Activities

School Learning Management System
Startup Manual

Foreword

The activities presented in this guide are meant to provide end users with opportunities to acquire the fundamental knowledge and skills needed to access, navigate and use the Ministry of Education's School Learning Management System (SLMS).

The SLMS interface presented in this guide are for illustrative purposes <u>only</u>. While the user interface seen on the live site may be different, the features presented are essentially the same.

To enable the Ministry of Education to further improve its SLMS offerings, end-users are asked to report abnormalities in access or performance encountered while using the system via
edtechsupport@moe.gov.tt

Abnormalities can include:

- **Error messages during attempts to sign in**
- **Failure to see 'breadcrumbs'**
- **Failure to be taken to the correct page**
- **Delays in time taken for pages to load**

Contents

Activity #1 – Login and Locate a Course Lesson
4

1. Open your Internet Browser and go to learn.moe.gov.tt

2. Click on the Login button on the top right-hand side of the Navigation bar.

3. On the login pop up, click on the **Office 365 Login** button. **Sign-in to Microsoft O365 using your MOE account.** *(If you previously signed into your MOE account, you will be automatically signed in to the SLMS)*
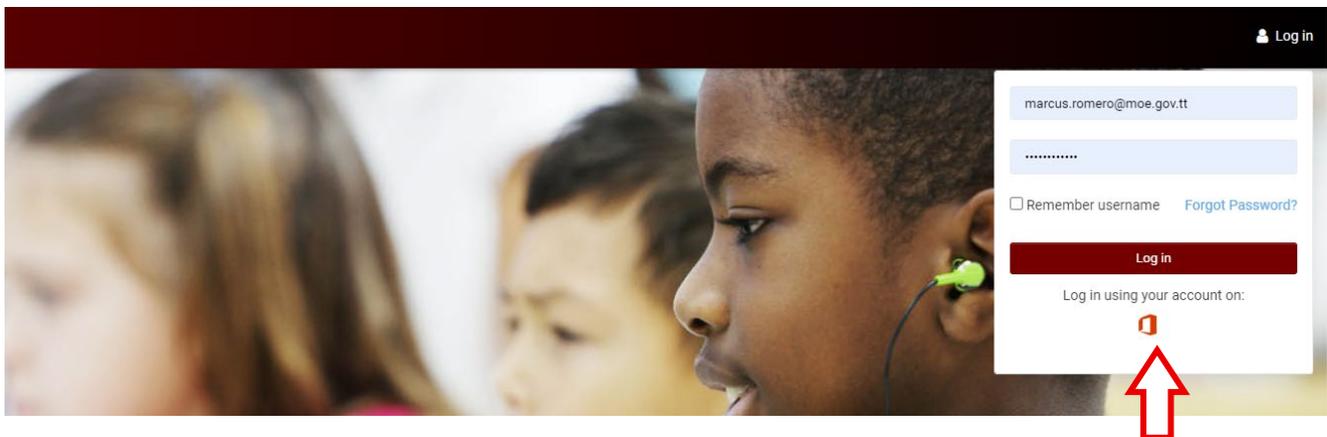
4. Navigate to "**My courses**" on the main menu bar. This will take you to the Courses Overview section.
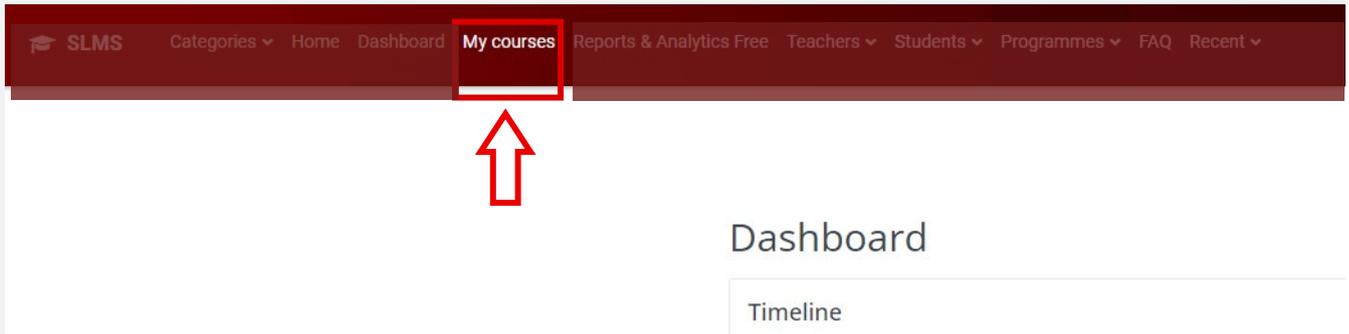
5. In the Course Overview section, select the course which you would like to access.
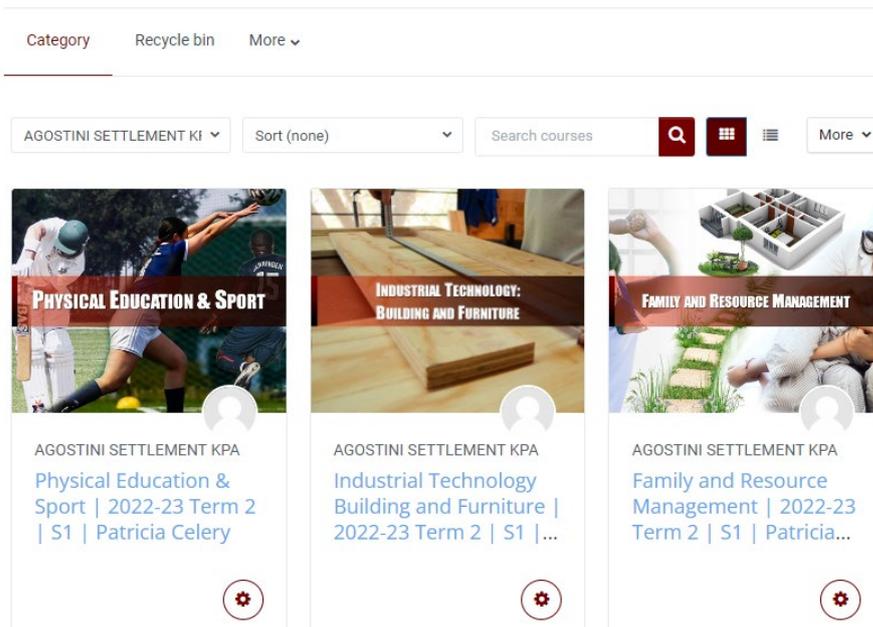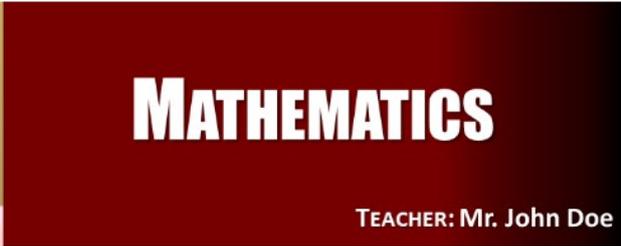
6. Once opened, navigate to the course and lesson which you would like to customize or update.
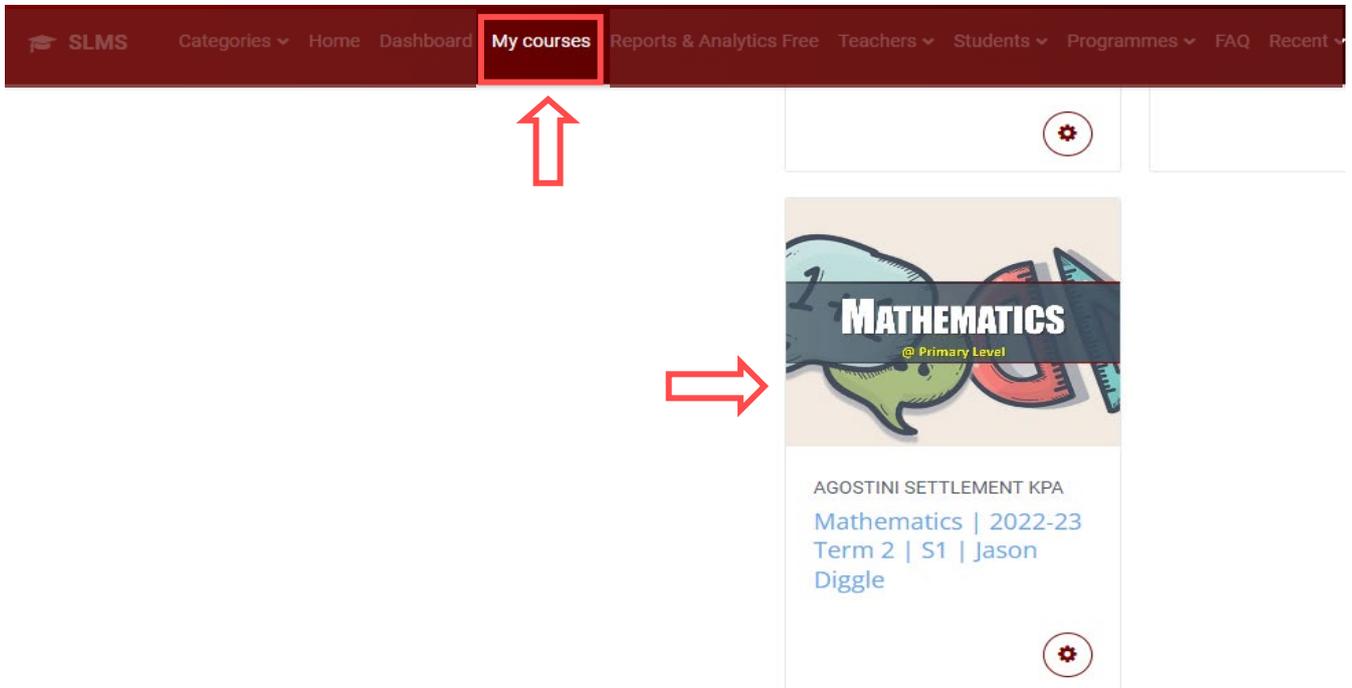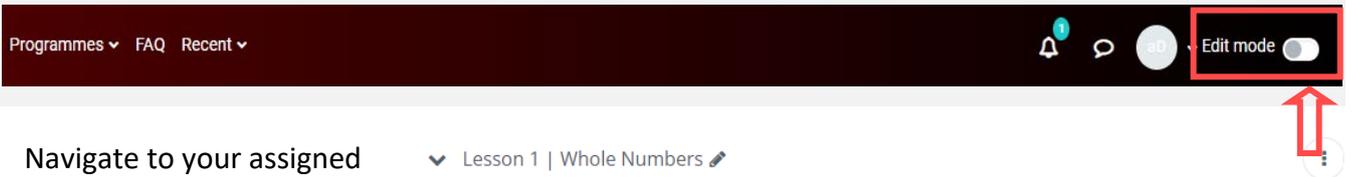
Activity #2 – Edit the Objectives

1. Navigate to the "My courses" page using the top menu and select your course.
   [If you are logging in, go to Activity #1 in this guide and complete Steps 1-6].
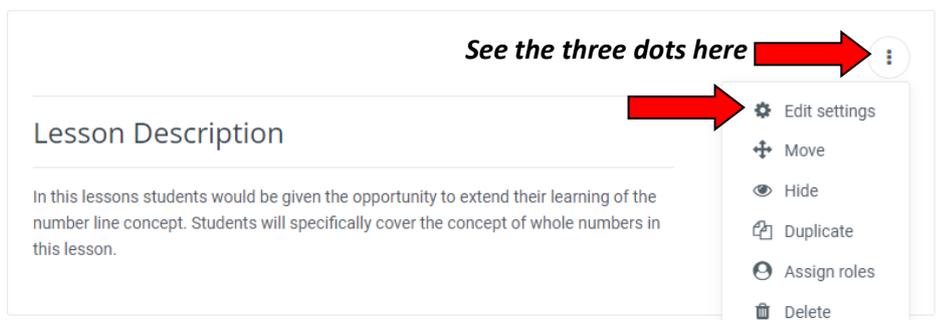
AGOSTINI SETTLEMENT KPA

Mathematics | 2022-23 Term 2 | S1 | Jason Diggle

2. **Select the *"Edit mode"* toggle to turn editing on.**

3. Navigate to your assigned lesson section, e.g. *[Lesson 1]*.

Lesson 1 | Whole Numbers

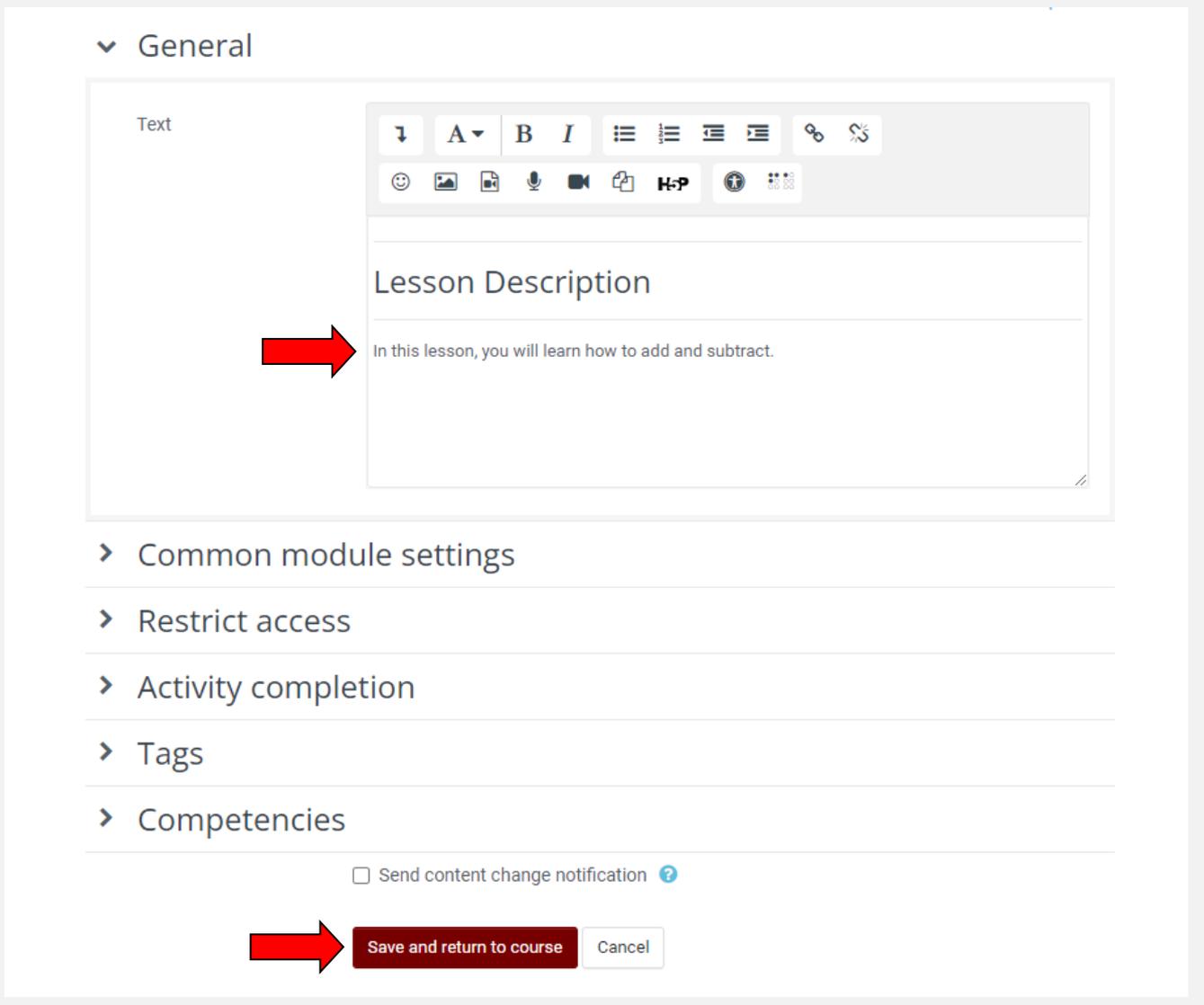4. Within the *Lesson Description* section, click the three dots.

5. Click on *Edit settings* in the dropdown menu.

See the three dots here

Lesson Description

In this lessons students would be given the opportunity to extend their learning of the number line concept. Students will specifically cover the concept of whole numbers in this lesson.

Edit settings
Move
Hide
Duplicate
Assign roles
Delete

6. In the General section, replace the text under *Lesson Description* with

    "In this lesson, you will learn how to add and subtract".

7. Click *Save and return to course*. Repeat **steps 4 & 5** for Lesson Objectives.

8. In the General section, replace the text under *Lesson Objectives* with:

"Addition and Subtraction

   1. Adding Whole numbers

   2. Adding Decimal Fractions

   3. Adding Common Fractions."

NOTE: *Click on the ordered list with numbers in the editor to number each item.*

Click **Save and return to course** when completed.

Activity #3 – Leave an Announcement

1. Go to your course page.
    [If you are logging in, go to Activity #1 in this guide and complete Steps 1-6 to get to the course page].

