Introduction

About the Course Navigator
This Web-based learning management system enhances students’ understanding of core course content through flashcards, quizzes, and activities, and assessments.

The Course Navigator also allows instructors to assess students’ work, track progress, download results, and view upcoming events.

System Requirements
The following are the minimum system requirements for using the Course Navigator on your computer:

- Broadband Internet Connection: Minimum 128 kbps connection to the Internet
- Screen resolution: 1280 x 768 or higher
- Web Browser: IE9, IE10, IE11, Firefox, Safari, Chrome
- Any popup blocking software disabled for http://coursenav.paradigmcollege.net/
- JavaScript enabled
- Cookies enabled
- Security: Firewall(s) configured to allow data transfer to and from http://coursenav.paradigmcollege.net/
- Recommended:
  - Processor Speed: 2 GHz or higher
  - Memory (RAM): 2 GB or higher

Disclaimers: While every effort will be made to support future browser platforms and computer operating systems, Paradigm Publishing cannot guarantee future compatibility.

Registering and Getting Started

Registering as an Instructor.
If you have not already done so, request an instructor profile from your Paradigm Account manager. You will receive a Username and Password via email.

Launching the Course Navigator
To Launch the Course Navigator:
1. Launch your web browser.
2. Go to http://coursenav.paradigmcollege.net/
3. Enter your Instructor Username and Password, sent to you via email, into the login fields.

4. Click the Login button.

Student Registration

You will need the following to enroll in the Course Navigator as a student:

- Course Navigator Activation code (packaged with each textbook)
- Enrollment key for the course (see below)
- Email address student will use to register account

How to register:

1. Open your web browser and go to http://coursenav.paradigmcollege.net/.
2. Click the Register button below the Login button.
3. Fill out the form by entering a desired Username and Password, Email address, First name, Last name, City/town and Country. Also enter the course Enrollment key and the Activation code. Note: Required fields are highlighted in red.
4. Click the **Create my new account** button at the bottom of the window to submit the form and register your student account.

*If all account information was entered correctly, the student version of course home page will immediately load.*

**Navigating in the Course Navigator**
Immediately after logging in, you will be shown your Home page. The Home page is divided into three sections.

**Top Banner - Account Maintenance**
The top part of the screen displays user information, including your name, a link to view and edit your Profile, view Help, and, if appropriate, access your eBook. There is also a **Log Out** link. The **Help** link that takes you to links for Help, FAQs, Customer Support, as well as a link to About Paradigm.

**Navigation Pane**
The Navigation pane includes information about your courses. You can also access a list of Participants, Grades and Course Settings from this pane. Additional resources can be accessed from the Navigation pane. These resources may include: **Search forums**, **Upcoming events**, **Messages**, **Activities**, and **Blog menu**.
Content Pane
Content for the course that is currently available will be shown in the center of the page, also known as the content pane. Using the navigation pane, or by clicking on an activity, you can navigate to a specific activity. You can also pull up grades using the navigation pane on the left.

Using the Navigation Pane
You navigate around your Course Navigator courses by using the Navigation Pane on the left and the Assignments Listing in the center content pane. The navigation pane provides quick access to courses, activities, students, and grades.

Navigation Tree Links
- **Home**: Opens a listing of available courses; click a course name to open the course.
- **Create Course**: Used to create a new course.
- **Manage Courses**: Opens a listing of available courses.
- **Participants**: Used to enroll and un-enroll students from the course and allow other instructors in your school access to your course.
- **Grades**: Access student grades.
- **Settings**: Access your profile.

Hiding and Docking the Navigation Pane
If you decide that you do not want to see the contents of the navigation pane, you can minimize it by clicking the hide button. To expand the navigation pane back to its normal size, you can click the show button.

Should you decide that you would like more screen space for the course content section (the center pane of the page), you can choose to dock the navigation pane to the side bar. Click the dock button to the right of the hide/show button.

The navigation pane will now shrink to a small tab on the far left of your screen. To view the contents of the Navigation pane, mouse over it. To un-dock it back to its original location, click the un-dock button to the right of Navigation.

Using the Content Pane
Course content is shown in the center part of the screen, which is referred to as the Content Pane.

To view a specific activity, click the name of the activity in the content pane.

By using the Navigation pane to drill down to a specific chapter or activity, you can narrow the results that display in the content pane.
Maintaining and Changing Your Profile

At the top section on the home page is information about you and your courses.

To view your current account settings click your name in the upper right part of the screen. The profile overview screen will be displayed.

To edit your current profile settings click Edit profile in the lower left hand corner of the profile overview screen. The current profile settings will be displayed.

Change any value in the General section, such as your First name, Last name, Email address, City/town, Country, or Timezone.

To reset your password, enter your new password twice in the Change password section.

Once you are satisfied with your changes, click the Update profile button at the bottom of the page.

