EdX Learner's Guide

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CHAPTER 1

Welcome!

Welcome to online learning with edX! At edX, we are glad to welcome new learners to the edx.org website, and to all of the other websites that use the Open edX platform to deliver courses around the world. We hope that you are as excited about online learning as we are.

The purpose of this guide is to help with your transition to online learning. The guide answers common questions about topics like getting started in an online course, earning certificates, participating in course discussions, and completing some of the exercises you may see in your course.

This guide is continuously being updated and expanded, so we encourage you to let us know what was helpful, and what was not, by selecting **Feedback** on any page or by sending an email message to docs@edx.org.

1.1 Learning in a MOOC

A massive, open, online course (MOOC) typically uses videos and text to present course content, although you might also encounter other types of reading assignments, such as textbooks and online articles. A MOOC also includes assessments, in the form of practice questions, homework assignments, and exams. To help you share information, ask questions, and collaborate with other learners and the course team, course discussions are available.

Videos and other types of course content, assessments, and discussions are used in virtually every MOOC on the edx.org website. These course components are also used to create the courses on websites that use the Open edX online learning platform. Everyone is welcome to review examples of these components, and practice using them, by enrolling in the edX Demo course.

Depending on the course, a variety of enhanced components might also be included, from team problem-solving exercises and lab work to live demonstrations and ask me anything (AMA) sessions. Every course has a unique design, and course teams are continuously looking for new ways to engage learners and teach more effectively. Course teams typically include instructions for how to use any enhanced components right in the course.

MOOCs bring learners from all over the world together. The people who you take a course with have a wide variety of educational backgrounds and educational goals. One part of the MOOC experience that everyone shares is encountering new ways of learning. As a result, most learners occasionally have questions about what is expected, how to complete an assignment, or what a word, phrase, or abbreviation means.

If you have a question about something you encounter in an edX course, try these options for getting an answer.

- Check the **Home** page. Course teams use this page to post updates about the course, which can include explanations about course content, reminders about when graded assignments are due, or announcements for upcoming events or milestones.
- Look for an "Introduction", "Overview", or "Welcome" section on the **Course** page. Course teams often include general information about how the course works and what you can expect, and also what they expect from you, in the first section in the course.

- Participate in the *course discussions*. If you encounter an unfamiliar word, phrase, or abbreviation, such as "finger exercise" or "board work", search for it on the **Discussion** page, or post a question about it yourself. Other learners might be able to answer your question, or might have the same question themselves. Your comments and questions give the course team useful feedback for improving the course.
- Investigate other resources. Within the course, a *wiki*, if one is available, can be a good source of information. Outside of the course, a course-specific Facebook page or Twitter feed might be available for learners to share information.

1.2 A Note about Time Zones

The dates and times that new materials are released, and when homework assignments and exams are due, are included throughout your course. It is important to be aware that edX lists all times in Coordinated Universal Time (UTC). When you see a time in your course, edX recommends that you use a time zone converter to convert the UTC time to your local time. You can use any converter that you want, including one of the following time zone converters.

- Time and Date Time Zone Converter
- Time Zone Converter

CHAPTER 2

Getting Started on edX

This topic describes the steps you take before you begin your first edX course.

- *Introducing edx.org and edX Edge*
- *Create an Account*
- *The edX Demo Course*

2.1 Introducing edx.org and edX Edge

EdX hosts courses on the edx.org and edX Edge websites.

- edx.org hosts massive open online courses (MOOCs), designed and led by edX institutional partners. Courses on edx.org are publicly listed for enrollment by learners from around the world.
- EdX Edge hosts small private online courses (SPOCs), which are often used to deliver course content to on campus students. Courses on Edge typically limit enrollment. Edge does not have a course catalog, so you must receive an invitation to enroll and participate in a course on Edge.

Note: The user accounts on edx.org and edX Edge are separate. If you take courses on both websites, you must complete the account registration process on both sites.

2.2 Create an Account

Before you create, or register, an account on an edX website, note that course team members and other learners see the name that you enter as your public username, not the full name that you enter. You cannot change your public username after you register.

To register an account on an edX website, go to the edx.org registration page, or follow the link in your course invitation email message, and then follow these steps.

1. Optionally, select one of your existing accounts.
    - On edx.org, you can select your Facebook or Google account.
    - On edX Edge, you can select your Facebook or Google account, or use your credentials for a campus or institutional account.

These options link your new edx.org or edX Edge account to the account you have with the selected sign in partner. After your accounts are linked, whenever you sign in to the partner account you are also signed in to your edx.org or Edge account.

2. On the registration page, enter the required information for your new account. Fields with an asterisk (*) are required.

   If you chose to link your account to an account with a sign in partner, some of the required information might be provided for you.

3. Select the applicable options to accept the terms of service and honor code.
4. Select **Create**. An activation message is sent to your email address.
5. In the activation email message, select the link to complete the activation. Your browser opens to an "Activation Complete" page that contains a link to your dashboard.

   If you chose to link your account to an account with a sign in partner, this email activation step might not be required.

You can modify your account information, reset your password, and link or unlink accounts on the *account settings* page.

2.3 The edX Demo Course

If you are new to online learning, you might want to take the edX Demo course. EdX provides this demonstration course to give you a way to explore and learn how to take an edX course.

CHAPTER 3

Working with Your Dashboard, Settings, and Profile

3.1 Exploring Your Dashboard, Settings, and Profile

This topic describes your dashboard, account settings, and profile.

- *Overview*
- *Exploring the Dashboard*
- *Exploring the Account Settings Page*
- *Exploring the Profile Page*

3.1.1 Overview

After you create an edX account, you can view a list of your current courses, change your course or account settings, or create a profile. You can access course, account, or profile information from any edX page, whether you are in a course or browsing the course catalog.

- Your *dashboard* gives you access to course information, such as start and end dates, email settings, and certificates. To access your dashboard at any time, select your username in the upper right corner of any edX page.
- The *Account Settings* page allows you to change settings such as your email address, education level, and country or region, and to link your edX account to a Facebook or Google account. To access your account settings at any time, select the arrow next to your username in the upper right corner of any edX page, and then select **Account Settings**.
- On your *profile page*, you can create a profile that includes an image and biographical information. To access your profile at any time, select the arrow next to your username in the upper right corner of any edX page, and then select **My Profile**.

3.1.2 Exploring the Dashboard

When you create an edX account or enroll in an edX course, you automatically go to your dashboard. You can also access your dashboard at any time by selecting your username in the upper right corner of any edX page. You can find information about your courses and change course settings on your dashboard. For more information, see *Find or Change Course Information*.

Your dashboard has two pages.

- The **Courses** page lists all the courses you have enrolled in, whether the course is current or has ended. The **Courses** page provides information about your courses and allows you to change course settings. By default, the dashboard opens to the **Courses** page.
- The **Programs** page lists any programs, such as XSeries programs, that edX offers for courses that you are enrolled in. Programs appear on this page if you are enrolled in any course that is part of that program. For more information, see *Explore edX Programs*.

Find or Change Course Information

You can complete the following actions on the **Courses** page on your dashboard.

- Access your current and archived courses.

  To access a current or archived course, select **View Course** or **View Archived Course** next to the name of the course. Note that archived courses do not always provide access to all content.

- See when courses start or end.

  Course start and end dates appear below the name of the course.

  - If a course has not yet started, you see the course start date.
  - If a course has started but not ended, you see the course end date.
  - If a course has ended, you see the course end date.

- Change your course email settings.

  1. Select the Options icon for the course, and then select **Course emails**. The Options icon resembles a gear and appears next to **View Course** or **View Archived Course**.

  2. Select or clear the **Receive course emails** check box, and then select **Save Settings**.

- Unenroll from a course.

  To unenroll, select the Options icon for the course, select **Unenroll**, and then select **Unenroll** in the confirmation dialog box. The Options icon resembles a gear and appears next to **View Course** or **View Archived Course**.

- View your grades in courses that you have completed.

  Your final grade appears under the name of the course.

- Download a course certificate.

  To download a course certificate, select **Download Your Certificate (PDF)** or **Download Your ID Verified Certificate (PDF)**. You can then print the PDF certificate.

- Find out whether your ID verification is still active.

  If you have enrolled in the verified certificate track for a course, your ID verification status appears with the course image for that course. For more information, see Verify Your Identity.

Explore edX Programs

The **Programs** page lists all of your programs. You see a program on this page if you are enrolled in any courses that are part of that program.

EdX currently offers XSeries programs, which are groups of two to ten courses that explore a specific subject in depth. You can earn a certificate for the XSeries program and for the individual courses in the program. For more information about XSeries programs, see XSeries Programs.

On the **Programs** page, you can perform the following actions.

- Access information about a program and enroll in more of the program's courses.

  To access information about a program, select that program. A page opens that provides more information about the program, as well as links to enroll in courses in that program.

- View your progress through the program.

  Under the name of the program are two indications of your progress through the program. First, a message specifies the number of courses for which you have earned course certificates in the program. Second, a colored bar indicates the number of program courses that you have enrolled in and completed.

- Access any program certificates you have earned.

  In the right pane, a **Program Certificates** list shows the names of programs for which you have earned certificates. For more information about the program, or to view the certificate, select the name of the program.

3.1.3 Exploring the Account Settings Page

When you create an account on edX, some basic information is required, including your email address and your name. You can also provide additional, optional information when you create your account, such as the level of education you have completed. Course team members can access this information to find out more about the learners who enroll in their courses. This information also helps edX increase the quality and quantity of our courses.

View or Change Basic Account Information

Basic account information includes the following information. This information is required for every account on edX.

- **Username**: The name that identifies you on edx.org. Note that you cannot change your edX username.
- **Full Name**: The name that appears on your edX certificates. Other learners cannot see your full name.
- **Email Address**: The email address you use to sign in to edX. You may receive communications from edX and your courses at this address.
- **Password**: Your password on edx.org. To reset your password, select **Reset Password**. EdX then sends a message to the email address in the **Email Address** field. You select the link in the message to finish resetting your password.
- **Language**: The language that the edX site uses during your visits. The edX site is currently available in a limited number of languages.
- **Country or Region**: The country or region that you live in.

To view or change this information, follow these steps.

Note: You cannot change your edX username.

1. On any edX page, select the arrow next to your username in the upper right corner, and then select **Account Settings**.
2. On the **Account Settings** page, locate the **Basic Account Information (required)** section, and then make your changes.

EdX saves your changes automatically.

Specify Additional Information

Additional account information is optional and includes the following information.

- **Education Completed**: The highest level of education that you have completed.
- **Gender**: The gender you identify as.
- **Year of Birth**: The year that you were born.
- **Preferred Language**: The language that you prefer to communicate in.

To view or change this information, follow these steps.

1. On any edX page, select the arrow next to your username in the upper right corner, and then select **Account Settings**.
2. On the **Account Settings** page, locate the **Additional Information (optional)** section, and then make your changes.

EdX saves your changes automatically.

Link or Unlink a Social Media Account

You can link your edX account to your Facebook or Google account. If you link your accounts, you can sign in to edX automatically by signing in to Facebook or Google.

To link your accounts, follow these steps.

1. On any edX page, select the arrow next to your username in the upper right corner, and then select **Account Settings**.
2. In the **Connected Accounts** section, select **Link** next to either Facebook or Google.

   If you want to unlink your edX account from your Facebook or Google account, select **Unlink** next to either Facebook or Google in the **Connected Accounts** section.

3.1.4 Exploring the Profile Page

Your edX profile allows you to share information about yourself with the edX community. Course teams and other learners in your courses can view your profile. You can share either a limited profile or a full profile.

Your profile always includes your username. Optionally, and if you are over 13 years of age, you can also share a profile picture, your location, and other biographical information.

A limited profile shares only your username and an optional profile picture.

Note: If you are under 13 years of age, you can only share a limited profile and you cannot share a profile picture.

A full profile includes biographical information in addition to your username and profile image.

Create or Edit a Limited Profile

A limited profile includes only your username and, optionally, an image.

Note: If you are under 13 years of age, your limited profile only includes your username. You cannot add a profile picture.

To create or edit a limited profile, follow these steps.

1. On any edX page, select the arrow next to your username in the upper right corner, and then select **My Profile**.
2. On your profile page, locate **edX learners can see my** in the upper left corner of the page, and then select **Limited Profile**.
3. (optional) Add an image that you want to associate with your edX username. Your image must be a .gif, .jpg, or .png file. The image must be between 100 bytes and 1 MB in size. If you do not add an image, the placeholder image appears as your profile image.
   (a) Move your cursor over the placeholder image, and then select **Upload Image**.
   (b) In the dialog box, select the image file that you want, and then select **Open**.

   To change or remove your profile image, move your cursor over your image, and then select either **Change Image** or **Remove**. When you remove your profile image, the placeholder image appears as your profile image.

EdX saves your changes automatically.

Create or Edit a Full Profile

Note: You must specify your year of birth on the **Account Settings** page before you share a full profile. If you are under 13 years of age, you can share only a *limited profile*.

A full profile can include the following information. Your username and country or region are required.

- Your username.
- An image that you select to identify you on the edX site.
- Your country or region.
- Your preferred language.
- A paragraph about yourself. You might include your interests, goals, or other information that you want to share. This paragraph can contain up to 3000 characters.

To create or edit your profile, follow these steps.

1. On any edX page, select the arrow next to your username in the upper right corner, and then select **My Profile**.
2. Locate **edX learners can see my** in the upper left corner of the page, and then select **Full Profile**.
3. On your profile page, move your cursor over the information that you want to add or change.

   If you have not added information to the field, the field appears highlighted and surrounded by a dashed line.

If the field already has information, the field appears highlighted, and a pencil icon appears in the upper right corner.

4. Move your cursor inside the field, and then either enter text in the field or select a different option from a list.

EdX saves your changes automatically.

Note: If you change the profile type selection from **Full Profile** to **Limited Profile**, your location, language, and descriptive paragraph are not visible on your profile page. However, this information is saved. To make this information visible again, select **Full Profile**.

View Another Learner's Profile

You view other learners' profiles through the course discussions.

1. On the **Discussion** page, select the username of any learner in a post, a response, or a comment.
2. When the **Active Threads** page for that learner opens, select the learner's username in the upper left corner of the page.

The following image shows a learner's username in a post, the learner's username on the **Active Threads** page, and the learner's profile page.

CHAPTER 4

Enrolling in a Course

This topic describes how to enroll, select or change your course track, and verify your identity in an edX course.

- *Course Tracks*
- *Enroll in a Course*
- *Change Your Course Track*
- *Verify Your Identity*

4.1 Course Tracks

When you enroll in an edX course, you automatically enroll in the audit track for that course. All courses offer an audit track. The audit track is free of charge, and offers you access to all course materials, including assignments and exams.

In addition to the audit track, which does not include a certificate, many courses offer a verified certificate track. This track awards verified certificates to learners who successfully complete the course and verify their identities. Verified certificates carry a fee that varies by course. For more information, see *Verified Certificates*.

4.2 Enroll in a Course

To enroll in a course, follow these steps.

1. On the edX home page, select the course that you want to take.
2. When the About page for the course opens, select **Enroll Now** in the upper right corner of the page.
   - If the course offers only an audit track, you are enrolled in the course after you select **Enroll Now**.
   - If the course offers a verified certificate track in addition to the audit track, and you want to earn a verified certificate, you must upgrade to the verified certificate track after you select **Enroll Now**.

     To upgrade to a verified certificate, select **Pursue a Verified Certificate**, and then follow the instructions to pay the course fee and verify your identity. You must pay the course fee before you can begin the course. You do not have to verify your identity immediately, but you must verify your identity before the course ID verification deadline has passed. For more information, see *Verify Your Identity*.

     For more information about verified certificates, see *Verified Certificates*.

3. After you enroll in the course, your dashboard opens automatically. When your dashboard opens, verify that the new course appears in your list of courses.

If you select **View Course** on your dashboard, the **Home** page for the course opens. If the course has already started, you can select the **Course** page to access released course materials.

Note: Course instructors occasionally enroll learners directly in a course. If this is the case, you receive an email that contains a link to the course. Select the link to enroll in the course.

4.3 Change Your Course Track

You might enroll in the audit track for a course, but then decide that you want to earn a verified certificate. Or you might enroll in the verified certificate track for a course, but then decide that you want to audit the course instead. If the course has recently started, you might be able to change your course track.

4.3.1 Change to the Verified Certificate Track

You can upgrade to the verified certificate track until enrollment for verified certificates ends for your course, usually two or more weeks after the course starts.

To upgrade to the verified certificate track, go to your dashboard, and then select **Upgrade to Verified Track** under the name of your course. You then follow the instructions to register for a verified certificate. If the **Upgrade to Verified Track** does not exist, the enrollment deadline for the verified certificate track has passed.

If you have questions about changing your certificate type, contact the edX support team at technical@edx.org.

4.3.2 Change to the Audit Track

To change from the verified certificate track to the audit track, go to your dashboard, and then select **Unenroll** under the name of your course. The edX support team will contact you with information about a refund. To receive a refund, you must change to the audit track before verified certificate enrollment closes for your course.

If you do not see an **Unenroll** option, enrollment for verified certificates has closed. Enrollment for verified certificates typically closes two weeks after the course has started, or after at least one assignment due date has passed.

If you have questions about changing your certificate type, contact the edX support team at technical@edx.org.

4.4 Verify Your Identity

Note: When you verify your identity for one course, you verify your identity for all edX courses. Verification is effective for one year. If you enroll in another verified course within that year, you do not have to verify your identity again.

When you enroll in the verified certificate track for a course, you do not have to verify your identity immediately, but you must verify your identity before the course ID verification deadline. The deadline appears below the name of the course on your dashboard.

To verify your identity, you use a webcam to submit a photo of yourself and of a government-issued photo ID to edX's authorization service. We encrypt your photos and use the highest levels of security available to protect your data. If your computer does not have a webcam, you must verify your identity on a computer that does have a webcam.

Note: If you enroll in a course that offers academic credit, you might have to verify your identity periodically during the course. For more information, see *Taking a Course for Academic Credit*.

To verify your identity, follow these steps.

Note: You must have a webcam and a government-issued photo ID to verify your identity.

1. Start the verification process by completing one of the following actions.
   - If you have not yet enrolled in the course, select **Pursue a Verified Certificate**, submit payment information, and then select **Verify Now** on the payment confirmation page.
   - If you enrolled in the audit track of the course, select **Upgrade to Verified Track** next to the course on your dashboard.
   - If you enrolled in the verified track and submitted payment but you have not yet verified your identity, select **Verify Now** next to the course on your dashboard.
2. On the **Take Your Photo** page, select the camera icon below your image to take a picture of your face.

