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# 1. IVA Introduction

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IVA learning management system (LMS) is a pedagogical concept, based on modern social constructivist learning theory. Learning is not just gathering ready-made knowledge but constructing personal knowledge, building your own „world of meanings“ in active and meaningful action. Authentic and profound context, life-like tasks, counselling and feedback from teacher/expert, communication and collaboration with co-learners plays important role in this. According to this, IVA is tiled into three sections:

- **bookshelf** for instructions and (con)texts prepared by a teacher,
- **webtop** with different tools for independent working and presenting homeworks,
- **workshops** for group work and communication.

IVA has user friendly and intuitive and easy to pick up user interface, which is designed using several metaphors familiar from computer world and school world. IVA is open source software, it means, that anyone can download it to his and change the source if its needed.

You can enter to IVA over login page.



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After logging in to IVA **every user** enters to the section called **Lobby**. This is an area where user can see **open courses** and can register to the course, **select course, change user settings** and can observe course events in **Calendar** view.

After selecting a course user can see different IVA sections dependig on his/her status (student, teacher)

There are three IVA sections visible **for students**:

- **Webtop** is section, where studend acts independently. There are different tools for individual work and presenting homeworks. Student can see its activity of participation, reults of tests and manage events by dint of Calendar.
- **Bookshelf** is section where a teacher sets up (con)texts and instructions. There is also courses information page.
- **Workshops** is section for collaboration and communication. In this section are also all quizzes.

**For teacher** there is additionally visible IVA's fourth section: **Administration**. Additionally to previously presented learners areas, teacher has course administration area, where teacher can do different administrative actions – change participants lists, add subgroups, tests, present and evaluate homeworks, administrate course events, change course information.

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To be sure, in which IVA section you are in precise moment, each section is marked with different color: WebTop – blue, BookShelf – gray, WorkShops – red, Management – Yellow:

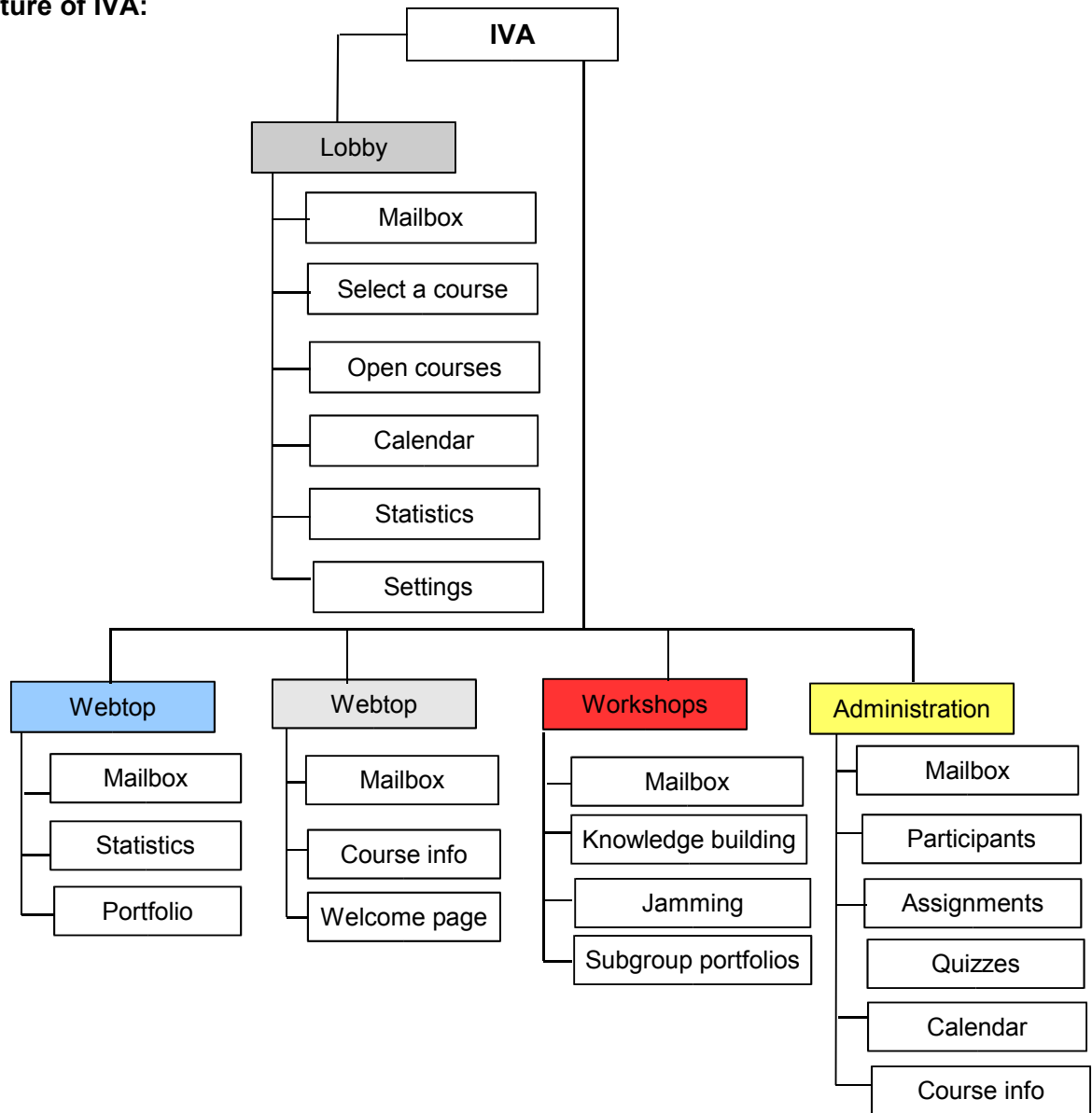


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Structure of IVA:



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## Starting in IVA. Lobby

1. To start working in IVA you need IVA user name and password. It is important to remember that user name and password are case sensitive! As you go to the IVA homepage, you see IVA 's design view. To login you should click on Login link and enter your user name and password.



The image shows a login form for IVA. At the top is the IVA logo, which consists of the letters 'iVA' in a blue, sans-serif font, with a small red dot above the 'i'. Below the logo are two input fields: one labeled 'Name' and one labeled 'Password'. Under the 'Password' field is a checkbox with the text 'Remember my name.' To the right of the checkbox is a 'Login' button.

2. As you enter to the IVA, first you'll get top **IVA Lobby**. Here you can apply for new courses, choose a course, you can see course events in calendar view and change your user settings.
3. Entering to IVA for the first time, we suggest you to change your **user settings**. Add your first name and last name, e-mail address, change language if you need. It would be good if you could add also your photograph and phone number.
4. In IVA you can act as a teacher or as a student. With the same user name and password once you can be as a student another time as a teacher. You obtain your role as student or as teacher, as you will be added to the course.
5. For all questions about using IVA there is a user manual under the link **Help** in pages Header.

### 1.1. Changing user settings

The first thing you need to do in IV A – change your user settings (language, add first name and last name, e-mail address). All your data is visible to all course participants

NB! If you haven't added your **first and last name**, you can't be added to course participants list.

NB! If you haven't added your **e-mail address**, you will not get any internal e-mails sent from

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IVA.

- For changing **user settings**, click Settings in **Lobby**.

**Data you can change:****Nickname:** You can not change that**Password:** set your password**Confirm:** insert your password once more**NB!** As you change your password and save it you have to enter again to the login page, where you should insert your new password.**First name: NB!** Be sure you entered this field, without it you can't be added to course participants list.**Last name: NB!** Be sure you entered this field, without it you can't be added to course participants list.**Language:** You can choose between estonian, english, german and finnish**Follow browsers language preference:** chooses language settings according to browser language settings**Upload your image:** your photo is visible in Workshops, your Portfolio, in discussion forums. To upload your photo click 'Browse' button. Then find image you want to upload and click 'Open'.**NB! format of uploaded image.** Choose .gif, .jpg or .bmp. Size of the image should be 60x80 pixels.There is a special software you can use to change the size of your photo. For example **Irfan View** is a free image processing software (you can download it from [www.irfanview.com](http://www.irfanview.com))**... or give a link to an image (URL):** if you have your photo somewhere in the internet, you can give the address of the webpage**E-mail:** your e-mail address. **NB!** You should definitely enter your e-mail address – otherwise you won't get any e-mails sent by internal e-mail.**Homepage:** if you have your own homepage, enter the address here.**Organization:** organization (departement) where you learn or work**Address line 1:** Home or work address**Address line 2:** Home or work address**City:****Country:****Phone:****Mobile:****Quote:****Background:****Personal interests:**

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**Professional interests:**

**Send by e-mail:** as you enter your e-mail address in user settings, you have possibility to send to your e-mail address all messages listed below:

- **internal mail messages**
- **grades**
- **Bookshelf change notification**
- **Knowledge Building change notification**
- **Jamming change notification**

**Display events on front page:** in Lobby view you see all recent events of active courses (added new events or learning materials etc).

- To save all changes click '**Submit**' and to reset changes click '**Cancel**'.

## 1.2. IVA courses

### If you are a student:

You can enter a course only if are added to course participants list. Only **teacher of this precise course** can add you to course participants list. In Lobby you can see all courses, you've been added to. You can change courses by clicking **Select a course** on left menu of Lobby. Courses that you've entered recently or where is added some new events or material are displayed right after entering IVA

- If you've been added to some course, you can enter the course by clicking **Select a course** on left menu of Lobby.
- You can apply to a new courses if teacher has opened the course for applying. You can apply in **Open courses** in left menu of **Lobby**.

**NB!** after applying you will be in courses waiting list, until teacher confirms your participation.

**NB! Remember, you appear as user in IVA environment only after you have activated your user account!**

IVA user account activates only after you have entered IVA for first time. Before that you can't be added to any of the courses.

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**If you are a teacher or the owner of the course:**

To open a course you need to turn to IVA helpdesk and they will open new IVA course where you will be signed as a teacher.

- You can add students to your course by search engine or by opening a course for everybody.
- To open a course you first need to open and activate your IVA user account (you activate it as you enter IVA for first time). With the same user account you can access all your courses.

### 1.2.2. Applying for a course

You can apply only for open courses. To see open courses list:

1. Enter to IVA **Lobby** section
2. Click **Open Courses** on the left menu of the website
3. If there are open courses for applying, mark the courses you need or find interesting and click **Register**. If there are no open courses you will see remark 'no courses to apply'.

**NB!** After registering you will be on course waiting list (remark 'application is pending') – you can access course only after lecturer has confirmed your application and added you to course participants list (you will receive a message into your IVA mailbox).

**NB!** teacher can not add you to course participants list if you have not filled your first and last name in Lobby Settings section.

### 1.2.3. Selecting/changing a course

Selecting/changing a course You can select/change a course right after logging in to IVA in **Lobby** section. In the left menu of Lobby you can see link **Select a course**.

To change a course, click on that link, select a course from the list and click on the courses name. If you have'nt applied for any courses yet, click on **Open courses** in the left menu, select

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a course you want to apply and click on **Register**.

You can change a course in Lobby, where you can go from any section in IVA. You just click on tag 'Lobby' under coloured bar.

**NB!** In the list **Select a course** you can see only these courses, where you have been added as a student or teacher. In the list **Open courses** you can see courses open for applying.

After entering to the course, you will be in courses **BookShelf** section. There you can see teachers explanatory text about the course, course information and learning materials for the course.

### 1.3. Calendar. Managing events

IVA **Calendar** is in the left menu of the **Lobby** and contains material and references to additional material and events. There are three kinds of events in Calendar:

- **Personal events** (only you can add and delete these events)
- **Sou subgroup events** (all subgroup members can add and delete these events)
- **Course events** (only teacher can add or delete these events)

Events may have different Status - complete or incomplete or unspecified. Colour of the status marks its status as following:

- **Incomplete event, there is still time for final deadline – blue**
- **Incomplete event, deadline has passed – red**
- **Complete event – green**
- **Status is undefined – black**

**Only person, who has added the event can define or change the events status.**

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Location of the Calendar:

1. As you enter IVA, you will be in Lobby.
2. Click on link 'Calendar' in the left menu.

Then you can see all events: events name, deadline, name of the course. Kalendri asukoht:

**How to open an event.** Click on event's name (the last column, name is given as hyperlink). If event is connected with an attachment, you can open it by clicking on attachment's name. If there is a weblink added to event, you can open it just by clicking on it.

**How to add an event.** You can add personal events to Calendar. Personal events are visible only for you. To add events:

1. Click on button 'Change' which is under calendar in the left menu.
2. Click on button 'Add event' (in the middle of pages upper side). Enter necessary information and determine starting time and ending time.



**Changing events.** You can change only these events you have added to Calendar. For changing events:

1. Open Calendar.
2. Click on events name, you want to change and click the button 'Change'.
3. Make all changes you need, and click the button 'Save'.

**Deleting events.** You have rights to delete only these courses you have added. To delete an event:

1. click on button 'Change' under Calendar.
2. Mark checkbox before event you want to delete.

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3. Click on button 'Delete'.

**Hiding an event.** If you don't want to delete an event, but hide it:

1. Open 'Calendar'
2. Mark checkbox before these events you want to hide
3. Click on button **Hide**
4. To see hidden events, click on button 'Hidden\_events'.

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## 2. Webtop

### 2.1. Structure of the Webtop: Statistics, Portfolio.

To go to Webtop, just click on section **Webtop** in coloured heading of the page.

Webtop (blue) is section for students **individual work**.

