

Instructor's Guide

Welcome to NextThought!

Welcome to NextThought! We're excited that you've chosen to partner with us in building the future of online learning.

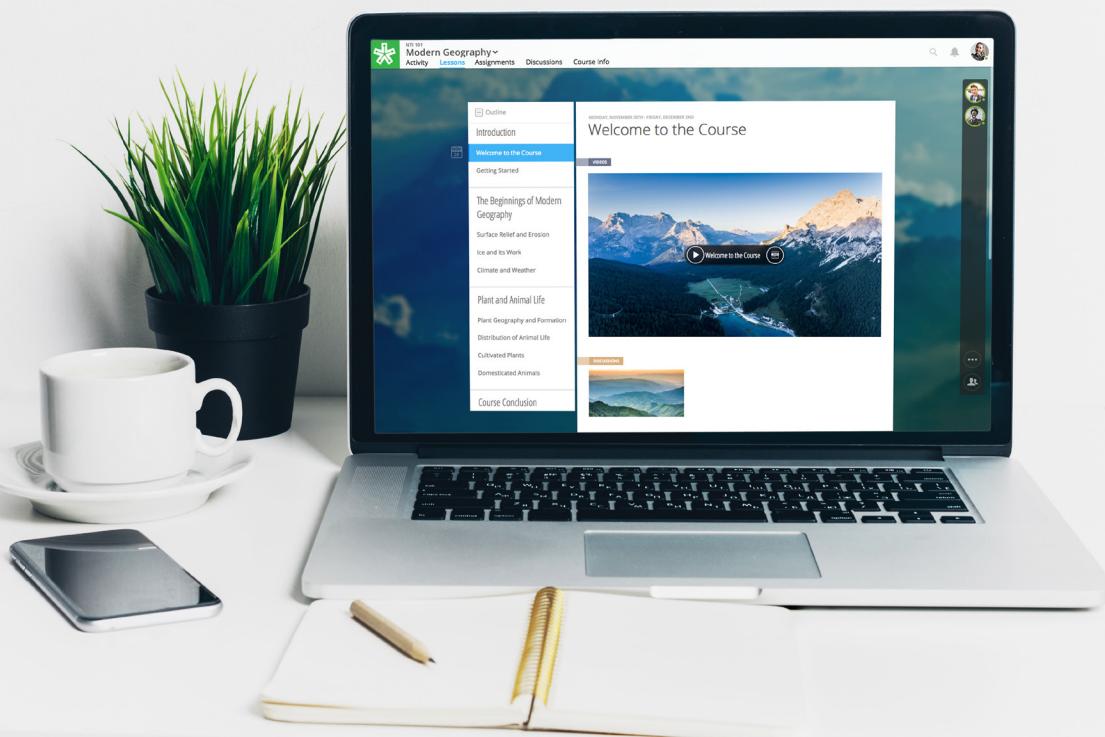
Our platform offers a multitude of features to manage, facilitate, create, and customize your learning environment. We're unlike any learning platform you've experienced before, so we want to be sure and cover all of your questions. In this guide we want to walk you through our platform: from helping you understand the types of content we support, to building an entire course! Of course, you may not need all the explanation provided, so feel free to skip around in this guide to find what you're looking for.

In this guide we've included descriptions of supported materials, course organization, course communication features, how to use the Gradebook, as well as step-by-step procedures in creating a course from start to finish.

If you have any questions, please do not hesitate to contact us. Typically you will have been assigned to a Project Manager to take care of any questions or concerns. If you do not know who to contact, you can always contact us at support@nextthought.com.

Enjoy your course!

The NextThought Team



Platform Features

The NextThought platform offers you several features to manage, facilitate, create, and customize learning! Below, we've briefly listed some of our features. We will further explore these features throughout the guide.

Supported Content

Hosted Text for Readings
PDFs, Slides, and Other Downloadable Materials
Videos
** From Kaltura, Vimeo, YouTube, others*
Video Transcripts
Assignments and Self-Assessments
Discussion Forums
External Links
Surveys and Polls
Timelines
Images and Video Reels

Assessing and Grading

Review, Assess, and Grade
Filtering and Sorting
Roster
Grade Prediction
Export Grades
Final Grades
Reset or Excuse Grade
Assignment Feedback
Assignment Download
Participation and Progress Reports and Roster
Gradebook Notifications

Communication

Email Course
Email Student
Notifications
Add a Contact
Chat
Notes
Forums and Announcements
Community Pages
Group Pages

Course Authoring

Add Units, Lessons, and Sections
Arrange, Organize, Add, and Edit Content
Create an Assignment
Create a Reading

**Organization
Content
Gradebook
Communication**

Course Organization

A course is organized into five views: *Activity, Lessons, Assignments, Discussions, and Course Info*.

The screenshot shows a course navigation bar with the following items:

- Video-Demo (highlighted)
- Modern Geography
- Activity
- Lessons
- Assignments
- Discussions
- Notebook
- Course Info

* Access these pages by first clicking on the course in your library.



Activity View

The Activity View organizes activity within the course into a stream and invites students to engage in the course within the activity that is most relevant to the course schedule. The stream displays activity in order from most recent to oldest and includes assignments, readings, active forum posts, as well as notes currently being discussed.

Lessons View

The Lessons View contains all of the lessons or content for a course. This Lessons page is divided into two sections: an interactive course outline to the left modeled after the course syllabus, and the lesson content to the right of the outline. Clicking on an individual lesson within the outline will display all content inside of that lesson. Typically one lesson will include brief lesson videos, a discussion, readings, and perhaps a self-assessment or assignment.

If dates have been set for lessons, calendar dates will appear when students or instructors hover their mouse over the lesson title in the outline. This feature alerts the student as to when he or she is expected to start interacting with the lesson's material.

Assignments View

The Assignments View allows access to your Gradebook and student assignment activity. It also enables you to view and download student assignments and export grades. The Assignments View is organized into three (Gradebook) tabs.

The screenshot shows the Assignments View interface. At the top, there are three dropdown menus: 'All Assignments' (selected), 'By Lesson', and 'Search Assignments'. A 'Create' button is also present. Below the menu, there are two course sections:

- Welcome to the Course**: Contains an assignment titled 'Exploration Assignment' due on Wednesday, March 22 at 11:52 AM CDT. The completion status is 0/7.
- Getting Started**: Contains an assignment titled 'Academic Integrity' due on Friday, January 26 at 11:59 PM CST. The completion status is 6/7.

Assignments Tab

Contains an interactive list of assignments within the course. Selecting an assignment allows you to see all student submissions for that specific assignment and assign grades, offer feedback, and reset and excuse assignments.

The screenshot shows the Grades & Performance Tab. At the top, there are three dropdown menus: 'Open Students' (selected), 'All Items', and 'Search Students'. Below the menu, it says '1 - 7 of 7'. The list of students is as follows:

STUDENT	STATUS
Rachel Hernandez	NO ACTION ITEMS
Andre Johnson	1 ASSIGNMENT OVERDUE
Jenny Liu	NO ACTION ITEMS
Vera Petrov	NO ACTION ITEMS

Grades & Performance Tab

Displays an interactive list of all students in your course. Selecting a student will allow you to view that student's submissions and grades for the course as well as assign grades.

The screenshot shows the Activity & Notifications Tab. It lists recent interactions:

ACTIVITY	TIME
You commented on QUIZ: Surface Relief and Erosion for Andre Johnson	1:16 pm
Andre Johnson left feedback on QUIZ: Surface Relief and Erosion for Andre Johnson	1:15 pm
Jake Wright submitted QUIZ: Erosion	10:59 am
Andre Johnson submitted QUIZ: Erosion	10:59 am
Vera Petrov submitted QUIZ: Erosion	10:59 am
Jenny Liu submitted QUIZ: Erosion	10:58 am
Sven Weber submitted QUIZ: Erosion	10:58 am
Rachel Hernandez submitted QUIZ: Erosion	10:58 am

Activity & Notifications Tab

Displays relevant updates about student submissions and feedback by most recent to oldest.

* Please Note: These three sections also appear for students; however, their content differs from the instructor's view.

Discussions View

Contains the discussion forums for the class. The students can respond to your discussion prompts or create their own discussions. You may also post course announcements here.

The screenshot shows a sidebar with navigation links: Forums, Open Discussion, MY SECTION, Discussions (which is selected and highlighted in blue), Announcement, Other Discussion, MY SECTION, and Forum. The main content area shows a post titled "Welcome to the Course!" by "Modern Geography" posted 2 days ago. The post text reads: "Welcome to the course! I'm excited to be teaching this course on modern geography through the NextThought platform! Since we aren't in person, let's start the class by introducing ourselves! Please use the comment section below to tell us a little more about who you are and what brought you to this class. Since we're talking about Geography, please also upload an image of an outdoor location around you or one that reminds you of home. Looking forward to meeting you." Below the post, there are 11 comments, an "Add a Comment" button, and a "Report" link. A comment from "Rachel Hernandez" is shown, reading: "I'm excited to meet everyone and begin this course! This course is required for my major. Although I was born and grew up here, my extended family is from Mexico and I am able to travel and visit them from time to time. I consider both places my "home" -- home is where family is, but home is also somewhere you've established yourself and made friends (who become your "family" too).". Below this comment is a caption "Since most of you have already seen campus, I'll instead share a picture from Mexico of the Uxmal, one of the Mayan's greatest achievements." and a small thumbnail image of a Mayan ruin under a blue sky.

Organization

There are three typical forums: "Discussions," "Announcements," and the "Forum." "Discussions" will contain your course discussions regarding the course material, and participation may be required. "Announcements" is a place for the instructor to post announcements throughout the duration of the course. The "Forum" is a place for students to freely post about course topics.

Visibility

Your course forum may be split into sections by student enrollment type, "Enrolled For-Credit" and "Open." This allows you to have some course discussions viewable only to credit students.