   For information about how to take a good photo, review the **To take a successful photo** guidelines to the right of your image.
3. Review your photo. If you are not satisfied with the photo, select **Retake Photo**. When you are satisfied with your photo, select **Next: Take a photo of your ID** in the lower right corner.
4. On the **Take a Photo of Your ID** page, hold your government-issued photo ID up to the webcam on your computer. Make sure the ID in the image is legible, and then select the camera icon below the image box to take a photo of your ID.
5. Review your photo. If you are not satisfied with the photo, select **Retake Photo**. When you are satisfied with your photo, select **Next: Review Your Info** in the lower right corner.
6. On the **Review Your Photos** page, review the photos of your face and of your ID. Make sure that the photos meet the requirements listed under **Photo requirements**, and then select **Confirm** in the lower right corner.

   Important: If your ID uses non-Roman characters, you must edit your edX account name in this step to use non-Roman characters so that your edX account name exactly matches the name on your ID. To do this, select **Edit Your Name** in the list of requirements, and then enter your name in non-Roman characters in the text box.

A verification confirmation page opens and confirms that you have submitted your ID verification photos.

After edX's authorization service examines your photo, you receive a message on your dashboard that informs you whether the verification process was successful. If the verification process was not successful, you must submit new verification photos. You can begin the verification process again by selecting **Verify Your Identity**.

CHAPTER 5

Checking Your Progress in a Course

This topic describes how to check and understand your progress in a course.

- *The Progress Page*
  - *Grading Chart*
  - *Grading Details*

5.1 The Progress Page

As you work through a course, you can track your the scores on individual problems as well as your current overall course grade. Select **Progress** in any course.

5.1.1 Grading Chart

On the **Progress** page, a chart shows how you have performed for each graded assignment in the course.

Assignments are listed along the horizontal axis, and the percentage score that you received in each lesson is read from the vertical axis.

Markers on the vertical axis reflect the grading scale for the course. For example, if the passing percentage score for the course is 60%, there is a marker on the vertical axis at 60% so that you can compare your total score with the

required passing score. If the course awards a grade of B for scores of 50% and higher, and a grade of A for scores 75% and higher, then there are markers on the vertical axis at 50% and 75%, labelled "B" and "A" respectively.

Note: In the progress chart, assigments are grouped by type. For example, all homework sections are listed together, then all quizzes, then exams.

The bar for each assignment reflects your total score for all the problems in that assignment. For individual problem scores, see *Grading Details* below the chart.

Some courses allow some number of graded assignments to be automatically dropped from your final score. For example, out of 8 quizzes, a course might have the lowest scoring quiz excluded from all learners' final scores. A dropped assignment is indicated in the chart by an **x** above the horizontal axis.

5.1.2 Grading Details

The **Progress** page includes your scores for individual problems within an assignment. Below the grading chart is a listing of course sections in the order that they occur in the course.

For each problem in a graded assignment, the points that you earned out of the possible points is shown with the label **Problem Scores**. Scores for ungraded problems are shown with the label **Practice Scores**. Sections that do not have any problems are labelled as having no problem scores.

Lesson 3: The Minor Pentatonic Scale

Lesson 3 Overview

No problem scores in this section

Spotlight: Advice for Studying Music

No problem scores in this section

Review from Lesson 2

No problem scores in this section

Major 6th and Major 7th Intervals

Practice Scores: 0/0 0/0 0/0 0/0 0/0 0/0 0/0 0/0 0/0

Building and Singing the Minor Pentatonic Scale

Practice Scores: 0/0 0/0

Berklee Student Performance: "Work In Progress"

No problem scores in this section

Lesson 3 Quiz (0/15)

Quizzes *due Feb 15, 2016 at 23:00 UTC*

Problem Scores: 0/15

Lesson 3 Review and Assignment Overview (0/8)

Peer Reviews *due Feb 23, 2016 at 23:00 UTC*

Problem Scores: 0/8

CHAPTER 6

Getting Your Certificate

This topic describes edX certificates and how to access them.

- *Overview*
- *Certificate Types*
- *Receiving a Certificate*
- *Certificates for Self-Paced Courses*

6.1 Overview

When you enroll in an edX course, you automatically enroll in the audit track for that course. All courses offer an audit track. The audit track is free of charge, and offers you access to all course materials, including assignments and exams. The audit track does not include a certificate for learners who successfully complete the course.

In addition to the audit track, many courses offer a verified certificate track. This track awards verified certificates to learners who successfully complete the course and verify their identities. Verified certificates carry a fee that varies by course. For more information, see *Verified Certificates*.

EdX also offers XSeries certificates for learners who complete an XSeries program. For more information, see *XSeries Certificates*.

Transcripts are not available for edX course work.

Note: Some edX courses offer academic credit. These courses have different requirements and steps for earning certificates. For more information, see *Receiving Academic Course Credit*.

6.2 Certificate Types

EdX offers two types of certificates: a verified certificate for a single course, or an XSeries certificate for a series of courses. Not all courses offer certificates.

- *Verified Certificates*
- *XSeries Certificates*

Note: In the past, edX also offered free honor code certificates. These certificates are no longer available for most new courses. If you earned an honor code certificate in a previous course, you still have access to your certificate through your dashboard.

For more information, see News About edX Certificates.

6.2.1 Verified Certificates

A verified certificate shows not only that you successfully completed your edX course, but also that you have verified your identity by using a webcam and an official government-issued photo ID from your country or region. You might want to work toward a verified certificate if you plan to use your course for job applications, promotions, or school applications.

A verified certificate includes your name, the name of the course, the edX partner institution that created the course, and the names and signatures of one or more members of the course team. The certificate does not include your final grade in the course or the number of credit hours that the course might earn at a university.

Note: The name on the certificate is the full name that appears on your dashboard. Before your course ends, make sure that the name on your dashboard is correct. For more information, see *View or Change Basic Account Information*.

If a course offers verified certificates, you see a "Verified" badge on the course image in the list of courses on edx.org.

For a list of all courses that offer verified certificates, see the edX course catalog.

Verified certificates are available for a fee that varies by course. The fee helps support edX. If you want to donate to edX, you can choose to pay more than the minimum required fee. For more information about the fee for a particular course, see the About page for that course.

When you enroll in the verified certificate track for a course, you must submit a payment before you can see course content. You do not have to verify your identity at that time. However, you must verify your identity before the deadline for verification in that course. For more information, see *Verify Your Identity*.

Note: When you verify your identity for one course, you verify your identity for all edX courses. Verification is effective for one year. If you enroll in another verified course within that year, you do not have to verify your identity again.

If you have a question or an issue with billing for a verified certificate, contact edX at billing@edx.org. Include your order number, but please **do not include your credit card information**.

For more information about verified certificates, see Verified Certificates on edx.org.

6.2.2 XSeries Certificates

XSeries certificates show that you have successfully earned a verified certificate for each course in a series of courses that make up an XSeries program. An XSeries program can have from three to ten individual courses.

If a course is part of an XSeries program, you see an "XSeries Program" badge on the course image in the list of courses on edx.org.

For more information about XSeries programs, see XSeries Programs on edx.org.

For a list of all courses that are part of an XSeries program, see the edX course catalog.

6.3 Receiving a Certificate

Certificates are distributed shortly after a course ends, usually within two weeks. After the course ends, you see the following message under the course name on your dashboard.

```
Final course details are being wrapped up at this time. Your final standing
will be available shortly.
```

When your certificate is ready, your dashboard shows your final grade as well as a link to your certificate. You can access either a web or PDF certificate.

6.3.1 Web Certificates

Newer edX courses issue web-based certificates. You access your web-based certificate from your dashboard.

The following example shows the link to a certificate in the dashboard.

Select **View Certificate** to open the certificate in your browser. You can then share and print the certificate.

Share Your Web Certificates

You can share your web certificates on Facebook, LinkedIn, and Twitter.

Ensure you are logged in to the social site on which you want to share your certificate.

Select the social icons at the top of each certificate.

A dialog box for the social site you selected opens, with the certificate URL entered. Complete the steps for the social site to post your certificate.

Print a Web Certificate

To print a web certificate, open the certificate and select **Print Certificate** in the certificate header.

To print your certificate in the most professional looking format, follow these guidelines.

- Do not print the header or footer. Depending on your system, you might need to clear this option.
- Set the margins to the minimum space available. Depending on your system, you might need to select the **Minimum** option for the margins.

6.3.2 PDF Certificates

Older edX courses issued PDF certificates. You can access your PDF certificates from the your dashboard.

The following example shows the link to an honor code certificate in the dashboard.

Select **Download Certificate (PDF)** to open the PDF certificate in your browser. You can then print the certificate or save it to your computer if needed.

Share Your PDF Certificates on LinkedIn

You can share your PDF certificate on LinkedIn.

Select **Add to profile** beneath the course in your dashboard.

Your profile page in LinkedIn opens, with a prompt to confirm the addition of your certificate.

6.4 Certificates for Self-Paced Courses

While most edX courses have specific start and end dates, a few courses are self-paced. You can start these courses anytime and work through them at your own pace.

Receiving a certificate for a self-paced course is similar to receiving a certificate for a regular course. After you have completed all course requirements, a certificate is generated automatically. You do not have to complete any additional steps to obtain your certificate.

Be aware, however, that different self-paced courses issue certificates at different intervals. Some courses issue certificates once a month, and others issue certificates less frequently. For more information about your course's specific certificate schedule, see the About page or the **Home** page for your course.

6.4.1 On-Demand Certificates

Some self-paced courses offer on-demand certificates. These certificates allow you to request and download your certificate as soon as you complete enough of the course with a high enough grade to qualify for a certificate. You do not have to wait until you finish the course. You can usually find out if a course offers on-demand certificates on the course About page.

If a course offers on-demand certificates, as soon as you have qualified for a certificate, you see the following message at the top of the course **Progress** page.

You can request your certificate at any time after you have qualified for the certificate.

> **Caution:** The grade that you see on your dashboard reflects your grade at that time you requested the certificate. If you complete more assignments to raise your grade, the grade on your **Progress** page changes, but the grade listed on your dashboard is not updated.

6.4.2 Request and Download a Certificate

To receive your certificate at any time after you qualify, follow these steps.

1. On the course **Progress** page, select **Request Certificate**.

   After you request your certificate, the certificate creation process may take up to 48 hours. When your certificate is ready, a "Your certificate is available" message appears on your **Progress** page.

2. Download your certificate from the **Progress** page or from your dashboard.

   - To download your certificate from the **Progress** page, select **Download Your Certificate** in the upper right corner of the page.
   - To download your certificate from your dashboard, select **Download Your Certificate** next to the name of your course.

CHAPTER 7

Taking a Self-Paced Course

Most edX courses are instructor-paced: they follow a schedule that the instructor sets, with assignments and exams that have specific due dates. EdX also offers a number of self-paced courses, which allow you to progress through the course at your own speed.

On the edx.org home page, an indication next to the course start date lets you know if a course is self-paced.

7.1 Differences between Instructor- and Self-Paced Courses

Instructor-paced courses follow a set schedule. Course materials become available at specific times as the course progresses. Assignments have due dates, and exams have start and end dates. On the **Course** page, indicators show when you have a graded assignment, as well as the due date for the assignment.

Self-paced courses do not follow a set schedule. Course materials do not become available according to a schedule, but are completely available as soon as the course begins. Assignments and exams do not have start or due dates. The course shows indicators for graded assignments, but not due dates.

In self-paced courses, you can submit an assignment or exam at any time before the course end date.

CHAPTER 8

Receiving Academic Course Credit

8.1 Taking a Course for Academic Credit

This topic describes taking an edX course for academic credit.

- *Overview of Academic Credit*
- *Enroll for Academic Credit*
- *Complete Identity Checks*
- *Keep Track of Your Progress*
- *Purchase Academic Credit*

8.1.1 Overview of Academic Credit

Some edX courses allow you to purchase academic credit that you can apply toward a degree at a college or university. When a course offers academic credit, you see an "Earn Credit" indication for the course in the edX list of courses.

To earn academic credit, you must meet a series of requirements, such as verifying your identity several times during your course or taking proctored exams. After you meet the requirements, you can purchase academic credit for a specific time after the course ends (usually one year).

8.1.2 Enroll for Academic Credit

To receive academic credit for a course, you must enroll in the verified track for the course.

For more information about enrolling, see *Enrolling in a Course*.

8.1.3 Complete Identity Checks

When you take a course for academic credit, you have to complete a number of identity checks. Identity checks include periodic identity reverification inside the course and proctored exams.

Note: To be eligible for academic credit, you must complete all identity checks. If you choose not to complete an identity check at any time, you are no longer eligible for credit. You can still receive a verified certificate in the course.

- In-course identity reverification requires you to verify your identity, similar to the way you verified your identity at the beginning of the course. You must use a computer that has a webcam to reverify your identity.

  For more information, see *In-Course Identity Reverification*.

- Proctored exams are exams that use both time limits and online proctoring software. To pass a proctored exam, you must receive both a passing grade for the exam itself and a Pass result when the recording of your proctoring session is reviewed.

  For more information about proctored exams, see *Proctored Exams*.

8.1.4 Keep Track of Your Progress

When you are enrolled in a course for academic credit, your **Progress** page includes a **Requirements for Course Credit** section that lists all of the requirements that you have to complete to be eligible for credit. This section indicates your overall credit eligibility status and the status of each individual requirement.

8.1.5 Purchase Academic Credit

After you meet the requirements for credit, the option to purchase academic credit for the course appears on your dashboard below the option to download your certificate. You also receive an email from edX. You can usually purchase credit up to one year after the course ends.

When you purchase credit, you submit a payment to edX, and then complete any additional steps that the specific organization that grants the credit requires.

Note: More than one organization might offer credit for the same course. If this is the case, you select the organization that you want when you purchase credit for the course.

To purchase academic credit, follow these steps.

1. On your dashboard, select **Purchase Credit** next to the course that you want.
2. On the **Checkout** page, verify that the organization that you want to purchase credit from appears, and then select **Checkout** or **Checkout with PayPal**.
3. Follow the instructions to complete the payment process. When the payment process is complete, a confirmation page opens, and you receive an email message.

4. On the payment confirmation page, a notification informs you if the organization requires you to complete additional steps to receive credit. If the organization has additional requirements, select **Complete Credit** to go to that organization's website.

After the organization has evaluated your information, a message on your dashboard indicates whether the organization has granted you academic credit for the course and provides a link to the organization. You also receive an email that indicates whether you have received academic credit for the course.

If you do not receive credit for the course, contact the organization that issues the credit directly.

8.2 In-Course Identity Reverification

When your course requires in-course identity reverification, you must verify your identity at the beginning of the course and then at certain times during the course. For example, you might be required to verify your identity before you take each exam.

When you must verify your identity, you receive an "Identity verification required" message in the body of the course. You cannot complete any further work in the course until you either verify your identity or specifically decline to verify your identity.

To verify your identity, follow these steps.

1. In the message you receive, select **Verify Now** to begin the ID verification process.
2. On the **Take Your Photo** page, select the camera icon below your image to take a picture of your face.

   For information about how to take a good photo, review the **To take a successful photo** guidelines to the right of your image.
3. On the **Review Your Photo** page, review your photo. If you are not satisfied with the photo, select **Retake Photo**. When you are satisfied with your photo, select **Submit** in the lower left corner.

A verification confirmation page opens and confirms that you have submitted your ID verification photo.

After edX's authorization service examines your photo, you receive a message on your dashboard that informs you whether the verification process was successful. If the verification process was not successful, you must submit new verification photos. You can begin the verification process again by selecting **Verify Your Identity**.

For more information about ID verification, see *Verify Your Identity*.

8.3 Proctored Exams

This topic describes how proctored exams work, requirements for the proctoring software, and steps involved in taking proctored exams.

- *Proctored Exams Overview*
- *Before Taking a Proctored Exam*
- *Steps in Taking Proctored Exams*
- *Taking a Practice Proctored Exam*
- *Taking a Proctored Exam*
- *Completing a Proctored Exam*

For information about rules you must follow when you take proctored exams, see *Online Proctoring Rules for Learners*.

8.3.1 Proctored Exams Overview

Proctored exams are exams with time limits that you complete while online proctoring software monitors your computer. Proctoring software checks that you (as the person taking the exam) are the same person who is taking the course for credit, and detects any attempts to cheat on the exam.

If you are taking a course as a verified track student, and want to be eligible to purchase academic credit for your course, it is important that edX can make sure that you took and passed required exams in the course without cheating or using a false identity. Your course might require you to take and pass at least one proctored exam to be eligible to purchase academic credit.

Proctored exams are indicated in the course with a pencil icon and a "Proctored Option Available" label.

Note: Proctored exams are visible only if you are enrolled in the verified track for your course. If you are not in the verified track, you take the same exam as a open exam, without the option to choose online proctoring.

If you want to be eligible to purchase academic credit for passing your course, make sure you enroll in or upgrade to the verified track as early as possible during the course, so that you do not miss any credit eligibility opportunities.

Choosing to Take a Proctored Exam

You have the choice to take exams with online proctoring only if you are enrolled in the verified track. If you are not enrolled in the verified track, you see proctored exams as open exams.

Note: You do not have to agree to take an exam as a proctored exam; you can choose to take the exam simply as an open exam. Open exams are not monitored and have no time limits. However, if you make this choice you will not be eligible for academic credit for your course. You will not be offered the proctored option again for an exam if you have previously refused it.

When you agree to take a proctored exam, you are guided through the steps to install and set up the proctoring software. The proctoring setup process includes an identity verification step and a required webcam scan of the desk and room in which you will take the exam.

Your course might include a practice exam that you can take to make sure you can complete the proctoring setup steps on your computer. It usually includes several example problems that you can try to answer. For more information, see *Taking a Practice Proctored Exam*.

Note: Before you take an exam with online proctoring, read the following documents to make sure you know what is allowed or not allowed during a proctored exam, and make sure your computer and browser version are compatible with the online proctoring software.

- *Online Proctoring Rules for Learners*

- Proctoring Software System Requirements

To satisfy the proctored exam requirement for credit eligibility, you must take the exam as a proctored exam and receive a **Satisfactory** result for your proctoring session review as well as a passing grade on the exam itself. For more information about academic course credit, see *Taking a Course for Academic Credit*.

If you are not ready to take the exam right now, you can return to it and make your choice later, although you should give yourself enough time to take it before the due date.

8.3.2 Before Taking a Proctored Exam

Before you commit to taking an exam with online proctoring, make sure you know what proctoring involves, and make sure that your computer meets the requirements to run the proctoring software. Read the *edX Online Proctoring Rules*.

Note: If you are a learner with disabilities, consult your organization's Disability Resources or talk with your course team if you need *additional time* or specific accommodations to take the exam. If you need to request extra time or special allowances to complete the exam, do so before you make any choices on the exam page.

Know the Rules and Requirements for Online Proctoring

- You must be on certain versions of the Windows or Mac operating systems for the proctoring software to work. Check the Proctoring Software System Requirements to make sure you are using a supported operating system version and that your computer meets the minimum system requirements for running the remote proctoring software.
- You must be using one of the browser versions supported by edX. Check the *list of edX supported browsers* to make sure you are using a supported browser.
- Read the rules and requirements that are covered in the *Online Proctoring Rules for Learners*.

