

CAMBRIDGE UNIVERSITY PRESS ENGLISH LANGUAGE TEACHING USER MANUAL

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Introduction

Welcome to the Cambridge University Press English Language Teaching (ELT) learning platform. The Cambridge Learning Management System is a Virtual Learning Environment (VLE) where students around the world can access a wealth of online English Language Learning products to help them learn English, study for exams, brush up on business vocabulary and much more.

This guide is organized in three sections. The administrator section comprehensively covers the VLE as well as all administrative functions. The instructor section is for those individuals that will be using the learning platform to teach English Language classes. The student section will guide students through their online course experience. Administrators are encouraged to familiarize themselves with the entire manual. Doing so will give them a comprehensive understanding of the platform and its many advanced features. Instructors are encouraged to explore the instructor and student sections so they gain a strong understanding of how learners will interact with and benefit from activities they implement.

Administrator Guide

Cambridge University Press Administrators

Cambridge University Press system administrators perform numerous roles in the virtual learning environment. Administrators will create courses and classes, deploy course content, manage the organization hierarchy, administer user enrollment, and more. Being a system administrator comes with a lot of responsibility. In many cases an admin has the power to permanently remove users and content. If in doubt, check with this manual, other administrators, or the development support staff before you perform a function that you are unsure of.

Logging into the System

The virtual learning environment can be accessed by any computer with a web browser and an Internet connection. To login to the environment:

1. Go to <http://eltprod.ggfl.asu.edu>
2. Click **Sign In** on the right side of your screen
3. Type your Username and Password
4. Click **Sign In**

Note: If you forgot your ELT password you can have it sent to you by clicking the **Forgot My Password** link. If you do not have an account contact the support staff to have one created on your behalf.

Overview

Logging into the VLE takes users to their personal dashboard area. The home screen has links to personal documents, a comprehensive calendar (showing events in all the courses a user is associated with), course progress, and a list of announcements from all the courses a user is enrolled in.

The site menu on the left side of the screen has links to classes you are teaching (if applicable), courses you maintain (if applicable), and VLE tools you have access to.

My Teaching

The My Teaching tab in the navigation menu contains links to classes you teach in the VLE. If you are not listed as an instructor in any classes you will not see this tab.

My Courses

The My Courses tab contains links to courses that you maintain. If you do not maintain any courses you will not see a link to My Courses.

My Tools

My Tools contains links to the VLE tools that are not course specific. The My Tools menu allows you to access your profile, calendar, personal file storage area, view progress and generate reports, and browse the user directory. It is also where you will go to administer the organization hierarchy.

My Tools

Click My Tools in the left menu to view and access the VLE tools that are available to you.

My Profile

My Profile allows you to view your personal profile, edit your profile (including username and password) and directory information, and view courses you are signed up for.

To access My Profile:

1. **Click My Tools** in the environment's left menu
2. **Click My Profile**

To edit your profile:

1. **Click** the edit tab

You can edit the following profile attributes:

Username – The Username you will use to login to the system

Password – The password you will use to login to the system

Organization Affiliation(s) – The leafs of the organization hierarchy you are affiliated with (see Organization Hierarchy topic)

Profile photo – The photo that displays in the user directory (max size = 80x80 px)

Default time Zone – The time zone that you currently live and work in

2. **Click Save** to complete your profile changes
3. **Click Directory Information** to add additional information to your personal directory page. The following can be added to your personal directory profile:

Title – Your professional title (i.e., teacher or system administrator)

Institution/Organization - The institution you are affiliated with

Location – The physical location (i.e., Tempe, Arizona) that you live and work in

Mailing address – Your physical mailing address

Phone number

Mobile phone number

Primary role – Your primary system role

Exclusion from the Member Directory – Prevents your profile from displaying in the Member Directory

4. **Click Save** to save changes to your directory information

NOTE: Clicking Delete WILL permanently remove the user account you are modifying from the VLE. Do not click Delete unless you wish to remove a user account forever.

My Calendar

My Calendar displays all the calendar events for the courses you teach and are enrolled in (if applicable). It also allows you to create personal calendar events (i.e., due date reminders and meetings).

To access your personal calendar:

1. **Click My Tools** in the left menu
2. **Click Calendar**

You are presented with a weekly calendar view by default. You can change your calendar view by selecting the **View** pull-down menu and choosing the view you desire. If your calendar has lots of events in it you can display a custom list of events by selecting **List of Events**. Then choose the date ranges to show. Events that fall within your specified criteria will display in a list below. If your calendar does not have events that fall within the specified criteria, no items will display.

To add a custom event to your personal calendar:

1. **Click Add**
2. **Type** an event title
3. **Select** the event date
4. **Specify** the event duration
If the event recurs (i.e., a weekly appointment) **Click Frequency** and **Select** the frequency
5. **Choose** the event type (for event categorization)
6. **Type** the event location
7. **Click Save Event**

Note: Events added to your personal calendar are not seen by other users or students. If you would like to add an event to your calendar that can be viewed by students (i.e., an assignment due date) add the item to the calendar in the course you teach (see calendar in Course Tools)

My Documents

My Documents allows you to upload files (i.e., word processing documents, spreadsheets, presentations, and videos) as well as create and post HTML web page and save links to Internet web sites. You can organize your assets into folders and access them from anywhere that you have access to the Internet. My Documents are a private, safe, and secure way to store and access your work.

To access My Documents:

1. **Click My Tools** in the left menu
2. **Click My Documents**

To download/view a saved document:

1. **Access My Documents**
2. **Click** the folder your file resides in (if applicable)
3. **Click** the file's name to download/view it

To create a new folder in My Documents:

1. **Access My Documents**
2. **Hover** your mouse over the **Add** link next to the My Workspace folder or another folder that already exists
3. **Click Create Folder**
4. **Type** a name for your folder
Tip: You can create more than one folder at a time. Just click the Add Another Folder Link and specify the name for your next folder. You can create as many as you want. Try and keep your folder names short and refrain from using spaces in their names. Use the underscore character (“_”) instead of a space.
5. **Click Create Folders Now**

To upload a file to My Documents:

1. **Hover** your mouse over the **Add** link next to the folder you would like to upload your file to
2. **Click Upload Files**
3. **Browse** for the file you would like to upload
4. **Specify** a display name for the file (not required)
Tip: You can upload more than one folder at once by clicking the Add Another File link.
5. **Click Upload Files Now**
Note: You cannot upload files that are larger than 80 megabytes.

To save a web link to My Documents:

1. **Hover** your mouse over the **Add** link next to the folder you would like to save your link t
2. **Click Add Web Links (URLs)**
3. **Paste** in the web address you would like to save
4. **Specify** a name for the URL
Tip: You can create multiple web links by clicking the Add Another Web Link button.

To remove an asset from My Documents

1. **Navigate** to the folder containing the item(s) you would like to remove
2. **Check** the box next to the file(s) you would like to remove
3. **Click** remove at the top of your screen
Note: Removing files is permanent and cannot be undone.

My Progress

My Progress shows the progress of an individual in the classes they are enrolled in. Data for My Progress comes from the SCORM package(s) deployed in courses. My progress helps users determine their performance and the percentage of content they have completed.

To access My Progress:

1. **Click My Progress** in the **My Tools** menu
2. **Click** the course you would like to view your progress in

Student Progress

Users with instructor status in a class or classes can use Student Progress to view the performance of their registered students. Student progress displays detailed Course Content (SCORM) statistics for each student in a class.

To access Student Progress:

1. **Click Student Progress** in the **My Tools** menu
2. **Click** the course you would like to view statistics for
3. **Click** the name of the student you would like to view detailed statistics for

Progress Reports

The Progress Reports tool gives administrators the ability to generate custom course content (SCORM) reports. To generate a custom SCORM Progress Report:

1. **Click Progress Reports** in the **My Tools** menu
OR
Click Manage Organization and **Select SCORM Search Tool** from the operations pull-down menu
2. **Select the course** you would like to generate a report for
3. **Click Continue**
4. **Select the Class(es)** to be included in the report
5. **Click Continue**
6. **Select the Scos** to be included in the report
7. **Click Continue**

Manage Organization

Manage Organization allows administrators to view the virtual learning environment's organization hierarchy. Manage Organization lets administrators create classes, courses, manage users, modify organization properties, generate SCORM reports, and view student progress. This area will be explained in further detail in the next section.

User Directory

The user directory displays a list of all site members. Use the First or Last name search fields to quickly find a user. Administrators can click on an individual's username and edit their account and directory information (see Editing My Profile).

To access the User Directory:

1. **Click My Tools** in the left menu
2. **Click User Directory**

Managing an Organization

Overview

The majority of the virtual learning environment's administration occurs in the Manage Organization area. This area of the environment allows administrators to view and modify the organization hierarchy, create courses and classes, manage users, and create student progress and SCORM reports. Administrating the organization comes with a lot of responsibility. Administrators unsure of how an action will affect the system should consult this manual or the development support staff. It is important to note that many actions in the system are permanent and cannot be undone.

Create an Organization Leaf

Creating leaves in the organization hierarchy allows administrators to make classes and resources available to specific groups of users.

To create a leaf in the organization hierarchy:

1. **Click My Tools** in the left menu
2. **Click Create Org Leaf**
3. **Specify** a title for the organization leaf
4. **Type** a brief description for the leaf
5. **Browse** for a logo image to associate with the leaf
Logo images display in the VLE branding window when a user, associated with a specific leaf, logs in to the system.
6. **Select** the organization structure
Note: You must select, at the least, a parent organization. If a parent organization has leafs you can continue to select parent leafs until the leaf you are creating is nested appropriately. After the leaf is created it too will be a parent in the hierarchy that additional leafs can be added to. A leaf's location in the organization hierarchy cannot be modified after it is created (see proceeding topic).

Modify an Organization Leaf

You can change the name, description, and logo, for an existing leaf. You cannot change the location of a leaf in the hierarchy. To modify a leaf's location you must delete the leaf and recreate it in the appropriate area.

1. **Click My Tools** in the left menu
2. **Click Organization Structure**
3. **Browse** for the leaf you would like to modify
4. **Click** the leaf's title **OR** select **ORG Home** from the pull-down menu next to the organization and **click Go**

5. **Click Edit** at the top of the screen
6. **Make modifications** as desired
7. **Click Save**

Remove an Organization Leaf

Removing an organization leaf is a permanent action. Please ensure that courses, classes, and users in a leaf will not be adversely affected by its removal. Parent leaves (leaves with sub leaves or children) cannot be removed until all child leaves have been removed.

To remove a leaf:

1. **Click My Tools** in the left menu
2. **Click Organization Structure**
3. **Browse** for the leaf you would like to modify
4. **Click** the leaf's title **OR** select **ORG Home** from the pull-down menu next to the organization and **click Go**
5. **Click Edit** at the top of the screen
6. **Click Delete**
7. **Choose** to do nothing with group posts **OR** delete posts that do not also belong to another group
8. **Choose** the target leaf for posts if it was specified that they be moved
9. **Click Delete Group**

Add Users to an Organization Leaf

1. **Click Manage Organization** in the My Tools menu
2. **Browse** to the desired organization leaf
3. **Click Manage Users** in the Org Tools pull-down menu
4. **Click Go**
5. **Click Import Users**
6. Format and upload a .CSV file using the following format:
First Name,Last Name, Email Address

If an uploaded user does not exist in the system a user account will be created for them. An email containing their username and temporary password is automatically sent.

If an uploaded user's account already exists in the system a duplicate account will not be created for them. The user's account will be added to the specified organization leaf.

Courses and Classes Defined

In day-to-day language, the words course and class can be used interchangeably. They are usually synonyms. Courses and classes are defined separately in the virtual learning environment.

Course: A course is a template that classes can be created from. It is the blue print for a class and contains the content (SCORM package(s)) that students will interact with. Course maintainers have the ability to modify and update courses. Instructors and students are not given access at the course level.

Class: A class is an instance of a course. All classes in the virtual learning environment reference an already existing course. Thus, a class cannot exist without a course. The tools and course content available in a class are defined and set by the course it references. Student and instructor access is granted at the class level.

