



Learning Center

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# 1. Introduction

Learning Center is a cloud-based service that enables teachers to create assessments outside of class and run assessments while in class or assign assessments to students to take outside of class hours.

Learning Center runs on any computer or other device with a web browser and Internet access.

Teachers and students do not have to install anything, but all users need to be registered.

Initially one user registers; this user has an Administrator role and can create additional users or delegate the responsibility.

## 1.1. Roles and permissions

Roles define which system areas the user has access to.

### 1.1.1. Administrator

The user who creates the portal is automatically an administrator. The Administrator role has unrestricted access:

- Manage account settings
- Manage users
- Manage groups
- Manage classes

### 1.1.2. Teacher

The Teacher role has restricted access:

- Manage classes. However, teachers are restricted to own classes. They cannot see and change other teachers' classes unless the teachers who created the other classes have specifically granted access.
- Create assessments.
- Manage users.
- Manage groups.

### 1.1.3. Student

The Student role can:

- Take assessments in the classes they have access to.
- Monitor their own progress and see how they have been doing on previous assessments.

### 1.2. Sign up

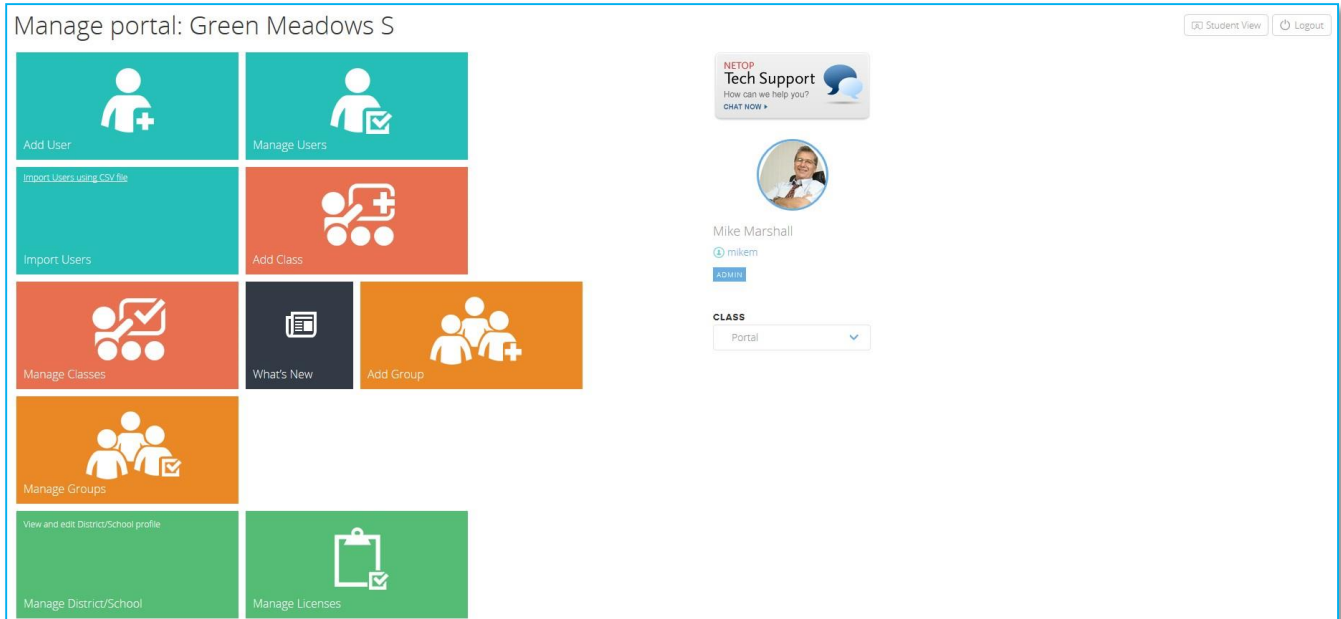
Vison Pro prospects should sign up from the Learning Center link within Vision Pro (on the Home tab).

Fill in the fields in the sign-up form and click the **Create Account** button. The admin account is created, and the login page is displayed.

The trial account is valid for 30 days after the account has been created. Data created in the trial cannot be reused after the trial period.

## 2. Set up Learning Center

Once you have created an account from the signup link you see the portal administration in Teacher View will open.



Now you need to set up the Learning Center from the portal administration.

If you need assistance with the portal administration, contact Netop Technical Support via the chat button.

### 2.1. Create or import users

The first thing you need to do is to create an account for all users, teachers and students, who will be creating and taking assessments. This task is done once then typically repeated annually when a new school year begins.

You can create users individually or import them from a .csv file.

You can also import users using the User Replicator tool which reads data from the Active Directory.

When students and teachers have been registered in the school portal they need this information: portal URL (<http://vlc.netop.com>), username and password.

#### 2.1.1. Create users individually

To create a user profile:

1. On the school portal administration menu, click **Add User**. The User Editor page displays.
2. Register user by providing a username, first name, last name, email and password.

3. Select the role, optionally, upload a user photo and click on the **Save** button at the upper side of the page. The user is registered into the portal.

## 2.1.2. Import users from a .csv file

1. Make sure you have properly created the .csv file. See sample below:  
**Username,Firstname,Lastname,Email,Role**  
 nmckinley,Mckinley,Nancy,nmckinley@greenmeadows.com,Teacher  
 eduffy,Duffy,Elizabeth,eduffy@greenmeadows.com,Student  
 esmith,Smith,Eva,esmith@greenmeadows.com,Student
2. On the school portal administration, click **Import Users**. The **User Import** page displays.
3. Select delimiter for the csv file and click the **Add File** button to add the file.
4. Browse for the .csv file and click the **Upload File** button.
5. Make the desired settings and in the Data Mapping section choose whether you want to set a specific field to have the same value for all users, and then click the **Map data** button. If no errors occurred, click on the **Validate users** button, then on the **Create Valid Users** button and the users are registered in the portal.

**Note:** When importing users to the Learning Center, the Administrators can choose to automatically send a welcome email with username and password by selecting the checkbox **Send email** above the validation table and entering the email Subject and Body.

### 2.1.3. Import users from Active Directory

The User Replicator tool should be installed on a computer on the school network with access to the school Active Directory (AD) and Internet access to communicate with Learning Center.

To import users from the Active directory,


1. Open the User Replicator tool.
2. Authenticate by entering the credentials and clicking the **Authenticate User** button.
3. From the Provider drop-down list, select **Active Directory**, from the Filter drop-down list select the desired list of users to be imported then click the **Process the Selected Active Directory Filter**.
4. Review and if necessary, modify the mapping result.
5. On the Users Column Mappings tab, click on the **Replicate Users** button. A dialog message displays allowing you to preview the user replication.
6. The Replication Results tab displays the user replication summary, whether the users have been successfully imported from AD to the Learning Center.

### 2.2. Create Groups

Groups are a convenient way to grant access to several similar users. For example, all students in 5<sup>th</sup> grade could be in a group and all teachers could be in one group.

A group like “5<sup>th</sup> grade student” makes it easier to grant access to class sites like “Math 5<sup>th</sup> grade”, “Geography 5<sup>th</sup> grade”, “Science 5<sup>th</sup> grade” since the group can be granted access rather than the individual students.

To create a group:

1. On the school portal administration, click **Add Group**. The Group Editor page displays.
2. Enter a group name and in the Group Members section click the  icon
3. Browse the list of users and select the ones you want to add to the group and click the **Add selected users to group** button. Click the **Save** button at the upper side of the page and the group is created.

### 2.3. Create classes and grant access to students

This is typically a task that teachers who want to use assessments in their classes will handle but IT administrators can also create classes.

Once a class has been created one or more assessments can be added. This means that creating classes is a task that IT administrators or teachers will typically do once or twice a year.



## 2.3.1. Creating classes

1. On the school portal administration, click **Add Class**. The Class Settings page displays.

2. Enter class title and set **Status** to **Active**, then click the **Save** button at the upper side of the page. The class is created; however, you need to add users who have access to the class.


## 2.3.2. Grant access to students

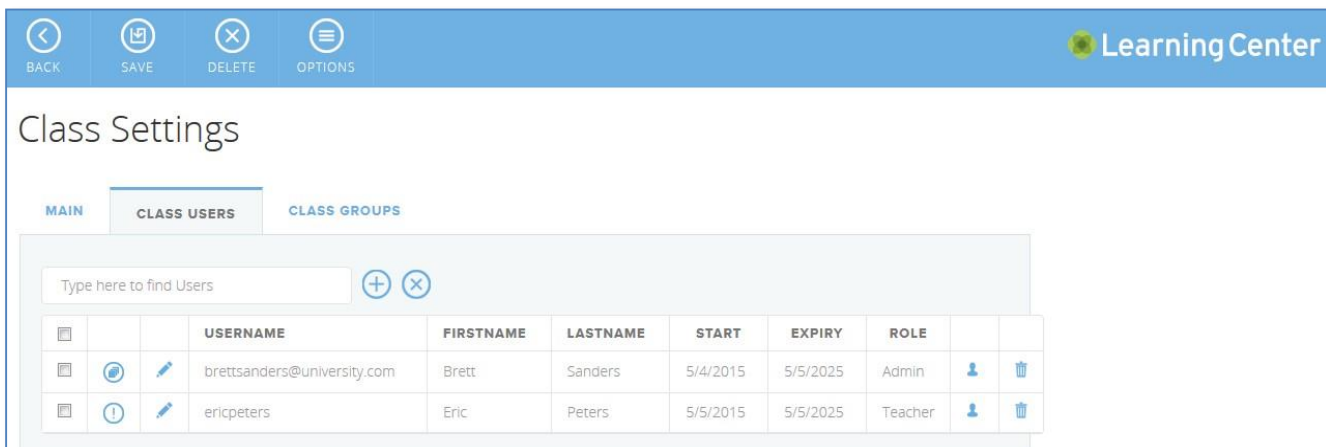
You can grant access to students individually or as part of a group.

On the school portal administration, from the **Class** drop-down list select the class to which you want to grant access to users and in the Manage class page, click **Manage Class**. In the Class Settings page, expand the Site Users or Site Groups section based on how you want to grant access to users.

**Tip** Granting access to classes using groups will make access easier to manage and we recommend that you create groups and primarily manage access using groups rather than granting access to individual users. Note the below examples where students are granted access as a group but teachers as individual users.

To grant access to students individually:


1. On the school portal administration, click on **Manage Classes**. The Class Settings page displays.
2. Click on the desired class. The Class Settings page displays.
3. Click the **Class Users** tab and click the  icon.
4. Browse the list of users and select the ones you want to have access to the class site and click the **Add Selected Users to Class** button.
5. Click on the **Save** button at the upper side of the page and the access to the class is granted to the selected users.