If you have forgotten your password and cannot log in, see Using the Forgot Password Function below. If you do not receive the password reset email, or you would like your User name changed, please contact Technical Support.
Using the Forgot Password Function
If you have forgotten your password, and need to reset it, take the following steps:

1. Click **Forgot Password** link on the Course Navigator login page.

![Login Page Screenshot]

2. Enter either your Username or your email address into the fields provided, and click the **Search** button. You will then receive the message below.

```
If you supplied a correct username or email address then an email should have been sent to you.
It contains easy instructions to confirm and complete this password change. If you need further assistance please contact Technical Support
Continue
```

3. Check your email. If you entered valid account information, you will receive detailed instructions via email.

Your temporary password is shown in the email. Use this the next time you log in. It is strongly advised that you then change your password. For information on how to change your password, see **Maintaining and Changing Your Profile** above.

If you do not receive an email regarding your password reset request, this likely means there is a typo in either your username or email address. To correct this, please contact Technical Support.

**Program Management**
As an Instructor using the Course Navigator, you have the ability to create new courses very quickly. You also have the ability to enroll and un-enroll students and other instructors into your courses, edit the content of your courses and even send messages to students within your course.
Creating, Editing and Deleting a New Course

Creating a New Course
To create a new course, follow these steps:

1. Verify that your sales representative has provided you with an instructor username and password. Log in to the Course Navigator with your instructor username and password.

2. In the left hand Navigation Tree, click the Create Course link.

3. In the Course Wizard, fill in the Course full name field. This is the full descriptive name of the course (for example, Electronic Health Records 1001)

4. Fill in the Course short name field. This is the short descriptive name of the course (for example, EHR 1001). This name will be displayed on the left navigation pane.

5. You may enter information in the Course summary field. This field is not required.

6. Fill in the Course start date. The date you enter will not limit students in anyway, and is used for organizational purposes.

7. Select the Book you are using for this course.

8. When you are satisfied with your settings, click the Save changes button at the bottom.

Editing Course Settings
To view and edit your course settings:

1. Select the course whose settings you wish to view in the left navigation pane. Click the Settings link in the navigation pane.

2. Edit any settings you wish to change in the appropriate fields.

3. General course information such as Course full name, Course short name and Course start date can be edited at the top of the screen.

4. Click Save changes at the bottom.

Deleting a Course
To delete a course:

1. Select the course whose settings you wish to view in the left navigation pane. Click the Settings link in the navigation pane. The Edit course settings page will be displayed.

2. Click the Delete button at the top left. A confirmation window will pup up.

3. Click OK to confirm you would like to delete the course.

The course will now be removed from your course listing, and all course data will be removed from the Course Navigator database.

Note: When a course is deleted, all course data (scores and grades) will be permanently deleted, but all accounts in that were enrolled in the course will not be removed.
**Editing Course Content**

The Course Navigator comes with a built-in editing tool that will allow you to reorder and hide items on the Content pane.

**To use the editing tool take the following steps:**

1. From the home screen click the **Turn editing on** button in the top right corner of the application, immediately below the Help/Profile/eBook links. Or go to the Navigation pane, click **Settings** and then click **Turn editing on**.

2. The page will refresh with new icons next to each label and item.

   - **The icons each do different things.**
     
     o **Move**: Drag and drop feature that allows you to quickly move an activity to another part of the page.
     
     o **Move Right**: Indents the item.
     
     o **Move Vertical**: Click this icon, then click the corresponding icon to quickly move the selected item to another location.
     
     o **Update/Edit**: Update information about the item.
     
     o **Hide/Show**: Hides or shows the item, depending on what is currently selected. When an item is hidden from view, a student cannot see it.

3. Click the **Turn editing off** button to hide these icons when you are finished.

**Editing Activities**

**Scheduling Assessments and Assignments**

In the Course Navigator, instructors can exercise a great amount of control over how their students experience the training and assessment. Instructors can schedule multiple attempts at assessments for students.
To modify the settings for a particular assignment take the following steps:

1. Click the **Settings** link in the left navigation pane and then click **Turn editing on**. This will display the editing shortcut icons for each assignment.

2. Navigate through your course to the section and unit containing the assignment you would like to edit. Click the **Paper and Pencil** icon (displays **Update** on mouse-over) to the right of the assignment's name.

You will see a page with the following fields:

- **Attempts Allowed**: determines how many attempts a student can make for a particular assessment. This value can be set from 1 to 10 or Unlimited as you determine appropriate.

- **Grading Method**: determines in what manner the assessment is graded. The available selections are Highest Grade, First Attempt, and Last Attempt. When Highest Grade is selected the grade book will only reflect the attempt in which the student received the highest grade. First Attempt will cause the gradebook to reflect only the first attempt made by the student even if multiple are scheduled. When Last Attempt is selected only the most recent attempt by the student will be reflected in the grade book.

- **Display description on course page**: if enabled, the introduction/description above will be displayed on the course page just below the link to the activity/resource.

- **Time limit**: if enabled, a floating timer window (requiring JavaScript) is shown with a countdown. When the time limit is up, the quiz is submitted automatically with whatever answers have been filled in so far.

- **Grade category**: setting controls the category in which this activity’s grades are placed in the gradebook.

- **Layout/New page**: For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page. When adding questions to the quiz, page breaks will automatically be inserted according to this setting. However page breaks may later be moved manually on the editing page.

