

AUGUST, 2019

ACU-OER Course Learners' Guide

Manual for using **ACU-OER LMS**



ACU
PROJECT

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Chapter 1.

Welcome to ACU-OER

1. Welcome to ACU-OER

1.1 Overview of ACU-OER

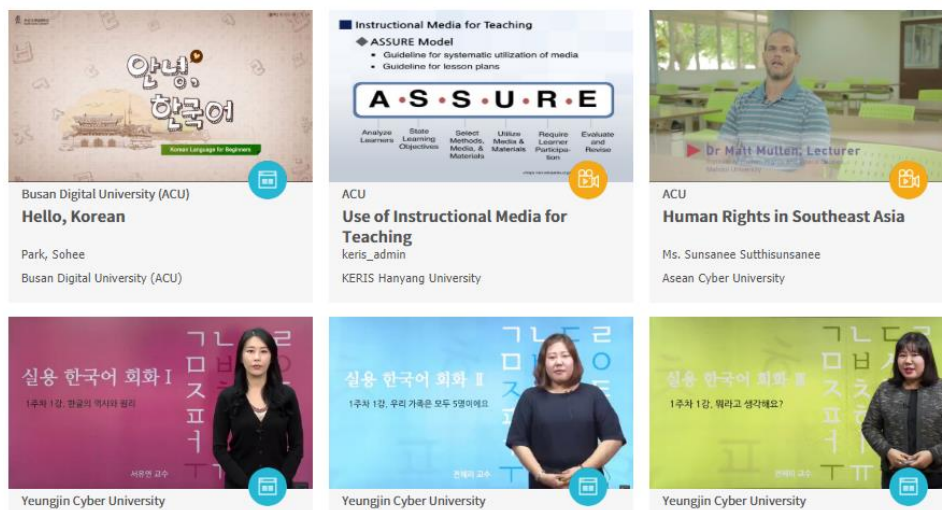
Welcome to **ACU-OER**!

ACU-OER constructed by ACU Secretariat and this service is one of the ACU Project activities.

ACU Project has purpose enhance e-Learning capacity of ASEAN and ROK in higher education.

We, ACU-OER, offer divers Korean domestic universities e-Learning content with Korean Open CourseWare(KOCW) and ASEAN countries' e-Learning content.

This page is the main page of the ACU-OER.



1. Welcome to ACU-OER

1.1 Overview of ACU-OER



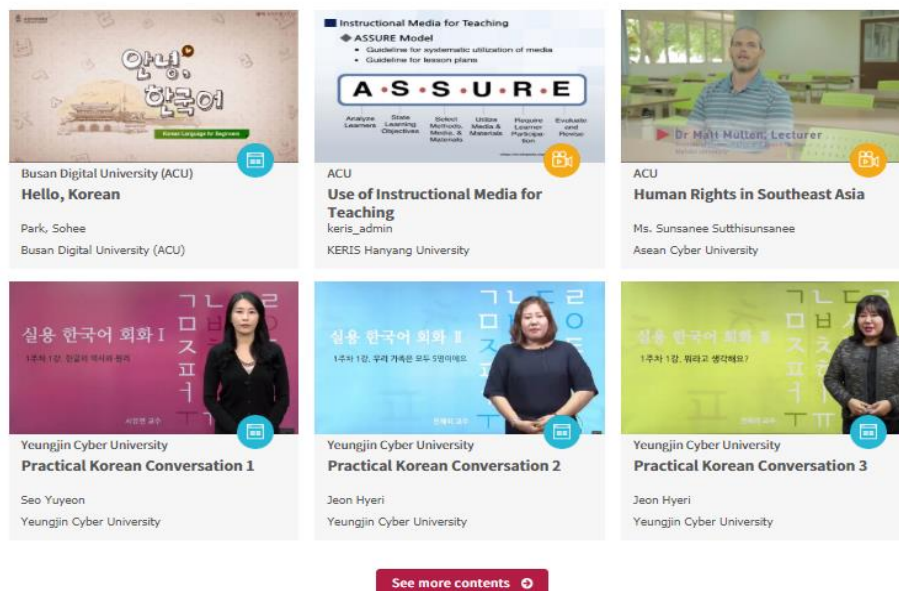
You can use diverse **menu**, by clicking menu button on top of the screen.

- ① **Content:** you can see the content by subject or institute or content type.
- ② **My Lectures:** this is the dashboard that you can see your history of learning or enrolled courses.
- ③ **Partners:** you can see all institute that participated in ACU-OER.
- ④ **About:** you can see information about ACU-OER and ACU-Project.
- ⑤ **Login:** you can login with your social ID(google or facebook)
- ⑥ **Searching Bar:** can search content or course by keyword.

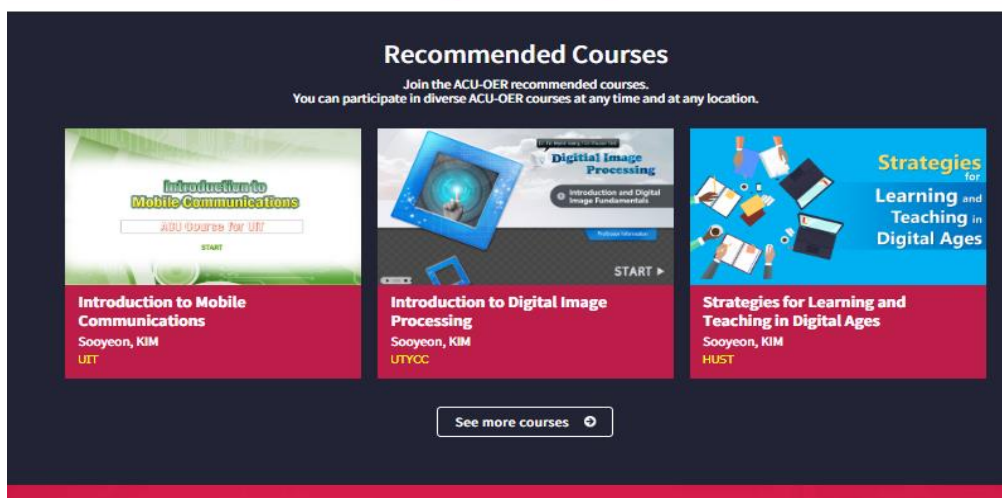
1. Welcome to ACU-OER

1.1 Overview of ACU-OER

⑦



⑧

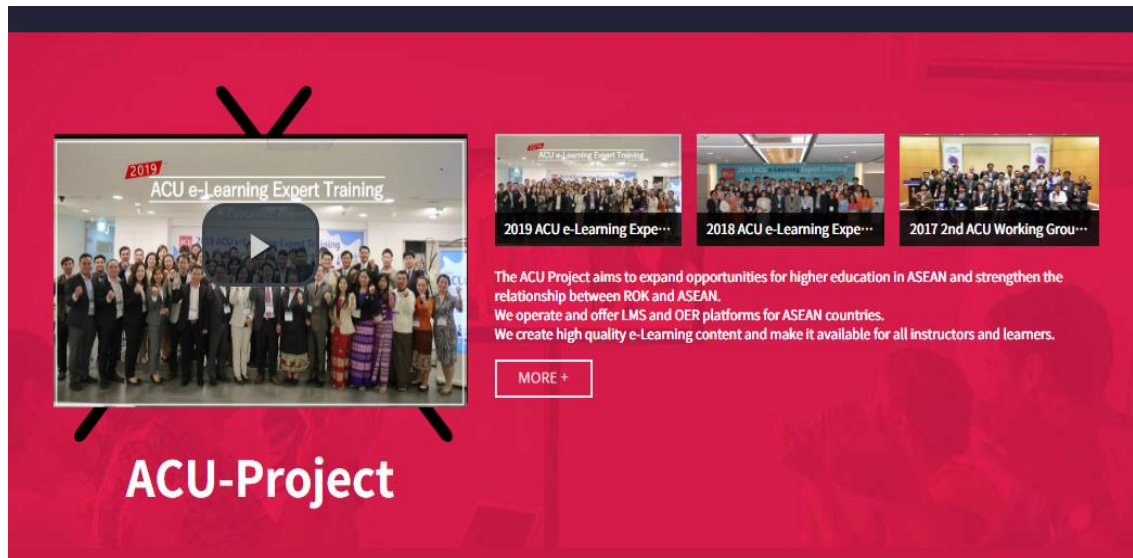


- ⑦ **Recommended Contents:** There are six contents that ACU recommend you. If you want to see more content, you can click the **See more contents** button. You can learn content without login.
- ⑧ **Recommended Courses:** There are three courses that ACU recommend you. If you want to learn the course, you have to login with your social ID. As same as recommended content you can see more courses by clicking **See more courses** button.

1. Welcome to ACU-OER

1.1 Overview of ACU-OER

⑨



- ⑨ **Videos of main activities of ACU project:** You can watch the video about ACU project main activities with ASEAN member universities.

1.2 Browser Support

: ACU-OER LMS runs on the following browsers.

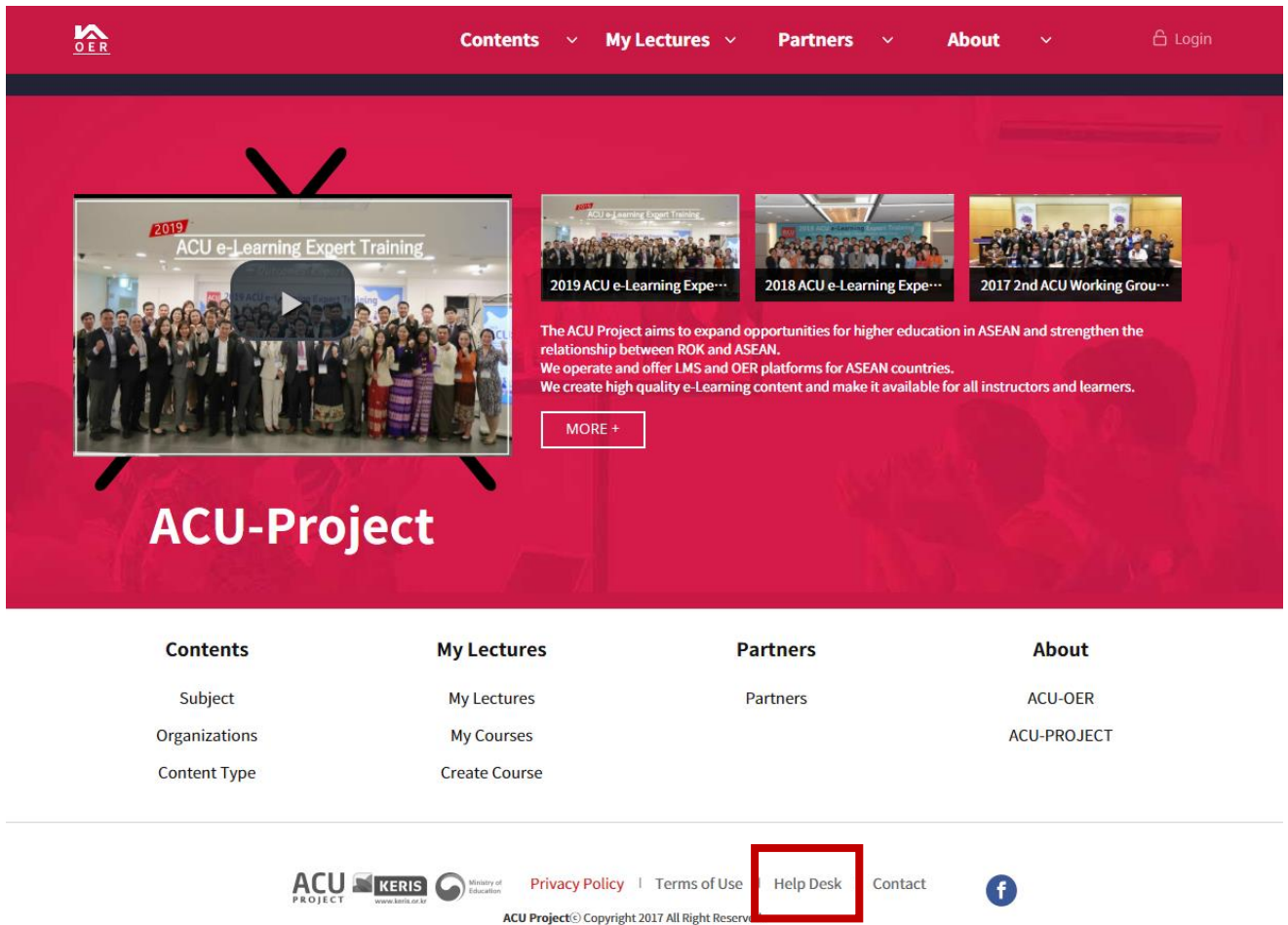
- Chrome
- Safari
- Firefox
- Microsoft Edge and Microsoft Internet Explorer 11

1. Welcome to ACU-OER

1.3 If you have questions as you take a course

1.3.1 Help desk for technical support

- When you face technical problem for using ACU-OER LMS, you can request help via Help Desk
- Help Desk is bottom of the ACU-OER main page.



The screenshot shows the ACU-OER main page. At the top, there is a navigation bar with links: Contents, My Lectures, Partners, About, and a Login button. Below the navigation bar is a large banner for the ACU-Project. The banner features a video player on the left showing a group of people at an ACU e-Learning Expert Training session. To the right of the video player are three smaller images showing groups of people at various ACU events. Below these images is a text block stating: "The ACU Project aims to expand opportunities for higher education in ASEAN and strengthen the relationship between ROK and ASEAN. We operate and offer LMS and OER platforms for ASEAN countries. We create high quality e-Learning content and make it available for all instructors and learners." Below this text is a "MORE +" button. At the bottom of the banner, there is a table with four columns: Contents, My Lectures, Partners, and About. The Contents column lists Subject, Organizations, and Content Type. The My Lectures column lists My Lectures, My Courses, and Create Course. The Partners column lists Partners. The About column lists ACU-OER and ACU-PROJECT. At the very bottom of the page, there is a footer with logos for ACU PROJECT, KERIS, and the Ministry of Education, along with links for Privacy Policy, Terms of Use, Help Desk (highlighted with a red box), and Contact. A Facebook icon is also present.

ACU-Project

Contents	My Lectures	Partners	About
Subject	My Lectures	Partners	ACU-OER
Organizations	My Courses		ACU-PROJECT
Content Type	Create Course		

ACU PROJECT | KERIS | Ministry of Education | Privacy Policy | Terms of Use | **Help Desk** | Contact

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1. Welcome to ACU-OER

1.3 If you have questions as you take a course

1.3.2 Using Q&A board for learning content

- When you have questions regarding your learning, please contact **professor** or **T.A** of the course that you learn.
- You can find **contact address** on the **course information page**.
- Or you can use **bulletin board** of your course.


ACU_Secretariat: ACU-02
The test course for SI company

Discover New


김수연

The test course for SI company
ACU_Secretariat

Enroll in ACU-02

Introduction

[View About Page in studio](#)


The course is an introduction to the basic social, legal, and political issues, of Human Rights in Southeast Asia. It examines the definition of Human Rights in major international treaties, and how they are promoted and protected. The course examines the rights of groups such as women, children, persons with disabilities and migrant workers, refugee, and stateless person, indigenous and minority groups, and how human rights relate to the environment, business, and development.

i Course Number

ACU-02

Professor Information


Gil-Dong Hong

Fusionsoft

Computer Engineer

Hello, Let me introduce myself...

fusionsoft@fusionsoft.co.kr

T.A. Information


Na-Ra Jang

Fusionsoft

Computer Engineer

Hello, Let me introduce myself...

fusionsoft@fusionsoft.co.kr



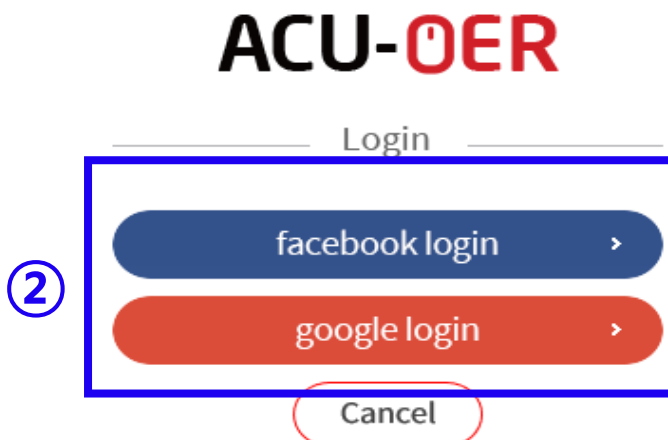
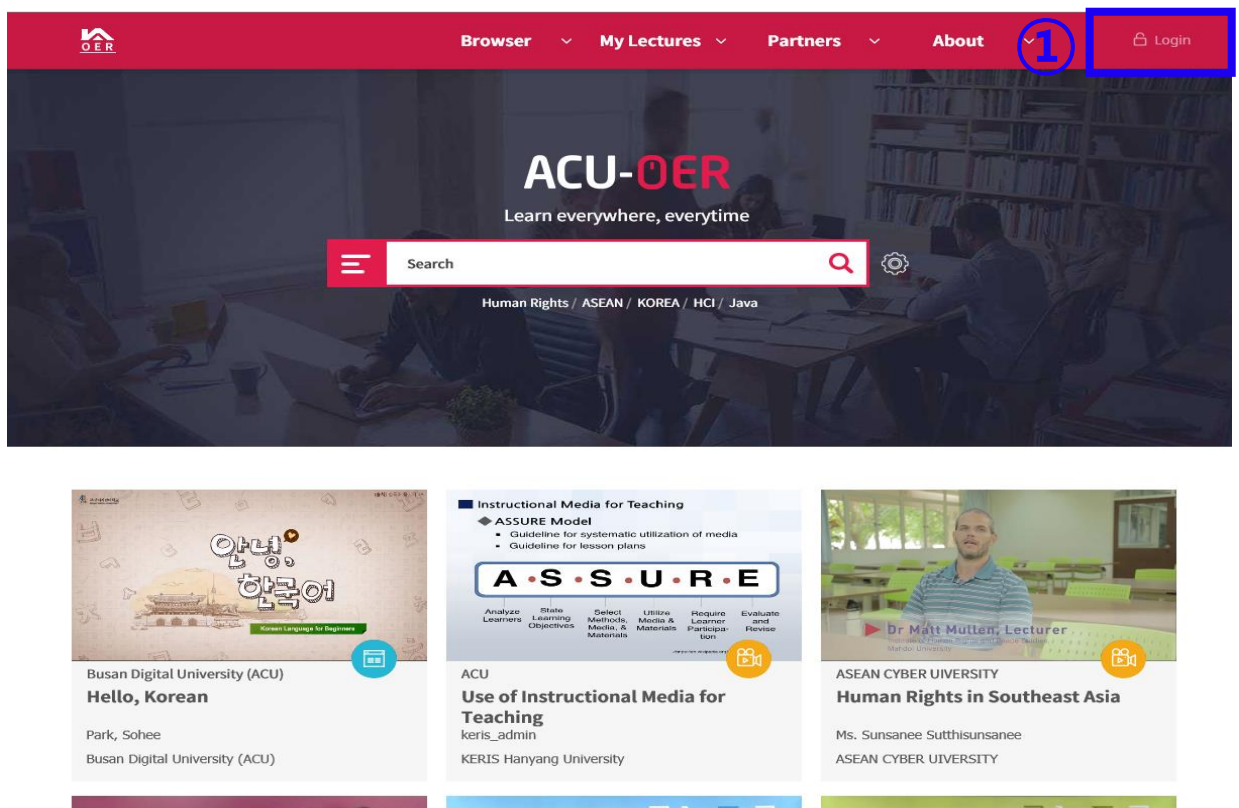
Chapter 2.

