

# SharePoint Learning Kit Course Manager User Guide

*Published July 2008*

## Contents

<b>Introduction.....</b>	<b>1</b>
What SLK Course Manager does.....	1
System requirements.....	1
Persistent messages.....	1
<b>Navigate SLK Course Manager.....</b>	<b>1</b>
<b>Plan a course .....</b>	<b>2</b>
Create an activity group.....	2
Add an activity .....	3
Assign or unassign an activity .....	4
Delete an activity group or activity.....	5
Edit an activity group or activity .....	5
<b>Monitor and assess learner performance .....</b>	<b>6</b>
Monitor progress on an activity.....	6
Grade an activity .....	7
Lock or unlock an activity .....	7
Add or edit a score.....	7
Return an activity to learners .....	7
How the Course Total is calculated .....	8

## Introduction

This guide helps instructors learn to use SharePoint® Learning Kit (SLK) Course Manager 1.0, an additional set of features for the SLK that assists with course planning, assignments, and grading.

## What SLK Course Manager does

SLK Course Manager is an add-on to SLK that adds the following pages:

- Plan and Assign page
- Monitor and Assess page

These pages help instructors do the following:

- Plan courses and activities
- Distribute, collect, and monitor the status of assigned activities
- Grade activities and monitor student performance

When you add SLK Course Manager, you can easily manage a course that consists of learners, instructors, activities, and learners' scores.

## System requirements

1. [SharePoint Learning Kit Course Manager 1.0](#). You must be working in a site that has the add-on properly installed.
2. One of the following Web browsers:
  - [Windows® Internet Explorer® 7](#)
  - Microsoft® Internet Explorer® 6

## Persistent messages

The SLK Course Manager provides messages on the page to alert you if there is a problem. For example, a message may notify you about missing information that is required to add an activity. However, there is a flaw in the messaging system, and the message might remain on the page after you resolve the problem. To remove a persistent message, navigate away from the page you are on and then return to it.

## Navigate SLK Course Manager

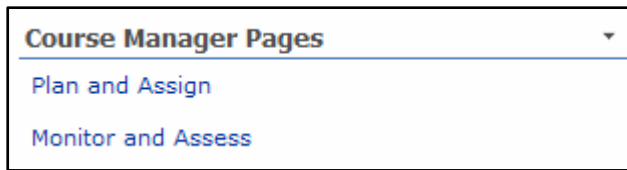
The SLK Course Manager consists of three parts:

- Plan and Assign page
- Monitor and Assess page
- Links to the two SLK Course Manager pages

On the Plan and Assign page, you can plan a course, add activities, and assign activities to learners.

On the Monitor and Assess page, you can monitor learner performance on activities, see whether learners have submitted activities, and enter their scores. You can also return copies of a graded activity to learners.

Links to SLK Course Manager pages can be placed anywhere by your administrator, but they are commonly found in the Course Manager Pages section of the SLK home page.



To navigate to a page, click the name of the page.


## Plan a course

You can add and delete activities, and assign and unassign activities to learners using the Plan and Assign page.

### Create an activity group


Use an activity group to organize activities by topic or type. For each activity group, you can assign learning outcomes or goals, and indicate the starting week and ending week for the group of activities. You must create an activity group before you can add an activity.

To create an activity group:

1. On the **Plan and Assign** page, in the **Activity Group** column, click **Start a new activity group** and then type the name of the activity group. This is a required field.
2. In the **Outcomes** column, click the bar, and then type the learning outcomes for the activity group.
3. In the **Start Week** column, click the bar, and then type a number for the week of the course when the activities start. This is a required field.
4. In the **End Week** column, click the bar, and then type a number for the week of the course when the activities end. This is a required field.
5. To save your activity group, click **Add activity group** .

A screenshot of the "Plan and Assign" page. At the top, there are "Save" and "Delete" buttons. Below them is a table with four columns: "Activity Group", "Outcomes", "Start Week", and "End Week". The "Activity Group" column contains a text input field with the value "Activity Grp Sample". To the right of the input field are a green plus icon and a trash can icon.

