E-Learning 2 – Diving Deeper

1. Learning Modules

Like Folders, Learning Modules are used to group related course materials. However, unlike Folders, Learning Modules present content in a particular order. The Learning Module is like a book where content is organized by headings and chapters and includes a table of contents.

Create a learning module:

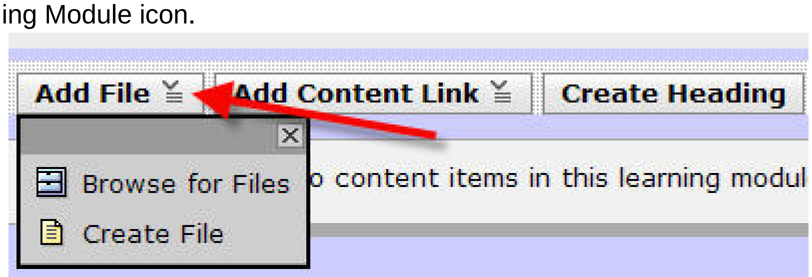
- From the **Build** tab, you can add a Module to the Home Page, or go to the Folder where you want to add a Module.
- Click **Add Content Link**

- From the window that appears, choose **Learning Module**
- Click **Create Learning Module**
    - Enter a Title
    - Enter an optional Description (displays beside the icon on the page)
    - Choose whether to show or hide this Learning Module
    - If you plan to display Table of Contents, decide on the Numbering format
    - Decide if you will Display or Not Display Table of Contents
        - **Tip:** The Table of Contents provides links to each item you add to a learning module. Therefore, students can skip around and bypass the order in which you put things. If doing things in the module in a particular order is critical, choose not to display Table of Contents. Students are then forced to use the page forward and page back icons to progress one item at a time.
    - Choose whether or not to display the Table of Contents as the first page in the Learning Module. (This is redundant if you display the Table of Contents.)
    - Click **Select Goals** if you have a goal to associate with this Learning Module
    - Click **Save**

  A link to the module is displayed.

To add content to a Learning Module:

- From the **Build** tab, click on the Learning Module icon.
- **Add File**
    - Click **Add Files**
    - Choose **Browse for Files** to add files other than HTML format.
    - Choose **Create File** to use the HTML creator in E-Learning to create your file.



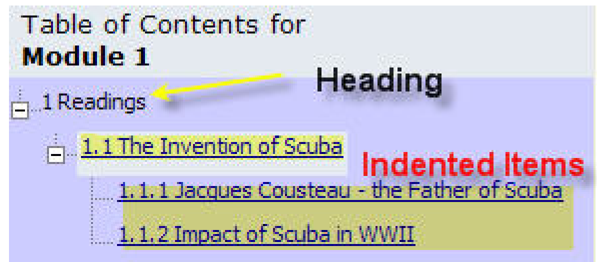
- **Add Content Link**
  - Click **Add Content Link** to add Assessments, Assignments, Chat, Discussions, Media Library, or WebLink.
- **Create Heading** A Heading is text used to label sections or provide instructions. A heading is not an active link to content.
  - Click **Create Heading**.
  - Add text
  - Click **Save**

Move Items

- Check the box next to the item to move
- In the ***Move*** column to the left of the desired destination, click the move icon. 

Indent Items Indent changes the numbering so that the items indented are grouped under the item just above.

- Check the box next to the item(s) to be indented.
- Click Indent.



Edit Title Links Allows you to change cryptic file names to something more meaningful.

Action Menu Settings Controls which Action Menu Tools are provided to students. In addition to the basic tools (Bookmarks, Goals, Notes and Create Printable View), you can create links to other tools on the Action Menu Toolbar. This will allow students to go to that tool, no matter where they may be in the Learning Module, by clicking the tool on the toolbar. The distinction in this particular function is that you choose which item(s) to connect to the tool.

Example: You have a discussion topic to which students contribute as they progress through the Learning Module. You can add that one particular discussion topic to the Action Menu Tools so that students can access it easily no matter where they are in the Learning Module.

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- Click the  beside the item you want to link to the toolbar.
- Check the box beside the item(s), or create a new item, and click **Add Selected**.

2. Assessments

Online Assessments have many advantages, not the least of which is that they are automatically graded and the grade sent to the Grade Book.
There are three types of assessments:

- **Quiz**: online tests for which answers are saved and grades are assigned and recorded in the Grade Book. Quizzes are graded automatically by E-Learning (except for paragraph (essay) questions) though Section Instructors and Teaching Assistants have the authority to override grades.

- **Survey**: anonymous online assessments for which no grades are assigned. Surveys are ideal for canvassing students' opinions on an issue discussed in the course or for course evaluations.

