WebAccess Handbook

This handbook contains directions on using tools and resources in WebAccess at CSM.

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Logging in to WebAccess

The web address for WebAccess is

https://smccd.mrooms.net/



Before you can start editing and adding items to your WebAccess shell, you need to Turn Editing On!!

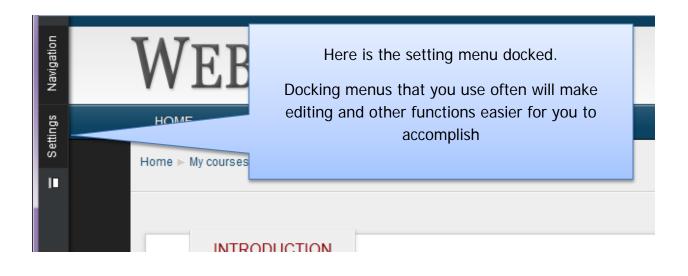




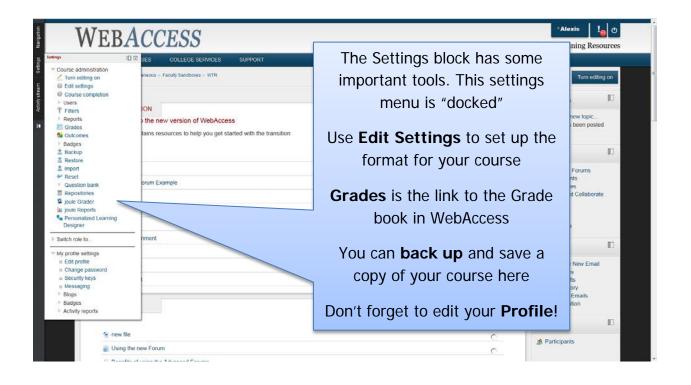
Setting up your Shell

Docking Blocks or Menus

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HOME MY COURSES COLLEGE SERVICES SUPPORT Home > My courses > Miscellaneous > Faculty Sandboxes > WTR Turn editing on				
INTRODUCTION Welcome to the new version of WebAccess This site contains resources to help you get started with the News forum test Advanced Forum Example g quiz	All menus (sometimes called blocks) can be docked; docked menus become left- side tabs	 Sotting: Dock Setting: block Turn editing on Edit settings Course completion Users Filters Reports Grades Outcomes Badges 		
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Course Settings

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All of the other course settings have been collapsed

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▶ Guest access	
▶ Groups	
▶ Role renaming ③	
	Save changes Cancel



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Groups			
Role renaming (2)			
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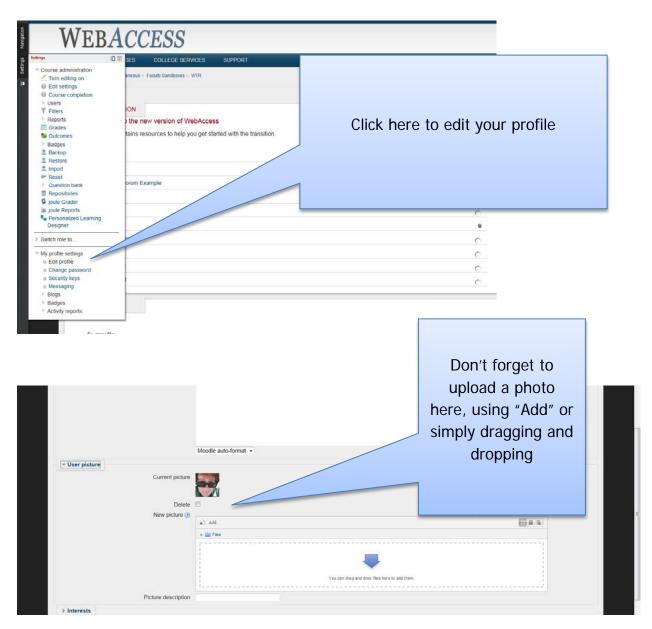
Topics Format: use this format if you are using your shell just as an additional resource for students and don't need a separate block for each week. You can simply add as many blocks as you need for each topic, for example: Homework, Handouts, Lecture notes, etc.

