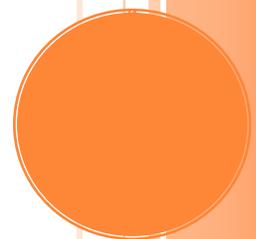


LEARNING LITE DOCUMENTATION

for Teachers/Instructors

Version 2.0 (February 2012)



About the Course Template Content

Content provided in the course template was created as part of a grant project managed through the Maryland State Department of Education. The World History Hybrid Course Development Consortium was formed to address the nationally recognized need expressed by schools systems for a model for hybrid course development. The consortium applied for a grant to develop a hybrid course and was awarded in 2009. This project was funded through Title II D, Enhancing Education through Technology funds.

- Cecil County Public Schools, Lead School System
- Baltimore City Public Schools, Participating School System
- Baltimore County Public Schools, Participating School System
- Calvert County Public Schools, Participating School System
- Carroll County Public Schools, Participating School System
- Kent County Public Schools, Participating School System
- Prince George's County Public Schools, Participating School System
- Washington County Public Schools, Participating School System
- Worcester County Public Schools, Participating School System

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About the Learning Lite Software and Documentation

Learning Lite is an open source mini learning management system (LMS) for creating self-contained online courses. Basic tools for quizzes, asynchronous discussion and submitting assignments are available. The software was developed from grant project monies provided through MSDE and from additional financial support from Marick Learning Services (<http://www.maricklearning.com>). No warranty on Learning Lite is implied or given as the software is provided as open source material. As such, any changes to the software coding may require adjustments to the documentation. Documentation provided supports the course template.

If you are teaching or administering a course created using Learning Lite, this documentation is made available free of charge and you may use, modify, or distribute freely as needed.

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LEARNING LITE DOCUMENTATION

for Teachers/Instructors

OVERVIEW

This documentation assumes you will be teaching a course or courses using a template that was created using the Learning Lite mini learning management system (LMS). The course(s) may be taught totally online or partly online according to your needs:

- You wish to teach a course that is hosted on a server which shares one copy of the course with several instructors.
- You wish to copy the course template to your own server space and teach the class as presented (see the Learning Lite Documentation for System Administrators for instructions on copying and hosting courses).
- You wish to use portions of a posted course as part of your classroom activities.

What You Need to Get Started

To effectively teach this course, you will need access to a copy of the course, teacher level authorization, the ability to download and save documents, and meet technical requirements to view audio and video materials. You will need to be familiar with the Learning Lite interface and provided learning tools. Tools include an asynchronous threaded discussion forum, a quiz tool, and a drop box for students to submit assignments electronically to your teacher account.

Flexibility

You do not need to use the provided Learning Lite LMS tools but if you use an alternative tool such as a course wiki or blog, you may need to adjust instructions for the students.

You will not need knowledge of HTML unless you plan to edit page content. You can create new pages or modify existing pages but will need an edit level authorization (see the separate Learning Lite Documentation for Developers).

Caution: If you or your HTML developer to make changes to a single course copy used by multiple instructors, note that online changes will affect all courses.

HOW TO: ACCESS THE COURSE

1. Obtain the URL of the course. If the course needs to be copied and set up for your use, the technical administrator will provide you the URL of the course web site once it is available on the course server.
2. Register from the login screen using one of your email accounts and create a password to login to the site.
3. Contact the technical lead or the web administrator with the first name and last name you used to register on the site so you can be added to the course with teacher permissions. You will then have access to the Teacher Resources pages and to the teacher administrative menu.
4. Once you have registered and have had your authorization level updated by the technical administrator, enter your username (email address) and password in the appropriate login fields to log on the course web site.
5. If you wish to change your password at any point, follow the Reset Password prompts on the login screen.
6. If you forget your username, change your email address or make a mistake registering, contact the technical administrator to update your account.

Once you register, you will need to contact the technical administrator to change your authorization level to **teacher**.

HOW TO: NAVIGATE THE COURSE

1. This course was designed to use a three level hierarchy to organize the course into units, lessons and pages. You will see this reflected in the expanding site map menu on the left of each course page.
2. Navigation follows web conventions and standard practices. For additional details, information is provided on the technical overview page of the course template.

The technical overview page from the course template lists system requirements, navigation tips, icons used in the course and instructions for students on how to use the courses tools.

HOW TO: USE THE INSTRUCTIONAL RESOURCES AND ADMINISTRATIVE TOOLS

As the course instructor, you have authorization to:

- Access the Teacher Resources page at the end of each lesson
- Register students in your course or allow them to self-register
- View and manage files submitted to the course dropbox
- Delete messages from the course supplied discussion forum

When you log on the course as an instructor, the **Editing Home** web page is the default display. You can select a course page from the **View** tab to immediately view a specific lesson page, or choose the link at the top of the screen to access the teacher level administrative menu.

Note: If you are teaching multiple courses, you may need to first choose the course to access the administrative tools for that course. Access the administrative menu and choose the link **Choose the course to edit**.

When you are viewing course pages, you can return to the **edit/administrative access** interface at any time by clicking on the pencil located in the navigation bar at the top of each page.

