

Instructor Guide

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Introduction

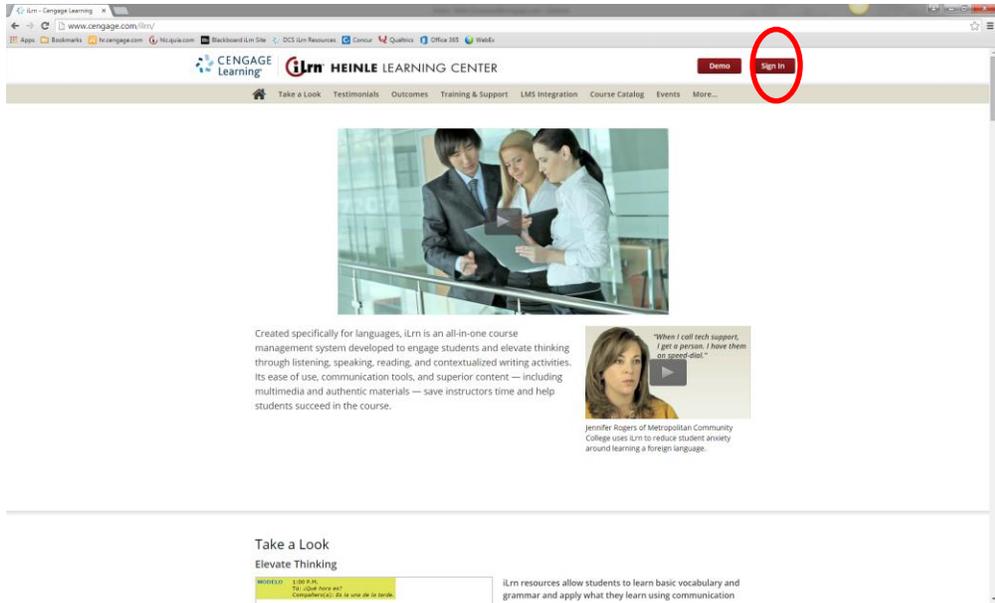
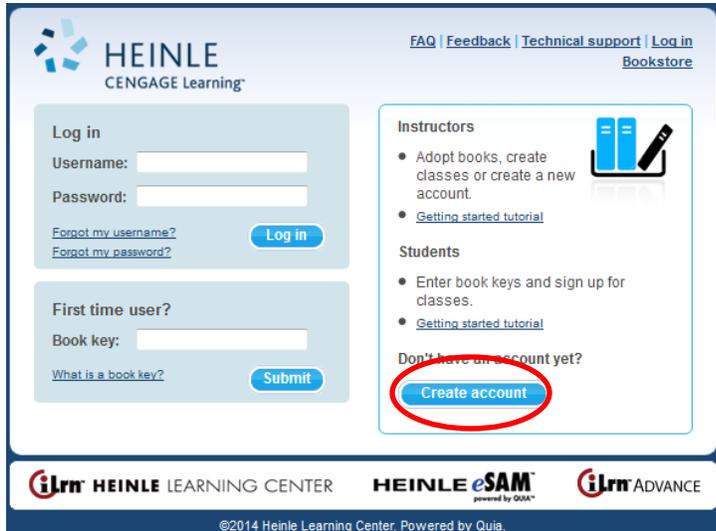
Congratulations on choosing a Cengage Learning with iLrn! *iLrn* saves grading time, gives you access to a wealth of data about your students' performance, and thereby allows you to teach more effectively. Moreover, students enjoy using *iLrn* because it provides them easy access to feedback, learning resources, videos and more.

Registration

To begin, you will need to:

- Create an account
- Create a course (using an instructor book key provided by Cengage Learning)
- Create one or more classes

Create an account:

Step	Action
1	<p>Go to http://www.cengage.com.ilrn and click Sign in.</p>  <p>The screenshot shows the website's header with the 'iLrn HEINLE LEARNING CENTER' logo and a navigation menu. A red circle highlights the 'Sign in' button in the top right corner. Below the header is a main content area with a video player and a testimonial from Jennifer Rogers of Metropolitan Community College.</p>
2	<p>Click Create account.</p>  <p>The screenshot shows the login and registration interface. It includes a 'Log in' section with fields for 'Username' and 'Password', and a 'First time user?' section with a 'Book key' field. A red circle highlights the 'Create account' button in the 'Don't have an account yet?' section. The page also features navigation links for 'FAQ', 'Feedback', 'Technical support', 'Log in', and 'Bookstore'.</p>

3

Enter your user information and click **Submit**. Be sure to select the correct time zone. It's also important to enter a valid email address so that we can send you your password if you ever forget it.

iLrn HEINLE LEARNING CENTER [FAQ](#) | [Feedback](#) | [Technical support](#) | [Log in](#) | [Bookstore](#)

Create Account [help](#)

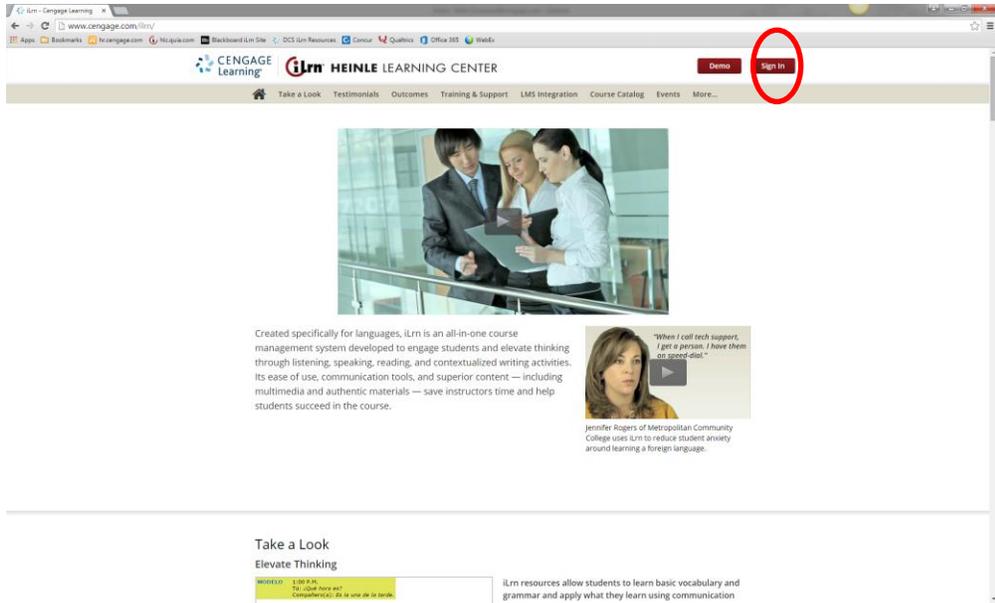
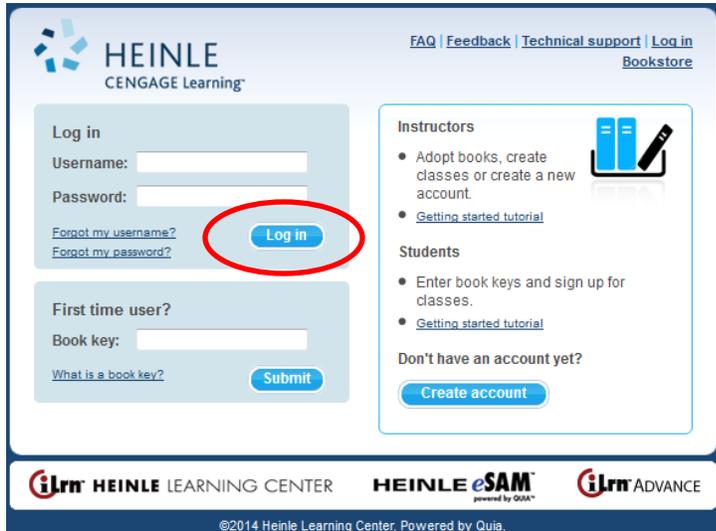
Username* smanning84
Password* ●●●●●
Confirm Password* ●●●●●
First Name* (will appear in course information) Sarah
Last Name* Manning
E-Mail Address* sarahmanning@leda.edu
Confirm E-Mail Address* sarahmanning@leda.edu
Phone Number 617-555-6060
Country United States
City Chicago
State/Province Illinois
Zip/Postal Code 60601
Time Zone* (GMT-06:00) US/Central

*Required

Submit

By submitting this information, you indicate that you agree to Quia's [Terms of Service](#) and have read and understood our [Privacy Policy](#).

Create a course:

Step	Action
1	<p>Go to http://www.cengage.com/ilrn and click Sign in.</p>  <p>The screenshot shows the iLrn HEINLE LEARNING CENTER website. The navigation bar at the top includes links for 'Take a Look', 'Testimonials', 'Outcomes', 'Training & Support', 'LMS Integration', 'Course Catalog', 'Events', and 'More...'. The 'Sign in' button is circled in red. Below the navigation bar is a large image of three people looking at a tablet. Text below the image describes the iLrn system as an all-in-one course management system for languages. A testimonial from Jennifer Rogers of Metropolitan Community College is also visible.</p>
2	<p>Enter your username and password, then click Log in.</p>  <p>The screenshot shows the login page for iLrn HEINLE LEARNING CENTER. It features a 'Log in' section with fields for 'Username' and 'Password', and a 'Log in' button circled in red. There are also links for 'Forgot my username?' and 'Forgot my password?'. Below this is a 'First time user?' section with a 'Book key' field and a 'Submit' button. To the right, there are sections for 'Instructors' and 'Students' with various links and a 'Create account' button. The footer includes logos for iLrn HEINLE LEARNING CENTER, HEINLE eSAM, and iLrn ADVANCE, along with the copyright notice: ©2014 Heinle Learning Center. Powered by Quia.</p>

3

Enter your book key in the field labeled **Enter book key**, located upper right corner of your screen. You will be prompted to create a course.

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[Profile](#) | [FAQ](#) | [Feedback](#) | [Technical support](#) | [Log out](#)
[Instructor workstation](#) | [Student workstation](#) | [Bookstore](#)

MY WORKSTATION

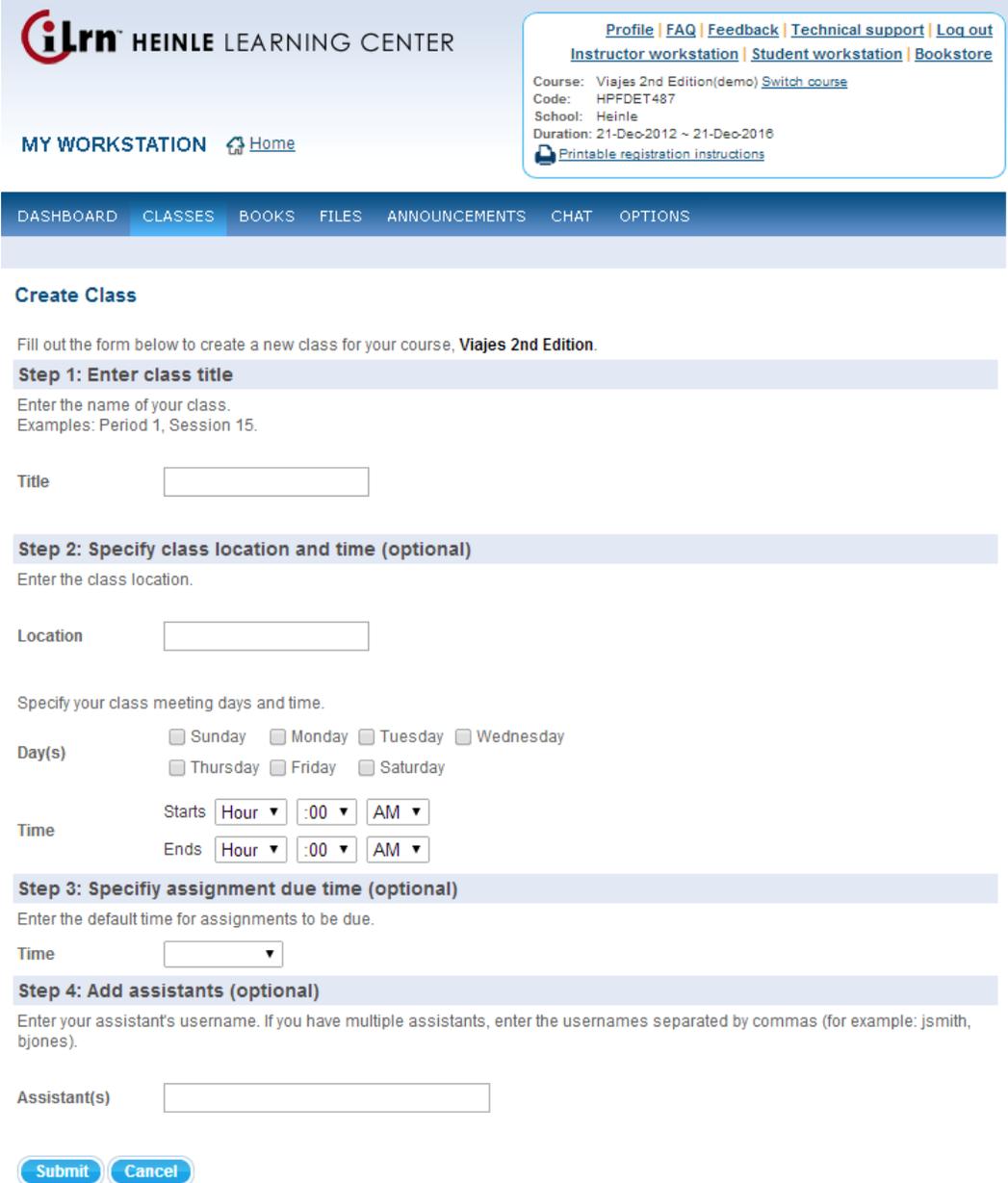
Have a course code?
Enter course code...
[What is a course code?](#)

Have a book key?
Enter book key...
[What is a book key?](#)

Still not sure how to get started? [We can help!](#)

NOTE: Instructor book keys are 16-19 character codes that give you access to a book. You can request one from your Cengage Learning Consultant or at <http://hlc.quia.com/books/bookstore.html>. Search for your book by title, then select **Adoptions and Trials** to request a book key.

