CONSIDER

User Guide

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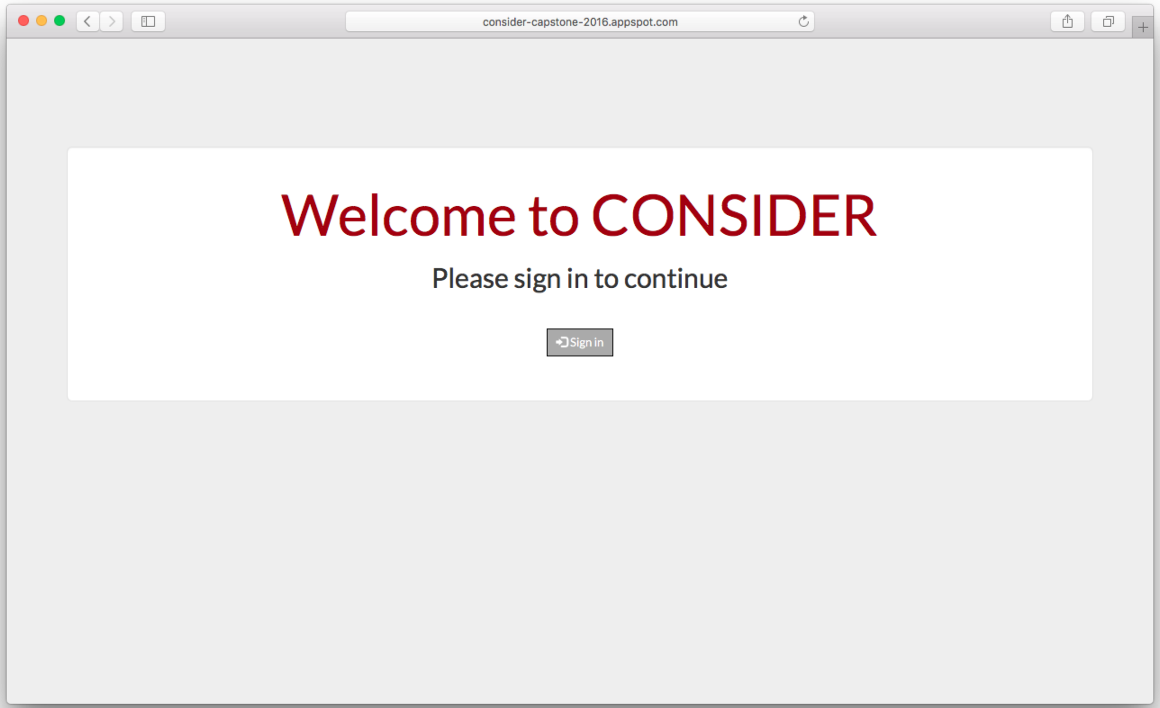

Intro

This guide is intended to help familiarize users with the functionality of the CONSIDER web application. The guide contains instructions for using the site as each of the three different user types: Admin, Instructor and Student.

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Admin Guide

The admin is responsible for managing instructor access to the page.

Logging Into Admin Console

1. Enter http://rich-brace-854.appspot.com/ into your browser address bar to navigate to the CONSIDER web site.
2. On the welcome screen click **Sign in**.
3. Sign in with your Gmail account by either entering your username and password if you are not already signed in or by selecting it from the list presented if you are signed in.
4. You should now see a page that says **Welcome developer!**

Instructor Access Management

Adding an Instructor

1. Login under your admin email address (see **Logging Into Admin Console**).
2. In the field under **Add an instructor** add the email address (Gmail only at this time) for the instructor you wish to add.
3. You should now see the instructor's email address listed under **Enrolled Instructors**.

Activating/Deactivating an Instructor

1. Login under your admin email address (see **Logging Into Admin Console**).
2. In the field under **Add an instructor** there is a column labeled **Status**, which will have a value of active or inactive. To switch this status click the button under the column labeled **toggle**.
3. Click **ok** in the popup window.
4. The status should now be changed.

