IEC PRIDE

Independent Electrical Contractors

CMS User's Guide

For Instructors

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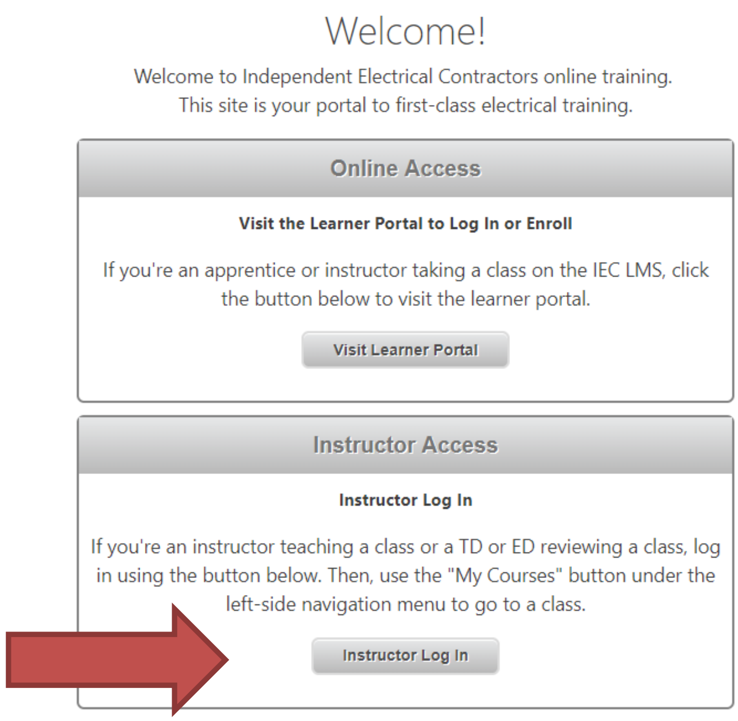
Logging In

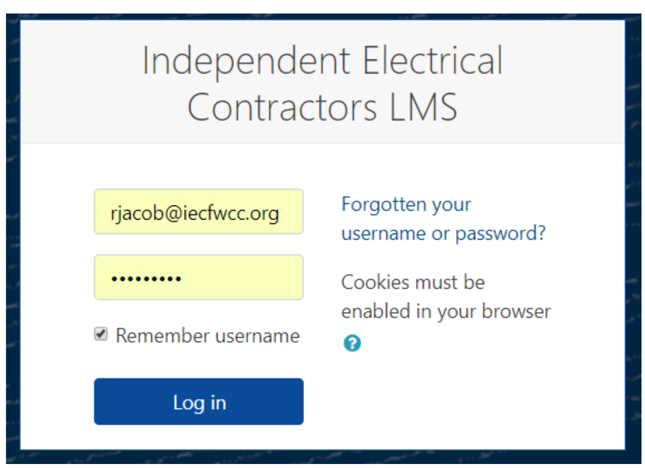
Go to: http://ieci.atplms.com/

Click “Instructor Log In”



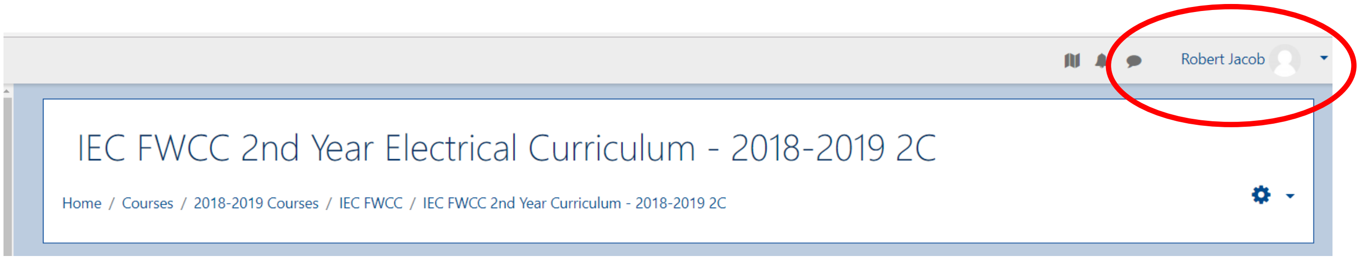
Username: Your email

Password: set when you first register and can’t be changed except by ATP

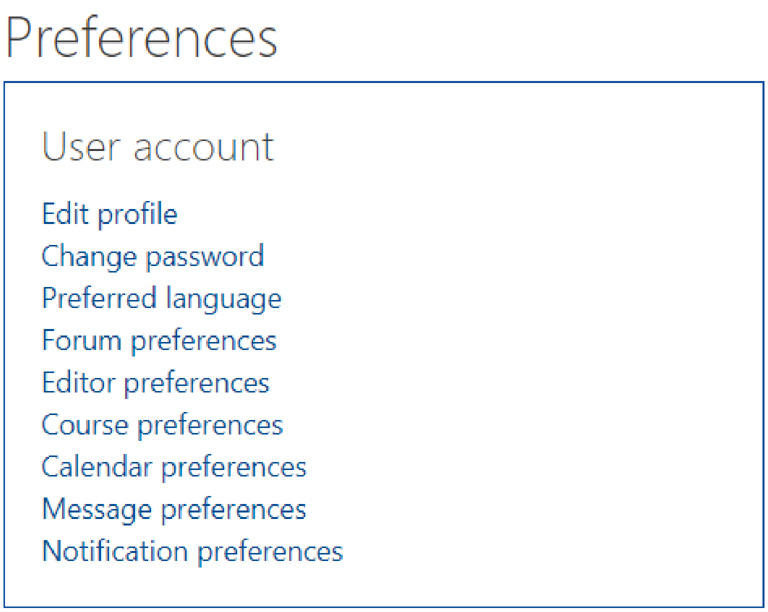


Edit Profile

Click on your name to edit your profile

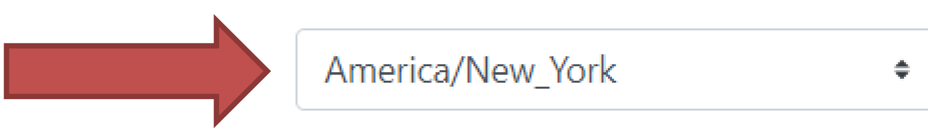


Under Preferences, you will see:

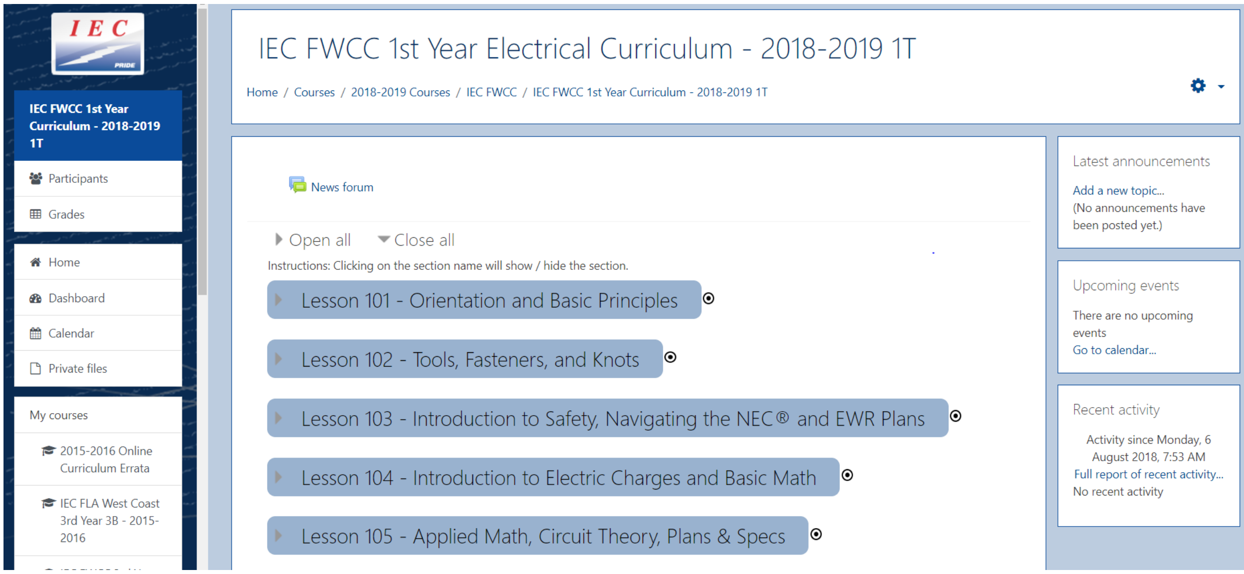


Under "Edit Profile" you can change the time zone.

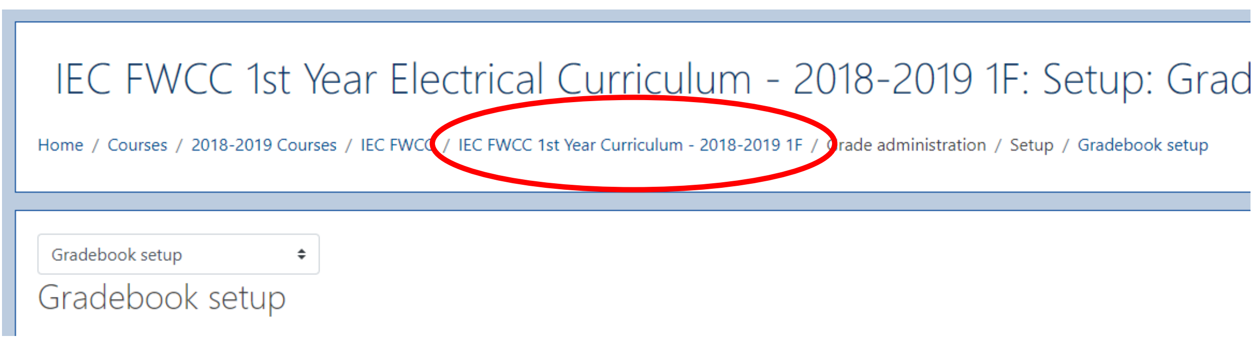
Use dropdown to select your time zone



Home Page

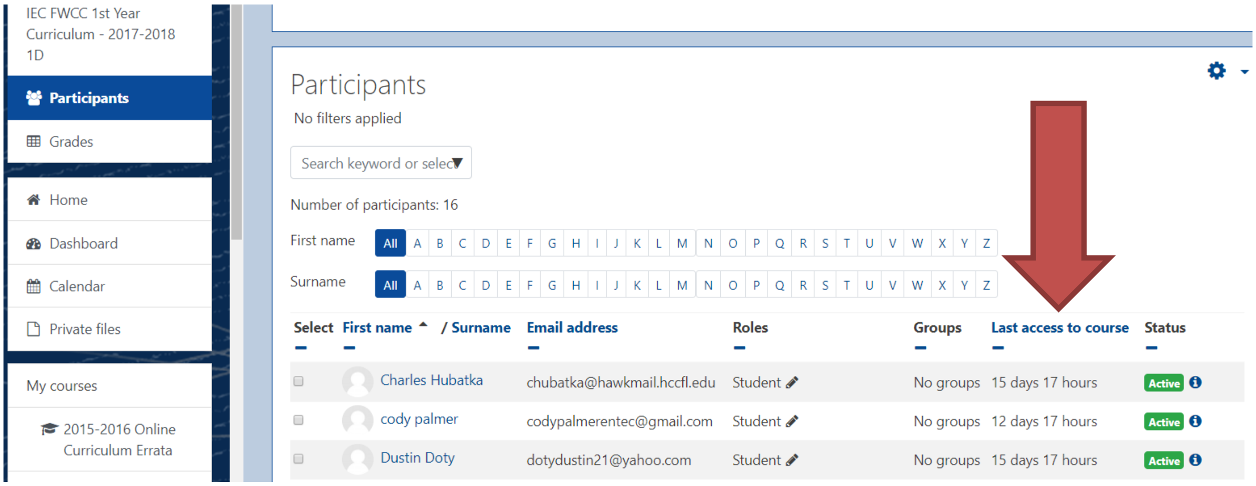


From anywhere in the course, you can easily return to the home page by clicking the name of the course

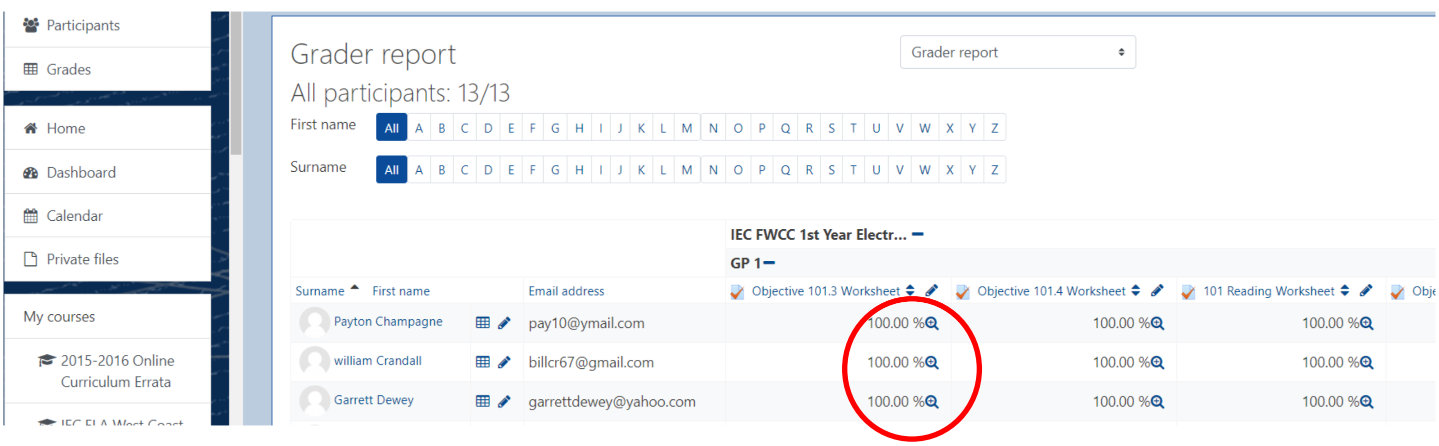


Click on the arrow to expand the lesson and see all the worksheets

Check Participants & Grades



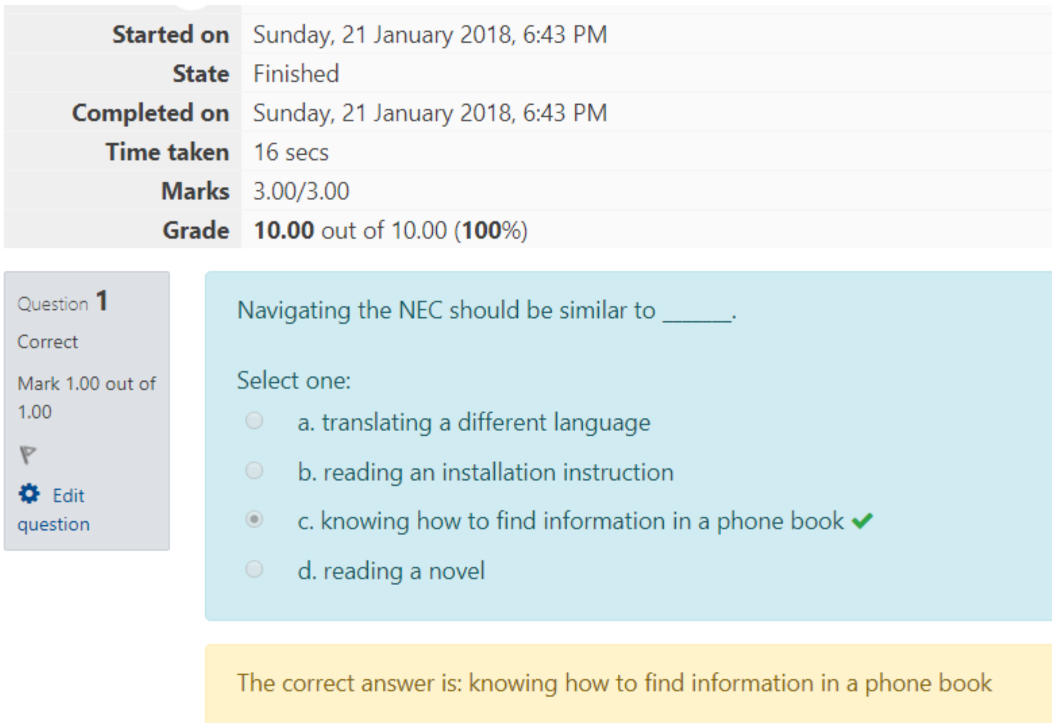
Click on "Participants" to see everyone who has joined and you can see WHEN THEY LAST LOGGED IN



Click on "Grades" to see individual grades

Click on the spy glass to see the actual worksheet for the apprentice – Along with seeing the entire worksheet, you will see:

1. Date Started
2. Time taken



Started on	Sunday, 21 January 2018, 6:43 PM
State	Finished
Completed on	Sunday, 21 January 2018, 6:43 PM
Time taken	16 secs
Marks	3.00/3.00
Grade	**10.00** out of 10.00 (**100**%)

Question **1**
Correct
Mark 1.00 out of 1.00
Edit question

Navigating the NEC should be similar to ______.

Select one:
- a. translating a different language
- b. reading an installation instruction
- c. knowing how to find information in a phone book
- d. reading a novel

The correct answer is: knowing how to find information in a phone book

<u>Zooming In and Out</u>

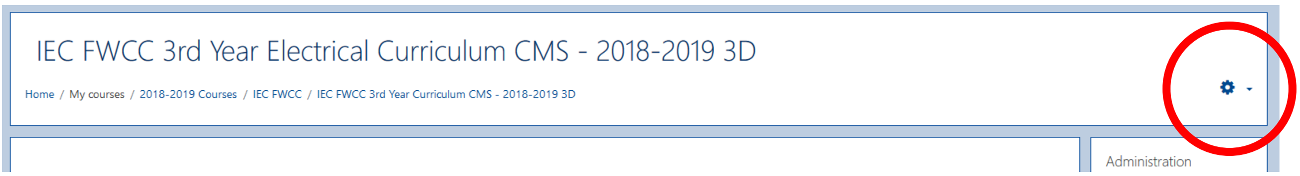
You can change the view of your screen to see the entire page by holding down the *control key* and *turning the wheel* on your mouse. You can scroll out or in that way.

This makes it easier to perform tasks that involve the entire class (like setting up grading periods)

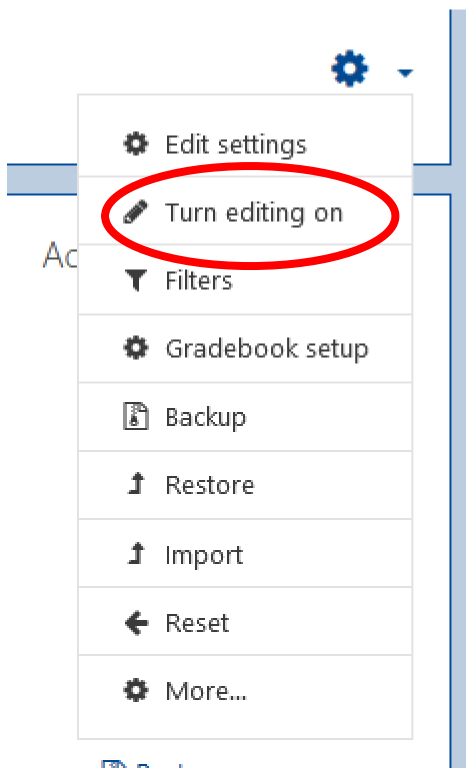
<u>Turn Editing On</u>

IMPORTANT - To do <u>anything</u> to the course, you must FIRST turn editing on. This will always be the first step.

1. In the top right corner, click on the tools gear



2. In the drop down, select "Turn editing on"



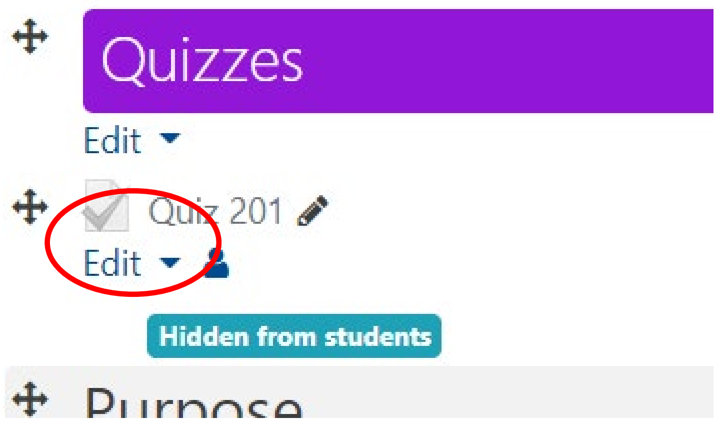
Show a Hidden Quiz or Exam

Apprentices will not be able to see a quiz or exam that is hidden. Hiding prevents them from taking a quiz before you wish them to.

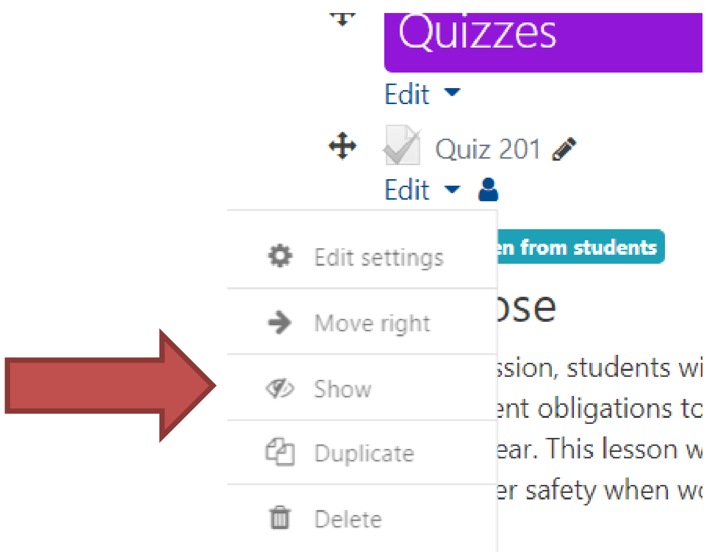
1. Turn Editing On

2. Scroll down to the quiz you wish to show

3. Click on Edit drop down arrow

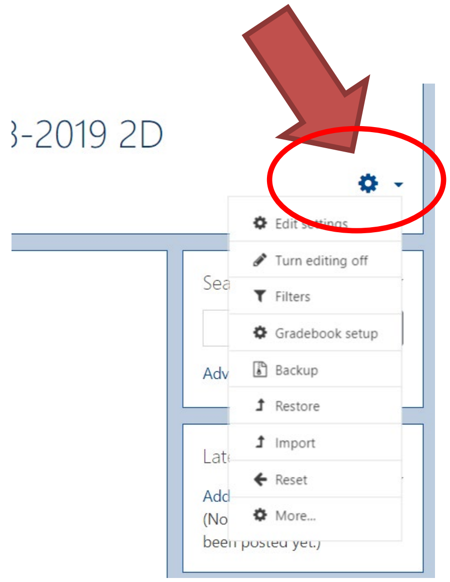


5. Select “Show” or “Hide”

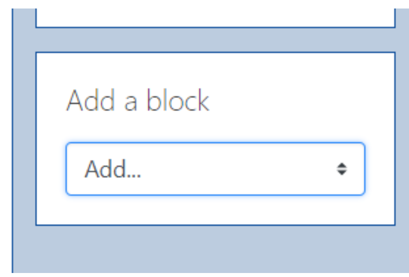


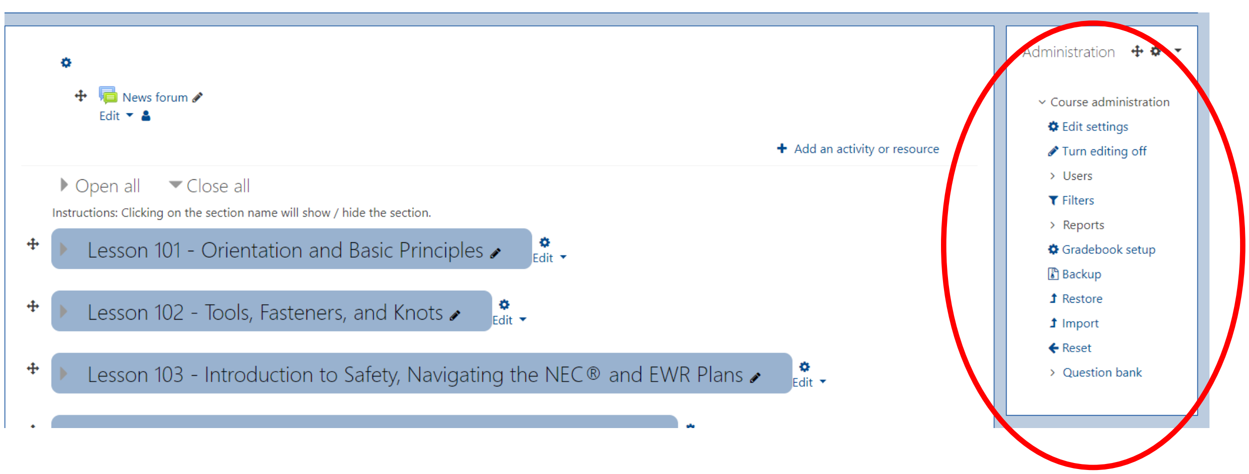
Adding Blocks

1. Turn Editing On

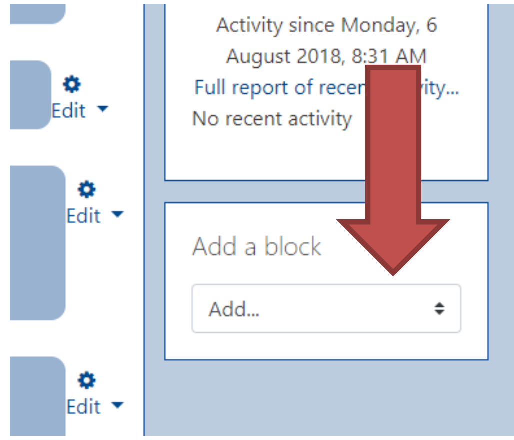


2. Add Administration Block - Click on Add a block and select – the administration block will appear on the right





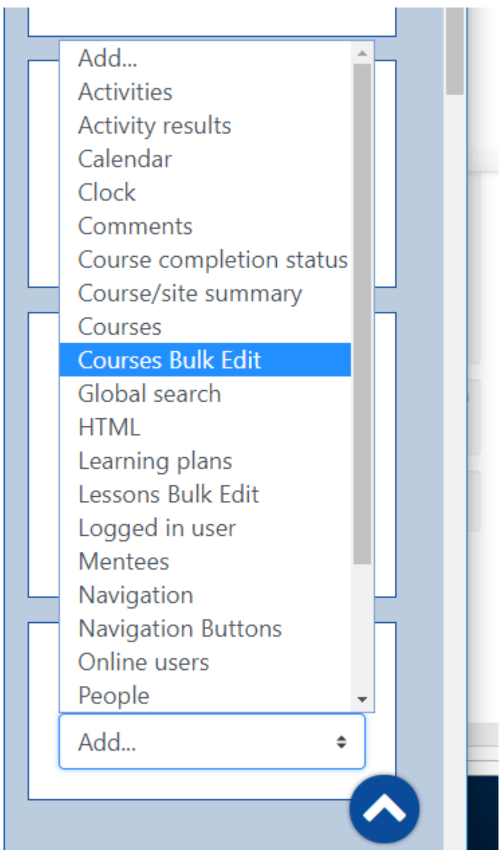
3. Add Course Bulk Edit and Lesson Bulk Edit - In “Add a block” click the scroll down arrow and select
“Course Bulk Edit”

