

Journey Maps

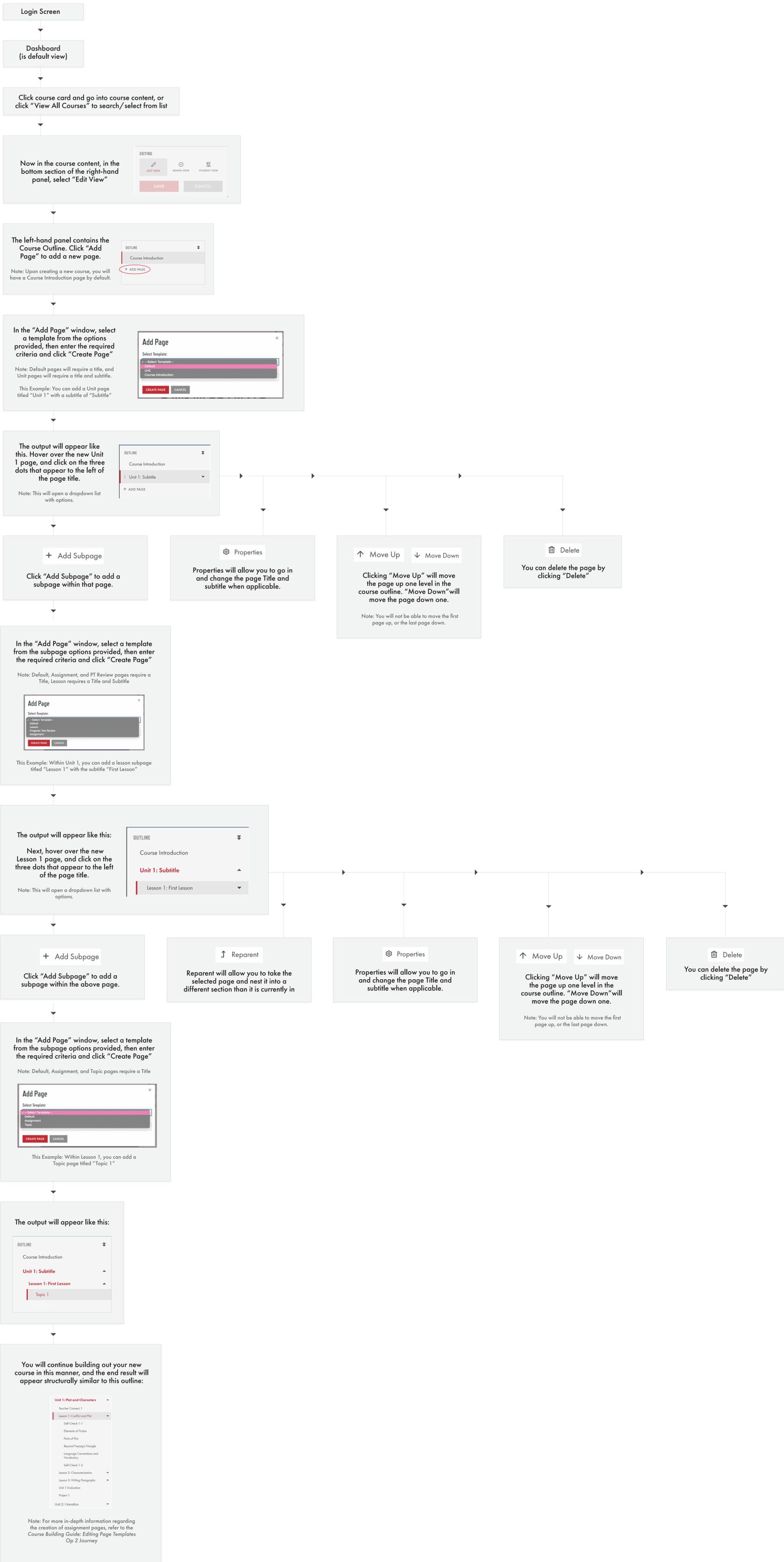
<u>Working With Content Pages</u>	2
Editing Page Templates:	
<u>Option 1: Edit a Course Introduction page</u>	3
<u>Option 2: Add and create course assignment pages</u>	4
<u>Adding Motivational Statements</u>	5
<u>A/B Tests</u>	6
<u>Media Library</u>	7

Components

<u>Reading Assignment</u>	8
<u>Vocabulary</u>	9
<u>Collapsible Content</u>	10
<u>Textbook Activity</u>	11
<u>Inquiry Activity</u>	12
<u>Audio Activity</u>	13
<u>Skill Builder</u>	14
<u>Lab Activity</u>	15
<u>Discussion Question</u>	16
<u>Figure</u>	17
<u>Career Connection</u>	18
<u>Multimedia</u>	19
<u>Learning Objectives</u>	20
<u>Rich Text</u>	21

Question Types

<u>Fill In The Blank</u>	22
<u>Matching</u>	23
<u>Multiple Choice</u>	24
<u>Open Ended</u>	25
<u>Rhetorical</u>	26
<u>True/False</u>	27
<u>File Upload</u>	28



In the bottom section of the right-hand panel, select "Edit View"

Working your way down the page, you will want to first change the Course Introduction Header.

You can do so by clicking the pencil icon in the top bar.

The title will appear under "Welcome To". If a foreign language class, you can include a Translation.

Under the Image section, click the Media Library icon to add a background image from the library.

Note: For more information on working with the Media Library see *Course Building Guide: Media Library* journey

In the bottom of the right-hand panel, find and click the "Save" button to save your changes.

To edit the "Before You Begin" collapsible, click the pencil icon in the top bar

Now editing the collapsible, scroll down to the "Sections" portion and click to expand

Click the pencil icon in the top bars to edit each respective section (Course Introduction, Required Materials, and Progress Chart) replacing the template with your course specific content.

NOTE: Make sure you go to the right-hand panel and click "Save" BEFORE moving to the next section and editing or you will risk losing previous changes.

In Resources, populate any needed information for Study Suggestions, Plagiarism, Online Dictionary, or Educational Resources by repeating the actions above-- Click the pencil icon in the top bar

Now editing the collapsible, scroll down to the "Sections" portion and click to expand

Click the pencil icon in the top bars to edit each respective section (if applicable) replacing the template with your course specific content.

NOTE: Make sure you go to the right-hand panel and click "Save" BEFORE moving to the next section and editing or you will risk losing previous changes.

If you need to add an additional section for resources, with the sections expanded, you can scroll to the bottom, and click "Add Section"

While editing collapsible sections, you can change or add an item from the list provided

In the bottom of the right-hand panel, find and click the "Save" button to save your changes.

In the "Meet The Team" collapsible, populate your Course Author information, Course Teacher information, and Design Team information by repeating the actions above-- Click the pencil icon in the top bar

Now editing the collapsible, scroll down to the "Sections" portion and click to expand

Click the pencil icon in the top bars to edit each respective section (if applicable) replacing the template with your course specific content.

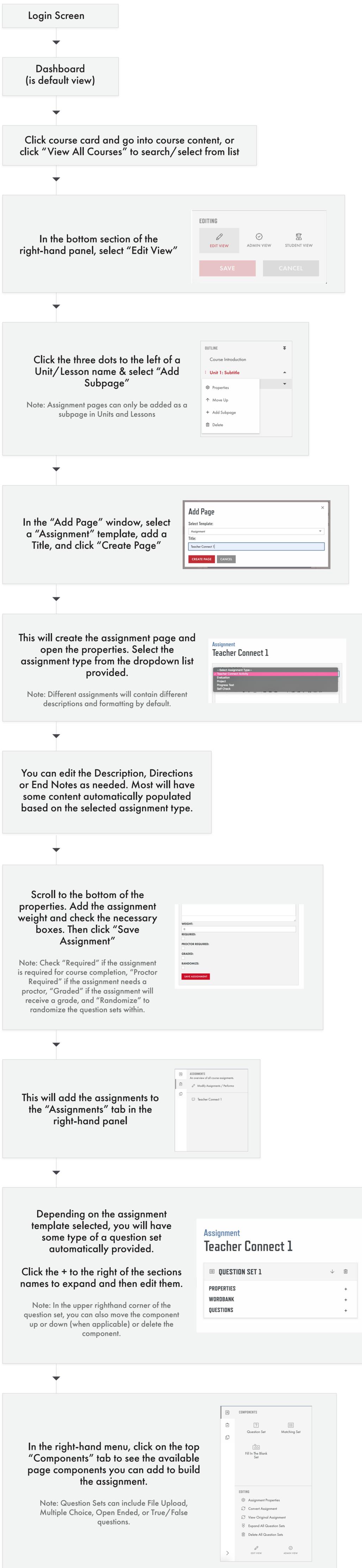
NOTE: Make sure you go to the right-hand panel and click "Save" BEFORE moving to the next section and editing or you will risk losing previous changes.

In the bottom of the right-hand panel, find and click the "Save" button to save your changes.

The "Credits" collapsible is always the last component in a course introduction. Edit or add any credits by repeating the actions above-- Click the pencil icon in the top bar

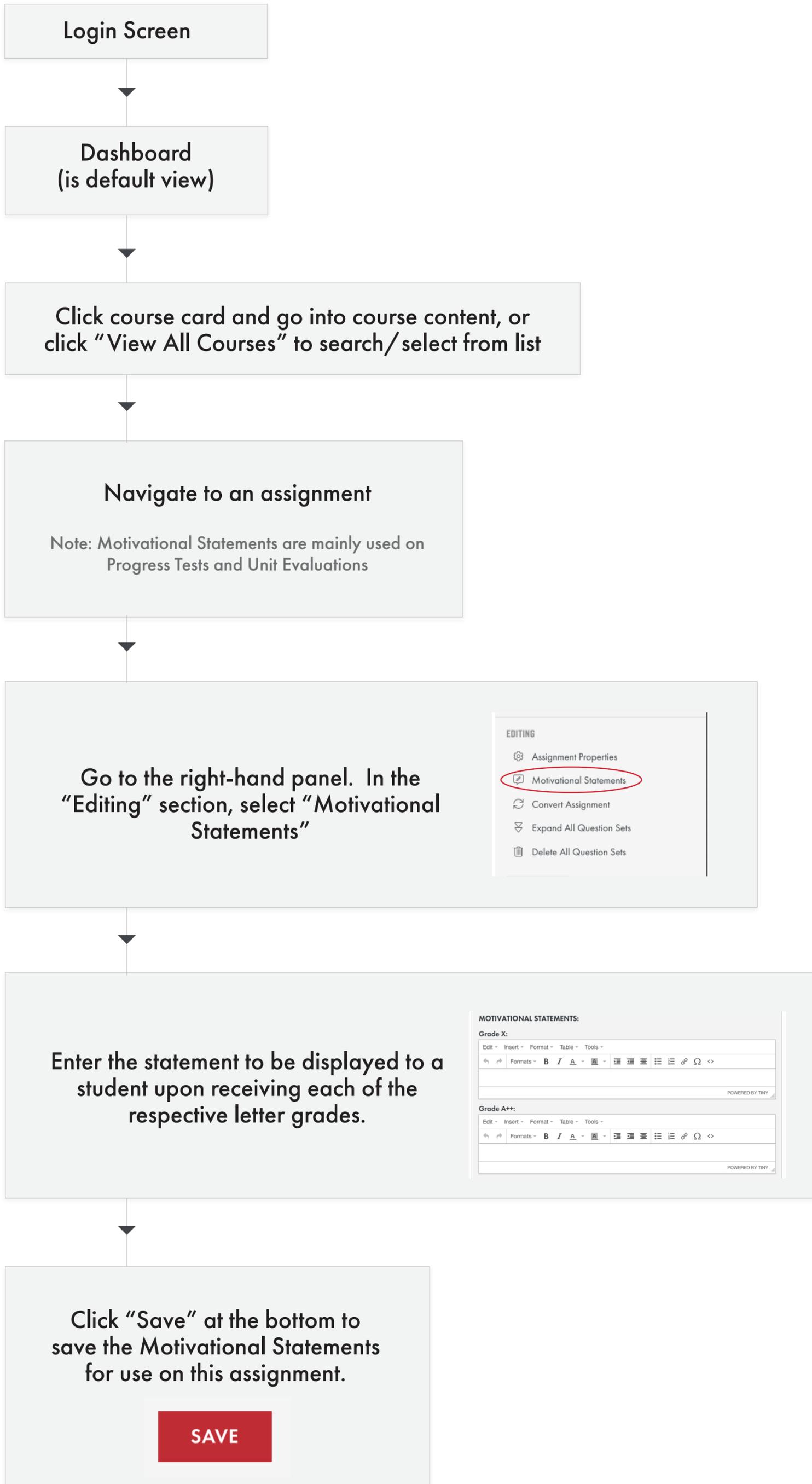
Credits are to be placed into the "Content" area of the collapsible, with no additional sections added.

In the bottom of the right-hand panel, find and click the "Save" button to save your Course Introduction.



Adding Motivational Statements

Add Motivational Statements to assignments



OUTLINE

- Course Introduction
- Unit 1
- Unit 2**
 - Lektion 3
 - Lektion 4
 - Unit 2 Evaluation
 - Teacher Connect Activity 3
 - Project 2
 - Review for Progress Test 1
 - Progress Test 1**

In the left-hand navigation, within the outline, find and click on the progress test.

ASSIGNMENTS
An overview of all course assignments.