- **Self test**: used to reinforce concepts in the course and give students the opportunity to test their knowledge. Though you can assign points to Self-tests, results are not saved like with Quizzes.

In this tutorial, the focus is on creating a Quiz, applying settings, creating a link to the Quiz, taking the Quiz, and viewing and grading the submissions. The process for creating Surveys and Self Tests is similar.

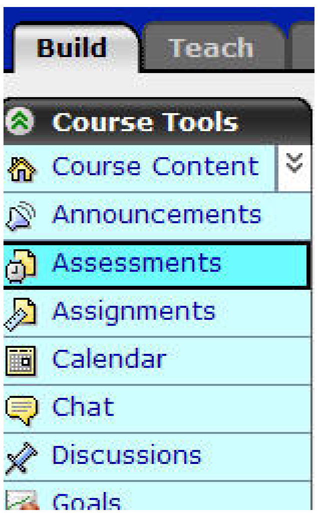
Create Questions When questions are already in your Question Database you have more options for adding them to Assessments. There are two main ways to get the questions into your Question Database:

If you have a text document of questions, you can use the Respondus software to turn those text questions into online questions that can be imported into your Question Database in E-Learning. UF has a campus license for Respondus so it is available to you at no charge. For more information about using Respondus at UF, go to http://lss.at.ufl.edu/services/respondus/.

Respondus also offers a Test Bank Network that will allow you to find questions that may be available from your text book publisher. These test banks can be imported into E-Learning using Respondus. For more information, go to http://www.respondus.com/testbank/search.php.

If you are creating all new questions, it is just as easy to create the questions within your E-Learning Question Database as it is to type them into a document.

- From the Build Tab, click **Assessments** in the Course Tools Menu on the left side of the page.



- Click **Go to Question Database . . .**
- Click **Create Category**. Categories are useful for organizing your questions. You could create categories according to chapters in the textbook, according to subject, or according to difficulty level.
  - Give the category a Title and click **Save**.
  - Repeat for all the categories you want to create.
- Click **Create Questions** and choose which type of question you want to create. For this example we will create a **Multiple Choice** question.
  - Provide a Title for the question. Each question must have a unique Title. The students don't have to see the Titles, though the default is that they will. One common Titling system is to use the Category and then a sequential number – ex: Ch1-01, Ch1-02, Ch1-03.
- Type the Question text. You can turn on the HTML creator if you need formatting for the text – bulleted lists, bold, italics, hyperlink, images, etc.
- You can also add an image beneath the text. Click **Browse** and upload image file from your computer.
- Answers: Is there one correct answer or multiple correct answers? If there is only one correct answer, E-Learning will allow the student to make only one choice. If there are multiple correct answers, students can choose one or all answers.
  - Type answer choices in the boxes provided and check the box next to the correct response(s).
    - The opportunity to provide % values is used if you want to weight the answer unevenly. For example, if answers A & B are both correct, you may make answer A worth 40% of the grade and answer B worth 60%. You can also make negative percentages for incorrect answers. You could make incorrect answers worth -10% to discourage students from checking all boxes to assure they get the correct answers.
  - Click **Create Additional Answers** if you need more than 5 possible answers.
  - Add feedback to individual answers if you want. This will be displayed (if you choose to show it) when students see their results after the Assessment results are released.
- Choose whether answer layout should be vertical or horizontal
- Choose whether answer labels should be numbers or letters
- Choose whether to randomize the answer ordering. A common practice is to always make the first answer the correct answer, but then allow E-Learning to randomize the answer ordering.
- "Grading Scheme" applies to questions that have more than one correct answer. Do the students have to choose all correct answers before any points are given? If so, choose "All or nothing." Otherwise students will receive the % of points assigned each correct answer chosen.

Under **More Options**:

- Provide General feedback for the question if desired. This will be displayed (if you choose to show it) when students see their results after the Assessment results are released.
- Add Section Designer notes if desired
- Place question in a category by selecting the category from the drop down menu beside "Specify an existing category."

- Click **Preview** to verify that the question appears as you want it.
- Click **Save**.
- Repeat until all questions are created.