Instructor Guide

The instructor is responsible for creating courses and sections, adding students, building discussion rounds, organizing students into groups and monitoring student activity during student-to-student interaction. The following guide will inform you on how to accomplish these tasks. It is recommended and in most cases necessary that you do these following tasks in order.

Logging Into Instructor Console

1. Enter the http://rich-brace-854.appspot.com/ into your browser address bar to navigate to the CONSIDER web site.
2. On the welcome screen click **Sign in**.
3. Sign in with your Gmail account by either entering your username and password if you are not already signed in or by selecting it from the list presented if you are signed in.
4. You should now be logged into the Instructor console.

Navigating the Instructor Console

Once logged into the console you will see a page similar to the one in **Figure 1**. Primary navigation is on the left side of the page. There are 6 sections in the console: Courses, Students, Rounds, Groups, Responses and Group Responses. Each section is described in detail below. An instructor can logout by clicking logout in the upper right corner. Navigation on mobile devices is similar, see **Figure 2**.

Figure 1: Desktop navigation for instructors

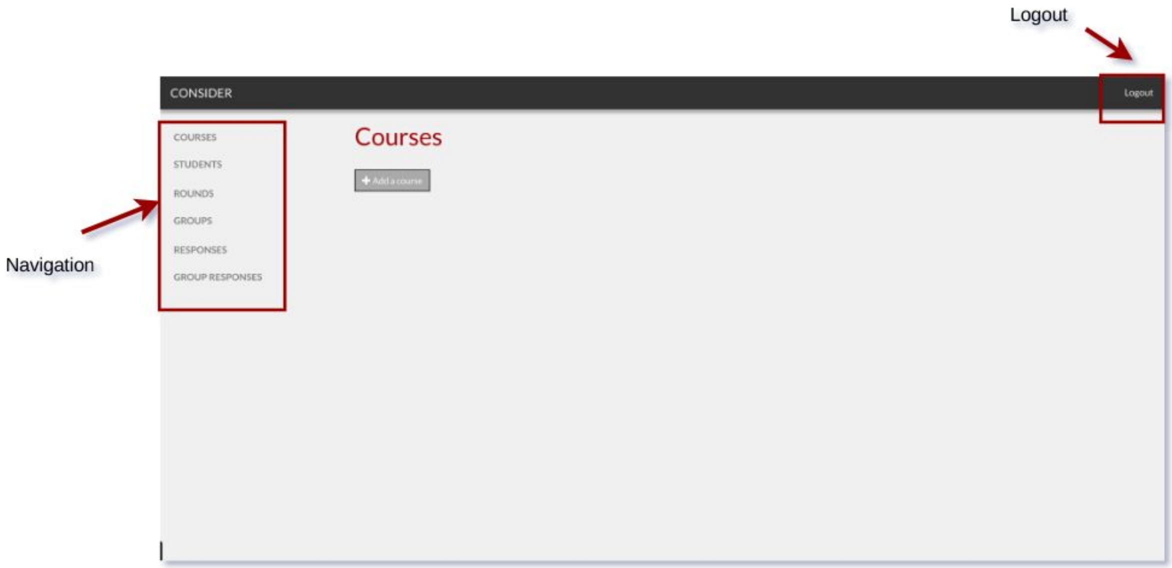
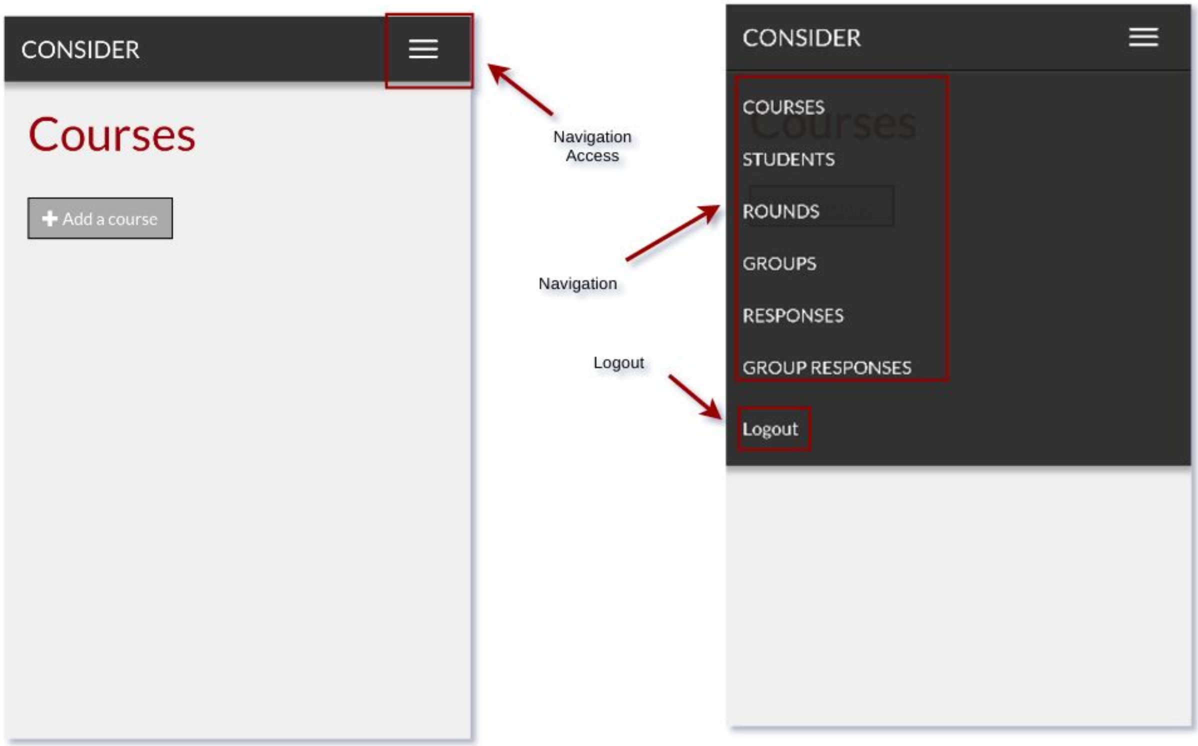


