

Basic iLearn Operations for Instructors

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iLearn is Blackboard

- iLearn is UCR'S version of the LMS Blackboard.
- You will access iLearn with your CAS (Central Authentication Services) login.

Roster/Adding Students

- Your iLearn and Gradebook rosters are updated automatically.

Roster/Adding Students

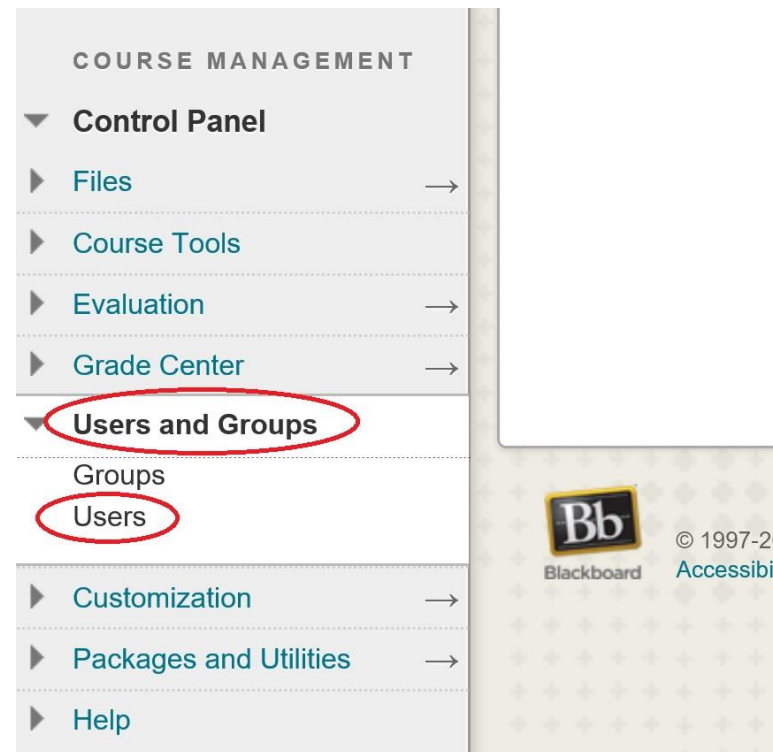
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- However, newly enrolled students need to wait until the *next business day* before they can have access.

Roster/Adding Students

- Your iLearn and Gradebook rosters are updated automatically.
- However, newly enrolled students need to wait until the *next business day* before they can have access.
- Waitlisted students and Extension students should be added to iLearn before they are officially enrolled.

Adding Students to iLearn

- You can manually (and instantly) add a student to iLearn by following the procedures in the next few slides.



Adding Students to iLearn

- Ask your students for their NetID's.
- Click on “Find Users to Enroll”.
- Do not use the “search” feature.

Users

Find Users to Enroll

Search: Username ▾ Not blank ▾

<input type="checkbox"/>	Username	First Name	Last Name ▲
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Adding Students to iLearn

- Insert the student's NetID as username.
- Do not use the "Browse" feature.
- Role should be "Student".

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with a comma.

* Username

rlam004

Role

Student

Enrollment Availability

Yes No

*Click **Submit** to proceed.*

Adding TA's to iLearn

- To add a TA, follow the same procedures as adding a student. On the last screen, change the role to “Teaching Assistant”.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with a comma.

* Username

Role

Teaching Assistant ✓

Enrollment Availability

Yes No

*Click **Submit** to proceed.*

Setting Up the Gradebook

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 1. Categories, such as homework, quizzes, etc.
 2. Columns of items graded (Quiz #1, Quiz #2,..., Homework, Midterm Exam, ..., Final Exam.)
 3. The weight of each category. You can drop items (such as the lowest quiz score) on the same screen.

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 3. The weight of each category. You can drop items (such as the lowest quiz score) on the same screen.
 4. The course letter grade, which can be exported to iGrade directly.

