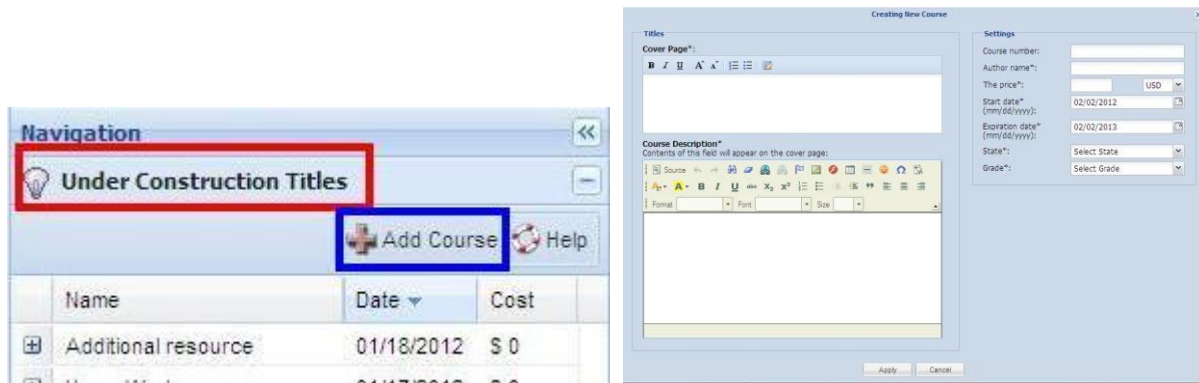


## About Courses

### 1. How can I create my course?

A : To create your course

- Access the test designer tool
- Go to “Under Construction Titles”
- Click on Add Course. A sub window called *Creating New Course* opens



- In this sub window you will find the spaces to fill your course title, your course description, the value of your course, the time period you started your course and finished it, your state and the grade for which you are designing the course.

### 2. Who can see the courses created by me?

- A. Teachers who you ask to collaborate with in your course creation, your students and their parents can see the courses created by you.

### 3. When can students see the course?

- A. After students login to their accounts their homepage will show the courses that are available for them to practice.

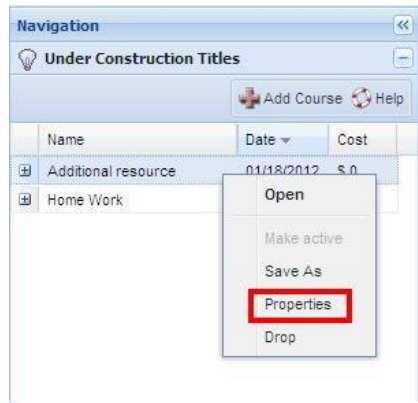
### 4. How does a student access my course?

- A. By logging into his/her account. Your course will made visible to the student in his/her homepage.

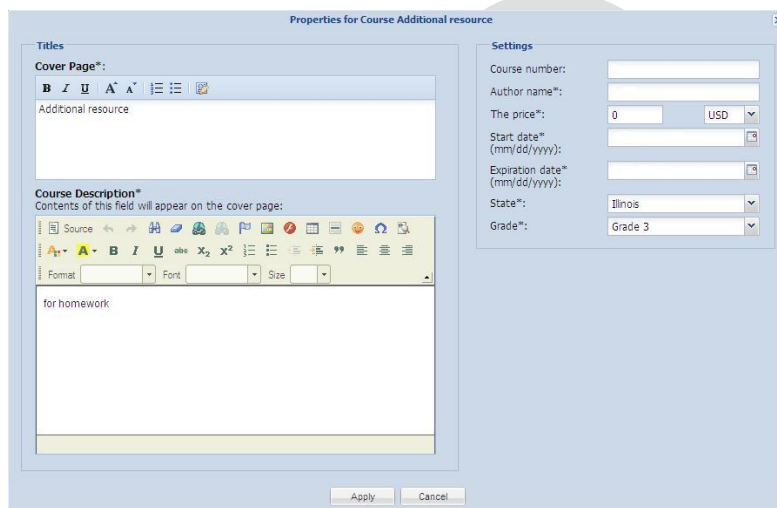
### 5. How can I add/change the information about my course?