Figure 2 : Mobile navigation for instructors

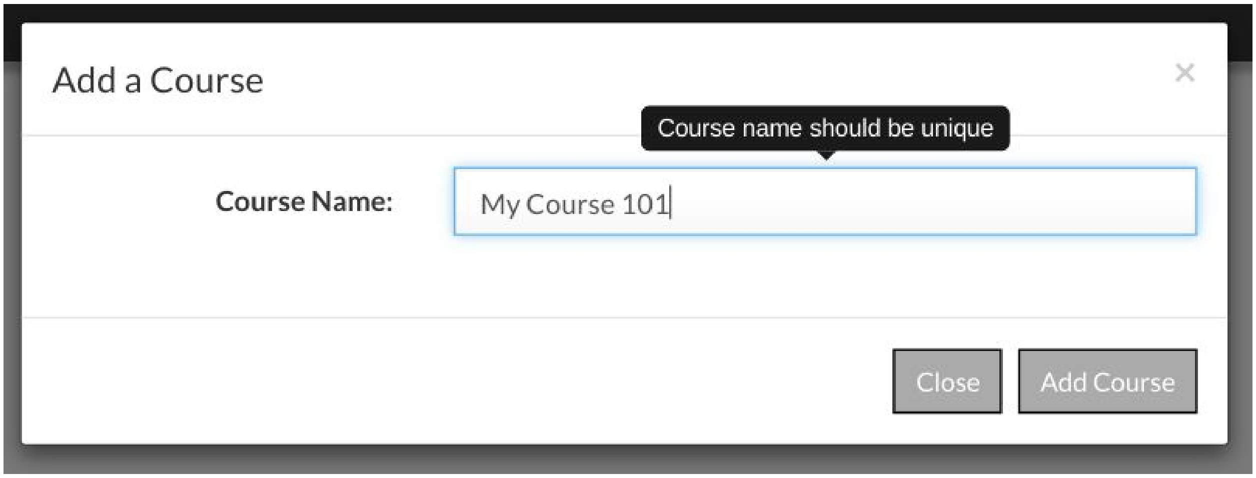


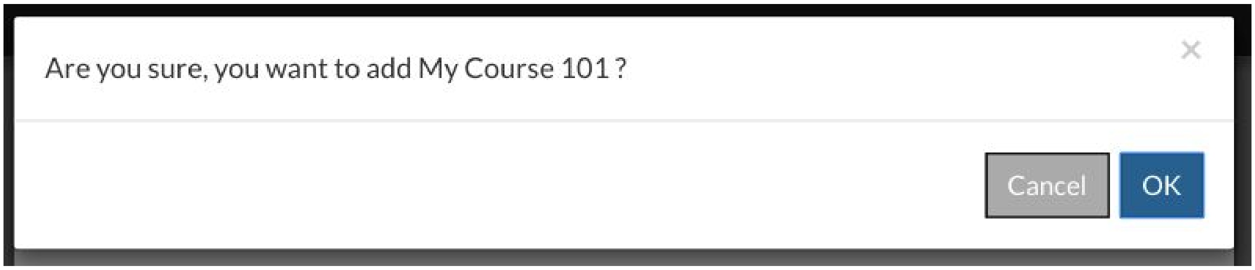
Courses

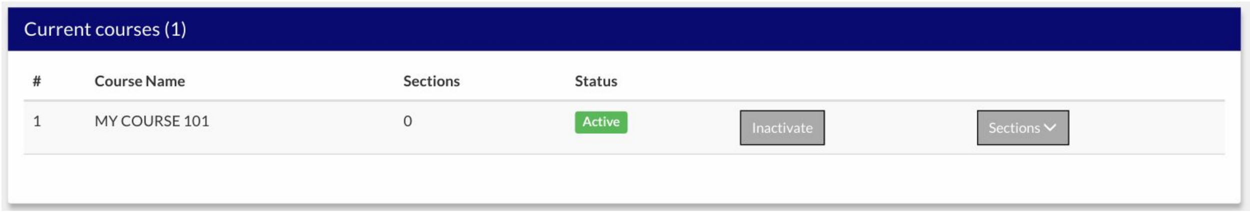
On the courses page an instructor will see a list of courses stored in the Datastore, along with the course's sections.

Add Course

1. Click the **Add a course** button.
2. In the popup window, enter the name of the course in the field provided.
3. Click the **Add Course** button.
4. Confirm that you would like to add the course by clicking **OK** in the popup window.
5. You should now see your course listed in the box labeled Current courses.







Add a Section

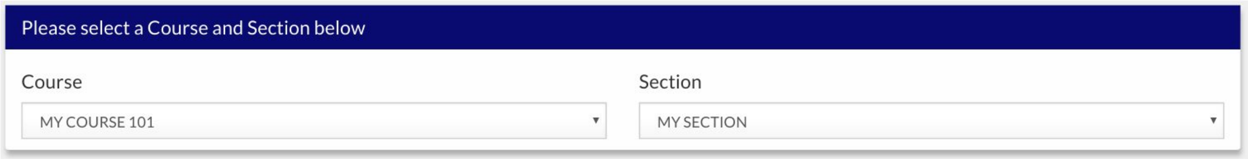
1. Sections must be added to courses. If you have not done so, add the course this section will be a part of (see **Add a Course**).
2. Find the course you are adding a section to and click the **Sections** button.
3. A list will expand below the course. **Click the Add a section to (your course name)** button.
4. In the popup window, enter the name of the section in the field provided.
5. Click the **Add Section** button.

6. Confirm that you would like to add the section by clicking **OK** in the popup window.
7. Click the **Sections** button next to the course you just added a section to.
8. You should now see the section you added listed.

Students

On the students page an instructor will be presented with controls to select courses and sections. The instructor will have the ability to add more students to the currently selected section.