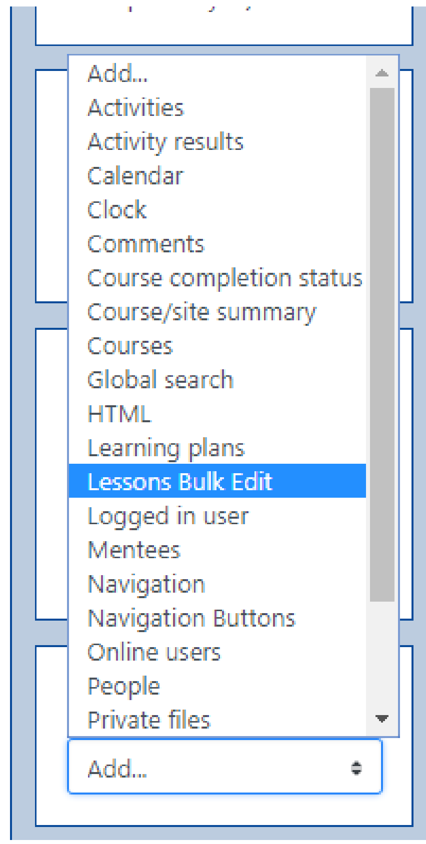


4. Do the same thing for “Lesson Bulk Edit”

This allows you to make changes to the entire course or to just a single lesson.

(The Course Bulk Edit shows up as Quick Edit)

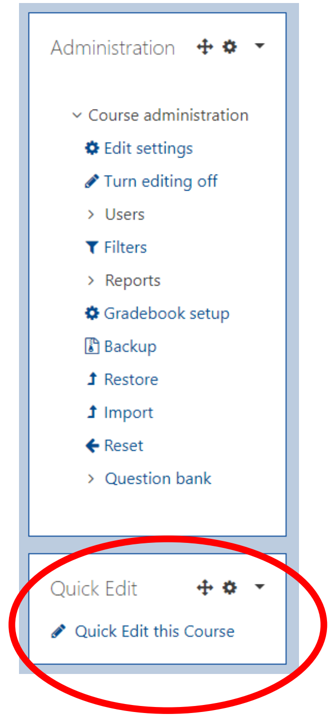




Set Entire Course Parameters

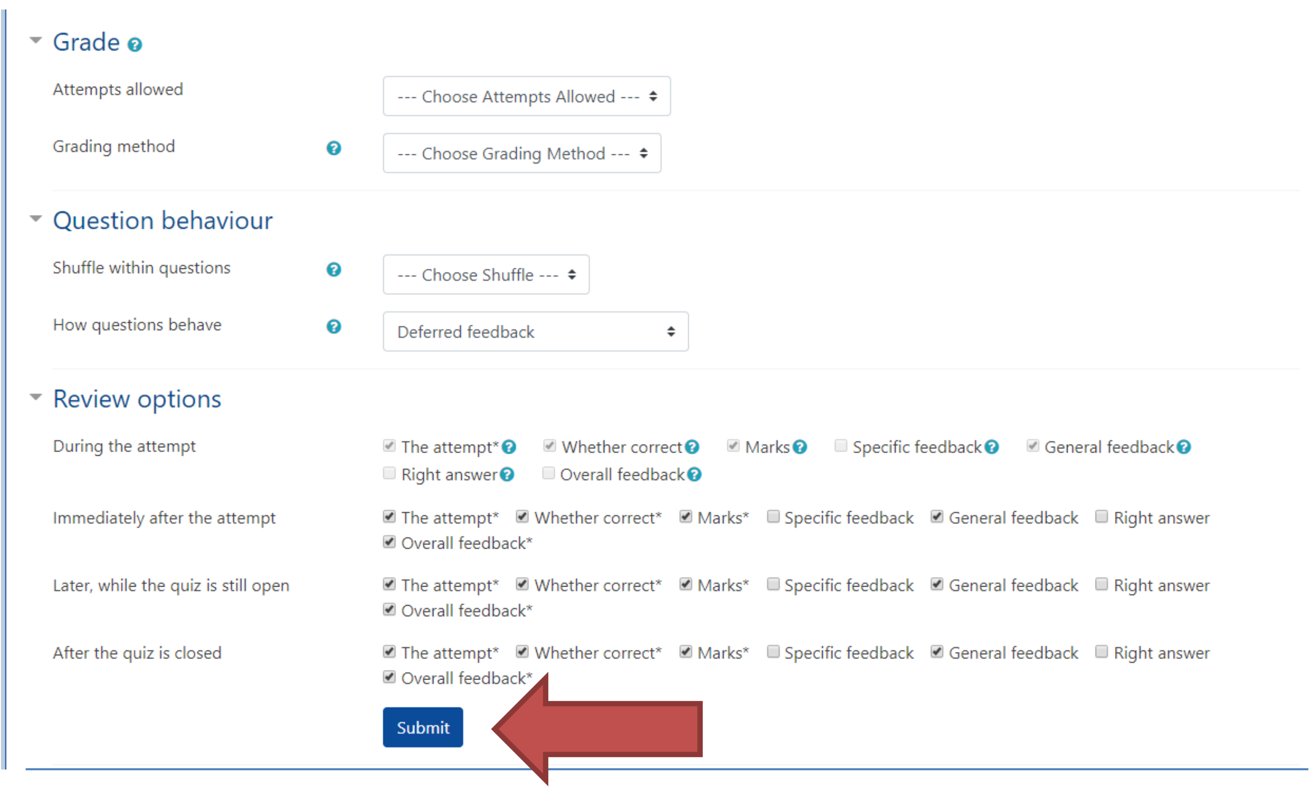
To set parameters for the entire course –

1. Click on “Quick Edit the Course”

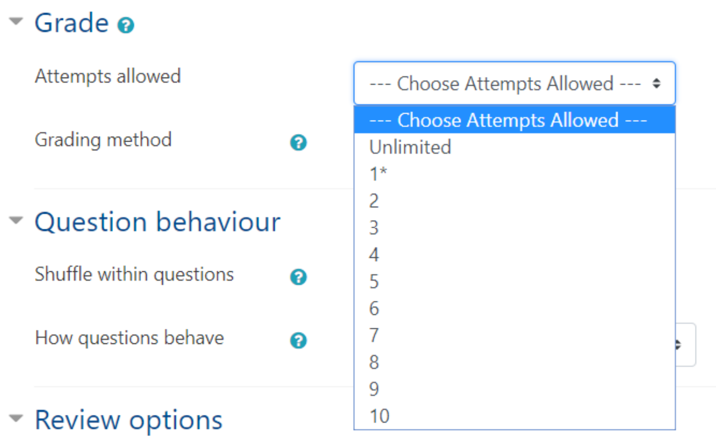


Each category has a scroll down arrow for options to set rules for the entire course

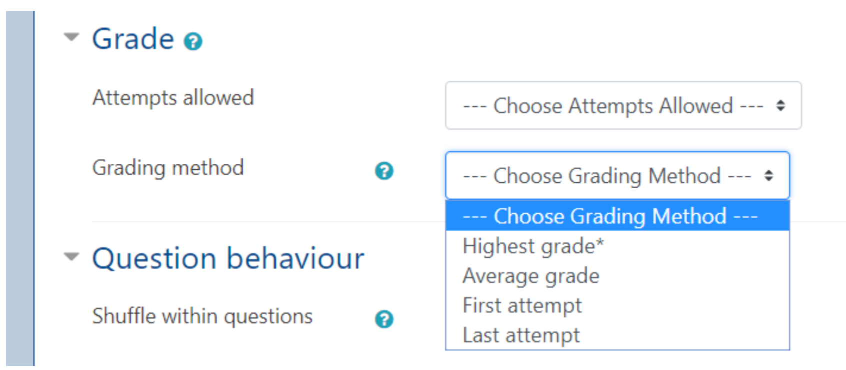
When finished, click “Submit” at the bottom.



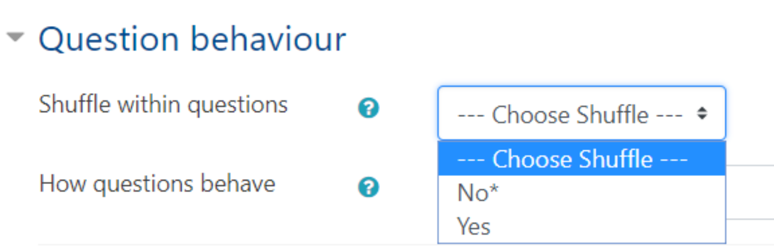
2. Grade - Choose attempts



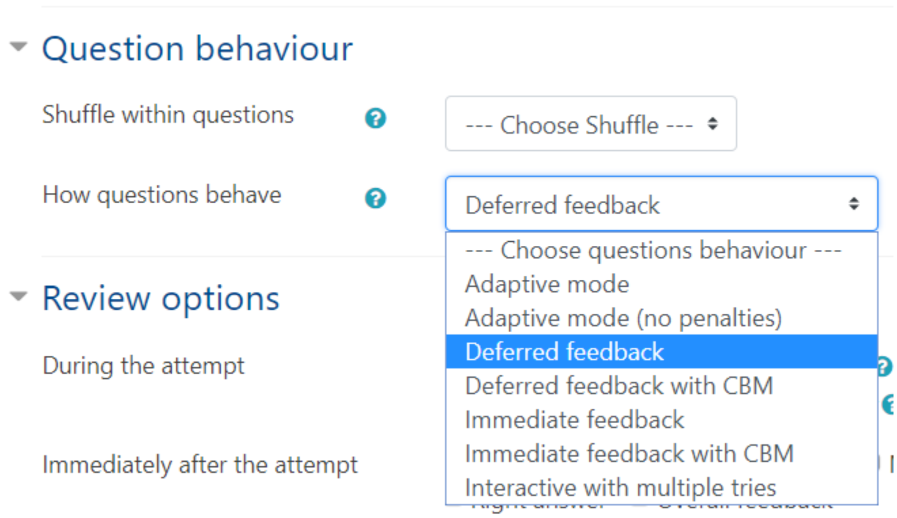
3. Choose Grading Method



4. Choose Behavior



5. Choose Review Options

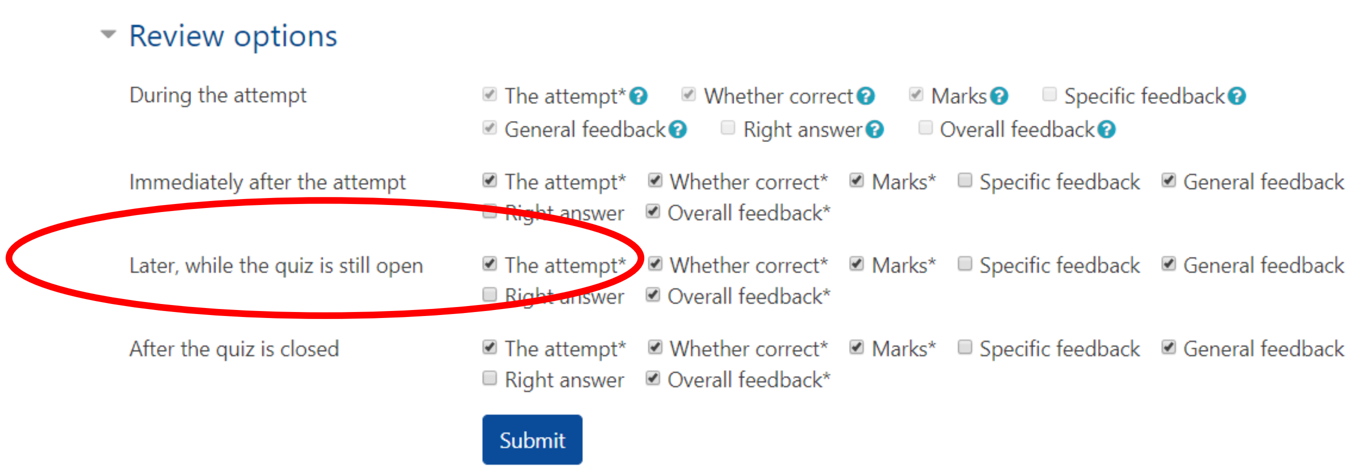


Deferred feedback – get correct answer after the worksheet is submitted

Immediate feedback – get correct answer after the each question is submitted

NEVER use CBM – it adds lots of stuff you don’t need to see

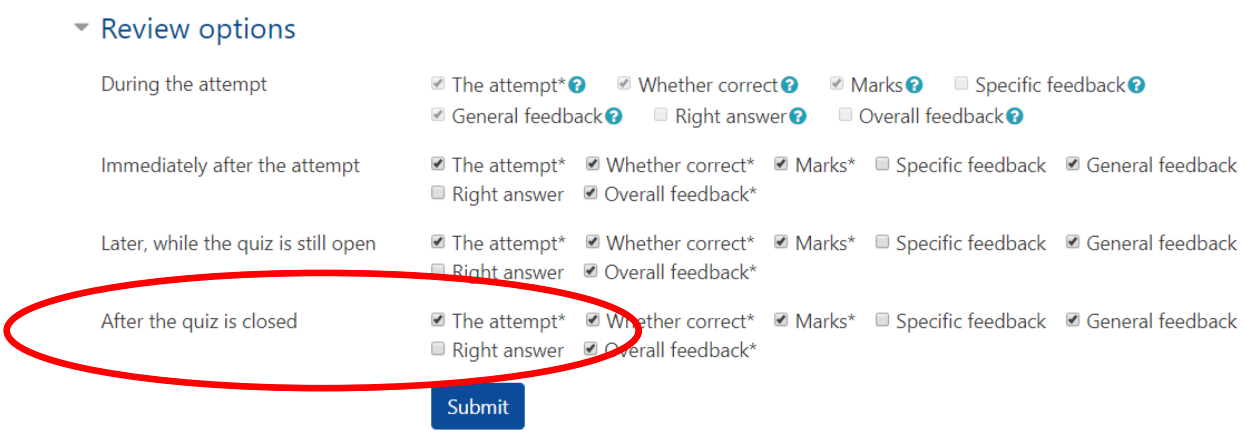
6. In Review Options, choose what the question should do



Note – There is no way to set the worksheets to ONLY show correct answers after a specific number of attempts.

If you set the worksheets for multiple attempts and select “Later while the quiz is still open” - “Right answer” they will get the right answer after the first attempt.

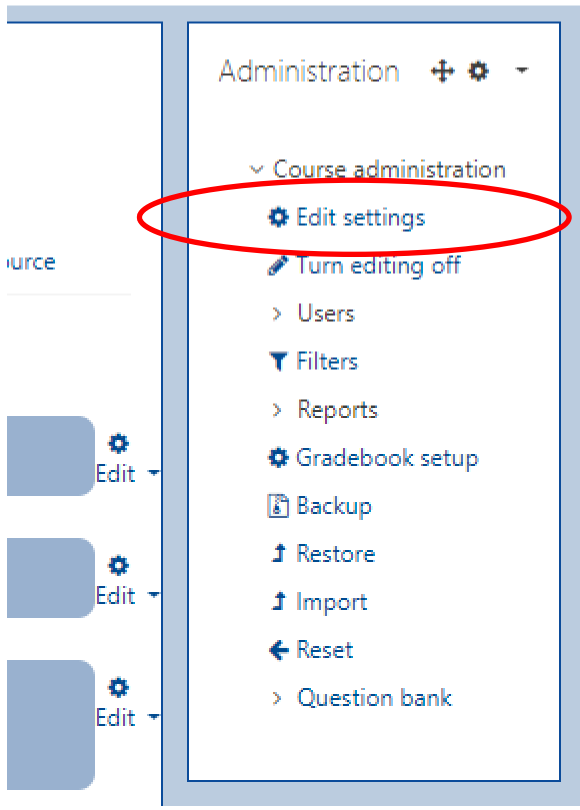
To prevent them from seeing the correct answers between attempts, select “After the quiz is closed” – “Right answer” and then set a date to close the quiz.



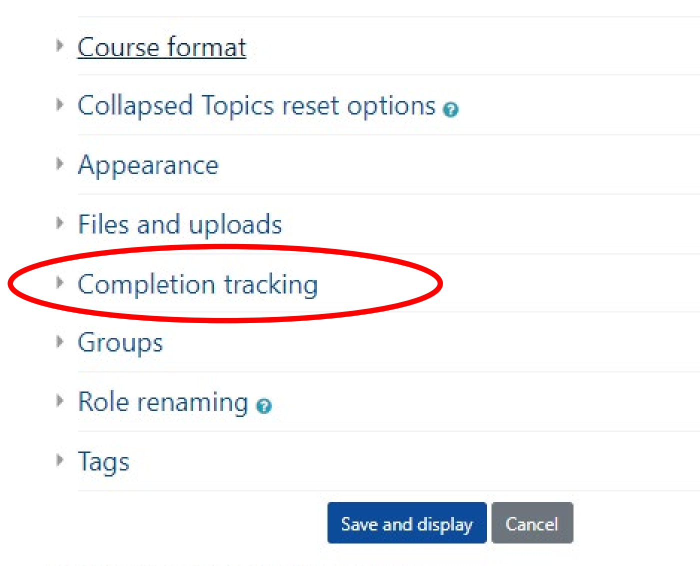
Set Completion Tracking

(shows a check next to a worksheet when it is complete)