Weekly Format: this is the default format; it is set up with a start date and a block for each week in the semester



Editing your Profile

It is very important that you edit your profile before you make your course available to students





Creating a Welcome Message

When your students-open your WebAccess shell they may not know how to proceed. Creating a "Welcome" message in the top block of the page will help guide your students on what they will need to do for your course

The following are suggested items to include in welcome message and should be placed in the very top area of your course, which is called "Block Zero":

- **Introduce yourself!** A brief introduction to you and the course is a great way to connect you to your students
- **Contact information**: Provide students with ways to communicate with you.
- Have virtual office hours? Post those here.
- Learning objectives: Providing students with your learning objectives gives students an idea of the goals they are expected to meet for the course.
- How to get started: Provides students with assistance in locating course material in the WebAccess shell. You could also include a link to the course syllabus

Some other things you might consider adding are

- **Textbook Information**. Your WebAccess shell could be one place students look to find out ISBN info about the textbook.
- **Exam information**. Listing exam dates and assignment deadlines is helpful to your students
- Course FAQ's: What do students really need to know about your course?

To edit Block Zero, click the "tiny pencil" button, which looks like a tiny pencil!



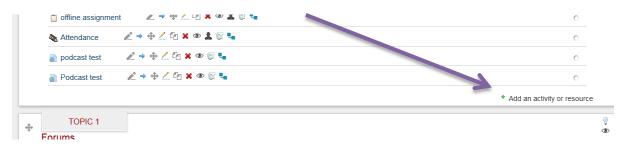




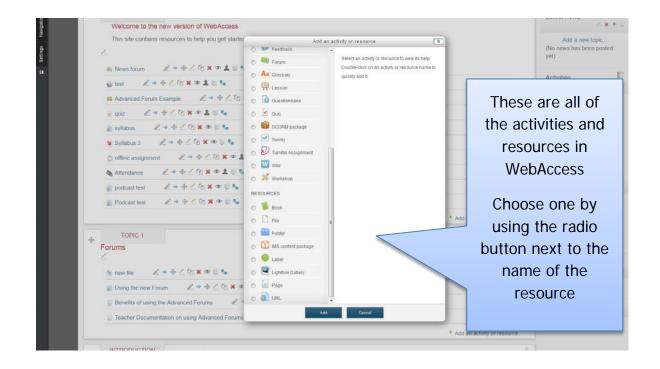
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> Restrict access		
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Adding Files to WebAccess

Files are a **resource**, use the "Add and activity or resource" link

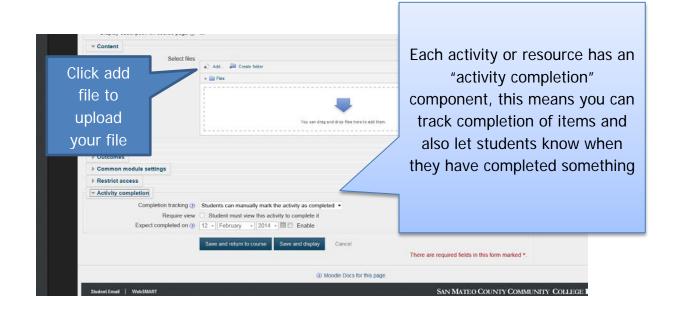






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Advanced Forum		a mix
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The Gradebook		
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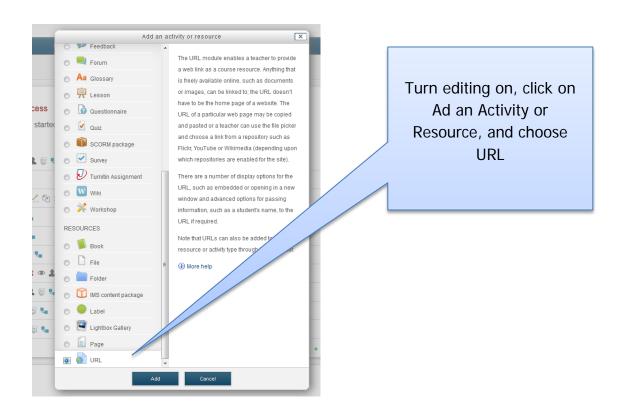
Don't forget to test your link to make sure it works before proceeding.



nk to an external website

WebAccess is also a great tool to enhance your students' learning experiences, as it can provide them interesting resources to view and use.

