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SCHOOL *of* ALLIED HEALTH SCIENCES

KPScholar Handbook

Instructional Innovation and Digital Learning Department

Welcome to the KPScholar Handbook!

This material was developed to provide the Kaiser Permanente School of Allied Health Sciences (KPSAHS) faculty and staff with off line support and quick reference documentation.

The majority of KPSAHS faculty and staff will take the three session KPScholar in-person orientation along with any job specific trainings. If you have not yet taken this in-person training please contact your manager or send a training request to:

academiconlinesupport@kpscholar.com

The material in this handbook can be used as a reference to help those who want to recall specific activities learned in the trainings or who find additional KPScholar support helpful.

The Instructional Innovation and Digital Learning Department's (DLD) door is always open. If you would like further instruction beyond the in-person training or this handbook, please feel free to stop by our office or send an email request to the address above.

Lastly, the DLD always appreciates feedback and suggestions regarding KPScholar, our training methods, and our support materials. Please feel free to contact us with your comments.

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Chapter 1: KPScholar Introduction

Overview

KPScholar is one of the main tools you will be using to build and manage online courses. This section will provide you with an overview of KPScholar and explain how it differentiates from other KPSAHS programs such as Fusemail.

KPScholar is a very advanced tool. This book will provide you with a basic understanding of the KPScholar content and functions so that you may better assist and guide your students with online learning.

In this chapter, you will:

Differentiate between KPScholar, Drupal, and Fusemail.

Use supported web browsers.

Navigate to KPScholar.

Home

KPScholar, Moodle, Drupal and Fusemail

This section will provide you with a basic understanding of KPScholar and how it differs from Drupal and Fusemail. It is recommended that you read through this section whether you are new to KPScholar or a current user so that you can gain an understanding of the system as a whole.

Please click the below icons for additional resources.

Click the computer icon to visit KPScholar (www.kpscholar.com).

Click the computer icon to visit Moodle (https://moodle.org/).

Click the computer icon to visit Drupal (https://www.drupal.org/).

Click the computer icon to visit Fusemail (https://login.fusemail.com/).

What is KPScholar?

KPScholar is a Learning Management System (LMS) or web based online learning platform. Think of KPScholar like an online classroom. Instead of physically handing student's books and handouts, you upload them to a classroom page. Instead of calling out attendance, you manage student activities online. Students use KPScholar to access their course materials and manage online course activities such as quizzes, forum posts, and more. Likewise faculty use it to create online courses, upload student materials, create student activities, and track student grades.

KPScholar can be thought of as a museum with two different sections. The first section is the main display area where all of the objects are neatly categorized and displayed to the public for viewing and interaction (Drupal). The second section is the warehouse where all of the products are privately stored and catalogued for later use (Moodle).

What is Moodle and how does it relate to KPScholar?

KPScholar is an instance of a larger learning platform called Moodle.

There are many different types of Learning Management platforms and the DLD chose Moodle because it is user friendly, has increased functionality, and is open source (meaning all of its content is free for the public and can be managed by the public). KPSAHS currently uses Moodle version 2.7.2+.

Moodle is the warehouse of kpscholar. When you log into your course, you are using Moodle to control what your course looks like and to manage student enrollments and grades.

What is Drupal and how does it relate to KPScholar?

Drupal is a Content Management System. It has the functionality to build websites as well as manage accounts, payments, and more. KPSAHS has taken advantage of Drupal's ability to build websites and has chosen it as the main program for building the school's website www.KPSAHS.com.

Drupal is the display area of KPScholar. Specific administrators (admins) use it to manage content such as payments, student upload information, and more. KPSAHS is currently using Drupal version 7.31 and database 5.5.42.

What is Fusemail and how does it relate to KPScholar?

Fusemail (aka webmail) is the KPSAHS email system. Students may only contact their instructors using the Fusemail email. However, students are allowed to forward their Fusemail emails to their personal emails for the sake of convenience.

Students' KPScholar emails and Fusemail emails are the same. This makes it easier across platforms. Students may log into Fusemail using the link provided on their KPScholar homepage.

Supported Browsers

What is a browser and which one is more effective for accessing KPScholar?

A browser is a piece of software that enables users to retrieve information from the Internet. Do not confuse a browser with a website. Google.com is a website while Google Chrome is a browser that enables you to visit a website.

The following browsers are recommended for accessing KPScholar:

Please click the Google Chrome icon to visit the browsing download page: (https://www.google.com/chrome/browser/desktop/).

Please click the Firefox icon to visit the browsing download page: (https://www.mozilla.org/en-US/firefox/new/).

Please click the Internet Explorer icon to visit the browsing download page: (windows.microsoft.com/en-us/internet-explorer/download-ie)

Please click the Safari icon to visit the browsing download page: (https://support.apple.com/downloads/#safari).

Click the icon to learn more about supported web browsers. (http://moodle.kpscholar.com/mod/url/view.php?id=36993)

Please note:

Students often report functionality problems. If a student reports a problem to you such as issues logging in, or issues uploading or downloading course documents, inquire whether they are using one of the recommended browsers.

The DLD highly recommends that students and instructors use Google Chrome.

Many of the KP computers have older version of Internet Explorer that do not support KPSAHS to its fullest.

Navigate to KPScholar

Now that you have an understanding of the best browsers to use with KPScholar (Google Chrome) and where to find the downloads for such browsers, it will be easy for you to open the KPScholar homepage.

Please share the following KPScholar weblink (URL) with your students and click the icon to visit the webpage.

www.kpscholar.com

To successfully log into KPScholar please complete the following tasks.

Step 1
Go to your computer's applications folder and choose one of the preferred browsers from the list on the Supported Browsers page.

Step 2
Open the browser by double clicking on the browser's icon.

Step 3
In the browser, navigate to the search bar or a search website such as Google.

View of Search bar where you would enter a website

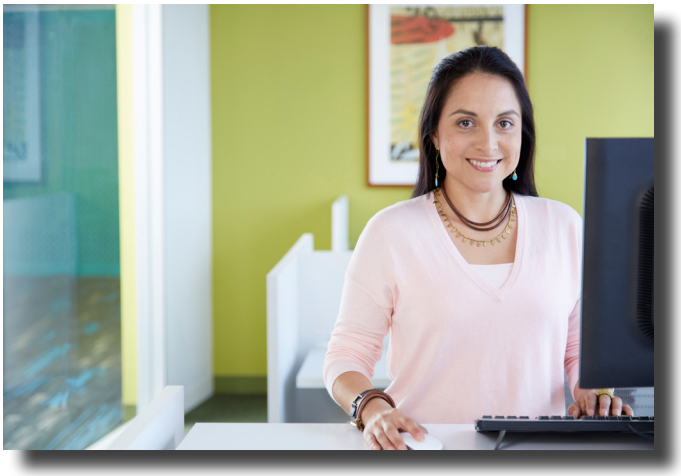
Step 4
Type www.kpscholar.com into the search bar.

Step 5
You will land on the KPScholar Homepage.

Chapter 2: Getting Started

Overview

Once you land on the KPScholar homepage, you will notice a User Login section. All students and faculty must log into KPScholar in order to access their given courses. Once you have logged in, the KPScholar page changes and provides you with more choices to navigate through. Not to worry. This section will provide you with an overview of everything you will need to successfully log into the system and navigate to your course.



In this section, you will learn:

How to log into KPScholar.

How to navigate through a course.

How to view, create, and edit a user profile.

Home

Log into KPScholar

KPScholar is easy to access. As you read through the directions for logging in, pay attention to the password reset section because students frequently forget their passwords and may need to be reminded about how to change them. In addition, the DLD creates the usernames and passwords for all KPSAHS students and also assists students with new passwords.

Discover additional logging in resources by clicking the below icons.

Please watch logging in video tutorial:
(http://moodle.kpscholar.com/mod/url/view.php?id=37351)

Please read the logging in slideshow:
(http://moodle.kpscholar.com/mod/resource/view.php?id=36995)

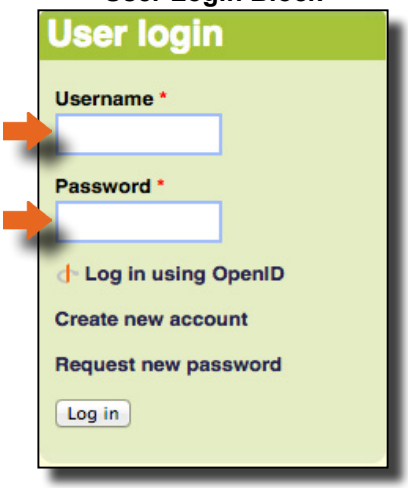
Please follow the below steps to log into KPScholar:

Step 1

After landing on www.kpscholar.com please click into the User Login fields and enter your Username and Password.

Usernames are normally the student's KPScholar email address. Students are not allowed to change their usernames.

User Login Block



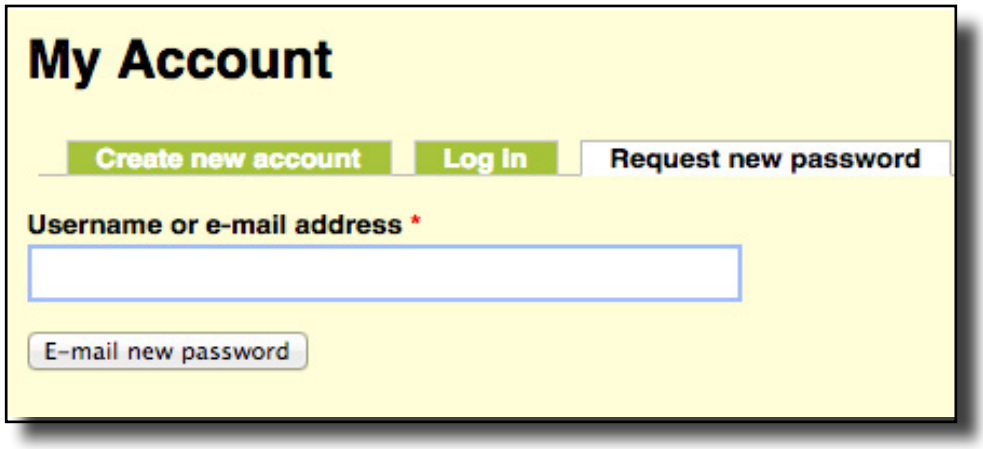
Step 2

In the event that a password is forgotten, please click the Request New Password section of the User Login block.

Step 3

Please fill your email address into the Request new password field and click E-mail new password.

Request New Password Block

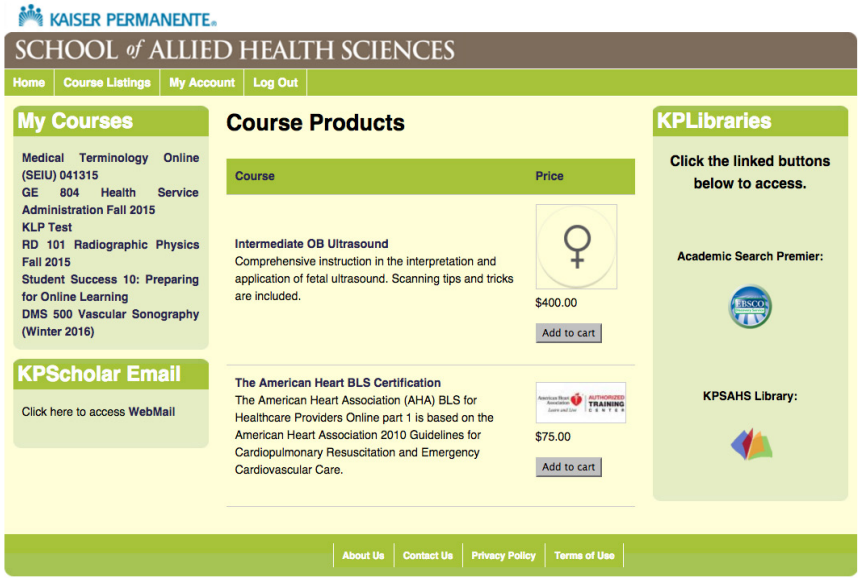


Students may also request new passwords using the email: academiconlinesupport@kpscholar.com. This email goes directly to the DLD.

Step 4

Once a user has logged into KPScholar he/she is taken to a different Homepage view where he/she can see his/her current courses.

Homepage View after Logging In



Course Navigation

Navigation is a key component to understanding KPScholar. With a solid foundation for navigating to and around a course, you and the students will have a much easier time accessing everything needed to complete a course. Understanding course navigation will also help to minimize any stress or anxiety that forms from using the technology.

KPScholar includes three methods for course navigation.

These methods include:

- Using the Breadcrumbs: a string of links at the top of the page;
- Using the Navigation Block: A sidebar of individual links to different sections of your course;
- sing the web browser's backward and forward arrows.

Please click the below icons to visit the navigation resources.

Please watch the Navigation video:
(http://moodle.kpscholar.com/mod/url/view.php?id=37353)

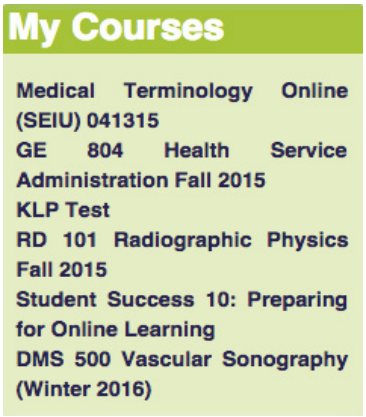
Please read the Navigation slideshow:
(http://moodle.kpscholar.com/mod/resource/view.php?id=36999)

Please follow the below steps for navigating through KPScholar.

Step One

Once logged into the system, access your course by clicking one of your course names in the My Courses block of the homepage.

My Courses Block



Breadcrumbs

Breadcrumbs are one of the methods for navigating through your course. Think of breadcrumbs just like the Hanzel and Grettle trail of breadcrumbs. Just as they left a crumb behind each place they walked, you are generating a "trail" of linkable words for each place you visited on the KPScholar website.

Step 2

To navigate using the breadcrumbs, click on any of the page words at the top left side of your course and you will go back to that KPScholar page. The gray sideways arrows show you the sequence of the KPScholar webpage clicks you have landed on.

Example of Breadcrumbs

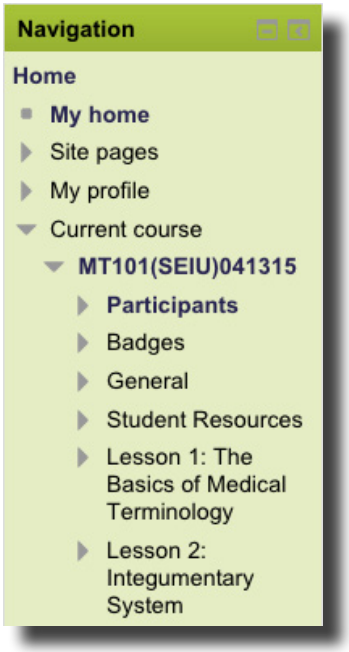
Navigation Block

The Navigation Block is a block of text on the left side of your course.

Step 3

To navigate through your course using the Navigation Block simply click on the words in the block and that specific section of your course will appear. You may also use the Navigation Block to visit pages outside of your course.

Example of Navigation Block



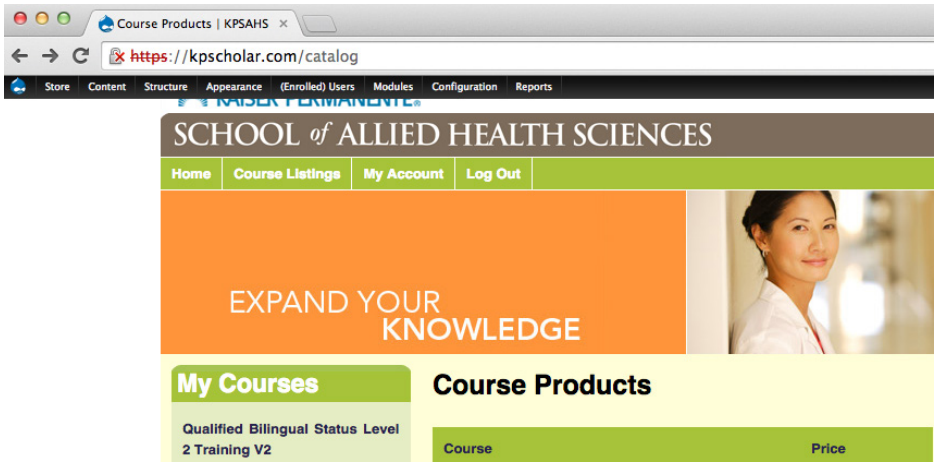
Web Browser Buttons

The third method for navigation is using the browser's backward or forward buttons. This is not a best practice because the buttons are not designed to take you immediately backwards or forwards. For example, you may want to go back to a previous section within your course but the browser's back button will only take you back to the main Homepage.

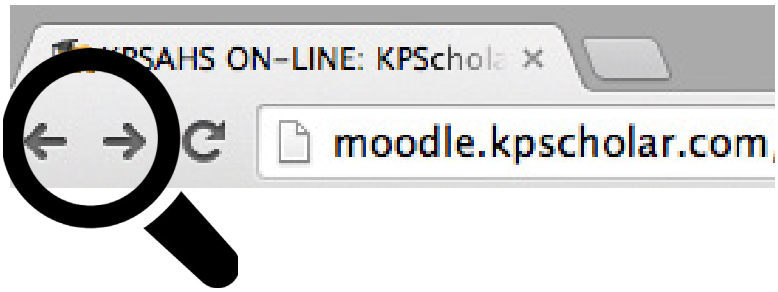
Step 3

In the event that you do need to use the Web Browser's back or forward buttons please do so by clicking each button. They are located at the very top of the screen.

Large view of backwards or forwards buttons



Zoomed in view of backwards or forwards buttons



Create or Edit a User Profile

KPScholar Profiles have two different functions. One reason a profile is created is to add students to the KPScholar system. They must have an email, username, and password in order to be placed into KPScholar. The DLD are the main administrators who add students to the system.