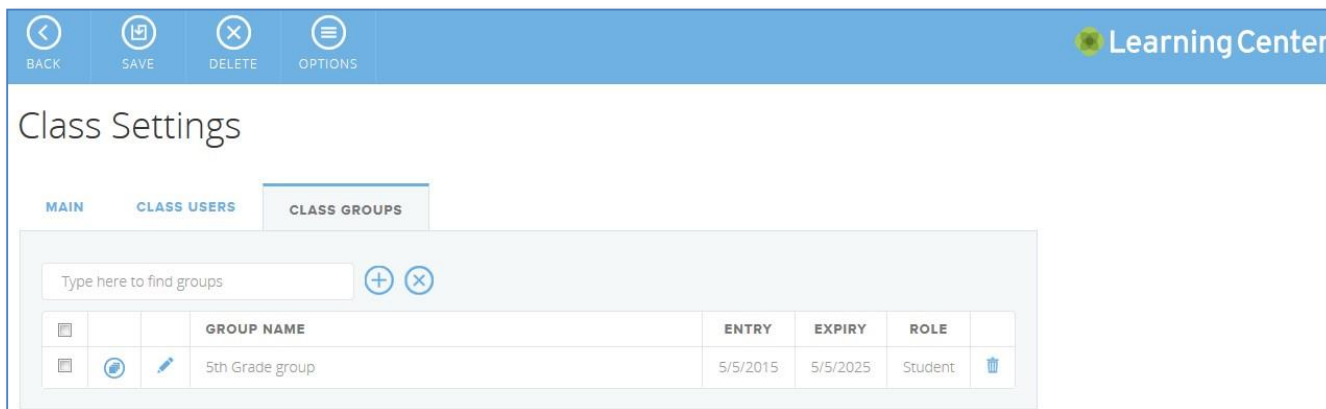


The screenshot shows the 'Class Settings' page with the 'CLASS USERS' tab selected. The top navigation bar includes 'BACK', 'SAVE', 'DELETE', and 'OPTIONS' buttons, along with the 'Learning Center' logo. Below the tabs, there is a search bar labeled 'Type here to find Users' and two icons: a plus sign (+) and a minus sign (-). The main content area displays a table with the following data:

		USERNAME	FIRSTNAME	LASTNAME	START	EXPIRY	ROLE		
		brettsanders@university.com	Brett	Sanders	5/4/2015	5/5/2025	Admin		
		ericpeters	Eric	Peters	5/5/2015	5/5/2025	Teacher		

To grant access to students as part of a group:

1. On the school portal administration, click **Manage Classes**. The Class Settings page displays.
2. Click on the desired class. The Class Settings page displays.
3. Click the **Class Groups** tab and click the  icon.
4. Browse the list of groups and select the ones you want to have access to the class and click the **Add Selected Groups to Class** button. The users who belong to the selected groups display in the Class Users section.
5. Click on the **Save** button at the upper side of the page and the access to the class is granted to the users who belong to the selected groups.



The screenshot shows the 'Class Settings' page with the 'CLASS GROUPS' tab selected. The top navigation bar is the same as the previous screenshot. Below the tabs, there is a search bar labeled 'Type here to find groups' and two icons: a plus sign (+) and a minus sign (-). The main content area displays a table with the following data:

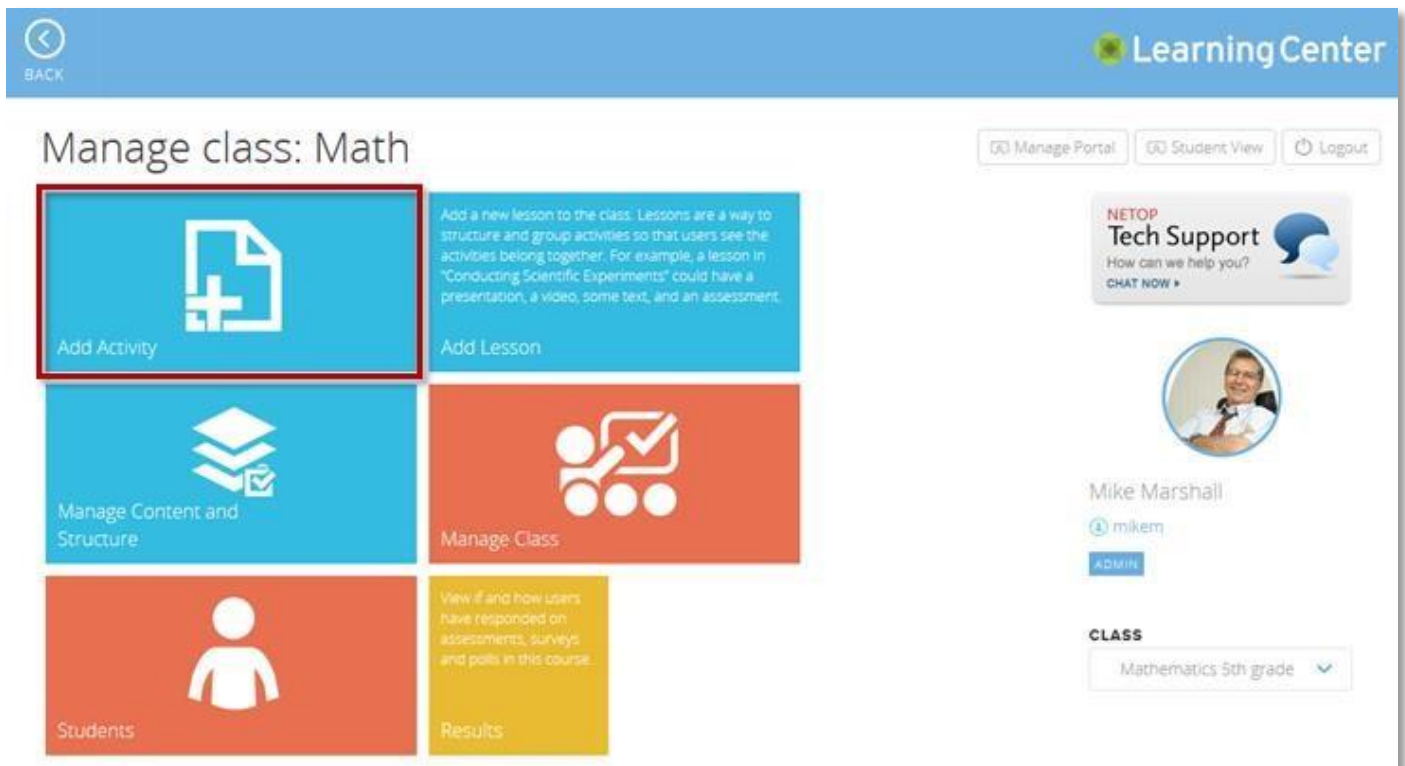
		GROUP NAME	ENTRY	EXPIRY	ROLE	
		5th Grade group	5/5/2015	5/5/2025	Student	

### 3. Create assessments

A class consists of one or more activities, each with content that is either static text or an assessment. Adding an activity with an assessment is a teacher task; the task is repeated as often as the teacher needs a new assessment.

To add an assessment to a class:

1. On the school portal administration, from the **Class** drop-down list select the class for which you want to create an assessment and in the Manage class page, click **Add Activity**.



2. Enter a page title and choose that the page content should be an **Assessment**, then click on the **Save** button at the upper side of the page. The Assessment page displays.

**Assessment**

MAIN | OPTIONS | FEEDBACK PAGE | REVIEW PAGE | NAVIGATION SETTINGS

**TITLE**

Decimal numbers

**ASSESSMENT TYPE**

Teacher paced

**QUESTIONS**

Add Question

LIST ORDER	TITLE	TYPE	POINTS	
No records to display.				
				0

2. Create assessment.
  1. Enter assessment title then select the **Assessment Type**.
    - **Teacher paced** means that the teacher controls when the student will see the next question. This is relevant only for assessments that you want to run while in class.
    - **Interactive video** enables teachers to add a question marker to a video (located on YouTube or on vimeo) that pauses the video. The pause can be used to ask students a question; questions of one of the 10 available types can be used
  2. Add questions to the assessment using the **Add Question** button. For details on question types, see [Available Question Types](#).
  3. Navigate through the Assessment tabs to set the assessment options:
    - Start and review pages as well as adding the text the student should see on those pages.
    - Instant feedback to let the student know if the answer was correct or not.
    - Mastery score which means that students are required to obtain a specific score in order to pass the assessment.
    - **Enable Attempts Limit** to allow students to take a test or survey multiple times and provide the number of attempts.
    - Set a time limit for students to finish an assessment. Type the amount of time in the minutes. During a timed assessment, the time elapsed is displayed to students.
  4. Once you have finished creating the assessment click on the **Save** button at the upper side of the page. The assessment displays on the class page.

Learning Center

Chester College of New England

MATH > DECIMAL NUMBERS

BACK TO PORTAL

HOME

DECIMAL NUMBERS

Decimal numbers

$0.23 + 0.12 =$

1 2 3 4 5 Show Feedback

Control Panel Get URL

Students who have access to the class can start the assessment from the site.

### 3.1. Available Question Types

Question Type	Description
Multiple choice	Multiple Choice requires the student to select the single correct choice from a maximum of 10 possible choices.
Fill in the blank	Fill in the blank question is a question followed by a blank field into which the student must type an answer.  There is only one correct answer to this type of question, although you may want to account for variations in response.
Matching drop down	Matching Drop-down requires the student to select items from drop-down menus to match items in the first column.
Sequence drop down	Sequence Drop-down requires the student to select items from drop-down menus to arrange in sequence.
Point and click	Point and click requires the student to click on the correct area within the image. Specify the correct area with a rectangle, an oval, or a freeform shape.
Multiple answers	Multiple answers require the student to select all of the correct choices from a maximum of 10 possible choices.

Matching drag and drop	Matching Drag and Drop requires the student to drag and drop items in the second column to match items in the first column.
Sequence drag and drop	Sequence Drag and Drop requires the student to drag and drop items to arrange in sequence.
Numeric	Numeric requires the student to enter the correct numeric value.
Plain text	Plain text is not really a question type but a way to add text and images to an assessment.

### 3.2. Assessment Feedback Types

When adding questions to an assessment, based on the question type you have the option to choose the feedback type:

- **Use assessment feedback** is the default one and means that the options defined on the assessment (Review page) is used.
- **Feedback for each answer** means that the teacher can provide individual, text feedback for the student for each of the available answer options.
- **Feedback on correct and wrong answer** means that the teacher can provide text feedback for the student for the correct answer and for giving the wrong answer:











The table below lists the feedback options available per question type.

Question Type	Feedback option
Multiple choice	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback for each answer</li> <li>• Feedback on correct and wrong answer</li> </ul>
Fill in the blank	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback on correct and wrong answer</li> </ul>
Matching drop down	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback on correct and wrong answer</li> </ul>
Sequence drop down	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback on correct and wrong answer</li> </ul>
Point and click	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback on correct and wrong answer</li> </ul>
Multiple answers	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback for each answer option</li> <li>• Feedback on correct and wrong answer</li> </ul>

Matching drag and drop	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback on correct and wrong answer</li> </ul>
Sequence drag and drop	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback on correct and wrong answer</li> </ul>
Numeric	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback on correct and wrong answer</li> </ul>
Plain text	<ul style="list-style-type: none"> <li>• Use assessment feedback</li> <li>• Feedback on correct and wrong answer</li> </ul>

### 3.3. Scoring questions

When creating questions, you can define how many points each question gives; this means that you can assign fewer points to easier questions and more points to questions that are important to get right:

QUESTIONS					
LIST ORDER	TITLE	TYPE	POINTS		
1	0.23 + 0.12 =	Fill in the Blank	20		
2	0.34 - 0.21 =	Fill in the Blank	20		
3	0.37 - 0.15 =	Fill in the Blank	20		
4	1.5 * 5 =	Fill in the Blank	20		
5	4.5 / 3 =	Fill in the Blank	20		
			100		

By default, all questions give the same number of points and thus have equal weight when the assessment score is calculated.