The screenshot shows the "Course Info" view for a course titled "MODERN GEOGRAPHY". The "About" section contains a detailed description of the course: "We shall look, so far as possible, at those aspects of the subject which make the widest appeal, and which are best fitted to enable the ordinary man to understand his surroundings, whatever they may be, and so aid him in that delicate task of adjustment which, consciously or unconsciously, is the task of every living thing. As limitations of space involve a similar limitation of subject-matter, it has been thought best to lay most stress upon the conditions which prevail in Europe and North America, the areas which have been most thoroughly studied. Europe has the special interest that it has given origin to the type of civilization which has most profoundly modified the earth's surface." Below this, the "PREREQUISITES" section states "There are no prerequisites for this course." The "CREDIT HOURS" section indicates "3 Credits Available". The "VIDEO DEMO" section lists "Modern Geography" and "NextThought". The "START DATE" section shows "December 1, 2016" and the "DAY & TIME" section shows "Fully Online".

Course Info View

The Course Info View displays basic information about your course such as course dates, description, and instructor information. As an instructor, your course roster and course summary report are also accessible here. The course roster allows you to view a list of all students in the course, email your students, and access student reports.

Organization, Content, Gradebook, and Communication

Course Organization

Supported Content

Below is a list of the types of content NextThought supports as well as descriptions of each. In a later section, we will discuss how this material is organized. Please note that supported materials are always being updated. If you do not see the type of material you want to support for your course, please contact NextThought.

- Readings
- PDFs, Slides, and Other Downloadable Materials
- Videos (From Kaltura, Vimeo, YouTube, others)
- Video Transcripts
- Assignments and Self-Assessments
- Discussion Forums
- External Links
- Surveys and Polls
- Timelines
- Images and Video Reels



Reading Materials

Reading materials can be hosted on the platform or embedded on the platform through another format such as a PDF. Notes can be created beside all types of readings.

Readings

For hosted text, text (such as PDF or other formats) is first sent to NextThought and our content development team makes it into a fully interactive format to display on the learning platform.

The screenshot shows a reading titled "SURFACE RELIEF AND EROSION / SURFACE-RELIEF AND THE PROCESS OF EROSION". It displays a text about the study of erosion, followed by two user comments:

JENNY LU: "The one immediately preceding that in which we live?" I tend to forget that

RACHEL HERNANDEZ: This reminds me of traveling up Pikes Peak in Colorado! I remember wearing shorts and

The screenshot shows a dictionary entry for "Basin". It includes the following definitions:

1. noun: A bowl for washing, often affixed to a wall.
2. noun: (geography) An area of water that drains into a river.
3. noun: (geography) A rock formation scooped out by water erosion.

Highlight and add sharable notes to specific sections of the text.

The screenshot shows a map with a specific area highlighted in blue. A callout box labeled "Tertiary Folding" is overlaid on the map. Below the map, there is a note: "The area on the map highlighted in blue displays Tertiary folding." There are also buttons for "Edit", "Save", and "Cancel".

Add links, interactive footnotes, timelines, surveys and polls, videos, images, as well as bibliographies throughout the reading.

Select and define words.

The screenshot shows a reading page with navigation controls at the top: "1 of 2" and arrows for "Previous" and "Next".

The screenshot shows an embedded PDF titled "Modern Geography Course Syllabus OEMU - NT13016". It contains information about the instructor, Dr. Christopher Johns, and the course schedule.

Easily navigate multiple pages with paging tools.

Embedded PDFs

This type of reading displays a static PDF inside of the platform. Students can scroll through the PDF, read, download, and print it, and can add notes to the side of the displayed PDF.

Videos

Videos enhance learning by introducing course lessons, demonstrating ideas, and engaging students. Videos can appear in a lesson or can be included in content such as readings, discussions, or assignments. NextThought can assist you in creating professional videos to enhance your lessons, or we can incorporate any YouTube, Kaltura, or Vimeo video into your course.

The screenshot shows a video player interface. On the left is a sidebar with a navigation menu. The menu items include 'Outline', 'Introduction', 'Welcome to the Course' (which is highlighted in blue), 'Getting Started', 'The Beginnings of Modern Geography', 'Surface Relief and Erosion', 'Ice and its Work', 'Climate and Weather', 'Plant and Animal Life', and 'Plant Geography and Formation'. The main content area is titled 'Welcome to the Course'. It features a video frame showing a man in a purple shirt. Below the video frame is a subtitle box containing the text 'and Ritter, two great geographical pioneers who hued'.

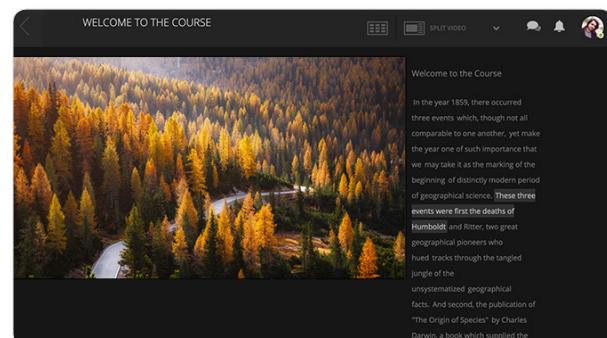
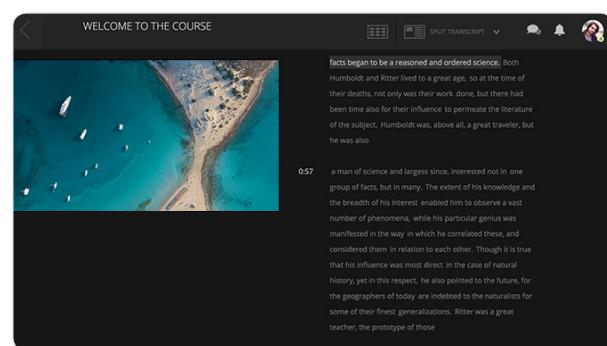
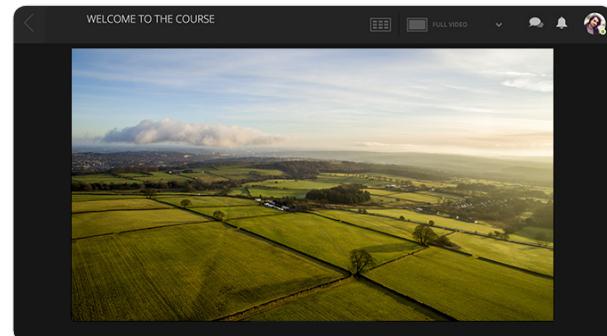
* Please contact NextThought if you are interested in using our Video Team and Learning Designers to assist you in creating videos. Our Video Team works both in-studio and on location. Visit <https://nextthought.com/video-services> to learn more.

Transcripts

Video transcripts allow students to search for keywords, add contextualized notes, and review the video's transcript at their own pace.

Every video can have an attached transcript, and NextThought assists instructors in creating transcripts for videos. Transcripts appear beside the video and offer many benefits for students. Transcripts allow students to simultaneously watch the video and read the transcript. It also allows students to add contextualized notes, search for keywords in the video's text, and jump to a specific place in the video by selecting a section of the transcript's text. Transcripts can also feature slides to allow students to conveniently view the slides that correspond with the ones in the video.

The transcript player has three views and also a page displaying all videos in the course. To play the video in full screen, split video, or split transcript view, select the drop-down arrow displayed in the upper panel of the player. To preview all videos within the course on a single page, click the icon to the left of the transcript view drop-down.



Assignments and Self-Assessments

Test students' comprehension of the material or give them an opportunity to test themselves with assignments and self-assessments.

Assignments and self-assessments can be added to any lesson. Self-assessments can also be included within a reading. Each assignment or self-assessment can include downloadable documents, links, and embedded videos and images. Each question can also include tips and hints for that question, as well as display the solution once the assignment has been submitted. Displaying tips, hints, and solutions are optional.

<p>1. Which sphere consists of earth's solid crust?</p> <p><input type="radio"/> A. Lithosphere <input type="radio"/> B. Hydrosphere <input type="radio"/> C. Biosphere <input type="radio"/> D. Atmosphere</p>	<p>CORRECT!</p> <p>3. What percent of the earth is land mass?</p> <p><input type="radio"/> A. 72 <input checked="" type="radio"/> B. 28 <input type="radio"/> C. 41 <input type="radio"/> D. 36</p>
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NextThought supports several different question types. Question types can be set to grade either manually or automatically (with the exception of essays, uploads, graded discussions, and participation points, all which require manual grading).

Question Types

Listed below are the types of questions we support in assignments and self-assessments. If you do not find a question type compatible with the type of assessment you have, please contact us and we'd be happy to assist you.

- Multiple Choice
- Multiple Answer
- Ordering
- Word Bank (Matching)
- Mathematical Notation
- Short Answer
- Essay
- File Upload
- Discussion
- FEATURE: Timed
- FEATURE: Randomization
- FEATURE: Question Bank
- FEATURE: Gradebook Entry

1. Which sphere consists of earth's solid crust?

<input type="radio"/> A. Lithosphere
<input type="radio"/> B. Hydrosphere
<input type="radio"/> C. Biosphere
<input type="radio"/> D. Atmosphere

3. Select the four main spheres mentioned in your text that make up the earth:

<input type="checkbox"/> A. Biosphere
<input type="checkbox"/> B. Hydrosphere
<input type="checkbox"/> C. Hydrosphere
<input type="checkbox"/> D. Lithosphere
<input type="checkbox"/> E. Atmosphere
<input type="checkbox"/> F. Vaporsphere
<input type="checkbox"/> G. Omnisphere

4. Place the structure of the earth in order from the inner-most layer to the outer-most layer:

1. (Inner-most)	Thermosphere
2.	Mantle
3.	Crust
4.	Troposphere

Multiple Choice

Allows students to select the best possible answer out of a list of solutions.

Best to use when the answer to the question asked is a single sentence or statement.

Multiple Answer

Allows students to select multiple answers out of a list of solutions.

Best to use when the answer to the question asked is potentially more than one sentence or statement.

Ordering

Allows the student to arrange data and information into the appropriate order.

Best to use when the solution requires a specific ordering of information, such as the order of steps or events.

72. Heather just ate a yummy muffin for breakfast.

decreased absorptive postabsorptive increased glucagon insulin

She went from the _____ state to the _____ state.

After she ate her muffin, her blood glucose _____ which stimulated her pancreas to secrete _____.

1. What is the value of \star if $\frac{10}{\star} = 5$

A. $\sqrt{5}$ B. ≈ 5 C. π D. ≤ 5 E. ≥ 5

19. _____ are the liver's main cell type.

Answer

Word Bank (Matching)

Allows students to use a word bank to match with blank spaces in statements or phrases below. The word bank can be customized to allow a response to be used multiple times.