The other reason a profile is created is to develop an online community of users. Once you or a student has a profile, other users will be able to see who you are, your role, if you are online to chat or message, your profile description, and your picture.

Please access the below resources to learn more about creating profiles.

Click the play icon to watch the Profile Creation video:
(http://moodle.kpscholar.com/mod/url/view.php?id=37354)

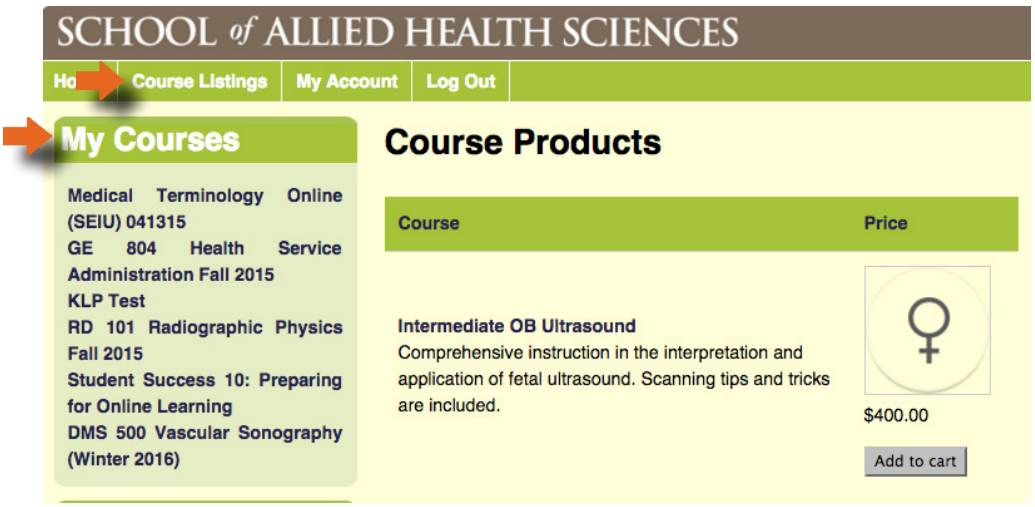
Click the computer icon to read the Profile Creation slideshow:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37000)

Please follow the below steps to create or edit your User Profile.

Step One

After logging into KPScholar, click the Course Listings or My Courses tabs.

Homepage View

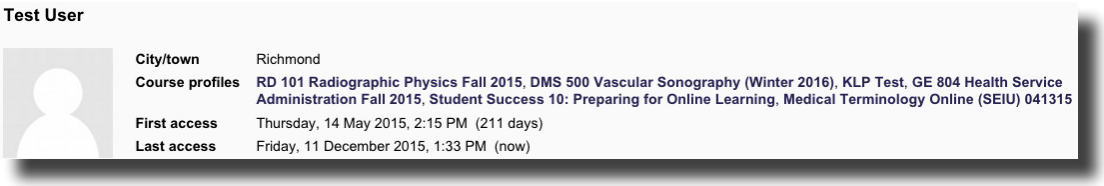


Step Two

You may view your profile by clicking the My Profile link in the Navigation Block.

Views of Navigation Block and View Profile Link

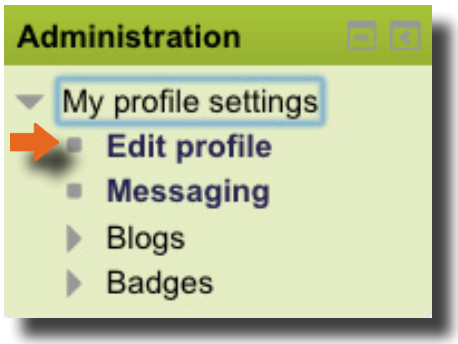
View of example profile



Step Three

Edit your profile by clicking the My Profile Settings, Edit Profile links located in the Administration block.

View of Administration Block



Step Four

The Profile page will open. On this page, students may change or add their profile image and description. Administrators may have the ability to change the student's password on this page.

KPSAHS students should not be able to edit their KPScholar User-names or emails. Please contact the IIDL Department if you notice that they have made a change.

Chapter Three: Course Layout

Overview

KPScholar enables you to create as many courses as you need. Each course includes the same functionalities like adding audio, quizzes, users, photos, video, files, folders, and more. The main differences in the different courses are in the look and structure of the course layout. This section will help you understand how to create a course and choose the layout that's right for your needs.

In this chapter, you will:

Understand the course layout

Create a course

Manage blocks

Choose a course theme

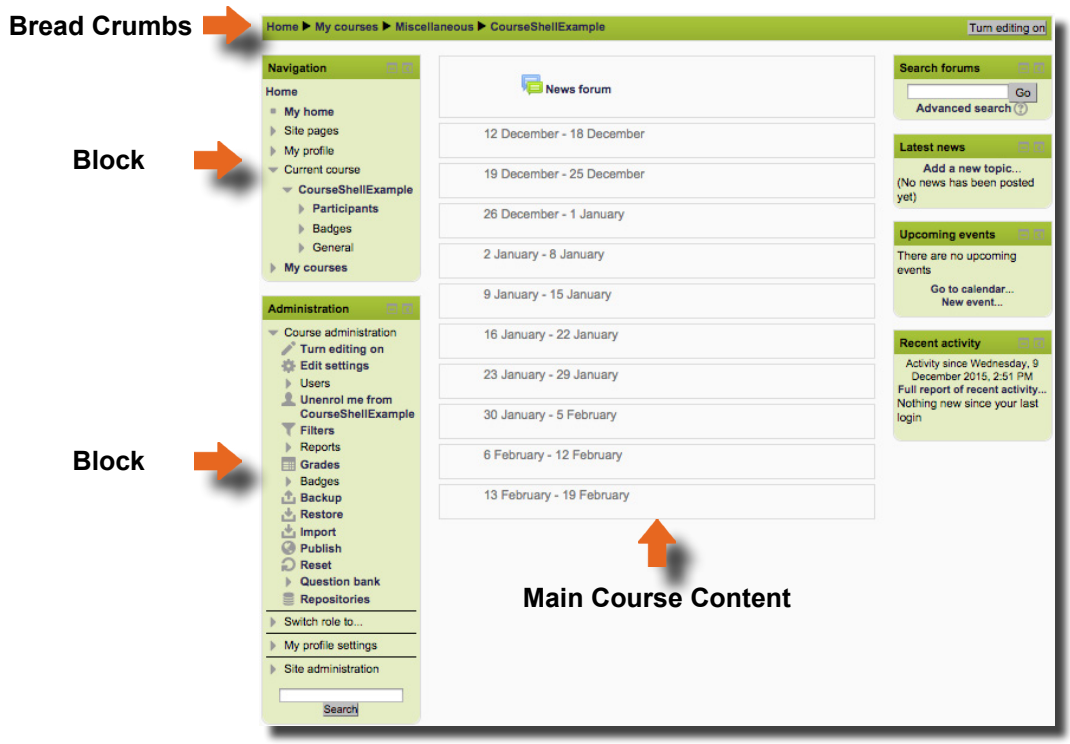
Choose a course format

Home

Course Layout

KPScholar content can be structured in different ways. For example, you might place images into one section of the course and written content into another. The consistency resides in the main course layout. Each course is comprised of a course shell. You can think of the course shell as the frame of the picture. Each course shell includes a space for breadcrumbs, blocks, and main course content.

View of Course Shell



Breadcrumbs

The breadcrumb section of the course layout is for navigation. Click each word in the breadcrumbs to navigate to a different section of KPScholar.

Blocks

The Block sections of the course layout includes additional course information such as access to course grades, a course updates block, an administration block, and more.

Main Course Content

The Main Course Content section is where you upload and create course assignments.

Course Creation

It's easy to create a new course shell in KPScholar. Course shells can be created by instructors with administration privileges. If you do not have administration privileges, you may also request a course shell be created by your program director. KPScholar is organized by categories so that each course lives in it's particular place. For example, a radiography course would be created under the Radiography Category of KPScholar.

Please use the resources below to learn more about course creation.

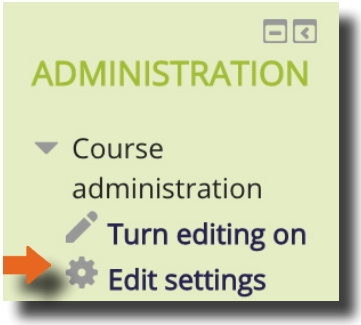
Click the play icon to watch a short video about course creation:
(http://moodle.kpscholar.com/mod/url/view.php?id=37356)

Click the computer icon to read a slideshow about course creation:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37005)

Please follow the below steps to design your course shell.

Step One:
Using the Administration Block located on the left side of the screen, choose edit settings.

View of Administration Block



Step Two
The Editing Settings page opens and a number of different fields appear. Fill in each field to tailor the course shell to your needs.

Step Three

Please read through each field description to gain an understanding of its functionality.

Course Full Name: The name of your course. This name appears in the course categories section of KPScholar and is not shown in the course shell. *Please note the naming convention: Department Course Number Course Name Quarter Year.*
Example: NM 200 Instrumentation Fall 2015.

Course Short Name: This is your course's nickname. Unlike the Course Full Name, the short name is shown in the Course Shell. *Please note the naming convention (no spacing!): DepartmentNameCourseNumberQuarterYear*
Example: NM200F2015

Course Category: Choose the category you would like your course to fall under. For example, if it is a Radiography course, the category would be Radiography.

Visible: If visible, this course will appear in the course listing for all users to see.

Course Start Date: Enter the date your course starts.

Course Summary: If you would like to add a course description here you can. However, there are other options for doing so within the course shell.

Course Format: Choose whether you would like each course section to appear as a week, as a grid, or as a topic. Refer to page 26 for a visual and more details regarding course format options.

Course Section: How many sections would you like to divide your course into? Normally the number of sections is determined by the number of weeks in your course. If you miscount, sections not shown are "orphaned" meaning you can make them appear again if you increase the number of sections.

Hidden Sections: Choose whether you would like sections that you have hidden from the students to show for your view in collapsed form or as completely hidden from your view.

Course Layout: Use this field if you would like all course sections to appear on one page or as separate pages where the students must press a next or back button to see previous or future sections.

Force Theme: The theme determines the color of the course shell, the font color and the font type.

Files and Uploads: If you need students to upload large video files, ensure this is set to maximum. If not, it's usually set to a large file size to ensure students can upload papers, photos, audio files...

Completion Tracking: If you find tracking student progress helpful, then turn this setting on so that you can access it in your course activities.

Guest Access: Please keep this turned off. Courses are only allowed for those that have registered and qualify for each specific course.

Step Four

Once you have chosen your desired course shell fields click save and the course will be created.

Please note. A best practice is to assign yourself as an instructor right after creating your course shell so that the course appears in your My Courses area. This will be covered later in the chapter.

Manage Blocks

Blocks are the side boxes found on the right and left side of the course shell. They can be used to highlight different pieces of content in the course or used as extra bits of information. For example, you may want to create a block titled “Instructor Profile” so that your students can easily view your profile in the course shell.

Please use the below resources to find out more about using and creating blocks.

Please click the play icon to watch the creating blocks tutorial:
(http://moodle.kpscholar.com/mod/url/view.php?id=37350)

Please click the computer icon to watch the creating blocks slideshow:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37008)

Please follow the below steps to create a block.

Step One

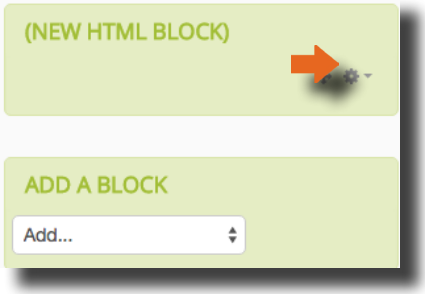
Turn editing on and scroll down the Course Shell page to the block that is titled Add a Block.

View of the Block, Add a Block

Step Two

Click the Add button and choose the block type that best fits your needs. Once you choose the block type, the block will appear under or near the block titled, Add a Block. To edit the new block, click the wheel icon and choose configure block.

View of the block that appears after clicking Add a Block.



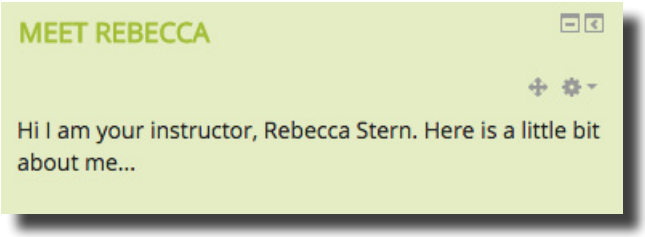
Step Three

Now that the Block Settings page appears. Add content to the block by filling in each block settings field and clicking save.

Step Four

Now your block should be formatted to your liking. The below image is an example of a profile block created using the HTML Block type.

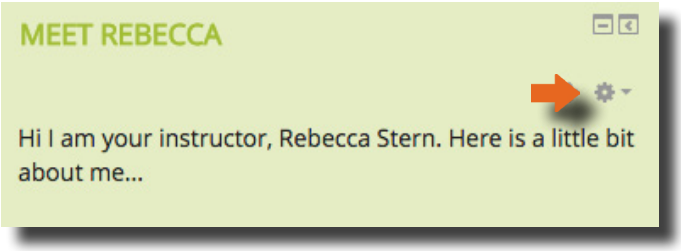
View of an example instructor profile block



Step Five

Move your block to a different part of the course shell by clicking down on the cross icon and dragging it to a place of your choosing. Please note blocks can only be placed around the middle of the page.

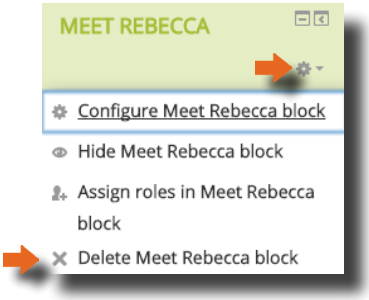
View of the wheel icon to access the delete function



Step Six

If you find you do not like the block you created, delete it by clicking the wheel icon and choosing the delete option in the dropdown menu.

View of the wheel icon to access the delete function



Course Theme

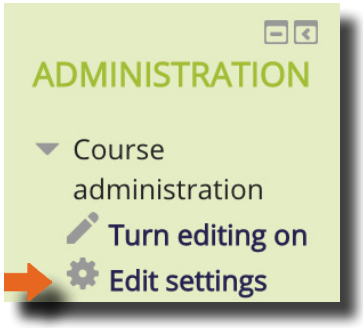
The course theme refers the the look of the course. Specifically, the colors and fonts. If you create a course shell and like the look of the colors and fonts then you may choose not to worry about the course theme. However, if you want more options, KPScholar has three course themes from which you can choose.

Please follow the below steps to choose a course theme.

Step One

Navigate to the Edit Settings function in the Administration block and choose Theme.

View of Administration Block

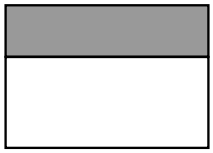


Step Two

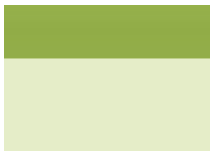
Choose Theme and you will find three theme options. Once you decide on an option, click it and press save.

View of KP Theme (bright green on light green color with small heavier font.

View of KP More Theme (gray on white color with larger light font.



View of KP Clean Theme (bright green on light green color with larger light font.



Course Format

Course Format is another set of options for the look of your course. Unlike the course theme, the format controls the structure of the course shell. There are a number of different layouts to choose from. The three main layouts include: Grid format, Topics format, and Weekly format.

Please learn more about course formats by using the below resource.

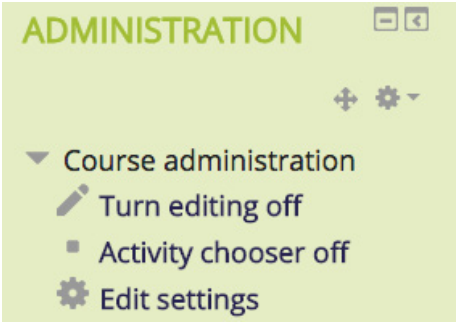
Click the play button and scroll to 48 seconds to watch instructions for choosing a course format: (http://moodle.kpscholar.com/mod/url/view.php?id=37361)

Please follow the below steps to choose a course format.

Step One

In your course shell, navigate to the Administration block and choose Edit Settings.

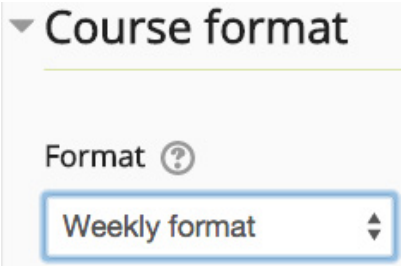
View of Administration Block



Step Two

Scroll down to the Course Format section and click on the Format navigation block.

View of Format Navigation Block



Step Three

Choose one of the course formats and click save.

Please read the below course format examples to understand how each format changes the course layout. You may also experiment with each format within your course shell.

Grid Format

The Grid Format arranges your main course content into a grid of images. You must click into each grid to add your own image.

View of Grid Format

Weeks or Topics Format

The weeks or topics format arranges your main course content into different sections based on weeks or topics.

View of Weeks Format

Chapter Four: Student Management

Overview

Student Management refers to the specific actions you can take to manage students in an online classroom environment. Unlike a traditional classroom environment where you usually take role in person and grade individual papers by hand, online classrooms enable you to perform those actions electronically. In addition, depending on the assignment, the online quizzes and activities are usually graded automatically by KP-Scholar. Thus, the time you previously took to grade papers is shortened.

In this section, you will:

Perform bulk enrollment

Perform manual enrollment

Design the course for self-enrollment

Manage grades using the gradebook

Home

Enrollment Methods

Online student management starts with online enrollment. KPScholar provides you with three types of online enrollment. These include:

- Bulk Enrollment: All student emails are uploaded into your course at once
- Manual Enrollment: You search for individual users and enroll them one at a time
- Self Enrollment: You create a password that enables students to enroll themselves.

