

Instructor Tools



Fact sheet

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Build

Teach

Student View

The **Instructor Tools** area is part of the navigational structure in the **clickUP** system. It is on the left of the screen grouped together under its heading. It includes the utilities needed by a lecturer to work as a facilitator in an online classroom environment. Therefore the Instructor Tools are only visible on the **Teach** tab.

MANAGE COURSE

The **Manage Course** utility is a central place containing features that you use to customize a course.



The different functionalities of the **Manage Course** utility include:

- **Tools:** You can select which tools to use in your course. Select tools you require and click on Save.
- **Course Menu:** The course menu displays links to tools in the course. The General Settings area determines the location and appearance of the course menu.
- **Colors:** A course can be customized by choosing different text and background colours.
- **Course Content Icons:** Choose an icon set or change the icon style for individual links. Links can appear as icon and text, icon only, or text only.
- **Settings** determine which clickUP features are enabled and how the features are configured in the course.
- **Importing Content:** Use the **Import** tool to bring in content created in other clickUP courses or in specific software packages:
 - entire courses exported from WebCT Campus Edition (CE)
 - quizzes, surveys, questions, and content modules exported from CE
 - quizzes, surveys, self tests, questions, and learning modules exported from other clickUP courses.
- **Backup:** Course backups contain all the content that makes up your course. You can create new backups of the course and download the file to your computer.
- **Course Preview Page:** Create and set a Course Preview Page to present information about the course. This allows students or visitors to find out more about the course without being enrolled. The Course Preview Page can be a single page or a set of linked HTML files.

ASSESSMENT MANAGER

The **Assessment Manager** utility allows you to view and grade student submissions for quizzes, surveys and self-tests. You can also run reports to compare the performance of students.

See the **Assessment Fact Sheet** for more information.

ASSIGNMENT DROP-BOX

In the **Assignment Drop-Box** an instructor will manage students' assignments. See the **Assignment Fact Sheet** for more information.

GRADE BOOK

An instructor will use the **Grade book** to give students marks for activities. See the **Grade Book Fact Sheet** for more information.



REMEMBER

Roles:

Work on the Teach Tab when you need to complete instructor activities such as reviewing work, giving marks etc.

Course Menu:

Use the **Visibility to Students** area to hide or reveal links for students.

Course Preview Page:

Do not use this function since the University's login setup is through SOS/LOL and it will not be accessible to students.

The **Grade book** is integrated with assessments and assignments.

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GROUP MANAGER

In the **Group Manager** utility, you can:

- add and remove group members;
- create discussion topics for groups, in which group members can read and post messages;
- create chat or whiteboard rooms for groups, in which group members can communicate in real time;
- send mail messages to all members of one or more groups;
- edit group settings, such as group name and description;
- edit sign-up sheet settings, such as sign-up sheet title, instructions, and location;
- delete groups.

TRACKING

You can get statistics from the Tracking section. There are general Reports you can generate. If you have to draw statistics on a regular basis, or if you require customised reports, contact TLEI so that we can support you.

Steps to follow:

- From the **Tracking** screen, under **Select a Report Type**, locate and select the report type you want to run.
- Select a Date Range for the Report (larger date ranges will take longer to compile)

NOTES

The **Notes** utility provides the function for an instructor to create general notes to use as a reminder or study aid. General notes are **private** and **cannot** be viewed by other members of the course.

Steps to follow:

- From the **Notebook** pop-up window, click **Add General Note**.

SELECTIVE RELEASE

In the **Selective Release** utility an instructor can control whether items are **visible** or hidden to students.

- When you hide an item, all instances of the item in the course are hidden; when you show an item, all instances of the item in the course are shown.
- Click on **Selective Release** under the Instructor Tools area.
- On the **Course Content** tab - click on the **Set Release Criteria** button next to the item you wish to manage the selective release of.
 - For example: the **Add Grade Book criteria** button allows you to release an item to students based on information in the Grade Book.
- Click on the **Save** button!
- By clicking on the **Members** tab in the Selective Release utility, selective release criteria can be viewed for individual students. Note you cannot change the criteria on this tab.
- Selective Release can also be done per item by using the action menu.

* Indicates a required field you **MUST** complete.

Tracking:

Running reports will make the server slower for everyone. Please only run reports when really necessary!

Notes:

Remember that General notes are private and cannot be viewed by other instructors, students or teaching assistants in the course.

Selective Release:

Hidden items will stay hidden even after you set additional release criteria or the release date has been satisfied. You must click on the **Show Item** button to make it visible to students.

Remember to consult the Frequently Asked Questions on the clickUP help website!

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