Create an Assessment

- From the Build tab, click 

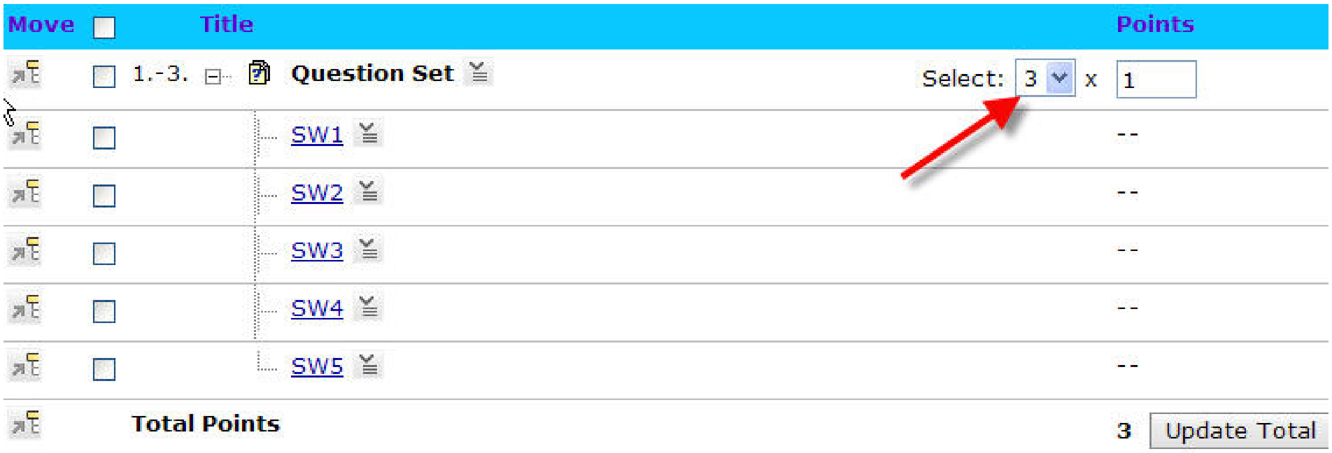
from the Course Tools Menu on the left side of the page.
- Click **Create Assessment**
- Enter a Title and (optional) Description.
    - Item Visibility will be set to "Hide Item" and cannot be changed until questions have been added.
- The "Grade Book column name" box will automatically fill in with the Assessment Title when you click in the box. Edit it if you want.
- Choose from Quiz, Survey or Self Test
- "Template" allows you to create an assessment based on an existing assessment. This option only appears if you have previously created Assessments to use as a template.
    - If you give a 5 point Quiz every Friday, create the first Quiz and then base all the others on the first Quiz. Select "Base on an existing assessment" and choose the first Quiz from the drop-down menu. Check the "Apply assessment settings only (do not include the questions) box. Then go back and add the appropriate questions to each Quiz.
    - If you have students with Learning Disabilities that need extra time on an exam, create the exam for the rest of the students. Then create another exam and base it on the existing one. Do not check the "Apply settings only" box. Then go back and adjust the time allowed for the LD students.
        - Selective Release criteria would be used to assign the exam to the LD students. Instructions for Selective Release are found at **4. Selective Release Criteria**.
- If you want to associate goals to this Assessment, click **Select Goals**, check the box next to the goal(s) you want to associate and click **Add Selected**.
- Click **Save and Add Questions.**

Add Questions to an Assessment

- Click **Add to Assessment**. Choose from Existing Questions, Question Set and Part.
    - **Existing Questions** adds individual questions to the Assessment. They will be delivered to the students in the order in which they are placed in the Assessment. If you choose this option, you will be taken to the Question Database to select questions.
    - **Question Set** adds a group of questions and randomly delivers a specific number of them to the students. If you choose this option, you will be taken to the Question Database to select questions.
    - **Part** (will only show up if there are already questions in the Assessment). A Part groups questions together in sections that can be managed in their entirety. For example, if you created a Part called Chapter 1 and added 25 questions to it, students would see that heading at the top of that group of questions. You could also move all those questions by moving the part to a different order in the Assessment.

For this example we will create a Question Set. When the Question Database opens,

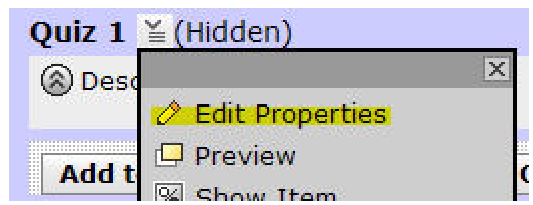
- place a check next to the questions you would like to add to the Question Set.
- Click **Add Selected**.



Your questions are added to this Assessment in a Question Set. From the Select box, choose how many of the questions you want to be randomly distributed to the students.