This section will explain how to perform Bulk Enrollment.

Please access the following resources to learn more about enrollment methods.

Please click the play icon to watch the enrollment video:
(http://moodle.kpscholar.com/mod/url/view.php?id=37362)

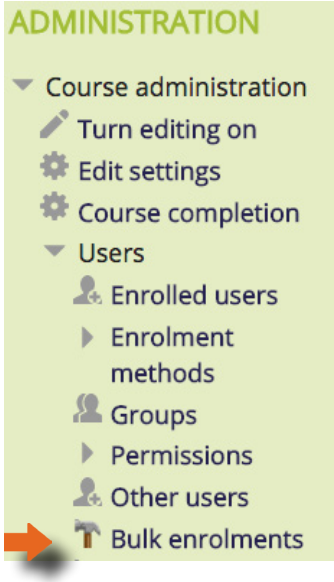
Please click the computer icon to read the enrollment slideshow:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37319)

Please follow the below steps to conduct Bulk Enrollment.

Step 1

In your course shell, navigate to the Administration Block and click Users, Enrollment Methods, Bulk Enrollment.

View of Administration Block with Users Options



Step 2
The Bulk Enrollment page opens. Before filling in the appropriate fields, minimize the page and open Excel (https://products.office.com/en-us/excel).

Step 3
You will be creating a list of student emails to bulk upload into your course. To do so, please conduct the following steps:

- Create a new Excel document
- In column one, row one write either Username or Email
- In column one, row two paste the emails of the students you wish to upload into your course.
- Save the Excel document as a CSV (MC-DOS) file.

Step 4
1. Minimize Excel and enlarge the KPScholar Bulk Enrollment page to fill out the following sections. Read the below section details to understand each field's function.
2. Upload the CSV file of the student emails that you created using Excel.
3. CSV delimiter: , (choose the comma because you saved the Excel file as a CSV file which stands for comma separated value).
4. Encoding: UTF-8 (this is the way KPScholar will process the information).
5. Role to assign: Student (You would choose student because you most likely uploading students into your course).
6. First column contains: Login or email *(This refers to the first column of your Excel document, do not choose ID Number as our students do not have ID Numbers).*
7. Create groups: no (This refers to creating online groups of students, unless you decide to place students into groups, choose no).
8. Create groupings: no
9. Send me a mail report: Yes (once you upload the students you will receive a report of your actions).

Step 4

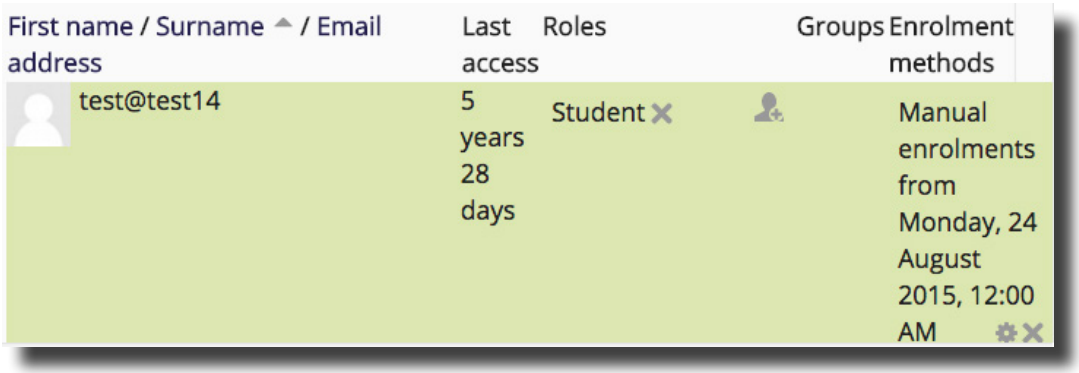
Once all of the fields are filled out, click the Enroll them to my course button.

View of Enroll Them into My course button

Step 5

Once enrolled, the Enrolled Users page loads and you can view who is in the course.

View of Enrolled Users page



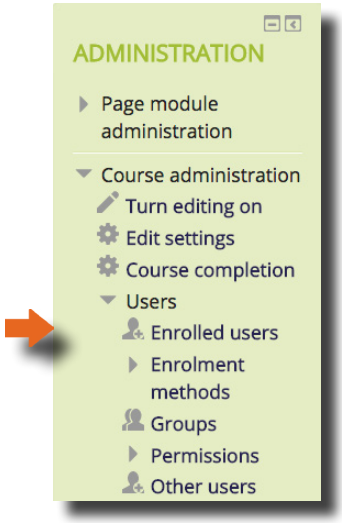
The second method for enrolling students into your course shell is to use the Manual Enrollment method. This method enables you to search each student in the system and enroll them individually into the course. You would use Manual Enrollment methods if you needed to enroll one or two students.

Please follow the below directions to perform Manual Enrollment.

Step 1

In the course shell, scroll to the Administration Bock and choose Enrolled Users.

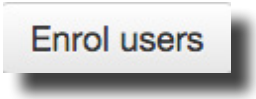
View of Administration Block with Enrolled Users Option



Step 2

The enrolled users page appears. Click the Enroll users button at the top right side of the screen.

View of Administration Block with Users Options



Step 3

The enrolled users box opens. You will see a list of current students in the KP-Scholar system, an Assign roles drop down for choosing the role of your users. In this case, you would choose student. You will also see two enrollment buttons. One next to each student's name and one at the bottom of the box for final enrollment. (See image on next page).

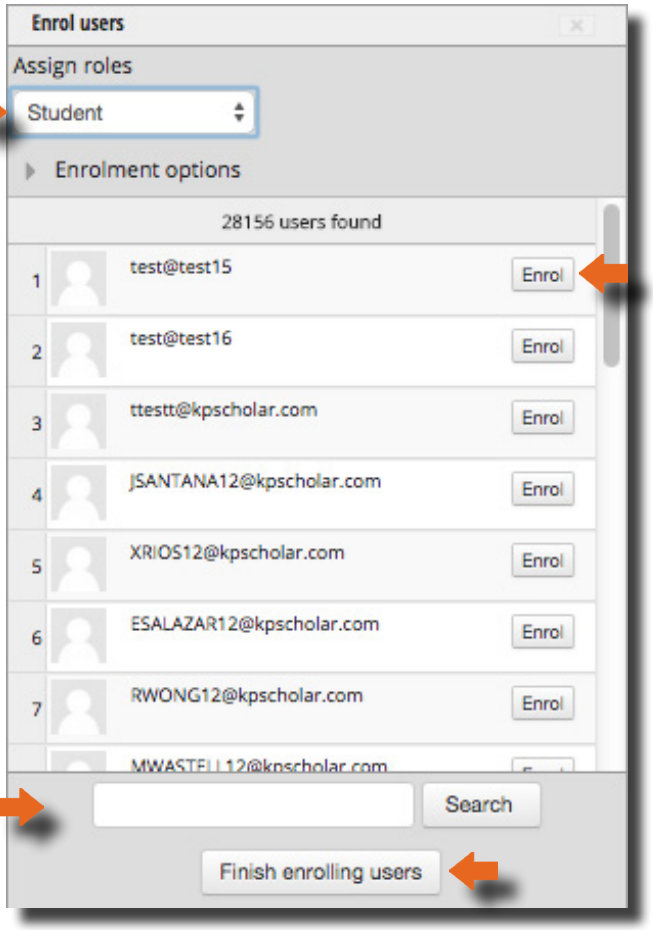
Step 3 continue.

Follow the directions below to manually enroll a student.

View of the Enroll Users Manual Enrollment Window

1) Ensure the users are enrolled as students by clicking the students choice in the Assign Roles portion of the window.

2) Click into the search bar and type the student's email. Then press search.

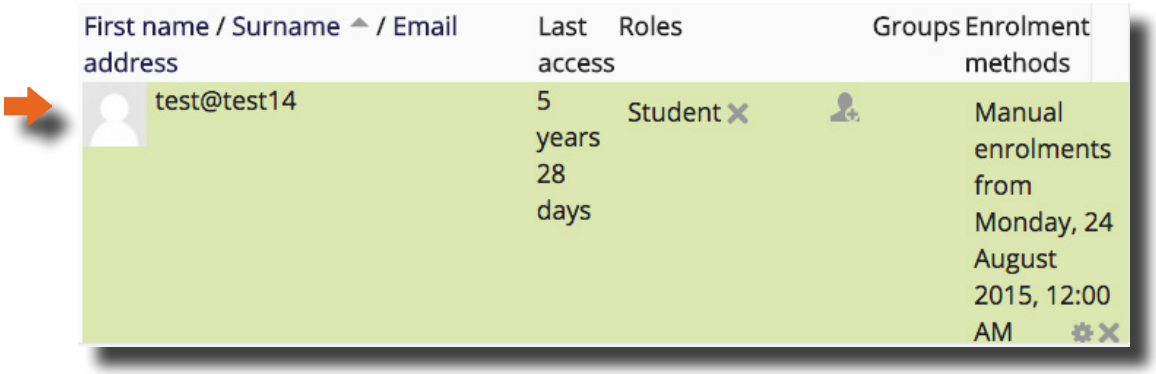


3) Once the student you want to enroll appears in the search, click the Enrol button next to his/her name.

4) Lastly, click the Finish Enrolling Users button.

Once you click the Finish Enrolling Users button double check the enrollment list to ensure the user has been enrolled in your course.

Example View of an Enrolled User



Self Enrollment is the third enrollment option. You should choose Self Enrollment if you wanted your students to enroll themselves into a course.

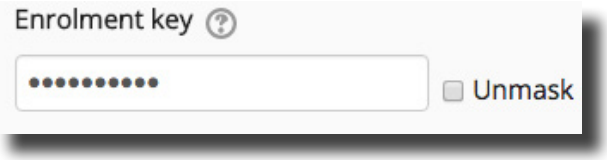
Please follow the below steps to design a course for Self Enrollment.

Step 1:
In your course shell, scroll down to the Administration Block and choose Self enrollment.

View of the Self Enrollment Choice

Step 2:
The Self Enrollment Page opens. Click into the Enrollment Key field and type in a password. Choose Unmask to ensure you have written the correct password, then unclick the Unmask box to ensure the password is hidden. Press save.

View of the Self Enrollment Key Field

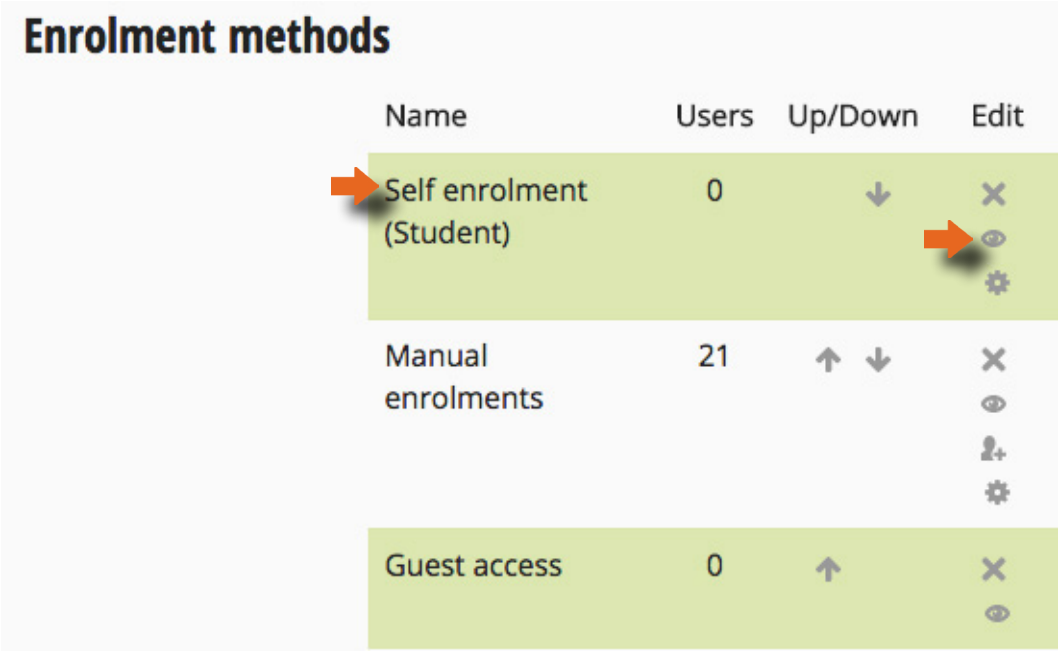


Step 3:
Navigate to the Enrollment Methods section in the Administration Box as show in step 1.

Step 4

The Self Enrollment option should be at the top of the Enrollment Methods window (as shown in the image below). If it is below another enrollment method, please click the up arrow to move it to the top. In addition, ensure it is visible by clicking the eye icon.

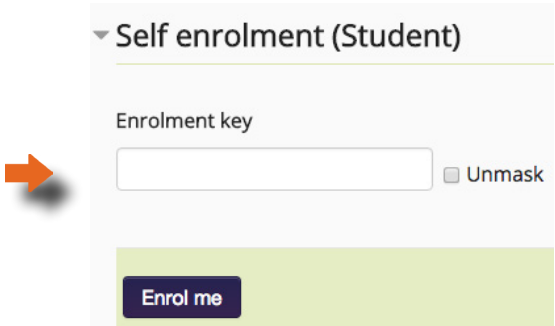
View of the Self Enrollment Choice and Functions



Step 5

Share the key with your students. Instruct that your students visit www.kpscholar.com. Ask them to navigate to your course by clicking in your course category and finding the name of your course. Once they do so, a page asking for the enrollment key will appear. The students should enter the key that you provided to them and then they will be automatically enrolled in the course.

View of the Course Enrollment Key Page



Gradebook

The gradebook is another method for managing users. Three of the most popular and effective sections of the Gradebook include:

- The Grader Report - for analyzing and inputting student grades
- Full View - for creating and analyzing individual assignment grades
- The User Report - the view that students see in their grade profile

Please use the resources below to learn more about the Gradebook.

Please click the play button to watch the Gradebook video:
(http://moodle.kpscholar.com/mod/url/view.php?id=37363)

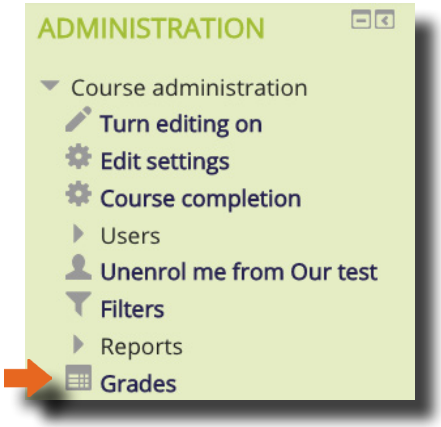
Please click the computer icon on the left to read more about the Gradebook:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37344)

Please follow the below steps to navigate to the gradebook.

Step 1

While in your course shell, scroll to the Administration Block and choose Grades.

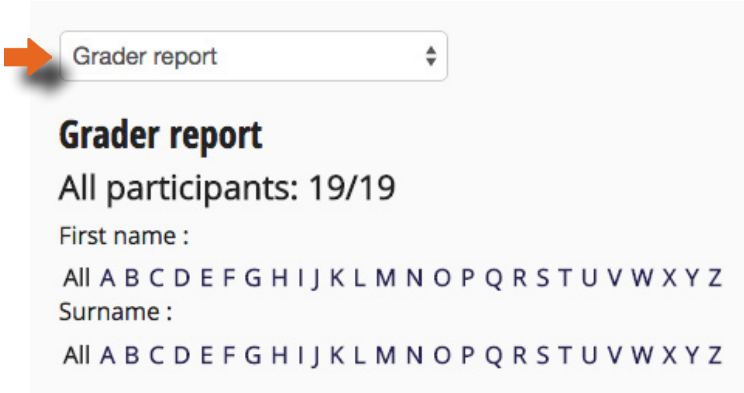
View of the Grades Option in the Administration Block



Step 2

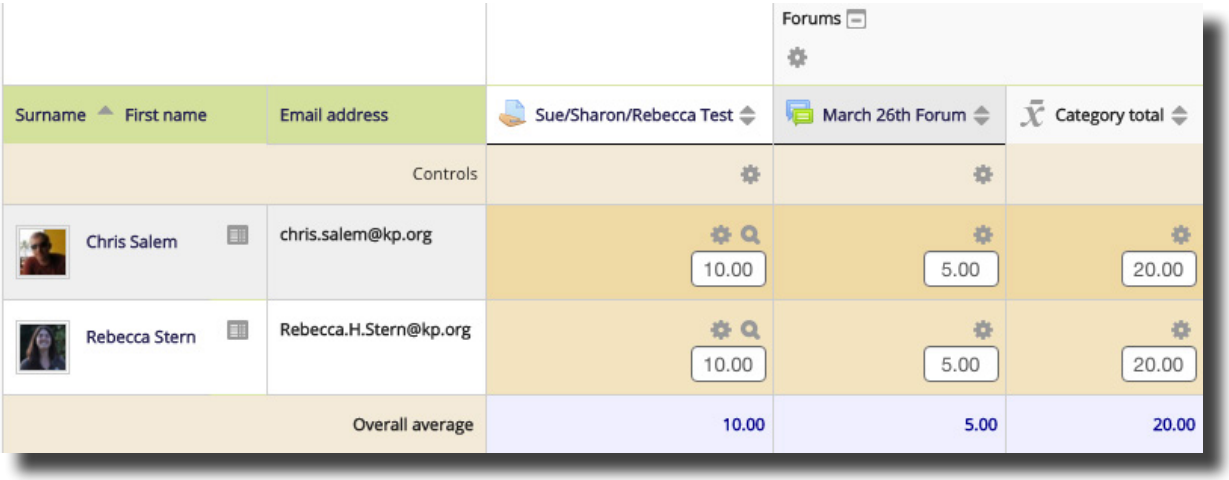
The Gradebook page opens. Notice the page layout. A new navigation bar is placed at the top of the page. This bar is used to navigate to every section of the gradebook. (See example image on next page).