- **Question behavior/Shuffle within questions**: If enabled, the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting only applies to questions that have multiple parts, such as multiple choice or matching questions.

- **How questions behave**: Students can interact with the questions in the quiz in various different ways. For example, you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback. That would be ‘Deferred feedback’ mode. Alternatively, you may wish for students to submit each question as they go along to get immediate feedback, and if they do not get it right immediately, have another try for fewer marks. That would be ‘Interactive with multiple tries’ mode.

- **Review options**: These options control what information students can see when they review a quiz attempt or look at the quiz reports. “Immediately after the attempt” means within two minutes of the attempt being finished. “Later, while the quiz is still open” means after this, and before the quiz close date. “After the quiz is closed” means after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.
• **Display/Show the user's picture:** If enabled, the student's name and picture will be shown on-screen during the attempt, and on the review screen, making it easier to check that the student is logged in as him- or herself in an invigilated (proctored) exam.

• **Display/Decimal places in grades:** This setting specifies the number of digits shown after the decimal point when displaying grades or grades. It only effects the display of grades, not the grades stored in the database, nor the internal calculations, which are carried out to full accuracy.

• **Display/Decimal places in question grades:** This setting specifies the number of digits shown after the decimal point when displaying the grades for individual questions.

• **Extra restrictions on grades/Require password:** If a password is specified, a student must enter it in order to attempt the quiz.

• **Extra restrictions on grades/Require network address:** Quiz access may be restricted to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. This can be useful for an invigilated (proctored) quiz, to ensure that only people in a certain location can access the quiz.

• **Extra restrictions on grades/Enforced delay between 1st and 2nd attempts:** If enabled, a student must wait for the specified time to elapse before being able to attempt the quiz a second time.

• **Extra restrictions on grades/Enforced delay between later attempts:** If enabled, a student must wait for the specified time to elapse before attempting the quiz a third time and any subsequent times.

• **Browser security:** If “Full screen pop-up with some JavaScript security” is selected, the quiz will only start if the student has a JavaScript-enabled web-browser; the quiz will appear in a full screen popup window that covers all the other windows and has no navigation controls; and students are prevented, as far as is possible, from using facilities like copy and paste.

• **Overall feedback:** Overall feedback is text that is shown after a quiz has been attempted. By specifying additional grade boundaries (as a percentage or as a number), the text shown can depend on the grade obtained.

• **Common module settings/Group mode:** This setting has 3 options:
  - **No groups:** There are no sub groups, everyone is part of one big community;
  - **Separate groups:** Each group member can only see their own group, others are invisible;
  - **Visible groups:** Each group member works in their own group, but can also see other groups.
    - Note: The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode, though if the group mode is forced at course level, the group mode setting for each activity is ignored.

• **Common module settings/Visible:** determines whether an assessment is visible or hidden to students. Training and assessment assignments are visible by default but can be hidden if desired.

• **Common module settings/ID number:** Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank. The ID number can also be set in the gradebook, though it can only be edited on the activity settings page.
Enrolling Existing Students and Instructors

Finding and Editing the Enrollment Key

The Enrollment key is a unique key that instructors provide to their students that allows them to enroll in a specific course. When a student registers, they are asked to enter their unique Activation code (provided with textbook purchase) and Enrollment key.

To find your Enrollment key take the following steps:

1. Click the name of the course in the navigation pane.
2. Click the Settings link towards the bottom of the navigation pane. The course settings page will load.
3. Make note of your Enrollment Key, which is located towards the bottom of the page above the Save changes button. You may edit this field by clicking the text and entering your own Enrollment Key.
4. Click Save changes to save the Enrollment Key if you made any changes.

Enrolling Students

When a student registers for an EHR course, he or she self-enrolls using the Activation code from their textbook purchase, and the Enrollment key, which is provided by the instructor.

If a student already exists in the EHR database, it is possible to manually enroll them in your course. To do this, click the course you wish to enroll the student on the left navigation pane, and follow these steps:

1. Click the Participants link in the Navigation pane.
2. Click the Paper and Pencil icon (displays Edit on mouse-over) to the right of the All participants text. You could also click the Enroll Students link in the Navigation pane. A list of Enrolled users will be displayed.
3. Click Enroll users. You can click either the Enroll users button in the top right corner of the Enrolled users table, or the Enroll users button in the lower right corner. The Enroll users pop-up dialog box is now displayed.
4. Select student from the Assign roles drop-down list in the Enroll users dialog box.

- **Note:** Enrolling an instructor in a course as a student will remove their Instructor privileges. This is to prevent a student from gaining Instructor rights by mistake. If an instructor wishes to view a course through a student’s perspective, he or she can request a student code from his or her Account Manager and register in the course as a student.
5. Type the student’s name in the Search box at the bottom and then press the **Enter** key. If the student exists in the Course Navigator database, the instructor’s name should now be displayed.

6. Click the **Enroll** button to the right of the student’s name to enroll them in the course as an instructor. After clicking the Enroll button, the student’s name should now appear on a line without an **Enroll** button. This indicates that the user is currently enrolled in the course.