To do this, you may want to link to an external website.



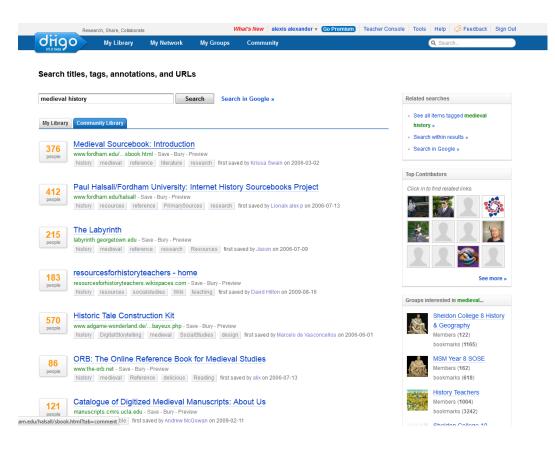
It is not necessary to close your WebAccess course shell when to go out to the Internet to find an external website



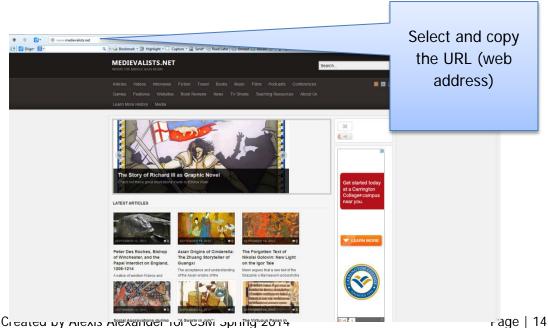
In Firefox, clicking on this + sign allows you to open a new tab so that you can look for your resource and go back and forth from your course shell to your search



Now find your online resource



Go to the website you want to use as a reference



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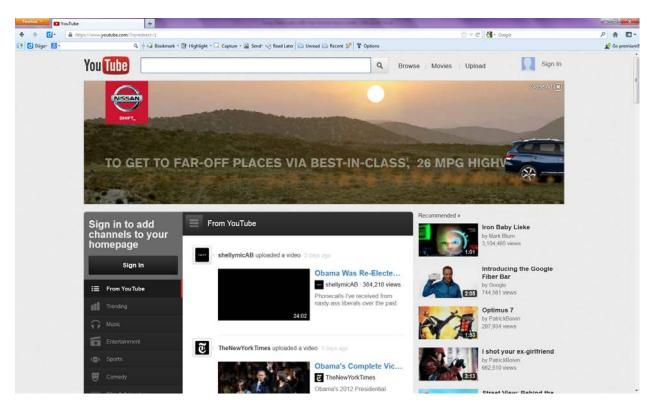


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Save and return to course, and you will see your link

Don't forget to test your link to make sure it works before proceeding.



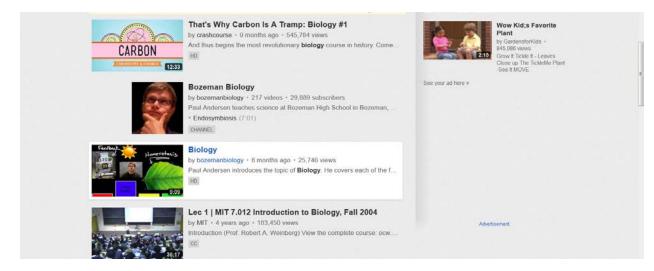


Adding a YouTube Video to your course

YouTube has a ton of great videos you can embed in WebAccess

First search for the video that you want

For example here are a bunch of biology videos









Back in WebAccess, you should create a webpage in your course where you will embed your video. Click on "Add a Resource or Activity" and choose Page





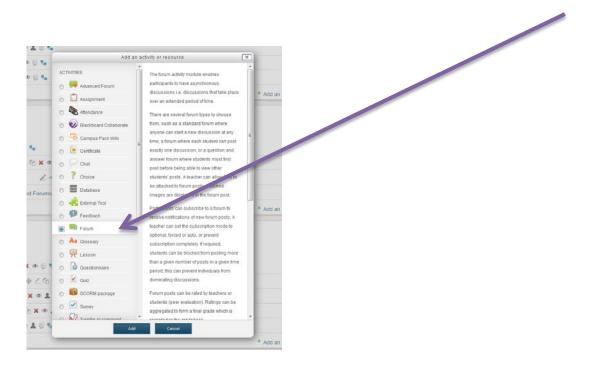
Two more tools you might like to use are "Assignments" and "Forums"

Forums allow for asynchronous discussion, such as question and answer boards.

