USER MAUAL

١/١٨/٢٠١٤	User manual for D٢L

Contents

Access to the D٢L

Browsing the D٢L on **http://el.mu.edu.sa** ١. **Insert username** ٢. **Insert password** ٣. **enter**	

List of courses

User can select from this list all course he have	

Communication tools

We received the last notification on D٢L	

Personal settings

You can change the personal setting like picture , font and font size	

Profile

you can change the personal setting like picture and communication types	

Accounting setting

You can change the font , type of font and font size

General Settings

System Email: mohammad.hussein@naseej.com   Change Email

Password: *******   Change Password

Font Settings

Font Face	Font Size	Preview	
Tahoma ▼	12 ▼	The quick brown fox jumps over the lazy dog.	Restore Default

Dialog Setting

You should change modal dialogs to pop-ups if a) you primarily view the website on a small device, b) you pri... you use an assistive technology (such as a screen reader, screen magnifier or voice software) that benefit from ...

Show secondary window as

◉ Dialogs
○ Pop-ups

Notification
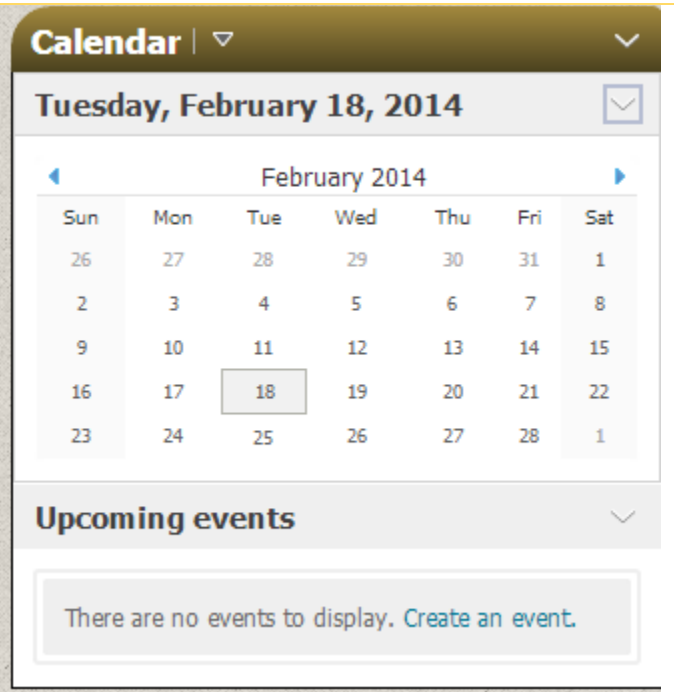
You can chose the way you receive the notification

Summary of Activity

Email me a summary of activity for each of my courses.

How often?

Never ▼

Instant Notifications

Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications

Dropbox - dropbox folder due date or end date is 2 days away

Grades - grade item released

Grades - grade item updated

News - item updated

News - new item available

Quizzes - quiz end date is 2 days away

Calendar

Days with personal events will appear in blue on the calendar

Days with non-personal events are displayed on a green background.
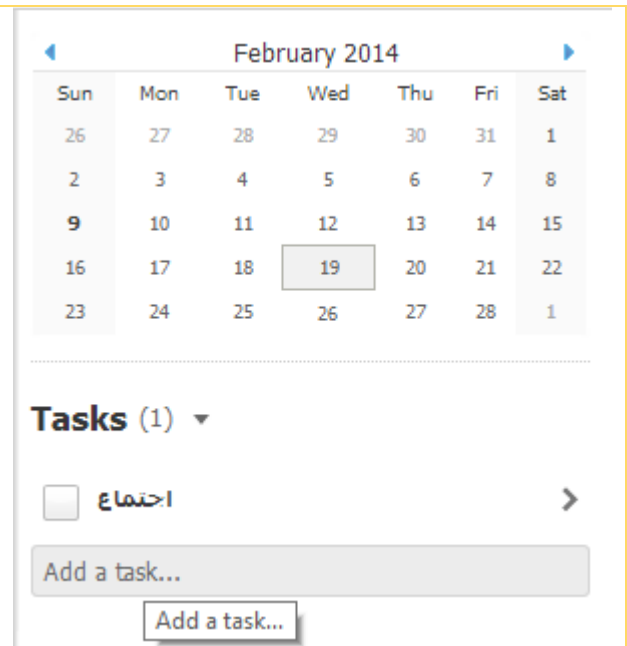
Add task to calendar

You can add task to calendar by write the name of your task and press enter
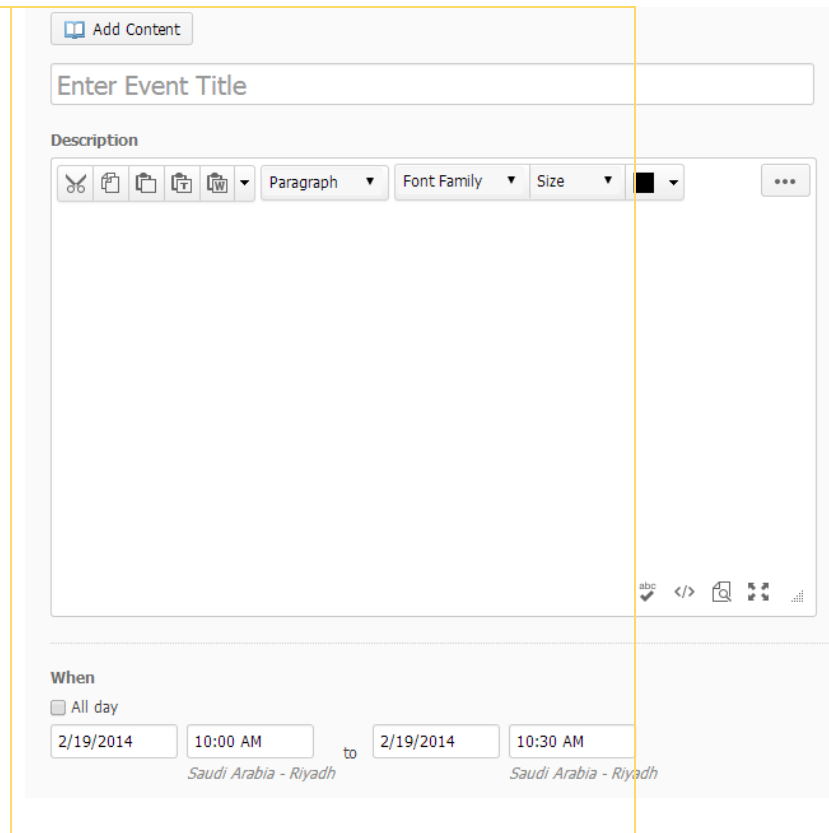
Add event to calendar

