User Manual for Content Authors

Various Types of Learning Resources

KWEBO comprises eleven different types of learning resources. With the exception of courses they have in common that they can be embedded into one or more courses. In addition to that, you can upload movie, animation, powerpoint, image, sound, pdf, excel or word files.

Course

An KWEBO course can accompany lectures, seminars or tutorials and represent diverse didactic concepts such as group puzzles or problem-based learning. KWEBO courses are unique document types. They can contain any number of course elements. How to work with those different course elements will be explained in the chapter "Learning Activities in Courses" in more detail. How to create courses will be illustrated in the chapter "Creating Courses". More information on course elements and the course editor can be found in the chapter "Course Elements and Course Editor".

CP Learning Content

Content Packaging (abbr.: CP) is a kind of learning content in standardized e-learning format. The specification of this format also comes from IMS. KWEBO supports the IMS CP version 1.1.2. CPs are suitable for being either used in KWEBO courses or outside of it. KWEBO supports this format; therefore learning content cannot only be used in KWEBO but in other LMS as well. Further information on generating Content Packaging can be found in the chapter "Creating CP Learning Content".

SCORM Learning Content

Another standardized e-learning format supported by KWEBO is the SCORM format (version 1.2). SCORM is short for "Sharable Content Object Reference Model" and a reference model for exchangeable electronic learning content of the "Advanced Distributed Learning Initiative" (ADL).

SCORM learning content is suitable for courses within KWEBO as well as courses outside. KWEBO supports this format; therefore your learning content can be applied not only in KWEBO but also in other LMS.

Wiki

Wikis are particularly suited for creating content jointly in an easy way. A Wiki can be used for working in groups, as documentation tool or as knowledge base for your studies and projects.

For more information on how to create Wikis and embed those in your course please go to the chapter "Creating Wikis". How to generate content within a Wiki will be explained in the chapter "Learning Activities Within a Course," section "Wiki".

Podcast

A podcast allows you to upload audio or video files that can later be made available in KWEBO. Podcasts can either be accessed directly in KWEBO or they can be subscribed via online services such as iTunes in order to copy single episodes to mobile devices later on. Your course participants will be able to easily assess or comment on such podcast episodes.

Information on how to create and embed podcasts in your course can be found in the chapter "Creating Podcasts". Further details on how to use podcasts as course participant will be explained in the chapter "Learning Activities in Courses," section "Podcast".

Blog

In a blog you can easily publish or update personal as well as professional information. Blogs are often used as a kind of diary or journal. Course participants will be able to comfortably assess or comment on blog entries.

Information on how to create and embed a blog in your course will be found in the chapter "Creating Blogs". Further details on how to use blogs as course participant will be explained in the chapter "Learning Activities in Courses," section "Blog".

Portfolio Template

A portfolio task is a means to specifically document learning results as well as learning processes. Course participants can perform portfolio tasks before being assessed.

Information on how to create a portfolio template and how to embed portfolio tasks in your course can be found in the chapter "Creating Portfolio Tasks". How to perform such portfolio tasks can be learned in the chapter "Learning Activities in Courses," section "Portfolio task".

Test

Tests can be used for examinations or exercises in general. In the first case course authors can see all test results along with corresponding test participants; in the second case all results are saved anonymously.

Each test exists in a standardized file format, the so-called IMSQTI format. IMS deals with the development of open standards in e-learning. QTI means "Question & Test Interoperability" and is a predefined standardized format used for generating tests and questionnaires online. The QTI format is also suitable for storing test results. KWEBO supports this format; therefore learning content cannot only be used in KWEBO but in other LMS as well.

More information on using and creating tests can be found in the chapter "Creating Tests and Questionnaires".

Questionnaires

A questionnaire is generally used for data collection, e.g. for the evaluation of an event. Each course participant can fill in a questionnaire only once. Results will be stored anonymously. Questionnaires as well as tests exist in the standardized IMS QTI format. For more information on how to create and use questionnaires please go to the chapter "Creating Tests and Questionnaires".

Resource Folder

In a resource folder you can store various documents to be used in several courses, e.g. rules regarding the forum that are valid in different courses of one series. A HTML page containing those rules is stored in the resource folder and referenced by several courses.

More information on how to create resource folders and use them in a course can be found in the chapter "Creating Courses," section "Resource Folder".

Glossary

In the glossary terms will be defined. As soon as those terms are used within learning content a student will see their explanation. Additionally you can get a list of all terms and definitions in a printable version.

More information on how to create a glossary and embed it into your course can be found in chapter "Course Operation," section "Glossary". How to use your glossary within a course will be explained in the chapter "Learning Activities in Courses," section "Glossary".

Learning resources of the type "File"

Apart from the above-mentioned learning resources, a comprehensive number of other file types may be imported into KWEBO. Among these are PDF, PowerPoint, Excel and Word, as well as movie, image, sound or animation files. Please be advised that these files cannot be used within KWEBO or referenced. Files of other types will be filed under the file type "Other file".

Course Settings

In addtion to the course editor and the course tools there are other features and settings at your disposal. For the course, the drop-down menu "Course" lists all of the functions following below. For other types of learning resources, this drop-down menu has the name of the respective learning resource type. Generally, available features and settings depend on the type of learning resource you are working in.

Change description

Here you can modify the learning resource's reference, title, its description, the execution period, work expenditure, objectives, requirements, points as well as a cover picture and a movie. This will be the title your learning resource will then appear with in the course list or in queries via the search mask.

The execution period can be set with individual start and end dates, or you can choose a pre-defined semester from the drop down menu. Execution periods of learning resources are also visible in the table display. If you uploaded a movie for the learning resource, it will be displayed in the description section of the info page. If no cover picture was uploaded, a still fo the movie will be used for the list and catalog view.

Access configuration

Here you can determine general settings of your learning resource as well as its assignment of user rights, e.g. if exporting your learning resource should be allowed or not.

Publication

A learning resource newly created is only accessible for its owner. There are five categories of KWEBO users you can grant access rights:

1. Only owners of that learning resource: All owners (co-authors) hold the same rights as the author, i.e. they can edit, copy, delete that learning resource as well as assign these rights to other KWEBO users.
2. Owners and other KWEBO authors: You enable other authors to have a look at your course before publication. Authors cannot edit or delete your learning resource, nor appoint new owners. It is only possible to copy or export your resource if an owner has granted that option.

   Icon

   You can further determine what other KWEBO users can do with your course. "Copying possible" means that your course can be copied. The option "Referencing possible" is not relevant for courses; in other learning resources (e.g. the glossary) it means that other course authors could implement those resources in their own courses. "Export possible" says that your course can be downloaded.

3. All registered KWEBO users: KWEBO users will be able to find your learning resource via the search mask or in the course list. This setting is mandatory if you want your course to be open for participants.
4. Registered KWEBO users and guests: Even via the guest access you can search for learning resources. Guests will hold limited access to your course, i.e. they will not be able to enroll in groups, nor contribute to forums, nor perform a task, etc.

5. Members only (owners, coaches, participants): If you chose this option, only participants may open the learning resource. The learning resource is invisible to all non-participants. Participants must be added by the owner and cannot enrol themselves any longer. Administrators identify learning resources with this special set of rights by the lock icon.

These settings in KWEBO courses allow you further to determine the use of additional features (course chat, glossary, course calendar, resource folder, etc.). For more information please go to the section "Using Additional Course Features".

Configure booking methods

Depending on the user group selected above, the view expands to show the booking methods for that user group, in order to configure the access control to the specific learning resource. If no booking method is selected, the previously selected user group has unrestricted access to the learning resource.

Three different booking methods are available:

- Access code: An access code is manually set by the owner of the learning resource, who then passes the code on to authorized users. In order to open the course, this code must be entered when opening the course for the first time.

- Freely available: A learning resource marked as freely available can be used without any restrictions. Using this booking method adds users as participants to the resource, but will not add them to a group, thus working like the enrolment course element.
- PayPal and Credit card (only available if unlocked by an administrator): The price for admission to the resource is specified here. The resource is subsequently booked by paying with either PayPal or credit card.

You can add a validity period to each booking method, in order to control resource access in addition to the use of visibility and access rules. You can edit booking methods at any time after the initial setup.

Catalogue entries

As soon as a learning resource has been activated it can be inserted in the catalog. Just select the category your learning resource should be related to by using the "Add to catalog" icon. Learning resources can be inserted more than once at different spots in your catalog, just repeat the beforementioned step. All categories selected will be displayed under "Catalog entry", were you can delete them as well.

Layout

Here you define how your course should look like. You can choose between altogether 5 layout templates, including the default system layout. Additionally, a custom layout may be defined, using individual fonts and colours for text, header, links, menus and boxes. Additionally, you can add a logo.

Options

For KWEBO courses, settings allow you further to determine the use of additional features (course chat, glossary, course calendar, resource folder, etc.). For more information please go to the section "Using Additional Course Features".

Show Calendar

When creating a new course an active course calendar is default. How to use that calendar is explained in section "Course Calendar". If you do not want to provide a course calendar you can deactivate that feature here.

Use Course Chat

When creating a new course an active course chat is default. Possible scenarios in a course and further details on chat rooms are explained in the section "Course Chat". If you do not want to use a course chat you can deactivate it here.

Icon
You can view chat logs for different time periods with up to one month. In the top half of the window, select the desired time period for the protocol.

If enabled, course participants can chose to be displayed either as anonymous or as themselves.

Select / Selected Glossary

A glossary is there to explain your course participants certain scientific terms. If you want to use such a glossary in your course select a glossary of your choice in learning resources. First you have to create that glossary in the authoring section before defining necessary terms. A glossary can be used in several courses. For further information please go to "Glossary".

Select / Selected Resource Folder

Resource folders are suitable for using the same files in several courses at once. First you create such a resource folder in the authoring section. Select then the resource folder you want to use in your course. The files stored there can be found in the storage folder of your course when selecting the sub-folder "_sharedfolder." Only one resource folder per course is allowed.

Evidence of Achievement

An evidence of achievement is the confirmation of an efficiency control and can include taken tests or submitted and assessed tasks. If you want KWEBO to create such evidences of achievement please activate this option here, or you can enter the assessment tool of the course and navigate to the menu item "Evidence of achievement". Course participants can retrieve their evidences of achievement in their personal menu, section "Evidence of achievement", starting with the beginning of the course.

The according link will only appear in your course if there is also an assessable course element, and the course participant has received at least one automatic or manual assessment. This could be, e.g., a test attempt or the assessment of a task.

If you do not want to offer evidences of achievement anymore you can either deactivate this option via the "Course" drop-down menu or the assessment tool of your course, as described above.

Icon
If you deactivate this feature your participants will no longer see their evidences of achievement. However, they are not lost; those evidences will only no longer be on display.

Evidences already existing will then no longer be visible. As soon as you offer this option anew your participants can dispose of their evidences along with new data. If you choose to delete a course that contains evidences of achievement your users will still be able to see their own evidences.

Generate PDF certificate

You can additionally determine here if a certificate is to be issued to course participants. The certificate can either be issued automatically after passing the course, or manually by the tutor. If or when a user passes the tests depends on whether he or she can meet the requirements previously set in the course root node, tab "Score". Coaches can issue the certificate manually in the assessment tool by navigating to the assessment overview of a user.

By default, certificates for a course are issued once only. If for any reason a certificate needs to be re-issued on a regular basis, e.g. for language certification, re-certification can be allowed. Select a given number of days, weeks, months or years for the period of time required before a new certificate can be issued.

Generally, a default certificate template should be available to you. You can choose to replace it with an individual PDF template. For further information concerning the creation of PDF templates please consult the respective context sensitive help.

Copy

Learning resources can be copied; therefore it is possible e.g. to use an old course structure for your next course. When copying a course its structure, folder content, its HTML pages and group names (but not the members) will be adopted. User data such as forum entries, group members, etc. not. As owner of a learning resource you can determine (section "Access control") if your learning resource can be copied by other KWEBO authors as well.

Export Content

Export your learning resource as ZIP file. Tests, questionnaires, CP and SCORM learning content can be imported into other LMS supporting the same standard. Courses, Wikis and glossaries can be imported into other KWEBO installations. As owner of a learning resource you can determine in the section "Access control" if content may be exported.

Close

The function "Close" (only available to courses) will change a course's status to "Closed". This way you inform course participants that your course will no longer be edited or updated. The course's configuration (course settings, access or visibility rules) will not be affected. All users holding access rights will still be able to access the course content according to their individual rights, however, only as long as you do not sign them out of their groups (tutors as well as participants).

By clicking on "Close" you can determine in several steps if catalog entries of your course shall be deleted, if tutors and participants shall be signed out of groups in your course, and if tutors and participants shall be notified of your actions by e-mail.

Icon
Changing the course status cannot be reversed.

Delete

Only learning resource owners have the permission to delete that resource. A learning resource can only be deleted if it is not used within a course at that moment. When deleting imbedded learning resources (e.g. in a test) you will get a message indicating the relevant course. First you have to delete the course element "Test" in that course to be able to delete that test in learning resources.

Icon
When deleting a course its user data (e.g. test results) will not be deleted but archived as Excel file in your personal folder.

Actions in the 'Authoring' section

As author you will find two icons on the top left: "Create" and "Import". A mouse click on "Create" opens a drop-down menu.

Create

You can create courses in the course editor (in unique KWEBO format). Tests and questionnaires (IMS QTI format 1.2) can be generated in the test editor; CP learning content can be generated in the IMS CP editor. Additionally it is possible to create resource folders, portfolio tasks, Wikis, glossaries, blogs or podcasts. Wikis, portfolio tasks, blogs, podcasts and CPs can either be created either here in the "Authoring" section tab or within the course editor in case you want to embed your learning resource in that course.

How to use various editors will be further explained in the chapters "Creating Courses", "Creating CP Learning Content", "Creating Wikis", "Creating Podcasts", "Creating Blogs", "Creating Portfolio Tasks", and "Creating Tests and Questionnaires".

Import

Learning resources generated outside of KWEBO can be imported if they have a format that is compatible. Suitable formats have been commented on in the section "Various Types of Learning Resources".

You can import into learning resources from your computer. Select "Import" and follow the instructions. If you want to import an entire course you will be asked if you want to import its referenced learning resources (e.g. a Wiki or a test) as well. Select the checkbox if you want to do this. Publish the course to complete the import and make the course available to you and other KWEBO users for further use.

Edit

You will get to a learning resource by clicking on the title of that learning resource in the list. The infopage opens upon clicking on the respective icon. If your learning resources can be edited (e.g. courses, glossaries, CPs, blogs, podcasts, tests or questionnaires) the icon "Edit" will get you to the corresponding editor.

The following actions are available in the "Tools and actions" menu:

Change description

Opens the form for changing the content of the info page. For further information please refer to the chapter "Course Settings ", section "Change description".

Catalogue entries

Create new catalogue entries or edit existing entries. For further information please refer to the chapter "Course Settings", section "Catalog entries".

Members management

Opens the members management of the respective learning resource. For further information please refer to the chapter "Course Operation", section "Using Course Tools"

Copy

Copy learning resources for re-use in a new semester. For further information please refer to the chapter "Course Settings", section "Copy".

Export Content

Export your learning resource as ZIP file. For further information please refer to the chapter "Course Settings", section "Export Content".

Close

The function "Close" (only available to courses) will change a course's status to "Closed". This way you inform course participants that your course will no longer be edited or updated.

Icon
Changing the course status cannot be reversed.

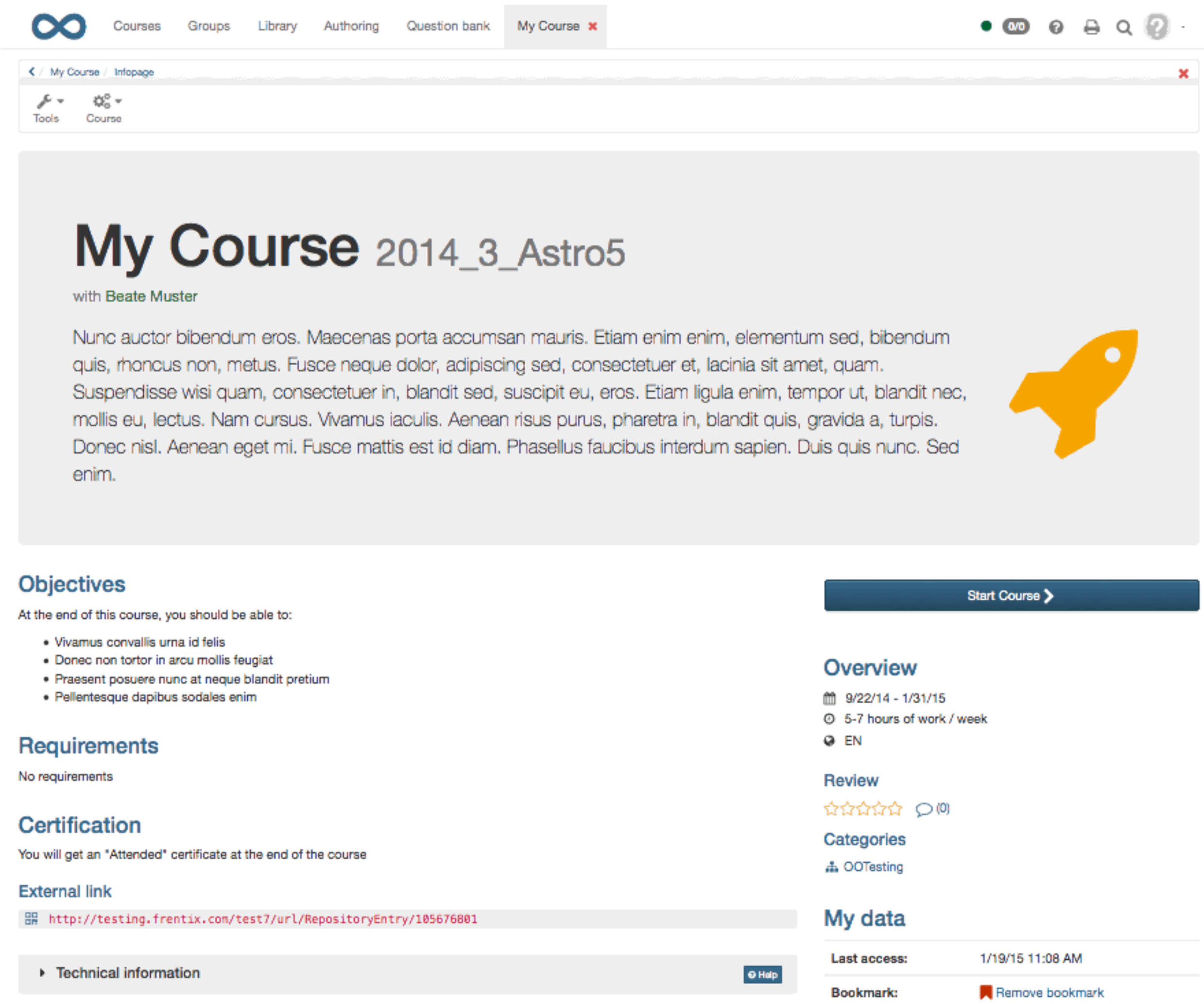
For further information please refer to the chapter "Course Settings", section "Close".

Delete

A learning resource can only be deleted if it is not used within a course at that moment, and only by its owner. For further information please refer to the chapter "Course Settings", section "Delete".

Detailed View of Learning Resources

There is a detailed view to each type of learning resource referred to in "Various Types of Learning Resources", the so-called info page. Learning resources are listed there along with their metadata (data describing that resource). You will get to the info page of a course by clicking on the "Info page" icon in the course list or by selecting the "Course info" icon in the course toolbar in the course runtime.



Meta data / Information on the course

On top of the info page you can find the description of the course, as well as possibly an image or short movie.

The next section is displayed in either one or two segments, depending on the available information. If available, this section provides you among other with information on the course objectives, requirements or obtainable points.

The drop-down box "Technical information" contains KWEBO specific information on the listing and the use of the learning resource, e.g. the list of authors, creation and edit dates or the associated courses.

Icon
By means of an external link your course participants can get to your course directly after logging in

The "Overview" segment provides you with information on the execution period of the course, i.e. the period in which the course is conducted, the estimated work expenditure and the course language. You can rate and comment the course. The catalog listing is added, too.

With the corresponding access permissions you can either start or book the course directly beneath the course description using the "Start/Book Course" button.

"My data" lists your course specific data, i.e. your passed status (if applicable), your last access to the course, and the courses with which you are registered to the course.

Tools & Settings

The Toolbar grants you access to various tools and setting configurations.The number and type of available options depend on the one hand on your access permission, and on the other hand the type of learning resource you are dealing with. You can access the toolbar from the learning resource itself as well as its info page.

The drop-down menu "Tools" provides you with access to the course tools course editor, storage folder, members management, assessement tool, archive tool, the statistics and the learning areas. More information can be found in the corresponding chapters.