Possibilities of WebTop:

- **Statistics** – all information about the course (grades, activity)
- **Webtop** – different tools for presenting your works to costudents and teacher.
- **Portfolio** – describing and presenting your homeworks
- Section **Webtop** contains subdivisions like **Statistics, Portfolio: (folder for assignments)**
- In **Statistics** you see time related course events
- Webtop is place to present your works to other students and teacher. In WebTop you can keep your files, notes etc. All objects in WebTop are by default visible to everyone in course
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With **Object settings** you can change these default rights of objects: who can see or comment these objects. To do that just click on objects icon.

- Folder **Portfolio** appears to the WebTop, as teacher has set individual works. Objects (homeworks), set up in Portfolio are by default visible only to teacher and owner of the object. You can **show objects** in Portfolio if you want. To do that, use object's settings, which open as you click on **padlock** icon. There are also **quizzes** for filling in individually in Portfolio. You have to observe the **time limit** for filling the quizzes.

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## 2.2. Using Webtop and Portfolio, tools

**WebTop** is by default place where you can keep your different objects and where your costudents and teacher have access to. You can change objects status by clicking on padlock icon next objects name.

**Portfolio** is a folder, that appears automatically, as teacher has set any individual homeworks. This is a place for presenting homeworks, that only you and teacher can access. You can change object default settings in Portfolio folder.

Objects you can add to Portfolio:

- **folder** – folders let you organise objects as you need – by content, by object type etc.
- **file** – object you add may be in any format.
- **link** – reference to materials in internet
- **memo** – simple tool for writing your own texts (notes and other simple text without requirement for special design)
- **wiki** – tool that enables to create Wikipages, write nonlinear hypertexts


### 2.2.1. Adding objects to Webtop and Portfolio

1. Click on section **Webtop or Portfolio** (if you want to add a homework).

**NB!** Present your homeworks always only in Portfolio!

2. Click on button which describes what you want to do (add folder; add file; add link, add memo, add Wiki)

#### How to add a folder:

1. Click on button **Add folder** .
2. On the opened page **Add folder** enter to a field **Folder name** the name of the folder you want to create
3. Click button **Submit** to save folder or click button **Cancel** to cancel creating folder

**NB!** Folders on the same level must have different names. *For example, you can't create two folders named Notes in the same level.*


**NB!** As long as you haven't added any objects to your folder (folder is empty) the folder's

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name will be in bold script.

#### **How to add a document:**

1. Click on button **Add file** 
2. On the opened page **Adding document**, click button **Browse** and find the file (in your computer) you want to upload.
3. To the field **Title of the document**: write how you want to name your document. If you don't fill this field, uploaded document remains it's original name (as it was in your computer)
4. Click button **Submit** to save the document or click button **Cancel** to cancel adding a document


**NB!** Documents on the same level must have different names. *For example, you can't create two documents named Notes in the same level (folder).*

#### **How to add a weblink:**

1. Click on button **Add link** 
2. In the opened page **Adding a link** write to the field **Title** how you would like other course participants to see the link. If you don't write the title others will see the web-address from URL field
3. To the field **URL**: Write or paste reference's web-address
4. Click button **Submit** to save weblink or click button **Cancel** to cancel adding a weblink

**NB!** By adding a link be sure you wrote **http://** in front of the webaddress, otherwise it is considered as wrong address. If you paste web address, be sure, there won't be double **http://** in front of the web-address.

#### **How to add memo:**

1. Click on button **Add memo** 
2. On the opened page **Adding a memo** write to the field **Memo name** how you want to name this memo.
3. To the field **Content** write the content of your memo.

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4. Click button **Submit** to save memo or click button **Cancel** to cancel creating memo


**NB!** Memos on the same level must have different names. *For example, you can't create two memos named Remember in the same level (folder).*

#### **How to add a wiki:**

1. Click on button **Add wiki**
2. On the opened page **Adding ZWiki** write to the field **Title of the Wiki** how you want to name this wiki.
3. Click button **Submit** to save **Wiki** or click button **Cancel** to cancel adding a Wiki.

#### **How to unzip:**

Using unzip function you can upload more files at a time, you can also upload HTML files containing images. Images in HTML file must be in the same level (the same folder) as the HTML file.

1. Click on button **unzip** 
2. On the opened page **Uploading and unzip a zip-file** click **Browse** and find the file (in your computer) you want to upload for unzipping
3. Click button **Submit** to upload a zip-file or click button **Cancel** to cancel uploading and unzipping a zip-file.

### **2.2.2. Sorting objects in Webtop and Portfolio folder**

In order to organize objects in WebTop and Portfolio you can **sort objects** by clicking on arrows after objects or by using special buttons which mark different characteristics of these objects:

- name
- size
- time (of creation)

To sort objects click on requested characteristics above the objects line

**Example.** *To sort objects by name, click on button Name.* Manipulating the added objects: copy,

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cut, delete, rename, sort, adding to calendar, zipping.

### 2.2.3. Manipulating the objects: copy, cut, rename, delete, sort, adding to calendar, zip

#### Copying the object:

1. Check the **check-box** before object, you want to copy (there may be several objects).
2. Button **Copy** makes a copy of marked objects in cache.
3. Choose/enter the folder you want to paste the objects
4. Button **Paste** envinces copied objects into the folder you entered

**NB!** Definitely use command **Paste** after command **Copy**. Otherwise the procedure will not be done.

#### Cutting the object:

You can use cut command in case you want to move object to another folder.

1. Check the **check-box** before object, you want to cut (there may be several objects)
2. Button **Cut** removes marked object(s) from a object tree and makes a copy of marked objects in cache
3. **Choose/enter the folder** you want to paste the objects
4. Button **Paste** envinces copied objects into the folder you entered

**NB!** Definitely use command **Paste** after command **Copy**. **Otherwise** chosen objects will not appear in folder you wanted and **chosen objects will be just deleted**.

#### Deleting the object:

1. Check the check-box before object, you want to delete (there may be several objects)
2. Button Delete erases marked object(s).

#### Renaming the object:

1. Check the **check-box** before object, you want to rename (there may be several objects).

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2. Button **Rename** opens new window **Renaming** where you see the objects current name and you can give a new name to object(s).
3. Button **Submit** saves the new name; button **Cancel** resets your action, and object will not be renamed.

### **Sorting the objects:**

To sort objects click on arrows at the end of objects data line. To move object up, check the check-box before object and click on arrow up.

### **Adding a object's reference to calendar:**

1. Check the check-box before object, you want to add to calendar with reference (there may be several objects).
2. Clicking on button **Calendar** opens calendar view in a new window.

The screenshot shows a web-based form for adding a calendar event. The form is titled "Lobby > IVA kasutamine > Bookshelf". It has several input fields: "Name" with the value "leaflet", "Body" (empty), "Starting time" (2005-05-02 12:05), "Ending time" (2005-05-02 12:05), "Link" (empty), "Attachment" (ner1/webtop/c6069/wt10), and "Status" (a dropdown menu with "incomplete" selected). A "Save" button is located at the bottom left of the form.

3. Fill requested fields. Remember, weblink remarks a reference to internet address and begins with http://
4. Click on button **Save** to save your actions.

### **Zipping the objects (archiving):**

Archiving function is meant for zipping files in WebTop into one zip-file. Using zip-function you can lift all files you want at once from WebTop or Portfolio to your computer:

1. Check the **check-box** before object, you want to add to zip-file (there may be several objects).
2. Click on button **Zip**
3. In opened dialog-box click **Save to Disk** to save archive to your computer.

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In order to **open archived file**, you have to have unzip-program. By unzipping first open file **index.html** and then you can choose, which subfile you want to open.

### 2.2.4. Publishing/hiding an object using object's settings

Owner of the object may allow other participants to add comments and rate this object. To tune object's settings click on padlock icon next to objects owner name.

You can define **object status**: *Unset, Draft, Revising, Final*. This enables to comment objects in different phases of preparation.

The owner of the object can define whether comments and ratings are *visible or not*

The owner of the object can define who can *access and comment* his/her objects.

The owner of the object can set a *time limit* for commenting.

- Using Object settings function you can give other course participants access to objects and allow them to comment and rate this object. You can also define object status as Unset and leave uploaded objects unshared.

**When could disclosing the object be necessary?** You need to disclose objects if you wish to keep your object concealed from others in the beginning, because it's not ready and you wish to share it good and ready. As the object is finished you can disclose it using objects settings defining who has access to that object.

**NB!** As default setting, everything in WebTop is visible to every course participant

Objects in your Portfolio are visible only to **objects owner (you) and teacher**.

With **Objects settings** you can change objects status and define who can access the object.

You can access other participants disclosed objects in their Webtop by clicking on **participants name in Workshop section**.

**NB! Don't forget to give a teacher access to your objects in Portfolio at the very latest before the submission deadline.**

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### 2.2.5. Who has viewed the objects

In IVA you can check who and when have viewed objects in your Portfolio. To check, who has viewed your object:

1. Open section **Webtop**
2. Open section WebTopThere is a objects name and objects owners name (person who uploaded the object) by every object. Click on objects owner name.
3. In next page you see who and when has viewed this object. This information is presented as a table:

Name	Date
Juku	Today
Kati	02.04.2005
Kalle	Yesterday

### 2.2.6. Course participation activity; quiz results; total grade

For every IVA course there is a statistics that participant can see:

- course participation activity,
- results of your quizzes,
- total grade of the course and teacher's comments,
- assignments and their deadlines

To see that information:

1. Open section **Webtop**
2. Click on link **Statistics** in the left menu
3. In next page you see **Information** about all your courses

**Object's information** contains following data:

- **Wieved.** How many times you have viewed the course page (reloading the page)
- **Read.** Read messages in KnowledgeBuilding of the WorkShops section of this course

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- **Posted.** Posted messages in KnowledgeBuilding of the WorkShop section of this course.
- **Media files.** Added media files to MediaBuilding of the Workshops section of this course.
- **Last access.** When did you last accessed the course.
- **Total grade.** What is your total grade for this course (teacher will insert this).
- **Comment.** teachers comments about your results, grades or works.
- **List of homeworks in Portfolio** with deadlines and grades. List of assignments given by teacher. This section is appearant only if the teacher has set up assignments with inner IVA assignement delivering tool to Portfolio.

## 2.3. Taking quizzes

You can solve quizzes from the moment as teacher has opened the quiz.

### Solving a quiz

1. Select section **Webtop**
2. Click on **Portfolio** in left menu
3. Click on test you want to solve. You see note '**I am ready, start solving**' and by clicking on that note you start solving
4. Answer the questions
5. To end solving, click on button **Save answers** (and you see note **Answers saved**).

**NB!** There may be following limits set for quiz:

- **Time limit** – time while quiz is visible and opened for solving.
- **Access limit** – quiz ist visible and opened for solving only for defined persons.
- **Group access limit**– quiz is visible and openend for solving only for defined subgroups.

### Types of quiz questions

There are following types of quizzes in IVA:

- Matching

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- Paragraph
- Yes/No
- Numerical
- Multiple choice
- Short answer
- Percent
- Mark all correct

## 2.4. Checking the quiz results

You can see quiz results by clicking **Logpage** in left menu of WebTop.

## 2.5. WIKI

### What is Wiki and Wikipage?

Using Wiki you can create a simple webpage with connected keywords for using in IVA. It means, that you can design the text on that page with simple tools (**Bold**, *Italic*, Underline) and create links, that refer to materials uploaded in IVA (more about it in 2.8.1.). Wiki is not created by IVA creators - this is a tool, which is brought in from outside IVA. We describe only simplest ploys for using Wiki. You can read more about using Wiki from <http://zwiki.org>.

Wiki has been used in www for different purposes – for example on address [www.wikipedia.org](http://www.wikipedia.org) there is an encyclopedia created and supplemented by users. In Wikipedia structure every keyword is on separate page.

A student could use Wiki in creating their essays or term papers, which would give to their work new possibilities and values.

For a teacher is Wiki the primary tool in IVA in creating course's welcome page (in Bookshelf) and very useful tool in creating a curriculum or learning directions.

### Wikipage usage possibilities

Here are some ideas and descriptions, how to use Wiki-tool for your course:

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- You can use Wiki for creating a **list of subjects/topics**. By clicking on a keyword in Wiki frontpage, there will open a subpage, where you can find more information about this keyword.


*For example: create to IVA welcome page a list of subjects, where by clicking opens a subpage containing:*

- [Webtop](#)
- [Bookshelf](#)
- [Workshops](#)

You can write to every subpage according to its **content** – information about Webtop to Webtop subpage.

- You can use Wiki for **groupwork** – for example you describe on welcome page different groupworks and for every groupwork you create a new subpage.
- You can use Wiki for creating a **course encyclopedia**.

### 2.5.2. Writing to a Wikipage

1. In sections **Webtop**, **Porfolio** and **Subgroup portfolios** in section **Workshops**, there is link **Add Wiki**.
2. Click link **Add wiki** 
3. There will open a field, where you enter the name of a Wikipage formatted as wiki-word: for example MyPlan or just Plan.
4. You can see the title of created Wikipage under tools in this section you started creating the wikipage.
5. Clicking on Wikipage's title there will open a Wikipage composing view.

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6. You can add text, create new (titles) subtopics to created Wikipage. You can change every word you enter as a wiki-word (first letter and any of the following letters is in uppercase for example FirstWiki), to weblink. With wikiword as weblinks you can move to any subpage wich is connected to a keywords in created wikipage (for example to remind, what one or another keyword means or what information is there about the keyword)

**NB!** You can change a word to wiki-word differently look 2.5.3 Formatting the wikipage links that are created like that, lead you outside from created wikipage to different webpages in IVA or outside IVA.

On the right side of Wikis special header menu, there are tools for creating Wiki, adding or changing text:

**Full** – enables you to look the perviously entered comments and wiki-words (topics/subtopics). There you can change titles of topic (for example MyPlan). To do that enter a new Wikiword into the field before reparent, rename, delete! buttons and click on reparent .

