

### Upload Course Files

#### Upload a Single File

1. Go to **Edit Course - Files**.
2. Click the **Upload** icon in the top right hand corner.
3. Click **Browse**, find the file and click **Upload**.

#### Upload Multiple Files at once

1. On your computer, select all the files/folders you want to upload.
2. Right-click and select **Send to – Compressed zip folder**.
3. In Springboard! select **Edit Course - Files**.
4. Upload the zip folder you just created.
5. In the file manager, find the .zip file you just uploaded.
6. Click on the unzip icon to the right of the filename, and click **OK** in the dialog box that pops up. Your files will be unzipped in the current directory.

### Content Links

#### Create a module (modules = grouping of content links)

1. Go to **Content - Manage Content**.
2. Choose the **New Module** icon in the top right of the screen.
3. Enter a module title. Click **Save**.

#### Create a content topic from an existing Course File

1. Go to **Content - Manage Content**.
2. Choose the **New Topic** icon next to the appropriate module.
3. Choose Course File as your topic type.
4. Enter a topic title for your content.
5. Browse for the Course File you previously uploaded.
6. Click **Save**, bottom right.

#### Create a content topic by producing a new file online

1. Go to **Content - Manage Content**.
2. Choose the **New Topic** icon next to the appropriate module.
3. Choose **Create New File** as your topic type.
4. Enter a topic title for your content.
5. Use the online HTML editor to add/edit your content.
6. Click **Save**, bottom right.

#### Create a content topic by linking to part of course or to a URL

1. Go to **Content - Manage Content**.
2. Choose the **New Topic** icon next to the appropriate module.
3. Choose **QuickLink** as your topic type.
4. Enter a topic title for your content.
5. Click on the **QuickLink** icon and choose your category and item or choose URL Link and type in the web address.
6. Click **Save**, bottom right.

#### Re-order content topics and modules

1. Go to **Content - Manage Content**.
2. Click the **Re-Order** icon.
3. Specify the appropriate order for the items.

#### Delete multiple content topics

1. Go to **Content - Manage Content**.
  2. Check the box next to the items you would like to delete.
  3. Click on the **Trashcan** icon at the top of the page.
- ♦ *This does not delete the files themselves, only their content links.*

#### Hide (or unhide) a content topic or module

1. Go to **Content - Manage Content**.
2. Choose the **Edit** icon next to the topic or module you want to change.
3. Choose the **Restrictions** tab. Select the checkbox next to **Hide this Topic**.
4. Click the **Save** button, bottom right.

### Discussions

#### Create a new discussion

1. Go to **Discussions - New Forum**.
2. Set the forum title and any desired options.
3. Click **Save** or **Save and Add Topic**, bottom right.
4. Set the topic title and any desired options. Click **Save**.

#### Autogenerate discussions that are restricted to course groups

1. Make sure your groups are defined in the Classlist module.
2. Create the Discussion forum (stop at Step 3 above).
3. Go to **Discussions - Set Group restrictions**. Choose the desired Group Type.
4. Click on **Automatically Create Restricted Topics**. Choose the desired Forum.
5. Click **Create** and then **Submit**.

### Gradebook

#### Setup your Gradebook

1. Go to **Grades – Setup Wizard**. Click **Start**.
2. Follow the on-screen instructions, using the **Next** button to advance from page to page.

#### Create a new grade category (tests, quizzes, etc)

1. Go to **Grades – Manage Grades**.
2. Choose **New Category**.
3. Name the category, set desired properties, and **Save**.

#### Create a new grade item (quiz1, quiz2, quiz3, etc.)

1. Go to **Grades – Manage Grades**.
2. Choose **New Item**.
3. Select the Item type.
4. Name the item, and specify the settings.
5. Click **Save**.

#### Drop the lowest or highest grade(s) in a category

1. Go to **Grades – Manage Grades**.
2. Choose **New Category** OR click the name of an existing category.
3. Check the box next to **Distribute Points Across All Items**.
4. Set number of points per item in the category.
5. Enter the Number of lowest or highest non-bonus grade values to drop.

#### Create a bonus (extra credit) item

1. Go to **Grades – Manage Grades**.
2. Choose **New Item** OR click the name of an existing item.
3. Under Grading, next to Bonus, check **“This item is a bonus item”**.

#### To edit Categories or Grade Items

1. Go to **Grades – Manage Grades**.
2. To edit a single category or item, click the box to the left of the item or category.
3. To edit multiple grade items, click the box in the upper left corner of the table.