- Modify Assignments / Performa
- Teacher Connect Activity 1
- Unit 1 Evaluation
- Teacher Connect Activity 2
- Project 1
- Unit 2 Evaluation
- Teacher Connect Activity 3
- Project 2
- Progress Test 1**

In the right-hand navigation, click on the "Assignments" tab, then select the progress test from the list

This will take you into the progress test.

Assignment Progress Test 1

- QUESTION SET 1
- PROPERTIES
- QUESTIONS

In the right-hand navigation, find and click on the "Versions" tab

VERSIONS
Alternative static versions of the current test.

Static A Test	0
Static B Test	0

EDITING

- EDIT VIEW
- ADMIN VIEW
- STUDENT VIEW

Note: Tests are currently saved automatically by checking 'Display on these tests'.

In the Editing section of the right-hand navigation, click on "Edit View" to select questions to display on respective test versions

EDITING

- EDIT VIEW
- ADMIN VIEW
- STUDENT VIEW

Note: Tests are currently saved automatically by checking 'Display on these tests'.

Note: In order to select questions, they must already be created in the assignment. For more information on creating assignments, see the Course Building Guide: Editing Page Templates Op2

Click the checkboxes **IN THE ORDER YOU WISH THEM TO DISPLAY** below the questions for either A or B tests. Check both if the question needs to be in both versions.

Question Set 1
Please answer the following questions

- Choose the form of the verb to complete the following sentence.
Mi sobrina bonita.

A. es
 B. está
 C. tiene

Correct Answer: A.
Ser is used when expressing a physical description. For more information on this topic, review Lesson 1, Ser or Estar.

Display on these tests:
 Static A Test Static B Test

Note: Tests are currently saved automatically by checking "Display on these tests".

The questions will display in the test version based on the order in which you check the boxes.

To review the comprehensive test version, go back to the Versions tab in the right-hand navigation and click on the name of the test to see their selected questions

VERSIONS
Alternative static versions of the current test.

Static A Test	50
Static B Test	50

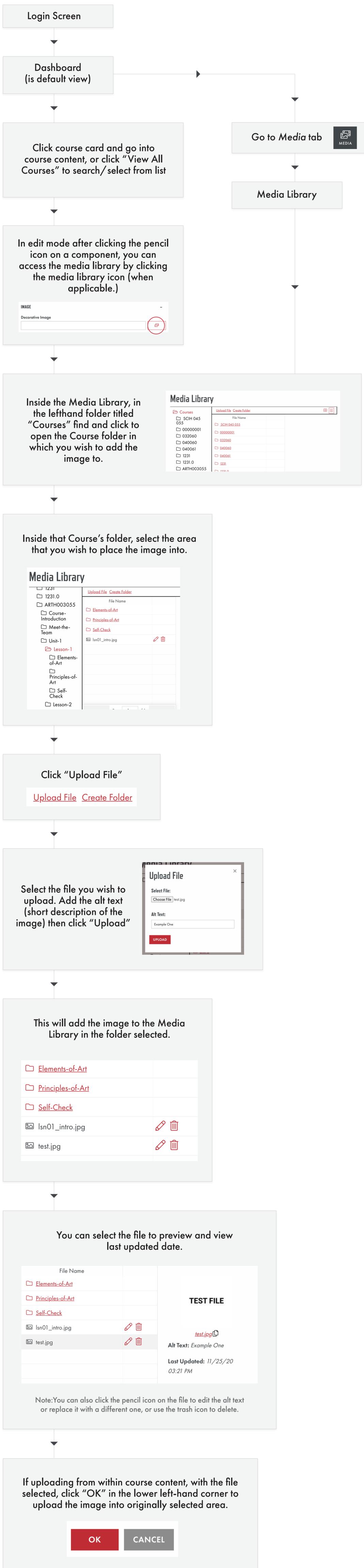
In the Editing section of the right-hand navigation, you can toggle to see different views. To go back to edit A/B tests mode, click "Edit View" again

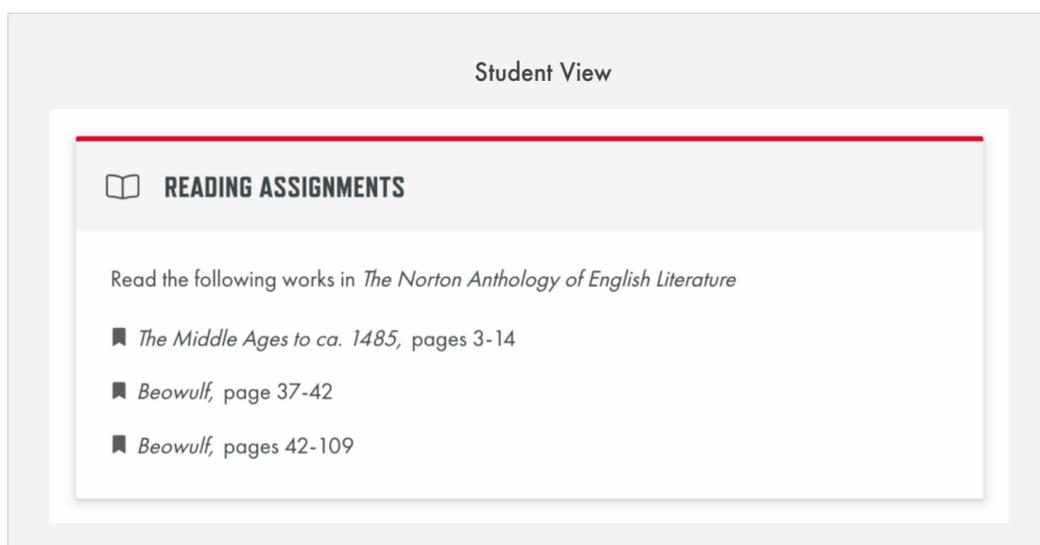
EDITING

- EDIT VIEW
- ADMIN VIEW
- STUDENT VIEW

Note: Tests are currently saved automatically by checking 'Display on these tests'.

Note: Upon clicking the test version, Admin view will be the default view.

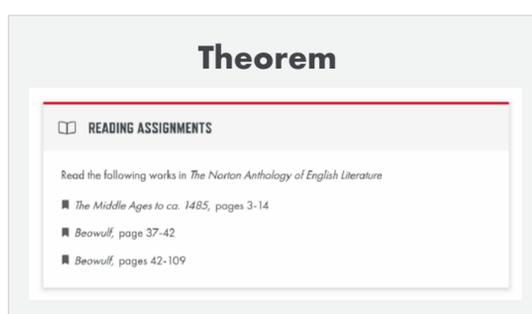




Purpose

- Details the book, chapters, or pages that the student should read to further their knowledge.
- Creates a unique list to add emphasis and further differentiate them from other lists.

Waycool VS Theorem



Overview

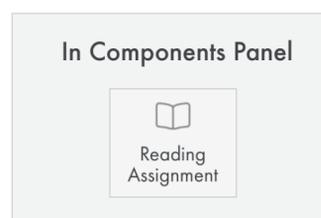
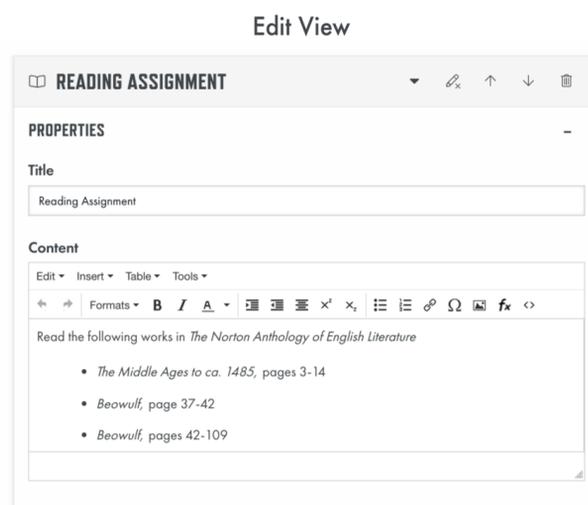
Title

Plain text that will appear next to the vocabulary icon when shown to students, proctors, teachers, etc. *Default: "Reading Assignment"*

Content

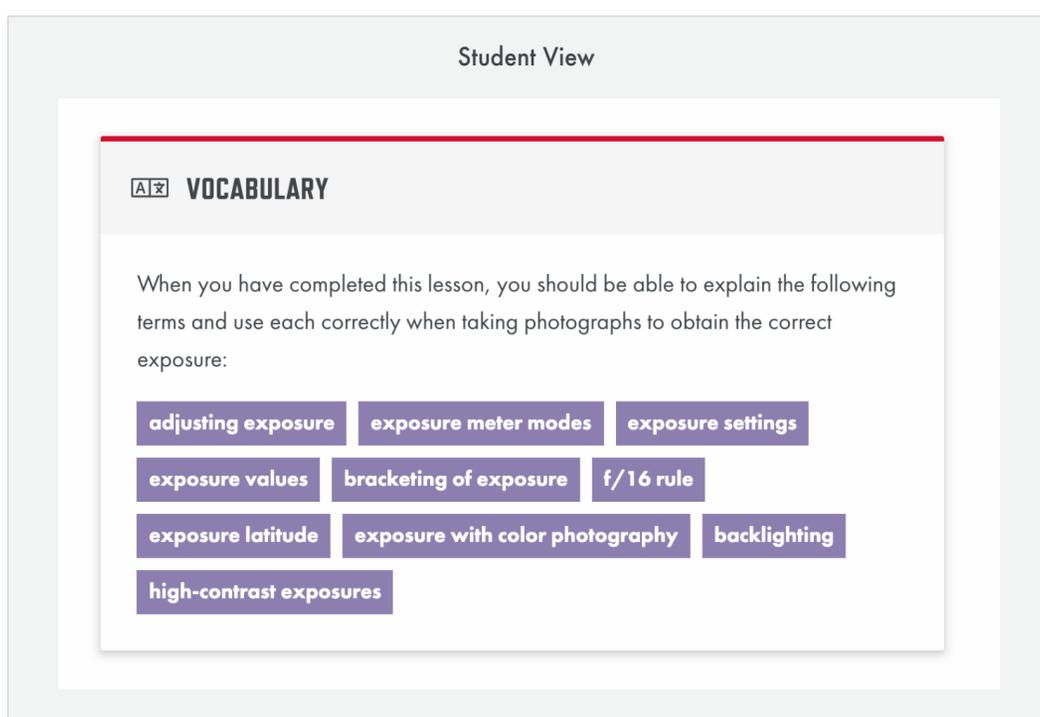
Rich text editor that allows you to enter content to be displayed within the reading assignment. The standard formatting is as follows:

- Paragraph element with the text: "Read the following" followed by the italicized name of the book
- Unordered list of items, if there are multiple chapters / pages to read in the book referenced above. (If there is only one chapter, then the name and page numbers may be in the paragraph)



Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). *Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.*
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](http://www.google.com)")



Purpose

- Calls out vocabulary terms that the student should make note of or know.
- Can provide a list of terms, or a list of terms and their definitions.

Overview

Title

Plain text that will appear next to the vocabulary icon when shown to students, proctors, teachers, etc.

Default: "Vocabulary"

Content

Rich text editor that allows you to enter content to be displayed within the vocabulary. Default text: "It is important for your understanding of the content in this course..."

Disable Definitions

Removes the definition from vocabulary items. Default: Unchecked (definitions are not disabled)

Compact Vocabulary

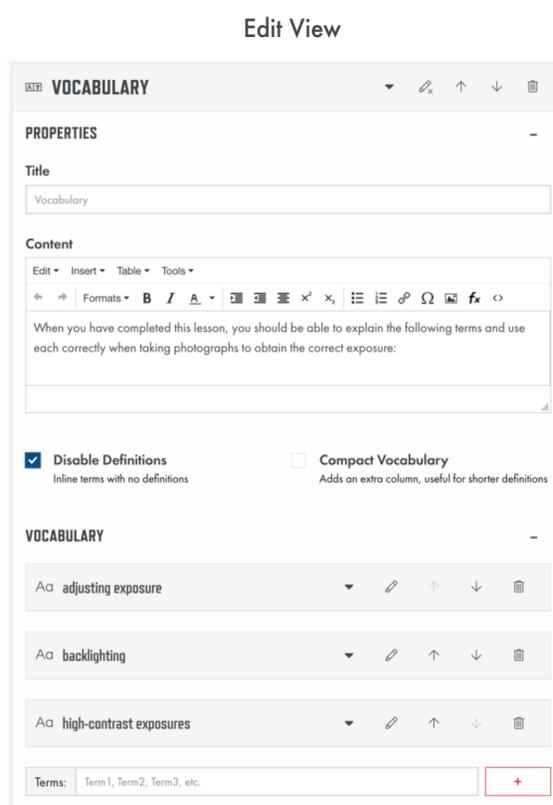
Displays in 3 columns instead of the default 2, but does nothing when disable definitions is checked. Default: Unchecked, comma separated list.