Click Edit Settings

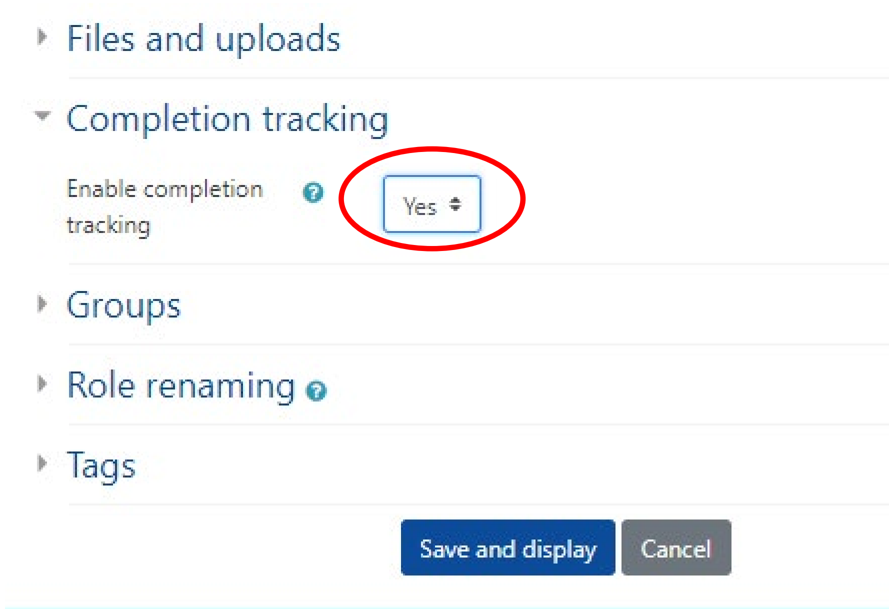


Expand Completion Tracking

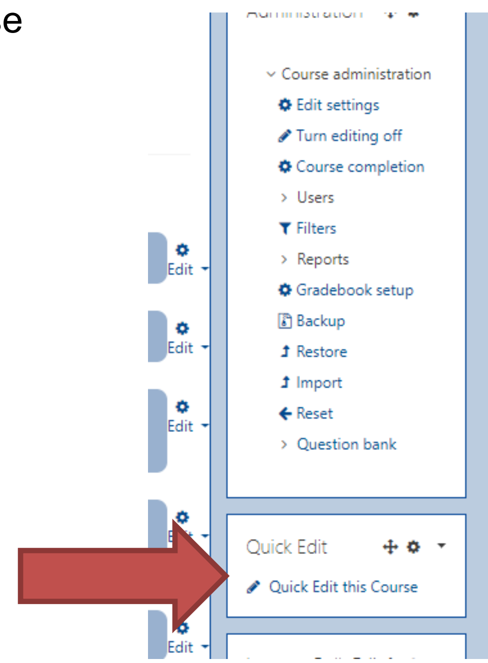


Set to “Yes” and click

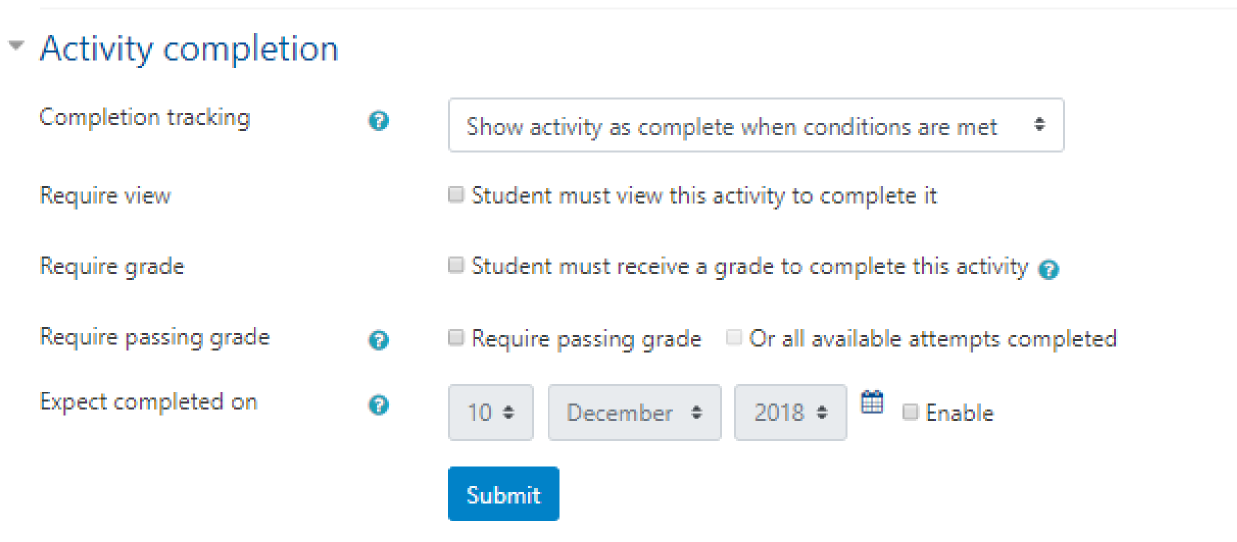
Save and display



Click on Quick Edit this Course



Select tracking options and click Submit



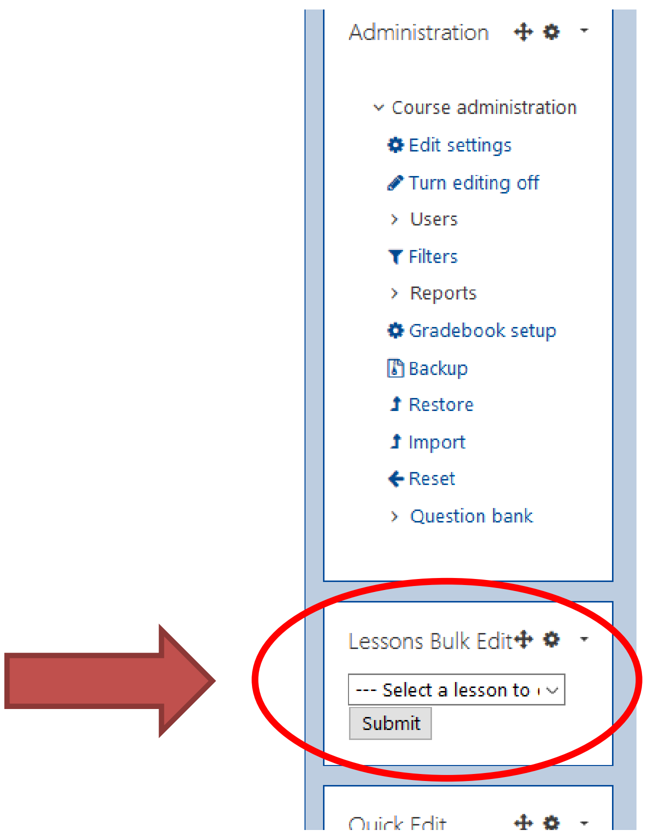
Closing a Lesson

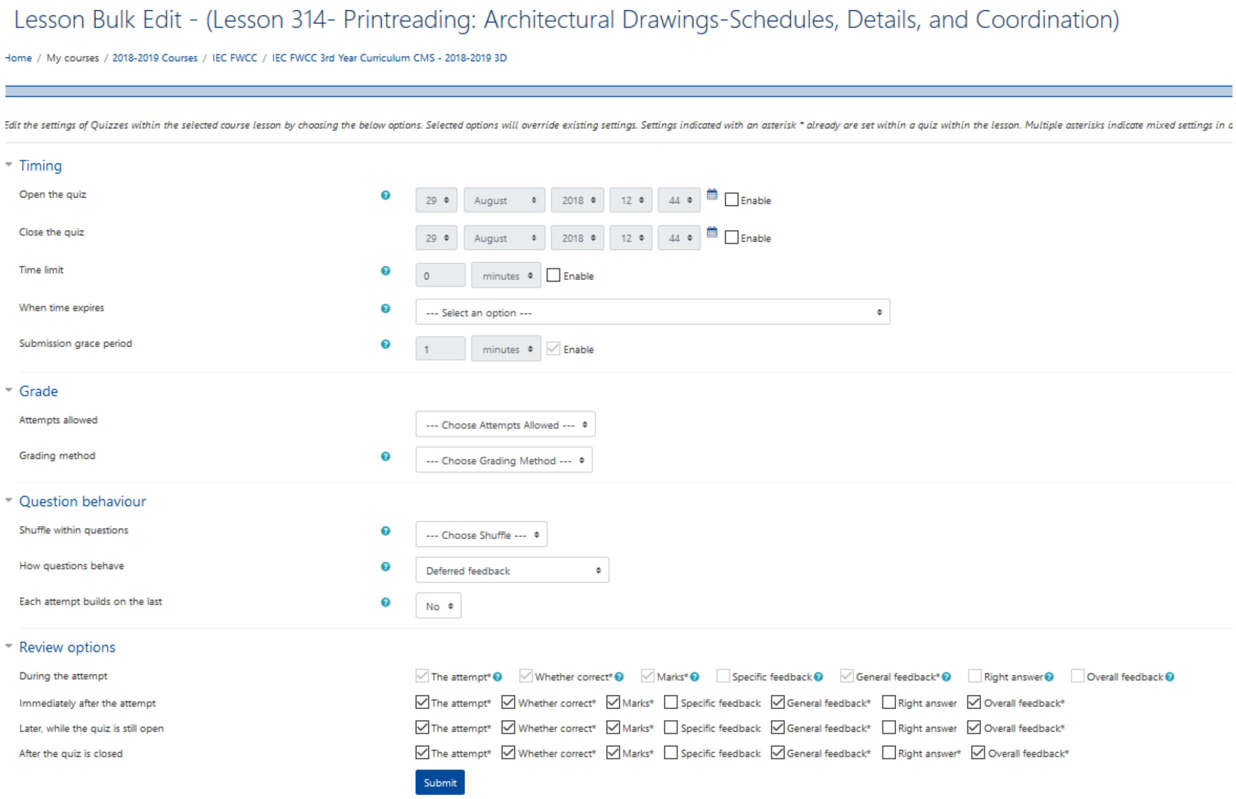
Closing a lesson:

- Prevents apprentices from submitting any worksheets past the date due.
- If you have the lesson set to “After the quiz is closed – Right answers” closing the worksheet will allow apprentices to see the correct answers

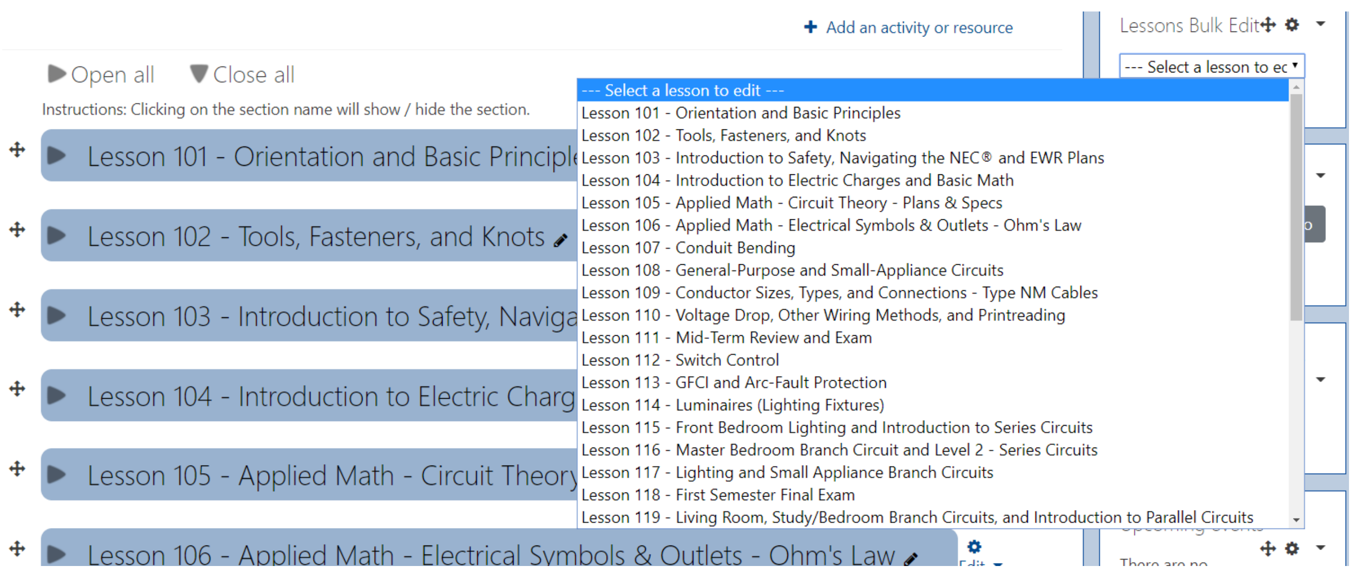
1. Turn editing on

2. In the “Lesson Bulk Edit” block, scroll down and select the lesson you want to assign a closing date for – then click Submit.



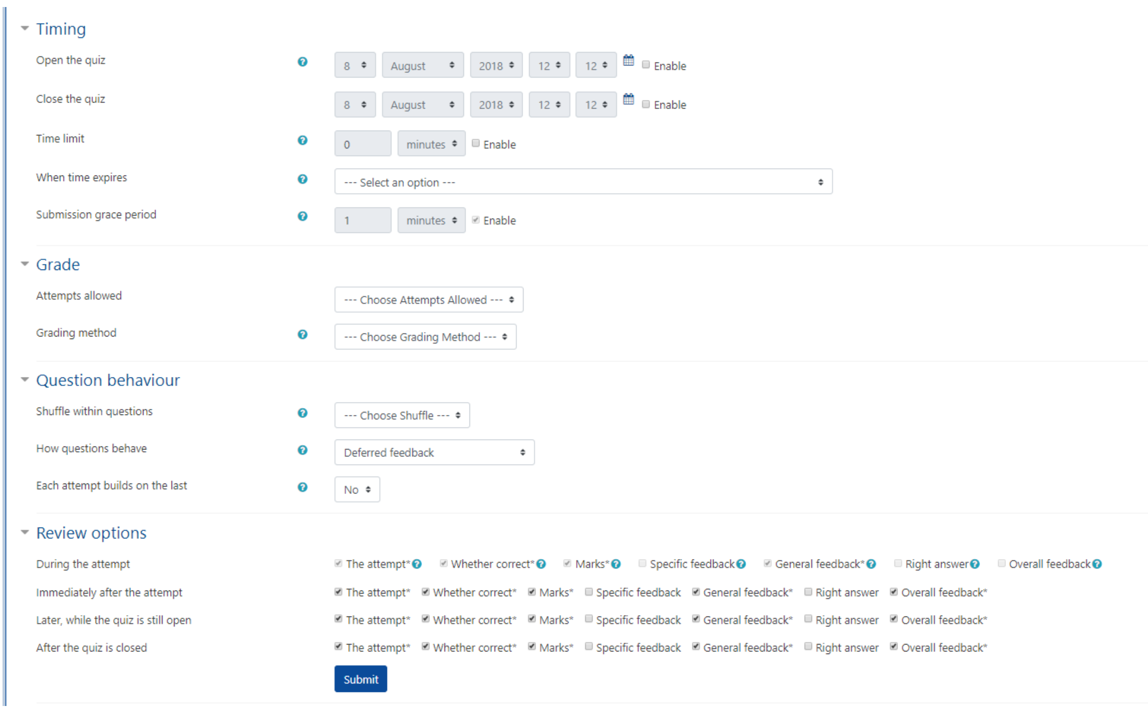


Once selected, the parameters for that lesson will appear



3. Check the Enable box - then select the date

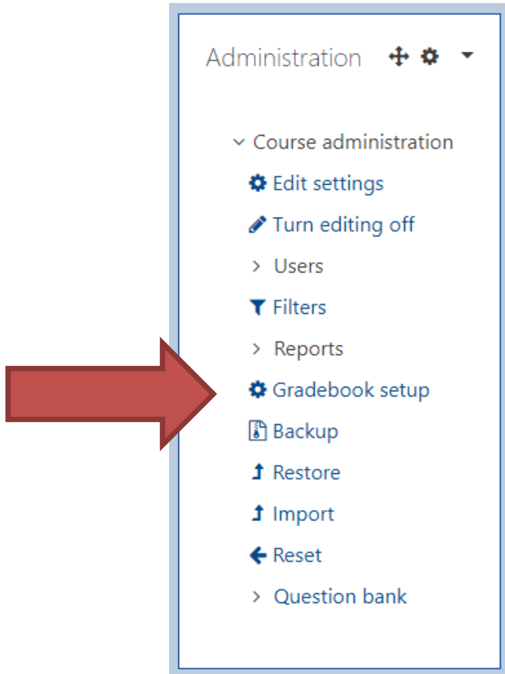
4. You must re-set all the parameters for that lesson as before



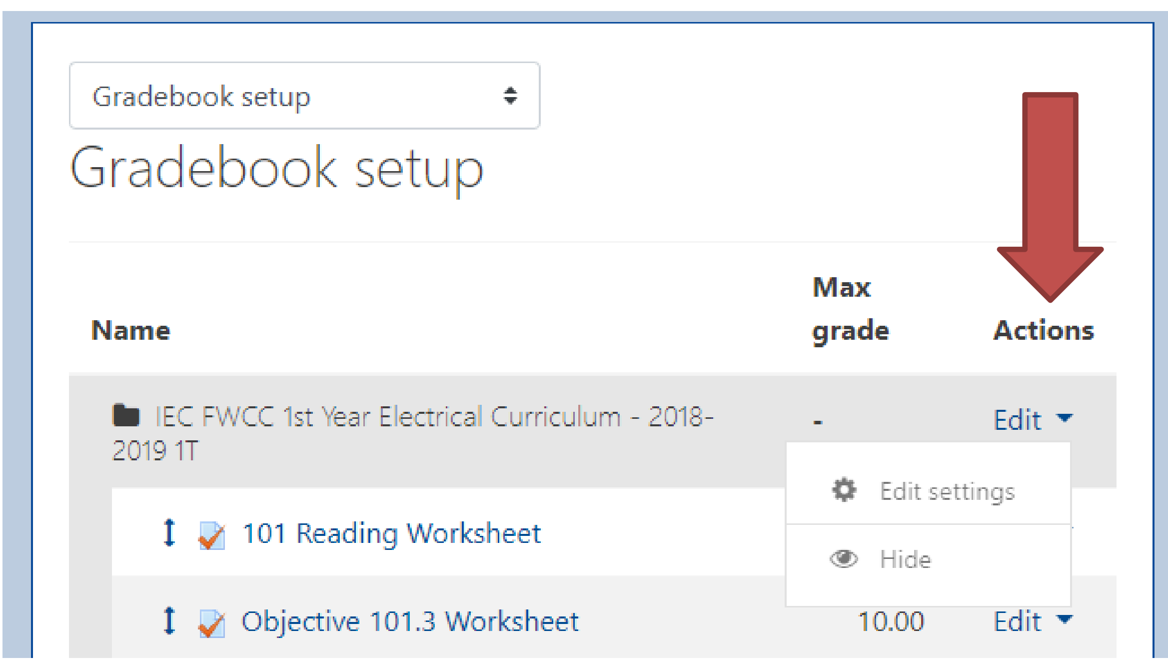
When finished, click “Submit”

Setting All Incomplete Assignments to “0”

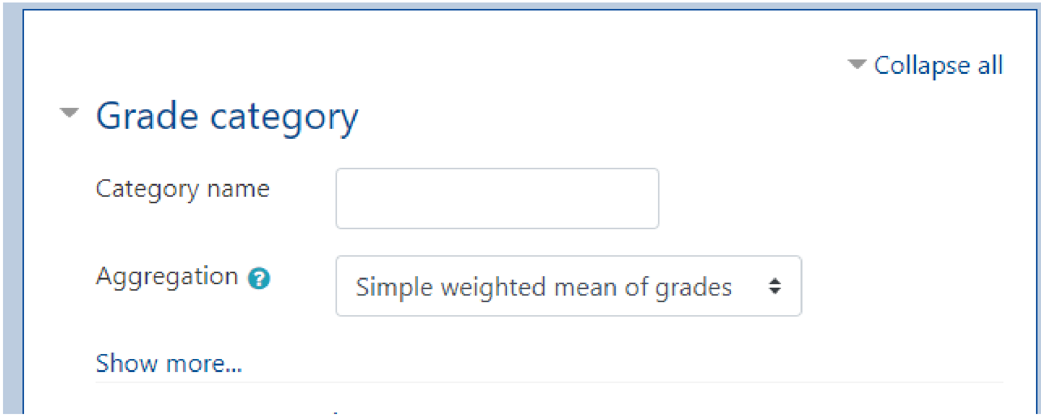
1. Click on Gradebook Setup



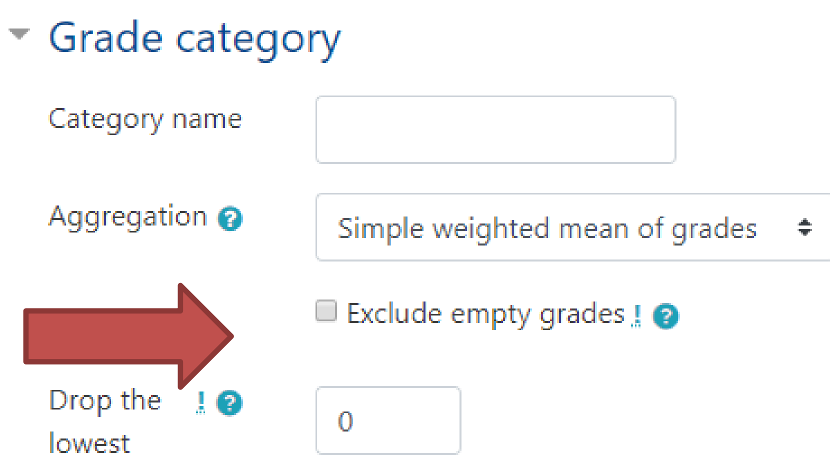
2. Click on “Edit” for the entire curriculum - then click on Edit Settings



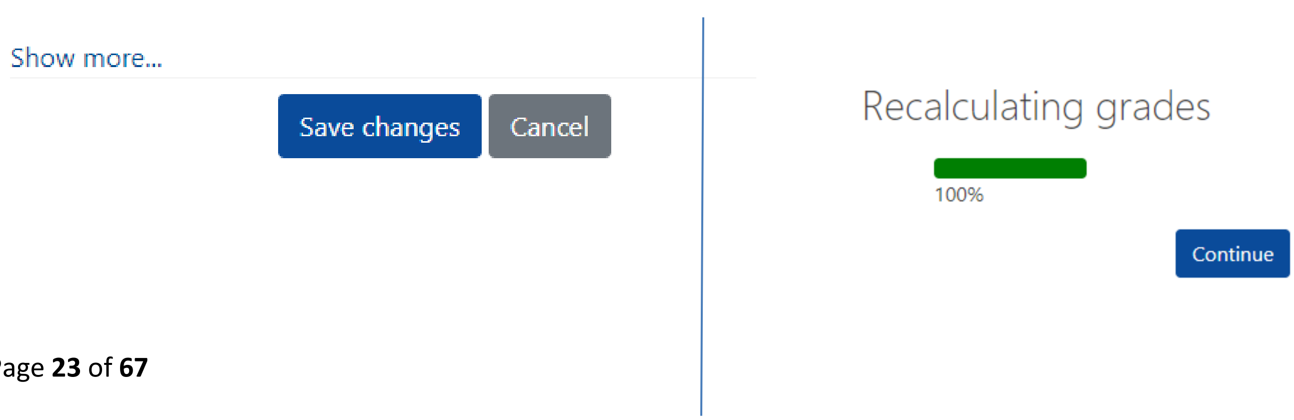
3. Click on “Show More”



4. <u>Un Check</u> the block that says “Exclude empty grades”

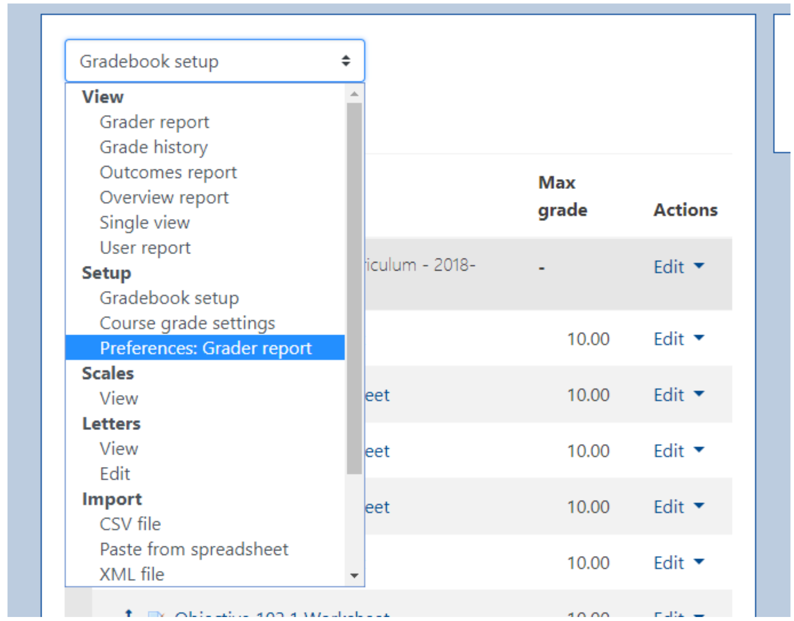


5. Then Click “Save Changes” then “Continue”



6. Back at the top, click the scroll down arrow next to Gradebook Setup and select "Preference: Grader report"

<u>Note</u>: This step may already be set. If not, once you do this, it's good for the entire course. You won't have to repeat it for any other lesson.

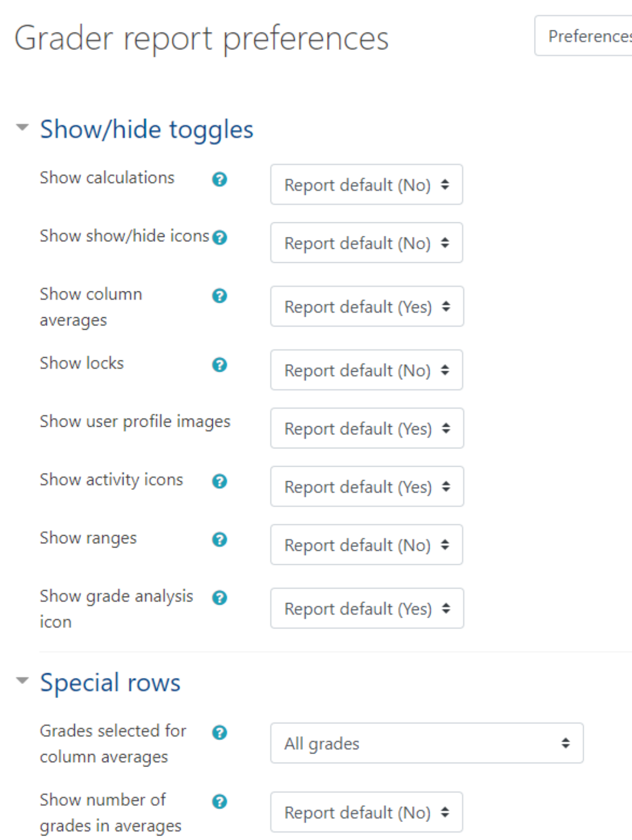


7. Scroll down to "Special rows"

"Grades selected for column averages"

<u>Check to make sure it reads</u>

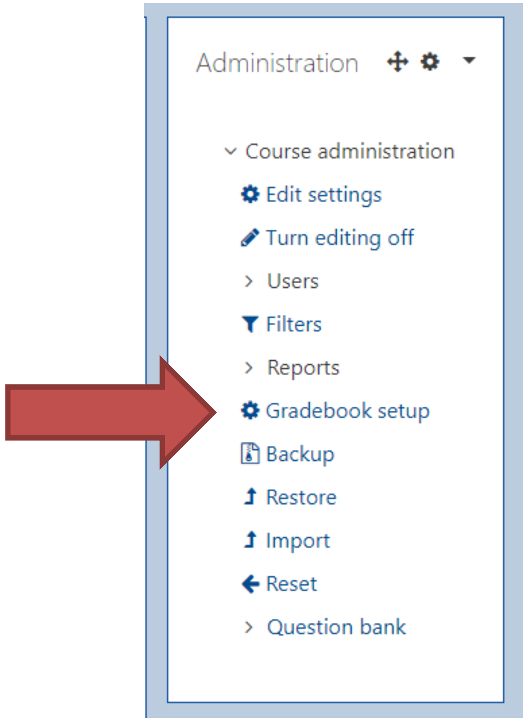
"All grades"



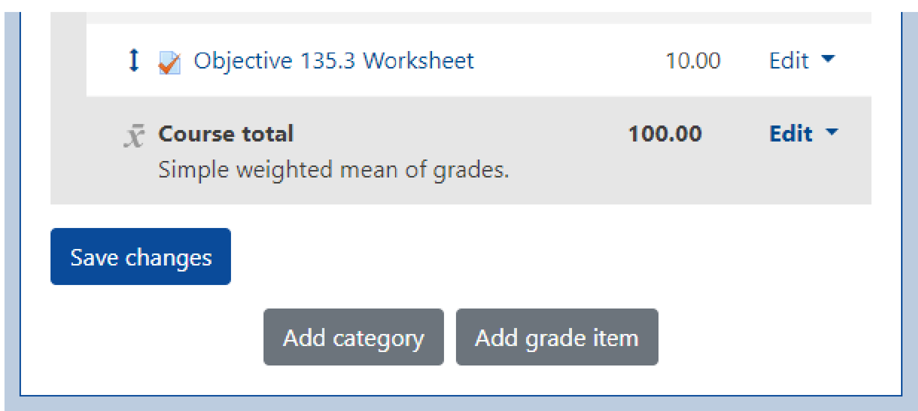
<u>Set Up Grading Periods in the LMS</u>