2. Select the *Announcements* Forum in the General section.
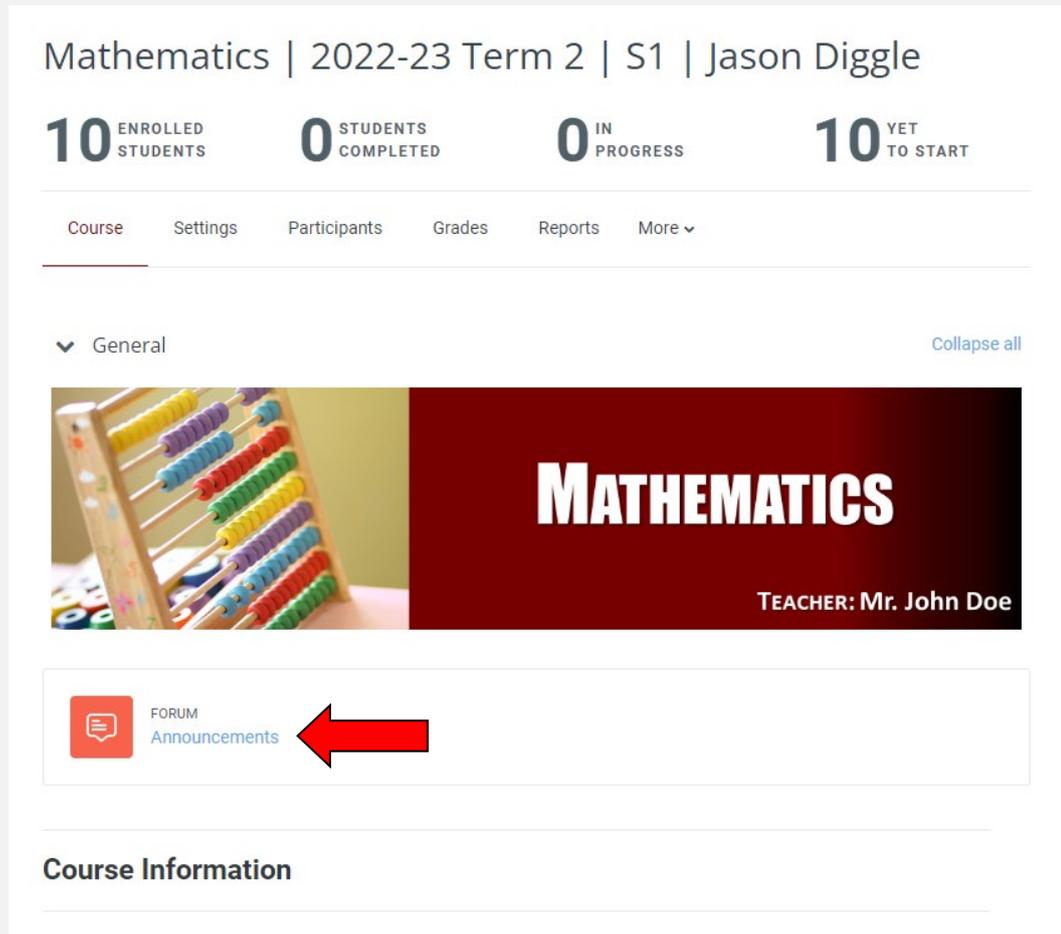
Mathematics | 2022-23 Term 2 | S1 | Jason Diggle

10 ENROLLED STUDENTS   **0** STUDENTS COMPLETED   **0** IN PROGRESS   **10** YET TO START

Course   Settings   Participants   Grades   Reports   More ⌄

⌄ General   Collapse all

MATHEMATICS
TEACHER: Mr. John Doe

FORUM
Announcements

Course Information

NOTE: *The Announcement forum is different from other forums since it is a one-way communication tool to which only teachers can post. Students are not able to reply to these posts or create their own discussions. By default, everyone enrolled in the course will receive an email for every topic posted in announcements.*

3. Click the **Add discussion topic** button.

General news and announcements

Search forums   🔍   Add discussion topic

4. In the **Subject** field type: **"Welcome Announcement for Lesson [Replace this with your Lesson number]".** *E.g*. **Lesson 1.**

5. In the **Message** field type: **"Your message here.",** then click **Advanced** next to the **Cancel** button, to display more fields.

General news and announcements

Search forums

Add discussion topic

Subject — Welcome Announcement for Lesson
0
Message

Welcome to your Mathematics Classroom.

Post to forum   Cancel   Advanced

6. Navigate to the **Display period** section. Enable the checkbox for the **Display end** date and change the date to *8 September 2023 at 8:00 a.m.* When completed click "**Post to forum** ".

∨ Display period

| Display start | 16 ⇕ | January ⇕ | 2023 ⇕ | 09 ⇕ | 29 ⇕ | ☐ Enable |
| Display end | 8 ⇕ | September ⇕ | 2023 ⇕ | 08 ⇕ | 29 ⇕ | ☑ Enable |

> Tags

Post to forum   Cancel

7. Click on the Announcement title *[**Welcome Announcement for Lesson…**]* to view your message.
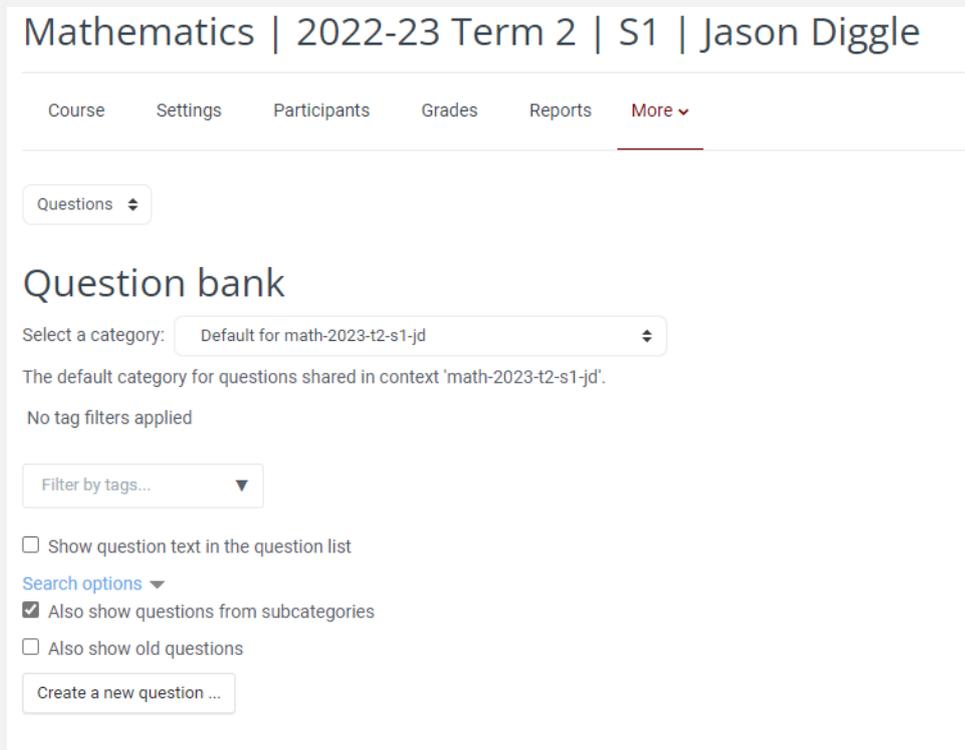
Discussion

☆   Welcome Announcement for Lesson 0
Timed

Activity #4 – Design an Assessment – Adding Questions to the Question Bank

1. On your course page, select **More** (secondary top menu), and then select *Question bank*.
   [If you are not logged in, go to Activity #1 in this guide and complete Steps 1-6].
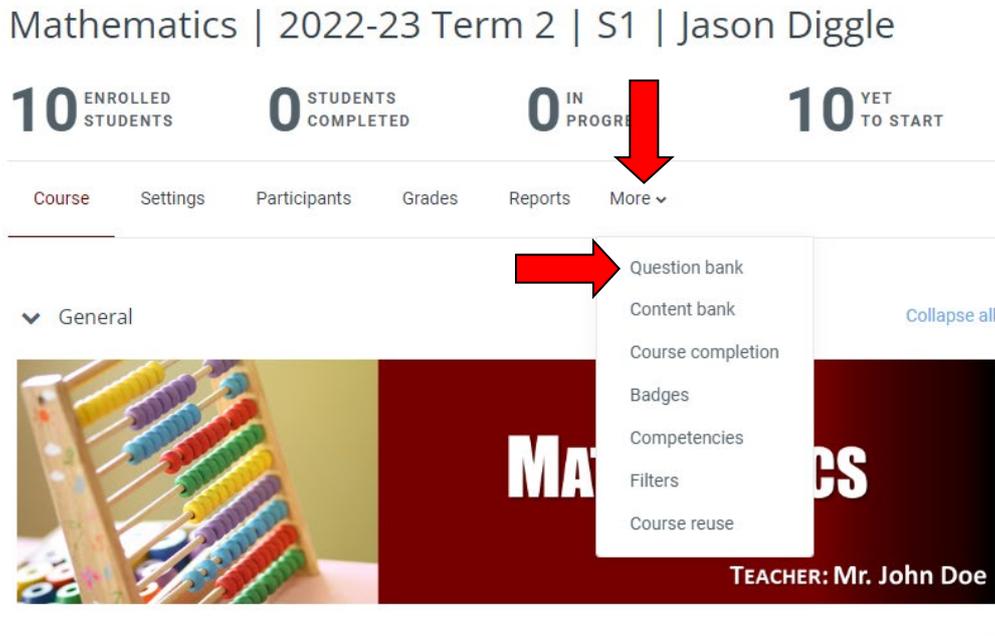
2. This will take you to the *Question bank* panel.

3. Click on **Create a new question.** Then choose a question type to add, a new window will open.

Question bank

Select a category: | Default for Math 01 ▼ |

The default category for questions shared in context 'Math 01'.

No tag filters applied

| Filter by tags... ▼ |

☐ Show question text in the question list

Search options ▼
☑ Also show questions from subcategories
☐ Also show old questions

Create a new question ...

4. In the window choose the **multiple-choice** option, then select **Add**. The "Adding a Question" page will then open.

Choose a question type to add   ✕

QUESTIONS

Allows the selection of a single or multiple responses from a pre-defined list.

● ☷ Multiple choice

○ •• True/False

○ ☷ Matching

○ ▭ Short answer

○ Numerical

○ Essay

○ 2+2=? Calculated

○ 2+2=? Calculated multichoice

○ 2+2=? Calculated simple

○ Drag and drop into text

○ Drag and drop markers

Add   Cancel

5. Under *Adding a Multiple choice question*, in the **General** section

i. Enter [*your assigned Lesson – Addition*] e.g. *"Lesson 1 – Addition"* into the **Question name** field.

ii. Enter *"What is 1 + 1?"* into the **Question text** area.

iii. The **Default mark** can be set from 1 to 5. In this example we will use *"5"*.

6. Scroll to the **Answers** section.

i. Add the number *"2"* to the **Choice 1** field.

ii. Select *"100%"* from the dropdown menu in the **Grade** field.
(This will indicate that this choice is the correct answer and leads to an award of the full 5 points for the question if selected.)

iii. Enter *"Well Done!"* into the **Feedback** field.

iv. Add as many additional choices as you would like and change the **Grade** to *"None"*. Then navigate to the bottom of page and click **Save changes.**
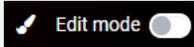
Activity #5 – Design an Assessment – Creating a Quiz
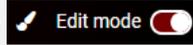
1. Navigate to your course page.
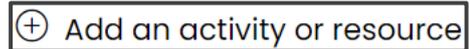   *[If you are not logged in, go to Activity #1 in this guide and complete Steps 1-6].*

2. In the menu bar at the top of your course page, toggle ***Editing mode*** to on. 🖌 Edit mode ⚪

   [If the editing mode is already on, the toggle will be red.] 🖌 Edit mode 🔴

3. Navigate to the end of your assigned lesson and click on ⊕ Add an activity or resource

Lesson Content

Please engage with the following learning materials:

	PAGE		
📄	Video - Pattern In Whole Numbers - Part 1 ✏	Mark as done	⋮

	PAGE		
📄	Video - Pattern In Whole Numbers - Part 2 ✏	Mark as done	⋮

⋮

Lesson Activities

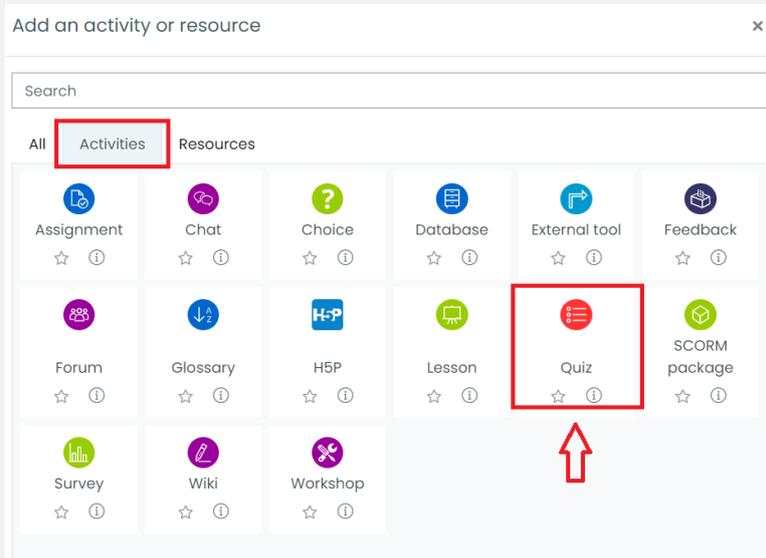|	QUIZ		
☑	Quiz 1 - Guess The Whole Numbers ✏	Mark as done	⋮

➡ **+** Add an activity or resource

Add topic

NOTE: *By default, the panel opens to **All** and shows all resources and activities. If you have starred favorite activities or resources, the panel will open to **Starred**.*

4. To view only activities, select the ***Activities*** tab and choose the ***Quiz*** activity.

5. In the General section**,**

    v. In the ***Name*** field type ***"Addition and Subtraction Quiz".***

    vi. In the ***Description*** field type ***"This quiz consists of two questions. Please read all instructions carefully."***
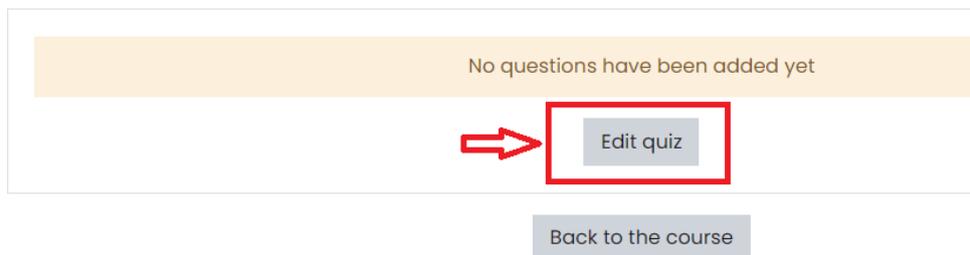
6. Scroll down to the Grade section and set the **_Grade to pass_** value to *"10", s*et the **_Attempts allowed_** value to **_"1"._** Once completed navigate to the end of the page and click "**_Save and Display_**".
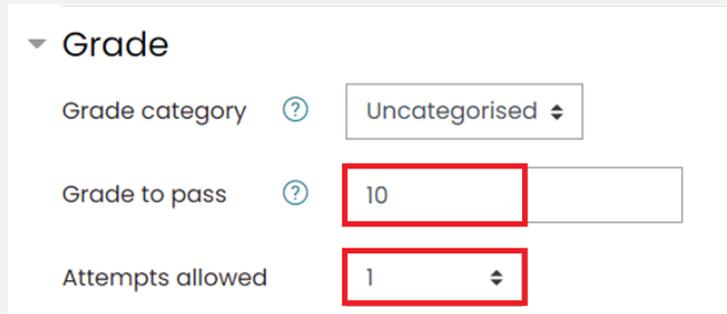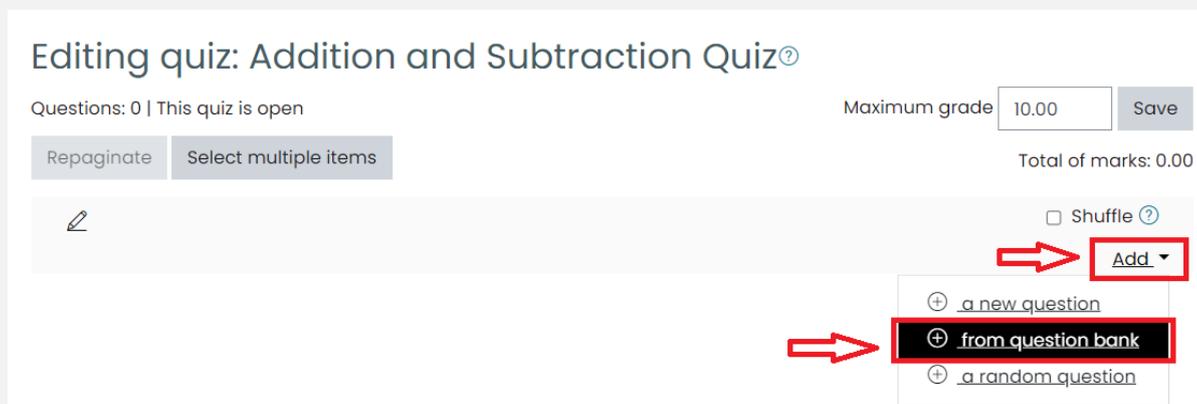
NOTE: **_Grade categories_** are useful for grouping assignments together, calculating subtotals, and making special calculations. The **_End-of-Term test_** and **_classroom activities_** calculations, for instance, would fall under two Grade categories.