7. Click Finish enrolling users at the bottom of the Enroll users pop-up dialog box.
   - **Note:** You can also click the **Close** button at the top right corner of the Enroll users pop-up dialog box.

   *The Enrolled users page is displayed again, and the users that you added should be displayed with their appropriate roles.*

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**Enrolling Instructors**

If more than one instructor is teaching a course, or one instructor needs to take over for another, it is necessary to enroll instructors into a course. To enroll other instructors in a course, make sure you have selected the correct course on the left navigation pane, and follow these directions:

1. Click the **Participants** link in the left navigation pane.

2. Click the **Paper and Pencil** icon (displays **Edit** on mouse-over) to the right of the All participants text. You could also click the **Enroll Students** link in the Navigation pane. A list of Enrolled users will be displayed.

3. Click **Enroll users**. You can click either the **Enroll users** button in the top right corner of the Enrolled users table, or the **Enroll users** button in the lower right corner. The Enroll users pop-up dialog box is now displayed.

4. Select **Instructor** from the **Assign roles** drop-down list in the Enroll users dialog box.
5. Type the instructor’s name in the Search box at the bottom and then press the **Enter** key. If the instructor exists in the Course Navigator database, the student’s name should now be displayed.

![Enroll users](image)

6. Click the **Enroll** button to the right of the instructor’s name to enroll them in the course as an instructor. After clicking the Enroll button, the instructor’s name should now appear on a line without an **Enroll** button. This indicates that the user is currently enrolled in the course.

7. Click **Finish enrolling users** at the bottom of the Enroll users pop-up dialog box.

   - **Note:** You can also click the ![X](image) button at the top right corner of the Enroll users pop-up dialog box.

   *The Enrolled users page is displayed again, and the users that you added should be displayed with their appropriate roles.*

### Unenrolling Users

Should you want to unenroll a user (whether a student or an instructor — the process is the same), make sure you have selected the correct course on the left navigation pane, and follow these directions:

1. Click the **Participants** link in the left navigation pane.

2. Click the Paper and Pencil icon ![Pencil](image) (displays **Edit** on mouse-over) to the right of the All participants text. You can also click the **Enroll Students** link in the Navigation pane. A list of Enrolled users will be displayed.

3. Click the button ![X](image) under the Enrollment column that corresponds to the user that you want to unenroll.
4. Click **Continue** to confirm you would like to unenroll the user.

   • **Note:** When a student is unenrolled from a course, their grades and coursework are not lost. In order to display their grades and coursework again, the student must be re-enrolled in the course.

*Should you decide that you want to move a student back into a course, please follow the directions to Enroll a Student.*

**Sending Messages to Students**

To send a group email message to students, use the left navigation pane and follow these steps:

1. Click the **Participants** link below the course name.

![Participants link](image)

2. To locate a specific student in the course, use the First name/Last name alpha letter filter.

   • **Note:** Clicking a specific letter in the name filter will limit the selection to those students with a matching first character of the filter letter.

3. In addition, students' names can be filtered using the Inactive for more than pull-down list.

4. Select or deselect students by clicking in the right Select check box or use the **Select all or Deselect all** buttons.

![Student list](image)

5. Click the **With selected users** pull-down list and select **Send a message**. The **Message course users** page will be displayed.

6. Begin keying your message to the students in the provided text box.

7. Click the **Preview** button below the text box.
8. If you are satisfied with your email, click the **Send message** button. If you are not satisfied, click **Update** to go back and edit the message.

![HTML format preview](image)

**Using The Courseware**
The Exploring Electronic Health Records courseware is made up of flashcards, EHR Navigator activities, EHR Navigator assessments, discussion questions and web activities, and quizzes.

**Links and Web Activities**
Here you will find of activities and resources for your course system such as Web Activities, Content Links, and Flash Cards.

**Web Activities**
Web Activities are tasks given to students to complete via research on the Internet. The result of their work is then compiled in a document and uploaded, by the student, to the Instructor within the Course Navigator.

**Content Links**
These are links to content relevant to the chapter. These may be multimedia files or website links that are associated with a Web Activity or may simply stand alone as a reference.

**Flashcards**
Flashcards are a “memory training” device that uses the concept of repetition. A flashcard deck will present the student the couples of relationships to be memorized. Flashcards are available for every chapter of the textbook.

**To use the Flashcards for review, take the following steps:**

1. Log into your course.
2. Choose a chapter.
3. In the **Links and Web Activities** section, click the **Flashcards** link.
4. To flip the current card, click it! To move the current card to one of the three colored boxes (Remaining Cards, Correct Cards, Incorrect Cards), click on the box. You may also click on the card displayed in any of the three boxes to bring that card back to the center.
5. A Pause/Continue timer button allows you to time how long it takes you to review the cards.
Discussion Questions
Discussion questions are an opportunity for the student to provide feedback about course concepts. Click the title of the discussion topic, write a response to the question in a document, and then click the Upload this file button to upload the document to the LMS for the instructor to grade.

