

Jeanna's Sandbox

Dashboard / My courses / Jeanna's Sandbox

Course Settings: Cog/Gear
 Edit and Set course options between each tab

Turn editing on

Course administration

- Edit settings
- Turn editing on
- Filters
- Gradebook setup
- Outcomes
- Backup
- Restore
- Import
- Publish
- Reset
- Recycle bin

Users

- Enrolled users
- Groups
- Other users
- Manual enrollments
- Check permissions

Reports

- Competency breakdown
- Dates
- Logs
- Live logs
- Activity report
- Course participation

Badges

- Manage badges
- Add a new badge

Question bank

- Questions
- Categories
- Import
- Export

Switch role to

- Manager
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user
- Authenticated user on frontpage
- Help Desk Manager
- Help Desk user

Most common Faculty Settings

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Course administration

- 1 Edit settings
- 2 Turn editing on
- 3 Filters
- 4 Gradebook setup
- 5 Outcomes
- 6 Backup
- 7 Restore
- 8 Import
- 9 Publish
- 10 Reset
- 11 Recycle bin

Most commonly used Faculty Settings

Course Settings: Course Administration

- 1. Edit Settings**
 Set course visibility, start and end dates
 Select Course Format: weekly, topic, grid, etc
 Set file and upload sizes: default is 2GB
 Enable Completion Tracking
- 2. Turn editing on**
 Edit sections, activities, and blocks within the course
 Also available on course page
- 3. Filters: leave on defaults**
 Do NOT change
- 4. Gradebook Setup**
 Set Grade items, categories, values, etc
 Also available on course page
- 5. Outcomes**
- 6. Backup**
 Create a backup of course downloaded to computer
Used when making major changes to course to keep original course content and setup
- 7. Restore**
 Restore course from backup
- 8. Import**
 Import content from another course
Used when transferring/copying courses between semesters
- 9. Publish: DO NOT ACCESS**
- 10. Reset: Do NOT ACCESS**
- 11. Recycle bin**
 Pull items from or empty recycle bin

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Course administration Users Reports Badges Question bank Switch role to

Users

- 1 Enrolled users
- 2 Groups
- 3 Other users

4 Enrollment methods

- 5 Manual enrollments

6 Permissions

- 7 Check permissions

Most commonly used Faculty Settings

Course Settings: Users

Users

1. Enrolled users

List of enrolled users and email, user role, manual or externally enrolled and date of enrollment, associated course groups and ability to manually enroll users

2. Groups

Create groups and assign users to groups

3. Other Users

Users not enrolled in course but with associated role

4. Enrollment methods

Use to set up meta-links and cohorts

5. Manual enrollments

default: allow manual enrollment
DO NOT change

6. Permissions

Shows allowed permissions for roles
DO NOT change

7. Check Permissions

Show individual users permissions

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Reports

- 1 Competency breakdown
- 2 Dates
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- 6 Course participation
- 7 Activity completion

Most commonly used Faculty Settings

Course Settings: Reports

1. Competency breakdown

Use if course is based on competencies

2. Dates

Shows submission and due dates of activities within course

3. Logs

Logs associated with course: user activity for complete course, individual activity, specific days, activities, actions, sources, events

4. Live logs

Live updates from past hour (updates every 60 seconds)

5. Activity Report

Summary: Indicates, by course activity, the number of views by the number of users and last access

6. Course Participation

Choose activity and view actions by user, option to send Moodle message to user based on participation data

7. Activity completion

View data based on completion tracking for individual activities and participants
Able to be downloaded in spreadsheet or Excel compatible format



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Course Settings: Badges

1. Manage badges

2. Add a new badge

Create badges for use in the course

Course administration Users Reports Badges Question bank Switch role to

Badges

- 1 Manage badges
- 2 Add a new badge

Most commonly used Faculty Setting

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Course Settings: Question bank

1. Questions

View or Create questions for Question Bank

2. Categories

View or Create categories for questions in Question Bank

3. Import

import questions from file
Blackboard, Cloze, Examview, Moodle glossary, WebCT, etc

4. Export

Export questions by category to a file

Course administration Users Reports Badges Question bank Switch role to

Question bank

- 1 Questions
- 2 Categories
- 3 Import
- 4 Export

Most commonly used Faculty Setting

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Course Settings: Switch role to

Switching roles enables the course to be seen from the viewpoint of the chosen role

Faculty are enrolled as "Teacher" and may switch role to "Student" to view activities within the course from the student viewpoint

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