

2018

Lewisville, TX
sales@comprehend.org
1.469.251.7775



ONLINE LEARNING STEP-BY-STEP

COMPREHEND LEARNING

PRECISION, MASTERY-
BASED CURRICULUM

THANK YOU

We know that choosing the curriculum for your child is an extremely important decision. Education is the gateway to a world of opportunities, and the learning platform by which you choose to home-school has a large influence on the success of the student. We hope to make this experience as seamless as possible with Comprehend Learning.



STEP 1: AUTONOMY

A manifestation of a perceived internal focus of control for actions

STEP 2: COMPETENCE

Perceived expectation of performing activities at a prescribed level

STEP 3: RELATEDNESS

How students develop emotional connections with significant others such as teachers and fellow students

STEP 4: MULTIPLIER

Empowering the teacher to teach all students simultaneously in less time.



OUR CURRICULUM

Focusing on the need of the student becomes a real challenge when diversity intersects with lack of resources. We understand how to empower fewer resources by multiplying the tool set a teacher has to accelerate all seats in the classroom through self paced to facilitator blended with surgical precision.

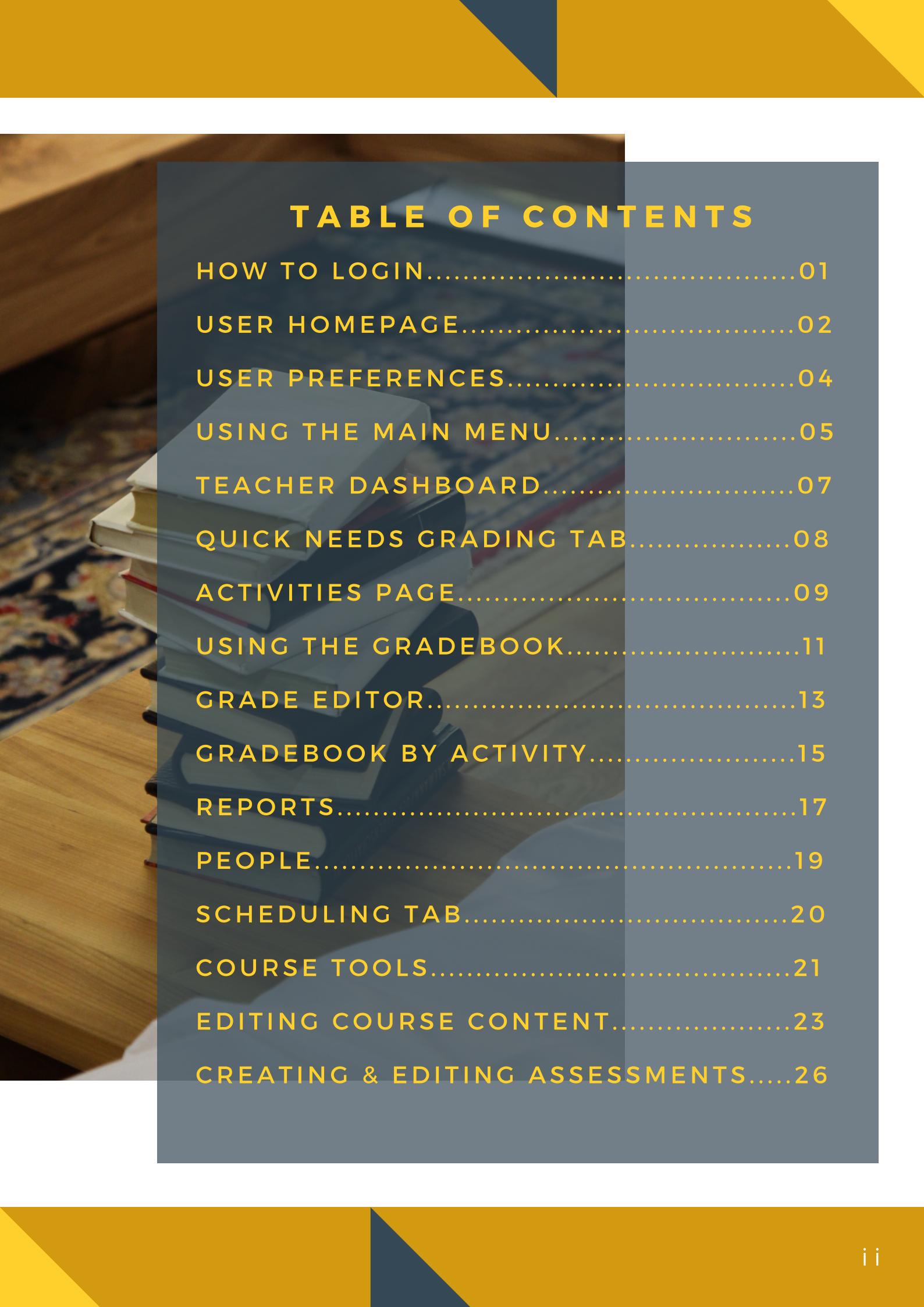


TABLE OF CONTENTS

HOW TO LOGIN.....	01
USER HOMEPAGE.....	02
USER PREFERENCES.....	04
USING THE MAIN MENU.....	05
TEACHER DASHBOARD.....	07
QUICK NEEDS GRADING TAB.....	08
ACTIVITIES PAGE.....	09
USING THE GRADEBOOK.....	11
GRADE EDITOR.....	13
GRADEBOOK BY ACTIVITY.....	15
REPORTS.....	17
PEOPLE.....	19
SCHEDULING TAB.....	20
COURSE TOOLS.....	21
EDITING COURSE CONTENT.....	23
CREATING & EDITING ASSESSMENTS.....	26

HOW TO LOGIN



- 1 Locate the USERNAME provided to you by the school and enter it here. If you do not have a username, please contact the school for additional help.
- 2 Locate the PASSWORD provided to you by the school and enter it here. If you do not have a password, please contact the school for additional help.
- 3 Click the LOGIN button to authenticate yourself and gain access to your courses.
- 4 If you forget your password, you can use this submenu to request a new password. A message will be sent to your email with instructions on how to change your password.

USER HOMEPAGE

The screenshot shows a dark-themed user homepage. At the top left are navigation icons: a three-line menu (1), a courses icon (2), and a dashboard icon (3). On the top right are account details for 'Thomas Jones' (4), a question mark icon (5), and a user profile icon (6). Below the header is a date box showing 'Wednesday, August 15, 2018'. To its right are two notification boxes: 'NEEDS GRADING' with 1 item (7) and 'ANNOUNCEMENTS' with 8 items (8). A large course card for 'UNITED STATES HISTORY' is displayed, featuring a historical painting of the Declaration of Independence. Below the card is the text 'US History 2018' and a row of small icons (9).