Assignments allow students to upload papers, etc, online, and make grading so much easier for you!

Adding a Forum to WebAccess

Forums are an activity in WebAccess, so you will find them in the Add a Resource or Activity link





Home - My courses - Miscellaneous - Faculty Sandbares - WTR - Adding a new Forum to Topic 1 General Forum name*	Give your forum a name
The directions for your forum go here	
Attachments and word count Subscription and tracking Subscription mode (?) Optional subscription ~ Read tracking (?) On ~ Post threshold for blocking Grade Outcomes Ratings	Once again, the settings for the forum are collapsed
Roles with permission to rate () Capability check not available until activity is saved Aggregate type () No ratings • Scale Scale Scale • Scale Scale Scale • Restrict ratings to items with dates in this • • • From 12 February • 2014 • • No natings • • • • • • Provide •	You should turn forum tracking on to help you keep track, you can also rate forum posts to give students points for participation

2 Display descri	ption on course page 🍘	0			
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If you decide to use forums

If you decide to use forums in your course, and I hope you will as forums provide many advantages and support for students, you should also include specific instructions and guidelines on how to use the forum for students.

Below is an example of information you might provide. Notice that there is also an example of a rubric provided.

Each week we will have at least one discussion forum. You must post THREE times in each forum to get the maximum number of points for your participation. Each substantive and complete post is worth 25 points.

As the instructor, I will facilitate student discussions but I will not address every single post. In most cases, I might share a related idea, intervene when the discussion goes off-track, or tie student comments together to help deepen student learning. Consequently, I will not directly answer questions in the discussion area unless they are addressed to me. I will check the discussions daily during the week, and occasionally on the weekends.

Some characteristics I consider to be part of excellent discussion contributions are outlined below. I will consider these characteristics when assessing the quality and level of student participation.

- Submit initial post(s) early in the week, and subsequent responses to the posts of other learners at timely intervals throughout the duration of the session. The goal is to have a dynamic discussion around the topic that lasts throughout the entire session.
- Posts and responses should be thorough and thoughtful. Just posting an "I agree" or "Good ideas" will not be considered adequate. Support statements with examples, experiences, or references. Be brief — keep each post and response to one or two short paragraphs. Keep in mind that fellow learners will be reading and responding to you, too.
- Make certain that all posts and responses address the question, problem, or situation as presented for discussion. This does not mean you should not extend the topic, but do not stray from the topic.
- Discussions occur when there is dialogue; therefore, you need to build upon the posts and responses of other learners to create discussion threads. Make sure to revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.
- When relevant, add to the discussion by including prior knowledge, work experiences, references, web sites, resources, etc. (giving credit when appropriate).



• Contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors.

What do I mean by a substantive post?

The following are some ideas to set the stage for substantive participation for the development of your critical thinking skills:

- 1. Ensure that the posting contributes to the overall discussion thread that is being developed. Your response must contain some reference back to the original discussion question. Stay on track by always referring back to that original discussion question.
- 2. Try to use your posting to add value to the discussion. This is more effective than simply responding to meet a requirement.
- 3. Check to see that the posting expands on the main theme (in the discussion question, or assignment posting).
- 4. Make sure your posting is at least 50-150 words.