You'll see that there is just one grade category, **_"Uncategorized"_**, available for choosing; adding a **_Grade category_** is not required for this activity.

7. On the Quiz page, click **_Edit quiz_** to edit the quiz.

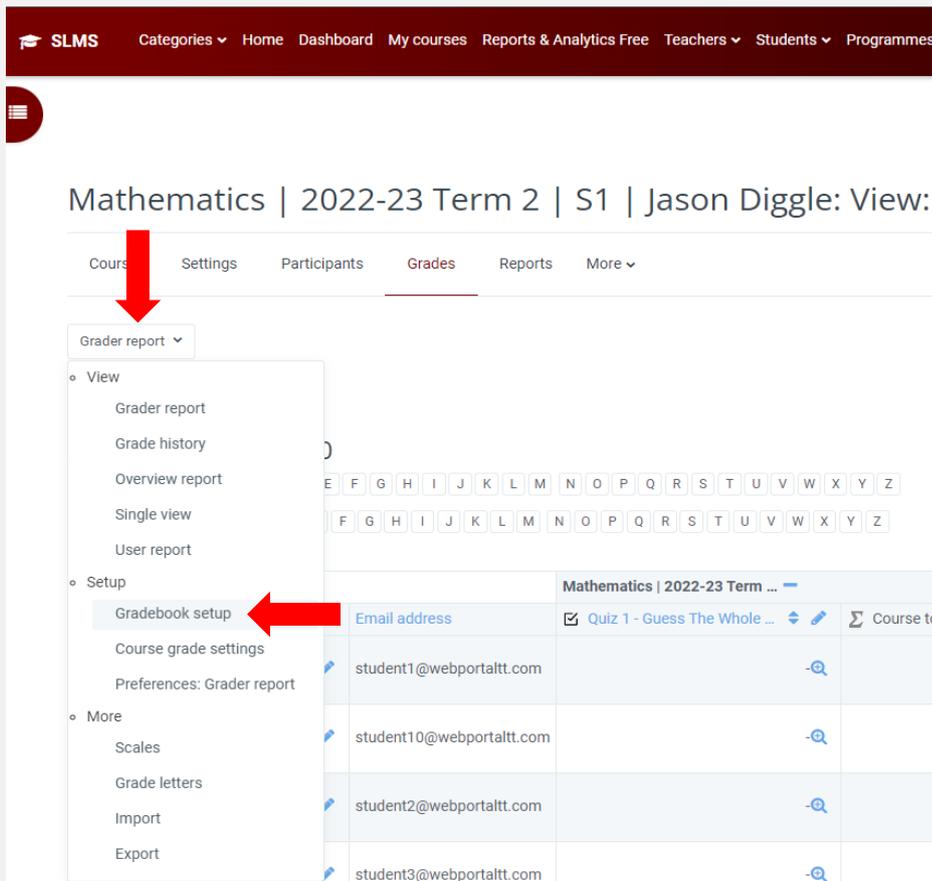8**.** Locate the **_Add_** menu on the right side of the screen and choose **_+ from question bank._**

9. Select the checkbox next to the quiz question created in *Activity #4* and click *"Add selected question to the quiz"*.

Add from the question bank at the end

Select a category: Default for mathematics1 (1)

The default category for questions shared in context 'mathematics1'.

No tag filters applied

Filter by tags...

Search options

☑ Also show questions from subcategories

☐ Also show old questions

☑ T▲ Question

⊕ ☑ ≔ Lesson 1 – Addition What is 1 + 1 ?

Add selected questions to the quiz

Note: i. You can click on the magnifying glass icon to preview your quiz.

Page 1   Add ▾

≔ ⚙ **Lesson 1 – Addition** What is 1+1 ?

1   🔍   🗑   5.00 ✎

                                                          Add ▾

ii. You can add multiple items to the quiz by repeating **step 8.**

Activity #6 – Setting Up The Gradebook

NOTE: This activity will show you how to set up the Gradebook in your courses..

1. Navigate to your course and open it.
[If you are logging in, go to Activity #1 in this guide and complete Steps 1-6].

2. Click on the **Grader report** drop down, then select *Gradebook setup*.

3. **You will be taken to the Gradebook Setup page where you will be able to view each lesson activity on a table. The table displays the following;**

- **Name** shows the Grade groups for each lesson assessment.

- **Weights** show the total of the weighted score.

- **Max grades** are equivalent to 100.

4. Use the **Edit** buttons in the **Actions** list to: edit the settings of the assignment, hide the assignment or reset the scores given for each item.
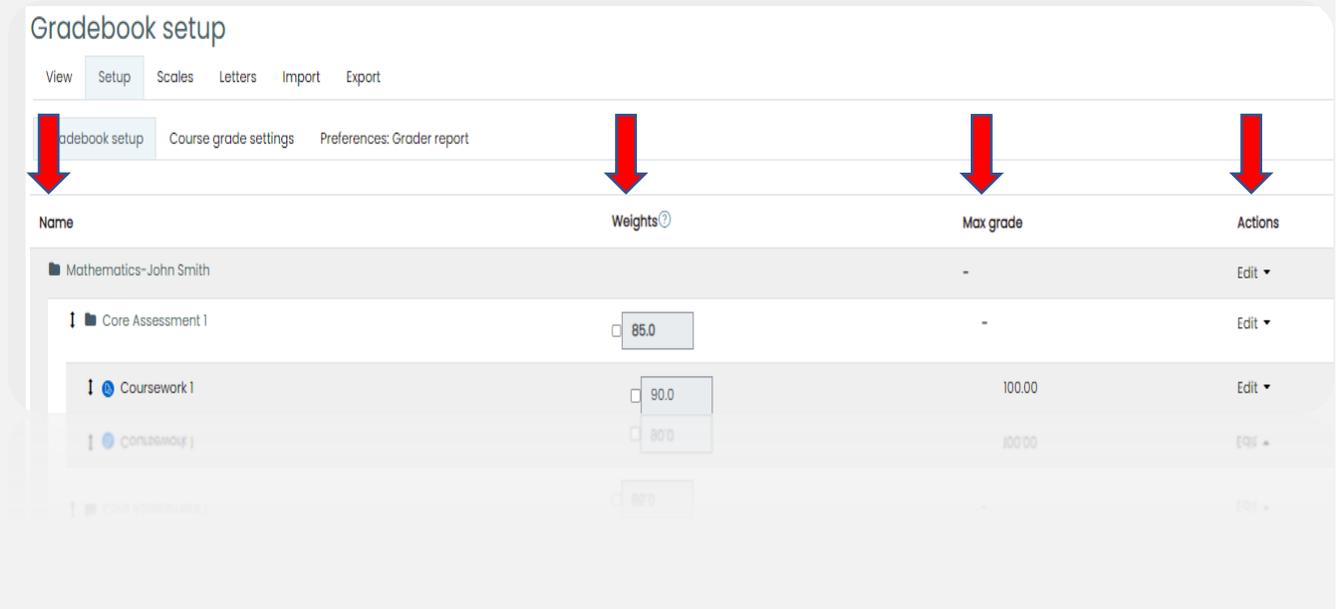
5. Click on a specific assessment to view a summary of that assignment's details.
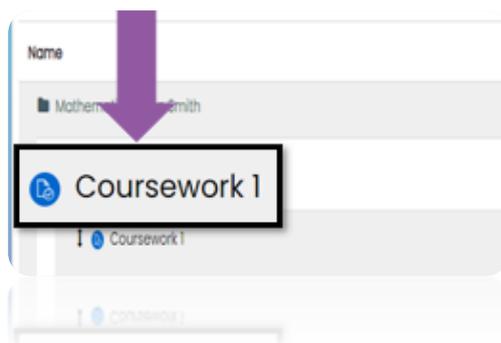
6. In the activity summary, click "**View all submissions**" to see a list of the students' names in alphabetical order, their email addresses, their submission status and the edit icon. Click on the "**Grade**" to grade all submissions for that activity.
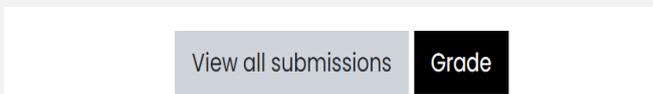
7. To manage your scales, click on the **Grader report** dropdown and choose *Scales* under the **More** menu.

8. There are two types of preset scales to choose from; **Custom scales** or **Standard scales**. You can add your own scale by clicking **Add a new scale**.

9. To manage your Grade letters, click on the **Grader report** dropdown and choose *Grade letters* under the **More** menu.

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

10. Click on **"Import"** to upload a file with previously graded assignments. This file must be in one of the following formats:

- **CSV file**
- **Spreadsheet**
- **XML file**

11. Click on "**Export**" to download your grade report to your device in any of the available formats:

- **OpenDocument spreadsheet**
- **Plain text file**
- **Excel spreadsheet**
- **XML file**

○ View

    Grader report

    Grade history

    Overview report

    Single view

    Grade summary

    User report

○ Setup

    Gradebook setup

    Course grade settings

    Preferences: Grader report

○ More

    Scales

    Grade letters

    Import

    Export
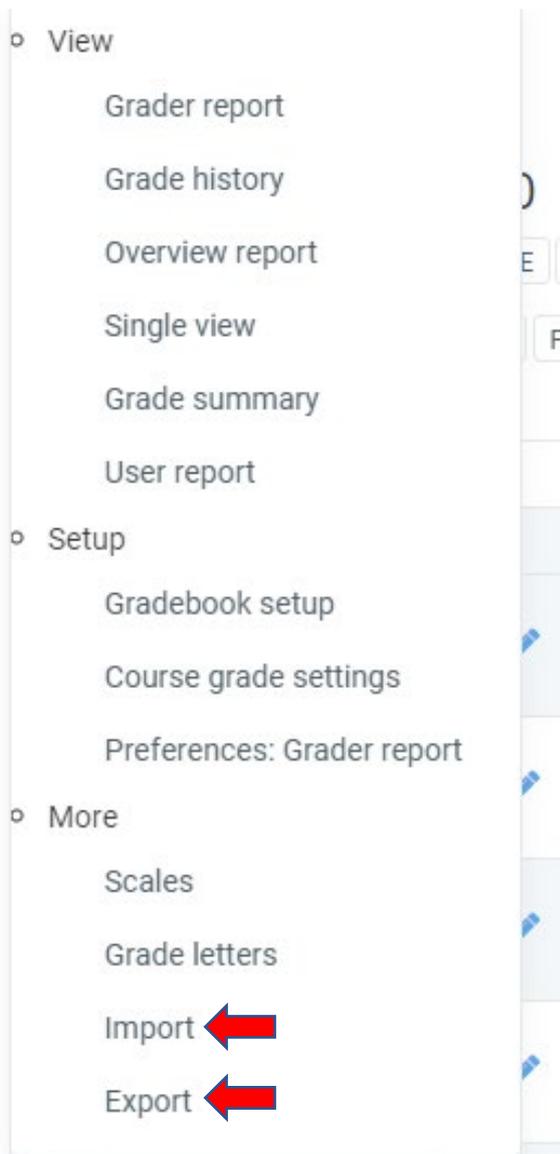
Activity #7 – Using a Safe Exam Browser

NOTE: This activity shows how to use a safe exam browser.

1. Download the Safe Exam Browser on your device from
   https://safeexambrowser.org/download_en.html

2. Choose the version that is compatible with your device's operating system. We will use Windows.

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MINISTRY OF EDUCATION

3. A tab will open, and the installation file will begin downloading.
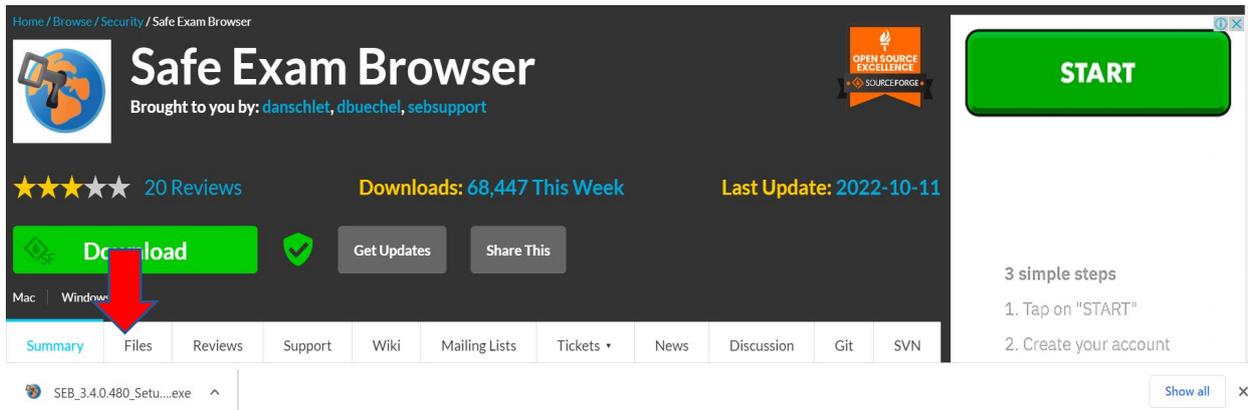
4. After the download has completed, launch the installation file. Select "I agree to the license terms and conditions" and click Install.
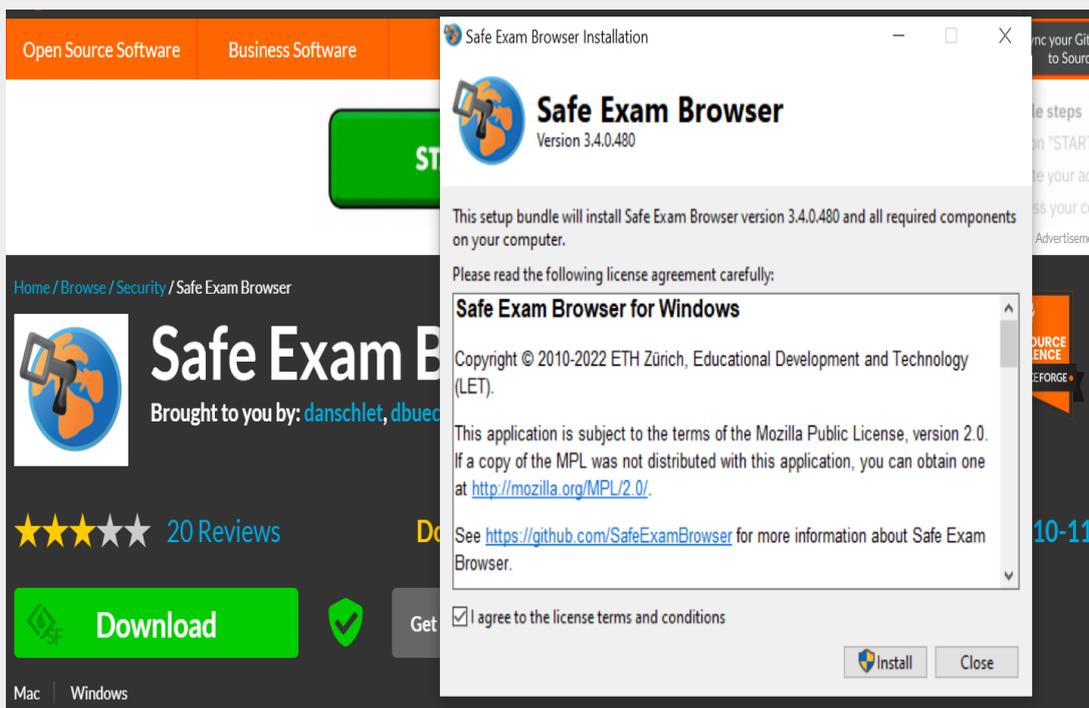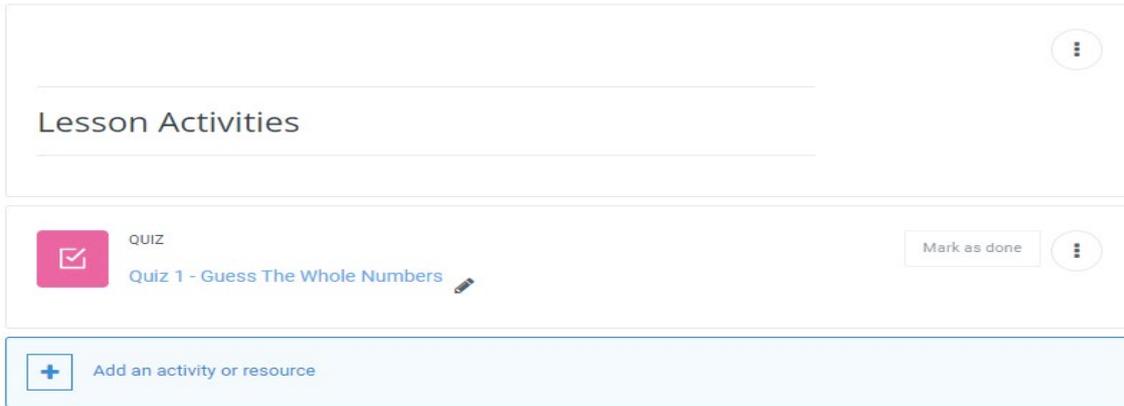

