Wisdom Master Pro （v2.0）

User Guide for Instructors
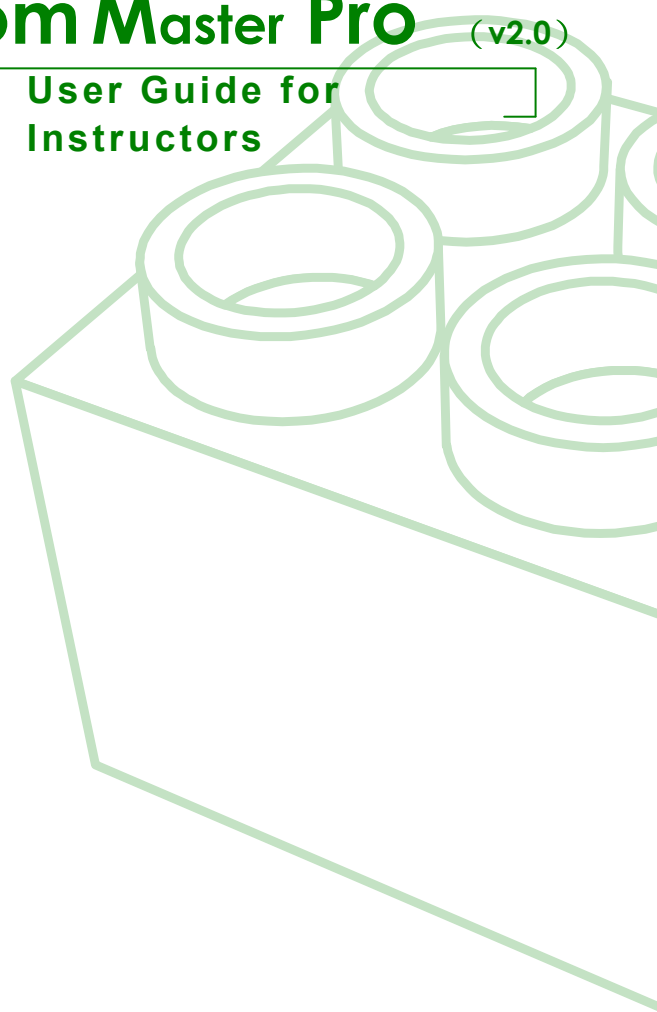
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◈ Log in to e-Campus

Open your Internet browser and type in the URL of e-Campus. The e-Campus
Homepage will display as shown below. This is the entrance of e-Campus where the
students can check the latest news, the events on the school calendar and the info about
new courses. They can also log in to pursue their knowledge.

The following describes each section of the Homepage.

⌘ News

News is the area to display important announcements published by the
e-Campus administrator. The Homepage displays the top 3 latest news. Click
on the title to read the complete announcement.

⌘ New Course

New Course displays the top 5 latest courses in e-Campus and the profiles
of the responsible instructors. Click on the course title to view the instructor's
course introduction, grading standards, textbooks and other teaching
materials to be used.

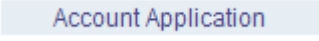If the new course has not been published, it will not be displayed on the

Homepage. If you need to modify the course status, go to **Classroom Management → Course Settings**.

⌘ **Log in to e-Campus**

Enter your username and password, and click [Login] to log in to e-Campus.

⌘ **Account Application**

Usernames and passwords are usually created by the e-Campus administrator. Some campuses allow instructors and students to apply online. In such case, click [Account Application] to enter the registration page. If online registration is not allowed, the button will be grayed out.

Note
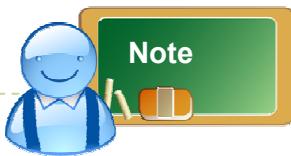
When logging in for the first time, you will be required to fill out your personal information. Please fill out the fields with true information in order to stay connected with the e-Campus administrator and the instructors. Name, E-mail and Telephone are required fields; others are dependent upon the requirements of e-Campus.

◈ My Office

After login, you will first see **My Courses** under **Personal Area**. Click on **My Office** tab to display all courses you are teaching. Click on a course title to enter the office environment of this course.

New courses are created by the e-Campus administrator. Therefore, you have to provide the course name, the instructor's name and the username to apply for a new course from the administrator. Once a course is created, you will see the course listed under **My Office** tab.

In addition, you can also click **Office** at the upper-right corner to enter **My Office** directly.

◈ Instructor's Office

In addition to **Personal Area** and **Public Zone** located at the end of the toolbar, the instructor's office contains seven more menus, including **User Management**, **Course Management**, **Classroom Management**, **Assignment Management**, **Test Management**, **Questionnaire Management** and **Grade Management**. The functions of these menus are described in the following chapters.

User Management	Course Management	Classroom Management	Assignment Manag
Add/Delete Students	Review Students	Attendance Stats	Export Student Data	Email a

Note
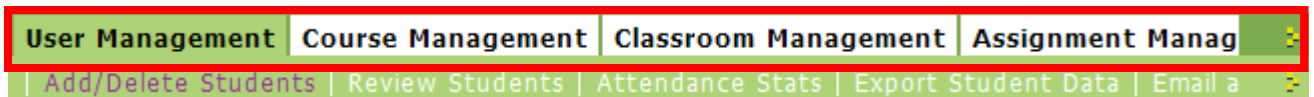
Personal Area contains personal learning information and **Public Zone** contains the events and activities of e-Campus. They are not instructor-specific menus. However, in order for instructors to have a better understanding about the online learning system and the e-Campus, these two menus are included in the instructor's office. Please refer to the **User Guide for Students** for more information about these two menus.

User Management

| User Management | Course Management | Classroom Management | Assignment Manag |

I.   User Management > Add/Delete Students

| Add/Delete Students | Review Students | Attendance Stats | Export Student Data | Email a |

There are four modes (**Serial Account**, **Discrete Account**, **Import Account** and **Account in Existence**) for you to add or delete the enrolled students and auditors. You can also make an auditor become an enrolled student and vice versa.

The student must have an existing username (registered by the student or created by e-Campus administrator) to become an enrolled student.

⌘   Serial Account

If your student list includes regulated usernames and continuous numbers, you can use the **Serial Account** mode to add/delete students or change the identities of the students (from auditors to enrolled students and vice versa) by batch. To operate this function only takes two simple steps: enter a serial account rule and perform an action. The followings use usernames m123001a to m123100a as an example.

1. Enter a serial account rule

2. Perform an action

▶ Tip: **Serial Account mode**

1. Enter a serial account rule.

   In the **Prefix String** field, enter **m123**, in the **# of Accounts** fields, enter from **1** to **100** and in the **Suffix String** field, enter **a**. In the **# of digits** field, enter **3** meaning from 001 to 100.

   - ■ If there is no suffix string, leave the field blank.

   - ■ Zeros will be added to single- and double-digit numbers to make the length of the usernames consistent.

2. Perform an action.

   After setting the account rule, click on an action button to perform an action.

   > **1.** Click [Add Enrolled Student] to add enrolled students or [Add Auditor] to add auditors.
   This function applies to new users (new students) or existing users who have not enrolled in this course.

   > **2.** The result screen will display as shown below. If the **Account not found** message is displayed on the **Result** column, it means the username does not exist. It has to be registered by the student or created by the administrator in order to be added to the enrolled student list.

> 3. Click `Auditors become enrolled students` or `Enrolled students become auditors` to change the identities of the students. This function applies to the existing enrolled students or auditors.

> 4. The result screen will display as shown below.

> 5. Click `Delete` to delete enrolled students or auditors. This function applies to the existing enrolled students or auditors.

**> 6.** When the confirmation dialog box appears, click `OK`.
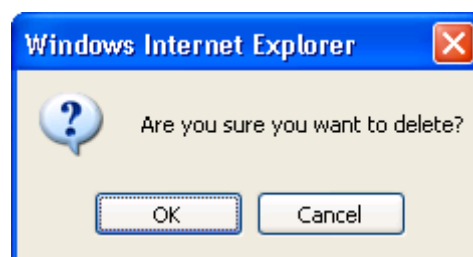
> 7. The result screen will display as shown below. These students will no longer belong to this course.

Add/Remove student(s)		
Username	**Process**	**Results**
m123001a	Remove	OK
m123002a	Remove	OK
m123004a	Remove	OK
	OK	

> **8.** Click [Clear] to clear the texts in the rule setting fields.

⌘ **Discrete Account**

| Serial Account | **Discrete Account** | Import Account | Account In Existence |
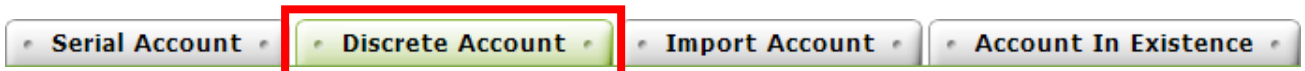
This function allows you to enter the students' usernames manually. It takes two simple steps to operate this function: enter usernames and perform an action.

| Serial Account | Discrete Account | Import Account | Account In Existence |

Example:

```
userid1
userid2
```

An account each line

1. Enter usernames

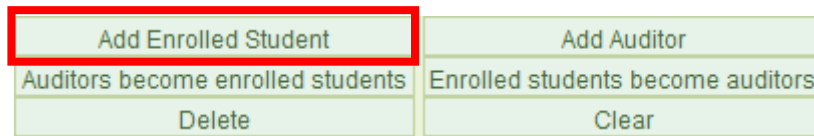| Add Enrolled Student	Add Auditor
Auditors become enrolled students	Enrolled students become auditors
Delete	Clear

2. Perform an action

▶ Tip: **Discrete Account mode**

1. Enter usernames.

In the left pane, enter a username and press enter. Repeat the same action until all usernames are added. For example, m123001a and m123002a.
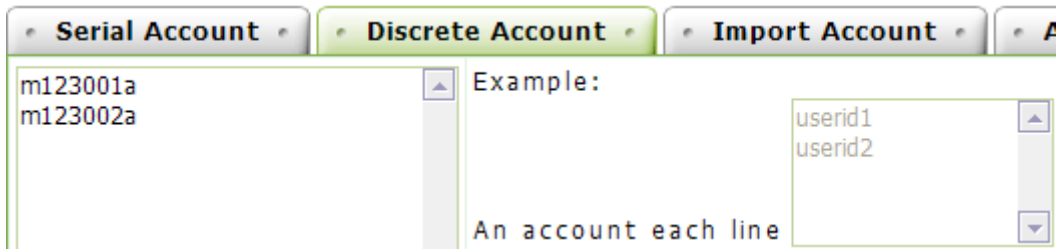
2. Perform an action. The procedures of performing an action is the same as described in the **Serial Account** mode.


3. The result screen will display as shown below.

⌘ **Import Account**

If you have a student's list with usernames in .xls format, you can save the file as .csv format, import it to the system and perform necessary actions. This function saves a lot of time from entering usernames manually. It takes two simple steps to operate this function: select a .csv file and perform an action.
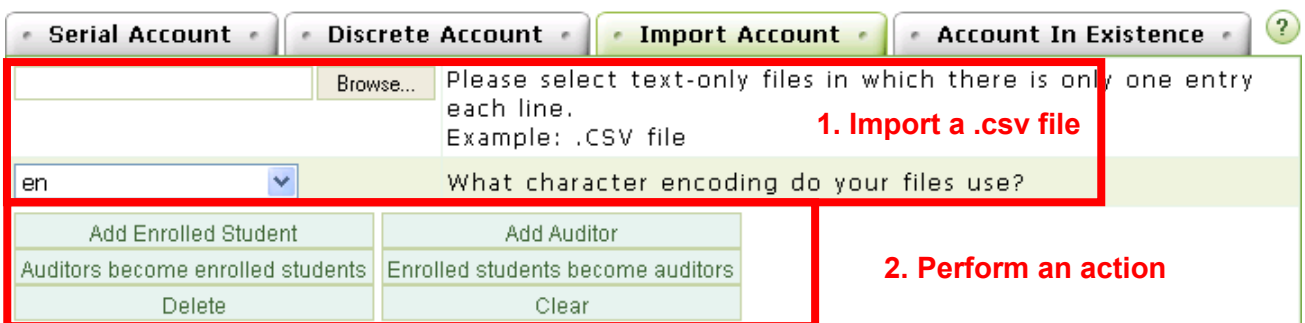
▶ Tip: **Import Account mode**

1. Click Browse... and select the .csv file to be imported. Select an appropriate encoding so that the system can recognize the texts correctly.

	Browse...	Please select text-only files in which there is only one entry each line. Example: .CSV file
en ▼		What character encoding do your files use?

2. Perform an action. The procedures of performing an action is the same as described in the **Serial Account** mode.

Add Enrolled Student	Add Auditor
Auditors become enrolled students	Enrolled students become auditors
Delete	Clear

> 1. Select the correct field where the usernames are located and click **Next**.

No.	Please select.	File Data (Line 1)
1	⦿	m123001a

Next   Cancel

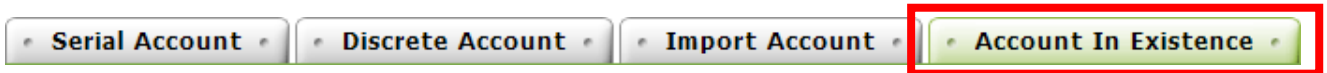**> 2.** The username list will display. Click OK to confirm.

· Please select accounts you want to import. ·

OK

m123001a
m123002a

> 3. The result screen will display as shown below.

· Add/Remove student(s) ·

Username	Process	Results
m123001a	Add Enrolled Student	OK
m123002a	Add Enrolled Student	OK

OK

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⌘ **Account in Existence**

If you only have students' names or you are not sure about students' usernames, you can use this function to search for a student. It takes two simple steps to operate this function: search for students and perform an action.

▶ Tip: **To make change to students in this course**

1. In the **Target** field, select **students in this course**.
   In the **Role** field, select **Enrolled Student** or **Auditor**. Select to search by **First name** or **Username** and then enter the keywords. Click [Ok] to search.

2. Perform an action. For example, if you wish to make an auditor become an enrolled student, select the check box next to the student and then click [Auditors become enrolled students].

► Tip: **To make change to all accounts**

1. In the **Target** field, select **all accounts**. Select to search by **First name** or **Username** and then enter the keywords. Click `Ok` to search.

2. Perform an action. For example, if you wish to add an enrolled student, select the check box next to the student and then click `Add Enrolled Student`.

II. User Management > Review Students

When students want to enroll courses with special requirements or prerequisites, they have to send an application and wait for approval, except that instructors add the students under **Add/Delete Students** menu. The **Review Students** menu is where instructors review the qualifications of students.

Note: Depending on the administrator's settings, the reviewer can be the class teacher or TA; therefore, not all instructors' offices have this function.

> Tip: **To review a student's application of enrollment and send a notice**
>
> **Example:** To review an application sent by m123006a and send a notice of approval to him/her.
>
> 1. On the review list, click **Review** at the right end of a student (e.g. m123006a).

> 2. A review window will display as shown below.
>
> > **1.** Select if you accept or deny the application and select how the notice will be sent. Select **E-mail** to send the notice by e-mail or select **Message Center** to send the message to the student's online message center.
>
> > **2.** Enter the title and edit contents of the notice if necessary. Do not change or delete the variable strings in the content field. The system will need those strings to apply the student's data automatically.
>
> > **3.** Click **Submit** to send the notice.

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Tip: **To review more than one enrollment application and send notices**

Example: To review more than one application at once and send a notice of approval.

1. Select the check box next to the student and then click [Accept] or [Deny].

2. Make sure the list of students is correct. Click OK to send a notice with default contents. Click Write Confirmation Email or the

Confirmation Email tab to edit the notice as described in the previous example.

Accept	Confirmation Email

Please reconfirm the following results.

Cancel Select	OK	Write Confirmation Email		Back to Review List
☑ No.	Username	Name	Enrolled Courses	
☑ 1	m123007a	test m123007a	Information Technology and Management	
☑ 2	m123008a	test m123008a	Information Technology and Management	
☑ 3	m123009a	test m123009a	Information Technology and Management	
Cancel Select	OK	Write Confirmation Email	Back to Review List	

3. The result screen will display as shown below.

Accepted Results				

Review Results

No.	Username	Name	Enrolled Courses	Result
1	m123009a	test m123009a	Information Technology and Management	Successful!
2	m123008a	test m123008a	Information Technology and Management	Successful!
3	m123007a	test m123007a	Information Technology and Management	Successful!
			Back to Review List	

III. User Management > Attendance Stats

| Add/Delete Students | Review Students | Attendance Stats | Export Student Data | Email a ⋮

It displays the statistics including **Number of Logins**, **Last Login**, **Course Attendance**, **Last Entry, Tally of Posts**, **Discussion Participation**, **Total Study Time**, **Pages Read** and **Action**. You can use this information to understand students' learning activities and provide them with help and care when needed. You can also use this information to evaluate students' overall performance and add/deduct scores accordingly.

▶ Tip: **To view the students' attendance statistics**

Use the statistics on this page to understand students' learning activities and send e-mails to them if necessary.

1. Select a role from the drop-down list, such as **Auditor**, **Enrolled Student**, **TA**, **Guest Instructor**, **Instructors** or **All**.

2. The search result will display. Click on a title such as **Number of Logins** or **Course Attendance** to sort by the category.

3. Click **Course Attendance** to sort by the attendance, select the check

   box next to the student with 0 attendance, and then click

   Email the selected people .

4. In the e-mail editing page, enter the subject and contents to urge them to attend the class. Click **Send** to send the e-mail.

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New Message

Sender sunnet (SunNet Service Center)

Receiver ☑m123008a (test m12300 ☑m123007a (test m12300

If there are more than one receiver, please add commas, semicolons, or space in between.

Other:

Priority Normal

Subject

No more than 200 letters.

Content 大小

Signature File Not to use signature.

Please select a signature file.

Attachment Browse...

Each file cannot exceed **64M**, No more than **64M** in total.

Send More attachments Less attachments

▶ Tip: **To export the attendance statistics**

1. After the searching result displays, select the bullet next to XML or HTML and then click Export data on this page .

2. A download dialog box will display. Choose to **Open** or **Save** the file.
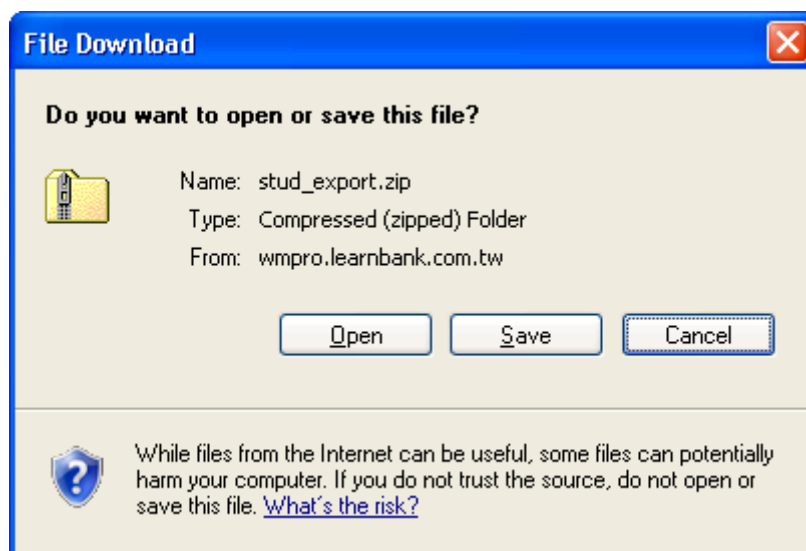
IV. User Management > Export Student Data

| Add/Delete Students | Review Students | Attendance Stats | Export Student Data | Email a

This function allows you to export the data of the auditors, enrolled students, TAs, guest instructors and Instructors. You can send the exported data to another instructor or a specific person. The exported format will be .html or .xml, making it easier for instructors to manage the data.

▶ Tip: **To export the personal information of the enrolled students and the auditors**

1. Select the roles to be exported (e.g. Enrolled Student and Auditor). By default, all items are selected.

2. Select the data fields and the file format (.html or .xml) to be exported and then enter the e-mail address to send the exported data. Your e-mail address will be the default address. If you wish to send the data to other people, enter the e-mail addresses and use a comma, semicolon or space to separate them.

Select fields to export ☐	☑ Username ☑ First Name ☐ Gender ☐ Birthday ☐ ID No. ☑ Email ☐ Homepage ☑ Telephone(H) ☐ Fax(H) ☑ Address(H) ☐ Telephone(O) ☐ Fax(O) ☐ Address(O) ☐ Mobile ☐ Company ☑ Department ☑ Job Title
Select export format ☑	☑ .html files ☑ .xml files
Enter destination Email address	test1@sun.net.tw;test2@sun.net.tw Please enter email addresses here. To email more than one person, please put commas, colons, or space between addresses.
	Export

3. Click Export .

Select export format ☑	☑ .html files ☑ .xml files
Enter destination Email address	test1@sun.net.tw;test2@sun.net.tw Please enter email addresses here. To email more than one commas, colons, or space between addresses.
	Export

4. A result screen will display as shown below.

V. User Management > Email and Call the Roll

This function allows you to send reminders and urge students to attend the class, submit assignments or participate in discussions. The system will help you find the students who have not accomplished their learning target and send e-mails to remind them. You can call the roll as soon as you finish the settings or set a schedule for the system to call the roll automatically.

⌘ **E-mail and Call the Roll**

▶ Tip: **To search for specific students and send notice e-mails**

   Example: To search for students who have not submitted the assignment and send an e-mail notice.

   1. In the **Target** field, select **Enrolled Student** (only the enrolled students can submit the assignments and participate in other learning activities).

   2. In the **Filters** field, select **Assignment**, **Certain**, **Undone** and **Assignment1**.

3. Click **Start**.

You can send e-mails to a certain group by selecting the check box next to Group and then select the group name.

4. The search result will display. Click **Email Notice** to continue.

5. The e-mail editing page will display. Enter the subject and contents to remind students that their assignments have not been submitted yet. Click **Send** to send the e-mail.

⌘ **Auto-Email and Call the Roll**

▶ Tip: **To set a schedule for the system to send e-mails to students periodically**

Example: Set a schedule for the system to send a notice every Monday to students who have not been online for seven days.

1. Click **Add** to add a schedule for roll call.

Email and Call the Roll	Auto-Email and Call the Roll

Automatic notification by email will remind your students to go to class, deliver hom in a period of time and automatically, according to conditions you setup.

Select All | Page No.: 1 ▼ | First | Previous | Next | Last | **Add** | Delete | Enable | Disable

2. The settings in this page are described as follows.

> **1. Enable:** To enable or disable this schedule.

> **2. Target:** Select the role to call the roll.

> **3. Grouping:** Select to send e-mails to all students or students in a specific group.

> **4. Condition for Roll Call**: In this example, select **Study**, **Amount of Absence** and **> 7**.

> **5. Frequency:** In this example, select **Once a week** and **Monday**.

> **6. Period of Roll Call:** Set the effective period of time to perform this roll call schedule. In this example, it is from 2008-01-01 to 8-07-21.

Add new rule for rollcall.		?

You can setup conditions for rollcall like time, frequency. System will take rollcall according to the condition you setup and send notification email to those students need to be rollcalled.

Enable	⊙ Enable ○ Disable	Enable or disable automatic rollcall function.
Target	Enrolled Student ▼	
Grouping	All ▼ All ▼	
Condition for Rollcall	Study ▼ Amount of Absence ▼ > ▼ 7	
Frequency	○ One time _____ ○ Once a day ⊙ Once a week Monday ▼ Once ○ Once a month 1 ▼ Once	How long is it to rollcall?
Period of Rollcall	from: 2008-01-01 to: 2008-07-21	Period of time to rollcall

3. Enter the subject and the contents of the notice. Do not change or delete the variable strings in the content field. The system will need those strings to apply the student's data automatically.

4. Click OK to save the notice.

Notification Subject	Rollcall infomation from %COURSE_NAME%.	Subject
CC	☑ Superviser of this student.	
Content		
File attachment list.		
Upload attachment.	[_____] Browse... Less attachments	Each file cannot exceed **64M** , No more than **64M** in total.
	More attachments [OK] Cancel	

VI. User Management > Student Grouping

| Email and Call the Roll | Student Grouping | Setup TAs

You can divide the students into small groups for discussions and assignments and increase the chances for students to interact with each other. During a semester, you might want to divide the students into groups for different purpose. Therefore, the **Student Grouping** menu allows you to set up different parent groups and sub-groups.

◦ Student Grouping ◦	◦ Grouping Management ◦	
Select All Add Delete ↑ ↓ Save		
☐ Parent Group Name		Action
☐ Group1		Edit
☐ Group2		Edit
Select All Add Delete ↑ ↓ Save		

⌘ **Grouping Management**

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To divide the students into small groups, a parent group has to be created first.

▶ Tip: **Grouping**

Example: To set up a parent group named "Group1" and add two sub-groups "Group A" and "Group B".

1. On the **Grouping Management** tab, there is a default folder named "New Group" with no sub-groups. Click `Edit` at the right end of "New Group" to rename it.
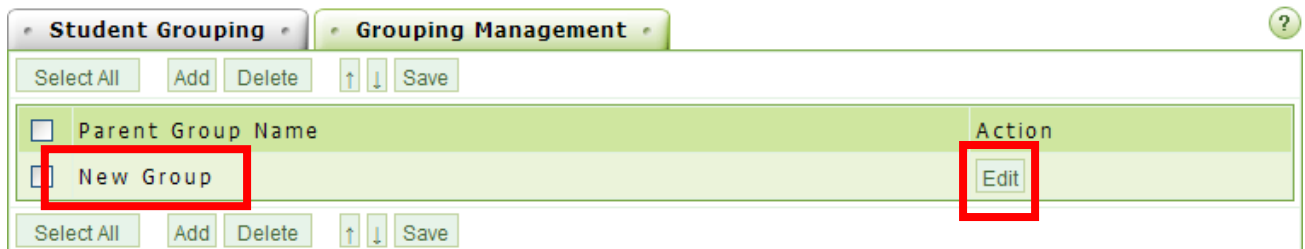
2. In the **Rename** tab, change the name from New Group to Group1 and then click `OK`.
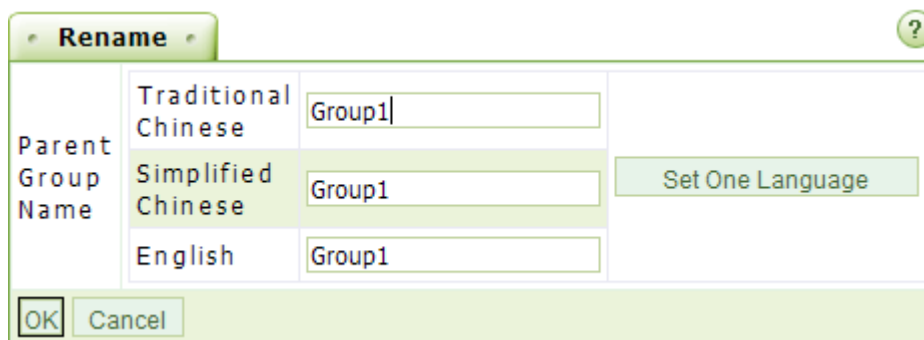
3. The parent group name has been changed to Group1.
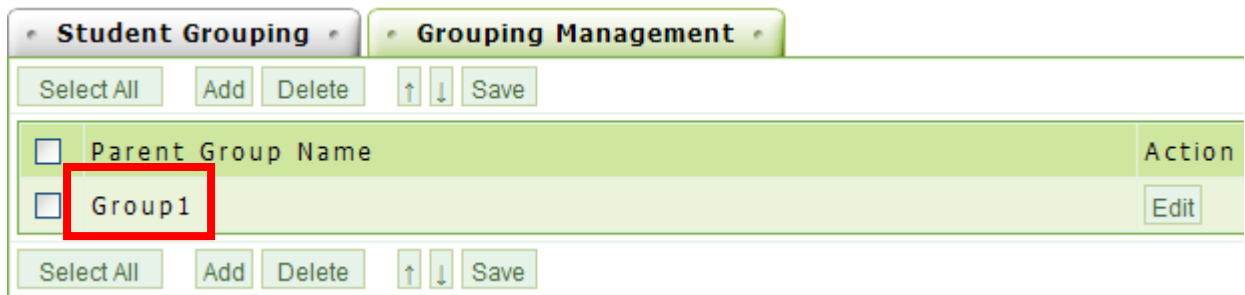
4. Click on **Student Grouping** tab, you will see "Group1" on the upper-left corner in the **Parent Group** field.