*This is particularly useful for renaming items, changing point values, or categorizing grade items. Not all options are seen in this view – if you don't see what you need, edit a single grade item as described above.*

#### Re-Order Gradebook items

1. Go to **Grades – Manage Grades**.
2. Select **Re-Order**.
3. Select a new position for the category or item using the Sort Order drop-down list beside its name.

#### Sort Gradebook by Sections or Groups

1. Go to **Grades**
2. Use the pulldown menu **“View By”** to select Users, Groups, or Sections.

#### Enter Grade Data

1. Go to **Grades – Enter Grades**.
2. Click **Switch to Spreadsheet View**.
3. Enter data in the boxes provided. Click on the **Comment** icon to add individual comments to students.
4. Click **Save**.

#### See Student View of Grades

1. Go to **Grades**. Click on the name of a student.
2. Click on **Preview** (top center of menu).

### Email

#### Email your entire class

1. Be sure Address Book is set to Show (click Edit Course to verify).
2. Click on **Email** in your course navigation bars.
3. Click on **Compose**.
4. Click on **Address Book**.
5. Check the box at the top of the list to select all students and staff in your course.
6. Click on the **BCC** button. Click **Add Recipients**.
7. Type your message.
8. At the bottom of the window, browse to find any attachments. Click **Attach File**.
9. Click **Send**. A copy of your message should appear in your inbox.

## Email


### Email groups of students (as defined in the Classlist module)

1. Be sure Address Book is set to Show (click Edit Course to verify).
2. Click on **Email** in your course navigation bars.
3. Click on **Compose**. Click on **Address Book**.
4. Use the **"Filter by:"** pulldown menu to select the appropriate predefined group.
5. Check the box at the top of the list to select all students and staff in the group.
6. Click on the **BCC** button. Click **Add Recipients**.
7. Type your message.
8. At the bottom of the window, browse to find any attachments. Click **Attach File**.
9. Click **Send**. A copy of your message should appear in your inbox

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## Groups (Classlist)

### Create Groups you assign

1. Click on **Classlist - Manage Groups** (top right).
2. Click the **New Category** icon.
3. Enter the Category name and description.
4. Select the Enrollment Type (i.e., discussion, study, lab, project1, etc).
5. Specify the number of groups or number of users per group.
6. Select **Setup Forums** if you want to associate discussion areas with the group.
7. Select **Setup Dropbox** if you want to associate dropbox folders with the group.
8. Click on  to assign students to groups.

### Create randomly generated groups

1. Click on **Classlist - Manage Groups** (top right).
2. Click the **New Category** icon.
3. Enter the Category name and description.
4. Select the Enrollment Type (i.e., discussion, study, lab, project1, etc).
5. Specify the number of groups or number of users per group.
6. Select **"Randomize students in groups"**

### Create Groups the students join themselves

1. Click on **Classlist - Manage Groups** (top right).
2. Click the **New Category** icon.
3. Enter the Category name and description.
4. Select the Enrollment Type (i.e., discussion, study, lab, project1, etc).
5. Specify the number of groups or number of users per group.
6. Select **Groups of # - Self Enrollment** or **# of Groups Self Enrollment** from the Enrollment Type drop-down list.

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## Dropboxes

### Create a dropbox

1. Go to **Dropbox**
2. Click the **New Folder** button.
3. Add Dropbox Category, if desired. (i.e. homework, papers, etc)
4. Link to an item in the Gradebook using the pulldown menu, if desired.
5. Click the **Restrictions** tab to set restrictions for when a student can submit the item (begin and/or end date).
6. If restrictions are set, you can also check **Add Event to Schedule**, and the start & end dates will be added to the events widget on the course homepage.

### Download all new files in a Dropbox

1. Go to **Dropbox**.
2. Click the name of the folder.
3. Click the **Files** tab.
4. In the pulldown menu for Read Status, choose **Unread Files**.
5. All unread items are selected.
6. Click the **Download** button. Save the .zip file to your desktop.

### Email all Students who have not submitted their Dropbox item

1. Go to **Dropbox**.
2. Click the name of the folder.
3. On the top of the page, click **Email Unsubmitted Users**.

### Enter Grades & Feedback for Dropbox items

1. Go to **Dropbox**.
2. Click the name of the folder.
3. Under Feedback Status, choose **Users Without Feedback**. This will show you all ungraded items.
4. Under the students name, click **Leave Feedback/Grade**.
5. Enter Dropbox feedback. Enter the Point Grade and Gradebook comments, if available. Click **Submit**.