Group lessons into Grading Periods

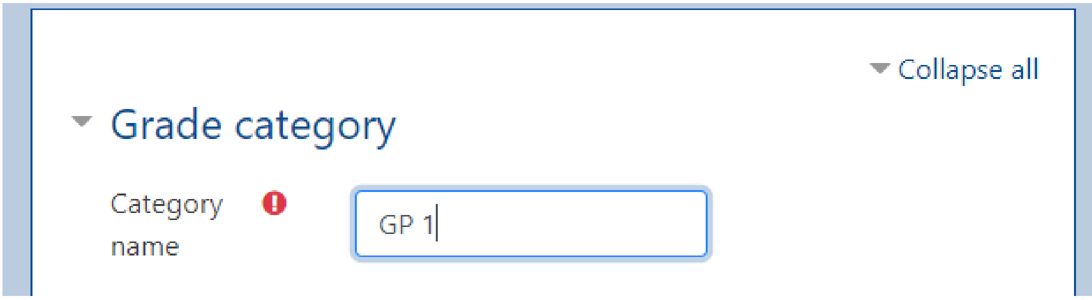
1. Select “Gradebook Setup”



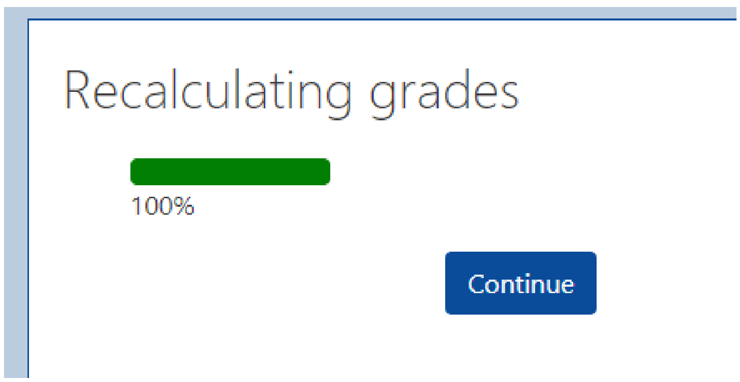
2. Scroll to the bottom of the page and click “Add a category”



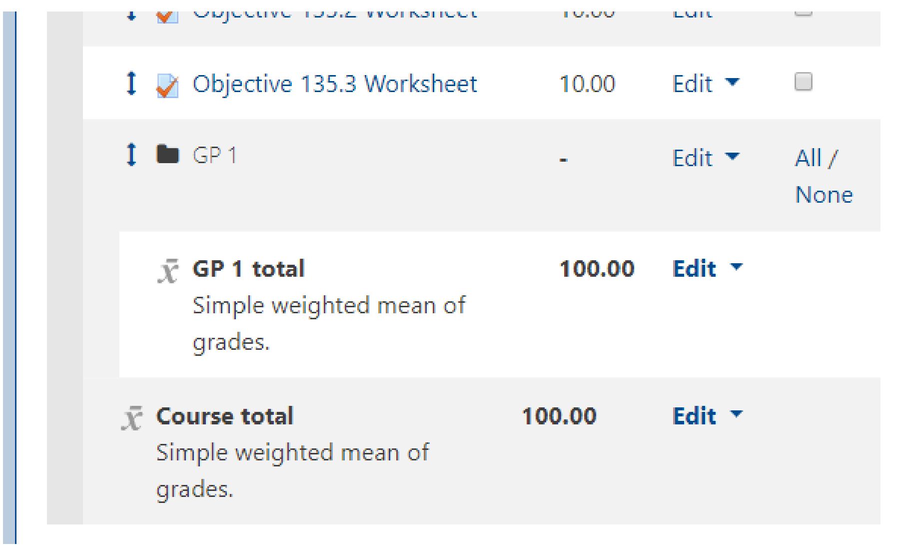
3. Name the Grading Period – leave everything else alone – Click Save Changes



You will see this each time you change anything - always click “Continue”



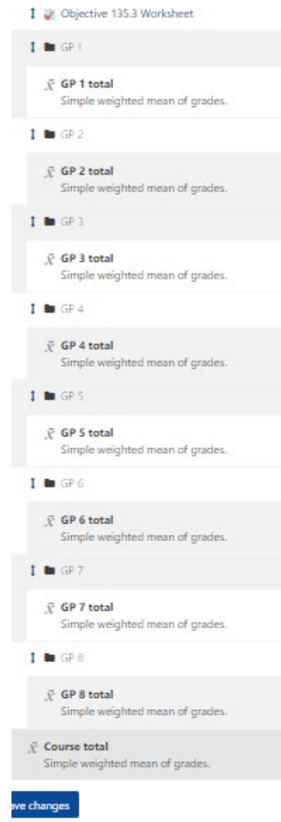
Your new category will appear at the bottom of the list of items on the page



However, the grading period will be at the end of the course – not where it belongs. You can move it before or after you add the worksheets

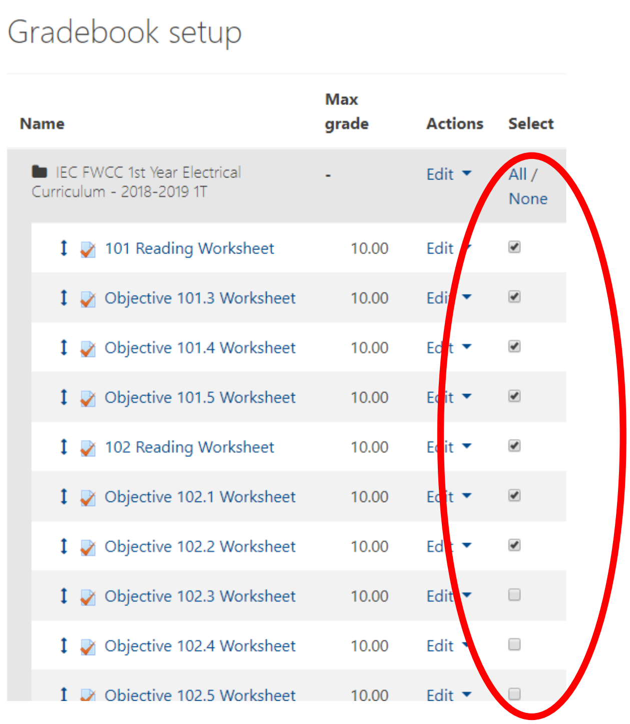
***IMPORTANT
If you are creating multiple grading periods for the entire course, you can avoid having to move the grading period by creating all of them first BEFORE moving the worksheets into them – then move the worksheets in order.

Repeat steps 2 & 3 until you have all the periods you want.

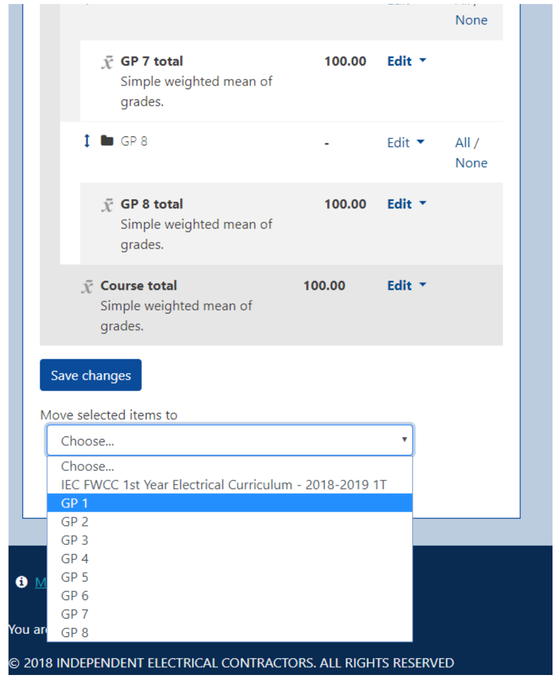


Once the periods are created, the Worksheets must be assigned

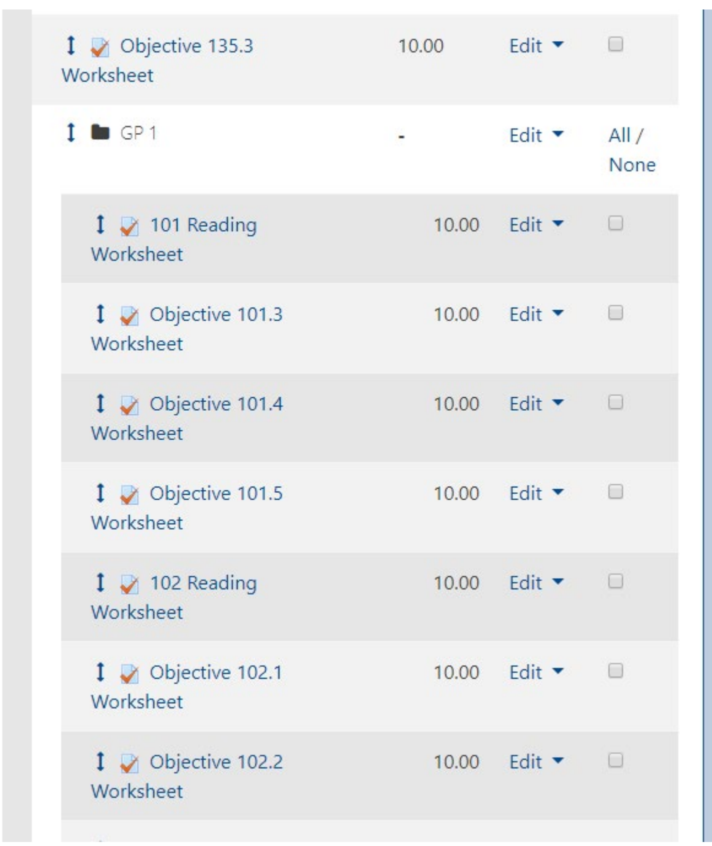
4. Select all the worksheets you want to assign to a specific grading period



5. Scroll to bottom of page again
Click the arrow in “Move selected items to”
and scroll to the correct grading period
Click when the blue highlight is on it



You will see all the worksheets have been moved to the Grading Period

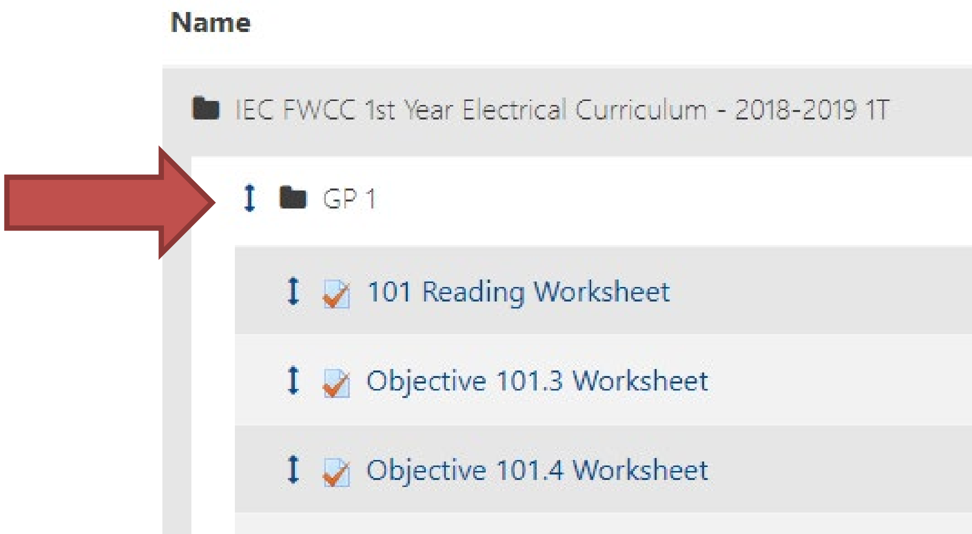


Repeat steps 4 & 5 for each grading period until all the worksheets are placed. - They will be in their proper order with NO NEED TO MOVE THEM.

Moving a Grading Period or Worksheet

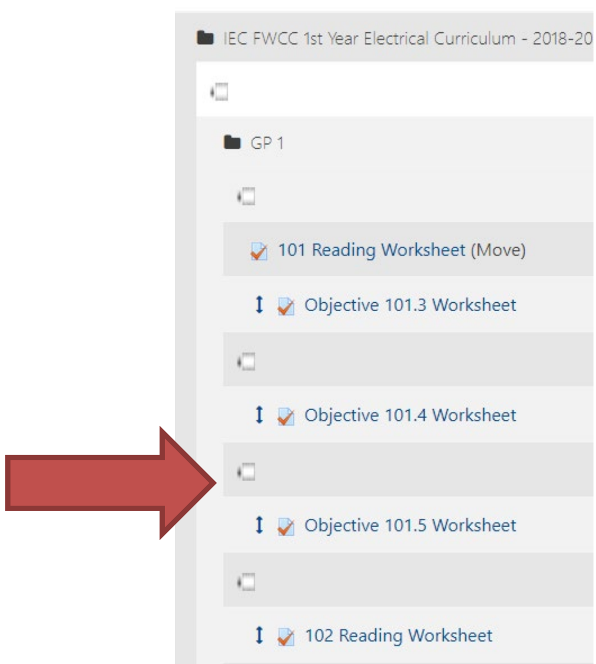
If you are creating an individual category, you can move them where you want:

1. Click the arrow to the left of the folder



All the lessons will appear with a white box nest to them.

2. Click on the box where you want to place the folder



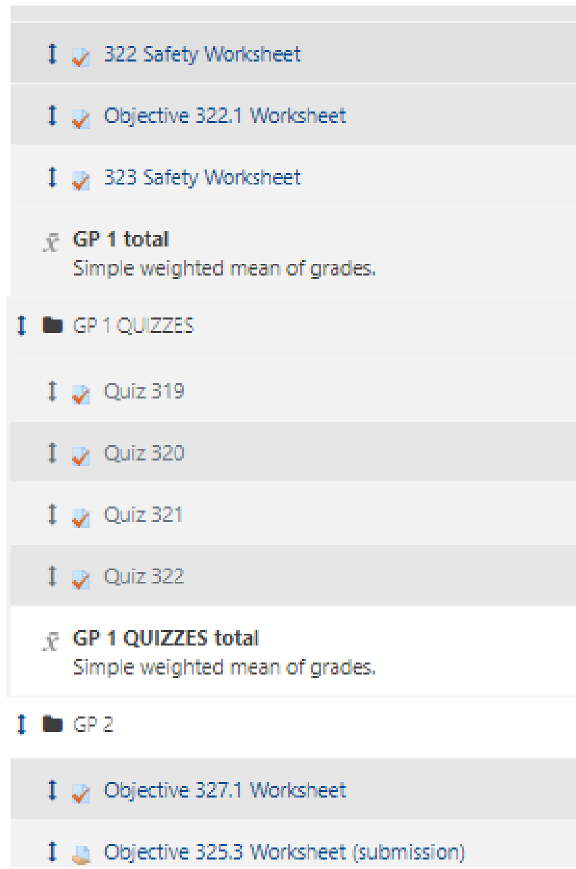
New Categories

Make Quiz / Exam categories and add them at the end of each Grading Period

They will average together separate from the homework

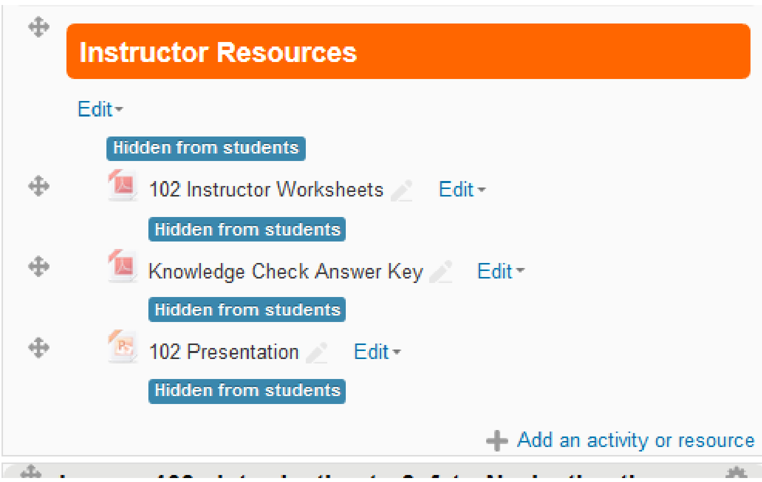
Do this when you create the grading periods

Add the quizzes later

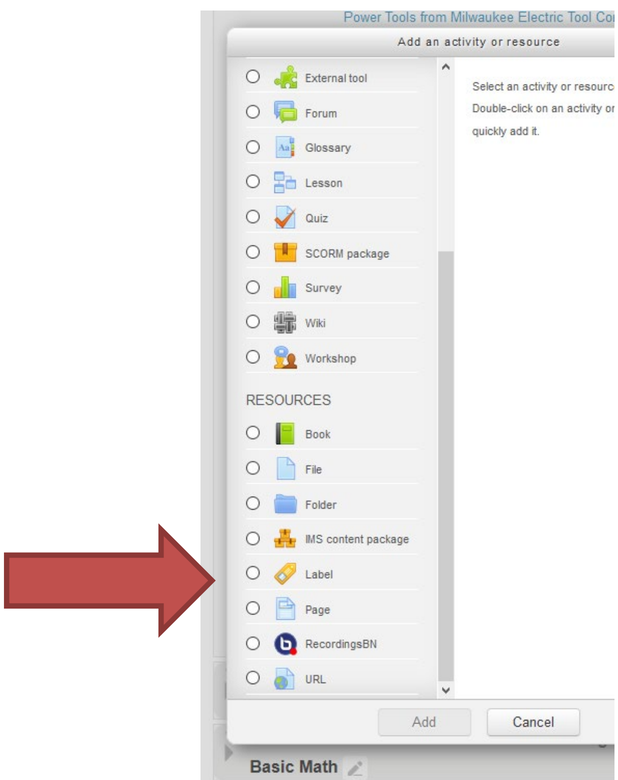


Make a Label for a New Section (Resource) to add a quiz category to a lesson in the CMS

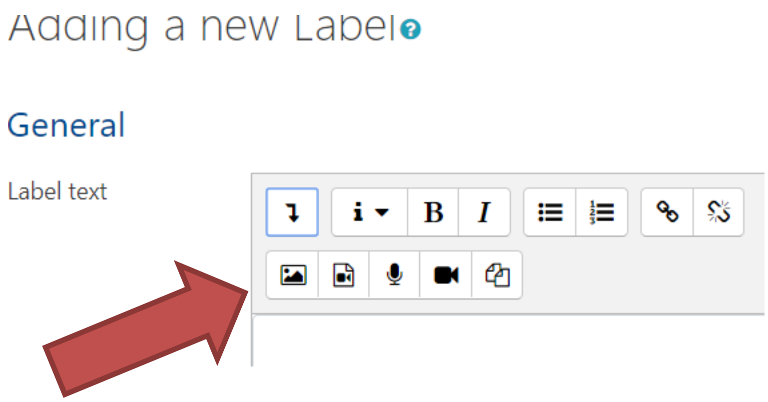
1. Click on Add an activity or resource



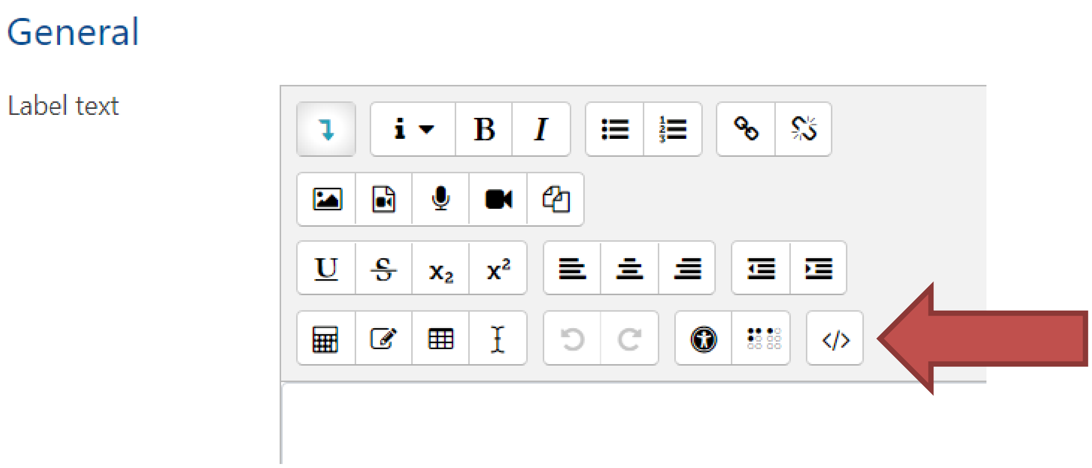
2. Scroll down Select "Label" Click – Add



3. In General - Click the arrow box to show more labels



4. And select HTML



5. In the text box, cut and paste in your instructions:

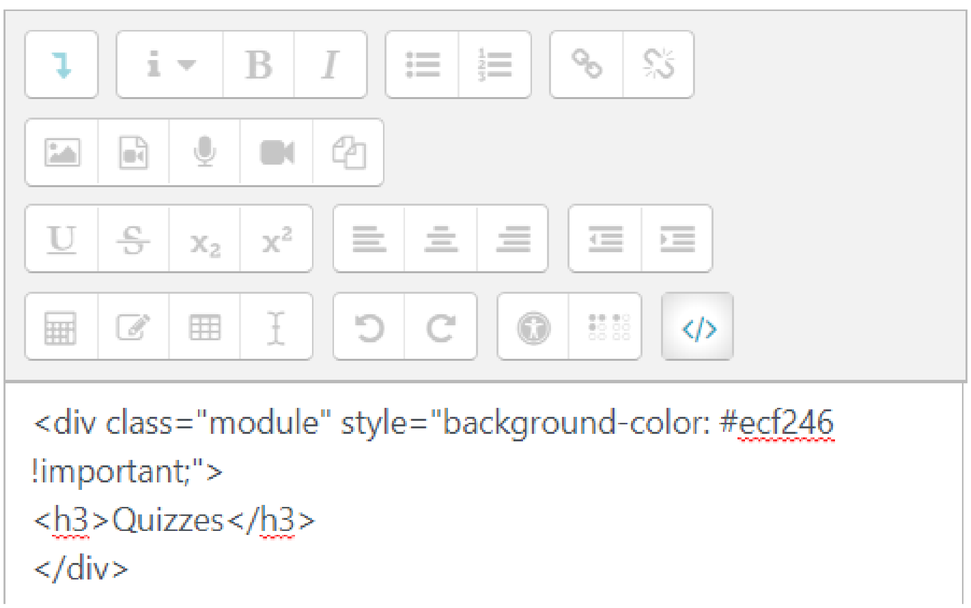
    <div class="module" style="background-color: #9d0b0e !important;">
    <h3>Review</h3>
    </div>

Your name is between <h3> and </h3> – change it to quiz or exam, etc. (<h3>Quiz</h3>)

Color: #9d0b0e can be changed to other colors – google html color picker for options

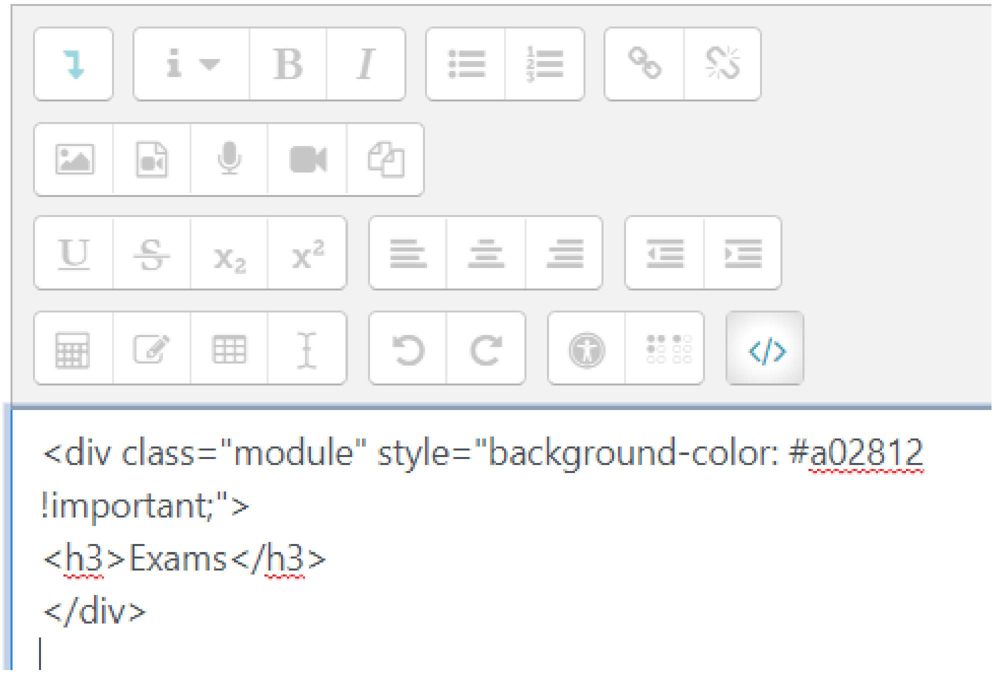
<u>Quizzes</u>

<div class="module" style="background-color: #920fd8 !important;">
<h3>Quiz</h3>
</div>

