PageOut®

Instructor Manual

Getting Started

Goals:
- Obtain a PageOut® account.
- Login as an instructor.
- Create a Welcome Page and select a Page Design.
- Learn how to navigate within PageOut®.
- Learn how students access your completed Web Site.

Fast Start!
To Obtain a PageOut® account.
1. Contact your local Publisher's Representative. Click <u>here</u> (this will go to rep locator) for the Rep Locator.
2. Provide name, contact, and course information.
3. Your Rep will register you with an account.
4. You will receive an email with your login information.

To Login as an Instructor.
1. Go to **http://www.pageout.net.**
2. Enter your user id and password. (all lower case)
3. Click "login."

To Create a Welcome Page and Select a Page Design.
1. Click " My Welcome Page " on the Instructor Menu.
2. Draft a welcome message for your students. When students login to your course, this will be the first item they see.
3. Select a page design from the drop-down menu. To preview the designs, click on the preview link located above the drop-down menu.
4. Click "Save."

To Navigate within PageOut®.
1. There are 3 sets of navigation menus; Instructor Menu, Utility Menu and the Course Web Site Menu.
2. **To create a new course:**
   a. Click "Create a New Course Web Site" button on the My Course Web Site page.
   b. Use the Course Web Site Menu to navigate.

3. **To enter into an existing course web site:**
   a. Click on the title of the course from the table on the My Course Web Site page.
   b. Use the Course Web Site Menu to navigate.
4. See the detailed Documentation below for in-depth coverage of how to navigate within PageOut®.

To Direct Students to your PageOut® Course.
1. Direct your students to the URL shown at the top of the page under Your Web Site Address.

Detailed Documentation:

Obtaining a PageOut® Account

The first step to using PageOut® is to contact your local McGraw-Hill Sales Representative. Your representative may have already familiarized you with the capabilities of PageOut®. To authorize you to utilize PageOut®, your representative requires the following information:

- your complete name
- the institution that offers your course
- the textbook that is featured in your course
- the number of students enrolled in your course
- the start and finish dates for your course
- your complete mailing address
- your e-mail address
- your phone and fax numbers

Once this information is processed, your representative will supply you with a User ID and Password; both are necessary for login.

If you need to contact your McGraw-Hill representative, this can be done in two ways: 1) you may click on the "locate your campus rep" link at the bottom of the PageOut® home page (www.pageout.net) and follow the instructions, or 2) you may also click the "Getting Started" link located on the PageOut® homepage. This will direct you to the Getting Started page, which features a link to locate and contact your McGraw-Hill representative.

Login as an Instructor

Using your web browser, go to www.pageout.net. The PageOut® homepage offers several choices.

Enter the User ID and Password supplied by your representative and click "Login."

If you have lost or forgotten your User ID or Password, call us at (800) 541-7145.

Upon submitting your User ID and Password, you enter the "My Course Web Sites" page of PageOut®. From here, you can create a new course web site or enter an existing site you have developed.

Note that the top of the screen lists your web site address (URL). This is the address you will distribute to your students for them to access your PageOut® site.

Creating a Welcome Page

My Welcome Page allows you to create and edit a message that students will first view upon entering your PageOut® site. This initial message should prompt students to select the specific web site for the class in which they are enrolled.

The Welcome Page also includes a list of your course web sites. (You may create more than one web site.)

Understanding Enhanced Editing

"Switch to Enhanced Editing" This feature offers an instructor more sophisticated options in preparing the text of your Welcome Page.

To use Enhanced Editing, however, your browser must support Java applet technology. PageOut® recommends versions 4.0 and higher of Microsoft Internet Explorer and Netscape Navigator. Normal Editing is PageOut®'s default setting.

Enhanced Editing: Clicking "Switch to Enhanced Editing" adds two additional buttons above the Welcome Message field: "HTML" and "Diacritics."

- **HTML:** This feature allows you to insert HTML tags in the text field to format selected text. For example, enter text in the field and select a word using your mouse, then click the "HTML" button to open the pop-up window. Choose "Bold" from the menu in the pop-up window. Note that HTML tags are inserted around the selected text in the Welcome Message field. The formatted text will appear in bold face type when it is displayed on the final web page.

- **Diacritics:** This feature allows you to insert special letters and characters. This is especially helpful in preparing text for courses in foreign languages. To add a diacritical character, simply type your text in the Welcome Message field. Position the cursor in the text field where you wish to insert the special character. Click the "Diacritics" button to open the pop-up window. Select the desired character and close the pop-up window. The special character has been inserted into the field.

- **Normal Editing:** Normal Editing mode is a straightforward means of creating your Welcome Message. Normal Editing mode lacks the "HTML" and "Diacritics" buttons. Normal Editing still offers a means of formatting message text, however. Above the Welcome Message field is a link labeled "Formatting Tips." Clicking on the link opens a pop-up window providing instructions on manually inserting or pasting HTML tags into the text field.

Selecting a Page Design

A university includes a full spectrum of academic disciplines. So that course websites will reflect the diverse nature of these different areas of study and the many courses within them, PageOut® features professionally designed templates containing graphics and designs appropriate for different academic disciplines.

This Page Design feature selects only the design used on your Welcome Page. Designs for the rest of your site's pages are selected in the Course Settings area of the Course Web Site Menu.

1. Clicking on the drop-down menu reveals the choices of available designs. Select the area that best fits the nature of your course.

2. If you would like to view the look and layout of the different designs, click the "Preview the Designs" link. A new browser window opens containing the PageOut® Preview Menu. This menu lists the different academic disciplines for which PageOut® has design templates. Click on the menu item to view the page design. Close the new browser window when you are finished previewing page designs.

3. If you wish to create your own design by adding your own graphics and cosmetic attributes, PageOut® has a My Designs feature that is intended for that purpose.

4. After entering your message and selecting your page design, Click "Save" at the bottom of the page in order to keep your changes.

5. You can preview the look of your PageOut® website's Welcome Page by clicking on the URL address at the top of the screen. The design of the page, as well as any adjustments you made to your text by inserting HTML tags or special characters, will be displayed.

Navigating Within PageOut®

There are three navigation menus or tool bars within PageOut®.

- **Instructor Menu:** use this menu to access the following features:
    - My Welcome Page
    - My Course Web Sites

- **Utility Menu:** use this menu to access the following features:
    - Assessment Tools
    - Manage My Files
    - Online eBooks
    - My Settings

***Note: All of these activities are done **outside** of a specific course web site.

- **My Course Web Sites Menu:** use this menu to access the following features:
    - Course Settings
    - Course Pages
    - Gradebook
    - Assignments
    - Course Content
    - Students
    - Communications

***Note: All of these activities are done **within** a specific course web site.

How Students Access Your PageOut® Course

Communicate your Web Site address (URL) to your students so they can access the course web site(s) that you create in PageOut®.

Your web site address (URL) is located at the top of the screen in blue.

The Menu Items, Features, and Templates that you use as an instructor will directly affect what the student views and experiences when visiting your course web site(s).

My Settings

Goals:

The 📁 My Settings area is where instructors make initial decisions about the course web site they constructing. This area allows you to:

- Edit and update your PageOut® profile information.
- Set the Time Zone.
- Create or update your own page designs.

Fast Start!

The 📁 My Settings menu item contains features that allow you to enact settings that affect your **PageOut®** website at the instructor level.

1. Go to http://www.pageout.net enter your User ID and Password and click "Login." You will be directed to the "My Course Web Sites" page.
2. In the Utility Menu, click " 📁 My Settings." The folder will expand showing the contents.

Submitting your "My Account" information.

1. Click "📄 My Account" on the Utility Menu.
2. Your password can be changed by clicking "Change Password."
3. Edit your basic information (first name, last name, e-mail, phone, and fax) in the dialog boxes.
4. You can also change the drive letter which pertains to your CD-Rom on your computer.
5. Enter a question and answer pair that will be useful in the event of needing to recover a lost or forgotten password. Click "Save."

Adjusting the Set Time Zone page.

1. Click "📄 Set Time Zone" on the Utility Menu.
2. From the list in the table, select the time zone in which your course is taught. Click "Save."

Creating a Custom Page Design (optional).

1. Click "📄 My Designs."
2. Click "Create a Design."
3. Give the design a title. Click "Continue."
4. Scroll down the page to the table that contains all the page attributes and click "Header Image."

To ADD a Header, Bullet or Footer Image:

All the images for your page design must be in the my files area, or you could enter the url of the image you which to add

A. To add an image from my files, click on the link titled **(Click here to link in a graphic from My Files).** A new window will open up showing the contents of the my files area. But if you have the image already loaded into "My Files" click the radio button to the left of the file, and click "Add."

B. If you do not have the image in you're "My Files" area, click "Add New File" and then click "Browse." A new window will open up showing the content that will allow you to search the contents of your computer for the file. When you find the file you wish to use, click "Open." Once the file has been selected the window will close.

C. Click "Upload" in the "My Files" area, to add the file for the header image click the radio button to the left of the file, and click "Add."

5. You can now add an optional image within height which will allow you to manipulate those attributes by either expanding or compressing. To do this, add the pixel size in the respective boxes.

   Changing image size to a larger or smaller pixel size may change the quality and clarity of the image

6. Image Link allows you to use an image as a hyperlink to another website. To do this add the URL in the dialog box.

7. When your mouse scrolls over the image, <u>Alternate Text</u> displays a small description.

8. Bullet Image allows you to use a custom bullet point instead of the standard. These could either be small images that you may have or custom images that you have created in a photo editor.

To ADD: Course Title Font, Welcome Page Course Title Font, Page Title Font, Primary

Navigation Font and Secondary Navigation Font.

This allows you to choose different font sizes, text styles, such as bold, underlining

and italics.

1. **Specify your preferences using the drop-down menus and check boxes.**
2. **Then you choose from the Font Family including: Arial Helvetica, Arial Verdana, Sans Serif, Serif, and Times.**
3. **Specify the color of the font by selecting the corresponding color from the drop down menu.**

Congratulations, you have enacted the initial settings for your PageOut® course website!

Detailed Documentation:

Click on the 📁 <u>My Settings</u> folder on the left-hand side of the screen to enter the first page of the section. This page provides a brief description for the capabilities of the section's four features: My Account, Set Time Zone, and My Designs. The Instructor The menu on the left-hand side of the screen has expanded to show these three features. Select from these features to begin building your course web site.

My Account

Select the link next to the My Account feature from the Utility Menu. The "My Account" page allows you to edit your PageOut® Instructor Account information. From this page, you can change your password, e-mail address, and other information.

To Enter/update instructor information:

If you wish to change your password, click "Change Password." This directs you to the Change Password page. Enter your current password, then enter your new password in the two required fields. Click "Save" to replace your old password with the new one. Click "< Back to My Account" to return to the main My Account Page.

Click "Save" to save your entries and edits.

The My Account page contains several fields for instructors to enter their account information. The fields are the instructor's first and last name, e-mail address, and phone and fax numbers. Use your mouse or Tab key to move from field to field and enter your information.

The CD drive drop-down menu will allow you to choose the drive letter of your CD-Rom drive on your computer. You can use the CD-Rom feature in the course content area.

An additional security feature of PageOut® requires users to enter a question and answer pair that will allow instructors access to their accounts in the event of lost or forgotten passwords. Enter a question and its answer (which only _you_ know) in the respective fields.

Click "Save" to save your entries and edits.

Set Time Zone

Select the Set Time Zone feature from the Instructor Menu.

PageOut® offers options that can be made time-sensitive. The availability of online quizzes, for example, can be restricted to particular windows of time. Because PageOut® is used by instructors all over the world, it is important that the application be synchronized with the local time zone in which the course is offered. Your time zone may differ from the location where PageOut® is being hosted.

PageOut® is hosted in the U.S. Central Time Zone. Instructors can readily compensate for any potential discrepancies in schedules, deadlines, or calendars by adjusting PageOut® time zone settings to match the local time.

The Set Time Zone page displays your current time zone and time.

Changing your local time zone setting

If you wish to change your local time zone, select the appropriate zone from the list in the left hand side of the table and click "Save."

If your time zone is not displayed

If your time zone is not displayed in the table, contact us at 800-541-7145 to have it added to the list.

My Designs

Select the My Designs feature from the Instructor Menu.

PageOut® offers options that allow the instructor to create designs by supplying their own graphics and cosmetic attributes. This feature is particularly useful if there is not a an existing design that closely matches the area in which you teach, or if you would like to more closely integrate the look and feel of your PageOut website to match that or your institution.

To create a Custom Page Design, click on "Create a Design" button. On the "My Designs" page, enter a title for the page design then click "Continue." To cancel and return to the "My Designs" page, click "Back."

Scroll down the "Specify Page Design Attributes" page to the table that contains a listing of each page attribute and then click on header image. There are 8 attributes that are listed in the table: Header Image, Bullet Image, Footer Image, Course Title Font, Welcome Page Course Title Font, Page Title Font, Primary Navigation Font and Secondary Navigation Font.

Note: ***All the images for your page design must be in the my files area, or you could enter the URL from a website of the image you would like to add***

The "Add Image" area allows you to insert your own images on your course web pages. To specify the appearance of your page, please provide the appropriate information below.

Note: Where no changes are made, the default value for the attribute will be used as specified below.

<div align="center">

When adding a Header, Bullet, and Footer Image.
</div>

Image Location
To add an image from my files, click on the link titled **(Click here to link in a graphic from My Files).** A new window named "My Files- Content Linker" will open up showing the contents of the "My Files" area.

If you have the image already loaded into "My Files," click the radio button to the left of the file, and click "Add."

If you do not have the image in you're "My Files" area, click the "Add New File" button and then click "Browse." A new browser window will open up showing the content that will allow you to search the contents of your computer for the file. When you find the file you wish to use, click "Open." Once the file has been selected the window will close.

Click "Upload" in the "My Files" area, to add the file for the header image.

Image Width and Height (optional)
The image width and height is optional. You can manipulate the attributes in height and width by placing the pixel size in the respective boxes. This will either expand or compress the image.

Note: We recommend a width of no more than **570** pixels. Changing image size to a larger or smaller pixel size may change the quality and clarity of the image.

Image Link (optional) (Header Image feature only)
You may specify a link for your "Header" image only. When the image is clicked, the link will forward you to another page. For instance, if you are using an image from your school, you could

specify a link that would forward you to your school's home page. Just add the URL in the dialog box.

Alternate Text (optional)
When your mouse scrolls over the image, the Alternate text that will appear by the image.

Make sure to click "Save" at the bottom of the page so you don't lose any of your changes.

When adding a Course Title Font, Welcome Page Course Title Font, Page Title Font,

Primary Navigation Font and Secondary Navigation Font.

The "Add Font" area allows you to define the physical style of the text. To specify the appearance of your text, please make the appropriate selections below.

Note: Where no changes are made, the default value for the attribute will be used as specified below.

Font Style **allows you to choose different font sizes, text styles, such as bold, underlining**

and italics.

Font Family **such as, Arial Helvetica, Arial Verdana, Sans Serif, Serif, and Times**

Specify Color for Font **allows you to also specify the color for font by selecting the**

corresponding color from the drop down menu.

Specify Color for Link and Visited Link
By default, the link color is set to Blue and the visited link color is set to Purple. Using the color chart as a guide, you may change these settings by selecting a different color from the drop down boxes provided. Click "Save" before exiting this page.

My Course Web Sites

Goals:
- Create a course Web site.
- Select your course settings.
- Set up the course pages.

Fast Start!
PageOut® offers several methods for creating a new course web site. They are:

1. Create a new course web site by providing information that PageOut® requires.
2. Copy one of your own existing course websites.
3. Copy a course web site from the McGraw-Hill PageOut® library.
4. Copy a course web site made publicly available by another instructor.
5. Copy a course web site from a specific colleague or instructor.

Option 1: Create a course by providing information that PageOut® requires.
1. Click "Create a New Course Web Site."
2. Click "1-You can create a new course web site by providing information that PageOut® requires."
3. Enter the requested information in the templates.
4. Click "Create Course."

Option 2: Copy one of your own existing course web sites.
1. Click "Create a New Course Web Site."
2. Click "2-You can copy one of your own existing course web sites."
3. Click "Make a Copy" next to the course you wish to duplicate.
4. Enter a title and dates for the new course. (optional)
5. Click "Make a Copy."

Option 3: Copy a course from the McGraw-Hill PageOut® Library.
1. Click "Create a New Course Web Site."
2. Click "3-You can copy a course web site from the McGraw-Hill PageOut® library."
3. Search by discipline or author by selecting from the drop-down menu.
4. Click "Go."
5. Select the appropriate subject from the list.
6. Click "Continue."
7. Select the appropriate discipline from the list.
8. Click "Continue."
9. Click the book title of the library course you wish to copy.
10. Enter "Make a Copy."
11. Enter a title and dates for the new course. (optional)
12. Click "Make a Copy."

Option 4: Copy a course made publicly available by another instructor.
1. Click "Create a New Course Web Site."
2. Click "4-You can copy a course web site made publicly available by another instructor."
3. Search by discipline or author by selecting from the drop-down menu.
4. Click "Go."
5. Select the appropriate subject from the list.
6. Click "Continue."
7. Select the appropriate discipline from the list.
8. Click "Continue."
9. Click on the course title you wish to copy.
10. Click "Make a Copy."
11. Enter a title and dates for the new course. (optional)
12. Click "Make a Copy."

