Learn (m2) Lecturer's Guide

Introduction

Learn (m2) is the TAFE SA online platform for "online delivery"mode. This guide for Lecturing staff provides an introduction to how it can be used most effectively, and contains basic instructions to get you started. More detailed information is available through the Help Desk. See the Help section of this guide for details.

A detailed guide on using Learn (m2) is also available for students on our Faculty site. Please click [Learn (m2) Student's Guide]

CONTENTS

Getting Started

Before you can get started in Learn (m2) there are a few basic you'll need to know.

Web Browser compatibility

Google Chrome

While Learn (m2) can work with multiple browsers, file drag and drop functionality may be affected. Using Google Chrome will avoid this issue. Where applicable, download Google Chrome free from the following link:

[Download Google Chrome]

Your Learn (m2) staff account

All Lecturers using Learn (m2) should have a staff account.

Your Learn (m2) account will be set up by the Learn (m2) Team who will notify you of your login details. You will need to reset your password.

If you don't have an account please contact finance.online@tafesa.edu.au

Forget your password?

Go to the login screen http://learn.tafesa.edu.au/ and click f*orgot username or password*

An email will be sent to you. Simply follow the instructions to retrieve your existing username or password.

For Operational Support and technical difficulties please contact the Help Desk.

Finance.online@tafesa.edu.au

Assistance will be provided within 2 working days.

Course layout & features

Overview

All Financial Services courses in Learn (m2) will have the same look, same layout, similar features, and will work in the same way for all students.

Each course is divided into Topics. These are basically the chapters of the text or sections of the course. Topics are arranged down the page in the order of student completion.

Some **lecturer interaction is required** within a course in order for it to function as intended, eg for students to gain access to solutions to activities, the next topic, or other part of the course. This is known as conditional release and is described in more detail in the section *Managing your course*.

Course Components

Online e-Learning courses are made up of various components to facilitate the learning process. These include reading material, presentations, quizzes, activities with suggested solutions, model assessments, assignments and assessments.

Course Guide

This is a learner guide for the student. It contains:

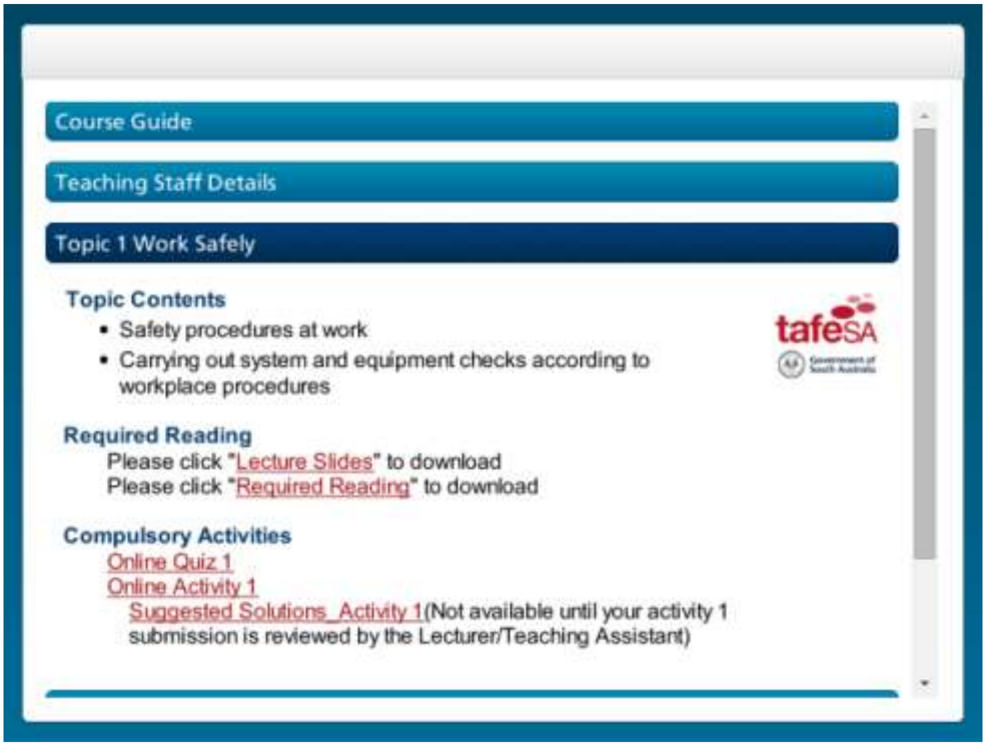
- description of the course and how online courses work
- Unit of competency details from www.training.gov.au
- details of text book (if required)
- study timetable
- assessment and grading information
- study load
- policies, guidelines, student support

Teaching Staff Details

This section includes lecturers and Teaching assistant's contact details and office hours.