Points is particularly relevant for multiple answer questions where partial credit can be given (by selecting the **Allow Partial Credit** check box); this means that you can choose to award points for each correct answer.

## Multiple Answer

**QUESTION**

Question type: Multiple answers  
What is a decimal number?

Design HTML

**ALLOW PARTIAL CREDIT**

☒

**OPTION**

Add Choice

	LIST ORDER	CHOICE	
<input checked="" type="checkbox"/>	1	Choice 1	x
<input checked="" type="checkbox"/>	2	Choice 2	x

### 3.4. Lessons and Activities

Activities, assessments as well as the other types can be organized into **lessons**. A lesson is a way to structure activities into several levels.



**Learning Center**

Chester College of New England

MATH > DECIMAL NUMBERS > DECIMAL NUMBERS SAMPLE PROBLEM

BACK TO PORTAL

HOME

DECIMAL NUMBERS >

Decimal numbers

decimal numbers sample problem

Problem: Order these numbers from least to greatest:

58, 57 and  $57\frac{49}{100}$

Analysis: We know that  $57\frac{49}{100}$  is a **mixed number**: it consists of a **whole number** and a **fraction**. Let's use **place value** to help us compare these numbers.

$57 = (5 \times 10) + (7 \times 1)$

$57\frac{49}{100} = (5 \times 10) + (7 \times 1) + (4 \times \frac{1}{10}) + (9 \times \frac{1}{100})$

$58 = (5 \times 10) + (8 \times 1)$

Answer: Ordering these numbers from least to greatest, we get:

$57, 57\frac{49}{100}$  and 58

That's a lot of writing! We can use decimals to write  $57\frac{49}{100}$  more easily.

**Note:** Lesson names on the left menu are in all caps, dark gray text and have an arrow symbol (>) to indicate that they can be expanded; names of sub-lessons are in all caps, blue text and have an arrow symbol (>) to indicate that they can be expanded.

### 3.4.1. Create a lesson

To add a lesson to a class:

1. On the school portal administration, from the **Class** drop-down list select the class to which you want to add lesson and click **Add Lesson**.
2. Enter a title for the lesson page and in the **Text** content editor field enter lesson text and / or illustrations.

If you just want to organize and use lessons as folders, select the **Save as folder only** checkbox from the **Lesson Options** drop-down.

The screenshot shows the 'Add New Lesson' form in the Learning Center. The top navigation bar includes 'BACK', 'SAVE', and the 'Learning Center' logo. The form has two tabs: 'MAIN' (selected) and 'OPTIONS'. Under the 'MAIN' tab, there is a 'TITLE' field with the text 'Decimal Numbers'. Below this is a 'LESSON OPTIONS' section with a dropdown menu set to 'Save as folder with content on it'. The 'TEXT' section features a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The text area below the toolbar contains the text 'Decimal Numbers'. At the bottom of the form, there are icons for 'Design' and 'HTML'.

3. Click on the **Save** button at the upper-side of the page.

### 3.4.2. Add an activity or a lesson to an existing lesson

To structure activities in lessons within a class you can select which lesson an activity belongs to when creating the activity:

The screenshot shows the 'Assessment' form in the Learning Center. The top navigation bar includes 'BACK', 'SAVE', 'DELETE', 'OPTIONS', and the 'Learning Center' logo. The form has five tabs: 'MAIN' (selected), 'OPTIONS', 'FEEDBACK PAGE', 'REVIEW PAGE', and 'NAVIGATION SETTINGS'. Under the 'MAIN' tab, there is a 'TITLE' field with the text 'Decimal numbers'. Below this is a 'STATUS' section with a dropdown menu set to 'Final'. The 'BELONGS TO LESSON' section has a dropdown menu set to 'Decimal Numbers'. Below this dropdown is a list with 'None' and 'Decimal Numbers', where 'Decimal Numbers' is selected. At the bottom of this section, there is a checkbox labeled 'Restrict access by date' which is currently unchecked.

By default, a new activity is added to the left menu and not placed within any lesson; you choose from a list of existing lessons.

To place an existing activity in a lesson, go to the **Class Navigation** page (**Manage class** page > **Manage Content and Structure**) tree structure and use drag and drop to move activities to the specific lesson.

## 4. Run assessments

Running an assessment during class can be done in two ways:

- As a test where the assessment is available to students for a period, for example 45 minutes, and they can answer questions at their own pace during that time.
- As an instant response where the teacher presents one question at a time and controls the pacing.

How the assessment is run is defined by the options on the assessment.

To run an assessment:

1. On the Vision Pro Ribbon, click **Learning Center**. The Learning Center portal opens.



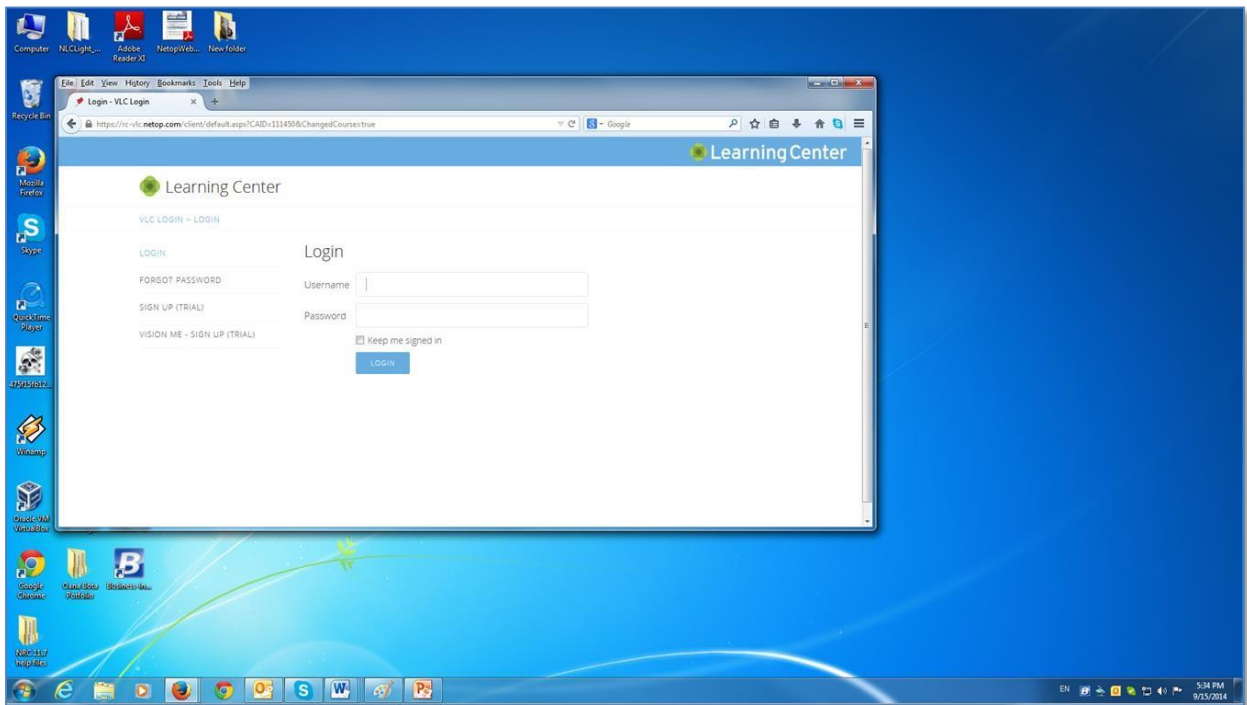
2. Browse to the relevant assessment in Learning Center and click **Start Test on Student Computers**.

The default browser automatically opens on the student computers and shows the test; if the students have not logged in to Learning Center they will have to do so first. The student computers have the test open but since it is teacher-paced the page is in a waiting state.

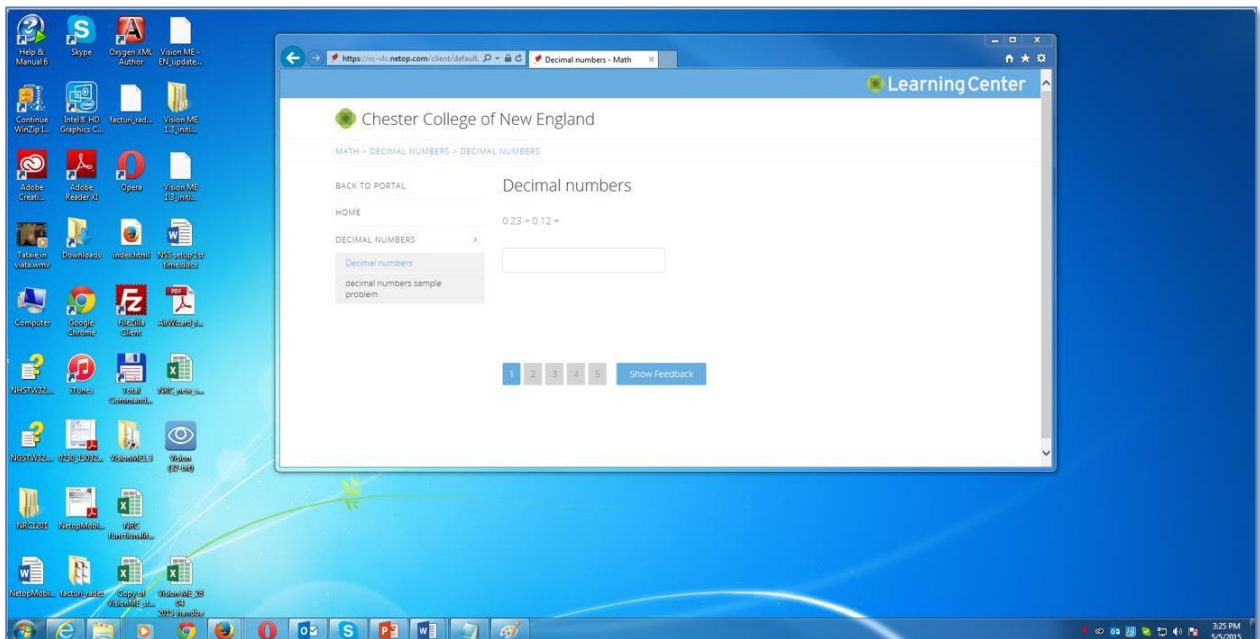
The teacher controls the pace of the questions and can see which of the students have answered from the teacher **Control Panel** in Learning Center.

**Tip:** If already logged into the Learning Center portal, when clicking the **Learning Center** tab in Vision Pro, the teacher should browse to the assessment that has been defined as teacher-paced and click the **Get URL** button, then go back to Vision Pro and click **Start Application > Run Application** and paste the link.

