



## Features and Tools

### Course Dashboard

- Update/Edit Profile (Contact/Biography)
- Set notification preferences
- View Files (all courses)
- View Global Announcements
- View Settings
- View Sidebar on the right side (To-Do List) (View Calendar)
- Course Cards (customize) (favorites)
- Dashboard (view grades)

### Calendar

- Default Settings (all courses)
- Edit Due Dates (Click and drag)

### Inbox\* (Course Messages)

- Default Settings (all courses)
- Default – [A#@alabama.edu](mailto:A#@alabama.edu) e-mail address tied to account
- Students can choose how they want to be notified (e-mail, text message to cell phone, etc.) and then set the frequency of those notifications. So, it is entirely possible that a student may choose to only get notified via text message and have all e-mail notifications turned off...while at the same time another student may want to have e-mail notifications turned on for some things and not other things. Communicate/Policy - students should make sure to leave e-mail as primary notification.

## Courses

- Dashboard vs. Customize List (Favorite List) – View
- Course List
- Instructor vs. Student View
- Course Menu (Visible vs. Non-Visible Items; Course Status Items)
- Customize Course Menu (Settings)
  - Course Details (Image/GIF; Enable Grading Scheme; Mastery Paths)
  - Sections
  - Navigation (Customize; Re-order)
  - Apps
  - Feature Options (Enable)
- Right Panel – Links (Course Status; Choose Home Page; Course Stream; New Announcement; New Analytics; Course Notifications; Calendar - “Coming Up”)
- Home Menu (Listing) – use ACCS Template; hidden items (symbol of eye with a slash through it)
  - Announcements
  - Syllabus
  - Modules
  - Discussions
  - Grades
  - Assignments and - Assignment Menu “Index” Gradebook
  - Pages
  - Files
  - Outcomes
  - Rubrics
  - Quizzes (New)
  - People
  - Collaborations
  - Settings

## Overview Description - Settings

- Announcements
- Syllabus (Upload file; Add a Link; Summary; Select number – keep to a minimum)
- Files (Organize; Upload)
- Pages (View All Pages; Edit)
- HomePage – ACCS Template will have HomePage – consistent across all courses - gives students a landing page when they enter course.
- Modules (add everything from each week/topic into a module so students can get everything they need in one place - keeps things centralized and organized for students)
  - Settings - Modules with a white circle with a line through it, those are unpublished, whereas the ones with green are published.
  - Add Elements (Assignments, Quizzes) – add dates; student access settings; lock until; publish.
  - View Progress
- Assignments Link – lists all Discussion, Assignments, Quizzes, and Surveys; Review all the due dates.
- Quizzes Link – lists just Quizzes; Surveys are under “Quizzes”; New tools like hotspots are under “New Quizzes”
- Grades (i.e. GradeBook)- see a list of students on the left and all of their assignments across the screen. Scores are entered under each assignment to the right of the student's name. Assignments and quizzes with grades and due dates, again, automatically show up here. Grade detail tray - colors represent assignment policies like late, missing or excused. Grades are hidden (symbol of eye with a slash through it - shows grades in column have not been released to students. Assignments that need to be graded manually are shown with the page icon.
- Speed Grader (i.e. inline grading) - Grader allows you to hand grade assignments without having to download them or print them.
- Grading Scheme (allowed to adjust grading scheme as long as the letters match)