Creating ID

2. Creating ID

2.1 Sign Up

- ① <http://www.aseanoer.net>
- ② Click **login** button on top right. (**facebook** or **google**)
- ③ Then, you access can ACU-OER learning content and course.



2. Creating ID

2.2 Membership Structure of ACU-OER

Common User

All users without any login information.

Right

- Use the ACU-OER content.

Social Member

Login with **social account** (Google, Facebook), and anyone can become social members.

Right

- Use the ACU-OER content.
- Can **participate in course** as a **learner**.

Registered Member

Certify basic personal information, and anyone can become registered member.

Right

- Use the ACU-OER content.
- Can participate in course as a learner.
- Can be a **course creator** as a **teacher**.

※ Users without secretariat's approval cannot create courses even if the members are certified.



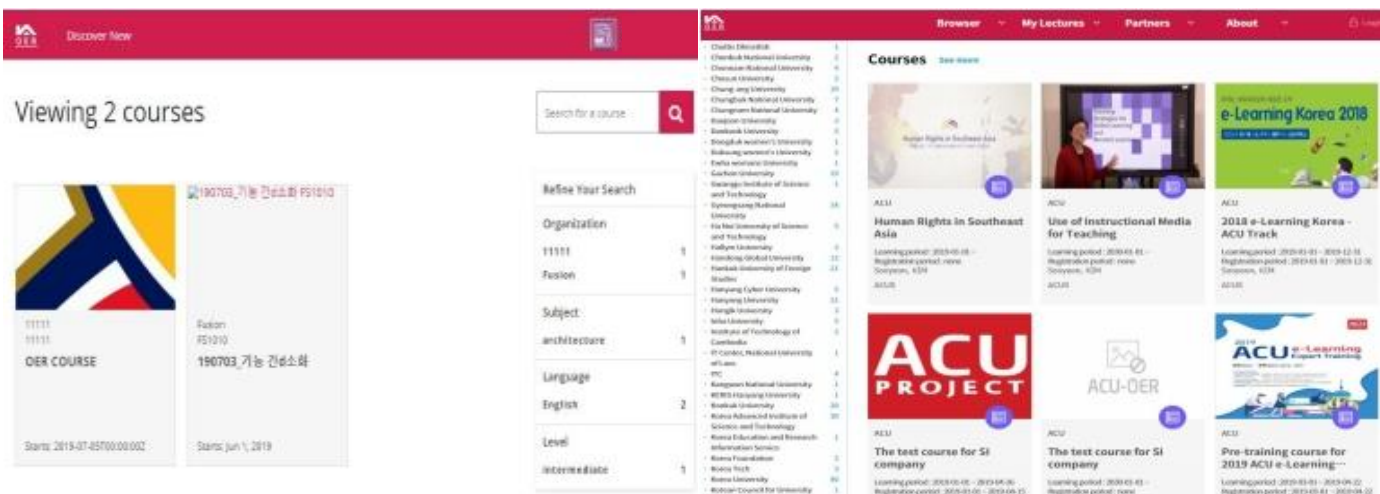
Chapter 3.

Searching course/content

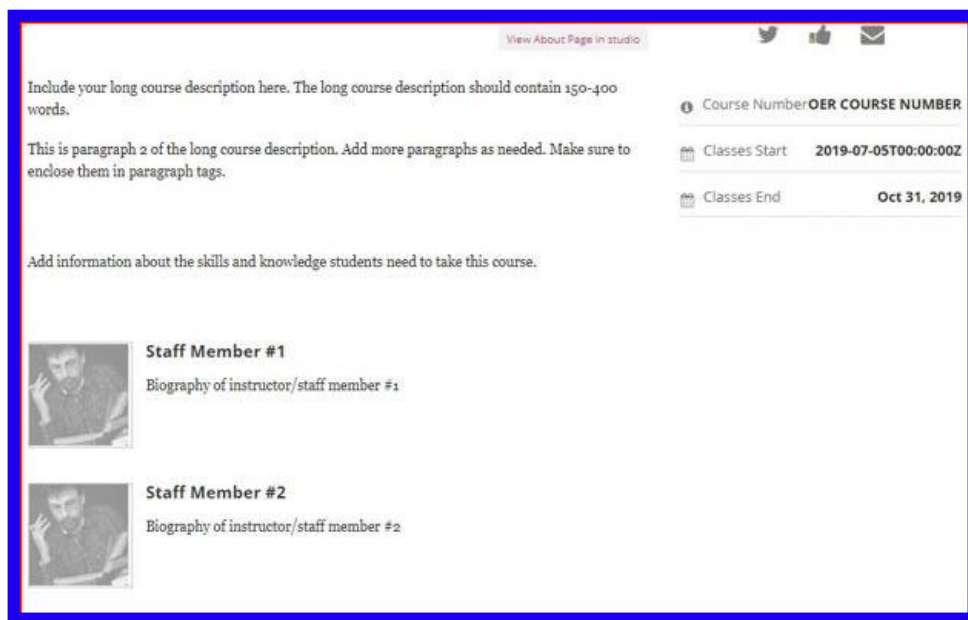
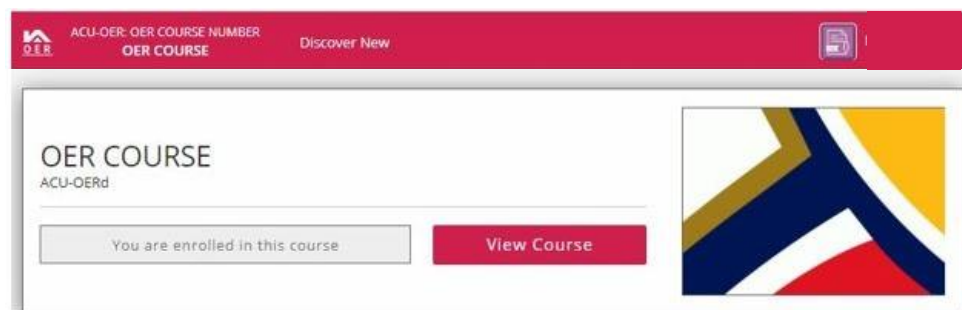
3. Searching Course/Content

3.1 Course Information

- ① Go to **Discover new page in OER LMS** or go to **Course view in ACU-OER**
- ② Click any course.



- ③ Then, you can see **course information** in about page.



3. Searching Course/Content

3.2 Overview of Searching

You can **search** much of the content of your courses, including the **course title**, **information**, **keyword**, **lecturer information** and **organization** that developed and offered course.

When the **search** engine returns **results**, either for an **individual course** or **across all courses**, you can select any search result to view that result inside the course.

The search engine returns not only exact matches for search terms, but also matches that contain the search term.

These matches must contain the entire search term.

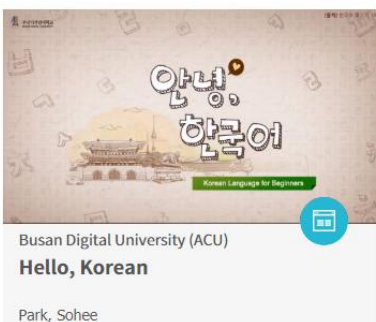
For example, a search for “grade” returns result for “grades” and “graded”, but a search for “graded” would not return “grade” or “grades”.

Note: You can search for most content that you see on the course page. However, course exercises and problems, including homework and exam problems, are not currently searchable.

3. Searching Course/Content

3.3 Search a Single Course

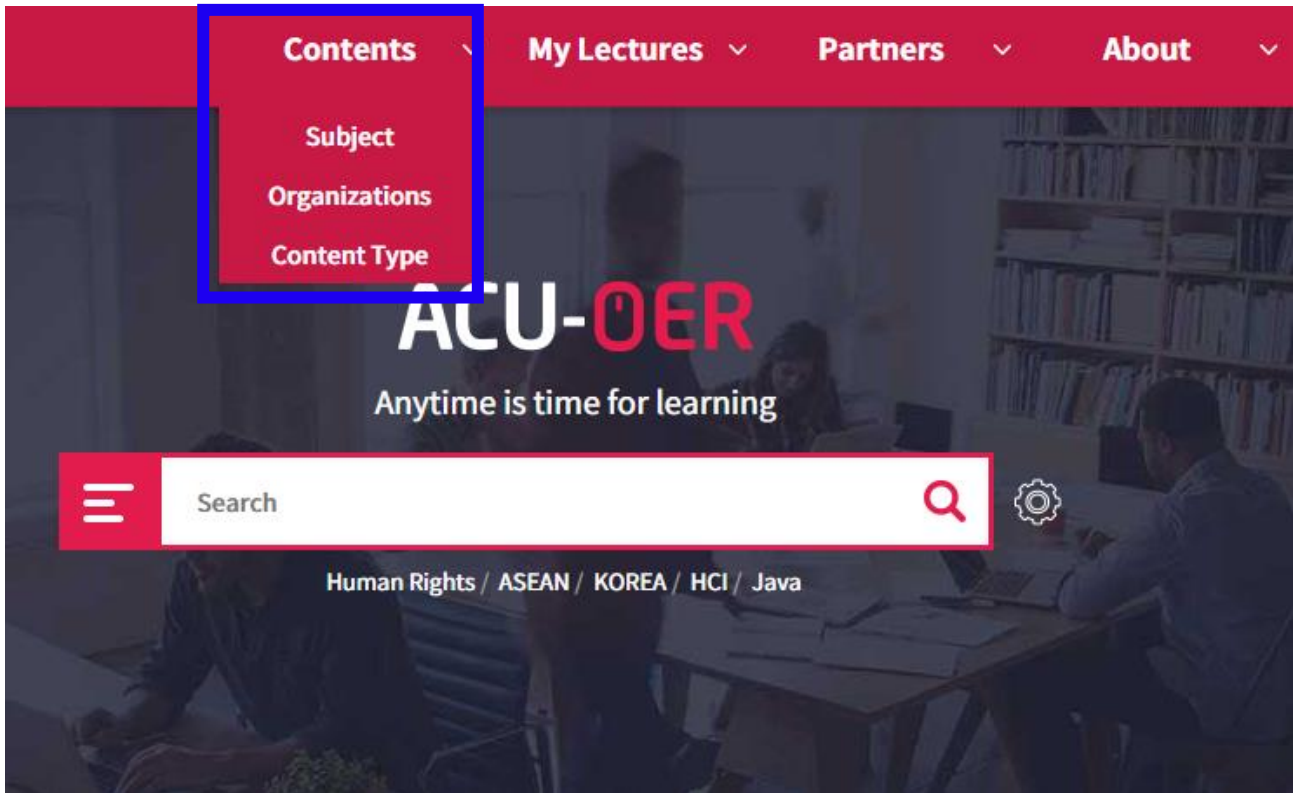
To search for a term in a single course, go to the Main page, enter your search term in the Search field in the upper left corner of the page, and then press Enter. Your search term can contain more than one word. After you press Enter, your search results appear.



3. Searching Course/Content

3.4 Browsing Contents

To browse ACU-OER content, you can choose category via menu.





Chapter 4.

Enrolling in a Course

4. Enrolling in a course

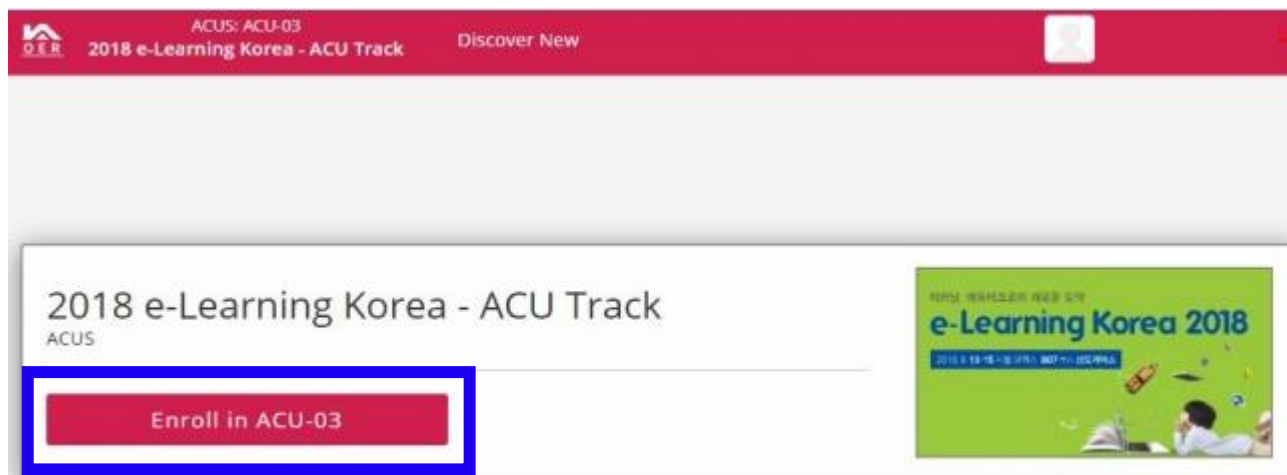
4.1 Enroll in a Course

To start taking a online course, you enroll in that course. After you enroll, you have to access to the course content.

To enroll in a course, follow these steps.

- ① In the course catalog on the main website, select the course that you want to take.
- ② On the **About** page for the course, select **Enroll** in Course Code. If the course offers different enrollment options, select an option.

If you are using a web browser, your dashboard opens to the Course page, with the new course added to the list of course you are enrolled in.



4. Enrolling in a course

4.2 Accessing Your Courses from the Dashboard

As soon as you enroll in an course, it is added to the list of courses on the **Courses** page of your dashboard.

You can start working in the course if the course start date has passed.

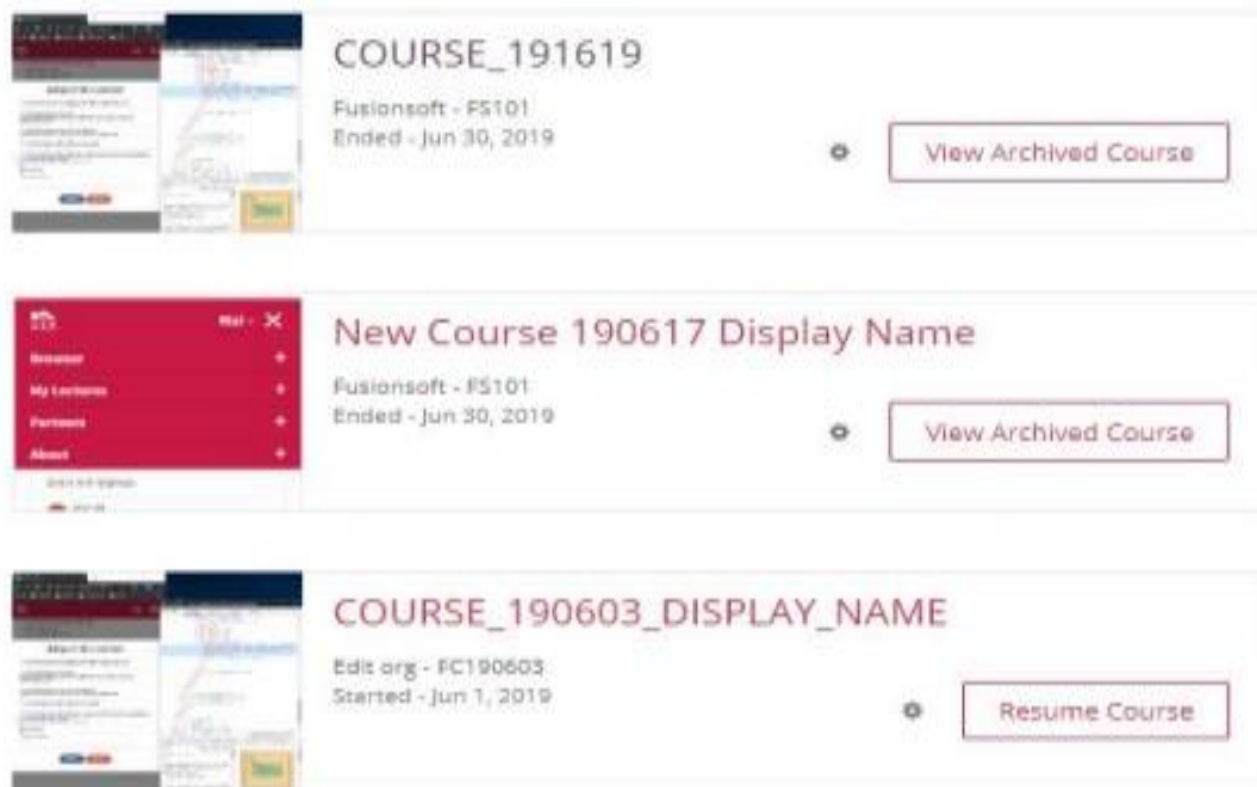
To open the course, locate the course listing on your dashboard and select **View Course**.