Course

Creating a Course

1. **Click My Tools** in the left menu
2. **Click Manage Organization**
3. **Navigate** to the leaf in the organization hierarchy that you would like to make the course available to
4. From the pull-down menu next to the leaf **Select Create Course**
5. **Click Go** next to the pull-down menu
Alternately click the title of the leaf that should have access to the course
6. **Click Create Course** in the left menu
7. **Type** a short title for the course
8. **Type** a long title for the course
9. **Specify** a Code
10. **type** a course description
Note: See course naming convention guide for course naming specifications
11. **Specify** course maintainers by typing username(s) in the field provided

Individuals listed as course maintainers will be able to make modifications to the course in the future. The course will be available to them in their **My Courses** menu tab. A course can have multiple course maintainers. **Click Add another item** if more than two maintainers are needed.

12. **Select** the course tools that should be available in classes that reference the course (see Course Tools section of this manual for a detailed description of each course tool)
Select Course homepage tools (maximum number of course homepage tools is 6)

Course homepage tools display in the course's dashboard. Due to screen size limitations you can only select six homepage tools. All other course tools are available to users in the left course menu. Course homepage tools should be those tools that will be used most frequently and should therefore be easily accessible (i.e., Course Content).

13. **Select course content tools** (maximum number of course content tools is 6)

Course content tools are visible to students when they are working in the Course Content (SCORM package) section of a course. Due to screen real estate limitations only six course content tools can be specified. All other tools will continue to be accessible from the left course menu. It is recommend that course content tools be items that students would most likely need to access while interacting with course content.

14. **Assign** the course to leaf(s) of the organization structure

By default, the course will be added to the leaf you are currently working in. You can make the course available to additional leaves in the hierarchy by holding down the control key and selecting additional leaves.

15. Click Save

Note: Courses take a few minutes to process, as lots of tools have to be created to make the course fit user specifications. Click refresh after waiting a few moments to view the created course. If the course is still under construction a message will be present. Click refresh again in a few moments.

Modifying a Course

Course maintainers and system administrators can modify existing courses. Making modifications to a course affects classes that reference it. For example, if a tool is added or removed from a course it will be reflected in classes that were created from the course.

To modify a course:

1. **Click My Courses** in the left menu
2. **Click** the link to the course the course that will be modified

If you are not a course maintainer and do have system admin privileges you can modify a course by navigating to the Manage Organization page. Click the leaf containing the course that you would like to modify. Click the link to the course in the organization's home page.

3. **Click Edit** at the top of the screen
4. **Make** course modifications as needed
5. **Click Save**

Removing a Course

Removing a course is permanent and cannot be undone. Do not remove a course if classes reference it or if there is a chance it will be needed in the future.

To remove a course:

1. **Click My Courses** in the left menu
2. **Click** the link to the course the course that requires removal

If you are not a course maintainer and do have system admin privileges you can remove a course by navigating to the Manage Organization page. Click the leaf containing the course that you would like to remove. Click the link to the course in the organization's home page.

3. **Click Edit** at the top of the screen
4. **Click Delete** at the bottom of the page

Class

Classes are the sites that students and instructors will access for teaching and learning. Classes are created from courses. Therefore, a class cannot be created in an organization leaf unless there is at least one course for it to reference (see the previous section on course creation).

Creating a Class from an Existing Course

1. **Click My Tools** in the left menu
2. **Click Manage Organization**
3. **Navigate** to the leaf in the organization hierarchy that you would like to make the class available to
4. From the pull-down menu next to the leaf **Select Create Class**
5. **Click Go** next to the pull-down menu

Alternately click the title of the leaf that should have access to the course

6. **Click Create Class** in the left menu
7. **Type** the name of the Master Course

The VLE has an auto-lookup feature. As you start typing the application will search for courses. Keep in mind that you can only create a class from a course that exists in the leaf of the hierarchy that you are currently working in. If you are unable to find the course you are looking for go back to the organization home page and make sure the course exists in the organization you are working in. If it does not you can always find the course and modify its properties so it is available to additional organizations.

8. If desired, specify new long and short titles (not required)
9. **Type** a course description
10. **Specify** class instructors

A class can have multiple instructors. Individuals listed in the instructor field will be able to access the class using the My Teaching link in the left menu. Administrators can access the class without being listed as an instructor by clicking the link to the class in the Organization Home.

11. **Select** the dates the course will begin and end
12. **Assign** the class to an organization leaf

By default the class will be assigned to the leaf you are currently working in. Hold the control key and select additional leaves in the organization structure to make it available to others.

13. **Click Save**

Note: Classes take a few minutes to process, as lots of tools have to be created to make the class fit user specifications. Click refresh after waiting a few moments to view the created

course. If the course is still under construction a message will be present. Click refresh again in a few moments.

Modifying a Class

System administrators can modify existing classes.

To modify a class:

1. **Navigate** to the Manage Organization page
2. **Click** the leaf containing the class you would like to modify
3. **Click** the link to the class in the organization's home page
4. **Click Edit** at the top of the screen
5. **Make** class modification as needed
6. **Click Save**

Removing a Class

Removing a class is permanent and cannot be undone. Do not remove a class if it is in session or if students are enrolled.

To remove a class:

1. **Click My Teaching** in the left menu
2. **Click** the link to the class that will be removed

If you are not a class instructor and do not have system admin privileges you can remove a class by navigating to the Manage Organization page. Click the leaf containing the class that you would like to remove. Click the link to the class in the organization's home page.

3. **Click Edit** at the top of the screen
4. **Click Delete** at the bottom of the page

Adding Course Content to a Course

Course content (SCORM packages) are added to courses. A content package added to a course becomes available to the classes that reference it.

To add content packages (SCORM) to a course:

1. **Navigate** to the course that the content package will reside in
2. **Click Course Content** in the Course Tools menu

If Course Content does not exist in the Course Tools menu you can "turn it on" by clicking modify at the top of the screen. Then place a check next to Course Content in the Course Tools area. Click Save.

3. **Click Add New SCORM Package**
4. **Type** a name for the activity
5. **Type** a short summary for the activity in the field provided

6. **Click Choose or upload a file**
7. **Click Upload a file**
8. **Browse for and Upload the file**

Course content files can be very large (100s of megabytes). Please be patient while the file uploads. It can take several minutes. Longer with slower network speeds. Contact support if your browser times out before the file is completely uploaded.

9. **Click Choose** next to the file you just uploaded

There are a number of other settings that can be specified at this point. The default settings have been determined to work well. However, you can modify the number of times students can access the activity, how grades are recorded, etc.

10. **Click Save and Display**

Removing Course Content Packages

Course content removal is permanent. Do not remove course content packages if a class is in session or if there is reporting data associated with it.

1. **Navigate** to the course that the content package will reside in
2. **Click Course Content** in the Course Tools menu
3. **Click Remove** next to the item that you would like to delete

Using Teaching Tools in a Class

Introduction

The virtual learning environment has all the tools one would expect to find in a modern online learning system. The following sections contain detailed instructions on how to use and administer the teaching and learning tools found within the environment.

Calendar

The Calendar allows instructors to post events in a course calendar that is available to all registered students. Instructors often use this tool to post project due dates, exam dates, and class cancellations.

It is important not to confuse a class calendar with the calendar in **My Tools**. Events added to a course calendar will display in the My Tools calendar for all students registered for a class. If an instructor adds an event to the My Tools calendar it **WILL NOT** be available to students registered in their class. The My Tools calendar aggregates items that are added to all class calendars associated with the sites a user is enrolled in. An instructor can add private or personal events to the calendar in My Tools so they are not shared with others.

Administrators and class instructors have the ability to add and modify calendar items in the courses they have access to.

Calendar Views

By default the course calendar displays a weekly view. The calendar view can be changed to show more of fewer days:

1. **Click** the View pull-down menu in the main calendar screen
2. **Select** Calendar by Day, Month, Year or List of Events

The Display List of Events Function allows users to filter their calendar events and display only items that fall within the date ranges they specify.

Note: The Display Group Events option in the Display List of Events screen is currently in development. Future iterations of the VLE will allow user to post group events and filter their calendar accordingly.

Add a Calendar Item

Events added to a class calendar are available to all teachers and students enrolled in a class. The events will display in each class member's **My Tools** aggregated calendar as well as the class calendar.

To add a calendar event:

1. **Access** the class the calendar item is to be added to
2. **Click Add**
3. **Type** a title for the event
4. **Select** the date, start time, and duration of the event
5. **Compose** an event description in the text editor provided
If an event occurs more than once (i.e., weekly office hours) select **Frequency** and specify when the event should reoccur
6. **Select Event Type** from the pull down menu
7. **Click Save Event**

Events can have file attachments associated with them. For example, an instructor might attach a map to a coffee shop where language practice session will take place. To attach a file to an event:

1. Before clicking **Save Event** click **Add Attachments**
2. **Click Browse**
3. **Browse** for the file you would like to upload
If desired, add additional files
4. **Click Continue**

Note: The Select a resource function in the file attachment area is currently under development. All file attachments must be uploaded from a local computer.

Remove or Modify Calendar Items

Calendar items can be removed or modified by instructors and administrators. Items removed from a course calendar will no longer be available in student and instructor **My Tools** calendars. Item removal is permanent and cannot be undone.

1. **Navigate** to the calendar item to be removed or modified. Viewing the calendar by month or list of events makes it easy to locate items
2. **Click** the link to the event
3. **Click Edit** to modify the event
4. **Click Delete** to permanently remove the item

Announcements

The Announcements tool is used to inform site participants about current items of interest. Announcements can have multiple attachments, such as documents or URLs.

You can sort announcements by subject, sender, access, or date.

Announcements are a useful way to post a notice about an important change in deadlines, meeting times, or meeting locations.

When creating an announcement, you can select **Show** to make it visible, **Hide** to hide it, or **Specify Dates** to set a beginning date and end date for the announcement's visibility.

Add an Announcement

Administrators and instructors have the ability to post announcements in a class. Posted announcements display in the class announcements area.

1. **Navigate** to the class requiring an announcement
2. **Click Announcements** in the **Course Tools** menu
3. **Click Add**
4. **Type** an announcement title
5. **Type** the announcement body in the visual text editor that is provided

Note: Use the formatting options in the text editor (i.e., font size, color, add images) to make the announcement more dynamic and memorable.

The announcement access feature is currently under development and will be functional in future iterations of the VLE. Select **Only members of this site can view the announcement**. When groups functionality is available instructors will be able to post announcements for specific groups of students within a class.

6. **Select** Announcement availability

Specifying announcement beginning and end dates is a nice way to make announcements appear and disappear automatically. This feature allows instructors to preload their course with many announcements (i.e., due date reminders) and have them appear at prescribed

times with no extra work. The default announcement option (**Show**) makes announcements available for the duration of the class.

Announcements can have file attachments associated with them. For example, an instructor might attach a map to an art exhibit. To attach a file to an announcement:

1. Before clicking **Add Announcement** click **Add Attachments**
2. **Click Browse**
3. **Browse** for the file you would like to upload
If desired, add additional files
4. **Click Continue**

Note: The Select a resource function in the file attachment area is currently under development. All file attachments must be uploaded from a local computer.

Edit an Announcement

Announcements can be modified after they are posted.

1. **Navigate** to the class announcements tool
2. **Click Edit** next to the announcement that requires modification
3. **Modify** the announcement
4. **Click Save Changes**

Remove an Announcement

Announcement removal is permanent. Hiding an announcement (**Edit -> Hide**) is a good alternative to deletion.

To remove an announcement:

1. **Navigate** to the class announcements tool
2. **Place a check** next to the announcement(s) to be removed in the **Remove?** column
3. **Click Update**

Announcement Options

Announcement options let administrators and class instructors specify how announcements are listed in the class home page and the announcements tool.

To modify announcement options:

1. **Navigate** to the class announcements tool
2. **Click Options**
3. **Modify Option**
4. **Click Update**

Gradebook

Overview

The Gradebook is a tool for instructors to calculate and store grade information and distribute it to students online. The Gradebook can automatically calculate course grades, with the ability to override any course grade.

Other Gradebook features include the ability to:

- Define course letter grades based on a 100% scale
- Choose between point- or percentage-based grading
- Create categories to organize items and allow for weighting of grades
- Enter, view, edit, and release to students scores, grades, and comments
- Transmit scores to the Gradebook from tools such as Tests & Quizzes, Assignments, and Forums
- Export scores and grades to Microsoft Excel (in .CSV format)
- Import item scores from spreadsheet (.CSV) files. Instructors can view information in the Gradebook in different ways, including an item summary for each course, item detail, all grade listing, course grade listing, gradebook setup, and course grade options.

Students can view their scores for all items; view their course grades, once an instructor releases them, and sort gradebook items by title, due date, and grade.