Topics

Each Topic in a course contains similar features in a similar order. Topic layout is shown below.



Students should work through each Topic in the listed order. **Each Topic contains Topic Contents, Required Reading and Compulsory Activities.**

Topic contents are an overview of what is covered in this topic.

Required reading is the learning materials which may include power-point slides, reading material, video links etc.

Compulsory activities may consist of online quizzes, online activities and suggested solutions. Students must complete all online activities and quizzes as part of the course requirements.

Online quizzes are self-marking multiple choice questions with automatic feedback provided to the student. Correct answers are marked on first attempt and students are allowed a second attempt to correct their mistakes.

Online Activities may include case studies, short answer or essay type questions, calculations and industry-based exercises.

Suggested solutions are provided for online activities. Students may access the solutions after Lecturer/teaching assistant feedback has been provided.

See the section *Managing your course* for details.

Model Assessments (where applicable)

Model assessments are available in some courses. These are practice assessments with solutions provided to the student. These are completed prior to the student undertaking the formal Supervised Final Assessment.

Final Assignments and Final Assessments

Courses may have either final assignments or final supervised assessments depending on the course requirements stated in the course guide. Final assignments are unsupervised and final assessments are supervised.

Navigating in Learn (m2)

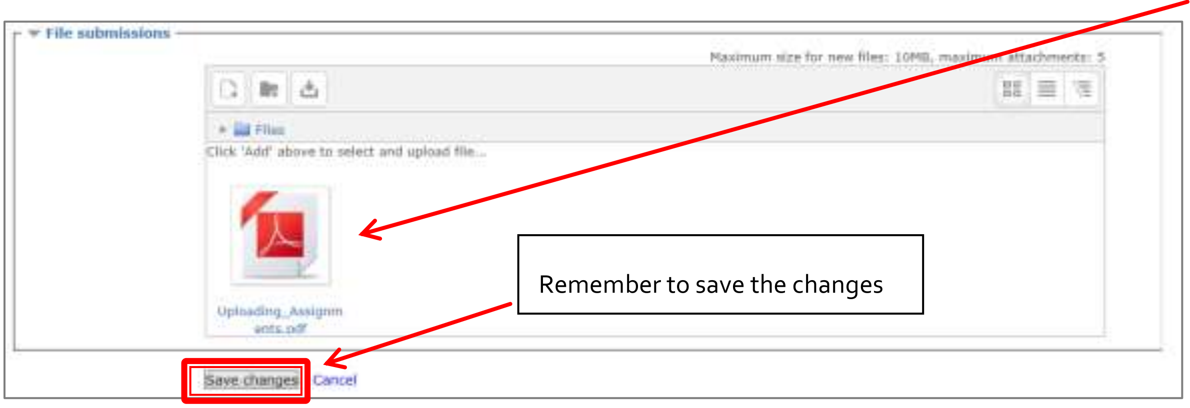
Uploading documents

Part of managing an online course is uploading student's marked work, or attaching documents to a forum etc. There are two ways to upload documents in a Learn (m2) course.

- Drag and drop
- Find and select

Drag & Drop method

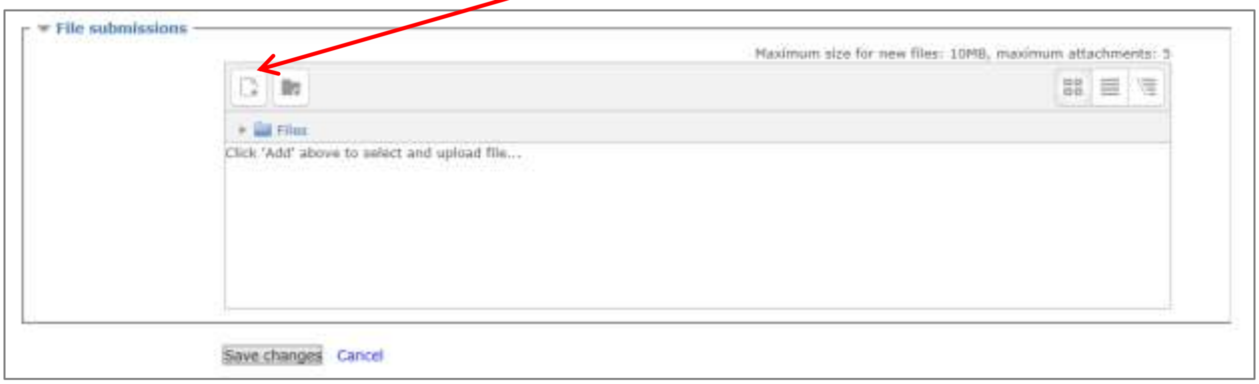
1. On the main course page, click on the *activity or assignment* to open it. Activity 1
2. Click on the *Add Submission* button Add submission
3. A *File submissions* window opens. You can drag files from your computer and drop them here.