Vocabulary

Vocabulary items include Term (plain text), and Definition (text area)

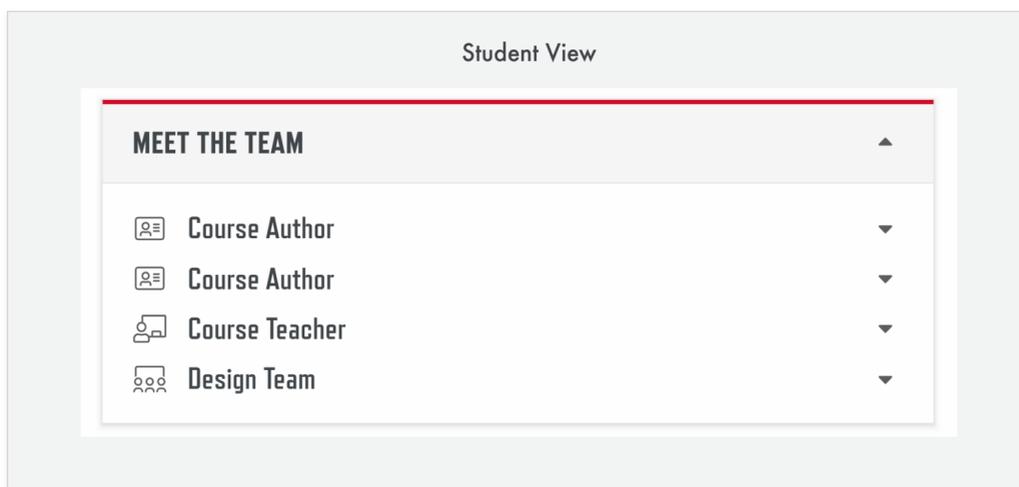
Terms

Allows you to add terms by typing the name, or multiple terms by typing a comma separated list. The plus button will add the term.



Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](http://www.google.com)")



Purpose

- To provide the large amount of information found within course introductions but in a way that is not overwhelming to the student.
- Content is sectioned off and less important information is hidden by default.

Overview

Title

Plain text that will appear as a headline when shown to students, proctors, teachers, etc. *Default: "Collapsible"*

Content

Rich text editor that allows you to enter content to be displayed within the collapsible content.

Expand by default

Checkbox that when checked will keep the content section open when the page is loaded. *Default: Unchecked*

Expand children by default

Checkbox that when checked will keep the sections open when the page is loaded. *Default: Unchecked*

Sections

Nested content within the collapsible content.

Icon

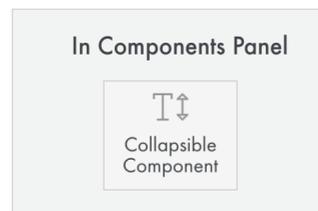
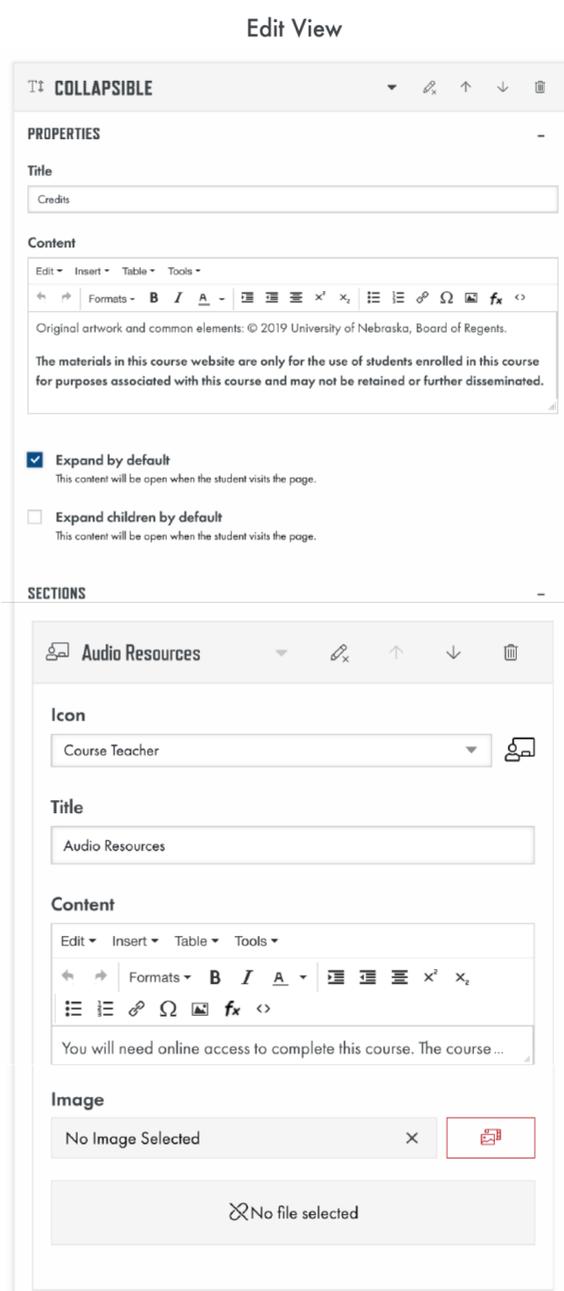
Select menu that will show an icon next to the chosen Title of the section. Refer to the icon list for more

Title

Plain text that will appear as a headline when shown to students, proctors, teachers, etc.

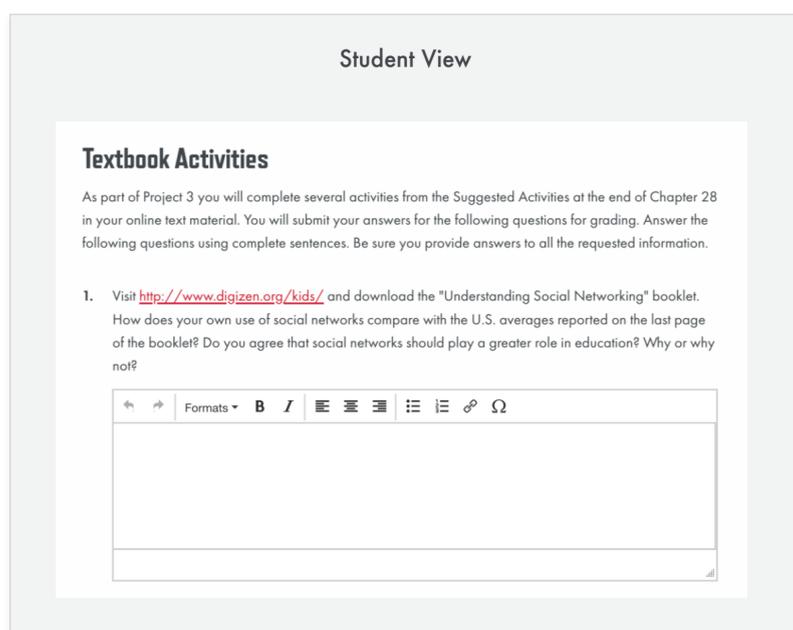
Image

Media library picker that will show a right aligned image where the content will not wrap underneath



Before You Leave...

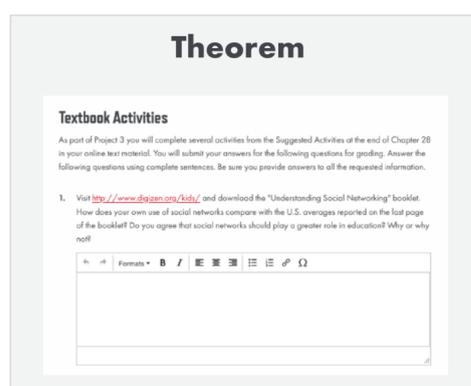
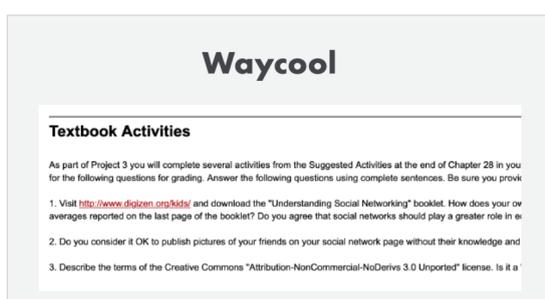
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](#)")



Purpose

- Ask the student to go through a section of the course's textbook then answer a series of questions provided in the Activity.

Waycool VS Theorem



Overview

Title

Plain text that will appear as a headline when shown to students, proctors, teachers, etc. *Default:* "Textbook Activity"

Content

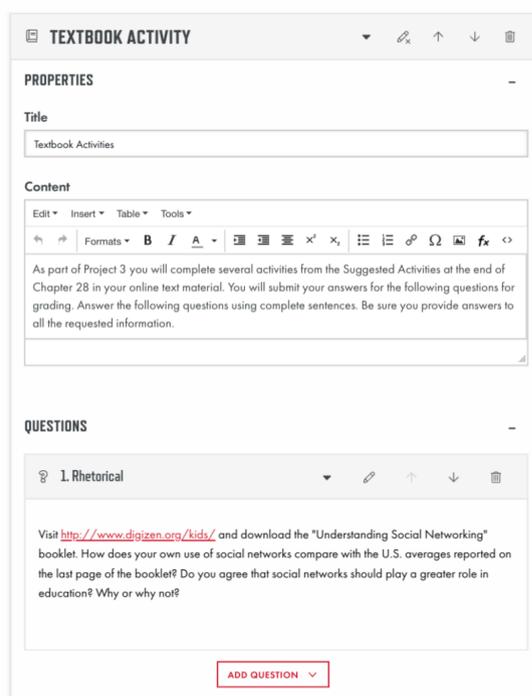
Rich text editor that allows you to enter content to be displayed within the Textbook Activity.

Questions

Section to add questions. Types of questions include: Fill in the Blank, Matching, Multiple Choice, Open Ended, Rhetorical, and True/False. (see *respective question type document for further information about that question type*).

Click "Add Question" at end of questions section to open the list of all question types to select from.

Edit View

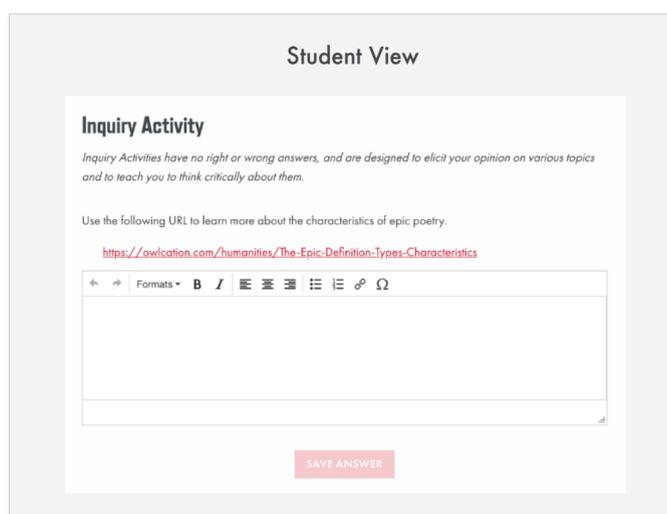


In Components Panel



Before You Leave...

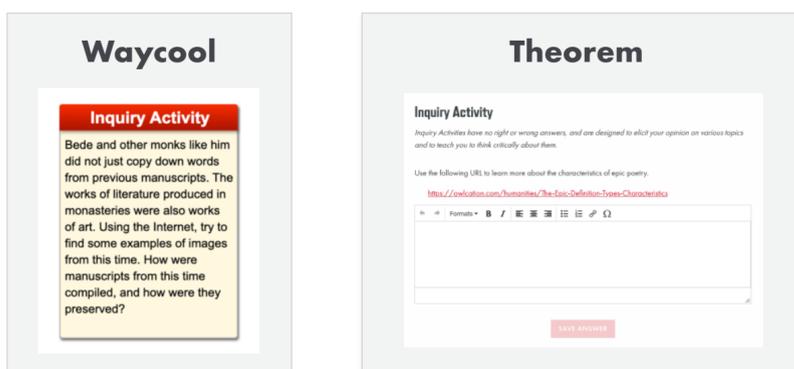
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "Google")



Purpose

- Research activities asking you to find additional information about subjects discussed in the course.
- Help you develop twenty-first century research skills, and they may ask you to think critically about what you learn.

Waycool VS Theorem



Overview

Title

Plain text that will appear as a headline when shown to students, proctors, teachers, etc. *Default: "Inquiry Activity"*

Content

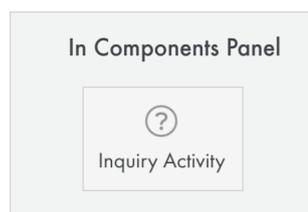
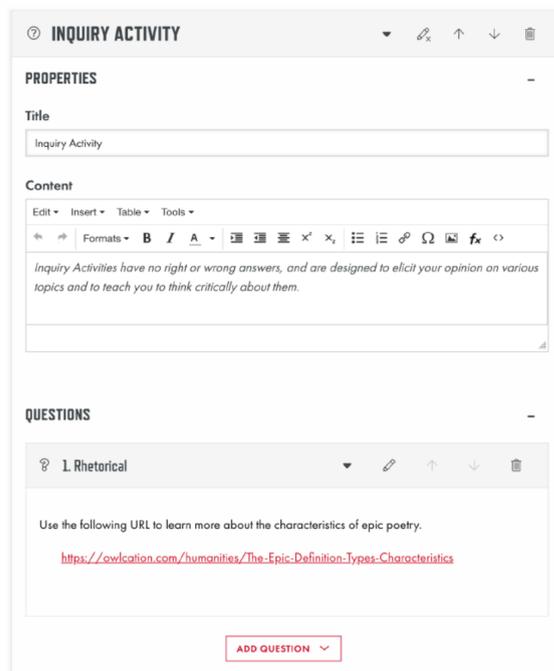
Rich text editor that allows you to enter content to be displayed within the Inquiry Activity.

Questions

Section to add questions. Types of questions include: Fill in the Blank, Matching, Multiple Choice, Open Ended, Rhetorical, and True/False. (see *respective question type document for further information about that question type*).