1. In the box labeled **Please select a Course and Section below**, select the course and section you are adding students to from their respective drop down menu.
2. Click the **Add Students** button.
3. A popup window will open. In the email field enter each students email address separated by commas. **Note:** at this time only Gmail accounts can be used.
4. When you have finished entering email addresses, click **Add Students**.
5. In the popup, click **OK** to confirm.
6. You should now see the student(s) added in the box labeled Students already enrolled in Section (your section) of Course (your course).
7. Students can be removed by clicking the **Delete** button to the right of their email address.



Rounds

In the rounds view an instructor will be able to view the currently selected round's details. Further, the instructor can edit, remove, and add new rounds.

Selecting Course and Section

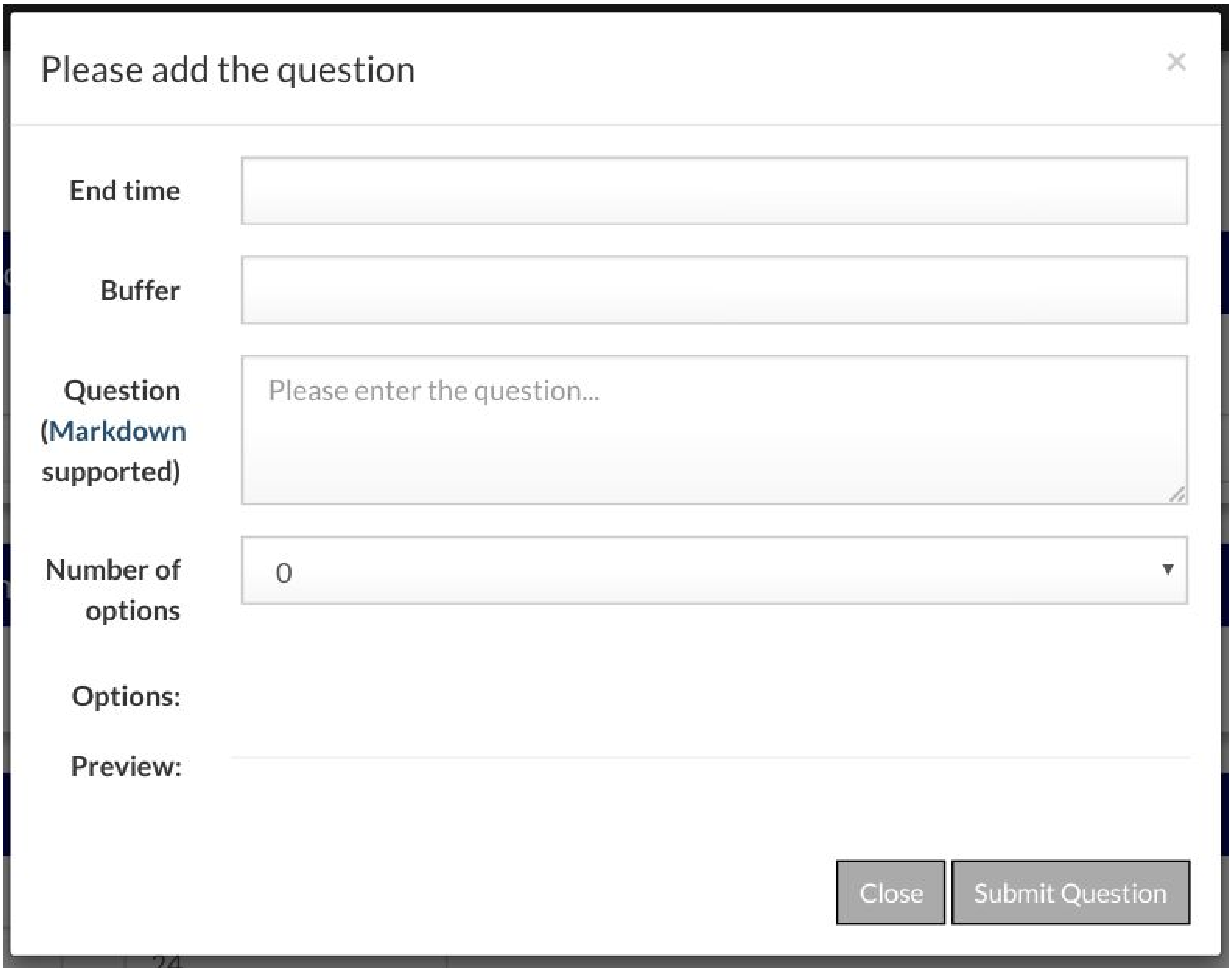
1. In the box labeled **Please select a Course and Section below**, select the course and section you are creating/editing rounds for.

