Instructors - Quick Start Guide

Contents

Pearson | Learning Hub

Welcome to Pearson Learning Hub

This guide will help you navigate and make the most out of the features available to enhance your user experience.
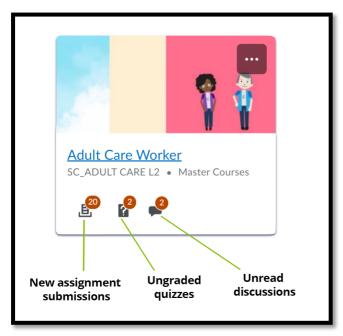
The Pearson Digital Customer Success team will activate your user account, set up your courses and enrol your learners.

1. Home Page
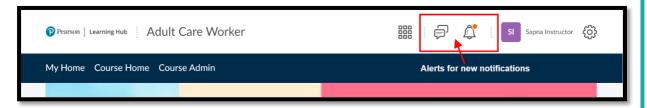
There are system widgets enabled by Pearson which are accessed on your home page. Once logged in, select your course either on the tile on the home page or by the list indicated:

On the course tile, you will also be able to see alerts for new notifications:

New assignment submissions

Ungraded quizzes

Unread discussions

Alerts for new notifications also display at the top of the top of the page:

2. Navigating course administration

Overview

On the bar at the top of the page select 'Course Admin'

You will now see a list of widgets to utilize:

Site Resources

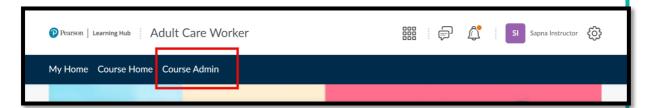|	
Calendar	**The calendar widget consists of a mini-calendar and a list of upcoming events. It displays all events created by instructors and administrators for the applicable month. Clicking on a day in the widget's mini-calendar filters the event list to only display events for that day. Clicking on an event in the widget takes you to the event in the Calendar tool**
Content	The content browser widget enables you to browse course content, view recently visited topics, and view bookmarked topics from your course homepage. You can access your recently viewed and bookmarked topics from the content browser home and use the drill-down menu to navigate course content topics and modules. As you navigate deeper into content modules, the navigation at the top enables you to move up one module level or jump backwards to the content browser home. To view a topic, click on its name to launch it in View Content. The Content Browser widget retains the place you left off when you return to your course homepage.
Frequently Asked Questions	You can create your own library of FAQs
Manage Dates	This tool allows you to set start and end dates to manage all units and modules creating alerts for you and your learners

Learner Management

Class Progress	Allows you to view your class, see individual progress on content completion, grades, scores and how much time spent accessing the platform
Class list	Here you can view all users, enrol and unenrol them onto the course, view last access, see how many are enrolled onto the course and communicate by email
Groups	Enables to create a learner group so that you can set up discussion areas for specific topics and assignments

Assessment

Assignments	View the assignments for all modules, see at a glance how many learners have submitted new completed work, what has been completed and if you have published your feedback
Checklists	Create your own checklist
Grades	Set your own grading using points or percentage. You can make comments on the calculated overall grade
Quick Eval	This tool displays the last modules your candidates have worked on, view and make comments by clicking on the module
Quizzes	Create your own quiz or edit the current content
Self Assessment	Create self-assessments for your learners and store your questions in the library
Survey	Create your own surveys to assign to your learners, a great feedback tool

Communication
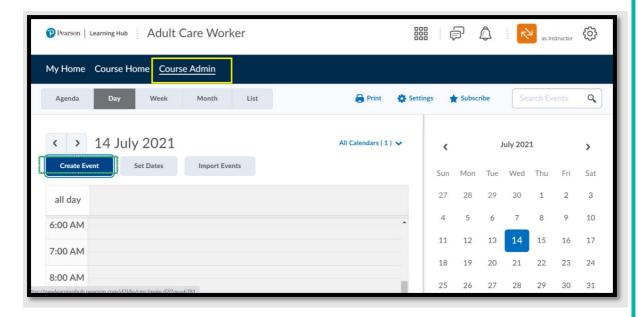
Announcements	You may communicate reminders to your learners by creating an announcement which is time dependent
Forums	Create topics for discussion and allow your learners to respond. A recommendation would be to moderate all posts before release

3. Site Resources

3a. Calendar

Instructions

Use the Calendar tool to arrange and visualize course events in multiple views and enable integration of course content and your Calendar. You can use iCal to synchronize the Calendar tool to your personal calendars (such as Outlook and Google Calendar, as well as iPhone and Android).
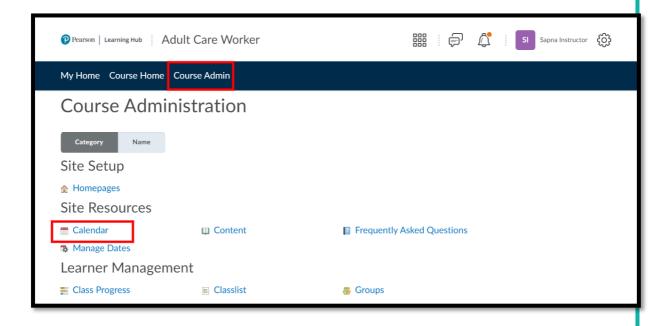
1) Use the calendar views area to toggle between different event display layouts. Use the Agenda view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing. Use the Day, Week, and Month views to group your events in daily, weekly, or monthly increments. Use the list view to filter your events by Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys.
2) Use the calendar content area to navigate through your content. Navigation will vary depending on the view you select.

3) Use the calendar menu to select multiple calendars to display, change the colour scheme associated with individual calendars and add new calendars.
4) Use the mini calendar to navigate quickly to a specific day, week, or month.
5) Use the task pane to create, track, and maintain personal tasks.
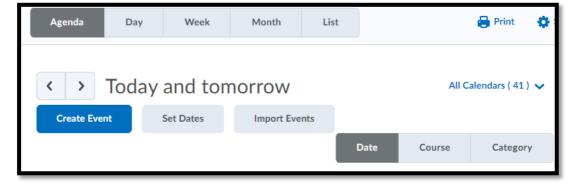
3ai: Create course events in Calendar

To create course events in Calendar
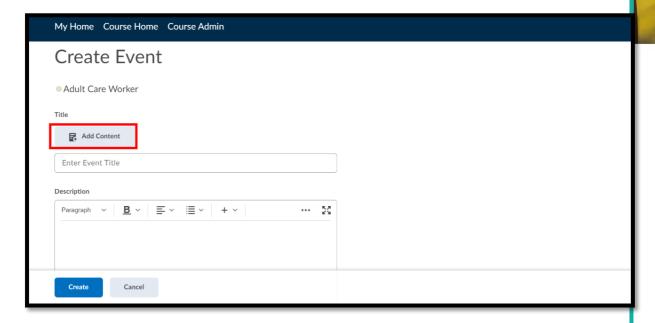
Select Course Admin **then** Calendar.
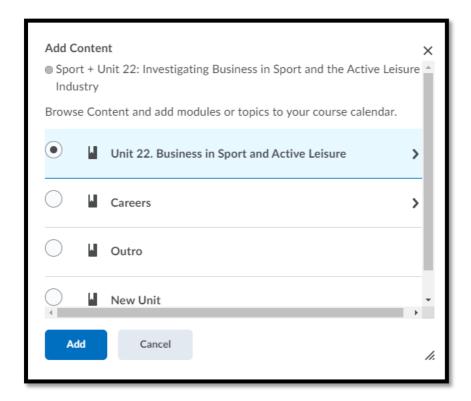
1. Click **Create Event**.
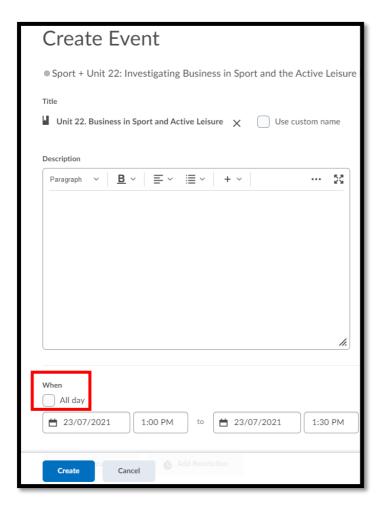
2. To associate course content with the event, click **Add Content**. Select the module from which you want to add content. Click **Add**.

Adding content will display the list of units:
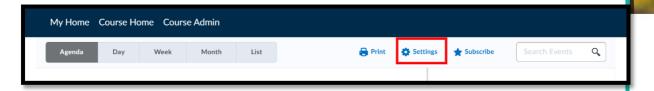
3. Do one of the following:
    - If you've associated course content with the event and want to use a custom name for the event, select the **Use custom name** check box. Enter a name for your event.
    - If you have not associated course content with the event, enter a name for your event.
4. To add date and time details to your course event, in the **When** area, click on the provided fields.

5. To add recurrences to the event, click **Add Recurrence**. Enter your event recurrence details.
6. To add restrictions to the event, click **Add Restriction**. Enter your event restriction details.
7. To add a location for the event, from the **Location** drop-down list, select the location.
8. Click **Create**.

3aii. Change Calendar settings

1. On the navbar, click **Calendar**.
2. Click **Settings**.

3. Make your changes.
4. Click **Save**.

3aiii. Create multiple instances of an event for different groups or sections

If you have more than one group or section participating in the same course event during different time intervals, you can create multiple instances of the same event, tailored to each group or section's needs. The group or section events share the name and description fields, but once you finish creating the events in bulk, they display as individual events.