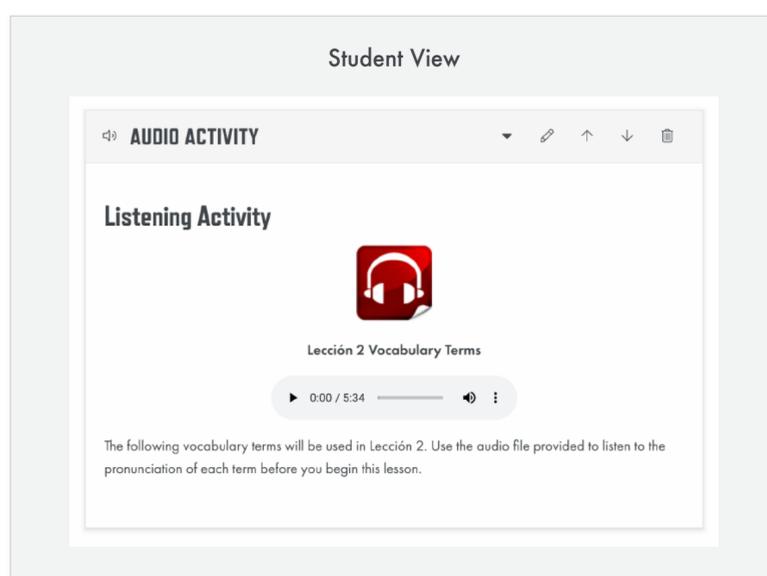
Click "Add Question" at end of questions section to open the list of all question types to select from.

Edit View



Before You Leave...

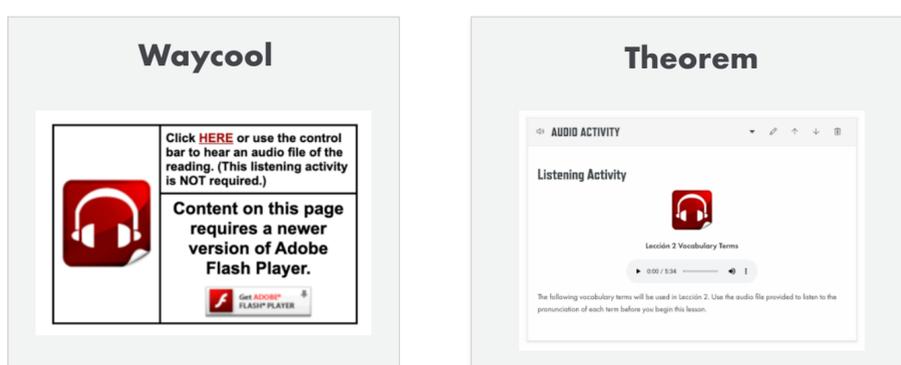
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](http://www.google.com)")



Purpose

- Help students practice their language speaking skills, or listening skills.
- Provide a new way to engage with students.

Waycool VS Theorem



Overview

Title

Plain text that will appear as a headline when shown to students, proctors, teachers, etc. *Default: "Audio Activity"*

Content

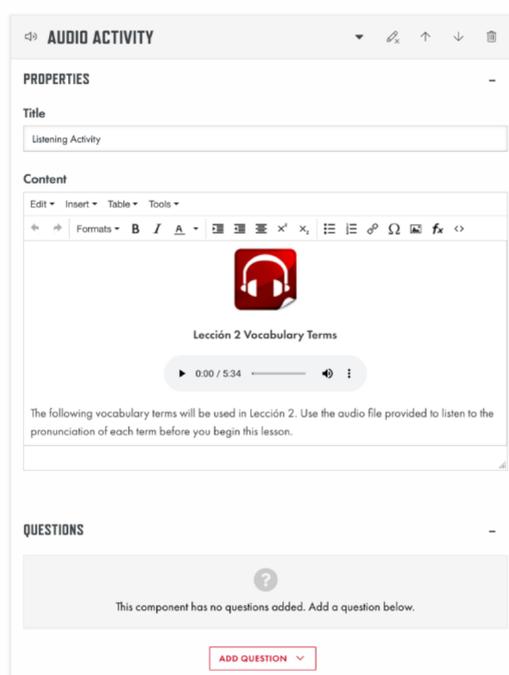
Rich text editor that allows you to enter content to be displayed within the Audio Activity. The audio file will be placed here by going to "Insert" and then choosing "Audio".

Questions

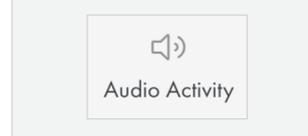
Section to add questions. Types of questions include: Fill in the Blank, Matching, Multiple Choice, Open Ended, Rhetorical, and True/False. (see *respective question type document for further information about that question type*).

Click "Add Question" at end of questions section to open the list of all question types to select from.

Edit View

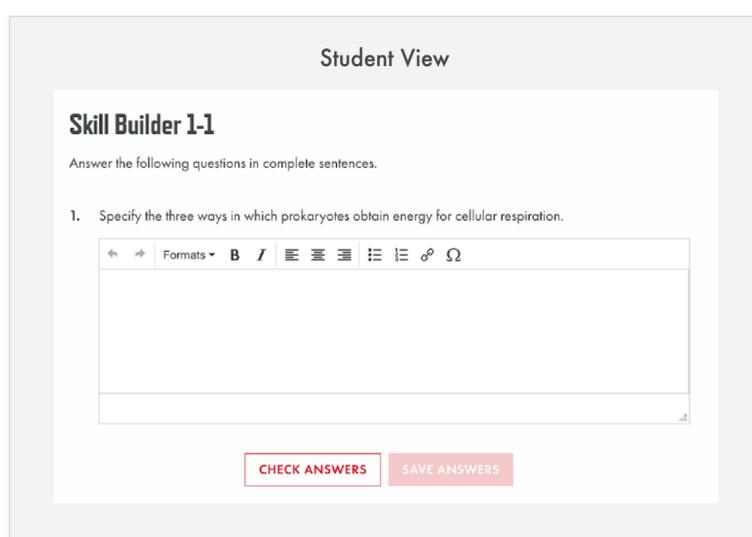


In Components Panel



Before You Leave...

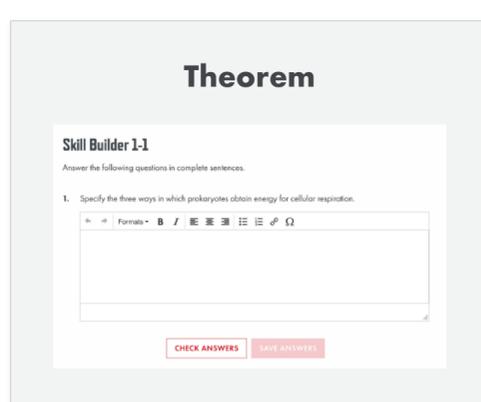
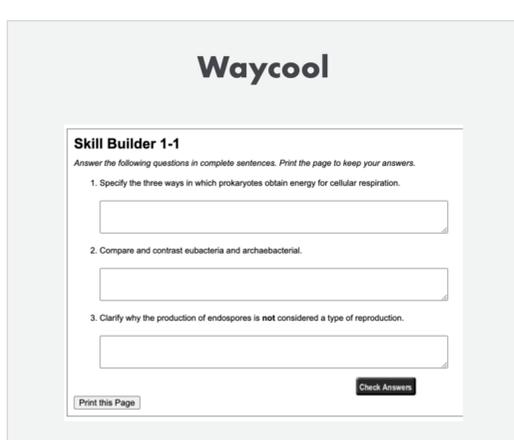
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](#)")



Purpose

- Help further learning experience with interactive tasks and hands-on applications.
- Provide brief reviews of course concepts
- May include questions, charts, graphs, worksheets and other activities.

Waycool VS Theorem



Overview

Title

Plain text that will appear as a headline when shown to students, proctors, teachers, etc. *Default: "Skill Builder"*

Content

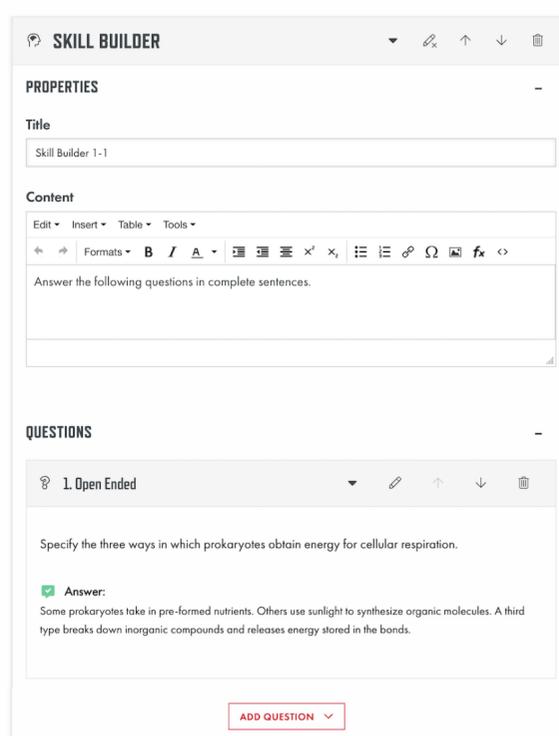
Rich text editor that allows you to enter content to be displayed within the Skill Builder.

Questions

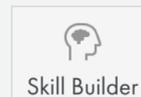
Section to add questions. Types of questions include: Fill in the Blank, Matching, Multiple Choice, Open Ended, Rhetorical, and True/False. (see *respective question type document for further information about that question type*).

Click "Add Question" at end of questions section to open the list of all question types to select from.

Edit View

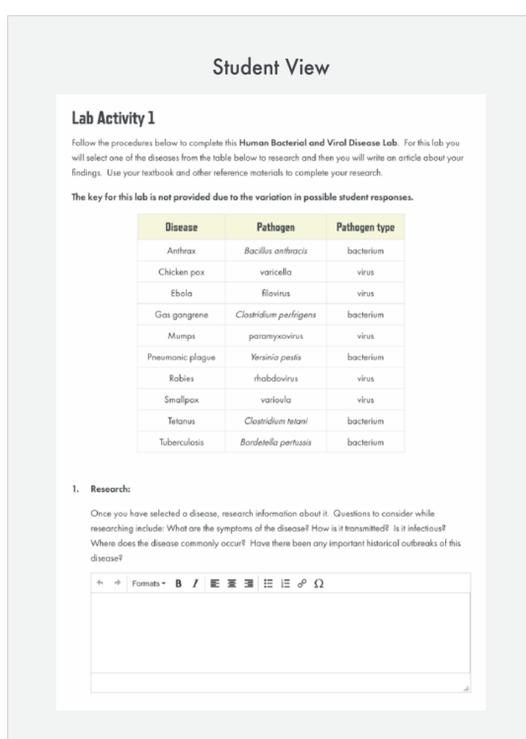


In Components Panel



Before You Leave...

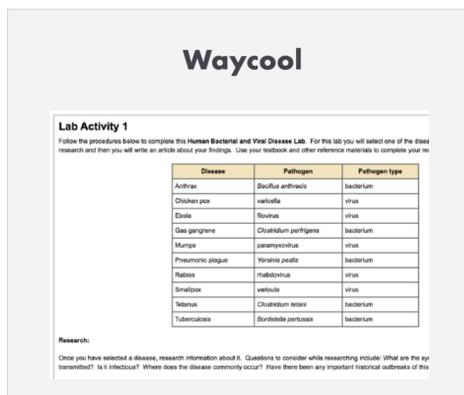
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](http://www.google.com)")



Purpose

- Ask student to perform an experiment or demonstration then record results or observations.
- Consist of simple observations, virtual labs, full hands-on labs, or can involve manipulation of variables
- Includes a list of materials needed along with step-by-step procedures to complete each lab.

Waycool VS Theorem



Overview

Title

Plain text that will appear as a headline when shown to students, proctors, teachers, etc. *Default: "Lab Activity"*

Content

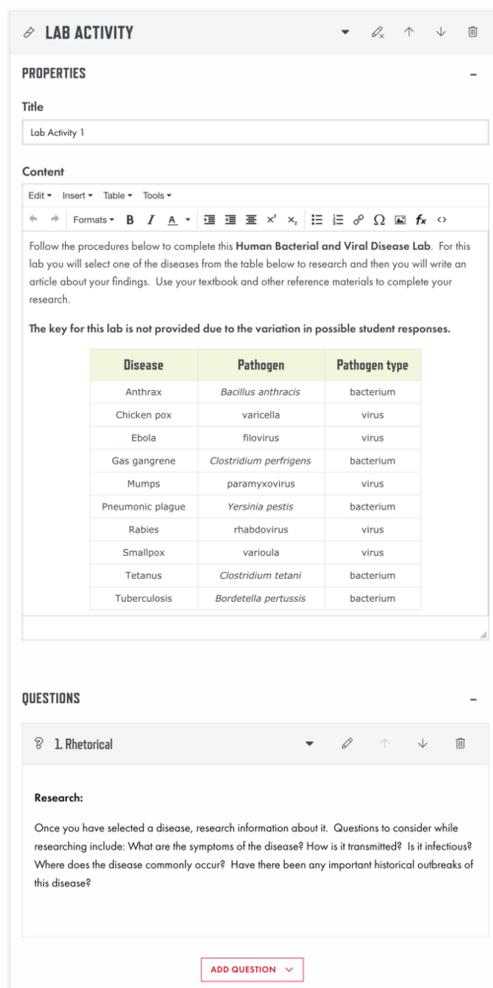
Rich text editor that allows you to enter content and instructions to be displayed within the Lab Activity.