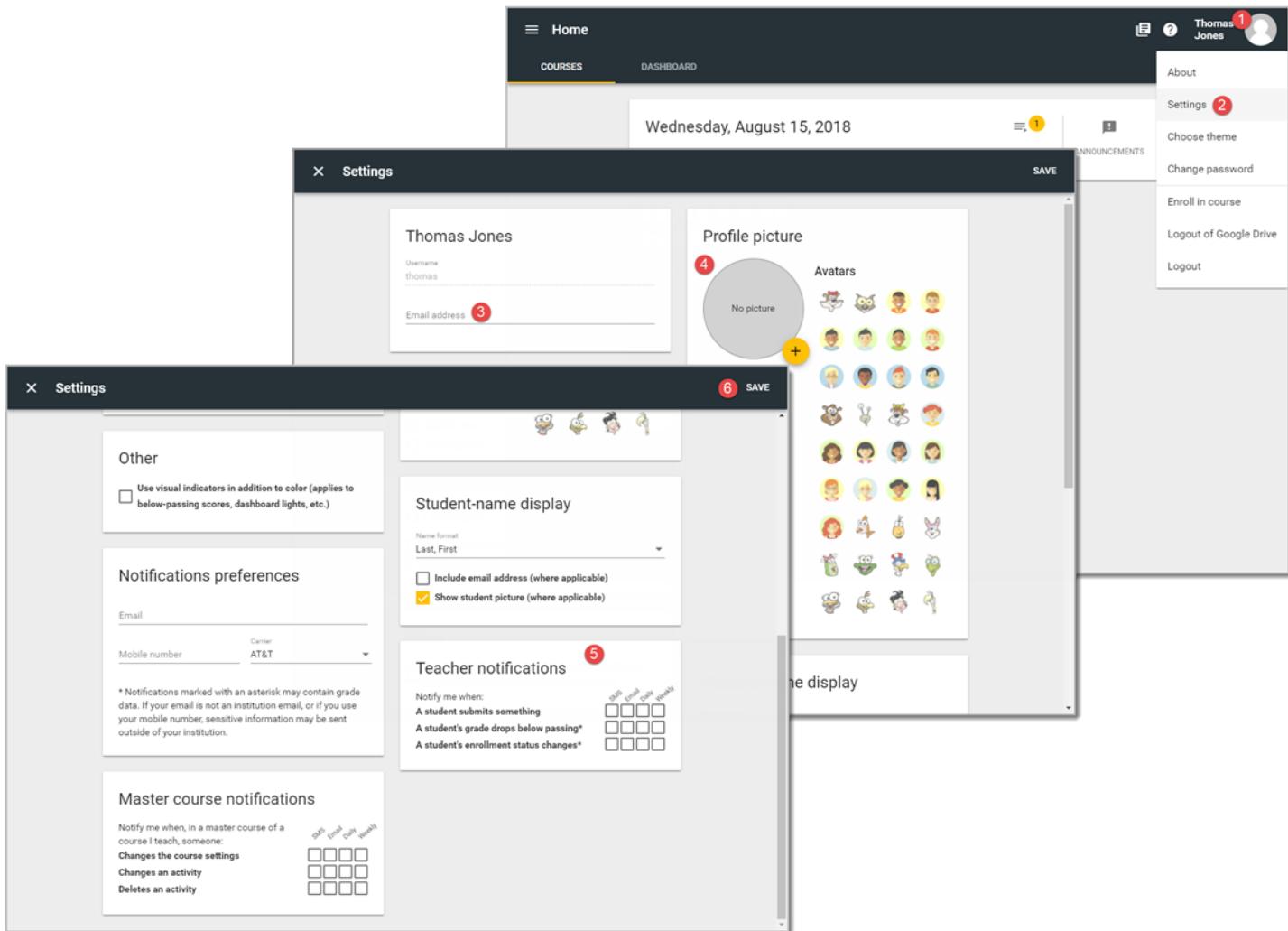
- 1 This is the main menu used to navigate the system.
- 2 Click on COURSES to expose the courses home page.
- 3 Click on the DASHBOARD to expose statistical information.
- 4 Clicking on the course icon will allow you to see past courses, as well as hide courses you no longer wish to have on your homepage.
- 5 Clicking on the question mark button, will provide you context-sensitive help. You can find these HELP buttons throughout the system.

USER HOMEPAGE (cont.)

- 6 Clicking on your username, will expose the various personal settings that you can set to customize the system.
- 7 Clicking on the NEEDS GRADING icon will take you to the quick grading page.
- 8 Clicking on the ANNOUNCEMENTS icon will take you to the email and announcements page.
- 9 As you examine the course card, you will find buttons to play the course, review the gradebook, run reports, and examine the people page.

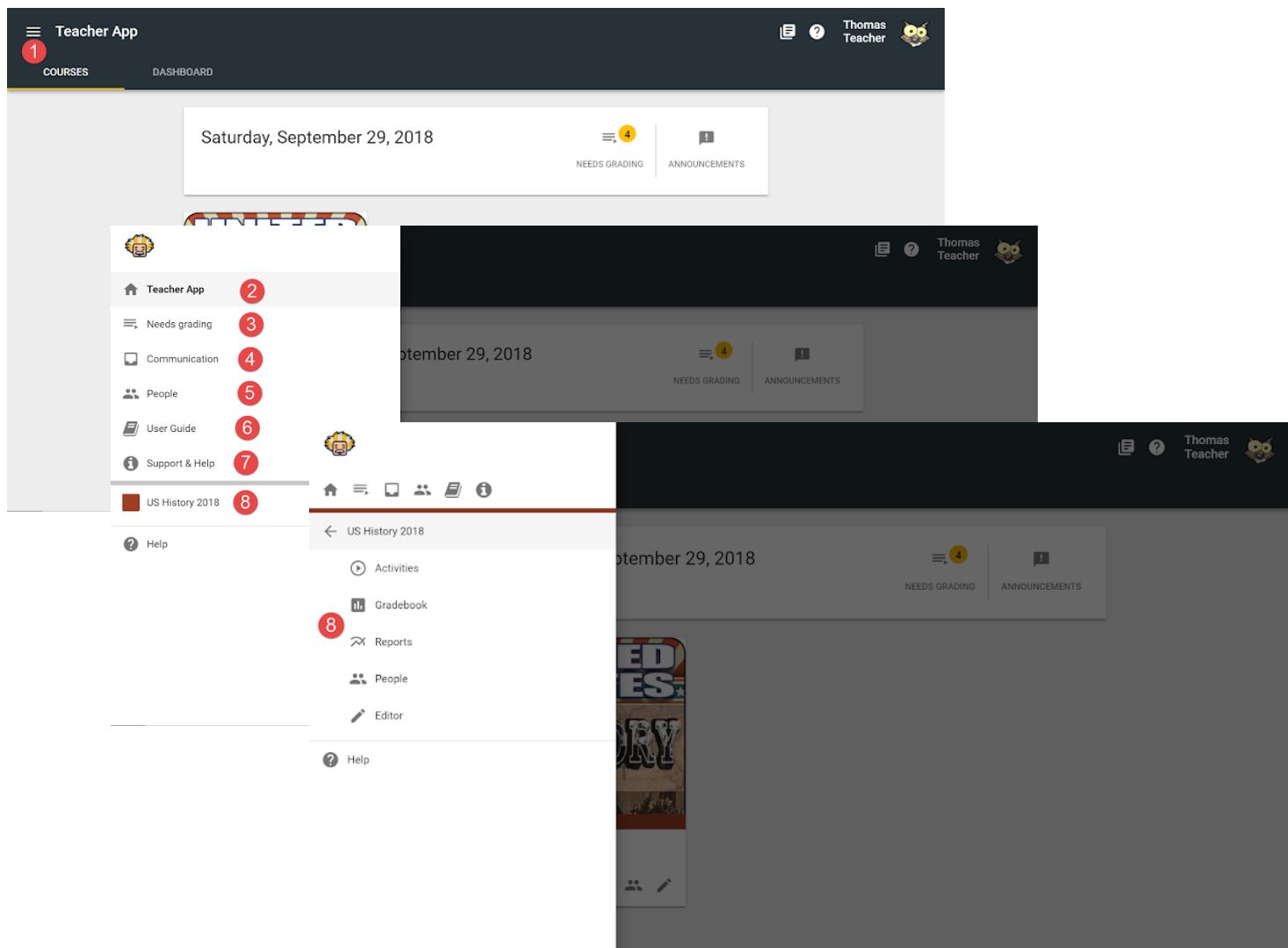
More information on each of these items follows in this documentation.