1. On the navbar, click **Calendar**.
2. Click **Create Event**.
3. In the **Attendees** area, click **Add Groups/Sections**. This option is only available if you have already created at least one group or section for your course.
4. In the **Add Groups** dialog, click on the group or section you want to add.
5. Repeat steps 3-4 until you have added all of the groups and sections you want.
6. Enter the rest of your event details, including any customizations for an individual group or section.
7. Click **Create**.

GROUPS IS COMING SOON

3aiv. Change visibility for events

1. On the navbar, click **Calendar**.
2. From the tool navigation, click **List**.
3. Select the check boxes by any event for which you want to make visibility changes.
4. From the **More Actions** button, click **Change Event Visibility**.
5. From the **Event Visibility** drop-down list, select your visibility preference.
6. Click **Save**.

3av. Offset dates for events
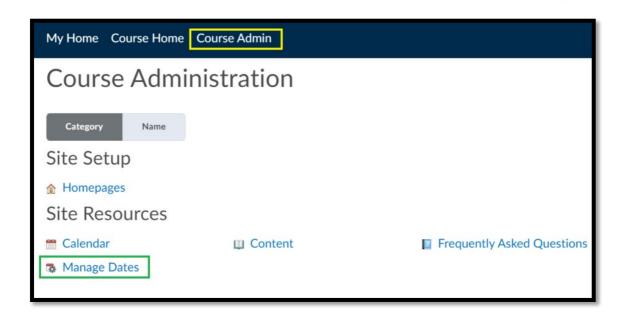
1. On the navbar, click **Calendar**.
2. From the tool navigation, click **List**.
3. Select the check boxes by any event for which you want to offset dates.
4. From the **More Actions** button, click **Offset Dates**.
5. Make your changes.
6. Click **Save**.

3avi. Delete course events in Calendar

1. On the navbar, click **Calendar**.
2. From the tool navigation, click **List**.
3. Select the check boxes of any event(s) you want to delete.
4. From the **More Actions** button, click **Delete**.
5. In the Confirmation dialog, click **Yes**.

3b. Manage Dates
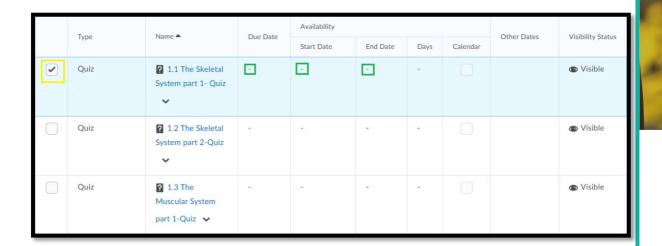
On the navbar select **Course Admin** then **Manage dates**

You are able to select all tools to manage dates; meaning you can select quizzes, assignments etc. or by individual tool:
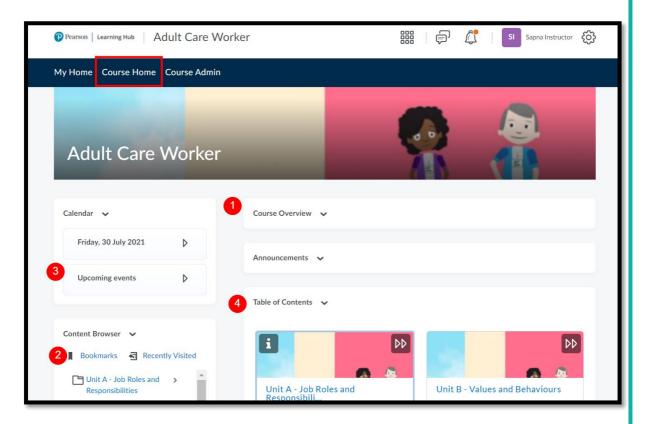
Once selected which tool you wish to manage, choose from the options which display. In this example you can see quizzes. Click on the dash in each box to select your due, start and end dates. A pop-up box will appear for you to populate the dates then click **save**:

	Type	Name ▲	Due Date	Availability				Other Dates	Visibility Status
				Start Date	End Date	Days	Calendar		
☑	Quiz	❓ 1.1 The Skeletal System part 1- Quiz ⌄	-	-	-	-	☐		👁 Visible
☐	Quiz	❓ 1.2 The Skeletal System part 2-Quiz ⌄	-	-	-	-	☐		👁 Visible
☐	Quiz	❓ 1.3 The Muscular System part 1-Quiz ⌄	-	-	-	-	☐		👁 Visible

3c. Course Content

Overview page

1) When users access a course's Content tool for the first time, the first page they land on is the Overview. Use the Overview page to orient users to the course, content materials, and course expectations. If you decide not to add

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anything to this page, the Overview link and page is hidden from learners' view. Users can print and download an uploaded course syllabus directly from the Content Overview page. Note that the **Print** and **Download** buttons display differently, depending on whether or not the:
'd2l.System.Services.DocumentConversion.IsEnabled'

2) Topics you bookmark appear in a list on the Bookmarks page. The number beside the Bookmarks link indicates how many bookmarks you have.

3) The Upcoming Events page lists course material due dates, start dates, end dates, overdue course activities, and other course events for the next seven days. If you set availability dates or a due date for a course object, it appears in the Upcoming Events page and the Agenda view in the **Calendar** tool.

   If you set a due date for a course activity that has no end date or it has an end date that occurs after the due date, the activity appears on the Overdue tab for learners who miss the due date.

   The Overdue tab lists overdue course activities that learners can still complete before the item or course becomes unavailable.

   The dates listed on this page are not exclusive to content topics; upcoming events include all events within the course from the **Calendar** tool. The number beside the Upcoming Events link indicates how many upcoming events you have.

4) The **Table of Contents** panel lists all modules available in your course. Click on a listed module to view and manage its details, topics, and sub-modules.

   You can also stay on the **Table of Content**s page to view and manage all modules and topics.

   Click the **Table of Contents** link to access the **Table of Contents** page. This page enables you to view and manage all modules and topics. You can add new topics to existing modules by dragging and dropping files from your computer onto upload targets on the **Table of Contents** page.
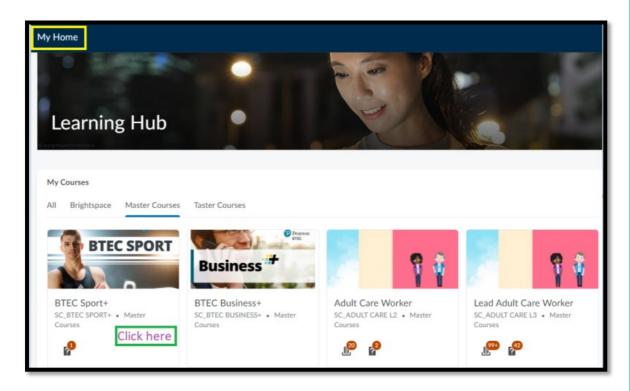
You can also rearrange course materials by dragging and dropping topics between modules.
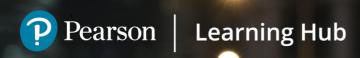
The number beside each module name in the **Table of Contents** panel listing indicates the number of topics you have set completion tracking for. The number beside the **Table of Contents** link indicates the total number of topics you have set completion tracking for. Use the number totals to determine the task load being put on students per module.

3d. Tailoring Content to Create Bespoke Learning Materials
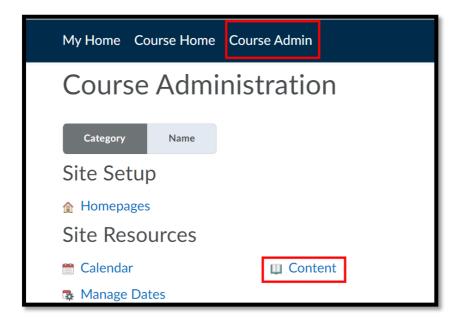
One of the most effective course design decisions you can make to e engagement is to offer course materials that appeal to more than one sense. For example, the same material can have an audio, video, and text component.

Click into your course from your home page:
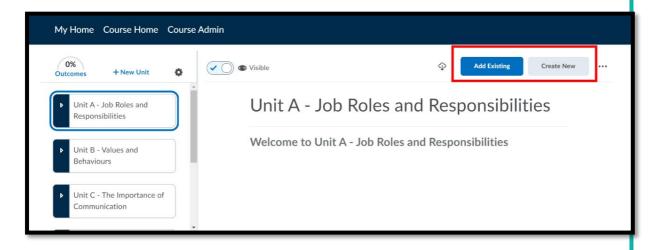
Select **Course Admin** then **content**
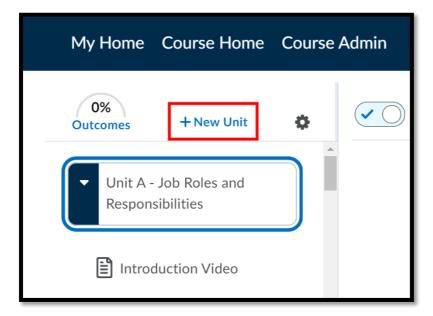
On the next page you will see a display of all the course units and modules. In the top right corner, there are options to create new content which allows you to add new assignments, a web link to a page you think could aid in learning, etc. Or you can add your own content to existing material. See below:
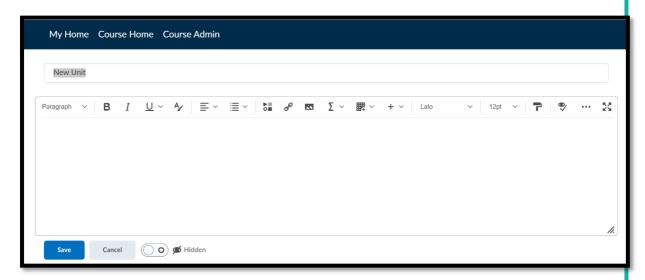
3e. To create a new unit

1. You must create a unit before you can add topics. On the navbar, click **Course Admin**.

2. In the **Table of Contents** panel at the top, click **+New Unit,** enter the name of your new unit and then press **Enter**.