5. Click ⬚ Add Group . Click it once to add a new sub-group. In this example, click twice.
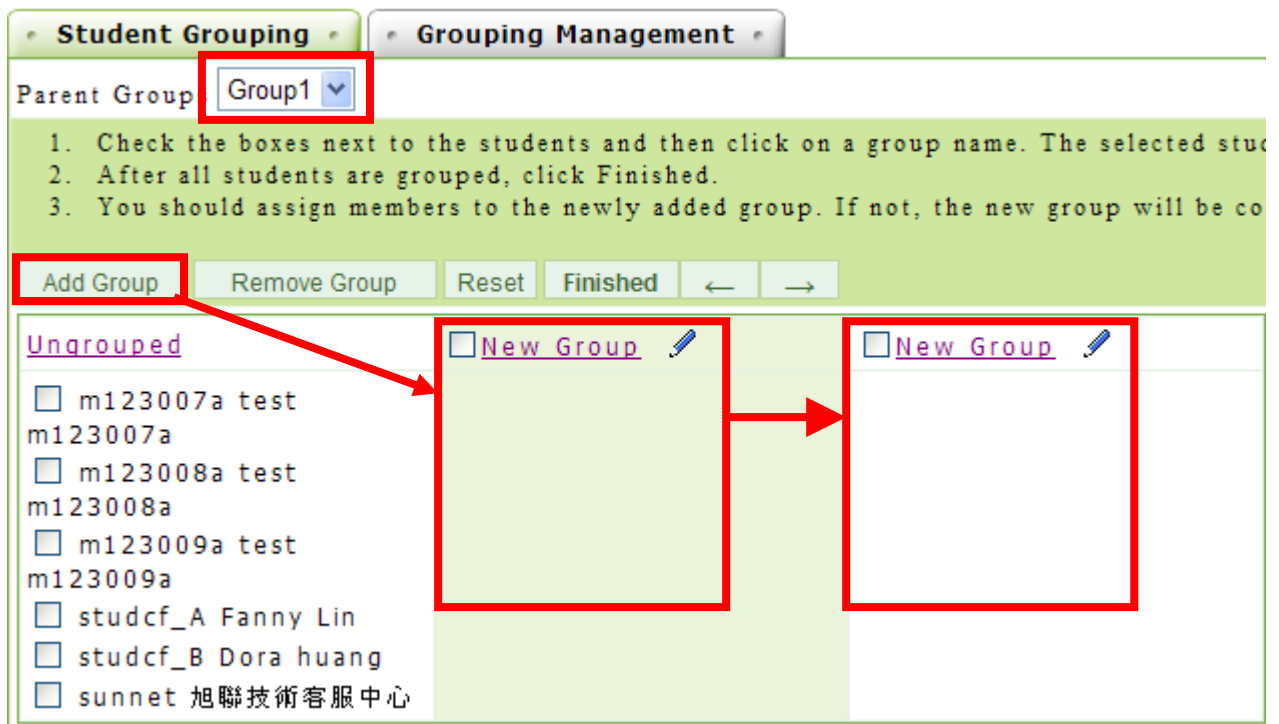
6. Click ✎ next to a sub-group to rename it.

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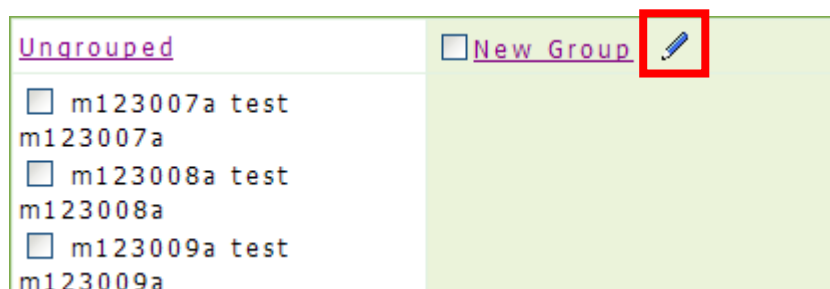
7. Change the name on the **Rename** tab (e.g. Group A and Group B) and then click OK.

8. After rename the groups, the result is as shown below.

9. Now, you can assign students into groups. Select the check box next to the student to be moved (e.g. m123007a and m123008a) and then click Group A.

10. The selected students will be moved under Group A.

11. Repeat step 9 to move the rest of the students to Group B.

12. If you need to adjust the orders of the sub-groups, select the check box next to a sub-group and then click [←] or [→] to move the sub-group left or right.

13. After you finish the settings, click [Finished] to save the changes.

14. Grouping is now completed.

Note

A sub-group must contain at least one student in order to be saved. If there is no student in a sub-group, the sub-group will not exist.

▶ Tip: **To set up the group leader**

After students are divided into small groups, you can assign a group leader

for each group.

Example: To set m123009a as the group leader of Group1→Group B.

1. Click the **Student Grouping** tab and select the parent group (e.g. Group1).
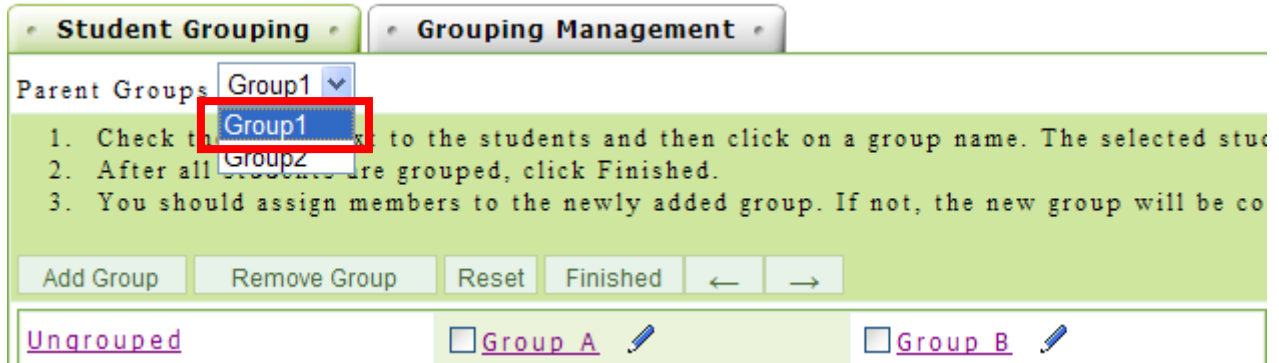
2. The sub-groups of Group1 will display. Click ✎ next to the sub-group (e.g. Group B).
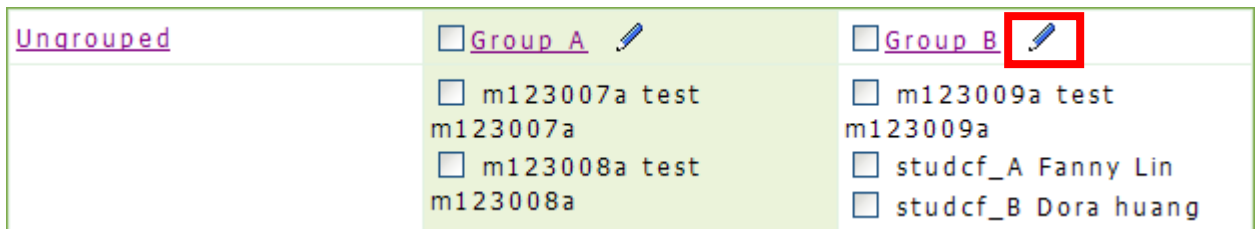
3. On the **Group Properties** tab, select a leader (e.g. m123009a) from the **Group Leader** drop-down list.
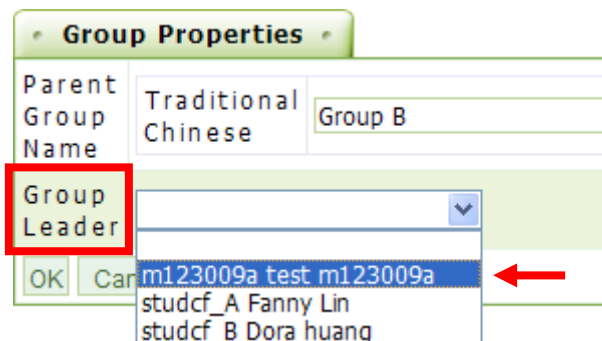
4. Click OK to save the settings.

5. The username of the group leader will be bolded.

Note

To assign a group leader, you have to assign students into sub-groups and then select a leader among them.

► Tip: **To arrange the order of groups**

1. Select the check box next to a group name (e.g. Group 2) on the

     tab.

2. Click to move the group up or down and then click .
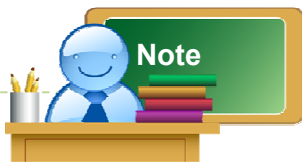
Note

The group order adjusted here will display on the **Group Discussion** drop-down list under **Communication Center**.

VII. User Management > Setup TAs

| Email and Call the Roll | Student Grouping | Setup TAs

If you need TAs to help you manage the course, you can add/delete TAs in this page.

▶ Tip: **To add a TA or a guest instructor**

　Example: To add m123001a to be a TA of this course.

1. Click 　Add TA 　.

2. On the 　Add TA 　 tab, enter the username (e.g. m123001a), select **TA**

   or **Guest Instructor** from the drop-down list and then click 　Save 　.

▶ Tip: **To delete a TA or a guest instructor**

1. Select the check box next to a TA or a guest instructor and then click
   Delete .

▶ Tip: **To change the role of a TA or a guest instructor**

1. Click 　Modify 　 at the right end of a TA or a guest instructor.

2. On the **Modify TA** tab, select a new role from the drop-down list and then click Modify .

Note
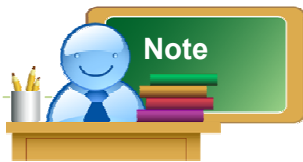
A TA has the same rights as an instructor except for deleting a TA.

Courses Management

| **User Management** | **Course Management** | **Classroom Management** | **Assignment Manag** |

I.   Course Management > Upload Content
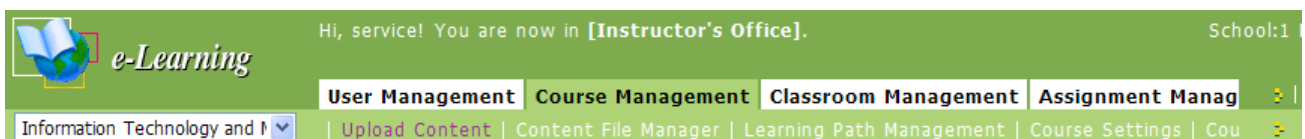
| Upload Content | Content File Manager | Learning Path Management | Course Settings | Cou

To increase and manage your teaching materials, you can upload your files using **Web Folder** or **FTP**. After files are uploaded, you will be able to set up chapter nodes and assign the file paths. For information about assigning a file path, please refer to **Learning Path Management**.

▶ Tip: **To upload files/folders using Web Folder**

   Example: To upload folders "ch1" and "ch2" to the online course.
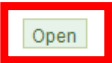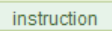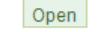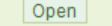
1.   On the **Upload** tab, click Open at the right end of **Web Folder**.

2.   The web folder of the course will open.
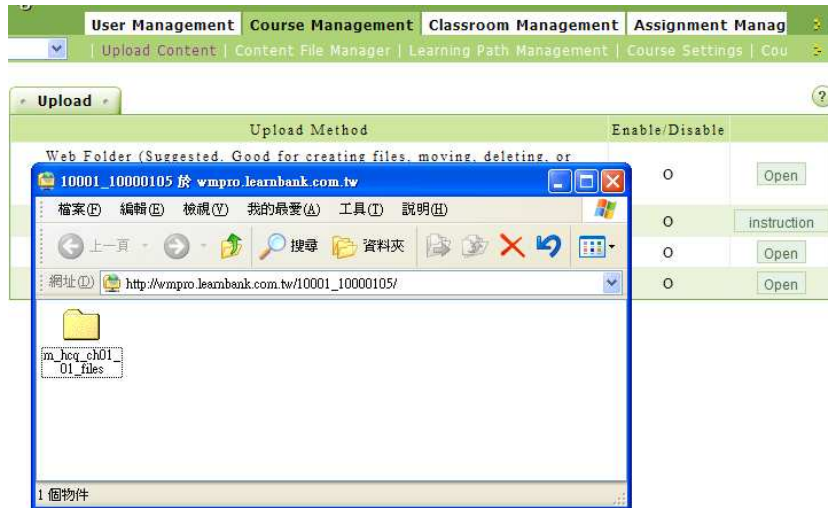
(For Windows XP) If you have problem opening the web folder, please follow the steps below.

1> From Windows, select **Start → Control Panel**, and then double-click on **System Management Tools**.

2> Double click on **Service** and locate **WebClient**.

3> Click **Stop** to stop **WebClient**.

4> When the status shows **Stopped**, click **OK** to save the new settings.

5> Go to Internet Explorer and select **Tool → Internet Options → Privacy**, and then cancel the block popup option.

3. In your computer, open the directory that contains the files/folders to be uploaded (e.g. ch1 and ch2).
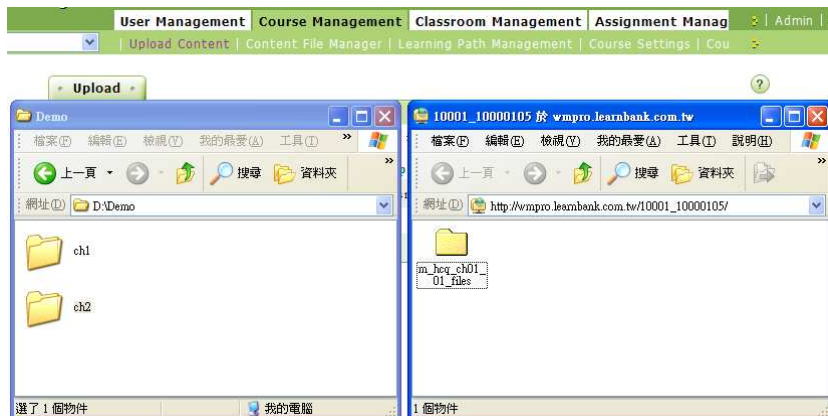
4. Select files/folders to be uploaded (e.g. ch1 and ch2), drag them to the Web Folder and then drop.
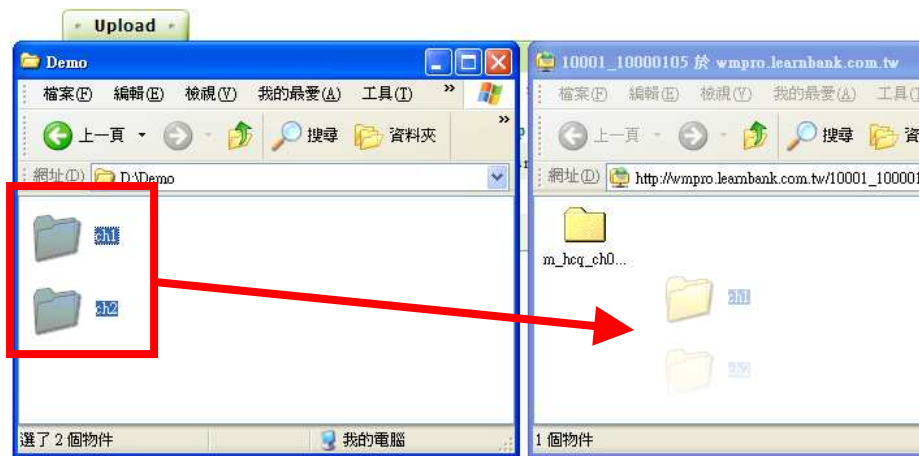
5. The files/folders will start to upload.
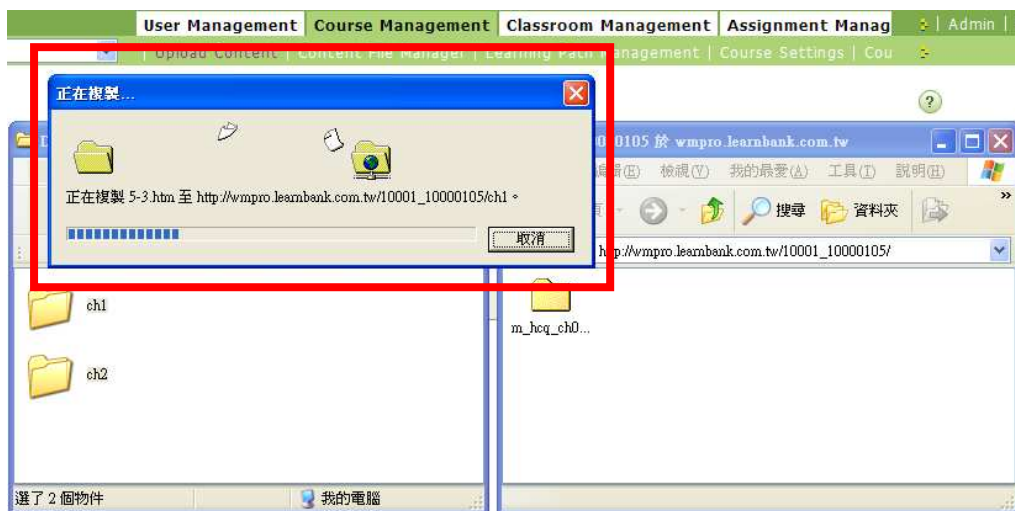
6. When upload is completed, you will see the files/folders are copied to the online course folder.
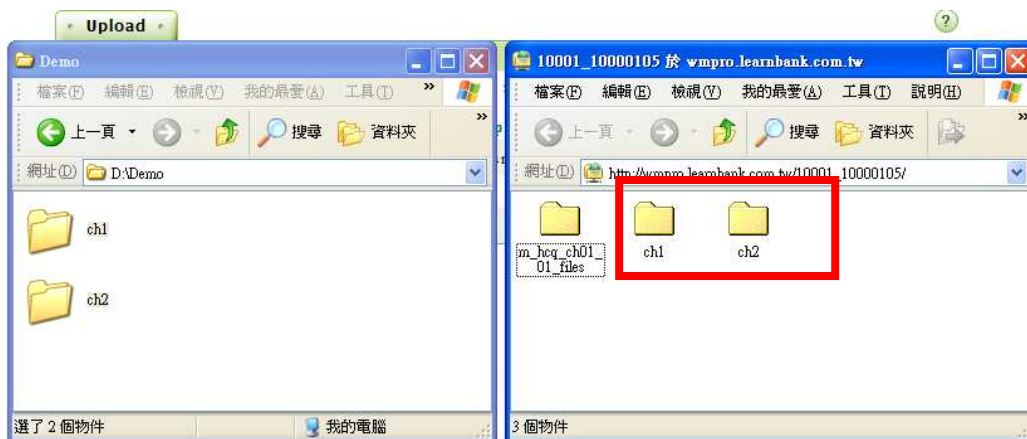
▶ Tip: **To upload files/folders using FTP**

If the files to uploaded are larger in size, it is suggested that you use a FTP software to upload the files. It will prevent from connection failure due to the instability of the network.

To use this function, you should have a FTP software such as AbsoluteFTP, BlazeFtp, CuteFTP or FireZilla installed in your computer. Use this function when the file size exceeds 100MB or you have problems uploading files using Web Folder.

Example: To upload files/folders using FTP (Please make sure your computer has installed a FTP software).

1. Go to **Instructor's Office** > **Course Management** > **Upload Content**.

2. Launch your FTP software (e.g. FireZilla).
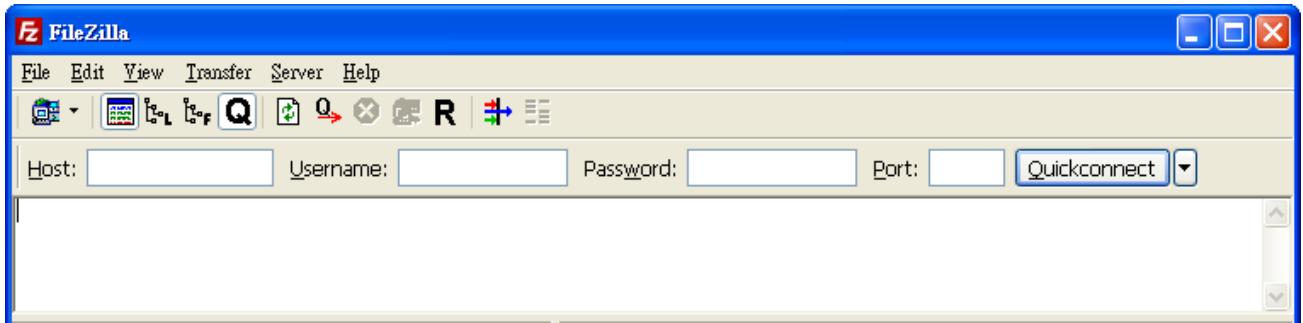
3.   Follow the instructions below to add a new FTP site.
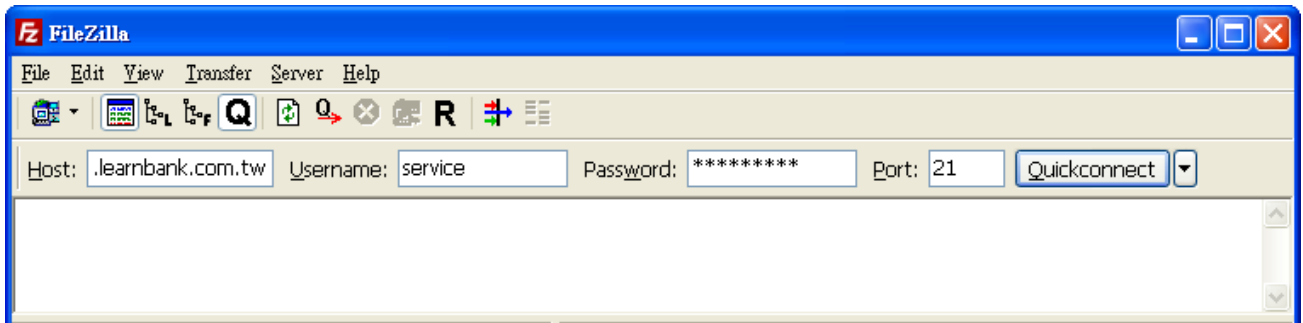
> **1.** Enter the URL of e-Campus. That is the portal site of your e-Campus. Do not add an "http://" in the front and a "/" at the end.

> **2.** Enter your username to login to e-Campus.

> **3.** Enter your password to login to e-Campus.

> **4.** Enter 21 for FTP port. (The default value is 21.)

> **5.** Click **Quickconnect** to connect to the teaching material directory of this course.

4.   When connected, the screen will display as shown below. Depending on the FTP software, the screen capture might be different.

The left pane displays the files/folders in your computer

The right pane displays the directory of your online course(s) in e-Campus

5. Select the files/folders to be uploaded in the left pane.

6. Drag the files/folders to the right pane and then drop. Press Ctrl to select multiple files/folders and then drag and drop at once (e.g. ch1 and ch2).

7. Wait until the files/folders are uploaded.

Note
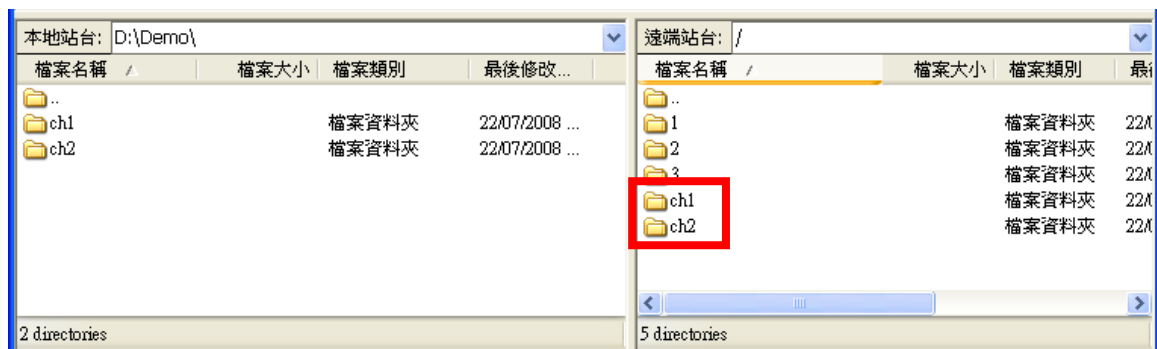
- It takes more time when uploading a larger file or when the network traffic is busy. Please wait patiently.

II. Course Management > Content File Manager

| Upload Content | Content File Manager | Learning Path Management | Course Settings | Cou

It displays the files and folders that you have uploaded and arranged. You can copy, move or delete files/folders and organize the structure of your teaching materials. It also provides a fast and convenient file extract function. When a compressed file is uploaded,

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it will extract automatically.

⌘ **File Manager**
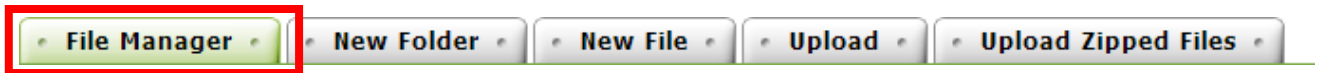
▶ Tip: **To move, copy or delete a file in File Manager**

Example: To move the file 001.png to folder 1.