**Simple** - You can see all topics, links and comments but you can not change the title of the topic.

**Minimal Edit** opens the content of added wikipage in content box with information about author and time of entering. In this content box you can enter additional text or change perviously entered text.

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### 2.5.3. Formatting the Wikipage

#### Paragraph

- Entering text is like working with usual text redactor – as you reach the end of line, text will automatically move to new line, so you shouldn't use enter tab for moving cursor to new line.
- Pressing „enter“ two times, ends the pragraph.
- Pressing „enter“ three or more times will not create larger paragraph distinctions as pressing „enter“ two times.

#### Horizontal separation line

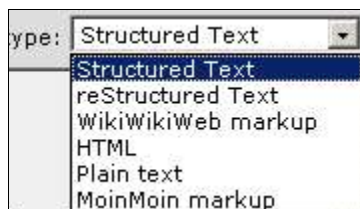
- Four or more hyphens in a row (----)creates a horizontal separation line .

#### List

- To create a list (choose for text type WikiWikiWeb markup, look in Formatting the text):
  1. leave **8 spaces** before the first element of the list;
  2. add a marking of the list – **asterisk, dot, number etc.**;
  3. go to the new line by pressing „**Enter**“;
  4. leave **8 spaces** before each element of the list and add a marking of the list
- Before second level list you should leave 8+8 spaces
- To end the list you should press „enter“ twice.

#### Formatting the text

In formatting the text it depends on text type, which plays you can use. If you choose *Structured Text (Struktureeritud tekst)*:



- **Bold text:** write the text between double asterisks: **\*\*text\*\***
- *Italic:* Write the text between single asterisks: *\*text\**

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- Underline: Write the text between single underlines: `_text_`
- Entered **webaddress** works as weblink if you **start it with http://**
- if you want to change a **keyword to a weblink**, just write it as one word and without umlaut: „**Article**“:**http://**
- If you want to use the type **Monospace**, you should leave 1 or 2 spaces before paragraph. You can end the paragraph by pressing „enter“ once (otherwise the text you entered will not appear).

**Attention!** Links created as described before, open in the same window. **Don't close the window**, or you close all IVA environment and you have to log in again. You can move back to Wikipage using **browsers Back** button.

### Creating a new Wiki subpage

You can create Wiki subpages using words in special format, so called **wiki-words**.

A wiki-word **should have**:

**Two letters in word** – the first and any of the following letters - should be **in uppercase** (for example MyName). But don't write the whole word in uppercase!

A wiki-word may contain **one or more words**. If link you want to create contains more than one word, write the words in title with uppercase first letters between square brackets: for example [My Old Friend].

Wiki-word **may not contain**:

- Numbers
- Symbols
- Only uppercase letters

**To create a new wiki-subpage:**

1. You have to decide if you want to add a comment to the end of previously entered text (enter the topic and text to content-box below and click add comment) or you want to change previously entered text (click edit in the header right menu ).
2. Write the keyword as **wiki-word** (see requierments fo wiki-word described previously)

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3. Click **Add comment** or **Save**
4. After the added wiki-word there will be a **purple question mark**, which works as a weblink, in the text. For example: MyStory?
5. If you want to change referred word to a linked subpage, **click on question mark** after the word.
  - There will open a new Wiki subpage, which title is the same as the linked wiki-word with question mark. Enter the necessary text.
  - Click on **Create**
6. If you don't want to change the referred word into linked subpage, **don't click on question mark after the wiki-word.**

**Attention!** If you don't click on question mark there will be no new page created.

**Attention!** If you have created a wikipage with keyword, the keyword will appear as a weblink to created page in whole text.

To go to **Wikipage welcome page** click on *Home* in webpage upper menu. If you want to see all subpages created with keywords, you will find them on welcome page of Wiki.

**NB!** You can create and follow up your own wikipage. To Wikipages of other course participants you can only add comments.

More information about creating and designing Wikipages you can find on webpage <http://zwiki.org>

## 2.6. How to see, what's on other participants Webtop?

In IVA you can see the content of other users Webtop and Portfolio, if the content is opened for seeing and commenting.

All objects in IVA Webtop are by default open for all course participants to see. The owner of objects can change it by changing the objects settings.

**To see objects in other course participants Webtop:**


1. Choose section **Workshops**

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2. In Workshops section you will find **list of all course participants**. Click on participants name, whos objects in Weobtop you want to see.
3. There will open a participans Webtop in new window. Click on object you want to see. To be sure, wich user's Webtop you see, look at the [IVA bread crumb strip](#).

## 2.7. IVA Mailbox

 Mailbox is visible in every IVA section on the left under the coloured strip in header of the page. Mailbox is for sending mails inside IVA . You can send a inner mail to every IVA user if you know his/her username.

Options in the Mailbox: **Mailbox, New Mail, Outbox**

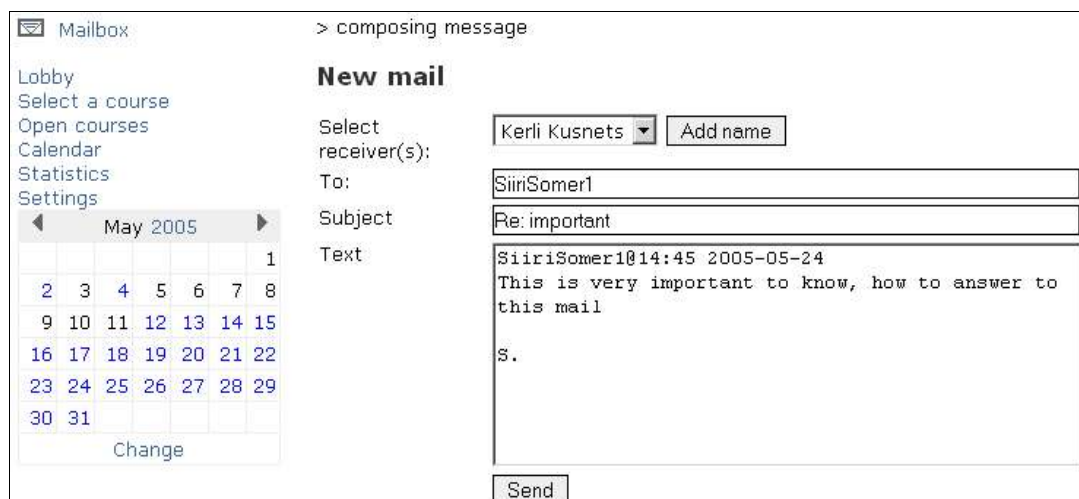
### Mailbox

Shows all incoming e-mail.

As you open an e-mail you can answer to the mail by clicking *Reply*.

### New Mail

To send an e-mail you have to enter into the field *To*: persons IVA username or choose it from the course participants list above and click *Add name*.




### Outbox

Here you can check if recipient has read your e-mail. Click on e-mail title in the Outbox. The recipients name in header of the sent mail is in bold letters as long as the recipient hasn't read your letter.

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 Mailbox		Sender: KatiMurakas <input type="button" value="Reply"/>																																																								
Lobby Select a course Open courses Calendar Statistics Settings		To: <b>SiiriSomer1</b> <input type="button" value="Reply"/>																																																								
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### 3. Bookshelf

As you enter to a IVA course you first appear to be in Bookshelf and **Courses welcome page**. Here is all important information about the course set up by teacher: course program, learning instructions etc. as wiki-pages.

A student can add comments to teachers wiki-page, but student can't change or delete it.

There is a link **New things**, where you can see a list of all learning materials you haven't read yet.

You can read more about Wiki in subdivision 2.8.

There are learning materials prepared by a teacher in Bookshelf: learning materials and instructions.

**NB! Only teacher can add materials to the Bookshelf.** Student can read, listen, watch the materials set up in Bookshelf. Therefore we concentrate in two aspects of Bookshelf section – learners level and teachers level.

If you want to go to Bookshelf section, click on **Bookshelf** in header of the course webpage.

You can find in the left menu of the Bookshelf:

- **Course info**
- **Courses welcome page**
- **Course materials set up by the teacher**

The screenshot shows the IVA Bookshelf interface. At the top, there are navigation tabs: Webtop, Bookshelf, Workshops, Management, Help, and Logout. Below the tabs, the breadcrumb path is 'Lobby > Using IVA environment > Bookshelf > additional reading'. A toolbar contains icons for 'Add folder', 'Add document', 'Add link', 'Add memo', 'Add Wiki', and 'Unzip'. The main content area displays a table of documents:

	Name		Size	Date
<input type="checkbox"/>	user story 1 (0)	Siiri Sömer	25.5 KB	Today ▲▼
<input type="checkbox"/>	user story 2 (0)	Siiri Sömer	106.5 KB	Today ▲▼
<input type="checkbox"/>	more about adult learning (0)	Siiri Sömer	1 KB	Today ▲▼
<input type="checkbox"/>	learning design (0)	Siiri Sömer	1 KB	Today ▲▼

At the bottom of the table, there are buttons for 'Cut', 'Copy', 'Paste', 'Remove', 'Rename', 'To Calendar', and 'ZIP'.

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## 3.1. Students Bookshelf

There are **a course info, courses welcome page and course materials set up by the teacher** visible for the student in courses Bookshelf.

- If teacher has organized materials into folders, then student can at first see those folders in Bookshelf. Folders are visible in the centre of welcome page and also in left menu. You can open the folder by clicking on folder title. Folder can contain objects (files, wikipages, memos etc.) and also subfolders, which open by clicking on their title.
- If teacher hasn't created folders to organize learning materials, student will see all files directly in welcome page. In that case there will be reference only to course info in the left menu of Bookshelf.

Courses welcome page is created with Wiki and student can add comments there. To add a comment, you should write your comment to the text box in the foot of the page and then click *Add comment*.

**NB!** All materials set up in Bookshelf should open immediately no matter which type of document it is. If your computer has problems with opening the document, then you should first save the document into the computer and then open it. Depending on file format, you have to have appropriate program in your computer to open these files. For example to open audio and video files you should have Windows Mediaplayer, to open files in pdf-format Acrobat Reader.

### Course info

Course info contains the following data about the course:

- Course title
- Organisation
- Description
- Methods
- Starting date (DD.MM.YYYY)
- Ending date (DD.MM.YYYY)

You can send a groupmail to the whole group in course info. It means, if you have to send to all group members a mail with the same content (a reminder, important message etc.). Using this link in foot of the course info you can post an e-mail, where in recipients line will be all course participants. So you can avoid time-consuming e-mailing to every course participant separately.

**Attention!** Only these participants will get your group mail, who have defined their e-mail address in settings (see in Lobby).

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**How to see course info**

1. Choose section **Bookshelf**
2. Click on link **course info** in left menu of the page

Webtop	Bookshelf	Workshops	Management	Help	Logout
Mailbox	Lobby > Using IVA environment > Bookshelf				
Course info	Change course info		Export course	Import to course	
Welcome page					
◦ reading material	Organisation	TLÜ			
◦ learning instructions	Date	2005-02-01			
◦ web links	Description	The course is ment for first time users. We introduce possibilities of e-learning and tools in IVA to construct your own course.			
◦ additional reading	Methods:	There will be five lectures, four assignments for individual work. Course ends with presentation of your own e-course in IVA and a short quizz			
◦ exam	Course participants	Kerli Kusnets (Kerli)	kerliku@tu.ee	info	
		Siiri Sõmer (SiiriSomer1)	minuke@tpu.ee	info	
	Send an e-mail message to whole group	Send a message to whole group by IVA internal mail	Course statistics	Archive the course	

3.

**Sending a groupmail:**

1. Choose section **Bookshelf**
2. Click on **course info** in the left menu of the page.
3. Click on link Send an e-mail message to whole group in foot of the page.
4. The mailing program in your computer (Eudora, Thunderbird, NescapeMail) will open (not web-based e-mailing page). There will be every course participants (who have defined their e-mail address in IVA user settings section) e-mail addresses on recipients line Then just write your message and send as regular e-mail.

**Sending e-mail using IVA internal mail**

1. Choose section **Bookshelf**
2. Click on **course info** in the left menu of the page
3. Click on link Send a message to whole group by IVA internal mail in foot of the page
4. There will open a page **Sending a new e-mail**
  - Pick receiver– from a list of all course participants, click *Add name*
  - *To* – if you send the groupmail form Bookshelf, all course participants are automatically added into recipients line (*To:*)

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- Subject – title of the mail
- Text – content of e-mail
- Send – delivers your e-mail

## 3.2. Teachers Bookshelf

Course info holds important information about course. To let students see information about the course in course welcome page, the teacher has to fill out the **courses welcome page** first. Note that teachers cannot add participants to a course if the course info form is not filled in. Use Wiki in filling the courses welcome page. More about wiki in subdivision 3.5.

A teacher can present and organise materials in Bookshelf as he/she wants with tools in Bookshelf (add folder, add file, add Wiki etc.). It is recommended to put learning instructions and learning materials to the Bookshelf.

Teacher can check in Bookshelf, who and when has viewed the learning materials.