Type the name of the new unit in the bar that runs across the top and a short paragraph below to explain what the unit is, then click save
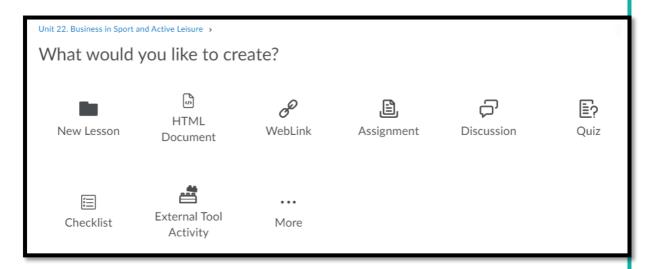
3f. Adding Content to a Unit

1. On the navbar, click **Course Admin**
2. In the **Table of Contents** panel, click on the unit/module in which you want to create new content
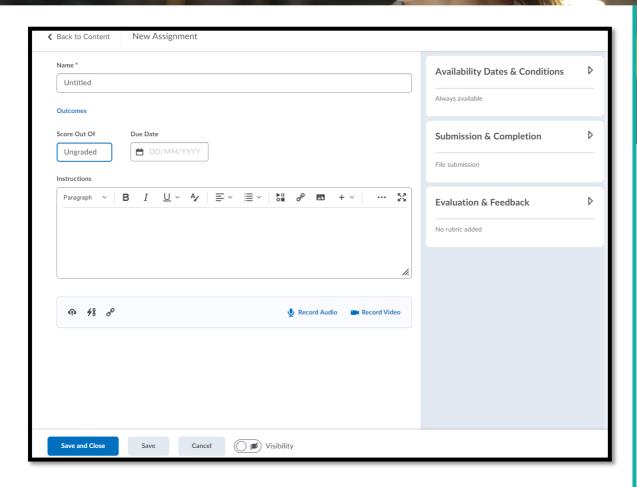
3. **Create new** gives you the option to add various types of content assets.

Types of content assets include:

An example of adding a new assignment:

Note: It is recommended that all link topics open as an external resource to prevent any unexpected security conflicts.

3g. Delete a Module or Topic
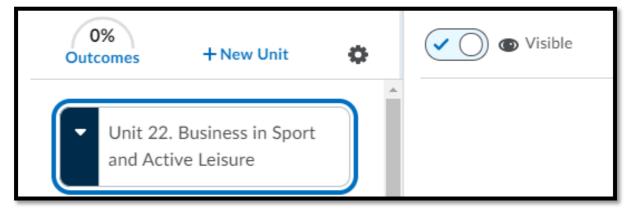
Note: Deleting a module deletes all topics **permanently** within that module.

1. On the navbar, click **Course Admin**.
2. In the **Table of Contents** panel, click the module or topic you want to delete.

Hide Content topics and modules from Learners

Select the visibility icon for the topic or module. A visibility toggle appears to allow you to change between **Visible** and **Hidden**.

Course Components

Organising course content using units and lessons is a common teaching practice and very familiar to most teachers and learners. To help reinforce the organisation of content and make navigation easier, course components use different colour schemes.

When course components are initially created, they are hidden from learners. This ensures that instructors don't display content until they are ready to share them with learners. The visibility toggle and icon indicate the status of a course component: **Visible** (icon) or **Hidden** (icon).

You can rearrange course components using drag-and-drop. You can also easily add content by choosing a material type or using drag-and-drop.

3h. Navigating in the Lessons Interface

In the Lessons interface, the table of contents for the course is represented by a familiar tree structure, allowing you to easily organise and navigate course components (lessons, units, folders, and materials).

Arrow icons display on tiles that contain additional course components, indicating the tiles can be expanded by clicking them.

Hovering over a component displays a tool-tip. This is useful if the complete heading is too long to display in the table of contents.

Each material type displays a unique icon, making it easier to visually distinguish materials.

1. **Standards** displays all content units and the learning standards they align to. The numbers in each column indicate the number of activities in a unit satisfying a standard. **New Unit** adds a new unit to the course. For more information, see Create a new unit .
2. **Course options** provides options to **Pace Course** and **Preview as a Student**. Pacing suggests when to start teaching different course materials in chronologically sequenced content units.
3. Pacing information displays in the table of contents next to each unit and indicates the unit's planned pacing start date. To modify the pacing start date, select a unit, click the Course **options** menu, and select **Pace Course**.
4. The visibility toggle and icon indicates the status of units, lessons, and materials: **Visible** (icon) or **Hidden** (icon). Visibility status is also indicated by icons in the table of contents next to each unit. To change the visibility of a unit, lesson, or material, select the item and then click the visibility toggle at the top of the page.
5. **Create New** and **Add Existing** display full-screen pages with options for creating new materials, adding a new lesson, or inserting existing materials. For more information, see Create new material see below.
6. (...) **Options** menu and select **Edit** for a unit, you can update its title, planned start date, and description. When you click the (...) **Options** menu and select **Edit** for lessons or materials, you can update their titles and descriptions.
   The **Options** (...) menu also allows you to view standards that align to a unit, lesson, or material; make units, lessons, and materials visible to or hidden from learners; organise materials using move and reorder features; and delete units, lessons, and materials. When you select course material in courses with Activity Feed on their homepage, the option to

Post to Course Homepage is also available. **Move to** lets you move lessons and materials to a different unit. **Reorder** lets you organise lessons and materials within a unit. You can also use the drag and drop functionality in the table of contents to perform these actions. The selected tile displays handles, clearly indicating you can drag-and-drop the tile to rearrange it in the table of contents.

3i Set a Course Timeframe
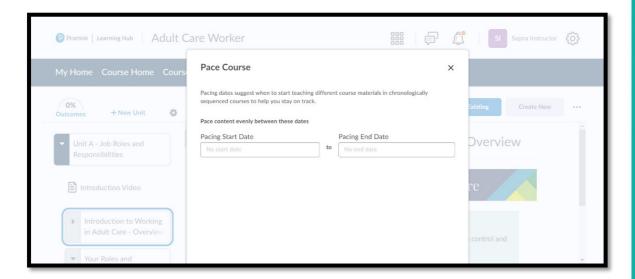
To help keep instructors on track with their course materials, *pacing* suggests when to start teaching different course materials in chronologically sequenced content units. When you pace a course, you define a start and end date for pacing content units evenly within the specified date range. This can be modified at any time and is only visible to instructors (it does not affect when content is available to learners). It is useful for keeping to a set schedule and ensuring there is enough time to complete all materials in the allotted time.

Note: Pacing in an existing course does not copy over to a new course (it turns off in the new course).

The default date range is determined by the start and end date of the course. If no start and end date is set for the course, the start and end date of the semester is used.

1. From the content area, click the **Course options** menu and select **Pace Course**.
2. Set pacing dates. To turn off pacing dates, click **X**.

3. Click **Save**.

3j. Create a Custom Learning Path in a Course

Release conditions allow you to create a custom learning path through the materials in your course. When you attach a release condition to an item, users cannot see that item until they meet the associated condition. For example, you could attach a release condition to the second topic in your course's content area that would hide that topic until users viewed the topic before it. Or you could create a condition that required users to view a content topic before gaining access to a quiz, or one that required them to post to a discussion topic before they could see a content module.

If you attach multiple conditions to an item, users must meet all conditions before they can access the item. For example, you could require users to visit the first three content topics in a unit before gaining access to an associated quiz.

NOTE: Once a user meets a release condition, the condition is cleared for that user and cannot be reset. For example, if you attach a release condition to a discussion topic requiring users to achieve more than 60% on a quiz before they can access that topic, and one of your participants receives 72% on the quiz but you adjust their grade to 55% they will be able to access the topic because they did meet the requirement at some point.

3k. Access Release Conditions

1. Navigate to the course item you want to add release conditions to.
2. From the context menu of the course item, click **Edit [course item]**.
3. Do any of the following:
   - To access release conditions for a discussion forum or topic, checklist, assignment, grade item, quiz, or survey, click the **Restrictions** tab.
   - To access release conditions for a custom widget, click the **Release Conditions** tab.
   - To access release conditions for an Announcements item, scroll to the **Additional Release Conditions** area.

Tools that support release conditions

You can access release conditions for any of the following course items:

- Awards
- Checklist
- Content modules and topics
- Custom widgets
- Discussion forums and topics
- Assignments
- Grade items and categories
- Intelligent Agents
- Announcements items
- Quizzes
- Surveys

How do release conditions work?

Release conditions allow you to create a custom learning path through the materials in your course. When you attach a release condition to an item, users cannot see that item until they meet the associated condition. For example, you could attach a release condition to the second topic in your course's content area that would hide that topic until users viewed the topic before it. Or you could create a condition that required users to view a

content topic before gaining access to a quiz, or one that required them to post to a discussion topic before they could see a content module.

Note: Once users meet an associated condition, a pop-up notification appears to inform the user that additional content is now available.

Release conditions can also be added to intelligent agents to create email notifications for users. For example, you could create an intelligent agent that sends a reminder email to users who have not yet completed a required quiz or assignment in the course. This scenario is ideal for using release conditions with the "not" operator.

If you attach multiple conditions to an item, users must meet all conditions before they can access the item. For example, you could require users to visit the first three content topics in a unit before gaining access to an associated quiz.