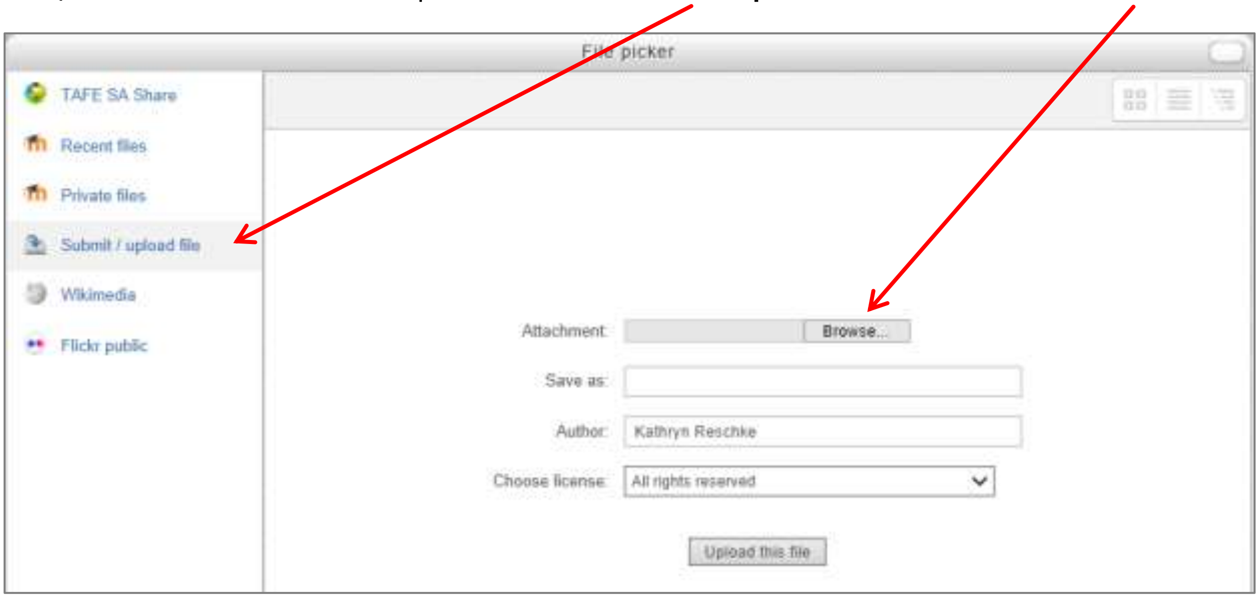
4. Click on ***Save changes***

Find & Select method

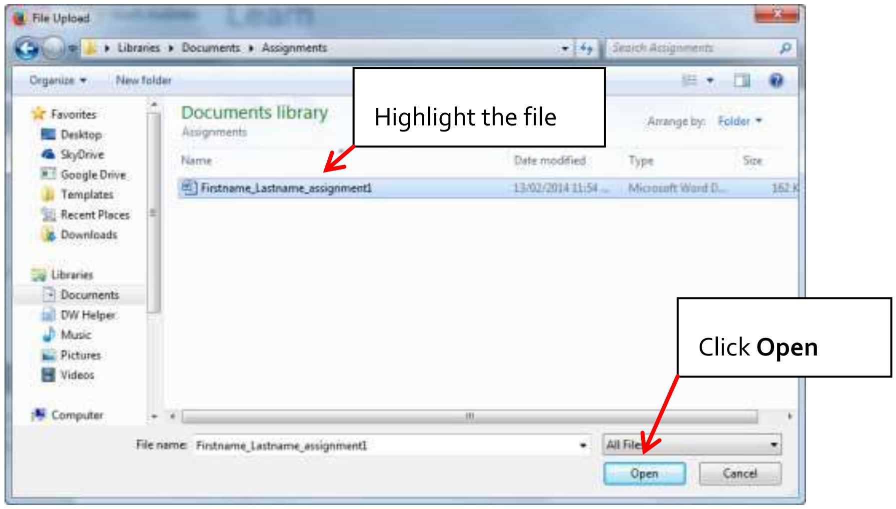
1. On the main course page, click on the *activity or assignment* to open it. Activity 1
2. Click on the **Add Submission** button Add submission
3. The *file submission* box opens. Click on the **Add** icon  to locate the file you want to upload.