Adding Lead-in Round

1. In the box labeled **Lead-in**, click the **Add Question** button.
2. In the popup window, enter the following:
    a. **End time:** date and time the lead-in question must be answered by
    b. **Buffer:** number in hours between lead-in deadline and start of first discussion round (This is the time for the instructor to organize students into groups.)
    c. **Question:** main question for all rounds (can contain markdown, see: http://showdownjs.github.io/demo/)
    d. **Number of options:** for multiple choice and true/false questions (leave as zero for short answer questions)
    e. **Options:** fill in for each option (only shows if Number of options is more than zero)
3. Click the **Submit Question** button.
4. A message will come up informing the round was created. Click **OK**.
5. You should now see the details of your Lead-in question in the **Lead-in Question** box.

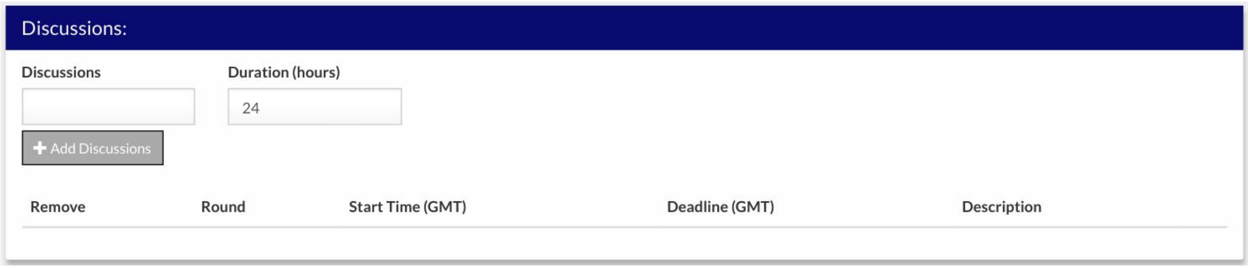
NOTE: The Lead-in question can be edited up until rounds have been started by clicking the **Edit Question** button. The form for editing the Lead-in question is the same as the one for creating a Lead-in question.

Figure XX



Adding Discussion Rounds

1. In the Discussions box in the field under **Discussion,** enter the number of discussions you wish to add.
2. In the field under **Duration (hours),** enter the number (no decimals) of hours you wish each round to last. This can be changed later.
3. Click the **Add Discussions** button.
4. You should now see the added rounds listed in the table below.



Remove	Round	Start Time (GMT)	Deadline (GMT)	Description	
	2	2016-04-25T00:00	2016-04-26T00:00	None	
	3	2016-04-26T00:00	2016-04-27T00:00	None	
	4	2016-04-27T00:00	2016-04-28T00:00	None	
	5	2016-04-28T00:00	2016-04-29T00:00	None	

Removing Discussion Rounds

NOTE: Once a round has started it can no longer be removed.

1. In the Discussions box find the row containing the round you wish to remove.
2. On the far left side of the row is a button under the column labeled **Remove**. Click this button.
3. The discussion round and table row should now be removed.

Editing Discussion Rounds

NOTE: Once a round has started it can no longer be edited.

1. In the Discussions box find the row containing the round you wish to edit.
2. On the far right side of the row is a button. Click this button.
3. In the popup window, you can modify the following entries:
    a. **Start time:** date and time the round should begin
    b. **End time:** date and time the round should end
    c. **Description:** instructions for students for the round
4. Click the **Update Round** button.