You can add event to calendar by press the create event on calendar and then fill the create event form and specify the date

Email

This feature allow the user to send and receive email through LMS

You can reach the email form D٢L home page
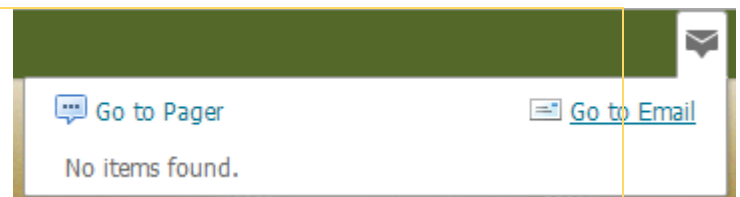
Content

You can reach the content from primary home page pf the course
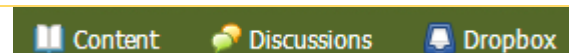
The Content tool is used to organize course materials, such as the syllabus, lecture notes, readings, etc.
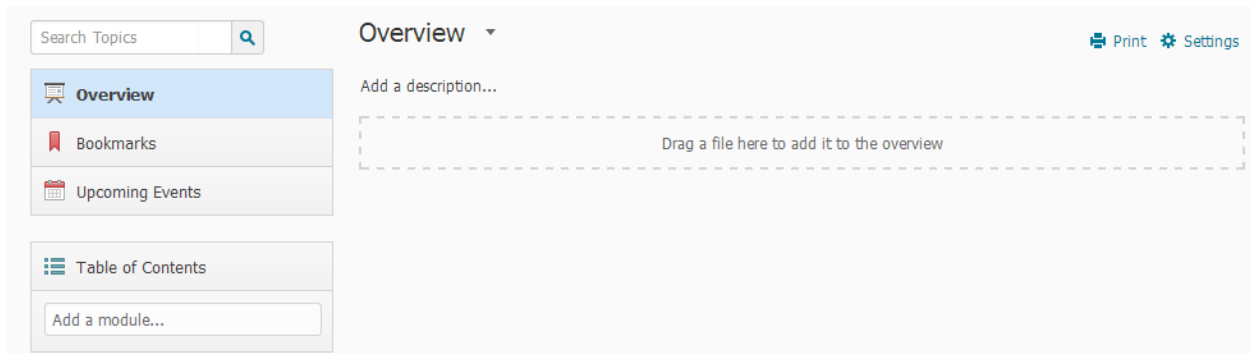
Create module

In the New Module text box, enter the title of your new module. Hit enter when done typing your title	
If you would like to add a description to your module, click the Add a description... text box	
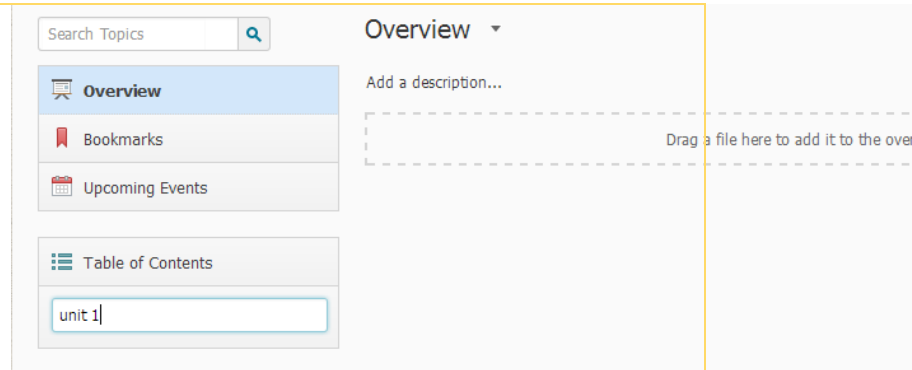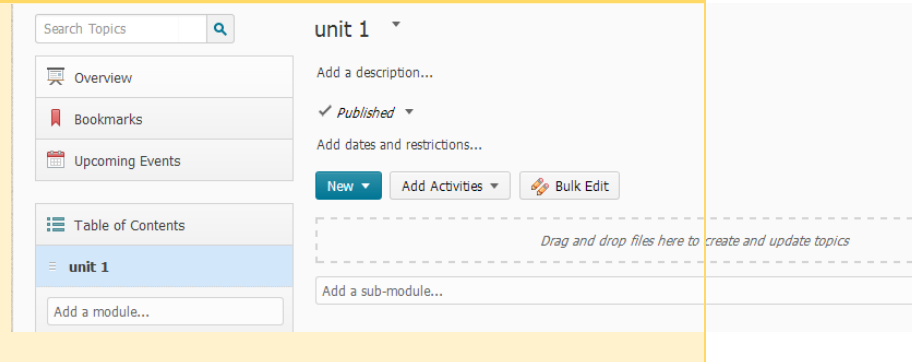
Create topic

Select the module you want to place the new topic in. Then from the New drop-down menu select the type of topic you would like to create. The following will go through the process of Create a File.
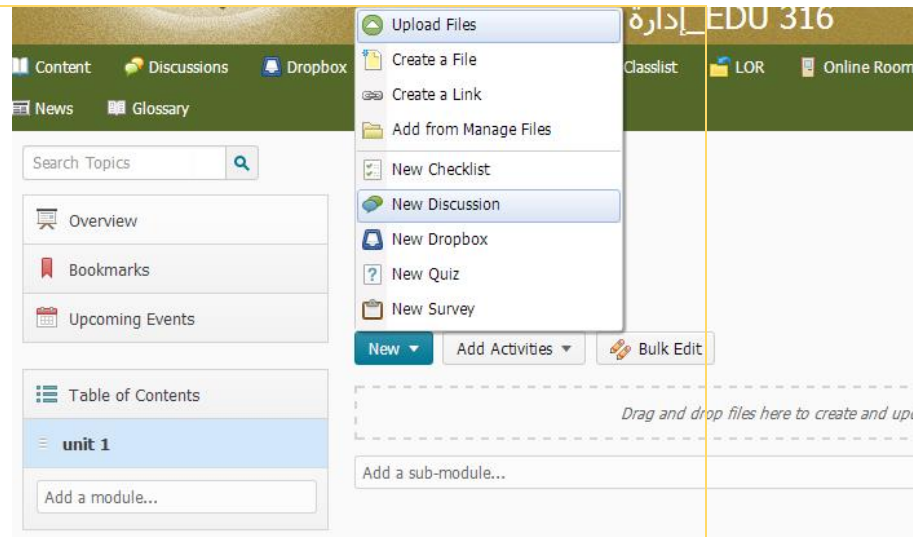
Import and export component