Best to use when answers can be left out of a statement and collected into a bank. It can also be used to match terms with definitions.

Mathematical Notation

Offers students the use of mathematical characters in the response field.

Best to use when the solution to the problem includes mathematical notation.

Short Answer

Provides a text field for students to type a word or short phrase as their response.

Best to use for questions that prompt the student to display his or her breadth of understanding and knowledge in writing. It allows for a single word or short phrase answer.

4. Why did the ice have an impoverishing effect upon Europe?

Type a message...

Aa

1. Upload your .docx or .pdf file. Maximum file size is 10MB.

Upload your .docx or .pdf here
Maximum file size is 10 MB

Climate: Where I've Lived Join the Discussion

In this discussion, please describe the climate of a place you've lived or visited.

Your activity:

1 COMMENT CREATED	0 REPLIES CREATED	0 REPLIES TO
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Essay

Provides students with a text field to respond to questions in short sentences or several paragraphs. Responses are not limited in length.

Best to use for questions that prompt the student to display understanding in writing. This type of response requires extensive recall and extra time to complete.

File Upload

Allows students to submit files directly to instructors for review. The NextThought platform will accept any specified file type.

Best to use when the assignment requires a file by a program outside the NextThought platform. Instructors can download student files.

Discussion

Prompts students to respond within course forums. The discussion is displayed within the assignment and includes student activity information.

Best to use when participation within course discussions are not only encouraged and expected, but required and graded.



QUIZ: Surface Relief and Erosion

Please answer the following questions. Click "I'm Finished" to submit your quiz.

1. Which sphere consists of earth's solid crust?

- A. Lithosphere
- B. Hydrosphere
- C. Biosphere
- D. Atmosphere

2. Which sphere includes the mass of water forming the seas and oceans?



FEATURE: Randomization



Most assessment types allow “randomization” for the questions and/or solutions. Randomizing the questions would create a unique ordering of the questions for each student. Randomizing the solutions would create a unique ordering of question solutions for each student.



FEATURE: Question Bank

Allows a designated amount of questions from a larger set of questions to be randomly selected and assigned to students. For example, five different questions can be randomly assigned to a student from a bank of ten questions. The student would only see and respond to those five questions.



FEATURE: Timed Assessments

Restricts the student to a designated amount of time to complete the assignment. A window will prompt the student to acknowledge that the assignment is timed. The submitted assignment will indicate to both the instructor and student if the student submitted within the allotted time.

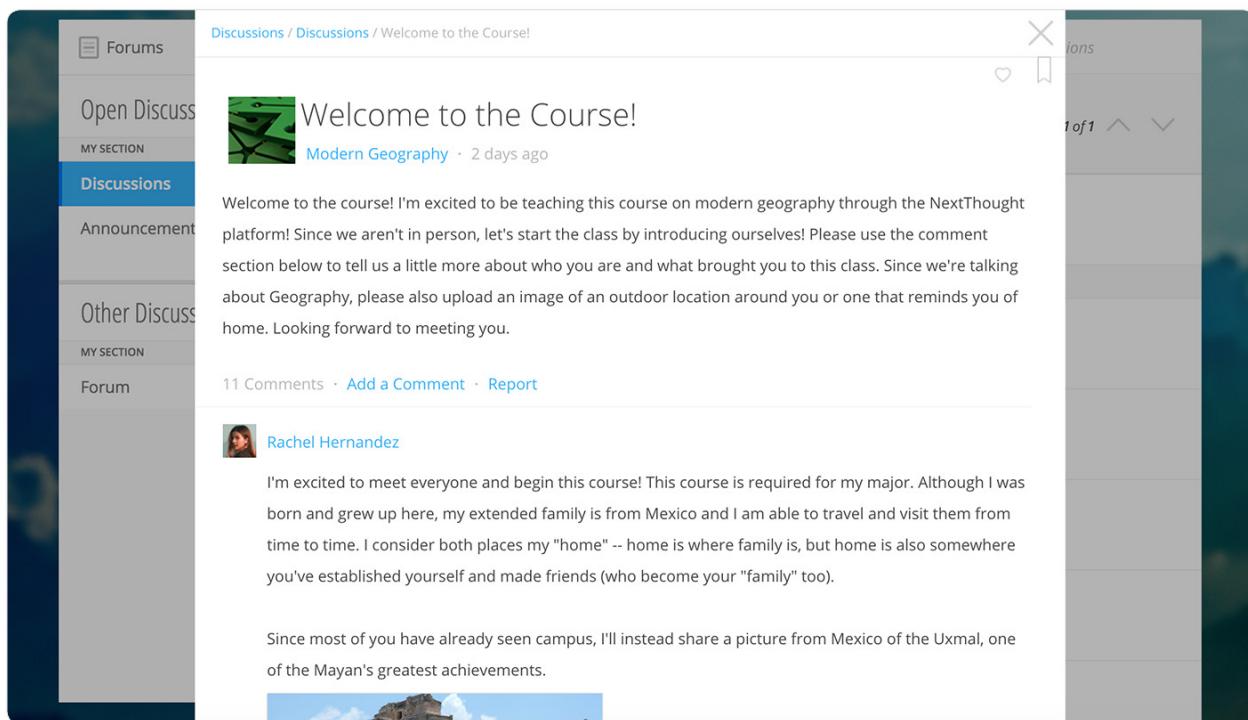


FEATURE: Gradebook Entry

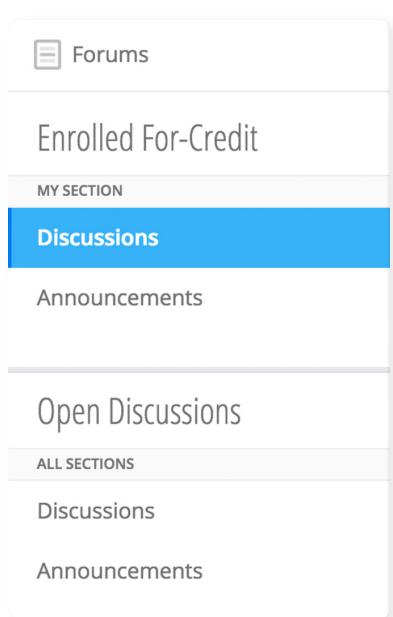
Allows the instructor to add a grade when one is needed for an activity that occurs outside the platform, or on another part of the platform. It does not require a submission within the assignment itself, but only acts as a grade entry.

Discussion Forums

Engage students and encourage lesson participation and exploration through discussion prompts



The course forum displays all course discussions and can be accessed from the Discussions View. Individual discussions in the forum can also be accessed directly through each lesson. This allows access to the discussion from the Lesson View itself to contextualize the discussion within readings, videos, and assessments. Discussions may also be part of a graded assignment.

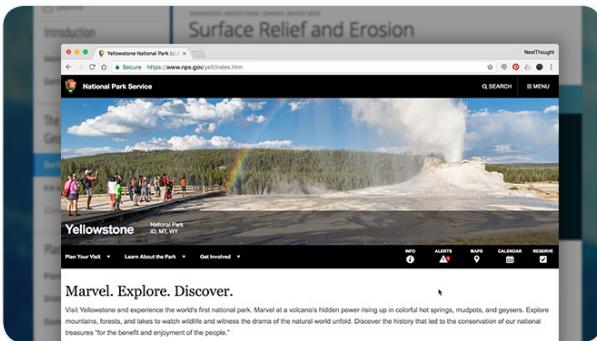


Visibility

Your course forum may be split into sections by enrollment type: "Enrolled For-Credit" and "Open." Discussions and announcements within the enrolled section can only be viewed by you and your enrolled, for-credit students. Open discussions and announcements can be viewed by the general public.

Instructor-led vs. Student-led Discussions

Typically only instructors can create new discussion threads in the open and enrolled course discussions and announcements. Students, however, are able to create and post new topics in the general course "Forum."



External Links

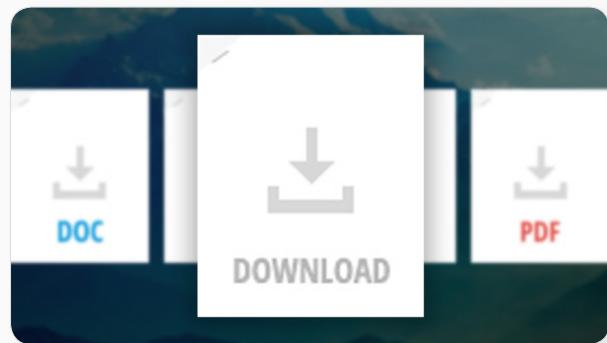
Create links for quick access to content found outside the platform.

External links can be included in a lesson, reading, discussion, as well as in an assignment or assessment. For example, an instructor may require students to read an article written by a researcher whose work exists on an external webpage.

Downloads

Provide documents for students to download, interact with, and/or print.

Downloadable documents may be included as a resource within a lesson or can supplement other content types by adding them within assignments, assessments, readings, and surveys and polls.



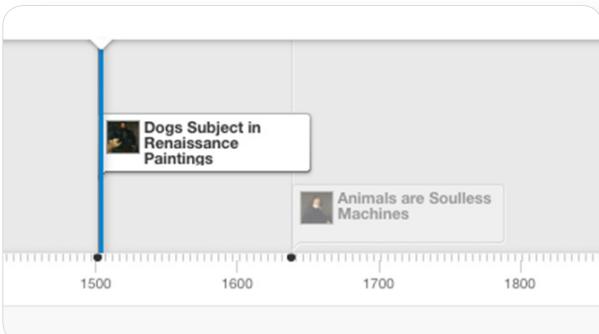
How did you hear about this course? Select all that apply.

A. It was required by my...		
B. A peer told me about ...	3	
C. University advertisem...		
D. Other	1	

Surveys and Polls

Create surveys and polls to collect feedback from students.

Surveys and polls gather feedback allowing instructors to assess opinions or comprehension. Results, absent of student names, may be displayed in graphs or charts. Surveys can be included in lessons, and polls may be embedded within readings or other content.



Timelines

Allow students to visualize and interact with events on a timeline.

The Timeline feature allows students to visualize the order of events as they learn about and interact with them. The Timeline includes a scrollable timeline reel with events. Above the timeline, supplementary images and text display, corresponding with the date and event selected.