Option 5: Copy a course from a specific colleague or instructor
1. Click "Create a New Course Web Site."
2. Click "5-You can copy a course web site from a specific colleague or instructor."
3. Enter the instructor's User ID or name and click "Find Instructor."
4. Click "List Web Sites" next to the instructor's name.
5. Click "Make a Copy."
6. Enter a title and dates for the next course. (optional)
7. Click "Make a Copy."

To select your course settings and pages.
1. Click on the course title from the My Course Web Sites table.
2. Click Course Settings.
3. To enable a setting, click on the checkbox.

4. Select the page types that you would like to include in your course.
5. Click "Save."

Detailed Documentation:

Create a web site.

PageOut® offers a complete set of templates for instructors to use in creating a new web site to complement and supplement their courses. Under "Create a New Web Site", you will see a list of several methods that PageOut® offers for creating a new course web site:

1. Creating a new site by providing information that PageOut® requires
2. Copying one of your own existing course websites
3. Copying a course web site from the McGraw-Hill PageOut® library
4. Copying a course made publicly available from another instructor
5. Copying a course web site from a specific colleague or instructor

Option 1: You can create a new course web site by providing information that PageOut® requires.

Please provide the information below in the spaces provided.
- **School Name**: the institution that hosts or sponsors your course. (optional)
- **Course Title**: this is a required field; students must be able to identify the specific course in which they are enrolled.
- **Course Section**: instructors may have multiple sections of the same course; particular sections should be specified. (optional)
- **Course Subtitle**: briefly elaborate on the content and nature of your course. (optional)
- **Course Description**: enter a description of your course. For example: its focus, goals, and approach. Similar to the Welcome Message field on the Welcome Page of the My Settings section, this field includes a "Formatting Tips" link. Clicking on the link opens a pop-up window providing instructions on manually inserting or pasting HTML tags into the text field. (optional)
- **Course Status:** newly-created PageOut® sites are inactive by default, meaning that they cannot be viewed by students from the initial Welcome Page. To make your course web site available to students, check the "Active" box.
- **Page Design**: this feature is similar to the Page Design feature used to select the look of your Welcome Page in the My Settings section. Use the drop-down menu to select the design appropriate to your course and academic discipline.

Be sure to click "Create Course" at the bottom of the form to create the course.

Option 2: Making a Copy of One of Your Own Course Web Sites.

When you copy a course web site, all non-student data will be duplicated in the new course web site. This includes the syllabus, the sessions and the session objects. It also includes the assignments and assessments. This does not include students, student grades or student assignment activity. It also does not include any comments or topics in the discussion forum.
- Please enter a new course title in the specified field.   If you do not enter a new title, a default title will be selected.

- Choose to either **Maintain Existing Course Dates;** all current Session, Assignment, and Syllabus Dates will be maintained; or **Specify New Course Dates** and Session, Assignment and Syllabus dates will be set to your specification.
- Click "Make a Copy" when you are ready to copy the web site.

OPTION 3: You can copy a course web site from the McGraw-Hill PageOut® library.
This directs you to the McGraw-Hill Course Web Site Library page. You may search the library by the discipline containing your course, or by the author of the McGraw-Hill product featured in the course.

To search the library by discipline:
- Be sure that "discipline" is selected in the drop-down menu at the top of the page and click "Go."
- Scroll through the menu and select the area that is most likely to contain your discipline or area of interest. Click "Continue."
- Search results are displayed in the table. Results show the discipline and the number of related sites available in the library. If the search did not produce a match, click "Back" to change your search criteria and search again.
- If the search produced a match for your discipline, select the course in the table and click "Continue" to view a list of library course websites matching your search options.
- Review the list of book titles having Library Course Web Sites matching your search criteria. Click on the "Book Title" link to view a list of specific course websites.
- The list of available websites using the McGraw-Hill product you selected is displayed. Click on the "Library Site Title" link to view the site in a new browser window. To make a copy of the site, simply click the "Make a Copy" button.
- Enter a name for the course you are creating in the text field and click "Make a Copy."

To search the library by author:
- Be sure that "author" is selected in the drop-down menu at the top of the page and click "Go."
- Enter the name of the author of the McGraw-Hill text that you want to feature in your course. Click the "Search" button.
- The results of your search are displayed on the screen. To view the list of sites available in the McGraw-Hill library, click the "Book Title" link.
- The list of available websites using the McGraw-Hill product you selected is displayed. Click on the "Library Web Site" link to view the site in a new browser window. To make a copy of the site, simply click the "Make a Copy" button.
- On the Copy a Course Web Site page, enter a name for the course you are creating in the text field and click the "Make a Copy" button.

Your site currently mirrors the site from which you copied it in all respects.

Option 4: You can copy a course web site made publicly available by another instructor.
Please select the subject that will most likely contain your discipline or area of instruction.

- After making your selection, please click the "Continue" button. You will be given a listing of McGraw-Hill products that have Public Library Course Web Sites matching your search criteria.
- Click on the "Book Title" link for the listing of the Public Library Course Web Sites.
- Simply click "Make a Copy" to copy a library web site into your own list.

- If your area of instruction is not listed, this means that a library course is currently not available, or it may be listed under a different subject category. Clicking the "Back" button will allow you to change your search criteria.

When you copy a course web site, all non-student data will be duplicated in the new course web site. This includes the syllabus, the sessions and the session objects. It also includes the assignments and assessments.

This does not include student information, student grades, or student assignment activity.

It also does not include any comments or topics in the discussion forum.

Option 5: You can copy a course web site from a specific colleague or instructor.

- Enter the instructor's user ID and click "Find Instructor" to get a link to the instructor's course web site list. If you do not know the instructor's user ID, enter their first and last name to view a list of matching instructors.
- Click on the "List Web Sites" button to see a list of all available web sites for the given instructor.
- Simply click "Make a Copy" to copy a course web site into your own list.

When you copy a course web site, all non-student data will be duplicated in the new course web site. This includes the syllabus, the sessions and the session objects. It also includes the assignments and assessments.

This does not include students, student grades, or student assignment activity. It also does not include any comments or topics in the discussion forum.

Selecting Course Settings

The "Course Settings" menu item is for editing the basic features that define a Course Web Site. As a part of defining your Course Web Site, you may select from several page types to be included or displayed for your students. If you have elected not to include a particular page type, it will be removed from your menu and from the view of your students. In this area you can define the cosmetics and editing features of your web site. You can also specify a password for enabling others to copy your web site if desired. Another instructor can, with your password, copy the non-student content for your course.

1. Click "Course Settings."
2. Choose the desired features of your site. If you would like your students to be able to view your course web site, mark the course as active by marking the check box.
3. Click "Save" to keep the changes.

The Course Settings page allows you to control the features of the current course. Once you choose your settings, you can adjust them at any time. Features include:

- **Course Status:** instructors can limit student access to the site by activating or deactivating the course web site as often as they wish. Simply check or uncheck the "Active" box as desired.
- **My Account Link:** alllows you to decide whether the students in your course will be allowed to see the "My Account" link in your PageOut® course web site.
- **Student Notes:** PageOut® now offers a notes feature for students via the 'My Notes' link on the course web pages. This feature allows students to create and save electronic notes while they are visiting the course web site. The students may also print their notes or download them to a text file. By default, the student notes are ACTIVE meaning that a link to their individual notes is available. To make the feature not available uncheck the ACTIVE box and click "Save" before exiting the page. Checking the box and saving will activate the Student Notes.

- **Enhanced Editing:** this feature allows instructors to use more sophisticated options for HTML formatting and insertion of diacritical characters. Again, your browser must support Java applet technology in order for you to use enhanced editing. If your browser does support enhanced editing, choose the feature by simply checking or unchecking the "Enabled" box as desired. If selected, enhanced editing will be offered throughout the creation and revision of your course web site pages.
- **IP Address Mask:** The IP address mask gives you the ability to restrict where a student takes an assignment assessment , SimNet XPert exam, or SimNet XPert live exercise. The IP address mask may be specified as precisely as needed, by using an asterisk as the last character of precision. For example, to restrain students to an IP address of "255.255.255.???" the correct mask format would be "**255.255.255.***". Please be aware that IP address' are often assigned dynamically, and that IP address masking is **NOT** possible in those cases. Check with your local network administrator if you would like to use this feature, but are not certain how to define and/or determine the IP mask. **If the IP address mask is defined incorrectly, your students will not be able to access their assessments.** If enabled, the designated IP address mask will be the default for each assignment assessment for this course, but is editable when creating an assignment assessment.
- **Page Design:** instructors can change the style template of their course by selecting from the drop-down menu. Again, if you would like to view the look and layout of the different designs, click the "Preview the Designs" link.
- **ISBN of Textbook:** instructors may use more than one McGraw-Hill textbook in a course. Instructors can enter the ISBNs of different textbooks, thus gaining the option of including different sets of supplemental McGraw-Hill material on the course web site.
- **Copy Password:** it is the instructor's decision whether or not to allow a course web site to be available for copying by other instructors using PageOut®.
    - Leave the copy password field blank to completely restrict access and copying privileges of the site.
    - Enter "public" to allow any other instructor using PageOut® to copy the course web site.
    - Enter a different password to allow only those people knowing the password to copy the course web site.
- **Page Settings:** instructors may wish to include only some pages as part of their course site, or may want pages available to students at some times but not at others. PageOut® readily allows for such customization. If you check the dialog box for "REQUIRES LOGIN", then you will be able to password protect those pages. Students will enter these pages by entering their USERID and Password when prompted.

Once a course has started, PageOut® records the numbers of visits ("hits") made to particular pages of the site. Three additional related columns appear on the Page Settings table after the course starts.

- The "Hit Counter" column keeps a running total of the number of hits to a particular page
- The "Counter Start Date" column displays the date when the hit counter began keeping it record (initially, this Start Date is the course's start date)
- The "Reset Counter" button allows you to reset the Hit Counter. Clicking the "Reset" button in the column for a particular page will reset the hit counter to zero. The Counter Start Date will list the date when the "Reset" button was clicked.

To delete a course

To delete a course, click "Course Settings." Scroll down to the bottom of the page and click, "Delete Course" button to delete the entire course web site. The following warning will appear: "Warning!! This will delete your course and EVERYTHING attached to it! You will NOT be able to undo this!" Click "OK" to delete the course.

Setting Up Course Pages
The "Course Pages" menu item contains features designed to edit each of the "Course Page Types" that you are using for the currently selected course. The "Course Page Types" in use for the current course are controlled through the "Course Settings" menu item. There is a 1 to 1 correspondence between the "Course Page Types" in use, and the items that will be displayed to the students that visit your course web site. Please use each of the "Course Page Type" features listed under the "Course Pages" menu item to ensure a complete and consistent course web site viewing experience for your students.

Selecting the ⬜ Course Pages folder directs you to the first page of the Course Pages section. Note that the Course Web Site Menu has expanded to list all the pages that are viewable on the site. All pages marked as "Enabled" in the table on the Course Settings page appear as individual pages in the expanded menu.

The first page of the Course Pages section provides a brief description of the nature and content of each type of Course Page. Instructors access individual Course Page Types to create and edit the pages' content and design, and to ensure a complete and consistent viewing experience for students. Available Course Pages include:
- Home Page
- Instructor Page
- Syllabus Page
- Student Homepages
- Discussion Area
- Web Links
- Student Registration

*Each page contains a "Directions to Students" text field where instructors may elect to enter directions for students on the nature of the page and/or how the page is to be used. The field features a link marked "Formatting Tips". Clicking on the link opens a pop-up window providing instructions on manually inserting or pasting HTML tags into the text field.

📄 Home Page
The Home Page is typically the first page that a student will see when entering your course web site. PageOut® recommends using the Home Page to provide a brief introduction to your course web site.

The Home Page can also display announcements created using the Announcements feature. Click "Save" to save your entries to the Home Page.

Click "View" to view the appearance of your course web site's Home Page.

📄 Instructor Page
The Instructor Page provides biographical and contact information for the course instructor.
- First and Last Name
- Phone, Fax, email
- About the Instructor (A short biography)
- Office hours

Additional Information (Do's Don'ts, etc.)

Click the "Save" button to save your entries.
Click the "View" button to view the appearance of your course web site's Instructor Page.

Syllabus Page

The Syllabus Page provides students with an understanding of the course, policies for evaluation, materials required for the course, and a summary of what materials are to be covered and when. The Syllabus Page provides students with access to the content that you link into your course web site with tools supplied by PageOut®.

The Session List displays the different sessions into which a course is divided. (Sessions are described in greater detail in the Course Content area.) Calendar View displays monthly calendars showing the dates during which your course is held. Students can click on particular dates in the calendar to view all items in the session for that particular date.

Click the "Save" button to save your entries.
Click the "View" button to view the appearance of your course web site's Syllabus Page.

Course Content Page

Content is added to your syllabus by using the Course Content area of PageOut®. The Syllabus page allows you to access the Course Content area of PageOut® by clicking on the "Course Content" button at the bottom of the Syllabus page. The Course Content area is also accessible by clicking the Course Content folder on the Course Web Site Menu on the left-hand side of the screen.

The Course Content Page provides a list of sessions. To modify how sessions will be displayed, click the "Options" button. To add/edit sessions, click the "Sessions" button.

The "Options" feature allows you to control how the course content is displayed within the student course pages. You can choose to have a Calendar View for your content. In addition, you can choose to have a Session List with Session Dates turned on or off.

Before you add any content to your interactive course you must create at least one session. A session is very much like a folder with a beginning date and an ending date. Once you have created a session, you may click on its respective add/edit content button to begin the process of adding and editing content for the session. To add a new session, please click on the "Add New Session" button. If you want to edit the title or dates of an existing session, click on the name of the session. Sessions by default are active and will be displayed immediately. You may deactivate a session by placing a checkmark in the SELECT box next to the session name and then clicking "Deactivate."

Student Homepages

When activated, Student Homepages will allow students to create personal home pages in the current course using PageOut®. Here you will see which students have created homepages. You may view, activate or deactivate a student's homepage. To view a student's homepage, click on the name of the student. To activate or deactivate individual homepages, select the homepages using the check boxes and then click on the appropriate action button.

Discussion Area Page

The Discussion Area Page allows the instructor to access the PageOut® supplied discussion area for the current course. The instructor may also choose to specify a link to any other discussion tool not supplied by PageOut®.

Web Links Page

The Web Links Page is designed for students to view instructor added web links that are general to the current course. If Instructors would like to provide web links for specific topics in the course,

it is recommended that the instructor use the "Course Content" menu item to provide links that are within the context of materials being covered.

To add a new Web link:

Click on "Add New Web Link" button. Several text fields must be completed to successfully add the link:

- Title: this is a required field; instructors must provide a title for the web link they are adding
- URL (Web Site Address): this is a required field: instructors must provide the URL/address for the Web link that are adding.
- Description: PageOut® recommends that instructors provide a brief message explaining the significance and relevance of the content on the Web link. (optional)

To be sure that you have entered the URL correctly, click ""Test the URL" button. This will open a new browser window displaying the new web link. Close the new browser window when you are done testing the URL. lick the "Add New URL" button and PageOut® will acknowledge the addition of the link by posting the words "Web Link Added!" across the top of the screen.

Student Registration Page

The Student Registration Page is for students to self-register for the course. Student registration is **NOT required** to create a PageOut® Web site. You will need to require students to register if you plan to use the gradebook and communication features or quizzing.

Use the "Student Registration" feature to set up the details of the registration process. The Student Registration feature allows instructors to control the student self-registration process by establishing rules and desired behaviors for students to follow. The registration password controls the ability for students to register for this course web site. Automatic activation controls whether students will be automatically activated when they register for your course web site.

An instructor may upload a file containing a list of students and then register all of them in one easy step. Note: **Uploaded files must be ASCII text and adhere to the PageOut® Batch Student Registration File Format. You will find more detailed instructions in this documentation under Students.**

COURSE CONTENT

Goals:
- Create a session.
- Add content to a session.
- Add and edit McGraw-Hill content to a session.

The Course Content area is where content is added to your course web site. Content is broken into the following categories: McGraw-Hill Online Learning Center Content, Instructor's Notes, Assignments, Quizzes, Web Links, Files, Discussion Topics, and your own course materials.

Before any content can be added to the syllabus on the course web site, at least <u>one</u> session must be created. A session is very much like a folder with a beginning date and an ending date.

Fast Start!
To Create a Session.

1. Click "📁 <u>Course Content</u>" in the Course Web Site Menu.
2. Click "Add New Session."
3. Enter a title and dates for the session.
4. Click "Save."

To Add/Edit Content to a Session.

1. Click "Add/Edit Content" to the right of the session title.
2. A new browser window will open. To close, click File "Close" or the X at the top right of the screen.
3. The menu on the left indicates what types of content can be added to the session.
4. When finished adding or editing content for the session, you must close the new browser window to return to the Session Content page.
5. If you wish to **delete** any content from a session, click on the title of the content and click "Delete."

To Add McGraw-Hill Content to a Session.