Adding Gradebook Items

Some items (Assignments, Quizzes, and Forums) are automatically added to the gradebook when they are activated within the LMS. Other items can be manually added to the gradebook.

1. **Access Gradebook** from the **Course Tools** menu
2. **Click Add Gradebook item**
3. **Specify** a title
4. **Specify Item Point Value**

A point value must be assigned to all gradebook items. Enter a value greater than zero. Decimals are permitted, but values are limited to two decimal places.

5. **Specify Due Date** (not required)
6. **Select Release this item to students**

Releasing an item to students makes the gradebook item available to students when they view their personal gradebook. Leaving this option unchecked will prevent students from viewing the item.

7. **Select Include this item in course grade calculations**

If an item is excluded from the course grade calculation, the individual grade will appear to students in parentheses. A legend underneath will explain "Grades in parentheses are not included in the course grade calculation".

8. Click Add Item

Modifying Gradebook Items

1. **Access Gradebook** from the **Course Tools** menu
2. **Click Edit** next to the item you would like to modify
3. **Modify the item OR Click**
4. **Click Save Changes**

Removing Gradebook Items

1. **Access Gradebook** from the **Course Tools** menu
2. **Click the title** of the item to be removed
3. **Click Remove gradebook item from the gradebook**

Only manually added gradebook items can be removed from the gradebook. Assignments, quizzes, and forums can only be removed by removing the item from its respective tool. For example, deleting an assignment would remove its associated gradebook entry.

Posting Grades

1. **Access Gradebook** from the **Course Tools** menu
2. **Locate** the item for which you want to enter grades in the item list and click its title
3. **Enter** each student's score for the item into the box following his or her name

Scores must be greater than or equal to zero, and may contain up to two decimal places (e.g., 9.25). You may leave a box blank if you are waiting on a student's grade

To add comments for students, click **Edit Comments**. Type your comments in the text box.

4. **Click Save Changes**

Blog

Overview

A blog is an online journal, in which individuals can write entries, ordered by date, which can share with others. Members of the site can comment on each others' entries.

A blog can make an interesting learning diary, where students keep a journal of what they have learned, and what they would like to find out more about. Some students find that this offers a useful opportunity to reflect on their own learning. If they choose, students can restrict individual blog entries so that they are only visible to teaching staff and themselves. Blog entries can also be made visible to all students in a class.

Students can be asked to blog regularly and to read their colleague's blogs. Readers can comment on blog entries.

Instructors can use the blog tool to deliver time sensitive course information in a chronological format.

Modify Blog Permissions

Administrators can modify class blog permissions. For example, an administrator can prevent students from adding and removing blog comments.

1. **Access the Blog tool** from the **Course Tools** menu
2. **Select and deselect** permissions as desired
3. **Click Save**

Note: Blog permissions are set on a per class basis. Blog permission modifications made in one class do not carry over to another.

Add Blog Entry

Instructor and student users have the ability to create and post to their personal course blogs.

1. **Access the Blog tool** from the **Course Tools** menu
2. **Click Add blog entry**
3. **Use** the visual text editor to create a blog entry and title
4. **Choose** who can view the blog entry

Blog entries do not have to be available to every member of a class. They can be private or only viewable by instructors.

5. **Click Publish entry** or **Save Draft**

Modify Blog Entries

Blog authors can edit draft entries or posts that have already been created (if permissions allow). Instructors and administrators can edit all blog entries.

1. **Access** the blog containing the entry that requires modification
2. **Click Edit entry** under the entry that requires modification
3. **Edit** the blog using the visual text editor
4. **Click Publish entry** to make the changes available OR **Click Save Draft** to turn the published entry into a draft that can be published again later

View All Blogs

The Blog tool creates an easy to view list of all the blogs in a class. Administrators, instructors, and students enrolled in a class can view a list of all blogs and link to the ones they would like to read. Entries made private by the author are not visible. Entries made available only to the instructor are not shown when students browse a blog.

1. **Access the Blog tool** in the **Course Tools** menu
2. **Click All the blogs**
3. **Click the link** to a user's blog

Remove or Hide an Entry

In some cases an instructor or administrator might want to remove or hide a blog entry. Removing an entry is permanent and cannot be undone. Hiding an entry prevents students from being able to view it but does not delete it.

1. **Access** the blog containing the entry to be hidden or removed
2. **Click Remove** to remove the entry
3. **OR** to hide the entry
4. **Click Modify**
5. **Click Save Draft**

Wiki

Overview

A Wiki can be thought of as a combination of a web site and a word processing document. At its simplest, it can be read just like any other web site, with no editing privileges necessary. A wiki's true power lies in the fact that groups can collaboratively work on the content of the wiki using nothing but a standard web browser. Beyond ease of editing, the second powerful element of a wiki is its ability to keep track of the history of a document as it is revised. Since users access one place to edit, the need to keep track of word processing files and compile edits is eliminated. Each time a user makes changes to a wiki page, that revision of the content becomes the current version, and an older version is stored. Versions of the document can be compared side-by-side, and edits can be "rolled back" if necessary.

The Wiki is gaining traction in education, as an ideal tool for the increasing amount of collaborative work done by both students and teachers. Students might use a wiki to collaborate on a group report, compile data or share the results of their research.

Edit

Wiki authors and editors use a wiki markup language to add formatting to text, create new pages, insert images, etc. Bookmark [this](#) page and refer to it as you author and edit the course wiki page. Don't stress out about the markup language. It is intuitive and easy to use and learn.

1. **Click Edit** in the Wiki menu

If you have never edited your wiki you will need to first erase the "welcome message" so that you can start with a blank slate.

2. **Highlight the text** and **click Delete**
3. **Use** the Wiki markup guide located [here](#) to author and format your document
4. **Click Save** below the edit window to publish your work

History

An advantage of using a wiki to author collaborative documents is that every version of the work is saved in the wiki database and can be viewed by others. Authors can even revert back to a previous version of the document.

1. **Access** the Course Wiki
2. **Click History** in the Wiki Menu
3. **Click** the version number of the document that you would like to view
4. **Click Revert to this version** to roll the document back to a previous version

Assignments

Overview

For courses, the Assignments tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are private. Student submissions are not visible to other, non-instructor or admin, users of the site.

The Assignments tool offers multiple grading options, including letter grades, points, checkmarks, pass/fail, or ungraded.

Assignments can also be returned, with or without grades, for re-submission. Instructors can download all submissions to an assignment to their computer at once. When instructors release grades for an assignment, students can access instructor comments and their grades.

Add an Assignment

1. **Click Assignments** in the **Course Tools** menu
2. **Click Add**
3. **Type** a title for the Assignment
4. **Select** open, due, and accept until dates

Open date: the date the assignment is available to students.

Due date: the date student work is due.

Accept until date: If last date you will accept late work. The due date and accept until date can be the same.

5. **Select Student Submission** type

Inline only: Students must compose their work in the visual text editor (WYSIWYG).

Attachments only: Student work must be attached as a digital file

Inline and Attachments: Students can submit work attaching digital files or by using the visual text editor or a combination of both.

Non-electronic: No online submission is allowed. Work is delivered to the instructor off line.

6. **Select Grade Scale**

Select **Points** if the item is going to be added to the grade book. Specify the maximum number of points a student can earn.

7. **Add** the due date to the course calendar (optional)
8. **Add** an announcement about the open date (optional)

9. **Add** an honor pledge (optional)
10. **Recommended: Add Assignment to Gradebook**
11. **Click Add Attachment** to include digital file attachments (i.e., additional instructions, reading passage, etc.)
12. **Click Post** to make the assignment available

Modify an Assignment

1. **Access** the assignment tool from the **Course Tools** menu
2. **Click Edit** next to the assignment to be modified
3. **Modify** the assignment
4. **Click Post**

Grade Assignments

Grading activities allows you to award points and comment on submitted work.

1. **Access the Assignment** tool from the **Course Tools** menu
2. **Click Grade** next to the item you would like to grade
3. **Click Grade** under the name of the student whose work you would like to grade
4. **Download** the Submitted Attachment(s) by clicking on the file name(s)
5. **Compose** Instructor Comments in the field provided
6. **Award** points in the field provided
7. **Choose** if you would like to allow the student to resubmit the item (i.e., correct their work and hand it in again for re-grading)
8. **Click Return Assignment to Student** to complete grading **OR Click Save** to return to the Activity List.

Note: if you click **Save** students will not be able to view their scores or feedback until you **Release Grades**

Chat

Overview

The Chat Room tool can be used for real-time, unstructured conversations among site participants who are signed on to the site at the same time. Instructors can easily create an "Online Office Hours" chat room for student questions and answers. Dispersed collaboration groups can use Chat as a space to have conversations across distances or catch up with conversations that they may have missed.

Chat

1. **Access Chat** from the **Course Tools** menu
2. **Type a message** in the field provided
3. **Click Add message**

Add Another Chat Room

Administrators and Instructors can facilitate multiple discussions by adding additional chat rooms to a site.

1. **Access Chat** from the **Course Tools** menu
Click Options
2. **Click Add Room**
3. **Type** a title and description for the room
4. **Click Update Options**

Wimba Classroom

Overview

Wimba Classroom is a live, virtual classroom environment with robust features that include audio, video, application sharing and content display, and MP4 capabilities.

The classroom's pedagogical design and ease-of-use ensures that instructors and students engage as if they were meeting face-to-face.

Advanced features such as polling, whiteboarding, presenter on-the-fly, resizable chat areas and participant lists, usage analytics tools, and MP3 or MP4 downloads enable further dynamic interaction between students and educators.

Use

The Wimba Classroom is integrated seamlessly with the virtual learning environment and its user authentication system. Administrators and instructors can add Wimba Classrooms to a class:

All users should run the Wimba Setup Wizard before attempting to use the Wimba Classroom. The setup wizard will ensure that they have the necessary components and configuration to run the Live Classroom. The setup wizard can be accessed here:

<http://67.202.210.243/wizard/wizard.html.pl>

To add a Wimba Classroom to a Class:

1. **Click Wimba Classroom** in the **Course Tools Menu**
2. **Click New Room**
3. **Type an Activity Name**
4. **Associate** the activity with an existing room **OR Select New Room**
5. **Click Create and Display**

The Wimba Classroom has its own dedicated user manuals. User manuals for presenters and students can be downloaded using the links below:

[Presenter Manaul](#)

[Participant Guide](#)

Wimba Voice Tools

Overview

In traditional virtual learning environments student and instructor communication is limited to text and static images. Important elements of face-to-face communication, including the nuances of

voice, are missing from text-based discussions. Wimba Voice recaptures these elements, contributing to greater clarity and understanding. Voice discussions, announcements and podcasts promote active participation in the classroom.

It is recommend that you run the Wimba Setup Test **before** using the Wimba Voice Tools. The setup test will ensure your computer and microphone are properly configured for recording and playback. The setup test can be accessed here:

<http://67.202.210.243/wizard/wizard.html.pl>

Voice Authoring

Voice Authoring allows instructors and administrators to post original voice recordings within a class.

1. **Click Wimba Voice Tools** in the **Course Tools** menu
2. **Select Voice Authoring** from the **Add an activity** pull-down menu
3. **Type** an activity name
4. **Click** the red record button and record speak into your microphone
5. **Click** the stop button when finished recording
6. **Click** the play button to play back recording
7. **Click Create** to post item

Voice Board

Speak and read a language at the same time, or simply create threaded voice discussions about any subject. This is a great tool for brainstorming and collaborating on almost any topic in any language. Instructors and students can post vocal messages with accompanying text into voice-based message boards. Discuss multiple subjects at once by dividing new topics into their own threads. This is an excellent way to practice all aspects of a new language.

1. **Click Wimba Voice Tools** in the **Course Tools** menu
2. **Select Voice Board** from the **Add an activity** pull-down menu
3. **Type** an activity name
4. **Associate** the activity with an existing voice board **OR** create a new one
5. **Click Create and Display**

A pop-up window displaying the voice board will open.

6. **Click New** to author a new message
7. **Type a subject**
8. **Click the record icon** to begin recording
9. **Click Stop** when recording is completed
10. **Click Post** to post message

Reply to other messages by selecting a thread and clicking the **Reply** button

Voice Email

Students and instructors can send vocal email messages to anyone. Recipients can reply by sending their own voice email. Voice emails are particularly useful for role-playing activities and question and answer sessions. To ensure security, instructors have full control of the distribution of every email.

