

The documents contained in this packet are a few of the individual instructions that were handed out and used as easy reference sheets during the actual workshops. These documents were used along with the Edufolio instructor manual.

ADDING A GRAPHIC TO YOUR COURSE HOMEPAGE

*Inserting an image requires that you upload your picture to Edufolio and then select it for use on your home page. The following directions will walk you through this process.

DIRECTIONS:

- Log in to Edufolio. Navigate to the course you would like to upload a photo to.
- Go to Teacher Tools → Manage course site settings.
- Click on the Homepage tab. Locate and click the icon that looks like a “picture frame” – it’s to the right of the icon that looks like a “link.”
- Click the “Add Image” link in the lower right. Now click the “browse” button to browse to where you have the image that you would like to upload saved. Once you have that selected, click the upload button.
- Once the image is uploaded you’ll see the image name listed on the right side of the image dialog box. Select the image from the right side, then go down and supply a description in the “Alt-Tag” field. This is required, so just type a description of the photo.
- Click OKAY.
- Click SAVE SETTINGS at the bottom of the manage course site settings page.
- Return to your course page and view the results.

ENROLLING STUDENTS VIA THE ROSTER LIST IN EDUFOLIO

You may choose to “enroll” your students in Edufolio so that your course name and number shows up on the student’s individual My Edufolio portal page. This is optional, unless you are utilizing the grade book and assessments features, and then it is required in order to activate those features.

The students **do** have a link to all courses through the “Access Your Courses Here” link that is displayed on their individual My Edufolio portal page once they have logged in. However, there are some benefits to enrolling your students for each of your courses:

- it makes it easier and quicker for the student to access your course since it shows up as an individual listing within their My Classes/My Enrollment box on their My Edufolio portal page
- It gives you, the instructor, a way to track each student’s time spent on your course page
- It activates and is necessary for the grade book feature
- It activates and is necessary for the assessments feature

Here’s how to “enroll” your roster list:

- Have your roster list(s) handy
- Log in to Edufolio
- Click on one of your courses
- Go Teacher Tools -> Manage - > Enrollment
- You'll see a master list of all students listed alphabetically. Consult your roster and check off the students one by one in Edufolio
- Scroll to the bottom of the page and click the “Enroll” button.

Now, when your students log on, they will see your class link listed individually in their “My Classes/My Enrollment” box.

Tracking Students Time Spent on your Course Page: (available when utilizing the “enrollment” feature)

- Log in to Edufolio
- Click on one of your courses
- Go Teacher Tools -> Manage - > Tracking
- Locate student by name and observe time spent on your site

Directions for uploading syllabi to your Edufolio courses.

- Go to <http://sherman.edufolio.com> and log in.
- Once you are logged in to your My Edufolio page, click on the course name and link that you would like to add your syllabus to.
- Once on your course home page, go to Teacher Tools → Manage Files. (Your Teacher Tools bar is at the top of the page)
- If you have not previously created a folder named Syllabus, you will need to do that now. Otherwise, go to the next step. To create Syllabus folder: Once in the Files section, click the link that says “Manage Folders.” In the field that says “Enter new folder name” type in “Syllabus” and then click the “Create New” button.
- To upload your syllabus to the folder you just created or a previously created folder, click on the “Course Files” tab (upper left of screen)
- Click on the link that says “Deposit File.”
- Click on the button that says ‘Choose File.’ Navigate to the location of your syllabus (*example: your My Documents folder on your computer*)
- In the description field, type a description. Choose a folder (the “Syllabus” folder you just created) in which to put your syllabus file. Click the “Deposit” button.

To verify that your syllabus was uploaded, click on the upper left corner link that says “Course Home.” Look over on the right and find the “Files” module and check to make sure you see your Syllabus folder and your syllabus document.

CREATING AN ANNOUNCEMENT IN EDUFOLIO

In your course, select 'Announcements' from the Teacher Tools drop down menu at the top of the screen.

From here you can do the following:

- Add a new announcement by clicking 'New Announcement'
 - Follow the on screen instructions
- Edit an announcement
 - Click on the edit icon next to the announcement you would like to edit. Make your edits and click save.
- Move an announcement (so it will appear higher or lower in the list) by clicking the up or down arrow.
- Delete an announcement by clicking the red 'X'

Where do the announcements appear?

Announcements appear in two places:

1. On the specific course web page in the announcements box (you must have that box activated in your course settings section so it will show on the course web page.
2. On course enrolled students My Edufolio portal page.

Using the Course Calendar in Edufolio Course Sites

The only difference between the calendar in the My Edufolio portal and the calendar within a course is audience. When you create a calendar item in the portal, it only pertains to you. However, anything you create in the course site applies to all students enrolled in that class.

