



## Course Settings – Version 8.1

### For Admin & Instructor users

This tutorial will review the Course Settings tool.

The Settings tool allows Admin and Instructor user to customize settings within Courses and Communities by clicking on the Settings tool in the left-hand navigation panel. The settings panel will reveal six tabs to work through: Modules, Details, Others, LTI, Offline Reporting, and Badges.

### Modules

Admin and Instructor users may choose which modules or tools to make Active or Inactive and the order in which they appear in the navigation panel within the course by creating a desired order under where it reads “Tab Order”. The following modules already exist in the system.

- Lessons
- Discussions
- Resources
- Parent/Mentor Resources
- Dropbox
- Calendar
- Common Cartridge
- Tests
- SCORM
- Survey
- Gradebook
- Wiki
- Chat
- Groups

To create new **Modules or custom course pages**, users should click the Green Plus Sign to the right, which will uncover a text box to create a new module for the course. Users may create and edit the module as desired. The custom-created module may be given any name, designated as either an HTML page or an external hyperlink, add a description, select if it is a custom page, select if it is an external link, and select the status to be either inactive or active, then save. **Note: Access to the Settings link may be turned off by Administrators from within the Administration Tab, if**

***desired. This will ensure the course tools remain as designated when the course was created.***

## **Details**

Details/Description: Add a description of the course which will show on the course home page.

Access Dates: If desired, determine the dates to which students may access the course. The “Start Date” determines the day that the class opens up for students, and the “Expire Date” determines the day the class closes when students will no longer be able to view the course online.

## **Course Description**

A course description may be created or edited in the text box provided in the section below the student access. This provides a place for instructors to add a description of the course along with any other helpful information to the students. A rich text editor is provided so that images and links may be added to the description, along with different font sizes, colors, and general formatting options.

## **Discussion Settings**

### **Sorting**

- Sort Discussion list by date
- Sort Discussion list by sort order

### **Comment Deletion**

- Fully Delete Comment
- Leave 'comment removed' message in place of deleted comment

### **Community Posts**

- Students can posts/forums
- Only Instructors may create new posts/forums

### **Group Discussion Posts/Forums**

- Students may create new posts/forums
- Only Instructors may create new posts/forums

## Others

Selecting others will allow Admin and Instructor users to edit Lessons, Tests, Gradebook Options, Dropbox, Calendar, Teaching Assistants, Roster, RSS, Student Class Rank, and Turn Page.

### Lessons:

#### Layout

- Sequential: Items are presented one at a time
- Checklist: Presents all items at once

#### Locking

- On: Previous Items must be completed [Requires 'Sequential layout']
- Off: Complete Items in any order

#### Navigation

- On: Show student sidebar navigation pane. [Requires 'Sequential' layout]
- Off: No navigation panel

#### Date Restriction

- On: Items are locked until specified date
- Off: Items may be completed at any time

#### Progress Tracking

- On: Show progress bars, allow Sequencing and Locking
- Off: Don't show progress bars, no Sequencing and Locking

#### Test Completion Requirement

- On: Require completion of tests to mark complete
- Off

#### Test Passing Grade Requirement:

- On: Require a passing grade on tests to mark complete
- Off

#### Survey Completion Requirement:

- On: Require survey completion to mark complete.
- Off

### Test: Sorting Options

- Sort tests by newest test first
- Sort tests by oldest test first
- Use Browserlock for all tests

*Note: "Use Browserlock for all tests" only appears when the Browserlock is provided.*

### Gradebook Options:

#### Grade Map Options:

A "Grade Map" may be used for each individual course. **Note: Edvance360 looks for a Grade Map in each course, first. If it does not locate one, it will then look at the Grade Map located in the Personal Settings. If it does not locate one in the Personal Settings, it will look at the Global Grade Map located in the Administrative Tab under the Settings link.**

*Admin and Instructors may set the gradebook in the course settings with Grade, Minimum Value, and Display. For example:*

*Grade: A+*

*Minimum Value: 97*

*Display: A+*

*Also, a Pass/Fail Threshold may be added in addition to the Grade Map or to replace the Grade Map. For example, if the Pass/Fail Threshold is set to 80%, the learner must complete the course with 80% or higher in order to pass the course.*

### Gradebook:

Admin and Instructor users may select the following Gradebook Display Options:

- Show Category in Header
- Show Possible Points in Header
- Show Grade Percent for each item
- Display Letter Grades

- Allow Student to See Grades
- Allow Parents to Edit Grades

Extra Credit Options:

- Allow Final Grade to Exceed 100% with Extra Credit Items

### **Dropbox:**

Admin and Instructor users may select two Attachment Settings:

- Append dropbox submission with the student's name
- Append dropbox submission with the student's ID

### **Calendar:**

Calendar display options include:

- Show Lessons on Student Calendars
- Show Tests on Student Calendars
- Show Dropboxes on Student Calendars
- Students Can Edit Calendar

If selected, these options will enable the system to automatically add lesson due dates, test dates, and Dropbox due dates on the Course Calendar (and the student calendars).

### **Teaching Assistants Settings:**

Admin and Instructor users may decide to list any Teaching Assistants as Co-Instructors on the course home dashboard by selected the box next to "List Teaching Assistants as Co-Instructors". Admin and Instructor users may also choose whether or not to give

**Teaching Assistants** access to

- Lessons
- Discussion
- Resources
- Dropboxes
- Tests
- Gradebook
- Survey

### **Roster:**

Admin and Instructor users may decide to turn the course **Roster** on or off. If it is turned on, the entire course roster will appear on the course home page. If it is turned off, the roster will not appear.

## **RSS Feed:**

Admin and Instructor users may turn the **RSS Feed** (Really Simple Syndication) on or off on the course homepage. If the feed is turned on, it may be edited from the course home page.

## **Student Class Rank:**

Admin and Instructor users may turn on and show **Student Class Rank** for the each student in the course.

## **Turn Page:**

If integration with Turn Page has been created in Admin>Config & Settings>Application Setting, Admin and Instructor users may connect directly here in Course Settings to activate Turn Page. Turn Page provides a smooth visual page turning for documents with multiple pages.

## **Course Building Mode:**

When courses are updated or edited, these changes send notifications to users to the small “Bell” notification on the top right-hand Home Dashboard small panel next to the mail envelope and person profile dropdown. If course designers or instructors making changes to the course would like to turn off these notification, they should select “Course Building Mode – ON”. This will keep the multiple notifications from going to the learners. Once course design changes have been made, the “Course Building Mode” can be reset to “OFF” so the users may receive the normal notifications.

## **LTI**

If the admin of the institution have added any LTI tools from the Admin panel, they will appear in Course>Settings>LTI. Below is an explanation of what LTI tools are:

“**LTI** is an abbreviation for **Learning Tools Interoperability**, which is a standard protocol developed by the IMS Global Learning Consortium. It allows services like VoiceThread to **integrate** with your Learning Management System (LMS) as single-sign-on tools.”

## **OffLine Reporting**

If the Admin of the institution have created fields for Off-Line Reporting from the Admin panel, they may be selected in Course>Settings>Off-Line Reporting. The fields are Format, Source, New Hire Training, Type, and Duration (number of hours). For detailed information regarding Off-Line Reporting, please read the said written tutorial.

## Badges

If the Admin of the institution have allowed for badges to be directly connected to courses, badges may be awarded to Learners who have completed and passed a course by going to the Course>Settings>Badges. Here the Instructor may search for badges that have been created within Credly.com. If a badge is selected, it will be the one awarded for the course. To remove badges previously selected, click the badge to remove it.

This concludes the Course Settings tutorial.