Click on import and export component
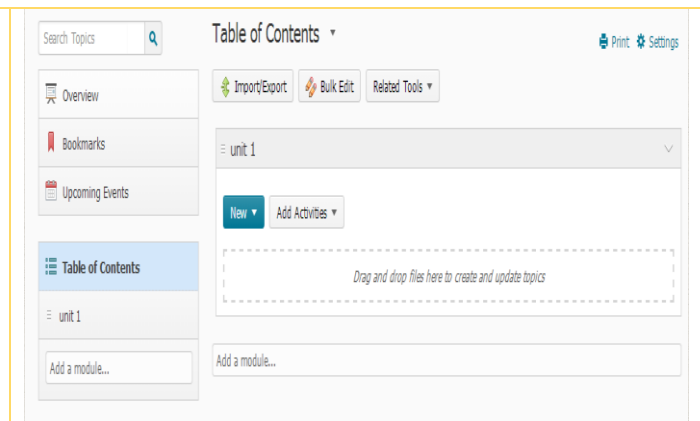
Select the Import Components radio button.	Import/Export/Copy Components **What would you like to do?** ○ Copy Components from Another Org Unit **Protected Resources:** ☑ Include protected resources ○ Export Components Course Files: ☑ Include course files in the export package ⊘ ⦿ Import Components Select a component source: ○ from Learning Object Repository ⦿ from a File [Choose File] No file chosen [**Start**]
Select which items you would like to import (if multiple files exist in the uploaded file) and then click Continue. ***Note: If importing another D²L course, it is best not to import Navigation items. The importation will fail for this and the items after due to D²L's inability to overwrite the active navigation bar.**	**Select Components to Import** ☑ Select All Components ☑ **Content** (32 item(s)) ⦿ Import all items ○ Select individual items to import ☑ **Discussions** (7 item(s)) ⦿ Import all items ○ Select individual items to import ☑ **Dropbox** (4 item(s)) ⦿ Import all items ○ Select individual items to import ☑ **Grades** (20 item(s)) ⦿ Import all items ○ Select individual items to import ☑ **Navigation** (2 item(s)) ⦿ Import all items ○ Select individual items to import ☑ **News** (4 item(s)) ⦿ Import all items ○ Select individual items to import ☑ **Quizzes** (4 item(s)) ⦿ Import all items ○ Select individual items to import ☑ **Rubrics** (1 item(s)) ⦿ Import all items ○ Select individual items to import ☑ **Surveys** (3 item(s))
You should then see a message detailing that the import was successful	

Grades

You can access grades when you want to check how you are doing academically. Here you will be able to see your marks on the individual assignments that you submit. If your evaluator makes any comments about your assignments, you will be able to view them here as well. By selecting 'view stats' for the individual assignment, you will be able to see the class average, and a graphical representation of your mark in comparison to others

Access to the grades from the primary home page of the course	❓ Quizzes 📏 Grades
Press on setup wizard	Enter Grades Manage Grades Schemes **Setup Wizard** **Grades Setup Wizard** Welcome to the Grades Setup Wizard! **Current Grade Book Settings** Grading System Points Final Grade To Release Release the Adjusted Final Grade Grade Calculations Drop ungraded items Automatically keep final grades updated Default Grade Scheme Percentage Managing View Display Options Display 2 decimal places for grade item values Student View Display Options Do not display points grade values Display grade scheme symbols

Choose the type of grade item you would like.	**Enter Grades** **Manage Grades** **Schemes** **Setup Wizard**
	
	Step 1 of 7
	
	Step 1: Choose Grading System
	Grading System
	○ Weighted ⊙
	    Example:
	    Assignments Category (20% of final grade)
	    - Assignment 1 Item (50% of Assignments)
	    - Assignment 2 Item (50% of Assignments)
	    Final Exam Item (80% of final grade)
	
	    Final Grade: /100%
	
	◉ Points ⊙
	    Example:
	    Assignments Category (40 points)
	    - Assignment 1 Item (20 points)
	    - Assignment 2 Item (20 points)
	    Final Exam Item (200 points)
	
	    Final Grade: /240 points
	
	○ Formula ⊙
	    Final grade is determined by a custom defined formula
	    Grade items and categories use the Points system
	
	[Continue] [Cancel]

Chose type of grade release	Enter Grades Manage Grades Schemes **Setup Wizard** ⚙ Se
	Step 2 of 7
	Step 2: Final Grade Released
	Release
	○ Calculated Final Grade
	    The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.
	◉ Adjusted Final Grade
	    Allows you to modify or adjust users' grades before releasing them.
	[Continue] [Go Back] [Cancel]

Chose type of grade calculation	**Enter Grades** **Manage Grades** **Schemes** **Setup Wizard** Step 3 of 7 **Step 3: Grade Calculations** **Ungraded Items** ◉ Drop ungraded items ⊙ ○ Treat ungraded items as 0 ⊙ **Auto Update** ☑ Automatically keep final grade updated ⊙ [Continue] [Go Back] [Cancel]
Insert number of view display options	**Enter Grades** **Manage Grades** **Schemes** **Setup Wizard** Step 5 of 7 **Step 5: Managing View Display Options** Decimals Displayed * Number of decimal places to display [2] ⊙ [Continue] [Go Back] [Cancel]

Chose the way of view student

Enter Grades   Manage Grades   Schemes   **Setup Wizard**

Step 6 of 7

Step 6: Student View Display Options

Grade Details
- ☐ Points grade ⊘
- ☑ Weighted grade ⊘
- ☑ Grade scheme symbol ⊘
- ☐ Grade scheme color ⊘

Decimals Displayed *
Number of decimal places to display 2   ⊘

Characters Displayed *
Number of characters to display for Text items 50   ⊘

Final Grade Calculation
☐ Display final grade calculation to users ⊘

[Continue]   [Go Back]   [Cancel]

Quizzes

Use the Quizzes tool to manage quizzes that you have created, copied, or imported; manage questions using the question library; preview, organize, and grade your quizzes; view quizzes by category or availability; view current, future, and past quizzes; view course and quiz statistics; create categories and place your quizzes in them.

Create Quiz

Click on the New Quiz button.

[New Quiz]   [Edit Categories]   [More Actions ▼]

Type in your quiz name in the Name field.

New Quiz ▾

| Properties | Restrictions | Attempts | Objectives | Submission Views | Rep|

General

Name *

[   ]

Category

[no category ▾] ❓ [add category]

Grade Item

[None ▾] ❓ [add grade item]

Auto Export to Grades

☐ Allow automatic export to grades ❓

Student View Preview

▾

Rubrics

[Add Rubric]

No rubrics selected.