Note: Do not create a calendar entry in the course unless you want every student and other teachers in the course to see it.

Add Calendar Entry

Choose Calendar from the Manage drop-down menu at the top of the page.

1. Choose Calendar from the Manage drop-down menu at the top of the page.
2. Click on "Add Entry" tab at the top of the page.
3. You may also click on the "Add Entry to This Term" link in the Today, Week, Month or Term view.
4. You will see several headings, each with a dialog box. The "Entry Title?" box allows you to create the description which will appear under "Item" in your daily calendar. Type the entry as you wish it to appear.
5. The "Begin Date/Time" box allows you to create the entry which will appear under "Time" in your daily calendar. Use the arrows to open drop-down menus, then click to select a month, day of the month, year, and time.
6. Enter the duration of the event in the left dialog box. Use the arrow in the left dialog box to open a drop down menu, then click to select "minutes," "hours," "days," "weeks," or "months."
7. The "Event recurs every" boxes allow you to schedule a recurring event, such as a class, without entering it into your calendar on each day that it takes place. To schedule a recurring event, click on the small square box next to the "Event recurs every" heading. A check mark will appear in the box, and the dialog boxes below the heading will become active. These dialog boxes allow you to schedule the event ("every 2 weeks until Dec 7," "every week until Nov 1," etc). Enter a number in the far left dialog box. Use the arrow in the next dialog box to open a drop down menu, then click to select "days," "weeks," or "months." Use the last three boxes to enter the date when the event will cease to recur (the last day of class, for example).
8. Under the "Details" heading you will see a toolbar and a screen. You can use this screen to enter details about the item (notes, directions, etc). These will appear in your daily calendar as "Details."
9. If you decide not to add your entry after all, click on the "Cancel" tab at the top or bottom of the screen.
10. After you have finished creating your entry, click on the "Save" icon. There are two on the right side of the screen, one at the bottom of the page and one at the top. (You only need to click on one of them.) Your entry will be saved and entered into your daily calendar.

Edit Calendar Entry

1. Click on the Edit (pencil) icon beside the item you wish to edit. You will see the entry detail for that item.
2. You will see several headings, each with a dialog box. The "Entry Title" box allows you to change the description which appears under "Item" in your daily calendar. Type the entry as you wish it to appear.
3. Click on "Edit Entry Details" to see Details.
4. Under the "Details" heading you will see a toolbar and a screen. You can use this screen to enter or edit details about the item (notes, directions, etc). These will appear in your daily calendar as "Details."
5. If you decide not to edit your entry after all, but have already made some changes, you do not need to re-enter the original information. Just click on "Cancel" under the entry.
6. After you have finished all your edits, click on the "Save" icon.

CREATING ASSESSMENTS IN EDUFOLIO

Automatically graded assessments

Edufolio will automatically grade assignments consisting of true/false or multiple choice questions. Make sure the Assessment and the Grading Element are linked in the Assessment Settings. Edufolio will ask you for the correct answer when you create a question. When a student takes the Assessment, his or her grade will go to your Edufolio grade book automatically.

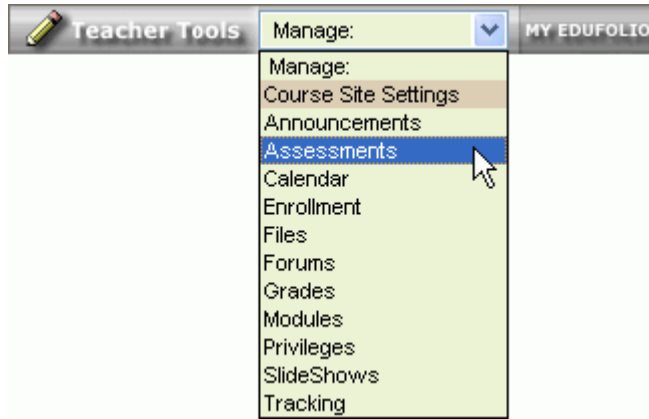
It is more efficient to create the Graded Element first and the Assessment second, since the Grading Element must exist beforehand to be linked in the Assessment Settings. However, the two can be created in any order and linked at any time by editing the Assessment Settings.

Add a (non-composite) graded element

1. First you will need to create the Grading Element. Go to Manage: Grades.
2. Click on the "Grading Structure" tab on the right of the tab bar.
3. Enter a Component Name (the name of the assignment/test)
4. Assuming this is an individual assignment/test (not composite), leave the 'composite score' box unchecked.
5. Enter the number of total possible points for the assignment/test.
6. Enter the percentage weight of the assignment/test.
7. Click the insert button to save.