Request Additional Time or Special Allowances

If you need more time to complete your proctored exam or require exemption from particular exam policies, ask your course team or instructor about this possibility before making your choice to take the exam as a proctored exam. They will need to approve your request and make any adjustments before you start your exam.

8.3.3 Steps in Taking Proctored Exams

When you agree to take a proctored exam, you agree to install remote proctoring software, perform various identification and environment checks, and allow the software to record video and sounds while you take the exam. The next few sections describe the stages you experience when you choose to take an exam with online proctoring.

- *Agree to Take the Proctored Exam*
- *Proceed With a Proctored Exam*
- *Perform System Checks*
- *Install the Remote Proctoring Software*
- *Enter Your Unique Exam Code*
- *Agree to the Terms of Service*
- *Read the Pre-Exam Advisory Information*
- *Take a Picture of Your Photo ID*
- *Scan Your Desk and Room Using Your Webcam*
- *Take a Webcam Photo of Yourself*
- *Return to the edX Browser and Start Your Exam*

Agree to Take the Proctored Exam

When you open a proctored exam, you choose whether you want to take the exam with online proctoring. For more information about what it means to your eligibility for credit when you take the exam with or without proctoring, see *Choosing to Take a Proctored Exam*.

If you choose to take the exam with proctoring, you go through steps to set up the proctoring software and take your exam. If you decline to take the exam with proctoring, you take the exam as a regular exam, without proctoring and without a time limit.

Proceed With a Proctored Exam

If you agree to take the exam with proctoring, you proceed to the next page.

On the **You Have Chosen To Take a Proctored Exam** page, Step 1 provides a link that launches the online proctoring software. Step 2 provides the unique exam code that you have been assigned, for use in this exam only. This code is unique to your edX account and to this exam. You should not share it, and you can use the code only once. You will be asked for this code later, during the proctoring set up.

Perform System Checks

When you select **install and set up the proctoring software**, the online proctoring software opens in a new browser window.

Select **Start System Check** to allow the proctoring software to check that you have a working camera and microphone, and test your Internet bandwidth. These checks make sure that a proctoring session can be successfully recorded on your system before you install the software.

Follow the instructions on each page. If the system checks are successful, you see a link for downloading the online proctoring software.

Install the Remote Proctoring Software

Follow the provided link to download and install the appropriate version of the online proctoring software. For example, if you are running a Mac operating system, you would see the page shown.

Note: Even if you have previously installed this software, for example if you installed it for a practice proctored exam, you must install it again, to make sure you have the most up to date version.

Enter Your Unique Exam Code

After you install the online proctoring software on your computer, you are prompted to enter the unique exam code that was assigned to you when you agreed to take the proctored exam.

Paste the code into the **Exam Code** field, then select **Validate**.

If your exam code is valid, you see the details of your exam: the exam name and duration. Select **Next**.

Agree to the Terms of Service

You see the Terms of Use dialog for the proctoring software. Read the terms, then if you agree to them, select **I agree**.

Note: If you do not want to agree to the terms, select **I don't agree**. You can then quit the online proctoring software and return to the edX course, where you can choose to take the exam as an open exam. You will not be eligible for credit.

Read the Pre-Exam Advisory Information

If you have agreed to the online proctoring software's terms of use, you see a page of Pre-Exam Advisory Information.

Read the information, then select **Next**.

The software will detect any prohibited programs (such as Skype) and will prompt you to close them if necessary.

If you encounter any issues, select **Contact Support** in the proctoring software window to contact technical support.

Take a Picture of Your Photo ID

To fulfill the identity check for online proctoring, you use your webcam to take a picture of a government-issued photo ID that clearly identifies you by your full name, and that can be used to confirm your identity.

Note: If you do not complete this photo ID step, you cannot achieve a **Satisfactory** result for your proctoring review, and you cannot be eligible to purchase academic credit for the course.

Follow the instructions to hold your card up to the webcam and position it in the frame. When you are ready to take the photo, select **Take Photo**.

Preview and confirm the photo of your ID.

If you are satisfied that the photo ID picture is clear and legible, select the checkbox and select **Confirm Photo ID**.

If you are not satisfied that picture is clear, select **Retake** to try again.

Scan Your Desk and Room Using Your Webcam

Next, you must scan the desk and room in which you will take the exam, using your webcam. The video is used to confirm that there are no *unauthorized materials* on your desk or table, under your desk or table, or in the room.

Select **Start Room Scan**, and pan the camera so that it captures the area on your desk as well as under your desk, then pan around the room.

Note: If you cannot move your webcam, use a mirror to show the webcam your desk, under your desk, and areas around the room. You should also show the webcam both sides of the mirror you use, to prove that nothing is written on the back of the mirror.

Select **Stop Room Scan** when you have finished providing a video capture of the requested areas.

Preview and confirm the room and desk scan.

If you are satisfied that the room and desk scan clearly shows your test environment, select the checkbox and select **Confirm Room/Desk Scan**.

Note: Although you can select the checkbox to confirm your scan, you cannot select the confirmation button until the scan has finished replaying.

If you are not satisfied with the scan, select **Retake** to try again.

Take a Webcam Photo of Yourself

You are asked to take a photo of yourself using your webcam.

Follow the instructions to position yourself in front of your webcam. When you are ready to take the photo, select **Take User Photo**.

There is a countdown before the camera takes the photo.

Preview and confirm that your photo is clear, and can be used to verify that you are the same person as in the photo ID.

If you are satisfied that your photo is clear, select the checkbox and select **Confirm User Photo**.

If you are not satisfied that picture is clear, select **Retake User Photo** to try again.

Return to the edX Browser and Start Your Exam

When you have completed all the verification steps, you see a page confirming that your proctored session has started. This means that you have successfully set up the proctoring software, and it has started recording a proctoring session.

Important: You must not close this browser page until you have finished your exam.

Return to the browser window where you were accessing the exam on edx.org, and *take the exam*.

For information about taking a practice exam, see *Taking a Practice Proctored Exam*.

8.3.4 Taking a Practice Proctored Exam

Your course might include an optional practice proctored exam that you can take to make sure you can complete the proctoring setup steps on your computer. It usually includes several example problems that you can try to answer.

Practice exams let you follow the steps to set up the proctoring software, perform the required identity and environment scans, and experience taking an exam with online proctoring, but your proctoring session is not reviewed.

Note: Practice exams do not affect your grade or your eligibility for credit.

To take a practice proctored exam, follow these steps.

1. In the course, open the practice exam.

2. On the practice exam page, select **Yes, I want to take this practice exam with online proctoring**.

   Note: Remember that your proctoring session is not reviewed, and that this exam is not graded.

   On the **You have Chosen To Take a Proctored Exam** page, you are assigned a unique exam code that is associated with your edX account. You will need to enter it later, when you are prompted to do so during the

proctoring software setup.

3. Select **Select exam code** to select the entire exam code, then use

   keyboard combinations such at `Ctrl + C` or `command + C` to copy the code to your clipboard.

4. Select the **install and set up the proctoring software** link in Step 1 on the page.

   Follow the instructions to install the proctoring software and perform system and identity checks. For more information, see *Steps in Taking Proctored Exams*.

   When you have successfully set up the proctoring software, your proctoring session starts.

5. Do not close the proctoring software window. Return to the edX browser window and select **Start my exam**.

6. When you have completed the questions, if the exam timer has not reached 00:00, select **End my exam** on the timer bar.

7. Go to the proctoring software browser window and close the window. Confirm that you want to quit the application when you are prompted.
8. In the browser window for the edX exam, you see the result page for your exam. Because this is a practice exam, your proctoring session is not reviewed. For a practice exam, you will see two possible results.

- **Your practice proctored exam is complete** – This status indicates that you completed the exam and experienced no issues with the proctoring software.
- **Your practice proctored exam failed** – This status indicates that you completed the exam, but there were issues with the proctoring software. Some parts of the proctoring checks might have failed, or the proctoring software window might have been closed before the exam ended.

You can retry a practice exam as many times as you want to. If you received a **Failed** result on your practice exam, you should try to fix any issues and take the practice exam again until you achieve a **Completed** result. Doing so will help you to make sure you can successfully take an actual proctored exam in the course.

If you continue to have issue with the proctoring software, select **Contact Support** in the proctoring software window.

8.3.5 Taking a Proctored Exam

All proctored exams are timed exams, in which you have a time limit to complete the exam. When a proctored exam starts, a countdown timer at the top of the edX course page also starts.

The countdown timer provides a warning when 20% of the time remains, and again when 5% of the time remains. For example, if you have 60 minutes to complete the exam, you will see a warning when there are 12 minutes remaining, and again when there are 3 minutes remaining.

If time runs out before you have completed the exam, the proctoring review is still submitted, and any answers that you have completed up to that time are also submitted. If you pass the proctoring review, you might still qualify for a passing grade with the answers you have submitted.

To take a proctored exam, follow these steps.

1. In the course, open the proctored exam.

2. On the page where you agree to or decline taking the exam with online proctoring, select **Yes, I want to take this exam with online proctoring**.

Note: If you decline the proctored exam option and select **No, I want to take this exam without proctoring**, you will not have another chance to take this exam with proctoring, and you will not be eligible to use this course for academic credit, regardless of your final grade in the course.

On the **You have Chosen To Take a Proctored Exam** page, you are assigned a unique exam code that is associated with your edX account. You will need to enter it later, when you are prompted to do so during the proctoring software setup.

3. Select **Select exam code** to select the entire exam code, then use keyboard combinations such at `Ctrl + C` or `command + C` to copy the code to your clipboard.
4. Select the **install and set up the proctoring software** link in Step 1 on the page. Follow the instructions to install the proctoring software and perform system and identity checks. For more information, see *Steps in Taking Proctored Exams*.

   When you have successfully set up the proctoring software, your proctoring session starts.

5. Do not close the proctoring software window. Return to the edX browser window and select **Start my exam**.

6. Start answering your exam questions. The timer at the upper right of the page shows the time that you have remaining in the exam.

   Note: After you start a proctored exam, you must not close the proctoring software window, although you can minimize it.

   You cannot pause or stop the timer once you have started your exam. If you close the edX exam browser or navigate away from your exam during your proctored exam, the timer continues to count down. You cannot pause the timer. If you accidentally close the edX exam browser, you can open a new browser window and return to your exam at the point that you left it. You cannot regain any of the time that is lost in a situation like this.

7. When you have completed the questions, if the exam timer has not reached 00:00, select **End my exam**.

8. Go back to the proctoring software browser window and close the window. Confirm that you want to quit the application when you are prompted.

   The data from your proctoring session is uploaded.

   Important: Do not close the upload window until you see that the upload has finished.

9. In the browser window for the edX exam, you see the result page for your exam.

   You can come back to this page to check for your proctoring session review results.

There are several possible statuses for proctoring session results after you complete your exam.

- **Pending** – This status indicates that the data for your proctoring session is being reviewed. It usually takes 2-3 days for results to appear for an exam.
- **Satisfactory** – This status indicates that your proctoring session was reviewed, and that you have passed the review. If you also achieve the minimum credit eligibility grade in your course, you are eligible to use this course for academic credit.
- **Unsatisfactory** – This status indicates that your proctoring session was reviewed, and that you did not pass the review because some suspicious activity was observed. You are not eligible to use this course for academic credit regardless of your final grade.

Check your **Progress** page for full details of your credit eligibility status.

Experiencing Technical Difficulties During the Exam

If your proctoring session or your exam ends unexpectedly before you complete the exam due to some technical difficulty, contact edX Support and let them know about your situation. If they agree that there is a legitimate reason, you might be able to try again to take the proctored exam. Your answers from any failed attempt are not kept.

Here are some situations that you might encounter while you are taking a proctored exam.

The Proctoring Software Terminates Unexpectedly

If the proctoring software crashes, the edX exam automatically stops the exam. You should contact edX Support in this situation.

The edX Browser Terminates Unexpectedly

If the browser in which the edX exam is running crashes, the exam timer for each learner continues to run. You should make sure the proctoring software is still running, then open a new browser window and navigate back to your edX exam. You should be able to continue your exam but you will have lost time while the browser was closed. If your proctoring software also crashed, contact edX Support.

You Accidentally Close the Proctoring Software Window

If you accidentally close your proctoring software windows before you have completed a proctored exam, you see alert messages warning you that you are ending your exam. If you continue to close the proctoring software window, both the exam and the proctoring session end.

Answers in the exam up to the point that the session ended are submitted for grading, but the proctoring session recording might not be completely uploaded. You should contact edX Support in this situation. Depending on the circumstances, your course team will have to decide whether your proctored exam attempt is valid.

You Accidentally Close the edX Exam Window

If you accidentally close the browser in which your edX proctored exam is running before you have completed the exam, there are no alerts shown to you. The exam timer continues to run. You should make sure the proctoring software is still running, then open a new browser window and navigate back to your edX exam. You should be able to continue your exam but you will have lost time while the browser was closed. If your proctoring software was also stopped, contact edX Support. Depending on the circumstances, your course team will have to decide whether your proctored exam attempt is valid.

8.3.6 Completing a Proctored Exam

When you finish a proctored exam before the count down timer reaches 00:00, select **Submit** to submit your responses. The exam stops, and the data from your proctoring session is uploaded to the online proctoring service for review.

Proctoring Session Review Results

While the data for your proctoring session is being reviewed, your proctoring review status is in a **Pending** state until a final result is available. It usually takes 3-5 days reviews to be completed.

When the review is complete, you can return to the exam page to see whether your proctoring review result is **Satisfactory** or **Unsatisfactory**.

This table summarizes the possible outcomes of a proctored exam, and what this means for your credit eligibility.

Proctoring Review Result	What It Means
Pending	The data from your proctoring session is still being reviewed.
Satisfactory	Your proctoring session data was reviewed and there were no issues. You are eligible to purchase credit for this course if you complete all required exams in the course and also achieve a final grade that meets the credit requirements for the course.
Unsatisfactory	Your proctoring session data was reviewed and there were either issues with your identity verification or evidence of suspicious activity during the exam. An **Unsatisfactory** result for a proctoring session review means that you are not eligible to purchase academic credit for this course, regardless of your final grade in the course. If you want to dispute this result, contact edX Support.

Note: Your proctoring session review result is separate from the score you achieve on your exam. It is possible for you to receive a **Satisfactory** result on the proctoring review, but not earn enough points to qualify for a passing grade on the exam. Conversely, you might receive a passing grade on the exam questions, but the proctoring review results might be **Unsatisfactory**.

Any Unsatisfactory result on the proctoring review means that you cannot apply for credit for the course, regardless of the grade you achieved in the exam or in the course.

Credit Eligibility on Your Progress Page

Depending on your proctoring session review results and the actual score you achieved on answers in your exam, you will also see changes to your credit eligibility status on your **Progress** page.

For more information about academic course credit, see *Taking a Course for Academic Credit*.

8.4 Online Proctoring Rules for Learners

This topic describes the procotoring rules for learners taking an edX course for credit.

- *Overview of Online Proctoring*
- *Test Environment Requirements*
- *Consequences of Violating the Policy*

8.4.1 Overview of Online Proctoring

EdX.org uses an online proctoring service for certain exams (typically final exams) that are part of courses that can be made eligible for credit. Learners taking proctored exams are required to adhere to a set of defined rules to receive a **Satisfactory** result from the proctoring service.

If a particular exam in your course has less stringent rules or allows you to use a specific tool such as a calculator or reference book during a proctored exam, your course staff will let you know. If you are not told about any different proctoring exam rules, make sure you adhere to the "Closed Book Exam" rules that are described in the following sections.

Learners are responsible for testing their systems with the proctoring software well in advance of all online proctored exams in their courses, so that any troubleshooting that is required can be accomplished. Learners might be able to take practice proctored exams in their course, or can refer to the free Demo Course on edX.org, where they can experience a sample proctored exam.

As with other ID-verified assessments and exams, learners will be asked to establish their identity during the proctored exam process by supplying a government-issued photo ID with a full name that matches the name they used to register on edX.org.

Note: If you require additional time or any specific accommodations or exemptions to the exam policies in order to complete a proctored exam, contact your instructor or edX Support.

8.4.2 Test Environment Requirements

To pass a proctored exam, learners must make sure that the environment in which they take the exam meets the following requirements.

The Room You are Taking the Test In

1. Make sure the room is well lit. The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light should not be behind you.

2. Sit at a clean desk or table, not on a bed or couch.
3. Clear the desk or table of all materials such as books, papers, notebooks, calculators, and so on, unless you have been specifically permitted (in posted guidelines) to have such materials available for a particular examination.

   In addition to pens, paper, calculators, textbooks, and notebooks, the following tools should not be on your desk or used during your proctored exam.

   - Phones.
   - Programs such as Excel, Word, Powerpoint.
   - Communication programs such as Skype.
   - Any website page other than the exam window in your course, including other content on edX.org.
4. Make sure there is no writing visible on the desk or on the walls around you.
5. Make sure you do not have more than one display or monitor connected to the computer on which you are taking the exam.
6. Do not have music or television playing in the background during the exam.
7. Do not use headphones, ear buds, or any other type of listening equipment.
8. Do not talk to anyone else. During the proctored exam you must not communicate with any other person by any means.
9. Do not use a phone for any reason during the proctored exam.
10. While you are taking the proctored exam, no other person is allowed to enter the room in which you are taking the exam.
11. The room you take the exam in must be the same room in which you performed the room scan during the proctoring session setup.
12. Do not leave the room during the exam for any reason, unless you have been specifically permitted to do so in posted guidelines for a particular exam.
13. Do not move to another room during the exam. The exam must be completed in the same room that the proctoring webcam scan is performed in.

The Computer You are Taking the Test With

1. Make sure you do not have more than one display or monitor connected to the computer on which you are taking the exam. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen.
2. Before starting your proctored exam, close all other programs or windows on your testing computer.
3. The following tools should not be used during your proctored exam.
   - Programs such as Excel, Word, Powerpoint.
   - Communication programs such as Skype.
   - Any website page other than the exam window in your course, including other content on edX.org.

Your Personal Behavior

1. Dress as if you are in a public setting.
2. Do not leave the room during the exam for any reason, unless you have been specifically permitted to do so in posted guidelines for a particular exam.

3. Do not move to another room during the exam. The exam must be completed in the same room that the proctoring webcam scan is performed in.
4. Do not have music or television playing in the background.
5. Do not use headphones, ear buds, or any other type of listening equipment.
6. Do not talk to anyone else. During the proctored exam you must not communicate with any other person by any means.
7. Do not use a phone for any reason during the proctored exam.
8. While you are taking the proctored exam, no other person is allowed to enter the room in which you are taking the exam.

8.4.3 Consequences of Violating the Policy

If you violate the online proctoring rules in a way that results in your proctoring session being given an **Unsatisfactory** status, you are not eligible to use the course for academic credit, even if you have achieved a passing grade.

If you have questions about your proctoring exam status, go to http://edx.org to contact edX Support, or consult your course team.

CHAPTER 9

Understanding Course Content Availability and Scheduling

When you begin a course, on the **Course** page you can see the sections of the course content in the course navigation pane. You can view the sections in the course, select each one to view its subsections, and select the subsections to view the course material .