Your dashboard lists all of the courses, that you are enrolled in.

When you create an account or enroll in a course, you automatically go to your dashboard.

You can also access your dashboard by selecting your user name in the menu.

My Courses



The screenshot displays the 'My Courses' section of a dashboard. It contains three course listings, each with a thumbnail image on the left and course details on the right. The first listing is for 'COURSE_191619' by 'Fusionsoft - FS101', which ended on 'Jun 30, 2019', and has a 'View Archived Course' button. The second listing is for 'New Course 190617 Display Name' by 'Fusionsoft - FS101', also ending on 'Jun 30, 2019', with a 'View Archived Course' button. The third listing is for 'COURSE_190603_DISPLAY_NAME' by 'Edit org - FC190603', which started on 'Jun 1, 2019', and has a 'Resume Course' button. Each listing also includes a small gear icon for settings.

Course ID	Course Name	Provider	Status/Date	Action
COURSE_191619	COURSE_191619	Fusionsoft - FS101	Ended - Jun 30, 2019	View Archived Course
New Course 190617 Display Name	New Course 190617 Display Name	Fusionsoft - FS101	Ended - Jun 30, 2019	View Archived Course
COURSE_190603_DISPLAY_NAME	COURSE_190603_DISPLAY_NAME	Edit org - FC190603	Started - Jun 1, 2019	Resume Course

4. Enrolling in a course

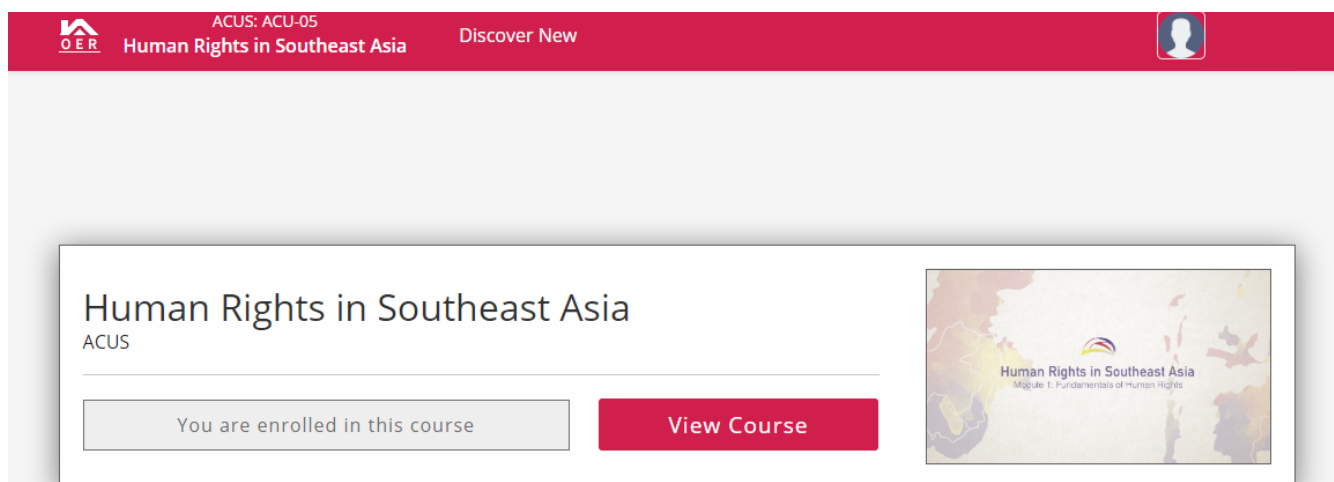
4.3 Find a Course Start Date

You can **enroll** in a course **before the start date**.

You **cannot access** course **materials before the start date**.

Note: If you want to start the course as soon as possible, you can find the start date for a course, and then set a calendar reminder for that date. Some courses also publish a start time.

After you enroll in a course, the course is visible on your **dashboard**. The course **start date** is located below the course title.



Course Description

The course is an introduction to the basic social, legal, and political issues, of Human Rights in Southeast Asia. It examines the definition of Human Rights in major international treaties, and how they are promoted and protected. The course examines the rights of groups such as women, children, persons with disabilities and migrant workers, refugee, and stateless person, indigenous and minority groups, and how human rights relate to the environment, business, and development.

[View About Page in studio](#)



Course Number **ACU-05**

Classes Start **Jan 1, 2019**



Chapter 5.

Taking Course of ACU-OER

5. Taking Course of ACU-OER

5.1 Prerequisite

5.1.1 Overview of Prerequisites

Some courses require that you have a particular set of **skills or knowledge before you begin the course**. Many courses include information about these general requirements on their **About pages**.

In addition to requiring general skills and knowledge, some courses require learners to pass a specific prerequisite course or pass an entrance exam.

5.1.2 Prerequisite Course

When a course has a prerequisite course, you can see information about the prerequisite course on the **About page** for the course that you want to take.

The screenshot displays the course page for 'The test course for SI company' (ACUS: ACU-02). The page header includes the OER logo, course title, and a 'Discover New' button. The main content area shows the course title, a 'You are enrolled in this course' button, and a 'View Course' button. To the right is a large red 'ACU PROJECT' logo with a play button icon. Below the main content, there is a section for course details and a 'View About Page in studio' button. The details section includes a description of the course, a list of social media links, and a table of course information. The 'Prerequisites' section is highlighted with a blue box, showing that the course requires 'ACUS ACU-03' to be completed before starting.

Course Number	ACU-02
Classes Start	Jan 1, 2019
Classes End	Apr 26, 2019
Estimated Effort	
Prerequisites	ACUS ACU-03

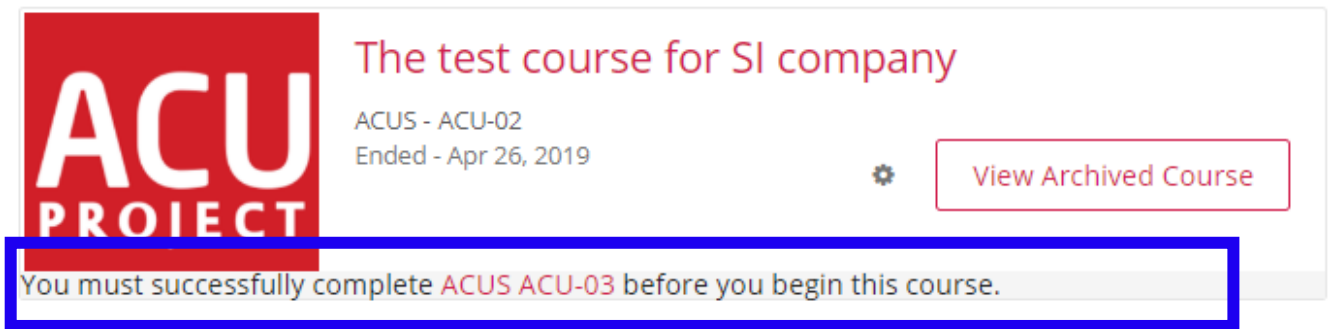
You must successfully complete ACUS ACU-03 before you begin this course.

5. Taking Course of ACU-OER

5.1 Prerequisite

It is possible to enroll in the course even if you have not taken the prerequisite course. When you enroll in the course the course appears on your Student Dashboard.

However, you cannot select the course to access the course content. Below the name of the course, you can see the name of the prerequisite course, as well as a link to that course.



The screenshot shows a course card with a red 'ACU PROJECT' logo on the left. To the right of the logo, the course title 'The test course for SI company' is displayed in red. Below the title, the course code 'ACUS - ACU-02' and the status 'Ended - Apr 26, 2019' are shown. A gear icon is visible to the right of the status. A red button labeled 'View Archived Course' is located on the right side of the card. At the bottom of the card, a blue-bordered box contains the text: 'You must successfully complete ACUS ACU-03 before you begin this course.'

When you select the link, the **About page** for the prerequisite course opens. You can then enroll in the prerequisite course.

After you successfully complete the prerequisite course, the other course becomes available on your dashboard. You can then select the course to access any available materials.

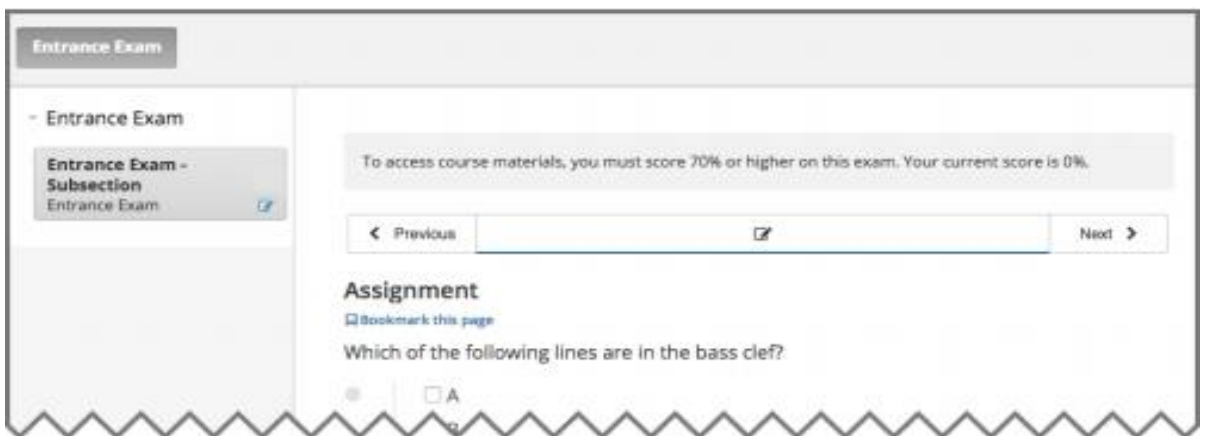
5. Taking Course of ACU-OER

5.2 Entrance Exam

If you enroll in a course that requires an entrance exam, the course appears on your dashboard. However, **you cannot access all released course content before passing the entrance exam.**

Note: The course team can allow learners to skip the entrance exam. If a course team member allows you to skip the entrance exam, you can access all released course content without having to take the entrance exam.

If you are required to take the entrance exam, the first time that you access the course, the course opens to the **Entrance Exam page**. At the top of the page, you can see a message that lists your current score and the minimum score that is required to pass the entrance exam. You can begin the exam immediately.



To take the exam, answer all the available questions, and then select **Submit** to submit your answers.

To see your **score** on the exam, **refresh** the page after you submit your answers. The message at the top of the page tells you if you have passed the exam.

If you **refresh** the page **before you answer all the questions**, the message tells you your **current score**.

After you pass the entrance exam, in addition to the message at the top of the page, you can see all of the available course sections, you can access all available course materials.

5. Taking Course of ACU-OER

5.3 Watching Video Lecture

All ACU-OER courses include **videos**, and ACU-OER has its own **video player**. Most of the controls on the player will be familiar to you if you have watched online videos before.

The following image shows the video player in the middle of a video, followed by an explanation of each option or control on the video player.

Note: The illustration that follows shows the video player for a video that has all of the possible features available.

Only the controls that apply to a specific video will actually be present when you use the video player in a course.

5. Taking Course of ACU-OER

5.3 Watching Video Lecture

How Grades Work

The progress chart shows the overall percentage that you have earned on each assignment in the course and how each of those assignments combine as your overall grade. Even if you've scored 100% on graded assignments, your total score will only reflect the percentage of available points thus far. So for example, if you're halfway through a course, there is no way your total score can be 100% since there is more content that represents the remaining available percentage.

Video
Download video file

Transcripts
Download SubRip (.srt) file
Download Text (.txt) file

Handouts
Download Handout

© All Rights Reserved

- ① **Play/pause:** You can play the video by selecting this control. Select this control again to pause the video.
- ② **Time:** The first number indicates the length of time the video has already played. The second number indicates the total length of the video.
- ③ **Playback bar:** You can go to a different point in the video by selecting and dragging this control or by using the left and right arrow keys.
- ④ **Speed:** If you want the video to play faster or slower, you can select different speeds using this control.
- ⑤ **Volume:** You can use this control to change the volume of the video.
- ⑥ **HD:** You can play the video in high-definition visual resolution by selecting this option if HD quality is available for the video. This option works best if you have a fast internet connection. Select this control again to play the video in standard resolution.
- ⑦ **Full screen:** You can expand the video to fill your browser window by selecting this control. To return to default mode, press ESC on your keyboard or select this control again.
- ⑧ **Show or hide closed captioning:** You can show an overlaid transcript of the audio portion of the file by selecting this control. If you show the captions, you can move them to different areas on the video screen by dragging and dropping them. To hide the captions, select this control again.

5. Taking Course of ACU-OER

5.3 Watching Video Lecture

How Grades Work

The progress chart shows the overall percentage that you have earned on each assignment in the course and how each of those assignments combine as your overall grade. Even if you've scored 100% on graded assignments, your total score will only reflect the percentage of available points thus far. So for example, if you're halfway through a course, there is no way your total score can be 100% since there is more content that represents the remaining available percentage.

Video
Download video file

Transcripts
Download SubRip (.srt) file
Download Text (.txt) file

Handouts
Download Handout

© All Rights Reserved

- ⑨ **Show transcript:** You can show a complete, scrolling transcript of the audio portion of the file to the right of the video by selecting this control. Many course teams set video transcripts to play by default when your video starts. Select this control again to hide the transcript.
- ⑩ **Language menu:** You can select a different language for the closed captions and the transcript with this control if translations are available.
- ⑪ **Download video:** You can download the video to watch later with this option (if available for the video).
- ⑫ **Download transcript:** You can download the video's transcript as a SubRip (.srt) file or as a text (.txt) file. You can open files of either type in a text editor such as Notepad.
- ⑬ **Handouts:** You can download any handouts that the course team has associated with the video.
- ⑭ **License or Copyright:** You can see the copyright of the course.

5. Taking Course of ACU-OER

5.4 Discussion

5.4.1 Anatomy of Course Discussions

The following example shows the different ways that you can contribute to a discussion.

Post: "Please introduce yourself"

- **Response:** "My name is Lee and I teach secondary school maths in Canberra, Australia."
- **Response:** "Hello everyone, I am Sumei from Hong Kong, China."
- **Comment** "Hi Sumieil, I am taking this course in Hong Kong too. Maybe we should make a study group!"
- **Comment** "I'd like to join the Hong Kong, study group too, I think it will help me keep up with the homework."
- **Response:** "Hi from Johannesburg! I am taking the course to prepare for my matric exams."

The post initiates the conversation, responses are replies to a post, and comments expand on specific responses.

Before you add a post, response, or comment to your course discussion, take a moment to **consider which of these options best suits** the contribution that you want to make.

This helps keep course discussions organized and easy to follow.

Every post is associated with a topic, chosen from the list of topics created by course team.

If you want to get more information about topic, please see the next page.

5. Taking Course of ACU-OER

5.4 Discussion

① Discussion Topics

Discussion **topics are created by the course team.**

Discussion topics can **be course-wide or content-specific.**

- ✓ **Course-wide discussion topics** cover matters that affect the entire course, and can include topics such as “Frequently Asked Questions” and “Troubleshooting”. In the discussion navigation pane, course-wide topics do not have other topics indented below them.
- ✓ **Content-specific discussion topics** are added as part of a course unit, and relate to specific video lectures, reading assignments, homework problems, or other course content. In the discussion navigation pane on Discussion page, content-specific topics are indented under an identifying category name.

For course-wide topics you read or add posts, responses, and comments both on the **Discussion** page and in the discussion that is embedded in the course unit on the **Course** page.

5. Taking Course of ACU-OER

5.4 Discussion

② Types of Discussion Posts

When you make a contribution in a course discussion topic, you add your post as either a questions or a discussion.

- ✓ A questions post raises an issue so that members of the discussion administration team and the course community can provide answers.
- ✓ A discussion post starts a conversation by sharing thoughts and reflections, and inviting community participation.

When you add a post to a discussion topic, you must specify whether it is a question or a discussion.

On the **Discussion** page for your course, a question mark icon identifies posts that ask questions and conversation bubble icon identifies posts that start discussions.

5. Taking Course of ACU-OER

5.4 Discussion

5.4.2 Discussion Page

You browse and contribute to course discussions on the **Discussion** page for your course.

