-Section A	Dec 19 at 12am	-
Jan 2, 2014	Bioinformatic Methods-Section B	Dec 26 at 12am	-
Jan 9, 2014	Everyone else	Jan 2, 2014 at 12am	-

Varied due dates are located within individual Quizzes. Open a Quiz from the Quizzes Page and view the due dates for each section.

## Assignments Page View

🏠 > Java > Assignments

Weight the final grade based on assignment groups

Assignments Group 1:		50%
<a href="#">Operators and Assignments</a>	Nov 20 at 11am	out of 4
<a href="#">Modifiers</a>	Nov 27 at 12:30am	out of 35
<a href="#">Encapsulation</a>	<a href="#">Multiple Due Dates</a>	out of 40
<a href="#">Variable Types</a>	<a href="#">Multiple Due Dates</a>	out of 15

Assignments Group 2		50%
<a href="#">History</a>	<a href="#">Multiple Due Dates</a>	out of 30
<a href="#">Language Fundamentals</a>	<a href="#">Multiple Due Dates</a>	out of 12
<a href="#">Java Discussion</a>	Oct 30 at 11:59pm	out of 20
<a href="#">Exceptions</a>		out of 20

**Hover tooltip:**  
JAVA - Section A Sep 18 at 3:59am  
Everyone else Dec 31 at 6:29am  
Nov 13 at 2:30am

Assignments that contain varied due dates will read Multiple Due Dates on the Assignment page [1]. Users can **hover over multiple due date** links and view each section's individual due date [2].

## Assignment Due Dates

### Histroy

 Edit

Write about the **history** of Bioinformatics

**Points** 10

**Submitting** a text entry box, a website url, a media recording, or a file upload

Due	For	Available from	Until
Dec 10 at 12pm	Bioinformatic Methods-Section A	-	-
Dec 30	Bioinformatic Methods-Section B	-	-
-	Everyone else	-	-

When you click the **title of an assignment**, the assignment details will also display the list of due dates for each section.

## Discussions View

This is a graded discussion: 10 points possible

[Show Due Dates](#)



Discussion #1  
Instructor

Dec 13 at 4:43pm

 Reply

Varied due dates are located within individual Discussions. Open a Graded Discussion from the Discussions Page, then click **Show Due Dates**.

## Discussions Due Dates

This is a graded discussion: 10 points possible		Hide Due Dates	
Due	For	Available from	Until
Dec 20	Bioinformatic Methods-Section A	Dec 13 at 12am	-
Dec 27	Bioinformatic Methods-Section B	Dec 20 at 12am	-
Jan 8, 2014	Everyone else	Dec 13 at 12am	-

View the due dates for each section.

## Syllabus View

Date	Day	Details	
Dec 3	Tue	<b>Sequence Analysis</b> (Bioinformatic Methods)	due by 11:59pm
Dec 6	Fri	<b>Literature Analysis</b> (Bioinformatic Methods)	due by 11:59pm
Dec 10	Tue	<b>Histroy</b> (Bioinformatic Methods-Section A)	due by 12pm
		<b>High-throughput Image Analysis</b> (Bioinformatic Methods)	due by 11:59pm
Dec 17	Tue	<b>Open-source bioinformatics software</b> (Bioinformatic Methods-Section A)	due by 11:59pm
Dec 20	Fri	<b>Discussion #1</b> (Bioinformatic Methods-Section A)	due by 11:59pm
Dec 27	Fri	<b>Discussion #1</b> (Bioinformatic Methods-Section B)	due by 11:59pm
Dec 30	Mon	<b>Assignment #1</b> <b>Histroy</b> (Bioinformatic Methods-Section B)	due by 11:59am due by 11:59pm
Jan 8	Wed	<b>Discussion #1</b>	due by 11:59pm
Jan 17	Fri	<b>Open-source bioinformatics software</b> (Bioinformatic Methods-Section B)	due by 11:59pm

The Syllabus lists all Assignments according to due date, which causes Assignments with varied due dates to appear more than once. For example, Discussion #1 [1] appears on three different dates, corresponding with each section's individual due date—Section A on December 20, Section B on March 6, and others on January 8.

Assignments that do not have varied due dates will not have a section associated beneath the Assignment title. For instance, Assignment #1 [2] does not have any associated sections, meaning it is due on the same date for all students and only appear once in the Syllabus.

## Modules View

### Course Modules

View Progress

Create a Module

Module 1

- Open-source bioinformatics software [Multiple Due Dates](#) 20 pts
- Assignment #1

Module 2

- Sequence Analysis
- Histroy [Multiple Due Dates](#) 10 pts
- High-throughput Image Analysis [Multiple Due Dates](#) 25 pts
- Literature Analysis [Multiple Due Dates](#) 15 pts

Tooltip for [Multiple Due Dates](#) (Module 2):

- Bioinformatic Methods-Section A Dec 10 at 12pm
- Bioinformatic Methods-Section B Dec 30
- Everyone else -

Module contents with varied due dates will only be listed once within the Module. Multiple Due Dates will appear next to the affected Module items [1]. Users can **hover over multiple due date** links and view each section's individual due date [2].

## Calendar View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 due Sequence Analysis (Bioinformatic Methods)	4	5	6 due Literature Analysis (Bioinformatic Methods)	7
8	9	10 due Histroy (Bioinformatic Methods-Section A) due High-throughput Image Analysis (Bioinformatic Methods)	11 due Assignment 1 [2]	12	13 due Discussion #1 (Bioinformatic Methods- Section A)	14
15	16	17 due Open-source bioinformatics software (Bioinformatic Methods- Section A)	18	19	20 due Discussion #1 (Bioinformatic Methods- Section B)	21
22	23	24	25	26	27 due Discussion #1	28
29	30 due Assignment #1 due Histroy (Bioinformatic Methods-Section B)	31	1	2	3	4

Calendar displays all Assignments according to due date, which causes Assignments with varied due dates to appear more than once. For example, Discussion #1 [1] appears on three different dates, corresponding with each section's individual due date—Section A on December 13, Section B on December 20, and Section C on December 27.

Assignments that do not have varied due dates with not have a section associated beneath the Assignment title. For instance, Assignment 1 [2] do not have any associated sections, meaning they are due on the same date for all students and only appear on the Calendar due date.

## SpeedGrader View

← jon ▾ → Student 3 of 7  
Gradebook Course Home → Discussion #1 (BIO-101)  
due: Multiple Due Dates

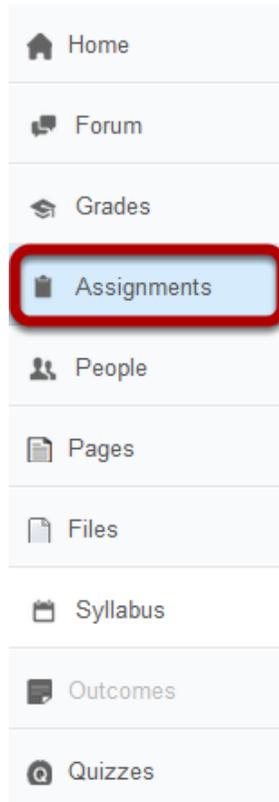
SpeedGrader™ displays the assignment as having Multiple Due Dates. Users can view each section's individual due date by opening the assignment.

## How do I create varied due date Assignments?

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You can assign different availability dates and due dates for each section of your course. This feature is designed to help you when you have sections of a course that meet on different days of the week or in different formats (online vs face-to-face).

### Open Assignments



Click the **Assignments** link.

## Select Assignment

Software Tools:		50%
<a href="#">Open-source bioinformatics sof...</a>	<a href="#">Multiple Due Dates</a>	out of 20
<a href="#">Discussion #1</a>	<a href="#">Multiple Due Dates</a>	out of 10
<a href="#">Assignment #1</a>	Dec 30 at 11:59am	out of 15
<a href="#">Assignment #2</a>	Dec 18 at 11:59pm	

Assignments:		50%
<a href="#">Histroy</a>	<a href="#">Multiple Due Dates</a>	out of 10
<a href="#">Sequence Analysis</a>	<a href="#">Multiple Due Dates</a>	out of 20
<a href="#">Literature Analysis</a>	<a href="#">Multiple Due Dates</a>	out of 15
<a href="#">High-throughput Image Analysis</a>	<a href="#">Multiple Due Dates</a>	out of 25

Click the **title of the Assignment** you would like to edit.

## Open Assignment

### Assignment #2

 Edit

No Content

**Points** None

**Submitting** Nothing

Due	For	Available from	Until
Dec 18	Everyone	-	-

 Add Rubric

Open the Assignment you would like to edit. Click the **Edit** button.

## Edit Due Dates

For **1** Everyone  Due Date **2** Dec 18 at 11:59pm  Available From **3**  Until **4**   
Wed Dec 18, 2013 11:59PM

 Due Date

Scroll down to the Due Dates section in the Assignment settings.

Set a due date by changing the following options:

1. **For**: Change the course section that the due date applies to.
2. **Due Date**: Set the date and time that the Assignment is due.
3. **Available From**: Set the date and time when the Assignment will become available.
4. **Until**: Set the date and time when the Assignment will no longer be available.

## Add Due Date

For: Everyone  
Due Date: Dec 11, 2013 11:59 pm  
Available From: Dec 4, 2013  
Until: Dec 31, 2013

**+ Due Date**

To add a Due Date for another section of your course, click the **Due Date** button.

**Note:** You can only create as many Due Dates as there are Sections in the course. For example, if you have four sections in the course, you will be able to add four Due Dates. After that, the Due Date button will disappear.

## Edit Additional Due Date

For: Bioinformatic Methods-Section B  
Due Date: Dec 11, 2013 11:59 pm  
Available From: Dec 4, 2013  
Until: Dec 31, 2013

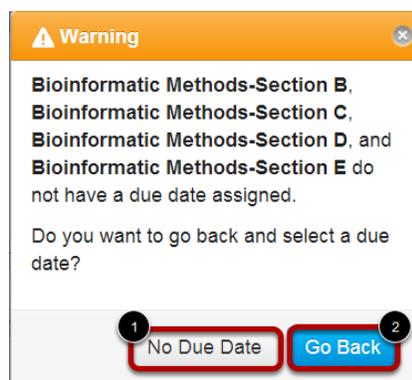
Everyone Else  
Due Date: Dec 18, 2013 11:59 pm  
Available From: Dec 11, 2013  
Until: Dec 31, 2013

**+ Due Date**

Set the new Due Date by changing the For, Due Date, Available From, and Until fields.

**Note:** You don't have to add due dates for each individual section. You can set dates for a specific section and then choose Everyone Else for the remainder of your students.

## Due Date Warning



If you assign a due date for one section without assigning due dates to remaining sections, you will see a warning message reminding you to add due dates to all sections. You can click the **No Due Date** button [1] if you don't want to add due dates to the other sections, or click the **Go Back** button [2] to go back and add due dates.

## Remove Due Dates

For	Due Date	Available From	Until
Bioinformatic Methods-Series	Dec 11 at 11:59pm <small>Wed Dec 11, 2013 11:59PM</small>	Dec 4 at 12am <small>Wed Dec 4, 2013</small>	Dec 31 at 11:59pm <small>Tue Dec 31, 2013 11:59PM</small>
Bioinformatic Methods-Series	Dec 18 at 11:59pm <small>Wed Dec 18, 2013 11:59PM</small>	Dec 11 at 12am <small>Wed Dec 11, 2013</small>	Dec 31 at 11:59pm <small>Tue Dec 31, 2013 11:59PM</small>

+ Due Date

You can also delete additional due dates by clicking the **X** next to appropriate due date.

## Error Notifications

For	Due Date	Available From	Until
Bioinformatic Methods-Series	Dec 11 at 11:59pm <small>Wed Dec 11, 2013 11:59PM</small>	Dec 13, 2013 <small>Fri Dec 13, 2013</small>	Dec 31 at 11:59pm <small>Tue Dec 31, 2013 11:59PM</small>
Bioinformatic Methods-Series	Dec 18 at 11:59pm <small>Wed Dec 18, 2013 11:59PM</small>	Dec 11 at 12am <small>Wed Dec 11, 2013</small>	Dec 31 at 11:59pm <small>Tue Dec 31, 2013 11:59PM</small>

+ Due Date

Users will receive a notification when they submit an invalid string of due dates for a Quiz, Assignment, or Graded Discussion. Such invalid entries include not unlocking the assignment before it is due, or not placing the due date inside the range of availability dates.

## Update Assignment

Cancel Update Assignment

Save your new due dates by clicking the **Update Assignment** button.

## View Assignments Page

Software Tools:			50%
<a href="#">Open-source bioinformatics softw...</a>	<a href="#">Multiple Due Dates</a>	out of 20	
<a href="#">Discussion #1</a>	<a href="#">Multiple Due Dates</a>	out of 10	
<a href="#">Assignment #1</a>	Dec 30 at 11:59am	out of 15	
<a href="#">Assignment #2</a>	<a href="#">Multiple Due Dates</a>	out of 0	

Assignments:			50%
<a href="#">Histroy</a>	<a href="#">Multiple Due Dates</a>	out of 10	
<a href="#">Sequence Analysis</a>	<a href="#">Multiple Due Dates</a>	out of 20	
<a href="#">Literature Analysis</a>	<a href="#">Multiple Due Dates</a>	out of 15	
 <a href="#">High-throughput Image Analysis</a>	<a href="#">Multiple Due Dates</a>	out of 25	 

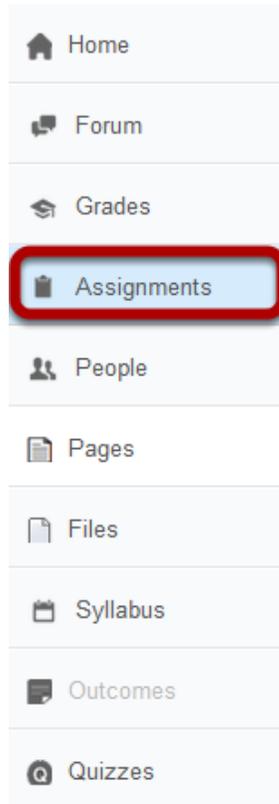
View Assignment with Multiple Due Dates on Assignments Page.

## How do I edit Assignment details?

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There's a lot more that goes into an Assignment than due dates and points. If you want to type up a description of the Assignment, allow file uploads, change the Assignment type or a bunch of other things, you will need to edit Assignment details.

### Open Assignments



Click the **Assignments** link.

## Open Assignment

Strategy:		
<a href="#">Marketing Strategy &amp; Brand Str...</a>	Aug 26 at 11:59pm	out of 30
<a href="#">Entrepreneurs and Entreprene...</a>	Sep 1 at 11:59pm	out of 20

Business Model:		
<a href="#">Revenue Model</a>	Aug 14 at 12pm	out of 15
<a href="#">Gross Margin Model</a>	Friday at 11:59pm	out of 10
<a href="#">Financing (or Investment) Model</a>	Aug 16 at 11:59pm	out of 15
<a href="#">Management Accounting</a>	Aug 30 at 11:59pm	out of 5

Eco system:		
<a href="#">Business Ecosystem</a>	Aug 29 at 11:59pm	out of 15
<a href="#">Biological ecosystems</a>	Aug 15 at 11:59pm	out of 25

Click the **Assignment title** to open the assignment.

## Edit Assignment

### Marketing Strategy & Brand Strategy



As products and services become more difficult to differentiate, branding that cultivates a strong, trusted image can help build a larger, more loyal customer base. Bain's approach to brand management, marketing mix and resource allocation more than doubles revenue growth rates.

Click the **Edit** button.

## Edit Assignment Details

ES245 > Assignments

Marketing Strategy & Brand Strategy

HTML Editor

As products and services become more difficult to differentiate, branding that cultivates a strong, trusted image can help build a larger, more loyal customer base. Bain's approach to brand management, marketing mix and resource allocation more than doubles revenue growth rates.

Points: 30

Assignment Group: Strategy

Display Grade as: Points

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

- Wiki Pages
  - Best Entrepreneur
  - Bonus Video Front Page
  - Brand Strategy Design For Small Business
  - Business Ecosystem Example
  - Entrepreneurial Education
  - Entrepreneur Motivation
  - Entrepreneurship
- Assignments
- Quizzes
- Announcements
- Discussions
- Classes
- Course Navigation

New Discussion

New Quiz

Type the **assignment title** in the text field [1]. Use the **Rich Content Editor** to add images, text, links, equations, or insert media [2]. Use the Content Selector in the Sidebar to link to or upload course resources, including files and images [3].

## Show Advanced Options

Points  1

Assignment Group  3

Display Grade as  2

Submission Type

**Online Entry Options** 4

Text Entry

Website URL

File Uploads

Restrict Upload File Types

Group Assignment  This is a Group Assignment

Peer Reviews  Require Peer Reviews

As part of creating your assignment shell, the **points** field [1], **Display grades as** [2], and **Assignment Group** [3] are already populated for you. You can edit these if necessary.

Some Advanced Options are available to edit the assignment details [4].

## Select Grading Type

Display Grade as  1

Submission Type  2

**Online Entry Options**

Text Entry

Website URL

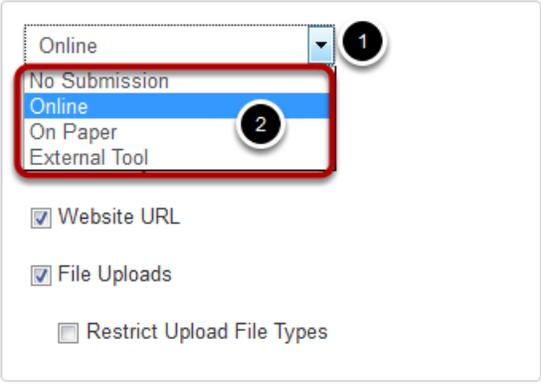
File Uploads

Restrict Upload File Types

In the Grading Type drop-down menu [1], select the method you want to use for grading [2]. You can grade your assignment by percentage, complete/incomplete, points, letter grade, or not grade the assignment.

## Select Submission Type

Submission Type



Online

No Submission

Online

On Paper

External Tool

Website URL

File Uploads

Restrict Upload File Types

In the **Submission Type** drop-down menu [1], select the type of submission you want to accept for the assignment [2].

- **No Submission** is when you do not want students to submit an assignment in Arrivu LMS. This assignment type can be used to create extra columns in the gradebook, or when you want to create an assignment that involves multiple scores.
- **Online** is when you want students to submit their assignments using Arrivu LMS. There are four online submission types to choose from.
- **On Paper** is when you want students to submit an assignment to you but not through Arrivu LMS. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Arrivu LMS gradebook for grading purposes.
- **External Tool** is when you want students to submit their assignments using an external application (LTI) enabled for your course.

## Edit Group Information

Group Assignment

This is a Group Assignment

Peer Reviews

Require Peer Reviews

As part of an assignment submission, you can set up an assignment as a group assignment. If you want students to work together on the assignment as a group, check the **This is a Group Assignment** checkbox [1]. If you want to require students review each other's work, check the **Require Peer Reviews** checkbox [2].

## Create Group Assignment

Group Assignment

This is a Group Assignment

Prior individual submissions will not be counted as group submissions and will show incorrectly in speedgrader.

**1**  Assign Grades to Each Student Individually

Group Set

[ New Group Category ]

Some instructors choose to grade students individually even though they are participating in a group assignment. If you want to assign grades individually, check the **Assign Grades to Each Student Individually** checkbox [1]. Then select the set of groups you want to use for the assignment [2].

## Require Peer Reviews

Peer Reviews

Require Peer Reviews

How to Assign Peer Reviews

**1**  Manually Assign Peer Reviews

**2**  Automatically Assign Peer Reviews

Reviews Per User **3**

0

Assign Reviews **4**



Must come after due date. If blank, uses due date.

When requiring peer reviews, you can select whether to **manually assign peer reviews** [1] or **automatically assign peer reviews** [2]. Select the radio button next to the option you prefer.

If you automatically assign peer review, the menu will expand. In the **Reviews Per user** field [3], enter the number of reviews each student will be required to complete. In the **Assign Reviews** field [4], type in the date when should automatically distribute peer reviews to each student.

## Edit Due and Availability Dates

For: Everyone (1) | Due Date: Dec 30, 2013 11:59 pm (2) | Available From: | Until: | + Due Date (3)

By default, Arrivu will set your assignment **dates for everyone** in your course [1]. The **due date** [2] will already be populated for you, but you can change it if necessary. You also have the option to add **availability date** fields [3].

## Varied Due Dates

For: Bioinformatic Methods-Ser (1) | Due Date: Jan 2, 2014 11:59 pm (2) | Available From: | Until: | + Due Date (3)

If you have sections in your course and want to create varied due dates, you can use the drop-down menus to choose a specific section [1] and the due date for that section [2]. You can create additional due dates for other course sections by clicking the **Due Date** button [3]. Once you have exhausted all your sections, the Due Date button will disappear.

## Update Assignment

Notify users that this content has changed (1) | Cancel | Update Assignment (2)

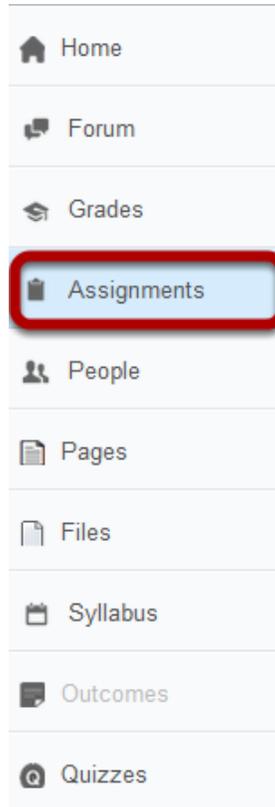
If you want to notify users about any future assignment changes, click the **Notify users that this content has changed** checkbox [1]. Click the **Update Assignment** button [2] to save your changes.

## How do I add content to my Assignment?

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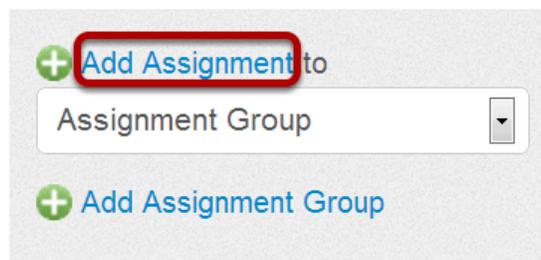
You can add different types of content to Assignments.

### Open Assignments



Click the **Assignments** link.

### Add Assignment



Click the **Add Assignment** link.

## Open More Options

**Software Tools:** 50%

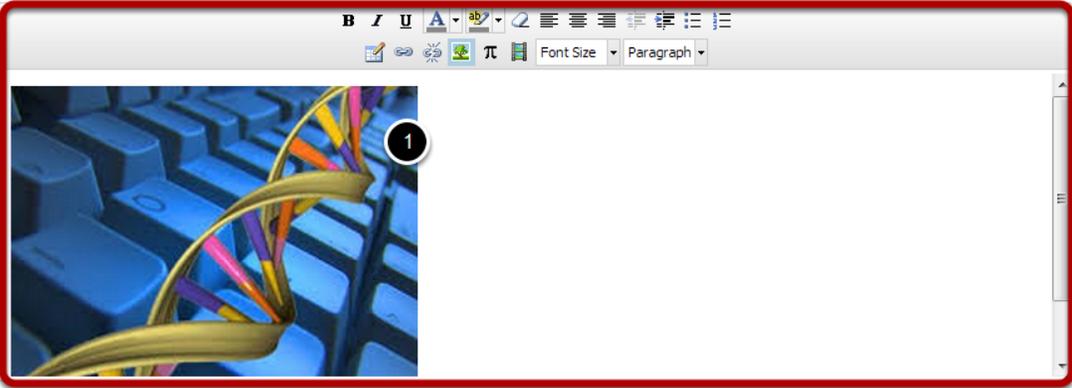
Assignment #3 due:   points: 30

type: Assignment

Click the **More Options** button.

## Edit Assignment

Assignment #3 Switch Views



1

Points

Assignment Group

[Hide Advanced Options ▲](#)

Grading Type

Submission Type

Insert Content into the Page

Links   2

Link to other content in the course or any page to insert a link to that page.

- Wiki Pages
  - Front Page
  - Wistia Embed
  - Wistia Video Embed
  - Link to a New Page
- Assignments
- Quizzes
- Announcements
- Discussions
- Modules
- Course Navigation

Edit the assignment using the **Rich Content Editor** [1] and **Content Selector** [2]. You can include images, videos, documents, and links as part of your assignment description.

## Update Assignment

Click the **Update Assignment** button.

## View Assignment (Student View)

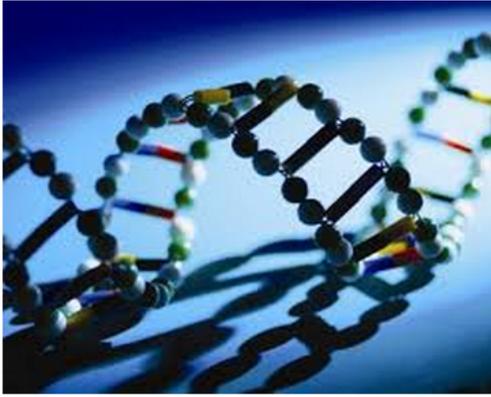
[Home](#) > [BIO-101](#) > [Assignments](#) > [Assignment #3](#)

[+ Submit Assignment](#)

### Assignment #3

**Due** Dec 24 by 11:59pm      **Points** 30

**Submitting** a text entry box, a website url, a media recording, or a file upload



Write three page essay about Bioinformatics Methods

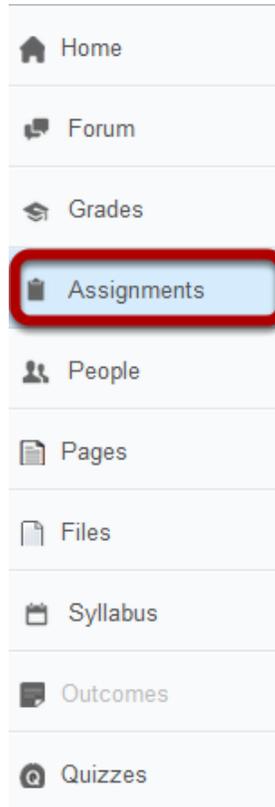
[View the assignment.](#)

## How do I add or edit points for an Assignment?

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You can add or edit the amount of points on a given Assignment.

### Open Assignments



Click the **Assignments** link.

### Edit the Assignment

Software Tools:			50%
Open-source bioinformatics soft...	Multiple Due Dates	out of 20	
Discussion #1	Multiple Due Dates	out of 10	
↕ Assignment #1	Dec 30 at 11:59am	out of 15	
Assignment #2	Multiple Due Dates	out of 0	
Assignment #3	Dec 24 at 11:59pm	out of 30	

Click the **Pencil** icon.

## Edit Points

Assignment #1

due: Dec 30, 2 

points: 15

Mon Dec 30, 2013 11:59AM

More options Cancel Update

Edit the **points** available for the assignment by typing in the points field.

## Update Assignment

More options Cancel Update

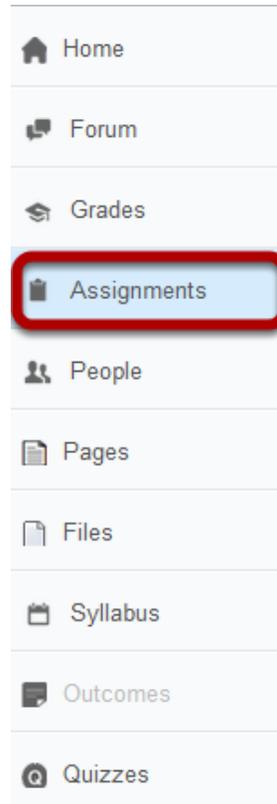
Click the **Update** button.

## What are the different online submission types?

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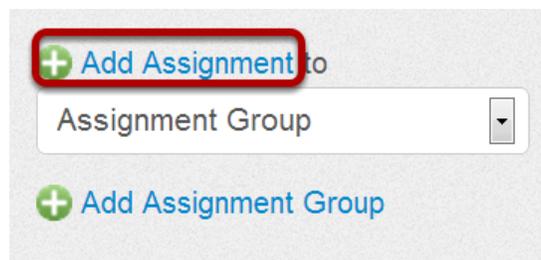
Instructors can enable a variety of different online submission types, including file uploads, rich content, website URLs, and media files.

### Open Assignments



Click the **Assignments** link.

### Add Assignment



Click the **Add Assignment** link.

## Open More Options

**Software Tools:** 50%

Assignment #3 due:   points: 30

type: Assignment

Click the **More Options** button.

## Select Submission Type

Points

Assignment Group

Grading Type

Submission Type

Select the **submission type drop-down** menu and choose the online submission type.

## Select Online Submission Types

Submission Type

**Online Entry Options**

- Text Entry
- Website URL
- File Uploads
- Restrict Upload File Types

Enter a list of accepted extensions, for example: doc,xls,bxt

You will be presented with four different checkboxes:

- You can allow **text entry**
- You can allow **website URLs**
- You can allow **File Uploads**
- You can **Restrict Upload File Types**

Notice that you can enable more than one type of online submission. Google Docs may also be an acceptable submission type. Admins can enable or disable the Google Docs submission type.

**Note:** Students should be able to submit most file types. In the case of an odd or unusual file type, try adding it to your course first before requesting students to submit the file type.

**Update Assignment**



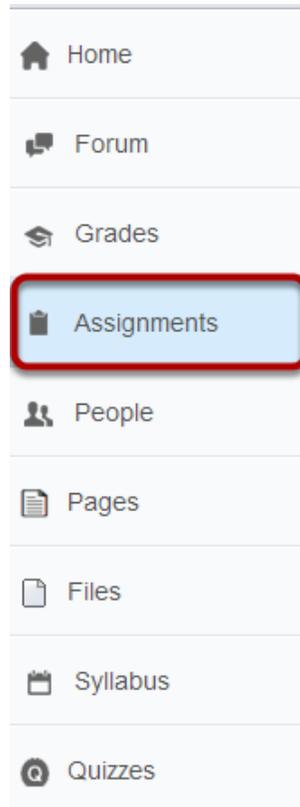
Click the **Update Assignment** button.

## How do I restrict online submission file types?

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Online submission types can be restricted to certain file types.

### Open Assignments



Click the **Assignments** link.

### Open Assignment



Click the **assignment title**.

## Edit Assignment

Assignment #2 

Write about software tools used for Bioinformatic Methods

Click the **Edit** button.

## Set Submission Type

Submission Type

Click the **Submission Type** dropdown menu and choose **Online** to create the option for students to upload files.

## Allow File Uploads

### Online Entry Options

Text Entry

Website URL

File Uploads

Restrict Upload File Types

Click the **Allow File Uploads** checkbox.

## Restrict File Types

Restrict Upload File Types

doc, docx, txt, odt

Enter a list of accepted extensions, for example: doc,xls,txt

Click the **Restrict Upload File Types** checkbox to restrict file types which can be uploaded. Type the **file types** you want to restrict in the text field. Remember, all file types need to be separated by a comma. You can include spaces, caps, and periods in assignment file names.

## Turnitin Submission Accepted File Formats

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Hangul (HWP)

## Update Assignment



Click the **Update Assignment** button.

## Student View

A screenshot of a student's assignment page. The breadcrumb trail shows 'Home &gt; BIO-101 &gt; Assignments &gt; Assignment #2'. The main heading is 'Assignment #2'. Below it, the due date is 'Wednesday by 11:59pm', points are '15', and the submission type is 'Submitting a file upload'. The file types are listed as 'doc, docx, txt, and odt'. The assignment description is 'Write about software tools used for Bioinformatic Methods'. On the right sidebar, there is a 'Submit Assignment' button with a plus icon.

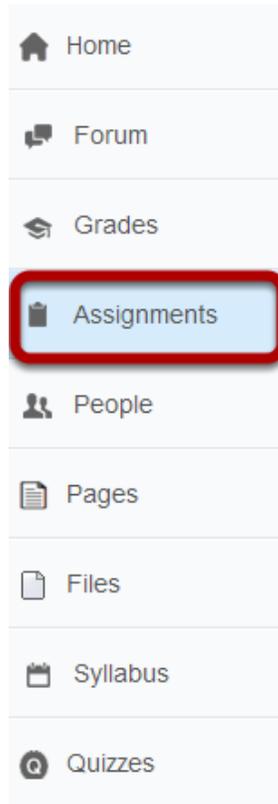
Students will see the permitted file types that can be submitted for the assignment in the sidebar.

## How do I create a student group assignment?

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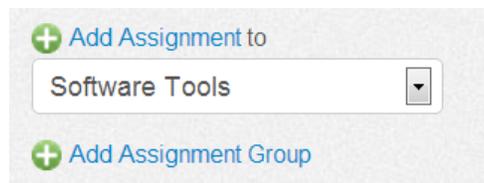
You can create a group assignment by using the Group Assignment checkbox.

### Open Assignments



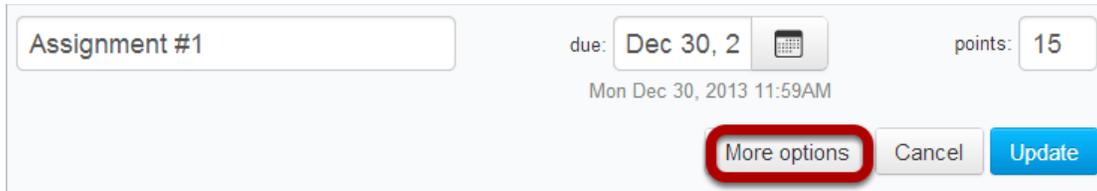
Click the **Assignments** link.

### Create a New Assignment



Click the **Add Assignment** link to create a new assignment.

## Select More Options



Click the **More Options** button to create a group assignment.

## Assign Group Work

- This is a Group Assignment
- Require Peer Reviews

Click the **This is a Group Assignment** checkbox to assign group work.

## Select Group Set Drop-down Menu

- This is a Group Assignment
  - Assign Grades to Each Student Individually
- Group Set

Click the drop-down menu next to the **Group Set** option.

## Select Group Set

- This is a Group Assignment
  - Assign Grades to Each Student Individually
- Group Set
- Project Groups
  - Project Groups**
  - Study Groups
  - [ New Group Category ]
- 1
- 2

Select which **groups** will be assigned [1] or create a **new group** category [2].

## Assign Grade Individually

This is a Group Assignment

Assign Grades to Each Student Individually

Group Set  ▼

You can assign grades to students individually by selecting the **Assign grades to each student individually** checkbox.

However, if this box is left unchecked, all the students in the group will receive the same grade.

## Update Assignment

Click the **Update Assignment** button to update the assignment.

## Can a student resubmit any Assignment?

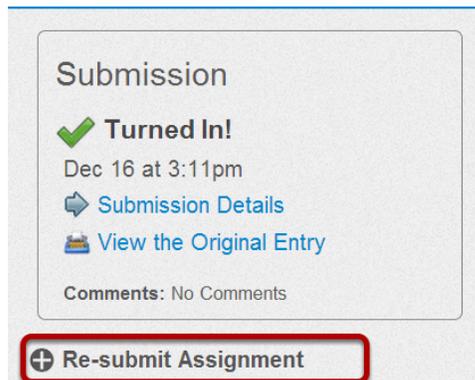
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Students always have the option to resubmit their assignments. As an instructor, you can decide how to handle Assignment resubmissions.

You do have the option to set availability dates for each Assignment. Availability dates can restrict the dates that an assignment can be submitted.

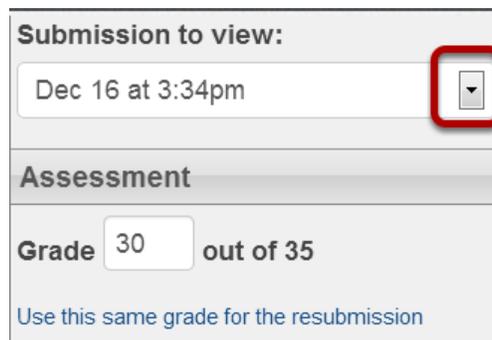
All Assignment submissions can be viewed in SpeedGrader™.

### Student View for Resubmit Assignment



Students will see a **Re-submit Assignment** link in the Sidebar below the Assignment submission details.

### View Assignments in SpeedGrader™



Open the student's Assignment in SpeedGrader™. When a student has submitted multiple submissions, you can view them by clicking the **drop-down** button.

## Select Submission

**Submission to view:**

Dec 16 at 3:11pm (grade: 30) ▾  
**Dec 16 at 3:11pm (grade: 30)**  
Dec 16 at 3:34pm

**Assessment**

Grade  out of 35

[Use this same grade for the resubmission](#)

Select the **submission you'd like to view**.

## Viewing Older Submissions

**Submission to view:**

Dec 16 at 3:11pm (grade: 30) ▾

**Note: This is not the most recent submission**

**Assessment**

Grade  out of 35

[Use this same grade for the resubmission](#)

If you view an older submission, Arrivu LMS will warn you that the submission you are viewing is not the most recent version.

## Regrading Assignments

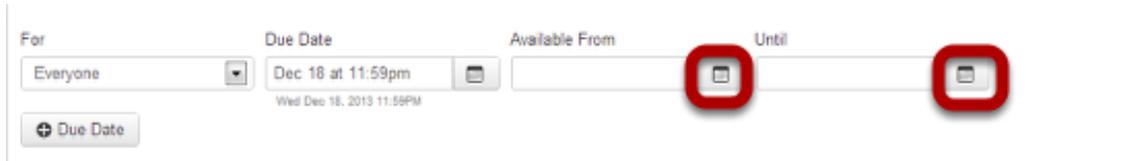
**Assessment**

Grade  out of 35

[Use this same grade for the resubmission](#)

If you have already graded an assignment that a student has resubmitted, you have the option of using the same grade for the resubmission without doing any additional work. To apply the same grade to the new assignment, click the **Use this same grade for the resubmission** link.

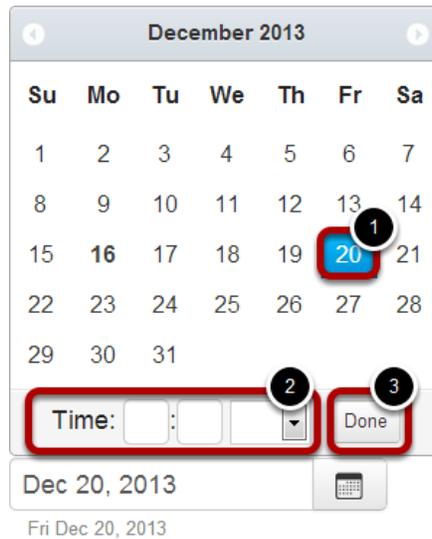
## Set Assignment Availability Dates



The screenshot shows the 'Set Assignment Availability Dates' interface. It includes a 'For' dropdown menu set to 'Everyone', a 'Due Date' field with 'Dec 18 at 11:59pm' and a calendar icon, and 'Available From' and 'Until' fields, both with empty text and calendar icons. A '+ Due Date' button is located below the 'For' dropdown. Red circles highlight the calendar icons in the 'Available From' and 'Until' fields.

If you want to keep students from resubmitting assignments after a certain date, you can change the Assignment availability dates. Next to the date you want to change, choose the **Calendar** icon.

## Set Date



The screenshot shows a calendar for December 2013. The date '20' is selected and highlighted in blue, with a red circle and the number '1' next to it. Below the calendar, the 'Time:' field is highlighted with a red circle and the number '2'. The 'Done' button is also highlighted with a red circle and the number '3'. The date 'Dec 20, 2013' is displayed at the bottom of the calendar.

Set the date and time the assignment availability date by **selecting a date** [1] and **time** [2]. Click the **Done** button to save your changes [3].

## Update Assignment



The screenshot shows two buttons: 'Cancel' and 'Update Assignment'. The 'Update Assignment' button is highlighted with a red border.

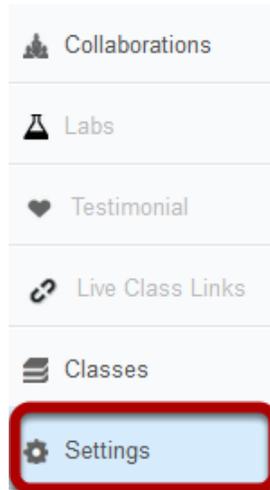
Click the **Update Assignment** button.

## Where can I find statistics about Assignments and submissions?

---

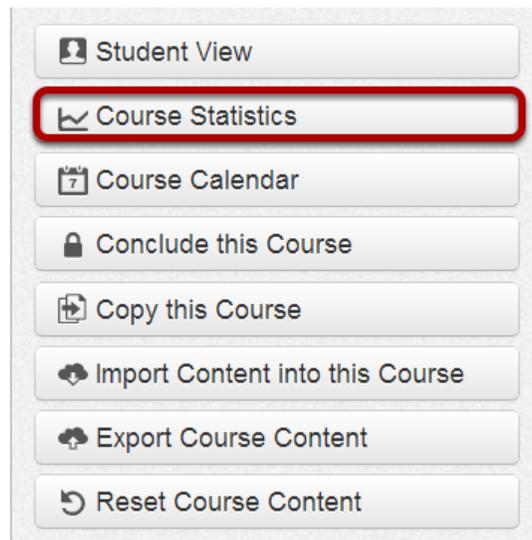
The Assignment Statistics will give you a usage report on how many assignments of each submission type are in the course. It will also give how many submissions have been made for each assignment type.

### View Settings



Click the **Settings** link.

### View Course Statistics



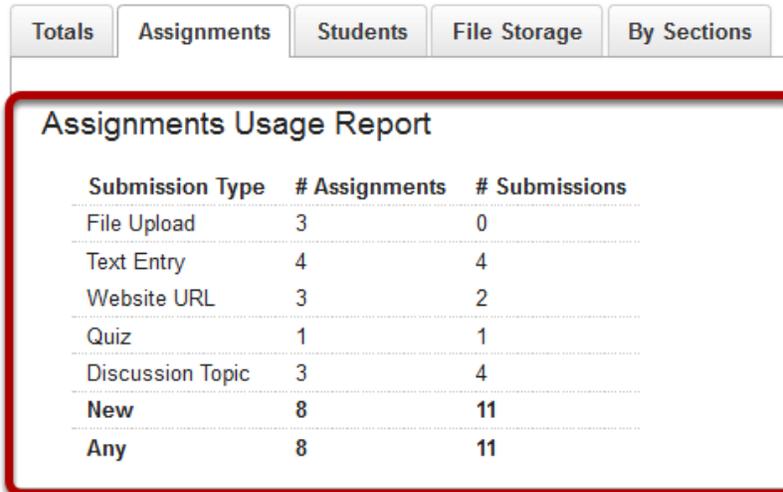
Click the **Course Statistics** button to view the statistics.

## Open Assignments Tab



Click the **Assignments** tab.

## View Course Statistics for Assignments

A table titled 'Assignments Usage Report' is displayed within a red-bordered box. Above the table are five navigation tabs: 'Totals', 'Assignments', 'Students', 'File Storage', and 'By Sections'. The table has three columns: 'Submission Type', '# Assignments', and '# Submissions'. The data rows are: File Upload (3 assignments, 0 submissions), Text Entry (4 assignments, 4 submissions), Website URL (3 assignments, 2 submissions), Quiz (1 assignment, 1 submission), Discussion Topic (3 assignments, 4 submissions), New (8 assignments, 11 submissions), and Any (8 assignments, 11 submissions).

Submission Type	# Assignments	# Submissions
File Upload	3	0
Text Entry	4	4
Website URL	3	2
Quiz	1	1
Discussion Topic	3	4
<b>New</b>	<b>8</b>	<b>11</b>
<b>Any</b>	<b>8</b>	<b>11</b>

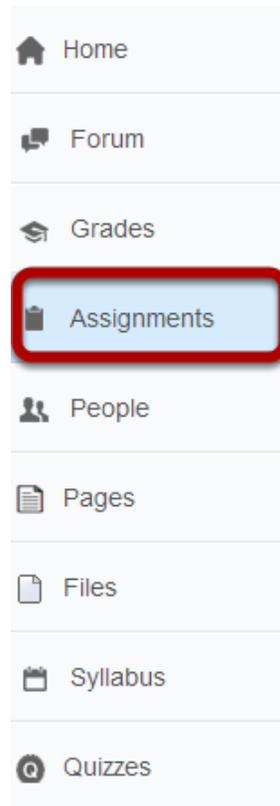
You can view the Submission Type, the number of Assignments, and the number of Submissions.

## How do I create a peer review assignment?

---

A peer-review assignment enables students to comment on submitted assignments.

### Open Assignments



Click the **Assignment** link.

### Create a New Assignment



Click the **Add Assignment** button to create a new assignment.

## Select More Options

Assignment #3

due: Dec 24, 2 

points: 30

Tue Dec 24, 2013 11:59PM

**More options** Cancel Update

Click the **More Options** button to create a peer reviewed assignment.

## Require Peer Reviews

Group Assignment  This is a Group Assignment

Peer Reviews  Require Peer Reviews

After selecting the submission types for the assignment, select the **Require Peer Reviews** checkbox.

## Determine Peer Review Assignment Type

Peer Reviews  Require Peer Reviews

**How to Assign Peer Reviews**

Manually Assign Peer Reviews **1**

Automatically Assign Peer Reviews **2**

Determine if you are going to **manually assign peer reviews** [1] or **automatically assign peer reviews** [2].

## Automatically Assign Peer Reviews

Peer Reviews

Require Peer Reviews

**How to Assign Peer Reviews**

Manually Assign Peer Reviews

Automatically Assign Peer Reviews

Reviews Per User

**1**

Assign Reviews

**2**

Must come after due date. If blank, uses due date.

You can add the number of **reviews per user** [1] and when the reviews will be assigned [2]. You can automatically **assign peer reviews**.

## Update Assignment

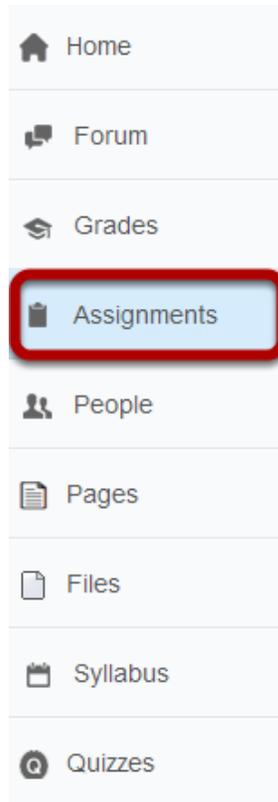
Click the **Update Assignment** button.

## How do I manually assign peer reviews?

---

Manually assigning peer reviews allows you to choose which students review a certain assignment.

### Open Assignments



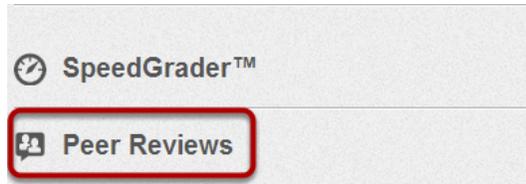
Click **Assignments** link.

### Select Assignment

Assignments:		
<a href="#">Assignment 1</a>	Dec 13 at 11:59pm	out of 23
<a href="#">Quiz 1</a>	Monday at 11:59pm	out of 0
<a href="#">Quiz 2</a>	Dec 24 at 11:59pm	out of 0
<a href="#">Assignment 2</a>	Tomorrow at 11:59pm	out of 20
<a href="#">Assignment 3</a>	Dec 25 at 11:59pm	out of 15

Click the **title of the assignment** to assign peer reviews.

## Open Peer Reviews



Click the **Peer Reviews** link.

## Manually Assign Peer Reviews

### Assignment 3 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page.

jon

None Assigned

 Give jon another submission to assess

Kisow, Brian

None Assigned

 Give Brian Kisow another submission to assess

Click the **Plus** icon to manually assign the review.

## Select Student Drop-down Menu

jon

None Assigned

 Give jon another submission to assess

[ Select Student ]

 Add

Select the **student drop-down** menu [1].

## Select Student

jon

None Assigned

+ Give jon another submission to assess

[ Select Student ] [ Add ]<sup>2</sup>

[ Select Student ]

jon

Kisow, Brian<sup>1</sup>

None Assigned

+ Give Brian Kisow another submission to assess

Select the **peer you would like the student to review** [1]. Remember, a student can not review themselves. Click the **Add** button [2] to assign the review.

## View Assigned Peer Reviews

jon

✓ [ Kisow, Brian ]<sup>1</sup>

+ Give jon another submission to assess

Kisow, Brian

⚠ [ jon ]<sup>2</sup>

+ Give Brian Kisow another submission to assess

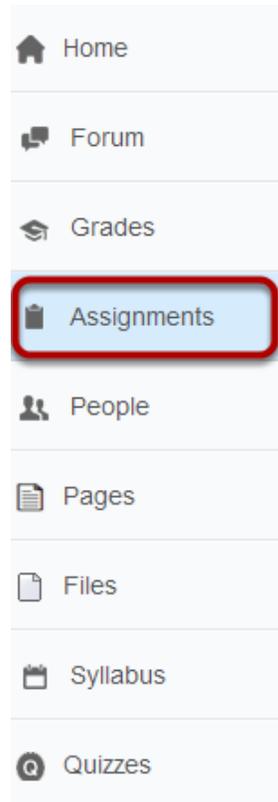
Assigned peer reviews appear underneath the students name. A **checkmark** [1] indicates a peer review as been completed. A **caution triangle** [2] indicates a peer review still needs to be completed.

## How do I automatically assign peer reviews?

---

Automatically assigning peer reviews will assign students with submissions peer reviews. The best way to do this is through creating or editing an assignment.

### Open Assignments



Click **Assignments** link.

### Select Assignment

Assignments:		
<a href="#">Assignment 1</a>	Dec 13 at 11:59pm	out of 23
<a href="#">Quiz 1</a>	Monday at 11:59pm	out of 0
<a href="#">Quiz 2</a>	Dec 24 at 11:59pm	out of 0
<a href="#">Assignment 2</a>	Tomorrow at 11:59pm	out of 20
<a href="#">Assignment 3</a>	Dec 25 at 11:59pm	out of 15

Click the **title of the assignment** to assign peer reviews.

## Edit Assignment



Click the **Edit** button.

## Automatically Assign Peer Reviews

This is a Group Assignment

**1**  Require Peer Reviews

Manually Assign Peer Reviews

**2**  Automatically Assign Peer Reviews

Reviews Per User  **3**

Assign Reviews  **4**  
Wed Dec 18, 2013  
Must come after due date. If blank, uses due date.

---

For

Due Date  **5**  
Wed Dec 18, 2013 11:59PM

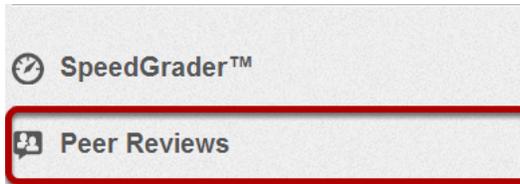
1. Click the **Require Peer Reviews** checkbox.
2. Click the **Automatically Assign Peer Reviews** radio button.
3. Decide how many **Reviews Per User** are needed.
4. **Assign Reviews** after the due date. If this field is left blank, the due date will be used.
5. The **Due Date** must be specified in order to automatically assign peer reviews.

## Update Assignment



Click the **Update Assignment** button.

## Open Peer Reviews



Click the **Peer Reviews** link.

## View Assigned Peer Reviews

### Assignment 3 Peer Reviews

Student peer reviews will be considered complete when students have commented at least once on the page.

jon  
2 ✓  Kisow, Brian  
+ Give jon another submission to assess

Kisow, Brian  
3 ⚠  jon  1  
+ Give Brian Kisow another submission to assess

sowmiya, Anu  
4 None Assigned  
+ Give Anu sowmiya another submission to assess

Automatically assigned peer reviews appear underneath the students name [1]. A **check mark** [2] indicates a peer review has been completed. A **caution triangle** [3] indicates a peer review still needs to be completed. If the student has not submitted the assignment, the student will not automatically be assigned a peer review [4].

## Another Option: Automatically Assign Reviews

To the left you can see the list of students for this assignment, and also which student submissions (if any) they have been assigned to review.

### Automatically Assign Reviews

You can assign peer reviews to those users who have submitted but don't already have reviews assigned by clicking the button below.

1 reviews per user

2 Assign Peer Reviews

You can assign multiple peer reviews to students, if you want to [1]. You can also assign peer reviews to those users who have submitted but don't already have reviews assigned to them. When you are ready to go, click on the **Assign Peer Reviews** button [2].

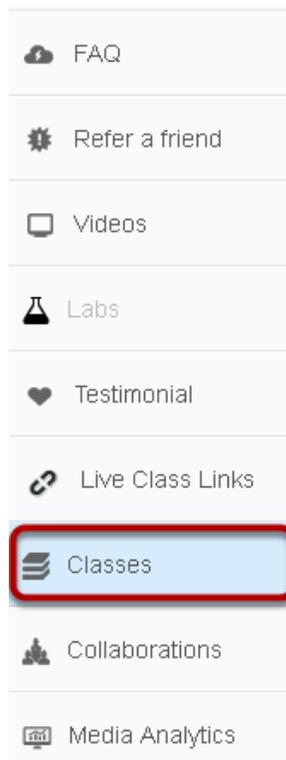
## How to add badges to your classes?

---

By default, teachers can only award course badges. Badges are a good way of celebrating achievement and showing progress. Badges may be awarded based on a variety of chosen criteria.

Course badges are available to users enrolled in the course and related to the activities that happen inside the course.

### Open classes



Click **classes** in course navigation.

## view classes

The screenshot displays a course interface with a header labeled "Classes". In the top right corner, there is a circular icon with the number "1" and a link labeled "Design classes" which is highlighted with a red border. Below the header, there are six class cards arranged in a 2x3 grid. Each card has a blue header with a class name and a light blue body with a title and a footer containing four icons (a monitor, a book, a folder, and a list). The classes are:

- Class 01**: Web development : Learning
- Class 02**: Web development tools
- Class 03**: CSS overview
- Class 04**: Special Tags
- Class 05**: Bootstrap
- Class 06**: Web

View classes in your course.

Click **Design classes** link [1] to add badges to classes.

## Add item

### Course Classes

View Progress

Add class

Permission groups

Web development : Learning

- Pre Class Videos + Add
  - Video Front Page
- Pre Class Reading Materials + Add
  - basic CSS.pdf  
must view the page
- Presentations + Add
  - BCS\_FWD\_1\_IntroductionToWebsiteDevelopmentPowerPoint.ppt
- Assignments + Add
  - Search Engine Optimization  
Aug 25 25 pts

Click **+ Add** button to add item to class.

## View external tool

Add Item to Web development : Learning

Add **Assignment** to Web development : Learning

Associate with this class, or add an assignment by selecting

Indentation: Don't indent

Cancel Add Item

Choose **External Tool** from the drop down to add badges.

## Add badges

**Add Item to Web development : Learning** ✕

Add  to Web development : Learning

 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this class.

- Badges**   
Easily award badge credentials to students who meet course completion criteria
- Certificates**   
Award certificate to students who meet course completion criteria
- heedo**   
Case study tool
- Upload Video**   
Insert Video

URL:

Page Name:

Load this tool in a new tab

Indentation:

Choose **Badges**.

## Select / Create a badge

Link Resource from External Tool

Select a Badge to Embed Or create a new one.

**Participant badge**  
Course Participant badge

**Performer**  
Best performer badge

**Business Eco system Completion**  
Business Eco system Module Successful Completion.

**Badge List**  
Insert a link to the listing of all badges for the current course.

**Create a New Badge**

Badge Name

Add Badge

you can **select a badge**[1] to embed or **create a new badge**[2].

## Create new badge

**Create a New Badge**

course participants

Add Badge

Give **badge name** [1] and click **Add Badge** button [2].

## Add Item

**Add Item to Web development : Learning** ✕

Add  to Web development : Learning

 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this class.

- Badges**   
Easily award badge credentials to students who meet course completion criteria
- Certificates**   
Award certificate to students who meet course completion criteria
- heedo**   
Case study tool
- Upload Video**   
Insert Video

URL:

Page Name:  1

Load this tool in a new tab

Indentation:

2

View the **badge name** [1] you created, and click **Add Item** button [2].

## Course Classes

View Progress

Add class

Permission groups

Web development : Learning

- Pre Class Videos** + Add
  - Video Front Page
- Pre Class Reading Materials** + Add
  - basic CSS.pdf  
must view the page
- Presentations** + Add
  - BCS\_FWD\_1\_IntroductionToWebsiteDevelopmentPowerPoint.ppt
  - Badge: course participants** 1
- Assignments** + Add
  - Search Engine Optimization  
Aug 25 25 pts

View the badge in class item.

Click the **badge name** [1] to edit badge settings.

**Note** : Badge will be available to students after editing the badge settings.

## Badge settings

This badge won't be available to students until it is saved.

### Badge Settings



Badge name:

Badge icon:  should be 90x90 pixels  
[use the badge designer](#) 1

Badge description:

Explanation of requirements:

Approx. hours for completion:  not enforced, strictly for reference :-)

Evidence:  Require a URL as evidence before awarding

Manual approval:  Require manual approval before awarding

Credits:  Use variable credits to allow multiple completion paths

Final grade cutoff:

Modules requiring completion:  Web development : Learning  
 2

Public:  List this badge in the organization's public badge directory

3

You can give the following details to edit Badge settings:

1. Badge name
2. Badge icon - Already you have badge give that URL to add badge or you can **design your badge**[1]
3. Badge description
4. Explanation of requirements
5. Approximate hours for completion - optional

- 6. Evidence - Requires an URL evidence before awarding the badge.
  - 7. Manual approval - Requires manual approval from teacher before awarding the badge.
  - 8. Credits - use variable credits to allow multiple completion paths
  - 9. Modules requiring completion - used to set the modules requirement completion option to obtain the badge.
- choose which item and condition as requirement from the drop downs to give badge.

After editing the badge settings click Save Badge Setting [3] button.

## View Badge settings

🏠 > WD875 > Web development : Learning > Badge: course participants



### course participants

Course participants Badge

#### Requirements for completion:

The student must participant in this course can obtain this badge.

**You are not a student in this course, so you can't earn this badge**

Current Students

Awarded Students

Filter students by section

All

Student	Earned	Issued
mani@arrivusystems.com	✘	
Robert Downey	✘	
Anu sowmiya	✘	
Amelia	✘	
Jon Mathew	✘	
Chris Evans	✘	

View the badge settings and students those who are participating in this course.

## How to manually award badge to student ?

---

Instructors can manually award badges to their students.

### Student view Before manual approval by instructor

🏠 > [WD875](#) > [Web development: Learning](#) > Badge: course participants

---



#### course participants

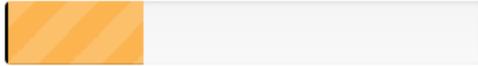
Course participants Badge

#### Requirements for completion:

The student must participant in this course can obtain this badge.

#### You've almost earned this badge!

To earn this badge you needed a final score of 0.0%, and you have 29.4% in this course right now.



Evidence URL:

**All you need now is to wait for your instructor's manual approval.**

view the notification for manual approval. Your students should wait for instructor's manual approval.

## Award badge manually



### participation badge

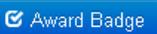
You are not a student in this course, so you can't earn this badge

Current Students

Awarded Students

Filter students by section

All

Student	Earned	Issued
mani@arrivusystems.com	✘	
Robert Downey	✔	Sep 17, 2014
Anu sowmiya	✘	
Amelia	✘ 	
Jon Mathew	✔	Sep 17, 2014
Chris Evans	✔	Sep 17, 2014

Click the **earned notification icon** [1] (Wrong mark in red color) to award badge manually

## View manually awarded student record



### participation badge

You are not a student in this course, so you can't earn this badge

Current Students

Awarded Students

Filter students by section

All

Student	Earned	Issued
mani@arrivusystems.com	✘	
Robert Downey	✔	Sep 17, 2014
Anu sowmiya	✘	
Amelia	+	Sep 17, 2014
Jon Mathew	✔	Sep 17, 2014
Chris Evans	✔	Sep 17, 2014

View the manually awarded student record.

Earned notification icon turned to **green color tick mark** to indicate the manual approval by instructor.

## View student status



participation badge



**Jon Mathew**



This user completed the requirements needed for this badge, and it was awarded 17 Sep, 2014

Click the **student name** to view the status of student.

## Student view after manual approval



participation badge

**You've earned this badge!**

To earn this badge you needed a final score of 0.0%, and you have 0.0% in this course right now.



show this badge on my Arrivu LMS profile

[See All Your Badges](#)

earned for email: jonmathew@arrivusystems.com

Student view for the manually approved badge.

## What is the Calendar?

---

One of the challenges facing both students and instructors is keeping track of all of the assignments planned throughout the term. Instructors are teaching multiple courses and students are learning in multiple courses. Every course has its own timeline for when things need to be done. The Calendar helps everyone stay on schedule and up to date.

Helpful tips about the calendar:

- The Calendar is used for to remind you about graded Assignments with specific due dates as well as undated calendar items.
- The Calendar automatically syncs with other features in Arrivu LMS, such as Assignments, Syllabus, and Grades, so if your instructor creates, changes, or deletes the due date of an Assignment on the Calendar, it will show up in all the others and vice versa.
- The Calendar in Arrivu LMS is a global feature, meaning you can see all of your assignments from all of your courses in one place. If your Calendar becomes too crowded, you can filter the number of events listed on your Calendar by selecting or deselecting courses in the Sidebar.
- The Calendar is designed to display up to 10 calendars at any given time. To help manage user calendars, courses customized in the courses drop-down menu as a favorite course will always be listed at the top of your calendar list in the calendar sidebar.

### Locate Calendar Link



Courses & Groups ▾

Grades

Calendar

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

## View Calendar

The screenshot displays the 'View Calendar' interface. At the top, there is a navigation bar with 'Today', navigation arrows, 'September 2014', a circled '1', and view options: 'Week', 'Month', 'Agenda', 'Scheduler', and a '+' icon. The main calendar grid shows days from Sunday to Saturday. Events are listed in colored boxes: 'What programming language are you going to use on the course?' (red), 'Entrepreneurs and Entrepreneurship' (purple), 'Unnamed Quiz' (green), and 'Introduction' (red). A yellow highlight is on Tuesday, September 16th. To the right, a mini calendar shows the month of September 2014 with a circled '2' and the date 16th highlighted. Below the mini calendar is a 'Calendars' list with a circled '3' and a scroll bar. The list includes: Jon Mathew, Instructor Orientation, Admin Orientation, Basics of computers, English Grammar, Information Security, Network security, Web development, Entrepreneurial skills, and Cryptography. At the bottom right, there is an 'Undated items' section and a 'Calendar Feed' link.

After clicking the **Calendar** link, you will see the Calendar Month with the events [1], the mini Calendar [2], and the Calendar list for courses and/or groups [3].

**Note:** You can use keyboard shortcuts to navigate the Calendar. Press the **comma key** and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

When would I use the Calendar as an instructor?

- View and create activities in your course as well as events and personal reminders; you can also filter the calendar view to only see specific calendars.
- Quickly add Assignments to a blank course. Fill in the details of those Assignments later.
- Adjust the dates of Assignments that have been imported from previous terms. Arrivu LMS makes it easy to drag and drop events across multiple months.
- Copy the iCal feed for all of your courses and import it to your preferred personal Calendar, such as Google or Outlook.
- Schedule appointments with students using the Scheduler (optional feature).

## How do I view the Calendar?

The Calendar is a great way to view everything you have to do for all your courses in one place.

### Locate Calendar Link



Courses & Groups ▾

Grades

Calendar

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### View Calendar

The screenshot displays the ARRIVU calendar interface. At the top, there is a navigation bar with 'Today', navigation arrows, 'September 2014', and view options: 'Week' (selected), 'Month', 'Agenda', 'Scheduler', and a '+' icon. Below this is a main calendar grid for September 2014, with days of the week (SUN to SAT) as columns. The grid shows various events: 'What programming language are you going to use on the course?' on Sunday 31st, 'Entrepreneurs and Entrepreneurship' on Monday 1st, 'Unnamed Quiz' on Wednesday 3rd, and 'Introduction' on Friday 30th. A red box highlights the 'Week' view selection in the navigation bar (labeled 1), the main calendar grid (labeled 2), and the sidebar (labeled 3). The sidebar on the right contains a 'September 2014' quick-view calendar, a 'Calendars' list with items like 'Jon Mathew', 'Instructor Orientation', 'Admin Orientation', 'Basics of computers', 'English Grammar', 'Information Security', 'Network security', 'Web development', 'Entrepreneurial skills', and 'Cryptography', and an 'Undated items' section with a 'Calendar Feed' link.

the Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can **choose to view the calendar** in Month, Week, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] **shows a quick-view** calendar, your list of courses and groups, and undated items for your courses and groups.

## View Calendar List

The screenshot shows a calendar for September 2014. The main calendar grid has columns for SUN, MON, TUE, WED, THU, FRI, and SAT. Events are shown as colored boxes: a red box on Sunday 31, a pink box on Monday 1, a green box on Wednesday 3, and a red box on Tuesday 30. A sidebar on the right titled 'Calendars' lists various courses with checkboxes. A red arrow points from the 'Cryptography' course in the sidebar to the red event on Tuesday 30 in the main calendar.

SUN	MON	TUE	WED	THU	FRI	SAT
31 What programming language are you going to use on the course ?	1 Entrepreneurs and Entrepreneurship		3 Unnamed Quiz			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Introduction	1	2	3	4

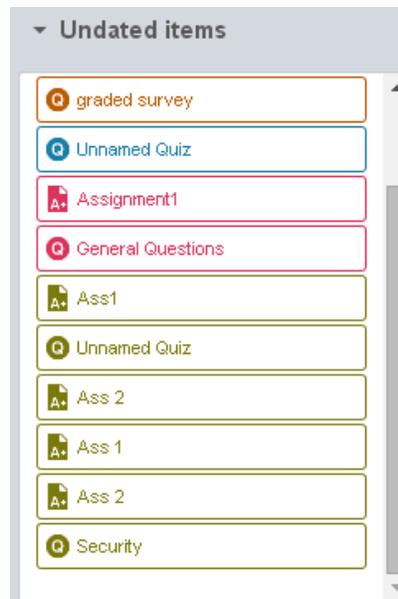
- Instructor Orientation
- Admin Orientation
- Basics of computers
- English Grammar
- Information Security
- Network security
- Web development
- Entrepreneurial skills
- Cryptography
- New group
- final year 2

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar. For instance, in the above example, assignments and events from the Cryptography course will appear as Red in the calendar view.

By default, all your course calendars and group calendars will be selected and appear in the calendar view [1]. To hide a calendar, click the **box next to the name of the calendar** [2]. Calendars that are not active within the calendar view will appear in gray [3].

**Note:** Colors are arbitrarily assigned to each course; they cannot be changed.

## View Undated Events List



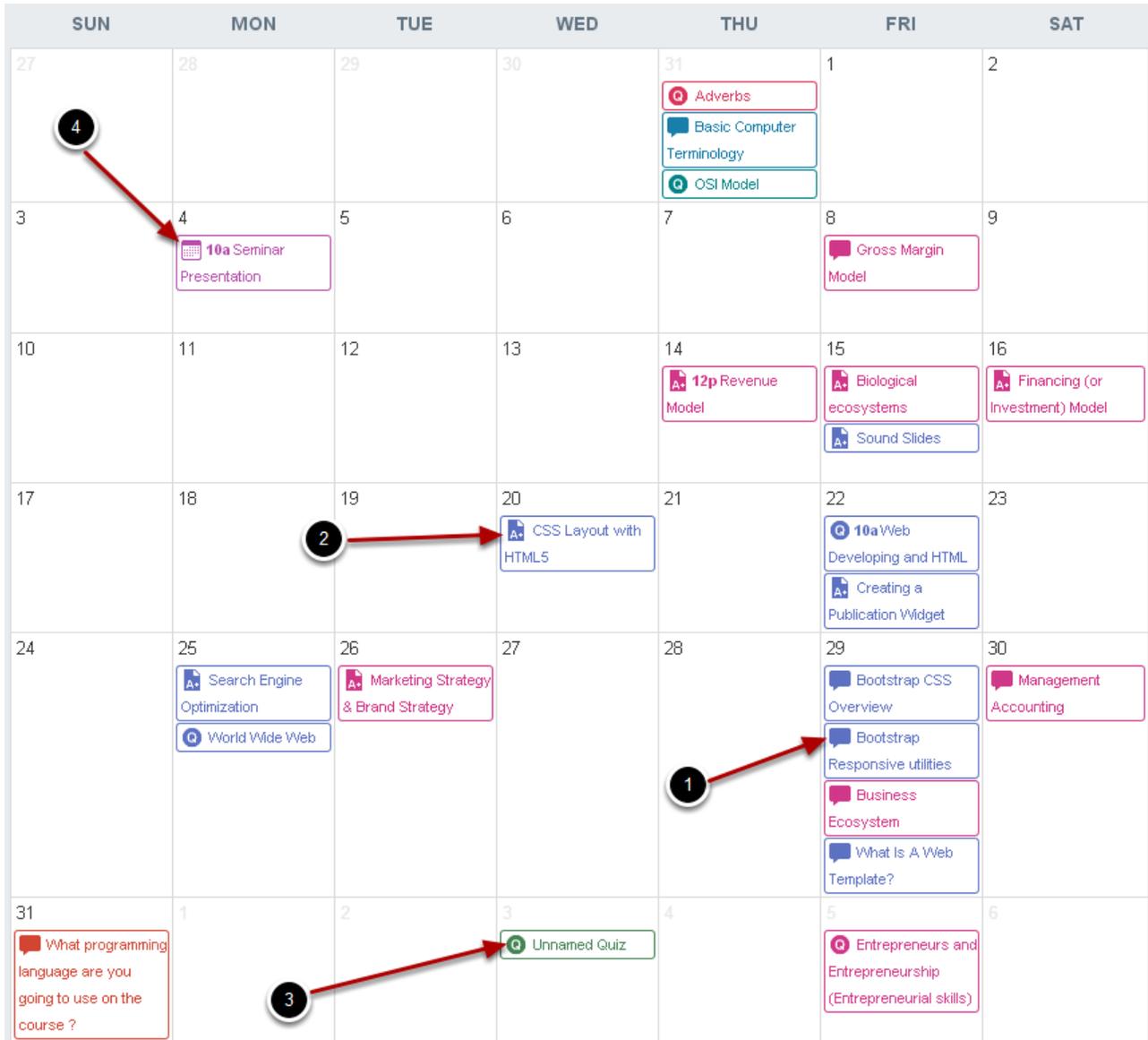
Expanding the **Undated events** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.

## View Calendar by Month



In month view, you can click the **calendar** buttons to move from **month to month** [1]. You can also easily view the events for the **current date** [2].

## View Due Dates



Assignments are shown with an icon next to the assignment title. The **icon reflects the assignment type**: Discussion [1], Assignment [2], Quiz [3], or Events [4].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

## View Varied Due Dates

31	1	2	3	4	5	6
What programming language are you going to use on the course ?			Unnamed Quiz		Entrepreneurs and Entrepreneurship (Entrepreneurial skills)	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
				Entrepreneurs and Entrepreneurship (Entrepreneurial skills)		
21	22	23	24	25	26	27
28	29	30	1	2	3	4
		Introduction				

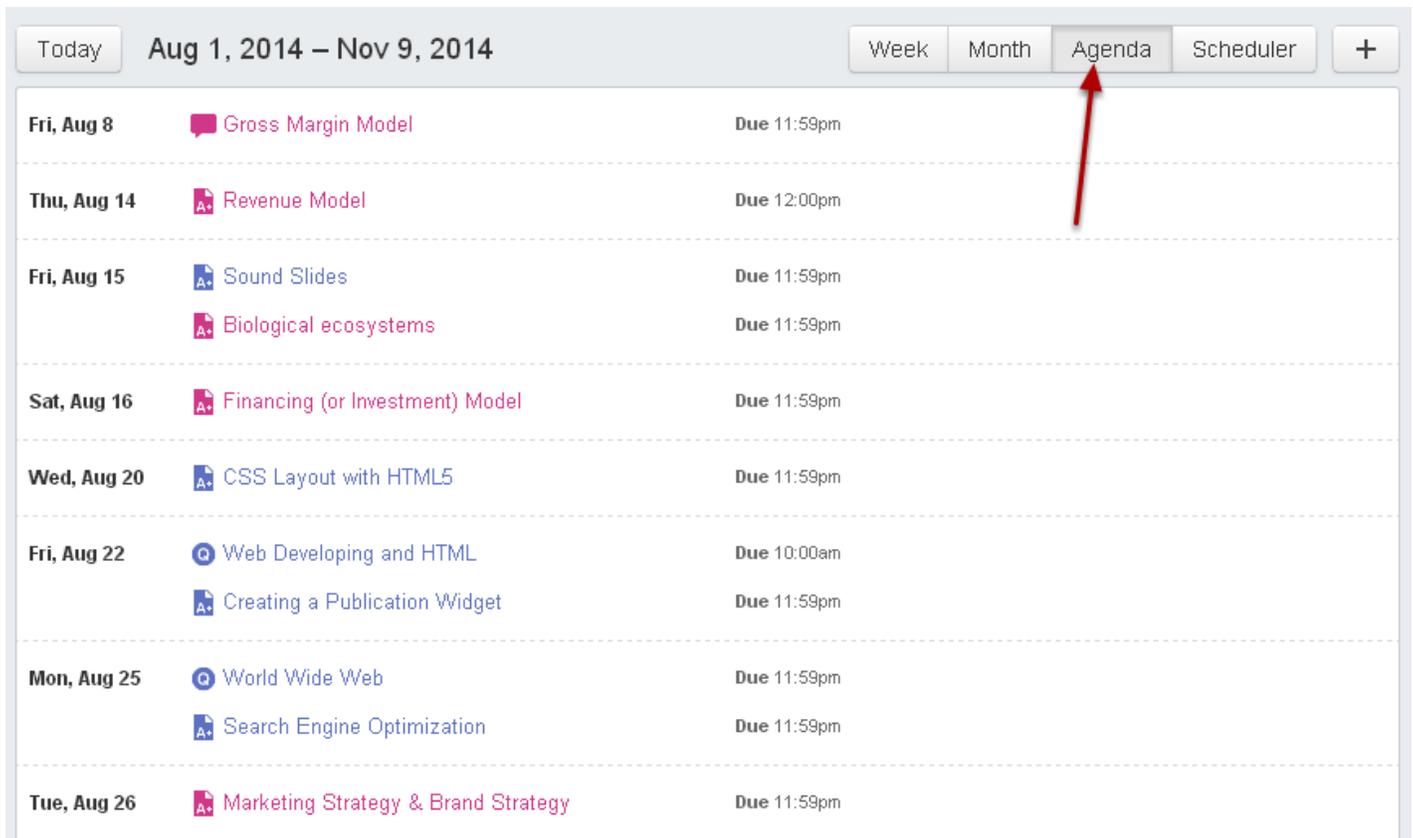
If a course has sections with varied due dates, instructors will see the **multiple due dates** [1]. Students will only see their section's due date.

## View Calendar by Week

The screenshot displays a calendar interface for the week of May 25 to May 31, 2014. At the top, there are navigation buttons: 'Today', left and right arrows, the date 'May 25 - 31, 2014', and view options: 'Week' (highlighted with a red box), 'Month', 'Agenda', 'Scheduler', and a '+' button. Below the navigation is a header row for the days of the week: SUN 5/25, MON 5/26, TUE 5/27, WED 5/28, THU 5/29, FRI 5/30, and SAT 5/31. The main area is a grid with time slots from 'all-day' to '6pm'. Events are shown as colored boxes with icons: a red 'A+' icon for '12:00' (two instances on SAT 5/31), a red 'A+' icon for '1:00 Phonology' (on THU 5/29), a green 'A+' icon for '3:00 Topologies' (on TUE 5/27), a red 'A+' icon for '4:00 Verbs and V' (on SAT 5/31), and a red 'Q' icon for '5:00 Basic gramr' (on SAT 5/31).

Click the **Week** button to see the calendar by week.

## View Calendar Agenda



The screenshot shows a calendar interface with a top navigation bar containing buttons for 'Today', 'Week', 'Month', 'Agenda', 'Scheduler', and a '+' icon. The main area displays a list of tasks in an agenda view, starting from August 1, 2014, to November 9, 2014. A red arrow points to the 'Agenda' button.

Date	Task	Due
Fri, Aug 8	Gross Margin Model	Due 11:59pm
Thu, Aug 14	Revenue Model	Due 12:00pm
Fri, Aug 15	Sound Slides	Due 11:59pm
	Biological ecosystems	Due 11:59pm
Sat, Aug 16	Financing (or Investment) Model	Due 11:59pm
Wed, Aug 20	CSS Layout with HTML5	Due 11:59pm
Fri, Aug 22	Web Developing and HTML	Due 10:00am
	Creating a Publication Widget	Due 11:59pm
Mon, Aug 25	World Wide Web	Due 11:59pm
	Search Engine Optimization	Due 11:59pm
Tue, Aug 26	Marketing Strategy & Brand Strategy	Due 11:59pm

By clicking the **Agenda** button, the Calendar will show you all of your calendar items, beginning with the month selected in Month view.

## How do I filter my Calendar view by course?

You can filter your Calendar by courses.

### Locate Calendar Link



Courses & Groups ▾

Grades

**Calendar**

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### View Calendar

Today ◀ ▶ September 2014 Week Month Agenda Scheduler +

SUN	MON	TUE	WED	THU	FRI	SAT
31 What programming language are you going to use on the course ?	1 Entrepreneurs and Entrepreneurship	2	3 Unnamed Quiz	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Introduction	1	2	3	4

September 2014

Calendars

- Jon Mathew
- Instructor Orientation
- Admin Orientation
- Basics of computers
- English Grammar
- Information Security
- Network security
- Web development
- Entrepreneurial skills
- Cryptography
- New group

Undated items

Calendar Feed

After clicking the **Calendar** link, you will see the Calendar for everything you are enrolled in.

## Choose Courses to View



In order to filter your Calendar by courses or groups, click the **color box next to the Calendar**. The calendar can show up to 10 courses and/or groups at a time. In this example, not all of the calendars are being shown.

**Note:** Colors are arbitrarily assigned to each course; they cannot be changed.

## How do I add an event to the course Calendar?

This lesson will help you to add an event to the course Calendar. Events are different than Assignments in Arrivu LMS. Events you create on the Calendar will not appear on the Assignments page or in the Gradebook. But they will show up on the Syllabus page and student calendars. You can create events with due date times as well as all-day events.

### Locate Calendar Link



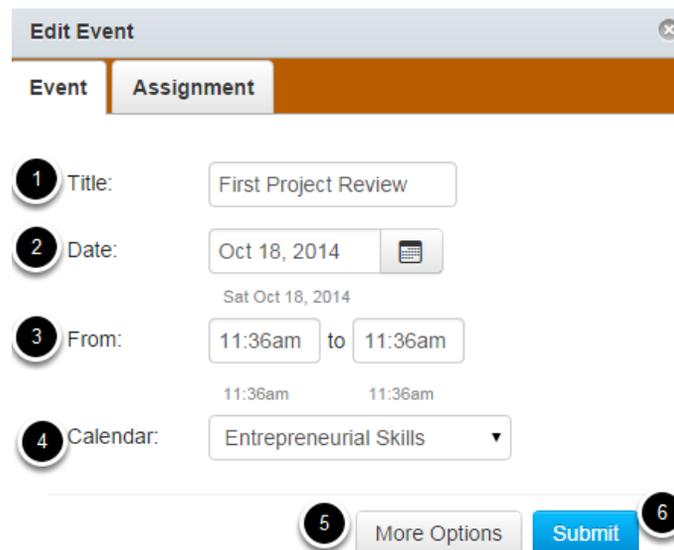
To view the Calendar, click the **Calendar** link.

### Select a Date for the Event

Click **any date** on the calendar [1] to add an event; click the **arrows next to the month** name to navigate to a different month [2].

If you don't want to manually locate the date, you can click the **Add** icon [3] to add an event or assignment to the calendar.

### Add New Event

The image shows a screenshot of the 'Edit Event' form in the Arrivu LMS. The form is titled 'Edit Event' and has two tabs: 'Event' and 'Assignment'. The 'Event' tab is selected. The form contains several fields: 'Title' (First Project Review), 'Date' (Oct 18, 2014), 'From' (11:36am to 11:36am), and 'Calendar' (Entrepreneurial Skills). There are also 'More Options' and 'Submit' buttons. The form is numbered 1 through 6 to indicate the steps for adding an event.

Enter a title for the event [1]. The date will already be entered, but you can change it if you like [2]. Specify the start and end time for your event [3]. Make sure that the correct course is selected in the **Calendar drop down** [4]. Click More Options to link to files or other resources related to the event [5]. Click the Submit button [6].



## Student View: Event Details in the Calendar

### [First Project Review](#)

Oct 18

Calendar [Entrepreneurial Skills](#)

Details Submit your presentation before the review date!!!

Students will see your event on their own course Calendar. When they click the **event title**, they will see a summary page with all of the rich content you've added.

**Note:** Event time will show based on the student's time zone.

## Student View: Calendar Events on the Syllabus Page

Date	Day	Details	
Oct 7	Tue	<a href="#">Biological ecosystems</a>	due by 11:59pm
Oct 8	Wed	<a href="#">Gross Margin Model</a>	due by 11:59pm
Oct 10	Fri	<a href="#">Revenue Model</a>	due by 12pm
Oct 16	Thu	<a href="#">Financing (or Investment) Model</a>	due by 11:59pm
Oct 18	Sat	<a href="#">First Project Review</a>	12am
Oct 26	Sun	<a href="#">Marketing Strategy &amp; Brand Strategy</a>	due by 11:59pm
Oct 29	Wed	<a href="#">Business Ecosystem</a>	due by 11:59pm
Oct 30	Thu	<a href="#">Management Accounting</a>	due by 11:59pm
Nov 1	Sat	<a href="#">Entrepreneurs and Entrepreneurship</a>	due by 11:59pm

Students will see the event listed in the Syllabus page. The link will be un-bolded, signifying that it is not a graded Assignment, and the event will not display a due date.

## How do I add a personal reminder to my Calendar?

You can add a personal reminder to your own Calendar.

### Locate Calendar Link



Courses & Groups ▾

Grades

**Calendar**

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### Select a Date

The screenshot shows the ARRIVU calendar interface for September 2014. At the top, there are navigation buttons: 'Today', left and right arrows, 'September 2014', and view options: 'Week', 'Month', 'Agenda', 'Scheduler', and a red-bordered '+' icon. Below these are the days of the week: SUN, MON, TUE, WED, THU, FRI, SAT. The calendar grid shows dates from 31 to 4. Events are displayed as colored boxes: a red box on 31 with the text 'What programming language are you going to use on the course?', a green box on 3 with 'Unnamed Quiz', a pink box on 5 with 'Entrepreneurs and Entrepreneurship (Entrepreneurial skills)', and a red box on 30 with 'Introduction'. A red-bordered box highlights the date '26' on Friday, which has a black circle with the number '1' next to it. Another red-bordered circle highlights the '+' icon in the top right corner.

To add a personal event, click the **day for the event** on the Calendar [1]. Or you can click the **Add** icon [2].

## Enter Event Settings

**Edit Event**

**Event** **Assignment**

1 Title: project Review Meet

2 Date: Sep 26, 2014  
Fri Sep 26, 2014

3 From: 9:00am to 10:00am  
9:00am 10:00am

Calendar: Jon Mathew

More Options Submit

A window will appear. Here you will determine the **settings of the event**. Enter **title** [1], **date** [2], and **times** [3] for the event. If you double clicked the day on the Calendar the date will already be entered.

## Select a Calendar

**Edit Event**

**Event** **Assignment**

Title: project Review Meet

Date: Sep 26, 2014  
Fri Sep 26, 2014

From: 9:00am to 10:00am  
9:00am 10:00am

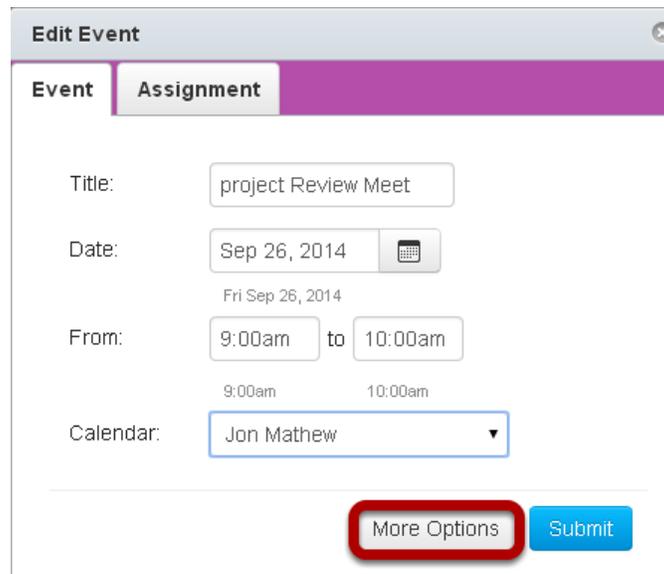
Calendar: Jon Mathew

Jon Mathew  
Jon Mathew Information Security  
New group  
final year 2

Submit

From the drop-down menu, **choose the Calendar** you want to add the event to. Remember, if you add it to a course calendar, everyone in the course will be able to view it.

## Add Event Details



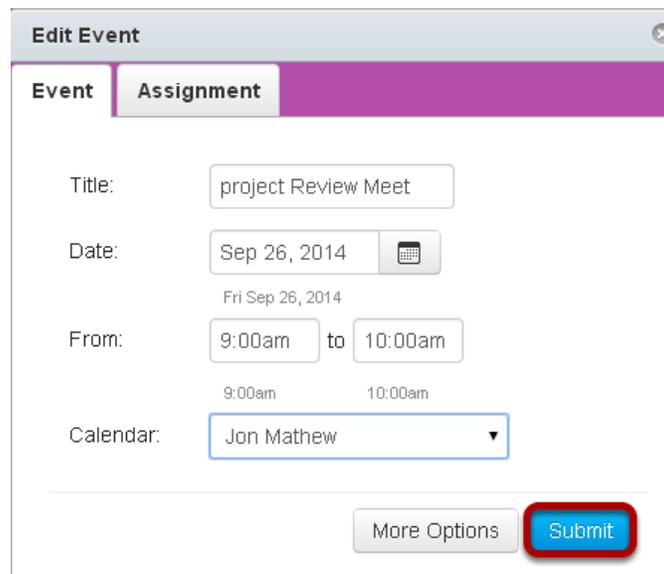
The screenshot shows the 'Edit Event' dialog box with the 'Assignment' tab selected. The form contains the following fields:

- Title: project Review Meet
- Date: Sep 26, 2014 (with a calendar icon)
- From: 9:00am to 10:00am (with a time selection interface)
- Calendar: Jon Mathew (with a dropdown arrow)

At the bottom right, there are two buttons: 'More Options' (highlighted with a red circle) and 'Submit'.

By clicking the **More Options** button you will be able to add a description to the event. Use the Rich Content Editor to add images, files, or links to the Calendar event.

## Submit



The screenshot shows the 'Edit Event' dialog box with the 'Assignment' tab selected. The form contains the following fields:

- Title: project Review Meet
- Date: Sep 26, 2014 (with a calendar icon)
- From: 9:00am to 10:00am (with a time selection interface)
- Calendar: Jon Mathew (with a dropdown arrow)

At the bottom right, there are two buttons: 'More Options' and 'Submit' (highlighted with a red circle).

When you have finished editing the event settings, click **Submit**.

## View Calendar Event

Today ◀ ▶ September 2014 Week Month Agenda Scheduler +

SUN	MON	TUE	WED	THU	FRI	SAT
31 What programming language are you going to use on the course ?	1	2	3 Unnamed Quiz	4	5 Entrepreneurs and Entrepreneurship (Entrepreneurial skills)	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 9a Project Review Meet	27
28	29	30 Introduction	1	2	3	4

The event will now show on the Calendar.

## How do I create an Assignment shell from the Calendar?

You can create Assignment shells from the Calendar. Assignment shells are placeholders for the Assignment until you fill in the Assignment details. You can create varied due date Assignment shells via the Calendar too.

### Locate Calendar Link



Courses & Groups ▾

Grades

**Calendar**

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### View Calendar

Today ◀ ▶ September 2014 Week Month Agenda Scheduler +

SUN	MON	TUE	WED	THU	FRI	SAT
31 What programming language are you going to use on the course?	1 Entrepreneurs and Entrepreneurship	2	3 Unnamed Quiz	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Introduction	1	2	3	4

September 2014

Calendars

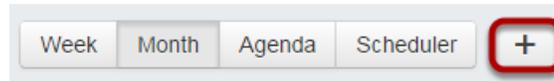
- Jon Mathew
- Instructor Orientation
- Admin Orientation
- Basics of computers
- English Grammar
- Information Security
- Network security
- Web development
- Entrepreneurial skills
- Cryptography
- New group

Undated items

Calendar Feed

After clicking on the **Calendar** link, you will see the Calendar for everything you are teaching or enrolled in.

## Add New Assignment



Click the **Add** icon.

## Enter Assignment Details

A screenshot of a web application's "Edit Event" dialog box. The dialog has a title bar with "Edit Event" and a close button. Below the title bar are two tabs: "Event" and "Assignment", with "Assignment" selected. The form contains four fields: 1. "Title:" with the text "Grammar Test". 2. "Due:" with the date and time "Oct 18, 2014 11:36AM" and a calendar icon; below it, the text "Sat Oct 18, 2014 11:36AM" is displayed. 3. "Calendar:" with a dropdown menu showing "English Grammar". 4. "Group:" with a dropdown menu showing "Assignments". At the bottom of the form are two buttons: "More Options" (with a circled 5) and "Submit" (with a circled 6).

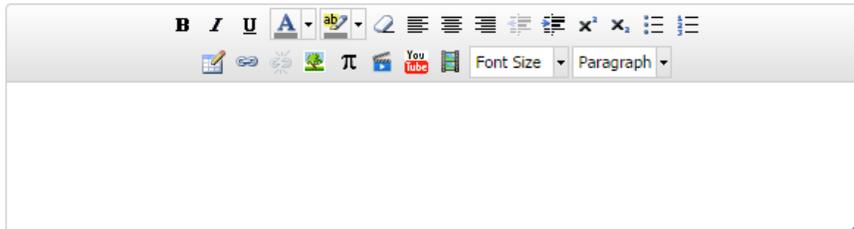
Enter a **title** [1] and **due date** [2] for the new assignment. Make sure that the correct course is selected in the **Calendar drop-down** [3], then choose the appropriate **assignment group** [4]. Click **More Options** to link to files or other resources related to the assignment [5]. Click the **Submit** button when you are finished.

## Add More Options

Home > EG101 > Assignments > Create new

Grammar Test

HTML Editor



Points

Assignment Group

Display Grade as

Submission Type

Group Assignment  This is a Group Assignment

Peer Reviews  Require Peer Reviews

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

- Wiki Pages
  - Faq
  - Front Page
  - Learn English Grammar Beginner
  - Media Page
  - Noun
  - Page
  - Page 2
  - Verbs And Tenses
- Assignments
- Quizzes
- Announcements
- Discussions
- Classes
- Course Navigation

New Discussion

New Quiz

When you click on the **More Options** button, you have the ability to add more details to the Assignment as well as adding Links, Files, and/or Images.

## Add Multiple Due Dates

For	Due Date	Available From	Until
<input type="text" value="Everyone Else"/>	<input type="text" value="May 8 at 11:59pm"/> <small>Thu May 8, 2014 11:59PM</small>	<input type="text"/>	<input type="text"/>
<input type="text" value="Section 1"/>	<input type="text" value="May 15, 2014"/> <small>Thu May 15, 2014</small>	<input type="text"/>	<input type="text"/>

You can add multiple due dates to your assignment.

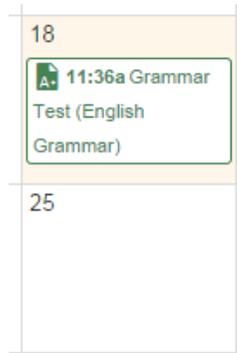
## Update Assignment

Cancel

Update Assignment

Click **Update Assignment** to save your changes.

## View New Assignment



Once you update the information, you can see the Assignment on the Calendar.

## How do I change the date of an Event or Assignment on the Calendar?

You can change the date of an Event or Assignment by clicking on the Event or Assignment or by dragging and dropping the Event or Assignment to a different date.

### Locate Calendar Link



Courses & Groups ▾

Grades

**Calendar**

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### View Calendar

Today ◀ ▶ September 2014 Week Month Agenda Scheduler +

SUN	MON	TUE	WED	THU	FRI	SAT
31 What programming language are you going to use on the course ?	1 Entrepreneurs and Entrepreneurship	2	3 Unnamed Quiz	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Introduction	1	2	3	4

◀ September 2014 ▶

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

Calendars

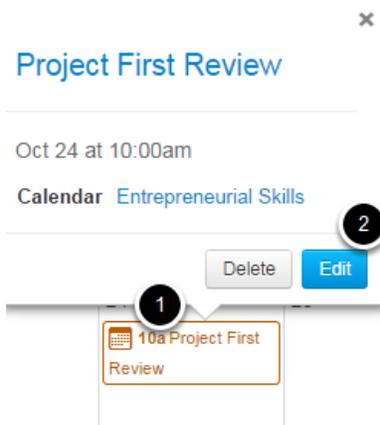
- Jon Mathew
- Instructor Orientation
- Admin Orientation
- Basics of computers
- English Grammar
- Information Security
- Network security
- Web development
- Entrepreneurial skills
- Cryptography
- New group

Undated items

Calendar Feed

After clicking on the **Calendar** link, you will see the Calendar for everything you are teaching or enrolled in.

## View Event Details

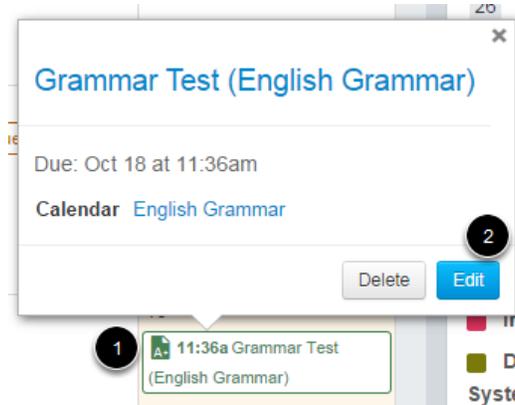


View event details by clicking the **event you want** to view [1] and clicking the **Edit** button [2].

## Edit Event Details

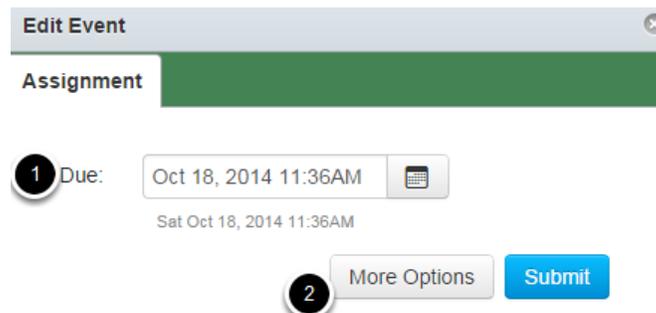
Here you can edit the event Title [1], Date [2], specify a time range [3]. Click the **More Options** button [4] if you want to edit additional event details. Otherwise, click the **Submit** button to save your changes.

## View Assignment Details



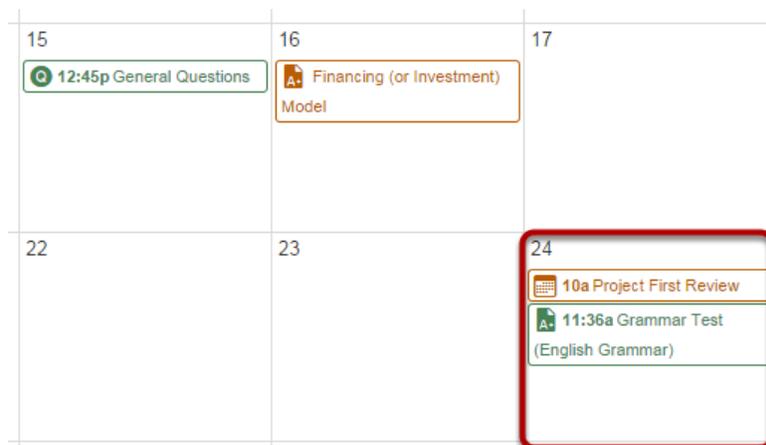
View assignment details by clicking the **event you want to view** [1] and clicking the **Edit** button [2].

## Edit Assignment Details



Here you can edit the assignment Due Date [1]. Click the **More Options** button [2] if you want to edit additional assignment details. Otherwise, click the **Submit** button to save your changes.

## View Calendar



View your updated Events and Assignments on the Calendar.

## Drag and Drop Event or Assignment

The image displays two screenshots of a calendar application, illustrating how to change the date of an event or assignment. Both screenshots show a monthly view for October 2014, with a mini-calendar on the right side.

**Top Screenshot:** An event titled "10a Project First Review" is shown on Friday, October 10. A red arrow indicates it is being dragged to Tuesday, October 21. The event is represented by a document icon with a clock.

**Bottom Screenshot:** An event titled "Introduction" is shown on Sunday, October 19. A red arrow indicates it is being dragged to Tuesday, October 21. The event is represented by a document icon with a clock.

The calendar interface includes navigation buttons for "Today", "Week", "Month", "Agenda", and "Scheduler". The mini-calendar on the right shows the current date and allows for quick navigation between days.

You can also change the date of an Event or Assignment by dragging and dropping the Event or Assignment to a different date on the month view or mini calendar. Click the **Event or Assignment**, drag to the new date, and release your mouse.

The screenshot displays a calendar application interface. At the top, there are navigation buttons for 'Today', 'Week', 'Month', 'Agenda', 'Scheduler', and a plus sign. The main calendar view shows a grid for October 2014, with days of the week (SUN to SAT) and dates (28 to 31). Various events are scheduled, such as 'Biological ecosystems', 'Gross Margin Model', '12p Revenue Model', 'Introduction', '12:45p General Questions', 'Financing (or Investment) Model', 'Cryptography Quiz-II', 'Project First Review', '11:36a Grammar Test (English Grammar)', 'CISSP Cryptography Quiz-I', 'Marketing Strategy & Brand Strategy', 'Business Ecosystem', 'Management Accounting', and 'Entrepreneurs and Entrepreneurship'. A red circle with the number '1' is placed over the 'Project First Review' event on October 21st. A red arrow points from this event to the 'Undated items' section on the right. In this section, the 'Project First Review' event is listed with a red circle and the number '2' next to it. Another red arrow points from this list item back to the mini calendar at the top right, which shows the month of October 2014 with the 18th highlighted.

You can drag and drop undated assignments to and from the month view of the calendar [1] or mini calendar [2]. Notice the due date of that assignment will change to 11:59pm on that day. Moving events or assignments to the undated items section will remove the date.

## How do I set a different Calendar event date for each section in my course?

This lesson will help you use different Calendar event dates for each section you have in your course.

**Note:** You need to add sections to your course before you can set a different date for an event for each section.

### Locate Calendar Link



Courses & Groups ▾

Grades

**Calendar**

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### Select a Date for the Event

The screenshot shows the ARRIVU calendar interface for October 2014. At the top, there are navigation controls: "Today", left and right arrows, a circled "2" next to "ber 2014", and buttons for "Week", "Month", "Agenda", "Scheduler", and a "+" icon. The calendar grid has columns for SUN, MON, TUE, WED, THU, FRI, and SAT. The date 22 is highlighted with a red box and a circled "1". Other dates have event icons: 7 (Biological ecosystems), 8 (Gross Margin Model), 10 (12p Revenue Model), 15 (12:45p General Questions), 16 (Financing (or Investment) Model), 19 (Cryptography Quiz-II), 26 (CISSP Cryptography Quiz-I, Marketing Strategy & Brand Strategy), 29 (Business Ecosystem), 30 (Introduction, Management Accounting), and 31 (Entrepreneurs and Entrepreneurship). A circled "3" is on the right side of the calendar.

Click any **date on the calendar** [1] to add an event; click the **arrows** next to the month name to navigate to a different month [2].

If you don't want to manually locate the date, you can click the **Add** icon [3] to add an event or assignment to the calendar.

## Add New Calendar Event

The screenshot shows the 'Edit Event' form with the following fields and callouts:

- 1** Title: Final Test Review
- 2** Date: Oct 22, 2014 (with a calendar icon)
- 3** From: 11:00am to 1:00pm (with time selection icons)
- 4** Calendar: Entrepreneurial Skills (dropdown menu)
- 5** More Options button
- 6** Submit button

Enter a **title** for the event [1]. The **date** will already be entered, but you can change it if you like [2]. Specify the **start and end time** for your event [3]. Make sure that the correct course is selected in the **Calendar** drop down [4]. Click the **More Options** button to link to files or other resources related to the event [5]. Click **Submit** [6].

## Explore More Options

The screenshot shows the 'HTML Editor' interface with the following elements:

- Text input field: Final Test Review
- HTML Editor toolbar with various icons (bold, italic, underline, text color, background color, link, unlink, image, video, pi, YouTube, font size, paragraph)
- Callout **1** pointing to the main text area of the editor
- Checkbox:  Use a different date for each section
- Date and time selection fields: Oct 22, 2014 (Wed Oct 22, 2014), 11:00am (11:00am), and 1:00pm (1:00pm)
- Buttons: Cancel and Update Event

If you click **more options**, you will be taken to the Rich Content Editor [1]. Here you can add video, images, and links that will assist students as they prepare for the event. Remember, events are not designed to be graded. If you want to hold students accountable for an extracurricular activity, you should create an Assignment, not an event.

You can also use a different date for each section in your course by selecting the **Use a different date for each section** checkbox [2].

### Set a Different Calendar Event Date for Each Section

Final Test Review

HTML Editor

**B** *I* U Font Size Paragraph

Use a different date for each section **1**

**SectionB**

Oct 22, 2014 Start Time - End Time

Wed Oct 22, 2014

**SectionC**

Oct 22, 2014 Start Time - End Time

Wed Oct 22, 2014

**SectionA**

Date Start Time - End Time

Cancel Update Event **3**

Select the **Use a different date for each section** checkbox [1]. You can choose the date and time for each section separately. If you don't want one section to see the event, leave the date and time fields blank [2]. When you are finished, click **Update Event** [3].

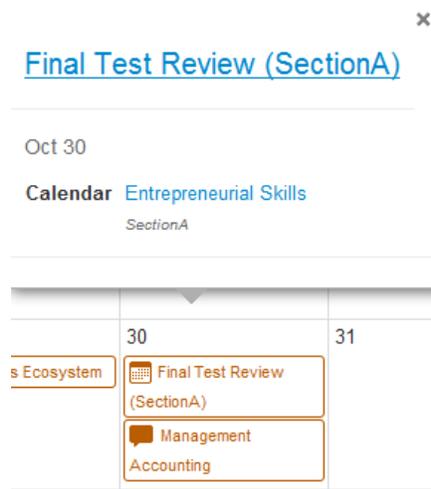
## View Calendar Events

22	23
<div>Final Test Review (SectionB)</div> <div>Final Test Review (SectionC)</div>	
29	30
<div>Business Ecosystem</div>	<div>Final Test Review (SectionA)</div> <div>Management Accounting</div>



The events will show up in the Calendar. Each section will have a separate Calendar event.

## Student View: Event Details in the Calendar



Final Test Review (SectionA)

Oct 30

Calendar Entrepreneurial Skills  
Section A

	30	31
s Ecosystem	<div>Final Test Review (SectionA)</div> <div>Management Accounting</div>	

Students will see your event on their own course Calendar. When they click on the **event title**, they will see a summary page with all of the rich content you've added.

## Student View: Calendar Events on the Syllabus Page

Date	Day	Details	
Oct 7	Tue	<a href="#">Biological ecosystems</a>	due by 11:59pm
Oct 8	Wed	<a href="#">Gross Margin Model</a>	due by 11:59pm
Oct 10	Fri	<a href="#">Revenue Model</a>	due by 12pm
Oct 16	Thu	<a href="#">Financing (or Investment) Model</a>	due by 11:59pm
Oct 21	Tue	<a href="#">Project First Review</a>	12am
Oct 26	Sun	<a href="#">Marketing Strategy &amp; Brand Strategy</a>	due by 11:59pm
Oct 29	Wed	<a href="#">Business Ecosystem</a>	due by 11:59pm
Oct 30	Thu	<a href="#">Final Test Review (SectionA)</a>	12am
		<a href="#">Management Accounting</a>	due by 11:59pm
Nov 1	Sat	<a href="#">Entrepreneurs and Entrepreneurship</a>	due by 11:59pm

Students will see the Calendar event listed in the Syllabus page. The link will be un-bolded, signifying that it is not a graded Assignment.

## How do I subscribe to the Calendar Feed using Google Calendar?

You can import your Arrivu LMS calendar to Google Calendar.

The steps in this lesson are also relevant for those using Gmail via Google Apps for Education. Google Apps for Education provides an Institution Email Account to those institutions participating in the program.

### Locate Calendar Link



Courses & Groups ▾

Grades

**Calendar**

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### View Calendar

Today | July 2014 | Week | Month | Agenda | Scheduler | +

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9 1p Router	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Adverbs Basic Computer Terminology OSI Model	1	2

July 2014

Calendars

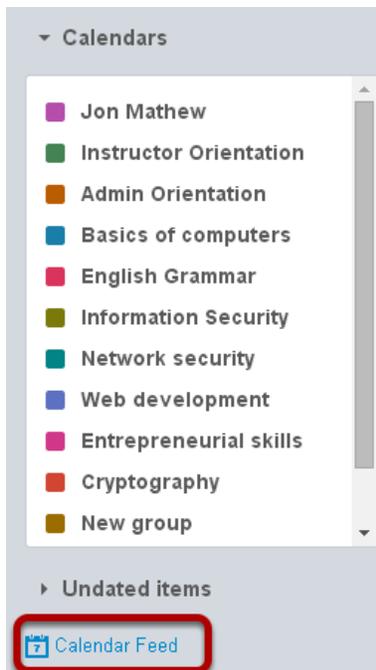
- Jon Mathew
- Instructor Orientation
- Admin Orientation
- Basics of computers
- English Grammar
- Information Security
- Network security
- Web development
- Entrepreneurial skills
- Cryptography
- New group

Undated items

Calendar Feed

After **clicking** on the Calendar link, you will see the Calendar with events and assignments from every class you are enrolled in.

## Locate Calendar Feed



Click the **Calendar Feed** link to subscribe to a feed.

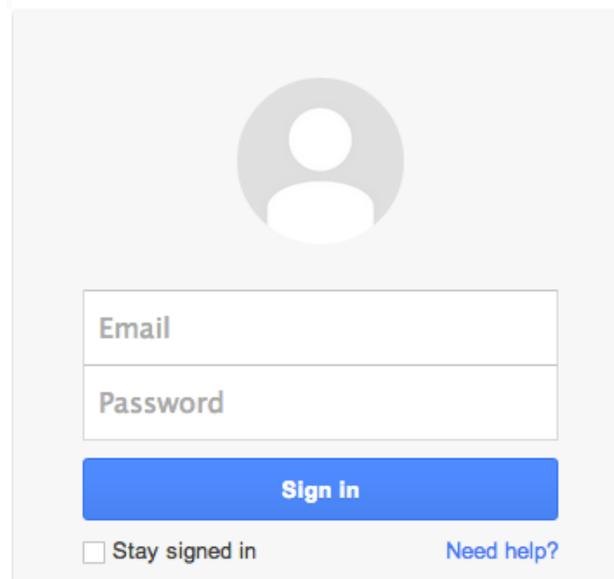
## Copy Calendar Feed Link



Once you click the **Calendar Feed** link, copy the **iCal link**.

**Note:** iCal links will also work with any calendar that accepts iCal feeds such as iCal, Outlook, and Yahoo Calendar.

## Log in to Google Account

A screenshot of the Google Account login interface. At the top center is a grey circular icon representing a person's profile. Below this are two stacked input fields: the top one is labeled "Email" and the bottom one is labeled "Password". Underneath the password field is a prominent blue button with the text "Sign In" in white. At the bottom left, there is a checkbox followed by the text "Stay signed in". At the bottom right, there is a blue link that says "Need help?".

Email

Password

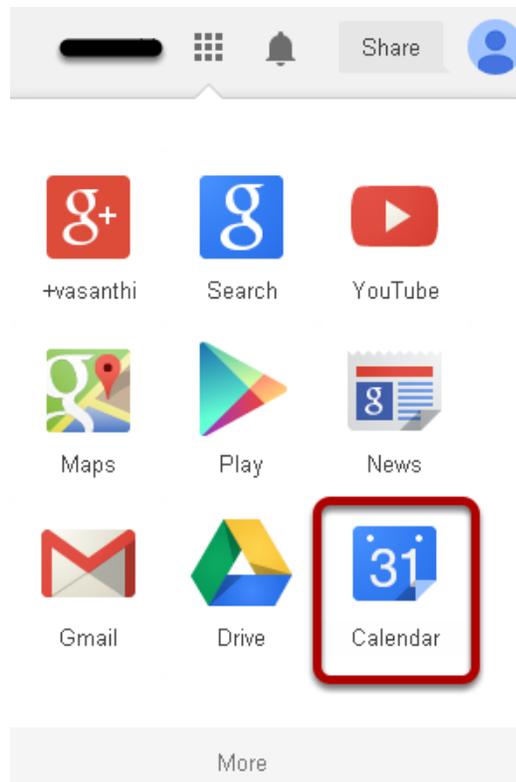
Sign In

Stay signed in [Need help?](#)

In a new browser, log in to your Google Account.

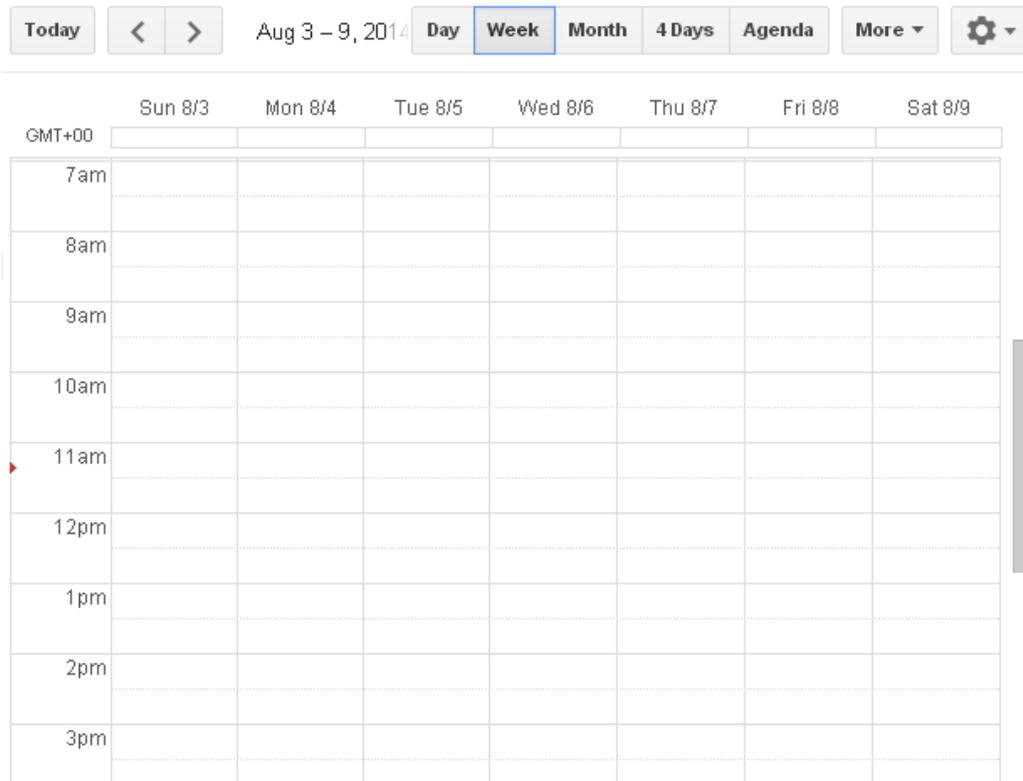
**Note:** If you are participating in Google Apps for Education, log in to your Institution Email Account to subscribe to the Calendar Feed.

## Locate Calendar



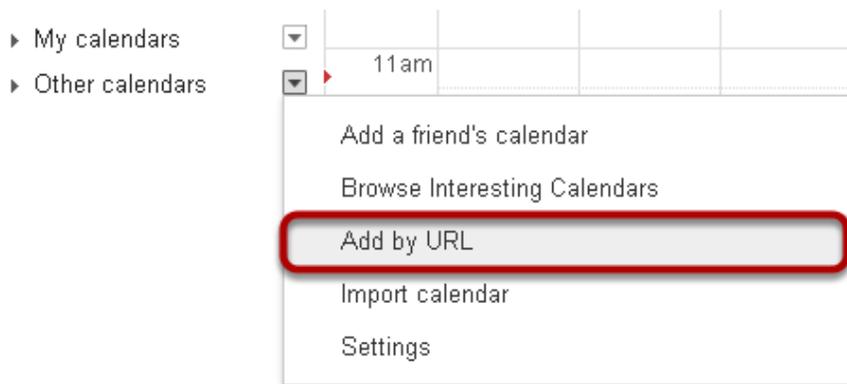
Click the **Calendar** link.

## View Calendar



Once you click the **Calendar** link, you will view your Calendar.

## Add Other Calendars



Locate the **Other Calendars** drop-down menu to find the **Add by URL** option.

## Add Calendar by URL

### Add by URL



URL:  1

If you know the address to a calendar (in iCal format), you can type in the address here.

Make the calendar publicly accessible?

2

Add Calendar

Cancel

Take the copied URL from Arrivu LMS and paste it into the box [1]. Click the **Add Calendar** button [2].

## View Subscribed Calendar Feed

Calendar Today < > October 2014 Day Week Month 4 Days Agenda More ▾ ⚙ ▾

CREATE ▾

October 2014 < >

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

My calendars ▾

Other calendars ▾

Add a friend's calendar

Anu sowmiya Calen...

Contacts' birthdays a...

Holidays in India

https://lms.arrivuhirin...

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30 Introduction [C1]	Oct 1	2	3	4
5 Cryptography Q	6	7	8	9	10	11
12 Cryptography Q	13	14	15	16	17	18
19 CISSP Cryptogt	20	21	22	23	24	25
26 CISSP Cryptogt	27	28	29	30	31	Nov 1

The Arrivu LMS Calendar will now show up in your Institution Email Account Calendar, and you can even click the **event** and it will give you all the details of that event. Any updates to the Arrivu LMS calendar will automatically be updated in your Google Calendar.

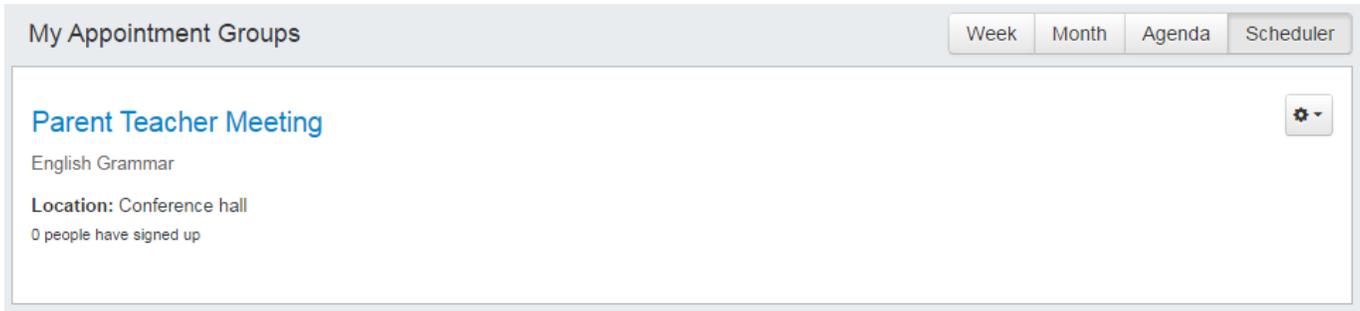
## When would I use the Scheduler?

---

Scheduler is part of the new calendar and creates appointment groups (collection of individual appointments) that students can sign up for.

**Note:** The Scheduler tool is optional in the Calendar. Please contact your Customer Success Manager to enable it.

### View Scheduler



You can use Scheduler to:

- Create office hours
- Schedule TAsessions
- Schedule lunches
- Assign presentation times
- Host Parent-Teacher conferences
- Host Other appointments

## How do I limit the number of appointments a student can sign up for within an appointment group?

---

The Scheduler tool is optional. Please contact your Customer Success Manager to enable it.

**Note:** Scheduler has already been enabled for those accounts that have been actively using it.

### Locate Calendar Link



Courses & Groups ▾

Grades

Calendar

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### Open Scheduler

Week

Month

Agenda

Scheduler

Click the **Scheduler** button.

### Create an Appointment Group

The scheduler tool lets you set up time slots that students (or student groups) can sign up for. To get started, click the button below.

Create an appointment group

Click the **Create an Appointment Group** button.

**Edit Appointment Group** ✕

**Name**  
 1

**Location**  
 2

**Calendar**  
 3

Have students sign up in groups.

Date	Time Range
Thu Oct 30, 2014	10:00am - 10:30am
Thu Oct 30, 2014	10:30am - 11:00am
Thu Oct 30, 2014	11:00am - 11:30am
Thu Oct 30, 2014	11:30am - 12:00pm
<input type="text"/>	<input type="text"/> - <input type="text"/>

into slots of  minutes each. 4

**Options**

Limit each time slot to  users.

Allow students to see who has signed up for time slots.

Limit participants to attend  appointment(s).

**Details:**

**Name** the appointment [1], add a **location** [2], select the **calendar** for which the appointment belongs to [3], and add a **date and time** slots to your appointment [4].

## Set Options

**Options**

Limit each time slot to  users.

Allow students to see who has signed up for time slots.

Limit participants to attend  appointment(s).

Limit the number of appointments a student can sign up for within the appointment group by typing the number in the **limit participants to attend # appointments** field. By default, participants are limited to one appointment.

## Save and Publish Appointment Group



Click the **Save & Publish** button to create the appointment group.

## How do I limit the number of attendees for an appointment?

---

The Scheduler tool is optional. Please contact your Customer Success Manager to enable it.

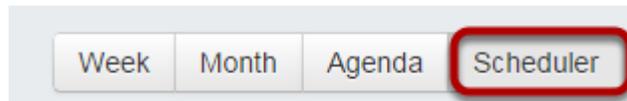
**Note:** Scheduler has already been enabled for those accounts that have been actively using it.

### Locate Calendar Link



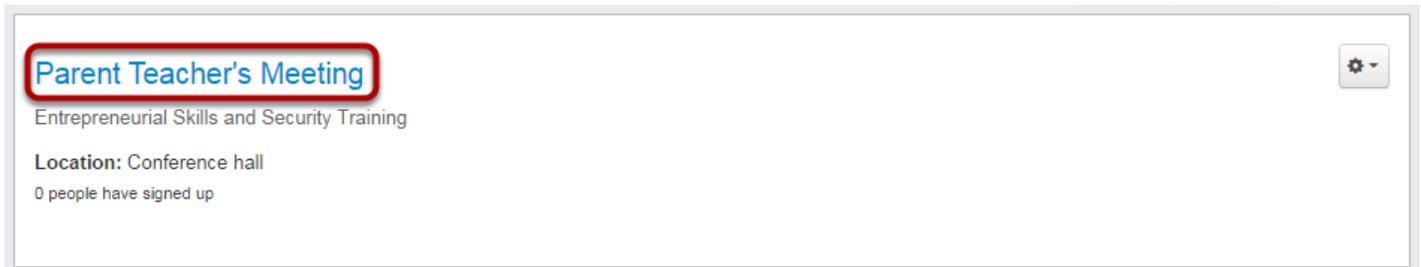
To view the Calendar, click the **Calendar** link.

### Open Scheduler



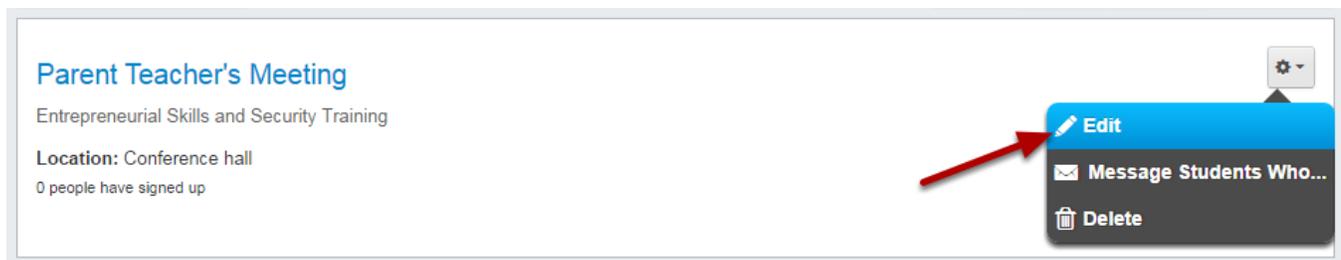
Click the **Scheduler** button.

### Open Appointment



Click the **appointment title**.

### Edit Appointment Details



Click **Edit** to edit appointment details.

## Limit Number of Attendees

### Options

- Limit each time slot to  users.
- Allow students to see who has signed up for time slots.
- Limit participants to attend  appointment(s).

Type the number of attendees in the **Limit this slot to # users** field [1].

## View Individual Appointment

### Parent Teacher's Meeting

Entrepreneurial Skills and Security Training

Location: Conference hall

1 people have signed up

View the changes you have made.

## How do I remove students from an appointment?

---

The Scheduler tool is optional. Please contact your Customer Success Manager to enable it.

**Note:** Scheduler has already been enabled for those accounts that have been actively using it.

### Locate Calendar Link



Courses & Groups ▾

Grades

Calendar

LeaderBoard ▾

To view the Calendar, click the **Calendar** link.

### Open Scheduler

Week

Month

Agenda

Scheduler

Click the **Scheduler** button.

### Open Appointment

Parent Teacher's Meeting

Entrepreneurial Skills and Security Training

**Location:** Conference hall

0 people have signed up

Click the **appointment title**.

## Locate Appointment Slot

Done, Go Back To List Week Month Agenda Scheduler

### Parent Teacher's Meeting

Entrepreneurial Skills and Security Training

**Location:** Conference hall  
1 people have signed up

Today ◀ ▶ Oct 26 – Nov 1, 2014

	SUN 10/26	MON 10/27	TUE 10/28	WED 10/29	THU 10/30	FRI 10/31	SAT 11/1
all-day							
9am							
10am					 10:00 - Parent Teac		
11am					 10:30 - Parent Teac		
12pm					 11:00 - Parent Teac		
					 11:30 - Parent Teac		

Find and click the **appointment slot**.

## Remove Attendees

Parent Teacher's Meeting

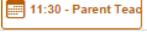
Oct 30, 10:30am - 11:00am

Calendar Security Training

Attendees

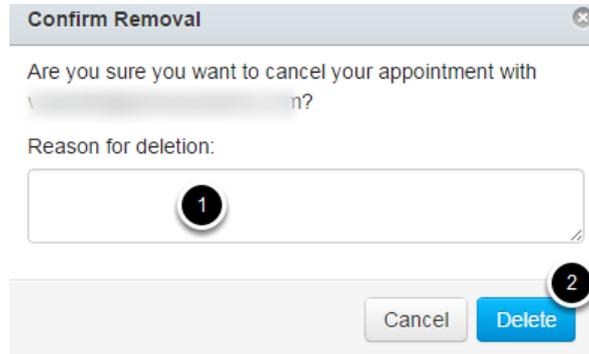
Slots 1 available

Message students Delete Edit

 10:30 - Parent Teac  
 11:00 - Parent Teac  
 11:30 - Parent Teac

Hover over the **name of the attendee** you would like to remove from the appointment. Click the **X icon** [1] to remove the attendee from the appointment.

## Confirm Removal



Confirm Removal

Are you sure you want to cancel your appointment with [redacted]?

Reason for deletion:

1

Cancel Delete 2

Type the reason for deletion in the **reason** for deletion field [1]. Confirm the removal of the appointment by clicking the **Delete** button [2].

## View Calendar



Your calendar will automatically update.

## How to add Certificates to your classes?

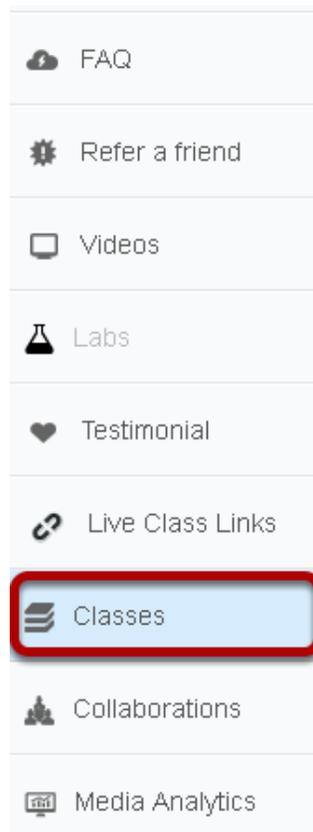
---

By default, teachers can only award course Certificate . Certificates are a good way of celebrating achievement and showing progress. Certificates may be awarded based on a variety of chosen criteria.

Course certificates are available to users enrolled in the course and related to the activities that happen inside the course.

Arrivu LMS allows for the dynamic generation of certificates based on predefined conditions set by the teacher.

### Open classes



Click **classes** in course navigation.

## view classes

The screenshot displays a course management interface with a header labeled "Classes". In the top right corner, there is a "Design classes" link highlighted with a red box and a circled "1". Below the header, there are six class cards arranged in a 2x3 grid. Each card has a blue header with a class name and a light blue body with a title and a footer containing four icons (a monitor, a book, a trash can, and a list). The classes are:

- Class 01: Web development : Learning
- Class 02: Web development tools
- Class 03: CSS overview
- Class 04: Special Tags
- Class 05: Bootstrap
- Class 06: Web

View classes in your course.

Click **Design classes** link [1] to add Certificates to classes.

## Add item

Course Classes

View Progress Add class Permission groups

Web development : Learning

**Pre Class Videos** + Add

Video Front Page

**Pre Class Reading Materials** + Add

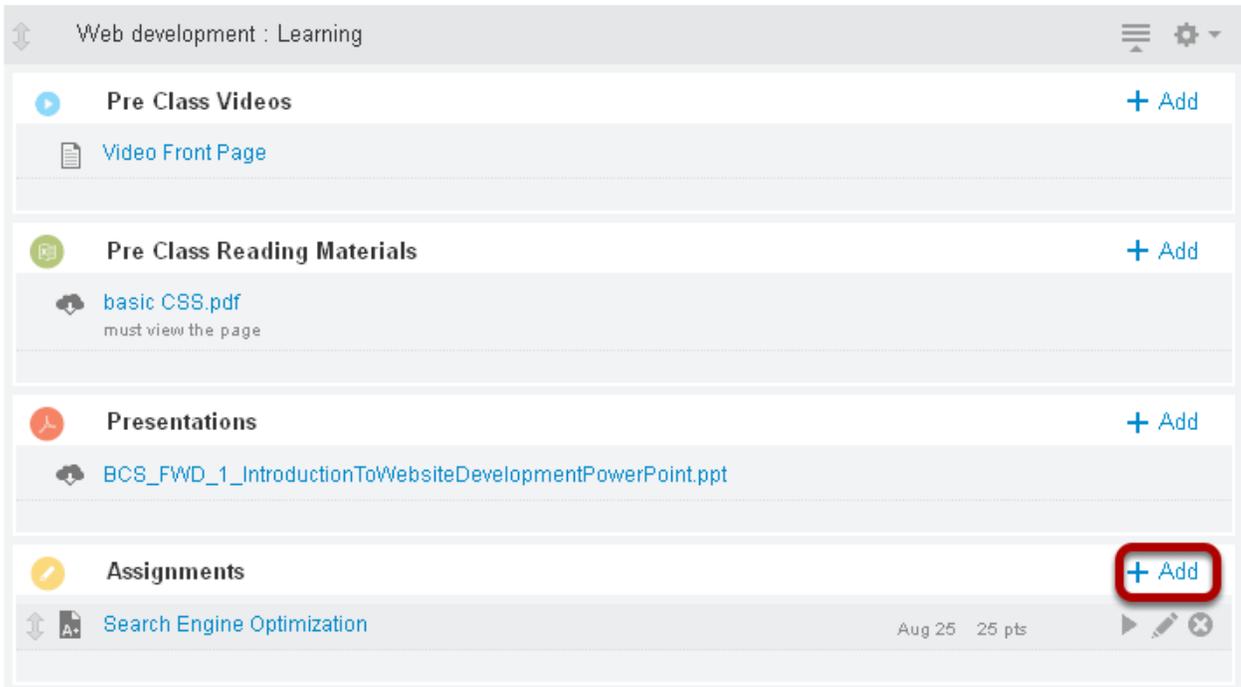
basic CSS.pdf  
must view the page

**Presentations** + Add

BCS\_FWD\_1\_IntroductionToWebsiteDevelopmentPowerPoint.ppt

**Assignments** + Add

Search Engine Optimization Aug 25 25 pts

The screenshot shows a user interface for managing course classes. At the top, there are three buttons: 'View Progress', 'Add class', and 'Permission groups'. Below this is a header for the course 'Web development : Learning'. The main content is organized into four sections: 'Pre Class Videos' with a '+ Add' button and a link 'Video Front Page'; 'Pre Class Reading Materials' with a '+ Add' button and a PDF file 'basic CSS.pdf' with a note 'must view the page'; 'Presentations' with a '+ Add' button and a PowerPoint file 'BCS\_FWD\_1\_IntroductionToWebsiteDevelopmentPowerPoint.ppt'; and 'Assignments' with a '+ Add' button (highlighted with a red circle) and an assignment 'Search Engine Optimization' due on 'Aug 25' for '25 pts'. The 'Assignments' section also includes icons for editing and deleting.

Click **Add** button to add item to class.

## View external tool

**Add Item to Web development : Learning** ✕

Add Assignment to Web development : Learning

- Assignment
- Quiz
- File
- Content Page
- Discussion
- Text Header
- External URL
- External Tool**
- Videos
- FAQ
- Labs

Associate with this class, or add an assignment by selecting

Indentation: Don't indent

Cancel Add Item

Choose **External Tool** from the drop down to add Certificates.

## Add Certificates

### Add Item to Web development : Learning ✕

Add  to Web development : Learning

 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this class.

#### Badges

Easily award badge credentials to students who meet course completion criteria

#### **Certificates**

Award certificate to students who meet course completion criteria

#### heedo

Case study tool

#### Upload Video

Insert Video

URL:

Page Name:

Load this tool in a new tab

Indentation:

Cancel

Add Item

Choose **Certificates**.

## Create a Certificate

Link Resource from External Tool



**Create a New Certificate**

Certificate Name 1

Add Certificate 2

you can create a new certificate to embed.

Give Certificate name [1] and click **Add Certificate** button [2].

## Add Item

**Add Item to Web development : Learning** ✕

Add  to Web development : Learning

 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this class.

- Badges**   
Easily award badge credentials to students who meet course completion criteria
- Certificates**   
Award certificate to students who meet course completion criteria
- heedo**   
Case study tool
- Upload Video**   
Insert Video

URL:

Page Name:  1

Load this tool in a new tab

Indentation:

2

View the Certificate name [1] you created, and click **Add Item** button [2].

## View Certificate

### Course Classes

View Progress

Add class

Permission groups

Web development : Learning

**Pre Class Videos** + Add

Video Front Page

**Pre Class Reading Materials** + Add

basic CSS.pdf  
must view the page

**Presentations** + Add

BCS\_FWD\_1\_IntroductionToWebsiteDevelopmentPowerPoint.ppt

Badge: course participants

**Assignments** + Add

Search Engine Optimization Aug 25 25 pts

Certificate: course completion **1**

View the Certificate in class item.

Click the Certificate **name** [1] to edit Certificate settings.

**Note :** Certificate will be available to students after editing the Certificate settings.

## Certificate settings

This certificate won't be available to students until it is saved.

### Certificate Settings

Save the Certificate to preview

Certificate Background:  f  
(3462 X 2438 px) Leave blank for default

Name:

Certificate heading: (optional)

Course Name:\*

Course description:\*

Approx. hours for completion:  not enforced, strictly for reference :-)

Evidence:  Require a URL as evidence before awarding

Manual approval:  Require manual approval before awarding

Credits:  Use variable credits to allow multiple completion paths

Final grade cutoff:  %

Modules requiring completion:

- Business Models
  - 
  -

You can give the following details to edit Certificate settings:

1. Certificate background - choose an image file for certificate background.
2. Certificate name
3. Certificate heading - Heading for certificate (Optional )
4. Certificate description
5. Approximate hours for completion - optional
6. Evidence - Requires an URL evidence before awarding the Certificate.
7. Manual approval - Requires manual approval from teacher before awarding the Certificate.
8. Credits - use variable credits to allow multiple completion paths
9. Modules requiring completion - used to set the modules requirement completion option to obtain the Certificate.  
choose which item and condition as requirement from the drop downs to give Certificate [1].

After editing the Certificate settings click **Save Certificate Setting** [2] button.

Click **Preview Certificate** button [1] to preview your certificates after saving settings.

## View Certificate settings

You are not a student in this course, so you can't earn this certificate

Current Students [Awarded Students](#)

Filter students by section

Student	Earned	Issued
mani@arrivusystems.com		
Robert Downey		
Anu sowmiya		
Amelia		
Jon Mathew		
Chris Evans		

View the Certificate settings and students those who are participating in this course.

## How to manually award certificates to student ?

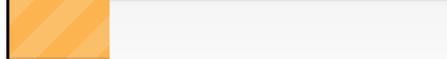
Instructors can manually award Certificates to their students.

### Student view Before manual approval by instructor

🏠 > WD875 > Web > Certificate: Course Completion Certificate

#### You've almost earned this badge!

To earn this certificate you needed a final score of 0.0%, and you have 23.3% in this course right now.



All you need now is to wait for your instructor's manual approval.

view the notification for manual approval. Students should wait for instructor's manual approval.

### Award Certificate manually

🏠 > WD875 > Web > Certificate: Course Completion Certificate

#### You are not a student in this course, so you can't earn this certificate

Current Students

Awarded Students

Filter students by section

All

Student	Earned	Issued
mani@arrivusystems.com	✘	
Robert Downey	✘	
Anu sowmiya	✘	
Amelia	✘ <span>1</span> <a href="#">Award Badge</a>	
Jon Mathew	✘	
Chris Evans	✘	

Click the **earned notification icon** [1] (Wrong mark in red color) to award Certificate manually

## View manually awarded student record

🏠 > WD875 > Web > Certificate: Course Completion Certificate

You are not a student in this course, so you can't earn this certificate

Current Students

Awarded Students

Filter students by section

All

Student	Earned	Issued
mani@arrivusystems.com	✘	
Robert Downey	✘	
Anu sowmiya	✘	
Amelia	✔	Sep 18, 2014
Jon Mathew	✘	
Chris Evans	✘	

View the manually awarded student record.

Earned notification icon turned to **green color tick mark** to indicate the manual approval by instructor.

## View student status

Certificate: Course Completion Certificate



**Amelia .**



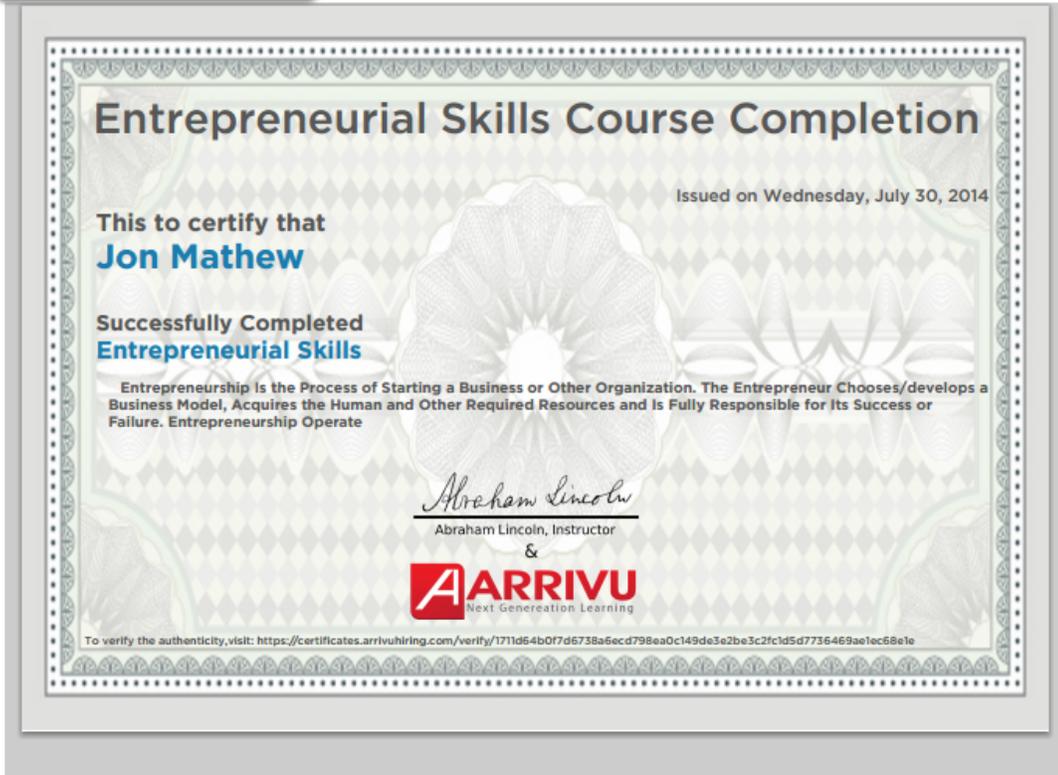
This user completed the requirements needed for this certificate, and it was awarded 18 Sep, 2014.

Click the **student name** to view the status of student.

## Student view after manual approval

You've earned this certificate!

[click here to download certificate](#)



To earn this certificate you needed to complete the required modules. You have completed the required modules.

Student view for the manually approved Certificate.

Students can **download and verify** their certificates.

## What are Classes?

---

Classes allow you to organize your content to help control the flow of your course.

### View Course Classes

🏠 > WD875 > Classes

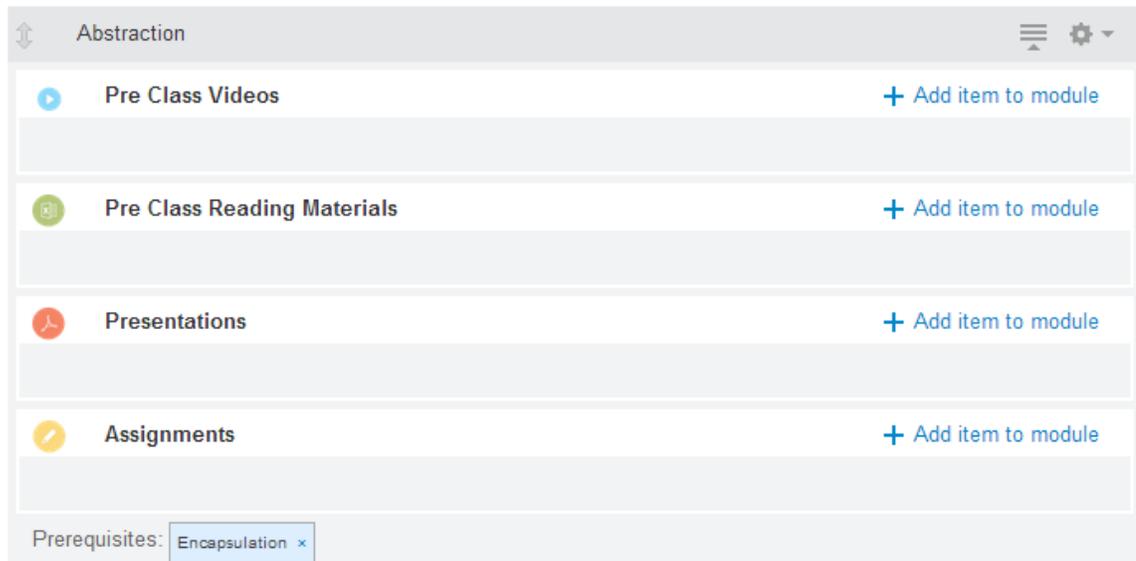
The screenshot displays a user interface for viewing course classes. At the top, there is a breadcrumb trail: "🏠 > WD875 > Classes". Below this, the main content area is titled "Classes" and includes a "Design classes" link in the top right. Four class cards are shown in a row. Each card has a blue header with the class name, a light blue body with the class title, and a bottom bar with four icons: a monitor, a document, a folder, and a list. The classes are: Class 01 (Web development : Learning), Class 02 (Web development tools), Class 03 (Special Tags), and Class 04 (Bootstrap).

Classes are used to organize course content by weeks, units, or a different organizational structure that works for your course. With classes, you are essentially creating a one-directional linear flow of what you would like your students to do.

Each class can contain files, discussions, assignments, quizzes, and other learning materials that you would like to use. You can easily add items to your class that you have already created in the course or create new content shells within the classes. Course content can be added to multiple classes or iterated several times throughout an individual class. Classes can be easily organized using the drag and drop feature. Elements within the classes can also be reorganized by dragging and dropping.

**Note:** You can use keyboard shortcuts to navigate the classes page. Press the comma key and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

## When would I use Classes?



You can use classes to:

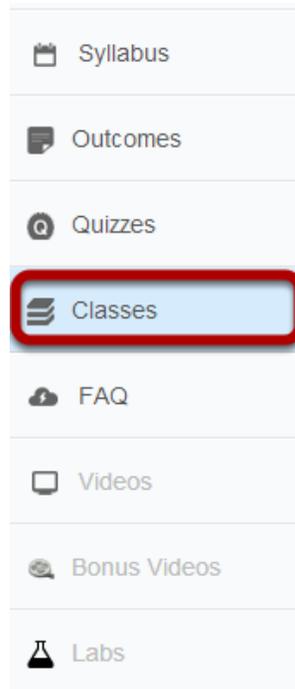
- Create prerequisite activities that students must complete before moving on in the course
- Track student progress through a sequence of learning activities
- Organize course content by unit, day, week, topic or Outcome

## How do I create a new Classes?

---

Classes are used to organize course content by weeks, units, or whatever organizational structure works for your course. With classes, you are essentially creating a one-directional linear flow of what you would like your students to do. Once you create classes, you can add content items, set prerequisites, and add requirements.

### Open Classes



Click the **classes** link.

### Create a Class

[Design classes](#)

Click the **Design Classes** link .

### Add Class

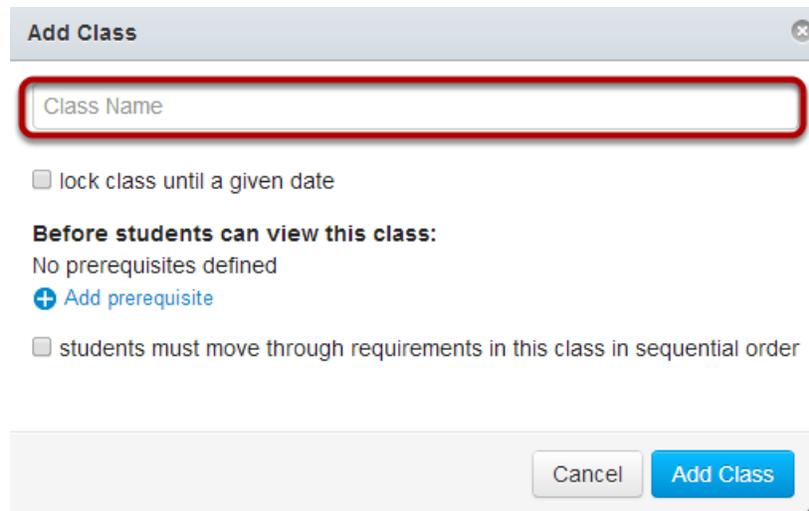
[View Progress](#)

[Add class](#)

[Permission groups](#)

Click the **Add class** button.

## Name the Class



**Add Class** [X]

Class Name

lock class until a given date

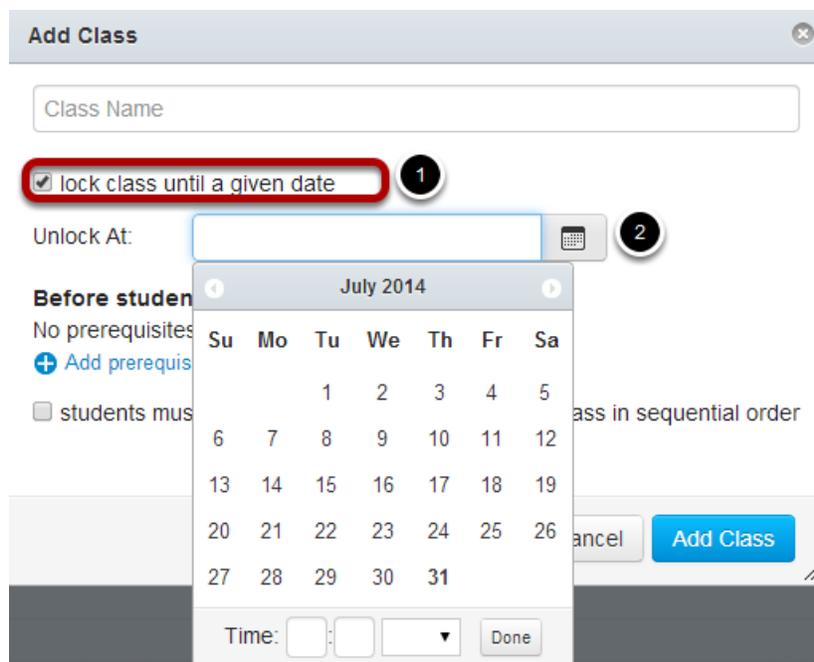
**Before students can view this class:**  
No prerequisites defined  
[+ Add prerequisite](#)

students must move through requirements in this class in sequential order

Cancel Add Class

Type a name in the **Class Name** field.

## Lock Class Until a Given Date



**Add Class** [X]

Class Name

lock class until a given date **1**

Unlock At: [ ] **2**

**Before student**  
No prerequisites  
[+ Add prerequis](#)

students mus

class in sequential order

Cancel Add Class

Time: [ ] : [ ] [ ] Done

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select the **Lock class until a given date** checkbox [1] to lock the class until a set date. Select the **Calendar** icon [2] to set the date and time.

## Add Class Requirements

**Add Class** ✕

Class Name

lock class until a given date

Unlock At:  

Thu Aug 7, 2014

**Before students can view this class:**  
No prerequisites defined  
[+ Add prerequisite](#)

students must move through requirements in this class in sequential order

Select the **Students must move through requirements...** checkbox to require students to move through the content in the classes in sequential order.

## Add Class

Click the **Add Class** button to create the class.

## View Class

Review Aug 7 at 12:00am  

-  Pre Class Videos + Add
-  Pre Class Reading Materials + Add
-  Presentations + Add
-  Assignments + Add

will unlock Aug 7 at 12:00am

View your created Class.

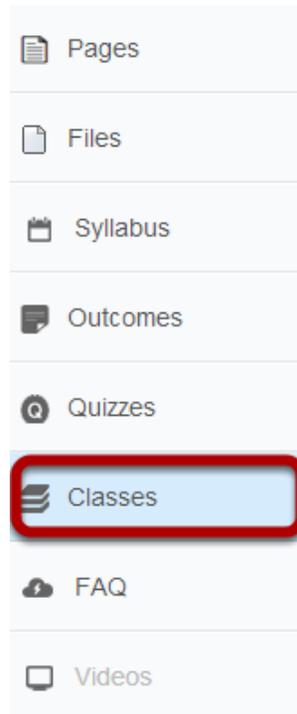
## How do I add items to a Class?

---

You can add an item to multiple classes or multiple iterations of an item to one class.

Note: If you add an unpublished quiz to a class, students will be able to view the quiz instructions, but they can't see the quiz questions or the points possible.

### Open Classes



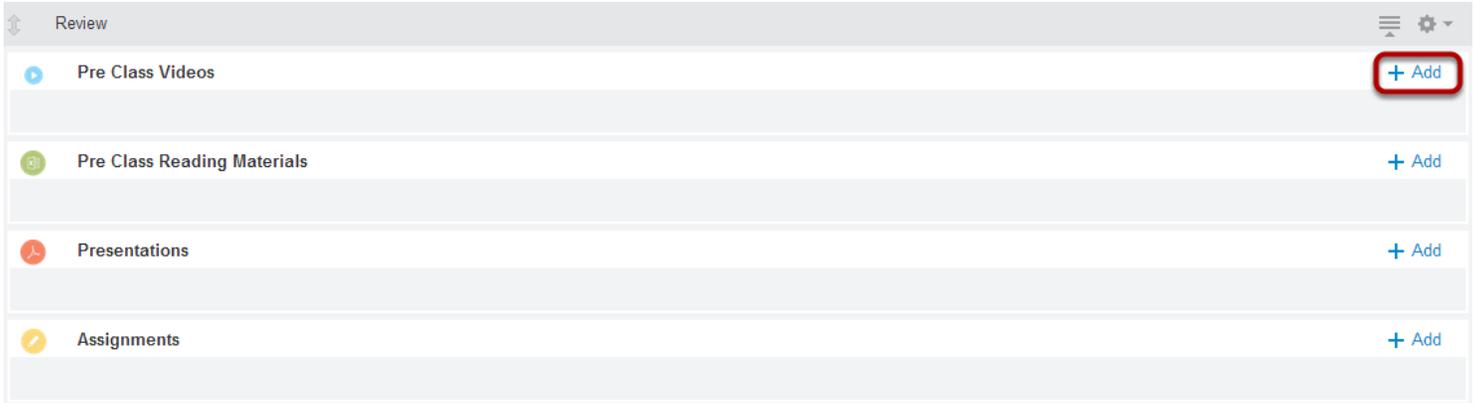
Click the **classes** link.

### Create a class

[Design classes](#)

Click the **Design Classes** link .

## Add item



Review

Pre Class Videos + Add

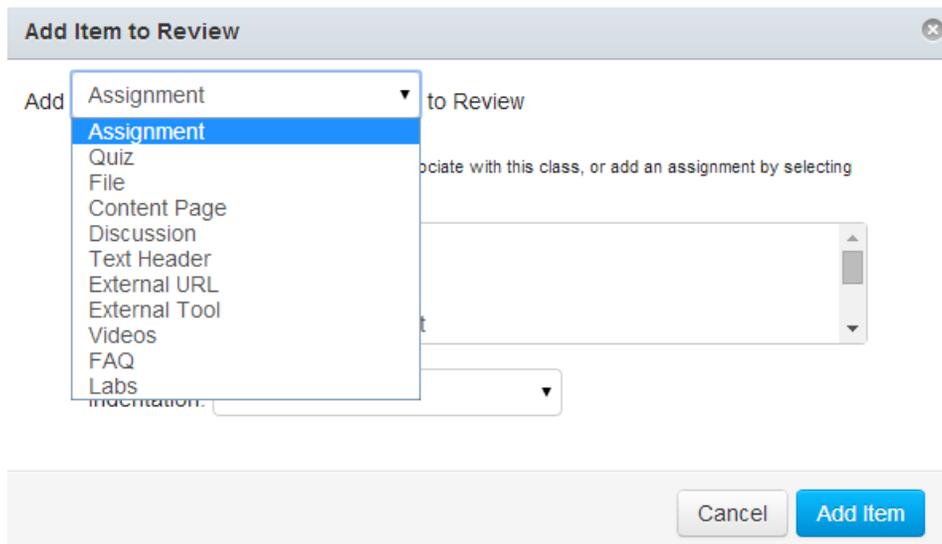
Pre Class Reading Materials + Add

Presentations + Add

Assignments + Add

Click the **Add** button.

## Add Item to class



Add Item to Review

Add Assignment to Review

Associate with this class, or add an assignment by selecting

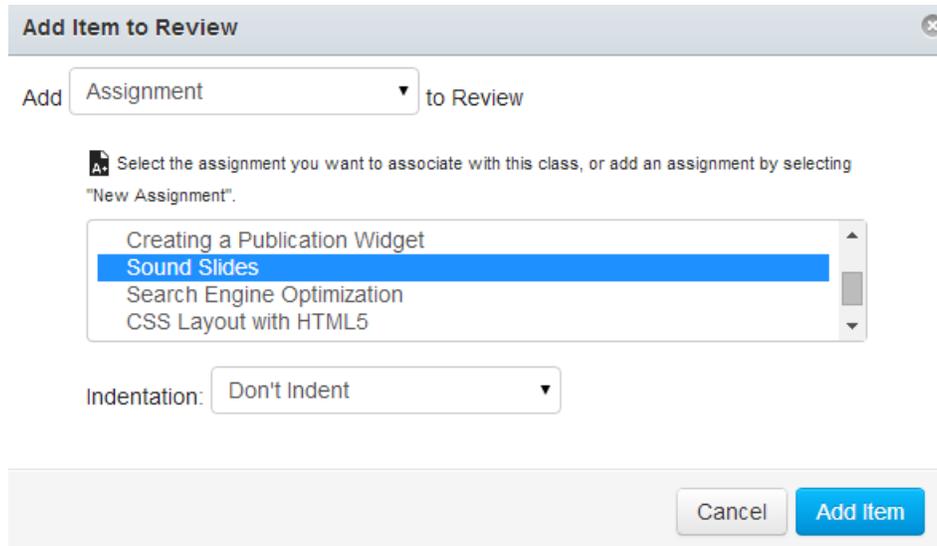
Cancel Add Item

Click the **Add drop-down** menu to select the item type.

- Assignment
- Quiz
- File (document and media file types)
- Content Page
- Discussion
- Text Header
- External URL
- External Tool
- Videos
- FAQ
- Labs

**Note:** LMS will accept most media files as uploads. However, not all media files can be played within LMS.

## Select Item



**Add Item to Review** [X]

Add  to Review

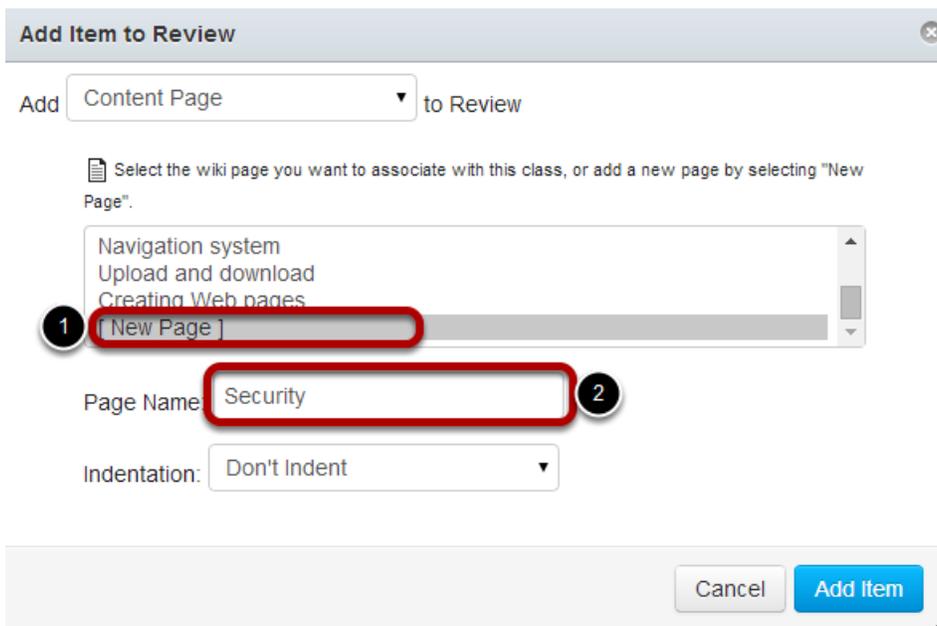
Select the assignment you want to associate with this class, or add an assignment by selecting "New Assignment".

- Creating a Publication Widget
- Sound Slides**
- Search Engine Optimization
- CSS Layout with HTML5

Indentation:

You can select the item you wish to add to the class by clicking on the **title of the item**.

## Add a New Item



**Add Item to Review** [X]

Add  to Review

Select the wiki page you want to associate with this class, or add a new page by selecting "New Page".