Create a class:

Step	Action
1	From the Classes tab, open the Class drop-down menu and select Create a new class
2	<p>Fill out and submit the form (you can make changes later if necessary).</p>  <p>The screenshot shows the 'Create Class' form with the following sections:</p> <ul style="list-style-type: none"> Header: iLrn HEINLE LEARNING CENTER, MY WORKSTATION, Home icon. Navigation: DASHBOARD, CLASSES, BOOKS, FILES, ANNOUNCEMENTS, CHAT, OPTIONS. Create Class: <ul style="list-style-type: none"> Fill out the form below to create a new class for your course, Viajes 2nd Edition. Step 1: Enter class title <ul style="list-style-type: none"> Enter the name of your class. Examples: Period 1, Session 15. Title: <input type="text"/> Step 2: Specify class location and time (optional) <ul style="list-style-type: none"> Enter the class location. Location: <input type="text"/> Specify your class meeting days and time. Day(s): <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday Time: Starts <input type="text" value="Hour"/> :<input type="text" value="00"/> <input type="text" value="AM"/> Ends <input type="text" value="Hour"/> :<input type="text" value="00"/> <input type="text" value="AM"/> Step 3: Specify assignment due time (optional) <ul style="list-style-type: none"> Enter the default time for assignments to be due. Time: <input type="text"/> Step 4: Add assistants (optional) <ul style="list-style-type: none"> Enter your assistant's username. If you have multiple assistants, enter the usernames separated by commas (for example: jsmith, bjones). Assistant(s): <input type="text"/> Buttons: Submit (circled in red), Cancel <p>Make sure to enter class times and locations. This will help students enroll in the appropriate section.</p>

3	<p>If you have teaching assistants for your classes, you can grant them access to the class or classes they will be monitoring. Assistants will only have access to the roster, results, assignments, and class information. Assistants will not have access to book and course level settings, customizations, or grading options. Your assistants do not need to enter book keys. They only need to create an <i>iLrn</i> account and provide you with their username. You can add them while creating your class (see previous step), or later on by following these steps:</p> <ol style="list-style-type: none">1. Click the Classes tab and the Class Info sub-tab2. Press Edit next to a class name.3. Scroll down to the Assistants box and enter your assistant's <i>iLrn</i> account username. If you have multiple assistants who will be accessing this class, enter the usernames separated by commas.
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Link your iLrn Class with your Blackboard Learn Course

Your iLrn Class can be linked to a Blackboard Learn Course. Key features of enabling this link are the following:

- Deep integration: Single sign-on, class or chapter-level content links and gradebook integration allow instructors and students to manage all language learning processes from within Blackboard Learn.
- Intuitive, easy-to-use interface: Sleek, modern display enables easy selection and sharing of instructional content.
- Anytime, anywhere access: Web-based technology and responsive design ensure a superior experience inside and outside Blackboard Learn.
- Security and privacy: Role-based permissions restrict access to data based on user type and context.

iLrn/Blackboard Learn integration is delivered through Blackboard's Partner Cloud Building Block. This building block connects to the Blackboard Partner Cloud, which streamlines our inventory of content building blocks into a single registration and activation process.

Your campus Blackboard Administrator must enable the Partner Cloud Building Block and enable the features of the Cengage Learning iLrn content.

Detailed instructions for your campus Blackboard Administrator can be found at the following link:

http://help.blackboard.com/en-us/Learn/9.1_SP_14/Administrator/130_Building_Blocks/010_Featured_Building_Blocks/Blackboard_Partner_Cloud/Cengage_Learning_iLrn

Detailed instructions for instructors and students who use iLrn/Blackboard linked accounts can be found at this link:

<http://services.cengage.com/dcs/ilrnblackboard/start/resourcelist/#/instructor-resources-user-guides>

Student Registration

Students register themselves into your course. If you have set up multiple classes, make sure that you have entered the location and time for each class so that students are able to distinguish them. When you are ready for students to register, distribute the Printable registration instructions.

NOTE: If you have linked your iLrn Class and Blackboard Learn Course your students will not need the registration instructions.

To find the registration instructions:

Step	Action
1	<p>In the Instructor Workstation, you will see a list of all your courses. Click on a course name to drill in.</p> 
2	<p>In the upper right corner of the screen, you will see a box with a Printable registration instructions link. Click on the link to generate a PDF file with the instructions your students need to be able to register for your course. You can print the instructions or distribute them electronically.</p> 

Customizing Your Course

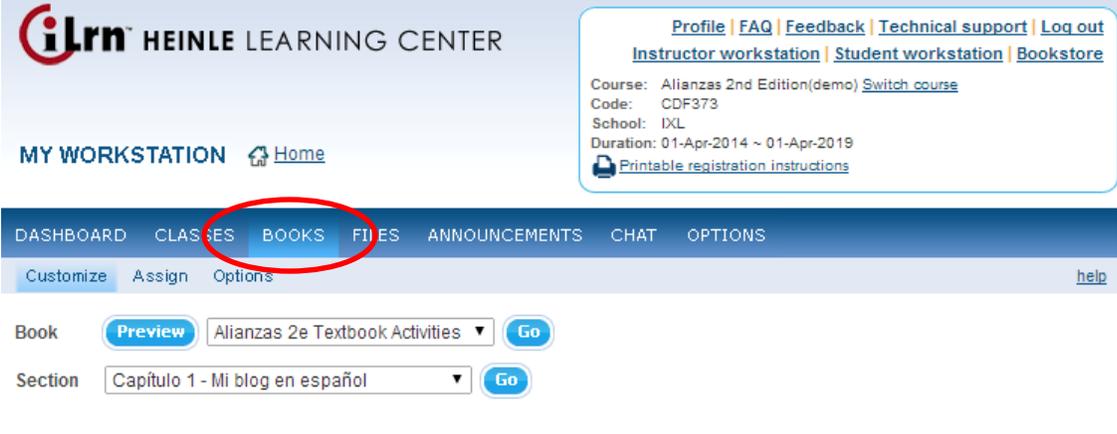
You can customize your book by changing the tracking, feedback, and grading options for existing activities including:

- **Tracking:** For each activity in the book, you can set how you want to track student results, or whether you want to track results at all. There are four tracking methods to choose from: credit/no-credit, practice, graded, and timed and graded. Game-style activities, like matching and challenge board, can only be set to credit/no-credit or practice.
 - **Practice**—The activity is not tracked; student responses and scores are not recorded.
 - **Credit/No credit**—The activity is tracked and students receive full credit (in the form of a check mark) for submitting responses, regardless of their scores. Students who do not submit the activity receive no credit.
 - **Graded**—The activity is tracked and student responses are recorded. You can view students' scores and responses in the **Classes** tab, **Results** sub-tab.
 - **Timed & Graded**—The activity is tracked and student responses are recorded. **iLrn** also records the amount of time students spend completing the activity in the gradebook. This is located under the **Classes** tab, **Gradebook** sub-tab. Select an activity to view the **Elapsed time**.
- **Feedback:** The feedback setting determines what students see when they submit their results.
 - **No Feedback**—Students see a message thanking them for completing the activity and informing them that their responses have been recorded. They do not see their scores or what the correct answers were.
 - **Score only**—Students receive their scores when they complete the activity. They do not see what the correct answers were or which questions they missed.
 - **Score and Summary**—Students receive their scores and an answer summary after completing the activity. The answer summary includes the student's responses but does not show the correct answers for questions that were answered incorrectly.
 - **Score, Summary, and Answers**—Students receive their scores, an answer summary, and correct answers after completing the activity. The answer summary includes the

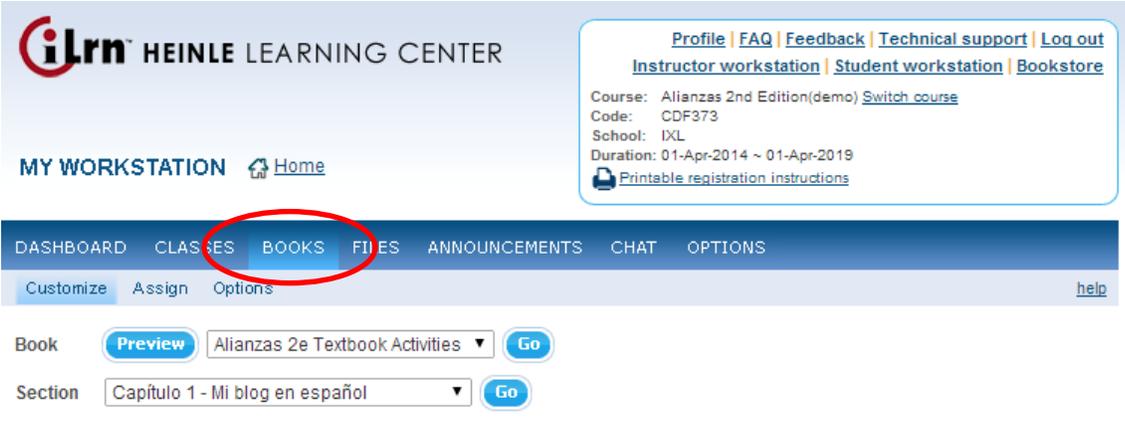
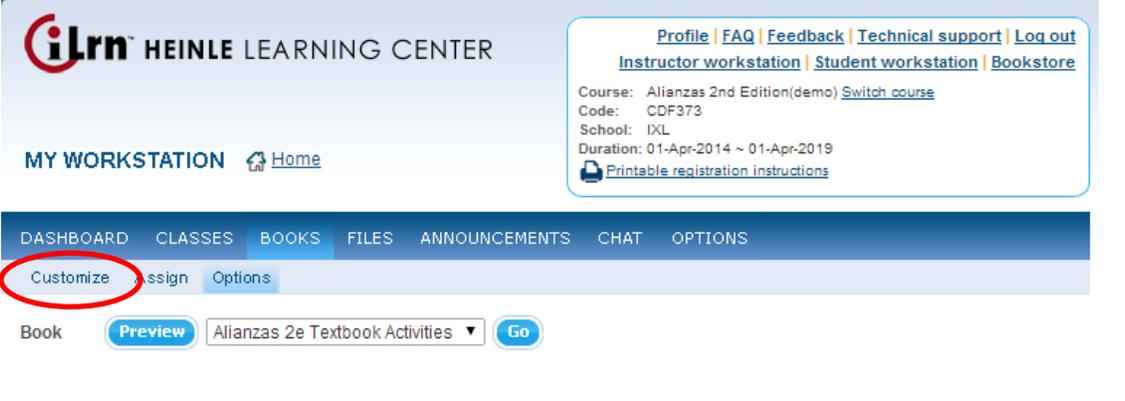
student's responses and correct answers for every question. This is the default setting for most activities.

- **Options:** You may set other grading options as well. The options are:
 - **Accents Must Match**—In most world languages books, student responses are marked incorrect if they do not include the appropriate accents and diacritical marks. You may choose to grade more leniently by ignoring accents.
 - **Case Sensitivity and Punctuation**—*iLrn* usually ignores capitalization and punctuation (except in German books, which check capitalization). You may force capitalization to match by checking the box labeled **Grading** as case sensitive. You may force punctuation to match by unchecking the box labeled **Ignore punctuation**. By default, the following punctuation marks are ignored: ! “ ’ , - . : ; ? — ¡ « » ¿ — ‘ ’ “ ” „ Spacing is always ignored.

Change the tracking, feedback, and grading options for all exercises in the book at once:

Step	Action
1	<p>In the Instructor Workstation, click on the Books tab.</p> 
2	<p>Click on the Options sub-tab.</p> 
3	<p>Change the grading style, accents or feedback options as you wish and click Save changes to confirm your selection, or click Cancel.</p>

Change the tracking, feedback, and grading options for individual exercises:

Step	Action
1	<p>In the Instructor Workstation, click on the Books tab.</p> 
2	<p>Click on the Customize sub-tab.</p> 

3

From the **Section** drop-down menu, choose the section of the book that contains the exercise you want to change, and change the options for the activity as you wish.

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Course: Alianzas 2nd Edition(demo) [Switch course](#)
 Code: CDF373
 School: IXL
 Duration: 01-Apr-2014 ~ 01-Apr-2019
[Printable registration instructions](#)

MY WORKSTATION [Home](#)

DASHBOARD CLASSES **BOOKS** FILES ANNOUNCEMENTS CHAT OPTIONS

Customize Assign Options [help](#)

Book [Preview](#) Alianzas 2e Textbook Activities [Go](#)

Section [Go](#)

To customize an activity, click *options*. To create your own activities, go to the [supplement](#) section.

Activity		Options				
Ex #	Type	Assign	Title	Tracking	Feedback	Comments
T: 1-L-1	E		T: 1. Antes de leer	<input type="text" value="graded"/>	<input type="text" value="score and summary"/>	options
T: 1-L-2	E		T: 2. Antes de leer	<input type="text" value="graded"/>	<input type="text" value="score and summary"/>	options
T: 1-L-3	E		T: 3. Antes de leer	<input type="text" value="graded"/>	<input type="text" value="score and summary"/>	options
T: 1-L-4	E		T: 4. Después de leer	<input type="text" value="graded"/>	<input type="text" value="score and summary"/>	options
T: 1-L-5	E		T: 5. Después de leer	<input type="text" value="graded"/>	<input type="text" value="score and summary"/>	options
T: 1-L-6	E		T: 6. Después de leer	<input type="text" value="graded"/>	<input type="text" value="score and summary"/>	options
T: 1-L-7	E		T: 7. Después de leer	<input type="text" value="graded"/>	<input type="text" value="score and summary"/>	options

Comments

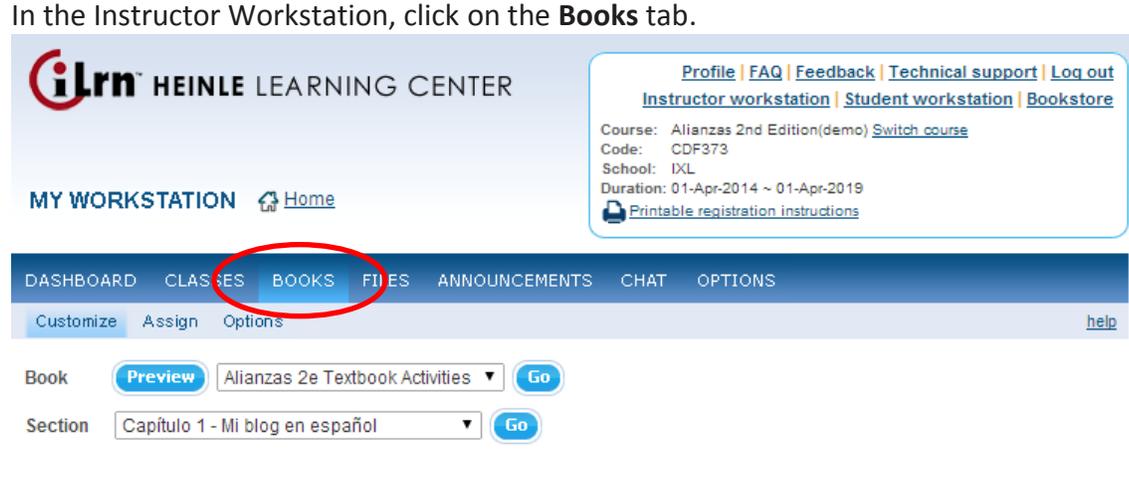
Set Not Set

Activity Types

E	Exercise	G	Game						
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Creating your own activities

Some books include a **Supplement** section. If your book includes a **Supplement** section, you may add to your book by creating your own activities using any of the 15 templates. Your new activities are placed in your book's **Supplement** section and are available to all of your classes.

Step	Action
1	<p>In the Instructor Workstation, click on the Books tab.</p> 
2	<p>Click on the Customize sub-tab.</p> 

3	<p>Choose Supplement from the Section drop-down list and click Go.</p> 
4	<p>Choose an activity type from the Create drop-down list and click Go. An activity editor will open in a new window. Follow the directions and click the Help links for more information. When you finish creating your activity, it will be listed in the Supplement section, but it will not be available yet to students (in case you need to make changes to it).</p>
5	<p>When you are ready to make your activity available to students, check the box in the Use in book column. At any point, you may edit or copy your activity by clicking the Edit or Copy links. You may also change your activity's tracking and feedback options.</p>
6	<p>If you would like to share your activity with other instructors who are using the same book, check the box in the Share column.</p>
7	<p>If other instructors using <i>iLrn</i> have chosen to share their activities, you may copy them and then modify them for your own use. Select Copy from other instructors (supplements only section) and click Go. Check the boxes next to the activities and click Copy activities. To modify an activity, click Edit next to the activity.</p>

Customizing your ebook

For newer iLrns, instructors can share notes or point students to specific text content in the ebook by highlighting text selections and writing notes that they can share with the entire class. Instructors also have the option to edit or delete text in the ebook. Additionally, YouTube videos can be embedded in the ebook to be shared with students.