View of Example Image of Gradebook Page and Navigation Bar



You will now learn about the Grader Report. The Grader Report is the section of the Gradebook used for analyzing and inputting student grades. As shown in the example Grader Report image below, you can view each student's name, email, activity grade, and category total.

View of Example Image of Grader Report Page



			Forums	
Surname First name	Email address	Sue/Sharon/Rebecca Test	March 26th Forum	Category total
	Controls			
Chris Salem	chris.salem@kp.org	10.00	5.00	20.00
Rebecca Stern	Rebecca.H.Stern@kp.org	10.00	5.00	20.00
	Overall average	10.00	5.00	20.00

The activity in the Grader Report is linked to the Activity created in the course itself. This meas that if you create a graded activity such as a quiz, the grade the student receives will automatically be populated in the grader report section of the gradebook.

If you have created a paper test, you may input that grade into each student's gradebook section by clicking directly into the grade block, manually typing in their grade, and clicking submit. You will know that the grade was manually entered because the box will turn orange, like the color in the image above.

The Full View section of the Gradebook is where you can control course assignment settings. You can choose grade aggregations, organize assignments into different categories, and add paper assignments.

Step 1

Navigate to the Full View section of the Gradebook by clicking Full View in the dropdown menu at the top of the page.

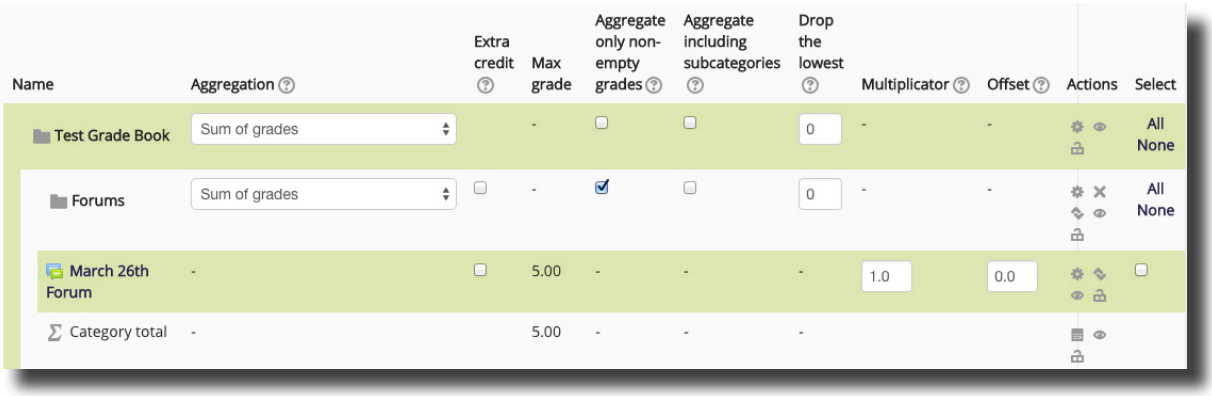
View of Full View in the Grade Navigation Bar

Step 2

The Full View page loads and displays each course activity along with its associated grade. In the image below, an example of a course activity is the March 26th Forum. Note that the max grade was set to 5.

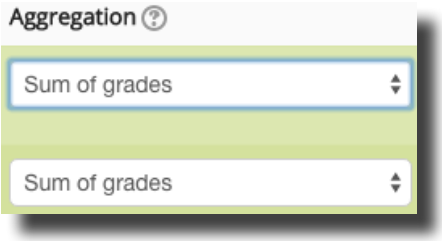
It is highly recommended that you decide on course grading options prior to starting the online course so that the online grades stay consistent.

View of Full View Page



One of the first settings in Full View is Aggregation, the method for determining how grades are combined. Click down on the first drop down menu under the word Aggregation to choose your preferred aggregation method.

View of Full View Page

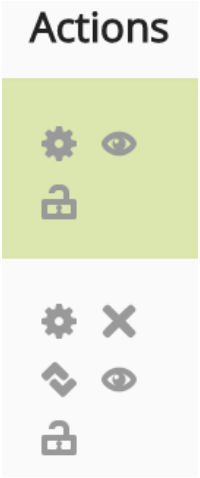


The Gradebook includes a number of different aggregation options. To learn more about each option and decide which is right for your grading method, please visit the Gradebook Aggregation pdf.

Step 3

Scroll to the right of the page, you will find the Actions section.

View of Full View's Actions Section



Actions enables you to change the grade settings of each activity, make an activity visible or invisible to students, lock an activity from changing, delete an activity, and move an activity to another section of the page. Click into this section if you wish to make such changes.

Step 4

It is a best practice to divide your course activities into categories in the Gradebook. Creating categories makes it easier for you to see exactly what kinds of activities your course includes and helps you to group activities into different grading aggregations. For example, you could group all quizzes into a category called Quizzes and make them all worth the same amount of points.

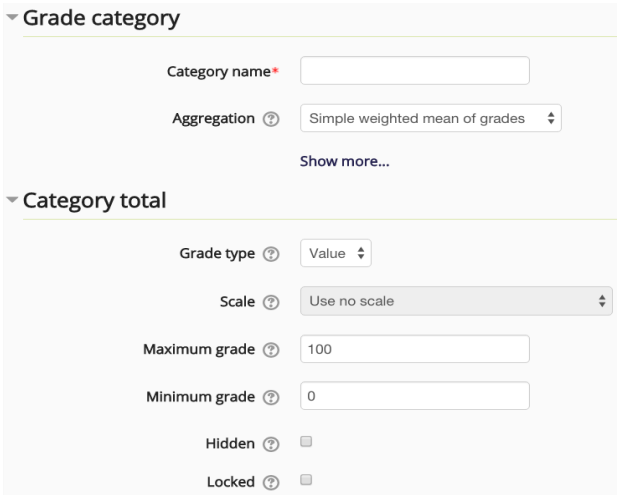
Create a category in Full View by scrolling down the page and clicking Add Category.

View of the Add Category Button

Step 5

The Category page opens. Type in a Category name, choose the Aggregation method, and decide on a category total. Then press save.

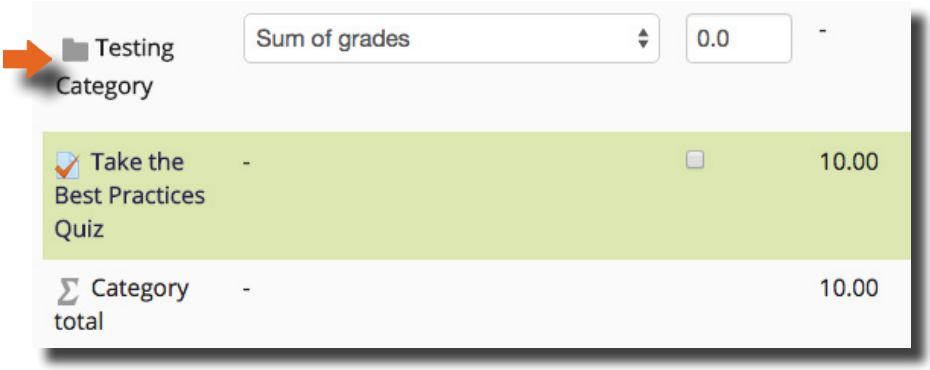
View of Grade Categories Window



Step 6

Find your new category by scrolling down the Full View page and finding your category name next to the folder icon.

View of an Example Category called Testing Category.



Step 7

Move activities into your new category by clicking on the arrow icons in the Actions panel located to the right of each activity.

View of Actions Panel with Up and Down Arrows.

Fullview also includes a button for adding a paper activity so that all of your assignments are in the same location online. For example, if you handed out a paper test, you could add the paper test to your gradebook.

Step 8

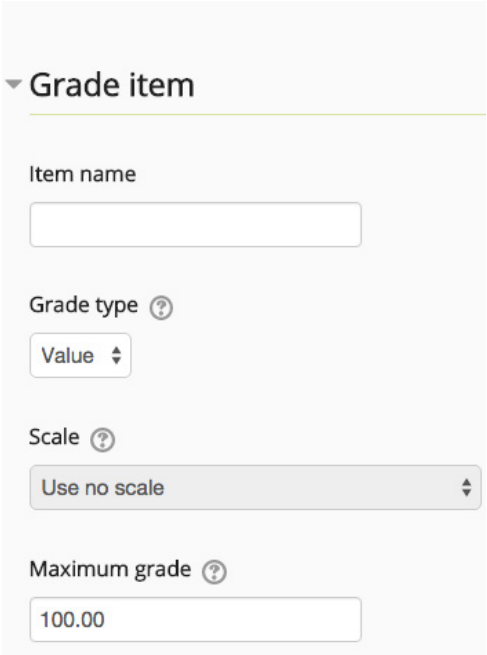
Add a paper test to the Full View screen by scrolling down to the bottom of the page and clicking Add Grade Item.

View of the button for adding a grade

Step 9

Fill out the grade item information.

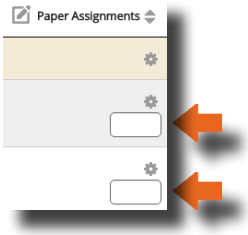
View of an Add Grade Item Input Fields



Step 10

Navigate back to the Grader Report and input each students' grades under the new paper test item assignment name that you created in step two. Press save.

View of Grader Report's Grade Input Field



The User Report is another Gradebook page. It provides instructors with a view of how the students will see their grades.

The User Report incorporates the aggregations, categories, and assignments created in the Full View.

Step 8

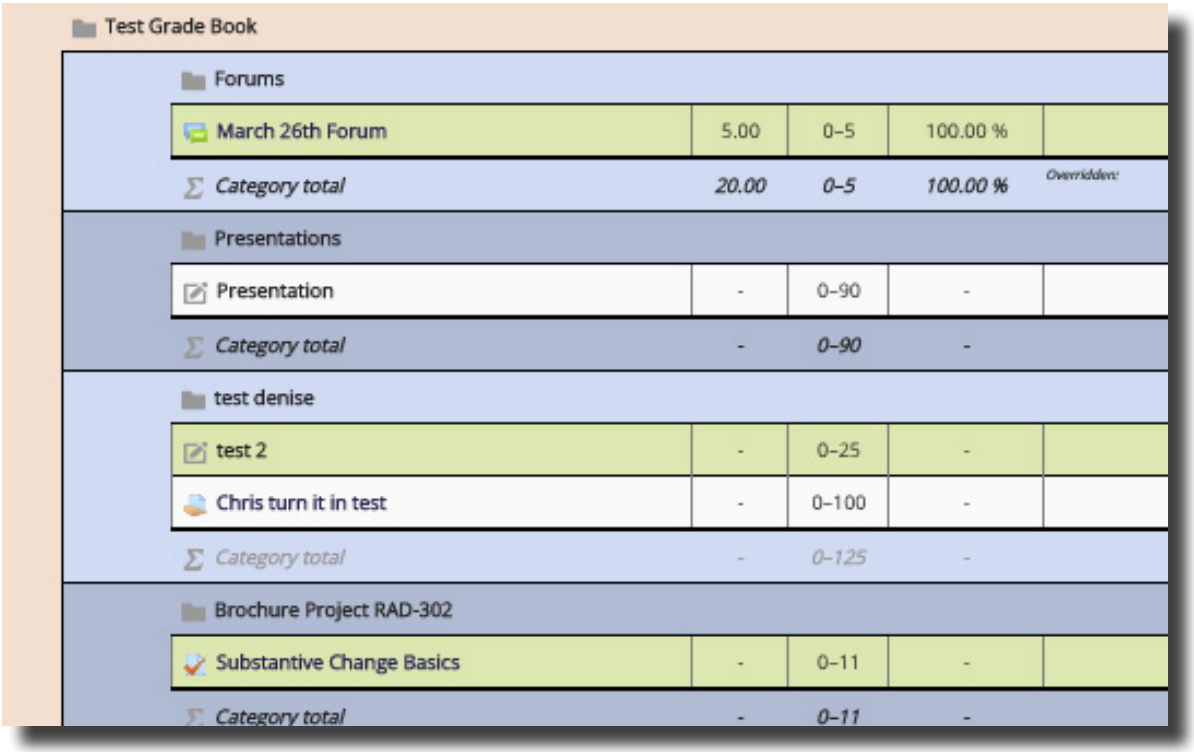
Navigate to the User Report page by clicking the User Report option in the Gradebook navigation bar.

View of the button for adding a grade

Step 9

The User Report page will open showing you how the grades are displayed to the students.

View of User Report

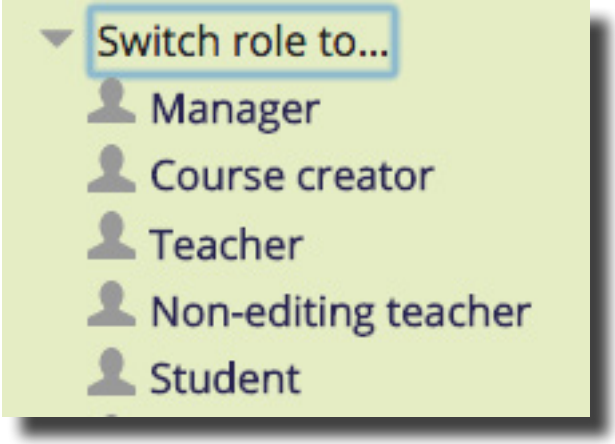


Test Grade Book				
Forums				
March 26th Forum	5.00	0–5	100.00 %	
Category total	*20.00*	*0–5*	*100.00 %*	*Overridden:*
Presentations				
Presentation	-	0–90	-	
Category total	-	*0–90*	-	
test denise				
test 2	-	0–25	-	
Chris turn it in test	-	0–100	-	
Category total	-	*0–125*	-	
Brochure Project RAD-302				
Substantive Change Basics	-	0–11	-	
Category total	-	*0–11*	-	

Step 10

If you made a grade activity invisible, you can check to make sure you see the User Report exactly as the students would see it by clicking the Switch role to Student on the left side of the page in the Administration block.

View of the Administration Block and Adding Role as a Student



Chapter 5: Adding Content

Overview

Adding content is one of the major tasks you will perform as a course instructor. Content can be added to help categorize your course information. It can also be added to provide students with important course information such as papers to download for homework or assignments to conduct. This chapter will review the many forms of content that you can add to your course and discuss steps for doing so.

In this section, you will:

Use the WYSIWG Editor to Add Content

Add a label and a title to a course shell

Upload a document into the course as an activity

Create video content

Create a forum post

Home

Using the WYSIWYG Editor

Do not let the acronym scare you. The WYSIWYG Editor stands for “What You See is What You Get” and it refers to a content creator tool in KPScholar. When you use the WYSIWYG content creator, the content and images appear exactly how you created them when you press save. The WYSIWYG editor is an effective tool for writing your own content.

Please look into the resources below for additional information regarding the WYSIWYG Editor.

Please click the play icon to watch the WYSIWYG video resource
(Please watch the footage from the beginning to 110 sectionds. http://moodle.kpscholar.com/mod/url/view.php?id=37365)

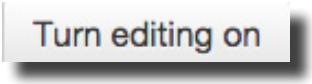
Please click the computer icon to watch the WYSIWYG slideshow resource
(http://moodle.kpscholar.com/mod/resource/view.php?id=37322)

Please follow the below steps to navigate to and use the WYSIWYG Editor.

Step One

In your course shell, begin editing by clicking the Turn Editing On button on the top right side of the screen.

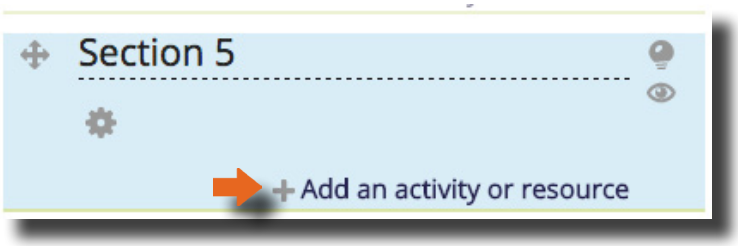
View of the Turn Editing On Button



Step Two

Scroll down to the section or week that you would like to add the content to and click Add an Activity or Resource.

View of the Add and Acitivty or Resource Link



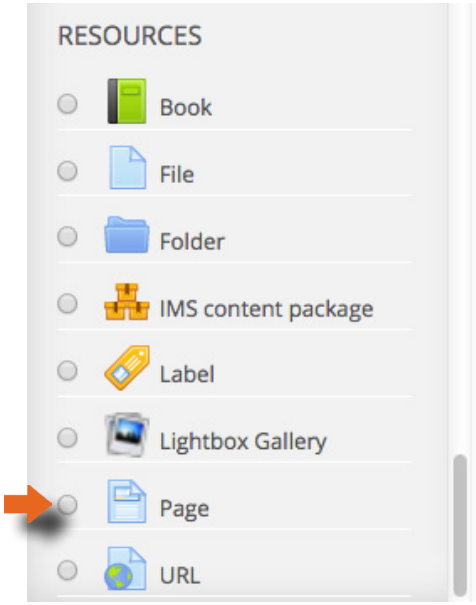
The Add an Activity or Resource link is available in every main content section. The only way to see it is to click the button to turn editing on. So ensure you turn editing on so that you can easily add content to your course.

Step Three

The Add an Activity or Resource window appears. Scroll down and click the Page option.

The WYSIWYG editor is not a specific activity. It is a content creator. This means that many of the activities you choose will include the WYSIWYG editor. Activities that are more content focused and use the WYSIWYG editor are the following: WIKI, Forum, Label, and Page.