Questions

Section to add questions. Types of questions include: Fill in the Blank, Matching, Multiple Choice, Open Ended, Rhetorical, and True/False. (see *respective question type document for further information about that question type*).

Click "Add Question" at end of questions section to open the list of all question types to select from.

Edit View

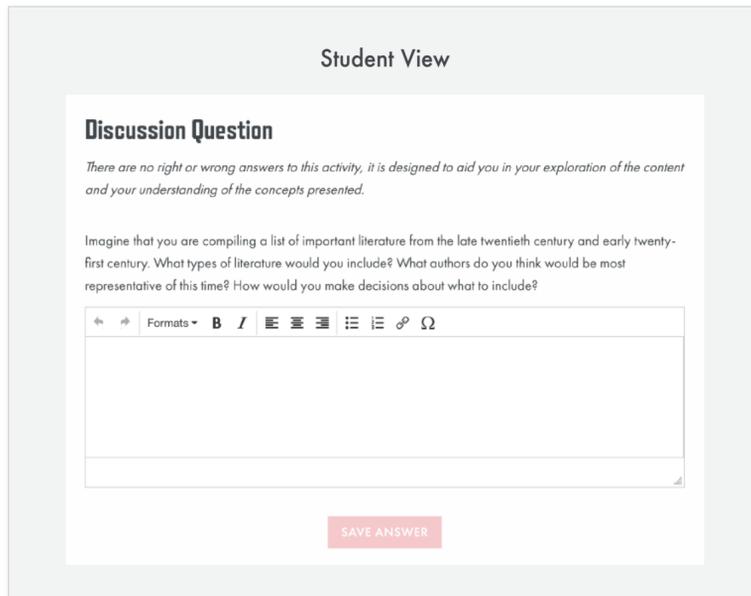


In Components Panel



Before You Leave...

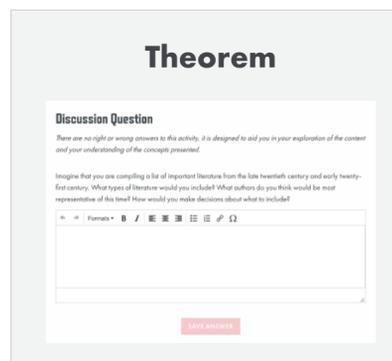
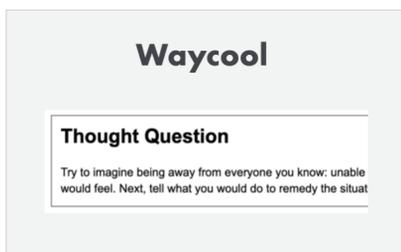
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). **Tip:** It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](#)")



Purpose

- Help students build critical thinking skills by asking for opinions or asking to reflect on ideas and concepts presented in the course.
- Designed to help you become comfortable expressing ideas and drawing conclusions.
- *Thought Questions* are now *Discussion Questions*

Waycool VS Theorem



Overview

Title

Plain text that will appear as a headline when shown to students, proctors, teachers, etc. *Default:* "Discussion Question"

Content

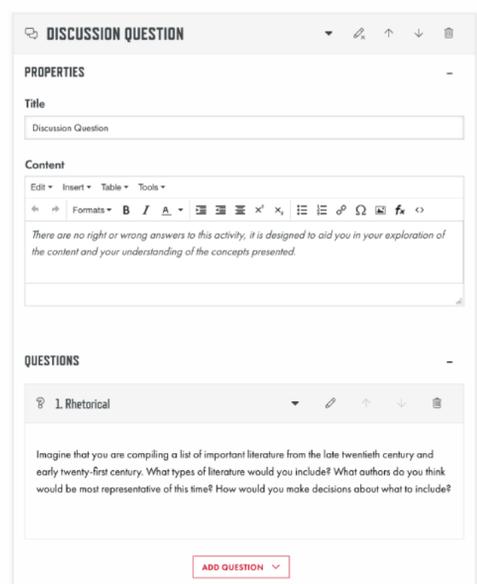
Rich text editor that allows you to enter content and instructions to be displayed within the Discussion Question. *Default:* "There are no right or wrong answers to this activity, it is designed to aid you in your exploration of the content and your understanding of the concepts presented."

Questions

Section to add questions. Skill Builders primarily make use of rhetorical questions, but have the option to add all other question types. (see *respective question type document for further information about that question type*).

Click "Add Question" at end of questions section to open the list of all question types to select from.

Edit View

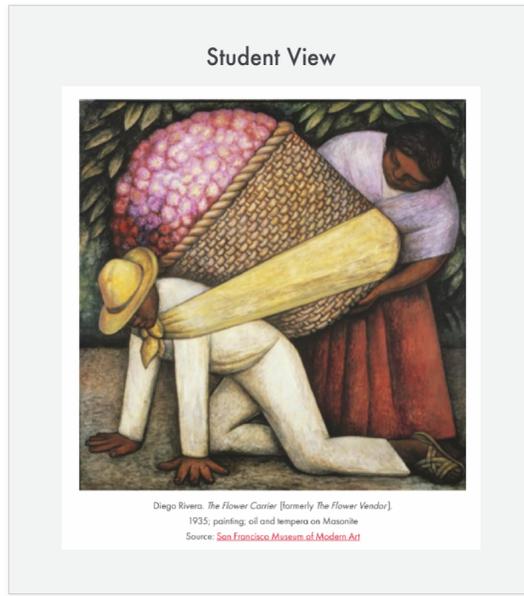


In Components Panel



Before You Leave...

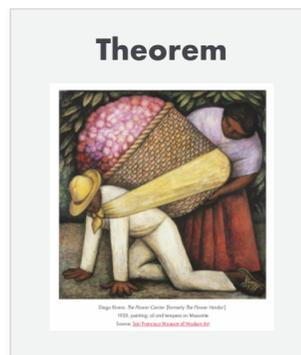
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](#)")



Purpose

- Provides students with an image that is important to or is part of course content such as graphs, and paintings
- Optional caption and long-form description of the image

Waycool VS Theorem



Overview

Image

Allows you to select the image from the media library that will appear as the figure. The image will be scaled by the browser to align with other course components. This is an intentional decision.

Caption

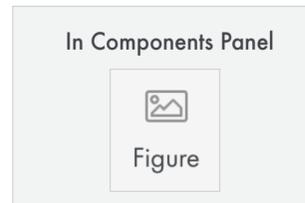
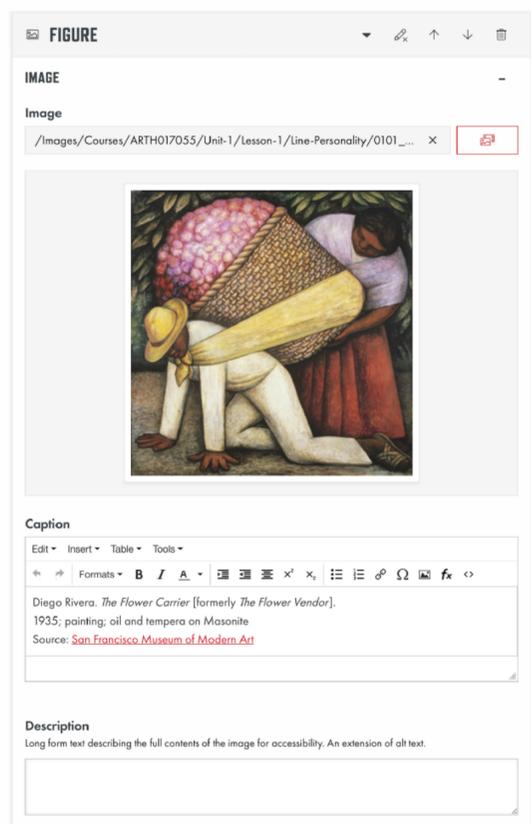
Rich text editor that allows you to enter the caption that will be displayed below the image.

Description

Text area where you can describe the contents of the image. This will be used to meet accessibility guidelines.

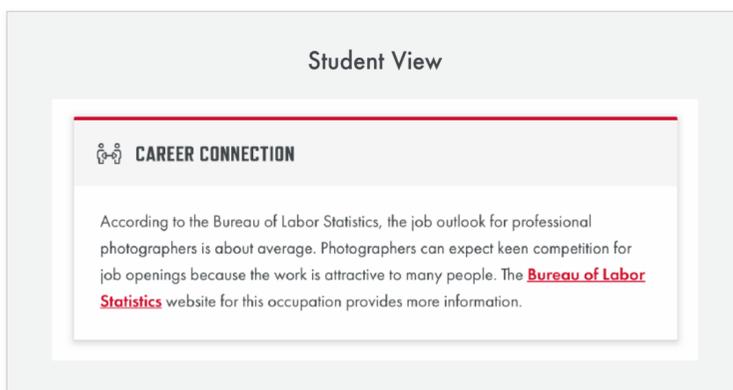
The description is hidden from student view but available for screenreaders and admin view. If you have a large diagram, you can't put the full contents of the diagram within alt text, instead the description should be used.

Edit View



Before You Leave...

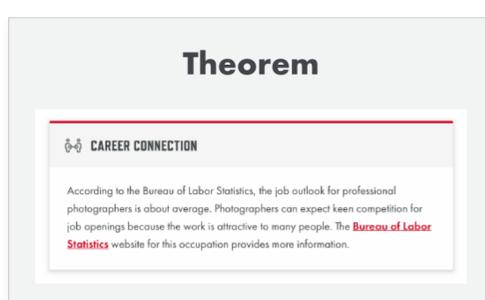
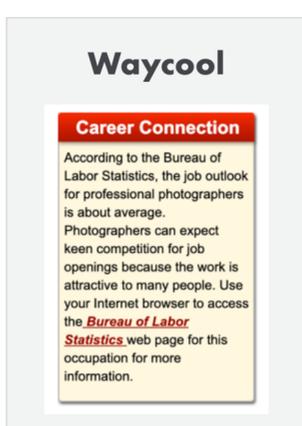
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "[Google](#)")



Purpose

- Relate the subject matter to job opportunities in the "real world."
- May contain tips for job applications, interviews, or building relationships in the workplace.
- Introduce students to possible careers in today's global society.

Waycool VS Theorem



Overview

Title

Plain text that will appear next to the career connection icon when shown to students, proctors, teachers, etc. *Default: "Career Connection"*

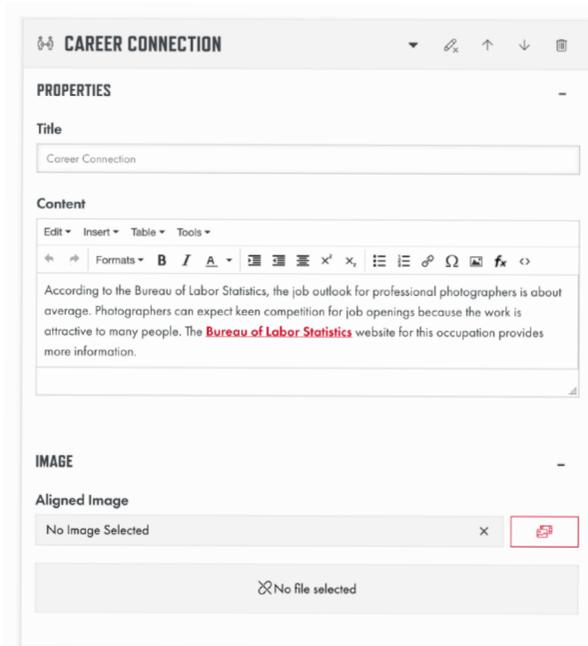
Content

Rich text editor that allows you to enter content to be displayed within the career connection. *Default: "There are no right or wrong answers to this activity, it is designed to aid you in your exploration of the content and your understanding of the concepts presented."*

Image

Appends an image to the content in the component. Button will allow you to add an image from the media library. Image will be right aligned with content, and content will not wrap under the image.

Edit View

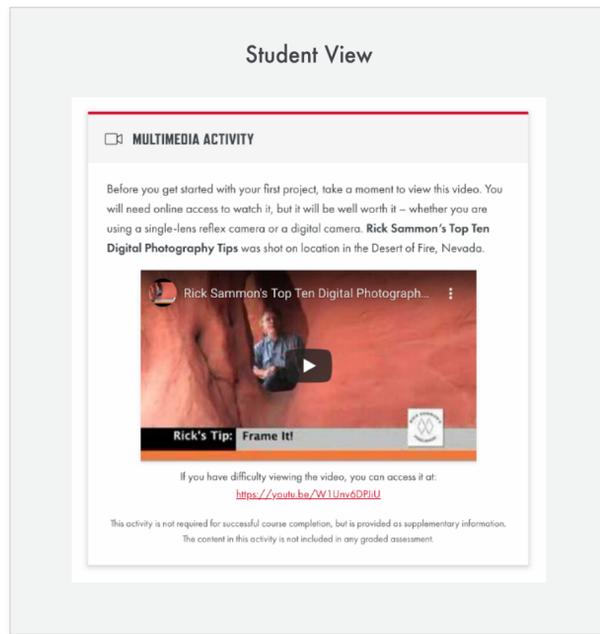


In Components Panel



Before You Leave...