1. **Click Wimba Voice Tools** in the **Course Tools** menu
2. **Select Voice Email** from the **Add an activity** pull-down menu
3. **Type** an activity name
4. **Select** who will receive the email
 - All users, just students, or just instructors.
5. **Specify pre-filled subject line**
 - A pre-filled subject line makes managing voice emails easy. Instructors can set a pre-filled subject line and setup email filters to route voice emails directly to an inbox folder so they are not lost.
6. **Select a reply link**
 - A reply link allows students to respond to a voice email using their computer microphone.
7. **Set Max message length** using the pull-down menu
8. **Click Create and Display**
9. **Record** a message
10. **Click Send**

Voice Podcaster

The Wimba Podcaster allows instructors to create and post voice lectures and have their students subscribe to them (a “podcast”) via iTunes or their favorite feed aggregator. If users do not have a portable audio player such as the ipod, they can navigate to the Wimba Podcaster in the virtual learning environment and listen.

1. **Click Wimba Voice Tools** in the **Course Tools** menu
2. **Select Podcaster** from the **Add an activity** pull-down menu
3. **Type** an activity name
4. **Associate** the activity with an existing podcaster or create a new one
5. **Click Create and Display**
6. **Click New** to create a new podcast
7. **Click** the record button to begin recording

Recordings can be a maximum of 20 minutes.

8. **Click Post**

Instructors and course builders can import existing podcasts they have in MP3 or WAV format. Imported podcasts do not have a maximum length but must be smaller than 10MB:

1. **Click Import**
2. **Browse** for the local file
3. **Click OK**

Voice Presentation

Voice Presentation is a great way to rapidly author an online presentation. It allows instructors to harness the wealth of material on the web, by adding audio and text messages to a selection of URLs.

1. **Click Wimba Voice Tools** in the **Course Tools** menu
2. **Select Voice Presentation** from the **Add an activity** pull-down menu
3. **Type** an activity name
4. **Associate** the activity with an existing voice presentation or create a new one
5. **Click Create and Display**

To create a new presentation:

1. Click the **New** button to create a new annotated web page, or "slide"
2. **Annotate** the slide with audio and text
3. **Post** the slide and continue building the presentation

Once content is created, it can be viewed and edited. Content can be reordered via drag and drop.

What else can be done?

Turn your Voice Presentation into an asynchronous discussion by allowing students to respond with comments on any slide.

Link to multimedia content, like Flash or online videos, and annotate it with your voice.

Listen to your entire presentation using "Continuous Playback" (located in the "Options" menu).

The best way to become familiar with this tool is to start using it! Click the "New" button to create your first slide.

Forums

Overview

Forums is a communication tool that instructors can use to create an unlimited number of discussion forums for their class sites. The Forums tool is designed to be an effective tool for both academic and collaborative work. It facilitates asynchronous discussion and provides an opportunity for class participants to engage with each other. It allows for the free expression of convergent and divergent ideas. Interactions can be assigned a point value and sent to the Gradebook with comments.

A visual text editor (WYSIWYG) interface allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to uploaded files or web links.

Forum statistics are available for site owners to determine the participation level of individual users.

Adding a Forum

1. **Click Forums** in the **Course Tools Menu**
2. **Click New Forum**
3. **Type** the forum's title. This is a required field, and is limited to 75 characters
4. **Provide** a brief description (limited to 100 characters) that will be displayed along with the title in the Forums area
5. To disable forum postings, under "Forum Posting", click the Yes radio button next to "Lock Topic (Disable forum postings)". No is selected by default, allowing site participants to post messages about a forum topic.
6. To moderate forum postings, under "Forum Posting", click the Yes radio button next to "Moderate Topics in Forum". No is selected by default, allowing site participants to post messages without moderation.
7. Under "Permissions", you can modify permission levels for participant roles. To do so, from the list under "Permissions", select a role for editing by clicking its name. Next to "Permission Level:", use the drop-down list to select from several predefined permission levels. Custom permission levels can be created by clicking to enable or disable the following functions:
 - **New Forum:** Create a new forum. You can modify this option only via Template Settings.
 - **New Topic:** Create a new topic. You can modify this option only via Template Settings or Forum Settings.
 - **New Response:** Create a new response to your topic.
 - **Response to Response:** Send responses to a topic response.
 - **Post to Gradebook:** Grade responses and add comments. Send grades and comments to Gradebook.
 - **Change Settings:** Change the topic settings.
 - **Read:** Read topic responses. **Mark as Read:** Mark messages as read.
 - **Moderate Postings:** Moderate messages posted to forum (available if "Moderate Topics in Forum" option was selected above).
 - **Edit Postings:** Use the radio buttons to indicate which postings participants with the permission level can revise (none, their own, or all postings).
 - **Delete Postings:** Use the radio buttons to indicate which postings participants with the permission level can delete (none, their own, or all postings).

Note: Forum permission settings will apply to all subsequently created topics in that forum, but if you modify forum permission settings after topics have been created, you must change the topic permission settings separately.

8. Next to "Gradebook Item", use the drop-down list to choose an item with which the forum should be associated.

Note: To add an item to the Gradebook, see Adding, editing, or deleting a Gradebook item.

9. When finished, click one of the following:

- **Save Draft:** Save your forum as a draft. You'll return to the Forums screen. Forums saved as draft will not be available to site participants.
- **Save Settings & Add Topic:** Save your changes and add a topic to your forum. You will need to add a topic so site members can post messages.
- **Cancel:** Cancel your changes; you'll return to the Forums screen.

Adding a Topic

At least one topic must be added to a forum so site participants can post messages. A forum will not be visible to participants unless a topic is added.

To add a topic while you're creating your forum, first finish creating the forum, and then click **Save Settings & Add Topic**.

To add a topic later, go to the Forums screen and find the forum's title. **Click New Topic**.

On the Topics Settings screen:

1. Next to "Topic Title", enter a title in the text box. This is a required field, and is limited to 75 characters.
2. Next to "Short Description", provide a brief description (limited to 100 characters) that will display below the title in the Discussion Forums area.
3. Next to "Description", enter an in-depth description of your forum, and provide any associated information or resources.
4. To add an attachment, under "Attachments", **click Add Attachment**. The file selector screen will open. For instructions, see [Options for adding attachments](#).
5. To disable topic postings, under "Topic Postings", **click the Yes** radio button next to "Lock Topic (Disable topic postings)". **No** is selected by default, allowing site participants to post messages about the forum topic.
6. To moderate topic postings, under "Topic Posting", click the **Yes** radio button next to "Moderate Topic". **No** is selected by default, allowing site participants to post messages without moderation.
7. Under "Permissions", you can modify permission levels for participant roles. To do so, from the list under "Permissions", select a role for editing by clicking its name. Then, next to "Permission Level:", use the drop-down list to select from several predefined permission levels. You can create custom permission levels by clicking to enable or disable the following functions:
 - **New Forum:** Create a new forum. You can modify this option only via Template Settings.
 - **New Topic:** Create a new topic. You can modify this option only via Template Settings or Forum Settings.
 - **New Response:** Create a new response to your topic.
 - **Response to Response:** Send responses to a topic response.
 - **Post to Gradebook:** Grade responses and add comments. Send grades and comments to Gradebook.
 - **Change Settings:** Change the topic settings.

- **Read:** Read topic responses.
- **Mark as Read:** Mark messages as read.
- **Moderate Postings:** Moderate messages posted to forum (available if "Moderate Topics in Forum" option was selected above).
- **Edit Postings:** Use the radio buttons to indicate which postings participants with the permission level can revise (none, their own, or all postings).
- **Delete Postings:** Use the radio buttons to indicate which postings participants with the permission level can delete (none, their own, or all postings).

Note: Forum permission settings will apply to all subsequently created topics in that forum, but if you modify forum permission settings after topics have been created, you must change the topic permission settings separately.

8. Next to "Gradebook Item", use the drop-down list to choose an item with which the topic should be associated.

Note: To add an item to the Gradebook, see Adding, editing, or deleting a Gradebook item.

9. When finished, click one of the following:
 - **Save Settings:** Save your changes, post the topic, and exit the Forum Settings screen. This returns you to the Forums screen, where you can see your newly posted topic within your forum.
 - **Save Draft:** Save your forum as a draft. You'll return to the Forums screen.
 - **Save Settings & Add Topic:** Save your changes, and add another topic to your forum. This opens a blank Topic Settings screen, and allows you to create an additional topic without returning to the Forums screen.
 - **Cancel:** Cancel your changes. You'll return to the Forums screen.

Posting a message

To post a message about a forum topic:

1. **Click** the title of the topic where the message is to be posted
2. **Click Post New Thread**
3. **Type** the subject of your message
4. **Use** the WYSIWYG editor to compose your message.

Tip: Pasting text from Microsoft Word directly into the WYSIWYG editor may result in garbled output, even if the text appears correct in the editor. Instead, to insert formatted text from a Word document, click the **Paste from Word** icon, place your cursor in the subsequent "Paste from Word" text box, and then press `Ctrl-v` in Windows, or `Cmd-v` on a Macintosh, to paste your copied text. Using `Ctrl-v` (or `Cmd-v`) to paste is the best method for preserving the formatting of the original Word document. Click **OK** to add the text to the item you are composing.

5. Under "Attachments", you can attach a file from your local computer or from Resources, or specify the URL for a file on the web.
6. When finished:
 - To post your message, click **Post Message**.
 - To cancel your message without saving it, click **Cancel**.

Note: If the forum or topic is moderated, your message will appear as "PENDING" until approved by a moderator.

Reading Threads

Each forum appears in an enclosed box with its title and short description displayed (if created). If a full description of the forum exists, click **Read Full Description** to view it.

Beneath the forum title, topics are listed by title, and include a short description (if created). The following details also appear:

- A count of total messages
- A count of unread messages
- If a topic is moderated, the word "Moderated" will be displayed
- If a topic has an attachment, its filename will be displayed. Click the filename to open the attachment or save it to your computer

Clicking the title of any forum will open an isolated view of a particular forum and its topics.

Clicking the title of any topic will display a thread of messages for that particular topic. If a full description of the topic exists, click **Read Full Description** to view it. Each individual thread appears in an enclosed box with a count of total messages and unread messages below. Use the arrows to the left of the messages to expand the threads as needed.

To expand all threads and messages, click **Display Entire Message**. To mark all of the messages as read, click **Mark All As Read**. To open a printable version of the messages, click the printer icon at the top.

Clicking the title of the thread will open an isolated view of a particular thread and its individual messages. Use the **View** drop-down list to change the display of messages.

To open an individual message, click its subject.

Assessments

Overview

Assessments allows instructors to create online assessments (i.e., tests, quizzes, and surveys) for delivery via a web interface to their students. The tool is mainly used to administer tests, but may also be employed to create assessments to gather survey information or informal course feedback.

Course builders can include multiple question types in an assessment, including ones that require students to upload files. Assessment builders can choose how to organize, deliver, and collect

completed assessments. Most grading is done automatically, and grades can be posted automatically to the online gradebook.

By configuring an assessment's settings, one can control a wide range of conditions for taking an assessment. For example, to specify locations for taking an assessment you can indicate a range of IP addresses. Via the settings, you can determine when an assessment will become available, set time limits, determine how many times a student can take an assessment, and indicate whether or not late submissions will be allowed.

Instructor Guide

Introduction

Welcome to the Cambridge University Press English Language Teaching (ELT) learning platform. The Cambridge Learning Management System (LMS) is a Virtual Learning Environment (VLE) where students around the world can access a wealth of online English Language Learning products to help them learn English, study for exams, brush up on business vocabulary and much more.

This guide is organized into two sections. The instructor section is for those individuals that will be using the learning platform to teach English Language classes and covers all the functions instructors will use to facilitate teaching and learning. The student section will guide students through their online course experience. Instructors are encouraged to explore both the instructor and student sections.

Logging into the System

The virtual learning environment can be accessed by any computer with a web browser and an Internet connection. To login to the environment:

1. Go to <http://eltprod.ggfl.asu.edu>
2. Click **Sign In** on the right side of your screen
3. Type your Username and Password
4. Click **Sign In**

Note: If you forgot your ELT password you can have it sent to you by clicking the **Forgot My Password** link. If you do not have an account contact the support staff to have one created on your behalf.

Overview

Logging into the VLE takes you to your personal dashboard area. Your Home screen has links to personal documents, your comprehensive calendar (showing events in all the courses you are associated with), course progress, and a list of announcements from all the courses you are enrolled in.

