



## Introduction to ReggieNet

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### Log in

Direct Link : <http://reggienet.illinoisstate.edu>

Click on **Central Login** to get started

User Name: ulid

Password: regular password you use to login your office computer, etc.

You can also log in through my.illinoisstate.edu – there are ReggieNet links on the Academics tab and the Courses I Teach page.

### My Workspace

After you log in, ReggieNet displays your personal Home site. From here, you may access all of the other sites you belong to in ReggieNet.

Your Home site serves several purposes:

- It displays a message of the day, if any, from the ReggieNet system administrators.
- It displays a calendar that automatically aggregates events from the calendars of all the sites you belong to.
- It displays announcements and notifications indicating whether you have unread course mail or forum messages from all the sites you belong to.
- It allows you to control which course buttons appear in the favorites area at the top.
- It allows you to set global preferences for receipt of automatic email notifications, display of your personal information, profile picture and more.

### Setting favorites

You can set which courses appear as buttons in the favorites area at the top of the page.

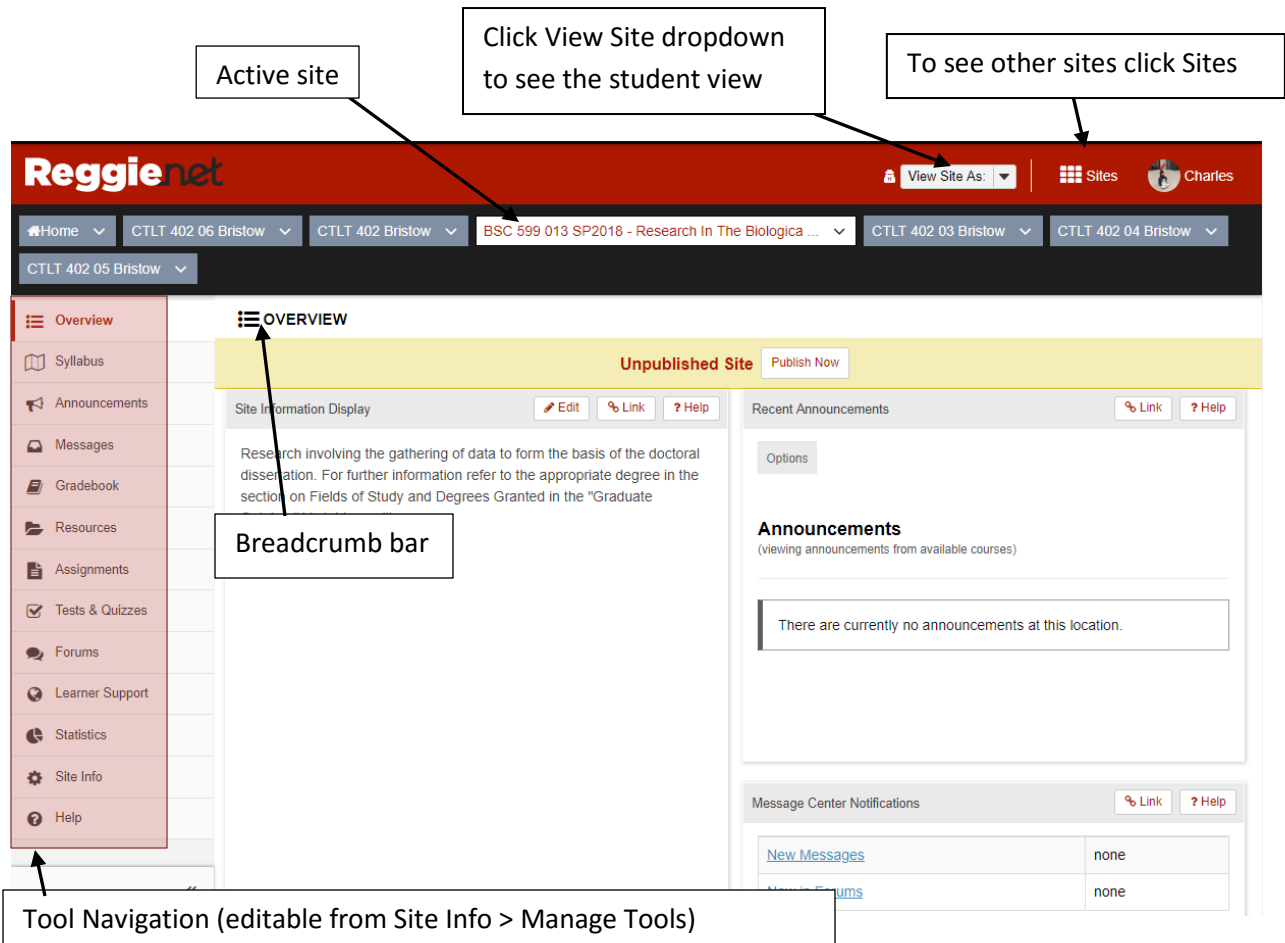
1. Click on the Sites icon The icon consists of a red square with a white grid pattern of 3x3 squares, followed by the word 'Sites' in white text.

2. Click on the star next to any site you wish to appear as a favorite (should be yellow)



3. Use the Favorites tab to drag and drop for the desired order.
4. Click the blue X icon in the top right corner.
5. Click Reload to update.

## Course Site Navigation



The screenshot shows the ReggieNet interface with several callouts:

- Active site:** Points to the 'View Site As' dropdown menu in the top right.
- Click View Site dropdown to see the student view:** Points to the 'View Site As' dropdown menu.
- To see other sites click Sites:** Points to the 'Sites' icon in the top right.
- Breadcrumb bar:** Points to the 'OVERVIEW' link at the top of the main content area.
- Tool Navigation (editable from Site Info > Manage Tools):** Points to the left-hand navigation menu.

The interface includes a top navigation bar with the ReggieNet logo, a 'View Site As' dropdown, and a 'Sites' icon. Below this is a course selection bar with dropdown menus for various courses. The main content area is titled 'OVERVIEW' and includes a 'Breadcrumbs' bar, a 'Site Information Display' section, and a 'Recent Announcements' section.

## Important Navigation Tip

No matter where you are in ReggieNet, you can quickly return to the home page for the site you are working in and to the home page for the tool you are working in:

- To return to the home page for the current site, simply click **Overview** at the top of the tools menu on the left side of the screen.

- To return to the home page for the tool you are currently using, click the tool name in the breadcrumb trail in the white bar near the top of the screen.

## Course Site Tools

There is a set of default tools that are added when a site is created, but you can add and remove tools.

### Adding or Removing Tools

1. Click **Site Info** in the left-hand navigation bar.
2. Click the **Manage Tools** tab. ReggieNet displays the list of available tools.
3. To add tools, check the box by the name of each appropriate tool. To remove tools, uncheck the boxes by the name of each appropriate tool.
4. To complete your selection, click **Continue**.
5. To confirm the changes and return to the Site Info home page, Click Finish.

## Site Info

Site Info includes many menus that the instructor should know, including:

- Manage Tools – You can add or remove tools.
- Tool Order – You can change the order of tools on the left side navigation.
- Add Participants – You can add TAs and other participants.
- Manage Groups – You can create groups from this menu.
- Manage Access – You can publish and unpublish your course at any time.
- Import from Site – You can use this tool when you want to copy content from other courses you teach.

### Adding Participants

1. Click **Add Participants** on the **Site Info** menu bar.
2. Enter each person's ULID in the Official Participants box. Enter one name or address per line.
3. To assign all of these participants to the same role, select **Assign all participants to the same role**. Otherwise, select **Assign each participant a role individually**.
4. To continue to add these participants, click **Continue**.
5. Click to assign the appropriate role to the new participant(s). Click **Continue**.
6. Select an email notification option for the new participants.
7. Click **Continue** and click **Finish**.

### Removing or Changing the Role of the Participants

1. To remove a participant, check the **Remove** box for that name.
2. Or to change the participant's role, select the desired role from the Role pulldown list.
3. Click **Update Participants**. ReggieNet displays the changed list with a reduced number of users. The participant name you removed is no longer displayed.

## Announcements

### Creating an Announcement

1. If you do not see the Announcements menu tabs, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Click the **Add** tab. ReggieNet then displays the Post Announcement screen.
3. In the **Announcement title** box, enter the subject of your announcement.
4. In the **Body** box, use the editor to create and format the body of your announcement.
5. In the **Access** section, select the groups of people who will see your announcements:
6. In the **Availability** section, indicate if and when you want to make this announcement available for viewing.
7. To add an attachment, click the **Post Attachments** button and then follow the directions given. ReggieNet will then display the file name in the Attachments section.
8. Select an option from the **Email Notification** pull-down box to indicate whether site participants should receive an email when this announcement is posted.
9. Click **Post Announcement** or choose an appropriate choice.

**Note:** After viewing the announcement in preview mode, click **Post Announcement** to save the announcement. If you want to make changes, click **Edit** or **Clear** to return to the Post Announcement screen.

### Editing an Announcement

1. If you do not see the Announcements list, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Click **Edit** for the announcement you want to change. (You may also click on the announcement and then click on Edit in the menu bar.)
3. Make the desired changes to your announcement.
4. To save your revisions, click **Save Changes**. Or, to cancel your revisions, click **Cancel**.

### Deleting an Announcement

1. If you do not see the Announcements list on the Announcements home page, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Check the box(es) next to the announcement(s) you want to delete. Keep in mind that the Remove boxes appear only for users who have permission to remove announcements. (You may also click on an announcement in the list and click on the Remove link in the menu bar.)
3. Click **Update** to remove the items or click **Clear** to cancel the removal. A message appears, asking you to confirm the removal.
4. Click **Remove** to remove the announcement or click **Clear** to cancel the removal.