Note that all 2013 copyright *iLrn* titles and beyond are iPad compatible, including an iPad-optimized ebook.

Step	Action																																																																																				
<p>Access ebook</p>	<p>Click the eBook tab from the iLrn Welcome page.</p>  <p>The screenshot shows the iLrn interface for the course 'Spanish 101: SPA 101 - A'. The main content area displays an 'Assignment Calendar' for the 'Capítulo preliminar' section. The calendar table lists various assignments with their completion status and remaining attempts. On the right side, a vertical navigation menu contains several tabs: 'Assignment Calendar', 'eBook', 'Activities', 'Self-tests', 'Video Library', and 'Practice'. The 'eBook' tab is highlighted with a red circle.</p> <table border="1" data-bbox="365 1003 1136 1459"> <thead> <tr> <th>Assignments</th> <th>Assigned?</th> <th>Attempts remaining</th> <th>Complete?</th> <th>Points</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td colspan="6">Capítulo preliminar</td> </tr> <tr> <td colspan="6">VAK Quiz</td> </tr> <tr> <td>P-VAK VAK Quiz</td> <td>🟢</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">Actividades</td> </tr> <tr> <td>1-P-1 1. Los números 1–100</td> <td>🟢</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1-P-2 2. Las personas</td> <td>🟢</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1-P-3 3. En el salón de clase</td> <td>🟢</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">Cuaderno de práctica</td> </tr> <tr> <td>WBP-1 1. Los números</td> <td>🟢</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WBP-2 2. ¿Qué es?</td> <td>🟢</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WBP-3 3. Mandatos comunes</td> <td>🟢</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">Manual de laboratorio</td> </tr> <tr> <td>LMP-1 1. El alfabeto</td> <td>🟢</td> <td>2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Assignments	Assigned?	Attempts remaining	Complete?	Points	Score	Capítulo preliminar						VAK Quiz						P-VAK VAK Quiz	🟢	2				Actividades						1-P-1 1. Los números 1–100	🟢	2				1-P-2 2. Las personas	🟢	2				1-P-3 3. En el salón de clase	🟢	2				Cuaderno de práctica						WBP-1 1. Los números	🟢	2				WBP-2 2. ¿Qué es?	🟢	2				WBP-3 3. Mandatos comunes	🟢	2				Manual de laboratorio						LMP-1 1. El alfabeto	🟢	2			
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Find toolbar

Once your ebook loads, you will see a toolbar at the top of the screen. From here you will be able to manipulate the ebook using these tools.



To share a note

Type your comments for the class in the **Notes...** textbox. The textbox will expand. When you're done, click the grey button to share your note. Then select the **Place Icon** button and place your icon on the ebook page.



To modify your note, click on the icon, and the textbox will expand in the toolbar for you to edit and save any changes, or to delete the note.

<p>To edit or delete text</p>	<p>Click on the Edit or Delete (red pen) button in the toolbar. To edit text, select Edit Text from the dropdown, then click and drag the cursor over the words you would like to modify. A textbox will appear where you can replace the ebook text with your own for students to see. To delete text, select Delete Text from the dropdown. Click and drag the cursor over the text you would like to strike through, then add a comment for your deletion in the textbox. Click save so students can see your comment.</p>  <p>Please note that iLrn does not currently support editing or deletion of Japanese and Chinese characters.</p>
<p>To embed a YouTube clip</p>	<p>Click on the YouTube button in the toolbar. A window will open where you can search and preview clips. Search for a clip, or enter the URL of the video you'd like to use, in the Search field. Select the video you'd like to embed and click Add a Video. Then place the YouTube clip icon on the ebook page.</p>  <p>Clicking on this icon will load your clip. To delete your clip, hover over the icon and a delete button will appear. Click this to remove the icon and YouTube link.</p>

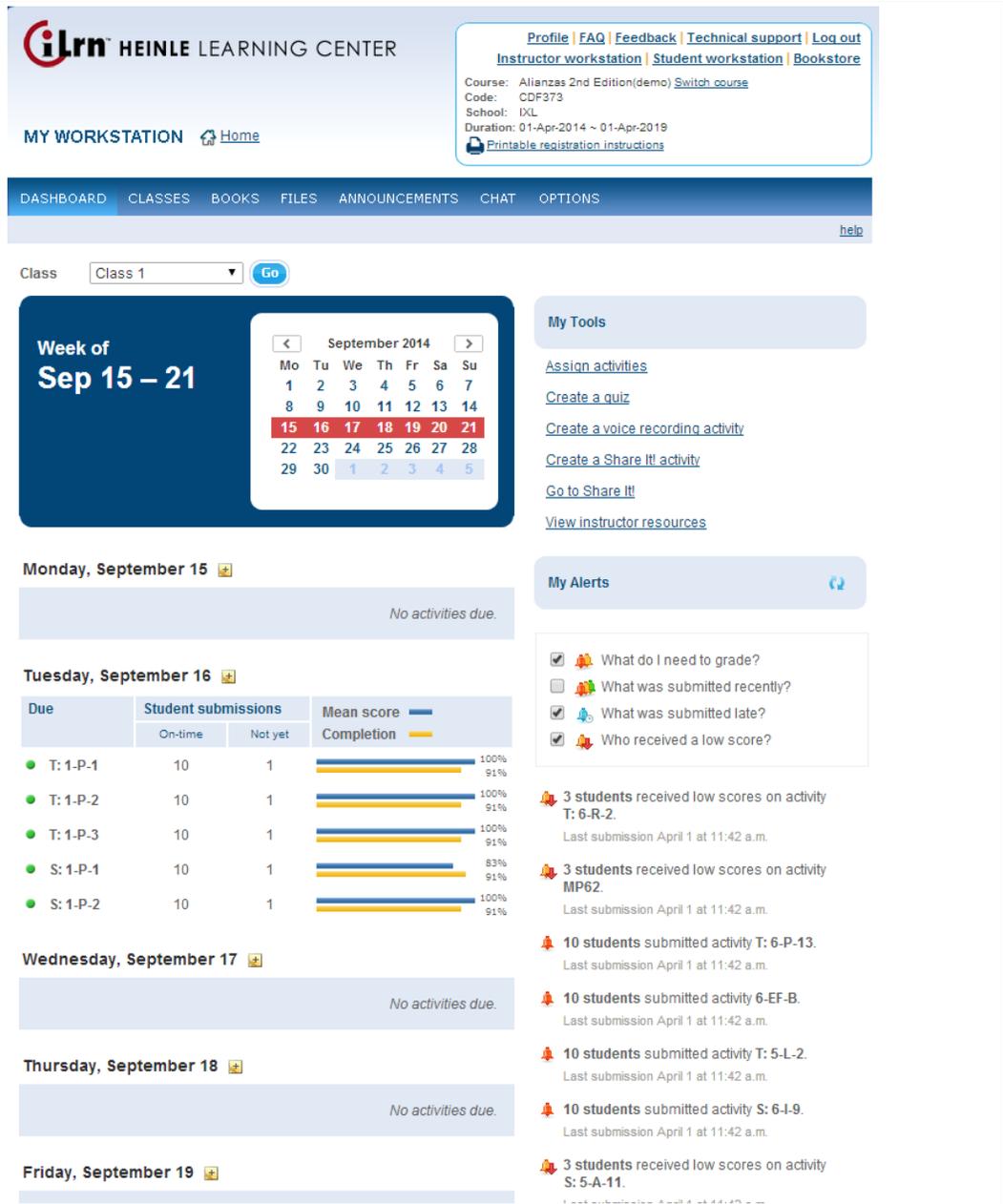
Instructor view

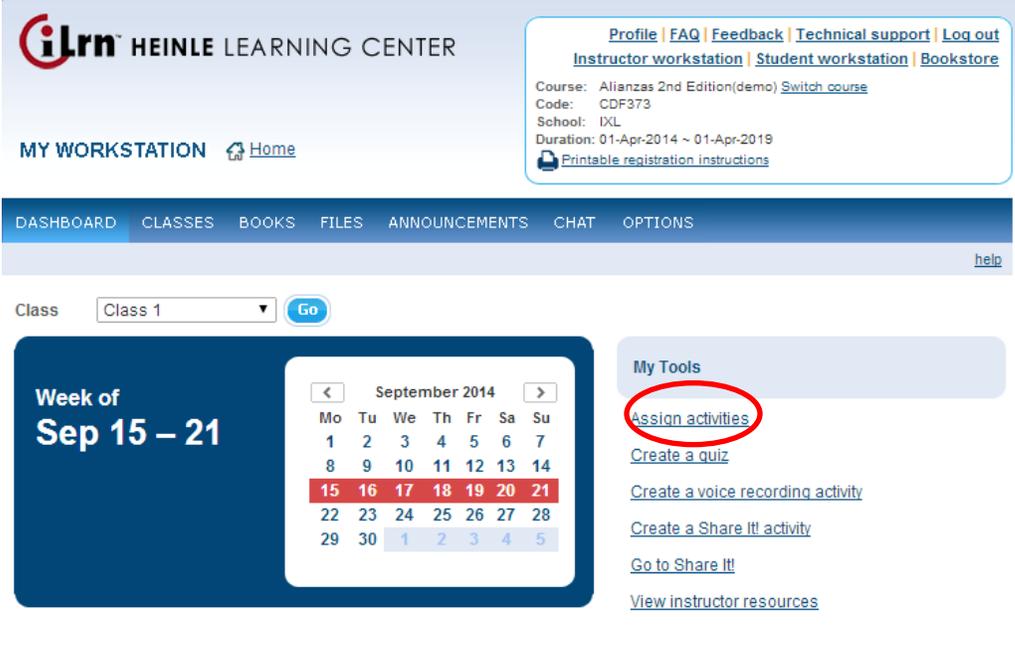
Instructor Dashboard

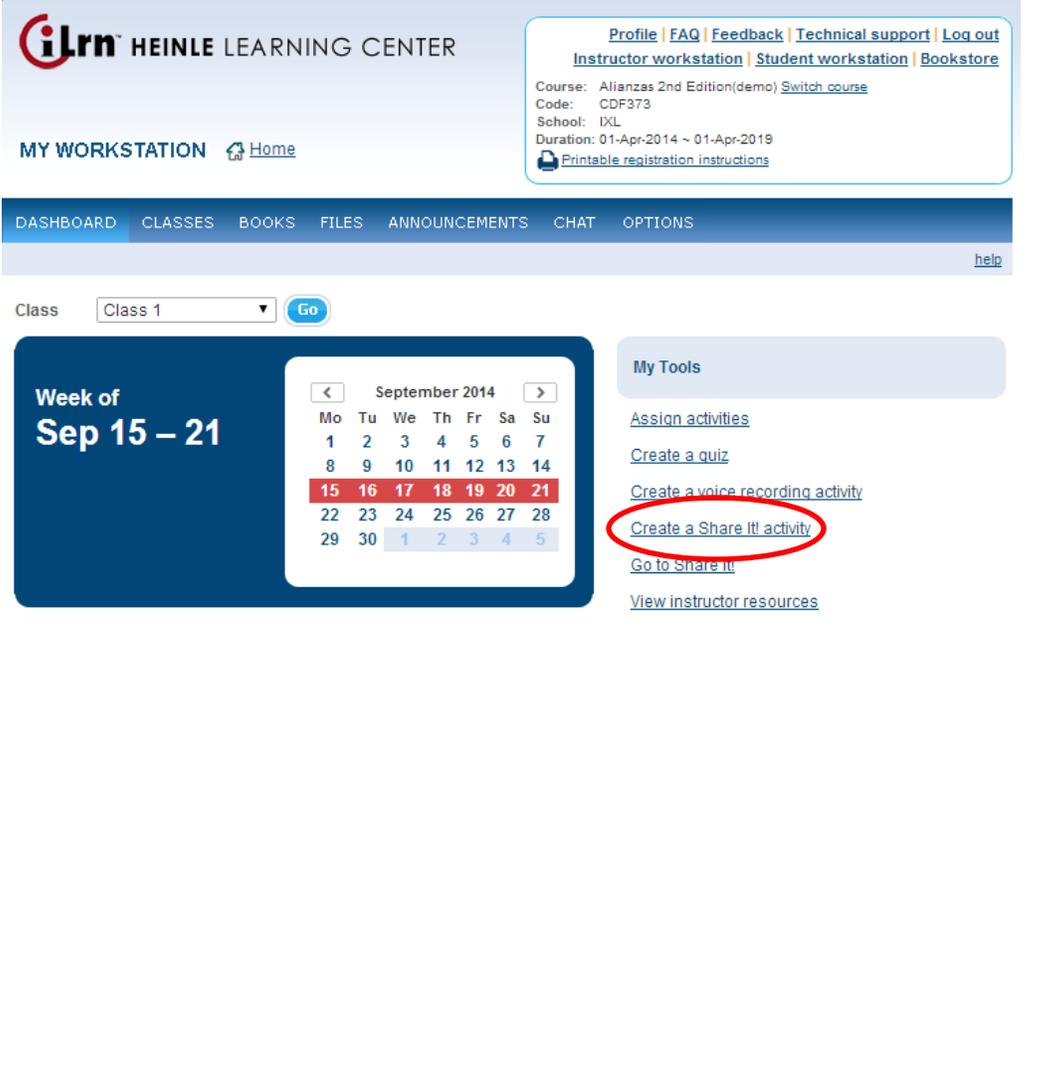
Manage your course – assign, grade and assess student progress all from one screen!