Image and Video Reels

Organize supplementary videos and images into a reel.

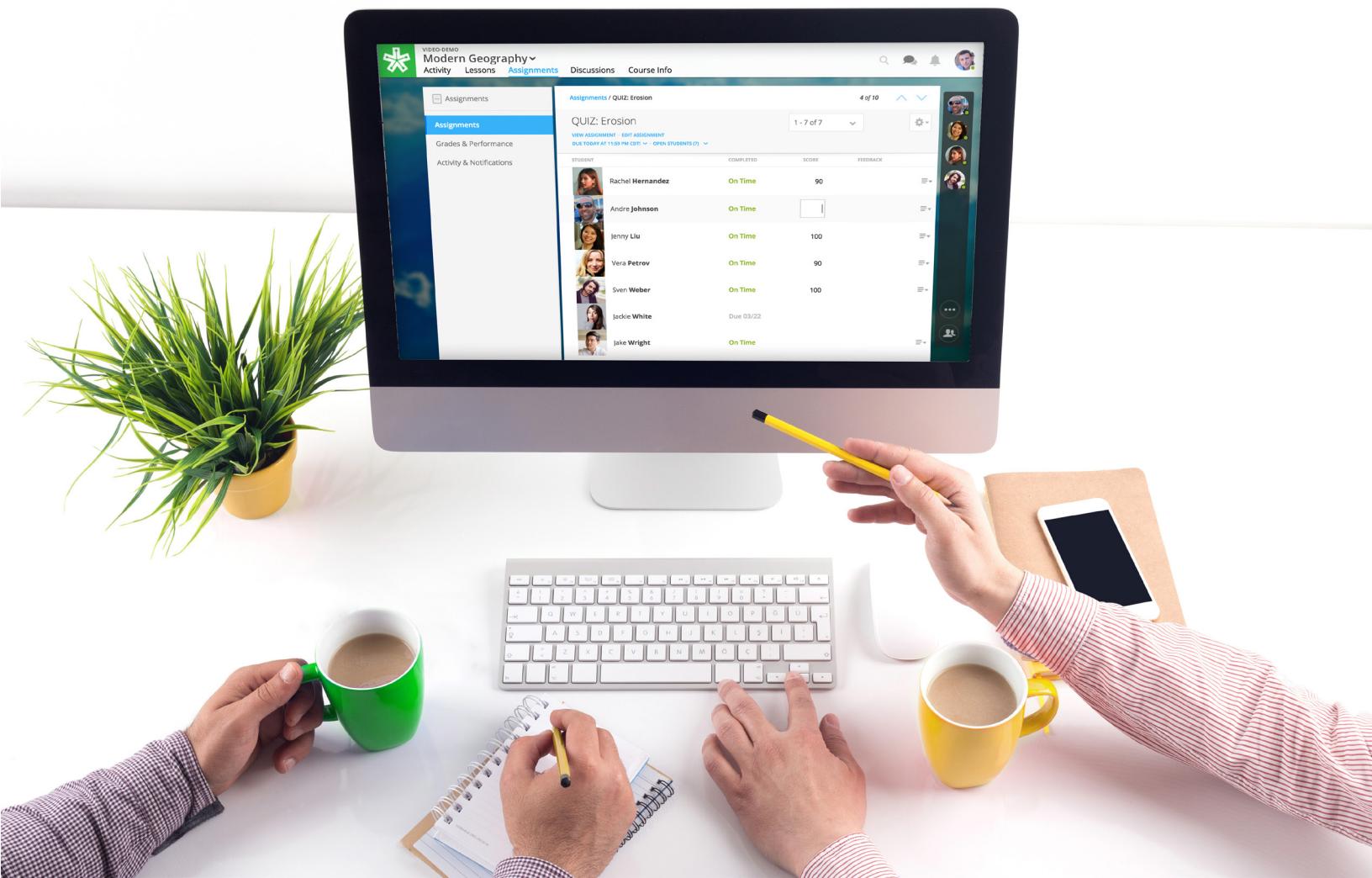
By collecting images and videos in one place within a reading, students can easily and quickly scroll horizontally through a collection of videos or images, clicking on them to play or enlarge.



Gradebook

The NextThought Gradebook is located within your course under the Assignments page and has a variety of features described in detail below. The Gradebook is organized into three sections: *"Assignments," "Grades & Performance," and "Activity & Notifications."*

- Sort and search assignments
- Filter student assignments
- View student assignments
- Download assignments
- Grade student assignments
- Offer feedback on work
- Download student reports
- Export grades
- Grade Predictor
- Course Roster
- Contact your course
- Create assignments



Assignments

The Assignments section displays an interactive list of all assignments in your course.

MARCH 22, 2017

Welcome to the Course

Exploration Assignment
DUE WEDNESDAY, MARCH 22 11:52 AM CDT

Completion: 5 / 10

Getting Started

Academic Integrity
DUE FRIDAY, JANUARY 26 11:59 PM CST

Completion: 6 / 10

Surface Relief and Erosion

QUIZ: Erosion
DUE FRIDAY, MARCH 24 11:59 PM CDT

QUIZ: Surface Relief and Erosion
DUE SUNDAY, MARCH 26 11:59 PM CDT

Completion: 6 / 10

Completion: 5 / 10

You can sort this list by lesson, due date, completion, publication status, and creation date. Searching for a specific assignment is easy with the search tool.

Click on an assignment within the list to view specific student activity. You can sort the list of students by name, username, completion, score, and feedback by selecting that column's title. You can also filter by enrolled and open students, and search for specific students by name by clicking the enrolled/open student drop-down.

Click "View Assignment" to view or practice the assignment. If the assignment included a file upload, a download files button will be available to you to download all student files to your computer.

* When more than 50 students are in the course, students are filtered by page in the Gradebook. To display more students per page, click the gear icon located in the upper right-hand corner.

Grades & Performance

The Grades & Performance section displays an interactive list of all students in your course.

The screenshot shows a list of 17 students. Each student row includes a small profile picture, the student's name, their username, their projected grade, and their final grade. The final grade column contains dropdown menus for each student. At the top of the list, there are dropdown menus for sorting by 'Enrolled Students' or 'All Items' and a search bar labeled 'Search Students'. Below the list, there are three icons: an envelope for email, a download arrow for exporting, and a gear for settings.

STUDENT	USERNAME	PROJECTED GRADE	GRADE
Rachel Hernandez	Rache.Hern	82 B	82 B
Sven Weber	SWeber4	96 A	96 A
Jenny Liu	JLiuLiu	85 B	85 B
Vera Petrov	Vera.P19	94 A	94 A
Andre Johnson	AJ68	92 A	92 A
Jake Wright	J.Dub45	87 B	87 B

This section allows you to view a detailed list of "All Students," "Enrolled," or "Open." Clicking on the column titles will sort by student name, username, projected grade, or (if available) final grade. You also have the option to sort students by their assignment status (actionable items, overdue items, and ungraded items) by using the top dropdown.

Click on the email icon to email the course or a subset of students. Click on the download button to export course grades. We will explain more about these features in later sections.

The screenshot shows a detailed view for student Rachel Hernandez. It lists several assignments: 'Exploration Assignment' (Graded 03/22, Score 100), 'QUIZ: Surface Relief and Erosion' (On Time, Score 100, 1 Comment), 'QUIZ: Erosion' (On Time, Score 90), 'Academic Integrity' (On Time, Score 85), 'Climate: Where I've Lived' (Due 04/13, Score /20), and 'DISCUSSION: Native Plants' (Due 04/16). Each assignment row has a dropdown menu icon on the right. The top of the page shows the student's name and a 'Profile - Email' link.

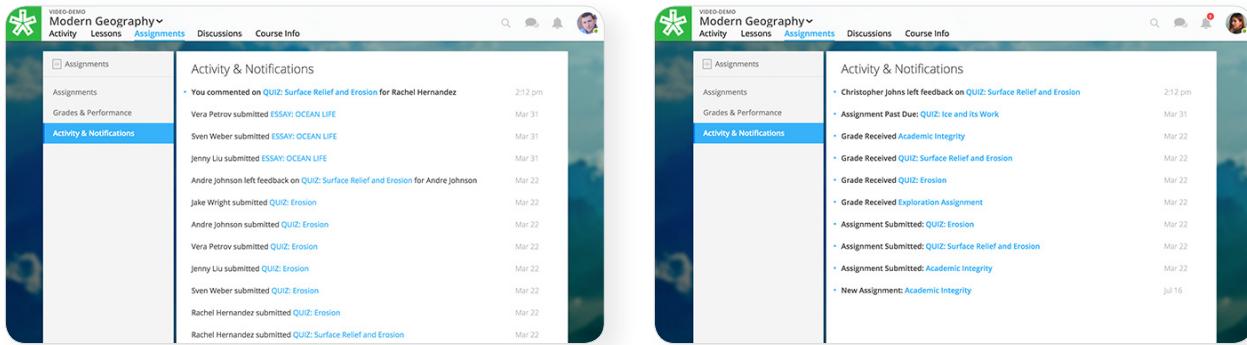
Clicking on a student from this view allows you to view that student's assignment submissions and grades. You can sort the student's assignments by name, completion status, score, and feedback. Grade any assignment by clicking in the score column, and excuse or reset a grade using the dropdown. View the student's "Profile," or click on "Email" to email the student. Click on a specific assignment to view the student's work.

* When more than 50 students are in the course, students are filtered by page in the Gradebook. To display more students per page, click the gear icon located in the upper right-hand corner.

Activity & Notifications

The Activity & Notifications section is the go-to place to see all important updates and notices relating to assignments.

Assignment notifications are organized by date, with the most recent activities near the top of the stream. Clicking on a notification will navigate you to that activity.



The image displays two side-by-side screenshots of a Learning Management System (LMS) interface, likely Canvas, titled "Modern Geography". Both screenshots show the "Activity & Notifications" stream. The left screenshot shows notifications from students (Vera Petrov, Sven Weber, Jenny Liu, Andre Johnson, Jake Wright, Andre Johnson, Vera Petrov, Jenny Liu, Sven Weber, Rachel Hernandez) and an instructor (Rachel Hernandez). The right screenshot shows notifications from an instructor (Christopher Johns) and students (Andre Johnson, Jenny Liu, Sven Weber, Rachel Hernandez, Christopher Johns).