- Navigation system
- Upload and download
- Creating Web pages
- [New Page]** [1]

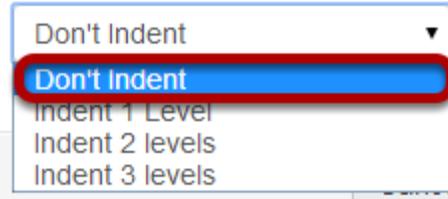
Page Name  [2]

Indentation:

Click the **[New Page]** link [1] and type a name in the **Page Name** field [2] to create a new item.

## Indent Item

Indentation:



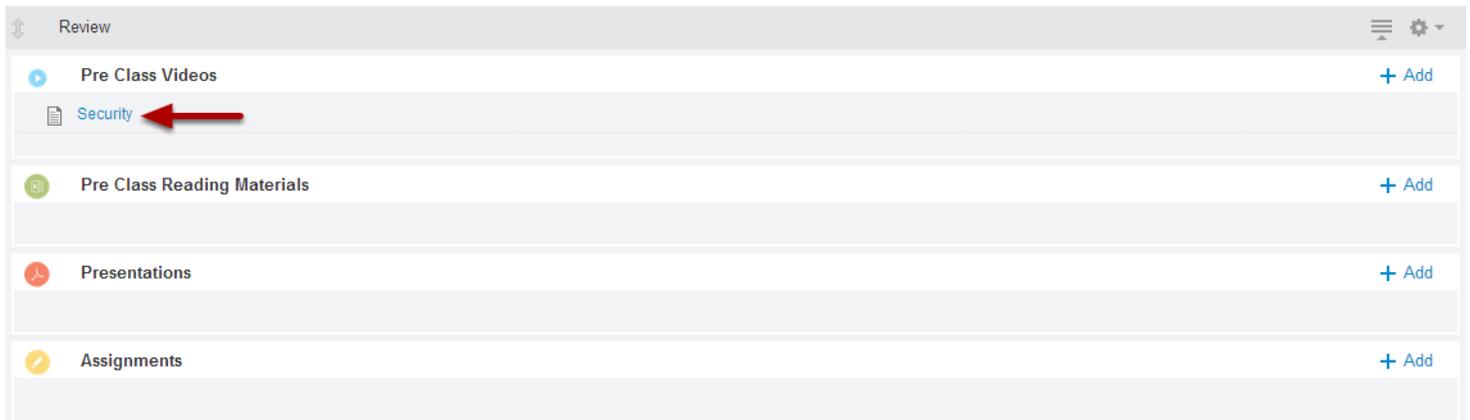
Choose the **Indentation drop-down** menu to indent the item inside of the class.

## Add Item



Click the **Add Item** button to add the item to the class.

## View New Item in class



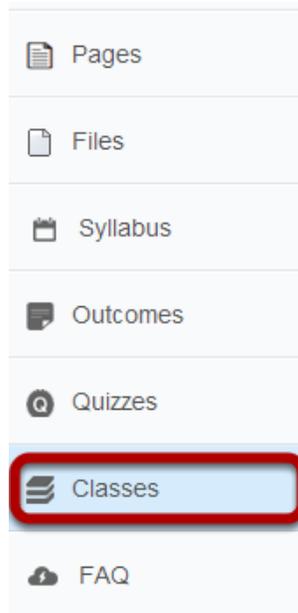
View the new class item in classes.  
You can items on each category.

## How do I add duplicate Class items?

---

You can add duplicate class items to one or more Classes in your course.

### Open Classes



Click the **Classes** link.

### Add Item



Click the **Add** button.

## Add Item

**Add Item to Review** ✕

Add Content Page 1 view

 Select the wiki page you want to associate with this class, or add a new page by selecting "New Page".

Bootstrap  
Navigation system  
Upload and download  
Creating Web pages 2

Page Name:

Indentation: Don't Indent 3

Cancel **Add Item** 4

Use the **Add drop-down** menu to select the type of item you wish to add to the class [1]. **Select the item** from the item list [2]. Choose the **indentation** level of the item by using the Indentation menu [3]. Click the **Add Item** button to add the item to the class [4].

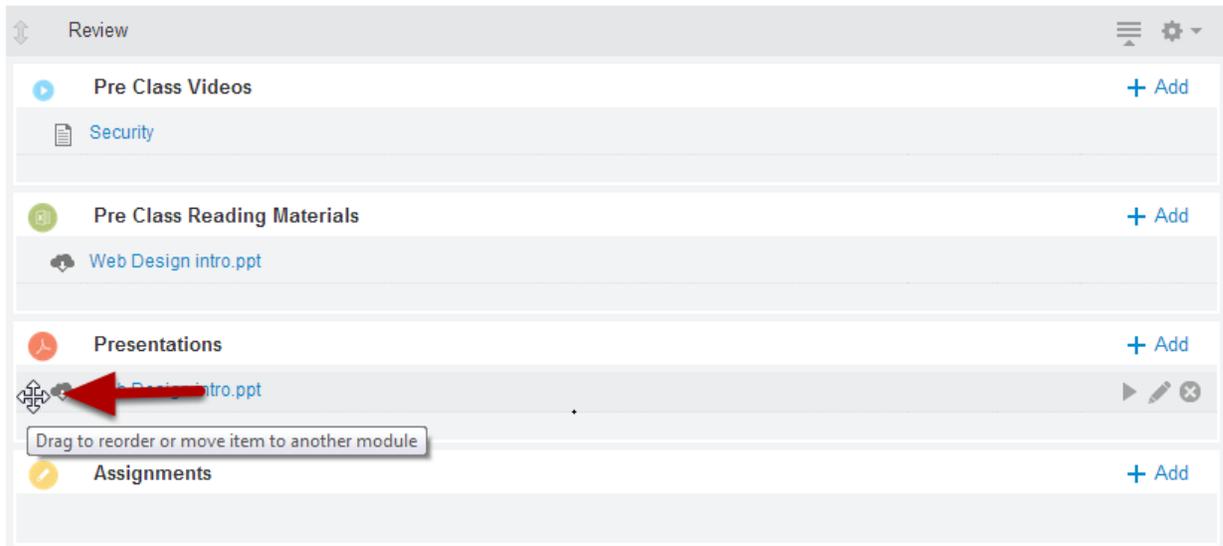
## View Classes

The screenshot displays two class views. The top class, 'Web', contains sections for Pre Class Videos, Pre Class Reading Materials, Presentations, and Assignments. The bottom class, 'Review', contains sections for Pre Class Videos, Pre Class Reading Materials, Presentations, and Assignments. Red arrows and numbered callouts (1 and 2) illustrate the following actions:

- Callout 1:** A red arrow points from the 'Security' item in the 'Assignments' section of the 'Web' class to the 'Security' item in the 'Pre Class Videos' section of the 'Review' class, demonstrating how to view an item in two different classes.
- Callout 2:** A red arrow points from a 'Web Design intro.ppt' item in the 'Presentations' section of the 'Review' class to another 'Web Design intro.ppt' item in the 'Presentations' section of the 'Review' class, demonstrating how to add multiple iterations of an item to the same class.

View your item located in two different classes [1]. You can also add multiple iterations of an item to the same class [2].

## Reorder Item



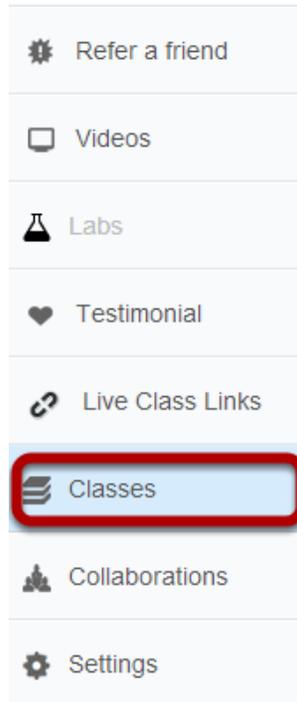
Move the duplicated item by clicking the **drag handle** next to the item.

## How do I use duplicate Class items as checkpoints in my course?

---

You can use duplicate Class items to check a learner's understanding. If the learner doesn't pass a checkpoint, class prerequisites can open classes that will provide additional help to the learner. Learner can then attempt to pass the checkpoint again. In this lesson you will be learning how to create checkpoints in your course using duplicate class items.

### Open Classes



Click the **classes** link.

### Create a Class

[Design classes](#)

Click the **Design Classes** link .

### Add Class

[View Progress](#)

[Add class](#)

[Permission groups](#)

Click the **Add class** button.

## Create a Class

View Progress

Create a Module

Click the **Create a Class** button.

## View Created Classes

🏠 > WD875

### Course Classes

View Progress

Add class

Permission groups

↕	Web development : Learning	☰ ⚙
↕	Web development tools Prerequisites: <a href="#">Web development : Learning</a> ×	☰ ⚙
↕	Special Tags	☰ ⚙
↕	Bootstrap	☰ ⚙
↕	CSS overview Prerequisites: <a href="#">Bootstrap</a> ×	☰ ⚙
↕	Web Prerequisites: <a href="#">CSS overview</a> ×	☰ ⚙
↕	Review	☰ ⚙

View the classes you created. classes CSS overview and Web will serve as checkpoints to test student understanding.

## Add Content to Classes

**Add Item to CSS overview** ✕

Add  to CSS overview

**Q** Select the quiz you want to associate with this class, or add a new one by selecting "New Quiz".

Web Developing and HTML

**World Wide Web**

[ New Quiz ]

Indentation:

In this example, the instructor would add the same quiz to the checkpoint in CSS overview and web classes.

## Set Class Item Requirements

The screenshot displays a course management interface with three class sections: 'CSS overview', 'Web', and 'Review'. The 'Web' section is selected, and its prerequisites are shown as 'CSS overview' and 'World Wide Web'. A red arrow points to the 'World Wide Web' item in the 'Web' section's assignments list, which has a completion criteria of 'at least a 20'.

Class	Section	Item	Completion Criteria
CSS overview	Pre Class Videos	Button style	
		Upload and download	
	Pre Class Reading Materials	C:\fakepath\HTMLandCSSReadingList.pdf	
		Presentations	C:\fakepath\Cascading Style Sheets (CSS).ppt
C:\fakepath\css-basics-part-1.ppt			
Assignments	CSS Layout with HTML5	must score at least a 20	
	World Wide Web		
Web	Pre Class Videos	Creating Web pages	
		Pre Class Reading Materials	C:\fakepath\A Complete Guide to Web Design.pdf
	Presentations		Webpage_design_in_7_days.pdf
		Assignments	World Wide Web
Certificate: Course Completion Certificate			

Set the requirements for the class. In this example, the instructor wants the student to obtain a certain score on the quiz found in class CSS overview before proceeding to class Web. If the student proceeds through the content located in class CSS overview, the student can retake the quiz found in class Web to obtain the required score and then proceed to Next classes.

**Note:** Duplicate class items may have different completion criteria. In this example, the completion criteria for the quiz in class CSS overview is nothing. The completion criteria for the same item in class Web is atleast 15 points.

## Set Class Prerequisites

The screenshot displays a course management interface with three main sections: 'CSS overview', 'Web', and 'Review'. The 'CSS overview' section includes 'Pre Class Videos', 'Pre Class Reading Materials', 'Presentations', and 'Assignments'. The 'Web' section includes 'Pre Class Videos', 'Pre Class Reading Materials', 'Presentations', and 'Assignments'. The 'Review' section is partially visible at the bottom.

In the 'CSS overview' section, the 'Assignments' list shows two items: 'CSS Layout with HTML5' (due Aug 20, 30 pts) and 'World Wide Web' (due Aug 25, 20 pts). A red arrow points to the 'CSS Layout with HTML5' assignment.

In the 'Web' section, the 'Prerequisites' field is highlighted with a red box and contains 'CSS overview x'. This indicates that the 'Web' class is set to require the 'CSS overview' class.

Set the prerequisites for the class. In this example, the instructor set prerequisites to lock the content in class **Web**. This requires students Must submit the assignment and score minimum 20 points in class : **CSS overview** to unlock class **Web**. If the student obtains the necessary score indicated by the requirement in class : **CSS overview**, all the Classes will unlock.

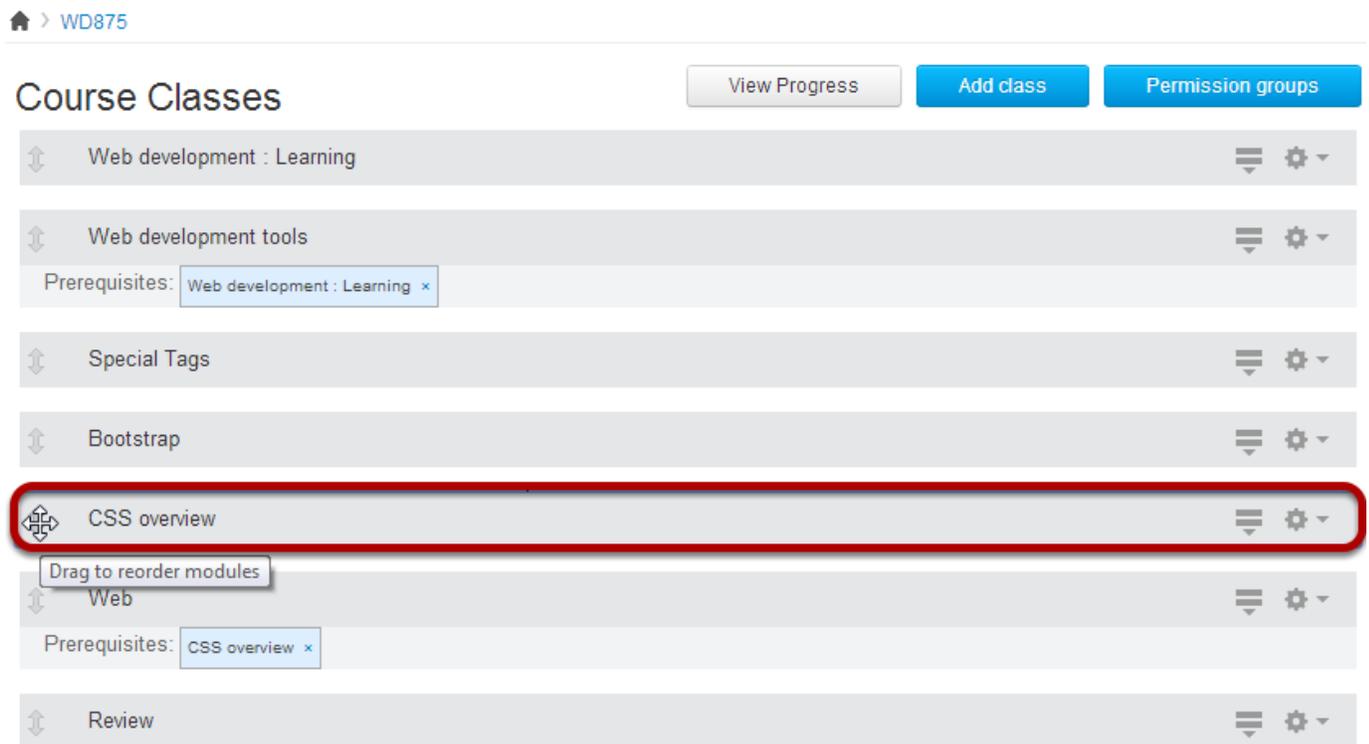
## How do I reorder classes?

---

You can reorder classes after you've created them. You can also reorder class items.

**Note:** You can also select, navigate, and drop a class using a keyboard. To view the keyboard shortcuts, press the comma key. A class will always be placed below the class where you drop it. To replace a class at the beginning of the Class list, drop the class at the top. By default the class will appear as the second Class in the Class list. Then move the top Class down below your preferred Class.

### Select Class to Move



🏠 > WD875

### Course Classes

View Progress Add class Permission groups

- Web development : Learning
- Web development tools
  - Prerequisites: Web development : Learning x
- Special Tags
- Bootstrap
- CSS overview** (selected)
- Web
  - Prerequisites: CSS overview x
- Review

Hover over the name of the Class you wish to move.

## Drag Classes

🏠 > WD875

### Course Classes

View Progress

Add class

Permission groups

Web development : Learning

Web development tools

Prerequisites: Web development : Learning x

Special Tags

Bootstrap

**CSS overview**

Drag to reorder modules

Web

Prerequisites: CSS overview x

Review

Click the drag handle next to the Class name. A cross haired arrow will appear. Drag the Class to the desired location.

## Drop Class

🏠 > WD875

### Course Classes

View Progress

Add class

Permission groups

Web development : Learning

Web development tools

**CSS overview**

Special Tags

Bootstrap

Web

Prerequisites: CSS overview x

Review

Drop the Class in the desired location by releasing the mouse.

## View Class

🏠 > WD875

### Course Classes

View Progress

Add class

Permission groups

↕	Web development : Learning	☰ ⚙
↕	Web development tools	☰ ⚙
	Prerequisites: <span>Web development : Learning x</span>	
↕	CSS overview	☰ ⚙
↕	Special Tags	☰ ⚙
↕	Bootstrap	☰ ⚙
↕	Web	☰ ⚙
	Prerequisites: <span>CSS overview x</span>	
↕	Review	☰ ⚙

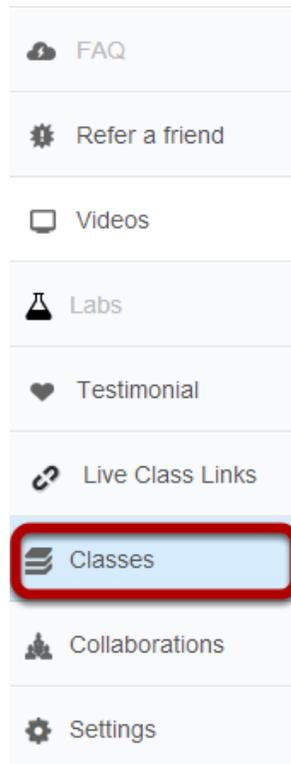
View the Class in the new location.

## How do I delete a Class?

---

You can delete Classes that you no longer want on your Class list.

### Open Classes



Click the **Classes** link.

### Delete Class



Click the **Settings** icon [1]. Select the **Delete** link [2].

## Confirm delete

Are you sure you want to delete this class?



Click the **OK** button to delete the class.

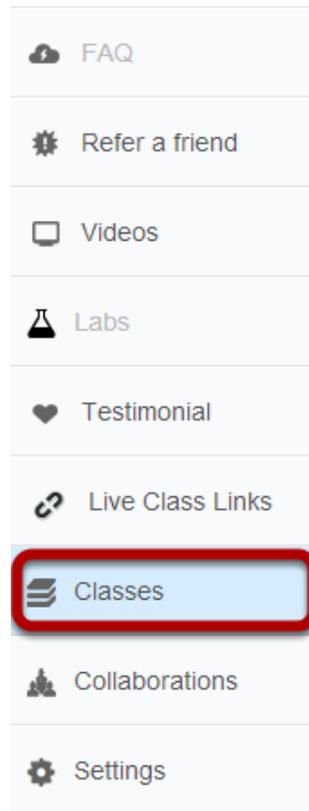
**Note:** When you delete a class, all of the items in that class are removed, but they are not deleted from the course.

## How do I add text to a Class?

---

You can add text to your Class when you add a new item.

### Open Classes



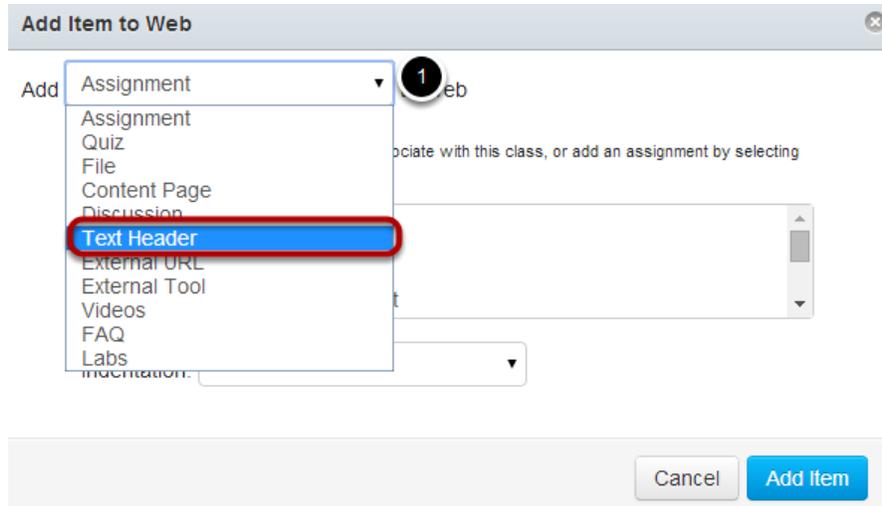
Click the **Classes** link.

### Add Content



Click the **Add** button.

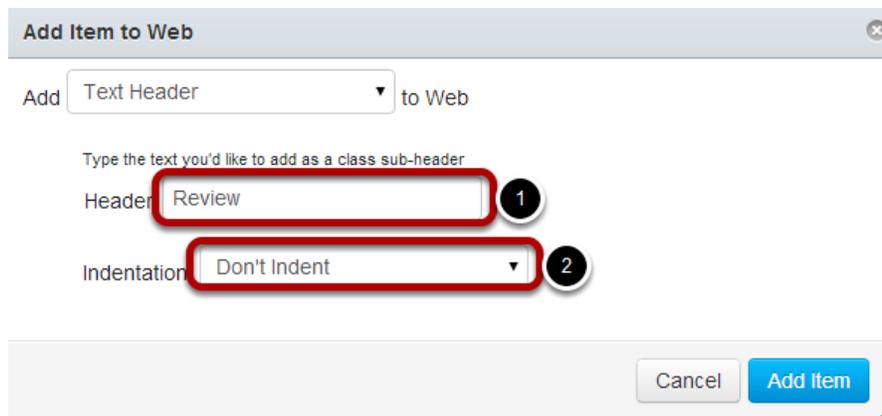
## Select Item Type



The screenshot shows the 'Add Item to Web' dialog box. The 'Add' dropdown menu is open, displaying a list of item types: Assignment, Quiz, File, Content Page, Discussion, Text Header, External URL, External Tool, Videos, FAQ, Labs, and Information. The 'Text Header' option is highlighted with a red box and a circled '1' next to it. The dialog box has 'Cancel' and 'Add Item' buttons at the bottom.

Click the **Add** [1] to drop-down menu and select the Text Header option.

## Add Text



The screenshot shows the 'Add Item to Web' dialog box. The 'Add' dropdown menu is set to 'Text Header'. The 'Header' field contains the text 'Review' and is circled with a red box and a circled '1'. The 'Indentation' dropdown menu is open, showing 'Don't Indent' selected, and is circled with a red box and a circled '2'. The dialog box has 'Cancel' and 'Add Item' buttons at the bottom.

Type the **text** you wish to add in the **header field** [1]. Open the **Indentation drop-down** menu and select the level of indentation for the text header [2].

## Add Item

**Add Item to Web** ✕

Add  to Web

Type the text you'd like to add as a class sub-header

Header:

Indentation:

Click the **Add Item** button to add text to the class.

## View Class

The screenshot shows a list of assignments under the heading 'Assignments'. The items are:

- World Wide Web** (due Aug 25, 20 pts) with a sub-note 'must score at least a 15'. A red arrow points to the 'Review' sub-item.
- Security**
- Web Developing and HTML** (due Aug 22, 30 pts)
- Certificate: Course Completion Certificate** (with edit and delete icons)

At the bottom, there is a 'Prerequisites' section with a link for 'CSS overview'.

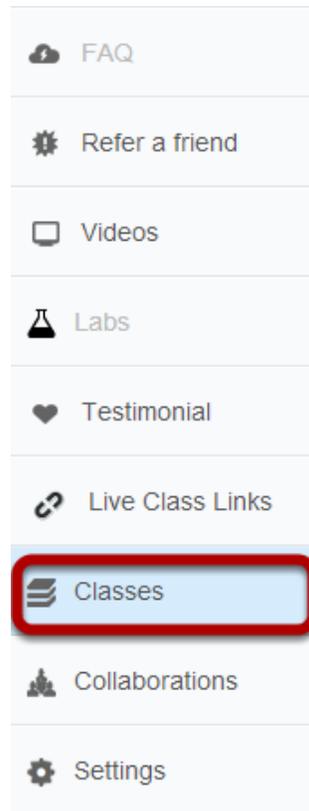
View the new text header in your class.

## How do I edit Class items?

---

You can edit Class items' names and indentation after they have been created.

### Open Classes



Click the **classes** link.

### Edit class Item



Click the **Edit** link [1].

## Edit Item Details

Edit Item Details

Title: Review Class items

Indent: Don't Indent

Cancel Update

You can **edit the item title** by typing in the title field [1]. You can also edit the indentation level by selecting the **indent drop-down menu** [2].

Click the **Update** button [3] to save the changes you have made to the item.

**Note:** Changes made to one item will be made to all iterations of the item.

## View Class

Assignments + Add

- World Wide Web Aug 25 20 pts  
must score at least a 15
- Review Class items
- Security
- Web Developing and HTML Aug 22 30 pts
- Certificate: Course Completion Certificate ▶ ✎ ✕

Prerequisites: CSS overview ✕

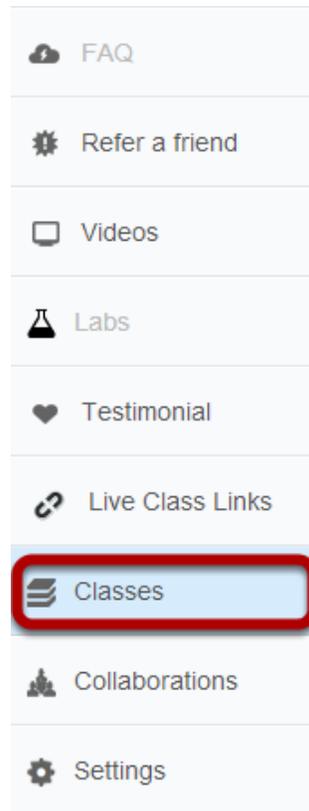
View the changes to the Class item.

## How do I remove Class items?

---

You can delete an class item that you no longer want to appear in your class.

### Open Classes



Click the **classes** link in the Course Navigation.

### Remove class Item



Click the **Remove** link [1].

**Note:** Removing a item will only remove it from the selected class. If you have included the item in other classes, they will not be affected.

## Confirm Removal

Are you sure you want to remove this item from the class?

OK

Cancel

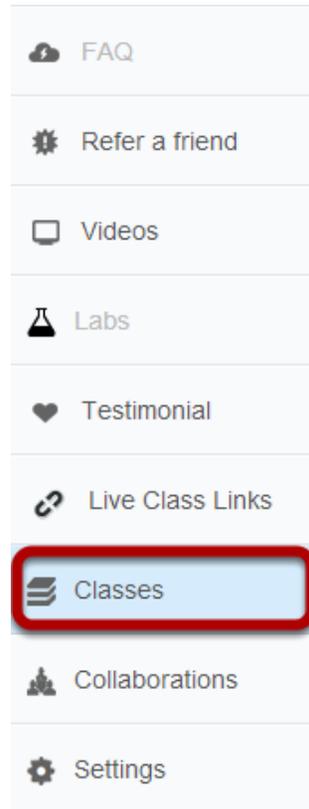
Click the **OK** button to confirm the removal of the item.

## How do I require students to move through each Class item in order?

---

You can add requirements to Classes to require students to move through each class item in order.

### Open Classes



Click the **Classes** link.

### Edit class Settings



Click the **Settings** icon [1]. Select the **Edit** link [2].

## Set Requirements

Edit Class Settings

Web

lock class until a given date

**Before students can view this class:**

[+ Add prerequisite](#)

**This class is complete when:**

For **World Wide Web** users must **score at least** 15 out of 20

[+ Add requirement](#)

students must move through requirements in this class in sequential order

Cancel Update Class

Click the **for drop-down menu** and select the requirement [1]. Select an **action** [2]. To add additional requirements, click the **Add requirement** link [3].

## Require Students Move Through Requirements in Sequential Order

students must move through requirements in this class in sequential order

Click the "**Students must move through requirements in this class in sequential order**" checkbox to require students to move through the class requirements in a sequential order.

## Update Class

Cancel Update Class

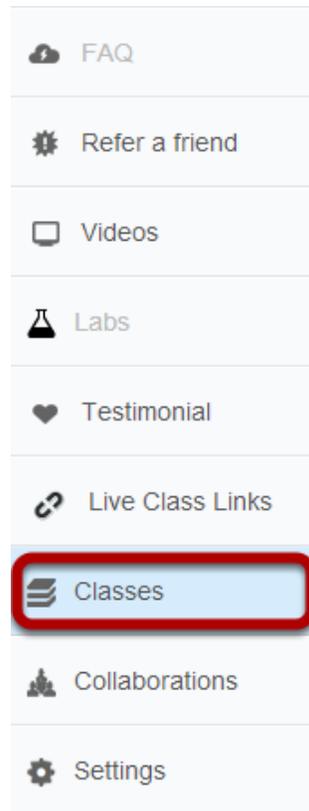
Click the **Update class** button to save the changes.

## How do I lock a Class?

---

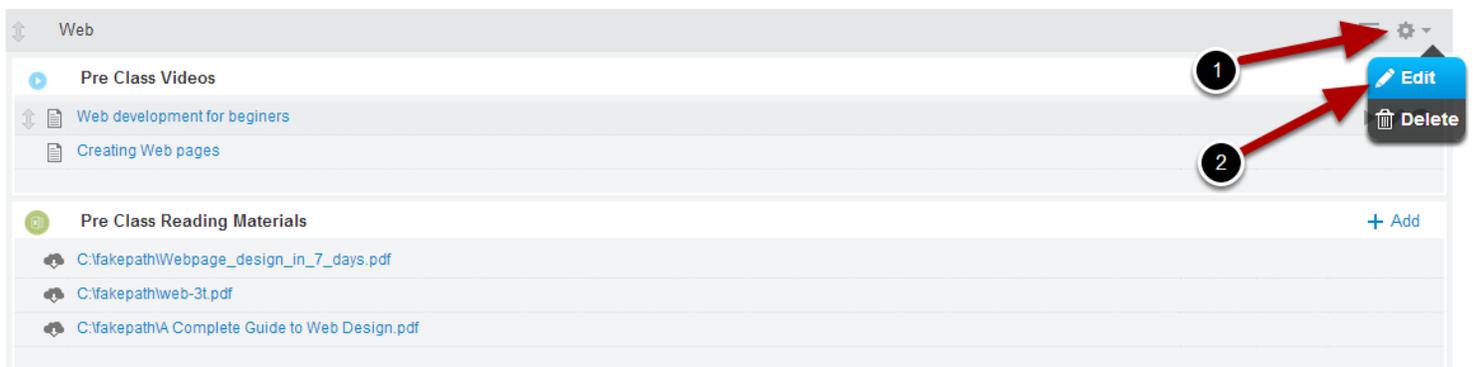
You can set Classes to be locked until a given date.

### Open classes



Click the **classes** link.

### Edit class Settings



Click the **Settings** icon [1]. Select the **Edit** link [2].

## Lock Class

**Edit Class Settings**

Web

lock class until a given date

Unlock At:

**Before students can view this class:**  
[+ Add prerequisite](#)

**This class is complete when:**  
For  users must    
out of 20

[+ Add requirement](#)

students must move through requirements in this class in sequential order

Click the **Lock class until a given date** checkbox [1].

Type the date in the **Unlock At** field [2] or select the **Calendar icon** [3] to set the date when the class will unlock.

## Set the Date and Time

October 2014

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Time:  :

Set the date and time the class will unlock at by clicking **on the day** [1], typing the time in the **time** field [2], and clicking the **Done** button [3].

## Update class settings

**Edit Class Settings** ✕

Web

lock class until a given date

Unlock At:  📅 **1**

Thu Aug 7, 2014

**Before students can view this class:**

[+ Add prerequisite](#)

**This class is complete when:**

For  users must   out of 20 ✕

[+ Add requirement](#)

students must move through requirements in this class in sequential order

**2**

Set the date [1] and click **Update class** [2].

## View Class

The screenshot shows a course interface for 'CSS overview'. It features several sections:

- Pre Class Videos**: Includes 'Button style' and 'Upload and download'.
- Pre Class Reading Materials**: Includes a PDF file 'C:\fakepath\HTMLandCSSReadingList.pdf'.
- Presentations**: Includes two PPT files: 'C:\fakepath\Cascading Style Sheets (CSS).ppt' and 'C:\fakepath\css-basics-part-1.ppt'.
- Assignments**: Includes 'CSS Layout with HTML5' (due Aug 20, 30 pts) and 'World Wide Web' (due Aug 25, 20 pts).

Prerequisites: Bootstrap

will unlock Aug 7 at 12:00a

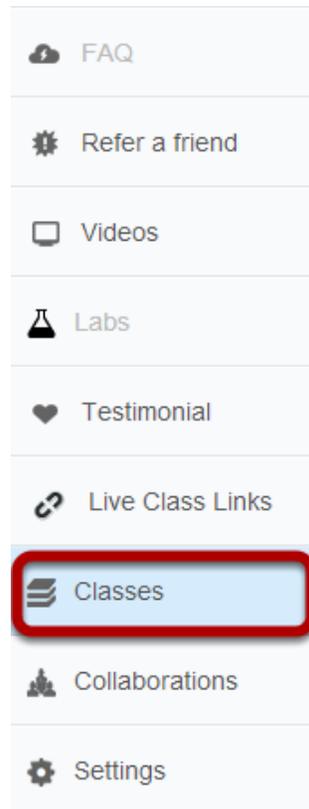
The unlock date and time will appear next to the bottom of the class.

## How do I set up prerequisite Classes?

---

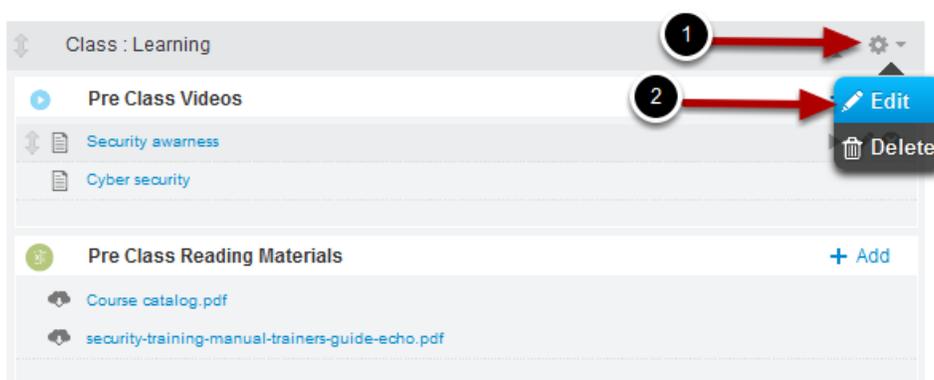
Prerequisites are defined by associated requirements in a class, meaning that students must complete all requirements within one class before moving to the next class. Without setting requirements in order, prerequisites do not serve a purpose. Note that you cannot prevent a student from accessing an upcoming class unless prerequisites have been set for the prior classes.

### Open Classes



Click the **classes** link.

## Edit Class Settings



Click the **Settings** icon [1]. Select the **Edit** link [2].

## Add Prerequisite

Click the **Add Prerequisite** link.

**Note:** You will only see the Add Prerequisite link if you have created at least two classes.

## Set Prerequisite

Edit Class Settings

Class : Pages

lock class until a given date

Before students can view this class:

They must complete the class ,Class : Learning

They must complete [ Select Class ]

+ Add prerequisite

This class is complete

No requirements defined

+ Add requirement

students must move through classes in sequential order

Cancel Update Class

Select the **They must complete drop-down** menu, and select the **class students must complete before moving on**.

## Add additional prerequisite

Before students can view this class:

They must complete [ Select Class ]

+ Add prerequisite

Click the **Add Prerequisite** link to add additional prerequisites.

## Update Class

Cancel Update Module

Click the **Update Class** button.

## View Class

Class : Learning

**Pre Class Videos** + Add

- Security awarness
- Cyber security

**Pre Class Reading Materials** + Add

- Course catalog.pdf
- security-training-manual-trainers-guide-echo.pdf

**Presentations** + Add

- Security and Threat Awareness Training.ppt
- c8f798Security\_Awareness\_Training.ppt

**Assignments** + Add

- Critical Security Controls for Cyber Defence Jul 5
- Secure File Storage, Control and Sharing Jun 28

Prerequisites: Class: Reading ×

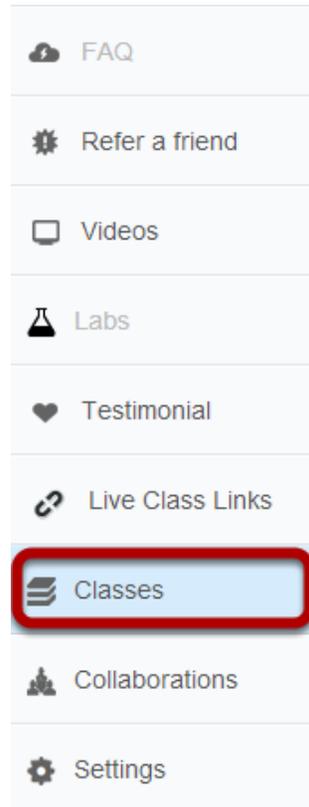
The prerequisites will appear at the bottom of the class.

## How do I add requirements to a Class?

---

You can add requirements for a Class that students must meet before they can move to a following Class. You can also set up prerequisite classes.

### Open Classes



Click the **Classes** link.

## Edit Class Settings

The screenshot displays a class management interface with the following sections and elements:

- Web** (Header)
- Pre Class Videos** (Section Header)
- Web development for beginners** (Item)
- Creating Web pages** (Item)
- Pre Class Reading Materials** (Section Header) with a **+ Add** button.
- C:\fakepath\Webpage\_design\_in\_7\_days.pdf** (Item)
- C:\fakepath\web-3t.pdf** (Item)
- C:\fakepath\A Complete Guide to Web Design.pdf** (Item)
- Presentations** (Section Header) with a **+ Add** button.
- Web Design intro.ppt** (Item)
- WebPageDesign.ppt** (Item)
- Webpage\_design\_in\_7\_days.pdf** (Item)
- Assignments** (Section Header) with a **+ Add** button.
- World Wide Web** (Assignment) with a question mark icon, a requirement of "must score at least a 15", a due date of "Aug 25", and "20 pts".
- Review Class items** (Section Header)
- Web Developing and HTML** (Assignment) with a question mark icon, a due date of "Aug 22", and "30 pts".
- Certificate: Course Completion Certificate** (Item)

Annotations in the image:

- 1**: A red arrow points to the **Settings** icon (gear) in the top right corner.
- 2**: A red arrow points to the **Edit** link in the top right corner.

Click the **Settings** icon [1]. Select the **Edit** link [2].

## Add Requirement

Edit Class Settings

Web

lock class until a given date

**Before students can view this class:**  
No prerequisites defined  
[+ Add prerequisite](#)

**This class is complete when:**  
For World Wide Web users must score at least 15 out of 20

[+ Add requirement](#)

students must move through requirements in this class in sequential order

Cancel Update Class

Click the **Add Requirement** link.

**Note:** You will need to add content items before you can specify how a user will complete this class.

## Set Item and action Requirements

Edit Class Settings

Web

lock class until a given date

**Before students can view this class:**  
No prerequisites defined  
[+ Add prerequisite](#)

**This class is complete when:**  
For World Wide Web users must score at least 15 out of 20

For Web development 1 users must view the item

[+ Add requirement](#)

students must move through requirements in this class in sequential order

Cancel Update Class

Click the **For** drop-down menu [1] to select the requirement item.

Click the **users must** drop-down menu [2] to select the **result of the requirement**. You can set the **minimum score** [3] to complete the class as requirement.

Click the **Add Requirement** button to create additional requirements.

**Note:** If you have multiple iterations of an class item, you can set different requirements for each item.

After adding all requirements click the **update Class** button [4].

## View Requirements

CSS overview

Pre Class Videos + Add

Web development for beginners  
must view the page

Pre Class Reading Materials + Add

C:\fakepath\HTMLandCSSReadingList.pdf

Presentations + Add

C:\fakepath\Cascading Style Sheets (CSS).ppt

C:\fakepath\css-basics-part-1.ppt

Assignments + Add

CSS Layout with HTML5  
must score at least a 20 Aug 20 30 pts

World Wide Web Aug 25 20 pts

Prerequisites: Bootstrap x

will unlock Aug 7 at 12:00am

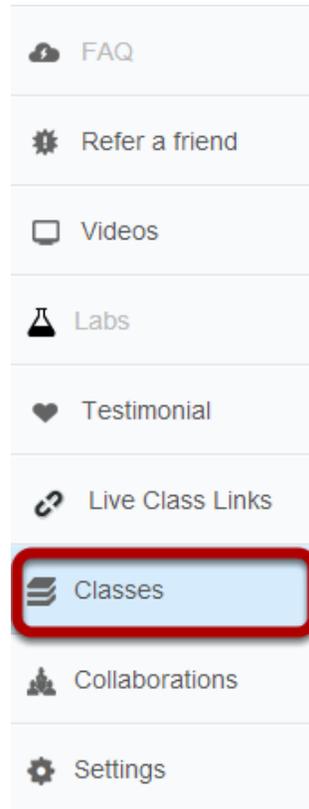
The newly created requirement will appear below the class item.

## How do I expand or collapse Class contents?

---

At the user level, you can expand or collapse Class content from your personal view, but not for other course members.

### Open Classes



Click the **Classes** link.

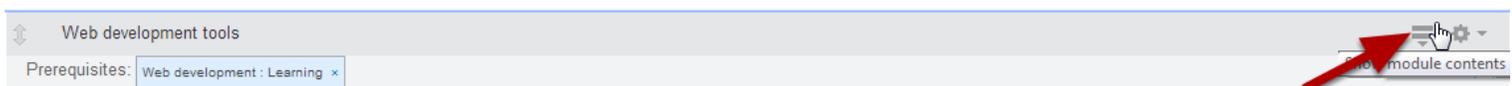
## Collapse Class Contents



The screenshot shows a course page titled "Web development tools". The page is organized into several sections: "Pre Class Videos", "Pre Class Reading Materials", "Presentations", and "Assignments". Each section has a "+ Add" button. The "Pre Class Videos" section contains "Bonus Video Front Page" (with a note "must view the page") and "Web development for beginners". The "Pre Class Reading Materials" section contains "Introduction to Web Development.pdf". The "Presentations" section contains "Website Design.ppt". The "Assignments" section contains "Creating a Publication Widget" (due Aug 22, 25 pts), "Web Developing and HTML" (due Aug 22, 30 pts), and "Badge: Participant badge". At the bottom, there is a "Prerequisites" section with a dropdown menu showing "Web development : Learning". A red arrow points to the "Hide module contents" button in the top right corner.

Click the **Expand/Collapse arrow**. This will only hide the class contents from your personal view.

## View Classes



The screenshot shows the same course page as above, but with the class contents collapsed. The "Pre Class Videos" section is now a single line with a play button icon. The "Pre Class Reading Materials" section is a single line with a document icon. The "Presentations" section is a single line with a presentation icon. The "Assignments" section is a single line with a checkmark icon. A red arrow points to the "Hide module contents" button in the top right corner.

The class content will stay collapsed until you decide you show it again. You can show class contents by again clicking the **Expand/Collapse arrow**.

## How do I view the progress of my students in classes?

Within classes, you can view the progress of your students and see how they are progressing through the course.

class progress is determined by the students completing required elements in the class. If you don't set up any requirements, you won't be able to track your students' progress within each class. Required elements may include requiring the students viewing a page, submitting an assignment, or earning a minimum score on an assignment or quiz. For more information please see the lessons about setting up prerequisites and adding requirements.

### Click View Progress Button



The screenshot shows the 'Course Classes' interface for a course titled 'Web development : Learning'. At the top right, there are three buttons: 'View Progress' (highlighted with a red circle and a '3' in a black circle), 'Add class', and 'Permission groups'. Below the course title, there is a list of class content items. The first item is 'Pre Class Videos', which includes a 'Bonus Video Front Page' (with a red arrow pointing to it and a '1' in a black circle) and 'Web development for beginners'. Below this is 'Pre Class Reading Materials' with 'Introduction to Web Development.pdf'. Then 'Presentations' with 'Website Design.ppt'. Finally, 'Assignments' with 'Creating a Publication Widget' (due Aug 22, 25 pts), 'Web Developing and HTML' (due Aug 22, 30 pts), and 'Badge: Participant badge'. At the bottom, there is a 'Prerequisites' section with a dropdown menu showing 'Web development : Learning' (with a red arrow pointing to it and a '2' in a black circle).

Classes displays an overview of each class and the content within each class. Any completion requirements are listed below the class content item [1]. Prerequisite requirements are posted at the bottom of the class [2].

To view student progress in your course, click the **View Progress** button [3].

## View Class Progress by Student

Class Progression by Student

Class Progression by Student

Anderson, Clark  
Special Tags

- Amelia  
CSS overview
- Evans, Chris  
Special Tags
- Mathew, Jon  
Bootstrap
- mani@arrivusystems.com  
Special Tags
- Downey, Robert  
Bootstrap
- sowmiva, Anu

Class

Web development : Learning  
Still Needs to Complete  
basic CSS.pdf

Web development tools

CSS overview

Special Tags  
Still Needs to Complete  
Sound Slides

Bootstrap  
Still Needs to Complete  
Creating a Publication Widget

Web

State

in progress

locked

locked

in progress

in progress

locked

Reload Student's Progress

The Class Progress by Student window shows the progress of each student in your course. Classes can be completed, unlocked, or locked. Classes that have no completion requirements, or classes where the students have completed the requirements, will be marked as completed. If a student is in the middle of a class, the class will be marked as unlocked. If a class cannot yet be accessed by the student because of completion or prerequisite requirements, the class will be marked as locked. Student progress is displayed showing the state of each class [1]. Select **different students by clicking their name** in the Student Progress list [2]. When you click the name of a student to view their progress, their name will be selected. Click the **X icon** to return to the Classes Index [3].

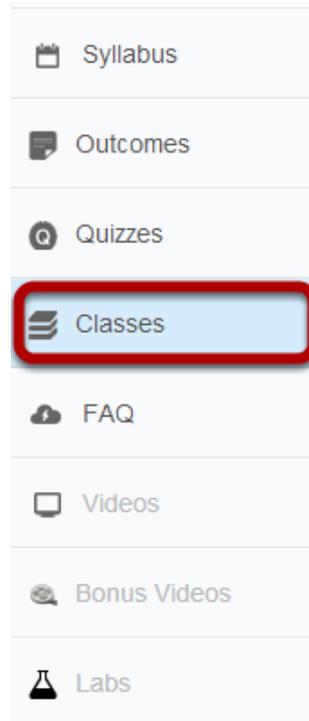
**Note:** When opening the View Progress window, Arrivu LMS will always default to show the first student in your course (listed alphabetically by last name).

## How do I link to an un-configured External Tools in Classes?

---

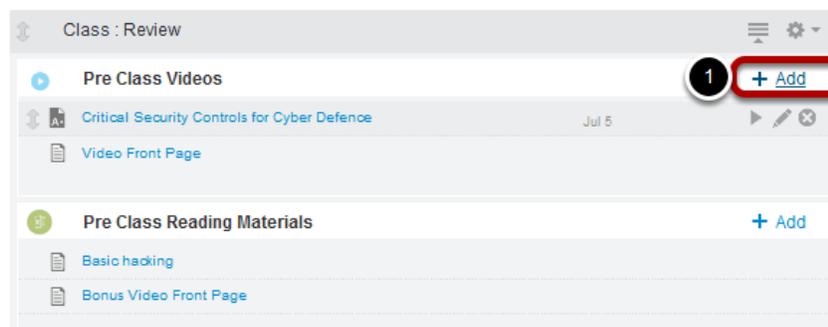
Many third-party integrations with Arrivu LMS can be supported using Basic LTI. Basic LTI provides a framework through which an LMS (Arrivu) can send some verifiable information about a user to a third party. For Basic LTI to work, the third party needs to provide an account id and shared secret that Arrivu LMS can use to generate a signature to verify the authenticity of the data sent. By default most user information is anonymized, but this can be configured when the configuration is first set up. Learn where to find External Tools

### Open Classes



Clicks **Classes** link in Course navigation.

### Add Content



Click the **Add** button [1].

## Select External tool

Add Item to Class : Review

Add **Assignment** to Class : Review

Associate with this class, or add an assignment by

External Tool

Cancel Add Item

Click the **Add [Item Type] To:** drop-down menu and select the **External Tool** option.

## Set External Tool

Add Item to Class : Review

Add External Tool to Class : Review

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this class.

**Badges**  
Easily award badge credentials to students who meet course completion criteria

**Certificates**  
Award certificate to students who meet course completion criteria

URL:  1

Page Name:  2

Load this tool in a new tab 3

Indentation:  4

Cancel Add Item 5

Locate the configuration URL for the tool you want to link to and **type the URL** in the URL field [1].  
Give your **External Tool** a **Page Name** [2].

To have the tool open in a new browser tab, click the **Load this tool in a new tab** checkbox [3].

Choose whether or not to **indent the item** in the class dropdown menu [4].

Click the **Add Item** button to add the item to the class [5].

**Note:** Because Basic LTI configurations can be added at a later time, the dialog will accept URLs

that don't match any existing configurations. However, when you try to navigate to an external tool that is not configured, you'll see an error message indicating the problem. You can configure External Tools in your Course Settings.

## View Classes

The screenshot shows a course management interface for a class named "Review". The class content is organized into sections:

- Pre Class Videos** (+ Add)
  - Critical Security Controls for Cyber Defence (Jul 5)
  - Video Front Page
  - Secure client** (highlighted with a red box)
- Pre Class Reading Materials** (+ Add)
  - Basic hacking
  - Bonus Video Front Page
- Presentations** (+ Add)
  - Linux commands
  - ISSO-course-slides.ppt
- Assignments** (+ Add)
  - Application Security (Aug 29, 15 pts)
  - Windows Kernel Debugging and Exploitation (Jul 11, 10 pts)
  - Windows Power Shell Scripting

The External Tool will be added to the bottom of the class.

## What are the basic computer specifications for Arrivu LMS?

---

This is a list of basic computer system requirements to use Arrivu LMS. It is always recommended to use the most up-to-date versions and better connections. Arrivu LMS will still run with the minimum specifications, but you may experience slower loading times.

### Computer Specifications

Arrivu LMS and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

#### Screen Size

A minimum of 1024x600. That is the average size of a netbook. If you want to view Arrivu LMS on a device with a smaller screen, we recommend using the Arrivu LMS mobile app.

#### Operating Systems

Windows XP SP3 and newer  
Mac OSX 10.6 and newer  
Linux - chromeOS

#### Mobile Operating System Native App Support

iOS 7 and newer  
Android 2.3 and newer

#### Computer Speed and Processor

Use a computer 5 years old or newer when possible  
1GB of RAM  
2GHz processor

#### Internet Speed

Along with compatibility and web standards, Arrivu LMS has been carefully crafted to accommodate low bandwidth environments.  
Minimum of 512kbps

#### Screen Readers

Macintosh: VoiceOver (latest version for Safari)  
PC: JAWS (latest version for Internet Explorer 10 & 11)  
PC: NVDA (latest version for Firefox)  
There is no screen reader support for Arrivu LMS in Chrome

## Which browsers does Arrivu LMS support?

---

### Supported Browsers



Because it's built using web standards, Arrivu LMS runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Arrivu LMS supports the last two versions of every browser release. We highly recommend updating to the **newest version** of whatever browser you are using as well as the most up-to-date Flash plug-in.

**Internet Explorer** 10 and 11

**Chrome** 36 and 37

**Safari** 6 and 7

**Firefox** 31 and 32 (Extended Releases are not supported)

**Flash** 14 and 15 (for recording or viewing audio/video and uploading files)

Some supported browsers may still produce a banner stating Your browser does not meet the minimum requirements for Arrivu LMS. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Arrivu LMS and deleting your browser cookies.

If you are using an unsupported browser, you can update your browser, or you can dismiss the warning banner during the duration of your browser session. For instance, testing centers can dismiss the banner and it won't appear until the next browser session.

### Required Components

Flash is required in several places in Arrivu LMS: media recording/streaming and viewing as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Arrivu LMS.

The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Arrivu LMS.

## Update Your Desktop Browser

There are a couple of different ways to update your desktop browser.

1. Every time you open your browser, it will check to make sure it is using the most current version. If it is not updated, your browser will prompt you with a notification and walk you through the update process.
2. Download the latest version of your desktop browser directly. Click the name of your browser below to visit your browser's download page:

### Internet Explorer

### Chrome

**Safari** (Safari 6 is only included with OS X Mountain Lion; Safari 7 is only included with OS X Mavericks)

### Firefox

### Flash

## Browser Privacy Settings

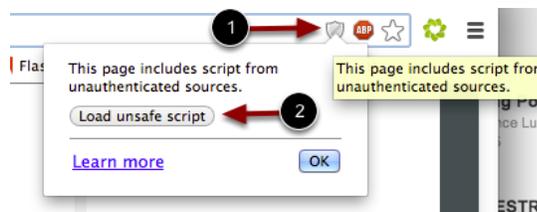
Some browsers may occasionally make modifications to privacy settings to protect users from possible unsecured content. Unsecured content is identified with the prefix `http://` in the URL and can create mixed content in your Arrivu LMS Page. Secured content is identified with the `https://` prefix in the URL.

**Note:** If you embed Arrivu LMS lessons inside your course, you can now prevent browser issues with mixed content using secured Arrivu LMS Guides URLs.

We recommend following any browser security policies established by your institution, especially if you are using Arrivu LMS on a computer provided by your institution. You may want to use Arrivu LMS in an alternative browser instead.

If you are using a browser that is affected, please be aware of possible restrictions. The following are known issues in specific browsers that may block or create mixed content within Arrivu LMS.

## Chrome Security



Google Chrome verifies that the website content you view is transmitted securely. If you visit a page in your Arrivu LMS course that is linked to insecure content, Chrome will display a shield icon in the browser address bar.

You can choose to override the security restriction and display the content anyway by clicking the shield icon and then clicking the Load unsafe script button.

## Chrome Media Permissions

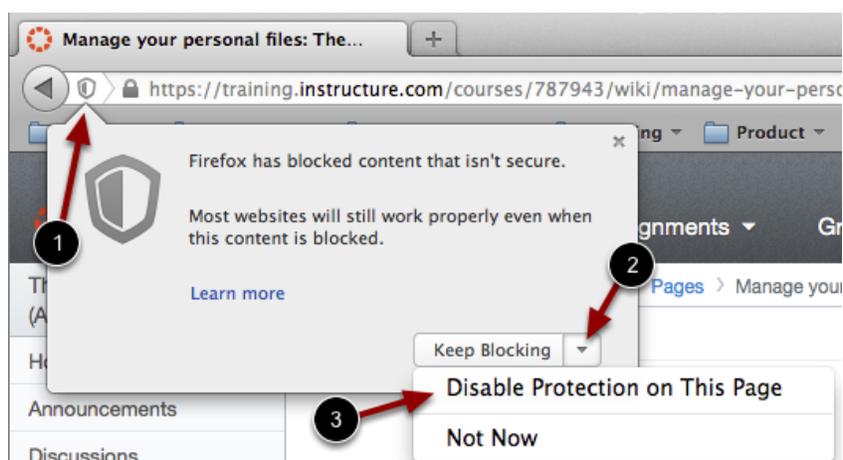


Chrome has its own media permission within the browser. To use your computer camera and microphone within any Arrivu LMS feature, you will have to approve two permissions:

Allow access to Arrivu LMS via the Adobe Flash Player Settings [1]. This prompt appears in the center of the video and audio pop-up windows, or the center of the browser if you are accessing Conversations.

Allow access to Arrivu LMS via Chrome's media permission settings [2]. This prompt appears just below the address bar. Click the Allow button.

## Firefox Security



Firefox verifies that the website content you view is transmitted securely. If you visit a page in your Arrivu LMS course that is linked to insecure content, Firefox will display a shield icon in the browser address bar [1].

You can choose to override the security restriction and display the content anyway by clicking the shield icon, clicking the Keep Blocking drop-down menu [2], and selecting the Disable Protection on This Page option [3].

## Arrivu LMS on Mobile Devices

The Arrivu LMS interface was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience in using Arrivu LMS. Arrivu LMS is not officially supported on mobile browsers. We recommend using Arrivu LMS mobile applications for an improved user experience. (**Note:** At this time, Arrivu LMS apps are only available in English.)

Since Arrivu LMS uses small elements of Flash, not all Arrivu LMS features may be supported on mobile devices, especially on iOS.

### Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices but Arrivu LMS features may not be supported:

#### iOS

Safari (default browser that opens from Arrivu LMS)

Chrome

Photon Flash Player (supports Flash)

#### Android

Internet

Firefox

Chrome

**Note:** Android default browser varies per mobile device.

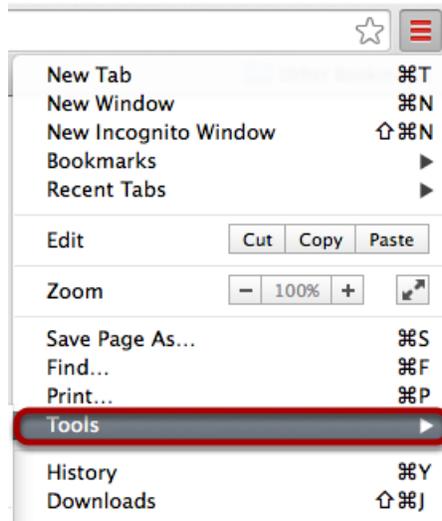
## How do I clear my Chrome browser cache ?

### Open Chrome Menu



On the Chrome browser toolbar, click the **Chrome menu**.

### Open Tools



Click the **Tools** link.

### Clear Browsing Data



Click the **Clear Browsing Data** link.

## Select Time Range

### Clear Browsing Data

Obliterate the following items from: the past hour

Select the time range you want to clear the browsing data from by clicking on the time range drop-down menu.

## Clear Browsing Data

### Clear Browsing Data

Obliterate the following items from: the past hour

- Clear browsing history
- Clear download history
- Empty the cache 1
- Delete cookies and other site and plug-in data
- Clear saved passwords
- Clear saved Autofill form data

Cancel

Clear Browsing Data 2

Click the **Empty the cache** check box [1]. Then click the **Clear Browsing Data** button [2].

## How do I clear my Firefox browser cache on a Mac?

### Open Firefox Menu



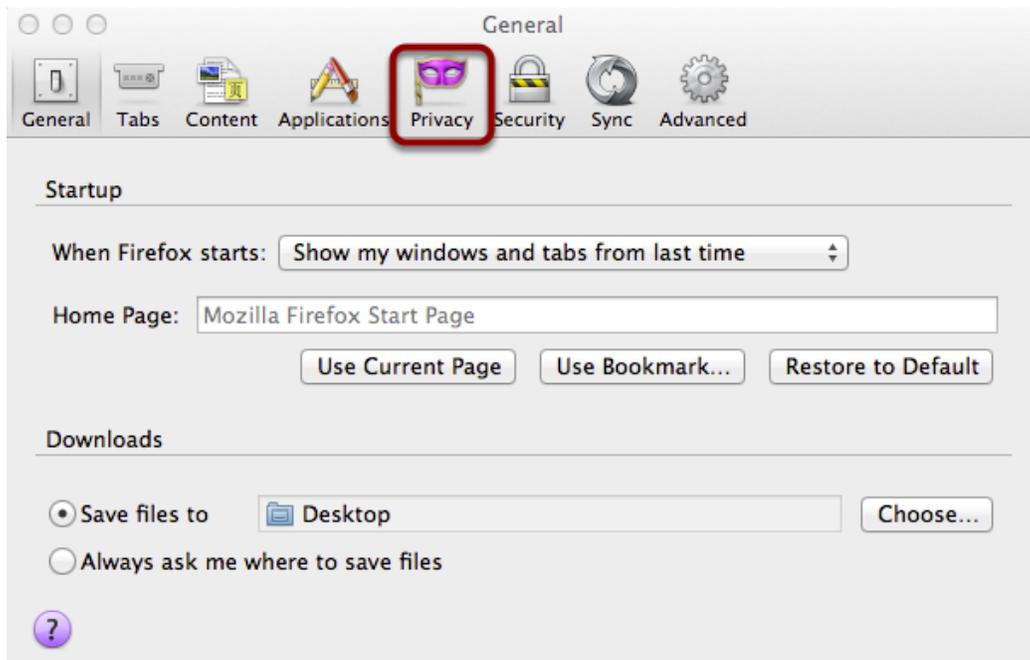
In the menu bar, click the **Firefox** option.

### Open Preferences



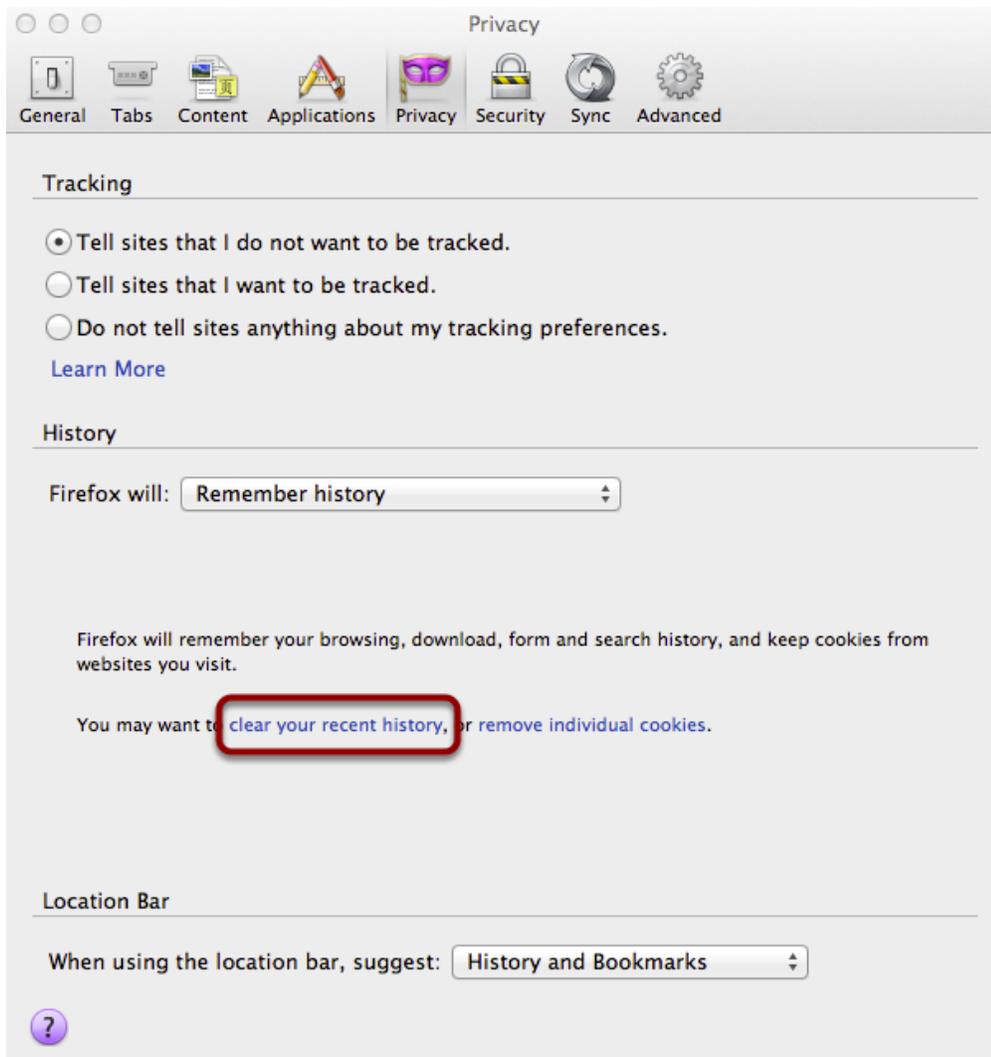
Click the **Preferences** link.

### Open Privacy



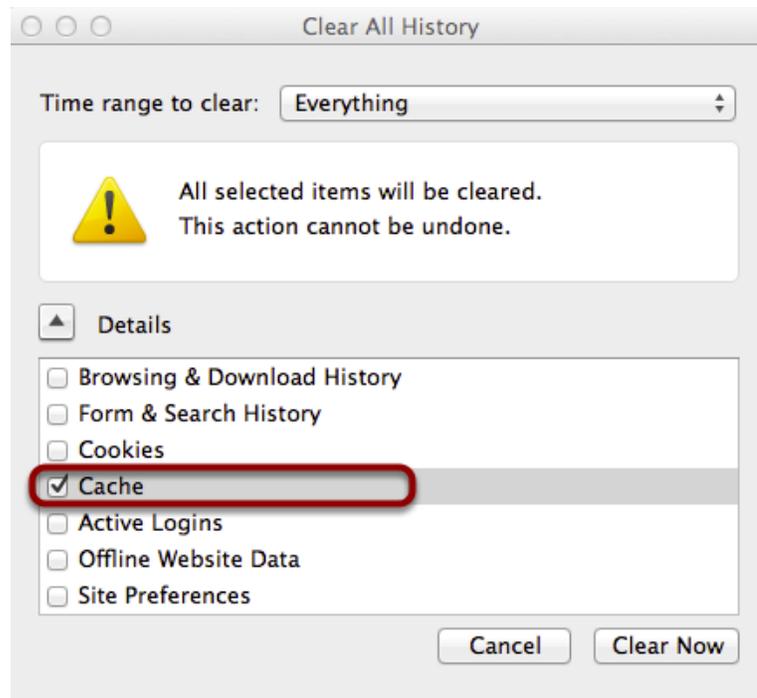
Click the **Privacy** tab.

## Clear Your Recent History



Under the History heading, click the **clear your recent history** link.

## Select Cache



Check the **Cache** checkbox. You can select checkboxes for other browser information to clear as well.

## Clear Cache



Click the **Clear Now** button.

Once cleared, the Clear All History window will disappear and you will return to the main Firefox Preferences menu.

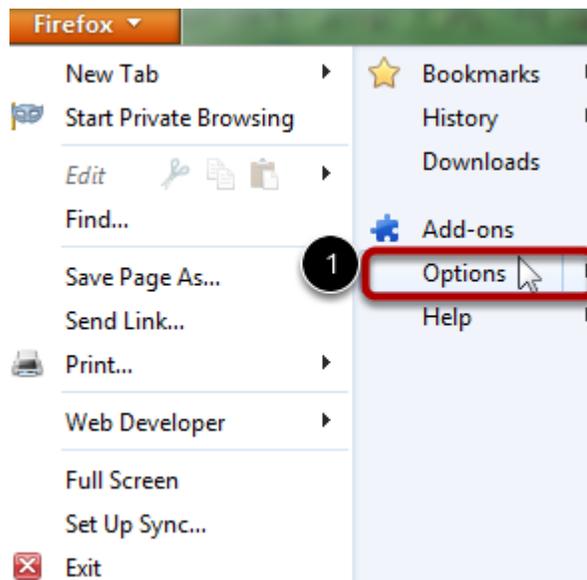
## How do I clear my Firefox browser cache on a Windows system?

### Open Firefox Menu



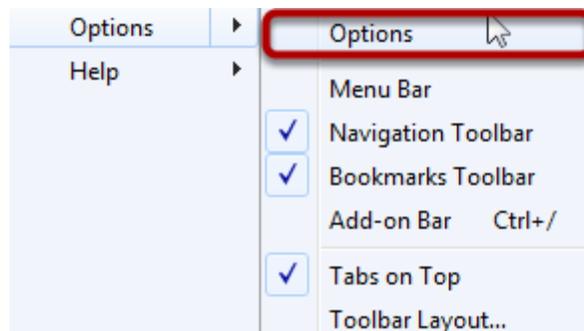
Click the **Firefox dropdown** menu [1].

### Select the Options Dropdown Menu



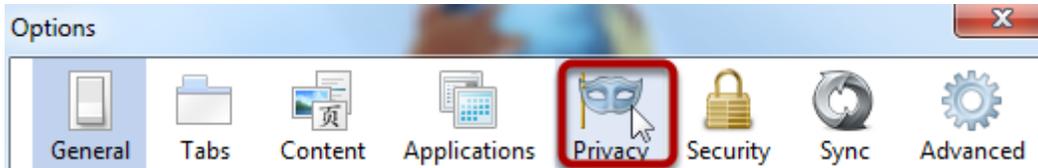
Click the **Options** dropdown menu [1].

### Select Options



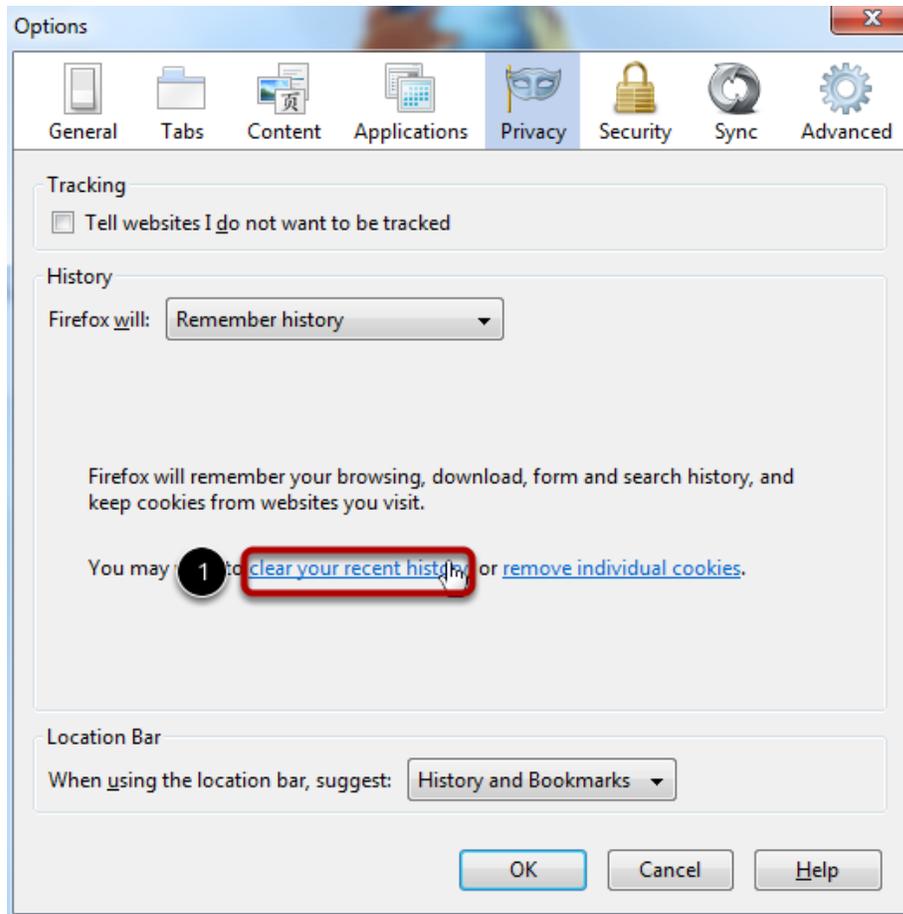
Click the **Options** link.

## Select the Privacy Tab



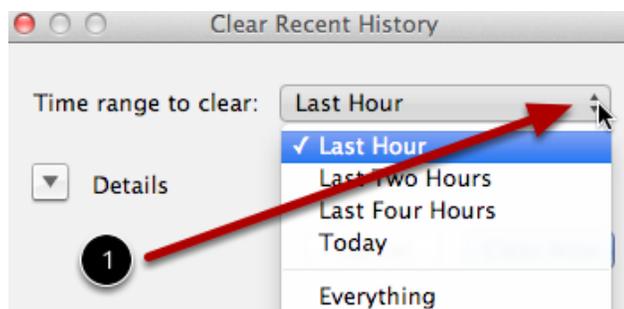
Click the **Privacy** tab.

## Clear Recent History



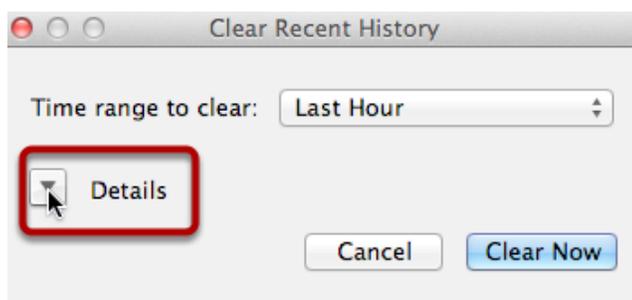
Click the **Clear Your Recent History** link [1].

## Select Time Range



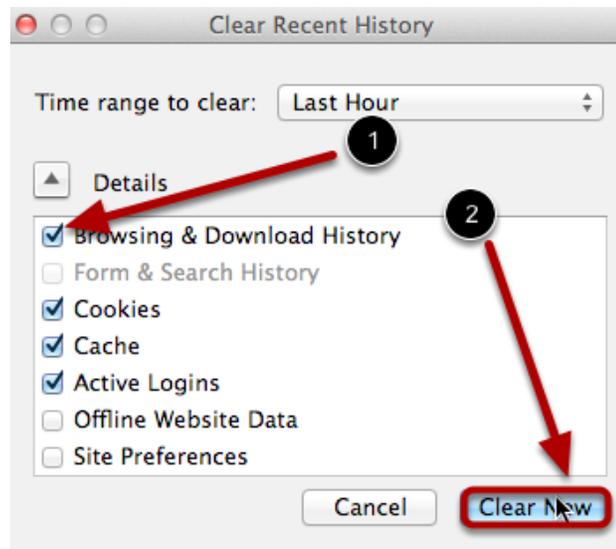
Select the time range you want to clear the browsing data from by clicking on the **time range drop down** menu [1].

## Open Details



Click the **Details** dropdown menu.

## Clear Browser Data



Make sure the **browsing and download history** checkbox is selected [1] and click the **Clear Now** button [2] to clear browser data.

## What is the Conversations Inbox?

---

Conversations is a messaging system within LMS. The Conversations Inbox is split into two windows and displays messages chronologically.

### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### View Conversations Toolbar



In the toolbar, you can:

1. Filter messages by course
2. Filter messages by type (Inbox, Unread, Starred, Sent, Archived)
3. Compose a new message
4. Reply to a message
5. Reply-all to a message
6. Archive a message
7. Delete a message
8. Forward and star conversations via the settings icon
9. Filter conversations by a user

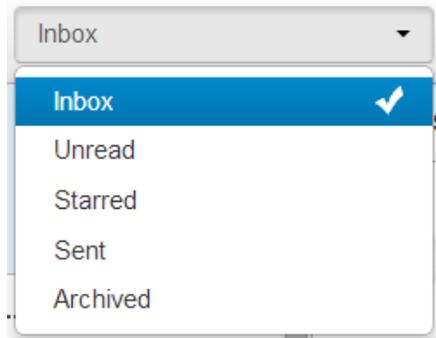
## View Conversations Inbox

Conversations are listed on the left side [1]. All sent and received Conversations appear. The Conversations messages preview window is on the right side [2]. You can reply, reply-all, or forward or delete via the **settings** icon [3].

## View Conversations Inbox

The Conversation Inbox is organized chronologically from newest to oldest with the newest Conversations [1] appearing on top and the older Conversations [2] appearing towards the bottom.

## Other Ways to View Conversations



By clicking the **Inbox drop-down** menu [1], the window can show the Inbox, Unread Conversations, Starred Conversations, Sent Conversations, and Archived Conversations.

## Select Multiple Messages

To select multiple messages to archive , delete , mark as read or unread, or star , press the command key (Mac) or the control key (Windows) while clicking each message you want to select. When multiple messages are selected, the right panel displays a multiple conversations message icon.

**Note:** You can also use the same key command to deselect a message.

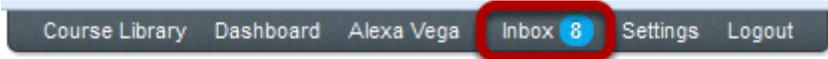
To select all messages, click the **command + A** keys (Mac) or the **control + A** keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

## How do I access the Conversations Inbox?

---

### Find the Conversations Inbox Link



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

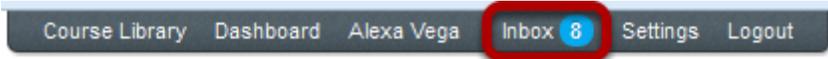
Click the **Inbox** link in the Help Corner to open your Conversations Inbox. The message indicator will let you know how many messages you have in your Inbox.

If you right-click or option-click on the Inbox link, you can open your Conversation Inbox in a new browser tab to keep it handy while you are doing other tasks in LMS.

## How do I find my unread messages in Conversations?

You can view all unread messages in your Conversations Inbox. You can also filter messages to show only unread messages.

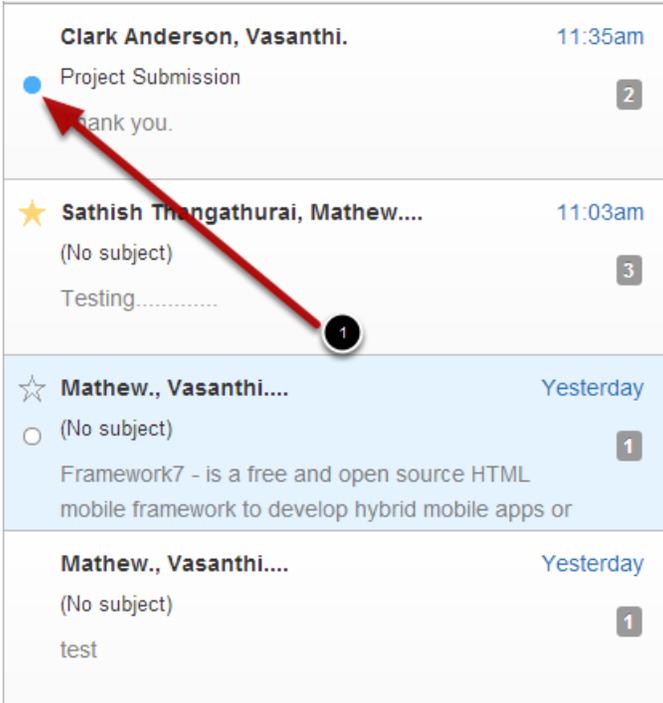
### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Locate Blue Dot



The screenshot shows a list of four messages. The first message is from Clark Anderson, Vasanthi, with a subject of 'Project Submission' and a time of 11:35am. It has a blue dot next to the subject line and a '2' in a grey box. The second message is from Sathish Thangathurai, Mathew..., with a subject of '(No subject)' and a time of 11:03am. It has a '3' in a grey box. The third message is from Mathew., Vasanthi..., with a subject of '(No subject)' and a time of 'Yesterday'. It has a '1' in a grey box. The fourth message is from Mathew., Vasanthi..., with a subject of '(No subject)' and a time of 'Yesterday'. It has a '1' in a grey box. A red arrow points from a black circle with the number '1' to the blue dot next to the first message.

All unread messages have a **blue dot** next to the message[1]. Once a Conversation has been read, the blue dot disappears.

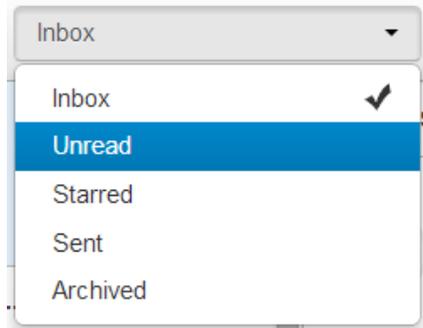
### Mark as Unread



The screenshot shows a single message from Clark Anderson, Vasanthi, with a subject of 'Project Submission' and a time of 11:35am. It has a '2' in a grey box. A red arrow points to a small grey button labeled 'Mark as unread' located below the message.

If you want to mark a Conversation as unread, hover next to the message until you see a dot and click it.

## Select Unread Conversations



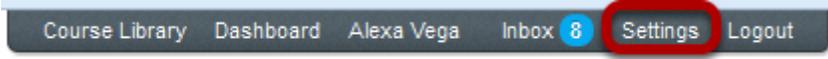
To view only unread messages, open the the **Inbox drop-down** menu [1]. Select the **Unread** [2] link.

## How do I adjust my Notification Preferences for Conversations?

---

You can adjust the notifications that you receive for Conversations.

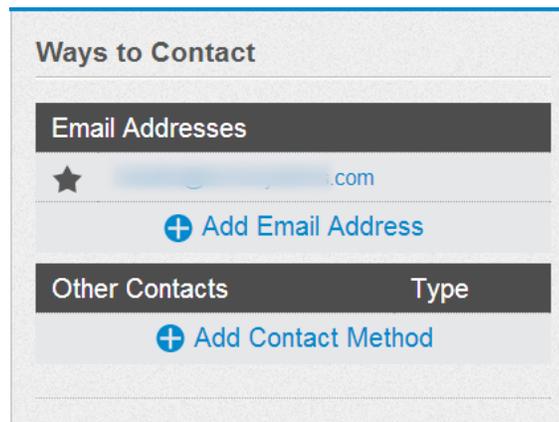
### Open Settings



Course Library Dashboard Alexa Vega Inbox 8 **Settings** Logout

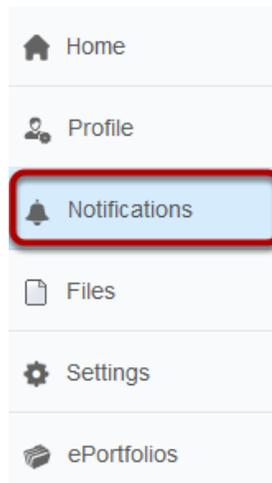
Click the **Settings** link.

### Verify Communication Channels



View the communication channels you have set up in LMS.

### Open Notifications



Click the **Notifications** link.

## Set Conversations Notification Preference

Discussions	
Discussion	
Discussion Post	🕒 Daily
<b>Conversations</b> <sup>1</sup>	
Added To Conversation	✓ ASAP
Conversation Message	✓ 🕒 📅 ✕
	Send daily summary

Find the **Conversations** category [1]. Set the notification preference for each column by clicking the appropriate icon [2].

## View Set Notification Preferences

<b>Conversations</b>	
Added To Conversation	✓ ASAP
Conversation Message	🕒 Daily

Verify the notification preference was correctly set.

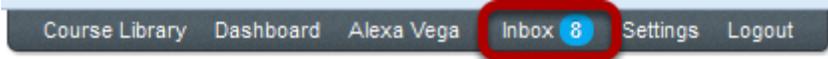
When a message is sent and users have notifications enabled, users will be able to see the subject line of the conversation as part of the message notification. This feature allows users to see the context of the message they are receiving without having to log back into LMS. In HTML view, the subject line is in bold text above the message. In plain text view, the subject line is prefaced with the Subject: identifier.

## How many messages are in this Conversation?

---

You can easily see how many messages are in a conversation thread.

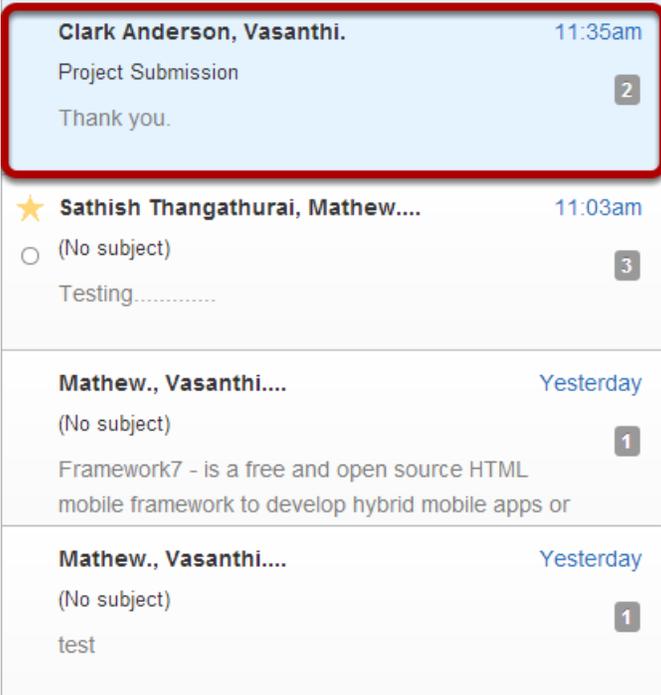
### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

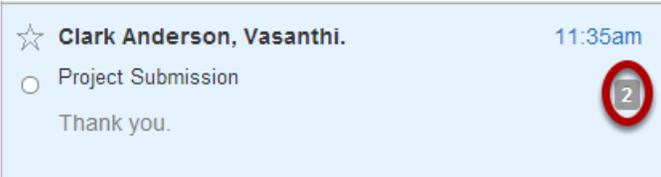
### Select the Conversation



<input checked="" type="radio"/> <b>Clark Anderson, Vasanthi.</b>	11:35am
Project Submission	2
Thank you.	
<input type="radio"/> ★ <b>Sathish Thangathurai, Mathew....</b>	11:03am
(No subject)	3
Testing.....	
<input type="radio"/> <b>Mathew., Vasanthi....</b>	Yesterday
(No subject)	1
Framework7 - is a free and open source HTML mobile framework to develop hybrid mobile apps or	
<input type="radio"/> <b>Mathew., Vasanthi....</b>	Yesterday
(No subject)	1
test	

Select the Conversation

### View the Conversation Label



<input checked="" type="radio"/> ★ <b>Clark Anderson, Vasanthi.</b>	11:35am
<input type="radio"/> Project Submission	2
Thank you.	

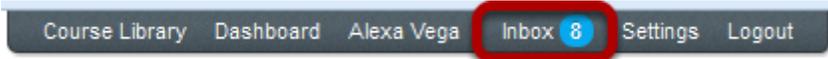
The total number of messages in a Conversation appears underneath the date stamp.

## How do I compose and send a message?

---

The compose message icon creates a new window in the middle of your screen. You can filter recipients by course, send messages to individuals, multiple recipients, or course rosters, create subject lines, and add attachments.

### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Compose Message



All Courses ▾ Inbox ▾ **Compose** ↶ ↷ 📎 🗑️ ⚙️ ▾ Enter a name, group, or course 📄 ⓘ ▾

Click the **Compose icon** to start a new message.

## Compose Window

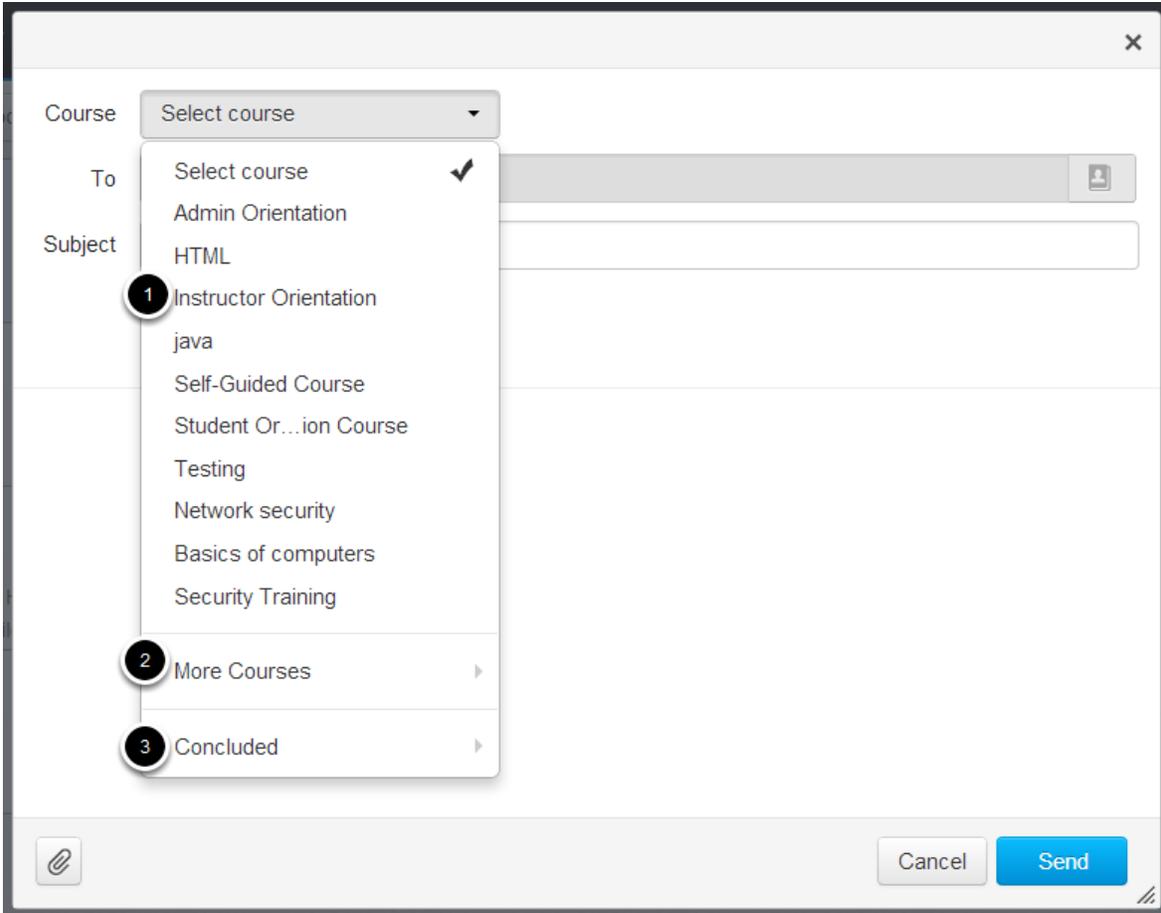
The screenshot shows a 'Compose Window' with a close button (X) in the top right corner. The window contains the following elements:

- 1**: A dropdown menu labeled 'Course' with the text 'Select course' and a downward arrow.
- 2**: A text input field labeled 'To' with a person icon on the right.
- 3**: A text input field labeled 'Subject' with the text 'No subject'.
- 4**: A checkbox labeled 'Bulk message' with a question mark icon.
- 5**: A large empty text area for the message body.
- 6**: An attach icon (paperclip) in the bottom left corner.
- 7**: A blue 'Send' button in the bottom right corner, next to a grey 'Cancel' button.

In the compose message window, you can:

1. Filter the course
2. Add recipients (Note: You can only add recipients once you have selected a course)
3. Enter a subject line
4. Optional: Select the Bulk messages checkbox to create individual messages for all recipients in the To: field.
5. Type a message
6. Attach files or media
7. Click the **Send** button

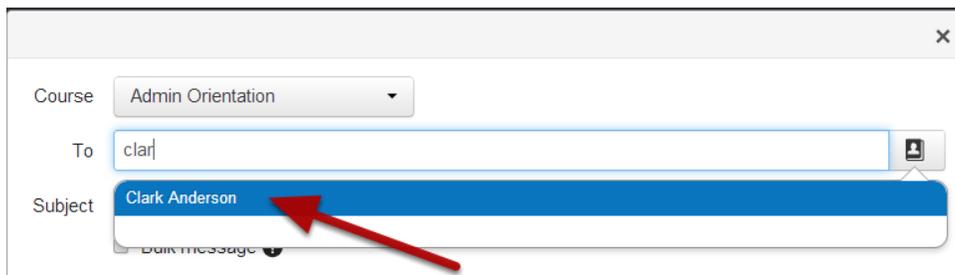
## Filter Course



In the **Courses drop-down** menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1], other courses [2], and concluded courses [3].

**Note:** If you filter your Course list by Concluded Courses, you will only be able to compose messages to instructors.

## Type Name in the To Field

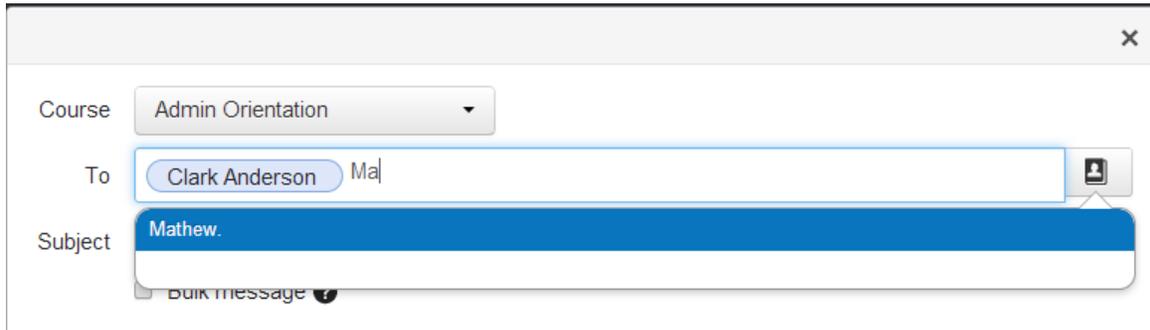


When you start typing an individual's name in the To field, LMS will automatically populate matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To field, highlighted in light blue.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s).

You can also hover over a recipient name and click the **white x** to delete it from the To field.

## Add Multiple Recipients



The screenshot shows a message composition window with the following fields:

- Course:** Admin Orientation (dropdown menu)
- To:** Clark Anderson | Ma| (text input with a recipient name and a partial name, and a person icon button)
- Subject:** Mathew. (text input)

Below the subject field, there is a checkbox labeled "bulk message" which is currently unchecked.

Type another name in the To field to send a message to multiple recipients.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s).

You can also hover over a recipient name and click on the **white x** to delete it from the To field.

**Note:** If you have a long list of recipients, the To field will only show 5 lines before scrolling is enabled. If you select the Send individual messages checkbox, individual messages for all recipients will be created.

## Use Course Roster

The screenshot shows a message composition window with the following fields and actions:

- Course:** English Grammar (dropdown menu)
- To:** Empty text field with an **Address Book** icon (1) to its right.
- Subject:** Back (text field)
- Address Book:** A dropdown menu is open, showing a list of names: Amelia Earhart (highlighted in blue), Chris Evans, Mathew, and Robert Downey. An **arrow icon** (3) is to the right of the list, and a red arrow (2) points to the name "Amelia Earhart".
- Bottom Bar:** Contains a link icon, a document icon, a "Cancel" button, and a "Send" button.

To select an individual from the course roster, click the **Address Book** icon [1] next to the To field. From the address book, locate the individual and **select his or her name** [2]. Repeat this step if you want to send the message to multiple individuals. To navigate back to the course roster, use the **arrow icon** [3].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

## View Sent Message

The screenshot displays a messaging application interface. At the top, there are navigation elements: "All Courses" and "Sent" dropdown menus, a toolbar with icons for compose, reply, reply all, share, delete, and settings, and a search bar with the placeholder text "Enter a name, group, or course".

The left sidebar shows a list of sent messages:

- Clark Anderson, Vasanthi.** (1) 11:35am  
Project Submission  
Thank you. (2)
- Mathew., Vasanthi....** Yesterday  
(No subject) (2)  
test for reply
- Mathew., Vasanthi.** Yesterday  
(No subject) (12)  
testing
- Vasanthi., Babina** Wednesday  
(No subject) (1)

The main content area shows the details of the selected message from Clark Anderson, Vasanthi.:

**Project Submission**

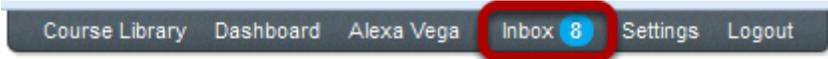
**Clark Anderson, Vasanthi.** Admin Orientation 11:35am  
Thank you.

**Vasanthi., Clark Anderson** Admin Orientation 11:34am  
Your project work is very professional. You have done a great job

Your message will appear as at the top of your Conversations [1].

## How do I reply to a message in Conversations?

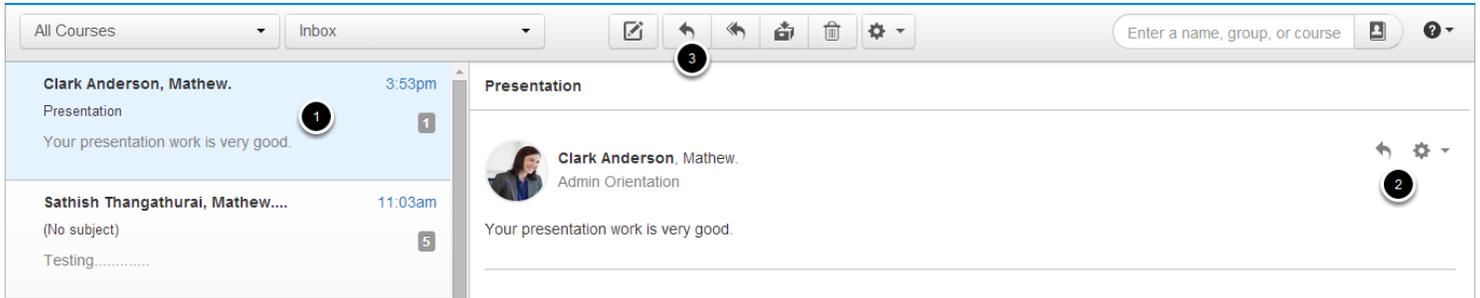
### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Select Conversation



The screenshot shows the course interface. At the top, there are dropdown menus for 'All Courses' and 'Inbox'. A toolbar contains icons for compose, reply, reply all, delete, and settings. A search bar is on the right. The inbox list on the left shows two conversations: one from Clark Anderson, Mathew. (3:53pm) with a '1' badge, and one from Sathish Thangathurai, Mathew.... (11:03am) with a '5' badge. The selected conversation on the right shows a message from Clark Anderson, Mathew. (Admin Orientation) with the text 'Your presentation work is very good.' and a '2' badge. A '3' badge is also present on the toolbar's reply icon.

Click the **Conversation** you want to respond to [1]. Hover over the timestamp and click the **reply** icon [2] within the message or the reply icon in the toolbar [3].

## Reply to the Message

Course Admin Orientation

To Clark Anderson

Subject Presentation

Bulk message ?

1

Clark Anderson 3:53pm X

Your presentation work is very good.

2

Cancel Send 3

Type your reply in the message field [1]. You can **attach** a file [2]. When you are ready, click the **Send** button [3].

## View Sent Message

The screenshot displays a messaging application interface. At the top, there are navigation elements: 'All Courses' and 'Sent' dropdown menus, a toolbar with icons for compose, reply, reply all, share, delete, and settings, and a search bar with the placeholder text 'Enter a name, group, or course'. The left sidebar shows a list of conversations:

- Mathew., Clark Anderson** (4:30pm): Presentation. The message 'Thank You for your message.' is highlighted with a red box and a callout [1].
- Sathish Thangathurai, Mathew....** (11:03am): (No subject). Testing.....
- Mathew., Vasanthi....** (Yesterday): Latest trends. hai.
- Mathew., Satheesh raju...** (Yesterday): (No subject).

The right pane shows the detailed view of the selected conversation, titled 'Presentation'. It displays the message history:

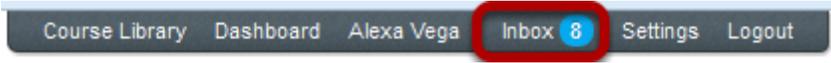
- Mathew., Clark Anderson** (Admin Orientation) (4:30pm): 'Thank You for your message.' (highlighted with a red box and callout [2]).
- Clark Anderson, Mathew.** (Admin Orientation) (3:53pm): 'Your presentation work is very good.'

Your message appears in the preview text of the conversation [1] and at the top of the individual thread [2].

## How do I send a message to an entire class?

You can use Conversations to send a message to your entire class. Depending on how permissions are set, you may or may not have the ability to message the entire class.

### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Compose Message

All Courses

Inbox

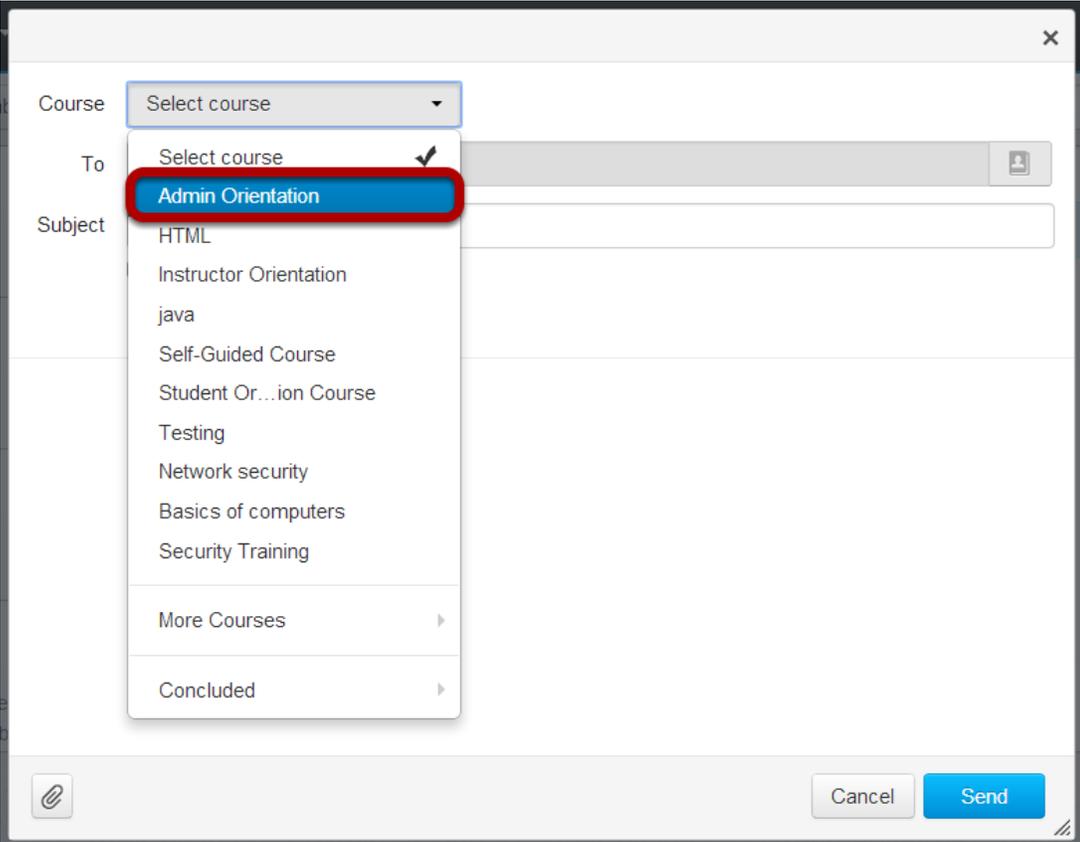


Enter a name, group, or course



Click the **Compose** icon to start a new message.

### Select Course



Course Select course

To Select course ✓

Subject Admin Orientation

HTML

Instructor Orientation

java

Self-Guided Course

Student Or...ion Course

Testing

Network security

Basics of computers

Security Training

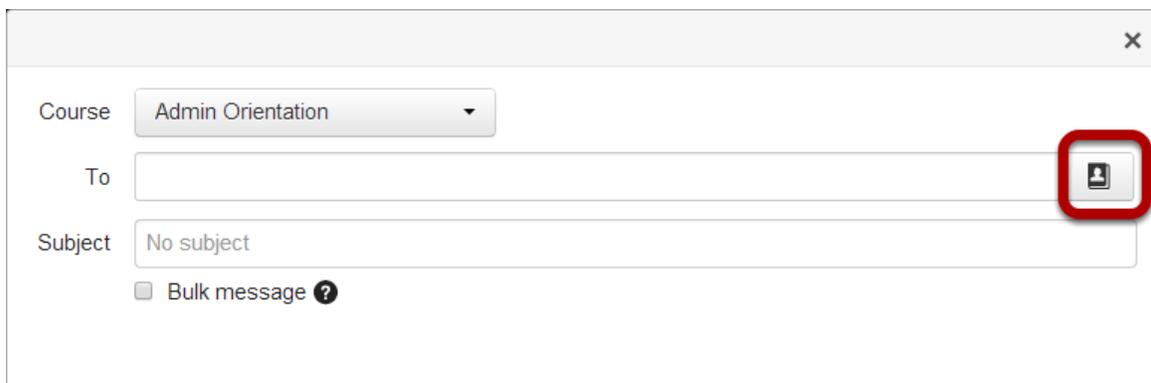
More Courses ▶

Concluded ▶

Cancel Send

Select the course you wish to message from the **course drop-down** menu.

## Open Address Book



Course Admin Orientation

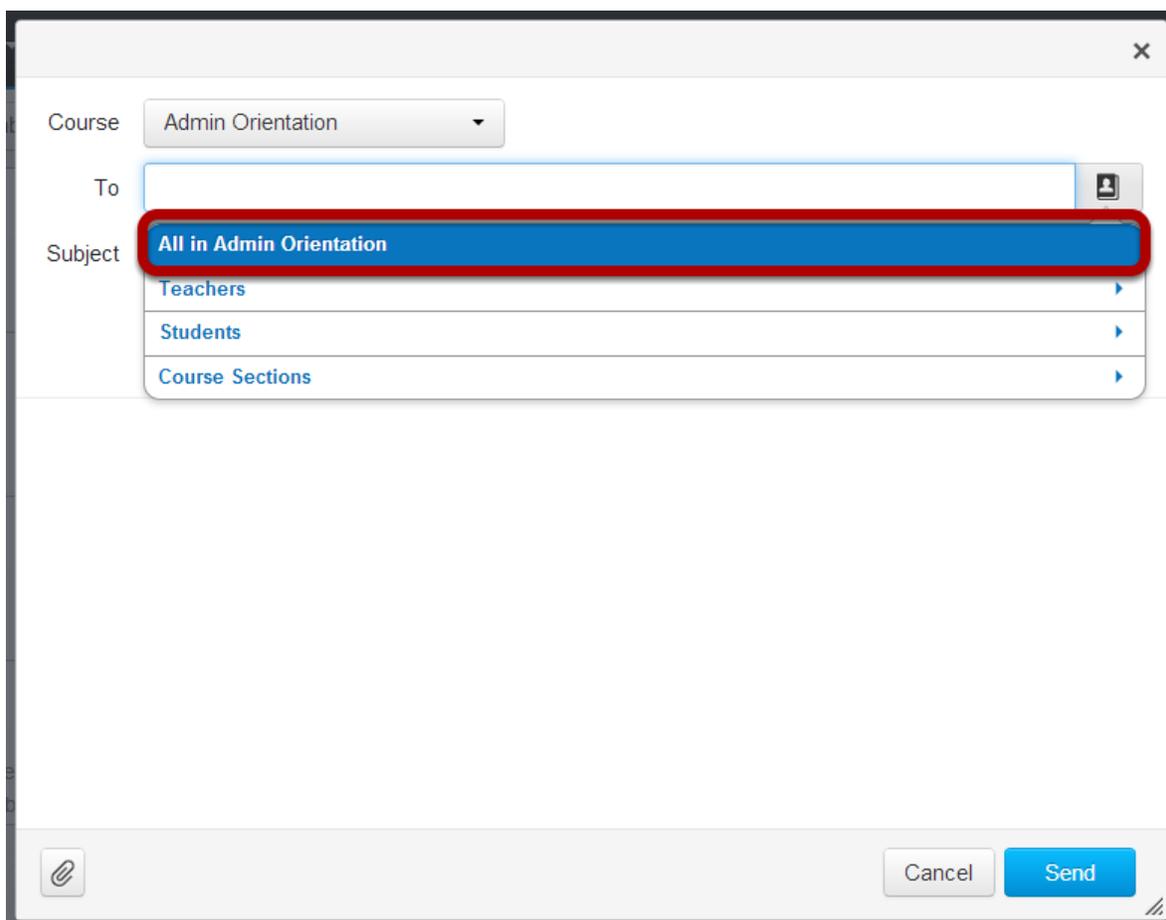
To

Subject No subject

Bulk message ?

Click the **address book** to send a message to the entire class.

## Select Class



Course Admin Orientation

To

Subject All in Admin Orientation

- Teachers
- Students
- Course Sections

Cancel Send

Click the **name of the course**.

## Add Message

Course: Admin Orientation

To: Admin Orientation

Subject: No subject

Bulk message ?

Hello everyone,  
Please note the change of due date for chapter I Quiz.  
If you have question, reply back.

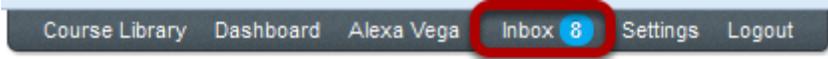
Add a subject line and type in the message field. Click the **Send** button when you are finished.

## How do I forward a message from a Conversation?

---

You can forward Conversations to other individuals in your courses.

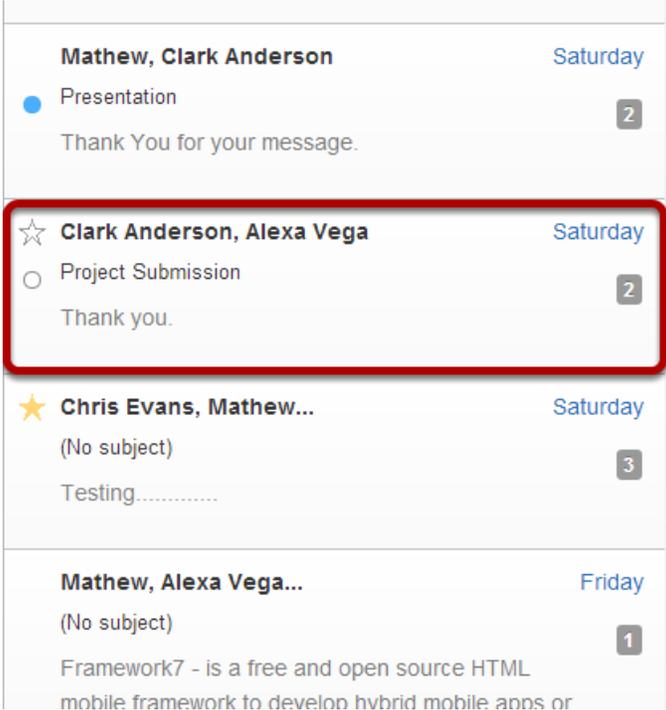
### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Select the Conversation



**Mathew, Clark Anderson** Saturday  
● Presentation 2  
Thank You for your message.

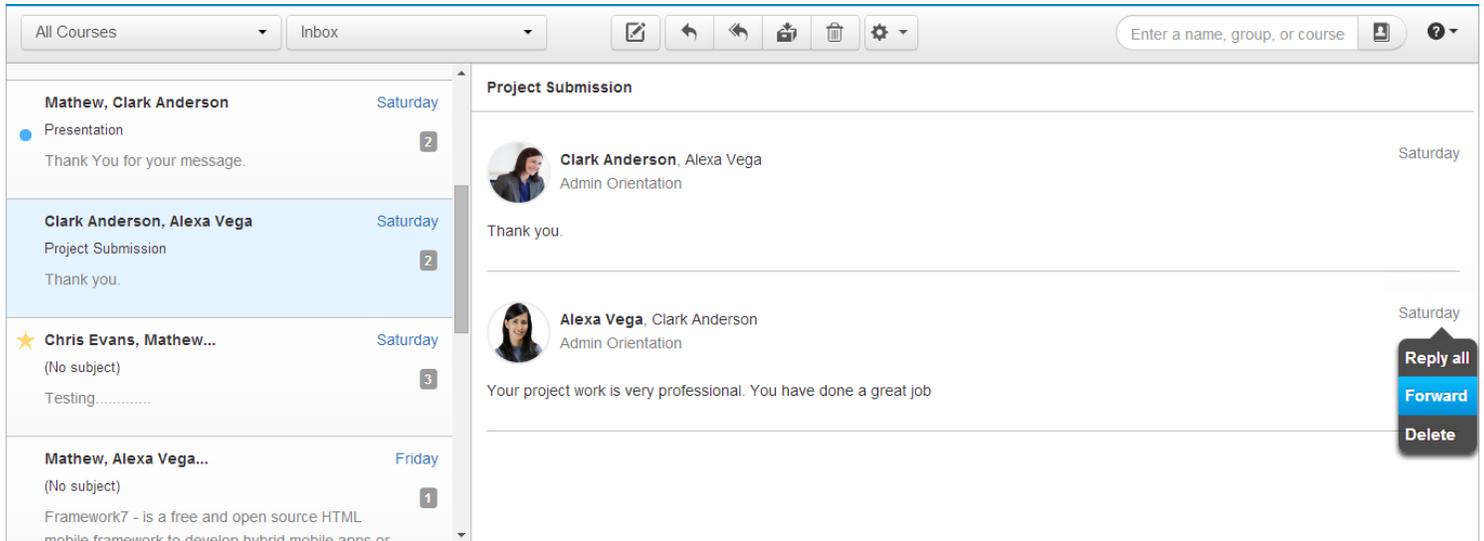
☆ **Clark Anderson, Alexa Vega** Saturday  
○ Project Submission 2  
Thank you.

★ **Chris Evans, Mathew...** Saturday  
(No subject) 3  
Testing.....

**Mathew, Alexa Vega...** Friday  
(No subject) 1  
Framework7 - is a free and open source HTML mobile framework to develop hybrid mobile apps or

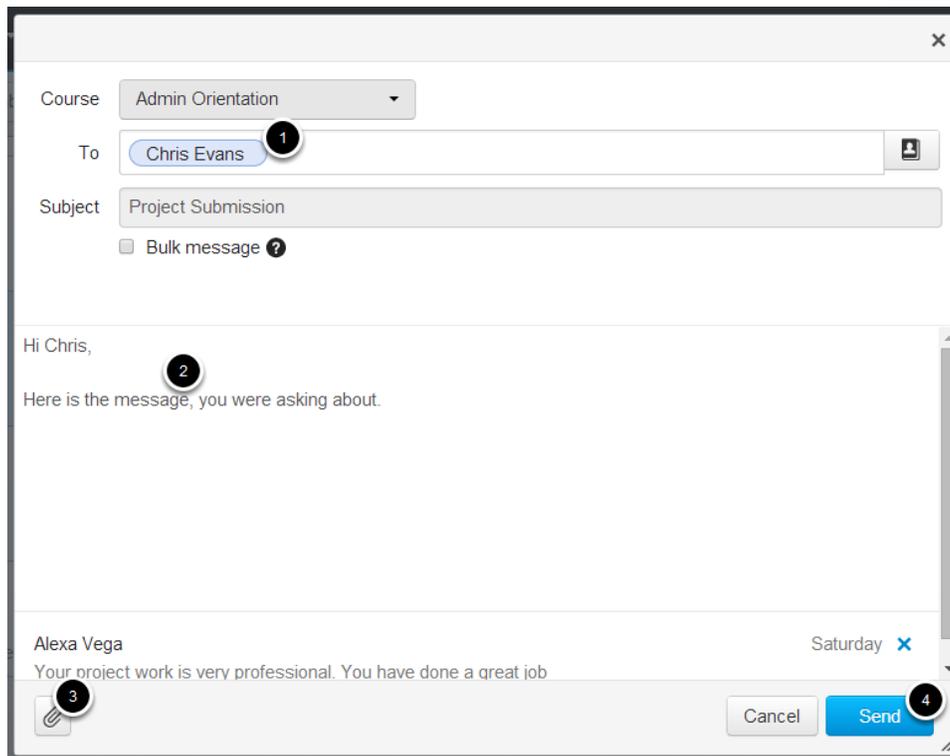
Select the **Conversation**

## Select the Message



Hover over the the timestamp to view more options. Select the **Forward** option.

## View Compose Window



In the compose message window, you can:

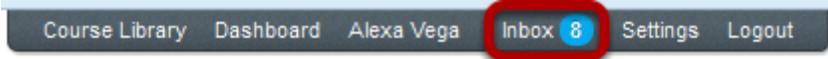
1. Add recipients
2. Type a message
3. Attach files
4. Click the **Send** button

## How do I delete a Conversation?

---

You can delete Conversations from your Inbox when you no longer need them.

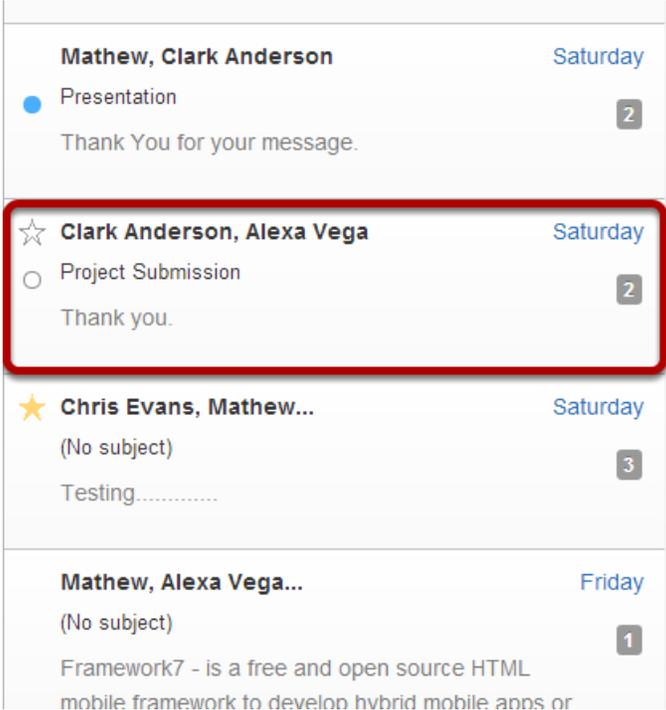
### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Select the Conversation



Mathew, Clark Anderson Saturday  
● Presentation 2  
Thank You for your message.

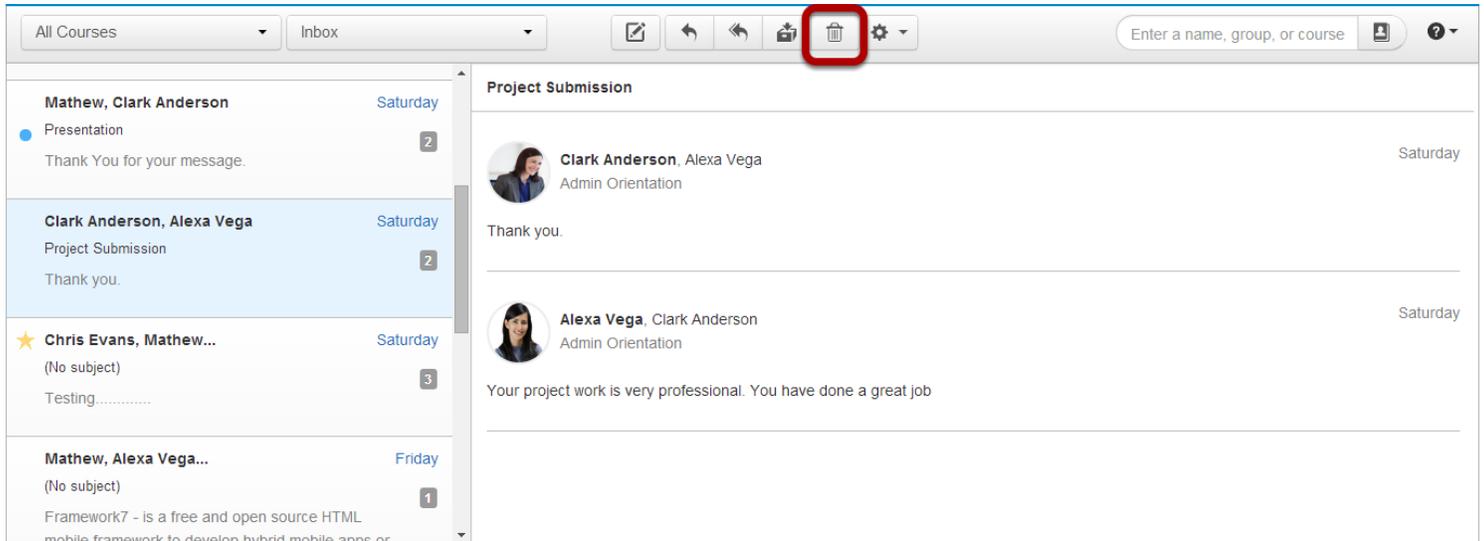
☆ Clark Anderson, Alexa Vega Saturday  
○ Project Submission 2  
Thank you.

★ Chris Evans, Mathew... Saturday  
(No subject) 3  
Testing.....

Mathew, Alexa Vega... Friday  
(No subject) 1  
Framework7 - is a free and open source HTML  
mobile framework to develop hybrid mobile apps or

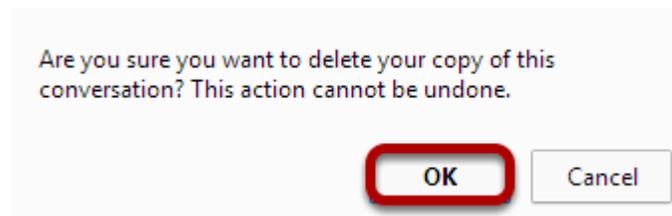
Select the **Conversation**.

## Locate Trash Icon



Click the **Trash** icon.

## Confirm Deletion



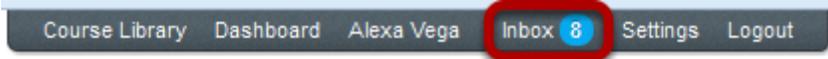
Select the **OK** button to confirm deletion. All messages from that conversation will be deleted.

## How do I archive a Conversation?

---

Archive old messages to hide them from the Inbox and clean things up a bit.

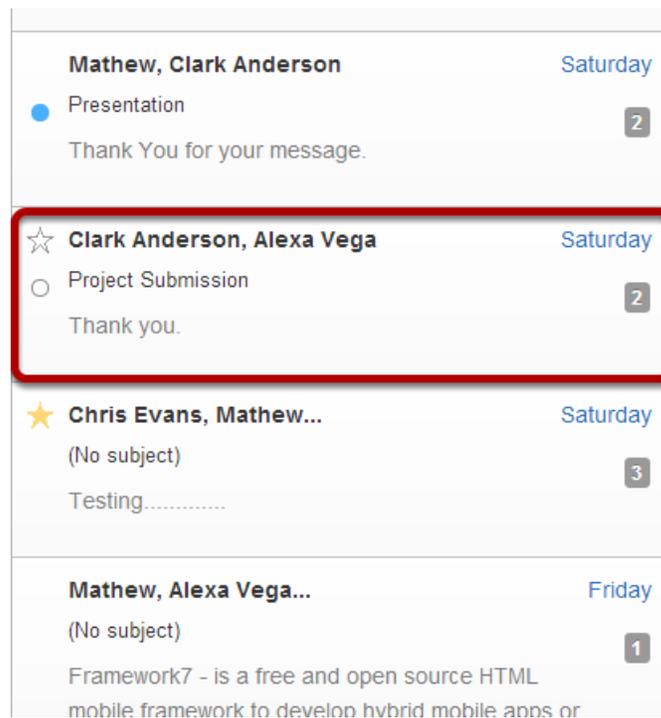
### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Select the Conversation



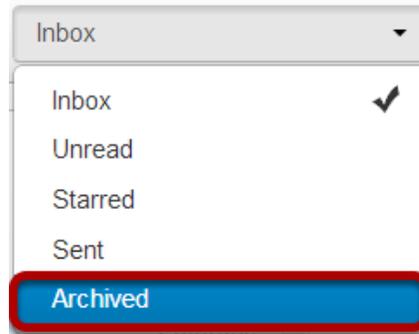
Select the **Conversation**

### Archive Conversations



Click the **archive** button in the tool bar.

## View Archived Conversations



Click the **Inbox drop-down menu** [1]. Select the **Archived** link to open archived Conversations [2].

## Unarchive Conversations

A screenshot of the ARRIVU user interface. The top navigation bar includes 'Course Library', 'Dashboard', 'Alexa Vega', 'Inbox 8', 'Settings', and 'Logout'. Below this, there are tabs for 'All Courses' and 'Archived'. A toolbar contains icons for 'Compose', 'Reply', 'Reply All', 'Unarchive' (circled in red with a '2' badge), 'Delete', and 'Settings'. The main content area shows a list of messages. One message from 'Mathew, Alexa Vega' dated 'Jul 8, 2014' is highlighted with a red box and a '1' badge. The message content is: 'Meeting schedule', 'Hi Mam,', 'Give me the time and place details for our meeting to discuss about final project. R...', and 'Regards, Mathew'.

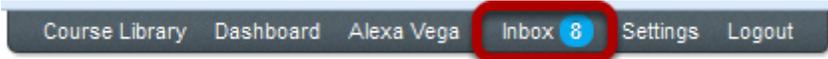
Inside of the Archived messages, click the **message** [1] you want to unarchive. Click the **Unarchive** button [2] to unarchive the message and move it to your Inbox.

## How do I compose and send a message?

---

The compose message icon creates a new window in the middle of your screen. You can filter recipients by course, send messages to individuals, multiple recipients, or course rosters, create subject lines, and add attachments.

### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Compose Message



All Courses ▾ Inbox ▾ **Compose** ↶ ↷ 📎 🗑️ ⚙️ ▾ Enter a name, group, or course 📄 ⓘ ▾

Click the **Compose icon** to start a new message.

## Compose Window

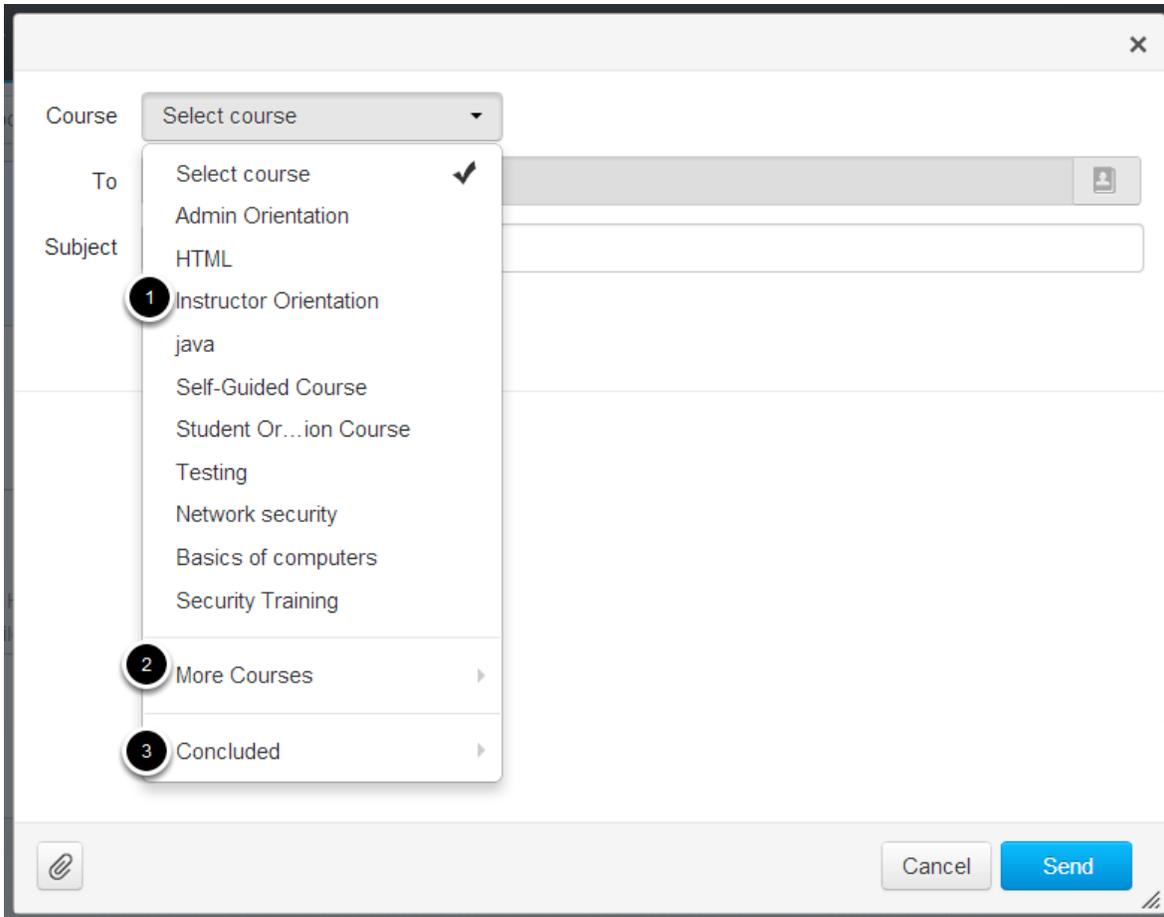
The screenshot shows a 'Compose Window' with the following elements and numbered callouts:

- 1**: A dropdown menu labeled 'Course' with the text 'Select course' and a downward arrow.
- 2**: A 'To' field with a grey background and a person icon on the right.
- 3**: A 'Subject' field with the text 'No subject'.
- 4**: A checkbox labeled 'Bulk message' with a question mark icon to its right.
- 5**: A large empty text area for composing the message.
- 6**: An 'Attach' icon (paperclip) in the bottom left corner.
- 7**: A blue 'Send' button in the bottom right corner, next to a grey 'Cancel' button.

In the compose message window, you can:

1. Filter the course
2. Add recipients (Note: You can only add recipients once you have selected a course)
3. Enter a subject line
4. Optional: Select the Bulk messages checkbox to create individual messages for all recipients in the To: field.
5. Type a message
6. Attach files or media
7. Click the **Send** button

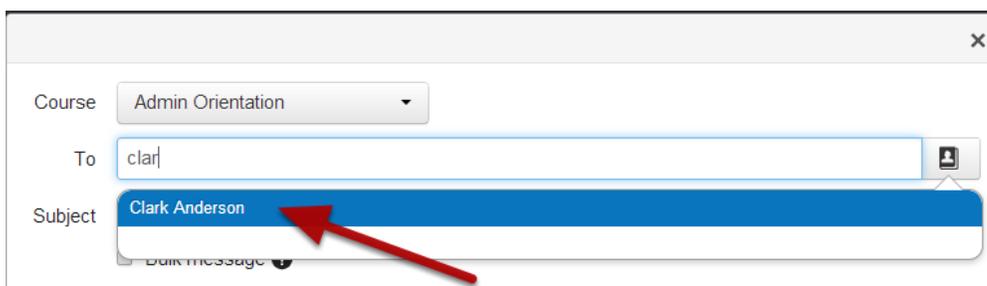
## Filter Course



In the **Courses drop-down** menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1], other courses [2], and concluded courses [3].

**Note:** If you filter your Course list by Concluded Courses, you will only be able to compose messages to instructors.

## Type Name in the To Field



When you start typing an individual's name in the To field, LMS will automatically populate matching names. If multiple names appear, use the arrow key to select the individual you want to message. Then press Enter. The individual's name will appear in the To field, highlighted in light blue.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s).

You can also hover over a recipient name and click the **white x** to delete it from the To field.

## Add Multiple Recipients



The screenshot shows a message composition window with a close button (X) in the top right corner. The 'Course' field is a dropdown menu set to 'Admin Orientation'. The 'To' field contains a recipient name 'Clark Anderson' followed by a partial name 'Ma'. A small person icon is visible on the right side of the 'To' field. The 'Subject' field contains the text 'Mathew.'. Below the 'Subject' field, there is a checkbox labeled 'Bulk message' which is currently unchecked.

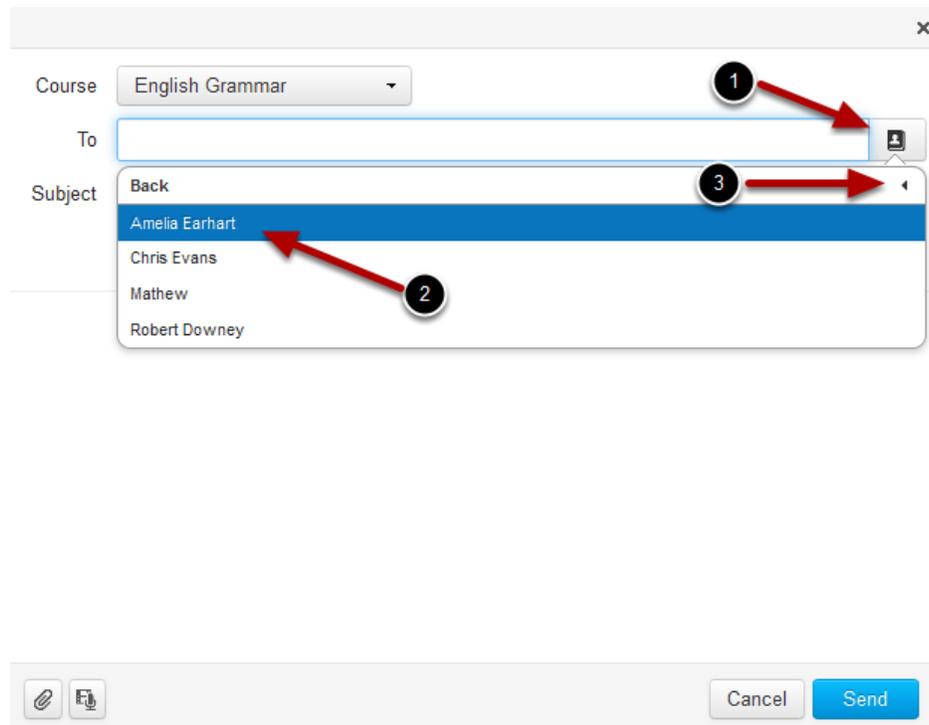
Type another name in the To field to send a message to multiple recipients.

If you accidentally select the wrong individual(s), press **Delete** (on a MAC keyboard) or **Backspace** (on a PC keyboard) to remove the name(s).

You can also hover over a recipient name and click on the **white x** to delete it from the To field.

Note: If you have a long list of recipients, the To field will only show 5 lines before scrolling is enabled. If you select the Send individual messages checkbox, individual messages for all recipients will be created.

## Use Course Roster



To select an individual from the course roster, click the **Address Book** icon [1] next to the To field. From the address book, locate the individual and **select his or her name** [2]. Repeat this step if you want to send the message to multiple individuals. To navigate back to the course roster, use the **arrow icon** [3].

To exit the course roster menu, press **Return** (on a MAC keyboard) or **Enter** (on a PC keyboard).

## View Sent Message

The screenshot displays a messaging application interface. At the top, there is a header bar with the title "View Sent Message". Below the header, the interface is divided into two main sections: a list of sent messages on the left and a detailed view of a selected message on the right.

**Left Panel (List of Sent Messages):**

- Clark Anderson, Vasanthi.** (11:35am) - Project Submission - Thank you. (2 replies)
- Mathew., Vasanthi....** (Yesterday) - (No subject) - test for reply. (2 replies)
- Mathew., Vasanthi.** (Yesterday) - (No subject) - testing. (12 replies)
- Vasanthi., Babina** (Wednesday) - (No subject). (1 reply)

**Right Panel (Detailed View of Selected Message):**

**Project Submission**

**Clark Anderson, Vasanthi.** (Admin Orientation) - 11:35am  
Thank you.

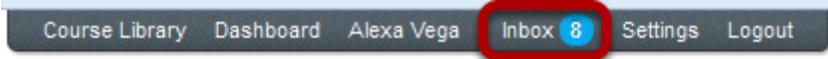
**Vasanthi., Clark Anderson** (Admin Orientation) - 11:34am  
Your project work is very professional. You have done a great job

Your message will appear as at the top of your Conversations [1].

## How do I attach a file to a message?

You can upload supplemental files as part of your Conversations messages.

### Open the Inbox



Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### Compose Message

All Courses

Inbox

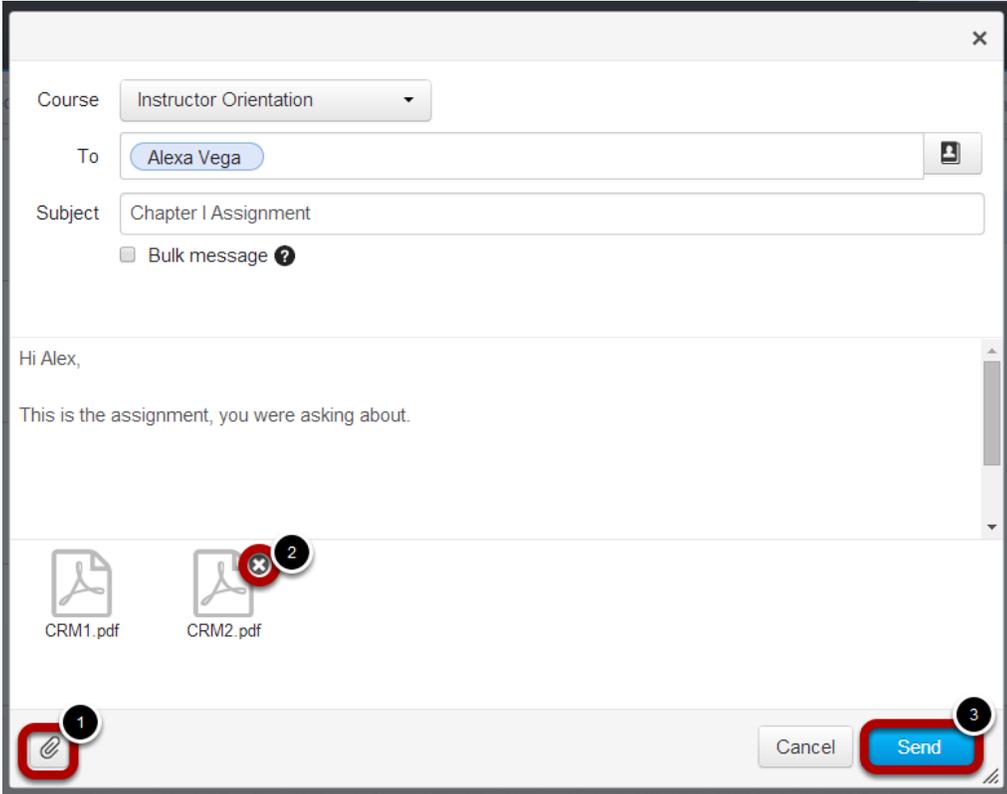


Enter a name, group, or course



Click the **Compose icon** to start a new message.

### Select a File



Course Instructor Orientation

To Alexa Vega

Subject Chapter I Assignment

Bulk message ?

Hi Alex,

This is the assignment, you were asking about.

CRM1.pdf CRM2.pdf

Cancel Send

You can upload files by clicking the **paperclip** icon [1]. If you accidentally select the wrong file, press the **Delete** icon [2] to remove it, or click the **paperclip** icon or double click the file to select a different file. When you are finished, click the **Send** button [3]. You can upload multiple files to by clicking the **paperclip** icon again.

## View Attachments

### Chapter I Assignment



**Clark Anderson, Alexa Vega**  
Instructor Orientation

12:29pm

Hi Alex,

This is the assignment, you were asking about.

 CRM1.pdf  
 CRM2.pdf

The attachments will appear below the message. Click the **link** to view the file.

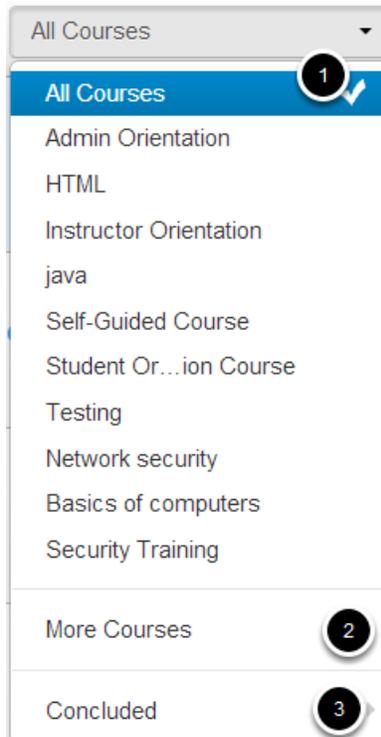
## How do I filter Conversations?

### Open the Inbox

Course Library Dashboard Alexa Vega **Inbox 8** Settings Logout

Click the **Inbox** link.

### All Courses Menu



You can filter your Inbox by selecting:

1. Courses in your Favorites
2. More Courses that are not in your Favorites
3. Concluded Courses that are no longer active

### Search Filter



Type the name of a user in the **filter** field [1], or browse for the course, group, or user by selecting the **Address Book** icon [2].

## View Filtered Conversations

The screenshot shows a user interface for viewing filtered conversations. At the top, there are dropdown menus for 'All Courses' and 'Inbox'. To the right, there is a search bar with the text 'Enter a name, group, or course' and a filter icon. Below this, a list of conversations is shown on the left, and a detailed view of a selected conversation is shown on the right. The selected conversation is from 'Mathew, Clark Anderson' and is titled 'Admin Orientation'. The message content discusses Framework7, a free and open source HTML mobile framework for developing hybrid mobile apps or web apps with an iOS 7 native look and feel. The message text is: 'Framework7 - is a free and open source HTML mobile framework to develop hybrid mobile apps or web apps with iOS 7 native look and feel. It is also an indispensable prototyping apps tool to show working app prototype as soon as possible in case you need to. The main approach of the Framework7 is to give you an opportunity to create iOS 7 apps with HTML, CSS and JavaScript easily and clear. Framework7 is full of freedom. It doesn't limit your imagination or offer ways of any solutions somehow. Framework7 gives you freedom! Framework7 is not compatible with all platforms. It is focused only on iOS 7 to bring the best experience and simplicity. Framework7 is definitely for you if you decide to build iOS 7 hybrid app (PhoneGap) or web app that looks like and feels as great native iOS 7 apps.'

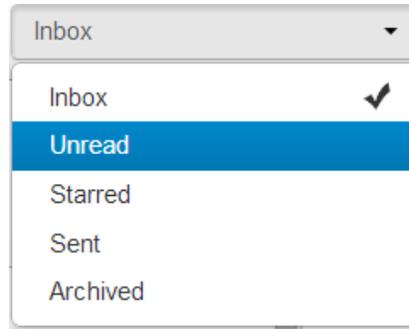
The conversations will be filtered based on what is entered in the Filter field.

## Select the Conversation

The screenshot shows a single conversation in a learning management system. The sender is 'Mathew, Clark Anderson' and the subject is 'Admin Orientation'. The message content is the same as in the previous screenshot: 'Framework7 - is a free and open source HTML mobile framework to develop hybrid mobile apps or web apps with iOS 7 native look and feel. It is also an indispensable prototyping apps tool to show working app prototype as soon as possible in case you need to. The main approach of the Framework7 is to give you an opportunity to create iOS 7 apps with HTML, CSS and JavaScript easily and clear. Framework7 is full of freedom. It doesn't limit your imagination or offer ways of any solutions somehow. Framework7 gives you freedom! Framework7 is not compatible with all platforms. It is focused only on iOS 7 to bring the best experience and simplicity. Framework7 is definitely for you if you decide to build iOS 7 hybrid app (PhoneGap) or web app that looks like and feels as great native iOS 7 apps.'

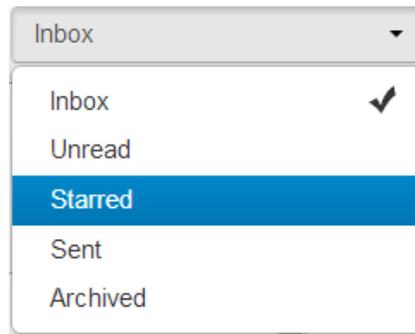
Select the conversation and view the name of the course or student group associated with the message. This information appears next to the names of the conversation recipients.

## View Unread Messages



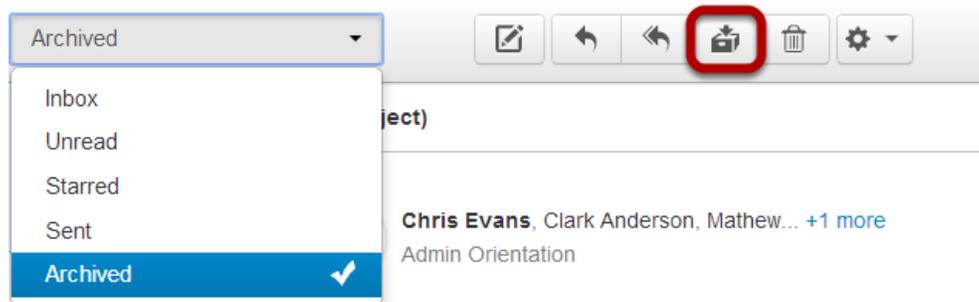
You can view only unread messages. This will sort the messages so only the unread Conversations will appear in your Inbox.

## View Starred Messages



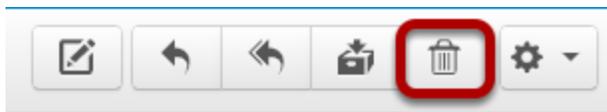
You can view only starred messages. This will sort the messages so only the starred Conversations will appear.

## View Archived Conversations



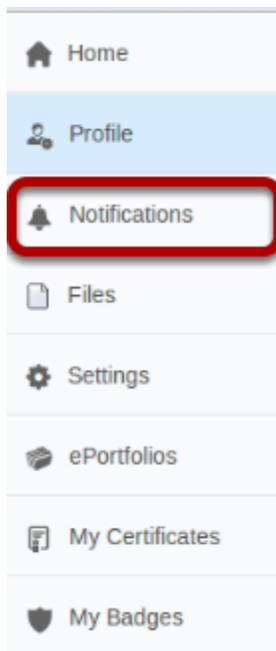
View archived Conversation messages in the Archived Conversations after you archive individual messages. Visit the [How do I archive a Conversation?](#) lesson for more information.

## Delete Unwanted Conversations



Delete unwanted Conversations to clear out the Inbox. Any new messages sent by any participant in that conversations will appear in your Inbox.

## Adjust Notification Preferences



This can help reduce the amount of email messages you receive.

## How do I star Conversations?

---

Starring Conversations allows you to see important messages at a glance.

### Open the Inbox



Course Library Dashboard Mathew **Inbox 1** Settings Logout

Click the **Inbox** link.

### Star and Unstar Conversations

<b>Mathew, Clark Anderson</b>	Saturday
Presentation	2
Thank You for your message.	
<b>★ Clark Anderson, Alexa Vega</b>	Saturday
Project Submission	2
Thank you.	
<b>☆ Mathew, Alexa Vega...</b>	Friday
(No subject)	1
Framework7 - is a free and open source HTML mobile framework to develop hybrid mobile apps or	
<b>★ Mathew, Alexa Vega...</b>	Friday
(No subject)	1
test	

Click the **star** icon to turn it yellow, indicating a starred message. If you want to remove the star, click the **star** icon again.

## View Starred Conversations

★ <b>Clark Anderson, Alexa Vega</b>	Saturday
Project Submission	2
Thank you.	
★ <b>Chris Evans, Mathew...</b>	Saturday
(No subject)	3
Testing.....	
★ <b>Mathew, Alexa Vega...</b>	Friday
(No subject)	1
Framework7 - is a free and open source HTML mobile framework to develop hybrid mobile apps or web...	

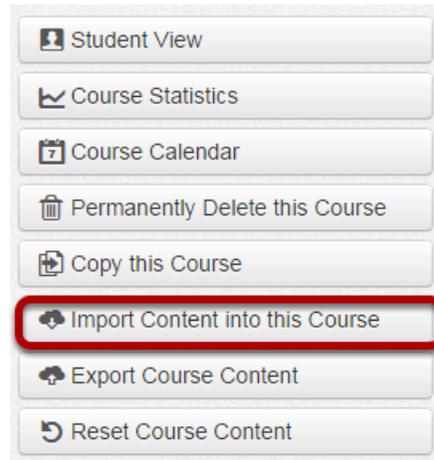
To view only Starred Conversations, click the **Inbox drop-down** menu [1]. In the drop-down menu, select the **Starred** link [2].

## What does the Course Import tool do?

---

The Course Import Tool makes it easy to extract course content, assignments, and quizzes from previous semesters and quickly import them into existing courses. The same tool is used to import course materials from different Learning Management Systems.

### When Would I Use the Course Import Tool?



Located in the Course Settings sidebar, use the Course Import Tool to:

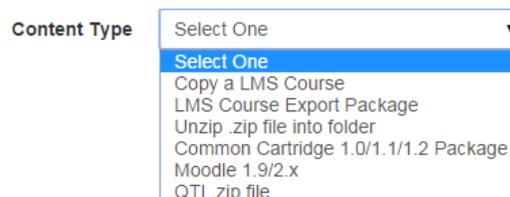
Copy an entire course from semester to semester, including Announcements and Discussions. You can adjust the events and due dates to coordinate with your current semester.

Select migrations content to select specific content you want copied. You can select individual Assignments, Pages, Files, and anything else from previous courses you or your colleagues have taught. The Course Import Tool supports keyboard navigation when selecting content to import.

Import course materials from different Learning Management Systems. The Course Import Tool does not import user content.

### Choose Import Source

#### Import Content



Some of the Learning Management Systems currently supported in the Course Import Tool include:

- Copy a LMS Course
- LMS Course Export Package (courses that were previously exported from LMS)
- Unzip .zip file into folder
- Common Cartridge 1.0/1.1/1.2 Package
- Moodle 1.9/2.x .zip file
- QTI .zip file

## Adjust Events and Due Dates

Options  Adjust events and due dates

Beginning date   change to    
Sat Mar 22, 2014

Ending date   change to    
Sun Aug 31, 2014 11:55PM

In addition to recreating the structure and content of the course, the Course Import Tool will intelligently re-schedule due dates and calendar events to the new date ranges of the new semester. Enter the **beginning** and **end dates** of the old semester [1], and then enter the dates of the new semester [2].

If you copy a Arrivu LMS course with beginning and end dates, those dates will be pre-populated in the initial date fields.

**Note:** You must enter both sets of beginning and end dates as accurately as possible for the dates to adjust correctly. Varied Due Dates will not be adjusted during the import.

## Create Substitutions

Move from   **1** to   

Sunday

**Monday** **2**

Tuesday

Wednesday

Thursday

Friday

Saturday

**3** 

In addition to date adjustments, you can also create substitutions and change the days of the week, such as if you need to change a MWF course to a TTH course. For instance, if you want to move all the Monday assignments to Tuesday, choose **Sunday** [1] and **Monday** [2], respectively, in the drop-down menus.

To remove a substitution, click the **end** icon [3].

**Note:** Substitutions will be applied to your import after Arrivu LMS has made the initial adjustment of course beginning and end dates.

## View Current and Prior Imports

### Import Content

Content Type

Select One

#### Current Jobs

Admin course	<a href="#">...ientation-export.imsc</a>	Mar 22 at 10:26am	Completed	<a href="#">1 issues</a>
Student course	<a href="#">...t-support-export.imsc</a>	Aug 8 at 11:03am	Completed	
Course Copy	<a href="#">import</a>	Sep 27 at 4:57pm	Running	<div style="width: 50%;"><div style="background-color: #007bff; height: 10px;"></div></div>

Once you have started in import, the Current Jobs menu will display the status of any reports in process, as well as any prior import history. The status menu will show the import status by color:

1. Queued: gray
2. Running: blue (displays a menu bar with the time remaining to generate the report)
3. Waiting for select: gray (only appears when selecting course content; click the Select Content button to continue the import)
4. Completed: green or orange (orange indicates an issue associated with the import; click the issue link to view the list)
5. Failed: red

To correct any issue(s) that may have occurred with the import, you can use either the issue link(s) next to the import to access the course area directly, or you can use the standard course navigation menu to move around the course and correct the errors.

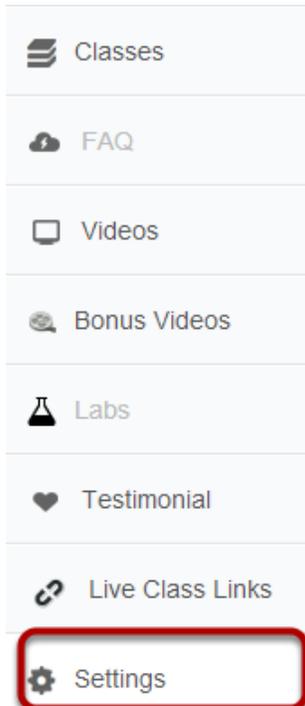
## How do I copy a Arrivu LMS course?

---

Copy content from another Arrivu LMS course when you want to use or repurpose previously created content including course settings, syllabus, assignments, Classes, files, pages, and discussions. You can also copy or adjust events and due dates.

**Note:** Draft State settings are retained in course copies. If an assignment is unpublished in a course, the assignment will also be unpublished in the course copy.

### Open Settings



In the Course Navigation, click the **Settings** link.

## Copy Course Content



Click the **Copy this Course** button.

## Enter New Course Details

### Copy import

Please enter the details for the new course.

**Name**  1

**Course Code**  2

**Start Date**  3

**End Date**  4

**Term**  8

**Content**  All content 5  
 Select specific content 6

Adjust events and due dates 7

Enter the **Name** [1], **Course Code** [2], **Start Date** [3], and **End Date** [4] for the new course.

Click the **All content radio button** [5] if you want to copy all of the content from the course. If you want to copy specific content, click the **Select specific content radio button** [6].

Choose **Term Drop down** [8] option.

If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox [7]. You have two options to choose from: Shift dates and Remove dates.

### Adjust Beginning and Ending Dates

Adjust events and due dates

Beginning date   **1** change to   **2**

Ending date   **3** change to   **4**

Click the calendar icon and select the beginning date of the course you are copying [1]. Select the new date you want the new course to begin [2]. Then select the end date of the course you are copying [3], as well as the new date you want the new course to end [4].

### Create Date Substitutions

Move from   to   **4**

Move from   **2** to   **3**

 Substitution **1**

**4**

You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move everything that was on Mondays to now happen on Tuesdays). To create a date substitution, click the **Substitution button** [1]. Use the **drop-down** menus [2] to select the days of the week. You can also remove Substitutions by clicking the **end** icon [3].

Click the **Create Course** [4] button to create a new arrivu LMS course.

## View Current Jobs

### Import Content

Content Type

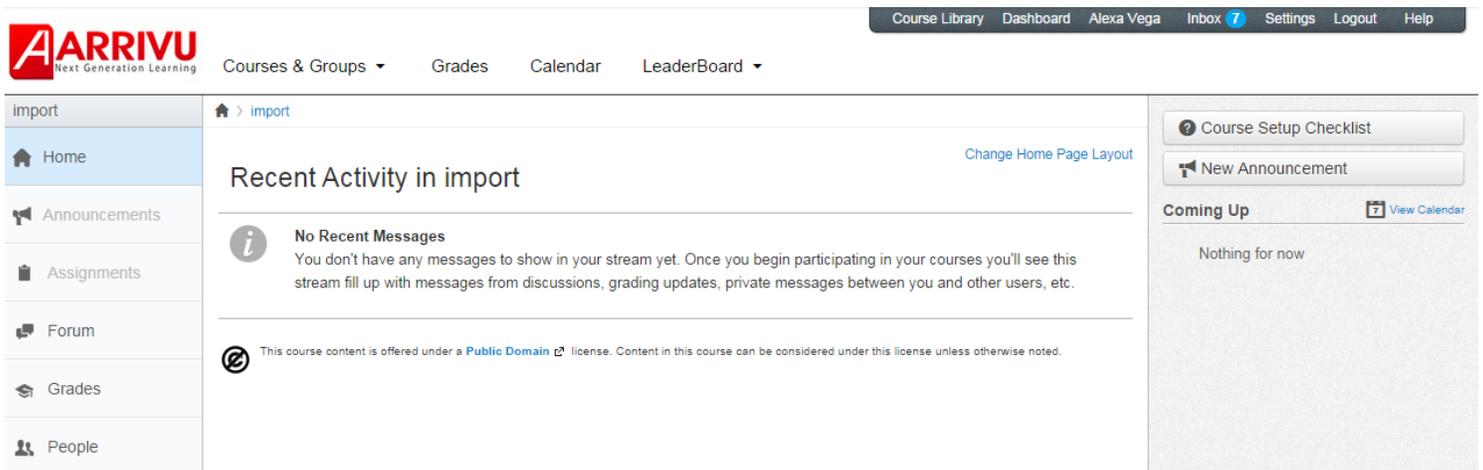
#### Current Jobs

Course Copy	import	Sep 27 at 4:57pm	Running	<div style="width: 100%;"><div style="width: 100%;"></div></div>
-------------	--------	------------------	---------	--

The Current Jobs menu will copy the selected course content. Running reports will display a status bar with the time remaining to generate the report.

You will also receive an email notification when your course copy is completed.

## View Course



The content from your course copy is now organized in your Arrivu LMS course.

