carmen Quick Reference

Upload Course Files

Upload a Single File (to be shared through another tool)

1. Go to Content → Manage Files.
2. Click the Upload icon in the top right hand corner. A box will pop up.
3. Click Browse to find the file you would like to upload, and click Upload.

Upload Multiple Files at once (to be shared through another tool)

1. On your computer, select all the files/folders you want to upload.
2. Use your computer's file compression (ZIP) program to combine the files.
3. Upload the zipped file (see directions above) to the desired folder.
4. In the Manage Files area, find the .zip file you just uploaded.
5. Click on the zip icon to the right of the filename, and say okay to the dialog box that pops up. Your files will be unzipped in the current directory.

Content Links

Create a module (modules = grouping of content links)

1. Go to Content.
2. Choose the New Module icon.
3. Enter a module title. Click Save. Return to Manage Content.

Create a content topic from an existing Course File

1. Go to Content.
2. Choose the New Topic icon next to the appropriate module.
3. Choose Course File as your topic type.
4. Enter a topic title for your content.
5. Browse for the Course File you previously uploaded. Click the radio button.
6. Click Save, bottom right. Return to Manage Content.

Create a content topic by producing a new file online

1. Go to Content.
2. Choose the New Topic icon next to the appropriate module.
3. Choose Create New File as your topic type.
4. Enter a topic title for your content.
5. Use the online HTML editor to add/edit your content.
6. Click Save, bottom right. Return to Manage Content.

Create a content topic by linking to part of your course or to a URL

1. Go to Content.
2. Choose the New Topic icon next to the appropriate module.
3. Choose QuickLink as your topic type.
4. Enter a topic title for your content.
5. Click on the QuickLink icon and choose your category and item or choose URL Link and type in the web address.
6. Click Save, bottom right. Return to Manage Content.

Re-order content topics and modules

1. Go to Content. Click Re-Order
2. Specify desired sort order for all modules or within a module. Click Save.
3. To move an item out of a Module, check the box next to the item. Click the Move icon. Choose the desired Module and click Move.

Delete multiple content topics

1. Go to Content.
2. Check the box next to the items you would like to delete.
3. Click on the Trashcan icon at the top of the Table of Contents. Choose whether to just delete the content links or also the files themselves.

Hide (or unhide) a content topic or module

1. Go to Content.
2. Choose the Edit Icon next to the topic or module you want to change.
3. Choose the Restrictions tab. Change the checkbox next to Hide.
4. Click the Save button, bottom right.

Give other users access to your course

1. Go to Classlist → Add Participants. Click "Add an existing user."
2. Enter the lastname.# of the person you would like to add, and click Search.
3. Find the name of the user, check the box to the left of their name.
4. Use the pulldown menus to choose desired Role and Section. Click Enroll.
5. If you are adding Teaching Assistants, note the different access rights:
   - *TA-Content&Grades* - Can modify course structure and content and enter grade data, but cannot perform some Grades functions or add participants.
   - *TA-Grades* - Can enter grade data for one or more sections, but cannot make any changes to course content, grade structure, or classlist.

Contact carmen@osu.edu to change a role for a person who was enrolled via Registrar data or if a person you added is unenrolled.

Gradebook

Setup your Gradebook

1. Go to Grades → Grade Schemes. Set desired scheme as course default by clicking the checkmark icon to the right of the name.
   - OSU Standard Scheme will show a letter grade (A,A-,B+,B, etc.)
   - Set up your own Grade Scheme for Pass/Fail, a curved grade, etc.
2. Continue to → Grades Settings → Calculation Options. Make desired selections and click Save.
3. Continue to → Display Options (both Org Unit (i.e. Course) and Personal). Choose desired options for the course (other instructional staff and students) and for your personal display. Click Save.

Create a new grade category (tests, quizzes, etc.) (Optional)

1. Go to Grades → Manage Grades → New Category.
2. Name the category, set desired properties, and save.

Create a new grade item (quiz1, quiz2, quiz3, etc.)

1. Go to Grades → Manage Grades → New Item.
2. Name the item. Choose a category, if desired. Click Save.
3. Set the number of points/weight and other desired properties. Save.

Drop the lowest or highest grade(s) in a category

1. Go to Grades → Manage Grades → New Category OR click the name of an existing category.
2. Check the box next to Distribute Points evenly.
3. Set number of points per item in the category.
4. Enter the Number of lowest or highest non-bonus grade values to drop.