The screenshot shows the ACU Project Discussion interface. At the top, a red header bar contains the ACU-OER logo, the course title 'ACUS: ACU-02 The test course for SI company', a 'Discover New' button, and a user profile icon. Below the header, a navigation bar includes 'Course', 'Discussion' (highlighted with a blue box), 'Progress', and 'Instructor'. The main content area features a 'filter topics' dropdown menu on the left with options: 'All Discussions', '★ Posts I'm Following', 'General', 'Week 1', and 'Topic-Level Student-Visible Label'. To the right of the dropdown is an 'All Topics' button. Further right are buttons for 'Add a Post', 'Search all posts', and a 'Search' button. The central section is titled 'Discussion Home The test course for SI company' and includes a 'How to use ACU Project discussions' guide. This guide is organized into three sections: 'Find discussions' (with a menu icon and text 'Use the All Topics menu to find specific topics.'), 'Engage with posts' (with icons for voting, reporting, and following), and 'Receive updates' (with an email icon and text 'Check this box to receive an email digest once a day notifying you about new, unread activity from posts you are following.').

5. Taking Course of ACU-OER

5.4 Discussion

① How to Use Discussion

The **How to use discussions** graphic appears in the main area of the Discussion page when you have not selected any topics or posts.

This graphic shows the basic actions you can take with course discussions. You can select the Receive updates option in the graphic to receive a daily mail of new activity from course discussions.

The screenshot shows the ACU-OER interface. At the top, a red header bar contains the OER logo, the text 'ACUS: ACU-02 The test course for SI company', a 'Discover New' button, and a user profile icon. Below the header, a navigation bar has tabs for 'Course', 'Discussion' (which is selected), 'Progress', and 'Instructor'. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'filter topics' dropdown and a list of options: 'All Discussions', '★ Posts I'm Following', 'General', 'Week 1', and 'Topic-Level Student-Visible Label'. The main panel has a top bar with an 'All Topics' button, an 'Add a Post' button, a 'Search all posts' input field, and a 'Search' button. Below this, the 'Discussion Home' section is titled 'The test course for SI company'. A blue-bordered box highlights the 'How to use ACU Project discussions' graphic, which contains three sections: 'Find discussions' with a menu icon and text 'Use the All Topics menu to find specific topics.', 'Engage with posts' with three options: 'Vote for good posts and responses' (green plus icon), 'Report abuse, topics, and responses' (red flag icon), and 'Follow or unfollow posts' (blue star icon); and 'Receive updates' with an email icon and text 'Check this box to receive an email digest once a day notifying you about new, unread activity from posts you are following.'

When you browse topics from the Discussion Navigation Pane, the How to use discussions graphic is replaced by the content of topic or post that you selected.

5. Taking Course of ACU-OER

5.4 Discussion

② Discussion Navigation Pane

Use the discussion navigation pane on the left side of the discussion page to access discussion topics and posts in your course, including discussions that appear inline in course content.

You can view all discussion topics or only the posts that you are following, or you can view a specific topic. You can also filter posts by entering keywords or phrases that you want to find in post titles or text.

ACUS: ACU-02
The test course for SI company

Discover New

Course Discussion Progress Instructor

All Topics Add a Post Search all posts Search

filter topics

- All Discussions
- ★ Posts I'm Following
- General
- Week 1
- Topic-Level Student-Visible Label

Discussion Home
The test course for SI company

How to use ACU Project discussions

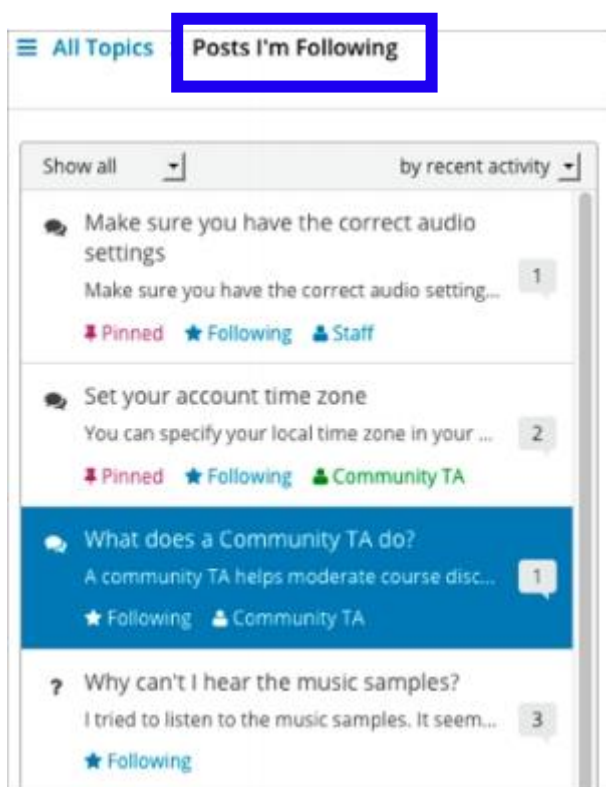
Find discussions	Use the All Topics menu to find specific topics.	Search all posts	Filter and sort topics
Engage with posts	Vote for good posts and responses	Report abuse, topics, and responses	Follow or unfollow posts
Receive updates	Check this box to receive an email digest once a day notifying you about new, unread activity from posts you are following.		

5. Taking Course of ACU-OER

5.4 Discussion

The breadcrumb path above the navigation pane shows you the topic that you are currently viewing.

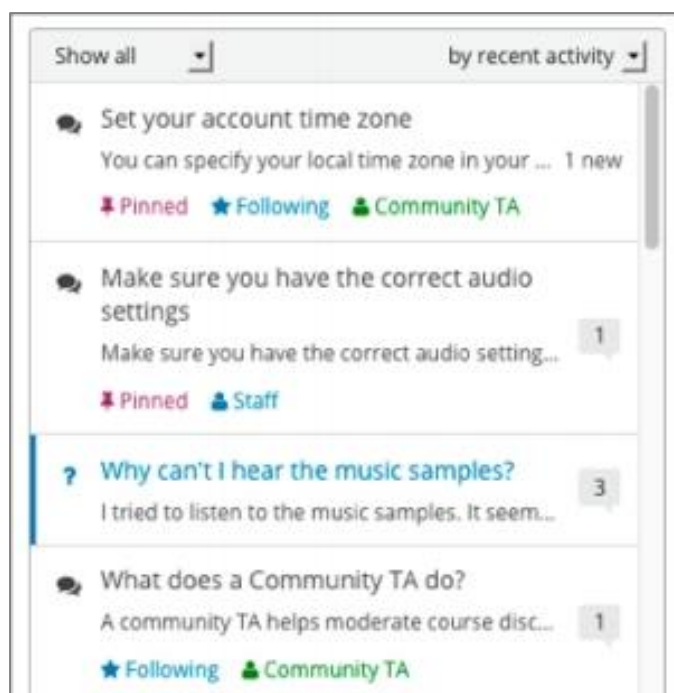
In the following example, Posts I'm Following is selected.



When you view topics and posts, the navigation pane shows various icons and labels to provide you with information about the status or content of posts.

5. Taking Course of ACU-OER

5.4 Discussion



- Posts that appear in **blue type with a blue bar** indicate posts that you have not read.
- Posts that appear in **gray type without a bar** indicate posts that you have read.
- The **check mark icon** indicates a “correct answer”. The check mark icon indicates that one of the responses to the post correctly answers the question asked in the post.
- The response or comment count indicator show the **number of responses and comment for a post**. The number of new responses or comments that were added after you previously read a post is displayed next to the indicator.
- A **“Pinned”** label show that a post has been pinned by administrators so that it always stays at the top of the topic list regardless of sort order.
- A **“Following”** label marks posts that you are following.
- A **“Staff”** or **“Community TA”** label marks posts that were added by course staff or community teaching assistants.

5. Taking Course of ACU-OER

5.4 Discussion

5.4.3 Exploring Discussion Posts

Finding out whether someone else has **already asked the same questions or initiated a conversation about the subject that interests you**, and then reading and contributing to that exchange instead of starting a new one, helps make the time that everyone spends with the course discussions more productive. You can search for something specific or you can browse through the posts in a single discussion topic.

- ① Search Posts
- ② View Discussions about a Specific Topic
- ③ View Only Unread or Unanswered Posts
- ④ View Pinned Posts
- ⑤ View Followed Posts
- ⑥ View Contribution from a Specific Participant

5. Taking Course of ACU-OER

5.4 Discussion

① Search Posts

To search for posts, responses, or comments containing a particular keyword or phrase, enter the word or phrase, or a partial word in the **Search all posts** field at the top of the **Discussion** page.

Search results are displayed in the discussion navigation pane.

If exact match is not found, search results are shown for a similar value.

You can also enter a username to search for posts added by a specific person.

Select the linked username in the search result to show a list of posts made by that person.

② View Discussions about a Specific Topic

Course discussions are organized by discussion topics, which are created by the course team. Anyone who adds a post to the course discussions selects an existing topic to associate their post with.

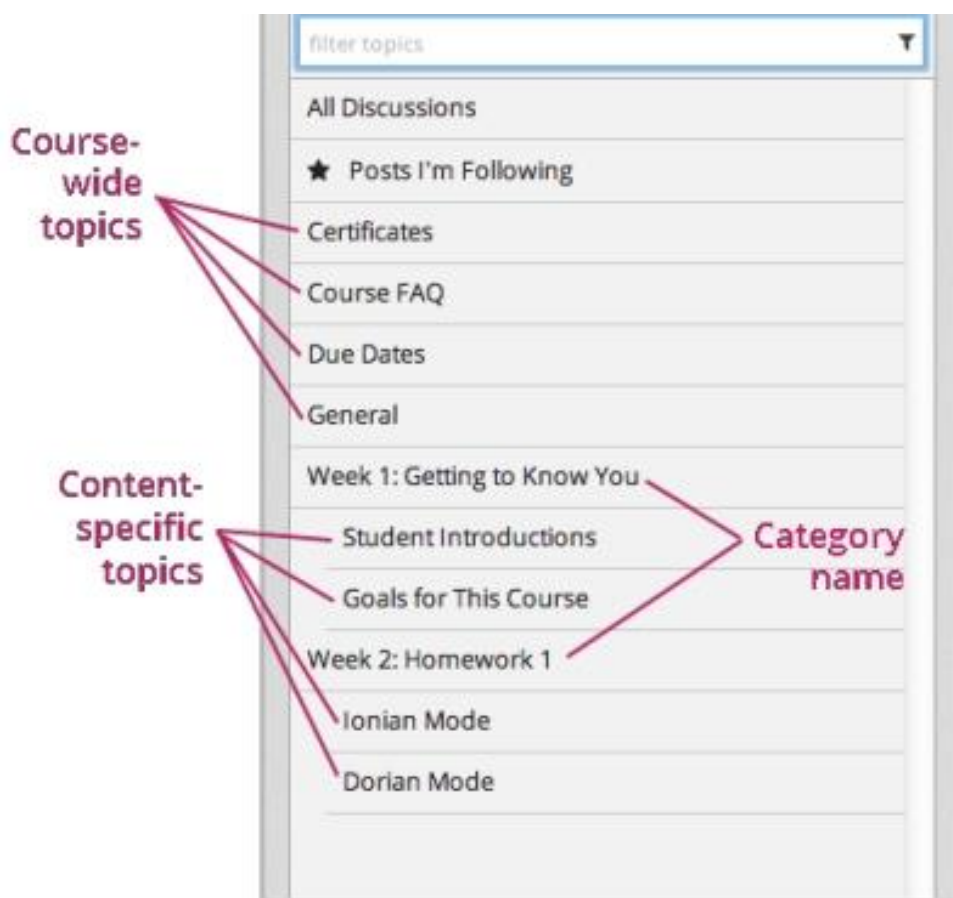
You can browse discussions by topic, to join the discussion on subjects that interest you, or to see if anyone else in the course has asked the same question.

5. Taking Course of ACU-OER

5.4 Discussion

③ View Topics on the Discussion Page

On the **Discussion** page, you can view both course-wide and content-specific discussions. **Select All Topics** above the discussion navigation pane to see all of the discussion topic, select the topic name in the discussion navigation pane. Note that course-wide topics do not have other topics indented below them, while content-specific topics are indented under a category name.

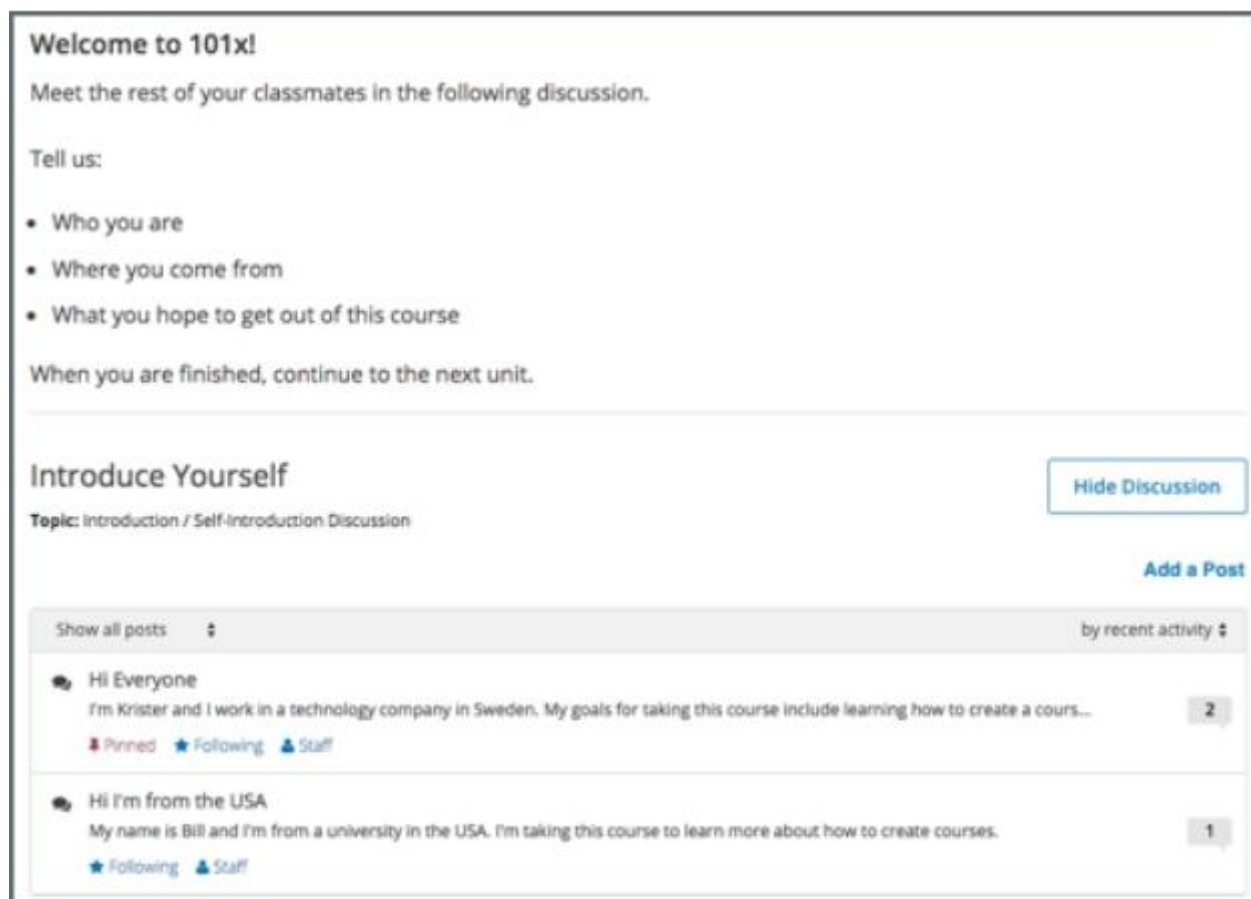


5. Taking Course of ACU-OER

5.4 Discussion

④ View Topics in a Course Unit

Content-specific topics are located in specific units in the course. They typically appear below the content they apply to. To access a content-specific topic, view the unit that contains the topic.



You can also use the **Discussion** page to access a discussion in the unit where that topics is located.

- ① In the list of topics, select the topic that you want.
- ② Select a post title to open the complete post and its responses and comments next to the above the discussion navigation pane.
- ③ In the text of a post, select the name of the discussion topic to go to the discussion inside the unit.

5. Taking Course of ACU-OER

5.4 Discussion

⑤ View Only Unread or Unanswered Posts

To limit the posts shown on the Discussion page or shown for a content-specific discussion, you can select one of the filter options. By default, the **Show all** option is selected.

- To show posts (both discussions and questions) that you have not yet viewed, select **Unread**.
- To show only question posts that do not yet have any responses marked as answers, select **Unanswered**.

⑥ View Pinned Posts

Pinned posts appear at the top of the list of posts in the discussion navigation pane when you view all discussions.

Pinned posts can contain important information about the course or any part of the course, such as a particular video or problem. The pinned post can originate from anyone in the course, including other learners or members of the discussion moderation team, but only members of the moderation team can pin a post.

⑦ View Followed Posts

In the discussion navigation pane select **Posts I'm Following**. The navigation pane refreshes to show only posts that you are following.

⑧ View Contributions from a Specific Participant

You can review all the posts, responses, and comments that any learner in the course or member of the course team has made. To do this, select the username that appears at the top of any one of the participant's contributions. You can also enter a username in the **Search all posts** field and select the linked username in the search result.