Edit Assessment Settings

Beside the name of the Quiz is a drop-down menu. Click **Edit Properties**. From this screen you can:

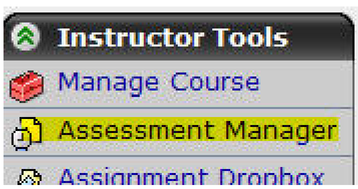


- Change the Title of the Assessment and/or the Grade Book Column Name, and edit or add a Description.
- Now that you have questions in your Assessment, the “Show Item” option will be available.
- Question Delivery – Choose to:
    - Deliver questions all at once -
        - Questions will be in one window and students can scroll through all questions at once.
    - Deliver questions one at a time and allow questions to be revisited.
        - Each question will be presented in its own window, but students can still navigate to any question at any time by clicking the question menu on the right side of the Assessment.
    - Deliver questions one at a time and do not allow questions to be revisited.
        - Each question will be presented in its own window, and students must answer the question or skip it, but will not be allowed to revisit that question once it has been answered or skipped.
    - The “Display question titles” box is checked by default. Uncheck the box if you do not want students to see question titles.
- Display Assessment – Choose whether or not to open the Assessment in a new or the same browser window.
- Duration – How long do students have to complete the Assessment once they access it? Check the “Disallow answer submission if time has expired” box to hold students to that time. If you do not check the box, students will be able to continue answering questions as long as they don’t submit the Assessment.
- Attempts – Choose how many attempts students get.
    - Check the “Randomize questions in a question set for each attempt” if you are using question sets and want the students to have a different assessment with each attempt.
    - “Minimum attempt time” is how long students must wait between attempts. If you leave this setting at the default of ‘0 minutes’ a student will be able to take the Assessment again as soon as the first one is submitted.
- Student score – choose when the score will be released.
    - “Release the score once the assessment has been submitted” – students immediately see their grades. This is not applicable if you are using Paragraph (essay) questions as they will not be automatically graded.
    - “Release the score once the assessment has been submitted and all the questions have been graded.” – this is the option to choose if you want the score released as soon as you grade the Paragraph questions. This option is only applicable if you are using Paragraph questions.
    - “Do not release the score.” – choose this option if you do not want students to see their scores until you release the score from the Grade Book.

- Statistics Release – Check this box if you want the students to see the statistics for the Assessments once the score has been released. This option is only available if you choose an option other than "Do not release the score."
- Goals – Click **Select Goals** to associate a goal with this Assessment.
- More Options
    - Dates Available – Choose the date and time when the Assessment will become available to students. Students will be able to see the link, but not access the Assessment until this date and time. Check the "Create a corresponding event in the Calendar" to add an entry to the Calendar.
    - Results Properties – How much information do you want to provide to the students when their score is released? Choose all that you want to show.
        - Email results to: - If you put your email address here, E-Learning will send you an email for each student submitting an Assessment containing the results.
    - Submission Properties – In the Submission message box, you can type a message to students such as when the scores will be released, what they need to do next, etc. This message will be displayed with the student submits the Assessment.
        - Email results to: - If you put your email address here, E-Learning will send you an email for each student submitting an Assessment containing the entire submission.
    - Security Properties – These settings allow for a more secure testing environment. They are mostly for use within a proctored environment.
        - Proctor password – This password is given to the students once they have gathered in the testing room and are ready to begin the Assessment.
        - LockDown Browser – This is a specialized browser exclusively for securing the online testing environment. For more information, go to http://lss.at.ufl.edu/services/respondus/lockdown_instructor.pdf
        - IP address and IP address mask – The IP address range of the computers to be used can be entered here. The Assessment cannot be accessed from a computer outside the IP address range.
    - Custom Instructions – This is used if you want to provide specific instructions for students taking the Assessment. If you have chosen to deliver the questions one at a time, you check the box to allow these instructions to be displayed at the top of every question screen.
- Click **Save**

View and Grade Assessment Submissions

Though Assessments in E-Learning are automatically graded, you still have the ability to change grades, override scores and grade Paragraph questions.



- From the Teach tab, click **Assessment Manager** under the Instructor Tools on the left side of the screen. You will see four tabs that organize your Assessments.
    - The *Graded* tab lists all completely graded submissions.
    - The *Not Graded* tab lists submissions that contain Paragraph questions.
    - The *Not Submitted* tab lists all Students who have not yet submitted.
    - The *All* tab lists all graded, partially graded, and unsubmitted assessments.

Note: Submissions are only available for Quizzes and surveys. Self-tests do not have submissions.