Instructor Notifications Include:

- Student submission
- Student feedback
- Instructor feedback

Student Notifications Include:

- New assignment
- Overdue assignments
- Assignment submission
- Student feedback
- Instructor feedback
- New grades
- Posted final grade

Instructor Notifications Include

- Student submission
- Student feedback
- Instructor feedback

Student Notifications Include

- New assignment
- Overdue assignments
- Assignment submission
- Student feedback
- Instructor feedback
- New grades
- Posted final grade

Grading Assignments

Instructors may add or modify a grade, reset and excuse assignments, and leave feedback.

Adding a Grade: Grades can be added within the student view or assignment view. Once you have added a grade by typing in a numerical or alphabetical value, the grade will automatically save.

Grades can be manually or automatically assigned. If an assignment has concrete answers (as opposed to essay questions), NextThought can enable automatic grading. This feature would assign an automatic and viewable grade upon completion of the assignment.

*Please note: An instructor can modify an automatic or manual grade at any time by clicking on the grade and typing in a new value.

Student View: Grade by Student

This view is best to use when you would like to grade assignments by student

The image contains two side-by-side screenshots of the NextThought platform interface. The left screenshot shows the 'Grades & Performance' section for a student named Andre Johnson. It displays a list of assignments with their status, completion date, score, and feedback. The right screenshot shows a detailed view of an assignment for a student named Rachel Hernandez, titled 'Exploration Assignment'. It includes instructions for the assignment and a grading interface where a grade of 20 out of 20 is shown.

1. Navigate to the "Grades & Performance" section of your Gradebook.
2. Click on a student's name.
3. Click within the "Score" column of an assignment to assign a numerical or alphabetical grade.
You can also use the tab key or the arrow keys to navigate up or down to the previous or next assignment's score. (To view the submission before assigning a grade, continue to step 4.)
4. To view the student's submission, click on the assignment name. Review the student's response and assign a grade at the top right-hand corner under "Assignment Grade."

* Please note: The instructor may set up a date and time (with a time zone) that the assignment is due.

Assignment View: Grade by Assignment

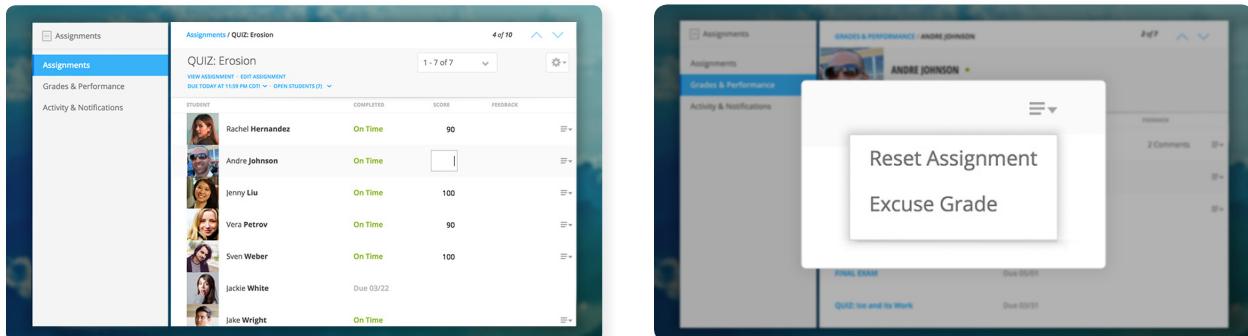
This view is best to use when you would like to grade students by assignment.

The first screenshot shows the main assignments page with a list of assignments: QUIZ: Erosion, QUIZ: Surface Relief and Erosion, Academic, DISCUSSION: Native Plants, and FINAL EXAM. The QUIZ: Erosion assignment is selected, showing a list of students with their completion status and scores. The second screenshot shows the detailed view for the QUIZ: Erosion assignment, listing students with their names, completion status (On Time), scores (90, 100, 90, 100, 100), and feedback. The third screenshot shows a detailed view for student Rachel Hernandez's submission, displaying her profile picture, name, assignment grade (20 / 20), and a description of the assignment requirements.

1. Navigate to the “Assignments” section of your Gradebook.
2. Click on the assignment name.
3. Assign student grades for this assignment by clicking on the “Score” column for each student and typing in a numerical or alphabetical value. You can use the tab key or the arrow keys to navigate up or down to the previous or next student’s score. (*To view a submission before assigning a grade, continue to step 4.*)
4. To view a student’s submission, click on the student’s name. Review the student’s response and assign a grade at the top right-hand corner under “Assignment Grade.”

Resetting or Excusing a Grade

Reset grades to allow students to retake their assignment. Excuse a grade when the student's score for a particular assignment should not count against his or her course grade. You may reset or excuse a grade in the same views that you can assign a grade.



For example

1. Navigate to the "Grades & Performance" section of your Gradebook.
2. Click on the student's name.
3. Click on the drop-down menu to the far right of the assignment name and select "Reset Assignment" or "Excuse Grade." *(To review the student's submission before resetting or excusing a grade, continue to step 4.)*
4. *(Optional)* To review the student's submission before resetting or excusing a grade, click on the assignment's name and use the drop-down menu located under "Assignment Grade" in the upper right-hand corner to reset or excuse a grade.

Leaving Feedback

Both instructors and students can leave feedback on assignments. Once a student submits his or her assignment, or the assignment is graded, a feedback option appears on the assignment for both the student and instructor.

The image contains two side-by-side screenshots of a feedback interface. Both screenshots have a header "Feedback" and a note: "The comments below will only be visible to you and your student."

Student Feedback Screenshot:
A comment from "Andre Johnson" posted "1 week ago": "Can you help me better understand #2". Below the comment is a text input field labeled "Add a comment".

Instructor Feedback Screenshot:
A comment from "Andre Johnson" posted "6 minutes ago": "Can you help me better understand #2". Below the comment is a response: "Yes. Meet me in my office during office hours." At the bottom are "Aa" and "Cancel" buttons.

In order to leave a student feedback, follow these steps:

1. View a student's assignment. (To review how to open a student's assignment, see the section titled "Adding a Grade" above.)
2. Click the "Add a comment" textbox at the bottom of the assignment.
3. Type your feedback or upload a file and select "Save" to add feedback to the assignment.
This will notify the student.

* Please note: If a student leaves you feedback on an assignment, you will be notified in the "Activity & Notifications" section of your Gradebook. To navigate to the feedback, click on the activity notification.

Grade Predictor

Assignment	Completed	Score / 20	Feedback
Exploration Assignment	Graded 03/22	18 / 20	Feedback 1
ESSAY: OCEAN LIFE	On Time	/ 100	Feedback 2
QUIZ: Surface Relief and Erosion	On Time	20 / 20	Feedback 3
QUIZ: Erosion	On Time	18 / 20	Feedback 4
Academic Integrity	On Time	5 / 5	Feedback 5

The grade predictor displays for both students and teachers and allows the student to estimate his or her end of the year course grade. Please let NextThought know if you are interested in making this feature available.

The grade predictor predicts the student's course grade based on the total points available and the total points earned by the student. In other words, the grade predictor takes the student's currently earned points and divides by the current available total assignment points. This creates a percent between 0% and 100%.

Location

- For the student, the grade predictor will be available in the student's "Grade & Performance" tab under "Course Grade."
- For the instructor, click on the "Grades & Performance" tab. Students will have a "Projected Grade" column.

* For additional specifications regarding the grade predictor, please contact NextThought.

Final Grades

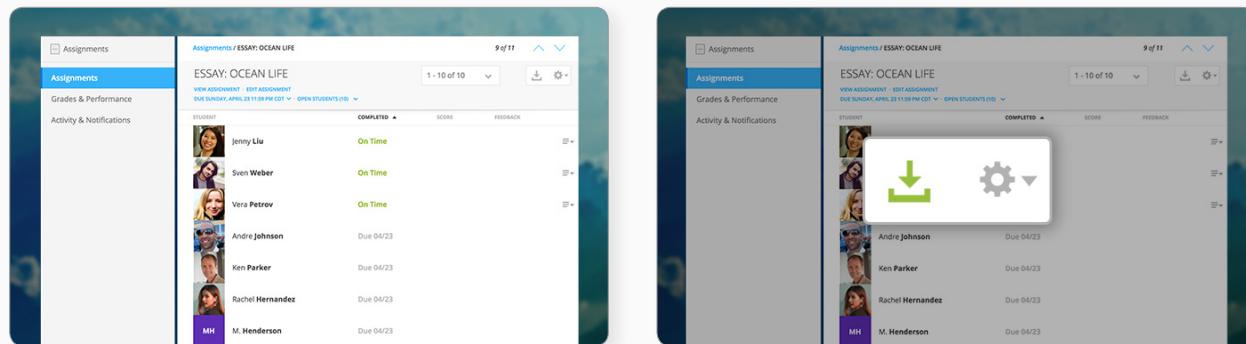
Within the Gradebook, instructors can add final course grades. If you are interested in this feature, please contact NextThought.

Assign a final grade by navigating to the Grades & Performance section of the Gradebook. Add a number grade and/or a letter grade for each student under the column titled "Grade." Alternatively, add a final grade by selecting a student's name. This opens a list of the student's course assignments and individual grades. Enter the final grade at the top right-hand corner under "Course Grade." The student will receive a notification and will be able to view his or her final grade.

Downloading Student Files

When an assignment includes the option for students to upload a file, you can download a student's submitted file(s) by navigating to his or her assignment and selecting the blue "Preview" button within the assignment download section.

