



e-Racer for Beginners

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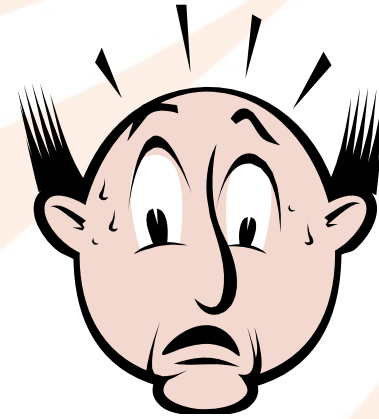
Today's Presentation

- **Some Tips for Getting Started with Faculty**
 - Highlight challenges and benefits of e-Racer
 - Introduce gradually
 - Don't overwhelm
 - Recruit a team
 - Create models

- **Strategies for Introducing Basic Elements**
 - Syllabus
 - Attendance monitoring
 - Communication
 - Handouts
 - Bookmarks
 - Quizzes

Challenges

- Transitioning from one virtual learning environment to another
- Traditionalists
- Adventurers
- Time
- Change






Benefits



- Archives course materials
- Available to students 24/7
- Integrated with portal (registration, grading)
- Integrated with email
- Alerts absences
- Grades quizzes, exams
- Receives and stores assignments

Introduce e-Racer Tools Gradually

- Acquaint faculty with course shell
- My Courses – linked with registration
- Copy course content from term to term
- Faculty View/Student View
- Main tools to use
 -  Green cross = Add
 -  Trash can = Delete
 -  Pencil = Edit
- What not to use
 - Back arrow!

Post Syllabus

- Create Syllabus document
- Go to Syllabus>Downloadable Version>Add a Handout>
- Name Syllabus>Browse for document
- Save
- You may set parameters, but they are not likely necessary for the syllabus.



Set Attendance Tracking

- **Attendance>Settings**
- **Attendance Marking Options**
 - Whole session (default)
 - By hour
 - By minute
- **Attendance Display**
 - Up to current date (default)
 - For total of course
- **Notification**
 - After how many absences; what kind, total or consecutive
 - To whom (student, self, other)

Use Collaboration Tools

- **Coursemates lists all members of the class**
 - Select all to email to all class members
 - Select individuals to email one or more students
 - Print class roster
- **Forum allows asynchronous conversations**
 - Name>Directions>Category>Placement>Add a Thread>Create Message>Reply
- **Chat allows synchronous conversations between and among members of the class**

Using the Main Page

- **Announcements**
 - Encourage students to go to the main page to check regularly for announcements
- **Handouts**
 - Post MS Office, PowerPoint, Adobe, Picture
 - Decide: Separate Handouts (Ungrouped) or Sets
 - Name>Browse for File>Ungrouped or Set>Parameters
- **Bookmarks**
 - Label>URL>Ungrouped or Set>Parameters

Using Coursework

- **Decide how to organize coursework**
 - **By type**
 - Homework, Lab Report, Paper
 - Quiz, Test
 - Reading
 - **By unit**
- **Three kinds of coursework formats**
 - **File Sharing**
 - **Online**
 - **Offline**

Setting Up File Sharing

- **Name** – Simple moniker such as Chapter One Homework
- **Format** – Choose online, offline, or file sharing
- **Type** – Choose from drop-down box, such as Homework or Quiz
- **Required or not required**
- **Grade Method** – Graded, Not Graded, or Credit/No Credit
- **Points** – give it a point value
- **Unit** – If you are organized by units, you can assign to a unit.
- **Description** – Optional
- **Instructions** – Optional, but important
- **Activate** – Now or hide it and activate later, or schedule date to activate
- **Due Date** – Beware of “midnight”
- **Decide whether or not to display in calendar**
- **Decide whether and when to allow students to view graded assignment**

Setting up Quiz or Test Assignment

- Name – e-Racer Tutorial
- Format – Choose online
- Type – Choose from drop-down box, such as Quiz
- Required or not required
- Grade Method – Graded, Not Graded, or Credit/No Credit
- Points – give it a point value
- Unit – If you are organized by units, you can assign to a unit.
- Description – Optional
- Instructions – Optional, but important
- Activate – Now or hide it and activate later, or schedule date to activate
- Due Date – Beware of “midnight”
- Decide whether or not to display in calendar
- Show Grade—When to allow students to view graded assignment

Creating Quiz or Test, continued

Select “Edit Settings”

- Time Limit: Memory or mastery
- Attempts Allowed (1-5 or unlimited)
- Pagination (Choose sections, continuous, or one per page)
- Section Order (shuffled or not)
- Lock Out (resume interruption or lock out)
- Extra Credit (can score exceed 100%?)

NOW you’re ready to build the test!

- Choose type of question (T/F, multiple choice, short answer)
- Continuous or sections; Add
- Insert stem and responses; select correct response
- Randomize items?
- Give partial credit for multiple answer questions.?
- Give students feedback about correct/incorrect answer when test is reviewed by student.
- Set point values for each item.

Test Information Reports

- Quick glance tells who has completed
- Summary reports average scores, high and low scores, average time to complete
- **NEW!**
 - Analysis of group performance
 - Item analysis determines levels of difficulty and discrimination and average score/item.

That's Enough for Now...