#### Tips


- When you are adding an activity group, if you make errors and you want to start over, click **Clear Values** .
- You can press the TAB key to move from one column to another instead of clicking the bar in each column.

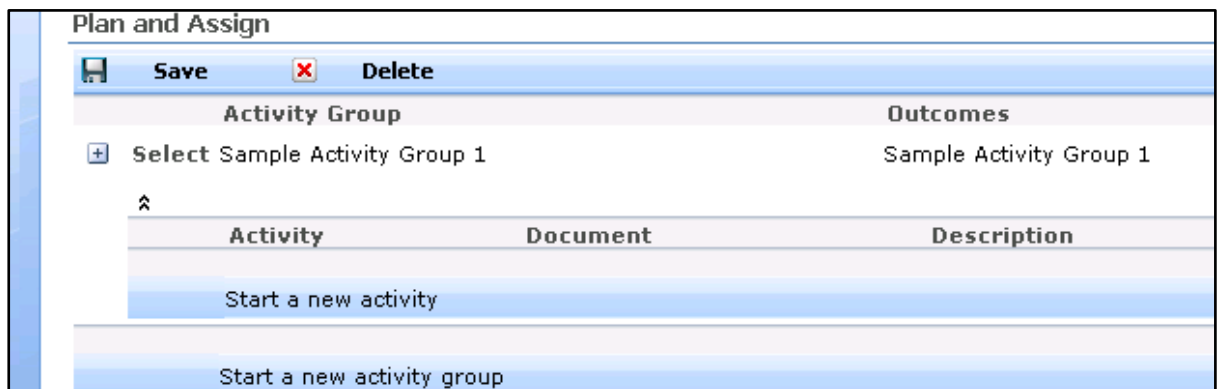
## Add an activity


Activities are added to an activity group. You must create an activity group before adding an activity. After you add the activity, you can assign and distribute it to learners. If you want to record learners' scores for an activity, be sure to mark it as gradable before you assign the activity to learners. Then, it will appear on the Monitor and Assess page where you can manage learners' scores.

You can also add materials to an activity for your reference or to send to learners as reference materials or assignments.

To add an activity:

1. On the **Plan and Assign** page, in the row of the activity group you want, click **Expand** .
2. In the **Activity** column, click **Start a new activity**, and then type the name of the activity. This is a required field.



3. To add learning materials to an activity, in the **Document** column, click the bar, and then click **Select Document** . In the **Shared Documents** dialog box, click the name of the file you want to attach.
4. In the **Description** column, click the bar, and then type a description of the activity.
5. In the **Gradable** column, click the bar, and select the check box if you want the activity to appear on the Monitor and Assess page where you can give learners a score.
6. In the **Weight** column, click the bar, and then type the weight that you want this activity to have when learners' total scores are calculated. This is a required field.

### Notes


- Typically, the Weight would equal the Max Points. However, if you want all homework assignments to be worth 10 points, you could type **10** for the Weight and override any Max Scores that vary. For more information about how scores are calculated, see the "How the Course Total is calculated" section of this guide.
- If this activity is not gradable, type **0** in the box. If you later decide to make this activity gradable, you will have to enter a number greater than zero, and select the check box in the Gradable column at that time.

7. In the **Assign Date** column, click the bar, and then in the calendar that appears, click the date the activity begins, or when you want it to be assigned to learners. This is a required field.


**Note** When you assign an activity, it is not visible to learners until the Assign Date arrives. In the **Due Date** column, click the bar, and then in the calendar that appears, click the date the activity is due or ends. This is a required field.

8. In the **Max Score** column, click the bar, and then type the maximum amount of points a learner can earn for the activity. This is a required field.

#### Notes

- If this activity is not gradable, type **0** in the box. If you later decide to make this activity gradable, you will have to enter a number greater than zero, and select the check box in the Gradable column at that time.
  - If this activity is automatically graded, the maximum score you type in this box must match the maximum score defined within the activity. If they do not match, the scores for this activity on the Monitor and Assess page will not be accurate.
9. To save your activity, click **Add activity** .