3. Click on **OK** and the portal login page displays in default browser on student computers.

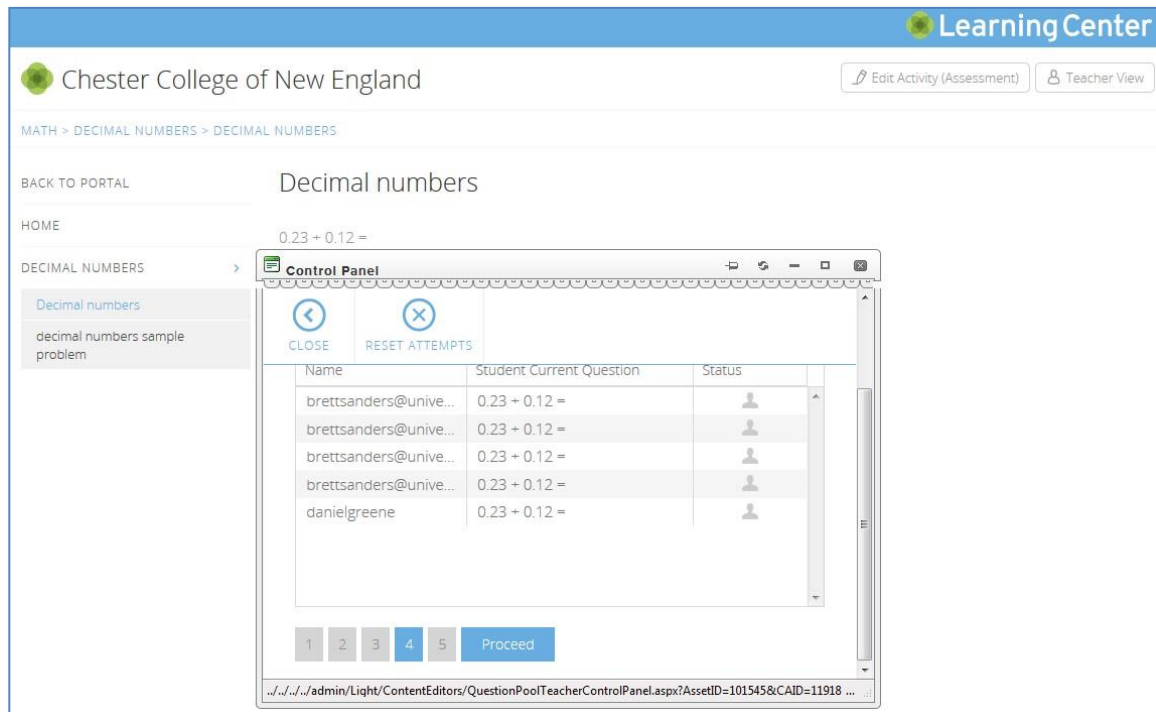


When students have logged in the assessment is available:

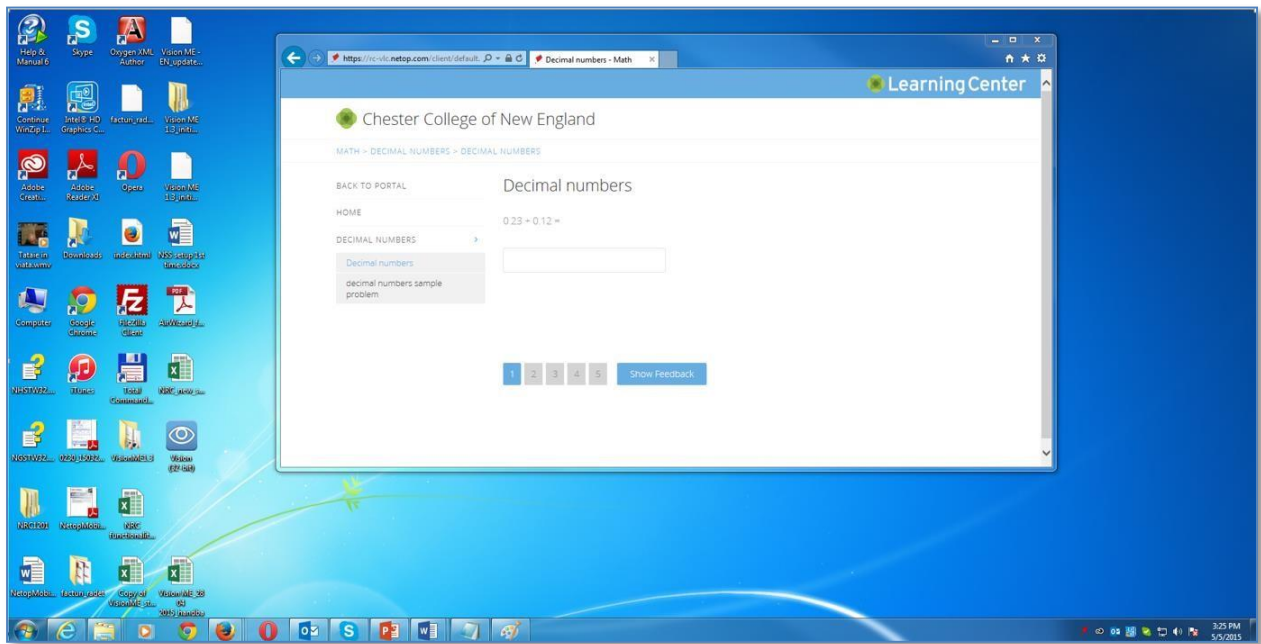


## 4.1. Teacher paced assessments

If the assessment has been set up to be teacher-paced the teacher has a panel to control the pace and to see how students are doing:



Students can start the assessment but will have to wait for the teacher to advance to the next question:



Students can take an assessment outside of class any time. When they log on to the assessment portal, they see the class they have access to and on each class the assessments.

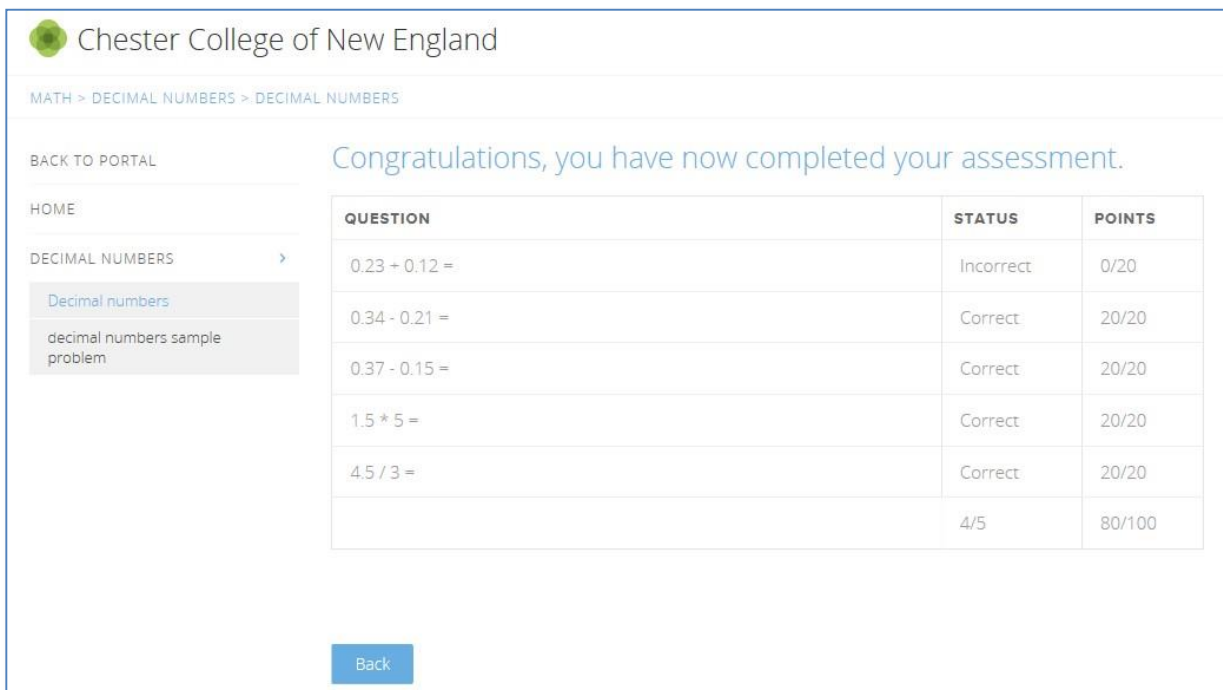
## 5. View assessment results

Students and teachers can view assessments results.

### 5.1. View student assessment status

Students who have taken assessments can monitor their own progress and see how they have been doing on previous assessments.

When students have completed an assessment, they can immediately see the results:



Chester College of New England

MATH > DECIMAL NUMBERS > DECIMAL NUMBERS

BACK TO PORTAL

HOME

DECIMAL NUMBERS >

Decimal numbers

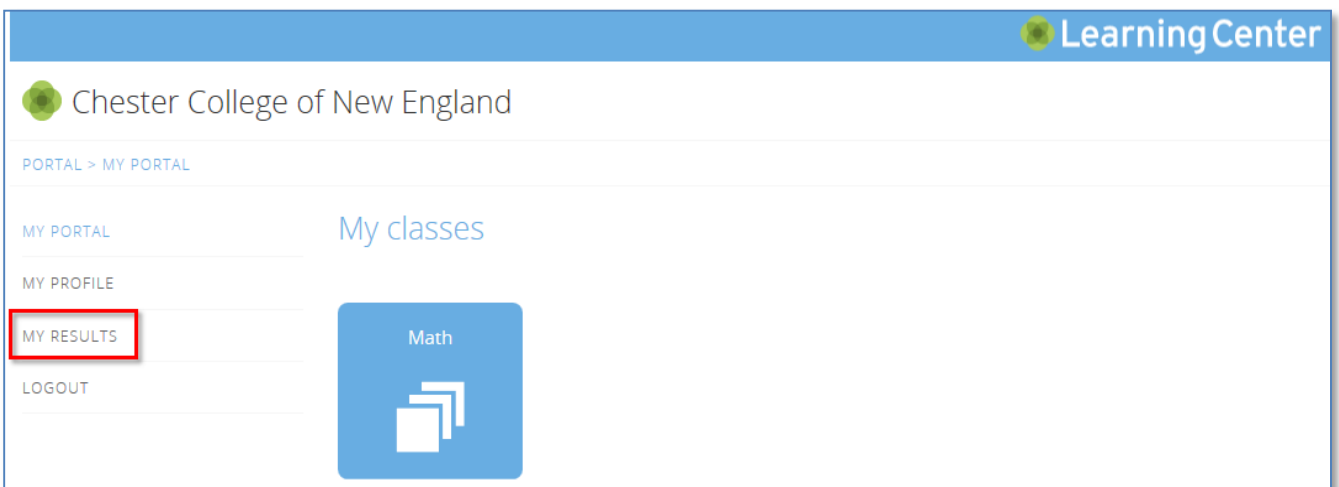
decimal numbers sample problem

Congratulations, you have now completed your assessment.