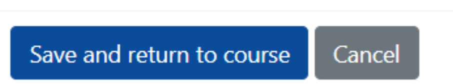


Exams

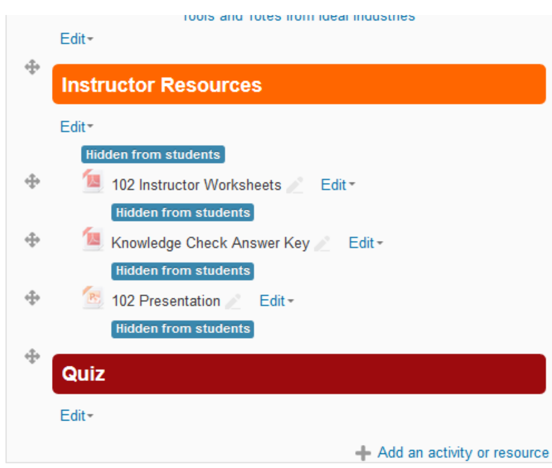
<div class="module" style="background-color: #a02812 !important;">
<h3>Exams</h3>
</div>



6. Click save and return to course

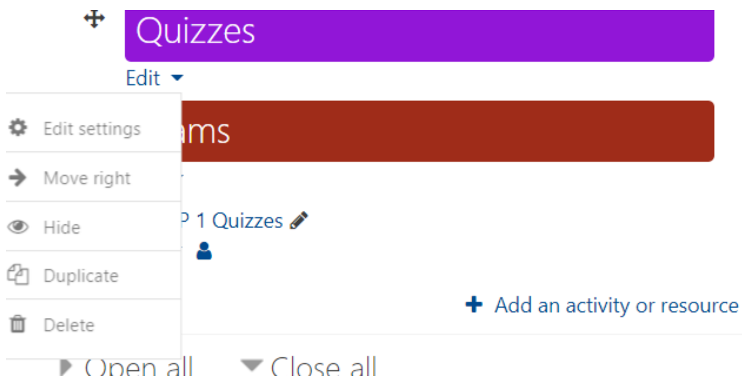


The Section is now in the lesson at the bottom. You can click and drag it anywhere



<u>Duplicate</u> – Click on Edit and select duplicate

Make one for each lesson



Click and drag one to each lesson

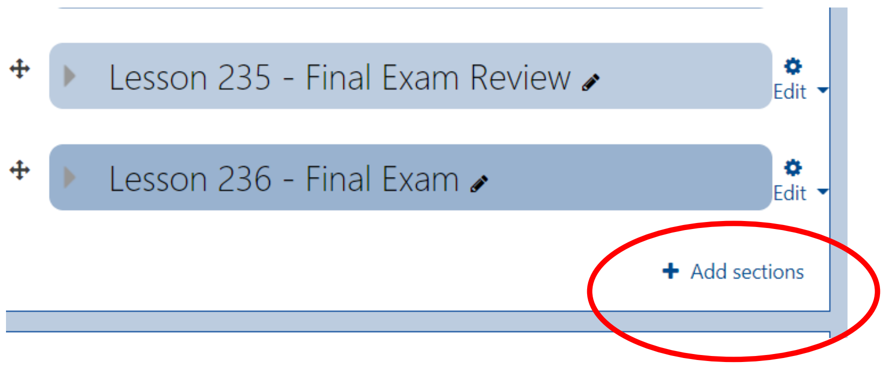
Adding a Quiz or Exam

There are several steps that must happen.

- Add a new section (Optional)
- Make the activity (like quiz 221 or exam 4)
- Drag the activity where you want it
- Convert the quiz or exam in ExamView to Moodle
    - Export as ExamView bank
    - Export the bank as a blackboard 7.1 zip file
    - Convert the zip file to a Moodle HTML document
- Make a corresponding category in the question bank
- Import the questions in Moodle Document form
- Add the questions to the quiz or exam you created

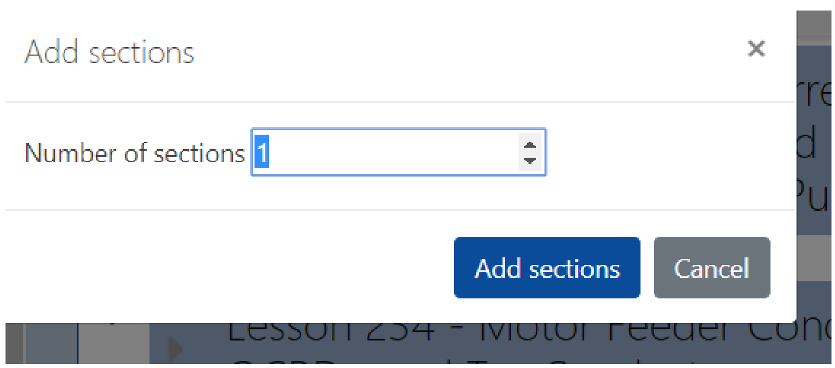
Add a Section (for Exams or Additional Quizzes)

1. Scroll to the bottom and select Add sections

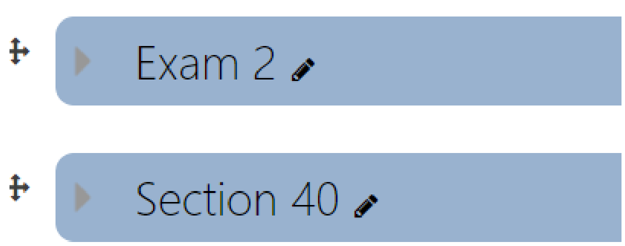


2. Specify the number of sections you want to add

Do all 8 exams



3. Edit Name – Click pencil and change name



4. Click and drag into place

<u>Add Quizzes or Exams to the section</u>

"Add an activity or resource"

This can be dome in 2 ways – both require that you click "Add an activity or resource"

1. Directly to the section

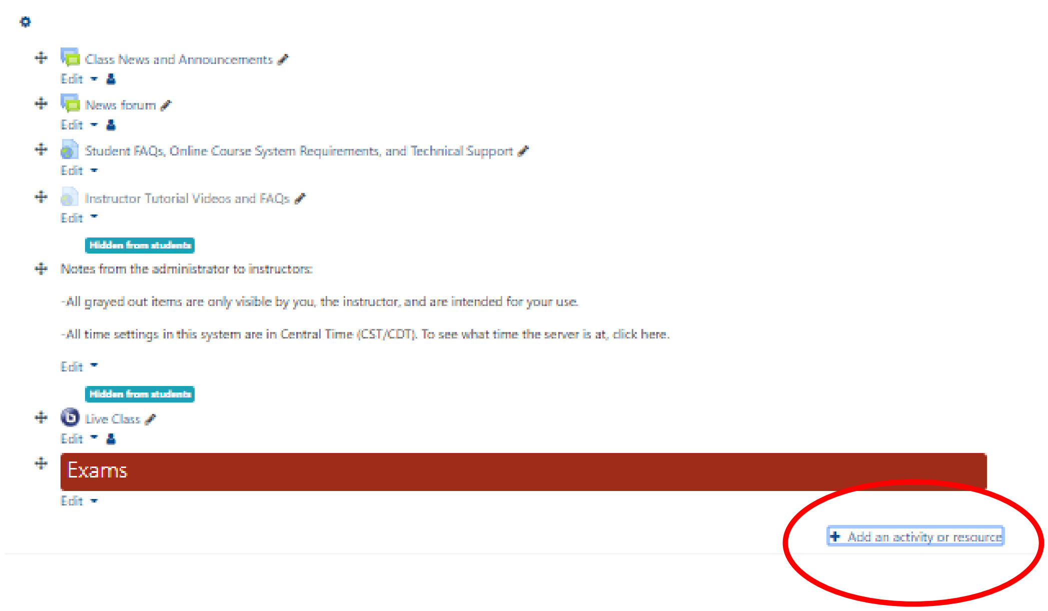
If you have created a section, it can be added directly to the section.

   1. Click the arrow to open the section to show
   2. Click +Add an activity of resource

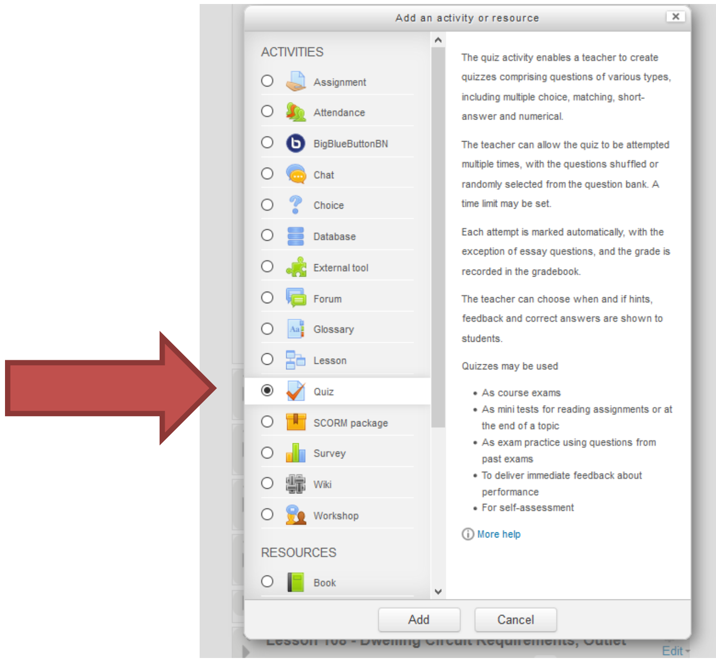
This will automatically show up in "Grade Book Set-Up

2. At the top and then click and drag into place

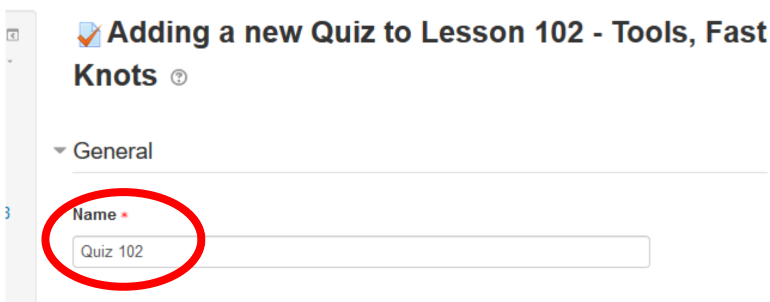
1. Click Add an activity or resource



2. Then select Quiz – then Add

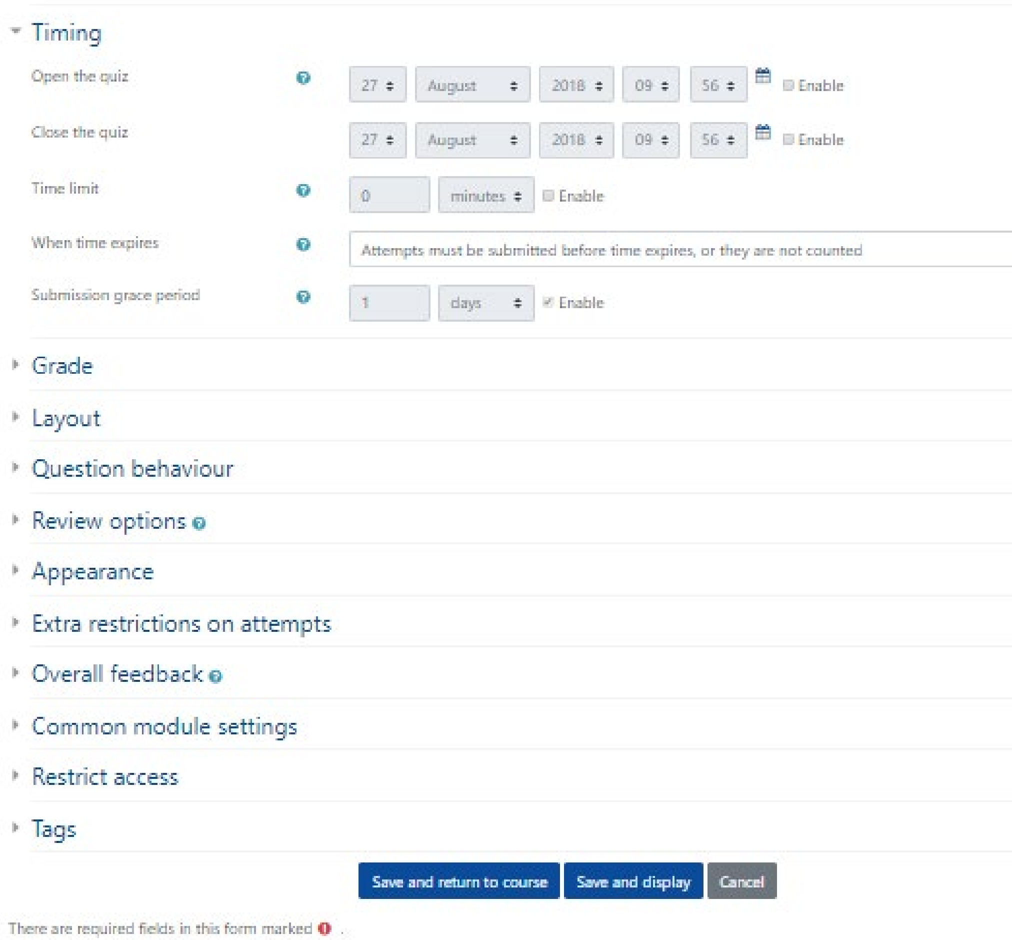


3. Name the quiz



4. Set any desired parameters

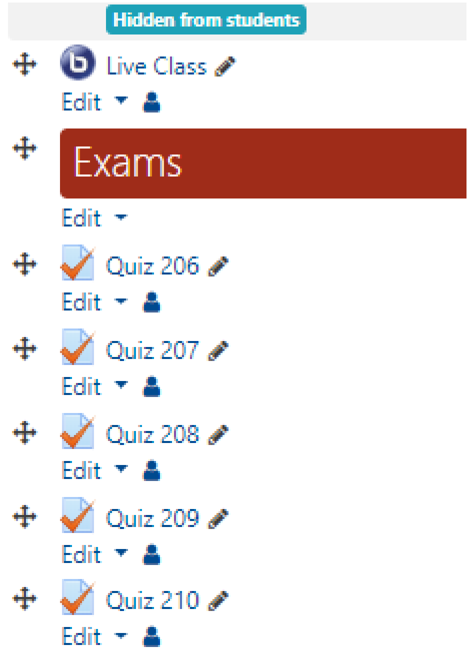
Click to open – such as timing or grade



5. Click save and return to course

You can make them all at once or one at a time

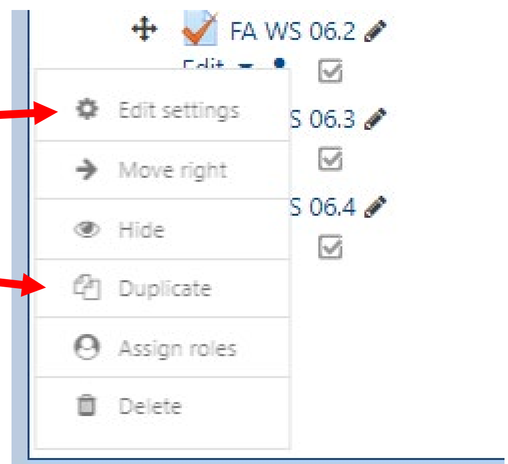
6. Click and drag it where you want



7. If making many quizzes, you can make the first one then duplicate as many times as needed, then re-name them.

Click “Edit”

then “Duplicate

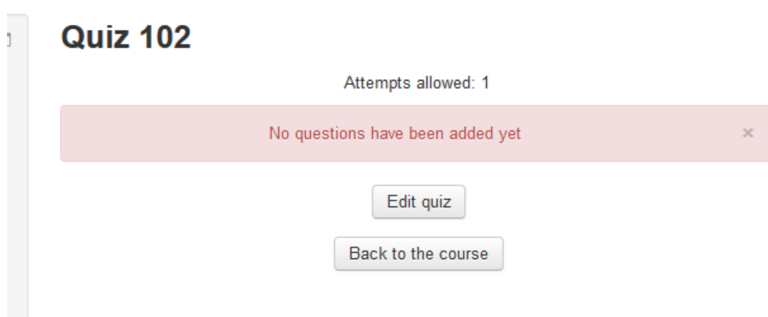


8. All the worksheets will have the same name.

Click the pencil

A box will open - type the new mane in the box then click “Enter”

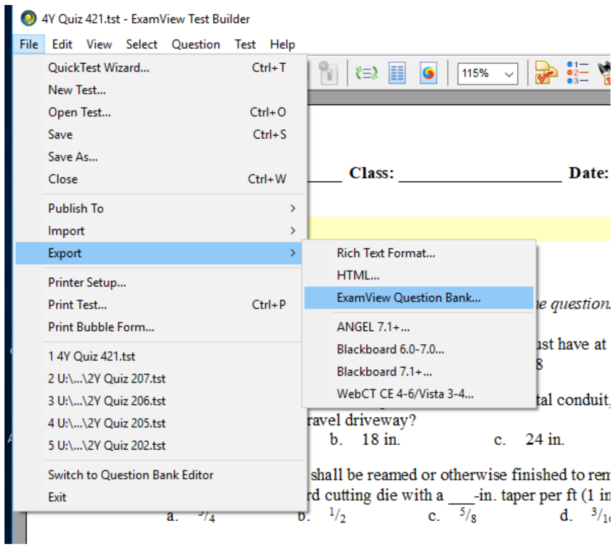
If you open the quiz you will see that it has no questions



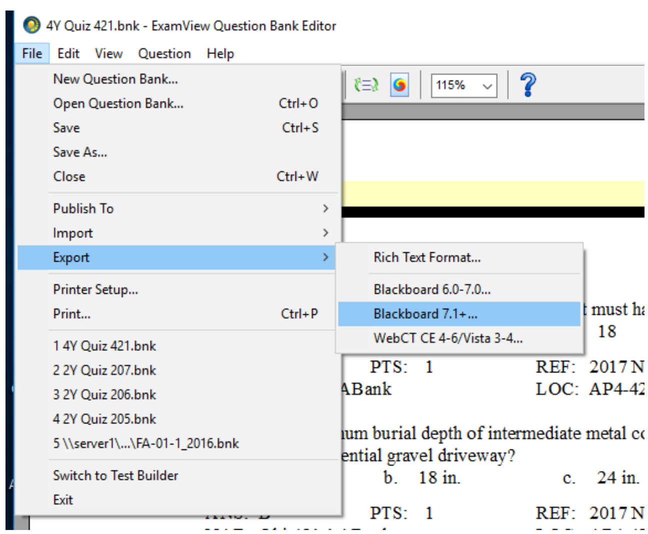
Converting to Moodle HTML Document

If you export ExamView files to blackboard, then import as usual, they will all be alphabetical, not in numerical order. To keep them in order, they must be converted to a Moodle HTML Document.

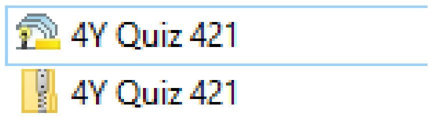
1. Open ExamView file and export to ExamView test bank



2. Open the ExamView Bank and export to Blackboard 7.1

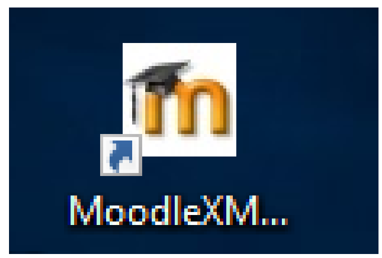


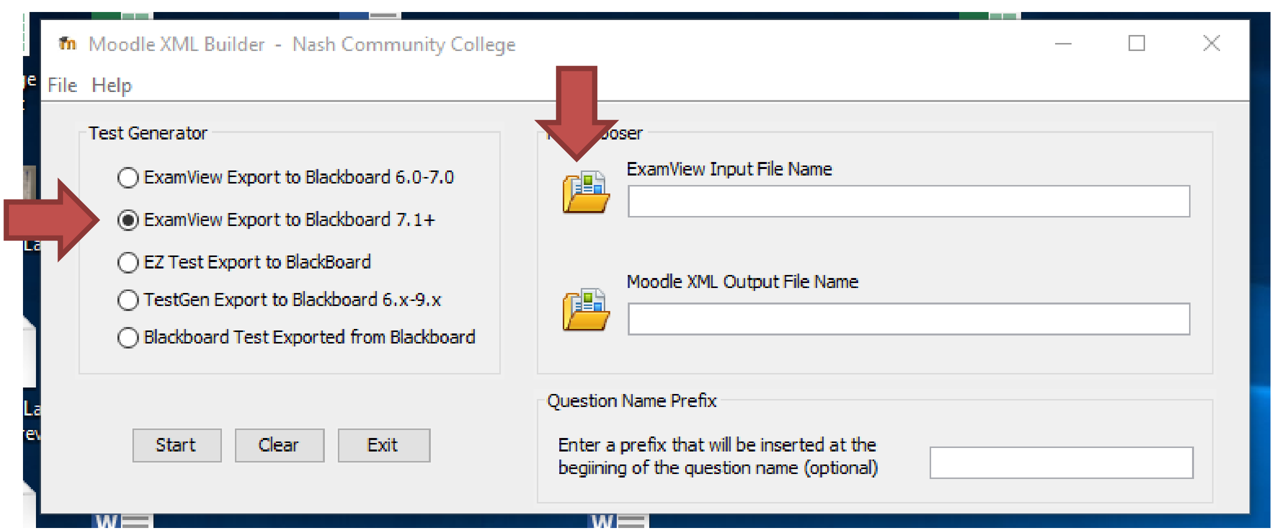
You will now see a bank file and a zip file in your folder



3. Convert the zip file to a Moodle XML file – click on desktop icon for Moodle XML Builder-

Download this first if you don't already have it.