The Final Gradebook

First Name	Quiz One	Quiz Two	Quiz Three	Quiz Four	Quiz Five
Jennifer	12.00	15.00	12.00	13.00	15.00
Timmy	14.00	14.00	14.00	15.00	14.00
Alvaro	0.00	2.00	3.00	1.00	5.00
Leslie	14.00	14.00	13.00	14.00	12.00
Priscilla	13.00	12.00	9.00	15.00	14.00
Samantha	13.00	12.00	9.00	10.00	8.00
Roshni	15.00	13.00	10.00	11.00	12.00
Nicole	12.00	13.00	11.00	7.00	3.00

First Name	Midterm One	Midterm Two	Final Exam	Weighted Total	Course Grade
Jennifer	27.00	30.00	54.00	92.93333%	A
Timmy	25.00	24.00	51.00	85.54%	B+
Alvaro	6.00	12.00	18.00	32.68%	F
Leslie	26.00	22.00	50.00	84.66667%	B+
Priscilla	6.00	8.00	22.00	42.19%	F
Samantha	20.00	19.00	37.00	68.55%	C
Roshni	25.00	29.00	59.00	93.05%	A
Nicole	17.00	21.00	28.00	58.83%	D

Setting Up Categories

- You can use the default categories or create your own.

Categories

A Grade Center Category is a classification of Grade Center data and can be used when creating Grade Columns in a Category. The Grade Center includes Journal, SafeAssignment, Self and Peer, Survey, and other data.

Create Category

Title ▲

Description

Columns

Assignment

Discussion

Setting Up Categories

Create Category

Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.

* Indicates a required field.

Cancel

Submit

CATEGORY INFORMATION

* Name

Quiz x

Description


Setting Up Columns


Grade Center : Full Grade Center

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*



Create Column

Create Calculated Column 

Manage 

Reports 

Filter

Work Offline 


Setting Up Columns

* Column Name

Quiz One

Grade Center Name

Description



Path: Words:0

Primary Display

Score

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

None

This display option is shown in the Grade Center only.

Category

Quiz

* Points Possible

15

Associated Rubrics

Add Rubric

Setting Up Columns

DATES

Date Created

Sep 18, 2016

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

OPTIONS

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel

Submit

The Weighted Total Column

Grade Center : Full Grade Center ▾

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

The screenshot displays the Grade Center interface. At the top, there is a navigation bar with buttons: 'Create Column', 'Create Calculated Column ▾', 'Manage ▾', 'Reports ▾', 'Filter', and 'Work Offline ▾'. Below this, a dropdown menu is open under 'Create Calculated Column', listing options: 'Average Column', 'Minimum/Maximum Column', 'Total Column', and 'Weighted Column'. The 'Weighted Column' option is circled in red. To the right of the dropdown, there are controls for 'Sort Columns By: Layout Position ▾' and 'Order: ▲ Ascending ▾'. Below the dropdown, a 'Grade Information Bar' is visible with a 'Move To Top' button and a 'Last Name' column header. At the bottom, there are five quiz columns: 'Quiz Two', 'Quiz Three', 'Quiz Four', and 'Quiz Five', each with a dropdown arrow.

The Weighted Total Column

Columns to Select:

- Total
- Quiz One
- Quiz Two
- Quiz Three
- Quiz Four
- Quiz Five
- Midterm One
- Midterm Two
- Column Information

Categories to Select:

- Survey
- Test
- Discussion
- POTD
- Midterm
- Final
- Math XL
- Quiz
- Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

>

>

Total Weight: 0%

The Weighted Total Column

Columns to Select:

Total
Quiz One
Quiz Two
Quiz Three
Quiz Four
Quiz Five
Midterm One
Midterm Two
Column Information

Categories to Select:

Assignment
Survey
Test
Discussion
POTD
Midterm
Final
Math XL
Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

> % **Category:** Quiz ✕

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Lowest Value to Calculate

Grades Lowest Highest Value to Calculate

Drop Lowest Grades

Total Weight: 15%

The Weighted Total Column

Calculate as Running Total Yes No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