From the dashboard, instructors can:

- View alerts about what students have recently submitted
- View which students submitted exercises with low scores
- View which students submitted exercises late
- View which exercises require the instructor to grade
- Access action links to grade and view exercises

Function	Looks like this...																																																																										
<p>The Calendar feature within the dashboard allows instructors to assign activities, view submissions (on time, late, missing), obtain a mean score, and completion dates. For each activity assigned, the instructors can view and/or grade the exercise.</p>	 <p>iLrn HEINLE LEARNING CENTER</p> <p>Profile FAQ Feedback Technical support Log out Instructor workstation Student workstation Bookstore</p> <p>Course: Alianzas 2nd Edition(demo) Switch course Code: CDF373 School: IXL Duration: 01-Apr-2014 ~ 01-Apr-2019 Printable registration instructions</p> <p>MY WORKSTATION Home</p> <p>DASHBOARD CLASSES BOOKS FILES ANNOUNCEMENTS CHAT OPTIONS help</p> <p>Class: <input type="text" value="Class 1"/> <input type="button" value="Go"/></p> <p>Week of Sep 15 – 21</p> <table border="1"> <thead> <tr> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> <th>Su</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table> <p>Monday, September 15 <input type="button" value="⌵"/></p> <p>No activities due.</p> <p>Tuesday, September 16 <input type="button" value="⌵"/></p> <table border="1"> <thead> <tr> <th rowspan="2">Due</th> <th colspan="2">Student submissions</th> <th rowspan="2">Mean score</th> <th rowspan="2">Completion</th> </tr> <tr> <th>On-time</th> <th>Not yet</th> </tr> </thead> <tbody> <tr> <td>T: 1-P-1</td> <td>10</td> <td>1</td> <td>100%</td> <td>91%</td> </tr> <tr> <td>T: 1-P-2</td> <td>10</td> <td>1</td> <td>100%</td> <td>91%</td> </tr> <tr> <td>T: 1-P-3</td> <td>10</td> <td>1</td> <td>100%</td> <td>91%</td> </tr> <tr> <td>S: 1-P-1</td> <td>10</td> <td>1</td> <td>83%</td> <td>91%</td> </tr> <tr> <td>S: 1-P-2</td> <td>10</td> <td>1</td> <td>100%</td> <td>91%</td> </tr> </tbody> </table> <p>Wednesday, September 17 <input type="button" value="⌵"/></p> <p>No activities due.</p> <p>Thursday, September 18 <input type="button" value="⌵"/></p> <p>No activities due.</p> <p>Friday, September 19 <input type="button" value="⌵"/></p> <p>My Tools</p> <ul style="list-style-type: none"> Assign activities Create a quiz Create a voice recording activity Create a Share It! activity Go to Share It! View instructor resources <p>My Alerts <input type="button" value="🔔"/></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 📢 What do I need to grade? <input type="checkbox"/> 📢 What was submitted recently? <input checked="" type="checkbox"/> 📢 What was submitted late? <input checked="" type="checkbox"/> 📢 Who received a low score? <p>📢 3 students received low scores on activity T: 6-R-2. Last submission April 1 at 11:42 a.m.</p> <p>📢 3 students received low scores on activity MP62. Last submission April 1 at 11:42 a.m.</p> <p>📢 10 students submitted activity T: 6-P-13. Last submission April 1 at 11:42 a.m.</p> <p>📢 10 students submitted activity 6-EF-B. Last submission April 1 at 11:42 a.m.</p> <p>📢 10 students submitted activity T: 5-L-2. Last submission April 1 at 11:42 a.m.</p> <p>📢 10 students submitted activity S: 6-I-9. Last submission April 1 at 11:42 a.m.</p> <p>📢 3 students received low scores on activity S: 5-A-11.</p>	Mo	Tu	We	Th	Fr	Sa	Su	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	Due	Student submissions		Mean score	Completion	On-time	Not yet	T: 1-P-1	10	1	100%	91%	T: 1-P-2	10	1	100%	91%	T: 1-P-3	10	1	100%	91%	S: 1-P-1	10	1	83%	91%	S: 1-P-2	10	1	100%	91%
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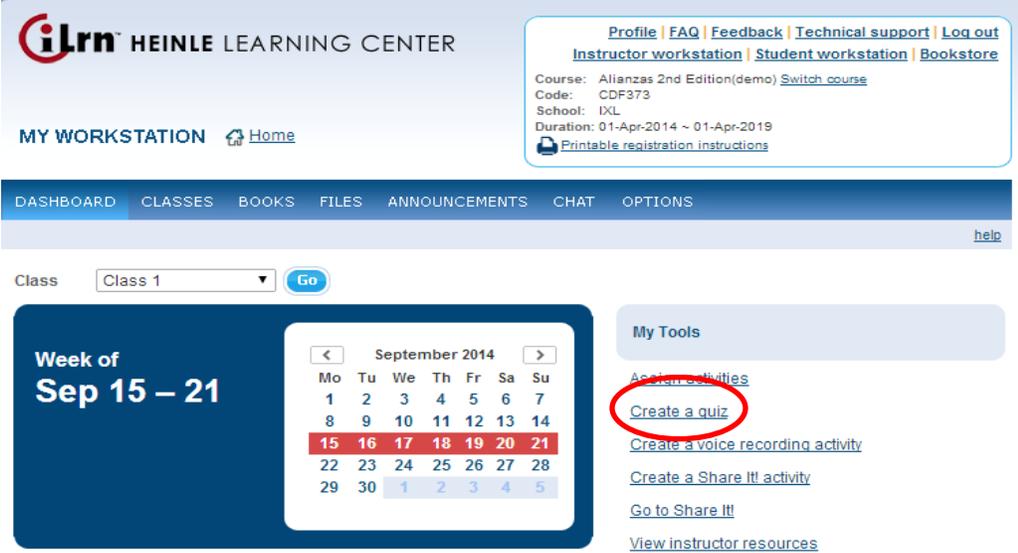
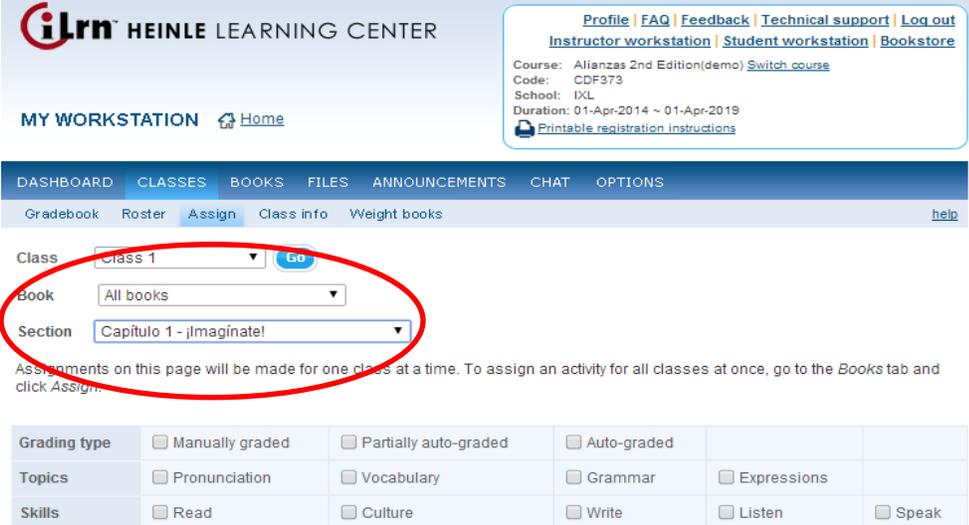
Function	Looks like this...
<p>You can assign activities directly from the Instructor Dashboard by clicking Assign activities under the My tools menu. See page X for further instructions on how to assign activities.</p>	 <p>The screenshot shows the iLrn HEINLE LEARNING CENTER instructor workstation interface. At the top, there are navigation links for Profile, FAQ, Feedback, Technical support, Log out, Instructor workstation, Student workstation, and Bookstore. Below this, course information is displayed: Course: Alianzas 2nd Edition(demo), Code: CDF373, School: IXL, and Duration: 01-Apr-2014 ~ 01-Apr-2019. A 'MY WORKSTATION' section includes a 'Home' link. A navigation bar contains links for DASHBOARD, CLASSES, BOOKS, FILES, ANNOUNCEMENTS, CHAT, and OPTIONS. A 'Class' dropdown menu is set to 'Class 1' with a 'Go' button. A calendar for September 2014 is shown, highlighting the week of Sep 15-21. On the right, the 'My Tools' menu is visible, with 'Assign activities' circled in red. Other tools include 'Create a quiz', 'Create a voice recording activity', 'Create a Share It! activity', 'Go to Share It!', and 'View instructor resources'.</p>

Function	Looks like this...
<p>You can create a Share it! activity. This feature allows you to upload a file, image or video to the Share it! community for your class where students can comment and rate your file. Students can also upload their own files to start a discussion outside of class. For more information on Share it! activities, see page X.</p>	 <p>The screenshot shows the iLrn HEINLE LEARNING CENTER interface. At the top, there are navigation links: Profile, FAQ, Feedback, Technical support, Log out, Instructor workstation, Student workstation, and Bookstore. Below this, course information is displayed: Course: Alianzas 2nd Edition(demo), Code: CDF373, School: IXL, Duration: 01-Apr-2014 ~ 01-Apr-2019, and a link for Printable registration instructions. A navigation bar includes Dashboard, Classes, Books, Files, Announcements, Chat, and Options. A class selection dropdown is set to 'Class 1'. A calendar for September 2014 highlights the week of Sep 15-21. On the right, under 'My Tools', the link 'Create a Share It! activity' is circled in red.</p>

Assigning activities

You can assign activities directly from the Instructor Dashboard by clicking *Assign activities* under the *My Tools* menu.

Assigning activities at the class-level

Step	Action
1	<p>From the Instructor Dashboard, click Assign activities. You will be brought to the Assign sub-tab under the Classes tab.</p>  <p>The screenshot shows the iLrn HEINLE LEARNING CENTER interface. At the top, there are navigation links: Profile, FAQ, Feedback, Technical support, Log out, Instructor workstation, Student workstation, and Bookstore. Below this, course information is displayed: Course: Alianzas 2nd Edition(demo), Code: CDF373, School: IXL, Duration: 01-Apr-2014 ~ 01-Apr-2019, and a link for Printable registration instructions. A navigation bar includes Dashboard, Classes, Books, Files, Announcements, Chat, and Options. A 'Class' dropdown menu is set to 'Class 1' with a 'Go' button. A calendar for September 2014 is shown, with the week of Sep 15-21 highlighted. On the right, the 'My Tools' menu is visible, with 'Assign activities' and 'Create a quiz' circled in red.</p>
2	<p>Choose the book and chapter from which you want to assign activities using the Book and Section drop-down menus.</p>  <p>The screenshot shows the iLrn HEINLE LEARNING CENTER interface. At the top, there are navigation links: Profile, FAQ, Feedback, Technical support, Log out, Instructor workstation, Student workstation, and Bookstore. Below this, course information is displayed: Course: Alianzas 2nd Edition(demo), Code: CDF373, School: IXL, Duration: 01-Apr-2014 ~ 01-Apr-2019, and a link for Printable registration instructions. A navigation bar includes Dashboard, Classes, Books, Files, Announcements, Chat, and Options. Below the navigation bar, there are tabs: Gradebook, Roster, Assign, Class info, and Weight books. A 'Class' dropdown menu is set to 'Class 1' with a 'Go' button. Below this, there are two drop-down menus: 'Book' (set to 'All books') and 'Section' (set to 'Capitulo 1 - ¡Imaginate!'). These two drop-down menus are circled in red. Below the drop-down menus, there is a note: 'Assignments on this page will be made for one class at a time. To assign an activity for all classes at once, go to the Books tab and click Assign.' At the bottom, there is a table with checkboxes for Grading type, Topics, and Skills.</p>

3

You can filter activities according to Book Source, Chapter, Section, Grading Type, Topic and Skill. Filter and select the activities you want to assign. To give all activities the same due date, go to the **Actions...** drop-down menu and select "Assign and set due date." To give each activity a separate due date, click in the "Due date" field for each activity. You can also set a time when the assignment is due. Activities can be assigned directly from the Instructor Dashboard by clicking **Assign Activities** under the **My Tools** menu.

The screenshot displays the iLrn HEINLE LEARNING CENTER instructor workstation interface. At the top, there is a navigation bar with 'DASHBOARD', 'CLASSES', 'BOOKS', 'FILES', 'ANNOUNCEMENTS', 'CHAT', and 'OPTIONS'. Below this, a secondary navigation bar includes 'Gradebook', 'Roster', 'Assign', 'Class info', and 'Weight books'. The 'Assign' tab is active. The main content area shows a 'Class' dropdown set to 'Class 1' with a 'Go' button, a 'Book' dropdown set to 'All books', and a 'Section' dropdown set to 'Capitulo 1 - ¡Imaginate!'. Below these filters, a red oval highlights a text box that reads: 'Assignments on this page will be made for one class at a time. To assign an activity for all classes at once, go to the Books tab and click Assign.' Underneath this text is a table of filter options:

Grading type	<input type="checkbox"/> Manually graded	<input type="checkbox"/> Partially auto-graded	<input type="checkbox"/> Auto-graded		
Topics	<input type="checkbox"/> Pronunciation	<input type="checkbox"/> Vocabulary	<input type="checkbox"/> Grammar	<input type="checkbox"/> Expressions	
Skills	<input type="checkbox"/> Read	<input type="checkbox"/> Culture	<input type="checkbox"/> Write	<input type="checkbox"/> Listen	<input type="checkbox"/> Speak

4

To give all activities the same due date, go to the **Actions...** drop-down menu and select “Assign and set due date.” To give each activity a separate due date, click in the “Due date” field for each activity. You can also set a time when the assignment is due. Activities can be assigned directly from the Instructor Dashboard by clicking **Assign Activities** under the **My Tools** menu.

iLrn HEINLE LEARNING CENTER

MY WORKSTATION [Home](#)

[Profile](#) | [FAQ](#) | [Feedback](#) | [Technical support](#) | [Log out](#)
[Instructor workstation](#) | [Student workstation](#) | [Bookstore](#)

Course: Alianzas 2nd Edition(demo) [Switch course](#)
Code: CDF373
School: ILL
Duration: 01-Apr-2014 ~ 01-Apr-2019
[Printable registration instructions](#)

DASHBOARD **CLASSES** BOOKS FILES ANNOUNCEMENTS CHAT OPTIONS

Gradebook Roster **Assign** Class info Weight books [help](#)

Class:

Book:

Section:

Assignments on this page will be made for one class at a time. To assign an activity for all classes at once, go to the *Books* tab and click *Assign*.

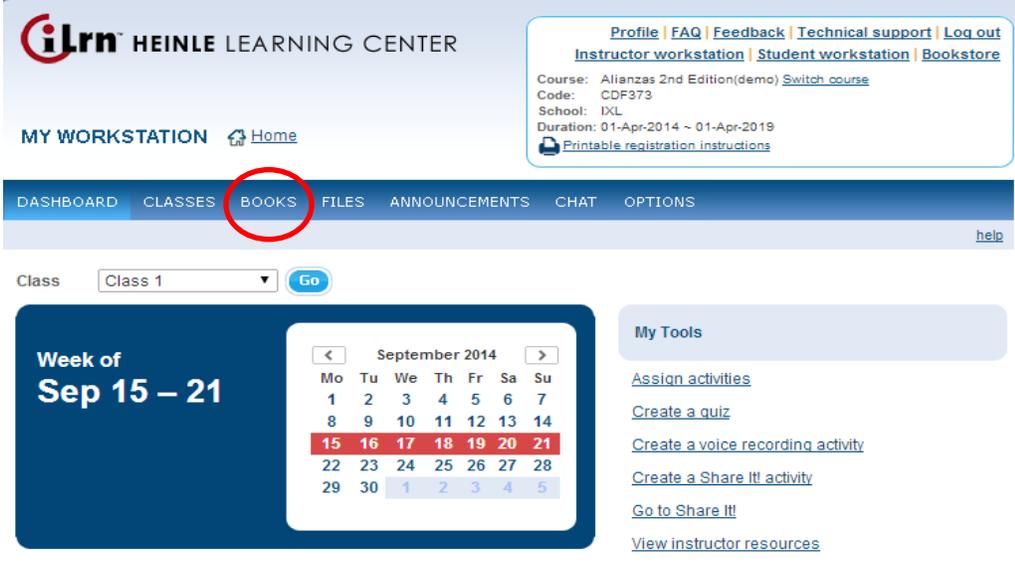
Grading type	<input type="checkbox"/> Manually graded	<input type="checkbox"/> Partially auto-graded	<input type="checkbox"/> Auto-graded		
Topics	<input type="checkbox"/> Pronunciation	<input type="checkbox"/> Vocabulary	<input type="checkbox"/> Grammar	<input type="checkbox"/> Expressions	
Skills	<input type="checkbox"/> Read	<input type="checkbox"/> Culture	<input type="checkbox"/> Write	<input type="checkbox"/> Listen	<input type="checkbox"/> Speak

Actions...

Exercise #	Title	Assigned?	Due Date & Time
<input type="checkbox"/> T: 1-1-1	T. 1. Los blogs	Assigned	5/3/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-2	T. 2. Describe el blog	Assigned	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-3	T. 3. El propósito del blog	Assigned	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-4	T. 4. Los blogs que me interesan	Assigned	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-5	T. 5. En mi opinión	Assigned	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-6	T. 6. El blog ideal	Assigned	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-7	T. 7. Consejero	Assigned	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-8	T. 8. Descripciones	Assigned	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-9	T. 9. El verbo correcto	Assigned	4/23/2014 <input type="text" value="End of day"/>

Note: The Assignment Filter capability is found only in iLrn courses in copyright year 2013 or later, with limited exceptions.