5. Taking Course of ACU-OER

5.4 Discussion

5.4.4 Taking Part in Course Discussions

This Topic describes how to add, edit, and delete contributions to discussions.

- ① Adding a Post
- ② Determining the Post Type: Discussion or Question
- ③ Determining the Post Topic
- ④ Add a Post on the Discussion Page
- ⑤ Add a Post in a Course Unit
- ⑥ Add a Response or Comment on the Discussion Page
- ⑦ Add a Response or Comment in a Course Unit
- ⑧ Edit or Delete a Post, Response, or Comment

① Adding a Post

When you add a post to a discussion in your course, you decide what type of post to make and the topic of the post.

For course-wide discussion topics, you can add a post on the **Discussion** page. For content-specific discussion in an course unit, you can add a post either on the Discussion page or directly in the course unit.

② Determining the Post Type : Discussion or Question

To make sure that other learners and the course team can find and respond to your post, decide what type of post you want to make either questions or discussion.

- A question post raises an issue so that the discussion moderation team or community can provide answers.
- A discussion post starts a conversation by sharing thoughts and reflections, and inviting community participation.

If you have any difficulty deciding which type of post you want to add, think about whether you want to get concrete information or start an open-ended conversation. If you are asking a question about the course and need an answer from course team, be sure to create your post as a question, so that the course team sees that a response is required and responds appropriately.

5. Taking Course of ACU-OER

5.4 Discussion

③ Determining the Post Topic

Every post in the course discussions has an associated topic. The course team creates the list of discussion topics for each course, and you choose a topic from that list when you create your post. Before you add a post, you should look through the list of topics in the course discussions so that you can decide which topic is the most appropriate for your post.

After you decide on a post type and topic, you can add your post on the **Discussion** page or in the body of the course.

④ Add a Post on the Discussion Page

You can add a post for course-wide or content-specific discussion topics on the Discussion page.

1. On the Discussion page, select Add a Post.
2. Determine the type of post you want to make, and select Question or Discussion.
3. Determine the most appropriate topic for adding your post to, and select the topic from the Topic Area list.
4. In the Title box, enter a short, descriptive title. The title is the part of your post that others see when they are browsing on the Discussion page or scrolling through one of the content-specific topics.
5. Enter the text of your post. To format the text or to add links or images, use the formatting options above the text box. Any text formatting or images that you add are only visible when others read your post in a web browser.

In some courses, you can add posts, responses, and comments anonymously. If this is the case, a Post Anonymously option is available under the field where you enter your text. When you post anonymously, the discussion moderation team can see your username. But other learners cannot.

5. Taking Course of ACU-OER

5.4 Discussion

⑤ Add a Post in a Course Unit

If you come to a discussion as you work through the units in your course, or if you know where in the course a particular discussion originates, you can add a post for that discussion from the unit in your course.

The following steps apply only to content-specific discussions.

1. Select Course.
2. Open the unit in the course that includes the discussion topic that you want to add a post to.
3. Select Show Discussion to read what others have already contributed to the conversation. The title and the first line of each post is shown in the list of posts. To read an entire post and view its responses and comments, select any part of the post preview.
4. To contribute a new post to the discussion, select Add a Post and follow the steps that you use to add a post to the discussion page.

⑥ Add a Response or Comment

You can add a responses or comment to course-wide or content-specific discussion topics on the Discussion page.

1. On the Discussion page, find the post that you want to contribute to. To help you decide where to add your thoughts, review the current responses and their comments.
2. Add a response or comment.
 - To add a response to the post, select **Add a Response**. When you have finished entering your response, select **Submit**.
 - To add a comment to a response, move you cursor inside the **Add a comment** field below the response. When you have finished entering your comment, select **Submit**.

5. Taking Course of ACU-OER

5.4 Discussion

⑦ Add a Response or Comment in an Course Unit

You can add a response or comment to content-specific discussion topic inside the course.

1. In the unit that contains the discussion topic where you want to make your contributions, select Show Discussion.
2. Select the post that you want to contribute to. To help you decide where to add your thoughts, review the current responses and their comments.
3. Add a response or comment.
 - To add a response to the post, select **Add a Response**. When your response is complete, select **Submit**.
 - To add a comment to a response, select inside the **Add a comment** filed below the response. When your comment is complete, select **Submit**.

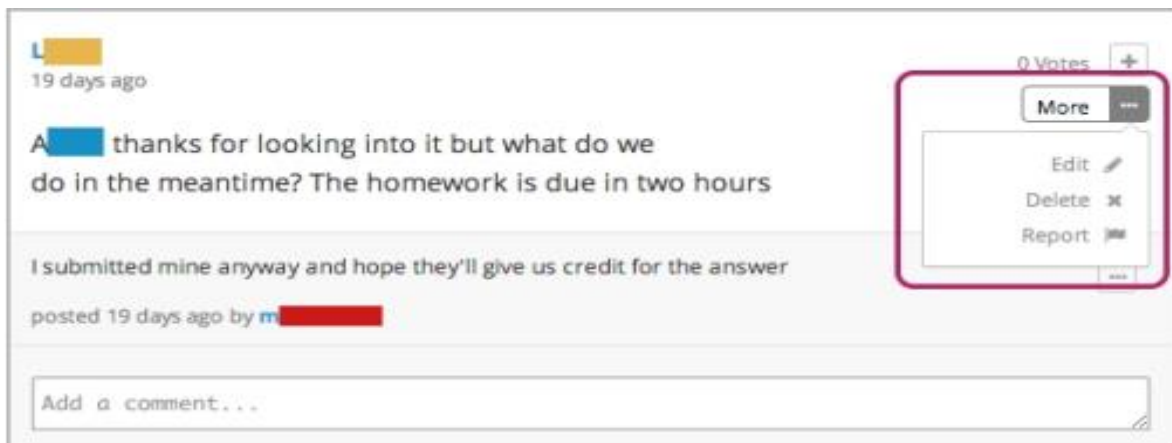
5. Taking Course of ACU-OER

5.4 Discussion

⑧ Add a Response or Comment in an Course Unit

You can only edit or delete your own posts, responses, or comments. You cannot edit or delete contributions from other learners.

1. Locate the contribution that you want to edit or delete, either in the body of the course or on the Discussion page.
2. In the upper corner of the contribution, select the “More” icon(...). A menu opens.



3. Edit or delete the contribution

- To edit the contribution, select Edit, make the change that you want in the text editor that opens, and then select Update Response. For posts, you can change the post topic and the post type as well as the text of the post.
- To delete the contribution, select Delete, and then select OK in the confirmation box.

5. Taking Course of ACU-OER

5.4 Discussion

5.4.5 Keeping Up with New Activity

① Reading New or Updated Posts

This list of posts in the discussion navigation pane on the **Discussion** page provides visual cues to help you distinguish posts that are new, or that have responses or comments that you have not read yet, from exchanges that you have already read completely.

Sorting by Activity

In the discussion navigation pane you can sort posts by activity. To do this, select the drop-down list of sorting options at the top of the discussion navigation pane and select either **by recent activity** or **by most activity**. Sorting by recent activity changes the order of the posts so that the post that was most recently updated appears at the top of the list. Updating includes having responses or comments added.

Sorting by most activity changes the order of the posts so that posts with the most responses or comments appear at the top of the list.

Sorting by Votes

In the discussion navigation pane you can sort posts by the number of votes received. To do this, select the drop-down list of sorting options at the top of the discussion navigation pane, and select **by most votes**.

Sorting by the most votes changes the order of the posts so that posts that have received the most votes appear at the top of the list. In this view, instead of the response and comments count indicator, the number of votes that each post has received is shown. Votes for responses are not included in the number.

5. Taking Course of ACU-OER

5.4 Discussion

② Receiving Notifications

When you add a post to a discussion, you might receive an email notification about the first reply to the post. You can also receive a digest email message each day that summarizes activity for the posts that you are following.

Receiving Email Notifications

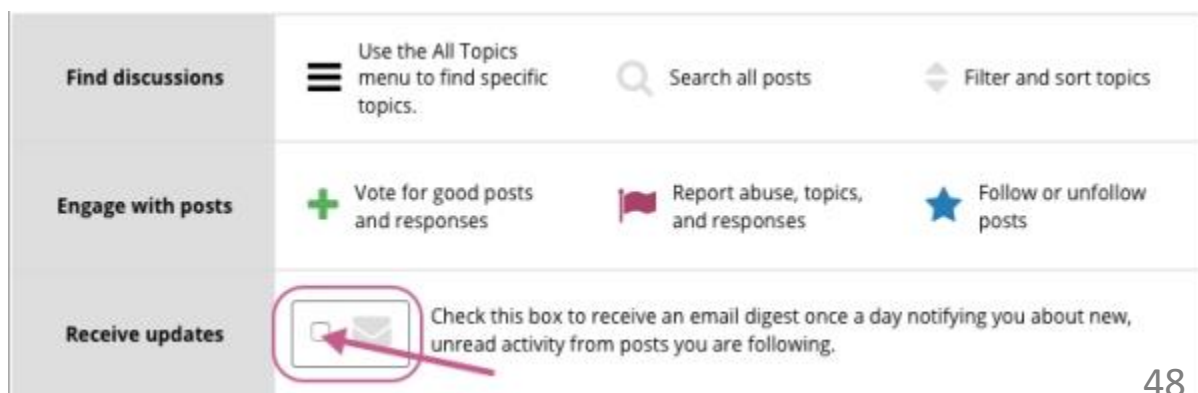
If your course is set up to send email notifications for discussion posts, the first time another learner or member of the course team responds to a post that you have made, you receive an email notifications.

If you do not want to receive this email notifications, clear the **Receive updates** checkbox before you add your post. You only receive an email notification for the first response. For additional responses and comments, you automatically receive information in a daily digest email message.

Receiving Daily Digests

You can subscribe to a daily digest to receive an email message each day that summarizes discussion activity for the posts you are following. To subscribe to the daily digest, follow these steps.

1. In your course, select **Discussion**.
2. In the **How to use discussions graphic**, select the **Receive updates** checkbox.



5. Taking Course of ACU-OER

5.4 Discussion

Unsubscribing from Notifications

If you want to unsubscribe from notifications, complete either of the following actions.

- If you received an email message, select **Unsubscribe** in the message.
- On the Discussion page in your course, clear the **Receive updates** checkbox in the **How to use discussions** graphic.

Note: These actions unsubscribe you from daily digest email messages, If you create a new post, you will still receive an email message the first time that a learner responds to that post. To prevent an email notification for a post, clear the **Receive updates** checkbox before you add the post.

5. Taking Course of ACU-OER

5.4 Discussion

5.4.6 Providing Feedback on Contributions

① Feedback Options

When you open a post, response, or comment, the Vote and Follow feedback option icons appear at the top right. Move your cursor over these icons to show the full label.



Select the “More” icon to show a menu of additional options, Options vary depending on whether the contribution is a post, response, or comment, and on whether you are a learner in the course, or a member of the discussion moderation team.

② Vote for Posts or Responses

To provide positive feedback for a post or one of its responses, you can vote for it. Open the post or response, and select the plus sign icon next to the number of **Votes**. You can only vote for posts added by other discussion participants, You cannot vote for your own posts.

In the discussion navigation pane, you can sort the list of posts so that the posts with the most votes appear at the top To do this, select the drop-down list of sorting options and select **by most votes**.

③ Follow Posts

If you find an conversation or question particularly interesting, you can follow it so that you can return to it easily.

To follow a post, move your cursor over the star icon for the post, and then select **Follow**.

Each post that you follow appears with a “Following” indicator in the list of posts.

In the discussion navigations pane, you can list only the posts that you are following, regardless of the discussion topic they apply to. To do this, select All Topics and then select Posts I’m Following.

5. Taking Course of ACU-OER

5.4 Discussion

④ Answer Questions and Mark Questions as Answered

Anyone in a course can answer questions that are posted in the course discussions. To respond to a questions that has been asked by someone else in the course, add a response with your answer to the questions post.

If you have received a helpful or correct response to a question that you yourself have asked, you can mark the response as the correct answer. To do this, move your cursor over the check mark icon for the response, and then select **Mark as Answer**.

After at least one response to a question post is marked as a correct answer, a check mark icon replaces the post's questions mark indicator in the discussion navigation pane.

5. Taking Course of ACU-OER

5.5 Assignment

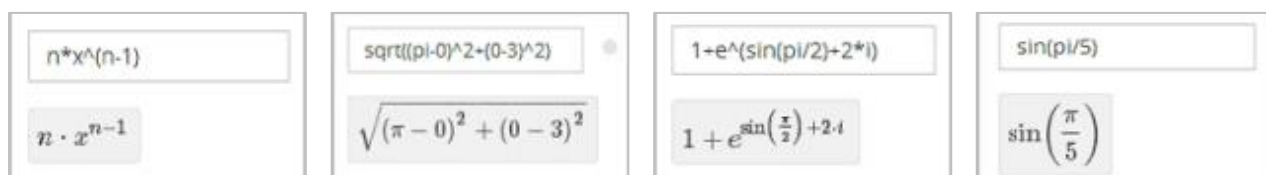
This topic describes how to complete different types of assignment.

5.5.1 Mathematical and Scientific Assignments

① Overview of Mathematical and Scientific Expressions

You might want to enter a mathematical or scientific expression into an assignment in the body of your course, into the calculator tool, or into a course discussion.

For assignment in the body of the course and for the calculator tool, you enter plain text and the LMS then converts your text into numbers and symbols that appear below the response field.



For course discussions, you see MathJax to format the text that you type, and the system then converts your text in to a mathematical expression.

② Completing Mathematical Problems with Screen Readers

Because of a limitation with HTML and screen reader technology, screen readers may not be able to read math problems in course by default. To access these problems with a screen reader, use one of the following methods.

- If your browser and screen reader both support mathML, specify MathML as your preferred math renderer in MathJax.
- Switch from your screen reader's Interactive mode to Reading mode.

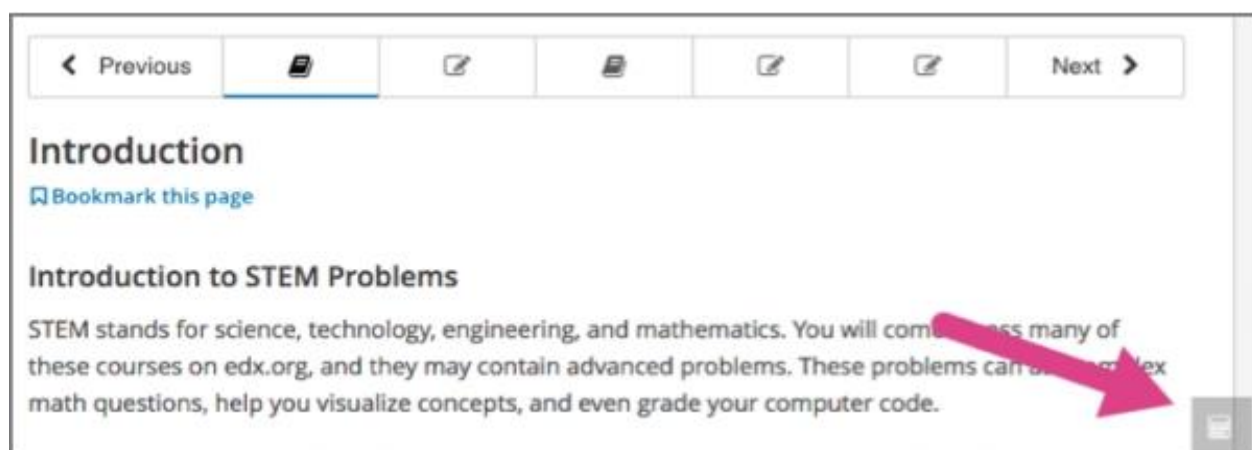
For more information about how to make sure that your screen reader reads all available content, see the instructions for your screen reader.

5. Taking Course of ACU-OER

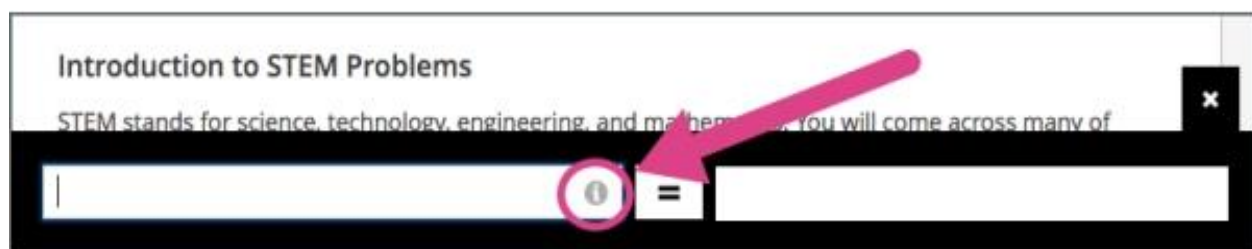
5.5 Assignment

③ Entering Math Expressions in Assignments or the Calculator

Both the calculator and the response fields in math problems accept a selection of characters that represent numbers, operators, constants, functions, and other mathematical concepts. You might recognize parts of this system if you have used math programs before.



NOTE: If your course offers the calculator tool, the calculator appears as a small icon on all pages in the body of the course. To open the calculator, select the calculator icon. To close the calculator, select the X that appears when the calculator is open.



The calculator includes an information page that shows an abbreviated version of the information in this topic. To see the information page, select the circled I icon next to the input field.

5. Taking Course of ACU-OER

5.5 Assignment

When you enter your plain text into the calculator or the response filed, follow these guidelines.