You can also download all student submissions for one assignment into a folder on your computer. In order to do so, follow the steps below:

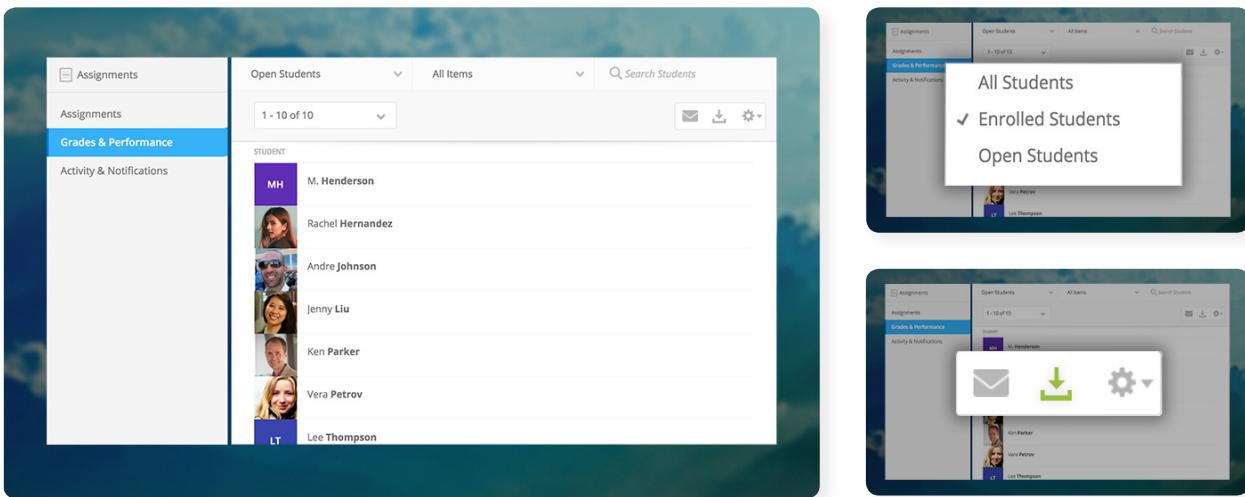


1. Navigate to the "Assignments" section of your Gradebook.
2. Click on the assignment name.
3. To the far right of the assignment's name is a download files button.
4. Click the download button to download student files to your computer.

* These submissions will be saved in a zip file (typically in your Downloads folder) with the assignment name and course section number. Each student submission within the zip file ("[CourseID][Assignment Name]") will be saved as "[Student Username]-[Student First and Last Name]-[Title of Submission]."

Exporting Grades

Export the Gradebook into a CSV file.



1. Navigate to the “Grades & Performance” section of the Gradebook.
2. Use the dropdown to filter by all, enrolled, or open students.
3. In the upper right-hand corner, select the download button to the left of the gear button.

The CSV file will include columns for student username, ID number (if available), as well as first and last name. The file will also contain columns for each assignment and for the final grade (if applicable). Student grades will appear in the appropriate row and column. Excused assignments will be indicated with the word “Excused.”

* The file will be saved to your computer (typically in your Downloads folder) with the name “[CourseID]_[Open/ForCredit/Full].”

Reports

View reports to see how students are performing and engaging in your course.

Type	Count	Student Contributors	Student Percent Contributed
Notes	26	10	22.7
Highlights	0	0	0.0
Discussions Created	27	10	22.7
Discussion Comments	1059	38	86.4

Course Summary Report

Presents data reviewing student enrollment, self-assessment participation, assignment submission, student activity, discussion participation, video and resource usage.

1. Navigate to the Course Info View.
2. Click on the tab labeled "Report."
3. Click on the "Course Report."

Assessment Title	Student Count	Total Attempts	Average Attempts Per Student	Students (%)
Course Readiness Self-Check	34	48	1.4	77.3
Unit 1 Self-Check	40	97	2.4	90.9
Unit 2 Self-Check	38	99	2.6	86.4
Unit 3 Self-Check	38	112	2.9	86.4
Unit 4 Self-Check	36	117	3.2	81.8
Unit 5 Self-Check	36	122	3.4	81.8
Unit 6 Self-Check	31	99	3.2	70.5
Unit 9 Self-Check	31	71	2.3	70.5

Self-Assessment Summary Report

Presents data on student participation within self-assessments both by assessment and by student. It also includes information on individual student engagement with each self-assessment.

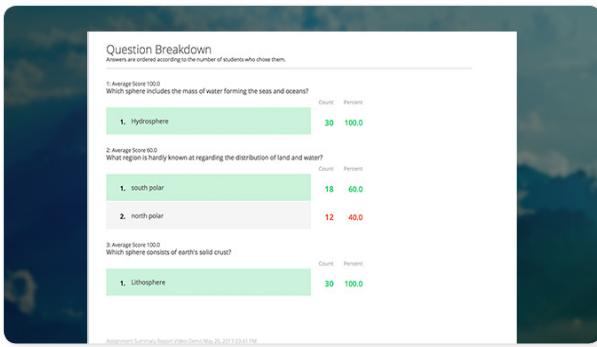
1. Navigate to the Course Info View.
2. Click on the tab labeled "Report."
3. Click on the "Self-Assessment Summary Report."

Week	Forum Activity
Wk 1	1
Wk 2	0
Wk 3	3
Wk 4	6
Wk 5	0
Wk 6	1
Wk 7	3
Wk 8	3
Wk 9	0
Wk 10	2
Wk 11	5
Wk 12	1
Wk 13	0
Wk 14	4
Wk 15	0
Wk 16	0
Wk 17	6

Student Participation Report

Presents data reviewing a student's forum activity, self-assessment attempts, as well as assignment submissions and grades.

1. Navigate to the Course Info View.
2. Click on the tab labeled "Roster."
3. Click on the bar chart to the far right of the student's name and status.
4. Click on "Student Participation Report."



Assignment Summary Report

Presents data regarding assignment submission and scores, as well as the distribution of answers across all questions.

1. Navigate to the Assignment View.
2. Click on the tab titled "Assignments."
3. Hover your mouse to the right of the assignment's completion column.
4. Click the bar chart icon that appears.



Forum Participation Report

Presents data regarding the comments in discussions and creators of discussions.

1. Navigate to the Discussions View.
2. Within the left-hand panel, hover your mouse over the title of a forum.
3. Click on the bar chart icon that appears.



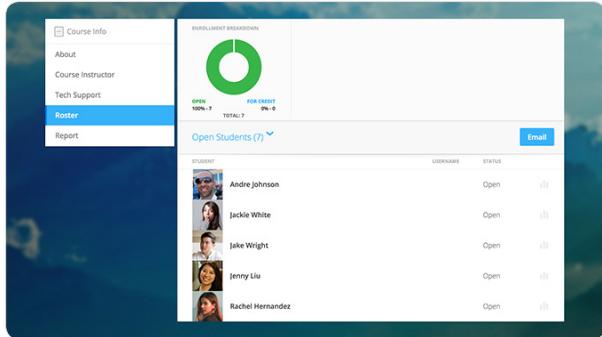
Discussion Participation Report

Presents data regarding comment activity including the number of comments by week and the top commenters.

1. Navigate to the Discussions View.
2. Within the left-hand panel, click on the forum containing the discussion.
3. Hover your mouse over the title of the discussion. (Do not click into discussion.)
4. Click the bar chart icon that appears to the far right.

Course Roster

The course roster lists all students in your course, allows you to email your course, and access Student Participation Reports.

A screenshot of a course management system's roster page. On the left, a sidebar menu includes 'Course Info', 'About', 'Course Instructor', 'Tech Support', 'Roster' (which is highlighted in blue), and 'Report'. The main area features a 'Course Info' summary with a green circular icon, enrollment numbers (OPEN: 100% - 7, TOTAL: 7), and a 'FOR CREDIT' link. Below this is a section titled 'Open Students (7)' with a dropdown arrow. A table lists seven students: Andrie Johnson, Jackie White, Jake Wright, Jenny Liu, and Rachel Hernandez. Each row includes a small profile picture, the student's name, their username, and their current status (all listed as 'Open'). A blue 'Email' button is located at the bottom right of the table.

Access Course Roster

1. Navigate to the Course Info View.
2. Click the "Roster" tab.

Roster Features

- Filter: Filter by "All Students," "Enrolled Students," or "Open Students," by clicking the dropdown.
- Sort: Click on any column (e.g., "Student" or "Username") to sort the students by that category.
- Reports: Click on the bar chart to the far right of a student's row to access the Student Participation Report. (See "Reports" on page 26-27 to learn more.)
- Email: Click the blue "Email" button to email your students. (See "Email" on page 30 to learn more.)

Communication

Connect with students and other instructors and stay up-to-date on important activity. The NextThought platform includes several valuable tools for this purpose.

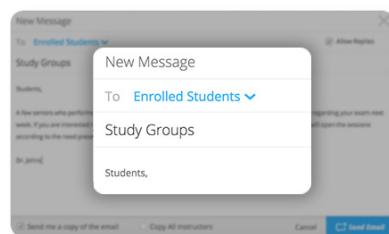
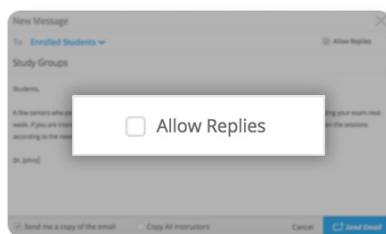
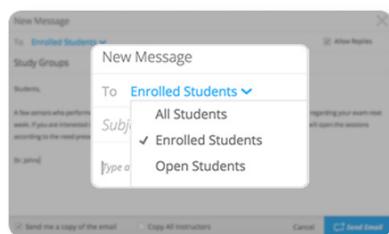
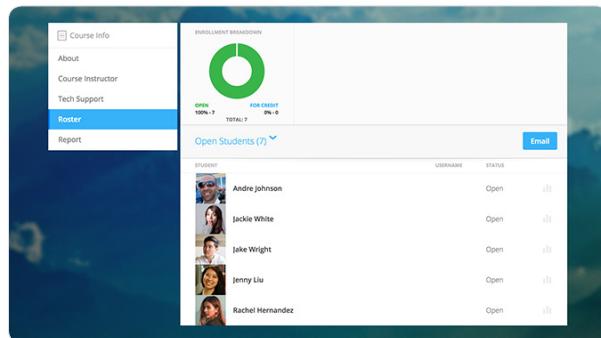
- Email a Course
- Email a Student
- Platform Notifications
- Add Contacts
- Chat
- Create a Note
- Create a Discussion
- Make an Announcement
- Connect on the Community Page
- Organize Groups



Email a Course

Email your course through your Gradebook or roster.