OPTIONS

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel

Submit

The Course Grade Column

DATES

Date Created

Sep 18, 2016

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

OPTIONS

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Center Calculations

Yes No

Show this Column to Students

Yes No

Show Statistics (average and median) for this column to Students in My Grades

Yes No

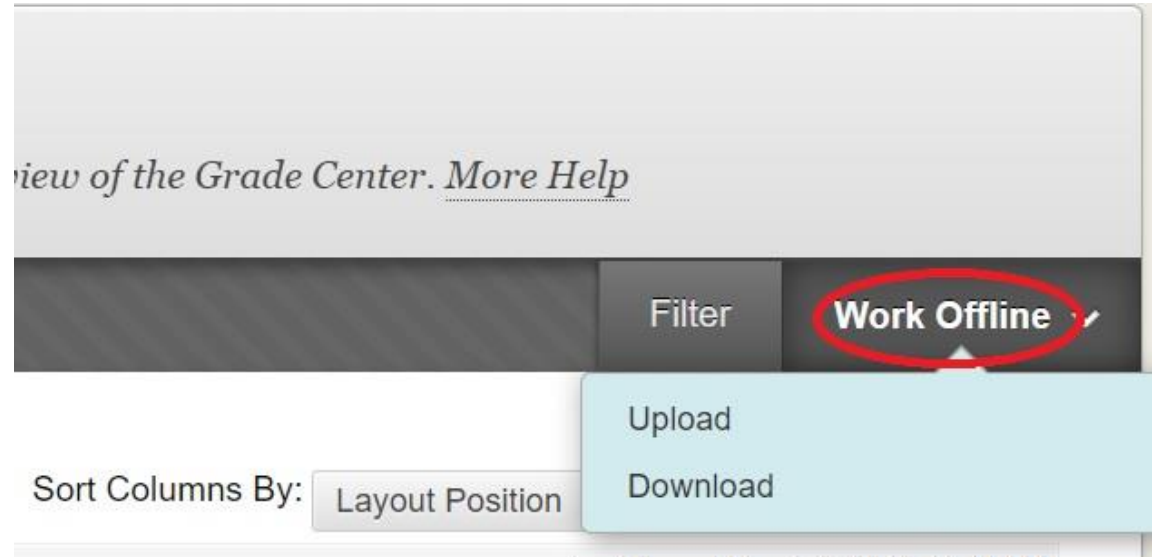
*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel

Submit

Downloading and Uploading The Gradebook

- Click on the “Work Offline” button to select the upload or download options.
- It is recommended that you backup your gradebook often by downloading it to your computer or cloud.
- Sometimes it is easier to download the gradebook, input scores, and upload it again versus entering scores directly on iLearn.



Downloading The Gradebook

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column

Total

Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma

Tab

Include Hidden Information

Yes

No

Hidden information includes columns and users that have been hidden from view.

Click **Submit** to proceed.

Cancel

Submit

Uploading The Gradebook

CHOOSE FILE

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

* Attach File

Browse My Computer

Browse Content Collection

Delimiter Type

Auto Comma Tab

*Click **Submit** to proceed.*

Cancel

Submit

Smart View

- When the TA accesses the main lecture's gradebook, he/she sees the roster of the entire class.

Smart View

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Smart View

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- For a large class, it could be very tedious and time-consuming to find a TA's own students and enter grades such as quiz scores.
- The "Smart View" enables a TA to see only the students in his/her own section.

Smart View

Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline ▾

Email ▾

Order: ▼Descending ▾

First Name	Quiz One	Quiz Four	Quiz Five
Jennifer	12.00	13.00	15.00
Timmy	14.00	15.00	14.00
Alvaro	0.00	1.00	5.00
Leslie	14.00	14.00	12.00
Priscilla	13.00	15.00	14.00
Samantha	13.00	10.00	8.00
Roshni	15.00	11.00	12.00
Nicole	12.00	7.00	3.00

- Grading Periods
- Grading Schemas
- Grading Color Codes
- Categories
- Smart Views**
- Column Organization
- Row Visibility
- Send Email
- WileyPLUS Grade Refresh
- McGraw-Hill Connect Reports
- McGraw-Hill Connect To Do List
- Manage Pearson MyLab & Mastering Grades

Smart View

Smart Views

Smart Views are focused views of the Grade Center. Any number of Smart Views can be created based on a variety of criteria, including Grading Periods, Cat
[Help](#)

Create Smart View

<input type="checkbox"/>	Title ▲	Description	Type	Add as F
<input type="checkbox"/>	Assignments		System	
<input type="checkbox"/>	Blogs		System	
<input type="checkbox"/>	Discussion Boards		System	
<input type="checkbox"/>	Final Grade View		System	
<input type="checkbox"/>	Journals		System	
<input type="checkbox"/>	Preview of My Grades		System	

Smart View

Create Smart View

A Smart View is a focused look at the Grade Center. It shows only the data that matches a set of criteria. Smart Views are useful to quickly find data when the Grade Center includes a great number of students and columns. [More Help](#)

* Indicates a required field.