#### Notes

- When you are adding an activity, if you make errors and you want to start over, click **Clear Values** .
- You can press the TAB key to move from one column to another instead of clicking the bar in each column.
- If you cannot see an assigned activity on the Plan and Assign page, the reason may be that you are an instructor who was added to the course after the activity was added. If that is the case, the activity must be assigned to you by an instructor who can see it. For more information, see the “Upload and Assign Sample Content” section in *Getting Started with SharePoint Learning Kit*.

## Assign or unassign an activity

After you add an activity, you can assign it to all the learners in your course. The activity appears in the My Assignments section of SLK, where learners can open it, complete any added materials, and then submit it. The activity then appears in your My Assignments section, where you can open it to grade the materials.

If you want to retract an assigned activity, you can unassign it. This action deletes the activity from the My Assignments section of SLK for both learners and instructors. Any work that learners have submitted is deleted. Additionally, the activity is deleted from the Monitor and Assess page, and any scores recorded there are also deleted.

Activities that are unassigned will remain on the Plan and Assign page, and you can assign them again if necessary.

To assign an activity:

- On the **Plan and Assign** page, in the row of the activity you want to assign, click **Assign**.

**Note** If you cannot see an assigned activity on the Plan and Assign page, the reason may be that you are an instructor who was added to the course after the activity was added. If that is the case, the activity must be assigned to you by an instructor who can see it. For more information, see the “Upload and Assign Sample Content” section in *Getting Started with SharePoint Learning Kit*.

To unassign an activity:

- On the **Plan and Assign** page, in the row of the activity you want to unassign, click **Unassign**.

**Caution** Work submitted by learners and scores entered by instructors are deleted when an activity is unassigned.

## Delete an activity group or activity

You can delete an empty activity group or an unassigned activity. If you want to delete an activity group that contains activities, you must first delete the activities, and then you can delete the activity group. Similarly, you cannot delete an activity if it is assigned to learners. You must first unassign the activity, and then you can delete it.

To delete an activity group or an activity:

- On the **Plan and Assign** page, in the row of the activity group or activity you want to delete, click **Select** and then click **Delete**.

## Edit an activity group or activity

At any time, you can easily update the information in an activity group or activity.

To edit an activity group or activity:

- On the **Plan and Assign** page, find the row of the activity group or activity that you want to change. In the column(s) that contains the information you want to edit, click the bar, and then edit the information as necessary.

Plan and Assign			
Save		Delete	
Activity Group	Outcomes	Start Week	End Week
Activity Grp Sample			

- Click **Save**.









## Monitor and assess learner performance

Use the Monitor and Assess page to monitor learner performance on assigned activities. You can see whether learners have submitted activities and enter their scores. From this page, you can also return graded activities to learners.

Activities are automatically added to the Monitor and Assess page when you do the following:





- Add an activity by using the Plan and Assign page. Activities must be gradable and assigned.
- Add an activity by using the SLK. For more information about using SLK to assess learners, see the “Grade the Assignment” section in *Getting Started with SharePoint Learning Kit*.









Each assigned activity appears as a column on the page.

Monitor and Assess			
 Save  Return To Learners			
Name	Course Total	 Activity 1	
Learner1	0/0		
Learner10	0/0		
Learner2	0/0		
Learner3	0/0		
Learner4	0/0		

## Monitor progress on an activity

In the column for an activity, there is an icon for each learner. The icon indicates the current status of the activity. The four possible statuses are defined below.

- **Assigned**  The instructor assigned the activity, and the learner has not submitted it.
- **Unassigned**  The instructor removed the learner from the activity by using the SLK.
- **Submitted or Graded**  This icon indicates one of the following two statuses:
  - The learner submitted the activity, and the instructor has not graded it.
  - The instructor graded the activity and has not returned it to the learner.
- **Returned to the Learner**  The instructor returned the activity to the learner.

Monitor and Assess			
 Save  Return To Learners			
Name	Course Total	 Activity 1	
Learner1	0/0		
Learner10	0/0		
Learner2	0/0		
Learner3	0/0		
Learner4	0/0		




## Grade an activity

You can add scores for an assigned activity, and edit a score you have already added at any time.