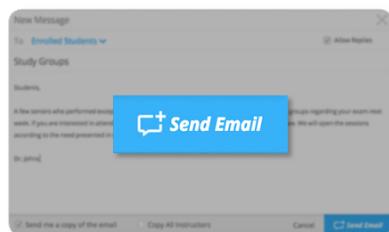
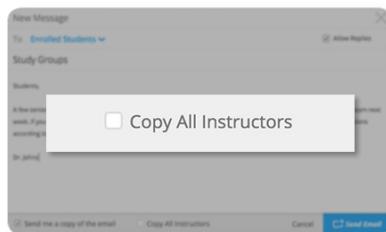
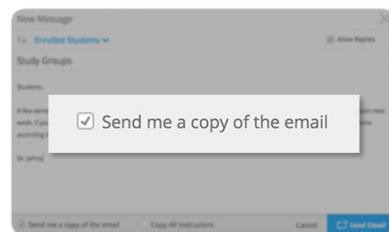
Course Email via Roster



2. Within the new window, select a group to send an email to: "All Students," "Enrolled Students," or "Open Students."

3. Next, check the box "Allow Replies" if you would like to allow students to reply to your email.

4. Fill out the subject line of the email and then type your email's message.



5. Check the "Send me a copy of the email" if you would like to receive a copy of your email.

6. If you'd like for all course instructors to receive the email (and not just your students), select "Copy All Instructors."

7. Once you've completed filling out your message and selecting your preferences, click the "Send Email" button at the bottom right-hand corner of the window.

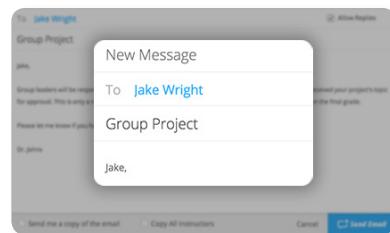
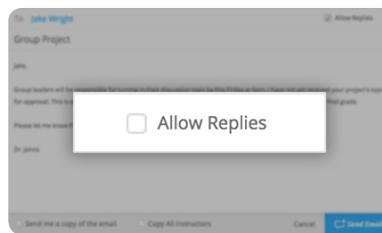
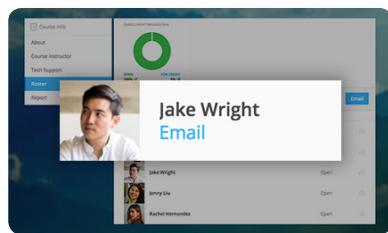
* You may also send an email via the Gradebook within the Grades & Performance tab. To start a new email, click the mailing icon at the top right-hand corner of the Gradebook and jump to Step 2 above.

Email a Student

Email a student through your Gradebook, roster, or while viewing the student's assignment.

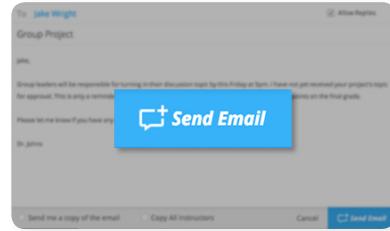
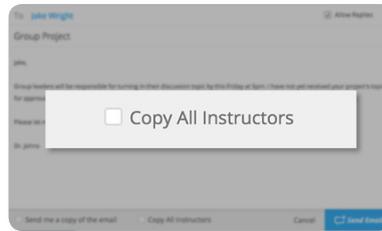
Student Email via Roster

1. To send an email to a specific student in your course, visit the roster within the Course Info View.
** To search for a student, click on the all/enrolled/open student dropdown menu within your roster. Type the student's name into the search field and press your keyboard's enter key. (Please note: The roster searches within the currently selected student category.)*



2. Hover over a student's name and click on the text "Email."

3. Next, check the box "Allow Replies" if you would like to allow the student to reply to your email.



5. Check the "Send me a copy of the email" if you would like to receive a copy of your email.

6. If you'd like for all course instructors to receive the email (and not just your student), select "Copy All Instructors."

7. Once you've completed filling out your message and selecting your preferences, click the "Send Email" button at the bottom right-hand corner of the window.

* You may also send an email via the Gradebook within the Grades & Performance tab. First, click on a student within the Grades & Performance tab. Then, below the student's name in the top banner, click on the text titled "Email" to initiate a new email. Skip to Step 3 above.

Platform Notifications

Stay up-to-date on the most important happenings within your course and learning community.



Notifications are notices of events that relate to you. New notifications show in the upper right-hand corner of your account with a red number marker over the bell icon. Clicking on this icon will display all of the recent notifications you have received.

Show All

Scroll to the bottom of your notifications and click "Show All" to open the Notifications page. This page displays all of your notifications on a timeline.

Email Notifications

Instructor Notifications Include

- Student feedback
- Being tagged in a note or thought
- Posted replies to your note, comment, or thought
- Posted replies to your (manually)* created forum
- Being added as a contact

Student Notifications Include

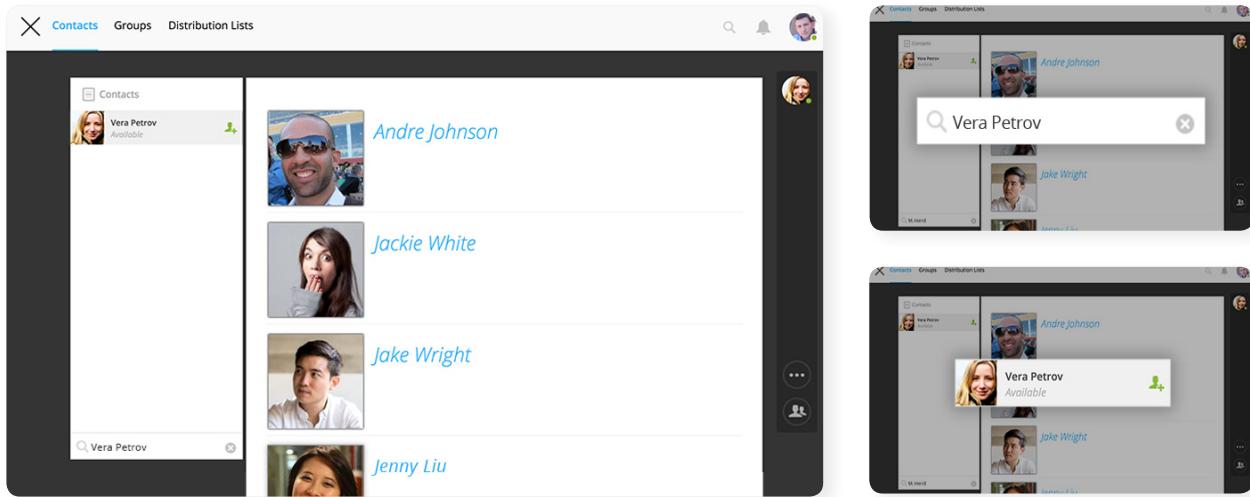
- Instructor assignment feedback
- Instructor note creation within course materials
- Instructor created forum discussion
- New grades
- Being tagged in a note or thought
- Being tagged as part of a group or list
- Being added as a contact
- Posted replies to your note, comment, thought, or created forum discussion

* Due to the large volume of participation within forums, you do not receive a notification when a student comments on a course forum unless you manually created the forum.

Once a day, notification emails will be sent out for any notifications you've missed while you were logged out of the platform. These emails contain links so you can navigate directly to any important notification you receive while away. If ever you don't want to be notified by email, you can turn off this feature by clicking on your profile image and then clicking "manage account." Under "preferences" uncheck the box regarding email notifications.

Add Contacts

Add contacts to build your learning network and connect with your students.



You can add new contacts within your Contacts page on the platform.

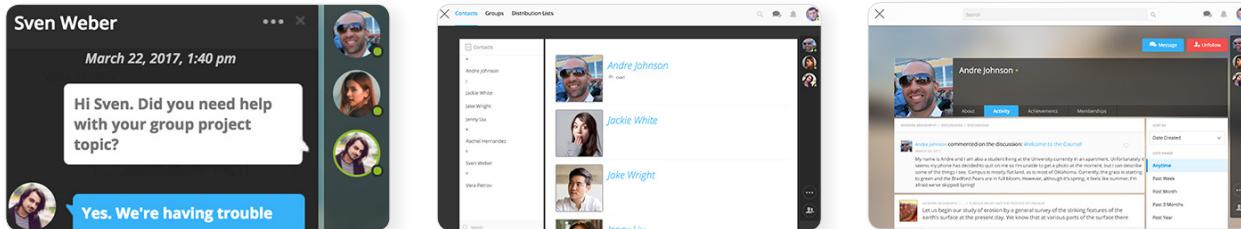
1. To navigate to your Contacts page, first locate the chat bar on the right-hand side of your account below your profile image. (If collapsed, you can open this bar by clicking on the chat bubble icon at the top right.)
2. Click on the Contacts icon at the bottom of your chat bar to open the Contacts page.
3. At the bottom left-hand corner of the Contacts page in the "Search" field, begin typing an individual's name.
4. Hover over the individual's name that you'd like to add as a contact, and select the add contact icon that appears.

* You can also add a new contact from a profile page by clicking the "Follow" button in the top right-hand corner.

Chat

Chat with students or other instructors when they are online. Use this feature to discuss best practices with instructors, hold virtual office hours, or answer student questions in real time.

There are three ways to start a chat with an online contact.



Chat Bar

Click on an individual's profile image that appears online in your chat bar. The chat bar is located on the right-hand side of your account below your profile image. You must have added an individual as a contact for them to appear online.

Contacts Page

Start a chat with an online contact from your Contacts page. Navigate to this page by clicking the people icon at the bottom of the chat bar. If a contact is online, you will see a chat icon with the word "chat" under the contact's name. Click on this icon.

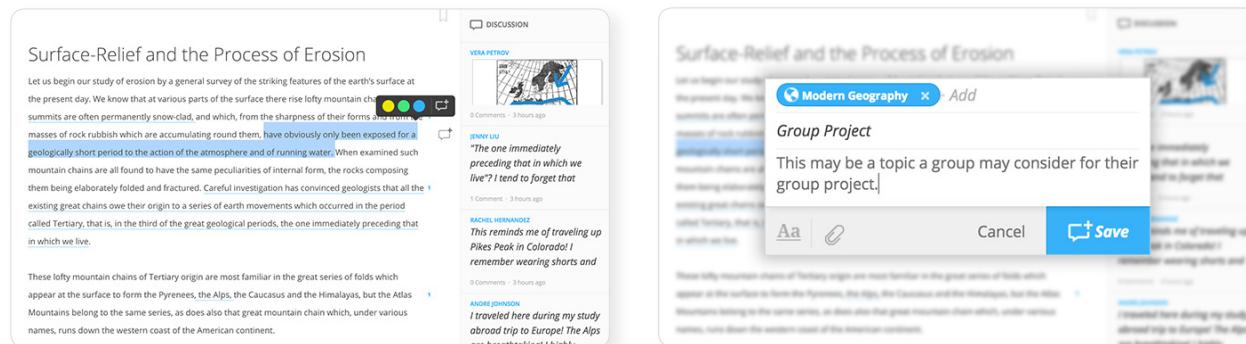
Profile Page

While viewing a contact's profile page, click "Message." If the individual is currently offline, the message button will appear gray to show the contact as unavailable to chat.