USER PREFERENCES



- 1 Click on your name in the upper right-hand corner to expose the preferences menu.
- 2 Click on settings.
- 3 If your email address is not present, enter it now. This will be used for purposes of notifications from the system as well as emails from the students.
- 4 Choose an avatar to personalize your experience in the course. This picture will show up in various locations as you interact with the course.
- 5 Set your desired teacher notifications. You can choose any combination of options. SMS and emails are sent either immediately, daily or weekly in set intervals.
- 6 Click save to commit your changes to the system.

USING MAIN MENU



- 1 At any time, you can click on the menu icon to navigate the system.
- 2 Clicking on the “Home” menu item will return you to the home screen.
- 3 Clicking on the “Needs grading” menu item will take you to the quick grading screen.
- 4 Clicking on the “Communication” menu item will take you to the announcements and email page.
- 5 Clicking on the “People” menu item will take you to the people page where you can get additional information about your students.

USER MAIN MENU (cont.)

- 6 Clicking on the “User Guide” menu item, will take you to the attached PDF of Crystal Bridges’ Online Learning: Instruction Manual for further instruction.
- 7 Clicking on the “Support and Help” menu item, will take you to the online help system.
- 8 All the courses with which you are working will be presented in this area. Clicking on the course title, will expose the course menu.

TEACHER DASHBOARD

The screenshot displays the Teacher Dashboard interface. At the top, there's a navigation bar with 'Home' (with a red circle '1'), 'COURSES', and 'DASHBOARD' (highlighted). On the right, there are icons for a profile picture of 'Thomas Jones', a question mark, and a gear.

Below the navigation is a 'Performance summary' section with two bar charts. The first chart shows 'Graded' assignments (blue bars) and 'Needs Grading' assignments (red bars) from August 1st to 15th. The second chart shows student counts from 1 to 10 for the same period.

On the right side, there are three main summary boxes:

- Course summary:** Shows 1 active course and 0 active courses with critical students.
- Student summary:** Shows 1 active student and 0 critical students.
- Active courses:** Shows a single course titled 'US History 2018' with 1 active student. A red circle '3' is positioned above this box.

- 1 From the Home page, click on the DASHBOARD tab to expose grading information.
- 2 The 'Performance Summary' is related to the number of assignments the teacher needs to grade, and the number of assignments that have been graded.
- 3 The 'Active Summary' area gives the teacher some information that is color-coded in green, yellow, and red, concerning the students pace in the course and their passing scores. Hovering over these colored dots will provide additional information about the students in the course.

QUICK NEEDS GRADING

The screenshot shows the Edmentum Learning Management System interface. At the top, there's a navigation bar with 'Home', 'COURSES', and 'DASHBOARD'. The main area displays a course titled 'UNITED STATES HISTORY' for 'US History 2018'. A banner at the top of the course page says 'Wednesday, August 15, 2018' and has a 'NEEDS GRADING' button with a red circle containing the number '1'. Below the course title, there's a section for 'Submissions (1)' showing a single item: 'Lesson 1 - Activity: Jamesto...' submitted by 'Jones, Jennica' on '8/15/18, 5:34 PM'. A red circle with '2' is placed next to this submission. To the right, there's a 'Needs grading' panel for 'Jones, Jennica' with a map titled 'Map_of_Island.pdf'. The panel includes sections for 'Content', 'Score/Activity History', 'Submission History', and 'Analytics'. A red circle with '3' is placed above the map. On the far right, there's a scoring and feedback section with a score input field, buttons for 'FULL CREDIT', 'NO CREDIT', and 'CLEAR', and a 'Feedback (Visible to Student)' area with rich text editing tools. A red circle with '4' is placed above the feedback area. The top right corner shows the user profile 'Thomas Jones'.

More information about how to grade activities will be presented in the GRADEBOOK section of the user guide. Below is a quick summary.

- 1 Clicking on the NEEDS GRADING icon from the home page takes you to the quick grading page where any item that needs grading across all your courses will be presented. You can get the same information by going to each individual course gradebook.
- 2 The NEEDS GRADING page is divided into three main sections. This section is a listing of all the items which need your attention for grading. You can filter this list by text or by course.
- 3 This section has information regarding the submission, notes, and submission history associated with an activity or assignment.
- 4 This area is where scoring is done and feedback is entered.

To return to the home page, click the MAIN MENU and navigate from there.

ACTIVITIES PAGE

The screenshot shows a web-based course player interface. On the left, a vertical sidebar lists course activities: Unit 1 - Beginnings to Reconstruction (selected), Unit 1 Objectives, Lesson 1 - Exploration and Settlement (highlighted in yellow), Lesson 1 - Activity: Jamestown, Lesson 2 - The Thirteen Original Colonies, Lesson 3 - Conflict Leads to Independence, Lesson 3 - Activity - Revolutionary War, Quiz 1, and Lesson 4 - Formation of a New Nation. At the top right, there are navigation icons (home, back, forward, search) and a 'Thomas Teacher' icon. The main content area displays 'Lesson 1 - Exploration and Settlement' under 'Unit 1 - Beginnings to Reconstruction'. A large title '1. EXPLORATION AND SETTLEMENT' is centered above a 'Vocabulary' section. The vocabulary list includes: conscience [KON-shuhns] – the inborn sense of what is right and wrong that leads one to do what is right; dictates [DIK-teytz] – the principles by which a person is led to do right; the rules of the conscience; and tyranny [TIR-uh-nee] – the harsh and unbending rule of a dictator or an unreasonable government. Below the vocabulary is a quote from George Washington: "At the root of everything that we're trying to accomplish is the belief that America has a mission." At the bottom of the content area are 'DESCRIPTION' and 'SUBMIT' buttons.