Other Ideas for Participation

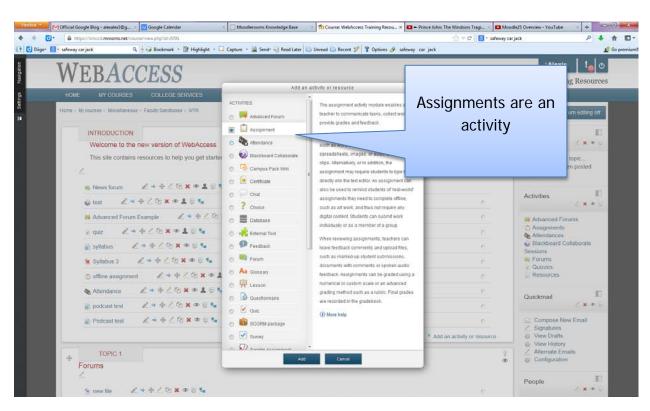
- Share a related experience.
- Comment on others' experiences.
- Ask students questions about their ideas/experiences.
- Consider an idea being discussed, and offer a different perspective on it.
- Describe an interesting idea from the week's reading, and explain what insights you gained from it.
- Ask the group a question about the week's reading.
- Disagree (respectfully, of course) with a point that someone else has made.
- Discuss a related issue on which you would like some feedback.
- Describe how you have applied the recent course concepts to your personal/professional life.
- Share another resource you have used as you explored the course topics.



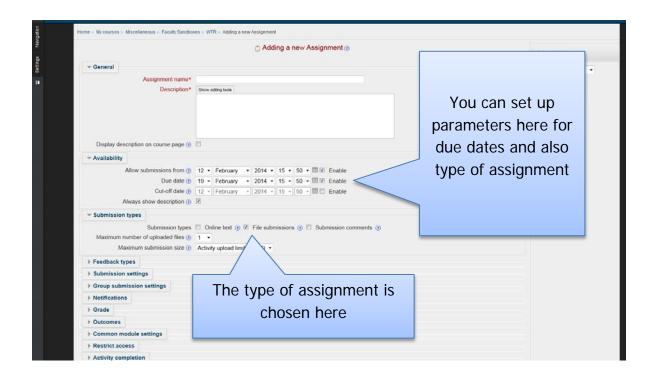
Here is a suggested	rubric for	r forum	discussion	posts
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Criteria	Unsatisfactory	Satisfactory	Exemplary
Quantity and Timeliness	Does not submit at least one post early in the session and/or does not submit at least two responses to other learners at various times during the session.	Submits at least one thoughtful post early in the session and at least two responses to other learners at various times during the session.	Submits two or more thoughtful posts early in the session and more than two responses to other learners at various times during the session.
Demonstrates knowledge and understanding of content and applicability to professional practice	Post(s) and responses show little evidence of knowledge and understanding of course content and applicability to professional practice.	Post(s) and responses show evidence of knowledge and understanding of course content and applicability to professional practice.	Post(s) and responses show evidence of knowledge and understanding of course content and applicability to professional practice and include other resources that extend the learning of the community.
Generates learning within the community	Posts do not attempt to elicit responses and reflections from other learners and/or responses do not build upon the ideas of other learners to take the discussion deeper.	Posts attempt to elicit responses and reflections from other learners and responses build upon the ideas of other learners to take the discussion deeper.	Posts elicit responses and reflections from other learners and responses build upon and integrate multiple views from other learners to take the discussion deeper.





Adding Assignments to WebAccess



Submission settings

(the following is from http://docs.moodle.org/25/en/Assignment_settings)

(This setting is collapsed by default)



5

Submission settings

Require students click submit button

Students can upload draft versions of the assignment until such time as they are ready to submit. Once they click the submit button they indicate to the teacher that they have finished working on the assignment. In earlier versions of Moodle this was called *"Send for marking"*.)

They can then longer edit their submission. If they need to change it, they must ask the teacher who can revert the assignment to draft status.

To revert to the draft stage, click on the assignment activity and then View/Grade all Submissions. Locate the student and click the action icon in the Edit column. Select Revert the submission to draft.

If this setting is No, then students do not have to to click a submit button and are able to make changes to uploaded files at any time.

If this setting is No but the teacher wishes to grade students work, then you can stop students from making further changes by using Prevent submission changes. Prevent submission changes can also be used in cases where students have neglected to click the Submit button and grading has commenced. To prevent submission changes, click on the assignment activity, then click on the View/Grade all submissions button. On the grading table, locate the student and click the action icon in the Edit column. Select Prevent submission changes.



To do either of these with a number of students, use the *With selected* menu at the bottom of the grading table.