View Discussion Question Attempts
To view Discussion Question attempts:

1. Click the name of the Discussion Question on the Home page.
2. Click on the View Submitted Assignments link in the upper right hand corner of the center pane. The Attempts page is displayed.

3. Scroll to the right and click on the name of the document under the Last modified (Submission) column and the row associated with the Student. The file will be downloaded for you to review.

Grade Discussion Question Attempts
To grade Discussion Question attempts:

1. Click the name of the Discussion Question on the Home page.
2. Click on the View Submitted Assignments link in the upper right hand corner of the center pane. The Attempts page is displayed.
3. Scroll to the right and click on the **Grade** link under the Status column and the row associated with the Student. The Feedback page is displayed.

4. The Feedback page contains three sections: **Submission** - Where the submitted file can be downloaded, **Grades** - Where a grade can be selected from the drop-down menu. (Grades are displayed as a fraction of 100 representing 100% for the assignment), **Feedback** - Where text feedback can be entered or documents uploaded by the instructor for students to view.

**To grade multiple Discussion Question attempts:**

1. Select the **Allow quick grading** checkbox under **Optional settings** near the bottom of the page.

2. Click the **Save preferences** button. The Assignment Reports table is updated to allow grading more than one student at a time.

3. Select a grade from the dropdown list in the **Grade** column.

4. Enter an optional comment in the textbox in the **Comment** column.

5. Click the **Save all my feedback** button.

**Quizzes**

Quizzes are available for each chapter. Navigate to the quiz launch page by clicking Quiz in the course quizzes list. To start a new attempt, review a previous attempts, or complete a previously unfinished attempt, click on Attempt quiz now to start.

**To complete an attempt, take the following steps:**

1. Answer all of the questions.

2. When finished answering the questions on the page, click the **Next** button.

3. Click any question number to review the question.

4. When finished, click the **Submit all and finish** button.
To change the scheduling or settings of a quiz, click the Turn editing on button, and then click the Update icon next to the quiz name. You will then see the Updating Quiz page for that particular quiz. The fields on this page are described below. Fill in or change fields as needed, and then click Save changes.

**General section**

**Name:** Name or rename the quiz (required field).

**Introduction:** Enter a text introduction for the quiz if you would like. You can also insert a graphic.

**Display description on course page:** If enabled, the introduction/description above will be displayed on the course page just below the link to the activity/resource.

**Open the quiz/Close the quiz:** Students can only start their attempt(s) after the open time and they must complete their attempts before the close time.

**Time limit:** If enabled, a floating timer window (requiring JavaScript) is shown with a countdown. When the time limit is up, the quiz is submitted automatically with whatever answers have been filled in so far.

**Attempts allowed:** Number of times student is allowed to take the quiz. The default setting is unlimited.

**Attempts allowed:** This setting controls the number of attempts a student can make on a specific quiz.

**Grading method:** When multiple attempts are allowed, the following methods are available for calculating the final quiz grade:

- Highest grade of all attempts
- Average (mean) grade of all attempts
- First attempt (all other attempts are ignored)
- Last attempt (all other attempts are ignored)

**Grade section**

**Grade category:** This setting controls the category in which this activity’s grades are placed in the gradebook.

**Layout section**

**Question order:** This can either be a set order, as shown on the preview screen, or a randomized order.

**New page:** For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page. When adding questions to the quiz, page breaks will automatically be inserted according to this setting. However, page breaks may later be moved manually on the editing page.

**Question behavior section**

**Shuffle within questions:** If enabled, the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting only applies to questions that have multiple parts, such as multiple choice or matching questions.
How questions behave: Students can interact with the questions in the quiz in various different ways. For example, you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback. That would be ‘Deferred feedback’ mode. Alternatively, you may wish for students to submit each question as they go along to get immediate feedback, and if they do not get it right immediately, have another try for fewer marks. That would be ‘Interactive with multiple tries’ mode.

Review options section
These options control what information students can see when they review a quiz attempt or look at the quiz reports.

“Immediately after the attempt” means within two minutes of the attempt being finished. “Later, while the quiz is still open” means after this, and before the quiz close date. “After the quiz is closed” means after the quiz close date has passed. If the quiz does not have a close date, this state is never reached. During the attempt

Display section
Show the user’s picture: If enabled, the student’s name and picture will be shown on-screen during the attempt, and on the review screen, making it easier to check that the student is logged in as him- or herself in an invigilated (proctored) exam.

Decimal places in grades: This setting specifies the number of digits shown after the decimal point when displaying grades or grades. It only effects the display of grades, not the grades stored in the database, nor the internal calculations, which are carried out to full accuracy.

Decimal places in question grades: This setting specifies the number of digits shown after the decimal point when displaying the grades for individual questions.

Extra restrictions on attempts section
Require password: If a password is specified, a student must enter it in order to attempt the quiz.

Require network address: Quiz access may be restricted to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. This can be useful for an invigilated (proctored) quiz, to ensure that only people in a certain location can access the quiz.

Enforced delay between 1st and 2nd attempts: If enabled, a student must wait for the specified time to elapse before being able to attempt the quiz a second time.