- **Arithmetical operations:** Use standard characters for addition(+), subtraction(-), multiplication(*), and division(/).
- **Multiplication:** Be sure to indicate multiplication explicitly. That is instead of mc^2 type $m*c^2$, and instead of $5a+4b+3c$ type $5*a+4*b+3*c$.
- **Operation order:** Use parentheses (()) to specify the order of operations and to make your expressions as clear as possible. Use curved parentheses (()) only. Do not use brackets ([]) or braces ({ }).
- **Exponents or superscripts:** Insert a caret(^) before an exponent or superscript. If the exponent or superscript includes multiple characters or is an expression, surround the expression with parentheses. For example, you can enter x^n or $x^{(n-1)}$.
- **Subscripts:** Insert an underscore(_) before a subscript to indicate a subscript. If the subscript has multiple characters, type the characters without a space. For example, you can enter $v_{IN}-v_{OUT}/$. Note, however, that subscripts cannot currently include operators or parentheses.
- Avoid whitespace.
- Do not use equal signs(=).
- Because the system is case-sensitive, make sure you use uppercase and lowercase letters carefully.

For more information about the types of characters you can use, see below.

5. Taking Course of ACU-OER

5.5 Assignment

Numbers

You can use the following types of numbers.

- Integers: 2520
- Fractions: $2/3$
- Normal floats: 3.14
- Floats with no integer part: .98

The largest number you can use is $1.7977e+308$, which is the largest float possible in the python programming language.

Scientific Natation and Metric Affixes

You can enter metric affixes or scientific notation to indicate very large or very small numbers. For scientific notation, you can type either a caret(^) or the letter e followed by a number to indicate an exponent. You can use both positive and negative exponents.

For example, to indicate 0.012, you can enter either of the following expressions:

- 1.2×10^{-2}
- 1.2e-2

To indicate -440,000, you can enter either of the following expressions:

- -4.4×10^5
- -4.4e5

The following table shows how to enter numbers with metric affixes, with scientific notation, and with e notation.

To enter this number	Use this metric affix	Use this scientific notation	Use this e notation	Other notation
0.1	1d(dec)	10^{-1}	1e-1	
0.01	1c(centi)	10^{-2}	1e-2	1%(percent)
0.001	1m(milli)	10^{-3}	1e-3	
0.000001	1u(micro)	10^{-6}	1e-6	
0.000000001	1n(nano)	10^{-9}	1e-9	
0.000000000001	1p(pico)	10^{-12}	1e-12	
1000	1k(kilo)	10^3	1e3	
1,000,000	1M(mega)	10^6	1e6	
1,000,000,000	1G(giga)	10^9	1e9	
1,000,000,000,000	1T(tera)	10^{12}	1e12	

NOTE: When you use metric affixes or e notation, make sure you do not include spaces between the number and the metric affix or the e.

Constants

You can use several different constants in your mathematical expressions.

NOTE: When you enter constants multiplied by a number, make sure to indicate the multiplication explicitly. For example, enter $2*c$ instead of $2c$ and $-4*i$ instead of $-4i$.

Constant	Value
c	The speed of light in m/s (2.998^{10})
e	Euler's number (2.718...)
g	Gravity (9.80m/s^2)
i	The square root of -1
j	The square root of -1
k	The Boltzmann constant ($\sim 1.38^{10}$ Joules/Kelvin)
pi	The ratio of a circle's circumference to its diameter (3.14159...)
q	The fundamental charge ($\sim 1.602^{10}$ Coloumbs)
T	The positive difference between 0K and 0°C (273.15)

Greek Letters

To use any of the following Greek letters, type the name of the letter in the calculator or the response field.

Name	Letter	Name	Letter
Alpha	α	Mu	μ
Beta	β	Nu	ν
Gamma	γ	Xi	ξ
Delta	δ	Pi	π
Epsilon		Rho	ρ
Varepsilon	ϵ	Sigma	σ
Zeta	ζ	Tau	τ
Eta	η	Upsilon	υ
Theta	θ	Phi	
Vartheta		Varphi	φ
Iota	ι	Chi	χ
Kappa		Psi	ψ
Lambda	λ	Omega	ω

Functions

To use a function, type the letters that represent the function, and then surround the expression in that function with parentheses. For example, to represent the square root of $4*a+b$, type `sqrt(4*a+b)`.

You can use the following functions.

- Common functions
 - sqrt
 - log 10
 - log2
 - ln
 - exp
 - abs
- Trigonometric functions and their inverses, as well as hyperbolic trigonometric functions and their inverses.

Function	Inverse	HyperbolicFunction	Inverse
sin	arcsin	sinh	arcsinh
cos	arccos	cosh	arccosh
tan	arctan	tanh	arctanh
sec	arcsec	sech	arcsech
csc	arccsc	csch	arccsch
cot	arccot	coth	arccoth

- Factorials: Enter factorials as `fact(3)` or `factorial(3)`. You must use integers. For examples, you cannot enter `fact(1.5)`.
- A “parallel resistors” operator(`| |`). For example, `1 | | 2` represents the resistance of a pair of parallel resistors (of resistance 1 and ohms), evaluation to $2/3$ (ohms).

5. Taking Course of ACU-OER

5.5 Assignment

5.5.2 Essay Assignments (Open Response Assessment, ORA)

① Overview Open Response Assessment (ORA)

ORA can have several possible steps, which appear in the order that you must complete them.

Future steps are not available until you complete your current step. This topic describes all of the possible steps. The actual steps in your assignment depend on how your course team has designed the assignment.

The screenshot shows a web interface titled "Example Open Response Assessment". At the top, it says "Status" and "You have completed this assignment. Review your grade and your assessment details." Below this is a progress bar with four steps, each marked as "COMPLETE" with a green checkmark icon.

- 1 Your Response**: The question for this section is "Describe your favorite meal, and write a persuasive argument to convince someone to try that meal. Support your position with facts and examples from your experience." The response field contains "Mmmm sushi".
- 2 Learn to Assess Responses**
- 3 Assess Peers**: Shows "3 COMPLETED".
- 4 Assess Your Response**

- 1. Your response:** Submit your response to the assignment question.
- 2. Learn to Assess Response:** Practice grading some responses, you evaluate example responses and then see how the grade you gave differs from the grade that a member of the course team gave
- 3. Assess Peers:** Grade responses that other learners have submitted. Course team decides the number of peer assessments that you have to perform and receive.
- 4. Assess Your Response:** Assess your own response, using the same rubric that you used to perform peer assessments.
- 5. Staff Grade:** Course team assess your response. If you receive a staff grade for your assignment, it always overrides any peer assessment grades that you receive.

5. Taking Course of ACU-OER

5.5 Assignment

② How grading is Done in Open Responses Assessments

Grading for every type of assessment in an ORA is done by comparing each response against the same set of guidelines, called a rubric. Every ORA has a rubric provided by the course team.

A rubric consists of several criteria and a set of options for each criterion.

- 1. **Criteria:** Each criterion describes characteristics that a response should have, such as concepts that a response should cover, or the amount of supporting information that a response much include.
- 2. **Options:** Each criterion has options which describe how well each response satisfies the criterion. The options are usually a range of ratings, for example “Fair”, “Good”, or “Excellent”, with details to help you decide the rating.

When you assess a response, you evaluate response and for each criterion, select the option that best describes how well the response met that criterion.

1

▼ Determine if there is a unifying theme or main idea.

Poor

Fair

Good

Difficult for the reader to discern the main idea. Too brief or too repetitive to establish or maintain a focus.

Presents a unifying theme or main idea, but may include minor tangents. Stays somewhat focused on topic and task.

Presents a unifying theme or main idea without going off on tangents. Stays completely focused on topic and task.

0 POINTS

3 POINTS

5 POINTS

2

1

▼ Assess the content of the submission

Poor

Fair

Good

Excellent

Includes little information with few or no details or unrelated details. Unsuccessful in attempts to explore any facets of the topic.

Includes little information and few or no details. Explores only one or two facets of the topic.

Includes sufficient information and supporting details. (Details may not be fully developed; ideas may be listed.) Explores some facets of the topic.

Includes in-depth information and exceptional supporting details that are fully developed. Explores all facets of the topic.

0 POINTS

1 POINTS

3 POINTS

3 POINTS

2

60

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5. Taking Course of ACU-OER

5.5 Assignment

③ Steps in Response Open Response Assessment (ORA)

An ORA's steps are arranged in the order that you must complete them. The topics in this section describe how you complete an example ORA that includes a response step, an assessment training step, a peer assessment step, a self assessment step, and a staff grade step. Your actual assignment might not contain all of these steps.

At any time during and assessment, you can see your progress at the bottom of the page under **Your Grade**. A message indicates the steps that must still be completed before you can receive your final grade for the assignment.

Step 1. Submit your response

Step 2. Learn to assess response

Step 3. Assess peer response

Step 4. Assess additional peer response(optional)

Step 5. Assess your response

Step 6. Staff grade

5. Taking Course of ACU-OER

5.5 Assignment

Step 1. Submit your response

To submit your response to an ORA questions, follow these steps.

1. Read each questions carefully. Some course teams include important information in the question, such as how long a response must be. Or specific topics that your response must cover.

NOTE: The total word count for your response cannot be more than 10,000 words.

2. For each question, enter your response into the field under **Your Response**.

NOTE: In some assignments, you can submit images or other types of files along with or instead of a written response. If you can upload files in your assignment, **Browse and Upload your files** options are available below the response field.

3. When you have finished answering all of the questions, **select Submit your response and move to the next step**. If you need more time, you can select **Save Your Progress** to save a draft of your responses, and then come back and submit them later.

After you submit your response, the next steps, which is usually either assessment training or peer assessment, becomes available. However, you do not have to start the next step right away. If you want to stop working and come back later, just refresh or reopen your browser when you come back.

5. Taking Course of ACU-OER

5.5 Assignment

Step 1. Submit your response

1

Your Response

IN PROGRESS

Enter your response to the question. You can save your progress and return to complete your response at any time. After you submit your response, you cannot edit it.

The prompt for this section

Censorship in the Libraries

'All of us can think of a book that we hope none of our children or any other children have taken off the shelf. But if I have the right to remove that book from the shelf -- that work I abhor -- then you also have exactly the same right and so does everyone else. And then we have no books left on the shelf for any of us.' --Katherine Paterson, Author

Write a persuasive essay to a newspaper reflecting your views on censorship in libraries. Do you believe that certain materials, such as books, music, movies, magazines, etc., should be removed from the shelves if they are found offensive? Support your position with convincing arguments from your own experience, observations, and/or reading.

Read for conciseness, clarity of thought, and form.

Your response

I don't believe that libraries should be making any judgments as to what we or our children should read. Whether something is "offensive" is a subjective decision, and

You may continue to work on your response until you submit it.

Save your progress

THIS RESPONSE HAS BEEN SAVED BUT NOT SUBMITTED.

Submit your response and move to the next step

5. Taking Course of ACU-OER

5.5 Assignment

Step 1. Submit your response

Submit a File with Your Response

To upload files in your response, follow these steps.

1. Below the response filed, select **Choose Files**.
2. In the dialog box that opens, select the file that you want to upload, and then select **Open**. A preview image of each file is visible.
3. In the boxes next to each preview image, enter a written description of the image. The step is required to help learners who cannot see or access the image understand and evaluate your response.
4. Across from the **Choose Files** button, select **Upload files**.

You can replace the files that you uploaded with different files until you submit your response. To replace your uploaded files, repeat steps 1-3.

View Your Submitted Response

You can view your own response at any time after you submit it. Select the Your Response heading in the assignment to expand the section.

Your response appears, along with the status of the response, and information about additional steps you have to complete before you receive your grade.

5. Taking Course of ACU-OER

5.5 Assignment

Step 2. Learn to Assess Response

Some ORA include a **training step** so that you can learn how to effectively assess responses for a later peer assessment step.

In a training steps, **you evaluate example responses** using a provided **rubric** as a guide for grading. After you complete the grading, you are shown how to grades you gave differ from the grades that a member of the course team gave. The goal is to learn how to assess response similar to the way that course staff would assess them, using the same rubric.

Complete the **training step** as follows.

1. **Read** each **sample response** and the **rubric** carefully, then for each criterion, select the option that you think best reflect the response.
2. When you are satisfied with your assessment, select **Compare your selections with the instructor's selections**.
 - If all of your selections are the same as the instructor's selections, the next sample response opens automatically.
 - If any option that you select is not the same as the instructor's selection, you see the response again, with a message indicating that your assessment differs from the instructor's assessment.
3. If your assessment **did not match** the instructor's assessment, **review the response again** and **consider why** the instructor assessed the response **differently** than you did. Continue to assess the example response until the options you select for all criteria match options selected by the instructor.

When you have successfully assessed the sample responses, the next step in the assignment becomes available.

5. Taking Course of ACU-OER

5.5 Assignment

Step 2. Learn to Assess Response

▼ Determine if there is a unifying theme or main idea.

Selected Options Agree

The option you selected is the option that the instructor selected.

☐ Poor	Difficult for the reader to discern the main idea. Too brief or too repetitive to establish or maintain a focus.	0 POINTS
☒ Fair	Presents a unifying theme or main idea, but may include minor tangents. Stays somewhat focused on topic and task.	3 POINTS
☐ Good	Presents a unifying theme or main idea without going off on tangents. Stays completely focused on topic and task.	5 POINTS

▼ Assess the content of the submission

Selected Options Differ

The option you selected is not the option that the instructor selected.

☐ Poor	Includes little information with few or no details or unrelated details. Unsuccessful in attempts to explore any facets of the topic.	0 POINTS
☐ Fair	Includes little information and few or no details. Explores only one or two facets of the topic.	1 POINTS
☐ Good	Includes sufficient information and supporting details. (Details may not be fully developed; ideas may be listed.) Explores some facets of the topic.	3 POINTS
☒ Excellent	Includes in-depth information and exceptional supporting details that are fully developed. Explores all facets of the topic.	3 POINTS

Compare your selections with the instructor's selections

5. Taking Course of ACU-OER

5.5 Assignment

Step 3. Assess Peer Responses

In the peer assessment step of an ORA, you perform assessments of responses that were submitted by other learners. The course team sets the requirement for how many peer assessments each learner is expected to complete.

At the top of the peer assessment step, you can see counts of how many responses you are expected to assess and how many you have already assessed. For example, if you are required to perform 3 peer assessment and are about to start your first peer assessment, the count appears as “1 of 3”. Within the **Assess Peers** step, you see each question, a learner’s response, and the rubric that you will use to grade the response.

3

Assess Peers

IN PROGRESS (2 OF 3)

Read and assess the following response from one of your peers.

The question for this section

Describe your favorite meal, and write a persuasive argument to convince someone to try that meal. Support your position with facts and examples from your experience.

Your peer's response to the question above

It is a pie of soft or crusty dough, topped with tomato sauce, cheese and different toppings..called Pizza. Specially when it is served hot, the aroma of herbs and spices + the smell of warm sauce and cheese is mouth watering. Every bite is satisfying. This is food item that is popular with all ages, from a two year old to 100 years.

I New York city alone, over 500,000 pizza pies are consumed on a daily basis. According to the city's health department there are over 1500 establishments selling pizza in the city. You can go to any neighborhood and ask for a popular pizza place and each person can name a couple.

▼ Did the response describe a meal and did it describe why someone should choose to eat it?

☐ Off-Topic	The essay is off-topic or does not answer all or part of the question.	0 POINTS
☐ No Explanation	A meal is described, but no argument is made to persuade the reader to try it.	5 POINTS
☐ Unclear Recommendation	A meal is not described, but an argument is made to persuade the reader to try it.	5 POINTS
☒ Persuasive Recommendation	The essay give a good description of the meal and provides supporting reasons for trying the meal.	10 POINTS

5. Taking Course of ACU-OER

5.5 Assignment

Step 4. Assess Additional Peer Responses (Optional)

If you have assessed the required number of peer responses, the peer assessment step collapses so that only the **Assess Peers** heading is visible.

If you want to, you can assess more peer responses than the assignment requires. To assess more response, select the **Assess Peers** heading to expand the step, and then select **Continue Assessing Peers**.

Step 5. Assess Your Response

When you have completed the required number of peer assessments, the self assessment step of the assignment becomes available. You see your response along with the same rubric that you used in the peer assessment step.

Perform an assessment of your own response, and then select **Submit Your Assessment**.

When you have completed assessing your own response, the next step in the assignment becomes available. If there are no further steps, and if you have received the required number of peer assessments on your own response, you can receive your score.

Step 6. Staff Grade

In some assignments, a staff assessment step is included for a member of the course team to grade your responses. You do not need to take any action for this step. The status of the Staff Grade step changes to Complete when a member of the course team has completed grading your response.

If a Staff Grade step exists in your assignment, you receive your final assignment grade when staff grading is complete, even if your response has not been assessed by the required number of peer reviewers.

NOTE: Course staff can grade your ORA even if a staff assessment step is not included in the assignment. This might happen if, for example you receive peer assessments of your response that are inappropriate. In such cases, course staff can perform an assessment of your response that overrides any peer assessment grades. If a member of the course staff graded your response, a **Staff Grade** section appears in the grading details for your assignment.

5. Taking Course of ACU-OER

5.5 Assignment

④ Receive Your Score and Provide Feedback

You receive your score for an ORA when you have completed the following steps.

Step 1. Submitted your response to the question.

Step 2. Completed the assessment training steps (if included).

Step 3. Performed the required number of peer assessments.

Step 4. Performed a self assessment (if included).

Step 5. Received the required number of peer assessments of your own work.

Step 6. Received a staff assessment (if included).

If other learners are still assessing your response, you see the following message below the **Assess Your Response** step.