QUESTION	STATUS	POINTS
$0.23 + 0.12 =$	Incorrect	0/20
$0.34 - 0.21 =$	Correct	20/20
$0.37 - 0.15 =$	Correct	20/20
$1.5 * 5 =$	Correct	20/20
$4.5 / 3 =$	Correct	20/20
	4/5	80/100

Back

Students can see reports on previous assessment results from **My Results** on the menu:



Learning Center

Chester College of New England

PORTAL > MY PORTAL

MY PORTAL

MY PROFILE

**MY RESULTS**

LOGOUT

My classes

Math



The report for each assessment shows the overall result (passed or failed, the number of correct answers out of the total number of questions) and can be expanded to display details:

**Learning Center**

Chester College of New England

PORTAL > MY RESULTS

MY PORTAL  
MY PROFILE  
MY RESULTS  
LOGOUT

## My Results

[Back](#)

### Assessment Results

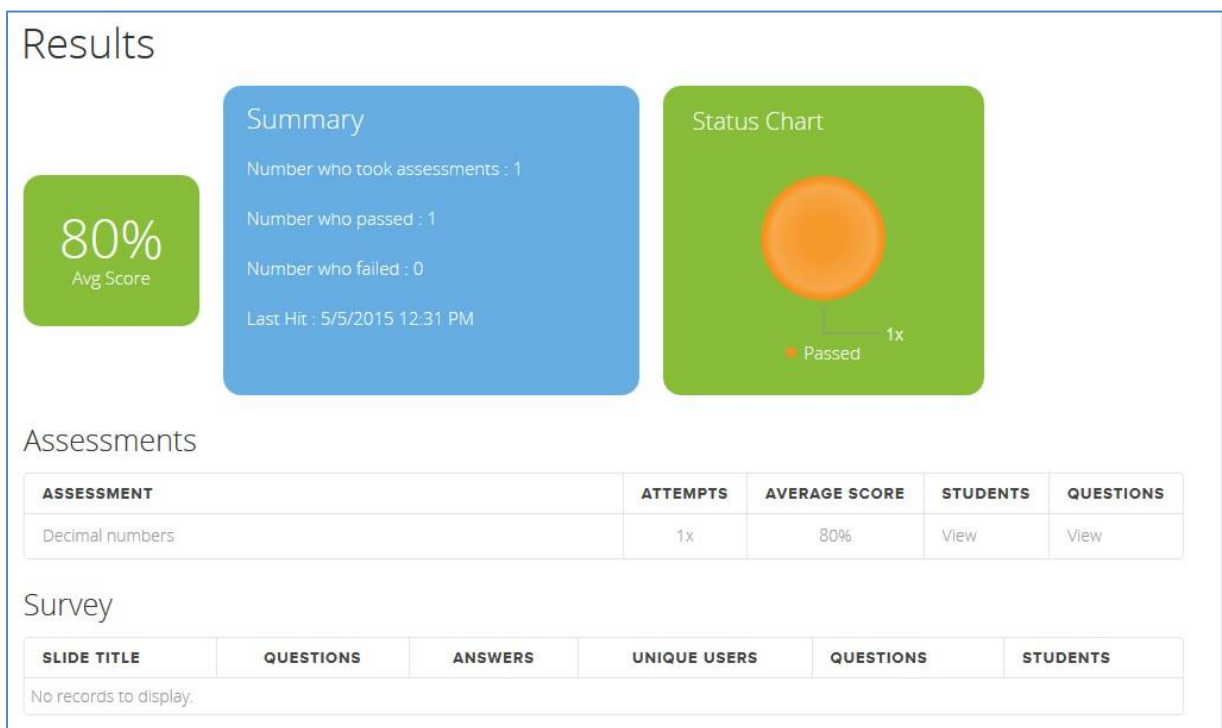
**Decimal numbers**  
**Daniel Greene** : Passed : 80% : 4/5 Questions : 80/100 Points  
 Ended on 5/5/2015 2:31 PM : Took 0h 8m 42s

TITLE	TYPE	CORRECT RESPONSE	RESPONSE	STATUS	POINTS
0.23 + 0.12 =	Fill in the blank	0.34	0.35	✗	0/20
0.34 - 0.21 =	Fill in the blank	0.13	0.13	✓	20/20
0.37 - 0.15 =	Fill in the blank	0.22	0.22	✓	20/20
1.5 * 5 =	Fill in the blank	7.5	7.5	✓	20/20
4.5 / 3 =	Fill in the blank	1.5	1.5	✓	20/20

## 5.2. View Assessment Reports

The classroom assessments provide information about students' progress, helping teachers identify what they should work on.

Teachers can see reports on assessment, surveys and polls results by clicking the **Teacher View** icon then in the Manage class page clicking on **Results**.



To see the report focused on students, from the Students column click the **View** link corresponding to the assessment whose results you want to view.

To see the report focused on questions, from the Questions column click the **View** link corresponding to the assessment whose results you want to view.

### 5.2.1. Report focused on students

The report focused on students displays the list of students with details on the assessment status (passed or failed) and the assessment result (the number of correct answers out of the total number of questions).

## Fractions Test

100%  
Avg Score

### Summary

Number of questions : 8  
 Number who took the assessment : 1  
 Number who passed : 1  
 Number who failed : 0  
 Last Hit : 9/18/2014 1:34 PM

### Status Chart



## Students



Drag a column header and drop it here to group by that column

	USERNAME	FIRSTNAME	LASTNAME	STATUS	QUESTIONS	%	POINTS	
	amoraru	Moraru	Ana	Passed	8/8	100%	100/100	

To see details about each student's answers, click on the student's username:

## Assessment Results

Fractions Test

Moraru Ana : Passed : 100% : 8/8 Questions : 100/100 Points

Ended on 9/18/2014 1:34 PM : Took 0h 9m 22s

TITLE	TYPE	CORRECT RESPONSE	STUDENT RESPONSE	STATUS	POINTS
What is 1/8 written as a decimal?	Multiple Choice Question	0.125	0.125	✓	10/10
What is the decimal 0.9 written as a fraction?	Multiple Choice Question	9/10	9/10	✓	20/20
20% written as a fraction?	Multiple Choice Question	1/5	1/5	✓	10/10
What is 20% of 240?	Multiple Choice Question	48	48	✓	10/10
What is the decimal 0.33 written as a fraction?	Multiple Choice Question	1/3	1/3	✓	10/10
What is 2/5 written as a percent?	Multiple Choice Question	40%	40%	✓	10/10
What is the decimal 0.125 written as a percent?	Multiple Choice Question	12.5%	12.5%	✓	20/20
What is 1/8 written as a percent?	Multiple Choice Question	12.5%	12.5%	✓	10/10

### 5.2.2. Report focused on questions

The report focused on questions displays the list of questions and how they have been answered.

QUESTION	TYPE	STUDENTS THAT PASSED	%
What is $\frac{1}{8}$ written as a decimal?	Multiple Choice Question	1/1	100.00%
What is the decimal 0.9 written as a fraction?	Multiple Choice Question	1/1	100.00%
20% written as a fraction?	Multiple Choice Question	1/1	100.00%
What is 20% of 240?	Multiple Choice Question	1/1	100.00%
What is the decimal 0.33 written as a fraction?	Multiple Choice Question	1/1	100.00%
What is $\frac{2}{5}$ written as a percent?	Multiple Choice Question	1/1	100.00%
What is the decimal 0.125 written as a percent?	Multiple Choice Question	1/1	100.00%
What is $\frac{1}{8}$ written as a percent?	Multiple Choice Question	1/1	100.00%

To see details about answers to each question, click on the question:

Fractions Test						
What is $\frac{1}{8}$ written as a decimal?						
	USERNAME	FIRSTNAME	LASTNAME	CORRECT RESPONSE	STUDENT RESPONSE	STATUS
	amorarur	Morarur	Ana	0.125	0.125	Correct
	schooladmin@greenmeadows.com	Oana	Bota	0.125		Not Attempted
	schooladmin@greenmeadows.com	Oana	Bota	0.125		Not Attempted



Teachers who have run a teacher paced assessment have direct access to the reports from the teacher control panel.

Reports can be exported to .xls format using the **Export** button.



### 5.3. Print assessments

Teachers can print preview and print assessment results focused on students from **Results** page, on the Students column click on the **View** link corresponding to the assessment whose results you want to view.

Printing assessment results enables the teacher to sit down with students and discuss the answers the student gave.

Students  

Drag a column header and drop it here to group by that column

	USERNAME	FIRSTNAME	LASTNAME	STATUS	QUESTIONS	%	POINTS	
	amoraru	Moraru	Ana	Passed	8/8	100%	100/100	

## 6. How do I...

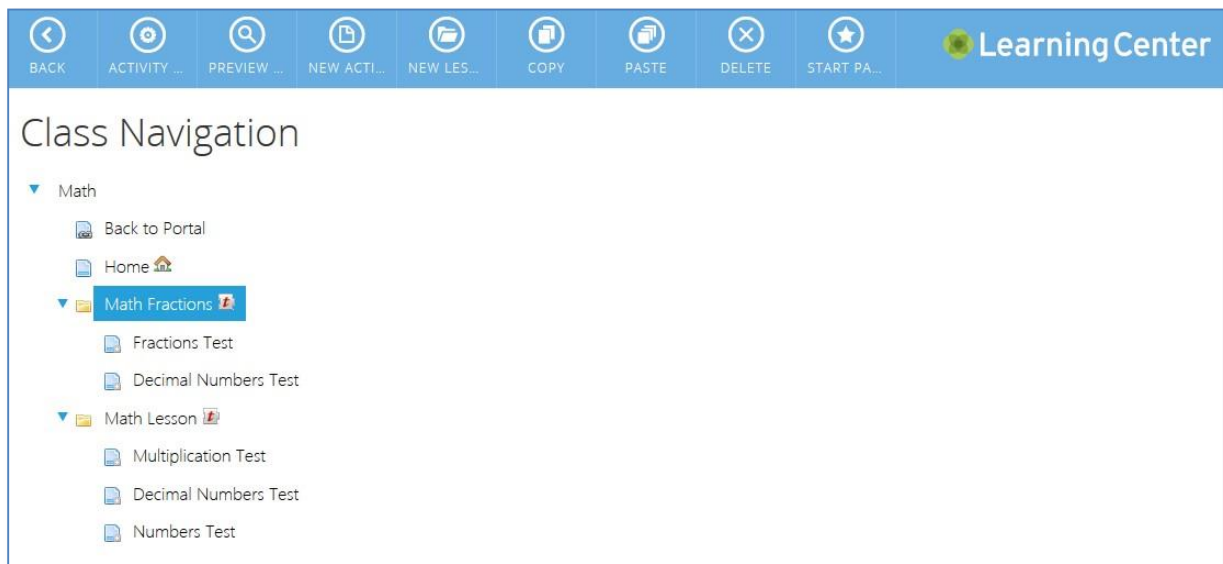
### 6.1. Copy an assessment from one class to another

1. Go to the class you want to copy an assessment from.
2. On the upper-right corner of the page, click the **Teacher View** icon.
3. In the Manage class page, click the **Manage Content and Structure**. The Class Navigation page displays.
4. Select the assessment you want to copy and click the **Copy** button
5. Go to the class you want to copy the assessment to.
6. In the Manage class page, click the **Manage Content and Structure**. The Class Navigation page displays
7. Make sure the root of the navigation tree is selected and then click the **Paste** button. The assessment is added to the new class.