[Create Rubric in New Window]

Automatic Grade

☐ allow attempt to be set as graded immediately upon completion ❓

In the General section of the Properties tab there are many options:
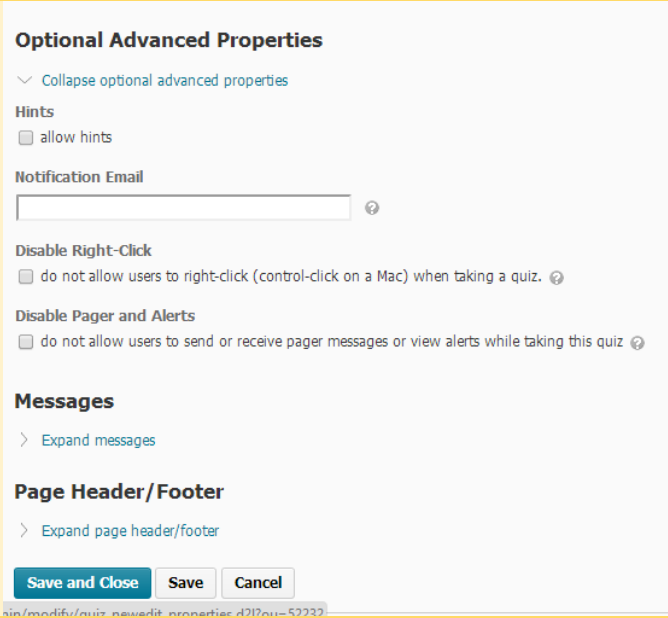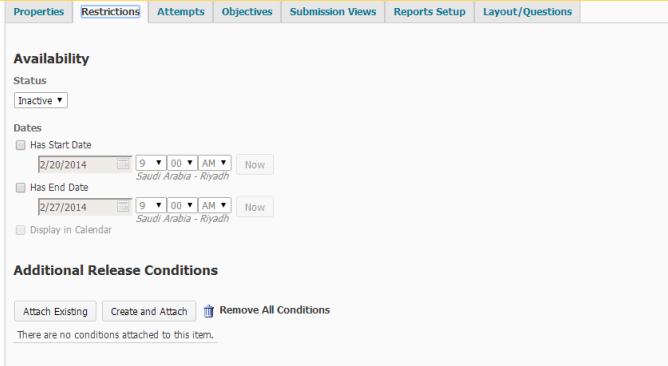
Category: If you have categories set up in your grade book, you can put your quiz into a category by selecting it from the Category: drop-down menu or create a category by clicking the [add category] link.
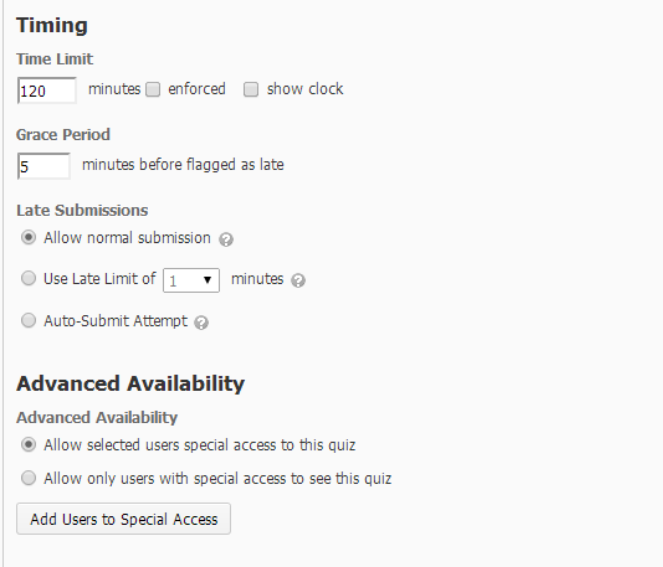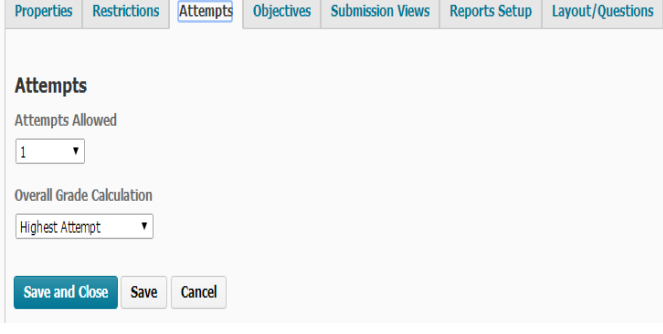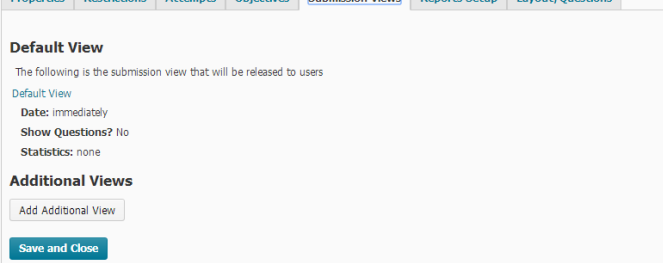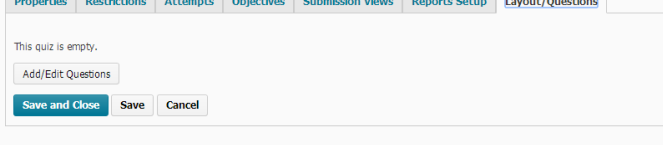
Grade Item: Link your quiz with a grade item by selecting it from the Grade Item: drop-down menu or create a grade item by clicking the [add grade item] link.

Auto Export to Grades: By checking this box you can have quiz scores automatically put in the grade book once graded. This is recommended for quizzes that are completely auto graded.

Add Rubric: You can add a pre-existing

New Quiz ▾

| Properties | Restrictions | Attempts | Objectives | Submission Views | Reports Setup | Layout/Questions |

General

Name *

[   ]

Category

[no category ▾] ❓ [add category]

Grade Item

[None ▾] ❓ [add grade item]

Auto Export to Grades

☐ Allow automatic export to grades ❓

Student View Preview

▾

Rubrics

[Add Rubric]

No rubrics selected.

[Create Rubric in New Window]

Automatic Grade

☐ allow attempt to be set as graded immediately upon completion ❓

rubric to your quiz by clicking the Add Rubric button or create a new rubric by clicking the [Create Rubric in New Window] link.