### 3.2.1. Teacher: setting up the course materials

Only teacher add and remove materials to Bookshelf. The tools for set up are similar to tools in Webtop. Teacher can:

- create folders to organize materials,
- upload files,
- set weblinks,
- use simple intraIVA text editor (memo),
- create Wiki

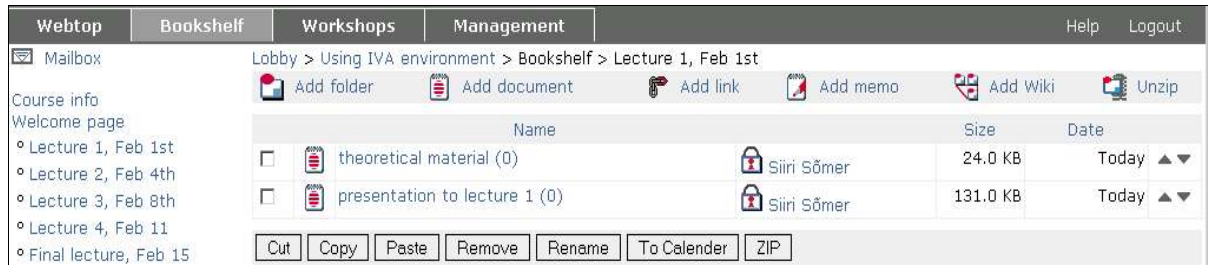
There are no rules for teacher how to construct a course. So at first the Bookshelf is completely empty. Teacher can consturct the course just like he/she considers to be right.

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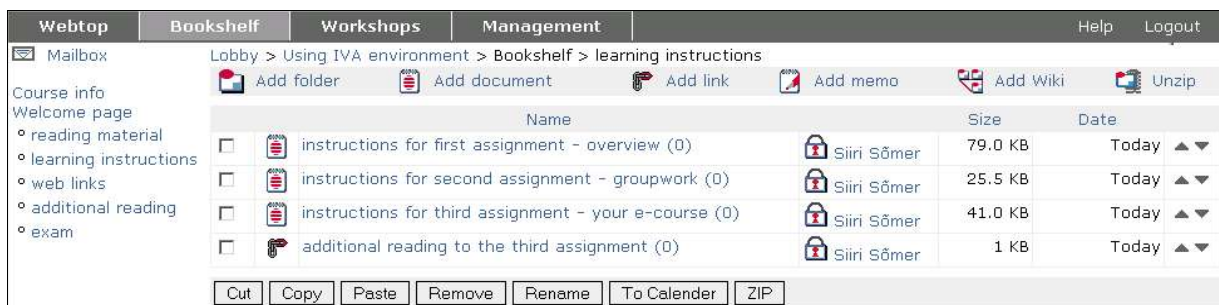
**Example 1**

Teacher wants to construct the course in chronological order. Teacher creates folders for each lecture and adds learning materials, instructions, files, links to each folder. There will be a list of created folders in the left menu of course info page. Student can access materials by clicking on folders title.



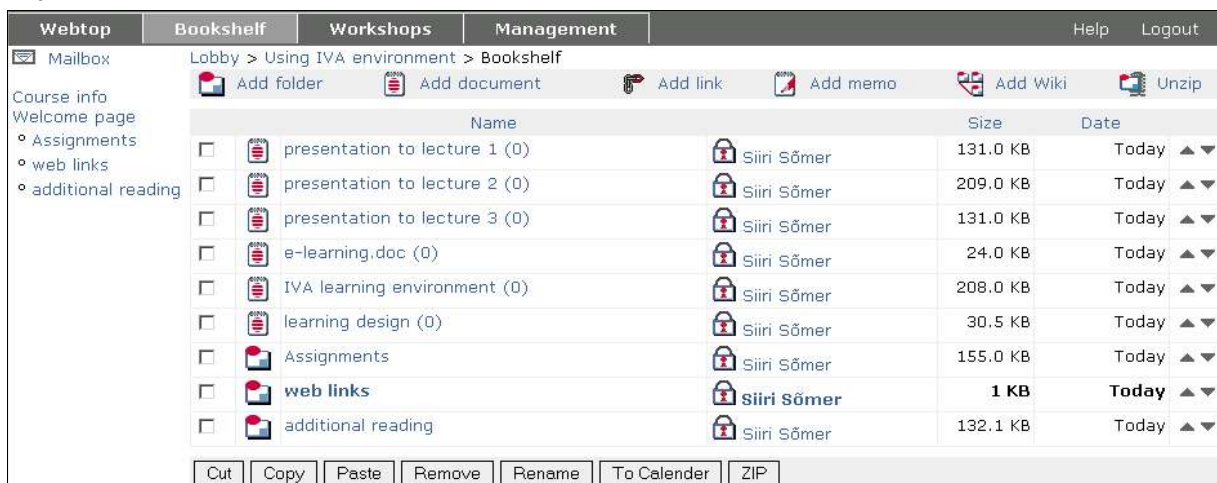
**Example 2**

Teacher wants to present course materials according to their type. Teacher creates different folders for reading material, weblinks, learning instructions etc. and adds the materials into the folders



**Example 3**

Teacher sets material unstructured or semistructured. There will be learning materials and instructions right in course info page and assignments, additional material and links are gathered into the folders. Notice, that in the left menu appear only folders and no other filetypes.



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### 3.2.2. Teacher: who and when has viewed the materials

Teacher can see, who has viewed the learning materials in Bookshelf and also, when was it viewed.

1. Open section **Bookshelf**
2. After every object in Bookshelf there is its owner name. Click on this name.
3. In new window you see, who and when has viewed this object. This information is presented as a table:

Nimi	Kuupäev
John	Today
Kate	Yesterday
Karl	06.04.2003

### 3.2.3. Teacher: changing the course info

1. Select section **Bookshelf**.
2. In new window click on upmost link **Course info**
3. Click on link  **Change course info**.
4. Button **Save** saves all changes and button **Cancel** – resets changes.

1.

You can change following information:

- Course title
- Organization
- Description
- Methods
- Starting time (DD.MM.YYYY)
- Ending time (DD.MM.YYYY)
- Quote - Moto that describes the course. It will appear in Statistics as student enters the course

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- Logo – Logo or image that characterizes the course. It appears in Lobby before the title of the course and on welcome page in Bookshelf section
- Status – it is visible in IVA statistics. Status should be set according to courses stage at the moment:
  - **Preparation** – if course is still in preparation phase.
  - **Open** – course appears in section *Open courses* in the left menu of the Lobby. Students can there apply for a course.
  - **Closed** – time for applying has passed. Course doesn't appear in *open courses* section anymore
  - **Finished** – the course is over
  - **Automatic** - If teacher doesn't want show the course in section Open courses in Lobby. Teacher has to add students him/herself.

**Attention!** In time you change course info, you'll be automatically in IVA Administration section. As you save or cancel changes in course info, you move automatically back to Bookshelf section.

Webtop	Bookshelf	Workshops	Management	Help	Logout
✉ Mailbox	Lobby > Using IVA environment > Management > Course info				
Participants Assignments Quizzes Calendar events Course info	<b>Editing course Using IVA environment</b>				
	Fields marked in bold are required!				
<b>Course title:</b>	<input type="text" value="Using IVA environment"/>				
<b>Organization:</b>	<input type="text" value="TLU"/>				
<b>Category:</b>	<input type="text" value="None"/>				
<b>Description:</b>	<input style="width: 100%;" type="text" value="The course is ment for first time users. We introduce possibilities of e-learning and tools in IVA to construct your own course."/>				
<b>Methods:</b>	<input style="width: 100%;" type="text" value="There will be five lectures, four assignments for individual work. Course ends with presentation of your own e-course in IVA and a short quizz"/>				
<b>Credits:</b>	<input type="text" value="50"/>				
<b>Course ID:</b>	<input type="text"/>				
<b>Starting time:</b>	<input type="text" value="2005-02-01"/>				
<b>Ending time:</b>	<input type="text" value="2005-03-28"/>				
Quote:	<input type="text"/>				
Logo:	<input type="text"/> <input type="button" value="Browse..."/>				
<b>State:</b>	<input type="text" value="Preparation"/>				
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

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### 3.2.4. Teacher: monitoring course participation activity; results of quizzes; final grade and comments to students

There are tools for a teacher in IVA to:

- monitire course participation activity in course statistics
- see test results and add comments if necessary
- give a final grade and comments to it.

All these actions are possible to do for one student or for whole group.

#### How to see statistics

1. Select section **Bookshelf**
2. Select **Course info** in left menu
3. Choose wether you want to see overall statistics about a course (click on link course satistics) or you want to see statistics of one specific user (click on link *info* after users name).

Webtop	Bookshelf	Workshops	Management	Help	Logout
Mailbox	Lobby > Using IVA environment > Bookshelf				
Course info	Change course info		Export course	Import to course	
Welcome page	Organisation	TLÜ			
◦ reading material	Date	2005-02-01			
◦ learning instructions	Description	The course is ment for first time users. We introduce possibilities of e-learning and tools in IVA to construct your own course.			
◦ web links	Methods:	There will be five lectures, four assignments for individual work. Course ends with presentation of your own e-course in IVA and a short quizz			
◦ additional reading	Course participants	Kerli Kusnets (Kerli)	kerliku@tu.ee	info	
◦ exam		Siiri Sõmer (SiiriSomer1)	minuke@tpu.ee	info	
	Send an e-mail message to whole group	Send a message to whole group by IVA internal mail	Course statistics	Archive the course	

#### Statistics contains:

- **Viewed:** How many times has the page been opened (reloaded)
- **Read:** How many messages has been read in Knowledge building section
- **Posted:** How many messages has been posted Knowledge building section

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- **Media files:** How many messages has been added in Jamming section
- **Test results:** Test results are presented in three ways – gained points/maximum points and percent of right answers. Test results are given as links to the test. By clicking on results you open the test with questions, student answers, right answers and comments
- **Last access:** When was the course last accessed
- **Final grade:** How was the course passed through, teachers evaluation
- **Comment:** Teachers comment about participation, assignments and grades

**Attention!** As you look, enter or change this information, you will be automatically sent to Administration section.

Webtop	Bookshelf	Workshops	Management	Help	Logout																												
Mailbox Lobby > Using IVA environment > Webtop > logpage																																	
<table border="1"> <thead> <tr> <th colspan="2">Overall information</th> </tr> </thead> <tbody> <tr> <td>Viewed:</td> <td>1074</td> </tr> <tr> <td>Read:</td> <td>1</td> </tr> <tr> <td>Posted:</td> <td>1</td> </tr> <tr> <td>Media files:</td> <td>4</td> </tr> <tr> <td>Last access:</td> <td>12:48 2005-05-26</td> </tr> <tr> <td>Total grade:</td> <td></td> </tr> <tr> <td>Comment:</td> <td></td> </tr> </tbody> </table>						Overall information		Viewed:	1074	Read:	1	Posted:	1	Media files:	4	Last access:	12:48 2005-05-26	Total grade:		Comment:													
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Viewed:	1074																																
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<table border="1"> <thead> <tr> <th>Title</th> <th>Submission</th> <th>Type</th> <th>Deadline</th> <th>Max:</th> <th>Points</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>short overview of e-learning possibilites</td> <td>Kerli Kusnets</td> <td>Peer review</td> <td>12:41 2005-05-25</td> <td>15.0</td> <td>10.0</td> <td></td> </tr> <tr> <td>self control</td> <td>Submission</td> <td>Quiz</td> <td>12:28 2005-05-26</td> <td>4.0</td> <td>3.0</td> <td></td> </tr> <tr> <td>test1</td> <td>Submission</td> <td>Quiz</td> <td>12:28 2005-05-26</td> <td>6.0</td> <td>0.0</td> <td></td> </tr> </tbody> </table>						Title	Submission	Type	Deadline	Max:	Points	Comment	short overview of e-learning possibilites	Kerli Kusnets	Peer review	12:41 2005-05-25	15.0	10.0		self control	Submission	Quiz	12:28 2005-05-26	4.0	3.0		test1	Submission	Quiz	12:28 2005-05-26	6.0	0.0	
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**Attention!** If user hasn't entered a course yet:

- as you click on *info* after users name, you see a note 'User has no events'
- in course statistics you see information only about these users, who has entered course at least once.

**Entering final grade and comments**

1. Select section **Bookshelf**
2. Select **course info** form left menu
3. Select link **Course statistics** from foot of the page
4. Enter final grades and, if necessary, comments

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5. To see test results, click on link *Test results* after the user name. Test results are presented in three ways: gained points/maximum points, percent of right answers. If students has solved test several times, the results are presented sequentially and are separated with colon.
6. If you want to change the automatically calculated results or you want to add a comment, click on test result (given as a link)

Kasutajanimi	Lehti avatud	Sõnumeid lisatud	Sõnumeid loetud	Meediafaile lisatud	Testide tulemused	Viimane külastus	Koondhinne	Kommentaar
Juku	134	0	2	0	; <a href="#">42.0 / 50.0</a> , <a href="#">84.0 %</a> ;	13:48 11.04.2003	5	Suurepärase!
Mai	61	0	0	0	; <a href="#">2.5 / 50.0</a> , <a href="#">5.0</a> %;	10:33 14.05.2003	4	Väga hea
Kati	44	0	0	0	<a href="#">20.08 / 50.0</a> , <a href="#">40.16 %</a> ;	10:51 14.05.2003	3	tulemus arvesta

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## 4. Workshops

### 4.1. What is section Workshops

Workshops is a section for group activity and interaction. There are following subsections:

- KnowledgeBuilding
- Jamming
- Soubgroups

On Workshops first page there is a **list of course participants**. As you click on participants name, you can see items on his/her webtop or **Portfolio**, if he/she (owner of the portfolio) has allowed it.

### 4.2. Knowledge Building

#### 4.2.1. What is Knowledge Building?

Knowledge Building is a tool for group discussions. To manage discussions there are many different conceptions for holding on topic and clear structure of discussion. In IVA there are two basic conceptions – Investigative Learning and Six Hats Thinking. If necessary, it is possible to use the common discussion forum.


#### 4.2.2. Taking part in Knowledge Building discussions

A student can participate in KnowledgeBuilding discussions after the teacher has created discussion contexts and defined in which format will the discussions take place. Discussions can be as common discussion forums or choose one of the basic concepts.