### Adding a New Event

1. Click the **Add Event** tab on the menu. The Add Event screen will be displayed.
2. Enter required information at the Add Event screen.
3. If the event occurs more than once you can set the frequency of the event by clicking on the **Frequency** button.
4. If wanted, select Event Type and enter an Event Location
5. To add an attachment, click the **Add Attachments** button and then follow the directions given in Adding an Attachment. The file name will be displayed in the Attachments section.
6. Click **Save Event**.

### Revising an Event

1. If you are not on the Calendar home page, click **CALENDAR** in the breadcrumb bar.
2. Open the event by clicking on the event as it is listed on the calendar.
3. Click the **Edit** tab.
4. Make any desired changes.
5. To save your revisions, click **Save Event**. Or, to return to the Calendar home page without saving your revisions, click **Cancel**.

### Deleting an Event

1. If you are not on the Calendar home page, click **CALENDAR** in the breadcrumb bar.
2. Open the event that you want to delete.
3. Click the **Remove** tab.
4. Click the **Remove** button to confirm.

### Merging Schedules

1. If you are not on the Calendar home page, click **CALENDAR** in the breadcrumb bar.
2. Schedules from other courses can be merged onto one Schedule by clicking on the **Merge** tab in the menu.
3. Select the appropriate boxes under Show Schedule on the Merging calendars page.
4. Click **Save** to merge the schedules or **Cancel** to not add schedules.

## Syllabus

1. If you do not see the Syllabus menu tabs, click **SYLLABUS** in the breadcrumb bar.
2. Click the **Add Item** tab. When prompted, provide a title.
3. If you want to add text to the syllabus item that will be displayed in the browser, enter it in the **Content** box. Otherwise, continue to step 4.
4. Click **Add** to save as a draft, click **Add and Publish** to make it immediately available to students.
5. If you have a syllabus as a file, click the bar containing the syllabus item name to expand, and click **Add attachments**. Click **Browse** to select a file, then **Continue**
6. Make sure the eyeball icon is clear, indicating the item is published (available to students). If it has a slash through it, click on the eyeball to publish the item.
7. Alternatively, you can redirect if you already have an online syllabus.

### Editing text

To edit a syllabus item label, or to edit the displayed text, click **Edit** in the menu bar. You can change the item label in the box, or click **Edit Details** to change the text.

## Gradebook

Gradebook uses a two framed, spreadsheet style interface that allows for quick and easy access to many gradebook features directly on the screen. The left frame contains the list of students along with a current course grade/point total, and the frame on the right shows the gradebook items and associated points. The right frame interface scrolls horizontally to allow for ease of viewing, scoring, and editing of specific gradebook item columns while still being able to view the associated student names in the left frame. Any entries made in the right interface cells are saved automatically when entering new scores or editing existing scores.

### Gradebook Interface

The screenshot displays the GRADEBOOK interface with the following components:

- Top Navigation:** Includes 'GRADEBOOK' logo, 'Grades' tab, and menu options for 'Import / Export', 'Permissions', and 'Settings'. There are also 'Link' and 'Help' buttons.
- Toolbar:** Features an 'Add Gradebook Item' button, a dropdown for 'All Sections/Groups', and filters for 'Showing 40 of 40 columns', 'View Columns', 'Item Order', and 'Group By Category'.
- Table Structure:**

Students	Course Grade	Exam 1 Cat: Exams Total: 200 Due: -	Exam 2 Cat: Exams Total: 200 Due: -	Exams	Homework 1 Cat: Homework Total: 25 Due: 02/14/2017	discuss Cat: Hor Total: 10 Due: -
zzStudent10_zzDemo10 (zzstu10)	A (90%)		180	90%		
zzStudent7_zzDemo7 (zzstu7)	B (80%)			-	20	
zzStudent8_zzDemo8 (zzstu8)	D (60%)			-	15	
zzStudent9_zzDemo9 (zzstu9)	-			-		
- Annotations:** 'Category indicator' points to the top navigation area. 'Items' points to the table columns. 'Left Frame' and 'Right Frame' label the respective sections of the interface.

### Gradebook Hierarchy

- **Grade Categories** – Categories are how grades for different assessments are grouped. Some examples of grade categories are “Tests”, “Quizzes”, “Reading Responses”, etc. **You don’t have to use Categories unless you’re using weighted grades or dropping scores.**
- **Gradebook Items** – Items are the grades for particular assessments that you either create and enter directly in the gradebook, or are integrated with other tools within ReggieNet.

## Gradebook Tool Integration

The following tools are integrated with Gradebook:

	Creates gradebook items from the tool	Associates with existing gradebook item
Assignments	✓	✓
Test & Quizzes	✓	
Forums		✓

## Gradebook Organization

ReggieNet offers three options for organizing your gradebook: none, categories, and weighted categories. Each of these options offers features that can be useful in particular situations.

### No Categories

- All grades are listed equally in the gradebook.
- You cannot drop scores.
- Grade is calculated by adding up points.

### Categories Only

- Items are divided into categories that you create and manage.
- Categories are only visible when gradebook items have been assigned to them.
- You can drop highest/lowest or keep highest scores when using categories. In order to drop or keep scores, all grades in the category must come from the same tool (i.e. ONLY Tests & Quizzes, ONLY Forums, ONLY Assignments) and each item in the category must have the same score.
- Grade is calculated by adding up points from each category then totaling all category scores.

### Categories & Weighting

- Items are divided into categories that you create and manage.
- Categories are only visible when gradebook items have been assigned to them.
- Categories are each assigned a weighted contribution to the grade for the course.
- Items within a category are each assigned a weighted contribution to the category grade.
- You can drop scores from categories ONLY if each item in the category is worth the same weight. Also, in order to drop scores all grades in the category must come from the same tool (i.e. ONLY Tests & Quizzes, ONLY Forums, ONLY Assignments).



## Setting Up Gradebook Structure

Click the **Settings** tab near the top of the page to access the settings page.

The screenshot shows a 'Settings' page with a header and four main navigation tabs: 'Grade Entry', 'Grade Release Rules', 'Categories & Weighting', and 'Grading Schema'. At the top right of the settings area, there are links for 'Expand All' and 'Collapse All'. At the bottom left, there are 'Save Changes' and 'Cancel' buttons.

### Grade Entry

- Allows users to select whether scores will be entered in the Gradebook as points or percentages. We generally recommend using points.

### Grade Release Rules

- **Display released Gradebook items to students** – sets whether Gradebook items released to students are visible to them.
- **Display final course grade to students** – you can choose to display any or all of the following: Letter Grade, Percentage, and Points. **Note: If using Categories & weighting in Gradebook, a total point score cannot be displayed.**

The screenshot shows the 'Grade Release Rules' settings page. It has a title 'Grade Release Rules' and a checked checkbox for 'Display released Gradebook items to students'. Below this is a text box containing the instruction: 'You can release a Gradebook item when creating or editing the Gradebook item.' There is another checked checkbox for 'Display final course grade to students', which has three sub-options: 'Letter Grade' (checked), 'Percentage' (checked), and 'Points' (unchecked). A note at the bottom states: 'Choose the options for formatting the course grade. You must choose at least one option. Note that you cannot choose 'Points' if the gradebook is setup with 'Categories & weighting'.' At the very bottom, there is a 'Preview' section showing 'B+ (88%)'.

### Categories & Weighting

- Allows for organizing the Gradebook as No categories, Categories only, or Categories & weighting.

- Allows for the creation of categories in the Gradebook.
- Allows for making categories “Extra Credit” and for selecting the number of low or high scoring items to be dropped or high scoring items to be kept in categories that are not being sent to the Gradebook from other tools.

Category	Extra Credit	Gradebook Items
Quizzes	<input type="checkbox"/>	1 item(s)
Assignments	<input type="checkbox"/>	12 item(s)

### Adding Unweighted Categories

1. Click on **Settings** and then on **Categories and Weighting**.
2. Highlight the radio button next to **Categories only**.
3. Type a category title in the box provided.
4. After adding a category title in the box, more categories can be added by clicking on the **Add a Category** button or hitting Enter on the keyboard and then adding a category titles for each category.
5. Finish by clicking the **Save Changes** button at the bottom of the page.

Category	Extra Credit	Gradebook Items	Remove
<input type="text"/>	<input type="checkbox"/>	0 item(s)	<input type="button" value="Remove"/>

**Note: To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.**

## Adding Weighted Categories

1. Click on **Settings** and then on **Categories and Weighting**.
2. Highlight the radio button next to **Categories & weighting**.
3. Click on the **Add a category** button and type a category title in the box provided.
4. After adding a category title in the box, more categories can be added by clicking on the **Add a Category** button or hitting Enter on the keyboard and then adding a category titles for each category.
5. In the % column, add a value for the percentage weight in the box provided for each category and assure that the sum of the percentages equal 100%.
6. Finish by clicking the **Save Changes** button at the bottom of the page.