1. Select the check box next to the file to be moved and then click Move .
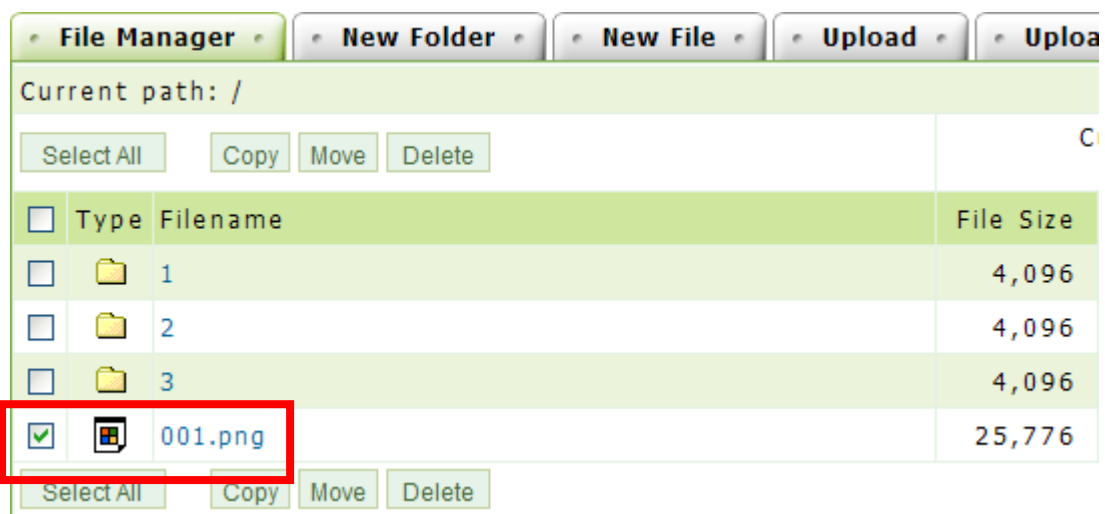
2. Select the target folder (e.g. 1).
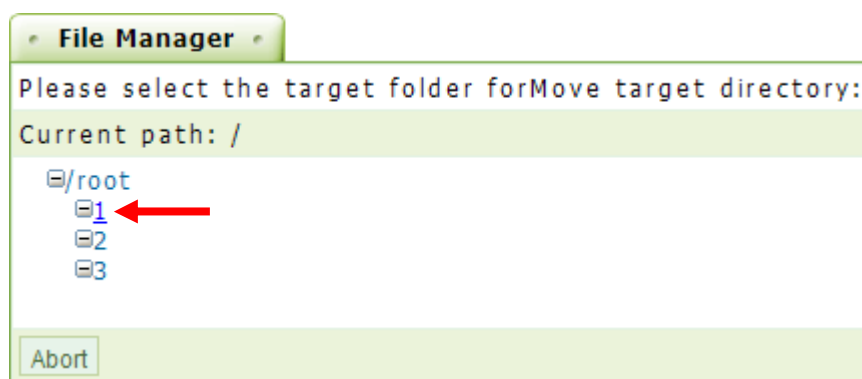
3. The file is moved to folder 1. Click on folder 1 to confirm again.
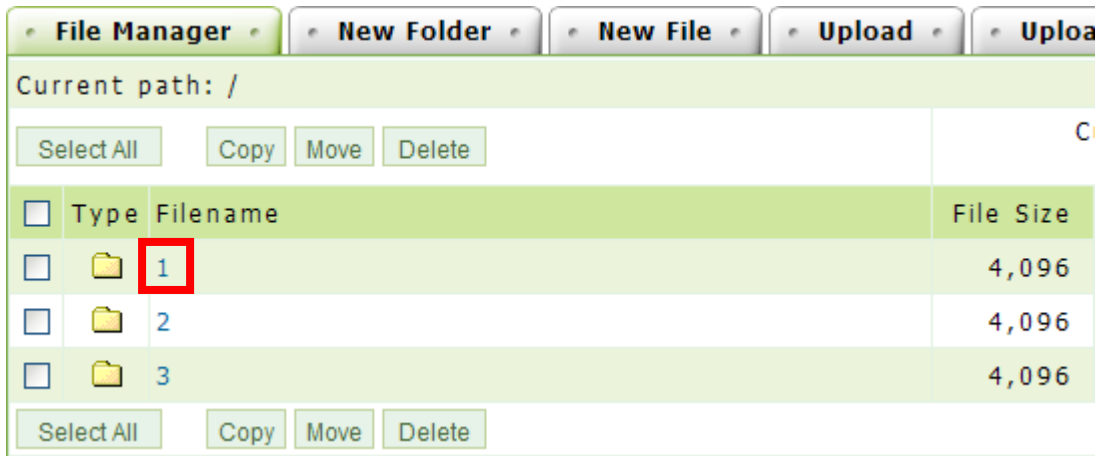
4. You will see 001.png in folder 1.
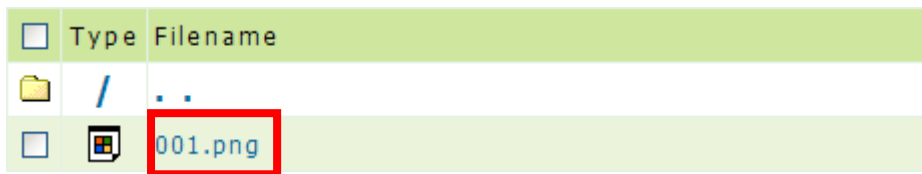
5. Use the same procedure to copy or delete a file. Select the check box next to the file and then click Copy or Delete .
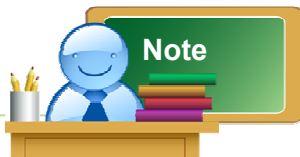
Note

Move: To move a file to a new folder. The file will no longer exist in the original folder.

Copy: To copy a file to a new folder. Both original and new folders have a copy of the file.

⌘ **Upload Zipped Files**
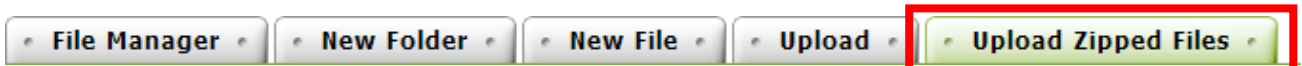
▶ Tip: **To upload a zipped file**

You can organize your file/folder structure of your teaching materials in your local computer and then compress them into a zipped file. Use the **Upload Zipped Files** function to upload the zipped file and the system will extract the

files after the upload is completed. It saves a lot of time on uploading files and organizing files online, which make your work more efficiently.

Example: To upload a zipped file consisting of multiple files and folders. Use class.zip which consists of 3 folders (chp2, chp3 and pic) and 2 files (class.htm and demo.htm) as an example.

1.   Use a compression software to create a zipped file (e.g. class.zip).
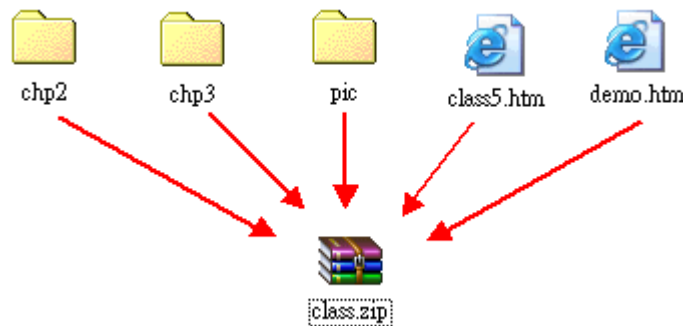
2.   Click [Browse...] to select the file to be uploaded (e.g. class.zip) and then click [Upload].
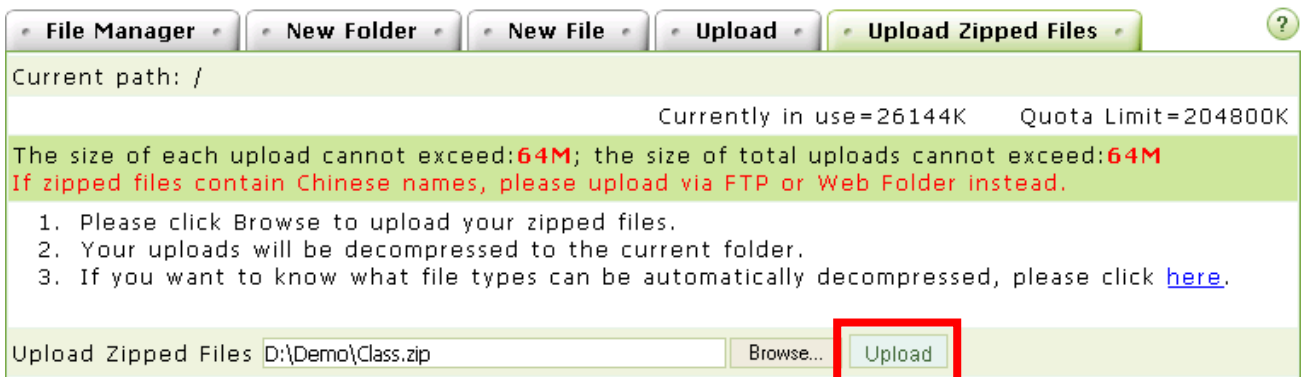
3.   Once the compressed file is uploaded, it will extract the files/folders to their original format and file structure automatically.
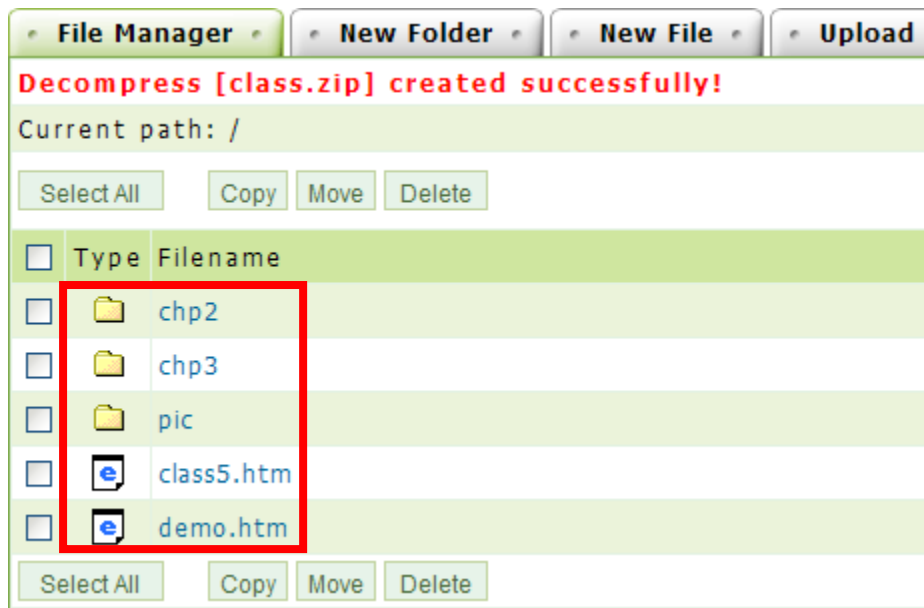
The supported compression file formats depend on the compress/extract software you have installed. Click 諸看 這裡 in the instructions field for the supported compression file format and also as shown here.

Supported Types	Applications required	Support
.tar.gz	tar	O
.tgz	tar	O
.tar.bz2	tar	O
.tbz	tar	O
.tar.Z	tar	O
.zip	unzip	O
.rar	unrar	X
.arj	unarj	X
.ace	unace	X
.lzh	lha	O

III. Course Management > Learning Path Management

| Upload Content | Content File Manager | Learning Path Management | Course Settings | Cou

After uploading the teaching materials, you may set up the chapter nodes including modifying the names of the chapters and set up the links. In addition to the general teaching materials, you can also setup the learning path to include assignments, tests, questionnaires, discussion forums and chat rooms. With a comprehensive arrangement, students are able to study step-by-step and gain better results.

▶ Tip: **To edit the learning path**

Example: To add 3 chapter nodes under a chapter.

1. Click 📁 Add on **Management Toolkit** in the left pane to open a **Node Properties** tab.

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Wisdom Master Pro
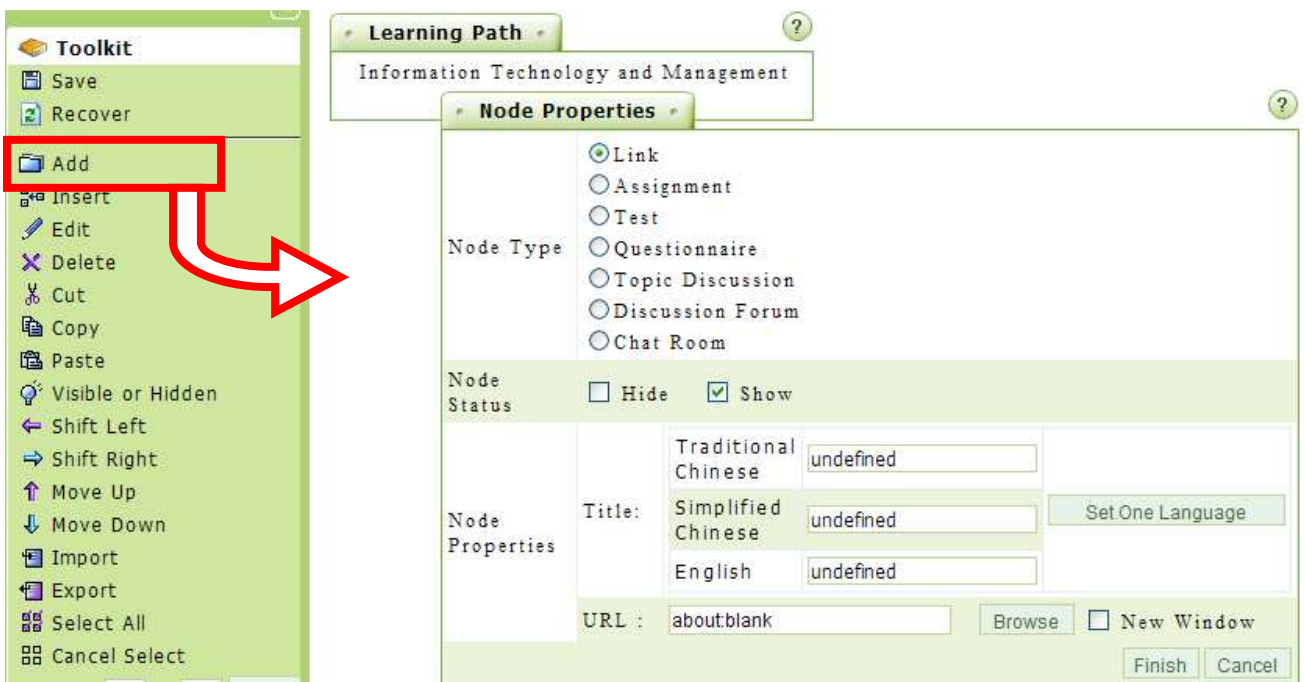
> **1.** **Node Type:** Select the type of the node to be created. The default setting is **Link**. Click [Browse] next to the URL field to select a chapter/section as a node or select an assignment, a test or a discussion forum as a node.

> **2.** **Node Status:** There are three options available.

- ◆ **Select Hide:** Hide the chapter node.

- ◆ **Select Show:** Show the chapter node and open for study.

- ◆ **Select None:** Show the chapter node but does not open for study. The chapter node will be displayed but can not be accessed.

> **3.** **Title:** Enter the chapter/section title.

> **4.** **URL:** Select the path of the file. The file can be selected only if they are uploaded via web folder or FTP.

- ◆ Click [Browse].

URL : | about:blank | [Browse] ☐ New Window

- ◆ Select the file to be linked. The files/folders that you have uploaded will be displayed on the **Course Content** tab.

· Course Content ·	· content Repository ·
Directory:/	
📁 chp2	
📁 chp3	
📁 pic	
📄 class5.htm	
📄 demo.htm	
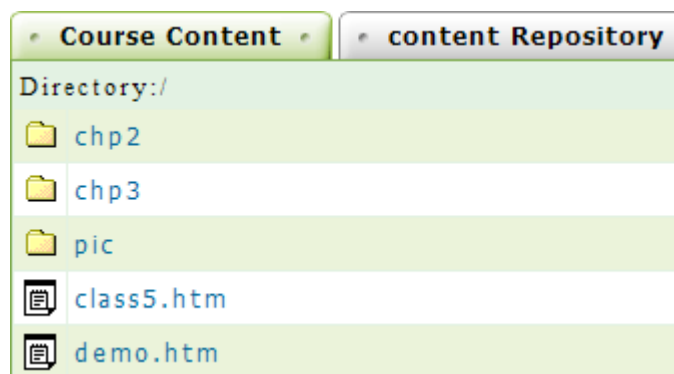
- ◆ The files/folders opened by the e-Campus administrator will be displayed on the **Content Repository** tab.

- ◆ You can also upload the file to be linked from the **Upload** tab.

[· Course Content ·] [· content Repository ·] [· Upload ·] (?)
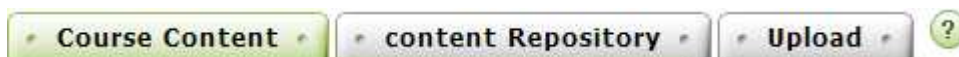
> **5.** Click [Finish] to add the chapter node.

2. Repeat the above steps to create enough chapter nodes. The example is as shown below.
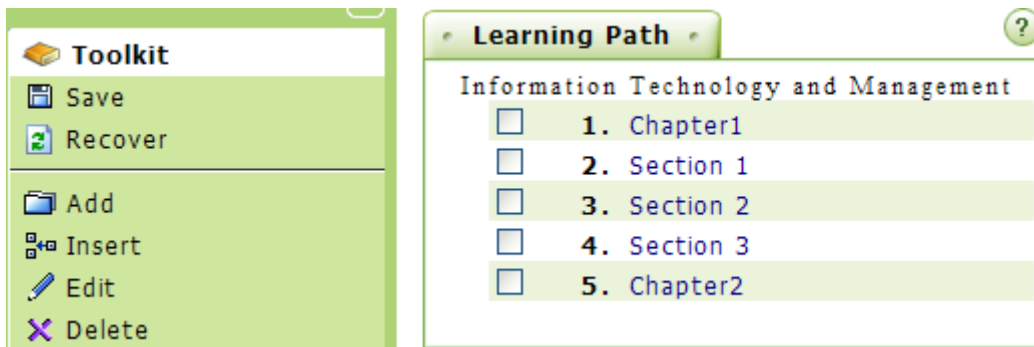
3. Adjust the levels of the chapters and sections. For example, select the check boxes next to Section 1, Section 2 and Section 3. Click ⇒ Shift Right to move them one level down under Chapter 1.
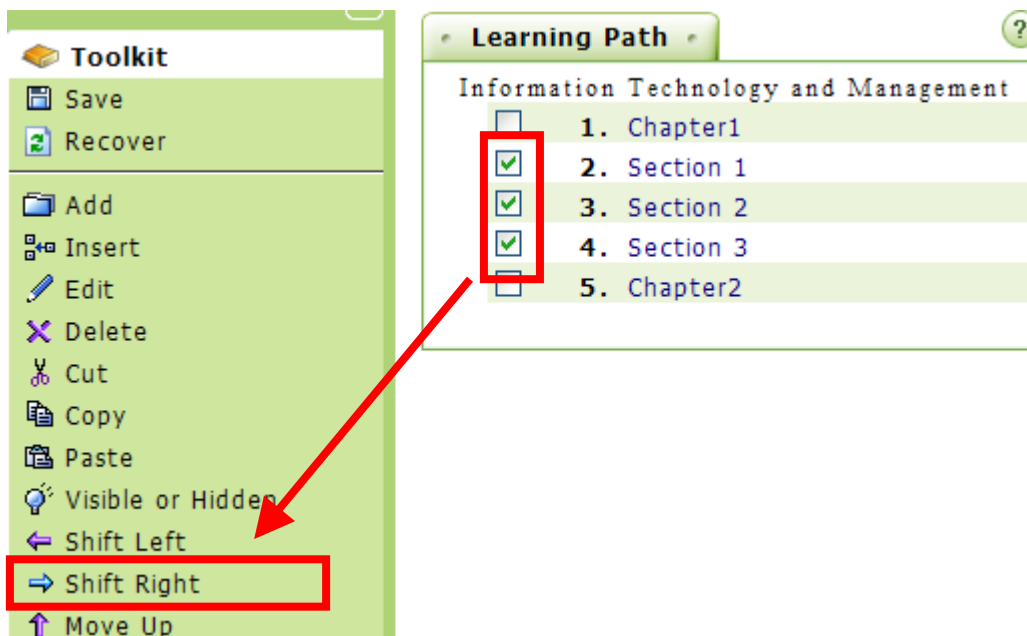
4. The result is as shown below.
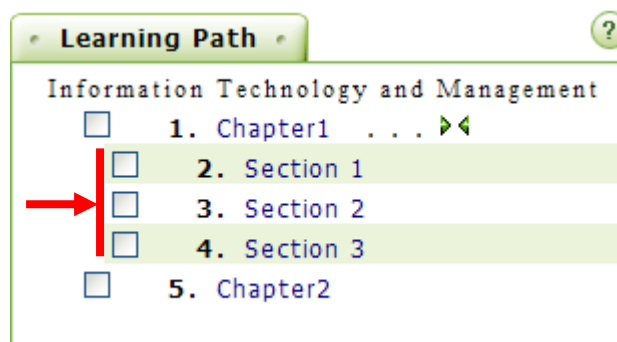
5. Before leaving this tab, make sure you click 🖫 Save to save the changes.
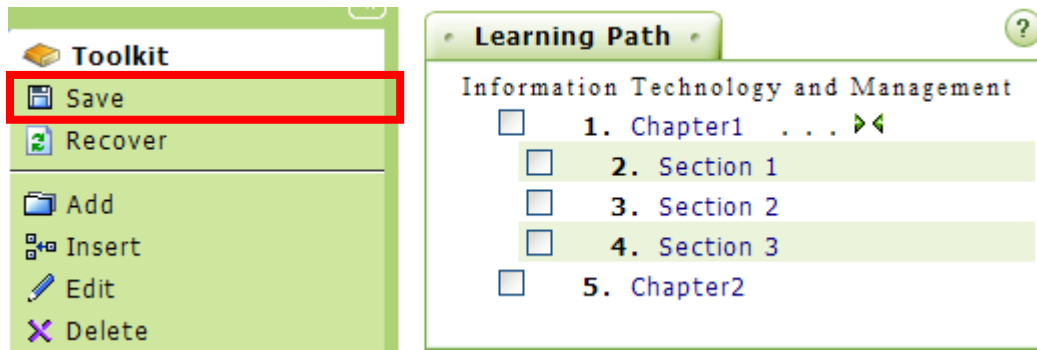
6. A "Save Complete" dialog box will appear.

7. The TOC of your teaching materials will be displayed on the **Enter Course** (Classroom) menu.
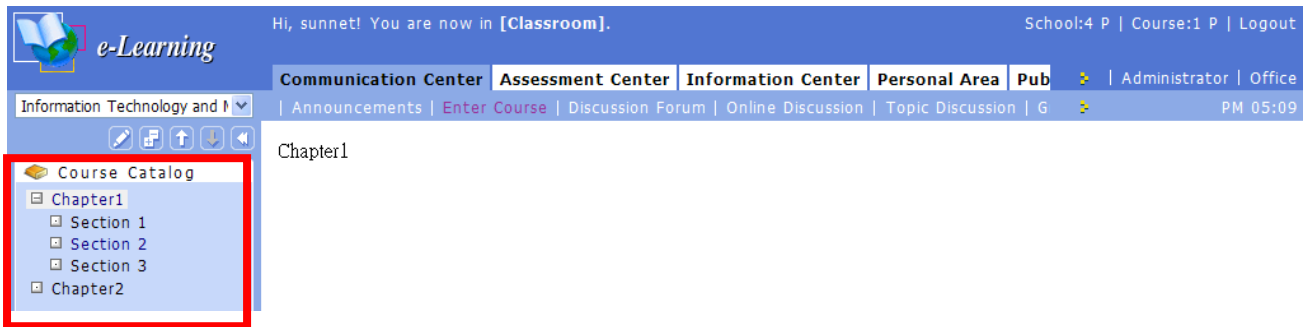
IV. Course Management > Course Settings

You can set or modify the settings of the course such as the **Course Title**, **Teaching Materials**, **Course Start/End Dates**, **Textbook**, etc.

※**Note:** Depending on the administrator's settings, you might not be able to modify all items.

> Tip: **To set or modify the course settings**

> **Example:** To modify the course settings.

1. Enter or modify the **Course Title**.

2. If you want to use the teaching materials from the **Content Repository**, click

    (The administrator's permission is required).

3. In the new window, select the category you would like to use and then click

   Next .

4. Select the repository and then click OK .

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5.   Enter the **Course Start Date** and the **Course End Date**.

6.   Select the **Status**.

The options of the course status are described below.

> 1. **In preparation (Instructors only)**
> The course is under construction. Only the instructor can access the course.

> 2. **Open (Auditing allowed. Course is accessible between and beyond start date and end date)**
> In addition to the enrolled students, other students can be the auditors and enter the classroom. The course is not limited to the start date and end date. Even if the course is ended, students can access the course.

> 3. **Open (Auditing allowed. Course is not accessible before the course start date and after the end date)**
> In addition to the enrolled students, other students can be the auditors and enter the classroom. The course is limited to the start date and the end date. If the course is ended, students will not be able to access the course.

> 4. **Open (Auditing not allowed. Course is accessible between and beyond the start date and the end date)**
> Except for the enrolled students, other students cannot be the auditors and enter the classroom. The course is not limited to the start date and the end date. Even if the course is ended, the enrolled students can access the course.

> 5. **Open (Auditing not allowed. Course is not accessible before the course's start date and after the end date)**
> Except for the enrolled students, other students cannot be the auditors and

enter the classroom. The course is limited to the start date and the end date. If the course is ended, the enrolled students will not be able to access the course.

7. Check or modify the **Group** which the course belongs to (The administrator's permission is required).

Group College of Computer Science

8. Enter the **Textbooks** and the **Reference Sites**.

9. Enter the **Course Intro**, **Total Enrolled Students**, **Total Auditors** and **Passing Grade**, and then click Save .

Course Intro	Information Technology and Management
Total Credits	
Total Enrolled Students	0 People
Total Auditors	0 People
Space Used	420 KB (0.21 %)
Quota	204,800 KB
Passing Grade	60
	Save Reset

10. The course settings are completed.

V. Course Management > Course Intro

| Course Intro | Import Content | Content Stats |

You can use the web editor provided in the menu to create web pages for **Course Intro**, **Course Schedule** and **Instructor Profile** under the **Information Center**. If you have designed your own web pages, you can upload them here and they will to be displayed under the **Information Center**.

Course Intro

You can edit your course introduction or course outline here for students' future reference. Please select an edit mode.

Item	Tpye		Preview
Course Intro	⊙ Apply template	Edit	Preview
	○ Self-design webpages	Upload & Setting	Please upload homepage first.
Course Arrange	⊙ Apply template	Edit	Preview
	○ Self-design webpages	Upload & Setting	Please upload homepage first.
Instructor profile	⊙ Apply template	Edit	Preview
	○ Self-design webpages	Upload & Setting	Please upload homepage first.

Save

▶ Tip: **To use the templates provided by the system**

Example: To use a template provided by the system to edit the **Course Schedule**.

1. Select the bullet next to **Apply template** under **Course Arrange** and then click **Edit**.

2. On the page, enter the study progress of each week. The default titles are arranged by week. You can change the titles if necessary.

3. Click Save to save the change.

4. The students will see the **Course Schedule** under the **Information Center** as shown below.

Course Arrange	
Title	**Content**
1st Week	
2nd Week	
3rd Week	
4th Week	
5th Week	
6th Week	
7th Week	
8th Week	
9th Week	

Note

The procedure of editing **Course Intro**, **Course Schedule** and **Instructor Profile** are very similar. Use the same way to edit these pages so that the students can gain further understanding about you and your course.

▶ Tip: **To upload the self-designed web pages**

  Example: To upload the self-designed web pages for **Course Schedule**.

  1. Select the bullet next to **Self-design webpages** under **Course Arrange** and then click **Upload & Setting**

2. Click [Browse...] to select the web page to be uploaded and then click **Open**.

3. Click [Upload & Setting] to upload the selected file.

4. After the web page is uploaded, click the bullet next to the file to be displayed on the **Course Schedule** page, and then click **Save**.

5. Return to the **Course Intro** page, make sure the **Self-design webpages** is selected and then click **Save**.

6. You can click **Preview** to see the result.

VI. Course Management > Import Content

In the Import Content page, you can import course packages with SCORM 1.2 or 1.3 standards, created by ETM (Enterprise Training Master) or WM (Wisdom Master Pro) or with AICC standard.

> ► Tip: **To import a course package**

Example: To import a course package with SCORM 1.3 standard.