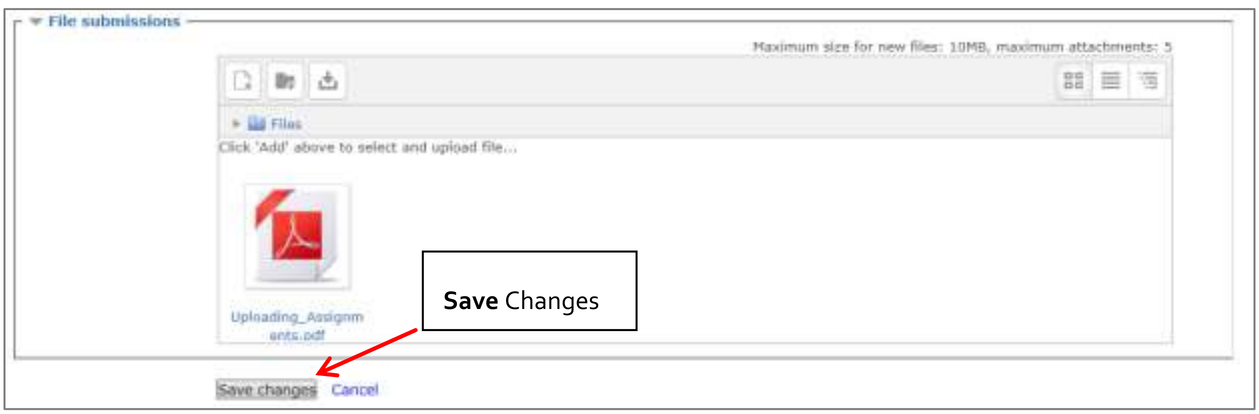
4. The *File Picker* window opens. Click on **Submit / upload file** and then click **Browse**



5. This will open Windows Explorer. Find the file you wish to upload and click **Open**.



6. The file is now uploaded. Click **Save changes**



7. You will be returned to the assignment upload window which looks similar to the one above. You have now completed the upload. A confirmation email will be sent to you.

File Protocol

Microsoft Word, Microsoft Excel, Microsoft Publisher, and PDF files can be uploaded in a Learn (m2) course.

The maximum file size is **10 Mb**

A maximum of 5 attachments may be uploaded at one time. Students are able to upload their assignment only once unless the Lecturer over-rides the settings to allow another submission. See the section *Requesting a re-submission from a student*.

Students have been asked to name their files appropriately eg. First name_last name_Assignment_name

Groups – one course, multiple users

What are Groups?

The Groups feature of Learn (m2) allows us to divide up the students in the online course into particular groups by **Lecturer and CRN** eg. Belinda K 1205

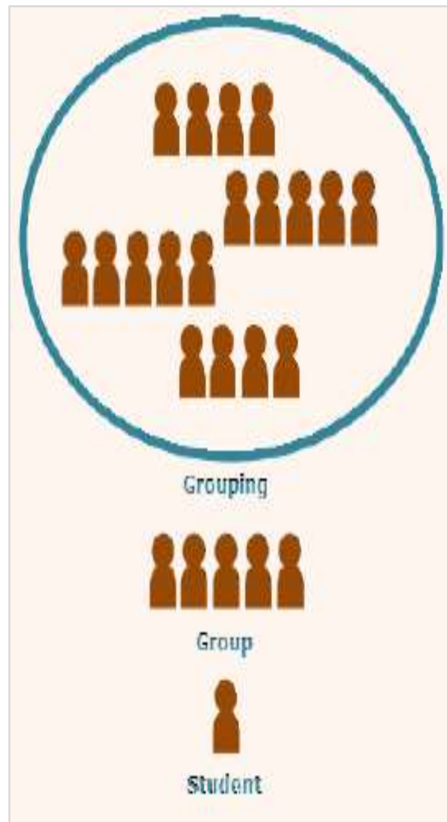
The same course materials and activities can be accessed by all students, but features like forums and Wikis can be structured for only students in the same group to see.

User activity reports and other data can also be filtered by the Lecturer for a particular group, saving a great deal of time sorting through multiple students.

Where a Lecturer has one or more Groups in the same course, eg. for different CRNs, the Groups can belong to a Grouping. This allows all the students in that Lecturer’s Groups to see the same information, eg Lecturer’s contact details.

Whilst Lecturing staff can view all information in a course, including other Lecturer’s details and group participants, students assigned to a specific group will only see information for their group.