### 6.2. Manage multiple assessments on the menu

Teachers with multiple assessments can arrange them in lessons. You can create a lesson for a specific theme and move your assessments to the lesson. The lesson will show on the menu and students will have to expand to see assessments

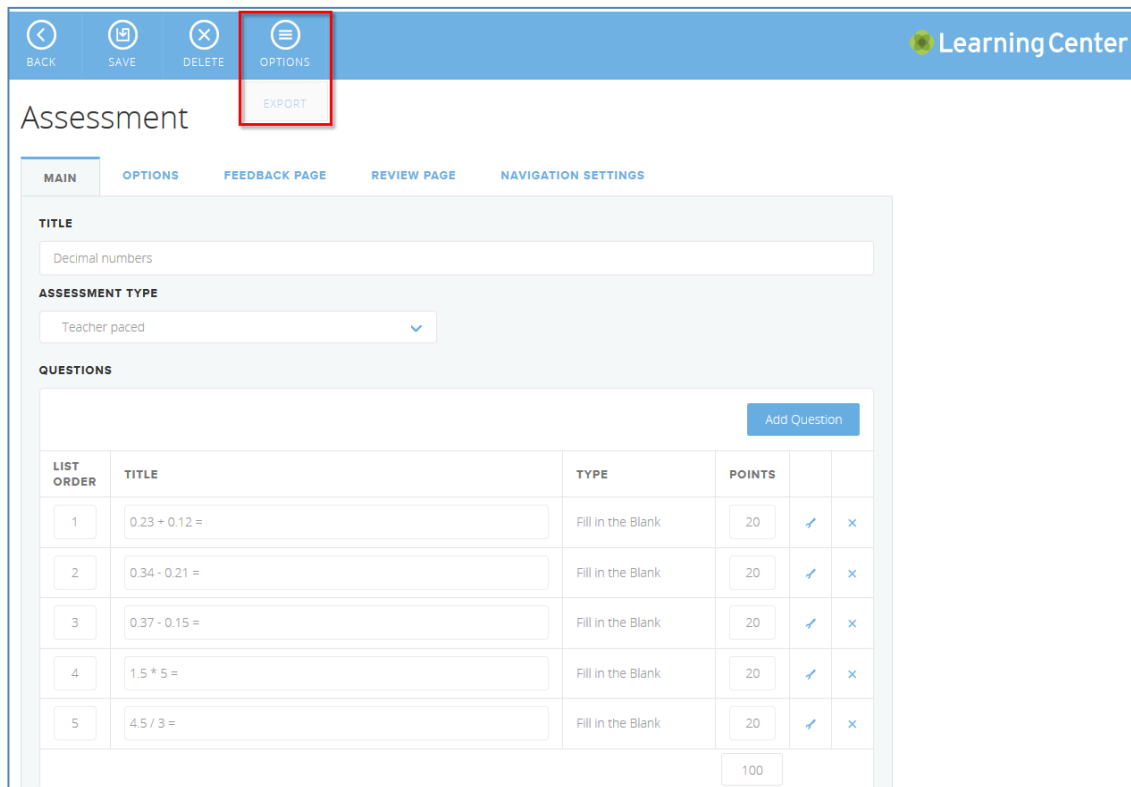
1. Go to the class where you have multiple assessments.
2. At the upper-right corner of the page, click the **Teacher View** icon.
3. In the Manage class page, click **Manage Content and Structure**. The Class Navigation page displays.
4. Add a new lesson to the class:
  1. Click on the **Add Lesson** button at the upper side of the page. The Add New Lesson page displays.
  2. Enter the lesson title and /or lesson content and click the **Save** button at the upper side of the page. The lesson displays in the class tree.
5. Arrange assessments per lessons using either drag and drop or **Copy/Paste** buttons. If you choose copy / pasting the assessments, they will also remain in their original location.



## 6.3. Share assessments with another teacher

Teachers can export an assessment they want to share with a fellow teacher:

1. Go to the assessment you want to share and at the upper-right corner of the page, click the **Edit Activity (Assessment)** option. The Assessment settings page displays.
2. Click the **Options** button at the upper-side of the page and select **Export**.



A zip file is created that includes the assessment itself as well as any resources, for example images and videos, used in the assessment.

3. Download and save the file to the desired location then share it with the fellow teacher.

### 6.4. Import an assessment

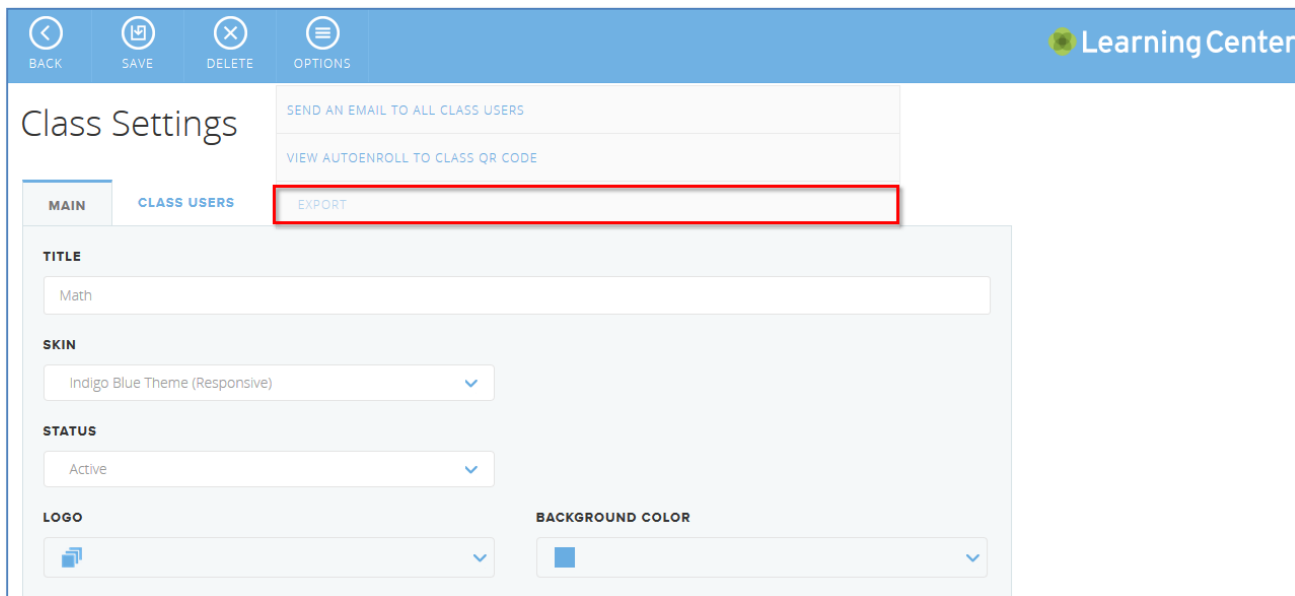
When creating a new activity of type assessment, you can import an assessment a fellow teacher shared with you:

1. Add a new activity of type Assessment and click on **Save**.
2. In the Assessment settings page, click the **Options** button at the upper side of the page and select **Import**.
3. Click on the **Select** button, browse for the assessment zip file you received from the fellow teacher, select it and click on the **Upload File** button. The assessment loads.
4. Enter assessment title and click on the **Save** button at the upper side of the page.

### 6.5. Share classes with another teacher

Teachers can export a class they want to share with a fellow teacher:

1. Go to the class you want to share and at the upper-right corner of the page, click on the **Teacher View** icon.
2. In the Manage class page, click on **Manage Class**.
3. Click on the **Options** button at the upper side of the page and select **Export**.



A zip file is created that includes the class site itself as well as any resources used on the class site.

4. Download and save the file to the desired location then share it with the fellow teacher.



## 6.6. Import a class

When creating a new class, you can import an assessment a fellow teacher shared with you:

1. On the school portal administration, click on **Add Class**. The Class Settings page displays.
2. Click on the **Options** button at the upper side of the page and select **Import**.

The class loads.

3. Enter class title and click on the **Save** button at the upper side of the page

## 6.7. Add a video to an assessment

Teachers can add a video located on Youtube or vimeo to an assessment:

1. Select the assessment from your class and at the upper-right corner of the page, click the **Edit Activity (Assessment)** icon.
2. Collapse the Options section and make sure to check the Start Page check box.
3. Collapse the **Start Page** section and click the **Insert External Video** icon.
4. Enter the Youtube or Vimeo video URL into the appropriate button and click **Save**.
5. Click the **Save** button at the upper side of the page.

## 6.8. Create and run a teacher paced assessment

Teacher paced control allows the teacher to control when the student will see the next question. This is relevant only for assessments that you want to run from Vision Pro while in class.

To add a teacher-paced assessment to a class:

1. Add a new activity and choose that the content should be an assessment.
  1. Go to the class to which you want to add an assessment and click the Teacher View icon at the upper-right corner of the page.
  2. In the Manage class page, click on **Add Activity**.
  3. Enter a page title and choose that the page content should be an **Assessment**, then click on the **Save** button at the upper side of the page. The Assessment page displays.
2. Create assessment.
  1. Enter the assessment title then from the **Assessment Type** drop-down list select **Teacher paced**. The assessment will no longer have a Start Page.
  2. Add questions to the assessment using the **Add Question** button. For details on question types, see [Available Question Types](#).
  3. Set the assessment options:
    - Review pages as well as adding the text the student should see on those pages.
    - Instant feedback to let the student know if the answer was correct or not.
    - Mastery score which means that students are required to obtain a specific score in order to pass the assessment.
3. Once you have finished creating the assessment click on the **Save** button at the upper side of the page. The assessment displays on the class menu.

The screenshot shows the Learning Center interface for a teacher-paced assessment. At the top, there is a blue header with the Learning Center logo and the text "Chester College of New England". Below the header, there is a navigation bar with "MATH > DECIMAL NUMBERS". The main content area displays the title "Decimal numbers" and the equation  $0.23 + 0.12 =$  followed by an empty input box. On the left side, there are links for "BACK TO PORTAL", "HOME", and "DECIMAL NUMBERS". At the bottom, there are buttons for "1", "2", "3", "4", "5", "Show Feedback", "Control Panel", and "Get URL".