Once a user meets a release condition, the condition is cleared for that user and cannot be reset. For example, if you attach a release condition to a discussion topic requiring users to achieve more than 60% on a quiz before they can access that topic, and one of your participants receives 72% on the quiz but you adjust their grade to 55% they will be able to access the topic because they did meet the requirement at some point.

Best practices for creating release conditions

To learn best practices for creating release conditions:

- **Set up conditions before users access the course** - Create all of your course materials and set up your release conditions before the course opens to users. This gives you a chance to check for mistakes in the conditions or for circular, contradictory, or unnecessary conditions. If you add new release conditions after users have accessed the course, users might be confused by resources disappearing. Since conditions cannot be reset, you also risk having users meet conditions before your resources are ready (for example, accessing a content topic before it is finished).
- **Avoid unnecessary conditions** - Each condition you associate with a tool takes additional time for Brightspace Learning Environment to process. Using as few conditions as possible to set up a learning path minimises

the amount of time that users spend waiting for pages to load. For example, you set up a content topic, a quiz, and an assignment for the second week of class. You want users to read the topic before taking the quiz, and you want them to read the topic and attempt the quiz before submitting the week's work to the assignment. For the assignment, you only need to attach the condition that users attempt the quiz. Since users must read the content topic before they can take the quiz, it is not necessary to add this condition to the assignment.

- **Avoid circular references** - A circular reference makes it impossible for users to satisfy a set of conditions. For example, if you set the condition that users must view a content topic before they can access an assignment, and then set a condition that they must submit a file to the assignment before they can access the content topic, you have a circular reference. Users can't satisfy either condition without satisfying the other one first. Circular references are more likely to occur with long chains of conditions. For example, a content topic that depends on a quiz that depends on an assignment that depends on a checklist that depends on the content topic.

- **Avoid impossible conditions** - Ensure that your conditions are not impossible for users to satisfy. For example, a condition that users must achieve greater than 100% on a grade item would be impossible (unless the grade item is set to *Can Exceed*). If users are unable to satisfy a condition, they are unable to access the content or tools to which the condition is attached.

- **Avoid contradictory conditions** - Contradictory conditions occur when two or more conditions that cancel each other out are associated with an item. For example, the conditions *User must achieve greater than 49.9% on Grade Item 1* and *User must achieve less than 50% on Grade Item 1* are contradictory. Users cannot satisfy both conditions at the same time; they would not be able to see the item associated with these conditions.

- **Release content based on learning ability and course performance** - Include additional content in your course specifically for users who need extra help and release this content to users who score below a specified threshold on a quiz or grade item. Alternately, release a special survey to users who attain a high score.

- **Release content in stages** - To reveal content topics to users only after they have read prior content, attach release conditions on the subsequent topics or modules that require users to view earlier topics. This can provide a clear path through the material and prevent users from becoming overwhelmed by a large table of contents at the start of the course.
- **Release content based on enrollment date** - If your course has rolling enrollment, you can set course materials and assessments to become available relative to a users' enrollment date. This allows you to provide a structured path through the course for every user regardless of their enrollment date.
- **Customise content for groups within a course** - If your course has group projects and you want to provide different instructions or resources for each group, you can create separate content topics or modules for each project and attach release conditions based on group enrollment. Group members working on one project will see content related to their work without being distracted by content not relevant to them.
- **Use a checklist to organise activities** - You can create a checklist that lists the activities users should complete throughout the course. For example, a checklist for the first week might include reading the course's introductory content, posting to an introductory discussion topic, and submitting a list of learning goals to assignment. You can set release conditions based on users checking off items from their checklist. For example, you might release an Announcements item on your course's homepage once users check off that they have completed the first week's activities.
- **Use intelligent agents to monitor user activity or non-activity** - You can set up intelligent agents with release conditions using the *not* operator to intervene with students who have not completed course work. For example, create an intelligent agent that sends a reminder email to users who have not yet completed a quiz attempt or submitted an assignment to an assignment.

Release condition types:

Condition Type	Description

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Awards - Awards	The user must have earned a specific award in order to fulfill the release condition
Checklist - Completed checklist	The user must complete all items on the selected checklist in order to fulfill the release condition
Checklist - Incomplete checklist	The user must not complete one or more items on the selected checklist in order to fulfill the release condition
Checklist - Completed checklist item	The user must complete a specific item on the selected checklist in order to fulfill the release condition
Checklist - Incomplete checklist item	The user must not complete the specific item on the selected checklist to fulfill the release condition
Classlist - Group enrollment	The user must be enrolled in a specific group in order to fulfill the release condition
Classlist - Org unit enrollment	The user must be enrolled in a specific org unit in order to fulfill the release condition
Classlist - Section enrollment	The user must be enrolled in a specific section in order to fulfill the release condition
Classlist - Role in current org unit	The user must either: • be enrolled as a specific role • not be enrolled as a specific role in order to fulfill the release condition
Classlist - Date of enrollment in current org unit	The user must be enrolled in the current org unit for a specified number of days in order to fulfill the release condition

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Competencies - Competency achieved	The user must complete a specific competency in order to fulfill the release condition
Competencies - Competency not yet achieved	The user must not complete a specific competency in order to fulfill the release condition
Competencies - Learning objective achieved	The user must complete a specific learning objective in order to fulfill the release condition
Competencies - Learning objective not yet achieved	The user must not complete a specific learning objective in order to fulfill the release conditions
Competencies - Score on associated rubric	The user must achieve a specified Score and Threshold level on a learning objective, based on an associated rubric, in order to fulfill the release condition
Content - visited content topic	The user must visit a specific content topic in order to fulfill the release condition
Content - Not visited content topic	The user must not visit the specified content topic in order to fulfill the release condition. Depending on your organisation's security configurations, especially if the **d2l.Tools.ManageFiles.UseContentRestrictedSecurity** configuration variable is set to ON, users may not be able to access specified content topics at all when this release condition is set
Content - Visited all content topics	The user must visit all content topics in the course offering in order to fulfill the release condition

|	
Content - Completed content topic	The user completes a content topic. The method of completing the topic depends on the type, such as viewing a file or submitting an assignment. This release condition ignores exemptions, meaning that if the learner completes the activity, the release condition can be met, regardless of the activity being required, optional, or exempt.
Discussions - Posts authored in topic	The user must author a specified number and type of posts in a designated module or topic in order to fulfill the release condition
Discussions - No posts authored in topic	The user must not author any number or type of post in a designated module or topic in order to fulfill the release condition
Discussions - Score on associated rubric	The user must achieve a specified Score and Threshold level on a discussion module or topic, based on an associated rubric, in order to fulfill the release condition
Assignments - Submission to Assignment	The user must make a submission to a specified assignment in order to fulfill the release condition
Assignments - No submission to Assignment	The user must not make a submission to a specified assignment in order to fulfill the release condition
Assignments - Receive feedback on Assignment submission	The user must receive feedback on a submission to a specified assignment in order to fulfill the release condition
Assignments - Score on associated rubric	The user must achieve a specified Score and Threshold level on an assignment submission, based on an associated rubric, in order to fulfill the release condition
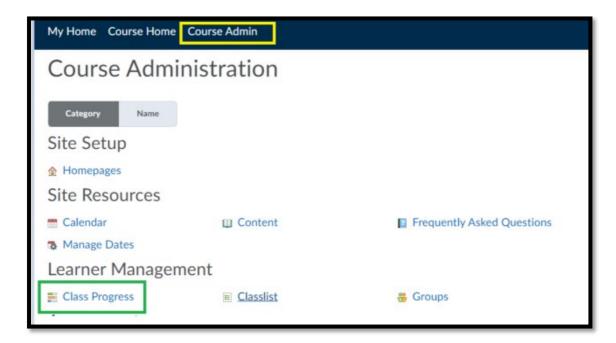
Grades - Grade value on a grade item	The user must achieve a specified grade value on a grade item in order to fulfill the release condition
Grades - No grade received	The user must not receive a specified grade value on a grade item in order to fulfill the release condition
Grades - Released final grade score	The user must have their final grade score set to released or set to released plus the final grade meeting a defined threshold, in order to fulfill the release condition. **Note**: This release condition is evaluated beginning from the first time the grade is released and cannot be revoked once it is fulfilled. Therefore, if your grade book is set up to release final grades throughout a course, and/or drop ungraded items, the release condition may be fulfilled sooner than expected (i.e., before the end of the course). D2L recommends using this release condition in combination with other release conditions or intelligent agents to ensure that the event or content triggered by the released final grade score occurs at the anticipated time.
Grades - Score on associated rubric	The user must achieve a specified Score and Threshold level on a grade item, based on an associated rubric, in order to fulfill the release condition
Quizzes - Score on a quiz	The user must achieve a specified score on a quiz in order to fulfill the release condition. Score on a quiz is triggered by publishing a score on a quiz attempt or manually overriding a quiz score via Grades.
Quizzes - Completed quiz attempt	The user must achieve a specified number of attempts of a quiz in order to fulfill the release condition

Quizzes - Score on selected questions	When a quiz has a learning objective with associated questions and an assessment method attached to it, the user must achieve a specified grade value on the learning objective in order to fulfill the release condition
Quizzes - Score on associated rubric	The user must achieve a specified Score and Threshold level on a quiz, based on an associated rubric, in order to fulfill the release condition
Quizzes - No completed quiz attempt	The user must not complete any attempt on a quiz in order to fulfill the release condition
Surveys - Completed survey attempt	The user must achieve a specified number of attempts of a survey in order to fulfill the release condition
Surveys - No completed survey attempt	The user must not complete any attempt on a survey in order to fulfill the release condition