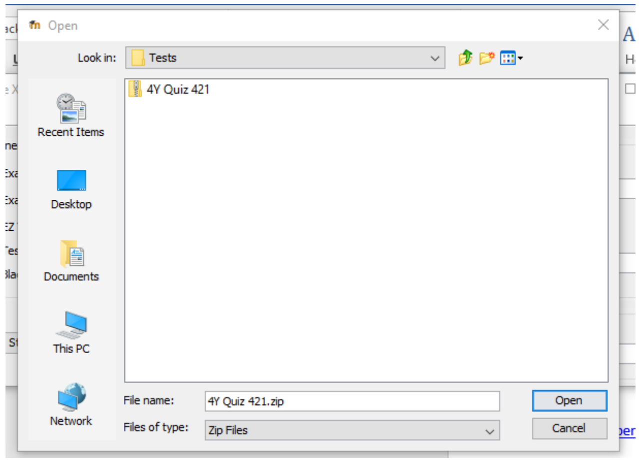




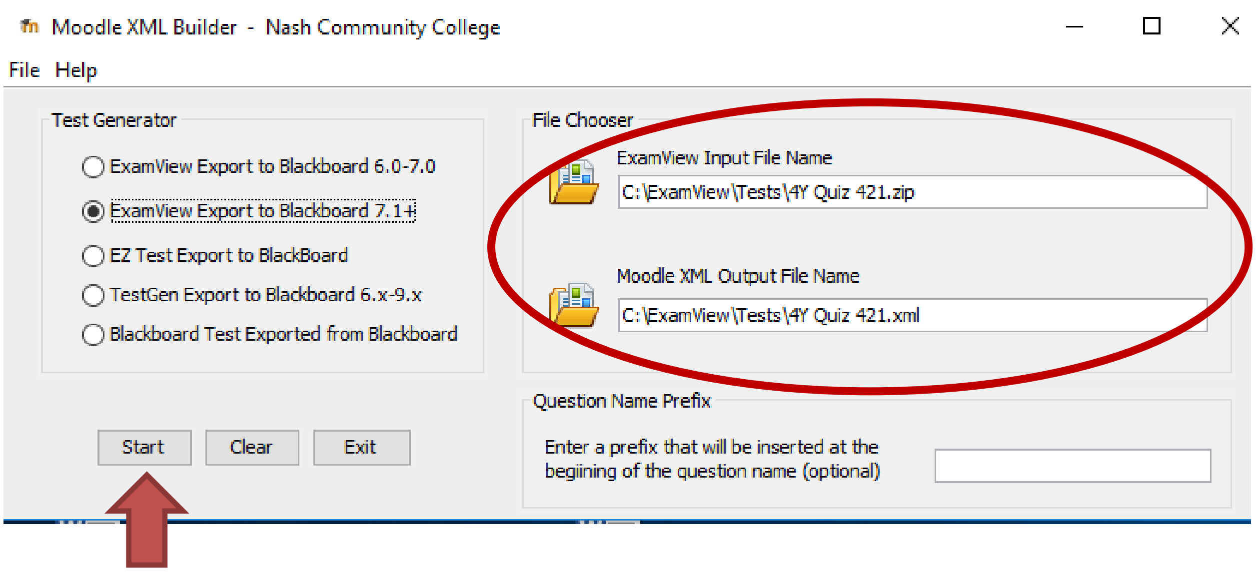
http://www.atperesources.com/temp/MoodleXMLBuilder 0.4.0.1864.msi

4. Check – ExamView Export to Blackboard 7.1

5. Click on the folder to select the exam file. Locate the file as usual and click “Open”

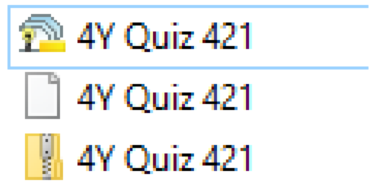


The file will automatically appear in both windows



Click “Start”

You will now see a bank file, an XML file, and a zip file in your folder

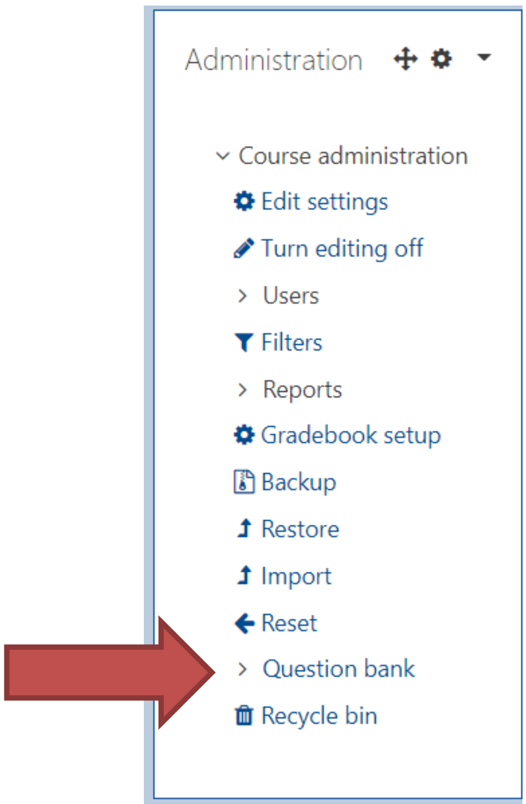


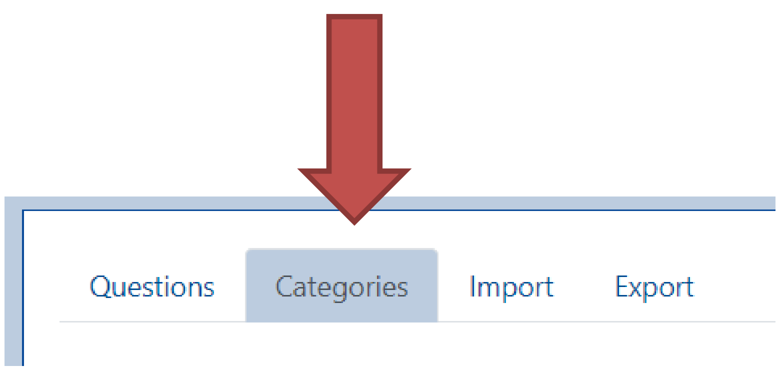
It is recommended that you prepare <u>all</u> the files at once – the entire process goes faster than doing one exam or quiz at a time

Adding a Category to the Exam Bank

Before you can add questions to the bank, you first must create the category in the banks

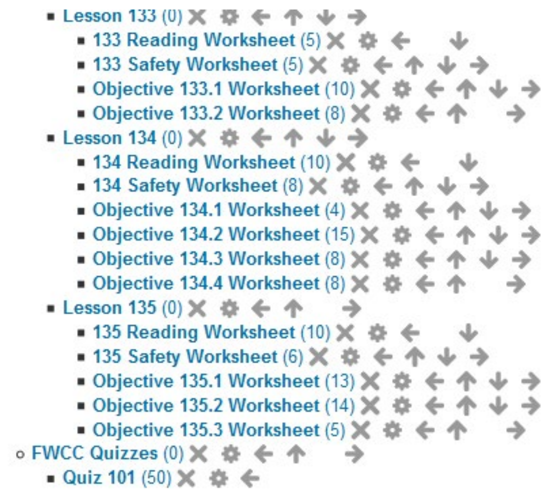
1. Under Administration, click on Question Bank – then Categories





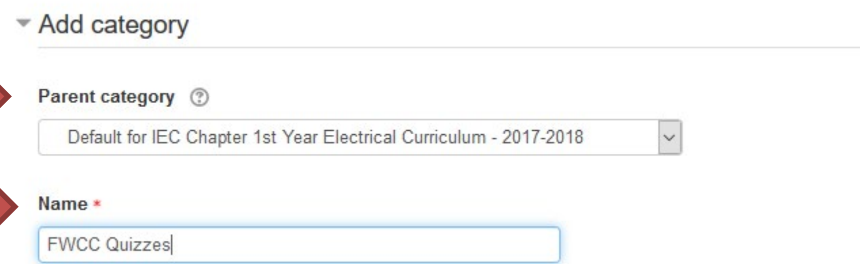
Scroll to the bottom and you will see “Add Category”

2. Add Category



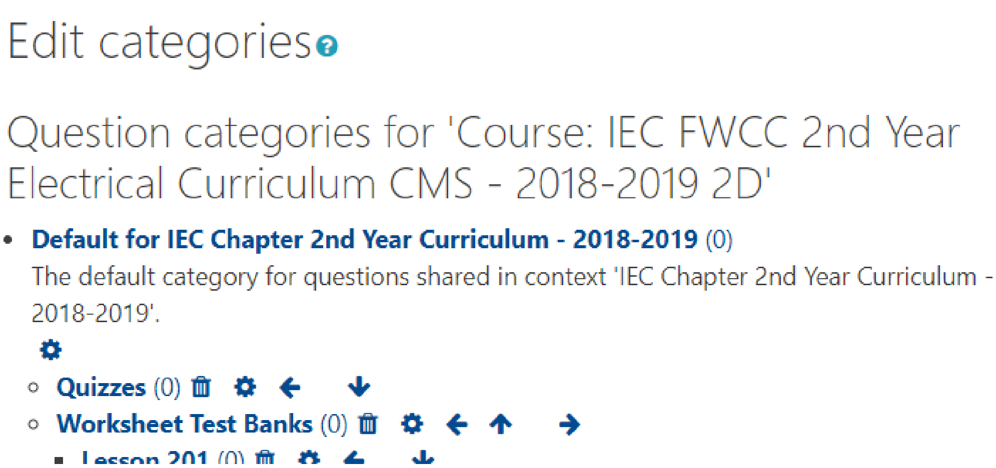
** Leave Parent category alone

** Name the sub category then Add category (this can be Quizzes or Exams)



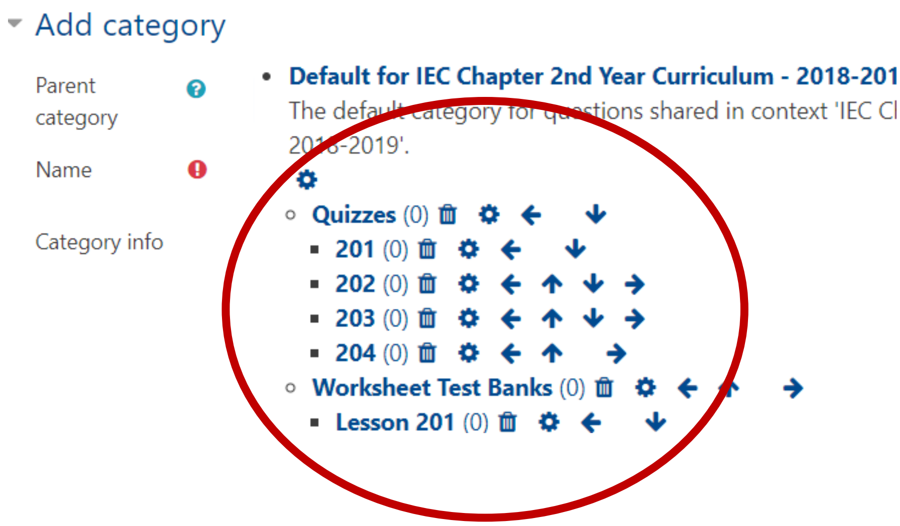
If you are adding multiple categories, such as exams, you can create all categories at one time and add questions later

The new category will appear at the top



3. Once you have the main category, you must add sub categories by following the same procedure and selecting your primary category as the parent category, then the name of the sub category

Continue until you have all the items you need

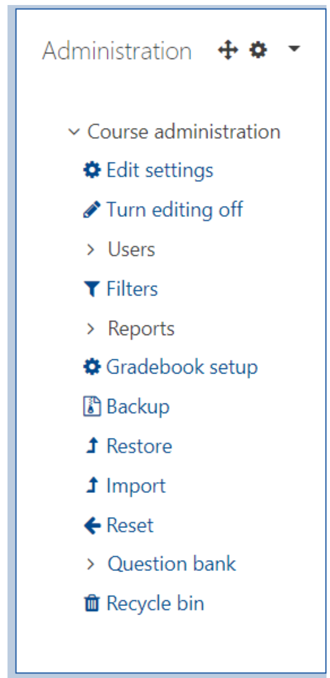


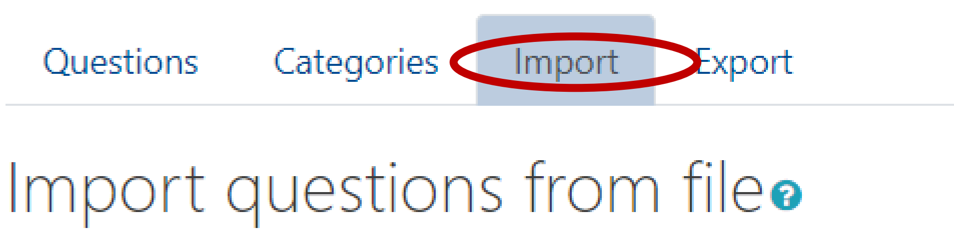
Example – You want to have 4 quizzes in lesson 201.

You first make the category “Quizzes” under the default category, then you add each quiz as a separate category under “Quizzes”

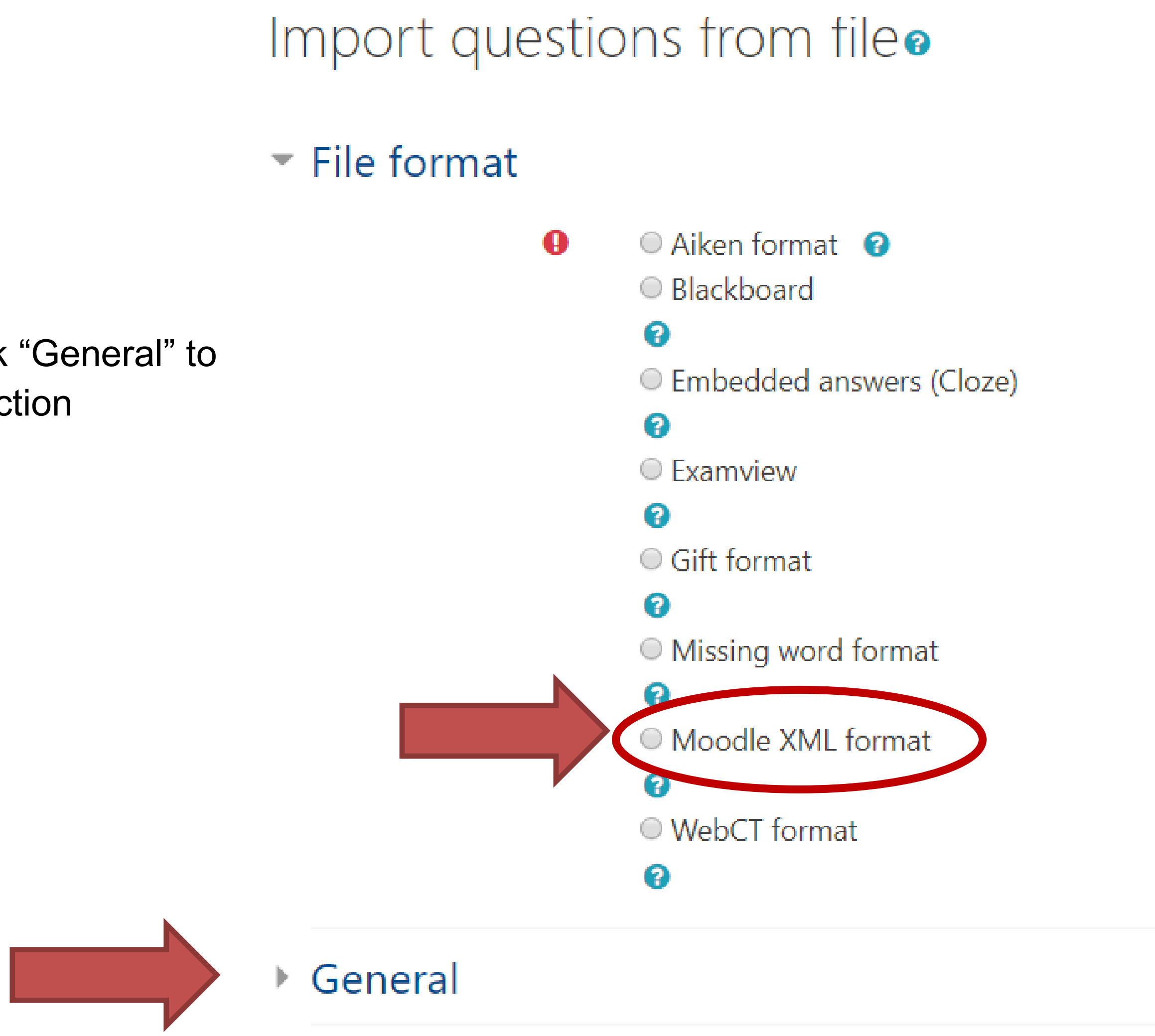
Import Questions in Moodle Document Form to the Category

1. Under Administration Select “Question bank”, then Click “Import”



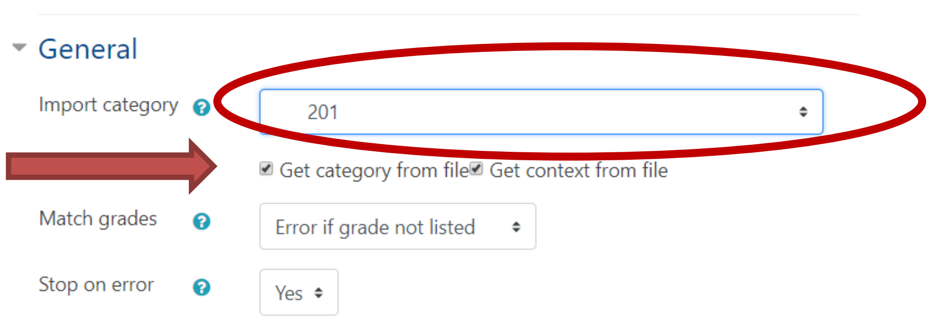


2. Select "Moodle XML Format"



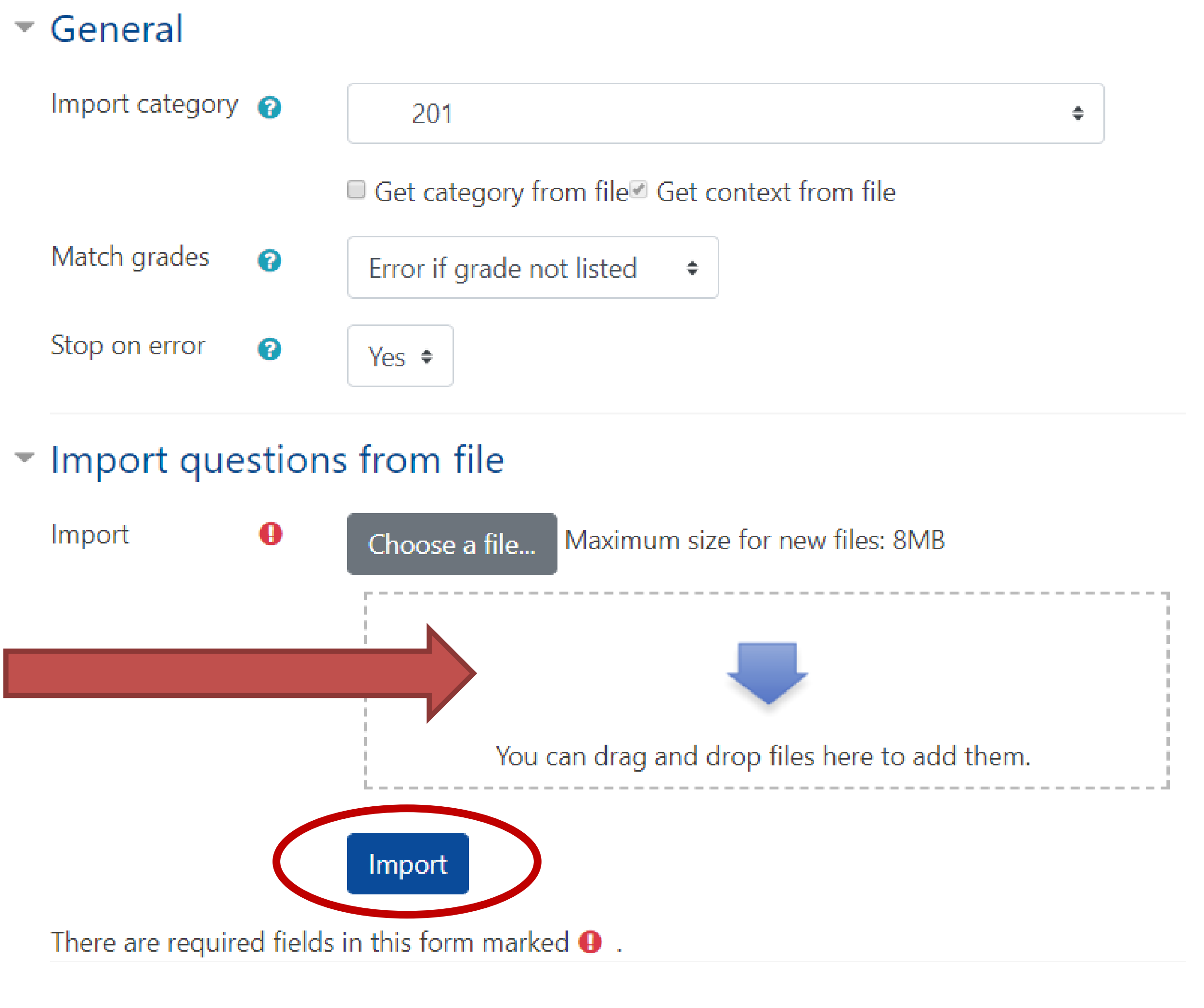
3. Then click "General" to open that section