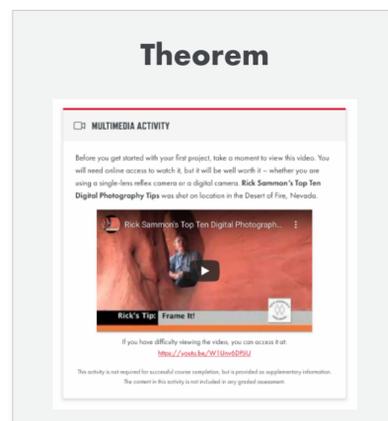
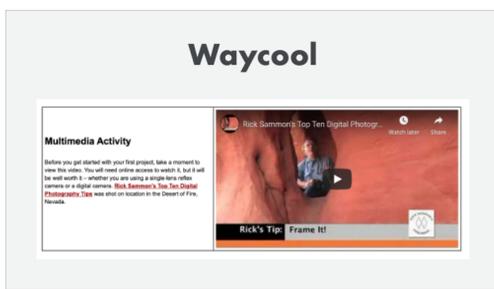
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "Google")



Purpose

- Provides a video for the student to view which provides more information or is part of the course material.

Waycool VS Theorem



Overview

Title

Plain text that will appear next to the career connection icon when shown to students, proctors, teachers, etc. *Default: "Multimedia Activity"*

Content

Rich text editor that allows you to enter content to be displayed within the Multimedia Activity.

Required for Course Completion

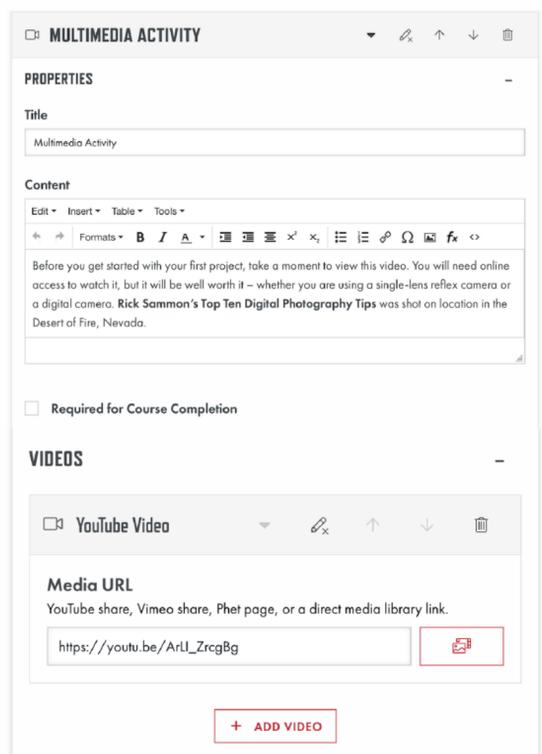
Checkbox that will remove the *"This activity is not required for successful course completion..."* text.

Videos

Allows you to add a YouTube share, Vimeo share, Phet page, or direct media library link. You can click the media library button to insert a link from the media library.

A link is automatically inserted below every video with the text *"If you have difficulty viewing the video, you can access it at:"*

Edit View

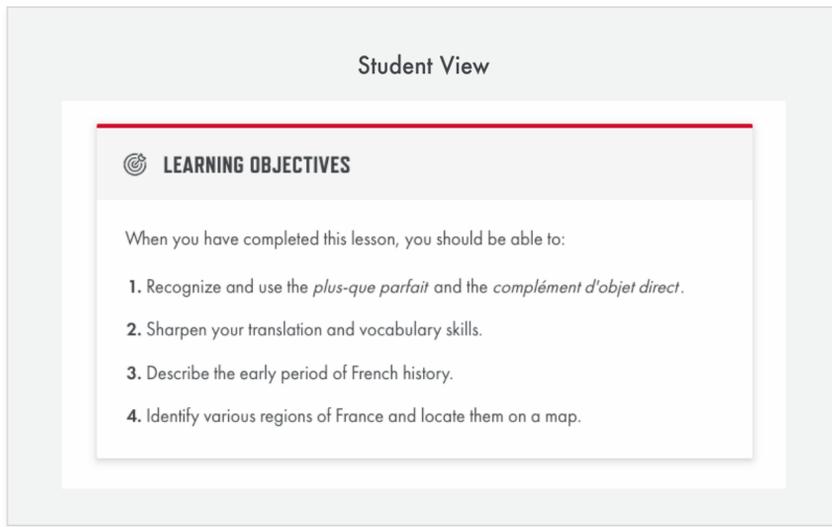


In Components Panel



Before You Leave...

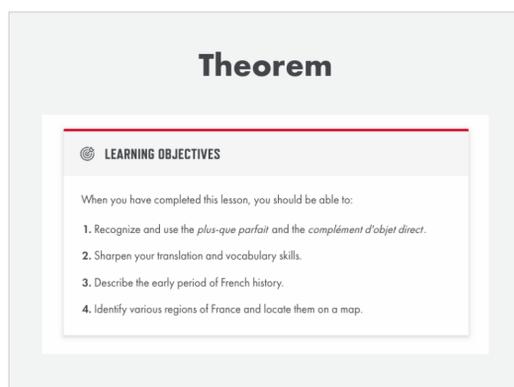
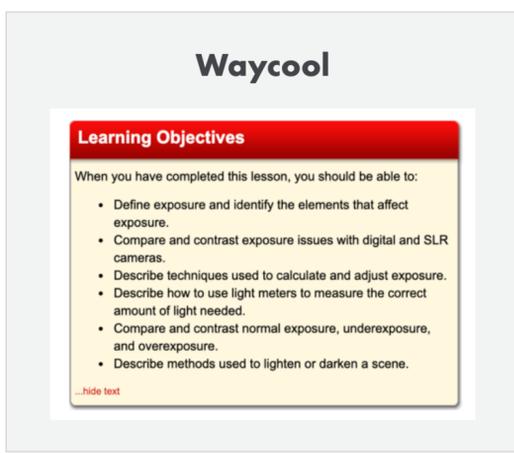
- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as ["Google"](http://www.google.com))



Purpose

- Often used at the start of a section, they list out the things a student should be able to do or should know after completing the section.

Waycool VS Theorem



Overview

Title

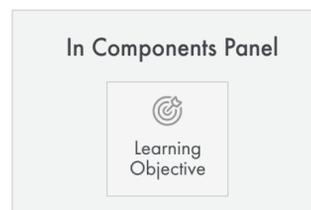
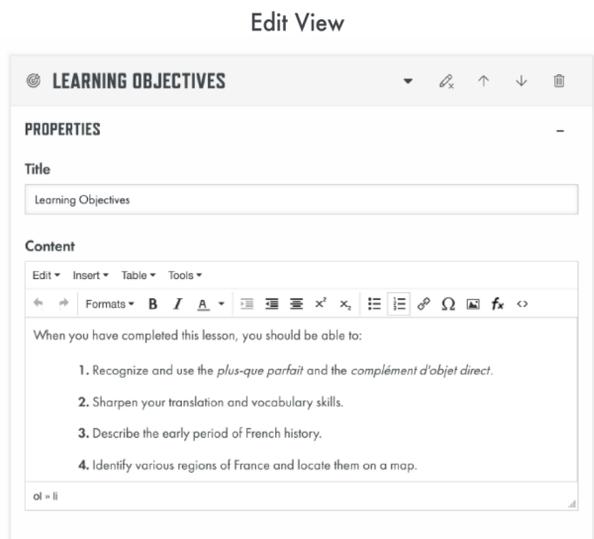
Plain text that will appear next to the career connection icon when shown to students, proctors, teachers, etc. *Default: "Learning Objectives"*

Content

Rich text editor that allows you to enter content to be displayed within the learning objectives. The standard formatting is as follows:

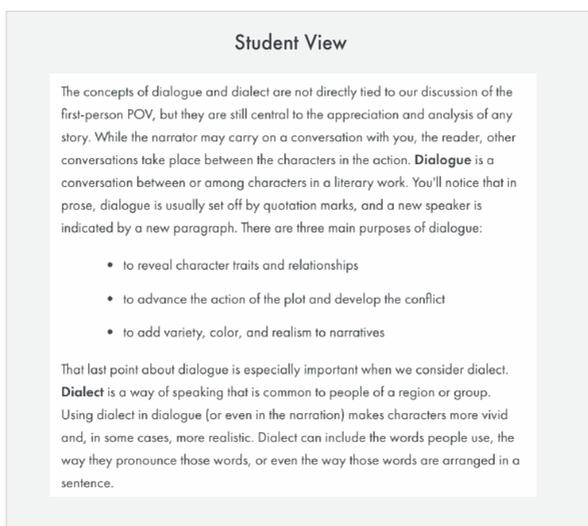
"When you have completed this (lesson, unit, etc.), you should be able to:

1. Item 1
2. Item 2
3. Item 3 (etc.)"



Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "Google")



Purpose

- The majority of a UNHS course consists of text. This allows courses to focus on independent learning, where students can take as long as they need to go through a course, or refer back to old material easily.

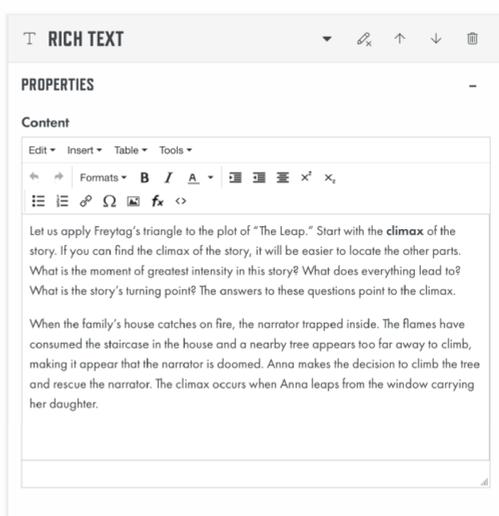
Overview

Content

Text area where you can enter anything and everything. Options include:

- **Bold:** Bolds highlighted text when selected
- **Italics:** Italizes highlighted text when selected
- **Text Color:** Changes color of highlighted text when selected. Color palette provided, but majority use the UNHS red.
- **Increase/Decrease Indent:** Will add or remove indent in increments when text is selected or cursor is inside a paragraph.
- **Align Center/Left/Right:** Will center/left/right align highlighted text when selected
- **Superscript:** Turns the highlighted content into superscript
- **Subscript:** Turns the highlighted content into subscript
- **Bulleted List:** Creates an indented, bulleted list.
- **Numbered List:** Creates an indented, numbered list
- **Insert Image:** Inserts an image using the media library
- **Insert Equation:** An image of an equation will be inserted based on the visual editor LaTeX.

Edit View



In Components Panel



Tools options:

- **Source Code:** Allows you to see the plain HTML that the rich text editor will output
- **Clear Formatting:** Removes all formatting from highlighted content when selected



Insert options:

- **Audio:** Allows you to select an audio file from the media library. The filename will display if you hover over the element for a bit without moving your cursor
- **Video:** Allows you to select a video file from the media library
- **Document:** Allows you to insert a link to a document from the media library
- **Special Character:** Brings up a window with various special characters

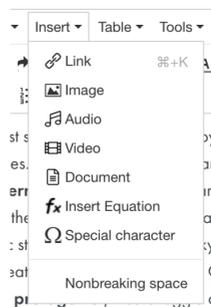
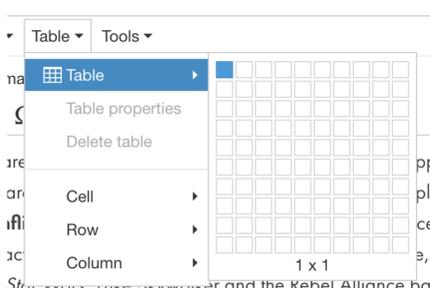


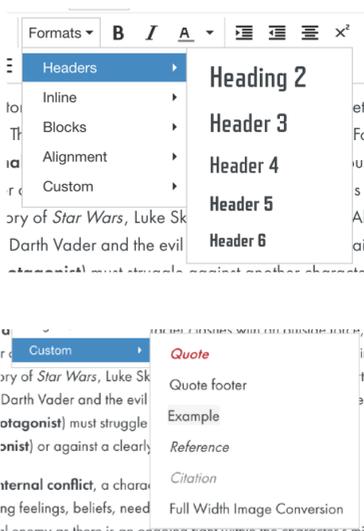
Table options:

- **Table:** Brings up a grid to select number of rows and columns.
- **Table Properties:** Brings up window to edit formatting within the table
- **Note:** If you have a table header row, it's recommended you go into the row properties and change the type to header. If you have a table footer, it's recommended you go into the row properties and change the type to footer.