4. Learner Management
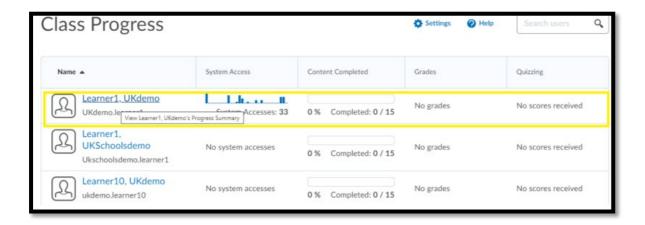
4a. Class Progress
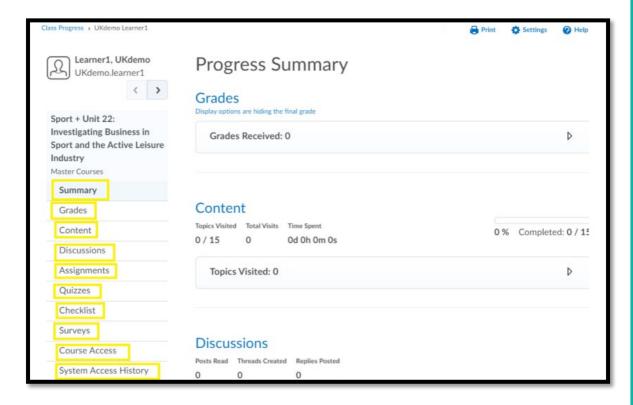
1. On the navbar, click **Course Admin**
2. Under **Learner Management** select **Class Progress**
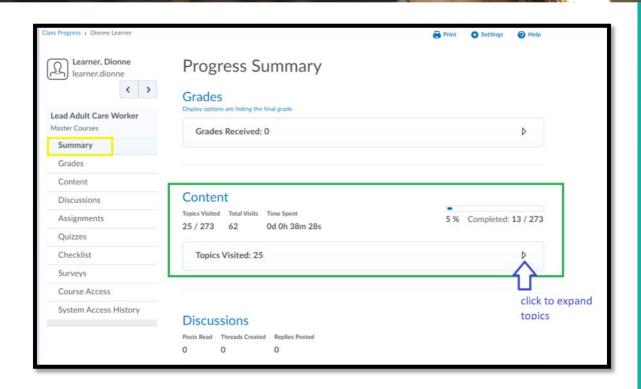
3. A list if all enrolled learners will display an overview of system access, content completed, grades and quizzes
4. To view an individual learner, click on the username
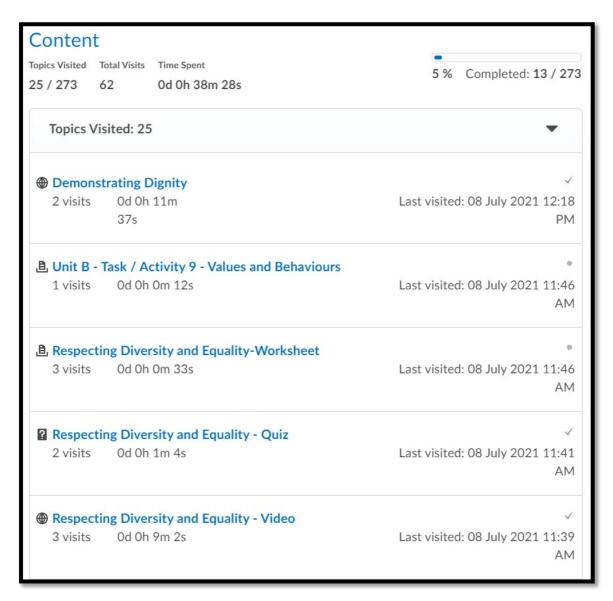
5. Now, you can see all areas of the course associated to an individual learner. Click on the topics to the left to see progress

An example of a learner's progress in the whole course can be seen in the summary. Note that this is the area where you view at a glance how many topics visited, total visits to Learning Hub and how much time spent learning and what the course completion is.

Expanded topics

Content

Topics Visited	Total Visits	Time Spent
25 / 273	62	0d 0h 38m 28s

5 %   Completed: **13 / 273**

Topics Visited: 25 ▼

🌐 **Demonstrating Dignity**   ✓
2 visits   0d 0h 11m 37s   Last visited: 08 July 2021 12:18 PM

📄 **Unit B - Task / Activity 9 - Values and Behaviours**   •
1 visits   0d 0h 0m 12s   Last visited: 08 July 2021 11:46 AM

📄 **Respecting Diversity and Equality-Worksheet**   •
3 visits   0d 0h 0m 33s   Last visited: 08 July 2021 11:46 AM

❓ **Respecting Diversity and Equality - Quiz**   ✓
2 visits   0d 0h 1m 4s   Last visited: 08 July 2021 11:41 AM

🌐 **Respecting Diversity and Equality - Video**   ✓
3 visits   0d 0h 9m 2s   Last visited: 08 July 2021 11:39 AM

4b. Classlist

Click **Course Admin** on the navbar then under the Learner Management section select **Classlist**

The page will hold content like this example:

The 'Add Participants' is for Pearson staff only.

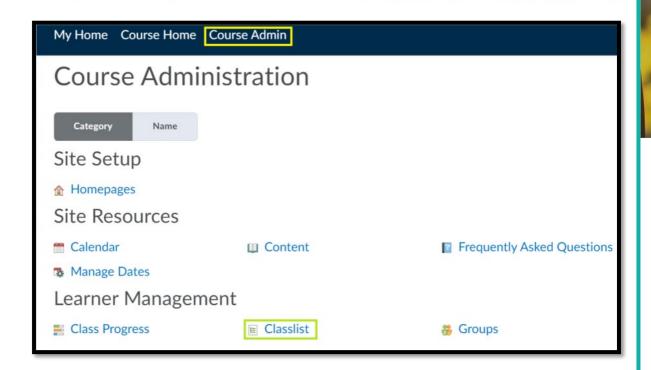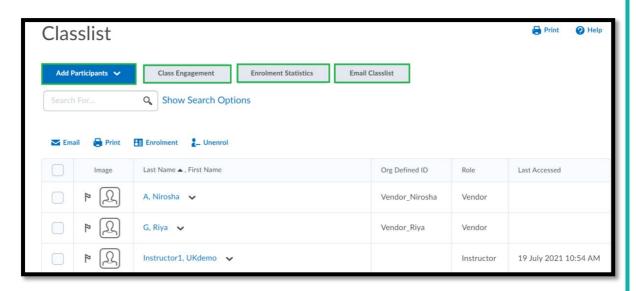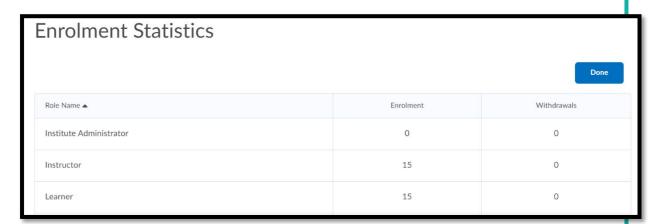**Please contact the Digital Customer Success team to add Administrators, Instructors/Tutors and Learners.**
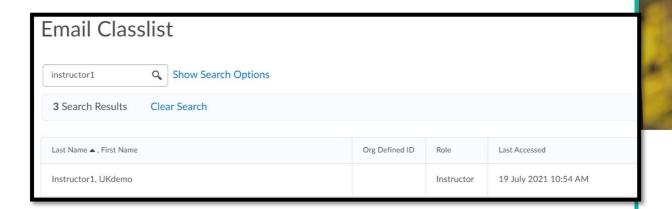
Class Engagement will show you how many learners accessed the course in the last 7 days, show their current grades, last visited date and if they participated in any discussions created. You can also bulk email which learners you wish to contact.

Class Engagement

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students have not visited this course in the past 7 days.

[Email Class]   Search Students... 🔍

	Name▲	Current grade	Last visited	Discussions	
☐	A, Nirosha Vendor_Nirosha	No grade	Course not accessed	0 Threads	0 Replies

Enrolment Statistics give you an overview of how many people have access to the course. An example:

Enrolment Statistics

[Done]

Role Name ▲	Enrolment	Withdrawals
Institute Administrator	0	0
Instructor	15	0
Learner	15	0

Email Classlist allows you to search for a user to send an email. An example is to search for Instructor1:

Email Classlist

Last Name ▲, First Name	Org Defined ID	Role	Last Accessed
Instructor1, UKdemo		Instructor	19 July 2021 10:54 AM
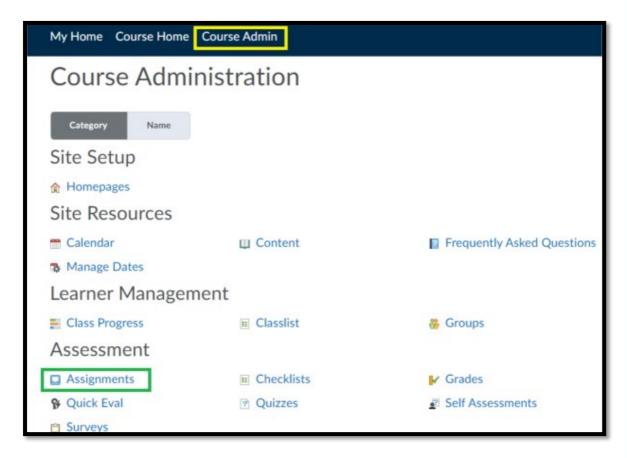
4c. Groups

We will update this section.
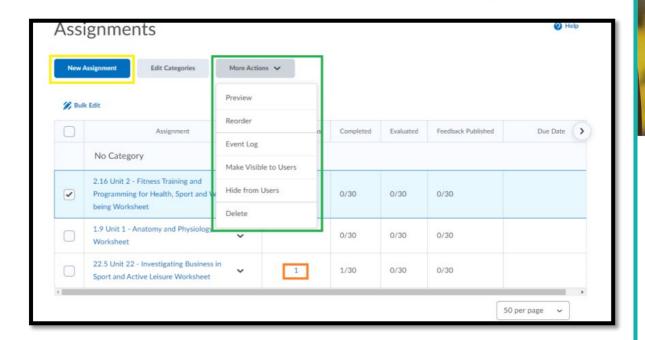
5. Assessment

5a. Assignments

In the navbar, select Course Admin then under the Assessment section click on Assignments
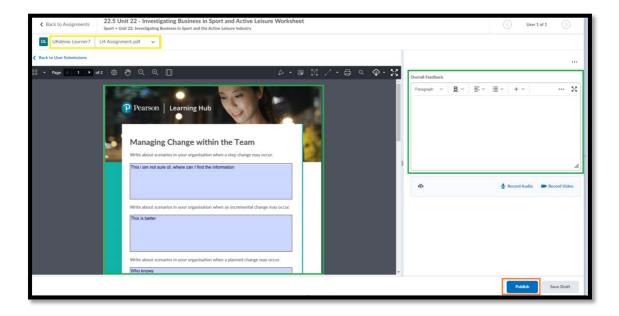
In the **Assignments** space there is an option to add a new assignment or select **More Actions** regarding a current assignment.