The site menu on the left side of the screen has links to classes you are teaching (if applicable) and VLE tools you have access to.

My Teaching

The My Teaching tab in the navigation menu contains links to classes you teach in the VLE. If you are not listed as an instructor in any classes you will not see this tab.

My Tools

My Tools contains links to the VLE tools that are not course specific. The My Tools menu allows you to access your profile, calendar, personal file storage area, view progress and generate reports, and browse the user directory.

My Tools

Click My Tools in the left menu to view and access the VLE tools that are available to you.

My Profile

My Profile allows you to view your personal profile, edit your profile (including username and password) and directory information, and view courses you are signed up for.

To access My Profile:

3. **Click My Tools** in the environment's left menu
4. **Click My Profile**

To edit your Profile:

5. **Click** the edit tab

You can edit the following profile attributes:

Username – The Username you will use to login to the system

Password – The password you will use to login to the system

Organization Affiliation(s) – The leafs of the organization hierarchy you are affiliated with (see Organization Hierarchy topic)

Profile photo – The photo that displays in the user directory (max size = 80x80 px)

Default time Zone – The time zone that you currently live and work in

6. **Click Save** to complete your profile changes
7. **Click Directory Information** to add additional information to your personal directory page. The following can be added to your personal directory profile:

Title – Your professional title (i.e., teacher or system administrator)

Institution/Organization - The institution you are affiliated with

Location – The physical location (i.e., Tempe, Arizona) that you live and work in

Mailing address – Your physical mailing address

Phone number

Mobile phone number

Primary role – Your primary system role

Exclusion from the Member Directory – Prevents your profile from displaying in the Member Directory

8. **Click Save** to save changes to your directory information

My Calendar

My Calendar displays all the calendar events for the courses you teach and are enrolled in (if applicable). It also allows you to create personal calendar events (i.e., due date reminders and meetings).

To Access your personal calendar:

3. **Click My Tools** in the left menu
4. **Click Calendar**

You are presented with a weekly calendar view by default. You can change your calendar view by selecting the **View** pull-down menu and choosing the view you desire. If your calendar has lots of events in it you can display a custom list of events by selecting **List of Events**. Then choose the date ranges to show. Events that fall within your specified criteria will display in a list below. If your calendar does not have events that fall within the specified criteria, no items will display.

To add a custom event to your personal calendar:

8. **Click Add**
9. **Type** an event title
10. **Select** the event date
11. **Specify** the event duration
 - If the event recurs (i.e., a weekly appointment) **Click Frequency** and **Select** the frequency
12. **Choose** the event type (for event categorization)
13. **Type** the event location
14. **Click Save Event**

Note: Events added to your personal calendar are not seen by other users or students. If you would like to add an event to your calendar that can be viewed by students (i.e., an assignment due date) add the item to the calendar in the course you teach (see calendar in Course Tools)

My Documents

My Documents allows you to upload files (i.e., word processing documents, spreadsheets, presentations, and videos) as well as create and post HTML web page and save links to Internet web sites. You can organize your assets into folders and access them from anywhere that you have access to the Internet. My Documents are a private, safe, and secure way to store and access your work.

To access My Documents:

3. **Click My Tools** in the left menu
4. **Click My Documents**

To download/view a saved document:

4. **Access My Documents**
5. **Click** the folder your file resides in (if applicable)
6. **Click** the file's name to download/view it

To create a new folder in My Documents:

6. **Access My Documents**
7. **Hover** your mouse over the **Add** link next to the My Workspace folder or another folder that already exists
8. **Click Create Folder**
9. **Type** a name for the folder
Tip: You can create more than one folder at a time. Just click the Add Another Folder Link and specify the name for your next folder. You can create as many as you want. Try and keep your folder names short and refrain from using spaces in their names. Use the underscore character (“_”) instead of a space.
10. **Click Create Folders Now**

To upload a file to My Documents:

6. **Hover** your mouse over the **Add** link next to the folder you would like to upload your file to
7. **Click Upload Files**
8. **Browse** for the file you would like to upload
9. **Specify** a display name for the file (not required)
Tip: You can upload more than one folder at once by clicking the Add Another File link.
10. **Click Upload Files Now**
Note: You cannot upload files that are larger than 80 megabytes.

To save a web link to My Documents:

5. **Hover** your mouse over the **Add** link next to the folder you would like to save your link t
6. **Click Add Web Links (URLs)**
7. **Paste** in the web address you would like to save
8. **Specify** a name for the URL
Tip: You can create multiple web links by clicking the Add Another Web Link button.

To remove an asset from My Documents

4. **Navigate** to the folder containing the item(s) you would like to remove
5. **Check** the box next to the file(s) you would like to remove
6. **Click** remove at the top of the screen
Note: Removing files is permanent and cannot be undone.

Student Progress

Users with instructor status in a class or classes can use Student Progress to view the performance of their registered students. Student progress displays detailed Course Content (SCORM) statistics for each student in a class.

To access Student Progress:

1. **Click Student Progress** in the **My Tools** menu
2. **Click** the course you would like to view statistics for
3. **Click** the name of the student you would like to view detailed statistics for

Accessing Classes You Teach

1. **Login** to the VLE
2. **Click My Teaching** in the left menu
3. **Click** the link to the class you would like to access

Using the Teaching Tools in a Class

Introduction

The English Language Teaching Learning Platform has a number of tools that you can use to interact with your students, assess learning, and supplement instruction.

Note: The class you teach may not contain all the tools listed in this guide. Contact your administrator if you would like to utilize a tool that does not currently exist.

Calendar

The Calendar allows instructors to post events in a course calendar that is available to all registered students. Instructors often use this tool to post project due dates, exam dates, and class cancellations.

It is important not to confuse a class calendar with the calendar in **My Tools**. Events added to a class calendar will display in the My Tools calendar for all students registered for a class. If an instructor adds an event to their My Tools calendar it **WILL NOT** be available to students registered in their class. The **My Tools** calendar aggregates items that are added to all class calendars associated with the sites a user is enrolled in. An instructor can add private or personal events to the calendar in My Tools so they are not shared with others.

Calendar Views

By default the course calendar displays a weekly view. The calendar view can be changed to show more or fewer days:

1. **Click** the View pull-down menu in the main calendar screen
2. **Select** Calendar by Day, Month, Year or List of Events

The Display List of Events Function allows users to filter their calendar events and display only items that fall within the date ranges they specify.

Note: The Display Group Events option in the Display List of Events screen is currently in development. Future iterations of the VLE will allow user to post group events and filter their calendar accordingly.

Add a Calendar Item

Events added to a class calendar are available to all teachers and students enrolled in a class. The events will display in each class member's **My Tools** aggregated calendar as well as the class calendar.

To add a calendar event:

8. **Access** the class the calendar item is to be added to
9. **Click Add**
10. **Type** a title for the event
11. **Select** the date, start time, and duration of the event
12. **Compose** an event description in the text editor provided
If an event occurs more than once (i.e., weekly office hours) select **Frequency** and specify when the event should reoccur
13. **Select Event Type** from the pull down menu
14. **Click Save Event**

Events can have file attachments associated with them. For example, an instructor might attach a map to a coffee shop where language practice session will take place. To attach a file to an event:

5. Before clicking **Save Event** click **Add Attachments**
6. **Click Browse**
7. **Browse** for the file you would like to upload
If desired, add additional files
8. **Click Continue**

Note: The Select a resource function in the file attachment area is currently under development. All file attachments must be uploaded from a local computer.

Remove a Calendar Item

Calendar items can only be removed or modified by instructors and administrators. Items removed from a course calendar will no longer be available in student and instructor **My Tools** calendars. Item removal is permanent and cannot be undone.

1. **Navigate** to the calendar item to be removed or modified. Viewing the calendar by month or list of events makes it easy to locate items
2. **Click** the link to the event
3. **Click Edit** to modify the event
4. **Click Delete** to permanently remove the item

Announcements

The Announcements tool is used to inform site participants about current items of interest. Announcements can have multiple attachments, such as documents or URLs.

You can sort announcements by subject, sender, access, or date.

Announcements are a useful way to post a notice about an important change in deadlines, meeting times, or meeting locations.

When creating an announcement, you can select **Show** to make it visible, **Hide** to hide it, or **Specify Dates** to set a beginning date and end date for the announcement's visibility.

Add an Announcement

Administrators and instructors have the ability to post announcements in a class. Posted announcements display in the class announcements area.

7. **Navigate** to the class requiring an announcement
8. **Click Announcements** in the **Course Tools** menu
9. **Click Add**
10. **Type** an announcement title
11. **Type** the announcement body in the visual text editor that is provided

Note: Use the formatting options in the text editor (i.e., font size, color, add images) to make the announcement more dynamic and memorable.

The announcement access feature is currently under development and will be functional in future iterations of the VLE. Select **Only members of this site can view the announcement**. When groups functionality is available instructors will be able to post announcements for specific groups of students within a class.

12. **Select** Announcement availability

Specifying announcement beginning and end dates is a nice way to make announcements appear and disappear automatically. This feature allows instructors to preload their course with many announcements (i.e., due date reminders) and have them appear at prescribed times with no extra work. The default announcement option (**Show**) makes announcements available for the duration of the class.

Announcement can have file attachments associated with them. For example, an instructor might attach a map to an art exhibit. To attach a file to an announcement:

5. Before clicking **Add Announcement** click **Add Attachments**
6. **Click Browse**
7. **Browse** for the file you would like to upload
If desired, add additional files
8. **Click Continue**

Note: The Select a resource function in the file attachment area is currently under development. All file attachments must be uploaded from a local computer.

Edit an Announcement

Announcements can be modified after they are posted.

1. **Navigate** to the class announcements tool
2. **Click Edit** next to the announcement that requires modification
3. **Modify** the announcement
4. **Click Save Changes**

Remove an Announcement

Announcement removal is permanent. Hiding an announcement (**Edit -> Hide**) is a good alternative to deletion.

To remove an announcement:

1. **Navigate** to the class announcements tool
2. **Place a check** next to the announcement(s) to be removed in the **Remove?** column
3. **Click Update**

Announcement Options

Announcement options let administrators and class instructors specify how announcements are listed in the class home page and the announcements tool.

To modify announcement options:

1. **Navigate** to the class announcements tool
2. **Click Options**
3. **Modify Option**
4. **Click Update**

Gradebook

Overview

The Gradebook is a tool for instructors to calculate and store grade information and distribute it to students online. The Gradebook can automatically calculate course grades, with the ability to override any course grade.

Other Gradebook features include the ability to:

- Define course letter grades based on a 100% scale
- Choose between point- or percentage-based grading
- Create categories to organize items and allow for weighting of grades
- Enter, view, edit, and release to students scores, grades, and comments
- Transmit scores to the Gradebook from tools such as Tests & Quizzes, Assignments, and Forums
- Export scores and grades to Microsoft Excel (in .CSV format)

- Import item scores from spreadsheet (.CSV) files. Instructors can view information in the Gradebook in different ways, including an item summary for each course, item detail, all grade listing, course grade listing, gradebook setup, and course grade options.

Students can view their scores for all items; view their course grades, once an instructor releases them, and sort gradebook items by title, due date, and grade.

Adding Gradebook Items

Some items (Assignments, Quizzes, and Forums) are automatically added to the gradebook when they are activated within the LMS. Other items can be manually added to the gradebook.

1. **Access Gradebook** from the **Course Tools** menu
2. **Click Add Gradebook item**
3. **Specify** a title
4. **Specify Item Point Value**

A point value must be assigned to all gradebook items. Enter a value greater than zero. Decimals are permitted, but values are limited to two decimal places.

5. **Specify Due Date** (not required)
6. **Select Release this item to students**

Releasing an item to students makes the gradebook item available to students when they view their personal gradebook. Leaving this option unchecked will prevent students from viewing the item.

7. **Select Include this item in course grade calculations**

If an item is excluded from the course grade calculation, the individual grade will appear to students in parentheses. A legend underneath will explain "Grades in parentheses are not included in the course grade calculation".

8. **Click Add Item**

Removing Gradebook Items

1. **Access Gradebook** from the **Course Tools** menu
2. **Click the title** of the item to be removed
3. **Click Remove gradebook item from the gradebook**

Only manually added gradebook items can be removed from the gradebook. Assignments, quizzes, and forums can only be removed by removing the item from its respective tool. For example, deleting an assignment would remove its associated gradebook entry.

