








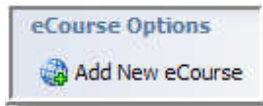
An eCourse is a self-paced online course that allows many staff members to complete course requirements in a virtual environment. eCourses include the ability to view media files and complete assessments to earn district credit.

## Life of an eCourse


	<ul style="list-style-type: none"> <li>• New eCourse is created and options are selected.</li> </ul>
	<ul style="list-style-type: none"> <li>• Instructor/Author writes content and assessments in <u>Draft</u> state.</li> </ul>
	<ul style="list-style-type: none"> <li>• eCourse is moved to <u>Active</u> state.</li> <li>• Enroll attendees or registrations can occur. Attendees can access course content immediately from portfolio.</li> </ul>
	<ul style="list-style-type: none"> <li>• eCourse attendees view self-paced course content and use discussion boards as needed.</li> <li>• Author/Instructor participates in discussion board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Once all content and assessments are completed, eCourse participants request credit and submit a survey if required.</li> </ul>
	<ul style="list-style-type: none"> <li>• Depending on the method of assigning course credit, the eCourse instructor reviews attendee details (assessments, file uploads, time on sessions, discussion entries, etc.).</li> <li>• Instructor grants or denies credit.</li> </ul>
	<ul style="list-style-type: none"> <li>• Archive an eCourse only after the course is no longer applicable for staff members.</li> </ul>

## Creating a New eCourse

Select **Add New eCourse**.

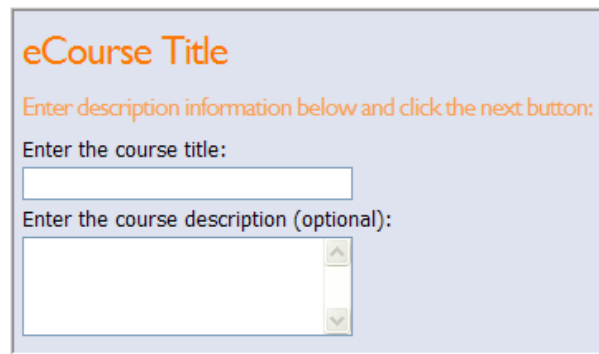
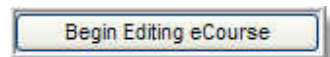


When creating new eCourses, the interface is similar to creating standard courses with a few minor exceptions.

A dialog box titled "New eCourse Wizard" with a light blue background and a thin border. The title is in a bold, black, sans-serif font. Below the title, the text "Create New eCourse" is written in a large, orange, sans-serif font. Underneath, the text "Would you like to create a new, empty course or copy content from an existing course?" is written in a black, sans-serif font. At the bottom, there are two radio button options: "New, empty eCourse" (which is selected) and "Copy existing eCourse".

Enter the course title and description.

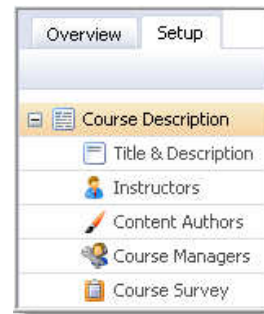
Select **Begin Editing eCourse**.

A dialog box titled "eCourse Title" with a light blue background and a thin border. The title is in a large, orange, sans-serif font. Below the title, the text "Enter description information below and click the next button:" is written in a smaller, orange, sans-serif font. Underneath, there are two input fields: "Enter the course title:" followed by a single-line text input box, and "Enter the course description (optional):" followed by a multi-line text input box with up and down arrow buttons on the right side.

## Editing Course Information

### eCourse Setup

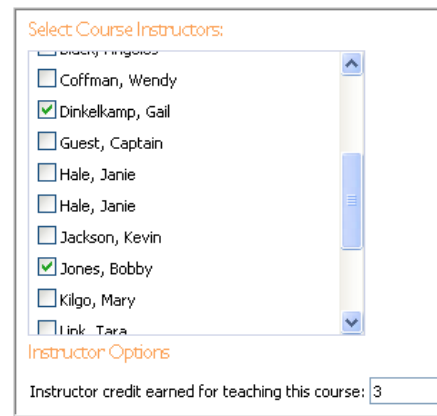
The sections of Title & Description, Course Managers and Course Survey are the same as with standard courses and will not be duplicated in this section. Please refer to the section on District and School Courses.