Create a bonus item or allow extra credit on an item

1. Go to Grades → Manage Grades → New Item OR click the name of an existing item.
2. Under Grading, check the box next to Bonus to make this item a bonus item.
3. Under Grading, check the box next to Can Exceed to allow extra credit on this item.

To edit Categories or Grade Items

1. Go to Grades → Manage Grades.
2. To edit a single category or item, click on the link with item or category name.
3. To edit multiple items, click checkbox next to items and click the pencil icon. *This is particularly useful for renaming items, changing point values, or categorizing grade items. However, not all options are shown in this view.*

Re-Order Gradebook items

1. Go to Grades → Manage Grades → Re-Order.
2. Choose an item. Use the up and down arrows to change its position.

Enter Grade Data

1. Go to Grades → Enter Grades → User List.
2. Click the ruler icon at the top of each column to enter grades.
3. Enter data in the boxes provided. Click Comment to add individual comments to students. Click Save.

Sort Gradebook by Sections or Groups

1. Go to Grades → Enter Grades → User List.
2. Use the pulldown menu View By to select Users, Groups, or Sections.

See Student View of Grades

1. Go to Grades. → Enter Grades → User List.
2. Click the name of a student. Click Preview (top left of menu).

Calculate Final Grades and Submit to the Registrar

1. Go to Grades. → Enter Grades → User List.
2. Click the ruler icon for Final Grades.
3. Click Recalculate All and follow prompts.
4. Click Transfer All. Click Save. Be sure you have letter grades under Adjusted Final Grade / Scheme
5. Click Save (far right of screen) to save all results.
6. Return to User List
7. Click on Export Grades to Registrar. Follow prompts.

Discussions

Create a new discussion

1. Go to Discussions → New Forum.
2. Set the forum title and any desired options.
3. Click Save or Save and Add Topic, bottom right.
4. Set the topic title and any desired options. Click Save.

See next item to create discussions that are restricted to course groups.

Groups

Create groups / assign members to groups / create group workspaces

1. Click on Groups in NavBar or go to Edit Course → Groups.
2. Click New Category and provide a descriptive name.
3. Select an Enrollment Type. Choose # of groups or # of members / group; choose method to assign members to group.
4. For Enrollment Quantity, enter # of groups you want or # of members / group.
5. Select Advanced Properties. Options vary depending on Enrollment Type.
6. Choose Additional Options, if desired. You will follow prompts to set up private discussion groups, group lockers, and group dropboxes.
7. Click Create button and follow prompts as needed.

Modify group properties / create group workspaces

1. Click on Groups in NavBar or Edit Course → Groups. Choose Category from pulldown menu
   - Click on name of category or group. Edit category or group name, some advanced properties, or create group workspaces and discussion areas.
   - Click on to view and change group assignments.

Directing students to self-enroll in Groups

1. Have students go to Groups from the NavBar. They will see instructions and links for groups they are eligible to join.

Email

Email your entire class

1. Be sure Address Book is set to Show (click Edit Course > Course Offering Information to verify).
2. Click on Email in your course navigation bar.
3. Click on Address Book. Your course is listed in the Filter by: pulldown menu
4. Check the box at the top of the list to select all students and staff in your course.
5. Click on the BCC link. Click Add Recipients button.
6. Type your message.
7. At the bottom of the window, browse to find any attachments. Click Attach File.
8. Click Send. A copy of your message will be sent to your e-mail address.

Email groups of students (as defined in Manage Groups above)

1. Be sure Address Book is set to Show (as above).
2. Click on Email in your course navigation bars.
3. Click on Address Book.
4. Use the Filter by pulldown menu to select the appropriate predefined group.
5. Check the box at the top of the list to select all students and staff in the group.
6. Click on the BCC link. Click Add Recipients.
7. Type your message.
8. At the bottom of the window, browse to find any attachments. Click Attach File.
9. Click Send. A copy of your message will be sent to your e-mail address.

Dropboxes

Create a dropbox

1. Go to Dropbox. Click the New Folder button.
2. Set the Dropbox name. Add Dropbox Category, if desired.
3. Link to an item in the Gradebook using the pulldown menu, if desired.
4. Click Restrictions tab to limit when students can submit assignments (begin and/or end date).
5. If restrictions are set, you can also check Add Event to Schedule, and the start and end dates will be added to the events widget on the course homepage.

Download all new files in a Dropbox

1. Go to Dropbox. Click the name of the folder.
2. In the Submissions pulldown menu, choose Users with Submissions. Click Search button to limit list. Click Clear Search link to see all names.
3. Check the box next to all unread items (marked by closed envelope icon).
4. Click the Download button. Save the .zip file to your desktop.