* If the chat bar is collapsed, you can open it by clicking on the chat bubble icon at the top right.

Create a Note

Notes are one of the most basic forms of communication on the platform. Add a contextualized note to almost any type of content to enrich your students' learning.



Surface-Relief and the Process of Erosion

Let us begin our study of erosion by a general survey of the striking features of the earth's surface at the present day. We know that at various parts of the surface there rise lofty mountain chains; their summits are often permanently snow-clad, and which, from the sharpness of their forms and the great masses of rock rubbish which are accumulating round them, have obviously only been exposed for a geologically short period to the action of the atmosphere and of running water. When examined such mountain chains are all found to have the same peculiarities of internal form, the rocks composing them being elaborately folded and fractured. Careful investigation has convinced geologists that all the existing great chains owe their origin to a series of earth movements which occurred in the period called Tertiary; that is, in the third of the great geological periods, the one immediately preceding that in which we live.

These lofty mountain chains of Tertiary origin are most familiar in the great series of folds which appear at the surface to form the Pyrenees, the Alps, the Caucasus and the Himalayas, but the Atlas Mountains belong to the same series, as does also that great mountain chain which, under various names, runs down the western coast of the American continent.

DISCUSSION

VERA PETROV
JENNY LU
RACHEL HERNANDEZ
ANDREW JOHNSON

Group Project

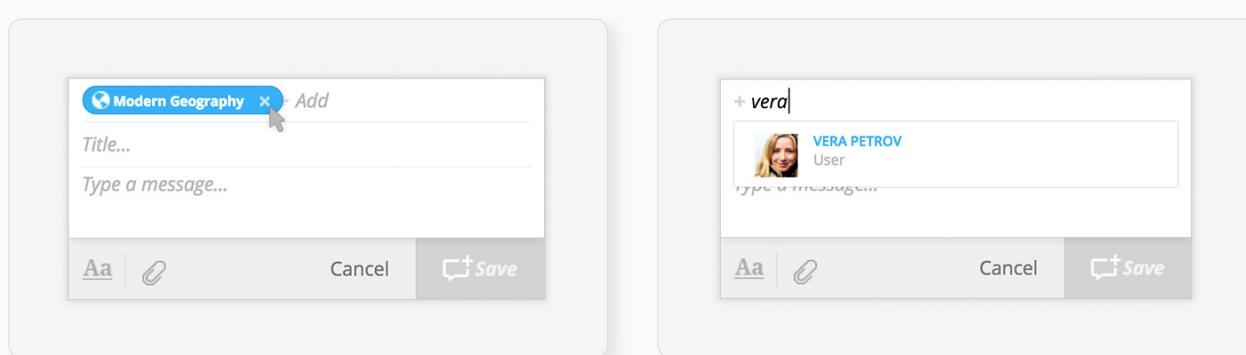
This may be a topic a group may consider for their group project.

Aa **Save**

Annotating your reading.

1. Drag your cursor over a passage.
2. Click on the note icon to begin a new note.
3. Fill out the sharing field, add a title, and a message, and even add an attachment or whiteboard.
4. Click "Save" to save and post your note.

* For most types of content, you can also hover over the right margin for a note icon to appear. Click the icon to begin a new note.



Modern Geography **Add**

Title...
Type a message...

Aa **Save**

+ vera | **VERA PETROV**
User

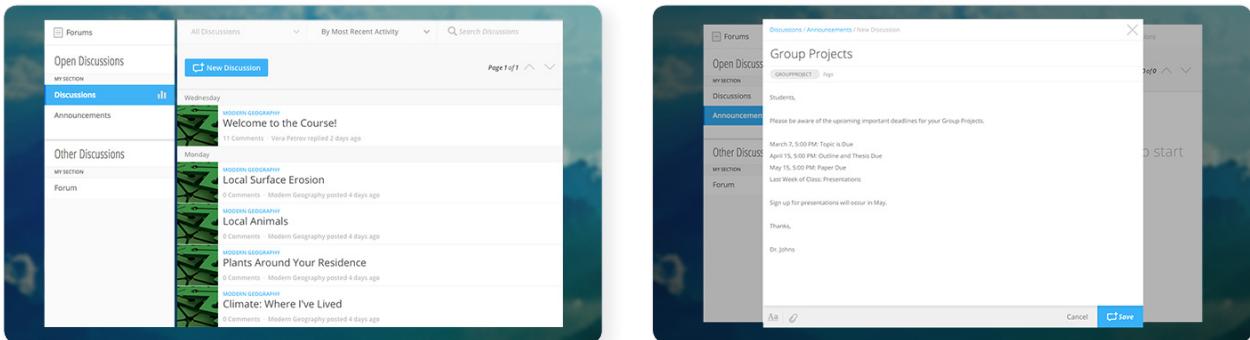
Aa **Save**

Change who your note is shared with.

1. Notice that by default your note is shared with everyone in your course. To remove the course, hover over the course name and click the "x" that appears.
2. Leave the sharing field empty to keep the note private, or type in the name of the person, group, list, or community with which you'd like to share your note.

Create a Discussion or Make an Announcement

Your course forum allows you to begin a discussion or make an announcement regarding the course.

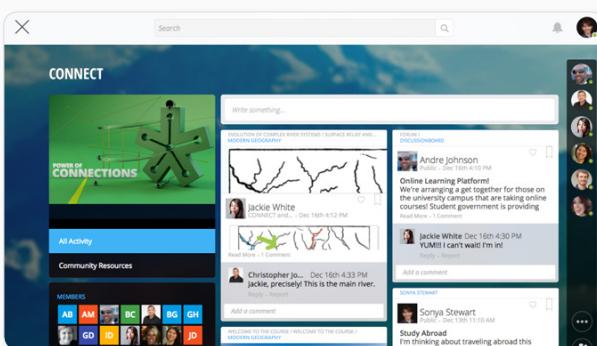


Create a new discussion or announcement.

1. Click on your course Discussions View in the top banner.
2. In the left-hand panel, click on the forum in which you'd like to start a discussion.
3. Click "New Discussion."
4. Add a title, tags, and your message, and even add a whiteboard, video, or file attachment.
5. Click "Save" to save your discussion and post it.

Your course may have enrolled-only forums. If you'd like both open and enrolled students to view your discussion, make sure you post in the open forum.

Connect on the Community Page

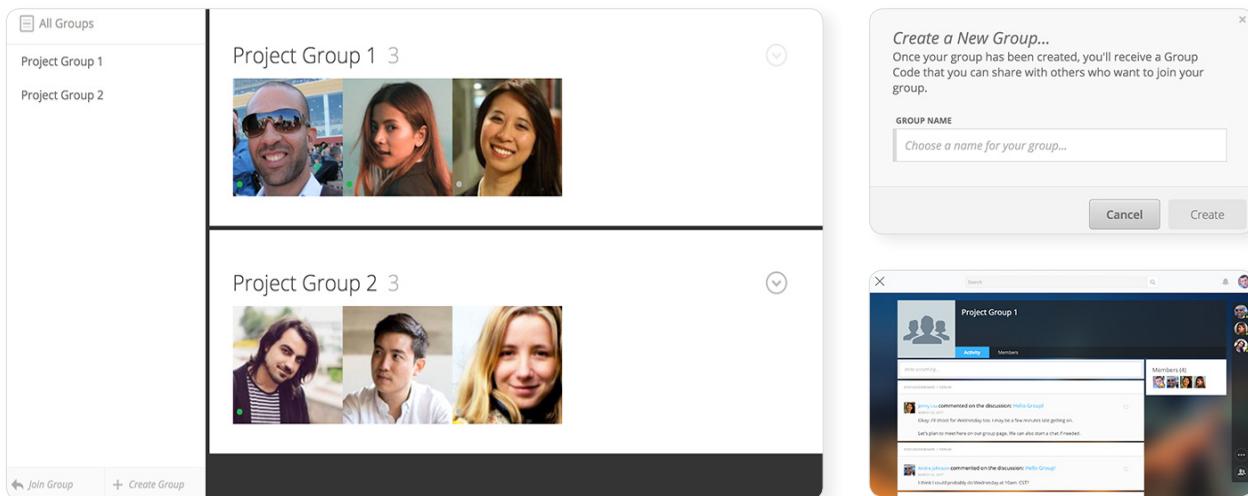


Our community feature offers a collaborative meeting space for individuals to interact outside of a course context. The community page offers members a space to post a topic or question for the community to respond to, and also offers a list of community members for easy networking and communication. To locate your community page, navigate to your homepage and click on a community.

Organize Groups

Create a meeting space to share best practices with a group of instructors, or set up student groups for class projects.

The group feature allows for a collection of individuals to privately and quickly share notes, ideas, and discussions between one another. Both instructors and students can create groups. Creating a group also sets up a Group page. A Group page is the meeting hub for its members. This page's activity stream will display all notes shared with the group across readings and other materials, and also allows members to post a discussion directly to the group page regarding any topic.



Create a group and visit the Group page.

1. Navigate to your Contacts page, and click on the tab labeled "Groups."
2. At the bottom of the left-hand panel, click on "Create Group."
3. Type a group name.
4. Select "Create" to create the group. Once the group is created, you will see a group code. Be sure to keep this group code to send to your contacts.
5. Click on the created group within your Contacts page to navigate to the Group page.

Share your code with your contacts to build group membership. If you've forgotten your code, click on the dropdown arrow next to the group name on your Contacts page and click "Group Code" to view and copy it. Your contacts can select "Join Group" on their Contacts page and enter the group code to become a group member.

Now that you've created a group, you can share notes privately with group members by creating a note and adding the group name to the sharing field. See "Create a Note" on page 35 to learn more