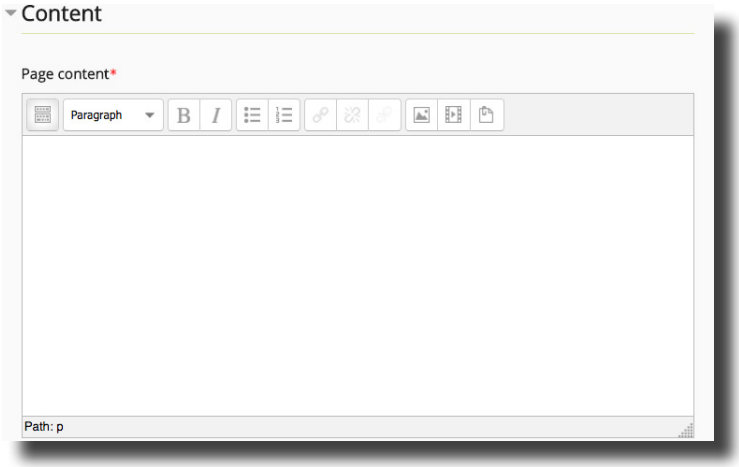
View of the Add and Activity Options Page



Step Four

After you choose Page, the Page activity will load. Click into the Title field to title your page of content. Then scroll down to the Content box. This box is an example of the WYSIWYG editor.

View of a WYSIWYG Editor



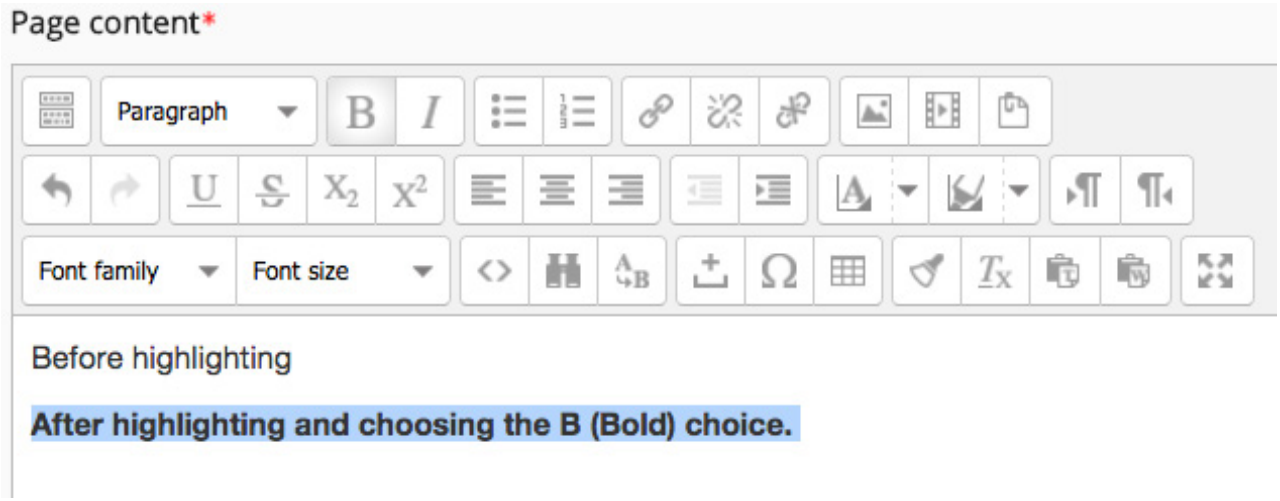
Step Five

Click into the white section of the WYSIWYG editor and start typing your content. There are a majority of options for changing the look of your content. Click the Collapse/Expand icon to make all of the editing options visible.

View of the Collapse/Expand Icon

Once you find a formatting option that interests you, highlight the words you have typed by placing your mouse over the words, clicking down, and scrolling over. Once the words are highlighted, click the formatting option and notice how the words change.

View of the WYSIWYG Editor with Content Highlighted and all editing options showing



Step Six

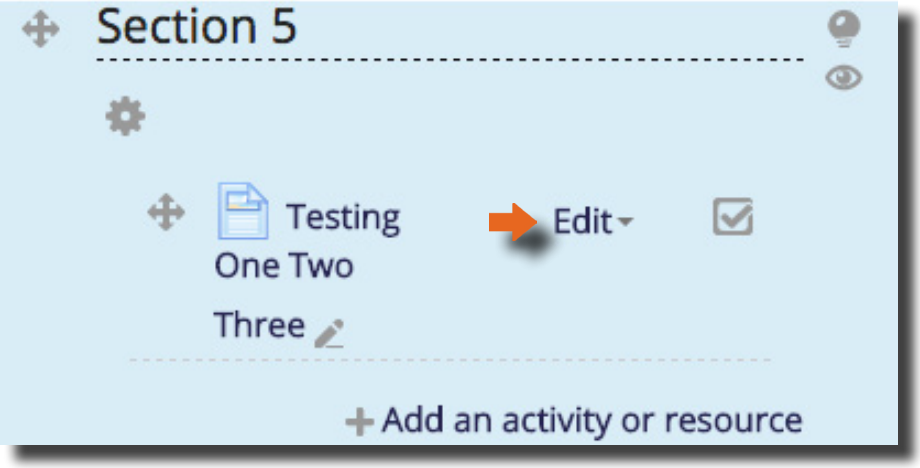
Once you are done adding text, click Save.

View of the Save and Display button located at the bottom of the WYSIWYG editor

Step Seven

If you are happy with the final page content, you may leave it. If you find you want to change the content, navigate back to the course content section that you added it to and click edit.

View of the Page activity that was just created in Section 5



Label Vs. Title

The main methods for categorizing each main course content section is either by Label or Title. If you categorize a section using the Title function, the issue is that you will not be able to move it around the section. If you categorize a section using a Label, you will be able to move it around the section. You will also be able to change it's color and font. This is why it is recommended that you use a Label and not a Title.

Please use the below resources to learn more about Label Vs. Title.

Please click the play icon to watch the video about adding a Label and Title:
(http://moodle.kpscholar.com/mod/url/view.php?id=37364).

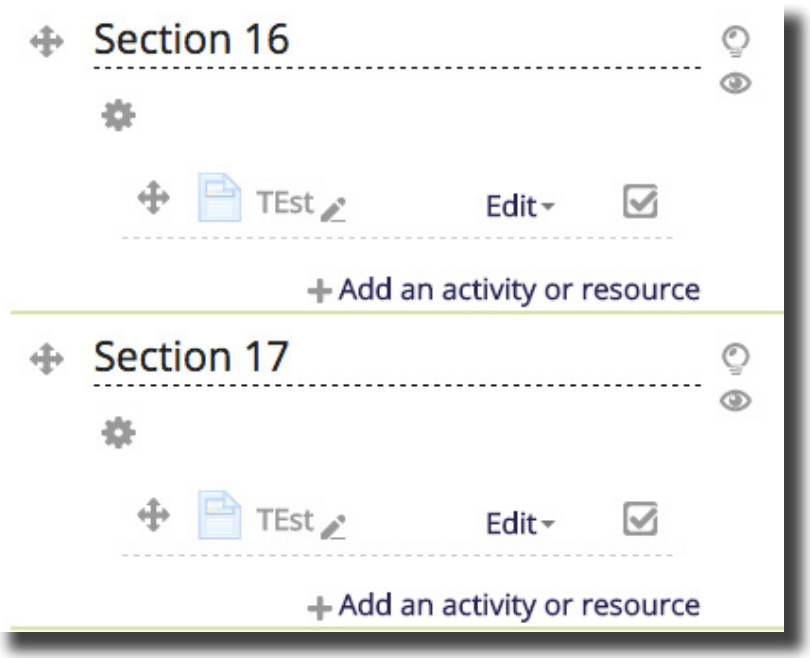
Please click the computer icon to read the Label and Title slideshow:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37324).

Please follow the below steps to learn how to add a label and a title.

Step 1

In your course shell, turn editing on by clicking the Turn Editing On button and then scroll down to one of your course sections in the main course content.

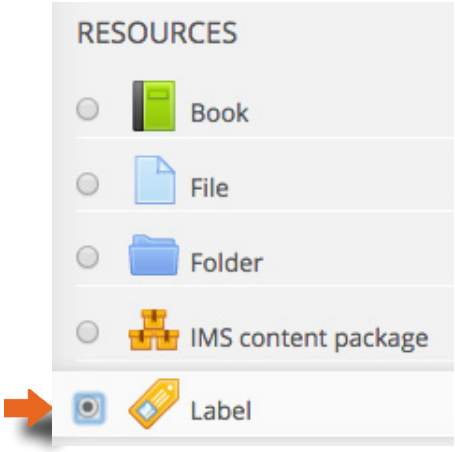
View of two sections in the main course content part of a course



Step Two

Click the Add Activity link and scroll down the Label. Click add.

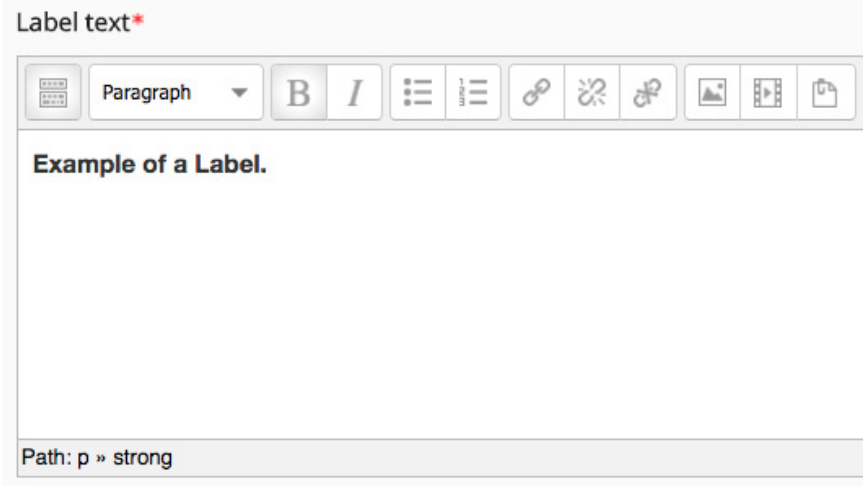
View of Adding a Label in the Add Activities Field



Step Three

Click into the Label Text field (the WYSIWYG editor) and write your label. Notice that you have the ability to format it.

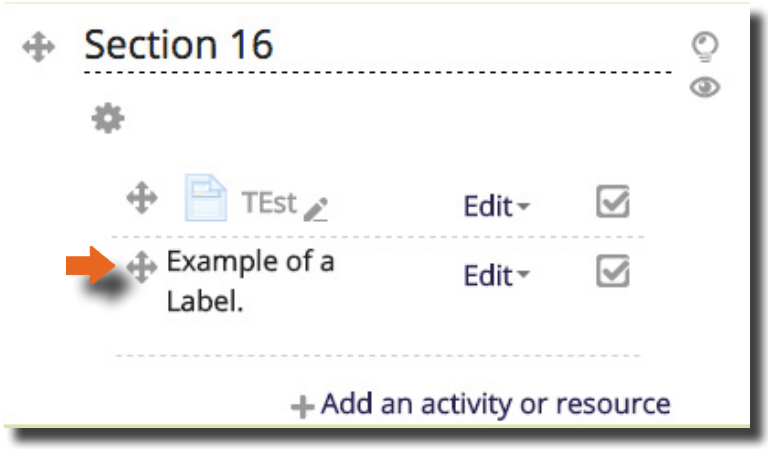
View of the space for creating the label content



Step Four

Navigate back to your section and notice the label appears (see next page for example).

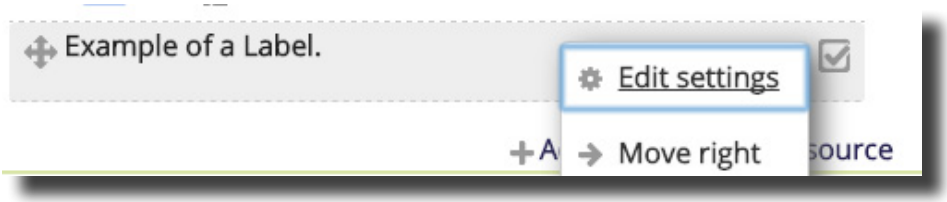
View of New Label



Step Five

The main difference between labels and titles can be seen in this step. Labels enable you to move the words around the screen. Simply click the edit link and click the arrow to move it left or right.

View of Function for Moving a Label

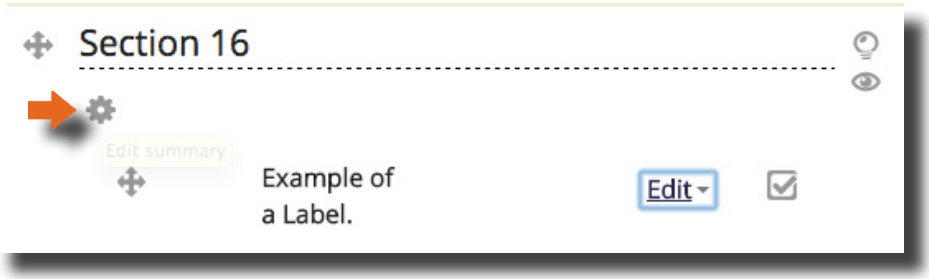


Now as you can see from the example image below, the label has moved over to the right, and above the Test activity. This makes it easier for students to understand what they are looking at.

Step Six

This step involves adding a title. To add a title, navigate to one of the main course content sections and click the tool icon under the word Section.

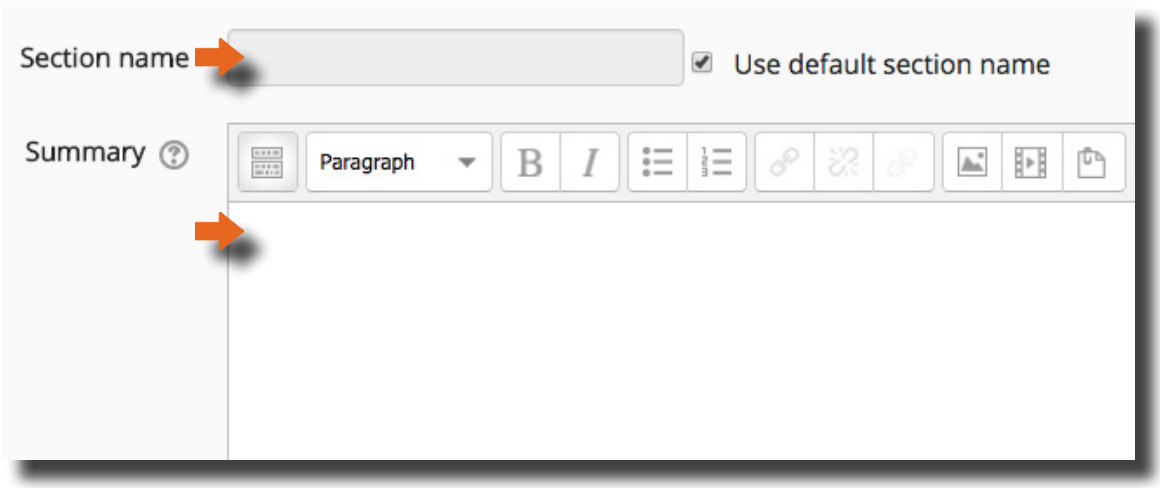
View of Title and Title Tool Icon



Step Seven

The Title page opens. If you like the title, Section 16, then keep the box Use deafualt section name checked. If you want to change the title, uncheck the use default section name box and enter your own title. Or, do not enter your own title and instead, enter the title in the summary box so that you may use the WYSIWYG editor options.

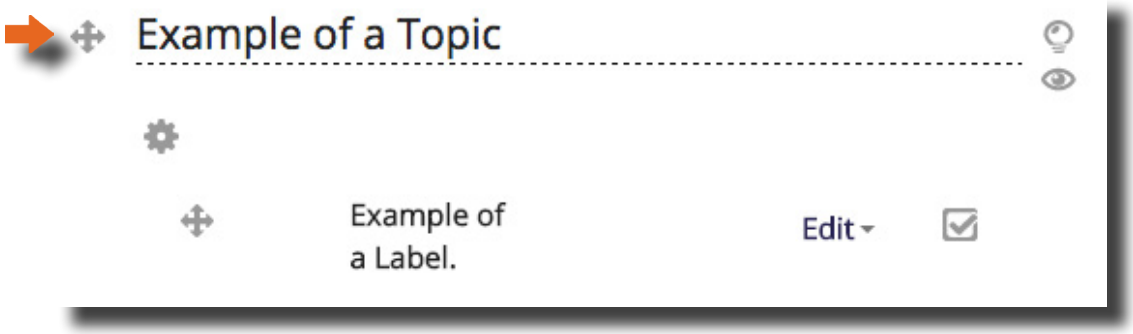
View of Title Page with Section Name or Summary Options



Step Eight

Once you type in your title, click save and you will see your new title. However, please note, unlike a label, you can not move it around the section. The new title stays at the top left side of each section. (See example on next page).

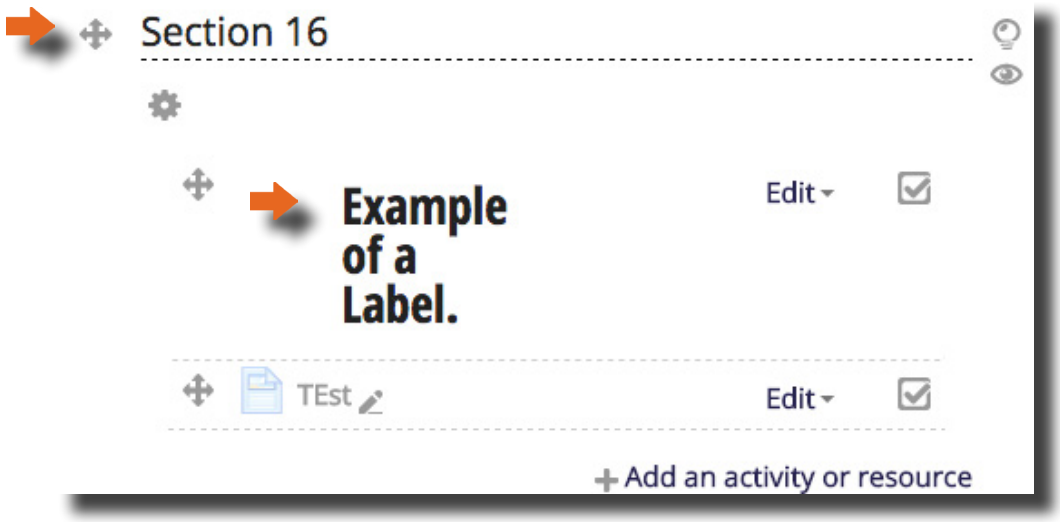
View of Title at top Left side of Course Page



Notice that the title has no Edit function on the right side of the screen as the label does. This means that there is not a way to move it around the section. This is why the IIDLD recommends using a label instead of a title.