A : You can add/change the information about your course by

- First access the test designer tool
- Go to “Under Construction Titles”
- Right click on the course, of which the information is to be edited



- Select Properties
- The sub window, *Properties For Course*, will open and you are free to edit any of the contents.

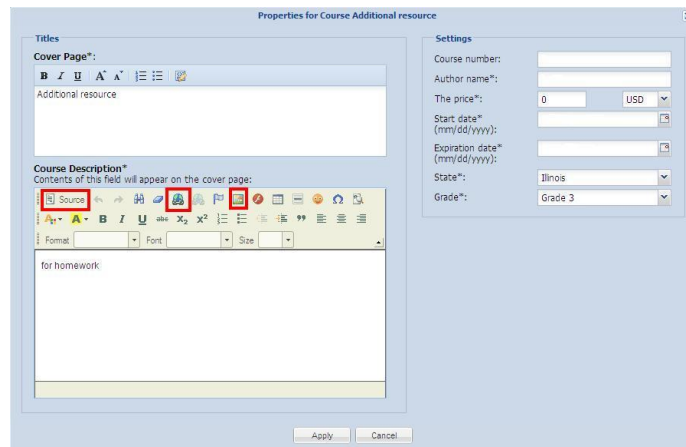


6. **Can I provide additional information such as summaries or links to online content to the description of the course?How?**

A : Yes, you have the freedom to choose and add all kinds of information (links,images,videos)

To add an additional information

- In the Test Designer, select the course to which you want to add the extra information
- Right click on the course and select “Properties”
- When the sub-window opens, the editor for the description provides the freedom to add links, images and videos.

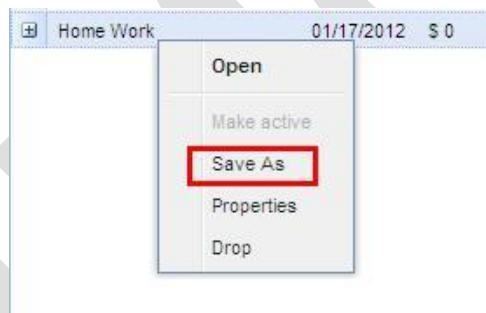


7. **How can I create my course quickly? (How can I copy a course?)**

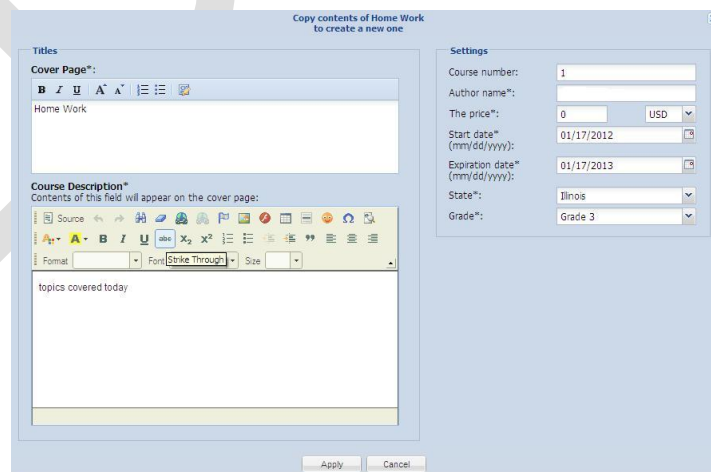
A : If you want to create a course quickly / copy a course

i) From the course you have already created

- First access the test designer tool
- Go to “Under Construction Titles”
- Right click on the course that you want to copy and Select “Save As”



- The sub window, “Copy Contents Of (course name) To Create A New One”, will open with same fields to fill as you are provided during creation of the course.