Modifying Gradebook Items

1. **Access Gradebook** from the **Course Tools** menu
2. **Click Edit** next to the item you would like to modify
3. **Modify the item OR Click**

4. Click Save Changes

Posting Grades

1. **Access Gradebook** from the **Course Tools** menu
2. **Locate** the item for which you want to enter grades in the item list and click its title
3. **Enter** each student's score for the item into the box following his or her name

Scores must be greater than or equal to zero, and may contain up to two decimal places (e.g., 9.25). You may leave a box blank if you are waiting on a student's grade

To add comments for students, click **Edit Comments**. Type your comments in the text box.

4. Click Save Changes

Blog

Overview

A blog is an online journal, in which individuals can write entries, ordered by date, which can share with others. Members of the site can comment on each others' entries.

A blog can make an interesting learning diary, where students keep a journal of what they have learned, and what they would like to find out more about. Some students find that this offers a useful opportunity to reflect on their own learning. If they choose, students can restrict individual blog entries so that they are only visible to teaching staff and themselves. Blog entries can also be made visible to all students in a class.

Students can be asked to blog regularly and to read their colleague's blogs. Readers can comment on blog entries.

Instructors can use the blog tool to deliver time sensitive course information in a chronological format.

Modify Blog Permissions

Administrators can modify class bog permissions. For example, an administrator can prevent students from adding and removing blog comments.

1. **Access the Blog tool** from the **Course Tools** menu
2. **Select and deselect** permissions as desired
3. **Click Save**

Note: Blog permissions are set on a per class basis. Blog permission modifications made in one class do not carry over to another.

Add Blog Entry

Instructor and student users have the ability to create and post to their personal course blogs.

1. **Access the Blog tool** from the **Course Tools** menu
2. **Click Add blog entry**

3. **Use** the visual text editor to create a blog entry and title
4. **Choose** who can view the blog entry

Blog entries do not have to be available to every member of a class. They can be private or only viewable by instructors.

5. **Click Publish entry** or **Save Draft**

Modify Blog Entries

Blog authors can edit draft entries or posts that have already been created (if permissions allow). Instructors and administrators can edit all blog entries.

1. **Access** the blog containing the entry that requires modification
2. **Click Edit entry** under the entry that requires modification
3. **Edit** the blog using the visual text editor
4. **Click Publish entry** to make the changes available OR **Click Save Draft** to turn the published entry into a draft that can be published again later

View All Blogs

The Blog tool creates an easy to view list of all the blogs in a class. Administrators, instructors, and students enrolled in a class can view a list of all blogs and link to the ones they would like to read. Entries made private by the author are not visible. Entries made available only to the instructor are not shown when students browse a blog.

1. **Access the Blog tool** in the **Course Tools** menu
2. **Click All the blogs**
3. **Click the link** to a user's blog

Remove or Hide an Entry

In some cases an instructor or administrator might want to remove or hide a blog entry. Removing an entry is permanent and cannot be undone. Hiding an entry prevents students from being able to view it but does not delete it.

1. **Access** the blog containing the entry to be hidden or removed
2. **Click Remove** to remove the entry
3. **OR** to hide the entry
4. **Click Modify**
5. **Click Save Draft**

Wiki

A Wiki can be thought of as a combination of a web site and a word processing document. At its simplest, it can be read just like any other web site, with no editing privileges necessary. A wiki's true power lies in the fact that groups can collaboratively work on the content of the wiki using nothing but a standard web browser. Beyond ease of editing, the second powerful element of a wiki is its ability to keep track of the history of a document as it is revised. Since users access one place to edit, the need to keep track of word processing files and compile edits is eliminated. Each time a

user makes changes to a wiki page, that revision of the content becomes the current version, and an older version is stored. Versions of the document can be compared side-by-side, and edits can be "rolled back" if necessary.

The Wiki is gaining traction in education, as an ideal tool for the increasing amount of collaborative work done by both students and teachers. Students might use a wiki to collaborate on a group report, compile data or share the results of their research.

Overview

Edit

Wiki authors and editors use a wiki markup language to add formatting to text, create new pages, insert images, etc. Bookmark [this](#) page and refer to it as you author and edit the course wiki page. Don't stress out about the markup language. It is intuitive and easy to use and learn.

1. **Click Edit** in the Wiki menu

If you have never edited your wiki you will need to first erase the "welcome message" so that you can start with a blank slate.

2. **Highlight the text** and **click Delete**
3. **Use** the Wiki markup guide located [here](#) to author and format your document
4. **Click Save** below the edit window to publish your work

History

An advantage of using a wiki to author collaborative documents is that every version of the work is saved in the wiki database and can be viewed by others. Authors can even revert back to a previous version of the document.

1. **Access** the Course Wiki
2. **Click History** in the Wiki Menu
3. **Click** the version number of the document that you would like to view
4. **Click Revert to this version** to roll the document back to a previous version

Assignments

For courses, the Assignments tool allows instructors to create, distribute, collect, and grade online assignments. Assignments are private. Student submissions are not visible to other, non-instructor or admin, users of the site.

The Assignments tool offers multiple grading options, including letter grades, points, checkmarks, pass/fail, or ungraded.

Assignments can also be returned, with or without grades, for re-submission. Instructors can download all submissions to an assignment to their computer at once. When instructors release grades for an assignment, students can access instructor comments and their grades.

Overview

Add an Assignment

1. **Click Assignments** in the **Course Tools** menu
2. **Click Add**
3. **Type** a title for the Assignment
4. **Select** open, due, and accept until dates

Open date: the date the assignment is available to students.

Due date: the date student work is due.

Accept until date: If last date you will accept late work. The due date and accept until date can be the same.

5. **Select Student Submission** type

Inline only: Students must compose their work in the visual text editor (WYSIWYG).

Attachments only: Student work must be attached as a digital file

Inline and Attachments: Students can submit work attaching digital files or by using the visual text editor or a combination of both.

Non-electronic: No online submission is allowed. Work is delivered to the instructor off line.

6. **Select Grade Scale**

Select **Points** if the item is going to be added to the grade book. Specify the maximum number of points a student can earn.

7. **Add** the due date to the course calendar (optional)
8. **Add** an announcement about the open date (optional)
9. **Add** an honor pledge (optional)
10. **Recommended: Add Assignment to Gradbook**
11. **Click Add Attachment** to include digital file attachments (i.e., additional instructions, reading passage, etc.)
12. **Click Post** to make the assignment available

Modify an Assignment

1. **Access** the assignment tool from the **Course Tools** menu
2. **Click Edit** next to the assignment to be modified
3. **Modify** the assignment
4. **Click Post**

Grade Assignments

Grading activities allows you to award points and comment on submitted work.

1. **Access the Assignment** tool from the **Course Tools** menu
2. **Click Grade** next to the item you would like to grade

3. **Click Grade** under the name of the student whose work you would like to grade
4. **Download** the Submitted Attachment(s) by clicking on the file name(s)
5. **Compose** Instructor Comments in the field provided
6. **Award** points in the field provided
7. **Choose** if you would like to allow the student to resubmit the item (i.e., correct their work and hand it in again for re-grading)
8. **Click Return Assignment to Student** to complete grading **OR Click Save** to return to the Activity List.

Note: if you click **Save** students will not be able to view their scores or feedback until you **Release Grades**

Chat

Overview

The Chat Room tool can be used for real-time, unstructured conversations among site participants who are signed on to the site at the same time. Instructors can easily create an "Online Office Hours" chat room for student questions and answers. Dispersed collaboration groups can use Chat as a space to have conversations across distances or catch up with conversations that they may have missed.

Chat

1. **Access Chat** from the **Course Tools** menu
2. **Type a message** in the field provided
3. **Click Add message**

Add Another Chat Room

Instructors can facilitate multiple discussions by adding additional chat rooms to a site.

1. **Access Chat** from the **Course Tools** menu
Click Options
2. **Click Add Room**
3. **Type** a title and description for the room
4. **Click Update Options**

Wimba Classroom

Overview

Wimba Classroom is a live, virtual classroom environment with robust features that include audio, video, application sharing and content display, and MP4 capabilities.

The classroom's pedagogical design and ease-of-use ensures that instructors and students engage as if they were meeting face-to-face.

Advanced features such as polling, whiteboarding, presenter on-the-fly, resizable chat areas and participant lists, usage analytics tools, and MP3 or MP4 downloads enable further dynamic interaction between students and educators.

Use

The Wimba Classroom is integrated seamlessly with the virtual learning environment and its user authentication system. Administrators and instructors can add Wimba Classrooms to a class:

All users should run the Wimba Setup Wizard before attempting to use the Wimba Classroom. The setup wizard will ensure that they have the necessary components and configuration to run the Live Classroom. The setup wizard can be accessed here:

<http://67.202.210.243/wizard/wizard.html.pl>

To add a Wimba Classroom to a Class:

1. **Click Wimba Classroom** in the **Course Tools Menu**
2. **Click New Room**
3. **Type an Activity Name**
4. **Associate** the activity with an existing room **OR Select New Room**
5. **Click Create and Display**

The Wimba Classroom has its own dedicated user manuals. User manuals for presenters and students can be downloaded using the links below:

[Presenter Manual](#)

[Participant Guide](#)

Wimba Voice Tools

Overview

In traditional virtual learning environments student and instructor communication is limited to text and static images. Important elements of face-to-face communication, including the nuances of voice, are missing from text-based discussions. Wimba Voice recaptures these elements, contributing to greater clarity and understanding. Voice discussions, announcements and podcasts promote active participation in the classroom.

It is recommend that you run the Wimba Setup Test **before** using the Wimba Voice Tools. The setup test will ensure your computer and microphone are properly configured for recording and playback. The setup test can be accessed here:

<http://67.202.210.243/wizard/wizard.html.pl>

Voice Authoring

Voice Authoring allows instructors and administrators to post original voice recordings within a class.

1. **Click Wimba Voice Tools** in the **Course Tools** menu
2. **Select Voice Authoring** from the **Add an activity** pull-down menu

3. **Type** an activity name
4. **Click** the red record button and record speak into your microphone
5. **Click** the stop button when finished recording
6. **Click** the play button to play back recording
7. **Click Create** to post item

Voice Board

Speak and read a language at the same time, or simply create threaded voice discussions about any subject. This is a great tool for brainstorming and collaborating on almost any topic in any language. Instructors and students can post vocal messages with accompanying text into voice-based message boards. Discuss multiple subjects at once by dividing new topics into their own threads. This is an excellent way to practice all aspects of a new language.

1. **Click Wimba Voice Tools** in the **Course Tools** menu
2. **Select Voice Board** from the **Add an activity** pull-down menu
3. **Type** an activity name
4. **Associate** the activity with an existing voice board **OR** create a new one
5. **Click Create and Display**

A pop-up window displaying the voice board will open.

6. **Click New** to author a new message
7. **Type a subject**
8. **Click the record icon** to begin recording
9. **Click Stop** when recording is completed
10. **Click Post** to post message

Reply to other messages by selecting a thread and clicking the **Reply** button

Voice Email

Students and instructors can send vocal email messages to anyone. Recipients can reply by sending their own voice email. Voice emails are particularly useful for role-playing activities and question and answer sessions. To ensure security, instructors have full control of the distribution of every email.

1. **Click Wimba Voice Tools** in the **Course Tools** menu
2. **Select Voice Email** from the **Add an activity** pull-down menu
3. **Type** an activity name
4. **Select** who will receive the email
All users, just students, or just instructors.
5. **Specify pre-filled subject line**
A pre-filled subject line makes managing voice emails easy. Instructors can set a pre-filled subject line and setup email filters to route voice emails directly to an inbox folder so they are not lost.
6. **Select a reply link**

A reply link allows students to respond to a voice email using their computer microphone.

7. **Set Max message length** using the pull-down menu
8. **Click Create and Display**
9. **Record** a message
10. **Click Send**

Voice Podcaster

The Wimba Podcaster allows instructors to create and post voice lectures and have their students subscribe to them (a "podcast") via iTunes or their favorite feed aggregator. If users do not have a portable audio player such as the ipod, they can navigate to the Wimba Podcaster in the virtual learning environment and listen.

9. **Click Wimba Voice Tools** in the **Course Tools** menu
10. **Select Podcaster** from the **Add an activity** pull-down menu
11. **Type** an activity name
12. **Associate** the activity with an existing podcaster or create a new one
13. **Click Create and Display**
14. **Click New** to create a new podcast
15. **Click** the record button to begin recording

Recordings can be a maximum of 20 minutes.