In some courses, all of the sections of the course content are visible in the course navigation pane when you open the course for the first time. In other courses, additional content becomes available as you work, either because it was scheduled for release on a specific date, or because you completed required content that allowed you to proceed to further content.

- In some courses, the course team schedules the dates on which the sections of the course content become available to you. On the date that the course team chooses, the course content appears in the course navigation pane.
- Some courses include content that has prerequisite sections. Prerequisite sections require that you complete other, previous sections before they become available. The course team sets a minimum score that you must earn in the problems of a prerequisite section in order to display the following sections.

Not all courses include scheduled course content or prerequisites. Your course might display all of the course content in the course navigation pane as soon as you begin taking it.

If you do not see the course content that you expect, you can check for information about the course schedule and content prerequisites on the course **Home** page or course discussions.

CHAPTER 10

Watching Videos on the edX Video Player

All edX courses include videos, and edX has its own video player. Most of the controls on the player will be familiar to you if you have watched online videos before. However, the edX video player has some extra features you may not have seen.

The following image shows the video player in the middle of a video, followed by an explanation of each option or control on the video player.

Note: The illustration that follows shows the video player for a video that has all of the possible features available. Only the controls that apply to a specific video will actually be present when you use the video player in a course.

1. **Play/pause**: You can play the video by selecting this control. Select this control again to pause the video.

2. **Time**: The first number indicates the length of time the video has already played. The second number indicates the total length of the video.
3. **Playback bar**: You can go to a different point in the video by selecting and dragging this control or by using the left and right arrow keys.
4. **Speed**: If you want the video to play faster or slower, you can select different speeds using this control.
5. **Volume**: You can use this control to change the volume of the video.
6. **HD**: You can play the video in high-definition visual resolution by selecting this option if HD quality is available for the video. This option works best if you have a fast Internet connection. Select this control again to play the video in standard resolution.
7. **Full screen**: You can expand the video to fill your browser window by selecting this control. To return to default mode, press ESC on your keyboard or select this control again.
8. **Closed caption**: You can show an overlaid transcript of the audio portion of the file by selecting this control. If you show the captions, you can move them to different areas on the video screen by dragging and dropping them. To hide the captions, select this control again.
9. **Show transcript**: You can show a complete, scrolling transcript of the audio portion of the file to the right of the video by selecting this control. Many course teams set video transcripts to play by default when your video starts. Select this control again to hide the transcript.
10. **Language menu**: You can select a different language for the closed captions and the transcript with this control if translations are available.

11. **Download video**: You can download the video to watch later with this option (if available for the video).
12. **Download transcript**: You can download the video's transcript with this option. You can download the transcript as a SubRip (.srt) file or as a text (.txt) file. You can open files of both types in a text editor such as Notepad.
13. **Transcript**: You can scroll through the transcript and select any line to go to that point in the video.
14. **License or Copyright**: If the course team reserves rights or specifies a Creative Commons license for the video that is different from the course-wide license, that information appears below the video player. For Creative Commons licenses, you can select the license to open a web site with more information about your rights.

For more information, see *Understanding How Courses and Videos Are Licensed*.

For a demonstration of the edX video player, see Videos on edX in the edX DemoX course.

CHAPTER 11

Participating in Course Discussions

11.1 Overview of Course Discussions

Course discussions give you the opportunity to start conversations with other students, ask questions that other students or the course team can answer, and participate in the course community. If you have not previously participated in an online discussion forum, see the introductory *Anatomy of edX Course Discussions* section.

This section also describes features of edX discussions that can make your participation more effective.

- *Exploring Discussion Posts*
- *Participating in Course Discussions*
- *Keeping Up with New Activity*
- *Providing Feedback on Contributions*

11.2 Anatomy of edX Course Discussions

This topic describes how course discussions are organized in an edX course.

- *Basic Elements: Posts, Responses, and Comments*
- *The Discussion Page*

11.2.1 Basic Elements: Posts, Responses, and Comments

Discussions are made up of *posts*, *responses*, and *comments*. Together, posts, responses, and comments are known as *contributions*, and a post together with its responses and comments is an *exchange*.

- Posts initiate a conversation by asking a question or making a statement for learners to consider.
- Responses reply directly to the post.
- Comments, in turn, reply to specific responses.

The following conversation shows each of these contributions:

```
Post: "Please introduce yourself."
  - Response: "My name is Lee and I teach secondary school maths in Canberra,
    Australia."
```

```
  - Response: "Hello everyone, I am Sumei from Hong Kong, China."
    - Comment: "Hi Sumei, I am taking this course in Hong Kong too. Maybe we
      should make a study group!"
    - Comment: "I'd like to join the Hong Kong study group too, I think it
      will help me keep up with the homework."
  - Response: "Hi from Johannesburg! I am taking the course to prepare for my
    matric exams."
```

You can see posts, comments, and responses, as well as other information about the course discussions and individual posts, on the **Discussion** page.

11.2.2 The Discussion Page

When you go to the **Discussion** page in your course, you see a page that looks like the following image. You can select the image to enlarge it.

Discussion Navigation Pane

The discussion navigation pane shows titles and information for all the individual posts in the course. The discussion navigation pane also has filters that you can use to sort discussions by topic, status, and activity.

The discussion navigation pane includes the following elements.

1. The drop-down discussion list. When you select this list, you can see all of the topics in the course discussions, or you can view only the posts that you are following. For more information about discussion topics, see *View Discussions about a Specific Topic*. For more information about following posts, see *Follow Posts*.

2. The status filter. You can filter discussions that you have not read yet, or that contain unanswered questions. For more information, see *Answer Questions and Mark Questions as Answered*.

3. Specific identifiers. If a moderator has pinned a post so that it is at the top of the list, if you chose to follow a post, or if the person who created the post is a community TA, moderator, or administrator, you see a colored identifier with this information.
4. The title of the post. The title lets you know what the post is about.
5. The post type icon. A post can be a discussion or a question. For more information, see *Determine the Post Type: Discussion or Question*.
6. An icon that indicates a "correct answer". The green check mark icon indicates that one of the responses to the post correctly answers the question that the post asks.
7. The post search box. You can search all posts, responses, and comments for individual words or phrases. For more information, see *Search the Discussions*.
8. The activity sorting control. You can sort listed posts by recent activity, most activity, or most votes. For more information, see *Keeping Up with New Activity*.
9. Status indicator icons. These indicators show whether you have read a post and the number of responses and comments for that post. For more information, see *Keeping Up with New Activity*.

How to Use edX Discussions

When you select the **Discussion** page, information about how to use edX discussions appears with information about how you can interact with posts. Each of these interactions is covered later in this topic. For more information, see the following sections.

- *Exploring Discussion Posts*
- *Follow Posts*
- *Providing Feedback on Contributions*

On this page, you can also specify that you want to receive an email message each day that summarizes discussion activity for the posts you are following. To receive this daily digest, select **Receive updates**.

After you select the title of a post, this area of the page shows the post, responses to the post, and comments on responses. The page is formatted to help you distinguish posts, responses, and comments.

- The post and its title appear at the top of the page.
- Responses appear indented and with a white background below the original post.
- Comments on a response appear with a gray background below the response. The font size for comments is smaller than the font size for responses.

These elements appear in the image below. You can select the image to enlarge it.

Additionally, there are several option icons available for every post, response, and comment. The option icons that appear depend on the type of contribution. (For more information, see *Providing Feedback on Contributions*.)

The icons that you see might include the following options.

- A plus sign (+), together with the number of votes the post has received. Select this icon to vote for the post or response. For more information, see *Vote for Posts or Responses*.
- A star (posts only). Select this icon if you want to follow the post. For more information, see *Follow Posts*.
- A check mark (responses only). For questions, the student who posted the question, or discussion team member, can use this icon to indicate that the response is correct. For more information, see *Answer Questions and Mark Questions as Answered*.
- An ellipsis, or "more", icon (...). When you select this icon, you may see several additional options:
  - **Edit**. This option is only visible if you are the author of the post, response, or comment. You can change the text of your contribution, or, for posts, you can change the type of post. For more information, see *Edit or Delete a Post, Response, or Comment*.
  - **Delete**. This option is only visible if you are the author of the post, response, or comment. For more information, see *Edit or Delete a Post, Response, or Comment*.
  - **Report**. You can use this option to report an inappropriate post, response, or comment. For more information, see *Report Discussion Misuse*.

11.3 Exploring Discussion Posts

This topic describes how to explore discussion posts in your edX course.

- *Overview*
- *Search the Discussions*
- *View Discussions about a Specific Topic*
- *View Only Unread or Unanswered Posts*
- *View Pinned Posts*
- *View Contributions from a Specific Participant*

11.3.1 Overview

Finding out whether someone else has already asked the same question or initiated a conversation about the subject that interests you, and then reading and contributing to that exchange instead of starting a new one, helps make the time that everyone spends with the course discussions more productive. You can search for something specific, or you can browse through the posts in a single discussion topic.

11.3.2 Search the Discussions

To search for text, select **All Discussions** and enter a phrase, a word, or part of a word in the **Search all posts** field in the discussion navigation pane. When you press Enter, the search tries to find:

- A match or close match to your text in any post, response, or comment. The display updates to show a list of the posts that have a match at any level of interaction.
- A similar value in any post, response, or comment (if no exact matches are found). A "No results found for {text}. Showing results for {similar}" message appears above the posts that have similar text at any interaction level.
- Any usernames that are an exact match to your text. A "Show posts by {username}" option appears above any posts that have an exact text match at any interaction level. Select the username in the message to read that user's posts, responses, and comments. For more information about viewing contributions from a specific user, see *View Contributions from a Specific Participant*.

11.3.3 View Discussions about a Specific Topic

Every post in the course discussions has an associated topic. When a participant creates a post, the participant selects a topic from a list of topics that the course team has provided. You can look through topics in the discussions to find one that interests you.

Discussion topics for edX courses can be *course-wide* or *content-specific*.

- Course-wide discussion topics cover matters that affect the entire course, and can include topics such as "Frequently Asked Questions" and "Troubleshooting".
- Content-specific discussion topics cover specific video lectures, reading assignments, homework problems, or other course content.

View Topics on the Discussion Page

On the **Discussion** page, you can view both course-wide and content-specific discussions. Select **All Discussions** in the discussion navigation pane to see all of the discussion topics in the course. To see all of the posts in an individual topic, select the topic name.

Note that course-wide topics do not have other topics indented below them, while content-specific topics are indented under a category name. For content-specific topics, you can select either the category name to see all of the posts in that category, or you can select an individual topic name.

View Topics in a Course Unit

Content-specific topics are located in specific units in the course. They typically appear below the content they apply to.

You can access a content-specific topic by viewing the unit that contains the topic. To see the discussion, select **Show Discussion**.

You can also use the **Discussion** page to access a discussion in the unit where that topic is located.

1. In the list of topics, select the topic that you want.
2. Select a post title to open the complete post and its responses and comments next to the above the discussion navigation pane.
3. In the text of a post, select the name of the discussion topic to go to the discussion inside the unit.

11.3.4 View Only Unread or Unanswered Posts

To limit the posts shown on the **Discussion** page, you can select one of the filter options. The **Show all** filter in the discussion navigation pane is selected by default.

- To list only the discussions and questions that you have not yet viewed, select **Unread**.
- To list only question posts that do not yet have any responses marked as answers, select **Unanswered**.

11.3.5 View Pinned Posts

Pinned posts appear at the top of the list of posts in the discussion navigation pane when you view all discussions. Pinned posts can contain important information about the course or any part of the course, such as a particular video or problem. The pinned post can originate from anyone in the course, including other learners or members of the discussion moderation team, but only members of the moderation team can pin a post.

11.3.6 View Contributions from a Specific Participant

You can review all the posts, responses, and comments that a specific participant has made. You can select other learners, or members of the course team. To do this, select the username that appears at the top of any of the participant's contributions. A page opens that shows the following information about the participant.

- The participant's username.
- The participant's role (for example, student or community TA).
- The number of posts the participant has created (listed in the upper-left corner as the number of discussions started).
- The total number of responses and comments the participant has added to other posts (listed in the upper-left corner as the number of comments).
- A list of all the posts that contain a contribution from the participant, whether the participant created the original post or contributed a response or comment to a different post. The list of posts in the discussion navigation pane includes the title of the post and the username of the participant who created the post. To see the comments or responses on any post, select **View Discussion** below the post to open the discussion on the **Discussion** page.

11.4 Participating in Course Discussions

This topic describes how to add, edit, and delete contributions to discussions.

- *Add a Post*
- *Determine the Post Type: Discussion or Question*
- *Determine the Post Topic*
- *Add a Post on the Discussion Page*
- *Add a Post in a Course Unit*
- *Add a Response or Comment on the Discussion Page*
- *Add a Response or Comment in a Course Unit*
- *Edit or Delete a Post, Response, or Comment*

11.4.1 Add a Post

When you add a post to a discussion in your course, you decide what type of post to make and the topic of the post. You then add the post either directly inside the course unit or on the **Discussion** page.

11.4.2 Determine the Post Type: Discussion or Question

To make sure that other students and the course team can find and respond to your post, decide what type of post you want to make: either question or discussion.

- A question post raises an issue so that the discussion moderation team or community can provide answers.
- A discussion post starts a conversation by sharing thoughts and reflections, and inviting community participation.

If you have any difficulty deciding which type of post you want to add, think about whether you want to get concrete information (a question) or start an open-ended conversation (a discussion). If you are asking a question about the course and need an answer from the course team, be sure to create your post as a question, so that the course team sees that a response is required and responds appropriately.

After you make your post, on the **Discussion** page for your course, a question mark image identifies posts that ask questions and a conversation bubble image identifies posts that start discussions.

Note: You can change the post type from discussion to question or vice versa at any time after you add your post. For more information, see *Edit or Delete a Post, Response, or Comment*.

11.4.3 Determine the Post Topic

Every post in the course discussions has an associated topic. The course team creates the list of discussion topics for each course, and you choose a topic from that list when you create your post. Before you add a post, you should look through the list of topics in the course discussions so that you can decide which topic is the most appropriate for your post. For more information, see *Exploring Discussion Posts*.

After you decide on a post type and topic, you can add your post on the **Discussion** page or in the body of the course.

11.4.4 Add a Post on the Discussion Page

You can add a post for course-wide or content-specific discussion topics on the **Discussion** page.

1. Select the **Discussion** page.
2. In the upper-right corner, select **New Post**.
3. Select **Question** or **Discussion** to select the type of post that you want to create.
4. Select the most appropriate discussion topic for your post.

5. In the **Title** box, enter a short, descriptive title. The title is the part of your post that others see when they are browsing on the **Discussion** page or scrolling through one of the content-specific topics.
6. Enter the complete text of your post. To format the text or add links or images, select the buttons above the text field.

In a few courses, you can add posts, responses, and comments anonymously. If this is the case, a **Post Anonymously** check box appears under the field where you enter your text. When you post anonymously, the discussion moderation team can see your username, but other students cannot.

11.4.5 Add a Post in a Course Unit

If you come to a discussion as you work through the units in your course, or if you know where in the course a particular discussion originates, you can add a post for that discussion right from the unit in your course. This only applies to content-specific discussions.

1. Select **Course**.
2. Open the unit in the course that includes the discussion topic that you want to add to.
3. Select **Show Discussion** to read what others have already contributed to the conversation.

   You can scroll through the posts that have already been added: the title and the first sentence or two of each post appear. To read an entire post, view the responses to it, and see any comments, select **Expand discussion**.
4. Select **New Post** to add a post.

5. Select **Question** or **Discussion** to select the type of post you want to create.
6. In the **Title** field, enter a short, descriptive identifier for your post. The title is the part of your post that others see when they are browsing on the **Discussion** page or scrolling through one of the content-specific topics.
7. Enter the complete text of your post. Select the buttons above the text field to see options for formatting the text and for adding links or images.

In a few courses, you can add posts, responses, and comments anonymously. If this is the case, a **Post Anonymously** check box appears under the field where you enter your text. When you post anonymously, the discussion moderation team can see your username, but other students cannot.

Add a Response or Comment

To participate in an ongoing discussion, you reply to the initial post by adding a response, or expand on a particular response by adding a comment.

The same options for formatting the text and for adding links or images are available for responses and comments as for posts.

11.4.6 Add a Response or Comment on the Discussion Page

You can add a response or comment to course-wide or content-specific discussion topics on the **Discussion** page.

1. On the **Discussion** page, find the post that you want to contribute to. To help you decide where to add your thoughts, review the current responses and their comments.

   For more information about finding posts by searching, sorting, or using filters, see *Exploring Discussion Posts*.

2. Add a response or comment.

- To add a response to the post, select **Add A Response**. When your response is complete, select **Submit**.

- To add a comment to a response, select inside the **Add a comment** field below the response. When your comment is complete, select **Submit**.

11.4.7 Add a Response or Comment in a Course Unit

You can add a response or comment to a content-specific discussion topic inside the course.

1. In the unit that contains the discussion topic where you want to make your contribution, select **Show Discussion**.
2. Scroll to the post that you want to contribute to. To help you decide where to add your thoughts, review the current responses and their comments.
3. Under the text of the post, select **Expand discussion**.

4. Add a response or comment.

- To add a response to the post, select **Add A Response**. When your response is complete, select **Submit**.
- To add a comment to a response, select inside the **Add a comment** field below the response. When your comment is complete, select **Submit**.

11.4.8 Edit or Delete a Post, Response, or Comment

You can edit or delete your own posts, responses, or comments at any time. You cannot edit or delete contributions from other students.

1. Locate the contribution that you want to edit or delete, either in the body of the course or on the **Discussion** page.
2. In the upper-right corner of the contribution, select the "More" icon (...). A menu opens.

3. Edit or delete the contribution.

- To edit the contribution, select **Edit**, make the changes that you want in the text editor that opens, and then select **Update Response**. For posts, you can change the post topic and the post type as well as the text of the post.
- To delete the contribution, select **Delete**, and then select **OK** in the pop-up confirmation box.

11.5 Keeping Up with New Activity

This topic describes how to keep up with discussion activity in your edX course.

- *Read New or Updated Posts*
- *Receive Daily Digests*

11.5.1 Read New or Updated Posts

The list of posts in the discussion navigation pane on the **Discussion** page provides visual cues to help you distinguish posts that are new, or that have responses or comments that you have not read yet, from exchanges that you have already read completely.

Sort by Activity

Color-coded callout images appear when you sort the list of posts **by recent activity** or **by most activity**. This is the default view when you open the **Discussion** page.

- A **gray callout image on a gray background** indicates that you have read the post and all of its responses and comments.
- A **white callout image on a gray background** indicates that you have read the original post, but the post has new responses or comments that you have not read yet.

- A **blue callout image on a white background** indicates that you have not yet read the post.

The number in each callout image indicates the total number of contributions in the exchange (the post and its responses and comments). To see the number of contributions that you have not read yet, move your cursor over the callout image.