Note that the values you enter for the assignment/test, including the name, can be edited later if you wish to change one of these values.

1. In your course, select 'Assessments' from the Teacher Tools at the top of the screen:



2. Click on 'New Assessment.'

[New Assessment](#)

Here you will have the option to select a title based on the name of a graded element, or enter a title manually. To select a title based on the name of a graded element, click 'Select a graded element.' If you wish to link this assignment to a grading element in your grade sheet, choose Option 1 and pick the corresponding element from the drop-down menu.

The assessment will take its name from the grading element. If you have not created the corresponding grading element, you may create it later (Manage: Grades > Setup > Add New Component) and Edit the assessment to link the two. If you do not want Edufolio to automatically grade this assignment, choose Option 2 and enter a title.

EXAMPLE:

Option 1: ▾ [Select a graded element](#)

<input type="radio"/>	Exam 2
<input type="radio"/>	Exam 1
<input type="radio"/>	Attendance
<input checked="" type="radio"/>	Final Exam
Homework	
<input type="radio"/>	Homework 1
<input type="radio"/>	Homework 3
<input type="radio"/>	Homework 4
<input type="radio"/>	Homework 18
Quizzes	
<input type="radio"/>	Quiz 1
<input type="radio"/>	Exam 3

Option 2: ...or choose a title:









Option 1: ▾ [Select a graded element](#)

<input type="radio"/>	Exam 2
<input type="radio"/>	Exam 1
<input type="radio"/>	Attendance
<input checked="" type="radio"/>	Final Exam
Homework	
<input type="radio"/>	Homework 1
<input type="radio"/>	Homework 3
<input type="radio"/>	Homework 4
<input type="radio"/>	Homework 18
Quizzes	
<input type="radio"/>	Quiz 1
<input type="radio"/>	Exam 3

Option 2: ...or choose a title:

3. Then you will be asked ask you for some information pertaining to the settings of your new assessment:

General instructions:

B I U        

[Switch to advanced editor](#)

Default answer type:	Please select one <input type="button" value="v"/>
Grading mechanism:	Computer Graded (Automated) <input type="button" value="v"/>
How many times can the student take this assessment?	<input type="text" value="1"/>
Select your preferred scoring mechanism (if students are allowed to re-take assessments):	<input checked="" type="radio"/> Latest <input type="radio"/> Highest <input type="radio"/> Average
How do you want this exam to be presented?	<input checked="" type="radio"/> All on one page <input type="radio"/> One at a time
Display questions randomly?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Default point value/question (this can be modified later)?	<input type="text" value="1"/>
Available Dates	Start Date: <input type="button" value="Feb"/> <input type="button" value="18"/> <input type="button" value="2004"/> End Date: <input type="button" value="Feb"/> <input type="button" value="17"/> <input type="button" value="2005"/>

- Enter any General Instructions you wish the student to read before taking the assessment
- Choose the default answer type. Note that answer types are associated with either automatic grading (multiple choice, true/false) or teacher grading (essay, short answer, audio recording). If you choose an automatic type you will not be able to change questions to a teacher graded type for this assignment, and vice versa.
- Choose whether the assignment should be teacher or computer graded based on the question type you selected in the previous step
- Choose how many times you would like the student to be able to take the assessment

- Choose which score should be used: the latest, the highest or an average of all attempts
- Choose whether to present questions on a single page or one by one
- Choose whether or not you would like the questions to be displayed in random order
- Choose the number of questions to sample. This option is useful for setting a large bank of questions of which any given student will receive a set number randomly. If you wish to make a standard assignment in which the student answers all the questions in the order you entered them, leave this option blank.
- Choose the number of points each question will be worth (for example, if there will be 5 questions you may wish them to be 20 points each to total 100)
- Choose the start and end dates for the assessment. Students will not be able to access the assignment before the start date or after the end date.

4. Choose 'Save' when you are finished.



You will then be returned to the main Assessments page. You should see your new Assessment listed here. You can [edit these settings later](#) by clicking on the pencil icon under the 'Settings' column.

5. Now you will want to [add questions to this assessment](#).
6. Note that you will need to [make the assessment available to students](#) before they can see it.

Add/Edit assessment questions

With the Question Wizard you can create new questions and edit questions that you created previously.

1. In your course, select 'Assessments' from the Teacher Tools at the top of the screen.
2. To add questions to an assessment, click the build icon next to the assessment.

Build



3. To create a new question, first choose where to insert the new question (at the end, or before a previous question) by using the drop-down box. The first question will only have the option to place at the end.