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### Starting a new thread to created context





1. Select section **Workshops**
2. Select **KnowledgeBuilding** from the left menu
3. Choose which concept you want to participate and click on it title
4. Click on link  **Start new thread**
  - If teacher selected *Six Hat Thinking* concept, student will automatically be in a role of *Blue hat* and new thread has automatic start: „*Jälgides kõrvalt meie arutelu protsessi, ... (Observing our discussion, ...)*“
  - If you have chosen *Uuriv õppimine (investigative learning)*, the new thread begins with “Tahaksin saada teada, miks/kuidas... (*I'd like to know why/how...*) Tahaksin uurida, miks/kuidas... (*I'd like to explore why/how...*)”. There are guiding questions: “ Kas tahad esitada ühiseks aruteluks probleemi, mis **sulle endale huvi pakub?** (*Do you want to ask a question what's interesting to yourself?*) Kas tahad selgitada oma **uurimiseesmärke?** (*Do you want to explain your research objective?*)”
  - If teacher has selected *Forum*, the new thread will be a new message

### Taking part in discussions

1. Select section **Workshops**.
2. Select **Knowledge Building** ifrom left menu.
3. Choose which context or discussion in context you want to take part in and click on it's title
4. **If there has been created no threads to context**, you have to create a thread first
5. **If there is already thread created to context**, you just add your message to thread.

### Discussion settings

User can change settings of discussions first page:

- If there is more than one contexts, the up and down arrows appear before the context title  . You can move the context upwards or downwards by clicking on that arrow.
- Next to context is link **hide context** / **Show context** . clicking on these links you can hide or show the context..

**If context is hidden**, only title of the context, the number of added notes and messages will be

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displayed.

**If the context is not hidden**, there will be displayed the title of the context, number of new notes, number of messages, short descriptions of context, link to full description, started threads, time when threads were added, who added the thread and number of messages to this thread.

**Attention!** There might be more than one thread within one context.

### Using Knowledge Building

At first teacher creates context related to current topic. With context teacher selects also the format of the discussion – usual forum or knowledge based discussion.

Based on context, there will be created one or more threads, which opens discussions. To take part in discussion, student has to select a *knowledge type*.

Select:


- If teacher has selected *Six Hats Thinking* for format of discussion, thread participant chooses his/her „Hat“ and participates in discussion from certain position. There are six hats: **blue** (distanced from problem, observes the process of discussion), **white** (concentrates on missing information), **red** (based on emotions and intuition), **green** (new suggestions based on constuctivity and creativity), **yellow** (optimistic, find always a bright side in the matter), **black** (cautiousness, points out risks). Specific explanation about meaning of hats opens as you click on  next to knowledge type when you are answering to a thread.
- If teaches has selected *Uuriv mötlemine (investigative thinking)* for format of discussion, at first you have to pose your problem. Then you specify the problem, is it an answer to previously entered message, new message, question or suggestion to context or previous opinion.

### 4.2.3. Teacher: starting with Knowledge Building

- Teacher opens the Knowledge Building work by creating a discussion context. If teacher hasn't created any contexts, student doesn't see a Knowledge Building option in left menu of Workshops.
- As important as creating the discussion context, is selecting of knowledge type for discussion. It depends on posed problems and teacher's peferenes. The closer explanation about knowledge types is in subdivision **5.2.2 Using Knowledge Building**.


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1. Select section **Workshops**
2. Select **Knowledge Building** from the left menu
3. Click on link  **Create new context**
4. In new page **Creating a new context for discussion** fill out following fields:
  - **Title of the context** – context will be presented by that to students (for example: *E-learning as alternative to classroom learning*).
  - **Short description** – introductive short text (for example: *E-learning has become very important form of learning. Still there is some mistrust to e-learning*).
  - **Long description** – elaborated description (for example: *there are lots of possibilites to bring e-learning to bear: well developed e-learning environments, lots of people have their own compuers and internet access, there are opened computer classes in libraries and public schools. Although universities and some organisations prvide e-learning courses, most teachers and also learners tend to prefer the usual classroom learning model.*)
  - **Knowledge type set** – slect knowledge type: Uuriv õppimine (investigative learning), Six Hats Thinking or Forum

**What is the difference between short and long description?** As student enters to Knowledge Building section, at first she/he sees the title and short description of context. At the end of short description there is a link [full description](#), which opens the long description of discussion context

5. Press the button *Continue* to save your context, press the button *Cancel* to reset the context.


Webtop	Bookshelf	Workshops	Management	Help   Logout
 Mailbox		Lobby > Using IVA environment > Workshop > creating context		
Knowledge Building Jamming Subgroup portfolios		<h3>Creating a new context for discussion</h3>		
Title of the context:		<input type="text" value="E-learning as alternative to classroom learning"/>		
Short description:		<input type="text" value="E-learning has become very important form of learning. Still there is some mistrust to e-learning"/>		
Long description:		<input type="text" value="there are lots of possibilites to bring e-learning to bear: well developed e-learning environments, lots of people have their own compuers and internet access, there are opened computer classes in libraries and public schools. Although universities and some organisations prvide e-learning courses, most teachers and also learners tend to prefer the usual classroom learning model"/>		
Knowledge type set:		<input type="text" value="Progressive Inquiry"/>		
Use roleplay:		<input type="checkbox"/>		
Show only roles:		<input type="checkbox"/>		
		<input type="button" value="Continue"/> <input type="button" value="Cancel"/>		

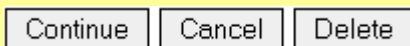
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### 4.2.4. Teacher: changing the context of Knowledge Building

Teacher can change the context of Knowledge Building, if necessary:

1. Select section **Workshops**.
2. Select **Knowledge Building** from left menu
3. Click on link  **edit context** up and right part of the page
4. Make all changes you need
5. Press the button *Continue* to save your context, press the button *Cancel* to reset the context, press the button *Delete* to delete the context.



## 4.3. Jamming

### 4.3.1. What is Jamming?

Jamming is the place for collaborative digital jamming sessions. Jamming enables with audio, video files to:

- upload
- make new versions of presented files and show the relation to the primal file (descendence tree)
- comment uploaded files



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### 4.3.2. Opening the jamming session

1. Select section **Workshops**
2. Select **Jamming** in left menu
3. You see all existing jamming sessions. Click on projects title or icon you want to open.

### 4.3.3. Working with jamming session

1. Open jamming session. You'll see:
  - content of mediaproject
  - title of mediaproject
  - uploaded icons
  - links to comments
2. Read the content of Mediaproject.



**To see mediafile** click on icon of the file (to move back use the back button of your browser)

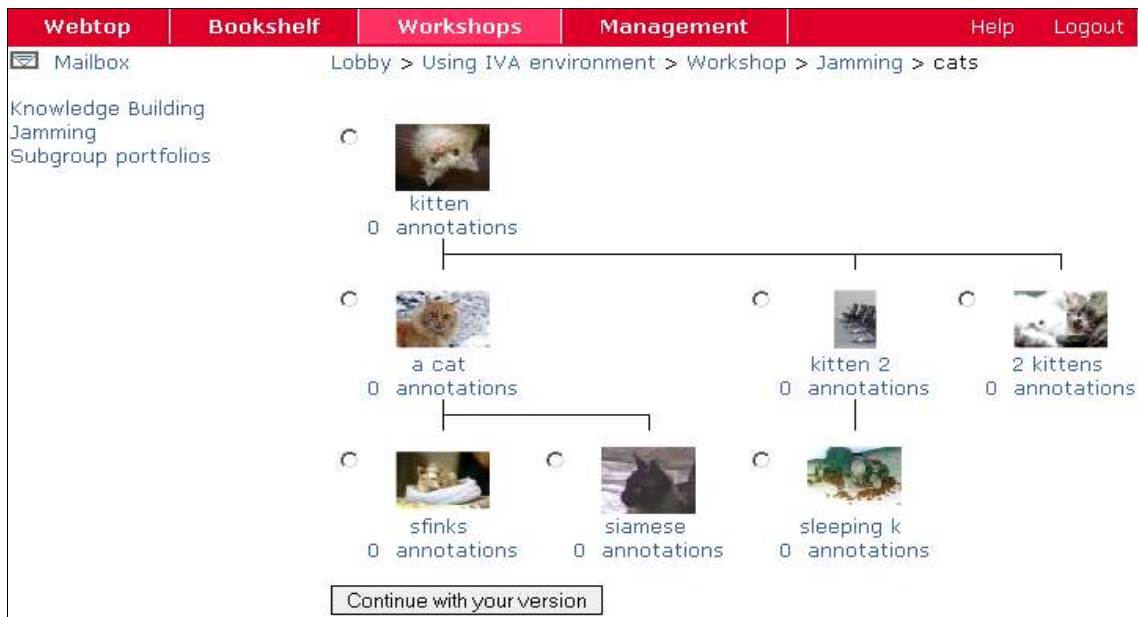
#### Descendence tree of the media files

All files that are added to the mediaproject are related to each other. From the first object there will be branching new objects. To visualize this branching, there are connection lines between

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related objects, so called descendance tree. This is the easiest way to give a structured overview.



**How to add your version of the object**

1. Open media project
2. Mark the object, to which you want to add your version (branched directly from first object or from one of your coursemates objects)
3. Click **Continue with your version**.
4. Fill the field **Title of jam session** (**Attention!** Only 10 first letters will be displayed in descendance tree).
5. Upload the file using **Browse** button.
6. Press the button **Submit** to save your session or **Cancel** to reset your session

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To read comments, click on link **annotations**.



### Viewing annotations

In annotation view you can see all annotations concerning this object. By every comment there is the time, when annotation was added and who added this

Lobby > Using IVA environment > Workshop > Jamming > cats > sleeping kitten > viewing annotations

### Viewing annotations




sleeping kitten

Annotation	Who	Time
<input type="checkbox"/> this is a good photo. Maybe the focus could of been better.	Siiri Sömer	15:03 2005-05-27

 Add\_annotation

Remove annotations   Restore annotations   Remove artefact

### How to add your annotation


1. Open annotation view
2. Click on link  **add annotation**
3. Write your comment into the textfield
4. Press the button **Submit** to save your annotation or **Cancel** to reset your annotation

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#### 4.3.4. Teacher: adding a new jamming session

For students to start work in Jamming, **teacher has to add jamming session:**

1. Select section **Workshops**
2. Select **Jamming** from the left menu
3. Click on link  **Add new jam session**
4. Fill out fields in **Adding new jamming session** page
5. Click **Submit** to save the jam session, click **Cancel** to reset your actions.

Fields in **Adding new jamming session** page:

- **Title of jam session**
- **Type of jam session** – You can select for jam session type:
  - - **Mutate on previous** – in case you want to add your version to previously entered objects
  - - **Explore possibilities** – if you start new jamming session
  - - **Diverge & Converge** -
    - **Description of jam session** – content of the jamming session, goals, tasks and other necessary information
    - **Name of the starting artefact** – the name of the artefact that will be displayed.
- **Attention!** In front page of jamming session (descendence tree) will be displayed only first 10 letters of artefact name
  - **Upload the starting artefact** – the file that is starting the jam session (for example, if jamming session is for designing a new logo, the starting artefact could be a current logo). Click **Browse** to find file you want to upload.
  - **Annotation for the starting artefact** – teachers comments (whether there is something special to pay attention, anything well done, something to change etc.)

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The added jamming session will be displayed like this:

Pildi juurde selgituseks:

- **The icon** of the artefact depends on type of uploaded mediafile
- **note Cats** is the name of the jamming session
- **Explore possibilities** is the type of the jamming session
- **0 new artefacts** shows how many new artefacts has been added since the last visit
- **5 artefacts** shows how many files has been added to this jamming session

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### Teacher: censoring annotations and added mediafiles

**Censoring annotations** means, that teacher can if necessary change annotations invisible. So teacher doesn't change the content of annotation, but makes the whole annotation invisible.

There will be a note about censoring in annotations view. It says that annotation is censored and when it was censored. You will also see, who added the annotation.

It is possible also to restore the annotation

It is possible to censor also mediafiles, not only annotations.

### Teacher: censoring an annotation

1. Open the annotation view
2. check annotations you want to censor
3. Click **Remove annotations**

### Teacher: canceling the censoring of annotation

1. Open the annotations view
2. Check the censored annotations you want to restore
3. Click **Restore annotations**

### Teacher: censoring a mediafile

1. Open the annotations view
2. Check the mediafiles you want to censor
3. Click **Remove artefact**

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### Teacher: deleting a mediafile

It is not possible to do delete separate files or annotations inside jamming session, it is possible to censor them. It is possible to delete only the whole jamming session.

1. Select section **Workshops**
2. Select **Jamming** from the left menu
3. Check the jamming session you want to delete.
4. Click **Delete** .
5. There will be a warning - „Are you sure you want to delete the following jam sessions: jamming session title“ To delete the jaming session click **OK**, to restore the jamming session click **Cancel**

## 4.4. Subgroup Portfolio

1. Select section **Workshops**
2. Select **Subgroup portfolios** from the left menu
3. If teacher asked to create subgroups, click **Subgroup management**
4. Click **Add subgroup**

## 4.5. Creating a subgroup

### What is a subgroup?


Subgroup is collaboration area, and by its nature **subgroups Webtop**. Group members can take the same actions as in their personal Portfolio in Webtop. Everything in Subgroup Portfolio is visible only to subgroup members. You can create several subgroups. One person can be a member of many subgroups.

Subgroup members can present their works in subgroups portfolio.