Sort by Votes

You can also sort the posts in by the number of votes received. To do this, select the sorting list in the discussion navigation pane, and then select **by most votes**.

If you sort by most votes, the number of votes that the post has received appears in place of the callouts. For more information, see *Vote for Posts or Responses*.

11.5.2 Receive Daily Digests

You have the option to receive an email message each day that summarizes discussion activity for the posts you are following. To receive this daily digest, select **Discussion** to go to the discussions home page, and then select the **Receive updates** check box in the right pane.

11.6 Providing Feedback on Contributions

This topic describes how to provide feedback on discussion contributions.

- *Overview*
- *Vote for Posts or Responses*
- *Follow Posts*
- *Answer Questions and Mark Questions as Answered*
- *Report Discussion Misuse*

11.6.1 Overview

As you read the contributions that other students and course team members make to discussion topics, you can provide feedback without writing a complete response or comment. You can:

- *Vote for posts and responses* to provide positive feedback.
- *Follow posts* so that you can check back in on interesting conversations and questions easily.
- *Answer questions, and mark your questions as answered*.
- *Report a contribution* that is inappropriate to the course team.

To select a feedback option, you use the icons at the top right of each post, response, or comment. When you move your cursor over these icons a label appears.

When you select the "More" icon, a menu of available options opens. Options vary depending on whether the contribution is a post, response, or comment, and on whether you are a student or a member of the discussion team.

11.6.2 Vote for Posts or Responses

If you like a post or one of its responses, you can vote for it. Hover over the plus sign (+) icon for the post or response, and then select **Vote**.

You can sort the list of posts so that the posts with the most votes appear at the top: select the drop-down list of sorting options and select **by most votes**.

You can see the number of votes that each post has received in the list of posts. (Votes for responses are not included in the number.)

11.6.3 Follow Posts

If you find a post particularly interesting and want to return to it in the future, you can follow it. To follow a post, hover over the star icon for the post, and then select **Follow**.

Each post that you follow appears with a "Following" indicator in the list of posts.

To list only the posts that you are following, regardless of the discussion topic they apply to, select the drop-down Discussion list and select **Posts I'm Following**.

11.6.4 Answer Questions and Mark Questions as Answered

Anyone in a course can answer questions. Just add a response with your answer to the question post.

You can indicate that a response to your own question post is the correct answer. To do this, hover over the check mark icon for the response, and then select **Mark as Answer**.

After at least one response is marked as the answer, a check or tick mark image replaces the question mark image for the post in the discussion navigation pane.

Note: The discussion moderation team can mark any response as correct. Students can only mark responses as correct for their own posts.

11.6.5 Report Discussion Misuse

You can flag any post, response, or comment for a discussion moderator to review: view the contribution, select the "More" icon, and then select **Report**.

Get my product for only $19.99/month for 12 months!
0 Votes
discussion posted about a minute ago by s
More
REPORTED
Report
Spam message! Click here.
(this post is about Basic Question Types / Selection from Options)
1 response
Add A Response
s
less than a minute ago
0 Votes
More
Off-topic complaint about getting spam in a discussion forum!
Report

CHAPTER 12

Bookmarking Course Content

To mark course content so that you can come back to it later, you can bookmark any course page, up to a limit of 100 bookmarks for one course.

The course material that you bookmark is identified in the unit navigation bar on the **Course** page, or you can see a list of all of your bookmarks on the **My Bookmarks** page.

Note: You can add up to 100 bookmarks in a course.

For more information, see the following topics.

- *Add or Remove a Bookmark*
- *View Your Bookmarks*

12.1 Add or Remove a Bookmark

You can bookmark any page in the course. To bookmark a page, select **Bookmark** at the upper right of the page.

After you add a bookmark, the **Bookmark** control changes color, and an indicator for the bookmark appears in the unit navigation bar at the top of the page.

To remove a bookmark from a page, select **Bookmark** again.

After you remove a bookmark, the **Bookmark** control changes back to its original color, and the bookmark indicator disappears from the learning sequence.

12.2 View Your Bookmarks

As you go through the course, you can see which pages are bookmarked in the unit navigation bar on the **Course** page. You can also see a list of all of your bookmarks on the **My Bookmarks** page.

To access the **My Bookmarks** page, select **Bookmarks** above the course navigation pane.

The **My Bookmarks** page lists all of your bookmarks in the course, with the most recently created ones at the top. The page includes the location of the bookmark in the course and the date that you added the bookmark.

To go to any bookmark in the course, select **View** for that bookmark.

CHAPTER 13

Taking Notes in an edX Course

This topic describes how to work with notes in your edX course.

- *Overview of Notes*
- *Highlight a Passage or Add a Note*
- *View Notes*
- *Edit or Delete a Note or Highlight*
- *Show or Hide Notes*
- *Search Notes*
- *Keyboard Shortcuts for Notes*

13.1 Overview of Notes

As you work through an edX course, you may want to highlight a particular passage or make a note about what you have read. In some edX courses, you can highlight passages and make notes right in the course.

Note: You can create notes for most text in the body of the course. However, notes are currently not available for exercises, videos, or PDF textbooks.

When a course includes the notes feature, every page has a **Notes** page at the top and a pencil icon in the lower right corner.

Your notes can contain text as well as tags that help you organize and find your notes. You can see individual notes inside the course content, or you can see a list of your notes on the **Notes** page. For more information, see *The Notes Page*.

13.2 Highlight a Passage or Add a Note

You can use either the mouse or keyboard shortcuts to create, access, and delete notes. For more information about using keyboard shortcuts, see *Keyboard Shortcuts for Notes*.

To highlight a passage or add a note that includes text and tags, follow these steps.

1. Select the text that you want to highlight or make the note about. You can select as much text as you want.
2. When a pencil "edit" icon appears above the selected text, select the icon to open the note editor.

3. When the note editor opens, enter your note and any tags that you want to add. You can also save the highlight for the passage without entering a note or tag.

- To highlight a passage without adding a note or tag, select **Save** or press Enter. When you move your cursor over the highlighted text, the note field contains the words "no comment".

- To enter a note, select **Comments**, and then type the text of your note. Your note can contain as many words as you want.
- To add one or more tags, select **Add some tags here**, and then type any tags that you want to add.

  Tags cannot contain spaces. If you want to add a tag that has more than one word, type multiple words as one word with no spaces, or use hyphens (-) or underscores (_) to separate words in the tag.

1. After you finish writing your note and adding tags, select **Save** or press Enter. The note editor closes, and the text that you selected remains highlighted.

13.3 View Notes

You can view your course notes in two places.

- You can view individual notes on the page where you created the notes. To see your notes, go to the unit that contains your note and move your cursor over or select the highlighted text. When you select the highlighted text, your note remains open until you move outside the highlighted text.
- You can view a list of the notes you have made in the course on the **Notes** page. You can also search your notes and tags on this page.

13.3.1 The Notes Page

On the **Notes** page, you can see a list of the notes you have made in your course. You can also search the text of your notes or the tags that you added to your notes.

The **Notes** page lists your notes by the date you created or edited them, with the most recently modified first. The page shows you both the text that you selected and the note that you made. You can also see the following information next to each note.

- A link to the location in the course that contains the highlighted text and your note. To go to that location, select the link under **Noted in**.
- The time and date when you last edited the note.
- Any tags that you added.

13.4 Edit or Delete a Note or Highlight

To edit a note, follow these steps.

1. In the course body, move your cursor over the highlighted text until your note appears.
2. When the note appears, select the pencil icon in the upper right corner to open the note editor.

3. In the note editor, edit your note, and then select **Save**.

To delete a note or highlight, follow these steps.

1. Move your cursor over the highlighted text until your note appears.
2. When the note appears, select the trash icon in the upper right corner to delete the note or highlight.

13.5 Show or Hide Notes

By default, you can see all of your notes. You can hide your notes, and show them again, by selecting the pencil icon in the lower right corner. When the pencil icon has a dark gray background, notes are visible. When the pencil icon has a light gray background, notes are hidden.

Note: If you hide notes, you cannot make new notes. To make new notes, select the pencil icon to show notes.

13.6 Search Notes

To search your notes, follow these steps.

1. At the top of any course page, select **Notes** to open the **Notes** page.
2. In the upper right corner of the page, type a search term in the **Search notes for** field. You can search for the text of a note, or you can search for a tag you created.
3. Select the magnifying glass icon or press Enter.

13.7 Keyboard Shortcuts for Notes

You can use keyboard shortcuts to create, edit, and delete your notes.

Note: These keyboard shortcuts are for both PCs and Macintosh computers. However, you can only use these keyboard shortcuts on browsers that support caret browsing.

Before you use the following keyboard shortcuts, you must make sure that notes are visible. To show or hide notes, press Ctrl + Shift + left bracket (`[`).

13.7.1 Create a Note Using the Keyboard

To create a note using keyboard shortcuts, follow these steps.

1. Enable caret browsing mode.
2. Use the arrow keys to move the cursor to the left of the text that you want to highlight.
3. Hold down Shift + right arrow to select the text.
4. Press Ctrl + Shift + right bracket (`]`) to open the note editor. The note editor opens with the cursor in the text field.
5. In the text field, type your note.
6. To add tags, press Tab to move to the tag field, and then add your tags.
7. To save your note, press Tab to move to the **Save** button, and then press Enter.

To close the note editor without creating a note, press Tab to move to the **Cancel** button, and then press Enter. You can also press Esc to close the note editor.

13.7.2 Edit or Delete a Note Using the Keyboard

To edit or delete a note, follow these steps.

1. Press Tab to move focus to the note that you want.
2. Press Ctrl + spacebar or Ctrl + Enter to open the note editor.
3. Press Tab to move the cursor to the text field or the tag field, and then make the changes that you want.
4. Press Tab to move to the **Edit**, **Delete**, or **Close** button, and then press Enter.

To close the note editor without making any changes, press **Esc**.

CHAPTER 14

Using Google Files and Calendars in an edX Course

This topic describes how to work with files and calendars in your edX course.

- *Overview of Embedded Files and Calendars*
- *Google Drive Files*
- *Google Calendars*

14.1 Overview of Embedded Files and Calendars

Courses can include files, such as documents, spreadsheets, and presentations, and a calendar. Your course team uses Google to create and maintain these files and calendars. They appear in the body of your course just like any other course content.

Note: Google services are not available in some regions and countries. If Google services are not available in your area, you might see an "image unavailable" message in the place of the Google file or calendar. The course team might provide alternative resources if Google services are not available for you.

14.2 Google Drive Files

Your course might include the following types of Google Drive files.

- Google Docs (text documents)
- Google Drawings (images)
- Google Forms (forms or surveys)
- Google Slides (presentations)
- Google Sheets (spreadsheets)

For example, your course might include a spreadsheet that resembles this one.

Event Fees : Sheet1

Email	Adults	Children	Due	Comped	Amt Rec'd	Donated	Balance	Ck #/Cash	Notes
client1@example.com	1		$50.00				$50.00		
client2@example.com	1		$50.00	$50.00			$0.00		Staff
client3@example.com	1		$50.00		$50.00		$0.00	412	
client4@example.com	2		$100.00	$50.00			$50.00		Staff
client5@example.com	1		$50.00		$60.00	$10.00	-$10.00	7334	
client6@example.com	3	2	$200.00	$50.00			$150.00		
client7@example.com	1		$50.00	$50.00			$0.00		Scholarship
client8@example.com	2	1	$125.00				$125.00		
client9@example.com	4		$200.00	$50.00			$150.00	580	Staff
client10@example.com	2		$100.00				$100.00		
client11@example.com	2		$100.00	$50.00	$50.00		$0.00	327	Staff
client12@example.com	1		$50.00				$50.00		
		Total	$1,125.00	$300.00	$160.00	$10.00	$665.00		

Sheet1

You can interact with these Google Drive files in your course. For example, you can complete forms, look through the slides in a presentation, and enter different values in a spreadsheet. However, you cannot save changes that you make to the Google Drive file.

14.3 Google Calendars

If your course includes a Google calendar, you see that calendar in the body of the course. You can also add it to your own Google calendar.

By default, the view that opens in the course calendar is the view that the course team set. You can change the view by selecting the **Week**, **Month**, or **Agenda** tabs in the upper-right corner.

When you view the calendar in your course, the dates and times on the calendar automatically adjust to your local time. Your time zone information appears in the lower-left corner of the screen.

14.3.1 Add the Course Calendar to Your Own Calendar

If you have your own Google calendar, you can add the Google calendar from a course to it. After you add a calendar, you see that calendar whenever you view your personal calendar, even if you are not signed in to your edX account. The course information appears together with your own information.

To add the course calendar to your own calendar, view the course calendar in the course, and then select the **Google Calendar** icon in the lower-right corner of the course calendar.

For more information about Google calendars, see the Google Calendar website.

CHAPTER 15

Working on Team Projects and Activities

In some courses, you might be assigned activities or projects that require working in small groups, or teams. Course staff will create topics that you can choose from. You choose a topic that interests you, and join or form a team with other learners who have the same interest to work on the group activity or project together. You can join only one team in your course.

If your course includes teams, your instructor or course staff will provide information about how you should work in teams, guidelines for joining and creating teams, and using discussions within teams.

- *About Teams and Topics*
  - *Browse Topics and Find a Team to Join*
- *Search for a Team*
- *Join a Team*
- *Leave a Team*
- *Create a Team*
- *Participating in Team Discussions*

15.1 About Teams and Topics

If your course uses teams, there is a **Teams** page where you can see the list of topics that the course team has created, and their descriptions.

You can browse the topics to find one that you are interested in working on. Then, view the list of teams that exist within that topic. Teams are always associated with a specific topic.

For each team, you can view the team members, team details, and discussions to help you decide whether you want to join a particular team. If you do not find a team that you want to join, you can create a new team in the topic. For more information, see *Browse Topics and Find a Team to Join*.

You can belong to only one team at a time. For information about joining and leaving teams, see *Join a Team* and *Leave a Team*.

15.1.1 Browse Topics and Find a Team to Join

To browse topics and find a team to join, follow these steps.

1. In the course, select the **Teams** page.
2. Select the **Browse** tab.

3. On the **Browse** page, view the list of available topics.

   You can sort the topics alphabetically by name, or by the team count in each topic.

4. When you have found a topic you are interested in, select the arrow button to see the teams that exist in that topic.

   You can sort by teams that showed the most recent activity, or by teams with the most open slots.

   You can also use keywords to search for teams within a topic. For more information, see *Search for a Team*.

   Each team's name and description are shown, as well as the number of team members, letting you know whether there is space for you to join.

5. To get a better sense of a team's members, discussion, and communications, select **View** for a team.

   On the **Team Details** page, you can browse the team's discussion posts, but you cannot participate unless you are a member of the team.

Note: You can navigate from the **Team Details** page back to the list of teams in a topic or back to the list of all topics using the breadcrumb links at the top of the page.

15.2 Search for a Team

You can use keywords to search for teams within a topic that match your interests.

To get a list of teams that match your search keywords, follow these steps.

1. In the course, select the **Teams** tab.
2. On the **Teams** page, select **Browse**, then select the topic in which you want to find a team.
3. In the search field, enter one or more keywords, then press **Enter** or select the search icon.

   Teams within the topic that match your search are displayed.

   To clear the existing search term, select the **X** in the search field.

Note: You can only use whole words for searching teams.

15.3 Join a Team

When you have found a team you want to join, select **Join Team**.

Note: If a team is full, or if you already belong to a team, the **Join Team** button is not available.

You are added as a member. Your profile is added to the list of team member profiles, and you can participate in the team's discussions. The team that you joined appears on your **My Team** page.

Note: You can only belong to one team at a time. If you belong to a team, but find another team that you want to join, you must leave the first team before you can join a new one. For information about leaving a team, see *Leave a Team*.

15.4 Leave a Team

Note: EdX recommends that you do not change teams after work in a course has started without carefully considering the impacts to your work and that of your fellow learners.

If you must leave a team, make sure you communicate with your fellow team members and let them know why and when you are leaving. This is especially important if you are part of the way through your course, and you and your team have been working together on a project or activity.

To leave a team that you belong to, follow these steps.

1. On the **Team Details** page, select **Leave Team**.

2. In the confirmation dialog, select **Leave Team**.

After you leave a team, you are no longer visible in the team membership profiles list, or in the membership count. Although you can still view the team's discussions, you can no longer participate in them.

15.5 Create a Team

If you do not want to join any of the existing teams in a topic, you can create a new team. When you create a new team in a topic, you are automatically added as a member.

Note: You cannot create a team if you already belong to a team.

To create a team, follow these steps.

1. On the **Teams** page in the course, find a topic that you are interested in.
2. Select the topic's arrow button to see the teams that exist in that topic.
3. At the bottom of the list of teams within the topic, select the **create a new team in this topic** link.

4. On the **Create New Team** page, add a name and description for the team.

   In the description, include details about your proposed project or activity to help other learners to decide whether they want to join your team and work with you.

5. (Optional) Include some optional details for your team. You can specify a language that members would primarily use to communicate with each other, and a country that members would primarily identify with. Keep in mind that if your team details make the team membership seem too selective, other learners might be discouraged from joining.

   Note: Be careful in entering your team details. After you save the details for your new team, you cannot change them, and you cannot delete your team.

6. When you have finished adding your team details, click **Create**.

   Your new team appears in the list of team under your selected topic. You are automatically added as a team member.

15.6 Participating in Team Discussions

After you join a team, you can participate in discussions on your team page with other members.

Although you can view discussions in any team, you must belong to a team to add new posts and responses to the team's discussion.

Team discussions work in the same way as your course discussions. For information about course discussions, see *Anatomy of edX Course Discussions*.

If you leave a team, you can view posts that are made, but you can no longer participate in that team's discussions.

CHAPTER 16

Using an edX Mobile App

This topic answers questions about how to use an edX mobile app on an Android smartphone or an iPhone to take edX courses.

- *Overview of the edX Mobile App*
- *Course Questions*
- *Video Questions*
- *Troubleshooting*

16.1 Overview of the edX Mobile App

The edX mobile apps are companions to the edx.org website. You can use the apps to download course videos so that you can watch them whenever you want to, even without an Internet connection. When you have an Internet connection, you can also view course announcements and content, and do some, but not all, of the problems in your assignments. To complete an entire course and participate in course discussions, you use a web browser on a computer.

There is currently an edX mobile app for Android smartphones and another for iPhones.

16.2 General Questions

16.2.1 How do I get the mobile app?

The Android app is available in the Google Play Store. The iPhone app is available in the Apple App Store.

16.2.2 How much does the app cost?

The app is free. You do not have to pay or buy anything to download or use it.

16.2.3 What platforms does the app run on?

Right now, the edX mobile app is available for Android smartphones and iPhones. For the iPhone app, your device must be running iOS 7 or later.

EdX plans to make the app available on Android tablets and iPads in the future.

16.2.4 How can I send questions or comments to edX?

EdX is glad to receive your feedback on the mobile app. On the **My Courses** page, select the menu in the upper left corner, and then select **Submit Feedback**.