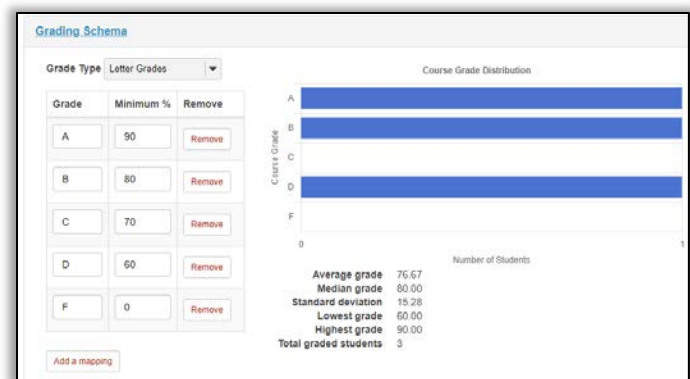
Category	%	Extra Credit	Gradebook Items	Remove
Exams	40	<input type="checkbox"/>	2 items(s)	<a href="#">Remove</a>
Homework	20	<input type="checkbox"/>	3 items(s)	<a href="#">Remove</a>
Quizzes	40	<input type="checkbox"/>	1 items(s)	<a href="#">Remove</a>
Total:	100%			

[Add a category](#)

**Note:** If using weighted categories and your category weights do not total 100%, a warning is not displayed on the Grade page for Gradebook. The total weighted percentage displayed in *Settings/Categories and Weighting* is the only place in the Gradebook that indicates if categories are weighted properly.

## Grading Schema

The Grading Schema interface is used for selecting the grade method used in the course ( Letter Grades or Pass / Not Pass ) and minimum point percentages for each letter grade can be used in the Grading Schema. The minimum percentage for a letter grade and for passing/not passing is easily adjusted by entering the value in each associated box. The Grading Schema section also displays overall course grade distribution and statistics.

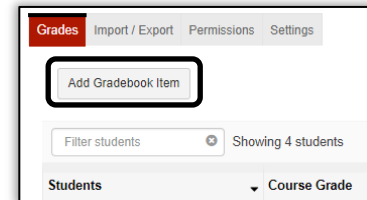


## Setting up Gradebook Items

### Adding Gradebook Items

1. Click on **Add Gradebook Item** on the **Grades** tab of Gradebook to open the Add Gradebook Item pop-up window.
2. In the **Add Gradebook Item** pop-up window, add a title and point value for the item.
3. Select extra credit and add a due date if desired.
4. Select the gradebook category to which the item applies.
5. Select release to students and include in course grade calculations as necessary.

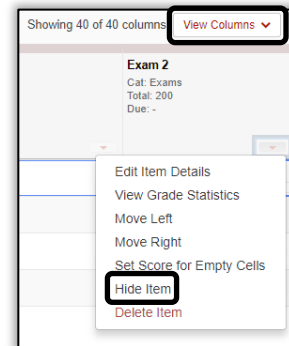
**Note:** *Gradebook Items can also be added to the Gradebook automatically through the Assignments and Test & Quizzes tools.*



### Hiding Gradebook Items

Gradebook items can be hidden from instructor view without deleting.

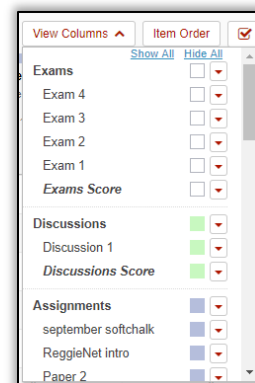
1. Click the dropdown arrow for that item and select **Hide Item**  
**OR**
2. Click on the **View Columns** button and click on the shaded box associated with the item to be hidden.



### Un-Hiding Gradebook Items

To unhide a Gradebook Item:

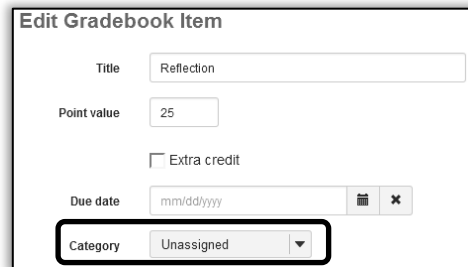
1. Click the **View Columns** button above the right interface.
2. Select the unshaded box associated with the item to be unhidden.



## Moving Gradebook Items Into Different Categories

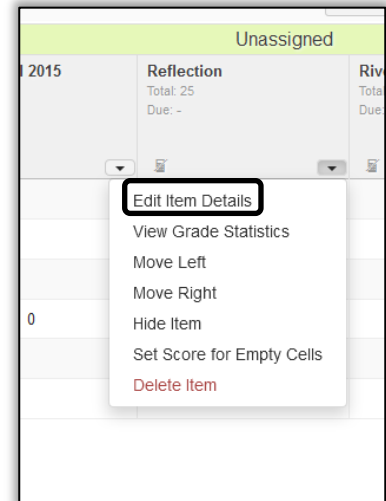
You can drag and drop any Gradebook Items within gradebook categories. Items that are unassigned can be assigned to a new category by clicking on the dropdown arrow for that item and clicking on **Edit Item Details** to open the **Edit Gradebook Item** screen.

On the **Edit Gradebook Item** screen, click the dropdown menu for **Category** and select the category to move the item into.



The screenshot shows the 'Edit Gradebook Item' form with the following fields:

- Title: Reflection
- Point value: 25
- Extra credit:
- Due date: mm/dd/yyyy
- Category: Unassigned (dropdown menu highlighted)

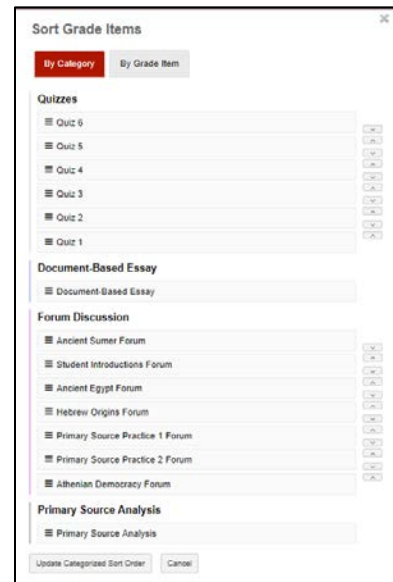


## Within Categories

The easiest way to change the order of Gradebook items is to click on the **Item Order** button above the right frame. You can drag-and-drop items within categories in the Sort Grade Items pop-up.

Gradebook Items can also be moved within a category by clicking the column header for that item and dragging or dropping the item where needed, or by clicking the dropdown arrow and selecting **Move Left** or **Move Right**.

**Note:** *If you're using Categories or Weighted Categories as your organization and if you see any items that are under "Unassigned Categories," you should move it to the correct category.*



## Grading in Gradebook

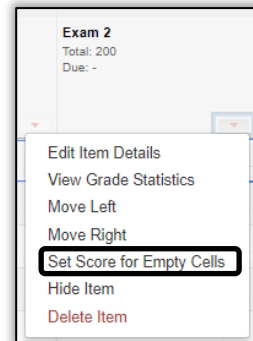
1. Scroll or click over to the cell in the right interface for which a score will be entered for a student.
2. Click on the cell to enter or edit a score.
3. Click Enter on the keyboard to save the score and move on to the next student.

Students	Course Grade	exam 1 Total: 200 Due: -	Exam 2 Total: 200 Due: -	Exams	EC 2 Total: 5 Due: -
Logan, Chasity (gloggan)	B (80%)				
Travers, Steve (sttrave)	A (90%)				
Weich, Elizabeth (eaweich)	B (80%)				
zzStudent1, zzDemo1 (zzstu1)	D (60%)				
zzStudent10, zzDemo10 (zzstu10)	B (80%)				
zzStudent2, zzDemo2 (zzstu2)	F (40%)				
zzStudent3, zzDemo3 (zzstu3)	B (80%)				

**NOTE: Gradebook Items created in Tests & Quizzes or Assignments can only be entered from within the specific tool. A lock icon will appear in Gradebook cells when scores are being sent from other tools and cannot be edited in the Gradebook.**

### Enter the same score for a group

1. Click on the dropdown arrow for the item to be graded and **Score for Empty Cells**.
2. In the Set Score for Empty Cells pop-up window, click the dropdown arrow for **Group / Section** and select the group to be graded.
3. Add a score in the box for **Grade Override** and click done.
4. In the **Set Score Confirmation** pop-up window, click Continue to enter the scores.



select **Set**

**Set Score for Empty Cells**

Provide a value below to override all currently ungraded (i.e., empty) cells.  
**Note:** The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section: Forums-1

Grade Override: 92 / 100

Done Cancel

**Note: Scores entered using Set Score for Empty Cells can only be adjusted by manually entering scores into individual cells on the Grades page of Gradebook.**

### Course Grades

Course grades calculated by the Gradebook are shown in the **Course Grade** column in the left frame. You can also display total points by clicking on the dropdown arrow in the Course Grade column and selecting **Show Points**. Calculated course grades can easily be overridden when necessary. To override a course grade:

- Under the **Grades** tab in Gradebook, move your cursor to the lower right corner of the appropriate cell in the Course Grade column to access the Course Grade dropdown menu and click on **Course Grade Override**.
- Enter a course grade in the **Course Grade Override** pop-up window that follows the grade schema being used in the course (A, B, C, D, F or P/N).
- Click the **Save Course Grade Override** button to finish.
- To revert back to the calculated grade, following the same process described above, open the Course Grade Override pop-up window and click on **Revert to calculated course grade**.

**Note: Course grades that have been overridden will appear in bold in the Gradebook.**

### Extra Credit

Extra credit in Gradebook can be enabled for both individual Gradebook items and for entire categories. These items or categories are not added to the total points possible but are added “on top” of the total grade. Points are not deducted from student scores for not completing extra credit.