1. Click [Browse...] at the right end of **Content Source** and select the course package to be uploaded.

2. In the **Content Type** field, select the type of the course package (e.g. SCORM1.3 Course package).

3. In the **Path Processing** field, select what you would like to do with the learning path. The imsmanifest.xml file in the course package keeps the records of the learning path. You can decide to keep the existing learning path, replace with the new learning path, or attach to the end of the existing learning path.

4. Click OK.

5. The course package is imported.

6. Go to **Learning Path Management** to check or modify the learning path of the imported course package.

VII. Course Management > Content Stats

| Course Intro | Import Content | Content Stats

Content Stats lists the statistics of each chapter and section such as the longest studying time, the shortest studying time, the total number of entries, the total studying time and the average studying time. The statistics help you to understand the students' learning conditions on each chapter, section and its popularity.

► Tip: **To read the content stats**

Click on a category such as **Content Title**, **Longest Time**, **Shortest Time**, **# of Entries**, **Total Study Time** and **Average Time** to sort by the category. Click the category again to toggle between sort ascending and descending.

· **Content Stats** ·

The daily update mechanism have not activated

Content Title △	Longest Time	Shortest Time	# of Entries	Total Study Time	Average Time
Chapter1	00:01:02	00:01:02	1	00:01:02	00:01:02
Chapter1	00:00:31	00:00:31	1	00:00:31	00:00:31

Classroom Management

| User Management | Course Management | Classroom Management | Assignment Manag |

I. Classroom Management > Sysbar Settings

| Sysbar Settings | Forum Setup | Chatroom Setup | Course Calendar

This page allows you to adjust the menus displayed on the student's user interface. You can hide, rename or add sub-menus as needed to make the interface fits the students' needs and more user-friendly.

► Tip: **To rename a sub-menu**

Example: To rename a sub-menu.

1. Click on the sub-menu to be renamed to open the **Function Properties** tab. Enter the new name and click OK.
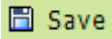
2. The name of the sub-menu will be changed.
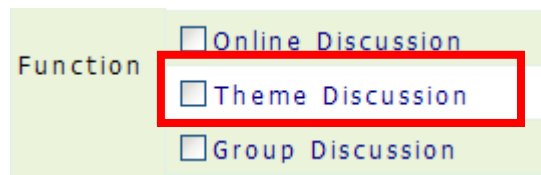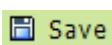
3. Make sure you click 🖫 Save under Management Toolkit in the left pane to apply the change.
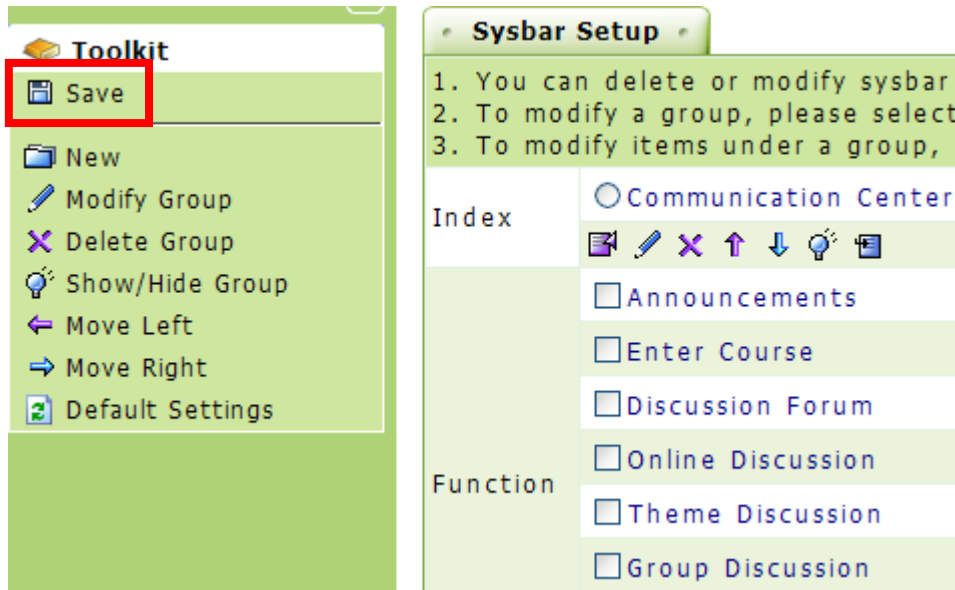
▶ Tip: **To change the order of the sub-menus**

1. To change the order of the sub-menus displayed on the student's interface, select the check box next to the sub-menu to be moved (e.g. Theme Discussion).
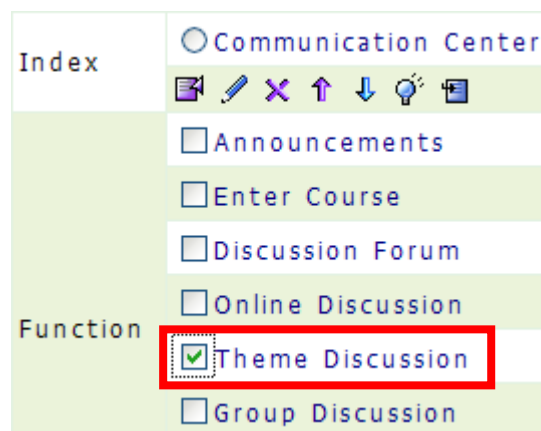
2. Click ⬆ or ⬇ above to move the sub-menu up or down. Click 🖫 Save to save the change.
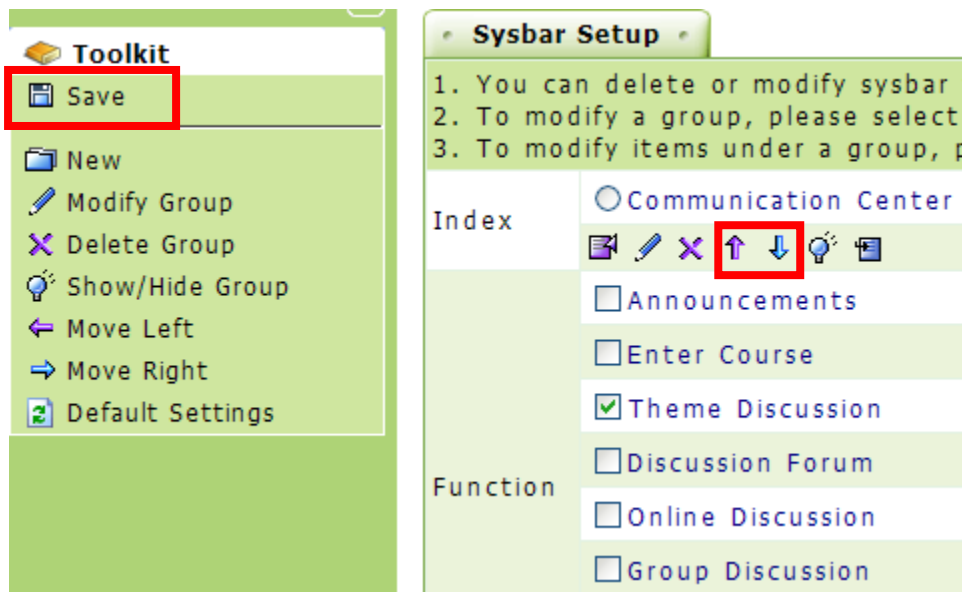
3. In the student's user interface, you will see the order of the sub-menus has been changed.
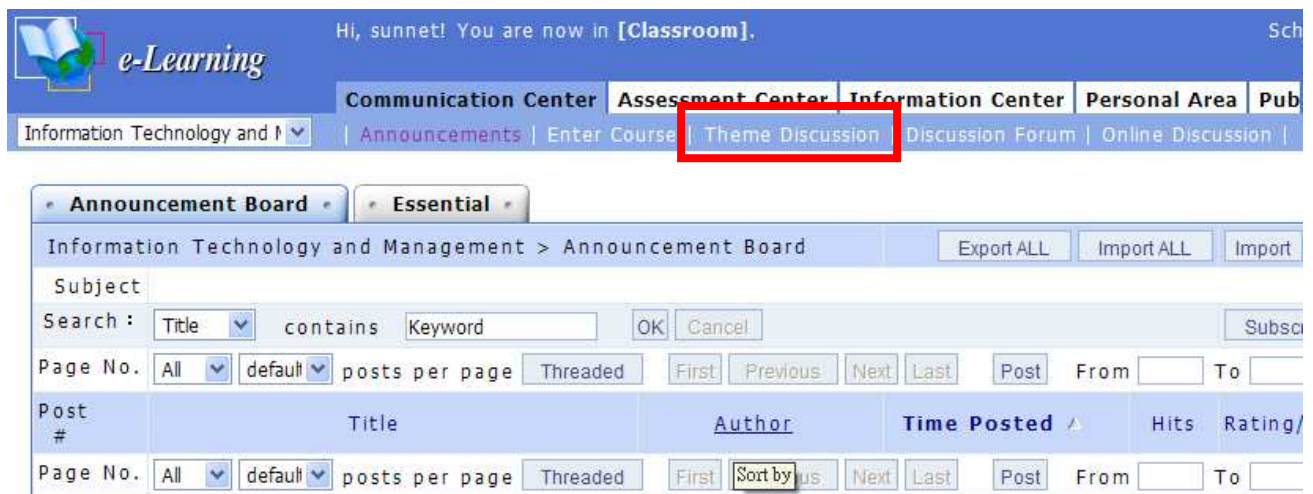
▶ Tip: **To move a sub-menu to be under a different menu**

Example: To move the sub-menu "Enter Course" from the "Communication Center" to "Assessment Center".

1. Select the check box next to "Enter Course" and then click 🔲 under "Assessment Center".

2. The sub-menu will be moved to "Assessment Center". 3. Click Save under Management Toolkit in the left pane to apply the change.

3. A "Saved successfully" dialog box will appear.

▶ Tip: **To hide/show a sub-menu**

Example: To hide the submenu "Online Discussion" from the student's user interface.

1. Click "Online Discussion" to open the **Function Properties** tab. Select the check box next to **Hide** and then click OK . Uncheck the box to show the sub-menu again. Use this function to hide/show one sub-menu at a time.
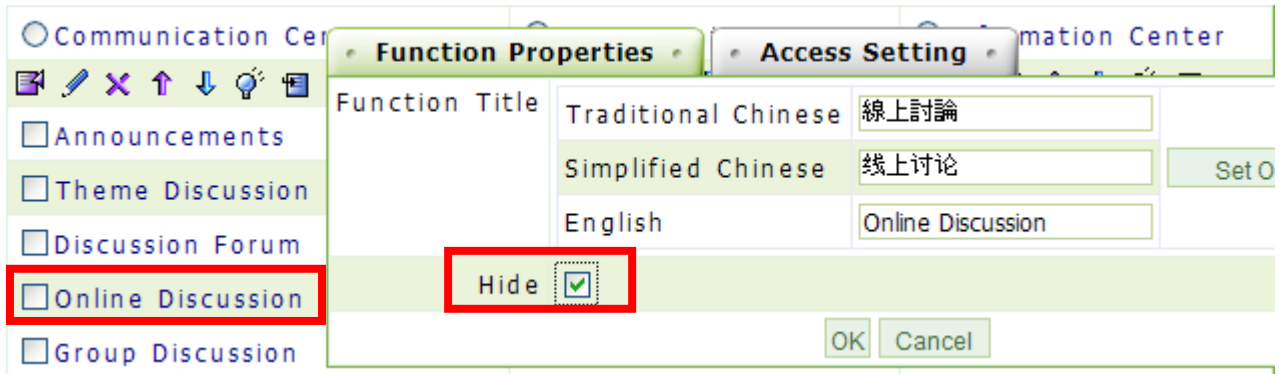
2. To hide/show multiple sub-menus at once, select the check box next to the sub-menu and then click above to hide/show the selected sub-menus.
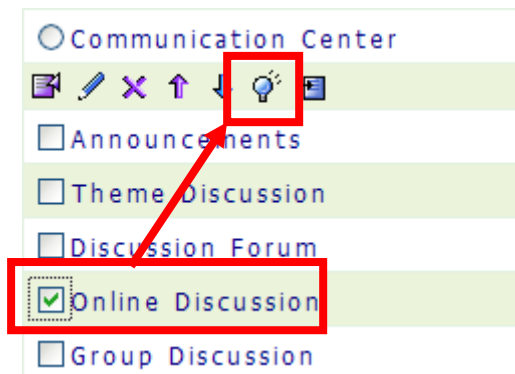
3. The sub-menu with a cross-out line in the middle means the sub-menu is hidden from student's user interface. Click to save the change.
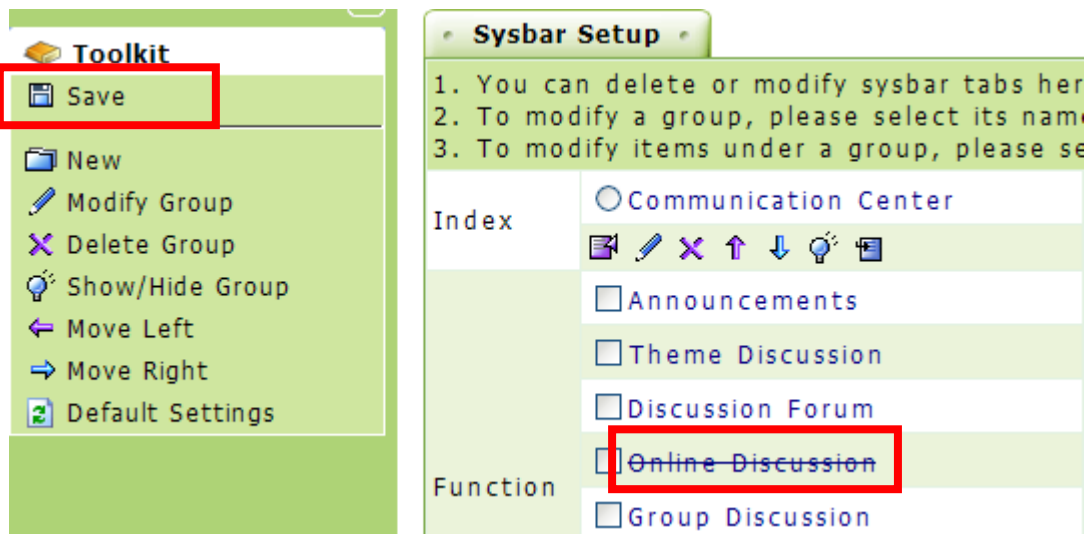
4. The sub-menu "Online Discussion" will be hidden from student's user interface.
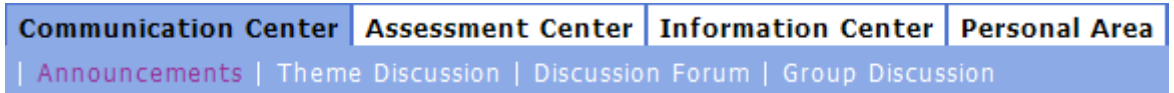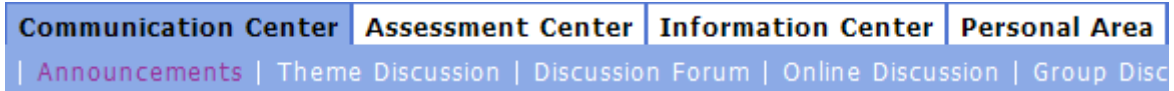
5. To restore the sub-menu, select the check box next to the sub-menu and then click 🟡 above. Click 💾 Save to save the change.
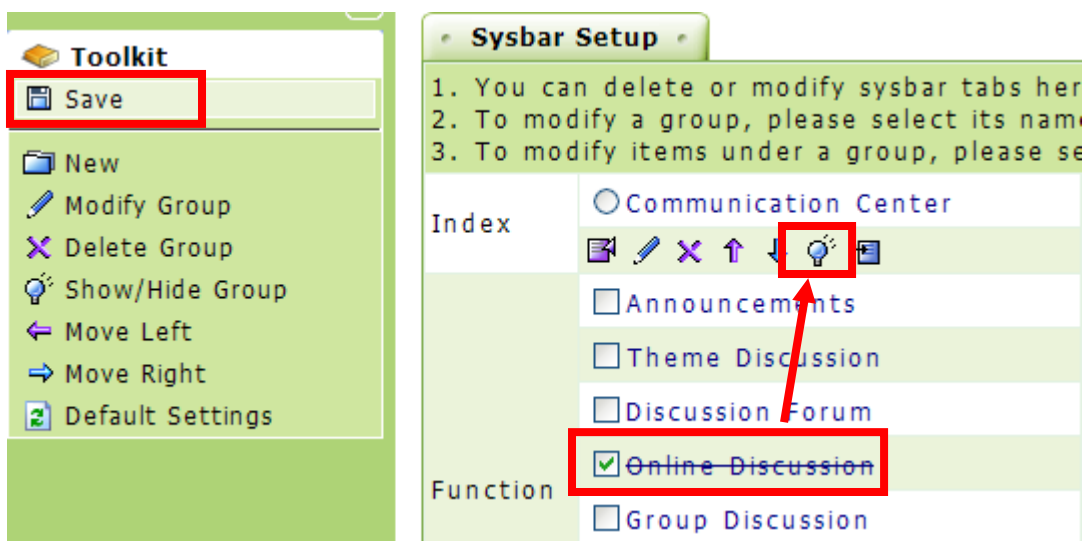
▶ Tip: **To add a sub-menu**

You can add and design a new sub-menu for students to use when necessary. For example, you can add a new sub-menu called "Software Download" and display it as a forum type for students to download different trial software. Or, you can setup a sub-menu with links to other web pages for career aptitude tests or other interesting activities, making the learning full of variety and creativity.

Example: To create a sub-menu named "To share good books" under "Communication Center", and make it a discussion forum for students to share their thoughts.

1. Click 📧 (New sub-menu) under **Communication Center**.
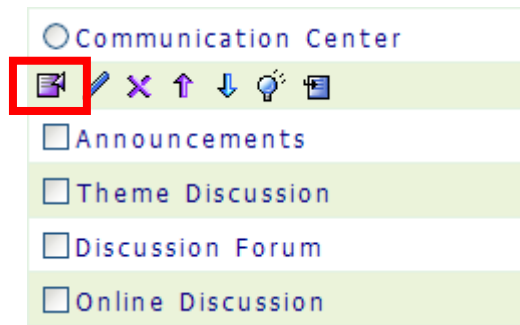
2. Enter the sub-menu title (e.g. To share good books) in the **Function Properties** tab.

3. Select a **Function Type** from **Teaching Materials**, **Assignment**, **Test**, **Questionnaire**, **Topic Discussion**, **Online Discussion** or **Links**. In this example, select **Topic Discussion**.
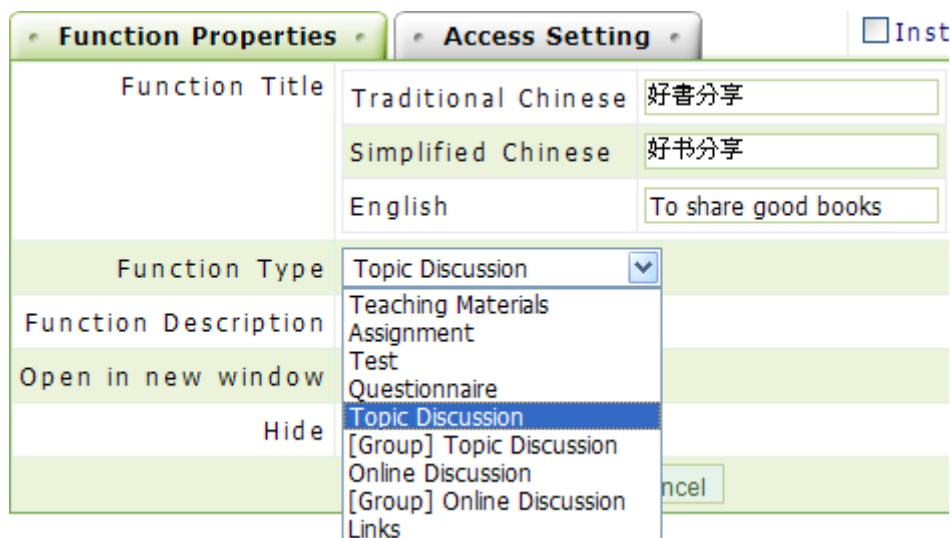
4. Select a discussion forum from the **Function Description** drop-down list.

Note: Please set up a discussion topic under **Forum Setup** first so that the related discussion forum will display on the drop-down list. For details about **Forum Setup**, please refer to the next section. The same rule applies to other function types, such as assignments, tests and questionnaires. The related contents have to be set before you can select them from the drop-down list.

"Enable" and "Visible":

Making the new sub-menu share the same discussion forum as in Communication Center → Course Discussion.

5. If you want this sub-menu to open in a new window, select the check box next to **Open in new window** and then click OK.

6. The new sub-menu is created under **Communication Center**. Click
   🖫 Save to apply the change.

7. A "Saved successfully" dialog box will appear.

Note

Toolkit
Save

New
Modify Group
Delete Group
Show/Hide Group
Move Left
Move Right
Default Settings
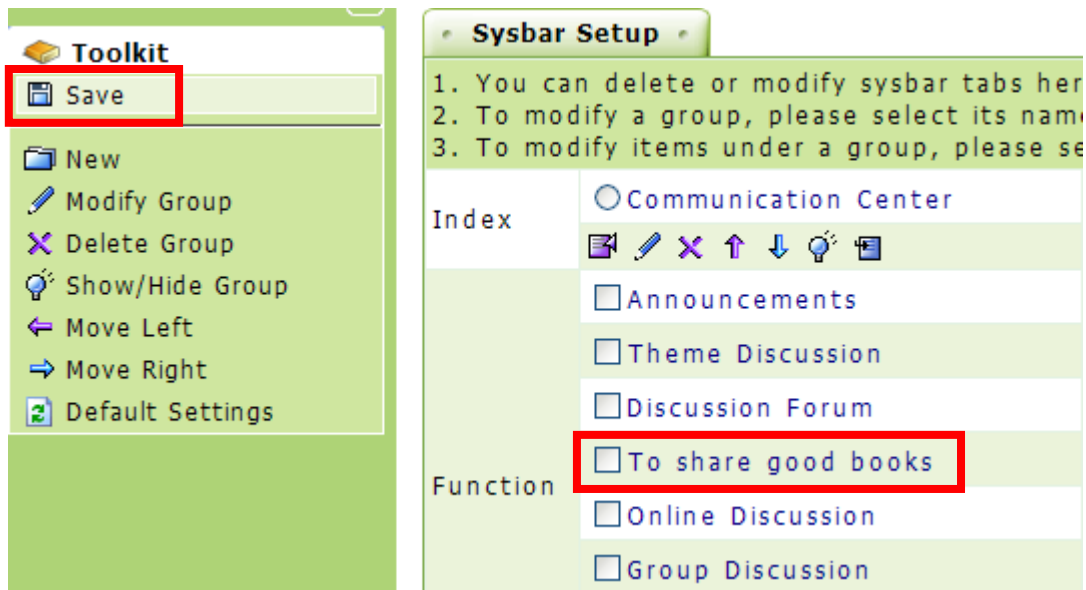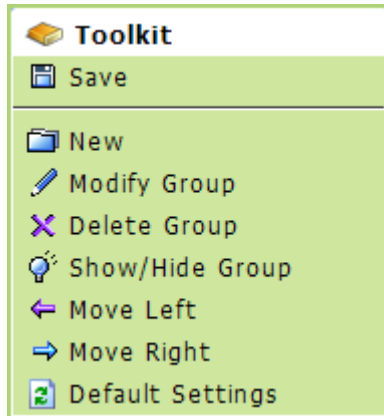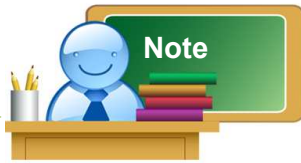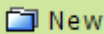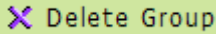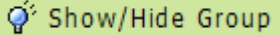
The icons on Management Toolkit in the left pane are described as follows.
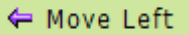
Save Click to save the changes made to **Sysbar Settings**.
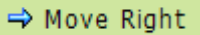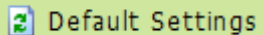
New Click to create a new menu, such as "Communication Center" or "Assessment Center".

Delete Group Click to delete the menus created by the instructor. The default menus (Communication Center, Assessment Center, and Information Center) can not be deleted.

Show/Hide Group Click to hide/show a menu. It will also hide/show the sub-menus under it.

Move Left Click to move the menu one position to the left.

Move Right Click to move the menu one position to the right.

Default Settings Click to restore the menus and sub-menus to the system default.

II. Classroom Management > Forum Setup

| Sysbar Settings | Forum Setup | Chatroom Setup | Course Calendar

In **Forum Setup**, you can add new topics to **Topic Discussion** or **Group Discussion** for students to express their opinions. This page also displays **Discussion Forum**, **Announcement Board** and **Group Discussion** from the student's user interface for easy management.

⌘   **Topic Discussion**

▶ Tip: **To add a topic on Topic Discussion**

    Example: To add a new topic named "To share good books" on Topic Discussion.

    1.   Click Add .

2. On the **New Topic** tab, enter the name of the topic (e.g. To share good books) in the appropriate field and then finish the settings such as **Subject**, **Status**, **Start Time**, **End Time**, etc.

3. Click Save to finish the settings.

4. The new topic will display on the student's user interface.

Note
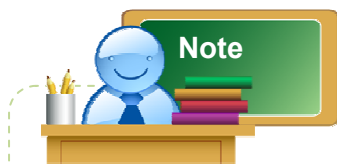
Both the enrolled students and the auditors will receive the forwarded e-mails.

Tip: **To edit the properties of a discussion forum**

Example: To add a subject to the discussion forum.

1. Click Edit at the right end of a discussion forum.

2. Enter the subject (and the other items if necessary).

3. Click Save to save the changes.

4. The modification is completed.

5. You will see the subject displayed on the student's user interface.

▶ Tip: **To view the contents of a discussion**

1. Click on a topic to enter the discussion forum (e.g. Discussion Forum).

2. Click on a title to read the contents.

⌘ **Group Discussion**

Group Discussion is the discussion forum for students of the same group and the instructors can set the properties on this page.

Before setting the properties of the group discussion, you have to go to **User Management → Student Grouping** to divide students into groups.

▶ Tip: **To edit a group discussion**

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1. Click [Edit] at the right end of a group.

Group1	Group A	Edit
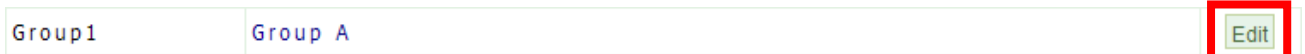
2. Enter the topic, subject and the related settings and then click [Save].

Group Discussion Setup

| Topic | Traditional Chinese | Group A | Set More Language |

Subject

This is the first group

Current length: 23

| Mail Follow | ○ Yes ◉ No ☐ With attachment(s) |

Sort By
- ◉ Posting Time
- ○ Subject
- ○ Author
- ○ Rating/Number of Raters
- ○ Hits

[Save] [Return]

3. You will see the result displayed on the student's user interface.

Group A | **Essential**

Information Technology and Management > Group A

Subject This is the first group

Search : Title ▾ contains Keyword [OK] [Cancel]

Page No. 1 ▾ default ▾ posts per page [Threaded] [First] [Previous] [N

Post #	Title	Author
1	20080725[Group A]Chatroom Records **NEW**	sysop (sysop)

Page No. 1 ▾ default ▾ posts per page [Threaded] [First] [Previous] [N

III. Classroom Management > Chatroom Setup

| Sysbar Settings | Forum Setup | Chatroom Setup | Course Calendar

On this page, you can create multiple chatrooms for students to join the real-time

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discussions. You can also change the properties of the chatrooms when necessary. Taking advantage of the chatrooms, you can hold an online discussion at a specific period of time, providing extra opportunities to interact with the students.