Cancel

Submit

SMART VIEW INFORMATION

* Name

Evan's 017 x

Description

Type

Custom

Add as Favorite

Smart View

Type of View

- Performance** View specific users based on their performance on a single item.
- User** View individual users.
- Category and Status** View items by their category and status.
- Custom** Build a query based on user criteria.

Select Criteria

Select the users and columns to include in this Smart View. Hold down the **Ctrl** key to select multiple items from one drop-down list.

Users:

Selected Users ▼

Alvarado, Leslie
Asfaw, Yonas
Austin, Nicolas
Bautista, Alicia
Bhula, Melina
Brown, Lauren
Carrillos, Dante
Choi, Gloria
Cruz, Alexandra
Cuddy, Melissa

Select All

Filter Results

Columns to Display in Results:

All Columns ▼

Include Hidden Information

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

To Open Smart View

- Go to Smart View again and click on the section created.

Smart Views

Smart Views are focused views of the Grade Center. Any number of Smart Views can be created, including Grading Periods, Categories, and Performance. [More Help](#)

Create Smart View

<input type="checkbox"/>	Title ▲	Description
<input type="checkbox"/>	Evan's 017 ▼	
<input type="checkbox"/>	Final Grade View	
<input type="checkbox"/>	Ogimachi 11-12	
<input type="checkbox"/>	Ogimachi 2-3	

Open Smart View

The TA now sees only his/her students

First Name	Quiz One	Quiz Two	Quiz Three	Quiz Four	Quiz Five
Yonas	15.00	11.00	12.00	11.00	12.00
Melina	12.00	14.00	13.00	9.00	13.00
Alejandra	13.00	10.00	11.00	12.00	10.00
Steven	14.00	13.00	0.00	2.00	0.00
Carmen	11.00	15.00	7.00	10.00	11.00
Maria	10.00	12.00	10.00	8.00	9.00
Alberto	9.00	11.00	11.00	9.00	7.00
Eric	12.00	13.00	14.00	11.00	10.00
Daniel	12.00	8.00	11.00	9.00	14.00
Tyla	12.00	12.00	6.00	12.00	8.00

To Edit Smart View

Use the drop-down menu to add/delete students

Smart Views

Smart Views are focused views of the Grade Center. Any number of Smart Views can be created based on a variety of criteria, including Grading Periods, Categories, and Performance. [More Help](#)

Create Smart View

<input type="checkbox"/>	Title ▲	Description	Type	Add as Favorite
<input checked="" type="checkbox"/>	Evan's 017		Custom	
<input type="checkbox"/>	Final Grade View		Custom	
<input type="checkbox"/>	Ogimachi 11-12		Custom	

A context menu is open over the 'Evan's 017' row, showing options: Edit, Copy, and Delete. The 'Edit' option is highlighted.

Under “Course Tools”

- Send Email
- SoftChalk - Synchronize Copied Content
- SoftChalk Publish with ScoreCenter
- Tasks
- Tests, Surveys, and Pools**
- WebAssign
- Wikis
- WileyPLUS

▶ Evaluation →

▶ Grade Center →

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student learning. Test results are reviewed in the Grade Center.

Surveys

Surveys are not graded, and student responses are anonymous. Surveys must be deployed in a content folder for students to take.

Pools

Pools are sets of questions that can be added to any Test or Survey.

Tests

Tests are a means of assessing student learning.