16. **Click Post**

Instructors and course builders can import existing podcasts they have in MP3 or WAV format. Imported podcasts do not have a maximum length but must be smaller than 10MB:

4. **Click Import**
5. **Browse** for the local file
6. **Click OK**

Voice Presentation

Voice Presentation is a great way to rapidly author an online presentation. It allows instructors to harness the wealth of material on the web, by adding audio and text messages to a selection of URLs.

6. **Click Wimba Voice Tools** in the **Course Tools** menu
7. **Select Voice Presentation** from the **Add an activity** pull-down menu
8. **Type** an activity name
9. **Associate** the activity with an existing voice presentation or create a new one
10. **Click Create and Display**

To create a new presentation:

4. Click the **New** button to create a new annotated web page, or "slide"
5. **Annotate** the slide with audio and text
6. **Post** the slide and continue building the presentation

Once content is created, it can be viewed and edited. Content can be reordered via drag and drop.

What else can be done?

Turn your Voice Presentation into an asynchronous discussion by allowing students to respond with comments on any slide.

Link to multimedia content, like Flash or online videos, and annotate it with your voice.

Listen to your entire presentation using "Continuous Playback" (located in the "Options" menu).

The best way to become familiar with this tool is to start using it! Click the "New" button to create your first slide.

Forum

Overview

Forums is a communication tool that instructors can use to create an unlimited number of discussion forums for their class sites. The Forums tool is designed to be an effective tool for both academic and collaborative work. It facilitates asynchronous discussion and provides an opportunity for class participants to engage with each other. It allows for the free expression of convergent and divergent ideas. Interactions can be assigned a point value and sent to the Gradebook with comments.

A visual text editor (WYSIWYG) interface allows rich text, plain text, and HTML editing. You can add attachments to any message by linking to uploaded files or web links.

Forum statistics are available for site owners to determine the participation level of individual users.

Adding a Forum

10. **Click Forums** in the **Course Tools Menu**
11. **Click New Forum**
12. **Type** the forum's title. This is a required field, and is limited to 75 characters
13. **Provide** a brief description (limited to 100 characters) that will be displayed along with the title in the Forums area
14. To disable forum postings, under "Forum Posting", click the Yes radio button next to "Lock Topic (Disable forum postings)". No is selected by default, allowing site participants to post messages about a forum topic.
15. To moderate forum postings, under "Forum Posting", click the Yes radio button next to "Moderate Topics in Forum". No is selected by default, allowing site participants to post messages without moderation.
16. Under "Permissions", you can modify permission levels for participant roles. To do so, from the list under "Permissions", select a role for editing by clicking its name. Next to "Permission Level:", use the drop-down list to select from several predefined permission

levels. Custom permission levels can be created by clicking to enable or disable the following functions:

- **New Forum:** Create a new forum. You can modify this option only via Template Settings.
- **New Topic:** Create a new topic. You can modify this option only via Template Settings or Forum Settings.
- **New Response:** Create a new response to your topic.
- **Response to Response:** Send responses to a topic response.
- **Post to Gradebook:** Grade responses and add comments. Send grades and comments to Gradebook.
- **Change Settings:** Change the topic settings.
- **Read:** Read topic responses. **Mark as Read:** Mark messages as read.
- **Moderate Postings:** Moderate messages posted to forum (available if "Moderate Topics in Forum" option was selected above).
- **Edit Postings:** Use the radio buttons to indicate which postings participants with the permission level can revise (none, their own, or all postings).
- **Delete Postings:** Use the radio buttons to indicate which postings participants with the permission level can delete (none, their own, or all postings).

Note: Forum permission settings will apply to all subsequently created topics in that forum, but if you modify forum permission settings after topics have been created, you must change the topic permission settings separately.

17. Next to "Gradebook Item", use the drop-down list to choose an item with which the forum should be associated.

Note: To add an item to the Gradebook, see Adding, editing, or deleting a Gradebook item.

18. When finished, click one of the following:

- **Save Draft:** Save your forum as a draft. You'll return to the Forums screen. Forums saved as draft will not be available to site participants.
- **Save Settings & Add Topic:** Save your changes and add a topic to your forum. You will need to add a topic so site members can post messages.
- **Cancel:** Cancel your changes; you'll return to the Forums screen.

Adding a Topic

At least one topic must be added to a forum so site participants can post messages. A forum will not be visible to participants unless a topic is added.

To add a topic while you're creating your forum, first finish creating the forum, and then click **Save Settings & Add Topic**.

To add a topic later, go to the Forums screen and find the forum's title. **Click New Topic**.

On the Topics Settings screen:

10. Next to "Topic Title", enter a title in the text box. This is a required field, and is limited to 75 characters.
11. Next to "Short Description", provide a brief description (limited to 100 characters) that will display below the title in the Discussion Forums area.
12. Next to "Description", enter an in-depth description of your forum, and provide any associated information or resources.
13. To add an attachment, under "Attachments", **click Add Attachment**. The file selector screen will open. For instructions, see [Options for adding attachments](#).
14. To disable topic postings, under "Topic Postings", **click the Yes** radio button next to "Lock Topic (Disable topic postings)". **No** is selected by default, allowing site participants to post messages about the forum topic.
15. To moderate topic postings, under "Topic Posting", click the **Yes** radio button next to "Moderate Topic". **No** is selected by default, allowing site participants to post messages without moderation.
16. Under "Permissions", you can modify permission levels for participant roles. To do so, from the list under "Permissions", select a role for editing by clicking its name. Then, next to "Permission Level:", use the drop-down list to select from several predefined permission levels. You can create custom permission levels by clicking to enable or disable the following functions:
 - **New Forum:** Create a new forum. You can modify this option only via Template Settings.
 - **New Topic:** Create a new topic. You can modify this option only via Template Settings or Forum Settings.
 - **New Response:** Create a new response to your topic.
 - **Response to Response:** Send responses to a topic response.
 - **Post to Gradebook:** Grade responses and add comments. Send grades and comments to Gradebook.
 - **Change Settings:** Change the topic settings.
 - **Read:** Read topic responses.
 - **Mark as Read:** Mark messages as read.
 - **Moderate Postings:** Moderate messages posted to forum (available if "Moderate Topics in Forum" option was selected above).
 - **Edit Postings:** Use the radio buttons to indicate which postings participants with the permission level can revise (none, their own, or all postings).
 - **Delete Postings:** Use the radio buttons to indicate which postings participants with the permission level can delete (none, their own, or all postings).

Note: Forum permission settings will apply to all subsequently created topics in that forum, but if you modify forum permission settings after topics have been created, you must change the topic permission settings separately.
17. Next to "Gradebook Item", use the drop-down list to choose an item with which the topic should be associated.

Note: To add an item to the Gradebook, see Adding, editing, or deleting a Gradebook item.

18. When finished, click one of the following:

- **Save Settings:** Save your changes, post the topic, and exit the Forum Settings screen. This returns you to the Forums screen, where you can see your newly posted topic within your forum.
- **Save Draft:** Save your forum as a draft. You'll return to the Forums screen.
- **Save Settings & Add Topic:** Save your changes, and add another topic to your forum. This opens a blank Topic Settings screen, and allows you to create an additional topic without returning to the Forums screen.
- **Cancel:** Cancel your changes. You'll return to the Forums screen.

Posting a Message

To post a message about a forum topic:

7. **Click** the title of the topic where the message is to be posted
8. **Click Post New Thread**
9. **Type** the subject of your message
10. **Use** the WYSIWYG editor to compose your message.

Tip: Pasting text from Microsoft Word directly into the WYSIWYG editor may result in garbled output, even if the text appears correct in the editor. Instead, to insert formatted text from a Word document, click the **Paste from Word** icon, place your cursor in the subsequent "Paste from Word" text box, and then press `Ctrl-v` in Windows, or `Cmd-v` on a Macintosh, to paste your copied text. Using `Ctrl-v` (or `Cmd-v`) to paste is the best method for preserving the formatting of the original Word document. Click **OK** to add the text to the item you are composing.

11. Under "Attachments", you can attach a file from your local computer or from Resources, or specify the URL for a file on the web.
12. When finished:
 - To post your message, click **Post Message**.
 - To cancel your message without saving it, click **Cancel**.

Note: If the forum or topic is moderated, your message will appear as "PENDING" until approved by a moderator.

Reading Threads

Each forum appears in an enclosed box with its title and short description displayed (if created). If a full description of the forum exists, click **Read Full Description** to view it.

Beneath the forum title, topics are listed by title, and include a short description (if created). The following details also appear:

- A count of total messages

- A count of unread messages
- If a topic is moderated, the word "Moderated" will be displayed
- If a topic has an attachment, its filename will be displayed. Click the filename to open the attachment or save it to your computer

Clicking the title of any forum will open an isolated view of a particular forum and its topics.

Clicking the title of any topic will display a thread of messages for that particular topic. If a full description of the topic exists, click **Read Full Description** to view it. Each individual thread appears in an enclosed box with a count of total messages and unread messages below. Use the arrows to the left of the messages to expand the threads as needed.

To expand all threads and messages, click **Display Entire Message**. To mark all of the messages as read, click **Mark All As Read**. To open a printable version of the messages, click the printer icon at the top.

Clicking the title of the thread will open an isolated view of a particular thread and its individual messages. Use the **View** drop-down list to change the display of messages.

To open an individual message, click its subject.

Assessments

Assessments allows instructors to create online assessments (i.e., tests, quizzes, and surveys) for delivery via a web interface to their students. The tool is mainly used to administer tests, but may also be employed to create assessments to gather survey information or informal course feedback.

Course builders can include multiple question types in an assessment, including ones that require students to upload files. Assessment builders can choose how to organize, deliver, and collect completed assessments. Most grading is done automatically, and grades can be posted automatically to the online gradebook.

By configuring an assessment's settings, one can control a wide range of conditions for taking an assessment. For example, to specify locations for taking an assessment you can indicate a range of IP addresses. Via the settings, you can determine when an assessment will become available, set time limits, determine how many times a student can take an assessment, and indicate whether or not late submissions will be allowed.

Student Guide

Introduction

Welcome to the Cambridge University Press English Language Teaching Virtual Online Learning Environment (VLE). This manual will prepare you to be a successful student in the online course facilitated via the VLE.

Logging into the System

The virtual learning environment can be accessed by any computer with a web browser and an Internet connection. To login to the environment:

1. Go to <http://eltprod.ggfl.asu.edu>
2. Click **Sign In** on the right side of your screen
3. Type your Username and Password
4. Click **Sign In**

Note: If you forgot your ELT password you can have it sent to you by clicking the **Forgot My Password** link. If you do not have an account contact the support staff to have one created on your behalf.

My Tools

My Profile

My Profile allows you to view your personal profile, edit your profile (including username and password) and directory information, and view courses you are signed up for.

To Access My Profile:

5. Click **My Tools** in the environment's left menu
6. Click **My Profile**

To Edit your Profile:

9. Click the edit tab

You can edit the following profile attributes:

Username – The Username you will use to login to the system

Password – The password you will use to login to the system

Organization Affiliation(s) – The leafs of the organization hierarchy you are affiliated with (see Organization Hierarchy topic)

Profile photo – The photo that displays in the user directory (max size = 80x80 px)

Default time Zone – The time zone that you currently live and work in

10. **Click Save** to complete your profile changes
11. **Click Directory Information** to add additional information to your personal directory page. The following can be added to your personal directory profile:

Title – Your professional title (i.e., teacher or system administrator)

Institution/Organization - The institution you are affiliated with

Location – The physical location (i.e., Tempe, Arizona) that you live and work in

Mailing address – Your physical mailing address

Phone number

Mobile phone number

Primary role – Your primary system role

Exclusion from the Member Directory – Prevents your profile from displaying in the Member Directory

12. **Click Save** to save changes to your directory information

My Progress

My Progress displays graphically displays your performance on completed course content.

To access My Progress:

1. **Login** to the VLE
2. **Click My Tools** in the left menu
3. **Click My Progress**
4. **Click** the course you would like to view your progress in

My Documents

My Documents allows you to upload files (i.e., word processing documents, spreadsheets, presentations, and videos) as well as create and post HTML web page and save links to Internet web sites. You can organize your assets into folders and access them from anywhere that you have access to the Internet. My Documents are a private, safe, and secure way to store and access your work.