### eCourse Instructors

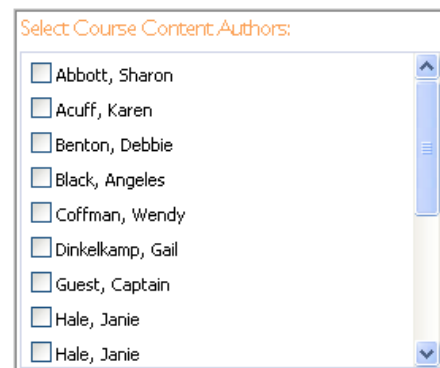
Instructors for eCourses are selected the same way as for standard courses. eCourse Instructors can do all of the following:

- Enter and edit course content
- Review assessments and scores
- View time details for individual participants
- View filtered discussion board comments for participants
- Grant or deny credit



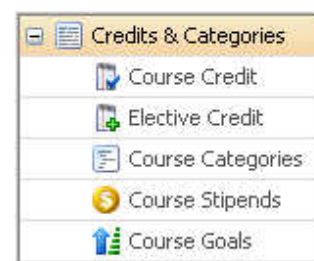
### eCourse Content Authors

For eCourses, Content Authors are selected to enter and edit course content (chapters, topics and assessments) on the *Instructor/Author* Tab.



### Credits & Categories

The sections of Elective Credit, Course Categories, Course Stipends, and Course Goals are the same as with courses and will not be duplicated in this section. Please refer to the section on District and School Courses.



## Course Credit Values

Enter the credit values course attendees will earn for completing the eCourse. Inputting values for multiple credit types is acceptable.

**Course Retake:** Selecting this option will allow course attendees to retake the course if they fail to earn credit.


### Scoring Credit:


- **Pass/Fail** – Based on course requirements, course instructor assigns either pass or fail to attendees.
- **Instructor Review Based on Grade\*** – Instructor must review class participation/ requirements and give a score based on a passing percentage on objective questions in assessments. If passing percentage is met, credit will be earned.
- **Automatic Credit Based on Grade\*** – Once course participants receive a passing percentage score on objective questions in assessments, credit is automatically earned.

\* If one of these options is selected, a value of passing percentage needs to be entered in the box.

## Attendees

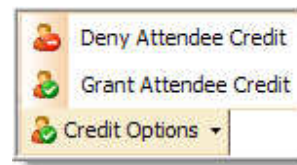
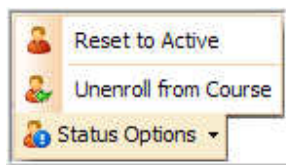
Attendees may enroll themselves or be entered by a Course Manager or Professional Development Administrator, the same as for District and School Courses.

 This icon allows the Course Manager to sort the views of attendees.

 Use the wrench icon to unenroll all attendees or grant all credit.

## Status and Credit Options

Once an attendee is highlighted, selecting **Status Options** allows the attendee to be reset to active status or be unenrolled from the course.



Once an attendee is highlighted, selecting **Credit Options** allows the Course Manager to deny or grant credit to the attendee.

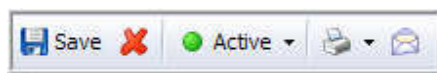
## Right-Click Options


Once an attendee is highlighted, right-click to grant attendee credit, unenroll from the course, or view the staff development portfolio of the staff member.



The *Survey*, *Notes*, and *Discussion* Tabs are the same as in District and School Courses.

## Additional Icons




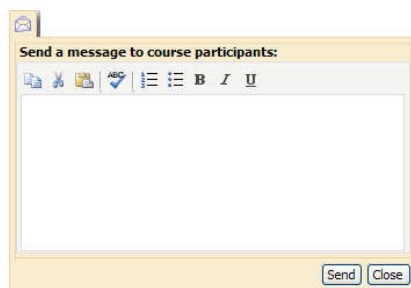
 **Save** – saves changes to the eCourse information.

**Delete** – removes eCourse from Workshop and removes all credit previously granted to attendees. Do Not delete eCourses unless you want all history and credit of that course to be removed permanently from Workshop.



 **Print Options** – same as for standard courses

 **Email Class** – opens an editor to compose an email message that will be sent to all attendees. Note: If the option "use mail client for email dialogs" is enabled under General Options Tab > Messaging, the email will not be sent by the server. Instead it will open your default email program and populate the "To:" field with the email address of every attendee. This will allow you to send the email as yourself instead of as the system."



## eCourse Status

The eCourses are divided into active, draft, and archived states. Use the collapsible triangle to expand any of the lists.

**Draft eCourses** are newly created and can be authored and edited but are not available for registration.

**Active eCourses** are those that have been completed and are now ready for registration.

**Archived eCourses** no longer allow additional enrollment. The completion status of each attendee is retained, along with content; however no further staff will be able to register for this eCourse.