5. Once the Safe Exam Browser has been installed you can return to the SLMS.

6. Navigate to your course and open it.
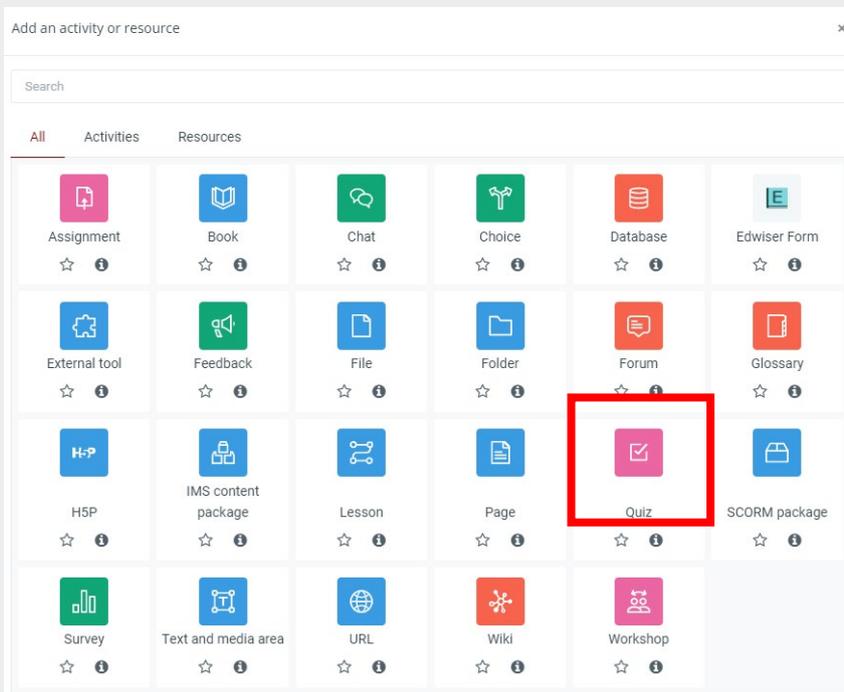   *[If you are not logged in, go to Activity #1 in this guide and complete Steps 1-6].*

7. In the menu bar, turn *Editing mode* on and navigate to the end of your assigned lesson where you will click **+ Add an activity or resource**

8.

8. Select the **Quiz** activity, in the popup windows.

For details on **setting up a Quiz** please see **activity #5** above**.**

9. Navigate to the *Safe Exam Browser* section.

There are four options in the **"Require the use of Safe Exam Browser"** field**.**

- Select **no** if the Safe Exam Browser is not required in the quiz.

- Select **"yes-configure manually"** to configure your Safe Exam Browser manually.

- Select **yes- "upload my own config"** to upload your own Safe Exam Browser configuration file.

- Select **"yes- Use SEB client config"** to use a template configured by the site administration**.**

10. Select "**yes-configure manually**".

Select **yes** in the **"Show Safe Exam Browser download button"** field, and a button for Safe Exam

Browser download will show on the quiz start page.

11. Select yes in the "**Ask user to confirm quitting**" field to allow users to confirm quitting the Safe Examination when a quit link opens.

12. Navigate to the end of the page and select the *Save and display* button to return to the Quiz page. On the Quiz page, click the *Edit quiz* button to edit the quiz.

13. Locate the "**Add**" toggle link on the right side of your page. Select "**Add**," then select "**from question bank.**"

Editing quiz: Mathematics?

Questions: 0 | This quiz is open

Maximum grade | 10.00 | Save

Repaginate | Select multiple items

Total of marks: 0.00

☐ Shuffle ?

Add ▾

⊕ a new question
⊕ from question bank
⊕ a random question

14. Select the checkbox next to the desired quiz questions and click "**Add selected questions to the quiz**".

Add from the question bank at the end ✕

Select a category: Default for Math102 (1) ⬍

The default category for questions shared in context 'Math102'.

No tag filters applied

Filter by tags... ▼

Search options ▾
☑ Also show questions from subcategories
☐ Also show old questions

☑ T▲ Question

⊕ ☑ ☰ Mathematics 10 + 10 = 🔍

Add selected questions to the quiz

15. Click on the magnifying glass icon to preview your quiz.

Repaginate	Select multiple items		Total of marks: 5.00

Page 1   Add ▾

1   Mathematics 10 + 10 =   🔍 🗑 5.00

Add ▾

16. After previewing the quiz select the "**Close preview**" button.

Start again	Save	Fill in correct responses	Submit and finish	Close preview

Technical information ▸ ⑦

Download this question in Moodle XML format

▾ Collapse all

▾ Attempt options

How questions behave   ⑦   Deferred feedback ⬍

Marked out of   5

17. On returning to the quiz page, select the "**Download configuration**" button to download the configuration file. After the file has been downloaded, locate, and open the file.
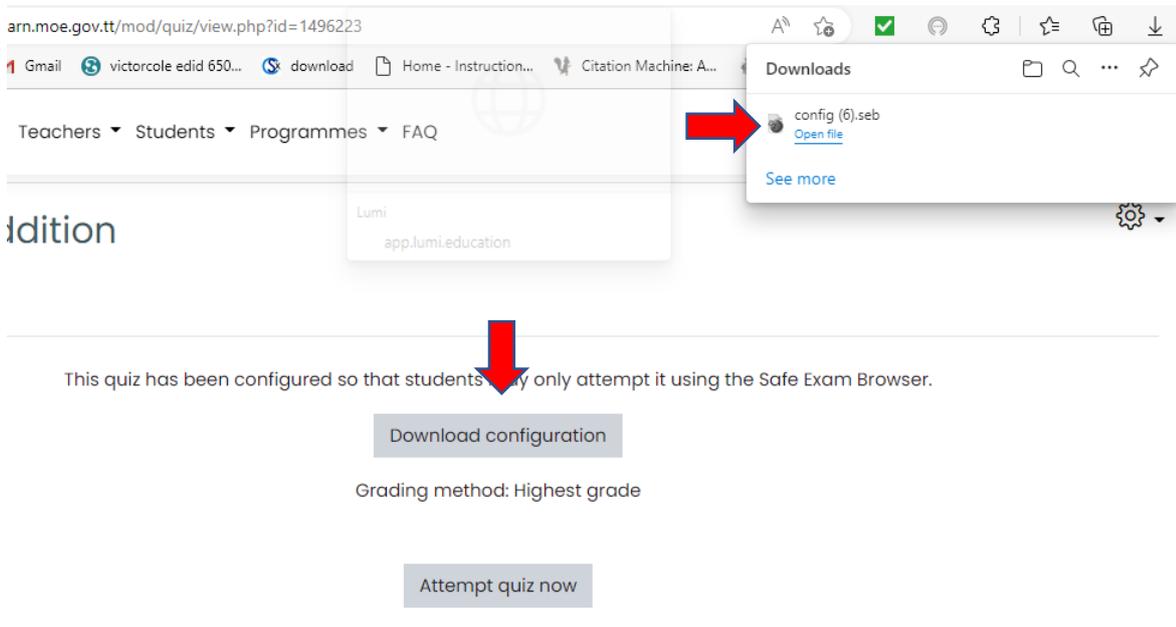
18. You will observe that you do not have access to any applications on your device while the Safe Exam Browser is running. To begin using the Safe Exam Browser select *Attempt quiz now*.
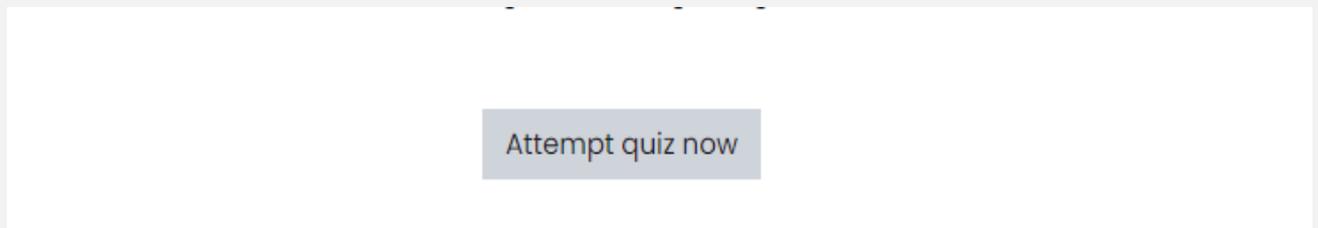
Activity #8 – Planning a Lesson – Adding a Resource to the Course Page   32

1. In the menu bar at the top of your course page, turn *Editing mode* on.
   [If you are not logged in, go to Activity #1 in this guide and complete Steps 1-6].

2. At the bottom of your Lesson, click *Add an activity or resource.* To view only **Resources**, select the **Resources** tab and select the *Label* resource.

3. In the General section, under *Label Text,* select the *audio icon*, this will display the red recording button in a pop up.

◉ Adding a new Label to Lesson 1 ⓘ

▸ Expand all

▾ General

Label text

4. Click the *Start recording* button and say, *"Welcome to My Classroom".* Then, click *Stop recording.*

Record audio   ✕

➡ Start recording

▸ Expand all

Record audio   ✕

➡ Stop recording (02:00)
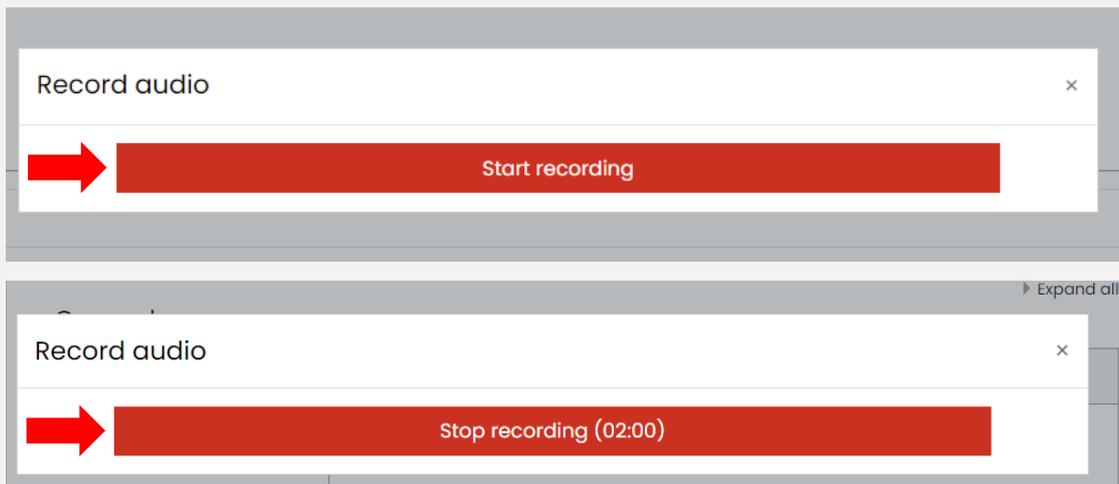
NOTE: Recording must be allowed in your browser and you must have a working microphone connected to your device to record.

5. If this is your first-time recording, you will be prompted to allow your browser to use your Microphone. Click *Allow* on the pop up message shown below*.*
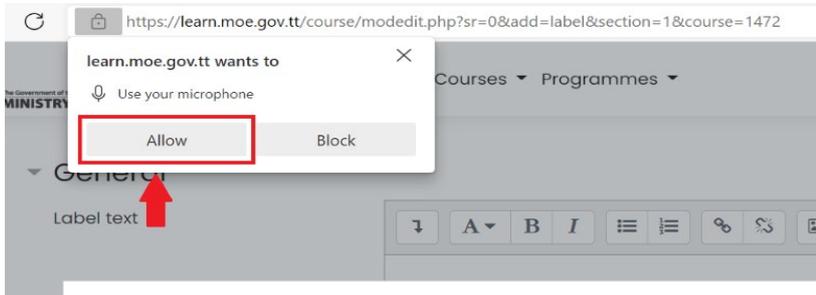

6. To allow recording, navigate to the top of your browser. On the the URL search bar and select the *microphone* icon.
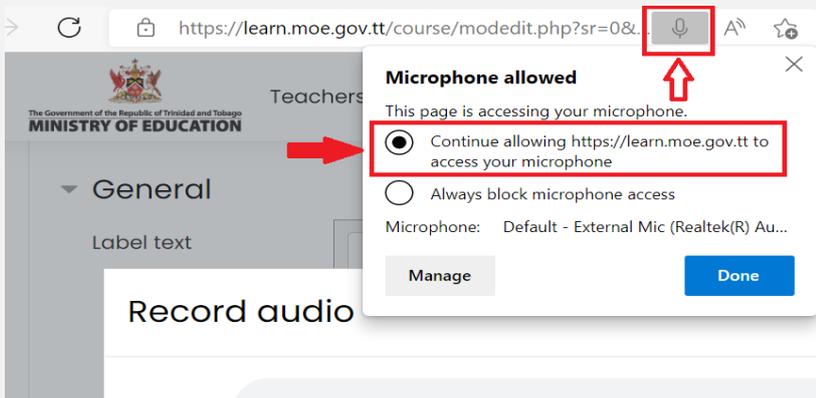

NOTE: Icons may vary depending on your browser, look for the icon that symbolizes recording such as a camcorder, microphone or camera.

NOTE: If you receive a notice about **Wrong permissions**, the recording feature is blocked. **See step 5 & 6** or consult with a computer technician for further assistance**.**
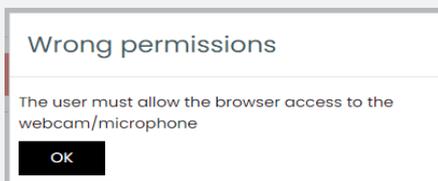
7. After successfully completing your recording, click **Attach recording,** to save and insert the recorded file in the text area.
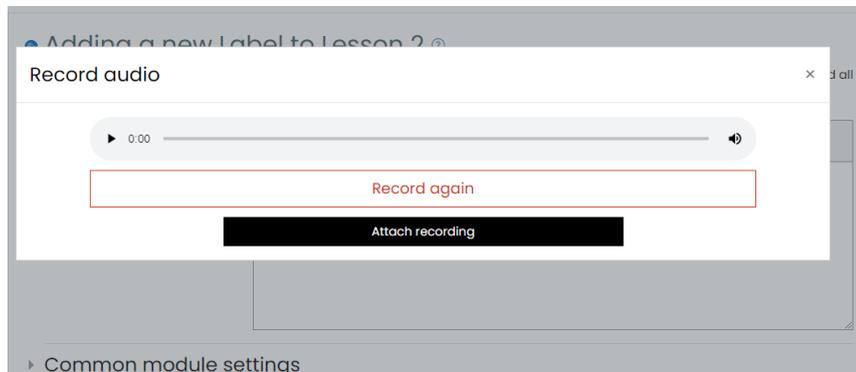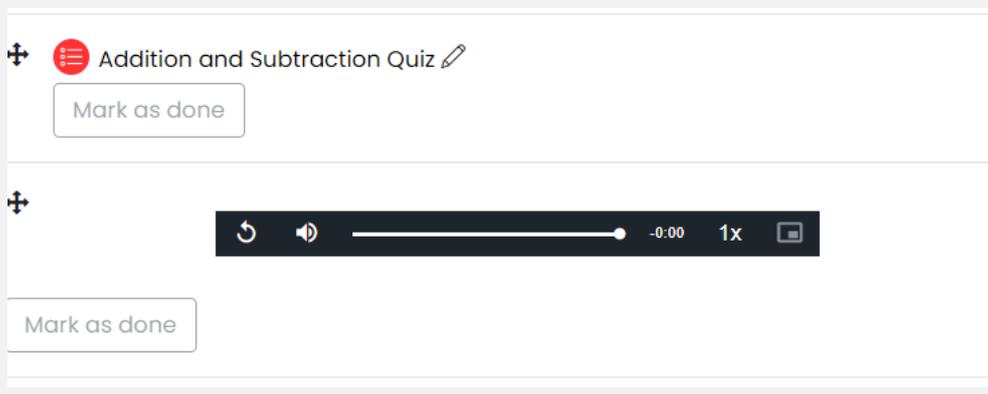

*NOTE: Once the file is inserted the recording will be displayed in the **Label text** field as shown below.*
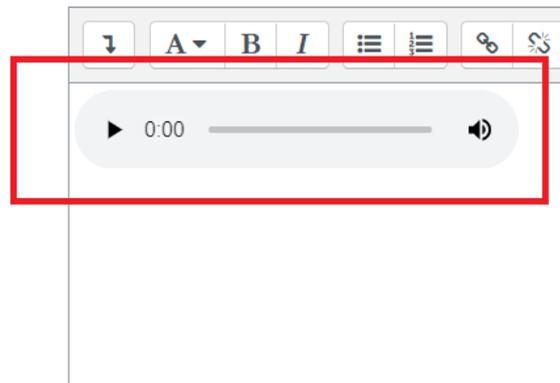
8. Navigate to the bottom of the page and click *the **Save and return course*** button. Then, test your audio**.**

**NOTE**: If you can record but is unable to listen back to your recording, there may be an issue with your speaker or playback device. Review your device audio and speaker settings to resolve.