► Tip: **To modify the properties of a chatroom**

Example: To change the name of a new chatroom.

1. Click [Modify] at the right end of a new chatroom.
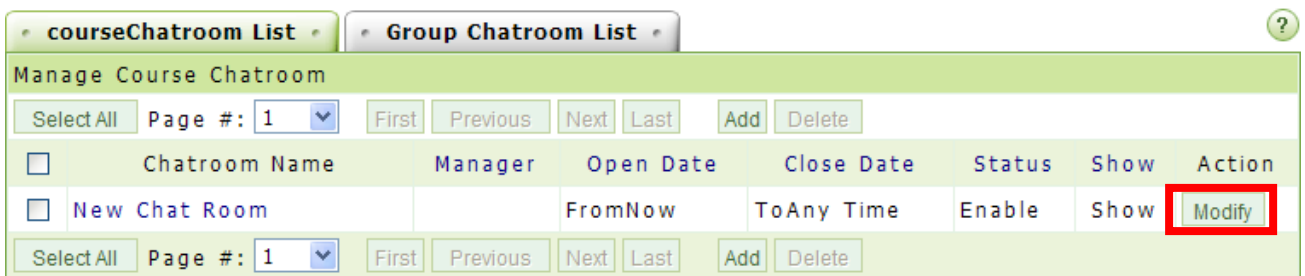
2. Enter the new name of the chatroom (e.g. "The first group discussion").
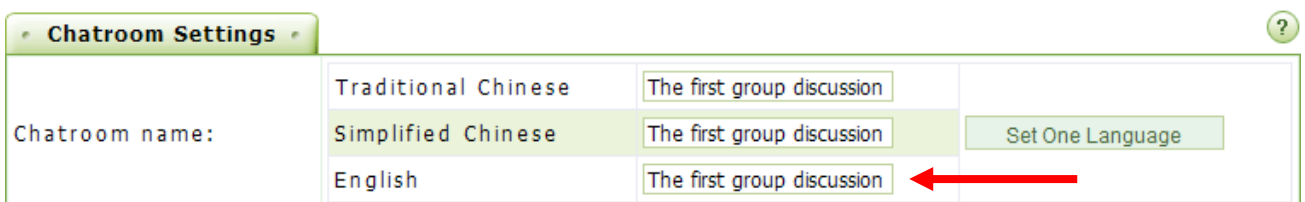
3. You can change other settings on this page as well. Click [Save] to save the changes.

4. The modification is completed.

▶ Tip: **To add a chatroom**

Example: To add a chatroom named "How to set up audio and video site" and open for discussion on July 25, 9 am to 9:30 pm.

1. Click Add .

2. Enter the name of the chatroom (e.g. How to set up audio and video site).

3. Set a limit for the number of participants in the chatroom (leave blank or 0 for unlimited) and then select to forward the logs to your notebook or the discussion forum, or delete the logs after the chatroom is closed.

Participant max limit: 0 people (Blank or 0 indicates unlimited discussants for this Chatroom.)

After Chatroom is closed, forward logs to Course Board

☐ Allow participants from other Chatrooms

Show on list: ⊙ Show ○ Hide

4.   Select if you want this chatroom to be displayed on the student's user interface. If you select to "show" the chatroom, you will have to go on and select the **Status**, **Open Date** and **Close Date**. The default chatroom manager will be the instructor. If you want to assign another person as the chatroom manager, enter the username and select if you would like to retrieve the right of being the chatroom manager after login. Click Save to save the chatroom.

Status:
○ Disable
⊙ Enable
○ Faculty Only

Open Date: ☑ Enable, Date 2008-07-25 09:00

Close Date: ☑ Enable, Date 2008-07-25 21:30
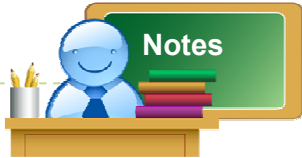
Host Settings:

Chatroom Manager: sunnet

Obtain token at login ⊙ Yes ○ No

Save   Back to Chatroom List

5.   A new chatroom is now created.

Notes

▪ If you did not set to retrieve the right of being the chatroom manager, the first user logging in to the chatroom will be the host.

▪ The host can control the right of speak.

▶ Tip: **To enter a chatroom and talk to students online**

1.   Click on a chatroom title to enter the chatroom.
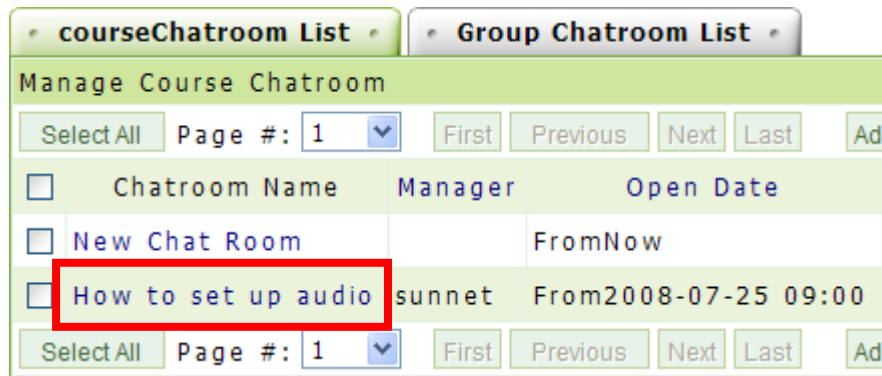
2. A chatroom will open as shown below.
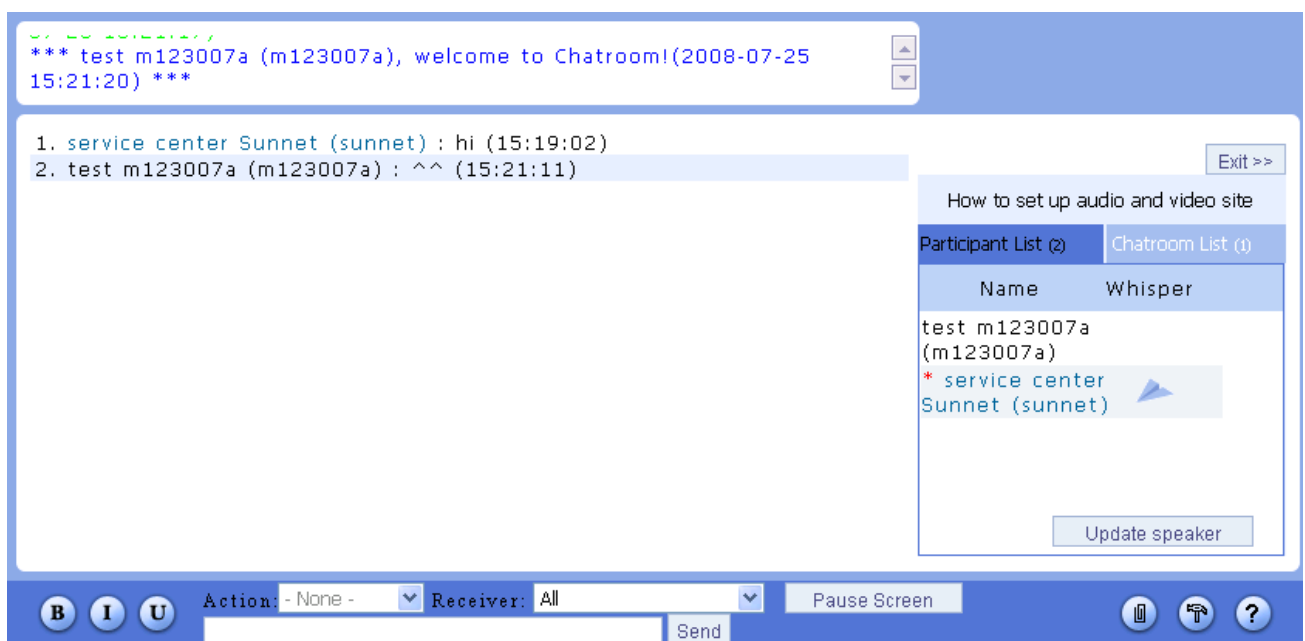
3. A chatroom window contains of the following panes.

> **1.** Participants' Action Logs

> **2.** Chatroom List and Participant Lists
> The name with a * in the front is the current host of the chatroom. Normally he/she is the one who creates the chatroom (It could be the instructor or the manager). If the one who creates the chatroom is not currently in the chatroom, the first participant who enters the chatroom will be the host. The host can control the right of speak. If you want to withdraw the right of speak from a participant, select the "Mute" checkbox next to a participant and then click **Update speaker** .
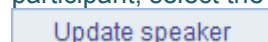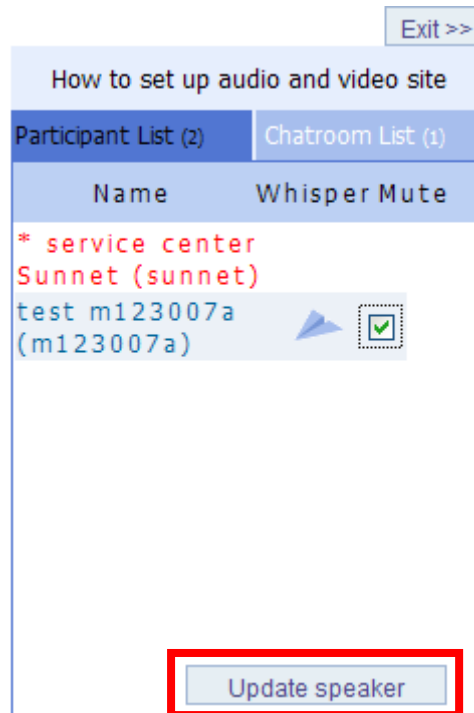
> 3. Whisper

Click next to a participant to open a whisper message window.

Enter your message and click Send to send it to the participant.
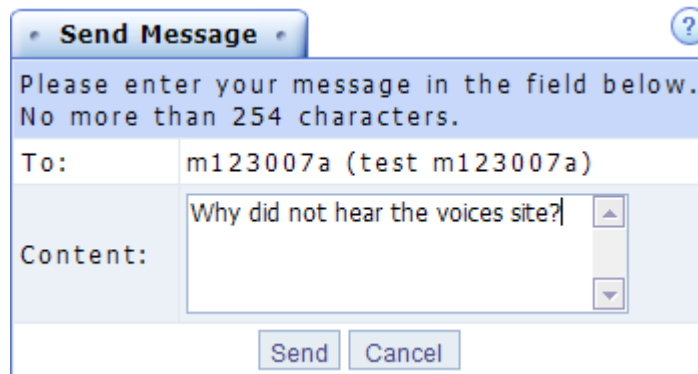
> 4. Main Screen
It displays the contents the participants entered. If there is a shared file, click on the filename to open it in a new window, or right-click on the file and choose "Save as…" to download the file.
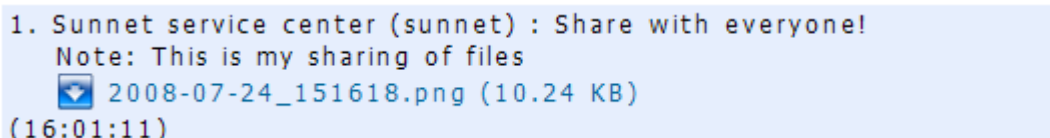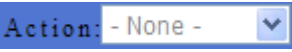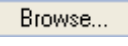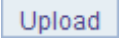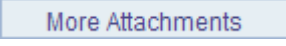
> 5. Input Toolbar

◆ Enter your opinion in the text field and then click **Sent**.

■ Click ![B][I][U] to adjust the font style: B for **Bold**, I for *Italic* and U for Underlined.

■ Select a tone of speech from **Action:** - None - ☑. The options include **Ask**, **Answer**, **Discuss**, **Recommend**, **Share**, **Announce** and **Help**.

■ Select the receiver from **Receiver:** All ☑. By default, your message will be sent to all receivers. If you wish to speak to a specific person, select the person from the drop-down list.

■ If the messages in the chatroom move too fast, you can click Pause Screen to freeze the screen. Once you finish reading the messages, click "Cancel Pause" to resume updating messages.

■ Click ![icon] to upload a file and share it with other participants. The **Upload** window will display as shown below. Enter the description in the **Notes** field and click Browse... to select the file to be uploaded. Click Upload to post the file and its description. If you wish to attach more than one file, click More Attachments to add enough attachment fields.

Upload	
Notes	This is my sharing of files	Notes on how this file works
File	D:\201421.png Browse...	Each file cannot exceed **64M** , No more than **64M** in total.
	Upload Cancel More Attachments	
	Less Attachments	
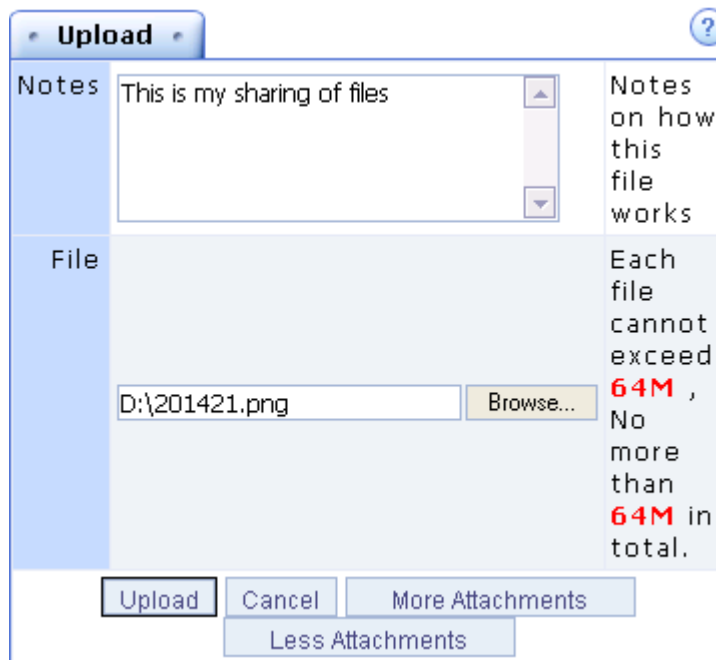
■ Click ![icon] for preferences settings as show below.
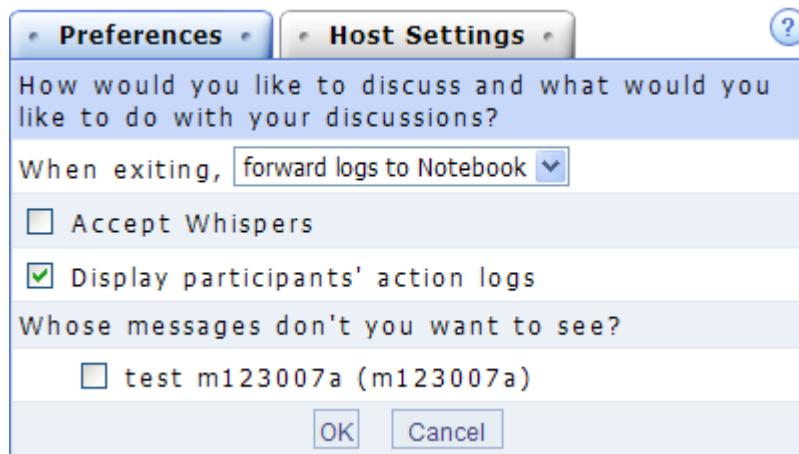
4. Preferences settings

> **1.** Select to forward the logs to your notebook or delete the logs after you leave the chatroom.

> **2.** Select if you accept Whispers (private messages) from other participants.

> **3.** Select if you would like the Participants' Action Logs to be displayed on the top of the chatroom window.

> **4.** Select the checkbox next to a participant to block the messages from the participant.

> **5.** Click OK to apply the settings.

5. Host settings

The host in a chatroom will have a Host Settings tab besides the Preferences tab.
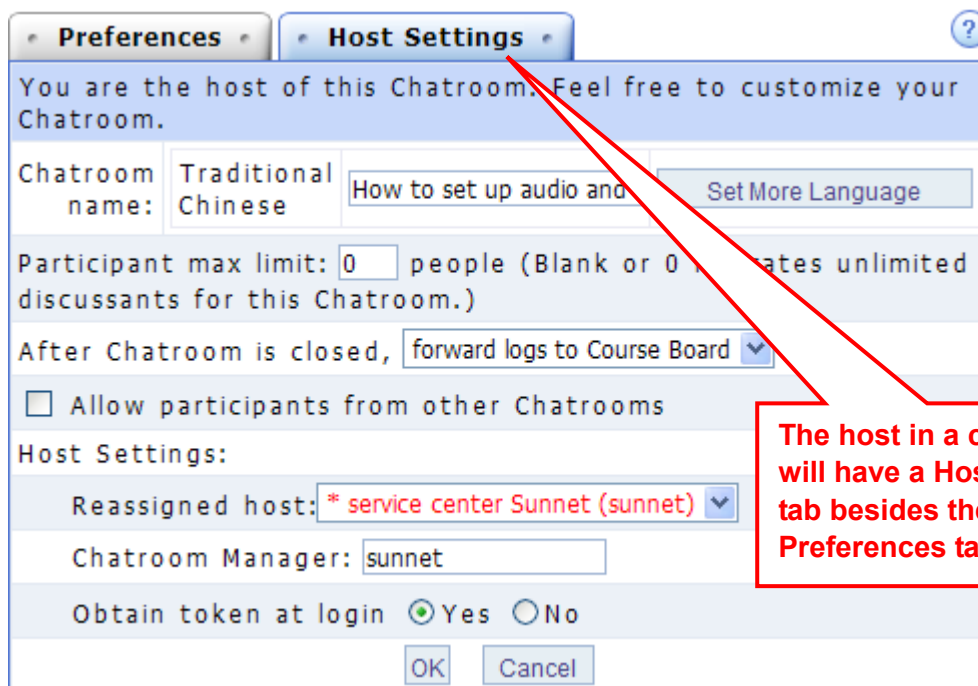
> **1.** Modify the name of the chatroom.

> **2.** Set the limit of participants in the chatroom (leave blank or 0 for unlimited).

> **3.** Select to forward the logs to your notebook or the discussion forum, or delete the logs after the chatroom is closed.

> **4.** Set whether you allow participants from other chatrooms to join you.

> **5.** Host Settings: Set to reassign a host other than yourself.

> **6.** Host Settings: Set to assign a chatroom manager other than yourself (for chatroom manager only).

> **7.** Host Settings: Set to retrieve the right of being the chatroom manager after login (for chatroom manager only).

IV. Classroom Management > Course Calendar

| Sysbar Settings | Forum Setup | Chatroom Setup | Course Calendar

You can create and publish your course schedule on this page, when the students enter the classroom, they will see your message under **Information Center → Course Calendar**.

▶ Tip: **To add an event in the Course Calendar**

Example: To add an event in the **Course Calendar** that there will be a test at 8:30 on Aug. 7

1. Select the date to add an event (e.g. Aug. 7).
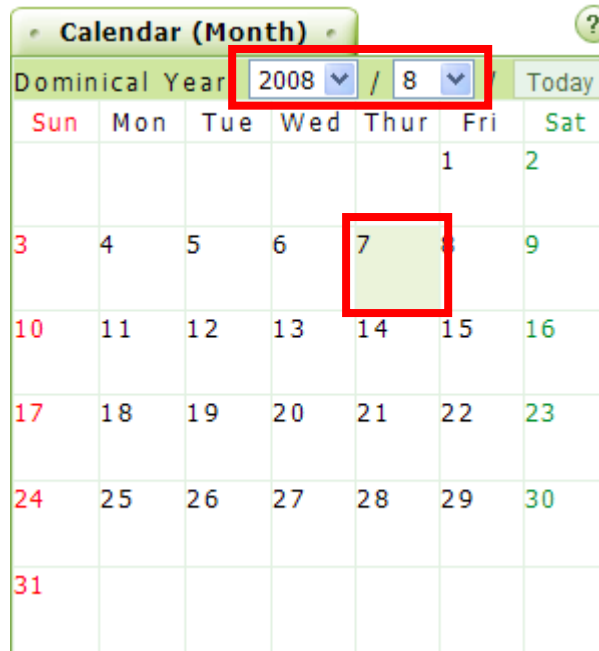
2. The events of the day will display on the right pane. Click **Add** to continue.
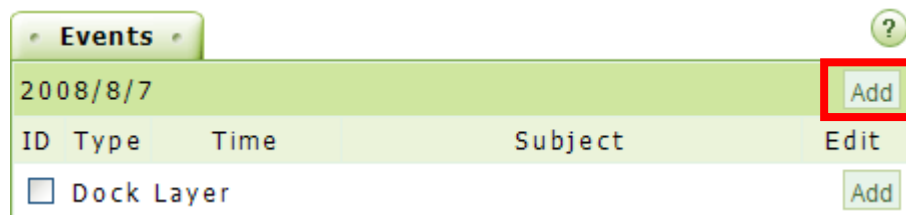
3. The **Add Events** window will display as shown below.
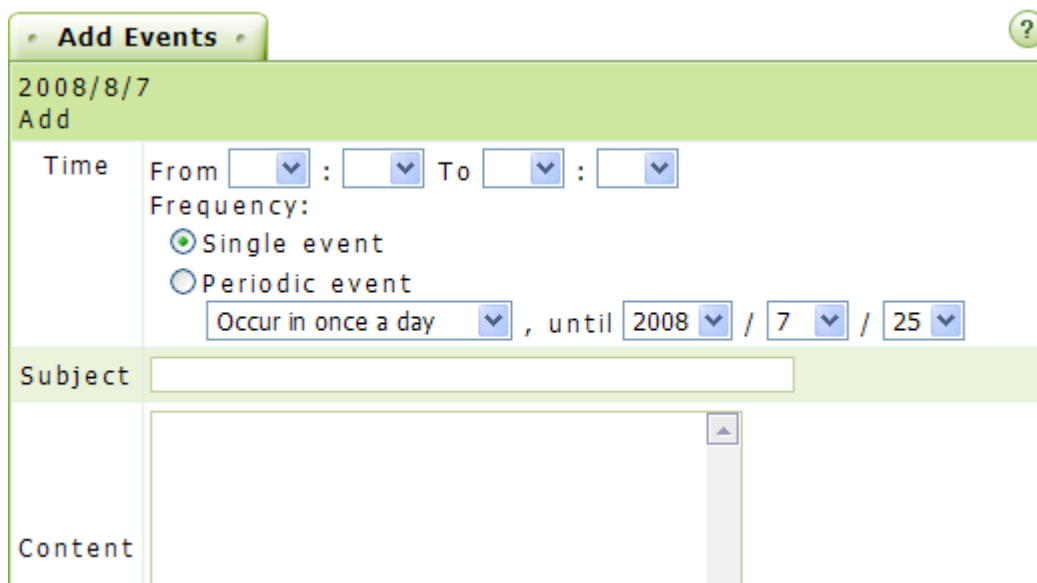
4.   Select the duration of the event (e.g. 8:30 am to 9:30 am) and then select whether it is a **Single event** of a **Periodic event**.

2008/8/7
Save after modifications.

Time	From 8 ⌄ : 30 ⌄ To 9 ⌄ : 30 ⌄
	Frequency:
	⦿ Single event
	◯ Periodic event
	Occur in once a day ⌄ , until 2008 ⌄ / 8 ⌄ / 7 ⌄

Definitions

Periodic event:

A periodic event is a reoccurring event which holds everyday, every week or every month. For example, if you have a meeting every Wednesday, or every 8th day of each month, select **Periodic event** and the **Calendar** will add the event cycle according to your settings automatically.

5.   Enter the **Subject** and **Content**.

Time	From 8 ⌄ : 30 ⌄ To 9 ⌄ : 30 ⌄
	Frequency:
	⦿ Single event
	◯ Periodic event
	Occur in once a day ⌄ , until 2008 ⌄ / 8 ⌄ / 7 ⌄
Subject	This morning at 8:30 quiz
Content	Please step up preparations.
	☐ HTML

6.   Select to show an alert when you log in or send an alert by e-mail, and set the **Alert Time** (days prior to events). Click Save to continue.

7. When the "Addition Successful" dialog box appears, click [OK].

8. The new event is created as show below. A blue flag will display on the date with event(s). You can view the details in the right pane and choose edit or delete the events.

▶ Tip: **To modify or delete an event in the Course Calendar**

   Example: To modify an event in the **Course Calendar**.

1. Click on the date to be modified.
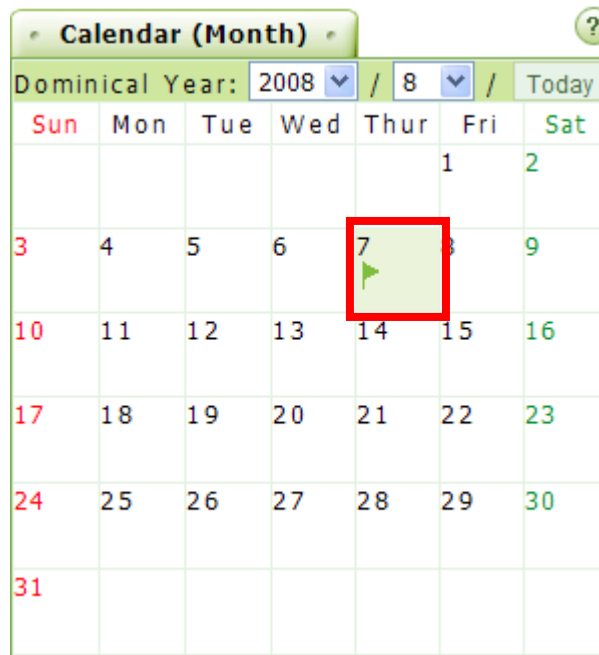
2.	The events of the day will display. Click **Edit** to modify the event or click **Delete** to delete the event.
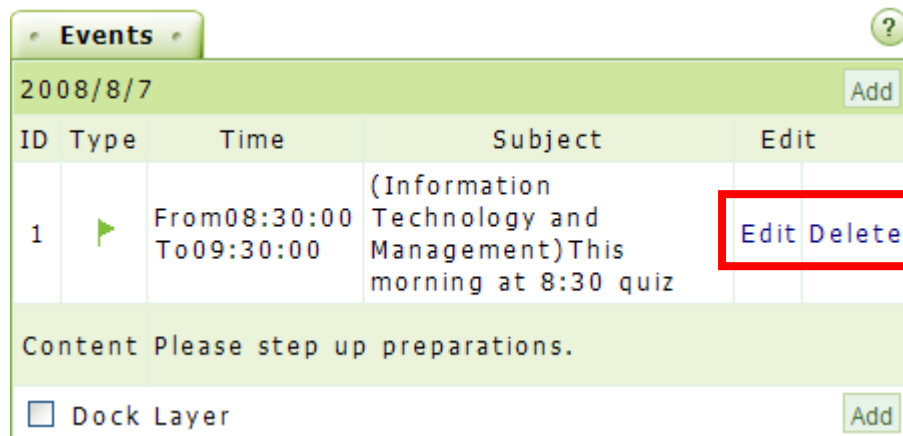
3.	Modify the **Time**, the **Subject** or the **Contents** as needed and then click Save to apply the changes.
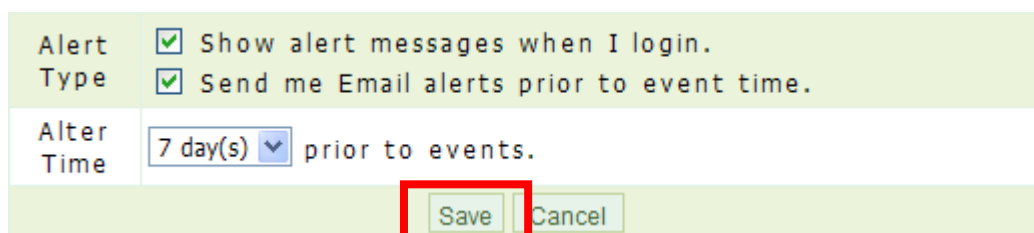
4.	The event has been successfully updated.