From the homepage, clicking on the ACTIVITIES button of the course card or choose ACTIVITIES from the main menu, will take you to the course player, and present this view.

1 This is the table of contents for the course, and the main way to navigate a course. Most courses contain folders which, when clicked upon, open to expose additional activities. Activities are generally represented as a circle and present the content of the course, assignments, and assessments. Clicking on an activity, will present the material in the document window to the right of the table of contents.

2 This is the document window where the course information, assignments, and assessments are presented. Instructions as well as submission buttons for various assignments are at the bottom of the document window.

3 Clicking on the COURSE HOME button will return you to the first page of the course.

4 Clicking on the COURSE LINKS button will give you additional activities that are used throughout the course.

ACTIVITIES PAGE (cont.)

- 5 Clicking the OBJECTIVES button will present the objectives covered in this course.
- 6 Clicking on the EDITOR button allows quick access to the editing tools for the currently visible learning activity. More detail is available under Editing the Course Content.
- 7 Clicking the PREVIOUS ACTIVITY button will take you to the previous activity as presented in the table of contents.
- 8 Clicking the NEXT ACTIVITY button will take you to the next activity as presented in the table of contents.
- 9 Clicking on the FULL-SCREEN button will hide the table of contents for the course, giving you more room for the main course content. Clicking this button again, will return the table of contents.
- 10 Clicking on the online HELP button will provide additional information about the current screen and how it can be used.

Use the MAIN MENU to navigate back to the home page, or to any other specific course page.

USING THE GRADEBOOK

☰ Gradebook - US History 2018
⚙️ ⚡ 🔍 ⏷ ⓘ Thomas Teacher 🐣

1 GRADES
2 MASTERY
3 FOR ME

Unit 1 - Beginnings to Reconstruction

Name	Score	Grade	Lesson 1 - Exploration and Activity: Jamestown	Lesson 2 - The Thirteen Original	Lesson 3 - Conflict Leads to	Lesson 3 - Activity - Revolutionary	Quiz 1	Lesson 4 - Formation of a New Nation	Lesson 4 - Activity - Founding	Lesson 4 - Activity - Founding	L Exp
Aceves, Charles	74.84%	C	81.44%	85%	70%	x	69%	74%	89%	80%	
Brown, Jennica	90.76%	A	96.22%	100%	100%	x 6	90%	90%	87.5%		
Dugan, Michael	61.28%	D	59.22%	45%	86%	x	65%	60%	73%	78%	
Green, James	98.18%	A	92.55%	96%	87%	92%	89%	100%	x	78%	
Hall, Sharon	59.52%	F	66.66% C	40%	57%	65%	60%	x	70%	58%	
Hoffmann, Elsie	97.25%	A	100%	100%	94%	x	92%	98%	88%	87%	
Jones, Jennica	85.22%	B	88.88%	85%	63.75%	94%	87%	85%	x	98%	
Smith, John	78.62%	C	66.66%	95%	80%	x	83%	78%	89%	77%	

8 students	80.71%	B	81.45%	76.83%	79.71%	83.66%	77.85%	83.57%	82.75%	79.42%	
------------	--------	---	--------	--------	--------	--------	--------	--------	--------	--------	--

From the homepage, clicking on the GRADEBOOK button of the course card or choosing GRADEBOOK from the main menu, will take you to the course gradebook, and present this view.

- 1 The GRADES page presents the details of the students work within the course.
- 2 The MASTERY page indicates how many objectives have been mastered, not mastered, or have no attempts.
- 3 The FOR ME page displays learning activities that are specifically assigned to only the student by the lead teacher.
- 4 Many areas of the grade page can be clicked to expose additional detail. Clicking on the students name, displays the students grade page an additional information described below.

USING THE GRADEBOOK (cont.)

5

There are different ways of understanding the data in each cell of the gradebook. In this example red indicates below passing; the circle with the arrow indicates an allowed retry; the conversation bubble indicates feedback; and document icons indicate a submission needs grading.

6

The document icon can be graded from the gradebook or from the needs grading page. Double clicking on the document icon will load the full window documented below.

7

Clicking DISPLAY OPTIONS allows you to customize the look and feel of the gradebook. You can add additional columns and footers that display additional information that you might find helpful.

8

Clicking ENABLE QUICK-EDIT GRADING turns the gradebook grid into more of a spreadsheet like experience for entering only the score. You need to click the ENABLE QUICK-EDIT GRADING button again to disable that functionality.

9

Clicking the TOOLS button allows you to import and export the entire gradebook to a CSV file.

10

Some courses are very long and therefore the gradebook becomes very wide causing constant horizontal scrolling to get to your grading area. To avoid this, click the FILTER button and choose only the folder which you want to display at any given time. This can be modified as often as you like.

Use the MAIN MENU to navigate back to the home page, or to any other specific course page.

GRADE EDITOR

The screenshot shows a gradebook interface for "US History 2018". At the top, there are navigation icons and a user profile for "Thomas Teacher". Below the header, there are three tabs: "GRADES", "MASTERY", and "FOR ME". The "GRADES" tab is selected, displaying a table of student grades for various assignments.

Name	Score	Grade	Unit 1 - Beginnings to Reconstruction									
			Lesson 1 - Exploration and Activity: Jamestown	Lesson 1 - The Thirteen Original	Lesson 2 - Conflict Leads to	Lesson 3 - Activity - Revolutionary	Quiz 1	Lesson 4 - Formation of a New Nation	Lesson 4 - Activity - Founding	Lesson 4 - Activity - Founding	Lesson 4 - Exp	
Aceves, Charles	74.84%	C	81.44%	85%	70%	X	69%	74%	89%	80%		
Brown, Jennica	90.76%	A	96.22%	1	100%	X	X	90%	87.5%			
Dugan, Michael	61.28%	D	59.22%	45%	86%	X	65%	60%	73%	78%		
Green, James	98.18%	A	92.55%	96%	87%	92%	89%	100%	X	78%		
Hall, Sharon	59.52%	F	66.66%	C	40%	57%	65%	60%	X	70%	58%	
Hoffmann, Elsie	97.25%											
Jones, Jennica	85.22%											
Smith, John	78.62%											

Below the grade table, a specific student's assignment is highlighted. The student is "Brown, Jennica" (Grade A). The assignment details show it is an activity titled "Lesson 1 - Activity: Jamestown" from the "Lessons" category, due on Oct 3, 2018, and submitted on Sep 29, 2018 at 10:45:05 PM. The submission content is a hand-drawn sketch of a cannon on a ship, labeled "canons". The submission history, score history, and analytics tabs are also visible.