Please note that you can not fully delete the Title. That is because the title is part of the course format that you chose in the Edit Settings options. You have options for choosing a weekly format, a section format, a grid format, and more. Therefore, it is recommended that you use the default Title for each section and then create a Label in larger font to help the students understand what they are seeing.

View of Smaller Title at the top and larger label in the middle



Have fun experimenting with Labels and Titles. Remember, the goal for using either in your course content is to ensure the information is clear and categorized easily for the students.

Uploading Files

KPScholar makes it easy for you to upload files. Most of the time, you will want to upload files into KPScholar so that students can download them for homework. You can upload many different types of files such as PDFs, Word Documents, images, and more.

Please use the below resources to learn more about uploading files.

Please click the play icon to watch the video about adding files:
(http://moodle.kpscholar.com/mod/url/view.php?id=37349).

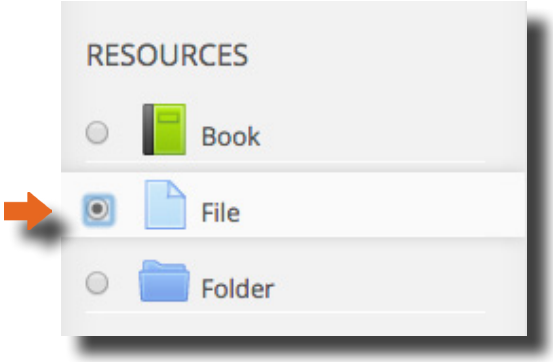
Please click the computer icon to read the adding files slideshow:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37332)

Please follow the below steps to learn how to add a file to your course shell.

Step One

In your course shell, click the Turn Editing On button, scroll down to the week that you plan on adding the file to, click Add Activity or Resource, and click add file.

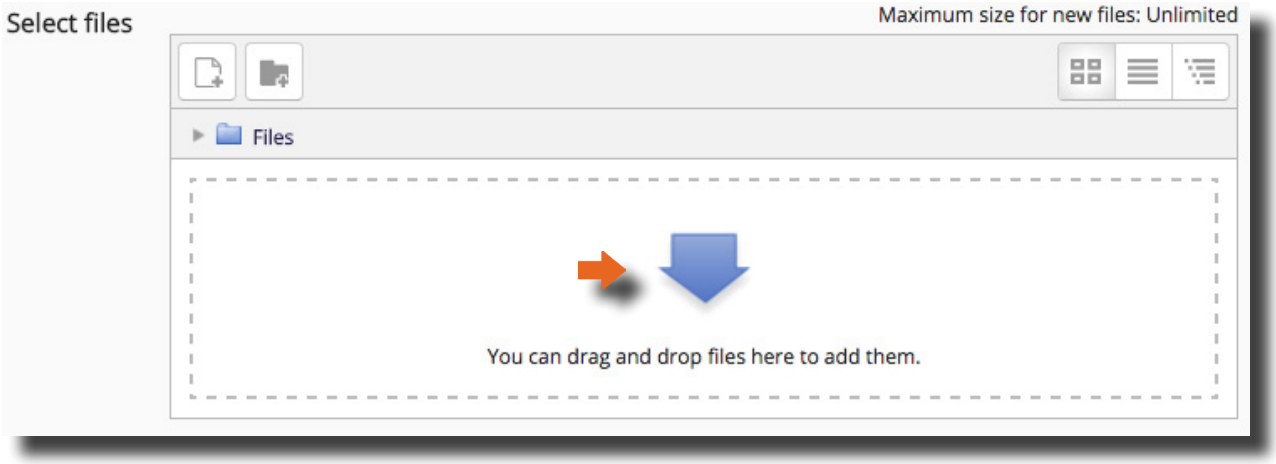
View of Adding a File Activity



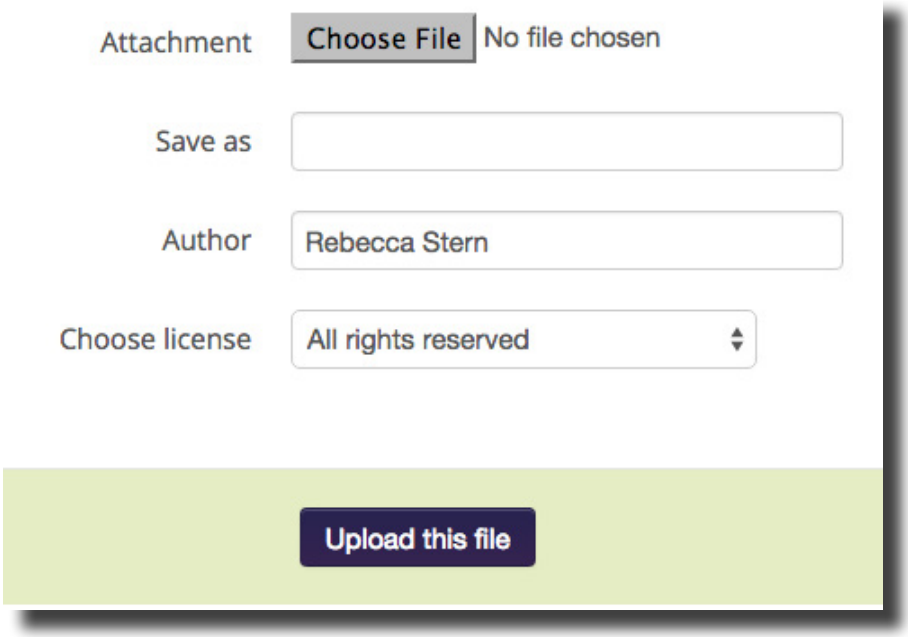
Step Two

The File Upload page opens. Title your file and add a description. Then scroll down to the content field and, if you are using Google Chrome as your browser, click and drag the file from your desktop directly into the KPScholar upload window. If you are not using Google Chrome, the drag and drop file function may not work. Instead, you should click the upload button, search for the file, and click upload. (See the next page for an image example).

View of Adding Content Uploader. Drag a document into the middle section if using Google Chrome



View of Adding Content Uploader once you click the upload file button



Three

Once your file is uploaded, double check it's there by navigating back to the section of the course content that you added it to and click it to test whether it downloads.

Uploading Video Content

KPScholar makes it easy to add videos. It is recommended that you add videos as links from other video websites such as YouTube. This way, the videos will take up less space on KPScholar. If you wish to upload videos directly to KPScholar instead of going through YouTube or Vimeo, please contact the IIDLD.

Please use the below resources to learn more about uploading videos.

Please click the play icon to watch the video about adding video:
(http://moodle.kpscholar.com/mod/url/view.php?id=37366)

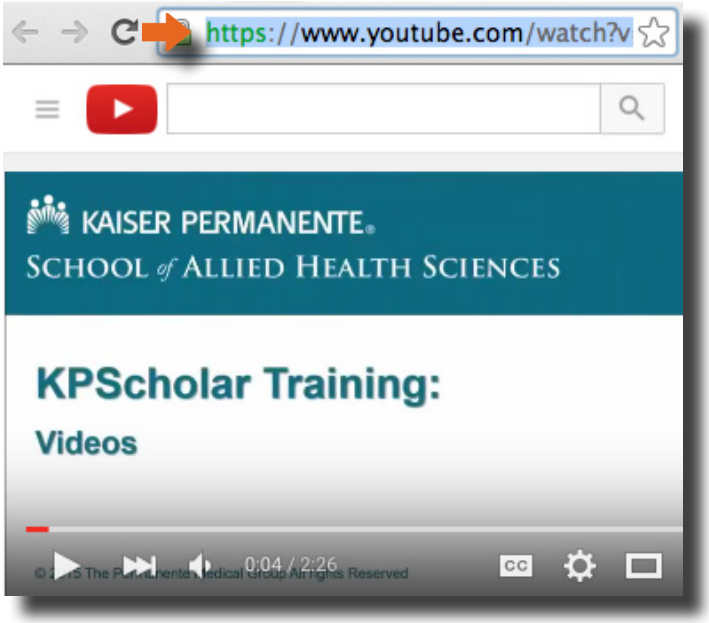
Please click the icon to watch the adding video slideshow:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37333)

Please follow the below steps to add videos to your course.

Step One

Visit www.youtube.com or www.vimeo.com and copy the video link that you would like to include in your course shell.

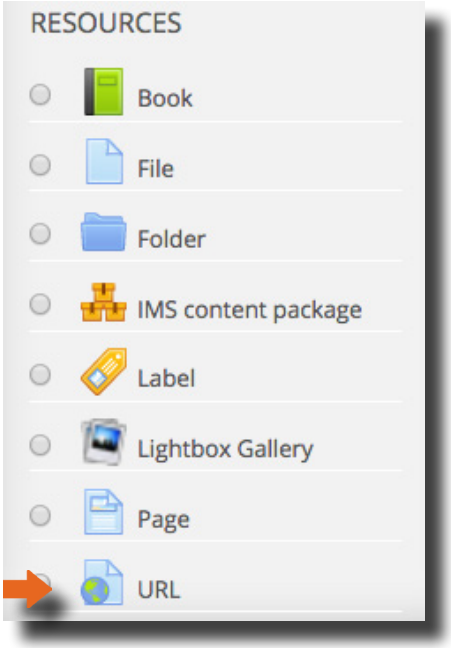
View of YouTube Video Link Example



Step Two

In KPScholar, navigate to the section of your course that you wish to add video. Click the Activities and Resources button and scroll down to URL. (See example image on next page).

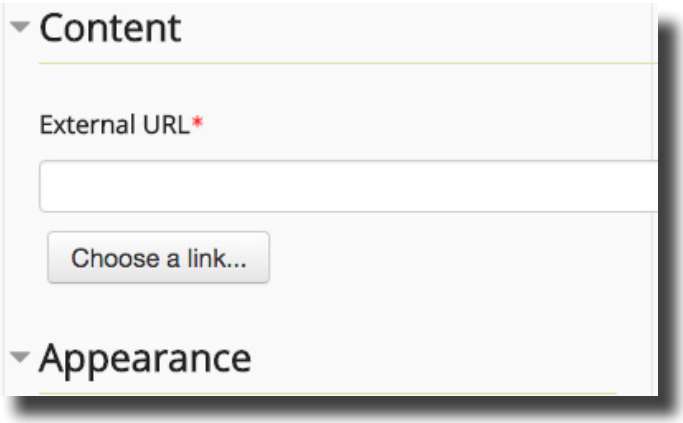
View of YouTube Video Link Example



Step Three

The URL page opens. After typing in a title and a description, scroll down to the Content and Apperance sections. Under content, paste the YouTube URL into the External URL link.

View of URL Page Input Fields



Step Four

Under appearance, you will find several options for choosing how the video displays including, Automatic, Embed, Open, and in Pop-Up. (See the difference of each option on the next page).

Automatic and Open will display the url as a link. When clicked, the video will open over the KPscholar page. This is not a best practice because it will navigate the students out of KPScholar.

Embed will embed the video so that it plays within KPScholar. This is a best practice beccause it keeps the students in KPScholar as they watch the video.

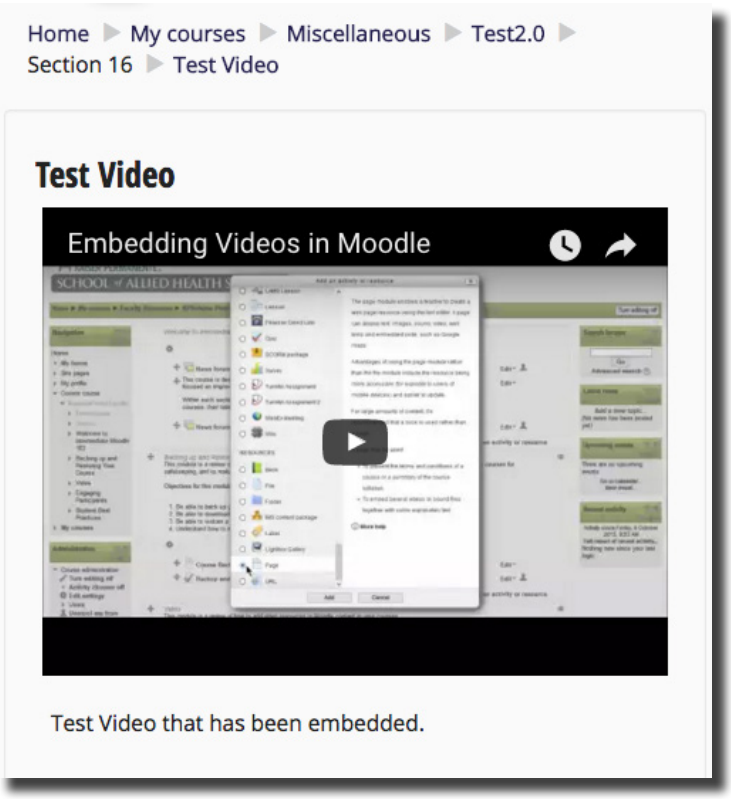
In Pop-Up is the last option. This option is effective because it opens the video in a new page. Therefore, the KPScholar page is still open in a window behind the video page. If you plan on using this option, ensure you explain how students can turn off the Pop-Up blocker settings in their browser. Some browsers have Pop-Up Blockers enabled which stops students from opening files like videos.

Not sure how to disable Pop-Up Blockers using the KPScholar preferred browser, Google Chrome? Click to find out.

Step Five

After choosing your desired video display setting, click save and display and test how the video plays for your user.

View of example video choosing the Embed Setting



Forum Posts

Forum posts are KPScholar discussion threads. This means that you write a question or a discussion and ask the students to reply. Their replies, along with yours, are listed in the same page, as one long online discussion. Forums enable you and the students to discuss course issues or topics in a safe online space. Forums can be graded or un-graded. It is recommended that they are graded and that you ask students to respond to at least two other users so that the discussion is more likely to engage everyone.

Please view the below resources to learn more about creating and using forums.

Please click the play icon to watch the Forum video:
(http://moodle.kpscholar.com/mod/url/view.php?id=37367).

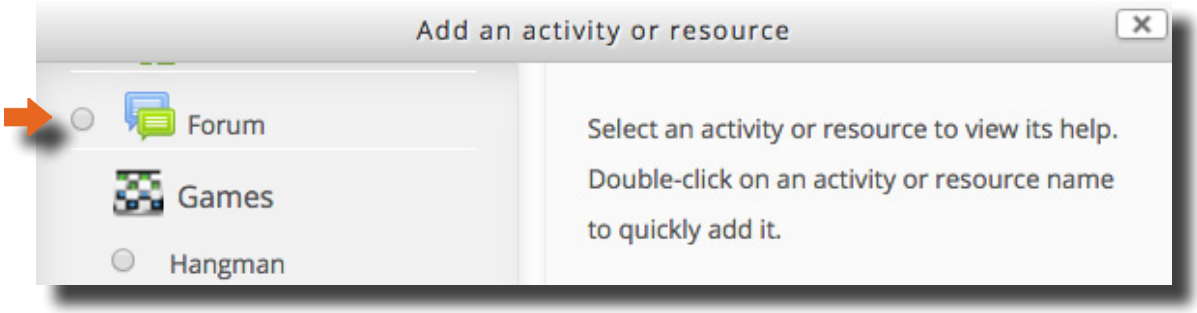
Please click the computer icon to read the Forum PDF:
(http://moodle.kpscholar.com/mod/resource/view.php?id=37327).

Please follow the below steps to create a forum post.

Step One

In your course shell, navigate to the week or section that you want to add the Forum post to, then click Add Activitiy or Resource, Forum.

View of Forum Activity Option in Activities Window



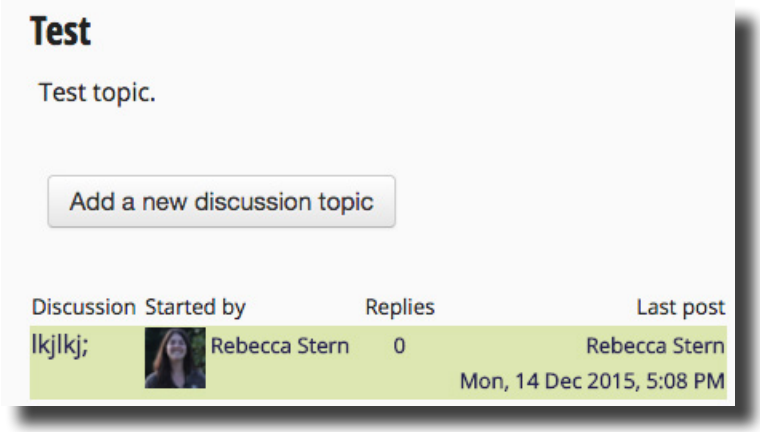
Step Two

The Forum page opens. Title the forum and provide a description. It is recommended that you read through each Forum page input filed before writing your description. This way, your options will match the details you tell the students in the description field.