To assign activities at the course-level

Step	Action
1	<p>Go to the Books tab.</p>  <p>The screenshot shows the iLrn HEINLE LEARNING CENTER interface. At the top, there are links for Profile, FAQ, Feedback, Technical support, and Log out. Below that, there are links for Instructor workstation, Student workstation, and Bookstore. Course information is displayed: Course: Alianzas 2nd Edition(demo), Code: CDF373, School: IXL, Duration: 01-Apr-2014 ~ 01-Apr-2019, and a link for Printable registration instructions. The navigation bar includes DASHBOARD, CLASSES, BOOKS (circled in red), FILES, ANNOUNCEMENTS, CHAT, and OPTIONS. A 'Class' dropdown menu is set to 'Class 1' with a 'Go' button. A calendar for September 2014 is shown, highlighting the week of Sep 15-21. On the right, there is a 'My Tools' section with links for Assign activities, Create a quiz, Create a voice recording activity, Create a Share It! activity, Go to Share It!, and View instructor resources.</p>
2	<p>Click on the Assign sub-tab.</p>  <p>The screenshot shows the iLrn HEINLE LEARNING CENTER interface. The 'Assign' sub-tab in the Books navigation bar is circled in red. The page shows options to preview or assign activities for a specific book and section. The 'Book' dropdown is set to 'Alianzas 2e Textbook Activities' and the 'Section' dropdown is set to 'Capítulo 1 - ¡Imagínate!'. There is a 'Preview' button next to the book dropdown. Below the dropdowns, there is a note: 'Assignments on this page will be made for all classes. To assign an activity for a particular class only, go to the Classes tab and click Assign.' On the right, there is an 'ASSIGNMENT TOOLS' section with links for Assign all activities and Unassign all activities.</p>

3

Check the boxes next to the activities you want to assign. To give all activities the same due date, go to the **Actions...** drop-down menu and select “Assign and set due date.” To give each activity a separate due date, click in the “Due date” field for each activity. You can also set a time when the assignment is due.

iLrn HEINLE LEARNING CENTER

Profile | FAQ | Feedback | Technical support | Log out
Instructor workstation | Student workstation | Bookstore

Course: Allanzas 2nd Edition(demo) [Switch course](#)
Code: CDF373
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MY WORKSTATION [Home](#)

DASHBOARD CLASSES BOOKS FILES ANNOUNCEMENTS CHAT OPTIONS

Gradebook Roster **Assign** Class info Weight books [help](#)

Class:

Book:

Section:

Assignments on this page will be made for one class at a time. To assign an activity for all classes at once, go to the Books tab and click Assign.

Grading type	<input type="checkbox"/> Manually graded	<input type="checkbox"/> Partially auto-graded	<input type="checkbox"/> Auto-graded		
Topics	<input type="checkbox"/> Pronunciation	<input type="checkbox"/> Vocabulary	<input type="checkbox"/> Grammar	<input type="checkbox"/> Expressions	
Skills	<input type="checkbox"/> Read	<input type="checkbox"/> Culture	<input type="checkbox"/> Write	<input type="checkbox"/> Listen	<input type="checkbox"/> Speak

Actions...

Exercise #	Title	Assigned?	Due Date & Time
<input type="checkbox"/> T: 1-1-1	T. 1. Los blogs	<input checked="" type="checkbox"/>	5/3/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-2	T. 2. Describe el blog	<input checked="" type="checkbox"/>	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-3	T. 3. El propósito del blog	<input checked="" type="checkbox"/>	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-4	T. 4. Los blogs que me interesan	<input checked="" type="checkbox"/>	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-5	T. 5. En mi opinión	<input checked="" type="checkbox"/>	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-6	T. 6. El blog ideal	<input checked="" type="checkbox"/>	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-7	T. 7. Consejero	<input checked="" type="checkbox"/>	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-8	T. 8. Descripciones	<input checked="" type="checkbox"/>	4/23/2014 <input type="text" value="End of day"/>
<input type="checkbox"/> T: 1-1-9	T. 9. El verbo correcto	<input checked="" type="checkbox"/>	4/23/2014 <input type="text" value="End of day"/>

Create a Share it! Activity

The Share It! feature allows you to upload a file, image or video to the Share it! community for your class where students can comment and rate your file. Students can also upload their own files to start a discussion outside of class.

If you want students to post a file, image or video as an assignment, you can create a Share It! activity. This will feed into the gradebook for you to give feedback as well as post to the Share It! community for classmates to see. Share It! now features more robust functionality, with the ability to create discussion boards, organize content into folders, record audio comments, and, for instructors, the ability to see Share It! usage statistics in the gradebook.

To create a Share it! activity:

Go to the Instructor Dashboard.

To the right under My Tools, click Create a Share It! activity.

You can create Share it! activities in two ways:

To create an original Share it! activity, select Share it! from the *Create* dropdown menu.

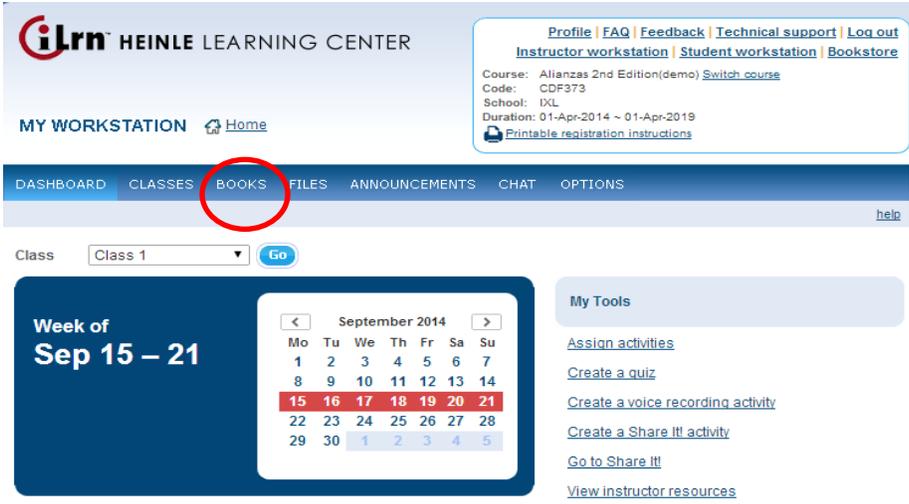
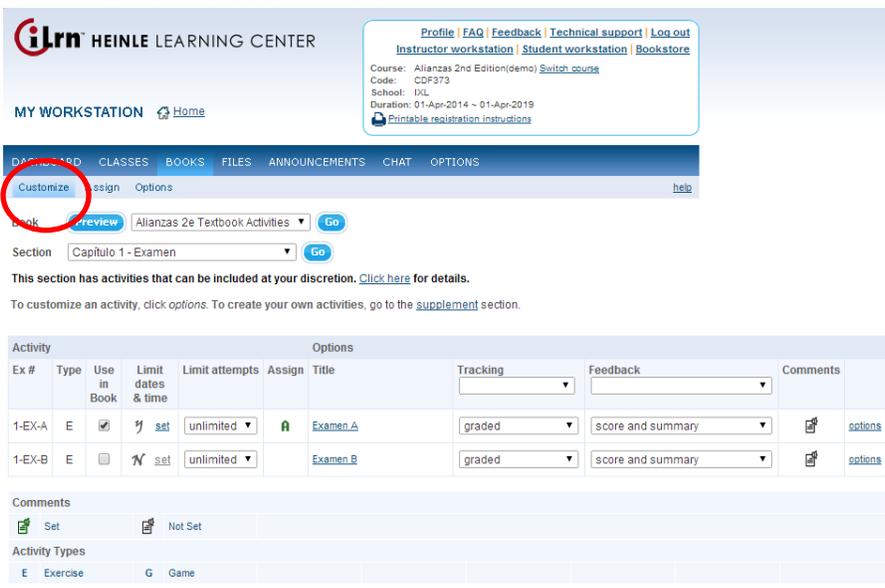
You can copy an existing Share it! activity from another instructor or from other books by making a selection from the *Copy* dropdown menu:

Create

Copy

Administering Tests

You can administer tests online using *iLrn*. You can set time limits so students have limited periods of access and grades go directly into the gradebook. To administer a test, follow these steps:

Step	Action																																	
1	<p>Go to the Books tab.</p> 																																	
2	<p>Select the Customize sub-tab.</p>  <table border="1" data-bbox="373 1407 1258 1554"> <thead> <tr> <th>Activity</th> <th colspan="2">Options</th> </tr> <tr> <th>Ex #</th> <th>Type</th> <th>Use in Book</th> <th>Limit dates & time</th> <th>Limit attempts</th> <th>Assign</th> <th>Title</th> <th>Tracking</th> <th>Feedback</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1-EX-A</td> <td>E</td> <td><input checked="" type="checkbox"/></td> <td>set</td> <td>unlimited</td> <td><input checked="" type="checkbox"/></td> <td>Examen A</td> <td>graded</td> <td>score and summary</td> <td></td> </tr> <tr> <td>1-EX-B</td> <td>E</td> <td><input type="checkbox"/></td> <td>set</td> <td>unlimited</td> <td><input type="checkbox"/></td> <td>Examen B</td> <td>graded</td> <td>score and summary</td> <td></td> </tr> </tbody> </table>	Activity	Options		Ex #	Type	Use in Book	Limit dates & time	Limit attempts	Assign	Title	Tracking	Feedback	Comments	1-EX-A	E	<input checked="" type="checkbox"/>	set	unlimited	<input checked="" type="checkbox"/>	Examen A	graded	score and summary		1-EX-B	E	<input type="checkbox"/>	set	unlimited	<input type="checkbox"/>	Examen B	graded	score and summary	
Activity	Options																																	
Ex #	Type	Use in Book	Limit dates & time	Limit attempts	Assign	Title	Tracking	Feedback	Comments																									
1-EX-A	E	<input checked="" type="checkbox"/>	set	unlimited	<input checked="" type="checkbox"/>	Examen A	graded	score and summary																										
1-EX-B	E	<input type="checkbox"/>	set	unlimited	<input type="checkbox"/>	Examen B	graded	score and summary																										

3

In the **Book** drop-down menu, select **Textbook Activities** and click **Go**. Then in the **Section** drop-down menu, select an exam and click **Go**.

Profile | FAQ | Feedback | Technical support | Log out
 Instructor workstation | Student workstation | Bookstore
 Course: Alianzas 2nd Edition(demo) [Switch course](#)
 Code: CDF373
 School: IXL
 Duration: 01-Apr-2014 ~ 01-Apr-2019
[Printable registration instructions](#)

MY WORKSTATION [Home](#)

DASHBOARD CLASSES **BOOKS** FILES ANNOUNCEMENTS CHAT OPTIONS

Customize Assign Options [help](#)

Book [Preview](#) Alianzas 2e Textbook Activities [Go](#)

Section Capitulo 1 - Examen [Go](#)

This section has activities that can be included at your discretion. [Click here](#) for details.

To customize an activity, click *options*. To create your own activities, go to the [supplement](#) section.

Activity		Options							
Ex #	Type	Use in Book	Limit dates & time	Limit attempts	Assign	Title	Tracking	Feedback	Comments
1-EX-A	E	<input checked="" type="checkbox"/>	set	unlimited	A	Examen A	graded	score and summary	options
1-EX-B	E	<input type="checkbox"/>	set	unlimited		Examen B	graded	score and summary	options

Comments

[Set](#) [Not Set](#)

Activity Types

E Exercise G Game

4

Check the **Use in book** box.

Profile | FAQ | Feedback | Technical support | Log out
 Instructor workstation | Student workstation | Bookstore
 Course: Alianzas 2nd Edition(demo) [Switch course](#)
 Code: CDF373
 School: IXL
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[Printable registration instructions](#)

MY WORKSTATION [Home](#)

DASHBOARD CLASSES **BOOKS** FILES ANNOUNCEMENTS CHAT OPTIONS

Customize Assign Options [help](#)

Book [Preview](#) Alianzas 2e Textbook Activities [Go](#)

Section Capitulo 1 - Examen [Go](#)

This section has activities that can be included at your discretion. [Click here](#) for details.

To customize an activity, click *options*. To create your own activities, go to the [supplement](#) section.

Activity		Options							
Ex #	Type	Use in Book	Limit dates & time	Limit attempts	Assign	Title	Tracking	Feedback	Comments
1-EX-A	E	<input checked="" type="checkbox"/>	set	unlimited	A	Examen A	graded	score and summary	options
1-EX-B	E	<input type="checkbox"/>	set	unlimited		Examen B	graded	score and summary	options

Comments

[Set](#) [Not Set](#)

Activity Types

E Exercise G Game

5

To set time limits so students only have a limited amount of time to access the test, click the **Set** button in the **Limit dates & times** column. Then select a begin and end date, along with a begin and end time for those dates. If you would like to limit the amount of time your students have to complete the test, adjust the time limit hours and minutes.

The screenshot shows the iLrn HEINLE LEARNING CENTER interface. At the top, there are navigation links: Profile, FAQ, Feedback, Technical support, Log out, Instructor workstation, Student workstation, and Bookstore. Below this, course information is displayed: Course: Alianzas 2nd Edition(demo), Code: CDF373, School: IXL, Duration: 01-Apr-2014 ~ 01-Apr-2019, and a link to Printable registration instructions.

The main navigation bar includes Dashboard, Classes, Books, Files, Announcements, Chat, and Options. Below this, there are buttons for Customize, Assign, and Options, along with a help link.

The interface shows the 'Book' section set to 'Alianzas 2e Textbook Activities' and the 'Section' set to 'Capitulo 1 - Examen'. A message states: 'This section has activities that can be included at your discretion. Click here for details.' Below this, it says: 'To customize an activity, click options. To create your own activities, go to the supplement section.'

The main table has columns for Activity (Ex #, Type, Use in Book, Limit dates & time, Limit attempts, Assign, Title) and Options (Tracking, Feedback, Comments). The 'Limit dates & time' column for '1-EX-A' and '1-EX-B' shows a 'set' button circled in red. Below the table, there are sections for Comments (Set, Not Set) and Activity Types (E Exercise, G Game).

6

Click on the exam title to preview it.

This screenshot is identical to the one above, showing the iLrn HEINLE LEARNING CENTER interface. In this view, the 'exam A' title in the 'Title' column of the activity table is circled in red, indicating the step to click on the exam title to preview it.

7

You can also assign tests at the class level or at the course level. Assigning a test under the **Books** tab following the steps above means that test is assigned at the course level, or for all of your classes. To assign the test for only certain classes, instructors should follow steps 1-7 and then

- Navigate to the **Classes** tab
- Select the **Assign** sub-tab.
- Choose a class from the drop-down menu and click **Go**
- In the **Book** drop-down menu, select **Textbook Activities**
- In the **Section** drop-down menu, select an exam

Then unassign the test you don't wish to assign for that class. Do this for any class you do not want to take the test.

MY WORKSTATION [Home](#) Duration: 01-Apr-2011 ~ 01-Apr-2013

DASHBOARD CLASSES BOOKS FILES ANNOUNCEMENTS CHAT OPTIONS

Customize Assign Options

Book **Preview** Exploraciones 1e Textbook Activities **Go**

Section Capítulo 1 - Examen **Go**

This section has activities that can be included at your discretion. [Click here for details.](#)

To customize an activity, click options. To create your own activities, go to the [supplement](#) section.