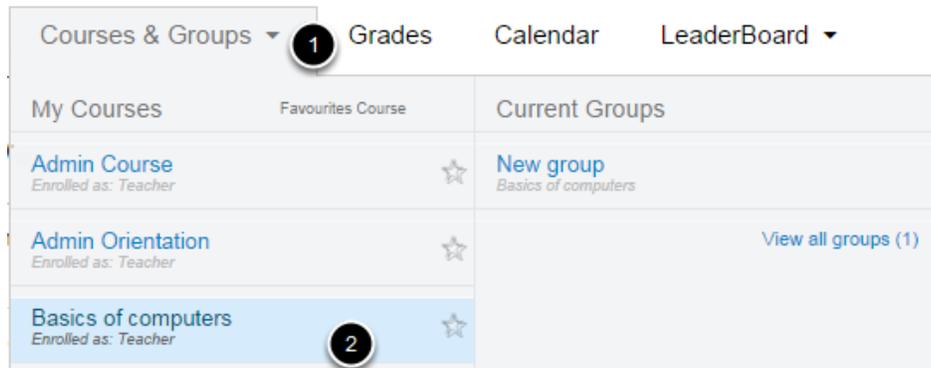
## How do I import content from another Arrivu LMS course?

---

Import content from another Arrivu LMS course when you want to use or repurpose previously created content including course settings, syllabus, assignments, Classes, files, pages, and discussions. You can also import and adjust events and due dates.

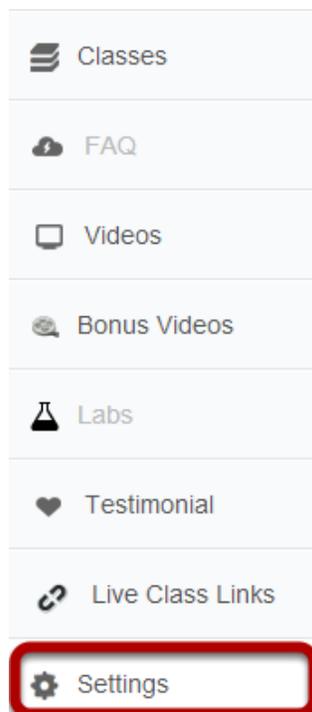
**Note:** Draft State settings are retained in course imports. If an assignment is unpublished in a course, the assignment will also be unpublished in the content import.

### Open Course



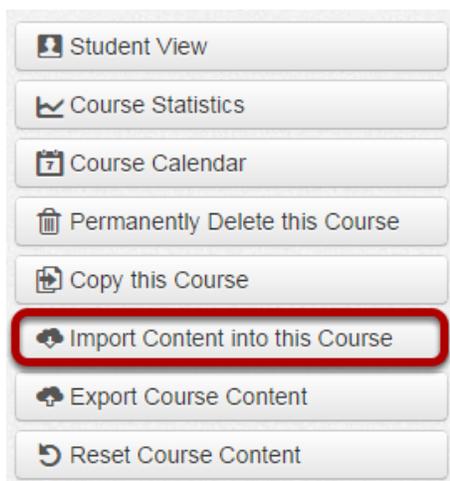
In Global Navigation, click the **Courses & Groups** drop-down menu [1], then click the **course title** [2] of the course where you would like to import content.

## Open Settings



In Course Navigation, click the **Settings** link.

## Import Content into Course



Click **Import Content into this Course** to import content.

## Copy a LMS Course

### Import Content

Content Type 1

Select One

- Select One
- Copy a LMS Course**
- LMS Course Export Package
- Unzip .zip file into folder
- Common Cartridge 1.0/1.1/1.2 Package
- Moodle 1.9/2.x
- QTI .zip file

In the drop-down menu, select the **Copy a LMS Course** option.

## Search for a Course

### Import Content

Content Type Copy a LMS Course

Search for a course Select a course or Course name

Content

- Select a course
- Select a course
- Default Term**
- Instructor Orientation
- Admin Orientation
- Information Security**
- Network security
- Self-Guided Course

In the drop-down menu, select the **course** you would like to access.

## Search by Course Name

### Import Content

Content Type Copy a LMS Course

Search for a course Select a course or information| 1

Include completed courses

Information Security 2

In the Course name field [1], start to **type the name of the course** you would like to access. Click the name of the course when it appears [2].

## Select Migration Content

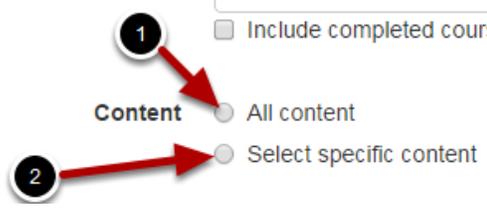
### Import Content

**Content Type**

**Search for a course**  or

Include completed courses

**Content**  All content  Select specific content



If you want to import all of the content from the course, click the **All content** radio button [1].

If you want to select specific content, such as only assignments or quizzes, click the **Select specific content** radio button [2].

## Adjust Events and Due Dates

**Options**  Adjust events and due dates

If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox. You have two options to choose from: Shift dates and Remove dates.

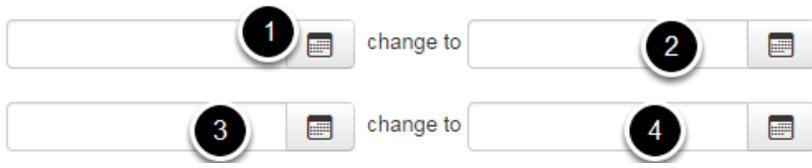
**Note:** Varied Due Dates will not be adjusted during the import.

## Adjust Beginning and Ending Dates

Adjust events and due dates

**Beginning date**

**Ending date**



Click the calendar icon and select the beginning date of the course you are copying [1]. Select the new date you want the new course to begin [2]. Then select the end date of the course you are copying [3], as well as the new date you want the new course to end [4].

**Note:** If the course you are copying has beginning and end dates, those dates will be automatically pre-populated in the initial date fields.

### Create Date Substitutions

Move from Sunday to Sunday

Move from Sunday to Sunday

+ Substitution

Cancel Create Course

You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move everything that was on Mondays to now happen on Tuesdays). To create a date substitution, click the **Substitution** button [1]. Use the **drop-down** menus [2] to select the days of the week. You can also remove Substitutions by clicking the **end** icon [3].

Click the **Create Course** [4] button to create a new arrivu LMS course.

### Import Course

Cancel Import

Click the **Import** button.

## View Current Jobs

### Import Content

Content Type

Select One

#### Current Jobs

Course Copy	import	Sep 27 at 4:57pm	Running	
-------------	--------	------------------	---------	---

The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report.

You will also receive an email notification when your import is completed.

## Course Completion

### Import Content

Content Type

Select One

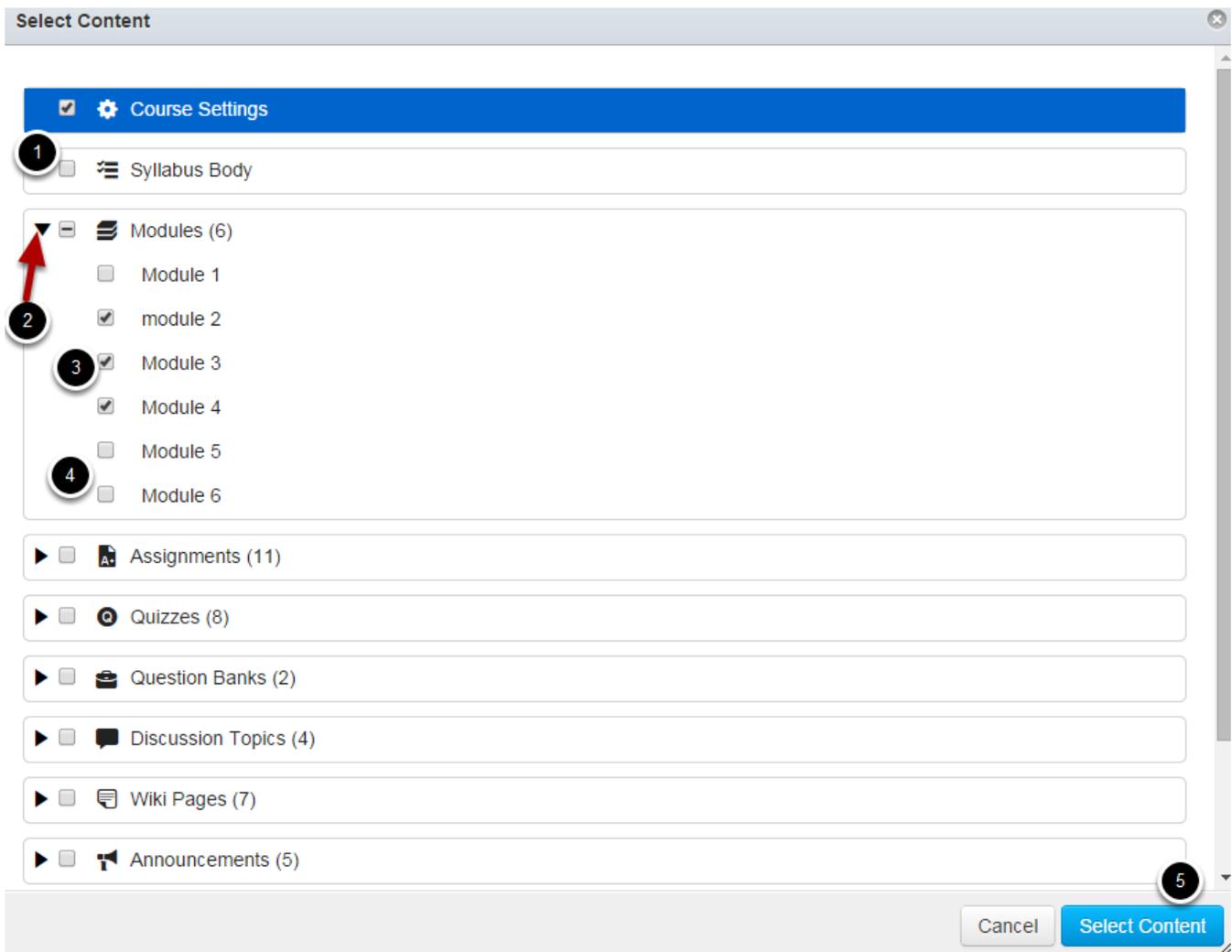
#### Current Jobs

Course Copy	Information Security	Sep 29 at 9:57am	Waiting for select	Select Content
-------------	----------------------	------------------	--------------------	----------------

Import statuses include pre-processing, queued, running, completed, and failed.

If you imported the course and did not select specific content, Arrivu LMS will show any issues that occurred with the import. Click the **issues** link to view them.

If you imported the course and selected specific content, Arrivu LMS will ask you to select the content you want to import. Click the **Select Content** button.



A new window will list all the content in your course by category. For instance, if you did not create any Rubrics in your course, Rubrics will not appear as an import option.

To import all content for a content type, click the **checkbox next to the content name** [1]. If the content type is a group containing multiple items, Arrivu LMS will automatically select all items within the group.

To import only a few items from a content group, **expand the drop-down arrow** [2] and click the **specific items** to be imported [3]. Arrivu LMS will place a dash in the group checkbox, indicating that only a few items are selected within the group.

If a content type should not be imported, leave the checkbox blank [4].

Click the **Select Content button** [5] to import your content.

**Note:** Arrivu LMS supports keyboard navigation when selecting content to import. The tab key focuses on the content inside of the select content area. Use the up and down arrow keys to navigate the categories and use the left and right arrows to expand and collapse items. Use the spacebar to select and deselect items.

## View Course



Courses & Groups ▾ Grades Calendar LeaderBoard ▾

Course Library Dashboard Alexa Vega Inbox 7 Settings Logout Help

BC345 [Home](#) > [BC345](#) [Change Home Page Layout](#)

### Recent Activity in BC345

- 1 Announcement
- 1 Assignment Notification

This course content is offered under a [Public Domain](#) license. Content in this course can be considered under this license unless otherwise noted.

**To Do**

- [Grade Assignment](#) 1 needs grading
- [Grade Assignment - incomplete](#) 1 needs grading
- [Grade advantages of computer](#) 1 needs grading

**Course Groups**

[New group](#)

**Coming Up** [View Calendar](#)

Nothing for now

The content from your course is now organized in your Arrivu LMS course. Open the link(s) for the imported item(s) to view, and organize the content to fit your students' needs.

For instance, if you imported Quizzes and Classes, click Quizzes and Classes to view the imported content.

## How do I import a Arriuv LMS course export package?

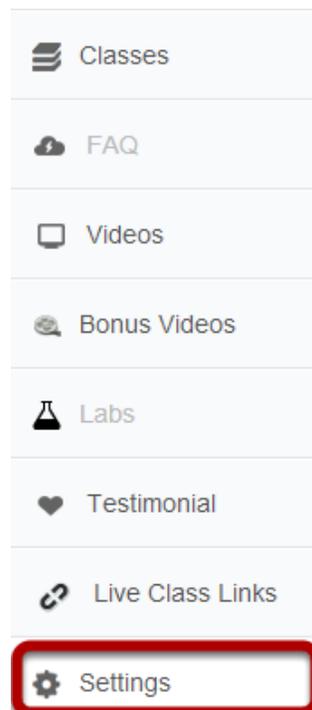
---

In this lesson, you will learn how to import a LMS course export package.

### Notes:

- Draft State settings are retained in course imports. If an assignment is unpublished as part of a course export, the assignment will also be unpublished in the course import.
- When importing a LMS course export package, the package will overwrite some of the existing course settings. For example, if your destination course is set up with a private copyright, and you import a package that has a creative commons (CC) copyright, the copyright license in the destination course will change from Private to CC. We suggest you revisit the course settings after any course import to make sure important settings are still in place.
- Courses are allotted 500MB quota for file storage. Administrators at your institution set the file storage quota for each course.

### Open Settings



In Course Navigation, click the **Settings** link.

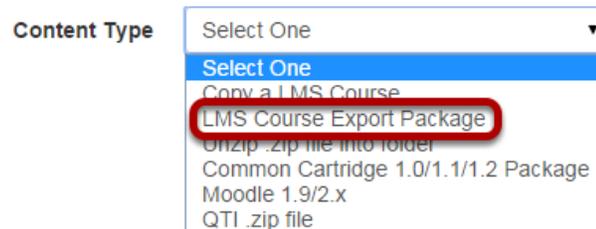
## Import Course Content



Click the **Import Content into this Course** button.

## Choose LMS Course Export Package

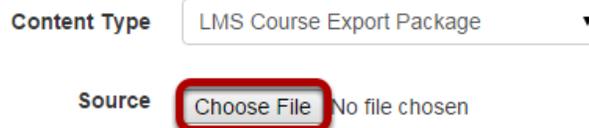
### Import Content



Choose the **LMS Course Export Package** option from the Content Type drop-down menu.

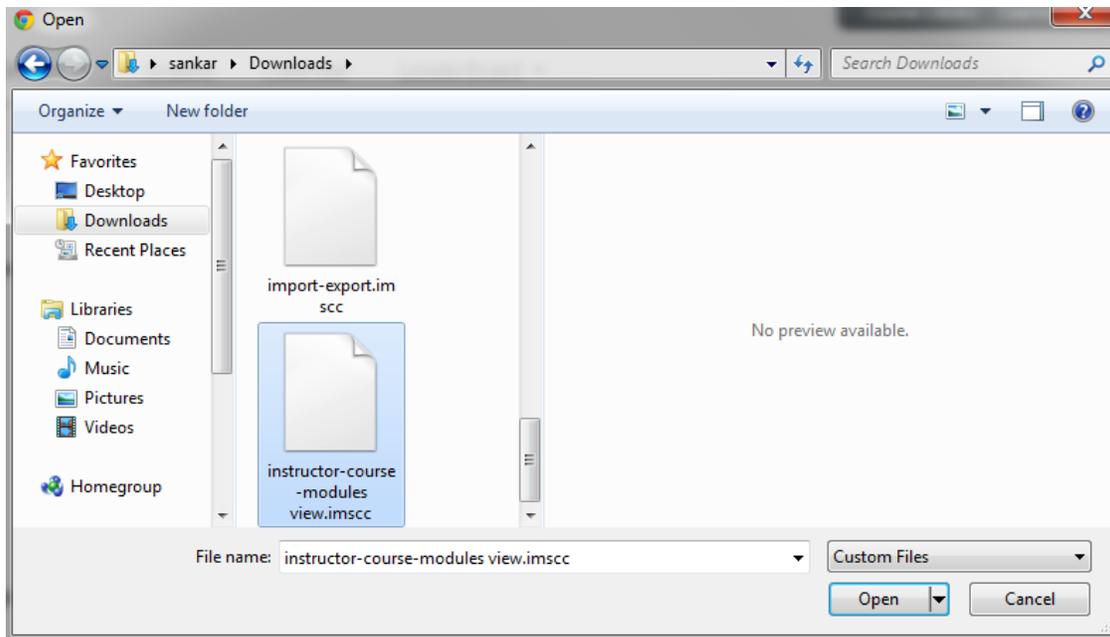
## Choose File

### Import Content



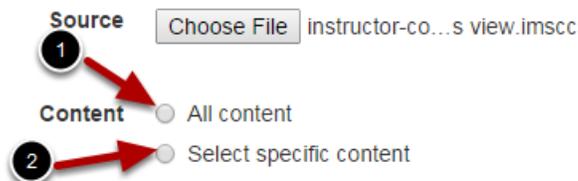
Locate the **Choose File** button to browse for your LMS Course Export Package. A popup window will appear in your browser.

## Open File



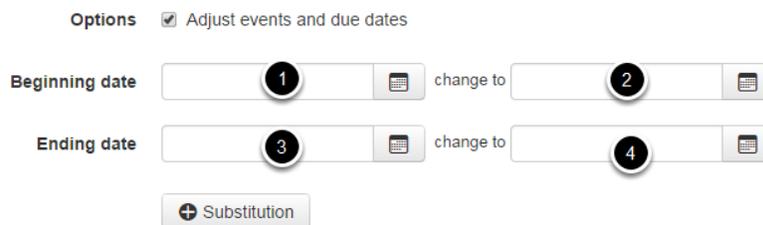
Choose the **.imsc** file you wish to import content from. Click the **Open** button to continue.

## Select Migration Content



Click the **All content** radio button [1] if you want to import all of the content from the course. If you want to select specific content, click the **Select specific content** radio button [2].

## Adjust Events and Due Dates



If you want to adjust the due dates associated with the course events and assignments, click the Adjust events and due dates checkbox. You have two options to choose from: Shift dates and Remove dates.

Click the calendar icon and select the beginning date of the course you are importing [1]. Select the new date you want the course to begin [2]. Then select the end date of the course you are importing [3], as well as the new date you want the course to end [4].

## Create Date Substitutions

Move from Sunday **1** to Sunday **2**

Move from Sunday to Sunday **3**

**+** Substitution

You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move everything that was on Mondays to now happen on Tuesdays). To create a date substitution, click the **Substitution button** [1]. Use the **drop-down** menus [2] to select the days of the week. You can also remove Substitutions by clicking the **end** icon [3].

## Import Course

Click the **Import** button.

## View Current Jobs

### Current Jobs

Canvas Common Cartridge	...le-course-export.imsc	Sep 29 at 3:21pm	Running	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>
-------------------------	--------------------------	------------------	---------	---

The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report.

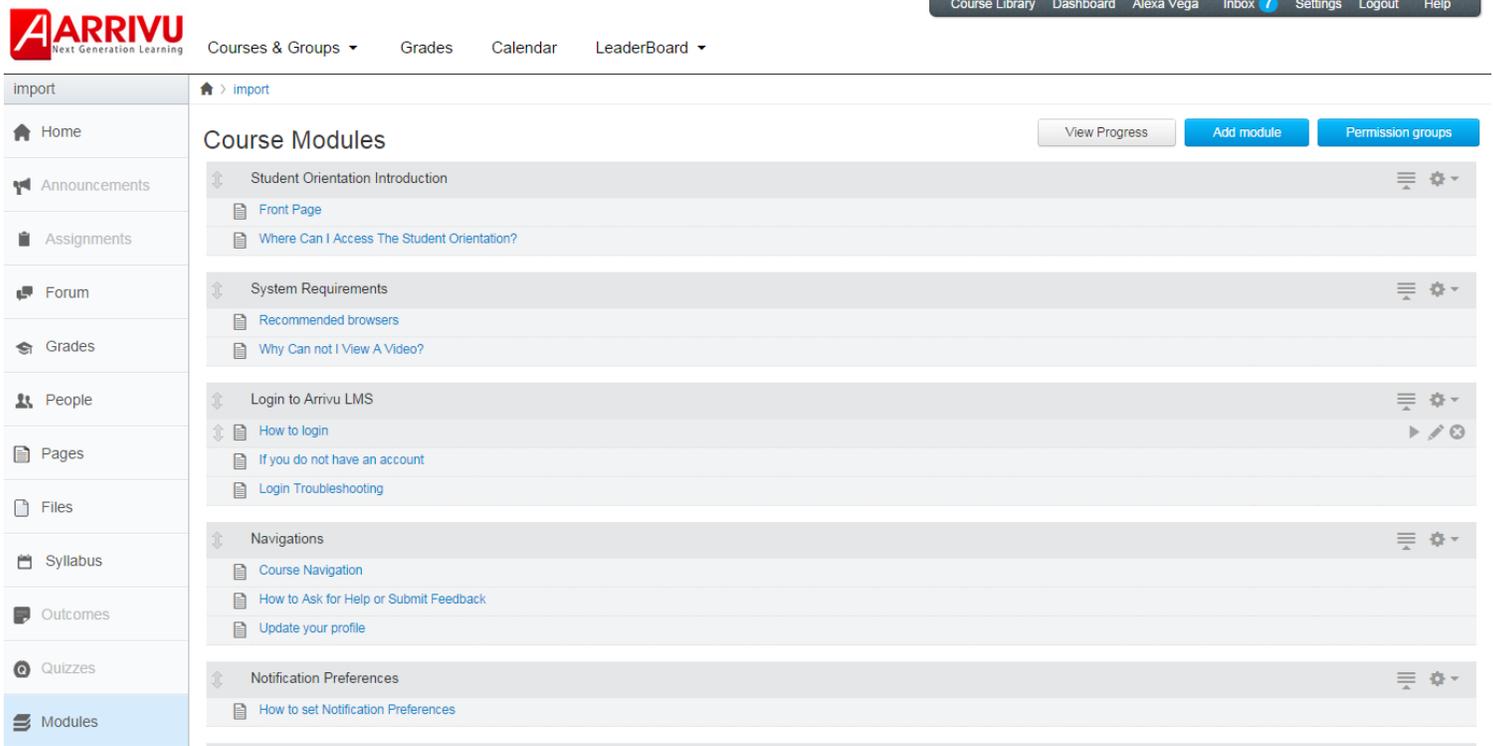
You will also receive an email notification when your import is completed.

Import statuses include pre-processing, queued, running, completed, and failed.

If you imported the course and selected specific content, LMS will ask you to select the content you want to import. Click the **Select Content** button.

**Note:** If you imported the course and did not select specific content, LMS will show any issues that occurred with the import. Click the **issues** link to view them.

## View Course



The screenshot displays the Arrivu LMS interface. At the top, the Arrivu logo is on the left, and navigation links for 'Course Library', 'Dashboard', 'Alexa Vega', 'Inbox 7', 'Settings', 'Logout', and 'Help' are on the right. Below the logo, there are links for 'Courses & Groups', 'Grades', 'Calendar', and 'LeaderBoard'. The main content area is titled 'import' and shows a sidebar with navigation options: Home, Announcements, Assignments, Forum, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, and Modules (which is highlighted). The main content area is titled 'Course Modules' and contains a list of modules with their respective content items:

- Student Orientation Introduction**
  - Front Page
  - Where Can I Access The Student Orientation?
- System Requirements**
  - Recommended browsers
  - Why Can not I View A Video?
- Login to Arrivu LMS**
  - How to login
  - If you do not have an account
  - Login Troubleshooting
- Navigations**
  - Course Navigation
  - How to Ask for Help or Submit Feedback
  - Update your profile
- Notification Preferences**
  - How to set Notification Preferences

The content from your course export package is now organized in your LMS course. Organize the content to fit your students' needs.

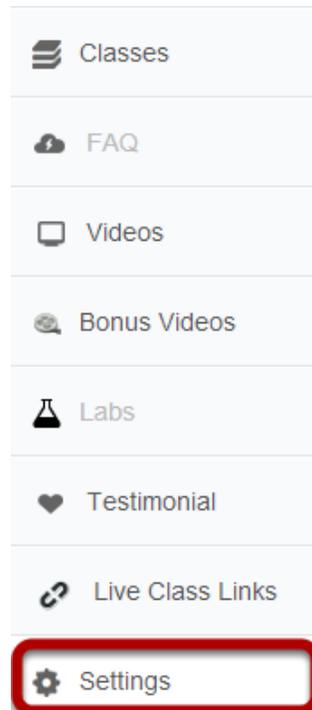
## How do I export a LMS course?

---

You can export a Arrivu LMS course to give to someone in another Arrivu LMS account, to upload to another institution's account at a later date, or to create a copy as a backup on your local computer.

**Note:** Arrivu LMS exports do not include backups of student interactions and grades. Grades can be exported separately as a .csv file.

### Open Settings



In Course Navigation, click the **Settings** link.

## Export Course



In the sidebar, click the **Export Course Content** button.

## Select Export Type

### Content Exports

#### Export Type



Click the **Course** export type option [1]. Click the **Create Export** button [2] to begin the export.

**Note:** If you have previously exported the course, LMS will display prior exports under the Content Exports heading.

## Monitor Export

### Content Exports

Processing  
this may take a bit...



View the **progress bar**. Exporting a course in LMS may take a few minutes, depending on its size. You will receive an email when the export is complete.

## Download New Export

### Content Exports

New Export: [Click here to download](#)

Your content has been exported.

Click on the **Click here to download** link to download the new export.

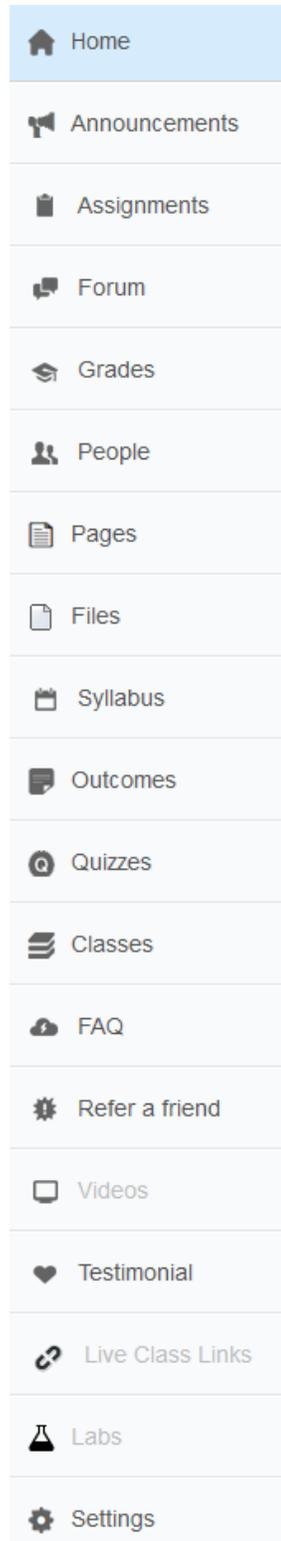
**Note:** The export will be in .imsc format, a common standard file that can be imported into any system that accepts Common Cartridge. You can also change the extension from .imsc to .zip and treat it as any other zip file.

## What is Course Navigation?

---

Course Navigation is a series of links on the left side of your screen that help you get to where you want to go inside of a course.

### What is Course Navigation?



When you create a new course, by default, you will see fourteen links:

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Classes
- Files
- Syllabus
- Outcomes
- Quizzes
- Refer a friend
- FAQ
- Testimonial
- Labs
- Live Class Links
- Settings

Configured External (LTI) Tools may create additional links.

**Note:** instructor can reorder and hide the items from students in the course navigation.

## When would I use Course Navigation?

The screenshot shows the ARRIVU course navigation interface. At the top, there is a navigation bar with links for Course Library, Dashboard, Alexa Vega, Inbox (7), Settings, Logout, and Help. Below this, the course name ES245 is displayed, along with a breadcrumb trail: Home > ES245 > Syllabus. The main content area is titled "Course Syllabus" and "Entrepreneurship - From Start-up to Success". It includes a description of the course, a "Jump to Today" link, and a list of chapters and topics. The left sidebar contains navigation links for Home, Forum, Grades, Assignments, People, Pages, Files, Syllabus (highlighted), Outcomes, Quizzes, and Announcements. The right sidebar features an "Edit Syllabus Description" button, a calendar for August 2014, and a note that "Course assignments are not weighted."

ES245

Home > ES245 > Syllabus

Course Syllabus [Jump to Today](#)

### Entrepreneurship - From Start-up to Success

In this course, students learn the essential attributes of an entrepreneur and the stages one goes through in taking the seed of an idea and growing it into a successful business. But it also takes more than a good business plan and money to succeed - entrepreneurs must understand that all too often, the strengths that helped them be successful as a start-up become liabilities to overcome in order to take it to the next level. This course provides practical insights into the differences between [effective leadership](#) and [management](#) by exploring the concepts of Emotional Intelligence in the workplace and determining how to identify and develop human capital – the lifeblood of every business.

**Chapter 1:**

- Evaluating Entrepreneurial Career Options and Startup Opportunities
- Overview of Entrepreneurship & the Venture Value Chain
- What Does It Take to Be an Entrepreneur? [Mind of the Entrepreneur](#)
- Evaluating New-Business Opportunities Using the Launch Lens

**Chapter 2:**

- Understanding Startup Finances and Capital Requirements
- An Overview of Startup Finances and Sources of Investment Capital
- Developing Financial Projections—How to Forecast Expenses and Revenue
- Case Discussion: Raising Seed Financing [Financing \(or Investment\) Model](#)

Home Forum Grades Assignments People Pages Files Syllabus Outcomes Quizzes Announcements

August 2014

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

Course assignments are not weighted.

Course Navigation can be used to:

- Explain to your students how to navigate inside of the course.
- Move quickly to the activities or tasks that you need to complete.
- Reorder Course Navigation links in a way that makes sense to you.

## How do I navigate a course?

A course is divided into six main sections.

**Course Navigation Overview**

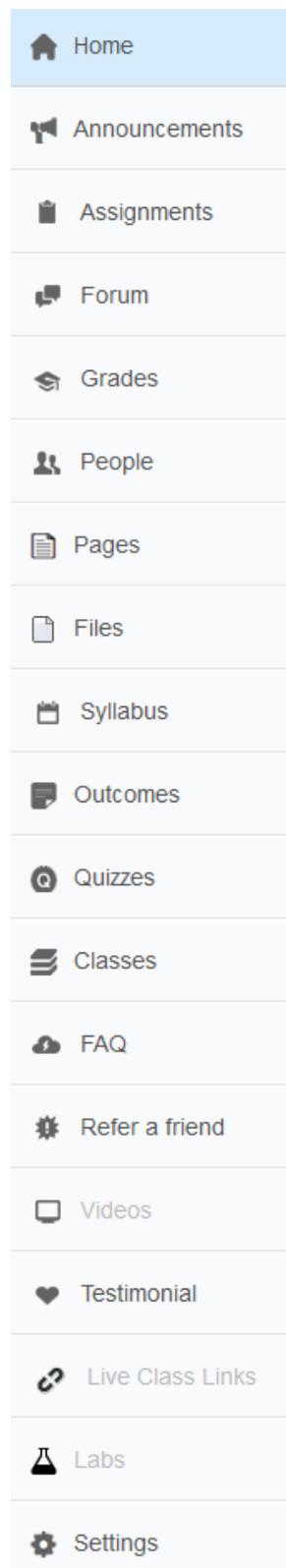
  

The screenshot shows the ARRIVU course navigation interface. The top navigation bar includes 'Course Library', 'Dashboard', 'Alexa Vega', 'Inbox', 'Settings', 'Logout', and 'Help'. Below this, a secondary navigation bar contains 'Courses & Groups', 'Groups', 'Calendar', and 'LeaderBoard'. The main content area is titled 'Entrepreneurial skills' and features a 'Successful Entrepreneur' image and the text 'Creating the Business Course Outline'. The left sidebar contains navigation options: Home, Forum, Grades, Assignments, People, Pages, Files, Syllabus, Outcomes, Quizzes, and Announcements. The right sidebar contains a 'Course Setup Checklist', 'New Announcement', 'To Do' list with items like 'Grade Revenue Model' and 'Grade Marketing Strategy & Brand', and 'All wikis' including 'entrepreneur motivation' and 'Entrepreneurial Education'. Numbered callouts (1-6) highlight specific navigation elements: 1. Home button in the sidebar; 2. Global navigation bar; 3. Breadcrumb navigation; 4. Content area; 5. To Do list; 6. Help corner.

There are six main sections in a course:

1. Course Navigation
2. Global Navigation
3. Breadcrumb Navigation
4. Content Area
5. Sidebar
6. Help Corner

## Course Navigation



The Course Navigation links help you get to where you want to go within a course. As an instructor, you can customize what links are shown in your course.

## Global Navigation Menu

[Courses & Groups](#) ▾ [Grades](#) [Calendar](#) [LeaderBoard](#) ▾

The Global Navigation menu helps you get to where you want to go across all of the courses you are enrolled in.

## Help Corner

[Course Library](#) [Dashboard](#) [Alexa Vega](#) [Inbox](#) **7** [Settings](#) [Logout](#) [Help](#)

The Help Corner helps students contact the instructor or Arrivu LMS Support. It also provides places for user feedback and user ideas.

## Breadcrumbs

[🏠](#) > [WD875](#) > [Bootstrap Forms](#)

The Breadcrumbs appear above the main body of the page. Breadcrumbs leave a trail that help you see where you have navigated to inside a course. Follow these links backward to visit parent pages. Click on the house icon at the far left of the Breadcrumbs to move all the way back to the Dashboard.

# Entrepreneurial skills

[Change Home Page Layout](#) | [See Course Stream](#)

Last edited by Alexa Vega 5 days ago

[Page history](#)



Creating the

## Business Course Outline

Critical skills that entrepreneurs need: leadership, communication, decision-making, being a team player and the ability to telescope. This course will be of great interest to business professionals, entrepreneurs, business students and anyone with a general interest in gaining a better knowledge and understanding of the critical skills needed by entrepreneurs to create successful businesses.

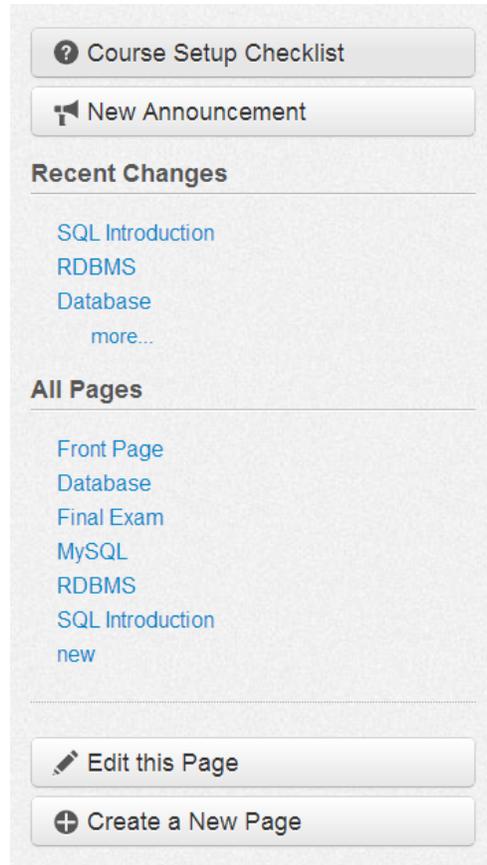
***Welcome To Class !!***

Read the [Week 1 Course Announcement](#).

**Week 2:** Welcome to Week 2 of Entrepreneurial Skills.

The content of the course will be displayed in the Content Area. The content can be a page, the syllabus, discussions, announcements, quizzes, or imported content.

## Sidebar



The Sidebar provides the tools available for the feature you are currently using. The Sidebar will change dynamically as you use different tools in a feature as well as when you move from feature to feature.

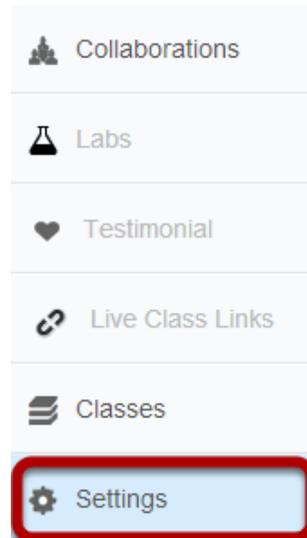
## How do I reorder and hide Course Navigation links?

---

By default, all links are enabled for all courses. Please note that links cannot be renamed.

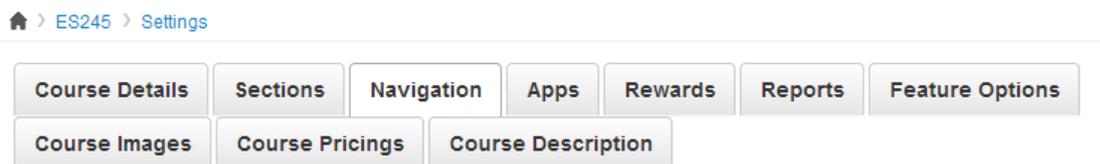
Links to sections that don't have any content and that students cannot create content for will not be shown to students and will be "grayed" for your view. For example, if there are no learning outcomes set for the course, you will see the "Outcomes" link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.

### Open Settings



Click the **Settings** link.

### Open Navigation



Click the **Navigation** tab.

## Reorder Navigation Links

Drag and drop items to reorder them in the course navigation.

 Home
 Announcements
 Assignments
 Forum
 Grades
 People
 Pages
 Files
 Syllabus
 Outcomes
 Quizzes
 Classes
 FAQ

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

 Carets <i>Page disabled, will redirect to course home page</i>
 Refer a friend <i>Page disabled, will redirect to course home page</i>
 Videos <i>Page disabled, will redirect to course home page</i>
 Offers <i>Page disabled, will redirect to course home page</i>
 Bonus Videos <i>Page disabled, will redirect to course home page</i>
 Labs <i>Page disabled, will redirect to course home page</i>
 Testimonial <i>Page disabled, will redirect to course home page</i>
 Live Class Links <i>Page disabled, will redirect to course home page</i>

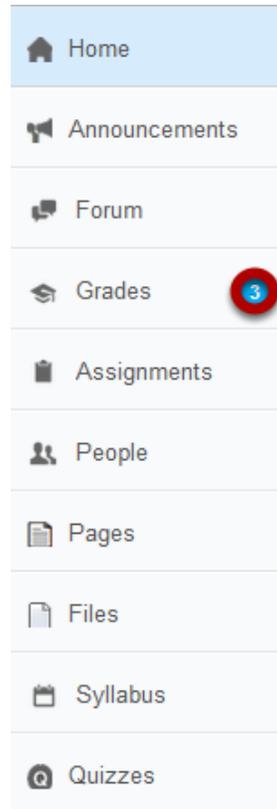
**Drag and drop items** to reorder them in the Course Navigation. You can also drag and drop course navigation links to hide them from students. Click the **Save** button when you are finished reordering everything.

## What are Course Navigation indicators?

---

The Course Navigation indicator represents the number of changes in a course since your last visit. Currently, this feature is only used for Grades.

### Course Navigation Indicators



Sometimes a user wants to know what has changed since the last time he or she has visited a course, especially with Grades. The numbered indicator for Grades shows a user either a change in a score, including new scores, or a comment left on a submission by an instructor or a peer.

To clear the indicators, view the Grades page. When you refresh or navigate away from the page, the count will reset.

## Student View of Indicators

Home > ES245 > Grades > Jon Mathew

Grades For Jon Mathew Print grades

For the course,

Name	Due	Score	Out of	
 Gross Margin Model	Aug 8 by 11:59pm	6	10	
 Revenue Model	Aug 14 by 12pm	15	15	
Biological ecosystems	Aug 15 by 11:59pm	15	25	
Financing (or Investment) Model	Aug 16 by 11:59pm	-	15	
 Marketing Strategy & Brand Strategy	Aug 26 by 11:59pm	20	30	 
Business Ecosystem	Aug 29 by 11:59pm		15	
Management Accounting	Aug 30 by 11:59pm	-	5	
Entrepreneurs and Entrepreneurship	Sep 1 by 11:59pm	-	20	
Strategy		66.7%		
Business Model		84%		
Eco system		60%		
<b>Total</b>		<b>70%</b>		

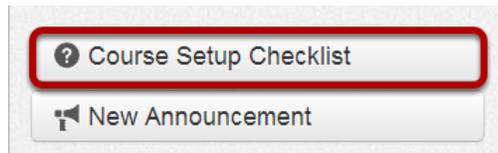
As a student, when you visit the Grades page in a course, you will see a blue dot next indicating that the assignment that was graded or commented on by your instructor or peer. Remember, the indicators will disappear when you navigate away or refresh the page.

## What is the Course Setup Checklist?

---

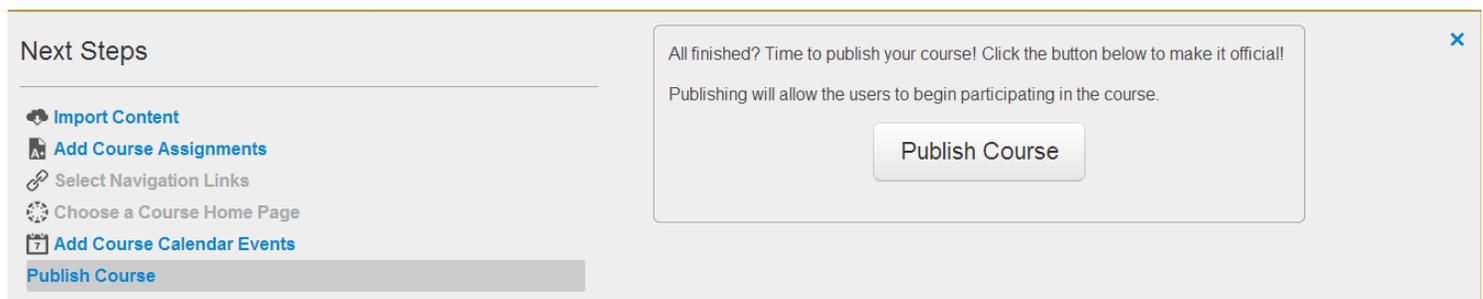
The first few times you create a new course, it's a challenge to remember all of the steps required. The Course Setup Checklist exists to help you remember to cover all your bases before the course goes live.

### View Course



A course originally starts in an unpublished state allowing instructors to set up your course and ready the content while concealing it from students. Instructors, designers, and admins can add students, teachers, and TAs to the course. As soon as you're ready then you can publish your course and make it available to the students.

### When would I use the Course Setup Checklist

A screenshot of a course management interface. On the left side, there is a 'Next Steps' section with a list of tasks: 'Import Content', 'Add Course Assignments', 'Select Navigation Links', 'Choose a Course Home Page', 'Add Course Calendar Events', and 'Publish Course'. The 'Publish Course' item is highlighted with a grey background. On the right side, a grey pop-up pane is displayed. It contains the text: 'All finished? Time to publish your course! Click the button below to make it official!' and 'Publishing will allow the users to begin participating in the course.' Below the text is a button labeled 'Publish Course'. A close button (an 'x' icon) is located in the top right corner of the pop-up pane.

The Course Setup Checklist appears as a grey pop-up pane at the bottom of your screen when you first create a new course. The checklist reminds you to:

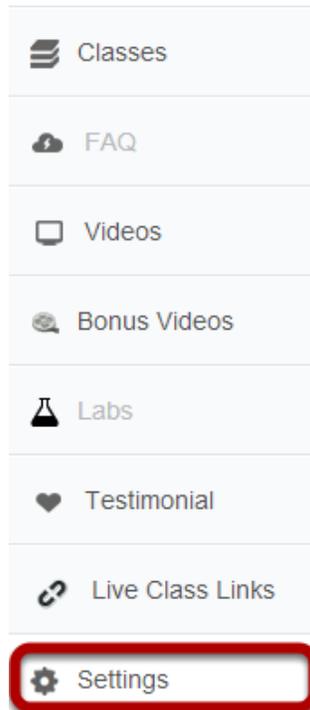
- Import content using the Course Import Tool
- Add assignments or assignment shells on the Assignments page
- Add Students to the course under the "Users" tab in Settings
- Select the links you wish to display in the Course Navigation under the "Navigation" tab in Settings
- Choose a layout for your Course Home Page
- Add events and Assignments to your course Calendar
- Publish the course, which will automatically send invitation emails to any students of the course
- Add TAs to the course under the "Users" tab in Settings
- Publish the course, which will automatically send invitation emails to any students you have already added to the course

## What are Course Statistics?

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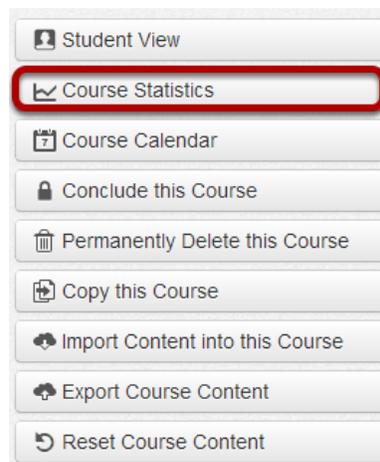
Course Statistics give you a glimpse into which content Pages are engaging students and what might be improved in the future. It will also help you to detect which students are not participating to the fullest or have started to fall behind the rest of the class.

### Open Course Settings



To open Course Statistics, click the **Settings** link in the Course Navigation Menu.

### Open Course Statistics



Click the **Course Statistics** button in the right side of your window.

## Statistics for Entrepreneurial skills

Totals	Assignments	Students	File Storage	By Sections
<b>Running Totals</b>				
Discussions		4		
Discussion Posts		0		
New Discussions		4		
New Discussion Entries		0		
Assignments		6		
Assignment Groups		3		
Course Rubrics		1		
All Rubrics		1		
Active Students		6		
Unaccepted Students		1		
Quizzes		0		
Quiz Questions		0		
Quiz Submissions		0		

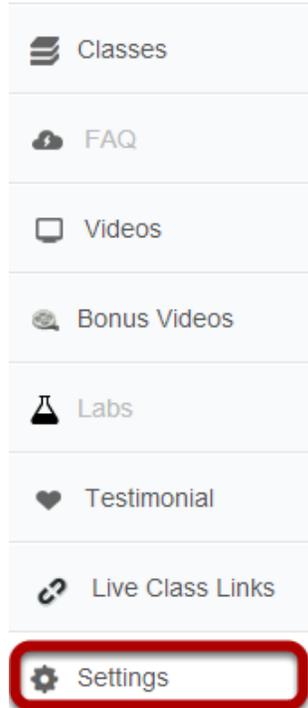
### Use Course Statistics to:

- Share with your students what you have observed in terms of their participation online
- Identify the dates and times of days the course is most frequently visited by your students
- Identify which pages are most frequently visited by your students

## Where can I find statistics about when students are accessing the course?

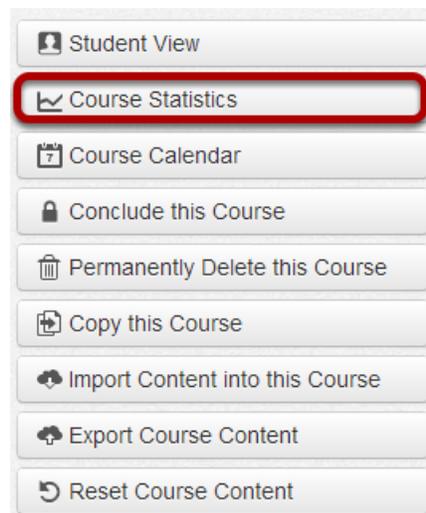
---

### View Settings



Click the **Settings** link.

### View Course Statistics



Click the **Course Statistics** button to view the statistics.

## Open Students Tab



Click the **Students** tab.

## View Course Statistics for Students

### Statistics for Entrepreneurial skills

A screenshot of the 'Students' tab interface. At the top, there are five tabs: 'Totals', 'Assignments', 'Students', 'File Storage', and 'By Sections'. Below the tabs is a section titled 'Recently Logged-In Users'. This section contains a list of four users, each with their name and last login time. The first user, 'Chris Evans', is highlighted with a red rectangular border. The other users are 'Clark Anderson', 'Amelia .', and 'Anu sowmiya'. A vertical scrollbar is visible on the right side of the list.

Click a **student's name** to view the student's information.

## Open User Details



Click the **Access Report for student** button in the sidebar to view how the individual is accessing the course.

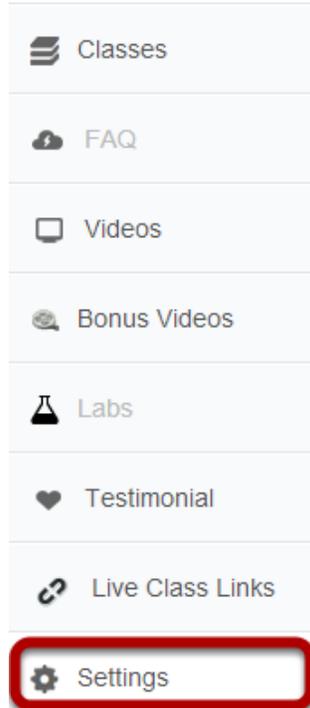
## Chris Evans Access Report

Content Times Viewed Times Participated Last Viewed

The user access report allows you to view what the student has accessed: Content, Times Viewed, Times Participated, and Last Viewed.

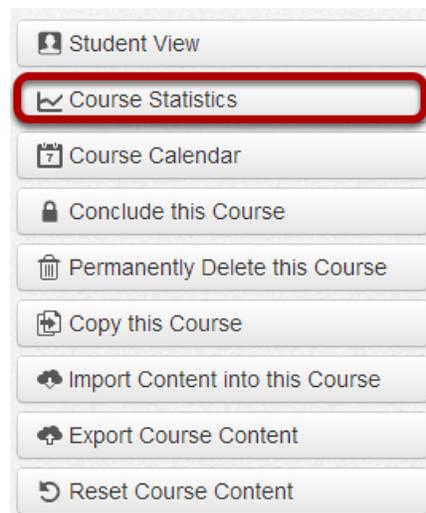
## Where can I find statistics on file storage?

### Open Settings



Click the **Settings** link.

### View Course Statistics



Click the **Course Statistics** button to view the statistics.

## Open File Storage Tab



Click the **File Storage** tab.

## View File Storage Statistics

### Statistics for Entrepreneurial skills



A screenshot of the 'File Storage' statistics page for 'Entrepreneurial skills'. The page has a header with five tabs: 'Totals', 'Assignments', 'Students', 'File Storage', and 'By Sections'. The 'File Storage' tab is selected. Below the tabs is a box titled 'File Storage' containing a table of statistics. A red rectangular box highlights the table, and a small circular callout with the number '1' points to the table.

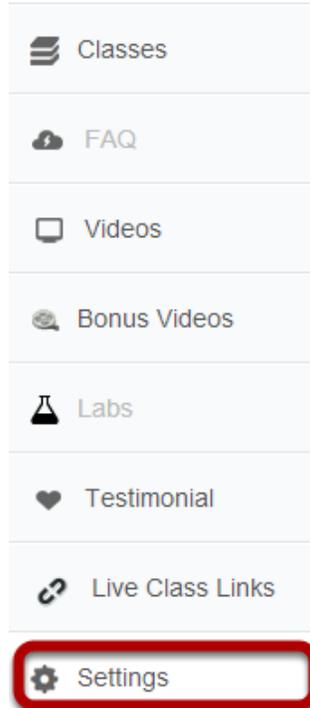
File Storage		
Allotted Storage:	48.8 GB	
Uploaded Files:	14.8 MB	11 files
Media Files:	0 Bytes	0 files

You can view the Allotted Storage, Uploaded Files, and Media Files, the amount of files stored, and the numbers of Files [1].

## Where can I find statistics about online interactions with my students?

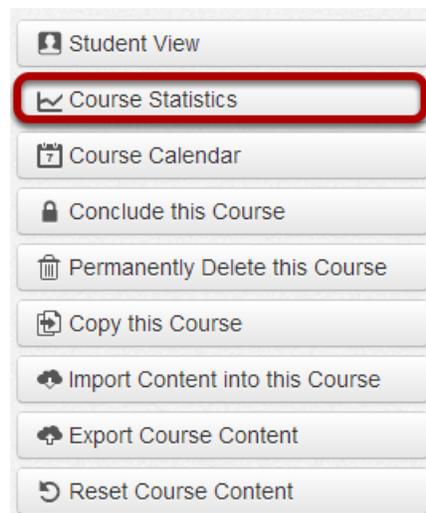
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### View Settings



Click the **Settings** link.

### View Course Statistics



Click the **Course Statistics** button to view the statistics.

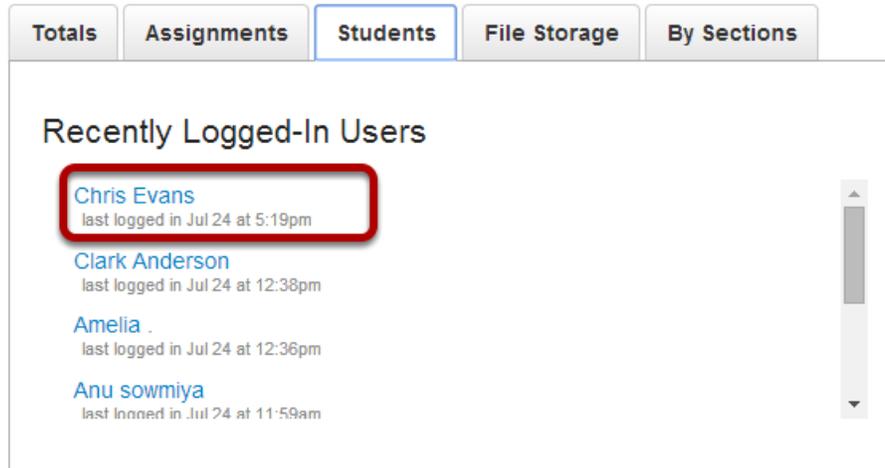
## Open Students Tab



Click the **Students** tab.

## View Course Statistics for Students

### Statistics for Entrepreneurial skills

A screenshot of a web interface showing course statistics. At the top, there are five tabs: 'Totals', 'Assignments', 'Students', 'File Storage', and 'By Sections'. The 'Students' tab is selected. Below the tabs, the title 'Statistics for Entrepreneurial skills' is displayed. Underneath, there is a section titled 'Recently Logged-In Users' containing a list of four users: 'Chris Evans' (last logged in Jul 24 at 5:19pm), 'Clark Anderson' (last logged in Jul 24 at 12:38pm), 'Amelia .' (last logged in Jul 24 at 12:36pm), and 'Anu sowmiya' (last logged in Jul 24 at 11:59am). The name 'Chris Evans' is highlighted with a red rectangular border.

Click a **student's name** to view the student's information.

## View Details

A vertical sidebar menu with three items: 'Grades for Chris Evans' (with a green checkmark icon), 'Your Interactions Report with Chris Evans' (with a red box around the text), and 'Access Report for Chris Evans' (with a globe icon).

Click the **your Interactions Report with Student** link in the sidebar to view the online interactions with the student.

## View User Interaction Report

### Information Security

Student	Last Student Interaction	Current Score	Final Score	Ungraded Assignments	
<a href="#">Chris Evans</a>	less than 1 day ago	76.0%	57.6%	<a href="#">security concepts in cryptography</a> submitted 16 days ago <a href="#">Internet security</a> submitted 35 days ago	 
<a href="#">View the full Student Interaction Report for Information Security</a>					

The user interaction report allows you to see the Student Name, Last Student Interaction, Current Score, Final Score, Ungraded Assignments, and send a message via the **envelope icon** [1]. Click the **View the full Student Interaction Report for [Course Name]** link to view an interaction report for all the students in the course [2].

## View Interaction Report for All Students in Course

### Teacher Activity Report for Alexa Vega

#### Information Security

Student	Last Student Interaction	Current Score	Final Score	Ungraded Assignments	
<a href="#">Robert Downey</a>	less than 1 day ago	100.0%	30.3%		 
<a href="#">Chris Evans</a>	less than 1 day ago	76.0%	57.6%	<a href="#">security concepts in cryptography</a> submitted 16 days ago <a href="#">Internet security</a> submitted 35 days ago	
<a href="#">Anu sowmiya</a>	12 days ago	100.0%	15.2%	<a href="#">message security</a> submitted 56 days ago	 

The user interaction report allows you to see the Student Name, Last Student Interaction, Current Score, Final Score, Ungraded Assignments, send a message via the **envelope icon** [1]. You can also sort the table [2].

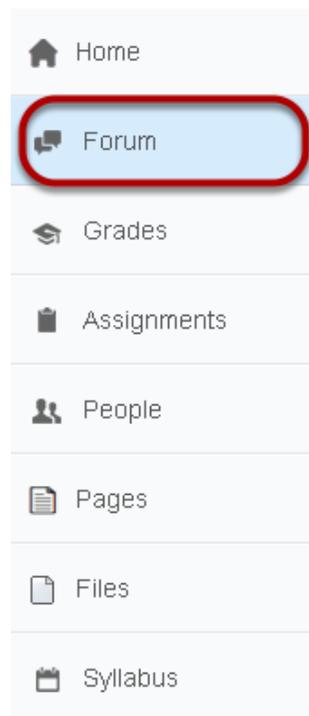
## What are Discussions?

---

Arrivu LMS provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired. Discussions can also be created as an assignment for grading purposes (and seamlessly integrated with the Arrivu LMS Gradebook), or simply serve as a forum for topical and current events. Discussions can also be created within student groups.

- Help students start thinking about an upcoming Assignment or class discussion.
- Follow-up on a conversation or questions that began in a face-to-face classroom.
- Test student comprehension of important points made in class.
- Debate contradictory ideas.
- Brainstorm different approaches to a class problem.

### How do I access Discussions?



Discussions are accessed within the **Forum** link on the Course Navigation.

## How are Discussions Organized?

🏠 > ES245 > Discussions

The screenshot displays the Discussions Index Page interface. At the top, there is a search bar labeled "Search title, body, or author" and two filter buttons: "Unread" and "Assignments". To the right, there is a "+ Discussion" button and a settings gear icon. Below this is a section for "Discussion forum tags" with three tags: "Business-Model", "CPED", and "Week-1". The next section is "Pinned Discussions", featuring a card for "Mind of the Entrepreneur" with a last post date of "Aug 23, 2014" and a comment count of 6. The "Discussions" section is ordered by "Recent Activity" and contains three cards: "Gross Margin Model" (last post Jul 30, 2014, due Aug 8 at 11:59pm, 2 comments), "Entrepreneurship Development and Management" (last post Jul 29, 2014, 1 comment), and "Management Information Systems" (last post Jul 29, 2014, 2 comments). The "Closed for Comments" section, also ordered by "Recent Activity", contains two cards: "Principles and Practices of Management" (last post Jul 29, 2014, 0 comments) and "Management Information Systems" (last post Jul 29, 2014, 2 comments).

The Discussions Index Page is organized into four main areas: Discussion forum tags, Discussions, Pinned Discussions, and Closed for Comments Discussions.

Discussions are organized into three main areas. Note that some section headings may not always appear.

**Discussion forum tags.** These are used to filter discussions. User can view any specific discussion topics based on the tags.

**Discussions.** These are current discussions within the course. Discussions are ordered by most recent activity. You will only see this section heading if there are discussions within this section.

Pinned Discussions. These are discussions that your instructor wants you to pay specific attention to and will appear at the top of the Discussions page. You will only see this section heading if there are discussions within this section.

**Closed for Comments.** These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. You will always see this section heading, even if there are no discussions within this section.

## How do I use Discussions?

Within Discussions you can:

- Create, edit, and delete discussion topics. You can also reply to, edit, and delete individual student discussion posts.
- Create threaded or focused discussions within your course. (Private discussions can be initiated within student groups, which are not viewable by others outside that group.)
- Create discussions with varied due dates for different sections within your course.
- Create a graded discussion or a group discussion as an assignment. When a discussion is marked as a graded assignment, the Arrivu LMS SpeedGrader™ isolates each student's comments from the thread and combines them into one easily readable view for grading.
- Subscribe to a discussion and be notified of replies.
- Enable podcast feeds within your discussions.
- Embed or attach files, images, and YouTube videos.
- Add course content directly from your course.
- Delay discussion posts until a defined date.
- Pin discussion threads that you want your students to see at the top of the Discussions page.

**Note:** You can also use keyboard shortcuts to navigate individual discussion threads. Press the **comma key** and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

## What Settings Can I Control in Discussions?

You can control certain settings within Discussions:

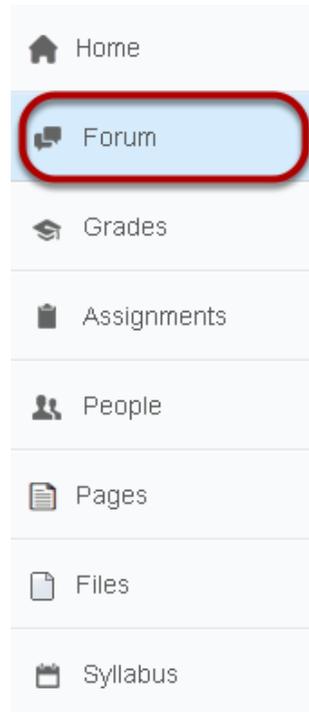
- Tell Arrivu LMS how to mark your discussion posts as read and unread. You can also manually mark posts as read.
- Require students to reply to a discussion before viewing other replies.
- Allow students to edit or delete their own discussion posts.
- Allow students to create new discussions and attach files in your course discussions (this setting does not apply to student groups).
- Close discussion threads to comments.

## How do I use the Discussions Index Page?

---

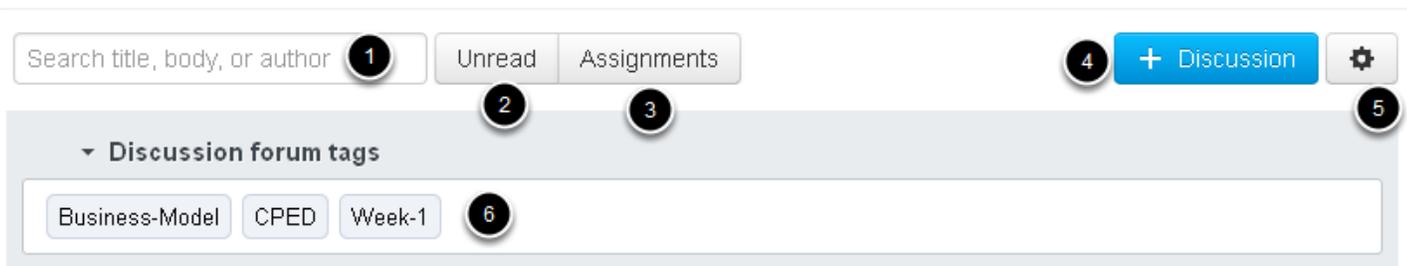
The Discussion Index page allows students to view all the discussions within a course.

### Open Discussions



Click the **Forum** link on the Course Navigation.

### Filter Discussions



There are a few ways to filter Discussions:

1. **Search** for a discussion by typing a discussion title, a user name, or a keyword in the Search title, body, or author field.
2. View only unread discussions by clicking the **Unread** button.
3. View graded discussions by clicking the **Assignments** button.

4. Start a new discussion by clicking the **Add Discussion** button. (Note: Some instructors may choose to disable this option.)
5. Change the discussions settings by clicking the **Settings** icon. (Note: Some instructors may choose to disable this option.)
6. View discussions using tags by clicking any of the **tag** in discussion forum tags.

## View Discussions

Home > ES245 > Discussions

Search title, body, or author   Unread   Assignments   + Discussion   ⚙️

▼ Discussion forum tags

Business-Model   CPED   Week-1

---

▼ Pinned Discussions

**Mind of the Entrepreneur**  
Last post Aug 23, 2014   6 6

---

▼ Discussions *Ordered by Recent Activity*

**Gross Margin Model**  
Last post Jul 30, 2014   Due Aug 8 at 11:59pm   2 2

**Entrepreneurship Development and Management**  
Last post Jul 29, 2014   1 1

---

▼ Closed for Comments *Ordered by Recent Activity*

**Management Information Systems**  
Last post Jul 29, 2014   2 2

**Principles and Practices of Management**  
Last post Jul 29, 2014   0 0

The Discussions Index page will display an icon overview of each discussion and whether or not the user is subscribed. Green discussion icons indicate a subscription to the discussion.

Discussions are organized into three main areas:

1. **Discussions.** These are current discussions within the course. Discussions can remain open indefinitely, or you can specify a date range (as designated by the available from/until date). Discussions are ordered by most recent activity. Students will only see this section heading if there are discussions within this section.

**2. Pinned Discussions.** These are discussions that you want your students to see at the top of their page. Pinned discussions can be arranged in any order. Students will only see this section heading if there are discussions within this section.

**3. Closed for Comments.** These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state. Closed for comments discussions are also ordered by most recent activity. Students will always see this section heading, even if there are no discussions within this section.

The screenshot displays a discussion forum interface with the following sections and items:

- Discussion forum tags:** Business-Model, CPED, Week-1
- Pinned Discussions:**
  - Mind of the Entrepreneur:** Last post Aug 23, 2014. A red arrow labeled '1' points to the date. A green checkmark icon is visible, with a red arrow labeled '2' pointing to it.
  - Marketing Management:** Last post Jul 29, 2014.
- Discussions:** Ordered by Recent Activity.
  - Gross Margin Model:** Last post Jul 30, 2014. A red arrow labeled '3' points to the due date 'Due Aug 8 at 11:59pm'.
  - Entrepreneurship Development and Management:** Last post Jul 29, 2014.
- Closed for Comments:** Ordered by Recent Activity.
  - Management Information Systems:** Last post Jul 29, 2014.
  - Principles and Practices of Management:** Last post Jul 29, 2014.

Discussions are date-stamped when they are created, as well as when they are replied to [1].

The Discussions Index page will display an icon overview of each discussion and whether or not the user is subscribed. Green discussion icons indicate a subscription to the discussion [2].

Graded discussions display the discussion's due date [3].

## How do I pin a Discussion on the Index Page?

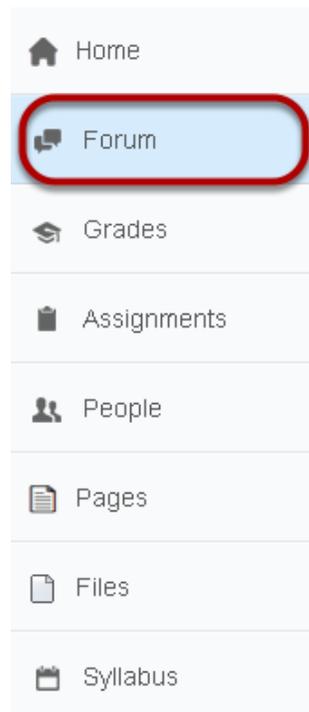
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You can pin discussions so students will see them at the top of the Discussions index page. Such discussions could include short-run discussions, discussions that only run for a single week, and any other discussions that students should specifically pay attention to. You can also pin discussions within Student Groups.

There are two ways to pin a discussion.

**Note:** Students do not see the Pinned Discussion heading when there are no pinned discussions.

### Open Discussions



Click the **Forum** link on the Course Navigation.

## Pin Discussion with Settings Icon

▼ Pinned Discussions

You currently have no pinned discussions  
Drag a discussion here to pin it to the top of students' discussion page.

▼ Discussions Ordered by Recent Activity

- Gross Margin Model**  
Last post Oct 4, 2014 Due Oct 8 at 11:59pm [check] 1 1 [gear]
- Marketing Management**  
Last post Oct 4, 2014 [comment] 3 3 [gear]
- Mind of the Entrepreneur**  
Last post Oct 4, 2014 [check] 3 3 [gear]
- Management Information Systems**  
Last post Jul 29, 2014 [comment] 0 0 [gear]
- Entrepreneurship Development and Management**  
Last post Jul 29, 2014 [comment] 0 0 [gear]

Close for comments  
Delete  
Pin

You can pin a discussion using the Settings icon. Click the **Settings** icon next to the discussion you want to move. Click the **Pin** link.

## Pin Discussion by Dragging

▼ Pinned Discussions

- Mind of the Entrepreneur**  
Last post Oct 4, 2014 [check] 3 3 [gear]

▼ Discussions Ordered by Recent Activity

- Gross Margin Model**  
Last post Oct 4, 2014 Due Oct 8 at 11:59pm [check] 1 1 [gear]
- Marketing Management**  
Last post Oct 4, 2014 [comment] 3 3 [gear]
- Management Information Systems**  
Last post Jul 29, 2014 [comment] 0 0 [gear]

You can also pin a discussion by dragging it to the Pinned Discussions area. To drag a discussion, hover over the discussion you want to move.

## Drag Discussion

The screenshot shows a discussion board interface. At the top, there is a 'Pinned Discussions' section containing two items: 'Mind of the Entrepreneur' and 'Marketing Management'. Below this is a 'Discussions' section containing three items: 'Gross Margin Model', 'Marketing Management', and 'Management Information Systems'. A dashed horizontal line separates the pinned discussions from the regular discussions. A mouse cursor is shown dragging the 'Marketing Management' discussion from the 'Discussions' section into the 'Pinned Discussions' section. The 'Marketing Management' discussion in the pinned area has a blue highlight and a '3 3' badge. The 'Marketing Management' discussion in the discussions section has a grey highlight and a '3 3' badge. The 'Gross Margin Model' discussion has a 'Due Oct 8 at 11:59pm' label. Each discussion item includes a title, a 'Last post' date, a status icon (checkmark or speech bubble), a badge, and a settings gear icon.

Drag the discussion into the Pinned Discussion area. Release your mouse and the discussion will be in the Pinned Discussions area.

## Unpin Discussions with Settings Icon

The screenshot shows the same discussion board interface as above. The 'Marketing Management' discussion in the 'Pinned Discussions' section is highlighted in blue. A settings gear icon is visible on the right side of this discussion. A context menu is open over the settings icon, showing three options: 'Close for comments' (with a lock icon), 'Delete' (with a trash icon), and 'Unpin' (with a star icon). The 'Unpin' option is highlighted in blue. The 'Marketing Management' discussion in the 'Discussions' section is also visible below the dashed line.

You can unpin a discussion by selecting the discussion's **Settings** icon and clicking the **Unpin** link. The discussion will automatically move back to Discussions. If the discussion became locked after it was pinned, the discussion will move to Closed for Comments after unpinning.

## Unpin Discussions by Dragging

The screenshot displays a user interface for managing discussions. It is divided into two main sections: 'Pinned Discussions' and 'Discussions'. The 'Pinned Discussions' section contains one item, 'Mind of the Entrepreneur', which is highlighted in white. The 'Discussions' section, ordered by recent activity, contains two items: 'Gross Margin Model' and 'Marketing Management'. The 'Marketing Management' discussion is highlighted in light blue, indicating it is currently selected or being interacted with. Each discussion card includes a title, a 'Last post' date, a 'Due' date for some items, a checkmark icon, a notification badge, and a settings gear icon.

▼ Pinned Discussions

**Mind of the Entrepreneur**  
Last post Oct 4, 2014

▼ Discussions *Ordered by Recent Activity*

**Gross Margin Model**  
Last post Oct 4, 2014 Due Oct 8 at 11:59pm

**Marketing Management**  
Last post Oct 4, 2014

You can also unpin discussions at any time by dragging them back to another Discussion group.

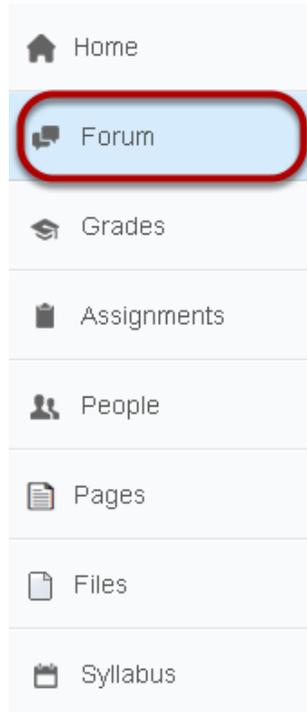
## How do I close a Discussion for comments?

---

To manually stop students from posting replies to discussion posts, use the close for comments link. You can also pin discussions to the closed for comments section on the discussion index page.

**Note:** You can automatically set your post to close for comments on a specific date by creating discussion availability dates.

### Open Discussions



Click the **Forum** link on the Course Navigation.

## Open Discussion

▼ Pinned Discussions

**Mind of the Entrepreneur**  
Last post Oct 4, 2014 3 3 ⚙️

---

▼ Discussions Ordered by Recent Activity

**Gross Margin Model**  
Last post Oct 4, 2014 Due Oct 8 at 11:59pm 1 1 ⚙️

**Marketing Management**  
Last post Oct 4, 2014 3 3 ⚙️

**Management Information Systems**  
Last post Jul 29, 2014 0 0 ⚙️

Click the **title of a discussion**.

## Close For Comments

🏠 > ES101 > Marketing Management

Marketing Management

Marketing management is a business discipline which focuses on the practical application of marketing management of a firm's marketing resources and activities. Globalization has led firms to market beyond the borders of their home countries, making international marketing highly significant and an integral part of a firm's marketing strategy.

Search entries or author Unread ⋮ ⋮  Subscribe

1 [Settings icon]

2 [Close for Comments link]

Locate the **Settings** icon [1] and click the **Close for Comments** link.

**Note:** For Graded Discussions, the Close for Comments option will not appear until after the Discussion due date.

## View Discussion

Marketing Management Jul 29 at 12:43pm 1 3

Marketing management is a business discipline which focuses on the practical application of marketing techniques and the management of a firm's marketing resources and activities. Globalization has led firms to market beyond the borders of their home countries, making international marketing highly significant and an integral part of a firm's marketing strategy.

**This topic is closed for comments**

Verify the discussion is closed for comments by locating the **This topic is closed for comments** indicator.

## Re-Open for Comments

Home > ES101 > Marketing Management

The screenshot shows a discussion page titled "Marketing Management". At the top right, there is an "Edit" button and a "Settings" icon (gear) with a circled "1" next to it. A context menu is open over the "Settings" icon, containing the following options: "Mark All as Read" (with a date and time "Jul 29 at 12:43pm"), "Delete" (with a trash icon), and "Open for Comments" (with a speech bubble icon and a circled "2" next to it). Below the title, there is a paragraph of text about marketing management, followed by the text "This topic is closed for comments". At the bottom of the page, there is a search bar, an "Unread" button, two menu icons, and a "Subscribe" button.

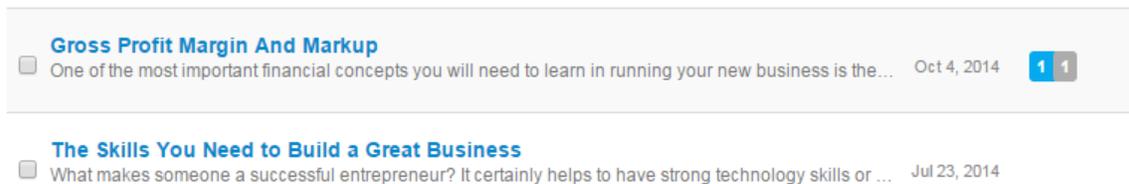
If you want to re-open your discussion, locate the **Settings** icon [1] and click the **Open for Comments** link [2] to re-open the discussion for comments.

## What is the difference between Announcements and Discussions?

---

Announcements are designed to allow instructors to deliver information out to an entire class. Discussions are designed to allow interactive communication between two or more people within a course. Instructors do have the option to allow replies to Announcements. Also, one person can use a Discussion to communicate information to an entire class. The main distinction between the two is that Announcements are intended for broadcasting information while Discussions are designed for participation in a public conversation.

### Mass Communication

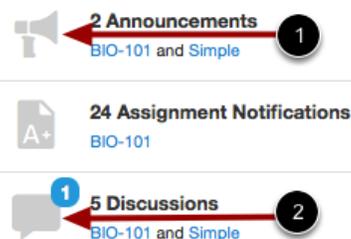


The screenshot shows a list of announcements in a course activity stream. The first announcement is titled "Gross Profit Margin And Markup" and is dated "Oct 4, 2014". It has a small blue icon with the number "1" next to it. The second announcement is titled "The Skills You Need to Build a Great Business" and is dated "Jul 23, 2014".

Announcements are a way to communicate important information to a large group of people. It does not require a response, like a Conversation, which eliminates the risk of spreading personal information. Students can respond to your announcements unless you close the announcement for comments.

### Presentation

#### Recent Activity



The screenshot shows the "Recent Activity" section with three items. The first item is "2 Announcements" with a megaphone icon and a red arrow pointing to a bubble icon with the number "1". The second item is "24 Assignment Notifications" with a document icon. The third item is "5 Discussions" with a bubble icon and a red arrow pointing to a bubble icon with the number "2".

Announcements and Discussions will both appear in the Course Activity Stream and on a user's Dashboard. Announcements are indicated by a megaphone icon [1] and Discussions are indicated by a bubble icon [2]. Next to the icon, Arrivu LMS will display the number of Announcements or Discussions, along with a link to the course(s) where the new Announcement or Discussion has been posted.

Students can still reply to Announcements, but replies will not appear in the Conversation Inbox.

## Notifications

Files	
Announcement <span>1</span>	✓ ASAP
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	✓ ASAP
Invitation	✓ ASAP
All Submissions	
Late Grading	🕒 Daily
Submission Comment <input type="checkbox"/> Mark new submission comments as read.	🕒 Daily
<b>Discussions</b> <span>2</span>	
Discussion	
Discussion Post	🕒 Daily

You can set separate notification preferences for Announcements [1] and Discussions [2]. They can be sent to a student's cell phone, email account, Twitter, or Facebook at different points during the day, week, or month.

## RSS Feed

🏠 > ES101 > Announcements



**Gross Profit Margin And Markup**  
One of the most important financial concepts you will need to learn in running your new business is the... Oct 4, 2014 1 1

**The Skills You Need to Build a Great Business**  
What makes someone a successful entrepreneur? It certainly helps to have strong technology skills or ... Jul 23, 2014

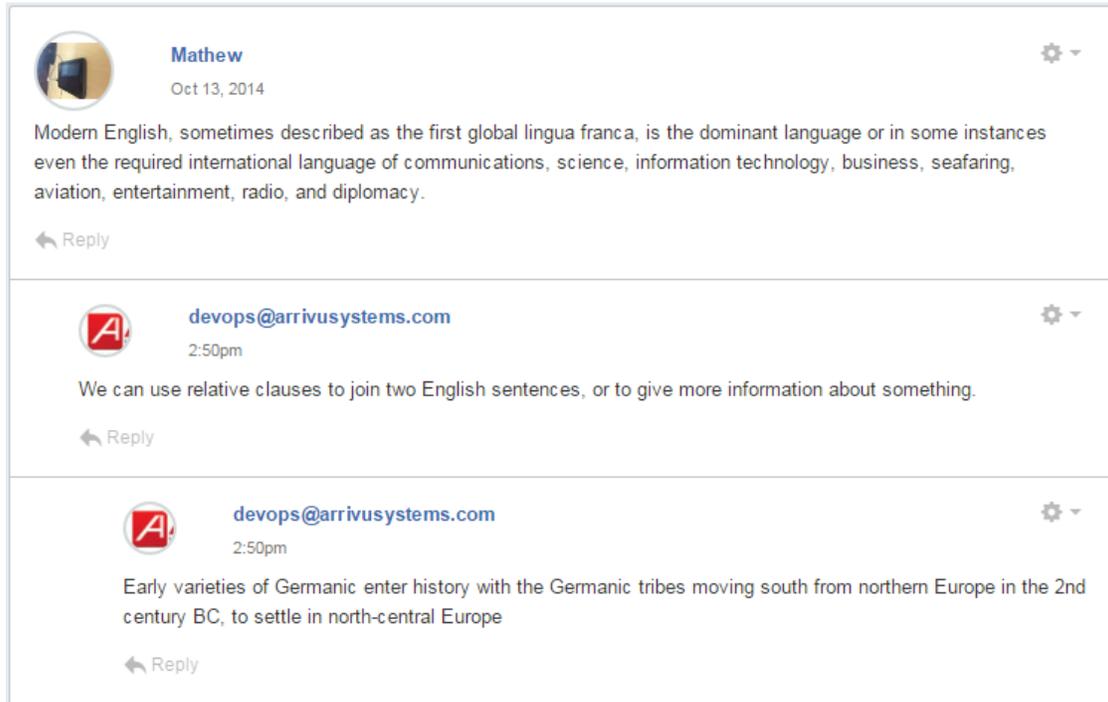
Additionally, students can subscribe to Announcements via any external RSS reader. The link to the announcement feed is at the top of the Announcements page.

## When would I use Threaded Discussions?

---

Threaded Discussions lend themselves to the refining of complex ideas. Responses and different lines of inquiry that can be quickly navigated due to its hierarchical structure. Threaded Discussions may be long-standing spaces for thoughts that persist throughout an entire course.

### View Threaded Discussions



The screenshot displays a threaded discussion with three posts. The first post is by 'Mathew' on 'Oct 13, 2014', discussing Modern English as a global lingua franca. The second and third posts are by 'devops@arrivusystems.com' at '2:50pm', providing examples of relative clauses and Germanic language history. Each post includes a profile picture, a gear icon for settings, and a 'Reply' button.

**Mathew**  
Oct 13, 2014

Modern English, sometimes described as the first global lingua franca, is the dominant language or in some instances even the required international language of communications, science, information technology, business, seafaring, aviation, entertainment, radio, and diplomacy.

← Reply

**devops@arrivusystems.com**  
2:50pm

We can use relative clauses to join two English sentences, or to give more information about something.

← Reply

**devops@arrivusystems.com**  
2:50pm

Early varieties of Germanic enter history with the Germanic tribes moving south from northern Europe in the 2nd century BC, to settle in north-central Europe

← Reply

Use a Threaded Discussion for multiple posts and related comments. One or more discussion leaders post a message and multiple learners comment on it with the freedom to create any number of related discussion topics and comments (infinite layers of nesting). Learn more about how threaded discussions are organized.

Threaded Discussions might also be used to:

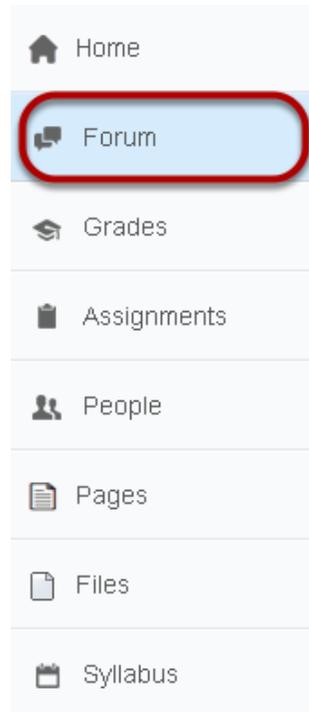
- post and answer multiple related or unrelated questions
- organize results from a complex research activity
- share and iterate upon ideas shared by each student in the course
- debate the pros and cons of a single issue or multiple issues
- ask multiple questions of a single discussion leader
- refine ideas between multiple discussion leaders and multiple learners
- facilitate group discussions around multiple topics
- facilitate discussions around a discussion (fishbowl conversations)
- explore at length the feasibility of different solutions to a complex problem

## How do I create varied due date Graded Discussions?

---

You can create a Graded Discussion that has multiple due dates. Arrivu LMS will let you create one due date for each section in your course.

### Open Discussions



Click the **Forum** link on the Course Navigation.

### Start a Discussion



Click the **Add Discussion** button.

## Create New Discussion

Application Security **1**

HTML Editor

**B** *I* U

The most popular application level services securely on a Linux/Unix platform. We will tackle the practical issues involved with securing the three of the most commonly used Internet servers on Linux and Unix: BIND, Sendmail, and Apache.

**2**

Add Tags:

Attachment  No file chosen

Options  Allow threaded replies  
 Users must post before seeing replies  
 Enable podcast feed  
**3**  Graded

Points Possible

Display Grade as

Assignment Group

Type a Topic **Title** [1]. Enter your discussion **content** in the Rich Content Editor [2]. Click the **Graded** checkbox [3].

## Enter Grading Details

Points Possible  **1**

Display Grade as  **2**

Assignment Group  **3**

Enter the number of points possible [1], Grading Type [2], and Assignment Group [3].

## Add Due Date

For **1** Everyone  
Due Date **2**  
Available From **3**  
Until **4**

+ Due Date

Click the **For drop-down** menu [1] and select a section. Assign a Due Date using the **calendar** icon [2].

By default, the Discussion will be available for the entire duration of the course unless you want to restrict the dates that the Discussion appears. If you want to make it available to students only a few days or weeks before the due date, enter an Available From date [3]. If you want the assignment to be hidden from students after a certain date, enter an Until date [4].

## Add Additional Due Dates

For Section 1 Due Date Mar 19, 2014 Available From Until  
Everyone Else **2** Due Date Mar 26, 2014 Available From Until  
**+ Due Date** **1**

To add additional due dates, click the **Add Due Date** button [1]. You can create as many due dates as the number of sections in your course. For example, if you have 4 sections in your course, you can add 4 due dates, after which the Due Date button will disappear.

**Note:** You don't have to add due dates for each individual section. You can set dates for a specific section and then choose Everyone Else for the remainder of your students [2].

## Error Notifications

For Section 1 Due Date Mar 19, 2014 Available From Mar 20, 2014 Until  
Everyone Else Due Date Mar 26, 2014 Available From Until  
+ Due Date

Unlock date cannot be after due date

Users will receive a notification when they submit an invalid string of due dates for a Quiz, Assignment, or Graded Discussion. Such invalid entries include not unlocking the assignment before it is due, or not placing the due date inside the range of availability dates.

## Save Varied Due Dates



When you are finished adding due dates, click the Save button.

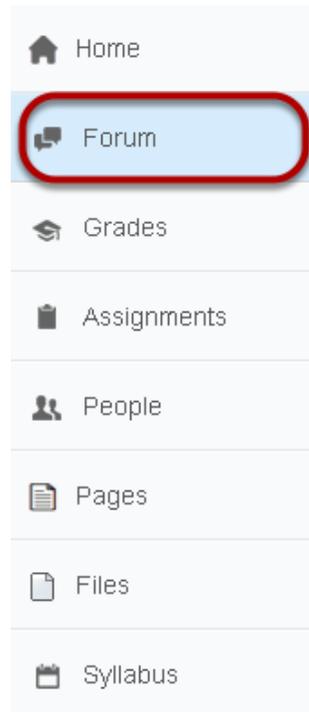
## How do I start a new Discussion?

---

You can create new discussions in your course.

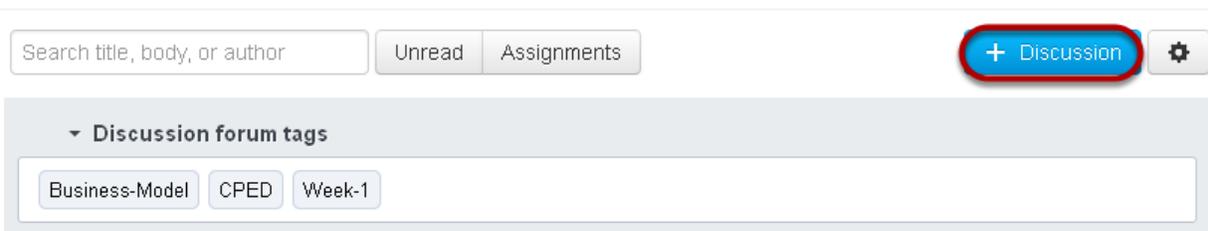
**Note:** If the Add Discussion button does not appear, your instructor has restricted this setting in your course. However, this setting does not affect discussions in course groups.

### Open Discussions



Click the **Forum** link on the Course Navigation.

### Start a Discussion



Click the **Add Discussion** button.

## Create a Discussion

Home > ES245 > Discussions > Create new

Topic Title

1

HTML Editor

Rich Content Editor toolbar with options: Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (ab), Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Link, Unlink, Font Size, Paragraph.

2

Add Tags:

Input field for tags

3

Attachment

Attachment input field

Browse...

4

Options

Allow threaded replies

5

Users must post before seeing replies

6

Available From

Available From date picker

7

Until

Until date picker

Insert Content into the Page

8

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

- Best Entrepreneur
- Bonus Video Front Page
- Brand Strategy Design For Small Business
- Business Ecosystem Example
- Entrepreneurial Education
- Entrepreneur Motivation
- Entrepreneurship: Options

Assignments

Quizzes

Announcements

Discussions

Classes

Course Navigation

Create your discussion by utilizing the following options:

1. Enter your **topic title** in the topic title field.
2. Use the Rich Content Editor to format your content.
3. **Add tags** to filter discussions.
4. **Attach a file** to your discussion. (Note: If the attachment option does not appear, your instructor has restricted this setting. Depending on your browser you may also see "Browse" instead of "Choose File".)
5. Create a threaded replies by clicking the **Allow threaded replies** checkbox.
6. Require users to post to the discussion before viewing other replies by clicking the **Users must post before seeing replies** button.
7. Set specific dates the discussion can be viewed. Select the date you want the discussion to be show in the **Available From** field and the date the discussion should be hidden in the **Until** field. If you do not enter any dates, the discussion will be show during the entire duration of the course.
8. Use the **Content Selector** to add additional content to your discussion post.

## Save Discussion

A blue rectangular button with rounded corners and a subtle gradient, containing the word "Save" in white text.

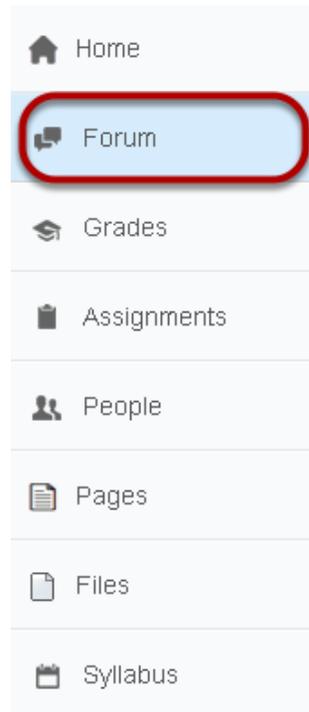
Click the **Save** button.

## How do I create a Threaded Discussion?

---

Threaded Discussions lend themselves to the refining of complex ideas. Students can quickly navigate responses and different lines of inquiry using the threaded discussion's hierarchical structure. For example, Threaded Discussions can be long-standing spaces for thoughts that persist throughout an entire course.

### Open Discussions



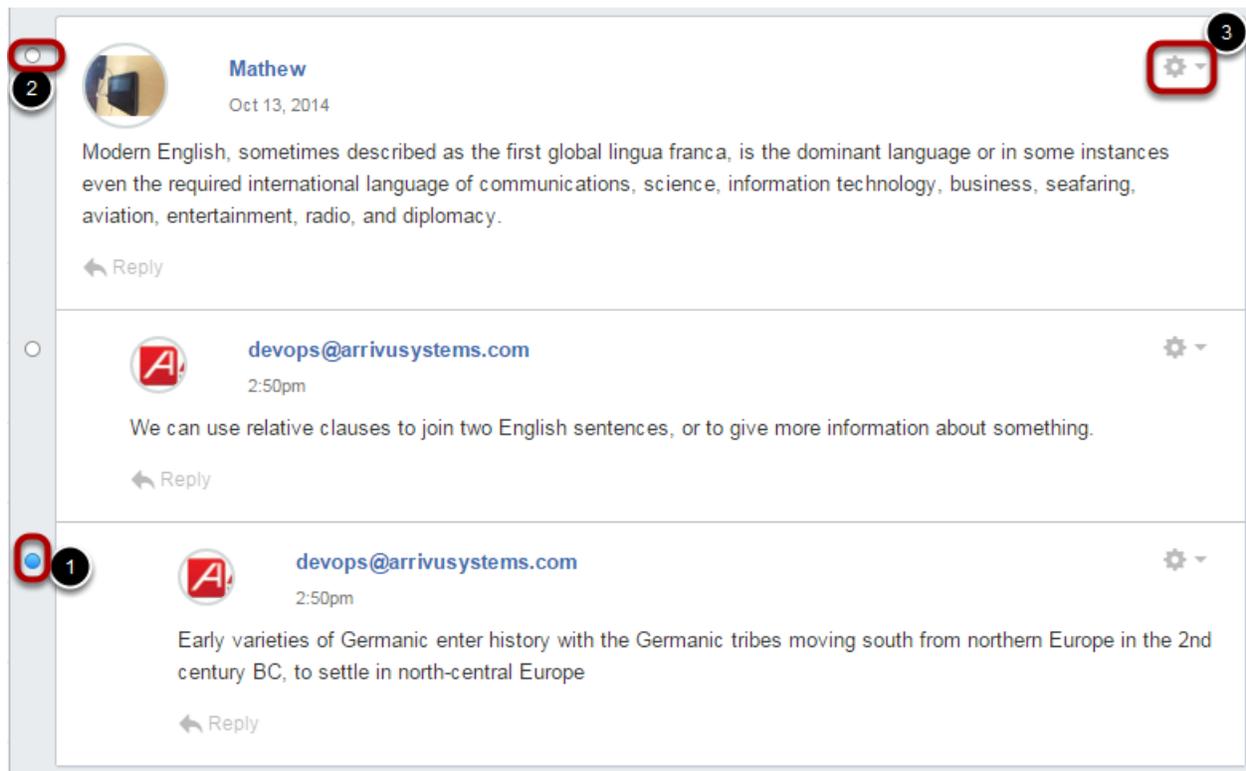
Click the **Forum** link on the Course Navigation.

### Start a Discussion



Click the **Add Discussion** button.





With Threaded Discussions, you can see when a student replies to another student's reply. A blue dot [1] indicates a new reply, and a white dot [2] indicates an unread reply. Click the **Settings** icon [3] to select one of the following options in the drop-down menu:

- Click the Go To Parent link to return to initial discussion post or comment.
- Click the Edit link to edit the response.
- Click the Delete link to delete the response.

**Note:** Graded discussions will also include an Open in SpeedGrader link to grade the discussion replies.

## View Collapse Replies

The screenshot shows a discussion thread interface. At the top, there is a search bar labeled "Search entries or author", an "Unread" button, and a "Subscribed" button with a checkmark. Below these are two icons: a collapse icon (three horizontal lines) labeled "1" and an expand icon (three horizontal lines with arrows) labeled "2". A "Reply" link with a left-pointing arrow and a "4" in a circle is positioned above a text input field. The thread contains three posts:

- Post 1:** By **Mathew** on Oct 13, 2014. Text: "Modern English, sometimes described as the first global lingua franca, is the dominant language or in some instances even the required international language of communications, science, information technology, business, seafaring, aviation, entertainment, radio, and diplomacy." A collapse icon labeled "3" is to the right of the post.
- Post 2:** By **devops@arrivusystems.com** at 2:50pm. Text: "We can use relative clauses to join two English sentences, or to give more information about something." A collapse icon is to the right.
- Post 3:** By **devops@arrivusystems.com** at 2:50pm. Text: "Early varieties of Germanic enter history with the Germanic tribes moving south from northern Europe in the 2nd century BC, to settle in north-central Europe." A collapse icon is to the right.

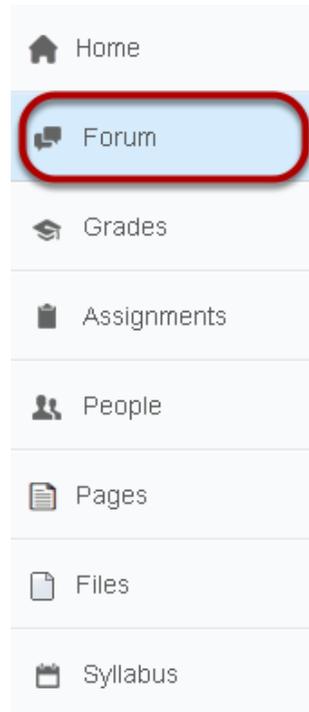
By hovering over the reply, you can **collapse** all replies [1] and **expand** all replies [2] to make the Discussion easier to manage. Or you can collapse and expand a single thread by hovering over the thread [3]. Click the **Reply** link to reply to the main discussion [4]. You can also reply to any other post in the thread by clicking the **reply arrow**.

## How do I reply to a Discussion?

---

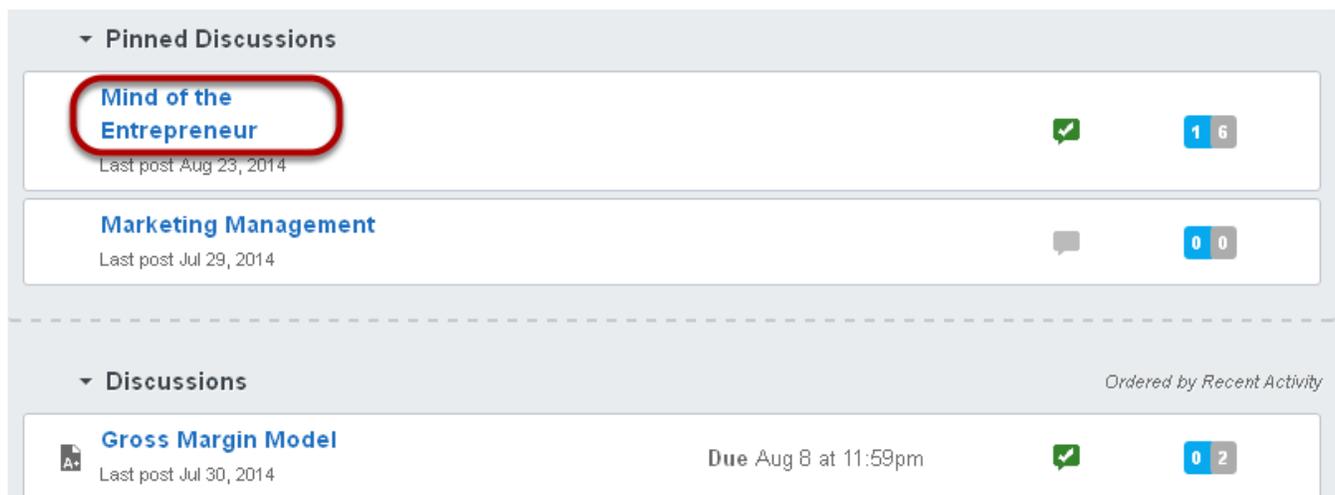
You can easily reply to any discussion, threaded or focused. However, the reply process varies depending on the type of discussion.

### Open Discussions



Click the **Forum** link on the Course Navigation.

### Open Discussion Topic

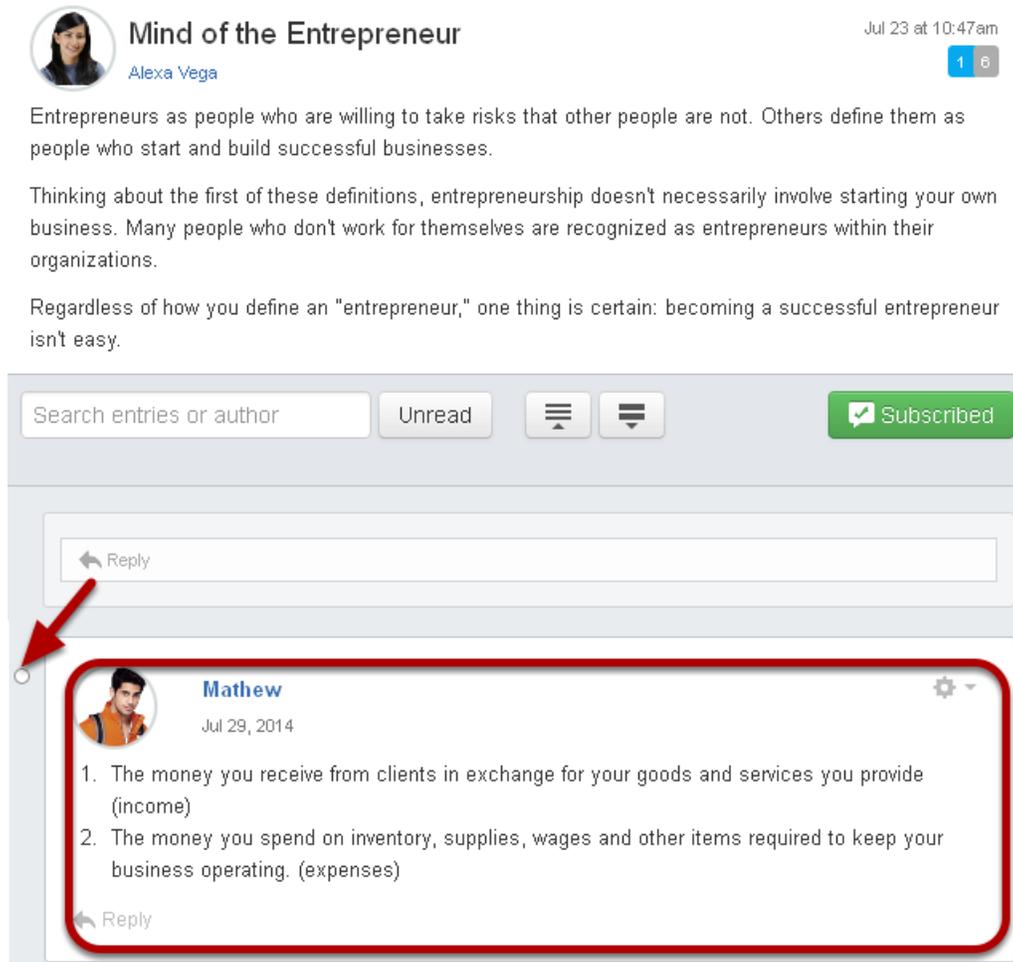
A screenshot of a discussion topic list. It is divided into two sections: 'Pinned Discussions' and 'Discussions'. The 'Pinned Discussions' section contains two items: 'Mind of the Entrepreneur' (highlighted with a red rounded rectangle) and 'Marketing Management'. The 'Discussions' section contains one item: 'Gross Margin Model'. Each item shows the title, last post date, a status icon (checkmark or speech bubble), and a count of replies (e.g., 1 6 for 'Mind of the Entrepreneur'). The 'Discussions' section is ordered by recent activity.

Pinned Discussions	
<b>Mind of the Entrepreneur</b> Last post Aug 23, 2014	✓ 1 6
<b>Marketing Management</b> Last post Jul 29, 2014	🗨️ 0 0
Discussions	
<b>Gross Margin Model</b> Last post Jul 30, 2014	Due Aug 8 at 11:59pm ✓ 0 2

Click the **title of the Discussion**.



## View Your Reply



The screenshot shows a discussion interface. At the top, a post by "Mind of the Entrepreneur" (Alexa Vega) is dated "Jul 23 at 10:47am" and has 1 like and 6 replies. The post text discusses definitions of entrepreneurs. Below this is a search bar, an "Unread" button, and a "Subscribed" button. A "Reply" field is visible above a reply by "Mathew" dated "Jul 29, 2014". The reply content is a numbered list: "1. The money you receive from clients in exchange for your goods and services you provide (income)" and "2. The money you spend on inventory, supplies, wages and other items required to keep your business operating. (expenses)". A red arrow points to a small white dot next to the reply, and a red box highlights the reply content.

Mind of the Entrepreneur  
Alexa Vega  
Jul 23 at 10:47am  
1 6

Entrepreneurs as people who are willing to take risks that other people are not. Others define them as people who start and build successful businesses.

Thinking about the first of these definitions, entrepreneurship doesn't necessarily involve starting your own business. Many people who don't work for themselves are recognized as entrepreneurs within their organizations.

Regardless of how you define an "entrepreneur," one thing is certain: becoming a successful entrepreneur isn't easy.

Search entries or author Unread Subscribed

Reply

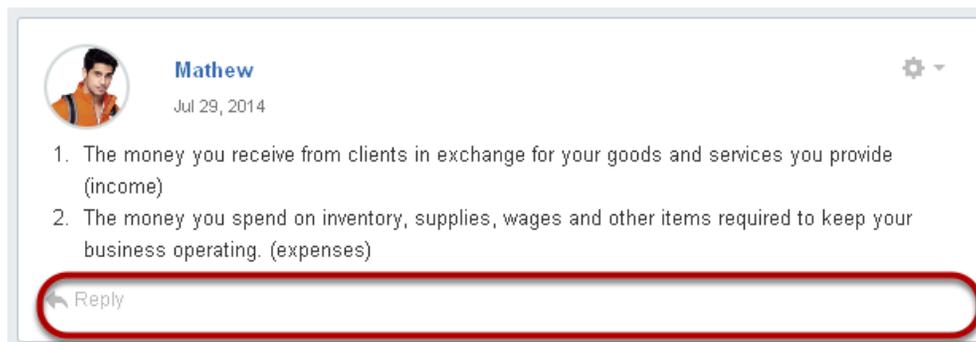
Mathew  
Jul 29, 2014

1. The money you receive from clients in exchange for your goods and services you provide (income)
2. The money you spend on inventory, supplies, wages and other items required to keep your business operating. (expenses)

Reply

Your reply will be posted at the bottom of the discussion reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Arrivu LMS automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.

## Reply to a Comment in a Focused Discussion



The screenshot shows a focused discussion view. It features a comment by "Mathew" dated "Jul 29, 2014" with the same numbered list as in the previous screenshot. Below the comment is a "Reply" field, which is highlighted with a red rounded rectangle.

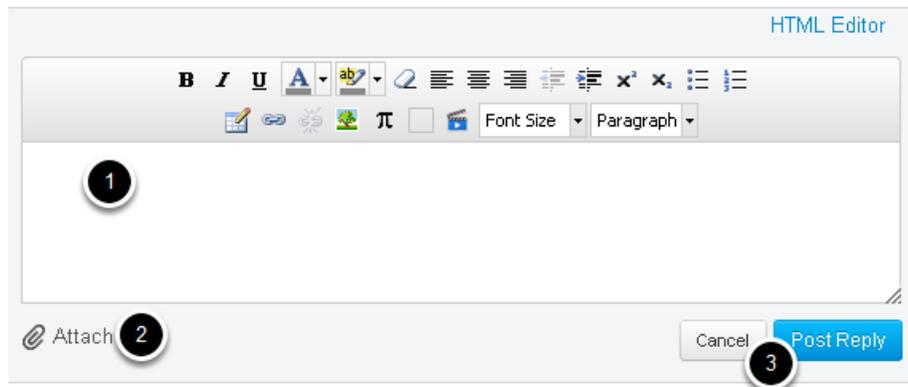
Mathew  
Jul 29, 2014

1. The money you receive from clients in exchange for your goods and services you provide (income)
2. The money you spend on inventory, supplies, wages and other items required to keep your business operating. (expenses)

Reply

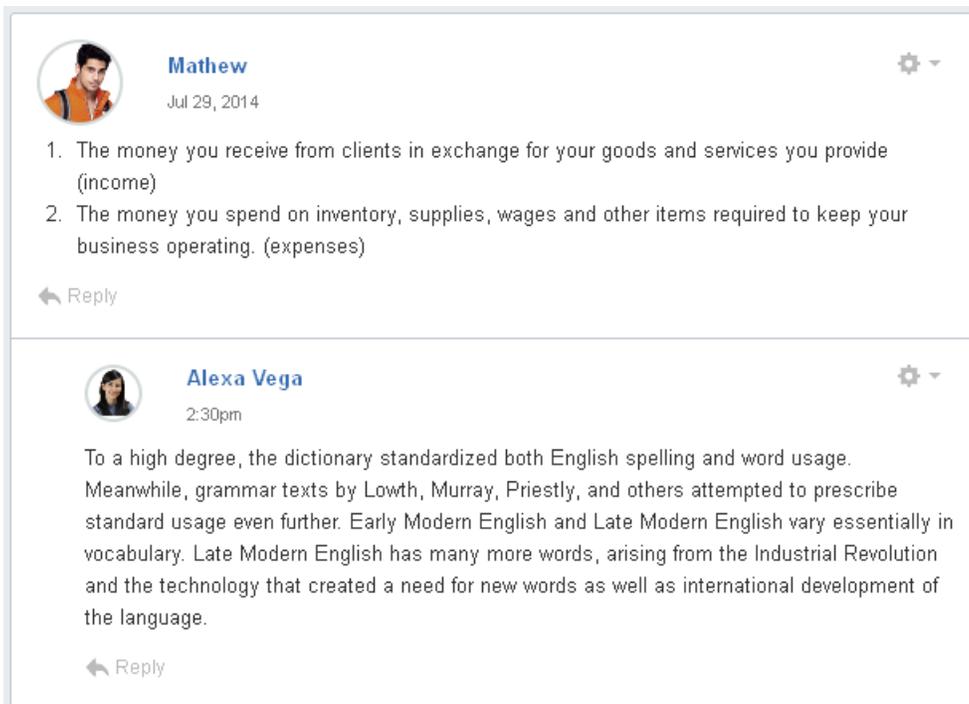
In a focused discussion, you can reply to a comment already posted by another student by clicking in the **reply field** below the post.

## Post a Message



Write your response in the Rich Content Editor [1]. You can add links, photos, equations, and/or media. If your instructor allows, you can also **attach files** [2]. Once you finish, click the **Post Reply** button [3].

## View Your Reply



Your reply will be posted **at the bottom of the discussion** reply thread. The border of your post will flash blue indicating it has been newly posted. The dot indicator next to your post will immediately turn white if Arrivu LMS automatically marks your posts as read. However, if you manually mark your posts as read, the indicator will remain blue.

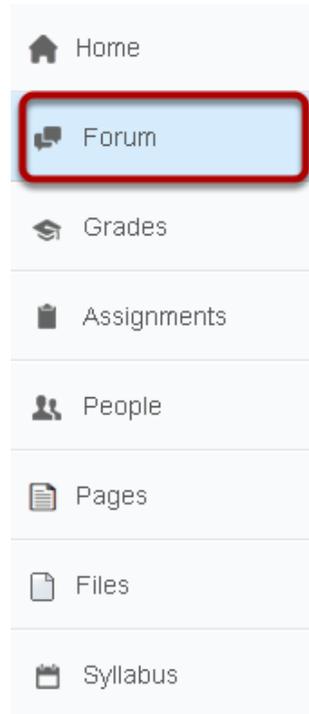
## How do I attach a file to a Discussion reply?

---

You can attach a file to a Discussion reply using the attachment icon.

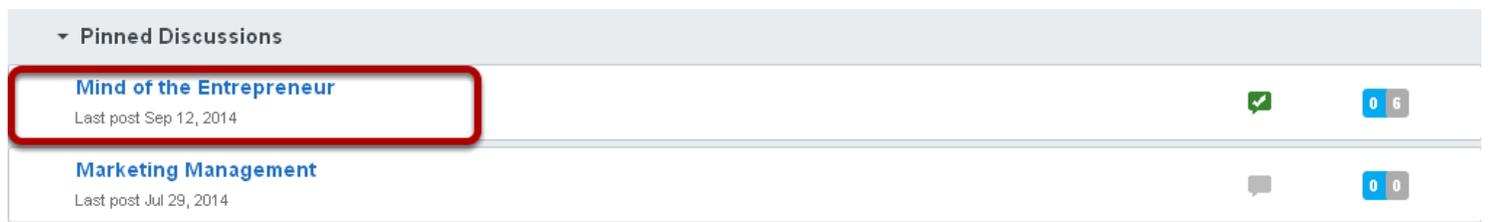
**Note:** If the attachment icon does not appear, this option is not available in your course.

### Open Discussions



Click the **Forum** link on the Course Navigation.

### Open Discussion



Click the **discussion** you wish to read.

## Write a Reply

**Mind of the Entrepreneur**  
Alexa Vega

Jul 23 at 10:47am

6

Entrepreneurs as people who are willing to take risks that other people are not. Others define them as people who start and build successful businesses.

Thinking about the first of these definitions, entrepreneurship doesn't necessarily involve starting your own business. Many people who don't work for themselves are recognized as entrepreneurs within their organizations.

Regardless of how you define an "entrepreneur," one thing is certain: becoming a successful entrepreneur isn't easy.

Search entries or author   Unread   Subscribed

Reply

Create a new discussion entry by clicking the **Reply** text field.

HTML Editor

1

2

Attach   Cancel   Post Reply

After adding content using the Rich Content Editor to the discussion reply [1], click the **Attach** button [2].

**Note:** Once an attachment is posted to a discussion post, the attachment cannot be deleted.

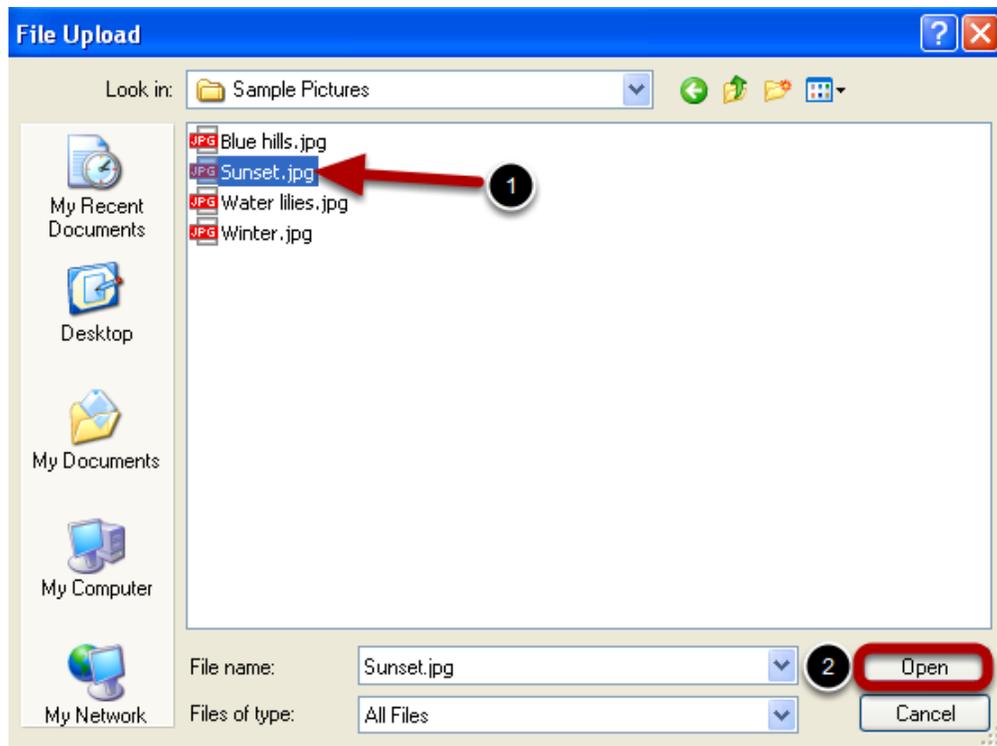
## Browse for File

HTML Editor

Choose File   No file chosen   Cancel   Post Reply

Depending on your browser, click the **Choose File** or **Browser** button to locate personal files on your computer.

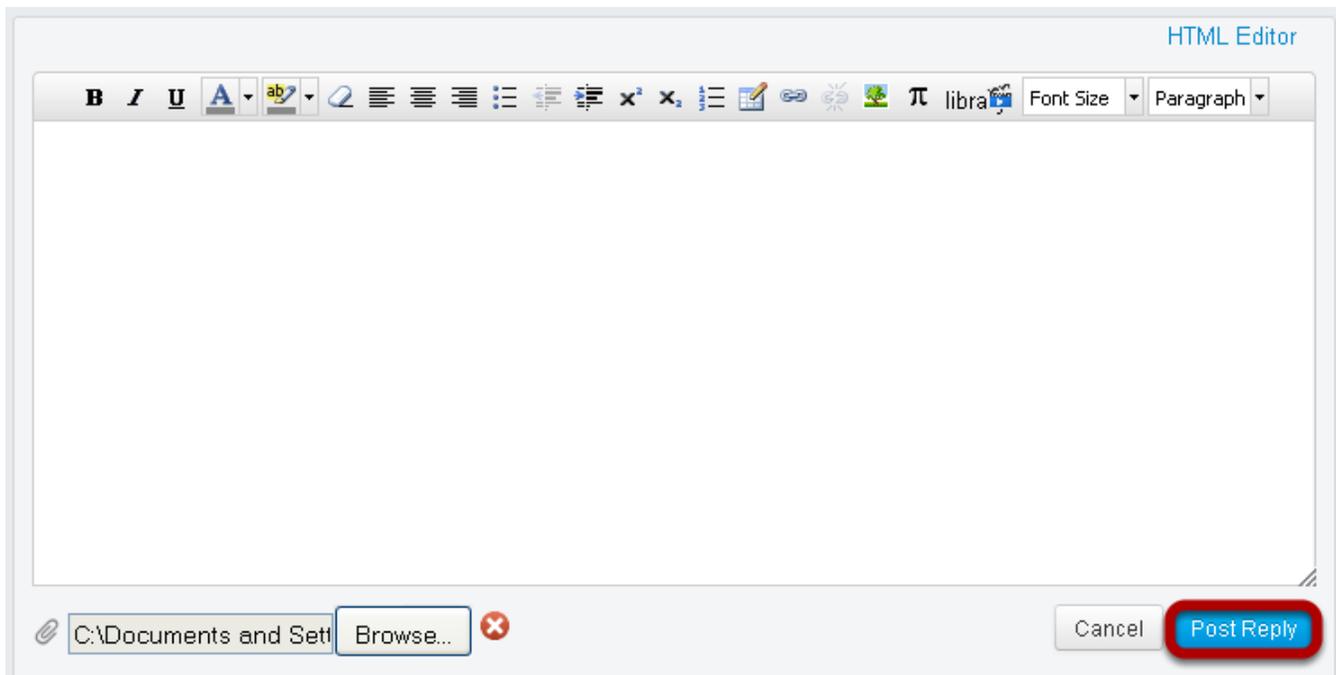
## Select File to Upload



Browse personal files on computer and select the file or files you wish to attach [1]. Double click the selected files or click the **Open** or **Choose** button [2] to upload the files to the discussion reply.

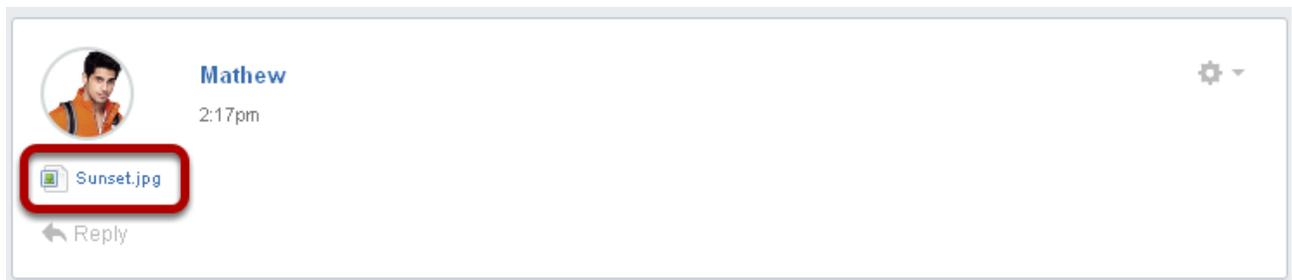
**Note:** You can only upload one attachment in your reply.

## Post Reply



Click the **Post Reply** button to post your discussion reply.

## View Discussion Reply



View your discussion reply. Your attached file will appear under the text.

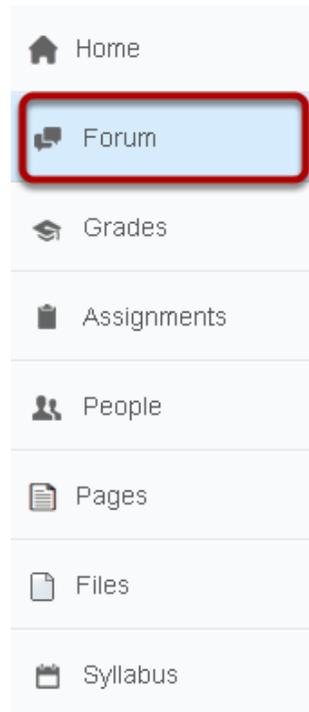
## How do I edit or delete my Discussion posts?

---

If your instructor allows, you can edit and delete your own Discussion posts. If the edit or delete option does not appear, your instructor has restricted this setting in your course.

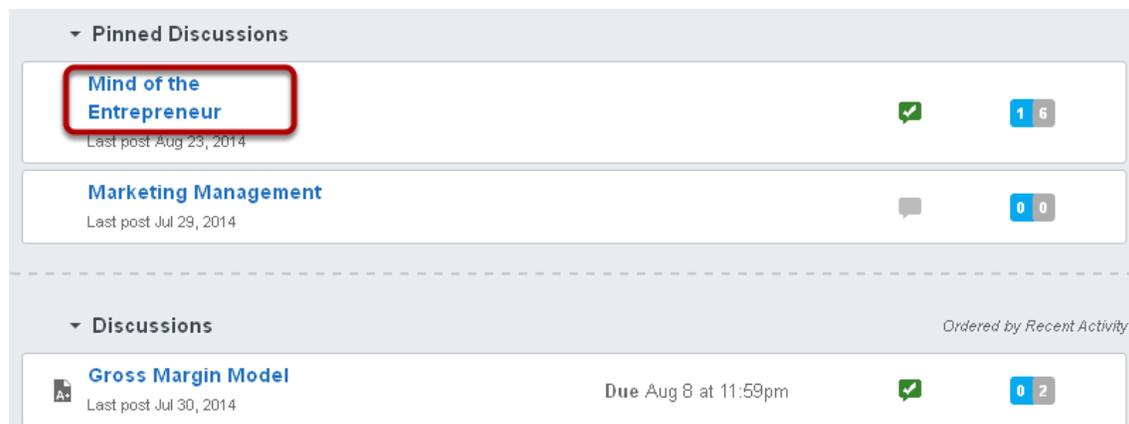
**Note:** This setting does not affect Discussions in course groups.

### Open Discussions



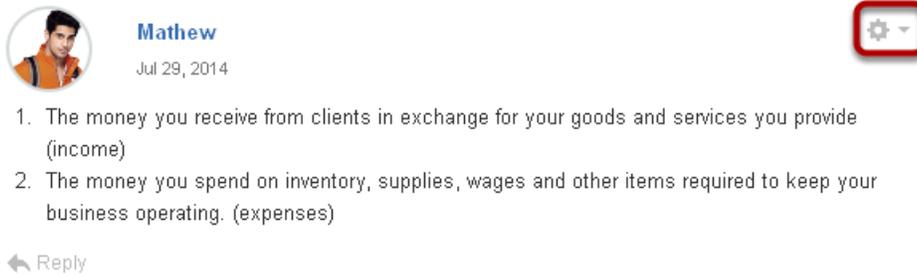
Click the **Forum** link on the Course Navigation.

### Open Discussion Topic

A screenshot of a discussion topic list. It is divided into two sections: 'Pinned Discussions' and 'Discussions'. The 'Pinned Discussions' section contains two items: 'Mind of the Entrepreneur' (highlighted with a red box, last post Aug 23, 2014, 1 reply, 6 views) and 'Marketing Management' (last post Jul 29, 2014, 0 replies, 0 views). The 'Discussions' section is ordered by recent activity and contains one item: 'Gross Margin Model' (last post Jul 30, 2014, due Aug 8 at 11:59pm, 0 replies, 2 views).

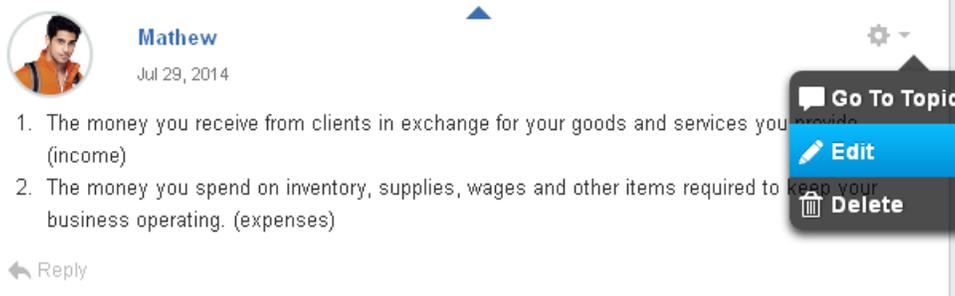
Click the **title of the Discussion**.

## Open Settings Icon



Each of your posts have a settings icon with edit and delete options. Click the **Settings** icon on the post you want to modify.

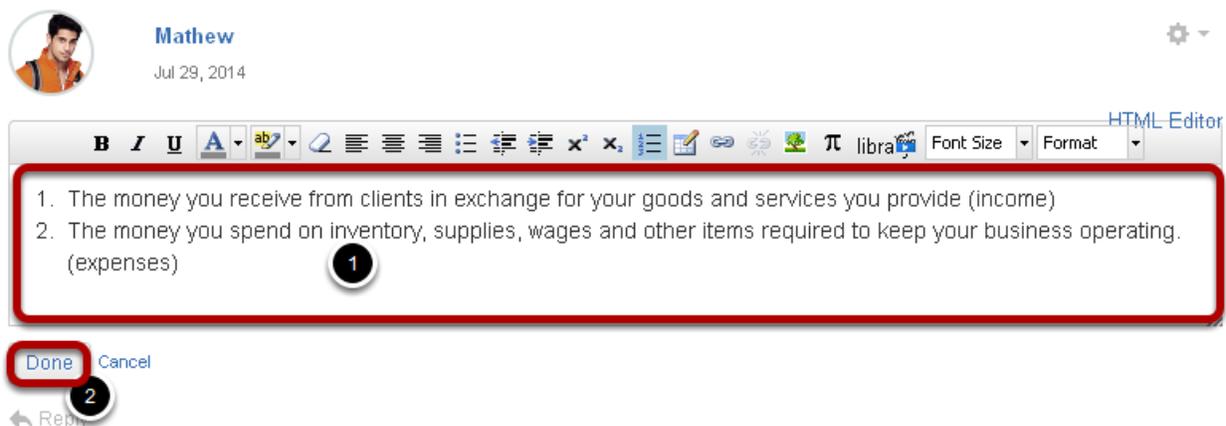
## Edit Post



To edit a post, click the **Edit** link.

**Note:** If the edit or delete option does not appear, your instructor has restricted this setting in your course.

## Save Edit



Make your edits in the Rich Content Editor [1]. When you are finished, click the **Done** button [2].

## Verify Edit



**Mathew**

12:45pm



1. The money you receive from clients in exchange for your goods and services you provide (income)
2. The money you spend on inventory, supplies, wages and other items required to keep your business operating. (expenses).

Very useful information.

*Edited by Mathew on Sep 15 at 12:45pm*

← Reply

Arrivu LMS will indicate the post has been edited. The text will include your name, and the date and time the post was edited. This **entry cannot be removed**.

## Delete Post



**Mathew**

12:45pm



1. The money you receive from clients in exchange for your goods and services you provide (income)
  2. The money you spend on inventory, supplies, wages and other items required to keep your business operating. (expenses).
- Very useful information.

*Edited by Mathew on Sep 15 at 12:45pm*

← Reply



To delete a post, open the settings icon and click the **Delete** link.

## Confirm Delete

Are you sure you want to delete this entry?

OK

Cancel

To delete the entry, click the **OK** button.

## Verify Delete

*Deleted by Mathew on Sep 15 at 12:48pm*

Arrivu LMS will remove the entry and indicate the post has been deleted. The text will include your name, and the date and time the post was deleted. This **entry cannot be removed**.

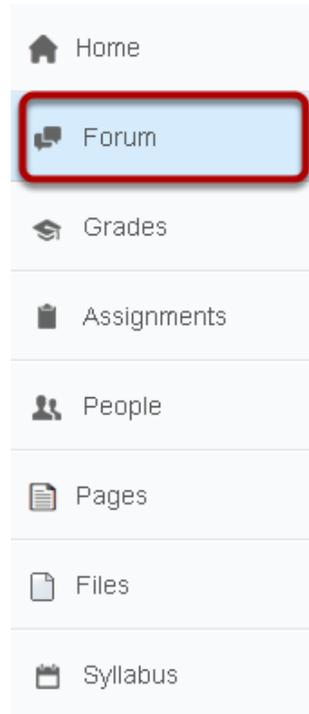
## How do I attach a file to a Discussion reply?

---

You can attach a file to a Discussion reply using the attachment icon.

**Note:** If the attachment icon does not appear, this option is not available in your course.

### Open Discussions



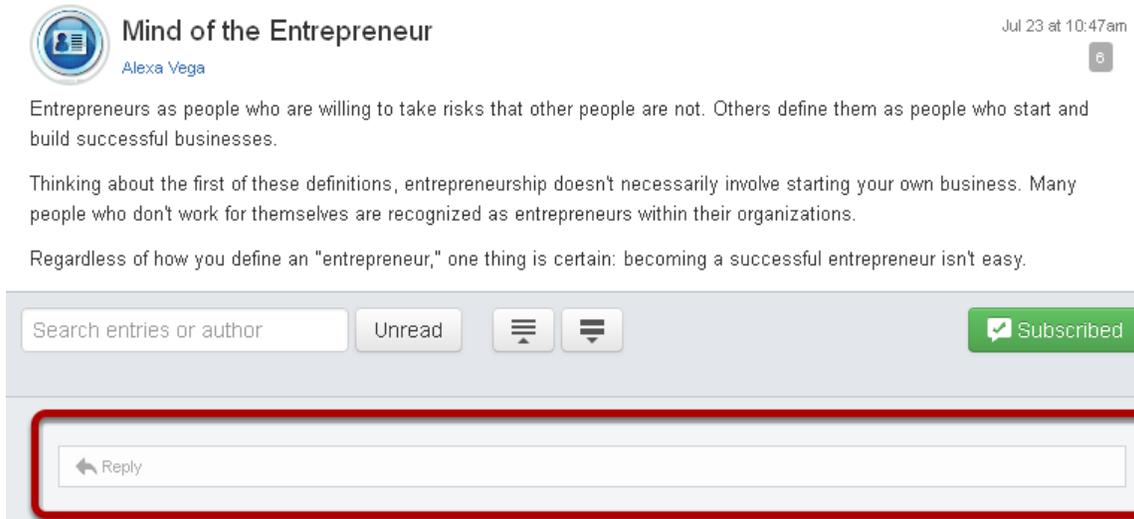
Click the **Forum** link on the Course Navigation.

### Open Discussion



Click the **discussion** you wish to read.

## Write a Reply



**Mind of the Entrepreneur**  
Alexa Vega

Jul 23 at 10:47am

6

Entrepreneurs as people who are willing to take risks that other people are not. Others define them as people who start and build successful businesses.

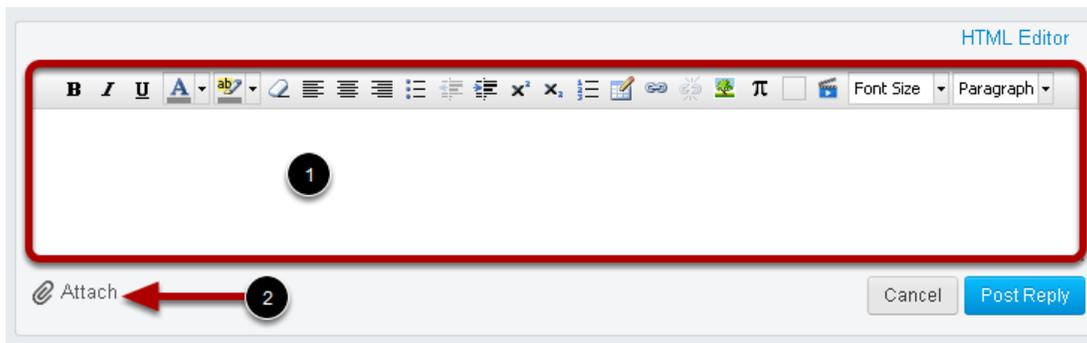
Thinking about the first of these definitions, entrepreneurship doesn't necessarily involve starting your own business. Many people who don't work for themselves are recognized as entrepreneurs within their organizations.

Regardless of how you define an "entrepreneur," one thing is certain: becoming a successful entrepreneur isn't easy.

Search entries or author   Unread   Subscribed

Reply

Create a new discussion entry by clicking the **Reply** text field.



HTML Editor

1

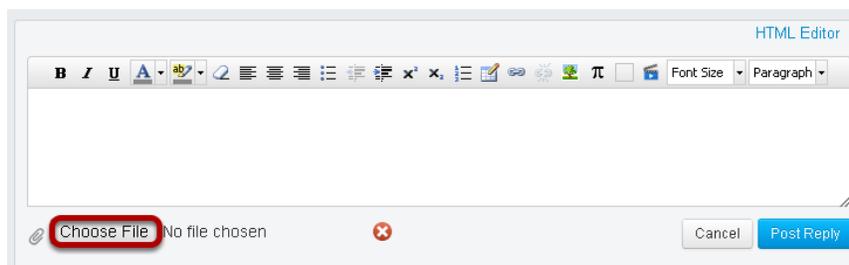
2

Attach   Cancel   Post Reply

After adding content using the Rich Content Editor to the discussion reply [1], click the **Attach** button [2].

**Note:** Once an attachment is posted to a discussion post, the attachment cannot be deleted.

## Browse for File

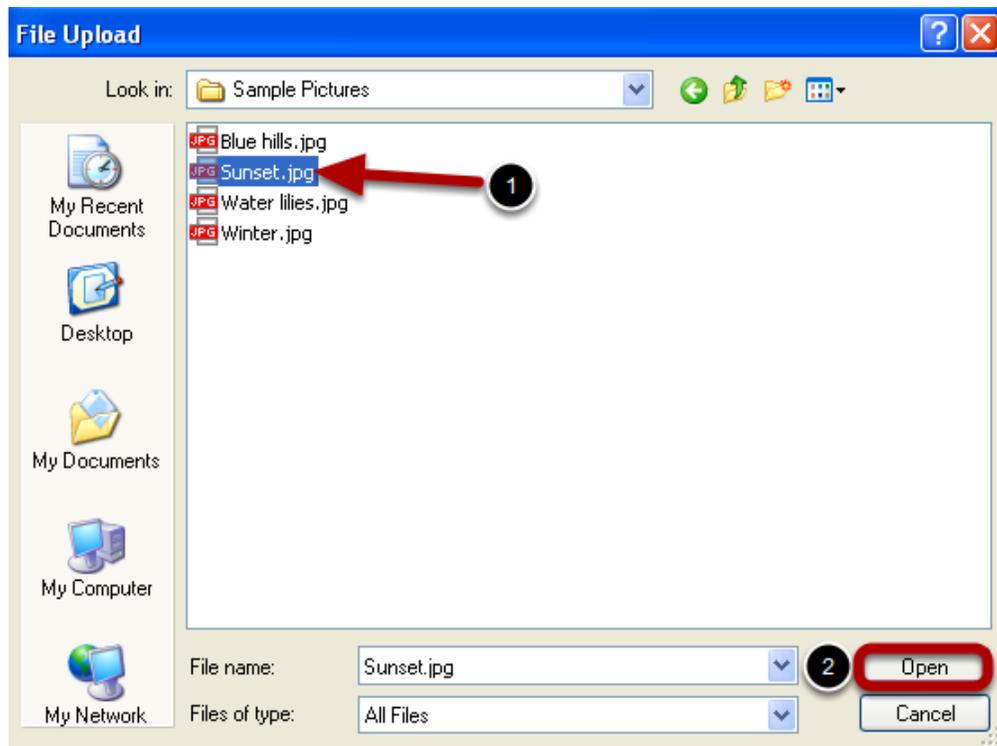


HTML Editor

Choose File   No file chosen   Cancel   Post Reply

Depending on your browser, click the **Choose File** or **Browser** button to locate personal files on your computer.

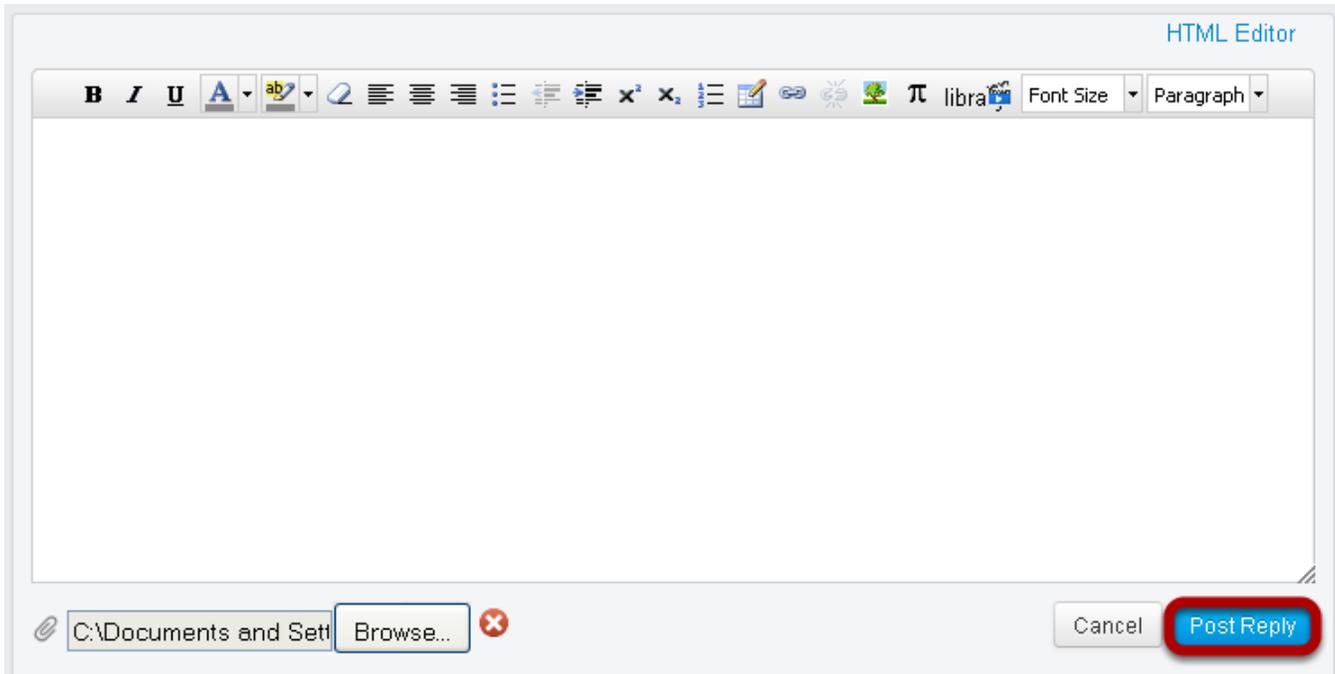
## Select File to Upload



Browse personal files on computer and select the file or files you wish to attach [1]. Double click the selected files or click the **Open** or **Choose** button [2] to upload the files to the discussion reply.

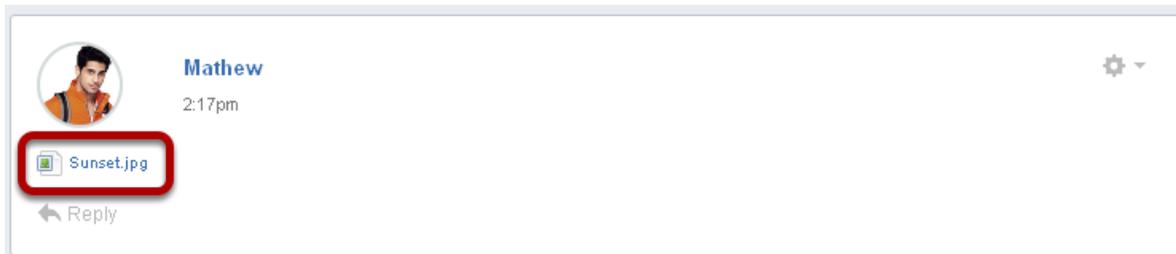
**Note:** You can only upload one attachment in your reply.

## Post Reply



Click the **Post Reply** button to post your discussion reply.

## View Discussion Reply



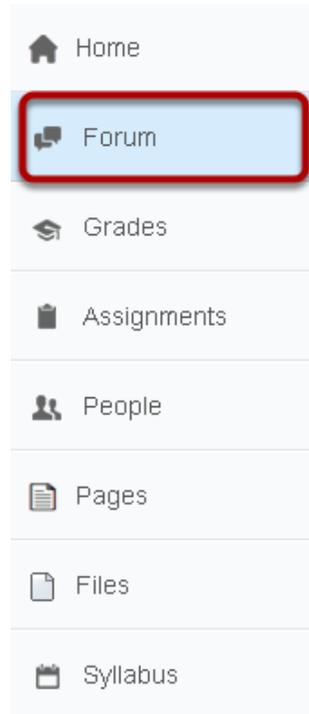
View your discussion reply. Your attached file will appear under the text.

## How do I link to a YouTube video in a Discussion reply?

---

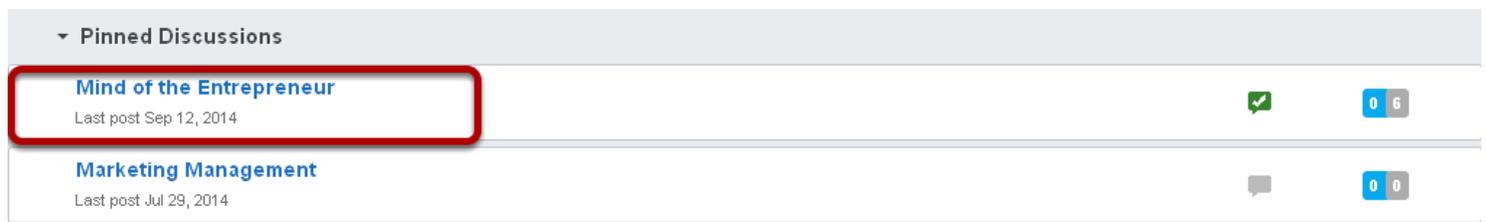
You can add a YouTube video in a Discussion reply by adding the URL of the video as a link to the response.

### Open Discussions



Click the **Forum** link on the Course Navigation.

### Open Discussion



Click the **title of the discussion**.

## Write a Reply



Mind of the Entrepreneur

Alexa Vega

Jul 23 at 10:47am

6

Entrepreneurs as people who are willing to take risks that other people are not. Others define them as people who start and build successful businesses.

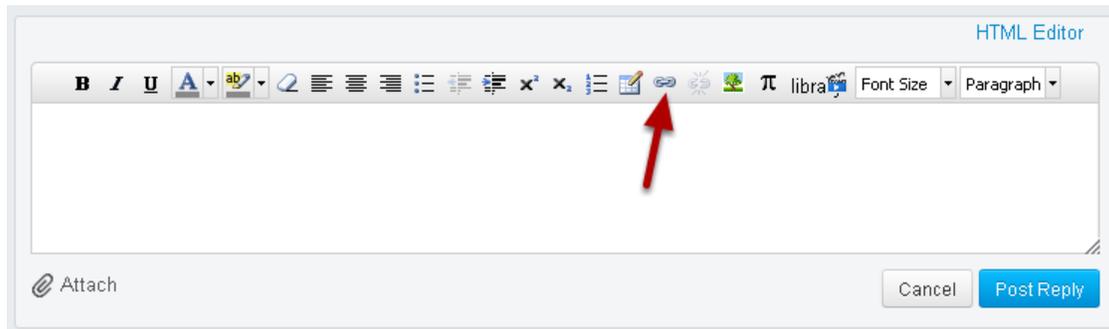
Thinking about the first of these definitions, entrepreneurship doesn't necessarily involve starting your own business. Many people who don't work for themselves are recognized as entrepreneurs within their organizations.

Regardless of how you define an "entrepreneur," one thing is certain: becoming a successful entrepreneur isn't easy.



Create a new discussion entry by clicking the **Reply text field**.

## Embed a URL



Embed a URL link in the discussion reply by clicking the **Link to URL link**.

## Paste the URL

**Link to Website URL** ✕

*This will make the selected text a link, or insert a new link if nothing is selected.*

Paste or type a url or wiki page in the box below:

**Insert Link**

Disable inline previews for this link

Paste the URL in the text box and click the **Insert Link** button.

**Note:** You can also automatically insert a YouTube video by copying and pasting the link directly into the Rich Content Editor. However, it is better to create an accessible hyperlink by typing the YouTube video title in the Rich Content Editor, highlighting the title, and then inserting the YouTube link.

## Post Response

HTML Editor

**B** *I* U A ab Font Size Paragraph

 This link will be replaced with an embedded YouTube video

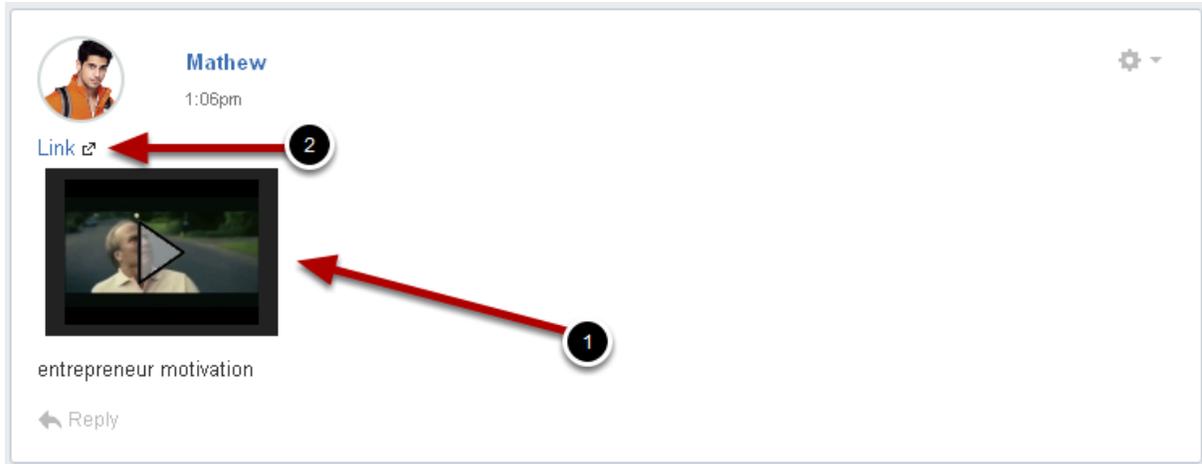
[Link](#)

entrepreneur motivation

Attach Cancel **Post Reply**

Click the **Post Reply** button to post your discussion reply.

## View Discussion Reply



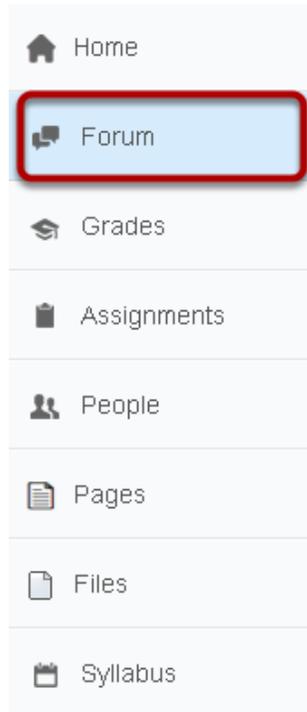
The embedded media can be viewed inside the discussion post [1] or by clicking **Link** [2] to view the media in a new window.

## How do I embed an image file in a Discussion reply?

---

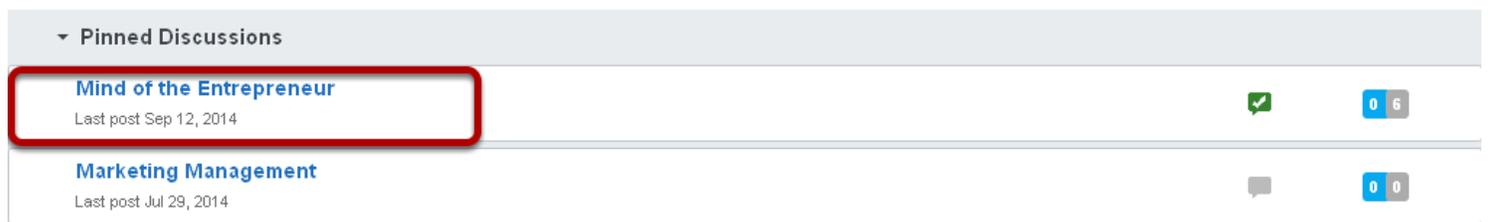
You can insert an image file directly into Discussion replies using the image icon.

### Open Discussions



Click the **Forum** link on the Course Navigation.

### Open Discussion



Click the **discussion** you wish to read.

## Write a Reply

 **Mind of the Entrepreneur**  
Alexa Vega Jul 23 at 10:47am 6

Entrepreneurs as people who are willing to take risks that other people are not. Others define them as people who start and build successful businesses.

Thinking about the first of these definitions, entrepreneurship doesn't necessarily involve starting your own business. Many people who don't work for themselves are recognized as entrepreneurs within their organizations.

Regardless of how you define an "entrepreneur," one thing is certain: becoming a successful entrepreneur isn't easy.

Search entries or author   Unread       ✔ Subscribed

 Reply

Create a new discussion entry by clicking the **Reply text field**.

## Open Image

HTML Editor

**B** *I* U A ab                                    

## Select Image

Insert / Edit Image ✕

Image Source

**URL** Arrivu LMS Flickr

Attributes

Alt text   
Describe the image to improve accessibility

Dimensions  x   
Aspect ratio will be preserved

Locate the image you want to embed. If you need help with one of the three image options, please reference the chapter on the Rich Content Editor.

## Update Post

Insert / Edit Image ✕

Image Source

URL Arrivu LMS Flickr

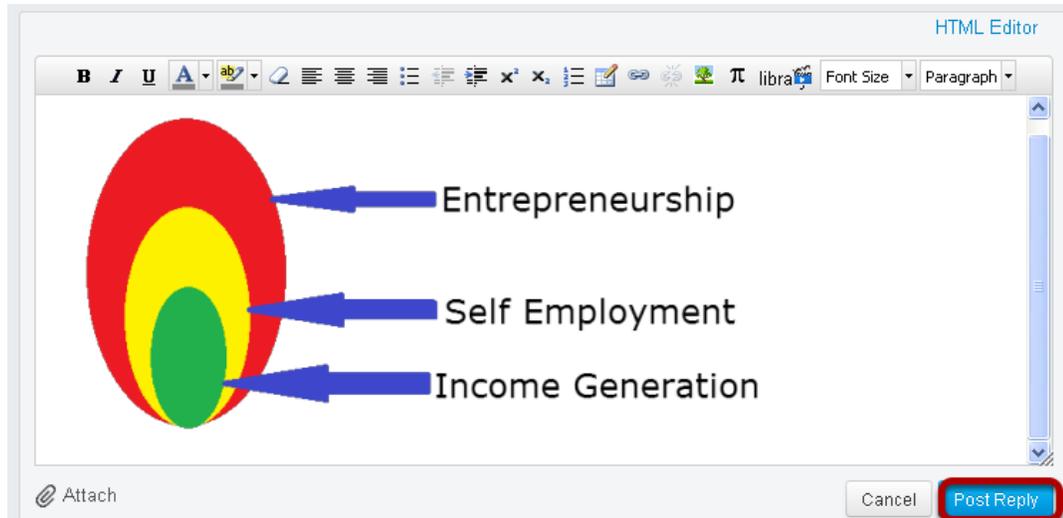
Attributes

Alt text   
Describe the image to improve accessibility

Dimensions  x   
Aspect ratio will be preserved

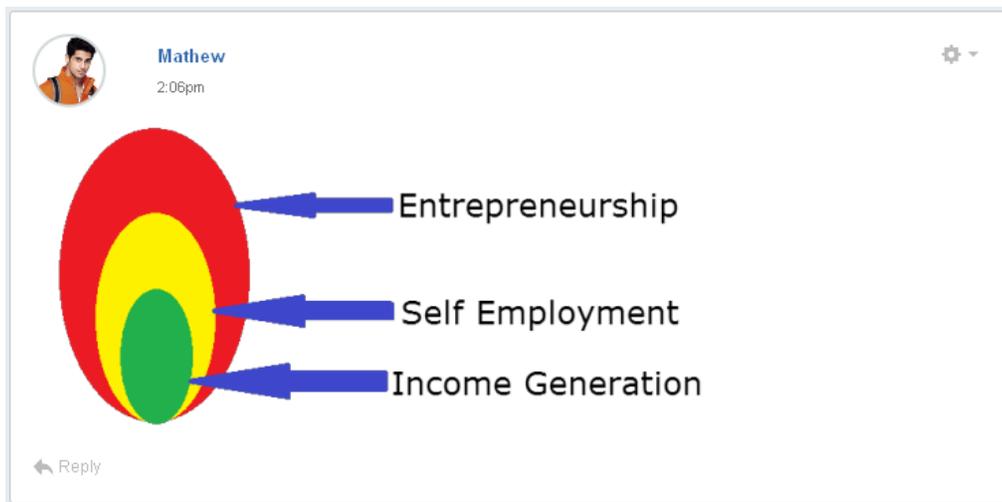
When you have located the image, click the **Update** button.

## Post Response



Click the **Post Reply** button.

## View Post



View your post.

## How do I mark Discussion posts as read or unread?

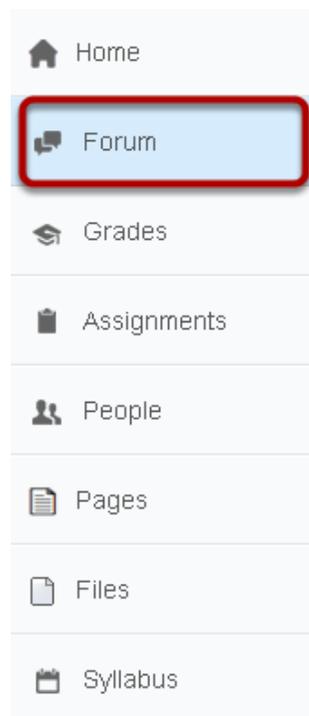
---

By default, as you read new Discussion posts, Arrivu LMS will mark them as read (changing the indicators from blue to white) as you scroll down the page. However, you can manually mark each posts back to a read or unread state.

You can tell Arrivu LMS not to automatically mark all your posts as read in your Discussion settings.

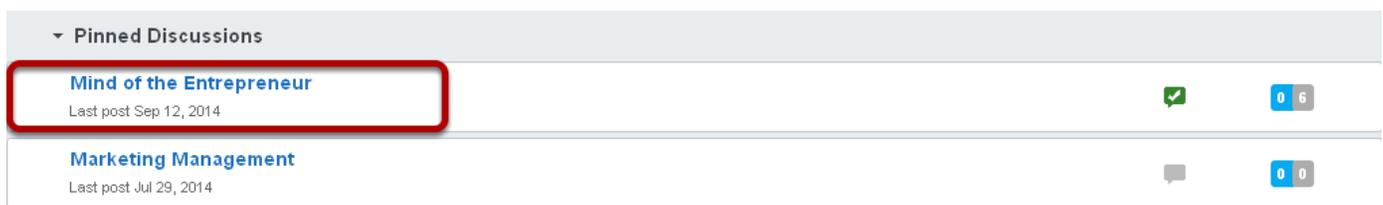
**Note:** Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

### Open Discussions



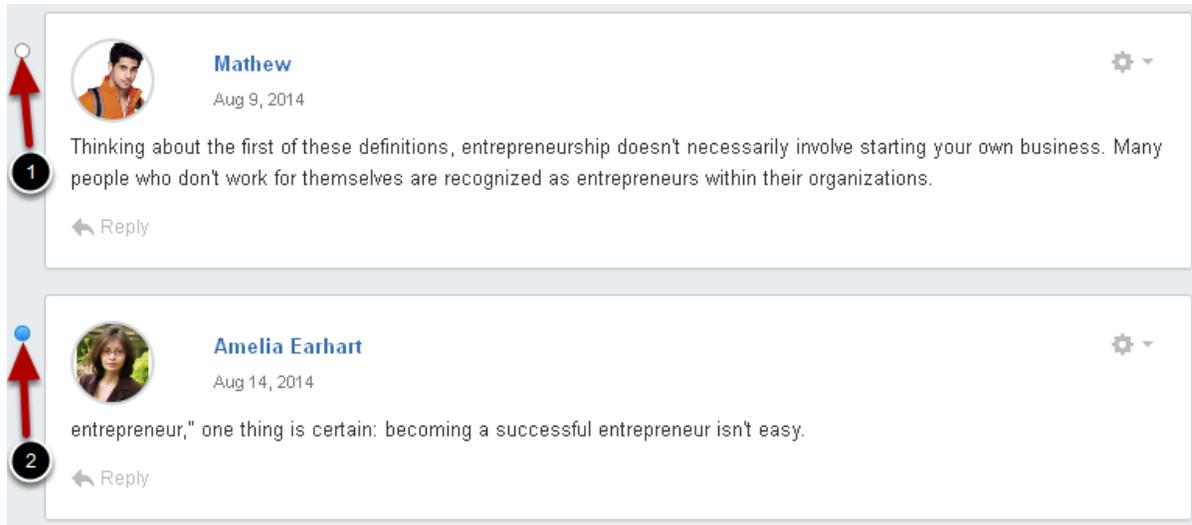
Click the **Forum** link on the Course Navigation.