	Grade Revert the submission to draft		Grade Prevent submission changes	With selected	Lock submissions Co Lock submissions Unlock submissions Revert the submission to draft status
Ð		Ð		5	
Rev	erting to draft	Pre	vent submission changes	"With s	elected"

To do either of these with a number of students, use the *With selected* menu at the bottom of the grading table.

Require that students accept the Submission statement

An administrator can define a "Submission statement", ie, a statement where students promise the work is their own and which they must agree to before submitting their work. This may be done via *Settings>Site administration>Plugins>Activity modules>Assignment.*

If preferred, the available default statement which may be used instead: *This* assignment is my own work, except where I have acknowledged the use of the works of other people

If the administrator has given teachers the option of using a submission statement or not, then it will be available in the assignment settings screen. The section <u>#Submission_Statement</u> explains how an administrator can set this up.

For more details, see this blog post "All my own work"

When this setting is enabled, students will have to check a button before they can submit their assignment:

If the administrator has forced the statement throughout the site, a teacher will not have this option in the settings but a student will see the statement when accessing their assignment.



Maximum attempts

New feature in Moodle 2.5!

If a student is allowed to resubmit, this setting will determine how many times they can resubmit before they are no longer allowed to do so. (For example, if a student has to keep trying until they get a pass grade, the teacher might decide that ten attempts is enough even though they have not yet passed!)

Groups submission settings

(This setting is collapsed by default)

Students submit in groups	No	~
Require all group members submit (?)	No	~
Grouping for student groups	None	4

5

Group submission settings

Students submit in groups

If this box is ticked, then students are able to collaborate on an assignment. This might involve for example, working in the same online text area, or one student uploading an MS Powerpoint which another student downloads, improves and re-uploads to the common assignment area.

When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.

If no groups have been made, then Moodle will make a default group of every student in the course.

For more details see this Youtube video Group Assignment 2.4

Require all group members submit

This setting will only appear if the teacher has ticked the "Require students click submit button" earlier. The assignment will not be classed as "submitted" until all members of



the group have made a contribution. When one student has submitted, the other members of the group will be able to see who still has to submit.

Grouping for student groups

If a particular grouping is selected here, then the gradebook will display any other groups and non-grouped students in the "default group", while naming the group(s) that are in the chosen grouping. If "none" is selected, then the gradebook will display the names of all groups and put any non-grouped students in the "default group". See this forum post on grouping for student groups for examples of how this might be used.

Notifications

(This setting is collapsed by default)

Notify graders about submissions ⑦	Yes	~
Notify graders about late submissions (?)	Yes	Y

6

Notifications

Notify graders about submissions

Teachers will receive a message (of a type they choose) whenever a student submits an assignment.

Notify graders about late submission

Teachers will receive a message (of a type they choose)whenever a student submits a late assignment.

Grade

(This setting is collapsed by default)

5



Grade

Grade

Specify the maximum grade or <u>Scale</u> to be applied to the assignment. If you will not be giving a grade for the assignment, choose No Grade.

Grading method

There are 3 options:

- Simple direct grading (entering a grade or scale item)
- Marking guide
- <u>Rubric</u>

Grade Category

Any custom <u>Grade Categories</u> that have been created within your site or course will be listed here and will be available for selection. Select the required Grade Category to add this assignment as a <u>Grade item</u> within this Category.

Blind marking

If this setting is enabled, then a teacher will not see the names of students who have submitted their assignments. Instead, they will see randomly generated Participant numbers. (The student view of the assignment does not change.) This is also the case if student comments have been enabled. Once they have graded the assignment, it is however possible for teachers to see who submitted what by clicking on "Reveal student identities" in the Assignment settings.

Returning Marks to Students

Because of the nature of blind marking, the students cannot see the final grade until all of the students names have been revealed. This is found in Assignment Settings > Reveal Student Names. However, feedback comments will appear.



Adding a Book to WebAccess

WebAccess offers a tool called a "book" that allows you to add multiple pages of related content. This is a great way to organize information for students to view.