Automatic Grade: Checking this box allows for a submission to be marked as graded upon completion

For the Option Advanced Properties section you may choose to:

Allow for Hints

Disable the Chat feature of D²L for the duration of the quiz

Disable right-click mouse feature for the duration of the quiz

Add a quiz message

Add a header or a footer to a quiz

Optional Advanced Properties

∨ Collapse optional advanced properties

Hints
☐ allow hints

Notification Email

Disable Right-Click
☐ do not allow users to right-click (control-click on a Mac) when taking a quiz.

Disable Pager and Alerts
☐ do not allow users to send or receive pager messages or view alerts while taking this quiz

Messages
> Expand messages

Page Header/Footer
> Expand page header/footer

[Save and Close] [Save] [Cancel]

In restriction tab

Choose a Start Date: and an End Date: for your quiz. Also be sure to set your quiz as Active.

And chose release condition

Properties | Restrictions | Attempts | Objectives | Submission Views | Reports Setup | Layout/Questions

Availability

Status
Inactive ▼

Dates
☐ Has Start Date
2/20/2014 9 ▼ 00 ▼ AM ▼ Now
Saudi Arabia - Riyadh

☐ Has End Date
2/27/2014 9 ▼ 00 ▼ AM ▼ Now
Saudi Arabia - Riyadh

☐ Display in Calendar

Additional Release Conditions

[Attach Existing] [Create and Attach] 🗑 Remove All Conditions

There are no conditions attached to this item.

Choose your Timing Options: **Time Limit:** Set an amount of time students have to complete the quiz, and choose whether to show the clock. **Grace Period:** Choose the amount of time you will allow for a grace period before the quiz is late. **Late Submissions:** Choose what options you would like for your late submissions. **Choose if you would like to allow for special access for a student or students to view/take the quiz early.**	**Timing** **Time Limit** `120` minutes ☐ enforced ☐ show clock **Grace Period** `5` minutes before flagged as late **Late Submissions** ⦿ Allow normal submission ⍰ ○ Use Late Limit of `1` ▼ minutes ⍰ ○ Auto-Submit Attempt ⍰ **Advanced Availability** Advanced Availability ⦿ Allow selected users special access to this quiz ○ Allow only users with special access to see this quiz [Add Users to Special Access]
In attempts tab **Choose how many attempts you would like to allow.** **If you choose more than one, then define how you would like to evaluate the attempts: Highest Attempt, Lowest Attempt, and Average of all Attempts, First Attempt, and Last Attempt.**	Properties | Restrictions | **Attempts** | Objectives | Submission Views | Reports Setup | Layout/Questions **Attempts** Attempts Allowed `1` ▼ Overall Grade Calculation `Highest Attempt` ▼ [Save and Close] [Save] [Cancel]

Click on the Submission View and change your Default View or Add Additional View, if you so choose.
For more information on adjusting the submission view, please visit the Set Quiz Submission View tutorial.
	Properties | Restrictions | Attempts | Objectives | **Submission Views** | Reports Setup | Layout/Questions
	
	Default View
	The following is the submission view that will be released to users
	Default View
	  Date: immediately
	  Show Questions? No
	  Statistics: none
	Additional Views
	[Add Additional View]
	[Save and Close]

Click on the Layout/Questions tab.	Properties | Restrictions | Attempts | Objectives | Submission Views | Reports Setup | **Layout/Questions** This quiz is empty. [Add/Edit Questions] [Save and Close] [Save] [Cancel]
Click on the Add/Edit Questions button.	Properties | Restrictions | Attempts | Objectives | Submission Views | Reports Setup | Layout/Questions This quiz is empty. [Add/Edit Questions] [Save and Close] [Save] [Cancel]

|	
Create a question by choosing a question type from the Create New drop-down menu and then click the Create New button. ***Note: To learn how to create different question types please**	
You can also create question sections by choosing Section from the Create New drop-down menu, then clicking Create New.	
You can put questions into sections by: **Creating a new question within a section by clicking the section, choosing a question type from the Create New drop-down menu and then clicking the Create New button.** **For an existing question(s) click the box next to the question(s) and then click the Move Selected Items to a Section icon as shown to the left, then select which section to put the item(s) in.**	
Click Save and Close and you quiz will be created.	
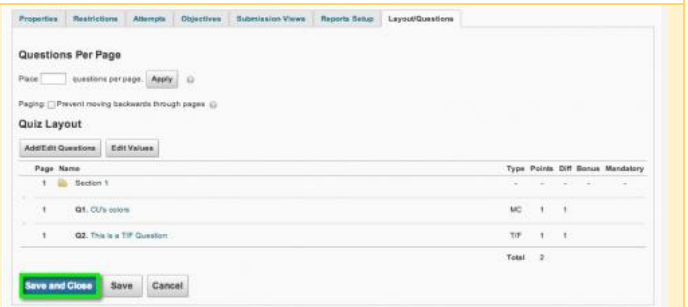
Discussions

The Discussions tool is a collaboration area where you can post, read and reply to messages on different topics, share thoughts about course materials, ask questions, share files, or where students can work with peers on assignments and homework.

From the New drop-down menu, select New Forum.	**Discussions List** Subscriptions Group Restrictions New ▼ More Actions ▼ New Forum New Topic Shared
Under the New Forum Details section: **Enter a Title** **Enter a Description** **Choose if you would like to Allow anonymous messages** **Choose if you would like to Messages must be approved before being displayed**	Properties Restrictions **New Forum Details** Title * ☐ Create a new topic in this forum with the same title ⊘ Description 🖉 Basic Advanced abc ✓	**B** *I* U	≡ ≡ ≡ ≡	☰ ☰	⊞ ❖ 🖼 ▶ Here's a description for the forum | </> 🔍 ⛶ Options ☐ Allow anonymous messages ⊘ ☐ Messages must be approved before being displayed ⊘
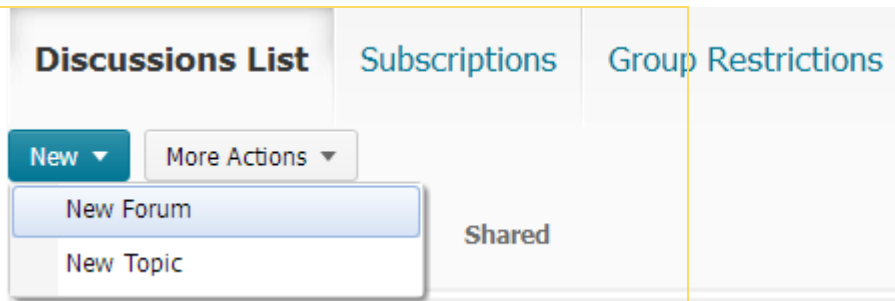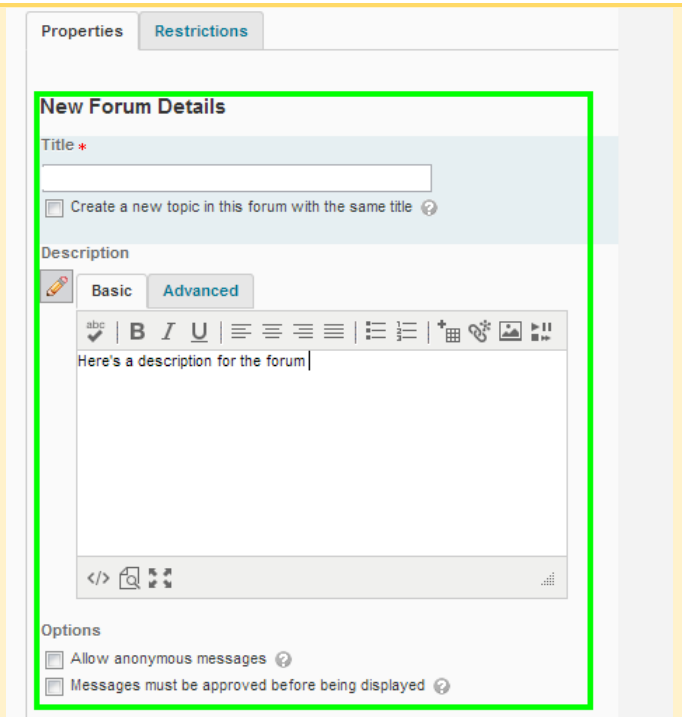
Choose if you would like to have the forum to be available during a certain time period or locked during a certain time period