16.3 Getting Started

16.3.1 Do I need an edX account?

You need to have an edX account before you can enroll in courses. You can sign up for an edX account in the edX mobile app, or use a browser to go to the edx.org website. When you create your account, you need to be connected to the Internet.

16.3.2 How do I create an edX account?

When you open the edX mobile app, select **Sign up and start learning**. You can create an edX account using your email address or your Facebook or Google account. You also provide the following information.

- Your name.
- The username that will identify you to course teams and to other learners.
- A password.
- Your country or region.

After you create your account, you can find courses that interest you and enroll in them.

16.3.3 How do I create or edit my user profile?

After you have created and activated your edX account, you can edit your user profile. Your edX profile allows you to share information about yourself with the edX community. Course teams and other learners in your courses can view your profile when they select your linked username in forums. You can share either a limited profile or a full profile.

Your profile always includes your username. A limited profile shares only your username and an optional profile picture. A full profile includes biographical information in addition to your username and profile image.

Note: If you are under 13 years of age, you can only share a limited profile, and you cannot share a profile picture.

To create or edit your profile details in the mobile app, select your username or profile picture. Select **Edit** to edit your profile details. In your profile details, select **Change** next to the camera icon to change your profile picture.

If you are over 13 years of age, you can share more information about yourself by changing your limited profile to a full profile. You can indicate your primary language and location and, in the **About Me** section, you can add additional details such as your learning goals and other interests. To share a full profile, select **Full Profile**.

Note: You must specify your birth year before you can share a full profile. If you are under 13 years of age, you cannot create a full profile.

16.3.4 How do I find courses to take?

When you open the app and sign in to your edX account, you see a list of the mobile-friendly courses that you are currently enrolled in. At the end of the list, select **Find a Mobile-Friendly Course**.

You can also use the menu at the top of the page. Select **Find Courses**.

To sign up for a course, select **Enroll**.

Almost all of the edX courses are offered on the edX mobile app. EdX is continuing to add more mobile courses, so check back regularly for newly available courses.

16.3.5 How do I unenroll from a course?

To unenroll from a course, use a browser to go to the edx.org website. You unenroll from courses on your *dashboard*.

16.4 Course Questions

16.4.1 Can I take a course entirely on my mobile device?

Not entirely. With the edX mobile app, you can download course videos to watch when you do not have an Internet connection. When you have an Internet connection, you can also read course announcements and content, and do some, but not all, of the problems in your assignments. To complete an entire course, including participating in course discussions, you use a web browser on a computer.

16.4.2 How do I post questions on the discussion board?

Right now, you cannot use the edX mobile apps to participate in course discussions. To read or contribute to the discussions, use a web browser on a computer.

16.5 Video Questions

16.5.1 How do I download videos?

To download videos, you must be connected to the Internet. Select the "download" icon that appears to the right of a subsection or video name.

- If you select download for a subsection, you download all of the videos in that subsection.
- If you select download for a video, you download only that video.

To download videos, you must be connected to the Internet. After you download a video, you can watch it at any time.

16.5.2 How much data will the videos in this app use?

Course videos are optimized for mobile playback, but watching or downloading any video can result in heavy data use. EdX recommends using a Wi-Fi connection if you intend to watch or download a lot of videos. The edX mobile apps have a **Download only on Wi-Fi** setting that is enabled by default to help you avoid using your cellular network accidentally.

16.5.3 What are the numbers to the right of subsection names?

The number to the right of a subsection name indicates the number of videos in that subsection.

16.5.4 How can I make the video full screen?

Rotate your phone until the video changes to landscape mode, or select "full screen" in the bottom right corner of the video player.

16.5.5 Can I speed up the videos?

You can change video speeds on the iPhone app. While a video plays, select **Settings** (the "gear" icon) at the lower right, and then select **Video Speed**.

On the Android app, videos currently play only at their original speeds.

16.5.6 How do I change my download settings?

1. On the **My Courses** page, select the menu in the upper left corner.

2. Select **My Settings**.
3. Change the **Wi-Fi only download** setting.

Note: By default, the apps are set so that they only download content, including videos, if you are on a Wi-Fi network. If you change this setting, you might exceed the data allowance for your cellular plan.

16.5.7 How do I delete downloaded videos?

1. On the **My Courses** page, select the menu in the upper left corner.
2. Select **My Videos**.

3. On the **All Videos** page, select the course that has the video that you want to delete. Alternatively, select **Recent Videos**.
4. At the bottom of the list of videos, select **Edit**. A "selection" icon appears next to each video name and at the top of the page.
5. Select the videos that you want to delete. To select all of the videos, select the icon at the top of the page.
6. Select **Delete**.

16.5.8 What are the circles to the left of the video names?

Each circle indicates whether you have already played a video. A blue circle means that you have not started playing the video. A half-filled circle means that you played part of the video. A gray circle means that you played the entire video.

16.6 Troubleshooting

16.6.1 I see "This video is not available" when I try to watch a video. What can I do?

If you have problems viewing videos, make sure that you have an Internet connection and then try to view or download the video again.

If problems persist, let us know. On the **My Courses** page, select the "menu" icon, and then select **Submit Feedback**.

CHAPTER 17

Completing Different Types of Assignments

17.1 Entering Mathematical and Scientific Expressions

This topic describes how to enter mathematical and scientific expressions for problems in your edX course.

- *Overview of Mathematical and Scientific Expressions*
- *Entering Math Expressions*
  - *Numbers*
  - *Scientific Notation and Metric Affixes*
  - *Constants*
  - *Greek Letters*
  - *Functions*

17.1.1 Overview of Mathematical and Scientific Expressions

For some math, science, and other problems, you must enter a numerical or math expression, such as a formula, into a response field. You enter your response as plain text, and the edX system then converts your text into numbers and symbols that appear below the response field.

Additionally, some edX courses offer a calculator tool that you can use while you work through the course. If the course has a calculator, the calculator appears as a small icon on all pages in the body of the course.

To use the calculator, select the calculator icon. To close the calculator, select the X.

17.1.2 Entering Math Expressions

Both the calculator and the response fields in math problems accept a selection of characters that represent numbers, operators, constants, functions, and other mathematical concepts. You might recognize parts of this system if you have used math programs before.

Note: The calculator includes an information page that shows an abbreviated version of the information in this topic. To see the information page, select the circled `i` icon next to the input field.

When you enter your plain text into the calculator or the response field, follow these guidelines.

- **Arithmetical operations**: Use standard characters for addition (+), subtraction (-), multiplication (*), and division (/).
  - **Multiplication**: Be sure to indicate multiplication explicitly. That is, instead of `mc^2` type `m*c^2`, and instead of `5a+4b+3c` type `5*a+4*b+3*c`.
- **Operation order**: Use parentheses (`( )`) to specify the order of operations and to make your expression as clear as possible. Use curved parentheses (`( )`) only. Do not use brackets (`[ ]`) or braces (`{ }`).
- **Exponents or superscripts**: Insert a caret (^) before an exponent or superscript. If the exponent or superscript includes multiple characters or is an expression, surround the expression with parentheses. For example, you can enter `x^n` or `x^(n-1)`.
- **Subscripts**: Insert an underscore (_) before a subscript to indicate a subscript. If the subscript has multiple characters, type the characters without a space. For example, you can enter `v_IN-v_OUT`. Note, however, that subscripts cannot currently include operators or parentheses.
- Avoid whitespace.
- Do not use equal signs (=).
- Because the system is case-sensitive, make sure you use uppercase and lowercase letters carefully.

For more information about the types of characters you can use, see below.

- *Numbers*
- *Scientific Notation and Metric Affixes*
- *Constants*
- *Greek Letters*
- *Functions*

Note: The edX system accepts both constants and metric affixes. Be careful to distinguish between constants and metric affixes. Constants stand alone, while metric affixes must be combined with numbers.

For example, `c` can be a constant representing the speed of light or a metric affix meaning "centi". When you use `c` as a metric affix, do not include a space between `c` and the number. When you use `c` as a constant, indicate multiplication explicitly. The following examples show the difference:

- `2c` = `0.02` (2 multiplied by 0.01)
- `2*c` = `599584916.0` (the speed of light multiplied by 2)
- `2M` = `2,000,000` (2 multiplied by 1,000,000)
- `2*M` = 2 multiplied by the variable M

For more information, see *Scientific Notation and Metric Affixes* or *Constants*.

Numbers

You can use the following types of numbers.

- Integers: 2520
- Fractions: 2/3
- Normal floats: 3.14
- Floats with no integer part: .98

The largest number you can use is **1.7977e+308**, which is the largest float possible in the Python programming language.

Scientific Notation and Metric Affixes

You can enter metric affixes or scientific notation to indicate very large or very small numbers. For scientific notation, you can type either a caret (^) or the letter `e` followed by a number to indicate an exponent. You can use both positive and negative exponents.

For example, to indicate `0.012`, you can enter either of the following expressions:

- `1.2*10^-2`
- `1.2e-2`

To indicate `-440,000`, you can enter either of the following expressions:

- `-4.4^5`
- `-4.4e5`

The following table shows how to enter numbers with metric affixes, with scientific notation, and with `e` notation.

To enter this number	Use this metric affix	Use this scientific notation	Use this `e` notation	Other notation
0.1	1d (deci)	10^-1	1e-1	
0.01	1c (centi)	10^-2	1e-2	1% (percent)
0.001	1m (milli)	10^-3	1e-3	
0.000001	1u (micro)	10^-6	1e-6	
0.000000001	1n (nano)	10^-9	1e-9	
0.000000000001	1p (pico)	10^-12	1e-12	
1000	1k (kilo)	10^3	1e3	
1,000,000	1M (mega)	10^6	1e6	
1,000,000,000	1G (giga)	10^9	1e9	
1,000,000,000,000	1T (tera)	10^12	1e12	

Note: When you use metric affixes or `e` notation, make sure you do not include spaces between the number and the metric affix or the `e`.

Constants

You can use several different constants in your mathematical expressions.

Note: When you enter constants multiplied by a number, make sure to indicate the multiplication explicitly. For example, enter `2*c` instead of `2c` and `-4*i` instead of `-4i`.

Constant	Value
`c`	The speed of light in m/s (2.998^8)
`e`	Euler's number (2.718...)
`g`	Gravity (9.80 m/s^2)
`i`	The square root of -1
`j`	The square root of -1
`k`	The Boltzmann constant (~1.38^-23 in Joules/Kelvin)
`pi`	The ratio of a circle's circumference to its diameter (3.14159...)
`q`	The fundamental charge (~1.602^-19 Coloumbs)
`T`	The positive difference between 0K and 0°C (273.15)

Greek Letters

To use any of the following Greek letters, type the name of the letter in the calculator or the response field.

alpha	beta	gamma	delta
epsilon	varepsilon	zeta	eta
theta	vartheta	iota	kappa
lambda	mu	nu	xi
pi	rho	sigma	tau
upsilon	phi	varphi	chi
psi	omega		

Note: `epsilon` is the lunate version, whereas `varepsilon` looks like a backward 3.

Functions

To use a function, type the letters that represent the function, and then surround the expression in that function with parentheses. For example, to represent the square root of `4*a+b`, type `sqrt(4*a+b)`.

You can use the following functions.

- Common functions
  - sqrt
  - log10
  - log2
  - ln
  - exp
  - abs
- Trigonometric functions and their inverses
  - sin
  - cos
  - tan
  - sec
  - csc
  - cot
  - arcsin
  - arccos
  - arctan
  - arcsec
  - arccsc
  - arccot
- Hyperbolic trigonometric functions and their inverses
  - sinh
  - cosh
  - tanh
  - sech
  - csch
  - coth
  - arcsinh
  - arccosh
  - arctanh
  - arcsech
  - arccsch

  - arccoth

- Factorials: Enter factorials as `fact(3)` or `factorial(3)`. You must use integers. For example, you cannot enter `fact(1.5)`.
- A "parallel resistors" operator (`||`). For example, `1 || 2` represents the resistance of a pair of parallel resistors (of resistance 1 and 2 ohms), evaluating to 2/3 (ohms).

17.2 Taking a Timed Exam

This section describes timed exams and explains how to complete them.

- *Timed Exam Overview*
- *Taking a Timed Exam*
- *Requesting Additional Time*

17.2.1 Timed Exam Overview

Timed exams are sets of problems that you must complete in a limited amount of time. The score you receive becomes part of your course progress record.

Timed exams are indicated in the course navigation pane by a clock icon and the label **Timed Exam**.

After you begin taking a timed exam, a timer on the course page displays the amount of time that you have remaining to complete the exam. You cannot pause or reset a timed exam. When there is no time remaining, the course page automatically submits your exam.

The time limit for an exam applies to all of the units in an exam section. If an exam includes problems on multiple unit pages, you must complete the problems on each unit page before you submit the exam or before the time runs out.

You can request additional time to complete a timed exam. Course teams can increase the time allowed for individual learners if needed. You can only request additional time before you start a timed exam. For more information, see *Requesting Additional Time*.

17.2.2 Taking a Timed Exam

To take a timed exam, follow these steps.

1. Open the timed exam page in the course.
2. Find the length of the time limit on the exam page. Make sure that you have enough time available to complete the exam.

   Note: You will not be able to pause or restart the exam after you begin.

Course teams can allow individual learners to take additional time, if needed. For more information, see *Requesting Additional Time*.

3. Select **I am ready to start this timed exam**.
4. Complete the problems in each unit of the exam. Select **Check** to score the problems in the unit. If you do not select **Check**, your responses will not be scored.
5. Monitor the amount of time remaining in the time display at the top of the course page.

   When 20% of the time remains, the time display bar darkens to alert you. When 5% of the time remains, the text on the time display bar becomes bold.
6. After you have completed and checked all the units in the exam, select **End My Exam** at the top of the course page. If you run out of time, the exam will end automatically.

Note: You must select **Check** to score the problems in each unit of an exam. If you submit an exam without selecting **Check** in a unit, your exam results will not include scores for any of the problems in that unit.

17.2.3 Requesting Additional Time

You can request additional time to complete a timed exam. Course teams and instructors can increase the time allowed for individual learners to accomodate specific needs.

You can only request additional time before you begin a timed exam. After you start an exam, the course team cannot allow more time for that exam attempt.

Course teams decide whether or not to grant additional time based on the criteria that they choose. You can get information about the availability of additional time from your course team.

17.3 Explaining Multiple Choice Answers

If you encounter a multiple choice question that is followed by a field for an explanation, there are actually several more steps that you need to complete for the assignment. These assignments involve sharing what you have learned with other people in your online course. They give you an opportunity to learn from each other.

In a classroom setting, this type of assignment is sometimes called a "peer instruction" or "clicker" question.

This section describes how you complete these interactive assignments.

- *Assignment Overview*
- *Completing the Assignment*
  - *Step 1. Explain Your Choice*
  - *Step 2. Review Other Initial Responses*
  - *Step 3. Revise Your Response*
  - *Step 4. Review the Correct Answer*
  - *Step 5. Compare Answers*

17.3.1 Assignment Overview

When a multiple choice question also requires an explanation, the next step in the assignment is to share your rationale for your answer with other learners, and to see the choices and explanation that other learners shared.

Names are not shown with the responses. As a result, you can focus on contributing the best answer possible, without worrying about whether your reasoning, or your spelling, is exactly correct.

Then, you get to apply what you learned from the others: you have another chance to answer the question.

17.3.2 Completing the Assignment

In this type of assignment, you see a multiple choice question. After you select an answer you complete these steps.

Step 1. Explain Your Choice

Write an explanation for why you chose your answer.

This step is your opportunity to provide a persuasive argument about why your answer is the correct one. You might include references to a course video or textbook, or describe how you arrived at the choice you made.

Together, the answer that you chose and this explanation are your initial response. When you select **Next**, your initial response is added to the collection of initial responses by all of the other course participants.

Step 2. Review Other Initial Responses

Review the initial responses that other participants in the course submitted. The course team decides how many you see. You might see one response for each of the possible answer choices, or a set that is chosen completely at random.

This step gives you a chance to learn from the explanations that other learners submitted, and reassess your own understanding of the topic.

Because they are part of the collection of initial responses, your answer and explanation are likely to be shown to other learners when they get to this part of the assignment.

Step 3. Revise Your Response

Decide whether you want to change your initial response by selecting a different answer choice, revising your explanation, or both.

This step is optional. You can submit a final response that is the same as your initial response, or change it completely. When you select **Next Step**, you learn the correct answer.

Step 4. Review the Correct Answer

Review the correct answer choice and the explanation provided by the course team.

Step 5. Compare Answers

Use the graphs to compare the percentage of your fellow learners who selected each answer. The first graph shows the percentage of learners who selected each answer initially, and the second graph shows the percentage of learners who selected each answer after they had the opportunity to review the explantions that other learners provided. Compare your own choices, and the correct one, to your peers'.

This step might be just as thought provoking as the other steps.

CLASS BREAKDOWN

This is a look at how your classmates answered the question during the initial and final rounds.

Answer Options

Option 1
Anxiety

Option 2(Correct answer)
Fear

Option 3
Shame

Option 4
Frustration

Note: The graphs appear after 10 learners submit their final responses. If the graphs do not appear, give the others taking the course some time, and then refresh your browser page.

CHAPTER 18

Open Response Assessments

This topic describes how to work with open response assessments in your edX course.

- *Overview of Open Response Assessments*
- *Completing an Open Response Assessment*
- *Peer Assessment Scoring*
- *Canceled Responses*
- *Try an Example Open Response Assessment Problem*

18.1 Overview of Open Response Assessments

In an open response assessment, you provide written responses to questions that might not have simple or definitive answers. For some open response assessments, you can submit an image or other file to accompany a written response.

- *The Steps in an Open Response Assessment*
- *The Rubric, Criteria, and Options*

18.1.1 The Steps in an Open Response Assessment

In addition to *your own responses* to the questions in the assignment, open response assessments have several steps that can include assessment training steps, peer assessments, self assessments, and staff assessments.

- In training steps, you perform assessments of sample responses that the course team provides. The goal is to give the sample response the same grade that a member of the course team would have given. For more information, see *Learn to Assess Responses*.
- In peer assessments, you perform assessments of responses that other learners in the course have submitted, and other learners in the course also assess your responses. For each assignment, your course team decides the number of peer assessments that you have to perform. For more information, see *Assess Peer Responses*.
- In self assessments, you assess your own responses. For more information, see *Assess Your Response*.
- In staff assessments, members of the course team assess your responses. For more information, see *Staff Grade*.

Note: Course staff can grade your open response assignment even if a staff assessment step is not included in the assignment. This might happen if, for example, you receive peer assessments of your response that are

inappropriate. In such cases, course staff can perform an assessment of your response that overrides any peer assessment grades.

18.1.2 The Rubric, Criteria, and Options

Every open response assessment has a rubric that the course team provides, to be used as guidance for grading. The rubric is a list of expectations that the responses should meet. Grading for all the types of assessments in an open response assessment is done by comparing each response against the same rubric.

Rubrics consist of criteria and options.