The right side of the screen shows a detailed view of the assignment submission. It includes a "Grade Editor" interface with a score input field (5), grading buttons (Full Credit, No Credit, Clear), and a feedback section. The feedback message reads: "Jennica, you should consider redoing this assignment to see if you can get a better score." There are also buttons for "Save Draft" (8), "Submit Score", "Excuse", "Allow Retrn", "Override Complete", and an "Insert Template" button (7).

- 1 Whenever you see a document icon in the gradebook, double-clicking that document icon will expose the GRADE EDITOR where grades are entered into the system for each assignment. The same GRADE EDITOR is available from the NEEDS GRADING page on the home screen.
- 2 This area presents information about the activity.
- 3 This area allows for the actual submission content to be reviewed and downloaded with student entered comments below the document. You can also get submission history, score history, and analytics.
- 4 By clicking on the range, you are presented with additional grading tools that can be applied against all grading events for a particular learning activity.

GRADE EDITOR (cont.)

5

This is where the score is entered into the gradebook for this assignment. You can use the quick buttons for full credit, no credit, and to clear the score. Some activities use a rubric to enter the score. When those assignments are presented, the rubric will be presented as well. You will enter the score for each individual row of the rubric and then the system will total all rows to generate the final score.

6

You should leave feedback in regards to your grade for the student to review. You can type these comments, use the microphone to speak them in, or use the camera to record them. Microphone and video submissions are limited to three minutes.

7

The system allows you to create templates so that similar feedback can be written once, and then pasted into the feedback area by simply clicking on the title of the template.

8

The final step is to SUBMIT SCORE. You can also EXCUSE the activity entirely, which takes the activity out of the gradebook as if it did not exist. You can also give the activity a score, or ALLOW RETRY. The score will remain as entered until the student resubmits the assignment and it is graded again.

Use the MAIN MENU to navigate back to the home page, or to any other specific course page.

GRADEBOOK BY ACTIVITY

- 1 Clicking on the header of any column in the gradebook will provide you more detail about that particular assignment.
 - 2 Clicking on a particular student name will bring up the grading page for this activity. In the upper right-hand corner, you will be able to go to the next student which should enable faster grading.
 - 3 Clicking on the analytics will allow you to review the student scores as a class. It will give you various statistical information and bar charts for review.
 - 4 Access to the grading tools can also streamline your grading. Additional information is below.

GRADEBOOK BY ACTIVITY (cont.)

5

There are additional grading tools available here. This allows you to automatically assign a score, excuse items, and allow retries by selecting one or more students at a time.

REPORTS

The screenshot shows the 'Reports' page with a dark header bar. On the left, there's a menu icon and the word 'Reports'. On the right, there are four icons: a red circle with the number '4', a question mark, 'Thomas Jones', and a user profile picture. Below the header, there are three tabs: 'GRADEBOOK' (highlighted in red), 'STUDENT', and 'MASTERY'. The main content area has a light gray background. Step 1, 'Choose a report - Course activity summary', is selected and highlighted with a yellow circle. It includes two options: 'Course activity summary' (selected) and 'Period and category summary'. Step 5, 'Download the report', is also visible. A 'NEXT' button is located below the first step. To the left of the steps, there's a 'Filter the data - Filtered' section with an optional link.

1 Choose a report- Course activity summary

5

2 Course activity summary
Summarize grade information (e.g., scores, failing, passing), time spent, and other data by course activity

3 Period and category summary
Summarize grade information (e.g., scores, failing, passing), time spent, and other data by period and category

NEXT

Filter the data- Filtered
Optional

3 Download the report

From the homepage, clicking on the REPORTS button of the course card or choose REPORTS from the main menu, will take you to the reports page, and present this view.

- 1 Choosing the GRADEBOOK tab will present reports that convert the gradebook data into a CSV file.
- 2 Choosing the STUDENT tab will allow you to run reports specific to a single student.
- 3 Choosing the MASTERY tab will allow you to run mastery-based reports.
- 4 Clicking on the HELP button will give you additional online support for how to use the reports in the system.

REPORTS (cont.)

5

After choosing the report you want to run, the system will present options, filters, and selectors, and then walk you through each step of the process, resulting in downloading the report as a CSV file.

Use the MAIN MENU to navigate back to the home page, or to any other specific course page.

PEOPLE

≡ US History 2018 - People

Thomas Teacher 

1 2 3

Name	Score	Progress	Pace	Perf
Aceves, Charles	74.84%	<div style="width: 4%;"></div> 4%	●	●
Brown, Jennica	90.76%	<div style="width: 4%;"></div> 4%	●	●
Dugan, Michael	61.28%	<div style="width: 4%;"></div> 4%	●	●
Green, James	98.18%	<div style="width: 4%;"></div> 4%	●	●
Hall, Sharon	59.52%	<div style="width: 4%;"></div> 4%	●	●
Hoffmann, Elsie	97.25%	<div style="width: 4%;"></div> 4%	●	●
Jones, Jennica	85.22%	<div style="width: 5%;"></div> 5%	●	●
Smith, John	78.62%	<div style="width: 4%;"></div> 4%	●	●

Items per page: 25 1 - 8 of 8 < >

From the homepage, clicking on the PEOPLE button of the course card or choosing PEOPLE from the main menu, will take you to the people page, and present this view.

- 1 Clicking the DISPLAY OPTIONS button will give you the ability to turn on or turn off various columns of information about the student.
- 2 Clicking the FILTER button will give you the ability to filter the students in your course by various options.
- 3 Clicking the HELP button will give you the online help resources which will further describe how to use the PEOPLE page.
- 4 This is the area where the data is presented, the columns can be sorted, and when clicking on the student name, you will be taken to the students detail page.

Use the MAIN MENU to navigate back to the home page, or to any other specific course page.

SCHEDULING TAB

The screenshot shows the 'SCHEDULING' tab selected in a course editor interface. On the left, there's a sidebar with 'SYLLABUS' and 'WEIGHTS' tabs, and an 'ACTIVITY LIST' tab which is currently active. The main area has a 'Due Date' dropdown set to 'October'. A calendar for October 2018 is displayed, with October 3rd highlighted in red and circled with a red number 4. Below the calendar, a list of activities for Wednesday, October 3, 2018, is shown. One activity, 'Lesson 1 - Exploration and Settlement', is highlighted with a red circle containing a red number 5. To the right, there's a properties panel for an activity titled 'Quiz 1', showing details like Type: Assessment, Visible to: Students, teachers and observers, and Objectives: 113.41.c.1.B and 113.41.c.2.C.