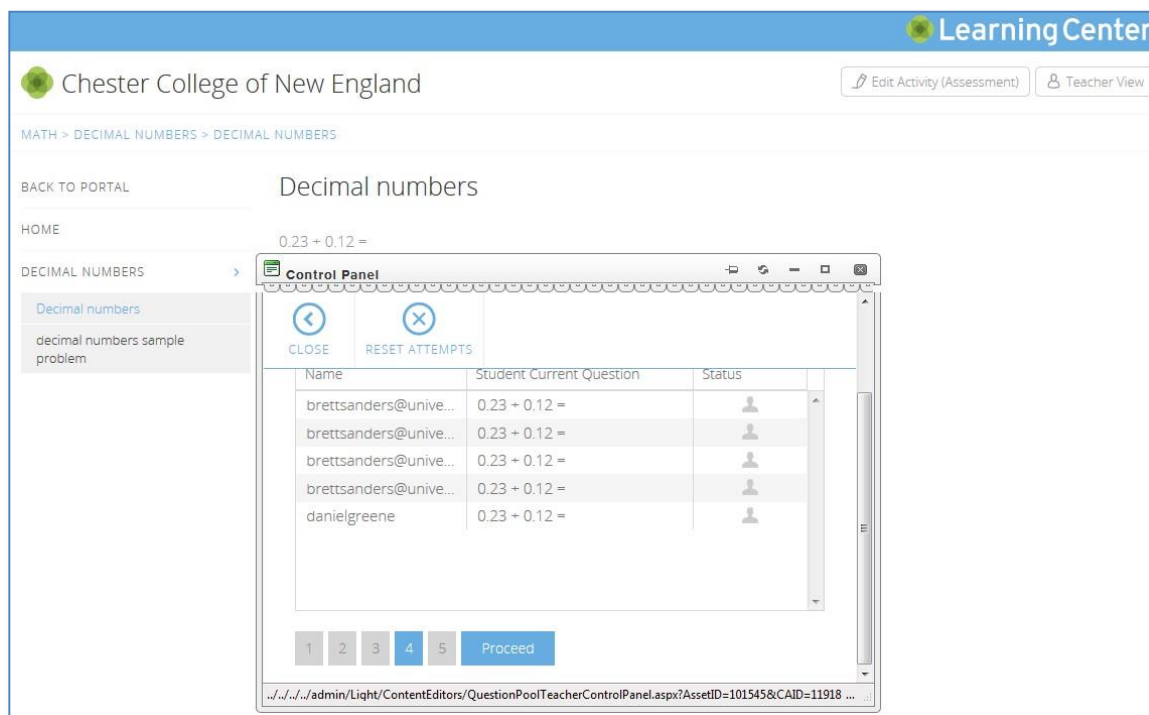
To start an assessment on students' computers:

1. In Vision Pro, on the **Home** tab, in the Learning group, click on **Learning Center**. The Learning Center portal login window opens, and the teacher should log in.

2. Browse to the relevant assessment in Learning Center and click **Start Test on Student Computers**.

The default browser automatically opens on the student computers and shows the test; if the students have not logged in to Learning Center they will have to do so first. The student computers have the test open but since it is teacher-paced the page is in a waiting state.

3. Click on the **Control Panel** button to control the pace of the questions and see which of the students have answered.



## 6.9. Create an interactive assessment

An "Interactive video" assessment enables teachers to add a question marker to a video that pauses the video. The pause can be used to ask students a question; questions of one of the [10 available types](#) can be used.

Any number of markers and associated questions can be added to a video. Adding questions to a video enables teacher to keep track of students actually watching the video.

Creating interactive video assessments enables teachers to keep students engaged by transforming passive content into an active learning experience.

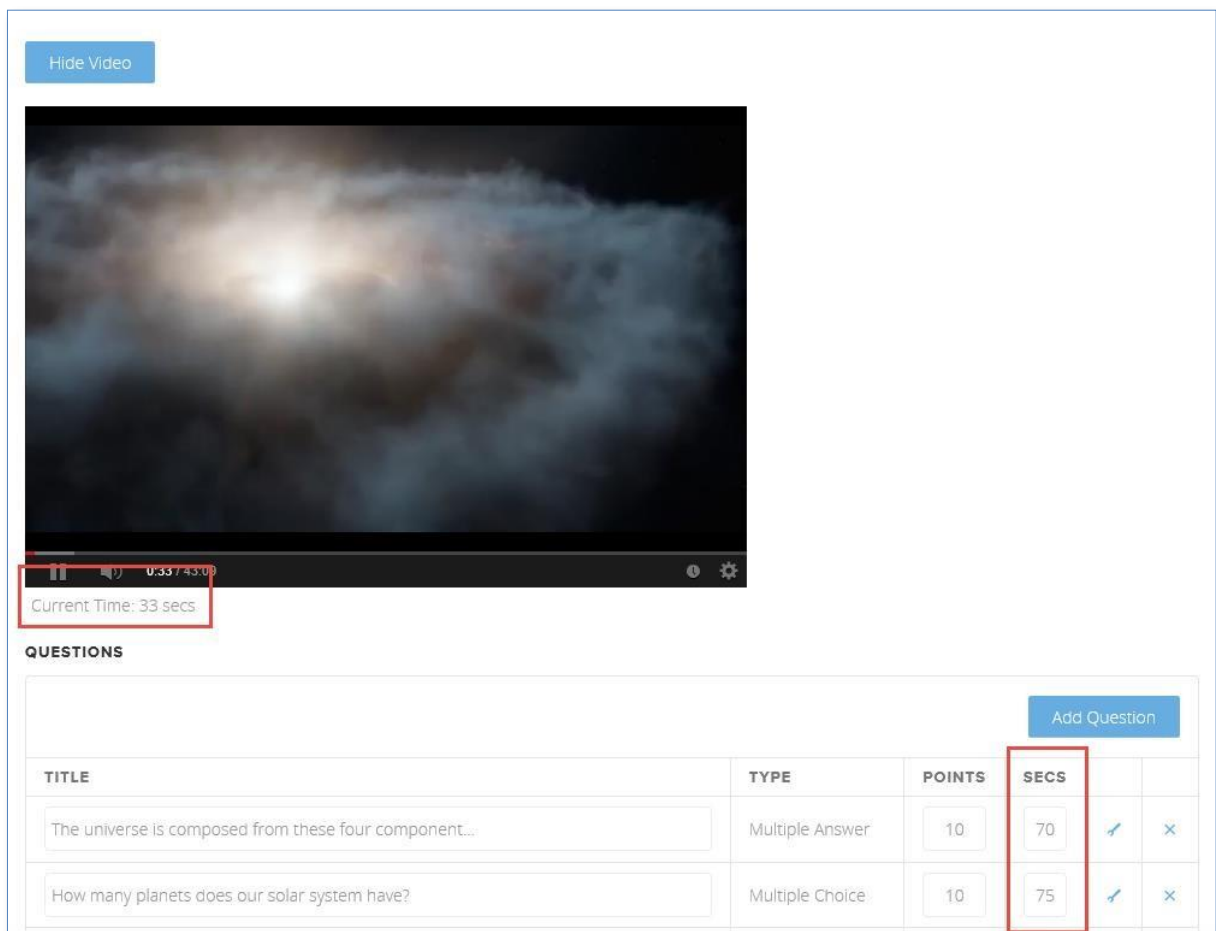
To add an interactive video assessment to a class:

1. Go to the class to which you want to add an interactive assessment and at the upper-right corner of the page, click on the **Teacher View** icon.
2. In the Manage class page, click on **Add Activity**.
2. Enter a page title and choose that the page content should be an **Assessment**, then click on the **Save** button at the upper side of the page. The Assessment page displays.

- From the **Assessment Type** drop-down list select either **Interactive video (Youtube)** or **Interactive video (vimeo)**.

The screenshot shows the 'Assessment' configuration page. At the top, there are tabs: MAIN, OPTIONS, START PAGE, FEEDBACK PAGE, REVIEW PAGE, and NAVIGATION SETTINGS. The 'MAIN' tab is active. Below the tabs, there is a 'TITLE' field containing 'Math problem demonstration'. Underneath, the 'ASSESSMENT TYPE' dropdown menu is open, showing options: 'Interactive Video (YouTube)', 'Normal', 'Teacher paced', 'Interactive Video (YouTube)' (highlighted with a red box), 'Interactive Video (Vimeo)', and 'Map Video'. Below the dropdown, there is a 'QUESTIONS' section with an 'Add Question' button. At the bottom, there is a table with columns: TITLE, TYPE, POINTS, SECS, and two empty columns. The table currently shows 'No records to display.'

- Paste the actual video URL in the **VIDEO URL** field and click on the **Map Video** button to play the video with a counter in seconds underneath.



Hide Video

Current Time: 33 secs

**QUESTIONS**

TITLE	TYPE	POINTS	SECS		
The universe is composed from these four component...	Multiple Answer	10	70	✓	✗
How many planets does our solar system have?	Multiple Choice	10	75	✓	✗

Add Question

This counter is used to define when the video should be paused, and a question asked. An interactive video assessment always begins with a piece of video; the video is first stopped at the number of seconds given next to the first question.

We recommend you start by watching the video while noting down questions and places where each question should be asked; then create the questions.

5. Add questions using the **Add Question** button then enter the number of seconds next to the question where the video is stopped, and the question is shown to the students. You can also weight questions by entering Points next to questions.
6. Set the assessment options:
  - Review pages as well as adding the text the student should see on those pages.
  - Instant feedback to let the student know if the answer was correct or not.
7. Once you have finished creating the assessment click on the **Save** button at the upper side of the page. The assessment displays on the class menu.

In the example above, the video stops after 70 seconds and the first question is shown to students:

Planets quiz (interactive video)

The universe is composed from these four components:

- ☐ dust
- ☐ planets
- ☐ galaxies
- ☐ light
- ☐ suns
- ☐ stars
- ☐ moons
- ☐ gas cloud

1 2 3 4 Continue

When students have answered the question, they click on **Continue** and the video resumes.

**Tips:**

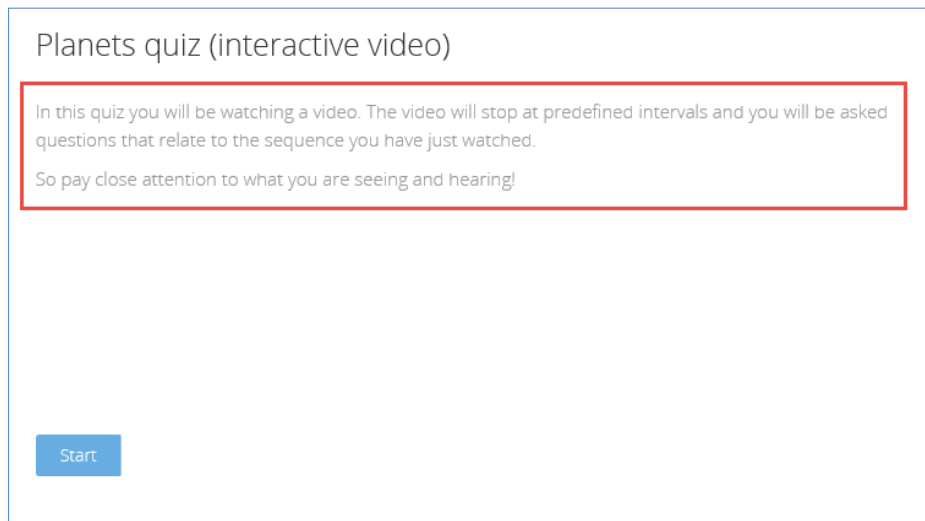
- You will likely find the clean-up functions under Options useful when developing and testing the interactive video assessment:

## Assessment

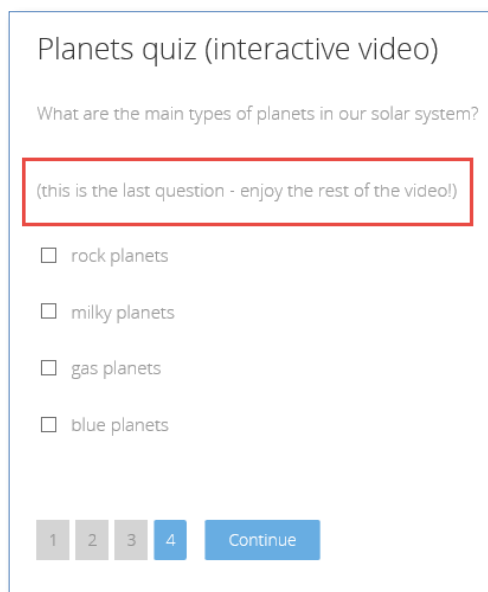
MAIN OPTIONS START PAGE FEEDBACK PAGE REVIEW PAGE NAVIGATION SETTINGS

ENABLE	MASTERY SCORE (%)	DELETE ATTEMPTS
<input checked="" type="checkbox"/> Start Page	70	<input checked="" type="checkbox"/> Delete all my attempts
<input checked="" type="checkbox"/> Review Page		<input checked="" type="checkbox"/> Delete all attempts
<input checked="" type="checkbox"/> Feedback Page		<input checked="" type="checkbox"/> Delete incomplete attempts
<input checked="" type="checkbox"/> Instant Feedback		

- Use the start page to explain to students how the quiz is going to run:



- Use the last question to let the students know that this IS in fact the last question:



### 6.10. Work with a draft assessment

If you have a draft assessment and want to work with it, you need to:

1. On the My classes page, select the desired class, click the **Teacher View** icon in the upper-right corner of the page then click on **Manage Content and Structure**.
2. Select the draft assessment and click on the **Preview** button at the upper side of the page.