Enforced delay between later attempts: If enabled, a student must wait for the specified time to elapse before attempting the quiz a third time and any subsequent times.

Browser security: If “Full screen pop-up with some JavaScript security” is selected, the quiz will only start if the student has a JavaScript-enabled web-browser; the quiz will appear in a full screen popup window that covers all the other windows and has no navigation controls; and students are prevented, as far as is possible, from using facilities like copy and paste.

Overall feedback section
Overall feedback is text that is shown after a quiz has been attempted. By specifying additional grade boundaries (as a percentage or as a number), the text shown can depend on the grade obtained.
**Common module settings section**

**Group mode:** This setting has 3 options:

- **No groups:** There are no sub groups, everyone is part of one big community
- **Separate groups:** Each group member can only see their own group, others are invisible
- **Visible groups:** Each group member works in their own group, but can also see other groups

**ID number:** Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank. The ID number can also be set in the gradebook, though it can only be edited on the activity settings page.

**Using the Grade Book**

The Course Navigator includes a grade book that automatically documents the grades for all completed timings and checked document activities. Instructors can add other activities to the grade book and then enter grades for those activities. Instructors may also edit grades. All grade data can be easily exported to other learning management systems.

**Viewing the Grade Book**

To view the grade book, click the **Grades** link in the left navigation pane.

**Show Course Grades**

By default, when you first view the grade book, the Course Grades option is selected. The following sections detail features specific to the Course Grades view.

**Collapse and Expand Sessions:** While viewing the Course Grades page for the course, click either the or buttons to expand or collapse, respectively, sessions in the grade book.

**Mouse-over Help:** In the Online Lab grade book, if you are unable to determine which exercise corresponds to a cell, you can mouse-over it and read the tool-tip.

**Name Column Frozen:** In the Online Lab grade book, the students name column is frozen, and when you scroll left or right the column does not move and is always in sight.

**Filter by Student:** The Online Lab also allows you to filter the gradebook by a single student. Click the icon next to the student’s name to see only his or her grades.

**Show Individual Student Grades**

When viewing the Grade book, you have the option to choose Student Grades as opposed to Course Grades.

This gives you a new set of features, which are detailed below.

Under the **View** tab click the **Student grades** button. The student grades page will be displayed.

Click the Choose... drop-down next to the Select all or one user and choose the student whose grades you would like to view.

The students' grades will then be listed in a table. The activity name appears on the right (it is also a link to the activity page), and the other columns are Grade, Range, Percentage, Letter grade and Feedback You can switch to another student by choosing their name in the drop-down list.
Categories and Items

Grade Categories
All graded activities are categorized into chapters. Each graded activity has several display options.

1. Click the Grades link in the left hand Navigation bar.
2. Click the Categories and Items tab.
3. To edit a grade activity, scroll down to the activity name, scroll to the left, and then click the Edit icon.
4. Make any changes necessary in the Grade item box and click Save changes.
5. Activities can be hidden/unhidden from student view by selecting or deselecting the Hidden icon.
6. Activities can be locked/unlocked from student access by selecting or deselecting the Locked icon.
7. Click the Save Changes button at the bottom when you are satisfied with your changes.

Add Graded Item
To add a graded item:

1. Scroll to the bottom of the Categories page (see Grade Categories section above) and click the Add grade item button at the bottom of the page.
2. Fill in the required fields:
   - Item name: Key in a title
   - Grade type: Default to Value
   - Maximum grade: Key a maximum grade value
   - Minimum grade: Key a minimum grade value
   - Hidden: Check box to prevent students from seeing item in their course
   - Locked: Check box to prevent students from accessing item in their course
3. Click Save changes to add the item.

Add Category
Activities can be grouped in categories and sub-categories.

To add a new category:

1. Scroll to the bottom of the Categories page (see Grade Categories section above) and click the Add category button at the bottom of the page.
2. Enter a Category name in the Category name field.
3. Fill in the required fields:
   - **Grade type**: Default to Value
   - **Maximum grade**: Key a maximum grade value
   - **Minimum grade**: Key a minimum grade value
   - **Hidden**: Check box to prevent students from seeing item in their course
   - **Locked**: Check box to prevent students from accessing item in their course

4. Click **Save changes** to add the category.

**Setting Letter Grades**

To set letter grades:

1. Click the **Grades** link in the left course navigation pane.
2. Click the Letters tab. The current letter grade scale is shown.
3. Click the **Edit** button or the **Edit grade letters** link above the table.
4. On the **Edit grade letters** page, make sure you check the box next to **Override site defaults**. This will enable you to customize the letter grade scale. You can change the letter grades (for example, to add A+), and also the Letter grade boundary.
5. Change the Letter grades by manually entering a letter grade. Change the Letter grade boundary by choosing the correct percentage from the drop down list. To add more letter grades, use the blank, unused entries at the bottom of the page.
6. When you are satisfied with your changes, click the **Save Changes** button.

**Exporting Grades**

You can export grades from the Course Navigator learning management system to a file you can then use for your own purposes.