\*\*\* You may also upload attachments by browsing and adding the file. (Useful if you grade & make comments directly on student assignments using the Track changes feature in Word. You can do this by opening the students file in Word and choosing Tools - Track Changes. Anything you type will appear in red. Then save the file and re-upload)

## Quizzes

### Create a new Quiz Question

- *what options you need may differ based on the question type.*

1. Go to **Quizzes - Question Library**.
2. In the Create New dropdown box, select the type of question, and click **Go**.
3. Enter your question in the Question Text box.
4. For Image, upload any illustrations that go with the question.
5. Enter your possible answer choices. Use the plus button to add space for additional answer choices. Use Remove to get rid of unneeded options.
6. Set the Weight of the correct answer to 100% (the answer is 100% right), check the box to indicate the answer is correct, and/or select whether all possible answers should be equally weighted, All or nothing, or Right minus wrong.
7. Click **Preview** to view your question, **Save** to save your answer, or **Save & New** to save this question and enter another.

### Create a New Quiz

#### 1. Create a New Quiz.

1. Go to **Quizzes - New Quiz**.
2. Name the Quiz.
3. Link to an item in the Gradebook using the pulldown menu, if desired. Check **Auto Export to Grades** for this to be done automatically.
4. Check **allow attempt to be set as graded immediately upon completion**, for the students to receive immediate results.
5. Choose **Optional Advanced Properties**, as desired. Click **Save Quiz**.

### Edit a Quiz

#### 1. Manage Quizzes.

1. Go to **Quizzes - Manage Quizzes**.
2. Click on the Quiz Name.
3. Click on the appropriate tab to edit desired properties.

### Set Timed Length & Date Restrictions

1. Go to **Quizzes - Manage Quizzes**.
2. Click on the Quiz Name.
3. Go to the **Restrictions** tab.
4. Set **Start Date** and **End Date**.
5. Set **Time Limit**, in minutes, to complete the quiz, and **Grace Period**.

### Add Existing Questions to a Quiz

#### 1. Manage Quizzes.

1. Go to **Quizzes - Manage Quizzes**.
2. Click on the Quiz name, and go to the **Layout/Questions** tab.
3. Click on the **Add/Edit Questions** button.
4. Click on **Import**. Choose Source Collection - Question Library; Source Section - Folder within the Question Library where items are stored. Your items from that folder will be loaded.
5. Check the box next to the folder OR specific questions.
6. Click **Save**.

### Add a Random Section

#### 1. Manage Quizzes.

1. Go to **Quizzes - Manage Quizzes**.
2. Click on the Quiz Name, and go to the **Layout/Questions** tab.
3. From the Create New dropdown, choose **Random Section**. Click **Go**.
4. Name the Section and enter additional details. Click **Save**.
5. Click on the name for the random section. Add existing questions from the Question Library, as described above.
6. Enter the number of questions to use for each quiz and their point value. Click **Save**.



### Edit Point Values for Questions on a Quiz

#### 1. Manage Quizzes.

1. Go to **Quizzes - Manage Quizzes**.
2. Click on the Quiz name, and go to the **Layout/Questions** tab.
3. Click **Edit Values**. Enter new point values in the Points column next to each question. Click **Save**.


### View a Student's Answers to a Quiz, & Provide Feedback

#### 1. Quizzes.

1. Go to **Quizzes**.
2. Click on the Pencil tool  next to the quiz name.
3. Make sure that the pulldown menu for "Restrict To" is set to **Attempts that have been Completed**. Click **Search**.
4. Find the students name, and click on the link that identifies the attempt you want to view.
5. Scroll down to view student answers. You can also provide feedback for the entire quiz by using Attempt Comments, or for each section or question by using  Add Feedback.

### Reset a Quiz to allow a second attempt

#### 1. Quizzes.

1. Go to **Quizzes**.
2. Click on the Pencil tool  next to the quiz name.
3. Check the box next to **Allow Reset**.
4. Find the students name. Next to the attempt, click the **Delete** icon.

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## Help Contacts for Springboard

330.972.2734

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Training materials: <http://www.uakron.edu/its/learning/training/SpringBoard.php>

Training Workshops: <http://www.uakron.edu/seminars>