Your Grade: Waiting for Peer Assessment

Your response is still undergoing peer assessment. After your peers have assessed your response, you will see their feedback and receive your final grade.

5. Taking Course of ACU-OER

5.5 Assignment

④ Receive Your Score and Provide Feedback

View Your Score

When peer assessment is complete, and if the assignment does not include a staff assessment step, you can see the scores you received from all of the peers who scored your work, as well as your self assessment. You can also see any comments that your peers have provided.

If the assignment included a staff assessment step, you receive your final grade when course team has graded your response. If a staff assessment step is included in the assignment, peer assessment grades and comments are included in the assignment grade details, but the staff grade becomes the final grade.

Your Grade: 6 out of 19

The question for this section

Describe your favorite meal, and write a persuasive argument to convince someone to try that meal. Support your position with facts and examples from your experience.

Your Response

Mmmm sushi

Assessments of Your Response

▶ Content	5 / 10 POINTS
▶ Organization & Clarity	1 / 3 POINTS
▶ Persuasiveness	0 / 6 POINTS
▶ Additional comments on your response	

5. Taking Course of ACU-OER

5.5 Assignment

④ Receive Your Score and Provide Feedback

Provide Feedback on Peer Assessments Received

If you want to, you can provide feedback on the peer scores that you received, under **Provide Feedback on Peer Assessments**.

▼ Provide feedback on peer assessments

Course staff will be able to see any feedback that you provide here when they review course records.

Select the statements below that best reflect your experience with peer assessments.

☐ These assessments were useful.

☐ These assessments were not useful.

☐ I disagree with one or more of the peer assessments of my response.

☐ Some comments I received were inappropriate.

Provide feedback on the grade or comments that you received from your peers.

I feel the feedback I received was...

Submit feedback on peer assessments

5. Taking Course of ACU-OER

5.5 Assignment

④ Receive Your Score and Provide Feedback

View Top Responses (optional)

Some ORA assessments include a **Top Responses** section below your own score, that show the highest scoring responses that were submitted for each question. If you course team included this section in your assignment, it appears only after you have completed all the steps of the assignment.

Top Responses

Top-Scoring Responses for This Assignment

18 POINTS

Test id leo nec lorem sollicitudin consectetur id sed diam. Aenean facilisis, nulla et adipiscing consequat, felis ante feugiat velit, in scelerisque metus mi sed odio. Integer ut amet sagittis felis, in commodo mauris. Pellentesque eget sem ut eros accumsan gravida. Curabitur vestibulum nisl nisl, eget pretium neque adipiscing vitae. Praesent sed tellus ut est feugiat venenatis.

28 POINTS

Test id leo nec lorem sollicitudin consectetur id sed diam. Aenean facilisis, nulla et adipiscing consequat, felis ante feugiat velit, in scelerisque metus mi sed odio. Integer ut amet sagittis felis, in commodo mauris. Pellentesque eget sem ut eros accumsan gravida. Curabitur vestibulum nisl nisl, eget pretium neque adipiscing vitae. Praesent sed tellus ut est feugiat venenatis. Aenean at dolor non nisl faucibus mollis. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

33 POINTS

consequat, felis ante feugiat velit, in scelerisque metus mi sed odio. Integer ut amet sagittis felis, in commodo mauris. Pellentesque eget sem ut eros accumsan gravida. Curabitur vestibulum nisl nisl, eget pretium neque adipiscing vitae. Praesent sed tellus ut est feugiat venenatis.

concomodo mauris. Pellentesque eget sem ut eros accumsan gravida. Curabitur vestibulum nisl nisl, eget pretium neque adipiscing vitae. Praesent sed tellus ut est feugiat venenatis. Aenean at dolor non nisl faucibus mollis. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

5. Taking Course of ACU-OER

5.5 Assignment

④ Receive Your Score and Provide Feedback

How Peer Assessment Score are Calculated

Peer assessments are scored by criteria. Each criterion's score is the median, not the average, of the scores that each peer assessor gave that criterion. For example, if the Ideas criterion in a peer assessment receives 10 from one learner, 9 from a second learner, and 5 from a third learner, the score for that criterion is 9 (the median), not 8 (the average).

Your final score for a peer assessment is the sum of the media scores for each individual criterion.

For example, your response might receive the following scores from peer assessors.

CriterionName	Peer1	Peer2	Peer3	Medianforthe Criterion
Ideas (out of 10)	10	7	8	8
Content (out of 10)	7	9	8	8
Grammar (out of 5)	4	4	5	4
FINALSCORE (out of 25)				20

To calculate the final score, the system adds the media score for each criterion.

Ideas median (8 out of 10) + Content median (8 out of 10) + Grammar media (4 out of 5)
= final score (20 out of 25)

Note, again, that your final score is not the median of the scores that each individual peer assessor gave the response. Your final score is the sum of the median scores for each individual criterion.

5. Taking Course of ACU-OER

5.5 Assignment

④ Receive Your Score and Provide Feedback

Canceled Responses

If the course team deems a response that you have submitted to be inappropriate, they can cancel that response and remove it from peer grading. In the ORA you see an indicator that your submission was canceled, with the date and time of the cancellation, and a comment by the course team member about the reason.

The course team might allow you to submit a replacement response for the canceled one, or they might not. If they do not allow you to submit a replacement response, your grade is zero for the assignment.

5. Taking Course of ACU-OER

5.6 Team Project

5.6.1 Overview of Team Project

In some courses, you might be assignment activities or projects that require working in small groups, or teams. Course staff will create topics that you can choose from. You choose a topic that interests you, and join or form a team with other learners who have the same interest to work on the group activity or project together. You can join only on team in your course.

If your course includes teams, your instructor or course staff will provide information about how you should work in teams, guidelines for joining and creating teams, and using discussions within teams.

5.6.2 Search for a Team

You can use keywords to search for teams within a topic that match your interests. To get a list of teams that match your search keywords, follow these steps.

1. In the course, select the **Teams** tab.
2. On the **Teams** page, select **Browse**, then select the topic in which you want to find a team.
3. In the search field, enter one or more keywords, then press **Enter** or select the search icon.

Teams within the topic that match your search are displayed.

To clear the existing search term, select the **X** in the search field.



5. Taking Course of ACU-OER

5.6 Team Project

5.6.3 Join a Team

When you have found a team you want to join, select **Join Team**.



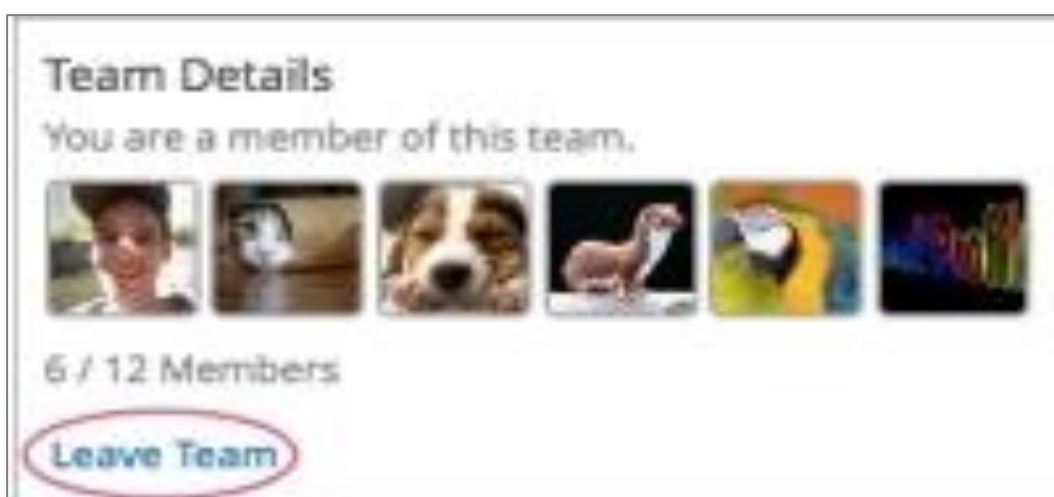
You are added as member. Your profile is added to the list of team member profiles, and you can participate in the team's discussions. The team that you joined appears on your **My Team** page.

NOTE: You can only belong to one team at a time. If you belong to a team, but find another team that you want to join, you must leave the first team before you can join a new one.

5.6.4 Leave a Team

To leave a team that you belong to, follow these steps.

1. On the Team Details page, select **Leave Team**.



2. In the confirmation dialog, select **Leave Team**. After you leave a team, you are no longer visible in the team membership profiles list, or in the membership count. Although you can still view that team's discussions, you can no longer participate in them.

5. Taking Course of ACU-OER

5.6 Team Project

5.6.5 Create a Team

If you do not want to join any of the existing teams in a topic, you can create a new team. When you create a new team in a topic, you are automatically added as a member.

NOTE: You cannot create a team if you already belong to a team. rl

To create a team, follow these steps.

1. On the Teams page in the course, find a topic that you are interested in.
2. Select the topic's arrow button to see the team that exist in that topic.
3. At the bottom of the list of teams within the topic, select the **create a new team in this topic** link.

The screenshot shows a topic page for 'Water Conservation Projects'. It includes a search bar, a filter for 'last activity', and a message: 'Are you having trouble finding a team to join? Browse teams in other topics or search teams in this topic. If you still can't find a team to join, [create a new team in this topic](#)'.

4. On the **Create New Team** page. Add a name and description for the team. In the description, include details about your proposed project or activity to help other learners to decide whether they want to join your team and work with you.

The screenshot shows the 'Create a New Team' page. It includes a title 'Create a New Team' and a subtitle 'Create a new team if you can't find existing teams to join, or if you would like to learn with friends you know.' Below this, there is a section 'Enter information to describe your team. You cannot change these details after you create the team.' This section contains two main input areas: 'Team Name (Required) *' and 'Team Description (Required) *'. To the right of these are 'Optional Characteristics' including 'Language' and 'Country'. At the bottom, there are 'Create' and 'Cancel' buttons.

5. Taking Course of ACU-OER

5.6 Team Project

5.6.5 Create a Team

5. (Optional) Include some optional details for your team. You can specify a language that members would primarily use to communicate with each other, and a country that members would primarily identify with. Keep in mind that If your team details make the team membership seem too selective, other learners might be discouraged from joining.

NOTE: Be careful in entering your team details. After you save the details for your new team, you cannot change them, and you cannot delete your team.

6. When you have finished adding your team details, click **Create**. Your new team appears in the list of team under your selected topic. You are automatically added as a team member.

5.6.6 Participating in Team Discussions

After you join a team, you can participate in discussions on your team page with other members.

Although you can view discussions in any team, you must belong to a team to add new posts and responses to the team's discussion.

Team discussions work in the same way as your course discussions.

If you leave a team, you can view posts that are made, but you can no longer participate in that team's discussions.

5. Taking Course of ACU-OER

5.7 Exam

5.7.1 Taking a Timed Exam

① Timed Exam Overview

Timed exams are sets of problems that you must complete in a limited amount of time. The score you receive becomes part of your course progress record. Timed exams are indicated on the Courses page by a clock icon and the label **Timed Exam**.



After you begin taking a timed exam, a timer on the course page displays the amount of time that you have remaining to complete the exam. You cannot pause or reset a timed exam. When there is no time remaining, the course page automatically submits your exam.

The time limit for an exam applies to all of the units in an exam section. If an exam includes problems on multiple unit pages, you must complete the problems on each unit page before you submit the exam or before the time runs out.

② Taking a Timed Exam

1. Open the timed exam page in the course.
2. Find the length of the time limit on the exam page. Make sure that you have enough time available to complete the exam.
3. Select **I am ready to start this timed exam**.
4. Complete the problems in each unit of the exam. Select Submit to score the problems in the unit. If you do not select Submit, your responses will not be scored.
5. Monitor the amount of time remaining in the time display at the top of the course page. When 20% of the time remains, the time display bar darkens to alert you. When 5% of the time remains, the text on the time display bar becomes bold.
6. After you have completed and checked all the units in the exam, select **End My Exam** at the top of the course page. If you run out of time, the exam will end automatically.

5. Taking Course of ACU-OER

5.7 Exam

5.7.1 Taking a Timed Exam

③ Hiding the Exam Timer

By default, the amount of time that remains in the exam is visible. You can hide or show the time that remains.

To hide the remaining time, select the “eye” icon that is located next to the timer.

To show the remaining time, select the “eye” icon again.



④ Requesting Additional Time

You can request additional time to complete a timed exam. Course teams and instructors can increase the time allowed for individual learners to accommodate specific needs.

Course teams decide whether or not to grant additional time based on the criteria that they choose. You can get information about the availability of additional time from your course team.

NOTE: You can only request additional time before you begin a timed exam. After you start an exam, the course team cannot allow more time for that exam attempt.

5. Taking Course of ACU-OER

5.7 Exam

5.7.2 Multiple Choice Answers

If you encounter a multiple choice question that is followed by a field for an explanation, there are actually several more steps that you need to complete the for the assignment. These assignments involve sharing what you have learned with other people in your online course. They give you an opportunity to learn from each other.

In a classroom setting, this type of assignment is sometimes called a “peer instruction” or “clicker” question.

This section describes how you complete these interactive assignments.

① Assignment Overview

When a multiple choice question also requires an explanation, the next step in the assignment is to share your rationale for your answer with other learners, and to see the choices and explanation that other learners shared.

Names are not shown with the responses. As a result, you can focus on contributing the best answer possible, without worrying about whether your reasoning, or your spelling,, in exactly correct.

Then, you get to apply what you learned from the others: you have another chance to answer the question.

5. Taking Course of ACU-OER

5.7 Exam

② Steps of completing the assignment

In this type of assignment, you see a multiple choice question. After you select an answer you complete these steps.

Step 1. Explain Your Choice

Step 2. Review Other Initial Responses

Step 3. Revise Your Responses

Step 4. Review the Correct Answer

Step 5. Compare Answers

5. Taking Course of ACU-OER

5.7 Exam

② Steps of completing the assignment

Step 1. Explain Your Choice

Write an explanation for why you chose your answer.

This step is your opportunity to provide a persuasive argument about why your answer is the correct one. You might include references to a course video or textbook, or describe how you arrived at the choice you made.

Together, the answer that you chose and this explanation are your initial response. When you select **Next**, your initial response is added to the collection of initial responses by all of the other course participants.

QUESTION:

Based on the behaviour displayed below, what emotion is this dog most likely experiencing? She is feeling...



STEP 1) YOUR INITIAL ANSWER

You can change this answer later, if you change your mind.

☐ Anxiety

☒ Fear

☐ Shame

☐ Frustration

Explain your selection (Required):

Whites of her eyes are showing.

📘 In the next step you will be shown a selection of other responses which may help you refine your answer.

Next Step →

5. Taking Course of ACU-OER

5.7 Exam

② Steps of completing the assignment

Step 2. Review Other Initial Responses

Review the initial responses that other participants in the course submitted. The course team decides how many you see. You might see one response for each of the possible answer choices, or a set that is chosen completely at random. This step gives you a chance to learn from the explanations that other learners submitted, and reassess your own understanding of the topic. Because they are part of the collection of initial responses, your answer and explanation are likely to be shown to other learners when they got to this part of the assignment.

STEP 2) READ OTHER STUDENT ANSWERS
These are samples of other student answers for this question. Read them and then compare with your answer below.

Student Answer: Anxiety
🐾 "I think the dog is feeling anxiety. She just looks worried. Her front paw is kind of up. And she's trying not to be noticed."

Student Answer: Fear
🐾 "The dog is afraid! She is crouched protectively, backed up against a wall, and looks at something with "whale eyes"."

Student Answer: Shame
🐾 "This dog is feeling bad about something. I have seen this with my own dogs, when they hide from me and look guilty about something."

5. Taking Course of ACU-OER

5.7 Exam

② Steps of completing the assignment

Step 3. Revise Your Response

Decide whether you want to change your initial response by selecting a different answer choice, revising your explanation, or both.

This step is optional. You can submit a final response that is the same as your initial response, or change it completely.

When you select **Next Step**, you learn the correct answer.

STEP 3) YOUR FINAL ANSWER

You now have the option to change your initial selection and explanation, if you wish.

☐ Anxiety

☒ Fear (You chose this option)

☐ Shame

☐ Frustration

Explain your selection (Required):

The "whale eyes" or whites of her eyes are showing, and she is physically behind a piece of furniture to protect herself. Interesting that "Shame" is one of the options, since that's such a human emotion. I never thought about it before, but maybe shame is a different way of describing fear.

ⓘ After submitting your final answer, you will see the correct answer for this question.

Next Step →

5. Taking Course of ACU-OER

5.7 Exam

② Steps of completing the assignment

Step 4. Review the Correct Answer

Review the correct answer choice and the explanation provided by the course team.

CORRECT ANSWER

Fear

This dog has a low body posture and appears still. She is crouching, trying to make herself small, and is also hiding behind a couch. Her ears are slightly back and she is displaying "whale eye" (whites showing in the eyes). These are most likely signs of fear. She has already determined a threat is present.

- Your initial answer:** Fear (Option 2)

👤 "Whites of her eyes are showing."
- Your final answer:** **Fear** (Option 2)

👤 "The "whale eyes" or whites of her eyes are showing, and she is physically behind a piece of furniture to protect herself. Interesting that "Shame" is one of the options, since that's such a human emotion. I never thought about it before, but maybe shame is a different way of describing fear."

5. Taking Course of ACU-OER

5.7 Exam

② Steps of completing the assignment

Step 5. Compare Answers

Use the graphs to compare the percentage of your fellow learners who selected each answer. The first graph shows the percentage of learners who selected each answer initially, and the second graph shows the percentage of learners who selected each answer after they had the opportunity to review the explanations that other learners provided. Compare your own choices, and the correct one, to your peers.