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**Adding a subgroup**

1. Select section **Workshops**
2. Click on **Subgroup portfolios** in the left menu of the page
3. Click on **Subgroup management** in the centre of the page
4. Click  **Add subgroup**
5. In the field **Name of the subgroup** write the name of new group
6. Click **Save**

**Attention!** Subgroups have to have different names.

**Attention!** Subgroup name can't contain symbols or letters with umlaut.

**Defining subgroup members**

Mark the subgroup you want to add/remove members to. Click **Membership**



You see two lists **Course participants** and **Subgroup members**

- Course participants - all participants of this course.
- Subgroups members – course participants you have added to this subgroup

**Adding members to a subgroup**

1. check/mark people in Course participants list, you want to add to subgroup members
2. click **Move**



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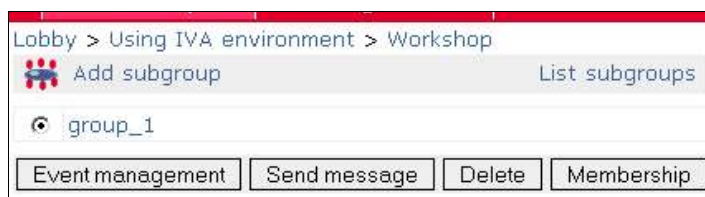
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### Removing members from subgroup

1. check/mark people in Subgroup members list you want to remove from subgroup
2. Click **Move**

### Deleting Subgroup

1. Select Subgroups portfolios
  2. Select subgroup management
  3. Check/mark the subgroup you want to delete.
  4. Click **Delete**
1. **NB!** You can delete only this subgroup you have created, if there hasn't been added any objects (files).



### 4.5.2. Working in subgroups

1. Select section **Workshops**.
2. Select **Subgroup portfolios** from the left menu. If you have been added to subgroup you'll see the title of this subgroup. Click on title of subgroup you want to open.
3. There is similar working area in Subgroups portfolios section, as you have in your personal portfolio in Webtop section. You can add files, folders, memos, links, create Wikipages. In footer you see **all subgroup members**.

**NB!** you can add files, folders, links, etc only to these subgroup portfolios, which member you are



4. You can add annotations to objects in subgroups portfolios. Just click on number (0 , 1, 2, etc) after the objects name.

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5. Teacher can give student an assignment to create subgroups themselves. At first you need to agree on who belongs to which subgroup. See subchapter **Addin a subgroup**

**Attention!** You can delete, copy or rename only these subgroups, you have added!

### 4.5.3. Who belongs to other subgroups?

You can see, who belongs to other subgroups of this course:

1. Select **Workshops**
2. Click **Subgroup portfolios** in the left menu. You see a list of all subgroups of this course
3. Click on name of the subgroup which members you want to see.

\* or click **Subgroup management** and **List subgroups** to see members of all subgroups of this course

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## 5. Administration

**Administration** section is visible and opens only to teachers. In administration section teacher can manage the course actions.

- **Participants** – adding/removing course participants
- **Assignments** - creating new assignments or evaluating homeworks submitted by students
- **Quizzes** - creating, managing and editing quizzes, defining quiz settings and viewing quiz results
- **Calendar** - adding, modifying or deleting course events. Students will see the events in their calendar
- **Course info** - holds important information about course. Note that teachers cannot add participants to a course if the course info form is not filled in.

### 5.1. Users administration

Course participant can be in **teachers** or in **students** role. Participant can have only one role in the one course, but different roles in different courses (for example you have been added to three courses. In one course you act as a teacher, and in other two as a student). The creator of the course is always in teachers role and can add more teachers to the course if necessary.

**Attention!** To add a new participant to the course, the IVA user has to be:

1. registered IVA user
2. entered to IVA environment at least once (this activates her/his IVA user account)

#### Changing the list of course participants

1. Select section **Administration**
2. Select **Participants** from the left menu
3. There will open a formula “**Adding new users to course** courses title”.

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- **Last name** – enter the last name of the IVA user to appropriate field and click **Search**
- **First name** - enter the first name of the IVA user to appropriate field and click **Search**
- **Affiliation** – select the affiliation of the person you want to find from the ... and click **Search**
- **Displaying all IVA users** – leave all the fields empty and click **Search**

**NB!** If you want to see all IVA users, whos name begins with specific letter, enter this letter to the last or first name field and click **Search**. All users, whos last or first name begins with that letter will be displayed.

There will be displayed all IVA users in left menu. In right menu, there will be two sections: **Teachers** and **Students**. There you can see, who has been added to your course and which role she/he has.

#### How to add a teacher

Search for the IVA users as described before. Select IVA users, who you to add to your course teachers, marking the selectbox before users name and click **Add by Teacher** selection.

#### How to add a student

Search for the IVA users as described before. Select IVA users, who you to add to your course students list, marking the selection box before users name and click **Add by Student** selection.

#### How to remove a teacher

Select persons, you want to remove rom the course **teachers list**, by marking the selection box before the teachers name and click **Remove**.

#### How to remove a student

Select persons, you want to remove rom the course **students list**, by marking the selection box before the students name and click **Remove**.

**Attention!** This page is disabled until all course information is submitted and course status is open(not preparing, not finished)

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Lobby > Using IVA environment > Management > Participants

This page is disabled until all course information is submitted and course status is open(not preparing, not finished)

**Adding new users to course Using IVA environment**

Last name:

First name:

Affiliation:

Teachers
<input type="checkbox"/> Kerli Kusnets
<input type="checkbox"/> Siiri Sõmer

Students
----------

## 5.2. Administrating quizzes

Teacher can administrate quizzes only in Administration section. Here you can:


- create new quizzes; add, change, delete questions
- save questions to the pool and search for questions from the pool
- enter the metadata to the quizzes or to quiz questions
- show and hide quizzes
- set the restrictions to quiz accessibility

### Created and published quizzes are visible in Portfolio in Webtop

Creating a quiz consists four steps:

1. Creating a new, empty quiz
2. Renaming the quiz
3. Entering the questions or selecting from the questions found in pool
4. Publishing the quiz and defining how many times can student solve the test

### 5.2.1. Creating a new empty quiz

1. Select section **Administration**
2. Select **Quizzes** from the left menu
3. Click on  **Add quiz**

**Attention!** Quizzes have by default names *quiz1*, *quiz2*, *quiz3*, and so will they displayed also in Portfolio in Webtop, if you don't rename the quizzes.

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### 5.2.2. Renaming the quiz

1. Mark the radio button before the quiz you want to rename
2. Click on **Settings** below
3. Enter the name you want to give to the quiz and click **OK**

Lobby > Using IVA environment > Management

#### Changing the quiz settings

Title:

Description:

Type:

Randomize questions:

Answers visible:

#### Permissions

Not public yet

Open for all timelimit

Open for subgroups

Open for persons restrictions

### 5.2.3. Adding quiz questions

#### Types of questions

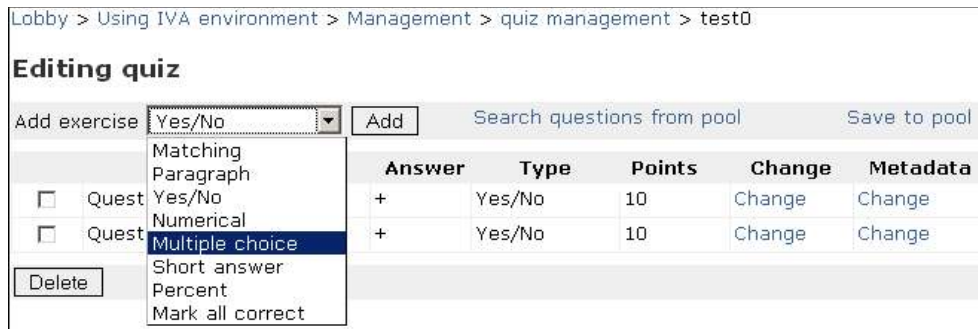
- Matching
- Paragraph
- Yes/No
- Numerical
- Multiple choice
- Shot answer
- Percent
- Mark all correct

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**How to add a question**

1. Select **Quizzes** in Administration section. Click on the nme of the quiz you want to add a question to.
2. There will open an **Editing quiz** page, where you can see already added questions too.
3. Select the type of question from ...menu
4. Click **Add**. You can search for the questions in Pool or create new questions by yourself.



**5.2.4. Questions according to their type**

In this chapter are presented the types of test questions as teacher sees them in Administration section.

**NB!** You can design the text of the question using all tools of text redactor: choose the style, font, size, colour, background add weblinks use upper and lower cases (m<sup>2</sup>) etc.

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Lobby > Using IVA environment > Management > Using IVA environment > quiz management > test0 > question


**Editing a question**

**Yes/No**

Question text:

font size color silver

**B I U** S m, m<sup>2</sup>



Is the weather in **Kuressaare** warm enough *to swim*?  
 Remember that water under 19 °C is not warm enough to swim.  
 use <http://www.ilm.ee>

Maximum number of points for this question:

## Matching

Student has to match variants in left column with variants in right column

Lobby > Using IVA environment > Management > Using IVA environment > quiz management > test0 > question

**Editing a question**

**Matching**

Question text:

font size green white

**B I U** S m, m<sup>2</sup>

Match the **pairs** according to logic of *IVA learning* environment

Left column	Right column
<input type="text" value="Webtop"/>	<input type="text" value="assignments"/>
<input type="text" value="Bookshelf"/>	<input type="text" value="course materials"/>
<input type="text" value="Workshops"/>	<input type="text" value="discussion forums"/>
<input type="text" value="Lobby"/>	<input type="text" value="applying for a course"/>

Maximum number of points for this question:

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**How does it look for students:**

Lobby > Using IVA environment > Management selftest											
Match the <b>pairs</b> according to logic of <i>IVA e-learning environment</i>	<table border="1"> <tr> <td>Lobby</td> <td>assignments</td> </tr> <tr> <td>Webtop</td> <td>assignments</td> </tr> <tr> <td>Bookshelf</td> <td>assignments</td> </tr> <tr> <td>Workshops</td> <td>assignments</td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>assignments</li> <li>course materials</li> <li>discussion forums</li> <li>aplying for a course</li> </ul> </td> </tr> </table>	Lobby	assignments	Webtop	assignments	Bookshelf	assignments	Workshops	assignments		<ul style="list-style-type: none"> <li>assignments</li> <li>course materials</li> <li>discussion forums</li> <li>aplying for a course</li> </ul>
Lobby	assignments										
Webtop	assignments										
Bookshelf	assignments										
Workshops	assignments										
	<ul style="list-style-type: none"> <li>assignments</li> <li>course materials</li> <li>discussion forums</li> <li>aplying for a course</li> </ul>										
<input type="button" value="Check"/>											

**Multiple choise**

In multiple choise question, student has to mark only **one** right answer.

Teacher enters question in the main field and enters the possible answers in column **Responses** and marks with radion button the right answer. Behind every possible answer there is a field **Feedback** where teacher can enter additional comments if necessary. Students see the comments only if teacher has allowed it in quiz settings.

**Attention!** After clicking **Save**, there will always be a **new empty line for another possible answer**.

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








Lobby > Using IVA environment > Management > Using IVA environment > quiz management > test0 > question

### Editing a question

#### Multiple choice

Question text:

font size orange white

**B** *I* U    \$  $m_1$   $m^2$          

Which one of the following is **not** an **e-learning environment**?

Responses		Correct Feedback
<input type="text" value="WebCT"/>	<input type="radio"/>	<input type="text" value="E-learning environment"/>
<input type="text" value="IVA"/>	<input type="radio"/>	<input type="text" value="E-leraning environment"/>
<input type="text" value="Google"/>	<input checked="" type="radio"/>	<input type="text" value="search engine"/>
<input type="text" value="LearnLoop"/>	<input type="radio"/>	<input type="text" value="e-learning environment"/>

Maximum number of points for this question:

**How does it look for students:**

Lobby > Using IVA environment > Management selftest

Which one of the following is **not** an **e-learning environment**?

- WebCT
- IVA
- Google
- LearnLoop

**Numerical**

By this type of question there is a right answer and allowed range of mistake. The allowed range of mistake is entered as a range of numbers – teacherd defines the lower limit and upper limit of the answer. Student can not see this defined range of mistake.

Teacher can choose wether the evaluation for this question is range or gradual.

- **Range** – if the answer is between lower and upper limit, the answer is considered right and gets maximum points.