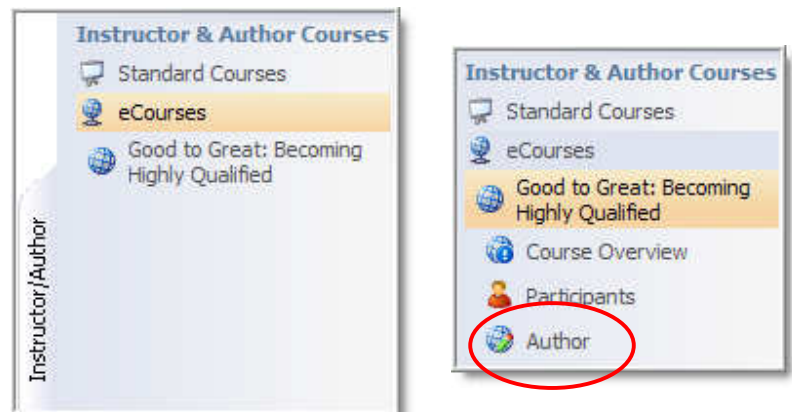


## Authoring an eCourse

If designated as an Author of the eCourse, the staff member will be able to design and create content for the course.

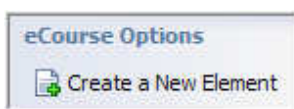
Select the course to display the Author button.

*Note: If the Course Author is different from the Instructor, the author will only see the Author button and not the Overview and Participants buttons.*



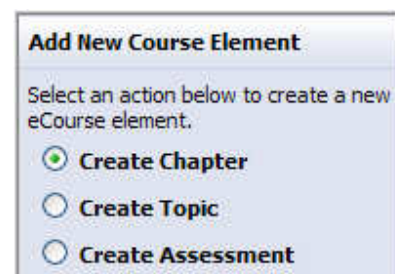
eCourse elements include chapters, topics, and assessments. Each chapter may contain numerous topics and assessments. However, a topic or assessment must be housed within a chapter and cannot stand alone.

Select Create a New Element to begin creating content within the eCourse.



Options for elements include

- Chapter
- Topic and
- Assessment



## Chapter

Chapters are like chapters in a book. They can hold numerous topics and assessments.

Enter a title and description for the chapter.

The system automatically assigns Roman numerals to the chapters.

Save or Delete as needed.

Enter a title for the new chapter.

**Title:**

## Topic


Enter a title for the topic. Associate the new element/topic with a previously created chapter.

Enter a title for the new topic.

**Title:**

### Add New Course Element

Select a chapter to associate with the new element:

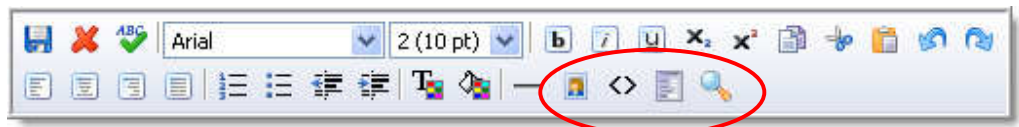
 Introduction

 Goals

 Learning to Learn

## Editing Topics

Enter text into the space and modify the text using the various text editing tools on the toolbar. Hovering over any button provides help information. Topics can include text, hyperlinks, images, media files, documents, etc.



## Additional Features



**Insert/Modify Image** – Browse for an image to upload to the topic page. Edit the text of the name of the file, the layout and spacing as needed. Upload to insert to the topic. The image size can be edited by using the handles.



Select Image:  Browse...

Alternate text:

Layout

Alignment: Baseline

Border thickness:

Spacing

Horizontal:

Vertical:

Image Preview:



**Toggle HTML Source** – Use this icon to view HTML code for the topic.



**Topic Properties** – Edit the topic title as needed. Upload and attach media files by browsing from the computer files and entering a title. These files can include PDF, word processing, spreadsheet, presentation, video, sound, etc., documents.



Topic Title: Create Goals and Plan

Topic Media Files

Media File Title:

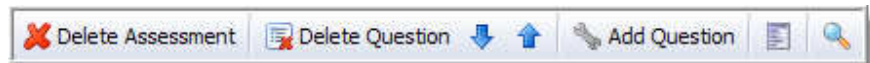
Attach File:



**Topic Preview** – Selecting this icon will open a Web preview of the topic.

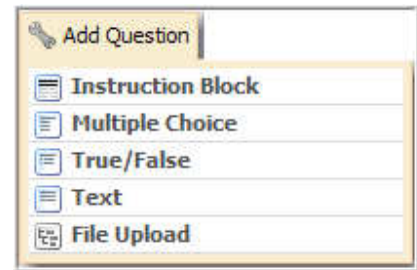


## Assessments



**Add Question** – To add a question, choose from the drop-down list of question types.

- **Instruction Block** for providing directions
- **Multiple Choice** (Graded by the system)
- **True/False** (Graded by the system)
- **Text** for fill-in-the-blank, short answer and essay questions
- **File Upload** to allow enrolled participants to upload an electronic document for the Course Author/Instructor to view. (Examples: presentation file, research paper, etc.)