The assessment opens, and you can edit it the normal way by clicking on the **Edit Lesson Text** icon in the upper-right corner of the page.

## 6.11. Ask for input from students

An assessment is a series of questions that each has one or more correct answers, a survey is a series of questions where each answer is not right or wrong but serves to collect data.

For example, the teacher could choose to have students answer survey question after several lessons on a particular topic to gauge how students feel about the types of activities, the presentation methods, the level of homework etc.

Poll is a condensed version of survey with fewer settings and consequently quicker to create.

### 6.11.1. Create a survey

1. Go to the class to which you want to add a survey and at the upper-right corner of the page, click on the **Teacher View** icon.
2. In the Manage class page, click on the **Add Activity** option.
3. Enter survey title and choose that the content type should be a Survey, then click on the **Save** button at the upper side of the page. The Survey Content Editor page displays.

## Survey Content Editor

MAIN
NAVIGATION SETTINGS

TITLE

Math Survey

INTRODUCTION

Use this area to write text that introduces the survey

Design
HTML

TYPE

Single answer with update

Single answer with update

Single answer with no update

Multiple answer

Add Question

LIST ORDER	TITLE	TYPE
No records to display.		

FEEDBACK



4. Enter the survey title, enter an introductory text and from the Type drop-down list select the survey type. For details on survey types, see [Available Survey Types](#).
5. Add questions to the survey using the **Add Question** button, like adding questions to assessments. For details on survey question types, see [Survey Available Question Types](#).
6. Once you have finished creating the survey click the **Save** button at the upper side of the page. The survey displays on the class menu.

## Math Survey

Use this area to write text that introduces the survey

Are you satisfied with teh class content?

Please suggest improvements to the Math class

Save

### Available Survey Types

Survey Type	Description
Single answer with update	<p>Students can answer the survey and go back and change answers. Having answered a survey once, the survey answers students gave will remain visible the next time they open the survey:</p> <p>Student can go back and change any of their responses and click Save again to update.</p> <p>Survey statistics will show all answers; survey answers log will show only the most recently saved version</p>
Single answer with no update	<p>Students can answer the survey once only and that they cannot go back in a survey and change an answer.</p> <p>The survey answers remain visible but the Save button is no longer available, so no updates are possible.</p> <p>Survey statistics will show all answers; survey answers log will show only the most recently saved version.</p>

Multiple answer	<p>Students can answer the survey multiple times. Each time student's answer is considered a new instance.</p> <p>The survey answers remain visible.</p> <p>Survey statistics will show all answers; survey answers log will show one entry for each time student only the most recently saved version.</p>
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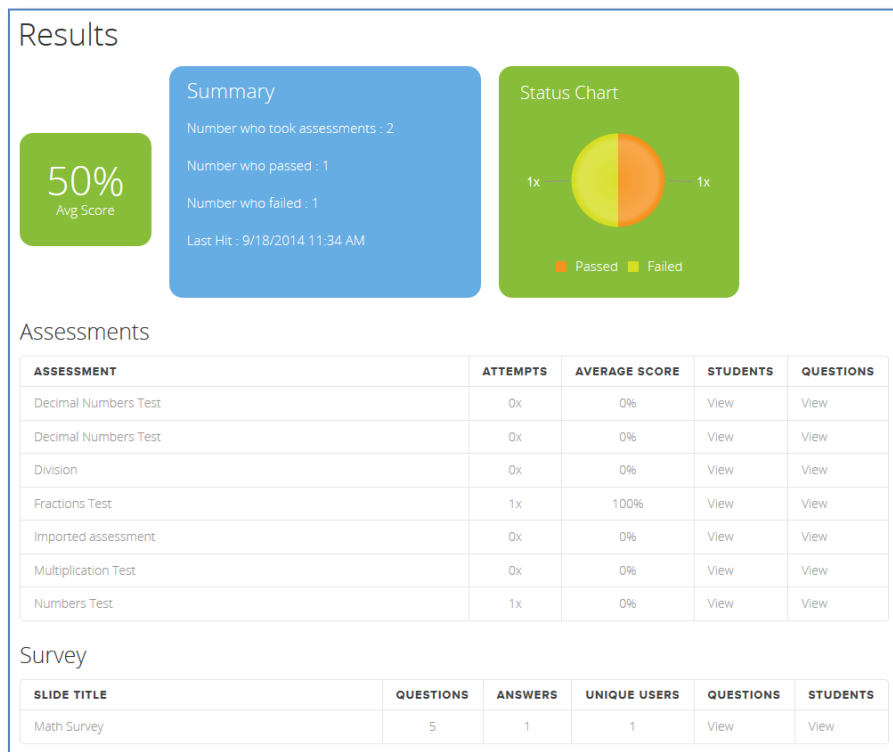
#### Available Survey Question Types

Question Type	Description
Multiple Choice	Multiple Choice requires the student to select the single correct choice from a maximum of 10 possible choices.
Text Area	Text Area question is a question followed by a multiple lines blank field into which the student can type an answer.
Text Box	Text Area question is a question followed by a single line blank field into which the student can type an answer.
Multiple Answers	Multiple answers require the student to select all of the correct choices from a maximum of 10 possible choices.

Each question, regardless of type, can be mandatory or optional.

#### 6.11.2. View data from a survey

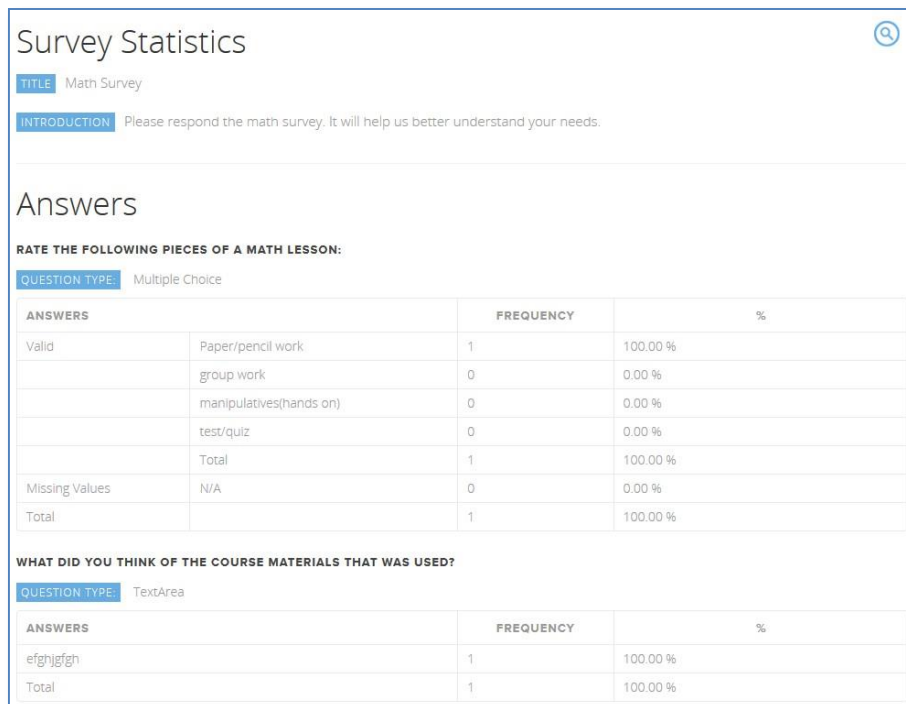
Once students have completed a survey, teachers can see reports on the feedback: go to the Manage class page and click on **Results**. The Results page displays a general overview on all assessments and surveys.



Teachers can see statistics or an answers log with information about who answered the survey as well as details about answers given by each respondent.





## Survey Statistics

The Survey Statistics displays the list of questions and how they have been answered.



## Survey Answers Log

The Survey Answers Logs displays the list of users who responded the survey.

Survey Answers Log						 	
USERNAME	FIRSTNAME	LASTNAME	EMAIL ADDRESS	DATE			
amoraru	Moraru	Ana	amoraru@greenmeadowsschool.com	9/18/2014 1:36 PM			

To view what a specific student survey answers, click on the **Edit** icon corresponding to the student.

### 6.11.3. Create a poll

1. Go to the class to which you want to add a poll and at the upper-right corner of the page, click on the **Teacher View** icon.
2. In the Manage class page, click on the **Add Activity** option.
3. Enter poll title and choose that the content type should be a Poll, then click on the **Save** button at the upper side of the page. The Poll Editor page displays. A poll can have **one** question only; the question type can be multiple-choice or multiple answer.

## Poll Editor

MAIN

NAVIGATION SETTINGS

TITLE

Math Poll

QUESTION

Enter your question here

TYPE

Multiple Choice

Multiple Choice

Multiple Answer

Add Choice

LIST ORDER	CHOICE	
0	Choice 0	×
1	Choice 1	×
2	Choice 2	×

4. From the **Type** drop-down list select the question type.
5. Once you have finished creating the poll click on the **Save** button at the upper side of the page. The poll displays on the class menu.

The screenshot displays the Learning Center interface for Chester College of New England. At the top, the header includes the Learning Center logo and the college name. Below the header, there are two buttons: "Edit Activity (Poll)" and "Teacher View". The main content area is titled "MATH CLASS > MATH POLL". On the left, there is a sidebar menu with links: "BACK TO PORTAL", "HOME", "MATH PROBLEM DEMONSTRATION", "MATH QUIZZ", "MATH SURVEY", and "MATH POLL". The main content area shows the title "Math Poll" and the question "What did you think of the quiz questions?". Below the question, there are three radio button options: "They were far away too easy for me", "They were ok", and "They were really difficult". At the bottom of the form, there are three buttons: "Submit", "View poll results", and "View Answer Log".