Assignment Management

| Assignment Management | Test Management | Questionnaire Management | Grade Man |

I. Assignment Management > Pool Editing

| Pool Editing | Assignment Editing | Assignment Grading |

An assignment is a combination of questions. You can create and edit your questions on the **Pool Editing** page and apply them to the different assignments. Once you have created the questions, you can move to the **Assignment Editing** page to select the combination of questions and create an assignment. The interface and procedures for editing tests and questionnaires are similar to editing assignments.

▶ Tip: **To add a question**

Example: To add a question.

1. Click Add .

2. Select a question type (e.g. Short answer/essay).

3. Enter the description. If you need to attach a file such as an image, a chart or a diagram, click Browse... and select the file to be uploaded. If you wish to attach more than one file, click More Attachments to add enough attachment fields.

4. The **Detailed Answer**, **Answer Attachment** and **Reference URL** fields are optional.

5. Enter the source of the question and the difficulty level. Specify as detail as possible so that they can be referenced when you select the combination of questions. Click OK to save the question. Select the check box next to **Continuous addition** if you need to add another question once this question is completed.

6. The question has been saved.

Use the above mentioned procedure to add questions to the pool and then move to the **Assignment Editing** page to select the combination of questions and create an assignment.

Notes

- In addition to add questions manually, you can import questions on the **Import** tab or select to add the questions that other instructors shared on the **Shared Poll** tab.

- Once you have completed adding questions, you can go to the **Assignment Editing** page to select the combination of questions and create an assignment for students to do.

Note

The icons on the Pool Editing are described as follows.

Add   Click to add a question.

Modify   Click to modify the selected questions.

Delete   Click to delete the selected questions.

Copy   Click to copy the selected questions.

Export   Click to export the selected questions as an .xml file which can be imported and used for other courses.

Share   Click to share this question to the **Shared Poll** so that other teachers can include the shared questions to their assignments.

Preview   Click to preview the selected questions.

Search   Click to search the questions by chapters/sections, question types, difficulty levels or keywords.

II. Assignment Management > Assignment Editing

| Pool Editing | Assignment Editing | Assignment Grading

Once you have created all the questions needed for an assignment in the **Pool Editing** page, you can create an assignment in the **Assignment Editing** page.
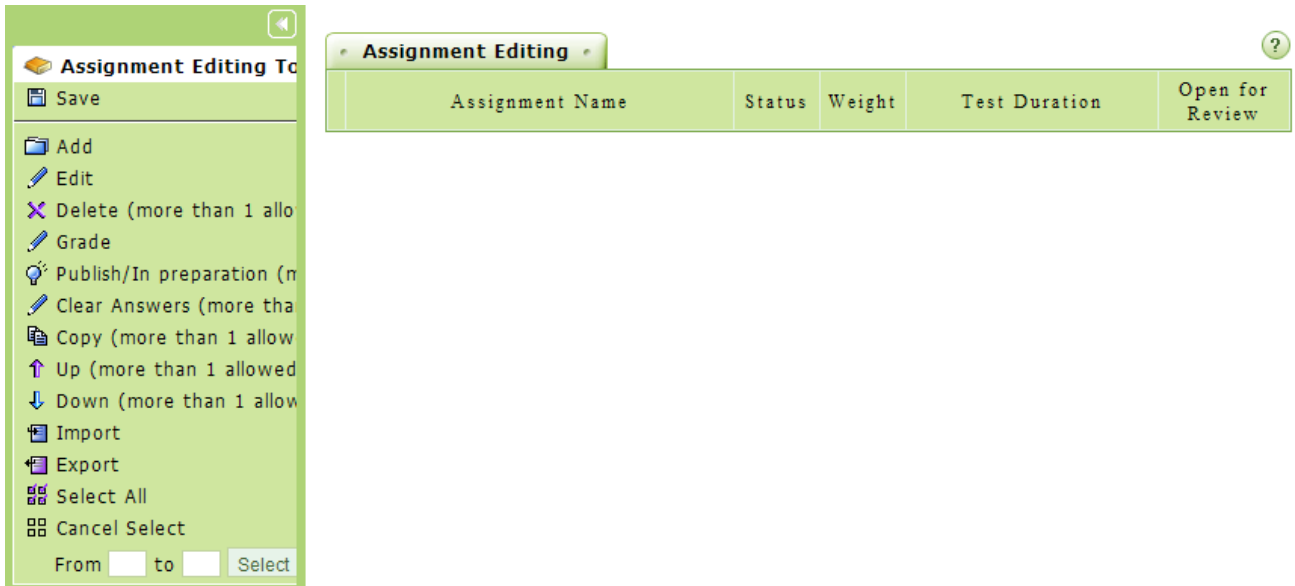
Tip: **To add an assignment**

1. Click [Add] on **Management Toolkit** in the left pane.
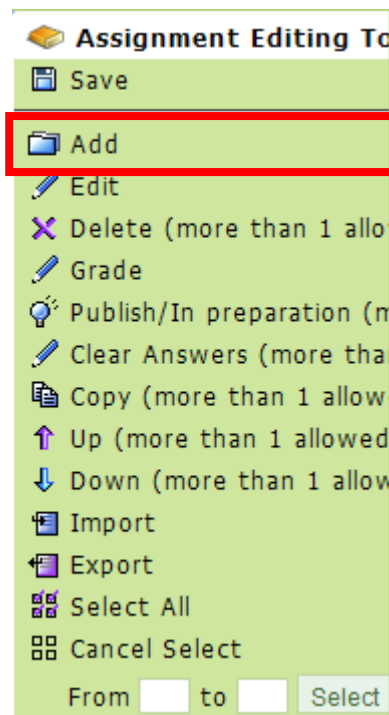
2. The first tab (**Assignment Info**) of setting up a new assignment will display. The order of the tabs on the **Assignment Editing** page is the order of creating a new assignment. Click Next to move to the next tab until the assignment is completed. Click on a tab to check or change the settings.

• Assignment Info •	• Select Items •	• Order and Weightings •	• Assignment Preview •	?
			Cancel	Next

⌘ **Assignment Info**

• Assignment Info •	• Select Items •	• Order and Weightings •	• Assignment Preview •
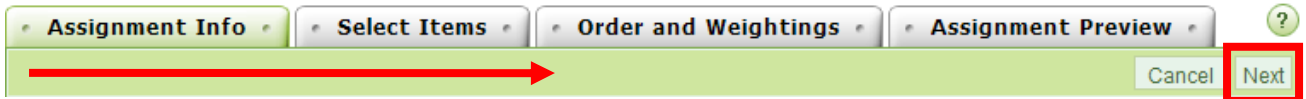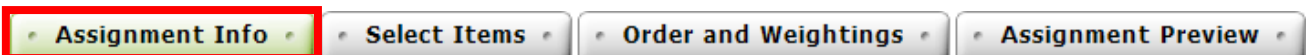
▶ Tip: **To set up the basic information for an assignment**

1. Enter the name and the instructions of the assignment.

Assignment Name	Traditional Chinese	The first assignment	Set One L
	Simplified Chinese	The first assignment	
	English	The first assignment	
Instructions/Instructor's Messages	Please pay on time students work		

2. Select the status of the assignment. Select "In preparation. Not open." if you are preparing the assignment. If you select "Publish", the fields for setting the start/end date of the assignment will display. In this example, we select "Publish" to continue.

Status	○ In preparation. Not open. ● Publish

3. In the **Start Date** field, select the check box next to **Enable** and then click on the **Date** field to open the **Calendar Tool**. Click on a date from the Calendar and the date will display in the field.

Test Start Date ☑ Enable, Date: 2008-07-

?	July, 2008	×
«⌄ <⌄	Today	>⌄ »⌄
Sun Mon Tue Wed Thu		Fri Sat
	1 2 3 4	5

Note
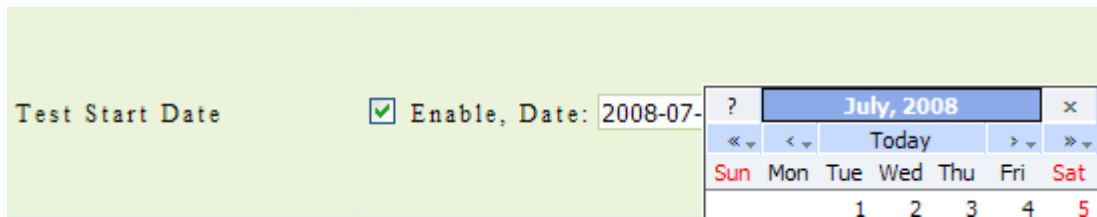
The descriptions of the **Calendar Tool**
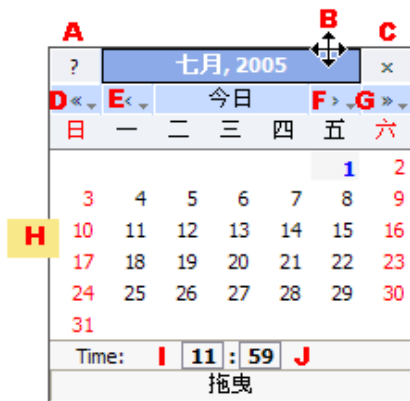
Item	Description
A	Help
B	Click and hold to drag the calendar
C	Close the Calendar
D	Previous year
E	Previous Month
F	Next Month
G	Next year
H	Click on a date
I*	Adjust the hour. Click once to move one hour forward. Press and hold shift and click once to move one hour backward.
J*	Adjust the minute. Click once to move one minute forward. Press and hold shift and click once to move one minute backward.
*	For fast adjustment, click on the field and hold the mouse. Move the mouse to the right to increase the number; move the mouse to the left to decrease the number.

4. Use the same procedure to set up the **End Date** field. Once it reaches the deadline, the students will no longer be able to submit the assignments.

5. In the **Response by attachment** field, select **Yes** to allow students to upload related materials or files; otherwise, select **No**.

6. In the **Modify** field, select the check box next to **Modifiable** to allow re-submission before the deadline. The re-submitted assignment will overwrite the previous one. Do not select the check box if you do not allow re-submission.

7. Select an option from the **Open for Review** drop-down list to decide if the students are allowed to view the best works.

> 1. **Will not be published**: The assignment will not be open for review.

> 2. **Published after submission**: After a student submits his/her assignment, he/she can review the best work.

> 3. **Published after assignment closure:** The best work will be open for review after the deadline.

> 4. **Set manually:** The assignment will be open for review on the date set by the instructor.

8. Once you finish the settings in the **Assignment Info** tab, click Next to move to the **Select Items** tab.

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⌘ Select Items

1. The second step of creating an assignment is to select the questions. Select the check box next to **Edition**, **Book**, **Chapter**, **Unit**, **Paragraph**, **Type** or **Keywords** and then enter the conditional texts in the appropriate fields. You can narrow down the search result by setting one or more criteria. Do not select a check box if you want to show all the questions in your database. Click Go to display the questions.

2. Select the check box next to the question to be listed and then click Select .

3. The selected questions will be hidden from the list to prevent from selecting them again. After selecting the questions needed, click Next to proceed to the next step - **Order and Weightings**.

⌘   Order and Weightings

You can organize the structure and weightings of the questions in the **Order and Weightings** tab.

The available options are described as follows:

► Tip: **To categorize a question into a section.**

Example: To add a new section.

1. Click [Add Section] to add numbers of sections. In this example, we add one new section.
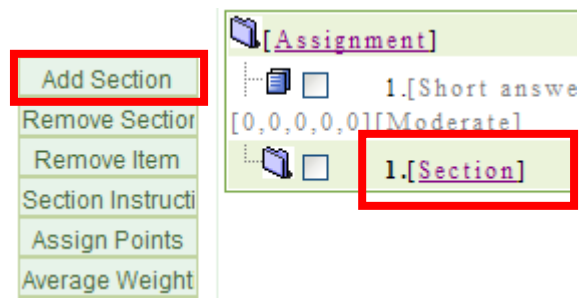
2. Select the check box next to the section and then click Section Instructi.
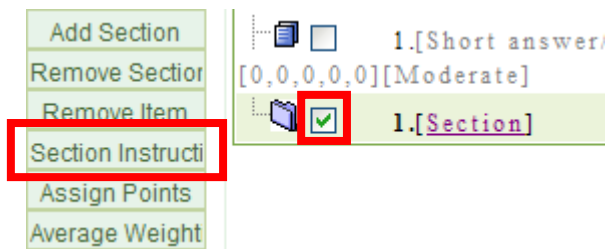
3. Enter the instruction in the field and then click Ok.
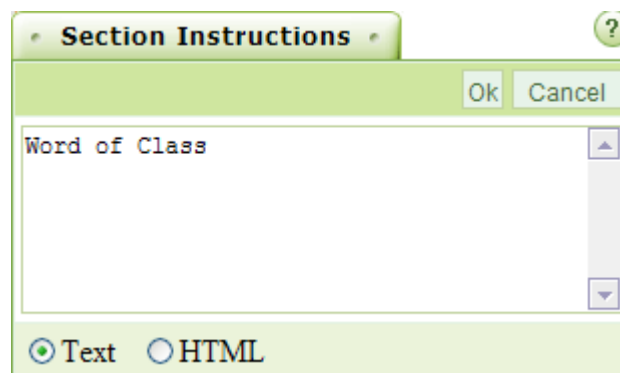
4. The instruction of the section is completed.
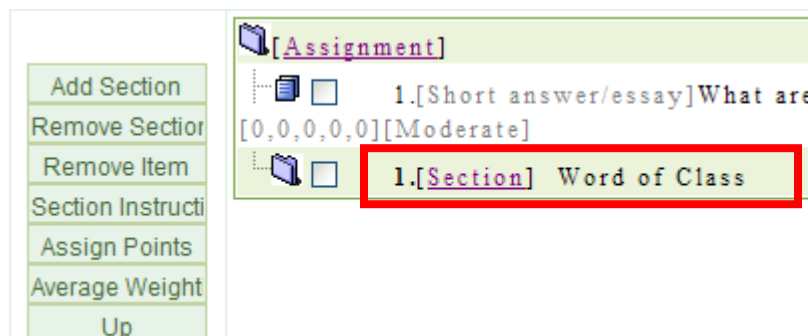
5. Now, you can organize the questions into sections. Select the check box next to the question to be moved and then click on a section.
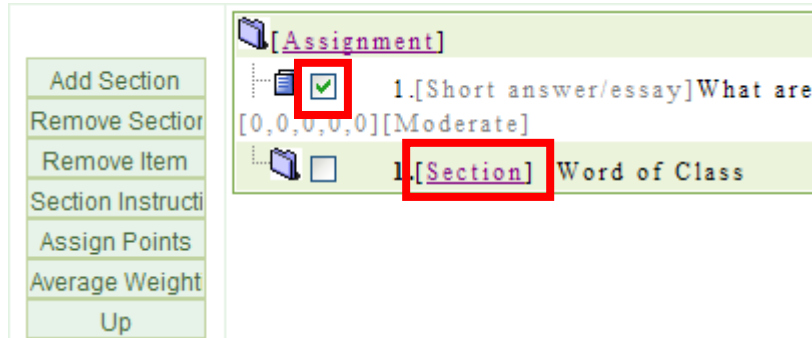
6. The selected question will be move into selected section.
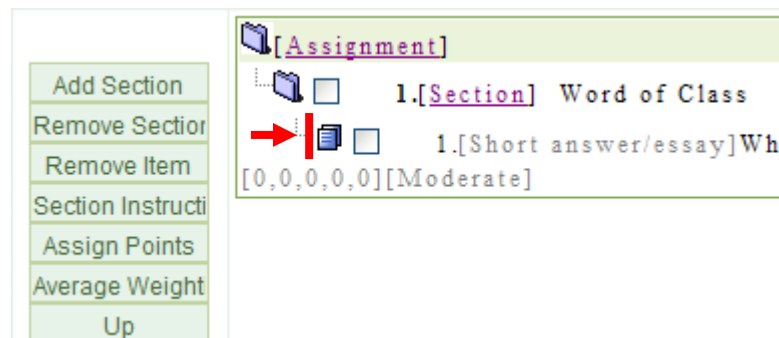
▶ Tip: **Weightings**

There are two ways of weighting a question.

> **1. Assign Points:** Select the check box next to a question and then click Assign Points . In the field, enter the points assigned to this question. Use the same method to assign points to other questions.

> **2. Average Weight:** Click Average Weight . In the field, enter the total points of this assignment. The system will apply the average points to each question.

1. We use Average Weight as an example. Click Average Weight .
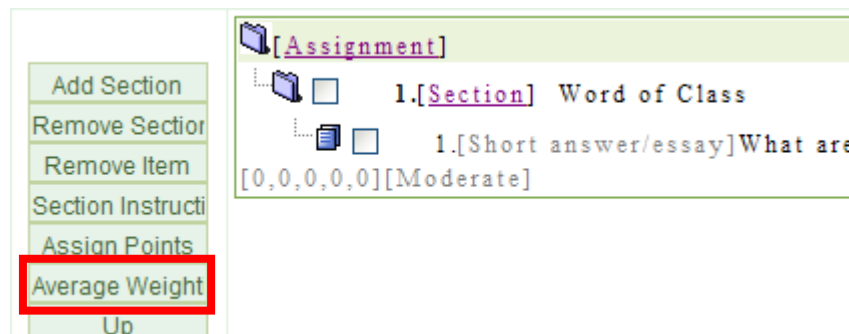
2. In the field, enter the total points (e.g. 100) of this assignment and then click **OK**.
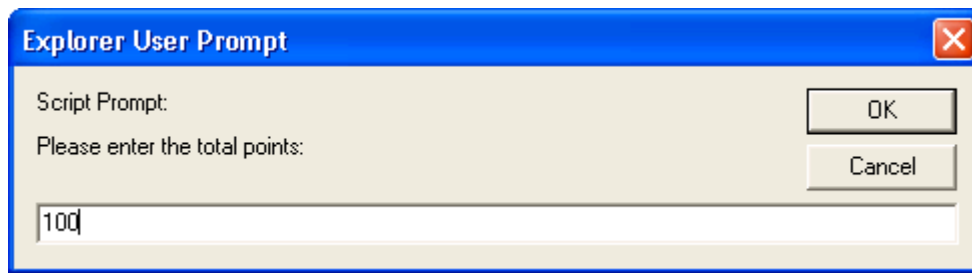
3. The points of each question will display at the end of each question.
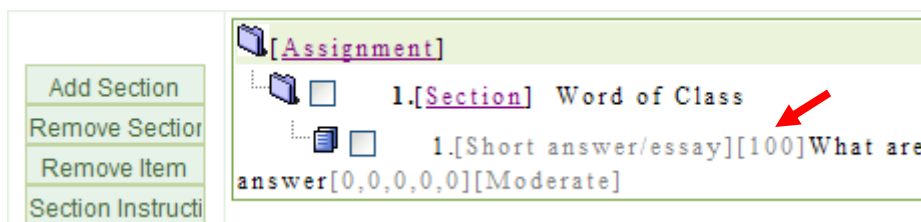
4. Once you finish the settings in the **Order and Weightings** tab, click Next to move to the final step.
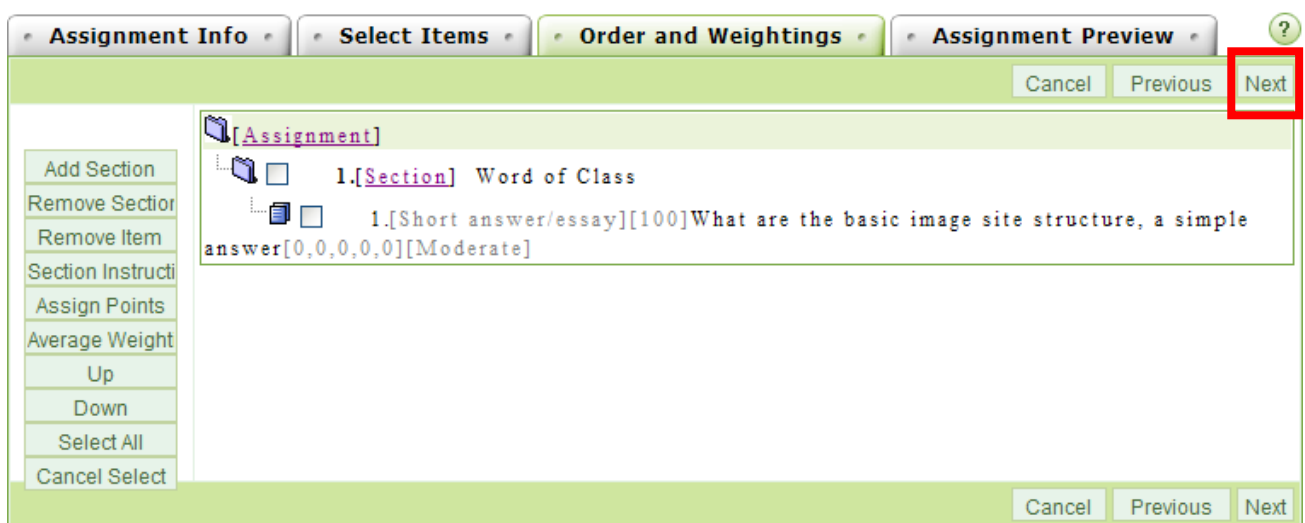
⌘ **Assignment Preview**
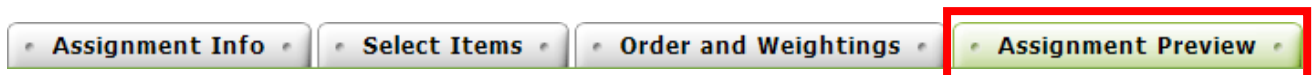
It displays a screen for you to preview the result. If you are satisfied with the result, click Finish + Save to save the assignment. If you need to modify the assignment, click Previous .

Wisdom Master Pro

| Assignment Info | Select Items | Order and Weightings | Assignment Preview | ? |

A section

Cancel | Previous | Finish + Save | show answer

| Assignment Content |

Word of Class

The questions under the section

Points:[100.0]

1. What are the basic image site structure, a simple answer

Cancel | Previous | Finish + Save | show answer

A new assignment is now created.

| Assignment Editing | ? |

	Assignment Name	Status	Weight	Test Duration	Open for Review
☐	The first assignment	Ongoing	5%	From2008-07-25 10:00 To2008-07-25 17:30	Published after assignment is closed.

Note

Assignment Editing To

- 🖫 Save
- 🗀 Add
- ✏ Edit
- ✖ Delete (more than 1 allo
- ✏ Grade
- 💡 Publish/In preparation (m
- ✏ Clear Answers (more tha
- 🗐 Copy (more than 1 allow
- ⬆ Up (more than 1 allowed
- ⬇ Down (more than 1 allow
- 🗐 Import
- 🗐 Export
- 🔠 Select All
- 🔠 Cancel Select

From [ ] to [ ] Select
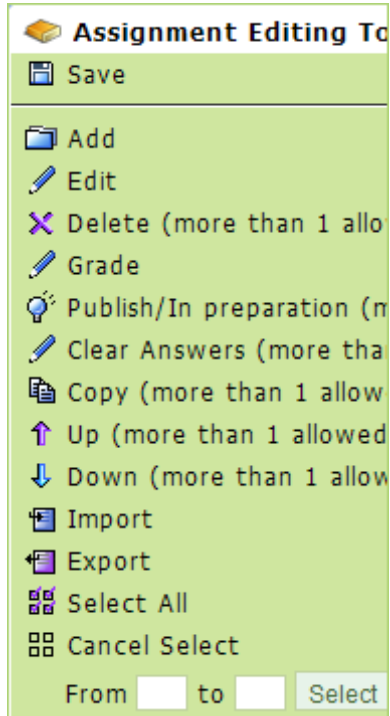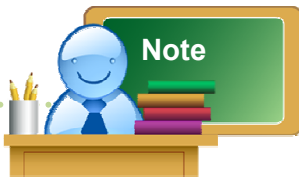
The icons on the Assignment Editing toolbar are described as follows:

🖫 Save Click to save the settings after changing the order of the questions or other settings.

🗀 Add Click to add a new assignment. After clicking this icon, follow the steps on the screen to create an assignment.

✏ Edit Click to modify the properties or questions on the selected assignment.

✖ Delete (more than 1 allowed) Click to delete the selected assignment.

✏ Grade Click to grade the select assignment. It functions the same as the Assignment Grading sub-menu.

💡 Publish/In preparation (more than 1 allowed) Click to change the status of the selected assignment among in preparation, publish and closed.

✏ Clear Answers (more than 1 allowed) Click to "reset" the assignment and clear all submitted assignments. It is for special occasions only. For example, if you have to modify the contents of an assignment that has been published, you may wish to reset the assignment and ask students to do it again.

⬆ Up (more than 1 allowed) Click to move the selected assignments up. The selected assignments will move up by one position.

⬇ Down (more than 1 allowed) Click to move the selected assignments down. The selected assignments will move down by one position.

🗐 Export Click to export the assignment. The exported assignment can be imported and used for other courses.

🔠 Select All Click to select all assignments.

🔠 Cancel Select : Click to deselect the assignments.

III. Assignment Management > Assignment Grading

| Pool Editing | Assignment Editing | Assignment Grading

You can grade the assignments submitted by the students on this page.

▶   Tip: **To grade an assignment**

1.   Click Grade at the right end of an assignment.

2.   The list of the students will display. You will see if they have submitted their assignments.

3.   Click on the name or the username of the student and the list of the submitted assignments will display on the right pane.

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4. Click on an assignment and the contents will display.

5. Read the answers and give a score on each question.

6. After giving a score on each question, click **Recalculate** next to the **Total Points** field to calculate the final score, and then enter your comments. The **Reference URL** and **Reference File** fields are optional. If you find this assignment is worth sharing with other students, select the check box next to **Assigned for Review** and the students will be able to review this assignment on the specified period of time. Click **Save Grading** to finish grading this assignment.

(m123007a) test m123007a

Total Points	60 Recalculate
Comments	OK
Reference URL	
Reference File	Browse...
Assigned for Review	☐ During the review period, only those with this choice selected will be displayed.

Save Grading

Test Management

I. Test Management > Pool Editing

A test is a combination of questions. You can create and edit your questions on the **Pool Editing** page and apply them to the different tests. Once you have created the questions, you can move to the **Test Editing** page to select the combination of questions and create a test. The interface and procedures for editing assignments and questionnaires are similar to editing tests.

▶ Tip: **To add a question**

Example: To add a single choice question.

1. Click Add.

2. Select the type of the question (e.g. Single Choice).

3. Enter the description. If you need to attach a file, click **Browse...** and select the file to be uploaded. If you wish to attach more than one file, click **More Attachments** to add enough attachment fields.

• True/False •	• Single choice •	• Multiple choice •	• Fill in the blank •

The size of each uploaded file cannot exceed**64M**The total size of your upload

Description:

Item Attachment: **Browse...**

More Attachments   Less Attachments

4. By default, there are four fields for setting up the answers. Click **More Choices** to add a field or **Less Choices** to reduce a field. For example, if you need to set up three answers for this Single Choice question, click **Less Choices** to reduce by one field. If you need to attach a file such as an image, a chart or a diagram, click **Browse...** and select the file to be uploaded.