How to: Access Teacher Resources

There may be teacher resources available for your course. These are often provided in a single overview page at the end of each lesson and titled Teacher Resources. Only teachers have access to these materials, which may include links to downloadable files of core curriculum guidelines, handout masters, answer keys, sample lesson plans, teaching tips, etc. Once you download the materials, you are free to change the handouts to meet your needs.

How to: Register Students (Change a User's Email Address)

As the course instructor, you have authorization to manage certain aspects of user access to your course. For example, you can register students or change their email addresses.

Learning Lite uses the email address input at the time of registration as the login username. While email addresses are used as the login username as part of common web practice, they are not validated, tracked or otherwise used as communication links in the Learning Lite system.

1. Some K-12 institutions allow students to use personal email accounts at school. Some K-12 institutions do not allow students to use personal email accounts on school servers but provide school accounts. In these cases, if you wish, you can allow students to register themselves in your course.
2. Some K-12 institutions do not allow email to be available at all.
 - a. As the instructor, you can follow your administration's policies with great flexibility. If you wish, you can create a fictional email account such as *studentname@mycourse.edu* in order to register students as a class group.
 - b. Using the fictional account, you can again, allow the students to register themselves in your course or you can register students in your course yourself using the login screen. Tip: If you register the students, you may wish to create a single initial password and instruct the students to reset their personal password on the login screen when they first connect to the course.
3. If the student has a problem with their username (email address), you can edit their email address using the administrative menu on the course web site. From the **Editing Home** page, select **Click [here](#) to access administrative menu**. Then choose the option **Change a user's email address**. Note that the username (email account) displayed via the administrative menu is encrypted for FERPA purposes, but can be edited by you. Be sure to click the **update user** button to save any changes. Notify the student of the new username. You may want to recommend that they reset their course password.

PILOT complies with FERPA privacy laws.
Student data is not tracked and any necessary
coding relationships are randomly encrypted.

How to: Manage the Discussion Board

The Learning Lite discussion tool is an asynchronous threaded discussion forum automatically installed in all courses. You may use the provided tool, a separate course wiki or blog, or any other tool of your choice for online class discussions.

If you choose to use the provided Learning Lite tool, instruct the students to click on the discussion board icon on the navigation bar to post a response to a discussion question. These instructions are provided on the technical overview page of the course template.

As the instructor, you have the option to create new topics, view discussions, edit and delete posts. Students are only allowed to create new posts to existing topics.

1. To create topics:
 - a. From the **Editing Home** page, select the **View Content Tab** and select any page to view the course content.
 - b. Click on the discussion board icon on the navigation control bar to open a forum window.
 - c. Choose the **New Topic** link and add the topic title in the **Subject** field.
 - d. Input the instructions and question in the **Your Message** field.
 - e. Choose the **Submit** button to complete the posting. Note: Your name will appear as the topic author.

2. To edit posts:
 - a. Click on the discussion board icon on the navigation control bar to open a forum window.
 - b. Choose the **Topic** link and add click **Edit Post** to change the message text. Your name will appear as the author in the edit window, but will not change the posted author. In this way, you can respond in a message or monitor for inappropriate posts.
 - c. Input the instructions and question in the **Your Message** field.
 - d. Choose the **Submit** button to complete the posting. Note: Your name will appear as the topic author but the original author will not be changed when you have finished.

3. To delete posts:
 - a. Click on the discussion board icon on the navigation control bar to open a forum window.
 - b. Choose the **Topic** link and add click **Delete Post** to delete the post.
 - c. You will be asked to confirm your action before the post is deleted.

Currently you cannot delete topics—this functionality will be available in a future software release.

How to: Manage the Dropbox

The Learning Lite dropbox tool is automatically installed in all courses. This tool allows students to submit assignments as simple document files to the course server where you can locate and retrieve them using the administrative menu. You may use the provided tool, or ask the students to submit assignments in class or via email if you prefer.

If you choose to use this tool, you may instruct the students to click on the dropbox icon on the navigation bar to locate a file on their computer and then upload the file to the course server. The Learning Lite dropbox tool allows students to upload files in Microsoft Word format with the extensions *doc* or *docx*. There is a file size limit of 5MB.

Students need to choose you as their instructor from the drop down list before submitting the file so that the file will go into your personal dropbox. Submission instructions are provided on the technical overview page of the course template.

1. To view and access the submitted files, log on to the teacher administrative menu and select **View and manage dropbox**. Click on the appropriate posted file name to download the file.
2. You may also delete files from this menu. Simply click on the **delete** button to delete a file. You will be asked to confirm your action before the file is deleted. Only one file can be deleted at a time.

Note that the student's last and first name are appended to the file to help avoid file duplication should the students give the assignment file the same name. Duplicate file names **will** overwrite a previously submitted file of the same name.

To manage files more easily you may wish to have the students submit the assignment using a standardized file name that you provide. Example: assignment1a.doc. The system will attach the student name to avoid duplication and accidental overwriting of files, and all your assignments will be found together in your personal dropbox.