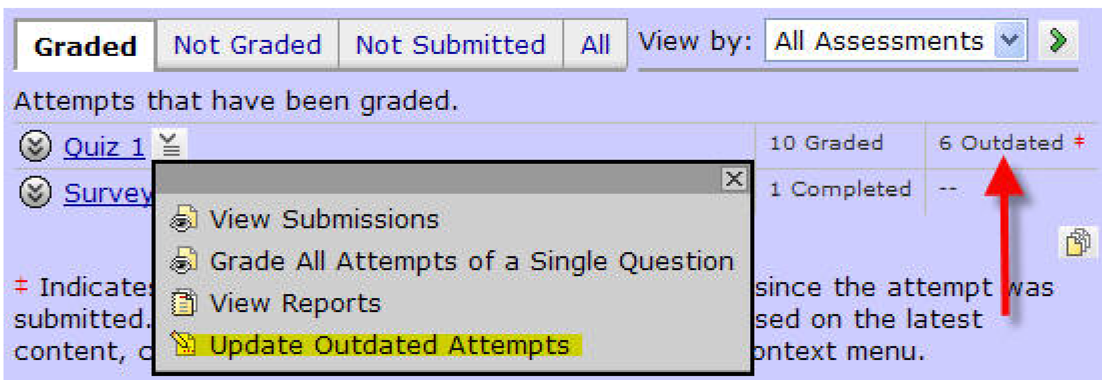
- To view the graded submissions on the Graded tab, click the drop-down menu beside the name of the Assessment.
    - Click **View Submissions**
    - A screen displays student's name, grade, a link to the attempt and the time. Click on the link to the attempt. You may:
        - Override the score for any individual question and provide a comment for the student about that particular question.
        - At the bottom of the page, adjust the total score up or down and provide comments for the student about the Assessment as a whole.
        - You may provide Audit log comments for record-keeping purposes. These comments are not shown to the student.

- Click **Update Grade**
- You may also wipe out the attempt and allow the student to try again by clicking **Reset Attempt**. If you reset the attempt, no record of the first attempt remains.

- To grade Paragraph questions, from the **Not Graded** tab, click the drop-down menu beside the name of the Assessment.
  - Click **Grade All Attempts of a Single Question**. The list of questions used in that Assessment is opened.
  - Find the Paragraph question that you want to grade (the question types are displayed) and choose **Grade all attempts of this question** from the drop-down menu beside the question.
  - All occurrences of that question are listed as well as the student name.
    - Click **Hide Names** to grade the question without knowing who answered it.

Final Assessment Notes:

- If a student claims he/she took the Assessment, but you are not seeing it in the *Graded* nor *Partially Graded* views, it's possible the student answered the questions but didn't submit the Assessment. On the Assessment Submissions page, select the **All** or **Not Submitted** tab. If the Status says "In Progress", click **View Attempt…** for that student. This will display the student's responses for those questions for which they *saved answers*. Click **Force Submission** to move the Assessment to the **Submitted** tab.
- You cannot add or remove questions from an Assessment that already has submissions.
- You can make changes to questions in Assessments that have submissions. Once the question has been changed any Assessment that uses that question will be "outdated" and can be regraded by selecting **Updating Outdated Attempts** from the Assessment drop-down menu.

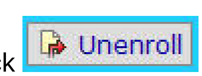


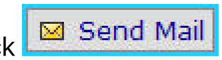
3 Grade Book

Access the Grade Book from the **Teach** Tab, "Instructor Tools" Menu.

Manage Users

- Enroll students and/or auditors by clicking **Enroll Members** at the top of the Grade Book.
- Type the Gatorlink username in the box marked "User Name"
- Check the box beside Student or Auditor.
- Click **Enroll**.
- The person's name will appear. Check the box next to the name and click **Save**.

- To remove a student, check the box next to the name(s) and click 

- To send email to students, check the box next to the name(s) and click 

at the bottom of the page. To send mail to an individual student, click the student's last name and choose **Send Mail** from the drop-down menu.
- To deny access to students, check the box next to the name(s) and click 

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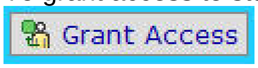
- To grant access to students that have been denied, check the box next to the name(s) and click 

Create Columns

Any graded activities created within E-Learning, like Assessments, Assignments or Discussions will automatically have a column in the Grade Book. But you may need other columns, such as a column for attendance or work handed in outside E-Learning.

- At the top of the Grade Book, click **Create Column** and choose the type of column you want to create.
  - If you want to be able to use the data in this column in a formula, the column will have to be Numeric or Calculated. For this example, choose **Numeric**. More on Calculated columns later.
- Give the column a label.
  - This should be as short as possible as Grade Book column width cannot be adjust to accommodate long column labels.
- Choose column alignment and decimals.
- Type in the Maximum Value for this column.
  - This is not a restrictive entry. If you put 100 as the Maximum Value, that does not prevent the column from displaying a grade of 103.
- The default setting is that this is a Grade-related column and Released to Student. Change either of these if desired, but be aware that a column must be Grade-related if you want to use it in a formula.
- Choose what Statistics, if any, you want to be released to the students.
- Click **Save**.

Hide, Show and Reorder Columns

Each of the tabs across the top of the Grade Book can be customized to fit your needs. The order of the "View All" tab is the order students will see when they click on "My Grades."

- Go to the tab you want to customize and click **Reorder Columns** at the top of the Grade Book page.
  - To hide one column, click the **Hide Column** button.
  - To show or hide multiple columns, check the box next to the columns and click Show or Hide

- To reorder columns, check the box next to the column and then click the Move icon  beside the row where you want this column.
- Click **Save**.