○ Choice: **Browse...**

○ Choice: **Browse...**

○ Choice: **Browse...**

5. If the choices of your question have a model to follow (for example, if they contains the same sentence expressions or the same selection items), you can click **save as a template** and assign a name to the template. To apply a template, select a template from the drop-down list and click then **apply template**. Use this function to save your time on editing questions.

More Choices   Less Choices   save as a template   select a template ... ▾   apply template   remove template

6. The **Detailed Answer**, **Answer Attachment** and **Reference URL** fields are optional.

7. Enter the source of the question and the difficulty level. Specify as detail as possible so that they can be referenced when you are selecting the combination of questions. Click OK to save the question. Select the check box next to **Continuous addition** if you need to add another question once this question is completed.

8. The question has been saved.

Use the above mentioned procedure to add questions to the pool and then move to the **Test Editing** page to select the combination of questions and create a test.

Notes

▪ In addition to add questions manually, you can import questions on the **Import** tab or select to add the questions that other instructors shared on the **Shared Poll** tab.

▪ Once you have completed adding questions, you can go to the **Test Editing** page to select the combination of questions and create a test for students to do.

Note

The icons on the Pool Editing are described as follows:

Add To add a question.

Modify To modify a question.

Delete Click to delete the selected questions.

Copy Click to copy the selected questions.

Export Click to export the selected questions as an .xml file which can be imported and used for other courses.

Share Click to share this question to the **Shared Poll** so that other teachers can include the shared questions to their assignments.

Preview Click to preview the selected questions.

Search Click to search the questions by chapters/sections, question types, difficulty levels or keywords.

II. Test Management > Test Editing

| Pool Editing | Test Editing | Test Grading

Once you have created all the questions needed for a questionnaire in the **Pool Editing** page, you can create a test in the **Test Editing** page.

Test Editing Tools

- Save
- Add
- Edit
- Delete (more than 1 allo
- Grade
- Publish/In preparation (m
- Clear Answers (more tha
- Copy (more than 1 allow
- Up (more than 1 allowed
- Down (more than 1 allow
- Import
- Export
- Select All
- Cancel Select
- From ___ to ___ Select

Test Editing

Test Name	Status	Purpose	Weight	Grading Formula	Test Duration	Publishing
First examination®	Ongoing	Practice	10%	Take the first	From 2008-07-01 14:04 To 2008-07-31 14:04	Published after submission
Second examination	Ongoing	Practice	20%	Take the first	FromNow ToAny Time	Published after submission

▶ Tip: **To create a test**

1. Click 🗀 Add on **Management Toolkit** in the left pane.
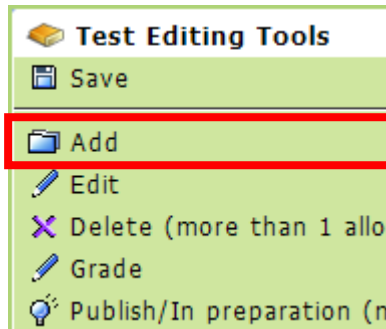
2. The first tab (**Test Info**) of setting up a new test will display. The order of the tabs on the **Test Editing** page is the order of creating a new test. Click Next to move to the next tab until the test is completed. Click on a tab to check or change the settings.
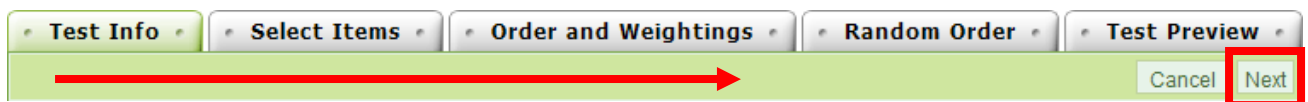
⌘ **Test Info**
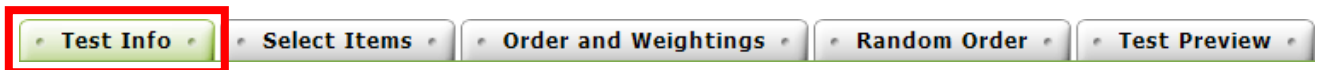
▶ Tip: **To set up the basic information for a test**

1. Enter the name and the instructions of the test.

Test Name	Traditional Chinese	First examination	Set One
	Simplified Chinese	First examination	
	English	First examination	
Instructions/Instructor's Messages	First examination		

2. From the **Purpose** drop-down list, select an option from **Practice**, **Quiz**, **Formal Test** or **Online Test**. In the **Status** field, select "In preparation. Not open." if you are preparing the test. If you select "Publish", the fields for setting the start/end date of the test will display. In this example, we select "Publish" to continue.

Status	In preparation. Not open. ● Publish

3. In the **Test Start Date** field, select the check box next to **Enable** and then click on the **Date** field to open the **Calendar Tool**. Click on a date from the Calendar and the date will display in the field.

Test Start Date	☑ Enable, Date: 2008-07-01 14:04
Test Close Date	☑ Enable, Date: 2008-07-31 14:04

For details about the **Calendar Tool**, please refer to **Assignment Editing** on page 97.

4. Use the same procedure to set up the **Test End Date** field. Once it reaches the deadline, the students will no longer be able to do the test.

Status	○ In preparation. Not open. ◉ Publish
Test Start Date	☑ Enable, Date: 2008-07-01 14:04
Test Close Date	☑ Enable, Date: 2008-07-31 14:04

5. From the **Grading Formula** drop-down list, select an option from **Ungraded**, **Take the first**, **Take the last**, **Take the highest**, **Take the lowest** and **Take average**. If this test will be included into the final score, enter the percentage in the **Weight** field.

Grading Formula	Take the first ▾
Weight	10 %

6. The default value in the **# of attempts allowed** field is one, meaning that the student can only take the test once. Leave it blank for an unlimited time. Enter the duration of the test. Leave blank or 0 in the **Test Duration** field for an unlimited time.

# of attempts allowed	1 times (Blank = Unlimited)
Test Duration	60

7. In the **Display** field, enter the number of questions to be displayed on one page. If there are 20 questions and you select to display 5 questions per page, then the total questions will be displayed on 4 pages. When a student completes the questions on the first page, he/she can move to the next page. Whether the students can return to the previous pages is depending on your setting on the Flip Control drop-down list. Leave the field blank or 0 to display all questions on one page.

Display	5	items per page

8. The settings of **Flip Control**, **Window Control**, **Time-up Control** and **Answer Publishing** are described as follows.

Flip Control	Not limited
Window Control	Not limited
Options if time exceeded	No action
Publishing	Will not be published

> 1. **Flip Control (for multiple page display)**
   Not limited: Students are allowed to jump between pages.
   Allow return to prior questions: Students are allowed to return to the previous page but are not allowed to move to the next page if the previous questions are not completed.
   Returning to prior questions not allowed: Students can only answer the questions page by page.

> 2. **Window Control**
   Not limited: Students are allowed to switch to other windows during the test.
   Switching windows not allowed: Students are not allowed to switch to other

windows during the test. If violate to this rule, the system will submit the student's test automatically.

> **3. Options if time exceeded:**
> **No action:** Students are allowed to keep working on the test even if the time is up.
> **No auto-submit but mark pass:** Students are allowed to keep working on the test when the time is up but the system will mark the test.
> **Auto-submit:** The system will submit the test automatically when the time is up.

> **4. Publishing**
> **Will not be published:** The test result will not be published.
> **Publish after submission:** Students will see the results right after they submit their answers (for single and multiple choices only).
> **Publish after test is closed:** Students will see the result after the deadline of the test.
> **Set manually:** The result will be published on the date set by the instructor.

9. Enter the **Passing Grade** in the field and the **Test Info** is completed. Click Next to move on to the next step.

Publishing	Will not be published ⌄	When to publish grades
Passing Grade	60	Score to pass
		Cancel Next

⌘ **Select Items**

Test Info	Select Items	Order and Weightings	Random Order	Test Preview

1. The second step of creating a test is to select the questions. There are two ways of selecting questions: **Select manually** allow you to select the questions and **System auto select** will select the questions randomly according to your settings. In this example, we select **Select manually**.

○ Select manually
○ System auto select

2. Select the bullet next to ⊙ Select manually to enter the question searching

   page. Select the check box next to **Edition**, **Book**, **Chapter**, **Unit**,

   Paragraph, **Type** or **Keywords** and then enter the conditional texts in the

   appropriate fields. You can narrow down the search result by setting one or

   more criteria. Do not select a check box if you want to show all the questions

   in your database. Click Go to display the questions.

3. Select the check box next to the question to be listed and then click Select .

4. The selected questions will be hidden from the list to prevent from selecting

   them again. After selecting the questions needed, click Next to proceed to

   the next step - **Order and Weightings**.

⌘ Order and Weightings

You can organize the structure and weightings of the questions in the **Order and Weightings** tab.

▶ Tip: **To categorize a question into a section**

Example: To add a new section.

1. Click ┌Add Section┐ to add numbers of sections. In this example, we add one new section.

2. Select the check box next to the section and then click ┌Section Instructi┐.

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3. Enter the instructions in the field (e.g. This is Single choice) and then click Ok .
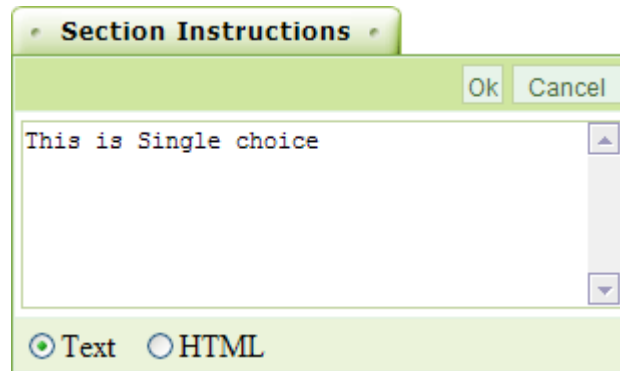
4. The instruction of the section is completed.
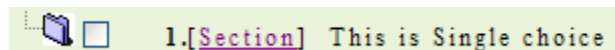
5. Now, you can organize the questions into sections. Select the check box next to the question to be moved and then click on a section (e.g. This is Single choice).
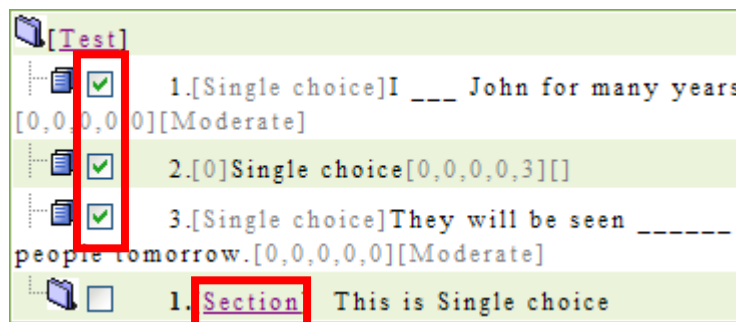
► Tip: **Weightings**

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There are two ways of weighting a question.

> **1. Assign Points:** Select the check box next to a question and then click
Assign Points . In the field, enter the point assigned to this question. Use the
same method to assign points to other questions. Make sure the total points
equals to your default settings.

> **2. Average Weight:** Click Average Weight . In the field, enter the total points of
this assignment. The system will apply the average points to each question.

1. We use Average Weight as an example. Click Average Weight .
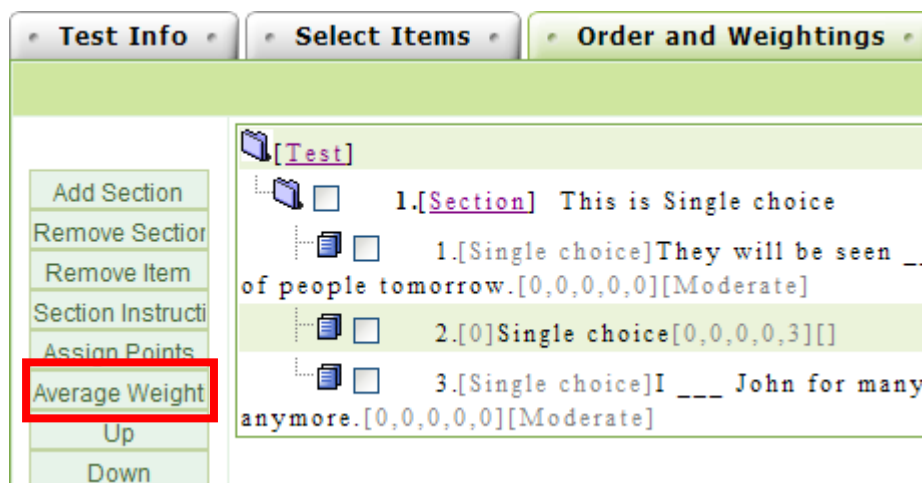
2. In the field, enter the total points (e.g. 100) of this assignment and then click
OK.
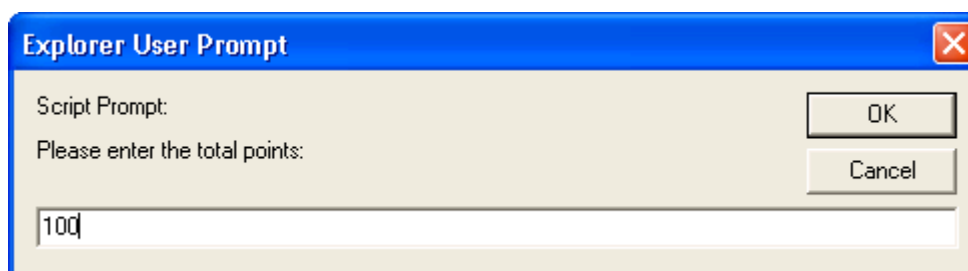
3. The points of each question will display at the end of each question. Points
for each question = Total points / number of questions (round to the integral
value). The remainder will be added to the last question.
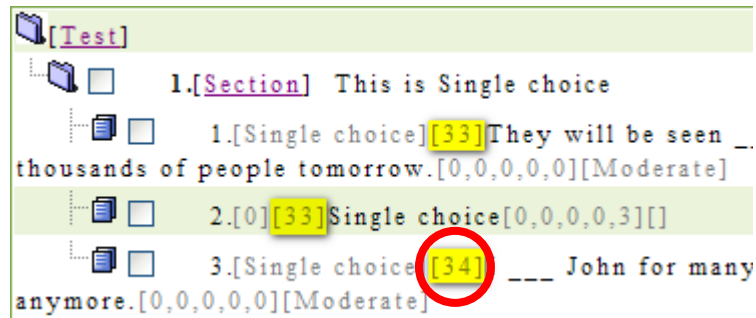
4. Once you finish the settings in the **Order and Weightings** tab, click Next to move to the next step.

⌘ **Random Order**

Enable this function and the system will arrange the order of sections, questions or choices randomly according to your settings. Or, you can enter the number of questions to be tested and the system will choose the questions randomly from the **Selected Items** tab.
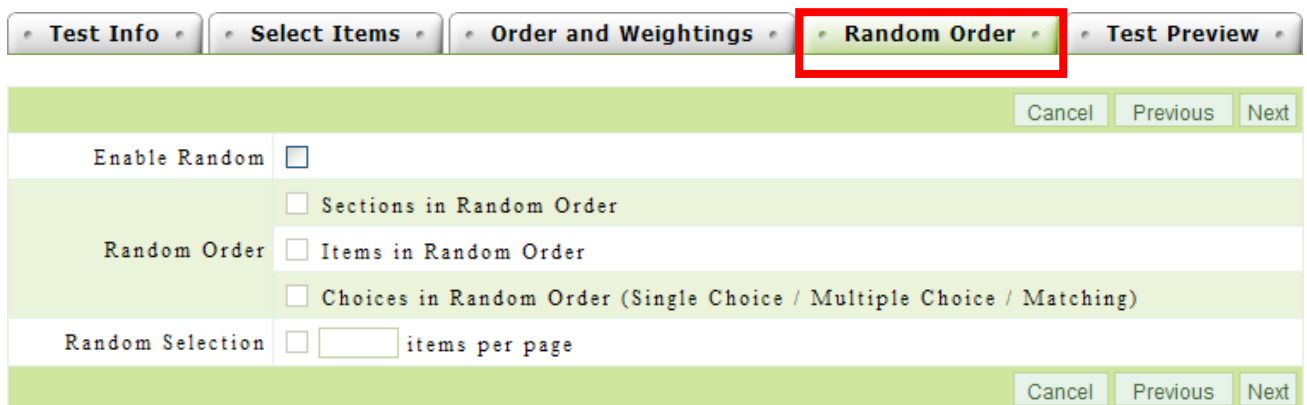
▶ Tip: **To enable random order**

1. Select the check box next to **Enable Random**.

2. There are three options to choose from (multiple choices are allowed).

> 1. **Sections in Random Order:** To display the sections randomly on the students' tests.

> 2. **Items in Random Order:** To display the questions under each section randomly.

> 3. **Choices in Random Order:** To display the choices of each question randomly.

3. Select the check box next to **Random Selection** and enter the number of questions to be tested. The system will choose the questions randomly from the **Selected Items** tab and make them a complete test. The points of each question will be the total points divided by the number of questions to be tested.

⌘ **Test Preview**
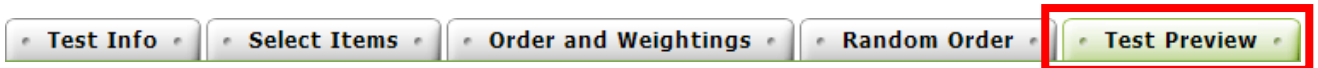
• Test Info •	• Select Items •	• Order and Weightings •	• Random Order •	• Test Preview •

It displays a screen for you to preview the result. If you are satisfied with the result, click [Finish + Save] to save the test. If you need to modify the test, click [Previous].

• Test Info •	• Select Items •	• Order and Weightings •	• Random Order •	• Test Preview •

Cancel Previous **Finish + Save** show answer Export

A section

• Test Content •

This is Single choice

Points:[33.0]   1. They will be seen _____ basketball in the gym by thousands of people tomorrow.

a. ○ playing
b. ○ play
c. ○ to play
d. ○ to playing

The questions under the section

Points:[33.0]   2. Jane felt embarrassed when she sang in front of the people _____.
But now she is a great singer.

4. Click **Export** to export a .mht file which can be edited and used for other courses.
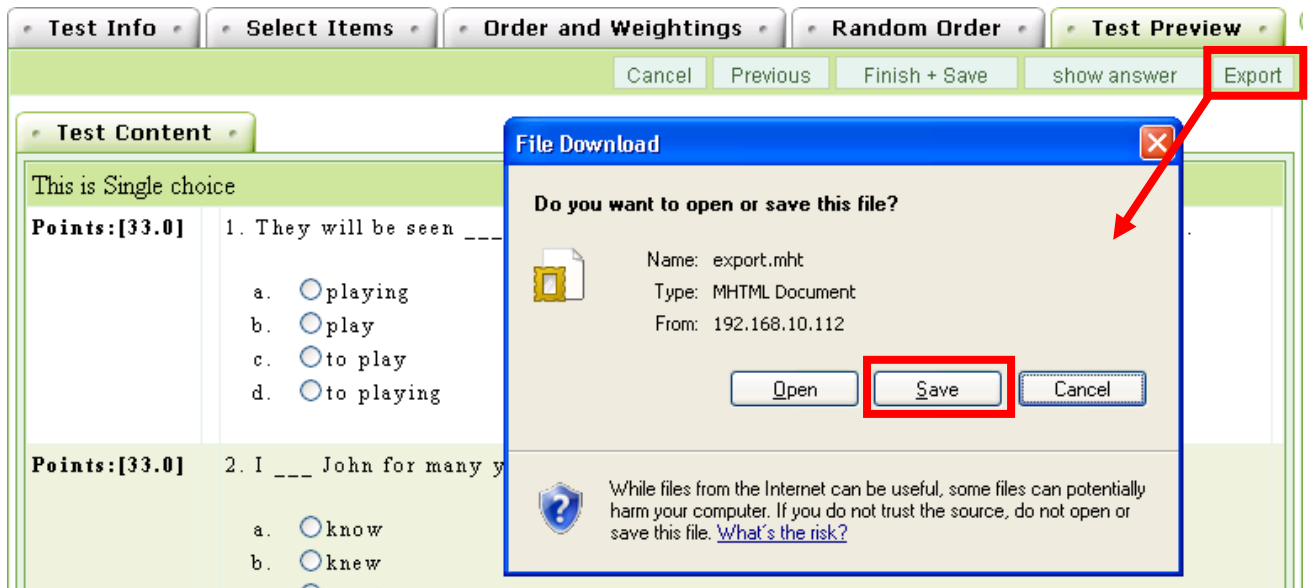
5.   Click [Finish + Save] to return to **Test Editing**. The test is now created.

	Test Name	Status	Purpose	Weight	Grading Formula	Test Duration	Publishing
☐	First examination®	Ongoing	Practice	10%	Take the first	From2008-07-01 14:04 To2008-07-31 14:04	Published after submission

Note

The icons on the Test Editing toolbar are described as follows:
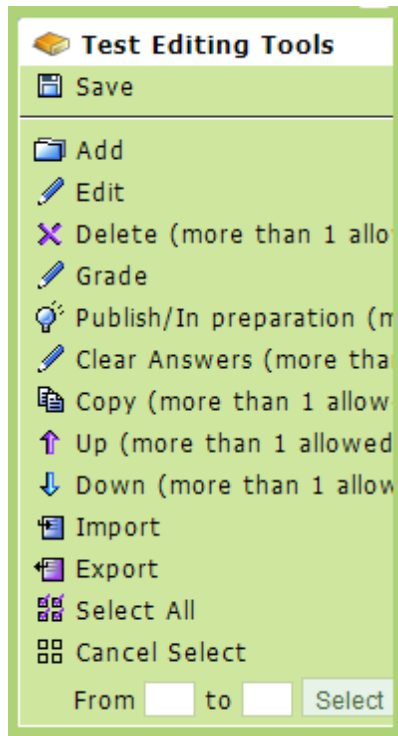
Test Editing Tools

- 💾 Save
- 📁 Add
- ✏ Edit
- ✖ Delete (more than 1 allo
- ✏ Grade
- 💡 Publish/In preparation (m
- ✏ Clear Answers (more tha
- 📋 Copy (more than 1 allow
- ⬆ Up (more than 1 allowed
- ⬇ Down (more than 1 allow
- 📥 Import
- 📤 Export
- ⊞ Select All
- ⊟ Cancel Select

From ☐ to ☐ Select

💾 Save Click to save the settings after changing the order of the questions or other settings.

📁 Add Click to add a new test. After clicking this icon, follow the steps on the screen to create a test.

✏ Edit Click to modify the properties or questions on the selected test.

✖ Delete (more than 1 allowed) Click to delete the selected test.

✏ Grade Click to grade the select test. It functions the same as the Test Grading sub-menu.

💡 Publish/In preparation (more than 1 allowed)

Click to change the status of the selected test between in preparation and publish. Students can not see this test in the student's user interface if it is under "in preparation" status.

✏ Clear Answers (more than 1 allowed) Click to "reset" the test and clear all submitted tests. It is for special occasions only. For example, if you have to modify the contents of a test that has been published, you may with to reset the test and ask students to do it again.

📋 Copy (more than 1 allowed) Copy the selected tests to other courses you are teaching to save time on creating duplicate tests.

⬆ Up (more than 1 allowed) Click to move the selected tests up. The selected tests will move up by one position.

⬇ Down (more than 1 allowed) Click to move the selected tests down. The selected tests will move down by one position. 。

📤 Export Click to export the test. The exported test can be imported and used for other courses.

⊞ Select All Click to select all tests.

⊟ Cancel Select Click to deselect all tests.

III. Test Management > Test Grading

| Pool Editing | Test Editing | Test Grading

You can grade the tests submitted by the students, review the details of the students' answers and view the statistics on the single/multiple choices tests.

▶ Tip: **To grade a test**
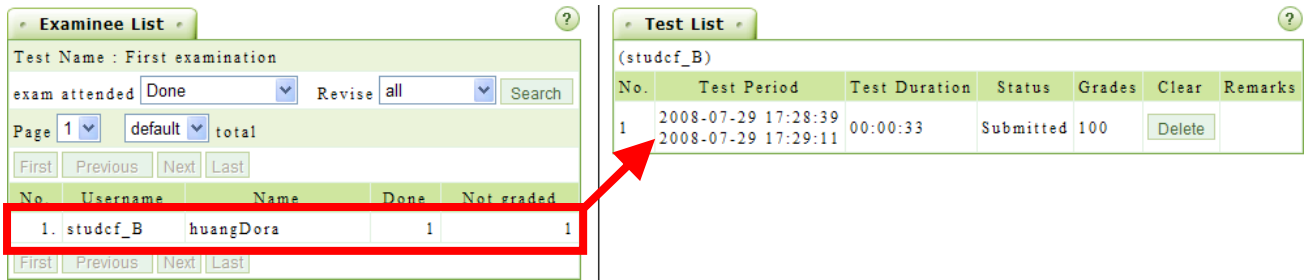
1. Click [Grade] at the right end of a test.

2. You will see the list of students who have already submitted their tests, the number of tests they have taken and to be graded.

3. Click on the name or the username of the student and a list of the submitted tests will display on the right pane.
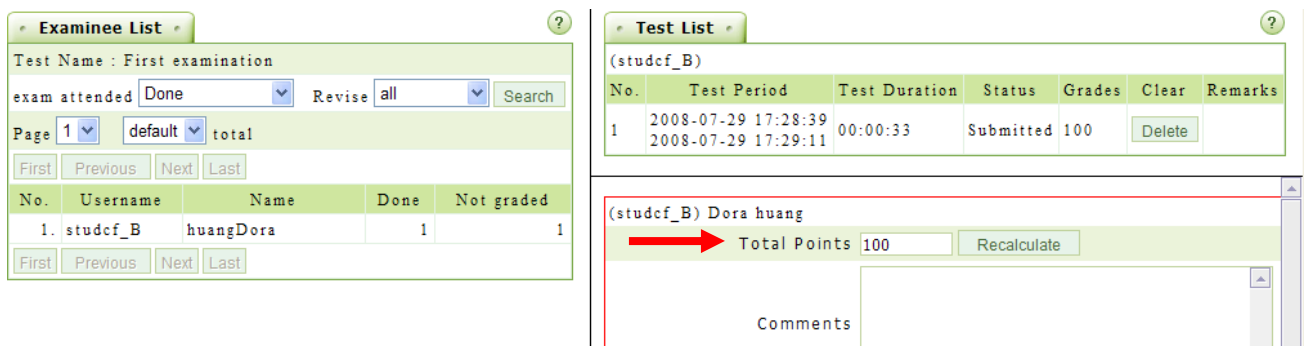
4. Click on a test and the contents will display. If there is already a number in the **Total Points** field, it means some of the answers (such as true-false, single/multiple choices and matching questions) are graded by the system.
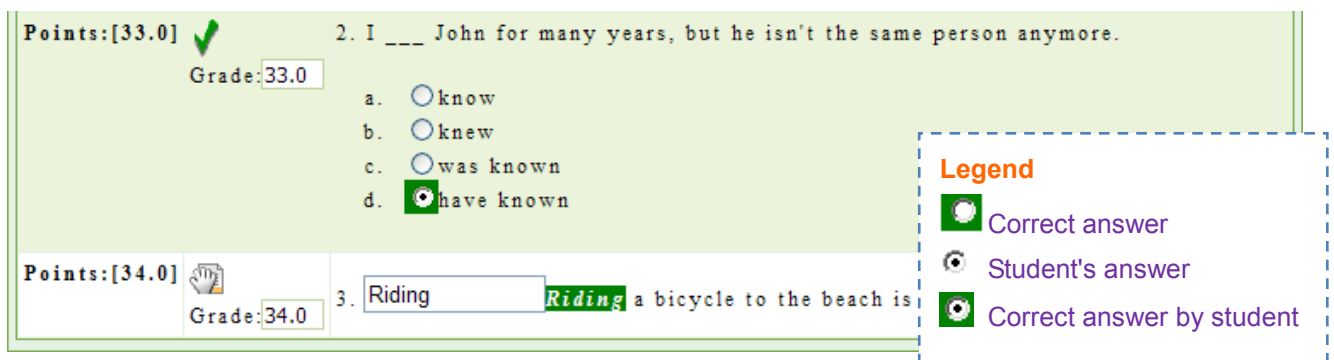
5. Move on to the lower part of this page and you will see the details of the student's answers. Look for the answers marked with [icon] icons. They are the non-computer corrected answers that need your attention.