An Instructor can see if any new assignment submissions have come in which is the column to the left of completed and showed in orange, how many learners have completed the assignment, what the instructor has evaluated already and if any feedback has been published.
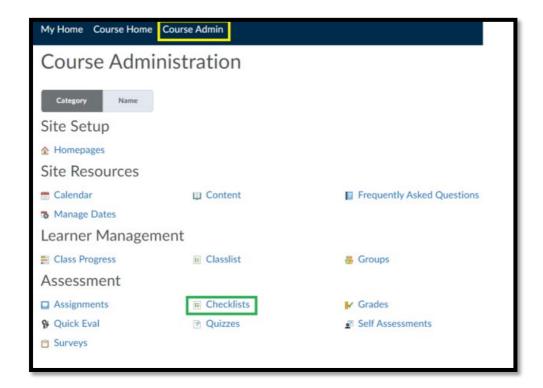
Clicking on the new submissions where the example of the orange box is shows this page:
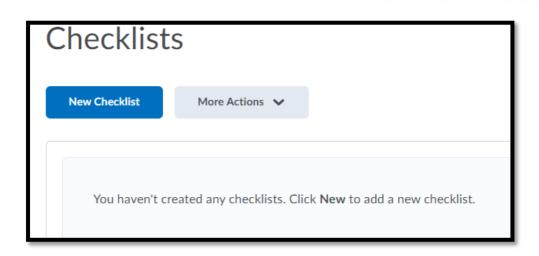
In yellow shows which learner the assignment belongs to, the actual completed assignment underneath and to the left is where the Instructor can leave feedback for the learner and publish so the learner can view the instructor's feedback.

5b. Checklist

In the navbar click on Course Admin then Checklist.
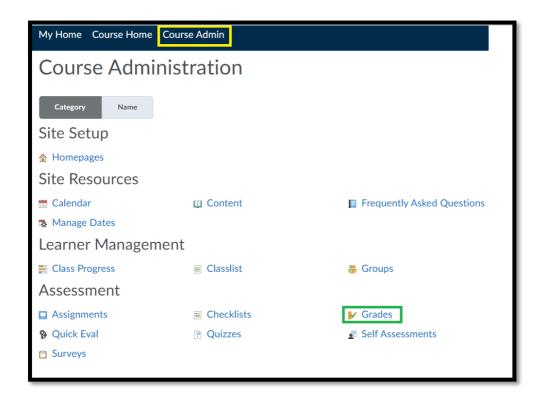
You can now create or view your own checklist

5c. Grades

In the navbar click **Course Admin** then **Grades**

1. **The first action is how you would like grading of your course to be which will be under Setup Wizard**

My Home   Course Home   Course Admin

Enter Grades   Manage Grades   Schemes   **Setup Wizard**

This is how the course is set up currently.

Current Grade Book Settings

Grading System

Points

Grade Calculations

Treat ungraded items as 0

Automatically keep final grades updated

Default Grade Scheme

Percentage

Managing View Display Options

Display 2 decimal places for grade item values

Student View Display Options

Display points grade values

Display grade scheme symbols

Do not display grade scheme colours

Display 2 decimal places for grade item values

Display 50 characters for Text type grade item values

Do not display the final grade calculation to users

Start

If you wish to change, click on **start**.

This example will show how to change the grading to points. Hover over the question marks for further assistance when on the platform:

Step 1 of 7

Step 1: Choose Grading System

Grading System

◯ Weighted ❓

> **Example:**
>
> Assignments Category (20% of final grade)
> - Assignment 1 Item (50% of Assignments)
> - Assignment 2 Item (50% of Assignments)
> Final Exam Item (80% of final grade)
>
> Final Grade: /100%

◉ Points ❓

> **Example:**
>
> Assignments Category (40 points)
> - Assignment 1 Item (20 points)
> - Assignment 2 Item (20 points)
> Final Exam Item (200 points)
>
> Final Grade: /240 points

◯ Formula ❓

> Final grade is determined by a custom defined formula
> Grade items and categories use the Points system

Continue   Cancel

Step 2 of 7

Step 2: Final Grade Released

Release

☑ Automatically release final grade

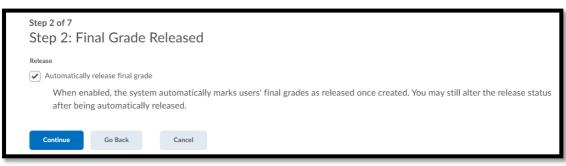> When enabled, the system automatically marks users' final grades as released once created. You may still alter the release status after being automatically released.

Continue   Go Back   Cancel

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

( ) Drop ungraded items ⊘

(●) Treat ungraded items as 0 ⊘

Auto Update

[✓] Automatically keep final grade updated ⊘

Continue   **Go Back**   **Cancel**

Step 4 of 7

Step 4: Choose Default Grade Scheme

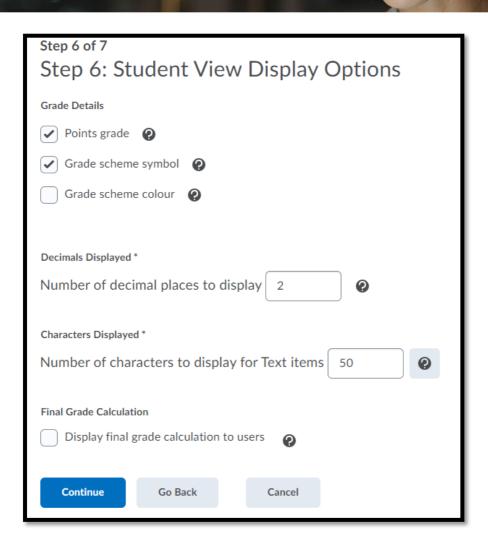| Scheme Name	Default Scheme	Preview
Organisation Schemes		
Percentage ⊘	(●)	

Continue   Go Back   Cancel

Step 5 of 7

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display [2] ⊘

Continue   **Go Back**   **Cancel**

Step 6 of 7

Step 6: Student View Display Options

Grade Details

- ☑ Points grade ❓
- ☑ Grade scheme symbol ❓
- ☐ Grade scheme colour ❓

Decimals Displayed *

Number of decimal places to display [2] ❓

Characters Displayed *

Number of characters to display for Text items [50] ❓

Final Grade Calculation

- ☐ Display final grade calculation to users ❓

[**Continue**] [Go Back] [Cancel]

Step 7 of 7
Step 7: Grades Setup Summary

Grading System
Points

Grade Calculations
Treat ungraded items as 0
Automatically keep final grades updated

Default Grade Scheme
Percentage

Managing View Display Options
Display 2 decimal places for grade item values

Student View Display Options
Display points grade values
Display grade scheme symbols
Do not display grade scheme colours
Display 2 decimal places for grade item values
Display 50 characters for Text type grade item values
Do not display the final grade calculation to users

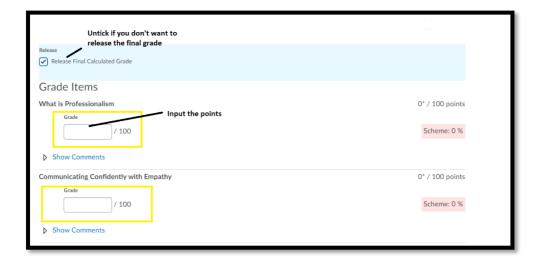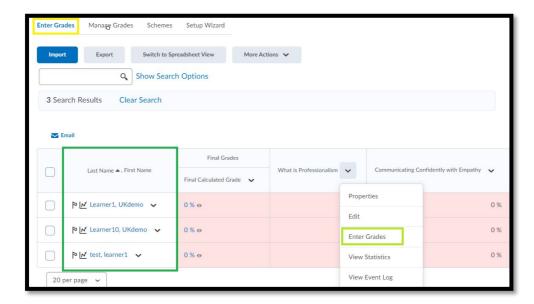Finish   Go Back   Cancel

2. Entering grades

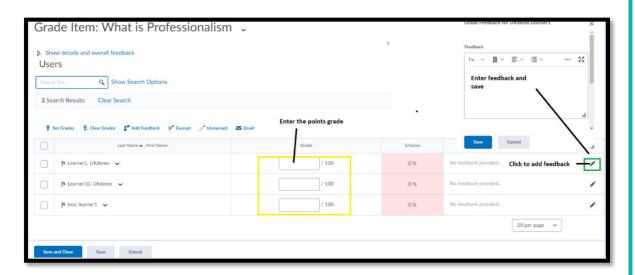To enter an **individual** learner's grade click on their name:

An example of the next page shows where you can enter your points grade, then **save**:

To bulk enter grades, click on the topic drop down and Enter Grades:

The next page allows you to enter the points grade for all learners and edit the feedback:

Release final grades

To release final grades

If you did not select the Automatically release final grade option when you set up your grade book, you can release final grades to learners manually.