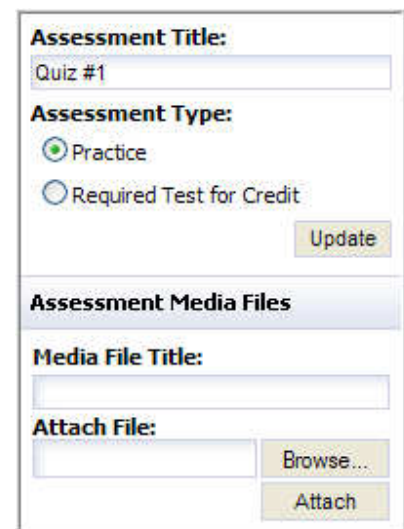
Use the arrows to shift the order of selected questions within the assessment.



**Assessment Properties** – Edit the title as needed.

Choose between Practice (not graded) or Required Test for Credit (graded). Upload and attach media files by browsing from the computer files and entering a title. These files can include PDF, word processing, spreadsheet, presentation, video, sound, etc., documents.

*Note: Course Instructors will only be able to view assessment results that are required for credit.*



**Assessment Title:**  
Quiz #1

**Assessment Type:**  
 Practice  
 Required Test for Credit

**Assessment Media Files**

**Media File Title:**  
[Empty field]

**Attach File:**  
[Empty field]



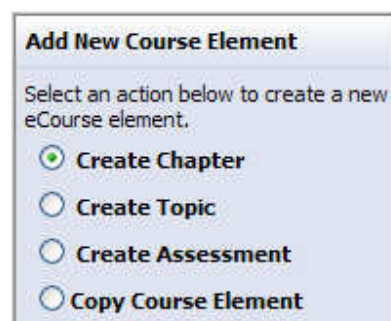
**Assessment Preview** – Selecting this icon will open a Web preview of the assessment.



**Delete** – removes a question or the entire assessment as needed.

## Copy Course Element

Select **Copy Course Element** to allow a choice of an existing course element to copy. Then specify a new title for that element.



**Add New Course Element**

Select an action below to create a new eCourse element.


**Create Chapter**

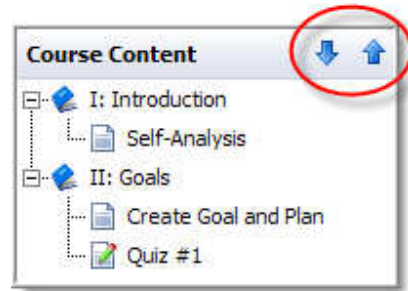
**Create Topic**

**Create Assessment**

**Copy Course Element**

## Moving Course Content

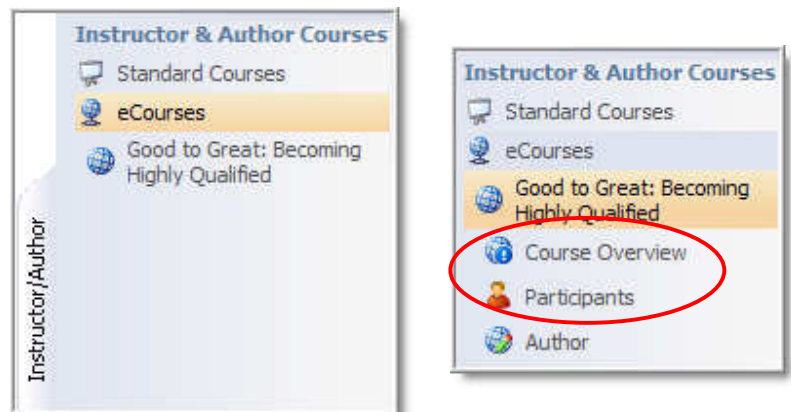
 eCourse elements can be shifted up and down between chapters using the blue up and down arrows.




## Instructing an eCourse

If designated as an Instructor of an eCourse, additional Course Overview and Participants buttons are available.

*Note: An Instructor is also able to create and edit course content and assessments.*



## Course Overview

 The *Overview* Tab shows the credit that is granted for a completed course as well as the Course Chapters.

Selecting **Print Course Credit** will open a PDF document with a list of:

- eCourse Attendees
- Enrollment Date
- Enrollment Status
- Survey Completion Status
- Credit Earned