### Open Discussion



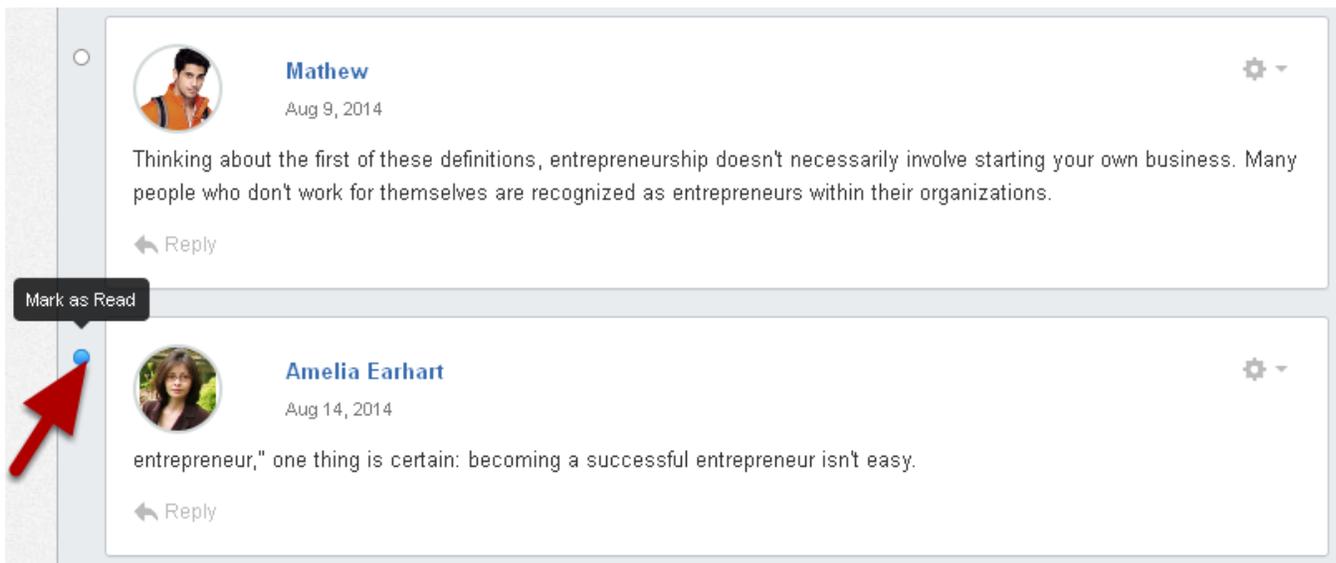
Click the **discussion** you wish to read.

## View Posts



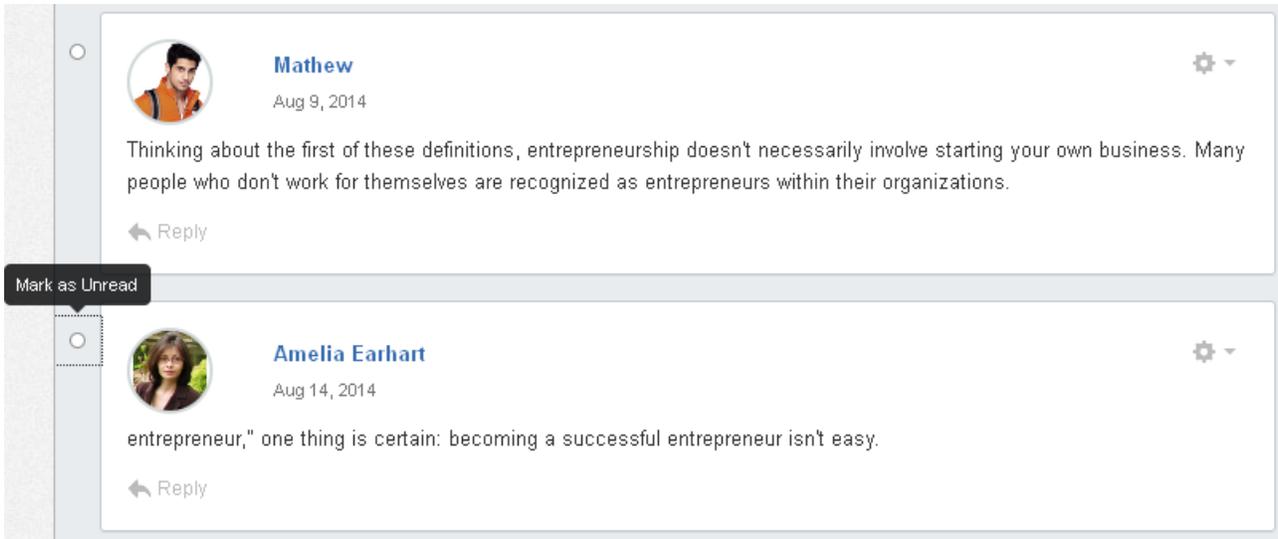
A **white dot** [1] indicates the reply has been read. A **blue dot** [2] indicates a reply is new or unread.

## Mark Post as Read



To change an unread post to read, click the **dot next to the post** you wish to change.

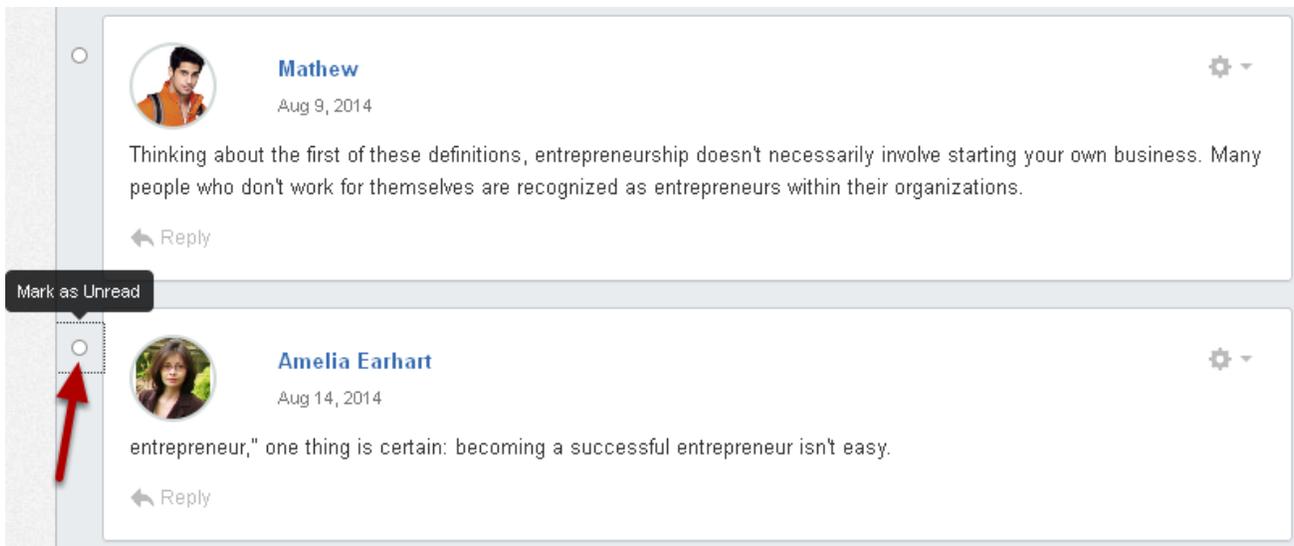
## Verify Post as Read



View the post now marked as read.

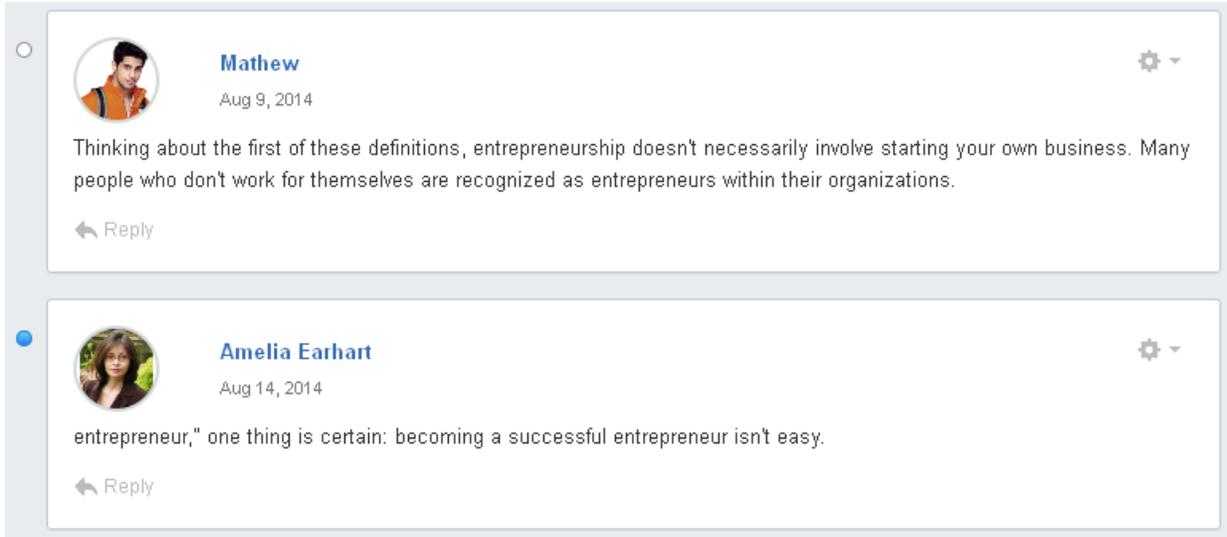
**Note:** Once a post's state is manually changed, the post will not change states (become read or unread) until you manually change it again.

## Mark Post as Unread



To change a read post to unread, click the **dot next to the post** you wish to change.

## Verify Post as Unread



**Mathew**  
Aug 9, 2014

Thinking about the first of these definitions, entrepreneurship doesn't necessarily involve starting your own business. Many people who don't work for themselves are recognized as entrepreneurs within their organizations.

← Reply

**Amelia Earhart**  
Aug 14, 2014

entrepreneur," one thing is certain: becoming a successful entrepreneur isn't easy.

← Reply

View the post now marked as unread.

## How do I subscribe to a Discussion as a instructor?

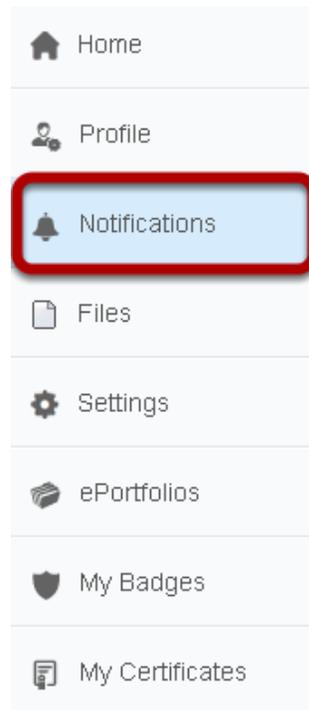
---

You can subscribe to entire Discussion threads in your courses and be notified when new comments are posted to the topic. If you reply to a discussion, you will automatically be subscribed to discussions and will be notified of updates unless you manually unsubscribed to that discussion. Please note that you cannot subscribe to individual threads within a threaded discussion.

You will automatically be subscribed to discussions you create in your student groups. You will also be subscribed to any new discussions you create in your course, if your instructor has set course permissions that allow you to do so.

**Note:** You must specify your Notification Preferences to receive updates for subscribed discussions.

### Open notification in settings



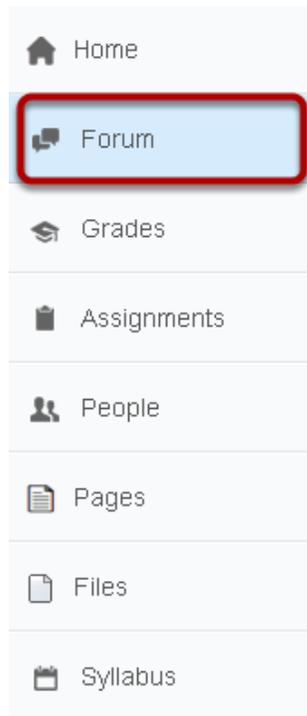
1. click the **settings** link in the help corner.
2. click the **notifications** link

## Edit notification preferences



In Notification Preferences, you can change the method and frequency of subscribed **discussion posts**.

## Open Discussions



Click the **Forum** link on the Course Navigation.

## Open Discussion

The screenshot shows a user interface for an online discussion board. It is divided into two main sections: 'Pinned Discussions' and 'Discussions'. The 'Pinned Discussions' section contains one item: 'History of english', with a last post date of 'Aug 28, 2014', a green checkmark icon, and a badge showing '6' and '8'. The 'Discussions' section is ordered by 'Recent Activity' and contains three items: 'Direct and Indirect Speech' (due May 30 at 11:59pm, last post Aug 12, 2014, green checkmark, badge '3 9'), 'Relative Clauses' (due Jun 5 at 11:59pm, last post Aug 12, 2014, speech bubble icon, badge '3 8'), and 'Are you understand today's class' (last post Jul 29, 2014, speech bubble icon, badge '1 1').

Click the **title of the discussion** you want to subscribe to.

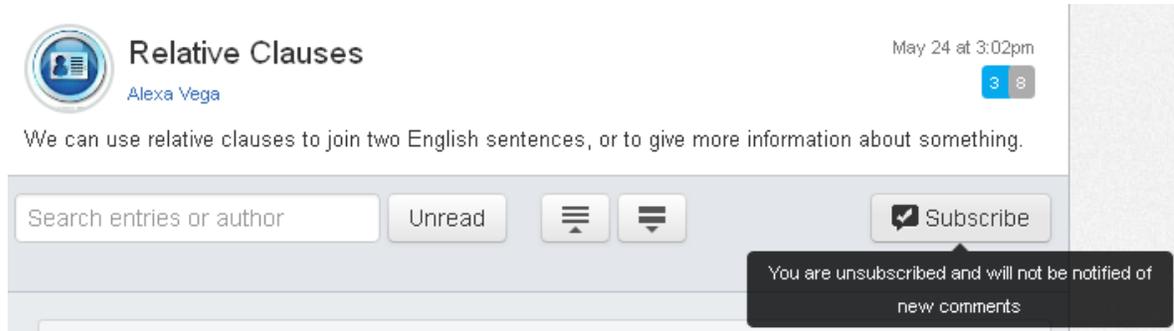
## Subscribe on Discussions Index Page

This screenshot is identical to the one above, but with a red arrow pointing to the green checkmark icon in the 'Relative Clauses' discussion row. A black tooltip box with the text 'Subscribe to this topic' is positioned over the checkmark.

You can subscribe to an entire discussion from the Discussions page. Locate the discussion you want to subscribe to and click the **Discussions icon**.

**Note:** The Discussions icon will turn green when you hover over the icon and then stay green when you are subscribed.

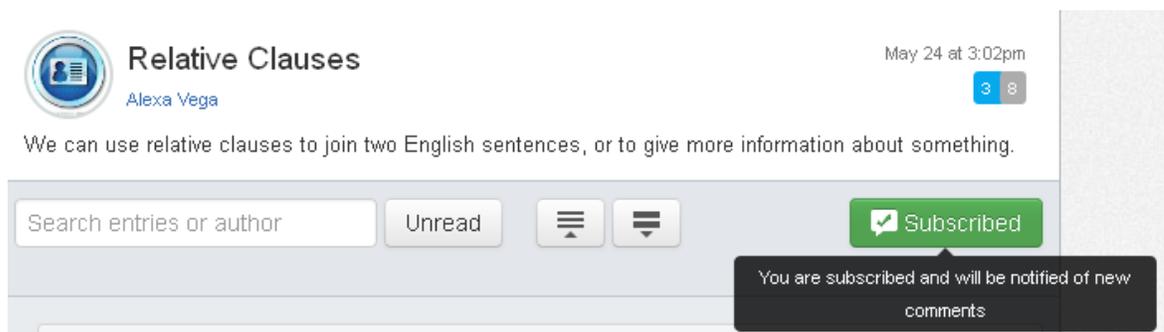
## Subscribe to Discussion



Click the **Subscribe** button.

**Note:** The Subscribe button will become green when you are subscribed to the discussion topic.

## Unsubscribe from Discussion



To unsubscribe from a discussion, open the discussion and click the **green Subscribed** button.

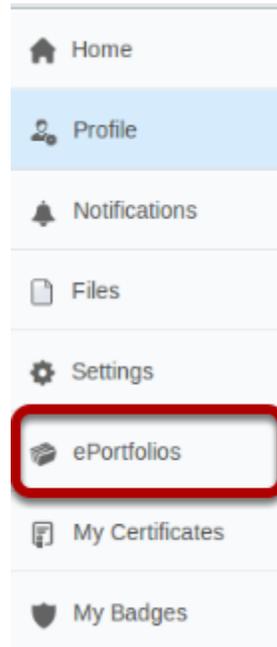
**Note:** The Subscribed button will become a gray Subscribe button when you are unsubscribed to a discussion topic.

## What is an ePortfolio?

---

Because ePortfolios are tied to the user Profiles and not a specific course, users can build an unlimited number of ePortfolios in which to collect and document their educational projects, submissions, experiences, and other work products. Users can keep ePortfolios private or share with other students, instructors, and/or future employers.

### What is an ePortfolio?



Student ePortfolios remain active as long as the student is in the institution's SIS and maintains a school log-in, they will have access to their ePortfolio even after they graduate. Arrivu LMS also offers the opportunity for the students to download their ePortfolio to a zip file.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.

## What's an ePortfolio?

ePortfolios are a place where you can display and discuss the significant submissions and experiences that are happening during your learning process. You can use an ePortfolio to:

- Display the papers you're proud of for more than just your instructor to see
- Talk about all the thought and work that went into your class submissions
- Gather an overview of your educational experience as a whole
- Share your work with friends, future employers, etc.

ePortfolios can be public for everyone to see, or private so only those you allow can see, and you can change that setting at any time.

Ready to get started? Click the button.

 Create an ePortfolio

Use ePortfolios to:

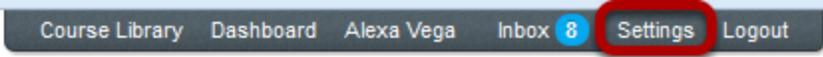
- Create an online educational journaling and reflection
- Create an online site that can be turned as an online Assignments
- Demonstrate mastery of course Outcomes
- Share your best work from multiple courses
- Showcase professional-quality work for prospective employees

## What is the ePortfolio dashboard?

---

The ePortfolio dashboard is a place to control visibility and settings.

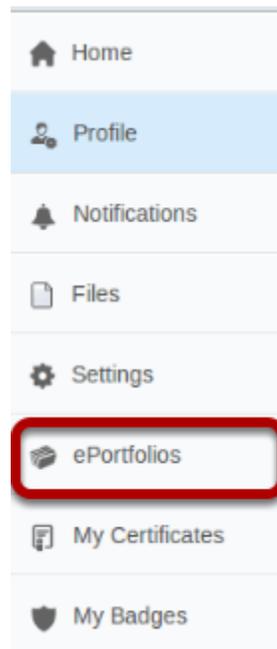
### Open Settings



Course Library Dashboard Alexa Vega Inbox 8 **Settings** Logout

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all personal ePortfolios.

### Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

- 1 [Getting Started Wizard](#)
- 2 [Go to the Actual ePortfolio](#)

### Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

[Copy and share this link to give others access to your private ePortfolio.](#)

### Recent Submission

Click any submission to add it to a new page in your ePortfolio.

- Language Fundamentals Java
- History Java
- Operators and Assignments Java
- Unnamed Quiz Java
- Oracle Quiz 1 oracle
- Java Discussion Java

Oct 28 at 1:58pm [↗](#)

Nov 15 at 12:45pm [↗](#)

Nov 13 at 12:41pm [↗](#)

Nov 12 at 2:18pm [↗](#)

Nov 5 at 8:03pm [↗](#)

Oct 23 at 11:23am [↗](#)

[Download the contents of this ePortfolio as a zip file](#)

[Delete this ePortfolio](#)

From the ePortfolio dashboard, users can control visibility and other settings:

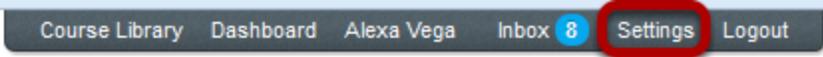
1. The **Getting Started Wizard** link will help user customize your ePortfolio.
2. The **Go to the Actual ePortfolio** link will show users what others see when they view your ePortfolio.
3. Your **ePortfolio is [privacy setting]** heading tells you the current visibility of your ePortfolio. If your ePortfolio is Public anyone can view it if they know the address.
4. If your ePortfolio is Private only those with a non-guessable special link you give them can access the information. The link is available by copying the destination of selecting the **Copy and share this link...** link or by going to your portfolio and sharing that URL.
5. The **Recent Submissions** heading allows users to make any recent coursework part of an ePortfolio.
6. Users can download the contents of an ePortfolio as a zip file by clicking the **Download the contents of this ePortfolio as a zip file** link.
7. Users can delete an ePortfolio by selecting the **Delete this ePortfolio** link.

## How do I create a new ePortfolio?

---

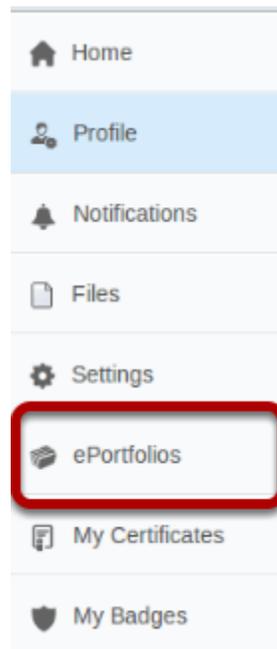
Creating an ePortfolio is as simple as clicking a button.

### Open Settings

A horizontal navigation bar with a dark grey background. It contains several links: 'Course Library', 'Dashboard', 'Alexa Vega', 'Inbox 8', 'Settings', and 'Logout'. The 'Settings' link is highlighted with a red circle.

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all personal ePortfolios.

### Create an ePortfolio

A light grey button with rounded corners. It features a plus sign icon on the left and the text 'Create an ePortfolio' to its right.

Click the **Create an ePortfolio** button.

## Create ePortfolio

### Make an ePortfolio

ePortfolio Name:  <sup>1</sup>

Make it Public <sup>2</sup>

<sup>3</sup>

Name your ePortfolio by typing in the ePortfolio Name field [1]. Decide if your ePortfolio will be public [2] (you can change this setting later) and then click on the **Make ePortfolio** button [3].

## View ePortfolio

My Portfolio  
Alexa Vega

Home  
Organize Sections  
ePortfolio Settings

Home [Organize/Manage Pages](#)

Pages for this section  
[Welcome](#)

Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

[Getting Started Wizard](#) <sup>1</sup>  
[Go to the Actual ePortfolio](#)

Your ePortfolio is Private

That means people can't find it or even view it without permission. You can see it since it's your portfolio, but if you want to let anybody else see it, you'll need to copy and share the the following special link so they can access your portfolio:

[Copy and share this link to give others access to your private ePortfolio.](#)

Recent Submissions

Click any submission to add it to a new page in your ePortfolio.

<input type="checkbox"/> Security	Information Security	Jul 16 at 3:34pm	<a href="#">🔗</a>
<input type="checkbox"/> Recent Trends in IT	Information Security	Jul 16 at 2:13pm	<a href="#">🔗</a>
<input type="checkbox"/> basic network	Network security	Jul 12 at 3:22pm	<a href="#">🔗</a>
<input type="checkbox"/> graded survey	Admin Orientation	Jul 4 at 9:54am	<a href="#">🔗</a>

[Download the contents of this ePortfolio as a zip file](#)

[Delete this ePortfolio](#)

Once the ePortfolio is created, there are several options for creating content for your portfolio, including a wizard that will walk you through your creation, step by step [1].

## How do I create a new ePortfolio section?

---

You can organize your ePortfolio by creating multiple sections.

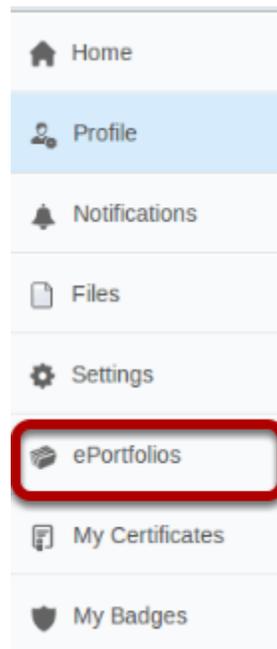
### Open Settings



Course Library Dashboard Mathew Inbox 2 **Settings** Logout

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all personal ePortfolios.

### Select ePortfolio

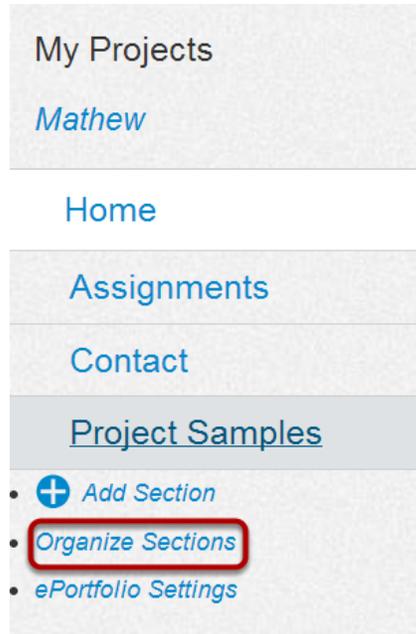
#### My ePortfolios

 [My Projects](#)

1 page last updated Nov 18 at 12:01pm

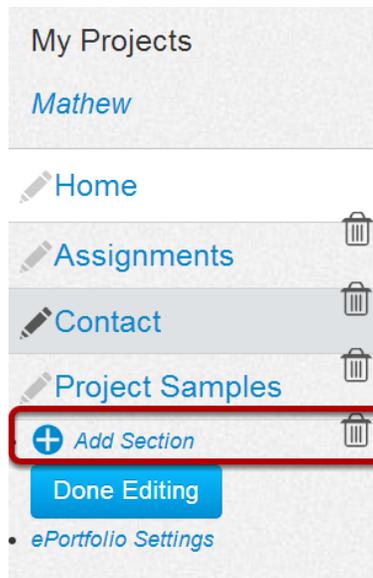
Click the **title of the ePortfolio** you want to create a new section for.

## Select Organize Sections



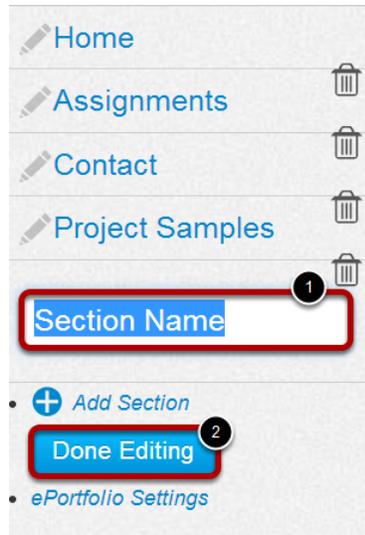
Click **Organize** Sections.

## Locate Add Sections Link



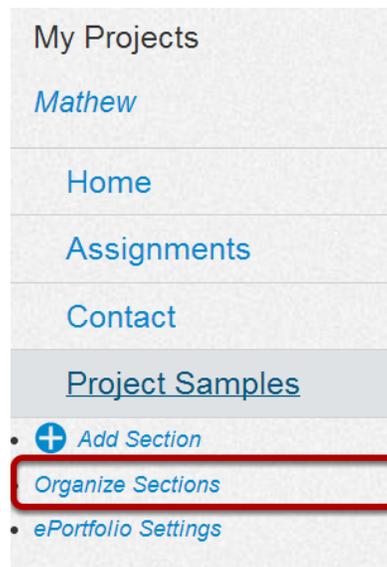
To create a new ePortfolio Section, click the **Add Sections** link.

## Name Your New ePortfolio Section



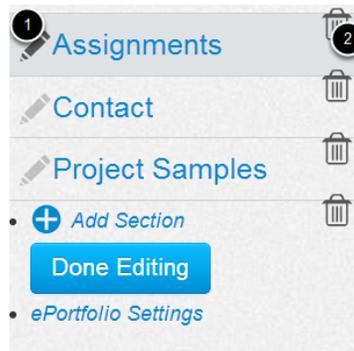
Type your new section name in the section name field [1]. Press **Return** (on a MAC keyboard ) or **Enter** (on a PC keyboard).The section name will show up in your navigation links. Click **Done Editing** [2].

## Organize Sections Link



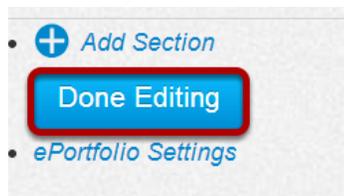
To edit a new ePortfolio Section, click the **Organize Sections** link.

## Edit ePortfolio Section Name



You can rename any section by clicking on the **Pencil** icon [1], rearrange sections by **clicking and dragging them**, or delete sections by clicking the **Trash** icon [2].

## Click Done Editing button



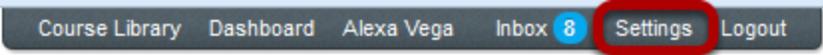
When you are finished adding and/or editing your new ePortfolio Sections click the **Done Editing** button.

## How do I change the name of my ePortfolio?

---

You can change the name of your ePortfolio whenever you want to.

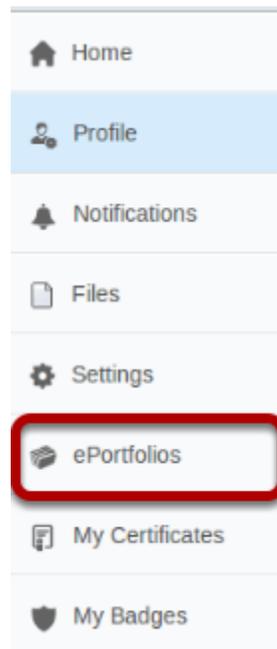
### Open Settings



Course Library Dashboard Alexa Vega Inbox 8 **Settings** Logout

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all personal ePortfolios.

### Select ePortfolio

#### My ePortfolios

 [My Projects](#)

1 page last updated Nov 18 at 12:01pm

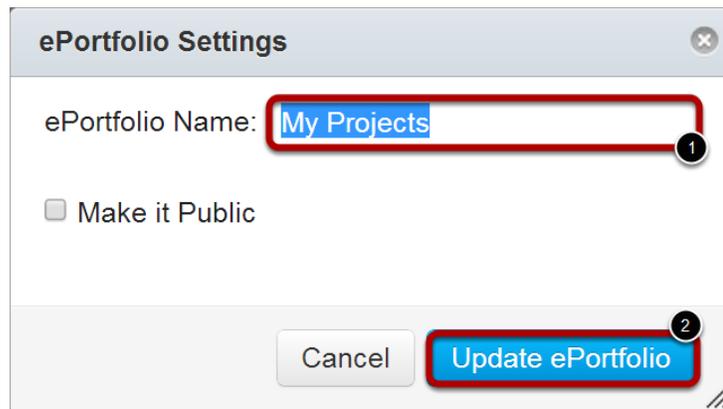
Click the **ePortfolio title**.

## Open ePortfolio Settings



Click the **ePortfolio Settings** link to change the name and privacy settings on your ePortfolio.

## Change Name and Set Privacy



Type a new name for the ePortfolio in the ePortfolio Name field [1] and click the **Update ePortfolio** button [2] to save changes to your ePortfolio.

## How do I edit the default page in my ePortfolio section?

---

The default page in an ePortfolio can be a page that explains what it is included in the ePortfolio.

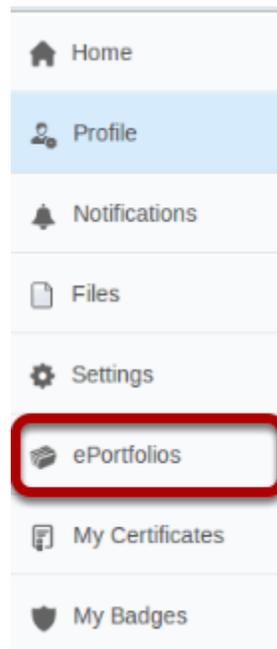
### Open Settings



Course Library Dashboard Mathew Inbox 2 **Settings** Logout

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all personal ePortfolios.

### Select ePortfolio

#### My ePortfolios

 My Projects

1 page last updated Nov 18 at 12:01pm

Click the **ePortfolio title**.

## Open ePortfolio

### Welcome to Your ePortfolio

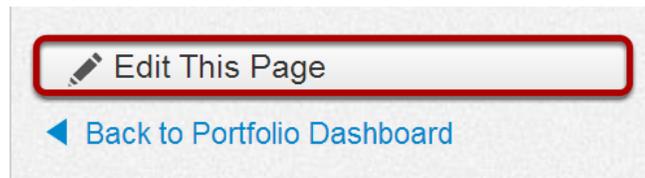
If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

[? Getting Started Wizard](#)

[▶ Go to the Actual ePortfolio](#)

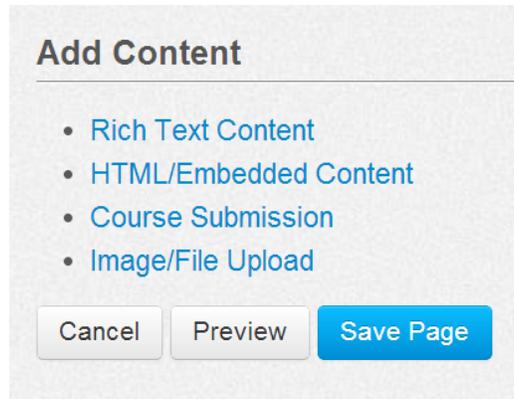
Click the **Go to the Actual ePortfolio** link to open your ePortfolio. The ePortfolio will open to the default page.

## Edit Default Page



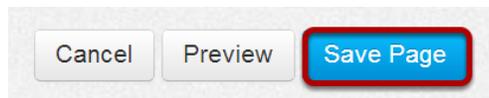
Click the **Edit This Page** button to add or change content on the default page.

## Edit Content



Content can be edited by using the Add Content links. The Add Content links will allow you to work with personal images or files, course submissions, or HTML content. You can also add content to the default wiki page text box.

## Save Changes



Click the **Save Page** button to save the changes you made.

Welcome

Welcome to My JAVA project



view your changes to the default page.

## How do I create a new page in my ePortfolio section?

---

Within an ePortfolio section, you can create pages to add to the section.

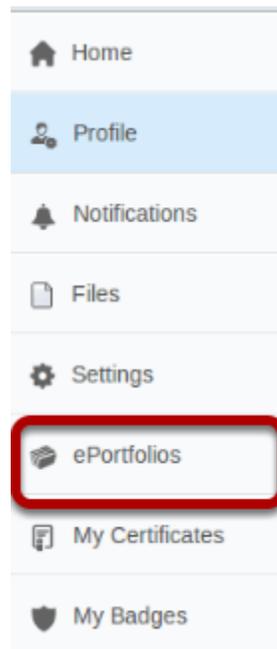
### Open Settings



Course Library Dashboard Mathew Inbox 2 **Settings** Logout

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all personal ePortfolios.

### Select ePortfolio

#### My ePortfolios

 [My Projects](#)

1 page last updated Nov 18 at 12:01pm

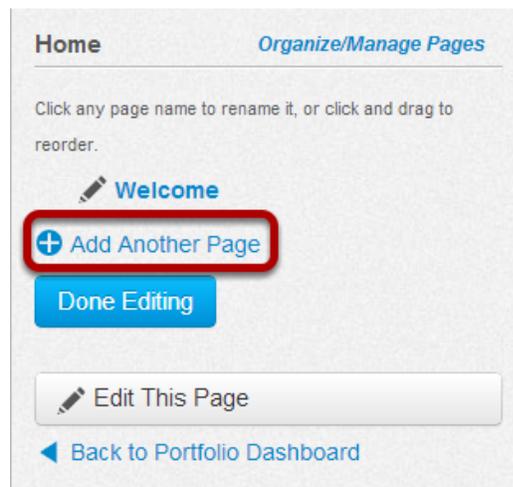
Click the **ePortfolio title**.

## Organize/Manage Pages link



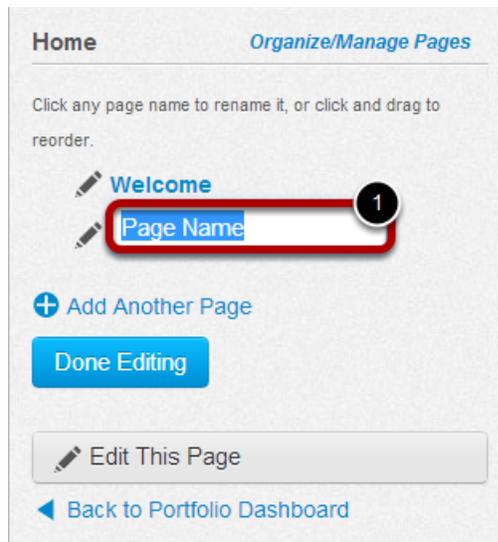
Click the **Organize/Manage Pages** link [1].

## Add Another Page



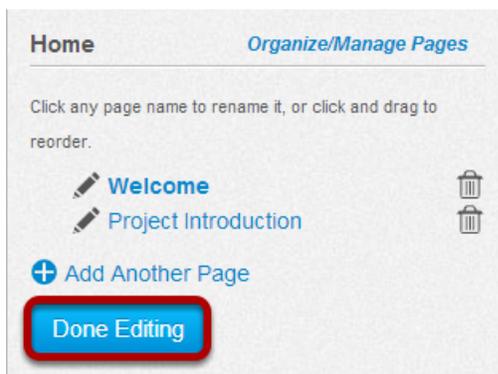
Click the **Add Another Page** link [1] to create a new page in your ePortfolio section.

## Name Page



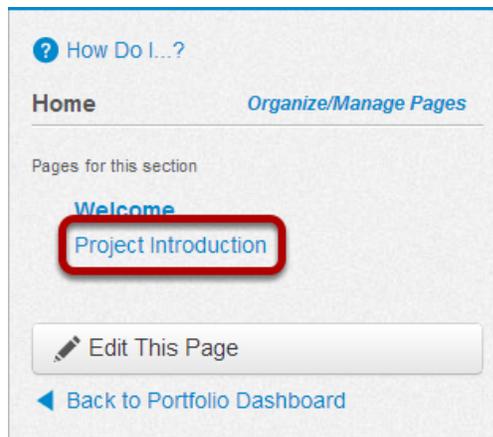
Type the name of the new page in the page name field [1] and press **Return** (on a MAC keyboard ) or **Enter** (on a PC keyboard).

## Save Page



Click the **Done Editing** button to add a new page to your ePortfolio section.

## Open Page



Click the **title of your new page** to open it.

## How do I preview a page in my portfolio?

---

You can preview a page before saving and publishing it.

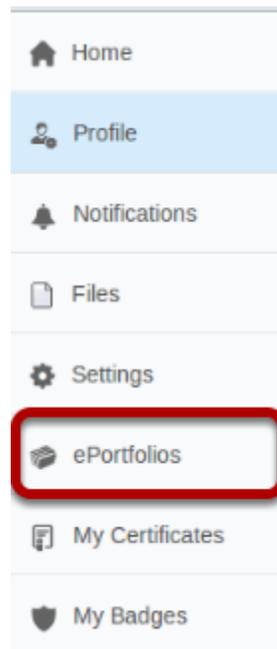
### Open Settings



Course Library Dashboard Mathew Inbox 2 **Settings** Logout

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all personal ePortfolios.

### Select ePortfolio

#### My ePortfolios

##### My Projects

1 page last updated Nov 18 at 12:01pm

Click the **ePortfolio title**.

## Open ePortfolio

### Welcome to Your ePortfolio

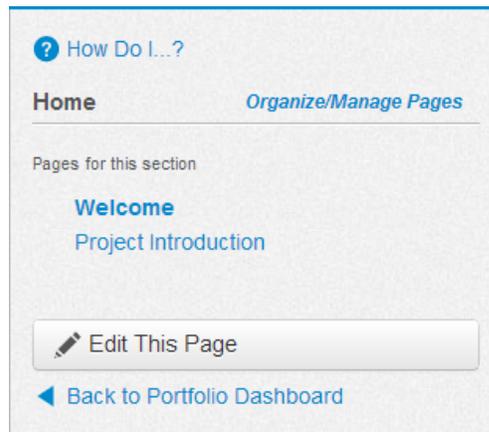
If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

[? Getting Started Wizard](#)

[▶ Go to the Actual ePortfolio](#)

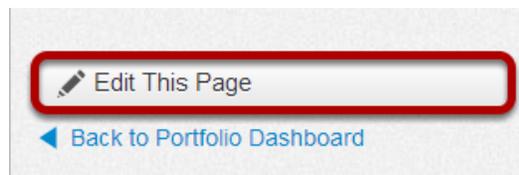
Click the **Go to the Actual ePortfolio** link to open your ePortfolio.

## Select Page



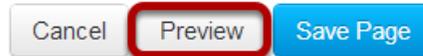
Click the **page** you want to edit.

## Edit This Page



Click the **Edit This Page** button.

## Preview Page



After you have edited the page, you can preview the changes you made by clicking the **Preview** button.

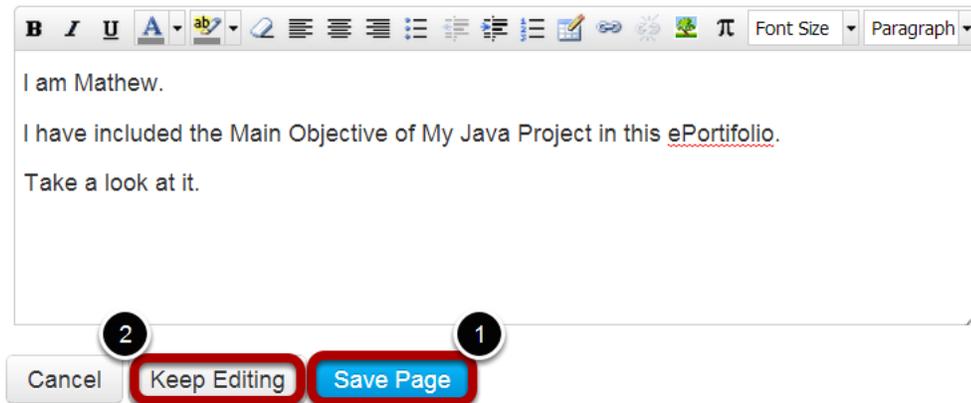
## Save Page

### Project Goal

I am Mathew.

I have included the Main Objective of My Java Project in this ePortfolio.

Take a look at it.



You can save the changes you made by clicking the **Save Page** button [1]. If you would like to continue making changes, click the **Keep Editing** button [2].

## What content can I add to my ePortfolio page?

---

You can add Rich Text Content, HTML/Embedded Content, Course Submissions, or Image/File Uploads.

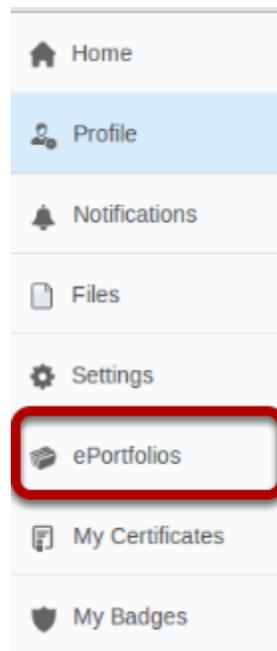
### Open Settings



Course Library Dashboard Mathew Inbox 2 **Settings** Logout

Click the **Settings** link.

### Open ePortfolios



Click the **ePortfolios** link to access all personal ePortfolios.

### Select ePortfolio

#### My ePortfolios

 [My Projects](#)

1 page last updated Nov 18 at 12:01pm

Click the **ePortfolio title**.

## Open ePortfolio

### Welcome to Your ePortfolio

If this is your first time here, you may want to pop up the wizard and see how best to get started. Otherwise you can quickly add recent submissions or just jump straight to the portfolio.

[? Getting Started Wizard](#)

[▶ Go to the Actual ePortfolio](#)

Click the **Go to the Actual ePortfolio** link to open your ePortfolio. The ePortfolio will open to the default page.

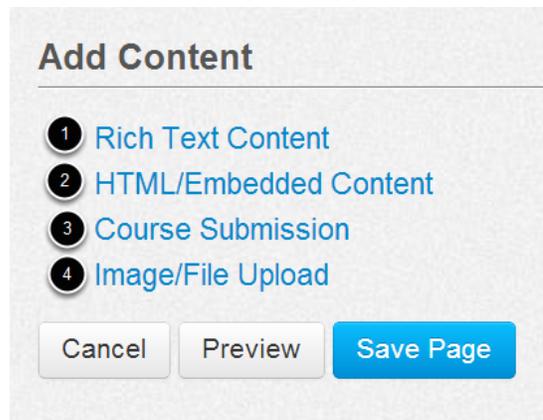
## Edit Page

 [Edit This Page](#)

[◀ Back to Portfolio Dashboard](#)

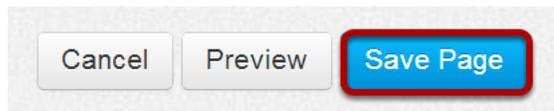
Click the **Edit This Page** button to add or change content on the page.

## Add Content



You can add content to your ePortfolio in several different ways. You can add Rich Text Content [1], HTML/Embedded Content [2], Course Submissions [3], or Image/File Uploads [4].

## Save Changes



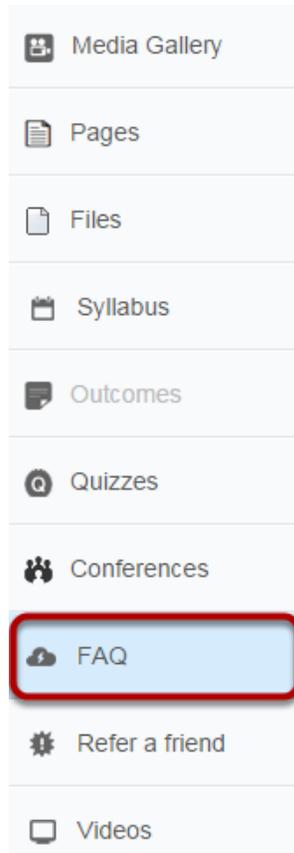
Click the **Save Page** button to save the changes you made.

## How do I create a FAQ?

---

You can easily create FAQ in Arrivu LMS

### Open FAQ



Click the **FAQ** link.

### Create a New FAQ



Click the **Create a FAQ** button.

## Name the FAQ



Click the **Create a FAQ** button [1]. Type a **name for the FAQ** in the new FAQ title field [2]. Click **Create** Button [3].

## Add Content

Click **Question & Answer icon** [1] in rich content editor to create a FAQ

## Insert FAQ

Insert FAQ

Question

Can i get a Certificate after the course?

Answer

After you completed the course you can ask for a certificate of completion. Anyways in the world of web development a certificate is not as important as in other careers. Tech companies nowadays hire developers judging by their past projects, experience and skills. I can guarantee you that no company will hire you just because you have a degree or a certificate on the wall.

Cancel Update

Type your **question** in the question field [1],  
Type your **answer** in the answer field [2]. click **update** button [3] to create FAQ.

## Save changes

WD875 > Certificate

HTML Editor

Can i get a Certificate after the course?

After you completed the course you can ask for a certificate of completion. Anyways in the world of web development a certificate is not as important as in other careers. Tech companies nowadays hire developers judging by their past projects, experience and skills. I can guarantee you that no company will hire you just because you have a degree or a certificate on the wall.

Hide this Page from Students  
Only Teachers can edit this page

Allow Comments on this Page

Change Wiki Type FAQs

Notify users that this content has changed

Cancel Save Changes

Page Tools

Rename this faq  
Delete this faq

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

- Bonus Video Front Page
- Bootstrap
- Button Style
- Certificate
- Creating Web Pages
- Faq Front Page
- Form Layout
- Front Page
- Assignments
- Quizzes
- Announcements
- Discussions
- Classes
- Course Navigation

Add content to your page using the Content Selector [1].  
Edit the content using the Rich Content Editor [2] or  
switch to HTML view to edit [3].

Click **save changes** button [1] to save your changes.

## Edit FAQ Settings

The screenshot shows the 'Edit FAQ Settings' form with five numbered callouts:

- 1: A checkbox labeled 'Hide this Page from Students'.
- 2: A dropdown menu labeled 'Only Teachers' with a small downward arrow, followed by the text 'can edit this page'.
- 3: A checkbox labeled 'Allow Comments on this Page'.
- 4: A dropdown menu labeled 'Change Wiki Type' with 'Pages' selected and a small downward arrow.
- 5: A checkbox labeled 'Notify users that this content has changed'.

You can choose to hide the Page from students by selecting the **Hide this Page from Students** checkbox [1].

You can decide **who can edit the Page** by selecting the Who can edit this Page drop down menu [2].

You can **enable comment to students** by selecting Allow comments on this Page [3] check box.

You can change the wiki type (Page , FAQ, Videos and Labs ) by selecting the **change wiki type** drop down [4]

You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [5].

🏠 > WD875 > Certificate

Last edited by Alexa Vega less than a minute ago

🕒 Page history

### Can i get a Certificate after the course?

After you completed the course you can ask for a certificate of completion. Anyways in the world of web development a certificate is not as important as in other careers. Tech companies nowadays hire developers judging by their past projects, experience and skills. I can guarantee you that no company will hire you just because you have a degree or a certificate on the wall.

### Comments

No Comments

Add a New Comment:

1

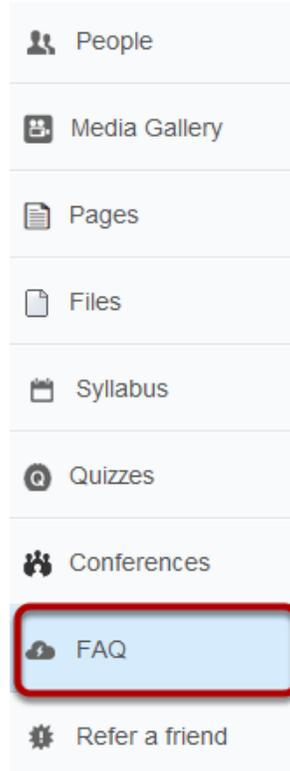
View the FAQ you created.

Users can give comments about this FAQ using **Add a new Comment** field [1] .

## How do I view FAQ in my course ?

---

### Open FAQ



Click **FAQ** in course navigation.

### View FAQ

Will I get a statement of accomplishment after completing this class?

**What is the format of the class?**

The class will consist of lecture videos, which are broken into small chunks, usually between eight and twelve minutes each. Some of these may contain integrated quiz questions. There will also be standalone quizzes that are not part of video lectures, and programming assignments. There will be approximately two hours worth of video content per week.

How much programming background is needed for the course?

What math background is needed for the course?

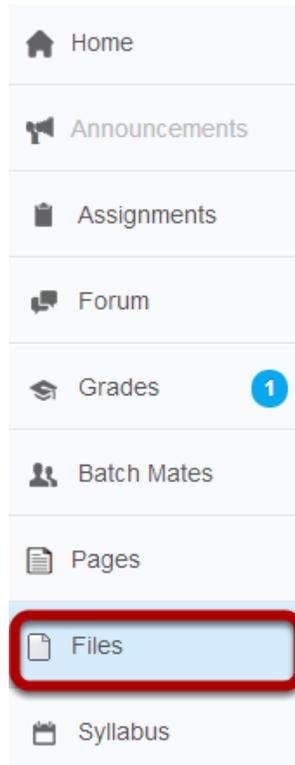
View the FAQ front page.

## What are Files?

---

Files are where you upload course files, syllabus, readings, or other documents. Instructors can lock the folders so students cannot access your files. Files can be placed in Modules, Assignments, or Pages. Files and folders are put in alphabetical order and cannot be rearranged.

### Open files



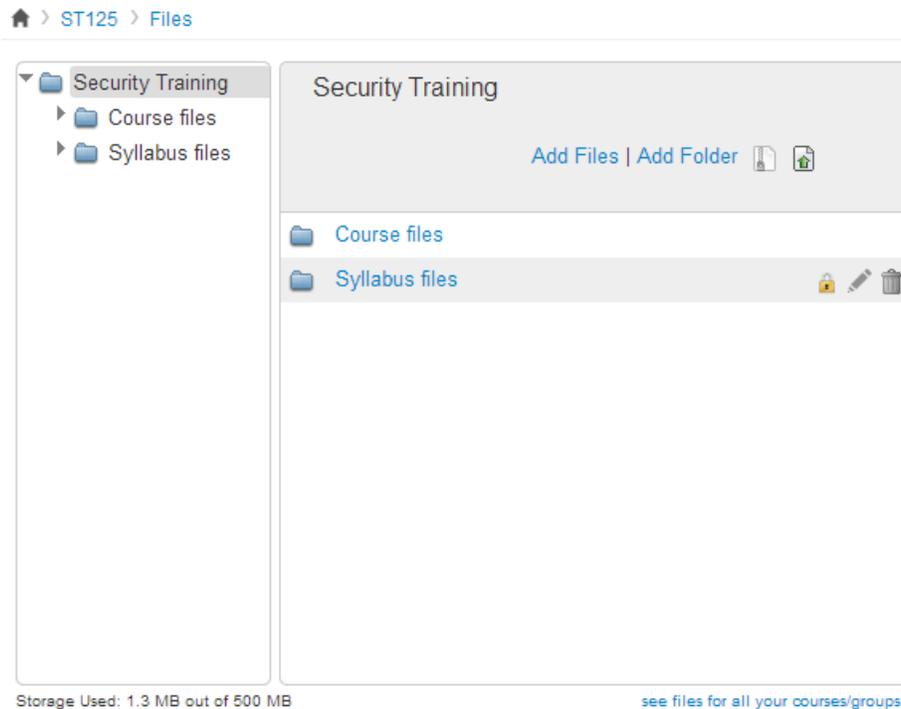
Within the Files tool, users can rename, delete, organize, and upload files. There are no file type or size limitations, but be aware of the amount of file storage available to you as set by the institution. Users can also upload a .zip file or download entire directories as .zip files.

**Note :** Folders and files are in alphabetical order and cannot be rearranged.

Arrivu LMS users can view files (documents, images, media, etc.) in three different places:

- Personal files, located in each user's profile (students, instructors, and TAs)
- Course files, located in each course (only instructors and TAs can upload course files)
- Group files, located in each group (students and instructors who are enrolled in groups)

## When would I use Files?



Use Files to:

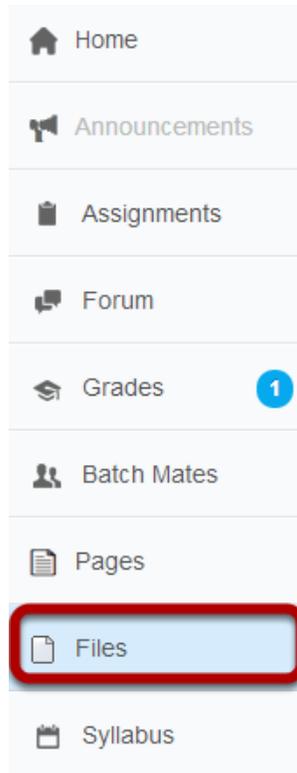
1. Share course documents and syllabus with your students
2. Copy documents from one course to another
3. Organize course documents by day, week, or unit
4. Store personal documents that you don't want to share with others

## How do I move and organize my files?

---

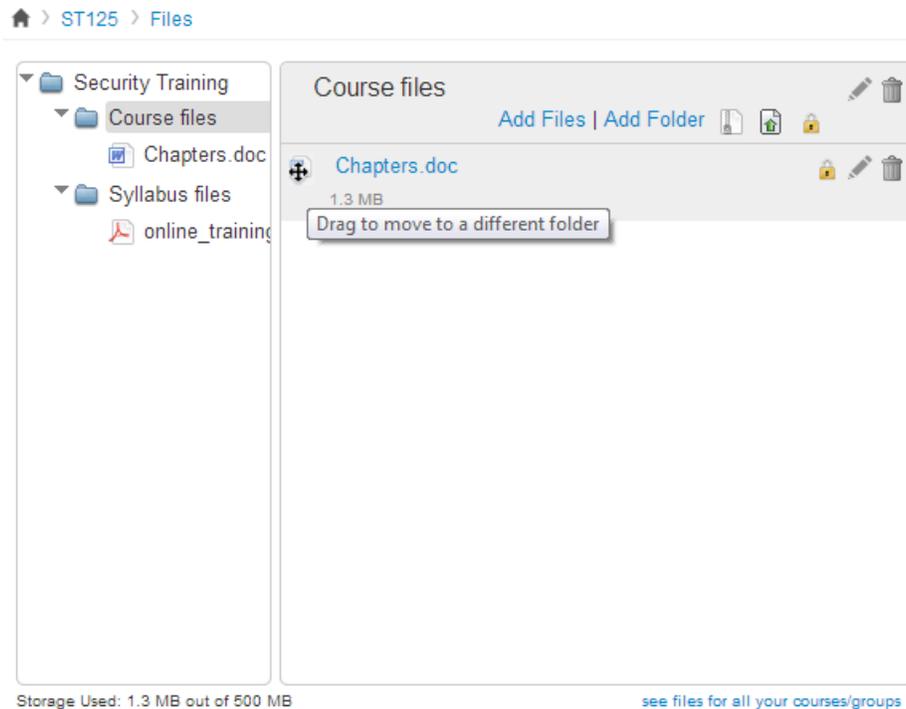
Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

### Open files



Click the **Files** link.

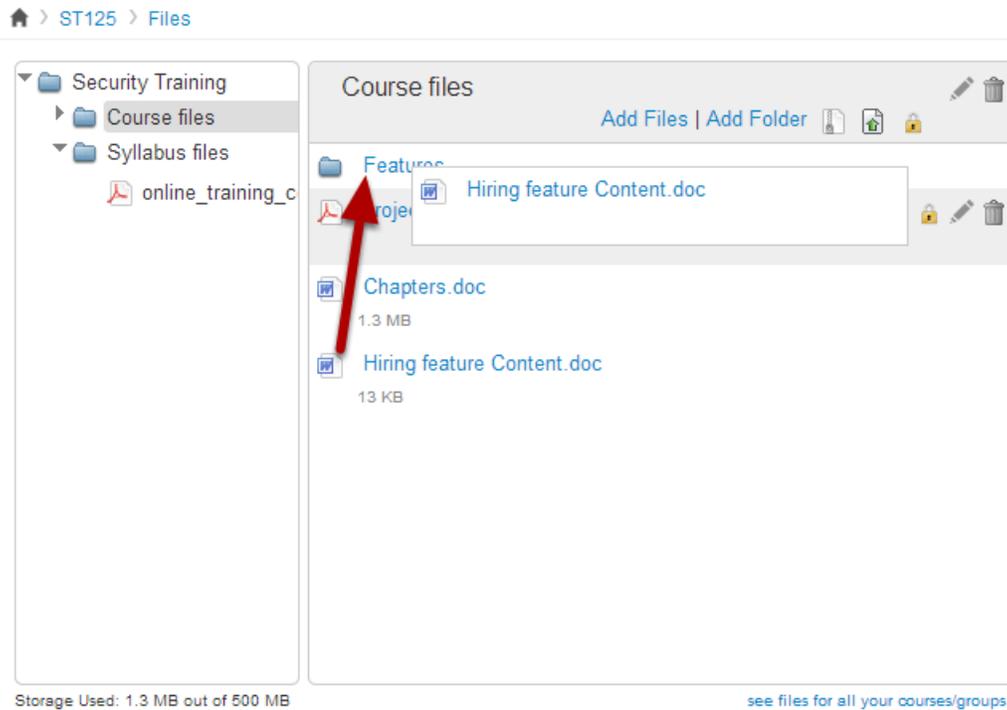
## Move Files



Hover over the file you wish to move and once you see the four-direction arrow, click and drag the file to the desired location. Once you see the folder highlighted, release your mouse. The file has been moved.

**Note:** You can only move a file within the right pane or from the right pane to the left pane. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

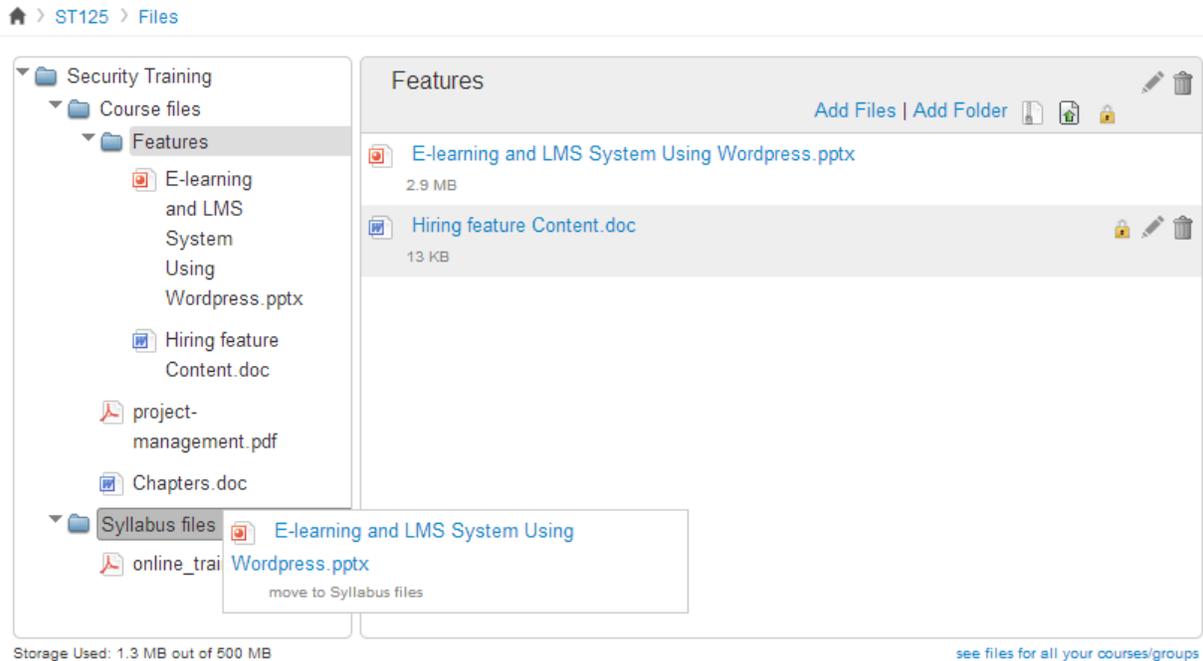
## Organize Files



Your files can be easily managed using a basic click-and-drag method; however, you can only drag from right to left or within the right pane. You cannot drag from left-to-right. You can see several document files in the Files area; however, you can move them into a dedicated folder.

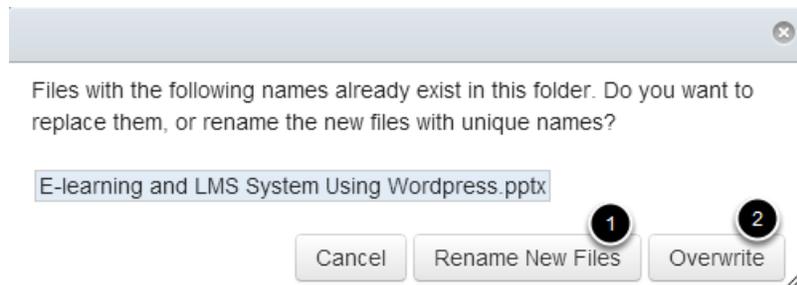
You will need to individually drag and drop each file from within the right file pane. Files are organized in alphabetical order. While you can still move files into folders, you cannot rearrange the alphabetized structure of the files and folders.

## Move Files from Right to Left



Drag and drop from the right pane to the left pane.

## Replace Uploaded File



You can replace or rename files once they have been uploaded to Arrivu LMS by clicking **Add Files** in Files. If the file already exists in the folder, you will be asked if you want to replace or rename it.

1. To rename the file, click **Rename New Files** and there will be a copy made.
2. To replace the file, click **Overwrite** and the file will be replaced.

## Rename File

The screenshot shows a file management interface with a left sidebar and a main content area. The sidebar shows a tree view with folders: Security Training, Course files, Features, Hiring feature, Chapters.doc, project-management.pdf, and Syllabus files. The main content area is titled "Syllabus files" and contains a list of files: online\_training\_course\_catalog-1.pdf, E-learning and LMS System Using Wordpress.pptx (2.9 MB), and online\_training\_course\_catalog.pdf. The file "online\_training\_course\_catalog.pdf" is selected, and its name is highlighted in blue. A red arrow points to a pencil icon (labeled with a circled "1") in the action menu for this file, indicating the step to rename the file. Other icons in the action menu include a lock and a trash can. At the top of the main content area, there are buttons for "Add Files" and "Add Folder". At the bottom left, it says "Storage Used: 4.2 MB out of 500 MB". At the bottom right, there is a link: "see files for all your courses/groups".

Click the **Pencil** icon [1] to rename the file.

## Where are my personal Files?

---

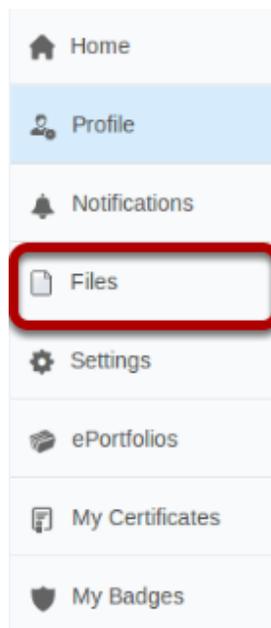
Personal files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal LMS file storage area. By default, each user has 50 MB of storage space in Arrivu LMS. Administrators can change the quota for personal files for the entire institution.

### Open Personal Settings

Course Library Dashboard Kirk O. Hanson Inbox **Settings** Logout

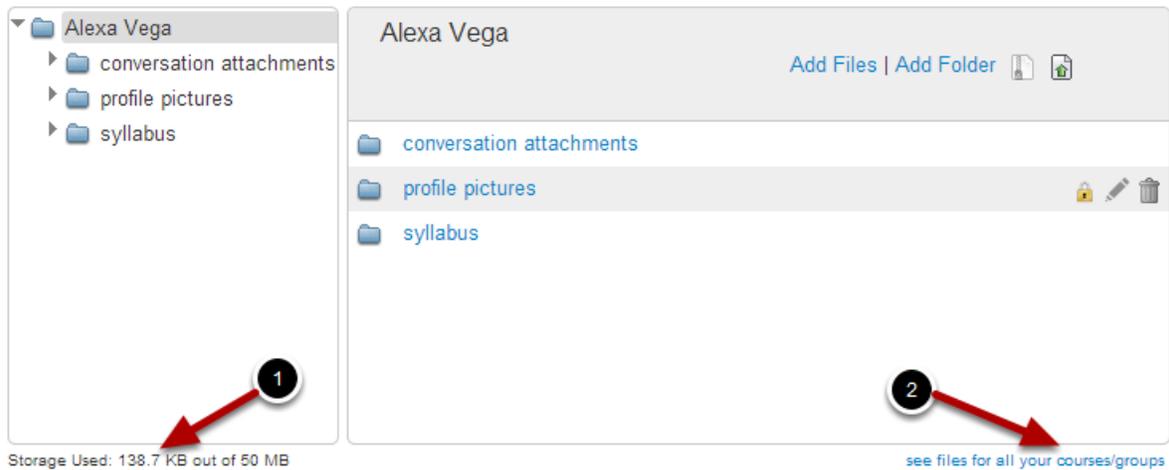
Click the personal **Settings** link.

### Open Files



Click the **Files** link to open your personal files.

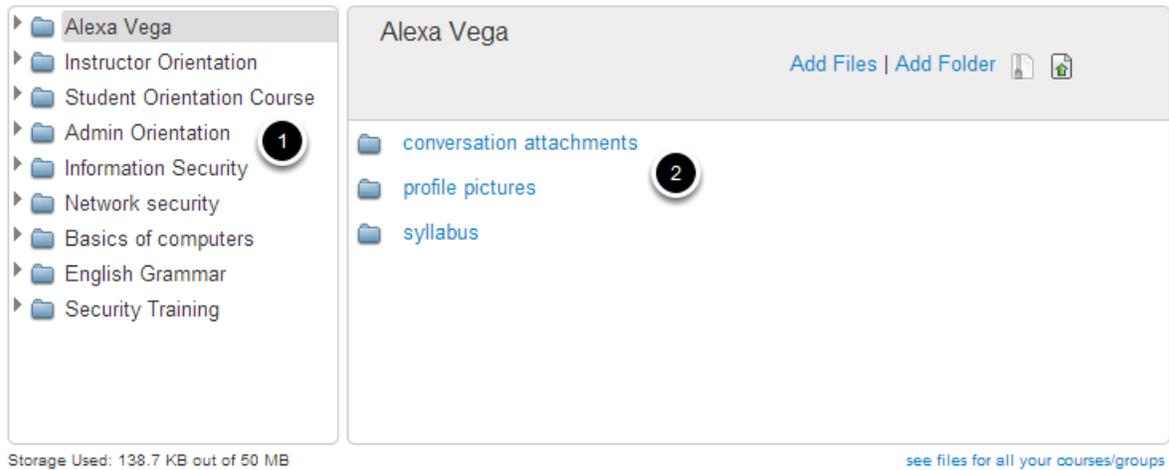
## View Personal Files



All your personal files will be located in the folders. You also can see the amount of Storage Used [1].

**Note:** If you want to see the Files for all your courses and/or groups, click the **see files for all your courses/groups** link [2].

## View Files for Courses/Groups



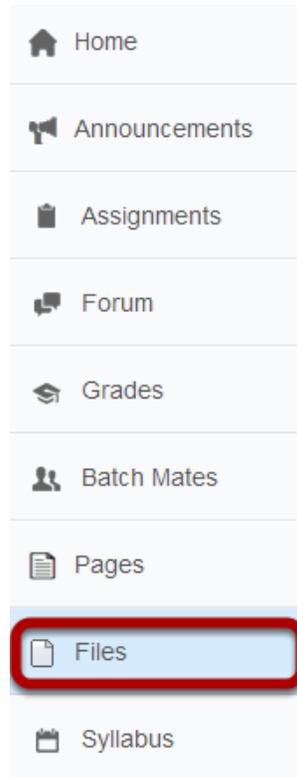
Here you can see all the files from your courses and/or groups [1], as well as your personal files [2].

## Where are my course Files?

---

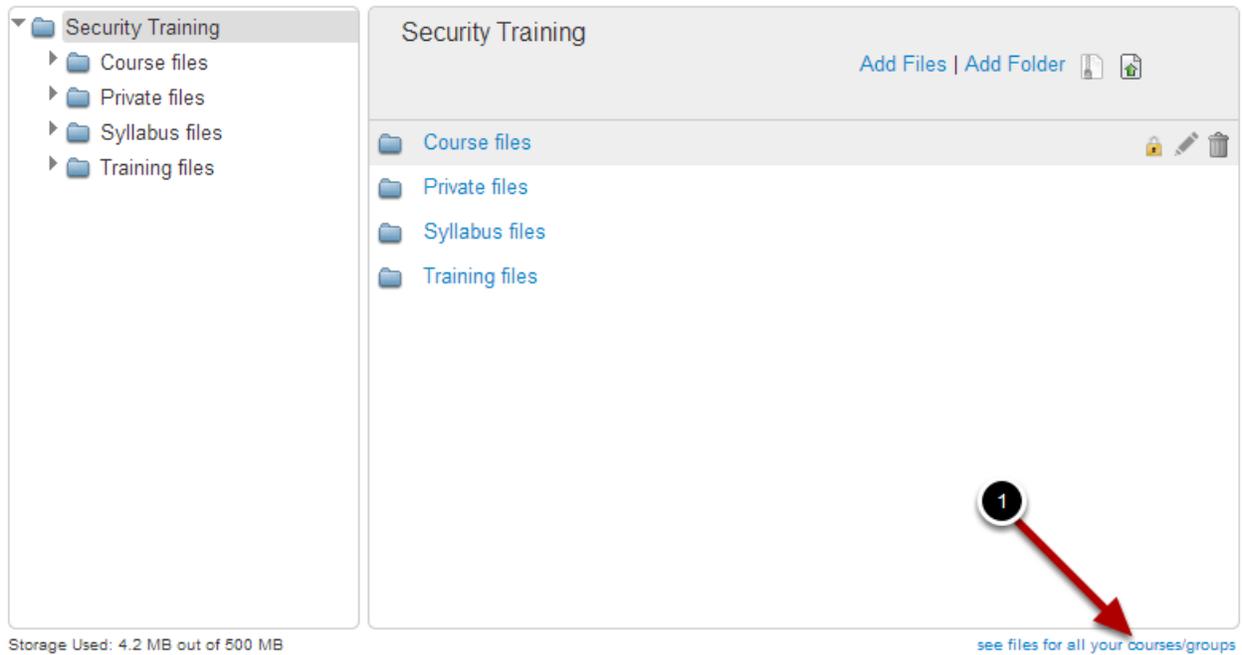
Course files include any content uploaded to your course. Files uploaded to your course will not count towards your personal file.

### Open Files



Click **Files** in the Course Navigation.

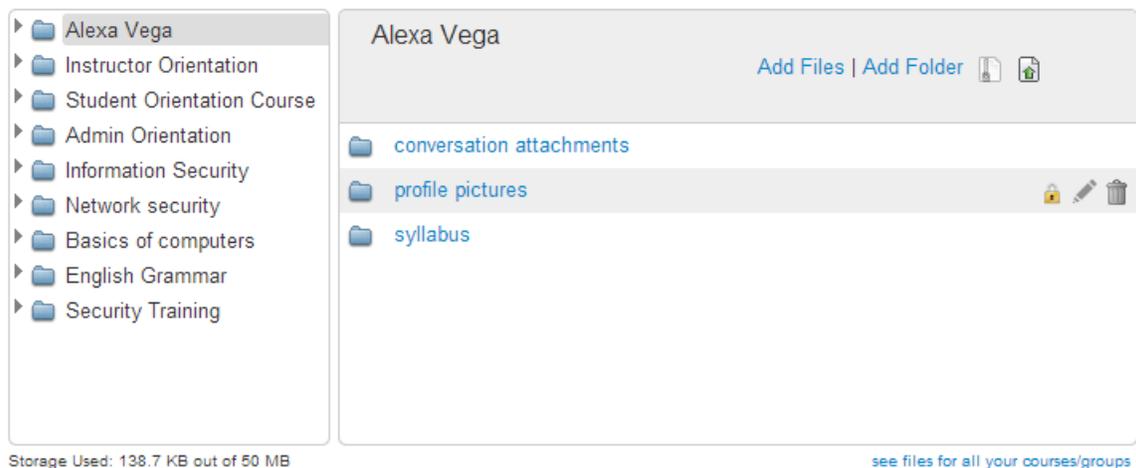
## View Course Files



All course files which are unlocked can be viewed by all course users.

**Note:** If you want to see the Files for all your courses and/or groups, click the **see files for all your courses/groups** link [1].

## View Files for Courses/Groups



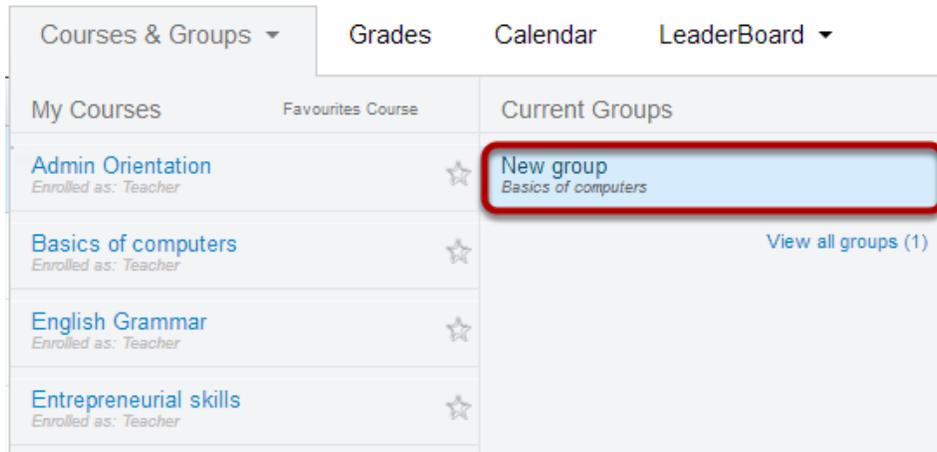
Here you can see all the files from your courses and/or groups, as well as your personal files.

## Where are my group Files?

---

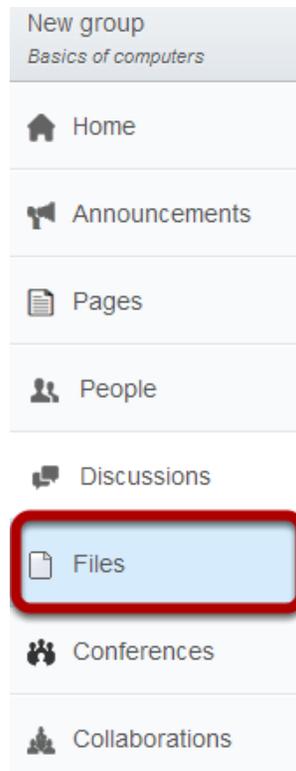
Groups files include any content uploaded to your group workspace.

### Locate Group



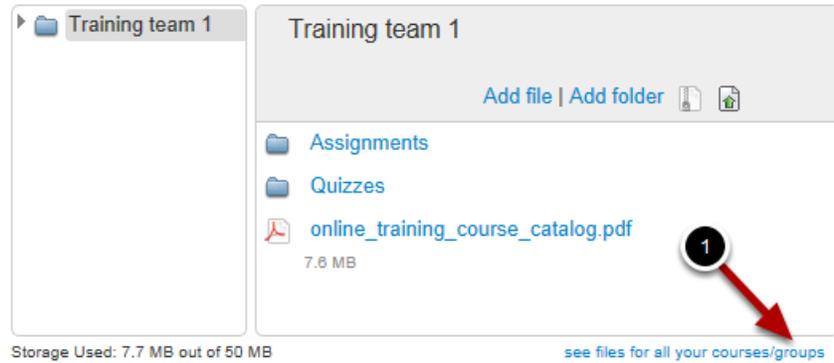
Find and select the **group** you want to view Files for.

### Open Files



Click **Files** link.

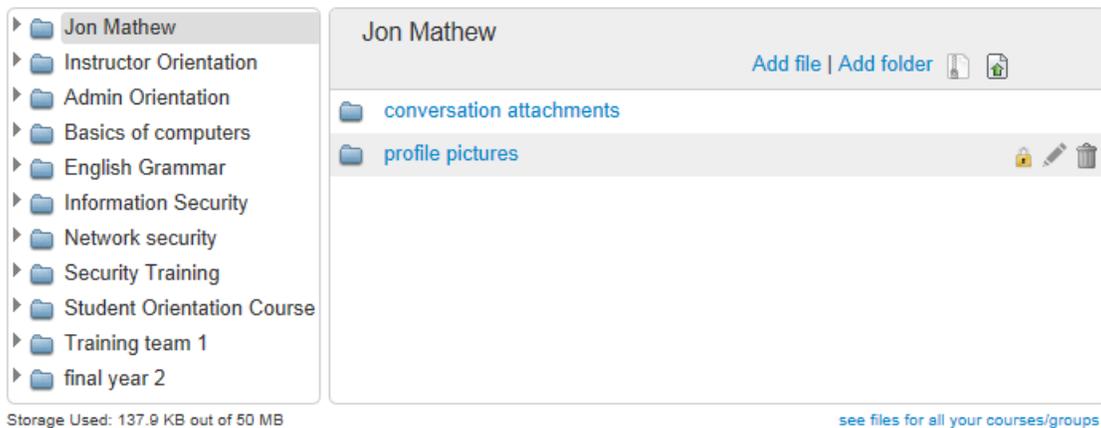
## View Group Files



All group files which are unlocked can be viewed by all group members.

**Note:** If you want to see the Files for all your courses and/or groups, click the **see files for all your courses/groups** link [1].

## View Files for Courses/Groups



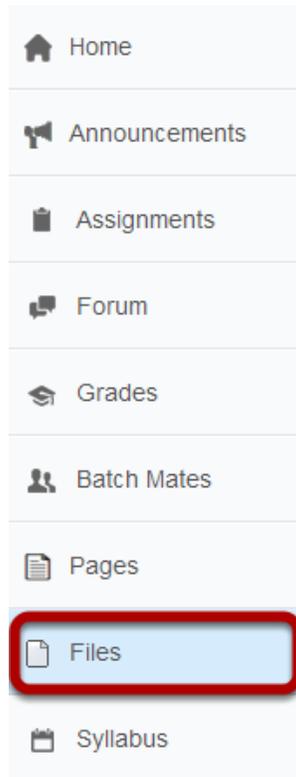
Here you can see all the files from your courses and/or groups, as well as your personal files.

## How do I create a folder in Files?

---

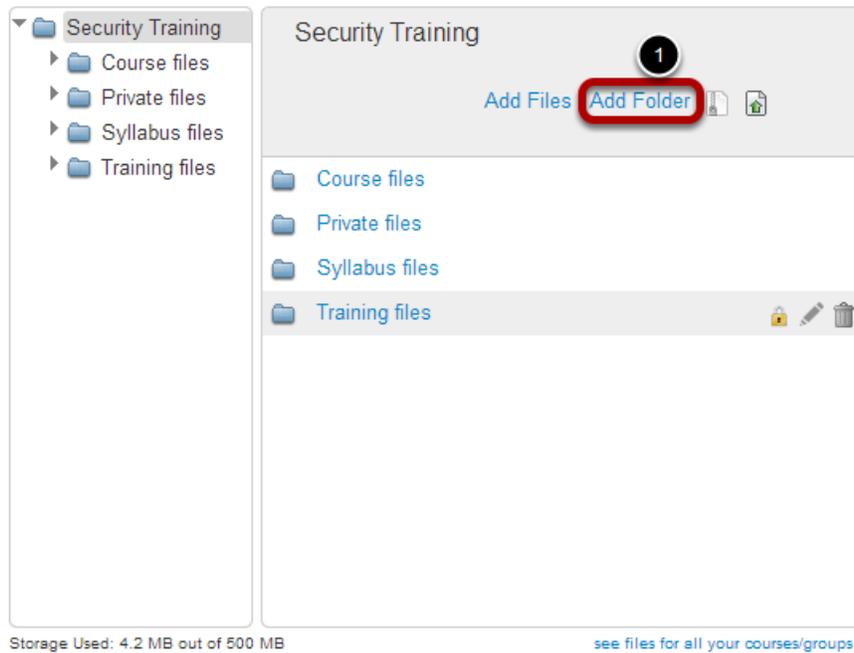
Folders can be used to organize files in your course, group, or personal files.

### Open files



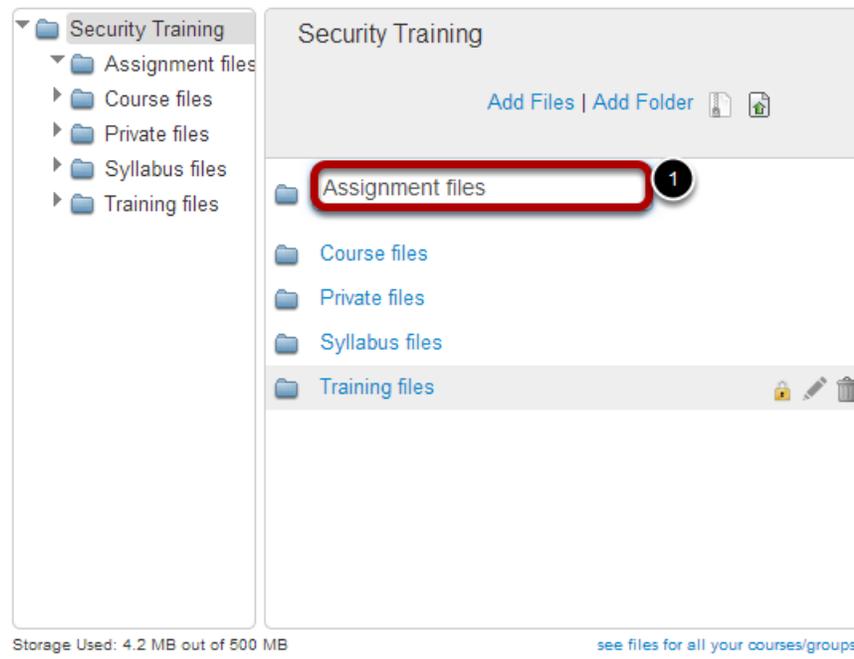
Click the **Files** link

## Add Folder



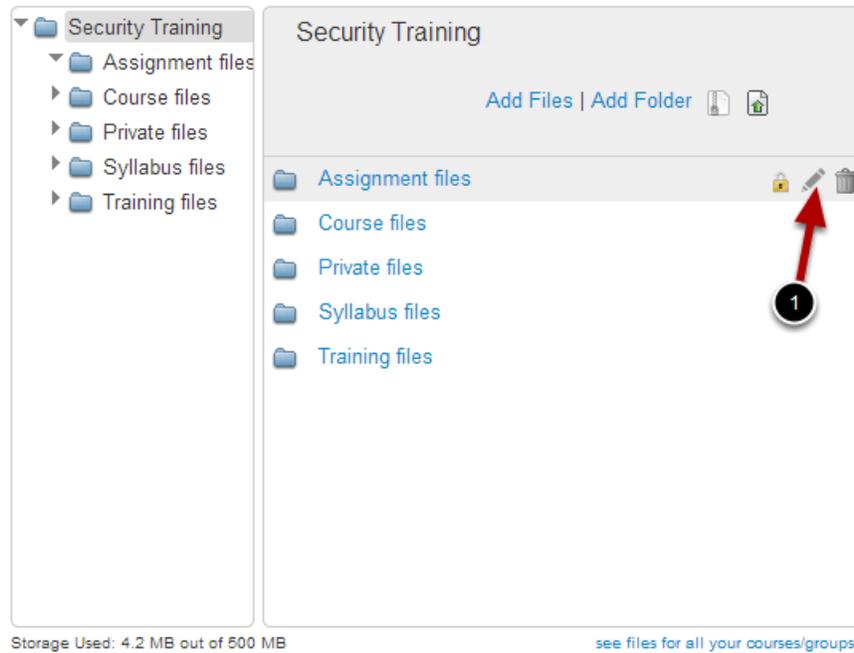
Click the **Add Folder** link [1] to create a new folder.

## Name Folder



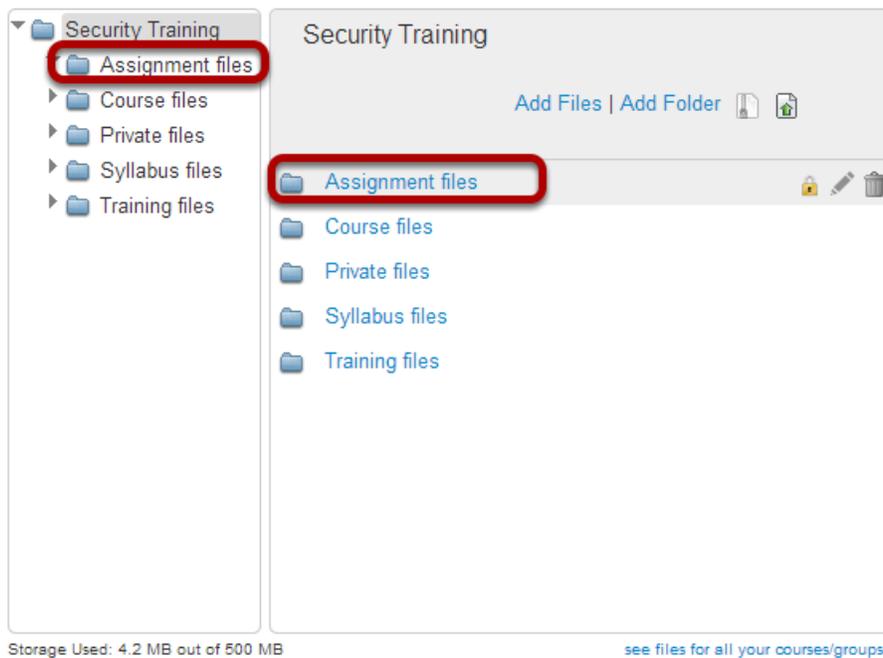
Type the **name of the folder** in the folder name field [1] and press **Return** (on a MAC keyboard ) or **Enter** (on a PC keyboard).

## Change Folder Name



If ever you need to change the folder name, click the **Pencil** icon to unlock the title and **rename** and press **Enter**.

## View Folder



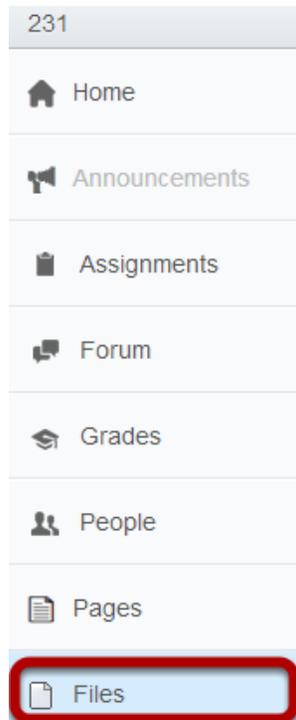
Your folder will appear in both panes of the Files view. You can organize your files on LMS by moving them to folders.

## How do I preview a file?

---

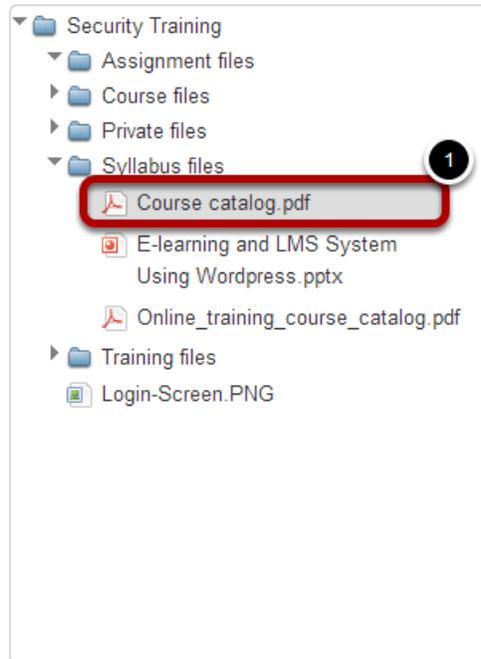
You can preview a file in a course, group, or personal file storage area.

### Open Files



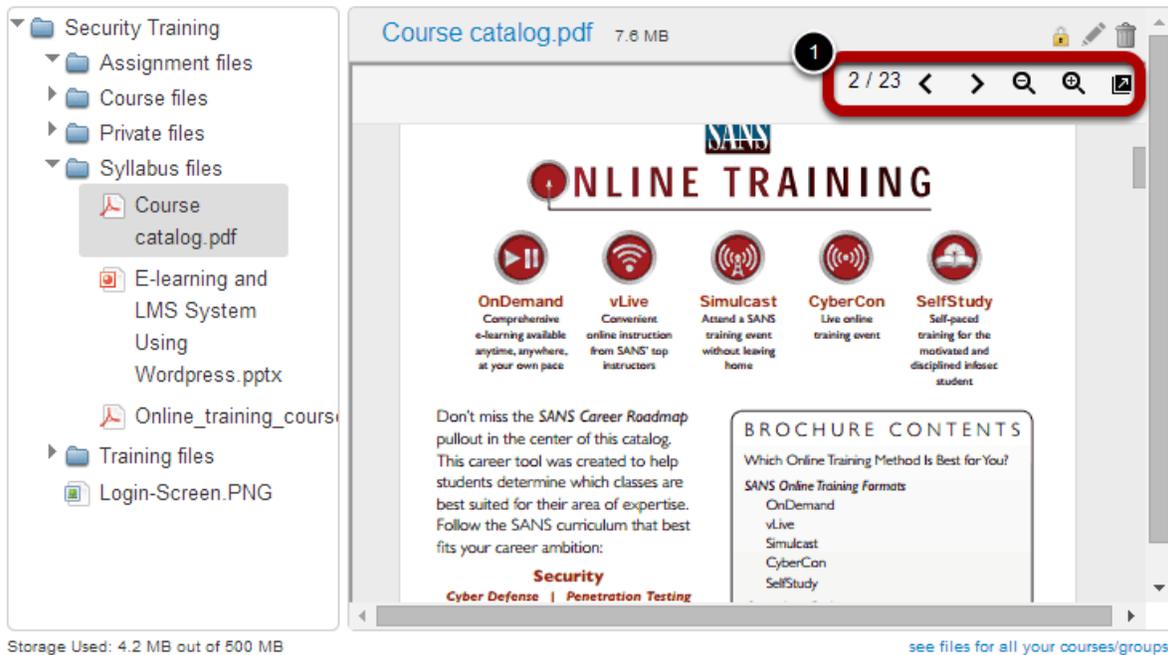
Click the **Files** link.

## Choose File



Click the **title of the file** you wish to preview [1].

## Preview File



The selected file will appear in the preview pane to the right.

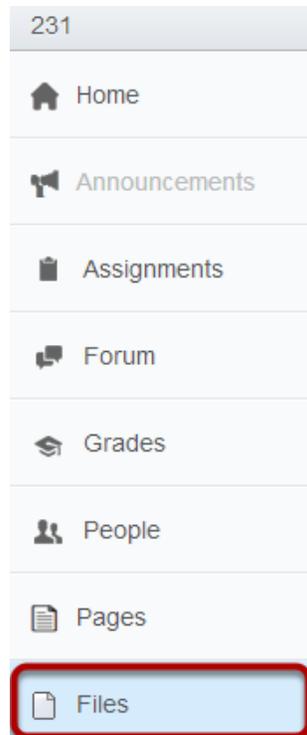
You can scroll through the document, zoom in and out, and view the document in full screen [1].

## How do I import .zip files?

---

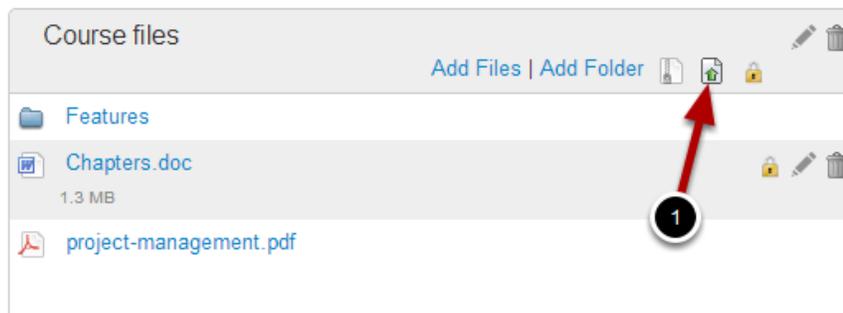
You can import .zip files to LMS through Files or Course Settings.

### Import through Files



You can import a .zip file directly in Files. In Course Navigation, click the **Files** link.

### Import Files



If you have .zip files you would like to upload, the LMS system can automatically upload and unzip these files for you. Click the **Upload icon** [1] to select files.

## Choose File

### Import Files

You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into OpenLMS.

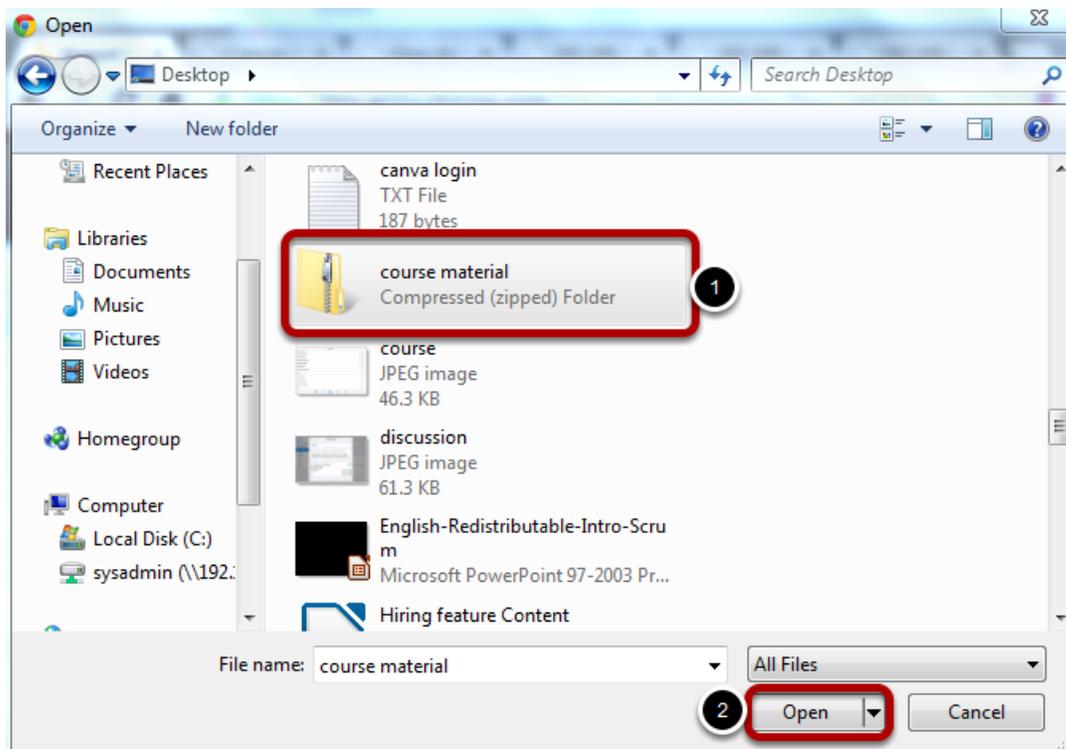
No file chosen

Upload to:

Click the **Choose File** button to select the .zip file.

**Note:** Depending on your browser, you may see Browse... instead of Choose File.

## Select File



Click the **title of the file** you wish to import [1] and click the **Open** button [2] to upload the .zip file.

**Note:** Depending on your web browser, you may see Choose instead of Open.

## Choose Upload Destination

### Import Files

You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into OpenLMS.

course material.zip

Upload to:  

You can designate which folders the files should be uploaded to by clicking the **Upload to:** **drop-down** menu.

## Upload File

### Import Files

You can upload a zipped collection of files into your course and we'll extract them all out for you. This is an easy way to move files from another system into OpenLMS.

course material.zip

Upload to:  

Click the **Upload File** button.

## Monitor Upload

Uploading, Please Wait.

Uploading complete!

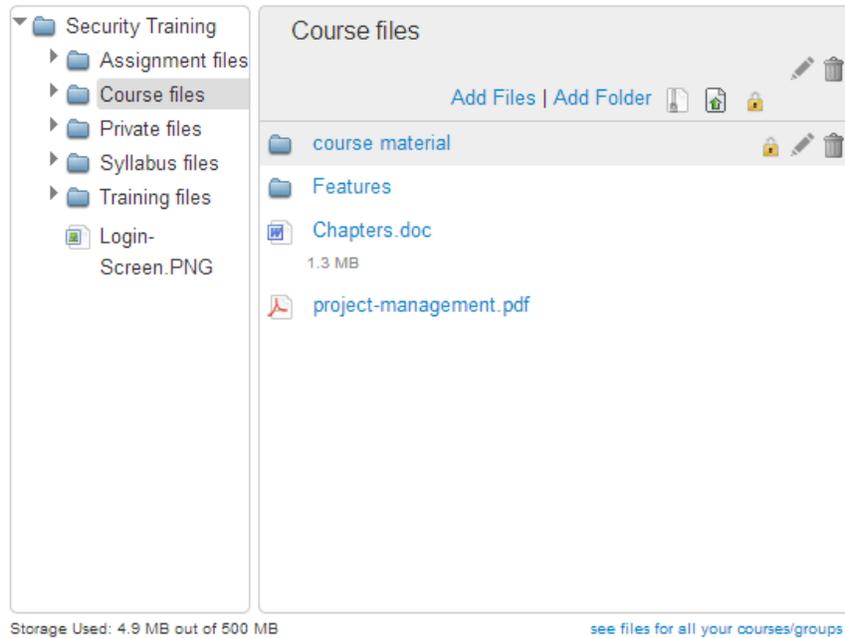


Uploading and processing your zip file, if there are a lot of files in the zip file or it is very large, this may take a while.



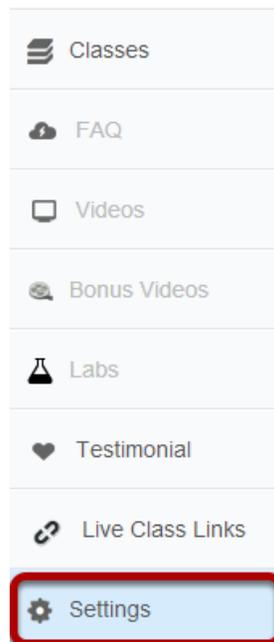
You can track the progression of the upload by monitoring the progress bar.

## View Files



Your files will be uploaded to Files in LMS

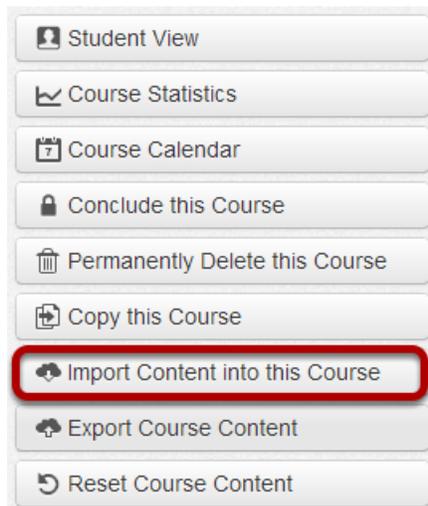
## Import through Course Settings



You can also import files through the Course Import Tool in Course Settings. In Course Navigation, click the Course **Settings** link.

**Note:** Through this option, you must upload the .zip file to an existing folder in Files. You cannot create new folders through the Course Import Tool.

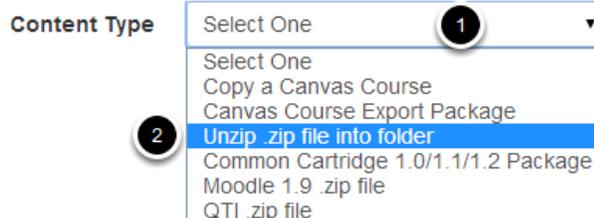
## Import Content into this Course



Click the **Import Content into this Course** button.

## Select .zip Import

### Import Content



#### Current Jobs

No jobs have been queued

Click the **Content Type drop-down** menu [1]. Select the **Unzip .zip file into folder** option [2].

## Choose File

### Import Content

**Content Type** Unzip .zip file into folder ▼

**Source** **Choose File** No file chosen

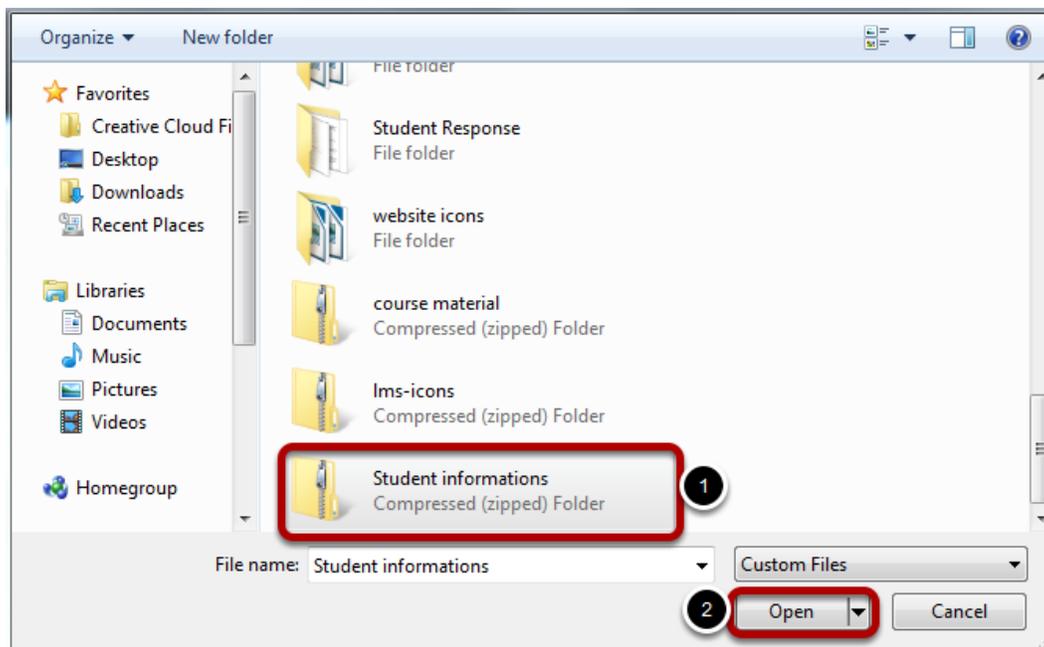
**Upload to** Select Folder ▼

Cancel Import

Click the **Choose File** button to select the .zip file.

**Note:** Depending on your browser, you may see Browse... instead of Choose File.

## Select File



Click the **title of the file** you wish to import [1] and click the **Open** button [2] to upload the .zip file.

**Note:** Depending on your web browser, you may see Choose instead of Open.

## Choose Upload Destination

### Import Content

**Content Type** Unzip .zip file into folder ▼

**Source**  Student informations.zip

**Upload to** Select Folder ▼

- Select Folder
- course files
  - Assignment files
  - Course files
  - course material
  - Features
  - Private files
  - Syllabus files
  - Training files

You can designate which folders the files should be uploaded to by clicking the **Upload to:** **drop-down** menu.

**Note:** You must upload the file to an existing folder. You cannot create new folders through this feature.

## Upload File

### Import Content

**Content Type** Unzip .zip file into folder ▼

**Source**  Student informations.zip

**Upload to** - Private files ▼

Click the **Import** button.

## Uploading files to import

### Import Content

**Content Type** Unzip .zip file into folder ▼

**Source** Choose File No file chosen

**Upload to** - Private files ▼

Cancel **Uploading...**

You can track the progression of the upload by monitoring the progress bar.

## View Import Progress

### Current Jobs

File Import	<a href="#">course material.zip</a>	Jun 18 at 12:18pm	<b>Queued</b>
File Import	<a href="#">...t%252Binformations.zip</a>	Jun 18 at 12:09pm	<b>Queued</b>

The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report.

Import statuses include queued, running, completed, and failed.

## View Files

The screenshot displays a file management interface. On the left, a tree view shows a folder structure under 'Security Training'. The 'Course files' folder is highlighted with a red box and contains subfolders 'course material' and 'Features', and files 'LMS site.doc', 'simple', and 'hiring.doc'. The 'Features' folder contains 'Chapters.doc' and 'project-management.pdf'. Other folders include 'Assignment files', 'Private files', 'Syllabus files', and 'Training files', with a 'Login-Screen.PNG' file at the bottom. The right pane, titled 'Course files', shows a list of files: 'course material' (folder), 'Features' (folder), 'Chapters.doc' (1.3 MB), and 'project-management.pdf'. At the top right of the right pane are icons for 'Add Files', 'Add Folder', and a trash can. At the bottom left, it says 'Storage Used: 5 MB out of 500 MB'. At the bottom right, there is a link: 'see files for all your courses/groups'.

Open Files and view your imported files.

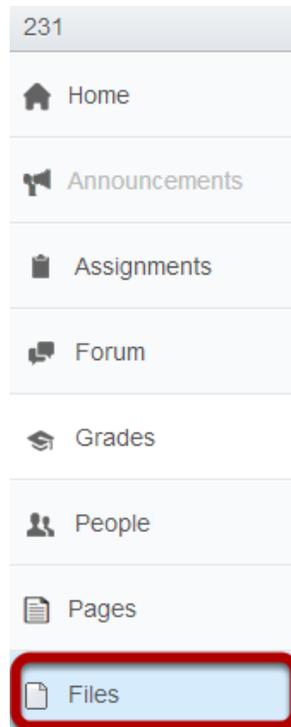
## How do I bulk upload files to my course?

---

If you have a lot of files to add to your course, you can bulk upload them.

**Note:** You can also bulk upload files by dragging and dropping the files into LMS from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the zip file into your course.

### Open Files



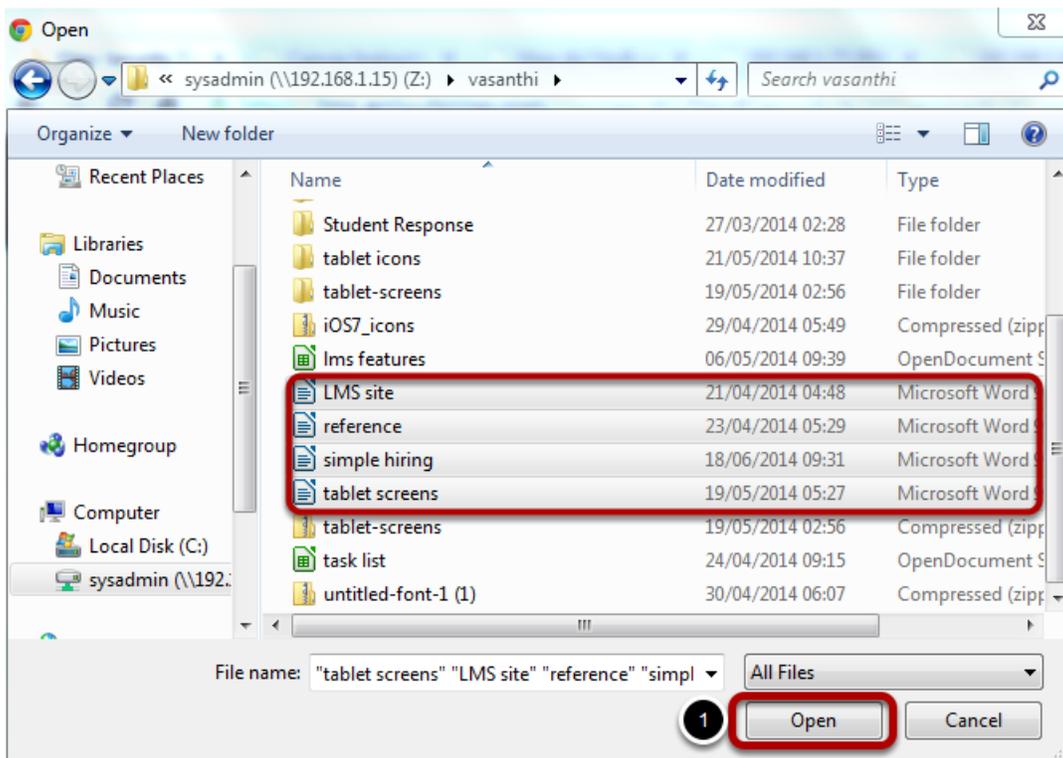
Click the **Files** link.

### Add Files



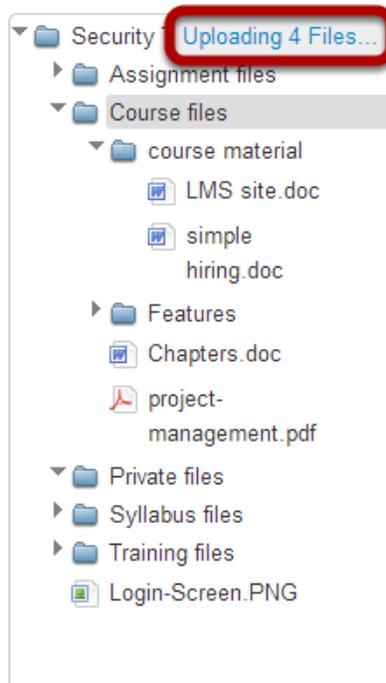
Click the **Add Files** link [1] to upload files. A pop-up window will appear in your browser.

**Note:** You can also bulk upload files by dragging and dropping the files into LMS from your computer. However, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the zip file into your course.



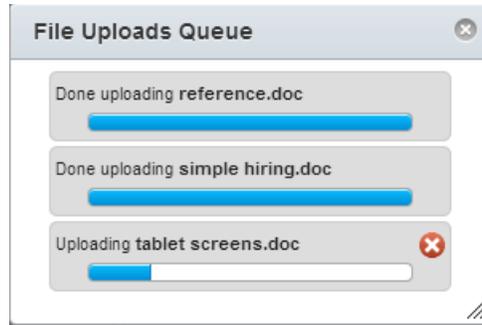
Select the files you wish to upload to your course. Click the **Open** button [1] to upload the files.

## Monitor Progress



Click the **Uploading progress bar** to view the file uploads queue.

## View File Uploads Queue



You can monitor the progress of your file uploads by clicking on the [Uploading \[number\] Files...](#) link when you are monitoring the file upload to view the file uploads queue. It will automatically close after all files have uploaded.

**Note:** Remember, when bulk uploading files, sometimes too many files can cause problems. If you have more than 50 files, try zipping the files and uploading the zip file into your course.

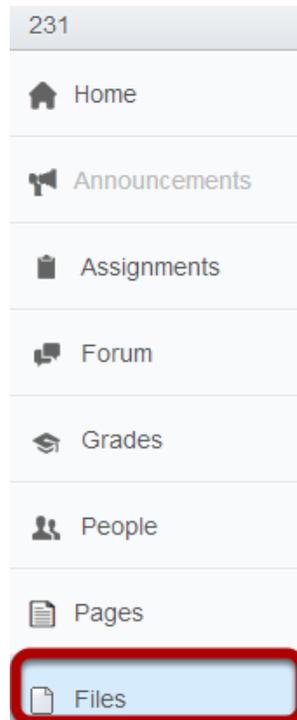
## How do I delete a file?

---

You can delete a file in courses, groups, or personal files. This process also applies to deleting folders. Once a file is deleted, it cannot be recovered.

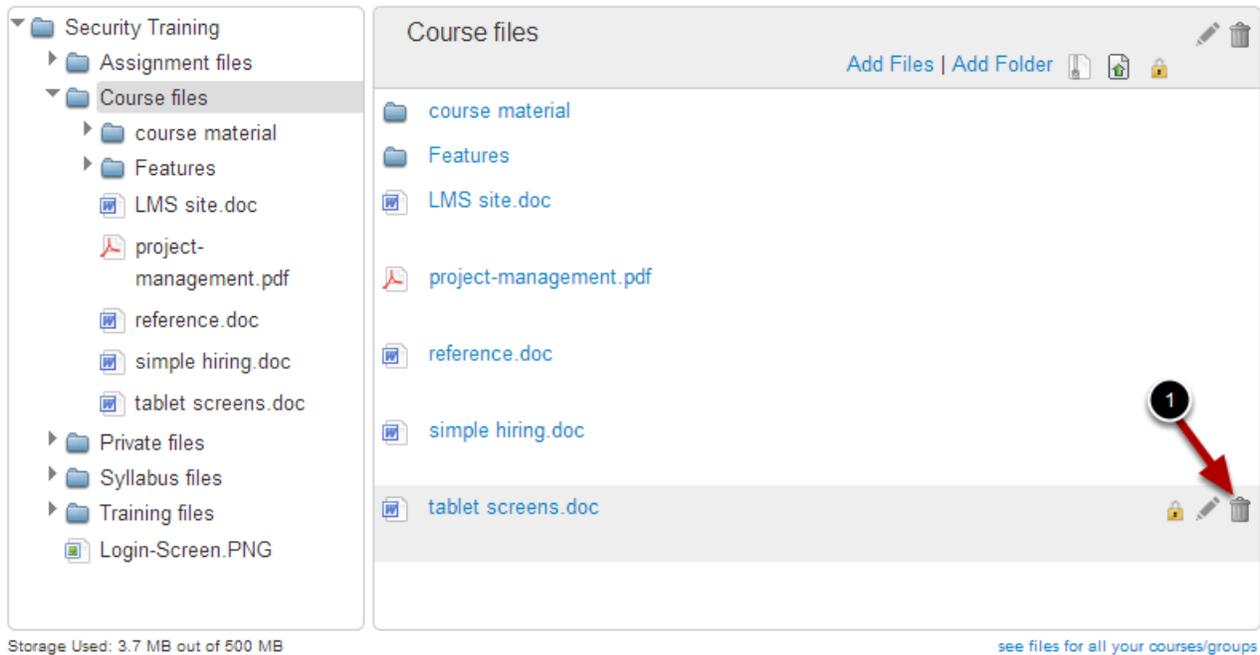
**Note:** The Unfilled Folder stores documents, graphics, and any other files from your account that you have posted to different areas of LMS, such as Discussions. Deleting these items within current courses may create broken links and submissions.

### Open Files



Click the **Files** link.

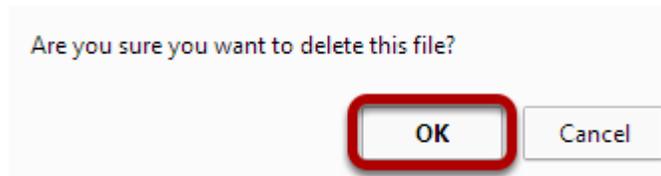
## Delete File



Click the **Trash** icon [1] to delete the file. A pop-up window will appear in your browser.

**Note:** Currently you can only delete one file at a time.

## Confirm Deletion



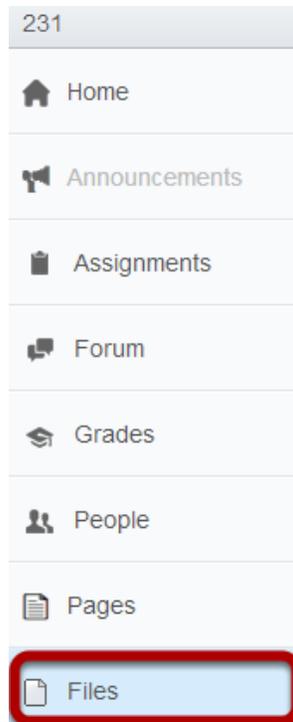
Click **OK** to delete the file.

## How do I download a single file?

---

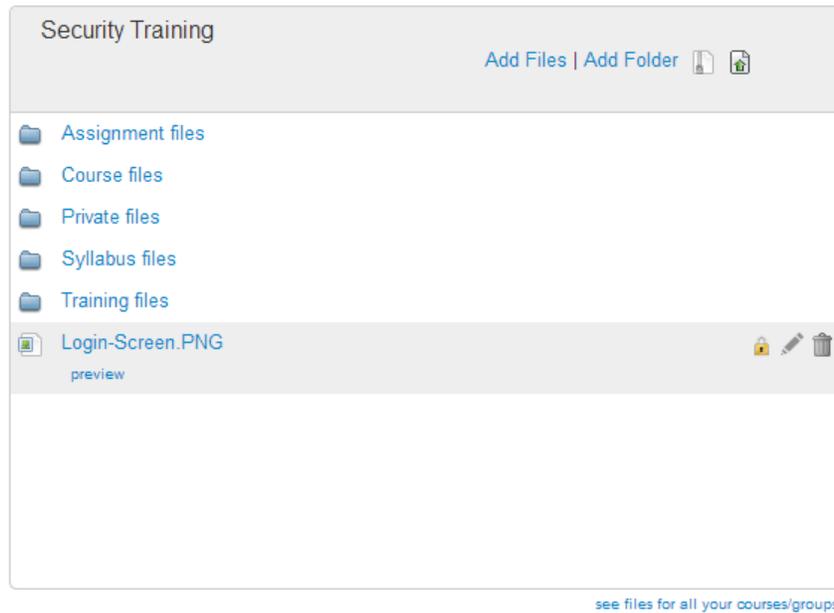
You can download a single file from any file storage area in LMS.

### Open Files



Click the **files** link.

## Download File



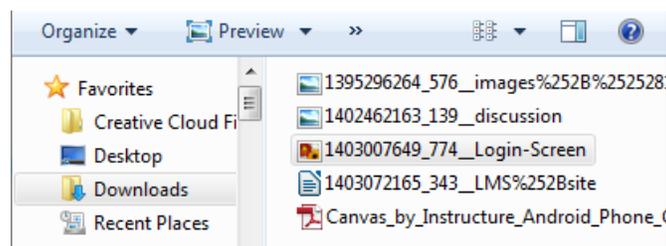
Click the **file name** to download the file to your computer.

## Monitor Downloading



You can monitor the status of your downloading file in the bottom of browser.

## View files



Your file will download to your computer. Open the appropriate folder to view the file.

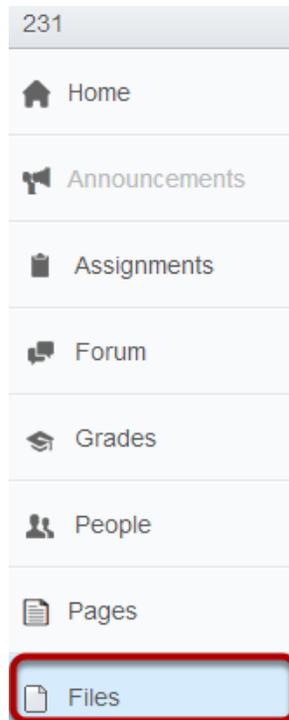
**Note:** The file may be saved to the Downloads folder on your computer.

## How do I download a folder in .zip format?

---

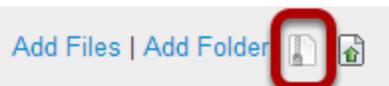
You can download folders from your files in a .zip format.

### Open Files



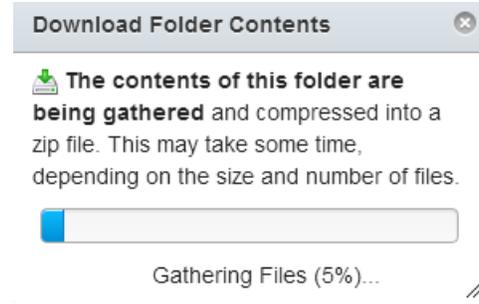
Click **Files** link

### Download Files



Click the **Zip Folder icon** to download the files in the folder in .zip format. A pop-up window will open in your browser.

## Monitor Download



Monitor the progress of your download by viewing the progress bar [1].

## Open .zip File



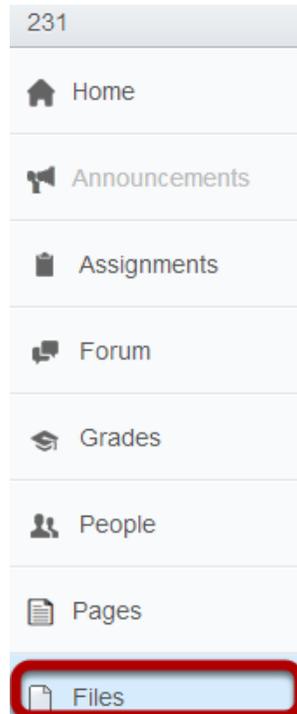
Click the "Click here to download [file size] link " [1] to open your .zip file.

## How do I lock files and folders?

---

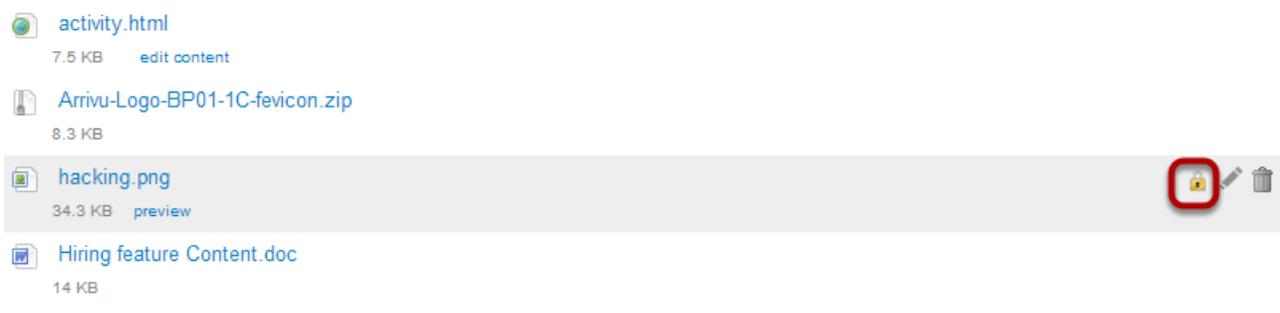
By default course files are visible and accessible to all users. Teachers and TAs can lock files and folders, which means the content will only be accessible to teachers and TAs in the course.

### Open Files



Click the **Files** link.

### Select File



By default course files are visible and accessible to all users. Teachers and TAs can lock files and folders, which means the content will only be accessible to teachers and TAs in the course. Click the **Lock icon** to lock the file or folder.

## Select Lock Settings

Lock File

Lock hacking.png  
When a file is locked, only teachers and TAs can access it.

Let students download or view the file if I link to it, just don't show it in the file listings for students **1**

Lock until I manually unlock it **2**

Cancel Lock this File **3**

There are two lock options.

Click the **Let students download...** checkbox [1] to let students view the file only if you link to it, but will not allow students to access the file via the Files tool.

Click the **Lock until I manually unlock it** checkbox [2] to manually lock the file. Click the **Lock this File** button [3].

**Note:** You can set a lock date on a file or folder.

## Set Lock Date

Lock File

Lock hacking.png  
When a file is locked, only teachers and TAs can access it.

Let students download or view the file if I link to it, just don't show it in the file listings for students

Lock until I manually unlock it

Lock Until:

Lock After:

Cancel Lock this File

Type the date you wish to lock the file until in the Lock Until field [1]. Type the date you wish to lock the file after in the Lock After field [2].

**Note:** Make sure the Lock until I manually unlock it checkbox is not checked. Otherwise the Lock Until or Lock After fields will not appear.

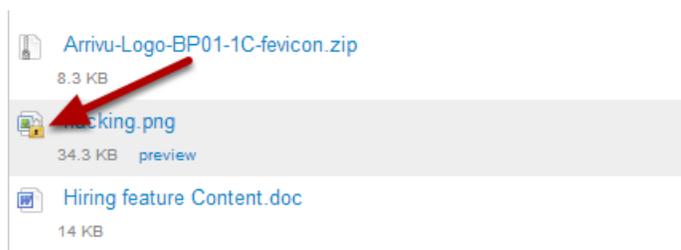
Currently the setting for Lock Until and/or Lock After is set up to only accept input in very specific format. You will be able to set the lock by using one of the following inputs:

dd/mm/yyyy 00:00 (24hr) Ex. 27/02/2013 23:59  
dd/mm/yyyy 00:00am/pm Ex. 27/02/2013 11:59pm  
Mon Da 00:00am/pm Ex. Feb 27 11:59pm  
Mon Da 00:00 (24hr) Ex. Feb 27 23:59

Note that the time field is optional and if not selected it will default to 12am.

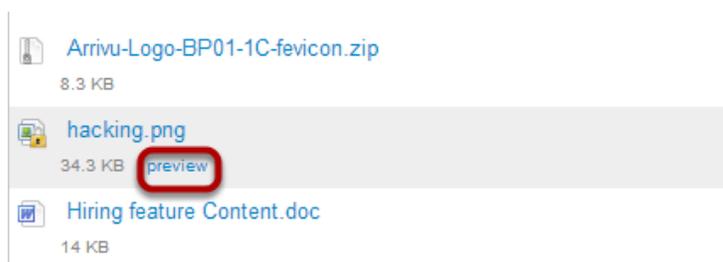
Click the **Lock this File** button [3].

### View File



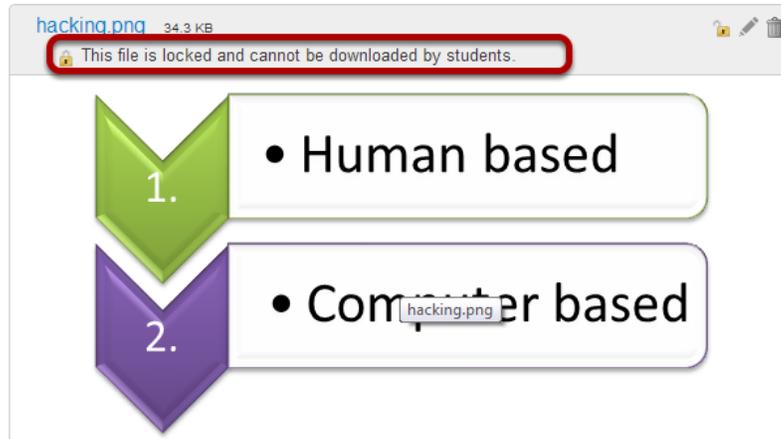
View your locked file, indicated by the **lock icon**.

### Preview File



To preview your file, click the **preview** link.

## View Lock Dates



When you click the **file name** to view it will display the file details with lock explanations. LMS will display your file, along with confirmation that your file is locked and will be locked between the indicated dates.

## Unlock File



To manually unlock a file, view the file you want to unlock and click the **Open Lock** icon [1].

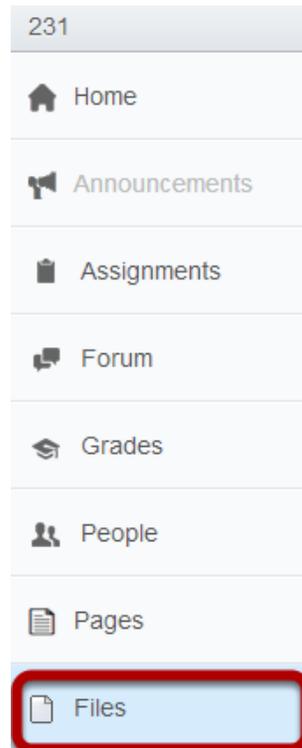
## What types of media files can be uploaded into LMS?

---

Video and audio uploads to LMS through the media tool can be up to 500 MB in size.

**Note:** LMS will accept most media files as uploads. However, not all media files can be played within LMS.

### Upload Audio

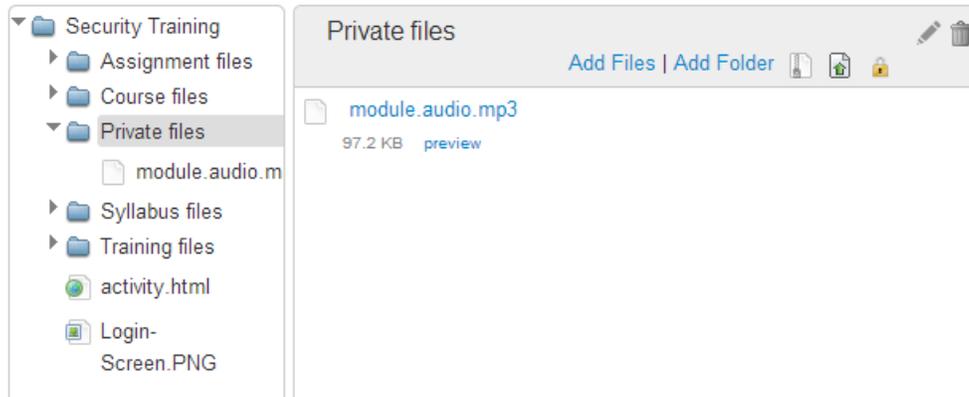


Click the **Files** link

LMS will accept the following audio files as an upload:

- rm – Real Media
- mp3 – Digital Audio Format
- wma – Windows media audio

## Upload Videos



LMS will accept the following video files as an upload:

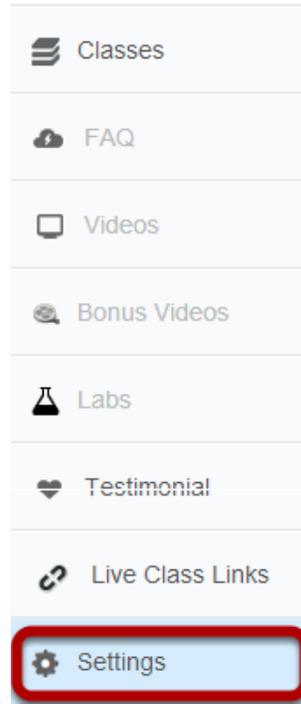
- flv – Flash Video
- swf – Macromedia flash
- asf – Microsoft Media
- aqt – Apple Quicktime
- mov – Apple Quicktime
- mpg – Digital Video Format
- mpeg – Digital Video Format
- avi – Digital Video Format
- wav – Digital Video Format
- m4v – Digital Video Format
- wmv – Windows Media
- mp4 – Digital Video Format
- 3gp – Multimedia Mobile Format

## What is my File Storage quota for my course?

---

Courses are allotted 500 MB quota for file storage. Administrators at your institution set the file storage quota for each course.

### Open Settings



Click **Settings** in the Course Navigation.

## View File Storage

Course Details	Sections	Navigation	Apps	Rewards	Reports	Feature Options
Course Images	Course Pricings	Course Description				

### Course Details

Name:	Security Training
Course Code:	ST125
Course SIS ID:	
Department:	<a href="#">Manually-Created Courses</a>
Term:	Default Term
Starts:	Jun 13, 2014 at 12am
Ends:	No Date Set <small>These dates will not affect course availability</small>
File Storage:	50000 megabytes
Grading Scheme:	Not Set
License:	Public Domain
Visibility:	Private
Add Tags:	<a href="#">Click to add tags of this Course</a>

The file storage quota for your course is located in the **course details** tab.

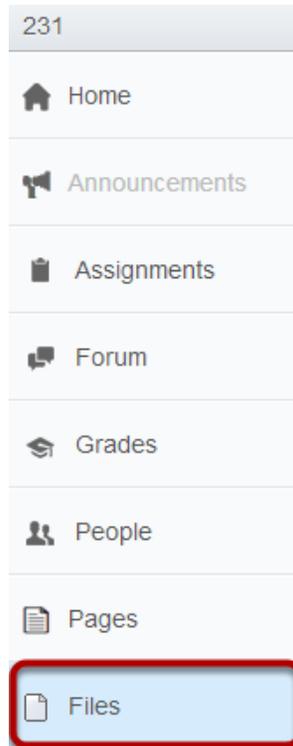
**Note:** Administrators at your institution set the file storage quota for each course. However, there is 2GB limit on individual files uploaded to LMS and a 500MB limit for files created using the media tool in LMS.

## Where is the HTML Editor?

---

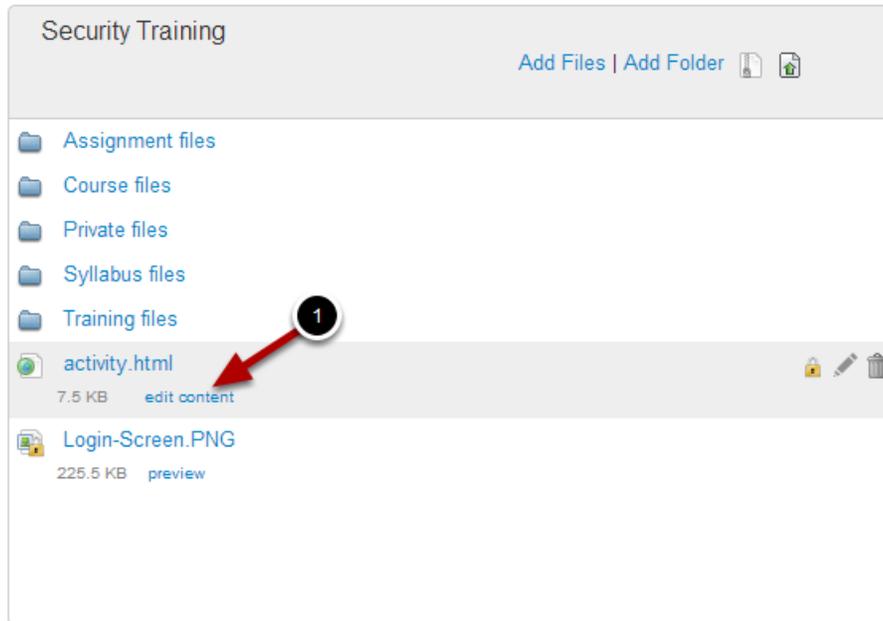
The HTML Editor is a tool that allows you to change and update the design of web pages. This tool exists only in the Course Files page to edit the HTML code before using it in a course.

### Open Files



Click the **Files** link.

## Edit HTML File



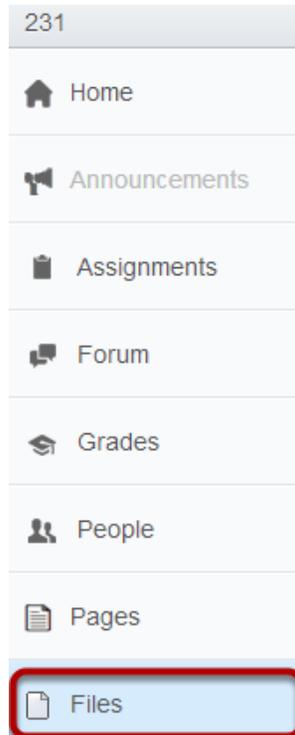
Hover over the HTML file. Open the HTML Editor by clicking the **Edit Content** link [1].

## How do I use the HTML Editor in Files?

---

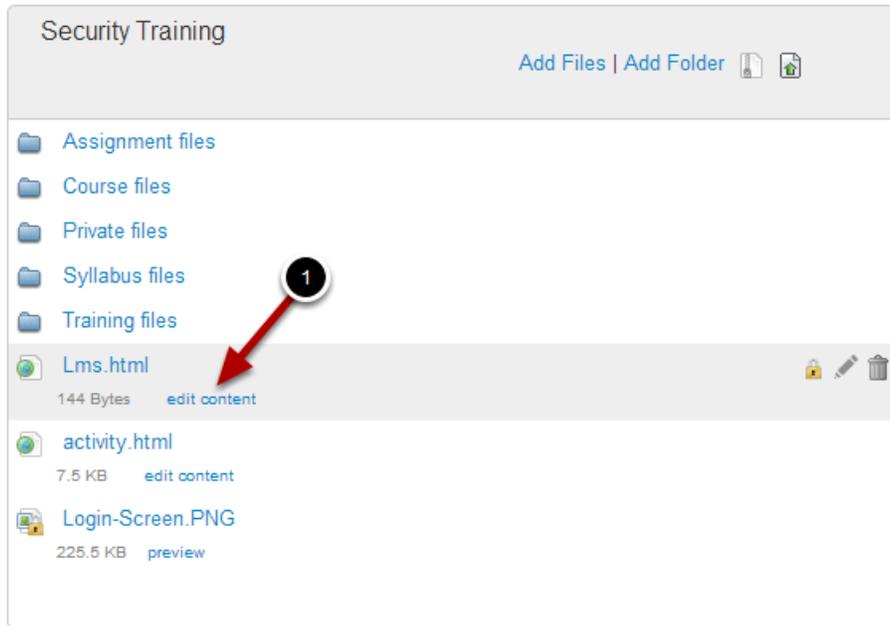
The HTML Editor is a tool that allows you to change and update the design of web pages. This tool exists only in the Course Files page to edit the HTML code before using it in a course.]

### Open Files



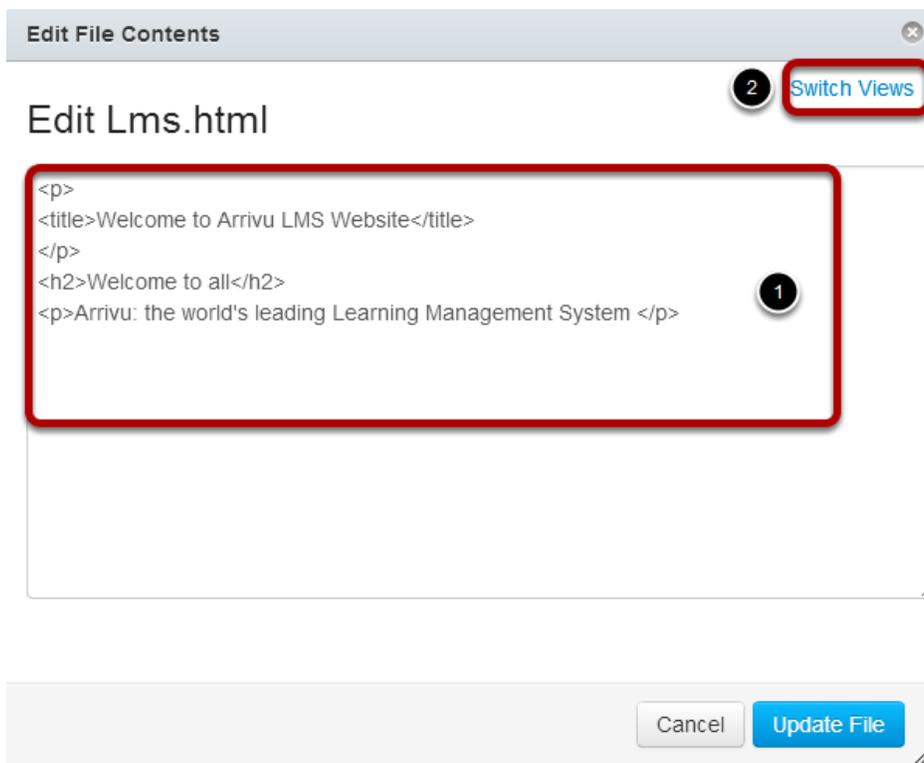
Click the **Files** link.

## Edit HTML File



Hover over the HTML file. Open the HTML Editor by clicking the **Edit Content** link [1].

## Edit File Contents Using HTML



Use the HTML text box to edit the HTML code [1]. Click the **Switch Views** link to edit the HTML file using the Rich Content Editor [2].

## Edit File Using Rich Content Editor

The screenshot shows a web browser window titled "Edit File Contents" with a close button in the top right corner. Below the title bar, the text "Edit Lms.html" is displayed, followed by a "Switch Views" link. A rich content editor toolbar is visible, containing icons for bold, italic, underline, text color, background color, link, unlink, list, and paragraph. Below the toolbar, the main content area is enclosed in a red rectangular box, labeled with a circled "1". This area contains the text "Welcome to all" in italics, followed by "Arrivu: the world's leading Learning Management System" with a red underline under "Arrivu". Below the text is an image of three smiling students (two women and one man) holding books. At the bottom right of this content area is a circled "1". Below the content area is a yellow warning box with the text: "The HTML editor alters your HTML, you should download a backup before saving changes." At the bottom of the window are two buttons: "Cancel" and "Update File", with a circled "2" above the "Update File" button.

Use the Rich Content Editor to edit the HTML file [1]. Click the **Update File** button to save the changes [2].

## View File

Home > ST125 > Files > Lms.html

The screenshot shows a web browser window displaying the content of the "Lms.html" file. The content is enclosed in a thin black border and contains the text "Welcome to all" in italics, followed by "Arrivu: the world's leading Learning Management System" in bold. Below the text is an image of three smiling students (two women and one man) holding books.

View edited file.

## What are Grades and the Gradebook?

---

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students.

The Gradebook stores all information about student progress in the course, measuring both letter grades and course outcomes.

### Access Grades across all Courses



Courses & Groups ▾

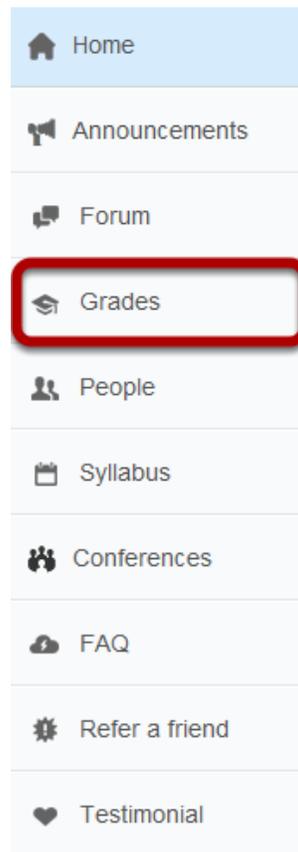
**Grades**

Calendar

LeaderBoard ▾

To see a Grade summary across all courses, click the **Grades** link in Global Navigation.

### Access Grades in a Specific Course



To access the Gradebook for a specific course, open the course and click the **Grades** link in Course Navigation.

## What is the Gradebook?

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10	Verbs and Verb Tenses Out of 20	Relative Clauses Out of 5
 Amelia		8	5	✓	80	C 15	5
 Emi Jackson		-	-	-	-	-	-
 Chris Evans		8	5	✓	70	F 10	5
 Jon Mathew		9	5	✓	80	F 5	4
 Robert Downey		6	4	✓	100	A 20	5
 Test Student		10	3	✗	100	C 15	5

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well.

You can also use SpeedGrader™ to help you assign out grades.

Columns are automatically created in the Gradebook when you create Assignments, graded Discussions, and graded Quizzes and Surveys. A column is also automatically added for the Attendance tool.

## When would I use the Gradebook?

Use the Gradebook to:

- View assignment submission notifications and assignment details
- Sort the gradebook by assignment due dates, student names, secondary id, total scores, or group scores (if applicable)
- Download assignment submissions from students to grade or view them offline when no internet connection is available
- Manually enter student grades
- Automatically calculate total and final grades
- Assign zeros after deadline (this will send a notification out to students)
- Simultaneously view grade information across all courses
- Notify students when an assignment has been graded
- View Grade history and revert updated assignment scores to previous scores (including grades from multiple submissions and/or regraded quizzes)
- Download or upload Grades as a CSV file
- Hide grades from students until they are published
- Create custom weighting, curving, and grade ranges
- Message students who haven't submitted an assignment yet, or who scored more than X or less than Y on an assignment
- Leave private grading notes/comments for the student

**Note:** You can use keyboard shortcuts to navigate the Gradebook. Press the comma key and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

### View Gradebook

Student Name	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10	Verbs and Verb Tenses Out of 20	Relative Clauses Out of 5	Direct and Indirect Speech Out of 10	Basic grammar Out of 5
Jon Mathew jon.	9	5	✓	80	F 5	4	✓	0
Chris Evans sat.	8	5	✓	70	F 10	5	✗	4
Robert Downey sat.	6	4	✓	100	A 20	5	✗	4
Emi Jackson sub.	-	-	-	-	-	-	-	-
Amelia test.	8	5	✓	80	C 15	5	✓	2
Test Student 315	10	3	✗	100	C 15	5	✓	4

In the Gradebook, which will populate the select **student data** [1] and **assignment data** [2]. You can also use the **Settings drop-down** menu to specify settings for the entire Gradebook [3].

### View Student Information

Student Name	Secondary ID
Jon Mathew	
Chris Evans	
Robert Downey	
Emi Jackson	
Amelia	
Test Student	315

Once you have selected your students, the Gradebook will display the following student information:

**Student Name:** View name and section

**Secondary ID:** this can be the student's email or student number

Click a **student's name** to view the student's Grades page. (This is the same view that you can see if you access the Gradebook via Student View.)

## Sort Student Information

Home > EG562 > Gradebook

Student Name	Secondary ID
Jon Mathew	
Chris Evans	
Robert Downey	
Emi Jackson	
Amelia	
Test Student	315b9564a3a864c0ddd4fa3f404db7203...

To sort columns, click the heading of a column and use the **blue arrow** to sort the content in ascending or descending order.

## View Assignments

Home > EG562 > Gradebook

Filter by student name or secondary ID

Student Name	S...	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10	Verbs and Verb Tenses Out of 20	Relative Clauses Out of 5	Direct and Indirect Speech Out of 10	Basic grammar Out of 5
Jon Mathew	jon...	9	5	✓	80	F 5	4	✓	0
Chris Evans	sat...	8	5	✓	70	F 10	5	✗	4
Robert Downey	sat...	6	4	✓	100	A 20	5	✗	4
Emi Jackson	sub...	-	-	-	-	-	-	-	-
Amelia	test...	8	5	✓	80	C 15	5	✓	2
Test Student	315...	10	3	✗	100	C 15	5	✓	4

Each column in the Gradebook represents an assignment. Each column displays the assignment title, total points, and each student's grade. Icons and colors represent assignments and submission statuses within Arrivu LMS. You can sort, resize, and reorder any assignment column.

With Assignments in the Gradebook you can:

1. Evaluate both individual and group work

2. Enter and edit scores
3. Leave comments for your students
4. View total grades as a point value instead of a percentage (by default, total grades are shown as a percentage)

## View Assignment Drop-down Menu

Home > EG562 > Gradebook

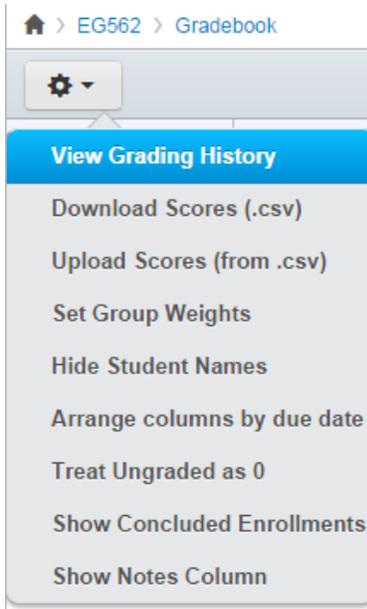
Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25
Jon Mathew				✓
Chris Evans				✓
Robert Downey				✓
Emi Jackson				-
Amelia				✓
Test Student	31			✗

Assignment Details (1)  
 SpeedGrader (2)  
 Message Students Who... (3)  
 Set Default Grade (4)  
 Curve Grades (5)  
 Download Submissions (6)  
 Mute Assignment (7)

For each Assignment, you can set one or more options:

1. View **assignment details**
2. View the assignment in **SpeedGrader**
3. Send a **message** to your students
4. Set a default grade
5. Curve grades
6. Bulk **Download submissions**/Re-upload Submissions
7. Mute an assignment

## View Settings



In the **Settings drop-down** menu, you can specify settings that apply to your entire Gradebook, including:

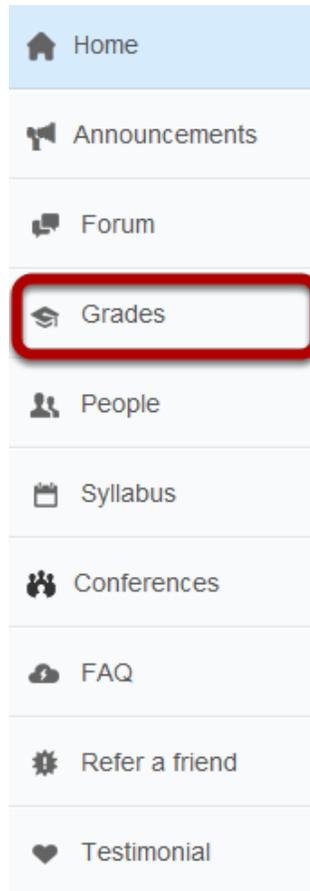
1. View Grading History
2. Download Scores (.csv)
3. Upload Scores (from .csv)
4. Set or change Assignment Group Weights
5. Show/Hide Student Names
6. Arrange columns by due date
7. Treat ungraded submissions as zeros
8. Show Concluded Enrollments
9. Show/Hide Notes Column

## How do I use the Gradebook?

---

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well. The default view in the Gradebook is to view all students at a time

### Open Grades



In Course Navigation, click the **Grades** link.

## View Gradebook

The screenshot shows the 'View Gradebook' interface. At the top left, there is a breadcrumb trail: 'BC345 > Gradebook'. A settings gear icon is highlighted with a red arrow and a circled '4'. A search bar at the top right contains the text 'Filter by student name or secondary ID' and is highlighted with a circled '1'. Below the search bar, a table is displayed with columns for 'Student Name', 'Secondary ID', and several assignments. The first two columns are highlighted with a red box and a circled '2'. The 'modern computer' column is highlighted with a red box and a circled '3'. The table data is as follows:

Student Name	Secondary ID	modern computer Out of 5	advantages of computer Out of 5	Assignment - percentage Out of 10	Assignment Out of 10	Assignment - letter grading Out of 10	Assignment - incomplete Out of 5
Chris Evans		5	3	50	✓	F 5	X
jigsawms@arrivus		-	-	-	-	-	-
Jon Mathew		4	-	60	✓	B- 8	📅
Robert Downey		-		-	-	-	-

In the Gradebook, you can sort your Gradebook by all students or by section [1], which will populate the select student data [2] and assignment data [3]. You can also use the Settings drop-down menu to specify settings for the entire Gradebook [4].

## View Sections

The screenshot shows a dropdown menu titled 'Showing All Sections'. A red arrow points to the dropdown arrow. The menu options are: 'All Sections' (selected with a checkmark), 'SectionA', 'SectionB', and 'SectionC'. The background shows a partial view of the student list from the previous screenshot.

You can sort the Gradebook by all course sections or individual sections by clicking the **Sections** drop-down menu.

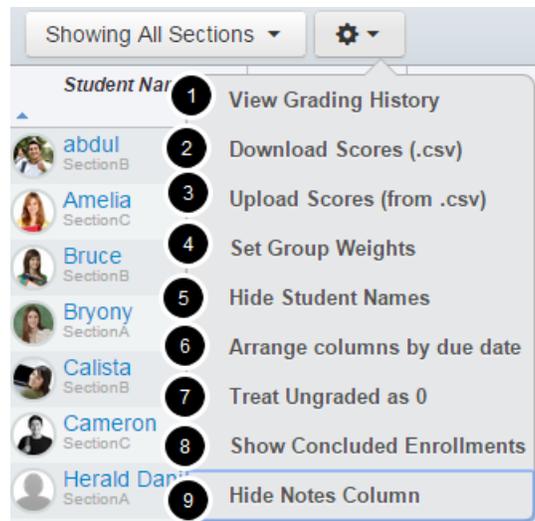
## Sort Student Information

The screenshot shows a table with three columns: 'Student Name', 'Secondary ID', and 'Notes'. A blue arrow points to the 'Student Name' header. The table data is as follows:

Student Name	Secondary ID	Notes
abdul SectionB	abdul	
Amelia SectionC	Amelia	
Bruce SectionB	Bruce	
Bryony SectionA	sowmiya	
Calista SectionB	Calista	
Cameron SectionC	Cameron	

To sort columns, click the **heading of a column** and use the **blue arrow** to sort the content in ascending or descending order.

## View Settings



In the Settings drop-down menu, you can specify settings that apply to your entire Gradebook, including:

- View Grading History
- Download Scores (.csv)
- Upload Scores (from .csv)
- Set or change Assignment Group Weights
- Show/Hide Student Names
- Arrange columns by due date
- Treat ungraded submissions as zeros
- Show Concluded Enrollments
- Show/Hide Notes Column

## View Student Information

Student Name	Secondary ID	Notes
abdul SectionB	abdul	
Amelia SectionC	Amelia	
Bruce SectionB	Bruce	
Bryony SectionA	sowmiya	
Calista SectionB	Calista	
Cameron SectionC	Cameron	

Once you have selected your students, the Gradebook will display the following student information:

1. Student Name: View name and section
2. Secondary ID: this can be the student's email or student number
3. Notes: Any notes you want to remember about a student

Click a **student's name** to view the student's Grades page. (This is the same view that you can see if you access the Gradebook via Student View.)

### View Assignment Drop-down Menu

Writing Assignment Out of 50	Research Assignment Out of 20	Video Assignment Out of 20
📄	-	-
-	-	-
-	-	-
-	-	-
📄	-	-
-	-	-
-	-	-

<b>Assignment Details</b> 1	
SpeedGrader	2
Message Students Who...	3
Set Default Grade	4
Curve Grades	5
Download Submissions	6
Mute Assignment	7

For each Assignment, you can set one or more options:

- View assignment details
- View the assignment in SpeedGrader
- Send a message to your students
- Set a default grade
- Curve grades
- Bulk Download submissions/Re-upload Submissions
- Mute an assignment

## What do the icons and colors in the Gradebook represent?

There are different icons and colors in the new Gradebook. Depending on how you grade assignments (manually or otherwise), you will see different icons or colors.

For more information on grading assignments, please visit the Assignments and Grades chapters in the Arrivu LMS Guides.