4. Import Category – from dropdown, select the quiz (category) you created and

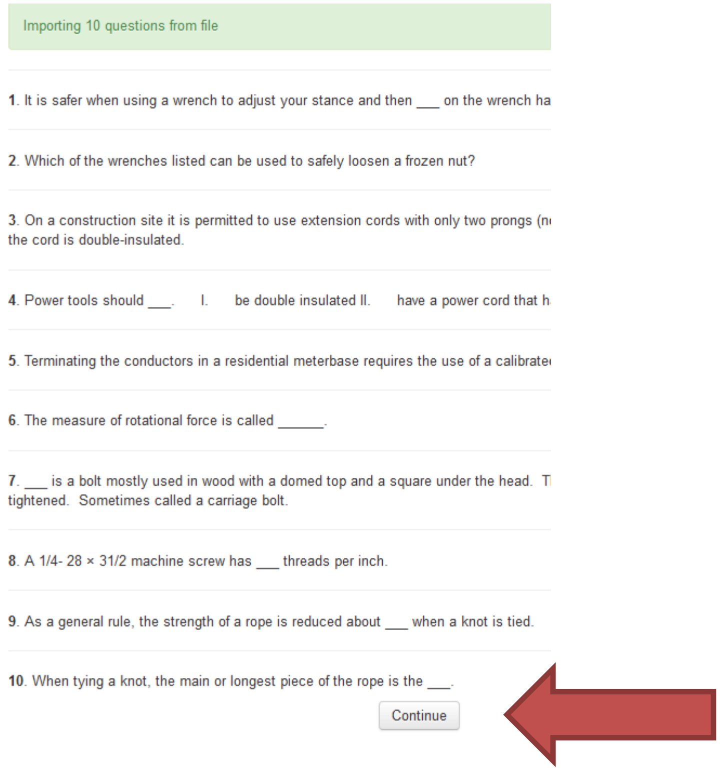


5. UNCHECK the box "Get category from file"

6. Click and drag the exam zip file from your desktop directly into the upload box and click import

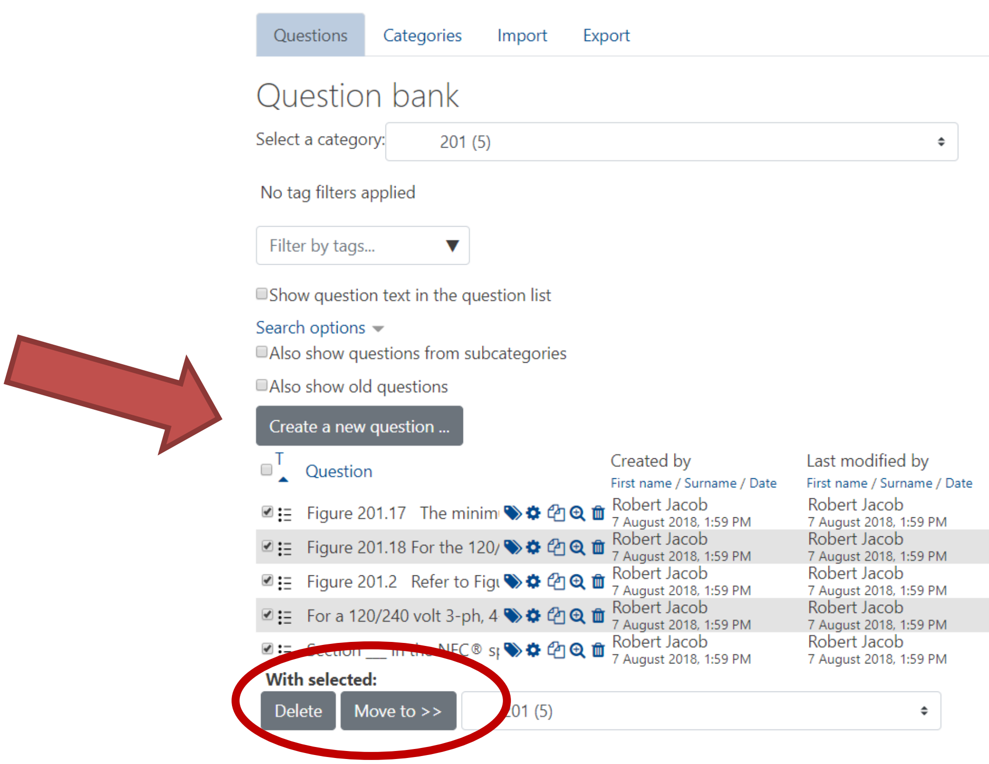


7. The questions will appear – click Continue



8. Click the “T” to select all questions

9. Click “Move to”

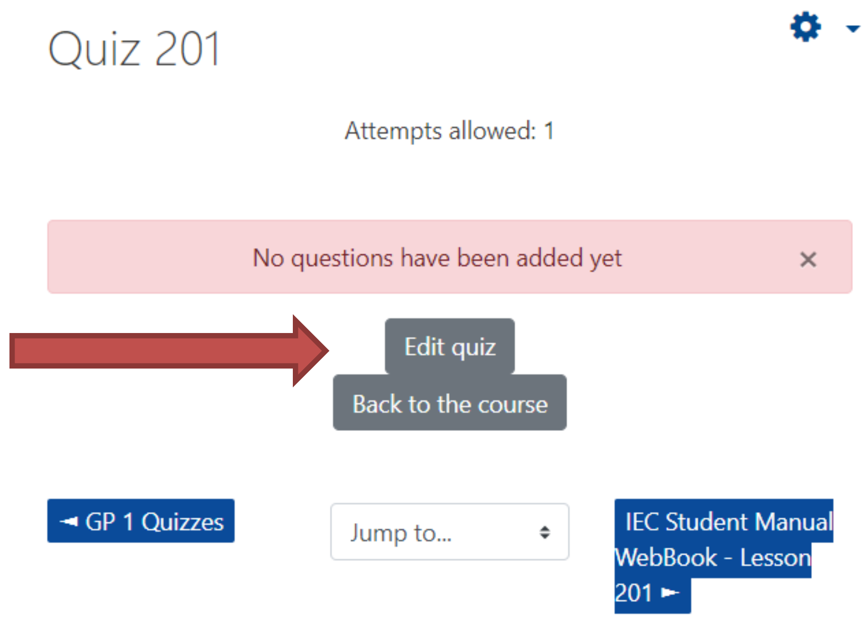


Add Questions from the Bank Category to Quiz or Exam

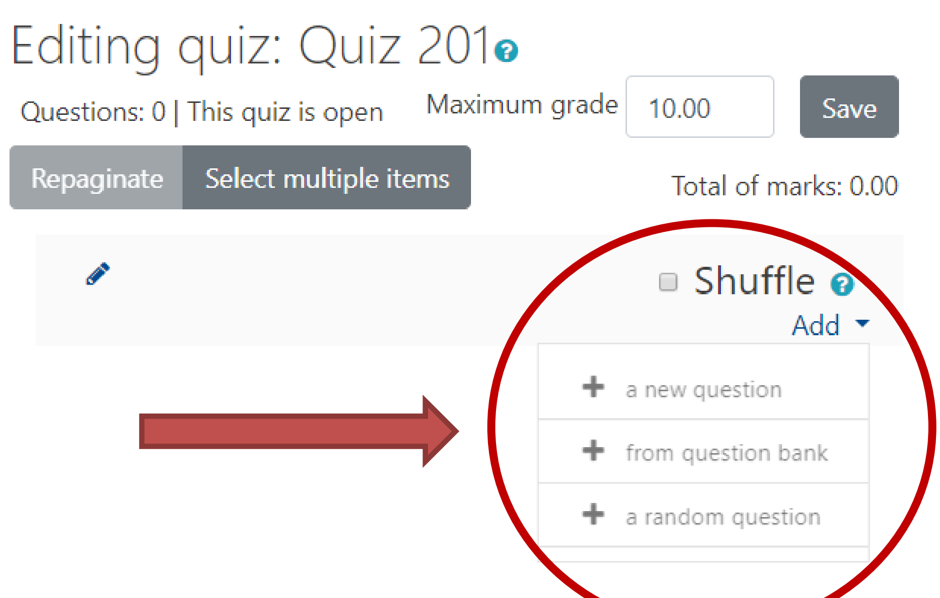
Open the quiz

There are still no questions –

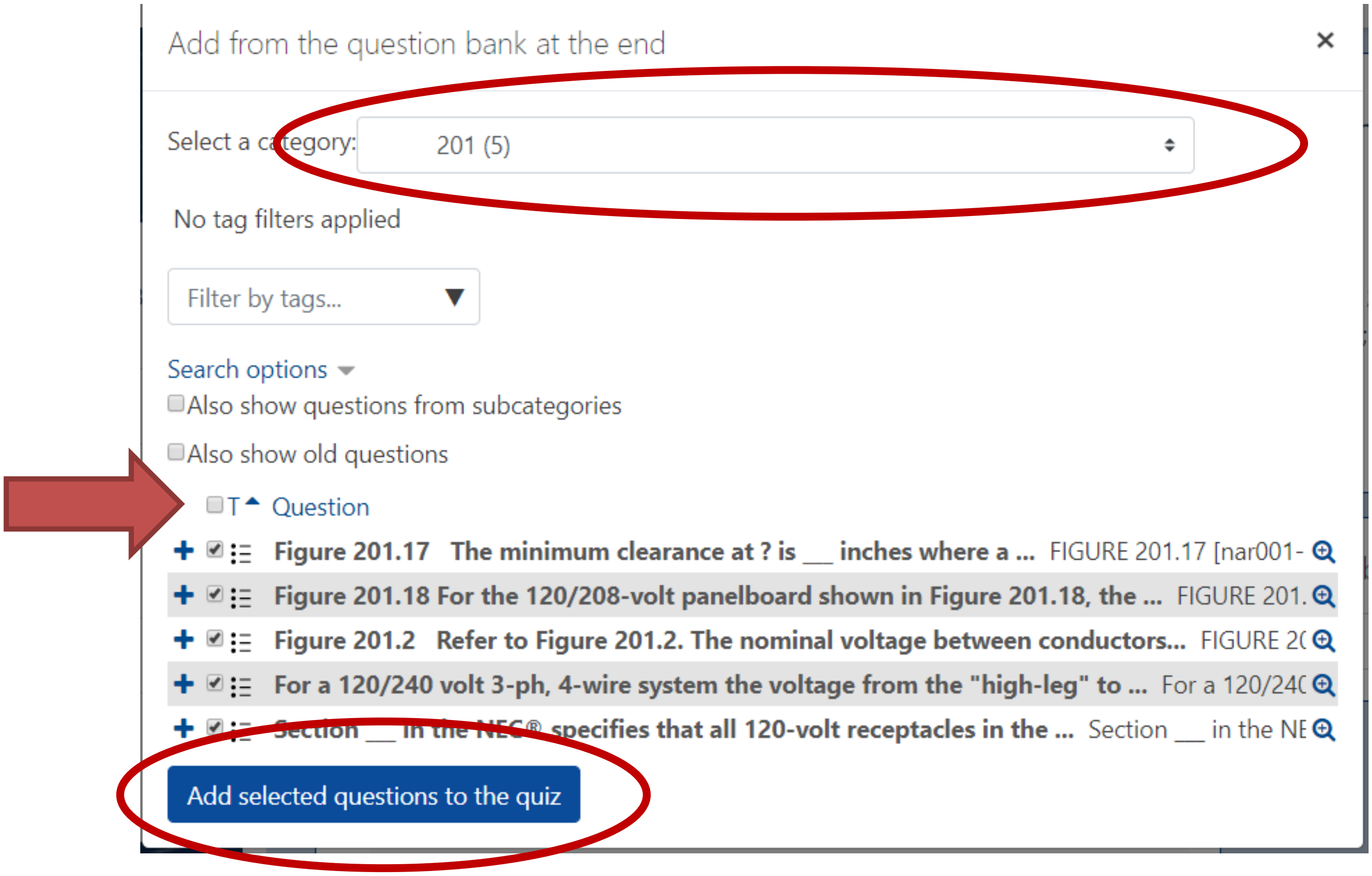
1. Click on Edit Quiz



2. On the right, click the Add drop down arrow and select from question bank



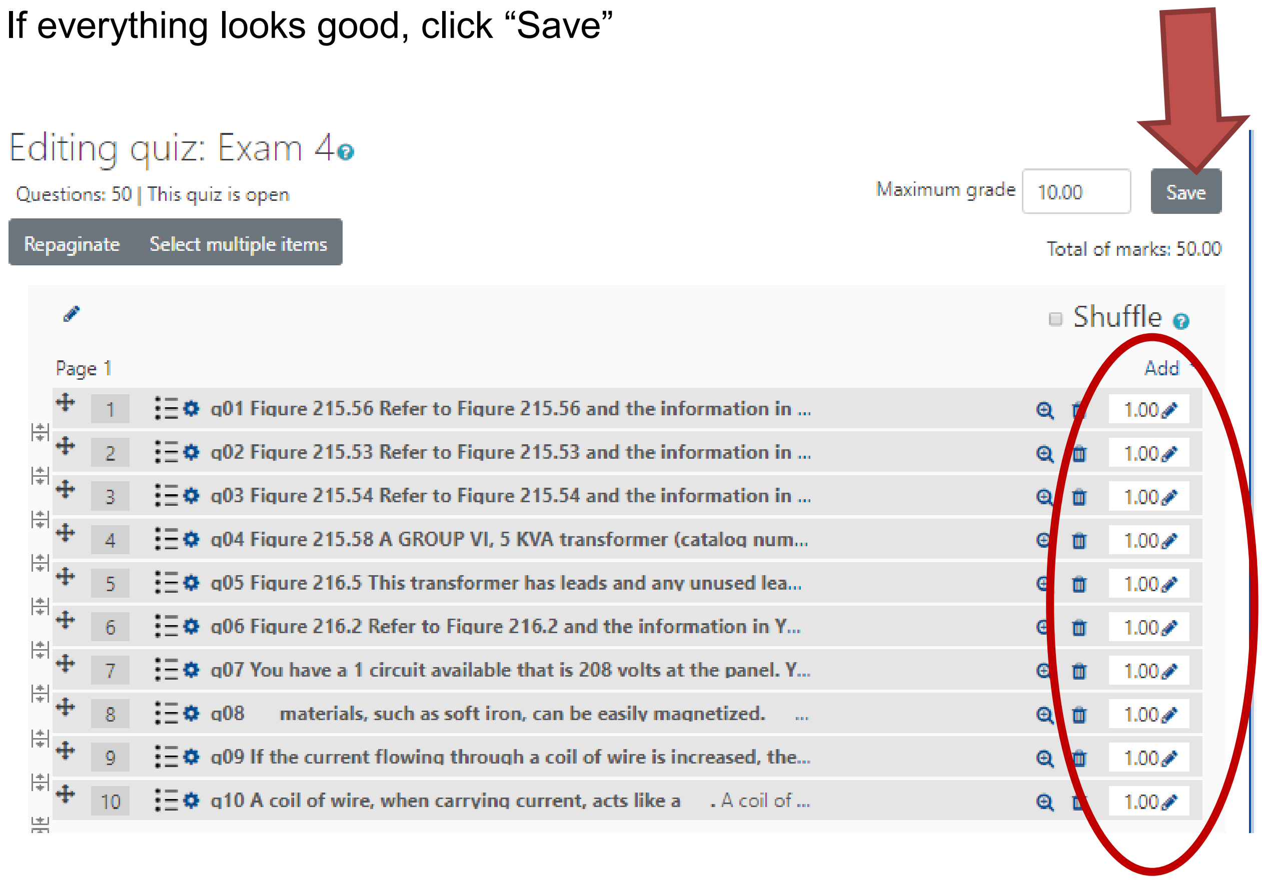
3. Select your bank in the drop-down window



4. Check the "T" box to select all the questions
5. Click "Add selected questions to the quiz"

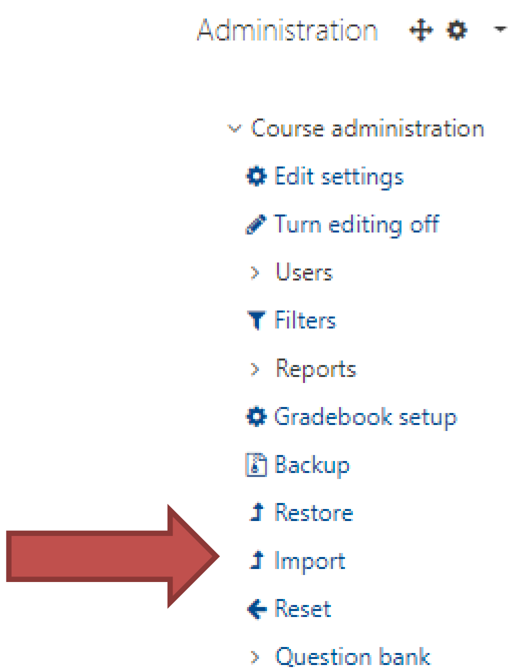
You will see all your question. Check the value – some questions don't have a value and will show up as 0.00. Click the pencil and change the value, then click "enter."

If everything looks good, click "Save"



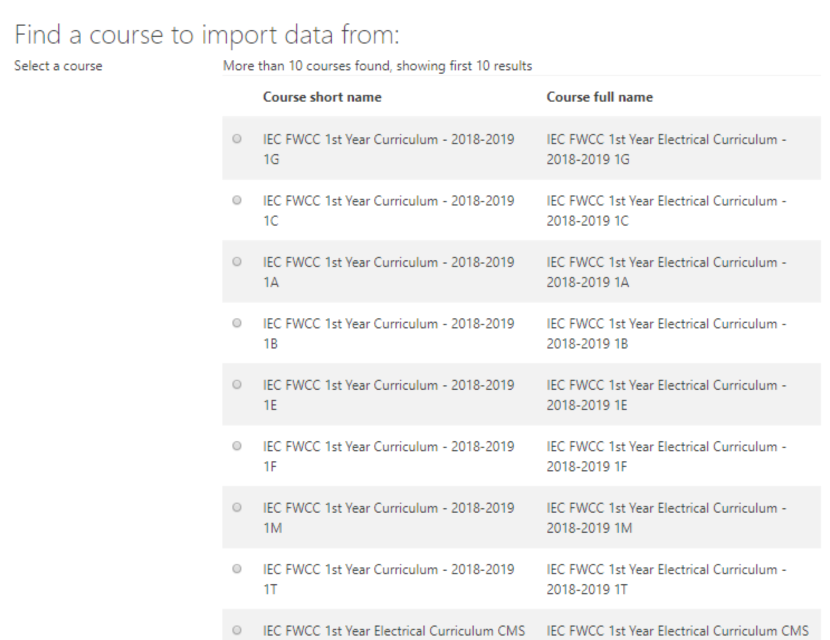
Importing Content from One Class to Another

1. In Administration, click "Import"

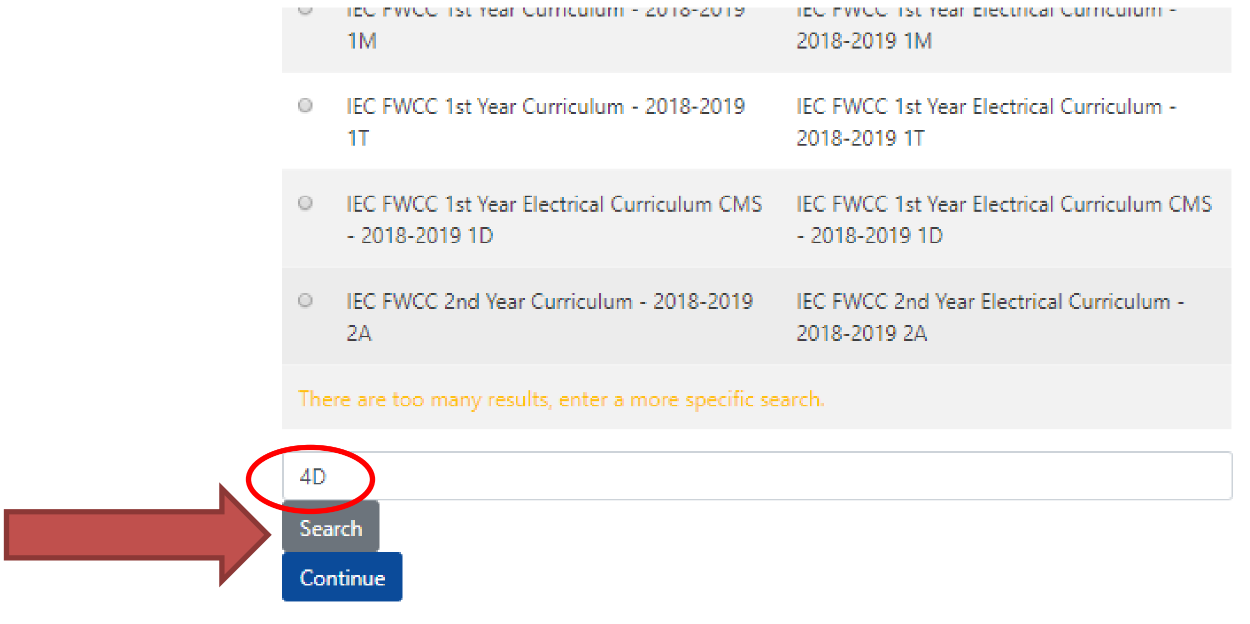


A new screen appears with all the courses listed.

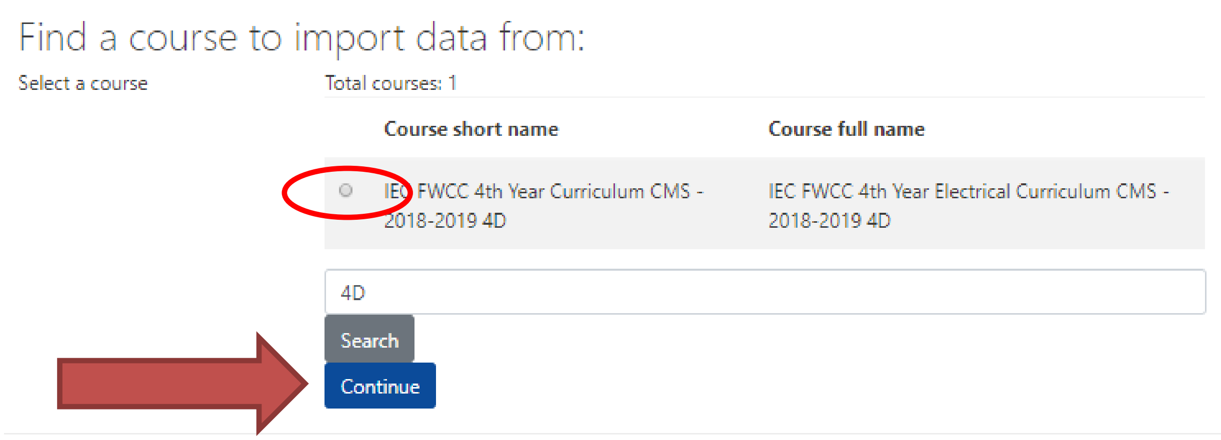
If you have more courses than can be shown, it will ask you to search for your course.



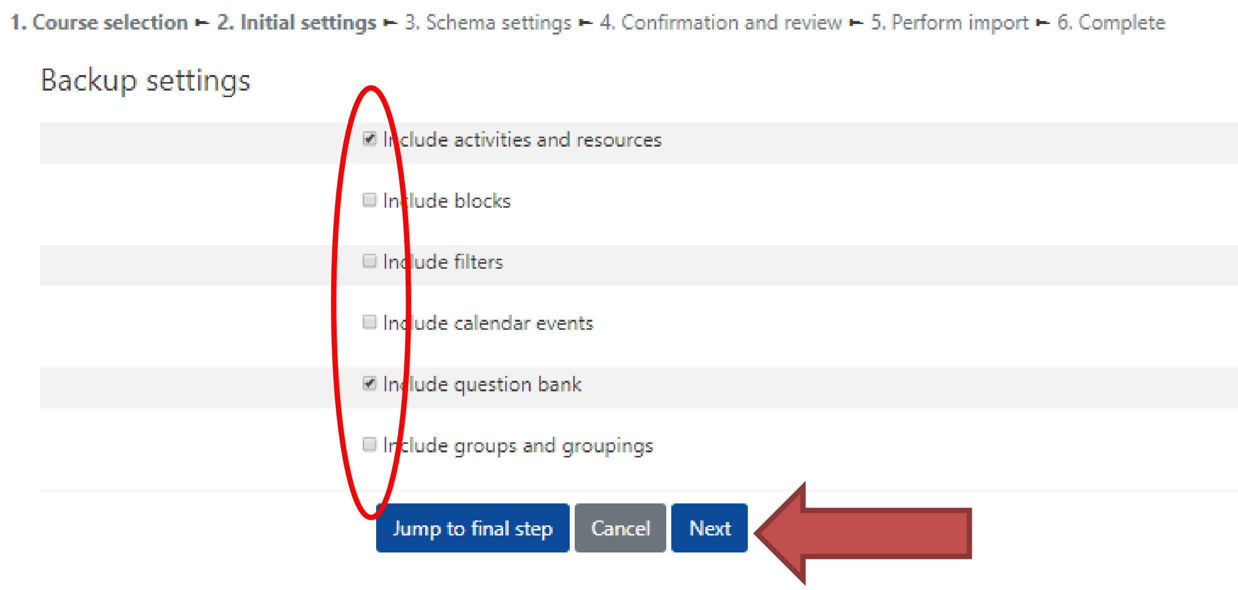
2. Locate the Course by typing part of the course name in the search window – then click “Search”



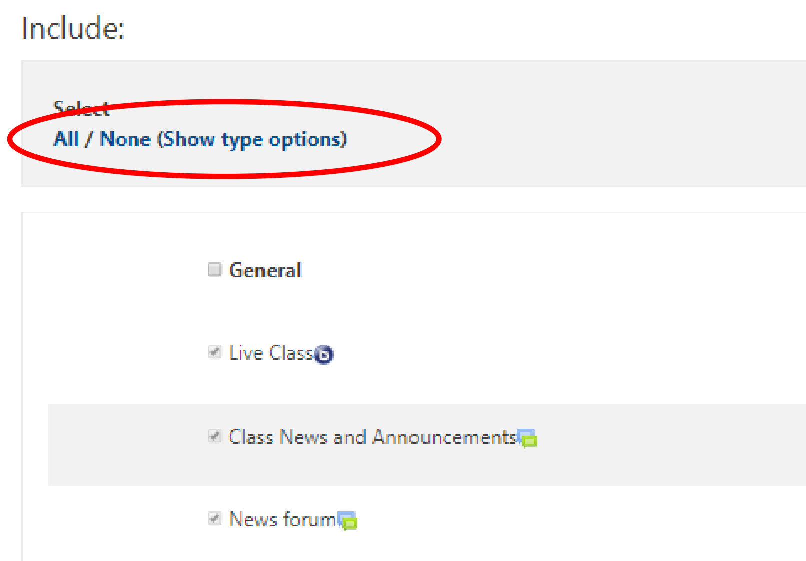
3. Select the correct course and click “Continue”



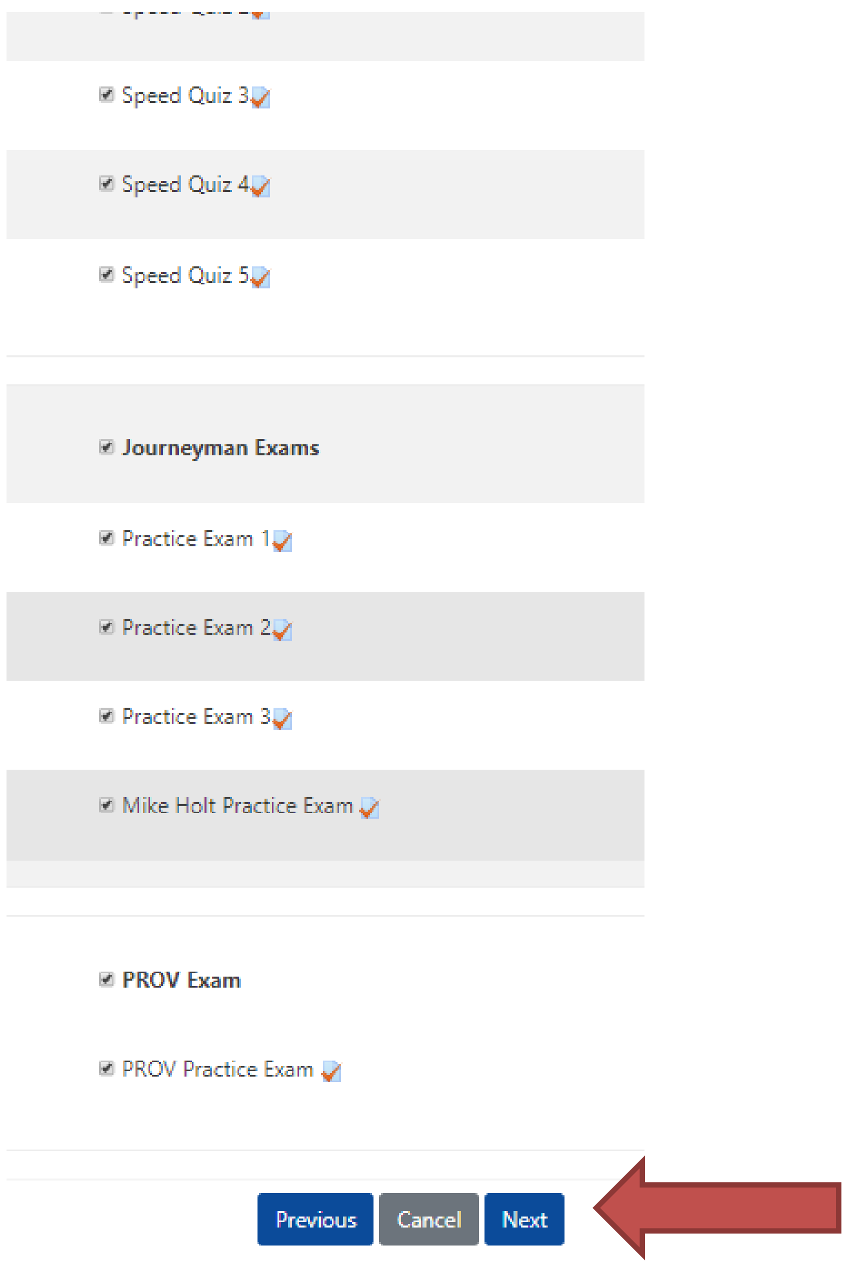
4. Un-Check what you don't want to import then click "Next"