5. Click **OK** in the popup window.
6. You should now see your changes in the table.

Adding Summary Round

1. In the Summary Question box click the **Add Question** button.
2. In the popup window enter the following:
    a. **End time:** date and time the lead-in question must be answered by
    b. **Question:** main question for all rounds (can contain markdown, see: http://showdownjs.github.io/demo/)
    c. **Number of options:** for multiple choice and true/false questions (leave as zero for short answer questions)
    d. **Options:** fill in for each option (only shows if Number of options is more than zero)
3. Click the **Submit Question** button.
4. A message will come up informing the round was created. Click **OK**.

Groups

Creating groups requires that you have added students to the course and section, created a lead-in question, and students have answered the lead-in question.

Selecting Course and Section

1. In the box labeled **Please select a Course and Section below**, select the course and section you are creating/editing rounds for.

Modifying the Number of Groups

1. In the field to the right of **Modify total number of groups:** enter the desired number of groups.
2. Click the **Modify** button.

Distributing Students to Groups

1. In the box labeled **Following are the responses from students of (your section)** is a table listing each student who has responded to the lead-in question.
2. In the table under the heading **Modify Group** is a dropdown menu. Select the group you wish to place each student in.
3. When you are finished, click the **Save Configuration** button.
4. The table should now reflect your changes.

Responses

This section allows instructors to view responses for a discussion from students, broken down by round.

Selecting Course and Section

1. In the box labeled **Please select a Course and Section below**, select the course and section you would like to review responses from.

Reviewing Responses for a Round

1. In the box labeled **Responses from (YOUR SECTION)** is a tabbed table displaying responses by round. Select the round you wish to review.
2. The table displays the information for the selected round.

Group Responses

This section allows instructors to view responses for a discussion from students, broken down by group and round.

Selecting Course and Section

1. In the box labeled **Please select a Course and Section below**, select the course and section you would like to review group responses from.

Reviewing Responses for a Round

1. In the box labeled **Group Responses from (YOUR SECTION)** is a tabbed table displaying responses by group. Select the group you wish to review by clicking the corresponding group tab.
2. From the dropdown menu, select the round you wish to review for that group.
3. The table displays the information for the selected group and round.

Student Guide

Students are responsible for answering lead-in questions, discussing their answers with their peers and answering a final summary question. The following guide will inform you on how to accomplish these tasks.

Logging in as a Student

1. Enter the http://rich-brace-854.appspot.com/ into your browser address bar to navigate to the CONSIDER web site.
2. On the welcome screen click **Sign in**.
3. Sign in with your Gmail account by either entering your username and password if you are not already signed in or by selecting it from the list presented if you are signed in.
4. You should see a message that says Welcome (your email address) and a list of the sections you are registered to.
5. Select the section you are answering a question for from the list.
6. You should now be on the round that is currently active.

Answering Questions

Depending on what round is active you will be able to view and/or submit answers for: the Lead-in Question, Discussion Round(s) and the Summary Question. Questions will become active in that order and you will always be able to go back and look at rounds that are over, but you won't be able to edit them past their deadline. At the top of the page of round there will be a countdown, letting you know how much time you have to complete and submit your answer or a message letting you know the round has ended.

Answering the Lead-in Question

1. Read the prompt for the current round under the timmer.
2. If the question is multiple choice or true false, select your answer from the options below the prompt.
3. In the field at the bottom, enter a written response to the question.
4. When you are finished, click the **Submit** button.
5. In the notification popup click **OK**.
6. You may modify your response up until the deadline.

Answering Discussion Round Questions

1. Read each of your peers' responses.
2. After considering the content of each response, select whether you support, disagree with, or are neutral with what they have stated.
3. In the bottom field write a summary of your thoughts on each of your peers' responses and what your takeaway is from the discussion.
4. When you are finished, click the **Submit** button.
5. In the notification popup, click **OK**.
6. You may modify your response up until the deadline.

Answering the Summary Question

1. If the question is multiple choice, select your final answer.
2. In the text field, enter your final answer in your own words.
3. Click the **Submit** button.
4. In the popup window, enter a summary of all your discussions.
5. Click the **Submit** button.
6. In the notification popup, click **OK**.
7. You may modify your response up until the deadline.