### Submission Type Icons

Home > BC345 > Gradebook

Filter by student name or secondary ID

Student Name	Secondary ID	modern computer Out of 5	advantages of computer Out of 5	Assignment - percentage Out of 10	Assignment Out of 10	Assignment - letter grading Out of 10	Assignment - incomplete Out of 5
Chris Evans		5	3	50	✓	F 5	X
jigsawlms@arrivus		-	-	-	-	-	-
Jon Mathew		4	-	60	✓	B- 8	📄
Robert Downey		-	🗨️	-	-	-	-

The following icons represent different assignment functions in the Gradebook:

1. **Discussion** Icon: Graded discussion submitted, but not graded
2. **Document** Icon: File upload submitted, not graded
3. **Filmstrip** Icon: Media recording submitted, not graded
4. **Text** Icon: Text entry submitted, not graded
5. **Link** Icon: Website URL submitted, not graded
6. **Muted** Icon: Assignment is muted
7. **Q** icon: Auto-submitted Quiz score has been deleted from the Gradebook; a new grade needs to be assigned

### Grading Types

Each grading type shows up differently in the Gradebook. Here you can see how each grading type is represented:

1. Dash: No submission
2. Number: Points grade
3. Check Icon: Complete grade
4. X Icon: Incomplete grade
5. Letter: Letter grade (see also Course Grading Schemes or Account Grading Schemes)
6. Percentage: Percentage grade
7. GPA: GPAScale

Note: In the Total column, you will see a percentage that represents your total grade at that time. Next to the percentage you will see the letter grade you have, based on the percentage.

### Assignment Group Warning Icons

The following icons represent different warnings for Assignment Groups in the Gradebook:

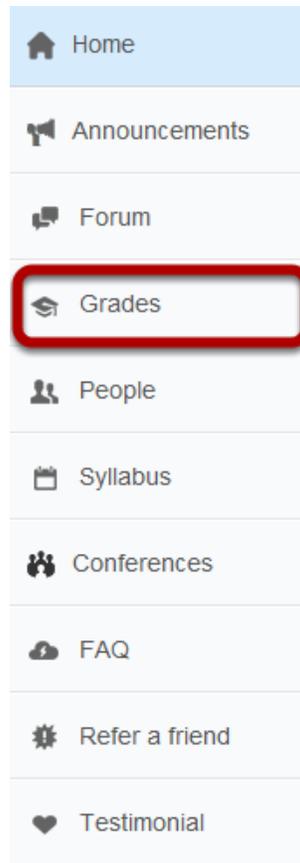
1. Blue Warning Icon: Notifies you that the assignment is part of an assignment group with no points possible and cannot be included in the final grade calculation
2. Black Warning Icon: Notifies you that the final score does not include one of the assignment groups because the group has zero points possible (the warning will tell you which assignment group is affected).

You can correct these warnings by making sure a weighted assignment group has an assignment worth more than zero points, or, if an assignment is supposed to have zero points, adding another assignment with more than zero points to the assignment group.

## How do I view assignment details in the Gradebook?

Follow these steps to view the statistics and other details of an assignment in the Gradebook.

### Open Grades



In Course Navigation, click the **Grades** link.

### Open Assignment Drop-down Menu

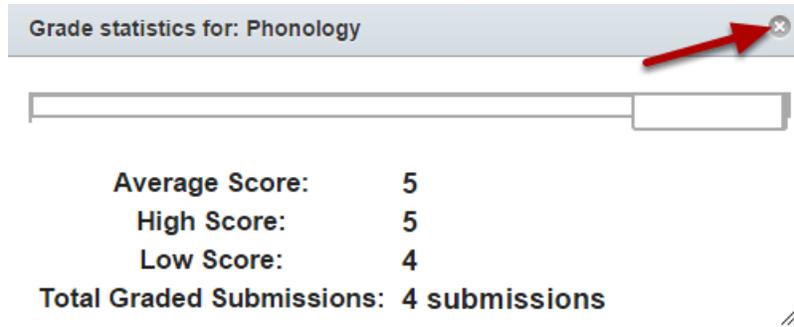
Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 10	Vocabulary Out of 10
Amelia		8	5		80
Emi Jackson		-			-
Chris Evans		8			70
Jon Mathew		9			80
Robert Downey		6			100
Test Student		10			100

A red arrow points to the drop-down arrow on the 'Phonology' column header. A menu is open over the 'Phonology' cell for the first row, showing the following options: Assignment Details, SpeedGrader, Message Students Who..., Set Default Grade, Curve Grades, and Mute Assignment.

Under the assignment title, click the **drop-down** menu.

Click the **Assignment Details** link.

## View Assignment Details



View the details for the assignment. You can see the average score, high and low score, and the number of total graded submissions. When you are finished click the **X** to return to the Gradebook.

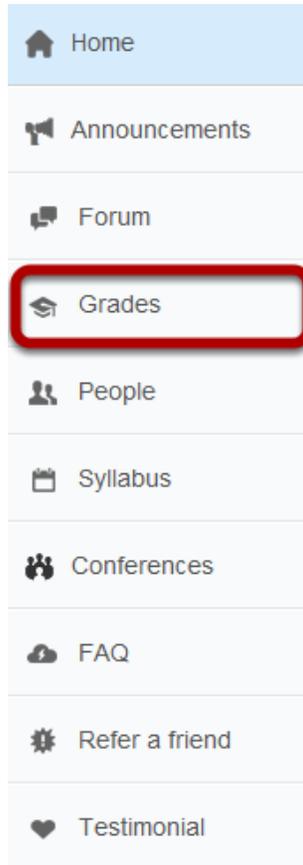
## How do I hide and filter students in the Gradebook?

---

You can hide and filter students in the Gradebook.

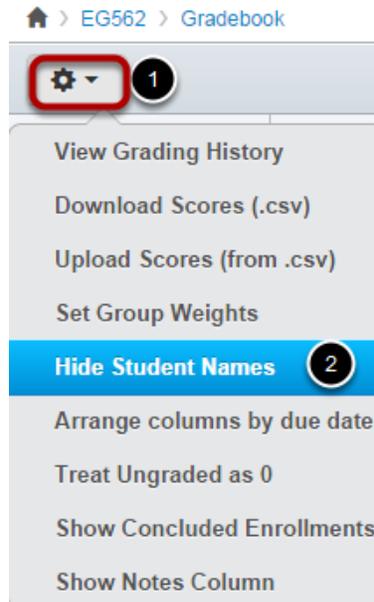
Filtering your Gradebook can allow you to quickly find students to enter or edit their grades. Hiding student names is an optional feature that lets instructors choose to remove bias in grading and does not guarantee that all assignments will be graded anonymously.

### Open Grades



In Course Navigation, click the **Grades** link.

## Hide Student Names



You might want to hide the names of your students during grading to help eliminate bias. Click the **Settings** icon [1] and select the **Hide Student Names** option [2].

**Note:** You can also hide names in the SpeedGrader™.

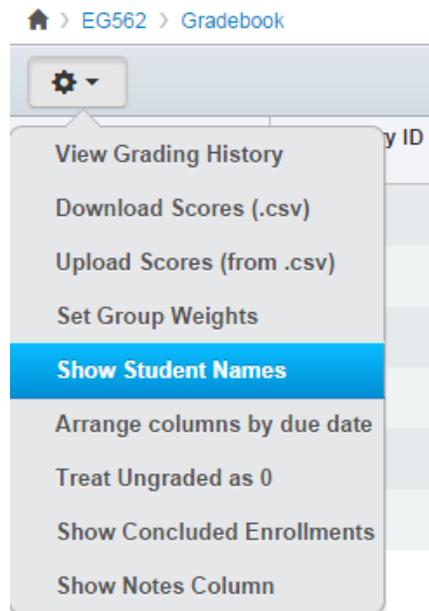
## View Hidden Names

The screenshot shows the navigation path: Home > EG562 > Gradebook. Below this is a settings icon (gear) with a dropdown arrow. The table below has two columns: 'Student Name' and 'Secondary ID'. The 'Student Name' column contains the word 'Student' in each row, indicating that the names have been hidden.

Student Name	Secondary ID
Student	

After choosing the Hide Student Names options, you will only see Student in your gradebook.

## Show Student Names



To view student names, click the **Show Student Names** option in the **drop-down** menu.

## Filter Names

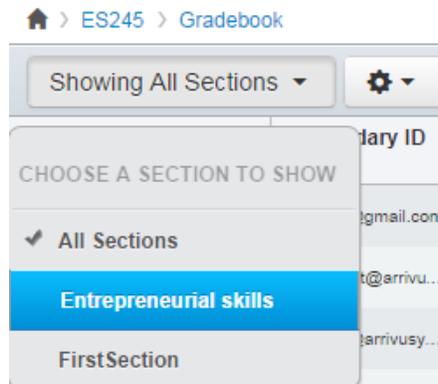
The screenshot shows the Gradebook table with a filter box and an arrow filter highlighted. The filter box is labeled 'Filter by student name or secondary ID' and is circled with a red box and the number 2. The arrow filter is highlighted with a red arrow and the number 1.

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10
Amelia		8	5	✓	80
Emi Jackson		-	-	-	-
Chris Evans		8	5	✓	70
Jon Mathew		9	5	✓	80
Robert Downey		6	4	✓	100
Test Student		10	3	✗	100

Filtering your Gradebook can allow you to quickly find students to enter or edit their grades. You can filter the Gradebook by:

1. Using the **arrow filter** in Student Name or Secondary ID columns.
2. Searching for a student **by name or secondary ID** in the text field.

## View Sections



If your course has sections, you can filter the Gradebook by choosing **all sections** or just **one section**.

## View Filtered Student Name

The screenshot shows a navigation path: Home > EG562 > Gradebook. A search filter 'amelia' is entered in a text field at the top right. Below the filter is a table with the following data:

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10
Amelia		8	5	✓	80

You can filter the gradebook by typing a name into the text field at the top of the gradebook. Once you type the **student's name** or **secondary ID** in the text field, the student's grades will be shown.

## Removing Students from the Gradebook

You may have students drop your course who still remain in the gradebook. Institutions have different policies on how to edit course rosters. If your institution allows, you can remove a student from your course. Otherwise you may need to contact your administrator and request the student be removed via SIS Import.

## Test Student

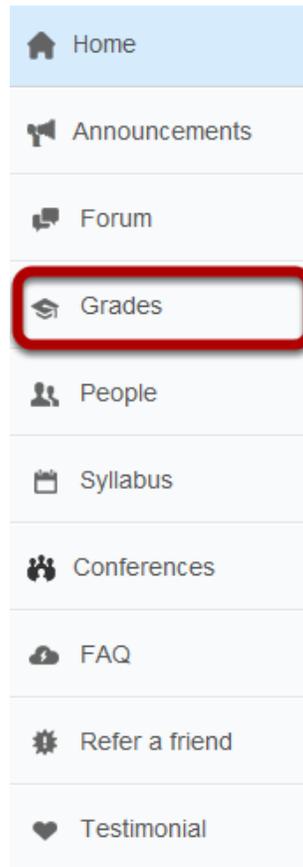
If you have used Student View in your course, you may see the Test Student in your Gradebook. The Test Student will always be listed at the end of the Gradebook and does not factor into course analytics. If you want to remove the test student completely, you will have to remove the test student from your section enrollments.

## How do I enter and edit scores in the Gradebook?

---

Most likely you will use the SpeedGrader to enter grades. The grades will appear in the Gradebook when you are done. However, if you want to enter or edit scores in the Gradebook, follow these steps.

### Open Grades



In Course Navigation, click the **Grades** link.

## Locate Student Score

Home > EG562 > Gradebook

Filter by student name or secondary ID

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10
Amelia		8	5	✓	80
Emi Jackson		-	-	-	-
Chris Evans		8	5	✓	70
Jon Mathew		9	5	✓	80
Robert Downey		6	4	✓	100
Test Student		10	3	✗	100

Click the **assignment cell** located in the row of the student whose score you want to enter.

## Enter New Score

Home > EG562 > Gradebook

Filter by student name or secondary ID

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10
Amelia		8	5	✓	80
Emi Jackson		Text Entry Submission	-	-	-
Chris Evans		<input type="text" value="8"/> / 10	5	✓	70
Jon Mathew		9	5	✓	80
Robert Downey		6	4	✓	100
Test Student		10	3	✗	100

Type or use the **arrows** to enter the new score in the cell and press **Return** (on a MAC keyboard ) or **Enter** (on a PC keyboard). New scores are saved automatically.

## View New Score

Home > EG562 > Gradebook

Filter by student name or secondary ID

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10
 Amelia		8	5	✓	80
 Emi Jackson		-	-	-	-
 Chris Evans		9	5	✓	70
 Jon Mathew		9	5	✓	80
 Robert Downey		6	4	✓	100
 Test Student		10	3	✗	100

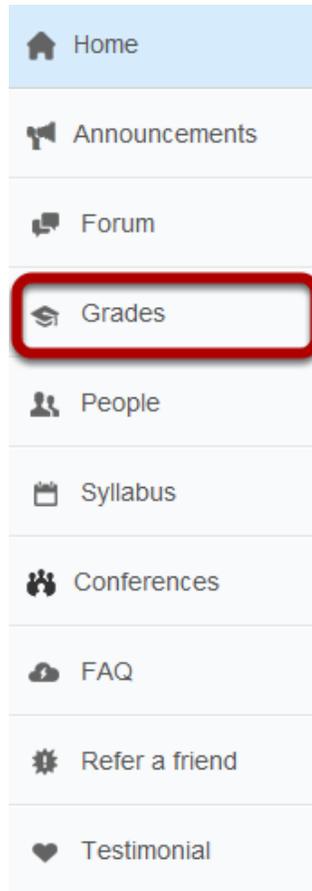
View the new score.

## How do I use grading history in the Gradebook?

---

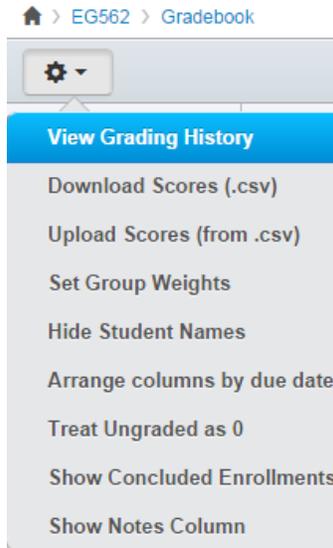
Grading history allows you to see who graded each assignment and revert scores for students.

### Open Grades



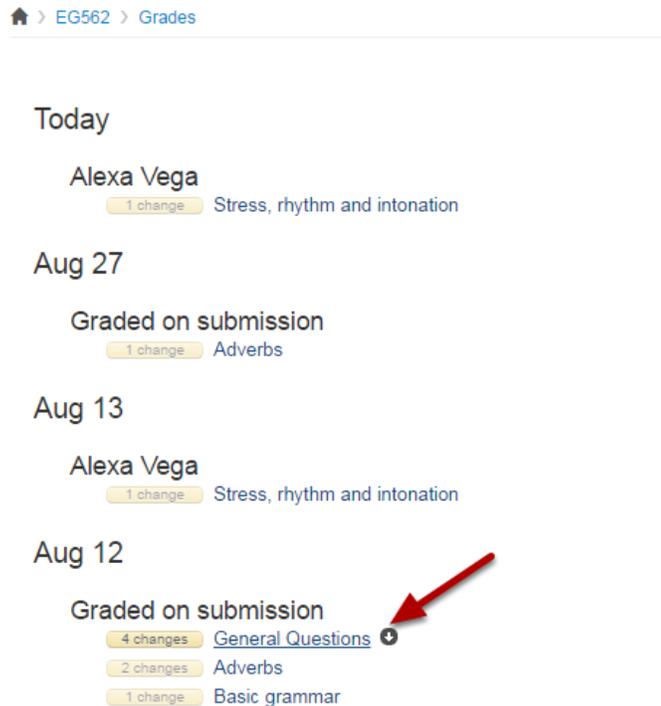
In Course Navigation, click the **Grades** link.

## Choose Grading History



Click the **Settings** icon and select **View Grading History**.

## View Grading History



Find the assignment you want to view the grading history for. Once you click the **assignment**, it will expand and you can revert the grade for student submissions.

Today

Alexa Vega

1 change Stress, rhythm and intonation

Student	Before	After	Current
Chris Evans	8 <span>Revert to this grade</span>	9	9

May 26 by Alexa Vega

Aug 27

Graded on submission

1 change Adverbs

Aug 13

Alexa Vega

1 change Stress, rhythm and intonation

Click **Revert to this grade** while hovering over the assignment grade for the student.

### View Reverted Grade

Today

Alexa Vega

1 change Stress, rhythm and intonation

Student	Before	After	Current
Chris Evans	8	9	8

Aug 27

Graded on submission

1 change Adverbs

Aug 13

Alexa Vega

1 change Stress, rhythm and intonation

Once you revert a grade, it will show in the Current column and the grade will change in the Gradebook. To collapse the changes, click the **assignment title**.

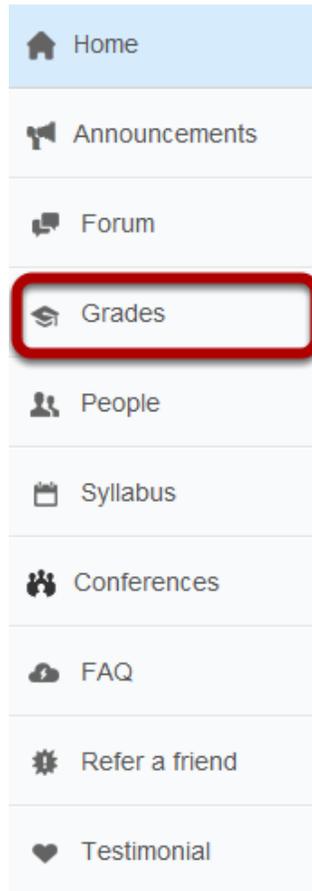
**Note:** Grading history only displays up to 2000 grade changes.

## How do I leave comments for students in the Gradebook?

---

If you want to leave simple feedback for your students, you can leave a text comment directly in the Gradebook. Gradebook comments will be placed within the Discussion portion of Speedgrader™. You can also grade assignments from the comments window in the Gradebook.

### Open Grades



In Course Navigation, click the **Grades** link.

## Open Comment Window

Home > EG562 > Gradebook

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10	Verbs and Verb Tenses Out of 20
Amelia		8	5	✓	80	C 15
Emi Jackson		-	-	-		
Chris Evans		8	5	✓	70	F 10
Jon Mathew		6	5	✓	80	F 5
Robert Downey		6	4	✓	100	A 20
Test Student		10	3	✗	100	C 15

Click the small Speech **Bubble** icon to open the comment window.

## Add Comment

Robert Downey

### Verbs and Verb Tenses

Submitted: Aug 12 at 11:00am [More details in the SpeedGrader](#)

Online Text Entry, [see details in the SpeedGrader](#).

[View Rubric Assessment in the SpeedGrader](#)

### Comments

 **Robert Downey** Aug 12, 2014  
submitted.

 **Alexa Vega** Aug 12, 2014  
good job

Add a comment

Type your comment in the **add a comment** field [1] and click the **Post Comment** button [2] to save and post your comment.

## View Comment

Robert Downey



### Verbs and Verb Tenses

Submitted: Aug 12 at 11:00am

[More details in the SpeedGrader](#)

Online Text Entry, [see details in the SpeedGrader](#).

 [View Rubric Assessment in the SpeedGrader](#)

### Comments

	<b>Robert Downey</b> submitted.	Aug 12, 2014
	<b>Alexa Vega</b> good job	Aug 12, 2014

Add a comment

Post Comment

Where there is more than one comments for an assignment, comments will be listed in chronological order with the oldest comments appearing at the top and the newer comments appearing near the bottom.

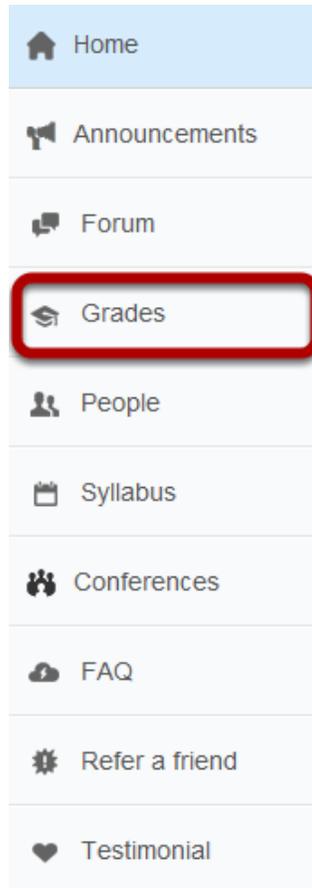
**Note:** If you need to remove a comment, click the **More Details in the SpeedGrader** link to view the assignment in SpeedGrader.

## How do I send a message to my students from the Gradebook?

---

Sending a message to multiple students regarding an assignment can be accomplished by following the steps below.

### Open Grades



In Course Navigation, click the **Grades** link.

## Open Assignment Drop-down Menu

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology	Grammar Categories Out of 25
 Amelia		8		
 Emi Jackson		-		
 Chris Evans		8		
 Jon Mathew		6		
 Robert Downey		6		
 Test Student		10		

Assignment Details

SpeedGrader

**Message Students Who...**

Set Default Grade

Curve Grades

Mute Assignment

Hover over the assignment title and click the **drop-down** menu.

Click the **Message Students Who...** link to create and send a message.

## Select Message Recipients

Message Students for Phonology

Message students who...

for Phonology

Haven't been graded ▾

Haven't been graded

Scored less than

Scored more than

Select whom you want to send the message to by clicking the **drop-down** menu and selecting the type of recipients you want to message.

## Create Message

Message Students for Phonology ✕

Message students who...

for Phonology

Haven't been graded ▾

Emi Jackson **1**

Subject:

No grade for Phonology

Message:

**2**

**3**

Cancel Send Message

Based on real-time data, Arrivu LMS will show the names of the students who fall in the **category you selected** [1]. Type a message to the students in the **message field** [2]. Click the **Send Message** button to immediately send the message [3].

## How do I curve Grades in the Gradebook?

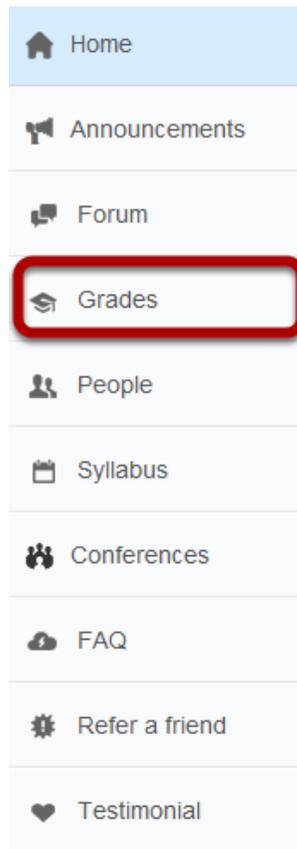
---

You can use the Gradebook to curve grades for an assignment. In the academic community, curving grades is advisable if only a certain number of students can pass, or when you require a fixed distribution of grades distributed throughout the class.

To curve grades, Arrivu LMS asks for an average curve score and then adjusts the scores as a bell curve 66% around the average score. For instance, if the average score is the equivalent of a C, Arrivu LMS would distribute mostly C- and C+ scores, distributing outward down the curve to Bs and Ds, and then ultimately As and Fs. This type of scoring creates a predictable distribution, but it means that students will compete against their classmates for scoring.

**Note:** Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.

### Open Grades



Click the **Grades** link.

## Open Assignment Drop-down Menu

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25	Vocabulary Out of 10
Amelia				✓	80
Emi Jackson				-	-
Chris Evans				✓	70
Jon Mathew				✓	80
Robert Downey				✓	100
Test Student				✗	100

Assignment Details  
SpeedGrader  
Message Students Who...  
Set Default Grade  
**Curve Grades**  
Download Submissions  
Mute Assignment

Hover over the assignment title and click the **drop-down** menu.

Click the **Curve Grades** link to set curving options.

## Set Curve Score

Curve Grade for Stress, rhythm and intonation

Enter an average grade for the curve for **Stress, rhythm and intonation**. The chart shows a best attempt at curving the grades based on current student scores.

Average Score  out of 10

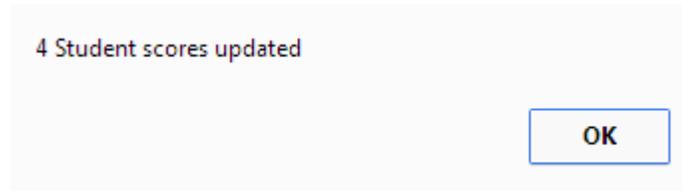
Assign zeroes to unsubmitted students

Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.

Type a number in the **average score field** to act as the curve score [1]. The graph above the average score field will change depending on what score is entered and give you an approximation of what the new scores would look like [2]. You can adjust the average score as necessary to produce a desired grading outcome.

You can assign zeros to students who did not submit their assignments by clicking the **Assign zeros to unsubmitted students** checkbox [3]. Click the **Curve Grades** button to curve grades [4].

**Note:** Grade curving cannot be undone. Pre-curved grade histories will be available, but the curving action is irreversible.



In a pop-up window, Arrivu LMS will show you how many scores were updated. Click the **OK** button.

### View Curved Grades

Stress, rhythm and intonation Out of 10
10
-
10
8
8
10

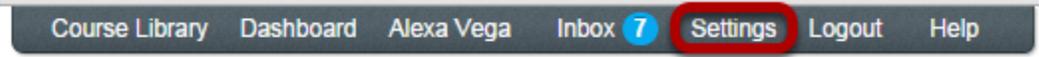
View the new grades for the assignment.

## How do I adjust my Notification Preferences for Grades?

---

Your Notification Preferences can be set however you want (right away, daily, weekly, or never).

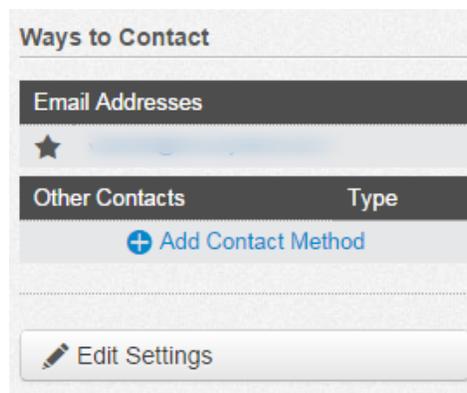
### Open Settings



Course Library Dashboard Alexa Vega Inbox 7 **Settings** Logout Help

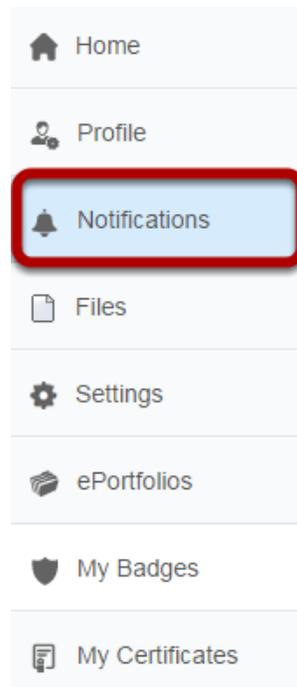
Click the **Settings** link.

### Verify Communication Channels



View the communication channels you have set up in Arrivu LMS.

## Open Notifications



Click the **Notifications** link.

## Set Grades Notification Preference

[Home](#) > [Alexa Vega](#) > [Notification Preferences](#)

### Notification Preferences

Course Activities	Email Address
Due Date	Weekly
Grading Policies	Weekly
Course Content	✓ ASAP
Files	
Announcement	✓ ASAP
Grading	✓ ASAP
<input type="checkbox"/> Include scores when alerting about grade changes.	

Find the **Grading** notification row [1]. Set the notification preference for each column by clicking on the appropriate icon [2]. If appropriate, click the **Include scores when alerting about grade changes** check box [3].

## View Set Notification Preferences

Grading

Include scores when alerting about grade changes.

 Daily

Verify the notification preference was correctly set. Your preference will automatically save.

## How do I mute an assignment in the Gradebook?

---

By default, Arrivu LMS allows students to see assignment grades as soon as the instructor has graded the assignment. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, an instructor can choose to mark an assignment as "muted". A muted assignment will not send out grade change notifications or any new instructor comments until the assignment is unmuted. A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted.

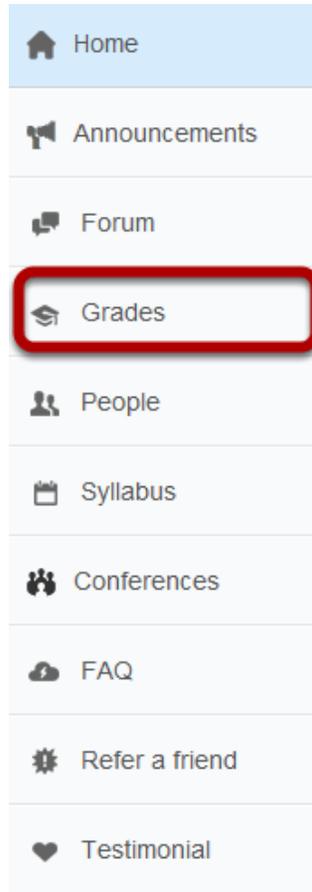
### Notes:

- If you make changes to a muted assignment, the overall score as you see it (in both the Gradebook and the student Grades page) will be affected. However, students will not see any changes when they view their Grades page. Once you unmute the assignment, the overall grade in the student's view will update accordingly.
- If you unmute an assignment with varied due dates, all students will receive score results at the same time.

Students can still see and submit a muted assignment. Only the grade will be hidden.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

## Open Grades



Click the **Grades** link.

## Open Assignment Drop-down Menu

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	Phonology Out of 5	Grammar Categories Out of 25
Amelia		10		
Emi Jackson		-		
Chris Evans		10		
Jon Mathew		8		
Robert Downey		8		
Test Student		10		

A blue drop-down menu is open over the 'Phonology' column header, listing the following options: Assignment Details, SpeedGrader, Message Students Who..., Set Default Grade, Curve Grades, and Mute Assignment (highlighted in blue).

Hover over the name of the assignment. Look for the blue **drop-down** menu to appear. Click **Mute assignment** link.

## Confirm Mute Assignment

### Mute Assignment ✕

Are you sure you want to mute this assignment? While this assignment is muted, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that this assignment is muted.

Once you have muted this assignment, you can begin sending notifications again by clicking the "Unmute Assignment" link.

Mute Assignment

Click the **Mute Assignment** button. Students will be unable to view their grades, including grade and score changes, submission comments, and curved assignments for the assignment.

## View Mute Assignment

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	 Phonology Out of 5	Grammar Categories Out of 25
 Amelia		10	5	✓
 Emi Jackson		-	5	-
 Chris Evans		10	5	✓
 Jon Mathew		8	5	✓
 Robert Downey		8	4	✓
 Test Student		10	3	✗

View the **muted assignment icon** in the Gradebook.

## Student View: Muted Assignment

Home > EG562 > Assignments

### Upcoming Assignments

General Questions

out of 12

### Undated Assignments

General Questions

out of 12

### Past Assignments

 Phonology

May 30 at 1pm

out of 5

Direct and Indirect Speech

May 30 at 11:59pm

out of 10

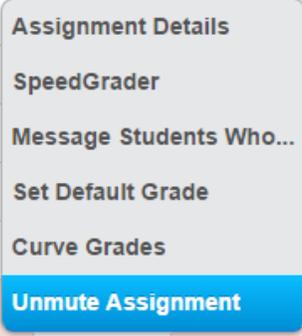
Grammar Categories

May 31 at 12pm

out of 25

View the **Mute icon** next to the assignment title. A popup dialog informs the student that the Instructor is working on the grades for that assignment.

## Unmute Assignment

Student Name	Secondary ID	Stress, rhythm and intonation Out of 10	 Phonology Out of 5	Grammar Categories Out of 25
 Amelia		10	 <ul style="list-style-type: none"><li>Assignment Details</li><li>SpeedGrader</li><li>Message Students Who...</li><li>Set Default Grade</li><li>Curve Grades</li><li><b>Unmute Assignment</b></li></ul>	
 Emi Jackson		-		
 Chris Evans		10		
 Jon Mathew		8		
 Robert Downey		8		
 Test Student		10		

To unmute the assignment, click the **drop-down** menu and click the **Unmute Assignment** link.

## Confirm Unmute Assignment

### Unmute Assignment ✕

This assignment is currently muted. That means students can't see their grades and feedback. Would you like to unmute now?

Unmute Assignment

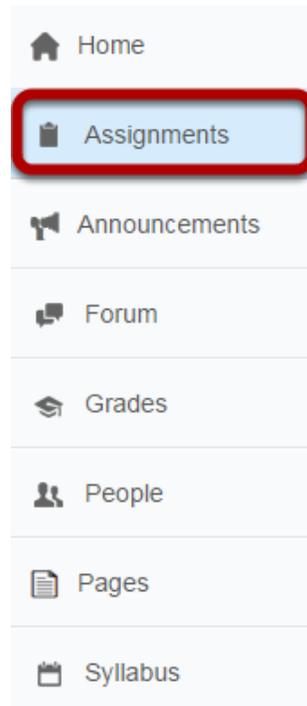
Click the **Unmute Assignment** button to unmute the assignment. Students will now be able to see their grades and feedback.

## How do I evaluate group work?

---

Before you can evaluate group work, you will need to create a group assignment. Learn how to view what students are doing in their groups. Students can submit Google documents, Pages, and other group work as an assignment.

### Open Assignments



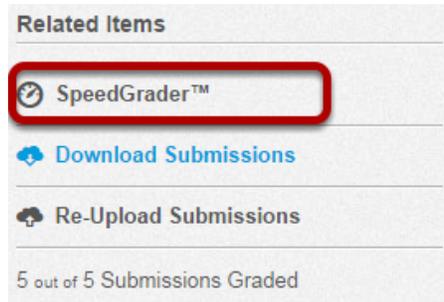
Click the **Assignments** link.

### Locate Assignment

Assignments:		
<a href="#">Stress, rhythm and intonation</a>	May 31 at 12pm	out of 10
<a href="#">Phonology</a>	May 30 at 1pm	out of 5
<a href="#">Grammar Categories</a>	May 31 at 12pm	out of 25
<a href="#">Vocabulary</a>	Jun 6 at 12pm	out of 10

Click the **assignment title** to open the assignment.

## Open SpeedGrader™



Related Items

[SpeedGrader™](#)

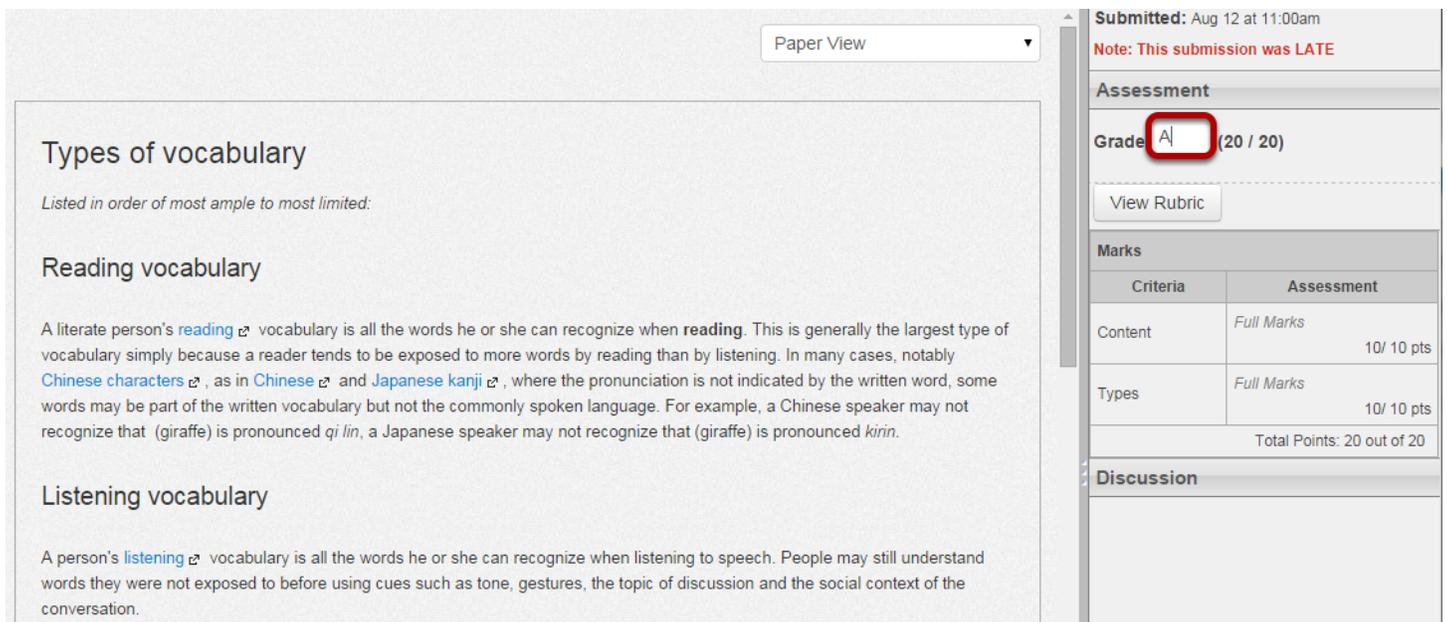
[Download Submissions](#)

[Re-Upload Submissions](#)

5 out of 5 Submissions Graded

Click the **SpeedGrader™** link to open the SpeedGrader™.

## Grade Assignment



Paper View

### Types of vocabulary

Listed in order of most ample to most limited:

#### Reading vocabulary

A literate person's [reading](#) vocabulary is all the words he or she can recognize when **reading**. This is generally the largest type of vocabulary simply because a reader tends to be exposed to more words by reading than by listening. In many cases, notably [Chinese characters](#), as in [Chinese](#) and [Japanese kanji](#), where the pronunciation is not indicated by the written word, some words may be part of the written vocabulary but not the commonly spoken language. For example, a Chinese speaker may not recognize that (giraffe) is pronounced *qi lin*, a Japanese speaker may not recognize that (giraffe) is pronounced *kirin*.

#### Listening vocabulary

A person's [listening](#) vocabulary is all the words he or she can recognize when listening to speech. People may still understand words they were not exposed to before using cues such as tone, gestures, the topic of discussion and the social context of the conversation.

**Submitted:** Aug 12 at 11:00am  
**Note:** This submission was LATE

### Assessment

Grade  (20 / 20)

[View Rubric](#)

### Marks

Criteria	Assessment
Content	Full Marks 10/ 10 pts
Types	Full Marks 10/ 10 pts
Total Points: 20 out of 20	

### Discussion

Enter a **grade** into the grade field. This will be the grade for all the students in the group.

Learn more about evaluating group assignments in SpeedGrader™ .

## View Gradebook

Verbs and Verb Tenses
Out of 20
C 15
-
F 10
F 5
A 20
C 15

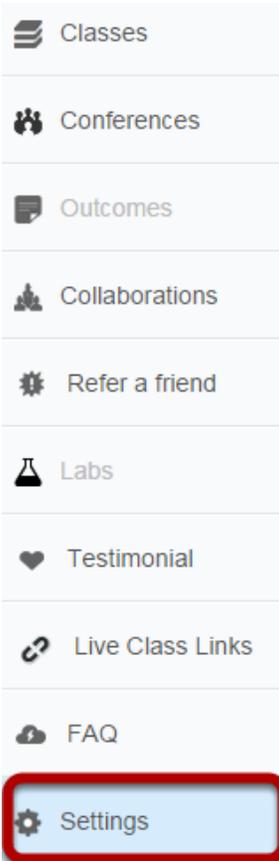
View the Gradebook to verify each student in the group has received the correct grade.

## Where can I find the student view of the Gradebook?

---

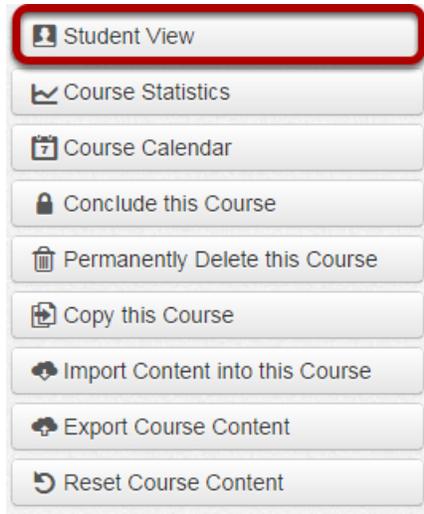
Use Student View to see what your students see.

### Open Settings



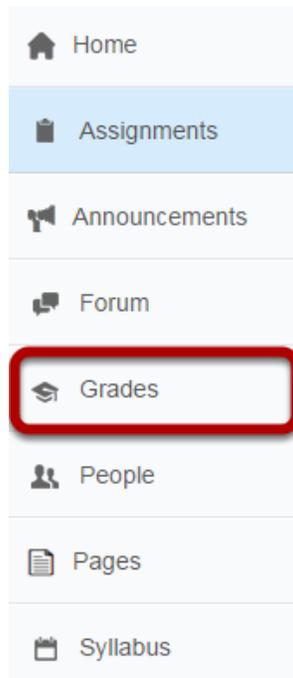
Click the **Settings** link.

## Open Student View



Click the **Student View** button.

## Open Grades



Click the **Grades** link.

## View Grades

Home > EG562 > Grades > Test Student

 Print grades

### Grades For Test Student

Name	Due	Score	Out of	
Phonology	May 30 by 1pm	3	5	 
Direct and Indirect Speech	May 30 by 11:59pm		10	
Grammar Categories	May 31 by 12pm		25	
Stress, rhythm and intonation	May 31 by 12pm	10	10	
Verbs and Verb Tenses	May 31 by 4pm	15 (C)	20	 
Basic grammar	May 31 by 5pm	4	5	
Relative Clauses	Jun 5 by 11:59pm	5	5	
Vocabulary	Jun 6 by 12pm	100%	10	 
Adverbs	Jul 31 by 11:59pm	5	5	
General Questions		8	12	
<b>Assignments</b>		<b>65.4%</b>		
<b>Total</b>		<b>65.4%</b>		

View how your students see their grades. You can view the name of the assignment, the due date, the score, and comments.

## How do I view my students' total grades as a point value instead of a percentage?

You can switch your students' total grades from a percentage to a point value in the Gradebook. This feature is available only if you use unweighted assignment groups in your course.

### Find Total Column in the Gradebook

Filter by student name or secondary ID			
Adverbs Out of 5	General Questions Out of 12	Assignments	Total
5	7		
-	-	100%	100%
5	4.5	70.6%	70.6%
5	8.5	73.4%	73.4%
5	8	83.2%	83.2%
5	8	65.4%	65.4%

Access the Gradebook for your course and scroll to the Total column. Hover your cursor over the column header until the blue toggle arrow appears.

Click the **blue toggle arrow** and select the Switch to points menu option.

### View Point Values

Filter by student name or secondary ID									
Student Name	Secondary ID	Verbs and Verb Tenses Out of 20	Relative Clauses Out of 5	Direct and Indirect Speech Out of 10	Basic grammar Out of 5	Adverbs Out of 5	General Questions Out of 12	Assignments	Total
Amelia		C 15	5	✓	2	5	7	86%	92
Emi Jackson		-	-	-	-	-	-	100%	5
Chris Evans		F 10	5	✗	4	5	4.5	70.6%	75.5
Jon Mathew		F 5	4	✓	0	5	8.5	73.4%	78.5
Robert Downey		A 20	5	✗	4	5	8	83.2%	89
Test Student		C 15	5	✓	4	5	8	65.4%	70

View your students' point values in the Total column.

## Student View

Home > EG562 > Grades > Test Student

### Grades For Test Student

Print grades

Name	Due	Score	Out of	
Phonology	May 30 by 1pm	3	5	
Direct and Indirect Speech	May 30 by 11:59pm	✓	10	
Grammar Categories	May 31 by 12pm	✗	25	
Stress, rhythm and intonation	May 31 by 12pm	10	10	
Verbs and Verb Tenses	May 31 by 4pm	15 (C)	20	
Basic grammar	May 31 by 5pm	4	5	
Relative Clauses	Jun 5 by 11:59pm	5	5	
Vocabulary	Jun 6 by 12pm	100%	10	
Adverbs	Jul 31 by 11:59pm	5	5	<b>3</b>
General Questions			12	
Assignments		70 / 107 65.4%		<b>2</b>
<b>Total</b>		<b>70 / 107</b>		<b>1</b>

If you switch to points in the Gradebook, students will also see their total grade in points [1]. You can use your mouse to hover over the total grade to show the percentage. However, Assignment groups will still be shown as percentages for instructors and students [2]. You can use your mouse to hover over the assignment group percentages to show the point totals [3].

## Switch to Percentages

Filter by student name or secondary ID			
Adverbs Out of 5	General Questions Out of 12	Assignments	Total
5	7		<b>Switch to percent</b>
-	-	100%	5
5	4.5	70.6%	75.5
5	8.5	73.4%	78.5
5	8	83.2%	89
5	8	65.4%	70

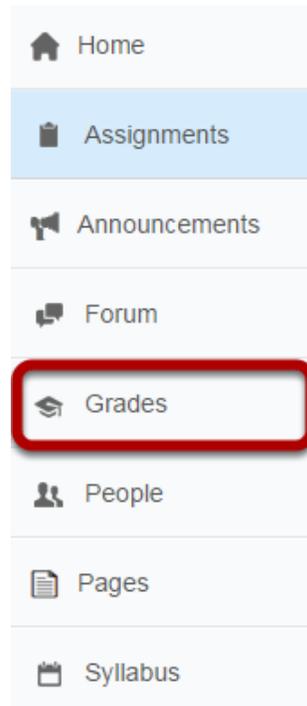
You can switch back to percentages by clicking the **blue toggle arrow** in the Total column and selecting Switch to percent.

## How do I sort my Gradebook?

---

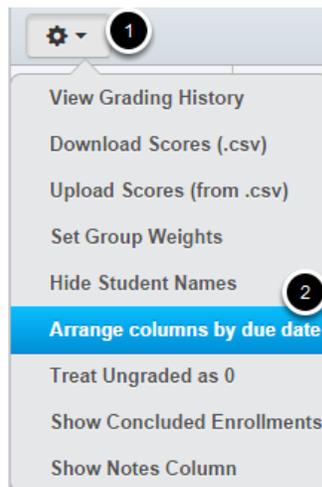
You can sort the Gradebook by assignment due dates, student names, secondary id, total scores, individual assignment, and if you have assignment groups set up, you can sort the total scores by assignment groups. You can also resize and rearrange the columns in the Gradebook.

### Open Grades



Click the **Grades** link.

### Open Gradebook Settings



Click the **Settings** icon [1].

Click the **Arrange columns by due date** link [2] to arrange the columns in the Gradebook by due dates.

**Note:** If you arrange columns in the Gradebook, they will stay in the order you arranged them until you switch browsers or re-arrange them.

## Resize Columns

Student Name	Secondary ID	Phonology Out of 5	Direct and Indirect Speech Out of 10	Grammar Categories Out of 25	Verbs and Verb Tenses Out of 25	Basic grammar Out of 5	Relative Clauses Out of 5	Vocabulary Out of 10	Adverbs Out of 5
Amelia		5	✓	10	C 15	2	5	80	5
Emi Jackson		5	-	-	-	-	-	-	-
Chris Evans		5	X	✓	F 10	4	5	70	5
Jon Mathew		5	✓	✓	F 5	0	4	80	5
Robert Downey		4	X	✓	A 20	4	5	100	5
Test Student		3	✓	X	C 15	4	5	100	5

Hover your cursor over between columns until you see the **resize cursor** [1] and then you can change the size of the columns. You can hide a column by dragging the cursor so that the column becomes smaller and disappears [2]. You can make a column reappear by dragging the cursor back out.

## Rearrange Columns

Student Name	Secondary ID	Phonology Out of 5	Grammar Categories Out of 25	Direct and Indirect Speech Out of 10
Amelia		5	✓	✓
Emi Jackson		5	-	-
Chris Evans		5	X	✓
Jon Mathew		5	✓	✓
Robert Downey		4	X	✓
Test Student		3	✓	X

Hover your cursor over the column header you want to move until you see the hand cursor, then **drag and drop the column** where you want it [1].

**Note:** If you rearrange columns in the Gradebook, they will stay in the order you arranged them until you switch browsers or re-arrange them.

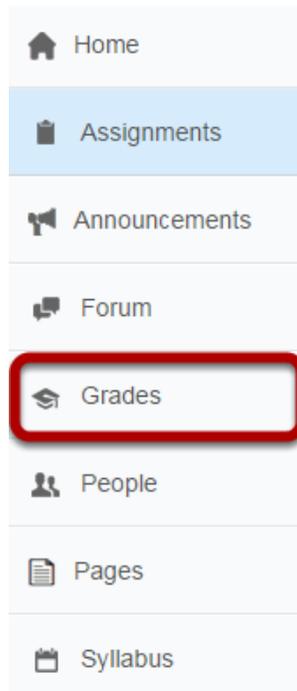
## How do I use the Notes column in the Gradebook?

---

You can use a Notes column in the Gradebook to keep track of extra information in your course, such as SIS IDs or just general student notes. The Notes column is not visible to students.

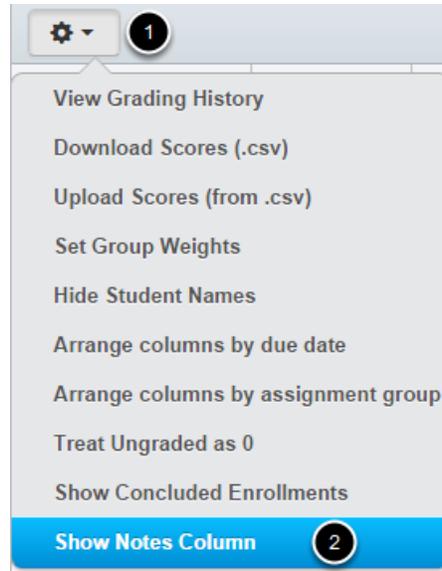
**Note:** Instructors can only show and hide the notes column. Admin can use the API to create additional columns for instructors, however, they cannot be hidden. The notes column and any additional columns created by admins are not included in the Gradebook CSV export file.

### Open Grades



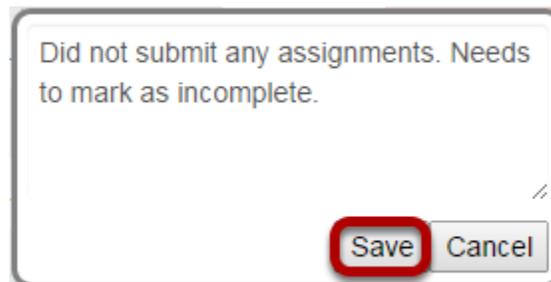
Click the **Grades** link.

## Open Gradebook Settings



Click the **Settings** drop-down menu [1].  
Click the **Show Notes Column** link [2].

## Insert Comments



To make a comment, click the note field for the appropriate student and type in the textbox provided. The note field allows up to 255 characters. Click **Save** to save your comment.

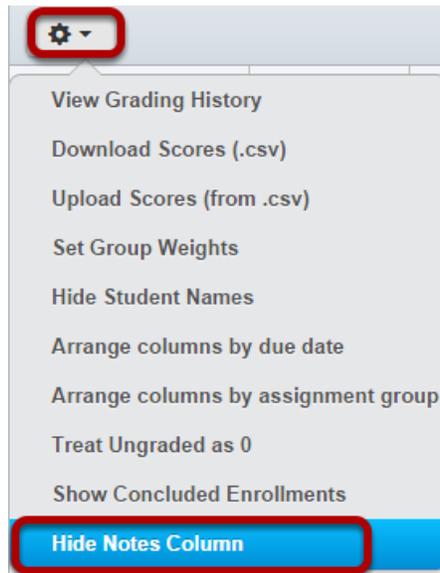
## View Comments

Student Name	Secondary ID	Notes	Phonology Out of 5	Grammar Categories Out of 25	Direct and Indirect Speech Out of 10
 Amelia			5	✓	✓
 Emi Jackson		Did not submit any assignments. ...	5	-	-

View your comments in the Notes column. You can view the full comment by **resizing the column**.

**Note:** When you navigate away from the Gradebook, any changes to the size of the columns will be lost.

## Hide Notes Column



Click the **Settings** icon to open Gradebook options. Click the **Hide Notes Column** link.

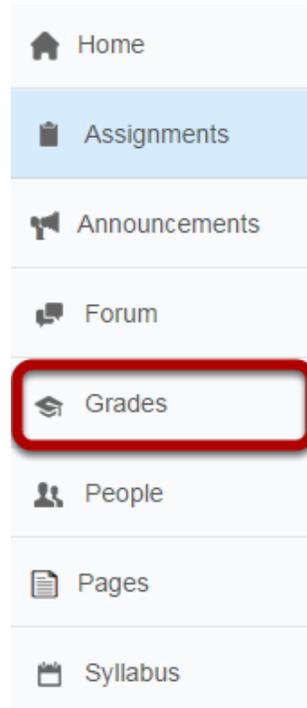
**Note:** You can toggle between the show/hide notes column link without losing your notes.

## How do I change assignment group weights in the Gradebook?

---

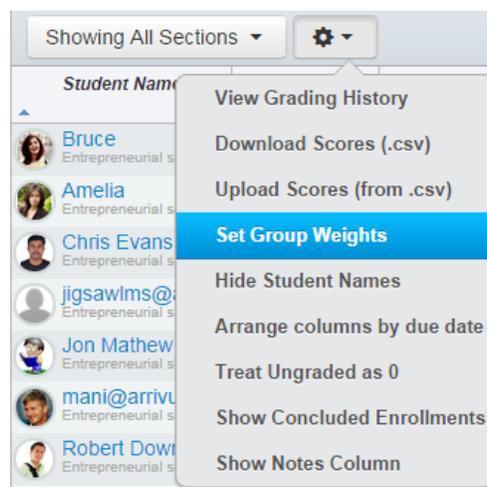
Once you set up assignment groups and add weights, you can change the weights via the Gradebook.

### Open Grades



Click the **Grades** link.

### Open Gradebook Settings



Click the **Settings** drop-down menu.  
Click the **Set Group Weights** link.

## Weight Final Grade

Manage assignment group weighting ✕

Weight final grade based on groups 1

Business Model	<input type="text" value="50"/>	%
Eco system	<input type="text" value="25"/>	% <span>2</span>
Strategy	<input type="text" value="25"/>	%
<b>Total</b>	<b>100%</b>	

3

Click the **Weight final grade based on groups** checkbox to weight the final grade based on groups.

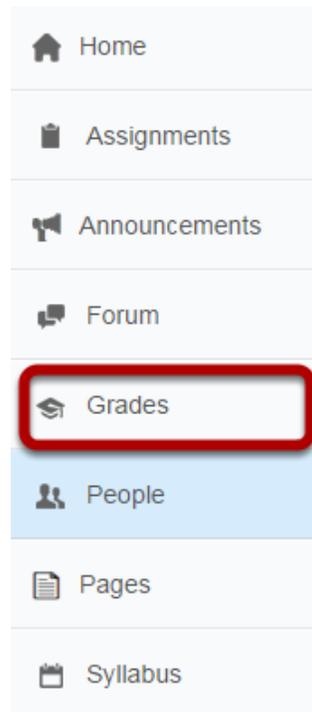
After selecting the checkbox [1], type in the various weights for the assignment groups [2]. Click the **Save** button [3] to update the group weights.

## How do I bulk download Assignment submissions in Arrivu LMS?

Bulk downloading assignments will take all the submissions and create a .zip file that you can download and grade on your computer. You can download the submissions through Grades or Assignments.

**Note:** If you want to bulk upload assignment submissions, you cannot change the names of the submission files. Otherwise Arrivu LMS will not be able to recognize the files that should be replaced.

### Option 1: Open Grades



Click the **Grades** link.

### Open Assignment Drop-down Menu

Student Name	Secondary ID	Notes	Phonology Out of 5	Grammar Categories Out of 25	Direct and Indirect Speech Out of 10
Amelia	test.student@arrivu...		5		✓
Emi Jackson	sublimedoo@gmail...	Did not submit any ...	5		-
Jon Mathew	jonmathew@arrivu...		5		✓
Robert Downey	satheeshraju@arriv...		4		✗
Test Student	315b9554a3a984c...		3		✓

Assignment Details

SpeedGrader

Message Students Who...

Set Default Grade

**Download Submissions**

Mute Assignment

Hover over the assignment title and click the **drop-down** menu.

Click the **Download Submissions** link to download all the assignment submissions as a .zip file.

## View Progress

Download Assignment Submissions ✕

 **Your student submissions are being gathered** and compressed into a zip file.  
This may take some time, depending on the size and number of submission files.



Gathering Files (5.000%)...

View the progress of the file compression by tracking the progress bar.

## Download .Zip File

Download Assignment Submissions ✕

 **Your student submissions are being gathered** and compressed into a zip file.  
This may take some time, depending on the size and number of submission files.



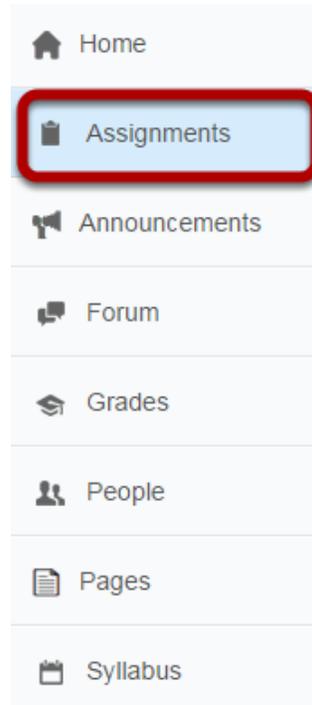
Finished! Redirecting to File...

[Click here to download 3.4 KB](#)

Click the **Click here to download** [file size] link to download the assignment submission files.

**Note:** If you want to bulk upload assignment submissions, you cannot change the names of the submission files. Otherwise Arrivu LMS will not be able to recognize the files that should be replaced.

## Option 2: Open Assignments



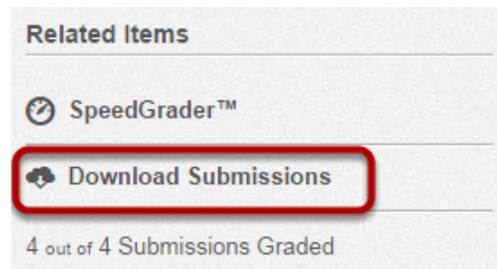
Click the **Assignments** link.

## Locate Assignment

Assignments:		
<a href="#">Stress, rhythm and intonation</a>	May 31 at 12pm	out of 10
<a href="#">Phonology</a>	May 30 at 1pm	out of 5
<a href="#">Grammar Categories</a>	May 31 at 12pm	out of 25
<a href="#">Vocabulary</a>	Jun 6 at 12pm	out of 10
<a href="#">Writing system</a>	Jun 7 at 5pm	
<a href="#">Verbs and Verb Tenses</a>	May 31 at 4pm	out of 20
<a href="#">Relative Clauses</a>	Jun 5 at 11:59pm	out of 5

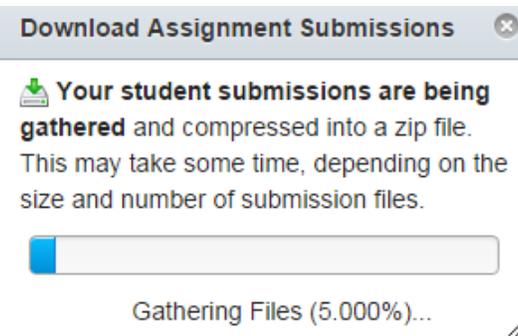
On the assignments page, **locate the assignment** you want to download submissions from.

## Download Submissions



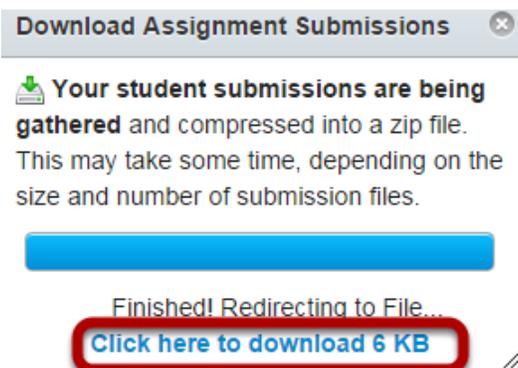
Click the **Download Submissions** link on the sidebar.

## View Progress



View the progress of the file compression by tracking the progress bar.

## Download .Zip File



Click the **Click here to download [file size]** link to download the assignment submission files.

**Note:** If you want to bulk upload assignment submissions, you cannot change the names of the submission files. Otherwise Arrivu LMS will not be able to recognize the files that should be replaced.

## How do I download scores from the Gradebook?

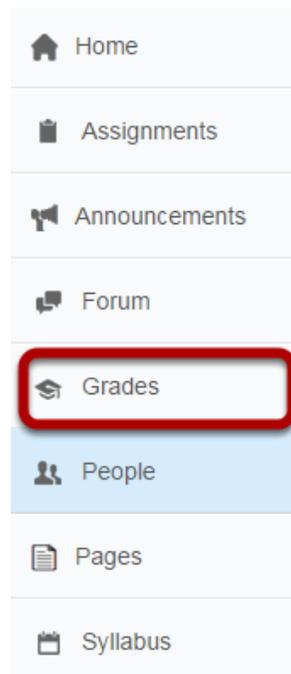
---

You can download scores from the Gradebook as a CSV file.

### Notes about CSV files:

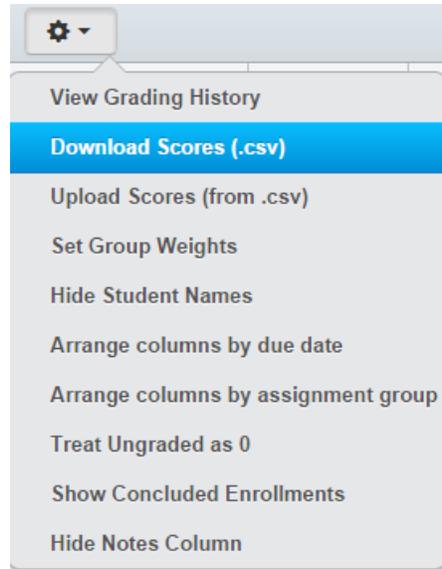
- Some columns that appear in the CSV file are read-only columns calculated by rules or percentages set in Arrivu LMS. Any changes made to these columns will be ignored when you re-upload the file to your course.
- For assignment group columns, changes made to assignment scores will automatically be included in the assignment group calculation in the Gradebook.
- The Total Score displayed in the Gradebook reflects each student's score at the time of viewing, taking into account whether the teacher has chosen to have ungraded assignments treated as zero, muted certain assignments, assignment due dates, etc. Therefore, the CSV download includes read-only columns for current and final score. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero.
- If a student has submitted an assignment multiple times, the CSV file only accounts for the most recent submission.
- The notes column is not included in the Gradebook CSV export file.
- Concluded enrollments are not included in the CSV file unless the Show Concluded Enrollments option is enabled in the Gradebook Settings menu.

### Open Grades



Click the **Grades** link.

## Open Gradebook Settings



Click the **Settings** icon.

Click the **Download Scores** (.csv) link to download an editable Microsoft Excel file.

## Scores

	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Section	Stress, rhy	Phonolog
2						10	5
3	Earhart, Amelia	40			English	10	5
4	Emi Jackson	92			English		5
5	Jon	12	jonmathew		English	8	5
6	satheesh	19	satheeshraj		English	8	4
7	Student, Test	38			English	10	3

Edit the scores in Microsoft Excel. Make sure to save the file as a .csv file type.

Once you have made changes, you can upload it to your course.

## How do I upload changes to the Gradebook?

---

You can use a CSV file to upload changes to the Gradebook.

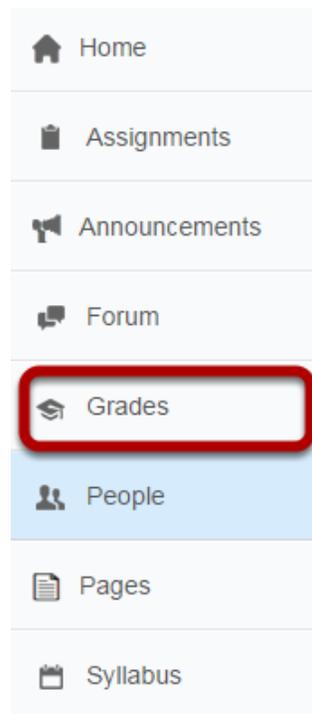
### Notes:

The Gradebook CSV file does not currently support entries for assignments set to display grades as complete/incomplete.

CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments

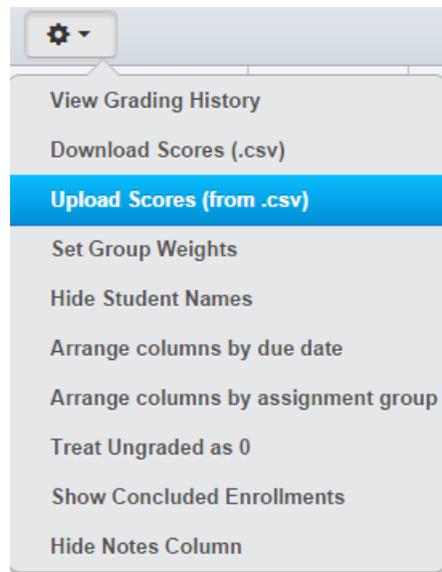
Letter Grade and GPAScale assignments do not support any entries that are not part of the assignment's grading scheme.

### Open Grades



Click the **Grades** link.

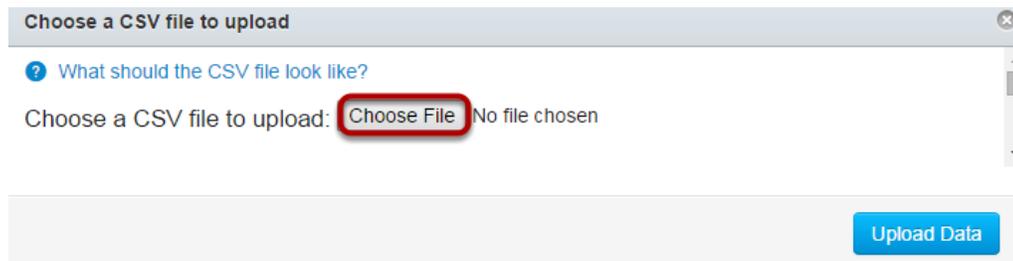
## Open Gradebook Settings



Click the **Settings** icon.

Click the **Upload Scores** (from .csv) link.

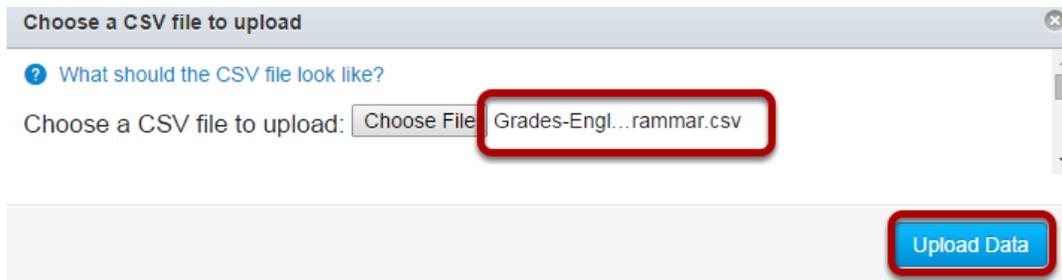
## Choose File



Click the **Choose File** to browse for your .csv file. Make sure the file is saved as Grades-Course\_Name.csv.

**Note:** If you are unsure what the CSV file should look like, click on the What should the CSV file look like? link. A image will appear in the window (see the next step).

## Upload Data



The screenshot shows a web interface for uploading data. At the top, there is a header bar labeled "Upload Data". Below it is a dialog box titled "Choose a CSV file to upload". Inside the dialog, there is a link that says "What should the CSV file look like?". Below the link, there is a text input field with the label "Choose a CSV file to upload:". The input field contains the text "Choose File" and "Grades-Engl...rammar.csv". The "Choose File" text is highlighted with a red box. Below the input field, there is a blue button labeled "Upload Data", which is also highlighted with a red box.

Click the **.csv file** containing the grades and click the **Open** button to upload the grades. Click the **Upload Data** button to upload the .csv file.

## How do I view the Student Interactions Report?

---

Student Interactions Report allows you to see the interactions between you and those enrolled in your course.

### Open Grades



Courses & Groups ▾

**Grades**

Calendar

LeaderBoard ▾

From the global navigation menu, click the **Grades** link to view the grades for all the courses you teach.

### Open Student Interactions Report

#### Courses I'm Teaching

<a href="#">Information Security</a>	<b>68.43%</b> average for 3 students	<a href="#">Student Interactions Report</a>
<a href="#">Network security</a>	<b>66.00%</b> average for 2 students	<a href="#">Student Interactions Report</a>
<a href="#">Basics of computers</a>	<b>72.85%</b> average for 2 students	<a href="#">Student Interactions Report</a>
<a href="#">English Grammar</a>	<b>85.65%</b> average for 4 students	<a href="#">Student Interactions Report</a>
<a href="#">Security Training</a>	<b>63.95%</b> average for 2 students	<a href="#">Student Interactions Report</a>

Click the **Student Interactions Report** link to open the report.

### Teacher Activity Report for Alexa Vega

#### English Grammar

Student	Last Student Interaction	Current Score	Final Score	Ungraded Assignments	
Amelia	42 days ago	86.0%	86.0%		
Emi Jackson	never	100.0%	4.7%		
Jon Mathew	42 days ago	73.4%	73.4%	Assignment1 submitted 28 days ago	
Robert Downey	42 days ago	83.2%	83.2%		
Test Student	42 days ago	65.4%	65.4%		

The activity report lists the current grade for a student [1], the final grade for a student [2], and if there are any ungraded assignments for the student [3]. You can also send a message to a student by clicking on the envelope icon [4].

## What are What-If Grades?

What-If Grades allow students to calculate their total grade by entering hypothetical grades for all ungraded assignments.

### Current Grades

#### Grades For Jon Mathew

For the course,

Name	Due	Score	Out of	
Phonology	May 30 by 1pm	5	5	 
Direct and Indirect Speech	May 30 by 11:59pm	✓	10	
Grammar Categories	May 31 by 12pm	✓	25	
● Stress, rhythm and intonation	May 31 by 12pm	8	10	
Verbs and Verb Tenses	May 31 by 4pm	5 (F)	20	 
Basic grammar	May 31 by 5pm	0	5	
Relative Clauses	Jun 5 by 11:59pm	4	5	
Vocabulary	Jun 6 by 12pm	80%	10	
● Adverbs	Jul 31 by 11:59pm	5	5	
General Questions		8.5	12	
<b>Assignments</b>		<b>73.4%</b>		
<b>Total</b>		<b>78.5 / 107</b>		

Arrivu LMS is always working to calculate two grades, the current grade and the total grade, for students. The current grade is calculated by adding up the graded assignments according to their weight in the grading scheme. It is displayed by default in the Grades tool [1].

## Total Grades

Total: 78.5 / 107

Show Saved "What-If" Scores

Show All Details

Course assignments are not weighted. 1

Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

The total grade is calculated by adding up all the assignments according to their weight in the grading scheme. This grade is only displayed if the student or instructor unchecks the **Calculate based only on graded assignments** checkbox [1].

## "What-If" Grades

For the course,

Name	Due	Score	Out of	
Phonology	May 30 by 1pm	5	5	 
Direct and Indirect Speech	May 30 by 11:59pm		10	
Grammar Categories	May 31 by 12pm		25	
● Stress, rhythm and intonation	May 31 by 12pm	8	10	
Verbs and Verb Tenses	May 31 by 4pm	5 (F)	20	 
Basic grammar Assignments	May 31 by 5pm	<input type="text" value="0"/>	5	
Relative Clauses	Jun 5 by 11:59pm	4	5	
Vocabulary	Jun 6 by 12pm	80%	10	
● Adverbs	Jul 31 by 11:59pm	5	5	
General Questions		8.5	12	
Assignments		73.4%		
<b>Total</b>		<b>78.5 / 107</b>		

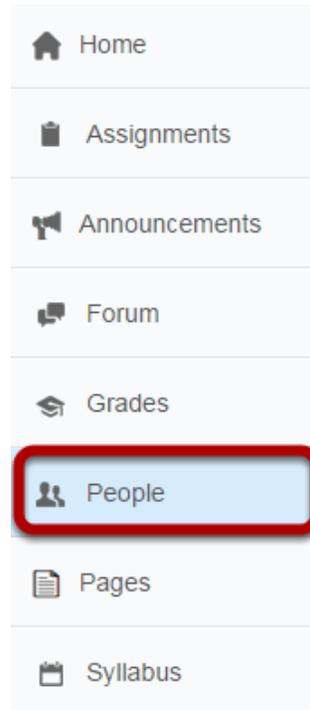
The "What-If" tool allows students to calculate their total grade by entering hypothetical grades for all ungraded assignments.

## How can I view Grades for concluded student enrollments?

---

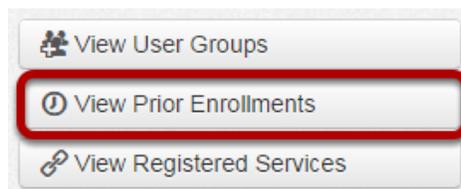
You can view the grades of concluded student enrollments, but you cannot change the grades. In Course Navigation, view grades in People or in the Gradebook.

### View Grades in People



To view grades in People, click the **People** link.

### View Prior Enrollments



Click the **View Prior Enrollments** button.

## Open Prior User

### Prior Users

Name	Type	Total
<a href="#">Evans, Chris</a>	Student	12.1
<a href="#">Jon</a>	Student	15.2

All prior enrollments will be listed alphabetically by last name. Click the **name of a prior user** to open their account details.

## Open Grades

- [✓ Grades for Mathew](#)
- [🌐 Access Report for Mathew](#)
- [👤 User Account Details](#)

Click the **Grades for (Student name )** link.

## View Grades

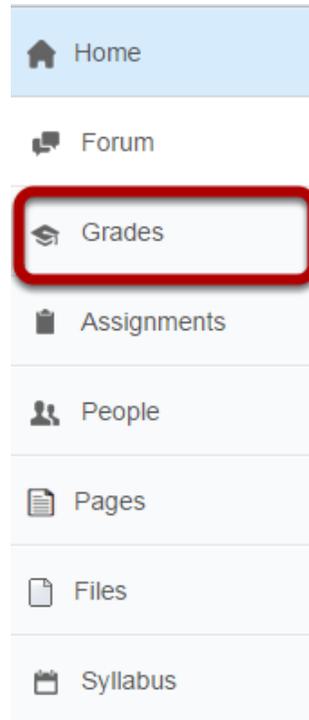
### Grades For Jon Mathew

[🖨️ Print grades](#)

Name	Due	Score	Out of
<a href="#">Basic maths</a>	May 18 by 11:59pm	-	5
<a href="#">Gamma</a>	May 18 by 11:59pm	5	5
<a href="#">Laplace Assignments</a>	May 17 by 11:59pm	10	
<a href="#">Differential Equations</a>	May 21 by 11:59pm	-	3
<a href="#">Fourier</a>	May 24 by 11:59pm	-	5
<a href="#">Statistics/Probability</a>	May 31 by 11:59pm		5
<b>Assignments</b>		<b>100%</b>	
<b>Total</b>		<b>100%</b>	

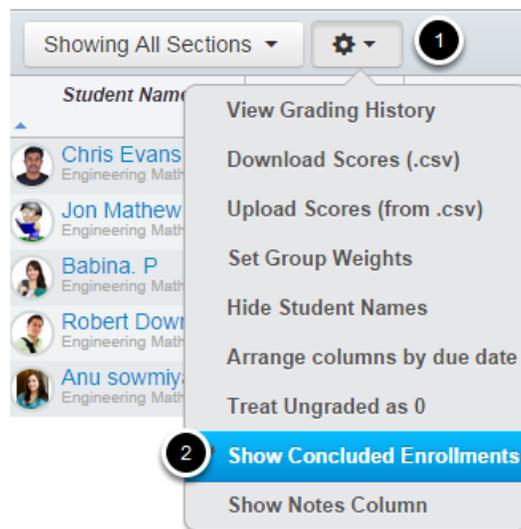
View the grades of the user. You will not be able to edit the grades.

## View Grades in Grades



To view grades in the Gradebook, click the **Grades** link.

## Open Gradebook Settings



Click the Settings **drop-down** menu [1], then select the **Show Concluded Enrollments** link [2].

## View Grades

Student Name	Secondary ID	Statistics/Probability Out of 5	Laplace Out of 10	Fourier Out of 5	Gamma Out of 5	Basic maths Out of 5	Differential Equations Out of 3	Assignments	Total
 <b>Chris Evans</b> Engineering Mathematics	satheesh@arrivusy...			-	4	-	-	80%	80%
 <b>Jon Mathew</b> Engineering Mathematics	jonmathew@arrivu...			-	5	-	-	100%	100%

View the concluded user's grades. You will not be able to edit the grades.

**Note:** When you show concluded enrollments in the Gradebook, concluded enrollments also show in downloaded CSV files.

## How do I view Leader board in Arrivu LMS?

---

You can view the course progress of peoples in courses from leader board

### Open Leader Board



Click **Leader Board** in Global navigation.

### Choose Course



Click the **course name**.

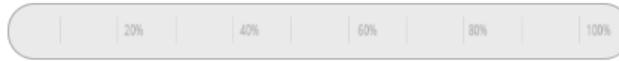
## View Leader Board

🏠 > [WD875](#) > Leader Board

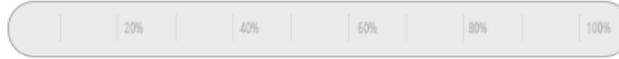
Web development | Web development



mani@arrivusystems.com



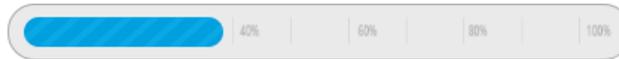
Sowmiya



Amelia Earhart



Robert Downey



View course progress of all students in the course.

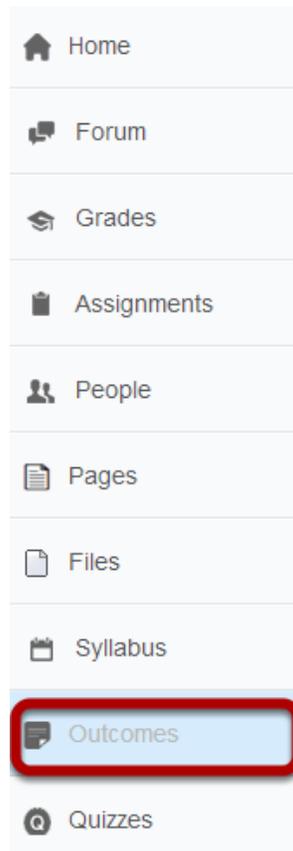
You can view who are all earned badges, and course progress of each and every students in the course.

## What are Outcomes?

---

Administration and faculty to track mastery in a course through outcomes. You can import Account, State, and Common Core Standards into your course. You can create nested outcomes by dragging and dropping outcomes to create structure. This can be done at the account, sub-account or course-level. Remember the hierarchical structure of top-level accounts, sub-accounts, and courses.

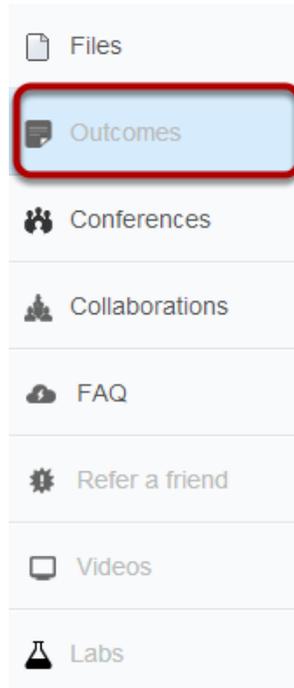
### Open outcomes



The administration and faculty can be able to track students' progress as measured by pedagogical goals or desired outcomes. Assessments created to test student knowledge or to require students to demonstrate a specific skill resulting from a learning activity can be aligned to learning outcomes using rubrics (which can be used for grading simultaneously).

The data is available for reporting to support teaching improvement, identify at-risk students, and support the accreditation process. This unified, streamlined approach dramatically reduces the amount of work required to implement Learning Outcomes through the intelligent reuse of assessment workflows in the grading process.

## What is an Instructional Objective?



An instructional objective is a collection of words and/or pictures and diagrams intended to let others know what you intend for your students to achieve during the course enrollment.

## When would I use outcomes?

### Learning Outcomes

The screenshot displays a web interface for managing learning outcomes. At the top, there are navigation buttons: 'Back', '+ New Outcome', '+ New Group', 'Find', and 'Manage Rubrics'. A left sidebar shows a tree view with 'DBMS outcome' expanded, containing 'Outcome', 'Outcome 1', and 'Quiz Outcome' (which is selected). The main content area is titled 'Quiz Outcome' and features a table with the following data:

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Below the table, it indicates 'Mastery at 3 points' and provides two buttons: 'Delete Outcome' and 'Edit Outcome'.

Use Outcomes to:

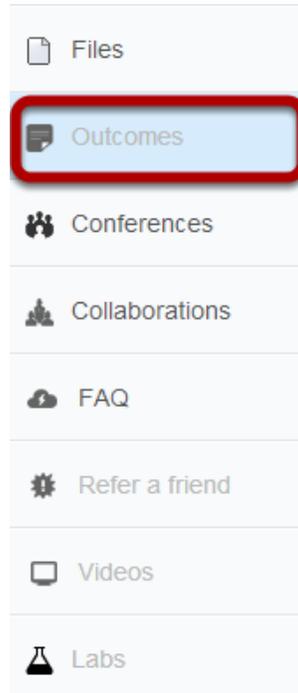
1. Focus students' attention on the most important skills and activities in your course
2. Align Quizzes and Assignments to different kinds of mastery
3. Run reports at the account-level about student artifacts of learning mastery

## How do I create Outcome groups for my course?

---

Grouping Outcomes in a course allows for organization of multiple related Outcomes.

### Open outcome



Click the **Outcomes** link.

### Add outcome group

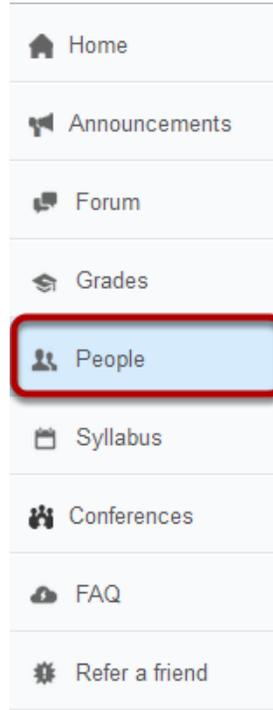


Click the **New Group** button.



## Where do I find Outcomes reports for students?

Click people



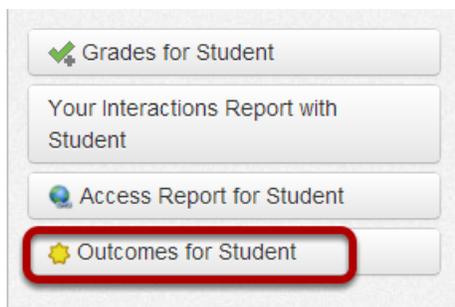
Click the **People** link.

Choose student

Name	Login / SIS ID	Section	Role
 <a href="mailto:cneedhu.feb@gmail.com">cneedhu.feb@gmail.com</a>		Database Management System	Student
 <a href="mailto:jonmathew@arrivusystems.com">jonmathew@arrivusystems.com</a>		Database Management System	Teacher
 <a href="#">Student</a>		Database Management System	Student
 <a href="#">Teacher</a>		Database Management System	Teacher

Choose the **student** you want the Outcome report for by clicking on the name [1].

## Open outcome report



Click the **Outcomes for [student name]** link.

## View report

Home > DBMS > Outcomes

Outcome	Attempts	Latest Score	Avg Percent
Outcome	25 attempts from 25 artifacts	1 out of 1	100%
Outcome 1	0 attempts from 0 artifacts	-	-
Quiz Outcome	0 attempts from 0 artifacts	-	-

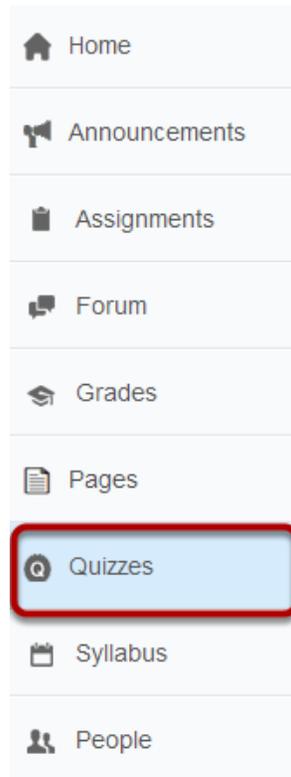
View the report

## How do I align an Outcome with a Question Bank?

---

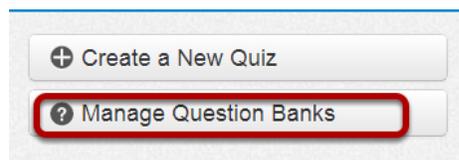
Aligning outcomes to a bank of questions can provide a more accurate measurement than a single question because of the possible variety of questions and what is being measured. When applicable, you can align multiple outcomes to a question bank by aligning outcomes one at a time.

### Open quizzes



Click the **Quizzes** link.

### Manage Question Banks



Click **Manage Question Banks**.

## Select question bank

### Course Question Banks

The screenshot shows a list of question banks. The first bank, 'Bank 1', is highlighted with a red box. It contains 5 questions and was last updated on Oct 29 at 12:46pm. Below it is 'Unfiled Questions', which contains 0 questions and was last updated on Oct 30 at 9:57am. Each bank has a title, a count of questions, a last updated timestamp, and a set of icons (a document, a pencil, and a close button).

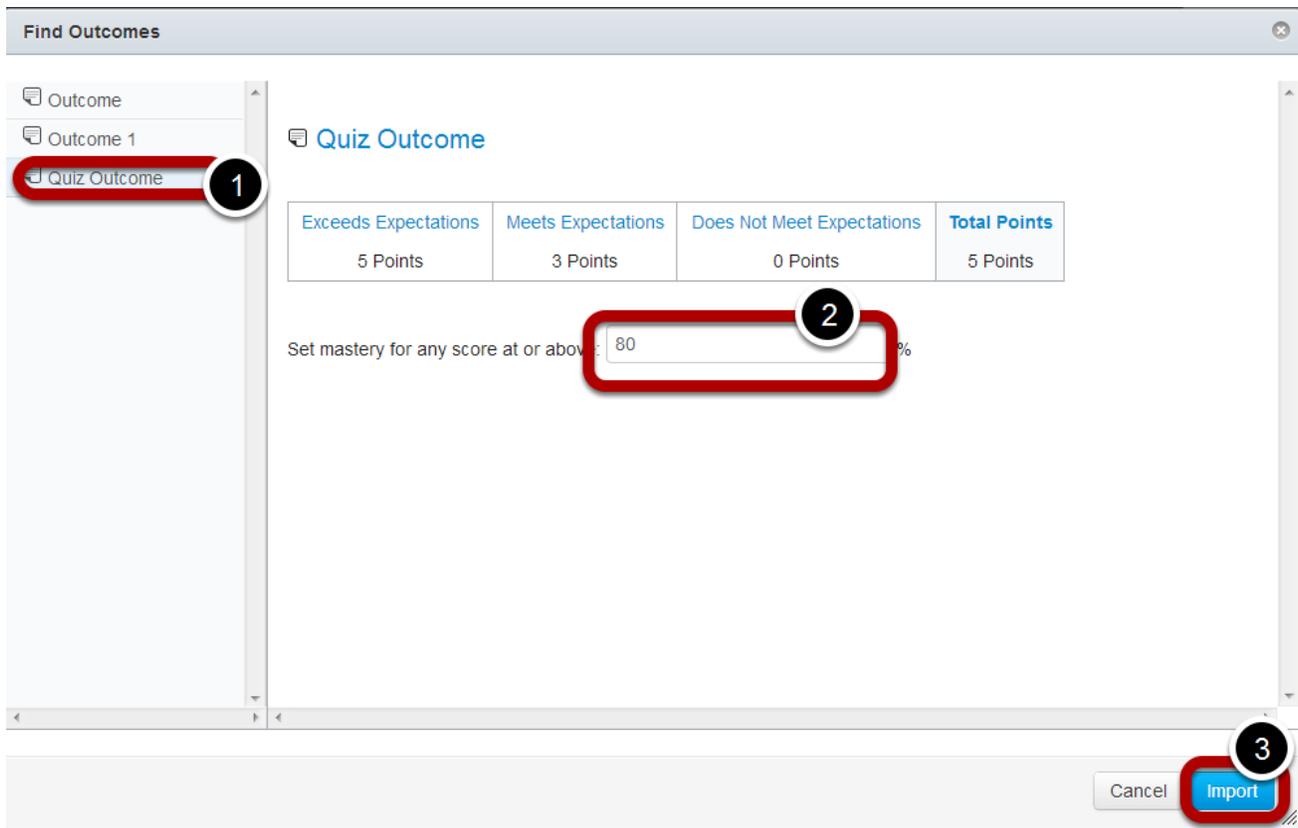
Click the **title of the Question Bank** to be aligned with the Outcome.

## Align Outcome

The screenshot shows a dialog box titled 'Aligned Outcomes'. It contains an 'Outcome' field with the text 'mastery at 80%' and a close button. Below the outcome field is a button with a link icon and the text 'Align Outcomes', which is highlighted with a red box.

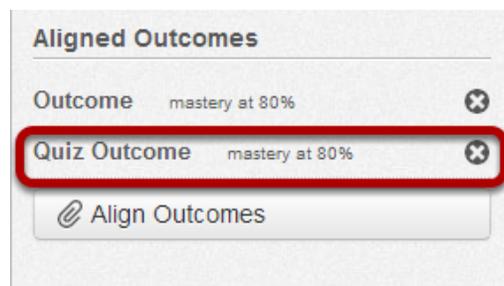
Click **Align Outcomes**.

## Find outcome



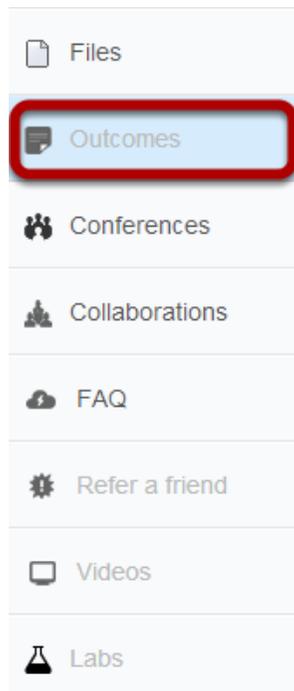
Choose the Outcome from the listed Outcomes [1]. Set the mastery level by typing in the percent field [2]. Click the **Import** button to align the Outcome with the Question Bank [3].

## Aligned outcome



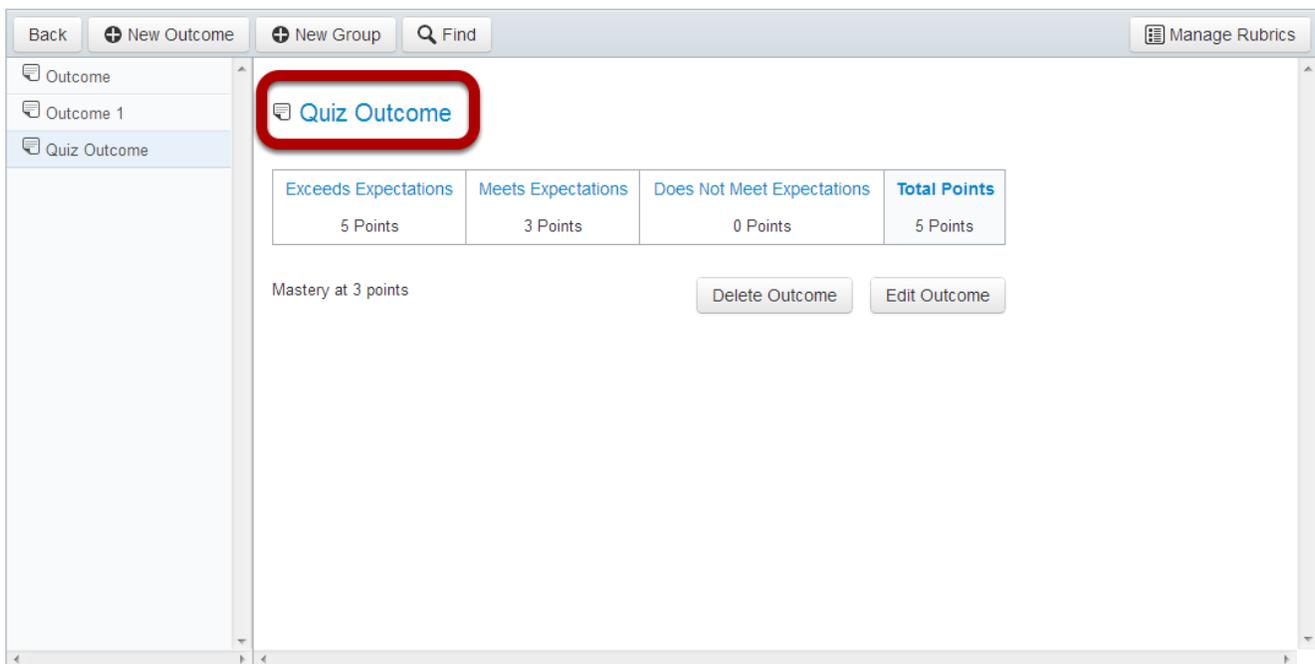
View the list of aligned Outcomes.

## View all aligned outcomes



You can view all rubrics and artifacts aligned with an outcome. Open **Outcomes** in the Course Navigation menu.

## Open Outcome



The screenshot shows the 'Open Outcome' interface. At the top, there are buttons for 'Back', 'New Outcome', 'New Group', 'Find', and 'Manage Rubrics'. On the left, a sidebar lists 'Outcome', 'Outcome 1', and 'Quiz Outcome'. The main content area displays 'Quiz Outcome' (highlighted with a red rounded rectangle) and a table of performance levels:

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Below the table, it says 'Mastery at 3 points' and has 'Delete Outcome' and 'Edit Outcome' buttons.

Locate the outcome you wish to view, and click the **name of the outcome**.

## View Aligned Items

Home > DBMS > Outcomes > Quiz Outcome

**Aligned Items**

- Bank 1

Outcome Artifacts

No artifacts

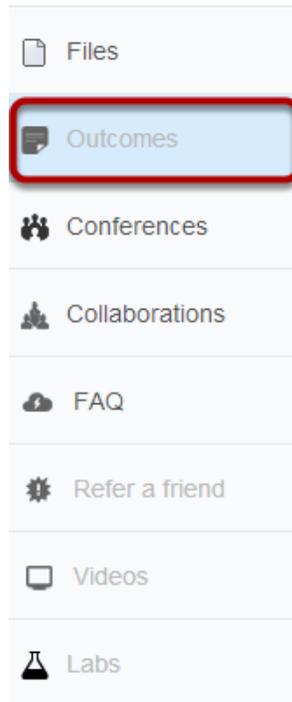
View any aligned items or outcome artifacts below their respective headings.

## How do I align an outcome with rubric?

---

Before you can align the outcome with the rubric, you will need to create the outcome and rubric separately.

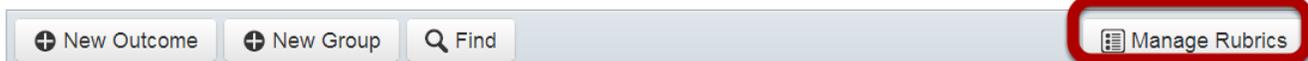
### Open outcomes



Click the **outcomes** link.

### Manage Rubrics

#### Learning Outcomes



Click the **manage rubrics** button.

## View Rubrics

### Course Rubrics

#### Quiz Rubric

2 criteria

10 points possible

#### Some Rubric

1 criterion

25 points possible

View the rubrics for your course.

## Edit Rubric

### Quiz Rubric

2 criteria

10 points possible

Click the **Pencil** icon to edit the rubric.

## Find outcome criterion

### Quiz Rubric

Title: Quiz Rubric				
Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	
<a href="#">+ Add Criterion</a>	<a href="#">Find Outcome Criterion</a>		Total Points: 10	
			<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

Click the **Find Outcome Criterion** link to align an Outcome with the rubric. A pop up window will appear in your browser.

## Choose outcome

Find Outcomes

Outcome

Outcome 1

Quiz Outcome

Quiz Outcome

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Use this criterion for scoring

Cancel Import

Choose the outcome you wish to align [1] and decide if you want to use the criterion for scoring [2]. Click the **Import** button [3].

## Update Rubric

Title: Quiz Rubric

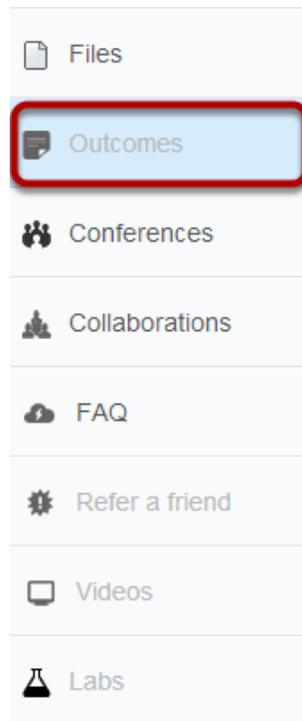
Criteria	Ratings			Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts		5 pts	<input type="checkbox"/>
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts		5 pts	<input type="checkbox"/>
Quiz Outcome <a href="#">view longer description</a> threshold: 3 pts	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts	5 pts	<input checked="" type="checkbox"/>

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 15

Cancel Update Rubric

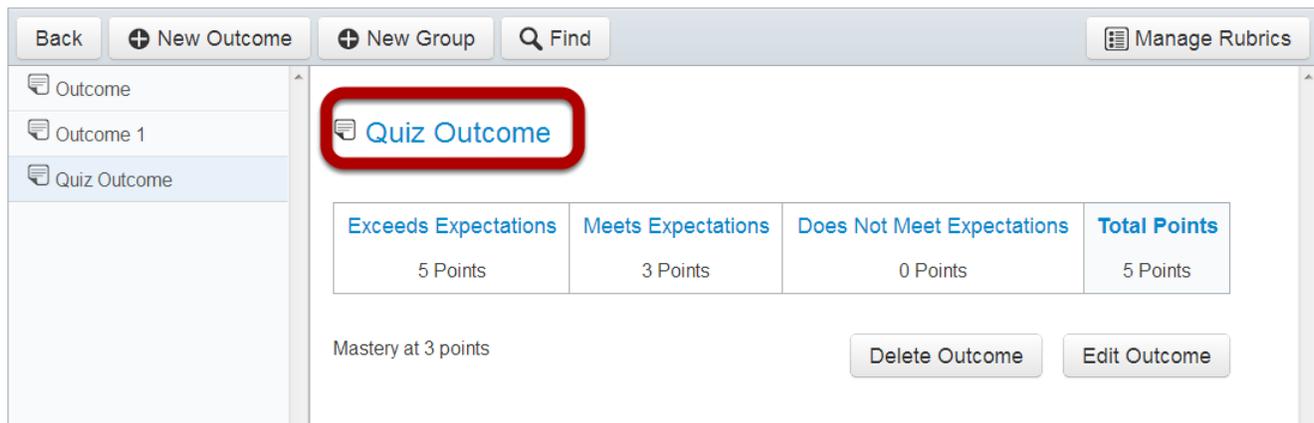
View the aligned outcome [1]. Click the **Update Rubric** button [2].

## View all aligned outcomes



You can view all rubrics and artifacts aligned with an outcome. Open **Outcomes** in the Course Navigation menu.

## Open outcome

The interface shows a top navigation bar with 'Back', '+ New Outcome', '+ New Group', 'Find', and 'Manage Rubrics'. A left sidebar lists 'Outcome', 'Outcome 1', and 'Quiz Outcome' (selected). The main area displays a table with columns: 'Exceeds Expectations' (5 Points), 'Meets Expectations' (3 Points), 'Does Not Meet Expectations' (0 Points), and 'Total Points' (5 Points). Below the table, it says 'Mastery at 3 points' and has 'Delete Outcome' and 'Edit Outcome' buttons. The 'Quiz Outcome' link in the sidebar is highlighted with a red rounded rectangle.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Mastery at 3 points

Delete Outcome Edit Outcome

Locate the outcome you wish to view, and click the **name of the outcome**.

[Home](#) > [DBMS](#) > [Outcomes](#) > [Quiz Outcome](#)

### Aligned Items

-  [Bank 1](#)  


### Outcome Artifacts

No artifacts

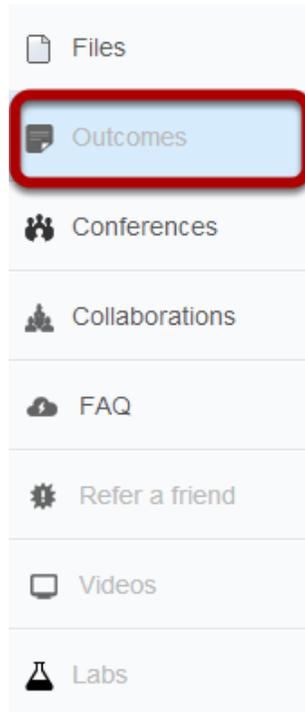
View any aligned items, like assignments or rubrics or outcome artifacts below their respective headings.

## How do I track student progress on a Learning Outcome?

---

Outcome performance is recorded in Arrivu LMS for each student and Outcome reports can be accessed by users with adequate permissions: in a course as a teacher, or in a sub-account as an administrator.

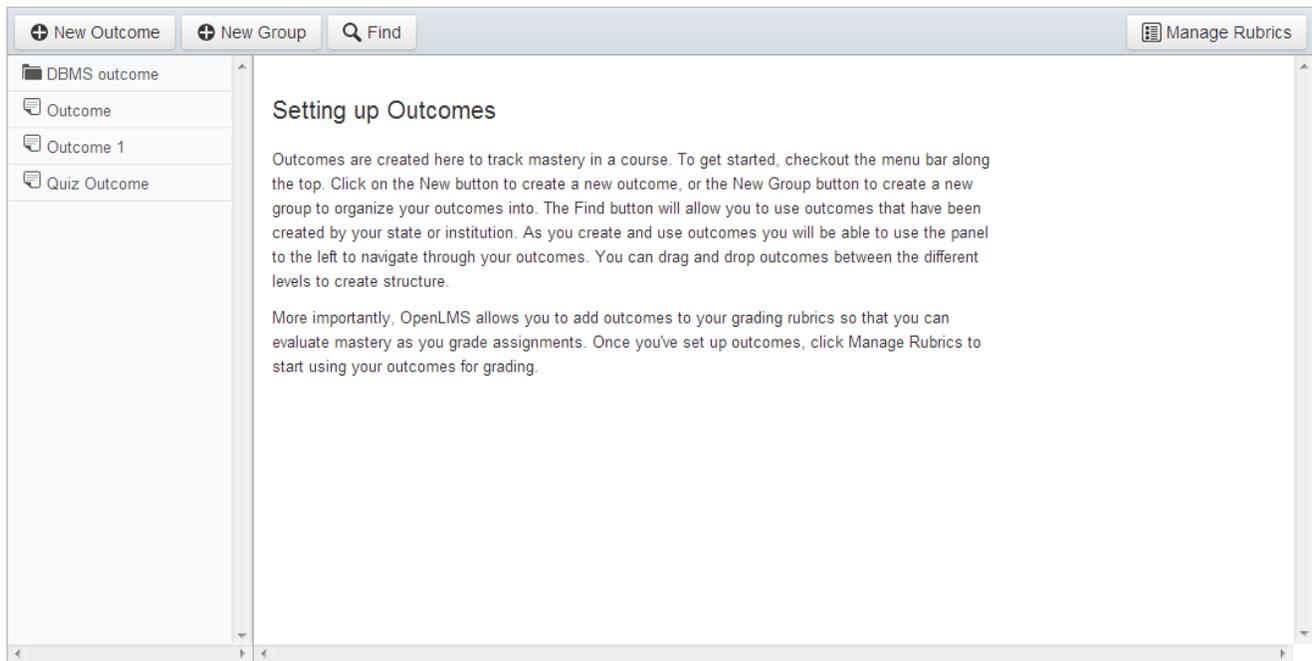
### Open outcome



Click the **Outcomes** link.

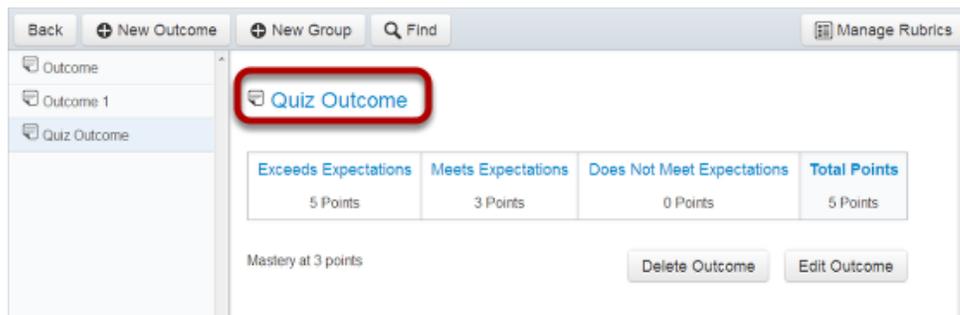
## View outcomes

### Learning Outcomes



After opening Outcomes, you can choose which one you want to track student progress on.

## Select outcome



Click on the **outcome title** to see student results and artifacts.

[Home](#) > [DBMS](#) > [Outcomes](#) > [Quiz Outcome](#)

### Aligned Items



### Outcome Artifacts

No artifacts

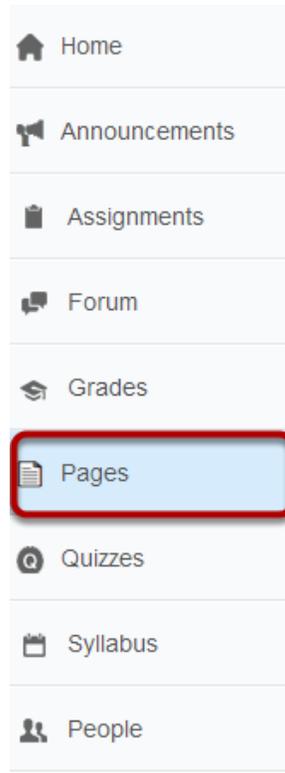
View the assessments and activities aligned to the Outcome [1]. View the progress of individual students on each artifact (the aligned assessment or activity).

## How do I create a new Page?

---

You can Easily create pages in Arrivu LMS.

### Open Pages



Click the **Pages** link.

### Create a New Page



Click the **Create a Wiki** button.

## Name the Page



Click the **Create a Wiki** button [1]. Type a name for the page in the new page title field [2]. Click **Create** Button [3].

## Add Content

Home > EG562 > Verb and Tenses

3 HTML Editor

2

1

Hide this Page from Students

Only Teachers can edit this page

Allow Comments on this Page

Change Wiki Type Pages

Notify users that this content has changed

Cancel Save Changes

Page Tools

Rename this wiki

Delete this wiki

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

- Faq
- Front Page
- Learn English Grammar Beginner
- Media Page
- Noun
- Page
- Page 2
- Verb And Tenses

Assignments

Quizzes

Announcements

Discussions

Classes

Course Navigation

Add content to your page using the Content Selector [1]. Edit the content using the Rich Content Editor [2] or switch to HTML view to edit [3].

## Edit Page Settings

Hide this Page from Students **1**

Only Teachers **2** can edit this page

Allow Comments on this Page **3**

Change Wiki Type Pages **4**

Notify users that this content has changed **5**

You can choose to hide the page from students by selecting the **Hide this Page from Students** checkbox [1].

You can decide **who can edit the page** by selecting the Who can edit this page drop down menu [2].

You can **enable comment to students** by selecting Allow comments on this page [3] check box.

You can change the wiki type (Pages , FAQ, Videos and Labs) by selecting the **change wiki type** drop down [4]

You can also notify users that content has changed by selecting the **Notify users that this content has changed** checkbox [5].

## Save Changes

Hide this Page from Students

Only Teachers **2** can edit this page

Allow Comments on this Page **1**

Change Wiki Type Pages **4**

Notify users that this content has changed

Cancel Save Changes **2**

Choose **allow comments on this page** [1] option. Click the **Save Changes** button to save the page.

Last edited by Alexa Vega less than a minute ago

English grammar is not always simple to understand, but by referring to this grammar guide you'll be able to remember the rules and apply them with confidence. If you'd like to test your grammatical knowledge after reviewing the English grammar guide, a complete collection of short English exercises and a thorough English test make that possible.

### What is a noun?

A noun is a part of speech that is used to name a person, place, thing, quality, or action. A noun can function as a subject, object, complement, appositive, or object of a preposition. [Announcement List](#)

### Plural vs singular

Nouns can be singular or plural. The plural form of a noun is usually formed by adding s at the end of the noun. But this is not always the case. There are exceptions to the rule. [Discussions Index](#)

### Different types of nouns

There are different types of nouns:

1. An **abstract noun** names an idea, event, quality, or concept (*freedom, love, courage...*) **Concrete nouns** name something recognizable through the sense (*table, dog, house...*)
2. **Animate nouns** refer to a person, animal, or other creature (*man, elephant, chicken...*) An **inanimate noun** refers to a material object (*stone, wood, table...*)
3. A **collective noun** describes a group of things or people as a unit (*family, flock, audience...*)
4. **Common noun** is the name of a group of similar things (*table, book, window...*) **Proper nouns**, however, refer to the name of a single person, place or thing (*John, Joseph, London...*)
5. **Compound nouns** refer to two or more nouns combined to form a single noun (*sister-in-law, schoolboy, fruit juice*)
6. **Countable (or count) nouns** have a singular and a plural form. In plural, these nouns can be used with a number- they can be counted. (*friends, chairs, houses, boys...*) **Uncountable (or non count) nouns**, however, can only be used in singular. They can't be counted. (*money, bread, water, coffee...*)

### Comments

No Comments

Add a New Comment:

1

 Add Comment

View the page you created.

Users can give comments about this page using Add a new Comment field [1].

## Students Add Comments

Add a New Comment:

This is very useful information .. **1**

**2** Add Comment

Type your comments in the **text area [1]** . click **Add Comment [2]** button.

## View comments

### Comments

Amelia ,comment is waiting for approval (others cannot see)

Sep 18 at 2:31pm 

This is very useful information ..

Add a New Comment:

**1** Add Comment



Instructor can only approve comments to view all users in this course.

User can delete their comments using **trash icon [1]**.

## Instructor Approve comments

### Comments

Amelia

Sep 18 at 2:31pm **Approve** 

This is very useful information ..



Instructor can Approve [1] or delete [2] the comments .

**Note** : Users can view comment on pages after the instructor;s approval.

## View comments after approval

### Comments

Amelia

Sep 18 at 2:31pm 

This is very useful information ..

Users can view the comments and name of user who added the comments .

## Instructor disapprove comments

### Comments

Amelia

Sep 18 at 2:31pm [Disapprove](#) 

This is very useful information ..

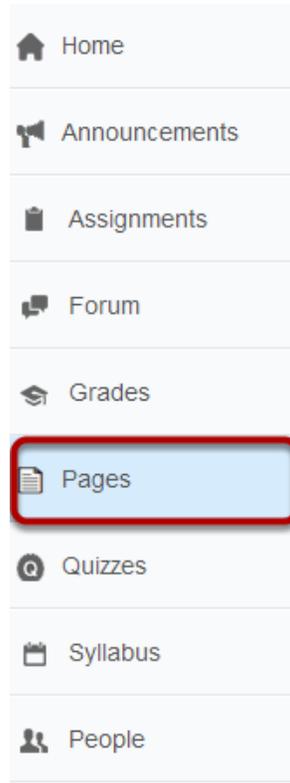
Click Disapprove link to disable comments to users.

## How do I change a Page name?

---

Sometimes you want to rename a Page name. This lesson will show you the steps of how to rename a Page name.

### Open Pages



Click the **Pages** link.

## View Pages

ES101 > Start Up Business Capital Requirements

Page history

Start-up capital is the funds a business owner will need to finance the production of a good and the sale of that good until the business reaches a break-even point. Over half of all business fail within the first two years of operation, mainly due to the lack of capital to keep them running. Every business will need capital in order to start or to finance it during its formative years. Successful business owners must be able to realistically estimate the capital they will need to run their businesses. If this estimate is low, then the business is doomed to fail due to lack of funds.

### Create a Budget

The first step in determining the amount of capital you need to start a business is to create a budget. The budget should include all expenses and income. Expenses should include recurring costs, such as those for a monthly lease, electricity, payroll and taxes. Do not forget to include one-time expenses, which might include fees for business licenses, incorporation costs and a building sign. Completing a budget is the most challenging part of starting a business because owners might underestimate the costs or fail to budget for other costs that they did not know would exist. It is possible to arrange all expenses using a spreadsheet to capture the costs. This spreadsheet should include sections for initial start-up costs, fixed costs and variable costs.

### Initial Start-up Costs

These costs cover items to get the business started. This includes business licenses and permits, office supplies, and marketing. Marketing will include business cards, letterhead, flyers and newspaper ads. These costs are mandatory.

### Fixed Costs

Fixed costs are costs that you will incur in the operation of your business whether or not you are creating a profit. These costs will include insurance, loan payments, lease or rent payments, association dues, equipment and inventory and owner income.

**What's a wiki for?** Think of it as an open-ended place to hold content. You could use it to describe your course, to provide helpful explanations of difficult topics, or even to let students work together on writing projects.

#### All wikis

[entrepreneur motivation](#)  
[Entrepreneurship: Options](#)  
[Front Page](#)  
[Start Up Business Capital Requirem...](#)

Edit this wiki

Delete this wiki

Create a wiki

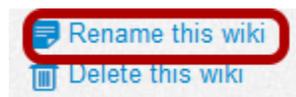
Pages is designed to open to the front page for the course, if there is a front page selected. select a page from the Pages Index.

## Edit Page



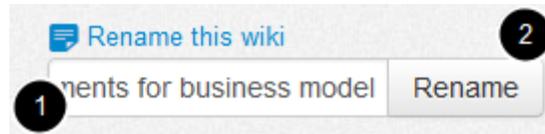
Click the **Edit this wiki** button to make changes to the page.

## Rename Page



Click the **Rename this wiki** link.

## Edit Page name



Type the new page name in the text box [1] click the **Rename** [2] button.

## Save Changes



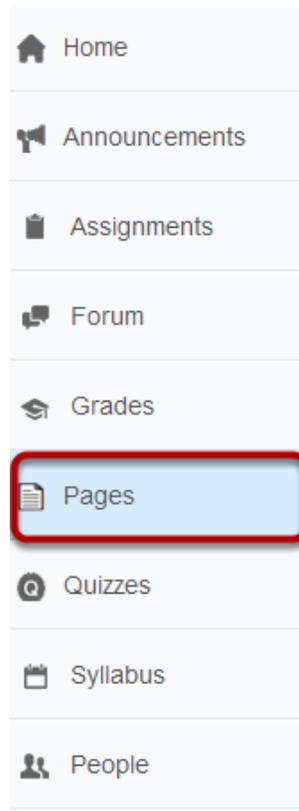
Click the **Save changes** button.

## How do I edit Pages?

---

You can easily edit a Page after it has been published.

### Open Pages



Click the **Pages** link.

## View Pages

ES101 > Start Up Business Capital Requirements

 Page history

Start-up capital is the funds a business owner will need to finance the production of a good and the sale of that good until the business reaches a break-even point. Over half of all business fail within the first two years of operation, mainly due to the lack of capital to keep them running. Every business will need capital in order to start or to finance it during its formative years. Successful business owners must be able to realistically estimate the capital they will need to run their businesses. If this estimate is low, then the business is doomed to fail due to lack of funds.

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### Initial Start-up Costs

These costs cover items to get the business started. This includes business licenses and permits, office supplies, and marketing. Marketing will include business cards, letterhead, flyers and newspaper ads. These costs are mandatory.

### Fixed Costs

Fixed costs are costs that you will incur in the operation of your business whether or not you are creating a profit. These costs will include insurance, loan payments, lease or rent payments, association dues, equipment and inventory and owner income.

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#### All wikis

[entrepreneur motivation](#)  
[Entrepreneurship: Options](#)  
[Front Page](#)  
[Start Up Business Capital Requirem...](#)

 Edit this wiki

 Delete this wiki

 Create a wiki

Pages is designed to open to the front page for the course, if there is a front page selected. select a page from the Pages Index.

Click the title of the page you wish to change.

#### All wikis

[entrepreneur motivation](#)  
[Entrepreneurship: Options](#)  
[Front Page](#)  
[Start Up Business Capital Requirements](#)

Click the **title** of the page you wish to change.

## Edit Page

 Edit this wiki

 Delete this wiki

 Create a wiki

Click the **Edit this wiki** button to make changes to the page.

## Edit Content

ES101 > Start Up Business Capital Requirements

building sign. Completing a budget is the most challenging part of starting a business because owners might underestimate the costs or fail to budget for other costs that they did not know would exist. It is possible to arrange all expenses using a spreadsheet to capture the costs. This spreadsheet should include sections for initial start-up costs, fixed costs and variable costs.

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Hide this Page from Students

Only Teachers can edit this page

Allow Comments on this Page

Change Wiki Type Pages

Notify users that this content has changed

Page Tools

- Rename this wiki
- Delete this wiki

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

- Wiki Pages
  - Bonus Video Front Page
  - Entrepreneur Motivation
  - Entrepreneurship: Options
  - Entrepreneur Traits
  - Esc
  - Front Page
  - Start Up Business Capital Requirements
- Assignments
- Quizzes
- Announcements
- Discussions
- Classes
- Course Navigation

Add content to your page using the Content Selector [1]. Edit the content and add links and media using the Rich Content Editor [2] or switch to the HTML Editor [3].

## Save Changes



Click the **Save changes** button.

✔ Page was successfully updated.

🏠 > ES101 > [Start Up Business Capital Requirements](#)

Last edited by Alexa Vega less than a minute ago

[🕒 Page history](#)

Start-up capital is the funds a business owner will need to finance the production of a good and the sale of that good until the business reaches a break-even point. Over half of all business fail within the first two years of operation, mainly due to the lack of capital to keep them running. Every business will need capital in order to start or to finance it during its formative years. Successful business owners must be able to realistically estimate the capital they will need to run their businesses. If this estimate is low, then the business is doomed to fail due to lack of funds.

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### Variable Costs

Variable costs can vary substantially from month to month and are based on usage. These costs include advertising, delivery and shipping charges, utilities and employee wages.

### Critical or Optional Expenses

View the changes you made to the page.

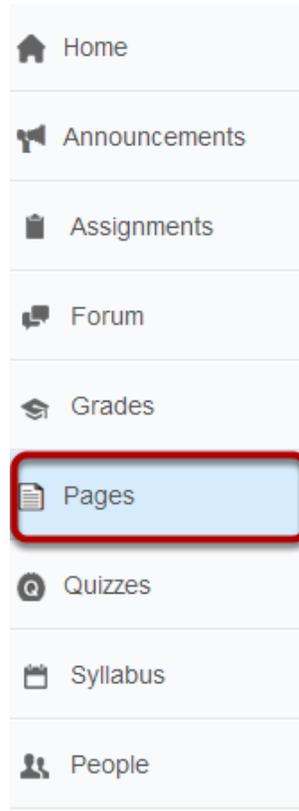
View the page updated notification at the top of the page.

## How do I delete Pages?

---

You can delete a Page if you no longer need it or if it is not used as the Front Page for your course.

### Open Pages



Click the **Pages** link.

## View Pages

ES101 > Start Up Business Capital Requirements

Page history

Start-up capital is the funds a business owner will need to finance the production of a good and the sale of that good until the business reaches a break-even point. Over half of all business fail within the first two years of operation, mainly due to the lack of capital to keep them running. Every business will need capital in order to start or to finance it during its formative years. Successful business owners must be able to realistically estimate the capital they will need to run their businesses. If this estimate is low, then the business is doomed to fail due to lack of funds.

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#### All wikis

[entrepreneur motivation](#)  
[Entrepreneurship: Options](#)  
[Front Page](#)  
[Start Up Business Capital Requirem...](#)

Edit this wiki

Delete this wiki

Create a wiki

Pages is designed to open to the front page for the course, if there is a front page selected. select a page from the Pages Index.

## Delete Page



Click the **Delete this wiki** button to delete the page.

## Confirm Deletion

Are you sure you want to delete this page? This cannot be undone!



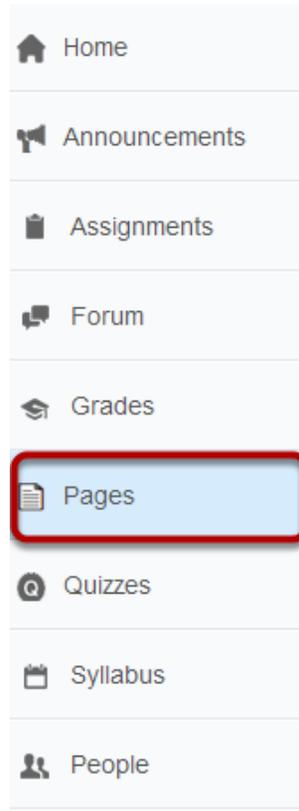
Click the **OK** button to confirm you want to delete the page.

## How do I embed a video in a Page?

---

Arrivu LMS lets you embed video content within a Page.

### Open Pages



Click the **Pages** link.

### Create a New Page



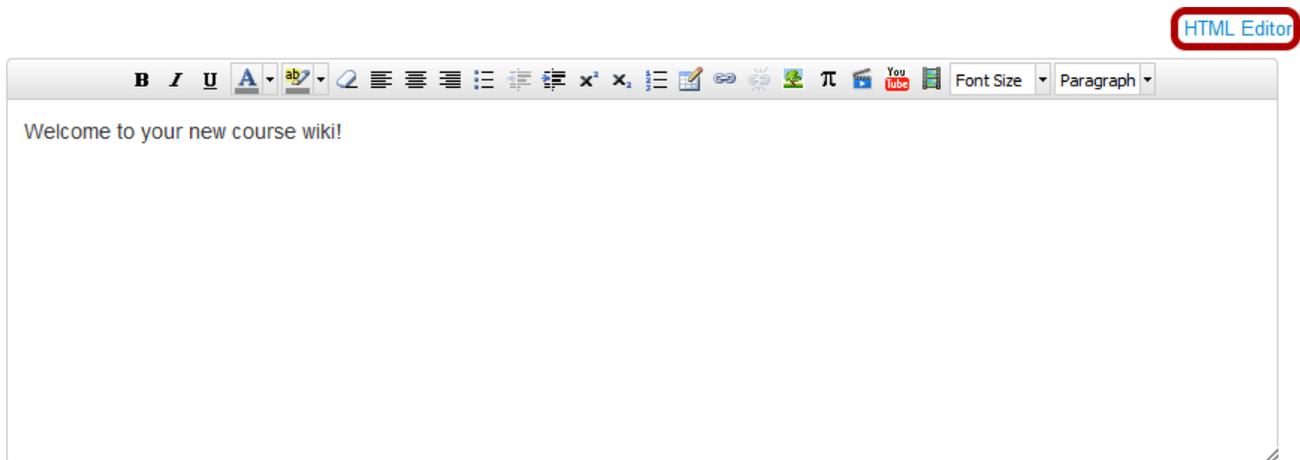
Click the **Create a Wiki** button.

## Name the Page



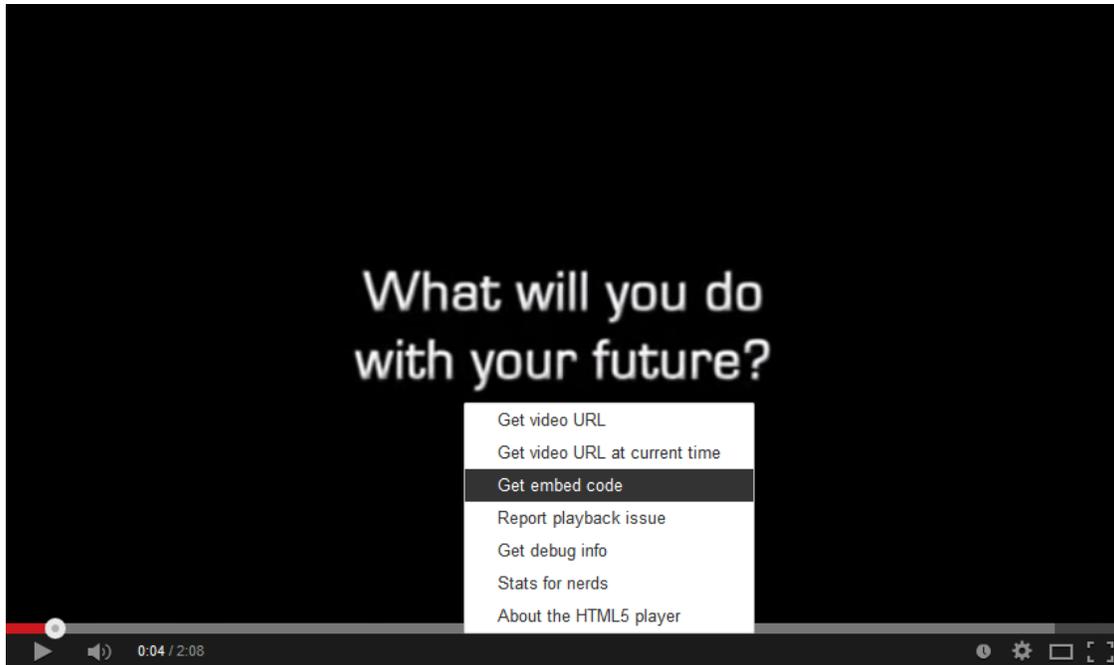
Click the **Create a Wiki** button [1]. Type a name for the page in the new page title field [2]. Click **Create** Button [3] .

## Launch the HTML Editor



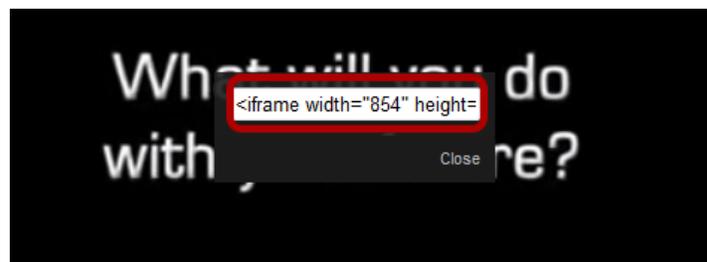
Click the **HTML Editor** link to launch the HTML editor.

## Get the Embed Code



Locate the code from the external video source you wish to use. To do this, **right click** your mouse button inside the video and select the "**Get embed code**" option.

## Copy the Embed code



Copy the displayed embed code for the video content.

## Paste the Embed Code

Visual Editor

```
<p style="text-align: center;"><strong>Motivation for students</strong></p>
<p>&nbsp;</p>

<iframe width="854" height="510" src="//www.youtube.com/embed/8mb-0qbq984" frameborder="0" allowfullscreen></iframe>
```

Hide this Page from Students

Only Teachers can edit this page

Allow Comments on this Page

Change Wiki Type Pages

Notify users that this content has changed

Cancel

Save Changes

Paste it into the HTML editor in Arrivu LMS.

## Save Changes

Cancel

Save Changes

Click the **Save Changes** button.

## View Video

Last edited by Alexa Vega less than a minute ago

[Page history](#)

Motivation for students

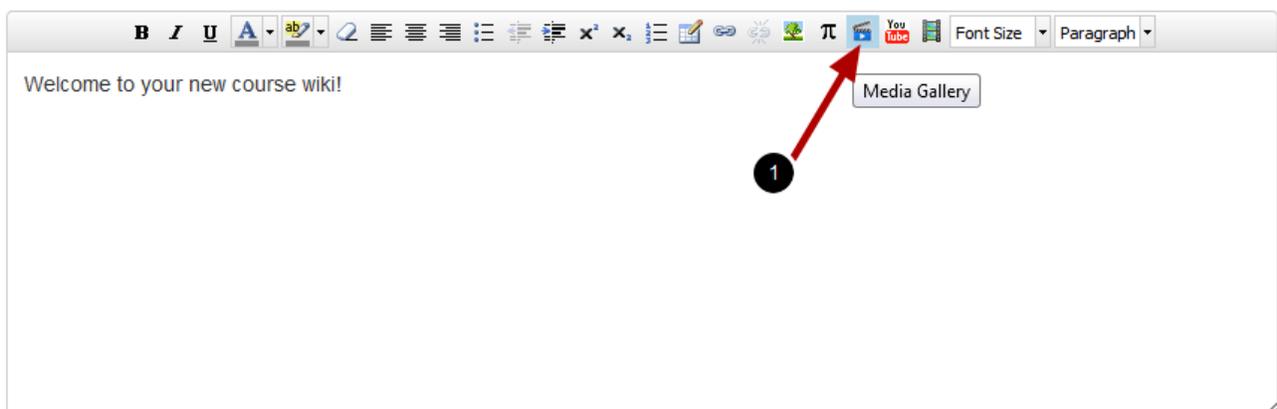


View the video embedded into your page.

## 2. Add Video using Media Gallery

[Home](#) > [ES101](#) > [Entrepreneur](#)

HTML Editor

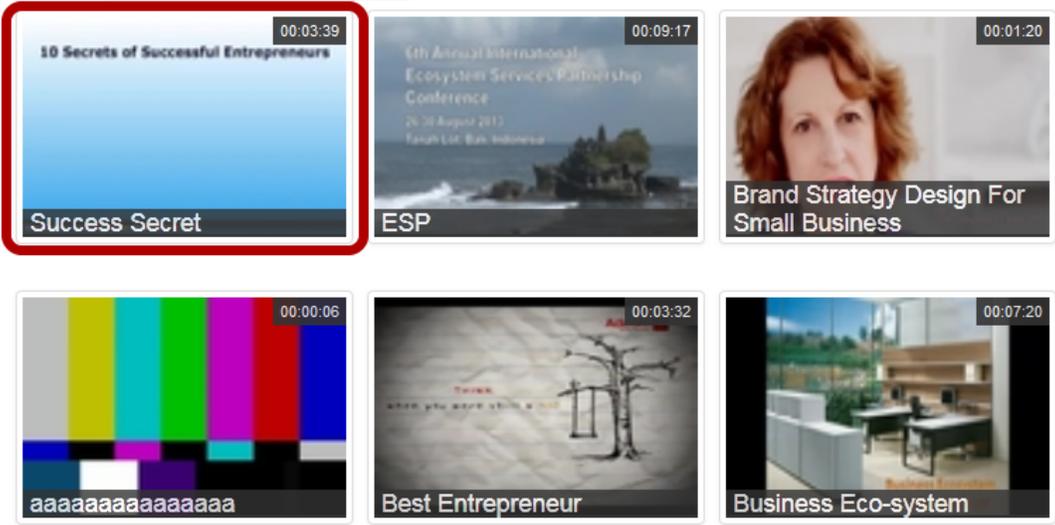


Click the **Media Gallery** icon [1] in the rich Content editor

## Embed Video from Media Gallery

Embed content from Media Gallery ✕

Category  ▾



Total (6) [1]

Choose a video from the gallery.

## Save Changes



Click the **Save Changes** button.

## View Video

🏠 > [ES101](#) > [Entrepreneur](#)

Last edited by Alexa Vega less than a minute ago



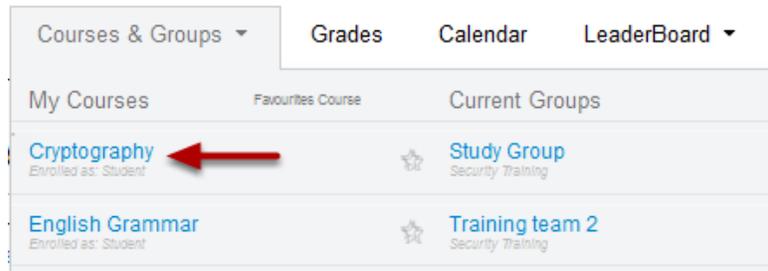
Comment

View the video embedded into your page.

User can comment the video in the comment section.

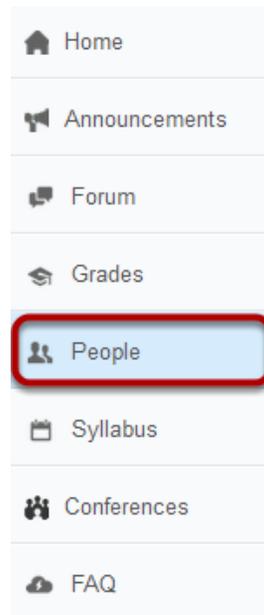
## How do I access People?

### Find Course



In the Courses & Groups drop-down menu, click on the course you want to view the People in that course.

### Click on People



Click on the People navigation link.

## View People

	Name	Section	Role
	abdul	Cryptography	Student
	Abraham Joseph	Cryptography	Student
	Adriana	Cryptography	Teacher
	Annie James	Cryptography	Student
	Needhu Bharathi	Cryptography	Student
	Amelia	Cryptography	Student
	jagan	Cryptography	Student
		Cryptography	Student
	Mani Narayanan	Cryptography	Student
	resmi	Cryptography	Student
	sowmiya	Cryptography	Student
	Arrivu Student	Cryptography	Student

In People, you can view the Student enrollments and Teachers & TAs for the student and instructor view.

In the instructor view, you can View User Groups, View Prior Enrollments, View Registered Services

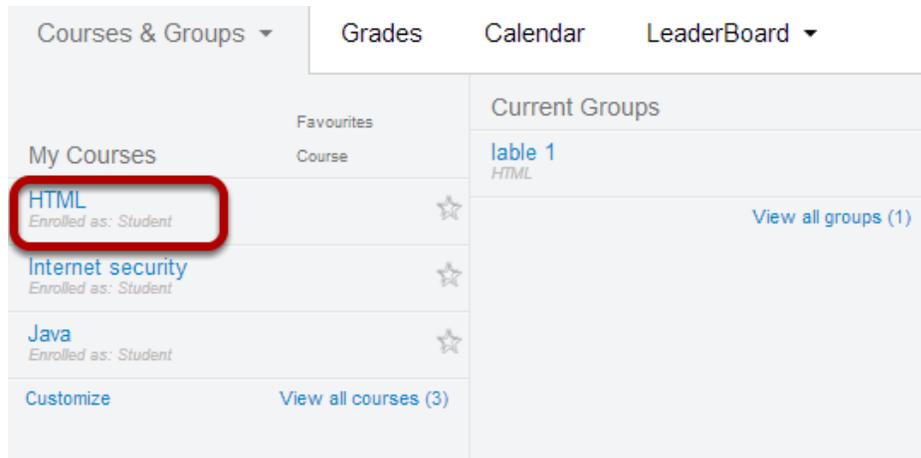
, and Manage Users . In the student view, you will see View User Groups and View Registered Services .

## Who are the People in the course?

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People shows all the users enrolled in the course.

### Find Course

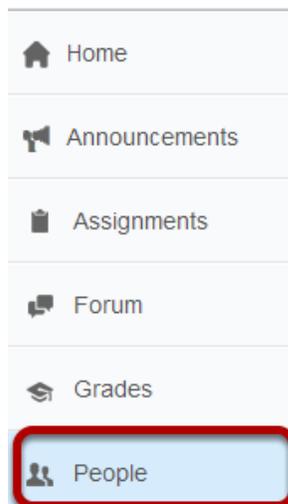


The screenshot shows the 'Courses & Groups' dropdown menu. The 'HTML' course is highlighted with a red box. The menu also shows 'Internet security' and 'Java' courses, and a 'Customize' link. The 'Current Groups' section shows 'table 1' for the 'HTML' course.

Courses & Groups		Grades	Calendar	LeaderBoard
My Courses		Favourites	Current Groups	
HTML <i>Enrolled as: Student</i>		Course	table 1 <i>HTML</i>	
Internet security <i>Enrolled as: Student</i>			View all groups (1)	
Java <i>Enrolled as: Student</i>				
Customize	View all courses (3)			

In the Courses & Groups drop-down menu, click the course title.

### Open People



The screenshot shows the course navigation menu. The 'People' link is highlighted with a red box. The menu also includes 'Home', 'Announcements', 'Assignments', 'Forum', and 'Grades'.

- Home
- Announcements
- Assignments
- Forum
- Grades
- People

Click the People link.

## View People

Home > NS456 > People

Search people

All Roles

View User Groups

View Registered Services

Name	Section	Role
 Clark Anderson	Network security 1	TA
 Amelia .	Network security	Student
 Chris Evans	Network security	Student
 Lyndon Johnson	Network security	Teacher
 Jon Mathew	Network security 1	Student
 Robert Downey	Network security	Student
 Anu sowmiya	Network security 1	Student
 Alexa Vega	Network security	Teacher

In People, students can:

1. View all the users participating in the course, including the ones whose course enrollment is pending.
2. Use the search bar to find a specific person.
3. Use the drop-down menu to filter users by role. The filter will also display the number of users in each type of role [e.g. student, TA].
4. View user groups in the course.
5. View registered services for course users.

## View User

Name	Section	Role
 Clark Anderson <span>pending</span>	English	Student
 Amelia .	English	Student
 Chris Evans	English	Student
 Lyndon Johnson	English	Teacher
 Jon Mathew	English	Student
 Robert Downey	English	Student
 Anu sowmiya	English	Student
 Alexa Vega	English	Teacher

When a course is published, users will receive the course invitation. Pending identifies users who have not yet accepted.

To learn more about a specific user in the course, click the user's name.

## Search Users

Search field [1] with "jon" entered and "All Roles" dropdown menu.

Name	Section	Role
 <a href="#">Jon Mathew</a> [2]	English	Student

To search for a specific user, start to type the user's name in the search field [1]. Possible results will be listed below [2].

## Filter Users by Role

Search people field and Roles drop-down menu.

Name	Section	Role
 <a href="#">Clark Anderson</a> <span>pending</span>		Student
 <a href="#">Amelia .</a>	English	Student
 <a href="#">Chris Evans</a>	English	Student
 <a href="#">Lyndon Johnson</a>	English	Teacher
 <a href="#">Jon Mathew</a>	English	Student

Use the Roles drop-down menu to view the number of users for each role type.

## View User Groups

Buttons: View User Groups (highlighted) and View Registered Services.

To view User Groups, click the View User Groups button .

## View Groups

🏠 > ST125 > People > Groups

### Course Groups

Groups are a good place to collaborate on projects or to figure out schedules for study sessions and the like. Every group gets a calendar, a wiki, discussions, and a little bit of space to store files. Groups can collaborate on documents, or even schedule web conferences. It's really like a mini-course where you can work with a smaller number of students on a more focused project.



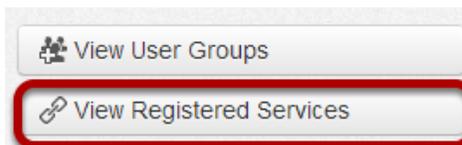
Study Group  
5 members

leave this group

Training team 2  
2 members, Training Groups

View the groups.

## View Registered Services



View User Groups

View Registered Services

Click the View Registered Services button in the sidebar to view the registered services for each person in the course. If a person has registered a social media account in Arrivu LMS, you can see that service listed and communicate with that person through any social media site they have registered.

## View Registered Services

🏠 > ST125 > People > Registered Services

### Registered Services

If other members choose, they can let you see which outside services they've linked to their Arrivu LMS account. This can make it easier to coordinate group projects and also link up outside of class.

You haven't linked your user profile to any external services. You can link your Arrivu LMS account to services like Facebook and Twitter.

[Link web services to my account](#)

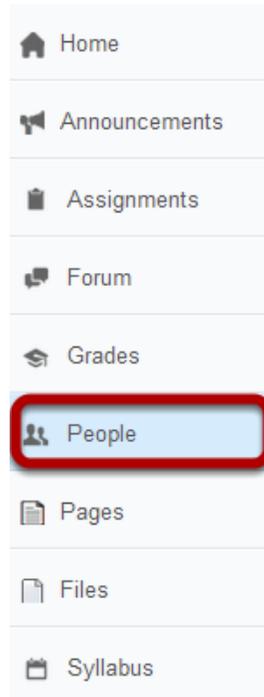
Click the View Registered Services button in the sidebar to view the registered services for each person in the course. If a person has registered a social media account in Arrivu LMS, you can see that service listed and communicate with that person through any social media site they have registered.

## How are Students added to a course?

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Instructors invite users to join their courses, and the users must accept the course invitation to view the course. This lesson shows how instructors manually issue courses and enrollments within LMS.

### Instructor Issues Course Invitation



The instructor accesses course invitations from the **People** link in the Course Navigation Menu.

## Submit Email Addresses

Add People

Type or paste a list of email addresses below:

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com

Role: Student

Section: Analytics-SectionA

Next

The instructor types or pastes an email address or several email addresses in the type field [1]. Users will be assigned a role in the Role drop-down menu [2] and a course section in the Section drop-down menu [3].

## Check People

Add People

Validated and ready to add 1 users:

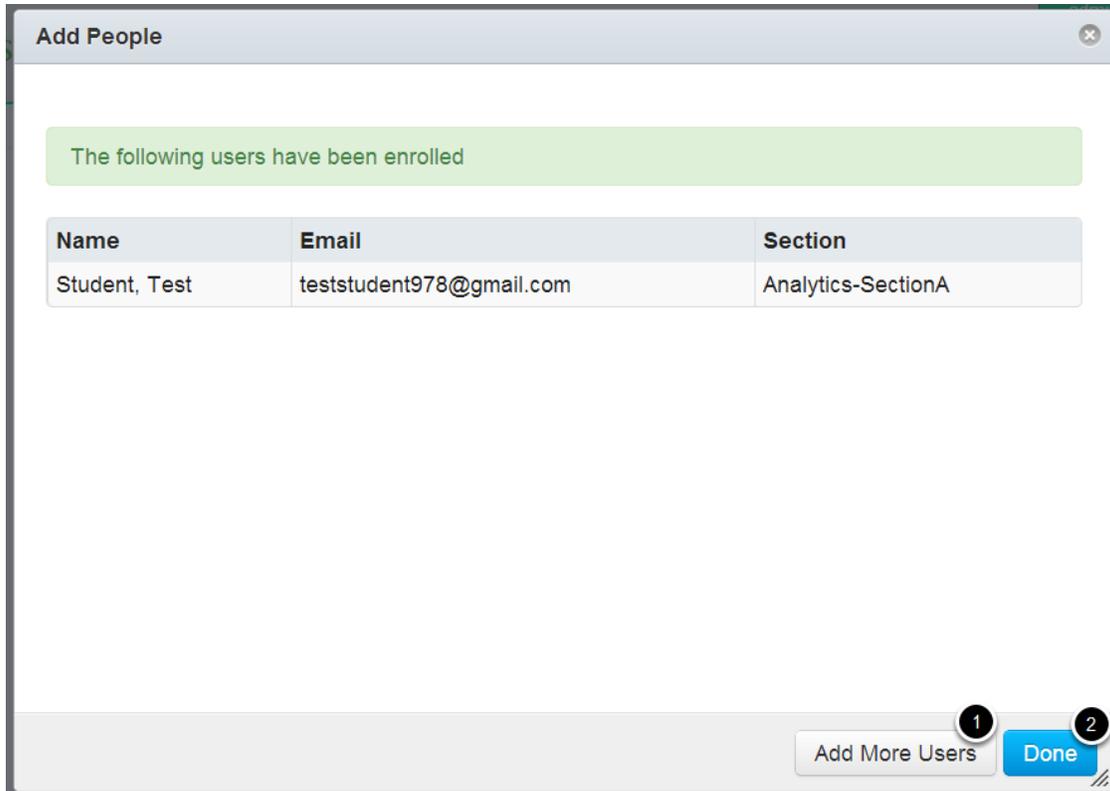
Name	Email
Student, Test <span>1</span>	teststudent978@gmail.com

Start Over Add Users 2

After advancing to the next menu, LMS will verify that the email is a valid email address [1]. Once confirmed, the instructor will add the users to the course roster with the Add Users button [2].

**Note:** If the user has previously created a LMS account with the email address being used, the user's name will populate in the name field. Otherwise the name field will remain blank.

## Confirm Enrollment



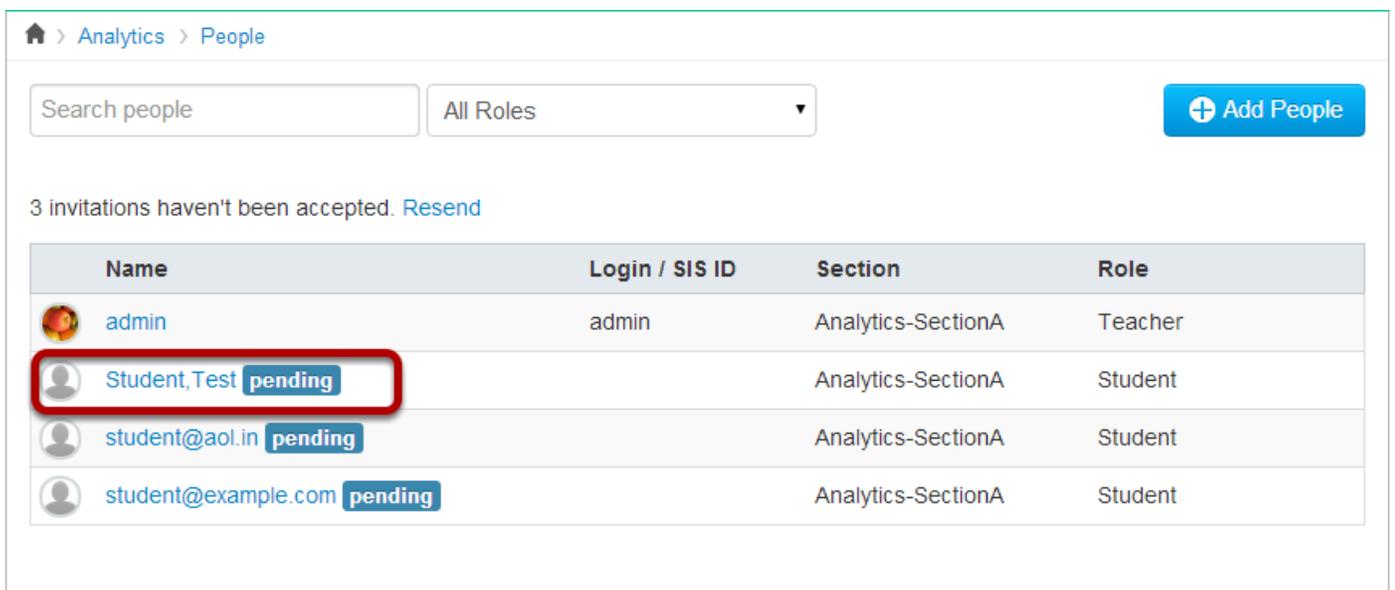
The following users have been enrolled

Name	Email	Section
Student, Test	teststudent978@gmail.com	Analytics-SectionA

1 Add More Users 2 Done

LMS will verify the user's enrollment. To add more users, the instructor will click the Add More Users button. If not, the instructor will click the Done button.

## View Pending Enrollment



Analytics > People

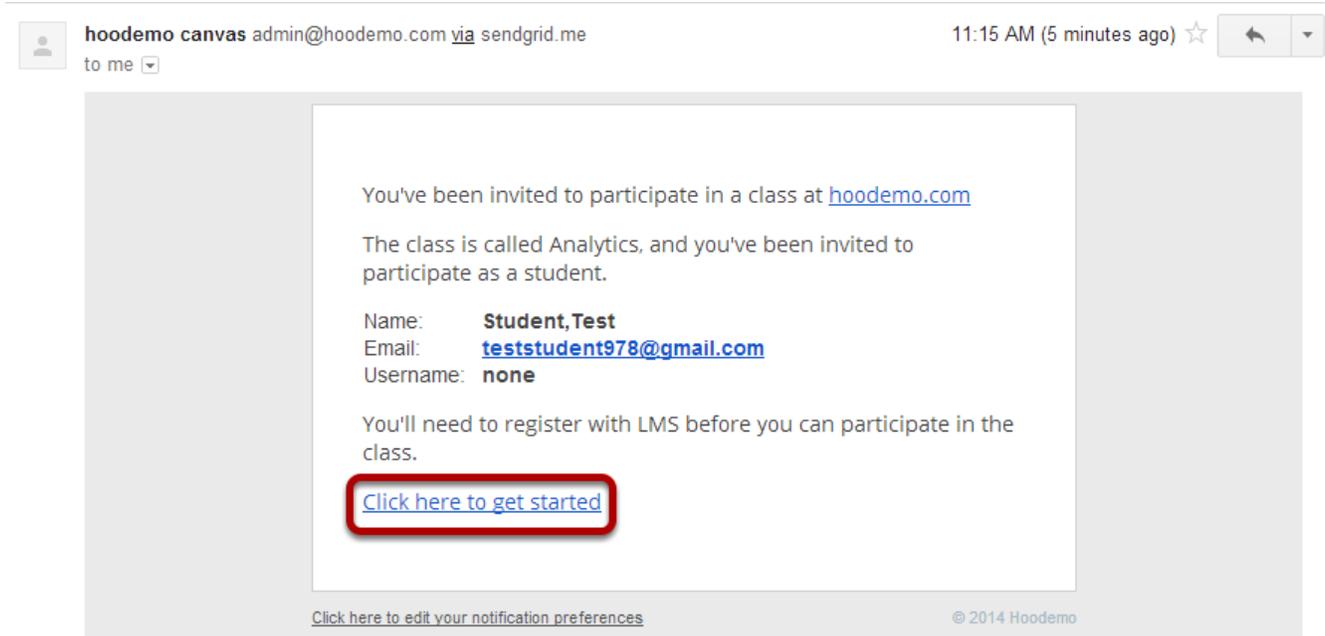
Search people All Roles + Add People

3 invitations haven't been accepted. [Resend](#)

Name	Login / SIS ID	Section	Role
admin	admin	Analytics-SectionA	Teacher
Student, Test <b>pending</b>		Analytics-SectionA	Student
student@aol.in <b>pending</b>		Analytics-SectionA	Student
student@example.com <b>pending</b>		Analytics-SectionA	Student

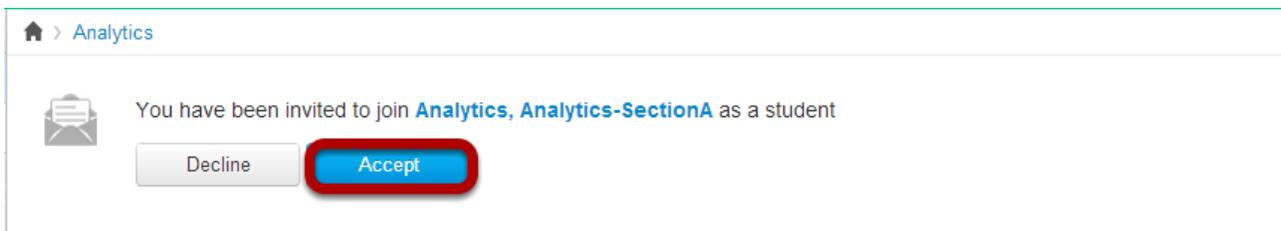
The instructor will see the user's status pending until the user accepts the course invitation.

## Student Receives Email Invitation



Student will receive an email that contains institution's URL [1] and student's email address to use for login [2]. To accept the course invitation, click the **Click here to get started** link [3].

## Student Accepts Invitation



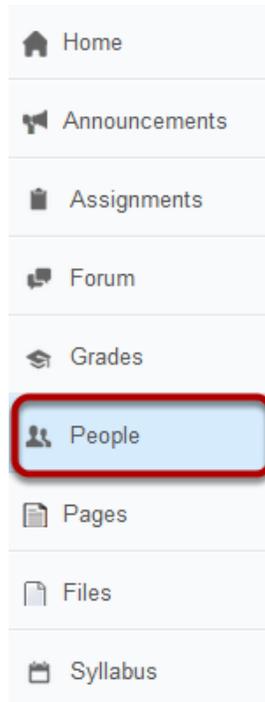
After Student logged in to LMS, they will see an invitation window reminding them of their course invitation. Click the **Accept** button.

**Note: Student** will have to sign in to LMS to accept the course invitation. If they don't have a LMS account you'll be able to create one as part of the course invitation.

## How do I add students to a section?

Once you have created sections in your course, you can add students to different section. You can also edit the sections students are in.

### Open People



Click the **People** link in the Course Navigation Menu.

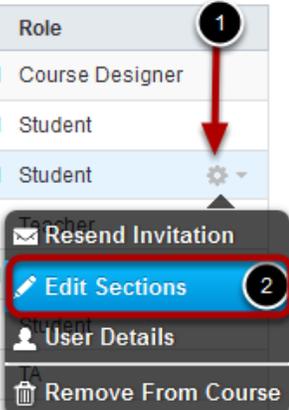
### Locate User

Name	Login / SIS ID	Section	Role
 Clark Anderson	[blurred]	Security Training 1	Course Designer
 Amelia	[blurred]	Security Training 1	Student
 Chris Evans	[blurred]	Security Training 1	Student 
 Lyndon Johnson	[blurred]	security training 2	Teacher
 Jon Mathew	[blurred]	Security Training 1	Student
	[blurred]	security training 2	Student
 Robert Downey	[blurred]	security training 2	TA
 Anu sowmiya	[blurred]	security training 2	Student
 Alexa Vega	[blurred]	Security Training 1	Teacher

To view user details, locate the name of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by role using the Role drop-down menu [3].

## Edit Section

Name	Login / SIS ID	Section	Role	
 Clark Anderson		Security Training 1	Course Designer	1
 Amelia		Security Training 1	Student	
 Chris Evans		Security Training 1	Student	2
 Lyndon Johnson		security training 2	Teacher	
 Jon Mathew		Security Training 1	Student	
 Robert Downey		security training 2	Student	
 Anu sowmiya		security training 2	Student	
 Alexa Vega		Security Training 1	Teacher	



Hover over the user's name and click the Settings icon [1]. Select the Edit Sections [2] link.

## View Section Enrollments

### Section Enrollments

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Security Training 1 - Student

Cancel Update

Arrivu LMS will show you the section(s) that the student is already enrolled in.

## Add Section

**Section Enrollments** ✕

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

security training 2  
4 people

Type the section name to find the section you want to add the user to.

## View Updated Enrollment

**Section Enrollments** ✕

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Security Training 1 - Student

security training 2

Click the Update button to save your changes. The user will need to accept the invitation for the section before accessing it.

Note: Users can be in more than one section. You do not need to remove the original section.

## Remove Section Enrollment



**Section Enrollments**

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

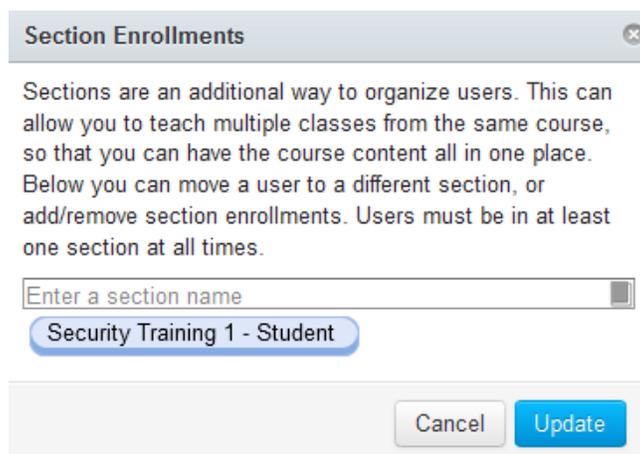
Enter a section name

- Security Training 1 - Student
- security training 2

Cancel Update

If you want to remove a student from a section, hover over the section you want to remove. Click the white X that appears.

## View Updated Enrollment



**Section Enrollments**

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Enter a section name

- Security Training 1 - Student

Cancel Update

View the student's updated Section Enrollment.

## Update Enrollment



Cancel Update

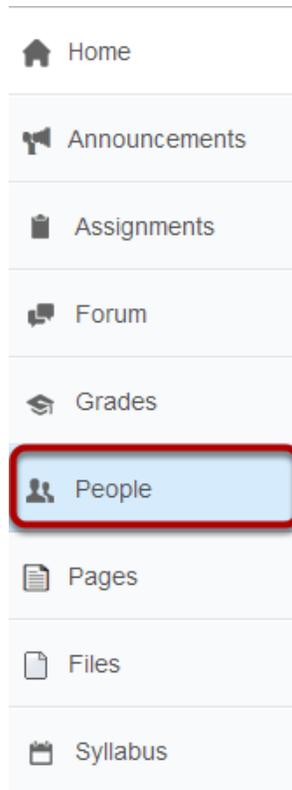
Click Update button to save the student section enrollments.

## How do I invite students into my course shell?

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### View People

In the event you need to send an invitation to a student in the course, click **People** link.