Availability

⌄ Hide forum visibility options

Visibility

◉ Forum is always visible
○ Hide this forum
○ Forum is visible for a specific date range
☐ Has Start Date
12/27/2012   9 ▾ 54 ▾ AM ▾   Now
United States – Denver
☐ Has End Date
1/3/2013   11 ▾ 54 ▾ AM ▾   Now
United States – Denver

☐ Display in Calendar

Locking Options

⌄ Hide locking options

Locking Options

◉ Unlock forum
○ Lock forum
○ Unlock forum for a specific date range
☐ Has Start Date
12/27/2012   9 ▾ 54 ▾ AM ▾   Now
United States – Denver
☐ Has End Date
1/3/2013   11 ▾ 54 ▾ AM ▾   Now
United States – Denver

☐ Display in Calendar

Click Save and Add Topic.

Locking Options

⌄ Hide locking options

Locking Options

◉ Unlock forum
○ Lock forum
○ Unlock forum for a specific date range
☐ Has Start Date
12/27/2012   9 ▾ 54 ▾ AM ▾   Now
United States – Denver
☐ Has End Date
1/3/2013   11 ▾ 54 ▾ AM ▾   Now
United States – Denver

☐ Display in Calendar

[Save and Close]   [Save and Add Topic]   [Save]   [Cancel]

STEP ٦

Under the New Topic Details section:

Enter a Title
Enter a Description
Choose if you would like to Allow anonymous messages
Choose if you would like to Messages must be approved before being displayed

New Topic

Properties | Restrictions | Assessment | Objectives

New Topic Details

Forum *
Ralphie's Discussion Forum ▾   [New Forum] ⦿

Title *

Description

🖉 | Basic | Advanced

abc | B I U | ☰ ☰ ☰ ☰ | ☰ ☰ | ⊞ ⚒ 🖼 ▶⁞

This is Ralphie's Discussion Topic

</> 🔍 ⤢

Options
☐ Allow anonymous messages ⦿
☐ Messages must be approved before being displayed ⦿

Under the Restrictions tab choose if you would like to attach Release Conditions.

Edit Topic - Ralphie's Discussion Topic ▾

Properties | Restrictions | Assessment | Objectives

Release Conditions

⌄ Hide Topic Release Conditions

Attach Existing | Create and Attach | Remove All Conditions 🗑

There are no conditions attached to this item.

Group Restrictions

⌄ Hide Topic Group Restrictions

☐ Restrict this topic to the following groups ⦿

Add Groups

There are no group restrictions attached to this item.

Save and Close | Save and New | Save | Cancel

Under the Assessment tab, you can choose to have this discussion as a graded item.	Edit Topic - Ralphie's Discussion Topic ▾ Properties　Restrictions　Assessment　Objectives **Assessment** Grade Item -- Choose a grade item -- ▾　[New Grade Item] ⊘ Score Out of [　　　] ⊘ Rubrics Add Rubric No rubrics selected. [Create Rubric in New Window] Messages ☐ Assess each message and automatically calculate the topic score ⊘ Calculation -- Select a calculation method -- ▾　☐ Include unassessed messages in the calculated score as zero ⊘ **Save and Close**　Save and New　Save　Cancel
When finished setting your discussion settings click Save and Close	Edit Topic - Ralphie's Discussion Topic ▾ Properties　Restrictions　Assessment　Objectives **Assessment** Grade Item -- Choose a grade item -- ▾　[New Grade Item] ⊘ Score Out of [　　　] ⊘ Rubrics Add Rubric No rubrics selected. [Create Rubric in New Window] Messages ☐ Assess each message and automatically calculate the topic score ⊘ Calculation -- Select a calculation method -- ▾　☐ Include unassessed messages in the calculated score as zero ⊘ **Save and Close**　Save and New　Save　Cancel
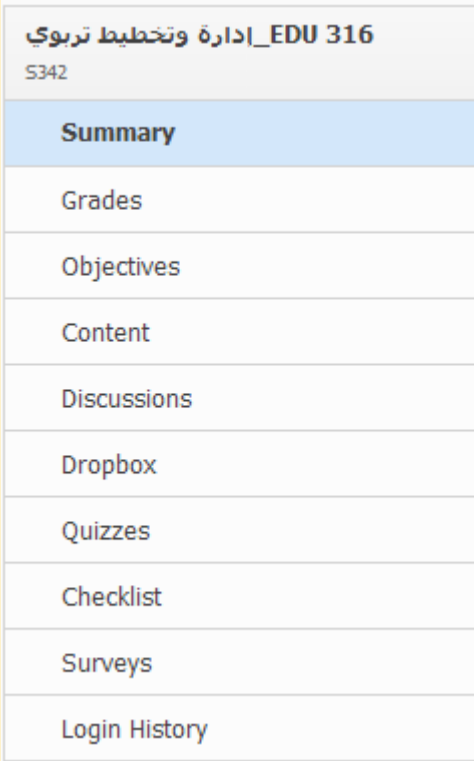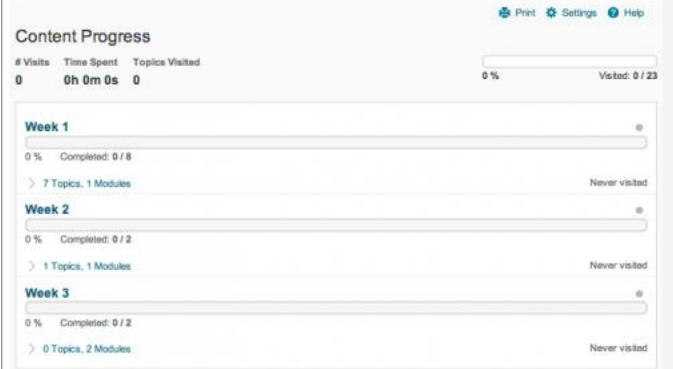
User Progress