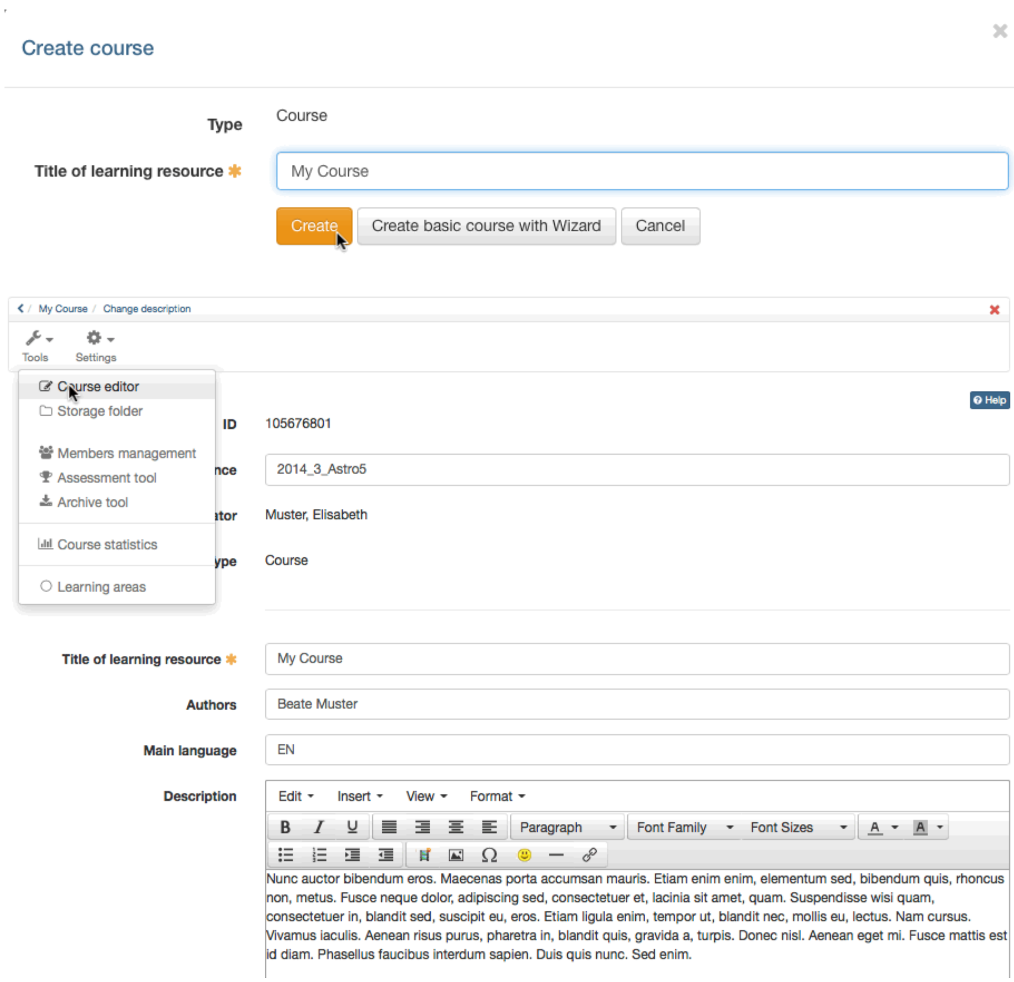
For the course, the drop-down menu "Course" lists grants access to the course functions description, access configuration, catalog entries, layout, options, evidence of achievement, copy, export, close and delete. For other types of learning resources, this drop-down menu has the respective name of the type. Please consult the chapter "Course Settings" corresponding chapters for more information.

In Five Steps to Your Course With the Course Editor

If you would like to get to know how to use the course editor the following chapter will provide you with useful information. Having reached the end of our illustrated guide you will have created a course similar to the one created with the Wizard. However, in contrast to the Wizard you will have made yourself familiar with the features of the course editor and will therefore be able to edit courses or create more complex ones later on.

Step 1: Create course

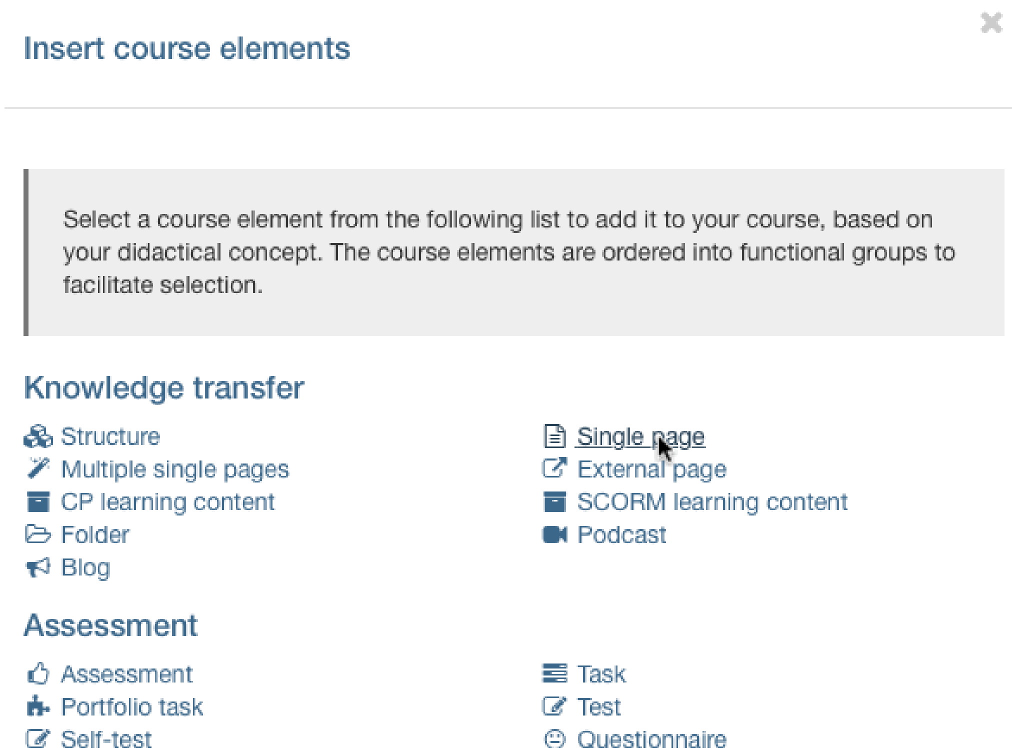
1	Click on "Authoring" in the main navigation.
2	Select "Course" in the drop down menu "Create" in the toolbar.
3	Insert title and click "Create".
4	Add a description and more metadata like e.g. the requirements or a picture, and save.
5	Start course editor from the "Tools" drop down menu in the toolbar.



Step 2: Insert welcome page

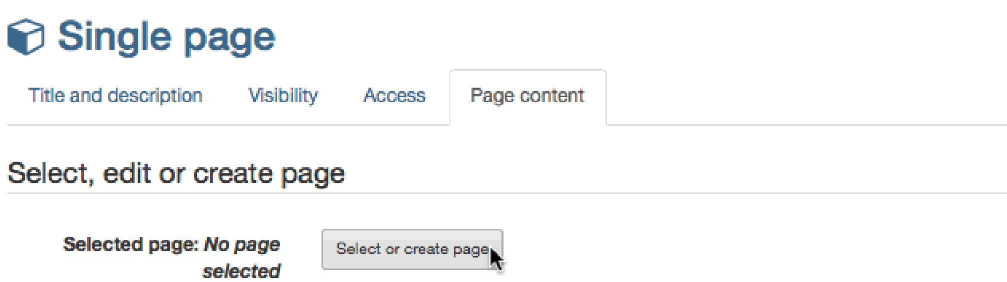
Step 1: Create course

1 Click "Insert course elements" in the course toolbar and select "Single page" in the knowledge transfer section. A new course element is always inserted right beneath the currently selected course element.



2 Indicate a short title in the tab "Title and description" and save your settings.

3 In the tab "Page content" click on "Select or create page".



4 Indicate the file name of the HTML page to be created (e.g. "welcome") and click on "Create".

5 Write a welcome message.

6 Click on "Save and close".

Step 3: Insert folder for courseware before uploading documents from your computer

1 Click "Insert course elements" in the course toolbar and select "Folder" in the knowledge transfer section. A new course element is always inserted right beneath the currently selected course element.

2 Indicate a short title in the tab "Title and description" and save your settings.

3 Click on "Open folder" in the tab "Folder configuration".

4 Select the link "Upload file."

5 Search for a document on your own computer and click "Upload".

Step 4: Insert discussion forum

Step 3: Insert folder for courseware before uploading documents from your computer

1 Click "Insert course elements" in the course toolbar and select "Forum" in the communication and collaboration section. A new course element is always inserted right beneath the currently selected course element.

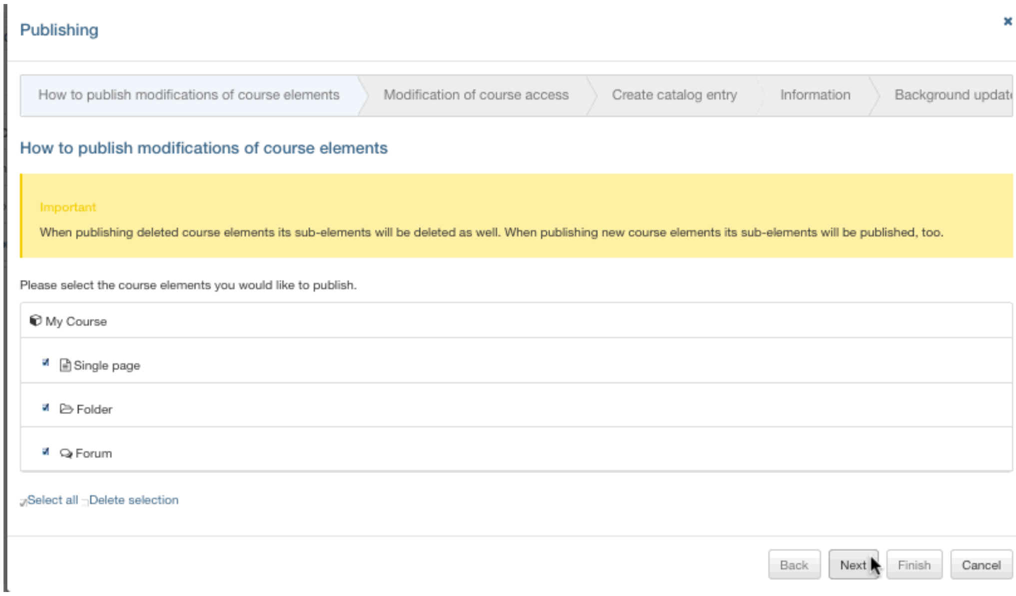
2 Indicate a short title in the tab "Title and description" and save your settings.

Step 5: Publish and activate your course

1 Select "Publish" in the course toolbar on the top.

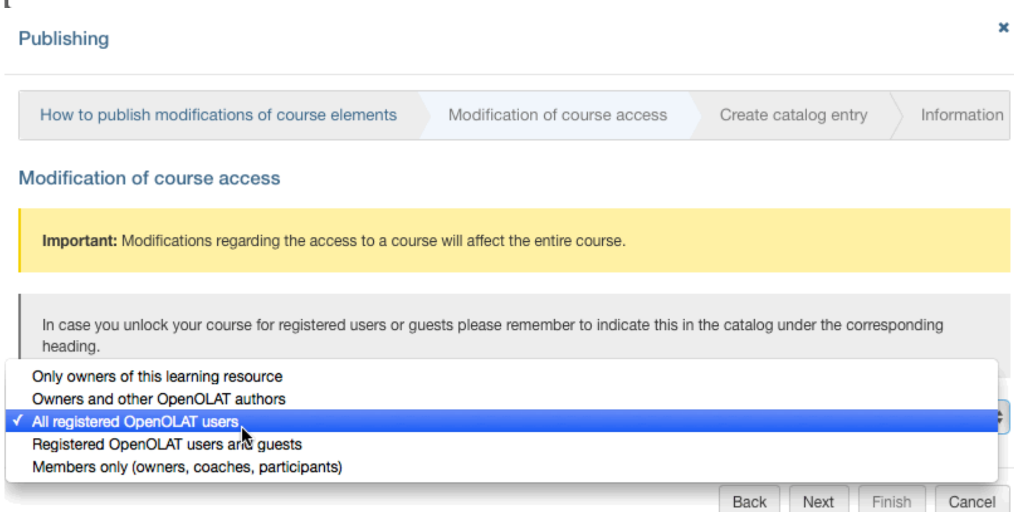
2 All changes will automatically be published. Changes to a course element will not be published if you deselect it.

3 Click "Next".

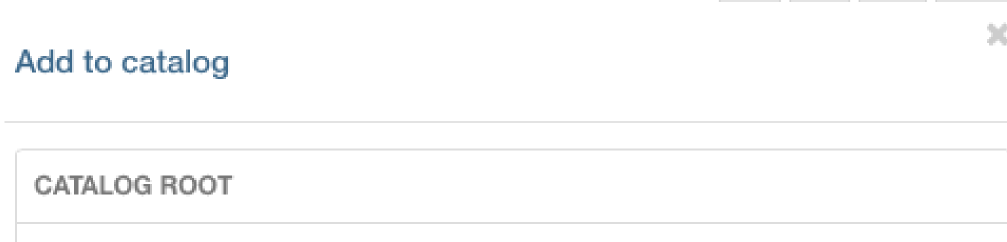


4 Select "All registered KWEBO users" in the pull-down menu, section "Modification of course access".

5 Click "Next".



6 Select "Yes" in the "Add course to catalog" pull-down menu in the "Create catalog entry" section.



Step 5: Publish and activate your course

7	Click the "Add to catalog" button, elect the appropriate category and click "OK".
8	Click „Finish“.
9	Either click the red X in the top right corner or on the course name in the breadcrumb navigation in order to close the editor.

Now your course is visible for KWEBO users and can be used.

Your course is also now available in the catalog and course participants can find it in the corresponding category.

Just a Few Clicks and the Course Wizard Will Create Your KWEBO Course

There is a wizard to help you create courses. This Wizard is meant for course authors who prefer to use only the most popular course elements in KWEBO without having to deal with the entire range of features available in the course editor.

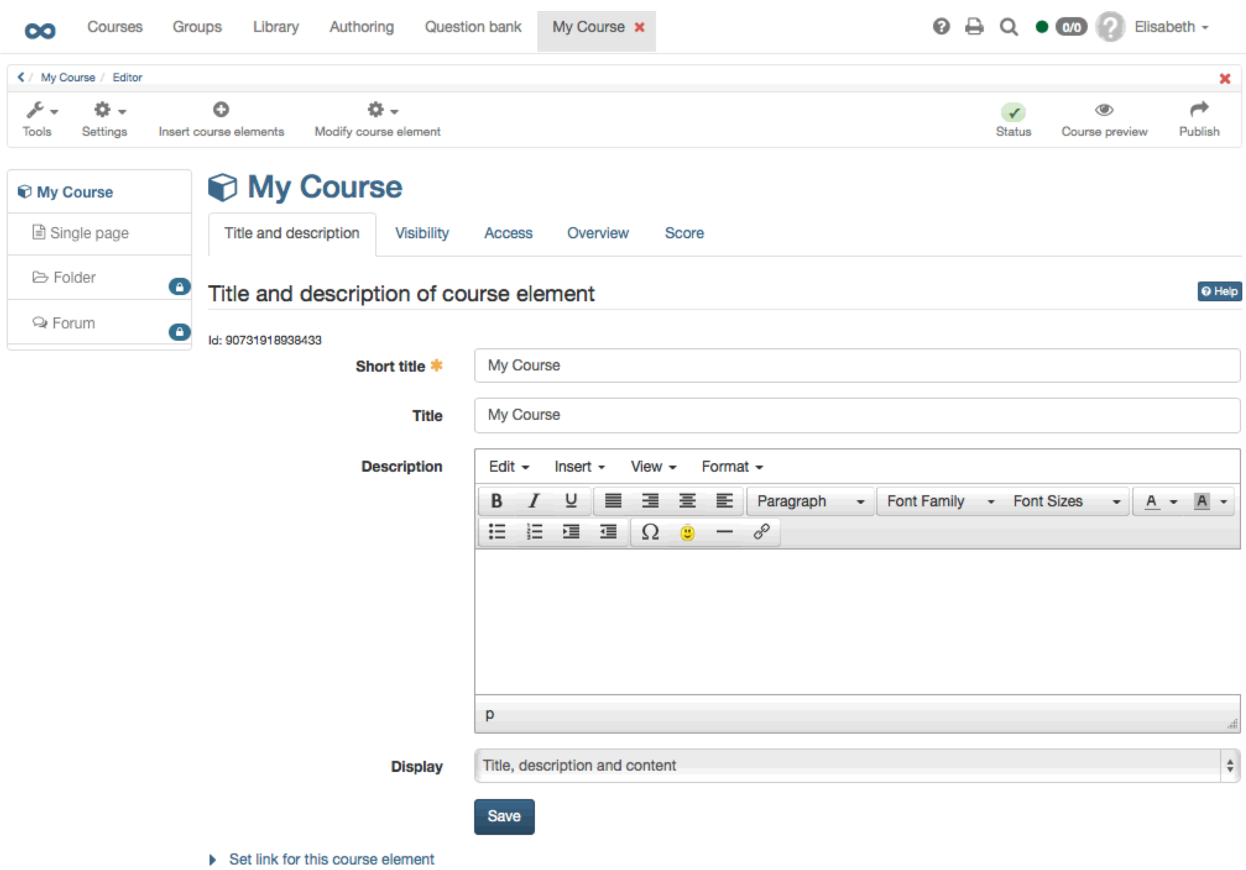
By selecting "Course" in the drop-down menu "Create" in the "Authoring" section you will get to this course wizard. Just indicate the title and select "Create basic course with Wizard." Follow the instructions to have your course created.

Your course can now be found under "Authoring" in the "My entries" tab where you can edit it anytime within the course editor.

General Configuration of Course Elements

Opening the Course Editor

The course editor is there to modify your course. You open it by clicking on the "Edit" icon in the table in the authoring section. If the course view is already opened just select the link "Course editor" in the pull-down menu "Course tools" in the toolbar. You will recognize the activated course editor by the additional tools in the toolbar.



In the toolbar you will find the pull-down menu "Tools" containing the links to the eight course tools as well as the pull-down menu "Settings". Via the icon "Insert course elements" opens a selection window providing a list of all available course elements. The pull-down menu "Modify course element" contains further actions regarding course elements (e.g. delete). On the right side of the toolbar, you will find the status display as well as the editor tools "Course preview" and "Publish".

Adding Course Elements

A course can comprise any number of course elements. In a course you can use several course elements of the same type; they can be nested as well.

Select the course element under which the new element should be inserted. Click on the course element of your choice in the selection window "Insert course element" in the toolbar. The new element will be positioned beneath the currently selected course element. If the top course element is selected, the new element will be automatically inserted at the end of the course. Now you can configure your new course element.

Course elements can be easily re-arranged with „Drag&Drop“ at any given point in time.

In the course navigation you will see most of the time a symbol next to each course element indicating its characteristics or pointing out any missing or wrong settings. In the toolbar you can find the status display containing the corresponding explanations to those symbols.

Configuration of Title and Description

Each course element always comprises the tabs "Title and description," "Visibility," and "Access." In addition there are one or more tabs to configure your course element individually.

In the tab "Title and description" you can describe your course element further. The field "Short title" is mandatory. This short title serves as labeling of your course element in the course navigation and is restricted to 25 characters.

The content in the field "Title" serves as additional description of your course element and appears on the course's homepage as sub-title if you have selected "Automatic overview" in the tab "Overview." This title will also be displayed when moving the cursor over the element's short title in the course navigation.

Avoid using slashes or full stops in the fields "Short title" and "Title." These special characters can cause problems when archiving courses later on.

In the field "Description" you can provide detailed information on your course element. That description will appear on the course homepage if you have selected "Automatic overview" in the tab "Overview".

By means of "Display" you determine what course participants will see when clicking on a course element. A click on course elements such as "Single page," "External page," "CP learning content," and "SCORM learning content" will result in displaying the default setting "Only content." All other course elements will show "Title, description and content" by default.

There is the possibility to set links on each course element. Just click on "Set link for this course element" to have the external as well as the internal link of a course element on display.

In order to refer from outside your course to a course element you have to use an external link. In order to set links within a course you have to use internal links.

Configuration of the Tabs Visibility and Access

You can limit the access to course elements in three ways. If you want to limit a course element's visibility it will no longer appear in the course navigation. If you plan to limit its access it will still appear in the course navigation, however, when clicking on it your participants will get a message that this course element is not accessible. In addition to that, the course itself as well as the course element "Structure" may be protected with a password in the access tab.

In the tab "Visibility" there are four options: "Blocked for learners", "Depending on date", "Depending on group" and "Depending on assessment"; by means of these options you can determine who will see when and under which circumstances a certain course element in the course navigation. KWEBO users excluded by those predefined rules will not be able to see certain course elements. You can e.g. determine that registration is only possible within one week (option "Depending on date"), you can grant access to a particular folder only to registered course participants (option "Depending on group") or you can provide a questionnaire only for those course participants who have passed a test (option "Dependening on assessment"). In order to include course authors and tutors into these rules you have to activate the option "Apply rules for owners and tutors". Activating the option "Blocked for learners" leaves the course exclusively visible for tutors and course administrators only. All other OLAT users will not get access.

In the tab "Access" there are the same four options mentioned above: "Blocked for learners", "Dependening on date", "Depending on group" and "Depending on assessment"; by means of these options you determine who will be able to access when and under which circumstances a certain course element. KWEBO users excluded by those predefined rules will see certain course elements but will not be able to open them. In order to include course authors and tutors into these rules you have to activate the option "Apply rules for owners and tutors".

Furthermore, you can activate the password protection and set the password here.

If a course element is visible but not accessible you can provide an explanation for excluded users in the tab "Visibility" to clarify your reasons.

All restrictions on course elements will also apply to their sub-elements. This means that if you add a password or restrict the top course element's visibility those settings will also apply to your entire course elements.

Types of Course Elements

Course Element: Structure

The course element " Structure" serves to arrange your course. By default it offers an automatic overview of all sub-elements along with short title, title, and description. Use this course element to arrange your course content and/or to clearly separate your modules.

Icon
The course element structure and all its sub-elements can be protected with a password, just like the course itself. Open the tab "Access" to activate the password protection and set the password.

By means of the course element "Structure" you can determine to put either an automatic overview, an automatic overview with preview or your own HTML page on display. All necessary configurations are made in the tab "Overview." When selecting "Automatically generated overview incl. preview" you can choose up to ten subordinate course elements whose preview will appear in one or two columns. In KWEBO there is even an integrated HTML editor at your disposal if you want to design a HTML page according to your needs (e.g. a welcome page).

In addition you can combine the status of assessable course elements ("Task", "Test", "SCORM learning content", "Assessment", "Checklist", "LTI page", "ePortfolio") in the course element "Structure." According to the display of your choice you have to select in the tab "Score" the corresponding option in the section "Calculate score?" or "Calculate passing score?". The option "Calculate passing score?" either depends on a minimum score defined by yourself or you can adopt the status "Passed" or "Failed" from the selected course element.

Icon
Use explicit short titles for all of your assessable course elements to be able to clearly distinguish them in the tab "Score."

Course Element: Single Page

In the course element "Single page" you can insert various files in your course. It is possible to announce general information there such as your program or recommended literature regarding your course. There are three possibilities to embed a page's content in your course:

- Create new HTML page online
- Select any file from the storage folder
- Upload file in storage folder

Click on "Select or create page" in the tab "Page content." If you have already embedded a file just click on "Replace page."

Create your page content directly by means of the KWEBO HTML editor. Indicate your file name in the field "New HTML page" before clicking on "Create." The HTML editor will open and you can create your content as if using a word-processing program. Your page will then be stored in the storage folder.

