Training Agenda

Basic Agenda

- Portal
- My Institution Tabs (overview)
  - Courses
  - Community
  - Content Collection
- Login and password Tools
- Rearranging page content
- Login
- Announcements (you are here)
- Explain bread crumbs
- Tools
- Refresh
- Detail View
- Control Panel
- Help

Course Options

- Settings
- Course Design
- Manage Course Menu (Course Organization-Add tool bar)
- Import Course Cartridge
- Export Course

Course Tools

- Announcements (must be added from Control Panel)
- Course Calendar
- Tasks
- Send Email
- Discussion Board
• Collaboration
• Glossary Manager
• Messages

Course Content

• Organize your course content
• Create content areas
• Add a lecture or files
• Add an assignment

Assessment

• Pool Manager
• Test Manager
• Gradebook
• Gradebook Views
• Performance Dashboard
• Course Statistics
• Quality Matters

Beyond the Basics

Tabs (more in depth)

• eResources
• eContent Collection
  • My Content
  • Course Content
  • Portfolios
• eCommunity

eCourses

• Portfolios in the course
• Discussion Boards
Subscribe to threads
Allow members to rate
Grade thread
Grade forum
Lock thread

- Testing
  Gradebook options
  Prevent copy/paste of tests

- Content areas and Learning Units
  Organize and Create Learning Units
  Add files from eContent Collection
  Add assignments to Learning Units

- Adaptive Release
  Create Mark as Reviewed item
  Open material based on Mark as Reviewed
  Open material to individual students
  Create content to open based on grading of another assignment/test