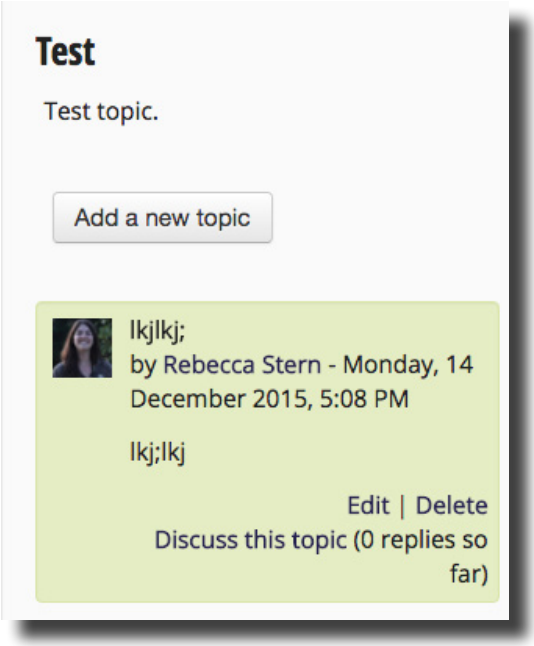
Step Three

Forums provide a number of different field options. One of the main fields to consider is the type of forum you want the students to use. This field option is called Forum Type. Read through the below forum types to choose the right one for your assignment needs.

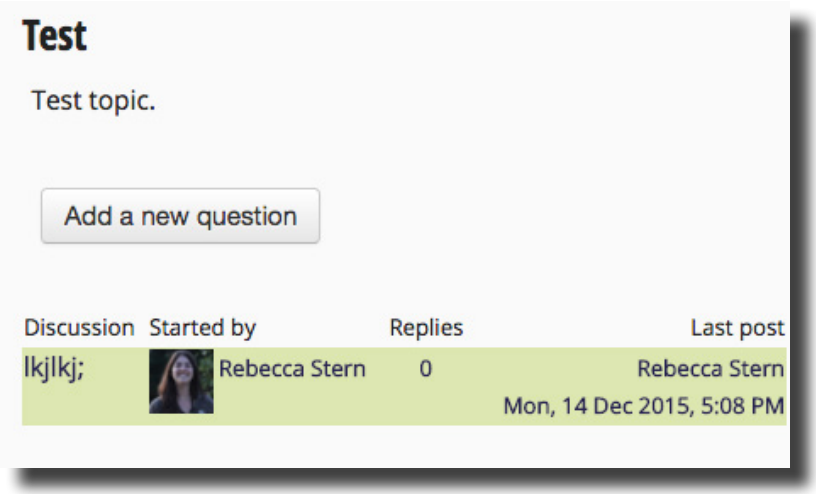
Standard Forum for General Use: Displays everyones discussion and allows anyone to write a discussion or reply to a discussion. See image below.



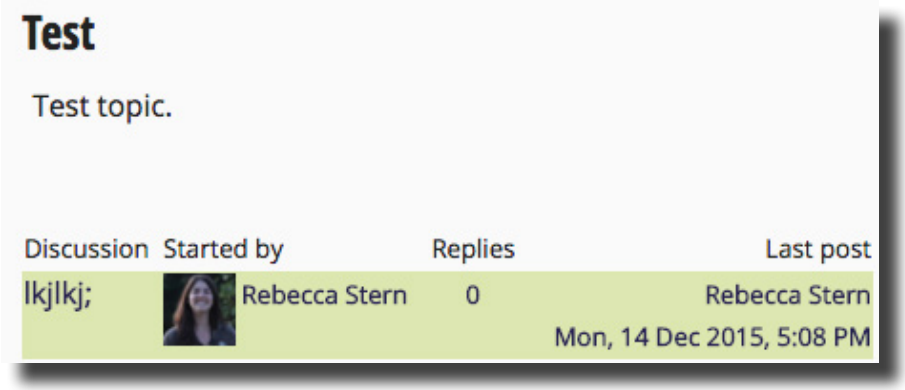
Standard Forum displayed in Blog-like format: Similar to Standard Forum for General Use but uses the terminology *topic* instead of *discussion.* Every post is displayed on one page. See image below.



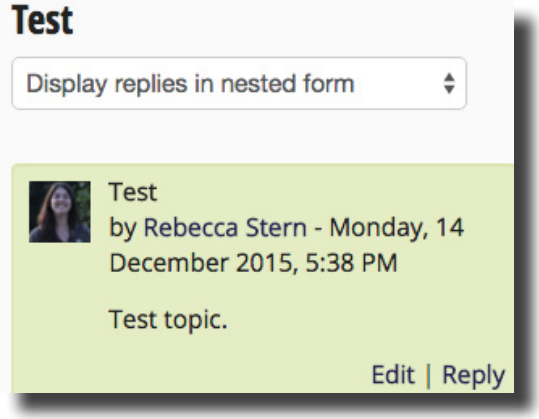
Q and A Forum: Similar to the other two types of forums. However, the content uses the term *question* and students can not view other posts until they have posted a question. See image below.



Each Person Posts One Discussion: Similar to the other three types of forums. However, students are limited to posting one discussion. They can still reply to everyone else's discussion. See example image below.



Single Simple Discussion: Using this forum type, you would post one discussion and everyone would reply to it. See example image below.



Step Four

After choosing the Forum Type, go through the other forum input fields to tailor the forum to your liking. Some of the popular and more effective field options include:

Word Count: This field will help you set a limit on the amount of words each student is allowed to post in the discussions. Please choose a reasonable amount of words as you may not want the students to enter an entire page of writing.

Subscription Mode: If you would like to update each student when a post is updated or posted, then choose this mode. It is not recommended that you use this mode in every forum post assignment because the email alerts will add up.

Read Tracking: Turn this setting on, it will help students understand which posts they have already read.

Time Period for blocking: Use this setting if you find that students are posting too ofter. You may choose to block the number of days they must wait to post again.

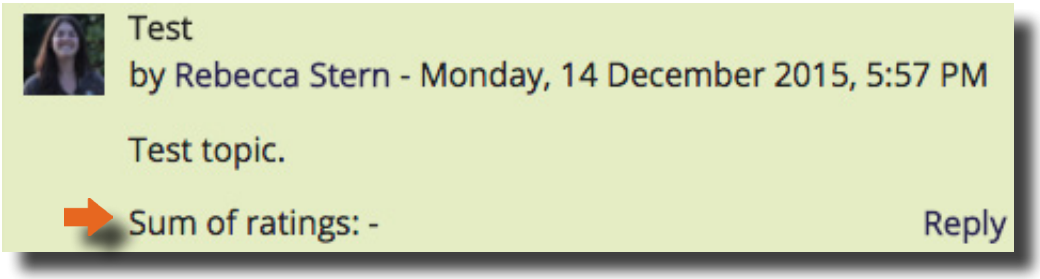
Rating: If you wish to grade the students for completing the forum, then fill out this section. Forum posts are usually smaller assignments. You could choose to grade them with points and say each post is worth one to two points each.

Once you are satisfied with your field selections, choose save.

Step Five

Once the forum posts have been used by the students, click on the forum in KPScholar and input each student's point by clicking into the Sum of Ratings field.

View of Each Student's Point Field for the Forum Discussion



Chapter 6: Quizzing

Overview

In KPScholar, creating a quiz does not have to mean creating a hard test. You could use quizzing as a formative assessment or as a start of class warm up. KPScholar has a three-step process for creating a quiz. These steps involve the following elements: creating a Quiz Bank where you will store your quiz questions, creating quiz questions, and creating the quiz itself. KPSAHS also has another software for creating quizzes called ExamView. You will learn about all of these quizzing choices in this chapter.

In Chapter Six you will:

[Create a quiz bank in KPScholar]

[Create a quiz question in KPScholar]

[Create a quiz activitiy in KPScholar]

[Learn about Examview]

Home

Question Bank

When you create a quiz in KPScholar, the first thing you should do is create a Question Bank. Question Banks house your questions, making it easier to find and organize them. Think of Question Banks as crates that hold supplies in your garage. Each crate has a label on it that describes what's inside. For example, the nails crate says nails. You would categorize Question Banks the same way that you would categorize the crates. If you didn't use the Question Banks, all of your questions will be displayed in a long list, making it harder for you to find questions for each specific test.

Please review the below resource to learn more about Question Banks.

Please click the mouse icon to read Moodle Question Bank documentation.
(https://docs.moodle.org/24/en/Question_bank)

Please follow the below steps to create a Question Bank.

Step One:
In your course shell, navigate to the Administration Block and click Categories under the Question Bank dropdown menu.

View of Categories link in Administration Block

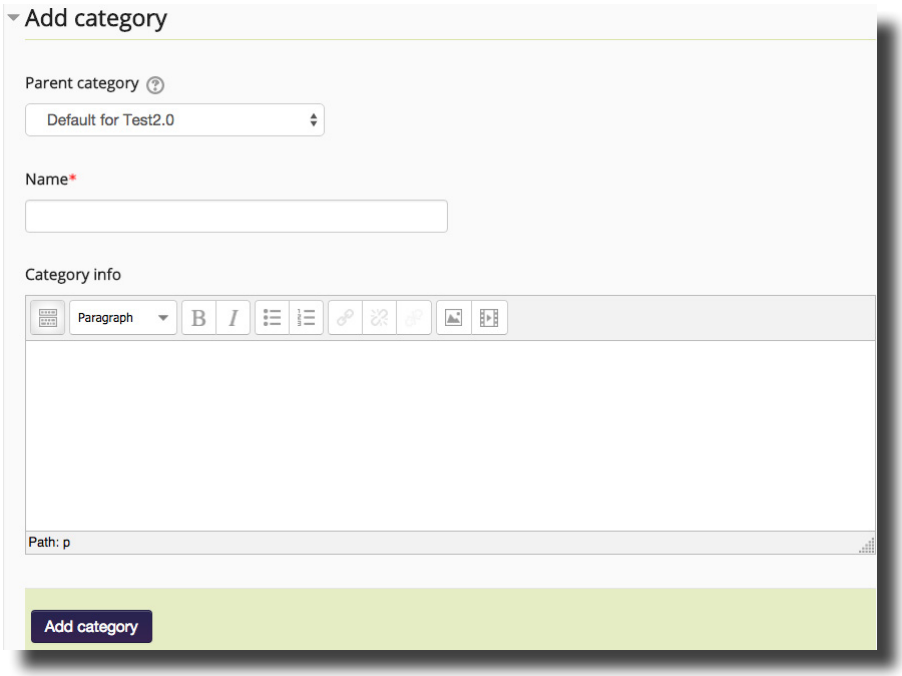
Step Two:
The Edit Categories page opens. You will see the categories in bold and the number of questions in each category in parentesis.

View of an example category

Step Three

To add a new category, scroll down the page and enter your category name into the appropriate fields. Then press Add Category.

View of Add Category Fields

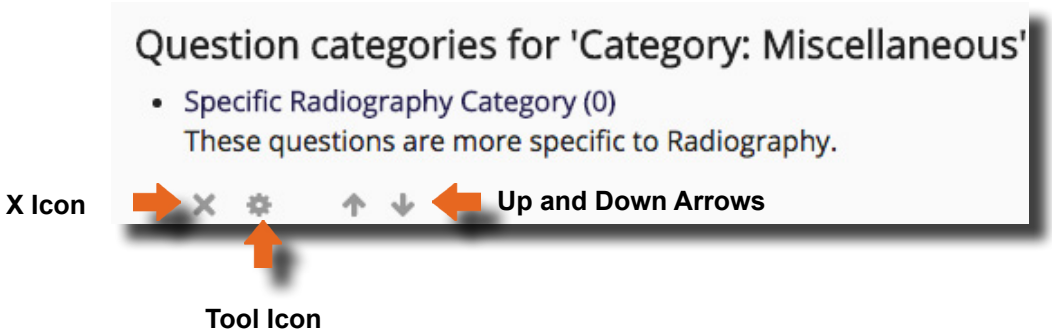


Step Four

Your new category will appear at the top of the page. If you find that you want to move the category into another category, simply click the up or down arrows. You can also delete the category by pressing the X icon and you can edit the category by clicking the tool icon.

Once your Question Bank is organized to your liking, move on to create questions.

View of New Category Example



Quiz Questions

Quiz Questions are the second step in creating a quiz for your students. Quiz Questions can be Multiple Choice, True Fale, Short Answer, Matching, and more. The example used in this chapter will be Multiple Choice. Quiz Questions can quickly add up making it hard to find them. This is why it is important to place each question into a Question Bank as you create them.

Please read the below resources to learn more about creating Quiz Questions.

Please click the play button to watch how to add quiz questions. Scroll to 2 minutes and 25 seconds to find this section of the video). (http://moodle.kpscholar.com/mod/url/view.php?id=37370)

Please click the mouse icon to read the Moodle documentation on quiz settings : (https://docs.moodle.org/24/en/Quiz_settings)

Please follow the below steps to create a Quiz Question.

Step One

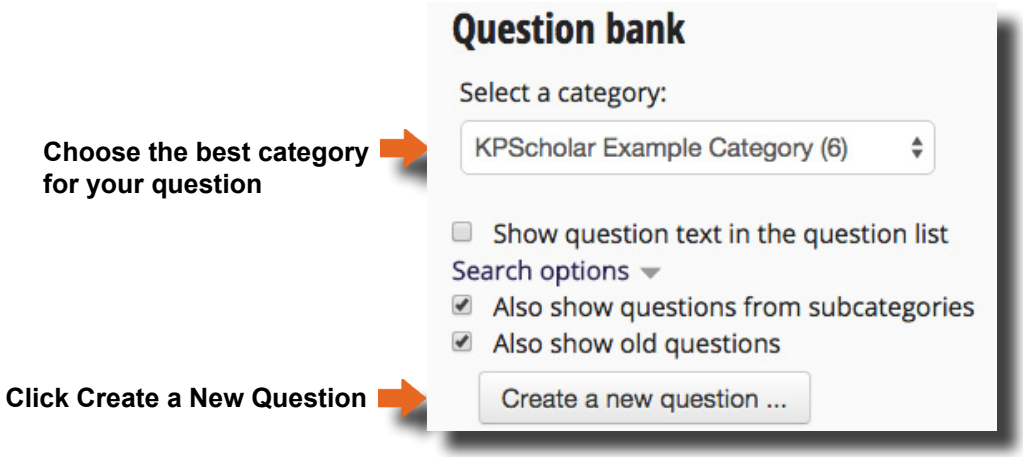
In your course shell, navigate to the Administration Block and click Questions.

View of Questions Choice in Administration Block

Step Two

The Questions page opens. Choose which Questions Bank you would like to question to be placed into. Then click Create New Question.

View of Questions Page



Step Three

The Multiple Choice Questions page will open. There are many different input fields for this page. Please read through each field to understand its function and whether or not you wish to use it.

Category: The category of the Question Bank you would like to question to go into.

Questions Name: The name of your question, students do not see this.

Questions Text: Your question.

Default Mark: The number of points you will be providing for this question.

General Feedback: Shown to the student if the quiz is set to Adaptive Mode (you will learn about this later in the chapter). This feedback is general because it is shown to everyone no matter what they scored on the question.

One or multiple answers: If your question has more than one answer, specify that here.

Shuffle the choices? It is recommended that you shuffle choices so that the students have a harder time retaking the quiz when need be.

Number the choices? It is recommended that you choose letters as numbers might get confusing when asking a math question.

Answers: This is the field where you input your answers.

Grade: This field specifies which answer is correct. Choose 100% next to the correct answer.

Feedback: This feedback is more specific because it is based on whether the student chose the correct answer.

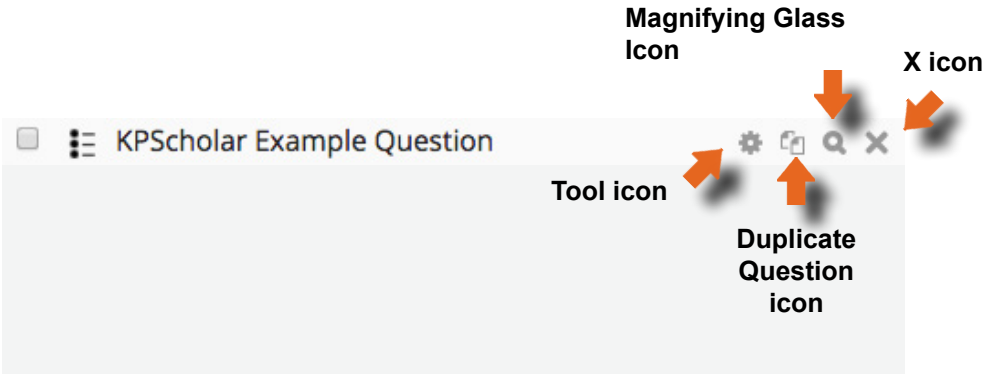
Combined Feedback: This feedback is more general. Write in what the students will see if they get a correct or partially correct answer.

Multiple Tries: Use this field if you enable the students to answer each question more than once. You can choose to give them a penalty for each additional try and write feedback along with it.

Step Four

Once you are satisfied with your choices, click Save Changes and you will be taken back to the Question page. Find your question. You can choose the tool icon to delete the question, the paper icon to duplicate the question, the magnifying glass icon to see what the question will look like in a quiz, and the x icon to delete the question.

View of Question on Question Page



Step Five

Once you are finished situating your question, please move on to create the Quiz Activity.

Quiz Activities

The last step in creating a quiz is creating the quiz activity. The quiz activities has many settings that you will see outlined in this section. One thing to keep in mind is that there is no setting for adding a question. You must first create the activity, input all of your desired fields, and then add the quiz questions after you save the quiz activity. Another thing o keep in mind is that you can not print out your quiz from KPScholar, so, all of the KPScholar built quizzes must be completed online.

Please use the below resources to learn more about building a Quiz Activity.