1 The Scheduling tab is an easy way to assign a due date, visibility date, and grade release date for gradable activities in the course.

2 Clicking on any folder in this area will expose the gradable activities within that folder. Click and hold any item from the list and drag to the date on the calendar when the assignment should be due.

3 When you release the mouse click, the activity will be assigned that due date. If you need to subsequently change the due date, you can click on the day in the calendar, and all activities due on that date will be listed below. Click and drag the item that should be changed to the new date.

4 The default date will be set as the due date; however you can also set dates using the scheduling tab for visibility dates as well as grade release dates.

5 The designated activities will appear organized by date. Clicking on the individual activities will expose the corresponding activity information.

COURSE TOOLS

The screenshot shows the 'Editor - US History 2018' interface. At the top, there are navigation tabs: SYLLABUS, WEIGHTS, ACTIVITY LIST, and SCHEDULING. On the far right, there's a user icon for 'Thomas Teacher' and a wrench icon to open the course tools menu. The main content area displays a list of units from 'Unit 1 - Beginnings to Reconstruction' to 'Unit 10 - Modern Era to the Present'. A context menu is open over the first unit, with numbered callouts pointing to its options:

- 1: Wrench icon (Course tools)
- 2: Course settings
- 3: Landing page
- 4: Course links
- 5: Recycle bin

On the right side of the screen, there's a sidebar with sections for 'Resources', 'Type: Folder', 'Visible to: Students, teachers and observers', 'Visible in table of contents' (with a checked checkbox), and 'Objectives' (listing three educational standards).

- 1 Click on the wrench to expose the course tools.
- 2 Use the settings menu item to modify the course title, course color, gradebook options, grading categories, and blackout dates.
- 3 The landing page is an area where you can add additional descriptions concerning the course that are displayed when the student initially opens the course.
- 4 If there are consistent links which should be available to the standard, rather than needing to identify a location inside the course content, can add course links to the course which are always visible in the course heading at the top of the page. You can link to an external site or to an internal course activity.
- 5 While in the syllabus, if you accidentally delete an item which you want back, you would see the deleted items in the recycle bin and can restore them to the course.

EDITING COURSE CONTENT

The screenshot shows the 'Editor - US History 2018' interface. At the top, there are tabs: 1 SYLLABUS (selected), 2 WEIGHTS, 3 ACTIVITY LIST, 4 SCHEDULING, 5, 6, 7, and a 'Thomas Teacher' icon. The main area displays a list of units:

- Unit 1 - Beginnings to Reconstruction
- Unit 2 - Industrialization and the Railroads
- Unit 3 - Growing American Influence 1865-1912
- Unit 4 - World War I
- Unit 5 - The Roaring Twenties and the Great Depression
- Unit 6 - World War II
- Unit 7 - The Korean War and the Booming 1950s
- Unit 8 - The Cold War and the Civil Rights Era
- Unit 9 - The Vietnam War and the Modern Era
- Unit 10 - Modern Era to the Present

A red circle with the number 8 is placed over the fifth unit. To the right, a sidebar titled 'Properties' shows the unit's title, type (Folder), visibility settings, and objectives:

Title: Unit 2 - Industrialization and the Railroads
Type: Folder
Visible to: Students, teachers and observers
 Visible in table of contents
Objectives:
113.41.c.2.A - identify the major characteristics that define an historical era.
113.41.c.2.C - apply absolute and relative chronology through the sequencing of significant individuals, events, and time periods.
113.41.c.3.A - analyze political issues such as Indian policies, the growth of political machines, civil service reform, and the beginnings of Populism.

The syllabus is the main area where editing of course content, organization, visibility, and other activities occur. You have the ability to open a folder by clicking on the down chevron and then adding additional content to the course. This documentation does not go into an in-depth discussion on how to add items, however it is straightforward. If you need more detailed information, you can look at the online help.

- 1 This page displays the weighting of each activity as far as the overall course score is concerned.
- 2 The activity list shows all the activities in the course, and can be filtered by activity type. You can also edit from this page.
- 3 Scheduling allows you to drag-and-drop activities onto a calendar in order to create their due date.

EDITING COURSE CONTENT (cont.)

- 5 Clicking the TOOLS button exposes the course tools that have been previously discussed.
- 6 The search icon allows the user to search for activities inside the course by searching on the title or item ID.
- 7 Clicking the HELP icon will provide you with additional online help.
- 8 This is the overall manifest of the course, showing the layout of the course, visibility of the items and folders in the course, and allows for dragging and dropping to reorder the items.

EDITING COURSE CONTENT (cont.)

The screenshot shows the AgiliBuzz course editor interface. At the top, there are tabs for SYLLABUS, WEIGHTS, ACTIVITY LIST, and SCHEDULING. Below these are various activity items: Activity - Election of 2008 (Part 2), Quiz 2, Lesson 7 - Globalism vs. Nationalism, Lesson 8 - Citizenship Responsibilities (Write an Essay), Quiz 3, Practice Test, and Unit 10 Test. Each item has a blue pencil icon for editing and a vertical ellipsis menu. A modal window titled 'Properties' is open for the 'Unit 10 Test' item. The 'Title' field contains 'Unit 10 - Modern Era to the Present'. The 'Type' field is set to 'Folder'. Under 'Visible to:', 'Students, teachers and observers' is checked, and 'Visible in table of contents' is also checked. In the 'Objectives:' section, several learning standards are listed. At the bottom of the list, there is a blue 'ADD TO UNIT 10 - MODERN ERA TO THE PRESENT' button and a blue 'ADD TO US HISTORY 2018' button. To the right of the list, there is a vertical toolbar with icons for search, refresh, and help, followed by 'Thomas Teacher' and a cartoon owl icon. Below the list, there is a preview area for the 'Unit 10 Test' item, which shows its title and a 'Preview' button. To the right of the preview area, there is a context menu with numbered options: 1 (ADD TO US HISTORY 2018), 2 (Move Up), 3 (Move Down), 4 (Move To), 5 (Preview), 6 (Duplicate), 7 (Delete), and 8 (Delete). The URL 'https://skymountainca.agilibuzz.com' is visible at the bottom of the page.

