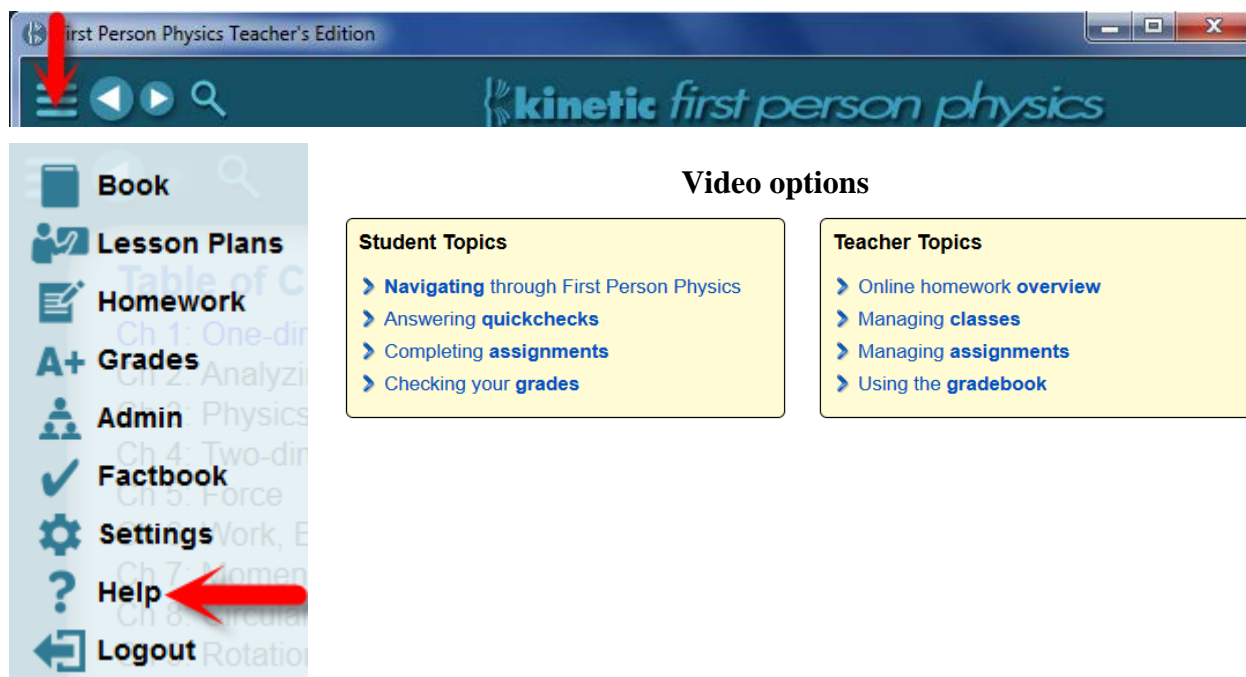




Getting Started Guide for Physics Instructors

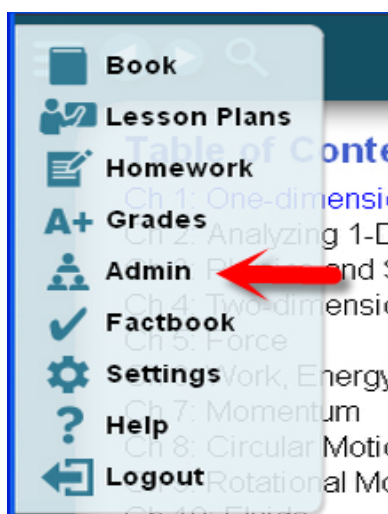
Click the **Navigation** button, and then **Help** to access brief getting started videos.



To access online homework,
Click the Admin button.

From the admin page, you can:

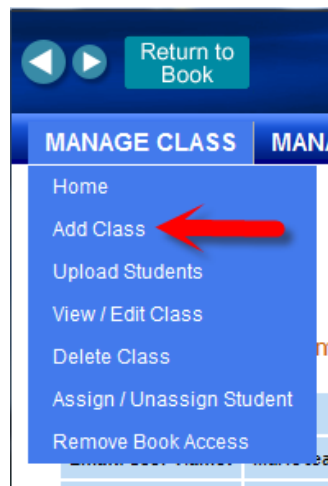
- Manage classes
 - Add a class
 - Upload students
 - View/Edit a class
 - Delete a class
 - Assign/unassign student
 - Remove book access
- Manage User
 - Add user
 - View/Edit user
 - Delete user
 - Change password





Hover over **Manage Class**, click **Add class**

If you have multiple sections or class periods that will use the same syllabus, it is best to create one class for all of these. You can then add sections to the class.



Add sections or Distribute course code



From the **Admin home** page:

1. Click on the course name to add sections or manage sections. Manage sections allows you to move a student from one section to another.
2. Click on distribute to access the course code.

Class	Unit	School	Book	Registration	Enrolled
Introduction to Physics 1.	All sections	Woodrow Wilson High School	First Person Physics	ALING KENER Distribute 2.	0



Enroll students - You can enroll students in sections by providing the course code or by uploading a student list.

Provide the course code

- From the home page, click on the “**Distribute**” link below the course code for your active class.
- Copy the text from the Course Code Distribution page. Paste this information into an email or post on your school Intranet.