### Lock or unlock an activity

The column for each activity is locked by default to prevent accidental changes. When an activity is locked, you cannot add or edit scores.

To unlock an activity:

- On the **Monitor and Assess** page, in the column of the activity you want to unlock, click **Locked** .

To lock an activity:









- On the **Monitor and Assess** page, in the column for the activity you want to lock, click **Unlocked** .

### Add or edit a score

You use the steps below to add or edit scores.

To add or edit a score, do the following:

- On the **Monitor and Assess** page, unlock the activity you want to score.
- In the column of the activity, click the box for the appropriate learner, and then type or edit the score.

Monitor and Assess				
Save  Return To Learners 				
Name	Course Total	 CM Installation	 Another Activity	
Learner1	10/10	<input type="text" value="50"/>		
Learner10	8/10	40		

- Press the ENTER key.
- Add or edit as many scores as needed, and then click **Save**.

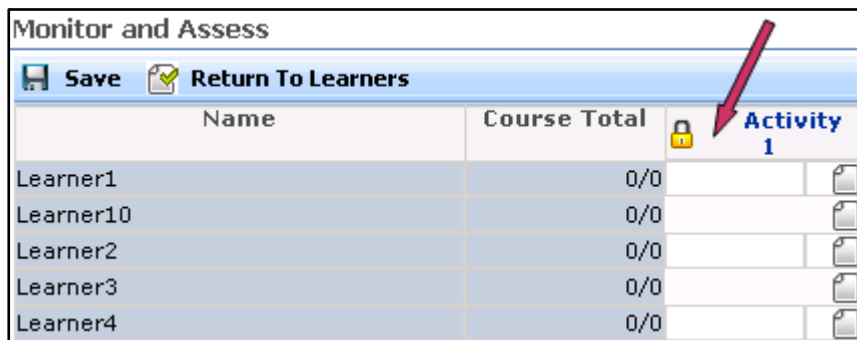
**Note** When you finish editing the score on an activity that you want to return to a learner, you must click **Save** before you click **Return to Learners**. If you do not, your change is not saved and the original grade is returned to the learner.

### Return an activity to learners

An activity is returned only to learners who have received a score. At a later time, if you provide additional learners with scores in the same activity, and then return it, only those learners with added scores receive the activity.

To return an activity, do the following:

1. On the **Monitor and Assess** page, select the activity you want to return by clicking in the space between the title and the lock icon at the top of the column.




Name	Course Total	Activity
Learner1	0/0	Activity 1
Learner10	0/0	
Learner2	0/0	
Learner3	0/0	
Learner4	0/0	

**Note** If you point the cursor too close to the activity title, you enable the link to the Grade Assignment page for the activity. If this happens, move the cursor toward the lock icon until the link is no longer enabled.

2. Click **Return to Learners**.

#### Notes

- If you return an activity that has one or more learners whose status is **Unassigned** , you receive an error message. Please disregard this error. The activity is returned to the appropriate learners.
- When you finish editing the score on an activity that you want to return to a learner, you must click **Save** before you click **Return to Learners**. If you do not, your change is not saved and the original grade is returned to the learner.

#### How the Course Total is calculated

There is a Course Total for each learner. The Course Total is the combined score for all the activities listed on the Monitor and Assess page, and it is calculated using the formula below.

Course Total is  $x/y$ , where

$x$  = the sum of points a learner received for all assignments

$y$  = the sum of points possible for all assignments

When you add an activity, you provide the weight you want the activity to have when learners' total scores are calculated. The system accommodates activities of varying weight when calculating the Course Total using the formulas below.

If the Weight of an activity differs from the Max Score, then

Activity total is  $a/b$ , using the equation  $a/b = c/d$ , where

$a$  = the points added to the Course Total

$b$  = Weight of the activity

$c$  = the points a learner received for the activity

$d$  = the points possible for the activity

and Course Total is  $(a_1 + a_2 + a_3 \dots) / (b_1 + b_2 + b_3 \dots)$ .