Activity #9 – Using the content bank

NOTE: This exercise shows how to use the content bank.

1. In the navigation menu at the top of the course page, select "**More**" then choose "**content bank**" from the dropdown.
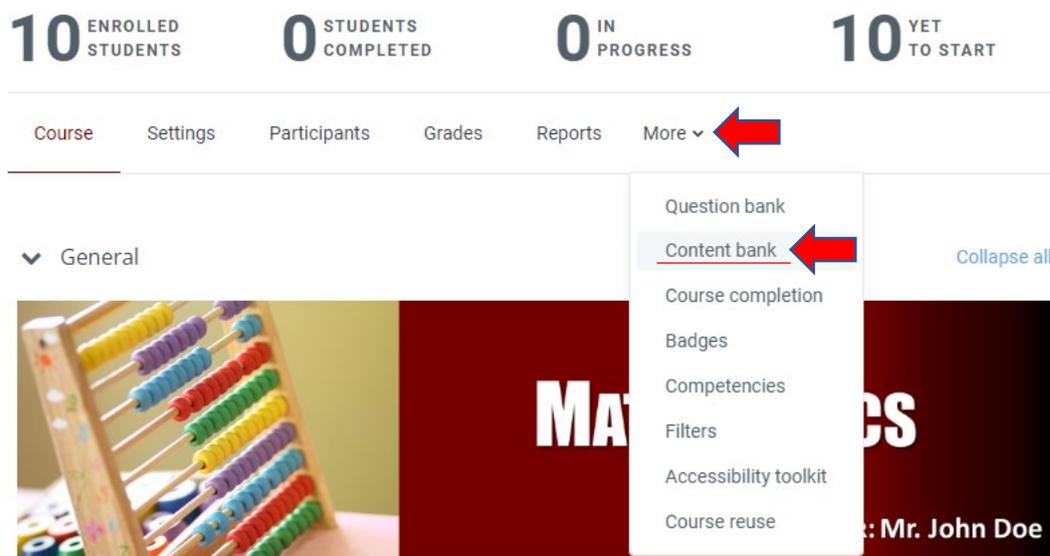
2. On the right side of the **"Content Bank"** page, locate and select the **"Add"** toggle.

3. Scroll through the dropdown menu and select "**Chart**".
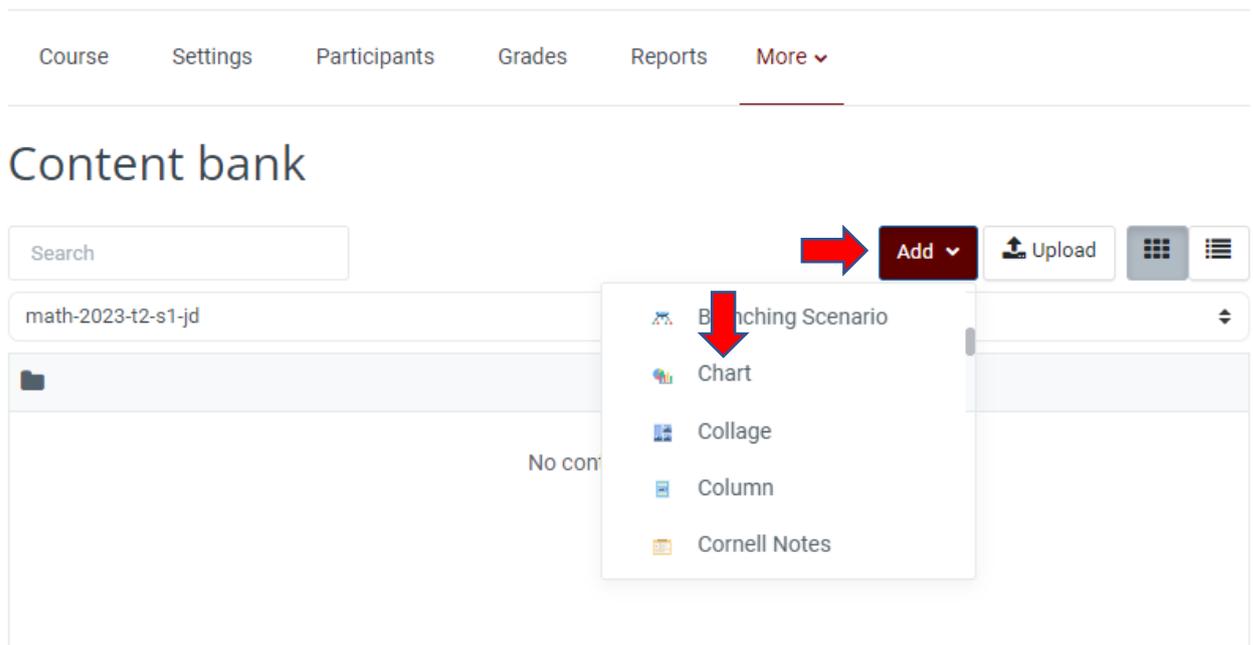
4. In this example, we are going to show the table of fruits below using different colors to present each fruit in a pie chart.

Fruit	Number
Mangoes:	5
oranges:	3
Watermelons	2
Pineapples	7

5. On the page titled "***Adding a new H5P interactive content***" we will type an appropriate name in the "**Title**" field for you Chart and select the type of Chart you wish to display. In this example we will use "**Pie Chart**".
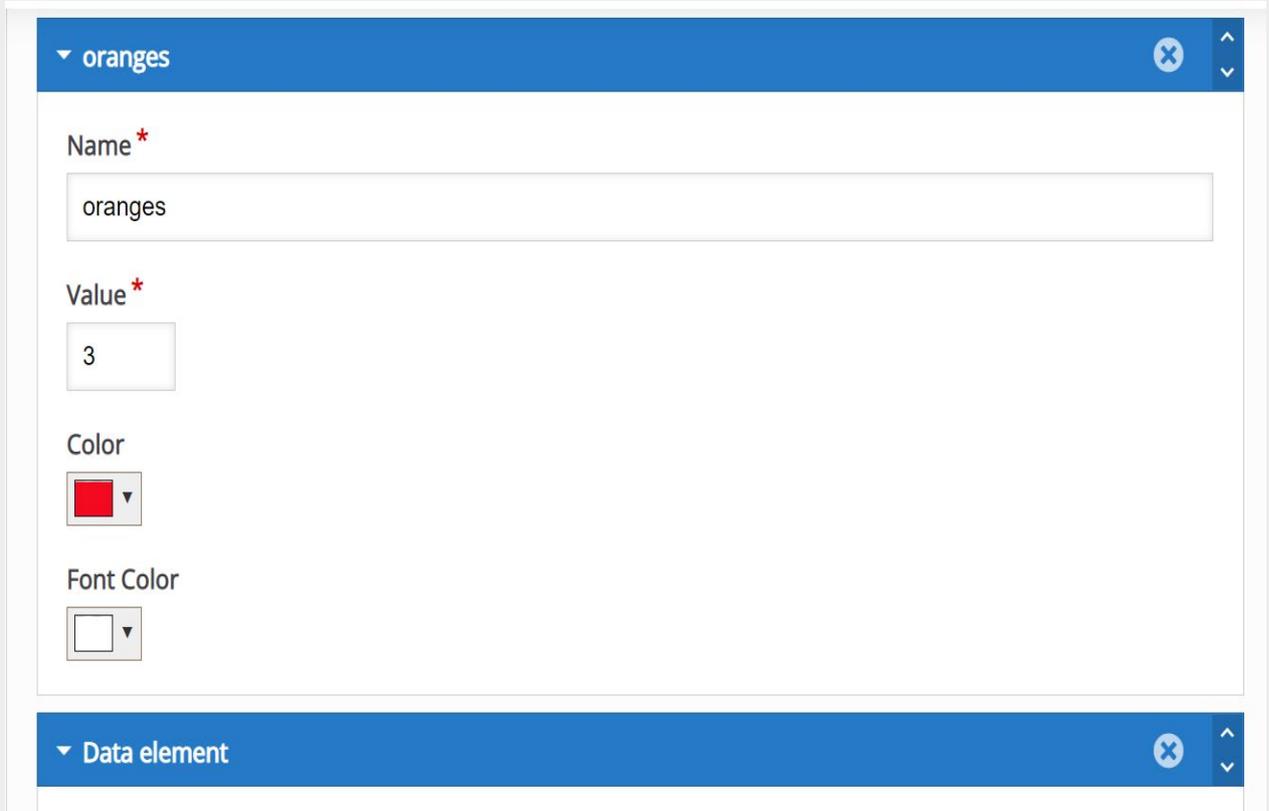
6. Proceed to add the relevant content to each data element. You can add as many data elements as you like. For example;

- Type the word oranges in the **"Name"** field**.**

- Add 3 to the **"value"** field **.**

- Select Red in the **"Colour "**field**.**

- Select white in the "**Font Color**" field.

7. Click on the "**ADD OPTION**" button to add additional data elements**.**

8. Select the *Save* button to view your chart once completed.

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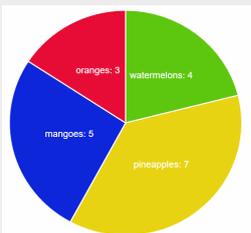
**Activity #10 – Facilitating Collaboration via the SLMS-MS TEAMS**

NOTE: This activity shows how to facilitate collaboration via the SLMS using MS Teams.

1. Navigate to your course and open it**.**
[If you are not logged in, go to Activity #1 in this guide and complete Steps 1-6].

2. In the menu bar, turn *Editing mode* on and navigate to the end of your assigned lesson where you will click on **Add an activity or resource.**
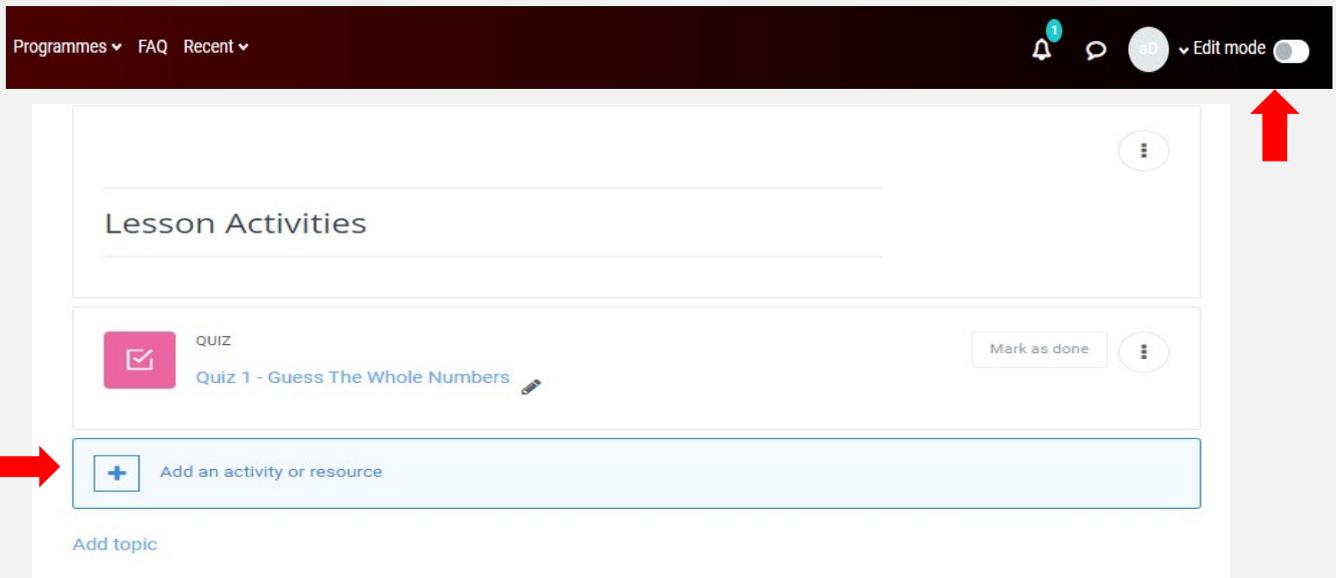
3. Select the **External tool** activity, in the popup windows.
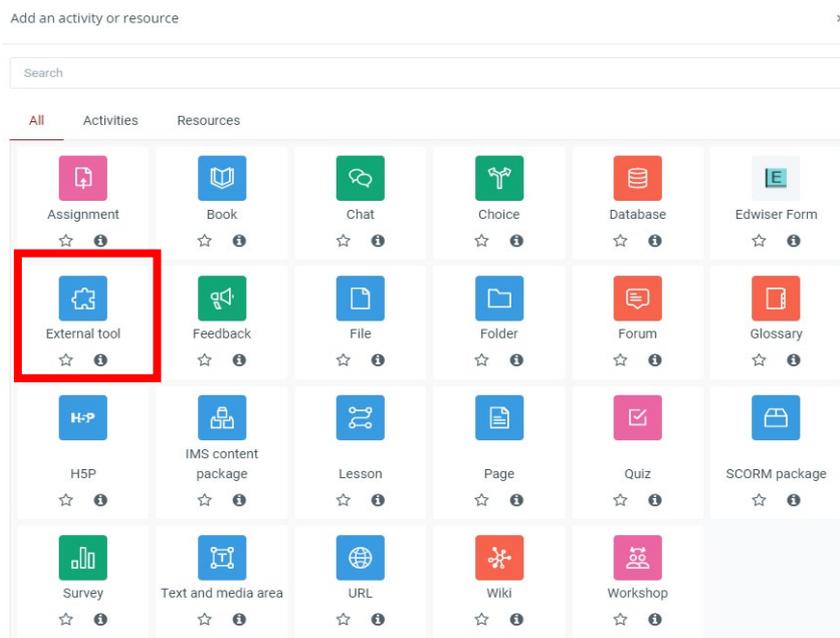
4. Type the name of the External Tool in **"Activity Name"** field. We will use Microsoft Teams.
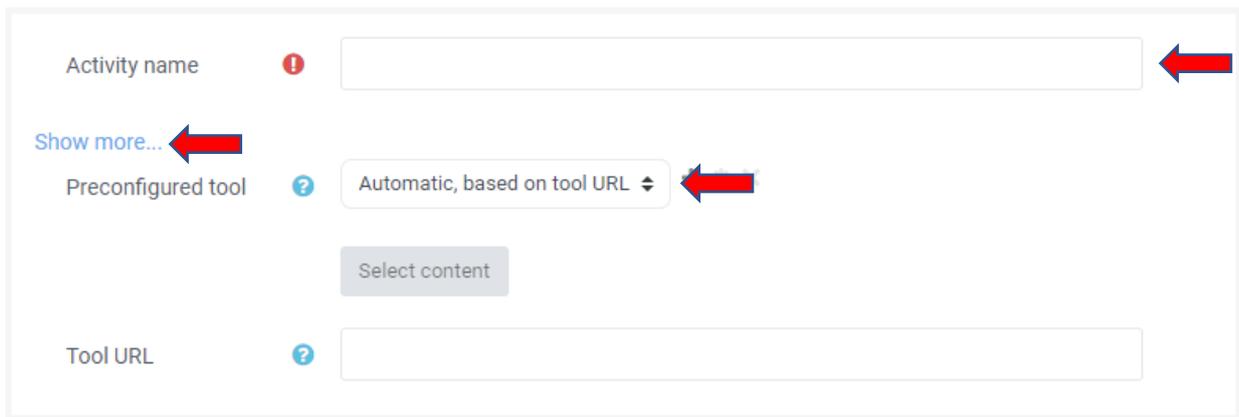
5. Select **"TEAMS LTI"** in the **"Preconfigured tool"** field.

    Click *Show more* and scroll down to the "**Launch Container**" field.

6. The **Launch container** affects the display of the tool when launched.

    •   Select the **Default** option to use the option specified by the tool configuration**.**

    •   Select the **Embed** option to embed the external tool in the Moodle course page with blocks and a navigation bar. (Blocks are items which may be added to the side of any page in Moodle.)

    •   Select the **Embed without blocks** option to embed the external tool in the Moodle course page but without blocks.