Icon
Avoid opening or saving HTML pages that have been created by means of an external editor with the KWEBO HTML editor; part of your formatting could be lost.

If you have already uploaded a file in your storage folder or if you have created one there you can embed this file by clicking on "Select page." All files in the storage folder will be displayed.

In the section "Upload files in storage folder" you can upload files from your local computer, zipped or one by one, before embedding them. All file formats are allowed (e.g. doc, xsl, pdf, jpg, mp3).

In the tab "Page content," section "Security settings," you can determine if references in your HTML pages should only be possible to files of the same folder (along with its sub-folders) or if all files of the storage folder can be referenced. Detailed information on these options can be found in the context-sensitive Help of the tab "Page content".

In the "Layout" tab you can define the settings for the display of page contents. Here you determine whether the page should be displayed unaltered, or optimized for KWEBO. The display mode "Optimized for KWEBO" allows you to e.g. apply the course layout to the page content, or to enable the course glossary. Detailed information on these options can be found in the context-sensitive Help of the tab "Layout".

Course Element: External Page

By means of the course element "External page" you can embed web pages in your course navigation. The content of the page will be displayed in an KWEBO window. It is recommended to use this course element when planning to include pages containing database queries (e.g. research tools, online exercises, etc.). It is only possible to link external pages via HTTP or HTTPS protocols.

First you have to indicate the URL to be referenced in the tab "Page content." In order to see that linked page correctly there are the following four options to choose from: "Completely embedded" (source hidden), "Embedded (source hidden)," "Embedded (source visible)," and "New browser window" (source visible). More details regarding these options can be found in the context-sensitive Help in the tab "Page content." For pages that require authentication you can provide the corresponding values in the fields "User" and "Password."

Icon
If you are not sure which option is best in your situation you can try "Completely embedded" first to test the other alternatives till your page is displayed correctly.

Course Element: LTI Page

By means of the course element "LTI page" it is possible to integrate external learning applications in your course before having their content displayed in an KWEBO window. LTI means "Learning Tool Interoperability" and is an IMS standard to embed external learning applications such as e.g. a chat, a media Wiki, a test editor, or a virtual lab.

Indicate the URL to be referenced in the tab "Page content" along with its key and password. When selecting this LTI page in the course navigation, the user must accept the data transfer for privacy protection reasons first, before any user data, course information or keys will be transferred to the embedded application, password controlled and in the background. Your learning application will check access rights and grant access with a valid key.

If the option "transfer score" is activated, the LTI page can be added as an assessable course element to the course, which then appears in the assessment tool. In addition to that, the score also appears on the homepage of the LTI course element.

The display options allow you to determine how the page is displayed for your students. Detailed information on these options can be found in the context-sensitive Help of the tab "Page content".

Course Element: CP Learning Content

CP means "Content Packaging" and is an e-learning standard for learning content. Use the course element "CP learning content" to include learning content in the IMS CP format (IMS CP version 1.1.2) in your course. You can create CPs directly within KWEBO; further information can be found in the chapter "Creating CP Learning Content". Or you can create a CP externally, e.g. with eLML.

In the tab "Learning content" just click on "Create, select or import CP learning content" in order to assign a CP to your course element or to create a new CP. CPs can either be imported to the course editor or by means of the "Authoring" section; further information can be found in the chapter "Courses, catalog and learning resources", section "Import".

To change the assignment of a certain CP learning content later on just click on "Replace CP learning content" in the tab "Learning content" before selecting another CP.

In the section "Display" you can determine how your learning content should be presented to course participants.

In the "Layout" tab you can define the settings for the display of the CP. You can either use the layout configuration settings from the learning resource, or modify the standard settings. If you choose the "Modify" option, the following settings are available. You can then determine whether the CP should be displayed unaltered, or optimized for KWEBO. The display mode "Optimized for KWEBO" allows you to e.g. apply the course layout to the CP content, or to enable the course glossary. Detailed information on these options can be found in the context-sensitive Help of the tab "Layout".

Course Element: SCORM Learning Content

SCORM means "Sharable Content Object Reference Model" and is another standardized e-learning format supported by KWEBO. Use the course element "SCORM learning content" to include learning content in SCORM format (SCORM version 1.2) in your course. Your SCORM package has to be created externally, e.g. with eLML.

In the tab "Learning content" just click on "Select or import SCORM learning content" to assign a SCORM learning content to your course element. Click on "Import" to upload a new SCORM package or select an existing SCORM package from your entries. SCORM packages can either be imported to the course editor or by means of the "Authoring;" for further information please go to the chapter "Courses, catalog and learning resources", section "Import".

In order to change the assignment of your SCORM learning content later on you have to click on "Replace SCOPRM learning content" in the tab "Learning content" before selecting another SCORM package.

In the section "Settings" you can determine how your learning content should be presented to course participants. More detailed information can be found in the context-sensitive Help of that field.

In the "Layout" tab you can define the settings for the display of the SCORM package. You can either use the layout configuration settings from the learning resource, or modify the standard settings. If you choose the "Modify" option, the following settings are available. You can then determine whether the SCORM package should be displayed unaltered, or optimized for KWEBO. The display mode "Optimized for KWEBO" allows you to e.g. apply the course layout to the SCORM package. Detailed information on these options can be found in the context-sensitive Help of the tab "Layout".

Icon
SCORM learning content will always be presented with a homepage. If such content contains tasks as well as tests you will learn from that homepage more about your score and remaining attempts to take tests.

Course Element: Folder

In the course element "Folder" you can offer files to be downloaded. Often folders are used to provide course participants with scripts or slides regarding your course. Using the external link available in the meta data, you can link directly to a specific file from outside of KWEBO.

In general all course participants have the permission to download files from that folder. All course authors additionally may upload files. These preset rights can be adapted according to your needs in the tab "Access" of the respective course element.

Icon
For each course element "Folder" you can dispose of ca. 100 MB storage space. If you should need more please contact your KWEBO support team.
Icon

If you want to use more than one folder, e.g. one for each course event, it is recommendable to introduce the course element "Structure" before subordinating your folders to that structure. All restrictions regarding visibility and access then have to be configured in the course element "Structure" only.

Course Element: Wiki

Use a Wiki to easily create learning content together with your course participants. A Wiki is suitable for doing group work; it can serve as documentation tool or as some sort of knowledge base for your studies and projects.

Icon
If you can't find the "Wiki" course element in the course editor, it was disabled by a system adminstrator.

The course element "Wiki" helps you to embed a Wiki in your course. Just click on "Select, create or import Wiki" in the tab "Wiki learning content" to assign a Wiki already existing or to create a new one. The chapter "Creating Wikis" will tell you how to do so step by step.

In order to change the assignment of a Wiki later on click on "Replace Wiki" in the tab "Wiki learning content" before selecting another Wiki.

In general all course participants have read and write permission in a Wiki. Only those KWEBO users who have created the Wiki or users appointed as owners are allowed to delete Wiki pages. These preset rights can be adapted in the tab "Access" of the respective course element according to your needs.

In the chapter "Learning Activities in Courses," section "Wiki", you will find more information on how to adapt the Wiki syntax, how to create new pages, and how to view different versions of a Wiki page.

Course Element: Podcast

The course element "Podcast" can either be used to easily provide others with your own audio and video files or with external podcast episodes in KWEBO. Course participants can see episodes directly within KWEBO; or they can subscribe to podcasts, upload those by means of online services such as iTunes before copying them to a mobile device.

Add the course element "Podcast" to your course. Create your podcast in the tab "Podcast learning content" before editing it. Determine at first if you want to integrate an external podcast or if you prefer to create episodes on your own. How to create a podcast step by step and further information on other configuration possibilities can be found in the chapter "Creating Podcasts".

Icon
Only course authors and moderators are allowed to create podcast episodes by default. However, all course participants are able to comment on episodes and can assess them by means of 1 - 5 stars. In the tab "Access" it is possible to adapt these settings according to your needs.

Course Element: Blog

By means of a "Blog" you can inform your course participants on news in the form of texts, pictures or videos. After embedding your course element it is possible to create new entries in the course view immediately.

The course element "Blog" serves to include a blog into your course. In the tab "Blog learning content" you can create a blog before editing it. You should determine first if you want to include an external blog or if you prefer to create new entries on your own. How to create a blog step by step and further information on other configuration possibilities can be found in the chapter "Creating Blogs".

Icon
Only course authors and moderators are allowed to create blog entries by default. However, all course participants are able to comment on entries and can assess them by means of 1 - 5 stars. In the tab "Access" it is possible to adapt these settings according to your needs.

Course Element: Forum

By means of the course element "Forum" you can provide your course with the possibility to communicate online, e.g. to discuss questions regarding the course content among your course participants.

Generally all course participants have read and write permission in a forum. All course authors and tutors dispose of the option to moderate a forum additionally. These preset rights can be adapted in the tab "Access" of the respective course element according to your needs.

Moderators hold the following rights:

- Editing and deleting all posts in a forum; attaching files.
- Prioritizing threads (sticky): a certain discussion subject will always appear on top of a list.
- Closing discussion: it will no longer be possible to reply to a certain discussion subject.
- Hiding discussion: a certain subject will no longer appear in the forum list.
- Displaying discussion: hidden subject will be displayed anew.
- Filter for persons: on the forum's overview page posts of every single course participant can be displayed.
- Archiving forum: posts and attached files will be zipped before storing them in your personal folder.

Icon
A course author can also use the forum to notify course participants in the short term. Just configure your forum in the tab "Access" accordingly, i.e. that only course authors have write permission. Advise your course participants on subscribing to the forum to be up-to-date.

In the chapter "Learning Activities in Courses" you will get further information on opening topics and replying to questions; see section "Forum".

Course Element: File Dialog

The course element "File dialog" provides you with preset discussion forums; in contrast to an ordinary forum, dialogs here are explicitly based on certain documents. Use such a file dialog to let your course participants discuss e.g. scientific articles or papers.

In the tab "Forum/storage configuration" you can upload documents in the storage folder of your file discussion by clicking on "Upload file." You can also determine if your file dialog should be included in your course or if it should be displayed in a new window.

In general all course participants have read and write permission in a forum and may upload or download files. All course authors and tutors additionally dispose of the option to moderate a file dialog. These preset rights can be adapted in the tab "Access" of the respective course element according to your needs. The right to moderate has already been explained in the section "Course Element: Forum."

In the chapter "Learning Activities in Courses" you will get more information on how to upload files or how to open topics and reply to questions; see section "File Dialog".

Course Element: Assessment

The course element "Assessment" is suitable to assess achievements not handed in electronically. You can evaluate manually e.g. presentations by course participants with passed or failed, with a score or with an individual comment. The course element "Assessment" serves to preconfigure the assessment of such achievements. Individual assessments can be inserted by using the assessment tool of your course.

According to your assessment you can preconfigure the display of a score, of a status or a comment in the tab "Assessment." In the field "Information for all users" and "Information for tutors" you provide general information on how to assess achievements.

Icon
In order to assess a course participant personally that participant has to be member of at least one group of your course.

Course Element: Task

By means of the course element "Task" you can provide exercises to be handed in electronically before being assessed by a tutor.

In the tab "Sub-elements" you determine which of the following five sub-elements you want to select:

- Assignment: assign tasks to course participants.
- Drop box: this is the folder where course participants upload their solutions.
- Return box: this is the folder where course participants will find their tasks corrected.
- Assessment: create individual assessments for each course participant.
- Sample solution: provide course participants with sample solutions of their tasks.

How to create tasks step by step and further information on other configuration possibilities can be found in the chapter "Creating Tasks".

How course participants will see the course element "Task" will be explained in the chapter "Learning Activities in Courses," section"Task".

Course Element: Portfolio Task

By means of the course element "Portfolio task" you can provide predefined portfolio templates to be filled by your course participants. Their tasks can then be submitted electronically and assessed by a tutor.

Icon
In order to assess course participants with the assessment tool, they have to be registered in a group first. Otherwise you will not be able to find that participant within your assessment tool.

By means of the tab "Learning content" you can create new portfolio templates or select a predefined one. How to create a portfolio task as course author will be explained in the chapter "Creating Portfolio Tasks".

Additionally you can determine a deadline for your portfolio task in the tab "Learning content." You can define a specific date or set a deadline in relation to that task's collection date. If the deadline is over your task will be retracted automatically; it will no longer be possible to perform that task.

Icon
By means of the assessment tool you will have the opportunity to change a deadline for a single user.

Optionally you can create a message to be displayed when clicking on the course element "Portfolio task" within your course.

In the tab "Assessment" you can preconfigure the display of scores, status, as well as individual comments. Within the fields "Hint for all users" and "Hint for tutors" you can provide course participants and tutors with general information on how to make assessments.

Information on how a portfolio element is seen and dealt with by course participants can be found in the chapter "Learning Activities in Courses," section "Portfolio task".

Course Element: Test

The course element "Test" is used to control achievements within a course. Course results will be archived in a personalized way. A test has to be imported or created first in the so-called IMS QTI format (version 1.2). If you have not generated a test before please follow the instructions in the chapter "Creating Tests and Questionnaires".

By means of the course element "Test" you include that test in your course. In this course element, data regarding course participants will be stored (number of attempts, scores, detailed assessments). Click on "Select, create or import file" in the tab "Test configuration" to assign this course element to a test or create a new one.

Icon
If you want to replace a test already embedded just click on "Replace file" in the tab "Test configuration" and select a new test. In case there are already test results of course participants you can download them next.
Icon
Attention: In case participants are taking a test at that moment all their results will be lost since that test is not complete. All results achieved between replacing and publishing a test will be lost as well.

A test will always be started along with a homepage in your course. You can edit the content of this page in the section "Information (HTML page)".

The presentation of results, etc. can be configured in the tab "Test configuration" as well. For more information please go to "Display Options and Configuration", section "On the course level."

Information on how to see test results can be found in "Archiving Results of Tests and Questionnaires".

Course Element: Self-test

The course element "Self-test" is also used to control achievements in a course. In contrast to the course element "Test" self-tests are suitable to get practice; results of self-tests will be saved anonymously. Self-tests can be taken as often as needed. The course element "Self-test" contains learning resources of the type "Test." Therefore it is up to you if you want to offer a test or a self-test. Your test has to be imported or created first in the so-called IMS QTI format (version 1.2). If you have not generated a test before please follow the instructions in the chapter "Creating Tests and Questionnaires".

By means of the course element "Self-test" you embed your test in a course. In this element data regarding course participants are stored anonymized (number of taken tests, scores, detailed assessments). Just click on "Select, create or import file" in the tab "Configuration self-test" to assign your course element to a test or create a new one.

Icon
If you want to replace a test already embedded just click on "Replace file" in the tab "Configuration self-test" and select a new one. In case there are already test results of course participants you can download them next.
Icon

Attention: In case participants are taking a self-test at that moment all their results will be lost since that test is not complete. All results achieved between replacing and publishing a test will be lost as well.

A self-test is always started along with a homepage in your course. You can design its content individually in the section "Information (HTML page)".

The presentation of results, etc. can be configured in the tab "Self-test configuration" as well. For more information please go to "Display Options and Configuration", section "On the course level."

Information on how to see test results can be found in "Archiving Results of Tests and Questionnaires".

Course Element: Questionnaire

By means of a questionnaire you can carry out online evaluations in your course, e.g. at the beginning to find out what your course participants expect. You can also process the results gained with statistic methods or evaluate your course at the end. Results will be stored anonymously. A questionnaire has to be imported or created first in IMS QTI format (version 1.2). If you have never generated a questionnaire before please follow the instructions in the chapter "Creating Tests and Questionnaires.

By means of the course element "Questionnaire" you embed a questionnaire in your course. Click on "Select, create or import questionnaire" in the tab "Questionnaire configuration" to assign that course element to a questionnaire.

Icon
If you want to replace a questionnaire already embedded just click on "Replace file" in the tab "Questionnaire configuration" and select a new one. In case there are already questionnaire results of course participants you can download them next.
Icon
Attention: In case participants are taking a questionnaire at that moment all their results will be lost since that questionnaire is not complete. All results achieved between replacing and publishing a questionnaire will be lost as well.

A questionnaire will always be started along with a homepage in your course. You can design its content individually in the section "Information (HTML page)."

The presentation of results, etc. can be configurated in the tab "Questionnaire configuration" as well. For more information please go to "Display Options and Configuration", section "On course level."

Information on how to download questionnaire results can be found in "Archiving Results of Tests and Questionnaires".

Course Element: Enrolment

The course element "Enrolment" is used to let course participants enroll in groups. It is then possible to restrict access to certain documents or to assign group work. Just define in the tab "Configuration" in which groups participants will be able to enroll. When indicating a learning area this area will be offered to all groups. In case you have not already created groups or learning areas or in case you need more, you can perform this by clicking on "Select" and "Create" in the tab "Configuration." For further information please navigate to the section „Learning area" in the chapter "Course Elements and Course Editor", and the chapter "Groups".

In the field "Delisting allowed" you can decide if a registered course participant should have the possibility to delist from a group. In the group management you can determine while editing groups if there should be a waiting list and if moving up automatically from that list should be possible.

Icon
It is not enough to only select learning areas in the tab "Configuration." These learning areas have to be assigned to groups as well. You should make such assignments in the editor of your course. More detailed information can be found in the section "Learning Areas" in the chapter "Course Elements and Course Editor".
Icon
If you want to restrict the visibility or access of course elements to registered course participants it is not advisable to configure the course element "Enrolment" as depending on groups; course participants would not be able to register at all.

Course Element: Topic Assignment

The course element "Topic assignment" is useful if you want to announce e.g. topics for term papers in your course before having them supervised. Course authors determine the detailed configuration of their topic assignment. This comprises e.g. who has the right to announce and supervise topics, how topics have to be described, or how many topics can be selected by one course participant. What makes this course element so special is the fact that not course authors but topic authors will announce and supervise such topics.

How to configure topic assignments

In the tab "Configuration" you determine first how many topics can be selected by one participant, if this selection is definite or if it has to be accepted by the topic author first. Furthermore you can add additional fields to describe a topic in more detail. This description will then be displayed in the table containing all topics announced. Here you can also determine if registrations and submissions shall only be possible within a certain period of time. In the tab "Sub-elements" you can choose if there should be a drop box as well as a return box in your topic assignment. Course participants will then upload their files to that drop box while topic authors will return those files by means of a return box.

How to appoint topic authors

In the tab "Persons in charge" you add those KWEBO users who should be able to announce and supervise topics. These persons do not necessarily have to hold author rights.

If you remove a topic author who has already announced a topic he will still be able to supervise it. However, this person will no longer be able to announce new topics.

Role of topic authors

When being authorized by a course author to act as topic author you can announce as well as supervise topics. Just open the course view and navigate to your topic assignment.

How to create a new topic

Click on "Create new topic" and indicate its title as well as a description. Depending on the configuration of your topic assignment you can add further details to the topic's description, determine deadlines for registration and submission, decide how many course participants are allowed to select your topic, and upload additional files if needed.

How to configure topics

If you want to modify your configuration later on just click on the topic's title. Now you will be able to edit that topic, change its status from "Open" to "Closed" or vice versa, or delete that topic.

How to manage participants

If the configuration of your topic assignment requires that course participants have to be accepted by the topic author you will see on the home page of topic assignments the note "Check participant" in a table as soon as somebody has applied for your topic. Now open the tab "Topic assignment" and accept the application of your candidate(s). It is also possible to add or remove participants in this tab manually.

How to upload and return files

In the tab "Folder," section "Drop box," you will find all those files course participants have submitted. In the section "Return box" you can put files already corrected. There will be one sub-folder for each course participant.

Course Element: Notifications

This course element allows you to embed notifications in your course structure. These notifications will be visible in your course as well as in the notifications section of each single user. Course participants can subscribe to this element; it is also possible to establish an automated subscription. Messages from notifications course elements can be viewed using the subscriptions tool in the personal menu. Course authors (in a course) can determine the amount of notifications that should be displayed in a course.

Course Element: Participant list

Unlike the member management course tool, which is only visible for course owners, the course element "Participant list" provides a list of all course members to those KWEBO users allowed to open the respective course. Members are listed depending on their role within the course as either course administrator, coach or participant.

By linking the member names to their KWEBO visiting card as well as the KWEBO mail service, this course element facilitates contacting your fellow course members directly from within the course.

Course Element: E-Mail

By means of the course element "E-Mail" you provide your course participants with the possibility to send an e-mail to pre-defined recipients.

There are two possibilities to send messages. You can either select the pre-defined groups of recipients you want to send a message to in the tab "Recipients" or you directly indicate your e-mail addresses. You can select whether you wish to address owners, coaches and /or participants of either course, groups or both.

Icon
In order to enter several addresses in the field "E-mail addresses" you have to separate them by line breaks

In the fields "Subject (form)" and "Message (form)" you can pre-define default values to be edited later on by your course participants when sending e-mails.

Icon
By means of a suitable short title for the course element "E-mail" you can provide your course participants with information to whom they can send messages. For privacy reasons they will not be able to see the recipients' addresses in your e-mail form.

Course Element: Calendar

By means of the course element "Calendar" you can embed a course calendar in the course structure. This course element offers an alternative view on the course calendar to be found in the course toolbar.

Icon
If you can't find the "Calendar" course element in the course editor, it was disabled by a system adminstrator.

In the tab "Calendar configuration" you can decide which date should be displayed when a course calendar is activated from the course structure. Furthermore you can initiate that dates from your course calendar will automatically be transferred to the personal calendars of your course participants.

Icon
When displaying a certain semester week in your calendar and inserting links on course elements, that calendar will serve as a kind of overview showing all events and tasks of that week.

Course Element: Checklist

The course element „Checklist“ offers you the opportunity to assess and embed e.g. todo, attendance lists or regular checklists into your course structure.

Using the checklist, coaches are able to document a given task list or attendance requirements, or support procedures. A checklist contains items with completed and uncompleted tasks or checks.

By means of the course element "Checklist" you can add different kinds of checklists to your course. Create individual check boxes in the tab "Check boxes" via the button "Add checkbox". You can add files for download to a checkbox. Detailed information on creating and configuring check boxes and the checklist can be found in the respective context-sensitive help.

You can set a due date after which the checklist will be locked for student editing in the "Configuration" tab. As an assessable course element you can specify here whether the participants get points for filling out the checklist, and what should be included in the results display.

After you have created the checklist, you will see the two tabs "My Checklist" and "Manage checklists" on the element page. Course participants without coach rights can not see the administration tab.