Activity	Options								
Ex #	Type	Use in Book	Limit date & time	Limit attempts	Assign	Title	Tracking	Feedback	Comments
Ex1-A	E	<input checked="" type="checkbox"/>	<input type="text" value="set"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	A. Prueba	timed and graded	no feedback	<input type="text" value=""/> options
Ex1-B	E	<input checked="" type="checkbox"/>	<input type="text" value="set"/>	<input type="text" value="2"/>	<input checked="" type="checkbox"/>	B. Examen	timed and graded	score and summary	<input type="text" value=""/> options
Ex1-C	E	<input checked="" type="checkbox"/>	<input type="text" value="set"/>	<input type="text" value="unlimited"/>	<input checked="" type="checkbox"/>	C. Examen	timed and graded	score and summary	<input type="text" value=""/> options

Comments

Activity Types

E Exercise G Game

Note that the copy/paste features have been disabled to increase testing security. Here are some tips to avoid cheating and make tests more secure:

- Change **Feedback** options for Exam to “No Feedback” or “Score Only”. You can change this back after tests are completed and students will then see feedback
- Limit the number of attempts a student has on an exam to 1

Student Results and Grading

You'll find that many of the exercises in your *iLrn* book are completely computer graded. As soon as students complete an exercise, *iLrn* immediately corrects their work, reports a score, and stores their results. You don't need to do anything, although you may review and adjust the computer's grading decisions if you wish.

Grading Status Indicators

Exercises in iLrn books fall into three categories:

- Green exercises—(marked with a green dot) are completely computer graded and include multiple choice questions, true/false questions, and short-answer questions, where there are a limited number of student responses that one would consider “correct”. You do not need to grade these.
- Yellow exercises—(marked with a yellow dot) are also computer graded, but are somewhat open-ended, with the possibility that a student might type a correct response that the computer software doesn't recognize. We recommend that you scan through students' responses just to make sure that there aren't any correct responses that the computer grading software overlooks.
- Red exercises—(marked with a red dot) are too complicated for the computer software to attempt to grade. These are typically questions requiring paragraph- or essay-length responses. You must always grade these questions.

Grading from the Instructor Dashboard

You can set the **My Alerts** section in the Instructor Dashboard to tell you, at a glance, whether you need to review particular exercises.

To see a summary of student results:

1. Login to the Instructor Workstation.
2. Select a course.
3. Under the *Dashboard* tab, look for the *My Alerts* section and select any of the following:
 - **What do I need to grade?**—By selecting this box, the Dashboard will inform you of any yellow- or red-coded exercises that need manual grading.
 - **What was submitted recently?**— If you keep this box selected, you can get real-time information on recent student submissions by clicking the Refresh button
 - **What was submitted late?**—Keeping this box selected will tell you how many students submitted an activity late.
 - **Who received a low score?**—Keeping this box selected will tell you how many students received a score of 60% or below.

The screenshot shows the iLrn Instructor Dashboard interface. At the top, there is a navigation bar with links for Profile, FAQ, Feedback, Technical support, and Log out. Below this, there is a section for 'MY WORKSTATION' with a 'Home' link. The main content area is divided into several sections: a calendar for the week of September 15-21, 2014; a 'My Tools' section with links for Assignment activities, Create a quiz, Create a voice recording activity, Create a Share It! activity, Go to Share It!, and View instructor resources; and a 'My Alerts' section. The 'My Alerts' section is circled in red and contains four checkboxes, all of which are checked: 'What do I need to grade?', 'What was submitted recently?', 'What was submitted late?', and 'Who received a low score?'. Below the calendar, there is a table showing student submissions for Tuesday, September 16, with columns for Due, Student submissions (On-time, Not yet), and Mean score (Completion).

Each alert contains hyperlinks that give you more information about each activity. Clicking on the bell next to the alert will either take you to your gradebook to view student results or straight to the grading overview to begin grading student responses immediately. Hovering

your cursor over the word “students” will tell you which students submitted the activity, submitted it late, or received a low score. If you hover your cursor over the activity name, a menu pops up, giving you the choice to view the activity, grade it, Quick-Grade it, or view your gradebook.

To view student results for multiple activities at a glance:

1. Login to the Instructor Workstation.
2. Select a course.
3. Click the **Gradebook** sub-tab under the **Classes** tab.
4. To switch to a different class, make a selection from the **Class** menu.
5. To switch to a different section of the book, make a selection from the **Section** drop-down list.
6. You can toggle between the Student Activities Manual, Textbook Activities results or results for both by selecting from the Book drop-down menu.

The Section Summary table shows you overall statistics, like mean, low, and high scores, for a particular class and a particular section of the book. You may wish to alter these scores by weighting the book’s exercises differently. To do so, click *Adjust* in the Section Summary table.

Class Summary

Mean: 70%	Low: 0%	High: 97%
-----------	---------	-----------

Grade Range	Number of students
90% and up	3
80%-89%	0
70%-79%	4
Below 70%	4

You are also given detailed results, by student, for each exercise in the selected section of the book. From here you can do the following:

- View the percentage earned on a particular exercise, by student, or a check mark if an exercise is credit/no-credit.
- Click the magnifying glass icon to view an exercise.
- Click the “A” icon to assign or unassign an activity.

- Click the 100% Quick Grade button to assign full credit to students who have completed an exercise, regardless of their responses.
- Click the pencil icon next to an exercise to grade it (and optionally, to leave feedback for students).
- View a particular student's results on an exercise by clicking an underlined percentage score or checkmark.

Grading and Entering Feedback

Two ways to grade student work

There are two ways to grade an exercise:

- By student—When you grade by student, you grade all of student A's responses, then all of student B's responses, and so on. This is how traditional, paper-based assignments are usually graded.
- By question—When you grade by question, you grade every student's response to question 1 at the same time. Then you move on to question 2, and so forth. In general, grading by question is much faster and lets you more easily compare students' responses and assign more accurate grades.

To manually grade:

1. Click the pencil icon that appears next to an exercise number. This will take you to the grading workbench.
2. To grade by question, click the pencil icon next to the questions that have red or yellow indicators.
3. To grade by student, scroll down to see a list of students, and click the pencil icon next to a student name.

Note: When grading, you may enter personalized feedback for your students. You can leave comments for a particular question or for an exercise as a whole in the fields labeled *Comments*. Instructors can also leave comments for the entire class by writing in the *Comments for Entire Class* field. This is helpful when many of your students are making the same error, as you can message them all with the same feedback. For voice-enabled activities, you can record comments for the student to hear. When students login to *iLrn* to review their scores, they see or listen to your feedback. The *Instructor feedback* link at the top of students' assignment calendar allows them to be notified when you make comments.

To use 100% quick grade:

For a grading shortcut, you can click the 100% quick grade icon to give full credit to students who have completed a particular activity, regardless of their responses. If you prefer, you may change the 100% quick grade setting so that it only gives full credit for questions that have been answered, and gives no credit for unanswered questions.

1. Go to the *Options* tab.
2. Click Grading options.

To use Credit/No credit:

Another timesaving grading option is to make exercises Credit/No credit. When an exercise is Credit/No credit, students receive full credit (in the form of a check mark) for submitting responses, regardless of their scores. Students who do not submit the exercise receive no

credit. Credit/No credit exercises are always marked with a green indicator, meaning that no additional instructor review is required.

Allow multiple attempts:

You have the option of allowing students to do a particular exercise multiple times to practice and improve their performance. You can choose whether to use their first attempt, their last attempt, or their best attempt when calculating scores; you can also ignore all results after a certain number of attempts.

To define the number of attempts and choose which one to score:

1. Click on the *Options* tab.
2. Click the *Grading options* button.
3. Choose whether to use students' first, last, or best attempt in scoring.
4. If you want to ignore all results after a certain number of attempts, check the box and select a value from the drop-down list. For example, if you select "3rd," the grading software will ignore all results after the third attempt.

Add a column to the gradebook

Instructors can add a column to the gradebook to track in-class projects, participation or attendance.

1. From the Instructor Dashboard, click on the **Classes** tab.
2. In the **View** drop-down menu, select which book you want to add a column to or if you want to add a column to the entire gradebook.
3. Click on the gray plus sign to the far right of the gradebook columns.
4. Give the column a title and start adding scores.

View self-tests results and study plan

It's easy to see how your students are doing on their self-tests and view their personalized study plans.

1. From the Instructor Dashboard, click on the **Classes** tab.
2. To the right in the "How Do I Grade?" box, click **View self-tests results**.
3. Here you can see each of the student's scores. Click on any name.
4. Click on the book icon to see the personalized study plan.

View Share-It! usage

You can now also see usage statistics for the Share It! feature.

1. From the Instructor Dashboard, click on the **Classes** tab.
2. To the right in the How Do I Grade? box, click **View Share It! usage**.
3. A window will pop up with a list of students in your course and how many discussions they've started, their total uploads, total views, and total comments. Click on any student's name to see submissions.
4. Filter by chapter using the drop-down menu as desired.

Instructor Resources

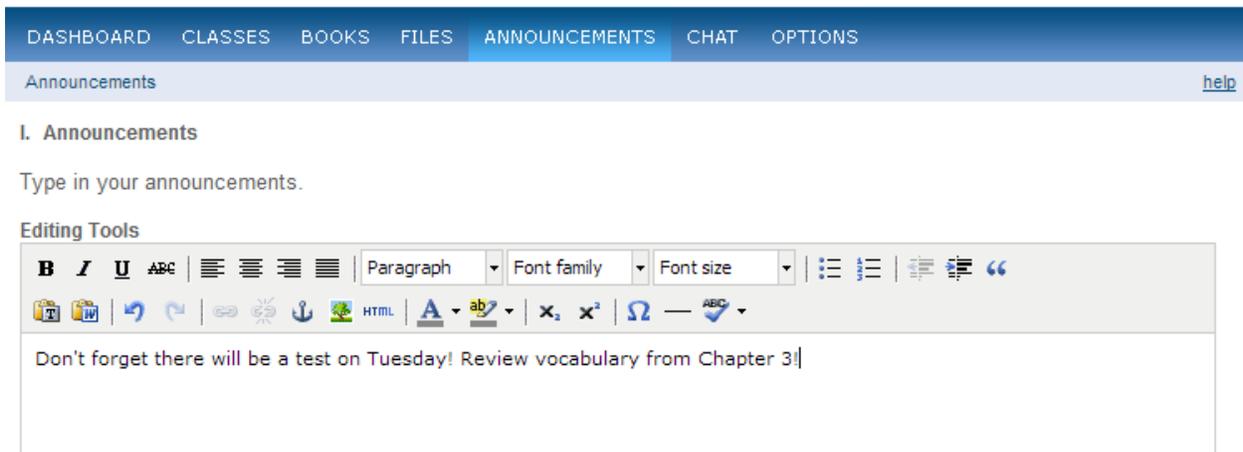
Resources available only to instructors can be found under the **Files** tab in the Instructor Workstation. The digital resources Cengage Learning provides will vary, but PowerPoint files, Instructor Manuals, sample tests, and audio files are among the types of materials that may be included. Instructors can also add their own files. To add a file to your account, click Upload and then select the file from your local drive. The file will be uploaded to the current folder displayed below. To create a new folder, click New folder. To move or delete files and folders, first check the boxes next to them, and then click the desired action button.

Announcements

Create an announcement board:

The announcement board enables you to communicate with all students enrolled in your course. Your students conveniently access the announcements board by clicking **Announcement Board** in the top navigation bar of their course.

1. Login to the Instructor Workstation.
2. Select a course.
3. Click the **Announcements** tab.
4. Type your announcements.



Student View

As an instructor, you are also provided access to the complete student view. This will help you better understand what your students are experiencing.

Add yourself to the class roster:

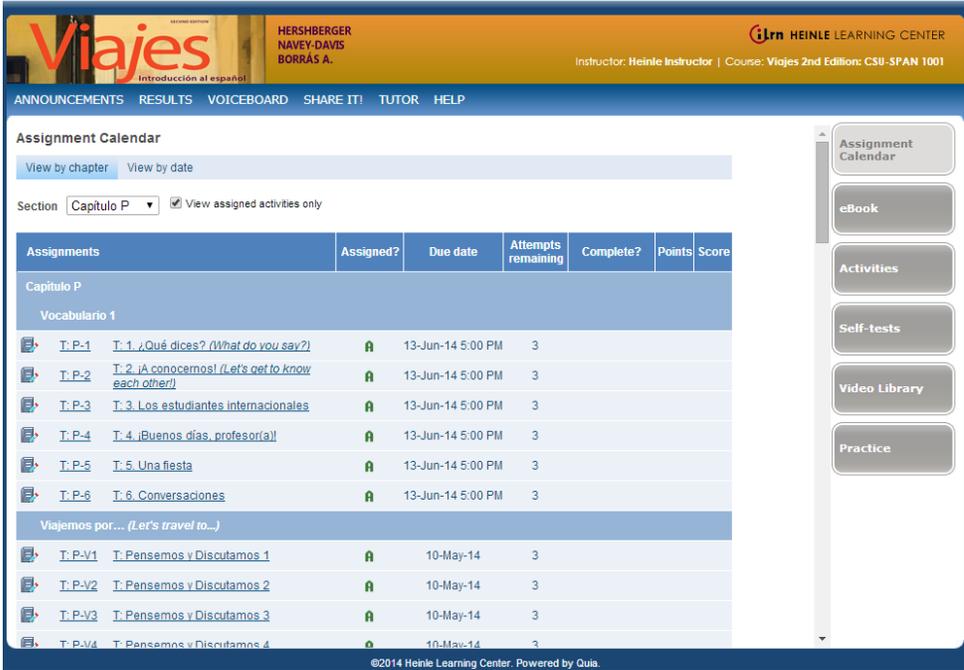
The first step to accessing the student view is to add yourself to the class roster.

1. Click the **Classes** tab.
2. Click the **Gradebook** sub-tab.
3. Select a class from the **Class** drop-down menu and click **Go**.
4. To the right in the “How do I grade?” box, click **Submit activities as a student** link.

The student view will be displayed (see image below), and the next time you open your gradebook or roster for the class, your name and results will be listed.

Access the Student Workstation:

Once you have added yourself to the roster, you can access the Student Workstation anytime by clicking the **Student Workstation** button in the top right corner of the Instructor Workstation. In this view, students will see the books available for your course including the Workbook/Lab Manual and the Textbook Activities.