1. Click "McGraw-Hill Content" from the Session Content Menu on the left.
2. Navigate the website and locate the content you wish to add to the session.
3. Enter a title.
4. Click "Add the page shown below to the session."
5. Click "Save."
6. If you wish to **delete** a piece of McGraw-Hill Web Content, click on the title of the content and click "Delete."

To Add an Instructor Note.

1. Click "Instructor Note" from the Session Content Menu on the left.
2. Related Link (optional); If you want the student to access a specific web site that would correspond with this note, then you may enter the URL in the "Related Link" textbox.
3. Enter a title, then enter content in the NOTES textbox.
4. Click "Save."

To Add an Assignment.

1. Click on "General Assignment" from the Session Content Menu on the left.
2. Using the drop-down menu, click on the assignment to be added to the session.
3. Click "Save."

To Add an Assessment.

1. Click on "Assessment" from the Session Content Menu on the left.
2. Use the drop-down menu and click on the assessment to be added to the session.

3. Click "Save."

To Add an Assessment.

1. Click on "Survey" from the Session Content Menu on the left.
2. Use the drop-down menu and click on the Survey to be added to the session.
3. Click "Save."

To Add a Web Link.

1. Click on "Web Link" from the Session Content Menu on the left.
2. Enter a title and a URL in the textboxes provided.
3. Click "Save."

To Add One of Your Own Files.

1. Click on "MY Files" from the Session Content menu on the left.
2. Click on "Add File to Session".
3. Select a file from the list shown by clicking on the radio button to the left of the file name.
4. Click the "Add File To Session" button.
5. Enter a title for the link to this file. (may be the same)
6. Click "Save."

To Add a Discussion Topic.

1. Click on "Discussion" from the Session Content menu on the left.
2. Select the "Topic" from the list shown and click the radio button to the left of the title.
3. Click "Add Topic to Session."

Detailed Documentation:

Creating a Session

A **session** is a place holder for course activity and content for the course. Its length can vary, and is defined by the instructor. A session can be set up to last for the duration of an entire semester, or for one class meeting. PageOut® views sessions as it would folders with beginning and ending dates. The session folders contain all material relevant to that session.

To add a session, click   Course Content on the Course Web Site Menu. Then click "Add New Session." Provide the required information to create your session.

- **Session Title:** (required) instructors must provide a title for each session that is created.
- **Session Begin and End Dates:** use the drop-down menus to select the month, day, and year of the session's begin and end dates. This date range for the session must fall within the start and end dates for the course specified on the Syllabus page.

Click "Save" to return to Course Content. The session you created now appears in a table displaying the title, begin and end dates, and status of the session.

Activating Deactivating and Deleting Sessions

While on the Session Content page, examine the status column on the right-hand side of the table. PageOut® sessions are active by default, and are displayed immediately once they have been created. Sessions can be activated or deactivated by clicking the checkbox to the left of the session title and clicking on Activate or Deactivate.

To activate or deactivate all sessions, check the "Select All" box and click "Activate" or "Deactivate". ***Note****: students cannot view 'Deactivated' sessions.*

To delete a session from a course, go to the Course Content Page, click on the title of the session, and click "Delete."

Adding and Editing Content to a Session.

To **add or edit** content within a session, click "**Add/Edit Content**". A new browser window will open titled "View Session Content." The Session Content Menu is located on the left-hand side of the screen. This menu offers several options for adding and editing different types of content. The types of content available are:

- McGraw-Hill Online Learning Center/Product Website Content
- Instructor Note
- Web Link
- General Assignments
- Assessments
- My Files
- CD-ROM Content
- Discussion

Adding 🟥 *McGraw-Hill Content to a Session*

🟥 **McGraw-Hill Content** offers a large collection of online content to supplement our textbooks.

Click 🟥 **McGraw-Hill Content** on the Session Content Menu . A web page that corresponds to the McGraw-Hill textbook used in your course is displayed in the right frame of the page. This corresponding web site provides a variety of resources for both students and instructors. **Instructors wishing to add McGraw-Hill online content to their session must:**

- Enter a title for the corresponding McGraw-Hill site in the appropriate field.
- Locate the desired item by navigating the website to that page and click "Add the page shown below to the session". PageOut® automatically inserts the URL into the field.
- Click "Save."

To edit McGraw-Hill Content, click "View Session Content" and then click on the title of the McGraw-Hill Web Content you wish to edit. You will be directed to the "Edit Link to McGraw-Hill Web Content page." Make the desired changes and click "Save."
To delete McGraw-Hill Content, click the title of the McGraw-Hill Content you wish to delete and click "Delete."

Instructor Note

To add a note to your session, enter the title and the body of the note in the provided field and click "Save."

To delete an instructor note from a session, click on the title of the note and click "Delete."

Web Link

To add a web link to a session, enter the title and URL in the provided fields. To test the URL, click "Test the URL" to verify that the web site address that you have supplied is working correctly and click "Save".

To delete a web link from a session, click on the title of the link, and click "Delete".

General Assignment

To add a general assignment to a session, click General Assignment on the Session content menu. Choose the desired assignment by clicking on the drop-down list, click on the selected assignment, and click "Save" to add the selected assignment to this session. **Note:** *An assignment must be active before it can be displayed to students on the syllabus page. By default, assignments are given an active status when created.* General Assignments can be activated or deactivated by clicking the checkbox to the left of the assignment title then clicking "Activate" or "Deactivate". To activate or deactivate all General Assignments, check the "Select All" box and click "Activate" or "Deactivate".

To delete a general assignment from a session, click on the title of the assignment and click "Delete".

Assessment

To add an Assessment to a session, click Assessment on the Session Content Menu, select the assessment from the drop-down list containing assessments that you have already created, and click "Save." This will add the selected assessment to the session

To create a new assessment, click Assessment on the Session Content Menu, and click "New Assessment" to begin the wizard. Documentation for creating Assessments through the Quick Assessment wizard can be found at the end of the Course Content documentation.

Note: An assessment must be active before it can be displayed to students on the syllabus page. *By default, assessments are active when created.* To activate and deactivate assessments, click "Manage Assessments" to view the list of assessments. Assessments can be activated or deactivated by clicking the checkbox to the left of the assessment's title and clicking "Activate" or "Deactivate". To activate or deactivate all General Assignments, check the "Select All" box and click "Activate" or "Deactivate".

An assessment is active when "Active" is displayed in the Status column next to the assessment's name on the Assessment page.

To delete an assessment from a session, click on the title of the assessment and then click "Delete".

My Files

Click **My Files** on the Session Content Menu. To **add a file to a session**, click "Add File to Session" and select the desired file from the list of files in that directory by clicking on the 'radio' button to the left of the file name. You may go directly to the "My Files" area by clicking "Go to

My Files." Once there, you will see a "Return to Session Content" button that will bring you back to your Session Content area.

To change the directory, click the directory folder at left. To add a new sub-directory, click the "Add Sub-Directory" link at top left. The new sub-directory will be added under the directory folder that is currently selected.

To delete a file from a session, click on the title of the file and click "Delete."

CD-ROM Content

To add a link to content from a CD-ROM to a session, enter a "CD-ROM title" and the "Content Link title". Insert the CD-ROM and click "Browse" to locate the "File Path." Click "Test Path" button to verify that the file path you have supplied is working correctly and click "Save."

To delete any CD-ROM content from a session, click on the title of the content and click "Delete".

Discussion

To add a Discussion Topic to a session, Click Discussion on the Session Content Menu, You will see a list of all topics you have posted in your Discussion Area. Simply click the radio button to the left of the topic you want added to the session. Click "Add Topic to Session" and the selected topic will be linked to the session.

To remove a topic from a session, click on the topic and click "Remove Topic from Session."

View Session Content

To view the Session Content, click **View Session Content** on the Course Content Menu to display the current content available in for this session. This can be done at any time while adding and or editing content.

Reordering Session Content

The Session Content Menu also features the **Reorder Session Content** folder. This feature allows you to rearrange the order of the session content that has already been added. Input a number next to each item to change its position within the ordered list and click "Reorder Session Content."

Note: Items left blank will maintain a position relative to their current order. Precedence is given to those items with a specified #.

Changing Sessions Dates or Names

To change a session date, click on the name of a session. You will be taken to the "EDIT SESSION" page. Please provide a title, and beginning date and an

ending date for the session and click save. After you have successfully saved your session, you will be taken back to the Course Content page.

To change session dates for all of the sessions in a course, click "Change Session Dates" and you will be taken to a page where all sessions are listed with date fields for each sessions. Enter the new dates and click "Save." You will be taken back to the Session Content page. *Note: the date range you specify must be within the course start and end dates that were specified for your course on the Syllabus Page.*

Reordering Sessions

Click 'Reorder Course Sessions to change the order in which your sessions are listed." You will be allowed to input a number next to each session to change its position within the ordered list. *Note: Items left blank will maintain a position relative to their current order. Precedence is given to those items with a specified #.*

Presentation Options

The "Options" feature allows you to control how the course content is displayed to students. You can choose to have a Calendar View. In addition, you can choose to have a Session List with Session Dates turned on or off. MORE EXPLAINATION IS NESSESSARY

Use "QUICK ASSESSMENT" to Create a Quiz While in a Session

This is the fastest and easiest way to create an online quiz! It is done while <u>inside</u> of a session so the completed assessment is automatically added to the session.
If you do not have any sessions created, you will want to create one now. The instructions for doing this are located in the beginning of the **COURSE CONTENT** documentation.

Once the session is created or, if you are using an existing session, please follow these steps:

1. Click 'Add/Edit Content' to the right of the session title. **NOTE:** a new browser window will open.
2. A new menu called the **Session Content Menu** is located on the left side of the screen.
3. Click **Assessment .**
4. Click "**New Assessment.**"
5. Enter a title for your assessment.
6. Add "**Instructions for Students**", which is pertinent information about the assessment that they will be taking.
7. The "**Related Link**" is optional if you want to send the students to a Web page with an article that is supplemental to the quiz.
8. Select the Question **Display Type** you desire**:**
   - Scrolling Display
   - One at a time Display
9. "**Submission Type**" offers 3 options.
   - **Auto Grade:** PageOut® grades the exam for you and places the grade into the Gradebook.
   - **Grade Later:** Best used with short answer/essay type questions. Instructor enters grades manually into the Gradebook.
   - **Self-Assessment:** Students can take an exam as many times as they want and a grade will **not** be recorded in the Gradebook.
10. Click "**Next.**" You have 3 options to choose from:

- Add A McGraw-Hill Test Bank.
- Add New Instructor Questions ("My Questions").
- Go to Question Selection.

11. If you want to use test bank questions that have been created by McGraw-Hill, proceed to step # 13. If you want to use questions from a previously selected test bank, select **Go To Question Selection** and proceed to step #16.
12. After clicking "Next", you will be taken to the **Quick-Assessment Add Test Bank Page**. On this page, you will have a drop down menu with specific disciplines to choose your test bank from.
13. Make your subject selection in Discipline and click "Continue". You will be taken to the **Quick-Assessment Add Test Bank Page**.
14. Select the appropriate Test Bank from the list by clicking the radio button to the left of the Test Bank title. Click "Add."
15. You will find the selected Test Bank listed on the next page. You will also be given the choice of selecting questions either "At Random" or "Individually".

- To **Add Random Questions:** click "Random Questions" at the top of the left frame. Click on the title of the test bank you want to use. The chapters and question types appear on the right side of the screen. Enter the number of questions you want to use in the text boxes provided. Scroll to the bottom of the window to set the points for each question, click "Save." You will receive a message that reads, "**Successfully added a total of # random questions to the assessment!**
- To **Add Individual Questions:** click "Individual Questions" at the top of the left frame. Click on the title of the test bank you want to use . A list of chapters and question types (Multiple Choice, Short Answer, Essay) will appear. The number of available questions are in parenthesis. Clicking on a particular question type in any given chapter. The test bank questions will appear in the right frame. To select a question, scroll through this list and click the checkbox "Use This Question" and at the same time, set the value point(s). Click View" to see the entire question and answer. When you are finished selecting questions, click "Save" at the bottom of the window. You will receive a message that reads, "**Update complete! You now have # questions selected on this page!**
- Regardless of what method you chose to select the questions, notice that at the bottom of the page, you have 2 toolbars;

    Question Selection allows you to select questions for the assessment. You can use questions from more than one Chapter from the same test bank.

    Assessment Preview allows you to preview the assessment as if you were a student taking the exam.

- Click **"Next"** at the bottom of the page. You will be taken to the "Quick-Assessment Completion" page.
- You have the "option" to "**Enforce an Exam Time**". If checked, PageOut® will automatically submit the exam once the Exam Time has expired. Enter the exam time (in Hours, Minutes, Seconds) for the student to complete the exam.

- Enter the "**Active Time Period**" (required) by using the drop-down menus provided. Select a time period that you would like this assignment to be

valid. Assignments will not be accessible by your students outside of this active time period.

- Click **"Complete Quick Assessment"** and your assessment will be saved and added to the course and session. *Note: To delete the current assessment, click on "Cancel".*

Use "SURVEY" to Create a Survey in a Session

This is the fastest and easiest way to create a survey! It is done while inside of a session so the completed survey is automatically added to the session. If you do not have any sessions created, you will want to create one now. The instructions for doing this are located in the beginning of the **COURSE CONTENT** documentation.

Once the session is created or, if you are using an existing session, please follow these steps:

1. Click 'Add/Edit Content' to the right of the session title. **NOTE:** a new browser window will open.
2. A new menu called the **Session Content Menu** is located on the left side of the screen
3. Click 🔲**Survey.**
4. Click the "**Survey**" button.
5. Enter a title for your assessment, then Add "**Instructions for Students**", which is pertinent information about the assessment that they will be taking.
6. The "**Related Link**" is optional if you want to send the students to a Web page with an article that is supplemental to the survey.
7. Select the Question **Display Type** you desire**:**
   - Scrolling Display
   - One at a time Display
   - In the "**Submission Type**", click the radio button next to the word Survey.

7. Click "**Next.**" You have 2 options to choose from:
   - Add New Instructor Questions ("My Questions").
   - Go to Question Selection.

9. If you want to use questions that you authored, select **Add New Instructor Questions ("My Questions").** If you want to select questions from the "My Questions" Area, select **Go To Question Selection**.
   - To **Add New Instructor Questions ("My Questions")**: fill in the radio button next to Add New Instructor Question, and click next.
   - In the Question Type Selector drop-down menu, you have 2 choices for question types:
      1. True/False
      2. Multiple Choice
   - Both True/False and Multiple Choice will have the same steps. Once you have selected the question type that you would like to use, click Next. In the Question dialog box, type in the question that your survey is going to be based on.
   - The "**Related Link**" is optional if you want to send the students to a Web page with an article that is supplemental to the survey.

   - Enter the "**Point Value**" if you are going to assign points for the survey. The default points is at 1, if you choose not to assign points you could just place a 0 in the dialog box.

1. For "**True/False**" select if the answer is True or False by clicking the radio button next to the corresponding answer. Then there is an optional choice of placing Feedback for the True/False option.
2. For "**Multiple Choice**", type the choices in the Answer dialog boxes. Then select the correct answer by clicking in the radio button next to each choice.

- Once you have made your selection, click "**Create Question**".
- You have the option to either create more questions for the Survey by clicking "**Next**", or click on "**No More New Questions**" to not add anymore questions.
- To add questions from the **"Go to Question Selection"**, fill in the radio button next to Go to Question Selection, and click next.
- Click on the title of the Survey Question Pool you want to use. A list of Multiple Choice and True/False questions will appear. Amount of available questions will appear in parenthesis next to the question type. Clicking on a particular question type in any given question pool. The test bank questions will appear in the right frame. To select a question, scroll through this list and click the checkbox "Use This Question" and at the same time, set the value point(s). Click View" to see the entire question and answer. When you are finished selecting questions, click "Save" at the bottom of the window. You will receive a message that reads, "**Update complete! You now have # questions selected on this page!** Then, click next.
- On the Quick-Assessment Completion page, click the "Complete Quick Assessment" button to add the new Quick-Assessment to this course and session. You also have the option to click the "Delete" button to delete the survey.

STUDENTS

Goals:

The 🗀 Students menu item of PageOut® allows instructors to register new students to access a PageOut® course web site, to edit the information of a student already registered, and to maintain students' grades for the course.

- Register a new student in your PageOut® course.
- Upload a file containing a list of students for registration.
- Edit a student's information.
- Activate, deactivate, and remove student(s) from a course.
- View student grades.

Fast Start!
Registering a New Student.
1. Click " 🗀 Students" on the Course Web Site Menu.
2. Click "Register New Student."
3. Enter the student's information. All required fields must be filled out.
3. Once registration has been completed, you will see a message at the top of the page "**Added the student to the course!**"
4. Click "Back to Students" to go back to the Students page.

Batch Student Registration.