To add a Book:

Turn editing on in your WebAccess shell and then click on Add an Activity or Resource/Book



Navigation	WEBACCE	SS	We	Alexis log () bAccess Training Resources
Setings		LLEGE SERVICES SUPPORT		
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	Display description on course po	Armé* pfion* Show eding took	name brief d	your book a and write a escription of the book is
	Click on Save and Display	Save and display Cancel There are required fields		he Summary Box



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Student Email WebSMART Student Email WebSMART Need Help? Contact WebACCESS Support	(i) Moodle Docs for this page	required fields in pages in your book

When you create and save a page, you will go to this screen. A table of contents appears on the right, you add a new page just by clicking on the red plus sign

WEBACCESS	WebAccess Training Resou	() urces
HOME MY COURSES COLLEGE SERVICES SUPPORT		
Home = My courses = Miscellaneous = Faculty Sandboxes = WTR = Introduction = Example Book		
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(i) Moedle Docs for this page		
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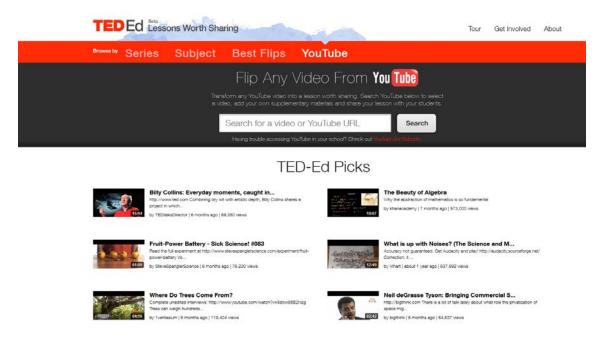


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To add a video, use the html button

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			Save changes Cancel	There are required fields in this form n	marked *.

All videos on YouTube, and on lots of other free video sites, have Embed Code





Moodle: Course grade weighted by category

In many courses, the teacher may want to assign different elements of performance (such as daily work and tests) to defined percentages in determining a course grade.

Moodle calls this **Aggregation** method of computing course grades **Weighted mean of grades** because the course grade is computed by weights that the teacher assigns to categories (or items).

Note:

- Once your gradebook is set up, you can put activities into categories when you create or edit the activity (like an assignment or quiz).
- You can also change item categories from the **Categories and items** view of the gradebook.
- You can keep an item from being factored into the course grade by not placing it in a weighted category
- Category weights do not have to add to 100. If you have two categories with weights of 1 and 2, the second is given twice as much value in computing the course grade.
- 1. From the view menu in the gradebook, select "Categories and items".
- 2. Next to the name of your course change the **Aggregation** to **Weighted mean** of grades.

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3. From the same "Categories and items" view, click the button "Add category" Add category



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So my course is set up as Weighted mean of grades	Seve sherpes Move selected items to Crosses Add Category Add Grade item Synchronise legacy grades (Book)	

Once the categories are set up you can start adding grade items to each category

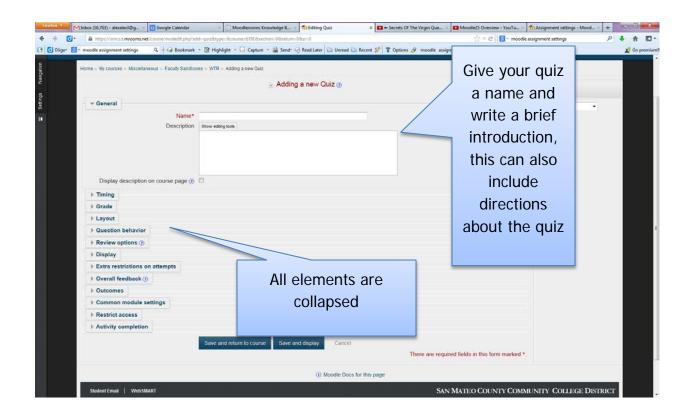
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Creating a Quiz in WebAccess