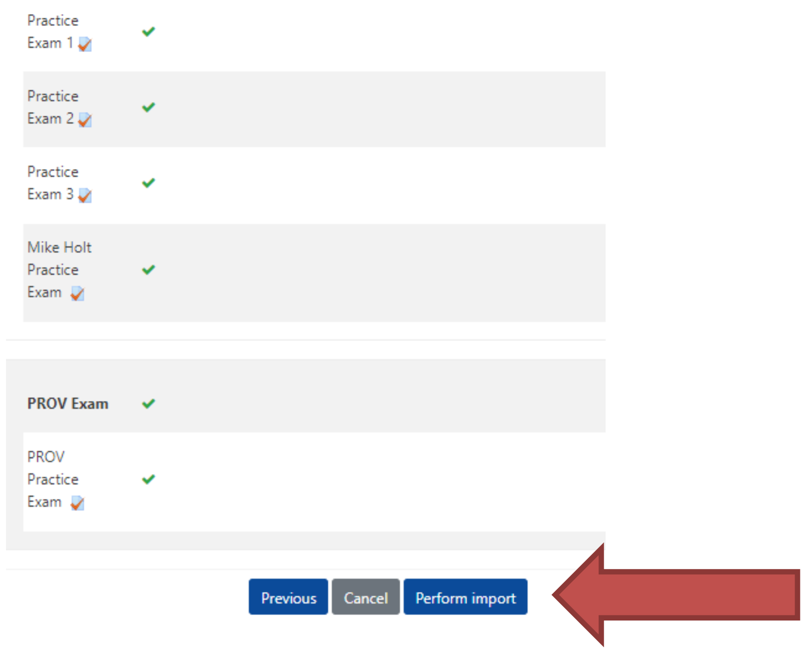
5. Select "None" to uncheck everything – or Un-Check topics



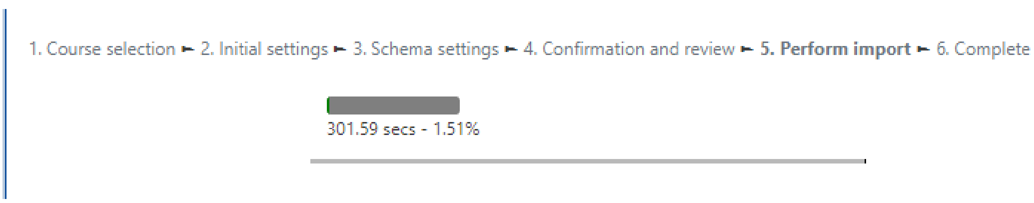
6. Then - check individual items you what to import. – Then click on Next



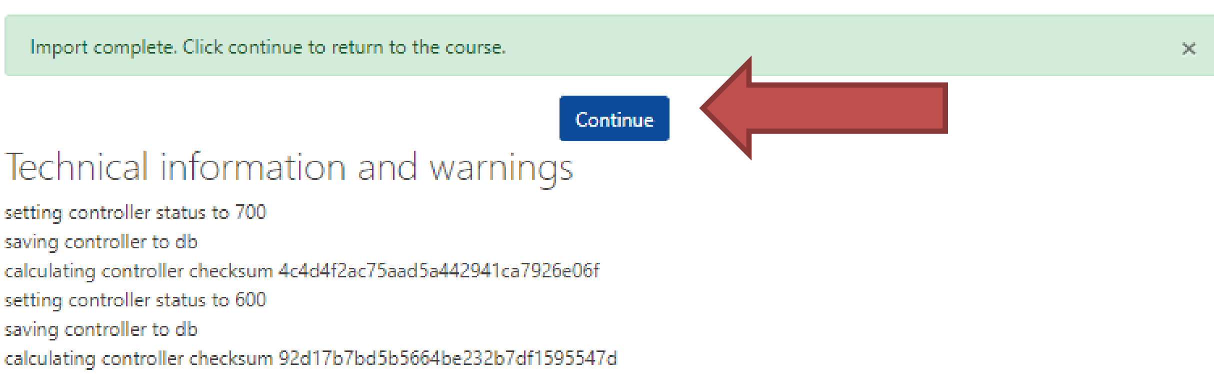
7. Scroll to the bottom and click “Perform import”



This tells you it’s working –



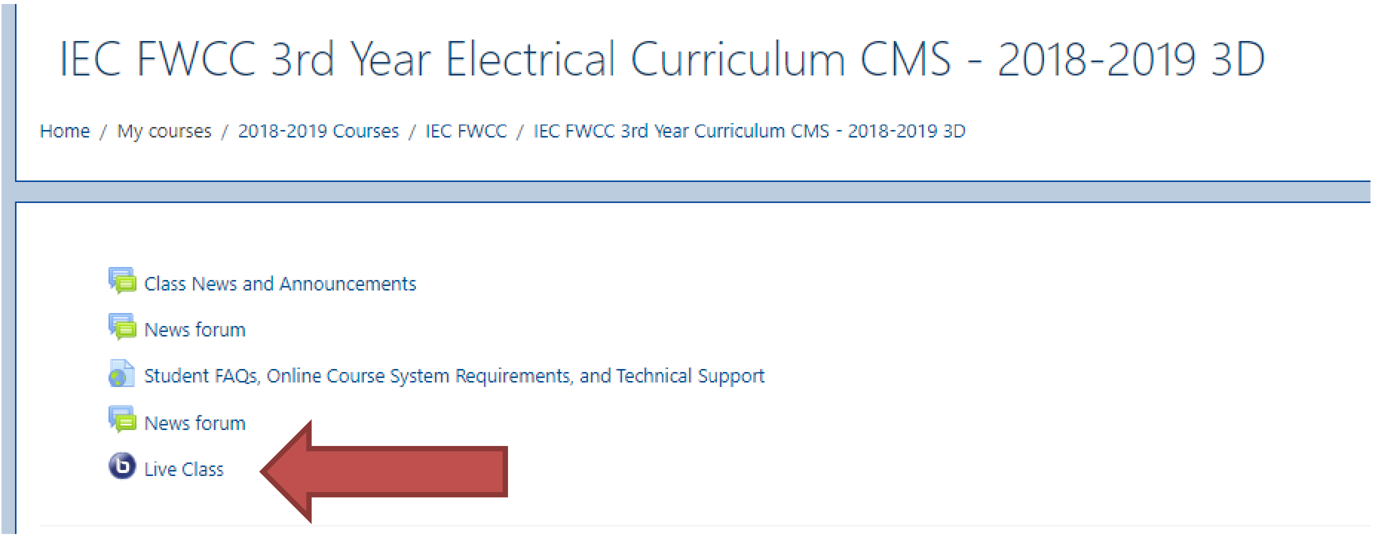
When finished, click “Continue”



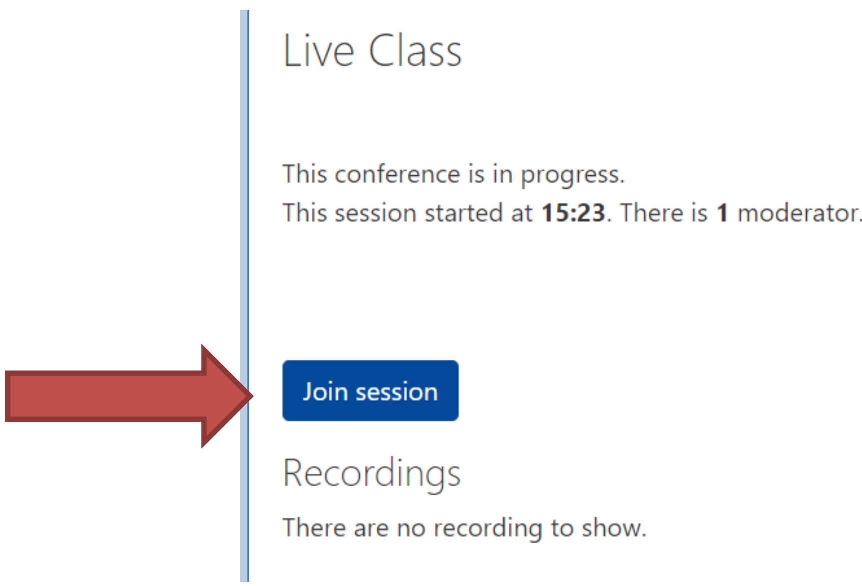
Distance Learning

Going to Class

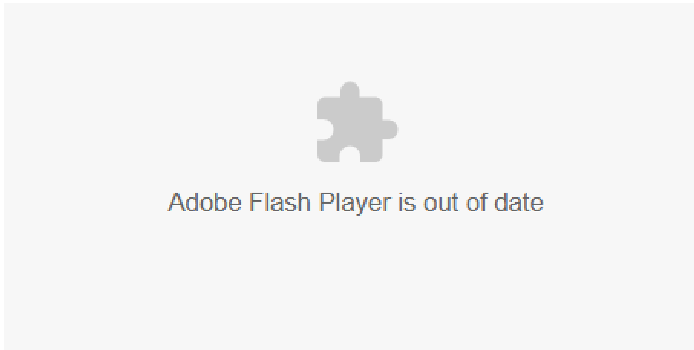
On the home page, click the Big Blue Button that says Live Class



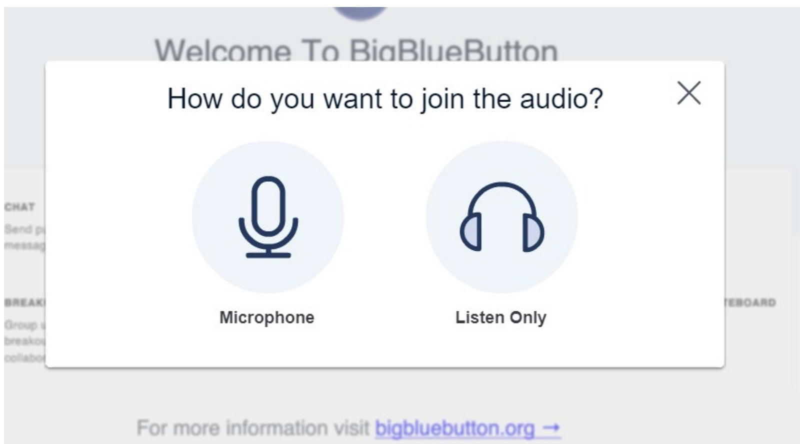
Click on Join Session



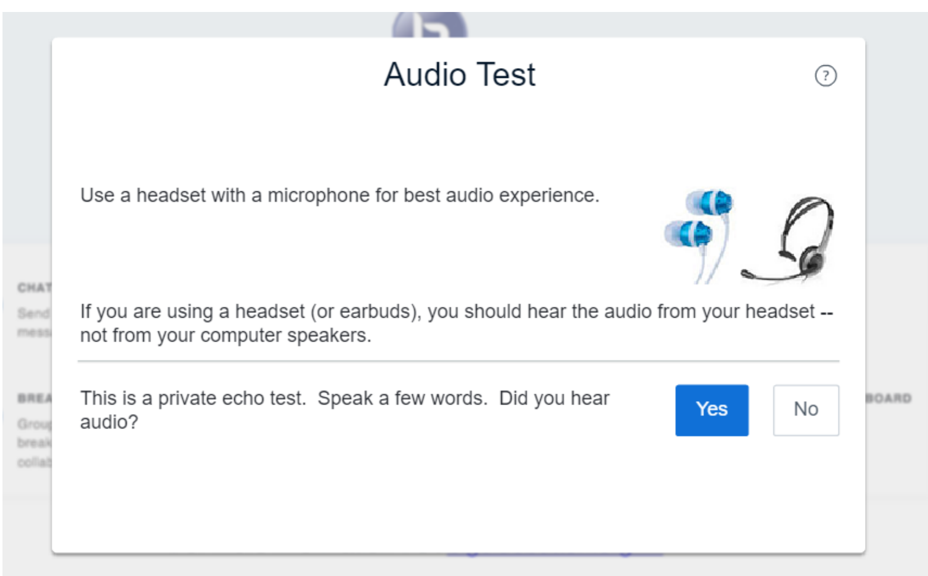
Click on anything that asks you about Adobe Flash Player



Click on the Microphone unless you have a head set and wish to use that.

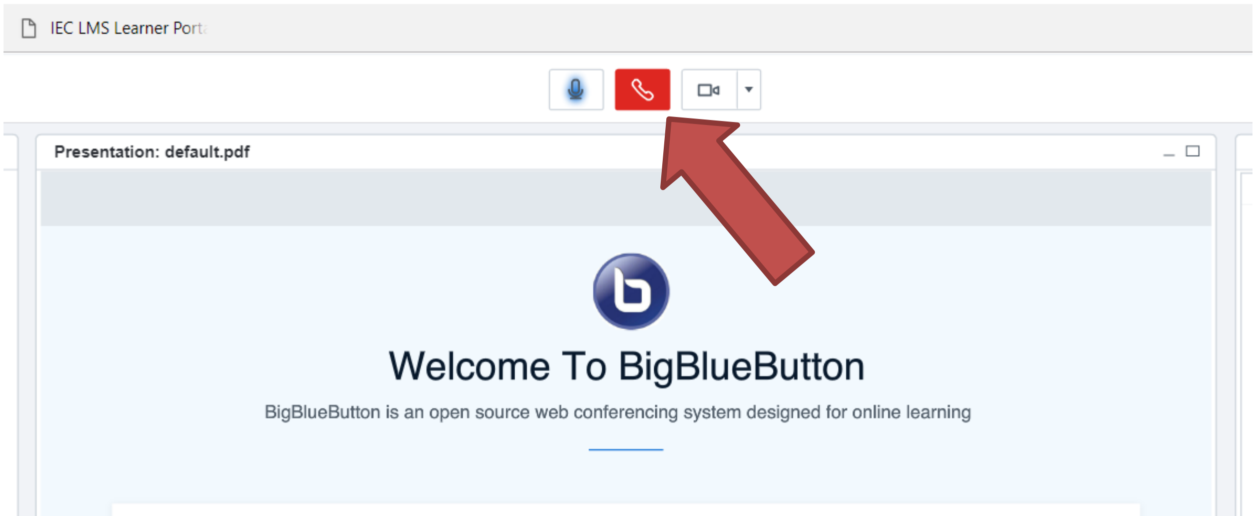


You should hear an echo of your own voice – Click Yes

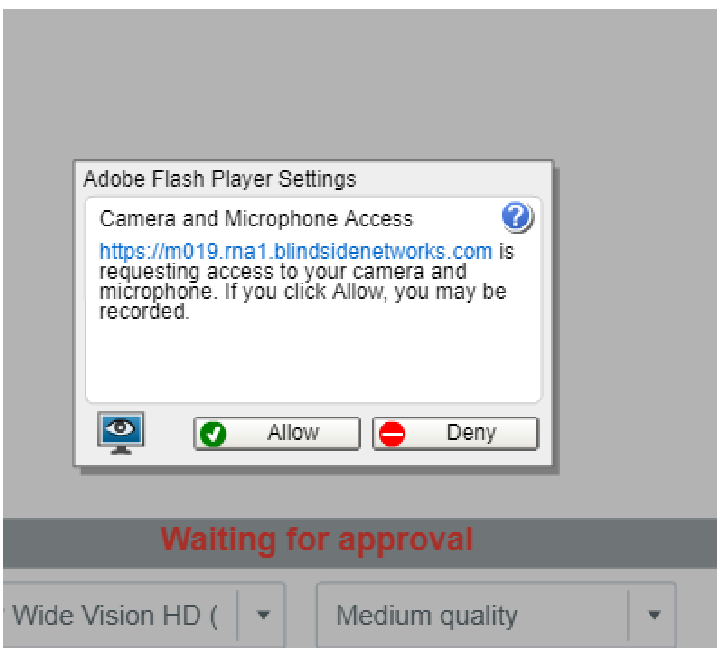


If not, trouble shoot your audio connections on your computer

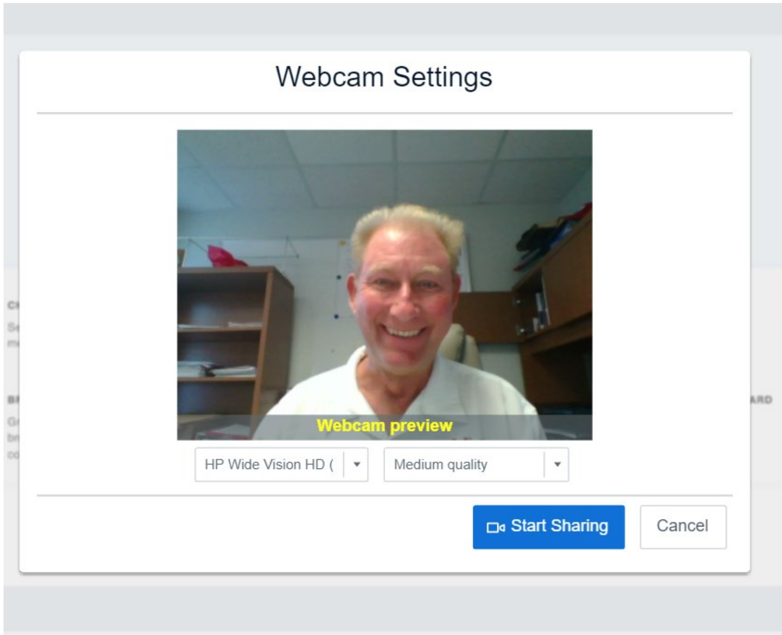
Then click on the camera icon to add your camera



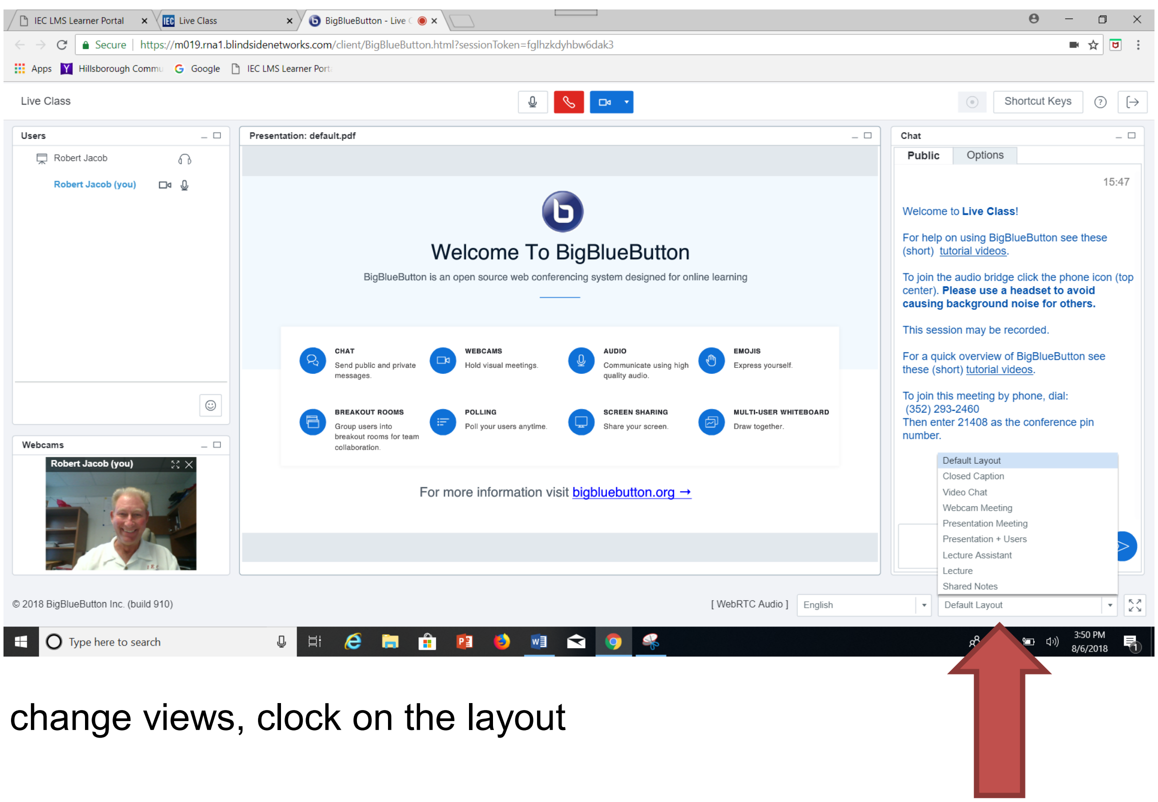
Click Allow



Click Start Sharing



You will see everyone in the class in the window at the lower left.



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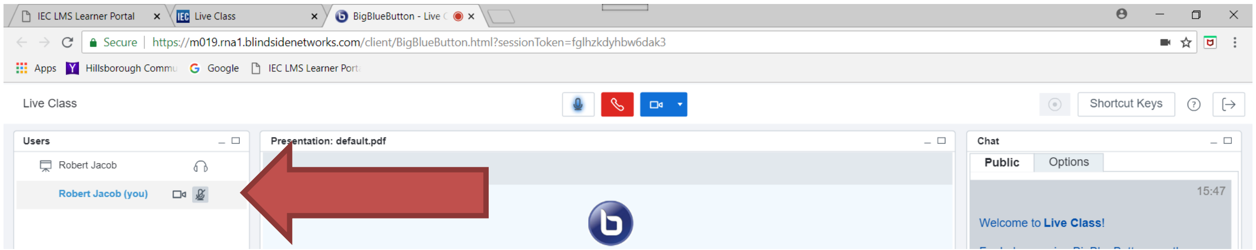

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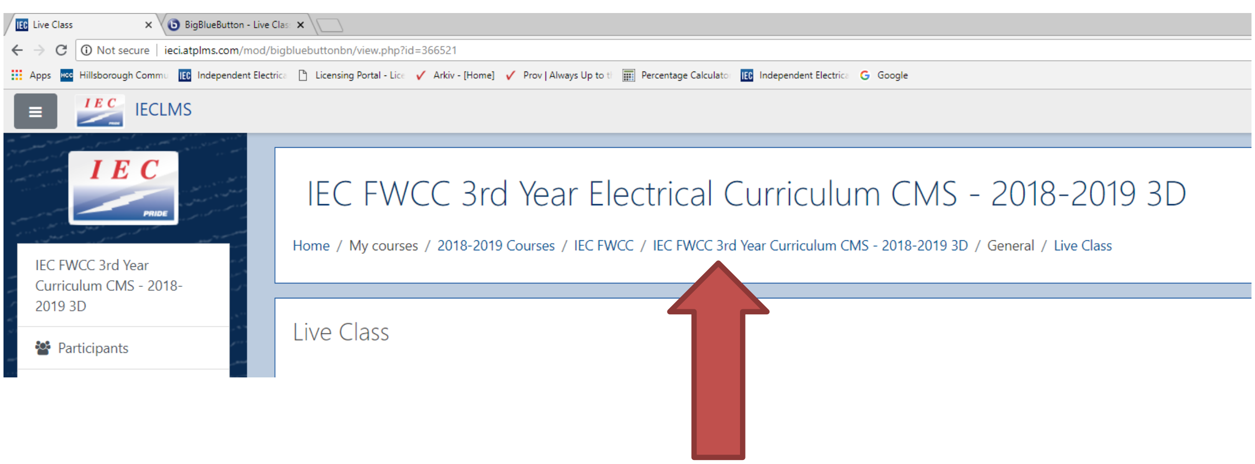

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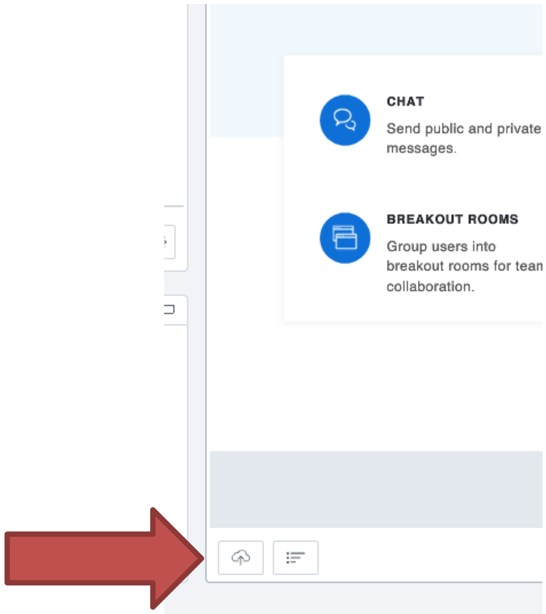

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