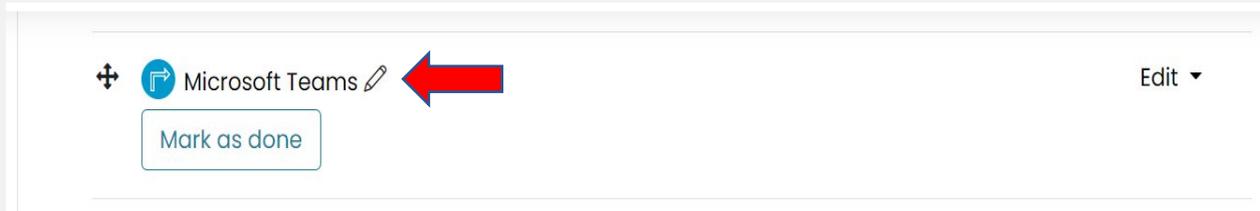   •   Select the **New Window** option to open the external tool in a new window.
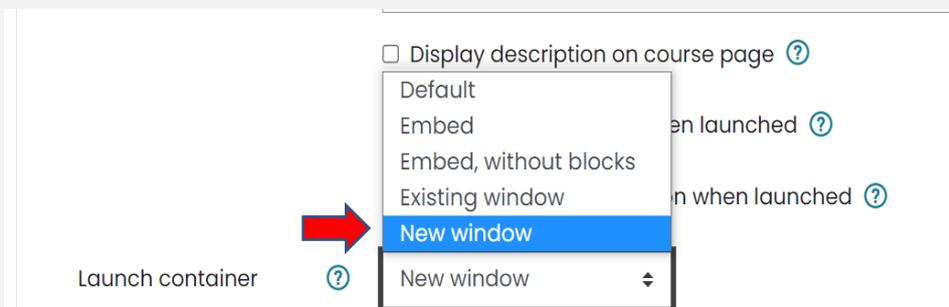
7. We will select **"New window"** option and navigate to the end of the page and click "**Save and return to course**".

Save and return to course   Save and display   Cancel

8. Return to your course page, scroll down and select the "**Microsoft Teams**".

Microsoft Teams
Mark as done
Edit ▼

9. Microsoft Teams will launch in a new tab. Click the "**+ New Meeting**" button on the top right side of the page.

teams.microsoft.com/courses/coursecalendar/16308/view?lmsType=2&correlationId=80002f3f-0001-fd00-b63f-84710c7967bb

Microsoft Teams Meetings

+ New meeting

Today   **November 2022** ▼

Tuesday, November 8 • Today

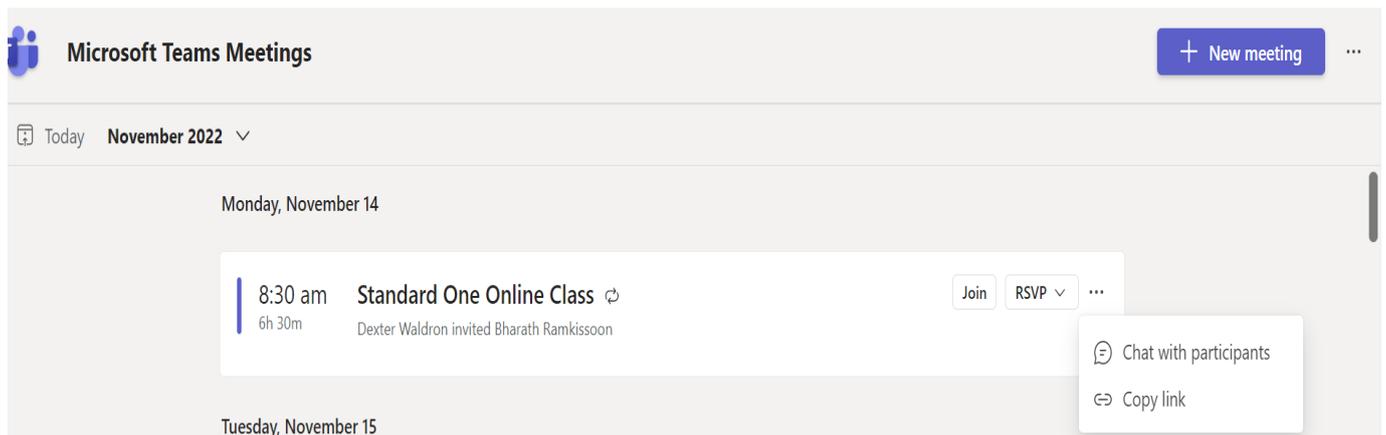10. The **New meeting Details** windows will open.

- Type an appropriate title for your meeting in the **"Add Title"** field**.**
- To add participants in the **"Add Required Attendees"** field, type the participants email addresses.
- Choose a **date and time** for your meeting**.**
- Choose the **frequency of the meeting.**
- Type the details for your meeting in the **"meeting details"** field**.**

- Click *Send* on the top right side of the page when done.
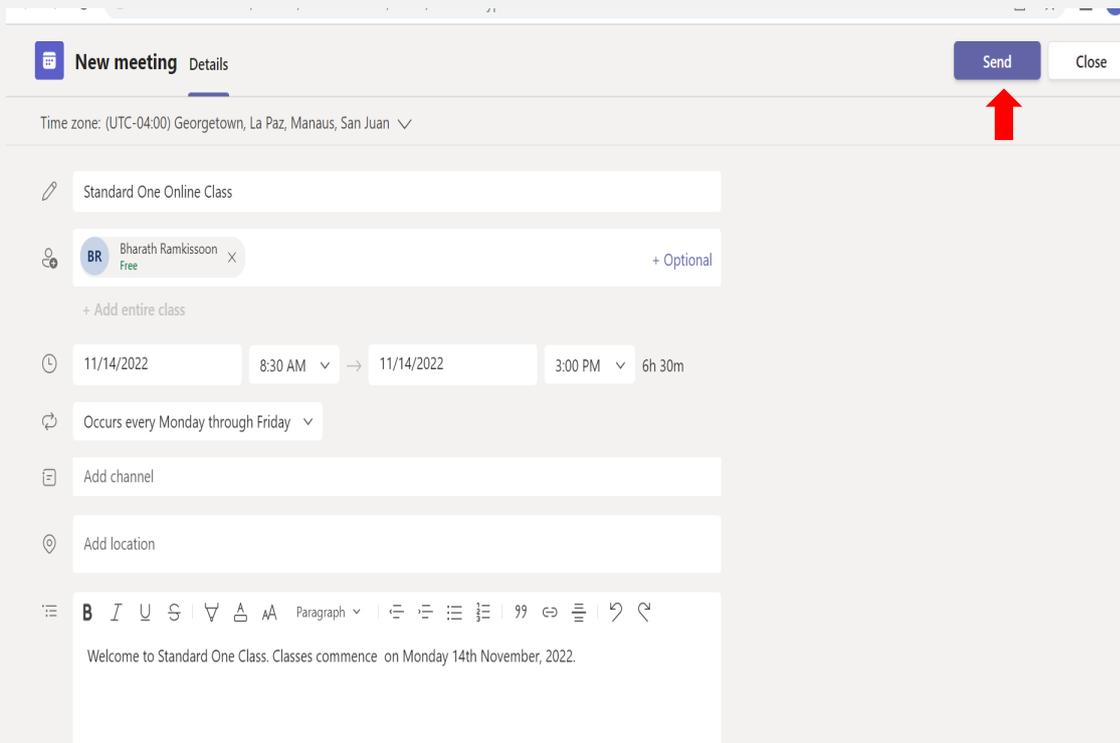
11. On the "**Microsoft Teams Meeting**" page you will see a list of your meetings, click the three dots next to the meeting title you are using and a dropdown menu will give you two options. Select "**Chat with participants**" to chat with meeting participants or "**Copy link**" to copy and forward link to participants.
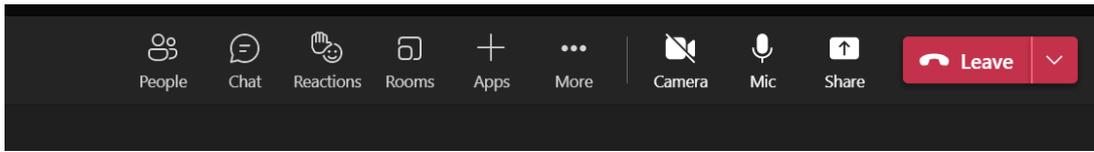

12. Using the link or your Teams calendar, join your meeting at its scheduled time and wait for your students to join.
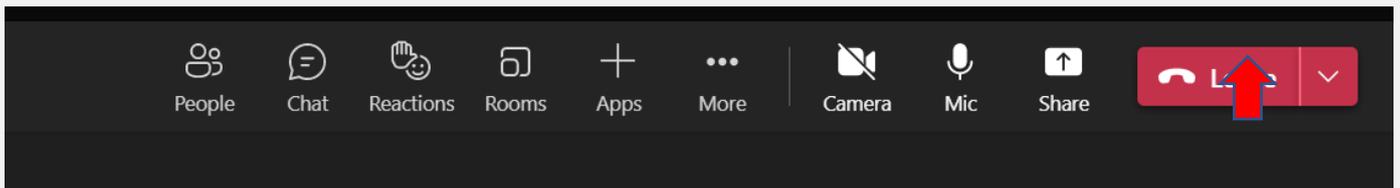
13. Use the MS Teams controls to navigate Teams.

- **People** – To view participants.

- **Chat** – To chat with participants.

- **Reactions** – To show reaction emojis.

- **Rooms** – To create Breakout Rooms

- **Camera** – Control your camera visibility.

- **Mic** – To mute your mic.

- **Share** – To share your screen or other visuals.

14. To exit the meeting click the red **Leave** button and the meeting will be ended.

Activity #11 – Communicating with Chat via the SLMS

NOTE: This activity will show you how to set up the chat feature for communication.

1. Navigate to your course and open it.
   [If you are logging in, go to Activity #1 in this guide and complete Steps 1-6].
2. In the menu bar, turn **Editing mode** on and navigate to the end of your assigned lesson where you can click **+ Add an activity or resource.**
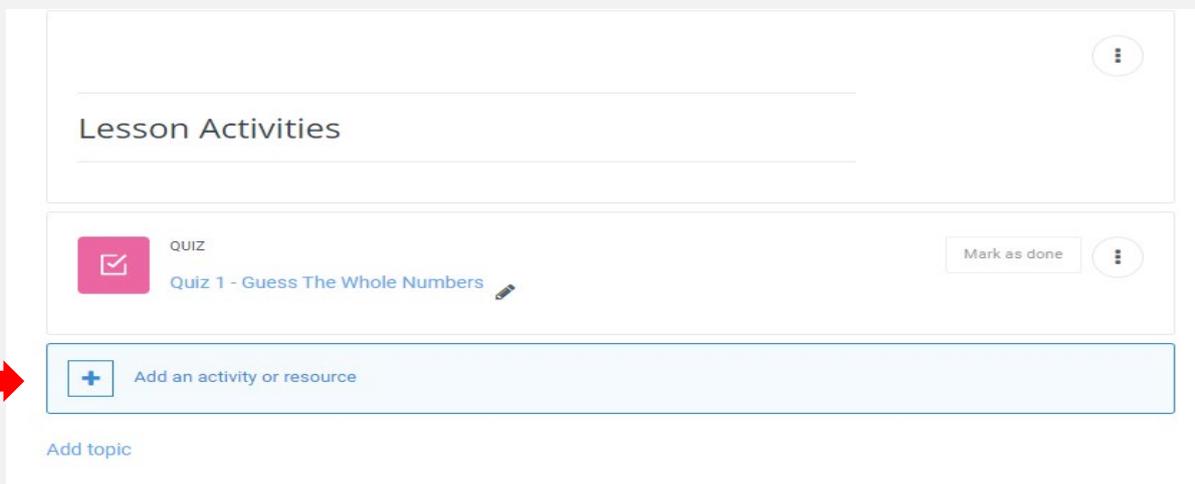
3. Select the *Chat* activity, in the popup windows.
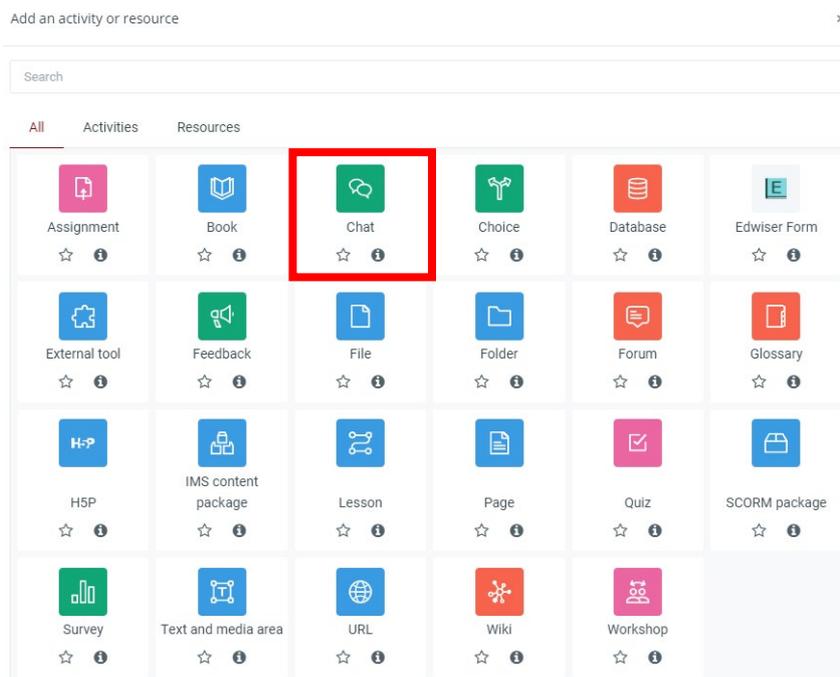
4. In the General section, type the name of the chat in the "Name of this chat room" field.

Type the instructions for the chat in the **"Description"** field.

Select the "**Display description on course page**" to display the chat description on the course page.

5. Scroll down to the **"Chat Sessions"** section. In the **"Next chat time field",** choose the date and time for the first chat session.

The **"Repeat/publish session times"** field, is used for scheduling chat sessions.

In the **"Save past sessions"** field, select **"How many days to save"** or save everything by selecting **"Never delete messages".**

In the "**Everyone can view past sessions**" field, decide whether to allow everyone to view past chat sessions or not.

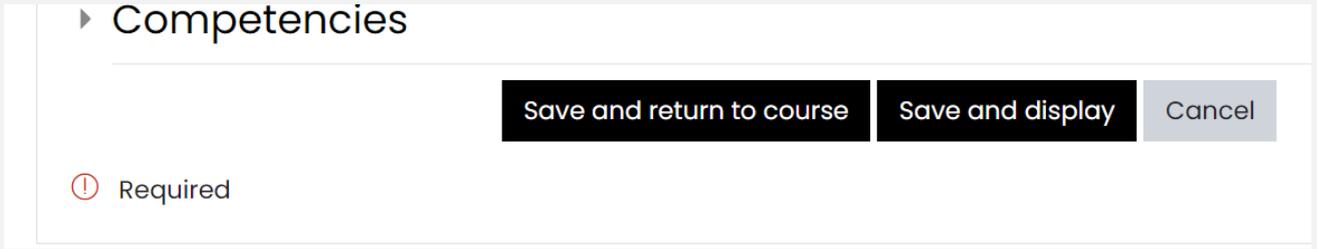6. Once completed, scroll down and select the "**Save and return to course**" button.
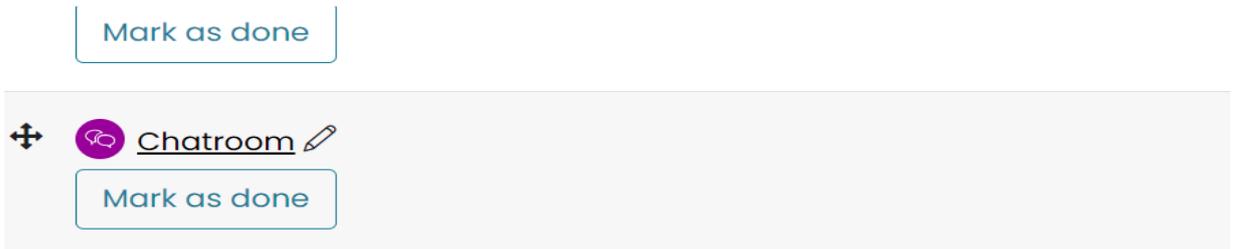
> **Competencies**
>
> Save and return to course   Save and display   Cancel
>
> ⚠ Required

7. On the course page, locate and select the chatroom link you created.

> Mark as done
>
> ✛ 💬 Chatroom 🖉
>
> Mark as done

8. On the **Chat activity** page, click the "**Click here to enter the chat now**" link, to open the chatroom.

> Click here to enter the chat now ⬅
>
> Use more accessible interface

Note: The chat activity module lets participants have text-based, real-time synchronous discussions. The chat may be a one-time activity, or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs, for example, teachers.

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Activity #12 – Facilitating Collaboration via the SLMS-Workshop Activity
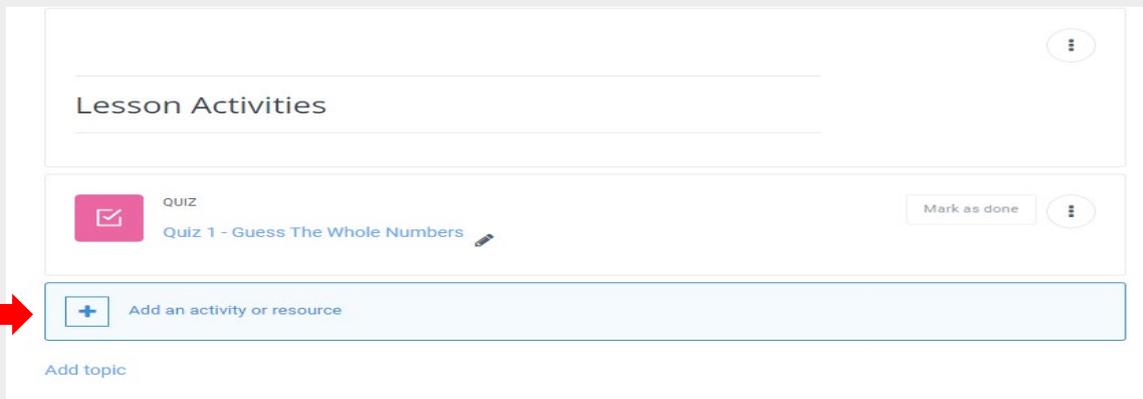
NOTE: This activity shows how to use the Worksheet to facilitate collaboration via the SLMS.