How to: Write Quiz Questions that Will Work with the Quiz Tool

The Learning Lite quiz tool allows a question or a set of questions to be placed in an html page without creating a fixed embedded presentation (such as a flash quiz) or linking to an external quizzing tool. In addition, the coding is not readily visible to the HTML savvy student as is the case with typical JavaScript created quiz code.

The following is a list of question types available in the Learning Lite quiz tool and the related system parameters. Referring to this list will assist you in writing or modifying quiz questions. Note: At this time, quizzes must be entered and edited by a developer with editing level authorization (see the Learning Lite Documentation for Developers.)

True/False

- User choice is made via radio buttons.
- The quiz writer may supply feedback for both a correct and an incorrect response. The correct answer feedback displays in bold green font. The incorrect answer feedback displays in bold red font.
- This answer can be graded.

Multiple Choice

- User choice is made via a checkbox.
- The multiple choice option allows single *or* multiple correct answers. The user may always select multiple checkboxes, even if a single answer is correct. If multiple correct answers are provided, all must be selected for the answer to be considered correct.
- Up to 5 choices may be provided.
- Feedback can be provided for the entire question, but not for individual choices. The correct answer feedback displays in bold green font. The incorrect answer feedback displays in bold red font.
- This answer can be graded.

Short Answer

- An input box allows the user to enter a text response to a question.
- Text must be input by the student or the following prompt appears when the submit button is clicked: **Please enter an answer.**
- The input box displayed on the web page allows scrolling and can handle a response up to 350 characters.
- Feedback can be provided for the question. The feedback displays in bold black font as there is no way for the system to ascertain correct versus incorrect responses.
- This short answer does not work as a fill-in-the blank type of question. There is no fill-in-the blank style question at this time.
- The answer is a simple text display and therefore cannot be graded.

Drag and Drop (simple matching; 2 or 3 column)

- A maximum of four columns can be created and used in a drag and drop quiz.
- Drag and drop can be used to create a simple 1-1 matching exercise. Three columns are displayed on the page: a single fixed column of **Descriptions**, a column of movable **Choices**, and an **Answer Space** column where an individual choice can be dragged and placed next to its description. Feedback can be provided for correct and incorrect matches. Single moves can be checked by the student as can the completed activity.
- Drag and drop can be used to sort a column of movable **Choices** into 2 or 3 columns of defined categories. Feedback can be provided to check whether correct or incorrect choices are placed in a single column. Tip: You may wish to provide additional hints for a column when incorrect responses are placed in it. Single moves can be checked by the student as can the completed activity.
- Checking the whole question will display a default response of **Correct** or **Please try again** as appropriate. Correct answer feedback displays in bold green font while incorrect answer feedback displays in bold red font.
- The answers cannot be graded.
- Unlike other question types, drag and drop cannot be mixed in a quiz set with other question types and you cannot place multiple drag and drops in the same quiz set.
- You can only place one drag and drop quiz on a web page or the height will not display correctly.

General Notes Regarding Quizzes

- Questions can be automatically numbered by a developer with edit authorization. The default, however, is to not number questions. You may have a single question following a lesson or a presentation where it does not make sense to number the question.
- The default feedback is **Correct!** and **Please try again.** but you can change where noted above.
- You can add multiple types of true/false, multiple choice and short answer questions in a single quiz set.
- You can ask your developer to set grading for true/false and multiple choice questions.
- Images cannot be used in questions or answers at this time.
- HTML code cannot be used in questions or answers.
- MathML can be used in quizzes in courses where MathML is installed (currently implemented in the MSDE College and Career Readiness Algebra IR course). Requirements for using MathML in a quiz/course pages are found in the Learning Lite Documentation for System Administrators.

Grading

Grading checks student responses against choices marked as correct in the system. Grading is a generated report that displays the question, the answer submitted, whether the answer is correct or incorrect, and any feedback that is associated with the question as noted in the quiz notes above. The grading option is only available for quiz question types that can be graded. (Exception: While a short answer question cannot be checked in the system as correct or incorrect, if the short answer question is included in a mixed quiz set with other gradable question types, the student's response and the answer will display in the grade report.)

For grading to occur, grading must be coded by a developer with edit level authorization. A "graded" quiz report will display quiz results and feedback on the course page for the student's self-evaluation. The tool also allows the student to input an email to submit a copy of the quiz results. The student can send a copy to themselves. They can also send a copy to you as the instructor if you wish. Simply provide your class with the email address you wish to use. Quiz results are not passed on to a grade book or tracked in any other way.

If students submit quiz results to you, remember that email delivery to your inbox is not reliable and you may need to check your spam folder regularly.

The quiz is not scored. The number of correct answers is not totaled on the screen or on the report.

HOW TO: LINK TO SPECIFIC SECTIONS OF A COURSE

Instead of teaching the entire course as presented, you may wish use only specific units, lessons, or pages within a course. You can do this by linking to the the full URL of a page.

CORRECT:

<http://worldhistorycourse.edu/pages/spiffy17.php?unitNum=1&lessonNum=1&pageNum=2>

INCORRECT:

<http://worldhistorycourse.edu/pages/spiffy17.php>

Users following the link will be taken first to the login screen, but once logged in, will be taken to the designated page.