Upload a student list

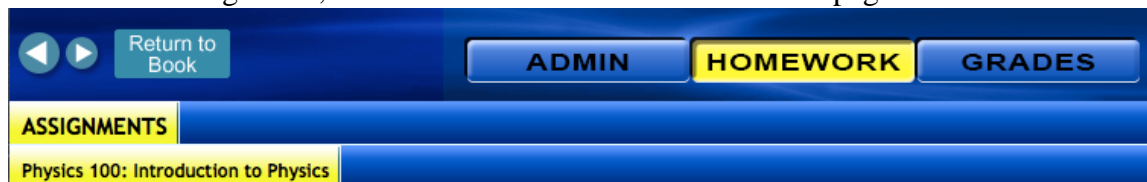
- Hover over **Manage Class**, and then click **Upload students**
- This gives you the option of assigning students directly to the class. If you have sufficient licenses associated with your school, you can also give book access to each student.

Add other instructors or teacher assistants

Hover over **Manage User** and then click **Add User**. Select the type of user. Set permissions by clicking on the user’s name.

Create homework, quiz, or test

To create an assignment, **select the class** from the Admin home page and then click **Homework**.



- Click on **add assignment**
- Choose problems by clicking on the chapter name seen on the left hand side and then the section name. Only sections that have problems are listed.
- The problems are color-coded by difficulty and shown with the vary-the-parameter coefficients and constants in **red**.
- Set the quantity, and then **Accept Changes**
- If you want to add problems from other sections, select another section. You will not see the problems you have chosen in other sections when the “Choose problems” tab is selected. To see the problems you have selected, select the “Edit assignment.”
- With the “**Edit assignment**” tab selected, you can:
 - Change the point value of problems. The default is 5 points for standard difficulty, 7 points for more difficult and 10 points for most difficult.
 - Delete a problem
 - Add more like this
 - Preview the assignment. Under this selection, you can view answers, or print copies of the assignment.



- When finished editing, **Finalize and post**.
- Choose the assignment name and due dates, write any notes you wish, choose how and whether parameters are varied, determine how many submissions a student is allowed, determine whether students are penalized for multiple submissions, and choose the type of assignment.
 - The students will see the **name** you choose.
 - The **description** will appear as an option in the student assignment list. This is a good place to make notes to the students, such as reminders or hints on problem-solving, or to let them know if deductions will be taken with each additional submission.
 - Personal **notes** are only visible to the course instructors.
 - Students will not see the assignment until the **assigned date**. This allows you to build assignments far in advance.
 - Assignment and **due dates** must be written in the form mm/dd/yy, such as 02/17/14.
 - **Submissions allowed**. Specify the number of submissions you want to allow students to make per problem. If a student misses a problem, she is allowed to submit a new answer up to the number of times specified by the instructor. The limit does not apply to multiple-choice or checkbox-answer problems if it is greater than the defaults for those types of problem. The defaults are: multiple-choice problems allow one submission if there are two choices and two submissions if there are more than two choices. Checkbox-answer problems allow two submissions.
 - **Deductions per additional submission** You have the option of taking a deduction from the number of points earned for each additional submission that a student makes. Choosing “No” means the student will receive full points for a correct answer no matter how many submissions they take to get that answer. Choosing “Yes” means an equal fraction of the point value (based on the number of submissions allowed) will be deducted from the student’s possible score each time they make an incorrect submission.
 - **Vary the parameter** Variables and constants can be changed by course, class, or student. If you choose “course” all students in the course will have the same exact questions. If you choose “class” all students in the class/section will have the same exact questions. If you choose “student” each student will have the same exact type questions but the numbers and subsequent answers will vary.
 - Choose whether you want other teachers in your school to be able to **import** this assignment.

Import an assignment Select the class from the Admin home page and then click Homework. Click on Import assignment, choose to preview or import, and then fill in the fields.



Change the due date Click on the due date of the assignment you want to modify, make your selections, and click “update due dates”.

ASSIGNMENTS

Intro to Physics Physics

Add Assignment Import Assignment

Logged in as Marie Kroulik *Teacher*

Syllabus:

Name	Date Assigned	Date Due	Type	Action	Preview
Quiz #1	02/01/2014 11:00	02/18/2014 18:00	Quiz	Modify problems	Preview
Test #1	02/01/2014 11:00	02/18/2014 18:00	Test	Modify problems	Preview
OHW 1.01	02/01/2014 11:00	02/01/2015 18:00	Homework	Modify problems	Preview
OHW 1.02	02/08/2014 11:00	02/08/2015 18:00	Homework	Modify problems	Preview
OHW 1.03	02/10/2014 11:00	02/10/2015 18:00	Homework	Modify problems	Preview

Grade Book

To access the grade book, **select the class** from the Admin home page and then click **Grades**.

- Click on the assignment name or number to display a more detailed table showing specifically which students missed which questions.
- Change the display to show points or percentages.
- Download a text file version of this table by clicking the link at the bottom left of the page.

Assign/Unassign students

- When students change classes, you can use the “Assign / Unassign Student” to transfer students from one class to another within a school. You can access the “Assign / Unassign Student” feature under “Manage Class”. Unassigning students does not remove book access for a student and will not replenish your license seat count.

Removing Book Access

- When students are removed from your class and no longer need access to the First Person Physics book, you can easily remove them using the “Remove Book Access” feature under “Manage Class”. Removing book access means that the student will no longer be able to access the book. This process will replenish your license seat count.