**Note: If a Gradebook category is designated as extra credit, remember to not make individual items within that category extra credit. If an item is made extra credit within an extra credit category, that item will not be added “on top” of the total points from required items.**

### Extra Credit – Item Level

- Find the item to be designated as extra credit and click on the dropdown arrow for that item.
- Select **Edit Item Details**.
- In the **Edit Gradebook Item** pop-up window, check the box for Extra Credit.
- Click the **Save Changes** button.

### Extra Credit – Category Level

Individual categories within the gradebook can be designated as extra credit if the Gradebook is set up as Categories or as Categories and weighting.

- Click on the **Settings** tab at the top of the gradebook.
- Click on **Categories and Weighting**.
- In the Extra Credit column, check the boxes for the categories to be designated as extra credit.
- Click the **Save Changes** button at the bottom left to finish.

Category	%	Extra Credit
Quizzes	0	<input type="checkbox"/>
Assignments	0	<input type="checkbox"/>
Exams	0	<input type="checkbox"/>
Research Paper	0	<input type="checkbox"/>
Group Assignments	0	<input type="checkbox"/>
Weekly Discussions	0	<input checked="" type="checkbox"/>

### Exporting/Importing Grades

The **Import/Export** function allows instructors to upload and download comma separated values (csv) files to and from the Gradebook in ReggieNet.

**GRADEBOOK**

Grades **Import / Export** Permissions Settings

#### Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Export Gradebook [Custom Export](#)

#### Import

Selectively import new grades/gradebook items into the Gradebook by uploading a spreadsheet (.csv, .xls and .xlsx formats) below.

**Note:** The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen

Continue Cancel

### **Export**

The Gradebook allows for two methods of exporting grades.

- **Export Gradebook:** Export a list of each student's grades and comments.
- **Custom Export:** Select and deselect several options to export from Gradebook.

### Export Complete Gradebook

- While in Gradebook, click on **Import/Export**.

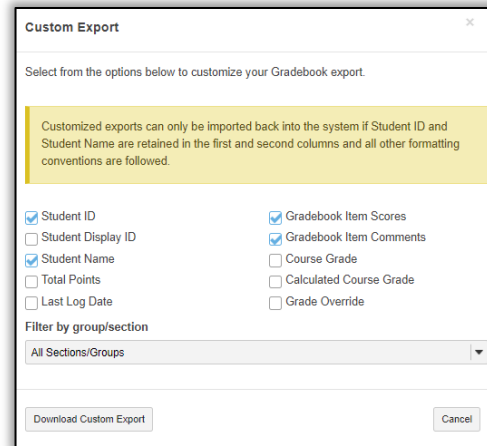


- Click the **Export Gradebook** button to export the entire Gradebook.
- Next either choose **Open with** to open the file your desktop or **Save File** to save a copy of the Gradebook locally (the file will be named *gradebook\_export-Gradebook.csv*)
- Click the **OK** button to finish.

### Custom Export

- While in Gradebook, click on **Import/Export**.
- Click on **Custom Export**.
- Select and/or deselect options to export the desired Gradebook components.
- Finish by clicking **Download Custom Export**.

**Note: Customized exports cannot be imported back into Gradebook.**



### Import

You can import a .csv file; this can either be one created by exporting the Gradebook, or one that has been formatted in a particular way. The import file must contain the following:

- A column labeled “Student ID”, which contains the student ULIDs
- A column labeled “Student Name”, which can be empty other than the header.
- One or more columns with a header formatted as *Item name [xx]*, where xx is the total point value for the item.
- You can also include columns for comments; they need to have a header formatted as *\* Item name*

Example:

Student ID	Student Name	Exam 1 [200]	* Exam 1
zzstu5	zzStudent5, zzDemo5	195	
zzstu7	zzStudent7, zzDemo7	201	Excellent
zzstu8	zzStudent8, zzDemo8	187	

### Importing Grades

- While in Gradebook, click on **Import/Export**.
- Click the **Browse** button to locate the .csv file to import and select that file.
- Click the **Continue** button to open the **Gradebook Item Import Selection** screen.
- Select the items from the file being uploaded to be updated in the Gradebook and click the **Next** button.
- If new items are being imported, the **New Item Creation** pop-up window opens so the Title and other features associated with that item can be added.
- After updating any new items, click on the **Next** button.

Click the **Finish** button to open the imported gradebook and confirm the import process.

## Messages

Messages is a course site specific mail tool. It is a self-contained system and messages will stay in ReggieNet unless you or your students set up forwarding options.

### Sending a Message

See the interface in the image below for additional options available for sending messages.

1. Click on the **Messages** tool.
2. Click on the **Compose Message** tab.
3. Select Recipients. Three options are available.
  1. **All Participants** – Send the message to every participant in the class.
  2. **Select Specific Roles** – Send the message to participants in a certain role. Ex. Students, Instructors, Graduate Assistants, etc.
  3. **Select Individual Recipients Manually** – Send the message to only those course participants that you choose.
4. Enter Subject & Message. Add attachment if it's appropriate.
5. Click **Send** or choose another appropriate choice.

Messages can also be organized into folders. Click **New Folder** to create a folder. When reading a message, click **Move to folder** to choose where to move it.

### Messages Settings

Course Mail offers a few settings that you can change. The image below gives brief explanations of these options.

The screenshot shows the 'Messages Settings' interface. It is divided into two sections: 'Personal Settings' and 'Site Settings'.  
Under 'Personal Settings', there is an 'Auto Forward Messages:' section with radio buttons for 'Yes' (selected) and 'No'. Below this is an 'Email address for forwarding:' field containing 'cebrist@ilstu.edu'.  
Under 'Site Settings', there is a 'Sending copies to recipients' email address(es):' section with three radio button options: 'Do not allow sending copies', 'Give sender the option to send copies' (selected), and 'Always send copies'. Below this is a 'Groups hidden in To field Add Group:' dropdown menu with '--Select Group--' selected.  
At the bottom are 'Save Settings' and 'Cancel' buttons.  
Three callout boxes with arrows point to specific settings:  
1. A box pointing to the 'Auto Forward Messages' radio buttons contains the text: 'Select whether or not you want to have messages sent to an external e-mail address'.  
2. A box pointing to the 'Email address for forwarding' field contains the text: 'Enter the external e-mail address you want to use'.  
3. A box pointing to the 'Give sender the option to send copies' radio button contains the text: 'Allow any user to choose to send messages to an external e-mail address'.

**NOTE:** If you disable sending copies to recipients' e-mail addresses, that option is turned off for all users, including the course instructor. Thus, if you want to be able to send messages to students' external e-mail accounts; be sure to leave this option enabled.

## Email Tool

The Email Tool allows you to send e-mails directly to students' e-mail accounts from within ReggieNet.

### Sending e-mail

1. Click on **Email Tool**.
2. Click **Compose** in the Email Tool menu.
3. Select roles or groups. You can also send it to other recipients where you can type any e-mails.
4. Write a message and attach files. You can also select **Send me a copy** or **Add to Email Archive**.
5. Click **Send Mail** or **Cancel**.

You are currently choosing options for Email. Settings chosen on this page will become the default settings for this site.

**Copies:**  Send me a copy

**Show recipients:**  Append list of recipients to message

**Reply-to:**  Sender  
 Do not allow reply

**Display invalid emails:**  Yes  
 No

**Display empty recipient groups:**  Yes  
 No

### Settings in Email Tool

Email Tool offers a few options for customizing how Email Tool works. A screenshot of the settings and explanations of each setting are shown below.

**Copies:** You can choose where copies are sent to by the Email Tool. You can have them sent directly to your account, you can have e-mails stored in the public Email Archive (a separate ReggieNet tool which must be added to the course to see this option), or you can select to have e-mails sent both places every time you send.

**Reply-to:** Choose whether or not to allow replies to e-mails. If you choose “Do not allow reply”, recipients must create a new e-mail to respond to a message.

**Display Invalid emails:** If yes is selected, ReggieNet will display e-mail addresses even if they are invalid and can't have mail sent to them.

**Display empty recipient groups:** If yes is selected, ReggieNet will display all recipient groups in a particular category (for example, Roles), even if no participant in the class is in that role. So, for example, if your class has no one assigned to the Graduate Teaching Assistant role, that category would still appear, even though you couldn't send an e-mail to that recipient group.

## Forums

### Before you start

**FORUM:** A Forum is a collection of topics that the instructor has created. In each Forum, you can have a number of topics. Access to the entire Forum can be controlled through the forum settings.

**TOPIC:** A topic is a collection of one or more threads that users have created because they have questions, want to make comments, need to reply, etc. Inside a Topic, you click on an individual


*Conversation* to see what people have posted. Access to the topic can be controlled through the topic settings.