Insert New Question:

After you press the 'Insert' button, you will see the following:

You are editing Question #3:

Q #	Points	Type	Question	Actions
3.	25	Multiple Choice	<i>This question is currently blank</i>	↑ ↓

Question:

B *I* U

[Switch to advanced editor](#)

Question Settings:

Link with course module: *No link defined* [[Link to Module](#)]

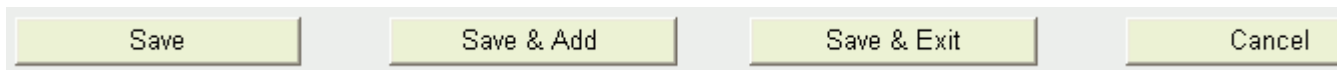
Question Type: Multiple Choice ▼

Question Points:

Media Attachment(s): Select one... ▼

#	Correct?	Option Text	Media Attachment(s)
1	<input checked="" type="radio"/>	<input type="text"/>	Select one... ▼
2	<input type="radio"/>	<input type="text"/>	Select one... ▼
3	<input type="radio"/>	<input type="text"/>	Select one... ▼
4	<input type="radio"/>	<input type="text"/>	Select one... ▼
5	<input type="radio"/>	<input type="text"/>	Select one... ▼
6	<input type="radio"/>	<input type="text"/>	Select one... ▼
	<input type="radio"/>	All of the above	<input type="checkbox"/> Show
	<input type="radio"/>	None of the above	<input type="checkbox"/> Show

4. Enter the question. The question will be of the type you chose as the default in Settings, and you can change it for this assessment here. If multiple choice or true/false, choose which of the answers is correct.
5. You may choose to add a new Media component (audio, video, math or other media such as a picture file). If you choose this option, Edufolio will take you to a page from which you can create and add the appropriate media.
6. You may also choose to link to a previously created course module containing media content that you wish your students to use to answer your question. Click on the Create New button beside the Modules option and you will be able to choose which of your class modules you would like to link.
7. You may choose to change the question type for this question if you wish it to be different from the default. Note that answer types are associated with either automatic grading (multiple choice, true/false) or teacher grading (essay, short answer, audio recording). If you choose an automatic type you will not be able to change questions to a teacher graded type for this assignment, and vice versa.
8. You may change the number of points for this question if you wish it to be different from the default.
9. Click 'Save & Add' to continue adding questions or 'Save & Exit' to return to the main Assessments page.



Other Question Wizard Options

- Up and Down arrows – move this question up and down in sequence
- Edit Settings – edit the settings you entered when first creating the assessment
- Delete – remove this question.



- Preview Assessment – previews the assessment.
- Settings – takes you back to the settings for this question.
- Cancel - takes you back to main Assessments page without committing any changes that you have made



Set availability for an assessment

1. In your course, select 'Assessments' from the Teacher Tools at the top of the screen.
2. Set whether an assessment is available to students by clicking the appropriate checkbox under the 'Available?' column. Then students will be able to do the assignment after the start date.

Available?

No

View grades for an assessment

1. In your course, select 'Assessments' from the Teacher Tools at the top of the screen.
2. Click the appropriate icon under the 'Grades' column.

Grades



Two ways to upload PowerPoint Presentations to Edufolio

1. Upload existing PowerPoint presentations to the files section (more below)

OR

2. Use the Slideshow converter option (instructions below if you want to try this option out)

TO UPLOAD TO FILES SECTION

Upload your existing PowerPoint presentation file just like any other file. You will probably want to create a folder named "Presentations" or something like that, and then upload your presentation to it.

**If you find your PowerPoint presentations take too long to upload, it may be too large and you may want to consider dividing it into 2 parts. You will need to do this from within PowerPoint, and then upload each section to Edufolio.

USING EDUFOLIO'S BUILT-IN SLIDESHOW CONVERTER OPTION

Several things this function does – it allows you to convert an existing PowerPoint presentation or create one using Edufolio's slideshow technology, not PowerPoint. If you want to see how this works consider converting an existing PowerPoint presentation (it won't mess up your original PowerPoint, don't worry!), here's how:

- Go to Teacher Tools -> Manage Slideshows
- Click New Slideshow tab
- Name your slideshow
- Click "Yes" to make slideshow available
- You can skip the slideshow description if you like
- Scroll down till you see Slideshow Type and choose PowerPoint Conversion
- Browse out to your existing PowerPoint presentation and select it
- Back on the Edufolio page, click Save down in the lower right corner

Edufolio will now convert your presentation. If your presentation is too large, this process will take a long time and/or will give you an error message. However, if all goes well, you'll get a confirmation that your slideshow was successfully converted.