Function	Looks like this...																																																																																																		
<p>Clicking the book's cover in the Student Dashboard brings students to the Welcome page, which gives students access to all the resources available for your course. The tabs on the right side provide quick access to frequently used resources.</p>	 <p>The screenshot displays the 'Assignment Calendar' for the course 'Viajes' (Introduction to Spanish). The interface includes a header with the course title and authors (HERSHBERGER, NAVEY-DAVIS, BORRÁS A.), the instructor's name (Heinle Instructor), and the course ID (Viajes 2nd Edition: CSU-SPAN 1001). Navigation tabs include ANNOUNCEMENTS, RESULTS, VOICEBOARD, SHARE IT!, TUTOR, and HELP. The main content area shows a table of assignments for 'Capítulo P' and 'Viajemos por...'. The table columns are Assignments, Assigned?, Due date, Attempts remaining, Complete?, Points, and Score. The 'Assigned?' column shows green checkmarks for all listed assignments. On the right side, there is a vertical navigation menu with buttons for 'Assignment Calendar', 'eBook', 'Activities', 'Self-tests', 'Video Library', and 'Practice'.</p> <table border="1" data-bbox="475 495 1192 911"> <thead> <tr> <th>Assignments</th> <th>Assigned?</th> <th>Due date</th> <th>Attempts remaining</th> <th>Complete?</th> <th>Points</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td colspan="7">Capítulo P</td> </tr> <tr> <td colspan="7">Vocabulario 1</td> </tr> <tr> <td>T. P-1 T. 1. ¿Qué dices? (What do you say?)</td> <td>✓</td> <td>13-Jun-14 5:00 PM</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T. P-2 T. 2. ¡A conocernos! (Let's get to know each other!)</td> <td>✓</td> <td>13-Jun-14 5:00 PM</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T. P-3 T. 3. Los estudiantes internacionales</td> <td>✓</td> <td>13-Jun-14 5:00 PM</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T. P-4 T. 4. ¡Buenos días, profesora!</td> <td>✓</td> <td>13-Jun-14 5:00 PM</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T. P-5 T. 5. Una fiesta</td> <td>✓</td> <td>13-Jun-14 5:00 PM</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T. P-6 T. 6. Conversaciones</td> <td>✓</td> <td>13-Jun-14 5:00 PM</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7">Viajemos por... (Let's travel to...)</td> </tr> <tr> <td>T. P-V1 T. Pensemos y Discutamos 1</td> <td>✓</td> <td>10-May-14</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T. P-V2 T. Pensemos y Discutamos 2</td> <td>✓</td> <td>10-May-14</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T. P-V3 T. Pensemos y Discutamos 3</td> <td>✓</td> <td>10-May-14</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>T. P-V4 T. Pensemos y Discutamos 4</td> <td>✓</td> <td>10-May-14</td> <td>3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Assignments	Assigned?	Due date	Attempts remaining	Complete?	Points	Score	Capítulo P							Vocabulario 1							T. P-1 T. 1. ¿Qué dices? (What do you say?)	✓	13-Jun-14 5:00 PM	3				T. P-2 T. 2. ¡A conocernos! (Let's get to know each other!)	✓	13-Jun-14 5:00 PM	3				T. P-3 T. 3. Los estudiantes internacionales	✓	13-Jun-14 5:00 PM	3				T. P-4 T. 4. ¡Buenos días, profesora!	✓	13-Jun-14 5:00 PM	3				T. P-5 T. 5. Una fiesta	✓	13-Jun-14 5:00 PM	3				T. P-6 T. 6. Conversaciones	✓	13-Jun-14 5:00 PM	3				Viajemos por... (Let's travel to...)							T. P-V1 T. Pensemos y Discutamos 1	✓	10-May-14	3				T. P-V2 T. Pensemos y Discutamos 2	✓	10-May-14	3				T. P-V3 T. Pensemos y Discutamos 3	✓	10-May-14	3				T. P-V4 T. Pensemos y Discutamos 4	✓	10-May-14	3			
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T. P-V4 T. Pensemos y Discutamos 4	✓	10-May-14	3																																																																																																

The **Assignment Calendar** is where students can access all of their assignments. They can locate the assignments by due date or chapter.

Viajes HERSHBERGER NAVY-DAVIS BORRÁS A. iLrn HEINLE LEARNING CENTER
Instructor: Heinle Instructor | Course: Viajes 2nd Edition: CSU-SPAN 1001

ANNOUNCEMENTS RESULTS VOICEBOARD SHARE IT! TUTOR HELP

Assignment Calendar

View by chapter View by date

[Refresh assignments](#) Last updated at 11:01 a.m.

Wednesday, September 3 at 5:00 PM

Assignments due	Complete?	Attempts remaining	Points	Score
T. P-1 T. 1. ¿Qué dices? (What do you say?)		3		
T. P-2 T. 2. ¡A conocernos! (Let's get to know each other!)		3		
T. P-3 T. 3. Los estudiantes internacionales		3		
T. P-4 T. 4. ¡Buenos días, profesora!		3		
T. P-5 T. 5. Una fiesta		3		
T. P-6 T. 6. Conversaciones		3		

Textbook activity

- Grading is complete; the score shown is final
- Grading is not complete

Assignment Calendar
eBook
Activities
Self-tests
Video Library
Practice

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The **eBook** is a page-for-page electronic reproduction of the printed book that features embedded audio, video, as well as note-taking and highlighting capabilities. Students can also complete textbook activities directly from the eBook pages.

Viajes HERSHBERGER NAVY-DAVIS BORRÁS A. iLrn HEINLE LEARNING CENTER
Instructor: Heinle Instructor | Course: Viajes 2nd Edition: CSU-SPAN 1001

ANNOUNCEMENTS RESULTS VOICEBOARD SHARE IT! TUTOR HELP

Viajes Introducción al español HERSHBERGER NAVY-DAVIS BORRÁS A. SECOND EDITION

Student Preview Search Go

Contents Index Notes... YouTube 100%

Viajes Introducción al español HERSHBERGER NAVY-DAVIS BORRÁS A. SECOND EDITION

Click here to view your eBook.

Assignment Calendar
eBook
Activities
Self-tests
Video Library
Practice

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Students can access the **Activities** tab, where they can click the button to go to next assigned activity. There is no need to click back and forth to the calendar.

The screenshot shows the iLrn HEINLE LEARNING CENTER interface for the course 'Viajes'. The header includes the course title 'Viajes' and the authors 'HERSHBERGER, NAVEY-DAVIS, BORRÁS A.'. The instructor is 'Heinle Instructor' and the course is 'Viajes 2nd Edition: CSU-SPAN 1001'. The navigation menu includes 'ANNOUNCEMENTS', 'RESULTS', 'VOICEBOARD', 'SHARE IT!', 'TUTOR', and 'HELP'. The main content area displays 'Capítulo P: ¡Mucho gusto! > Vocabulario 1 > T: 1. ¿Qué dices? (What do you say?)'. A 'Review It!' button is visible. The main heading is '¡Mucho gusto!' and the sub-heading is 'VOCABULARIO 1'. The activity is 'P-1 ¿Qué dices? (What do you say?) Match the situations on the left with an appropriate expression from the list on the right. Remember to distinguish between formal and informal situations. You will use each expression only once.' The activity consists of seven numbered situations and a list of nine expressions. The 'Activities' button in the right sidebar is circled in red.

HERSHBERGER
NAVEY-DAVIS
BORRÁS A.

iLrn HEINLE LEARNING CENTER
Instructor: Heinle Instructor | Course: Viajes 2nd Edition: CSU-SPAN 1001

ANNOUNCEMENTS RESULTS VOICEBOARD SHARE IT! TUTOR HELP

Capítulo P: ¡Mucho gusto! > Vocabulario 1 > T: 1. ¿Qué dices? (What do you say?)

Review It!

¡Mucho gusto!

El mundo hispano

VOCABULARIO 1

¡A practicar! Let's practice!

P-1 ¿Qué dices? (What do you say?) Match the situations on the left with an appropriate expression from the list on the right. Remember to distinguish between formal and informal situations. You will use each expression only once.

1. You're introduced to Sra. Fuertes.
2. You're asking a child where he/she is from.
3. You're greeting a stranger on the way to class at 8:00 a.m.
4. You're saying goodbye to a friend going on vacation.
5. You're asking your mother's friend how she's doing.
6. You're saying hello to a friend.
7. You're leaving a party at a friend's

- a. ¡Hola!
- b. ¿De dónde eres?
- c. Mucho gusto, señora.
- d. ¿Cómo está usted?
- e. ¡Buenos días!
- f. ¡Adiós!
- g. ¿Cómo se llama usted?
- h. ¡Buenas tardes!
- i. ¡Buenas noches!

Assignment Calendar
eBook
Activities
Self-tests
Video Library
Practice

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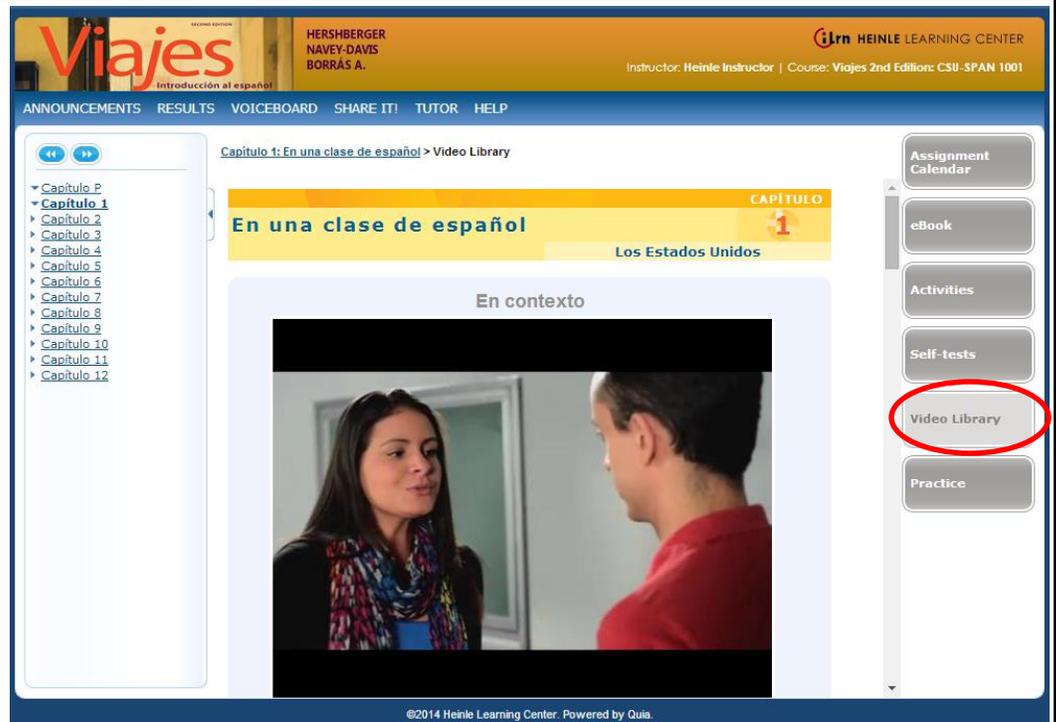
The **Self-Tests** tab takes students to a short quiz to take after studying a certain chapter to get an initial assessment of what they know and what they still need to master. A personalized study plan is then created to help them get a better grasp of the material.

The screenshot shows the iLrn HEINLE LEARNING CENTER interface for the course 'Viajes' (Introduction to Spanish). The header includes the course title, instructor names (HERSHBERGER, NAVEY-DAVIS, BORRÁS A.), and the course ID (CSU-SPAN 1001). The main navigation bar contains links for ANNOUNCEMENTS, RESULTS, VOICEBOARD, SHARE IT!, TUTOR, and HELP. The content area is titled 'Capítulo 1: En una clase de español > Pre-test 1'. It features a 'Test results' table and a 'Study plan' section. The 'Test results' table shows a score of 52% on 7/16 questions, with a 'Take test again' button. The 'Study plan' section lists 'Review Required' tasks for the topic 'Estructura y uso 1', including eBook, grammar tutorials, movies, web quizzes, and grammar manuals. A sidebar on the right contains buttons for Assignment Calendar, eBook, Activities, Self-tests (circled in red), Video Library, and Practice. The footer indicates the interface is powered by Quia.

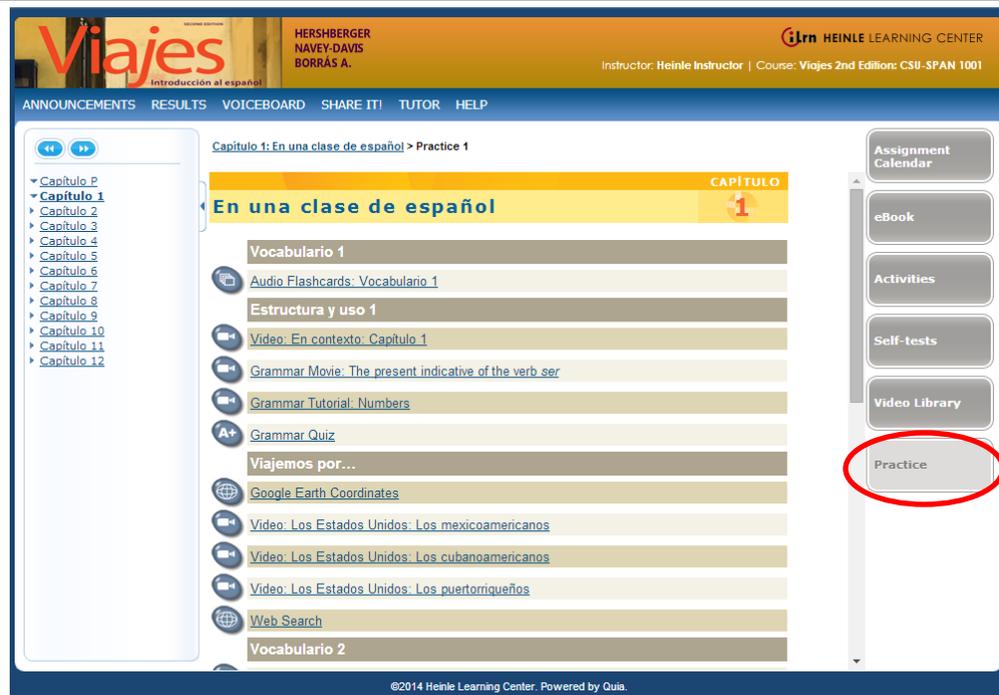
Date	Score
7/16	52%

Topic	Tasks
Estructura y uso 1	<ul style="list-style-type: none">eBookVe el libro de texto, páginas 22-23Heinle Grammar TutorialsDefinite and indefinite articlesNounsHeinle Grammar MoviesNounsArticlesWeb QuizGrammar QuizStudent Activities ManualLM: 4. ¿Definido o indefinido?LM: 5. ¿En plural?LM: 6. ¿Cuántas? ¿Cuántos?WB: 5. Los artículosWB: 6. ¡Qué exagerada! (How exaggerated!)WB: 7. Inventario

Students can quickly access all videos for each chapter of the book via the **Video Library**. For titles ©2015 and later, this tab is called **Media Library**, where students can access all audio tracks for the chapter in addition to video.



The **Practice** tab provides access to a variety of additional activities and study tools, such as flashcards, grammar tutorials, auto-graded quizzes, etc.



Students have access to these tools:

At the top of the Welcome Screen, students can also access the following resources:

- **Announcements**— Here students will see any announcements from the instructor. (Announcements flow directly from the Instructor Dashboard.)
- **Results**— Students see information about their performance, with a clear presentation of several categories viewable by book and chapter. The **View** drop-down menu allows students to toggle between viewing their results for Student Activities Manual and Textbook activities
- **VoiceBoard**—This is where students complete paired and group oral activities from the textbook.
- **Share it!**—This is where students can upload any file to share with the class. Classmates can comment on and rate the file.
- **Tutor**—An online tutor with teaching expertise in the target language
- **Help** —A brief manual for navigating the Student Workstation.

Details

Students can see course information (title and section name, instructor email, course code and duration of course) as well as book information (book title, publisher).

Registration Options

Students can drop a course, transfer to a different class, or transfer to a different course.

Review & Practice Activities

With enhanced feedback, students are given additional support. At the end of each chapter students will find additional auto-graded grammar activities with specific explanations to their answers. This way, students are given direct support and guidance while practicing.