To export grades:

1. Click the **Grades** link in the left course navigation pane.
2. Click the **Export** tab between **Letters** and **Settings**.
3. Choose your export file type by clicking either the **Plain text file** button or the **Excel spreadsheet** button.
4. Select any Options you want to customize your exported file.
   - **Include feedback in export**: refers to feedback the instructor has recorded for the student.
   - **Preview rows**: refers to the number of rows you will preview
   - **Grade export display type**: refers to the format in which each score will be displayed.
   - **Real**: Exports the actual score the student was given on each assignment.
   - **Percentage**: Exports the percentage the student earned on each assignment.
   - **Letter**: Exports the letter grade the student earned on each assignment.
   - **Grade export decimal points**: refers to the number of decimal points that will display in the exported file.
• **Note:** Both export types have nearly identical options, with Plan text file having the added Separator option.

5. Select the check boxes next to the graded items you wish to include in the exported file from the *Grade items to be included* section. **Note:** To quickly select or unselect all check boxes at once, scroll to the bottom and select *Select all/none*.

6. Click the **Submit** button. The exported grade book will be shown on the screen.

7. Click the **Download** button.

8. The *Save As* dialog box will prompt you to save the file. It is advised that you change the file name. Make note of the location where you are downloading the file.

9. Click the **Save** button.

10. Navigate to the location where the file was downloaded, and double-click the file.

You can now import this file into your designated learning management system using the importing procedure of that product.

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**Grade Book Settings**

**To view and edit Grade book settings:**

1. Click the Grades link on the left navigation pane.

2. Click the **Settings** tab.

3. Change any of the values in the fields you wish to change. Sections and fields are detailed below.

4. Click **Save changes** to save any changes you have made.

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**General settings section**

**Aggregation position:** Determines whether the category and course total columns are displayed first or last in the grade book reports

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**Grade item settings section**

• **Grade display type:** This setting determines how grades are displayed

• **Overall decimal points:** Determines the number of decimal points to display for each grade.

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**Overview report section**

• **Show rank:** Show the position of the student in relation to the rest of the class for each grade

• **Hide totals if they contain hidden items:** Specifies whether totals that contain hidden grade items are shown to students or replaced with a hyphen (-)

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**Student grades section**

• **Show rank:** Show the position of the student in relation to the rest of the class for each grade item

• **Show percentage:** Show the percentage value of each graded item

• **Show grades:** Show student grades
• **Show feedback**: Show instructor feedback to students
• **Show weightings**: Show weighted grades
• **Show averages**: Show student averages
• **Show letter grades**: Show student grade letters
• **Show ranges**: Show grade letter ranges
• **Range decimal points**: Show range in decimal points
• **Show hidden items**: Show hidden items to students
• **Hide totals if they contain hidden items**: Hide student totals containing hidden items.

## Editing Grades
The Course Navigator allows instructors to easily and quickly edit grades.

**To edit grades:**

1. Click the **Grades** link in the left navigation pane.
2. Confirm you are viewing the **View** tab, and have **Course Grades** selected.
3. Navigate the grade book to find the student and assignment score you wish to edit. Click the cell.
4. The cell will become an editable field. Type the new grade into the field.
5. To save the grade, click another cell in the grade book. The edited score will appear in yellow and it now saved.
6. Later, when returning to the grade book, all previously edited grades will appear in a lighter yellow color.

## Forums
Forums are where students and instructors can exchange ideas by posting comments. There are five basic forum types. Forum posts can be graded by the instructor or other students.

### Forum settings

**To add a forum take the following steps:**

1. Click the **Turn editing on** button, and go to the topic or week section in which you want to create the forum.
2. From the drop-down menu labeled **Add an activity**, select **Forum**. This will take you to the forum settings page titled “Adding a new forum” page. Fill in the following fields as needed, then click **Save changes**.

### General section

**Forum name**: A short name of the forum (e.g. “Favorite color”), which will be displayed on the course homepage.

**Forum type**: There are 5 forum types:

- **A single simple discussion**: A single discussion topic which everyone can reply to
• **Each person posts one discussion:** Each student can post exactly one new discussion topic, which everyone can then reply to.

• **Q and A forum:** Students must first post their perspectives before viewing other students’ posts

• **Standard forum displayed in a blog-like format:** An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with “Discuss this topic” links

• **Standard forum for general use:** An open forum where anyone can start a new discussion at any time

**Forum introduction:** Enter a text introduction for the quiz if you would like. You can also insert a graphic.

**Display description on course page:** If enabled, the introduction / description above will be displayed on the course page just below the link to the activity / resource.

**Subscription mode:** When a participant is subscribed to a forum it means they will receive email copies of forum posts. There are 4 subscription mode options:

  • **Optional subscription:** Participants can choose whether to be subscribed
  • **Forced subscription:** Everyone is subscribed and cannot unsubscribe
  • **Auto subscription:** Everyone is subscribed initially but can choose to unsubscribe at any time
  • **Subscription disabled:** Subscriptions are not allowed

**Read tracking for this forum?** If enabled, participants can track read and unread messages in the forum and in discussions. There are three options:

  • **Optional:** Participants can choose whether to turn tracking on or off
  • **On:** Tracking is always on
  • **Off:** Tracking is always off

**Maximum attachment size:** This setting specifies the largest size of file that can be attached to a forum post.

**Maximum number of attachments:** This setting specifies the maximum number of files that can be attached to a forum post.