**CONVERSATION:** Conversations are threads made up of posts between individual users.

**POST:** Posts are comments uploaded by users. A group of linked Posts is called a Conversation (or thread).

### Creating a New Forum

1. If the Forums home page is not displayed, click the tool name in the Breadcrumb bar.
2. Click the **New Forum** tab at the top. The Forum Settings screen will be displayed.
3. In the Forum Title box, enter a name for the new forum. This box is required. The entry may be up to 75 characters long.
4. (OPTIONAL) To provide a short description of the forum under the forum title on the Forums tool home page, enter that description (up to 255 characters) in the Short Description box.
5. To provide more information about the forum that site participants can access from the Forums tool home page, enter that information in the Description box. Use the icons and boxes in the WYSIWYG editor to format the text as needed.
6. To add an attachment for participants to read, click **Add Attachment** and follow the instructions in the Adding an Attachment screen.
7. In the Forum Posting section, make selections for the following settings:
  - Check the box for Lock forum (disable forum postings) if you want this setting selected by default for all topics added to the forum. Note that you may uncheck the setting for any topic. If the setting is selected for a topic, users will not be able to post messages.
  - Check the box for Moderate topics in forum if you want this setting selected by default for all topics added to the forum. In the Permissions section, you may then specify which site roles have permission to moderate messages (the permission will be inactive if you do not select this setting). Note that you may uncheck the setting for any topic.
  - Check the box for Require users to post before reading if you want this setting selected by default for all topics added to the forum. Note that you may uncheck the setting for any topic. If this setting is selected for a topic, users must post a message to view other posts for the topic. When users initially access the topic, they will see the following message:

A rectangular warning box with a red border and a red background. It contains a red exclamation mark icon on the left and the text "You must post to this topic before you can view any messages" in white.
8. In the Availability section of the screen, select when the forum will be displayed to site participants:
  - If you want the forum to be displayed immediately and not be hidden at a later date, click **Show immediately** with no time restriction.
  - If you want to set a date for when the forum is displayed and hidden, click Specify Dates. Then, enter the appropriate dates in the Open Date and Close Date fields that are displayed.

9. In the Mark All Messages in Conversations as Read section, check the box for “Automatically mark all messages in a conversation as read” if you want this setting selected by default for all topics added to the forum
10. If desired, associate this forum with a specific pre-existing assignment in the Gradebook tool by selecting from the Gradebook Item pull-down list. (This pull-down list is located in the Permissions section of the screen.)  
**Note:** You first have to create a gradebook item in order to associate the grades in a forum.
11. In the Permissions section, make any necessary changes to the default permissions for the forum. Typically, you don’t need to make any changes.
12. Click **Save** or another appropriate choice.

### Adding a Forum Topic

1. Find the forum to which you want to add the topic and click the **New Topic** link.
2. In the **Topic Title** box, enter a name for the new topic. This box is required.
3. (OPTIONAL)To provide a short description of the topic under the topic title on the Discussions tool home page, enter that description (up to 255 characters) in the Short Description box.
4. To provide more information about the topic that site participants can access from the Discussions tool home page, enter that information in the Description box. Use the icons and boxes in the WYSIWYG editor to format the text as needed.
5. To add an attachment for participants to read, click **Add Attachment** and follow the instructions in the Adding an Attachment screen.
6. In the **Topic Posting** section, make selections for the following settings:
  - Check the box for Lock topic (disable topic postings) if you don’t want students to post to the topic any longer.
  - Check the box for Moderate topic if you or your designated person should moderate the topic. All postings on the moderated topic must be approved before the students can see them.
  - Check the box for Require users to post before reading if users must post a message to view other posts for the topic. When users initially access the topic, they will see the following message:
7. In the Availability section of the screen, select when the forum will be displayed to site participants:
  - If you want the forum to be displayed immediately and not be hidden at a later date, click **Show immediately** with no time restriction.
  - If you want to set a date for when the forum is displayed and hidden, click Specify Dates. Then, enter the appropriate dates in the Open Date and Close Date fields that are displayed.
8. In the Mark All Messages in Conversations as Read section, check the box for Automatically mark all messages in a thread as read if you want this setting selected.

9. If desired, associate this topic with a specific pre-existing assignment in the Gradebook 2 tool by selecting from the Gradebook Item pull-down list. **Note:** You first have to create a gradebook item in order to associate the grades in a topic.
10. In the **Automatically Create Topics** section, you can create one topic or create topics for groups (you'd have to create groups from Site Info > Manage Groups, before you can see the option to create group topics).
11. In the **Permissions** section, make any necessary changes to the default permissions for the forum. Typically, you don't need to make any changes.
12. Click **Save** or another appropriate choice.

### Organizing Forums and Topics

Once you've created a few Forum Categories and the Forums within them, you can change how they are presented on the Forums Home Page by selecting Organize menu bar. You will see a screen similar to the image below.

#### Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers will appear at the top.

Forum categories are outlined in yellow, and the number to the left of the title shows the order the Forum categories will be displayed

Forum topics are grouped together under Forum categories, and the number to the left of the title shows the order the topics will be displayed in that Forum

### Posting

1. To begin a thread in a Topic, click **Start a Conversation**.
  - Enter a title (required)
  - Format your message in the text editor
  - If you want to add an attachment, click the Add attachments button
  - Click Post
2. To reply to a post in a topic, click on **Reply** when you are viewing the post.

### Statistics and Grading

Once you have all of your forums set up, you can track how much your students are participating. You can view them by user or you can view them by topic.

LINK ? HELP

Forums / Statistics & Grading Statistics & Grading by User | [Statistics & Grading by Topic](#)

Name	Authored	Read	Unread	Percent Read
<a href="#">Bristow, Charles</a>	2	3	0	100%
<a href="#">Gee, Jim</a>	0	0	3	0%

### Grading Student Work in the Discussions Tools

The Forums tool allows you to choose whether or not to grade each forum or topic you create. When you want to grade a forum or topic, be sure that the **Post to Gradebook** item is checked when you create the forum or topic and be sure that you have chosen a particular gradebook item from the dropdown menu. You will need to create the item in the Gradebook tool before being able to select an option here (Refer to the Gradebook Help Documents for how to create Gradebook Items).

Once you have posted the forum, you can grade each student’s forum post individually, giving both a grade (in number of points) and comments.

### Grading a Topic

- From the Forums tool home page, access the Statistics & Grading page for that topic. You can do so in one of two ways:
  - Click the **More** link for the Forum the topic is associated. From the displayed menu, select **Grade**.
  - In the tool menu bar, click **Statistics & Grading**. Then, click **Statistics & Grading by Topic**. From the list of topics in the topics column, click on the appropriate topic.
- In either case, ReggieNet displays a Statistics & Grading page for that topic.

Forums / [Statistics & Grading](#) / [Weekly Discussions](#) / week 2 Select a Gradebook item: ----- ▾

Filter by group: All Participants ▾

Name		Authored	Read	Unread	Percent Read	
<a href="#">Bristow, Charles</a>	<a href="#">Details</a>	0	0	0	0%	<a href="#">Grade</a>
<a href="#">Gee, Jim</a>	<a href="#">Details</a>	0	0	0	0%	<a href="#">Grade</a>
<a href="#">Maier, Greg</a>	<a href="#">Details</a>	0	0	0	0%	<a href="#">Grade</a>

- You can enter the grade in the boxes in this screen or you can view all messages a student has authored in the topic. Click on **Details** to see the posting by a particular student.
- Grade participation in the topic by clicking on the **Grade** link for each student. You may only enter grades as points, and only to the maximum allowed for the associated gradebook item.

Enter scores and comments in the appropriate fields. To apply one score to all students without a grade, enter the score in the displayed field and click **Apply Grade to all Ungraded**.

5. Click **Submit Grades**.

## Resources

The Resources tool allows you to upload documents, PowerPoints, PDFs, images, and other types of files to ReggieNet for your own and your students' use.

### Resources Tool Interface

The screenshot shows the 'Resources' tool interface. At the top, there are tabs for 'Site Resources', 'Trash', 'Transfer Files', 'Permissions', 'Options', and 'Check Quota'. Below the tabs, the breadcrumb path is 'All site files > / CTLT 101 13 ONGOING Resources'. A toolbar contains buttons for 'Move', 'Copy', 'Move to Trash', 'Share', and 'Hide'. A 'Display Columns' dropdown is on the right. The main area is a table with columns: 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table lists several items, including folders like 'Graphics', 'Handouts', 'Images', and 'Video', and files like 'Book1.xlsx', 'Chrysanthemum.jpg', 'Instructor Getting Started Guide', 'Sakai 12 Lunch and Learn.docx', and 'Setting up MindTap LTI Deep Link.pdf'. A link 'Copy Content from My Other Sites' is at the bottom. Callouts with arrows point to: 'Main course folder' (the breadcrumb path), 'Action menu' (the 'Actions' dropdown for the 'Graphics' folder), 'File' (the 'Book1.xlsx' file), 'Folder' (the 'Video' folder), and 'Access material from other course sites' (the 'Copy Content from My Other Sites' link).

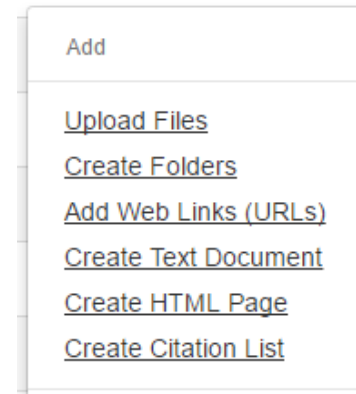
### Icons in Resources

	Closed Folder, NO content inside it
	Closed Folder, content inside it
	Open Folder, content inside it
	Hidden folder
	ReggieNet Link to external website



## Adding Content

1. Click RESOURCES in the breadcrumb bar if the Resources home page is not displayed.
2. Click the **Actions** dropdown list for the folder in which you want to store the resource to display the pull-down list.
3. Click to **select the type of resource** you want to add.
  - **Upload Files** – Upload individual files to ReggieNet. You can only upload 250MB of files per batch of files.
  - **Create Folders** – Create subfolders to organize content.
  - **Add Web Links** – Create ReggieNet weblinks to external websites for students to access and use.
  - **Create Text Document** – Create a ReggieNet document with no formatting (like a document in Notepad or Rich Text Format).
  - **Create HTML Page** – Create a ReggieNet document formatted with HTML (web page)
  - **Create Citation List** – Create a ReggieNet document that lists citations (either by manual entry or importing from a citation creator like RefWorks).