Email all Students who have not submitted their Dropbox item

1. Go to Dropbox. Click the name of the folder
2. On the top of the page, click Email Unsubmitted Users

Enter Grades & Feedback for Dropbox items

1. Go to Dropbox. Click the name of the folder.
2. Locate the student's name in the list. Click Leave Feedback.
   In the Feedback pulldown menu, choose Show Without Feedback and click Search button. This will show you all ungraded items.
3. Enter Dropbox feedback. Enter the Point Grade and Gradebook comments, if available. Click Submit.
4. You may also upload attachments by browsing and adding the file.

Help Contacts for Carmen

8-HELP (688-4357)
carmen@osu.edu
Carmen Information Pages: http://telr.osu.edu/carmen/
TELR Workshops: http://telr.osu.edu/workshops/

Quizzes

Create a new Quiz Question

Question options differ based on the question type.

1. Go to Quizzes → Question Library.
2. In the Create New dropdown box, select the type of question, and click Go.
3. Enter your question in the Question Text box.
4. For Image, upload any illustrations that go with the question.
5. Enter your possible answer choices. Use the plus button to add space for additional answer choices. Use the Remove button to delete unneeded options.
6. Set the Weight of the correct answer to 100% (the answer is 100% right), check the box to indicate which answer is correct, and/or select whether all possible answers should be equally weighted, All or nothing, or Right minus wrong.
7. Click Preview to view your question; Save to save your answer; or Save & Copy or Save & New to save this question and create another.

Create a New Quiz

1. Go to Quizzes → New Quiz.
2. Name the Quiz.
3. Link to an item in the Gradebook using the pulldown menu, if desired. Check Auto Export to Grades for this to be done automatically.
4. Check Allow attempt to be seen immediately, for the students to see results when they submit their quiz.
5. Choose Optional Advanced Properties, as desired. Click Save Quiz. Use the tabs to set other properties as desired.

Edit a Quiz

1. Go to Quizzes. Click on the Quiz Name.
2. Click on the appropriate tab to edit desired properties.

Set Timed Length & Date Restrictions

1. Go to Quizzes → Click on the Quiz Name and go to the Restrictions tab.
2. Set Start Date and End Date.
3. Set Time Limit, in minutes, to complete the quiz, and Grace Period.

Add Existing Questions to a Quiz

1. Go to Quizzes. → Click on the Quiz Name and go to the Layout/Questions tab.
2. Click on the Add/Edit Questions button.
3. Click on Import. Choose Source Collection → Question Library; Source Section - Folder within the Question Library where items are stored. Your items from that folder will be loaded.
4. Check the box next to the folder OR specific questions.
5. Click Save.

Add a Random Section

1. Go to Quizzes. → Click on the Quiz Name and go to the Layout/Questions tab.
2. From the Create New dropdown, choose Random Section. Click Go.
3. Name the Section and enter additional details. Click Save.
4. Click on the name for the random section. Add existing questions from the Question Library, as described above.
5. Enter the number of questions to use for quiz and their point value. Click Save.

Edit Point Values for Questions on a Quiz

1. Go to Quizzes. → Click on the Quiz Name and go to the Layout/Questions tab.
2. Click Edit Values. Enter new point values in the Points column next to each question. Click Save.
   You can also designate specified questions as bonus items in this area by checking the appropriate box.

View a Student's Answers to a Quiz, & Provide Feedback

1. Go to Quizzes. Click on the Grade tool next to the quiz name.
2. Make sure that the pulldown menu for Restrict To is set to Attempts that have been Completed. Click Search.
3. Find the student's name, and click on the link that identifies the attempt you want to view.
4. Scroll down to view student answers and to edit scores. You can also provide feedback for the entire quiz by using Attempt Comments, or for each section or question by using Add Feedback. Click Re-Calculate and then Save.

Reset a Quiz to allow a second attempt

1. Go to Quizzes.. Click on the Grade tool next to the quiz name.
2. Click Display Options link. Check the box next to Allow Reset. Click Save.
3. Check the box next to the attempt to be deleted. Click the trash icon at top of the list.

Edit Navigation Bars

Add or remove tools from the Navigation Bars

1. Click on Edit Course and then click on NavBars.
2. Click on the tab identifying where you want to place the tool name. We recommend Bottom Left and Top Left.
3. Select the tool from the Inactive Links box. Click the > button to move the tool to the Current Active Links box.
4. Click Save.