- Fill in the desired course name

or

ii) From the course you have subscribed

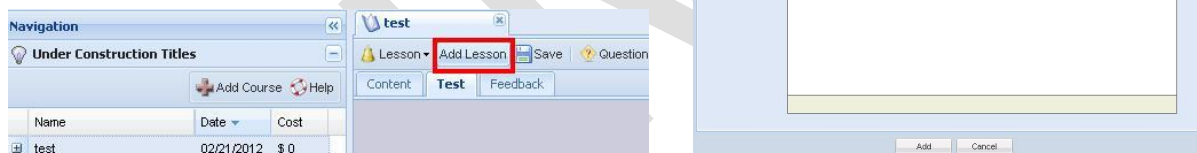
- First access the test designer tool
- Go to “Subscribed Content”
- Select the course from which you want to copy the desired course
- Right click on it and select “Save As”
- Save the course with the desired title.

If you save with a new title, it will give you a new course. If you save with the name of an existing course, the subscribed course will be added to the existing course.

### 8. How can I add lessons to my course?

A : When you are done with creating a course and adding the description to it, the next step is to add the lessons to your course. You can do this by

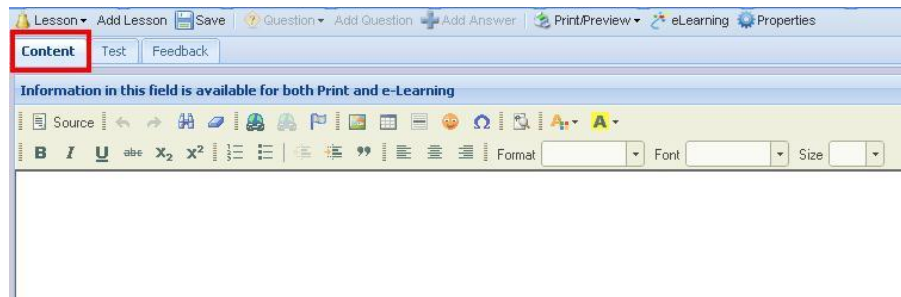
- Access the Test Designer
- Open the course(double click on the course) to which you want to add the lesson
- Here you will see the menu bar with lot of options. From this menu bar, click on the down arrow beside “Lesson” and select “Add Lesson” or select “Add Lesson” directly from the menu bar.



- Once you select it, a sub-window opens with many fields where you can fill your Lesson Title, Main Section Description (title on display in contents of course), Main Section Number, Sub section Description, Sub section number and Lesson Description.
- Fill the fields and select “Add”. This will add your lesson.
- Repeat the same for as many Questions you want to add.

### 9. How can I provide instructions for my assessment?

A : When the Lesson is added, you will see two tabs on your designer, “Content” and “Test”. When you go to the “Content” tab, you will find two editors. Both the editors are to add the instructions which can be in any format (links, images and videos)



#### 10. How can I delete a lesson?

A : To delete a lesson

- Access the Test Designer
- Go to the course from which you want to delete the lesson
- Select the question to be deleted by clicking on the number of the question
- In the menu bar of the designer, click on the down arrow beside “Lesson”
- Here you will find the option “Drop Lesson”. When you click on it that lesson will be removed/dropped/deleted from the course.



#### 11. How can I copy a lesson from another course?

A : To copy a lesson to your course from another course

- Access the Test Designer
- Go to the course from which you want to copy the lesson
- Go to the “Test” tab
- Select the question
- Now in the menu bar of the designer, click on the down arrow beside “Lesson”
- Select “copy” from the drop down menu.
- Now a sub-window pops on your screen with two options, either to copy “This Lesson” (the selected lesson) or to copy “Test For This Lesson” (all the lessons under the test)
- After selecting the option best fit for you another sub-window opens which will ask you to select the destination course to which you want to copy the lesson to.
- Select the desired destination. This will complete the copying process.