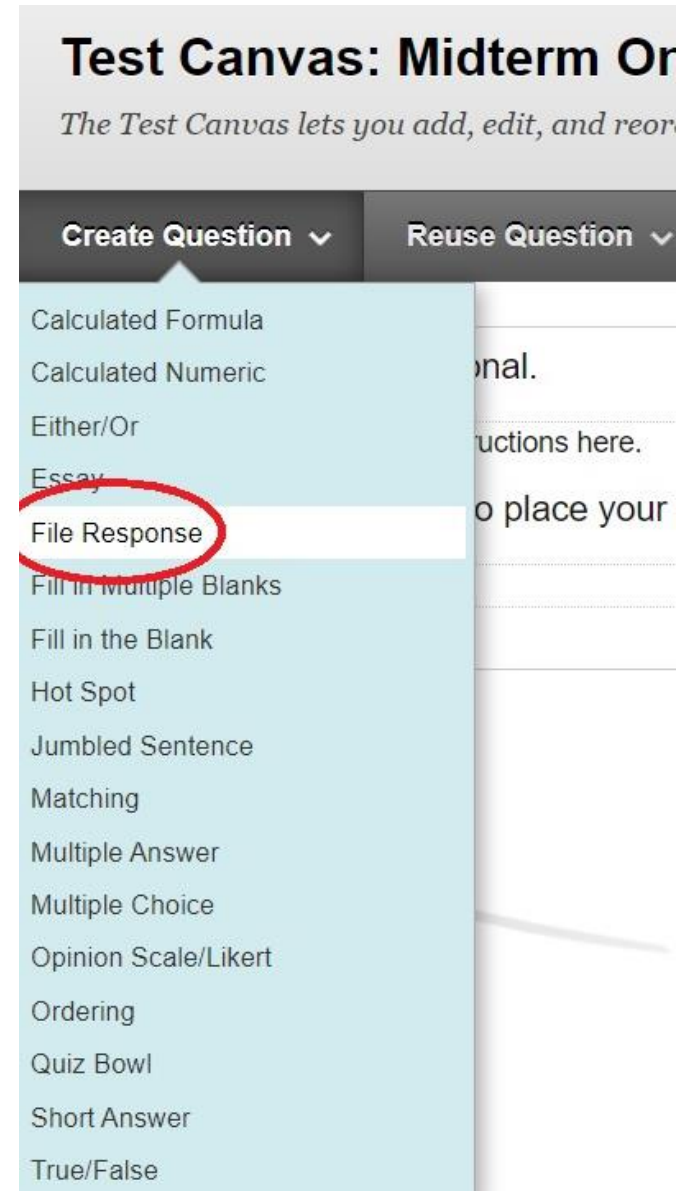
Build Test

Import Test

Creating An Exam on iLearn

Creating An Exam on iLearn

- There are many types of questions available.
- You can use just one type of question or you can have a mix of different types of question in an exam.
- If you want the student to do the math on a piece of paper and upload a picture or PDF, the question type is “File Response”.



Creating An Exam on iLearn

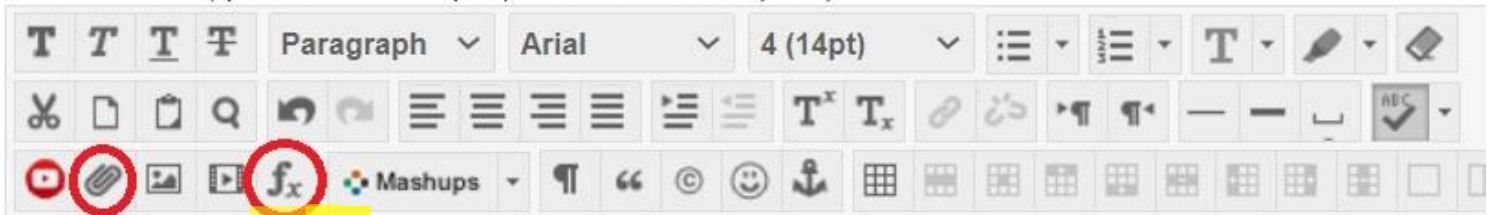
QUESTION

Question Title

Optional

✱ Question Text

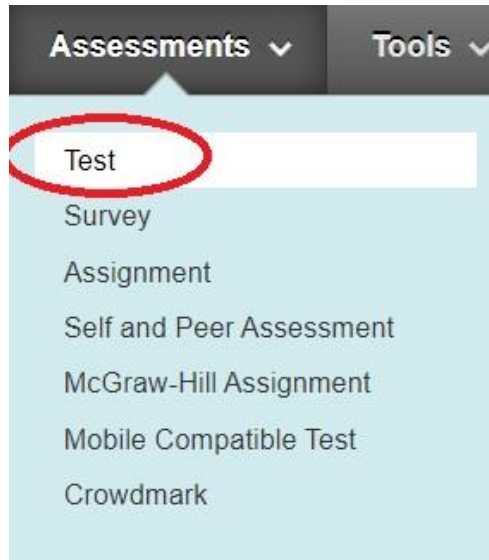
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