To access My Documents:

5. **Click My Tools** in the left menu
6. **Click My Documents**

To download/view a saved document:

7. **Access My Documents**
8. **Click** the folder your file resides in (if applicable)
9. **Click** the file's name to download/view it

To create a new folder in My Documents:

11. **Access My Documents**

12. Hover your mouse over the **Add** link next to the My Workspace folder or another folder that already exists

13. Click Create Folder

14. Type a name for the folder

Tip: You can create more than one folder at a time. Just click the Add Another Folder Link and specify the name for your next folder. You can create as many as you want. Try and keep your folder names short and refrain from using spaces in their names. Use the underscore character (“_”) instead of a space.

15. Click Create Folders Now

To upload a file to My Documents:

11. Hover your mouse over the **Add** link next to the folder you would like to upload your file to

12. Click Upload Files

13. Browse for the file you would like to upload

14. Specify a display name for the file (not required)

Tip: You can upload more than one folder at once by clicking the Add Another File link.

15. Click Upload Files Now

Note: You cannot upload files that are larger than 80 megabytes.

To Save a web link to My Documents:

9. Hover your mouse over the **Add** link next to the folder you would like to save your link t

10. Click Add Web Links (URLs)

11. Paste in the web address you would like to save

12. Specify a name for the URL

Tip: You can create multiple web links by clicking the Add Another Web Link button.

To Remove an asset from My Documents

7. Navigate to the folder containing the item(s) you would like to remove

8. Check the box next to the file(s) you would like to remove

9. Click remove at the top of your screen

Note: Removing files is permanent and cannot be undone.

My Calendar

My Calendar displays all the calendar events for the courses are enrolled in. It also allows you to create personal calendar events (i.e., due date reminders and meetings).

To Access your personal calendar:

5. Click My Tools in the left menu

6. Click Calendar

You are presented with a weekly calendar view by default. You can change your calendar view by selecting the **View** pull-down menu and choosing the view you desire. If your calendar has lots of events in it you can display a custom list of events by selecting **List of Events**. Then choose the date

ranges to show. Events that fall within your specified criteria will display in a list below. If your calendar does not have events that fall within the specified criteria, no items will display.

To add a custom event to your personal calendar:

15. **Click Add**
16. **Type** an event title
17. **Select** the event date
18. **Specify** the event duration
 - If the event recurs (i.e., a weekly appointment) **Click Frequency** and **Select** the frequency
19. **Choose** the event type (for event categorization)
20. **Type** the event location
21. **Click Save Event**

Note: Events added to your personal calendar are not seen by other students or instructors.

Accessing a Class

1. **Login to the VLE**
2. **Click My Learning** in the left menu
3. **Click** the name of the course you would like to access

Tools and Activities in your Course

The course you are taking may utilize a number of different teaching and learning tools. These tools might include interactive lessons, online assignments, voice discussion boards, chat, virtual classroom sessions, and more.

Note: Every course is unique and different. Therefore, the class you are taking may utilize or contain all the tools outlined in this manual.

Course Content

Course content is where your online interactive lessons reside. Your progress will be recorded as you work through the lessons and your performance will be assessed on a regular basis.

To access course content:

1. **Access** your class in the VLE
2. **Click Course content** in the course tools menu **OR Click Course Content** in the course dashboard (if applicable)
3. **Click the link** to the **Course Content** activity you would like to work on
4. **Click the lesson** you would like to work on
5. **Follow** the course content instructions

Calendar

A course calendar is similar to your calendar located in **My Tools**. However, it only contains items your instructor has added to the course calendar. It does not contain items from other courses.

Also, you cannot add personal items to a course calendar. Access your calendar in **My Tools** to view calendar items from all the classes you are enrolled in and to create personal (private) events.

Announcements

Your instructor may use the announcements tool to post class updates, reminders, and share supplemental materials. You should check announcements on a regular basis to ensure you do not miss out on important updates.

To access announcements:

1. **Login to the VLE**
 2. **Access** the class you would like to view announcements for
 3. **Click Announcements** in the left tools menu
- OR**
- Click Announcements** in the class Dashboard (if applicable)

Wimba Voice Tools

The Wimba Voice Tools voice discussion board facilitates asynchronous voice discussions. Using the voice discussion board requires that your computer is equipped with a microphone and speakers or headphones. Run the Wimba Voice Tools setup wizard before attempting to interact with the voice discussion board. The setup wizard will ensure your computer is properly equipped and will show you how to use Wimba's recording dialog box. The setup wizard can be accessed here:

<http://67.202.210.243/wizard/wizard.html.pl>

To access the voice discussion board:

1. **Access** the course you would like to work in
 2. **Click Wimba Voice Tools** in the **Course Tools** menu
 3. **Click** the link to the voice discussion board
- Note:** Your course may have additional voice tools present. Clicking the links to the other tools will allow you to play instructor created voice recordings, view voice presentations, and send voice emails (if applicable)

Using the voice discussion board is similar to using a text-based forum.

Select messages by **clicking on their titles** and **click the play button** to listen to them.

Click Reply to respond to a post.

Click New Post to record a new discussion topic.

Wimba Classroom

Wimba Classroom is a live, virtual classroom environment with robust features that include audio, video, application sharing and content display, and MP4 capabilities.

The classroom's pedagogical design and ease-of-use ensures that you will be able to engage with your instructor and fellow students as if you were in a face-to-face setting.

Advanced features such as polling, whiteboarding, presenter on-the-fly, resizable chat areas and participant lists, usage analytics tools, and MP3 or MP4 downloads enable further dynamic interaction between you and your instructor.

Use

Please run the Wimba Setup Wizard before attempting to use the Wimba Classroom. The setup wizard will ensure that you have the necessary components and configuration to run the Live Classroom. The setup wizard can be accessed here:

<http://67.202.210.243/wizard/wizard.html.pl>

To access the Wimba Classroom for your class (if applicable):

1. **Login to the VLE**
2. **Click Wimba Classroom** in the **Course Tools** menu
3. **Click** the link to the Wimba Classroom

The Wimba Classroom has its own dedicated user manual. You can access the student user manual via this link:

[Participant Guide](#)

Assignments

Your instructor may set up assignments for you to complete and submit online. To work on an assignment:

1. **Navigate** to the class with the assignment
2. **Click Assignments** in the **Course Tools** menu
3. **Click** the name of the assignment you would like to work on
4. To work on the assignment, follow the instructions from your instructor. You may be asked to type something into the visual text editor, add a digital attachment, or both
5. To add an attachment, click **Add Attachments**
6. **Click Preview** to see how your assignment will look to your instructor
7. If you want to save your assignment to complete later, click **Save Draft** at the bottom of the screen. When you want to reopen it, you will find it listed in the assignment list with a status of "**in progress**".

Note: While your assignment is saved as a draft your instructor cannot grade it.

8. When you are finished, **click Submit** at the bottom of the screen

Note: Do not click Submit until you are certain you are finished with an assignment. Once you click Submit, you will no longer be able to access the assignment (e.g., to add more text or attachments) unless your instructor returns it to you.

Forums

In the Forums tool, you can post messages about topics, and post responses to the messages of other participants.

To compose and post a message in a forum topic:

1. **Access** the class you would like to work in
2. **Click Forums** in the **Course Tools** menu
3. **Click** the title of the topic for which you would like to post a message.
4. **Click Post New Thread**
5. Next to "Title", **type** the subject (i.e., title) of your message
6. **Use** the WYSIWYG editor to compose your message.
7. You can attach a file from your local computer or specify the URL for a file on the web
8. **Click Post Message**
To cancel your message without saving it, **click cancel**

Note: If the forum or topic is moderated, your message will appear as "PENDING" until approved by a moderator.

Posting a response to a message or topic:

Note: Depending on your role within the site, and how the forum creator configured permissions, you may or may not be able to post a response to another participant's message.

To compose and post a response to another participant's message:

1. In the Forums tool, **click the title** of the desired topic
2. **Find and click** the subject of the desired message
3. **Click Reply to Thread or Reply**
4. In the text field next to "Reply Title", give your reply a title
5. **Use** the WYSIWYG editor to compose your reply. To insert a quote of the original message, **click Insert Original Text** (located above the WYSIWYG editor).
6. **Click Post Message**

Blog

The blog tool allows you to create a learning diary that can be shared with your fellow classmates or just your instructor. It also gives you an opportunity to reflect on your own learning and share your experiences.

To read a blog:

1. **Access** the class with the blog you would like to read
2. **Click Blog** in the **Course Tools** menu
You will see your own blog linked at the top of the page. The blogs for the rest of the site members will be listed below your blog
3. **Click last updated** to see who blogged most recently
4. **Click** the name of the person whose blog you would like to read
Blog entries are displayed with the most current post listed first (at the top of the page)
5. If there are any comments on an entry, you will be able to read them by clicking on the **comments** link below the entry. This will display all the comments on the blog entry

You may wish to respond to an entry someone else has made in their blog. To add a comment to a blog entry:

1. **Click** leave a comment
2. **Write** your comment in the box that appears
3. **Click publish comment**

To get an RSS feed of someone's blog, click on the RSS icon beside their name in the 'all the blogs' page.

Comments on blogs will not display in the RSS feed.

To add an entry to your blog:

1. **Click add blog entry** in the actions bar
2. **Type** your entry in the text box, using the icons to format it
3. **Choose** who can see the entry
If you choose 'publicly viewable', anyone can see your blog entry, if they have the web address (URL) for it. However, it is not easy for people to find out a web address unless you tell them what it is!
4. **Click publish entry**

Wiki

A Wiki is a tool that allows you to easily change and create web pages. The wiki tool was designed specifically for individuals to collaborate on documents and share information. Your instructor may ask you to view content in the class wiki. They may also ask you to use the wiki to write collaboratively with your fellow classmates.

To access a class wiki:

1. **Navigate** to the class with the wiki you would like to access
2. **Click Wiki** in the **Course Tools** menu

Navigating the Wiki

To move from page to page in the wiki, follow the links within each page. Links with a world icon beside them link to external websites or to attachments. These will open in a new window.

As you navigate around the wiki, your breadcrumb trail will appear at the top of the page (A breadcrumb trail lists the pages that you have visited in order.). You can use this to return to any page at any time.

Searching the Wiki

To search for content, type your search term in the search box and **press return**. All pages in the wiki site containing your search terms will be listed.

Note: pages which are not in the wiki will not be searched. This includes other class pages (e.g. calendar, assignments) and attachments to the wiki.

This search will be recorded in your breadcrumb trail and you can return to your results page at any time.

The wiki will recognize the 'and' operator but not 'not' or 'or'. For example, searching for 'children and dahlias' will find pages which contain both the word 'children' and the word 'dahlias' but not pages which contain one of the words but not both.

Editing Wiki Pages

To edit the contents of a page, **click edit** at the top of the page. Make your changes in the text box. **Click Save** at the top of the page when you are finished. Your changes will appear in the wiki page for everyone to see.

If you receive a message **Permission Denied** when you try to edit a page, you do not have permission to update pages. If you think this is a mistake, you will need to talk to your site administrator to change this.

Formatting your page

When you edit the page, you will see a 'cheat sheet' displayed on the page to the right. This gives you a brief introduction to the codes used for text formatting in Wiki. The 'cheat sheet' links to a full help page. Use this help page to get full information on text formatting, including superscripts, different sorts of lists, etc.

Linking to another wiki page

To add a link to another Wiki page, type the name of that page within square brackets. For example, typing '[page 2]' will link to a page called 'page 2'.

If you accidentally delete something that you did not intend to remove, this is not a problem. See the page history for more details.

Linking to External Web Pages

To add a link to an external web page, type the full URL including 'http://'. For example, 'http://www.bbc.co.uk'.

You can also click 'external link', which will insert an example link which you can edit.

Creating New Wiki Pages

To create a new page, create a link to it from an existing page. For example, if you do not already have a page called 'page 2', typing '[page 2]' will create a new, empty page called 'page 2'.

You cannot use the following characters in a Wiki link or title:

- : Colon (this may change)
- @ At
- # Hash
- | Pipe
- \ Back-Slash

Viewing Page History

To view the history of any page, **select history** from the menu.

This gives you the following options:

1. A list of all previous versions of that page, with the name of the user who altered it and the date
2. Allows you to view any previous version
3. Compare the contents of any version with the current version
4. Compare the contents of any version with the version immediately previous, to see what changes were made by each user
5. Allows you to revert to any previous version

If you have accidentally delete content from your page, you can use the **revert to this version** option to revert to an earlier, correct version of the wiki page.