After you turn editing on, click on Add an Activity or Resource /Quiz

HOME MY COURSES COLLEGE SERVICES	Add an activity or resource	
Home - Mycourses - Mitcellaneous - Facult Sandtoses - WTR INTRODUCTION Welcome to the new version of WebAccess This site contains resources to help you get starter	ACTIVITES ACTIVITES The quize achiety enactes a teacher quizes comprising questions of va including multiple chales, multiple chales, and the questions of activity of an activity of ac	arlos types, g. short- be attampted shuffed or on bank A
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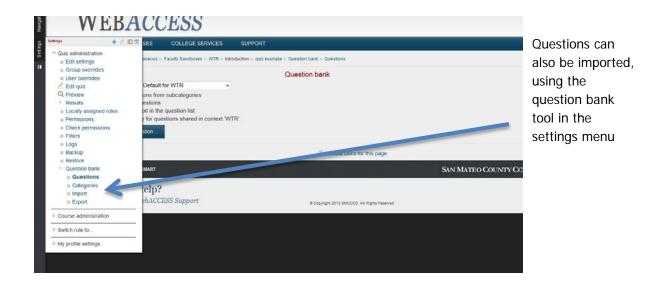
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Navigation	WEB	ACCESS		WebAccess Training Resources
Settings	HOME MY C	COURSES COLLEGE SERVICES	SUPPORT	
5	Home > My courses > M	liscellaneous - Faculty Sandboxes - WTR - Infr	oduction = guit example	
1.4.4			quiz example	
		directions for quiz		
			Grading method: Highest grade	
			No questions have been added yet	This is the screen where you
			Edit quiz	actually begin to create the quiz,
			Back to the course	detadily begin to create the quiz,
			Moodle Docs for this page	
	Student Email	WebSMART		
		l Help?		
	Contac	t WebACCESS Support	B Copyright 2013 SMCCCD, All Rights Reserved	



Questions are organized into categories. Initially each course has only one category called "Default". It is good practice to create more categories to organize your questions. This not only makes it easier to find questions, but makes the use of random questions and matching question easier. You can create a hierarchy of categories because you can create subcategories inside parent categories. To add or edit categories click on the "Categories" tab.

Nangaren	model assignment setting: A + Bookmark + B Highlight + Capture + Send+ Capture + Capture + Send+ Capture + Send+ Capture + Capture + Send+ Capture + Capture + Send+ Capture + Capture +	ter 🔁 Unread 🦢 Recent 🧐 🍞 C	lptions J moodle assignment settings	If you forget to create categories, you can
E Settings	Home - My courses - Miscellaneous - Faculty Sandboxes - WTR - Introduction - quiz example - Edit quiz Editing quiz Ord	ler and paging		always go back and create them and move
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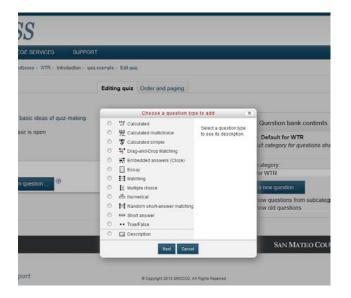




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Home - My courses - Miscellaneour	+ Facuty Sandboxes - WTR + Introduction = quiz example - Question bank + Import	
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General Winport questions from	Import* Choose a file You can drag and drop files here to add them. Import	

Here are the various question formats you can import

Here are the types of questions you can create





Adding a True/False Question

Category Ouerston name Ouerston test	Adding a True/False question (a)	Give your question a name that will allow you to recognize it if you intend to use it again
Default mary	Petro 2	Edit the grade if needed
Central feedback 😗	for funity = for sea = for graph = (1) =	
Correct answer Feedback for the response True	Pade p False - Dece etting tools	There are many opportunities to
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HOME MY COURSES COLLEGE SERVICE	ES SUPPORT					
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Empty page Add a guestion Add a random gues	tion 🕐	*	Create a new question _			
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	Use the arrows to		With selected:			
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	transfer your		Add random questions from category: Add 1 - random questions Add to quiz (9)			
			Also show questions from subcategories			
	question to the quiz		Also show old questions			
	Sor this page					



Preview question: is it true or false - Mosilla Firefor Preview question: is it true or false		*Alexis log @ WebAccess Training Resources
 	io premix	
Nuty transmitter Market out of too Fabe	ng quiz Order and paging	Add a block
Start again Save Fill in correct responses Submit and finish Close preview Technical information (t) • • • • * Attempt options • • • • How questions behave (t) Deferred feedback • • Marined out of 1 • • •		Use the preview icon to take a look at how your question will appear and
V Display options Whether correct. Hod shown Marks. Show max mark only	Participation and a second sec	edit various features
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and a second second second	Chrome Browser 🕒 Pin It 🕒 San Diego Co			
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You can include images in quiz questions