## Uploading Files

When uploading files, you can select files in several ways:

Option 1 - Drag and drop files. After selecting one or more files from your computer desktop or folder content windows, drag the files and drop them in the box where Drop files here to upload is displayed.

Option 2 - Click inside the box to browse to the desired files

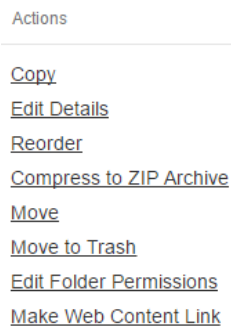
Option 3 – Upload a ZIP file. If you upload a ZIP file, a new folder of the same name will be added in Resources, containing all the items from the ZIP file.

## Organizing Resources

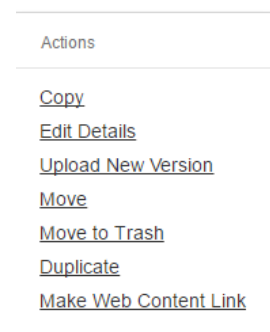
1. Click RESOURCES in the breadcrumb bar if the resource home page is not displayed.
2. Click the **Actions** button next to the folder or file you want to work with.
3. Select from the **pull-down menu** any of the actions displayed.



You have several options for organizing your resources, as shown in the following images.

### FOLDER Actions Menu



### FILES Actions Menu



- **Copy:** Copy the file or folder to another location within Resources. After you click copy, you will see a  icon next to folders where you can paste the materials you copied.
- **Edit Details:** This is a powerful tool in the Resources tool, see the next page for a detailed description.
- **Upload a New Version (FILES ONLY):** Replace an old version of a file with a new version without needing to upload a different file.
- **Reorder (FOLDERS ONLY):** Reorder the contents within the folder.
- **Compress to ZIP Archive (FOLDERS ONLY):** creates a zip file
- **Move:** When you select move, the entire column for that file/folder will be selected, and you will see a  icon to the right of every folder where you can move the item.
- **Move to Trash:** Remove the file/folder from Resources. When you move a folder to trash, be aware that you remove all materials within it as well. Item in Trash can be restored.
- **Duplicate (FILES ONLY):** Create a duplicate version of the file. It will appear with the name Copy of *Original File Name*.
- **Edit Folder Permissions:** Set unique folder permissions for individual folders/files.

## Editing Details

The Edit Details option for individual files will allow you to control when students see resources and what information they see about the resources.



## Trash

Folders or files that have been moved to Trash can be restored. Click on the **Trash** tab; click the check box(es) for the item(s) you want to restore, and click Restore.

### Restoring items

Restore Remove Cancel

Select item to be restored and press the restore button. Files moved to Trash more than 30 days ago will be permanently deleted.

<input type="checkbox"/>	Title	Removed By	Removed On
<input type="checkbox"/>	 CTLT 101 13 ONGOING		
<input type="checkbox"/>	 Sakai 12 Lunch and Learn.docx	Charles Bristow	7/26/18 2:52 pm

## Lessons

The Lessons tool can be used to create, organize, and integrate course content, resources, assessments, and media into one ReggieNet tool.

UNIT 2

Print view Index of pages Link Help Expand AI

Add Content More Tools Reorder

**Drop-down Action Buttons**

**Text**

**Content Link**

**Features**

ReggieNet's Spring 2017 upgrade features several changes to improve both user experience and student learning:

- A new, responsive user interface (new icons, easier navigation, favorite courses)
- A better experience on mobile devices
- A new Gradebook for Fall 2017
- Enhancements to the Lessons tool (a more flexible display, multiple columns, section breaks)
- Individual student activity reports in the Tests & Quizzes tool
- A new checklist feature in the Lessons tool
- A new trash feature in the Resources tool now prevents accidental deletion

[introduction to ReggieNet.docx](#)

**Activities**

Items to complete

You must read the pdf before you can begin the assignment

★ [Assessment Workshop.pdf](#)

[Homework 3](#) [Has prerequisites]

**Stars indicate prerequisites**

**Link to Assignment**

**Shading indicates that a previous item is required**

**Project progress**

- Project idea
- Project Plan
- Report first draft
- Report final draft

**Assignments**

[week 2](#)

[Quiz 4](#)

**Link to Forums**

**Link to assessment in Tests and Quizzes**

**Item menu**

## Adding Lessons

You can add top level Lessons pages in **Manage Tools** in **Site Info**. Each top level page will have a link for it added to the left-hand navigation.

1. Go to **Site Info**
2. Click **Manage Tools**
3. Click the check box for Lessons; click **Continue**
4. The dialog box shown here will appear

**Lessons**

Title


(Suggested length 15 char.)

More Lessons Tools? ▼

Give the Lesson page a title; you also have the option to add multiple top level pages (with their associated Navigation links) at the same time.

5. Click **Continue**; click **Finish**

### Editing Page Settings

To edit page settings, click on the tool icon  at the far right of the action button bar at the top. You can edit the following:

- Edit the Page title
- Hide this page from users. - Use this when you're not ready for students to see the page yet. It will not appear in the left margin.
- Hide this page until the following date - Use this when you want a page to become available at a certain date or time. Note that the page will show in the left margin before then, but won't be usable. (There is no way to specify release dates for items in the left margin.)

### Adding Content

You may add content to your Lesson Builder page by clicking either on the **Add Content** drop down menu or the Plus symbol in the corner of a section or any item menu bar:

- Add Text - enter text into an editor.
- Embed content on page- add an item that will show on the page, such as a Flash presentation or video.
- Add Content Link- upload document and/or add links to existing documents and web sites.
- Add Assignment, Quiz, or Forum Topic - Choose an item from the specified tool and add it to this page.

### Adding Sections and Columns

You can also create sections and columns using the menu from the Plus symbol in the corner of a section or any item menu bar

## Test & Quizzes

The Tests & Quizzes tool separates assessments as either Working Copies or Published Copies. You first create an assessment as a working copy; once you are ready, you publish the assessment to make it available to students.

### Creating Assessments – An Overview

1. **Creating an Assessment** –You can create particular assessments by either using an assessment type which contains some preset settings (there are three system wide assessment types, or you can create your own) or completely from scratch. Creating an assessment is as easy as naming the assessment and selecting the Assessment Type you want to use for it.

2. **Creating Questions** – Once you have an assessment, you need to get the questions you want to use into it. ReggieNet offers several options for accomplishing this. Below is a list of the options available.
  - Manually entering questions: This option will be discussed in Part 3 of this series of documents.
  - Using the Markup Text option to copy and paste multiple questions
  - Developing & Using Question Pools: This option will be discussed more fully in the ReggieNet Assessment workshop.
3. **Editing settings for assessments** - Once you create an assessment and enter questions, you **can set up dates, duration and other settings** for the assessment.
4. **Publishing assessments** – Once you have an assessment completed, you need to publish it so that students can see it and complete it. If you do not publish it, students will not be able to see it, regardless of the delivery dates you set.
5. **Editing Assessments** – Occasionally, students may have problems with an assessment, or you may discover problems on your own. In those cases, ReggieNet offers the ability to edit both unpublished and published assessments to fix those difficulties.
6. **Using images in assessments** – Images can be added to questions either as attachments, or by inserting them into the question using the text editor. If tests or questions will be re-used in another class or semester, it is best to store the images on a web server (such as Datastore) and insert them by linking to the appropriate URL. If images are added directly, they end up tied to the original course, and anyone (such as a student in another course) without access to the original course cannot see the image.

### **Another way to organize Test & Quizzes: Question Pools**

If you are an instructor, you have the option of organizing questions into question pools. Questions in pools can be used over and over in any site you own. As the author of a question pool, you may share the pool with members of your site who have Instructor or Teaching Assistant roles. The CLE will also display question pools that other users have created and shared with you.

In addition, you may divide pools into subpools. This allows you to organize questions by subject matter, section number, question type, or other criteria. For example, you might create a question pool called "Biology 105" and create subpools called "Basic concepts," "Cell Biology," and "Genetics."

If a question pool contains more questions than an exam requires, you may set the CLE to automatically generate a list of questions for each student so each student receives a different set of questions.

You may also move or copy question pools and subpools to any other question pool or subpool that you create, making the original pool a subpool of the destination pool. Also, you can elevate a subpool to question pool status.

In this workshop, we would not go over details on adding to Question Pools but if you're interested in organizing the test and quizzes questions in this way, please contact one of the faculty support team.

### **Creating Assessments using Assessment Builder**

1. Enter a title for your new Assessment in the text box to the right of Create Assessment.

2. Choose Create using assessment builder
3. Select the Assessment Type that aligns with the assessment you are creating.
4. Click **Create**.
5. The new screen that appears will be the place where you create your assessment. To begin, select the question type you would like to use.
6. ReggieNet offers 8 types of questions: Multiple Choice, True/False, Short Answer/Essay, Fill in the Blank, Audio Recording, Numeric Response, File Upload, Survey, and Matching. Below are the descriptions for creating two of the most common types, Multiple Choice and Short Answer.

### Multiple Choice Questions

Enter the appropriate information by following these steps:

1. In the Answer Point Value box, enter the point value you want to assign to this question. For an ungraded question, enter 0 (zero).