1. On the navbar, click **Course Admin then Grades**.
2. On the **Enter Grades** page, from the **Final Calculated Grade** or **Final Adjusted Grade** context menu, click **Enter Grades**.
3. To release grades for all users, on the **Final Grades** page, from the **Final Grades** context menu, click **Release All**. To release final grades for a specific user, do one of the following:
   - Select the check box by the user name and click the **Release/Unrelease** link.
   - Select the check box in the **Release Final Calculated Grade** or **Release Adjusted Final Grade** column.
4. Click **Save**.

The Final grade is released icon displays in the Final Calculated Grade or Final Adjusted Grade column for any user who has their final grade released. The Final grade is not released icon displays in the Final Calculated Grade or Final Adjusted Grade column for any user who does not have their final grade released.

The date and time a grade is released or unreleased is displayed in a learner's **Grades Event Log**.
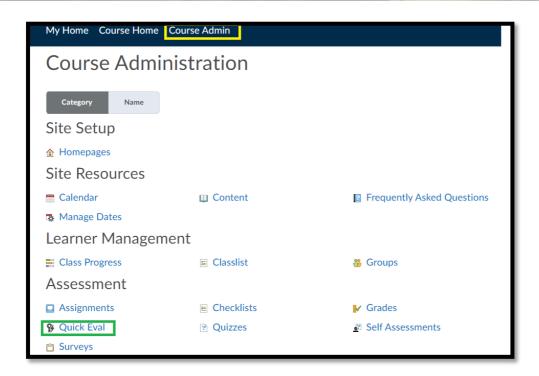
Unrelease final grades

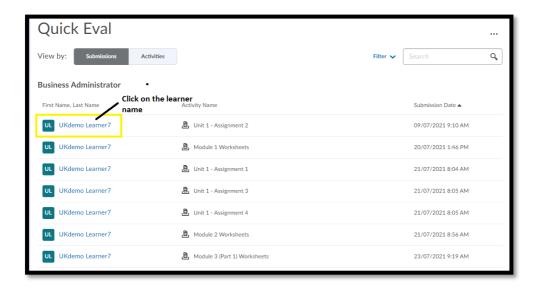You can easily undo the release of final grades to learners in your course using the Unrelease All option.

1. On the navbar, click **Course Admin** then **Grades**.
2. On the **Enter Grades** page, from the **Final Calculated Grade** or **Final Adjusted Grade** context menu, click **Enter Grades**.
3. From the Final Grades drop-down menu, click **Unrelease All**. Click **Yes**.
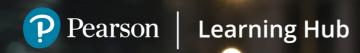4. Click **Save**.

4D Quick Evaluation

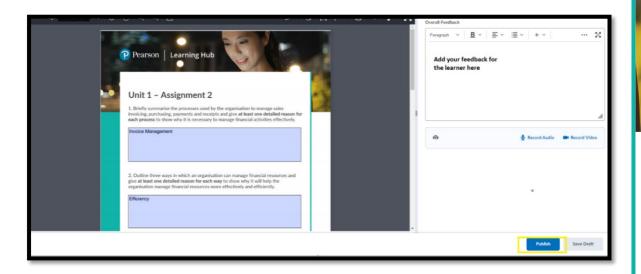On the navbar, click **Course Admin** then **Quick Eval**.

You will see a list of the latest learner submissions and what they are. Click on the learner's name to view:
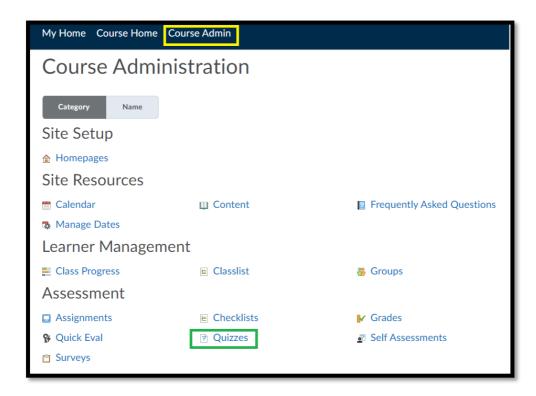
This example shows unit 1 – Assignment 2 completed, and to the left you can give feedback and click publish so that the learner can view your comments:
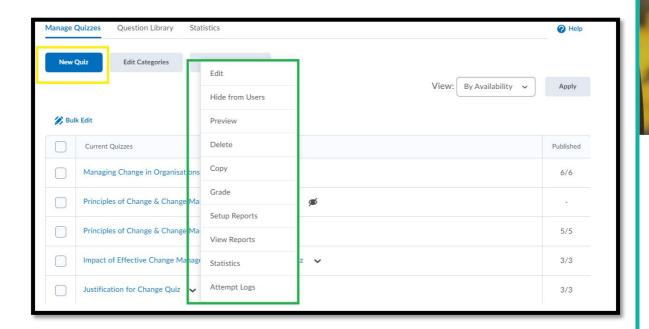
5d. Quizzes

On the navbar, click **Course Admin** then **Quizzes**.

In this section you can create a new quiz or choose from the library of quizzes, select from the drop-down what action you wish to carry out:
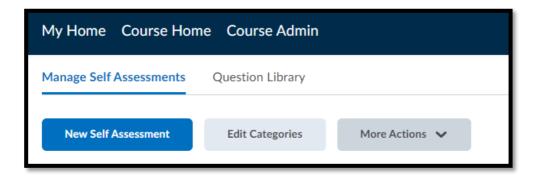
5e. Self-Assessments
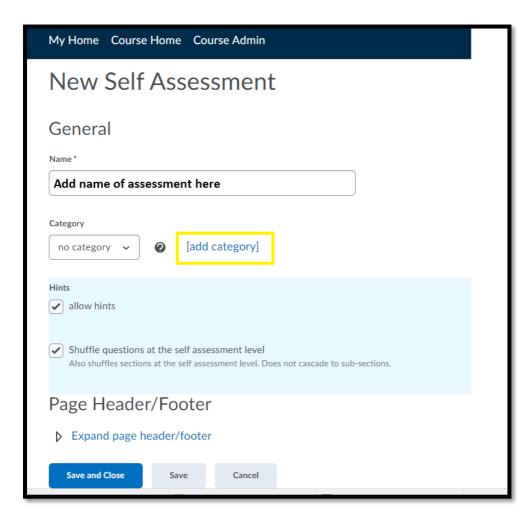
Similar to creating your own quizzes and assignments, you may set up a self-assessment for your learners.

On the navbar click **Course Admin** then **Self-Assessment**

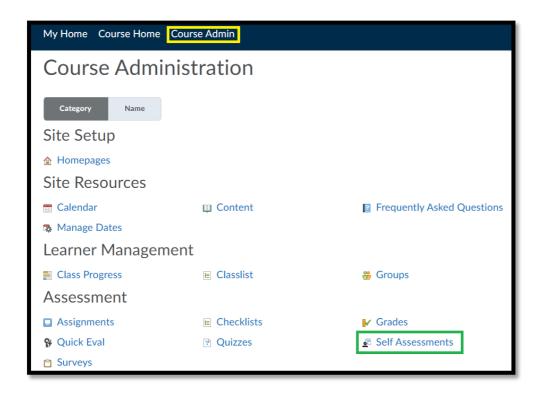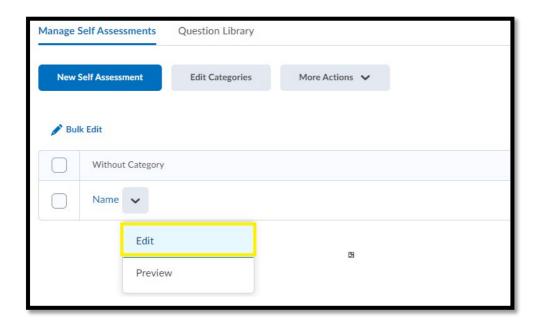To create a new self-assessment, click on **New self-assessment** or you may add to the **question library.**

My Home   Course Home   Course Admin

Manage Self Assessments   Question Library

New Self Assessment   Edit Categories   More Actions ∨

My Home   Course Home   Course Admin

New Self Assessment

General

Name *

Add name of assessment here

Category

no category ∨   ❓   [add category]

Hints
☑ allow hints

☑ Shuffle questions at the self assessment level
Also shuffles sections at the self assessment level. Does not cascade to sub-sections.