1. **Click "📁 Students" on the Course Web Site Menu.**
2. Click "Batch Student Registration." **Note:** Uploaded files must be ASCII text and adhere to the PageOut® Batch Student Registration File Format. Click here for file format information.
3. Click "Browse." Locate the file that has the list of students. Click "Upload."
4. A pop-up window appears warning you that this may take sometime to upload. Click "OK."
5. You will be directed to the "Batch Student Registration – Confirm page", you will see a message at the top of the page "**Upload Complete**".
6. At the bottom of the page, check the list of student's table for any errors.
7. If a UserID already exists in PageOut®, you may register the existing student, using the suggested new UserID, or modify the original UserID.
8. Students can be emailed their new UserID, password, student information and a link to the website if the checkbox is checked next to the "Email students a confirmation of registration to your course" option.
9. Click "Upload Registration." Upon completion, you will see "**Upload Complete**" at the top of the screen with a listing of your new students in your current chart.

Editing a Student's Information.
1. Although it is indirectly possible, Instructors should not edit students' information. Student accounts, once created, can be used for any other PageOut® course website. Since these accounts can affect courses beyond that of any one instructor, only students should edit their own information.
2. **Note:** once you register students and add them to your course, their names will be listed in a table on the Students page. Instructors can view students' information by clicking the name of a particular student from the table, but, from this screen, they cannot edit this information.

Activating or Deactivating Students.
1. Click "📁 Students" on the Course Web Site Menu.
2. Mark the check box located to the left of the student's name. Click the "Activate" or "Deactivate" button.
3. To activate or deactivate ALL students, click the "Select All" checkbox. Click the "Activate" or "Deactivate" button.
4. The words "**Students activated!**" or "**Students deactivated!**" appear in red type at the top of the screen.

Removing Students.
1. Click "📁 Students" on the Course Web Site Menu.
   Mark the check box located to the left of the student's name. Click "Remove."
3. A pop-up window will appear, asking you if you are sure that you want to remove the student(s). Click "OK."
4. The words "**Students removed!**" appear in red type at the top of the screen.

Viewing Student Grades:
1. Click "📁 Students" on the Course Web Site Menu.
2. Click "Grades" for the appropriate student.
3. A table displays the student's assignments, points, percent, letter grade, and assignment status.

Maintaining Grades Manually

Individual Student
    a. In the table of assignments, maintaining the grades of the individual student student is the main function of this page.
    b. In the "Points" field, you can enter the number of points awarded to the particular assignment.
    c. Make sure to click the "Save Grades" button after making any changes or entering in the grades for an assignment.

All Students Assignments
    1. Click on the "assignment" name from the left hand side in the table. An instructor can maintain the grades of all the students for a particular assignment.
    2. You will be directed to the "**Update Grades for (Name of Assignment**)" page, which will display grades for all students on the assignment that was chosen from the table earlier.
    3. Enter the number of points the students earned in the "Points" field and click the "Save Grades" button.

Note: When you click the "Save Grades" button, the percentages and letter grades will be updated for that particular assignment.

Detailed Documentation:

The 📁 Students menu item of **PageOut®** allows instructors to register new students to access a **PageOut®** course web site, to edit the information of a student already registered, and to maintain students' grades for the course.

To access the Student section, select the 📁 Students folder from the Course Web Site Menu. This directs you to the Students page.

Loss of Password/User Id Feature

On the Students page, if one of your students has accidentally misplaced their password it can be looked up through our automated password system. They would just enter the following information for verification:

- User ID

- Email address that they used to register in Pageout.

Note: This application requires that cookies are enabled in your browser. The only information being stored is a temporary session ID used for security purposes.

Note: If your User ID and Password verify correctly, an email will be sent to the verified email address. If the email address given does not match the email address currently set in the account specified (User ID), please contact your instructor about your user information.

Registering a New Student

On the Students page, click the "Register New Student" button. Clicking this button directs you to the Register New Student page. Use your mouse or Tab key to navigate the information in the text fields. Note that most fields are required.

- First Name: required field

- Last Name: required field
- Email: required field
- Phone
- Fax
- Username: required field
- Password: required field

Click the "Save" button to save your entries. Clicking the "Save" button directs you to the Student Information page. The words "Added student to the course!" appear in red type at the top of the page.

Time / Date Registration Stamp

When students register for your course, automatically on the Students Page a time and date stamp will appear on the same row as the student name. This will give the instructor a sense as to when a student registered for the course.

Batch Student Registration:

On the "**Students** page, click the "Batch Student Registration" button.
Note: Uploaded files must be ASCII text and adhere to the **PageOut®** Batch Student Registration File Format. Click here for file format information.

Click the "Browse" button, which will open a pop-up window. Locate the file that has the list of students that will be uploaded for the course registration, and click the "Upload" button.

A pop-up window appears warning you that this may take sometime to upload, so patience is required. You can click "OK" or "Cancel", click "OK". You will be directed to the "**Batch Student Registration - Confirm**", you will see a message at the top of the page "**Upload Complete**".

At the bottom of the page, check the list of student's table for any errors. In the table, you will see the Upload checkbox, UserId field, Password, First Name, Last Name, Email, Phone, Fax, and External ID from the list of students that were uploaded.

*If both the User Id and Password provided for a student matches an existing **PageOut® student**, then you may register the existing student (default), use the suggested new User Id (provided in the text box), or modify the suggested User Id to a unique User Id of your choosing. A blue asterisk will appear next to a UserId that already exists and needs to be changed.

* If just the User Id provided matches an existing **PageOut® student**, a new User Id is needed. You may use the suggested User Id (provided in the text box) or modify it to a unique User Id of your choosing. A red asterisk will appear next to a UserId with a suggestion for a new UserId by **PageOut®.**

Check the box below to email students a confirmation of registration to your course. The students will be emailed their User Id, Password, student information, and a link to the course web site. Click the checkbox, next to "**Email students a confirmation of registration to your course**" to access this feature.

Click the "Upload Registration" button once you have looked over the table and everything looks fine. Upon completion, you will see "**Upload Complete**" at the top of the screen with a listing of your new students in your current chart.

Editing a Student's Information

Instructors should not edit students' information. Student accounts, once created, can be used for any other **PageOut®** course website. Since these accounts can affect courses beyond that of any one instructor, only students should edit their own information.

Note: once you register students and add them to your course, their names will be listed in a table on the Students page. Instructors can <u>view</u> students' information by clicking the name of a particular student from the table, but, from this screen, they cannot edit this information.

Activating, Deactivating, and Removing Students

Instructors have control over students' status and access to the course web site. The table listing the names of the registered students features three buttons: "Activate," "Deactivate," and "Remove." Use these buttons to control the status of individual students, or of your entire class.

The table contains a "Status" column that indicates whether a student is active or inactive in the course. To change the status of a student, select the box to the left of his or her name in the table, and then click the "Activate" or "Deactivate" button. To activate or deactivate all students, select the "Select All" box and then click the "Activate" or "Deactivate" button. The words "Students activated!" or "Students deactivated!" appear in red type at the top of the screen.

The "Remove" button removes students from your course. To remove a student, select the box to the left of his or her name in the table, then click the "Remove" button. A pop-up window will appear, asking if you are sure you want to remove the student. To continue the removal process, click the "OK" button. The words "Students removed!" appear in red type at the top of the screen. The removed student(s) are no longer listed in the table.

Maintaining a Student's Grades

The Students section is one of the several places where instructors to maintain students' grades for the course.

Access the Students page. The Students page contains a table displaying the names of the students, their status in the course, and a link to their grades. From the table, click the "Grades" link in the right-hand column for the student whose grades you wish to maintain.

Clicking the "Grades" link directs you to a page containing a table that displays a link to view a printer-friendly report of the student's grades. Clicking on this "View Printer-Friendly Report" link opens a new browser window displaying a readily printable report of the student's grades.

The page also allows instructors to download the entire Gradebook for the course. The Gradebook is a CSV (Comma Separated Values) file that is compatible with most types of spreadsheet software such as Microsoft® Excel. This CSV document can be readily revised and updated. Click on the "Download Entire Gradebook" button to download the Gradebook.

Depending on your browser type, the File Download window asks you to choose from opening the Gradebook file or saving it to disk. Choose an option and select it to continue the process of downloading the Gradebook. Downloading the Gradebook is a great way to archive final results of a course at the end of the term before you remove the students to recycle your course.

The main function of this page, however, is to maintain the grades of the individual student. Instructors maintain grades in individual assignments by entering the number of points awarded to the particular assignment in the "Points" field and clicking the "Save Grades" button. Clicking the "Save Grades" button updates the "Percent" column of the table.

Instructors can also maintain the grades of all students for a particular assignment. In the table, select an assignment from the left-hand column of the table to access a record of all students' grades for the assignment. Selecting an assignment directs you to a page displaying grades for all students on a particular assignment. Instructors enter the number of points the student earned in the field and click the "Save Grades" button.

Clicking the "Save Grades" button updates the percentage and letter grades columns for the assignment.

Gradebook

Goals:
- Learn to set up and maintain the gradebook.

Fast Start!
Setting up the Gradebook.
1. Click " 📁Gradebook" on the Course Web Site Menu.
2. Enter instructions for the students. Click "Save Page Instructions."

To View the Gradebook.
1. Click " 📁 Gradebook" on the Course Web Site Menu."
2. You can review student grades by clicking on either the title of the assignment, or the name of the student.

To Download the Gradebook.
1. Click " 📁 Gradebook" on the Course Web Site Menu.
2. Click "Download Entire Gradebook".
3. Depending on your browser type, the File Download window will ask you to choose Between opening the Gradebook file, or saving it to disk.
4. Making your choice will complete the process.
5. Save the file to a disk or your hard drive.

To View a Printer-Friendly Report.
1. Click " 📁Gradebook" on the Course Web Site Menu.
2. Click on an assignment or a student's name.
3. Click "View Printer-Friendly Report."
4. Click "Print" button on the Browser tool bar.

To Enter Student Grades in the Gradebook.
1. Click " 📁Gradebook" on the Course Web Site Menu.
2. You can review and enter student grades by clicking on either the title of the assignment, or the name of the student.
3. Enter the grade.
4. Click "Save Grades."

To Upload Grades.
1. Click on the assignment title.
2. Click "Batch Grades Upload."
3. Click "Download Student Names."
4. Assign the grades on the spreadsheet and save the file to a disk or your hard drive.
5. Return to the Batch Grades Upload page.
6. Click "Browse."
7. A window will open on your computer titled "Choose File". Search for the file on your computer (a, b, c, d-drive etc.) and click open when you find the correct file.
8. Click "Upload."

To Change Student Grades.
1. Click " 📁Gradebook" on the Course Web Site Menu.

2. Click on the assignment in question.
3. Enter the new grade in the box to the right of the student's name.
4. Click "Save."

To Delete Student Grades.
1. Click " Gradebook" on the Course Web Site Menu.
2. Click on the assignment in question.
3. Scroll to the bottom of the page and click "Go to Delete Assignment Records Page."
4. Click the check box to the left of the student(s) in question.
5. Click "Delete from Records."
6. A pop-up will appear to inform you that this operation cannot be undone.
7. Click "OK" to complete the process, or click "Cancel" to go back to the Delete Assignment Records Page.

Detailed Documentation:

The Gradebook page allows students to view their grades for course assignments and quizzes. Instructors create the page in this area of PageOut®, and can also download the course Gradebook as a Microsoft Excel spreadsheet, or upload grades for an assignment as a .csv file.

NOTE: The Students area of PageOut® also allows instructors to access and maintain a student's grades for the course. The Assignments area of PageOut® allows instructors to add assignments and quizzes to the site. Adding these greatly enhances the capabilities of both the Gradebook and Students areas of your course web site.

NOTE: Once assignments are been created and students have been registered and activated for the course, the Gradebook page will display a table listing the titles of all assignments posted, due dates, and students in the course. Clicking on a student's name directs you to a page listing that student's grades on all assignments to date. Clicking on an assignment's title directs you to a page listing the grades of all students on that particular assignment.

Maintaining a Student's Grades

The Students section is one of the several places where instructors can maintain students' grades for the course. This page contains a table displaying the names of the students, their status in the course, and a link to their grades. From the table, click the "Grades" link in the right-hand column for the student whose grades you wish to maintain.

Clicking the "Grades" link directs you to a page containing a table that displays a link to view a printer-friendly report of the student's grades. Clicking on this "View Printer-Friendly Report" link opens a new browser window displaying a readily-printable report of the student's grades.

The page also allows instructors to download the entire Gradebook for the course. The Gradebook is a CSV (Comma Separated Values) file that is compatible with most types of spreadsheet software such as Microsoft® Excel. This CSV document can be readily revised and updated. Click on the "Download Entire Gradebook" button to download the Gradebook. Depending on your browser type, the File Download window asks you to choose from opening the Gradebook file or saving it to disk. Choose an option and select it to continue the process of downloading the Gradebook. Downloading the Gradebook is a great way to archive final results of a course at the end of the term before you remove the students to recycle your course.

The main function of this page, however, is to maintain the grades of the individual student. Instructors maintain grades of individual assignments by entering the number of points awarded to the particular assignment in the "Points" field and clicking the "Save Grades" button. Clicking the "Save Grades" button updates the "Percent" column of the table.

Instructors can also maintain the grades of all students for a particular assignment. In the table, select an assignment from the left-hand column of the table to access a record of all students' grades for the assignment. Selecting an assignment directs you to a page displaying grades for all students on a particular assignment. Instructors enter the number of points the student earned in the field and click the "Save Grades" button.
Clicking the "Save Grades" button updates the percentage and letter grades columns for the assignment.

Instructors may also upload grades for an assignment. Instructors can create a file containing student grades for an assignment offline and then upload all of the grades at once. To begin creating your file, you may elect to "Download Student Names" to a **.csv** file, assign the grades and save the file, then return to the Batch Grades Upload Page to upload that file. All students in the file must have a point value. If a student does not have a point value, remove that row from the file

Note: **Uploaded files must be ASCII text and adhere to the PageOut® Batch Grades Upload File Format.**

Assessment Tools

Goals:
The My Assessments area is where instructors create and manage test bank pools and assessments for courses. This area allows you to:
- Use the McGraw-Hill test bank library to create assessments.
- Create assessments from a colleague's course.
- Create and manage your own assessments.

The following is a quick and easy means of using a McGraw-Hill provided test bank, creating a question pool, and creating assessments.

Fast Start!
Before creating an Assessment, you have 4 options to choose from when creating questions. An Assessment can be created by using a McGraw-Hill test bank, authoring your own questions using My Questions, and/or using both options.

Option 1: Create Assessment questions using a McGraw-Hill test bank.
3. In the Utility Menu, click "Assessment Tools."
4. Click "Select Test Bank(s)."
5. Click "Select Test Bank(s)" button.
6. You have the option to search for a test bank by discipline, author, or ISBN.
7. When selecting by discipline, select your area of instruction from the menu. Example: Biological Science, Business, Earth Science, etc. Click "Continue."
8. Select from the available disciplines. Click "Continue."
9. Mark the check box to select the test bank(s) that you would like to use. Click "add."

Option 2: Copying An Assessment from a Specific Instructor.
1. In the Utility Menu, click "Assessment Tools."
2. Click "Copy Assessment."

3. Enter the instructor's user Id in the User ID dialog box and click the "Find Instructor" button. If you do not know the instructor's user ID, enter their first and last name to view a list of matching instructors.
4. At the bottom of the page, a chart becomes available after clicking "Find Instructor" with the Instructor's name, School and User Id.
5. Click on the "List Courses" button to get a listing of all available assessments by that particular instructor.
6. On the **Available Course Web Sites from (Instructor's Name)** page, a chart displays the List Assessments, Course Website, Book Title, and ISBN.
7. Click the "Assessments" link to list the assessments for a given course.
8. On the **Available Assessments** page, click the "copy" checkbox next to each Assessment Title for each assessment that needs to be copied in your course.
9. Click the "Copy Assessments" button to copy the assessments you have selected.
10. Your Assessments are grouped together within a folder named "Copied Assessments".

Option 3: Create Assessment questions by authoring your own questions using the My Questions feature.

1. In the Utility Menu, click "Assessment Tools."
2. Click "My Questions."
3. Click "Add New Pool" and enter a name for your Question Pool.
4. Click "Create New Pool."
5. Click "Add New Question."
6. Choose Question Type.
   - A. True/False:
     - a. Type in question text.
     - b. Choose correct answer.
     - c. Click "Create Question."
   - B. Multiple Choice:
     - a. Type Question Text in box.
     - b. Type answer choices in text boxes and mark the correct answer by selecting the appropriate radio button.
     - c. Click "Create Question."
   - C. Short Answer/Essay:
     - a. Type in question and if desired the optional answer.
     - b. Click "Create Question."

Option 4: Create Assessment with combination of questions from McGraw-Hill test bank(s) and questions you have authored.

1. Follow the steps outlined above.

NOTE: Once you have selected creating an Assessment Using A McGraw-Hill Test Bank and/or Creating An Assessment Using My Questions, next step is the My Assessments area.

My Assessments

To create an assessment to hold the questions you have created:

1. In the Utility Menu, click "Assessment Tools."
2. Click "My Assessments."
3. Click "Add New Folder" button.

4. Enter a name for the folder, and click "Create New Folder."
5. Click "Add New Assessment" button.
6. Enter a title, add Instructions for students, and click "Next."
7. The message "**Successfully added a new assessment! Select assessment options and click "Next" to continue**." Will appear at the top of the screen.