**Note:** The value you enter in the Answer Point Value box determines the point value for the entire question. If your question has two correct answers and students may select multiple answers, entering 10 in the Answer Point Value box will make each correct response worth 5 points. If your question has multiple correct answers but students may only select a single answer, a correct response is worth the full answer point value. Incorrect answers are worth negative points, but the total points earned for the question must be equal to or greater than zero.

2. In the Answer section, select one of the following:
  - **Single Correct** (default)—Question has only one correct response and incorrect answers are not worth negative points.
  - **Single Correct, Enable Negative Marking**—Select this option if you want incorrect answers to be worth negative points; enter the point amount in the displayed field.
  - **Single Correct, Enable Partial Credit**—Select this option if you want to give partial credit for incorrect answers.
  - **Multiple Correct, Single Selection**—Question has more than one correct response, but students may only select one answer.
  - **Multiple Correct, Multiple Selection**—Question has more than one correct response, and students may select more than one answer.
3. In the Question Text box, enter the question. If you choose to use the rich text editor, use the pull-down lists and buttons to format the text of the question as appropriate.

**Question4** - Multiple Choice

Change Question Type Multiple Choice

Save Cancel

Answer Point Value

Display Point Value while student is taking the exam  Yes  No

**Answer** [\(What's This?\)](#)

**Single Correct**

Enable Negative Marking

Enable Partial Credit

[Reset to Default Grading Logic](#)

Multiple Correct, Single Selection

Multiple Correct, Multiple Selection

#### 4. Create your answers:

- In the text boxes provided, enter your possible responses.
- To indicate a correct response or multiple correct responses, click the **Correct Answer** button where appropriate.
- If an incorrect answer will receive partial credit, indicate the percentage of the Answer Point Value for that response in the **% Value** box. Click on the **Reset Score Values** link to clear percentages for all responses. **Note:** by default, ReggieNet does not allow you to enter a partial credit for a correct answer.

The screenshot shows two rows of answer options. Each row has a radio button labeled 'A' or 'B' next to the text 'Correct Answer'. To the right of the radio button is a blue 'Remove' link. Further right is a large empty text box for the answer. To the right of the text box is a small box labeled '% Value' containing the number '0'. At the top right of the interface, there is a blue link labeled 'Reset Score Values'.

- To present fewer possible answers, click the Remove link next to text boxes you want to remove.
  - To present more possible answers, select the number of answers to insert from the Insert additional answers pull-down list.
5. To display the possible answers in random order, under **Randomize Answers**, click Yes. To display answers in the order shown on the question editing screen (the default), click No.
  6. To require participants to provide a rationale for choosing an answer, under **Required Rationale**, click **Yes**. If you do not require a rationale (the default), click No.
  7. Using the **Assign to Part** pull-down list, select the part (that is, the section) of the assessment to which you want to assign this question. Leave the entry as the default value if you have not created any parts.
  8. To assign this question to a question pool, select the name of the desired pool from the **Assign to question pool** pull-down list. Leave the entry as the default value if you have not created any question pools.
  9. To provide question-level feedback for correct and/or incorrect answers, enter text in the boxes under “Correct/Incorrect Answer Feedback.”

#### Short Answer/Essay

Short answer questions are appropriate when the responses do not exceed 4,000 characters in length (approximately two pages). After selecting Short Answer/Essay on the Edit Question screen, follow these steps:

1. In the **Answer Point Value** box, enter the point value you want to assign to this question. For an ungraded question, enter 0 (zero).
2. In the **Question** text box, enter the question. Use the pull-down lists and buttons to format the text of the question as appropriate.

- Using the **Assign to Part** pull-down list, select the part (that is, the section) of the assessment to which you want to assign this question. Leave the entry as the default value if you have not created any parts.
- To assign this question to a question pool, select the name of the desired pool from the **Assign to question pool** pull-down list.
- In the **Answer** box, enter a model answer, if desired. Use the pull-down lists and buttons to format the text of the question as appropriate. Graders other than you can use this answer to evaluate the answers provided by participants who take this assessment.
- In the **Feedback** box, enter appropriate feedback to participants, if desired. Use the pull-down lists and buttons to format the text, as appropriate. Graders use this information to guide them in giving feedback.

### Creating Assessments and Question Pools Using Markup Text

Besides creating assessments using the assessment creator or by importing questions from another program, you can also import questions from Word Documents using the Markup Text Editor. The Markup Text Editor has directions available as you are importing questions, marked in blue in the image below.

**Create Assessment/Question Pool**  
Step 1 of 2

Use the text boxes below to modify the name and (optionally) to provide a description for this assessment or question pool. Then enter the questions and answers in the bottom textbox. It is important to follow the correct formatting for each type of question. Examples can be found at the bottom of this page.

**Assessment/Question Pool Information**

Name:

Description:

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

**Instructions & Examples**

- [Generate Instructions](#)
- [Multiple Choice](#)
- [Multiple Correct Answer](#)
- [Fill in the Blank](#)
- [Short Answer](#)
- [True/False](#)
- [Fill in the Blanks](#)

Basic instructions for using the Markup Text Editor


After reading the basic instructions, here is a quick list of formatting guidelines you should follow when you are getting ready to import exams.

- Be sure that each question begins with either a number followed by a period OR the word Question.
- Be sure that answers are on different lines and not next to one another on the same line. Otherwise, the Markup Text Editor will interpret the question as a short essay.
- Be sure that you are marking correct answers with asterisks. Otherwise, the Markup Text Editor will interpret the question and answers as a short answer question.
- When writing multiple choice questions, be sure to begin each answer with an appropriate letter followed by a period (a. OR A. will both work).
- You do not have to insert point values for each question, especially if you are creating a question pool. You can add point values later when you actually create an assessment.
- Save questions by either selecting **Create Assessment** or **Create Question Pool**.



## Editing Settings for an Assessment

1. If the Tests & Quizzes home page is not displayed and you do not see the menu at the top of the screen, click the **Reset** button.
2. Find the assessment you want to work with.
3. From the Action dropdown menu for the assessment, select **Settings**.

Section	Entries
About this Assessment	If desired, change the title, author(s), description of the assessment, require honor pledge, and adjust the assessment metadata
Availability and Submissions	<p>Click to select to release this assessment to anonymous users, to course participants, or to one or more groups. If you choose Selected Groups, the tool displays a list of groups; check the appropriate box for each group to which the assessment is to be released.</p> <p>The number of submissions allowed, the dates the assessment is to be available to participants, when it is due, and is to be retracted can be set. Dates are entered using the format shown on the screen or by clicking the calendar icon . If this is a timed assessment, check the box and specify the number of hours and minutes allowed.</p> <p>Choose whether late submissions will be accepted</p> <p>Submission messages can be created for students to see upon submission of assessment.</p>
Exceptions to Time Limit and Delivery Date	<p>Add exceptions for delivery or time limit for individual students or groups</p> <p>Select the user(s) from the User dropdown list, OR select a group from the Group dropdown list.</p> <p>Make adjustments to dates or time limit as needed, and click “Add an Exception”</p>

Section	Entries
Grading and Feedback	<p>If multiple submissions record the: Specify how a score should be recorded when multiple submissions are accepted—you may record the highest score or the last score.</p> <p>Anonymous Grading: Specify whether grading is to be anonymous (in which case, graders cannot see usernames associated with assessment submissions).</p> <p>Gradebook Options: Specify whether grades should be sent to the Gradebook.</p> <p>Set the type of feedback a student receives: This specifies when students receive feedback.</p> <p>Set advanced feedback options: Choose what they will see -any combination of types is permitted.</p>
Layout and Appearance	<p>Navigation: To force participants to progress forward through an assessment without access to the table of contents and previous pages, click Linear access. Or, to allow participants to move from question to question throughout the assessment using the Previous and Next buttons and the table of contents, click Random access.</p> <p>Question Layout: Choose to display each question on a separate web page, each part of the assessment on a separate web page, or the complete assessment on one web page.</p> <p>Numbering: Choose continuous numbering throughout the assessment or restart numbering with each part.</p> <p>Choose to add mark for review checkboxes by checking the box.</p> <p>Change the background color or add a background image to an assessment.</p>

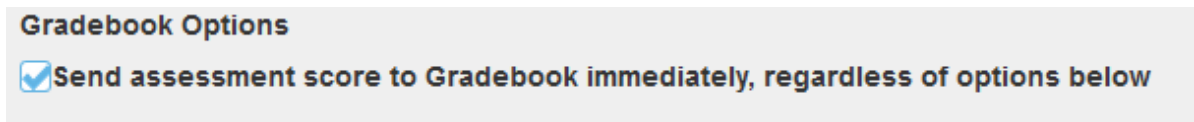
### Publishing an Assessment

1. If the Tests & Quizzes home page is not displayed and you do not see the menu at the top of the screen, click TESTS & QUIZZES in the breadcrumb bar.
2. Find the assessment you want to publish on the **Working Copies** tab
3. From the Action dropdown menu for the assessment, select **Publish**.
4. Follow the instruction on the screen.

5. ReggieNet will copy the assessment to the **Published** copies tab. Once a quiz has been published, any changes made to the working copy will *not* be reflected in the published copy.

## Grading an Assessment

To integrate grades from Tests & Quizzes into the Gradebook, you need to be sure that the settings in the Assessment Type you are using are set to send grades to the Gradebook. See the image below for how the “Gradebook Options” setting should be set. The grades will be sent to the Gradebook automatically.