Enter Grade Data

Grades from content that the students complete within E-Learning will automatically go to the Grade Book. To manually enter grades:

- Click the Column Heading and choose **Edit Values** from the drop-down menu.
- Type the grades into the boxes and click **Save** at the bottom of the page.
  - The "Comment" box is for audit purposes only. *Students do not see comments saved in the Comment box*.

Upload Grades from Scantron Tests to the Grade Book

If you are having Scantron tests processed by the Office of Academic Technology, tell them that you are using E-Learning so that you receive a properly formatted file.

- Create a column for the data you are going to import.
- Click **Import from Spreadsheet** at the top of the page.

- On the next screen, click the **Browse** button.
  - Select the file from your local computer (eg, floppy drive A:)
    - The file will be named something like “UPLOADExam1.txt”
  - Click the **Upload** button
- Tell E-Learning how to import the data:
  - User ID must be matched to the **User Id** Grade Book column. The User ID is the student’s Gatorlink username. Use the drop-down menu to locate “User ID” if it isn’t already displayed.
  - The grade data will go into the column you created for it. Locate that column from the drop-down menu if it isn’t already displayed.

Import Column	Match	Grade Book Column
User ID	✓	User ID
Exam 1	✓	Exam 1

- When the columns are properly matched, click **Import**

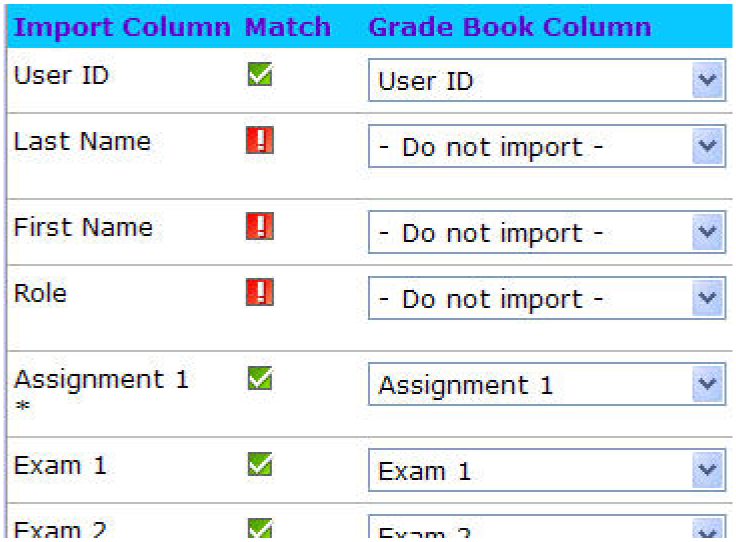
Upload Grades from Excel to the Grade Book

Your Excel spreadsheet must be properly formatted and contain the GatorLink usernames of your students. In order to get a properly formatted spreadsheet, export your Grade Book from E-Learning.

- In the Grade Book, click **Export to Spreadsheet** at the bottom of the page.
- Leave all options at the default settings.
  - The default is that only “Visible columns” are exported. If you have hidden the “User Name” column, you will need to either go back and make it visible, or change this to “All Columns”.
- Click **Export** and **Save** the file to your computer
  - In the ***Save As*** box, you may want to change the default file name “exportedcourse.csv” to something more meaningful – but do not change the “.csv” suffix.
- Open the file in Excel or other spreadsheet program.
  - Add new grade columns and values, change any existing grade values.
  - When finished, save the “.csv” file.

Tip: If you apply any formatting or enter formulae in Excel, save the file first in “.xls” format to retain this information. When you are ready to import back into E-Learning, you will save a copy of the file as .csv. With a .csv file, only the data is saved. You only want the data to be imported into E-Learning.

- Create columns in the Grade Book for the data you will import.
- In the E-Learning Grade Book, click on **Import from Spreadsheet** at the top of the page.
- Click the **Browse** button on the following screen.
  - Select the .csv file from your local computer
  - Click the **Upload** button
- Tell E-Learning how to import the data:
  - User ID must be matched to the **User Id** Grade Book column. The User ID is the student’s Gatorlink username.
  - Match the column(s) in your spread sheet with the column(s) in the Grade Book where you want the data to go. Choose the column names from the drop-down menu.
  - Set as “Do not Import” any columns that you do not need to import.



- When the columns are properly matched, click **Import**

Calculated Columns

A calculated column allows you to create a formula with which to calculate data from numeric or other calculated columns.