8. Select the appropriate radio button to choose the Question Presentation Type:
   a. **Scrolling:** Displays all questions in a continuous page.
   b. **One at a Time:** Displays each question individually.

9. Select the appropriate radio button to choose the Submission Type:
   a. **Auto Grade:** grades assessment automatically.
   b. **Grade Later:** grades assessment but doesn't calculate grades
   c. **Self-Assessment:** allows the student to take an assessment as many times as they would like for self-evaluation. Grades are not added to the grade book. Note: Students receive results immediately.

10. Question Selection:
    A. To add questions to the assessment, click "Add/Modify Questions" button.
    The Question Selection page will display in a new browser window. To the left, you have 2 choices regarding Question Selection:

    a. **Individual (default):** allows you to view each question in the test bank. Select from the test bank(s) that are available in your list under the Question Selection.
       i.   For the desired chapter, choose from Multiple Choice, True/False, and or Essay/Short Answer questions.
       ii. Select the question you would like to use by clicking the checkbox next to, Use this question. Then place the amount of points the question is worth in the Value dialog box. Click "Save."

    b. **Random:** lists all questions by chapter and type. You select how many of each question that you would like to use by entering numeric value underneath the question type.

    c. When finished, scroll to the bottom of the page and choose the point value of each question. Make sure to click the "Save" button and then close the browser window.

11. Click "Next" button located below "Add/Modify Questions."
12. On the Assessment Question Ordering page, choose the question ordering style: (Custom Ordering, Order by Question Type/Chapter, or Randomize.) Click "Next."

NOTE: Upon completion of creating your assessment your next steps will be, ADDING AN

ASSESSMENT TO YOUR COURSE and ADDING AN ASSESSMENT TO A SESSION.

Adding an Assessment to your Course

1. In the "Course Website Menu", click "Assignments" folder.
2. Click "Assessments."

3. Click "Add Existing Assessment" button. Select the assessment you want to add from the **Assessment Folder** in a drop down menu. Click "Next."
4. Click the radio button next to the Assessment Title, and then click next.
5. Enter the **Weight** of the Assessment, which is in a percentage format. **(optional)**
6. **Proctoring Password**, the instructor chooses the password. **(optional)**
7. **Enforce Exam Time** can be turned on if the dialog box is checked **Enforce**.
8. **Exam Time** is the next step when you have selected Enforce Exam Time. Select the appropriate values within the drop-down menu (in Hours, Minutes, Seconds) for the student to complete the exam. **(optional)**
9. In **Disable Printing of Assessment**, you can disable your student's ability to print the assessment by clicking the check box. **(optional)**
10. **Active Time Period** is where you will select a time period that you would like the assessment to be valid by the selection of a Start Date/Time and End Date/Time through a drop-down menu.
11. **Feedback and Grade Release for Students**, you can control the quiz feedback by choosing one of 3 options and your Release Date/Time and End Date/time:

    a. Do not Display Feedback for Students

        Students will not be able to view feedback, only applicable grades.
    b. **Provide Detailed Feedback for Students Immediately**
        Students will be able to view feedback and grades immediately after finishing an assessment (Except for Instructor Graded Assessments).
    c. **Control Display for Feedback by Date**
        Students will be able to view grades and feedback after the specified release date. The feedback will no longer be available after the end date. Grades will continue to be available beyond end date.

12. Choose your **Grade Levels**. Click "Create."

Adding an Assessment to a Session

1. In the "Course Website Menu", click on Course Content.
2. On the **Course Content Sessions** page, click "Add New Session" button.
3. Enter a Session Title that pertains to the assessment, set the Session Begin and End Date, and click '"Save."
4. In the Session table, locate the session that you just created. Click "Add/Edit Content" button, which will open a new browser window titled **View Session Content**.
5. Click "Assessment" on the Session Content Menu.
6. Select the assessment from the drop-down menu to add it to the session. Click "Save."

Detailed Documentation:

The Assessment Tools section allows you to create and manage your personal assessment and test bank pools. Click on the Assessment Tools folder in the Instructor Menu on the left-hand

side of the screen to enter the first page of the section. This page provides a brief description of the capabilities of the section's four features: Select Test Banks, Copy Assessments, My Questions, and My Assessments. The Utility Menu on the left-hand side of the screen has expanded to show these four features. Select from these features to begin building your assessments.

Selecting McGraw-Hill Test Banks

The Select Test Banks feature allows you to add test banks from the McGraw-Hill library to your personal list. You can also manage text banks already added to your personal list. Click "Select Test Banks" on the Instructor Menu. From here, you can add, manage, and remove test banks.

Adding a new test bank

Click "Select Test Bank(s) button. You can search the McGraw-Hill library of test banks by discipline, author, or ISBN.

Deleting a test bank

To delete a test bank, go to the Select Test Bank(s) page. Select the test banks that you wish to delete by checking the box to the left of the title of the test bank. Check the "Select All" box to select all test banks displayed in the table. Click the "Delete" button to delete the selected test banks.

Clicking the "Delete" button removes the selected test bank(s) from the table. The message **"Update Complete!"** appear at the top of the page in red type.

Searching by discipline

To search for test banks by academic discipline, select "discipline" from the drop-down menu and click the "**Go**" button.

> Once the page is set to search by discipline, scroll down the window containing the list of academic subjects and select the one that best fits the subject matter of your course. Click the "**Continue>**" button.

> To return to the Select Test Banks page, click the "**<Back**" button.

> A successful search will produce a table displaying available disciplines and the number of related test banks for each. Select the radio button next to the discipline of your choice. Click the "**Continue**" button. (If the library does not contain any PageOut® course websites matching your search criteria, click the "**<Back**" button to return to the previous page. Try your search again using different criteria.)

> The screen displays a table listing test banks that match your search criteria, the test bank's author, the discipline under which the test bank fits, and the test bank's ISBN.

> Select the test banks you wish to add to your list by checking the box to the left of the title of the test bank. Check the "**Select All**" box to select all test banks displayed in the table. Click the "**Add**" button to add the selected test banks to your personal list.

> Clicking the "**Add**" button directs you back to the Select Test Banks page. The newly-added test bank appears in the table. The words "**Update Complete**!" appear at the top of the page in red type.

The test banks supplied by McGraw-Hill mirror the content of various textbooks. To search for a test bank complementing a text written by a particular author, select "**author**" from the drop-down menu and click the "Go" button.

Enter the Author's last name and click "**Search.**" (If you do not know the exact spelling of the author's name, enter the first few letters of the name and click the "**Search**" button.)

To return to the Select Test Banks page, click the "**<Back**" button.

A successful search produces a table listing the author, the title of the test bank(s) the author has written, and the ISBN of each test bank. (If the library does not contain any results matching your search criteria, try your search again using a different author or a different spelling.)

Select the test banks you wish to add to your list by checking the box to the left of the title of the test bank. Check the "**Select All**" box to select all test banks displayed in the table. Click the "**Add**" button to add the selected test banks to your personal list.

Clicking the "**Add**" button directs you back to the Select Test Banks page. The newly-added test bank appears in the table. The words "**Update Complete!**" appear at the top of the page in **red type**.

Searching by ISBN

To search for test banks by ISBN, select "**ISBN**" from the drop-down menu and click the "Go" button.

Once the page is set to search by ISBN, enter the ISBN of the textbook for which you are searching and click the "**Search**" button. (If you do not know the exact ISBN, enter the first few letters or digits and click the "Search" button.)

A successful search produces a table listing the title of the test bank(s), its author, the academic discipline under which it sits, and the ISBN of each test bank. (If the library does not contain any results matching your search criteria, try your search again using a different ISBN.)

Select the test banks you wish to add to your list by checking the box to the left of the title of the test bank. Check the "**Select All**" box to select all test banks displayed in the table. Click the "**Add**" button to add the selected test banks to your personal list.

Clicking the "**Add**" button directs you back to the Select Test Banks page. The newly-added test bank appears in the table. The words "**Update Complete**!" appears at the top of the page in red type.

Copy Assessment

The Copy Assessment feature allows you to find and copy available associate's assessments. Only those assessments, which have been assigned to a public or copy password protected course will be available for copy. The copy password will be required to copy those assessments in a copy password protected course.

On the **Copying An Assessment from a Specific Instructor** page, Enter the instructor's user ID and click the "Find Instructor" button to get a link to the instructor's course list. If you do not know the instructor's user ID, enter their first and last name to view a list of matching instructors. The list of available courses will appear below.

In the chart below, the Instructor's name, School, and User Id will appear. Click the "List Courses" button to see a list of all available courses for the given instructor. You will be directed to the "**Available Course Websites from (Instructor's Name)**" page, where you will see a chart below with a List of Assessments, Course Website, Book Title, and ISBN.

Click the "Assessments" link to list the assessments for a given course. On the "**Available Assessments**" page you will see a chart with the listing of available assessments from the specific course that you selected. In the chart, you will see a listing of the Assessment Title, Number of Questions, and a Scrolling Preview before making a selection.

Click the "Copy" button next to each Assessment Title or click on the Select All button to copy all assessments, and click the "Copy Assessments" button.

Clicking the "Copy Assessments" button opens a pop-up window warning you if your sure that the selected assessments will be copied in your account, click the "OK" button in the pop-up window. Once you click "OK", you will be directed to the "**My Assessments—Folder Listing**" where you will see the following message at the top of the screen **Assessments Copied! They have been placed in your Copied Assessments Folder**.

Your copied Assessment will be placed in a folder titled "Copied Assessments"

My Questions

The My Questions feature allows you to create your own questions for an assessment. Questions are grouped together in question pools. In order to create a question, you must first create a question pool. Once a pool is created, you can create questions and edit them.

Select the link next to the "My Questions" feature in the Instructor Menu. This directs you to the My Questions—Pool Listing page.

Adding a new question pool

On the **My Questions—Pool Listing** page, click the "Add New Question Pool" button. Clicking this button directs you to the **Add New Question Pool** page. In the "Pool Name:" field, enter a name for the new pool you would like to create and click the "Create New Pool" button. (To cancel this operation and return to the My Questions—Pool Listing page, click the "<Back" button.)

Clicking the "Create New Pool" button directs you to the My Questions—Pool Contents page. The message "**Successfully added a new question pool! Now you can add questions to it**" appear at the top of the page in red type.

Deleting a question pool

To delete a question pool, start at the My Questions—Pool Contents page. Click the "Delete Pool" button. Clicking the "Delete Pool" button directs you to the **Remove Question Pool** page.

(To cancel this operation and return to the My Questions—Pool Contents page, click the "<Back" button.)

The **Remove Question Pool** page warns you that deleting the pool will delete all questions associated with the folder. **Note:** once a pool is deleted, there is no way of retrieving the deleted questions within the folder.

To continue with deleting this pool, click the "Delete Pool" button. (To cancel this operation and return to the My Questions—Pool Contents page, click the "<Back" button.)

Clicking the "Delete Pool" button opens a pop-up window warning you that deleted pools and their questions cannot be retrieved. If you are certain that you want to proceed with deleting the pool, click the "OK" button in the pop-up window.

Clicking the "OK" button directs you to the **My Questions—Pool Listing** page. The deleted pool no longer appears in the table. The words "**Successfully deleted Question Pool!**" appear at the top of the page in red type.

Renaming a question pool

To rename a question pool, start at the **My Questions—Pool Contents** page. Click the "Rename Pool" button. Clicking the "Rename Folder" button directs you to the **Rename Question Pool** page.

In the "New Pool Title:" field, enter the new name of the pool and click the "Rename" button. (To cancel this operation and return to the My Questions—Pool Contents page, click the "<Back" button.)

Clicking the "Rename" button directs you to the **My Questions—Pool Contents** page. The words "**Successfully renamed question pool!**" appear at the top of the page in red type.

Re-Ordering Questions

To re-order questions within the question pool, start at the **My Questions—Pool Contents** page. Click the "Re-Order Questions" button. Clicking the "Re-Order Questions" button directs you to the **Re-Order Pool Questions** page.

Input a number next to each item to change its position within the ordered list. **Note:** Items left blank will maintain a position relative to their current order. Precedence is given to those items with a specified index.

Clicking the "Re-Order" button directs you to the **My Questions—Pool Contents** page. The words "**Update Complete. Your Questions have been re-ordered**" appear at the top of the page in red type.

Uploading Questions

To upload "My Questions" questions, within the question pool start at the **My Questions—Pool Contents** page. Click the "Upload Questions" button. Clicking the "Upload Questions" button directs you to the **Batch Upload Question File** page.

Note: Uploaded files must be ASCII text and adhere to the **PageOut®** Batch Question Upload File Format. Click here for file format information.

Click "Browse" to select the file that you created in Notepad or Wordpad. To upload the file, click the "Upload" button. To cancel this operation and return to the pool contents page, click the "Back" button.

> The words "**Upload Complete**" will appear at the top of the page. Then there will be a listing below of the questions PageOut® uploaded from your file. Please review each question to ensure that it is in the correct format. If, after reviewing the questions, you

would like to add these to the question pool, click the "Add to Pool" button at the bottom of the page.

To cancel and return to the Upload page, click the "Cancel" button. Clicking on the "Add to Pool" button, directs you to **My Questions—Pool Contents** page. The words "**Success, # of questions added**" will appear at the top of the page.

Adding or editing questions to a question pool

To add questions to a pool or edit questions, start at the **My Questions—Pool Contents** page. To add or edit assessments to a pool, click on the name of the pool in the table.

Adding a question

To add a new question, click on the "Add New Question" button.

Clicking the "Add New Question" button directs you to the Add New Question page. The Add New Question page contains a drop-down menu marked "Question Type Selector." Click on the drop-down menu to select the type of question you want to create: true/false, multiple choice, short answer, or essay.

Creating a True/False Question

Use the drop-down menu to select "true/false" from the Question Type Selector. Click the "Next>" button.

Clicking the "Next>" button directs you to the Add True/False Question page. The Add True/False Question page requires instructors to submit certain information in order to create the new question.

The Question Text field is a required field. Enter the question of your assignment here.

Under the "Correct Answer" heading of the page, click the radio button next to the correct answer for the question you entered above. If you wish, you may enter text in the "Feedback" fields for students to view upon clicking the correct and/or incorrect answer.

Note: the Add New Assessment page allows instructors to use the Enhanced Editing feature in creating a new assessment. Enhanced Editing offers instructors more sophisticated options in preparing text. Use of the Enhanced Editing feature is described in greater detail earlier in Section 2, Chapter 2, under "Welcome Page."

When you have entered your question and selected the correct answer, click the "Create Question" button. To return to the Add New Question page, click the "<Back" button.

Clicking the "Create Question" button directs you to the Add New Question page. The words "You have successfully added a new question to this question pool" appear at the top of the page in red type.

If you would like to create another question, click the "Yes" button. This directs you back to the Add New Question page.

If you do not wish to create another question, click the "No" button. This directs you back to the **My Questions—Pool Contents** page.

Creating a multiple choice question

Use the drop-down menu to select "multiple choice" from the Question Type Selector. Click the "Next>" button. Use the second drop-down menu to select the number of possible answers you want the question to offer. Click the "Next>" button.

Clicking the "Next>" button directs you to the **Add Multiple Choice Question** page. The Add Multiple Choice Question page requires instructors to submit certain information in order to create the new question.

The Question Text field is a required field. Enter your question here.

Under the "Correct Answer" heading of the page, click the radio button next to the field you want to contain the correct answer for the question you entered above. Enter text for your correct answer and the other (incorrect) choices from which students will choose. If you wish, you may enter text in the "Feedback" fields for students to view upon clicking the correct and/or incorrect answer.

Note: the Add New Assessment page allows instructors to use the Enhanced Editing feature in creating a new assessment. Enhanced Editing offers instructors more sophisticated options in preparing text. Use of the Enhanced Editing feature is described in greater detail earlier in Section 2, Chapter 2, under "Welcome Page."

When you have entered your question and selected the correct answer, click the "Create Question" button. To return to the Add New Question page, click the "<Back" button.

Clicking the "Create Question" button directs you to the Add New Question page. The words "You have successfully added a new question to this question pool" appear at the top of the page in red type.

If you would like to create another question, click the "Yes" button. This directs you back to the Add New Question page.

If you do not wish to create another question, click the "No" button. This directs you back to the **My Questions—Pool Contents** page.

Creating a short answer question

Use the drop-down menu to select "short answer" from the Question Type Selector. Click the "Next>" button.

Clicking the "Next>" button directs you to the Add Short Answer Question page. The Add Short Answer Question page requires instructors to submit certain information in order to create the new question.

The Question Text field is a required field. Enter your question here. You may also enter text in the "Answer" field, and in the "Answer Feedback" field.

Note: the Add New Assessment page allows instructors to use the Enhanced Editing feature in creating a new assessment. Enhanced Editing offers instructors more sophisticated options in preparing text. Use of the Enhanced Editing feature is described in greater detail earlier in Section 2, Chapter 2, under "Welcome Page."

When you have entered your question and answer text, click the "Create Question" button. To return to the Add New Question page, click the "<Back" button.

Clicking the "Create Question" button directs you to the Add New Question page. The words "You have successfully added a new question to this question pool" appear at the top of the page in red type.

If you would like to create another question, click the "Yes" button. This directs you back to the Add New Question page.