1. **Navigate to your course and open it.**
[If you are not logged in, go to Activity #1 in this guide and complete Steps 1-6].
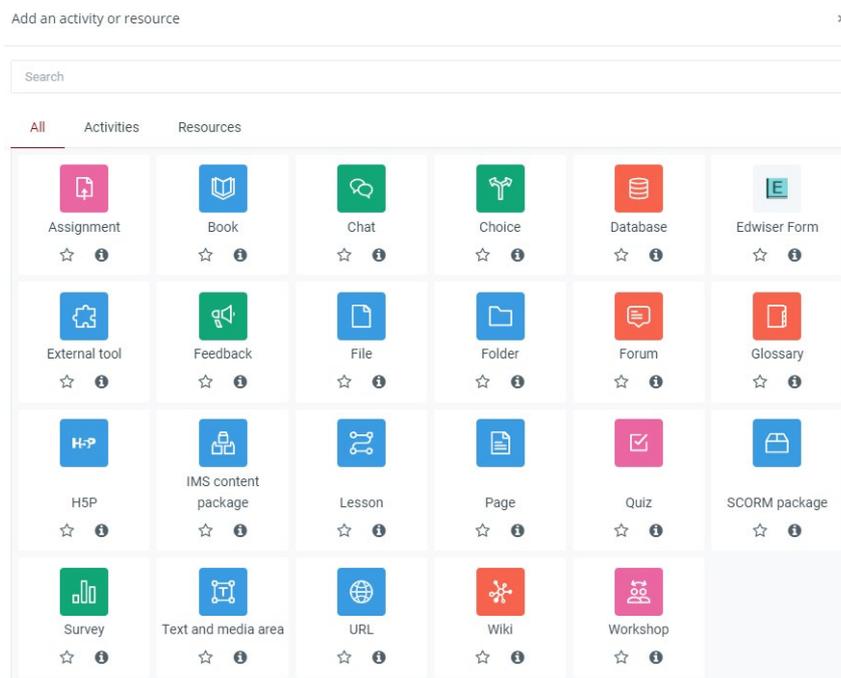
2. In the menu bar, turn **Editing mode** on.

3. Navigate to the end of your assigned lesson and *s*elect **Add an activity or resource.**

4. Select the **Workshop** activity, in the popup windows**.**

5. On the **Adding a new Workshop** page, give your Workshop a name, a description and select the box next to the **"Display description on course page"** field to display the Workshop's description under the link to the Workshop on the course page.
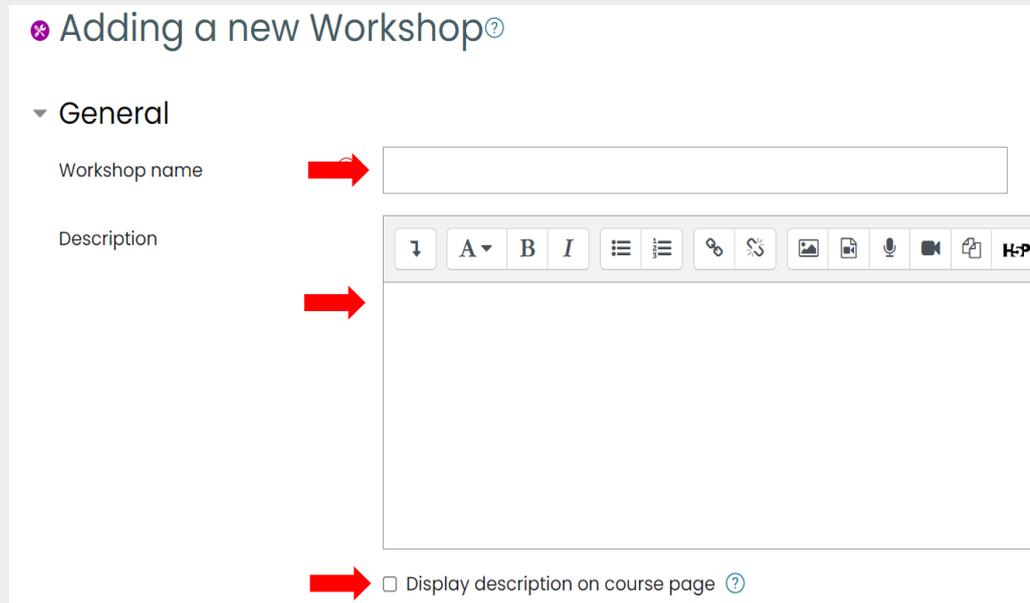
6. Next, adjust your *Grade settings*. There are four "*Grade Strategy*" options.

    a. *Accumulative grading*: Comments and a grade are given regarding specified aspects.

    b. *Comments*: Comments are given regarding specified aspects, but no grade is given.

    c. *Number of errors*: Comments and a yes/no assessment are provided.

    d. *Rubric*: A level assessment is given regarding specified criteria.
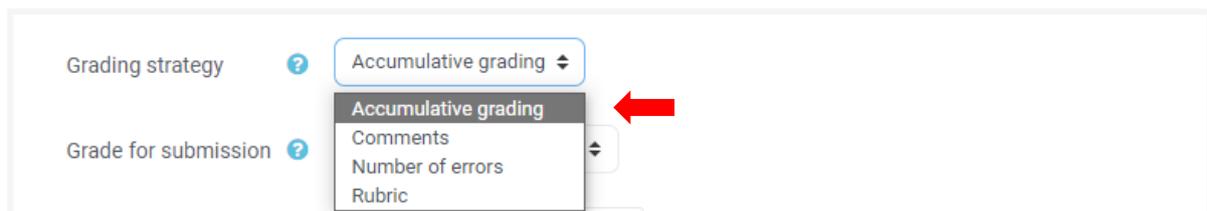
7. The "**Grade submission**" field will set the maximum grade your students can attain for a given submission between 0-100.

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8. The "**Submission grade to pass**" field will set the minimum grade required to pass.

Grade for submission   ?   80 ↕   Uncategorised ↕

Submission grade to   ?   [   ]
pass

9. The "**Grade for assessment**" field will set the maximum grade your student can receive for assessing other students' work. It is also scaled between 0-100.

10. The "**Assessment grade to pass**" field will set the minimum grade students can obtain for submission assessment.

Grade for assessment   ?   20 ↕   Uncategorised ↕

Assessment grade to   ?   [   ]
pass

11. Type the instructions for your students' submissions in the "**Instructions for submission**" field. Students see this when they select the link to the Workshop. Explain here what they need to do to make a successful submission.

12. Select the type of files you would like your students to submit in the "**Submissions type**" field. Select the **Maximum number of submission attachments** your students may submit. You may select between 1 and 7 files.

   Submission attachment file types can be restricted by providing a list of allowed file types in the "**Submission attachment allowed file types**" field. If the field is left empty, then all files are allowed.

Submission settings

Instructions for submission

Submission types
☑ Online text ☐ Required
☑ File attachment ☐ Required

Maximum number of submission attachments
1 ⬍

13. Select the maximum upload limit in the **"Maximum submission attachment size"** field**.**

Select the check box next to the "**Late submissions**" field to allow your students to submit after the deadline.

Submission attachment allowed file types
Choose   No selection

Maximum submission attachment size
Site upload limit (800 MB) ⬍

Late submissions
☐ Allow submissions after the deadline

14. Type the instructions for your students to assess their peers' submissions in the **"Instructions for assessment"** field. Students see these instructions when the Workshop is in Assessment Phase. They are essential to students' understanding of the task before assessing their classmates' submissions.

15. If the **Use self-assessment** is checked, students may assess their own work.

16. If the **"Overall feedback mode"** is enabled, a text box appears at the bottom of each assessment form for reviewers to give an overall comment about the submission. You can make this required or optional.

17. In the **"Maximum number of overall feedback attachments"** field, specify the number of attachments allowed.

18. Select the types of files your students may upload in the **"Feedback attachment allowed file type"** field. If this field is left empty, then all file types are allowed

19. Select the "**Maximum overall feedback attachment size**" to specify the maximum upload size for each attached file.
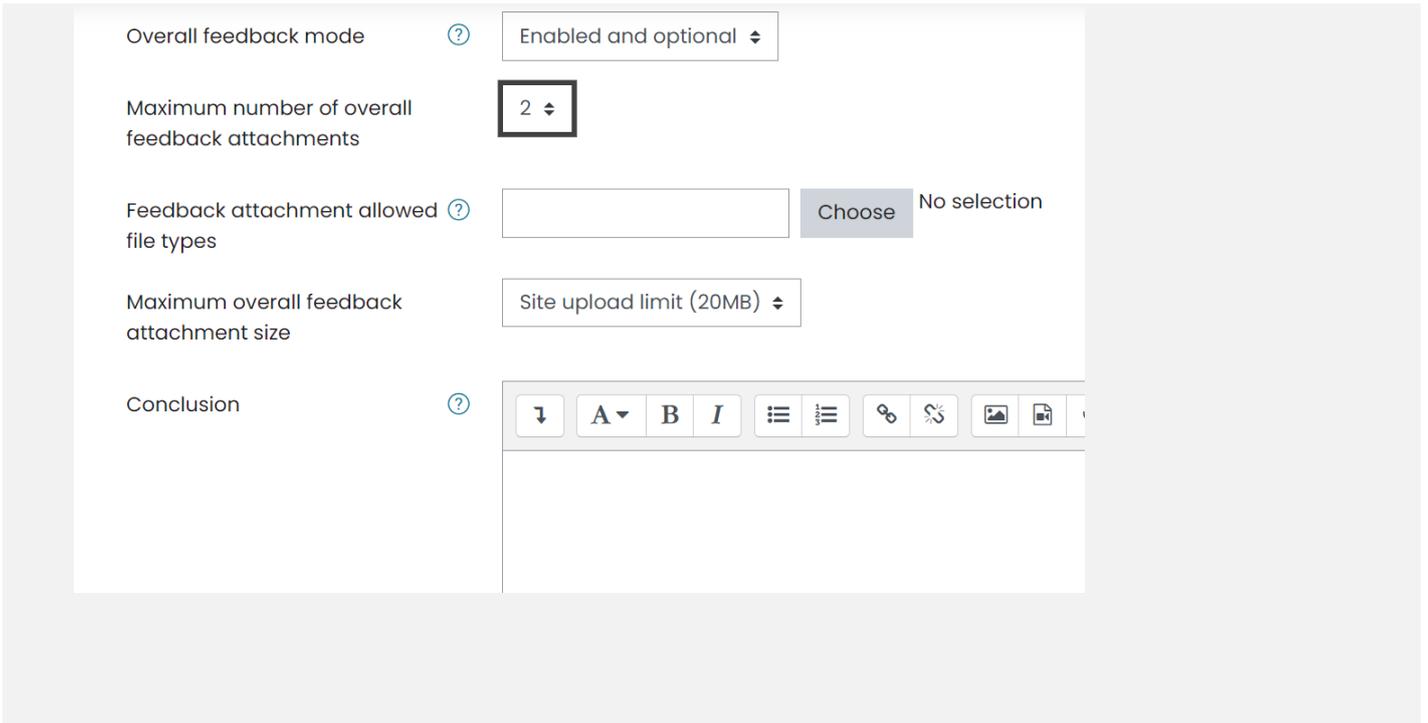
20. Under the Feedback section, in the "**Conclusion**" field, type a message that will be shown to the students when the Workshop is over. The message can indicate to students how they can access the assessments they have received. It could also include suggestions on what students should do next.
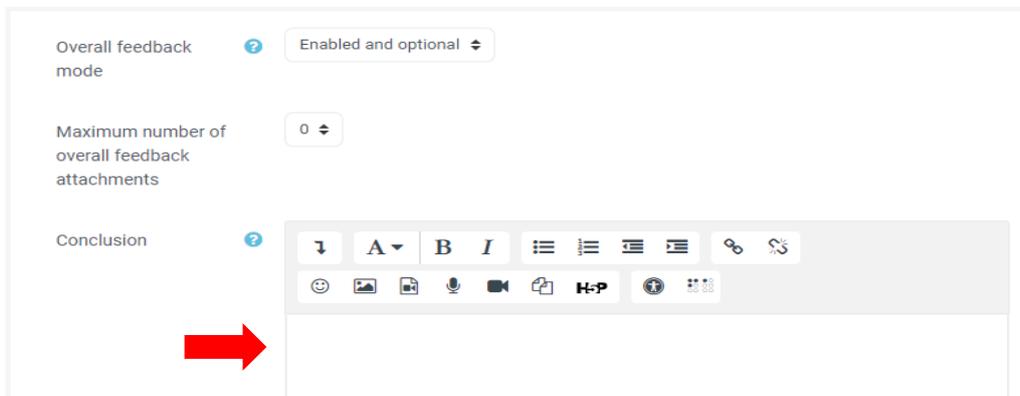
21. Scroll down and select the "**Save and display**" button to access the workshop planner.

22. The workshop planner displays all phases of the activity and lists each phase's task. When you complete the set-up phase of the Workshop, you will see green checkmarks for each requirement you have completed. You will see grey checkmarks for each requirement you need to complete. Complete them in order by clicking on the link/text next to the checkmark.

23. In the *Assessment phase*, students will assess the work of their peers according to the instructions and criteria you gave them. You can monitor their progress by looking at the grades underneath the phases screen:

24. Other phases will be highlighted at different times depending on the teacher's settings. During the Assessment phase, students scroll down the page to view the submissions they must review:

25. Once grades are calculated and finalized, and the workshop is closed, students see their two grades.
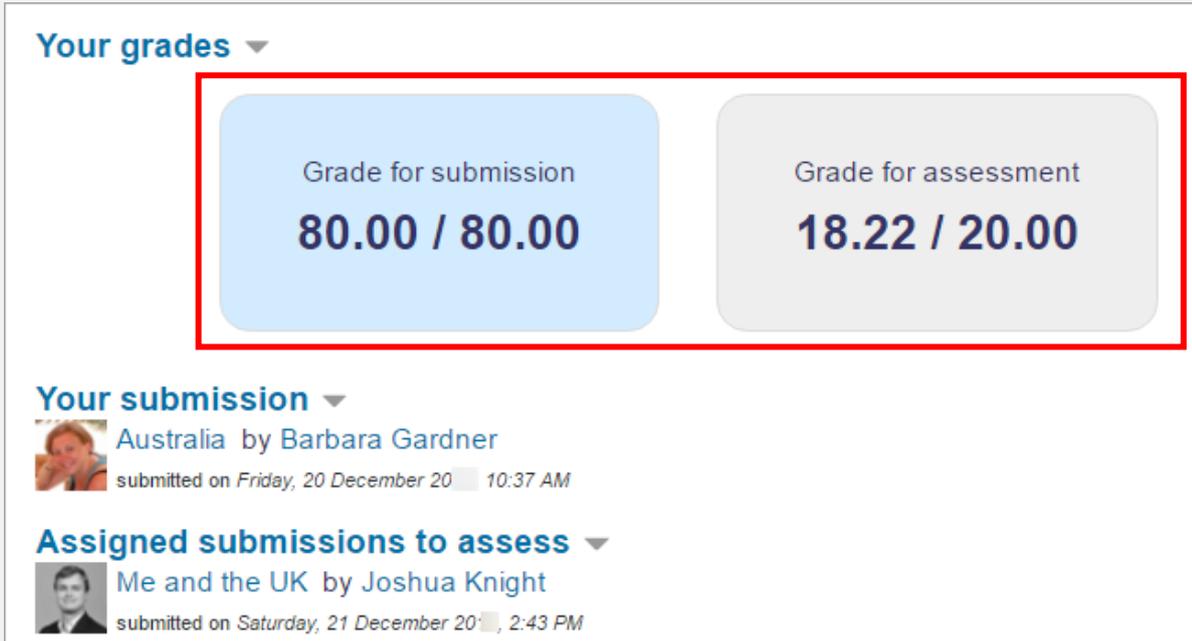
26. Select the lightbulb in the **Grading Evaluation Phase** box to move the Workshop to the Grading Evaluation Phase. During the Grading Evaluation Phase, you can determine if the grades are appropriate. You can also set how strictly the assessment grade will be determined.
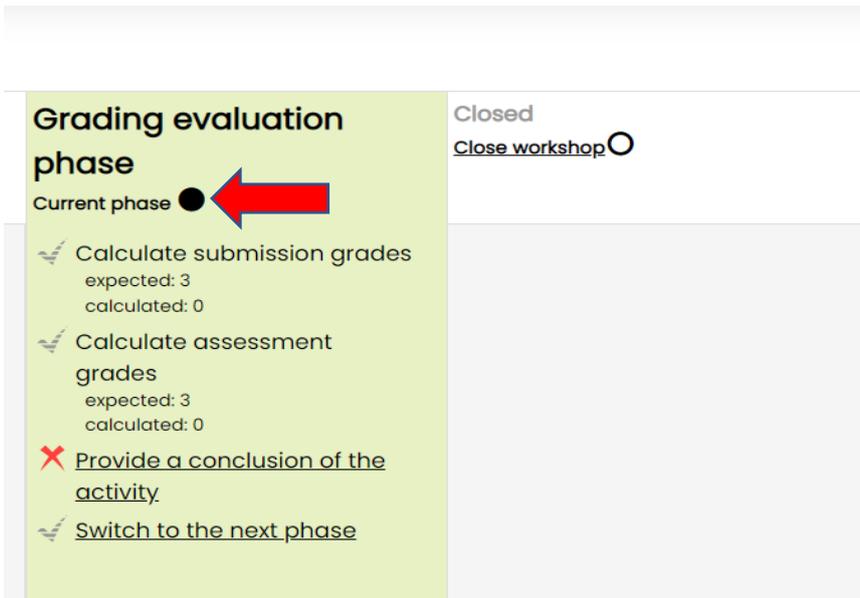
27. Choose how strictly the assessment grade will be determined in the **"Comparison of assessments"** field. You can choose one of the four options. They are *very lax, lax, fair, strict, or very strict*.