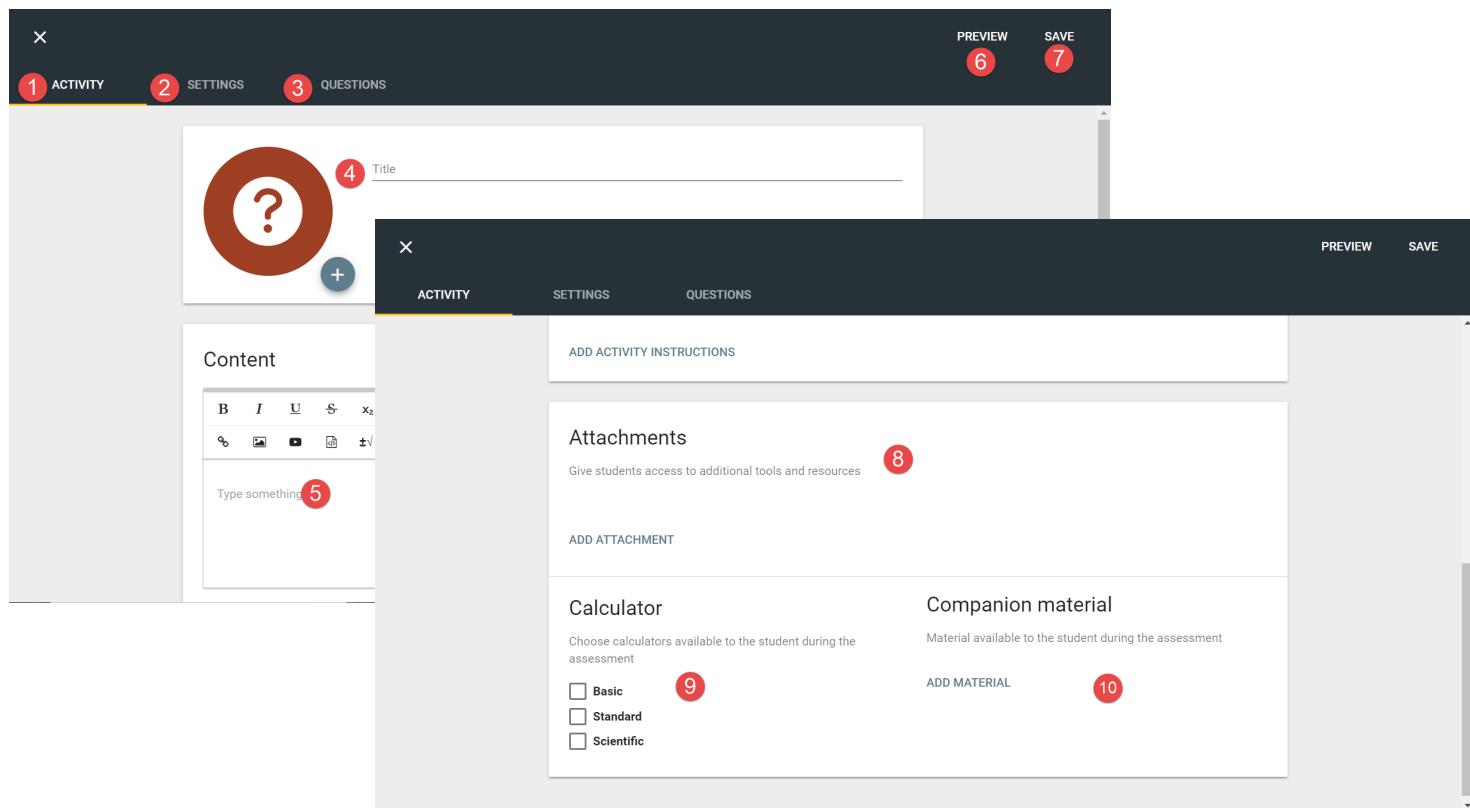
- 1 Clicking on the blue font allows you to ADD any activities to folders or the course. See next section for more detail.
- 2 Quick change to toggle whether or not a student can see an item in the course. This can also be set on the item's Visibility card.
- 3 Clicking on the pencil allows you to EDIT an activity.
- 4 Clicking on the vertical dots provides an expanded settings menu for an activity.
- 5 Under the expanded menu, you can click on PREVIEW to preview the selected activity.
- 6 Under the expanded menu, you can change activities' order through the various move functions. This can be done using drag and drop as well.
- 7 Clicking on DUPLICATE creates an exact copy of the item making it faster to add another similar activity to the course.
- 8 Clicking on DELETE will remove an activity from the course. If you are mistaken, you can restore it through the recycling bin located under Course Tools.

EDITING COURSE CONTENT (cont.)

The screenshot shows the Moodle course editor interface. On the left, there's a sidebar with 'SYLLABUS' and 'WEIGHTS' tabs, and a list of course activities including 'Activity – Election of 2008 (Part 2)', 'Quiz 2', 'Lesson 7 - Globalism vs. Nationalism', 'Lesson 8 - Citizenship Responsibility', 'Quiz 3', 'Practice Test', and 'Unit 10 Test'. Below this is a large red button labeled '+ ADD TO UNIT 10 - MODERN ERA TO THE PRESENT'. A central modal window titled 'Add to 'Unit 10 - Modern Era to the Present'' contains a list of activity types. Red numbered circles (1-6) highlight specific elements: (1) points to the 'ADD TO UNIT 10 - MODERN ERA TO THE PRESENT' button; (2) points to the 'Folder' icon; (3) points to the list of activity types; (4) points to the 'Library' icon; (5) points to the 'IMS Package' icon; and (6) points to the detailed list of activity types on the right.

- 1 After clicking ADD you are taken to the menu of Activity types available.
- 2 The FOLDERS option is used to organize content, they are similar to a folder on a hard drive.
- 3 This is a "Quick List" of activities that only allow the user to add the title and description fields. After adding an activity through this manner, if you edit the activity later, it will open into the full editor.
- 4 The DIGITAL LIBRARY contains additional Open Education Resources. This will also contain any paid for content through a Subscription. Content found in the digital library can be linked or copied into the course.
- 5 If content is created outside the system and is available as a SCORM package or IMS Common Cartridge, you would like on this icon to update the package and add it to the course.
- 6 These are the ACTIVITIES that can be added to the course. Using these options, you will be given access to the full editor and all the settings for these activities.

CREATING & EDITING ASSESSMENTS



- 1 The ACTIVITY tab can be used to add/edit basic content, information and metadata about an activity that is visible to the students (i.e. instructions, thumbnails, attachments).
- 2 The SETTINGS tab can be used to configure the capabilities of an activity for the students (ie. gradebook settings, objective mastery, visibility, access).
- 3 The QUESTIONS tab appears for Assessment and Practice Question activity types. Use it to create and manage questions.
- 4 This section is where you provide the TITLE for the assessment. Thumbnail images can be chosen to represent the activity by clicking the plus sign next to the thumbnail.
- 5 The CONTENT section is where descriptive content can be written about the activity using the rich text editor. These descriptions will appear at the top of the assessment.
- 6 By clicking on PREVIEW you can Preview the activity with its current settings to determine what you prefer.

CREATING & EDITING ASSESSMENTS (cont.)

- 7 By clicking on SAVE you will save the present settings being applied to your activity.
- 8 Click the blue font ADD ATTACHMENT to upload files for students to review before starting the assessment.
- 9 The Calculator function provides a Basic, Standard or Scientific calculator students while they are completing their assessment.
- 10 The Companion Material section allows you to add resources that students can use for reference during an assessment. These materials can only be uploaded in a PDF file format.