- Criteria describe characteristics that each response should have, such as concepts that a response should cover, or the amount of supporting information that a response must include.
- Each criterion has options, which describe how well each response satisfies the criterion. These are usually a range of ratings, for example "Fair", "Good", or "Excellent".

The following image shows a rubric with two criteria. Each of the criteria has several options.

When you assess a response, you select the option that best describes how well the response met each of the criteria.

Some open response assessments provide a **Top Responses** section that shows the top scoring responses for the assignment and the scores that these responses received. If it is provided, this section appears below your score after you complete each step of the assignment.

18.2 Completing an Open Response Assessment

When you come to an open response assessment in the course, you see the questions you must answer, with a response field for each question in the assignment. After you enter and submit your responses, you assess some of your peers'

responses, your own responses, or both, depending on the assignment. Below the final response field in the **Your Response** step, you can see the steps that your assignment includes.

This assignment has several steps. In the first step, you'll provide a response to the question. The other steps appear below the **Your Response** field.

Question

Censorship in the Libraries

'All of us can think of a book that we hope none of our children or any other children have taken off the shelf. But if I have the right to remove that book from the shelf -- that work I abhor -- then you also have exactly the same right and so does everyone else. And then we have no books left on the shelf for any of us.' --Katherine Paterson, Author

Write a persuasive essay to a newspaper reflecting your views on censorship in libraries. Do you believe that certain materials, such as books, music, movies, magazines, etc., should be removed from the shelves if they are found offensive? Support your position with convincing arguments from your own experience, observations, and/or reading.

Read for conciseness, clarity of thought, and form.

Current step

Status of current step

1 Your Response — IN PROGRESS

Enter your response to the question. You can save your progress and return to complete your response at any time. **After you submit your response, you cannot edit it.**

Response field

I think that censorship shouldn't be allowed per se, but that libraries should use judgment when they acquire books. Librarians can also work with kids to make sure the kids know what they're checking out. When I was 13 I was going to check out a book and the librarian told me it had mature content. I told him that was OK and he didn't have a problem with me checking out the book. But I'm glad he was paying enough attention to let me know. I think other kids might not have checked out the book.

YOU MAY CONTINUE TO WORK ON YOUR RESPONSE UNTIL YOU SUBMIT IT.

Save Your Progress — THIS RESPONSE HAS BEEN SAVED BUT NOT SUBMITTED.

Submit your response and move to the next step

Next steps

Status of next steps

2 Learn to Assess Responses — NOT AVAILABLE

3 Assess Peers — NOT AVAILABLE

4 Assess Your Response — NOT AVAILABLE

Your Grade: Not Started

You have not started this problem yet.

The following topics describe how you complete an open response assessment that includes a learner training step, a peer assessment step, a self assessment step, and a staff grade step.

- *Submit Your Response*
- *Learn to Assess Responses*
- *Assess Peer Responses*
- *Assess Additional Peer Responses (optional)*
- *Assess Your Response*
- *Staff Grade*
- *Receive Your Score and Provide Feedback*

At any time during an assessment, you can see your progress at the bottom of the page under **Your Grade**. A message indicates the steps that must still be completed before you can receive your final grade for the assignment. For example, you might see the following message.

```
Not Completed

You have not completed the peer assessment step and self assessment step of
this problem.
```

18.2.1 Submit Your Response

To submit your response, follow these steps.

1. Read each question carefully. Some course teams include important information in the question, such as how long a response must be, or specific topics that your response must cover.

   Note: The total word count for all responses within the assessment cannot be more than 10,000 words (approximately the equivalent of 20 pages of 8.5x11 inch paper, with text single-spaced).

2. For each question, enter your response into the field under **Your Response**.
3. When you have completed responses for all the questions, select **Submit your response and move to the next step**.

   If you need more time, you can select **Save Your Progress** to save a draft of your responses, and then come back and submit them later.

After you submit your responses, the next step, usually either an assessment training step or a peer assessment step, starts immediately. However, you do not have to start the next step right away. If you want to stop working and come back later, just refresh or reopen your browser when you come back.

Note: You can view your own responses at any time after you submit them. To do this, for the response you want to view, select the **Your Response** heading to expand the response field. Your response appears, along with the status of your response, and information about additional steps you have to complete before you receive your grade.

Submit a File with Your Response

For some assignments, you might be asked to submit a file along with your text response. Those assignments include **Choose File** and **Upload your file** options below the response field. Note the following requirements.

- A text response is always required. If you upload a file in your response, also include a text response that describes the file you have uploaded in such a way that a reviewer who cannot access the uploaded file can still assess the text content of your response using a screen reader or other text parsing tool.
- You can upload only one file to submit with your response.
- The file that you upload must be smaller than 5 MB in size.
- Image files can be in .jpg, .gif, or .png format.

To upload your file, follow these steps.

1. Below the response field, select **Choose File**.
2. Select the file that you want to upload, and then select **Open**.

3. Select **Upload your file**.

The name of the file that you selected and uploaded appears below the response field.

You can replace the file that you uploaded with a different one until you submit your response. To do so, follow steps 1-3 again.

18.2.2 Learn to Assess Responses

As part of an open response assessment, you learn how to assess responses effectively by reviewing and assessing sample responses provided by the course team. You then try to give the sample responses the same scores that the

course team selected.

Note: Not all course teams provide sample responses for training. If the course team did not provide sample responses, this step is not included in the assignment.

After you submit your own response, a sample response appears along with the rubric for the assignment. Read the sample response and the rubric carefully, select the options that you think best reflect the response, and then select **Compare your selections with the instructor's selections**.

- If all of your selections are the same as the defined selections, the next sample response opens automatically.
- If any option that you select is not the same as the defined selection, you see the response again, and the following message appears above the response.

```
Learning to Assess Responses

Your assessment differs from the instructor's
assessment of this response. Review the response and consider why the
instructor may have assessed it differently. Then, try the assessment again.
```

For each of the criteria, you see one of the following two messages, depending on whether your selections matched those defined by the course team.

```
Selected Options Agree
The option you selected is the option that the instructor selected.
```

```
Selected Options Differ
The option you selected is not the option that the instructor selected.
```

In the following example, the learner chose one correct option and one incorrect option.

2 Learn to Assess Responses

IN PROGRESS (0 OF 2)

LEARNING TO ASSESS RESPONSES

Your assessment differs from the instructor's assessment of this response. Review the response and consider why the instructor may have assessed it differently. Then, try the assessment again.

TRAINING ESSAY # 1 OF 2

(optional) To train students to perform peer assessments, replace this text with your own sample response for this assignment. Below, list the names of each of the criteria for this assignment, and then specify the name of the option that you would select for this response. Students will assess this response and compare the rubric options that they select with the rubric options that you specified.

If you don't want to provide sample responses and scores, delete the entire 'assessment name="student-training"' element.

DETERMINE IF THERE IS A UNIFYING THEME OR MAIN IDEA.

SELECTED OPTIONS DIFFER

The option you selected is not the option that the instructor selected.

◉ **Poor**	Difficult for the reader to discern the main idea. Too brief or too repetitive to establish or maintain a focus.	0 POINTS
○ Fair	Presents a unifying theme or main idea, but may include minor tangents. Stays somewhat focused on topic and task.	3 POINTS
○ Good	Presents a unifying theme or main idea without going off on tangents. Stays completely focused on topic and task.	5 POINTS

ASSESS THE CONTENT OF THE SUBMISSION

SELECTED OPTIONS AGREE

The option you selected is the option that the instructor selected.

○ Poor	Includes little information with few or no details or unrelated details. Unsuccessful in attempts to explore any facets of the topic.	0 POINTS
○ Fair	Includes little information and few or no details. Explores only one or two facets of the topic.	1 POINTS
◉ **Good**	Includes sufficient information and supporting details. (Details may not be fully developed; ideas may be listed.) Explores some facets of the topic.	3 POINTS
○ Excellent	Includes in-depth information and exceptional supporting details that are fully developed. Explores all facets of the topic.	3 POINTS

You continue to assess the sample response until the options you select for all criteria match the options defined by the course team.

When you have successfully assessed all of the sample responses, you move to the next step in the assignment.

18.2.3 Assess Peer Responses

When the peer assessment step starts, you see each original question, another learner's responses, and the rubric for the assignment. Above the responses you can see how many responses you are expected to assess and how many you have already assessed.

Censorship in the Libraries

'All of us can think of a book that we hope none of our children or any other children have taken off the shelf. But if I have the right to remove that book from the shelf -- that work I labor -- then you also have exactly the right to do so if they are found offensive by everyone else. And then we have convincing arguments from you for any experience, observations, and/or reading.

Read for conciseness, clarity of thought, and form.

1 Your Response — COMPLETE

2 Assess Peers — IN PROGRESS (1 OF 3)

Read and assess the following response from one of your peers.

ASSESSMENT # 1 OF 3

I don't think there should be any censorship at all. Adults need to trust children more that they can handle material. Most kids grow up really fast these days and anyway they should learn about how the world is outside wherever they live. Especially if they live in some countries life is really hard and kids from other countries should learn about it.

DETERMINE IF THERE IS A UNIFYING THEME OR MAIN IDEA.

Poor	Difficult for the reader to discern the main idea. Too brief or too repetitive to establish or maintain a focus.	0 POINTS
Fair	Presents a unifying theme or main idea, but may include minor tangents. Stays on the topic.	3 POINTS
Good	Includes sufficient information and supporting details. (Details may not be fully developed; ideas may be listed.) Explores some facets of the topic.	5 POINTS
Excellent	Includes in-depth information and exceptional supporting details that are fully developed. Explores all facets of the topic.	8 POINTS

(OPTIONAL) WHAT ASPECTS OF THIS RESPONSE STOOD OUT TO YOU? WHAT DID IT DO WELL? HOW COULD IT IMPROVE?

The main idea was pretty clear, but the response didn't have any supporting details and only covered one very specific situation instead of talking about censorship in lots of situations.

Submit your assessment & move to response #3

3 Assess Your Response — NOT AVAILABLE

You assess other learners' responses by selecting options in the rubric. This process will be familiar to you if your assignment included the *learn to assess responses* step. Additionally, this step has a field below the rubric where you can provide comments about the learner's responses.

Note: Some assessments might have a **Comments** field for one or more of the assessment's individual criteria. You can enter up to 300 characters in these fields. In the following image, both criteria have a **Comments** field. There is also a field for overall comments on the response.

After you have selected options in the rubric and provided additional comments about the responses, select **Submit your assessment and move to response #<number>**.

When you submit your assessment of the first learner's responses, the next set of responses opens for you. Assess

these responses in the same way that you assessed the first learner's responses, and then submit your assessment. You will repeat these steps until you have assessed the required number of responses. The number in the upper right corner of the step is updated as you assess each set of responses.

If there are no new submitted responses available for grading, a status message indicates that no peer responses are currently available for you to assess, and that you should check back later.

18.2.4 Assess Additional Peer Responses (optional)

If you have assessed the required number of peer responses, the peer assessment step "collapses" so that only the **Assess Peers** heading is visible.

If you want to, you can assess more peer responses than the assignment requires. To assess more responses, select the **Assess Peers** heading to expand the step, and then select **Continue Assessing Peers**.

18.2.5 Assess Your Response

When you have completed the required number of peer assessments, your self assessment opens. You see your responses along with the same rubric that you used in the peer assessment step. Assess your responses, then select **Submit Your Assessment**.

18.2.6 Staff Grade

In some assignments, a staff assessment step is included for a member of the course team to grade your responses. You do not need to take any action for this step. The status of the **Staff Grade** step changes to **Complete** when a member of the course team has completed grading your response.

If a **Staff Grade** step exists in your assignment, you receive your final assignment grade when staff grading is complete, even if your response has not been assessed by the required number of peer reviewers.

Note: Course staff can grade your open response assignment even if a staff assessment step is not included in the assignment. This might happen if for example you receive peer assessments of your response that are inappropriate. In such cases, course staff can perform an assessment of your response that overrides any peer assessment grades. If a member of the course staff has graded your response, a **Staff Grade** section appears in the grading details for your assignment.

18.2.7 Receive Your Score and Provide Feedback

After you submit your self assessment, if other learners are still assessing your responses, you see the following message under the **Assess Your Response** step.

```
Your Grade: Waiting for Peer Assessment

Your response is still undergoing peer assessment. After your peers have
assessed your response, you will see their feedback and receive your final
grade.
```

If you see this message, keep checking back periodically until the peer assessments of your work are complete.

When peer assessment is complete, and if the assignment does not include a staff assessment step, you can see the scores you received from all of the peers who scored your work, as well as your self assessment. You can also see any additional comments that your peers have provided.

If you want to, you can provide feedback on the peer scores that you received, under **Provide Feedback on Peer Assessments**.

Your Grade: 8 out of 8

YOUR RESPONSE

I think that censorship shouldn't be allowed per se, but that libraries should use judgment when they acquire books. Librarians can also work with kids to make sure the kids know what they're checking out. When I was 13 I was going to check out a book and the librarian told me it had mature content. I told him that was OK and he didn't have a problem with me checking out the book. But I'm glad he was paying enough attention to let me know. I think other kids might not have checked out the book.

PEER ASSESSMENTS OF YOUR RESPONSE

IDEAS — 5 / 5 POINTS

PEER 1	PEER 2	PEER 3
Good	Fair	Good
5 POINTS	3 POINTS	5 POINTS

YOUR SELF ASSESSMENT
Fair

CONTENT — 3 / 3 POINTS

PEER 1	PEER 2	PEER 3
Good	Excellent	Good
3 POINTS	3 POINTS	3 POINTS

YOUR SELF ASSESSMENT
Good

ADDITIONAL FEEDBACK ON YOUR RESPONSE

PEER 1
[illegible]

PEER 2
[illegible]

PEER 3
[illegible]

PROVIDE FEEDBACK ON PEER ASSESSMENTS

Course staff will be able to see any feedback that you provide here when they review course records.

Select the statements below that best reflect your experience with peer assessments:

- These assessments were useful.
- These assessments were not useful.
- I disagree with one or more of the peer assessments of my response.

If the assignment included a staff assessment step, you receive your final grade when a member of the course team has graded your response. If a staff assessment step is included in the assignment, peer assessment grades and comments are included in the assignment grade details, but the staff grade becomes the final grade.

18.3 Peer Assessment Scoring

Note: If a staff grade is provided in the assignment, either because a staff assessment step was included or because a member of the course team graded your response to override inappropriate peer assessments, peer assessments are not taken into account in the grading. If a staff grade exists, it is always your final grade.

Peer assessments are scored by criteria. An individual criterion's score is the median, not the average, of the scores that each peer assessor gave that criterion. For example, if the Ideas criterion in a peer assessment receives 10 from one learner, 9 from a second learner, and 5 from a third learner, the score for that criterion is 9 (the median), not 8 (the average).

Your final score for a peer assessment is the sum of the median scores for each individual criterion.

For example, a response might receive the following scores from peer assessors.

Criterion Name	Peer 1	Peer 2	Peer 3	Median
Ideas (out of 10)	10	7	8	**8**
Content (out of 10)	7	9	8	**8**
Grammar (out of 5)	4	4	5	**4**

To calculate the final score, the system adds the median score for each criterion.

> Ideas median (8 out of 10) + Content median (8 out of 10) + Grammar median (4 out of 5) = final score (20 out of 25)

Note, again, that your final score is not the median of the scores that each individual peer assessor gave the response.

18.3.1 View Top Responses (optional)

If the course team included a **Top Responses** section, you can review the highest-scoring responses submitted for each question. This section appears only after you have completed all the steps of the assignment.

18.4 Canceled Responses

If a member of the course team deems a response that you have submitted to be inappropriate, she can cancel that response and remove it from peer grading. In the open response assessment you see an indicator that your submission was canceled, with the date and time of the cancellation, and a comment by the course team member about the reason.

The course team member might allow you to submit a replacement response for the canceled one, or she might not. If she does not allow you to submit a replacement response, your grade is zero for the assignment.

18.5 Try an Example Open Response Assessment Problem

If you want to try an example open response assessment problem, check out the edX demonstration course, edX Demo course. In addition to giving you a tour of a typical edX course, the edX Demo course contains information about open response assessments and an example peer assessment.

CHAPTER 19

Using the Course Wiki

Some courses include a wiki, which provides a public forum for both students and the course team to access, share, and collaboratively edit information about the course. If your course includes a wiki, you access it by selecting the **Wiki** tab at the top of any page. (If your course does not include a wiki, this tab is not present.)

The instructional team for your course might use the wiki for the following purposes, among others.

- Sharing answers to course FAQs and collecting new FAQs.
- Sharing editable course information, such as download and installation instructions for software required for the course.
- Allowing students to create and share resources, perhaps as part of a collaborative exercise.
- Sharing errors and corrections for the course.
- Collecting suggestions for future runs of the course.

As a student, you can perform the following tasks, depending on the permissions that are set for the wiki.

- *Add a wiki article*.
- *Edit a wiki article*. If you allow students to edit an article, you see an **Edit** option for that article on the right side of the page. Note that only course team members can delete articles completely.
- *Search for wiki articles*.
- *Manage versions of a wiki article*.

This section describes how you can contribute to the course wiki.

- *Adding a Wiki Article*
  - *Add Articles at the Same Level*
  - *Add Articles Below the Current Level*
- *Editing a Wiki Article*
- *Searching for Wiki Articles*
- *Managing Versions of Wiki Articles*
  - *View a List of Previous Versions of a Wiki Article*
  - *View a Previous Version of a Wiki Article*
  - *See Line by Line Changes in a Previous Version*
  - *Replace a Current Version with a Previous Version*
  - *Combine a Current Version with a Previous Version*

19.1 Adding a Wiki Article

When you add an article to the wiki, be aware of what level you are currently viewing, to make sure that you add your new article to the correct level in the course wiki.

To move down a level in the wiki, select **See all children**; to move up, select the appropriate level in the wiki breadcrumb trail links at the top of the page.

19.1.1 Add Articles at the Same Level

To add a wiki article at your current level, follow these steps. If you do not have permissions to add an article, when you select **Add Article**, a message indicates "Permission Denied" .

1. In your course, select **Wiki**.
2. Navigate to the level where you want to add a new article.
3. Select the **Add Article** button near the top right of the page.
4. On the new article page, add a title for the page, and optionally a few keywords to create a "slug" that provides a more specific location identifier for your article.
5. Add contents to the article. You can enter plain text and use Markdown syntax to add formatting. For help with Markdown syntax, select the link to the cheat sheet at the upper right corner of the **Contents** field.
6. When you have finished entering content for your wiki article, select **Create Article**.

19.1.2 Add Articles Below the Current Level

To add a child article to your current article, follow these steps. If you do not have permissions to add an article, when you select **Add Article**, a message indicates "Permission Denied" .