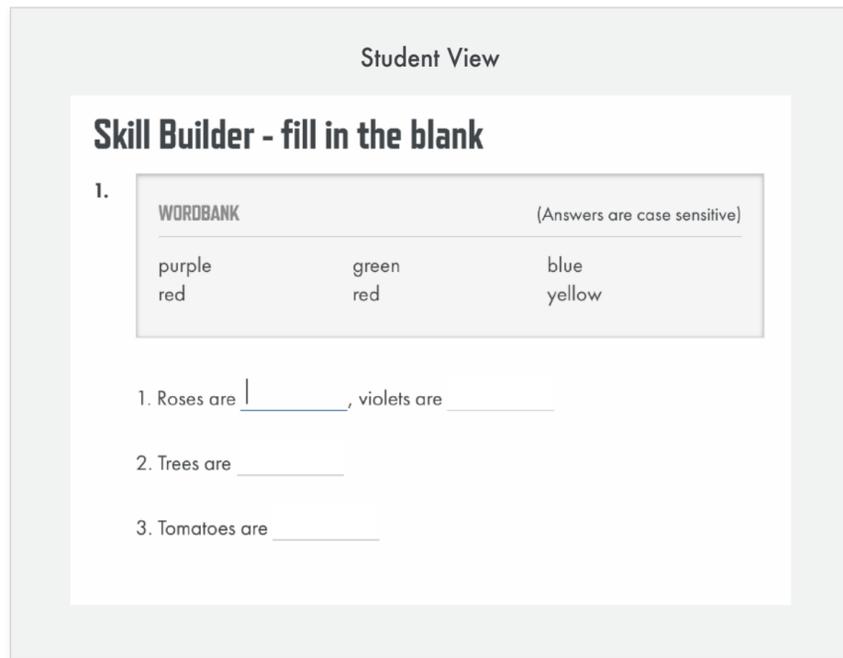
Formatting options:

- **Headers:** Provides list of headers to select from Header 1 - 6. It is not recommended to skip levels or pick headings based on their size
- **Quote:** Calls out an important quote from the content
- **Quote Footer:** Adds footer to a quote where a citation can be placed
- **Example:** Adds Example styled area
- **Reference:** Adds Reference styled area
- **Citation:** Adds Citation formatted area
- **Full Width Image Conversion:** Will make an image fill the full width of rich text area



Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the component.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the <> in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as "Google")



Purpose

- Provide an underlined space where a student can type their answer within the context of the question
- Student can “Check Answers” to see correct answers and feedback when applicable.

Overview

Question

Rich text field where you can write the question the student will fill out. You can add blanks anywhere in the question using the following formatting: **[red:]**

The word in between the two colons is considered the correct answer and will be displayed back to the student when checking their answers. It will be compared to what they have typed in the blank.

Question Preview

As you type your question what the question looks like to the student will appear here. This makes it easy to verify that the question looks as you intend it to.

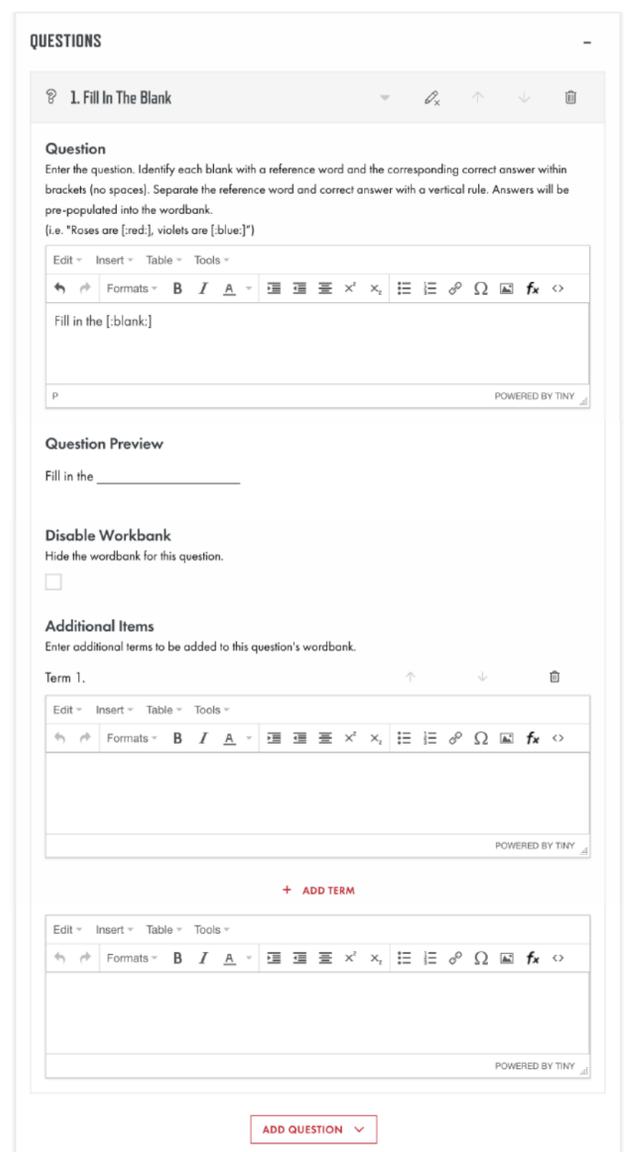
Disable Wordbank

Checkbox that determines whether the wordbank is displayed or not. Correct answers are automatically added to a wordbank that will be displayed to the student. Default: Checked (Wordbank is disabled)

Additional Items

Rich text field where you can add additional terms to the question’s wordbank. Only applicable when “Disable Wordbank” is unchecked. Click + Add Term to add items.

Edit View



Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the question type.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the <> in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as “[Google](#)”)

Student View

Match the terms with the correct definitions.

WORDBANK

A. zenith B. winter solstice

1. a hypothetical sphere of very large radius centered on the observer; the apparent sphere of the night sky ▼
2. the orbital period of one object about another measured with respect to the stars ▼

Purpose

- Allows a student to match a series of questions to a series of predefined answers in a wordbank.
- Allows answers to be other pieces of media like a graph.
- Student can “Check Answers” to see correct answers and feedback when applicable.

Overview

Directions

Rich text field where you provide general directions for the entire question itself.

The word in between the two colons is considered the correct answer and will be displayed back to the student when checking their answers. It will be compared to what they have typed in the blank.

Wordbank

Here you add all the possible answers for this question. All answers will be automatically displayed in the wordbank to students. Click + Add Answer to add the next respective answer (Answer A, Answer B, Answer C, etc.)

Questions

Here you can add questions. Each question must have one correct answer chosen by the dropdown in the top left corner, corresponding to the Answer letter. The correct answer for the question does not have to be unique.

Edit View

Edit View

2. Matching

Directions

Edit - Insert - Table - Tools

Formats - B I A -

POWERED BY TINY

Wordbank

These terms will be displayed in this question's wordbank.

Answer A.

Edit - Insert - Table - Tools

Formats - B I A -

POWERED BY TINY

+ ADD ANSWER

Questions

Enter as many questions as desired. Select the correct matching term from the dropdown.

▼ Question 1.

Edit - Insert - Table - Tools

Formats - B I A -

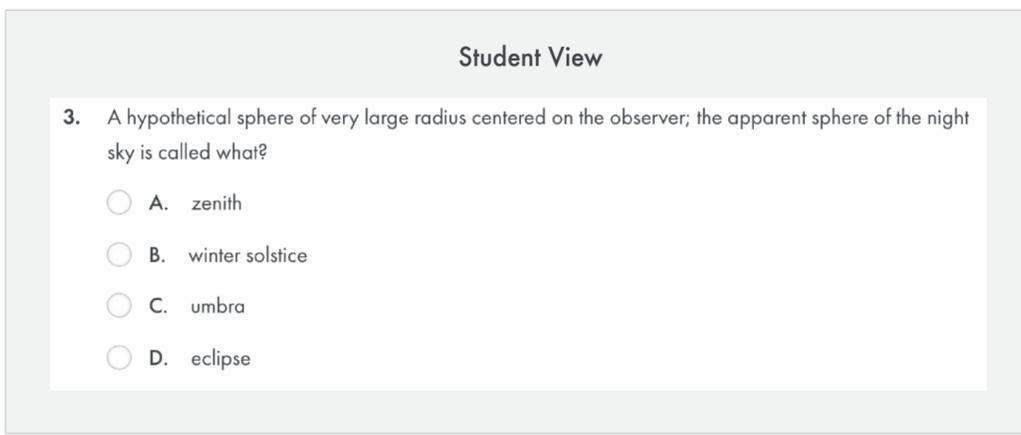
POWERED BY TINY

+ ADD QUESTION

ADD QUESTION ▼

Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the question type.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as “[Google](http://www.google.com)”)



Purpose

- Allows a student to answer a question by selecting one answer from a list of pre defined possible answers.
- Unlike matching, the answers are not shared across multiple questions, and there is only one possible correct answer.
- Student can “Check Answers” to see correct answers and feedback when applicable.

Overview

Question

Rich text field defining the question. There can only be one question in this component.

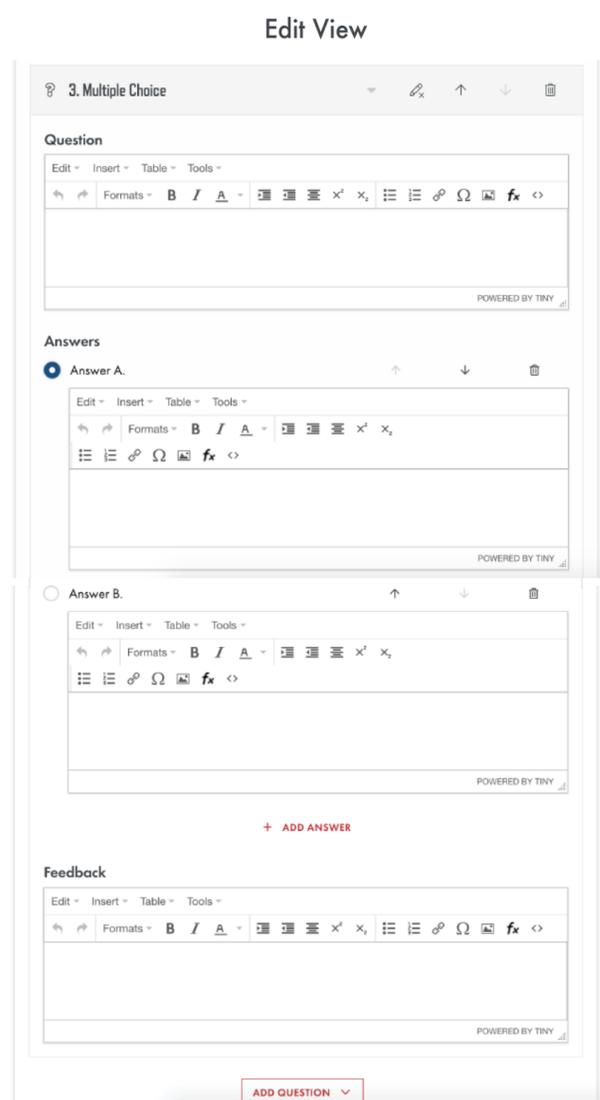
Answers

The possible answers for the above question. Answers are only for that specific question. There can only be one correct answer, which is selected by the circle button next to the answer's letter in the top left corner of each answer. By default, there are four answers but more can be added or answers can be removed.

Click + Add Answer to add a new answer (goes in order Answer A, Answer B, Answer C, etc.)

Feedback

A rich text field that will display feedback/instructional statement to the student if the answer they selected was incorrect.



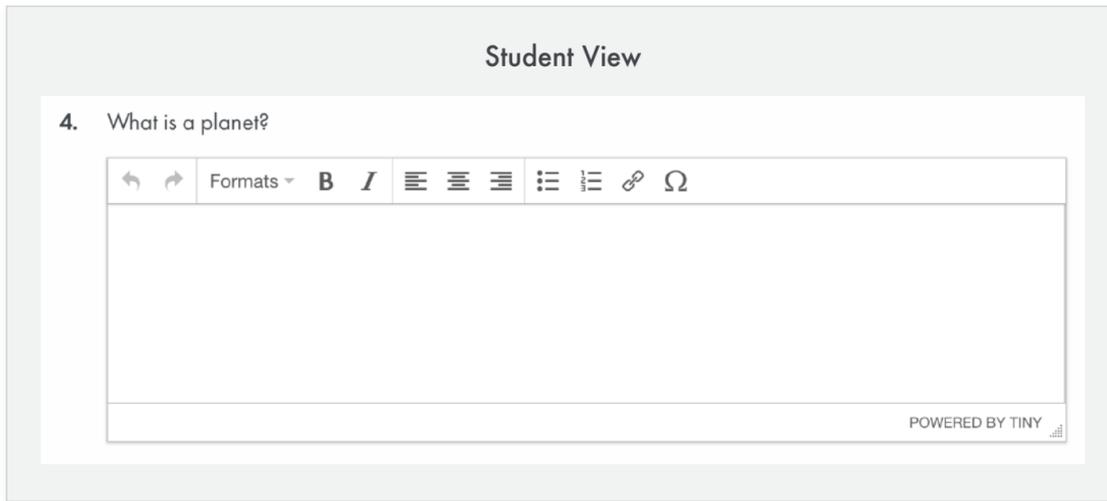
Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the question type.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the <> in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as “[Google](http://www.google.com)”)

Question Types

Open Ended

A breakdown of the *Open Ended* question type



Purpose

- Requires the student to think through the question and provide a short answer in rich text area below.
- Unlike matching, the answers are not shared across multiple questions, and there is only one possible correct answer.
- Student can “Check Answers” to see correct answers and feedback when applicable.