CREATING & EDITING ASSESSMENTS

The screenshot shows the 'SETTINGS' tab selected in the navigation bar. The interface is divided into several sections:

- Activity settings**: Includes options for 'Due date' (checkbox), 'Number of attempts' (dropdown set to 'Unlimited'), 'Questions per page' (dropdown set to 'All'), and three checkboxes for 'Allow save and continue', 'Require answers', and two types of randomization.
- Gradebook and submission**: Includes a checked checkbox for 'This activity is gradable', a dropdown for 'Weight in category' set to '100', a dropdown for 'Score entry' set to 'Percent (%)', and a dropdown for 'Grading category' set to 'Lessons'. There is also a checkbox for 'This activity counts as extra credit'.
- Objective mastery**: A section with a dropdown arrow containing the text 'Align objectives to this activity'.
- Visibility and access**: A section with a dropdown arrow containing the text 'Setup activity visibility and access rules'.

Red numbered circles (1 through 5) are overlaid on the interface, pointing to specific features: 1 points to the 'Activity settings' card, 2 points to the 'Gradebook and submission' card, 3 points to the 'Objective mastery' card, 4 points to the 'Visibility and access' card, and 5 points to the 'Gradebook and submission' card's weight setting.

These are expanded activity settings. You can determine a due date, whether that is a single day or a range. You can also set the number of attempts a student can complete an assessment. By clicking on the various check boxes those apply the designated changes as well.

This section allows you to determine whether an activity is gradable. The weight in category defines the impact percentage this activity will have on the final grade comparatively to all activities. The score entry option can change the method for scoring the activity between points, rubric, percent or letter grades. A grading category allows you to apply different settings to groups of activities within the same course.

3 The drop down arrow allows you to choose from a variety of objectives specific for the specific course.

4 The objective mastery card allows you to align an activity with one or more class objectives.

5 The visibility and access card lets you choose the visibility settings for students, teachers and observers. You can also block access from objectives, certain activities, before certain dates or require a password.

CREATING & EDITING ASSESSMENTS

The screenshot shows a user interface for creating and editing assessments. At the top, there's a header with 'Assessment Title', 'PREVIEW', and 'SAVE' buttons. Below the header, there are three tabs: 'ACTIVITY', 'SETTINGS' (which is selected), and 'QUESTIONS'. The main area contains several configuration cards:

- Metadata** (1): Edit description and other activity metadata for course authors.
- Assessment review** (2): Choose how students review assessment results.
- Assessment pool settings** (3): Configure assessment question pooling.
- Advanced assessment options** (4): Define advanced assessment options.
- Advanced gradebook options** (5): Define advanced gradebook options.
- Advanced activity options** (6): Define advanced options.

- 1 The metadata card allows admins to create custom fields for activities in their domain. This includes descriptions for course authors, big picture descriptions, essential questions, relevant vocabulary and any associated resources. Contact your system admin to find out if there are fields in your domain that can be used this way.
- 2 The assessment review card allows you to choose when students see the following information: question results, student answers, question score, correct questions or choices and feedback.
- 3 The assessment pool settings card allows you to choose from a collection of questions. You can randomly draw a certain number of questions and create an assessment.
- 4 The advanced assessment options settings card allows you manage settings like: time limit, default question score, attempt minimum, passwords, templates and a variety of student aid materials.

CREATING & EDITING ASSESSMENTS (cont.)

- 5 The advanced gradebook options card allows admins to hide returned scores until a certain date, definite a minimum passing score or points possible and then define a variety of other factors that affect the gradebook.
- 6 The advanced activity options card include options like completion requirements, activity locations and activity ID codes.

CREATING & EDITING ASSESSMENTS

The screenshot shows a software interface for creating assessments. At the top, there's a header with 'Assessment Title' and buttons for 'PREVIEW' and 'SAVE'. Below the header, there are three tabs: 'ACTIVITY', 'SETTINGS', and 'QUESTIONS'. The 'QUESTIONS' tab is highlighted with a red circle containing the number '1'. Underneath the tabs, there are four numbered circular icons: '2' (arrow icon), '3' (link icon), '4' (plus sign icon), and '1' (highlighted QUESTIONS tab). The main content area displays a message 'No questions' with a sub-instruction 'Add a new question or link to an existing question or question bank'. A large circular icon with a document and cursor symbol is centered below the text.

- 1 By clicking on the QUESTIONS tab within the assessment settings you can begin to create the questions being posed to the students.
- 2 By clicking on this arrow icon lets you click through all the questions and edit all the questions while in the text editor mode.
- 3 By clicking on the link icon you can add existing questions from within the course. From there, you can even click on a list icon to browse questions from another course or the question bank.
- 4 By clicking on the plus sign you can add a NEW QUESTION. See more details on these options in the next section.

CREATING & EDITING ASSESSMENTS

The screenshot shows a user interface for creating assessments. At the top, there's a header with 'Assessment Title' and buttons for 'PREVIEW' and 'SAVE'. Below the header, there are tabs for 'ACTIVITY', 'SETTINGS', and 'QUESTIONS', with 'QUESTIONS' being the active tab. On the left, there's a sidebar with icons for reorder (1), link (2), plus sign (3), and trash (6). A list of questions is visible, with the first question partially shown: '1. How long does it take for the suns ra...' and the second question starting with '2.'. In the main area, a question is selected for editing. The question text is '2) Type something'. The question type is set to 'Multiple choice' with a point value of '7'. There's a 'Text editor' toggle switch (8) which is turned off. Below the question text, there are three radio button options labeled 'Type something' (9). An 'ADD CHOICE' button is also present. At the bottom of the question editor, there's a 'Feedback' section with a 'ADD FEEDBACK' button.

- 1 By clicking this PREVIEW icon it allows you to see the questions as if you were the student taking an assessment.
- 2 This icon allows you to REORDER questions to the format that is preferable.
- 3 By clicking on this arrow icon lets you click through all the questions and edit all the questions while in the text editor mode.
- 4 By clicking on the link icon you can add existing questions from within the course. From there, you can even click on a list icon to browse questions from another course or the question bank.
- 5 By clicking on the plus sign you can add a NEW QUESTION.
- 6 By clicking on the trash icon you can DELETE a question.

CREATING & EDITING ASSESSMENTS (cont.)

- 7 By clicking on this drop down menu, you can choose between eight different question types: custom, essay, fill in the blank, matching, multiple answer, multiple choice, ordering and passage.
- 8 By activating text editor you choose to edit questions simply through text, streamlining the process and using default settings.
- 9 This is where you can edit multiple fields using rich text editor. This allows for greater creative liberties, such as font, color, size, alignment and other features found in classic text programs.
- 10 The advanced settings icon provides other settings for each corresponding question individually.



GETTING STARTED: HOMESCHOOL STEP-BY-STEP