## List of People

Name	Section	Role
Franklin	IBM Course ms1	Student
ibmstudent1	IBM Course ms1	Student
Sukumar	IBM Course ms1	Student

The list of people present in the course will be displayed in the body of the page.

1. You can sort the people based on their roles
2. You can search them by entering their Name or Login / SIS ID or Role
3. You can also add new people to the course

## Add Users to the course

Section	Role
IBM Course ms1	Student
IBM Course ms1	Student
IBM Course ms1	Student

You can invite different people to the course by clicking the Add People button and registering them with their email address.

## Add email addresses

Student (4)

Lo

ibn

ibn

ibn

**Add People**

Type or paste a list of email addresses below:

"Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com

Role: Student

Section: IBM Course ms1

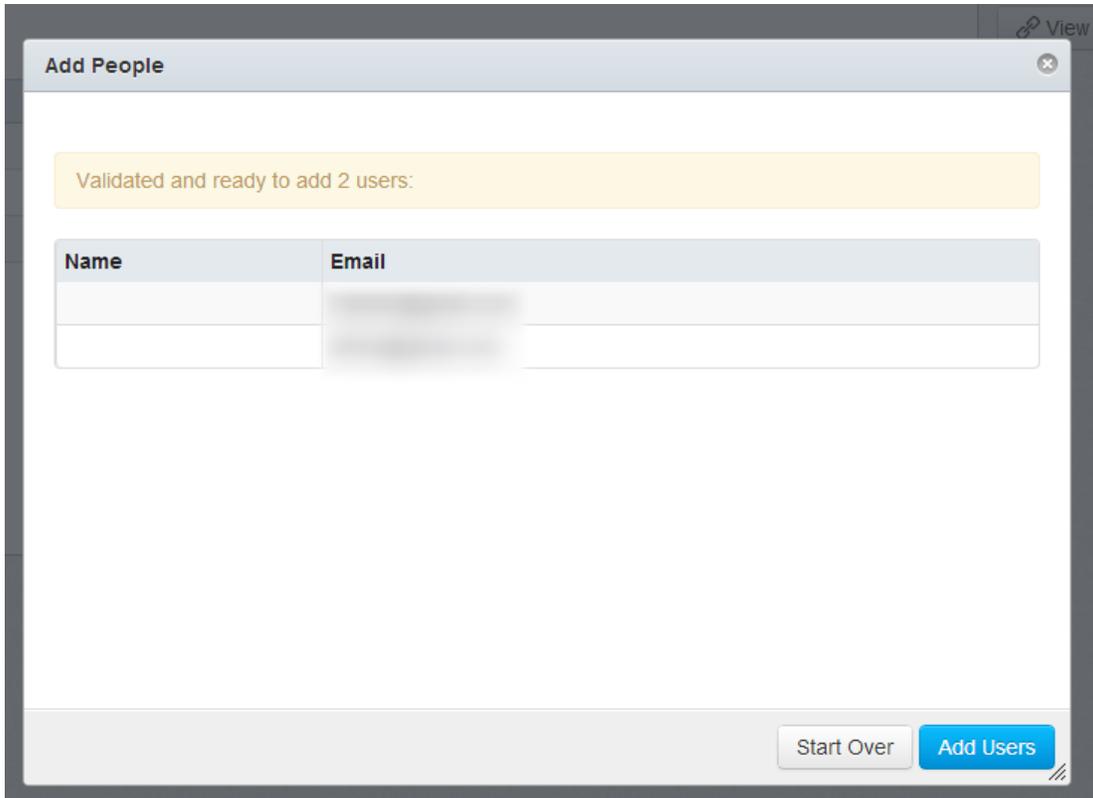
Next

You can use their email address. Once you finish adding your list of people, then click on the **Next...** button. The user will need to accept their invite after receiving the link to the course in their email.

- 1 . You can add a single user email address or many email address at the same time using same user roles
2. User roles can be assigned to the users
3. The course section can also be selected

Note: It could take up to 24 hours for students to receive their invitations .

## Check Users



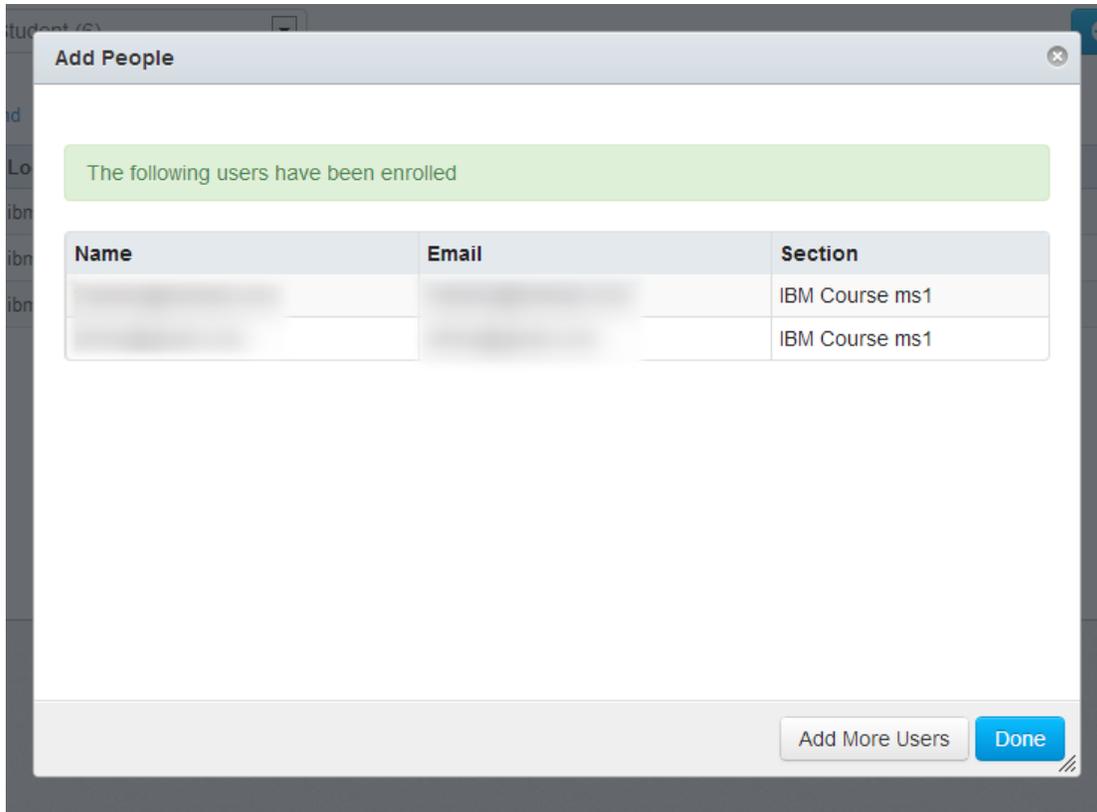
You will receive a message **Validated and ready to add [number] users** . Double check the user(s).

Clicking the **Start Over** button takes you to the previous page for adding email address

Click on the **Add User** button to add the users

The next screen with the following command appears when u click the **Add User** button

## Add User



Click **Done** to complete the enrollment.

## How do I edit my Profile?

### Open profile

Course Library Dashboard **Alexa Vega** Inbox 8 Settings Logout

Click your **user name** to open your profile.

### Edit profile picture

🏠 > [Alexa Vega's settings](#)



**Alexa Vega**

Founder, LearnToVega, Inc.

Ways to contact Alexa Vega

### Bio

LearnToProgram is a leading publisher of web, mobile and game development courses that are used by individuals and companies world-wide. Based outside of Hartford, Connecticut, the LearnToProgram team is dedicated to teaching more people to program than any other company on the face of the Earth. Our authors are among the most experienced in the field-- and they have one important thing in common: LearnToProgram authors consider themselves teachers first and technical experts second. The primary skill of LearnToProgram author is communication-- and you will always find our courses easy to understand and successfully complete.

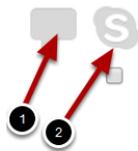
### Links

Alexa Vega hasn't added any links

To upload a profile picture, click the **placeholder profile picture** icon.

### Edit Ways to Contact Me

Ways to contact me



Check the contact methods you'd like to be visible to others on your profile.

[Manage Registered Services](#)

Click on the checkbox underneath the web service to indicate how you wish to be contacted via that service. Click on the **Manage Registered Services** link to add additional services. Click here to learn how to add additional web services. There are various ways to be contacted:

1. Speech Bubble Icon: Contact user through Conversations.
2. Skype Icon: Contact user through Skype.

## Edit Bio

### Bio

LearnToProgram is a leading publisher of web, mobile and game development courses that are used by individuals and companies world-wide. Based outside of Hartford, Connecticut, the LearnToProgram team is dedicated to teaching more people to program than any other company on the face of the Earth. Our authors are among the most experienced in the field-- and they have one important thing in common: LearnToProgram authors consider themselves teachers first and technical experts second. The primary skill of LearnToProgram author is communication-- and you will always find our courses easy to understand and successfully complete.

Type your biography in the bio field. Here you can add hobbies, interesting facts, and facts about yourself.

## Edit Links

Links

Title	URL
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="button" value="Add another link"/>	<input type="button" value="X"/>

Annotations: 1 points to the first Title field, 2 points to the first URL field, 3 points to the X delete button, and 4 points to the Add another link button.

Enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the **X** button to delete the link [3]. Click the **Add another** link button to add another link [4].

## Save Profile

Click the **Save Profile** button.

## How do I access my Profile and personal Settings?

You can easily control your profile and personal settings.

### Open Settings

Course Library Dashboard Kirk O. Hanson Inbox **Settings** Logout

Click the **settings** link.

### Navigating to your Profile

The screenshot shows a user profile page for Ashley Faulkes. On the left is a navigation menu with items: Home, Profile, Notifications, Files, Settings (1), ePortfolios, My Certificates, and My Badges. Red arrows point from the 'Settings' menu item to the 'Settings' link in the top navigation bar, and from the 'Notifications', 'Files', and 'ePortfolios' menu items to their respective sections on the profile page. The profile page itself has a header with 'Ashley Faulkes's settings' and an 'Edit Profile' button (4). Below the header is a profile picture (2) and a bio section (3) with a 'Ways to contact Ashley Faulkes' link. A right-hand sidebar contains 'Administration' and 'Account Details' links.

Located in the Help Corner, the Settings link can be found in any page inside Sublime LMS.

1. View and edit your personal settings
2. View or add a profile photo
3. Access links to your Notifications, Files, and ePortfolios
4. Edit your profile information

## How do Notification Preferences work?

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Notification Preferences allow users to select how and when they want to be notified when various events occur within a course.

Course Activities	Email Address lms
Due Date	📅 Weekly
Grading Policies	📅 Weekly
Course Content	
Files	
Announcement	✓ ASAP
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	✓ ⌚ 📅 ✕
Invitation	✓ ASAP
All Submissions	
Late Grading	⌚ Daily
Submission Comment <input type="checkbox"/> Mark new submission comments as read.	⌚ Daily

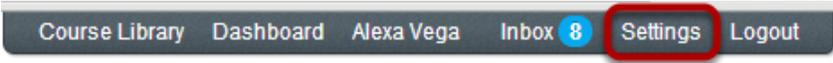
Click **Settings** in the Help Corner to view the notifications preferences.

It supports notification through email, SMS text message, Twitter, and Facebook. Users can choose to receive notification alerts immediately, daily, weekly, or never.

## How do I set my Notification Preferences?

You can set notification preferences to receive updates about your courses. These steps apply for all users.

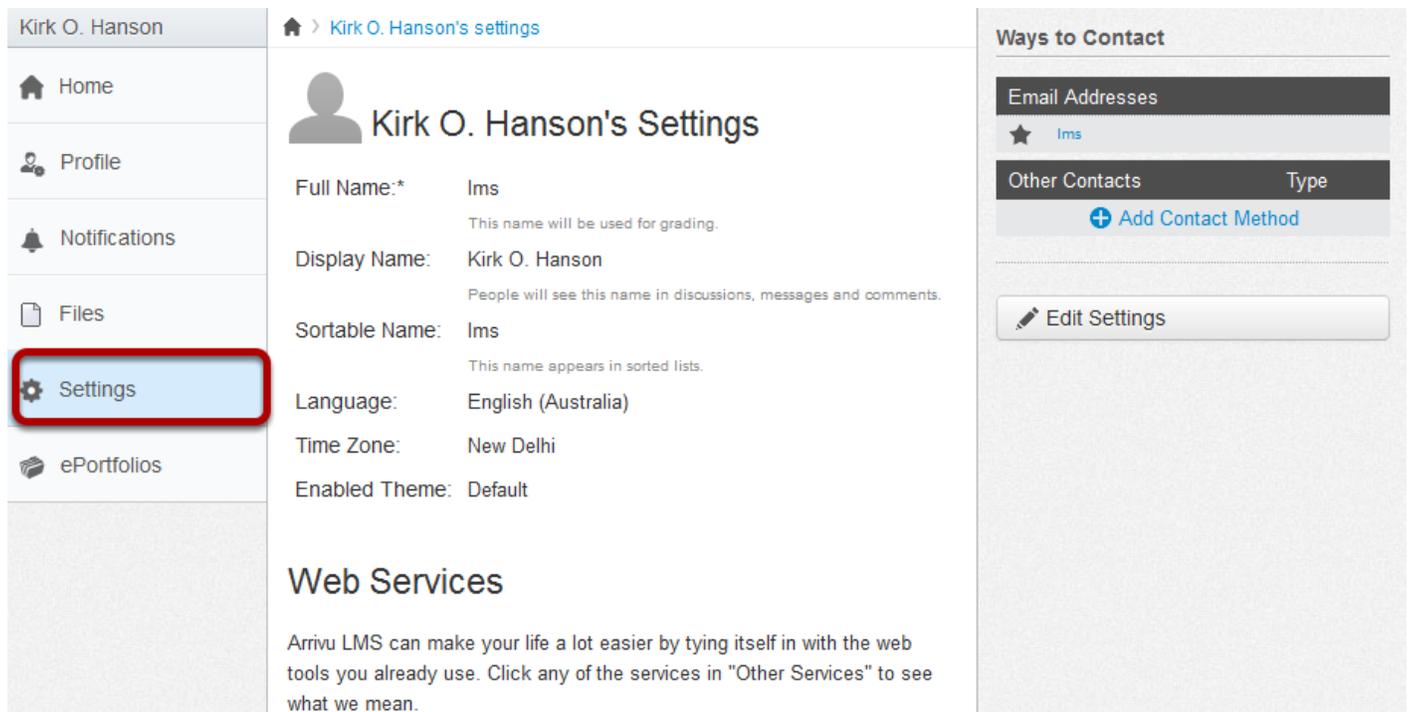
### Open Personal Settings



Course Library Dashboard Alexa Vega Inbox 8 **Settings** Logout

Click the **Settings** link.

### View Settings



Kirk O. Hanson

Home Profile Notifications Files **Settings** ePortfolios

Kirk O. Hanson's settings

### Kirk O. Hanson's Settings

Full Name:\* Ims  
This name will be used for grading.

Display Name: Kirk O. Hanson  
People will see this name in discussions, messages and comments.

Sortable Name: Ims  
This name appears in sorted lists.

Language: English (Australia)

Time Zone: New Delhi

Enabled Theme: Default

### Web Services

Arrvu LMS can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

### Ways to Contact

Email Addresses

★ Ims

Other Contacts Type

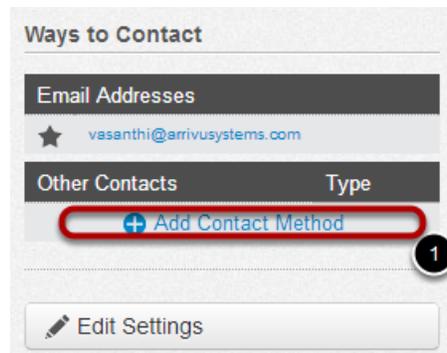
+ Add Contact Method

Edit Settings

Within your personal settings, you can:

- Add ways for your fellow classmates to contact you
- Link to web services
- View and set notifications preferences
- View approved integrations

## Add Ways to Contact



Before you can set your Notification Preferences, you will need to set the ways you want to be notified.

Your account will already display the email associated with your account. However, if you want to add an additional email address, and if you want to add any other type of contact method such as Twitter or text messages, click the **Add Contact Method** [2].

## Edit Contact Methods

Once your additional contact methods have been verified, a checkmark will appear next to the method type. You can delete additional contact methods at any time by clicking the trash icon.

## Link to Web Services

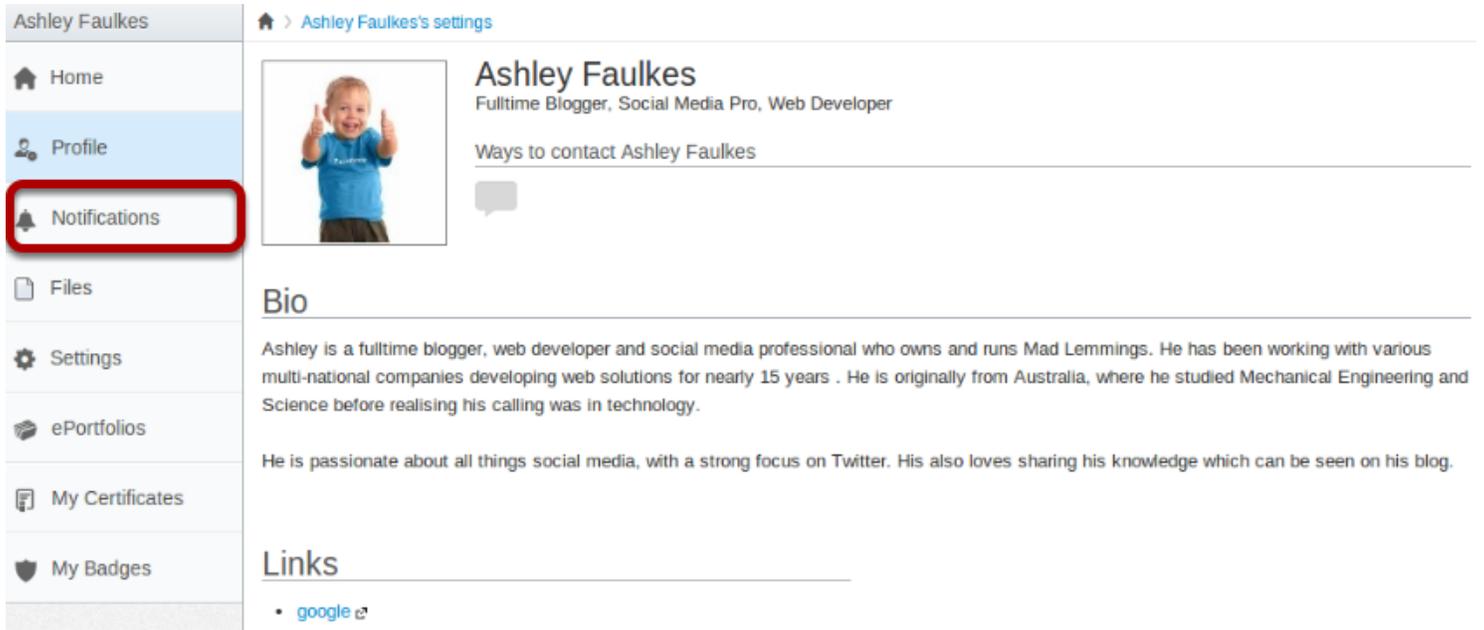


The Web Services portion on your settings page is divided into two columns. Services you have already registered, such as through the Ways to Contact section of your settings, or through course Collaborations and assignments, appear in the left column under the **Registered Services** heading [1].

Other services that are available for registration appear in the right column under the **Other**

**Services** heading [2]. Register for any of these other services by clicking **one of the [ServiceName]** buttons [3]. Once you have registered for that service properly, the service name will move from the right column to the left column. Repeat this process to add additional services.

## View Notification Preferences



Ashley Faulkes

Home

Profile

**Notifications**

Files

Settings

ePortfolios

My Certificates

My Badges

Ashley Faulkes's settings

**Ashley Faulkes**  
Fulltime Blogger, Social Media Pro, Web Developer

Ways to contact Ashley Faulkes

**Bio**

Ashley is a fulltime blogger, web developer and social media professional who owns and runs Mad Lemmings. He has been working with various multi-national companies developing web solutions for nearly 15 years . He is originally from Australia, where he studied Mechanical Engineering and Science before realising his calling was in technology.

He is passionate about all things social media, with a strong focus on Twitter. His also loves sharing his knowledge which can be seen on his blog.

**Links**

- [google](#)

You can view and set notification preferences within your course. In the navigation menu, click the Notifications link.

## View Notification Descriptions

**Course Activities**

Due Date

Grading Policies

Course Content

Files

Announcement

Grading

Include scores when alerting about grade changes.

Course Content

Change to course content:

- WikiPage
- Quiz content
- Assignment content

When you hover over the name of the notification, you can view the details of the notification and adjust your preferences.

**Note:** Some notifications are for instructors and admins only as noted in the hover descriptions:

## View Notification Preferences

Your notifications preference page will display all of the contact methods you have created across the top of the page. You will need to specify how you want to be notified for each contact method. The notifications are divided up into six categories:

1. Course Activities
2. Discussions
3. Communications
4. Scheduling
5. Groups
6. Alerts

## Course Activities

Course Activities	teacher.lms.mobile@gmail.com
Due Date	 Weekly
Grading Policies	 Weekly
Course Content	
Files	
Announcement	✓ ASAP
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	✓ ASAP
Invitation	✓ ASAP
All Submissions	
Late Grading	 Daily
Submission Comment <input type="checkbox"/> Mark new submission comments as read.	 Daily

- Due Date: Assignment due date change
- Grading Policies: Course grading policy change
- Course Content: Change to course content including WikiPage, Assignment, and Quiz content
- Files: New file added to your course. Arrivu LMS will only notify you of new files in a course once they have been updated.
- Announcement: New announcement in your course
- Grading: Includes assignments/submission grade entered/changed, unmuted assignment grade, grade weight changed. Check Include scores when alerting about grade changes check box if you want to see your grades in your notifications. If you aren't using your institutional email address, be aware that sensitive information will be sent outside the institution.
- Invitation: Includes invitations to web conferences, collaborations, groups, course, peer review and peer review reminders
- All Submissions (Instructor & Admin only): Assignment submission/resubmission
- Late Grading (Instructor & Admin only): Late assignment submission
- Submission Comment: Assignment submission comment. Check the Mark new submission comments as read checkbox if you don't want submission comments to show up as a new message in your Arrivu LMS Inbox.

## Discussions

Discussions	
Discussion	✓ ASAP
Discussion Post	🕒 Daily

- Discussion: New discussion topic in your course
- Discussion Post: New discussion post in a topic you're subscribed to

## Conversations

Conversations	
Added To Conversation	✓ ASAP
Conversation Message	✓ ASAP

- Added to Conversation: You are added to a conversation
- Conversation Message: New Inbox message

## Scheduling

Scheduling	
Student Appointment Signups	
Appointment Signups	✓ ASAP
Appointment Cancellations	✓ ASAP
Appointment Availability	✓ ASAP
Calendar	

- Student Appointment Sign ups (Instructor & Admin only): Student appointment sign up using Scheduler
- Appointment Sign ups: New appointment on your calendar
- Student Appointment Cancellations: Appointment cancellation
- Appointment Availability (Instructor & Admin only): Change to appointment time slots
- Calendar: New and changed items on your course calendar

## Groups

Groups	
Membership Update	🕒 Daily

Group Membership Updates: Group enrollment, accepted/rejected membership; (Admin only) pending enrollment activated

## Alerts

Alerts	
Administrative Notifications	🕒 Daily

Administrative Notifications (Instructor & Admin only): includes course enrollment, report generated, context export, migration export, new account user, new teacher registration, new student group

## View Weekly Notification Time

*Your weekly notifications will be sent Saturday between 4:30pm and 6:30pm.*

The date and time will vary between users.

## Edit Notification Preferences

Course Activities	
Due Date	   
Grading Policies	 Weekly
Course Content	
Files	
Announcement	   
Grading	<input type="checkbox"/> Include scores when alerting about grade changes. <span>✓ ASAP</span>
Invitation	<span>✓ ASAP</span>

To change a notification for a contact method, hover over the notification type you want to change. Select one of four options.

1. Select the **Checkmark** icon to be notified immediately of any change for the activity.
2. Select the **Clock** icon to be notified daily of any change for the activity.
3. Select the **Calendar** icon to be notified weekly of any change for the activity.
4. Select the **X** icon to remove the notification preference so you won't be notified of any change for the activity.

## View Approved Integrations

Approved Integrations:

These are the third-party applications you have authorized to access the OpenLMS site on your behalf:

App	Purpose	Dates	
User-Generated	development	Expires: never Last Used: Oct 28 at 3:50pm	<a href="#">details</a> 

[+ New Access Token](#)

When you allow third-party integrations to access your account, they will appear in the Approved Integrations section. Each integration will show you the name of the application, the purpose (if one is noted), the date the application was last used, the date the application expires, and a link to view further details.

## How do I change my login password?

---

You can change your password in your profile settings. There are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often.

Here are some good password guidelines:

- Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
- Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
- Don't use a word found in a dictionary, English or foreign.

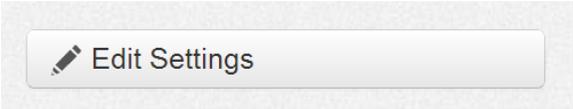
### Open settings



Course Library Dashboard Alexa Vega Inbox 8 **Settings** Logout

Click the personal **Settings** link.

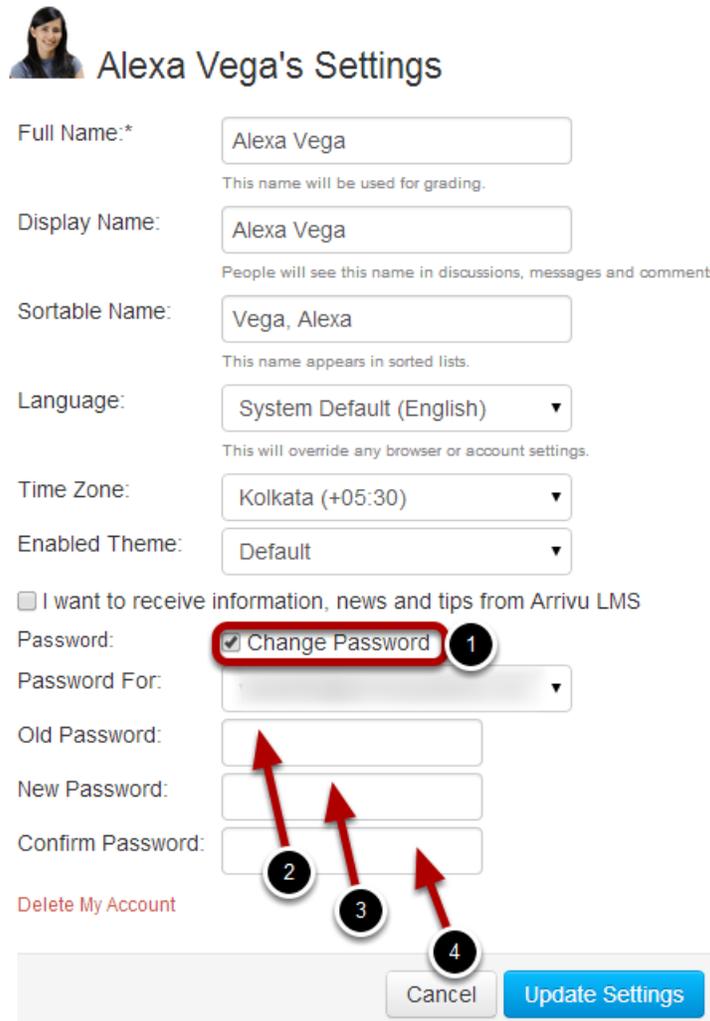
### Edit Settings



 Edit Settings

Click the **Edit Settings** button.

## Click Change Password Checkbox



Alexa Vega's Settings

Full Name:\*   
This name will be used for grading.

Display Name:   
People will see this name in discussions, messages and comments.

Sortable Name:   
This name appears in sorted lists.

Language:   
This will override any browser or account settings.

Time Zone:

Enabled Theme:

I want to receive information, news and tips from Arrivu LMS

Password:  **Change Password** **1**

Password For:

Old Password:  **2**

New Password:  **3**

Confirm Password:  **4**

[Delete My Account](#)

Follow the steps to change your password.

1. Click on the **Change Password** checkbox to create a new password.
2. Type your old password in the Old Password field.
3. Type your new password in the New Password field.
4. Type your new password again in the Confirm Password field.

## Update Settings

Click the **Update Settings** button.

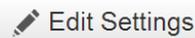
## How do I change my Full Name, Display Name and Time Zone?

### Open settings

Course Library Dashboard Alexa Vega Inbox 8 **Settings** Logout

Click the personal **Settings** link.

### Edit Settings

 Edit Settings

Click the **Edit Settings** button.

### Change Settings

 **Teacher 1's Settings**

Full Name:  1  
This name will be used for grading.

Display Name:  2  
People will see this name in discussions, messages and comments.

Sortable Name:  3  
This name appears in sorted lists.

Language:  4  
This will override any browser or account settings.

Time Zone:  5

I want to receive information, news and tips from Arrivu  
 I want to receive information, news and tips from Instructure

Password:  Change Password

[Delete My Account](#)

Edit your settings:

1. **Full Name** is used for grading, SIS imports, and other administrative items.
2. **Display Name** is the what other users will see in discussions, announcements, etc. You can set your own display name if the setting is enabled.
3. **Sortable Name** is your last name, first name default and it can be edited. This appears in sorted lists and admins can search for it.
4. **Language** can be set to the your native language.
5. **Time Zone** can be set to where you are located.

**Update Settings**

Cancel

Update Settings

Click the **Update Settings** button.

## How do I add an additional email address in Arrivu LMS?

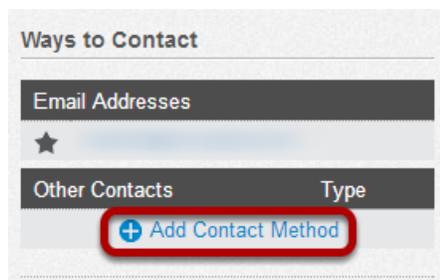
You can add additional email addresses that your classmates can use to contact you. To enable additional contact methods, please edit your profile.

### Open settings

Course Library Dashboard Alexa Vega Inbox 8 **Settings** Logout

Click the personal **Settings** link.

### Add E-mail Address



Click the **Add contact method** link.

### Register Communication

Register Communication

Text (SMS)

Email Address\*  1

2 **Register Email**

Cell Number

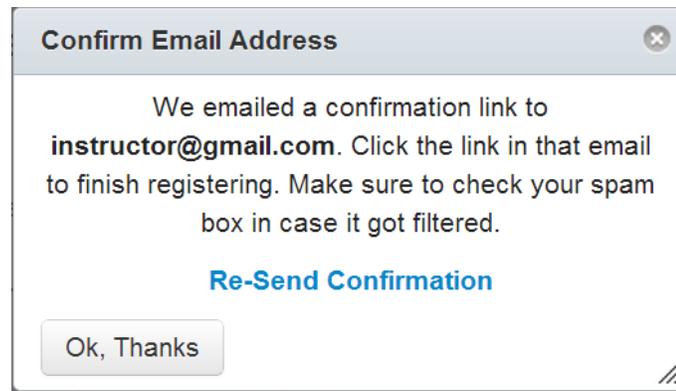
Carrier [Select Carrier] ▼

SMS Email\*

**Register SMS**

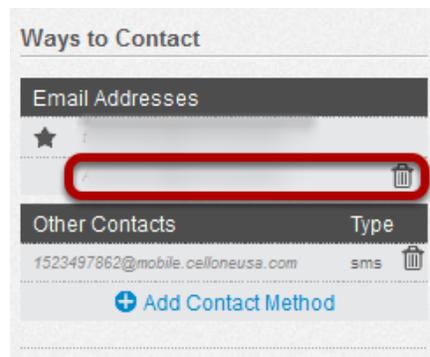
Type in the email address you want to add in the text field [1]. When you are finished, click **Register Email** [2].

## Confirm Email Address



Open your email account you just added. Click the link that is in the email to finish registering the additional email address.

## View Email Addresses



The email address you added will show up under the Ways to Contact sidebar under Email Addresses. To delete an email address, click the **Trash** icon.

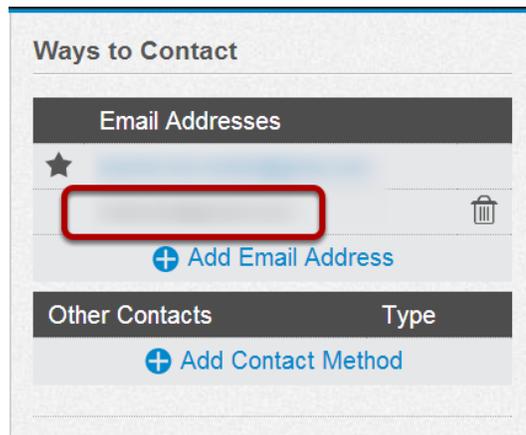
## How do I change my default email address?

### Open settings

Course Library Dashboard Alexa Vega Inbox 8 **Settings** Logout

Click the **Settings** link.

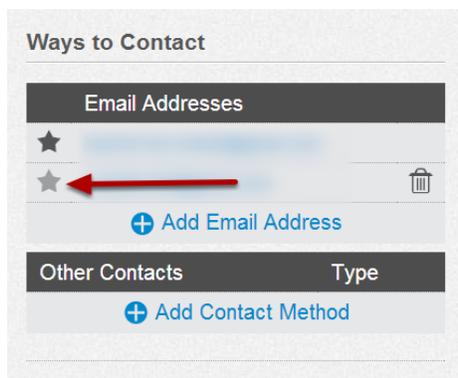
### View Email Addresses



In the Ways to Contact sidebar, under Email Addresses, if you have added multiple emails, you can choose the one you want as your default.

You can tell what email address is your default by the star icon next to the email address.

### Choose Default Email Address



When you hover by the other email address, you will see a faint star icon. If you want to change your default email address to that one, click the **Faint Star** icon and it will make your default email address change.

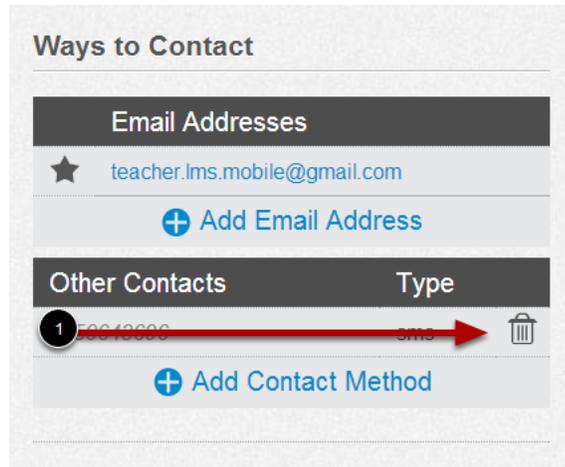
## How do I remove an SMS communication channel?

### Open Settings

Course Library Dashboard Amelia Earhart. Inbox **Settings** Logout

Click the personal **settings** link.

### View Other Contacts



Click the **Trash** icon next to the SMS number you would like removed [1]. A pop-up window will appear in your browser.

### Confirm Deletion

Are you sure you want to delete this?

**OK**

Cancel

Click the **OK** button to delete the number from your Profile.

## What are the different types of Quizzes?

---

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct exams and assessments.

### Create Graded Quiz

---

Quiz Type

---

A **graded quiz** is the most common quiz, and automatically a column will be created in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

### Create Practice Quiz

---

Quiz Type

---

A **practice quiz** can be used as a learning tool to help students see how well they understand the course material.

### Create Graded Survey

---

Quiz Type

---

A **graded survey** allows the instructor to give students points for completing the survey, but does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous.

## Create Ungraded Survey

---

Quiz Type

Ungraded Survey



An **ungraded survey** allows you to get opinions or other information from your students, but they are not given a grade for answering. Ungraded surveys have the option to be anonymous.

## What options are available for Quizzes?

---

You have a variety of options to choose from within a quiz, while creating the quiz.

### Set Quiz Name, Quiz Type, and Assignment Group

The screenshot displays the quiz creation interface. At the top, there is a text input field for the quiz name, which contains "QUIZ 3" and is circled in red with a "1" in a black circle. To the right of the name field is a "Points" field set to "0" and a gear icon for settings. Below the name field are two tabs: "Settings" (selected) and "Questions". Under the "Settings" tab, there is a "Quiz Instructions" section with a rich text editor toolbar and a "Switch Views" link. Below the instructions are two dropdown menus: "Quiz Type" set to "Graded Quiz" (circled in red with a "2" in a black circle) and "Assignment Group" set to "Programming" (circled in red with a "3" in a black circle).

There are 3 basic options when creating a quiz:

1. Give the quiz a **name**.
2. Select the quiz **type**.
3. Categorize the quiz into the proper Assignment group. You can create Assignment Groups within Assignments.

## Quiz Options

### Options

Shuffle Answers **1**

Time Limit  Minutes **2**

Allow Multiple Attempts **3**

Let Students See Their Quiz Responses **4**

Let Students See The Correct Answers **5**

Show Correct Answers at  

Hide Correct Answers at  

Show one question at a time **7**

### Quiz Restrictions

Require an access code **6**

Filter IP Addresses

Quiz settings have the following options:

1. You can shuffle (randomize) answers.
2. You can choose to set a time limit by entering the number of minutes students have to complete the entire quiz. Timed quizzes begin once a student begins the exam and will not be paused if the student navigates away from the quiz. If no time limit is set, students will have unlimited time to complete the quiz.
3. You can allow multiple attempts.
4. You can let students see their quiz results.
5. You can let students see which answers were correct.
6. You can restrict the quiz so it can only be taken in specific situations.
7. You can show one question at a time and lock questions after answering.

By default, quizzes will always let students see their quiz responses and see which answers were correct (options 4 and 5). If you do not want students to have these options, you will have to uncheck the boxes. If you want students to be able to see their responses once all the students have taken the quiz, for example, you can edit the quiz and select these options at a later time.

## Set Quiz Options

Allow Multiple Attempts **1**

Quiz Score to Keep Highest ▾

Allowed Attempts --

Let Students See Their Quiz Responses

Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

Show one question at a time **2**

Lock questions after answering

**Quiz Restrictions** **3**

Require an access code

Filter IP Addresses

A few of the settings contain expanded menus when selected:

### 1. Allow Multiple Attempts

- Choose whether to keep the highest or latest score of all attempts. By default Arrivu LMS will keep the highest score unless this setting is changed.
- Allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

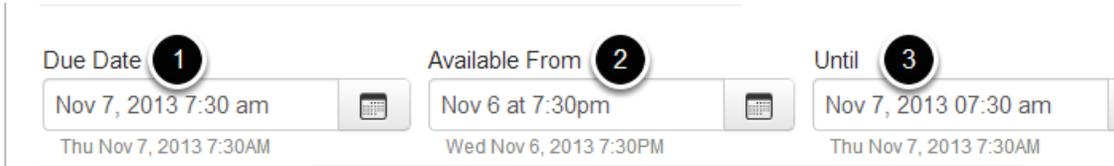
### 2. Show One Question at a Time

- Lock questions after answering, meaning students cannot return to the previous question.

### 3. Restrict this Quiz

- Require an access code (given by a proctor) in order to start the quiz.
- Require students to take a quiz from computer lab with a specified IP address range.

## Set Due and Availability Dates



You can set the Due Date [1], Available From date [2], and available Until date [3] for the quiz.

**Due Date:** Set the date and time that the Quiz is due.

**Available From:** Set the date and time when the Quiz will become available for students to take the quiz.

**Until:** Set the date and time when students can no longer take the quiz.

## Save Quiz



Click the **Save** button to save your work on your quiz.

## Publish Quiz

**This quiz is unpublished**

Only teachers can see the quiz until it is published.

Preview

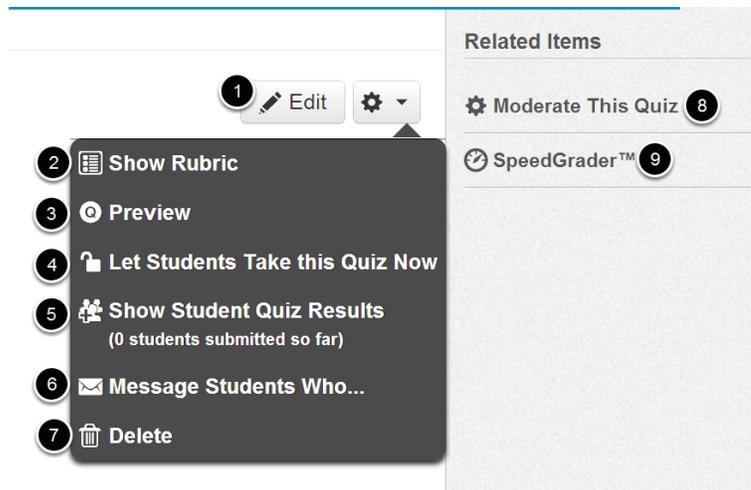
Publish

1

2

Then click the **Preview** button to see what students will see when they take the quiz [1]. If everything looks okay, click the **Publish** button [2].

## Other Quiz Options



When you view a quiz, you can:

1. Edit a quiz
2. Show a rubric to a quiz (or add one if none exists) and use the rubric to evaluate student answers (to essay questions, for example)
3. Preview the quiz
4. Lock this quiz now so that students can no longer access it (once it is locked the button will change to Manually Unlock a Quiz)
5. Show quiz results from students who have taken the quiz
6. Message students who have taken the quiz already or who haven't yet taken the quiz
7. Delete this quiz

Related items you can do on other pages but related to the quiz:

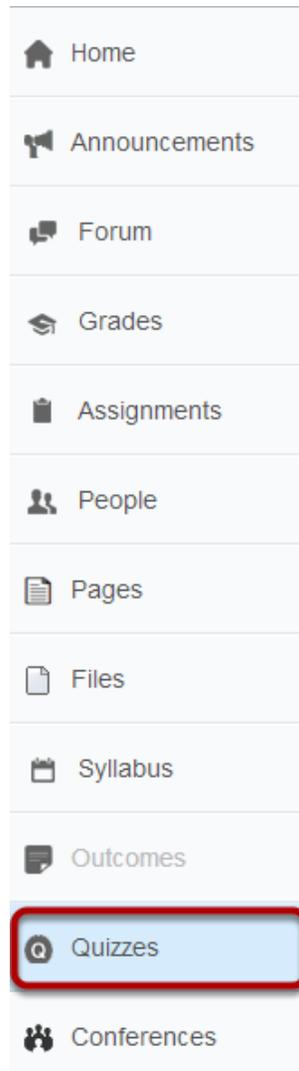
8. Moderate this quiz and grant students more time or additional attempts
9. Grade quiz in the SpeedGrader™

## How do I create a new Quiz with individual Questions?

---

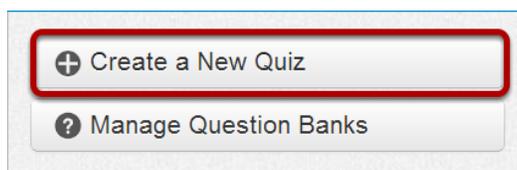
You can add your own questions to your quizzes.

### Open quizzes



Click the **Quizzes** link.

### Create New Quiz



Click the **Create a New Quiz** button.



## Add New Question

QUIZ 3 Points 0

**Settings** **Questions** 1

+ New Question + New Question Group 🔍 Find Questions

Notify users this quiz has changed Cancel Save

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

## Complete Question

The screenshot shows a quiz question editor interface. At the top, there is a 'Question' tab and a 'Multiple Choice' dropdown menu. To the right, it says 'pts: 1'. Below this, there is a text area for the question with a 'Switch Views' link. The question text area has a rich text editor toolbar with options for bold, italic, underline, text color, background color, link, unlink, list, and indent. Below the question text area, there is an 'Answers:' section. It contains four 'Answer Text' input fields, each with a small icon to its left (a green arrow, a green bracket, a red bracket, and a red bracket) and a trash icon to its right. At the bottom right of the answers section, there is a '+ Add Another Answer' button. At the bottom left, there are 'Cancel' and 'Update Question' buttons.

In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down (can be used for Likert scale)
- Matching
- Numerical Answer
- Formula (simple formula and single variable)
- Essay
- File Upload

You can link course content to create Quiz questions, such as linking a diagram image.

## Save Quiz



Click the **Save** button to save your work on your quiz.

## Publish Quiz

**This quiz is unpublished**

Only teachers can see the quiz until it is published.

Preview

1

Publish

2

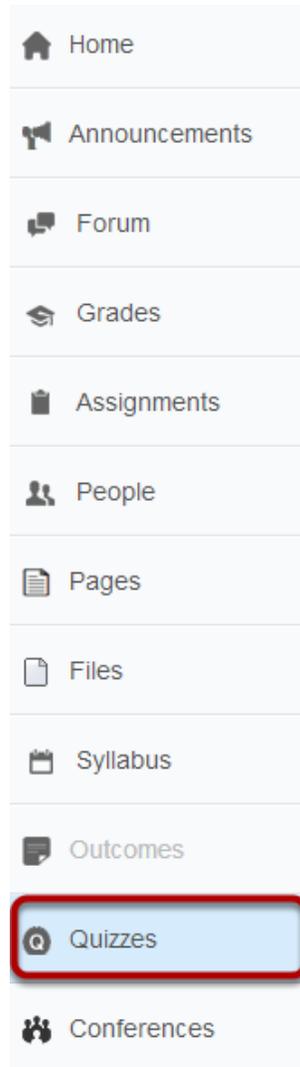
Then click the **Preview** button to see what students will see when they take the quiz [1]. If everything looks okay, click the **Publish** button [2].

## How do I create a Question Bank?

---

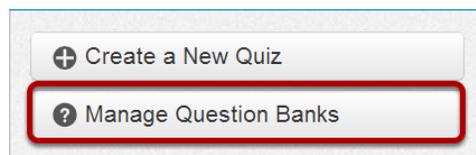
Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

### Open quizzes



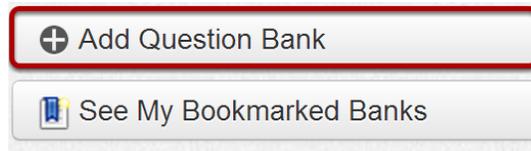
Click the **Quizzes** link.

### Manage Question Banks



Click the **Manage Question Banks** button.

## Add Question Bank



Click **Add Question Bank** button to create a new question bank.

## Create Question Bank

A screenshot of a form for creating a new question bank. It has a light blue background. At the top left, it says 'Bank Name:' followed by a text input field containing 'No Name'. To the right of the input field are three icons: a bookmark, a pencil, and a close button. Below the input field, it says 'No Questions' and 'Last Updated:'.

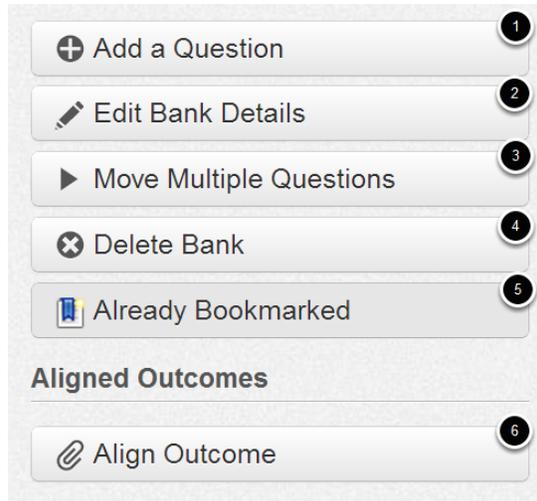
**Name** the question bank and press **Return** (on a MAC keyboard ) or **Enter** (on a PC keyboard).

## Open question bank

A screenshot of an existing question bank. It has a light blue background. At the top left, the title 'Java question bank' is displayed in blue. To the right are three icons: a bookmark, a pencil, and a close button. Below the title, it says '0 Questions' and 'Last Updated: Nov 11 at 4:46pm'.

Open the question bank by clicking the **title of the question bank**.

## Question Bank Options



After opening the Question Bank, you can:

1. Add a Question
2. Edit Question Bank Details
3. Move Multiple Questions
4. Delete Question Bank
5. Verify Question Bank Bookmark (by default new Question Banks are bookmarked automatically)
6. Align Outcomes

## Add a Question

The screenshot shows a web interface for a question bank. The breadcrumb trail is "Home > Java > Question Banks > Java question bank". The main heading is "Java question bank". Below it is a note: "Remember, changes to question templates won't automatically update quizzes that are already using those questions." There is a checkbox labeled "Show Question Details". On the right side, there is a vertical menu with five options: "Add a Question" (plus icon), "Edit Bank Details" (pencil icon), "Move Multiple Questions" (play icon), "Delete Bank" (cross icon), and "Already Bookmarked" (bookmark icon). The "Add a Question" button is highlighted with a red rounded rectangle.

Click the **Add a Question** button.

## Create New Questions

Question Multiple Choice pts: 1

Enter your question and multiple answers, then select the one correct answer.

**Question:** [Switch Views](#)

**Answers:**

Answer Text Answer Text

[+ Add Another Answer](#)

Cancel **Update Question**

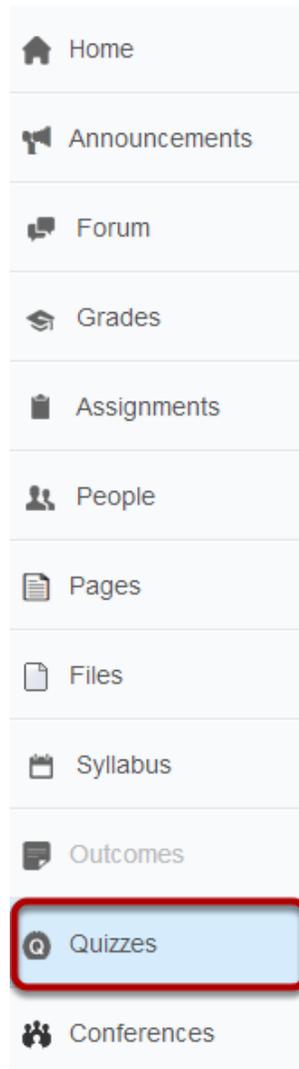
Add as many individual questions as you wish to your question bank. Click the **Update Question** button to save your changes.

## How do I create a new Quiz with a Question Group?

---

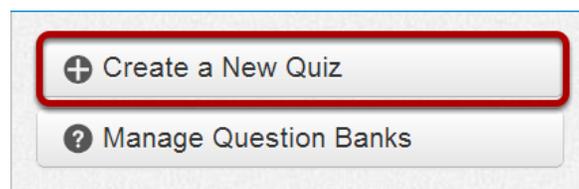
You can create a quiz using a question group.

### Open quizzes



Click the **Quizzes** link.

### Create New Quiz



Click the **Create a New Quiz** button.

## Edit Quiz Settings

ES245 > Quizzes > Unnamed Quiz

Unnamed Quiz Points 0

**Settings** 1 Questions

Quiz Instructions: HTML Editor

2

3 Quiz Type Graded Quiz

Assignment Group Strategy

**Options**

Shuffle Answers

Time Limit  Minutes

Allow Multiple Attempts

Let Students See Their Quiz Responses

Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

Show one question at a time

**Quiz Restrictions**

Require an access code

Filter IP Addresses

For Everyone ▼ Due Date  Available From  Until

In the **Settings** tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.. Complete the rest of the quiz settings [3].

## Create New Question Group

QUIZ 3 Points 0

Settings **Questions** 1

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save

Click the **Questions** tab [1]. Click the **New Question Group** button [2].

## Name Question Group

Group 1 Pick 1 2 questions, 1 3 pts per question

[Link to a Question Bank](#)

Cancel Create Group 4

Name your question group [1]. Decide **how many questions** you want to randomly select from the group [2] and the **number of points** assigned to each question [3]. Click **Create Group** [4].

## Add New Questions to Group

**Group** Pick 1 questions, 1 pts per question

Click the **Add** button to add new questions to the group. You can add individual questions or find questions using a Question Bank.

## Drag Existing Questions into Question Group

Show Question Details

**Group** Pick 1 questions, 1 pts per question ▲ + ✎ 🗑

 **Question 1** 1 pts

Which will legally declare, construct, and initialize an array? ✎ ✕

**Question 2** 1 pts

Which is a valid declarations of a String?

**Question 3** 1 pts

If you have already created questions in your quiz, you can drag them into your group. To drag a question into a group, hover over the Question Name until the double arrow appears. Click the **arrow and drag and drop** the question into the question group.

## Edit question group

Show Question Details

**Group** Pick 1 questions, 1 pts per question 

**Question 1**

Which will legally declare, construct, and initialize an array?

**Question 2**

Which is a valid declarations of a String?

**Question 3** 1 pts

Which is a reserved word in the Java programming language?

To change the number of questions to be picked from the group or to change the points assigned, click on the **Pencil** icon.

## Save Quiz

Click the **Save** button to save your work on your quiz.

## Publish Quiz

This quiz is unpublished  
Only teachers can see the quiz until it is published.

Preview

Publish

1

2

Then click the **Preview** button to see what students will see when they take the quiz [1]. If everything looks okay, click the **Publish** button [2].

## How do I create a Multiple Choice question?

---

You can create a multiple choice question for your students.

**Create New Question**

Points 0

Settings**Questions** 1

+ New Question 2

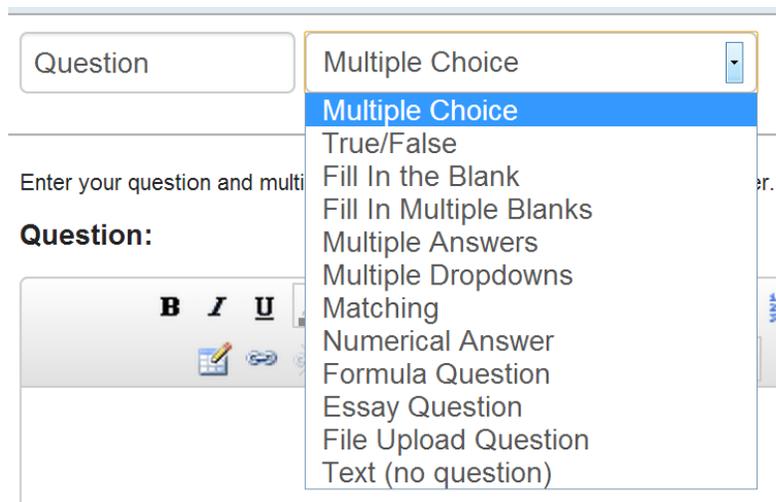
+ New Question Group

Q Find Questions

Notify users this quiz has changed Cancel Save

Click the **Questions** tab [1]. Manually create a new quiz question by clicking the **New Question** button [2].

## Select Multiple Choice Question Type



The screenshot shows a question editor interface. At the top, there is a text input field labeled "Question". Below it, a dropdown menu is open, displaying a list of question types. The "Multiple Choice" option is highlighted in blue. The list includes: Multiple Choice, True/False, Fill In the Blank, Fill In Multiple Blanks, Multiple Answers, Multiple Dropdowns, Matching, Numerical Answer, Formula Question, Essay Question, File Upload Question, and Text (no question). To the left of the dropdown, there is a text area with the label "Question:" and a rich text editor toolbar containing icons for bold (B), italic (I), underline (U), and a link icon.

Multiple Choice is the default question type, so no selection in the drop-down menu is necessary.

## Edit Multiple Choice Question Details

Question **1** Multiple Choice **2** pts: 1 **2**

Enter your question and multiple answers, then select the one correct answer.

Question: [Switch Views](#)

**3**

Answers:

➔ Answer Text Answer Text **4**

**5** Answer Text Answer Text

Answer Text Answer Text

Answer Text Answer Text

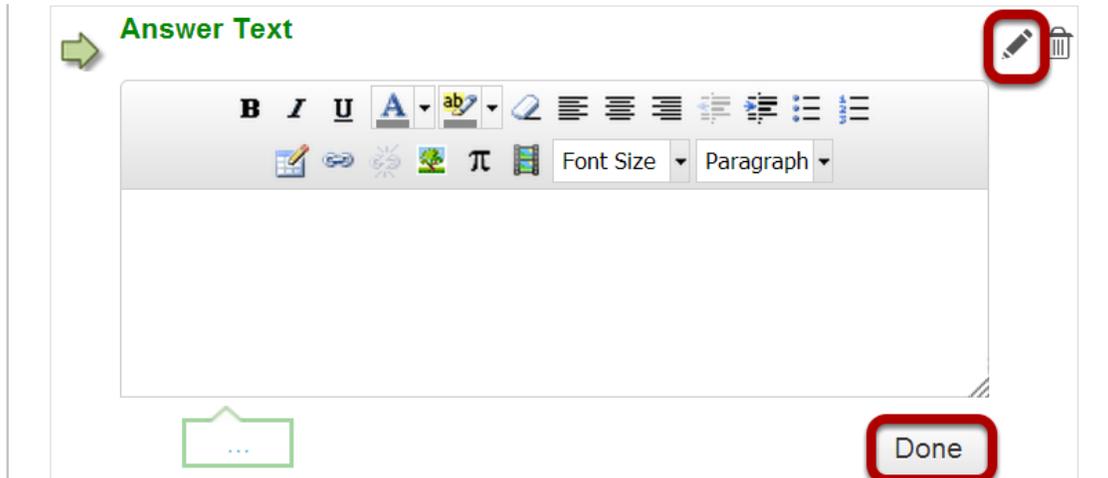
➔ Answer Text Answer Text

[+ Add Another Answer](#)

To build a multiple choice question, you will need to add the following details:

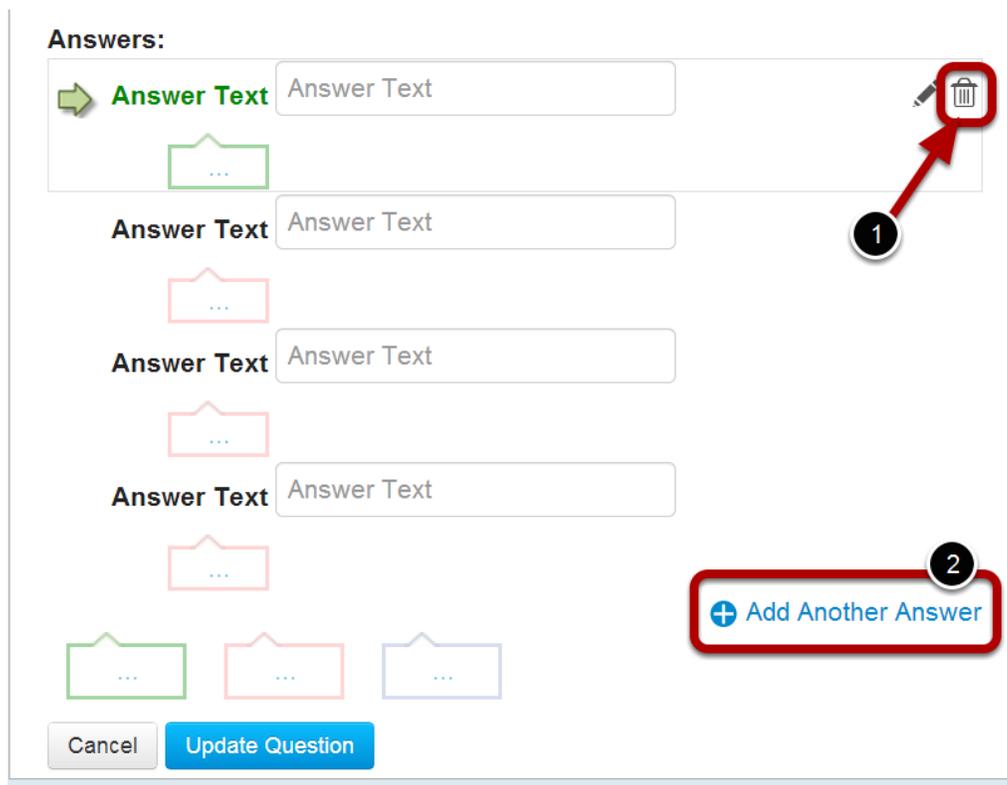
1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Question response options
5. Text for the feedback bubbles under each answer and/or at the end of the question

## Create Answers with Rich Content Editor



To create your answer with the Rich Content Editor, hover over the response and click the **Pencil** icon. This switch will allow you to post video, audio, math equations, and more in the answer response. Click **Done** when finished.

## Add or Delete Answers



Click the **Trash** icon [1] to the right of an answer to delete it. Click the **Add Another Answer** link [2] to create as many distractors as you like. Multiple Choice questions can have more than four answers.

## View Correct Answer

Answers:

The interface displays a list of answer fields under the heading "Answers:". Each field consists of a label "Answer Text" and a text input box containing "Answer Text". The first field is highlighted in green, with a green arrow [1] pointing to it and a green feedback bubble [2] below it. The second field is highlighted in red, with a red feedback bubble below it. The third and fourth fields are also highlighted in red, with red feedback bubbles below them. The fifth field is highlighted in red, with a red feedback bubble below it. At the bottom of the list, there are three more feedback bubbles: one green, one red, and one blue. A blue button with a plus sign and the text "Add Another Answer" is located to the right of the list. At the bottom of the interface, there are two buttons: "Cancel" and "Update Question".

Correct responses are indicated in green, while incorrect responses are in red.

By default, the text in the first answer field is the answer that will be considered as correct. The correct answer is identified by a solid green arrow [1] next to the answer, and the answer's feedback bubble [2] is also green.

## Change Correct Answer

Answers:

 Answer Text



Answer Text



 Answer Text   



Answer Text



[+ Add Another Answer](#)

To select another response as the correct answer, hover your cursor to the left of the answer you want to reveal a faded green "ghost" arrow. Click the **arrow**.

Answers:

Answer Text Answer Text

...

Answer Text Answer Text

...

1 → Answer Text Answer Text  

2

Answer Text Answer Text

...

+

Add Another Answer

...

...

...

Cancel Update Question

The arrow will become solid green [1], and the feedback bubble [2] will also turn green to indicate the correct answer has changed.

## Enter Feedback Text

The screenshot shows a quiz editor interface. At the top, there is a toolbar with various formatting options like bold, italic, underline, text color, background color, link, unlink, list, and indent. Below the toolbar is a text box containing the question: "Which is a reserved word in the Java programming language?". To the right of this text box is a red circle with a diagonal slash, indicating a feedback bubble. Below the question, the "Answers:" section is visible. It contains three answer text boxes: "native", "method", and "subclasses". The "native" answer is highlighted with a green box. Below the "native" answer is a feedback bubble, which is a red-bordered text box containing the text: "Comments, if the user chooses this answer: The word 'native' is a valid keyword, used to modify a method declaration." A red circle with the number "1" is placed above the feedback bubble. A red circle with a diagonal slash is also present at the bottom-right corner of the feedback bubble. Below the "method" answer is a red-bordered box with three dots, indicating a feedback bubble. Below the "subclasses" answer is another red-bordered box with three dots, indicating a feedback bubble.

You can choose give students feedback in the feedback bubbles. Give feedback for each answer [1] beneath each answer. Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

## Update question

Cancel

Update Question

Click the **Update Question** button.

## Save Quiz

Cancel

Save

Click the **Save** button to save your work on your quiz.

## Publish Quiz

This quiz is unpublished  
Only teachers can see the quiz until it is published.

Preview

Publish

1

2

Click the **Preview** button [1] if you want to verify the quiz before you publish it. When you are ready, click the **Publish** button [2].

## Student View of Multiple Choice Correct Answer

The screenshot shows a student interface for a quiz question. At the top right, it says "Question 2" and "2 / 1 pts". The question text is "Which is a reserved word in the Java programming language?". There are four radio button options: "subclasses", "native", "array", and "method". The "native" option is selected. A green arrow labeled "Correct!" with a "1" in a circle points to the "native" option. A blue feedback bubble with a "3" in a circle contains the text: "The word 'native' is a valid keyword, used to modify a method declaration."

This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was correct by viewing the **green flag** [1]. Credit is assigned if the student answers a Multiple Choice question correctly [2]. Notice that the blue feedback bubble appears the student answers this question correctly [3].

## Student View of Multiple Choice Incorrect Answer

The screenshot shows a quiz interface for "Question 1" worth 0/1 points. The question asks, "Which will legally declare, construct, and initialize an array?". There are four options: A, B, C, and D. Option B is selected and highlighted with a red box. A red flag icon labeled "1" points to the selected option. A blue feedback bubble labeled "3" is positioned over the selected option, indicating it is an incorrect answer. A "Correct Answer" label points to the right side of the question area.

Question 1 2 0 / 1 pts

Which will legally declare, construct, and initialize an array?

**You Answered** ● B. `int [] myList = (5, 8, 2);`

**Incorrect answer** 3

● D. `int [] myList = {"1", "2", "3"};`

**Correct Answer** ● A. `int myList [] = {4, 3, 7};`

● C. `int myList [] [] = {4,9,7,0};`

This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was incorrect by viewing the **red flag** [1]. No credit is assigned if the student answers a Multiple Choice question incorrectly [2]. Notice that the blue feedback bubble appears the student answers this question[3].

## How do I create a True/False question?

### Create New Question

QUIZ 3 Points 0

Settings **Questions** 1

**+ New Question** 2 + New Question Group Find Questions

Notify users this quiz has changed Cancel Save

With the **Questions** tab [1] selected inside a new quiz, click the New Question button [2].

### Select True/False Question Type

Question Multiple Choice

Enter your question and multiple choice answers.

**Question:**

**B I U**

Multiple Choice  
Multiple Choice  
**True/False**  
Fill In the Blank  
Fill In Multiple Blanks  
Multiple Answers  
Multiple Dropdowns  
Matching  
Numerical Answer  
Formula Question  
Essay Question  
File Upload Question  
Text (no question)

Click the **drop-down** menu and select the True/False question type.

## Edit True/False Question Details

Question **1** True/False pts: 1 **2**

Enter your question text, then select if True or False is the correct answer.

**Question:** [Switch Views](#)

**3**

**Answers:**

**True** **4**

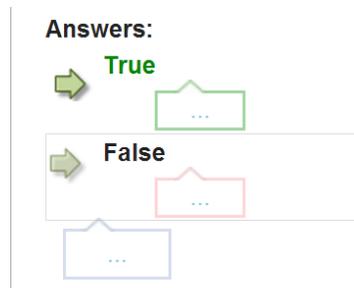
**False**

Cancel Update Question

To build a True/False question, you will need to add the following details:

1. Question title
2. The number of points the question is worth (quiz totals are calculated based on combined total of questions)
3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Text for the feedback bubbles at the end of the question

## Select Correct Answer



Hover your cursor to the left of the correct answer to reveal a green "ghost" arrow. Click on the **green arrow** to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the feedback bubble around that answer will turn green. In this example, the "true" answer is the correct answer.

## Complete True/False Question Details

**Question:** [Switch Views](#)

Range of double is -1.7e-38 to 1.7e+38 (in 16 bit platform - Turbo C under DOS)

**Answers:**

**True**

Comments, if the user chooses this answer:

Wrong. The range of double is -1.7e-308 to 1.7e+308.

**False**

Comments, if the user chooses this answer:

Correct answer.

Cancel Update Question

Type or paste in text for the feedback bubbles. Use the handle at the bottom-right of the text box to expand.

## Save question

Cancel Update Question

Click the **Update Question** button.

## Save Quiz

Cancel Save

Click the **Save** button to save your work on your quiz.

## Publish Quiz

This quiz is unpublished  
Only teachers can see the quiz until it is published.

Preview

1

Publish

2

Click the **Preview** button [1] if you want to verify the quiz before you publish it. When you are ready, click the **Publish** button [2].

## Student View of True/False question

Question 4	1 pts
Range of double is $-1.7e-38$ to $1.7e+38$ (in 16 bit platform - Turbo C under DOS)	
<input type="radio"/> True	
<input type="radio"/> False	

This is what a student sees when they encounter a True/False question in a quiz.

## Student View of True/False Feedback

Question 4	0 / 1 p <span>2</span>
Range of double is $-1.7e-38$ to $1.7e+38$ (in 16 bit platform - Turbo C under DOS)	
<b>You Answered</b> <span>1</span>	<input checked="" type="radio"/> True
	Wrong. The range of double is $-1.7e-308$ to $1.7e+308$ .
<b>Correct Answer</b>	<input type="radio"/> False

This is what students sees if they are allowed to see correct answers after submitting the quiz.

They will see if their answer was correct or incorrect. No credit is assigned if the student answers a True/False question incorrectly [2].

## How do I create Likert scale questions?

A Likert scale question is a list of statements with response points that indicate agreement. Arrivu LMS Multiple Dropdown question type can be used for Likert-style questions in Surveys.

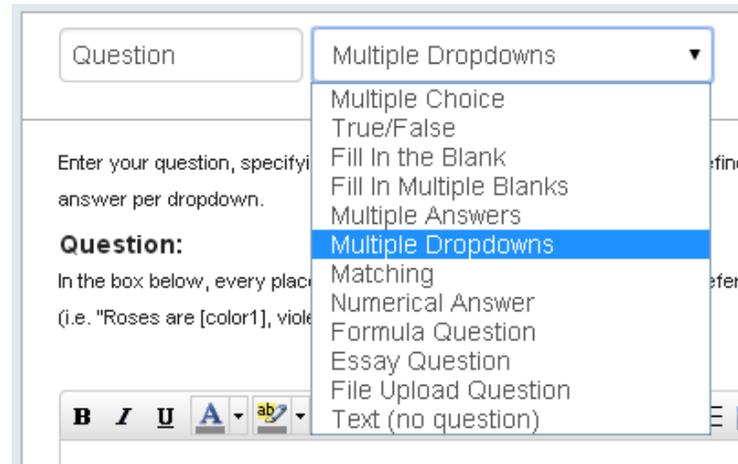
### Create Survey

After clicking the **Quizzes** link, either create or edit a quiz. Make sure the **quiz type** is set as either a Graded or Ungraded Survey.

### Create a New Question

With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

## Create a Multiple Dropdowns Question



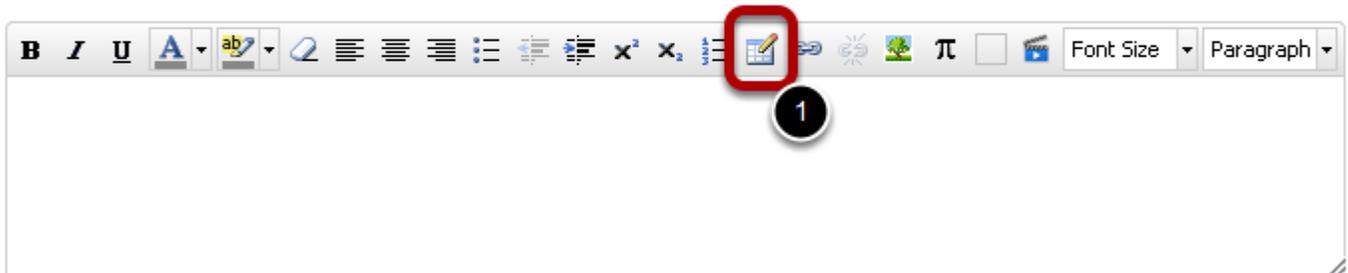
Within your Quiz or Survey, create a new **Multiple Dropdowns** question type.

## Add a Table

### Question:

In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. "Roses are [color1], violets are [color2]")

[HTML Editor](#)



After adding in any preliminary instructions, click the **table** icon [1] in the Rich Content Editor

## Insert / Edit Table

Insert/Edit Table

General Advanced

General Properties

Columns  Rows

Cell Padding  Cell Spacing

Alignment  Border

Width  Height

Class

Table Caption

Insert Cancel

Choose two columns [1] and as many rows as you need (one per statement) to contain the entire Likert scale of items. In this example, there are three rows. Click the **Insert** button [2] when you are finished.

## Add Likert Items as Statements and Answer Choice Boxes

### Question:

In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. "Roses are [color1], violets are [color2]")

HTML Editor

Sunshine on my shoulders make me happy [shoulder1]

sunshine in my eyes make me cry [shoulder2]

sunshine on the water looks lovely [shoulder3]

Each row of the table will be a distinct Likert item, which is a statement with answer choice boxes, and users can select how strongly they agree or disagree with that statement.

Create a name for the answer choice boxes, and use square brackets to frame the answer choice boxes. In this example, we made shoulders the reference word to create answer choices for the three statements and set them up as [shoulders 1], [shoulders2], and [shoulders3].

## Add Responses as Possible Answers for Each Likert Item

Answers:

Show Possible Answers for

shoulder1  
shoulder1  
shoulder2  
shoulder3

Possible Answer

A

Possible Answer

disagree

Possible Answer

strongly agree

[+ Add Another Answer](#)

Each Likert item needs to have its own listing of responses as possible answers.

Select each Possible Response and add as many Answers as possible, with consistent Answer Text. You will have to input the Answer Text for each answer choice box. For example, [shoulders1], [shoulders2], and [shoulders3] will all need to have each possible response added separately.

Select the first reference item from the drop-down list [1]. Then fill in the Likert responses. The standard five-point Likert responses are:

1. Disagree
2. Agree
3. Strongly agree

When you are finished, select the second reference item and repeat the process of filling in the Likert responses.

Repeat this process until all reference items are associated with Likert response options.

## Update Question

Cancel

Update Question

Click the **Update Question** button.

## Save Quiz

Cancel

Save

Click the **Save** button to save your work on your quiz.

## Preview Quiz

🏠 > IS123 > Unnamed Quiz

**This quiz is unpublished**

Only teachers can see the quiz until it is published.

1

Preview

Publish

Unnamed Quiz

Edit



Click the **Preview** button [1] if you want to verify the quiz before you publish it.

## Review Question

Question 1	1 pts
Sunshine on my shoulders make me happy	[ Select ]
sunshine in my eyes make me cry	[ Select ]
sunshine on the water looks lovely	[ Select ]

Agree  
disagree  
strongly agree

This is what the question will look like in a quiz. Each statement will show the drop-down menu with the Likert statements. Students can **select their opinion** that goes along with each statement.

Make sure each statement has every possible answer response added correctly.

## Publish Quiz

**This quiz is unpublished**

Only teachers can see the quiz until it is published.

Preview

Publish

When you are ready for students to view the Quiz, click the **Publish** button.

## View Responses

**Question 1**

Sunshine on my shoulders make me happy

sunshine in my eyes make me cry

sunshine on the water looks lovely

---

**Answer 1:**

**You Answered** Agree

---

**Answer 2:**

**You Answered** Strongly Agree

---

**Answer 3:**

**You Answered** Agree

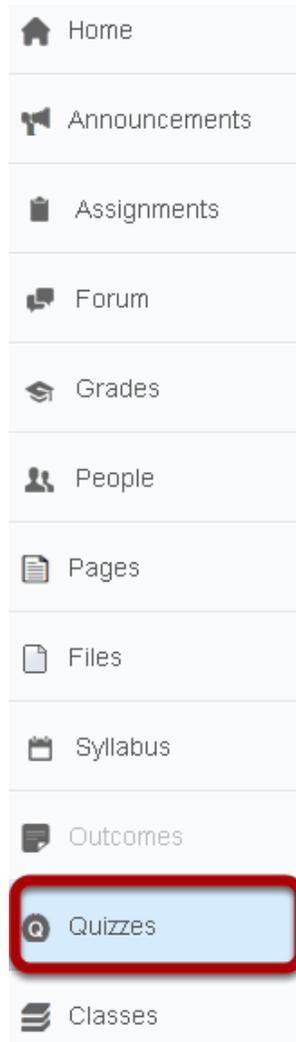
When you view the quiz results, Arrivu LMS will show you the answers each student selected. Students will also be able to see their answer choices if you allow them to see their responses.

## How do I link course content to a Quiz question?

---

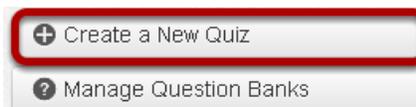
You can add files and images to your quiz questions by linking to your course content. You can also follow these steps to link course content in the quiz instructions.

### Open Quizzes



Click the **Quizzes** link.

### Create New Quiz



Click the **Create a new Quiz** button. View the lessons in this chapter to learn how to create or add questions in your quiz.

## Assignment Quizzes

<b>Recent Trends in IT</b> (5 pts)	 
Due: Apr 30 at 11:59pm	Latest Submission:
Information technology <a href="#">People</a> is concerned with improvements in a variety of human and organizational problem-solving endeavors through the design, development, and use of technologically based systems and processes that enhance the efficiency and effectiveness of information in a variety of strategic, tactical, and operational situations. <a href="#">People</a>	Jul 16 at 2:13pm 4 out of 5
<b>Security</b> (3 pts)	 
Information security is a dynamic field and, although accounting professionals have become much savvier on the subject, keeping track of the latest best practices can be a daunting task. <a href="#">Announcements List</a> How current are you? Take this quiz on information security basics to find out.	Latest Submission: Jul 16 at 3:34pm 3 out of 3
<a href="http://www.journalofaccountancy.com/issues/2008/jul/testyourinformationsecurityiq.htm">http://www.journalofaccountancy.com/issues/2008/jul/testyourinformationsecurityiq.htm</a> 	

Click the **pencil** icon [1] next to the quiz you want to edit.

## Add Course Content to Quiz Question

Home > IS123 > Quizzes > Recent Trends in IT

**!** Students have either already taken or started taking this quiz, so be careful about editing it. If you change any quiz questions in a significant way, you may want to consider regrading students who took the old version of the quiz.

Recent Trends in IT

Points 5

Settings

Questions

Quiz Instructions:

HTML Editor

**B** *I* U A ab         Font Size Paragraph

Information technology [People](#) is concerned with improvements in a variety of human and organizational problem-solving endeavors through the design, development, and use of technologically based systems and processes that enhance the efficiency and effectiveness of information in a variety of strategic, tactical, and operational situations.

Insert Content into the Page

Links Files Images

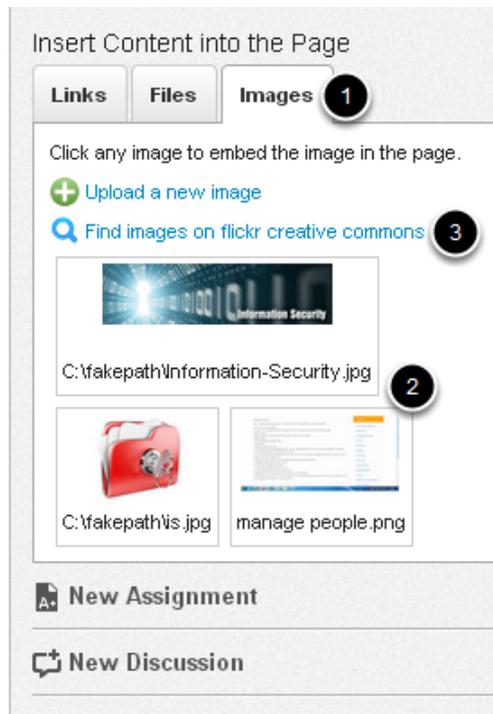
Link to other content in the course. Click any page to insert a link to that page.

- ▶ Wiki Pages
- ▶ Assignments
- ▶ Quizzes
- ▶ Announcements
- ▼ Discussions
  - Discussion Index
  - Sprint review meeting:
  - Info sec
  - message security
  - Announcement Message
  - Introduction to information security
  - What is Planning Poker?
  - Testing concepts
- ▶ Classes
- ▶ Course Navigation

You will use the Rich Content Editor to link to content in your quiz question. If you want to add course content to your quiz question, you can access it in the content list on the sidebar.

You can upload images and files from your desktop or link to images and files you have previously uploaded.

## Add Images to Quiz Question



You can add course images into your quiz questions. Place your cursor where you want to embed the image. Click the **Images** [1] tab in the Content Selector. Search for the image [2] you want to add and click on it to embed it in the Rich Content Editor. You can also **upload a new image** or find images on flickr [3].



## Publish Quiz

This quiz is unpublished

Only teachers can see the quiz until it is published.

Preview

Publish

When you are ready for students to view the Quiz, click the **Publish** button.

## View Published Quiz Question

Question 6 10 pts

The diagram illustrates a home network setup. At the center is a wireless router. To its left, an ADSL/Cable Modem connects it to the Internet. The router is also connected to a Media PC, which in turn is connected to a printer and a Work PC. A keyboard and mouse are plugged into the router. A hard drive (HDD) is connected via a USB port. The router provides WLAN access to an ASUS IP Cam, a PDA, a Laptop, and another Work PC. The router also provides audio and video streaming to the PDA and Laptop, and internet access to the Laptop and Work PC. The Wireless Media Player is connected to an Entertainment System.

Below the diagram is a rich text editor toolbar with the following icons: Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (ab), Link, Unlink, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Paragraph, and a small icon for text alignment.

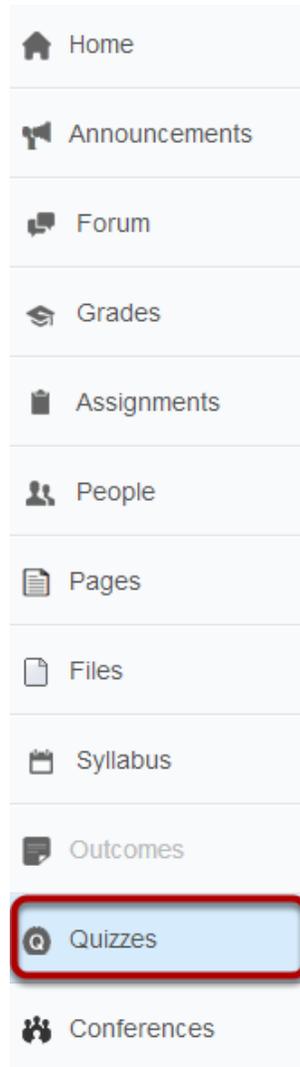
This is what students will see when they take the quiz.

## How do I create a Question Bank?

---

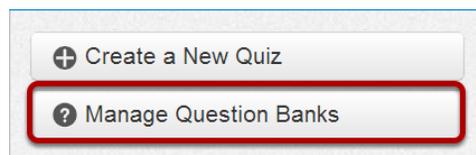
Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

### Open quizzes



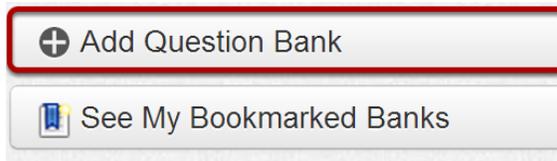
Click the **Quizzes** link.

### Manage Question Banks



Click the **Manage Question Banks** button.

## Add Question Bank



Click **Add Question Bank** button to create a new question bank.

## Create Question Bank

A screenshot of a form for creating a new question bank. It features a text input field labeled 'Bank Name:' containing the text 'No Name'. To the right of the input field are three icons: a bookmark, a pencil, and a close button (X). Below the input field, the text 'No Questions' and 'Last Updated:' is displayed.

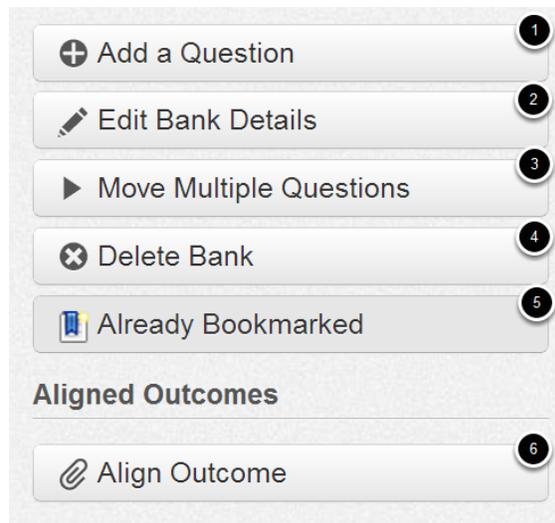
**Name** the question bank and press **Return** (on a MAC keyboard ) or **Enter** (on a PC keyboard).

## Open question bank

A screenshot of a question bank card. The title 'Java question bank' is displayed in blue text. Below the title, it shows '0 Questions' and 'Last Updated: Nov 11 at 4:46pm'. To the right of the card are three icons: a bookmark, a pencil, and a close button (X).

Open the question bank by clicking the **title of the question bank**.

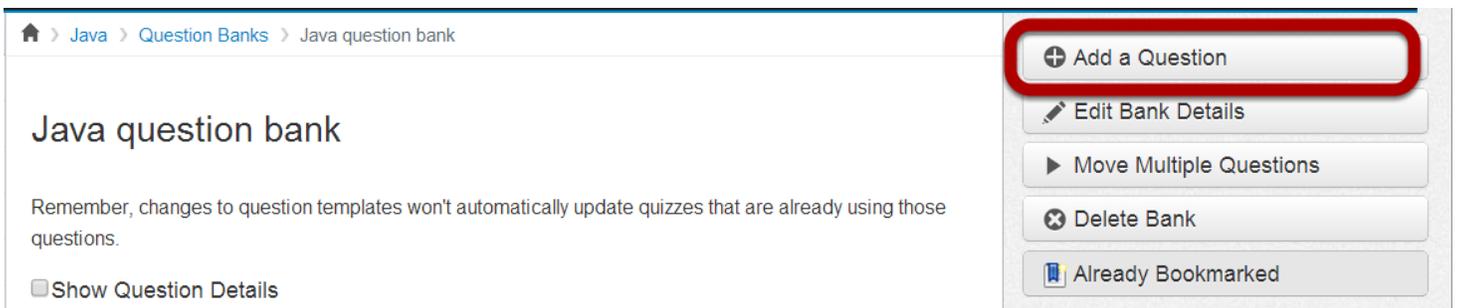
## Question Bank Options



After opening the Question Bank, you can:

1. Add a Question
2. Edit Question Bank Details
3. Move Multiple Questions
4. Delete Question Bank
5. Verify Question Bank Bookmark (by default new Question Banks are bookmarked automatically)
6. Align Outcomes

## Add a Question



Click the **Add a Question** button.

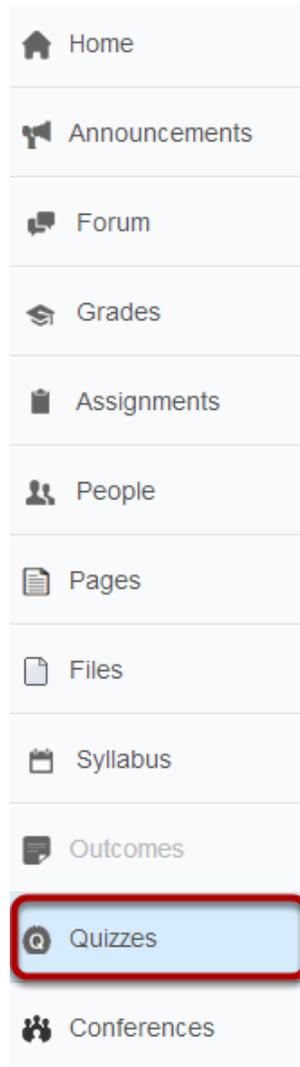


## How do I unbookmark a Question Bank?

---

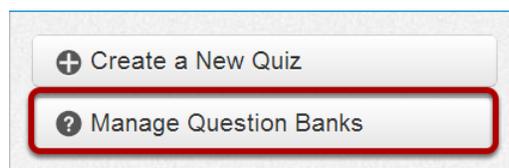
You can easily removed bookmarked Question Banks.

### Open quizzes



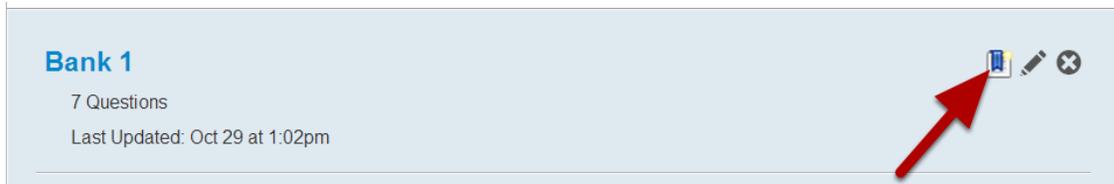
Click the **Quizzes** link.

### Manage Question Banks



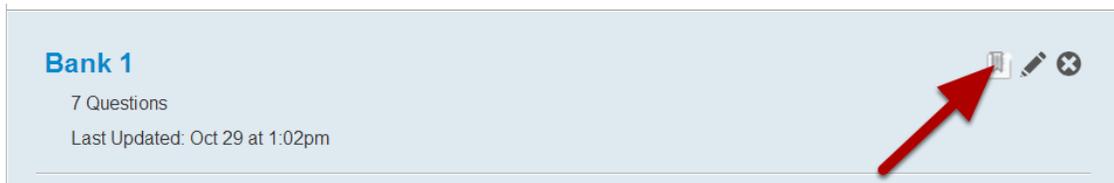
Click the **Manage Question Banks** button.

## Unbookmark Question Bank



Click the **Bookmark** icon.

## Verify Unbookmarked Question Bank



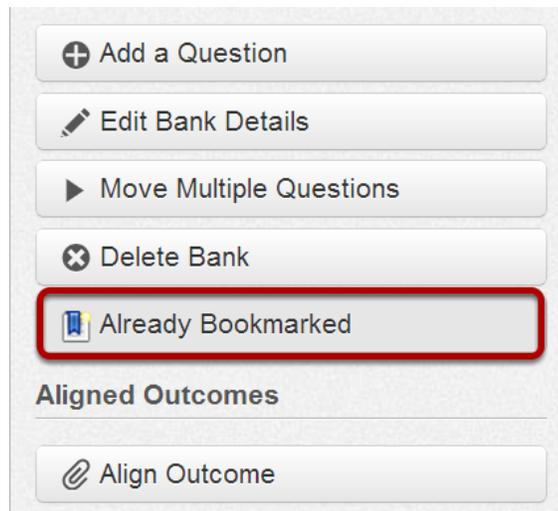
The bookmark will **fade**, indicating the Question Bank is no longer bookmarked.

## Open Question Bank



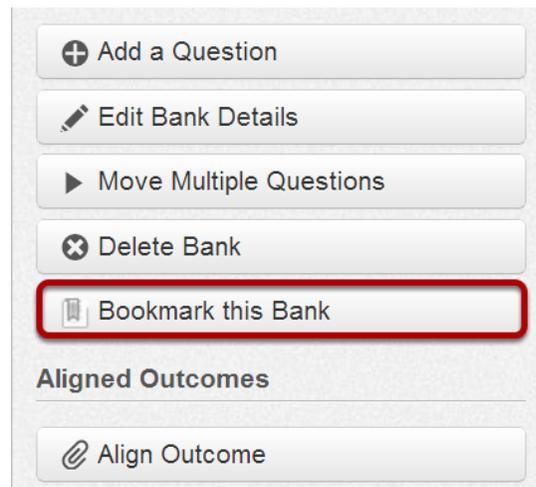
You can also bookmark a Question Bank by **clicking the title of the Question Bank**.

## View Bookmarked Bank



Verify the bank is bookmarked.

## View Unbookmarked Question Bank



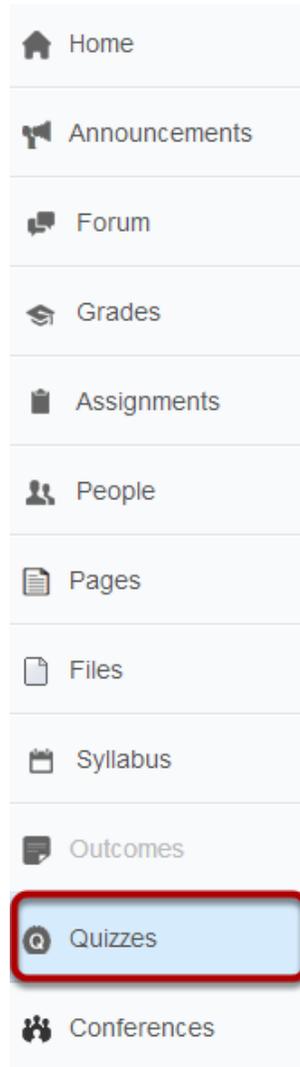
Verify the bank is unbookmarked.

## How do I move multiple questions from one bank to another?

---

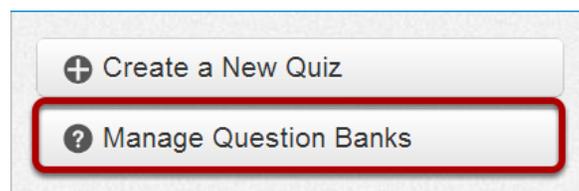
You can move multiple questions from one Question Bank to another.

### Open quizzes



Click the **Quizzes** link.

### Manage Question banks



Click the **Manage Question Banks** button.

## Open Question Bank

**Bank 1**

7 Questions

Last Updated: Oct 29 at 1:02pm

Open the Question Bank by clicking the **title of the Question Bank**.

## Move Multiple Questions

+ Add a Question

✎ Edit Bank Details

▶ **Move Multiple Questions**

✕ Delete Bank

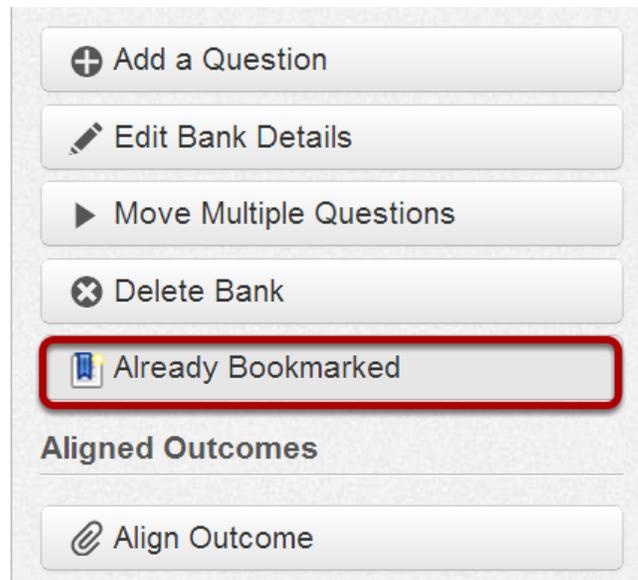
🔖 Bookmark this Bank

### Aligned Outcomes

🔗 Align Outcome

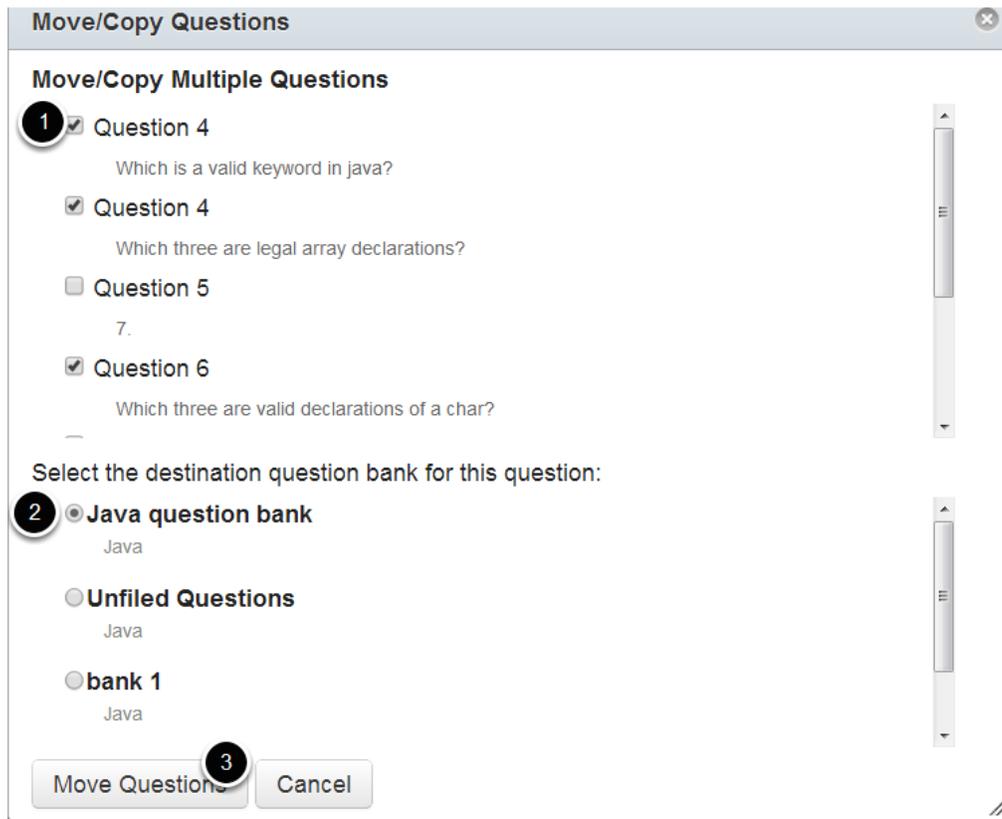
Click the **Move Multiple Questions** button to move multiple questions to another question bank.

## View Unbookmarked Question Bank



Verify the bank is unbookmarked.

## Move Questions



Select questions to move [1] and select the destination bank [2]. Then click the Move Questions button to move the questions to the selected bank.

## Java question bank

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

<b>Question 4</b>	1 pts
Which is a valid keyword in java?	 
<a href="#">move/copy question to another bank</a>	

<b>Question 4</b>	1 pts
Which three are legal array declarations? <ol style="list-style-type: none"><li>1. <code>int [] myScores [];</code></li><li>2. <code>char [] myChars;</code></li><li>3. <code>int [6] myScores;</code></li><li>4. <code>Dog myDogs [];</code></li></ol>	

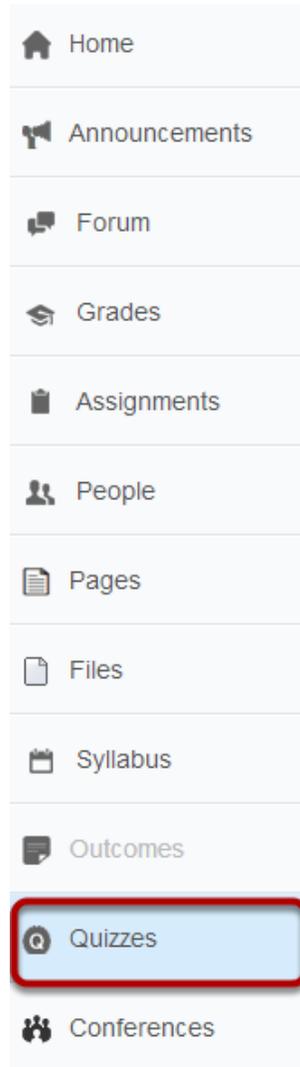
Open the Question Bank you moved question(s) to and view the moved question(s).

## How do I move/copy a question from one bank to another?

---

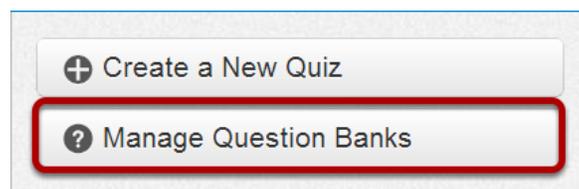
You can easily move questions from one Question Bank to another.

### Open quizzes



Click the **Quizzes** link.

### Manage Question Banks



Click the **Manage Question Banks** button.

## Open Question Bank

**Bank 1**

4 Questions

Last Updated: Oct 29 at 1:02pm

Open the Question Bank by clicking the **title of the Question Bank**.

## Move/Copy Question to Another Bank

Question 7

1 pts

Which is the valid declarations within an interface definition?



 [move/copy question to another bank](#)

Click the **move/copy question to another bank** link to copy the question to another bank.

## Select Question bank

**Move/Copy Questions**

**Move/Copy Question 7**  
Which is the valid declarations within an interface definition?

Select the destination question bank for this question:

- 1**  **Java question bank**  
Java
- Unfiled Questions**  
Java
- bank 1**  
Java

**2**  Keep a copy in this question bank as well

**3**

Click the title of the bank [1] where you would like to copy/move the questions. Click the **Keep a copy in this question bank as well** checkbox [2] if you only want to copy the question. Then click the **Move/Copy Questions** button [3] to copy the question.

## View Moved/Copied Question

<b>Question 7</b>	1 pts
Which is the valid declarations within an interface definition?	 
<a href="#">move/copy question to another bank</a>	

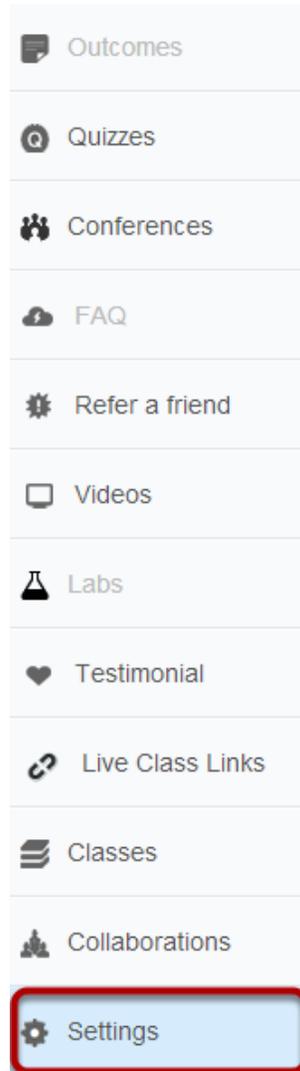
View the moved/copied question in the new bank.

## How do I import a Question Bank from one course to another?

---

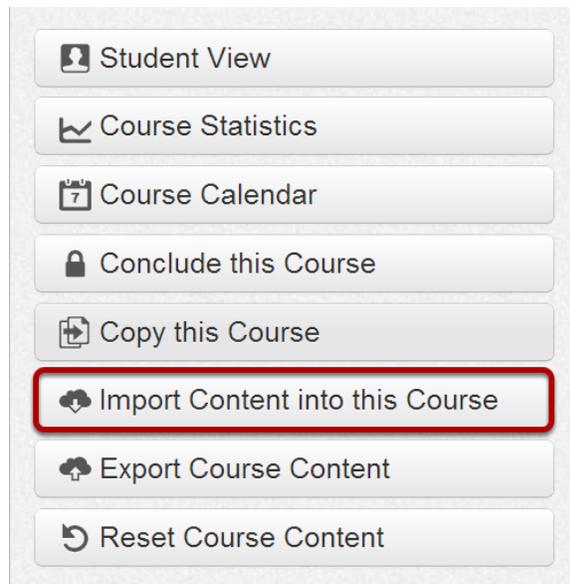
You can easily share Question Bank questions among several Arrivu LMS courses.

### Open course settings



Click the **Settings** link.

## Import Content into Course



Click the **Import Content into this Course** button.

## Copy Content From Another Course

🏠 > [WD875](#)

### Import Content

Content Type

- Select One
- Select One
- Copy a LMS Course**
- LMS Course Export Package
- Unzip .zip file into folder
- Common Cartridge 1.0/1.1/1.2 Package
- Moodle 1.9/2.x
- QTI .zip file

Current Jobs

No jobs have been queued

Click the **Copy a LMS Course** button.

## Select course

🏠 > WD875

### Import Content

**Content Type**

**Search for a course**  or

Include completed courses

**Content**  All content  Select specific content

**Options**  Adjust events and due dates

You can search for the course you want to import the question bank from by typing in the Search for Course field [1] and click the **course name** when it appears. Or you can **select the course** from the drop-down list [2]. If you want to search for courses that have already completed, check the **Included completed courses** checkbox [3].

## Deselect the Copy Everything Option

**Content**  All content  Select specific content

**Options**  Adjust events and due dates

By default, **All content** check box will be selected. Deselect the check box.

## Locate Question Bank

-  Question Banks for Java
    - Bank 1
    - bank 1
    - Unfiled Questions
    - Java question bank
  -  Wiki Pages for Java
    - characteristics
    - Accordian test page
    - Front Page
  -  Discussions for Java
- 

A list of course content will appear. Locate the heading called Question Banks.

## Choose Question Banks

-  Question Banks for Java
  - Bank 1 
  - bank 1
  - Unfiled Questions
  - Java question bank
-  Wiki Pages for Java
  - characteristics
  - Accordian test page

Choose the Question Banks you want to import by clicking **on the check box** located next to the bank name [1]. If you want to select all the Question Banks for a course, click the **check box** next to the Question Banks heading [2].

## Import Course Content

Import Course Content

Click the **Import Course Content** button.

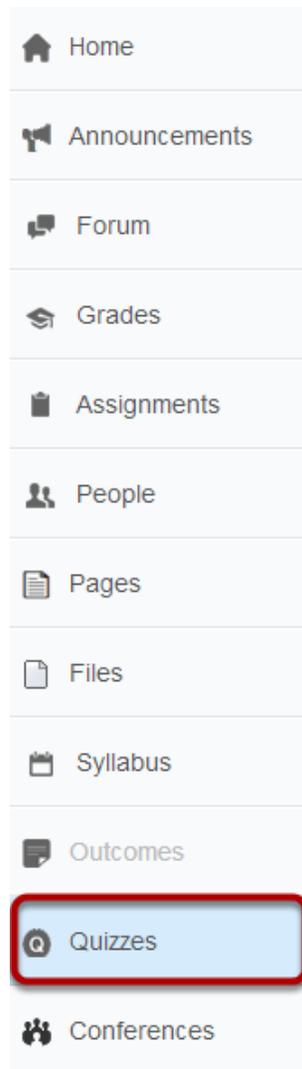
## Monitor Import Progress

Adjust events and due dates

Copying... this will take a few minutes

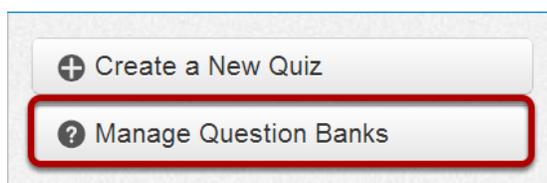
You can monitor the progress of the import by viewing the progress bar.

## Open quizzes



Click the **Quizzes** link.

## Manage Question banks



Click the **Manage Question Banks** button.

## View Imported Question Bank

<b>Bank 1</b>	  
4 Questions	
Last Updated: Oct 29 at 1:02pm	
<hr/>	
<b>Java question bank</b>	  
4 Questions	
Last Updated: Nov 11 at 4:46pm	

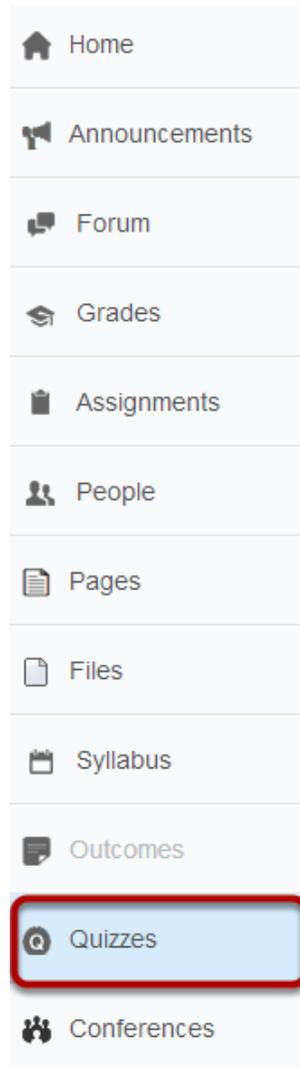
View the imported Question Bank.

## How do I make a Quiz show one question at a time?

---

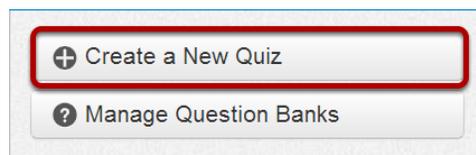
Quiz Settings include the option to choose one quiz question at a time for all types of quizzes and surveys.

### Open quizzes



Click the **Quizzes** link in your course.

### Create New Quiz



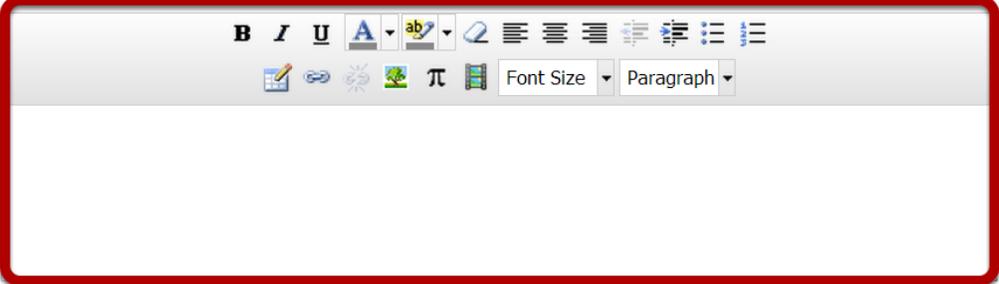
Click the **Create a New Quiz** button.

## Create Your Quiz

Unnamed Quiz Points 0 

**Settings** Questions

Quiz Instructions: [Switch Views](#)



With the **Settings** tab selected, enter the quiz instructions in the Rich Content Editor.

## Edit Quiz Options

Quiz Type

Assignment Group

### Options

- Shuffle Answers
- Time Limit  Minutes

Allow Multiple Attempts

Quiz Score to Keep

Allowed Attempts

Let Students See Their Quiz Responses

- Only After Their Last Attempt
- Let Students See The Correct Answers

Show Correct Answers at  

Hide Correct Answers at  

- 1**  Show one question at a time
- 2**  Lock questions after answering

### Quiz Restrictions

Require an access code

Filter IP Addresses

Click the **Show one question at a time** checkbox [1]. If you want to keep your students from returning to a previous question during the quiz, click the **Lock questions after answering** checkbox [2].

## Edit Quiz Questions

Unnamed Quiz Points 0

Settings **Questions**

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save

With the **Questions** tab selected [1], create your quiz by finding questions from the database, creating new question groups, or creating new questions [2].

Once you have added quiz questions, click the **Save** button [3].

## Open Quiz Preview

This quiz is unpublished  
Only teachers can see the quiz until it is published.

Preview Publish

Click the **Preview** button to verify your quiz questions.

## Preview your quiz

### Unnamed Quiz

⚠ This is a preview of the draft version of the quiz

Started: Nov 12 at 1:58pm

### Quiz Instructions

Question 1 1 pts

Which one of these lists contains only Java programming language keywords?

- goto, instanceof, native, finally, default, throws
- class, if, void, long, int, continue
- try, virtual, throw, final, volatile, transient
- strictfp, constant, super, implements, do
- byte, break, assert, switch, include

Next ▶

1

Keep Editing This Quiz

### Questions

2

? Question 1

? Question 2

Time Elapsed: [Hide](#)  
0 Minutes, 24 Seconds

Click the **Next** button [1] to advance through the quiz questions and verify the quiz appears correctly. To go back to the quiz, click the **Keep Editing this Quiz** button [2].

## Publish Your Quiz

This quiz is unpublished

Only teachers can see the quiz until it is published.

Preview

Publish

When you are ready to publish your quiz, click the **Publish** button.

## View Your Quiz

### Unnamed Quiz

 Edit



**Quiz Type** Graded Quiz

**Points** 2

**Assignment Group** Programming

**Shuffle Answers** No

**Time Limit** No Time Limit

**Multiple Attempts** No

**View Responses** Always

**Show Correct Answers** Yes

**One Question at a Time** Yes

**Lock Questions After Answering** No

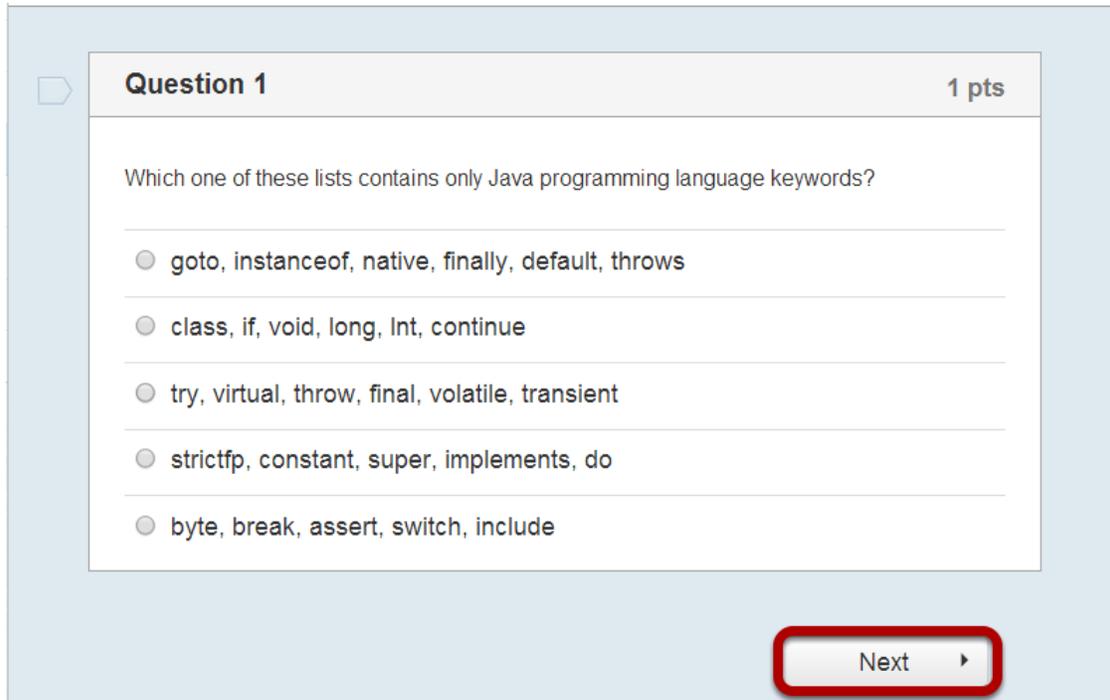
View your new quiz.

## What do one-question-at-a-time quizzes look like for students?

---

When you enable one question at a time in your quizzes, students will receive only one quiz question on their screen at a time instead of all questions posted at once.

### View Next Questions



The screenshot shows a quiz interface for a student. At the top, there is a header bar with the text "View Next Questions". Below this, a question card is displayed. The card has a title "Question 1" on the left and "1 pts" on the right. The question text is "Which one of these lists contains only Java programming language keywords?". There are five radio button options listed below the question:

- goto, instanceof, native, finally, default, throws
- class, if, void, long, int, continue
- try, virtual, throw, final, volatile, transient
- strictfp, constant, super, implements, do
- byte, break, assert, switch, include

At the bottom right of the question card, there is a "Next" button with a right-pointing arrow. The button is highlighted with a red rounded rectangle.

The students' view is exactly as you see it when you preview your quiz before publishing it. They will have to click the **Next** button to advance through the quiz. Once the question has been answered, the Next button will turn blue.

Question 2 1 pts

You want subclasses in any package to have access to members of a superclass. Which is the most restrictive access that accomplishes this objective?

- Protected
- transient
- public
- private

[← Previous](#)

If you allow students to return to prior questions, they can click the **Previous** button.

## Navigate Questions in Sidebar

Unnamed Quiz

⚠ This is a preview of the draft version of the quiz

Started: Nov 12 at 2:08pm

Quiz Instructions

Question 2 1 pts

You want subclasses in any package to have access to members of a superclass. Which is the most restrictive access that accomplishes this objective?

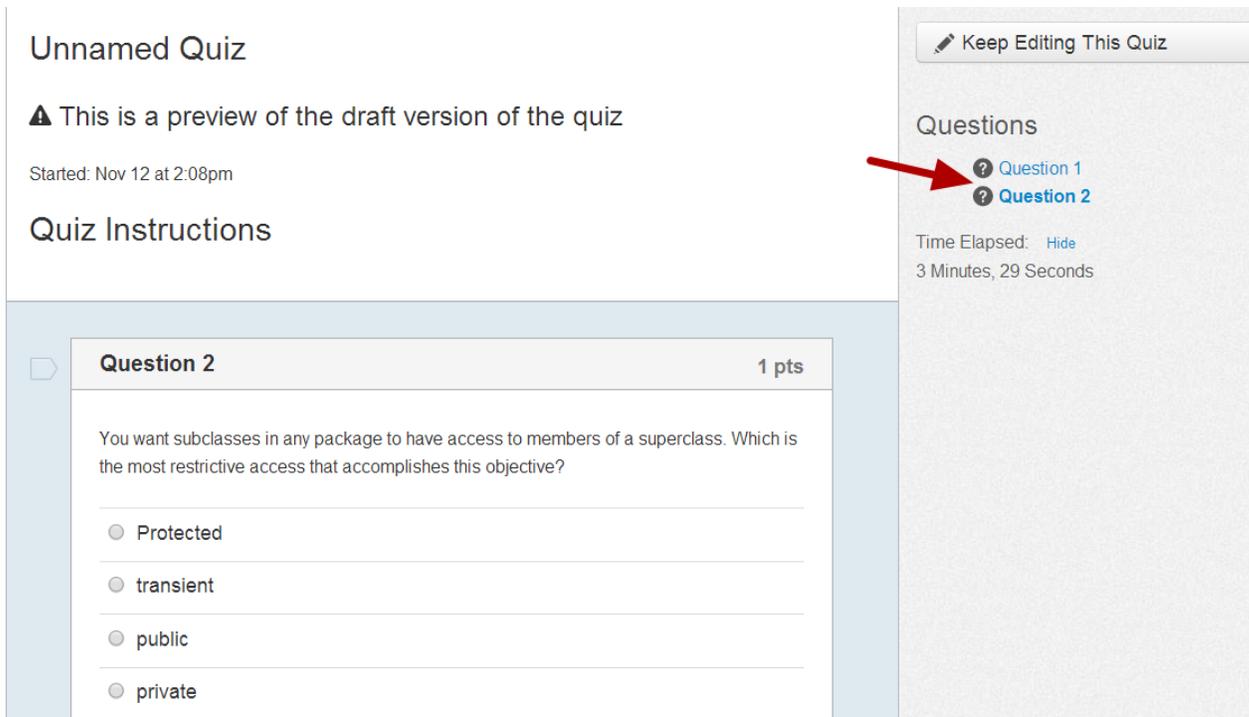
- Protected
- transient
- public
- private

Keep Editing This Quiz

Questions

- Question 1
- Question 2

Time Elapsed: [Hide](#)  
3 Minutes, 29 Seconds



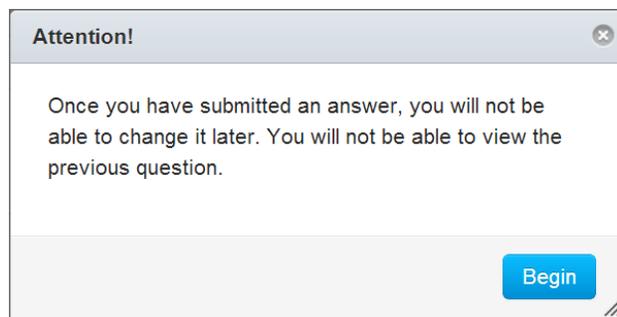
Students can also click the **sidebar links** for quicker navigation between questions.

## Lock Questions after Answering

Attention!

Once you have submitted an answer, you will not be able to change it later. You will not be able to view the previous question.

Begin



If you enable the Lock questions after response option, students will receive a warning message when they begin the quiz, telling them that they will not be able to view previous questions once they have submitted an answer.

## View Blank Responses

You can't come back to this question once you hit next. Are you sure you want to leave it blank?

OK

Cancel

If students leave a question blank, they will receive a warning message telling them that they will not be able to return to this question.

## What are Varied Due Dates?

---

Varied due dates is a feature that lets you create Assignments, Graded Discussions, and Quizzes with different due dates for each section of your course. Examples of this feature include a course that meets on different days of the week or in different formats (online vs. face-to-face).

Varied due dates do not affect your students since they will only see the date associated with the section they are enrolled in. However, Multiple Due Dates will appear across your entire course including Quizzes, Assignments, Discussions, Syllabus, Modules, Course Analytics, Calendar, and SpeedGrader™.

### Quizzes View

#### Quiz1



**Quiz Type** Graded Quiz

**Points** 0

**Assignment Group** Software Tools

**Shuffle Answers** No

**Time Limit** No Time Limit

**Multiple Attempts** No

**View Responses** Always

**Show Correct Answers** Yes

**One Question at a Time** No

Due	For	Available from	Until
Dec 26	Bioinformatic Methods-Section A	Dec 19 at 12am	-
Jan 2, 2014	Bioinformatic Methods-Section B	Dec 26 at 12am	-
Jan 9, 2014	Everyone else	Jan 2, 2014 at 12am	-

Varied due dates are located within individual Quizzes. Open a Quiz from the Quizzes Page and view the due dates for each section.

## Assignments Page View

Home > Java > Assignments

Weight the final grade based on assignment groups

Assignments Group 1:		50%
<a href="#">Operators and Assignments</a>	Nov 20 at 11am	out of 4
<a href="#">Modifiers</a>	Nov 27 at 12:30am	out of 35
<a href="#">Encapsulation</a>	<a href="#">Multiple Due Dates</a>	out of 40
<a href="#">Variable Types</a>	<a href="#">Multiple Due Dates</a>	out of 15

Assignments Group 2		50%
<a href="#">History</a>	<a href="#">JAVA - Section A</a> Sep 18 at 3:59am <a href="#">Everyone else</a> Dec 31 at 6:29am	out of 30
<a href="#">Language Fundamentals</a>	<a href="#">Multiple Due Dates</a>	out of 12
<a href="#">Java Discussion</a>	Oct 30 at 11:59pm	out of 20
<a href="#">Exceptions</a>		out of 20

Assignments that contain varied due dates will read Multiple Due Dates on the Assignment page [1]. Users can **hover over multiple due date** links and view each section's individual due date [2].

## Assignment Due Dates

### Histroy

 Edit

Write about the **history** of Bioinformatics

**Points** 10

**Submitting** a text entry box, a website url, a media recording, or a file upload

Due	For	Available from	Until
Dec 10 at 12pm	Bioinformatic Methods-Section A	-	-
Dec 30	Bioinformatic Methods-Section B	-	-
-	Everyone else	-	-

When you click the **title of an assignment**, the assignment details will also display the list of due dates for each section.

## Discussions View

This is a graded discussion: 10 points possible

[Show Due Dates](#)



Discussion #1  
Instructor

Dec 13 at 4:43pm

 Reply

Varied due dates are located within individual Discussions. Open a Graded Discussion from the Discussions Page, then click **Show Due Dates**.

## Discussions Due Dates

This is a graded discussion: 10 points possible

[Hide Due Dates](#)

Due	For	Available from	Until
Dec 20	Bioinformatic Methods-Section A	Dec 13 at 12am	-
Dec 27	Bioinformatic Methods-Section B	Dec 20 at 12am	-
Jan 8, 2014	Everyone else	Dec 13 at 12am	-

View the due dates for each section.

## Syllabus View

Date	Day	Details	
Dec 3	Tue	<b>Sequence Analysis</b> (Bioinformatic Methods)	due by 11:59pm
Dec 6	Fri	<b>Literature Analysis</b> (Bioinformatic Methods)	due by 11:59pm
Dec 10	Tue	<b>Histroy</b> (Bioinformatic Methods-Section A)	due by 12pm
		<b>High-throughput Image Analysis</b> (Bioinformatic Methods)	due by 11:59pm
Dec 17	Tue	<b>Open-source bioinformatics software</b> (Bioinformatic Methods-Section A)	due by 11:59pm
Dec 20	Fri	<b>Discussion #1</b> (Bioinformatic Methods-Section A)	due by 11:59pm
Dec 27	Fri	<b>Discussion #1</b> (Bioinformatic Methods-Section B)	due by 11:59pm
Dec 30	Mon	<b>Assignment #1</b> <b>Histroy</b> (Bioinformatic Methods-Section B)	due by 11:59am due by 11:59pm
Jan 8	Wed	<b>Discussion #1</b>	due by 11:59pm
Jan 17	Fri	<b>Open-source bioinformatics software</b> (Bioinformatic Methods-Section B)	due by 11:59pm



The Syllabus lists all Assignments according to due date, which causes Assignments with varied due dates to appear more than once. For example, Discussion #1 [1] appears on three different dates, corresponding with each section's individual due date—Section A on December 20, Section B on March 6, and others on January 8.

Assignments that do not have varied due dates will not have a section associated beneath the Assignment title. For instance, Assignment #1 [2] does not have any associated sections, meaning it is due on the same date for all students and only appear once in the Syllabus.

## Modules View

### Course Modules

View Progress

Create a Module

The screenshot displays the 'Course Modules' interface. It is divided into two main sections: 'Module 1' and 'Module 2'.  
Module 1 contains two items: 'Open-source bioinformatics software' (with 'Multiple Due Dates' and '20 pts') and 'Assignment #1'.  
Module 2 contains four items: 'Sequence Analysis', 'Histroy', 'High-throughput Image Analysis', and 'Literature Analysis'.  
Annotations: A red circle with the number '2' is placed over the 'Assignment #1' item. A red arrow points from this circle to a dark grey tooltip box. The tooltip lists three sections: 'Bioinformatic Methods-Section A' (due Dec 10 at 12pm), 'Bioinformatic Methods-Section B' (due Dec 30), and 'Everyone else' (with a dash). Another red circle with the number '1' is placed over the 'Multiple Due Dates' link for the 'Literature Analysis' item, which is also circled in red.

Module contents with varied due dates will only be listed once within the Module. Multiple Due Dates will appear next to the affected Module items [1]. Users can **hover over multiple due date** links and view each section's individual due date [2].

## Calendar View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 due Sequence Analysis (Bioinformatic Methods)	4	5	6 due Literature Analysis (Bioinformatic Methods)	7
8	9	10 due Histroy (Bioinformatic Methods-Section A) due High-throughput Image Analysis (Bioinformatic Methods)	11 due Assignment 1 [2]	12	13 due Discussion #1 (Bioinformatic Methods- Section A)	14
15	16	17 due Open-source bioinformatics software (Bioinformatic Methods- Section A)	18	19	20 due Discussion #1 (Bioinformatic Methods- Section B)	21
22	23	24	25	26	27 due Discussion #1	28
29	30 due Assignment #1 due Histroy (Bioinformatic Methods-Section B)	31	1	2	3	4

Calendar displays all Assignments according to due date, which causes Assignments with varied due dates to appear more than once. For example, Discussion #1 [1] appears on three different dates, corresponding with each section's individual due date—Section A on December 13, Section B on December 20, and Section C on December 27.

Assignments that do not have varied due dates with not have a section associated beneath the Assignment title. For instance, Assignment 1 [2] do not have any associated sections, meaning they are due on the same date for all students and only appear on the Calendar due date.

## SpeedGrader View

← jon ▾ → Student 3 of 7  
Gradebook Course Home → Discussion #1 (BIO-101)  
due: Multiple Due Dates

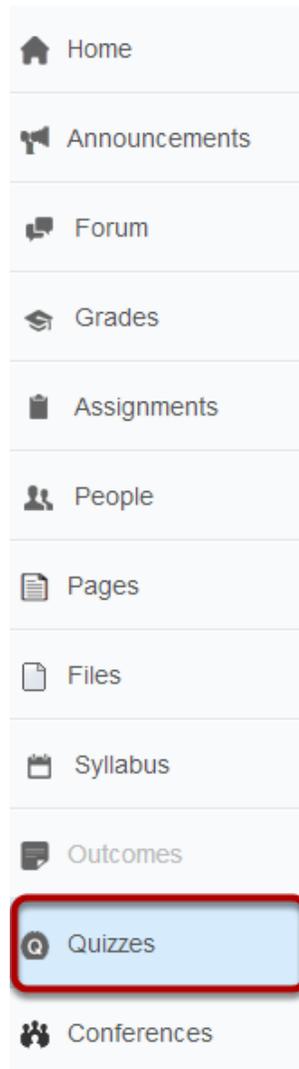
SpeedGrader™ displays the assignment as having Multiple Due Dates. Users can view each section's individual due date by opening the assignment.

## How do I make a Quiz available before or after the due date?

---

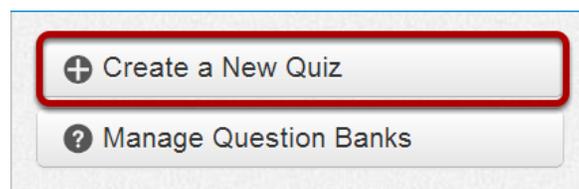
You can make your quiz available before or after the due date.

### Open quizzes



Click the **Quizzes** link.

### Create New Quiz



Click the **Create a New Quiz** button.

## Select Quiz

**JAVA QUIZ 2** (10 pts)

Due: Nov 13 at 1:29am

Time Limit: 8 minutes

Unlimited Attempts

Attempts So Far: 2



Latest Submission:

Oct 29 at 1:09pm

9 out of 10

If you are editing the settings of an existing quiz, click the **quiz title**.

## Edit the Quiz

JAVA QUIZ 2



**Quiz Type** Graded Quiz

**Points** 10

Click the **Edit** button.

## View Quiz Options

Quiz Type

Assignment Group

Options

- Shuffle Answers
- Time Limit  Minutes
- Allow Multiple Attempts
- Quiz Score to Keep
- Allowed Attempts
- Let Students See Their Quiz Responses
- Show Which Answers Were Correct
- Restrict this Quiz
- Show one question at a time

---

Due Date    
Wed Nov 13, 2013 1:59AM

Available From   **1**

Until   **2**

View the quiz options below the Rich Content Editor. You can choose an **Available From** date and time [1] and an available **Until** date and time [2]. The Available From date keeps users from attempting the quiz until the date and time you set. The Until date ends the student's ability to start and/or complete the quiz. The quiz will be automatically submitted after the due date passes or the available Until date.

## Set Available From Date

Quiz Score to Keep: Highest

Allowed Attempts

Let Students See This Quiz

Show Which Answers Were Correct

Restrict this Quiz

Show one question at a time

Due Date: Nov 13 at 1:59am

Time: 12:00 am

Done

Nov 12, 2013

Wed Nov 13, 2013 1:59AM

Tue Nov 12, 2013

Click on the **calendar** icon [1] to select the date the quiz will become available. **Select the date** [2] the quiz will open, select the time [3] the quiz will open (leaving it blank defaults to 12:00 am), and click the **Done** button [4] to set the date the quiz will become available.

## Lock Quiz After the Due Date

Quiz Score to Keep: Highest

Allowed Attempts

Let Students See This Quiz

Show Which Answers Were Correct

Restrict this Quiz

Show one question at a time

Due Date: Nov 12, 2013

Time: 11:59 pm

Done

Nov 21, 2013

Thu Nov 21, 2013

Click the **calendar** icon [1] to select the date the quiz will close, or no longer be available. Select the date [2] the quiz will close, select the time [3] the quiz will close (leaving it blank defaults to 11:59 pm), and click the **Done** button [4] to set the date the quiz will no longer be available.

## Save Quiz



Click the **Save** button to save your work on your quiz.

## Publish Quiz

**This quiz is unpublished**

Only teachers can see the quiz until it is published.

Preview

Publish

Continue editing your quiz until you are ready to **publish** or **re-publish** your quiz.

## View Quiz

<b>Quiz Type</b>	Graded Quiz
<b>Points</b>	10
<b>Assignment Group</b>	Assignments
<b>Shuffle Answers</b>	Yes
<b>Time Limit</b>	8 Minutes
<b>Multiple Attempts</b>	Yes
<b>Score to Keep</b>	Highest
<b>Attempts</b>	Unlimited
<b>View Responses</b>	Always
<b>Show Correct Answers</b>	Yes
<b>One Question at a Time</b>	No

Due	For	Available from	Until
Nov 13 at 1:59am	Everyone	Nov 6 at 12am	Nov 15 at 11:59pm

View the quiz and the dates you have made the quiz available to students. In this example, users can access the quiz from November 6 until November 15.

## What is the difference between due dates and availability dates?

---

In addition to setting a due date for an assignment, instructors can specify a specific date range that students can submit the assignment. These dates are called availability dates.

### View Due Dates

Due Date

Dec 23, 2013 12:00 am



Mon Dec 23, 2013

The due date is when you want students to turn in the assignment or quiz.

### View Availability Dates

Available From

Dec 16, 2013 12:00 am



Mon Dec 16, 2013

Until

Dec 27, 2013 12:00 am



Fri Dec 27, 2013

Availability dates are the date range where students can submit the assignment or quiz. The first available date is the Available From date, and the last available date is the Until date. After the Until date, students will not be able to submit the assignment or quiz.



## View Due and Availability Dates

### Quiz 2

[Edit](#) [Settings](#)

**Quiz Type** Graded Quiz

**Points** 0

**Assignment Group** Assignments

**Shuffle Answers** No

**Time Limit** No Time Limit

**Multiple Attempts** No

**View Responses** Always

**Show Correct Answers** Yes

**One Question at a Time** No

Due	For	Available from	Until
Dec 24	Everyone	Dec 10 at 12am	Dec 27 at 11:59pm

After you save the quiz, view the details of the quiz. The assignment due date displays under the Due heading [1]. The availability dates display under the Available from and Until headings [2].

## Student View

### Quiz 2

**Due** Dec 24 at 11:59pm **Points** 0 **Questions** 0

**Available** Dec 10 at 12am - Dec 27 at 11:59pm 18 days **Time Limit** None

[Take the Quiz](#)

When students open an assignment with availability dates, they will see the assignment details for when the assignment is due [1] and available [2].

If the available date is current, students can submit the assignment or take the quiz.

## Quiz 1

**Due** Dec 23 at 11:59pm

**Points** 0

**Questions** 0

**Available** Dec 16 at 12am - Dec 27 at 11:59pm 12 days

**Time Limit** None

This quiz is locked until Dec 16 at 12am.

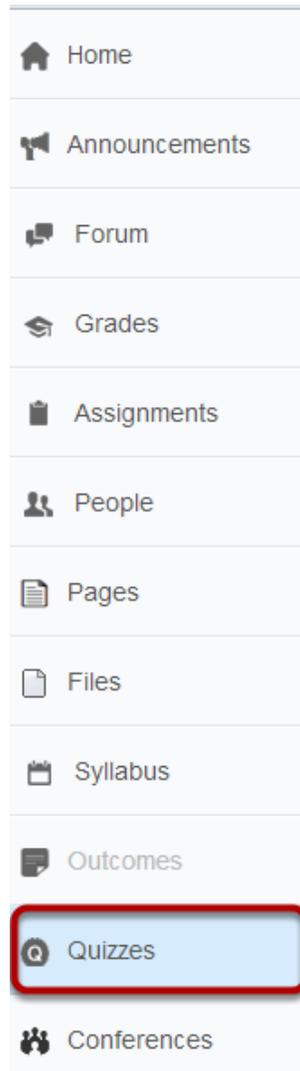
If the assignment is not yet available, students will see the date that they can submit the assignment.

## How do I create varied due date Quizzes?

---

You can assign different availability dates and due dates Quizzes for each section of your course. This feature is designed to help you when you have sections of a course that meet on different days of the week or in different formats (online vs face-to-face).

### Open quizzes



Click the **Quizzes** link.

## Select Quiz

**JAVA QUIZ 2** (10 pts)

Due: Nov 13 at 1:29am

Time Limit: 8 minutes

Unlimited Attempts

Attempts So Far: 2



Latest Submission:

Oct 29 at 1:09pm

9 out of 10

Click the **title of the quiz** you would like to edit.

## Edit Quiz

JAVA QUIZ 2



**Quiz Type** Graded Quiz

**Points** 10

**Assignment Group** Assignments

**Shuffle Answers** Yes

Click the **Edit** button.

## Edit Due Dates

For  **1**

Due Date  **2**

Available From  **3**

Until  **4**

Wed Nov 13, 2013 2:29AM      Wed Nov 6, 2013 12:30AM      Sat Nov 16, 2013 12:29AM

Scroll down to the Due Dates section in the Quiz options. Set a due date by changing the following options:

1. **For:** Change the course section that the due date applies to.
2. **Due Date:** Set the date and time that the quiz is due.
3. **Available From:** Set the date and time when the quiz will become available.
4. **Until:** Set the date and time when the quiz will no longer be available.

## Due Date

For	Due Date	Available From	Until
Everyone	Nov 13 at 2:29am Wed Nov 13, 2013 2:29AM	Nov 6 at 12:30am Wed Nov 6, 2013 12:30AM	Nov 16 at 12:29am Sat Nov 16, 2013 12:29AM
<input type="button" value="+ Due Date"/>			

To add a Due Date for another section of your course, click the **Due Date** button.

## Edit Additional due date

For	Due Date	Available From	Until
Everyone Else	Nov 13 at 2:29am Wed Nov 13, 2013 2:29AM	Nov 6 at 12:30am Wed Nov 6, 2013 12:30AM	Nov 16 at 12:29am Sat Nov 16, 2013 12:29AM
1A	Nov 14, 2013 Thu Nov 14, 2013	Nov 7, 2013 Thu Nov 7, 2013	Nov 17, 2013 Sun Nov 17, 2013
<input type="button" value="+ Due Date"/>			

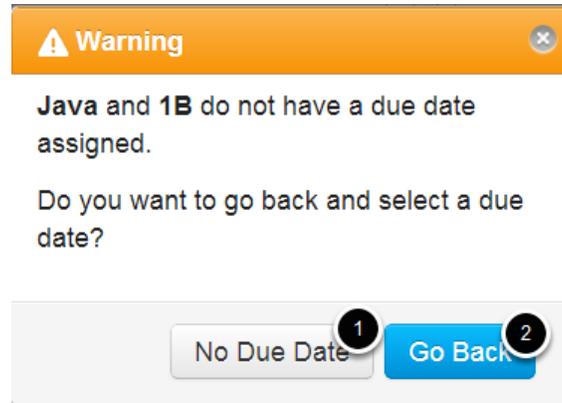
Set the new Due Date for the additional section by changing the For, Due Date, Available From, and Until fields.

## Delete Due Dates

For	Due Date	Available From	Until
Everyone Else	Nov 13 at 2:29am Wed Nov 13, 2013 2:29AM	Nov 6 at 12:30am Wed Nov 6, 2013 12:30AM	Nov 16 at 12:29am Sat Nov 16, 2013 12:29AM
1A	Nov 14, 2013 Thu Nov 14, 2013	Nov 7, 2013 Thu Nov 7, 2013	Nov 17, 2013 Sun Nov 17, 2013
1B			

You can delete additional due dates by clicking the **delete** button next to the section you want to remove.

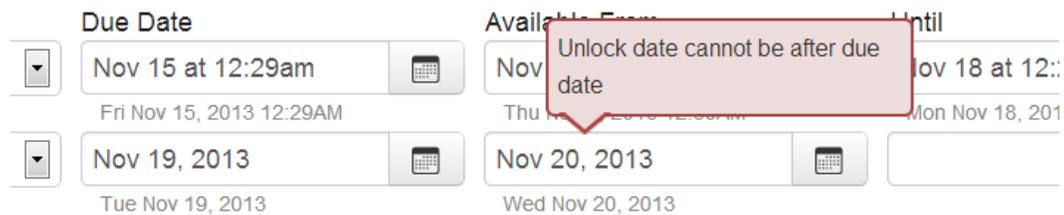
## Due Date Warning



If you assign a due date for one section without assigning due dates to remaining sections, you will see a warning message reminding you to add due dates to all sections. For example, the sample course in this lesson has 3 sections. Section 1 was assigned a due date, but Sections 2 and 3 were not.

You can click the **No Due Date** button [1] if you don't want to add due dates to the other sections, or click the **Go Back** button [2] to go back and add due dates.

## Error Notifications



Users will receive a notification when they submit an invalid string of due dates for a Quiz, Assignment, or Graded Discussion. Such invalid entries include not unlocking the assignment before it is due, or not placing the due date inside the range of availability dates.

## Save Quiz



Click the **Save** button to save your changes.

## View Varied Due Dates

### JAVA QUIZ 2



**Quiz Type** Graded Quiz  
**Points** 10  
**Assignment Group** Assignments  
**Shuffle Answers** Yes  
**Time Limit** 8 Minutes  
**Multiple Attempts** No  
**View Responses** No  
**One Question at a Time** No

Due	For	Available from	Until
Nov 13 at 2:59am	Everyone else	Nov 6 at 1am	Nov 16 at 12:59am
Nov 15 at 12:29am	1A	Nov 7 at 12:30am	Nov 18 at 12:29am

View the varied due dates.

## View Quiz Page

### QUIZ 3 (4 pts)

Due: Nov 7 at 10am

Unlimited Attempts



Quiz Details:

4 Points

4 Questions

### JAVA QUIZ 2 (10 pts)

Due: [Multiple Dates](#)

Time Limit: 8 minutes



Latest Submission:

Oct 29 at 1:09pm

9 out of 10

View Quiz with Multiple Due Dates on Quizzes Page.

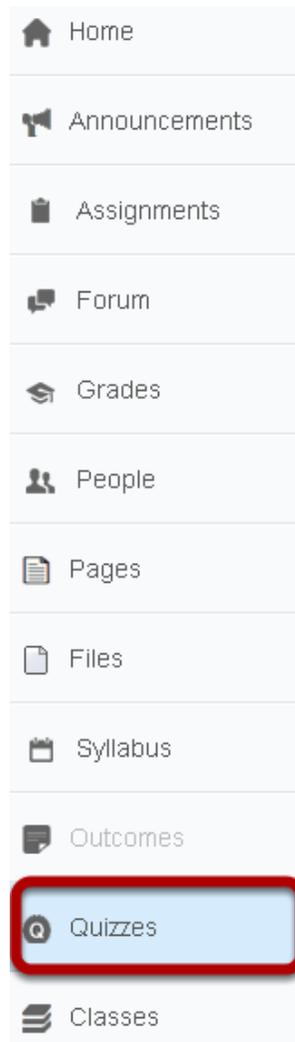
## How do I delete a Quiz?

---

You can delete quizzes from your course.

**Note:** Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.

### Open Quizzes



Click the **Quizzes** link.

## Select Quiz

### Assignment Quizzes

#### Basic grammar (5 pts)

Due: May 31 at 5pm

Time Limit: 30 minutes

Study English with Quizzes, Crossword Puzzles and other activities. [Quiz List](#)

Quiz Details:  
5 Points  
5 Questions

#### Adverbs (5 pts)

Due: Jul 31 at 11:55pm

Time Limit: 15 minutes

Survey Details:  
5 Points  
0 Questions

#### General Questions (12 pts)

Unlimited Attempts

Quiz Details:  
12 Points  
12 Questions

### Practice Quizzes

#### Simple english

Due: Jul 15 at 10am

Time Limit: 20 minutes

Allowed Attempts: 3

Learn basics from the following site

[http://www.myenglishpages.com/site\\_php\\_files/vocabulary.php#\\_U5vQ99Sc3IU](http://www.myenglishpages.com/site_php_files/vocabulary.php#_U5vQ99Sc3IU)

and then do your test.

Quiz Details:  
5 Questions

If you are editing the settings of an existing quiz, click the **quiz title** to open the quiz [1]. If you want to delete the entire quiz, then click **Trash** icon [2].

## Delete Quiz

### Adverbs

<b>Quiz Type</b>	Graded Survey
<b>Points</b>	5
<b>Assignment Group</b>	Assignments
<b>Shuffle Answers</b>	No
<b>Time Limit</b>	15 Minutes
<b>Multiple Attempts</b>	No
<b>View Responses</b>	Always
<b>Show Correct Answers</b>	Immediately
<b>One Question at a Time</b>	No

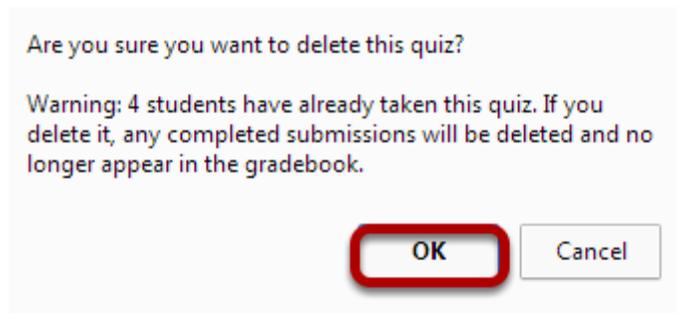
1

- Show Rubric
- Preview
- Lock this Survey Now
- Show Student Survey Results  
(4 students submitted so far)
- Message Students Who...
- Delete

2

You can also visit the quiz page, click the **Settings** icon [1], and select the **Delete** link [2].

## Confirm Deletion



A pop-up window will appear in your browser. Click **OK** to delete the quiz or **Cancel** to edit your quiz in another manner.

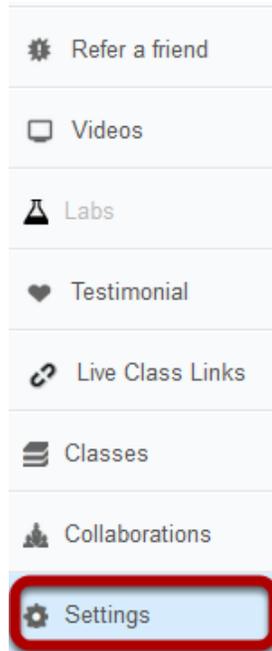
**Note:** Deleting a quiz will remove it completely from your course. If you would rather hide the quiz or make it inaccessible to submissions, you can lock the quiz or modify the access dates. If the quiz has no student submissions, you can unpublish the quiz.

## How do I export Quiz content?

---

When you export quiz content, it is formatted in a QTI .zip file.

### Open Course Settings



Click the **Settings** link.

### Export Course Content



In the right sidebar, click the **Export Course Content** button.

## Choose Export Type

### Content Exports

QTI Export from Dec 6, 2013 10:28am: [Click here to download](#) 4

#### Export Type

Course

Quiz 1

#### Select Quizzes to Export

All Quizzes 2

Language Fundamentals

Operators and Assignments

Beginners Quiz

Practice Quiz

[Create Export](#) 3

Click the **radio button** for Quiz Export [1]. Choose the Quizzes you want to export [2]. Click the **Create Export** button [3]. When you create an export, it will create an export archive [4] where you can download prior export files.

## View Quiz Export

### Content Exports

QTI Export from Dec 6, 2013 10:28am: [Click here to download](#)

New Export: [Click here to download](#) ←

Your content has been exported.

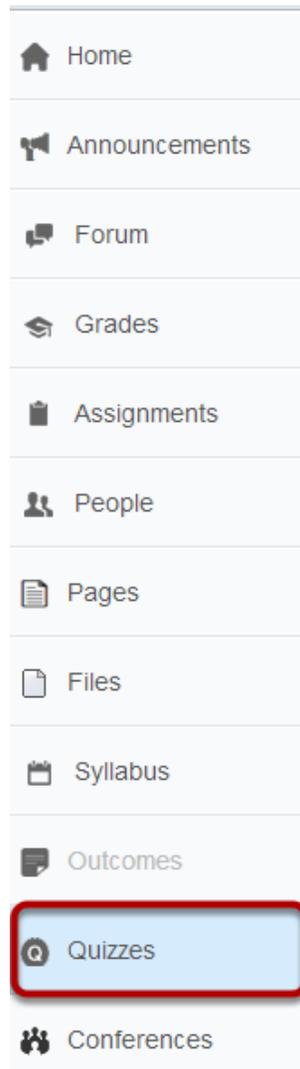
Depending on how much Quiz content you need to export, it may take a while. When the export is complete, click the **Click here to download** link to download the file and view the Quiz content. This makes it easier to view and share the Quiz content. Remember, it will be in a QTI .zip file format.

## Once I publish my Quiz, how do I make additional changes?

---

Once you publish a quiz and make it available to your students, you can make changes to the quiz. However, students who have already opened or completed the quiz will not see any changes you make, which may affect their grades. If necessary, you can use quiz regrade to edit certain types of quizzes.

### Open quizzes



Click the **Quizzes** link.

## Open Quiz

### JAVA QUIZ 2 (10 pts)

Due: [Multiple Dates](#)

Time Limit: 8 minutes



Latest Submission:

Oct 29 at 1:09pm

9 out of 10

Open the quiz by clicking the **Pencil** icon.

## View Warning Message

A red arrow points to a green banner that reads: "Keep in mind, some students have already taken or started taking this quiz". Below the banner is a light blue warning box with a red border containing a warning icon and the text: "Students have either already taken or started taking this quiz, so be careful about editing it. If you change any quiz questions in a significant way, you may want to consider re-grading students who took the old version of the quiz." Below the warning box, the quiz title "JAVA QUIZ 2" is shown in a text box, and "Points 10" is displayed next to a settings gear icon. There are two tabs: "Settings" and "Questions". Under the "Settings" tab, the "Quiz Instructions:" section is visible, featuring a rich text editor toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, and indent, along with "Font Size" and "Paragraph" dropdown menus.

If one of your students has opened or has already taken the quiz, you will see a warning notification at the top of the quiz. If you change the quiz contents, you will need to either grant them permission to retake the quiz, or you can regrade the quiz to compensate for any changes.



## Edit Quiz questions

Settings **Questions**

Show Question Details

↑ Question 1 1 pts

Which will legally declare, construct, and initialize an array?

Question 2 1 pts

Which is a reserved word in the Java programming language?

To edit quiz questions, click the **Questions** tab.

## Notify Students

Notify users this quiz has changed

Cancel Save

To notify the students in your course that the quiz has changed, select the **Notify users this quiz has changed** check box. Note that students will always receive a notification if you change the due date of the quiz regardless of whether you select this check box.

## Save Quiz

Cancel Save

Click the **Save** button to save your changes.

## Publish Your Quiz

**You have made unpublished changes to this quiz.**

These changes will not appear for students until you publish or republish the quiz.

Preview

Re-Publish

1

2

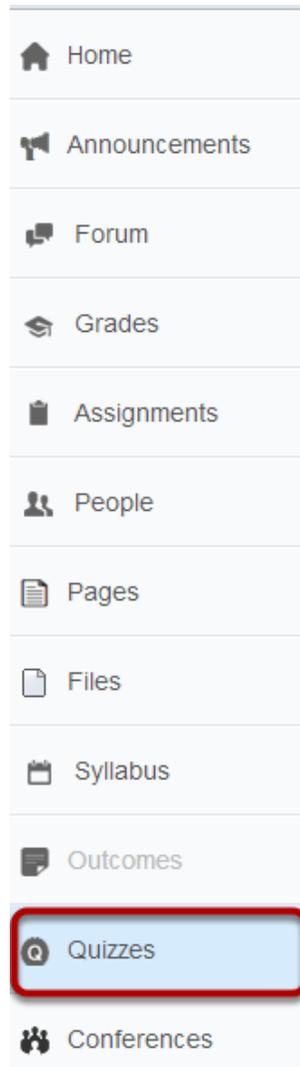
You can also **Preview** the Quiz again [1]. When you are ready, click the **Re-Publish** button [2].

## Once I publish my Quiz, what kinds of quiz statistics are available?

---

You can view quiz statistics for quizzes that have been published. Please note that statistics will not be available until at least one student has completed the quiz.

### Open quizzes



Click the **Quizzes** link.

## Open Quiz

<b>JAVA QUIZ 2</b> (10 pts) Due: <a href="#">Multiple Dates</a> Time Limit: 8 minutes	  Latest Submission: Oct 29 at 1:09pm 9 out of 10
<b>JAVA Quiz1</b> (0 pts) Due: Nov 14 at 12:59am Time Limit: 30 minutes <a href="http://www.indiabix.com/online-test/java-programming-test/random">http://www.indiabix.com/online-test/java-programming-test/random</a> 	  Quiz Details: 0 Points 0 Questions
<b>QUIZ 3</b> (4 pts) Due: Nov 20 at 10:30am Unlimited Attempts	  Quiz Details: 4 Points 4 Questions

Click the **title of the quiz** you want to open.

## Open Quiz Statistics

Related Items

-  **Quiz Statistics**
-  Moderate This Quiz
-  SpeedGrader™

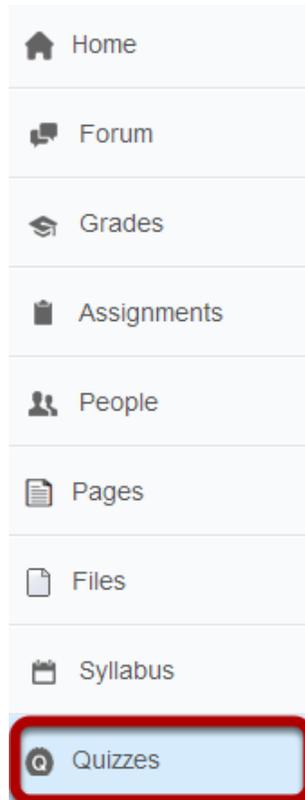
Click the **Quiz Statistics** link.

## How do I create a Survey?

---

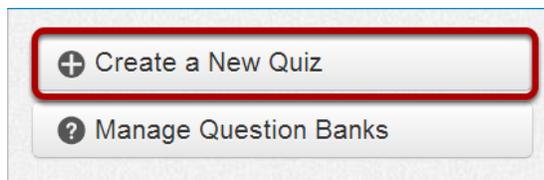
You can use Surveys to receive feedback from your students or give them some extra points by responding to a Survey.

### Open quizzes



Click the **Quizzes** link.

### Create New Quiz



Click the **Create a New Quiz** button.

## Select Quiz Type

Settings Questions

Quiz Instructions: [Switch Views](#)

Quiz Type: Graded Quiz

Assignment Group: Graded Survey

Click the **Quiz Type** drop-down menu.

## Select Survey Options

Quiz Type: Graded Survey

Assignment Group: Assignments **1**

Score: 0 pts **2**  
students will automatically receive full credit once they take the survey

**Options**

**3**  Shuffle Answers

Time Limit  Minutes

**4**  Keep Submissions Anonymous

Place your survey in an **Assignment Group** [1], assign your survey a **score** [2], and complete the survey **options** [3]. Within surveys, you have all the regular quiz options, but you can also **keep submissions anonymous** [4]. This anonymous option applies to both graded and ungraded surveys.

## Select Availability Dates

For  Due Date  Available From  Until

You can also set a due date and available from/until dates for your survey.

## Create Survey Information

Student demographic Survey

**Settings** **Questions**

Quiz Instructions: [Switch Views](#)

**B** *I* U **A** **ab**

Please complete the following survey

Give your survey a name [1], and complete any survey instructions in the text box [2].

## Create Survey Questions

The screenshot shows the 'Create Survey Questions' interface for a 'Student demographic Survey'. At the top, there is a title bar with the survey name and a settings icon. Below this, there are two tabs: 'Settings' and 'Questions'. The 'Questions' tab is selected and highlighted with a yellow border, and a circled '1' is placed above it. The main content area is a light blue rectangle containing three buttons: '+ New Question', '+ New Question Group', and 'Find Questions'. At the bottom of the interface, there is a checkbox labeled 'Notify users this quiz has changed', a 'Cancel' button, and a blue 'Save' button.

Click the **Questions** tab [1], then create or find questions you'd like to add to your survey. For help with question types, creating a new question, adding a question group, or finding questions in a question bank.

## Save Quiz

A close-up of the 'Save' button, which is a blue button with white text, highlighted with a red rounded rectangle. To its left is a grey 'Cancel' button.

When you are finished adding questions, click the **Save** button to save your changes.

## Publish Quiz

The screenshot shows the 'Publish Quiz' interface. It features a yellow warning box with the text 'This quiz is unpublished' and 'Only teachers can see the quiz until it is published.' To the right of the warning box are two buttons: a grey 'Preview' button and a blue 'Publish' button, which is highlighted with a red rounded rectangle.

Click the **Publish** button to make it accessible to students. You can also preview your quiz before publishing.

## View Survey

### DAQuiz2 (5 pts)

Due: [Multiple Dates](#)

Time Limit: 2 minutes



Quiz Details:

5 Points

2 Questions

### Student Demographic Survey (0 pts)

Due: [Multiple Dates](#)

Unlimited Attempts



Quiz Details:

0 Points

6 Questions

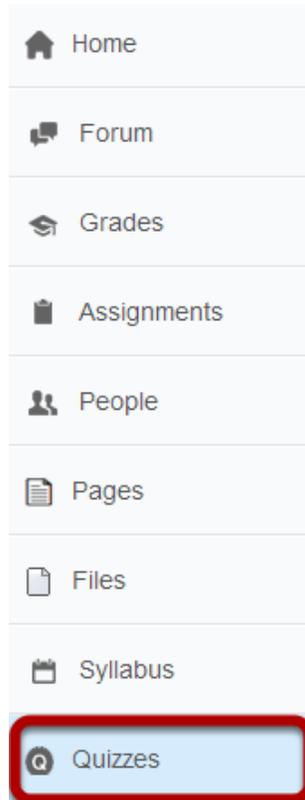
View your Survey. It will appear under the Surveys heading in the Quizzes feature.