1. In your course, select **Wiki**.
2. Navigate to the level above where you want to add the new child article.
3. Select **See all children**.
4. Select the **Add Article** button under the wiki title.
5. On the new article page, add a title for the page, and optionally a few keywords to create a "slug" that provides a more specific location identifier for your article.
6. Add contents to the article. You can enter plain text and use Markdown syntax to add formatting. For help with Markdown syntax, select the link to the cheat sheet at the upper right corner of the **Contents** field.
7. When you have finished entering content for your wiki article, select **Create Article**.

19.2 Editing a Wiki Article

If you have permissions to edit an article, you see an **Edit** button and icon to the right of the article content.

To make changes to a wiki article, follow these steps.

1. In your course, select **Wiki**.
2. Navigate to the article you want to edit.
3. Select **Edit**.

4. Make your changes. For help with Markdown syntax, select the link to the cheat sheet at the upper right corner of the **Contents** field.
5. In the **Summary** field at the bottom left, below the **Contents** field, enter a short description of the changes you made. This description appears in the **Changes** list, and helps other users of the wiki understand what changes you made to the article.
6. When you have finished making edits, select **Save changes**.

19.3 Searching for Wiki Articles

A **Filter** field is available only if any level of the wiki contains multiple articles.

Enter a text string in the **Filter** field to find a list of all articles with that text string in their titles.

19.4 Managing Versions of Wiki Articles

The wiki includes a change history for each article. You can view each past version of the article, roll back to a selected earlier version of the article, or merge the current version of the article with a selected earlier version.

19.4.1 View a List of Previous Versions of a Wiki Article

1. In your course, select **Wiki**.
2. Navigate to the wiki article for which you want to see the change history.
3. Select **Changes**. Previously saved versions of the current article are listed, with the most recent at the top.

19.4.2 View a Previous Version of a Wiki Article

1. On the **Changes** page for your wiki, select the revision of the article that you want to view.
2. Select **Preview this revision** to see the article as it appeared after the revision was made.

19.4.3 See Line by Line Changes in a Previous Version

1. On the **Changes** page for your wiki, select the revision of the article that you want to view.
2. Select the linked date, time, and author information to see the line-by-line changes made in that revision. Text that is highlighted in red has been replaced by the text that is highlighted in green below it.

19.4.4 Replace a Current Version with a Previous Version

1. On the **Changes** page for your wiki, select the revision of the article that you want to roll back to.
2. Select **Switch to selected version** to replace the current version with the selected one.

19.4.5 Combine a Current Version with a Previous Version

1. On the **Changes** page for your wiki, select the revision of the article that you want to merge with the current version.
2. Select **Merge selected with current** to combine the current and the selected versions.

The wiki for each course is a "child" wiki of the edX-wide wiki. From within any course wiki, selecting the top level **Wiki** link in the breadcrumb trail in the upper-left corner of the page takes you to the edX-wide wiki. To get back to your course wiki, select the **Wiki** tab at the top of the page.

CHAPTER 20

Understanding How Courses and Videos Are Licensed

This topic describes licenses in your course and restrictions on using course content.

- *Overview of Licenses*
- *All Rights Reserved*
- *Creative Commons License*
- *Viewing Licenses*

20.1 Overview of Licenses

The course author can specify licensing options for course content as well as for each video in the course.

The course and video licenses specify whether and how you can reuse course content.

20.2 All Rights Reserved

All Rights Reserved indicates that the course author owns the copyright but reserves all rights for sharing copies of course content or videos. You cannot reuse or republish course content or videos that have All Rights Reserved licenses.

20.3 Creative Commons License

The Creative Commons license indicates that the course author owns the copyright but is granting certain permissions for reuse, depending on the license options selected by the course team.

A Creative Commons license has one or more of the following options.

License Option	Description
Attribution	This option allows you to copy, distribute, display, and perform copyrighted work but only if they give credit the way you request. This option is always selected for edX courses and videos under a Creative Commons license.
Noncommercial	This option allows you to distribute, display, and perform work–and derivative works based upon it–but for non-commercial purposes only.
No Derivatives	This option allows you to distribute, display, and perform only verbatim copies of the work, not derivative works based upon it. This option cannot be in use with the **Share Alike** option.
Share Alike	This option allows you to distribute derivative works only under a license identical to the license that governs the work. This option cannot be in use with the **No Derivatives** option.

For more information, see the Creative Commons website.

20.4 Viewing Licenses

If the course author has set a license for the course, you see the license a the bottom of the page when you view content in the **Course** tab.

If a video has a different license than the course as a whole, you see the license at the bottom right of the video player.

For a license that reserves some, but not all, rights, you can select the license to get see information about your rights.

CHAPTER 21

Mathematical and Scientific Expressions

Looking for Entering Mathematical and Scientific Expressions? That page has moved.

CHAPTER 22

General Information

22.1 Read Me

The *EdX Learner's Guide* is created using RST files and Sphinx. You, the user community, can help update and revise this documentation project on GitHub:

```
https://github.com/edx/edx-platform/docs/en_us/students/source
```

To suggest a revision, fork the project, make changes in your fork, and submit a pull request back to the original project: this is known as the GitHub Flow.

All pull requests need approval from edX. For more information, contact edX at docs@edx.org.

22.2 Other edX Resources

Course teams, researchers, developers, learners: the edX community includes groups with a range of reasons for using the platform and objectives to accomplish. To help members of each group learn about what edX offers, reach goals, and solve problems, edX provides a variety of information resources.

To help you find what you need, browse the edX offerings in the following categories.

- *The edX Partner Portal*
- *The Open edX Portal*
- *System Status*
- *Resources for Course Teams*
- *Resources for Researchers*
- *Resources for Developers*
- *Resources for Open edX*
- *Resources for Learners*

All members of the edX community are encouraged to make use of the resources described in this preface. We welcome your feedback on these edX information resources. Contact the edX documentation team at docs@edx.org.

22.2.1 The edX Partner Portal

The edX Partner Portal is the destination for partners to learn, connect, and collaborate with one another. Partners can explore rich resources and share success stories and best practices while staying up-to-date with important news and updates.

To use the edX Partner Portal, you must register and request verification as an edX partner. If you are an edX partner and have not used the edX Partner Portal, follow these steps.

1. Visit partners.edx.org, and select **Create New Account**.
2. Select **Request Partner Access**, then fill in your personal details.
3. Select **Create New Account**. You will receive a confirmation email with your account access within 24 hours.

After you create an account, you can sign up to receive email updates about edX releases, news from the product team, and other announcements. For more information, see *Release Announcements by Email*.

Course Team Support in the edX Partner Portal

EdX partner course teams can get technical support in the edX Partner Portal. To access technical support, submit a support ticket, or review any support tickets you have created, go to partners.edx.org and select **Course Staff Support** at the top of the page. This option is available on every page in the Partner Portal.

22.2.2 The Open edX Portal

The Open edX Portal is the destination for all edX users to learn about the edX roadmap, as well as hosting, extending the edX platform, and contributing to Open edX. In addition, the Open edX Portal provides product announcements, the Open edX blog, and other rich community resources.

All users can view content on the Open edX Portal without creating an account and logging in.

To comment on blog posts or the edX roadmap, or subscribe to email updates, you must create an account and log in. If you do not have an account, follow these steps.

1. Visit open.edx.org/user/register.
2. Fill in your personal details.
3. Select **Create New Account**. You are then logged in to the Open edX Portal.

Release Announcements by Email

To receive and share product and release announcements by email, you can subscribe to announcements on one of the edX portal sites.

1. Create an account on the Open edX Portal or the edX Partner Portal as described above.
2. Select **Community** and then **Announcements**.
3. Under **Subscriptions**, select the different types of announcements that you want to receive through email. You might need to scroll down to see these options.
4. Select **Save**.

You will now receive email messages when new announcements of the types you selected are posted.

22.2.3 System Status

For system-related notifications from the edX operations team, including outages and the status of error reports. On Twitter, you can follow @edxstatus.

Current system status and the uptime percentages for edX servers, along with the Twitter feed, are published on the edX Status web page.

22.2.4 Resources for Course Teams

Course teams include faculty, instructional designers, course staff, discussion moderators, and others who contribute to the creation and delivery of courses on edx.org or edX Edge.

The edX Learning Series

The courses in the edX Learning Series provide foundational knowledge about using the edX platform. These courses are available on edx.org.

edX101: Overview of Creating a Course

The edX101 course is designed to provide a high-level overview of the course creation and delivery process using Studio and the edX LMS. It also highlights the extensive capabilities of the edX platform.

StudioX: Creating a Course with edX Studio

After you complete edX101, StudioX provides more detail about using Studio to create a course, add different types of content, and configure your course to provide an optimal on-line learning experience.

VideoX: Creating Video for the edX Platform

VideoX presents strategies for creating videos for course content and course marketing. The course provides step-by-step instructions for every stage of video creation, and includes links to exemplary sample videos created by edX partner institutions.

Documentation

Documentation for course teams is available on the docs.edx.org web page.

- Building and Running an edX Course is a comprehensive guide with concepts and procedures to help you build a course in edX Studio, and then use the Learning Management System (LMS) to run a course.

  When you are working in edX Studio, you can access relevant sections of this guide by selecting **Help** on any page.
- Using edX Insights describes the metrics, visualizations, and downloadable .csv files that course teams can use to gain information about student background and activity.
- The edX Release Notes summarize the changes in each new version of deployed software.

These guides open in your web browser. The left side of each page includes a **Search docs** field and links to the contents of that guide. To open or save a PDF version, select **v: latest** at the lower right of the page, then select **PDF**.

Note: If you use the Safari browser, be aware that it does not support the search feature for the HTML versions of the edX guides. This is a known limitation.

Email

To receive and share information by email, course team members can:

- Subscribe to announcements and other new topics in the edX Partner Portal or the Open edX Portal. For information about how to subscribe, see *Release Announcements through the Open edX Portal*.
- Join the openedx-studio Google group to ask questions and participate in discussions with peers at other edX partner organizations and edX staffers.

Wikis and Web Sites

The edX product team maintains public product roadmaps on *the Open edX Portal* and *the edX Partner Portal*.

The edX Partner Support site for edX partners hosts discussions that are monitored by edX staff.

22.2.5 Resources for Researchers

At each partner institution, the data czar is the primary point of contact for information about edX data. To set up a data czar for your institution, contact your edX partner manager.

Data for the courses on edx.org and edX Edge is available to the data czars at our partner institutions, and then used by database experts, statisticians, educational investigators, and others for educational research.

Resources are also available for members of the Open edX community who are collecting data about courses running on their sites and conducting research projects.

Documentation

The edX Research Guide is available on the docs.edx.org web page. Although it is written primarily for data czars and researchers at partner institutions, this guide can also be a useful reference for members of the Open edX community.

The *edX Research Guide* opens in your web browser, with a **Search docs** field and links to sections and topics on the left side of each page. To open or save a PDF version, select **v: latest** at the lower right of the page, and then select **PDF**.

Note: If you use the Safari browser, be aware that it does not support the search feature for the HTML versions of the edX guides. This is a known limitation.

Discussion Forums and Email

Researchers, edX data czars, and members of the global edX data and analytics community can post and discuss questions in our public research forum: the openedx-analytics Google group.

The edX partner portal also offers community forums, including a Research and Analytics topic, for discussions among edX partners.

Important: Please do not post sensitive data to public forums.

Data czars who have questions that involve sensitive data, or that are institution specific, can send them by email to data.support@edx.org with a copy to your edX partner manager.

Wikis

The edX Analytics team maintains the Open edX Analytics wiki, which includes links to periodic release notes and other resources for researchers.

The edx-tools wiki lists publicly shared tools for working with the edX platform, including scripts for data analysis and reporting.

22.2.6 Resources for Developers

Software engineers, system administrators, and translators work on extending and localizing the code for the edX platform.

Documentation

Documentation for developers is available on the docs.edx.org web page.

- The edX Platform Developer's Guide includes guidelines for contributing to Open edX, options for extending the Open edX platform, using the edX public sandboxes, instrumenting analytics, and testing.
- Installing, Configuring, and Running the Open edX Platform provides procedures for getting an edX developer stack (devstack) and production stack (fullstack) operational.
- Open edX XBlock Tutorial guides developers through the process of creating an XBlock, and explains the concepts and anatomy of XBlocks.
- Open edX XBlock API Guide provides reference information about the XBlock API.
- edX Open Learning XML Guide provides guidelines for building edX courses with Open Learning XML (OLX). Note that this guide is currently an alpha version.
- edX Data Analytics API provides reference information for using the data analytics API to build applications to view and analyze learner activity in your course.
- edX Platform APIs provide reference information for building applications to view course information and videos and work with user and enrollment data.

Note: If you use the Safari browser, be aware that it does not support the search feature for the HTML versions of the edX guides. This is a known limitation.

GitHub

These are the main edX repositories on GitHub.

- The edx/edx-platform repo contains the code for the edX platform.
- The edx/edx-analytics-dashboard repo contains the code for edX Insights.
- The edx/configuration repo contains scripts to set up and operate the edX platform.

Additional repositories are used for other projects. Our contributor agreement, contributor guidelines and coding conventions, and other resources are available in these repositories.

Community Discussions

The Community Discussions page in the Open edX Portal lists different ways that you can ask, and answer, questions.

Wikis and Web Sites

The Open edX Portal is the entry point for new contributors.

The edX Engineering team maintains an open Confluence wiki, which provides insights into the plans, projects, and questions that the edX Open Source team is working on with the community.

The edx-tools wiki lists publicly shared tools for working with the edX platform, including scripts and helper utilities.

22.2.7 Resources for Open edX

Hosting providers, platform extenders, core contributors, and course staff all use Open edX. EdX provides release-specific documentation, as well as the latest version of all guides, for Open edX users. The following documentation is available.

- Open edX Release Notes provides information on the contents of Open edX releases.
- Building and Running an Open edX Course is a comprehensive guide with concepts and procedures to help you build a course in Studio, and then use the Learning Management System (LMS) to run a course.

  When you are working in Studio, you can access relevant sections of this guide by selecting **Help** on any page.
- Open edX Learner's Guide helps students use the Open edX LMS to take courses. This guide is available on the docs.edx.org web page. Because learners are currently only guided to this resource through the course, we encourage course teams to provide learners with links to this guide as needed in course updates or discussions.
- Installing, Configuring, and Running the Open edX Platform provides information about installing and using devstack and fullstack.
- The edX Platform Developer's Guide includes guidelines for contributing to Open edX, options for extending the Open edX platform, using the edX public sandboxes, instrumenting analytics, and testing.
- Open edX XBlock Tutorial guides developers through the process of creating an XBlock, and explains the concepts and anatomy of XBlocks.
- Open edX XBlock API Guide provides reference information on the XBlock API.
- EdX Open Learning XML Guide provides guidelines for building edX courses with Open Learning XML (OLX). Note that this guide is currently an alpha version.
- EdX Data Analytics API provides reference information for using the data analytics API to build applications to view and analyze learner activity in your course.
- EdX Platform APIs provide reference information for building applications to view course information and videos and work with user and enrollment data.

Note: If you use the Safari browser, be aware that it does not support the search feature for the HTML versions of the edX guides. This is a known limitation.

22.2.8 Resources for Learners

Documentation

The EdX Learner's Guide and the Open edX Learner's Guide are available on the docs.edx.org web page. Because learners are currently only guided to this resource through the course, we encourage course teams to provide learners with links to these guides as needed in course updates or discussions.

In a Course

All edX courses have a discussion forum where you can ask questions and interact with other students and with the course team: select **Discussion**. Many courses also offer a wiki for additional resources and materials: select **Wiki**.

Other resources might also be available, such as a course-specific Facebook page or Twitter feed, or opportunities for Google Hangouts. Be sure to check the **Home** page for your course as well as the **Discussion** and **Wiki** pages.

From time to time, the course team might send email messages to all students. While you can opt out of these messages, doing so means that you can miss important or time-sensitive information. To change your preferences for course email, select **edX** or **edX edge** at the top of any page. On your dashboard of current courses, locate the course and then select **Email Settings**.

From edX

To help you get started with the edX learning experience, edX offers a course (of course!). You can find the edX Demo course on the edX web site. EdX also maintains a list of frequently asked questions and answers.

If you still have questions or suggestions, you can get help from the edX support team: select **Contact** at the bottom of any edX web page or send an email message to info@edx.org.

For opportunities to meet others who are interested in edX courses, check the edX Global Community meetup group.

22.3 edX Browser Support

The edX platform runs on the following browsers.

- Chrome
- Safari
- Firefox
- Microsoft Edge and Microsoft Internet Explorer 11

The edX platform is routinely tested and verified on the current version and the previous version of each of these browsers. We generally encourage the use of, and fully support only, the latest version.

Note: If you use the Safari browser, be aware that it does not support the search feature for the guides on docs.edx.org. This is a known limitation.

22.4 Change Log

As of 1 January 2016, the edX documentation team no longer maintains a change log for each guide. For a weekly summary of platform changes, refer to the *EdX Release Notes* on the docs.edx.org website.

The edx-documentation repository on GitHub provides a complete record about changes made to the edX documentation set.

22.4.1 2015

Date	Change
8 Dec 2015	Updated the *Enrolling in a Course* and *Getting Your Certificate* sections to reflect new edX certificate policy.
1 Dec 2015	Added information about uploading additional file types to the *Submit a File with Your Response* topic.
8 Oct 2015	Updated the *Getting Your Certificate* topic to include information about *printing web certificates*.
2 Sep 2015	Updated *Getting Your Certificate* to include information about web certificates.
17 Aug 2015	Added the *Enrolling in a Course* and *Taking a Course for Academic Credit* topics.
	Added the *Proctored Exams* and *Online Proctoring Rules for Learners* topics.
1 Aug 2015	Added the *Enrolling in a Course* and *Taking a Course for Academic Credit* topics.
28 May 2015	Added the *Understanding How Courses and Videos Are Licensed* topic.
22 Apr 2015	Added *Exploring Your Dashboard, Settings, and Profile* topic with profile and account settings information.
20 Mar 2015	Added registration and enrollment to the *Using an edX Mobile App* chapter.
4 Mar 2015	Updated the *Other edX Resources* to include information about the *The edX Partner Portal* and the *The Open edX Portal*.
20 Jan 15	Added iPhone information to *Using an edX Mobile App*.
20 Jan 2015	Added iPhone information to *Using an edX Mobile App*.
14 Jan 2015	Added the *Using Google Files and Calendars in an edX Course* section.

22.4.2 2014

Date	Change
12/12/14	Added *Using an edX Mobile App* topic.
8 Dec 14	Added the preface and list of topics to the *Welcome!* section.
4 Dec 14	Added *Using the Course Wiki* topic.
11/24/14	Updated information about superscripts and subscripts in *Entering Mathematical and Scientific Expressions*.
10 Nov 14	Added *Watching Videos on the edX Video Player* topic.
6 Nov 14	Updated *Scientific Notation and Metric Affixes* and *Constants* in *Entering Mathematical and Scientific Expressions*.
11/6/14	Updated *Scientific Notation and Metric Affixes* and *Constants* in *Entering Mathematical and Scientific Expressions*.
10/24/14	Added *Overview of Course Discussions* section.