The checklist management offers an overview of all checkboxes of participants coached by you. Filter the table by group if you are coaching multiple groups. Edit the checkboxes and assess your participants directly, without leaving the course. For access to the assessment tool, click on the "Edit" link in the table, to the right of the respective users' name.

Icon
Checkboxes should not be modified in any way before the due date.

Altogether there are four options to edit user checklists and process their assessment at your disposal. For one, use the "Edit" link in the table, from where you have direct access to the assessment tool. By clicking the "Edit per checkbox" button, a new table with one specific checkbox for all users open. Select the appropriate checkbox by using the checkbox filter dropdown list. The "Edit" button opens the table overview in edit mode, which allows you to edit all checkboxes of all participants. And finally, checkboxes of participants can also be edited in the assessment tool.

Icon
If you want to provide several similar checklists, for example for various course events, we recommend using the collecting function. Checklists created in such a fashion will be added to the course as child nodes to a structure course element.

Course Element: Link list

The course element "Link list" enables the author to quickly assemble a collection of links relevant to the course. No HTML proficiency is required. Simply open the course editor, navigate to the link list course element, open the "Configuration" tab and enter the URL and name of the website you wish to add as a link. The target (URL) and description (name) fields are mandatory, while additional information on the link can be added through the comment field. Add or remove links using the + / - buttons.

Course Element: Virtual Classroom

The course element "Virtual Classroom" allows you to hold virtual meetings with either Adobe Connect or Wimba. The virtual classroom is especially suited for lectures and presentations. The templates allow the use of differently configured virtual rooms.

The virtual meeting room facilitates communication via video, audio and text as well as screen sharing. Depending on the software you are using, a range of other functions are at your disposal.

Please consult the context sensitive help for further information concerning configuration and use of this course element.

Course Element: vitero

The "vitero" course element allows you to embed the vitero system for web conferencing, e-collaboration, live e-learning and language learning into your course. vitero (virtual team room) enables you to create meetings for up to 12 participants plus moderator.

The virtual meeting room facilitates communication via text, audio and video as well as document and desktop sharing. The vitero system can be used for virtual team meetings, but also supports e.g. lectures ("chalk-and-talk"). All meetings work with the three temporary roles of moderator, assistant moderator and participant, thus reflecting the olat course roles administrator, coach and participant.

Icon
In order for you to be able to see and use the vitero course element, the system must be enabled by an administrator. Additionally, your KWEBO provider must have a valid vitero license.

Please consult the context sensitive help for further information concerning configuration and use of the vitero course element.

Course Element: OpenMeetings

The course element"OpenMeetings" allows you to embed the Open Source solution "OpenMeeting" for online conferencing, virtual classrooms and interviews into your course. OpenMeetings enables you to create meetings for up to 150 participants. OpenMeeting differentiates between three different types of online meetings:

- Conference for 1-25 Users
- Webinar for 1-150 Users
- Interviews or 2 Users

The virtual meeting room facilitates communication via chat, video and audio as well as screen and file sharing. In addition to that, OpenMeetings also provides the users with a whiteboard with different tools. Meetings can be recorded, and can be viewed afterwards in the course element. OpenMeetings supports the role of moderator, which can be enabled for each classroom. You can provide more than one virtual room to your participants by embedding several OpenMeetings course elements into your course.

Icon
In order for you to be able to see and use the OpenMeetings course element, the module must be enabled by an administrator. Additionally, you must have a configured OpenMeetings server at your disposal.

Using Editor Tools

Course Preview

The editor tool "Course preview" enables you to see course settings and content from the course participant's point of view. By clicking on "Course preview" you will first get to the configuration menu to simulate your course at a certain point in time, as member of a distinct group, or with other attributes used in your course.

In contrast to the view of the course content you will see all modifications or course elements not yet published in the course preview. Features depending on an interaction between participant and system will not be available in the course preview, e.g. enrolling in groups, starting a test, self-test or questionnaire, and performing tasks in the course element "Task."

Publishing

As long as you have not published your course and granted access, your course participants will not be able to find your course in the search mask or the course list. Course modifications will not be effective during your course; you have to publish it once more. This means that you can prepare new course content in the course editor. Your participants will only see new features after publishing them. All settings and modifications will be effective after using the tool "Publish" in the course editor.

First you have to select all those course elements you have modified and want to publish. Your choice will be reduced to course elements that are available for publishing.

Then you determine who should have access to your KWEBO course. See section "Modify settings" to learn more about those four options at your disposal. Now you can complete your publishing process. Just click on "Finish."

At this stage you will be informed on course elements that may not have been configured correctly and could cause problems when starting your course.

At last you will get a summary of your published modifications as well as a message containing the number of course participants working on your course at that very moment.

In case you publish a course while others are working on it all non-saved data (such as entries in forums or Wikis) will be lost.

Icon
The course can be published automatically upon closing the editor. You can only publish either all or nothing, with none of the modifications from step two of the wizard available.

Deleting, Moving and Copying Course Elements

The drop down menu "Modify course elements" helps you to delete, move or copy course elements. Your action will affect the currently marked course elements as well as all subordinated ones.

In the Move / Copy overlay select the position you wish to insert the new element into, and choose the corresponding icon: the upward arrow to insert the new element above, the downward arrow to insert below, and the bent arrow to insert as child element.

It is possible as well to move course elements using „Drag&Drop“ in the course structure to the left.

Modifications such as deleting, moving, copying course elements have to be published later on in order to be effective. If you have not published a deleted course element it can still be recovered.

Copying course elements is advisable if you plan to offer team work in groups and want to reuse the same structure.

Using Editors During Course Operation

Modifications During Course Operation

Make modifications during course operation as usual by means of the course editor. You can delete, move, add or copy course elements. As long as you do not publish your modifications they will not affect your ongoing course.

You decide when your modifications should be presented. When trying to publish you will get a message on how many users are working on your course at that very moment.

All users working on your course at that moment will have to restart the course. Test results or forum contributions that have not been saved will be lost! If there are users of your course and it is possible to publish your modifications at a later date we recommend canceling the publishing process and trying again later.

Most users usually work on courses from Sunday till Friday between 10 a.m. and 10 p.m. It would therefore be best to publish courses on Saturday morning.

Modifications in Tests, Self-tests and Questionnaires

As soon as a test, self-test or questionnaire is embedded in a course it is only possible to correct typing errors. Open your test or questionnaire in the editor und make your modifications.

Embedded tests, self-tests, and questionnaires cannot be modified further. Let us assume that you could add questions or check other answers as correct; then not all participants would have the same conditions any longer. In addition results could have been saved that would no longer be assignable to that new version of your test or questionnaire file. This is why editing embedded tests, self-tests and questionnaires is restricted.

If you want to add a question to your test or realize that you have checked a wrong answer as correct you can copy and save your test in learning resources. In the course editor you can then replace your file in that test course element before embedding that new test file. If there are some results already existing they will be stored in your personal folder; you can then decide if KWEBO should notify those course participants that have already taken that test of your modifications. Now you can edit your new test file.

Using Course Tools

In addition to the course editor there are a number of other tools that can be started in the drop-dwon menu "Tools" in the course toolbar.

Storage Folder

The editor tool "Storage folder" in a course serves to store used files, e.g. HTML pages or documents from other folders.

You can upload files, create, copy, move or delete them in your storage folder. Additionally you can zip or unzip files. All these actions can be performed with single files and folders or with several ones at once.

All course elements of the type "Folder" used in your course can be accessed via the storage folder in the sub-folder "_courseelementdata;" you can even edit them there.

A resource folder of a certain course can be viewed in the storage folder via the sub-folder "_sharedfolder;" however, it is not possible to edit it there.

Members management

Would you like to know who the members of your course are, who has access via groups and what rights those members have? The member management provides an overview of all users and groups within a course, and allows you to manage and administer them.

When opening the member management, you get a list of all members of your course, through either course or group membership. The table provides you with information on different user characteristics, such as roles, group memberships and visiting frequencies. Several tabs offer filtered views of the different member roles. Under each tab, you can view the respective members, manage existing and add new.

The menu item **Groups** shows all groups linked to the course, as well as information on occupancy. Clicking the link "Edit" enables you to modify the group just as you would in the main navigation tab "Groups". You can create new groups on the fly, or link already existing groups to the course. How to create and configure groups and how to administer group members has been described in the section "My Groups".

The menu item **Bookings** shows all bookings for this course, ordered by status.

Do you want certain users to have the right to use course tools but you do not want to provide them with owner rights? The menu item **Rights** allows you to grant specific course rights to members of linked groups, such as the right to use the course editor or the assessment tool. The rights management differentiates between group coaches and participants.

Course rights are always tied to a specific course. For further information, please consult the context-sensitive help.

Icon

Allocating course rights is suitable if you do not want to appoint an KWEBO user as course owner (co-author) but nevertheless want him to hold certain rights (e.g. permission to use the group management, the course editor or the assessment tool).

All course owners as well as members of a group with granted group management rights have access to the members management.

Coaches have the permission to use the assessment tool and may modify the groups they are coaching. It is not necessary to create a right group for that purpose. However, tutors can only assess members of groups they have been assigned to.

Other operations in the members management

In the course view, open the course tool members management. As course author, you are allowed to download Excel files with information on group and course members. In order to do this, navigate to the desired menu item and open the table download by clicking the icon "Table export". In the members view, a row of buttons provide you with several functions for collective actions such as sending emails to all selected members.

Assessment Tool

In order to assess the course elements "Task", "Assessment", "Checklist", "LTI" or "Portfolio task" and to assess tests and SCORM modules manually you can dispose of the assessment tool.

Icon
Subscribe to the notification service to be informed on new test results or new generated certificates in your drop box.

You can assess according to users, groups or according to your course's structure. In the group assessment you can have either all assessable course elements on display or only those to be assessed by yourself. By clicking on "Display" only those elements will appear that are accessible for your group members.

When assessing tasks you should first download those results that your course participants have put in the drop box. Then fill in the assessment form. How to assess a task (e.g. passed/failed or using a score) can be defined in the configuration of the course element "Task." Assessment options cannot be modified within the assessment tool.

Icon
If there are a lot of files in your drop box it is advisable to download all of those files at once by means of the "Download all drop boxes" button. The downloaded folder additionally contains all assigned tasks.

To assess the course element "Assessment" just fill in the assessment form.

Tests embedded in courses will be assessed automatically but you can have a look at different attempts in the assessment tool as well as scores achieved. You can also modify the number of attempts manually or add a personal comment. Attempts that are not handed in / not released, are distinguishable from other attempts and may be pulled in.

By means of the bulk assessment you can assess several users at once. Just follow the instructions to learn how to use such a bulk assessment. Please consult the context sensitive help of the bulk assessment wizard for further information. You can also start bulk assessments of the course elements task and assessment from the group or course structure view.

The evidence of achievement allows you to active or deactivate the evidences for the course. Clicking the button "Change configuration" opens the detailed view. You can further initiate a new calculation of all existing evidences by clicking the button "Recalculate evidences of achievement".

All owners of courses have access to the assessment tool as well as members of a corresponding right group and, last but not least, all coaches. Owners may assess all course participants, tutors only those they have been assigned to.

Data Archiving

By means of data archiving you can either upload files connected to your course in your personal folder or download as ZIP file. All archived data uploaded to your personal folder will be stored in the section "Private," sub-folder "Archive" by using course titles. You can archive results of tests, self-tests or questionnaires, drop boxes containing task course elements, and log files.

Those archived files of tests, etc. will be stored in Excel format. You will dispose of information on when a certain user has taken your test, how this user has replied to your questions and what score this user has achieved. Archived self-tests and questionnaires will comprise anonymized user data.

Course results will also be stored in Excel format. In addition to results of tests, assessments and tasks also log files will be archived. For further information please go to "Record of Course Activities".

When archiving tasks and solutions all attempts loaded into the drop box will be zipped. Downloads can be divided into the respective user groups. Contributions in forums or file dialogs will be archived in the .rtf format. Attached files as well as the content of folders will be added. Wiki pages will be zipped along with all uploaded files.

Icon
When deleting a course all course data (but not the course elements!) will be stored in your personal folder automatically.

All course owners have access to the data archiving tool as well as members of groups with rights to the data archiving tool.

Test / Survey statistics

The test & survey statistics provide you with a anonymized statistical evaluation of all tests and questionnaires embedded in your OLAT course.

Other than theassessment toolwhich offers a wealth of information on test results of individual users, the test and survey statistics tools enable you to evaluate tests as a whole. This includes e.g. information on the average completion time, item difficultiy of individual questions, number of participants and how many participants passed the test. Single questions are analysed just as detailed. Typical item analysis parameters facilitate the evaluation of a test with regard to difficulty or suitability.

You can download both the graphical analysis as well as the raw data in the tool. The test and survey statistics tools use the same raw data as available in the archive tool.

Icon
Only coaches have access to the test and survey statistics. As a coach, you will get the analysis for all your coached participants.

Statistics

This course function provides you with statistics regarding access to your KWEBO course. All course owners have access to those statistics. You will receive data in the form of tables as well as in the form of charts. Table data can be downloaded as Excel files (e.g. for further processing); charts can be downloaded as png files to your computer.

Relevant for your total of course accesses are user clicks on a single course element; however, clicks on this element's content will not be counted. If a user selects the Wiki from course navigation this click will count; it will not count when clicking on a link within that Wiki.

Statistics can be created per hour, per day, per weekday, per week, sorted by organization (e.g. University of Zurich), by type of organization (e.g. university), by study level (e.g. bachelor), as well as by study field (e.g. Psychology). Furthermore you can choose a certain period of time per day and per week during which any course access should be displayed in your statistics.

Learning Areas

In the course editor view you have to open the editor tool "Learning areas". By means of the tool box on your right you can then create a new learning area before allocating single groups to this learning area. If a learning area already exists you can use this one to allocate linked groups. All you have to do is editing the learning area, and then selecting the designated groups in the tab "Group assignment".

Icon
Learning areas are suitable for using the same course element within a course in several groups or if there are a lot of groups to choose from along with only one single registration element. Learning areas spare you the selection of each single group.

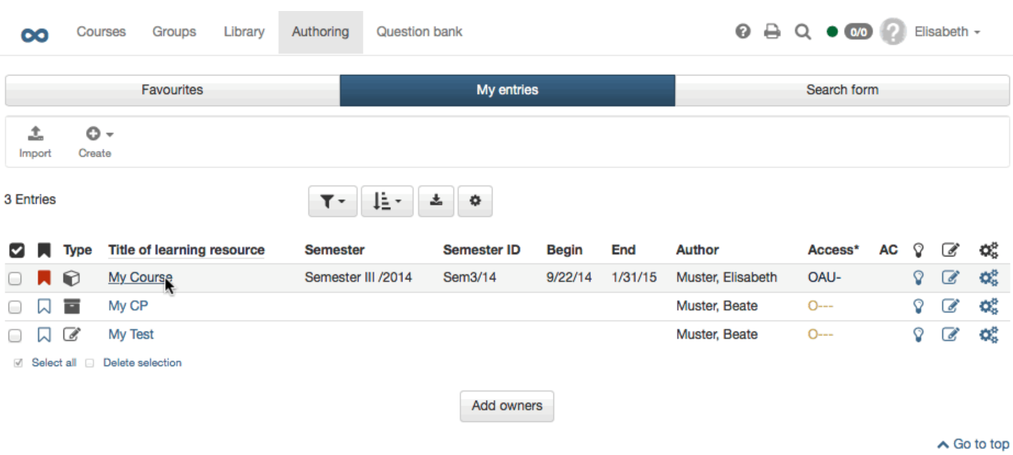
You select learning areas in the course editor by means of the course element "Enrolment." All groups within a learning area will then be offered when registering. Additionally you can choose from learning areas in the tabs "Visibility" or "Access" if the option "Depending on groups" is activated.

In Five Steps to Your Content Package

The following helps you to create a Content Package in no time before embedding it in your course and activating it for your participants.

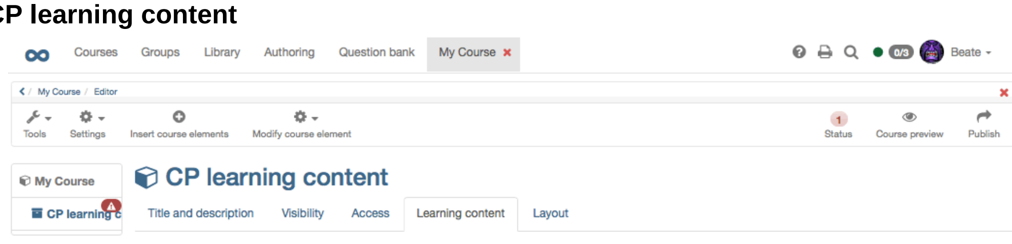
Step 1: Start course editor and insert CP course element

1	Search for your course in "Learning resources," section "My entries," and open it.
2	Click on "Course editor" in the toolbox "Course tools" on your right.
3	Select "CP learning content" in the toolbox "Insert course elements" on your right.
4	Select position at which your CP course element should be inserted and save your settings.
5	Indicate a short title for your course element in the tab "Title and description" and save your settings.



Step 2: Creating CP learning content

1	Click on "Select, create or import CP learning content" in the tab "Learning content."



Step 1: Start course editor and insert CP course element

2 Click on "Create."

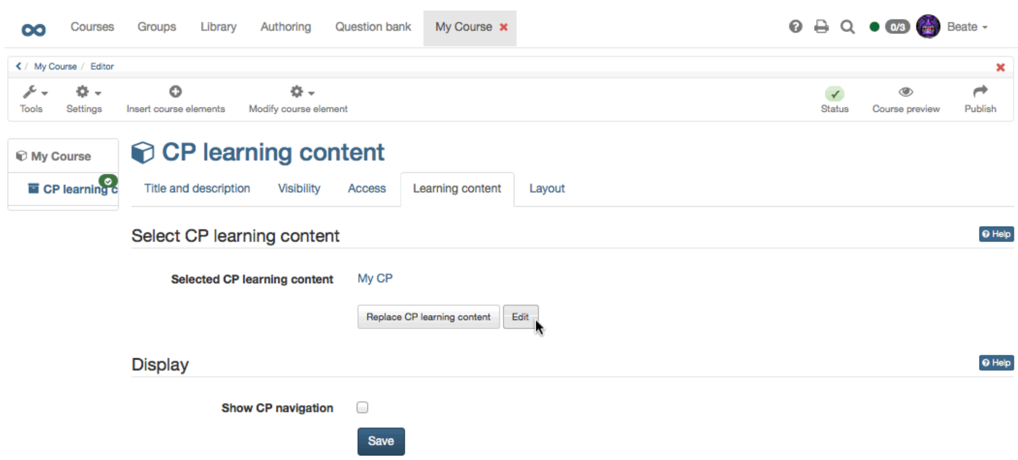
3 Indicate title and description of your CP and save your settings.

4 Click on "Next."

Now you are within the editor. A new CP usually consists of one chapter ("CP learning content") and one page ("New page").

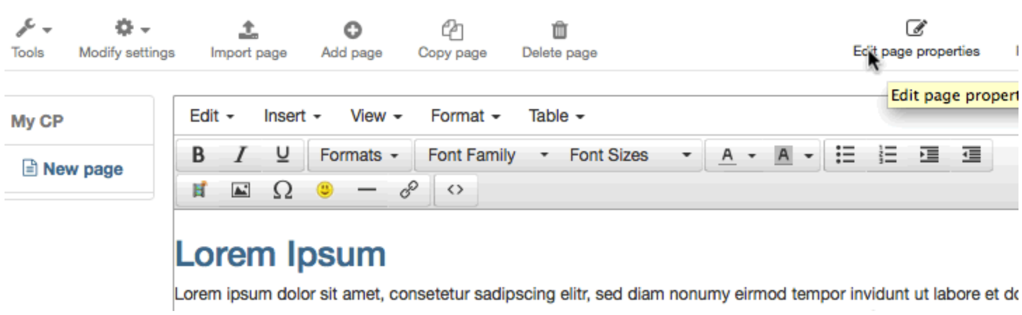
Step 3: Edit CP

1 Click on "Edit."

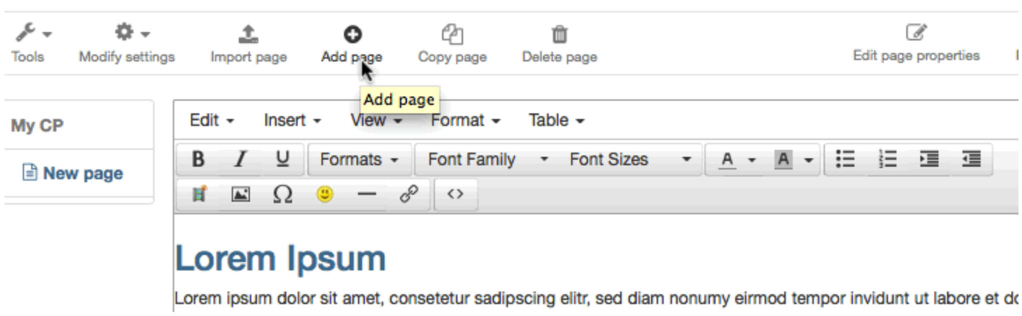


2 Edit title: Click on icon "Edit page properties" and insert a new one.

3 Edit content: Edit page in the provided field and format before saving it.

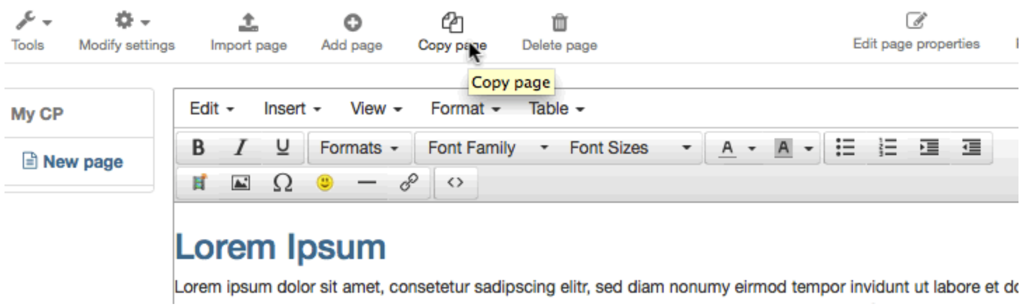


4 Insert new page: Click on icon "Add page." Your new page will be inserted underneath the highlighted element.

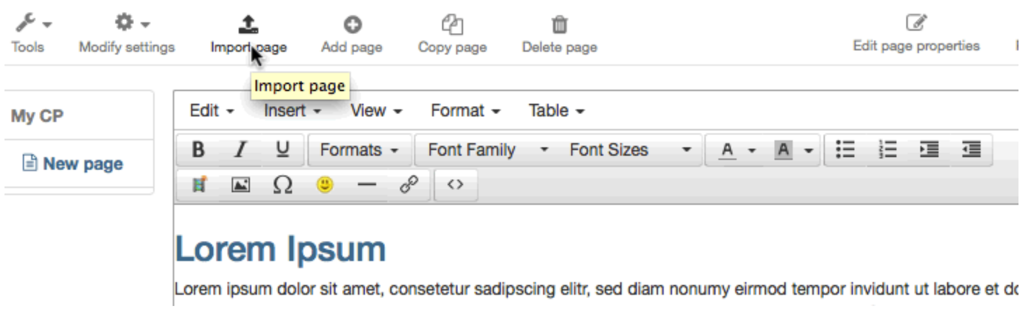


Step 3: Edit CP

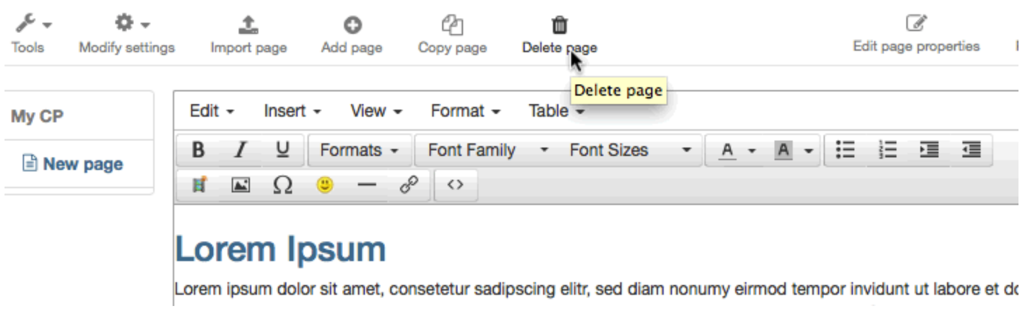
5 Copy page: Click on icon "Copy page." Your copied page will be inserted underneath the highlighted element.