## How do I view Survey results?

---

You can see the results after one or more users have taken the survey.

### Open quizzes



Click the **Quizzes** link.

### Open Survey

#### Surveys

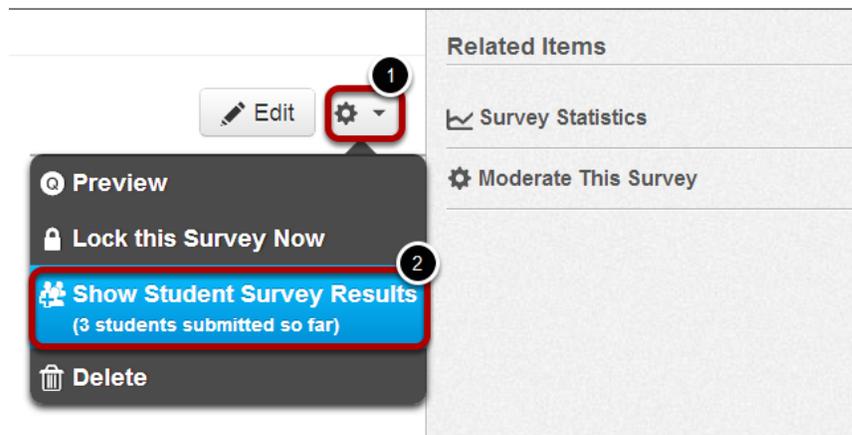
##### Student Demographic Survey

Due: Dec 24 at 11:59pm  
Unlimited Attempts

   
Survey Details:  
6 Questions

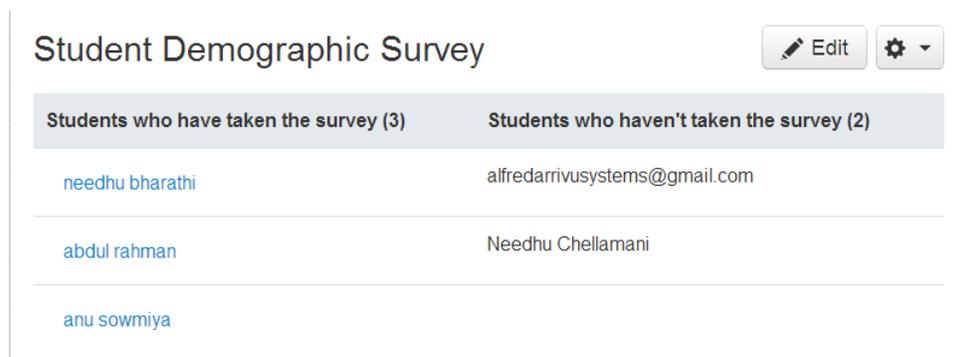
Click the **Survey title** to open the Survey.

## Show Student Survey Results



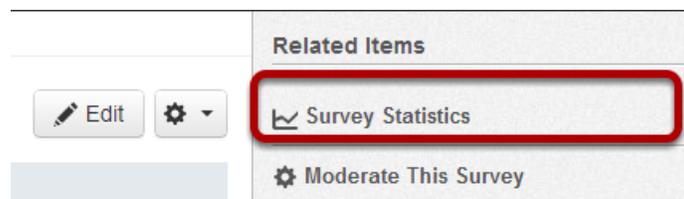
Click the **Gear** icon [1] and select the **Show Student Survey Results** link to view individual submissions [2].

## Select Student Survey Result



Under Students who have taken the survey, click the **name of a student** you wish to view statistics for.

## Open Survey Statistics



In the Survey, you can also click the **Survey Statistics** link to view all the responses to the Survey.

## View Results

### Survey Statistics

#### Question 1

3 attempts

What is your primary reason for taking an open online course?



View the Survey results. Depending on the type of question in the survey, the results may look different than seen here.

## Download Survey Results

**3 users have taken this survey**

Average Time: 1 minute

 Generate Student Analysis

 Generate Item Analysis

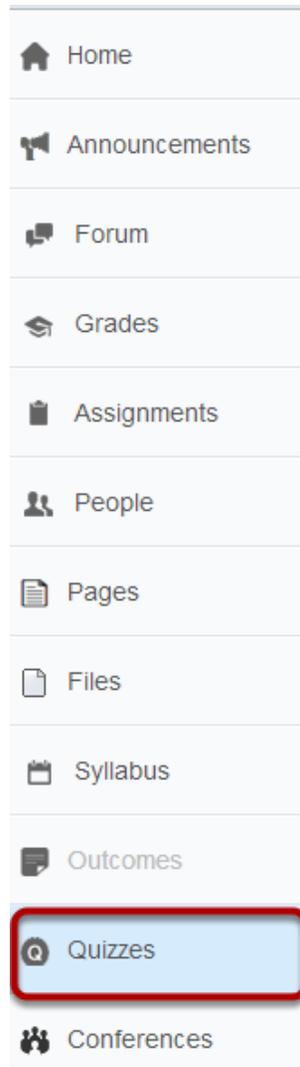
You can also download Survey results by clicking the **Generate Student Analysis** or **Generate Item Analysis** button.

## What do Quiz results look like?

---

As an instructor, you can choose the type of quiz results to display to students as listed in the quiz options.

### Open quizzes



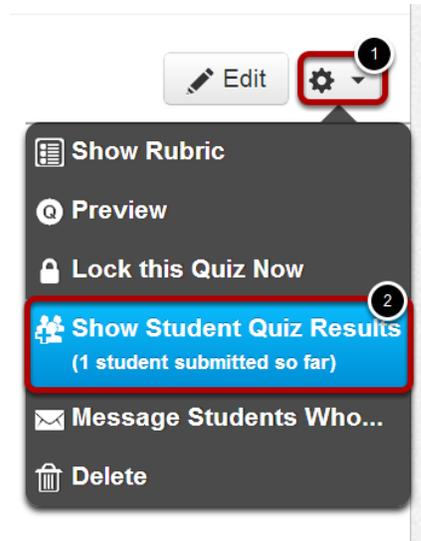
Click the **Quizzes** link.

### Open Quiz

<b>JAVA QUIZ 2</b> (10 pts)	 
Due: <a href="#">Multiple Dates</a>	Latest Submission:
Time Limit: 8 minutes	Oct 29 at 1:09pm
	9 out of 10

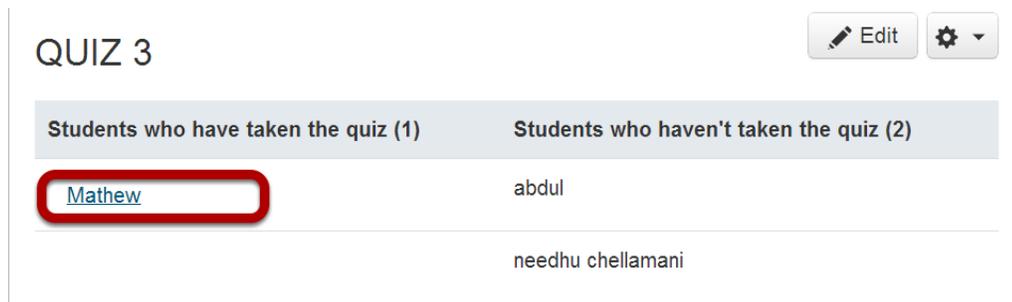
Click the **title of the quiz**.

## View results



Click the **Gear** icon [1], then select the **Show Student Quiz Results** link [2].

## View Individual Results



Under the heading Students who have taken the quiz, click the **name of a student**.

## Student View Results

Question 4 0 / 1 pts

Range of double is  $-1.7e-38$  to  $1.7e+38$  (in 16 bit platform - Turbo C under DOS)

**You Answered** 1

True

Wrong. The range of double is  $-1.7e-308$  to  $1.7e+308$ .

**Correct Answer** 2

False

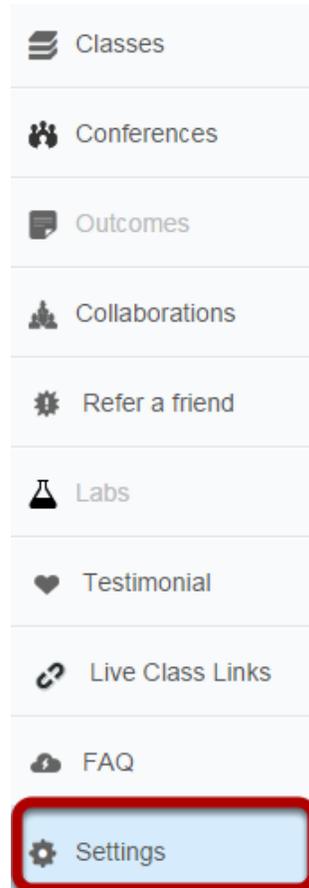
A correct answer will be indicated by a green flag. A wrong answer will show two flags—a **red flag** [1] will point to your answer, while a **gray flag** [2] will show the correct answer.

## How do I sets rewards for a course ?

---

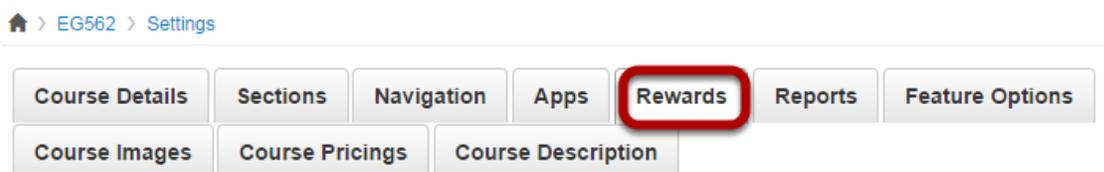
Before sending invitations to friends instructor can sets rewards for the course.

### Open settings



Click **Settings** in course navigations.

### Open rewards



Choose **Rewards**



To create a new reward, you can fill up the following details

1. Reward Name : Name of the reward
2. How many : How many rewards for this course.
3. Referrer Amount : Amount for the Referrer
4. Referrer Percentage : Percentage value for the Referrer
5. Referrer Expiry Date : This date may be after one month time period of the course starting date.
6. Email Subject
7. Reward description : description of the reward
8. Reward Expiry date : This date must before the course ending date.
9. Referee amount : Amount for the Referee
10. Referee Percentage : Percentage value for the Referee
11. Referee Expiry date : This date may be after one month time period of the course starting date.
12. Alpha - Mask : Any 8 digit Capital alphabets ( for example LM-DO-ES-AK).
13. Email Text.

Click **Submit** [14] button to add a new reward.

## View Rewards

### Rewards

[Manage Rewards](#)[Add Reward](#)

Reward Name	Alpha Mask	Referrer Percentage	Referree Percentage	Reward Expiry Date	Referrer Expiry Date	Referree Expiry Date	How Many	Settings
Special offer	SS- VV- GG-JJ	10	5	2014-12-30	2014-10-29	2014-10-09	100	  <b>1</b> <b>2</b>

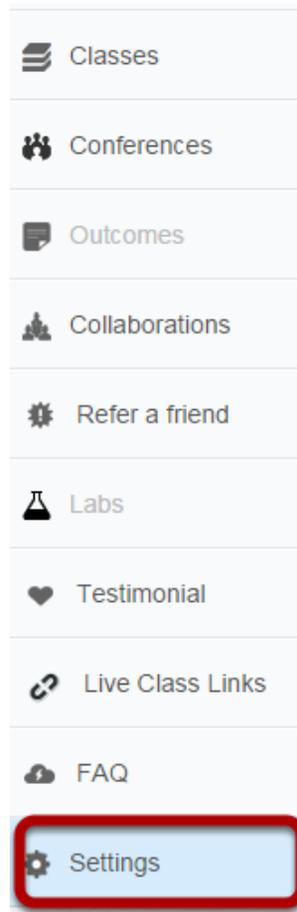
View the rewards in the course.

You can **Edit** [1] and **Delete** [2] the reward details.

## How do I manually approve rewards?

---

Instructor can only approve rewards manually. Rewards can be awarded after manual approval.



Open **settings** in course navigation.

## Open rewards

Home > EG562 > Settings

Course Details Sections Navigation Apps **Rewards** Reports Feature Options  
Course Images Course Pricings Course Description

## Rewards

**Manage Rewards** Add Reward

Reward Name	Alpha Mask	Referrer Percentage	Referree Percentage	Reward Expiry Date	Referrer Expiry Date	Referree Expiry Date	How Many	Settings
Special offer	SS-VV-GG-JJ	10	5	2014-12-30	2014-10-29	2014-10-09	100	 

Click **rewards** tab [1] and click **Manage rewards** [2] button.

## Approve Rewards

Course Details Sections Navigation Apps **Rewards** Reports Feature Options Course Images Course Pricings  
Course Description

## Rewards

Show Rewards **Manage Rewards** Add Reward

Type	Name	Email	Provider	Context Name	Reward Name	Reward Description	Expiry Date	Coupon Code	Settings
Referee	tester		facebook		Bonus offer	Bonus offer 30%	2014-08-13T18:30:00Z	IPBJWLTW	<b>Redeem</b>
Referrer	Amelia				Summer Offer	Special summer offer	2014-09-28	XYRMCLYI	<b>Redeem</b>
Referee	Emi				Special offer	Special offer	2014-10-08T18:30:00Z	WSDBWXFD	<b>Redeem</b>
Referrer	Bruce		google		Bonus offer	Bonus offer 30%	2014-12-13	UJIIQNGS	<b>Redeem</b>

Click **Redeem** button [1] to manually approve rewards.

## View Approval

Course Details Sections Navigation Apps Rewards Reports Feature Options Course Images Course Pricings

Course Description

### Rewards

Show Rewards

Manage Rewards

Add Reward

Type	Name	Email	Provider	Context Name	Reward Name	Reward Description	Expiry Date	Coupon Code	Settings
Referee	tester		facebook		Bonus offer	Bonus offer 30%	2014-08-13T18:30:00Z	IPBJWLTW	<a href="#">Redeem</a>
Referrer	Amelia				Summer Offer	Special summer offer	2014-09-28	XYRMCLYI	<a href="#">Redeem</a>
Referee	Emi				Special offer	Special offer	2014-10-08T18:30:00Z	WSDBWXFD	<a href="#">Recover</a>
Referrer	Bruce		google		Bonus offer	Bonus offer 30%	2014-12-13	UJIIQNGS	<a href="#">Redeem</a>

Approved rewards settings changed in to **Recover** [1].  
You can recover the manual approval.

## View Rewards (Referrer)

EG562 > Referrals

Invite friends

My References

**My Rewards** <sup>1</sup>

Name	Email	Enrolled at	Reward Expiry Date	Reward code
Emi		2014/09/19	2014/10/29	ODCGMGPK

Click the **My Rewards** [1] tab in refer a friend link to view your rewards.

## What is the Rich Content Editor?

Arrivu LMS has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Arrivu LMS.

Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.

### Open the Rich Content Editor

The screenshot shows the Arrivu LMS Rich Content Editor interface. The main editing area contains the text "Welcome to your new course wiki!" and is circled in red with a callout "1". Above it is a rich text toolbar and a link to "HTML Editor" circled in red with a callout "2". To the right is a "Page Tools" sidebar with an "Insert Content into the Page" section, which includes a "Wiki Pages" list with "Assignment 1" circled in red and a callout "3". Below the main area are checkboxes for "Hide this Page from Students", "Allow Comments on this Page", and "Notify users that this content has changed", along with "Cancel" and "Save Changes" buttons.

Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Arrivu LMS using the HTML Editor link [2]. Users can also easily link to course content using the Content Selector [3].

### What Arrivu LMS Features Use the Rich Content Editor?

The following Arrivu LMS features use the Rich Content Editor:

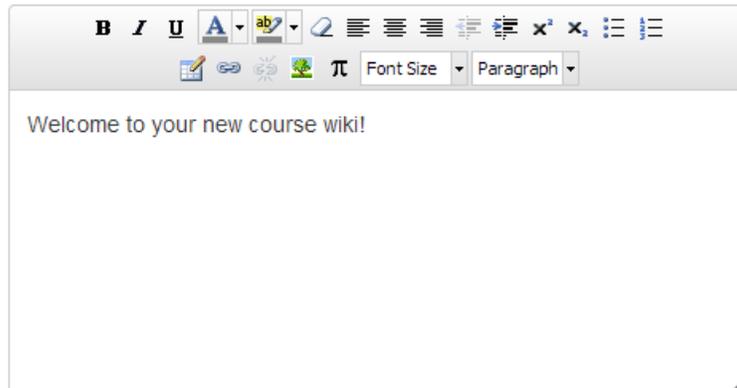
- Announcements
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus

## How do I align text using the Rich Content Editor?

---

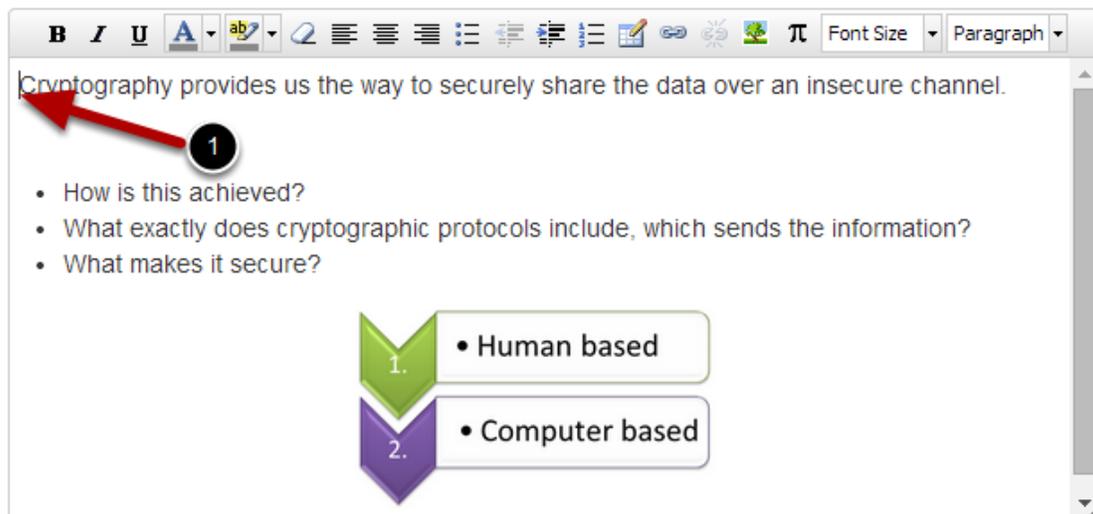
You can use the Rich Content Editor to align text.

### Open the Rich Content Editor



Open the **Rich Content Editor** using one of the Arivu LMS features which support the Editor.

### Place Cursor In Front Of Text



Place the **cursor** in front of the text you wish to align [1].

## Align Text



Use the tools on the Rich Content Editor toolbar to align the text. You can set the position of the text on the page with the **Left, Center, and Right Alignment** tools [1] or **indent the text** using the Indent tool [2].

## Save changes



Click the **save changes** button.

## View Content

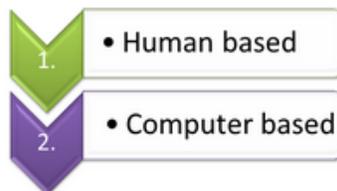
[Home](#) > [ST125](#) > [Pages](#) > [Hacking techniques](#)

Last edited by Alexa Vega less than a minute ago

[Page history](#)

Cryptography provides us the way to securely share the data over an insecure channel.

- How is this achieved?
- What exactly does cryptographic protocols include, which sends the information?
- What makes it secure?



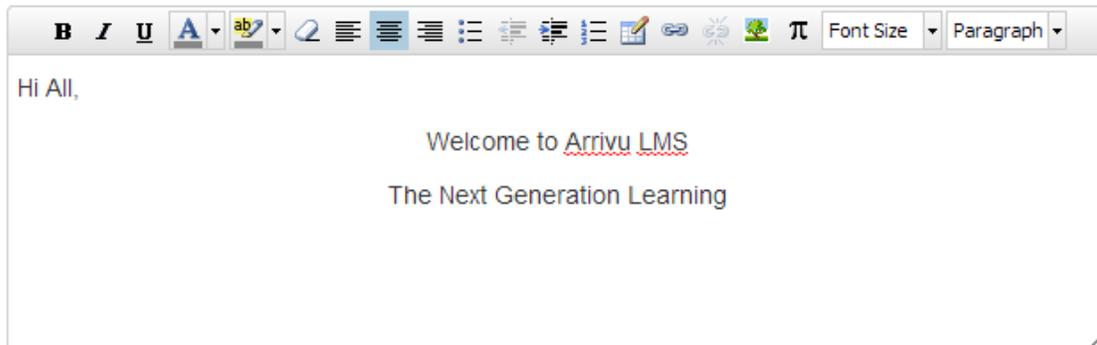
View the content you edited.

## How do I use the Font Size and Paragraph drop-down menus to style my text?

---

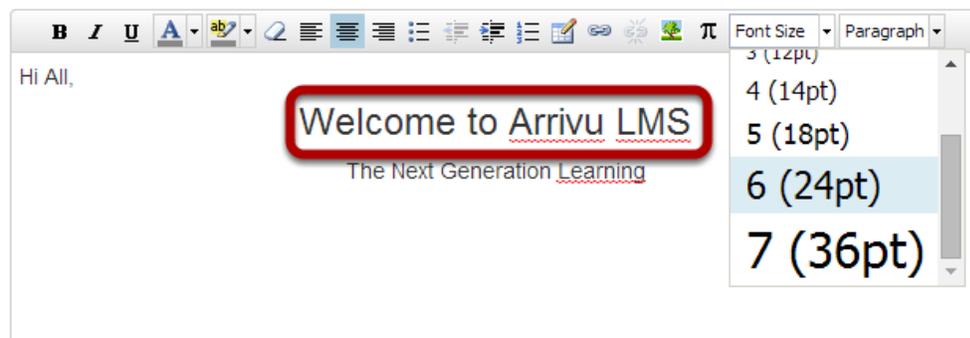
You can use the Rich Text Editor to change font size and format paragraphs

### Open the Rich Content Editor



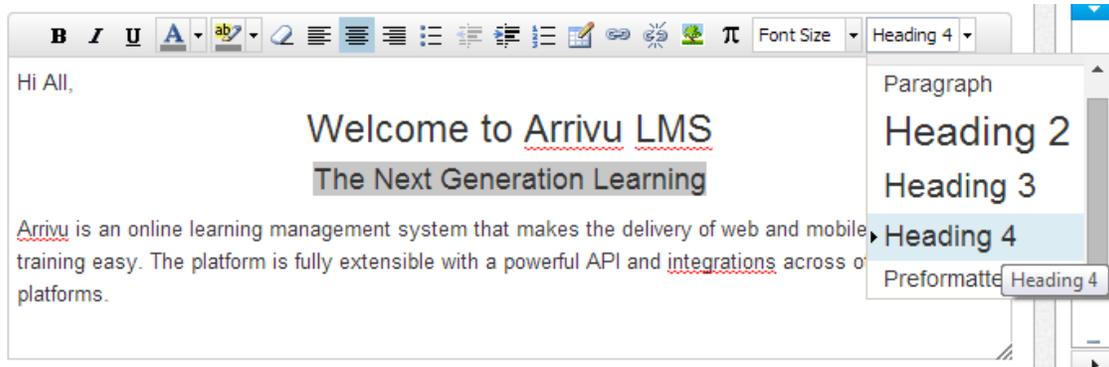
Open the **Rich Content Editor** using one of the Arrivu LMS features which support the Editor.

### Use Font size Drop-down Menu



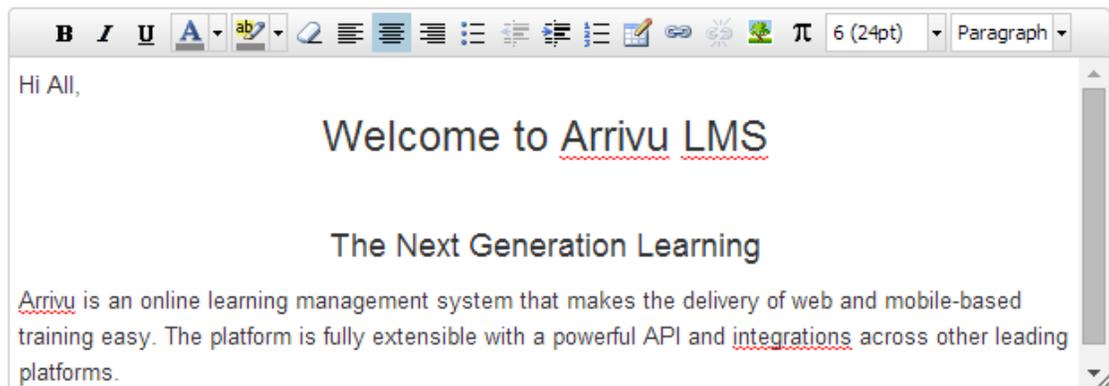
Select the **Font Size drop-down** menu to change the text font size. Here you can choose from 8, 10, 12, 14, 18, 24, or 36 sized fonts.

## Use the Paragraph Drop-down Menu



Select the **Paragraph drop-down** menu to change the text font size. Here you can choose from paragraph, heading 2, heading 3, or heading 4 styles.

## Single Space Text



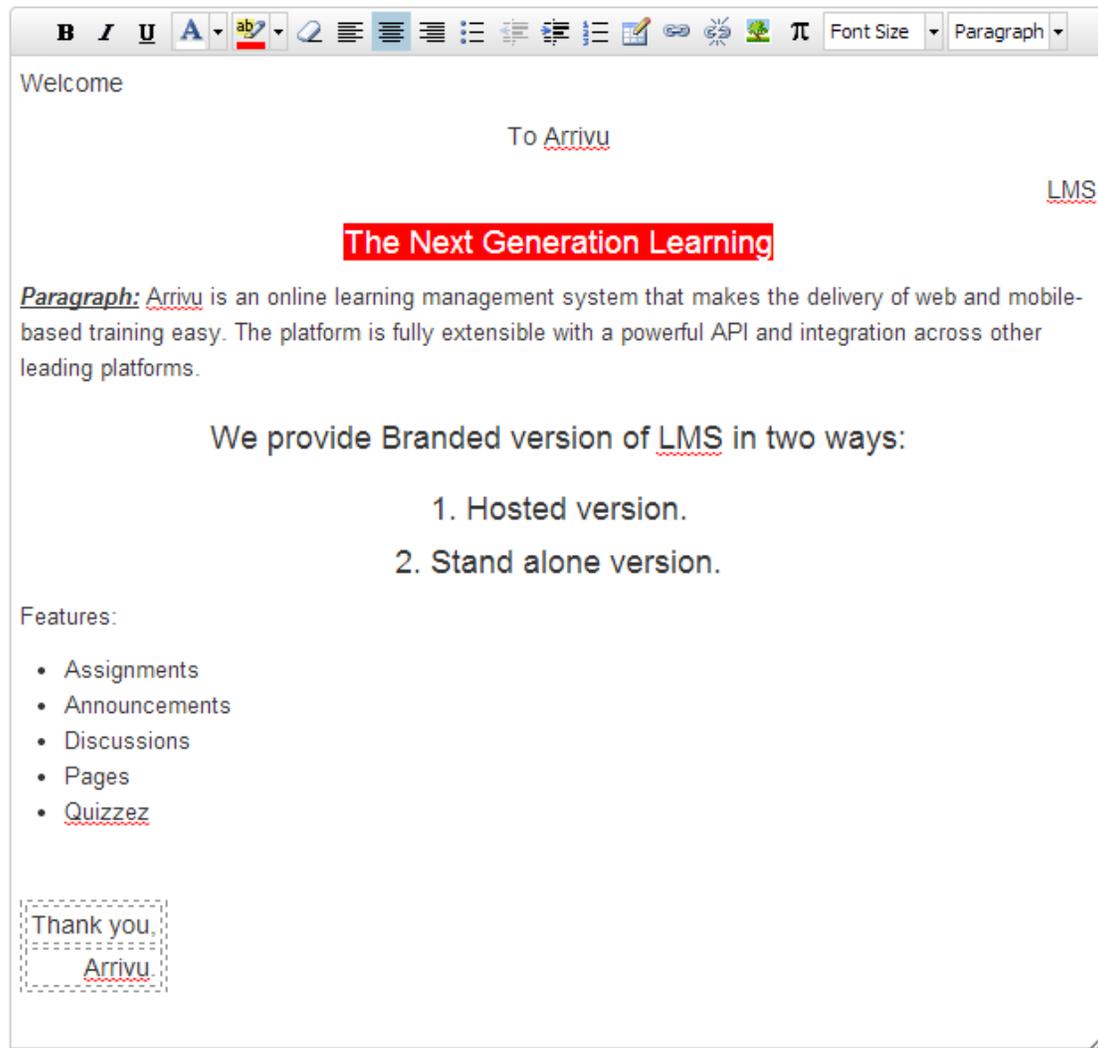
To create single spacing in the Rich Content Editor, press the **enter** key. This will create a line break instead of a paragraph break.

## Save changes



Click the **save** button to save your content.

## View Content



Welcome

To Arrivu

LMS

### The Next Generation Learning

**Paragraph:** Arrivu is an online learning management system that makes the delivery of web and mobile-based training easy. The platform is fully extensible with a powerful API and integration across other leading platforms.

We provide Branded version of LMS in two ways:

1. Hosted version.
2. Stand alone version.

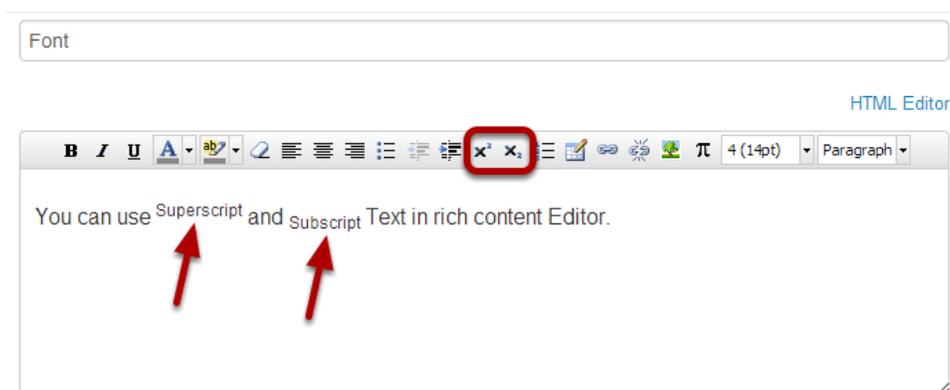
Features:

- Assignments
- Announcements
- Discussions
- Pages
- Quizzes

Thank you,  
Arrivu

View the content you created.

## Superscript and Subscript Text



Font

HTML Editor

**B I U** **A** **ab** **x<sup>2</sup>** **x<sub>2</sub>** **4 (14pt)** **Paragraph**

You can use <sup>Superscript</sup> and <sub>Subscript</sub> Text in rich content Editor.

Use the superscript and subscript options in the Rich Content Editor.

## How do I remove formatting from text I am pasting from another source?

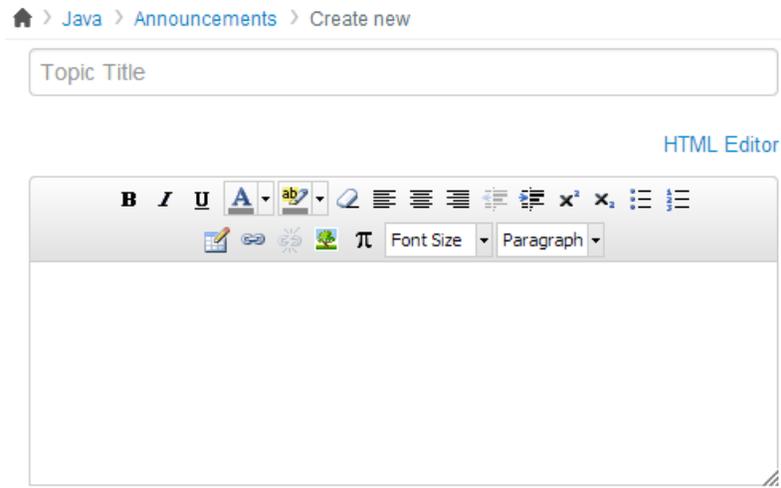
---

You can use the Rich Content Editor to format text that you pasted from another source.

You can use the following keyboard shortcuts:

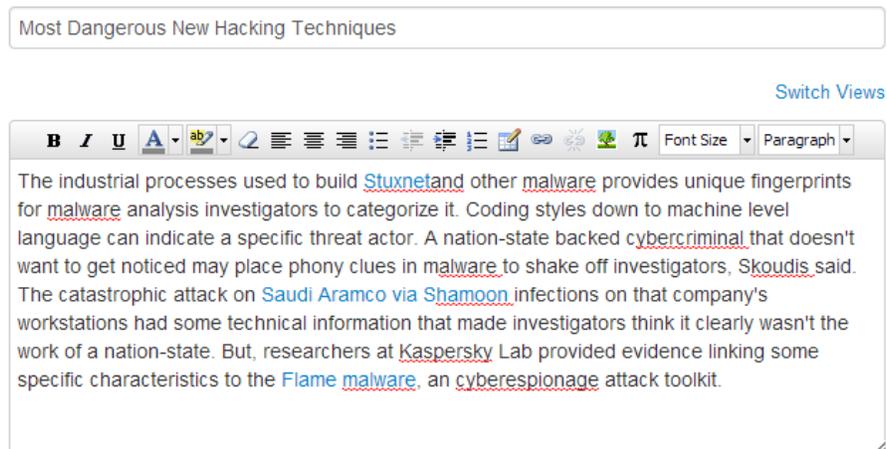
- Normal copy and paste on a PC: Ctrl-C, Ctrl-V
- Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V

### Open the Rich Content Editor



Open the **Rich Content Editor** using one of the Arivu LMS features which support the Editor.

### Paste Text



Paste the text you copied into the Rich Content Editor. Make sure to cite the source if appropriate.

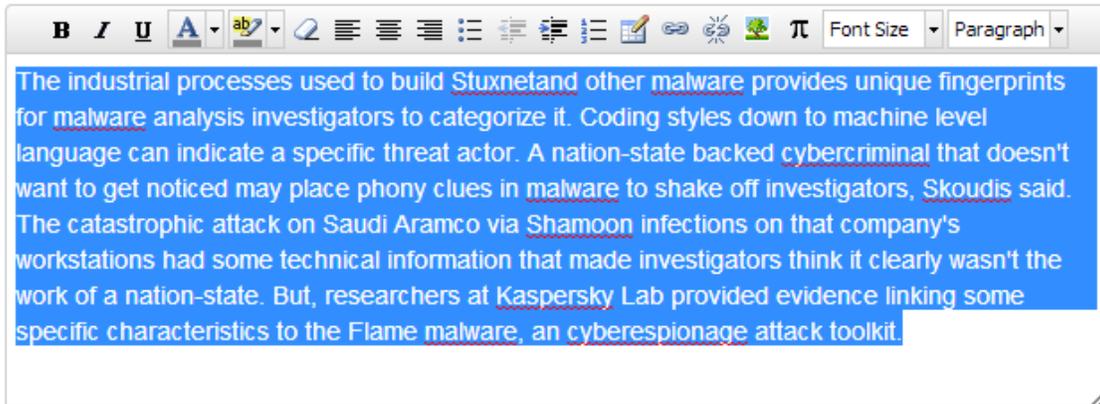
Don't forget you can use the following keyboard shortcuts:

- Normal copy and paste on a PC: Ctrl-C, Ctrl-V
- Copy and paste-without-formatting on a PC: Ctrl-C, Ctrl-Shift-V

## Select the Pasted Text

Most Dangerous New Hacking Techniques

Switch Views



Select the pasted text to remove the formatting.

## Remove Formatting



Click the **Eraser** icon to remove the formatting from the pasted text.

## Save changes



Click **Save** button.



## Most Dangerous New Hacking Techniques

Jun 28 at 4:14pm

Alexa Vega

The industrial processes used to build [Stuxnet](#) and other malware provides unique fingerprints for malware analysis investigators to categorize it. Coding styles down to machine level language can indicate a specific threat actor. A nation-state backed cybercriminal that doesn't want to get noticed may place phony clues in malware to shake off investigators, Skoudis said. The catastrophic attack on [Saudi Aramco via Shamoon](#) infections on that company's workstations had some technical information that made investigators think it clearly wasn't the work of a nation-state. But, researchers at Kaspersky Lab provided evidence linking some specific characteristics to the [Flame malware](#), an cyberespionage attack toolkit.

View the content you created.



## View Bulleted List

Features in Arrivu LMS:

- Assignments
- Announcements
- Discussions
- Pages
- Quizzez

View the bulleted list you made.

## Create a numbered list



Click the **Numbered List** icon to make Number list .

## View Numbered List

Features in Arrivu LMS:

1. Assignments
2. Announcements
3. Discussions
4. Pages
5. Quizzez

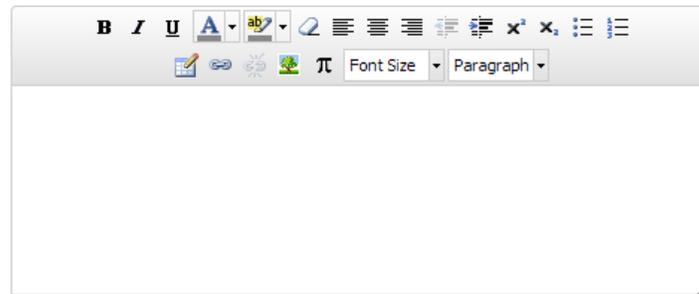
View the numbered list you made.

## How do I insert a table using the Rich Content Editor?

---

You can use the Rich Content Editor to insert and format a table.

### Open rich content editor



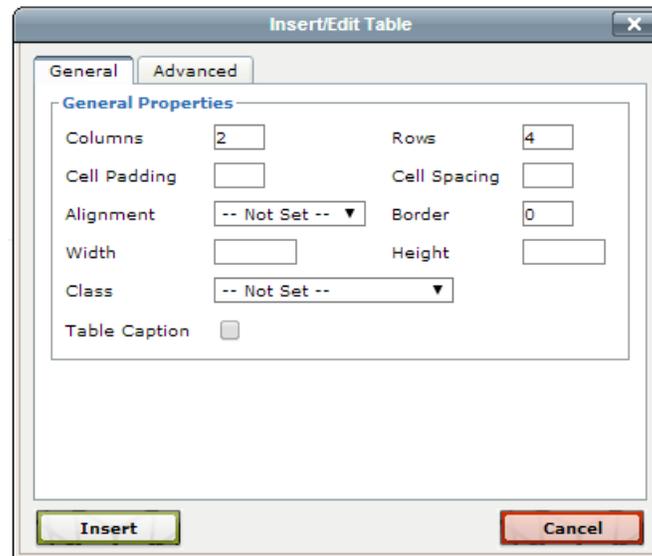
Open the **Rich Content Editor** using one of the Arivu LMS features which support the Editor.

### Open Table Creator



Click the **Table** icon to open the Table Creator.

### Edit General Table Properties

A screenshot of the 'Insert/Edit Table' dialog box. The 'General' tab is selected. The 'General Properties' section contains the following fields:

- Columns: 2
- Rows: 4
- Cell Padding: (empty)
- Cell Spacing: (empty)
- Alignment: -- Not Set --
- Border: 0
- Width: (empty)
- Height: (empty)
- Class: -- Not Set --
- Table Caption:

At the bottom of the dialog are 'Insert' and 'Cancel' buttons.

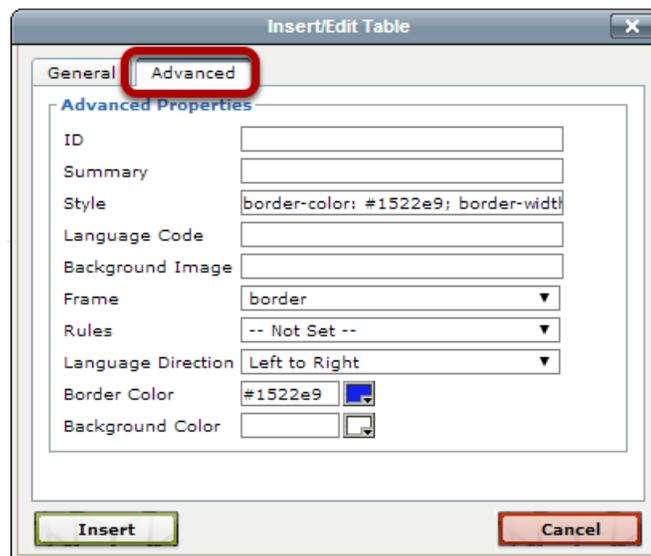
Edit the general properties of the table by typing in the appropriate fields.

- Columns: The number of columns in your table.

- Cell Padding: The space between the cell border and its content (in pixels, e.g. 5px).
- Alignment: The location of your table on the page.
- Width: The width of your table (in pixels or percent, e.g. 500px, 50%).
- Class: The name of the table element. This is optional unless you are an advanced CSS user.
- Table Caption: The table label is displayed on top of the table.
- Rows: The number of rows in your table.
- Cell Spacing: The space between individual cells as well as cells and table borders (in pixels, e.g. 3px).
- Border: The thickness of your table border (in pixels, e.g. 5px).
- Height: The height of your table (in pixels or percent, e.g. 500px, 50%).

**Note:** Currently, you are unable to edit the number of columns and rows once you insert a table in the Rich Content Editor.

### Edit Advanced Table Properties



Click the **Advanced** tab to edit the advanced table properties. Some elements in this tab are more suited for advanced users with knowledge of HTML and CSS and provides additional possibilities for table design.

Basic users may still be interested in the following options:

**Background Image:** The location of the background image for the table. List as a URL.

**Border Color:** The color of your table border. You can either type in the hexadecimal RGB number for the color you want (in #nnnnnn format) or you can browse from the color drop-down menu.

**Background Color:** The color of your table background. You can either type in hexadecimal RGB number for the color you want (in #nnnnnn format), or you can browse from the color drop-down menu.

## Insert Table



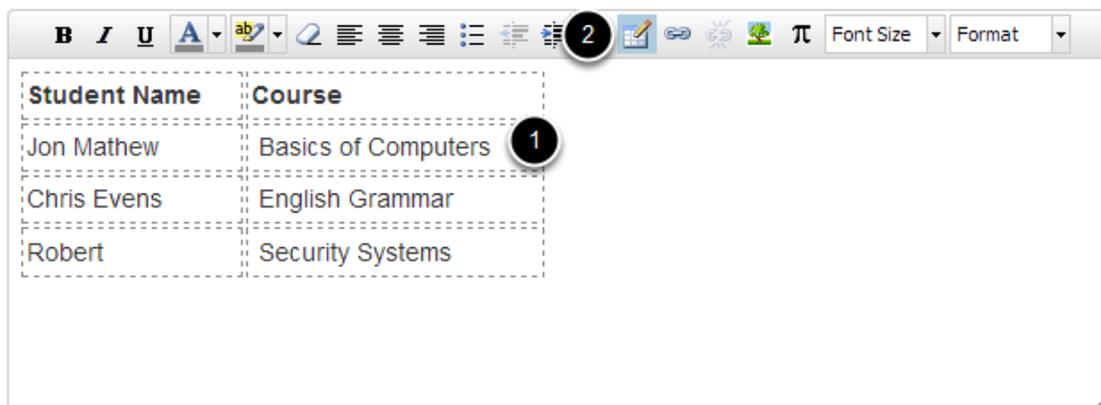
Click the **Insert** button to create the table.

## View Table

Student Name	Course
Jon Mathew	Basics of Computers
Chris Evens	English Grammar
Robert	Security Systems

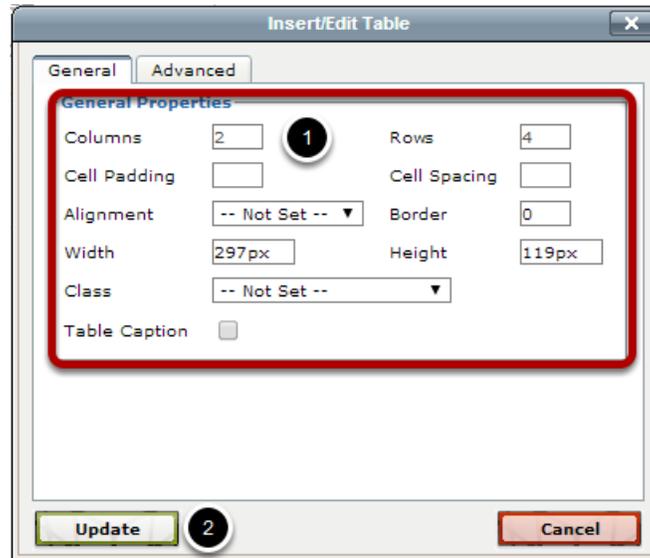
View the table.

## Edit Table



To edit the table content, select the table [1], then click the **Table** icon [2] in the Rich Content Editor.

## Edit Table Content

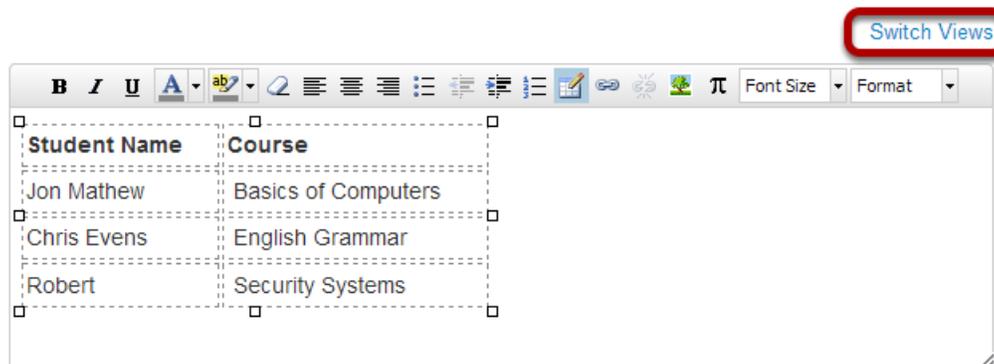


Update your table by changing the necessary fields in the table editor [1].

**Note:** Currently, you are unable to edit the number of columns and rows once you insert a table in the Rich Content Editor.

When you are finished, click the **Update** button [2].

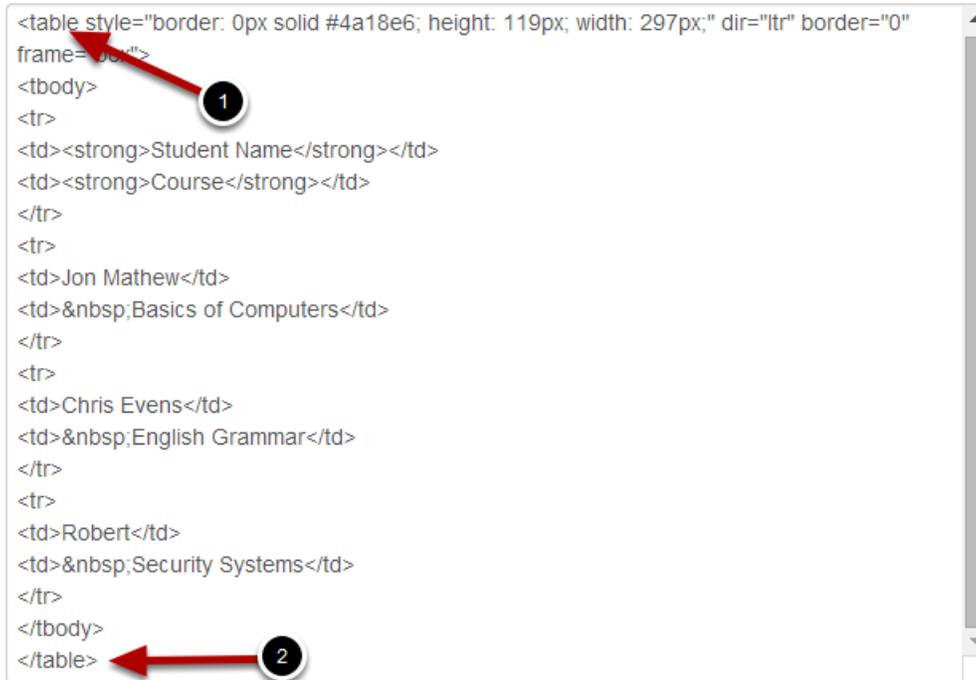
## Delete Table



To delete a table, click the **Switch Views** (HTML Editor) link.

## View HTML Editor

```
<table style="border: 0px solid #4a18e6; height: 119px; width: 297px;" dir="ltr" border="0"
frame="border">
<tbody>
<tr>
<td><strong>Student Name</strong></td>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>Jon Mathew</td>
<td>&nbsp;&nbsp;&nbsp;Basics of Computers</td>
</tr>
<tr>
<td>Chris Evens</td>
<td>&nbsp;&nbsp;&nbsp;English Grammar</td>
</tr>
<tr>
<td>Robert</td>
<td>&nbsp;&nbsp;&nbsp;Security Systems</td>
</tr>
</tbody>
</table>
```



Select the HTML code between the `<table>` [1] and `</table>` [2] tags and press **delete** or **backspace**.

## Save changes



Click the **Save** button.

## How do I edit content in the HTML view in the Rich Content Editor?

---

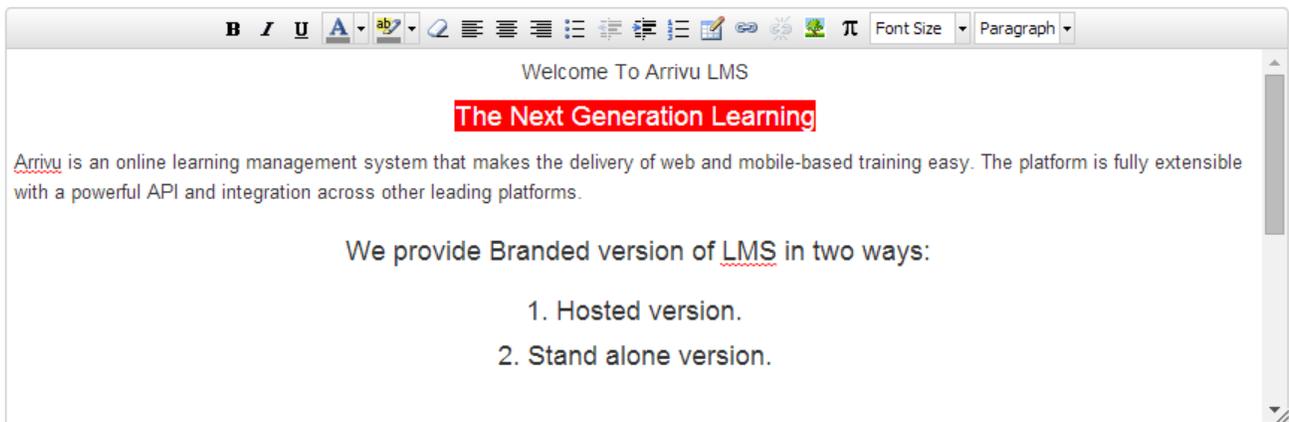
You can use the Rich Content Editor to edit content using HTML.

**Note:** Although you can toggle the "HTML Editor" and edit the HTML directly in the Rich Content Editor, any code that you manually enter or copy and paste into the Editor may be stripped away when you save your changes

### Open the Rich Content Editor

Font Size and Paragraph use in Rich content editor

Switch Views

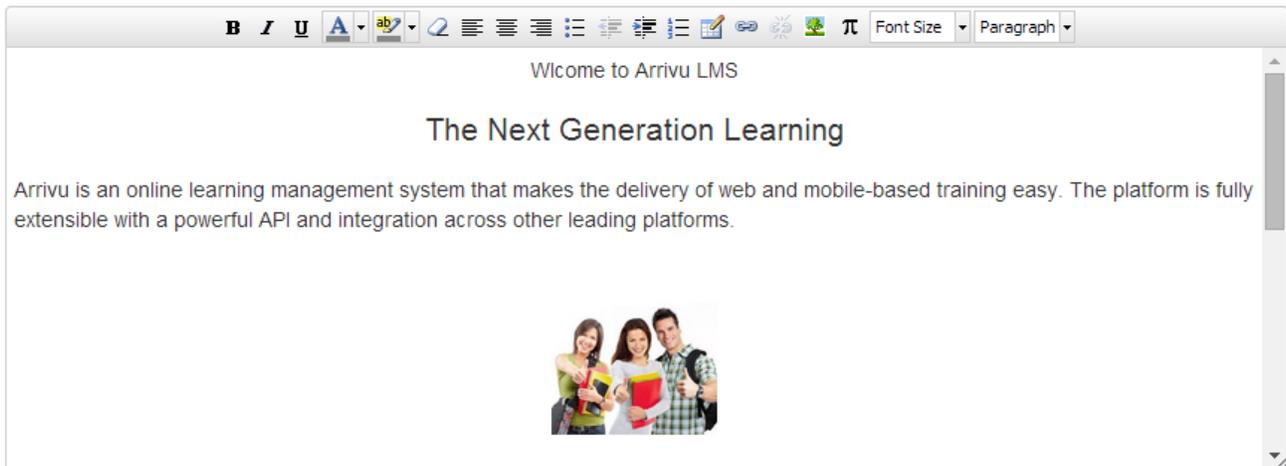


Open the Rich Content Editor using one of the Arrivu LMS features which support the Editor. You can add an image from your course files by using the Content Selector.

## HTML Editor

Font Size and Paragraph use in Rich content editor

[Switch Views](#)



Click the **Switch Views** link to open the HTML view. When in HTML view, you can toggle back by clicking the "Switch Views" link.

## Edit Content

Font Size and Paragraph use in Rich content editor

[Switch Views](#)

```
<p style="text-align: center;">Welcome to Arrivu LMS</p>
<h3 style="text-align: center;">The Next Generation Learning</h3>
<p>Arrivu is an online learning management system that makes the delivery of web and mobile-based training easy. The platform is fully extensible with a powerful API and integration across other leading platforms.</p>
<p>&nbsp;</p>
<h3 class="western" style="text-align: center;"><span style="font-size: large;"></span></h3>
<h3 class="western" style="text-align: center;"><span style="font-size: large;">We provide Branded version of LMS in two ways:</span></h3>
<h3 class="western" style="text-align: center;"><span style="font-size: large; line-height: 20px;">1. Hosted version.</span></h3>
```

Attachment  No file chosen

- Options
- Delay posting
  - Users must post before seeing replies
  - Enable podcast feed

Continue **editing content** in the HTML view.

After completing your editing click the **Save** button.

## What HTML tags can be used in the Rich Content Editor?

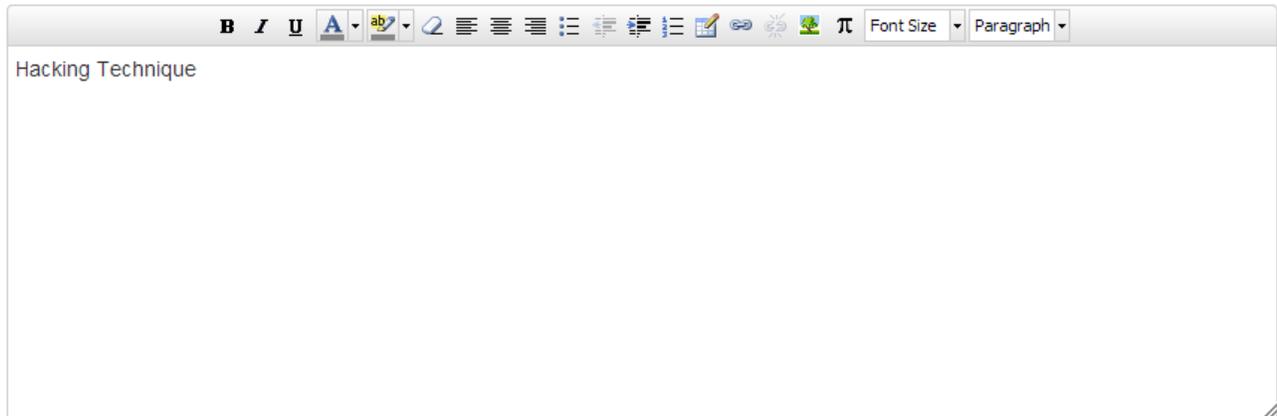
When attempting to do custom HTML coding in Arrivu LMS, you may discover that certain HTML codes do not work upon saving. This is because Arrivu LMS will only support certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Arrivu LMS. HTML tags that are not on this list may be stripped out of the Arrivu LMS Rich Content Editor when you save your work.

## How do I embed iFrame videos using the Rich Content Editor?

---

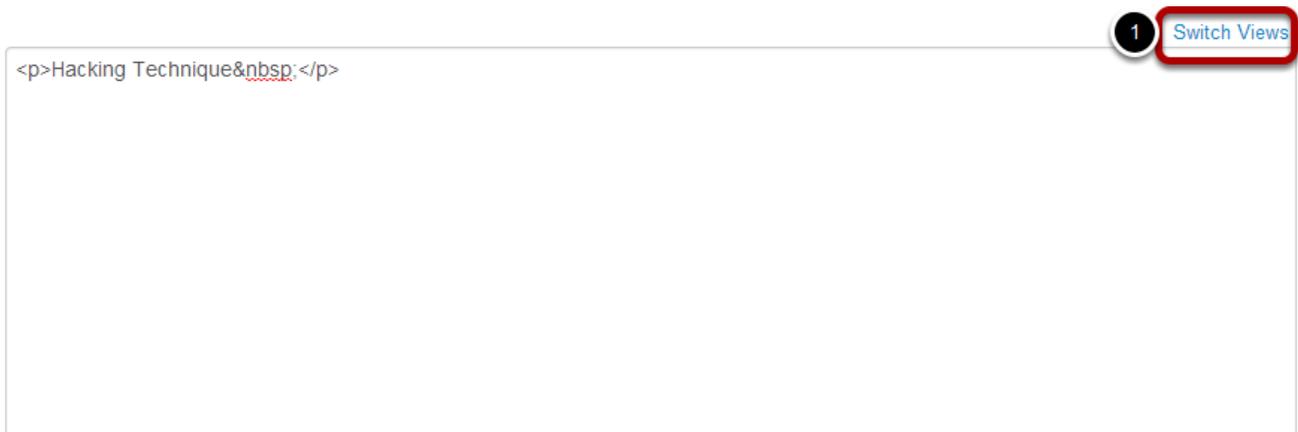
Embed iFrame videos using the Rich Content Editor.

### Open Rich content Editor



Open the Rich Content Editor using one of the Arrivu LMS features which support the Editor.

### Open HTML Editor



Click the **Switch Views** link [1].

## Copy code



You will be copying code from an external video source to paste in Arrivu LMS. Locate the control on the frame of the video player that opens and displays the HTML code for the content that is currently loaded in the video player.

## Embed Code

```
<p>Hacking Technique&nbsp;</p>  
  
<iframe width="854" height="510" src="//www.youtube.com/embed/GedOj_-Da_k" frameborder="0" allowfullscreen"></iframe>
```

Copy the displayed embed code for the video content and paste it into the HTML editor in Arrivu LMS.

## Save Changes



Click the **Save changes** button.

## View Video

Hacking Technique



View the video.

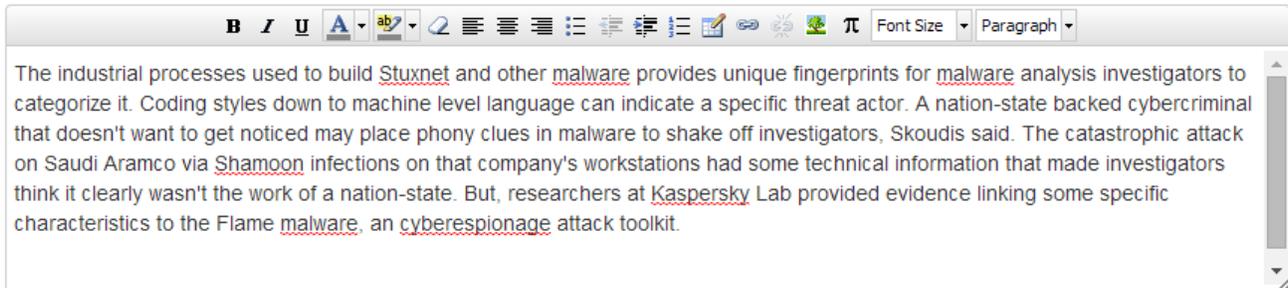
## How do I create a hyperlink in the Rich Content Editor?

You can use the Rich Content Editor to create a hyperlink.

### Open Rich content editor

Most Dangerous New Hacking Techniques

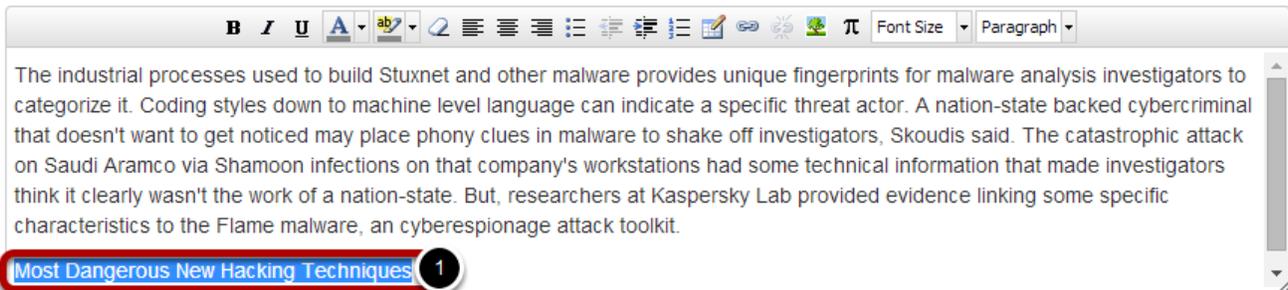
Switch Views



Open the Rich Content Editor using one of the Arrivu LMS features which support the Editor. You can add an image from your course files by using the Content Selector.

### Type text

Switch Views



Highlight the text you want to create a hyperlink for. [1].

**Note:** If you don't highlight the text before creating the hyperlink, then the link will show up at the end of words as "Link."

### Create Hyperlink



Click the **Chain** link icon [1]. A popup window will appear in your browser.

## Insert Link

### Link to Website URL

This will make the selected text a link, or insert a new link if nothing is selected.

1 Paste or type a url or wiki page in in the box below:

<http://www.crn.com/slide-shows/s>

Insert Link

2

Paste or type the URL you want to link to in the URL field [1]. Click the **Insert Link** button [2].

**Note:** The text will flash yellow before turning into the hyperlink.

## Save Changes

Save

Click the **Save** button.

## View Content

Switch Views

**B** *I* U         Font Size Paragraph

The industrial processes used to build Stuxnet and other malware provides unique fingerprints for malware analysis investigators to categorize it. Coding styles down to machine level language can indicate a specific threat actor. A nation-state backed cybercriminal that doesn't want to get noticed may place phony clues in malware to shake off investigators, Skoudis said. The catastrophic attack on Saudi Aramco via Shamoon infections on that company's workstations had some technical information that made investigators think it clearly wasn't the work of a nation-state. But, researchers at Kaspersky Lab provided evidence linking some specific characteristics to the Flame malware, an cyberespionage attack toolkit.

[Most Dangerous New Hacking Techniques](#)

1

View the content you created. The hyperlink is indicated by the default **blue text** color [1].

## How do I link to a YouTube™ video?

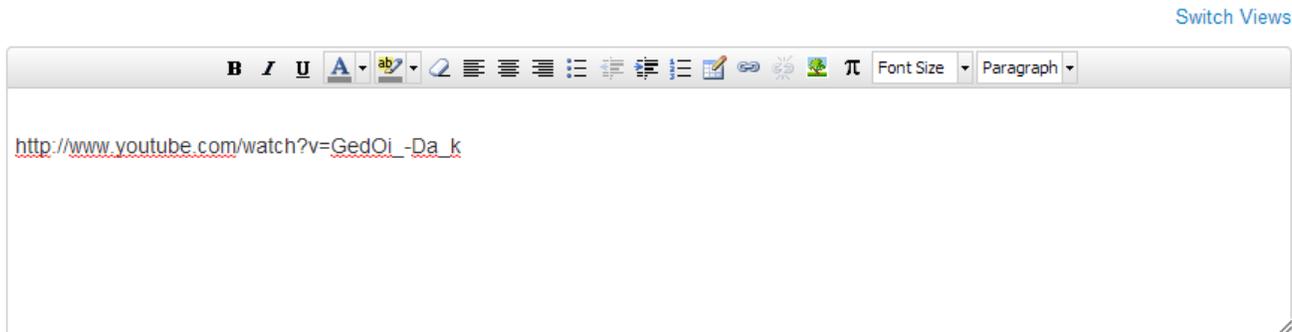
---

YouTube™ videos are automatically embedded in any feature that uses the Rich Content Editor. This lesson applies to the Announcement, Assignments, Discussions, Pages, Quizzes, and Syllabus features.

There are two different ways to link a YouTube™ video, depending on what you want it to look like:

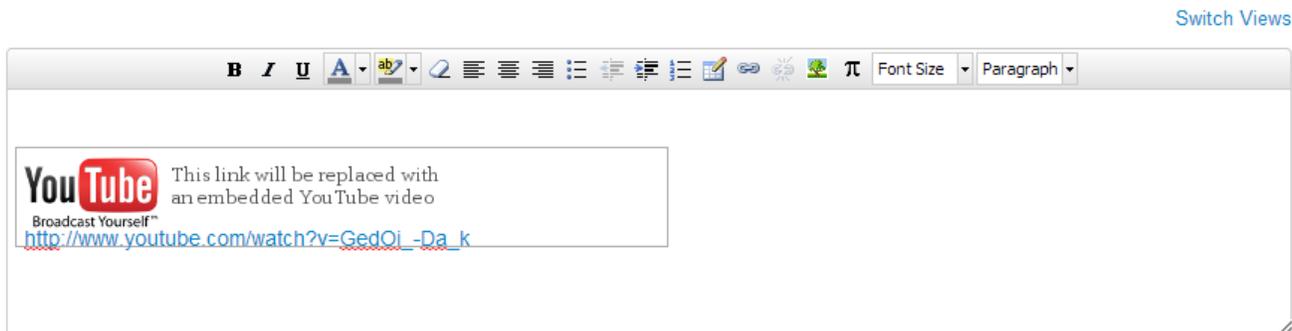
1. Insert Link into the Rich Content Editor (full link with embedded video)
2. Insert Link with the Chain Link Icon (shortened link with optional embedded video)

### 1. Insert Link into the Rich Content Editor



Open the Rich Content Editor using one of the Arrivu LMS features that support the Editor. Copy/paste the URL directly in the Rich Content Editor. Then press Enter (PC) or Return (MAC).

### Verify Link



Verify the link, which will display the complete YouTube™ URL under the YouTube™ logo. The link will include a small thumbnail with an embedded video.

## Save Changes



Click the **save** changes button.

**Note:** To save the YouTube™ link in other features:

Click on **Add New Announcement** or Update Announcement (for Announcements).

Click on **Update Assignment** (for Assignments).

Click on **Add New Topic** or Update Topic (for Discussions).

Click on **Save Settings** or Publish Quiz (for Quizzes).

Click on **Update Syllabus** (for Syllabus).

## View Video



You can view the YouTube™ video by clicking on the link [1], which will open in a new browser window. Or you can click on the **embedded video image** [2], which will expand to a larger size and play the video without leaving the page.

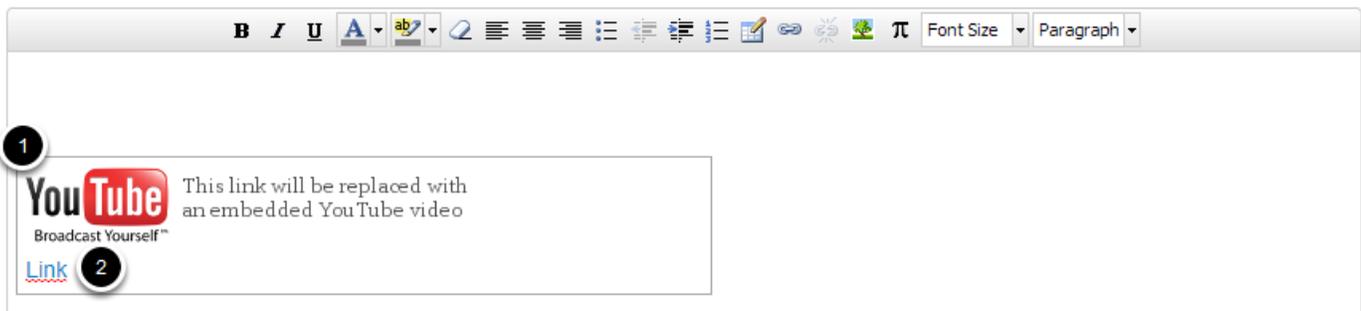
## 2. Insert Link with the Chain Link icon



Type or **copy/paste the YouTube™ URL** in the text box [1]. By default, a small embedded image of the video will appear, showing the video you have selected. The link will also include a small thumbnail with an embedded video.

**Note:** If you do not want to include the embedded video, click the **Disable inline previews for this link** checkbox [2]. When you are ready to insert the video link into the Rich Content Editor, click the **Insert Link** button [3].

## Verify the Link



Verify the link. Using the Chain icon, Link appears under the YouTube™ logo [1]. The link will still include a small thumbnail with an embedded video. You may see the link flash yellow the moment it is inserted and then turn blue, indicating it is a link.

**Note:** When you insert a YouTube™ video link and disable the inline preview, only the link will appear [2].

## Save changes



Click the **Save Changes** button.

## View Video



You can view the YouTube™ video by clicking on the link [1], which will open in a new browser window. Or you can click on the embedded video image [2], which will expand to a larger size and play the video without leaving the page.

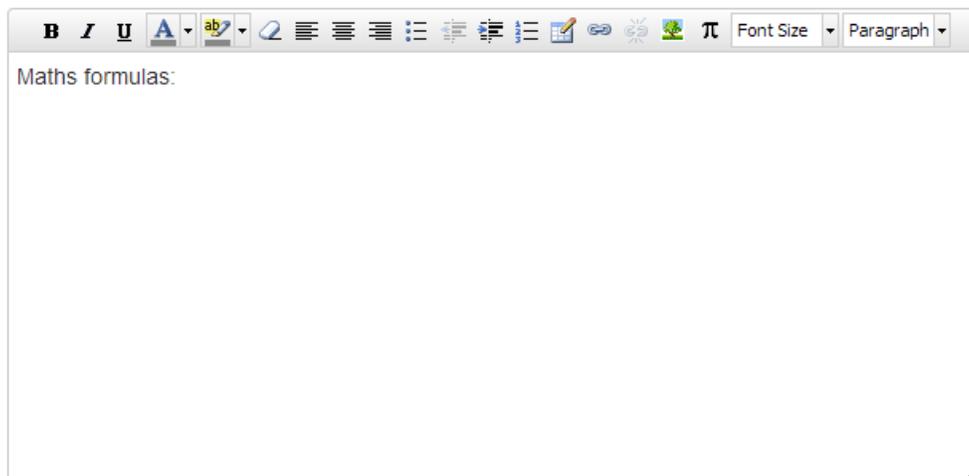
## How do I use the Math Editor?

---

Arrivu LMS has an integrated tool for math and science formulas based on LaTeX, the industry standard for academic publication. The LaTeX Math Editor is built into the Rich Content Editor. Arrivu LMS also includes the option to create equations and expressions with its graphical point-and-click editor.

The Math Editor can be used for basic mathematical formatting for introductory math courses or for more advanced mathematical text for higher-level math courses. Both students and instructors have access to the editor.

### Open Rich Content Editor



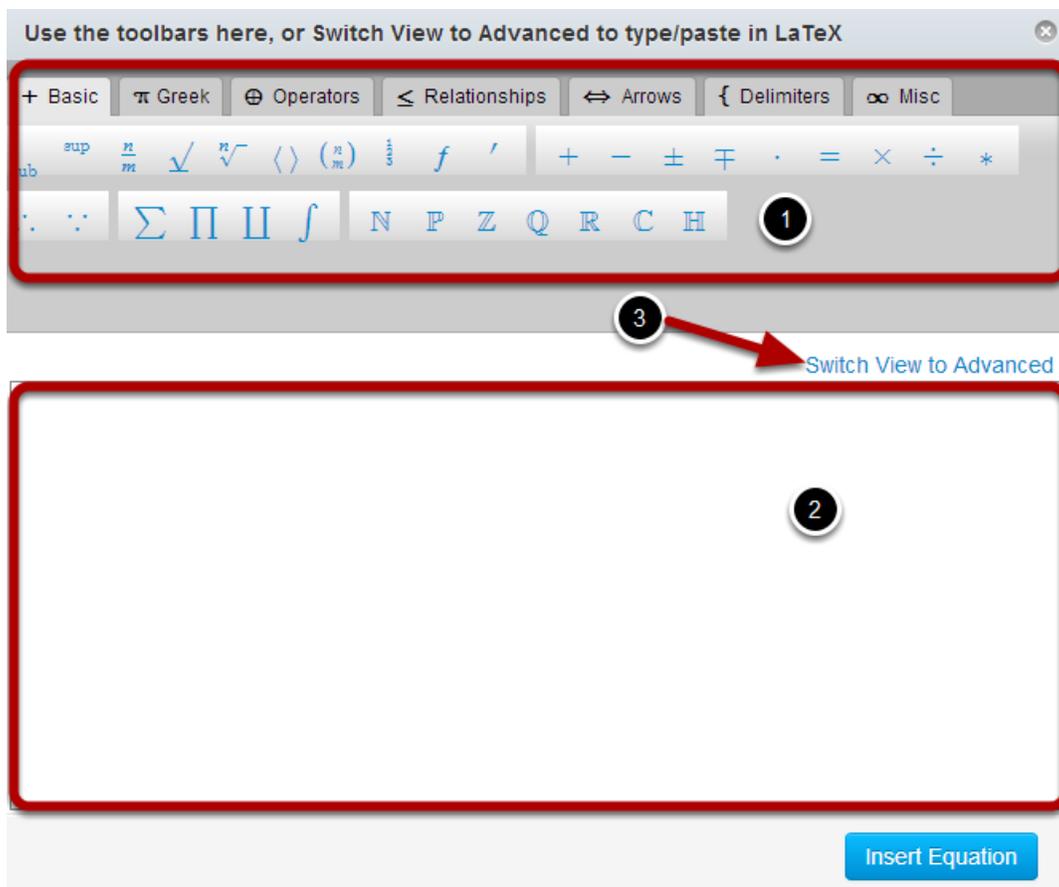
Open the Rich Content Editor using one of the Arrivu LMS features which support the Editor.

### Open Math Editor



Click the "Pi icon" to open the Math Editor. A pop-up window will appear in your browser.

## Create Basic Math equation



Use the Math Editor toolbar [1] to insert a equation in the equation field [2].

**Note:** You can click **Switch View** to Advanced to type or copy and paste in LaTeX [3].

## Insert Basic Equation

Use the toolbars here, or Switch View to Advanced to type/paste in LaTeX

+ Basic  $\pi$  Greek  $\oplus$  Operators  $\leq$  Relationships  $\leftrightarrow$  Arrows { Delimiters  $\infty$  Misc

$\sup$   $\sub$   $\frac{n}{m}$   $\sqrt{\quad}$   $\sqrt[n]{\quad}$   $\langle \rangle$   $\binom{n}{m}$   $\frac{1}{2}$   $f$   $'$   $+$   $-$   $\pm$   $\mp$   $\cdot$   $=$   $\times$   $\div$   $*$

$\therefore$   $\ddots$   $\Sigma$   $\Pi$   $\amalg$   $\int$   $N$   $P$   $Z$   $Q$   $R$   $C$   $H$

Switch View to Advanced

$$(a + b)^2 = (a^2 + b^2 + 2ab)$$

Insert Equation

Click **Insert Equation**.

## Insert Advanced Equation

Use the toolbars here, or Switch View to Advanced to type/paste in LaTeX

+ Basic   π Greek   ⊕ Operators   ≤ Relationships   ↔ Arrows   { Delimiters   ∞ Misc

sub   sup    $\frac{n}{m}$    √    $\sqrt[n]{\phantom{x}}$    ⟨ ⟩    $\binom{n}{m}$    ∫   f   '   +   -   ±   ∓   ·   =   ×   ÷   \*

∴   ∴   ∑   ∏   ∏   ∫   N   P   Z   Q   R   C   H

Switch View to Basic

```
\begin{vmatrix}
a&b\\
c&d
\end{vmatrix}
=ad-bc
```

$$\begin{vmatrix} a & b \\ c & d \end{vmatrix} = ad - bc$$

Insert Equation

Click **Insert Equation**.

## Save Changes



In the Rich Content Editor, you can add text around your equations. Click the **Save Changes** button.

## View content

Basic Maths formulas:

$$(a + b)^2 = (a^2 + b^2 + 2ab)$$

Advanced Maths formulas:

$$\begin{vmatrix} a & b \\ c & d \end{vmatrix} = ad - bc$$

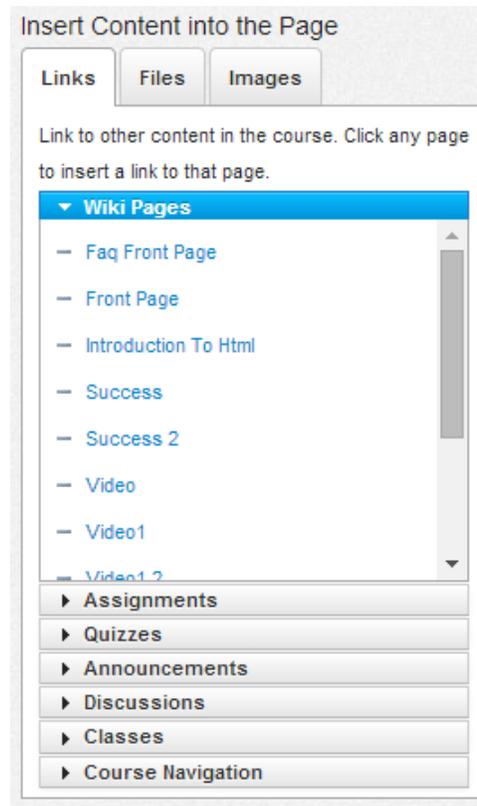
View the mathematical text and/or formulas or equations you created.

## What is the Content Selector?

---

The Content Selector is displayed in the sidebar whenever the Rich Content Editor is opened.

### View Content Selector

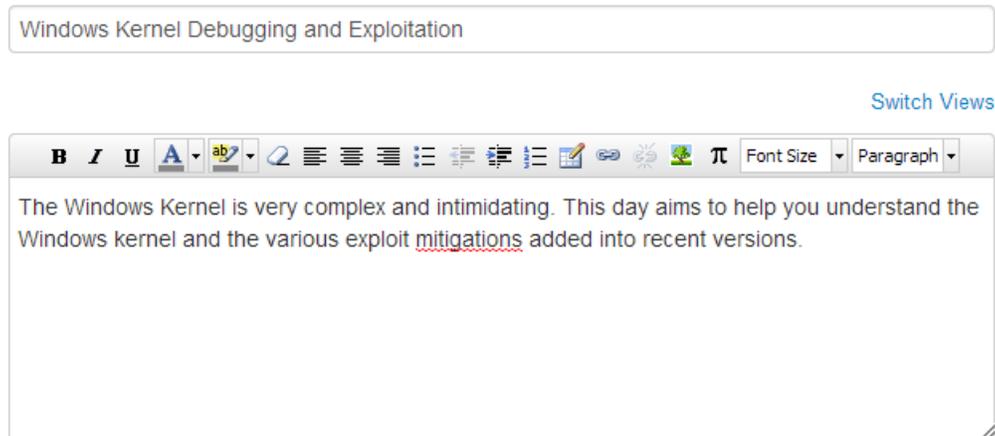


Users can easily link to any file, image or page that they have created in Arrivu LMS through the Content Selector. The Content Selector is displayed in the sidebar anytime the Rich Content Editor is open. Users can also upload new course files and images through the Content Selector.

## How do I insert links to course content into the Rich Content Editor using the Content Selector?

You can insert links into the Rich Content Editor using the Content Selector.

### Open the Rich Content Editor



Open the Rich Content Editor using one of the Arrivu LMS features which support the Editor.

### Locate Content Selector

Home > ST125 > Discussions > Windows Kernel Debugging and Exploitation > Edit

Windows Kernel Debugging and Exploitation

HTML Editor

The Windows Kernel is very complex and intimidating. This day aims to help you understand the Windows kernel and the various exploit mitigations added into recent versions.

Add Tags: windows

Attachment Choose File No file chosen

Insert Content into the Page

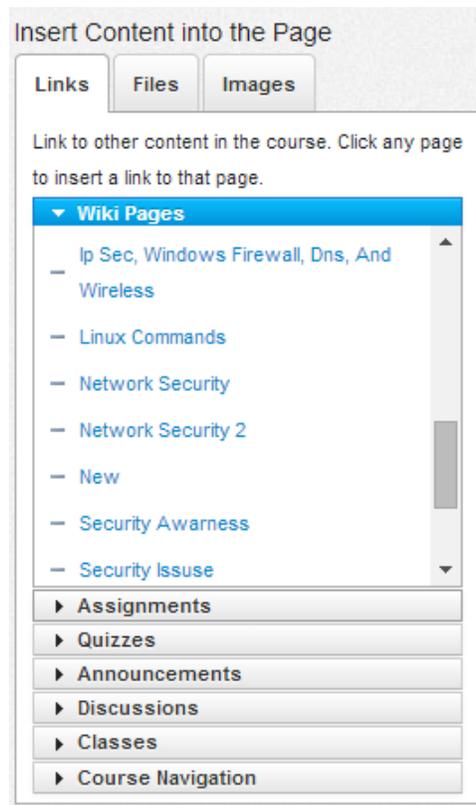
Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

- Wiki Pages
  - Ip Sec, Windows Firewall, Dns, And Wireless
  - Linux Commands
  - Network Security
  - Network Security 2
  - New
  - Security Awareness
  - Security Issue
- Assignments
- Quizzes
- Announcements
- Discussions
- Classes
- Course Navigation

The Content Selector will automatically open when the Rich Content Editor is opened.

## Open Links Tab



Click the **Links** tab to insert links to course content and navigation.

## Link to Course Content



Open the course content menu you want to access. By default the sidebar expands the Pages content, but you can also expand content areas for Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation links.

## Insert Link

Home > ST125 > Discussions > Windows Kernel Debugging and Exploitation > Edit

Windows Kernel Debugging and Exploitation

HTML Editor

**B** *I* U [A](#) ab Font Size Paragraph

The Windows Kernel is very complex and intimidating. This day aims to help you understand the Windows kernel and the various exploit mitigations added into recent versions.

Add Tags:

windows x

Attachment  No file chosen

### Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

- Ip Sec, Windows Firewall, Dns, And Wireless
- Linux Commands
- Network Security
- Network Security 2
- New
- Security Awareness
- Security Issue**
- Assign Click to insert a link to this page
- Quizzes
- Announcements
- Discussions
- Classes
- Course Navigation

Click the **title of the course content** you want to create a link to.

## View Link

HTML Editor

**B** *I* U [A](#) ab Font Size Paragraph

The Windows Kernel is very complex and intimidating. This day aims to help you understand the Windows kernel and the various exploit mitigations added into recent versions.

[Security Issue](#)

View the inserted link in the Rich Content Editor.

## Save Changes

Save

Click the **Save** button.

How do I insert links to course content into the Rich Content Editor using the Content Selector?

## View Content



### Windows Kernel Debugging and Exploitation

Jun 16 at 10:52am

Alexa Vega

The Windows Kernel is very complex and intimidating. This day aims to help you understand the Windows kernel and the various exploit mitigations added into recent versions.

Security Issue

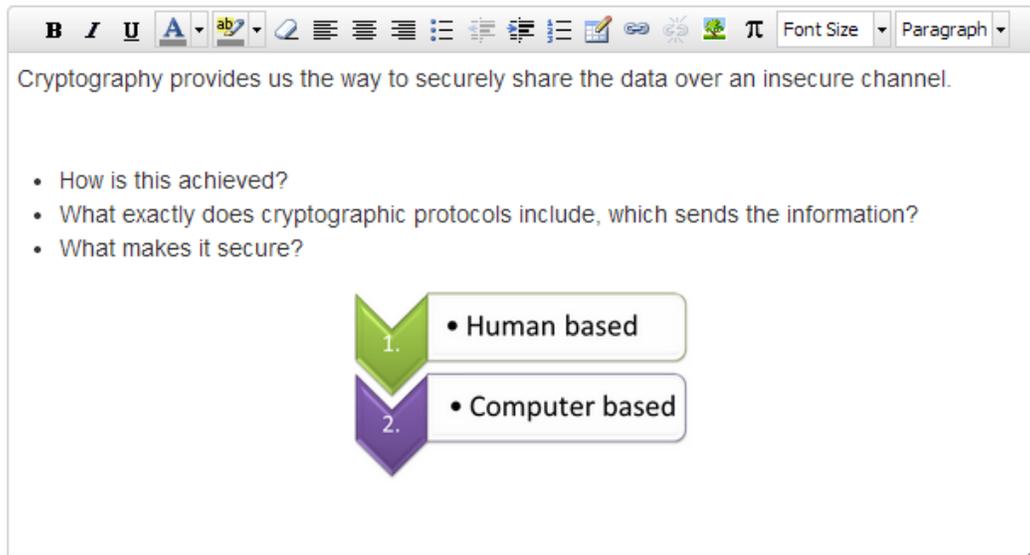
View the content. To view the linked course content, click the **Overview of Course** link.

## How do I insert course files into the Rich Content Editor using the Content Selector?

---

You can use the Rich Content Editor to insert course files from the Content Selector.

### Open Rich Content Editor



Open the Rich Content Editor using one of the Arivu LMS features which support the Editor.

## Locate Content Selector

Switch Views

**B I U** Font Size Paragraph

Cryptography provides us the way to securely share the data over an insecure channel.

- How is this achieved?
- What exactly does cryptographic protocols include, which sends the information?
- What makes it secure?

1. **Human based**
2. **Computer based**

Hide this Page from Students

Only Teachers can edit this page

Notify users that this content has changed

Cancel Save Changes

Rename this page  
Delete this Page

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

- Computer And Network Hacker Exploits Part 1
- Front Page
- Hacking
- Hacking Techniques
- Ip Sec, Windows Firewall, Dns, And Wireless
- Security Issue

Assignments  
Quizzes  
Announcements  
Discussions  
Modules  
Course Navigation

The Content Selector will automatically open when the Rich Content Editor is opened.

## Open Files Tab

Insert Content into the Page

Links Files Images

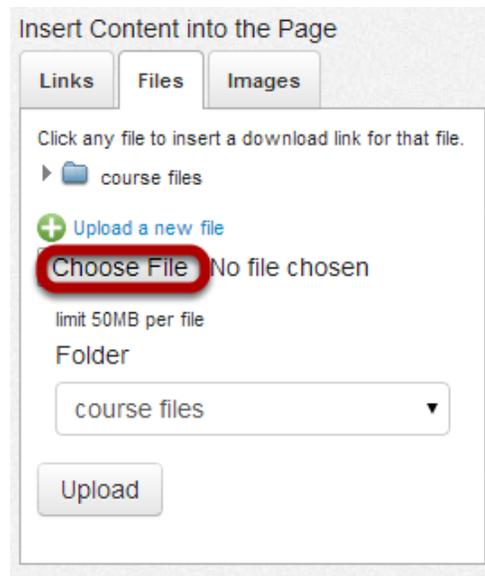
Click any file to insert a download link for that file.

course files 1

Upload a new file 2

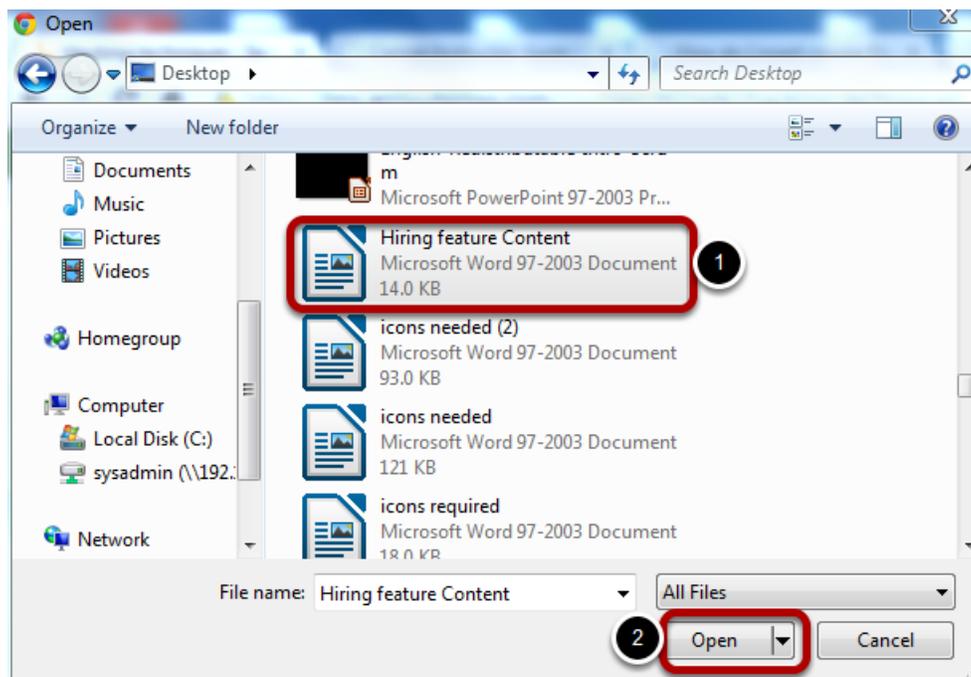
You have the option to link to existing course files [1] or upload a new file. Click the **Upload a new file** link [2] to add a new file to the course.

## Choose File



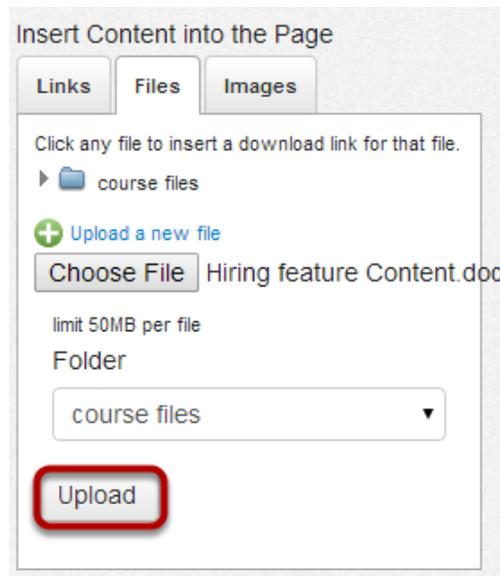
Click **Choose File**. A popup window will appear in your browser.

## Select File



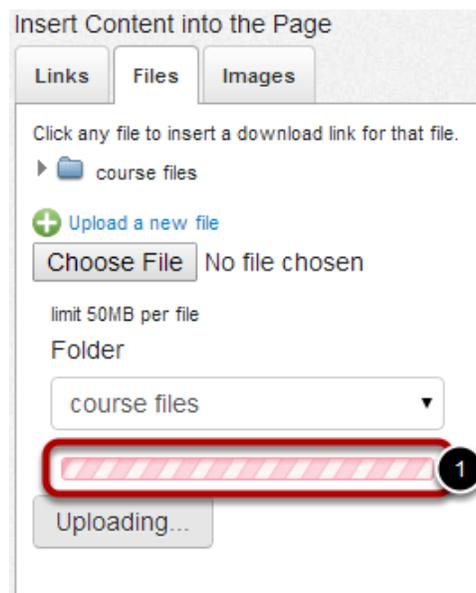
Click the **title of the file** you want to insert [1]. Click **Open** to upload the file [2].

## Upload File



click **Upload** button

## Track Upload Progress



Track the progress of your upload using the progress bar [1]. The file will be automatically inserted wherever your cursor is in the Rich Content Editor when it has been uploaded.

## Save Changes



Click **Save Changes** button.

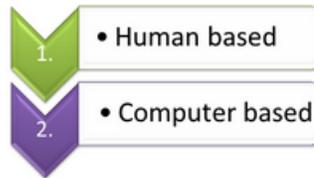
## View content

Hiring feature Content.do



Cryptography provides us the way to securely share the data over an insecure channel.

- How is this achieved?
- What exactly does cryptographic protocols include, which sends the information?
- What makes it secure?



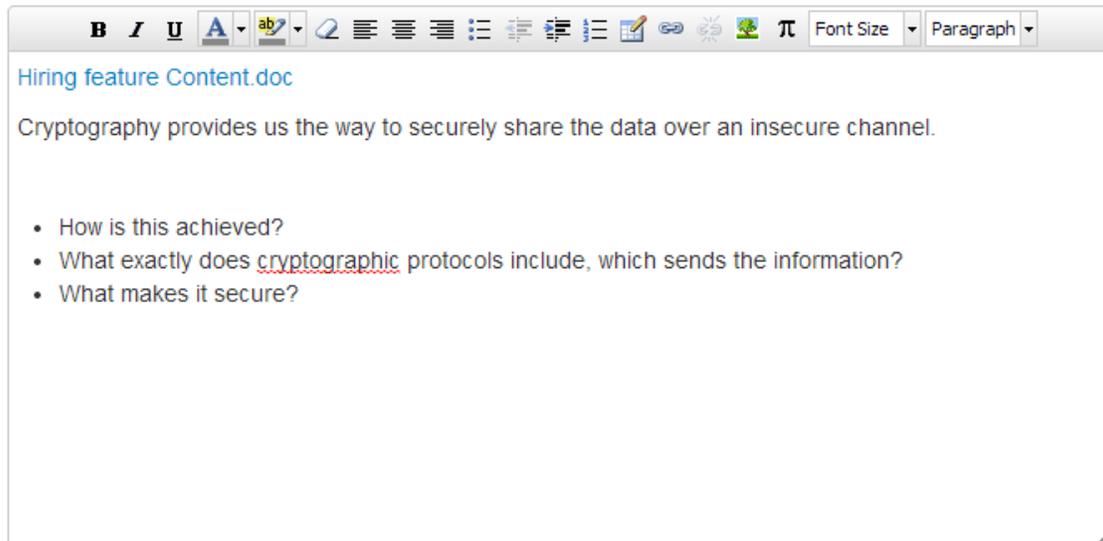
View your file. You can download it by clicking the **pop out** icon [1].

## How do I insert course images into the Rich Content Editor using the Content Selector?

---

You can use the Content Selector to insert and upload course images into the Rich Content Editor.

### Open Rich Content Editor



Open the Rich Content Editor using one of the Arrivu LMS features which support the Editor.

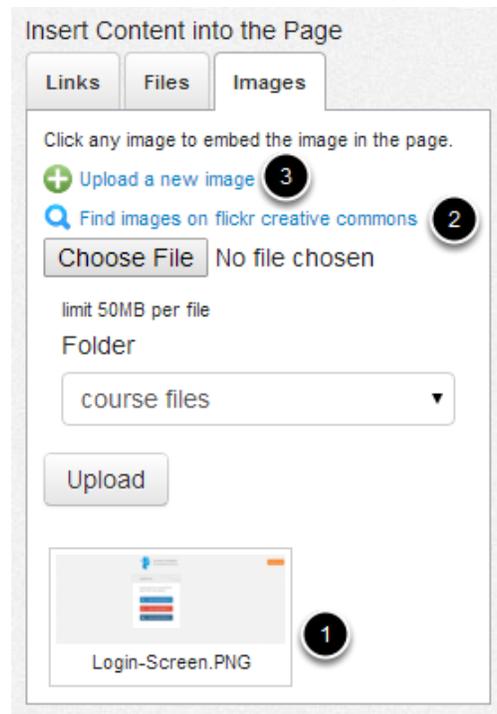
## Locate Content selector

The screenshot displays the 'Locate Content selector' interface. On the left, a rich content editor window titled 'Hiring feature Content.doc' contains the text 'Cryptography provides us the way to securely share the data over an insecure channel.' followed by a bulleted list: 'How is this achieved?', 'What exactly does cryptographic protocols include, which sends the information?', and 'What makes it secure?'. Below the editor are options to 'Hide this Page from Students' (set to 'Only Teachers') and 'Notify users that this content has changed'. On the right, the 'Insert Content into the Page' sidebar is visible, with the 'Images' tab highlighted and circled in red, and a '1' in a black circle next to it. The sidebar includes options to 'Upload a new image' and 'Find images on flickr creative commons', a 'Choose File' button, a file limit of 50MB, a folder dropdown set to 'course files', and an 'Upload' button. A preview of a file named 'Login-Screen.PNG' is shown at the bottom of the sidebar. At the bottom of the main editor area are 'Cancel' and 'Save Changes' buttons.

The Content Selector will automatically open when the Rich Content Editor is opened.

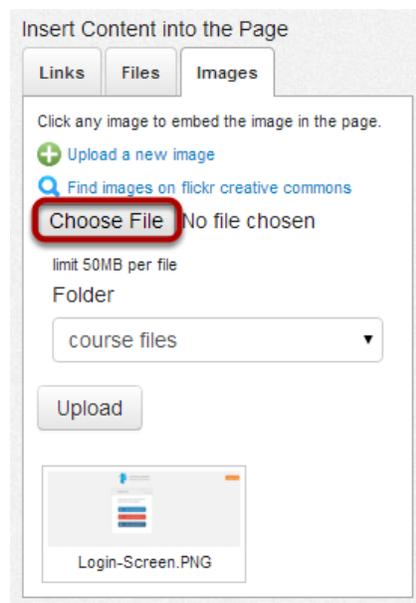
Click the **Images** tab [1].

## Upload New Image



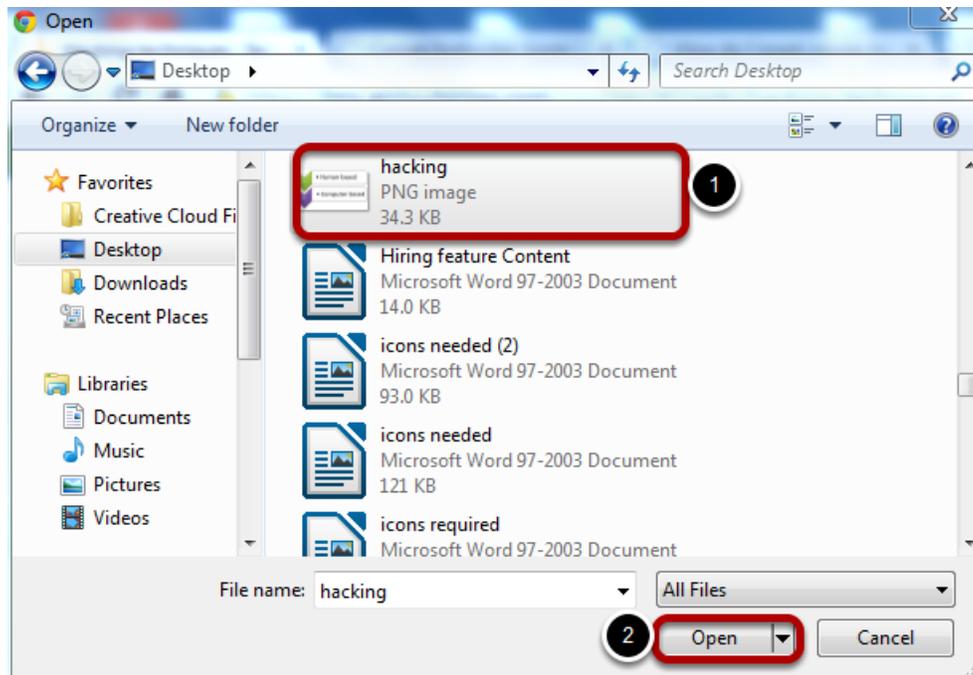
You have the option to link to existing course images [1], search the Flickr Creative Commons site [2] or upload a new image [3]. Click the **Upload a new image** link [3] to add a new image to the course.

## Choose file



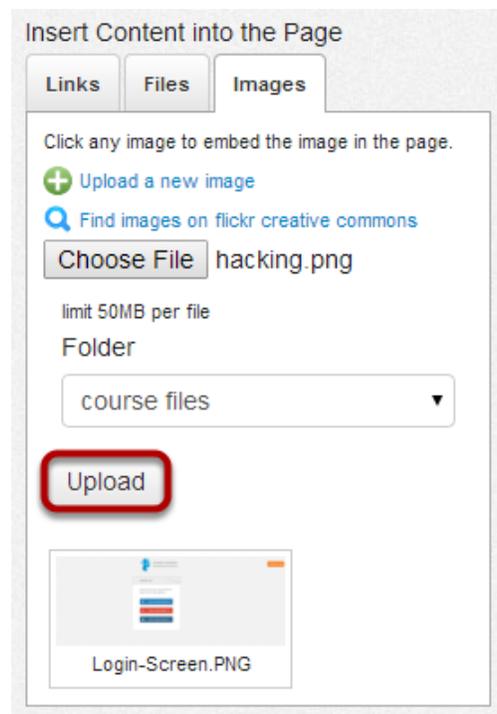
After clicking the Upload a new image link, click the **Choose File** button. A popup window will appear in your browser.

## Select File



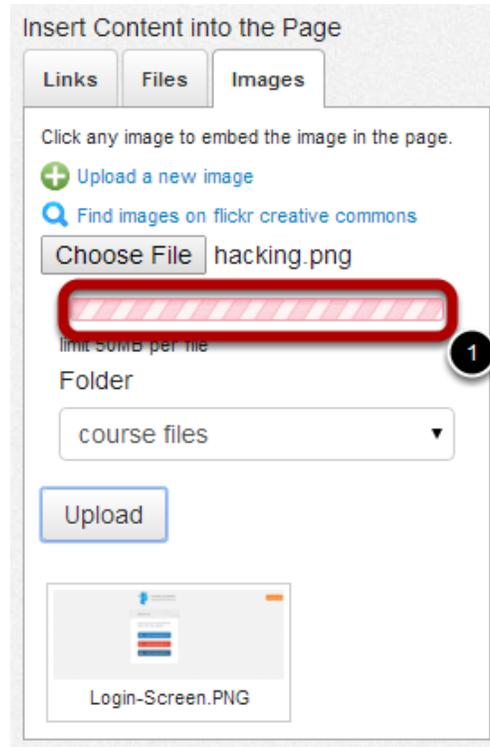
Click the **title of the file** you want to insert [1]. Click **Open** to upload the file [2].

## Upload Image



Click the **Upload** button to upload the image to your course.

## Track Upload Process



Track the progress of your upload using the progress bar [1]. The image will be automatically inserted into the Rich Content Editor when it has been uploaded.

## Save Changes



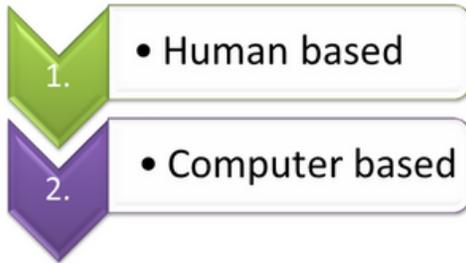
Click the **Save Changes** button.

## View content

[Hiring feature Content.doc](#) 

Cryptography provides us the way to securely share the data over an insecure channel.

- How is this achieved?
- What exactly does cryptographic protocols include, which sends the information?
- What makes it secure?



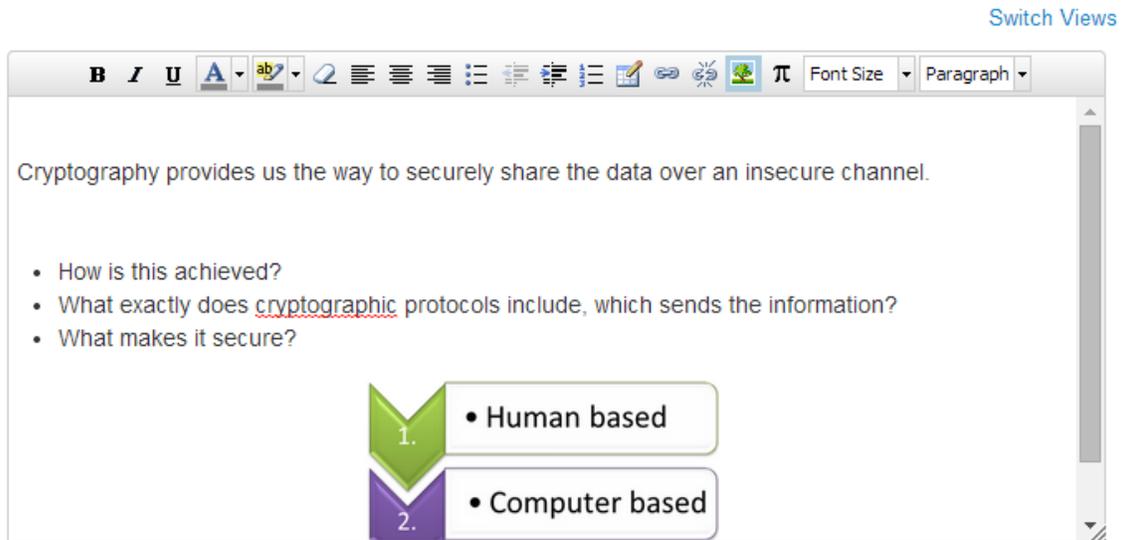
View your content.

## How do I set the auto-open for inline preview for Files using the Rich Content Editor?

---

You can use the auto-open inline preview for Files in the Rich Content Editor.

### Open the Rich Content Editor



Open the Rich Content Editor using one of the Arvivo LMS features which support the Editor.

## Locate Content Selector

The screenshot shows the 'Locate Content Selector' interface. On the left is a Rich Content Editor with a toolbar (Bold, Italic, Underline, Text Color, Background Color, Undo, Redo, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Pi symbol) and a 'Switch Views' button. The editor content includes a paragraph: 'Cryptography provides us the way to securely share the data over an insecure channel.' followed by three bullet points: 'How is this achieved?', 'What exactly does cryptographic protocols include, which sends the information?', and 'What makes it secure?'. Below the text is a diagram with two numbered steps: '1. Human based' and '2. Computer based'. Below the editor are checkboxes for 'Hide this Page from Students' (set to 'Only Teachers') and 'Notify users that this content has changed'. At the bottom are 'Cancel' and 'Save Changes' buttons.

On the right is the 'Insert Content into the Page' sidebar. It has tabs for 'Links', 'Files', and 'Images'. Below the tabs is the instruction: 'Link to other content in the course. Click any page to insert a link to that page.' The 'Wiki Pages' section is expanded, showing a list of pages: 'Computer And Network Hacker Exploits Part 1', 'Front Page', 'Hacking', 'Hacking Techniques', 'Ip Sec, Windows Firewall, Dns, And Wireless', and 'Security Issue'. Below this are expandable sections for 'Assignments', 'Quizzes', 'Announcements', 'Discussions', 'Modules', and 'Course Navigation'.

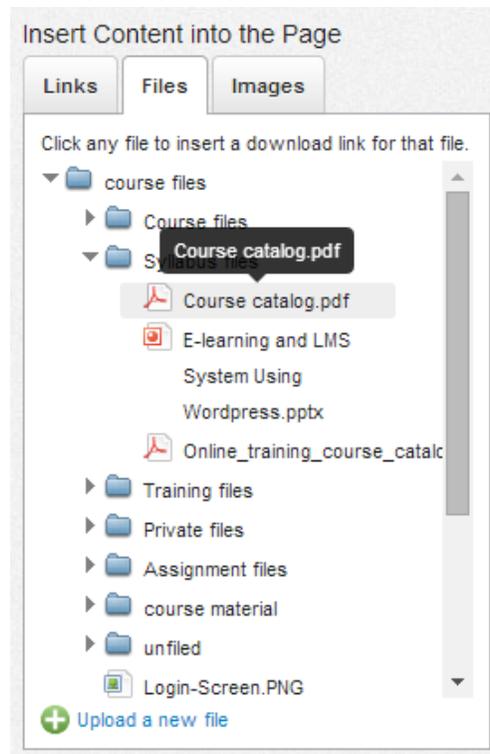
The Content Selector will automatically open when the Rich Content Editor is opened.

## Open Files Tab

The screenshot shows the 'Files' tab selected in the 'Insert Content into the Page' sidebar. The instruction reads: 'Click any file to insert a download link for that file.' Below this, there is a folder icon labeled 'course files' and a green plus icon with the text 'Upload a new file'.

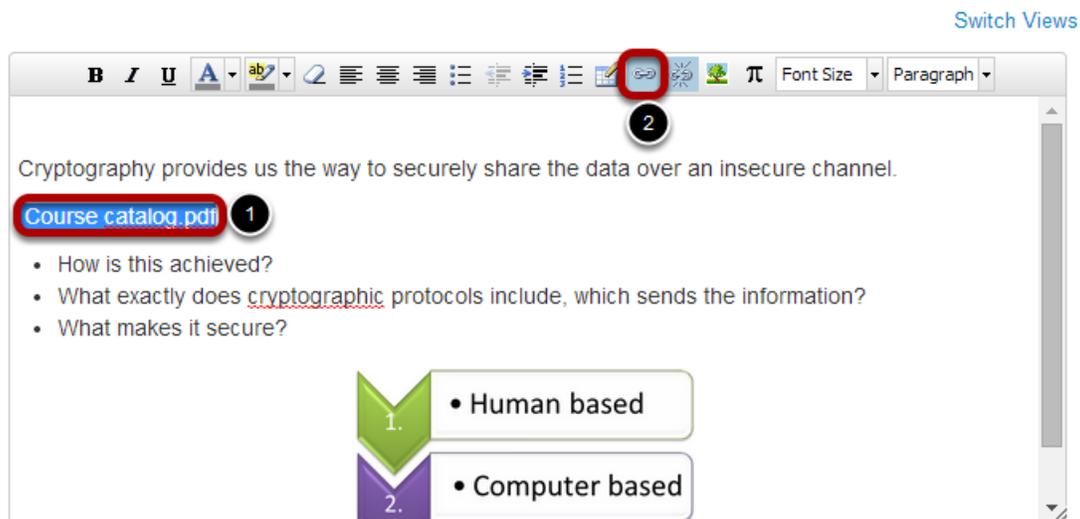
Click the **Files** tab [1].

## Select File



Find and select the file you want to insert.

## Open URL Link Icon



Insert the file. Make sure the cursor is in the file link somewhere [1]. Click the **URL link** icon [2] to open a pop-up window.

## Enable Auto-Open for Inline Preview

### Link to Website URL

This will make the selected text a link, or insert a new link if nothing is selected.

Paste or type a url or wiki page in in the box below:

1

Click the **Update Link** [1].

## Save Changes

Click the **Save Changes** button.

## View Auto-Opened File

**ONLINE TRAINING FORMATS**

- OnDemand** [www.sans.org/ondemand](http://www.sans.org/ondemand)  
Comprehensive e-learning available anytime, anywhere, at your own pace. If you're a self-motivated learner, SANS OnDemand may be the right learning platform for you. Choose from more than 25 pre-recorded courses and take them whenever and wherever you want. Each course gives you four months of access to our OnDemand computer-based training system and includes a mix of presentation slides, audio of SANS' top instructors teaching the material, video demonstrations, and quizzes. If you have questions about the material, our online subject-matter experts are available to help.
- vLive** [www.sans.org/vlive](http://www.sans.org/vlive)  
Convenient online instruction from SANS' top instructors. If you prefer a structured and interactive learning environment, vLive may be right for you. vLive classes meet online two evenings a week. Every class is recorded in case someone misses a session or wishes to review the material again. Students may view the class archives for six months.
- Simulcast** [www.sans.org/simulcast](http://www.sans.org/simulcast)  
Attend a SANS training event without leaving home. Event Simulcast allows students to attend a SANS training event without leaving home. Simply log into a virtual classroom to see, hear, and participate in the class as it is being taught LIVE at the event. The Event Simulcast option is available for many classes offered at our largest training events.
- CyberCon** [www.sans.org/cybercon](http://www.sans.org/cybercon)  
Live online training event. SANS CyberCon is a live online training event where students attend popular courses taught by SANS' top instructors. Students also have the opportunity to attend daily bonus sessions that discuss current topics in information security.
- SelfStudy** [www.sans.org/selfstudy](http://www.sans.org/selfstudy)  
Self-paced training for the motivated and disciplined infosec student. For students who enjoy working independently, we offer the SANS SelfStudy program. SelfStudy students receive printed course materials and PDF files of SANS' world-class instructors teaching the material. Work through the books and PDFs at your own pace!
- GIAC** [www.giac.org](http://www.giac.org)  
Protect your data, network, systems, and critical infrastructure. Global Information Assurance Certification (GIAC) is the leading provider and developer of Information Security Certifications. GIAC tests and validates the ability of practitioners in information security, penetration testing, forensics, developer, management, audit, and legal. GIAC certification holders are recognized as experts in the IT industry and are sought globally by government, military and industry to protect the cyber environment.

View the auto-opened file.

## What is a Rubric?

---

Rubrics are a way to set up Outcome-based assessment criteria for scoring.

[View rubric](#)

### Quiz Rubric

Quiz Rubric			
Criteria	Ratings		Pts
Description of criterion	Full Marks 5 pts	No Marks 0 pts	5 pts
Description of criterion	Full Marks 5 pts	No Marks 0 pts	5 pts
			Total Points: 10

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

[When would I use a Rubric?](#)

### Assignment rubric

Assignment rubric			
Criteria	Ratings		Pts
Description of criterion	Full Marks 25 pts	No Marks 0 pts	25 pts
			Total Points: 25

Use a Rubric to:

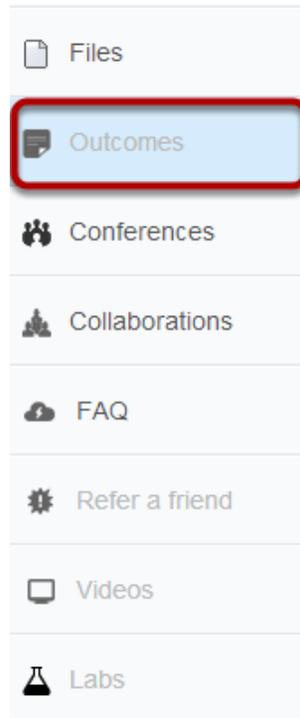
- Communicate assessment expectations to users.
- Align pre-defined learning Outcomes to your course assessments.
- Assess online submissions in the SpeedGrader.

## How do I create a Rubric?

---

A course-level Rubric will only be housed in your course.

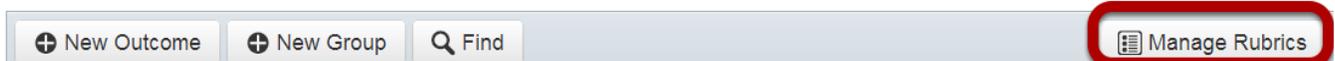
### Open outcome



Click the **Outcomes** link.

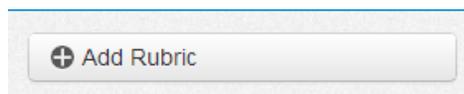
### Click Manage Rubrics

#### Learning Outcomes



Click the **Manage Rubrics** button

### Add Rubric



click the **Add Rubric** button

## Edit rubric title

Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 10

Edit the rubric title by typing in the title field [1].

## Edit Criterion Description

Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 10

Click the **Pencil** icon next to the Criterion name to edit the Criterion description [1].

## Edit Criterion Longer Description

Title: Quiz Rubric				
Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="✕"/>
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="✕"/>
<a href="#">+</a> Add Criterion <a href="#">🔍</a> Find Outcome Criterion			Total Points: 10	
			<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

Click the **View Longer Description** link to edit the criterion's longer description [1]. A pop up window will appear in your browser where you can edit the longer description.

## Add rubric ratings

Title: Quiz Rubric				
Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	 Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="✕"/>
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="✕"/>
<a href="#">+</a> Add Criterion <a href="#">🔍</a> Find Outcome Criterion			Total Points: 10	
			<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

To add a rubric rating, mouse over a cell wall and click on the **double-ended arrow** [1] to split a single cell into two. Split cells on the row as often as necessary to create the desired number of ratings.

## Edit Rubric Rating

Title: Quiz Rubric					
Criteria	Ratings			Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts		5 pts	

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 10

Hover over the rubric rating you wish to edit. Click the **Pencil** icon [1] to edit the rubric rating. Click the **Trash** icon to delete the rubric rating [2].

## Edit criterion point value

Title: Quiz Rubric					
Criteria	Ratings			Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts	

Edit the **point value** of a criterion by typing in the points field [1].

## Delete criterion

Title: Quiz Rubric					
Criteria	Ratings			Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts	

Click the **X icon** to delete the criterion.

## Add Criterion

Title: Quiz Rubric					
Criteria	Ratings			Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts	✕
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts		5 pts	✕
<a href="#">+ Add Criterion</a> <a href="#">Find Outcome Criterion</a>					Total Points: 10
<input type="button" value="Cancel"/>					<input type="button" value="Update Rubric"/>

Click the **Add Criterion** link to add a new criterion to the rubric.

## Find Outcome Criterion

Title: Quiz Rubric					
Criteria	Ratings			Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts	✕
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts		5 pts	✕
<a href="#">+ Add Criterion</a> <a href="#">Find Outcome Criterion</a>					Total Points: 10
<input type="button" value="Cancel"/>					<input type="button" value="Update Rubric"/>

Click the **Find Outcome Criterion** link to align course or account-level outcomes with the rubric.

## Create rubric

<input type="button" value="Cancel"/>	<input type="button" value="Create Rubric"/>
---------------------------------------	--

Click the **Create Rubric** button.

## Quiz Rubric

Quiz Rubric			
Criteria	Ratings		Pts
Description of criterion	Full Marks 5 pts	No Marks 0 pts	5 pts
Description of criterion	Full Marks 5 pts	No Marks 0 pts	5 pts
			Total Points: 10

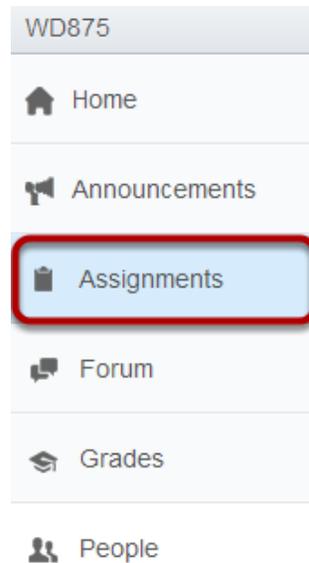
[View the new rubric](#)

## How do I add a Rubric to an Assignment?

---

You can create or edit or find a rubric to add to an assignment.

### Open Assignments



Click the **Assignments** link.

### Edit or Create New Assignment

Discussions:		
<a href="#">Bootstrap Responsive utilities</a>	Aug 29 at 11:59pm	out of 10
<a href="#">What Is A Web Template?</a>	Aug 29 at 11:59pm	out of 15
<a href="#">Bootstrap CSS Overview</a>	Aug 29 at 11:59pm	out of 5

Quizzes:		
<a href="#">Web Developing and HTML</a>	Aug 22 at 10am	out of 30
<a href="#">World Wide Web</a>	Aug 25 at 11:59pm	out of 20

Assignments:		
<a href="#">Creating a Publication Widget</a>	Aug 22 at 11:59pm	out of 25
<a href="#">Sound Slides</a>	Aug 15 at 11:59pm	out of 20
<a href="#">Search Engine Optimization</a>	Aug 25 at 11:59pm	out of 25
<a href="#">CSS Layout with HTML5</a>	Aug 20 at 11:59pm	out of 30

click the **assignment title**.

## Add Rubric

### CSS Layout with HTML5

 Edit

CSS skills and are ready to learn how to structure a web design with CSS layout techniques, this tutorial will help you take your skills to the next level.

**Points** 30

**Submitting** a text entry box or a file upload

Due	For	Available from	Until
Aug 20	Everyone	-	-

 + Add Rubric

Click the **Add Rubric** button.

## Edit rubric

**Title:**  [Find a Rubric](#)

Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 5

I'll write free-form comments when assessing students  
 Use this rubric for assignment grading  
 Hide score total for assessment results

You can edit rubric details or find an existing rubric.

## Select Assignment Grading Check Box

Title:  [Find a Rubric](#)

Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="x"/>
<a href="#">+ Add Criterion</a> <a href="#">Find Outcome Criterion</a>			Total Points: 5	
<input type="checkbox"/> I'll write free-form comments when assessing students				
<input checked="" type="checkbox"/> Use this rubric for assignment grading				
			<input type="button" value="Cancel"/>	<input type="button" value="Create Rubric"/>

If you intend to use this rubric for grading, be sure to select the **Use this rubric for assignment grading** check box.

## View Rubric

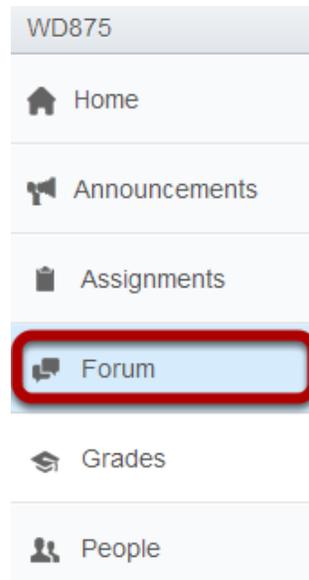
CSS with HTML5 Rubric   				
Criteria	Ratings			Pts
Content	Full Marks 5 pts	No Marks 0 pts		5 pts
Follow the instruction	Full Marks 5 pts	No Marks 0 pts		5 pts
CSS concepts	Full Marks 10 pts	Partial marks 9 pts	No Marks 0 pts	10 pts
HTML tags with example	Full Marks 10 pts	Partial marks 5 pts	No Marks 0 pts	10 pts
				Total Points: 30

View your updated rubric.

## How do I add a Rubric to a Graded Discussion?

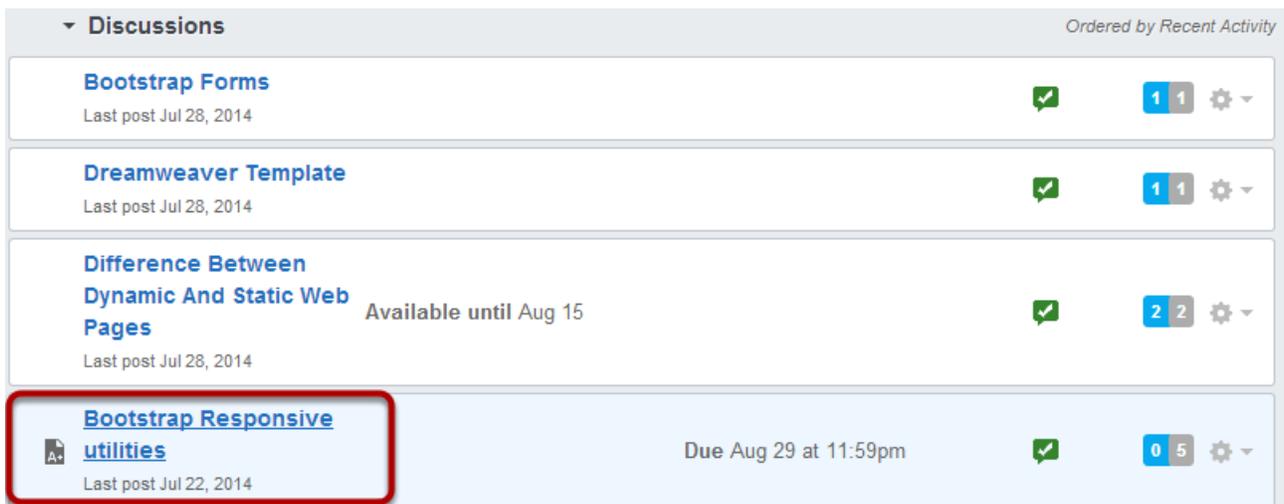
You can create, edit, or find a Rubric to add to a Graded Discussion.

### Open discussions



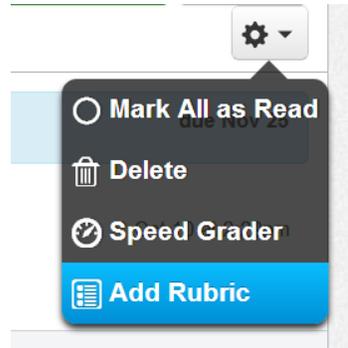
Click the Discussions link.

### Open discussion



Open the Graded Discussion by clicking the discussion title.

## Add rubric



Click the gear icon, then click Add Rubric link to create the rubric.

## Create Rubric

**Assignment Rubric Details** ✕

**Title:**  [Find a Rubric](#)

Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	<input type="text" value="10"/> pts	<span>✕</span>
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		<input type="text" value="10"/> pts	<span>✕</span>

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 20

I'll write free-form comments when assessing students

Use this rubric for assignment grading 1

2

Now you can edit rubric details. If you want the discussion to be graded, select the Use this rubric for assignment grading check box [1]. When you're finished editing the rubric, click the Create Rubric button [2].

[View rubric](#)

Discussion Rubric   				
Criteria	Ratings			Pts
Initial reply	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	10 pts
Respond to reply	Full Marks 10 pts	No Marks 0 pts		10 pts
				Total Points: 20

View the rubric.

## How do I add a Rubric to a Quiz?

---

You can easily add Rubrics to Quizzes.

### Open quizzes



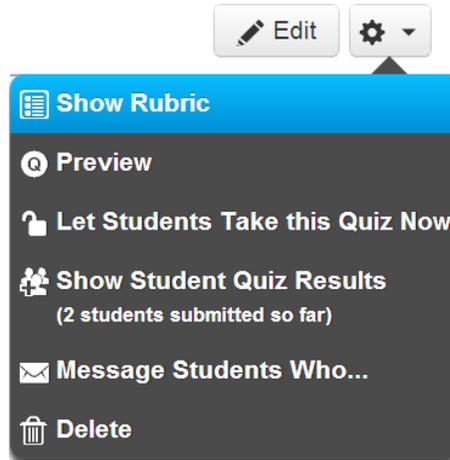
Click the **quizzes** link.

### Open quiz

<b>SQL QUIZ 1</b> (4 pts)	 
Due: Oct 14 at 12:29am	Latest Submission:
Time Limit: 5 minutes	Oct 15 at 12:44pm
	3 out of 4

Click the **quiz title** to open the quiz.

## Show Assignment Rubric



Click the **gear icon** and select **Show Rubric**. A pop-up window will appear in your browser.

## Add Rubric



Click the **Add Rubric** button.

## Create Rubric

### Assignment Rubric Details

Title:  [Find a Rubric](#)

Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 16 pts	No Marks 0 pts	<input type="text" value="16"/> pts	<a href="#">✕</a>

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 16

I'll write free-form comments when assessing students  
 Hide score total for assessment results

Now you can edit rubric details or find an existing rubric.

## Save Rubric

Click the **Create Rubric** button to save the rubric.

## View Rubric

### Assignment Rubric Details

**SQL Rubric** [✎](#) [🔍](#) [🗑️](#)

Criteria	Ratings		Pts
Description of criterion	Full Marks 16 pts	No Marks 0 pts	16 pts

Total Points: 16

View the rubric for the quiz.

## How do I edit Rubric details?

---

Open outcome

 Pages

 Files

 Syllabus

 Outcomes

 Quizzes

 Conferences

 FAQ

Click the **Outcomes** link.

Manage Rubrics









Click the **Manage Rubrics** button.

## Edit Rubric

### Course Rubrics

#### Assignment rubric

1 criterion  
25 points possible

#### DBMS Rubric

3 criteria  
25 points possible

#### Discussion Rubric

2 criteria  
20 points possible



#### Quiz Rubric

2 criteria  
10 points possible

#### SQL Rubric

1 criterion  
16 points possible

Click the **Pencil** icon to edit the rubric.

## Edit Rubric Title

### Discussion Rubric

Title: Discussion Rubric					
Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	10 pts	
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		10 pts	
<a href="#">+ Add Criterion</a> <a href="#">Find Outcome Criterion</a>				Total Points: 20	
				<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

Edit the rubric title by typing in the **title field** [1].

## Edit Criterion Description

### Discussion Rubric

Title: Discussion Rubric					
Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	10 pts	
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		10 pts	
<a href="#">+</a> Add Criterion <a href="#">Q</a> Find Outcome Criterion				Total Points: 20	
				<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

Click the **Pencil** icon next to the Criterion name to edit the **Criterion description**.

## Edit Criterion Longer Description

### Discussion Rubric

Title: Discussion Rubric					
Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	10 pts	
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		10 pts	
<a href="#">+</a> Add Criterion <a href="#">Q</a> Find Outcome Criterion				Total Points: 20	
				<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

Click the **View Longer Description** link to edit the criterion's longer description [1].

## Add Rubric Ratings

### Discussion Rubric

Title: Discussion Rubric

Criteria	Ratings		Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	 Rating Description 5 pts	No Marks 0 pts	10 pts 
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts	10 pts	

[+ Add Criterion](#) [Q Find Outcome Criterion](#) Total Points: 20

To add a rubric rating, mouse over a cell wall and click the **double-ended arrow** [1] to split a single cell into two. Split cells on the row as often as necessary to created the desired number of ratings.

## Edit Rubric Rating

### Discussion Rubric

Title: Discussion Rubric

Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	<input type="text" value="10"/> pts	<input type="button" value="✕"/>
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		<input type="text" value="10"/> pts	<input type="button" value="✕"/>

[+](#) Add Criterion [Q](#) Find Outcome Criterion Total Points: 20

Hover over the rubric rating you wish to edit. Click the **Pencil** icon to edit the rubric rating.

## Edit Criterion Point Value

### Discussion Rubric

Title: Discussion Rubric

Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	<input type="text" value="10"/> pts	<input type="button" value="✕"/>
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		<input type="text" value="10"/> pts	<input type="button" value="✕"/>

[+](#) Add Criterion [Q](#) Find Outcome Criterion Total Points: 20

Edit the point value of a criterion by typing in the points field.

## Delete Criterion

### Discussion Rubric

Title: Discussion Rubric					
Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	10 pts	
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		10 pts	
<a href="#">+ Add Criterion</a> <a href="#">Q Find Outcome Criterion</a>				Total Points: 20	
				<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

Click the **X icon** to delete the criterion.

## Add Criterion

### Discussion Rubric

Title: Discussion Rubric					
Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	10 pts	
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		10 pts	
<a href="#">+ Add Criterion</a> <a href="#">Q Find Outcome Criterion</a>				Total Points: 20	
				<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

Click the **Add Criterion** link to add a new criterion to the rubric.

## Find Outcome Criterion

### Discussion Rubric

Title: Discussion Rubric					
Criteria	Ratings			Pts	
Initial reply <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	10 pts	
Respond to reply <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		10 pts	
<a href="#">+ Add Criterion</a>	<a href="#">Find Outcome Criterion</a>			Total Points: 20	
				<input type="button" value="Cancel"/>	<input type="button" value="Update Rubric"/>

Click the **Find Outcome Criterion** link to align course or account-level outcomes with the rubric.

## Update Rubric

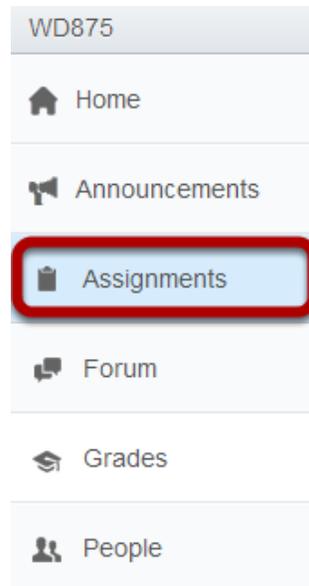
Click the **Update Rubric** button.

## How do I use free-form comments?

---

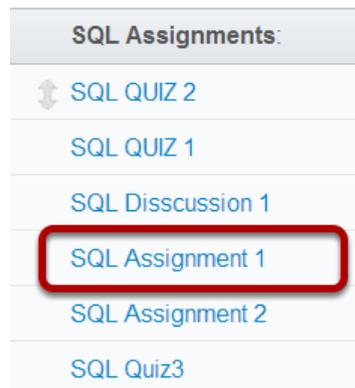
You can enable free-form comments for each criterion in the rubric.

### Open Assignments



Click the Assignments link.

### Open Assignment



Click on the assignment title to open the assignment you want to evaluate using a free-form comment based rubric.

## Edit Rubric

SQL Assignment Rubric			 
Criteria	Ratings		Pts
Follow the instruction	Full Marks 10 pts	No Marks 0 pts	10 pts
Submission	Full Marks 15 pts	No Marks 0 pts	15 pts

Total Points: 25

Click the pencil icon to edit the Rubric.

## Add Free-Form Comments to Rubric

Title: SQL Assignment Rubric			 Find a Rubric
Criteria	Ratings	Pts	
Follow the instruction <a href="#">view longer description</a>	<i>This area will be used by the assessor to leave comments related to this criterion.</i>	<input type="text" value="10"/> pts	
Submission <a href="#">view longer description</a>	<i>This area will be used by the assessor to leave comments related to this criterion.</i>	<input type="text" value="15"/> pts	

 Add Criterion  Find Outcome Criterion

Total Points: 25

I'll write free-form comments when assessing students

Use this rubric for assignment grading

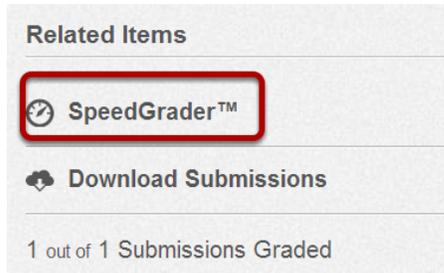
Hide score total for assessment results

Click the I'll write free-form comments when assessing students check box

## Update Rubric

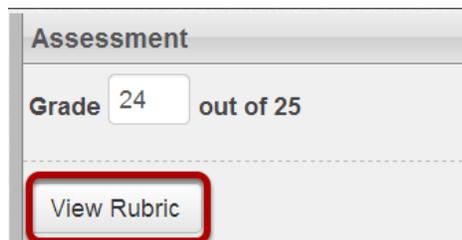
Click the Update Rubric button.

## Open SpeedGrader™



Click SpeedGrader™ button.

## View Rubric



Click the View Rubric button.

## View Rubric with Free-Form Comments

Grading

SQL Assignment Rubric

Criteria	Ratings	Pts
Follow the instruction	<input type="text"/>	10 / 10 pts
	<input type="checkbox"/> Save this comment for reuse	
Submission	<input type="text" value="[ Select ]"/> <input type="text" value="[ Select ]"/> <input type="text" value="You have only few grammar mistakes."/>	15 pts
	<input type="checkbox"/> Save this comment for reuse	

Total Points: 24 out of 25

Save Cancel

View the rubric with free form comments enabled. If you saved the comment for reuse, you can find the comment in the dropdown menu.

## Student View

Grade: 24  
out of 25

 [Show Rubric](#)

Show Assessment By: 

Teacher 

SQL Assignment Rubric		
Criteria	Ratings	Pts
Follow the instruction		10 / 10 pts
Submission	You have only few grammar mistakes.	14 / 15 pts
Total Points: 24		

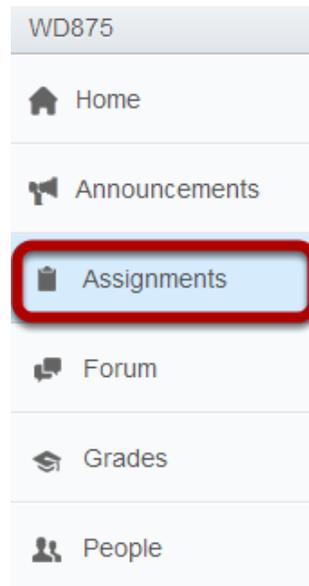
Student view of a free-form comment rubric.

## How do I find existing Rubrics?

---

You can add an existing rubric to your assignment.

### Open Assignments



Click the **Assignments** link.

### Open Assignment

SQL Assignments:		100%
SQL QUIZ 2	Tomorrow at 11:59pm	out of 16
SQL QUIZ 1	Oct 14 at 12:29am	out of 4
SQL Discussion 1	Nov 25 at 11:59pm	out of 30
SQL Assignment 1	Nov 19 at 11:59pm	out of 25
SQL Assignment 2	Nov 28 at 11:59pm	out of 25
SQL Quiz3	Nov 14 at 12:59am	out of 5

Select the **assignment title** to open the assignment.

## Add Rubric

Due	For	Available from	Until
Nov 28	Everyone	Nov 19 at 12am	Nov 28 at 11:59pm

 + Add Rubric

Click the **Add Rubric** button.

## Find a Rubric

Title:  

Criteria	Ratings		Pts	
Description of criterion <a href="#">view longer description</a>	Full Marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> pts	

  Total Points: 5

- I'll write free-form comments when assessing students
- Use this rubric for assignment grading
- Hide score total for assessment results

Click the **Find a Rubric** link.

## Select Rubric

Find Existing Rubric

Find a Rubric

**DBMS**  
6 rubrics

**SQL Assignment Rubric**

Criteria	Assessment
Follow the instruction	Full Marks No Marks / 10 pts
Submission	Full Marks No Marks / 15 pts
Total Points: out of 25	

Use This Rubric

Select the location of the rubric [1]. Select the rubric you want to use [2]. Click the **Use This Rubric** button [3].

## View Rubric

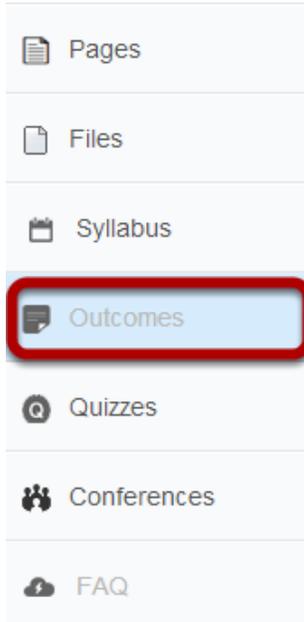
SQL Assignment Rubric		
Criteria	Ratings	Pts
Follow the instruction	<i>This area will be used by the assessor to leave comments related to this criterion.</i>	10 pts
Submission	<i>This area will be used by the assessor to leave comments related to this criterion.</i>	15 pts
Total Points: 25		

View the rubric

## How do I manage course-level rubrics?

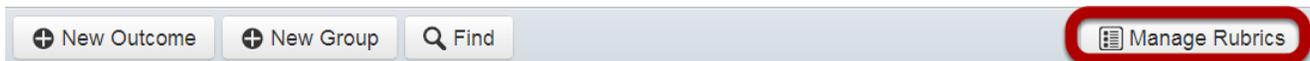
---

### Open Outcomes



Click the **Outcomes** link.

### Manage Rubrics



Click the **Manage Rubrics** button.

## Edit Rubric

### Course Rubrics

#### Assignment rubric

1 criterion

25 points possible

#### DBMS Rubric

3 criteria

25 points possible

#### Discussion Rubric

2 criteria

20 points possible

#### Quiz Rubric

2 criteria

10 points possible



#### SQL Assignment Rubric

2 criteria

25 points possible

You will be able to view all the rubrics for the course. You can edit the rubric by clicking on the Pencil icon.

## View Rubrics That Can't Be Modified

#### SQL Assignment Rubric

2 criteria

25 points possible



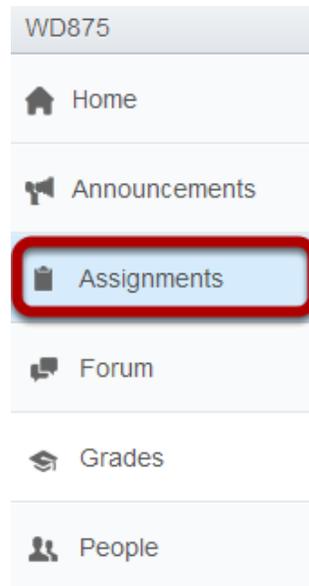
Rubrics that have been used more than once cannot be modified on this screen but they can be deleted.

## How do I grade student work with Rubrics?

---

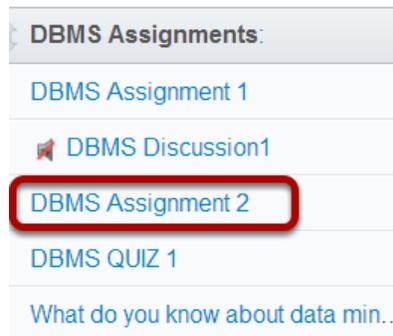
This lesson describes how to use a Rubric to grade student work on an assignment.

### Open Assignments



Click the **Assignments** link.

### Open Assignment



Select the **assignment title** to open the assignment.

## Edit Rubric

DBMS Rubric				
Criteria	Ratings			Pts
Follow the instructions	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts
Show understanding	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	10 pts
Outcome	Full Marks 10 pts	No Marks 0 pts		10 pts
				Total Points: 25

Click the **Pencil** icon.

## Verify Rubric Is Used For Grading

Title:  [Find a Rubric](#)

Criteria	Ratings			Pts	
Follow the instructions <a href="#">view longer description</a>	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	<input type="text" value="5"/> pts	<input type="button" value="✕"/>
Show understanding <a href="#">view longer description</a>	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	<input type="text" value="10"/> pts	<input type="button" value="✕"/>
Outcome <a href="#">view longer description</a>	Full Marks 10 pts	No Marks 0 pts		<input type="text" value="10"/> pts	<input type="button" value="✕"/>

[+ Add Criterion](#) [Find Outcome Criterion](#) Total Points: 25

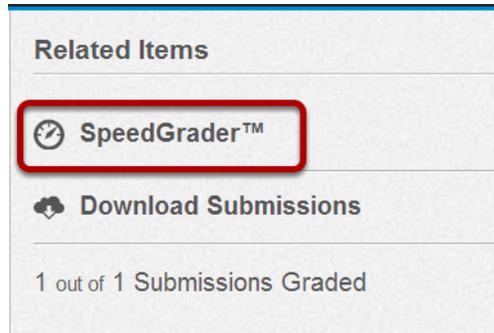
I'll write free-form comments when assessing students

Use this rubric for assignment grading **1**

**2**

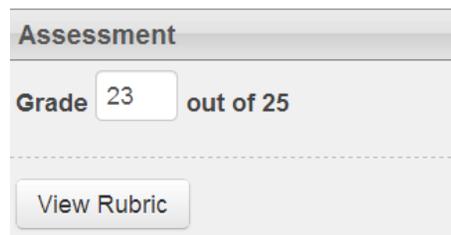
Verify the **Use this rubric for assignment grading** check box is selected [1]. Click the **Update Rubric** button [2].

## Open SpeedGrader™



Click **SpeedGrader™** button.

## View Rubric



Click the **View Rubric** button.

## Grade Work Using Rubrics

### Grading

DBMS Rubric				
Criteria	Ratings		Pts	
Follow the instructions	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	<input type="text" value="5"/> / 5 pts 
Show understanding	Full Marks 10 pts	Rating Description 5 pts	No Marks 0 pts	<input type="text" value="8"/> / 10 pts 
Outcome	Full Marks 10 pts	No Marks 0 pts		<input type="text" value="10"/> / 10 pts 
Total Points: 23 out of 25				

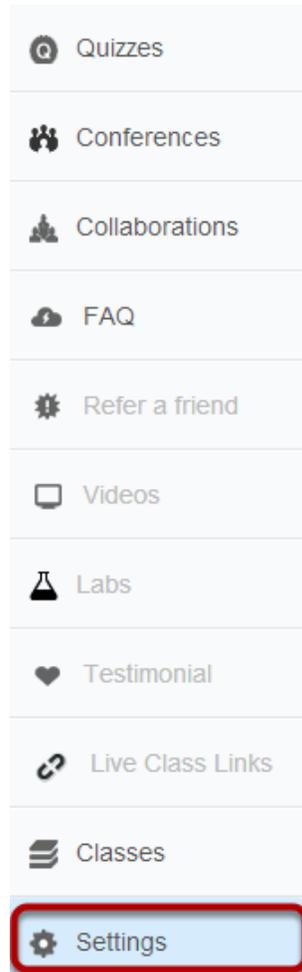
Grade student work using the rubric. You can also add comments by clicking on the speech bubble icon. Click the **Save** button when are you finished grading the student.

## What course settings do I have control over?

---

The Settings navigation link is where you can easily update and see the different users, sections and also modify the navigation of your course.

### Open Settings



The **settings** portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

## View Settings

**Course Details**

Name: Security Training

Course Code: ST125

Course SIS ID:

Department: [Manually-Created Courses](#)

Term: Default Term

Starts: Jun 13, 2014 at 12am

Ends: No Date Set  
These dates will not affect course availability

File Storage: 50000 megabytes

Grading Scheme: Not Set

License: Public Domain

Visibility: Private

Add Tags: [Click to add tags of this Course](#)

Course Topic: Training

Course Details Page Design: Course Detail Page Custom Design is Disabled

Visibility on Course Catalogue: This Course will Visible on Course Catalogue

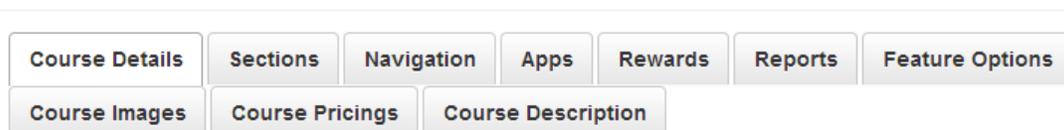
[Edit Course Details](#)

Depending on your permissions, you can edit differing levels of the course settings.

1. In the **Course Details** tab, you can view the details of your course, its name, what your quota is, and what license that you've attached to this content inside of your course.
2. In the **Sections** tab, you can manage the different sections of students and see all the people associated with your course according to role.
3. In the **Navigation** tab, you can modify the Content Navigation links listed in your course. You can drag and drop to change the order of of the links. You can also hide specific links from students. Any configured External Application (LTI Tools) that appear in Course Navigation also appear here as well.
4. The apes tab allows you to view installed Applications and link Applications enabled by your institution to your course.
5. In the **Rewards** tab, you can generate a reward for both the referrer and referee and you can edit and manage the rewards settings.
6. In the **Reports** tab, you can configure and view the course reports for the options enabled by the admin.

7. In the **Feature options** tab, you can view which of the new options are enabled by the admin for your courses. and you can enable some feature options visible to your course.
8. In the **Course images** tab, you can upload the course image and background image.
9. In the **Course pricing** tab, you can give the price details (in terms of paisa), course starting and ending dates, and you can edit these details.
10. In the **Course description** tab, you can give the short description and description of your course.

## Edit Course Settings



### Course Details

Name:	Security Training
Course Code:	ST125
Course SIS ID:	
Department:	<a href="#">Manually-Created Courses</a>
Term:	Default Term
Starts:	Jun 13, 2014 at 12am
Ends:	No Date Set <small>These dates will not affect course availability</small>
File Storage:	50000 megabytes
Grading Scheme:	Not Set
License:	Public Domain
Visibility:	Private
Add Tags:	<a href="#">Click to add tags of this Course</a>
Course Topic:	Training
Course Details Page Design:	Course Detail Page Custom Design is Disabled
Visibility on Course Catalogue:	This Course will Visible on Course Catalogue



You can view and edit the course settings by clicking the **Edit Course Details** button.

## Edit Start and End Dates

Term: Default Term

Starts: Mar 22, 2014 at 10:31am  **1**

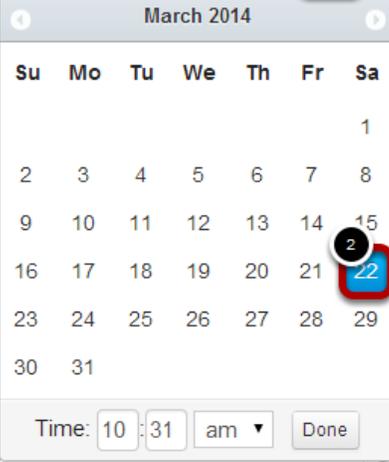
Ends:  **3**

Language:

File Storage:

Grading Scheme:

Time: 10 : 31 am Done



Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	<b>22</b>
23	24	25	26	27	28	29
30	31					

You can edit the start and end dates of the course by selecting the **Calendar** icon [1]. Select the date you wish the course to start or end by clicking on the **day** [2].

## Limit Course Availability

Term: Default Term

Starts: Mar 22, 2014 at 10:31am 

Sat Mar 22, 2014 10:31AM

Ends: Aug 31, 2014 12:00 am 

Sun Aug 31, 2014 12:00AM

**Users can only participate in the course between these dates** **1**  
This will override any term availability settings.

Click the **Users can only participate in the course between these dates** checkbox [1] to limit course availability. This will override the default institution availability dates.

## Language Settings

Language: Not set (user-configurable, defaults to English) ▾

File Storage: English

Grading Scheme: English (Australia)

License: English (United Kingdom)

Visibility: Español

Français

Nederlands (crowd-sourced)

Português

русский

العربية

中文

日本語

한국말 (crowd-sourced)

Select which language your course will be displayed in by clicking on the **language drop-down** menu and clicking on the language you prefer.

## Enable Course Grading Scheme

Grading  Enable course grading scheme

Scheme: [set grading scheme](#)

Select the **Enable course grading scheme** checkbox to enable a course grading scheme.

## Set License

License: Public Domain ▾ ?

Visibility: Public Domain

CC Attribution

CC Attribution Share Alike

CC Attribution No Derivatives

Click the **license drop-down** menu, and select which license you want to apply to your course by clicking the license title.

## Set Visibility

Visibility:  Make the syllabus for this course publicly visible

Make this course publicly visible (student data will remain private)

Click the **Make the syllabus for this course publicly visible** checkbox [1] to make the syllabus public. Click the **Make this course publicly visible** checkbox [2] to create a public course.

## Set Student Options

[less options](#)

- Let students attach files to discussions
- Let students create discussion topics
- Let students edit or delete their own discussion posts
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements

Only Teachers

can create, rename, and edit course wiki pages by default

You can change student options by clicking the **More Options** link and selecting the appropriate checkbox.

## Update Course Details



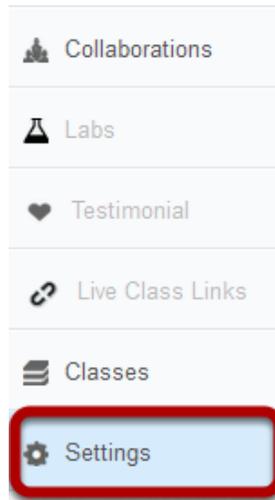
Click the **Update Course Details** button to update the course settings.

## How do I change self-enrollment settings for my course?

---

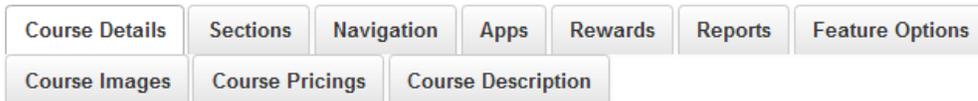
Self-enrollment allows a student to sign up for a course using a secret URL or code. An account administrator determines if self-enrollment is enabled or disabled for the account. If self-enrollment is enabled, an instructor must also enable self-enrollment at the course level to create a self-enrollment course.

### Open Settings



The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

## Edit Course Settings



### Course Details

Name:	Entrepreneurial skills
Course Code:	ES245
Course SIS ID:	
Department:	<a href="#">Manually-Created Courses</a>
Term:	Default Term
Starts:	Jul 22, 2014 at 12am
Ends:	No Date Set <small>These dates will not affect course availability</small>
File Storage:	50000 megabytes
Grading Scheme:	Not Set
License:	Public Domain
Visibility:	Private
Add Tags:	Click to add tags of this Course
Course Topic:	Life Style
Course Details Page Design:	Course Detail Page Custom Design is Disabled
Visibility on Course Catalogue:	This Course will Visible on Course Catalogue



You can view and edit the course settings by clicking the **Edit Course Details** button.

## More Options

File Storage:  megabytes

Grading Scheme:  Enable course grading scheme

License:  

Visibility:  Make the syllabus for this course publicly visible  
 Make this course publicly visible (student data will remain private)  
 Students can only view users in their assigned course section(s)  
[more options](#)

Add Tags:  

Course Topic:

Course Details Page Design:  Course detail Custom design

Visibility on Course Catalogue:  Course Visibility on Course Catalogue

Click the **More Options** link.

## Set Self-Enrollment Options

Visibility:

- Make the syllabus for this course publicly visible
- Make this course publicly visible (student data will remain private)
- Students can only view users in their assigned course section(s)  
[fewer options](#)
- Let students self-enroll by sharing with them a secret URL or code
- Let students attach files to discussions
- Let students create discussion topics
- Let students edit or delete their own discussion posts
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements

can create, rename, and edit course wiki pages by default

Add Tags:

Course Topic:

Course Details Page Design:  Course detail Custom design

Visibility on Course Catalogue:  Course Visibility on Course Catalogue

Select the **Let students self-enroll by sharing with them a secret URL or code** checkbox. Choosing this option allows students to self-enroll through a URL link and code. The URL option is available whether or not the course is publicly visible.

## Update Course Details

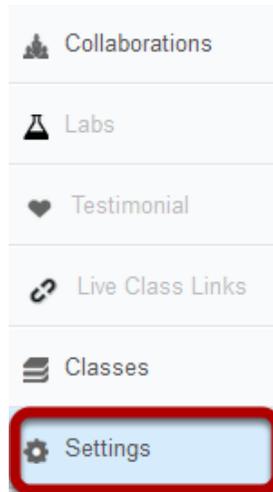
Click the **Update Course Details** button to save your setting changes.

## How do I change my course name and course code?

---

If you have permission from your admin, you can change your course name and course in your course Settings.

### Open Settings



The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

## Edit Course Settings

Course Details	Sections	Navigation	Apps	Rewards	Reports	Feature Options
Course Images	Course Pricings	Course Description				

### Course Details

Name: Entrepreneurial skills  
Course Code: ES245  
Course SIS ID:  
Department: [Manually-Created Courses](#)  
Term: Default Term  
Starts: Jul 22, 2014 at 12am  
Ends: No Date Set  
These dates will not affect course availability  
File Storage: 50000 megabytes  
Grading Scheme: Not Set  
License: Public Domain  
Visibility: Private  
Add Tags: Click to add tags of this Course

Course Topic: Life Style  
Course Details Page Design: Course Detail Page Custom Design is Disabled  
Visibility on Course Catalogue: This Course will Visible on Course Catalogue

 Edit Course Details

You can view and edit the course settings by clicking the **Edit Course Details** button.

## Edit Course Name and Code

Name:  1  
Course Code:  2

Edit **Course Name** and **Code** by typing in the course name[1] and course code[2] fields.

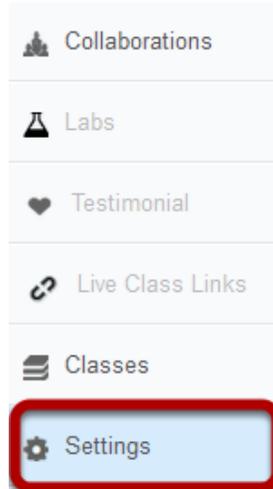
## Update Course Details

Click the **Update Course Details** button to save your setting changes.

## How do I change the start and end dates for my course?

---

### Open Settings



The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

## Edit Course Settings

Course Details	Sections	Navigation	Apps	Rewards	Reports	Feature Options
Course Images	Course Pricings	Course Description				

### Course Details

Name: Entrepreneurial skills  
Course Code: ES245  
Course SIS ID:  
Department: [Manually-Created Courses](#)  
Term: Default Term  
Starts: Jul 22, 2014 at 12am  
Ends: No Date Set  
These dates will not affect course availability  
File Storage: 50000 megabytes  
Grading Scheme: Not Set  
License: Public Domain  
Visibility: Private  
Add Tags: Click to add tags of this Course

Course Topic: Life Style  
Course Details Page Design: Course Detail Page Custom Design is Disabled  
Visibility on Course Catalogue: This Course will Visible on Course Catalogue

 Edit Course Details

You can view and edit the course settings by clicking the **Edit Course Details** button.

## Set Start Date

Starts: Jul 22, 2014 at 12am  <sup>1</sup>

Ends:

File Storage:

Grading Scheme:

License:

Visibility: publicly visible

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Time: 12:00 am

Make this course publicly visible (student data will remain private)  
 Students can only view users in their assigned course section(s)

Click the **Calendar** icon [1] and select the **date** on the calendar [2] to set a new start date for the course.

## Set end Date

Starts: Jul 22, 2014 at 12am

Ends: Dec 31, 2014

File Storage:

Grading Scheme:

License:

Visibility:

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Time: 12:00 am Done

Students can only view users in their assigned course section(s)

course between these dates

publicly visible

student data will remain private)

Click the **Calendar** icon [1] and select the **date** on the calendar [2] to set a new end date for the course.