The User Progress tool allows for an instructor to view a student or other user's course progress. This tool can be accessed by clicking on the User Progress icon within the Classlist or Enter Grades section of a course. Refer to the documentation below to learn how to view a student's course progress.
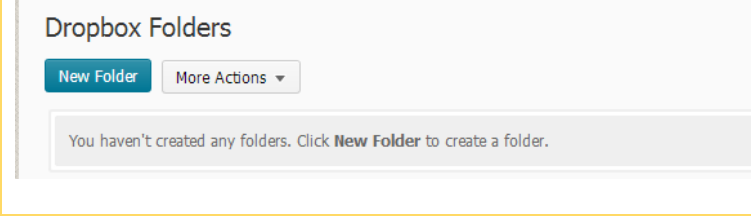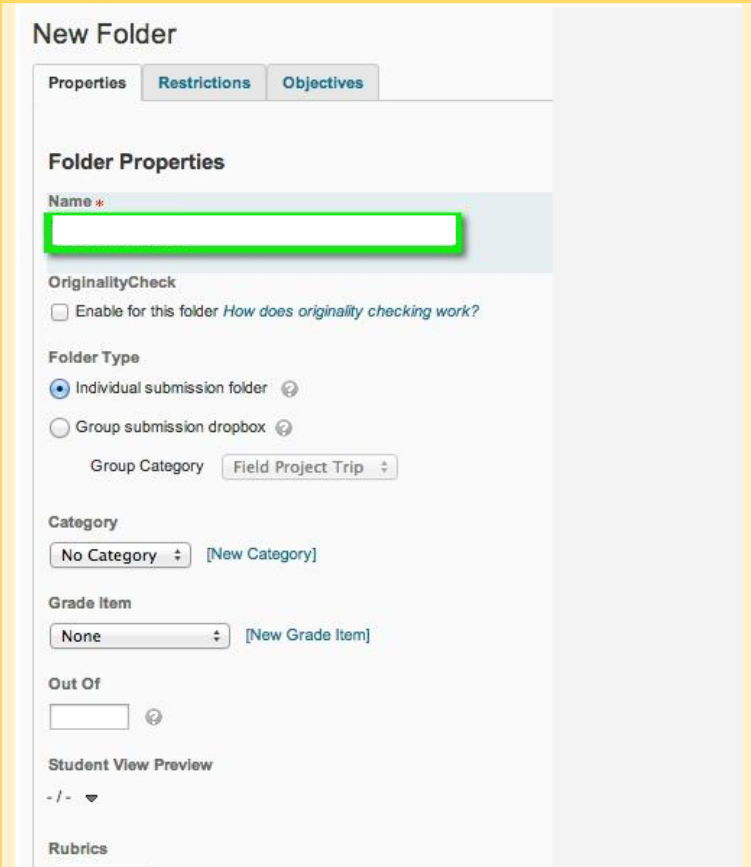
Click on the drop-down menu to the right of the desired student and select View Progress.	2/27/2014　9 ▾　53 ▾　AM ▾　Now Saudi Arabia - Riyadh ☐ 📧 Email　🔺 Page　🖨 Print　📇 Enrollment　👤 Unenroll Image　　Last Name, First Name ☐ 🚩 👤　HUMOUD MOHAMED MUSLET ALSAHLI, حمود محمد مسلط السهلي ▾ 👥 Impersonate 👤 Change account set 📧 Email password rese 📊 View progress 👥 View group enrollm 🔍 View blog 3311

Switch the different tool data, by first clicking the desired item in the left side menu. **Available tool data sets include:** **Grades** **Objectives** **Content** **Discussions** **Dropbox** **Quizzes** **Checklist** **Surveys** **Login History**	EDU 316_إدارة وتخطيط تربوي S342 **Summary** Grades Objectives Content Discussions Dropbox Quizzes Checklist Surveys Login History
Each tool selected will show a Summary and Details of the selected tool. The screenshot to the left shows this view for the Content tool.	Content Progress Week 1 Week 2 Week 3

Dropbox

The Dropbox tool in Desire٢Learn allows for you to set up folders that users can submit their assignments to. This eliminates the need to collect assignments and helps you track when assignments are submitted.

Click on New Folder.	**Dropbox Folders** New Folder More Actions ▼ You haven't created any folders. Click **New Folder** to create a folder.
In the Name: text field enter a title for your assignment.	**New Folder** Properties Restrictions Objectives **Folder Properties** Name * [ ] OriginalityCheck ☐ Enable for this folder *How does originality checking work?* Folder Type ◉ Individual submission folder ⊘ ○ Group submission dropbox ⊘ Group Category [Field Project Trip ⇕] Category [No Category ⇕] [New Category] Grade Item [None ⇕] [New Grade Item] Out Of [ ] ⊘ Student View Preview - / - ▽ Rubrics

Next choose if you would like to:

Enable Plagiarism protection for an assignment (recommended for essay submissions)
Have the folder be an Individual submission folder or a Group submission folder.
Have your assignment be in a gradebook category

New Folder

Properties   Restrictions   Objectives

Folder Properties

Name *

OriginalityCheck
☐ Enable for this folder *How does originality checking work?*

Folder Type
◉ Individual submission folder ⦾
◯ Group submission dropbox ⦾
    Group Category   Field Project Trip ⬍

Category
No Category ⬍   [New Category]

Grade Item
None ⬍   [New Grade Item]

Out Of
⬜ ⦾

Student View Preview
- / - ▼

Rubrics

If you would like for your assignment to be graded select which grade item to attach your assignment to, or create a new grade item, if necessary.