6 Import page: Click on "Import page." Then click on "Select file" before selecting a HTML page. Click on "Import."



7 Delete page: Click on icon "Delete page" and confirm.



Now you can insert more pages following the same pattern.

You can import several HTML pages at once by zipping them before uploading the resulting ZIP file.

Click on the icon "Preview" on your top right to have a look at your CP before saving it.

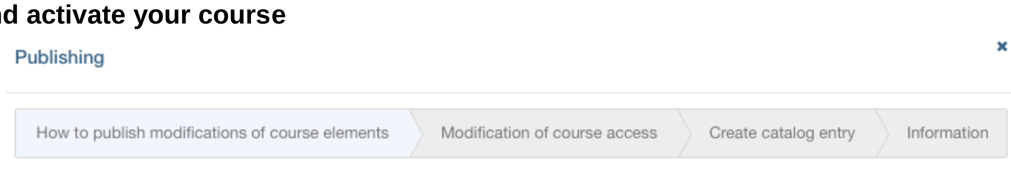
Step 4: Save CP

1 Click on "Save" in the lower center.

2 Close CP tab and navigate back to your course.

Step 5: Publish and activate your course

1 Select "Publish" in the toolbox "Editor tools" on your right.



Step 4: Save CP

2	Click on course element and then go "Next."
3	Select "All registered KWEBO users" from the pull-down menu in "Modification of course access."
4	Click on "Finish."

The CP is now embedded in your course and course participants can read its content. In order to edit this CP just click on "Edit" in the tab "Learning content."

Four Steps to Your Wiki

By means of this guide you will be able to create a Wiki for your course in no time before adapting it according to your needs.

Step 1: Open course editor and insert Wiki course element

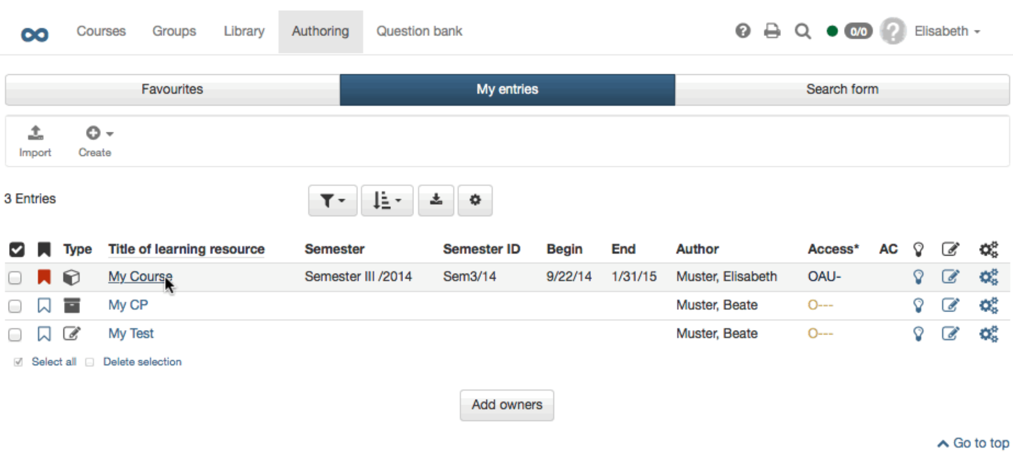
1 Search for your course in learning resources, section "My entries" and open it.

2 Click on "Course editor" on your right in the toolbox "Course tools."

3 Select "Wiki" on your right in the toolbox "Insert course element."

4 Select position at which your Wiki course element should be inserted and save your settings.

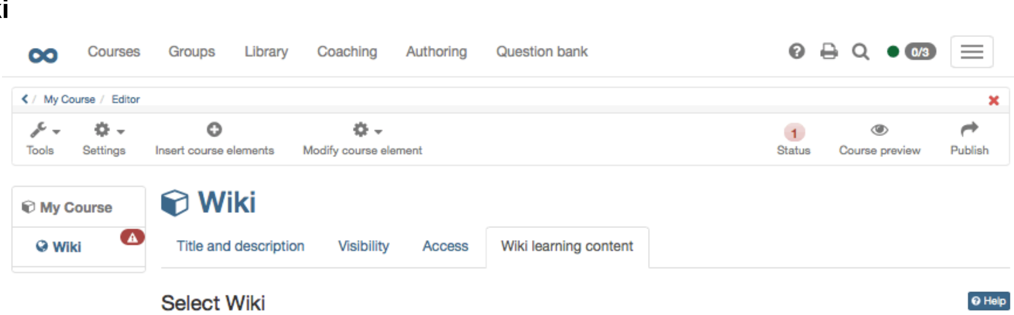
5 Indicate a short title for your course element in the tab "Title and description" and save your settings.



Step 2: Create Wiki

1 Click on "Choose, create or import Wiki" in the tab "Wiki learning content."

2 Click on "Create."



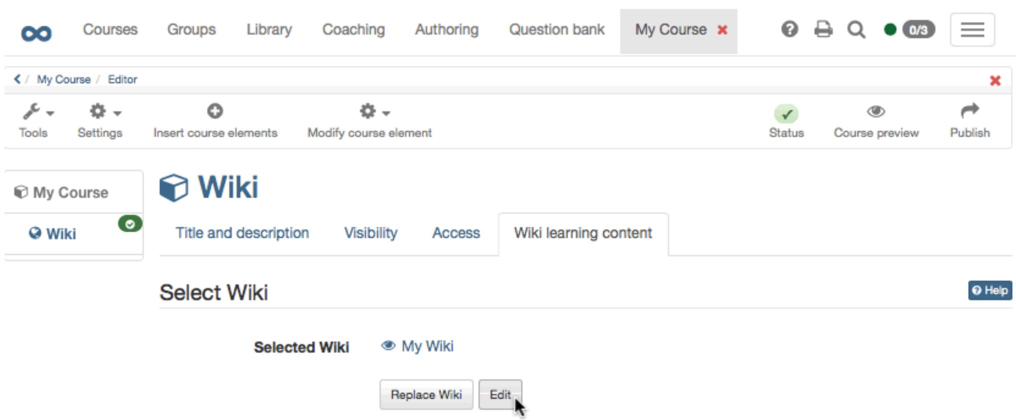
Step 1: Open course editor and insert Wiki course element

3 Indicate title and description and save your settings.

4 Click on "Next."

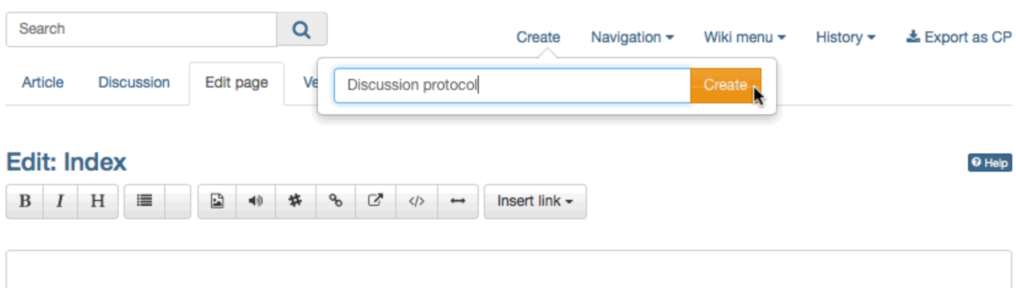
Step 3: Configure Wiki

1 Click on "Edit."

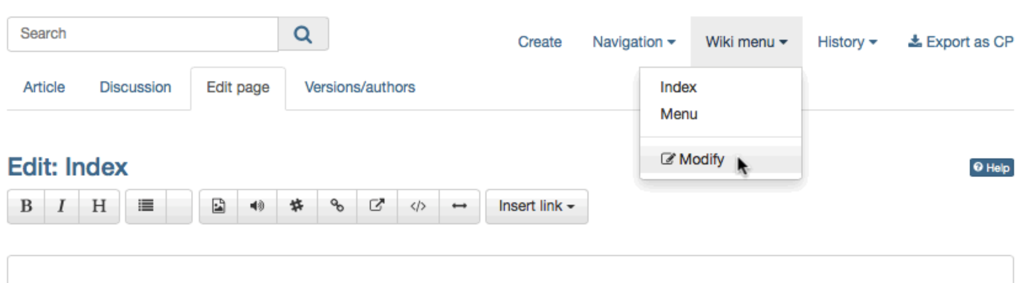


2 Adapt welcome page: Write a text ("Index") and save your settings. Explanations regarding the Wiki syntax by clicking on the question-mark icon.

3 Create Wiki page: Indicate a title for your new Wiki page in the box "Create article" and click on "Create." Then click on the red link with the page's title in order to generate and edit that page.



4 Adapt Wiki menu: Click on "Modify" in the box "Wiki menu" in order to adapt that menu according to your needs or add external links. Save your settings.

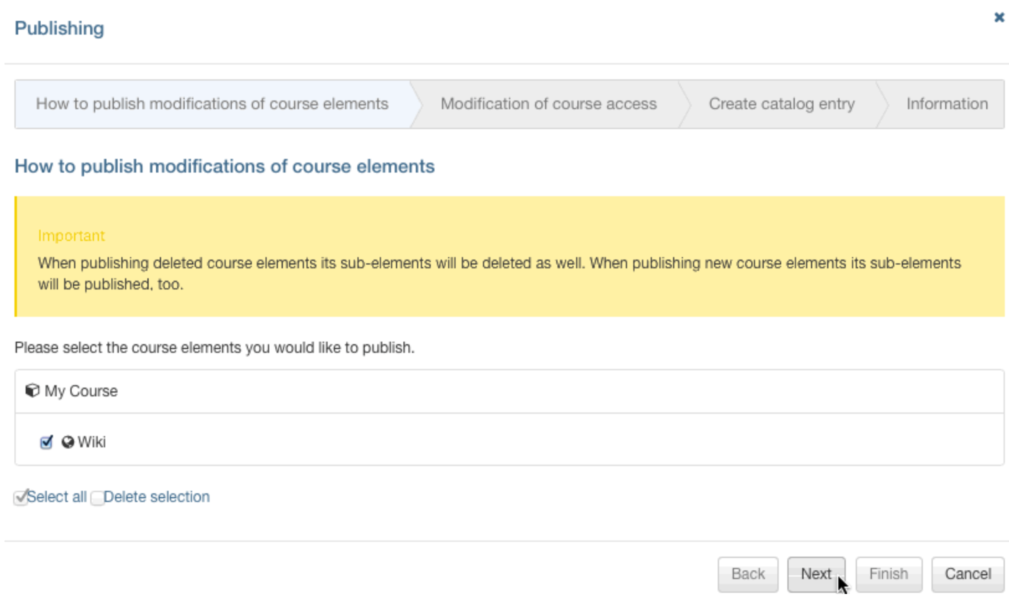


5 Close Wiki tab and click on course tab.

Step 4: Publish and activate your course

Step 3: Configure Wiki

1	Select "Publish" on your right in the toolbox "Editor tools."
2	Click on course element before clicking on "Next."
3	In the pull-down menu select "All registered KWEBO users" in the section "Modify course access."
4	Click on "Finish."



Now your Wiki is embedded and course participants can read your Wiki contents, edit pages already existing, and create new pages.

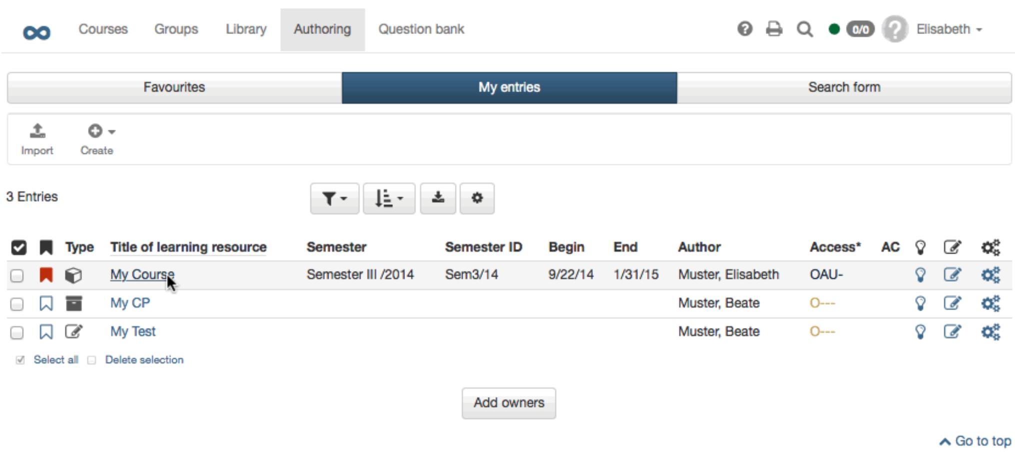
Four Steps to Your Podcast

With the aid of this guideline you will be able to add a podcast to your course in no time and create your first episode.

Step 1: Open course editor and insert podcast course element

1 Search for your course in learning resources, section "My entries" and open it.

2 Click on "Course editor" in the toolbox "Course tools" on your right.



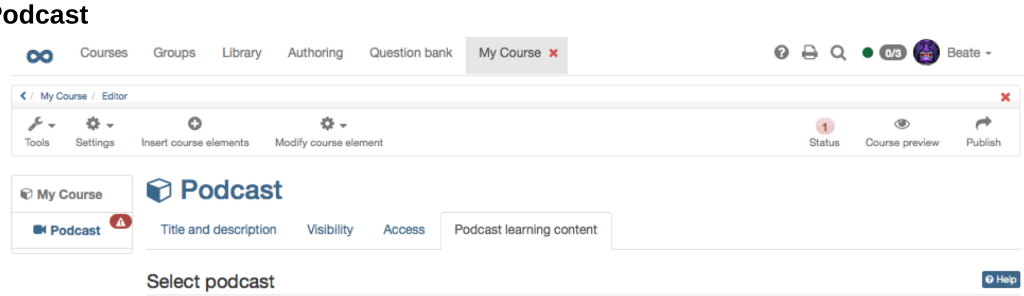
3 Select "Podcast" in the toolbox "Insert course elements" on your right.

4 Choose position at which you want to insert your podcast course element and save your settings.

5 Indicate a short title for your course element in the tab "Title and description" and save your settings.

Step 2: Create a Podcast

1 Click on "Select, create or import podcast" in the tab "Podcast learning content."



2 Click on "Create."

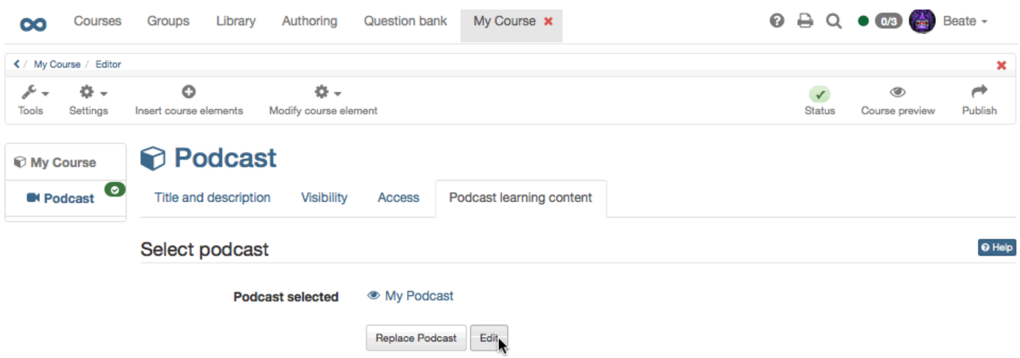
Step 1: Open course editor and insert podcast course element

3 Indicate title and description of your podcast. This information will appear in the header of your podcast. Save your settings.

4 Click on "Next."

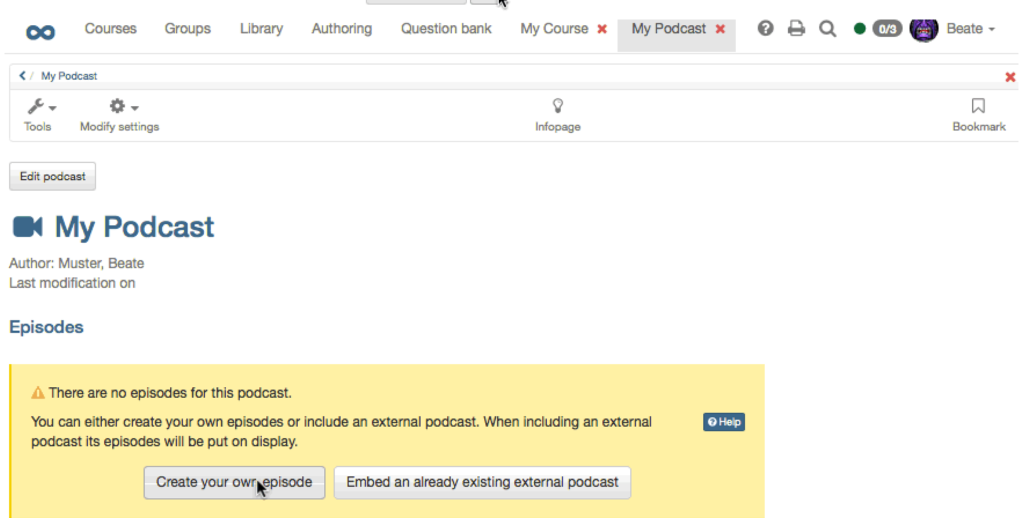
Step 3: Fill podcast with content

1 Click on "Edit."



2 If you want to add a picture to your podcast header just click on "Edit podcast" and upload pic.

3 Click on "Create your own episode."



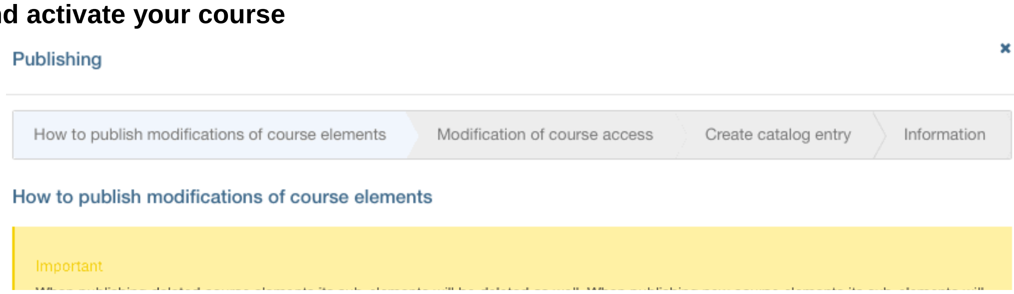
4 Indicate title, select audio or video file from your computer, and click on "Publish."

Additional episodes can be added later on following the same pattern or directly within the course view.

Step 4: Publish and activate your course

1 Select "Publish" in the toolbox "Editor tools" on your right.

2 Click on course element before clicking "Next."



Step 4: Publish and activate your course

3	Select "All registered KWEBO users" from the pull-down menu, section "Modify course access."
4	Click on "Finish."

Your podcast is now embedded and course participants can download the first episode.

Further Configurations 1

Tab: Access

By default only course authors may create episodes. Course participants can download them, comment on and assess them. If you want your course participants to create episodes as well just deactivate the check box "Locked for learners" in the section "Read and write." Course participants will not be able to edit episodes created by themselves. Only course authors or moderators are allowed to make modifications. In the section "Moderate" you determine who will have the right to moderate a podcast. This means that a course participant will then be able to edit that podcast as well as delete all episodes and comments.

These settings are only relevant if episodes are created within KWEBO. When embedding an external podcast it will not be possible in KWEBO to determine who will be allowed to create episodes or not.

Subscribing to Podcasts

Course participants can periodically check via the podcast's Newsfeed if there are new episodes before downloading them. On the homepage of your podcast you will find various possibilities to subscribe to a podcast via the feed URL of an online service such as iTunes.

Including External Podcasts

You can also use this podcast course element to include an external podcast. Just select "Include an external podcast already existing" when editing that podcast for the first time. In the field "URL" you have to indicate the feed link of your external podcast. Usually this is a URL with an .xml add-on. Episodes will then be displayed within your course element.

Once you have decided on what kind of podcast you plan to embed (create episodes yourself or embed external podcast) you will not be able to modify your choice later on.

Four Steps to Your Blog

With the aid of the following guidelines you will create a blog for your course before adapting it according to your needs.