Please click the mouse icon to read PDF instructions on how to set up a Quiz Activity: (http://moodle.kpscholar.com/pluginfile.php/73760/mod_resource/content/1/Quick%20Guide%20to%20Settings%20Building%20a%20Formative%20Learning%20Style%20Quiz.pdf)

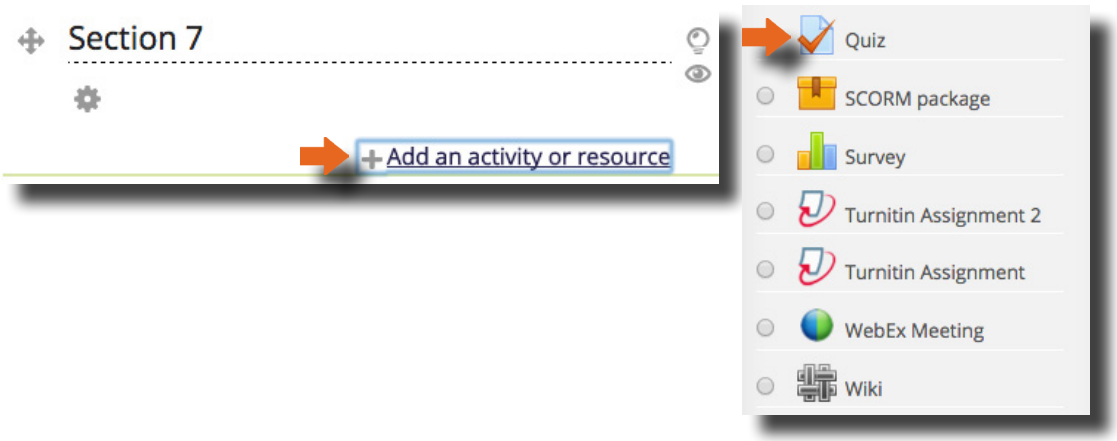
Please click the play button to watch how to add a quiz video. (http://moodle.kpscholar.com/mod/url/view.php?id=37370).

Please follow the below steps to create a quiz activity.

Step One

In your course shell, choose the section that you would like to place the quiz into, make sure editing is turned on, choose the Activities and Resources button, scroll down and choose Quiz.

View of course section for adding the quiz and the quiz activities window



Step Two

The Quiz Activities page appears. Please read through the below fields so that you can decide which sections are appropriate for your quiz.

Name: name your quiz.

Description: Describe the quiz to the students. How many questions will there be? Is it timed? What else should they know before starting the quiz?

Timing: Click into the enable box to set the date the quiz opens and closes. You can also choose to set a time limit which will appear as a stopwatch on the left side of the screen when students take their quiz.

When time Expires: It is a best practice to choose "Attempts are submitted automatically" so that a student's answers are submitted into the system if their power goes out.

Submission Grace Period: If you're allowing a grace period, this choice lets you decide how many days the grace period will last.

Grade Category: Choose which category in the gradebook you would like the quiz grade to fall into.

Attempts Allowed: Choose the amount of times you would like the students to take the quiz.

Grading Method: This field is set to highest grade unless you change the attempts allowed to greater than one.

Layout: Choose if you would like the questions shuffled within the quiz or in linear order.

New Page: Decide if you want every question on it's own page or all of them on one page.

Navigation Method: Decide if you would like students to start on any question of if they must start at question one.

Shuffle Within Questions: If you would like the answers shuffled within each question, choose this field.

How Questions Behave: This field is important. If you would like your feedback to appear after each question, then choose Adaptive Mode. If you would like your feedback to appear after the student answers all of the questions, then choose deferred mode.

Each Attempt Builds on the Last: If you would like each attempt to build on the attempt before it, then choose Yes or no.

Review Options: These option choices are dependent on the Question Behavior mode that you chose. For the most part, you can override the mode and check whichever options work for you. Your choices include deciding whether feedback is going to appear During the Attempt when the students are still taking the test, Immediately After the Attempt when the students just finished the test, Laster, While the Quiz is Still Open, or After the Quiz is Closed.
To avoid the possibility of cheating, it would be effective to display feedback After the Quiz is Closed.

Appearance: Decide if you would like to show the user's picture, add decimal places to the grades or questions, and show blocks during quiz attempt.

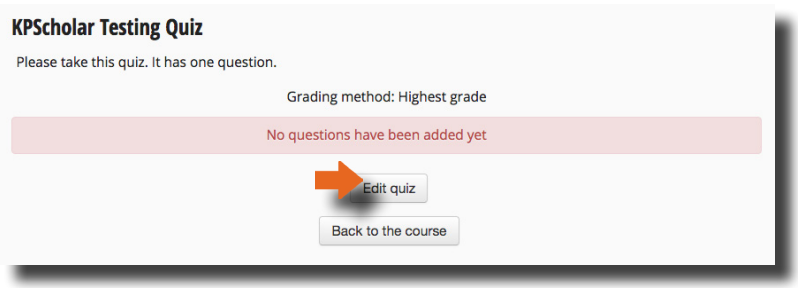
Extra Restrictions on Attempts: You might find that a student needs to retake the quiz. Use this field to provide them with a password so that only they can retake it.

Overall Feedback: This is the last field for writing feedback. You can create a grade boundary so that anyone that receives the boundary that you determine will receive the same feedback. For example, if you input 70% and wrote, try again, then anyone that received a 70% would see your "try again" feedback.

Step Three

Once you are done inputting the fields of your choosing, click Save and Display. The Quiz page appears. Click Edit Quiz to add the Quiz Questions.

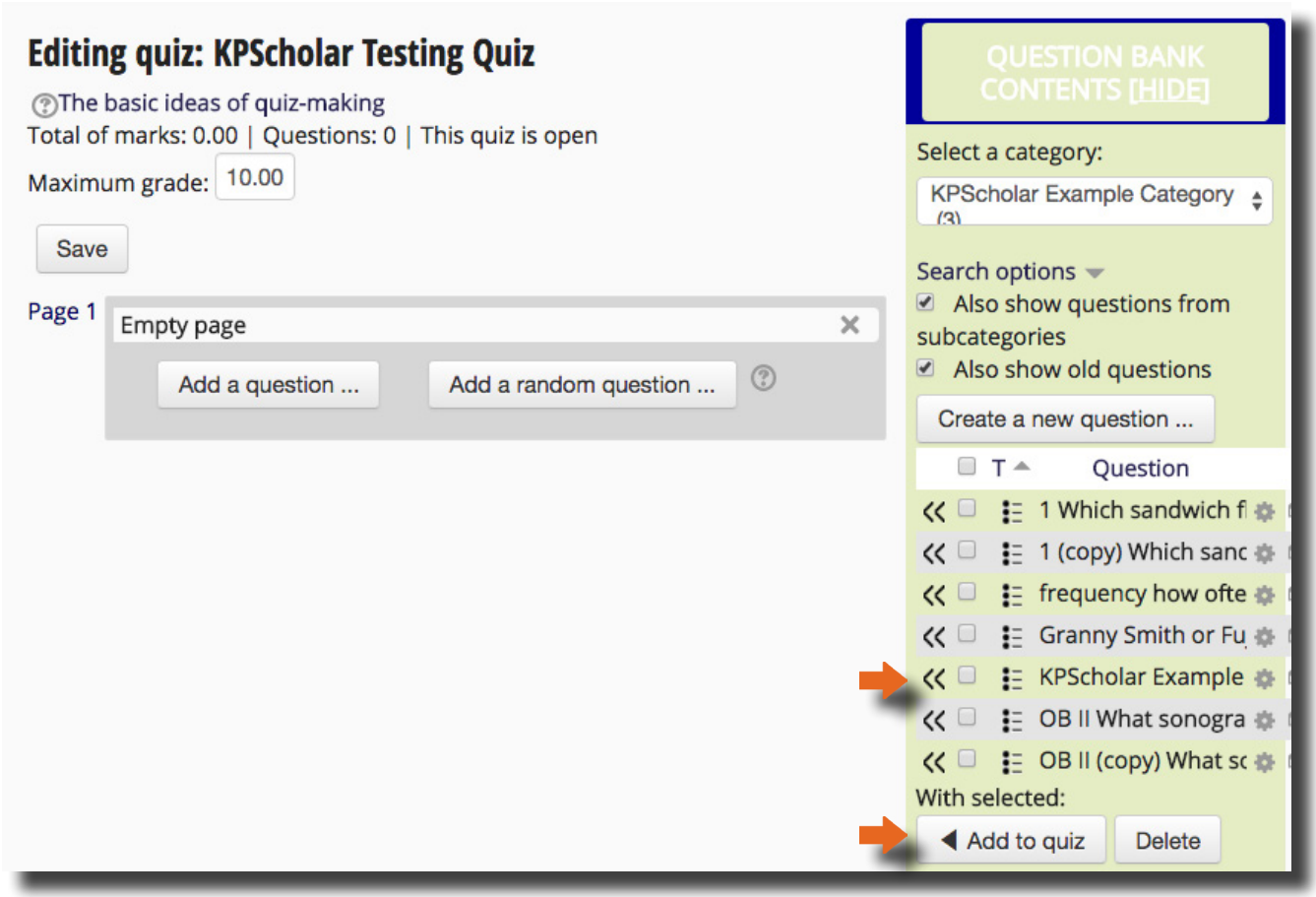
View of Quiz Activity After Clicking Save



Step Four

The Editing Quiz page opens. On the right side of the screen, check the boxes next to the questions you want to use in the quiz, and click Add to Quiz.

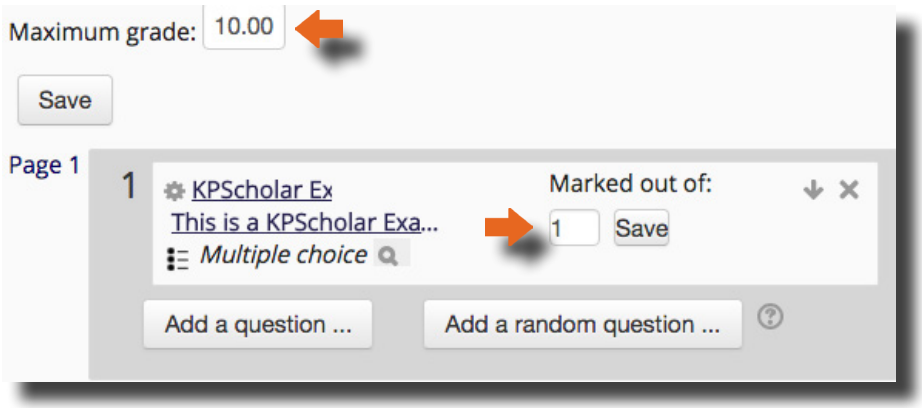
View of Editing Quiz Page



Step Five

The Page one Field is now updated with the question that you moved into the quiz. Ensure the question marks add up to the Maximum Grade.

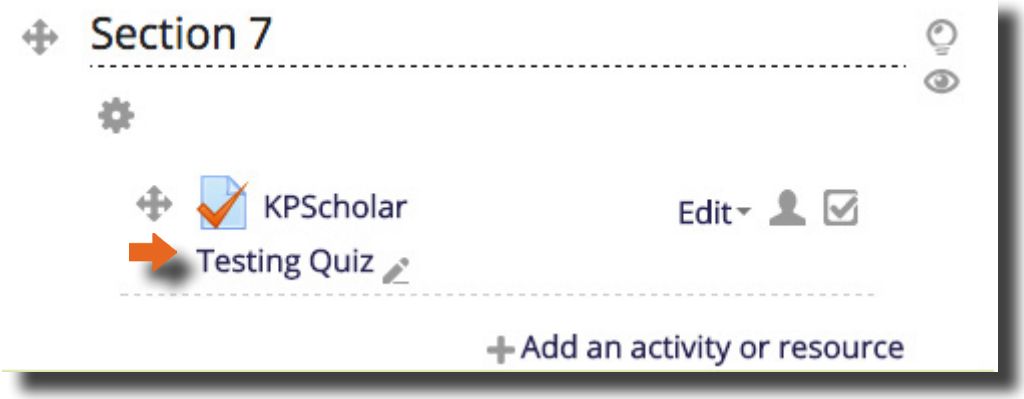
View of Editing Quiz Page with Question Added



Step Six

Once you are finished adding questions, go back to your main course page and scroll to the section that you added the quiz so that you can verify that it is working.

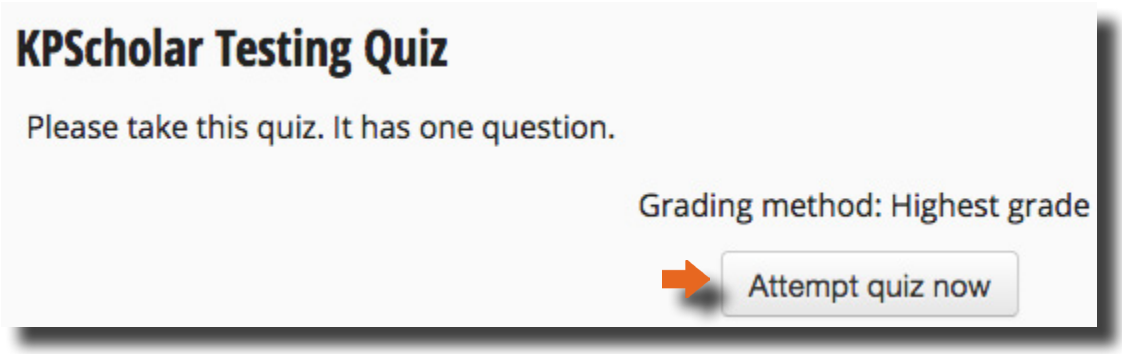
View of Quiz in your Main Content Section



Step Seven

Click the quiz icon and the quiz page appears. Click attempt quiz now to ensure that the quiz is designed exactly as you wanted it to look and function.

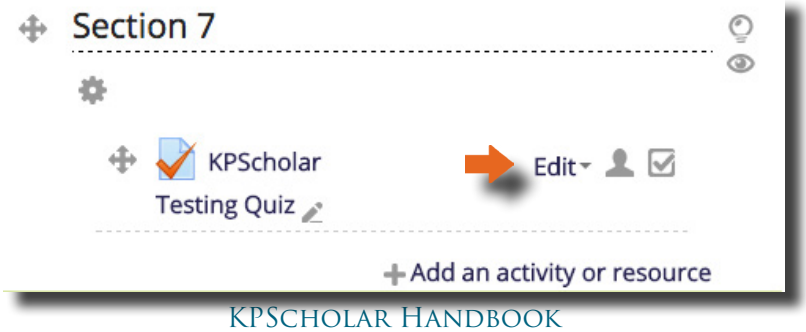
View of Quiz Activity Opened in KPScholar



Step Eight

If you find that you would like to change something in the quiz, go back to the section that the quiz is placed into and click edit to makes changes.

View of Quiz in your Main Content Section



ExamView

ExamView is a software outside of KPScholar used to create quizzes. ExamView has the ability to create question banks, questions, and tests. What is most important about ExamView is that it provides you with the ability to print out your tests and to import test questions from your course workbooks. ExamView connects with KPScholar. Thus, you may create a quiz in ExamView and upload it into one of your Question Banks in KPScholar.

It is up to you whether you choose to use ExamView to create quizzes or KPScholar. Keep in mind ExamView's increased functionality of enabling you to import textbook questions into quizzes and to print out quiz

Please use the below resources to use ExamView.

Please click the play button to watch the ExamView video tutorial:
(http://moodle.kpscholar.com/mod/url/view.php?id=37371)

ExamView is only available to Full-Time staff. Please contact DLD to see if you qualify to use ExamView.

Policy Statement 1

POL-DL-001-0815 Digital Content and Data Curation

As the Kaiser Permanente School of Allied Health Sciences (KPSAHS) continues to grow in the area of digital learning, the digital footprint of the school will likewise continue to grow. To this end the clarification of the roles and responsibilities of ownership, content creation, and digital curation and must be addressed. In alignment with WASC digital content policies:

> **The program director and faculty of KPSAHS assume responsibility for ensuring that the technology and content used in their department adheres to the Copyright and Fairuse Policy (POL-DL-03-083115) and also suits the nature and objectives of the respective course and its instruction.**
>
> **Digital curation of content that is created by the either the instructor, program director, outside consultants or the Department of IIDL is the responsibility of the Director of the requesting department or individual instructor of the associated academic program.**
>
> **With regards to the school's digital footprint no single KPSAHS entity retains control or ownership of these shared services. While the Department of IIDL will provide consulting services to the level of their resources, each individual department takes responsibility for the use and curation of these services including digital course/content creation and backup.**
>
> **Ownership of materials, faculty compensation, copyright issues, and the utilization of revenue derived from the creation and production of software, telecourses, or other media products shall be agreed upon by the faculty and KPSAHS prior to the initial offering of the course, program, or faculty engagement. Unless otherwise agreed upon this shall be in accordance with the Intellectual Property Policy (POL-**

Policy Statement 2

PRO-CP-002-0715 Credit Hour

KPSAHS operationalizes the credit hour policy (POL-CP-002-0715) by scheduling courses with specific class time, developing curriculum considering out-of-class work, and aligning clinical hours to the credit hour policy.

In brief, each credit hour awarded by the Kaiser Permanente School of Allied Health Sciences is equivalent to a minimum 30 hours of student work, as reflected in the following matrix below noting difference course categories.

Courses offered online will comply with the credit hour policy by replacing classroom-based time with activities involving instructor interaction in the online modality, such as discussion forums or interactive webinars. These online activities will require the same amount of student time as would have been scheduled in a traditional classroom. For example, a didactic class of three quarter credit hours requires three hours of class time per week; when offered online, this same course will be designed to include three hours of activities per week involving instructor interaction.

Policy Statement 3

PRO-SR-112-0915 Online Course Attendance

Catalog/Syllabus Statement:

Online courses with weekly class meeting(s) conducted synchronously: Attendance is taken for all synchronous class meetings conducted in the online environment.

Online courses without a weekly class meeting, conducted asynchronously: Attendance is taken on a weekly basis. The attendance week begins Monday at 12:00 a.m. pacific time and ends the following Sunday at 11:59 p.m., except in the final week of the quarter when the attendance week ends Friday at 11:59 p.m.

Students will be counted present in a given week when at least one of the following activities occurs:

- **Student participates in an online webinar such as WebEx or GoToMeeting**
- **Student submits an assignment**
- **Student completes a test or quiz**
- **Student posts to a discussion board**
- **Student completes a course evaluation form**

Guidance for instructors:

Attendance is to be entered into CampusVue within 24 hours of the attendance week closing; in other words, by 11:59 p.m. on Mondays for the preceding week.