Once you have done that, you will see a new item appear in the gradebook you are using with the title of your assessment. Whenever you edit the point value of the assessment in the Tests & Quizzes tool, that change will be reflected in the gradebook. You cannot edit any of the properties of the particular assessment in the gradebook, all of those changes must be made in the Tests & Quizzes tool.

The Tests & Quizzes tool will automatically grade those sections of your assessment that have objectively correct answers (such as Multiple Choice, True/False, Matching, Fill in the Blank). However, you will need to grade subjective responses (such as Short Essays, Audio Responses, File Uploads) from the Tests & Quizzes Tool.

To do this, you go to the assessment you wish to grade under Published Copies and select “Scores” in the Action list, as in the image below.

Working Copies: not released to students | **Published Copies: released to students**

View: **All** | Active: open to students to take | Inactive: not open to students to take

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified	Modified Date
-- Select Action -- -- Select Action -- <b>Scores</b> Edit Preview Print Settings Remove	autosubmit	Inactive	0	1	Entire Site	2017-03-22 08:40:00	2017-03-22 09:30:00	Charles Bristow	2017-03-22 8:45 AM
	hotspot	Inactive	0	0	1 Selected Group	2017-03-15 14:55:00	2017-03-15 21:55:00	Charles Bristow	2017-03-15 3:00 PM
	hotspot	Inactive	0	1	Entire Site	2017-03-15 14:55:00	2017-03-15 21:55:00	Charles Bristow	2017-03-15 3:00 PM

1. This will take you to a list of all of the students who have submitted their assessments already. You need to be on the **Total Scores** page in order to select individual students and analyze their submissions.
2. Once you are on the **Total Scores** page, simply click on a student’s name to see their submission.
3. While viewing a student’s submission, you can give them feedback on each question and also give them a score for their answers to subjective questions.
4. When you finish, be sure to click “Update” at the bottom of the page so that your grades for that student are saved.

**NOTE:** Be sure that you know the feedback options that you have set in the Assessment setting. If you have Essay questions that require manual grading, students receive 0 points of credit for the questions until you grade them. Thus, if you have your Assessment Type set to give feedback upon submission, students will see a grade that is not accurate.

## Assignments

### Creating a New Assignment

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Click the **Add** tab. The Add new assignment screen will be displayed.
3. Referring to the table below, enter information about the assignment.

Field Name	Entry
Title	Enter a name for the assignment; required.
Assignment Instructions	Enter detailed instructions for completing the assignment. Use the icons and dropdown lists to format the text as necessary. Required.
Add honor pledge	To force students to sign an honor pledge before submitting work on this assignment, check this box.
Attachments	Add a file as an attachment to the assignment
<b>Availability</b> Open Date	Select the date and time the assignment is to be made available to students so they can work on it; required.
Due Date	Select the date and time at which the assignment is due; required.
Accept Until	Select the last date and time at which the system is to accept assignments from students; required. To continue accepting assignments after the due date, select a date and time later than the due date.
Hide due date from students	To hide the due date from students.
Add due date to Calendar	To post the due date on the course calendar, check this box.
Add an announcement about the open date to Announcements	To send an announcement to students on the assignment's open date, check this box.
Access	With this option, select "Group submission – One submission per group" to create a group assignment. Groups in the class must have been created prior to choosing this option. The access options also make it possible for displaying assignments to specific groups with the default setting being the entire site.
Student Submissions	Select an option to determine whether students must submit their assignments inline (that is, by typing text directly into a web page on the site) only, as attachments only, in both ways, non-electronically, or as a single uploaded file only; required. Selecting the non-electronic submissions option allows you to track grades online for all assignments, including those that students submit in class.

Field Name	Entry
Allow resubmission	Check the box, then use the dropdown list to determine the number of times students can resubmit an assignment; you can select 0-10 times or an unlimited number of times. <b>Note:</b> you may override this setting to allow more resubmissions when grading a student's submission. If you are allowing resubmissions, select the date and time after which resubmissions will no longer be accepted. By default, the entry here will be the Accept Until date.
Grade Scale	Select the grading system for the assignment; required.
For points, enter maximum possible	If you are grading by points, enter the maximum possible number of points this assignment can earn.
Grading	Select the option you want with regard to interaction with the Gradebook. If they are set up for categories, ReggieNet displays a dropdown menu, for optionally selecting the category to which you want to send the assignment. You
Anonymous grading	Students identities will be hidden during grading
Peer Assessment	Select this option if you'd like to have students assess each other's assignment. If you choose this option, the peer evaluation starts immediately after "Accept Until" date/time. You can enter detailed information on the duration of peer assessment, number of assessment, and additional instruction.
Group Submission – One submission per group	Selecting this option will direct the user back up to the Access section of the assignment settings.
Additional information	You can provide a model answer or private note

- To add one or more attachments to the assignment, click **Add Attachments**; then follow the instruction on the screen to add attachments.
- To add other items, including a model answer, a private note, and/or other supplemental information:
  - Click the **Add** link for the appropriate item in the Additional information section near the bottom of the screen. The system displays additional fields.
  - Provide the requested information.
  - Click **Save**.
  - Repeat for each additional item desired.
- To preview this assignment, click **Preview**. To preview a student's view of this assignment, click the arrow next to "Student View."
- Click **Post** or another appropriate choice.

### Changing an Assignment

- If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
- Find the assignment you want to change, and click the **Edit** link under its name. ReggieNet displays the Edit screen, which is essentially the same as the Add screen.
- Change entries as needed.

## Deleting an Assignment

**Warning:** If you delete an assignment that has student submissions, students will see the warning “Assignment has been deleted” under the assignment in their view of the home page. Since this is bound to confuse students and raise questions about grading, we recommend that you never delete an assignment that has student submissions. If you do not want to count an assignment in the course grades, click the **Edit** link under the assignment and uncheck **Add to gradebook** rather than deleting the assignment.

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Find the assignment you want to delete and check the **Remove** box for it. Scroll to the bottom and click Remove Selected.

**Note:** You can retrieve a deleted assignment (along with its submissions) by clicking on **Removed Assignments List** in the toolbar. Click the checkbox for the item you want to restore, and click “Restore Selected”.

## Viewing and Grading Submissions

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Locate the appropriate assignment. Click one of the following links.
  - If the assignment will be graded, ReggieNet displays the **Grade** link.
  - If the assignment will not be graded, ReggieNet displays the **View Submissions** link.
3. Find the name of the student whose work you want to grade and/or provide feedback for, and click the **Grade** link under the student’s name. ReggieNet displays the Grade screen for this student's work on the assignment.
4. Review the student's work. To review attachments submitted by the student, click the file name(s).
5. Enter feedback to the student in the **Instructor Comments** box. Use the icons and pulldown lists to format the text as needed. If students have submitted their work as inline text, you may also add comments directly into each student’s submission. If you put your comments in curly braces {}, students will see your feedback as red text within their submitted assignments.
6. To attach one or more files to your feedback, click **Add Attachments**.
7. If the assignment will be graded, enter a grade in the **Grade** box. You may enter a grade that is higher than the maximum (shown in parentheses) to provide a student with extra credit. If the assignment will not be graded, proceed to the next step. (ReggieNet will display “No Grade” instead of a grade field.)
8. To allow the student to make changes and resubmit the assignment, check **Allow Resubmission**. ReggieNet displays additional fields. Use them as follows:
  - Use the **Number of resubmissions allowed** pull-down list to specify the number of resubmissions you will accept from this student.
  - Use the **Accept Until** pull-down lists to specify the date and time for the student’s final submission.
9. **Note:** The number of resubmissions you specify when grading an assignment will override the resubmissions settings you selected when creating or editing the assignment.
10. To preview your work, click **Preview**.
11. If you have chosen not to preview your work, choose one of these options:

- To save your work without releasing the grade and/or feedback to the student, click **Save and Don't Release to Student**.
- To save your work and release the grade and/or feedback to the student, click **Save and Release to Student**.
- If you do not want to save your work, click **Cancel Changes**.
- To return to the Submissions for Assignment screen, click **Return to List**. ReggieNet automatically saves any changes you have made.
- To select the Grade screen for the previous or next student, click **Previous** or **Next**. ReggieNet automatically saves any changes you have made in the current Grade screen.

### Releasing All Grades at Once

When the Submissions screen is displayed for the assignment, click **Release Grades** near the top of the screen. ReggieNet releases all grades to the students.

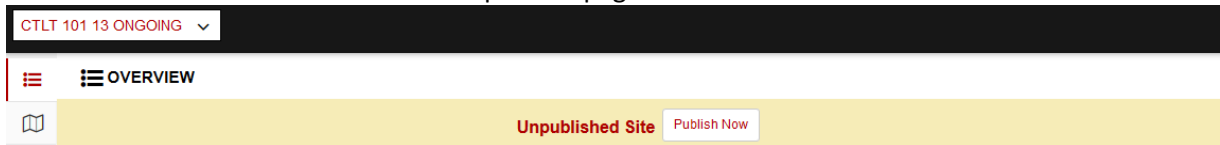
### Downloading All Assignments

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Find the assignment you want to work with and click the **Grade** link below its name. ReggieNet displays the Submissions for Assignment screen.
3. Click the **Download All** button to the upper right of the screen.

## Publishing Your Course

Your ReggieNet course site is not available to students until you publish it. When you're ready to have students access your course site, you can publish it as follows:

1. Click the "Publish Now" button at the top of the page.



or

1. **Site Info** tool.
2. Click the **Manage Access** tab.
3. Select **Publish site** for Site Status
4. Click **Update**.