- In the Grade Book, from the ***Create Column*** pull-down menu, select **Calculated**
- On the Calculated Column screen:
    - Assign a Column label
    - Determine Alignment and Decimals settings
    - Type in the Maximum Value.
        - This is not a restrictive number. If you enter the Maximum Value as 100, it will still be possible for the column to display a number larger than 100.
    - Leave the box checked next to "Grade-related column", but uncheck the box next to "Released to Student" if you are not ready for the students to see the data.
    - Choose which, if any, statistics to release to students
    - Click **Save**
- In the Grade Book, scroll to the far right to find the new column.
- Click on the column name and select **Edit Column Formula.**
- For this example, we will calculate a SUM of the columns Exam 1, Exam 2, Assignment 1, Attendance, and Extra Points:
    - Click the **SUM** function
    - Under Select a column to add to your formula, click **Exam 1**
    - Click **Enter Another Value**
    - Under Select a column to add to your formula, click **Exam 2**
    - Click **Enter Another Value**
    - Under Select a column to add to your formula, click **Assignment 1**
    - Click **Enter Another Value**
    - Under Select a column to add to your formula, click **Attendance**
    - Click **Enter Another Value**
    - Under Select a column to add to your formula, click **Extra Points**.
    - Click **End Function**
    - The formula appears as SUM{[Exam 1],[Exam 2],[Assignment 1],[Attendance],[Extra Points]}
    - Click **Save**

TIP: For complex formulae, break them down into smaller pieces and create a calculated column for each part of the formula. For example, if you give 10 Quizzes and drop the lowest score, create one Calculated column that will perform that function. And if you then add the average of 5 assignments, create another Calculated column that will average those assignments. Then you can create a Calculated column that will add the first and second Calculated columns. You can add extra points, attendance, etc., in this last Calculated column. There are an unlimited number of other formulae that can be created in the Calculated column.

Letter Grade Column

A Letter Grade Column allows you to assign a Letter Grade to a numeric value.

- In the Grade Book, from the Create Column pull-down menu, select **Letter Grade**.
- On the Letter Grade Column screen:
  - Assign a Column label
  - Determine Alignment setting
  - Leave the box checked next to "Grade-related column", but uncheck the box next to "Released to Student" if you are not ready for the students to see the data.
  - For ***Based on numeric/calculated column***, select the column to which you want to assign a letter grade.
  - Click **Save**.
- In the Grade Book, click on the column name and select **Edit Column Letter Grade Scheme.**
  - In the left column are the grades. Change these to reflect the grades you want to assign.
    - You are not limited to the standard Letter Grades. You can also provide "Satisfactory," "Successful" or any other text.
  - If you need more Grade spaces, select the radio button beside one of the Grades and click **Add Grade**.
  - If you need fewer Grade spaces, click the  icon to the right of that row.
  - Under ***Range,*** enter the *upper range* for each letter grade. The default is that the most possible points is 100, but you are not limited to 100. The ranges will be adjusted when you save your scheme.

4. Create Groups

There are many uses for creating groups. If you have students with learning disabilities, graduate students, etc., create a custom group to contain those students. You can create multiple groups and randomly distribute your students for working together on projects. You can create groups with sign-up sheets allowing students to choose a project, paper topic, etc. that they want to work on.

- From the ***Teach*** tab, click on **Group Manager** in the **Instructor Tools** listing
- Click **Create Groups**
- Decide if:
  - You will choose the students immediately to add to the groups you create (Custom Group)
  - You will create empty groups to add students to later either manually or randomly (Multiple Groups)
  - You will allow students to select the group they want to join (Groups with Sign-up Sheets)
- Click **Continue**
- For example, if you selected ***Create Custom Group***:
  - Fill in a name and an optional description for the group
  - Click **Add Members**:
    - Select the students to belong to this group
    - Click **Add Selected**
    - If you did a query (***Find Members)*** to find students, click ***Add All***.
  - Click **Save** if you are done adding groups, or **Save and Create Another Group** to add more.

- On the Group Manager screen:
    - Click on the group name to **Send Mail**, which sends a message to all members in that group only
    - For the ***Create Group Activity*** drop-down menu, you can create a new Discussion Topic or Chat Room specific to a group.

Once you have your groups defined, you can release different activities to them by using the ***Selective Release*** function, which is described later in this document.

5. Tracking

You can run reports on various student activities in your course during a specified date range, and use the statistics provided by these reports to:

- Determine the components, tools, and pages that are most commonly used by students
- Monitor individual students' activity in the course.

To run a report:

- From the ***Teach*** tab, click on **Tracking** in the **Instructor Tools** listing
- Select a report type
- Select a date range
- Click **Run Report**

Notes:

- You can sort data (ascending/descending) in the report by clicking on the column label.
- For all Student Activity report types, you can export the statistics to your local computer.
- Tracking results are updated daily beginning at 4:00 am. Therefore, you will not see usage data immediately after a student performed an action.