If you do not wish to create another question, click the "No" button. This directs you back to the **My Questions—Pool Contents** page.

Creating an essay question

Use the drop-down menu to select "essay" from the Question Type Selector. Click the "Next>" button.

Clicking the "Next>" button directs you to the Add Essay Question page. The Add Essay Question page requires instructors to submit certain information in order to create the new question.

The Question Text field is a required field. Enter your question here. You may also enter text in the "Answer" field, and in the "Answer Feedback" field.

Note: the Add New Assessment page allows instructors to use the Enhanced Editing feature in creating a new assessment. Enhanced Editing offers instructors more sophisticated options in preparing text. Use of the Enhanced Editing feature is described in greater detail earlier in Section 2, Chapter 2, under "Welcome Page."

When you have entered your question and answer text, click the "Create Question" button. To return to the Add New Question page, click the "<Back" button.

Clicking the "Create Question" button directs you to the Add New Question page. The words "You have successfully added a new question to this question pool" appear at the top of the page in red type.

If you would like to create another question, click the "Yes" button. This directs you back to the Add New Question page.

If you do not wish to create another question, click the "No" button. This directs you back to the **My Questions—Pool Contents page**.

Editing a question

Editing a question can involve revising the questions, its answer(s), and feedback provided to students. You can also copy, move or delete questions.

To edit an existing question, start at the **My Questions—Pool Contents** page. In the table displaying existing questions, click on the title of the assessment you wish to edit. Clicking on the title of the question directs you to the Edit [Type] Question page.

Editing question and answer content

From the Edit [Type] Question page, make desired changes to the question and answer fields. Click the "Save" button when you are finished making changes.

Upon clicking the "Save" button, the words "**Update Complete!**" appear at the top of the page in red type.

Copying questions

From the Edit [Type] Question page, scroll down the page and click the "Copy" button. Clicking the "Copy" button directs you to the "Copy Question" page. To copy the question, use the drop-down menu to select the question pool you wish to contain the duplicated question. Click the "Copy" button.

To cancel this operation and return to the Edit [Type] Question page, click the "<Back" button.

Clicking the "Copy" button directs you to the **My Questions—Pool Contents** page. The words "**Update Complete!** The copied question has been added to the specified pool" appear at the top of the page in red type.

Moving questions

You can move questions between different question pools. From the Edit [Type] Question page, scroll down the page and click the "Move" button.

Clicking the "Move" button directs you to the "Move Question" page. Use the drop-down menu to select to which pool you wish to move the question, and click the "Move" button.

To cancel this operation and return to the Edit [Type] Question page, click the "<Back" button.

Clicking the "Move" button directs you to the **My Questions—Pool Contents** page. The words "Successfully moved question!" appear at the top of the page in red type.

Deleting questions

From the Edit [Type] Question page, scroll down the page and click the "Delete" button.

Clicking the "Delete" button directs you to the "Delete Question" page.

To permanently delete the selected question, click the "Delete" button.

To cancel this operation and return to the Edit [Type] Question page, click the "<Back" button.

Clicking the "Delete" button opens a pop-up window warning that deleted questions cannot be retrieved. If you are certain that you want to proceed with deleting the question, click the "OK" button in the pop-up window.

Clicking the "OK" button directs you to the **My Questions—Pool Contents** page. The deleted question no longer appears in the table. The words "**Successfully deleted question!**" appear at the top of the page in red type.

My Assessments

The My Assessments feature allows you to create new assessments and manage your existing ones. Your assessments are grouped together within folders.

Note: in order to create an assessment, as least one test bank must be selected from the McGraw-Hill library and added to your personal list.

Select the link next to the "My Assessments" feature from the Instructor Menu. Selecting this link directs you to the **My Assessments—Folder Listing** page. From this page, you can create a new assessment folder or begin adding and editing assessments in an existing folder.

Adding a new assessment folder

To add a new assessment folder, start at the **My Assessments—Folder Listing** page. Click on the "Add New Folder" button.

Clicking on this directs you to the Add New Assessment Folder page. In the "Folder Name:" field, enter a name for the new folder you would like to create and click the "Create New Folder" button. (To cancel this operation and return to the **My Assessments—Folder Listing** page, click the "<Back" button.)

Clicking the "Create New Folder" button directs you to the **My Assessments—Folder Contents** page. The words "Successfully added a new folder! Now you can add assessments to it" appear at the top of the page in red type.

Deleting folders

To delete a folder, start at the **My Assessments—Folder Listing** page. Click the title of the folder you want to delete. This directs you to the **My Assessments—Folder Contents** page. Click the "Delete Folder" button. (To cancel this operation and return to the **My Assessments—Folder Listing** page, click the "<Back to Main Folder Listing" button.)

Clicking the "Delete Folder" button directs you to the Delete Assessment Folder page.

The **Delete Assessment Folder** page warns you that deleting the folder will delete all assessments associated with the folder. **Note:** once a folder is deleted, there is no way of retrieving the deleted assessments within the folder.

To continue with deleting this folder, click the "Delete Folder" button. (To cancel this operation and return to the **My Assessments—Folder Contents** page, press the "<Back" button.)

Clicking the "Delete Folder" button opens a pop-up window warning you that deleted folder and their assessments cannot be retrieved. If you are certain that you want to proceed with deleting the folder, click the "OK" button in the pop-up window.

Clicking the "OK" button directs you to the **My Assessments—Folder Listing** page. The deleted folder no longer appears in the table. The words "**Successfully deleted assessment folder!**" appear at the top of the page in red type.

Renaming folders

To rename a folder, start at the **My Assessments—Folder** Listing page. Click the title of the folder you want to rename. This directs you to the **My Assessments—Folder Contents** page. Click the "Rename Folder" button. Clicking the "Rename Folder" button directs you to the Rename Assessment Folder page.

In the "New Folder Title:" field, enter the new name of the folder and click the "Rename" button. (To cancel this operation and return to the **My Assessments—Folder Contents** page, press the "<Back" button.)

Clicking the "Rename" button directs you to the **My Assessments—Folder Contents** page. The words "**Successfully renamed assessment folder!**" appear at the top of the page in red type.

Adding or editing assessments to a folder

To add assessments to a folder or edit assessments, start at the **My Assessments—Folder Content** page. To add or edit assessments to a folder, click on the name of the folder in the table.

Adding assessments

To add a new assessment, click on the "Add New Assessment" button.

Clicking the "Add New Assessment" button directs you to the Add New Assessment page. The Add New Assessment page contains three text fields for instructors to complete in order to create a new assessment.

- Title: this is a required field. Provide a title for your new assessment.
- Instructions: this is a required field. Provide instruction for your students to follow to correctly use the assessment.
- Related link: this is an optional field. Instructors may wish to provide a link to a relevant website.

Note: the Add New Assessment page allows instructors to use the Enhanced Editing feature in creating a new assessment. Enhanced Editing offers instructors more sophisticated options in preparing text. Use of the Enhanced Editing feature is described in greater detail earlier in Section 2, Chapter 2, under "Welcome Page."

When you have completed making entries in the text fields, click the "Next >" button. If you want to cancel this operation and return to the **My Assessments—Folder Contents** page, click the "Cancel" button.

Clicking the "Next >" button directs you to the Assessment Options page. The words "**Successfully added a new assessment!** Select assessment options and press 'Next' to continue" appear at the top of the page in red type. The title of the assessment and the name of the folder containing it are also listed near the top of the page.

Assessment Options
The Assessment Options page provides instructors with choices of how to present questions on an assessment, and how assessments will be submitted.

Question Presentation

The Question Presentation feature provides instructors with choices in how questions will be presented to students taking the assessment. The options are:

- **Scrolling List Question Display.** This option displays assessment instructions, as well as all questions, on a single scrolling page. All assessment questions are loaded on a single Web page; students can quickly navigate from question to question with very little delay. With this style of question presentation, all answers are submitted upon completion of the entire assessment. However, for this reason, in the event of a lost connection prior to final submission, all answer data will be lost.

- **One At A Time Question Display.** This option displays questions one at a time. Assessment instructions, as well as each question, are presented on a separate Web page. Students navigate through questions using "Next" and "Previous" buttons. Using this style of presentation, each question/answer pair is submitted upon completion of that question. This provides for greater security in the event of a lost connection. For "Auto-Grade" and "Grade Later" assessments (described below), students can return to the assessment with previously submitted answers intact.

Note: due to the fact that each question/answer pair is submitted to the server prior to the loading of the next question, this assessment style requires more time to complete (actual time required for answer submission and question loading varies depending on modem connection speeds).

Click the radio button next to the method of Question Presentation that you choose. Scroll down the page to select a Submission Type.

Submission Type

- **Auto Grade**. This option automatically grades true/false and multiple choice questions and inserts the calculated grade into the course Gradebook. Results are returned to students upon completion of the assessment. **Note:** this option does not attempt to grade short answer or essay-type questions; if this option is selected, these types of questions are assigned zero points.
- **Instructor Grade (Grade Later)**. This option is best used for assessments with short-answer and essay type questions. It automatically grades T/F and M/C questions but does not insert the calculated grade into the gradebook. Students will not be able to view graded results until scores have been input via the course gradebook.
- **Self Assessment**. This option allows a student to take an assessment as many times as he or she would like for self evaluation purposes. True/false and multiple choice questions are evaluated and results are returned to the student immediately. **Note:** student's answers are not recorded in the Gradebook.

Click the radio button next to the method of Submission Type that you choose.

When you have selected your presentation and submission choices, click the "Next >" button.

Clicking the "Next >" button directs you to the Assessment Questions page. The words "**Now you can add questions to this assessment. After you are finished adding questions, press 'Next' to continue**" appear at the top of the page in red type.

The Assessment Questions page features a "Add/Modify Questions" button which will allow to add or modify the questions associated with this assessment in the test banks selected by the instructor using the "Select Test Banks" feature and original questions of the instructor's creation. Click on the "Add/Modify Questions" button to open up a new browser window, from which to draw questions that will appear on the assessment.

Questions may be individually selected or added at random.

Adding Individual Questions

"Individual Questions" will be the default. Once you have selected Individual Questions, make sure to select the test bank(s) that you would like to use which appear underneath the Add Individual Questions. The left-hand side of the page displays a menu of the test banks for each chapter of the textbook or question folder and the number of true/false, multiple choice, short answer, and essay questions contained in each.

To begin selecting questions, choose a chapter or folder and the particular question type within it that you would like to add to the assessment. Select the question type.

Upon selecting a question type, the individual questions appear in the right-hand side of the page. Review the list of available questions by scrolling down the page. Select a question for inclusion in the assessment by checking the "Use this question" box. Determine the value of the question by entering the desired value in the "Value" field. Clicking the "View" button allows you to view the question and its possible answers (the correct answer appears in blue type).

When you have selected all the individual questions you want to appear on the assessment, and assigned values to them, click the "Save" button at the very bottom of the question list. The words "**Update complete!** You now have X questions selected on this page" appear at the top of the page in red type.

If you want other question types to be included on the assessment, repeat these steps for each question type desired. Be certain to click the "Save" button after selecting all desired questions. Close the new browser window when finished selecting questions for the assessment.

Upon closing the new browser window, scroll down to the lower portion of the **Assessment Questions** page in the original browser window. Find the subheading titled "Question Map." The words "**You currently do not have any questions selected for this assessment**" appear in red type below the subheading.

Click the "Refresh Statistics" button. Upon clicking this button, a table appears in the Question Map section, displaying the title of the Question Pool, the number of different types of questions on the assessment, and the total number of points for the assessment.

After clicking the "Refresh Statistics" button, scroll back up the page to above the Question Map section and click the "Next >" button.

Clicking the "Next >" button directs you to the Assessment Question Ordering page.

The **Assessment Question Ordering** page allows you to select different means of arranging the order of questions on your assessment.

Custom Ordering

This option allows instructors to explicitly define the order of questions on the assessment. To select this option, click the radio button next to this title, and click the "Next >" button.

Clicking the "Next >" button directs you to the **Custom Question Ordering** page. The words "**Update complete!** Now you can custom order you questions" appear at the top of the page in red type.

The **Custom Question Ordering** page displays all questions you have selected for your assessment. Next to each question is an empty text field. In the field, enter the number reflecting the order in which you would like the question to appear on the assessment. (For example, enter "1" in the field next to the question you want listed first, "2" for the question you want listed second, etc.)

When you have entered numbers for all fields, click the "Re-Order" button.

Clicking the "Re-Order" button directs you back to the **My Assessments—Folder Contents** page. The words "**Update Complete**. Your assessment questions have been re-ordered" appear at the top of the page in red type. The newly-completed assessment appears in the table, listing its title, number of questions, total points, and a link for a scrolling preview. (Click on the scrolling preview link to view a preview of the assessment in a new browser window.)

Order by Question Type/Chapter

This option automatically orders questions based on question type and chapter type. Questions will be grouped together first by question type (true/false, multiple choice, short answer, essay). Within these question type groupings, questions will be grouped together by chapter.

To select this option, click the radio button next to this title, and click the "Next >" button.

Clicking the "Next >" button directs you to the **My Assessments—Folder Contents** page. The words "**Update Complete!**" appear at the top of the page in red type. The newly-completed assessment appears in the table, listing its title, number of questions, total points, status, and a link for a scrolling preview. (Click on the scrolling preview link to view a preview of the assessment in a new browser window.)

Randomize for Students

This option produces a random arrangement of questions for each student. Randomized questions are grouped together based on question type (true/false, multiple choice, short answer, and essay). **Note:** this only affects the order in which the questions are presented to the student. Ordering for purposes of Gradebook records will be based on the "Order by Question Type/Chapter" rules (student answers will appear in the same order).

To select this option, click the radio button next to this title, and click the "Next >" button.

Clicking the "Next >" button directs you to the **My Assessments—Folder Contents** page. The words "**Update Complete!**" appear at the top of the page in red type. The newly-completed assessment appears in the table, listing its title, number of questions, total points, status, and a link for a scrolling preview. (Click on the scrolling preview link to view a preview of the assessment in a new browser window.)

Adding Random Questions

To have randomly selected questions appear on the assessment, click the Once you have selected Individual Questions, make sure to select the test bank(s) that you would like to use which appear underneath the Add Random Questions. The left-hand side of the page displays a menu of the test banks for each chapter of the textbook in the selected test bank or question folder, as well as the available number of true/false, multiple choice, short answer, or essay questions in each. The number of available questions appears in red type.

Next to each red number is an empty text field. In the fields, enter the number of each type of question from each chapter or folder that you want to include in the assessment.

After inputting the number of each type of question you want from each chapter or folder, scroll down to the bottom of the page. The bottom of the page features text fields next to the words "Points for Each." In the fields, enter the value you want to assign each type of question (true/false, multiple choice, short answer, and essay—in that order). Click the "Save" button after selecting all desired questions and inputting all desired values.

Upon clicking the "Save" button, the words "**Successfully added a total of X random questions to the assessment!** Close this window and click the 'Refresh Statistics' button." Close the new browser window.

Upon closing the new browser window, scroll down to the lower portion of the **Assessment Questions** page in the original browser window. Find the subheading titled "Question Map." The words "**You currently do not have any questions selected for this assessment**" appear in red type below the subheading.

Click the "Refresh Statistics" button. Upon clicking this button, a table appears in the Question Map section, displaying the title of the Question Pool, the number of different types of questions on the assessment, and the total number of points for the assessment.

After clicking the "Refresh Statistics" button, scroll back up the page to above the Question Map section and click the "Next >" button.

Clicking the "Next >" button directs you to the **Assessment Question Ordering** page.

The **Assessment Question Ordering** page allows you to select different means of arranging the order of questions on your assessment.

Instructions for arranging the order of questions on an assessment have been described in detail earlier in this chapter.

Editing assessments

Editing assessments involves revising the assessment's instructions, its method of presentation to students, the actual questions selected to appear on the assessment, and the order/arrangement of the questions. You can also copy, move, or delete assessments.

To edit an existing assessment, start at the **My Assessments—Folder Contents** page. In the table displaying existing assessments, click on the title of the assessment you wish to edit.

Editing Assessment Instructions

Clicking the title of the assessment to be edited directs you to the Assessment Instructions page. (If you have edited another aspect of the assessment prior to editing the instructions, access this feature by clicking the "Instructions" button.) The title, instructions, and URL of a related link are listed in the fields on the page.

Make any changes you want to the fields and click the "Save" button. If you wish to cancel this operation and return to the **My Assessments—Folder Contents** page, click the "<Back to Assessment List" button.

Upon clicking "Save," the words "**Successfully updated assessment information!**" appear at the top of the page in red type.

Editing Assessment Options

To edit how the assessment is presented to students, and how they will submit it, click the "Options" button. Clicking the "Options" button directs you to the Assessment Options page. From here, instructors can change their selection of Questions Presentation (choosing from Scrolling List Question Display or One At A Time Questions Display) or Submission Type (choose from Auto Grade, Instructor Grade (Grade Later), or Self Assessment).

Make the changes you want by selecting the radio button next to the various options. Click "Save" to save your changes. If you wish to cancel this operation and return to the **My Assessments—Folder Contents** page, click the "<Back to Assessment List" button.

Upon clicking "Save," the words "**Successfully updated assessment options!**" appear at the top of the page in red type.