Example:

Your response:

mochilas

Points earned: 1 out of 1

Feedback: To form the plural of a noun that ends in a vowel, add **-s**.

The **Review It!** button appears with grammar and vocabulary activities and links to relevant resources in the Textbook and Student Activities Manual. Located next to the accent toolbar in an activity, you'll see links to ebook pages covering relevant lessons, flashcards for vocabulary terms, tutorials that review grammar lessons, and other iLrn resources. These links are all in one place and they give students the practice needed to grasp the material.

The screenshot shows the iLrn NEXOS interface. At the top, there is a navigation bar with 'ANNOUNCEMENTS', 'RESULTS', 'VOICEBOARD', 'SHARE IT!', 'TUTOR', 'WIMBA', and 'HELP'. Below this is a sidebar with a table of contents for 'Capítulo 2', including links like 'Un viaje por...', '¡Imagínate!', 'A ver', 'Voces de la comunidad', '¡Prepárate!', '¡Explora y exprésate!', 'A leer', 'A escribir', 'Repaso y preparación', 'Más práctica', 'Examen', 'Cuaderno de práctica', 'Manual de laboratorio', and 'Manual de video'. The main content area displays a grammar exercise titled 'Capítulo 2 ¿Qué te gusta hacer? > ¡Prepárate! > 1. Beto'. A red circle highlights a 'Review It!' dropdown menu that is open, showing options: eBook, Flashcards, Podcasts, Grammar, Pronunciation, Grammar Tutorials, and Grammar Movies. The exercise text includes: 'Describing what you do or are doing: The present indicative of regular -ar verbs. Beto describes his day in an e-mail to a friend. Complete his description with the correct form of the verb in parentheses.' Below this are several sentences with blank spaces for verb forms: 'A las siete de la mañana, _____ (caminar) a la universidad. _____ (Llegar) a las siete y media. Si tengo tiempo, _____ (estudiar) un poco antes de las clases. A veces _____ (necesitar) comprar unos libros. _____ (Comprar) los libros en la librería. Generalmente _____ (cenar) en la cafetería. Después _____ (pasar) por un café y _____ (tomar) un café o un té. _____ (Regresar) al dormitorio a las siete de la noche. _____ (Hablar) con mis amigos por teléfono o _____ (navegar) por Internet.' At the bottom of the exercise area is a 'Submit answers' button. On the right side of the interface, there is a vertical menu with buttons for 'Assignment Calendar', 'eBook', 'Activities', 'Self-tests', 'Video Library', and 'Practice'. The footer of the page reads '©2011 Heinle Learning Center. Powered by Quia.'

Voice-enabled Activities

Voice-enabled activities can be completed alone, with a partner, or with a group. Students can talk to a partner or team and write instant messages to work together on an activity, then record a conversation that the instructor will grade. Please note that voice-enabled activities do not work on mobile devices at this time.

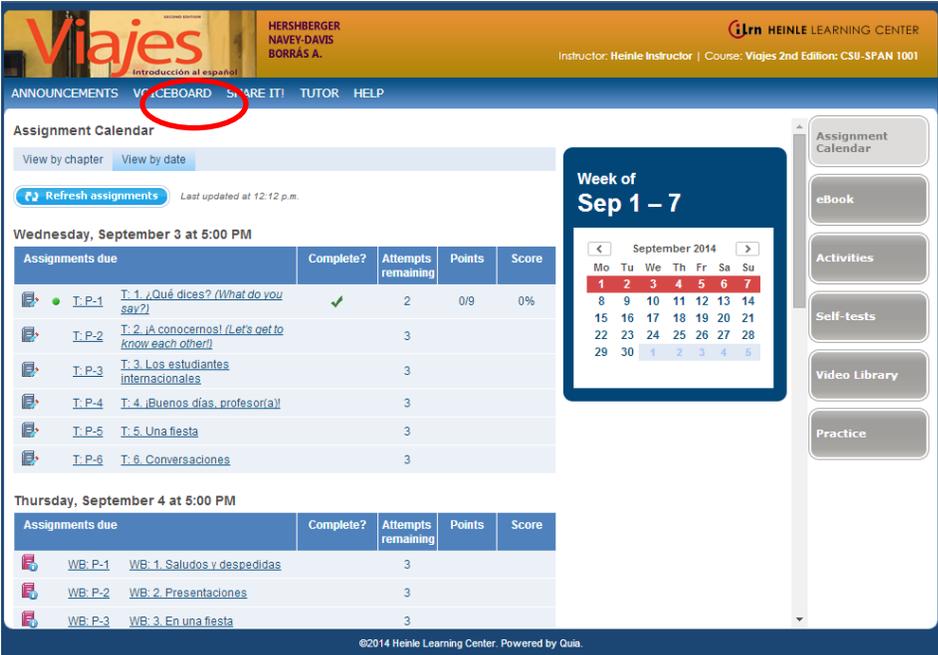
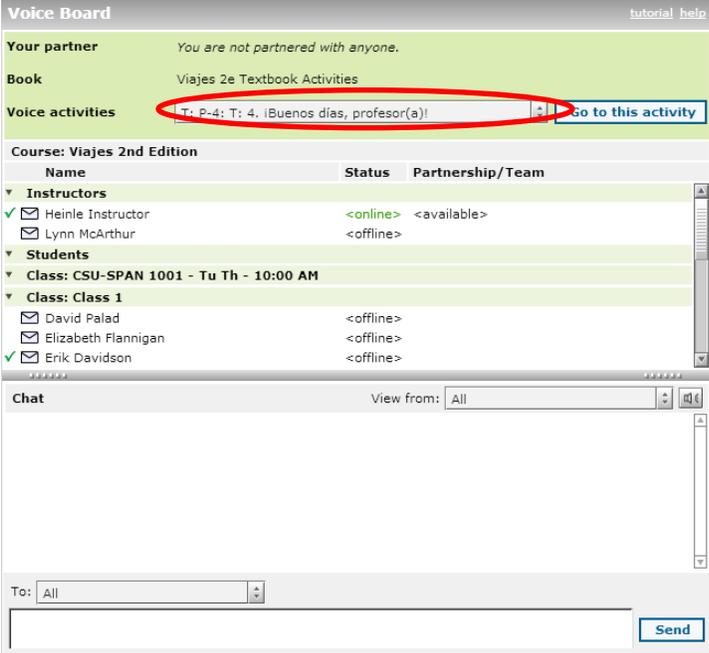
Tips for setting up your computer:

- **Microphone** — The latest browser versions and Adobe Flash work best with USB (Universal Serial Bus) connected microphones. Internal microphones, WebCam microphones and the older stereo-jack (male connection) microphones can be problematic.
- **Adobe Flash** — You should have the latest version of Adobe Flash installed. Also make sure your Flash settings are configured on your web browser for the program to recognize the microphone being used for Voiceboard. To this follow this steps:
 1. Open a voiceboard exercise and right-click on the **Record** button. Select **Settings**.
 2. At the bottom of the menu, click the second tab from the left (it looks like a monitor with an eye on it). Make sure the **Allow** option and the **Remember** check box are selected.
 3. Click the fourth tab (the one with a microphone on it). Make sure the record volume is up all the way and the correct microphone is selected from the drop-down list.
- **"Lab" environment**— In a "Lab" environment, your IT department needs to make sure that the network port "1935" is enabled for voice. If this port is disabled on the school's network voice will not transmit.

Tips for Instructors

Click the play button to listen to the students' recording. You will also see a record button where you can record your feedback. The recordings for paired and group activities can be found in all participants' results, and you can leave individual feedback for each student.

How to find a partner/team to do voice recording activities:

Step	Action
1	<p>Click on Voiceboard at the top of the Welcome page.</p>  <p>The screenshot shows the course interface for 'Viajes' (introducción al español) at the Heine Learning Center. The top navigation bar includes 'ANNOUNCEMENTS', 'VOICEBOARD', 'SHARE IT!', 'TUTOR', and 'HELP'. The 'VOICEBOARD' link is circled in red. Below the navigation bar, there is an 'Assignment Calendar' section with a table of assignments due on Wednesday, September 3 and Thursday, September 4. A calendar widget for September 2014 is also visible, highlighting the week of September 1-7. A sidebar on the right contains links for 'Assignment Calendar', 'eBook', 'Activities', 'Self-tests', 'Video Library', and 'Practice'.</p>
2	<p>From the Voice activities dropdown list, students select the activity they want to complete.</p>  <p>The screenshot shows the 'Voice Board' interface. At the top, it says 'Your partner: You are not partnered with anyone.' and 'Book: Viajes 2e Textbook Activities'. The 'Voice activities' dropdown menu is open, and the option 'T: P-4: T: 4. ¡Buenos días, profesor(a)!' is circled in red. Below this, there is a section for 'Course: Viajes 2nd Edition' with a table listing instructors and students. The 'Instructors' section lists Heine Instructor (online) and Lynn McArthur (offline). The 'Students' section lists David Palad (offline), Elizabeth Flannigan (offline), and Erik Davidson (offline). At the bottom, there is a 'Chat' section with a 'View from:' dropdown set to 'All' and a 'Send' button.</p>

3	If a student needs a partner, click the Find a partner link at the top of the Partner Record and Chat box . This will take them to the partner switchboard where they can invite someone online to partner with them.
4	If they are working with one partner, his or her name will appear at the top of the Partner Record and Chat box .
5	If the assignment requires them to work in teams, they will either need to join an existing team, or invite others to join them. To join an existing team, students can check the Partnership/Team column and find the name of a person whose team they would like to join. Click his/her name and send him/her a private chat to request and invitation.
6	To form their own team, students can find an available partner from the Partnership/Team column, click his/her name and the Invite to partner link. To add more team members, click their names and the Invite to team link. Note that if they have four teammates, they cannot invite more – teams are restricted to five members.

How students complete voice-enabled activities:

Step	Action
1	To send instant messages to a partner or team, type in the text box and press Send or press the Enter key.
2	<p>To talk to a partner or team before recording, press the Talk to your partner button. Make sure that the student and his/her partner have microphones and a headset or speakers, and that the volume is turned on.</p> <p><i>Note:</i> Partners cannot speak to or hear each other until he or she presses Talk to your partner as well. The conversation will not be recorded unless they click the Record button.</p>
3	<p>Students can coordinate with their partner or team on what they'd like to say. When they are ready to record the conversation, press the Record your conversation button. The computer will start to record your conversation ONLY after all partners or teammates have clicked the Record button. Students will know it is recording because a message in red appears saying "recording..." until someone in the group presses Stop recording.</p> <div data-bbox="380 804 1162 863" style="border: 1px solid #ccc; padding: 5px;"> <p>Primo incontro Studio di parole In classe</p> </div> <div data-bbox="380 888 1162 934" style="border: 1px solid #ccc; padding: 5px; background-color: #e0f0e0;"> <p>A. Che cos'è? Ask another student to identify various objects in the classroom (p. 13), following the example.</p> </div> <div data-bbox="380 959 751 1008" style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> <p>Esempio <i>Come si dice chair in italiano?</i> <i>una sedia</i></p> </div> <div data-bbox="399 1035 1140 1661" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Record and Chat help </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Connect </div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Stop </div> recording... </div> <div style="margin-top: 10px;"> <p style="font-size: small; color: blue;">Find a partner</p> <p style="font-size: x-small;">to complete this activity with a classmate or press Record to begin an individual recording.</p> </div> <div style="border: 1px solid #ccc; height: 150px; width: 100%; margin-top: 10px;"></div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 40%;"> <p>Your recordings</p> <p style="color: red; font-weight: bold;">Recording...</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 50%; display: flex; align-items: center;"> <input style="width: 90%; border: none;" type="text"/> Send </div> </div> </div>

4	Students press Stop when they want to stop recording. They can still talk to each other when the recording stops.
5	To listen to their recording, students press Play . They can pause the recording at any time by pressing Pause . If they are not satisfied with their recording, they may record again. Each recording is saved and they can choose which recording (from a drop-down list) they want to submit.
6	When they are satisfied with their recording, students will press Submit answers to send the recording to the instructor. <u>Note</u> : All partners and teammates must press Submit in order for the recording to be counted in all of their grades.
7	If a student can't find a partner or team, he/she can record answers on his/her own; just press Record to record, then stop the recording and submit it. Students can check with the instructor to see if an individual recording is acceptable, since these activities are designed to be done with a partner.

Frequently Asked Questions

What is the difference between a course and a class?

A course in *iLrn* is just like a course in your school's course catalog, like French 101. Within each course, you'll have one or more classes. Classes are analogous to sections in a university course; they are groupings of students within a course. Thus, if you teach five sections of French 101, you would create five classes within your online course.

How do I drop a student who doesn't belong in my class?

When you drop a student, all records of his or her scores and responses are removed. To drop a student:

1. Login to the Instructor Workstation.
2. Select a course and class.
3. Click **Roster** under the **Classes** tab.
4. Click **Drop** to the far right of the student's name.

How do I transfer a student to a different class within my course?

To transfer a student to a different class:

1. Navigate to the student roster (**Classes** tab, **Roster** sub-tab).
2. In the **Transfer** column to the right of the student's name, select the class you want to transfer.
3. Click **Update** when you are finished.

To transfer a student to an entirely different course, you should drop the student and give the student the course code and registration instructions for the new course. Students can switch courses by:

1. Logging into the Student Workstation.
2. Clicking the **My Books** tab and selecting the book that will be used in the new course.
3. Clicking **Book Options**, clicking **Change course/instructor**, and entering the new course code.

How do I start a new semester with a new set of students?

Just follow these steps:

iLrn Instructor Guide

1. Login to the Instructor Workstation.
2. Select the course that has ended.
3. Select Start new term and fill out the form.

If newer editions of your book are available, you will have the option of choosing a newer edition of the book. If you have made any customizations to your book that you want to keep, besides creating new activities, you should choose the edition that you are currently using. Any new activities you created in the Supplement section will be saved regardless of which edition you select.

4. Click Submit when you are finished.

Once you have created your new course, you can create classes by selecting Create a new class from the Instructor Workstation home page (the page you see immediately after logging in). You may create as many classes as you want.

Do I need a new book key to start a new course for a new semester?

For most books, you do not need a new book key to start a new term (as long as you will be using the same book). However, certain books do require new book keys each semester. If you are using a book that requires a new book key each semester, you will be prompted to enter the new key.

What do students do when their books expire?

Student book keys generally provide access to a book for 12 to 18 months. When a student's book expires, the student can extend the book for an additional 12 to 18 months by following these steps:

1. Login to the Student Workstation.
2. Go to the My Books tab.
3. Click on the Book options button.
4. Click on the Extend link that appears next to the book duration.
5. Fill out the order form and click Submit.

Contacting Technical Support

- Visit <http://books.quia.com/support>
- View FAQs at <http://books.quia.com/help/books/faq.html> for immediate answers to common problems.
- Send an email to bookhelp@quia.com
- Call Toll-free 1-877-282-4400 (Ext: 2), Monday-Friday, 7am-5pm Pacific Time.

System Requirements

Microsoft® Windows 98, NT, 2000, ME, XP, VISTA, 7, 8

Browsers: Internet Explorer 7.x or higher, or Firefox version 3.x or higher

Macintosh OS X

Browsers: Firefox version 3.x or higher, or Safari 3.x or higher.

Additional Requirements

- A high-speed connection with throughput of 256 Kbps or more is recommended to use audio and video components.
- Screen resolution: 1024 x 768 or higher
- CPU: 233MHz
- RAM: 128MB
- Flash Player 10 or higher
- You will need speakers or a headset to listen to audio and video components, and a microphone is necessary for recording activities.