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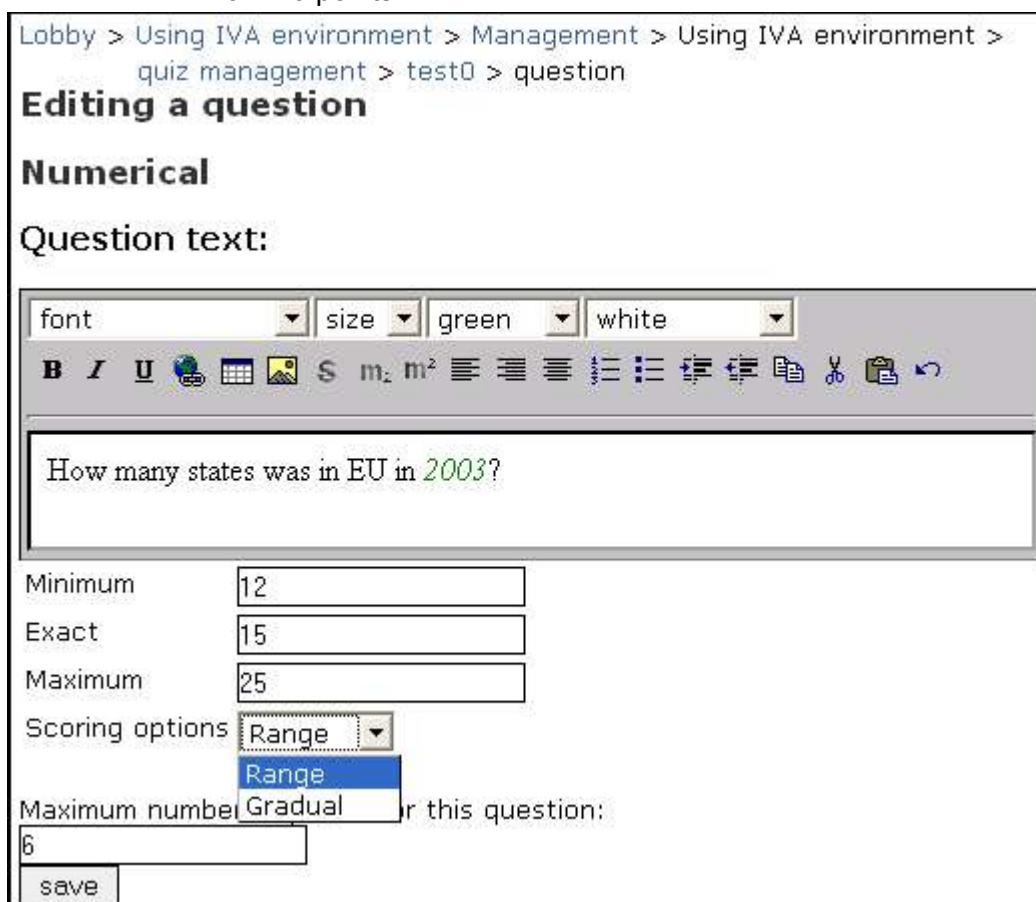
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**Note**, if the range is between 7 and 13, the right answer can be 8 – 12,9. If you want 7 or 13 considered to be the right answers too, the upper limit has to be 14 and the lower limit 6.

- **Gradual** – the result depends on how far from the right answer is the student answer inside of the defined range.

**Example:** If the right answer is 10, upper limit is 13 and lower limit is 7 and maximum result is 10 points then answers 7,8,9,10,11,12,13 will give following result:

7 and 13 = 0 points  
 8 and 12 = 3,3 points  
 9 and 11 = 6,7 points  
 10 = 10 points



**Mark all correct**

By this type of question, there can be several right answers.

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Lobby > Using IVA environment > Management > Using IVA environment > quiz management > test0 > question

### Editing a question

#### Mark all correct

Question text:

font    size    green    white

**B**   *I*   U               m<sub>2</sub>   m<sup>2</sup>

What are the tools for *individual work* in IVA learning environment?

Responses	Feedback	Correct
Portfolio	presenting assignments	<input checked="" type="checkbox"/>
Knowledge building	discussion forum	<input type="checkbox"/>
Welcome page	applying to a course	<input type="checkbox"/>
Statistics	course information: grad	<input checked="" type="checkbox"/>
Bookshelf	course info set by a teac	<input type="checkbox"/>

Maximum number of points for this question:

10

**Note!** If you want to enter more possible answers as there is free fields, after filling these fields click **Save** open the question and there will be additional fields for answers. You can open question in page 'Editing quiz' by clicking **change** on the question line.

**How does it look for students:**

Lobby > Using IVA environment > Management selftest

What are the tools for *individual work* in IVA learning environment?

Portfolio	<input type="checkbox"/>
Knowledge building	<input type="checkbox"/>
Welcome page	<input type="checkbox"/>
Statistics	<input type="checkbox"/>
Bookshelf	<input type="checkbox"/>

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**How goes the evaluation:**

By creating the question, teacher has to define the maximum points for right answers. This defined result will be divided into so many equal parts as there are possible answers.

**Example:** If the maximum result is 3 points and there are 3 possible answers, then value of every answer is 1 point no matter if the answer is defined to be correct or incorrect.

The result will be calculated as following:

- Every correctly answered variant gives defined amount of points (maximum points divided by the number of possible answers)
- Marking the correct answers and *leaving incorrect answerd unmarked* is considered as right answer.
- If student marks incorrect variants the answer is considered as wrong and student gets no points for this answer. Also if student doesn't mark the correct answer she/he doesn't get points for this variant. So there will be no reduction for wrong answer.

**Example**

**Question:** Mark the areas of individual work in IVA

**Maximum result:** 4

**Variants:** 4

**Points for one variant:** 1

Variants	Student	Teacher	Points for answer
Portfolio	+	+	1
Knowledge building	-	-	1
Welcome page	+	-	0
Statistics	-	+	0

**Result:** 2 points

**Yes/No question**

By this type of question it has to be possible to answer yes or no. If the answer is 'yes', teacher marks the check-box under the question field. If the correct answer is 'no', teacher leaves the check-box unmarked.

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Lobby > Using IVA environment > Management > Using IVA environment > quiz management > test0 > question

### Editing a question

#### Yes/No


Question text:

font  size  white  silver

**B** *I* U  $S$   $m_1$   $m^2$

Is the weather in **Kuressaare** warm enough *to swim*?

Remember that water under 19 °C is not warm enough to swim.  
use <http://www.ilm.ee>



Maximum number of points for this question:

**How it looks for students:**

Lobby > Using IVA environment > selftest

Is the weather in **Kuressaare** warm enough *to swim*?

Remember that water under 19 °C is not warm enough to swim.  
use <http://www.ilm.ee>

**Percent**

This type of question is good for assignments in sciences.

You can define the type of answer:

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- strength of solution
- amount of solvent
- amount of soluble
- solvent/soluble

Lobby > Using IVA environment > Management > Using IVA environment > quiz management > test0 > question

### Editing a question

### Percent

Question text:

font ▼ size ▼ color ▼ background ▼

**B** *I* U S  $m_2$   $m^2$

Find the missing component

Accepted range of amount of soluble	<input style="width: 50px;" type="text" value="10"/>	-	<input style="width: 50px;" type="text" value="100"/>
Accepted range of amount of solvent, measure	<input style="width: 50px;" type="text" value="110"/>	-	<input style="width: 50px;" type="text" value="1000"/>
Name of soluble, measure	<input style="width: 100px;" type="text" value="sugar"/>	,	<input style="width: 20px;" type="text" value="g"/>
Name of solvent, measure	<input style="width: 100px;" type="text" value="distilled water"/>	,	<input style="width: 20px;" type="text" value="g"/>
Accuracy of answer	<input style="width: 50px;" type="text" value="10"/>		
Type of answer	Strength of solution <span style="border: 1px solid gray; padding: 1px;">▼</span>		
Range <span style="border: 1px solid gray; padding: 1px;">▼</span>			

Maximum number of points for this question:


#### How it looks for students:

Lobby > Using IVA environment > Management selftest

Calculate the percentage of water	distilled water 694.0	g
	sugar 77.0	g
	protsent: <input style="width: 80px;" type="text"/>	%

Check

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## Paragraph

By this type of question student has to write the answer with few sentences. The evaluation is not automatic.













Lobby > Using IVA environment > Management > Using IVA environment > quiz management > test0 > question

### Editing a question

#### Paragraph

Question text:

font    size    color    white

**B** *I* U    S m<sub>2</sub> m<sup>2</sup>         

Describe with few sentences the purpose and target group of your first created IVA course.

...

Maximum number of points for this question:

n/a

### How it looks for students:

Lobby > Using IVA environment > Management selftest

Describe with few sentences the purpose and target group of your first created IVA course.

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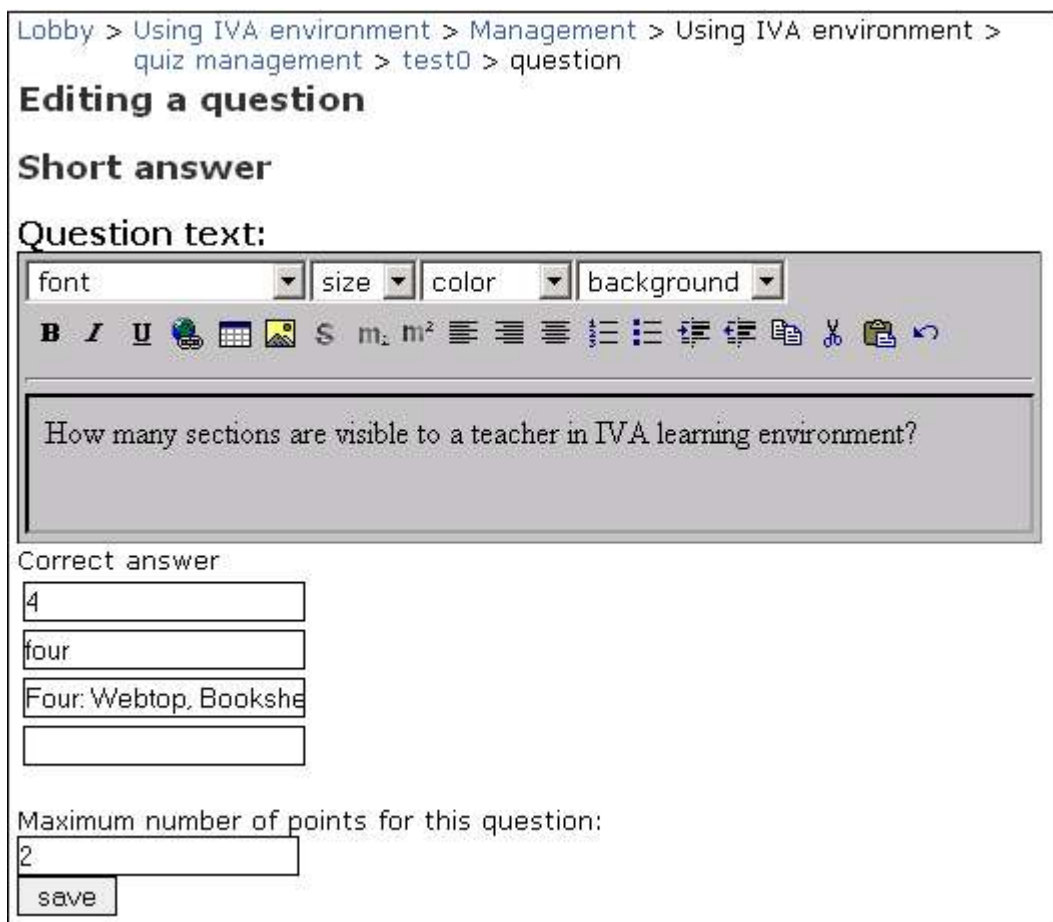
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**Short answer**

By this type of question student has to write the answer, but the evaluation is automatic. This means, that teacher has to define all correct answers. The answer can be numerical or written in words. If student enters one of these predefined variants the answer is considered as correct.

If teacher needs more fields for possible answers, she/he just has to click 'save' and reopen the question in 'Editing quiz' page.

**Note!** The answers may be in different forms or contain different words. Teacher has to write **all** possible answers.



**How it looks for student:**



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## Metadata of test questions

### Entering the metadata

After creating a question, it will be displayed with right answer(s), question type and maximum result. It is possible to change question if necessary by clicking link change after question in column **Change**.

Lobby > Using IVA environment > Management > quiz management > test0

**Editing quiz**

Add exercise

Question	Answer	Type	Points	Change	Metadata	
<input type="checkbox"/> Is the weather in <b>Kuressaare</b> warm enough to swim? Remember that water under 19 °C is not warm enough to swim. use <a href="http://www.ilm.ee">http://www.ilm.ee</a>	+	Yes/No	2.0	<a href="#">Change</a>	<a href="#">Change</a>	
<input type="checkbox"/> Match the <b>pairs</b> according to logic of <i>IVA e-learning environment</i>	Lobby Webtop Bookshelf Workshops	applying for a course assignments course materials discussion forums	Matching	8.0	<a href="#">Change</a>	<a href="#">Change</a>
<input type="checkbox"/> Which one of the following <b>is not</b> an <b>e-learning environment</b> ?	<ul style="list-style-type: none"> <li>• WebCT E-learning environment of Estonian universities</li> <li>• IVA E-learning environment</li> </ul>	Multiple choice	8.0	<a href="#">Change</a>	<a href="#">Change</a>	

By clicking on the other link change in column **Metadata** there will open a page for metadata. Teacher has to fill this page if she/he wants to save question to the pool. Metadata contain information about origin and status of the question to users who search for this question from the pool.

- Questions saved to the pool can search only author of the question or all teachers, if question settings in metadata allow it.
- Metadata gives information about test (title), status (draft, final, revised, unavailable), rights (private, shared, public), language (test questions might be in different languages), copyright and other restrictions. You can enter keywords about the question, to ease searches from the pool for this question.

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Lobby > Using IVA environment > Management > Using IVA environment > Using IVA environment

### Metadata

Title:

Keywords:

Status:

Rights:

Language:

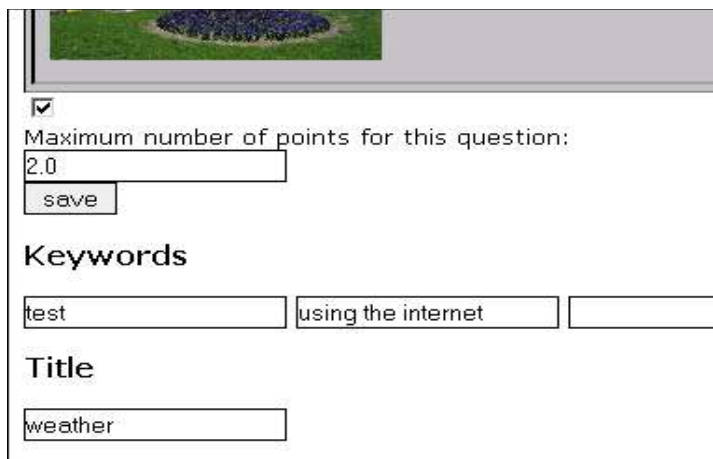
Copyright and other restrictions:

Copyright description:

Role:    
 Role:    
 Role:

**Saving test questions to pool**

- Saving questions to pool is possible only if teacher has added **keyword(s)** to metadata information
- Keyword(s) should be related to question content, title or topic. You can enter keywords in Metadata page or in editing question page as you create the question.
- To the field 'title' you can enter the title of the question or quiz but it might be also unfilled
- Click **Save**



Maximum number of points for this question:

**Keywords**

**Title**

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- After saving you see 'Editing quiz' page with all information about questions. To save question to pool mark the question and click **Save to pool**.