Step 1: Open course editor and insert blog course element

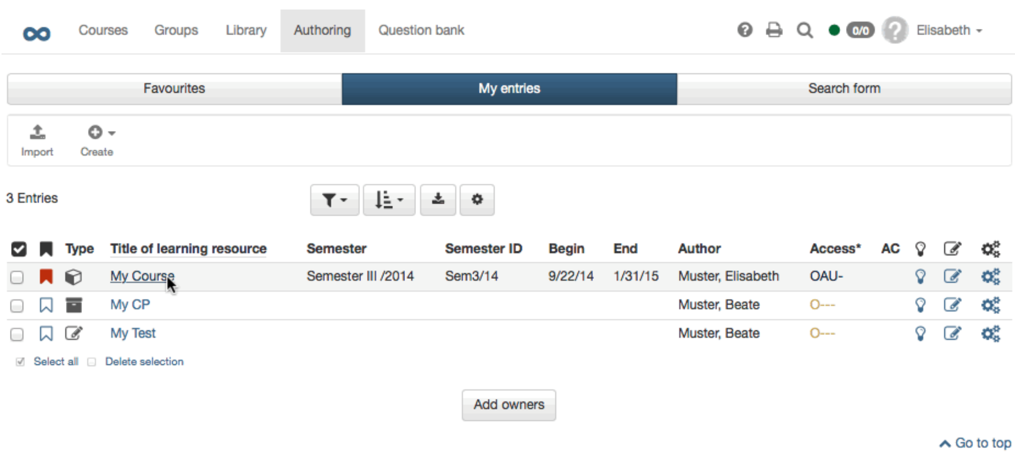
1 Search for your course in learning resources, section "My entries" and open it.

2 Click on "Course editor" in the toolbox "Course tools" on your right.

3 Select "Blog" in the toolbox "Insert course elements" on your right.

4 Select position at which you want your blog course element to be inserted and save your settings.

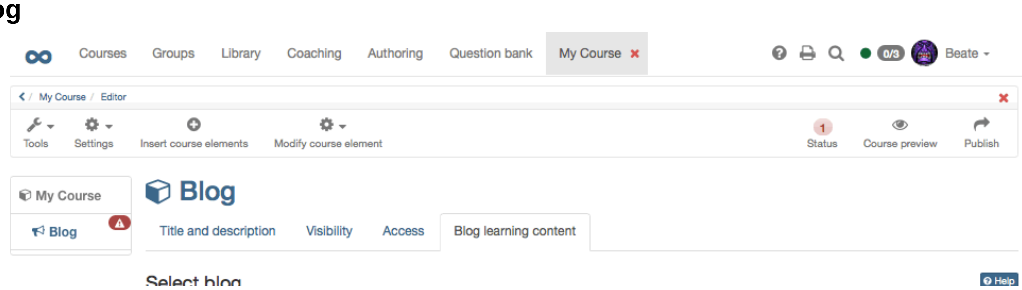
5 Indicate a short title for your course element in the tab "Title and description" and save your settings.



Step 2: Create Blog

1 Click on "Select, create or import blog" in the tab "Blog learning content."

2 Click on "Create."



Step 1: Open course editor and insert blog course element

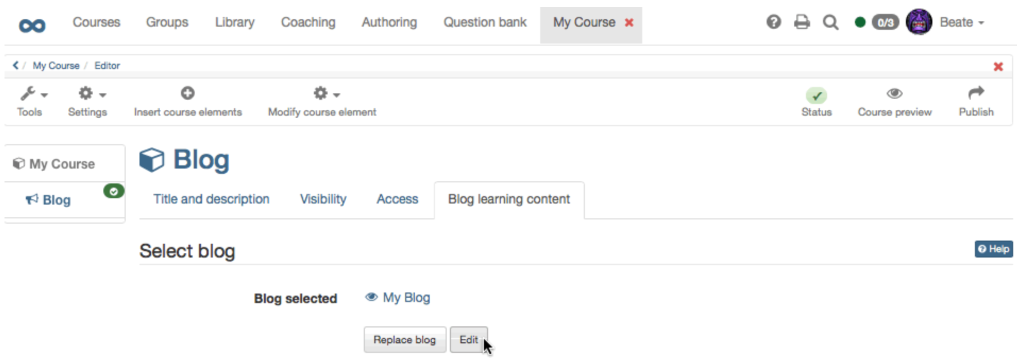
3 Indicate title and description of your blog and save your settings.

4 Click on "Next."

Step 3: Fill Blog with Content

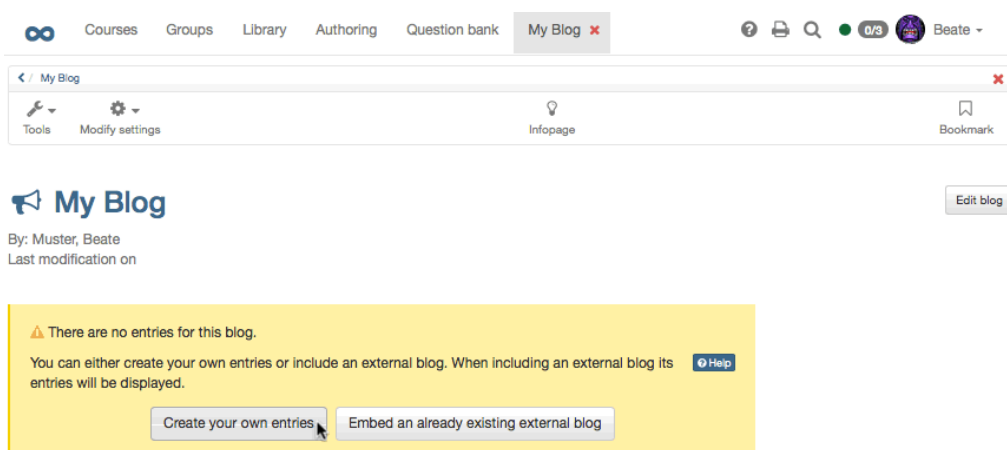
1 Click on "Edit."

2 If you want to add a picture to your blog header just click on "Edit blog" and upload pic.



3 Click on "Create your own entries."

4 Indicate title, description and content before clicking on "Publish."

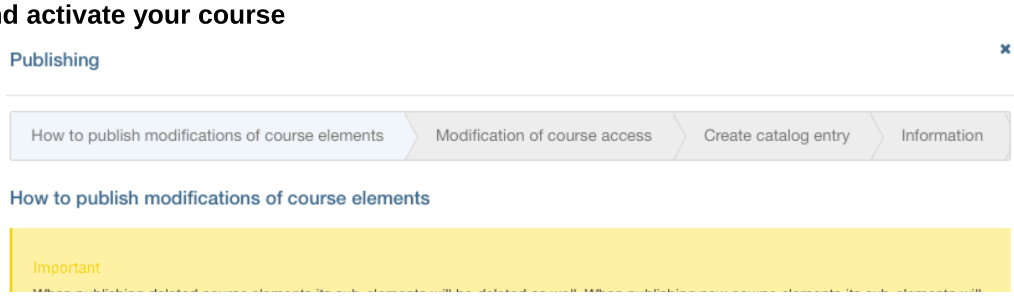


Further entries can be added later on following the same pattern or directly within the course view.

Step 4: Publish and activate your course

1 Select "Publish" in the toolbox "Editor tools" on your right.

2 Click on course element before clicking "Next."



Step 4: Publish and activate your course

3	Select "All registered KWEBO users" from the pull-down menu, section "Modify course access."
4	Click on "Finish."

Your blog is now embedded and course participants can read the first entry.

Three Steps to Your Task

By following this guideline you will have created a task for your course in no time.

Step 1: Open course editor and insert task course element

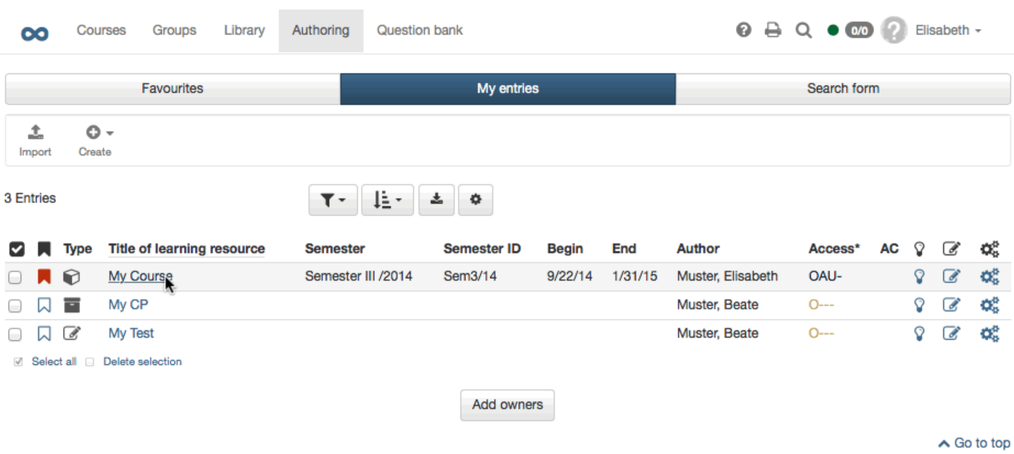
1 Search for your course in learning resources, section "My entries" and open it.

2 Click on "Course editor" in the toolbox "Course tools" on your right.

3 Select "Task" in the toolbox "Insert course elements" on your right.

4 Select position at which you want your task to be inserted and save your settings.

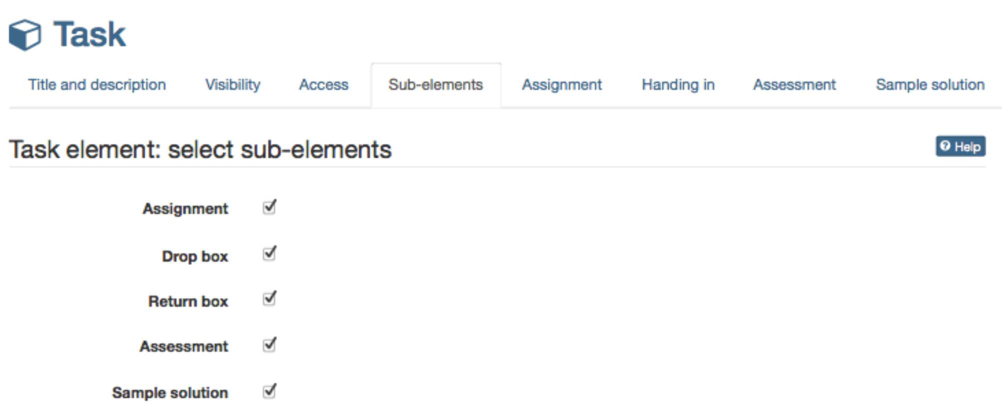
5 Indicate a short title for your course element in the tab "Title and description" and save your settings.



Step 2: Configure task

1 Select favored sub-elements in the tab "Sub-elements" and save your settings. Only sub-elements selected can be configured in the next tab.

2 Click on "Open task folder" in the tab "Assignment." Upload your task file(s) created before. Optionally write a message for users in the section "Assign task" and configure your allocation according to your needs.

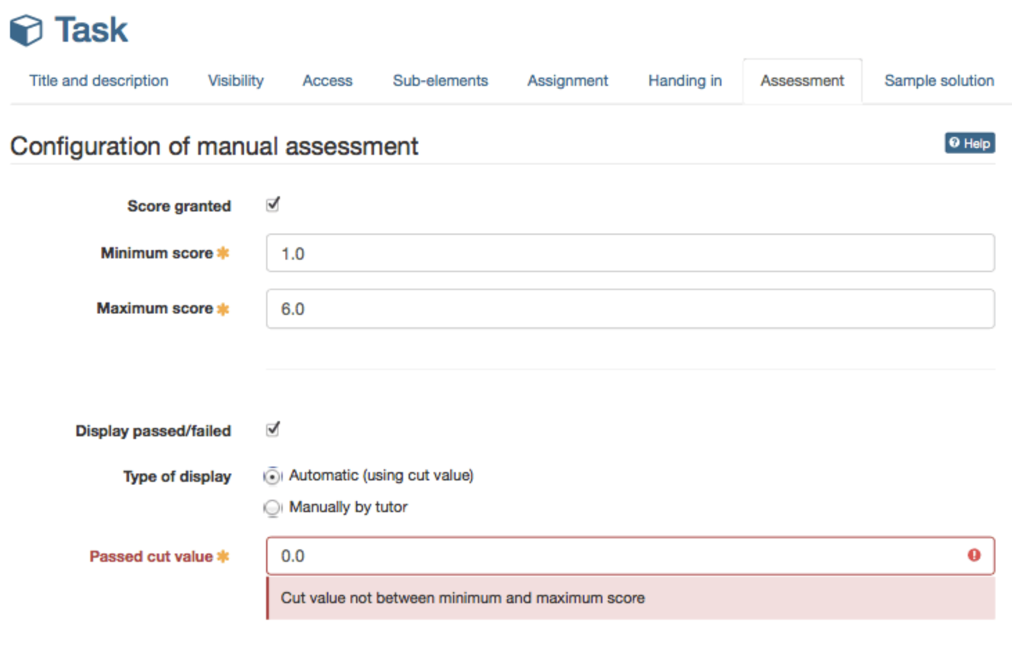


Step 1: Open course editor and insert task course element

3 Optionally adapt confirmation text in the tab "Handing in" and configure e-mail settings.

4 Select assessment option in the tab "Assessment." Available are: "Score granted" (incl. minimum/maximum score), "Display passed/failed" incl. option "Type of display" (manually or automatically), and "Individual comment." Save your settings.

5 Click on "Open folder of sample solution" in the tab "Sample solution" before uploading your sample solutions.



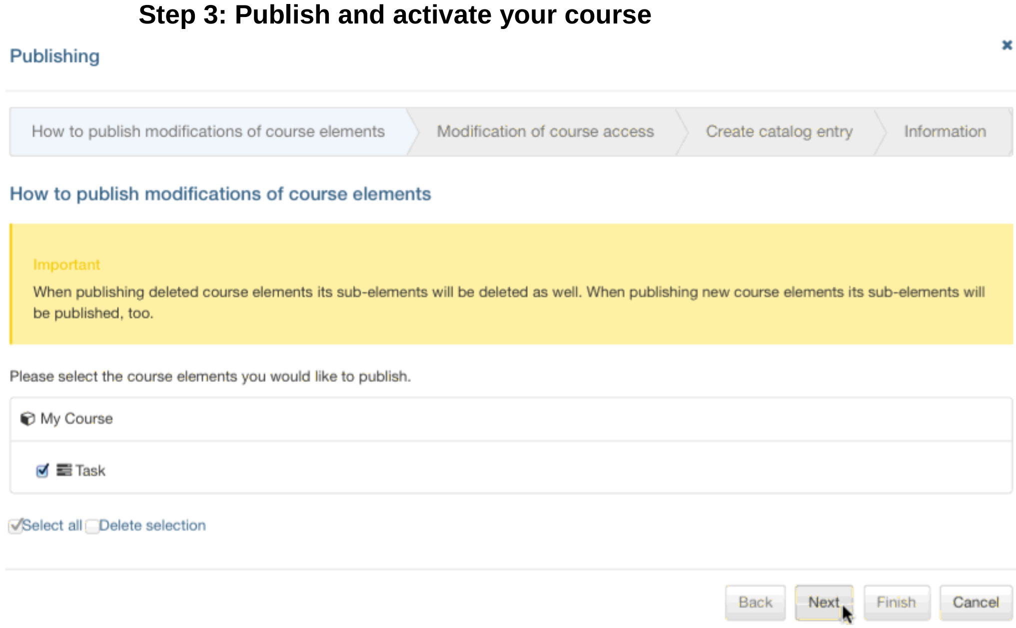
Step 3: Publish and activate your course

1 Select "Publish" in the toolbox "Editor tools" on your right.

2 Click on course element before clicking "Next."

3 Select "All registered KWEBO users" from the pull-down menu, section "Modify course access."

4 Click on "Finish."



Your task is now embedded in your course. Depending on the configuration of your task element course participants will be able to select a task and submit their solution. Course authors and coaches can then assess and return all submitted and corrected files by means of the assessment tool.

Subscribe to your drop box in the course view. Whenever a course participant submits a file you will receive a corresponding e-mail or a notification in your Home, section "My notifications."

Five Steps to Your Portfolio Task

The following guidelines will help you to add portfolio tasks to your course in no time.

Step 1: Open course editor and insert a portfolio element

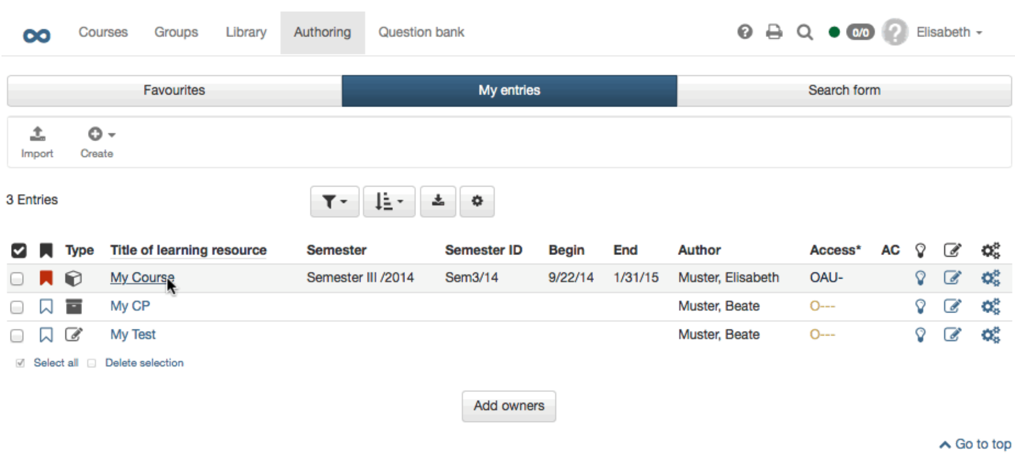
1 Search for your course in "My entries" in learning resources and open it.

2 Click on "Course editor" on your right in the tool box "Course tools."

3 Select "Portfolio task" in the tool box "Insert course elements" on your right.

4 Select position of your portfolio task to be inserted and save your settings.

5 Indicate a short title in the tab "Title and Description" and save your settings.



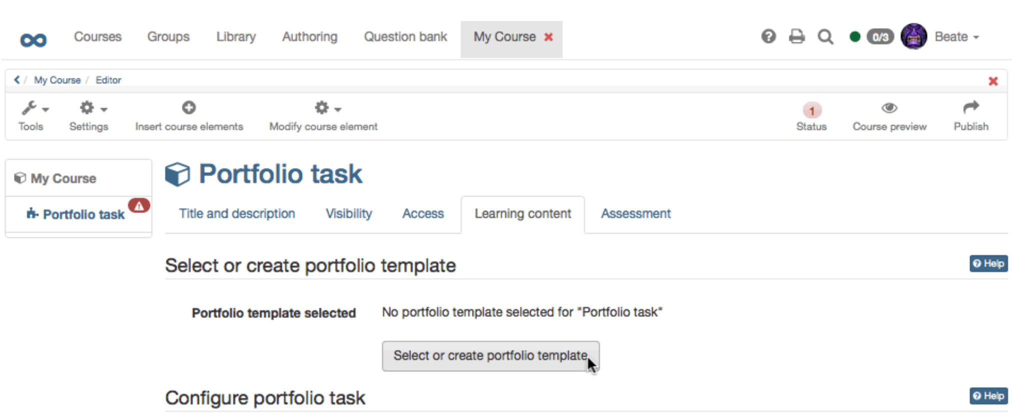
Step 2: Create portfolio task

1 Click on "Select or create portfolio template" in the tab "Learning content."

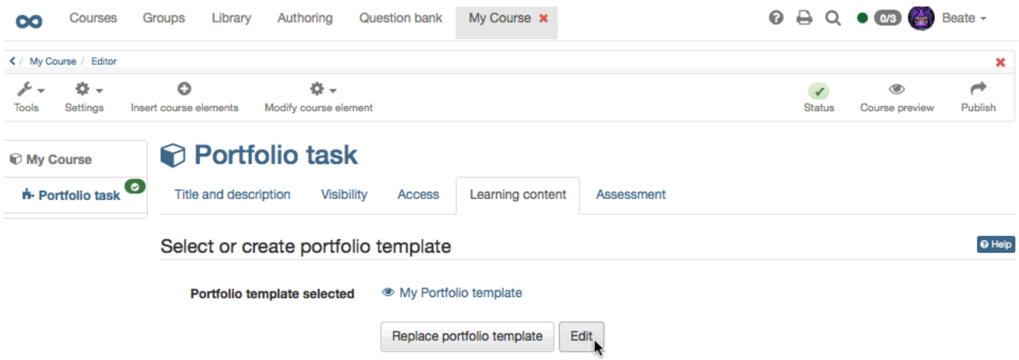
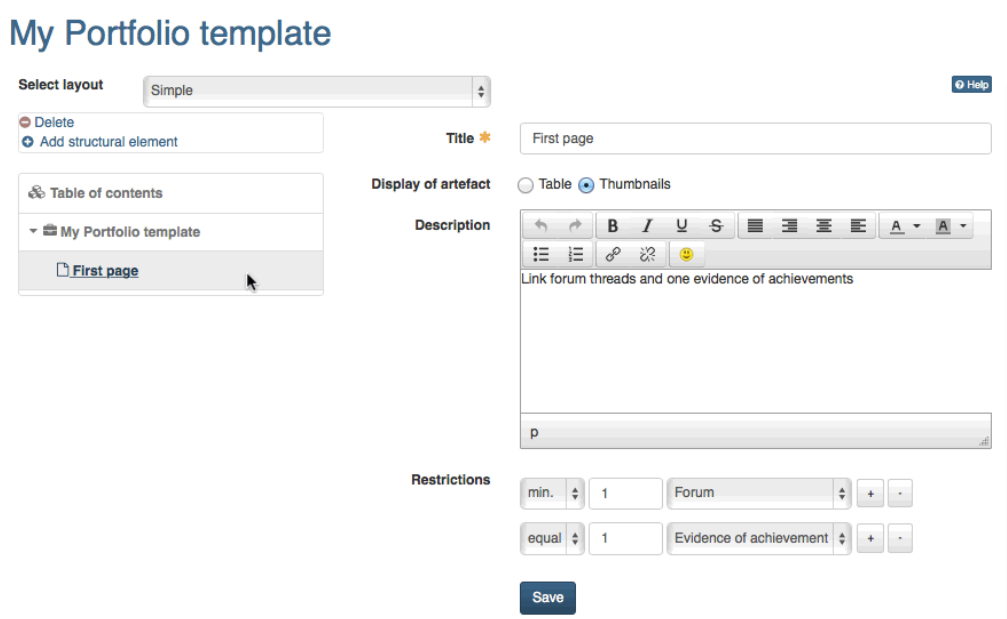
2 Click on "Create."