Page Header/Footer

▷ Expand page header/footer

Save and Close   Save   Cancel

Click **Save and Close.**

The page will then rest back to the self-assessment page for you to click on **Edit**:

At the top of the page click on Add/Edit Questions:
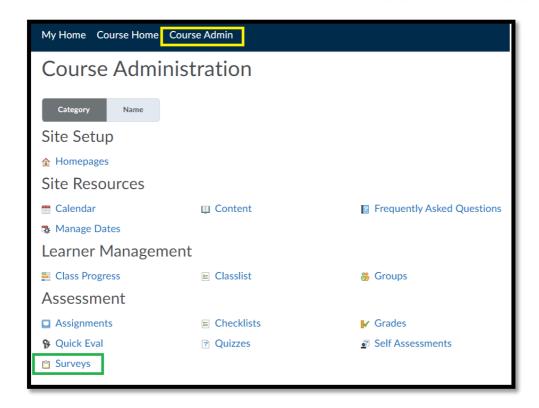
Select New and options for the format of the self-assessment questions will display in the drop down menu. Click on the appropriate one for the task and fill out the question/s:
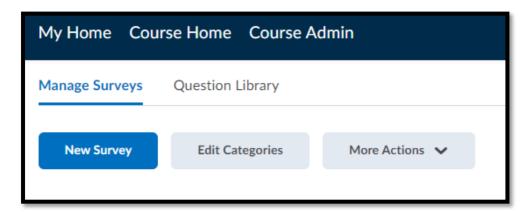
5f. Surveys
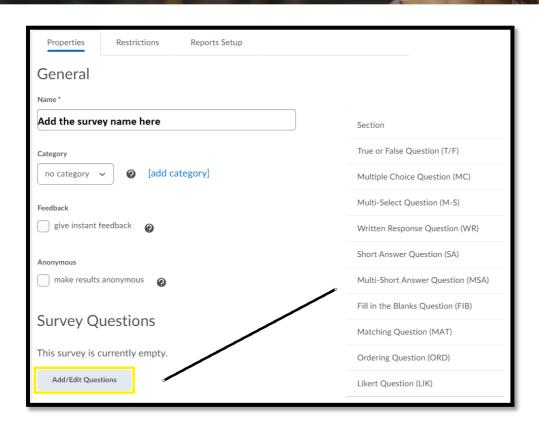
On the navbar click **Course Admin** then **Surveys**

Like creating a self-assessment, surveys work in the same way. Select **New Survey**

This page will display. Fill in the boxes and create your survey using the question options.

Properties   Restrictions   Reports Setup

General

Name *

Add the survey name here

Category

no category ▾   ❓   [add category]

Feedback

☐ give instant feedback   ❓

Anonymous

☐ make results anonymous   ❓

Survey Questions

This survey is currently empty.

Add/Edit Questions

Section

True or False Question (T/F)

Multiple Choice Question (MC)

Multi-Select Question (M-S)

Written Response Question (WR)

Short Answer Question (SA)

Multi-Short Answer Question (MSA)

Fill in the Blanks Question (FIB)

Matching Question (MAT)

Ordering Question (ORD)

Likert Question (LIK)

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6. Communication

6a. Announcements

If you wish to announce something in particular about the course, it's content or something that you have added which you wish to inform learners, then adding an announcement onto the course homepage is useful.
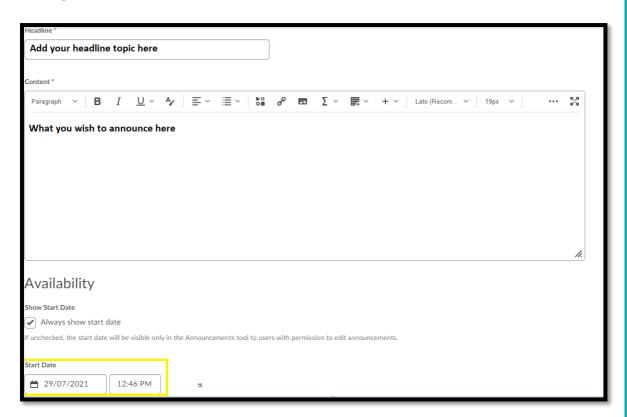
On the navbar click on **Course Admin** then **Announcements**
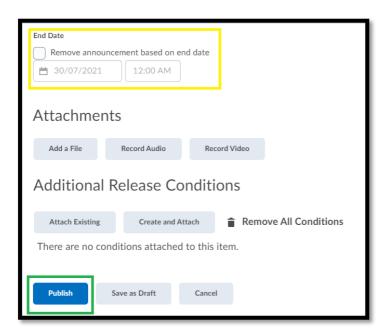
You can view all past announcements or create a new announcement on the next page:

My Home   Course Home   Course Admin

Announcements

New Announcement   More Actions ⌄

Search For...   🔍   Show Search Options

🗑 Delete

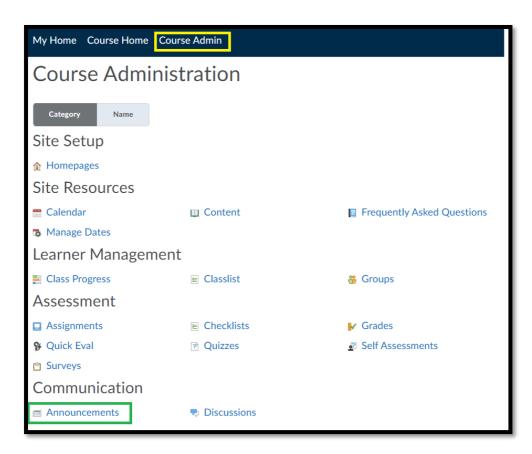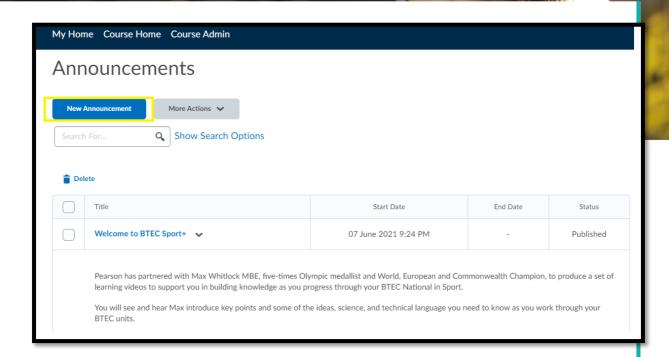|	Title	Start Date	End Date	Status
☐	**Welcome to BTEC Sport+** ⌄	07 June 2021 9:24 PM	-	Published

Pearson has partnered with Max Whitlock MBE, five-times Olympic medallist and World, European and Commonwealth Champion, to produce a set of learning videos to support you in building knowledge as you progress through your BTEC National in Sport.

You will see and hear Max introduce key points and some of the ideas, science, and technical language you need to know as you work through your BTEC units.

Adding the announcement:

Headline *

Add your headline topic here

Content *

Paragraph ⌄   B   I   U ⌄   A⌄   ≡⌄   ≣⌄   ▶‖   🔗   🖼   Σ⌄   ▦⌄   + ⌄   Lato (Recom... ⌄   19px ⌄   •••   ⛶

What you wish to announce here

Availability

Show Start Date

☑ Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

📅 29/07/2021   12:46 PM

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You can view the announcement on the home page of the course, click **Course Home** in the navbar:

On the Course Home page, there is a drop down to view announcements:

6b. Discussions

On the navbar click on **Course Admin** then **Discussions**

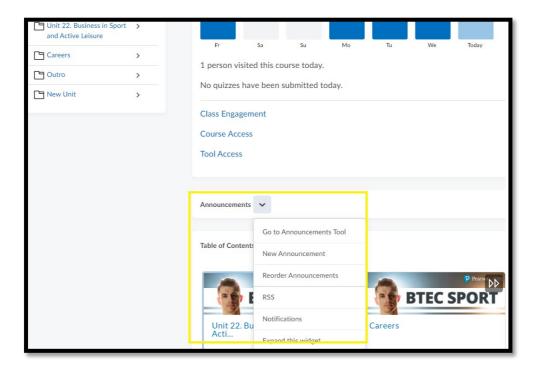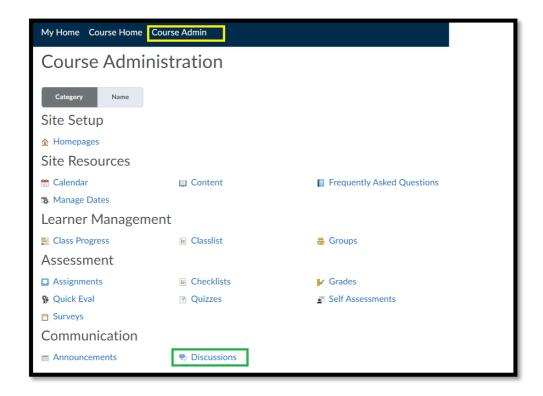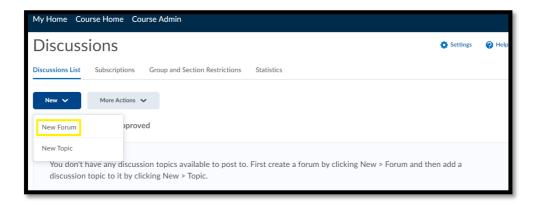The next page allows you to create a new forum and or topic:

My Home   Course Home   Course Admin

Discussions

Settings   Help

Discussions List   Subscriptions   Group and Section Restrictions   Statistics

New ∨   More Actions ∨

New Forum

New Topic

You don't have any discussion topics available to post to. First create a forum by clicking New > Forum and then add a discussion topic to it by clicking New > Topic.

Click on **New Forum** as you can create a topic with the same title:

Properties   Restrictions

New Forum Details

Title *

Forum title

☐ Create a new topic in this forum with the same title   ❓

Description

Paragraph ∨   **B**   *I*   U ∨   A⧸   ≡ ∨   ≔ ∨   ▦   🔗   🖼   Σ ∨   ▦ ∨   + ∨   Lato (Recom... ∨   19px ∨   ···   ⤢

Add description

Options

☐ Allow anonymous posts   ❓   **It is not recommended to allow anonymous posts**

☑ A moderator must approve individual posts before they display in the forum   ❓   **Please tick this box**

☐ Users must start a thread before they can read and reply to other threads in each topic   ❓

☐ Display forum description in topics   ❓