**Post threshold for blocking section**

**Time period for blocking:** Students can be blocked from posting more than a given number of posts in a given time period.

**Post threshold for blocking:** This setting specifies the maximum number of posts which a user can post in the given time period.

**Grade section**

**Grade category:** This setting controls the category in which this activity’s grades are placed in the gradebook.
**Ratings section**

**Roles with permission to rate:** To submit ratings users require the rate capability and any module specific capabilities. Users assigned the following roles should be able to rate items. The list of roles may be amended via the permissions link in the settings block.

**Aggregate type:** The aggregate type defines how ratings are combined to form the final grade in the gradebook.

- Average of ratings: The mean of all ratings
- Count of ratings: The number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
- Maximum: The highest rating becomes the final grade
- Minimum: The smallest rating becomes the final grade
- Sum: All ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

If “No ratings” is selected, then the activity will not appear in the gradebook. Common module settings section

**Group mode:** This setting has 3 options:

- **No groups:** There are no sub groups, everyone is part of one big community
- **Separate groups:** Each group member can only see their own group, others are invisible
- **Visible groups:** Each group member works in their own group, but can also see other groups

The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode, though if the group mode is forced at course level, the group mode setting for each activity is ignored.

**ID number:** Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank. The ID number can also be set in the gradebook, though it can only be edited on the activity settings page.

**Upcoming Events Calendar**

The calendar can display site, course, group, and/or user events in addition to assignment and quiz deadlines, chat times and other course events.

To add an upcoming event to your course page, click the **New event** link in the Upcoming events block on your course page.

The New event page appears. Fill in the following fields as needed, and then click **Save changes**:

- Type of event (required field)
- Name (required field)
- Description
- Date (required field)
- Duration
- Duration in minutes
- Repeat this event
Messaging and Blogs

Sending Messages
To send a message to an individual from the Messages block or from your profile, take the following steps:

1. Click on the blue link Messages in the Messages block or click the Messages link from on your Profile page. The messaging contacts page will display.
2. Type a name into the Search people and messages box. To narrow the search down further, click the blue Advanced link to search for a person “only in my courses” or with keywords in messages.
3. Type the message in the box and click the Send a message button

To send a message to an individual from the Online users block, take the following steps:

1. Click the name of one of the people currently online.
2. Click the Send message link in their profile.
3. Type the message in the box.
4. Click the Send a message button.

To read and reply to a message, take the following steps:

1. If the Messages block shows you have a message, click the envelope icon (with the number of messages).
2. Type your reply into the box and then click on the Send a message button.

If you receive a popup notification of a message, click Go to message to read and reply to it.

To send a message to selected course participants, take the following steps:

1. Click on the Participants link on the course page.
2. Select participants from the list or use the Select all button at the bottom of the list.
3. Choose “Add/send message” from the “With selected users...” drop-down menu.
4. Type the message then click the Preview button.
5. Assuming you are satisfied with the message, click the Send button.

People may be added to your list of contacts (or blocked from contacting you) by clicking the Add contact (or Block contact) icon under their name in the Messages window.

By default the contact list is empty. In order to send a message or to create a shortcut to the person you are sending, search for them in the search box.

A record of messages sent to/from a person may be obtained by clicking the History icon by their name or by clicking Recent messages/All messages when they are displayed on the page.
BLOGS
The word ‘blog’ is a contraction of ‘web log’. Blogs are a form of online journal used by millions of people around the world for self-expression and communicating with family and friends. Blogs are usually organized as a chronological series of postings created by the author of the blog. Blogs usually are written by one person, although some blogs can be authored by groups of people.

Blog comments are enabled by default, though may be disabled if required. To make a blog comment, take the following steps:

1. Write your entry and give it a title.
2. If you want to attach a file, click the Add button to access to locate a file. Be sure your document is smaller than the maximum attachment size.
3. Choose who you wish to publish the entry to i.e. who may see the entry. There are three options:
   - Yourself i.e. your blog entry is a draft
   - Anyone on your site
   - Anyone in the world
4. Select appropriate official tags for your entry and/or add one or more user defined tags. If you add more than one, they should be comma separated.
5. Click on the Save changes button.

Course blogs
If you click Add an entry about this course in the Blog menu block then you will have the option to associate your blog entry with your current course.

Technical Support
Our Technical Support Team is dedicated to providing responsive and helpful support to all of our customers. To ensure that you make the most of the Course Navigator and our Support Team expertise, we recommend that you call, email, chat with us or view our Technical Support page.

Our Technical Support Department is available to our customers to answer questions pertaining to our software. Customers can reach Technical Support by:

Chat
Click LIVE HELP for 24/7 support or visit our Technical Support Website.

Phone
We are available every day from 8AM to 10PM (CST). Call 1-800-328-1452 (press 2) for Technical Support.

Email
Email us at support@emcp.com or Ask Us a Question.