6. After giving a score on each question, click [Recalculate] next to the **Total Points** field to calculate the final score, and then enter your comments. The **Reference URL** and **Reference File** fields are optional. Click [Save Grading] to save the result.

7. You will see the status of the exam has been changed from submitted to graded.

▶ Tip: **To view the statistics on the single/multiple choices tests**

  Example: To view the statistics on "First examination".

1. Click View at the right end of the "First examination".

2. The page will display the single/multiple choices and the statistics of the students' answers. From the statistics, you will learn how many students have selected one particular question and the percentage of each option selected.

No.	Description	Candidate Item	Times	Percentage
1	They will be seen _____ basketball in the gym by thousands of people tomorrow.	playing	0	0.00%
		play	0	0.00%
		to play	1	100.00%
		to playing	0	0.00%
2	I ___ John for many years, but he isn't the same person anymore.	know	0	0.00%
		knew	0	0.00%
		was known	0	0.00%
		have known	1	100.00%

3.   Click **Details** to view the answers of each student.

Statistical table	
Back to List Details	
Test Name	First exam
Test Duration	From Now
Total Tests	1
# of Valid Tests	1
# of Invalid Tests	0

4.   In the **Details** page, every student's the answer for each question can be reviewed.

No.	1.They will be seen _____ basketball in the gym by thousands of people tomorrow.			
Candidate Item	playing	play	to play	to playing
Dora huang			O	
Total	0	0	1	0

Questionnaire Management

| Assignment Management | Test Management | **Questionnaire Management** | Grade Man |

I.   Questionnaire Management > Pool Editing

| Pool Editing | Questionnaire Editing | View Results |

A questionnaire is a combination of questions. You can create and edit your questions on the **Pool Editing** page and apply them to the different questionnaires. Once you have created the questions, you can move to the **Questionnaire Editing** page to select the combination of questions and create a questionnaire. The interface and procedures for editing assignments and tests are similar to editing questionnaires.

▶ Tip: **To add a question**

Example: Add a new question on the **Item Editing** tab.

1.   Click Add .

2.   Select the type of the question (e.g. Single Choice).

3.   Enter the descriptions of the question. If you need to attach a file, click Browse... and select the file to be uploaded. If you wish to attach more than one file, click More Attachments to add enough attachment fields.

4. By default, there are four fields for setting up the answers. Click **More Choices** to add a field or **Less Choices** to reduce a field. For example, if you need to set up five answers for this Single Choice question, click **More Choices** to add one more field. If you need to attach a file such as an image, a chart or a diagram, click **Browse...** and select the file to be uploaded.

5. Enter the source of the questions such as category, edition, book, chapter, unit or paragraph that can be referenced when you are selecting the combination of questions (Optional). Click **OK** to save the question. Select the check box next to **Continuous addition** if you need to add another question once this question is completed.

6. The question has been saved.

Use the above mentioned procedure to add questions to the pool and then move to the **Questionnaire Editing** page to select the combination of questions and create a questionnaire.

Notes
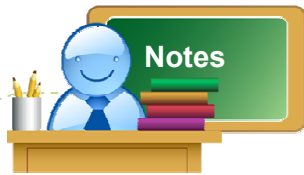
- In addition to add questions manually, you can import questions on the **Import** tab or select to add the questions that other instructors shared on the **Shared Poll** tab.
- Once you have completed adding questions, you can go to the **Questionnaire Editing** page to select the combination of questions and create a questionnaire for students to fill out.

II. Questionnaire Management > Questionnaire Editing

| Pool Editing | Questionnaire Editing | View Results

Once you have created all the questions needed for a questionnaire in the **Pool Editing** page, you can create a questionnaire in the **Questionnaire Editing** page.

Editing Tools
- Save
- Add
- Edit
- Delete (more than 1 allo...
- View Results
- Publish/In preparation (m...
- Clear Answers (more tha...
- Copy (more than 1 allow...
- Up (more than 1 allowed...
- Down (more than 1 allow...
- Import
- Export
- Select All
- Cancel Select
- From [ ] to [ ] Select

Questionnaire Editing

Questionnaire Name	Status	Questionnaire Duration	Results
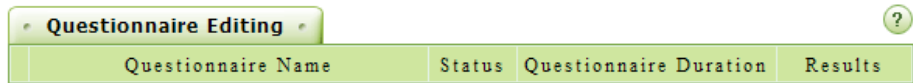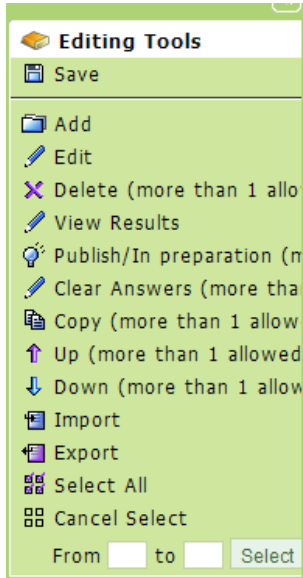
▶ Tip: **To create a questionnaire**

1. Click Add on **Management Toolkit** in the left pane.

Test Editing Tools
- Save
- **Add**
- Edit
- Delete (more than 1 allo...
- Grade
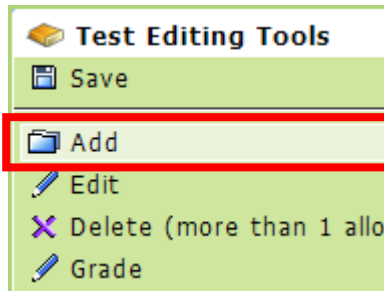
2. The first tab (**Questionnaire Info**) of setting up a new questionnaire will display. The order of the tabs on the **Questionnaire Editing** page is the order of creating a new questionnaire. Click Next to move to the next tab until the questionnaire is completed. Click on a tab to check or change the settings.

Questionnaire Info	Select Items	Order and Weightings	Questionnaire Preview

Cancel   **Next**

⌘ **Questionnaire Info**

Questionnaire Info	Select Items	Order and Weightings	Questionnaire Preview
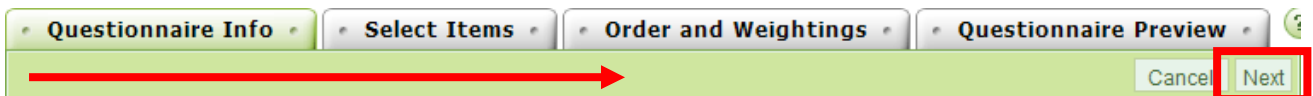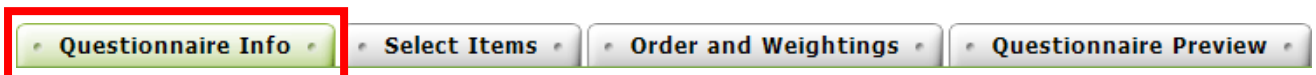
▶ Tip: **To set up the basic information for a questionnaire**

1. Enter the name and the instructions of this questionnaire.

Questionnaire Name	Traditional Chinese	Survey	Set
	Simplified Chinese	Survey	
	English	Survey	
Instructions/Instructor's Messages	Please use A to E to indicate the most appropriate response for each question		

2. Select the status of the questionnaire. Select "In preparation. Not open." if you are preparing the questionnaire. If you select "Publish", the fields for setting the start/end date of the questionnaire will display. In this example, we select "Publish" to continue.

| Status | ◯ In preparation. Not open. ⦿ Publish |

3. In the **Questionnaire Start Date** field, select the check box next to **Enable** and then click on the **Date** field to open the **Calendar Tool**. Click on a date from the Calendar and the date will display in the field.

Questionnaire Start Date	☑ Enable, Date: 2008-07-30 16:21
Questionnaire End Date	☐ Enable

Calendar Tool:

?	July, 2008	×
«▾	‹▾ Today ›▾ »▾
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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:		16 : 21	
Select date		

For details about the **Calendar Tool**, please refer to **Assignment Editing** on page 97.

4. Use the same procedure to set up the **Questionnaire End Date** field. Once it reaches the deadline, the students will no longer be able to fill out the questionnaire.

5. In the **Response by attachment** field, select **Yes** to allow students to upload reference materials or files; otherwise, select **No**.

6. In the **Anonymous or not** field, select **Named** and you will be able to check the answers from each student. Select **Anonymous** and the students' answers will not be displayed.

response by attachment	○ True ● False
anonymous or not	● named ○ anonymous

7. In the **Modify** field, select the check box next to **Modifiable** to allow re-submission before the deadline. The re-submitted questionnaire will overwrite the previous one. Do not select the check box if you do not allow re-submission.

Modify	☑ Modifiable

8. In the **Access Mode** field, select **private access in accordance with the target list below**, or **publish access immediately for anyone (login is unnecessary)**. If you select the former one, click Add at the right end of **Questionnaire Target** to specify the target group. If you select the later one, the questionnaire will be open to the public.

Access Mode	● private access in accordance with the target list below. ○ public access immediately for anyone (login is unnecessary).	
Questionnaire Target	Set all enrolled students in this course as default	Add

9. In the **Result** field, select if the result will be published and set the date and time that the result will be published.

Results	Will not be published ▼
	Will not be published
	Published after submission
	Published after questionnair
	Set manually

> 1. **Will not be published**: The result will not be open for review.

> 2. **Published after submission**: After a student submits his/her questionnaire, he/she can review the result.

> 3. **Published after questionnaire is closed**: The questionnaire will be open for review on the **Questionnaire End Date** set by the instructor.

> 4. **Set manually:** The questionnaire will be open for review on the date set by the instructor.

10. Once you finish the settings in the **Questionnaire Info** tab, click Next to move to **Select Items** tab.

⌘ Select Items

1. The second step of creating a questionnaire is to select the questions. Select the check box next to **Edition**, **Book**, **Chapter**, **Unit**, **Paragraph**, **Type** or **Keywords** and then enter the conditional texts in the appropriate fields. You can narrow down the search result by setting one or more criteria. Do not select a check box if you want to show all the questions in your database. Click Go to display the questions.

2.　Select the check box next to the question to be listed and then click Select .

3.　The selected questions will be hiding from the list to prevent from selecting them again. After selecting the questions needed, click Next to proceed to the next step - **Order and Weightings**.

⌘　**Order and Weightings**

You can to organize the structure and weightings of the questions in the

Order and Weightings tab.

▶ Tip: **To categorize a question into a section**

For information on categorizing a question to a section, please refer to the instructions described on the **Assignment Editing** and **Test Editing** sections.

▶ Tip: **To arrange the order of questions**

Select the check box next to the question to be moved and then click Up or Down to adjust the order of the question.
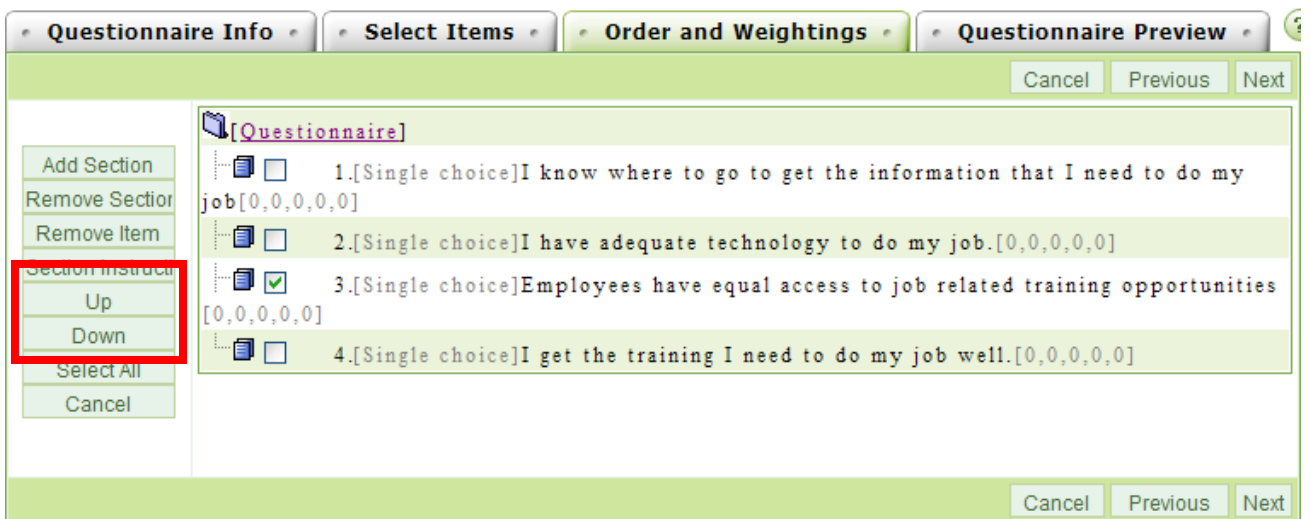
4. Once you finish the settings in the **Order and Weightings** tab, click Next to move to the final step.

⌘ **Questionnaire Preview**
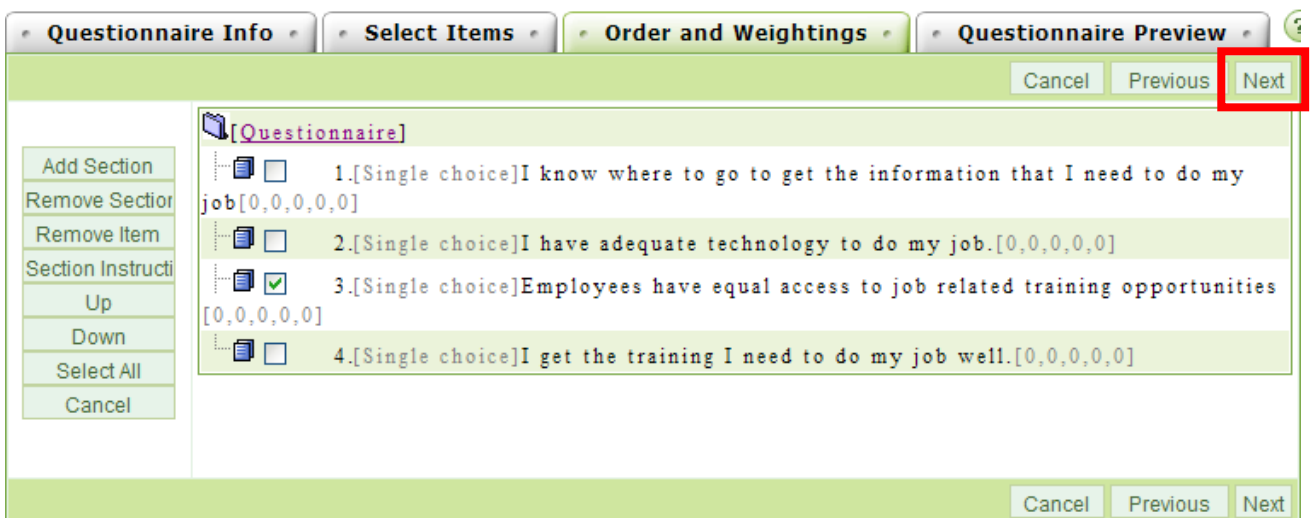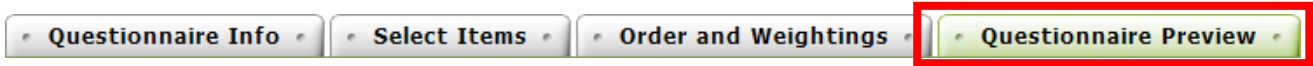
• Questionnaire Info •	• Select Items •	• Order and Weightings •	• Questionnaire Preview •

It displays a screen for you to preview the result. If you are satisfied with the result, click Finish + Save to save the questionnaire. If you need to modify the questionnaire, click Previous .

• Questionnaire Info •	• Select Items •	• Order and Weightings •	• Questionnaire Preview •	?

Cancel   Previous   Finish + Save

• Questionaire •

1. I know where to go to get the information that I need to do my job

   a.   ○ Strongly agree
   b.   ○ agree
   c.   ○ No opinion
   d.   ○ disagree
   e.   ○ Strongly disagree

2. I have adequate technology to do my job.

   a.   ○ Strongly agree
   b.   ○ agree
   c.   ○ No opinion
   d.   ○ disagree
   e.   ○ Strongly disagree

3. Employees have equal access to job related training opportunities

A new questionnaire is now created.

• Questionnaire Editing •			?

Questionnaire Name	Status	Questionnaire Duration	Results
☐ Survey	Ongoing	From2008-07-30 16:21 ToAny Time	Will not be published

Definitions

The icons on the Questionnaire Editing toolbar are described as follows.

Save Click to save the settings after changing the order of the questions or other settings.

Add Click to add a new questionnaire. After clicking this icon, follow the steps on the screen to create a questionnaire.

Edit Click to modify the properties or questions on the selected questionnaire.

Delete (more than 1 allowed) Click to delete the selected questionnaires.

View Results Click to view the poll result.

Publish/In preparation (more than 1 allowed) Click to change the status of the selected questionnaires between in preparation and publish. (For example, click on a questionnaire that was originally in preparation and publish it online for students to fill out.)

Clear Answers (more than 1 allowed) Click to "reset" the questionnaire and clear all submitted questionnaires. It is for special occasions only. For example, if you have to modify the contents of a questionnaire that has been published, you might want to reset the questionnaire and ask students to fill it out again.

Up (more than 1 allowed) Click to move the selected questionnaires up. The selected questionnaires will move up by one position.

Down (more than 1 allowed) Click to move the selected questionnaires down. The selected questionnaires will move down by one position.

Export Click to export the questionnaire. The exported questionnaire can be imported and used in other courses.

Select All Click to select all questionnaires.

Cancel Select Click to deselect the questionnaires.

III. Questionnaire Management > View Results

| Pool Editing | Questionnaire Editing | View Results

You can view the poll results and the details on this page.

• View Result •				
Questionnaire Name	Status	Questionnaire Duration	Results	
Survey	Ongoing	From2008-07-30 16:21 ToAny Time	Will not be published	View

▶ Tip: **To view a poll result**

1. Click `View` at the right end of a questionnaire.

• View Result •				
Questionnaire Name	Status	Questionnaire Duration	Results	
Survey	Ongoing	From2008-07-30 16:21 ToAny Time	Will not be published	View

2. The statistics of the questionnaire will display. Click `Details` to view the number of votes on each question.

• Statistical table •		
Back to List Details		email this page
Questionnaire Name	Survey	
Questionnaire Duration	From 2008-07-30 16:21:00 to Any	
Total Questionnaires	1	
# of Valid Questionnaires	1	

3. The details page will display as shown below. If it is a "named" vote, you will see how each student is voting on each question.

No.	1.I know where to go to get the information that I need to do my job				
candidate item	Strongly agree	agree	No opinion	disagree	Strongly disagree
Fanny Lin		O			
Total	0	1	0	0	0

Grade Management

| Grade Management | Personal Area | Public zone |

I. Grade Management > Grade Management
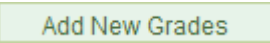
| Grade Management | Grade List

Once you grade the assignments or tests that the students submitted online, the scores will be displayed here. You can modify the scores if necessary. Besides, you can import the scores of assignments and tests that students did in the class into the system so that you can calculate the combined scores and rankings in the **Grade List** page.

These scores will be published on the date set by the instructor. Student can check their scores on **Grade Info** under **Information Center**. If you need to adjust the scores to include the attendance or other issues, you can choose not to publish the scores until you are ready.

▶ Tip: **To add a grading record**

Example: To add a grading record named "Second examination" and input the scores after students finish their tests in the class.

1. Click [Add New Grades].

2. In the **Grade Title** field, enter "Second examination".

Add New Grades

Grade Title	Traditional Chinese	Second examination		Set One
	Simplified Chinese	Second examination		
	English	Second examination		

3. In the **Weight** field, enter the percentage of the test.

Weight	10	%

4. In the **Publish Date** field, enter the duration that the students can check their scores online.

Publish Date	☑ Start, Date: 2008-07-30 17:02
	☑ End, Date: 2008-08-20 17:02
Target	All enrolled students ▾

5. In the **Target** field, select all enrolled students or the name of a group. You need to divide the students into small groups in order to select a group.

6. If you already have the scores and comments, you can input them in the **Manual Input** tab; or you can input them later. Click Add to save the settings.

	Manual Input	**Import**	
	Student	Grade	Comments
Student Grades	test m123007a (m123007a)		
	test m123008a (m123008a)		
	test m123009a (m123009a)		
	Fanny Lin (studcf_A)		
	Dora huang (studcf_B)		
	service center Sunnet (sunnet)		

Add

7. A grading record is created.

8. If you need to modify the contents or scores, click on a grade title and follow the descriptions below.

► Tip: **To modify the scores and the publish date of the assignments and the tests**

Example: To modify the publish date of a test.

1. Click on a grade title or select the check box next to a grade title and then click Modify .

2. Select to change the publish dates or the weighting percentage in the **Grade Items** tab.

SUN NET Technology Corporation Limited

3.   If you need to change the scores of the students, click the **Modify** tab.

4.   Click OK to save the settings.

5.   The modification is now completed.

6.   During the valid period, the students can check their scores on **Grade Info** under **Information Center**. The screen is as shown below.

SUN NET Technology Corporation Limited

Grade Info

- This score report is independent from assignment and test scores. If scores are different, the instructor may have adjusted the scores manually.
- Final scores, averages, and rankings can only be set manually by the instructor.
- This table will not list your assignment or test scores till the instructor publishes the scores.

Grade Title	Source	Weight	Grade	Passing Grade	Passing Standard	Comments	Interval Diagram
First examination	Import from Tests	10 %	100	60	Passed	Extremely good	Interval Diagram

Note

The icons on the Grade Management toolbar are described as follows.

Modify Click to modify the selected assignments or tests such as the publish dates or the students' scores.

Send Click to send the scores of assignments or tests to the selected students. There are two settings for sending score reports. One is to send the personal reports to the selected students. The other is to send score reports of the whole class to the selected students.

Export Click to export the selected assignments or tests. The data can be exported to .txt, .html and .xml formats.

Students will see their scores only if the instructors publish them on **Grade Management**. During the valid period, students can check their scores by visiting **Information Center → Grade Info**. Therefore, you have to set the publish dates so that students can check their scores.

II. Grade Management > Grade List

| Grade Management | Grade List

It provides a spreadsheet for instructors to calculate students' total scores, average scores and rankings. It also displays the interval diagrams of the scores. In addition, you can make a global change to students' scores. For example, to add 5 points for each student.

Tip: **To modify a student's score**

Example: To modify a student's score.

1. Click on the field to be modified (e.g. studcf_A).

2. Enter the new score and press enter.

3. The score will now be changed. Use the same way to modify other students' scores.

4. Click [Save Update] to save the result.

5. A "Saved successfully" dialog box will appear.

- ▶ Tip: **To modify all students' scores at once**

  Example: To add 10 points to each student and the maximum score cannot exceed 100.

  1. Click `+/-` on the spreadsheet.

  2. The **batch adjust score** window will display. Click on the bullet next to **shift score** and then enter 10 in the field. Click **OK** to continue. If you wish to reduce the students' scores by 10 points, enter -10 in the field.

batch adjust score

○● shift score `10`   Input the score. (It can be with sign and dot.)

○ square root and multiply 10

○ user defined formula :
`_____`
- Use S as origin score
- ex : Fill the "S+5" for adding 5 to all.
- ex : fill the "S^(1/2)+60" for doing square root and adding 60 to all.

☑ Adjust the score to `0`   if it less than which you input.

☑ Adjust the score to `100`   if it more than which you input.

OK Cancel

3.   Everyone's score is now added by 10 points.

Grade Spreadsheet

Input Direction Disable ▼   Save Update   Export CSV

Grade Title	First	1-1 wo	Second		
Student	10 % +/-	10 %	20 % +/-	Total	Av
Fanny Lin (studcf_A)	100	90	63	31.6	
Dora huang (studcf_B)	80	100		18	
Gild chen (studcf_C)		72		7.2	
bill Lee (studcf_D)					
service center Sunnet (sunnet)	75			7.5	
Higher Standard Score	90	95	31.5		
Lower Standard Score	51	52.4	12.6		
Interval Diagram	📊	📊	📊		

4.   Click   Save Update   to save the change.

▶ Tip: **To view an interval diagram**

1.   Click on the icon below an assignment or a test.

Grade Title	First	1-1 wo	Second
Student	10 % +/-	10 % +/-	20 % +/-
Fanny Lin (studcf_A)	100	90	63
Dora huang (studcf_B)	80	100	
Gild chen (studcf_C)		72	
bill Lee (studcf_D)			
service center Sunnet (sunnet)	75		
Higher Standard Score	90	95	31.5
Lower Standard Score	51	52.4	12.6
Interval Diagram	📊	📊	📊

2. The interval diagram will display. It is helpful for you to understand the distribution of students' scores.
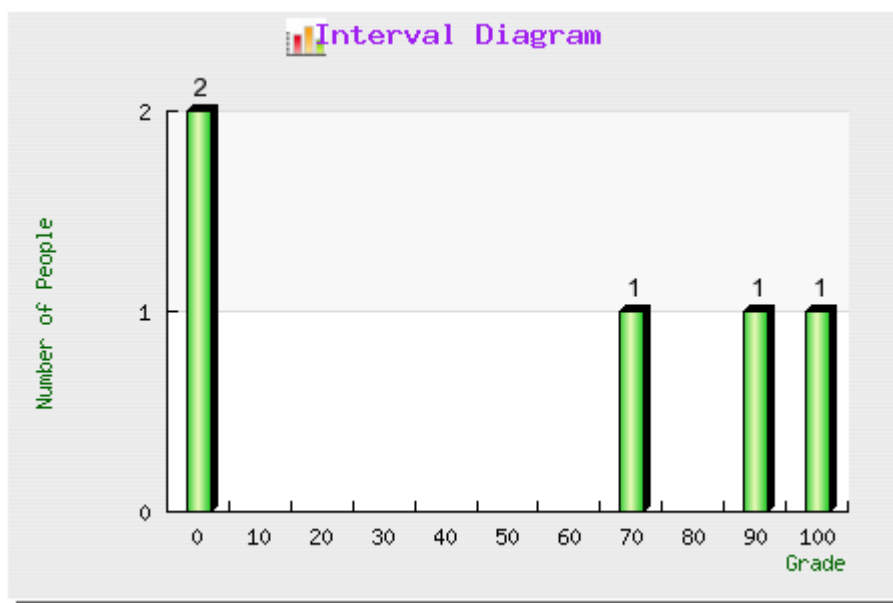
▶ Tip: **To export the result into a .csv file**

1. Click [Export CSV] on the **Grade Spreadsheet** tab.

2. Choose to open or save the exported .csv file.