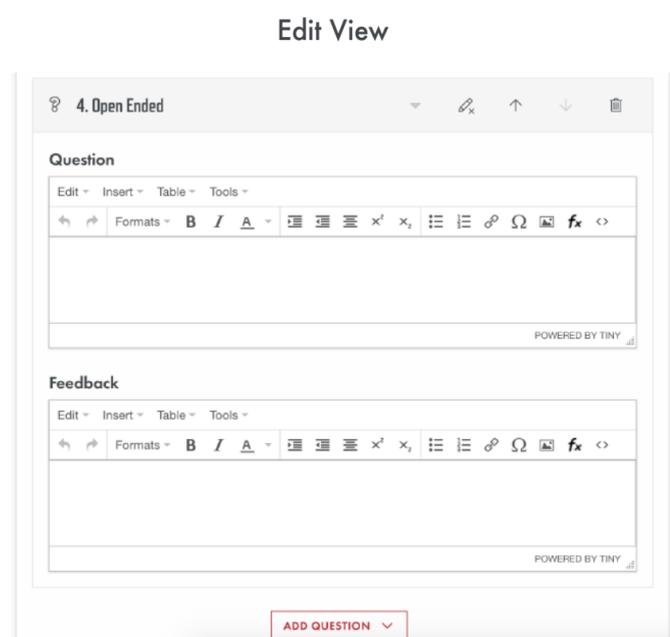
Overview

Question

Rich text field where you write the question the student will have to think through and answer. The question will be displayed back to the student as entered, and there is only one question in this type.

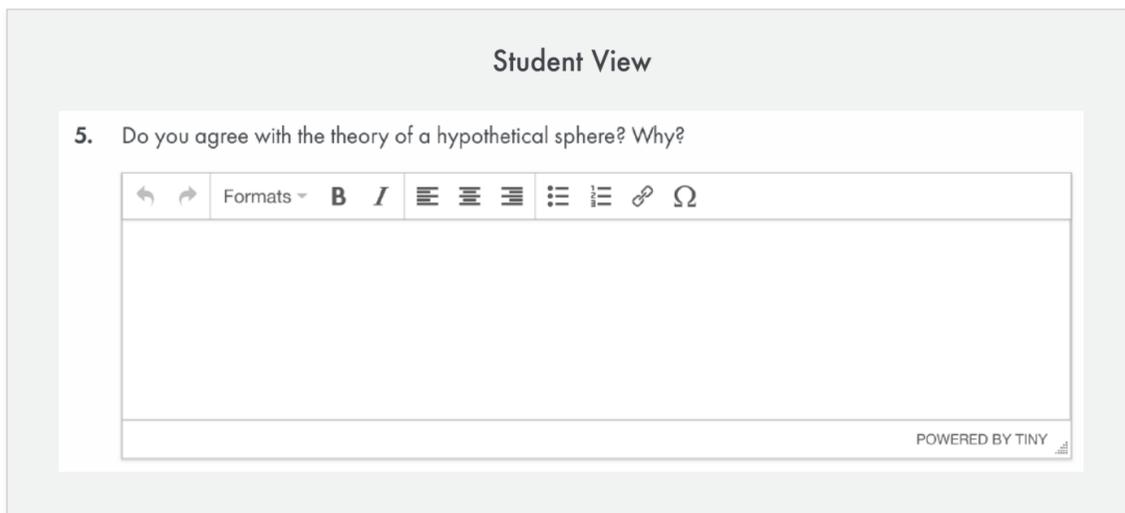
Feedback

The correct answer for the question. This will be displayed back to the student when the check answers button is pressed. It is also possible to add more information, like an explanation as to why the answer is correct, etc.



Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the question type.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the `<>` in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as “[Google](http://www.google.com)”)



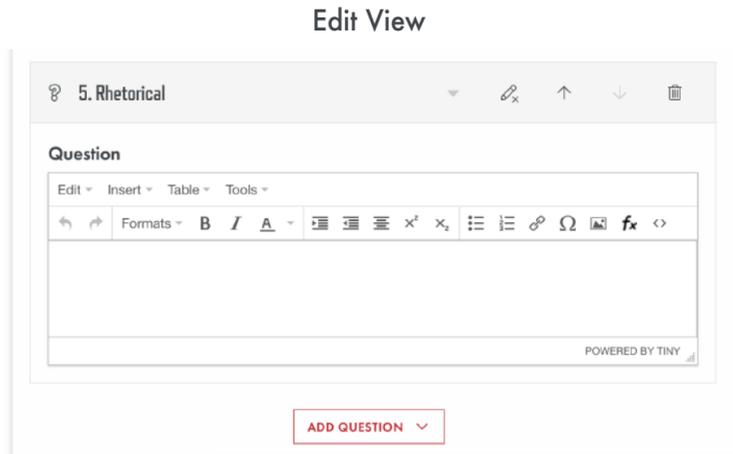
Purpose

- Requires the student to think through the question and provide a short answer in rich text area below.
- “Check Answer” is either N/A, or disabled (if in group with other question types), as there is no answer.
- Frequently used in discussion question activities.

Overview

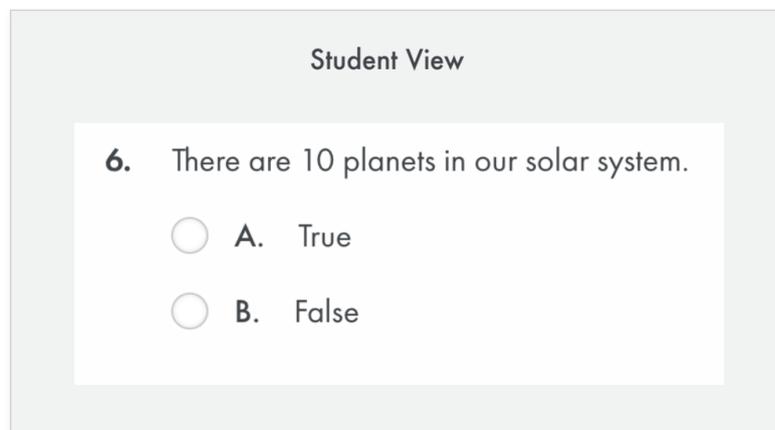
Question

Rich text field where the question is asked. Students will be provided a rich text field to answer the question, but no correct answer will be available for the student.



Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the question type.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the `< >` in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as “[Google](http://www.google.com)”)



Purpose

- Ask the student to decide if the question is a correct or incorrect statement.
- Similar to multiple choice, except there are only two possible answers (true and false).
- Student can “Check Answers” to see correct answers and feedback when applicable.

Overview

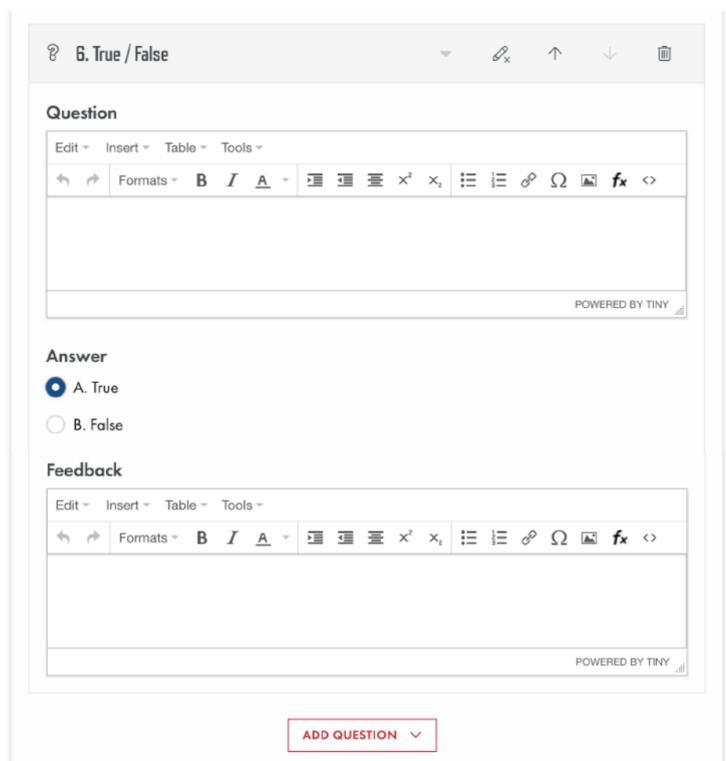
Question

Rich text field where the question is asked which the student will have to decide is true or false. Only one question is possible in this type.

Feedback

The correct answer for the question. This will be displayed back to the student when the check answers button is pressed. It is also possible to add more information, like an explanation as to why the answer is correct, etc.

Edit View



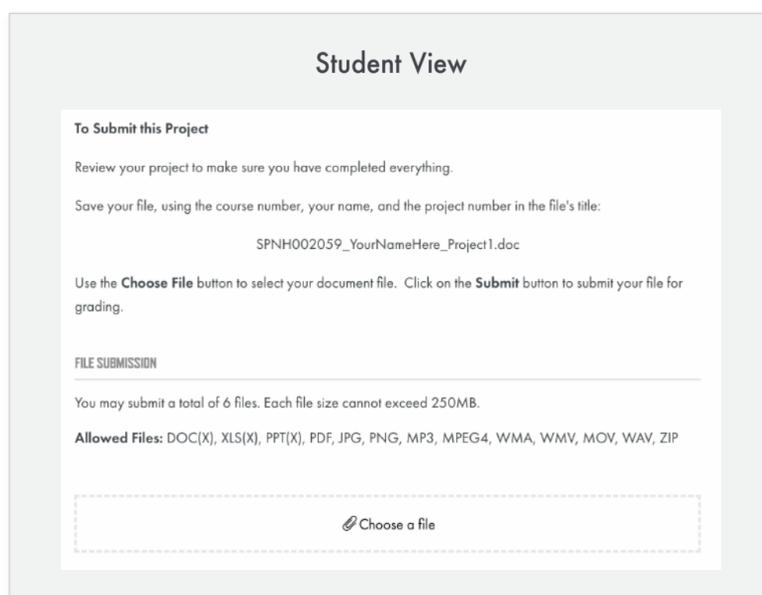
Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the question type.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as “[Google](#)”)

Question Types

File Upload

A breakdown of the *File Upload* question type



The screenshot shows the 'Student View' interface for a File Upload question. At the top, it says 'Student View'. Below that, there's a section titled 'To Submit this Project' with instructions: 'Review your project to make sure you have completed everything.' and 'Save your file, using the course number, your name, and the project number in the file's title:'. An example filename is provided: 'SPNH002059_YourNameHere_Project1.doc'. It then says 'Use the **Choose File** button to select your document file. Click on the **Submit** button to submit your file for grading.' Below this is a 'FILE SUBMISSION' section with a horizontal line. It says 'You may submit a total of 6 files. Each file size cannot exceed 250MB.' and lists 'Allowed Files: DOC(X), XLS(X), PPT(X), PDF, JPG, PNG, MP3, MPEG4, WMA, WMV, MOV, WAV, ZIP'. At the bottom, there is a dashed box containing a 'Choose a file' button with a paperclip icon.

Purpose

- Asks the student to work within a separate file, then submit that as the answer to a question.
- “Check Answer” is either N/A, or disabled since the teacher will be grading and providing direct feedback.
- Frequently used in Projects.

Overview

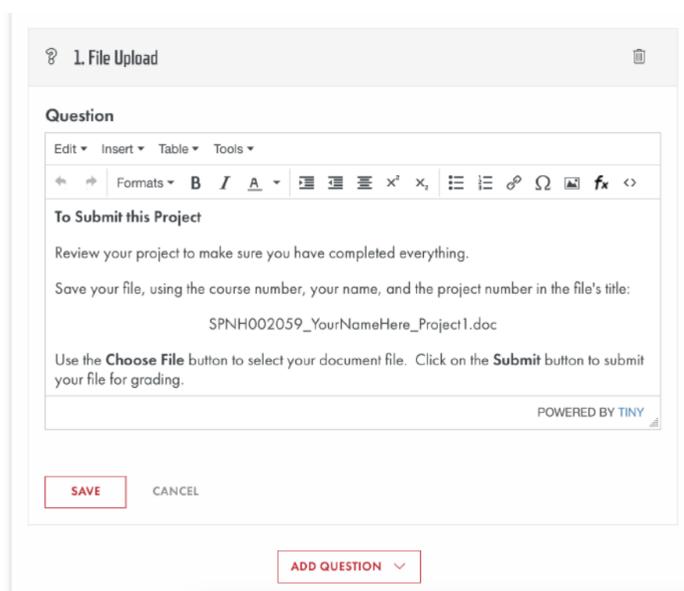
Question

Rich text field where the question is asked.

Students will be provided a file upload area to submit their answer. There is only one question in this question type.

There is no “check answers” since this question type is primarily used in projects, and is graded as an assignment.

Edit View



The screenshot shows the 'Edit View' interface for a File Upload question. At the top, it says '1. File Upload'. Below that, there's a 'Question' section with a rich text editor. The editor has a menu bar with 'Edit', 'Insert', 'Table', and 'Tools'. Below the menu bar are various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and source code. The main text area contains the same instructions as the Student View: 'To Submit this Project', 'Review your project to make sure you have completed everything.', 'Save your file, using the course number, your name, and the project number in the file's title: SPNH002059_YourNameHere_Project1.doc', and 'Use the **Choose File** button to select your document file. Click on the **Submit** button to submit your file for grading.' At the bottom right of the text area, it says 'POWERED BY TINY'. Below the text area are 'SAVE' and 'CANCEL' buttons. At the bottom center, there is an 'ADD QUESTION' button with a dropdown arrow.

Before You Leave...

- 1 Double check to ensure that the type of content being displayed is appropriate for the question type.
- 2 Go back and remove any empty paragraphs or non-breaking spaces (these will add unnecessary vertical space). Tip: It can sometimes be easier to see these by going to the < > in text editor and viewing the source code.
- 3 Remove unnecessary indents and center alignments, especially with links (consistent left alignment makes for quicker comprehension).
- 4 Rename your links (text to display) so they are not shown as just a URL (ex: instead of <http://www.google.com>, the link will show as “[Google](http://www.google.com)”)