To upload

To type

Evaluate the limit: $\lim_{x \rightarrow -4} \frac{\sqrt{x^2+9} - 5}{x+4}$



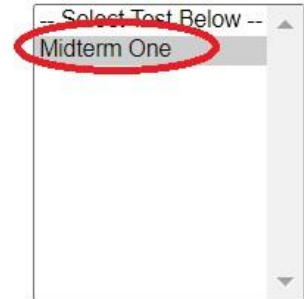
ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test



Assigning The Exam

Test Description

This is optional.

Show test description to students before they begin the test.

Test Instructions

Give your instructions here.

You can also place your academic integrity statement here.

Show Instructions to students before they begin the test.

Open test in new window

Yes No

Assigning The Exam

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Score attempts using ▼

Force Completion **Not recommended**

Once started, this test must be completed in one sitting.

- Allowing more than one attempt will reset the time clock every time a student retakes the exam.
- The time clock keep running if the “forced completion” box is **unchecked** and a student leaves and reenters the exam, due to a lost Internet connection or other reasons.

Assigning The Exam

Set Timer

Set expected completion time. Selecting this option also records completion time, test.

Minutes

Auto-Submit

OFF ON

Auto-Submit is not recommended.

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take

Submissions are accepted after this date, but are marked **Late**.

Due Date


Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

Assigning The Exam

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course enable those settings for exceptions. If you choose **Exceptions** to delete all exceptions for the test*



Add User or Group

- To grant extensions or give extended time (for DRC students), click the “Add User or Group” button.
- Select the student(s) from the roster and enter the exceptions.

Assigning The Exam

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When <i>i</i>	Score per Question <i>i</i>	Answers <i>i</i>	Feedback <i>i</i>	Show Incorrect Questions <i>i</i>
<input type="text" value="After Attempts are graded"/> Test results and feedback will be available to students after all students enrolled into the course are graded.	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="---Choose---"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

TEST PRESENTATION

Recommended



All at Once

Present the entire test on one screen.



One at a Time

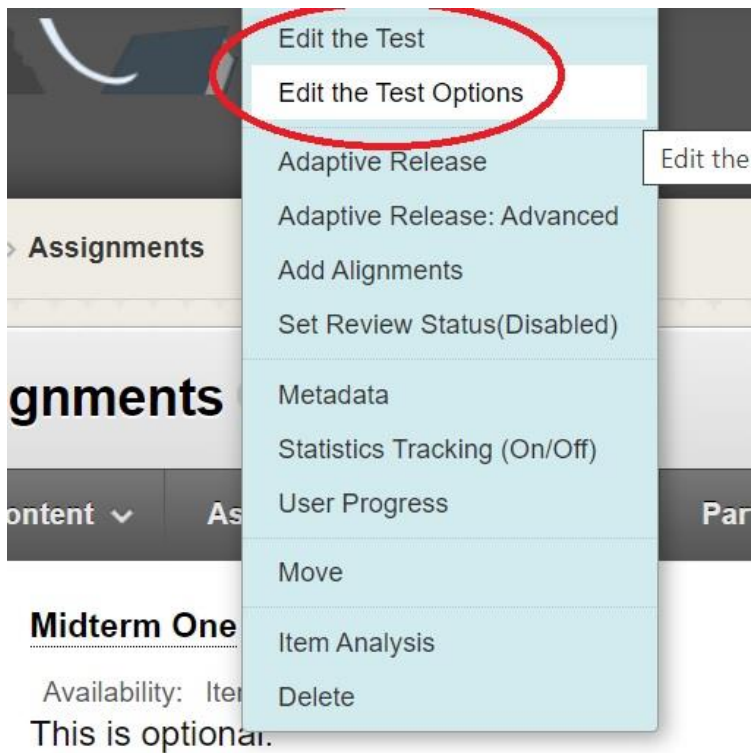
Present one question at a time.



Prohibit Backtracking

Prevent changing the answer to a question that has already been submitted.

Assigning The Exam



- Select “Edit the Test” to make changes to the test itself, such as questions and points.
- Select “Edit the Test Options” to make changes to dates, time limits, exceptions, etc.

Editing The Exam

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