This step might be just as thought provoking as the other steps.



NOTE: The graphs appear after 10 learners submit their final responses. If the graphs do not appear, give the others taking the course some time, and then refresh your browser page.

5. Taking Course of ACU-OER

5.8 Learning Materials (Text Book)

If course team make textbook, learners can see textbook.

In LMS-OER, textbook appeared on the top menu.

The screenshot shows the LMS-OER interface. At the top, there is a navigation bar with tabs: Course, Discussion, Progress, **OER Textbook** (highlighted with a red box), and Empty. Below the navigation bar, the main content area is titled 'OER COURSE'. It features a search bar with the text 'Search the course', a 'Search' button, and a 'Start Course' button. The main content area is divided into two columns. The left column contains a list of course sections: 'Section1' (expanded), 'Subsection1 Homework', 'Unit', 'Unit' (with a green checkmark), 'Subsection test Homework', 'ora test Final Exam', 'Discussion' (with a green checkmark), and 'ora test 20190708'. The right column contains 'Course Tools' with a 'Bookmark this page' button, and 'Important Course Dates' showing 'Today is Jul 9, 2019 17:21 KST', 'Course End in 4 months - Oct 31, 2019', and a note: 'To earn a certificate, you must complete all requirements before this date.'

5. Taking Course of ACU-OER

5.9 Bookmark

1. Click “Bookmark this page”

The screenshot shows the 'OER COURSE' interface. At the top, there are tabs for 'Course', 'Discussion', 'Progress', 'OER Textbook', and 'Empty'. Below the tabs, there is a search bar labeled 'Search the course' and a 'Search' button. To the right of the search bar is a 'Resume Course' button. On the left side, there is a list of course sections under 'Section1', including 'Subsection1 Homework', 'Subsection test Homework', 'Unit', 'ora test Final Exam', 'Discussion', and 'ora test 20190708'. An 'Expand All' button is located above this list. On the right side, there is a 'Course Tools' section with a 'Bookmark this page' button highlighted by a red box. Below this, there is an 'Important Course Dates' section showing 'Today is Jul 10, 2019 10:10 KST' and 'Course End In 4 months - Oct 31, 2019'. A note states: 'To earn a certificate, you must complete all requirements before this date.'

2. Then you can see bookmarked course in ACU-OER

The screenshot shows the ACU-OER interface. At the top, there is a navigation bar with links for 'Browser', 'My Lectures', 'Partners', 'About', and 'Do Won Ki...'. Below the navigation bar, there is a search bar. On the left side, there is a 'My Course' sidebar with links for 'Enrolled Course(6)', 'Created Course(2)', and 'Bookmark(1)' (highlighted by a red box). The main content area shows the details for a course with ID '11111'. The course details include: 'Taught by : ADMIN1', 'Created By : 11111', 'Offered By : ACU', 'Date Added : 2018. 11. 27', 'Learning period : 2030. 01. 01 -', and 'Registration period : none'. There is also a 'User Rating' section with a star rating and 'Comments' and 'Hits' sections. At the bottom right, there is a Creative Commons license logo and text: 'This work is licensed under a Creative Commons Attribution NonCommercial ShareAlike 4.0 International License.'



Chapter 6.

Checking My Progress

6. Checking My Progress

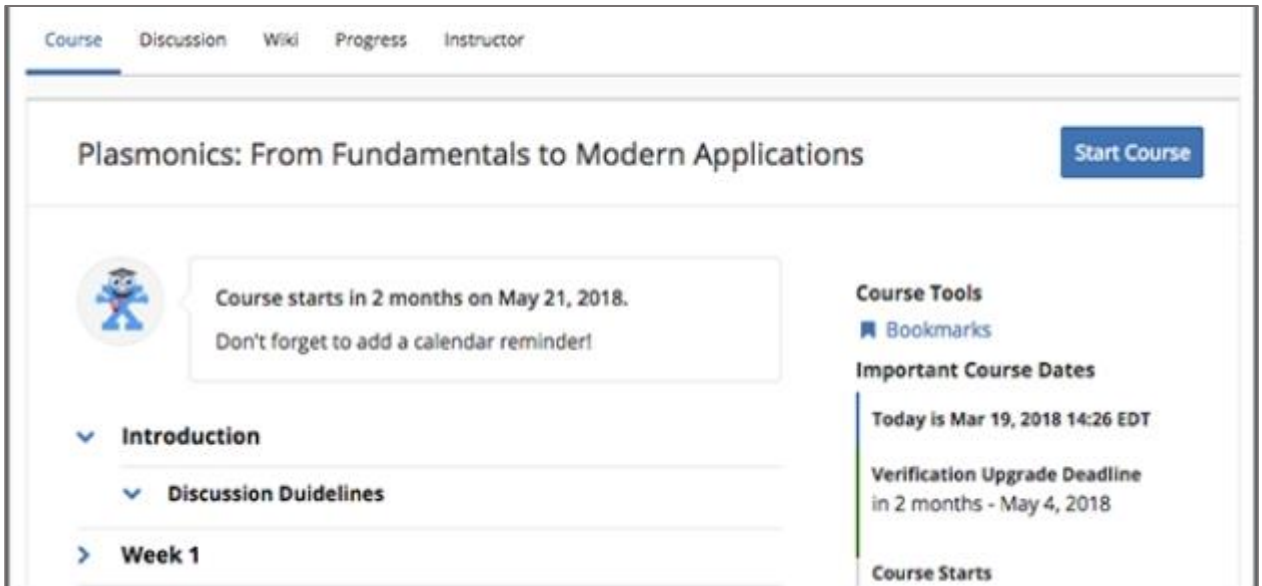
6.1 Progress Indicators

When you are working in a course, green check marks that show your progress are visible in two places.

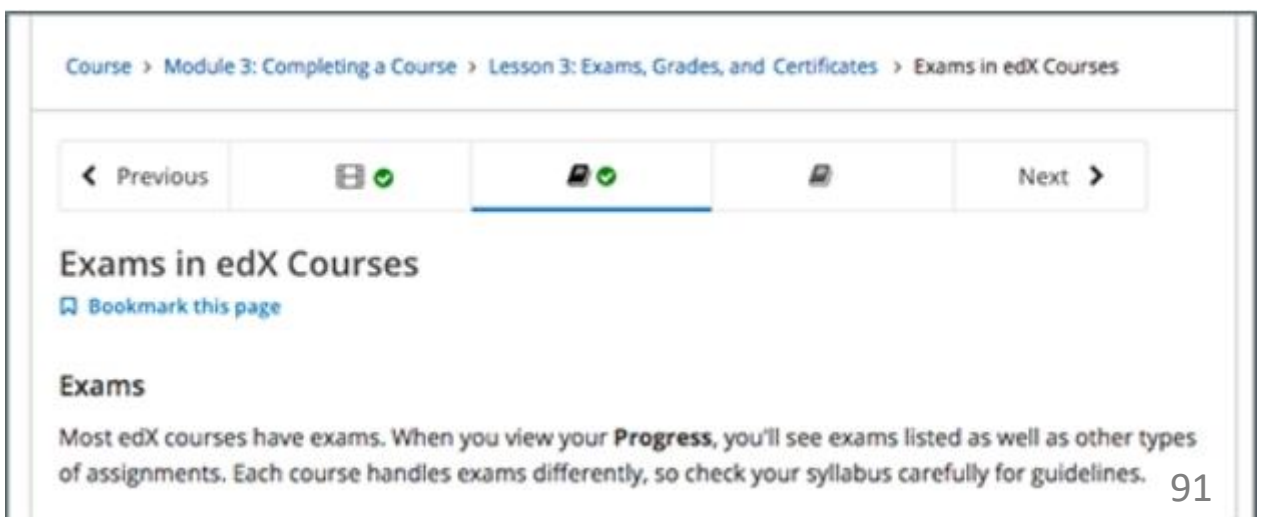
- The course outline on the **Course** page.
- The navigation bar at the top of the page.

These check marks appear when you complete all of the content(unit, section, module, week, lesson, or other part)

For example, in the following image, the learners has completed all of the content in the “Introduction” part of the course, as well as the content in the “Module 1”part.



In the following image, the learner has completed the first two units in the “Lesson 3: Exams, Grades, and Certificates” lesson.



6. Checking My Progress

6.1 Progress Indicators

To complete content, you must complete all of the following actions.

- View all of each video in the unit.
- Submit answers for all the problems in the unit.
- View all HTML content in the unit for at least five seconds.

6.2 Progress Page

To see your scores on individual problems represented in both a chart and a list, as well as your current overall course grade, select the **Progress** page from anywhere in the course.



Chapter 7.

View My Score

7. View My Score

7.1 Grading Chart

On the Progress page, a chart shows how you have performed for each graded assignment in the course.

Assignments are listed along the horizontal axis, and the percentage score that you received in each lesson is read from the vertical axis.



Markers on the vertical axis reflect the grading scale for the course. For example, if the passing percentage score for the course is 60%, there is a marker on the vertical axis at 60% so that you can compare your total score with the required passing score.

If the course awards a grade of B for scores of 50% and higher, and a grade of A for scores 75% and higher, then there are markers on the vertical axis at 50% and 75%, labelled "B" and "A" respectively.

NOTE: In the progress chart, assignments are grouped by type. For example, all homework sections are listed together, then all quizzes, then exams. A bar showing the average score for each assignment type appears for each group.

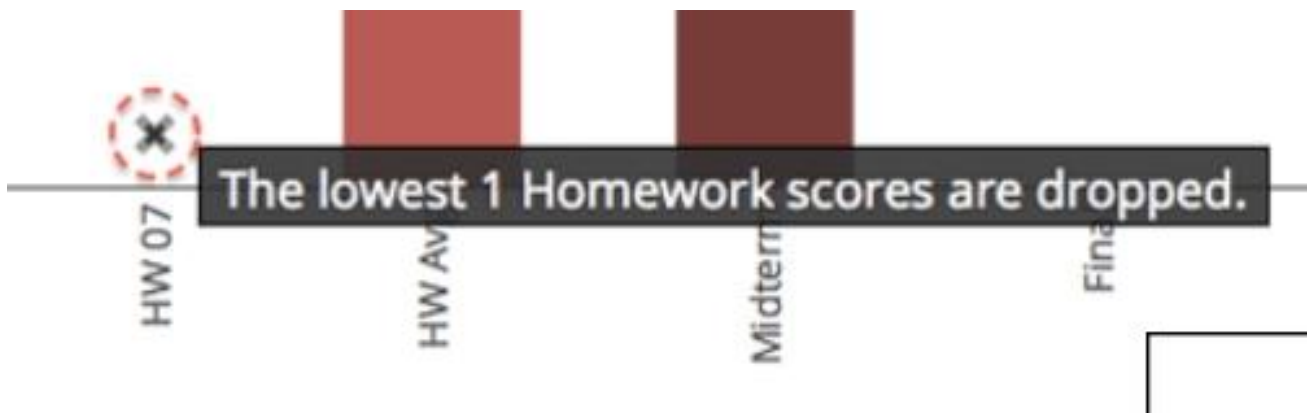
7. View My Score

7.1 Grading Chart

The bar for each assignment reflects your total score for all the problems in that assignment. For individual problem scores, see **Grading Details** below the chart. For each of the assignment average of scores for assignments of that type. This average is recalculated as you progress through the course and complete more assignments.

NOTE: In some courses, the course staff may have chosen to hide results for some assignments. For example, the results of an exam might be hidden until after the exam's due date. When the results are hidden, you do not see whether you answered problems correctly, and you do not see your score in the body of the course or on your **Progress** page.

Some courses allow some number of graded assignments to be automatically dropped from your score. For example, out of 8 quizzes, a course might have the lowest scoring quiz excluded from all learners' final scores. A dropped assignment is indicated in the chart by an **x** above the horizontal axis.



7. View My Score

7.2 Grading Details

The **Progress** page included your scores for individual problems within an assignment. Below the grading chart is a listing of course section in the order that they occur in the course. For each problem in a graded assignment, the points that you earned out of the possible points is shown with the label **Problem Scores**. Scores for ungraded problems are shown with the label **Practice Scores**. Sections that do not have any problems are labelled as having no problem scores.

Lesson 3: The Minor Pentatonic Scale

Lesson 3 Overview

No problem scores in this section

Spotlight: Advice for Studying Music

No problem scores in this section

Review from Lesson 2

No problem scores in this section

Major 6th and Major 7th Intervals

Practice Scores: 0/0 0/0 0/0 0/0 0/0 0/0 0/0 0/0 0/0

Building and Singing the Minor Pentatonic Scale

Practice Scores: 0/0 0/0

Berklee Student Performance: "Work In Progress"

No problem scores in this section

Lesson 3 Quiz (0/15)

Quizzes due Feb 15, 2016 at 23:00 UTC

Problem Scores: 0/15

Lesson 3 Review and Assignment Overview (0/8)

Peer Reviews due Feb 23, 2016 at 23:00 UTC

Problem Scores: 0/8

7. View My Score

7.3 View a Final Course Grade

To view your current grade in a course that has not yet ended, see **Checking Your Progress in an Course**.

To view your final grade in a course that you have completed, follow these steps.

1. On your dashboard, locate the course. Your final grade appears under the course name.
2. Optionally, print your dashboard to obtain a record of your achievement in the course.

You can also view the course and open its **Progress** page to view your final grade, as well as your grades on all course assignments.



Chapter 8.

How to Get a Certificate

8. How to Get a Certificate

8.1 Accessing a Certificate

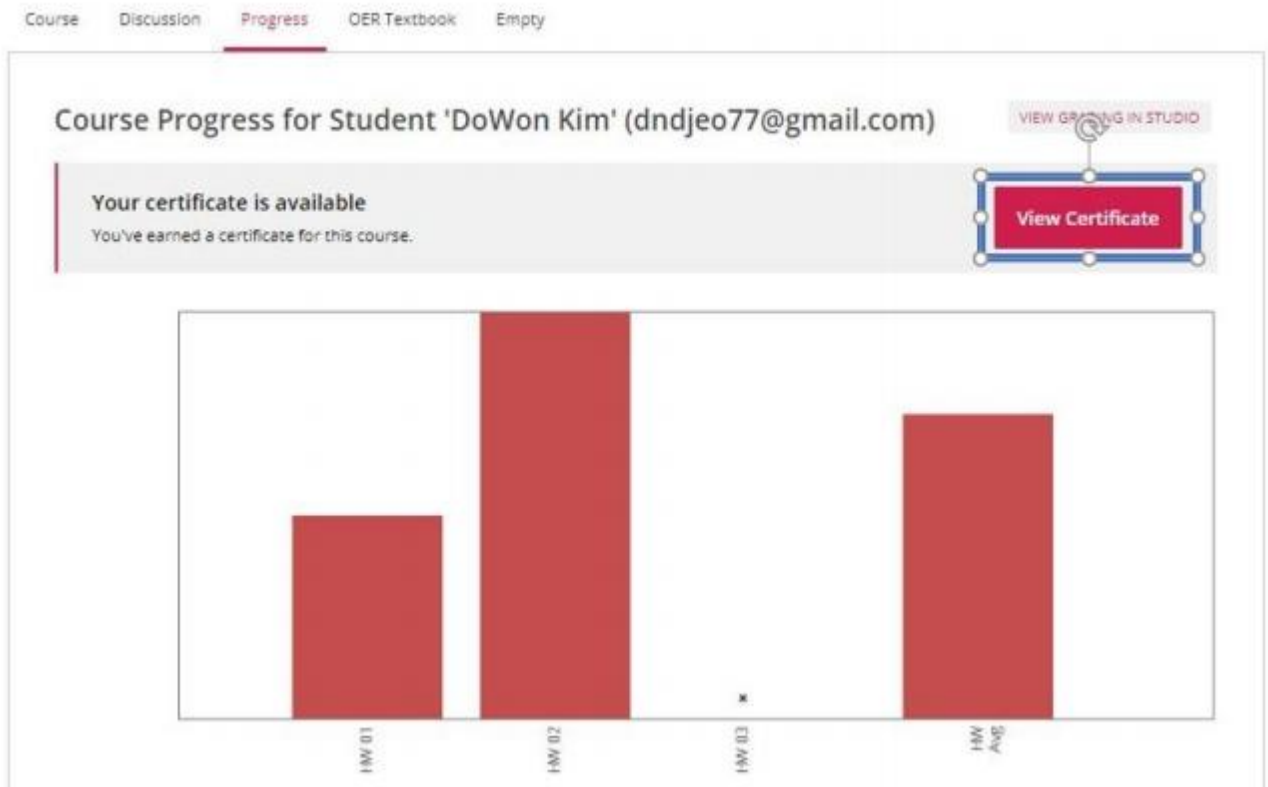
If you passed the grade score, you can get a certificate in **Dashboard** or **Progress Page**.

Some courses issue certificates, which you can access from your dashboard. The following examples show the **View Certificate** option on a learner dashboard.

- In Dashboard**



- In Progress Page**



To open a web certificate in your browser, select View Certificate. You can then share or print your web certificate.

8. How to Get a Certificate

8.2 Print a Web Certificate

To print a web certificate, follow these steps.

1. Open the web certificate in your browser.
2. In the web certificate header, select **Print Certificate**.

To print your web certificate in the most professional looking format, follow these guidelines.

Do not print the header or footer. Depending on your system, you might need to clear these print options.

Set the margins to the minimum space available. Depending on your system, you might need to select **Minimum** option for the margins.



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PROJECT