New Folder

Properties   Restrictions   Objectives

Folder Properties

Name *

OriginalityCheck
☐ Enable for this folder *How does originality checking work?*

Folder Type
◉ Individual submission folder ⦾
◯ Group submission dropbox ⦾
    Group Category   Field Project Trip ⬍

Category
No Category ⬍   [New Category]

Grade Item
Assignment 2 ⬍   [New Grade Item]

Out Of
⬜ ⦾

Student View Preview
- / - ▼

If you have attached a grade item to this assignment, enter in the same same assignment value in the Out of: text field that you have entered for the grade item.	Properties Restrictions Objectives **Folder Properties** Name * New Ralphie Folder OriginalityCheck ☐ Enable for this folder *How does originality checking work?* Folder Type ⦿ Individual submission folder ⊙ ◯ Group submission dropbox ⊙ Group Category Field Project Trip ⬍ Category No Category ⬍ [New Category] Grade Item Assignment 2 ⬍ [New Grade Item] Out Of 10 ⊙ Student View Preview - / - ▾
If you care to attach a file to the assignment, then click the Add a File button and then attach the desired file. **You can also define how many submissions students are allowed, as well as how many files can be submitted.**	ePortfolio Artifacts ☑ Allow users to add this folder to their ePortfolio ⊙ **Attached Files** Attachments Add a text file Record Audio **Submission Options** ⌄ Hide Submission Options

Under the Restrictions tab, you have the ability to: **Define the amount of time a dropbox folder is visible** **Attach Release Conditions** **Allow Special Access to an assignment**	
When finished setting up your Dropbox assignment folder click Save.	

Groups

The Manage Groups tool is used to create group work areas for users. Groups can be used to organize users' work on projects or assignments, or to create special work areas for users with different learning needs.

Types of Enrollments

of Groups – No Auto Enrollments

A specified number of groups are created, which you can add any number of users to through the Enroll Users page.

Use this enrollment type when you know how many groups you want to create and which users you want in each group. This option could be used when you have a teaching model that divides course participants into specific learning levels or when you want to divide users by skill or interests.

# of Groups

A specified number of groups are created.

If 'Can be auto-enrolled' is turned on, they are added using a brick laying algorithm, regardless of whether they enrolled before or after the groups were created. For example, if a class has ٢٣ users and ٥ groups, the first user is added to Group ١, the second to Group ٢, etc. The sixth user returns the enrollment sequence to Group ١. Groups ١, ٢, and ٣ have ٥ users and Groups ٤ and ٥ have ٤ users. If a new user enrolls later, they are put in Group ٤.

If 'Can be auto-enrolled' is turned off, the specified number of groups are created with no users enrolled in them. You can enroll users using the Enroll Users page.

Use this enrollment type when you know how many groups you want to create, but want the system to place users in groups for you. This option could be used when you want group membership to be indiscriminate, or when classroom, resource, or teaching assistant availability restricts the number of groups you can have.

Groups of #

The minimum number of groups needed to place users in groups of a specified maximum size are created. More groups are created when they are needed to accommodate users.

If users are enrolled before groups are set up and 'Can be auto-enrolled' is turned on, users are added using a brick laying algorithm. For example, if a maximum group size of ٥ users is chosen for a class of ٢٣, than ٥ groups are created. The first user is added to Group ١, the second to Group ٢, etc. The sixth user returns the enrollment sequence to Group ١. Groups ١, ٢ and ٣ have ٥ users and Groups ٤ and ٥ have ٤ users. If a new user enrolls later, they are put in Group ٤.

Note: If you have Auto Enroll New Users selected and all of the existing groups have reached their maximum size, new users are added to a new group. Because there is no way to know how many new users will join, all new users are added to the same group until it is full. This is called a bucket-filling algorithm because the limits of one group must be met before another group is started.

If users are enrolled after groups are set up, users are added to groups using a bucket-filling algorithm because there is no way for the system to determine how many groups in total are needed. For example, if a maximum group size of ٥ users is chosen for a class in which ٢٣ users eventually enroll, the first five users are added to Group ١, the sixth through tenth user to Group ٢, etc. After ٢٣ users are enrolled, groups ١-٤ have ٥ users and Group ٥ has ٣ users.

If 'Can be auto-enrolled' is turned off belong to, the minimum number of groups needed to create groups under the specified size are created with no users enrolled in them. If no users are enrolled in the course, one group is created. You can enroll users using the Enroll Users page.

Use this enrollment type when you know how many users you want in each group. This option could be used when you have assignments that require work to be divided between a specific numbers of users, or when you can only accommodate a set number of users in a lab or work area at one time.

Groups of # - Self Enrollment

The minimum number of groups needed to accommodate users in groups of a specified maximum size are created automatically. Users choose the group they want to enroll in from their My Groups page, accessible from the classlist.

Use this enrollment type when you know how many users you want in each group, but you want to allow users to choose their own groups. This option could be used when you want users to choose their groups based on friendship, learning style, schedules, or geographic location.

Note: If users are not already enrolled in your course, then only one group is initially created. You can use the Edit Category page to add additional groups. You might want to add additional groups even if users are already enrolled to ensure all users have options when forming groups.

# of Groups – Self Enrollment

A specified number of groups are created, which users enroll in from their My Groups page, accessible from the classlist.

Use this enrollment type when you want to make a specific number of groups available for users to join. This option could be used for organizing groups on specific topics, which users could join based on

interest, or for creating groups that are responsible for specific aspects of a larger project, which users could join based on knowledge or task preferences.

# of Groups of # - Self Enrollment

A specified number of groups are created with a specified number of users, which users enroll in from their My Groups page, accessible from the classlist.

Use this enrollment type when you know the exact number of groups and users per group needed, but would like for students to self-enroll in a group.

Online rooms

Is a web conferencing solution for web meetings and e-learning.

Rooms	Accounts

All times are displayed in time zone: Saudi Arabia - Riyadh

You can only edit the properties and the attendees of the room if you created the room, or if you have the proper permissions.

Service Provider

All ▼

Display

◉ All meetings

○ Upcoming meetings in the next 7 days ▼

○ Past meetings

New Room

☐ 🗑 Delete				|◁ ◁ ▷ ▷|	20 ▼
Name	Join Room	Start Date and Time	End Date and Time	Service Provider
There are no available rooms.				

Inside room page

Menu bar contains:

١. Meeting
٢. Layouts
٣. Pods
٤. Audio
٥. Help

Using Layouts & Pods

Adobe Connect uses a variety of panels called pods that make up the layout of the meeting. The default layouts are three:

- Sharing
- Discussion
- Collaboration

You can also create your own customized layout by arranging the pods differently (see section on pods)

What are Pods?

Pods are the panels that make up the layout for your meeting rooms.

They are resources that can enhance your Adobe Connect meeting if selected wisely. A Pod can be used to create a specific type of communicative resource that might be useful for the participants of your meeting.