3 Indicate a title as well as a description and save your settings.

4 Click on "Next."



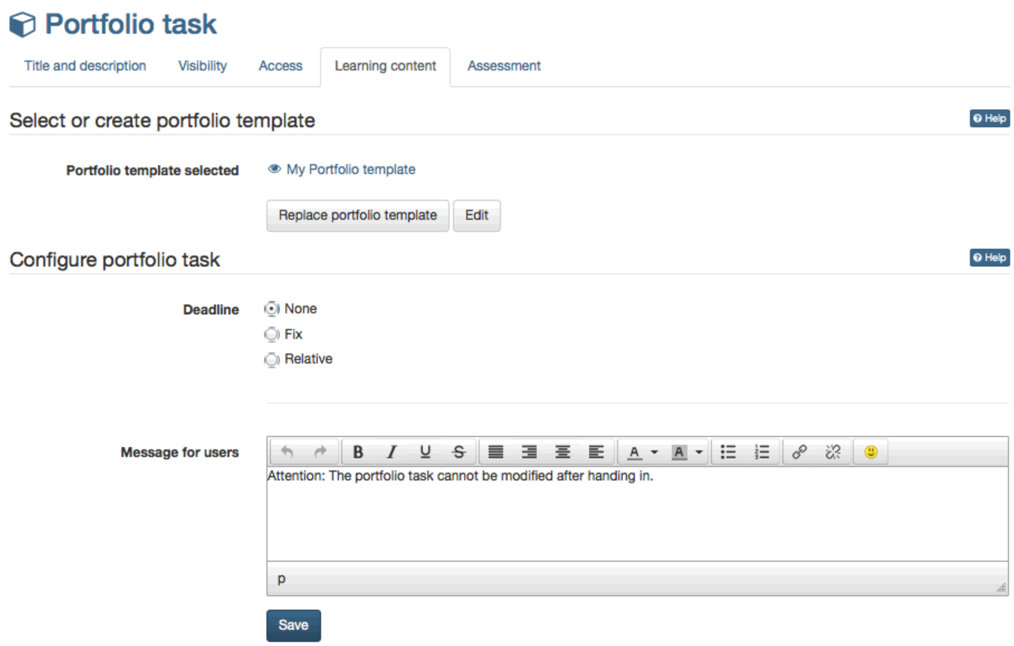
Step 3: Design portfolio task

1	Click on "Edit."	
2	Just click on the "Plus" icon to add a new page. Such pages can then be supplemented by structural elements.	
3	Choose appropriate titles for your pages and structural elements before writing all necessary directions for your course participants in the description box. Pages and structural elements can be moved via "Drag&Drop" later on.	
4	Determine in the section "Restrictions" what kind of artefacts course participants should be allowed to upload and to what extent.	

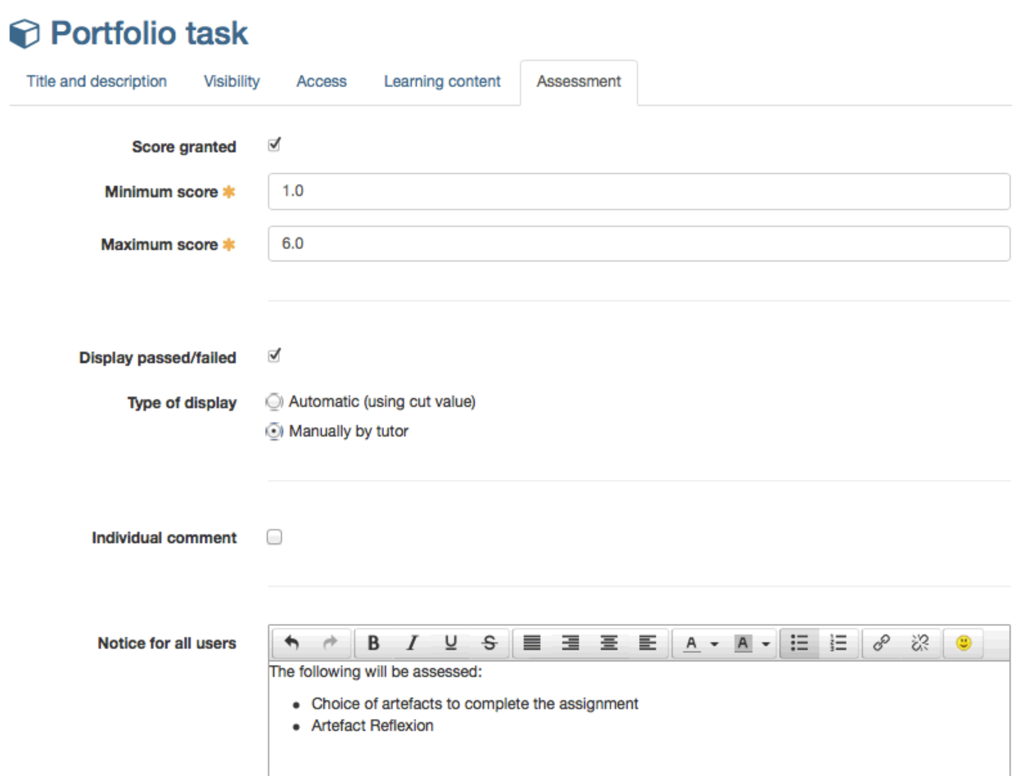
Step 4: Configure portfolio task

Step 3: Design portfolio task

1 Optionally you can define a deadline in the tab "Learning content" of the course editor and provide a message for course participants.



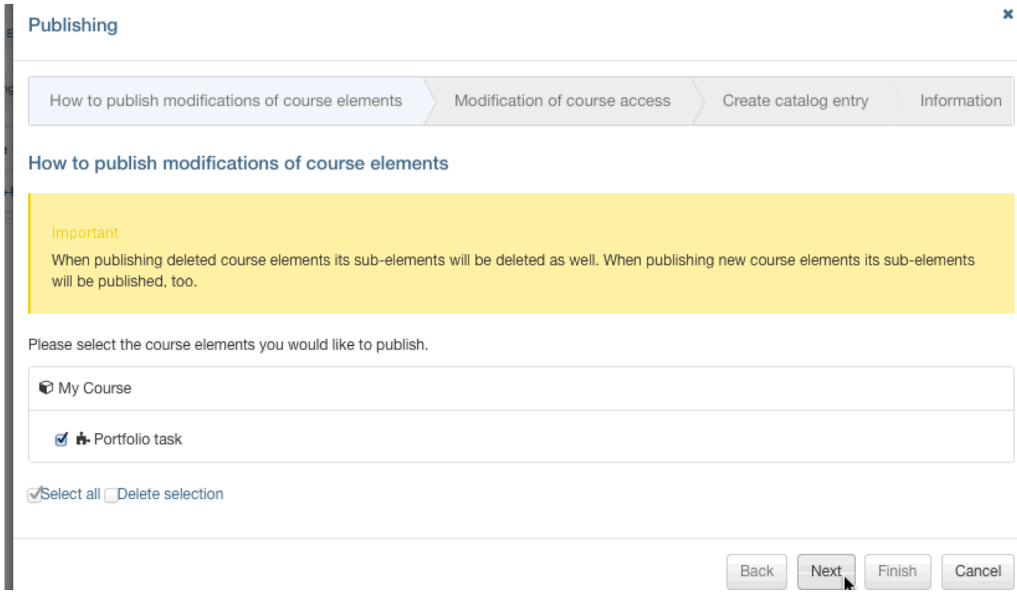
2 Select your assessment options in the tab "Assessment" and save your settings. You can choose between: "Score granted" (incl. min./max.), "Passed/failed" with option "Type of display" (automatically or manually), and "Individual comment." Important: In order to assess portfolio tasks your course participants have to be registered in a group.



Step 5: Publish course

Step 5: Publish course

1	Select "Publish" on your right in the tool box "Editor tools."
2	Click on course element before clicking on "Next."
3	Select "All registered KWEBO users" from the pull-down in the section "Modification of course access."
4	Click on "Finish."



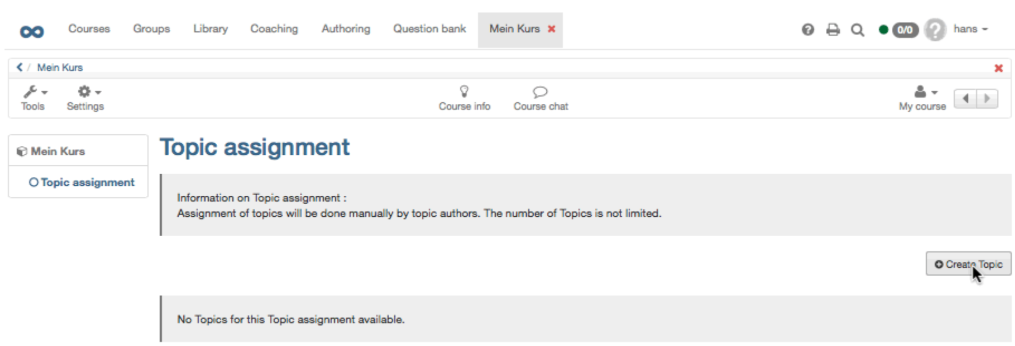
Now this portfolio task is embedded in your course. Course participants will be able to collect that task before embedding artefacts in their folder. Course authors as well as tutors can see all portfolio tasks submitted before assessing them by means of the assessment tool.

Three Steps to Create and Manage Topics

The following guidelines will teach you in no time how to offer topics via the course element "Topic assignment" before managing your course participants.

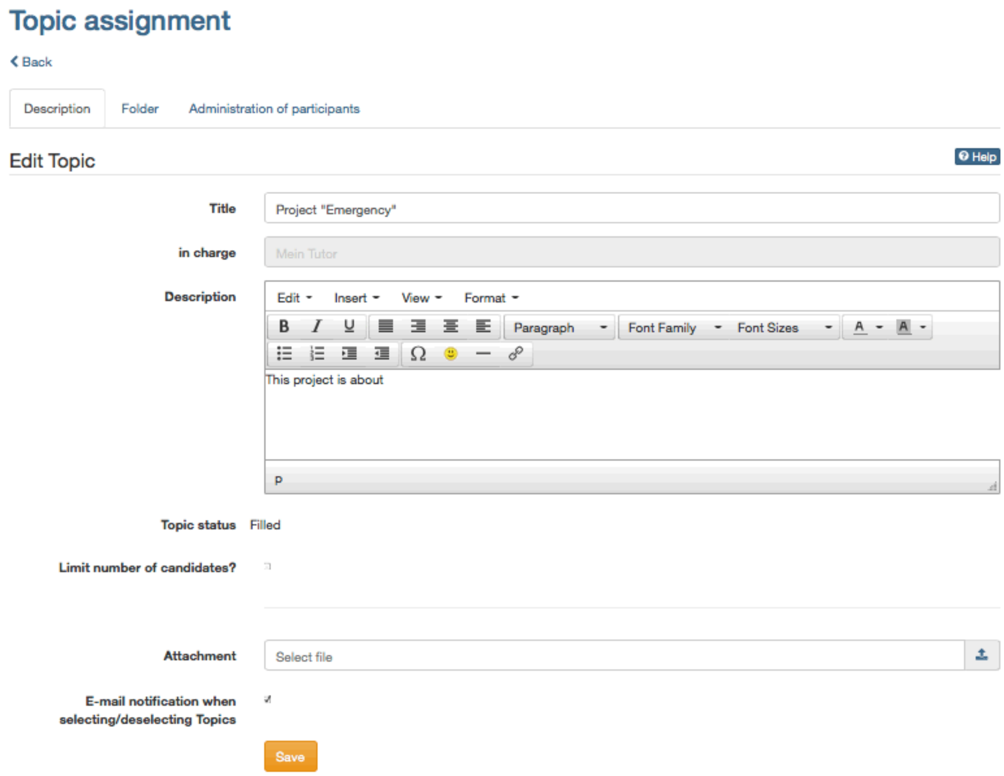
The following example will show that the course author has configured the topic assignment to not immediately accept a participant's topic choice. This choice has to be confirmed first by the person responsible for that topic. This means that course participants have to apply for a topic before being accepted or rejected by persons responsible for topics.

Step 1: Open course and create topic

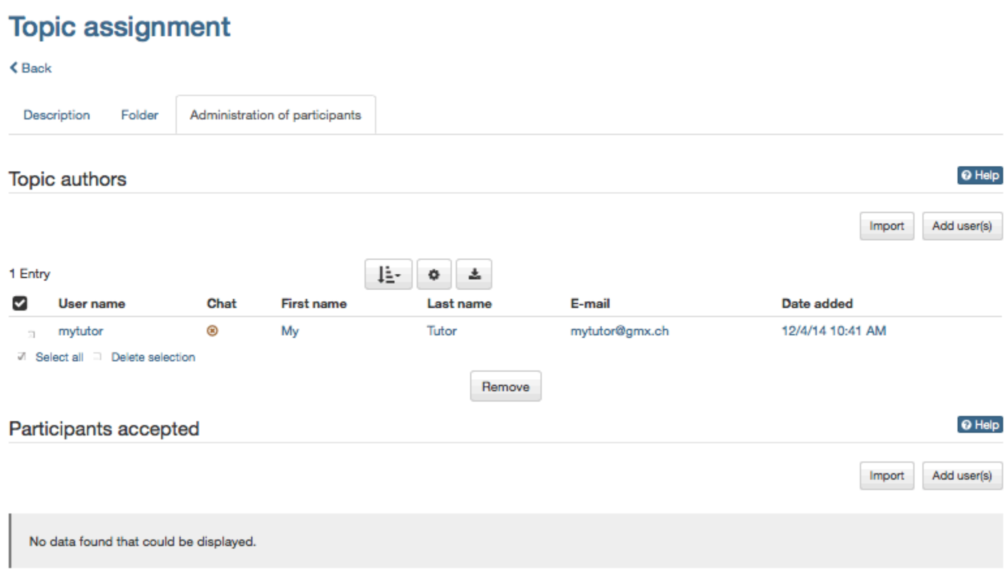
1	Search for your course in learning resources and open it.	
2	Navigate to the topic assignment in the course menu on your left.	
3	Click on "Create topic" at the top of the content area.	

Step 1: Open course and create topic

4 Provide information on your topic (title, description) in the tab "Description." Additionally you can limit the number of candidates, attach files, and establish notifications via email.



5 Optional: If you want to appoint additional tutors for your topic just click on "Add user(s)" in the tab "Administration of participants," section "Topic authors" before selecting the person required.



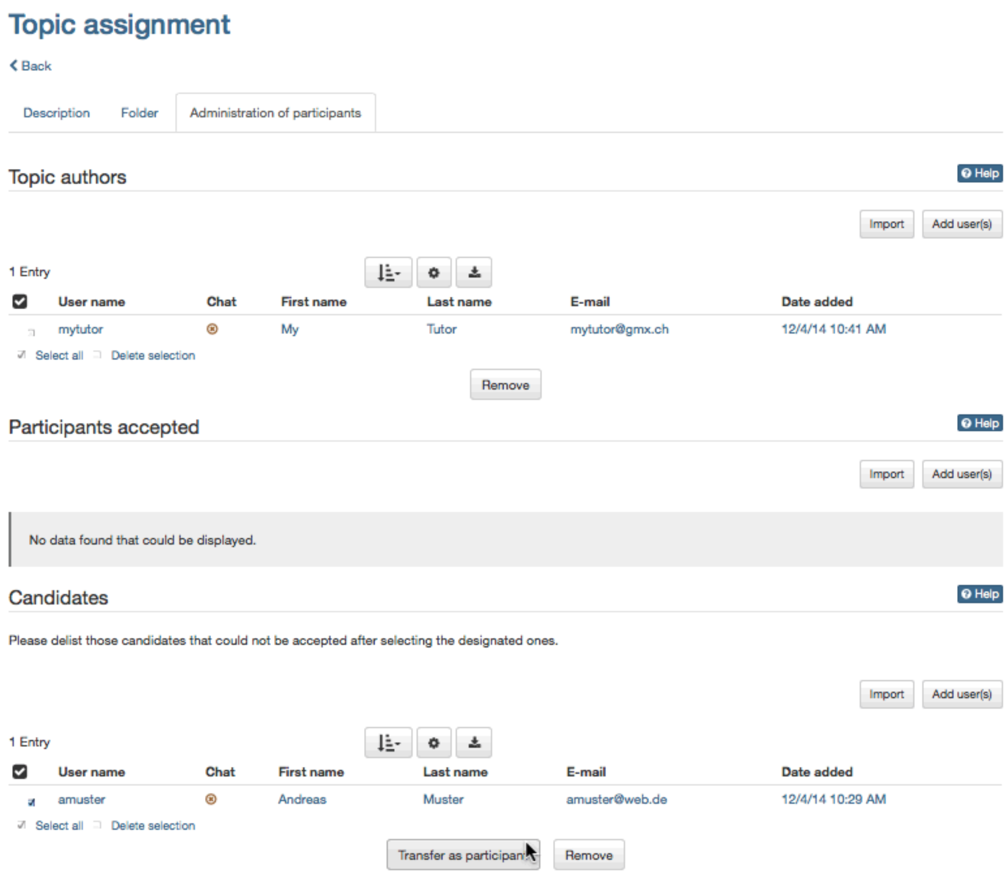
Your topic will now appear in your topic assignment and course participants will be able to apply.

If the check box "E-mail notification when selecting/deselecting Topics" is activated in your topic description, you will receive an email as soon as a course participant applies for your topic.

Step 2: Manage participants

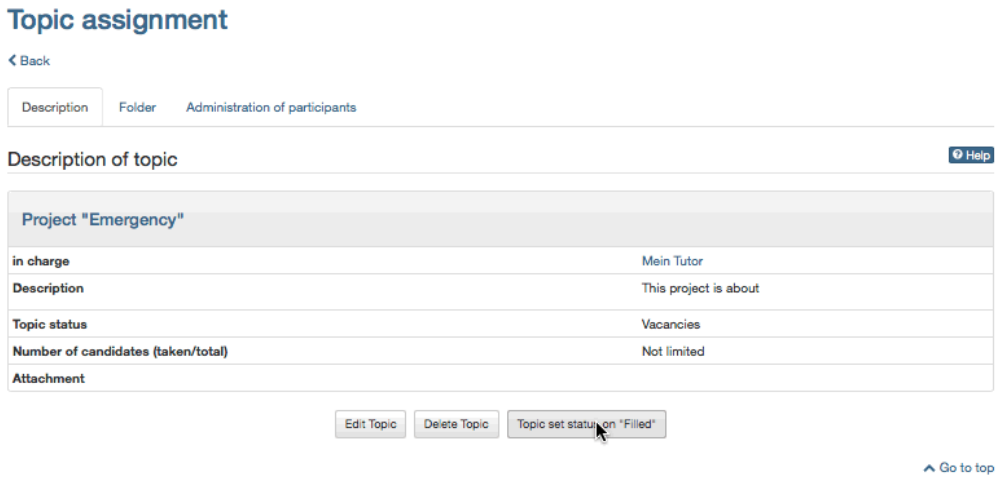
Step 2: Manage participants

1	Click on the title of your topic in the topic overview before going to the tab "Administration of participants."
2	Select those people from the candidate list to whom your topic should be assigned. Click on "Transfer as participant." Adapt and send email notification to all accepted course participants if needed.
3	Select those people from the candidate list to whom your topic should not be appointed. Click on "Remove." Adapt and send email notification to all candidates not accepted if needed.



Step 2: Manage participants

4 If you do not wish other candidates to apply just click on "Topic set status to 'Filled'" in the tab "Description."

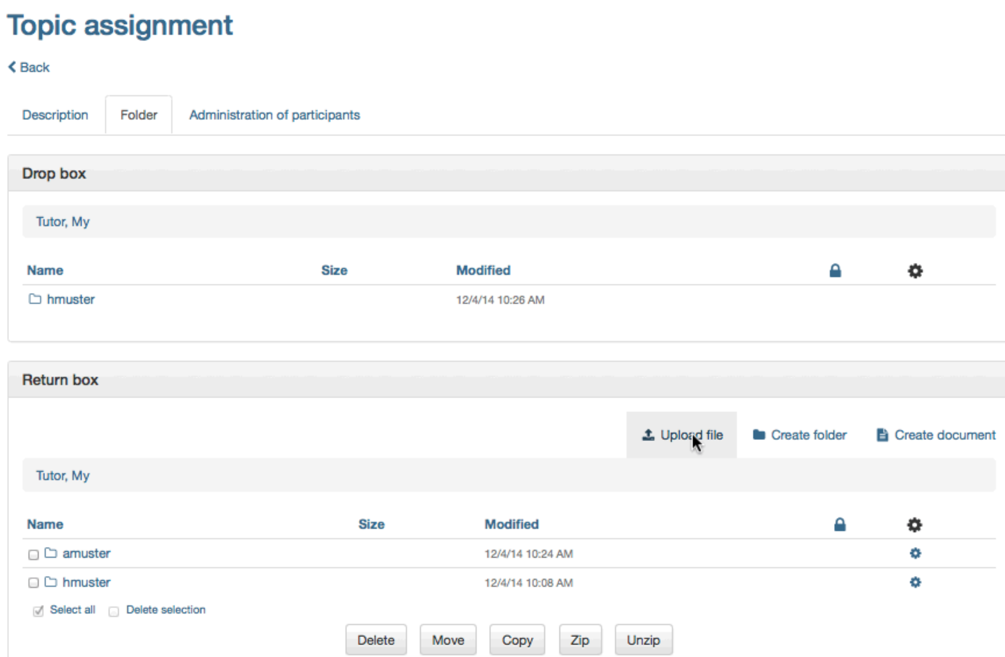


Participants accepted can now submit files via drop box regarding their chosen topic in the tab "Folder."

Step 3: Manage files (optional)

1 If there are files already submitted just click on the tab "Folder" within your topic before opening a participant's folder.

2 It is possible to return files via return boxes. Just select the folder of a participant already accepted in the tab "Folder" and click on "Upload file."