Lobby > Using IVA environment > Management > quiz management > test0

### Editing quiz

Add exercise

Question	Answer	Type	Points	Change	Metadata
<input type="checkbox"/> Is the weather in <b>Kuressaare</b> warm enough <i>to swim</i> ? Remember that water under 19 °C is not warm enough to swim. use <a href="http://www.ilm.ee">http://www.ilm.ee</a>	+	Yes/No	2.0	<input type="button" value="Change"/>	<input type="button" value="Change"/>
<input type="checkbox"/> Match the <b>pairs</b> according to logic of <i>IVA e-learning environment</i>	Lobby    applying for a course Webtop    assignments Bookshelf    course materials Workshops    discussion forums	Matching	8.0	<input type="button" value="Change"/>	<input type="button" value="Change"/>
<input type="checkbox"/> Which one of the following <b>is not an e-learning environment</b> ?	<ul style="list-style-type: none"> <li>• WebCT E-learning environment of Estonian universities</li> <li>• IVA E-learning environment</li> </ul>	Multiple choice	8.0	<input type="button" value="Change"/>	<input type="button" value="Change"/>

- You can save every question to pool only once

### Searching for the question from pool and adding question to quiz

- To find a question in the pool click **Search questions from pool**
- Use keywords for search and click **Search**
- If there is appropriate question(s), it will be displayed in search page. Select which of the found questions you want to add and select a quiz you want to add this question to.
- Click **Copy**

Lobby > Using IVA environment > Management

Keywords

Match the **pairs** according to logic of *IVA e-learning environment*

Which quiz:

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## 5.2.5. Quiz settings

### Publishing the quiz

The created quiz is invisible to students until teacher has published it in Administration section. Published quizzes appear in folder Portfolio in Webtop.

1. Select Quizzes in Administration section.
2. Mark the quiz you want to publish.
3. Click **Settings** under the list of quizzes

### Time limits and defining number of repeats

Select a quiz and click Settings under the quizzes list. In page **Changing quiz settings** you can describe the test define test type (selftest, quiz, survey), set time limit and the number of repeats, if the questions are randomized if the answers are visible to student after answering and permissions to define who can access the quiz. To save your preference click **Save**.

As you have selected the range of persons (not published, open for all, open for subgroups, open for persons) who have access to the quiz you can set a timelimit for solving – starting time and ending time.

Lobby > Using IVA environment > Management

### Changing the quiz settings

Title:

Description:

Type:

Randomize questions:

Answers visible:

**Permissions**

Not public yet

Open for all timelimit

Open for subgroups

Open for persons restrictions

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**Access for all participants**

- Mark radio button 'Open for all' and click OK
- Click link **restrictions**. In opened page you can define the starting time and ending time by date but also by exact time (hour, minute).
- If you want to define the number of allowed repeats enter the allowed number to the field **Repeated**.
- To save your selections click **Save**.

Lobby > Using IVA environment > Management >  
 Using IVA environment > Using IVA environment

**Starting time:**

2005 - 06 - 17 12 : 00

**Ending time:**

2005 - 06 - 17 12 : 00

**Repeated**

unlimited

Save

**Access for subgroups**

1. Mark radio button **Open for subgroups**
2. click **OK**
3. click on link **restrictions** after '*Open for subgroups*'
4. You will see the list of all existing subgroups. Mark the subgroups you want to set time limit to.
5. Click **Add**

Lobby > Using IVA environment > Management

group\_1

group\_2

group\_3 timelimit

Add

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6. all subgroups will presented again, and after previously selected subgroups there is a keyword *timelimit*. To set timelimit click on the groups title (presented as weblink) and you see the time setting page.
7. In opened page you can define the starting time and ending time by date but also by exact time (hour, minute). If you want to define the number of allowed repeats enter the allowed number to the field **Repeated**. To save your selections click **Save**.

Lobby > Using IVA environment > Management >  
 Using IVA environment > Using IVA environment

**Starting time:**

2005 - 06 - 17 12 : 00

**Ending time:**

2005 - 06 - 17 12 : 00

**Repeated**

unlimited

Save

**Access restrictions for persons**

1. Mark radio button **Open for persons**
2. Click **OK**
3. Click on link **restrictions** after '*Open for persons*'
4. You will see the list of course participants. Mark the persons you want to set time limit to and click **Add**
5. In opened page you can define the starting time and ending time by date but also by exact time (hour, minute). If you want to define the number of allowed repeats enter the allowed number to the field **Repeated**. To save your selections click **Save**.

### 5.3. Assignments

In **Assignments** of Administration section teacher can set assignment for students. Teacher can


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- add new, change and delete present assignments,
- evaluate and comment assignments presented by students,
- set an evaluation scale,
- administrate the points given for the assignments.

#### Assignment may be:

- **Quiz** – all quizzes will be visible in Portfolio in Webtop
- **Product** – student's individual assignment (student uploads it personal portfolio on Webtop).
- **Groupwork** – assignments for subgroups (will be uploaded in subgroups portfolio in Workshops section).
- **Presentation** – presentation of project rendition etc. which doesn't have to be in IVA. For example, presentation might take part in classroom, but it will appear as an event in Calendar.
- **Peer review** – review of other students assignments. It is possible only if the owner (student who uploaded the assignment) has allowed it in object settings.

There will be automatically a new course event added to **Calendar**. If the event is presentation, product or groupwork there will be an icon  in Statistics.

## 5.4. Management of assignments

1. If you want to set assignments start with **defining grading scale**. The scale can have 10 levels as maximum. By default there is grading scale as following:

Grade	Lower limit %	Points
A	90	0.0
B	80	0.0
C	70	0.0
D	60	0.0
E	50	0.0
F		

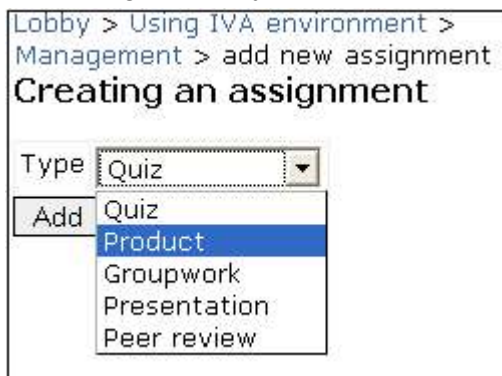
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**2. Add an assignment – for example Product.**

- a) Select **Assignments** from **Administration** section
- b) Click **Add assignment**
- c) Select **Product** from the assignments type selection and click **Add**



- d) on page **Editing an assignment** enter title of assignment, description, timelimit, guidelines and total points.

**Note!** There is a check-box **Lock folder after deadline**. Mark the check-box if you want to permit uploading assignments after deadline to the folder.

- e) Click **Save**.



**With this action:**

1. There will be a **new event in students statistics** about new assignment. If you want to change this event, select **Calendar events** in **Administration** section. Click on the title of event you want to change and then button **Change**. Do necessary changes and click **Save**.

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- To **students Portfolio in Webtop** section will created **subfolder** named as the new assignment. Students have to upload the assignment to this subfolder in their Portfolio.

**Note!** If there is time limit for assignment, it is possible to change the content of the folder only until this defined deadline.

Teacher can see and grade assignments:

- Select **Assignments** in Administration section
- Click **Grade assignments**
- You will see **general grading table** where you can see all assignments, links to students homeworks and points for homeworks.
- Select whos assignments you want to see. Click on link **Look** in assignments column.
- Grade the assignment. If you want, you can enter the gained points and comment to the folder **Grade**. Grades you enter will appear automatically in general grading table. You can enter grades also directly to the general grading table aswell.
- It is possible to save all assignments to a zip file by clicking on link **Archive assignments** under general grading table.
- Teacher can save the general grading table as .csv file. It is possible to open this file in table format (.xls etc.)

**Editing an assignment**

Type	Quiz
Title	<input type="text" value="self control"/>
Description	<input style="width: 100%;" type="text" value="test your knowledge about IVA e-learning environment."/>
Quiz:	Select quiz: <input type="text" value="test0"/> ▼
Total points:	<input type="text" value="60"/>
<input type="button" value="Save"/>	



**Note!** There will be a new event about new assignment in students Calendar in Webtop. If you want to change the event, you can do it in **Calendar events** in Administration section.

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## 6. Index

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<b>Help</b>	Reference to IVA user manual
<b>Peer review</b>	Type of assignment, which expects students to comment other dents assignments
<b>Publish</b>	Sends assignments to <i>Portfolio</i>
<b>Lobby</b>	Place user enters after logging in, here you can select a course, change user settings.
<b>Presentation</b>	Type of assignment, presenting materials from outside of IVA (presentation, project etc.)
<b>File</b> 	Tool for uploading documents created outside IVA
<b>Administration</b>	IVA section, which is visible only for participants in teacher role, for administrating different materials related to course
<b>Rating</b>	Owner of the object can give other students rights to evaluate this object.
<b>Info</b>	Located in Webtop section in Statistics. Gives information about course participant's assignments, results, and participation.
<b>Calendar</b>	Located in left menu of <i>Lobby</i> . Dates turn to links if on this day there is a course event.
<b>User settings</b>	Located in Lobby under link Settings. You can change information about you and your user settings (language, preferences etc)
<b>Cancel</b>	Interrupts your actions
<b>Folder</b> 	Tool that enables to structure uploaded files and other objects
<b>Comment</b>	Owner of the object can give other students rights to comment this object in Object's settings (padlock icon next to object's name)
<b>Kontext</b>	Topic of discussion in Knowledge building in Workshop section
<b>Course welcome page</b>	Welcome page is in Bookshelf section. After selecting a course, course participant will first see welcome page with information about course. Teacher has to create the welcome page using wiki



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<b>Course info</b>	Data about course in Bookshelf section: course participants list with contact information (e-mail address), and grades in teacher's view
<b>Pool</b>	Storage of quiz questions
<b>IVA bread crumb strip.</b>	Line of keywords, shows your location in IVA
<b>Product</b>	Type of assignment (for teacher visible in Administration section in Assignments) which defines for assignment an individual work, like essay
<b>Jamming</b>	Jamming is the place in Workshop section for collaborative digital jamming sessions enables to upload different mediafiles and evaluate or comment them
<b>Memo</b> 	Tool for creating texts directly in IVA environment
<b>Metadata</b>	Data about quiz questions. Necessary if question will be stored in pool
<b>Owner of the object</b>	IVA user who has uploaded or created an object in IVA: files, folders, memos, weblinks, wikis etc
<b>Object's settings</b>	Tool for giving other students rights to access, evaluate or comment your objects (assignments)
<b>Object's status</b>	Defines object's status
<b>Zip/Unzip</b> 	Tool for packing and unpacking files
<b>Portfolio</b>	Folder in <i>Webtop</i> section for publishing assignments. Objects in Portfolio are visible to all course participants. Portfolio appears automatically, as teacher has set any assignments.
<b>Mailbox</b> 	Tool for sending e-mails to course participants.
<b>Statistics</b>	Located in left menu of <i>Webtop</i> section. Gives you information of course events, assignments, grades and participation activity
<b>Assignment</b>  <b>in Statistics section</b>	Icon in Statistics which marks event of groupwork or product
<b>Bookshelf</b>	IVA section, where teacher publishes course materials.. Students can't change here anything.
<b>Subgroups portfolios</b>	Located in <i>Workshops</i> section. For presenting subgroup assignments.
<b>Groupwork</b>	Type of assignment, which defines groupwork for homework. Teacher finds it in Assignment in Administration section.
<b>Save</b>	Saves your actions in IVA
<b>Subgroups</b>	Little groups of course participants, in case teacher wants to give different assignments to different groups of people.
<b>Submit</b>	Saves your action in IVA

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<b>Event</b>	Information that appears in Calendar and in Statistics section, marks assignments with deadline
<b>Colors marking status of the event:</b> <b>Blue</b> <b>Green</b> <b>Red</b> <b>Black</b>	<ul style="list-style-type: none"> <li>• Incomplete event, there is still time for final deadline</li> <li>• Complete event</li> <li>• Incomplete event, deadline has passed</li> <li>• Status is undefined</li> </ul>
<b>Knowledge building</b>	Tool in workshop section for group discussions
<b>Workshops</b>	IVA section for groupworks: discussion forums, presenting mediafiles, subgroups assignments
<b>Reply</b>	For answering to mail or previous comments
<b>Webtop</b>	IVA section for individual work, in Webtop you see your grades and statistics with course events
<b>Weblink</b> 	Tool for adding a weblink
<b>Wiki</b> 	Tool for creating a non-linear hypertext
<b>Wiki-word</b>	A word that works as weblink to a subpage (formatted like WikiWord)
<b>WikiStart</b>	Gives access to previously (earlier IVA versions) created wikipages.
<b>Log out</b>	Link on upper menu that logs you out from IVA
<b>New things</b>	Located in Bookshelf section on the right side. Gives you overview about all new things in IVA that you haven't seen/opened yet.

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