Editing Assessment Questions

To edit the questions contained in the assessment, click the "Questions" button. Clicking the "Questions" button directs you to the Assessment Questions page. From the Assessment Questions page, instructors select test banks from which to draw questions from the assessment. Instructors may select individual questions or have them randomly selected from particular chapters.

Use of the Assessment Question page has been described in greater detail earlier in this chapter. Once revisions have been made to the content of the assessment, click the "Refresh Statistics" button under the Question Map subheading on the lower portion of the Assessment Question page.

Editing Assessment Ordering

To revise the order in which the questions of the assessment are arranged, click the "Order" button. Clicking the "Order" button directs you to the Assessment Question Ordering page.

Instructions for arranging the order of the questions of the assessment (Custom Ordering, Order by Question Type/Chapter, or Randomize for Students) are described in greater detail earlier in this chapter. When you are done revising the order of the questions, click the "Save" button. If you wish to cancel this operation and return to the **My Assessments—Folder Contents** page, click the "<Back to Assessment List" button.

Upon clicking the "Save" button, the words "**Update complete**" appear at the top of the screen in red type.

Copying Assessments

To copy an assessment, start at the **My Assessments—Folder Contents** page. Click on the title of the assessment you want to copy.

Clicking on the title of the assessment directs you to the Assessment Instructions page. To copy the assessment, click the "Copy" button.

Clicking the "Copy" button directs you to the Copy Assessment page. To copy the assessment, enter a new title in the New Assessment Title field and use the drop-down menu to select which folder you wish to contain the duplicated assessment. Click the "Copy" button.

To cancel this operation and return to the Assessment Instructions page, click the "<Back" button.

Clicking the "Copy" button directs you to the **My Assessments—Folder Contents** page for the folder that you selected to contain the copied assessment. The words "Update Complete! The copied assessment has been added to your list" appear at the top of the page in red type.

Moving Assessments

You can move assessments between different folders. To move an assessment, start at the **My Assessments—Folder Contents** page. Click on the title of the assessment you want to move.

Clicking on the title of the assessment directs you to the **Assessment Instructions** page. To move the assessment, click the "Move" button.

Clicking the "Move" button directs you to the **Move Assessment** page. Use the drop-down menu to select to which folder you wish to move the assessment, and click the "Move" button.

To cancel this operation and return to the **Assessment Instructions** page, click the "<Back" button.

Clicking the "Move" button directs you to the **My Assessments—Folder Contents** page for the folder that you selected to contain the assessment. The words "**Successfully moved assessment!**" appear at the top of the page in red type.

Deleting Assessments

You can also delete assessments. To delete an assessment, start at the **My Assessments— Folder Contents** page. Click on the title of the assessment you want to delete.

Clicking the "Delete" button directs you to the Delete Assessment page.

To permanently delete the selected assessment, click the "Delete" button.

To cancel this operation and return to the **Assessment Instructions** page, click the "<Back" button.

Clicking the "Delete" button opens a pop-up window warning that deleted assessments cannot be retrieved. If you are certain that you want to proceed with deleting the assessment, click the "OK" button in the pop-up window.

Clicking the "OK" button directs you to the **My Assessments—Folder Contents** page. The deleted assessment no longer appears in the table. The words "**Successfully deleted assessment!**" appear at the top of the page in red type.

Adding an Assessment to your Course

This area allows you to create new assessment assignments and edit, activate or deactive existing assignments.

> In the "Instructor Menu", click on "My Course Websites" which will display a table with a listing of the course title, active/inactive students, begin/end date, and status of the course.

> Click on the course title where you would want the assessment to be linked. In the Course Website Menu to the left, click the "Assignments" folder.

> The "Assignments" menu item is for creating/editing assignments and grades for the currently selected course. Assignments can be either GENERAL or QUIZ. Quiz assignments can be created from over 150 McGraw-Hill titles where the Test bank is available in an online database for use with PageOut®. Quizzes can be created by selecting INDIVIDUAL questions or by selecting RANDOM questions from the Test bank.

> Clicking the "Assessments" link take you to the **Assessments** page. "Assessments" feature allows the instructor to create assessment assignments by choosing from the existing "Instructor" level assessment pool.

> This area allows you to create new assessment assignments and edit, activate or de-active existing assignments. To edit an existing assignment, click the edit button under the "Assignment Settings" column. To edit assessment options, click the "Edit" button under the "Assessment Selections" column. To activate or deactivate individual assignments, select the assignments using the check boxes and then click the

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appropriate action button. To maintain student grades for an existing assessment, click the "Grades" link.

To create a new assessment assignment, click the "Add Assessment" button, which will take you to the **Add Assessment—Folder Selection** page.

Please select an "Assessment Folder" from the drop-down menu and click the "Next" button to continue. To cancel this operation and return to your assessment listing, click the "Back" button.

Choose an assessment from the list below on **Add Assessment** page by clicking on the radio button and click the "Next" button. To cancel this operation and return to the assessment assignment list, click the "Back" button.

You will be taken to the **New Assessment** page where you could customize many features within the assessment. At the top of the **New Assessment** page, you have the choice of renaming the Course Assessment Title in the dialog box. There is also has information that you had selected earlier in the "Assessment Tools" area at the top of the page, such as: Assessment Title, Number of Questions, Total Points, Submission Type, Question Ordering Style, and Question Presentation.

Weight
Enter a percentage weight for this assignment that indicates its weight relative to the grade for this course.

Proctoring Password
If you would like to require a proctoring password to be entered in before your student can download this assessment, enter a password in the dialog box. If this field is left blank, a proctoring password will not be required.

Enforce Exam Time
If checked, PageOut® will automatically end the exam once the Exam Time has expired.

Exam Time
Enter the exam time from the drop-down menu (in Hours, Minutes, Seconds) for the student to complete the exam. This time will override the total exam time that is calculated from the recommended completion time for each question.

Disable Printing of Assessment
If checked, PageOut® will disable printing, use of the browser menu and right mouse clicking by your students for this assessment. If these features are required for this assessment, please uncheck this box to enable them.

Active Time Period
Select a start date and end time period from the drop-down menu that you would like this assignment to be valid. Assignments will not be accessible by your students outside of this active time period. **(required)**

Feedback and Grade Release for Students
This option allows for an instructor to choose as to when the grades from the assessment will be released to the students. Click the radio button next to one of these 3 options will activate which Grade Release option you would like to use. There are 3 options available:

1. **Do not display feedback for students**
   Students will not be able to view feedback, only applicable grades.

2. **Provide Detailed Feedback for Students Immediately**
   Students will be able to view feedback and grades immediately after finishing an assessment (Except for Instructor Graded Assessments).

3. **Control Display for Feedback by Date**
   Students will be able to view grades and feedback after the specified release date. The feedback will no longer be available after the end date. Grades will continue to be available beyond end date. Select the start/end date and time from the drop-down menu.

Grade Levels

This feature is where you enter the grading scale for the assessment. This is the scale that will be used to record this assessment into your PageOut® gradebook.

For your convenience you can use the "Default" and "Detailed Default" buttons to have PageOut® automatically generate a grading scale for you.
Clicking on the "Default" button, a generic grade scale will appear with the letter grade and the Minimum Points each grade is worth. Clicking on the "Detailed Default" button, will generate a detailed grade scale.

Note: Minimum Points can be changed on the grade scale by placing a different number in the dialog box next to the grade.

The "Remove" and "Add" buttons will allow you to remove and a grade from the grade scale.

Note: Grade Levels are based off a letter grade / minimum points scale. This means that the points meeting or exceeding the specified minimum points for a particular level will earn that grade. Below is an example for a 50 point assignment.
Note: 45-50 pts = A, 40-44 points = B, etc.

The Question Map is a chart where the current number of questions in the assessment, are organized by question type and question source. In the chart, the Question Pool is listed showing which test bank(s) the questions have been derived from.

After you have created a grading scale for this assessment, click the "Create" button to complete the process. Clicking on "Cancel" will abort the creation of the assessment. Clicking on "Back" will take you to the **Add Assessment** page.

Adding an Assessment to a Session

The Course Content area is where content is added to your course web site. Content can be supplemental McGraw-Hill material, instructor's notes, assignments quizzes, web links files, and discussion topics.

Before any content can be added to the syllabus on the course web site, however, at least one **session** must be created.

Click the Course Content folder in the Course Web Site Menu to access the Course Content page.

A session is simply a division of the course. Its length can vary, and is completely up to the instructor. A session can be set up to last for the duration of an entire semester, or for one class meeting. PageOut® views sessions in a way similar to folders, they have beginning and ending dates. The session folders contain all material relevant to that session.

If you do not wish to add a session, click the "<< Back to Course Content" button to return to the main Course Content page.

To add a session, click the "Add New Session" button.

Clicking the "Add New Session" button brings you to the Add Session page.

Provide the required information in order to create your session.

- **Session Title:** this is a required field; instructors must provide a title for each session that is created.
- **Session Begin and End Dates:** use the drop-down menus to select the month, day, and year of the session's begin and end dates. This date range for the session must fall within the range specified for the course in the Syllabus Course page.

Click the "Save" button to save your entries.

Clicking the "Save" button returns you to the Course Content page, which now features the words "**Session Added!**" in red type at the top of the page. The session you created now appears in a table displaying the title of the session, its begin and end dates, and its status.

Examine the status column on the right-hand side of the table. PageOut® sessions are active by default, and are displayed so immediately once created. Sessions can be activated or deactivated by selecting the course and clicking the "Activate" or "Deactivate" button. To select a course, check the box to the left of the session's name. To select all courses for uniform activation or deactivation, check the "Select All" box and click the "Activate" or "Deactivate" button.

Once a session has been created, you can add the assessment. To add or edit an assessment for a session, select the "Add/Edit Content" button in the table.

Clicking the "Add/Edit Content" button opens a new browser window with the title "View Session Content." Note that the left-hand side of the screen displays the Session Content Menu. The Session Content Menu offers several options for adding and editing different types of content.

Click on the "Assessments" link from the Session Content Menu, which will take you to the **Add Assessment to Session** page.

When finished adding or editing content for the session, instructors must close the new browser window to return to the Syllabus Session Manager.

Congratulations, you have successfully completed and added an Assessment to your course.

Announcements

Goals:
- Create an announcement.
- Manage announcements.

Fast Start!

Creating an Announcement: The Announcements feature allows the instructor to create and manage announcements that can be posted to the Home page for the current course, e-mailed to all students, e-mailed to a particular student, or sent to a cellular phone as a text message.

1. Click "My Course Web Sites."
2. Click on the course title you wish to create an announcement for.
3. Click " 📁 Communications."
4. Click " 📄 Announcements."
5. Click "Create a New Announcement."
6. Choose the desired options.
   - Post to Course Web Site homepage
   - Send as email message to students
      a. To entire class (Active Students).
      b. To selected students.
   - Send to mobile phones (Limit 120 characters). *** (Charges to recipient may apply).**
      a. To entire class (Active Students).
      b. To selected students.
7. Choose to send email via To: (students will be able to view all recipients), OR Bcc: (blind copy).
8. Enter the "Subject" of the announcement in the provided field.
9. Enter the "Body" of the message in the provided field.
10. Enter related Web site, if applicable. (not required)
11. Click "Continue."
12. If you chose to send the message as an email to selected students, use the check box to select the students who should receive the email announcement. After making your selection click the "Send Email" button at the bottom of the page to send the message. To preview the announcement in a separate browser window, click the "Preview Announcement" button.

Detailed Documentation:

📄 **Announcements:** To access the Announcements feature, select "📄 Announcements" from under the 📁 Communications folder in the expanded Course Web Site Menu. This takes you to the Announcements page.

To create a new announcement

On the Announcements page, click the "Create a New Announcement" button. This directs you to the Create a New Announcement page.

The Create a New Announcement page requires instructors to select an Announcement Type. Announcements may be posted to the home page of your course web site, sent as e-mail messages to students, and/or sent as a text message to a mobile phone. Check the boxes that fit your needs for the announcement.

Enter text in the Announcement's "Subject," "Body," and "Related Link" fields, and click the "Continue" button.

Clicking the "Continue" button returns you to the Announcements page, with the words "Announcement Added!" appearing at the top of the page in red type. The Announcement appears in a table listing the subject of the announcement, its status, and its date.

The table contains several features that control the availability of announcements. To select an announcement, check the box to the left of its title. Select all announcements by checking the "Select All" box in the table.

The "Activate" button activates the selected announcement(s), while the "Deactivate" button deactivates the selected announcement(s). To delete an announcement, select it and click the "Delete" button.

<div align="center">

To edit an existing announcement
</div>

To edit an existing announcement, access the Announcements page and click on the name of the announcement within the table. Clicking on the name directs you to the Edit Announcement page. From this page, instructors can update the contents of their announcements. After making changes to the announcement's e-mail options, subject, body, and related link information fields, click the "Update" button.

<div align="center">

Clicking the "Update" button returns you to the Announcements page, with the words "Announcement Updated!" at the top of the page in red type.
</div>

Discussion Area

Goals:

- Create a discussion area.
- Post a discussion topic.
- Moderate the discussion area

Note: PageOut®'s Discussion Area provides an online forum for students and instructors to start or continue discussions, debates, and lines of inquiry beyond the walls of the classroom. Instructors have a choice of discussion tools. McGraw-Hill's discussion tool is the default selection on the "Discussion Area" page. You may choose another discussion tool by specifying a link to your own solution or one hosted by your school.

Fast Start!
Create a Discussion area using PageOut®'s Integrated Discussion area.
13. Click " My Course Web Sites."
14. Click the on the desired course.
15. Click " Communications."
16. Click " Discussion Area."
17. Select the PageOut® integrated discussion area.
18. Click "Create Discussion Area."
19. Read the Rules & Policies.
20. Click "I Agree."

Using your own/school-hosted solution.
1. Click " My Course Web Sites."
2. Click the on the desired course.
3. Click " Communications."
4. Click " Discussion Area."
5. Select "Your own/school-hosted solution".
6. Enter the URL of the discussion tool of your choice in the provided field.
7. Click "Save."

To Post a new topic.
1. Click "Enter Discussion Area."
2. Click "Post New Topic."

3. Enter title and draft the topic.
4. Enter a related website URL is applicable. (not required)
5. Click "Post This Message."

To Reply to a topic.
1. Click on the topic subject. (Title)
2. Click "Reply."
3. Draft your response.
4. Click "Post this Message."

Assigning Moderators to the Discussion Area.
1. Click "Assign Moderators."
2. Enter the user id of the Moderator you wish.
3. Click "Add."
Archiving and Deleting Topics.
1. Click "Enter Discussion Area."
2. Click "Moderate."
3. Select the appropriate topic by clicking on the check box to the left of the topic.
4. Click either "Archive" or "Delete."

Detailed Documentation:

Discussion Area

PageOut®'s Discussion Area provides an online forum for students and instructors to start or continue discussions, debates, and lines of inquiry beyond the walls of the classroom. Instructors have a choice of discussion tools. McGraw-Hill's discussion tool is the default selection on the "Discussion Area" page. You may choose another discussion tool by specifying a link to your own solution or one hosted by your school.

Setting up the Discussion Area page of your course web site
The first element of the Discussion Area page is the "Page Instructions for Students" text field. This field is where instructors enter directions for students on the nature of the page and/or how the page is to be used. The field features a link marked "Formatting Tips." Clicking on the link opens a pop-up window providing instructions on manually inserting or pasting HTML tags into the text field.

Enter text in the "Directions to Students" text field, then proceed to selecting the discussion tool you will use in your course. Instructors select the default tool or enter the link of another discussion tool.

Click the "Save" button to save your entries.

Click the "View" button to view the appearance of your course web site's Discussion Area page.

To access and register for the Discussion Area tool

If using the McGraw-Hill PageOut® Discussion Area tool, click on the radio button "PageOut® integrated discussion area" then click "Create Discussion Area". Next, you will be directed to the PageOut® Discussion Area Rules and Policies page. Read the rules and policies and indicate your acceptance of the terms by clicking the "I Agree" button.

Clicking on the "I Agree" button directs you back to the Discussion Area Page. If you would like to change the discussion area settings click "Change Settings". If you wish to allow anonymous posting, mark the check box and click "Save". You may also assign moderators for your

discussion area (by default the instructor is automatically enabled as a moderator.) To assign moderators click "Assign Moderators" on the Discussion Area page. Enter the new moderator's User ID and click "Add". To remove a moderator click on the check box to the left of their User ID and click the "Remove" button at the bottom of the page.

To enter the discussion area, click "Enter Discussion Area".

To post a new topic

To post a new topic click "Post New Topic" at the bottom of the screen. Enter text in the Topics "Subject," "Body," and "Related Link" fields. Now choose to post the topic anonymously, or by using your PageOut® User ID by clicking on the appropriate radio button and click "Post This Message."

To edit, archive, or delete a topic

To edit a topic click on the "Moderate" button at the bottom of the page. This will allow an instructor to edit or delete any message in the discussion area. Now choose the topic to be edited by clicking on the title. You can edit the topic by clicking on the "Edit " button. Make the desired changes and click "Save". To archive a topic by clicking on the check box to the left of the topic, and clicking "Archive". You can delete the topic by clicking on the check box to the left of the topic, and clicking "Delete."