Five Steps to Your Test, Self-test or Questionnaire

Just follow the instructions below to create a simple test or questionnaire in no time before embedding it in your course and activating it for your participants.

Step 1: Open course editor and insert course element

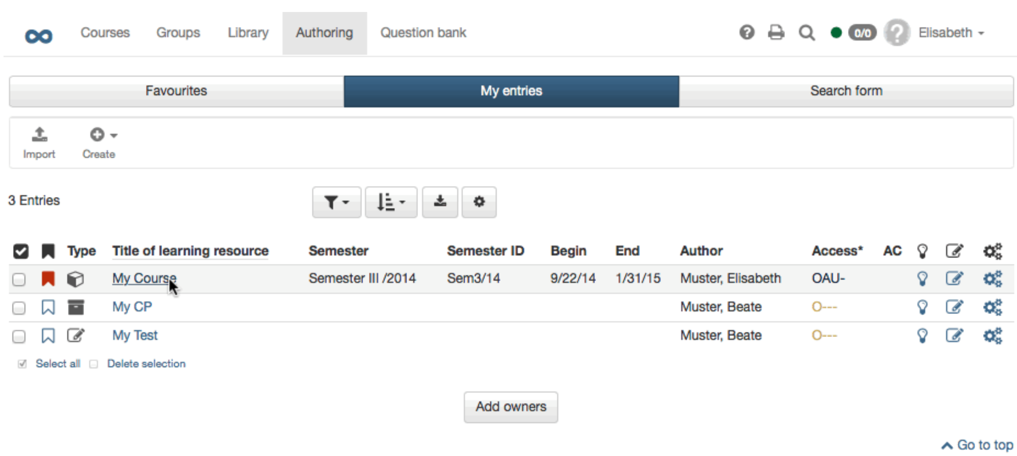
1 Search for your course in the tab "Learning resources" and open it.

2 Click on "Course editor" in the toolbox "Course tools" on your right.

3 Select "Test," "Self-test" or "Questionnaire" in the toolbox "Insert course elements" on your right.

4 Select position at which your course element should be inserted and save your settings.

5 Indicate a short title for your course element in the tab "Title and description" and save your settings.



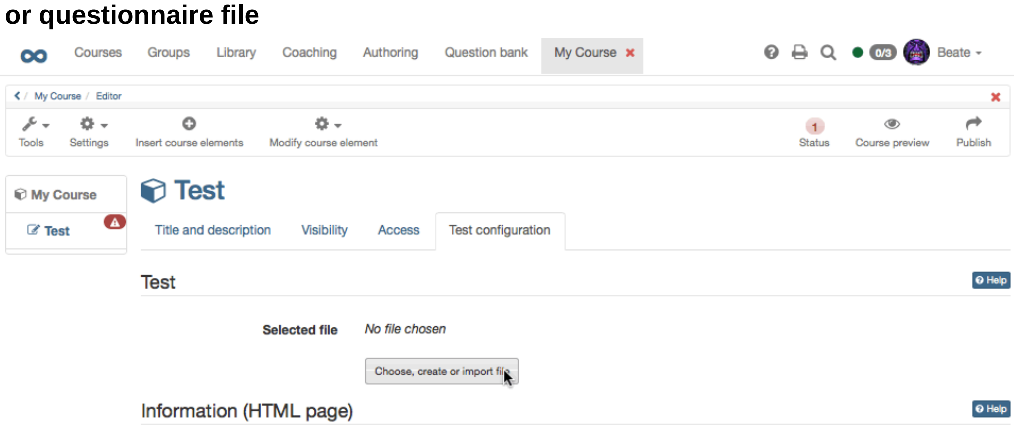
Step 2: Create a test or questionnaire file

1 Click on "Choose, create or import file" in the tab "Configuration test/self-test/questionnaire."

2 Click on "Create."

3 Indicate title and description of your test and save your settings.

4 Click on "Next."



Your file is now created and consists of one section as well as one single-choice question by default. If there are no such questions in your test you can delete that default single-choice question as soon as you have added any other question.

Step 3: Edit test or questionnaire and add new question (e.g. multiple choice)

1 Click on "Edit."

2 Select your type of question (e.g. multiple choice) in the toolbox "Add" on your right.

3 Select position at which your new question should be inserted and save your settings.

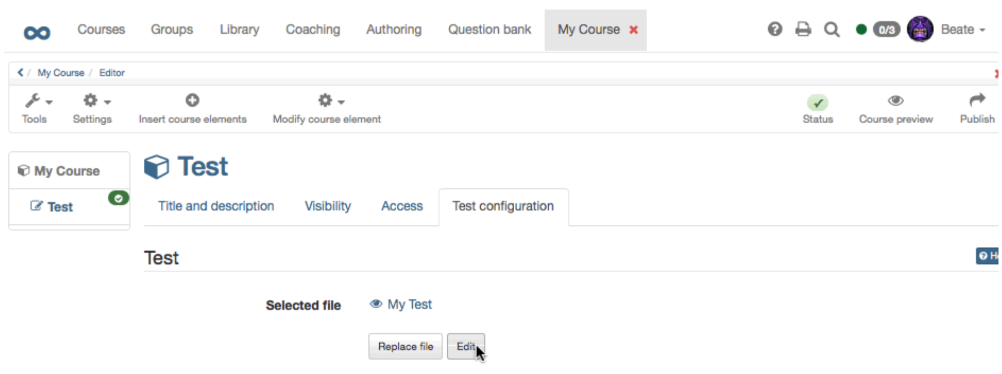
4 Indicate title and configuration (optional) in the tab "Meta data" and save your settings.

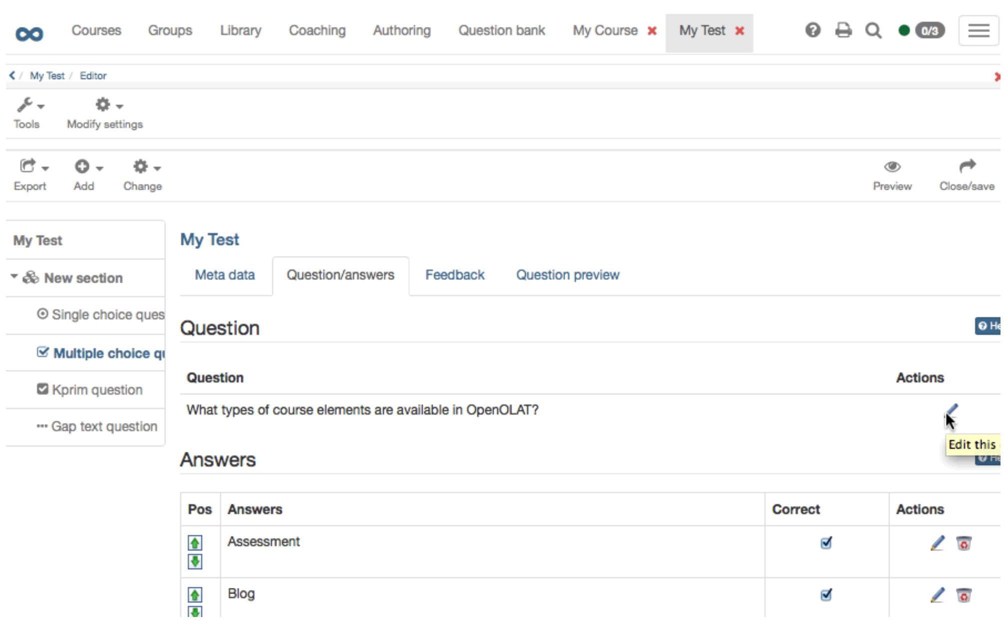
5 Click on the pencil icon next to "New question" in the tab "Question/answers" before editing your question and saving your settings.

6 Select "Add new answer" several times (number depending on possibilities) before editing your answers and saving your settings.

7 In your test check all answer options that are correct and save your settings.

8 Modify assessment method (optional) and save your settings.





Step 3: Edit test or questionnaire and add new question (e.g. multiple choice)

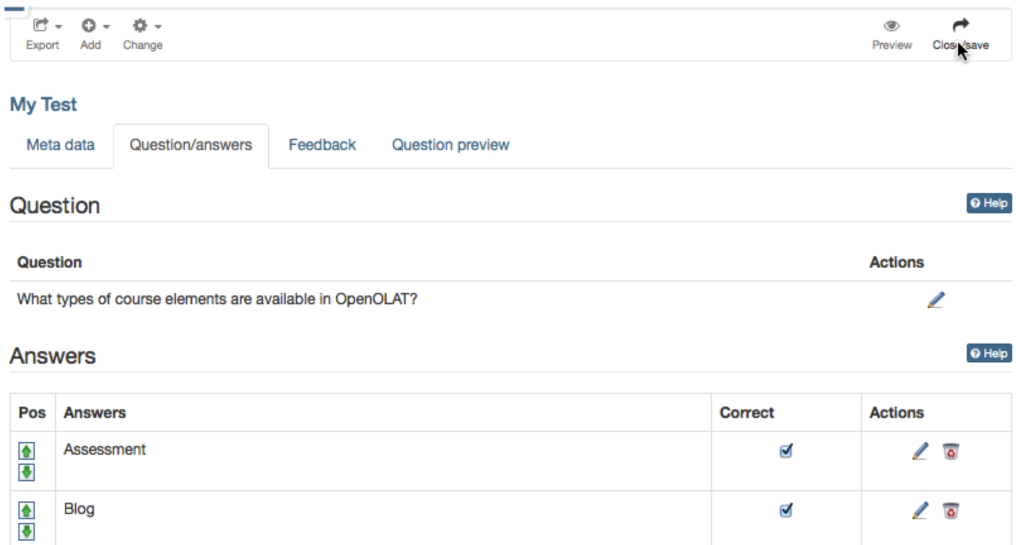
9 Indicate feedback in the next tab (optional) and save your settings.

In following the same pattern you can now add additional questions of your favored type. Use sections to organize your questions.

Step 4: Save test or questionnaire

1 Click on "Close/Save" in the toolbox "Editor tools" on your right.

2 Save your settings.



Step 5: Publish and activate your course

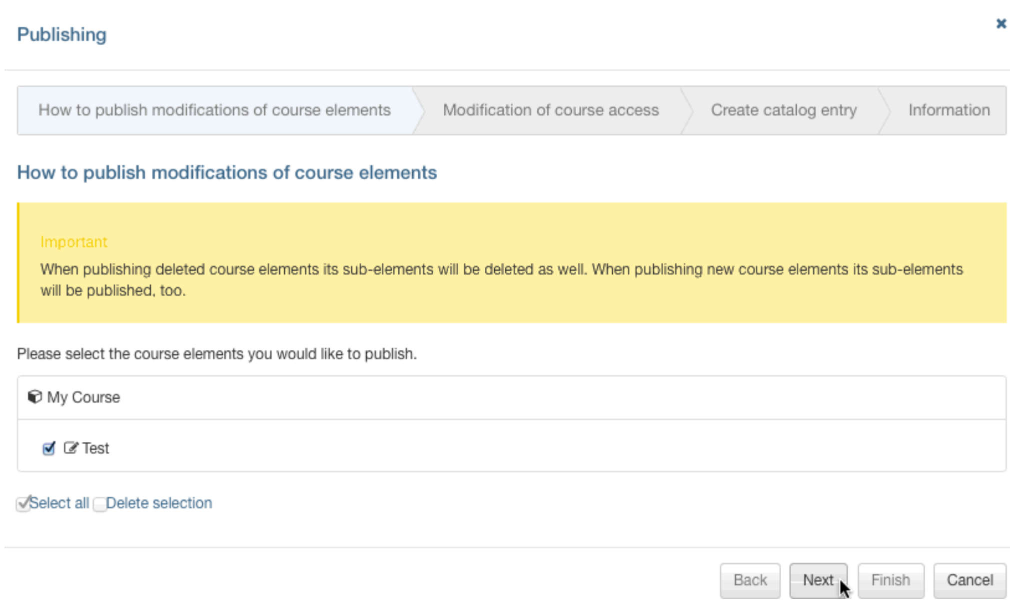
1 Navigate back to your course editor.

2 Click on "Publish" in the toolbox "Editor tools" on your right.

3 Click on course element before clicking on "Next."

4 Select "All registered KWEBO users" from the pull-down menu, section "Modify course access."

5 Click on "Finish."



Your test or questionnaire is now embedded and can be used by your course participants.

Test and Questionnaire Editor in Detail

Format and Standardization

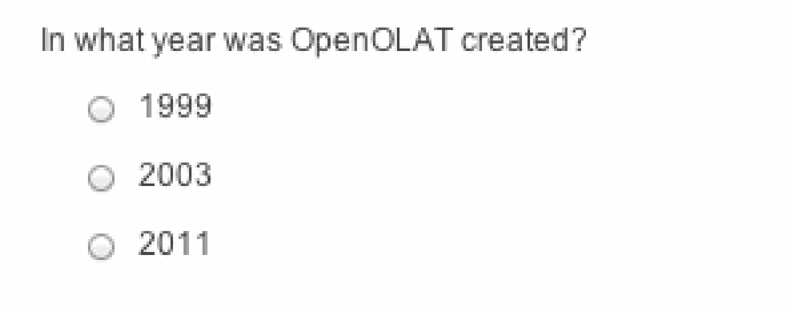
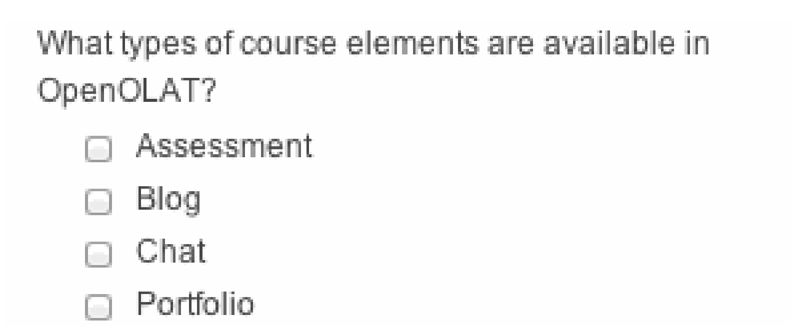
Tests and questionnaires will be stored in a standardized format, the so-called IMS QTI format (version 1.2). For more information please go to the following website of IMS.

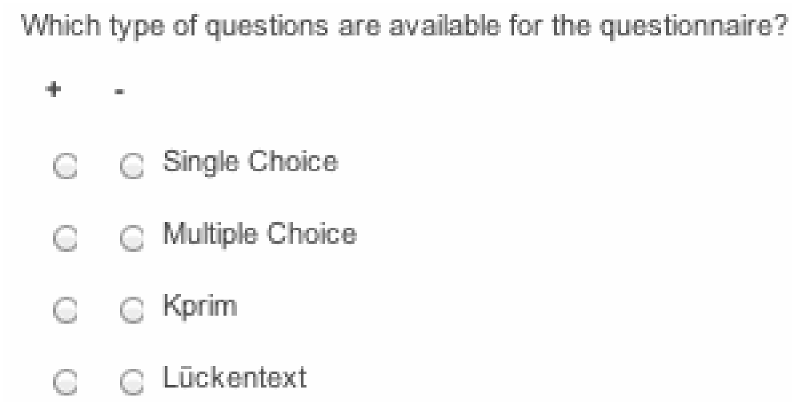
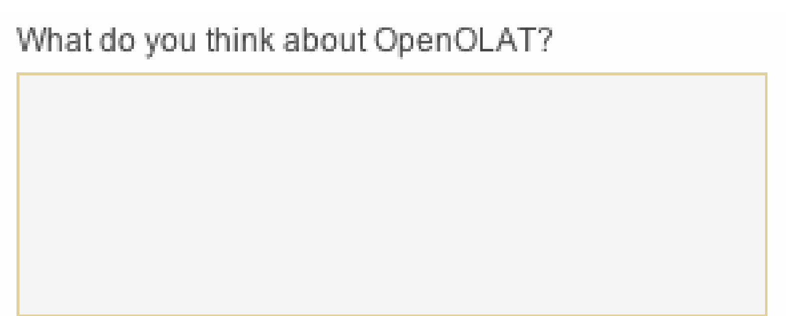
Creating and saving tests and questionnaires in a standardized format enables you to use them as course elements in different KWEBO courses on the one hand; on the other you can apply your tests and questionnaires in other LMS that support the same version of that IMS QTI format.

In tests or questionnaires you can also include multimedia files.

Types of Questions

There are five different types of questions to be explained in the following:

Type of Question	Description	Example
Single Choice	A single-choice question comprises a question and at least two answers; only one of them can be selected. In a test only one of those two answers is correct.	
Multiple-Choice	A multiple-choice question comprises one question and at least two answers; several answers can be selected. In a test several answers can be correct.	

Type of Question	Description	Example
Kprim	A Kprim question can only be used in a test. It comprises one answer and exactly four answers. The one taking that test has to decide for every single answer if it is correct or not. 0 to 4 answers can be correct.	
Cloze	In a cloze question terms are replaced by gaps to be filled in by the one taking the test or questionnaire. In a test you provide the correct answers (synonyms separated by semicolons) and decide at the same time if there should be case sensitivity or not.	
Free text	The answer to a free-text question is inserted into a field of variable size. In a test environment, the free-text question must be evaluated separately and manually.	

Structuring and Organization

Each test and each questionnaire has to comprise at least one section as well as one question. This is why there is already a section ("New section") along with a single-choice question ("New question") when creating a test or questionnaire. If you do not need a single-choice question in your test you can delete it as soon as you have added another type of question. Just click on the title of a section or question on your left to be able to modify it.

Sections serve to give your tests or questionnaires a certain structure. For example you can pose general questions at the beginning and therefore create a section "Preface." Your test or questionnaire can contain as many sections as you like.

If you want to add a new section or question just select "Add" in the tool box on your right before adding the new element at a position of your choice. It is possible to delete or move sections or questions anytime. You can even copy questions.

It is advisable to copy questions if there are questions with the same possibilities to answer, e.g. if several questions could be answered by selecting a value between 1 and 5.

Display Options and Configuration

Further options regarding tests and questionnaires can be set at different levels:

On the test level you determine whether all included test sections should be displayed or just a selection. In addition to that, sections can be displayed randomly or in the predefined order.

You can also determine if a test should be taken within a certain period of time. If a test has some time limit this can be recognized by the hourglass icon and the display of total time and time ending.

Options regarding feedback and solutions will be explained in the section "Hints to Solutions and Feedback in a Test". Further information regarding scores can be found in "Scores in Tests".

On the section level you determine if there should be a time limit when working on a section, how many questions from that section should appear in your test or questionnaire, and if the sequence of your questions should be at random or not.

On the question level you will find more information on display and configuration options in the tab "Meta data." Here you can also give hints and/or the correct solution (further described in the section "Hints to Solutions and Feedback in a Test".

On the course level there are further display options. When embedding your test or questionnaire in a course you will find these options in the tab "Test configuration" or "Questionnaire configuration." You can limit the number of attempts to answer a question and determine how often a user may try and take a test. The maximum to be specified is 20. If you specify for the first successful attempt to be valid though, a user is no longer able to improve his test results with more tests. As long as the user fails to pass the test, he can try as often as specified before. In order to prohibit a user to access other KWEBO functions during a test, you can use the option "Display only module, hide LMS". KWEBO will be hidden during the test and only be visible again after closing or completing the test. If you plan to forbid the menu navigation, one question after the other will automatically appear; the person taking your test will not be able to navigate to another question. To display the menu navigation is still possible; just use the option "Display menu navigation." You can also allow users to make personal notes during a test. However, after that test those notes will no longer be available. When terminating a test no results will be saved; when pausing all answers sent so far will be saved.

If you pause in a test with time limit it can very well be that your time is up when trying to continue.

If persons taking your test should see their results immediately after completing it select the option "Show results after completing a test." Results can also be displayed on your course's homepage. When choosing this option you can additionally indicate when those results should be made public. You can further determine how detailed your display should be.

Scores in Tests

The minimum score to pass a test can be determined in the test editor on top-level. This score is only relevant if your test is included in a course with the course element "Test."

On the question level you determine how many points can be received with each question. The correct answer to a single-choice question will gain all points; giving a wrong answer will gain 0 points. Indicate the score to a certain question in the field "Score" of the tab "Question/answers."

Using a multiple-choice question means either scoring if all answers are correct or if one single correct answer already counts. First decide on a method of assessment in the tab "Question/answers" and save your settings. Then indicate the score for all correct answers or the score for each correct answer (right next to your answers).

The assessment of Kprim questions is preset. Three correct answers always gain half the score, four correct answers mean full score. Indicate your maximum score in the tab "Question/answers."

If there are several possible answers to your cloze question separate them by semicolons. You can choose between two different assessment methods: either scoring per all correct answers or scoring per one correct answer. First decide on your method in the tab "Question/answers" and save your settings. Then either indicate your score for all correct answers or for each single answer (right next to the cloze).

Free-text questions can only be evaluated manually. You can use the assessment tool.

Hints to Solutions and Feedback in a Test

You can provide feedback immediately after having received a test result. Hints to solutions and/or the correct solution will be displayed if the question has not been answered correctly. You determine in the tab "Meta data" if hints and/or correct solutions should be displayed. Just indicate your hints and/or correct answers in the corresponding fields.

The correct solution of an essay question will never be shown in KWEBO. It is intended only for the Word export, and will only be displayed in the exported file with the correct answers like other test solutions. Files are provided with the name of the course element and the date.

By displaying feedback you can provide a separate feedback to each of your answers; this feedback will be given immediately after having sent an answer. You can indicate your feedback in the tab "Feedback."

The option "Feedback (wrong answer)" is not effective if in a multiple-choice question no wrong answers have been selected but not all correct answers have been checked.

Often feedback and hints to solutions are used in a self-test to give persons a helping hand in finding the correct answers.

Source Code of Tests

Participants will not be able to see in the test's or self-test's source code which solutions are right or wrong; answers will be sent to the KWEBO server before being analyzed.

Export to Word

Tests and questionnaires created in KWEBO can be exported as a Word file. Click "Export as Word file" in the editor tools in the test editor in order to download the test or questionnaire as .zip-file. The file contains two files in the MS .docx format, one containing only the test questions, while the other contains questions and answers. The exported files contain important additional information such as the score, thus enabling you to use the test document directly for e.g. offline testing.

Modifications of Embedded Tests or Questionnaires

As soon as a test or questionnaire is embedded in a course you have only limited possibility to make modifications. For more information please go to "Using Editors During Course Operation".