6. Selective Release

Release Criteria can be set based on a date/time range, students, groups, or Grade Book criteria. Examples of how instructors at UF are using Release Criteria include:

- A Chemistry professor created 2 Folders: one called Worksheets, the other called Worksheet Answers. On the Worksheets page, she posted 26 worksheets in Adobe PDF format for students to print and complete. She set the availability of each answer sheet based on when the assignments were due. For example, if Worksheet 1 was due Friday of the first week of the term, she put Friday's date and a time of Noon on the file link for Worksheet 1 Answers.

- A Quiz was issued to the whole class with a time limit of 50 minutes – only 1 attempt was allowed. But 2 students with disabilities needed additional time. The instructor made a copy of the original Quiz, increased the time limit and made that Quiz available to those 2 students only.

- A professor requested one E-Learning account combining students from 2 courses: an undergrad-level course and a graduate-level course. Much of the content for the two courses was the same, so he created 2 groups in E-Learning: one for his undergrads, the other for his grad students. He used Release criteria to assign the appropriate content to each group.

- A program coordinator for a required annual compliance training course needed to ensure that participants achieved at least 70% on the Quiz before they could access their online Certificate of Completion. The link for that certificate page was set to only display if the exam score was greater than or equal to 70.

In each of these examples, only one release criterion was set: either by date, student, group, or a Grade Book column. However, *multiple* criteria can be set for any one item in E-Learning. For example, the professor with both undergrad and grad students in one E-Learning account could make a reading conditional based on both a group *and* members in that group achieving a certain score on an exam. In this case, both criteria must satisfied before the link to that reading becomes available: not only must the student be in the group, but must also score on the exam at or above the value defined by the instructor.

Selective Release Map

Use the **Selective Release Map** to view and set link visibility and release criteria for the entire course. This map only applies to content that has been placed in Folders or in Learning Modules. Items that can only be accessed from the Course Tools do not show on the Selective Release Map. To set Release Criteria on items that are accessed from the tool bar, click the action link of the item and choose Set Release Criteria

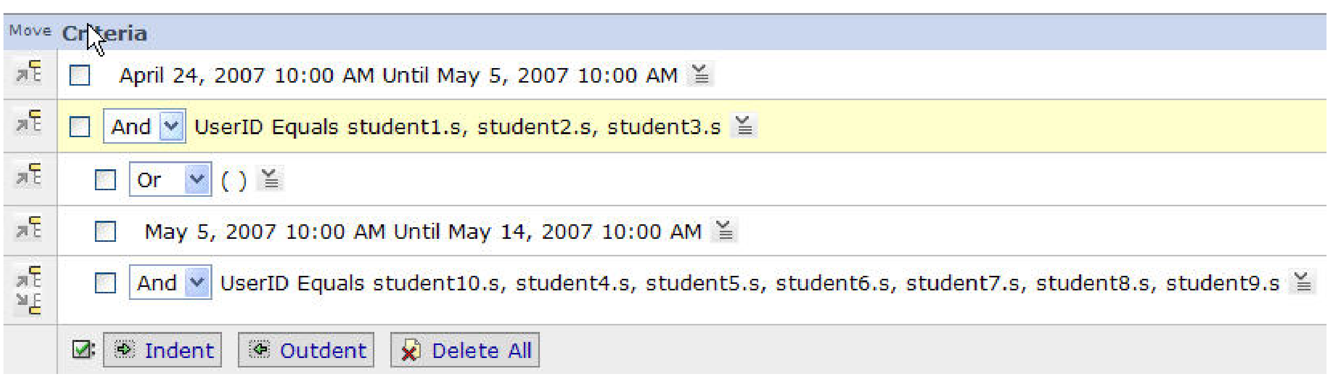
Selective Release is available from the **Build Tab** in the "Designer Tools" and from the **Teach Tab** in the "Instructor Tools."

Selective Release Map: Course Content Tab

- The Course Content tab shows all content displayed in a tree view. Click the "+" next to items to expand them.
  - o Click the **Hide Item** button to make the item unavailable to students.

Set Release Criteria for an item in the Map:

- To the far right of that item, click **Set Release Criteria**.
- Choose which criteria to add: **Date, Member** (student), **Group, Grade Book**
  - o You can add more than one type of criteria for a given link or component; e.g., a date and member combination. When working with more than one expression, you need to consider whether to select "and" or "or." Indents may also come into play.



The above example delivers this particular content to students 1, 2 & 3 on April 24 – May 5. It also delivers the content to the rest of the students on May 5 – May 14.

Selective Release Map: Members tab

On the Members tab, click on the student's User ID, or the Last Name to show which items are CURRENTLY released to the student. This will not show items that are set to be released to the student in the future.