To reply to a topic

To reply to a topic, click on the topic's subject in the left-hand column of the table on the PageOut® main page.

Clicking on this directs you to a new page listing all messages contained in the topic, the user ID of the author of each message, and the date and time of each message's posting. To post a reply to a message, click "Reply".

Selecting either of these items directs you to a new page. Enter text in the Topics "Subject," "Body," and "Related Link" fields. Now choose to post the topic anonymously, or by using your PageOut® User ID by clicking on the appropriate radio button and click "Post This Message".

 (Clicking the "Post This Message" directs you back to the page displaying the messages within the selected topic). Note that your reply is now displayed in the table, below the message to which you responded.

Leaving the Discussion Area

 To exit the Discussion Area, you must close the browser window containing the Discussion Area.

File Management

Goals:
- Create a Sub-Directory.
- Add a new file.
- Manage files.

Note: The My Files feature allows instructors to add files and documents they have previously created to their course web site(s). These files can supplement the information displayed on the pages of the site. Instructors can also create new directories to house the files, and can copy, move, rename, and delete files and documents that have been uploaded to the My Files area. PageOut is compatible with all file types except executable files (files with a .exe extension).

****NOTE: Your students must have the program in question installed on their computer in order to view these files *****

Fast Start!
Create a Sub-Directory.
21. Login to PageOut®.
22. Click " 📁 Manage My Files".
23. Click "Add Sub-Directory."
24. Enter a name for the directory that you are creating.
25. Click "Create Directory."
26. The new Sub-Directory will be listed in the table on the My Files-Directory Contents page.

Add a new file.
8. Click " 📁 Manage My Files."
9. Click "Add New File."
10. Click "Browse."
11. A window will open on your computer titled "Choose File". Search for the file on your computer (a, b, c, d-drive etc.), and click open when you find the correct file.
12. Click "Upload."
13. The new file will be listed in the table on the My Files-Directory Contents page.

To open a compressed or zipped file.
1. Upload a compressed or zipped file in the same manner as a regular file. Once uploaded, the zipped file will appear in the table with the "Un-Zip" button next to it.
2. Click "Un-Zip." This directs you to the My Files-Zip File Utility page.
3. Use either the Target Directory Path or Directory Tree to specify the location where the opened zipped file will reside. When you have entered the location, click "Un-Zip" to open the compressed file.

To copy a subdirectory, file, or document.
1. Select the desired sub-directory, file, or document you wish to copy by checking the box to the left of its name.
2. Click "Copy."
3. Use either the Target Directory Path or Directory Tree to specify the location where the copied item(s) will reside.
4. Click "Copy."

To move a subdirectory, file, or document.
1. Select the desired sub-directory, file, or document you wish to move by checking the box to the left of its name.
2. Click "Move."
3. Use either the Target Directory Path or Directory Tree to specify the location where the item(s) will be moved.
4. Click "Move."

To delete a directory, file, or document.
1. Select the desired sub-directory, file, or document you wish to delete by checking the box to the left of its name.
2. Click "Delete."

3. A new window will open asking you again if you are sure you want to delete the selected items. Click "OK."

To rename a directory, file, or document.

1. Select the desired sub-directory, file, or document you wish to re-name to move by checking the box to the left of its name.
2. Click "Re-Name."
3. Enter the new name for the selected item(s) in the field next to them.
4. Click "Re-Name."

Detailed Documentation:

PageOut®'s My Files feature allows instructors to upload, store, and manage files that can supplement their course websites. Currently, PageOut® allows instructors to store up to 10 megabytes of data in accordance with the My Files Rules and Policies.

From the Instructor Menu, select the 📁 "Manage My Files" menu item.

Clicking this menu item directs you to the My Files—Directory Contents page. The page allows you two choices: 1) adding a sub-directory, or 2) adding a new file. The contents of selected directories (including the directory names, their type, the date the content was last modified, and size) are displayed in a table on the "My Files"—Directory Contents page. The table also contains controls to copy, move, delete, or re-name the contents of a directory, or the directory itself.

Adding a Sub-Directory

The My Files—Directory Contents page contains a directory tree listing your main directory and the sub-directories within it. To add a sub-directory, select the folder in the directory tree that you wish to contain the sub-directory you will add.

Click on the "Add Sub-Directory" button. Clicking on this button directs you to the My Files—Adding a Sub-Directory page.

 In the empty field provided, enter the name of the sub-directory you wish to create. Click the "Create Directory" button once you have entered the name of the new sub-directory.

Clicking the "Create Directory" button directs you back to the My Files—Directory Contents page. The words "Directory Added!" appear on the top of the page in red type, and the new sub-directory is visible in the table.

Adding a New File

To add a new file, select the folder on the directory tree of the My Files—Directory Contents page that you wish to contain the file you will add. Click on the "Add a New File" button. Clicking on this button directs you to the "My Files"—Add a New File page.

On the My Files—Add a New File page, use the "Browse" button to locate a file on your local system that you wish to upload to PageOut®.

Clicking the "Browse" button opens a "Choose file" window. Choose the file you wish to upload and click the "Open" button in the "Choose file" window.

Clicking the "Open" button inserts the file's location into the text field.

When you have selected the file you wish to upload, click the "Upload" button.

Clicking the "Upload" button directs you back to the My Files—Directory Contents page. The words "File Added!" appear on the top of the page in red type, and the new file is visible in the table.

Opening a Compressed or Zipped File

Compressed or "zipped" files can be added to the My Files area in the same manner as a regular file. Once the zipped file is uploaded, its title and other information appear in the table, along with a new feature: the "Un-Zip" button. The "Un-Zip" button allows you to open the zipped file and access its contents.

Click on the "Un-Zip" button. This directs you to the My Files-Zip File Utility page. In order for the compressed file to be unzipped, you must specify a location where the contents of the file will reside. Instructors can choose from two options of specifying a location: 1) entering the target directory path or 2) selecting the location from a fully-expanded directory tree.

Specifying Location of Unzipped Files via Target Directory Path

From the My Files—Zip File Utility page, enter the location where you wish to place the unzipped files in the "Target Directory Path" field. When you have entered the location, click the "Un-Zip" button at the bottom of the page.

Clicking the "Un-Zip" button directs you back to the My Files—Directory Contents page. The words "Files Un-Zipped!" appears at the top of the page in red type. The unzipped files can now be found in the specified location.

Specifying Location of Unzipped Files via Expanded Directory Tree

From the My Files— Zip File Utility page, click the "Tree View" button. Clicking the "Tree View" button displays a fully-expanded directory tree depicting the hierarchy and organization of the different directories. Select the sub-directory you wish to contain the files to be unzipped by clicking on the radio button to the left of it. When you have selected the location, click the "Un-Zip" button at the bottom of the page.

Clicking the "Un-Zip" button directs you back to the My Files—Directory Contents page. The words "Files Un-Zipped!" appear at the top of the page in red type. The unzipped files are now found in the specified location.

Copying Directories and Files

From the My Files—Directory Contents page, instructors can copy sub-directories and files.

To copy a sub-directory or file, select the sub-directory or file you wish to copy by checking the box to the left of its name on the table. All sub-directories and files within a selected directory can be copied by checking the "Select All" box in the table.

When you have selected the item(s) you wish to copy, click the "Copy" button below the table.

Clicking the "Copy" button directs you to the My Files—Copy Files to a New Location page.

In order for the selected item(s) to be copied, you must specify a location where the copied item will reside. Instructors can choose from two options of specifying a location: 1) entering the target directory path or 2) selecting the location from a fully-expanded directory tree.

Specifying Location of Copied Item(s) via Target Directory Path

From the My Files—Copy Files to a New Location page, enter the location where you wish to place the copied information in the "Target Directory Path" field. When you have entered the location, click the "Copy" button at the bottom of the page.

Clicking the "Copy" button directs you back to the My Files—Directory Contents page. The words "Files Copied!" appears at the top of the page in red type. The copied item(s) are now found in the specified location.

Specifying Location of Copied Item(s) via Expanded Directory Tree

From the My Files—Copy Files to a New Location page, click the "Tree View" button. Clicking the "Tree View" button displays a fully-expanded directory tree depicting the hierarchy and organization of the different directories. Select the sub-directory you wish to contain the item(s) to be copied by clicking on the radio button to the left of it. When you have selected the location, click the "Copy" button at the bottom of the page.

Clicking the "Copy" button directs you back to the My Files—Directory Contents page. The words "Files Copied!" appears at the top of the page in red type. The copied item(s) are now found in the specified location.

Moving Directories and Files

From the My Files—Directory Contents page, instructors can move sub-directories and files to other directories.

To move a sub-directory or file, select the sub-directory or file you wish to move by checking the box to the left of its name on the table. All sub-directories and files within a selected directory can be moved by checking the "Select All" box in the table.

When you have selected the item(s) you wish to move, click the "Move" button below the table.

Clicking the "Move" button directs you to the My Files—Move Files to a New Location page.

In order for the selected item(s) to be moved, you must specify a location where the moved item(s) will reside. Instructors can choose from two options of specifying a location: 1) entering the target directory path or 2) selecting the location from a fully-expanded directory tree.

Specifying Location of Moved Item(s) via Target Directory Path

From the My Files—Move Files to a New Location page, enter the location where you wish to move the information in the "Target Directory Path" field. When you have entered the location, click the "Move" button at the bottom of the page.

Clicking the "Move" button directs you back to the My Files—Directory Contents page. The words "Files Moved!" appears at the top of the page in red type. The moved item(s) are now found in the specified location.

Specifying Location of Moved Item(s) via Expanded Directory Tree

From the My Files—Move Files to a New Location page, click the "Tree View" button. Clicking the "Tree View" button displays a fully-expanded directory tree depicting the hierarchy and organization of the different directories. Select the sub-directory you wish to contain the item(s) to

be moved by clicking on the radio button to the left of it. When you have selected the location, click the "Move" button at the bottom of the page.

Clicking the "Move" button directs you back to the My Files—Directory Contents page. The words "Files Moved!" appears at the top of the page in red type. The moved item(s) are now found in the specified location.

Deleting Directories and Files

From the My Files—Directory Contents page, instructors can delete sub-directories and files.

To delete a sub-directory or file, select the sub-directory or file you wish to delete by checking the box to the left of its name on the table. All sub-directories and files within a selected directory can be deleted by checking the "Select All" box in the table.

When you have selected the item(s) you wish to delete, click the "Delete" button below the table.

Clicking the "Delete" button brings you to the My Files—Deleting Files page.

The item(s) you selected for deletion appear in a table in the center of the page. Make sure that you have selected the item(s) you wish to delete, and click the "Delete" button.

Clicking the "Delete" button opens a window asking you again if you are sure you want to delete the selected item(s). Click the "OK" button to continue the deletion process.

Clicking the "OK" button returns you to the My Files—Directory Contents page. The words "Files Deleted!" appear in red type at the top of the page. The deleted items have been removed.

Renaming Directories and Files

From the My Files—Directory Contents page, instructors can re-name sub-directories and files.

To re-name a sub-directory or file, select the sub-directory or file you wish to re-name by checking the box to the left of its name on the table. All sub-directories and files within a selected directory can be re-named by checking the "Select All" box in the table.

When you have selected the item(s) you wish to rename, click the "Re-Name" button below the table.

Clicking the "Re-Name" button brings you to the My Files—Re-Name Files page.

The My Files—Re-Name Files page displays each file or sub-directory selected to be renamed. In the text field next to each item, enter the new name for the item. When you have entered the new name in the text field, click the "Re-Name" button.

Clicking the "Re-Name" button returns you to the My Files—Directory Contents page. The words "Files Re-Named!" appear in red type at the top of the page. The previous name(s) of the renamed item(s) have been replaced with the new name(s).

General Assignments

Goals:
- Create a general assignment.
- Add an assignment to a session.
- Post grades to the Gradebook.

Note: General Assignments can be any type of assignment other than a quiz generated using a McGraw-Hill test bank. These assignments can be graded and stored in the Gradebook, but the grades must be entered manually by the instructor.

Fast Start!
Option 1: Create the general assignment and add it to a session.

27. Click " My Course Web Sites."
28. Click the on the course title that you wish to add the assignment to.
29. Click " Assignments."
30. Click " General."
31. Click "Add Assignment."
32. Give the assignment a title. (required)
33. Enter related Web site, if applicable. (not required)
34. Write a brief description of the assignment for students.
35. Assign the total points, weight, due date, and grade levels.
36. Click "Save."
37. Click " Course Content" on the Course Website Menu.
38. Click "add/edit content" to the right of the session that you want to add the file to, or create a new session by clicking the "Add New Session " button and giving it a name.
39. Click " General Assignment" in the session content menu.
40. Locate and select the assignment you wish to add from the dropdown menu.
41. Click "Save."

Option 2: Create the general assignment within a session.

1. Click " My Course Web Sites."
2. Click the on the course title that you wish to add the assignment to.
3. Click " Course Content" on the Course Website Menu.
4. Click "add/edit content" to the right of the session that you want to add the file to, or create a new session by clicking the "Add New Session " button and giving it a name.
5. Click " General Assignment" in the session content menu.
6. Click "Edit Assignments."
7. Click "Add Assignment."
8. Give the assignment a title. (required)
9. Enter related Web site, if applicable. (not required)
10. Write a brief description of the assignment for students.
11. Assign the total points, weight, due date, and grade levels.
12. Click "Save."
13. Click " General Assignment" in the session content menu.
14. Locate and select the assignment you wish to add from the dropdown menu.
15. Click "Save."

Post Grades in the Gradebook.

1. Click " Assignments" on the Course Web Site Menu.
2. Click " General."
3. Click "Grades" to the far right of the assignment title.
4. Enter the appropriate number of points in the corresponding text box to the right of each student's name.
5. Click "Save Grades."

Detailed Documentation:

Select the Assignments folder from the Course Web Site Menu. Selecting this directs you to the Assignments page. From this page, choose General.

Adding 🗎 *General Assignments*

To add a 🗎 General Assignment to your course web site, click "Add Assignments" located at the bottom of the page page.

Clicking "Add Assignment" directs you to the Add a New Assignment page. Using your mouse or Tab key, enter the information into the fields.

- **Title:** this is a required field; instructors must give a title to each assignment
- **Related Link:** instructors have the option of adding a web link that may be relevant to the assignment.
- **Description:** enter a description of the assignment, instructions, etc. This field features a link marked "Formatting Tips." Clicking on the link opens a pop-up window providing instructions on manually inserting or pasting HTML tags into the text field.
- **Total Points:** enter the total points given to the assignment. The total points given to the assignment should be the maximum upper bound for the grade scale.
- **Weight:** enter the total percentage the assignment will have on the overall grade for the course. This value is only for display purposes, and is not used to compute students' grades. The displayed weight can serve to remind and instructor to what the worth of the assignment was intended to be.
- **Due Date:** use the drop-down menus to select the month, day, and year when the assignment is due
- **Grade Scale:** enter or adjust the upper and lower ranges for each letter grade that will be given to the evaluated assignment. For your convenience you can use the "Default" and "Detailed Default" buttons to have PageOut® automatically generate a grading scale for you

Click "Save" to save your entries.

Upon clicking "Save," the words "Successfully added a new assignment!" appear at the top of the page.

Making the assignment available to Students

1. Once the assignment has been created and is active students can access this assignment by entering the 🗎 Gradebook and logging in.

2. You may also make the assignment available by adding it to a session.

Activating, Deactivating, and Editing Assignments

To activate or deactivate individual assignments:

Click on the 📁 Assignments folder. A table lists all of the assignments that have been created for the course. Select the assignment(s) you want to activate or deactivate by using the check boxes to the left of the assignment title, and then click on the appropriate action button.

To edit an assignment:

Select the 📁 Assignments folder from the Course Web Site Menu and click 🗎 General. A table lists all of the assignments that have been created for the course. Click on the name of the particular assignment you wish to edit. Clicking on the name of the assignment directs you to the Edit Assignment page. Using your mouse or Tab key, make your changes to the fields. Click

"Save Changes" to save your changes. The words "Update Complete!" appears at the top of the Edit Assignments page.

To delete an assignment:

Select the ☐ Assignments folder from the Course Web Site Menu and click ▦ General. A table lists all of the assignments that have been created for the course. Click on the name of the particular assignment you wish to delete. Scroll to the bottom of the page and click "Delete Assignment". A pop-up window will appear, reminding instructors that Deleted Assignments will be permanently lost. Click "OK" to complete the process of deleting the assignment. The words at the top of the Assignments page will read "Successfully deleted the assignment!"

Maintaining Student Grades

To assign grades to a ▦ General Assignment:

Select the ☐ Assignments folder from the Course Web Site Menu. Next, Select ▦ General Assignments, which features a table listing all the assignments that have been created. To maintain student grades for an existing assignment, click on the "Grades" link to the far right of the assignment title.

To manually assign student grades, enter the appropriate number of points in the corresponding text box. After you added the grades, click "Save Grades" at the bottom of the page. To delete specific student records for this assignment, click "Go to Delete Assignment Records Page" at the bottom of this page. Mark the checkbox to the right of the student(s) name, and click "Delete Records."