## Limit User Participation

Starts: Jul 22, 2014 at 12am

Ends: Dec 31, 2014

Wed Dec 31, 2014 12:00AM

Users can only participate in the course between these dates  
This will override any term availability settings.

Select the **Users can only participate in the course between these dates** checkbox to limit when students will be able to access the course. These dates will override the dates set for the term.

## Update Course Details

Cancel Update Course Details

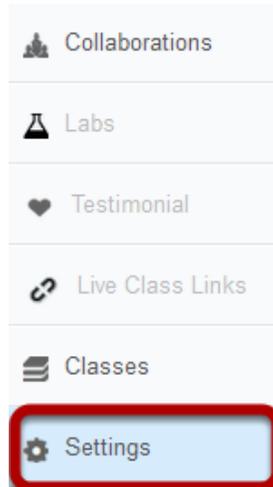
Click the **Update Course Details** button to save your setting changes.

## How do I enable a grading scheme for my course?

---

You can enable an existing grading scheme for your course by editing your Course Settings.

### Open Settings



The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

## Edit Course Settings

Course Details Sections Navigation Apps Rewards Reports Feature Options  
Course Images Course Pricings Course Description

### Course Details

Name: Entrepreneurial skills  
Course Code: ES245  
Course SIS ID:  
Department: [Manually-Created Courses](#)  
Term: Default Term  
Starts: Jul 22, 2014 at 12am  
Ends: No Date Set  
These dates will not affect course availability  
File Storage: 50000 megabytes  
Grading Scheme: Not Set  
License: Public Domain  
Visibility: Private  
Add Tags: Click to add tags of this Course

Course Topic: Life Style  
Course Details Page Design: Course Detail Page Custom Design is Disabled  
Visibility on Course Catalogue: This Course will Visible on Course Catalogue

 Edit Course Details

You can view and edit the course settings by clicking the **Edit Course Details** button.

## Enable Grading Scheme

File Storage: 500 megabytes  
Grading Scheme:  Enable course grading scheme  
[set grading scheme](#)  
License: Public Domain 

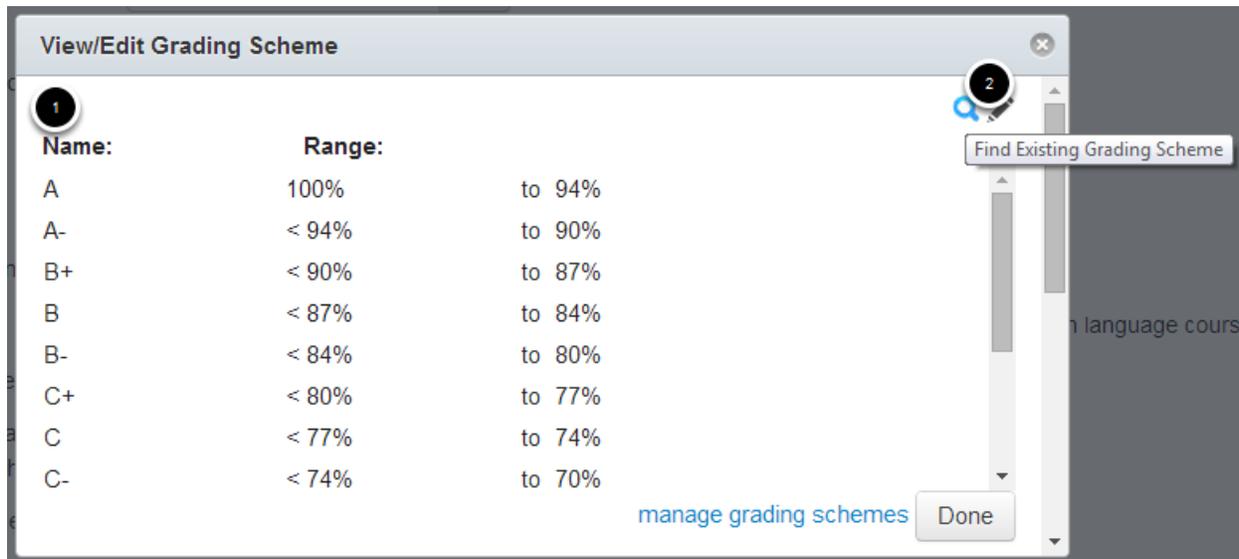
Click the **Enable course grading scheme** checkbox.

## Set Grading Scheme

Grading  Enable course grading scheme  
Scheme: [set grading scheme](#)

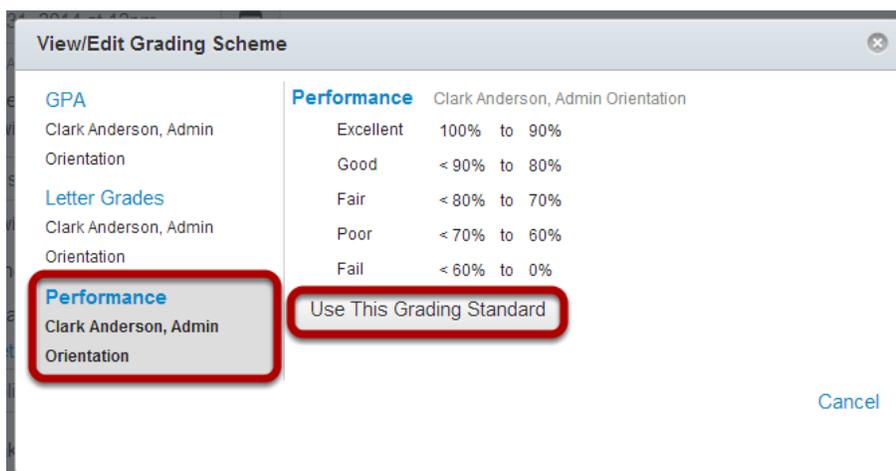
Click the **set grading scheme** link. A popup window will appear in your browser.

## Find Existing Grading Scheme



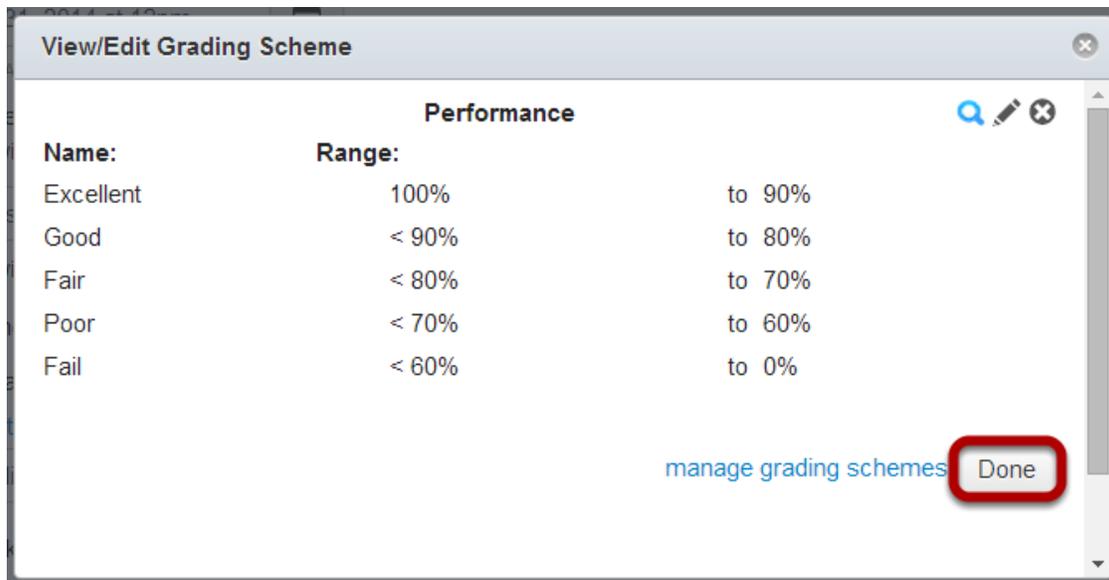
LMS will show you the current grading scheme enabled by your institution, if any [1]. If you want to select another grading scheme, click the **Search** icon [2].

## Select Grading Scheme



To view a grading standard, click the title of the grading scheme. At the bottom of the grading scheme, click the **Use This Grading Standard** button.

## Confirm Grading Scheme



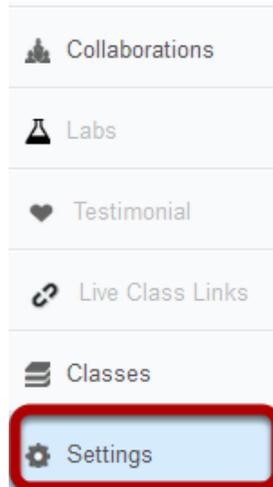
View your enabled grading scheme. Click the **Done** button.

## How do I set a license for my course and make it publicly visible?

---

You can set a license for your course and make it publicly visible in your course Settings.

### Open Settings



The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

## Edit Course Settings

Course Details Sections Navigation Apps Rewards Reports Feature Options  
Course Images Course Pricings Course Description

### Course Details

Name: Entrepreneurial skills  
Course Code: ES245  
Course SIS ID:  
Department: [Manually-Created Courses](#)  
Term: Default Term  
Starts: Jul 22, 2014 at 12am  
Ends: No Date Set  
These dates will not affect course availability  
File Storage: 50000 megabytes  
Grading Scheme: Not Set  
License: Public Domain  
Visibility: Private  
Add Tags: [Click to add tags of this Course](#)

Course Topic: Life Style  
Course Details Page Design: Course Detail Page Custom Design is Disabled  
Visibility on Course Catalogue: This Course will Visible on Course Catalogue

 Edit Course Details

You can view and edit the course settings by clicking the **Edit Course Details** button.

## Open Licensing Options

License:  

Click the **license drop down** menu [1] to view licensing options. Click the **Question Mark** icon [2] to learn more about the different options.

## View Content Licensing Help

### Content Licensing Help

Arrivu LMS can track the default license for content inside of your course. By default all content is considered copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. Creative Commons provides a number of different licenses, which can be confusing. However, the licenses are all based on four conditions, so we can help you choose a license. Select which of the conditions you want to apply and we'll show you the correct license for those conditions.

 <b>Attribution</b>	 <b>Share Alike</b>	 <b>Non-Commercial</b>	 <b>No Derivative Works</b>
You let others copy, distribute, display, and perform your copyrighted work -- and derivative works based upon it -- but only if they give credit the way you request.	You allow others to distribute derivative works only under a license identical to the license that governs your work.	You let others copy, distribute, display, and perform your work -- and derivative works based upon it -- but for non-commercial purposes only.	You let others copy, distribute, display, and perform only verbatim copies of your work, not derivative works based upon it.
<input type="button" value="Use This License"/>	<input checked="" type="radio"/> <b>Private (Copyrighted)</b>		

After clicking the **Question Mark** icon, you can choose what type of license you want for your course.

## Select License Option

Grading Scheme:  Enable course grading scheme

License:  

Visibility:

- Public Domain
- CC Attribution
- CC Attribution Share Alike
- CC Attribution No Derivatives
- Private (Copyrighted)
- CC Attribution Non-Commercial No Derivatives
- CC Attribution Non-Commercial Share Alike
- CC Attribution Non-Commercial

Let students attach files to discussions

Let students create discussion topics

Let students edit or delete their own discussion posts

Let students organize their own groups

Hide totals in student grades summary

Hide grade distribution graphs from students

Disable comments on announcements

can create, rename, and edit course wiki pages by default

Click the **license name** to set your license option.

## Set Visibility Options

- Visibility:
- Make the syllabus for this course publicly visible 1
  - Make this course publicly visible (student data will remain private) 2

Click the **Make the syllabus for this course publicly visible** checkbox [3] to make the syllabus public. Click the **Make this course publicly visible** checkbox [2] to make the contents of your course visible to the public. The student data for the course will remain private.

## Update Course Details



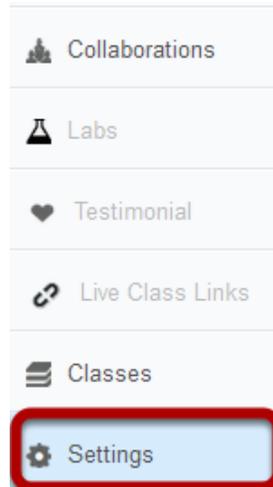
Click the **Update Course Details** button to save your setting changes.

## How do I add a section to my course?

---

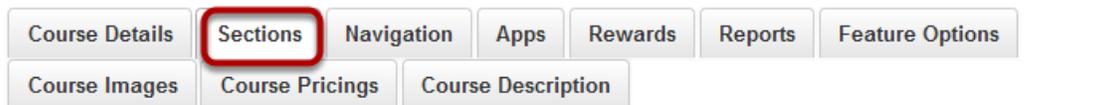
You can add a section to your course by editing your course Settings

### Open Settings



The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

### Open Sections



Click the **Sections** tab.

### Add Section to Course

Add a New Section:\*

A form for adding a new section. It consists of a text input field containing the text 'SectionC' and a blue button labeled 'Add Section'. Both the input field and the button are highlighted with a red rectangular border. A small black circle with the number '1' is positioned above the input field, and another small black circle with the number '2' is positioned above the button.

Add a new section to your course by typing the name of the section in the add section field [1] and clicking the **Add Section** button [2]. You can add as many sections as are necessary.

## Course Sections

[SectionA](#) ( 5 Users )



[SectionB](#) ( 3 Users )



[SectionC](#)



[SectionD](#)

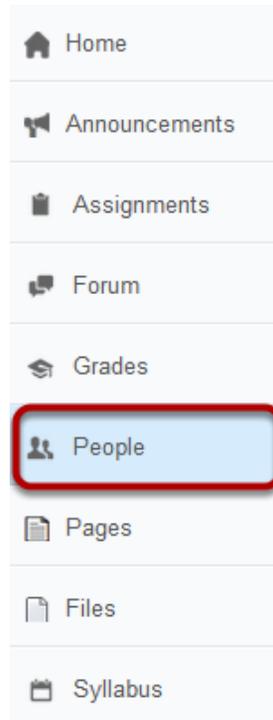


View your newly added sections. The sections will be listed in chronological order with the older sections appearing at the top and the newer sections at the bottom.

## How do I add students to a section?

Once you have created sections in your course, you can add students to different section. You can also edit the sections students are in.

### Open People



Click the **People** link in the Course Navigation Menu.

### Locate User

Name	Login / SIS ID	Section	Role
 Clark Anderson	[blurred]	Security Training 1	Course Designer
 Amelia	[blurred]	Security Training 1	Student
 Chris Evans	[blurred]	Security Training 1	Student 
 Lyndon Johnson	[blurred]	security training 2	Teacher
 Jon Mathew	[blurred]	Security Training 1	Student
	[blurred]	security training 2	Student
 Robert Downey	[blurred]	security training 2	TA
 Anu sowmiya	[blurred]	security training 2	Student
 Alexa Vega	[blurred]	Security Training 1	Teacher

To view user details, locate the name of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the search bar [2] or filtering by role using the Role drop-down menu [3].

## Edit Section

Name	Login / SIS ID	Section	Role	
 Clark Anderson	[blurred]	Security Training 1	Course Designer	1
 Amelia	[blurred]	Security Training 1	Student	
 Chris Evans	[blurred]	Security Training 1	Student	⚙️
 Lyndon Johnson	[blurred]	security training 2	Teacher	
 Jon Mathew	[blurred]	Security Training 1	Student	
 [blurred]	[blurred]	security training 2	Student	
 Robert Downey	[blurred]	security training 2	Student	
 Anu sowmiya	[blurred]	security training 2	Student	
 Alexa Vega	[blurred]	Security Training 1	Teacher	

Resend Invitation

**Edit Sections** 2

User Details

Remove From Course

Hover over the user's name and click the Settings icon [1]. Select the Edit Sections [2] link.

## View Section Enrollments

### Section Enrollments

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Security Training 1 - Student

Cancel Update

Arrivu LMS will show you the section(s) that the student is already enrolled in.

## Add Section

**Section Enrollments** ✕

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

security training 2  
4 people

Type the section name to find the section you want to add the user to.

## View Updated Enrollment

**Section Enrollments** ✕

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

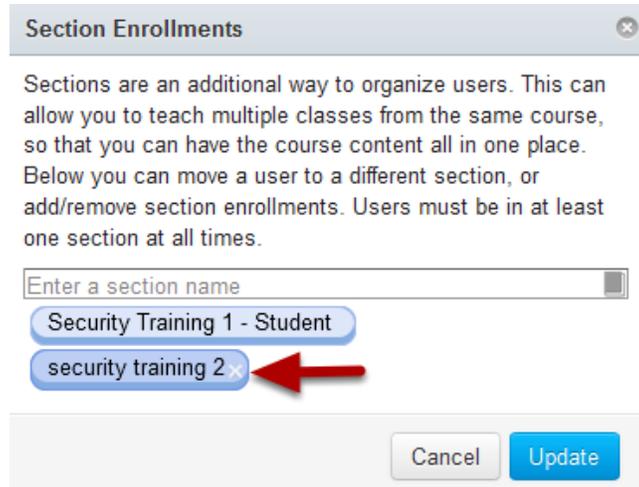
Security Training 1 - Student

security training 2

Click the Update button to save your changes. The user will need to accept the invitation for the section before accessing it.

Note: Users can be in more than one section. You do not need to remove the original section.

## Remove Section Enrollment



**Section Enrollments**

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Enter a section name

- Security Training 1 - Student
- security training 2 

Cancel Update

If you want to remove a student from a section, hover over the section you want to remove. Click the white X that appears.

## View Updated Enrollment



**Section Enrollments**

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.

Enter a section name

- Security Training 1 - Student

Cancel Update

View the student's updated Section Enrollment.

## Update Enrollment



Cancel Update

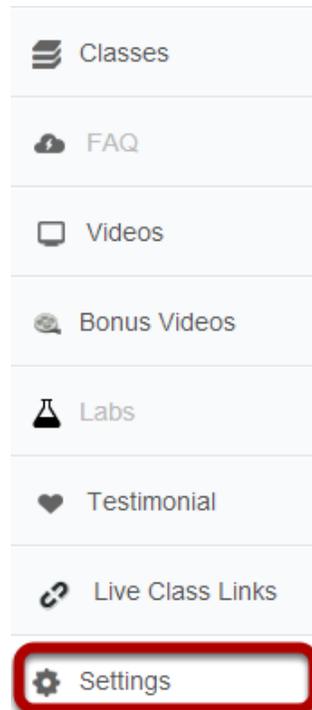
Click Update button to save the student section enrollments.

## How do I edit a section's details?

---

You can easily edit details for each section in your course.

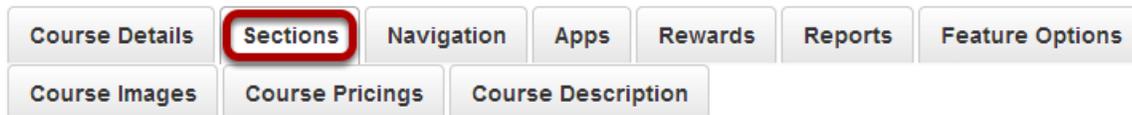
### Open Course Settings



Clicks **Settings** link in the Course navigation.

### Open Sections Tab

🏠 > ST125 > Settings



Click the **Sections** tab.

## Open Section

### Course Sections

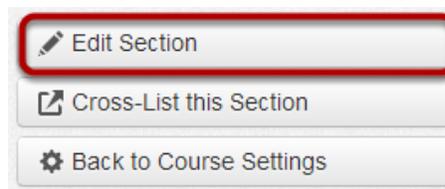
Security Training ( 4 Users ) 1  
security training 2 ( 3 Users )



Click the **title of the section** you wish to edit. [1]

**Note:** If you only want to change the name of the section, you can click the Edit icon [2].

## Edit Section details



Click the **section name** you want to edit, then click the **Edit Section** in the side bar

## Edit Section Details

🏠 > ST125 > security training 2

Section Name:  1

Starts:  2

Ends:  3

Users can only participate in the course between these dates  
4 This will override any term or course date settings.

5

Edit the section details:

1. Edit the **name** of the section.
2. Click the **Calendar** icon to select the section **start dates**.
3. Click the **Calendar** icon to select the section **end dates**.

4. Select the **Users can only participate in the course between these dates** checkbox to limit user participation in the course.
5. Click the **Update Section** button to update your changes.

## View Section Details

security training 2

4 Active Enrollments

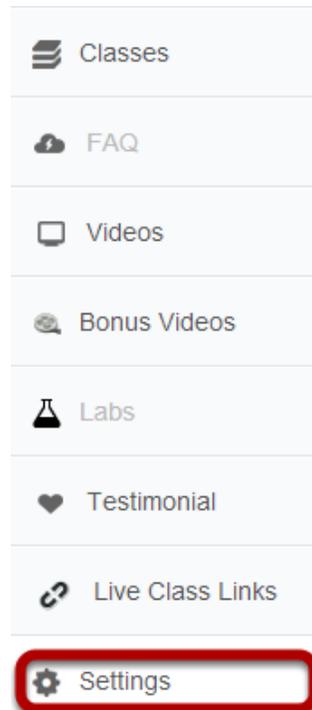
View the changes made to the section.

## How do I change the name of a section?

---

You can change the name of a section by editing your course Settings in Arrivu LMS.

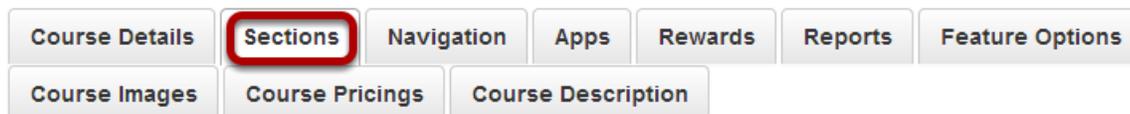
### Open Settings



Click the **Settings** link in the course navigation

### Open sections tab

🏠 > ST125 > Settings



Click the **Sections** tab to open the course sections.

### Edit Section

#### Course Sections

Security Training ( 4 Users )  
security training 2 ( 3 Users )



Click the **Pencil** icon [1] to edit the course section.

## Change the section name

### Course Sections

Security Training 1 (4 Users)

1



You can change the **section name** by typing in the text box [1] and select **Enter** (on a PC keyboard) to save your changes.

## View Sections

### Course Sections

Security Training 1 (4 Users)



security training 2 (3 Users)



You can view the updated course section in the sections list.

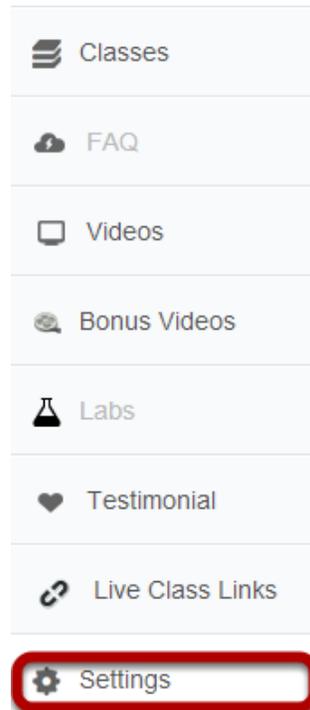
## How do I delete a section?

---

You can delete the section by editing the course section in arrivu LMS.

**Note:** You can not delete the section with students enrolled.

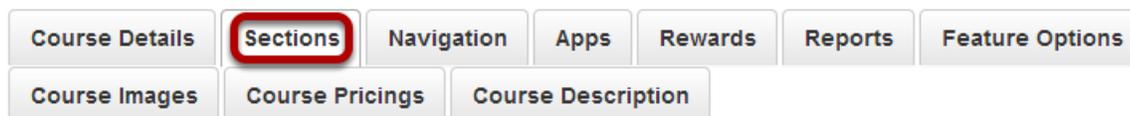
### Open settings



Click the **settings** link in the course navigation.

### Open Sections Tab

🏠 > ST125 > Settings



Click the **Sections** tab to open course sections.

## Delete Section

### Course Sections

[security training 2](#) ( 3 Users )

[Security Training 1](#) ( 4 Users )

[Section 3](#)



Click the **X icon** [1] to delete a section.

**Note:** You cannot delete a section that have users enrolled.

## Confirm Deletion

Are you sure you want to delete this section?

OK

Cancel

Click the **OK** button to delete the section.

## View Sections

### Course Sections

[security training 2](#) ( 3 Users )

[Security Training 1](#) ( 4 Users )



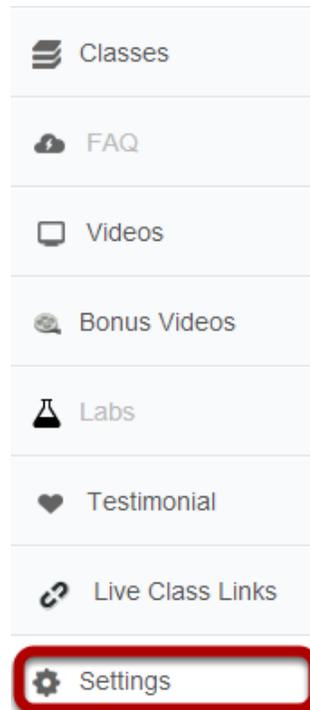
View the Existing section list in the Course Sections.

## How do I View Section Enrollments ?

---

You can view section enrollments within your course Settings in Arrivu LMS.

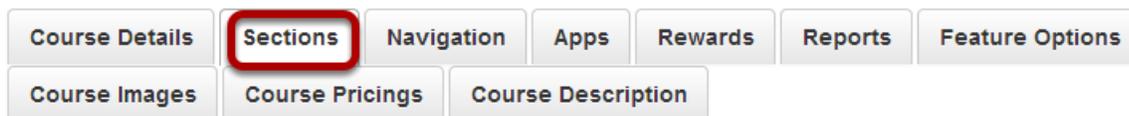
### Open Settings



Click the **Settings** link.

### Open Sections tab

🏠 > ST125 > Settings



Click the **Sections** tab.

### Open Course Section

#### Course Sections

security training 2 (3 Users)

Security Training 1 (1 Users)



Click the **section title** [1] to view section enrollments.

## Security Training 1

4 Active Enrollments

Runs from Jun 23 at 10am with no end date

### Current Enrollments

[Anderson, Clark](#)

Clark Anderson  
needhu@arrivusystems.com

[Evans, Chris](#)

Chris Evans  
enrolled as a student  
satheesh@arrivusystems.com

[Jon](#)

Mathew.  
enrolled as a student  
jonmathew@arrivusystems.com

[Student, Test](#)

Test Student  
213f0eff883bddf5eedf3e7b68bc893dba926d74

[Vega, Alexa](#)

Alexa Vega  
enrolled as a teacher  
vasanthi@arrivusystems.com

View enrollments in a section. Students are listed in alphabetical order by last name.

## Remove Section Enrollments

### Security Training 1

4 Active Enrollments

Runs from Jun 23 at 10am with no end date

#### Current Enrollments

**Anderson, Clark**

Clark Anderson  
needhu@arrivusystems.com

**Evans, Chris**

Chris Evans  
enrolled as a student  
sathesh@arrivusystems.com

**Jon**

Mathew.  
enrolled as a student  
jonmathew@arrivusystems.com

**Student, Test**

Test Student  
213f0eff883bddf5eedf3e7b68bc693dba926d74

Remove User from Course

**Vega, Alexa**

Alexa Vega  
enrolled as a teacher  
vasanthi@arrivusystems.com

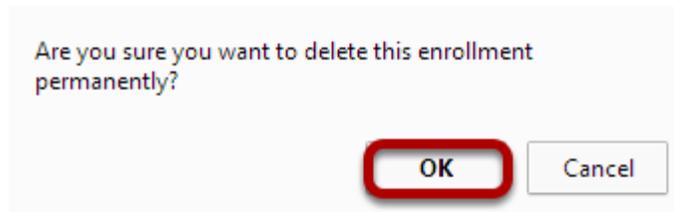


If you have used Student View in your course, you may see the Test Student in your Enrollments. Having the Test Student enabled allows it to appear in your Gradebook. If you want to remove the test student completely, hover over the Test Student and click the **Delete icon** [1].

if you want to display the test student again at a later time, access Student View (Clicks **Student View** from the side Bar in Settings Link).

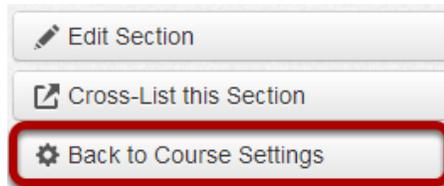
**Note:** The Test Student may appear in more than one section.

## Remove Enrollment conformation



Click the **OK** button to confirm .

## Return to Course Settings



Click the **Back to Course Settings** button in the side bar to return to course settings.

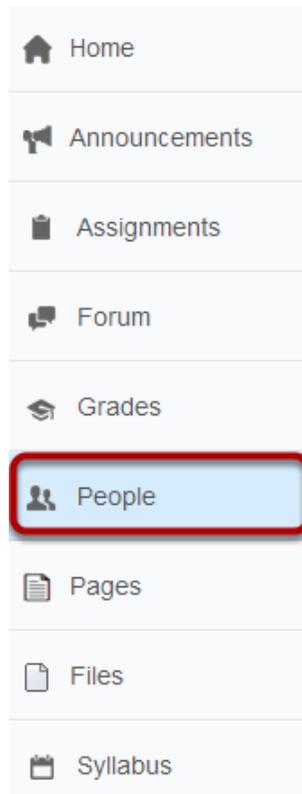
## How do I conclude an enrollment in my course?

---

If you use terms, you shouldn't have to conclude any enrollments because it is automatic. However, if for some reason you want to manually conclude an enrollment, follow these steps.

Please note that concluding an enrollment allows the user to view a course in read-only mode. This means the user will be able to access the course but not be able to submit assignments, participate in discussions or send/receive conversation messages in the course. The user's analytics will still be available.

### Open People



Click the **people** link in the course navigation

## Locate User

Search people 2 All Roles 3 [+ Add People](#)

Name	Login / SIS ID	Section	Role
 Clark Anderson		Security Training 1	Course Designer
 Chris Evans		Security Training 1	Student
 Jon Mathew		Security Training 1	Student
 Babina. P <span>1</span>		security training 2	Student
 Robert Downey		n security training 2	TA
 Anu sowmiya		security training 2	Student
 Alexa Vega		Security Training 1	Teacher

To view user details, **locate the name** of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the **search bar** [2] or filtering by role using the **Role drop-down** menu [3].

## Manage User

Search people All Roles [+ Add People](#)

Name	Login / SIS ID	Section	Role
 Clark Anderson		Security Training 1	Course Designer
 Chris Evans		Security Training 1	Student
 Jon Mathew		Security Training 1	Student
 Babina. P <span>1</span>		security training 2	Student
 Robert Downey		n security training 2	
 Anu sowmiya		security training 2	
 Alexa Vega		Security Training	

 2

-  Resend Invitation
-  Edit Sections
-  User Details 2
-  Remove From Course

Hover over the user's name and click the **Settings** icon [1]. Select the **Users Details** [2] link.

## View User Profiles



### Babina

Ways to contact Babina

### Bio

Babina hasn't added a bio

### You Know This Person as a...

- Student in [Student Orientation Course](#)
- Teacher in [Grid computing](#)
- Student in [Security Training](#)
- Designer in [Information Security](#)
- Member in [Training team 2](#)

### Links

Babina hasn't added any links

### Membership(s)

#### security training 2

Enrolled as a Student  
created Jun 13 at 4:49pm

[Conclude this Enrollment](#)

[Delete this Enrollment](#)

#### Privileges:

this user can view students in any course section  
[limit this user to only see fellow section users](#)

Scroll down until you find the Membership(s) section.

**Note:** This step is shown with Profiles enabled. This page may look slightly different if your institution does not have Profiles enabled.

## Locate Membership(s)

### Membership(s)

#### security training 2

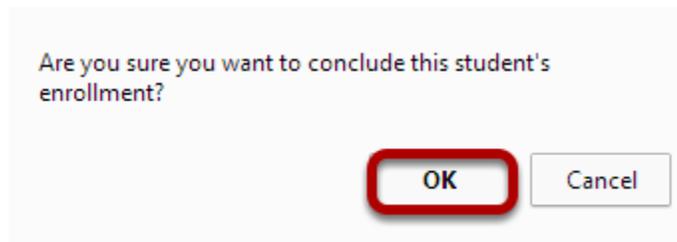
Enrolled as a Student  
created Jun 13 at 4:49pm

[Conclude this Enrollment](#)

[Delete this Enrollment](#)

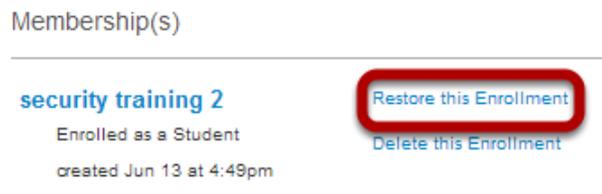
In the applicable section, click the **Conclude this Enrollment** link.

## Confirm Conclusion



Click **OK** to confirm that you want to conclude the user's enrollment.

## Restore Enrollment



If you accidentally concluded a user's enrollment or want to restore a user's enrollment, click the **Restore this Enrollment** link.

**Note:** If you navigate away from this page before you restore the enrollment, you will need to click the **People** link in the Course Navigation and then click **View Prior Enrollments** to view and restore the concluded enrollment.

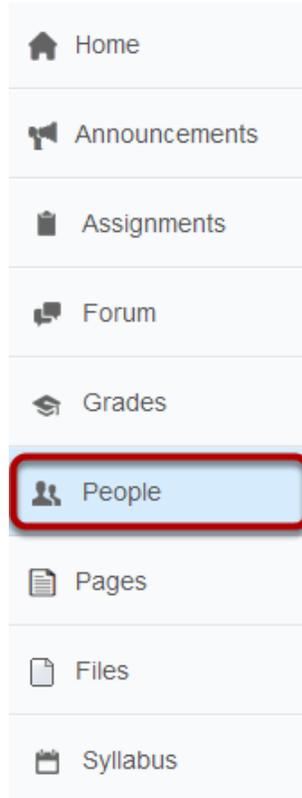
## How do I delete an enrollment in my course?

---

You can delete an enrollment in your course within your course Settings in Arrivu LMS.

**Note:** If students are added via SIS Import, you cannot remove students from the course, regardless of your permissions.

### Open People



Click the **Peoples** link in the course navigation

## Locate User

Search people 2 All Roles 3 [+ Add People](#)

Name	Login / SIS ID	Section	Role
Clark Anderson		Security Training 1	Course Designer
Chris Evans		Security Training 1	Student
Jon Mathew		Security Training 1	Student
Babina. P <span>1</span>		security training 2	Student
Robert Downey		security training 2	TA
Anu sowmiya		security training 2	Student
Alexa Vega		Security Training 1	Teacher

To view user details, **locate the name** of the user [1]. In high-enrollment courses, you can more easily find a single user by searching in the **search bar** [2] or filtering by role using the **Role drop-down menu** [3].

## Manage User

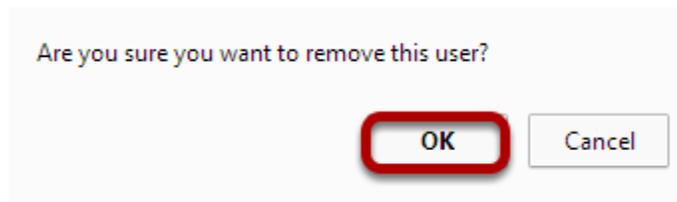
Name	Login / SIS ID	Section	Role
Clark Anderson		Security Training 1	Course Designer
Chris Evans		Security Training 1	Student
Jon Mathew		Security Training 1	Student
Babina. P		security training 2	Student
Robert Downey		security training 2	TA
Anu sowmiya		security training 2	Student
Alexa Vega		Security Training 1	Teacher

1 2

- Resend Invitation
- Edit Sections
- User Details
- [Remove From Course](#)

Hover over the user's name and click the **Settings** icon [1]. Select the **Remove from Course** [2] link.

## Confirm Deletion



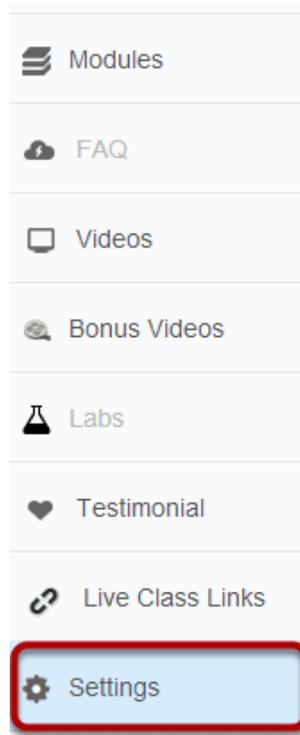
Click **OK** to confirm that you want to delete the user from the course.

## How do I reset course content?

---

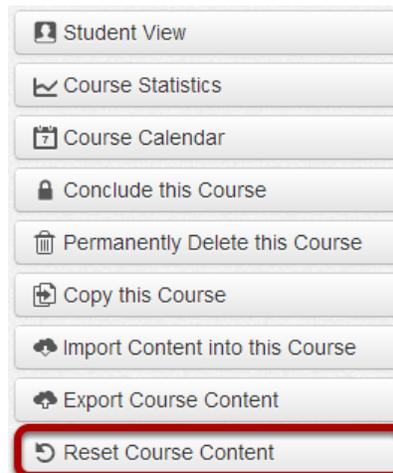
You can reset course content with your course Settings in Arrivu LMS.

### Open Settings



Click the **Settings** link.

### Reset course content



Click the **Reset Course Content** button in side bar. A popup window will appear in your browser.

## Confirm Course Reset

### Reset Course Content ✕

Resetting course content will permanently delete all associated assignments, discussions, quizzes, modules, rubrics, pages, files, learning outcomes, question banks, collaborations, conferences, or any other content. This action is irreversible, and the data *cannot* be recovered. Are you sure you wish to continue?

Cancel

Reset Course Content

Click the **Reset Course Content** button to confirm you want to reset the content of the course. When you do this, all of your current content will be deleted and cannot be recovered.

## View Course

### Recent Activity in SOC852



#### No Recent Messages

You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

After the course content has been reset, there is nothing left in the course.

## What is Student View?

Student View allows instructors to see the course as a student views it.

There is a separate Test Student account for each course in Arrivu LMS. Whenever you move to a new course you will need to activate the Test Student for that course.

**Note:** Submissions and scores for the Test Student do not affect course analytics.

### When would I use Student View?

The screenshot displays the Arrivu LMS interface in Student View for course EG101. The top navigation bar includes 'Course Library', 'Dashboard', 'As: Test Student', and 'Logout'. Below this, there are navigation options for 'Courses', 'Grades', 'Calendar', and 'LeaderBoard'. The main content area shows the course title 'EG101' and a 'Recent Activity in EG101' section. A message states: 'No Recent Messages. You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.' There is also a 'Public Domain' license notice. On the right, there are sections for 'Coming Up' and 'Recent Feedback', both showing 'Nothing for now'. At the bottom, a status bar indicates 'You are currently logged into Student View' and provides 'Reset Student' and 'Leave Student View' buttons.

To see the student's perspective on Arrivu LMS, use Student View to:

- View the course
- Post and reply to Discussions
- Submit Assignments
- View Grades
- View People
- View Pages
- View the Syllabus
- View Quizzes

- View the Calendar
- View the Scheduler (if enabled)
- Conversations, Collaborations, Groups, and Profile do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

**Note:** You can only view the course layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.

## View Course as the Test Student

The screenshot shows the Arrivu course interface for 'Security Training'. At the top right, a navigation bar includes 'Course Library', 'Dashboard', 'As: Test Student', and 'Logout'. A red arrow points to the 'As: Test Student' dropdown menu, which is circled with a '1'. The main content area displays the course title 'Security Training' and a sub-section 'Security Training with the Critical Security Controls' featuring a padlock icon. A sidebar on the left contains navigation options like Home, Announcements, Assignments, Forum, Grades, People, Pages, Files, and Syllabus. On the right, there are sections for 'What's a wiki for?', 'Recent Changes', 'All wikis', and 'Recent Feedback'. At the bottom, a persistent bar indicates 'You are currently logged into Student View' and includes a 'Reset Student' button (circled with a '2') and a 'Leave Student View' button.

You will see the course as a student. You can tell **you are in Student View** by noticing that your name changed to **Test Student** [1] and the persistent bar across the bottom of the screen indicating you are in Student View [2].

## Reset Test Student

This close-up shows the bottom bar of the Student View interface. It features the text 'You are currently logged into Student View' on the left, a message 'Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.' in the center, and two buttons on the right: 'Reset Student' (highlighted with a red box) and 'Leave Student View'.

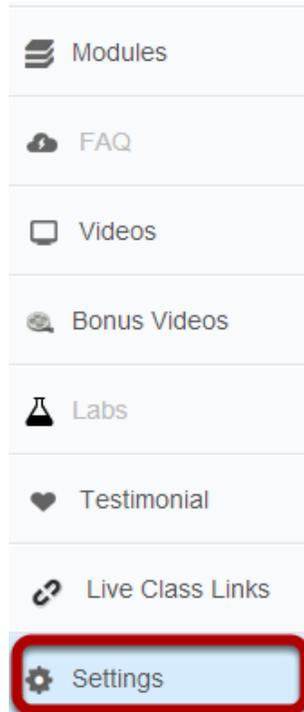
You can Reset the Test Student to clear the Test Student's history and re-check content in the course. For example, if an instructor created an assignment and submitted it as the Test Student but then forgot to add a certain submission type, the instructor can click the **Reset Student** button and submit the assignment again as the Test Student.

## How do I access Student View?

---

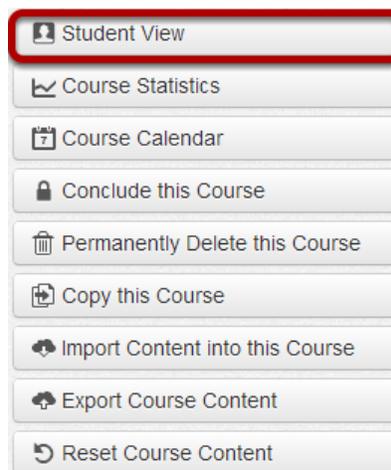
You can view your course from the view of a student in your Course Settings.

### Open Settings



Click the **Settings** link.

### Access Student View



Click the **Student View** button to access Student View In the sidebar.

## View course



Courses ▾

Grades

Calendar

LeaderBoard ▾

Progress

Course Library Dashboard As: **Test Student** Logout

ST125 [Home](#) > [ST125](#)

**Security Training** [See Course Stream](#)

Last edited by Alexa Vega 30 days ago

### Security Training with the Critical Security Controls



**Week 1 : Introduction**

For those just starting the course, Welcome! Please take a few minutes to read the [week 1 Announcement](#) so that you clearly understand the course. It will also be useful to review the [Course syllabus](#) .

**What's a wiki for?** Think of it as an open-ended place to hold content. You could use it to describe your course, to provide helpful explanations of difficult topics, or even to let students work together on writing projects.

**Recent Changes**

- [Network security-2](#)
- [Windows Operating System and Applic...](#)
- [Hacking techniques](#)
- [more...](#)

**All wikis**

[show all...](#)

**Recent Feedback**

Nothing for now

**You are currently logged into Student View** Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student. [Reset Student](#) [Leave Student View](#)

You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

**Note:** You will know if you are in Student View because of the persistent bar on the bottom of the screen indicating you are logged into Student View.

## Leave Student View

**You are currently logged into Student View** Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student. [Reset Student](#) [Leave Student View](#)

Click the **Leave Student View** button [1] to exit the student view.

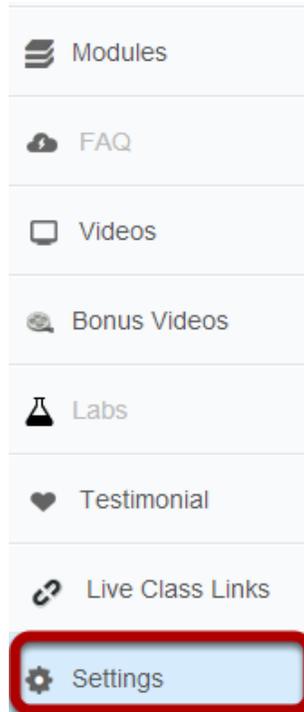
**Note:** You can also reset the Test Student by clicking **Reset Student** [2]. This will clear all history for the student allowing you to start with a clean slate.

## How do I enable self-enrollment with a secret URL?

---

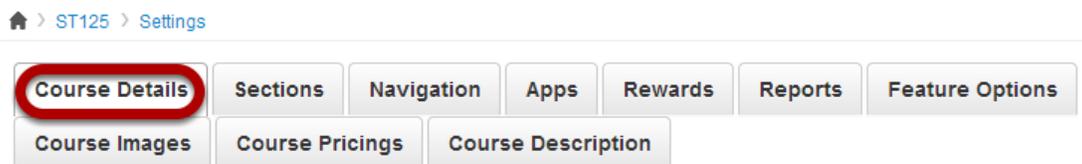
You can enable self-enrollment with a secret URL in your course Settings.

### Open Settings



Click the **Settings** link.

### View course details



Select the **course details** tab from settings.

## Edit Course Details

### Course Details

Name:	Security Training
Course Code:	ST125
Department:	Manually-Created Courses
Term:	Default Term
Starts:	Jun 13, 2014 at 12am
Ends:	No Date Set These dates will not affect course availability
File Storage:	50000 megabytes
Grading Scheme:	Not Set
License:	Public Domain
Visibility:	Private
Add Tags:	Click to add tags of this Course
Course Topic:	Training
Course Details Page Design:	Course Detail Page Custom Design is Disabled
Visibility on Course Catalogue:	This Course will Visible on Course Catalogue



Click the **Edit Course Details** button.

## Click the Edit Course Details button.

Visibility:	<input type="checkbox"/> Make the syllabus for this course publicly visible
	<input type="checkbox"/> Make this course publicly visible (student data will remain private)
	<input checked="" type="checkbox"/> Students can only view users in their assigned course section(s)
	<a href="#">more options</a>
Add Tags:	<input type="text" value="Internet"/> <input type="text" value="Security"/>
Course Topic:	<input type="text" value="Internet"/>
Course Details Page Design:	<input type="checkbox"/> Course detail Custom design

Click the **More Options** link.

## Enable self enrollment

[fewer options](#)

- Let students self-enroll by sharing with them a secret URL **1**
  - Add a "Join this Course" link to the course home page **2**
  - Let Students attach files to Discussion Posts
  - Let students create discussion topics
  - Let students edit or delete their own discussion posts
  - Let Students organize their own Groups
  - Hide totals in student grades summary
  - Hide grade distribution graphs from students
  - Disable comments on announcements
- Only Teachers ▼ can create, rename, and edit course wiki pages by default

Click the **Let students self-enroll by sharing with them a secret URL** or code checkbox [1].

If you want to add a enrollment link to the course home page, click the **Add a "Join this Course" link to the course home page** checkbox [2].

## Update Course Details

Cancel

Update Course Details

Click the **Update Course Details** button.

## View Secret URL Self-Enrollment Option

### Course Details

Name: Security Training

Course Code: ST125

Department: Manually-Created Courses

Term: Default Term

Starts: Jun 13, 2014 at 4:42pm

Ends: No Date Set

These dates will not affect course availability

Language: Not set (user-configurable, defaults to English)

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 500 megabytes

Grading Scheme: Not Set

License: Public Domain

Visibility: Private

This course has enabled open enrollment. Students can self-enroll in the course once you share with them this URL:

<https://lms.arrivuhiring.com/enroll/LKNDKC> Alternatively, they can sign up at <https://lms.arrivuhiring.com/register> and use the following join code: **LKNDKC**

 Edit Course Details

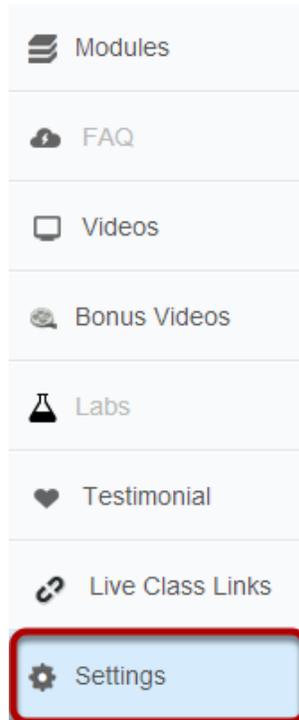
Copy and share the **secret course URL** with the users.

## How do I enable self-enrollment with a join code?

---

You can use a join code to enable self-enrollment in your course Settings.

### Open Settings



Click the **Settings** link.

## Edit Course Details

### Course Details

Name:	Security Training
Course Code:	ST125
Department:	Manually-Created Courses
Term:	Default Term
Starts:	Jun 13 at 12:00am
Ends:	These dates will not affect course availability
File Storage:	50000 megabytes
Grading Scheme:	Not Set
License:	Public Domain
Visibility:	Private
Add Tags:	Click to add tags of this Course
Course Topic:	Training
Course Details Page Design:	Course Detail Page Custom Design is Disabled
Visibility on Course Catalogue:	This Course will Visible on Course Catalogue

 Edit Course Details

Click the **Edit Course Details** button.

Click the **Edit Course Details** button.

File Storage: 500 megabytes

Grading Scheme:  Enable course grading scheme

License:  

Visibility:  Make the syllabus for this course publicly visible  
 Make this course publicly visible (student data will remain private)

[more options](#)

Click the **More Options** link.

## Enable self enrollment

[fewer options](#)

- Let students self-enroll by sharing with them a secret URL 1
  - Add a "Join this Course" link to the course home page 2 ←
  - Let Students attach files to Discussion Posts
  - Let students create discussion topics
  - Let students edit or delete their own discussion posts
  - Let Students organize their own Groups
  - Hide totals in student grades summary
  - Hide grade distribution graphs from students
  - Disable comments on announcements
- can create, rename, and edit course wiki pages by default

Click the **Let students self-enroll by sharing with them a secret URL** or code checkbox [1].

If you want to add a enrollment link to the course home page, click the **Add a "Join this Course" link to the course home page** checkbox [2].

## Update Course Details



Click the **Update Course** Details button.

## View Join Code Self-Enrollment Option

### Course Details

Name: Security Training

Course Code: ST125

Department: Manually-Created Courses

Term: Default Term

Starts: Jun 13, 2014 at 4:42pm

Ends: No Date Set

These dates will not affect course availability

Language: Not set (user-configurable, defaults to English)

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 500 megabytes

Grading Scheme: Not Set

License: Public Domain

Visibility: Private

This course has enabled open enrollment. Students can self-enroll in the course once you share with them this URL:

<https://lms.arrivuhiring.com/enroll/LKNDKC>. Alternatively, they can sign up at <https://lms.arrivuhiring.com/register> and use the following join code **LKNDKC**

 Edit Course Details

Copy and share the provided join code. Students can enroll at [lms.arrivuhiring.com](https://lms.arrivuhiring.com) using the join code.

## How do I change the language preference for my course?

---

You can change the language settings for your course to override user and account settings. This feature should probably only be used for foreign language courses.

### Open Settings



Course Library Dashboard Kirk O. Hanson Inbox **Settings** Logout

Click the **Settings** link.

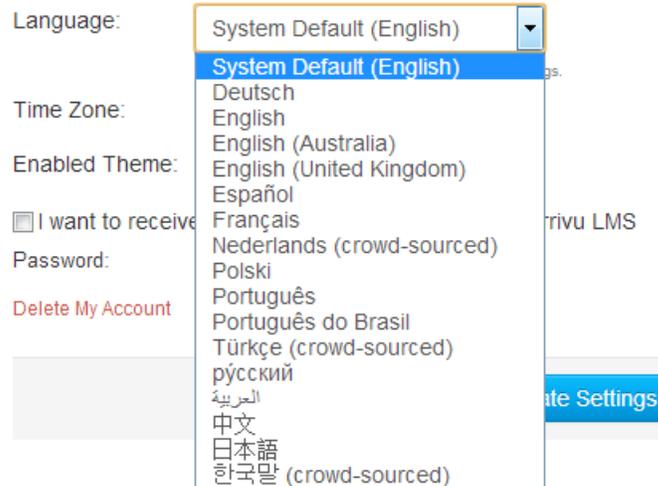
### Edit Settings



 Edit Settings

Click the **Edit Settings** button.

### Select Language



Language: System Default (English) ▼

Time Zone:

Enabled Theme:

I want to receive

Password:

[Delete My Account](#)

trivium LMS

[Edit Settings](#)

- System Default (English)
- System Default (English)
- Deutsch
- English
- English (Australia)
- English (United Kingdom)
- Español
- Français
- Nederlands (crowd-sourced)
- Polski
- Português
- Português do Brasil
- Türkçe (crowd-sourced)
- русский
- العربية
- 中文
- 日本語
- 한국말 (crowd-sourced)

Click the **Language** drop-down menu. Select the **new default** language.

## Update Course Details

🏠 > [Kirk O. Hanson's settings](#)



### Kirk O. Hanson's Settings

Full Name:\*   
This name will be used for grading.

Display Name:   
People will see this name in discussions, messages and comments.

Sortable Name:   
This name appears in sorted lists.

Language:   
This will override any browser or account settings.

Time Zone:

Enabled Theme:

I want to receive information, news and tips from Instructure

Password:  Change Password

[Delete My Account](#)

Cancel

Update Settings

Click the **Update Settings** button.

## View Course in New Default Language

🏠 > [Kirk O. Hanson's settings](#)



### Kirk O. Hanson's Settings

Full Name:\* Ims  
This name will be used for grading.

Display Name: Kirk O. Hanson  
People will see this name in discussions, messages and comments.

Sortable Name: Ims  
This name appears in sorted lists.

Language: English (Australia) ←

Time Zone: New Delhi

Enabled Theme: Default

View your Course in the updated language preference.

## How do I set a time zone for my course?

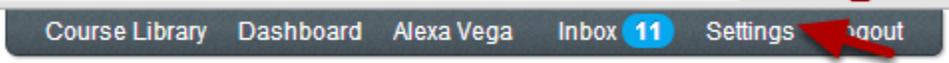
---

All dates and times throughout a course are displayed according to the course time zone. Courses automatically default to the account time zone. However, as an instructor, you may be able to change the time zone for your course.

### Notes:

Setting a time zone is associated with a course permission. Users can specify a time zone in their User Settings, which does not have any effect on the course time zone. If users have set a specific time zone in their User Settings, all course dates and times will display in their local time, but if they hover over the date and time, they can also see the course date and time.

### Open Settings



Course Library Dashboard Alexa Vega Inbox 11 Settings Logout

Click the **Settings** (User Settings) link in top right corner.

### Edit Course Details

🏠 > [Alexa Vega's settings](#)



## Alexa Vega's Settings

Full Name:\* Alexa Vega  
This name will be used for grading.

Display Name: Alexa Vega  
People will see this name in discussions, messages and comments.

Sortable Name: Vega, Alexa  
This name appears in sorted lists.

Language: System Default (English)

Time Zone: New Delhi

### Ways to Contact

#### Email Addresses

★ [vasanthi@arrivusystems.com](mailto:vasanthi@arrivusystems.com)

[+ Add Email Address](#)

#### Other Contacts

Type

[+ Add Contact Method](#)

[✎ Edit Settings](#)

Click the **Edit Course Details** button.

## Set Time Zone

Language: System Default (English) ▼  
This will override any browser or account settings.

Time Zone: Kolkata (+05:30) ▼

In the Time Zone drop-down menu, select a **new time zone** for your course.

## Update Settings

Cancel Update Settings

Click the **Update Settings** button.

## View Time Zone

 **Alexa Vega's Settings**

Full Name:\* Alexa Vega  
This name will be used for grading.

Display Name: Alexa Vega  
People will see this name in discussions, messages and comments.

Sortable Name: Vega, Alexa  
This name appears in sorted lists.

Language: System Default (English)

Time Zone: Kolkata

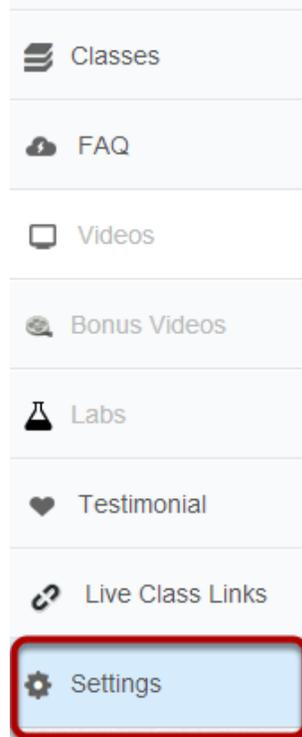
View the new time zone for user settings.

## How do I hide totals in my students' grade summaries?

---

Instructors can hide totals in students' grade summaries. By default, totals are visible to students

### Open Settings



Click the **Settings** link.

## Edit Course Details

### Course Details

Name: Security Training  
Course Code: ST125  
Department: Manually-Created Courses  
Term: Default Term  
Starts: Jun 13, 2014 at 12am  
Ends: No Date Set  
These dates will not affect course availability  
File Storage: 50000 megabytes  
Grading Scheme: Not Set  
License: Public Domain  
Visibility: Private  
Add Tags: Click to add tags of this Course  
  
Course Topic: Training  
Course Details Page Design: Course Detail Page Custom Design is Disabled  
Visibility on Course Catalogue: This Course will Visible on Course Catalogue

 Edit Course Details

Click the **Edit Course Details** button.

## Open More Options

Visibility:  Make the syllabus for this course publicly visible  
 Make this course publicly visible (student data will remain private)  
 Students can only view users in their assigned course section(s)  
[more options](#)

Add Tags:

Course Topic:

Course Details Page Design:  Course detail Custom design

Click the **More Options** link.

## Check Hide Totals in Student Grades Summary

[fewer options](#)

- Let students self-enroll by sharing with them a secret URL
  - Add a "Join this Course" link to the course home page
  - Let Students attach files to Discussion Posts
  - Let students create discussion topics
  - Let students edit or delete their own discussion posts
  - Let Students organize their own Groups
  - Hide totals in student grades summary 
  - Hide grade distribution graphs from students
  - Disable comments on announcements
- can create, rename, and edit course wiki pages by default

Check the box next to the option **Hide totals in student grades summary**.

## Update Course Details



Click the **Update Course Details** button.

## Student view

### Grades For Test Student

 Print grades

Name	Due	Score	Out of	Details
<a href="#">Protecting Your Computer</a>	Jun 27 by 6pm	-	10	
<a href="#">Secure File Storage, Control and Sharing</a>	Jun 28 by 10am	-		
<a href="#">Securing Windows with the Critical Security Controls</a>	Jun 28 by 5pm	-	15	
<a href="#">Hacker Techniques</a>	Jun 30 by 10am	-	20	
<a href="#">Computer and Network hacker Exploits</a>	Jun 30 by 5pm	-	0	
<a href="#">Windows firewall, DNS and wireless</a> <small>Reading assignments</small>	Jul 5 by 1pm	-	0	
<a href="#">Critical Security Controls for Cyber Defence</a>	Jul 5 by 5pm	-		
<a href="#">Advanced Exploit Development for Penetration Testers</a>	Jul 7 by 10am	-	25	
<a href="#">Securing Windows with the Critical Security Controls</a>	Jul 9 by 12am	-	10	
<a href="#">Windows Kernel Debugging and Exploitation</a>	Jul 11 by 12am	-	10	
<a href="#">Windows XP Basics</a>	Jul 11 by 10am	-	10	

Total: 0%

Show All Details

Course assignments are not weighted.  
 Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

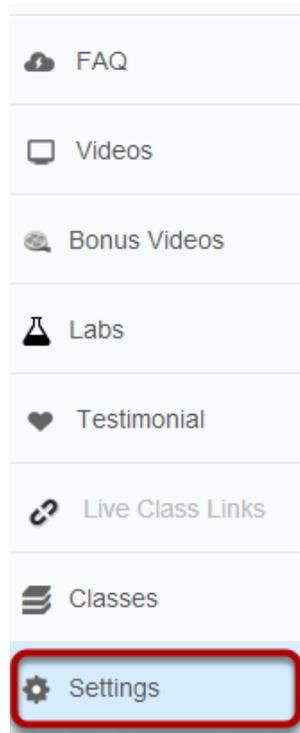
This is what students will see when the totals are hidden from their view.

## How do I hide the box and whisker plot (grade distribution) graphs from students?

---

Instructors can hide the box and whisker plot (grade distribution) graphs to keep students from viewing the summary statistics of the class and figuring out each others' grades. By default, the whisker graph is on.

### Open Settings



Click the **Settings** link.

## Edit Course Details

### Course Details

Name:	Security Training
Course Code:	ST125
Department:	Manually-Created Courses
Term:	Default Term
Starts:	Jun 13, 2014 at 12am
Ends:	No Date Set These dates will not affect course availability
File Storage:	50000 megabytes
Grading Scheme:	Not Set
License:	Public Domain
Visibility:	Private
Add Tags:	Click to add tags of this Course
Course Topic:	Training
Course Details Page Design:	Course Detail Page Custom Design is Disabled
Visibility on Course Catalogue:	This Course will Visible on Course Catalogue

 Edit Course Details

Click the **Edit Course Details** button.

## Open More Options

Visibility:

- Make the syllabus for this course publicly visible
- Make this course publicly visible (student data will remain private)
- Students can only view users in their assigned course section(s)

[more options](#)

Add Tags:

Programming × Internet ×

Click the **More Options** link.

## Check Hide Totals in Student Grades Summary

[fewer options](#)

- Let students self-enroll by sharing with them a secret URL
  - Add a "Join this Course" link to the course home page
  - Let Students attach files to Discussion Posts
  - Let students create discussion topics
  - Let students edit or delete their own discussion posts
  - Let Students organize their own Groups
  - Hide totals in student grades summary
  - Hide grade distribution graphs from students 
  - Disable comments on announcements
- Only Teachers ▼ can create, rename, and edit course wiki pages by default

Check the box next to the option **Hide grade distribution graphs from students**.

## Update Course Details



Click the **Update Course Details** button.

## Student view

### Grades For Test Student

 Print grades

Total: 0%

Show All Details

Name	Due	Score	Out of	Details
<a href="#">Protecting Your Computer</a>	Jun 27 by 6pm	-	10	
<a href="#">Secure File Storage, Control and Sharing</a>	Jun 28 by 10am	-		
<a href="#">Securing Windows with the Critical Security Controls</a>	Jun 28 by 5pm	-	15	
<a href="#">Hacker Techniques</a>	Jun 30 by 10am	-	20	
<a href="#">Computer and Network hacker Exploits</a>	Jun 30 by 5pm	-	0	
<a href="#">Windows firewall, DNS and wireless</a> <small>Reading assignments</small>	Jul 5 by 1pm	-	0	
<a href="#">Critical Security Controls for Cyber Defence</a>	Jul 5 by 5pm	-		
<a href="#">Advanced Exploit Development for Penetration Testers</a>	Jul 7 by 10am	-	25	
<a href="#">Securing Windows with the Critical Security Controls</a>	Jul 9 by 12am	-	10	
<a href="#">Windows Kernel Debugging and Exploitation</a>	Jul 11 by 12am	-	10	
<a href="#">Windows XP Basics</a>	Jul 11 by 10am	-	10	

Course assignments are not weighted.  
 Calculate based only on graded assignments

Click any score and enter a new value to see how the change will affect your total.

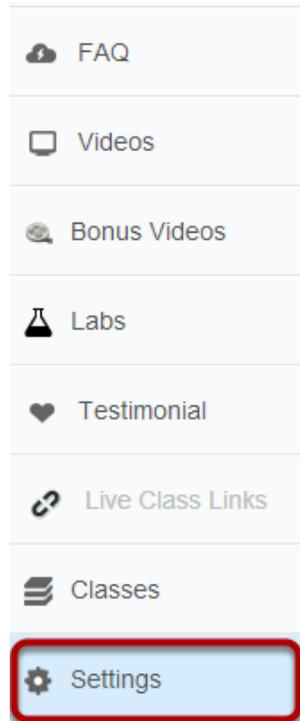
This is what students will see when the grade distribution graphs are hidden from their view. Usually, they would see scoring details and a box and whisker plot graph once they clicked to view the details [1].

## How do I manually configure an External Application for a course?

---

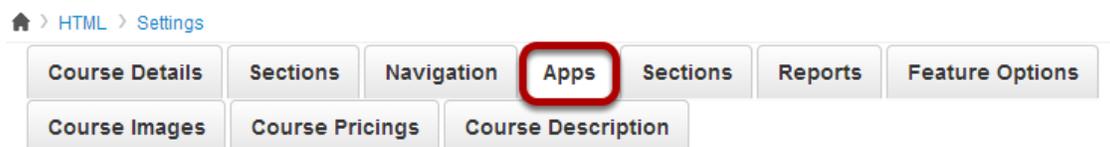
You can manually configure an External Application in your course.

### Open Settings



Click the **Settings** link.

### Open Application Tab



Clicks the **Apps** Tab.

Course Details   Sections   Navigation   Apps   Sections   Reports   Feature Options

Course Images   Course Pricings   Course Description

## External Apps

Add New App

Apps are an easy way to add new features to Arrivu LMS. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

Click [here](#) to see some LTI tools that work great with Arrivu LMS. You can also check out the Arrivu LMS Community topics about LTI tools [here](#)

Name	Extensions
------	------------

Click the **Add New App** button.

**Note:** The View Application Center button will only appear if the Application Center is enabled.

### Enter Application Details

Edit External Tool ✕

Name  1

Consumer Key  2

Shared Secret  3

Enter the **name** of the Application in the name field [1]. Enter the **consumer key** in the consumer key field [2] and the **shared secret** in the shared secret field [3]. This key and shared secret will be provided by the vendor or (if using the Lt (Edu apes) Index) provided by the website.

**Note:** There are some Applications that do not require a consumer key or shared secret, so pay attention to the configuration directions.

### Set Configuration Type

Configuration Type

Select the **Configuration Type** drop-down menu and set the configuration type to Manual Entry.

## Match Application Details

URL  1

Domain  2

Enter the **URL** to match the application to Arivu LMS [1]. Type the appropriate URL or domain in the **domain** field [2].

## Set Privacy

Privacy  ▼

Custom Fields

- Anonymous
- E-Mail Only
- Name Only
- Public

Select the **privacy drop-down** menu to set the privacy settings:

- 1. Anonymous:** No identifying information about the user will be sent to the vendor
- 2. Name Only:** The user's name is the only identifying information sent to the vendor.
- 3. Email Only:** The user's email is the only identifying information sent to the vendor.
- 4. Public:** Various identifying information (name, email, Arivu LMS ID, SIS ID of the course, SIS ID of user, etc.) is sent to the vendor.

## Add Custom Fields and Descriptions

Custom Fields  1

One per line. Format: name=value

Description  2

Type a **custom field** in Custom Fields [1]. Type a **description** of the Application in the Description field [2].

## Save Application

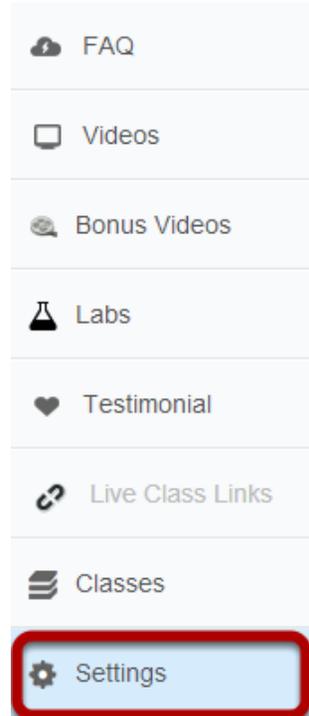


Click the **Submit** button to link the Application.

## How do I disable comments in Announcements for the entire course?

---

Open Settings



Click **Settings** link in course navigation.

## Edit Course Details

### Course Details

Name:	Security Training
Course Code:	ST125
Department:	Manually-Created Courses
Term:	Default Term
Starts:	Jun 13, 2014 at 12am
Ends:	No Date Set These dates will not affect course availability
File Storage:	50000 megabytes
Grading Scheme:	Not Set
License:	Public Domain
Visibility:	Private
Add Tags:	Click to add tags of this Course
Course Topic:	Training
Course Details Page Design:	Course Detail Page Custom Design is Disabled
Visibility on Course Catalogue:	This Course will Visible on Course Catalogue

 Edit Course Details

Click the **Edit Course Details** button.

## Open more option

Visibility:

- Make the syllabus for this course publicly visible
- Make this course publicly visible (student data will remain private)
- Students can only view users in their assigned course section(s)

[more options](#)

Add Tags:

Programming × Internet ×

Click **More options**

## Disable Comments on Announcements

fewer options

- Let students self-enroll by sharing with them a secret URL
  - Add a "Join this Course" link to the course home page
  - Let Students attach files to Discussion Posts
  - Let students create discussion topics
  - Let students edit or delete their own discussion posts
  - Let Students organize their own Groups
  - Hide totals in student grades summary
  - Hide grade distribution graphs from students
  - Disable comments on announcements**
- Only Teachers can create, rename, and edit course wiki pages by default

Check the **Disable comments on announcements** checkbox.

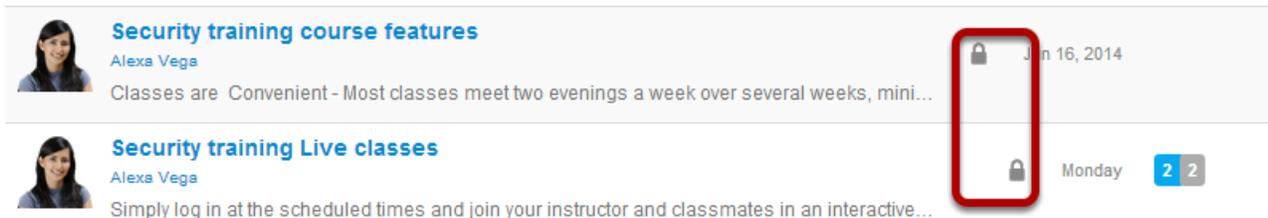
## Update Course Details

Cancel

**Update Course Details**

Click the **Update Course Details** button.

## Student View



**Security training course features**  
Alexa Vega  
Classes are Convenient - Most classes meet two evenings a week over several weeks, mini...

**Security training Live classes**  
Alexa Vega  
Simply log in at the scheduled times and join your instructor and classmates in an interactive...

This is what students will see when Announcement comments are disabled. Each Announcement will display a **lock icon** to show that the Announcement is locked for comments.

## How do I manage new features for my course?

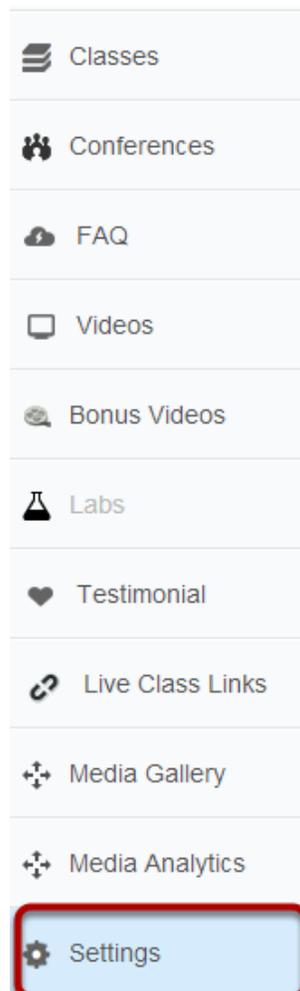
---

Arrivu LMS is continually creating new features to improve your experience. The majority of improvements will be made available as part of our regular release cycle. We want you to be able to learn about these features at your own pace, it'll be placed in your Course Settings as a Feature Option. Feature Options allow you to choose when you want to enable the new feature for your course.

In order for a feature to appear, it must be activated by your institutional admin. On the course level, you may have the option to implement features on a course-by-course basis.

This lesson gives an overview of how to manage a generic feature option.

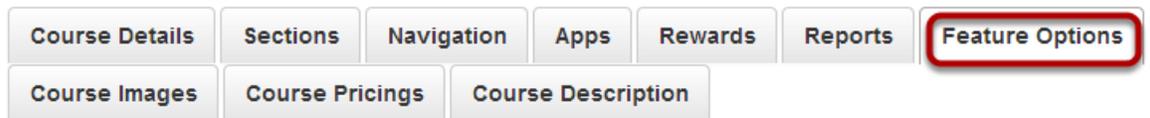
### Open Settings



Click the **Settings** link in the course navigation.

## Open Feature Options Tab

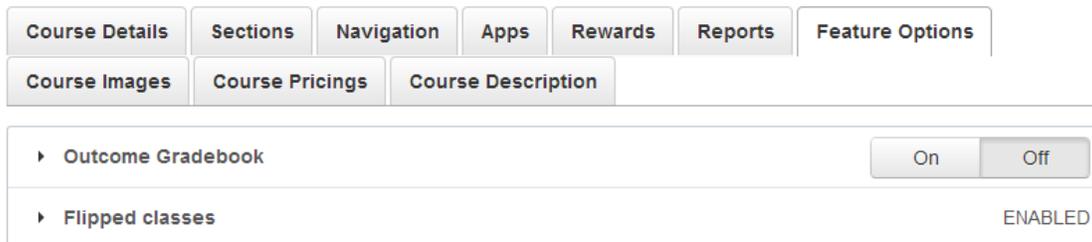
🏠 > ST125 > Settings



Click the **Feature Options** tab.

## View Feature Options

🏠 > ST125 > Settings



Available features will appear in the Feature Options tab. New features are enabled by your institutional admin, and the Feature Options tab will not display any features until they are granted access to you.

## View types of feature



Once course features are available, they will be listed in the Feature Options tab. Each course feature includes a feature description. Click the **arrow icon** next to the feature to expand the feature box and display the description.

Feature tags help identify the state of each feature. Features may include a "Development" pre-production tag, which means it is coming soon but still being developed within Arrivu LMS. A feature with no label means the feature is in your production environment.

## Feature Access

Each feature displays a feature access status as set by your admin.

**Note:** Course features are activated on a course-by-course basis.

## Feature On



If a feature is turned on by your admin, the feature will display as Enabled. Your course will be required to use this feature.

## Feature Allow



If a feature is Allowed by your admin, you can choose how you want to manage the feature for your course. The feature will display two options:

1. **On:** Select this button to turn on this feature for your course. This option is good for features that need to be implemented across the account immediately or that have been Allowed for enough time that users have adapted to them (if necessary).
2. **Off:** By default, the feature will be off. Leave this button selected if you do not want to enable this feature for your course. This option is good for features that you are not yet comfortable allowing in your course, or features that appear within a semester and you do not want to distract students from the course.

**Note:** Depending on feature functionality, when you enable a feature to On, Arrivu LMS may display a warning message asking to confirm your option, as some course features may have unintended consequences if turned Off.

## Feature Off



If a feature that was previously made available by your admin has been turned off, the feature will display as Disabled. Contact your admin for more information about this change.

## User-Level Features

### Feature Options

No features are currently available.

Click **Settings** in the global navigation to view the user details.

Any features activated on the user level are displayed under the Feature Options heading at the bottom of Profile Settings. User-level features are activated by your institution's Customer Success Manager.

**Note:** Instructors have no control over user-level features.

## How do I use SpeedGrader?

---

The SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Arrivu LMS accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

### Access SpeedGrader

You can access SpeedGrader in several ways:

Access via the Gradebook

Access via Assignment, Quiz, or Graded Discussion

### View SpeedGrader

You can use SpeedGrader to:

1. Sort submissions by student and hide student names for anonymous grading
2. Evaluate assignments for each student, including resubmitted assignments
3. Use rubrics to assign grades
4. Leave feedback for your students
5. Track your grading progress and hide assignments while grading.

Student 2 of 7  
Gradebook Course Home

Creating a Publication Widget (WD875)  
due: Aug 22 at 11:59pm

Mute Assignment Settings  
1 / 7 Graded Avg: 20 / 25 (80%)

Submitted: Jul 28 at 11:06am

Assessment

Grade 20 out of 25

View Rubric

Criteria	Assessment
Description	Full Marks Good Work 5/5 pts

Discussion

have submitted my assignment.  
Amelia Earhart, Jul 28 at 11:06am

Good work.

Add a Comment

Attach Submit Comment

For each student, SpeedGrade has six areas:

1. View student submissions. Preview .doc, .docx, .ppt, .pptx, and .pdf submissions
2. Assign a grade based on your preferred assessment method (points, Letter Grade, Complete/Incomplete and percentage)
3. View Rubric to assist with grading (if one is added to the assignment)
4. View discussions created by you or the student about the assignment
5. Create text, video, and/or audio commentary for the student

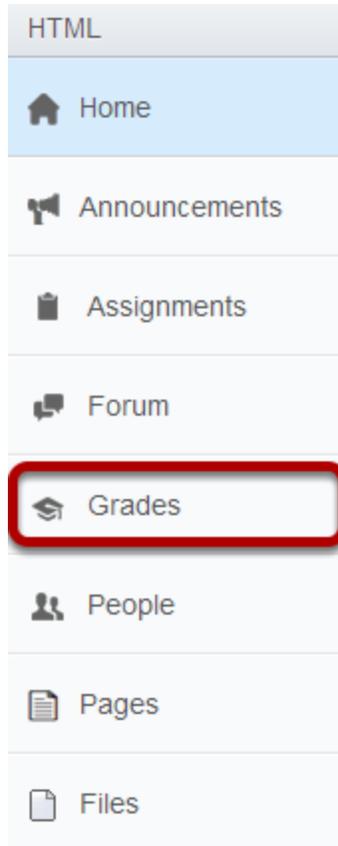
**Note:** You can use keyboard shortcuts to navigate SpeedGrade. Press the comma key and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

## How do I get to SpeedGrade from the Gradebook?

---

You can access SpeedGrade from the Gradebook in just a few clicks.

### Open Grade book



Clicks the **Grades** link in Course navigation.

## Open Assignment Drop-down Menu

WD875 > Gradebook old gradebook

Filter by student name or secondary ID

Student Name	Secondary ID	Sound Slides Out of 20	Search Engine Optimization Out of 25	CSS Layout with HTML5 Out of 30	Discussions	Quizzes	Assignments	Total
Clark Anderson	needhu@arrivusys...	-	-	-	-	-	-	-
Amelia .	test.student@arriv...			-	-	66.7%	80%	72.7%
Chris Evans	satheesh@arrivusy...	-	-	25	60%	-	83.3%	77.5%
Jon Mathew	jonmathew@arriv...	-	-	25	80%	-	83.3%	82.5%
mani@arrivusyste	mani@arrivusyste...	-	-	-	-	-	-	-
Robert Downey	satheeshraju@arri...	-	-	25	70%	-	83.3%	80%
Anu sowmiya	sowmiya@arrivusy...	-	-	-	-	-	-	-

Hover over the **name of the assignment** you want to grade and click on the **gray arrow** that appears.

## Open SpeedGrader

WD875 > Gradebook old gradebook

Filter by student name or secondary ID

Student Name	Secondary ID	Sound Slides Out of 20	Search Engine Optimization Out of 25	CSS Layout with HTML5 Out of 30	Discussions	Quizzes	Assignments	Total
Clark Anderson	needhu@arrivusy...	-	-	-	-	-	-	-
Amelia .	test.student@am...			-	-	66.7%	80%	72.7%
Chris Evans	satheesh@arrivus...	-	-	25	60%	-	83.3%	77.5%
Jon Mathew	jonmathew@arri...	-	-	25	80%	-	83.3%	82.5%
mani@arrivusyste	mani@arrivusyste...	-	-	-	-	-	-	-
Robert Downey	satheeshraju@arri...	-	-	25	70%	-	83.3%	80%
Anu sowmiya	sowmiya@arrivus...	-	-	-	-	-	-	-

Assignment Details menu for Sound Slides:

- SpeedGrader
- Message Students Who...
- Set Default Grade
- Curve Grades
- Download Submissions
- Mute Assignment

Click the **SpeedGrader** Link.

## View SpeedGrader

Amelia . Student 2 of 7 Gradebook Course Home Sound Slides (WD875) due: Aug 15 at 11:59pm Mute Assignment Settings 0 / 7 Graded

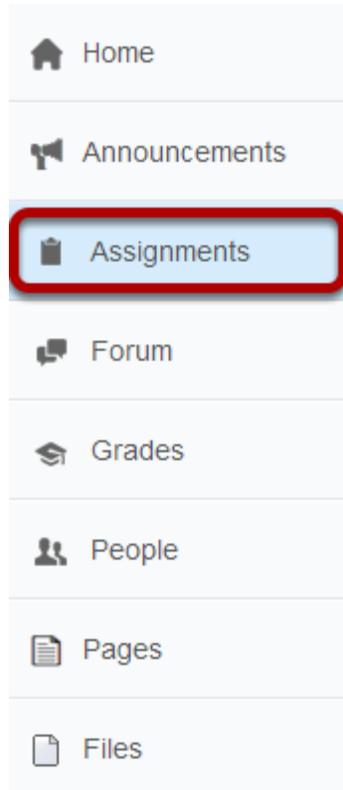
View the SpeedGrader.

## How do I get to SpeedGrade from an Assignment, Quiz, or Graded Discussion?

---

Arrivu LMS allows you to access SpeedGrader from an assignment, quiz, or graded discussion in just a few clicks.

### Open Assignments



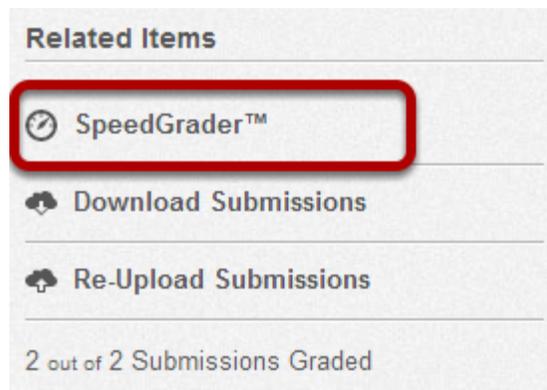
Click the **assignments** link in course navigation.

## View Assignments

Assignments:		
<a href="#">Stress, rhythm and intonation</a>	May 31 at 12pm	out of 10
<a href="#">Phonology</a>	May 30 at 1pm	out of 5
<a href="#">Grammar Categories</a>	May 31 at 12pm	out of 25
<a href="#">Vocabulary</a>	Jun 6 at 12pm	out of 10
<a href="#">Writing system</a>	Jun 7 at 5pm	
<a href="#">Verbs and Verb Tenses</a>	May 31 at 4pm	out of 20
<a href="#">Relative Clauses</a>	Jun 5 at 11:59pm	out of 5
<a href="#">Direct and Indirect Speech</a>	May 30 at 11:59pm	out of 10
<a href="#">Basic grammar</a>	May 31 at 5pm	out of 5

Click the **assignment title** to open the assignment.

## Open SpeedGrader



SpeedGrader will be available in every graded assignment, including quizzes or graded discussions.

Open **SpeedGrader** from a Graded Assignment or Quiz

Within a graded assignment or quiz, the SpeedGrader™ link will appear in the sidebar under Related Items.

## Open SpeedGrader™ from a Graded Discussion

The screenshot shows a discussion titled "Bootstrap Responsive utilities" by Alexa Vega. A blue banner at the top indicates "This is a graded discussion: 10 points possible". In the top right corner, there is a settings icon (gear) with a circled number "1" above it. A dropdown menu is open, showing options: "Mark All as Read due Aug 29", "Delete", "Speed Grader" (highlighted with a red box), and "Add Rubric". The discussion text describes Bootstrap helper classes for mobile development and notes that responsive utilities are currently only available for block and table toggling.

Within a graded Discussion, click the **Settings** icon [1] and click the **SpeedGrader** link.

## Use SpeedGrader

The screenshot shows a student submission for the assignment "Bootstrap Responsive utilities (WD875)". The student is Robert Downey. The submission is dated Jul 22, 2014 11:29am. The submission text discusses Bootstrap responsive utilities and includes a link to a tutorial. The right-hand side of the screen shows the SpeedGrader interface, including the submission date (Submitted: Jul 22 at 11:29am), the assessment grade (Grade 7 out of 10), and a discussion comment from Alexa Vega: "Good. Learn more about bootstrap." There is also a "Add a Comment" section with a text input field and a "Submit Comment" button.

Use the SpeedGrader™ to view submitted assignments, comment on student submissions, and grade assignments.

## How do I Evaluate Assignments in SpeedGrader?

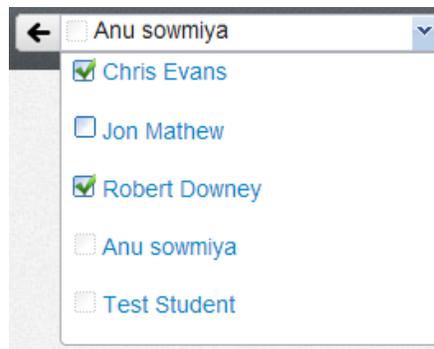
---

SpeedGrader™ makes it easy to evaluate individual student assignments and group assignments quickly.

You can access SpeedGrader through:

- Assignments
- Quizzes
- Graded Discussions
- the Gradebook

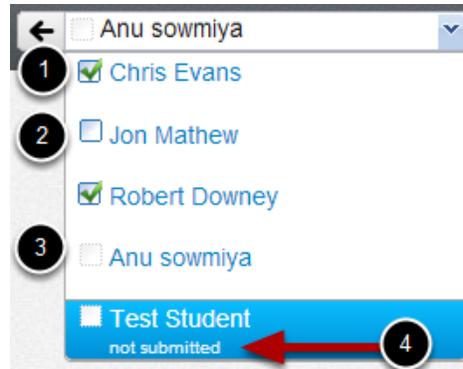
### Sort Student List



Click the **drop-down arrow** to display the list of students in the course.

Students are displayed according to the section shown in the Gradebook. For instance, if you want to view submissions from all students and you have sections in your course, make sure to choose All Sections in the Student Names drop-down menu.

## View Assignment Indicators

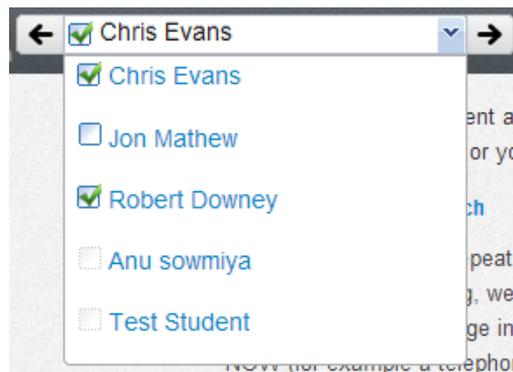


For easy identification, each student is identified with an assignment submission status next to his or her name:

- A checkbox with a **green tick** indicates the assignment has been graded
- A checkbox with **dotted line corners** indicates the assignment has not been graded or has been re-submitted
- A checkbox with **dotted line corners** indicates the assignment has not been submitted

**Note:** When you hover over the student name it indicates the status of that student.

## Evaluate Individual Assignments



SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name.

## View Student Submission

The submissions for this assignment are posts in the assignment's discussion. Below are the discussion posts for Robert Downey, or you can [view the full discussion](#).

from [Bootstrap Responsive utilities](#) Jul 22, 2014 11:29am

 I started to dive into **bootstrap 3** and found the [responsive utilities](#) section. Pretty useful but it was missing a way to show/hide **inline elements** for my needs.

Refer the following link for more informations.

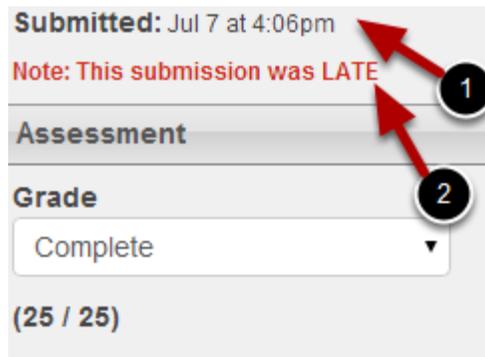
<http://dev.themebvld.com/tutorial/responsive-utility-classes/>

View the student's assignment in the main body of SpeedGrader.

To provide comments on the assignment, you can:

Download the submission, put feedback on the document, and re-upload the submission

## View Submission Details



**Submitted:** Jul 7 at 4:06pm

**Note:** This submission was LATE

**Assessment**

**Grade**

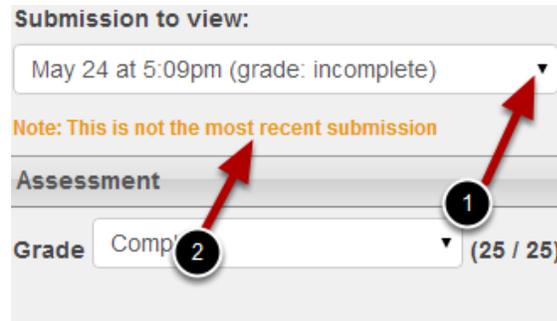
Complete

(25 / 25)

Two red arrows with circular callouts labeled '1' and '2' point to the submission time and the 'LATE' notification, respectively.

When you open SpeedGrader™ for a particular assignment, you will see each individual submission, the date and time that it was submitted [1], and a red notification if the assignment was submitted after the due date [2].

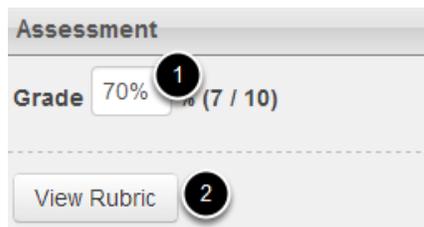
## Evaluate Multiple Submissions



If a student has submitted more than one assignment, the submission view will include a drop-down menu [1] where you can view prior submissions.

By default, the date of the most recent assignment will always be shown first. Arrivu LMS will warn you if you are not viewing the most recent submission [2].

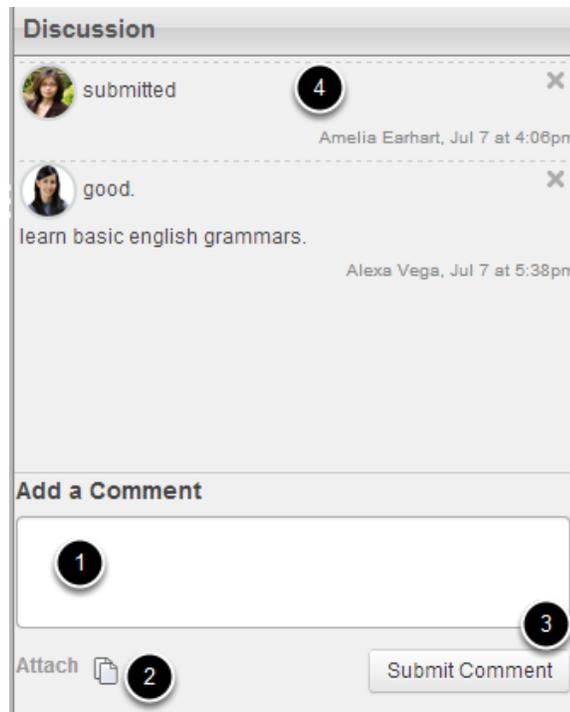
## Assign a grade



To submit a grade for the student's assignment, enter the grade in the grade field [1].

If a Rubric is attached to the assignment, you can click the **View Rubric** button [2] to evaluate the assignment.

## Provide feed back



If you would like to submit a comment on the evaluated assignment, type in the **Add a Comment** field [1]. You can also attach a file or a media comment by clicking one of the **media** icons [2]. When you are ready to submit your comment, click the **Submit Comment** button [3].

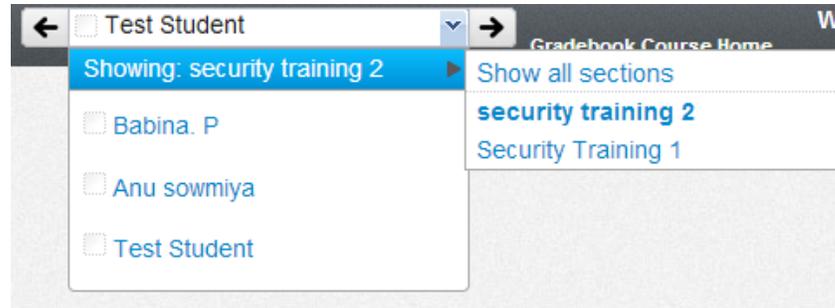
You can view any existing comments from the student, as well as new comments you post on the assignment, in the Discussions area [4]. Comments on assignments will also appear as a new thread in Conversations.

## View assignments for next student



When you are finished grading an assignment, you can view the next student's submission by clicking the **arrow** button next to the student list.

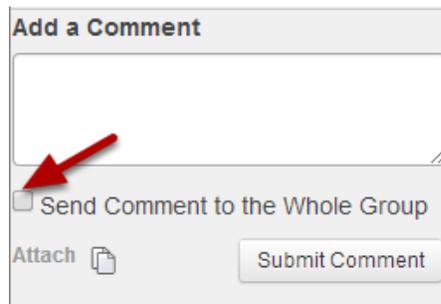
## Evaluate Group assignments



When evaluating group assignments, the SpeedGrader drop-down menu will display the name of each group instead of each student.

Evaluating group assignments is the same process as individual students. You can mark up documents directly or download them for feedback, enter grades and view the rubric, and post and view comments.

## Send a Group Feedback



Please note that with group assignments, group feedback is sent to all students in the group.

**Reminder:** Group assignment grading only applies when the assign grades individually option is NOT selected while creating the group assignment.

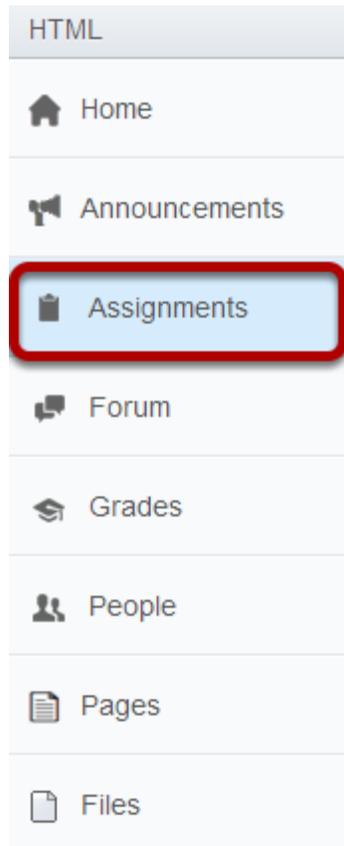
## How do I open a Rubric in SpeedGrader?

---

If you have added a rubric to an assignment, you can view the rubric in SpeedGrader.

**Note:** If you intend to use a rubric for grading, be sure to select the Use this rubric for assignment grading checkbox when adding a rubric to an assignment.

### Open Assignments



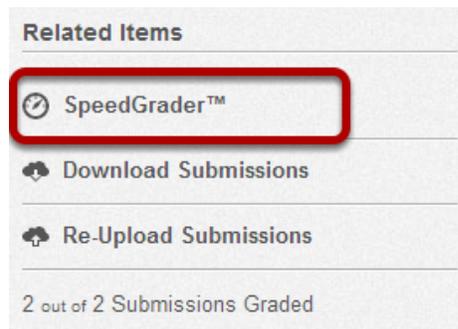
Click the **assignments** link in course navigation.

## View Assignments

Assignments:		
<a href="#">Stress, rhythm and intonation</a>	May 31 at 12pm	out of 10
<a href="#">Phonology</a>	May 30 at 1pm	out of 5
<a href="#">Grammar Categories</a>	May 31 at 12pm	out of 25
<a href="#">Vocabulary</a>	Jun 6 at 12pm	out of 10
<a href="#">Writing system</a>	Jun 7 at 5pm	
<a href="#">Verbs and Verb Tenses</a>	May 31 at 4pm	out of 20
<a href="#">Relative Clauses</a>	Jun 5 at 11:59pm	out of 5
<a href="#">Direct and Indirect Speech</a>	May 30 at 11:59pm	out of 10
<a href="#">Basic grammar</a>	May 31 at 5pm	out of 5

Click the **assignment title** to open the assignment.

## Open SpeedGrader



The screenshot shows a sidebar titled "Related Items" with a list of links. The first link, "SpeedGrader™", is highlighted with a red rectangular box. Below it are "Download Submissions" and "Re-Upload Submissions". At the bottom of the sidebar, it says "2 out of 2 Submissions Graded".

SpeedGrader will be available in every graded assignment, including quizzes or graded discussions.

Open SpeedGrader from a Graded Assignment or Quiz

Within a graded assignment or quiz, the SpeedGrader™ link will appear in the sidebar under Related Items.

## View Rubric

**Assessment**

Grade  (25 / 25)

Click the **View Rubric** button

## Evaluate the Assignment

**Grading**

Marks description				
Criteria	Ratings			Pts
Content	Full Marks 10 pts	Partial marks 5 pts	No Marks 0 pts	<input type="text" value="5"/> / 10 pts
Features	Full Marks 5 pts	No Marks 0 pts		<input type="text" value="5"/> / 5 pts
Examples	Full Marks 5 pts	No Marks 0 pts		<input type="text" value="5"/> / 5 pts
Explanations	Full Marks 5 pts	No Marks 0 pts		<input type="text" value="0"/> / 5 pts
Total Points: 15 out of 25				

Use the rubric to evaluate the assignment. Select the grade for each criteria by clicking the appropriate category. Click the **Save** button to save the grade.

**Note:** If you intend to use a rubric for grading, be sure to select the Use this rubric for assignment grading check box when adding a rubric to an assignment in order to use SpeedGrader™ for grading purposes.

## View Grade

**Assessment**

Grade  out of 25

---

[View Rubric](#)

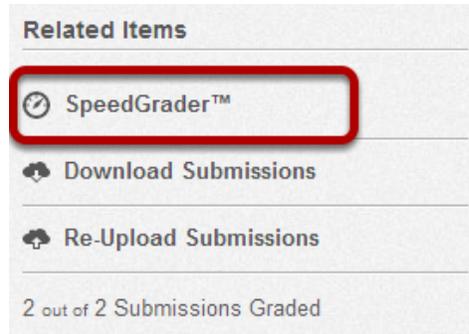
View the grade.

## How do I leave feedback for my students in SpeedGrader?

---

You can leave feedback for your students using text, an attached file, video, or audio.

### Open SpeedGrader



SpeedGrader will be available in every graded assignment, including quizzes or graded discussions.

Open **SpeedGrader** from a Graded Assignment or Quiz

Within a graded assignment or quiz, the SpeedGrader™ link will appear in the sidebar under Related Items.

### Add Text Comment



To add a comment to the assignment, **enter text** in the add a comment field [1]. To expand the size of the comment field, **click and drag the corner** of the text box [2].

**Note:** You can submit up to 16384 characters in the comment field.

## Add File Comment



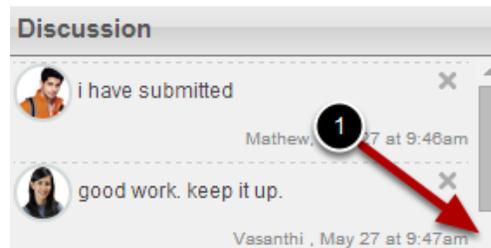
To attach a file to the comment, click the **Paper** icon [1].

## Submit Comment



Click the **submit comment** button.

## View Comments



Comments will be organized chronologically with the older comments appearing near the top and the newer comments appearing at the bottom .

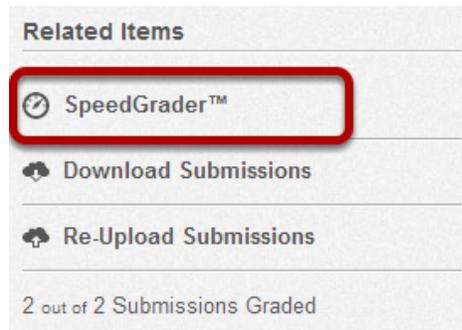
**Note:** Depending on the size of your browser window, comments within the SpeedGrader™ Discussion box may appear to be limited. You can use the scrollbar [1] within the Discussion box to view additional or longer comments.

## How do I view past versions of submissions in SpeedGrader?

---

You can view past versions of a student's assignment or quiz submission in SpeedGrader.

### Open SpeedGrader

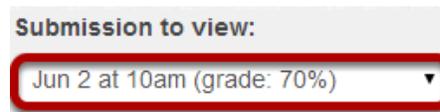


SpeedGrader will be available in every graded assignment, including quizzes or graded discussions.

Open **SpeedGrader** from a Graded Assignment or Quiz

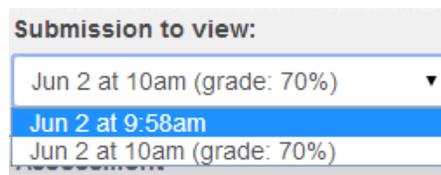
Within a graded assignment or quiz, the SpeedGrader™ link will appear in the sidebar under Related Items.

### View Submission



Select the Submission to view **drop-down menu** to view multiple submission from a single student.

### Select the Submission



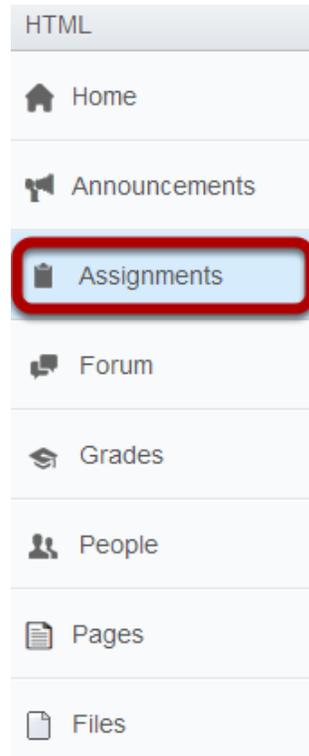
Click the **submission** you wish to view. It will automatically appear in the SpeedGrader

## How do I download Assignments in SpeedGrader?

---

If a student or a student group has submitted a file upload for an assignment, you can choose to download it to your local computer for grading.

### Open Assignments



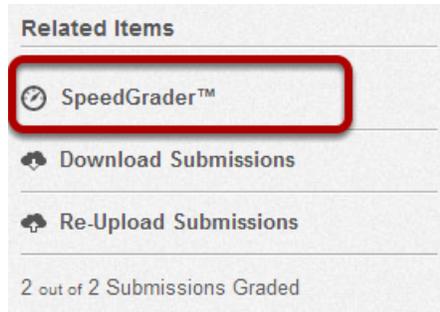
Click the **assignments** link in course navigation.

### View Assignments

Assignments:		
<a href="#">Stress, rhythm and intonation</a>	May 31 at 12pm	out of 10
<a href="#">Phonology</a>	May 30 at 1pm	out of 5
<a href="#">Grammar Categories</a>	May 31 at 12pm	out of 25
<a href="#">Vocabulary</a>	Jun 6 at 12pm	out of 10
<a href="#">Writing system</a>	Jun 7 at 5pm	
<a href="#">Verbs and Verb Tenses</a>	May 31 at 4pm	out of 20
<a href="#">Relative Clauses</a>	Jun 5 at 11:59pm	out of 5
<a href="#">Direct and Indirect Speech</a>	May 30 at 11:59pm	out of 10
<a href="#">Basic grammar</a>	May 31 at 5pm	out of 5

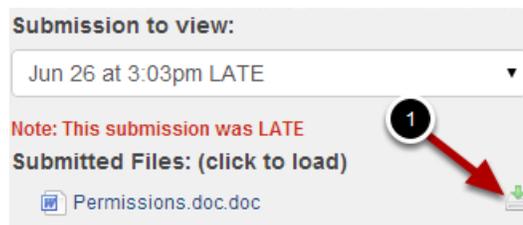
Click the **assignment title** to open the assignment.

## Download Individual Submissions



If you want to download individual student submissions one at a time or only download specific student assignments, click the **SpeedGrader** link.

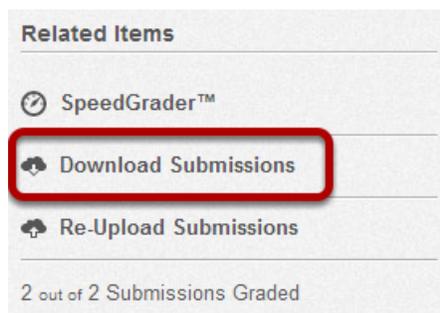
## Download Assignment File



In the sidebar, click the **File Download icon** next to the assignment file.

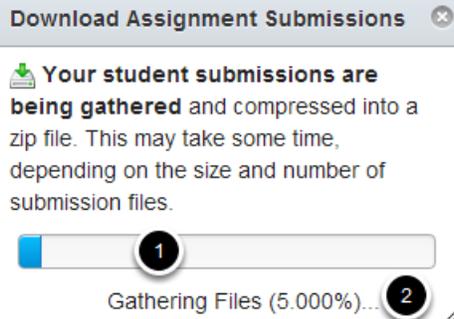
**Note:** The location of this download is the same for both individual student and group assignments.

## Download All Submissions



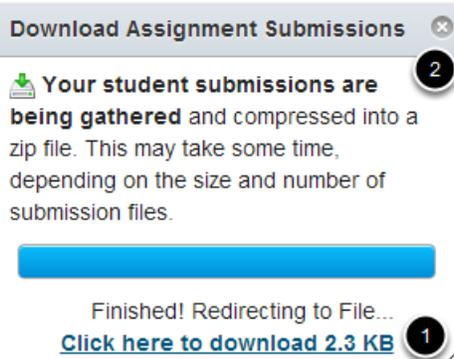
If you want to download all student submissions together, click the **Download Submissions** link.

## Download Group Zip file



Arrivu LMS will generate the assignment submissions together and download them to your computer as a .zip file. You can view the status of the download in the progress bar [1] and also by download percentage [2].

## Open a zip file

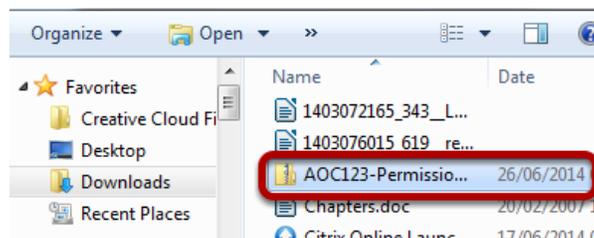


When the file is finished processing, download the file by clicking the **Click here to download** link [1].

Arrivu LMS will also include the size of the download file as part of the link for your reference.

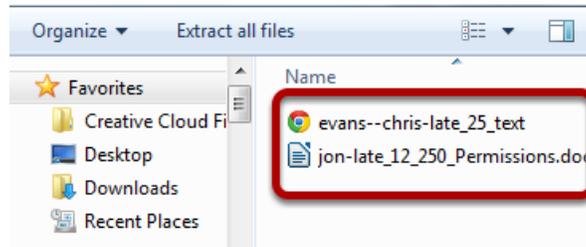
Click the **X icon** to close the download window [2].

## View Downloaded Zip file



View the downloaded Assignment Submission Zip file in downloads.

## View Submission Files

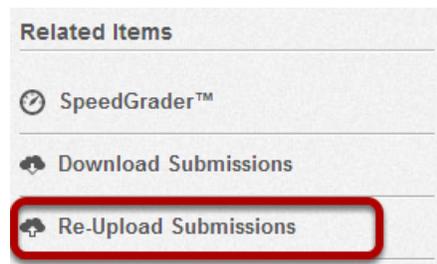


Locate and open the downloaded .zip file (submissions.zip) on your computer.

In bulk downloads, note that Arrivu LMS automatically amends the file name for each submission type:

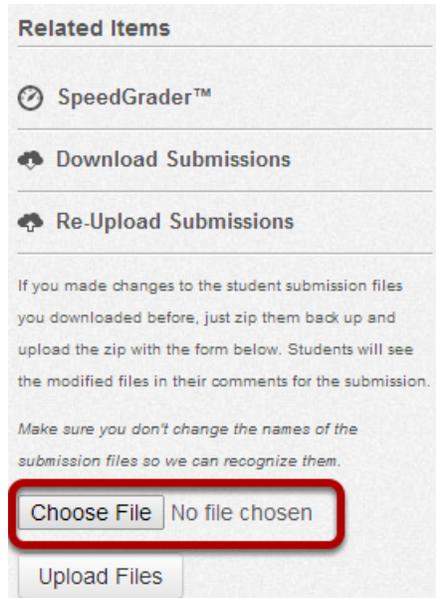
- For group assignments, the file name will include the name of the assigned group.
- For individual student assignments, the file name will include the name of the student (last name first).

## Upload Assignments



If you made comments on the downloaded files, you can easily re-upload them to Arrivu LMS for your students by clicking the **Re-Upload Submissions** link.

## Choose ZIP File



**Related Items**

 SpeedGrader™

 Download Submissions

 Re-Upload Submissions

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

*Make sure you don't change the names of the submission files so we can recognize them.*

No file chosen

To successfully re-upload your files, you need to compress all your files back into a .zip file.

Locate and upload your .zip file by clicking the **Choose File or Browse** button, depending on which browser you are using.

**Note:** Arrivu LMS can only re-upload files that retain their original file names. If you changed any of the file names associated with the assignment, you will need to change the names back to how they were when you downloaded them.

## Upload Files

**Related Items**

 SpeedGrader™

 Download Submissions

 Re-Upload Submissions

If you made changes to the student submission files you downloaded before, just zip them back up and upload the zip with the form below. Students will see the modified files in their comments for the submission.

*Make sure you don't change the names of the submission files so we can recognize them.*

Permissions\_...missions.zip

Click the **Upload Files** button to upload your .zip file to Arrivu LMS.

## How do I sort Assignments in SpeedGrader?

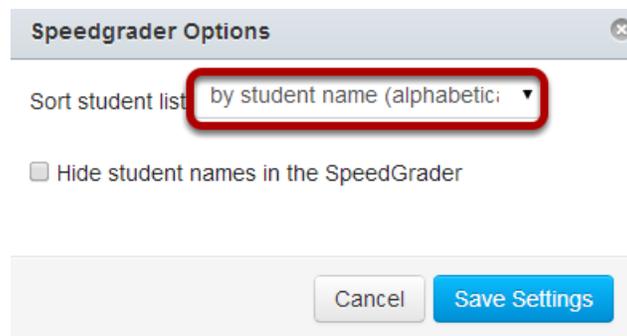
For easier grading, you can sort assignments by student name [alphabetically], the date they submitted the assignment, or by submission status. If your course has sections, you can sort Assignments by section.

### Open SpeedGrader Settings



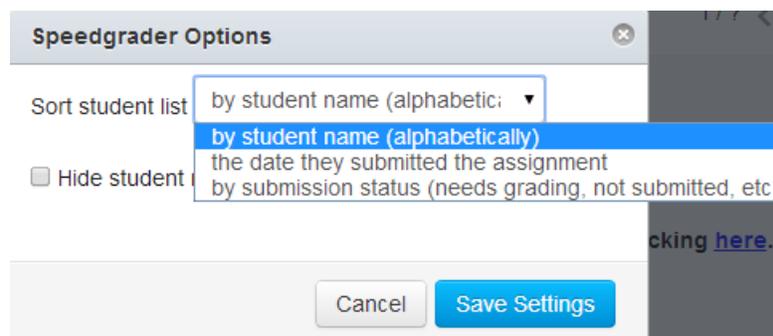
Click the **Settings** link to open SpeedGrader™ Options.

### Set SpeedGrader™ Options



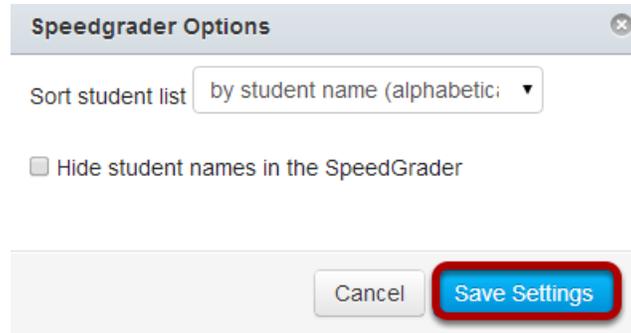
Select the **drop-down menu** to open the sorting options for the student list.

### Select Option



Click the **option** you want to sort the student list by.

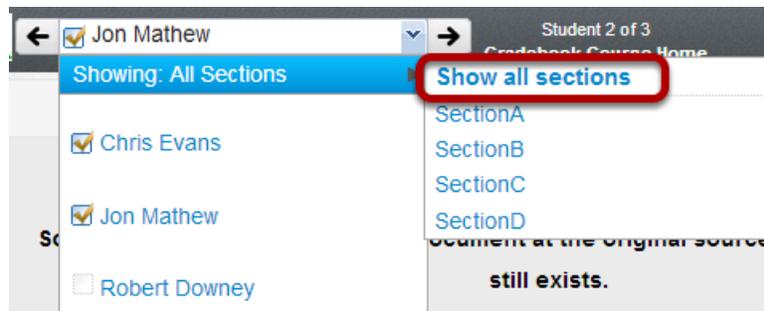
## Save Settings



The image shows a dialog box titled "Speedgrader Options" with a close button (X) in the top right corner. Inside the dialog, there is a label "Sort student list" followed by a dropdown menu currently set to "by student name (alphabetic)". Below this is a checkbox labeled "Hide student names in the SpeedGrader" which is currently unchecked. At the bottom of the dialog, there are two buttons: "Cancel" and "Save Settings". The "Save Settings" button is highlighted with a red border.

Click the **save Settings** button to set the SpeedGrader options.

## Sort Assignments by Section



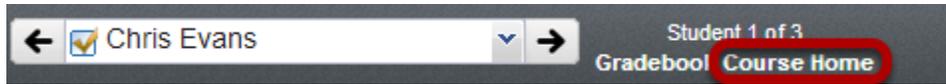
In the student **drop-down** menu, locate Showing: All Sections. Here you can choose the correct section to grade assignments.

**Note:** If your course has sections, you will be able to sort assignments by section.

## How do I get back to the Course Home Page from SpeedGrader?

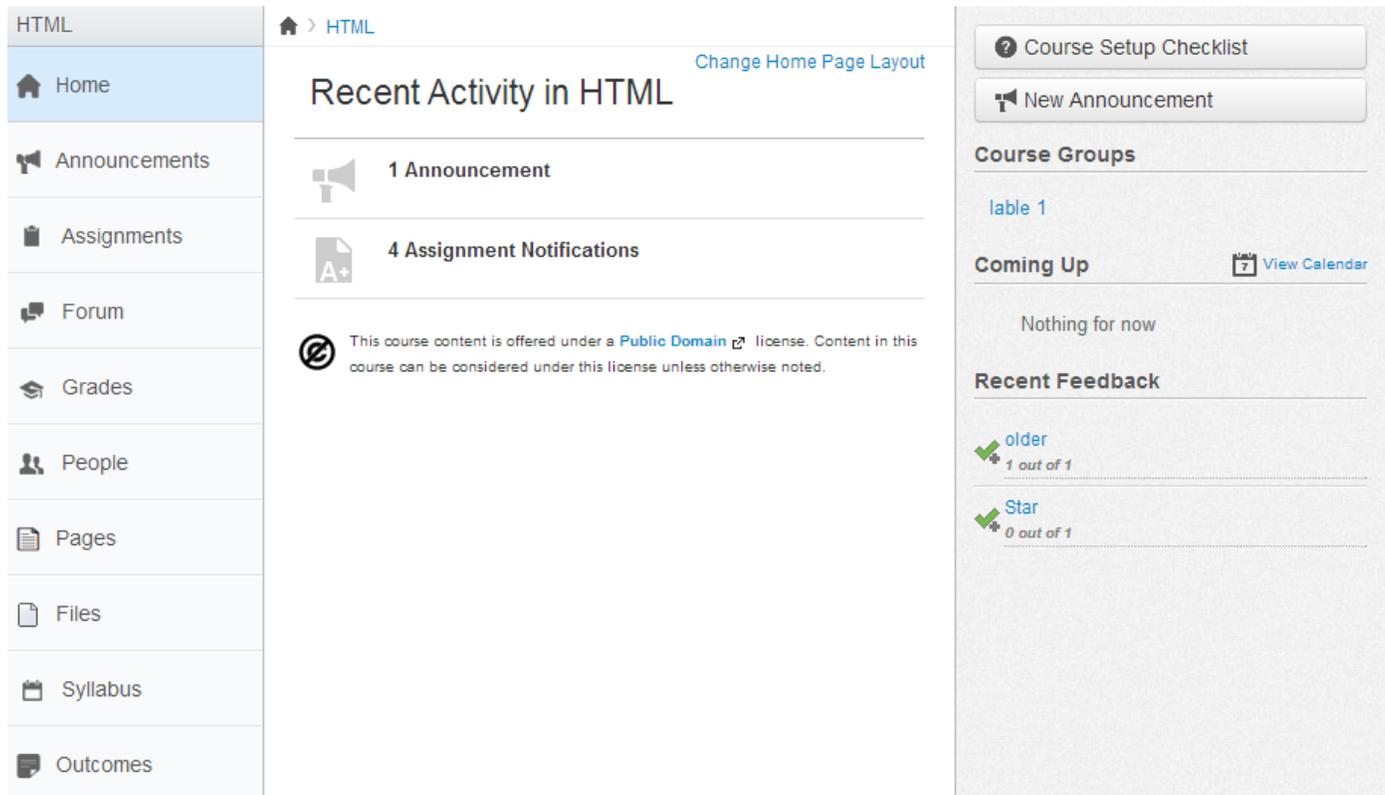
You can get back to the Course Home Page from SpeedGrader in the navigation menu.

### Open Course Home Page



Click the **Course Home** link next to the Student list to open the course home page.

### View course home page

A screenshot of the Course Home page for a course titled 'HTML'. The page is divided into three main sections. On the left is a navigation sidebar with links for Home, Announcements, Assignments, Forum, Grades, People, Pages, Files, Syllabus, and Outcomes. The main content area is titled 'Recent Activity in HTML' and shows '1 Announcement', '4 Assignment Notifications', and a license notice for 'Public Domain'. On the right is a sidebar with 'Course Setup Checklist', 'New Announcement', 'Course Groups' (with a table link), 'Coming Up' (with a calendar link), and 'Recent Feedback' (showing 'older' with 1 out of 1 and 'Star' with 0 out of 1).

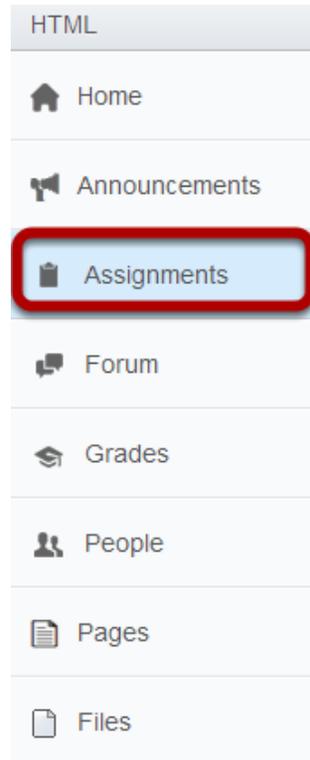
View the Course Home page.

## How do I find a student submission in SpeedGrader ?

---

SpeedGrader™ gives you an overview of student submissions for an assignment.

### Open Assignments



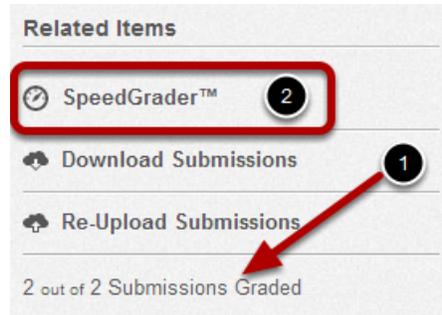
Click the **assignments** link in course navigation.

### View Assignments

Assignments:		
<a href="#">Stress, rhythm and intonation</a>	May 31 at 12pm	out of 10
<a href="#">Phonology</a>	May 30 at 1pm	out of 5
<a href="#">Grammar Categories</a>	May 31 at 12pm	out of 25
<a href="#">Vocabulary</a>	Jun 6 at 12pm	out of 10
<a href="#">Writing system</a>	Jun 7 at 5pm	
<a href="#">Verbs and Verb Tenses</a>	May 31 at 4pm	out of 20
<a href="#">Relative Clauses</a>	Jun 5 at 11:59pm	out of 5
<a href="#">Direct and Indirect Speech</a>	May 30 at 11:59pm	out of 10
<a href="#">Basic grammar</a>	May 31 at 5pm	out of 5

Click the **assignment title** to open the assignment.

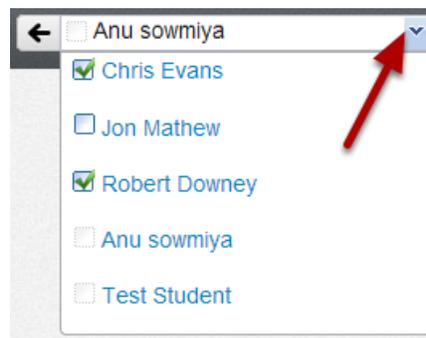
## Open SpeedGrader



The sidebar will show you how many submissions have been submitted and graded, if any [1].

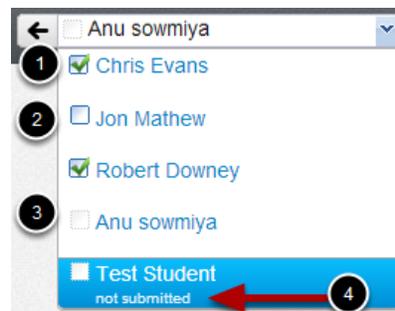
Click the **SpeedGrader™** link [2].

## Open Student Drop-down Menu



Click the **drop-down** menu to open the list of students.

## Find Submitted Assignments



For easy identification, each student is identified with a assignment submission status next to his or her name:

- A check box with a green tick indicates the assignment has been graded
- A check box with solid line corners indicates the assignment has not been graded or has been re-submitted
- A check box with dotted line corners indicates the assignment has not been submitted

**Note:** When you hover over the student name it indicates the status of that student.

## How do I track my progress and the average grade in SpeedGrader?

---

For each assignment, SpeedGrader™ gives you an overview of how many student submissions have received grades and what the average grade is.

### Open SpeedGrader

The image shows a button with a circular icon containing a clock and the text "SpeedGrader™".

Click the **SpeedGrader™** link [.

### View Progress

The image shows a card for an assignment titled "Hacker Techniques (ST125)" with a due date of "Jun 30 at 10am". To the right of the title is a "Mute Assignment & Settings" link. Below the title, there are two red boxes: the first contains "1 / 5 Graded" and the second contains "Avg: 18 / 20 (90%)". A circled "1" is above the first box and a circled "2" is above the second box.

Hacker Techniques (ST125)  
due: Jun 30 at 10am

Mute Assignment & Settings

1 / 5 Graded Avg: 18 / 20 (90%)

Track your progress by locating the number of student submissions you've graded [1] and the average grade received [2].

## How do I mute or unmute an Assignment in SpeedGrader?

---

By default, Arrivu LMS allows students to see assignment grades as soon as you have graded the assignment. In some cases, however, you may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time. To hide student grades temporarily, you can choose to mark an assignment as "muted".

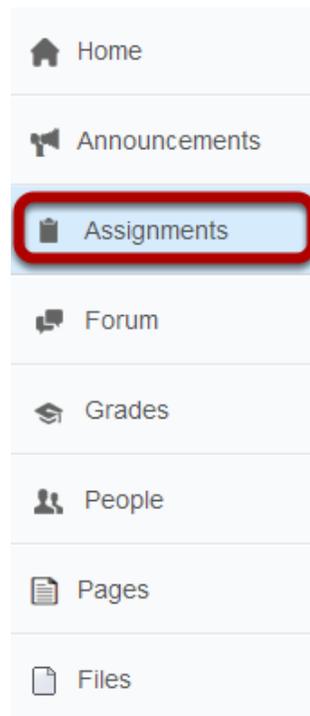
A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted.

A muted assignment will not send out grade change notifications or any of your comments until the assignment is unmuted.

Muting should only be used to temporarily block grading work in progress from student view. It should not be used to conceal grades for longer than reasonably necessary.

**Note:** Students can still submit muted assignments.

### Open Assignments



Click the **assignments** link in course navigation.

## View Assignments

Assignments:		
<a href="#">Stress, rhythm and intonation</a>	May 31 at 12pm	out of 10
<a href="#">Phonology</a>	May 30 at 1pm	out of 5
<a href="#">Grammar Categories</a>	May 31 at 12pm	out of 25
<a href="#">Vocabulary</a>	Jun 6 at 12pm	out of 10
<a href="#">Writing system</a>	Jun 7 at 5pm	
<a href="#">Verbs and Verb Tenses</a>	May 31 at 4pm	out of 20
<a href="#">Relative Clauses</a>	Jun 5 at 11:59pm	out of 5
<a href="#">Direct and Indirect Speech</a>	May 30 at 11:59pm	out of 10
<a href="#">Basic grammar</a>	May 31 at 5pm	out of 5

Click the **assignment title** to open the assignment.

## Mute Assignment

**Grammar Categories (EG562)**  
due: May 31 at 12pm

[Mute Assignment](#) [Settings](#)

2 / 5 Graded Avg: 25 / 25 (100%)

Click the **Mute Assignment** link.

## Confirm Mute Assignment

**Mute Assignment** ✕

Are you sure you want to mute this assignment? While this assignment is muted, students will not receive new notifications about or be able to see:

- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that this assignment is muted.

Once you have muted this assignment, you can begin sending notifications again by clicking the "Unmute Assignment" link.

A notification window will verify you want to mute the assignment. Click the **Mute Assignment** button.

**Note:** Students will be unable to view their grades until the assignment is unmuted.

## Student View

Name	Due	Score	Out of	Details
Phonology	May 30 by 1pm	-	5	
Direct and Indirect Speech	May 30 by 11:59pm		10	
Grammar Categories Assignments	May 31 by 12pm		25	
Stress, rhythm and intonation	May 31 by 12pm	6	10	
Verbs and Verb Tenses	May 31 by 4pm		20	
Basic grammar	May 31 by 5pm	-	5	
Relative Clauses	Jun 5 by 11:59pm	-	5	
Vocabulary	Jun 6 by 12pm	80%	10	
<b>Assignments</b>		<b>70 %</b>		
<b>Total</b>		<b>70 %</b>		

 Your instructor is working on grades. While your instructor is working on grades, grade and comment information is unavailable.

The Mute icon will appear next to the title of the muted assignment. If a student tries to click on the **mute button**, a popup dialog informs the student that the Instructor is working on the grades for that assignment.

**Note:** The Mute icon will appear with the assignment in every instance throughout Arrivu LMS. In this example, for instance, the icon is displayed next to the assignment in Grades, but the icon will also appear next to the assignment in Assignments.

## Unmute Assignments

Grammar Categories (EG562)  
due: May 31 at 12pm

 **Unmute Assignment**  Settings  
2 / 5 Graded Avg: 25 / 25 (100%)

To unmute the assignment and release grades to the students, open the assignment in SpeedGrader™ and click the **Unmute Assignment** link.

## How do I hide student names in SpeedGrader ?

---

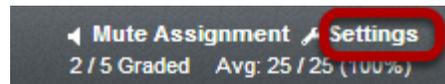
If you want to grade assignments without knowing who submitted them, you can hide student names in SpeedGrader™.

### Open SpeedGrader



Click the **SpeedGrader™** link .

### Open Settings



Click the **Settings** link next to the Wrench icon to open SpeedGrader™ Options.

### Hide Student Names in the SpeedGrader

The image shows the "SpeedGrader Options" dialog box. It has a title bar with "SpeedGrader Options" and a close button (X). Below the title bar, there is a "Sort student list" dropdown menu currently set to "by student name (alphabetic)". Below that, there is a checkbox labeled "Hide student names in the SpeedGrader" which is checked. At the bottom of the dialog, there are two buttons: "Cancel" and "Save Settings".

Click the checkbox next to **Hide student names in the SpeedGrader** to hide the student names.

## Save Settings

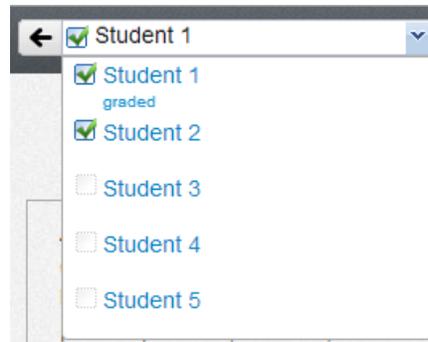
**Speedgrader Options** ✕

Sort student list  ▾

Hide student names in the SpeedGrader

Click the **Save Settings** button.

## View Student Submission Drop-down Menu



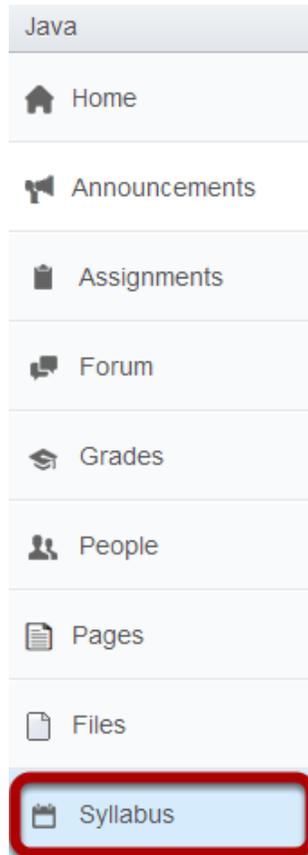
View the student drop-down menu and verify that all student names are hidden. You can also hide student names in the Gradebook.

## What is Syllabus?

---

The Syllabus in Arrivu LMS makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

### Locate Syllabus Link



Click the **Syllabus** link in the course navigation.

## View Syllabus

Home > ST125 > Syllabus

### Course Syllabus

**Security testing** is a process intended to reveal flaws in the security mechanisms of an [information system](#) that protect data and maintain functionality as intended. Due to the logical limitations of security testing, passing security testing is not an indication that no flaws exist or that the system adequately satisfies the security requirements.

Typical security requirements may include specific elements of confidentiality, integrity, authentication, availability, authorization and non-repudiation. Actual security requirements tested depend on the security requirements implemented by the system [Security training course features](#). Security testing as a term has a number of different meanings and can be completed in a number of different ways. As such a Security Taxonomy helps us to understand these different approaches and meanings by providing a base level to work from. [Module : Pages](#)

Date	Day	Details	
Jun 27	Fri	<a href="#">Protecting Your Computer</a>	due by 6pm
Jun 28	Sat	<a href="#">Secure File Storage, Control and Sharing</a>	due by 10am
		<a href="#">Securing Windows with the Critical Security Controls</a>	due by 5pm
Jun 30	Mon	<a href="#">Hacker Techniques</a>	due by 10am
		<a href="#">Computer and Network hacker Exploits</a>	due by 5pm
		<a href="#">Data Security and Investigations</a>	due by 10pm
Jul 5	Sat	<a href="#">Windows firewall, DNS and wireless</a>	due by 1pm

Edit Syllabus Description

June 2014						
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Course assignments are not weighted.

To edit the Syllabus, click **Edit Syllabus Description** [1].

There are three main parts:

- a calendar and weighted assignment groups [2],
- a syllabus description [3],
- and a syllabus table automatically managed by Arrivu LMS [4].

## View Syllabus Description

🏠 > [ST125](#) > [Syllabus](#)

[Jump to Today](#)

### Course Syllabus

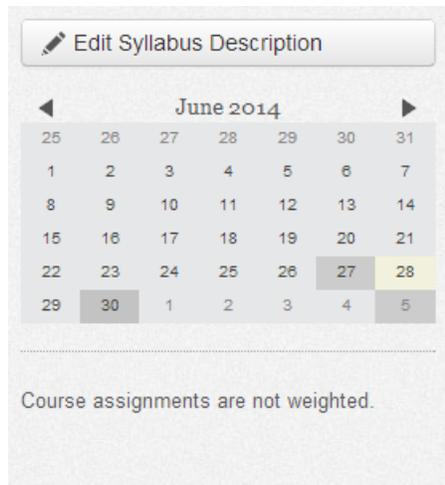
**Security testing** is a process intended to reveal flaws in the security mechanisms of an [information system](#) that protect data and maintain functionality as intended. Due to the logical limitations of security testing, passing security testing is not an indication that no flaws exist or that the system adequately satisfies the security requirements.

Typical security requirements may include specific elements of confidentiality, integrity, authentication, availability, authorization and non-repudiation. Actual security requirements tested depend on the security requirements implemented by the system [Security training course features](#). Security testing as a term has a number of different meanings and can be completed in a number of different ways. As such a Security Taxonomy helps us to understand these different

approaches and meanings by providing a base level to work from. [Module : Pages](#)

The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Files.

## View Calendar and Weighted Assignment Groups



✎ Edit Syllabus Description

June 2014

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

Course assignments are not weighted.

The Calendar and Weighted Assignment Groups section will display information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus.

## View Syllabus Table

Date	Day	Details	
Apr 29	Tue	Computer security	due by 11:59pm
Apr 30	Wed	Recent Trends in IT	due by 11:59pm
May 5	Mon	Recent Technology	due by 11:59pm
May 15	Thu	Access control	due by 9am
May 16	Fri	Risk management	due by 10am
	Other	Security	

Any course assignment or event will be listed in the bottom half of the Syllabus page with the undated items appearing at the bottom [1]. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus.

## View Public Course Syllabus settings

### Course Details

Name: Information Security

Course Code: IS123

Department: Manually-Created Courses

Term: Default Term

Starts: Mar 22, 2014 at 2:56pm

Sat Mar 22, 2014 2:56PM

Ends:

Users can only participate in the course between these dates  
This will override any term availability settings.

Language: Not set (user-configurable, defaults to English)

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 500 megabytes

Grading Scheme:  Enable course grading scheme

License: Public Domain

Visibility:  Make the syllabus for this course publicly visible

Make this course publicly visible (student data will remain private)

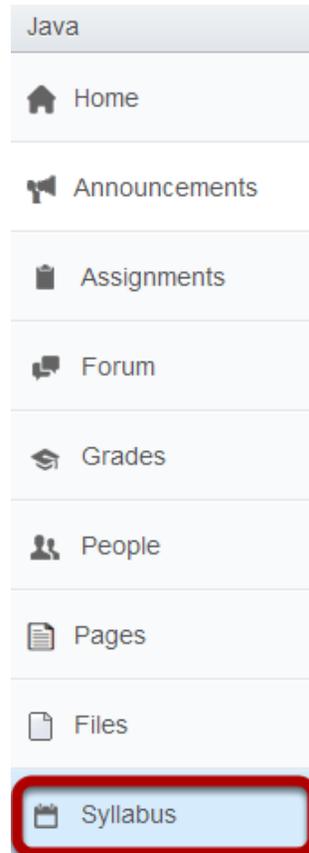
You can choose to make your syllabus public so that people who aren't enrolled in your course can view more information about the course. In your course settings, you can select the **Make the syllabus for this course publicly visible** check box to make your syllabus public.

## When would I use the Syllabus?

---

In this lesson, you will learn the many ways you can use the Syllabus.

### View Syllabus



Use the Syllabus to:

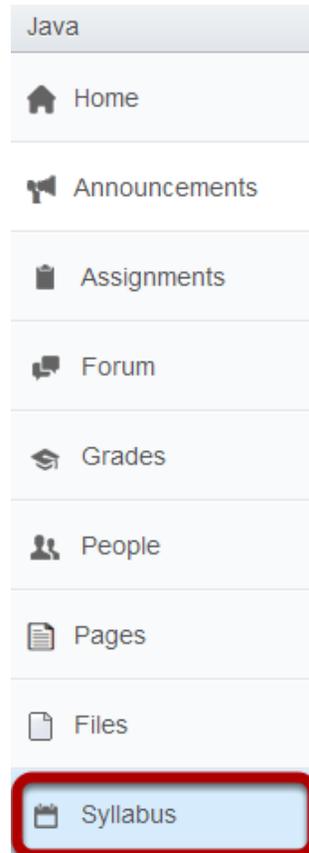
- Post an introduction to your course and pesky policies.
- Introduce yourself to your students.
- See the Assignments and the due dates.
- Display all of the upcoming Assignments and events in your course.
- Display information about your course publicly using the public syllabus course setting.

## How do I edit the Syllabus description?

---

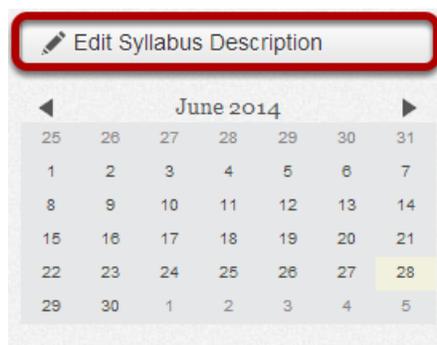
Editing the Syllabus allows you to link files, images, other course content in your Syllabus Description by uploading them using the Content Selector.

### Open Syllabus



Click the **Syllabus** link in the course navigation.

### Edit Syllabus Description



Click the **Edit Syllabus Description** button.

## Edit Syllabus Description Using the Rich Content Editor

The screenshot displays the 'Course Syllabus' editing interface. At the top left, there is a breadcrumb trail: 'IS123 > Syllabus'. The main title is 'Course Syllabus', with a 'Jump to Today' link to its right. Below the title, the 'Syllabus Description:' section is highlighted with a red border. This section contains a Rich Content Editor with a toolbar featuring icons for bold, italic, underline, text color, background color, link, unlink, image, video, and pi. The editor text reads: 'Information security refers to the theory and practice of defending data or information systems against unauthorized or unintended access, destruction, disruption or tampering.' Below this is a 'Contents' section with a bulleted list: '1 Vulnerabilities' (sub-points: 1.1 Backdoors, 1.2 Denial-of-service attack, 1.3 Direct access attacks) and '2 Vulnerable areas' (sub-points: 2.1 Cloud computing, 2.2 Aviation). To the right of the editor is a 'Switch Views' link. At the bottom of the editor are 'Cancel' and 'Update Syllabus' buttons. On the right side, the 'Insert Content into the Page' sidebar is visible, with tabs for 'Links', 'Files', and 'Images'. The 'Links' tab is active, showing a list of 'Wiki Pages' including 'Computer Networking & Cybersecurity Major', 'Front Page', 'Hardware Protection Mechanisms', 'Secure Operating Systems', 'Security Important', 'Security Video', and 'Senior Information Risk Owner (Siro)'. Below this are expandable sections for 'Assignments', 'Quizzes', 'Announcements', 'Discussions', 'Modules', and 'Course Navigation'.

Edit the syllabus description using the Rich Content Editor.

You can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information in the Syllabus Description. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also use the Rich Content Editor to embed videos and input HTML.

## Add PDF or Word Document to your Syllabus Description

Home > IS123 > Syllabus

### Course Syllabus

[Jump to Today](#)

Syllabus Description:

[Switch Views](#)

The Rich Content Editor toolbar includes options for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (ab), Undo, Redo, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, and Font Size. The Paragraph dropdown menu is also visible.

To know user permissions in this course

Information security refers to the theory and practice of defending data or information systems against unauthorized or unintended access, destruction, disruption or tampering.

#### Contents

- 1 Vulnerabilities
  - 1.1 Backdoors
  - 1.2 Denial-of-service attack
  - 1.3 Direct access attacks
- 2 Vulnerable areas
  - 2.1 Cloud computing
  - 2.2 Aviation

Cancel

Update Syllabus

#### Insert Content into the Page

Links

Files

Images

1

Click any file to insert a download link for that file.

course files

Permissions.doc.doc

Permissions.doc.doc

3

[Upload a new file](#)

Within the Content Selector, click **Files** [1] tab. There you can upload a new file or select files you have uploaded previously. **Click and highlight the text** in the Rich Content Editor you want users to click on to **download the syllabus** [2]. Click the file in the **Content Selector** [3] and the text will turn blue noting the link is downloadable.

## Update Syllabus

Cancel

Update Syllabus

Once you have completed your Syllabus Description, click **Update Syllabus**.

# Course Syllabus

## [To know user permissions in this course](#)

Information security refers to [Permissions.doc.doc](#) ice of defending data or information systems against unauthorized or unintended access, destruction, disruption or tampering.

## Contents

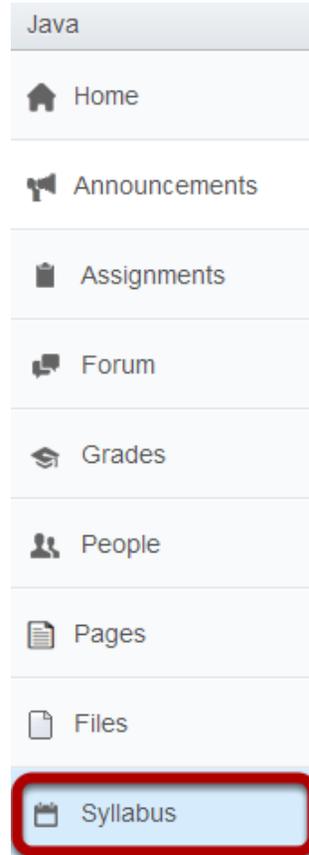
- 1 Vulnerabilities
  - 1.1 Backdoors
  - 1.2 Denial-of-service attack
  - 1.3 Direct access attacks
- 2 Vulnerable areas
  - 2.1 Cloud computing
  - [2.2 Aviation](#)

View the syllabus description.

## How do I navigate Syllabus table and Calender ?

---

### Open Syllabus



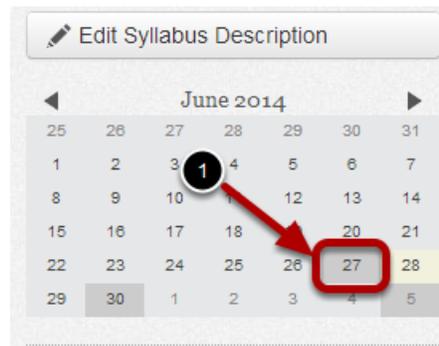
Click the **Syllabus** link in the course navigation.

## Navigate the syllabus table

Date	Day	Details	
Jun 27	Fri	<a href="#">Protecting Your Computer</a>	due by 8pm
Jun 28	Sat	<a href="#">Secure File Storage, Control and Sharing</a>	due by 10am
		<a href="#">Securing Windows with the Critical Security Controls</a>	due by 5pm
Jun 30	Mon	<a href="#">Hacker Techniques</a>	due by 10am
		<a href="#">Computer and Network hacker Exploits</a>	due by 5pm
		<a href="#">Data Security and Investigations</a>	due by 10pm
Jul 5	Sat	<a href="#">Windows firewall, DNS and wireless</a>	due by 1pm
Sat		<a href="#">Critical Security Controls for Cyber Defence</a>	due by 5pm
Jul 7	Mon	<a href="#">Advanced Exploit Development for Penetration Testers</a>	due by 10am
Jul 9	Wed	<a href="#">Securing Windows with the Critical Security Controls</a>	due by 12am
Jul 11	Fri	<a href="#">Windows Kernel Debugging and Exploitation</a>	due by 12am
		<a href="#">Windows XP Basics</a>	due by 10am

The Syllabus is automatically generated for the course and contains a list of assignments and due dates in a table. Click the **assignment title** to view the details of the assignment [1].

## Navigate Syllabus Calendar



The Syllabus calendar highlights the due dates of all the assignments. Dates which have an assignment due while be shaded in a darker grey color [1]. Hovering over that date will highlight the corresponding assignment in the Syllabus table.

## What is Wiki Tools?

---

The Wizard tools are another handy tool to help speed up course development. This LTI tool has three parts:

- Page Templates
- Modules
- Image

[Home](#) > [EG101](#) > [Wiki Tool](#)

## Wizard Tools: English Grammar

The following tools were designed to help you rapidly build your course shell:

 **Page Templates**  
Create Primary and Secondary content page templates that can be applied to each module

[Create/Edit Page Templates](#)

---

 **Modules**

- Create new modules or add to existing modules
- Add template pages
- Add shells for assignments, quizzes and discussions

[Work with Modules](#)

---

 **Images**

- Upload image
- Crop image
- Send image to course files

[Work with Images](#)

The **Page Templates** portion of the wizard allows you to create a Primary and Secondary template page using the Content Tools.

The **Modules** portion of the wizard allows you to create or add existing modules, add template pages and add shells for Assignments, Quizzes and Discussions.

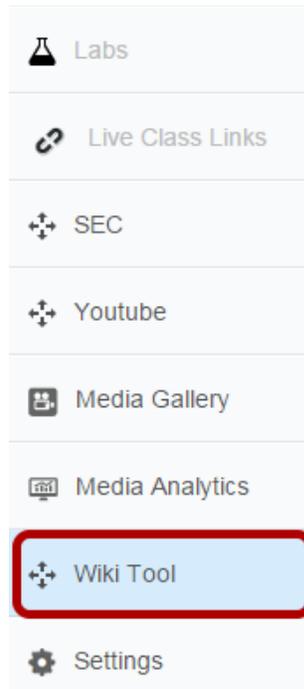
The **Images** portion of the wizard allows you to upload, crop and send images to course files.

## How do I use Page Template?

---

The Page Templates portion of the wizard allows you to create a primary and secondary templates page using the Content Tools that you can duplicate later using the modules aspect of the Wizard or through the Existing Content feature in the Content Tools.

### Open Wiki Tool



Click the **Wiki Tool** link in the course navigation.

## Open Page Templates

Home > EG101 > Wiki Tool

Page Templates Modules Images

### Page Templates

**Primary Template Page**  
Customize this page to provide an introduction or overview to a module.

+ Create Primary Template Page

**Secondary Template Page**  
This template page can be customized and applied multiple times within a module.

+ Create Secondary Template Page

**How to Use**

1. Click the link for the template you would like to create/edit. *(links will open in a new window/tab)*
2. Use the "Custom Tools" to customize the template page.
3. Return to this wizard and choose the "Modules" link. This will allow you to setup a pattern and create the necessary modules.

Click the **Page Templates** Tab.

You can create a primary and secondary template pages using the Content Tools.

## Create Primary Template Page

Home > C101 > Primary Template

HTML Editor

**1** **Cryptography**

Cryptography is a method of storing and transmitting data in a particular form so that only those for whom it is intended can read and process it.

Introduction

Encrypted messages can sometimes be broken by crypt analysis, also called code breaking, although modern cryptography techniques are virtually unbreakable.

Add content and styles to the page using the content tools.

### Primary Template Page

Customize this page to provide an introduction or overview to a module.

 Edit Primary Template Page

1

### Secondary Template Page

This template page can be customized and applied multiple times within a module.

 Create Secondary Template Page

2

1. If the template page already exists, the button will be gray

2. If not, it will be blue

Both buttons will open a page for editing in a new tab. All of the Content Tools can then be used to create your primary or secondary Templates.

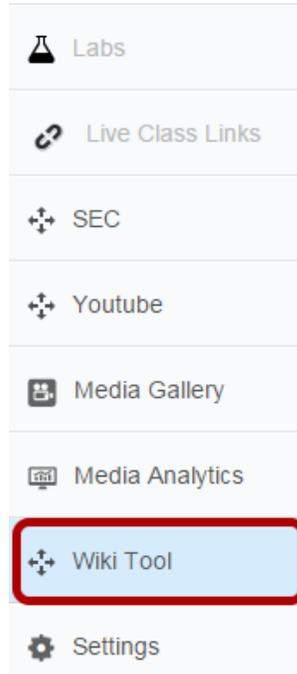
## How do I use Image option in Wiki Tool?

---

This tool allows you to crop and resize an image and upload it to your course files.

This tool includes image aspect ratios related to the front page themes that can be created by the Arrivu Apps Custom Tools.

### Open Wiki Tool



Click the **Wiki Tool** link in the course navigation.

## Open Images

Home > EG101 > Wiki Tool

Page Templates

Modules

**Images**

### Select An Image

Select a file:

Browse...

No file selected.

1

*Note: Image can be either a jpg or png.*

#### What is This?

This tool will allow you to crop and resize an image and uploaded it to your course files.

This tool includes image aspect ratios related to the front page themes that can be created by the Canvas Custom Tools.

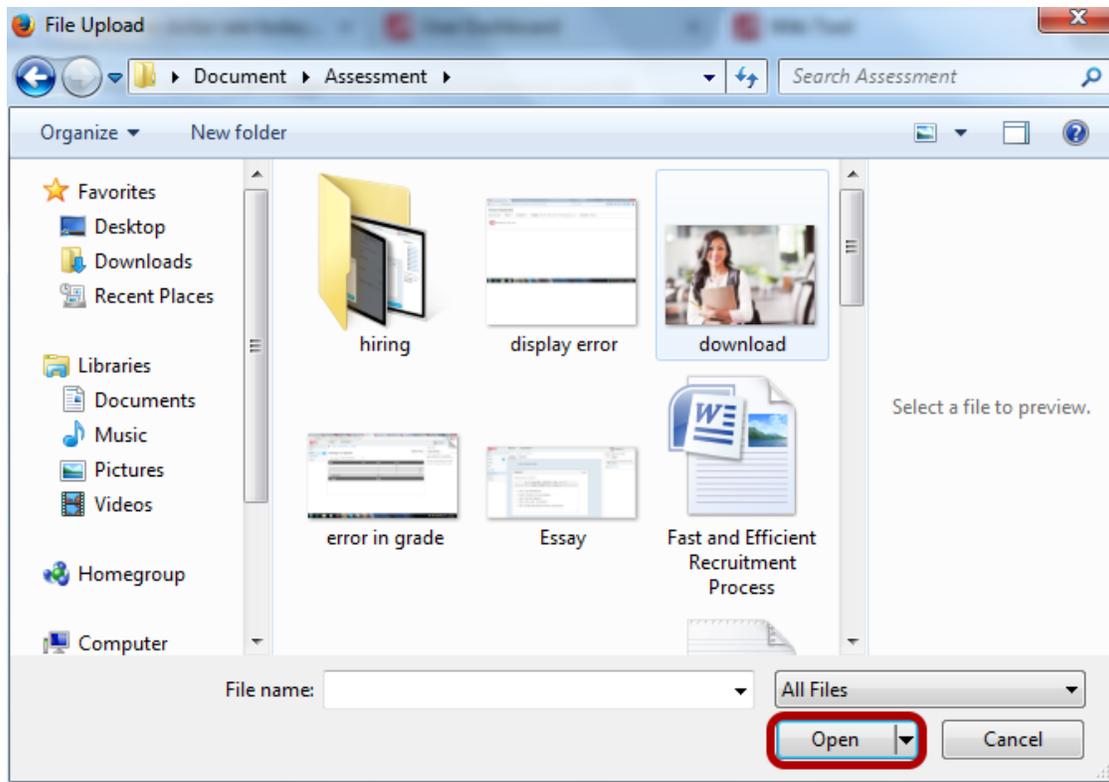


Choose the **Images** Tab.

You can select an image [1] and upload it into the course files.

Click the **Browse** button to upload images.

## Choose file



Choose the image file from local system and click **Open** button.

## Crop your image

Home > EG101 > Wiki Tool

Page Templates Modules Images

### Crop your Image



Themes/Ratios:



Image Name:  2

Image Output Size:  X  3

4

Pick New Image

Add Image

Help

1. You can crop your image using the ratio details.
2. Give the name of your image
3. Mention the output dimensions of the image
4. Click **Add Image** button to upload images to the course files.

## View Image

Home > EG101 > Wiki Tool

Page Templates Modules Images

### Image Uploaded!



The image "download\_3x2" has been uploaded to the "images" folder in the course files.

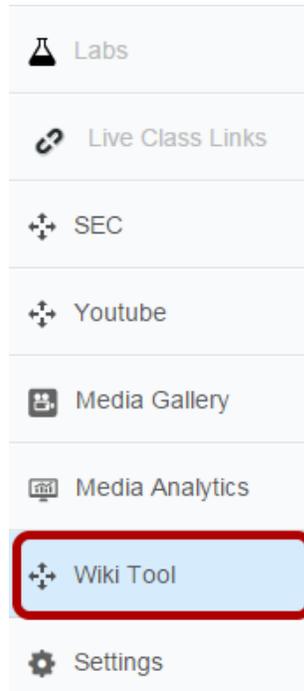
View the uploaded image.

## How do I use Modules on wiki Tool?

---

You can create or add existing modules, add template pages and add shells for Assignments, Quizzes and Discussions.

### Open Wiki Tool



Click the **Wiki Tool** link in the course navigation.

## Open Modules

Home > EG101 > Wiki Tool

Page Templates Modules Images

### Modules

Update Existing Modules Add New Modules

1

Click on a module below to add template pages and/or assignment shells to that module.

Click the button in the module details to update an individual module or update all through the button at the bottom of the page.

Expand All Collapse All

3

Nouns

2

Verbs

Update All Modules

Click the **Modules** Tab.

1. You can **Add new** and **Update** Existing modules.
2. View all the modules in your course.
3. You can **Expand** or **Collapse** all the module items in your course.

## Add new modules

Update Existing Modules

Add New Modules

### Module Pattern Show Help

**Number of Modules**  1

**Start Numbering at**  2

**Module Prefix**  3

Primary Template Page 4

No Secondary Template Page ([Add](#))

- + 2 Assignments

- + 2 Discussions 5

- + 2 Quizzes

[Generate Module List](#) 6

Click the **Add New Modules** button.

1. Choose the **Number of Modules** you wish to create
2. Choose the **Start Numbering at** value you wish to create
3. Choose a **Module Prefix** (this will be added at the beginning of the modules and items that are created). Options includes
  - > Module, Unit, Week, Section, Chapter, Part, Day, Topic, Objective, Outcome
4. Choose to include the **Primary Template**, you can add multiple Secondary Pages if the template exists
5. Select the number of Assignments, Discussions or Quizzes that you want to start with
6. When you have made your selections click the **Generate Module List** button to customize each module

## View Modules

**Module Pattern** Show Help

**Number of Modules**

**Start Numbering at**

**Module Prefix**  ▼

Primary Template Page

No Secondary Template Page [\(Add\)](#)

2 Assignments

2 Discussions

2 Quizzes

**Module 1 Title:**

2 Assignments

2 Discussions

2 Quizzes

**Module 2 Title:**

2 Assignments

2 Discussions

2 Quizzes

**Module 3 Title:**

2 Assignments

2 Discussions

2 Quizzes

View the modules.

1. Each module will be listed with the Module Prefix you selected
2. The module number will increase from 1 to the number of modules entered in step 1
3. Type in the title for the module
4. Adjust Assignment, Discussions and Quizzes for each module
5. When all of your modules are ready, click the **Add Modules to Course** button at the top or bottom of the modules list and the modules will be created in your course.

## View Progress Status

[Home](#) > [EG101](#) > [Wiki Tool](#)

### Customize Modules

[Update Existing Modules](#) [Add New Modules](#)

#### Module Pattern

**Number of Modules**

**Start Numbering at**

**Module Prefix**

Primary Template Page ([Add](#))

No Secondary Template Page ([Add](#))

2 Assignments

2 Discussions

2 Quizzes

View the progress of Module creation status

## View Modules

The screenshot displays a course navigation interface. On the left is a vertical menu with the following items: Home, Announcements, Assignments, Forum, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, and **Classes** (highlighted with a red box and a circled '1'). The main content area is titled 'Classes' and contains five class cards arranged in two rows. The top row has three cards: 'Class 01' (Module 1: Introduction), 'Class 02' (Module 2: Change of speech), and 'Class 03' (Module 3: Voice). The bottom row has two cards: 'Class 04' (Nouns) and 'Class 05' (Verbs). A red box highlights the entire 'Classes' section, with a circled '2' pointing to the top row of cards and a circled '3' pointing to the bottom row of cards. A 'Design classes' link is visible in the top right corner of the 'Classes' section.

Click the **Classes** link [1] in the course navigation.

View the newly Created modules [2] and existing modules [3].

## View Modules

The screenshot shows the 'View Modules' interface. The left sidebar contains navigation links: Announcements, Assignments, Forum, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, **Modules** (1), and Collaborations. The main content area displays three modules: Module 1: Introduction, Module 2: Change of speech, and Module 3: Voice. Each module header has a double-headed arrow icon on the left and a menu icon with a gear on the right. Below each header is a list of items: Assignments (A+ and A- icons), Discussions (speech bubble icon), and Quizzes (Q icon). A red arrow labeled 3 points to the title 'Module 1: Introduction'. A red arrow labeled 2 points to the right side of the main content area. A red arrow labeled 4 points to a central circle, with three other red arrows pointing to 'Module 2: Assignment 2', 'Module 2: Discussion 2', and 'Module 2: Quiz 1'.

Click the **Modules** Link [1] in the Course navigation.

View the modules details on right side screen [2].

View the module's title [3] and number of Assignments, Discussions and Quiz [4] details.