28. To see how much this setting affects the grade, select **"Re-calculate grades"** button**.**

29. To move the Workshop to the ***Closed*** *Phase*, select the lightbulb in the ***Closed*** *Phase* box.

tup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
itch to the setup phase ○	Switch to the submission phase ○	Switch to the assessment phase ○	Current phase ●	Close workshop ○

Setup phase column:
- ✓ Set the workshop description
- ✓ Provide instructions for submission
- ✓ Edit assessment form

Submission phase column:
- ✔ Provide instructions for assessment
- ✘ Submit your work
- ✓ Allocate submissions
  - expected: 3
  - submitted: 0
  - to allocate: 0
- ⓘ There is at least one author who has not yet submitted their work
- ⓘ Late submissions are allowed

Grading evaluation phase column:
- ✓ Calculate submission grades
  - expected: 3
  - calculated: 0
- ✓ Calculate assessment grades
  - expected: 3
  - calculated: 0
- ✘ Provide a conclusion of the activity
- ✓ Switch to the next phase

ading evaluation method ⓘ   [Comparison with the best assessment ⬍]
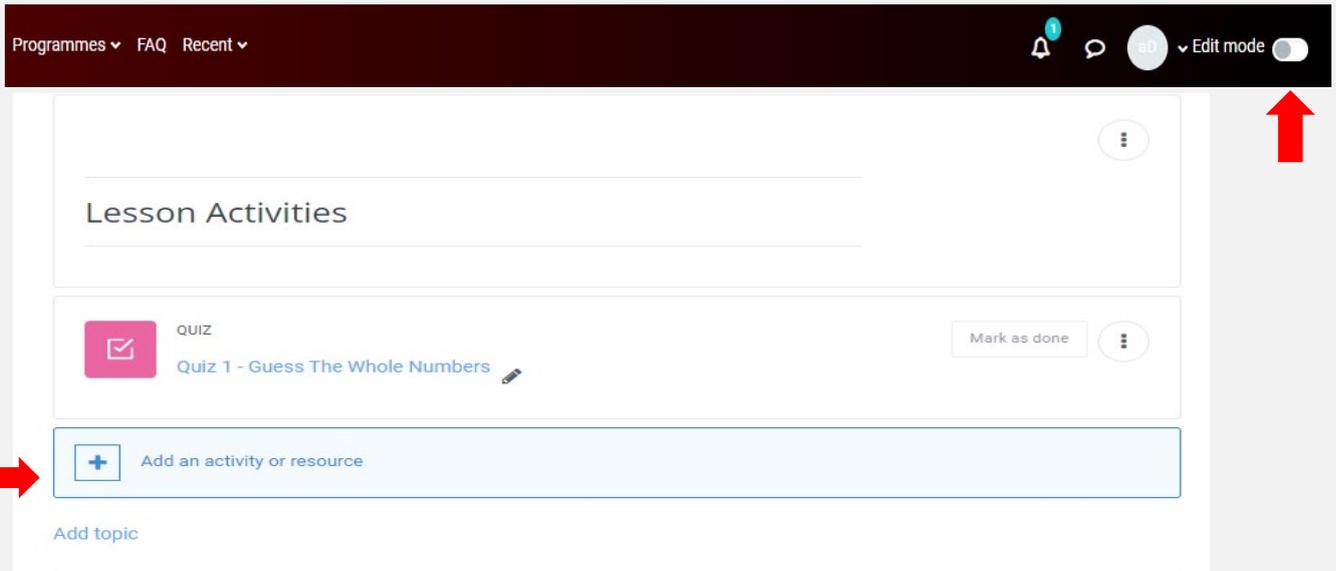
Grading evaluation settings

Comparison of assessments   ⓘ   [fair ⬍]

[Re-calculate grades]

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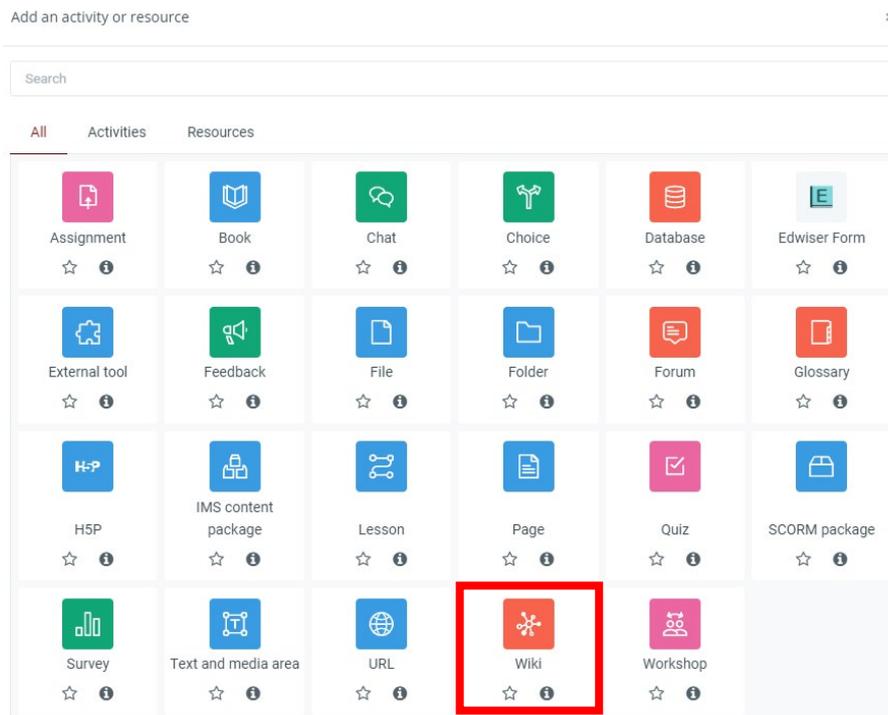## Activity #13 – Facilitating Collaboration via the SLMS-Wiki Activity

NOTE: This activity shows how to use Wiki to facilitate collaboration via the SLMS.

1. Navigate to your course and open it.
   [If you are not logged in, go to Activity #1 in this guide and complete Steps 1-6].
2. In the menu bar, turn **Editing mode** on and then navigate to the end of your assigned lesson where you will *select* **Add an activity or resource.**

3. Select the **Wiki** activity, in the popup windows.

4. Type the name of the Wiki in the **"Wiki Name"** field**.**

   Type the description for the Wiki in the **"Description"** field**.**

   Select the box next to the **"Display description on course page"** field to display the Wiki's description under the link to the Wiki on the course page.

   In the "**Wiki mode**" field, you can select "**Individual wiki**," in which each student has their own wiki, or "**Collaborative wiki**," in which students collaborate on a single wiki.

5. Type an appropriate name in the **"First page name"** field. The name you add here will form the first page of your new Wiki. It is a required field. Once you enter a name, there is no option to change it

6. In the **"Format"** field, set the default editing style for your Wiki, we will use HTML. Scroll down and select the **"Save and Display"** button when completed**.**

7. Select the **"Edit"** tab to edit the first page of your Wiki. Use the Rich Text Editor buttons to format text, add bullets, pictures, and links.

8. To add links to new pages within the Wiki, put the link text in double square brackets **"[link text]"**. (For example: **[[new page]]** makes the text "***new page***" clickable and, if selected, takes you to a new page in the Wiki.)
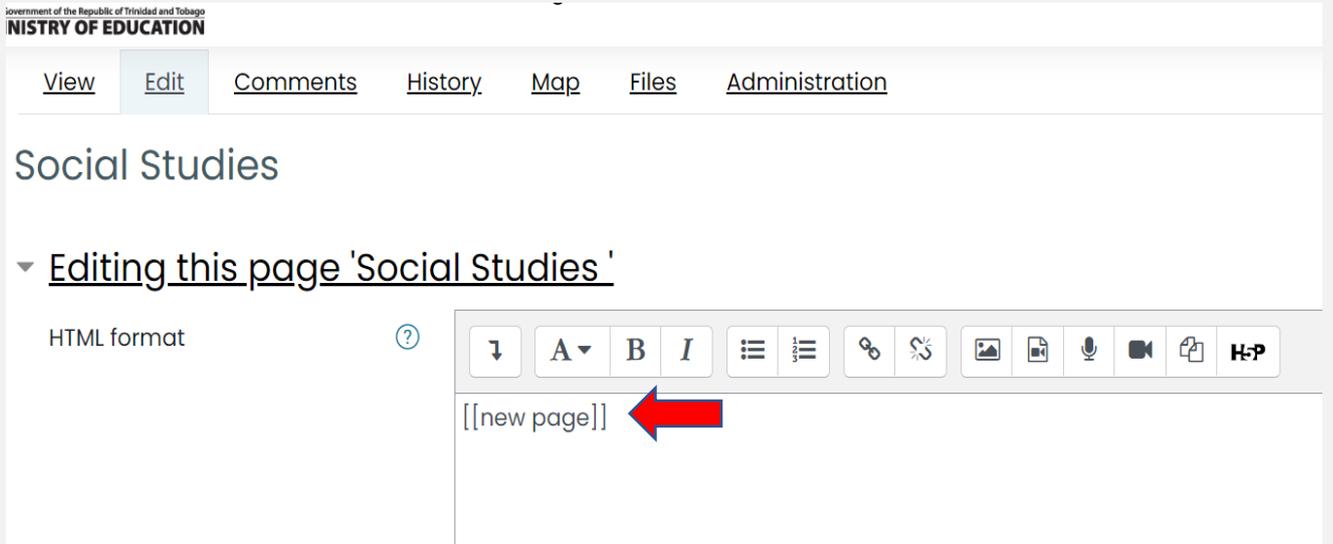
9. Once completed, scroll down to the end of the page and click the "**Save and display**" button. Once the saved page loads, click the link to the **new page**. The first time you select the link, you will be prompted to *create a page*. Select the "**Create page**" button.
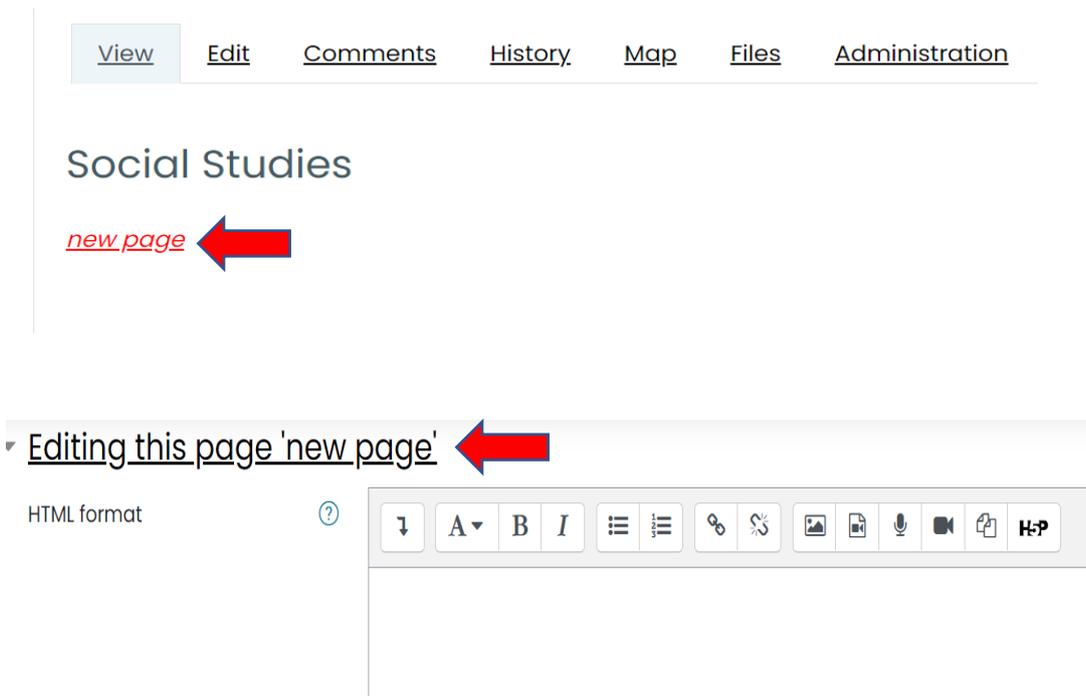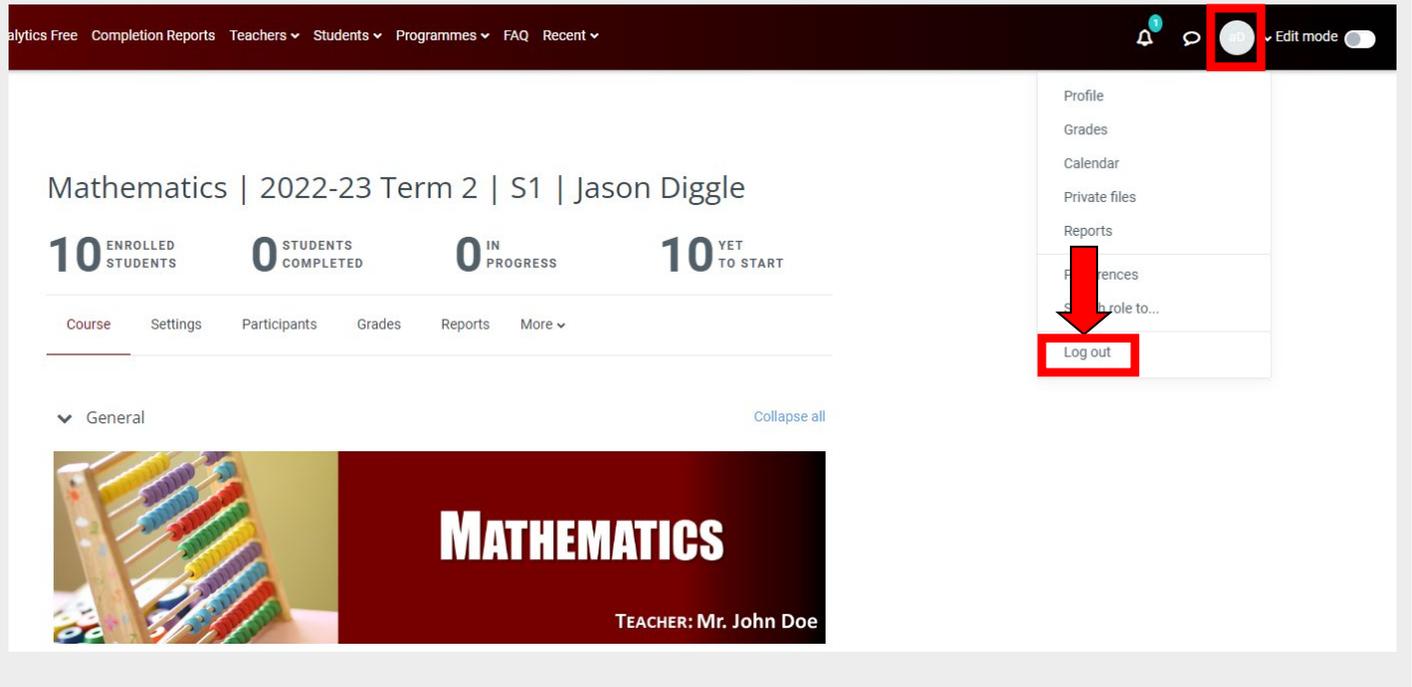

Repeat *steps 11 to 13* to add more pages to your Wiki.

Activity #14 – Logout of Courses or SLMS

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NOTE: This activity will teach you how to logout of a course and the SLMS.

Navigate to the top right-hand corner of your screen.

     i. Select the user icon dropdown menu. *[See image below]*

    ii. Select the **Log out** option

END OF SEQUENCE