Most course features can be made either visible or invisible for your particular Group. For example, if your Group is attending on campus you may not need them to see the Assessment booking link at the end of the course, because you’ll manage that in the classroom. Just let the Help Desk know which features you would like your Group to see.



Creating Groups

Groups will be created by the Learn (m2) team. To help lecturing staff identify their Groups more easily, Group names will be allocated in a consistent way. The Group name will be the Lecturer's initials followed by the CRN for that Group eg, Roberta Coke's CRN 11713 Group will be called RC11713.

Adding and removing students from your Group

This task will be performed by the Learn (m2) and students will be added automatically to your Group/s. Likewise, students will be removed from the course on completion

Why do I see other Lecturer's Groups and information?

Every course must have a facilitator appointed for it to function as intended. This also applies to separate course Groups. In order to do that, Lecturers are appointed in either a full Lecturer role (with course editing rights), or a non-editing teacher role (can view and manage a course, but not edit).

Being a non-editing Lecturer in a course enables you to see all course information, including other Groups, all students in the course, and other Lecturer's contact information.

Course settings happen behind the scenes. A Lecturer with editing rights and power-users set up courses according to the requirements of the Lecturers of the individual Groups. For example, you may facilitate two Groups in the same course. One for students in your face-to-face class on campus, and another for external students. Settings can be adjusted so that only the external Group can see the Assessment booking link. Students in a face-to-face class Group won't need this information, as it will usually be given in the class.

What do students see?

Students in any course can only see information relevant to their particular Group.

To view a course as a student sees it, go to the Administration block on the left of screen on the main course page. At the bottom of the box, click on *Switch role to….* Then select *Student*. If you have a Group created, this is what a student in your Group will see. When you're done, go back to the Administration block and select *Return to my normal role*.

Managing your Course

Marking & 'grading' activities and assignments

The idea of online courses is for them to be as automated as possible, requiring more participation from the student. However, the activities, assignments and assessments in our online courses requires the Lecturer to review the work a student submits.

The settings in Learn (m2) generally only allow for a student to submit an activity once unless over-ridden by the Lecturer. See the section *Requesting a re-submission from a student*.

Which activities need grading?

Online Quizzes

Online quizzes are automatically marked with correct answers supplied to the student.

Online Activities

Online activities require Lecturers to review the student's work and provide brief feedback. Once reviewed and marked as 'completed' in the course grade section, the solutions will be automatically released to the student to review their own work.

Most of our online courses have been setup to allow the Lecturer to choose either **Not completed** or **Completed** as the grade given to a student once the Lecturer is satisfied with the submission. Refer to the section below "**how to review and grade submissions step by step**".

Final Assignments

These are competency-based unsupervised assessments. These activities will require Lecturers to review the work and determine if the student has reached the required level of competency for the course. Lecturers must then enter the grade which will be either Pass or Fail. Refer to the section below "**how to review and grade submissions step by step**".

Grading online activity submissions

When you are satisfied with the student's submission

With the exception of final assignments and assessments that are the formal assessments for the course, all activities in the courses are competency-based and are for the student to practice and test their learning only. Courses have been setup to allow the Lecturer to choose either **Not completed or Completed** as the grade given to a student once the Lecturer is satisfied with the submission.

When you are NOT satisfied with the student's submission

Where a student submits work that is not to the required standard, the lecturer can request they re-submit their work. In this case, the submission should not be marked as completed until the student achieves the required standard. Instead, the Lecturer should **Revert the submission to draft status**. This allows the student to read the feedback and make changes to their work before submitting again.

Both the original submission and the re-submitted work will be saved to the online course. When the Lecturer is satisfied with the submission the grade can be entered and the solutions will be unlocked for the student to check their work and move forward in the course. See the section *Requesting a re-submission from a student.*

Please note: after a grade is entered in the online course, students must log out and log back in (refresh) for the solutions to be visible.

Grading final assignments

Final assignments are competency based and should be graded pass or fail only. Solutions to final assignments will not be available to students in the online course.

Grading final assessments

Final supervised assessments are not completed within the online course. Online students must book to sit their supervised assessments using the link within the online course.

Students in face-to-face classes will have details provided by the class Lecturer.

Solutions / marking guides

Solutions to all quizzes, activities, assignments and assessments will be available for Lecturers with the course. However, **solutions to assignments and assessments should not be supplied to students**.

Lecturers can locate solutions to the quiz questions. See the topic *Quiz scores* in the *Reports* section of this guide.

Providing feedback for online activities

Remember that the student will receive the solutions for activities, so detailed feedback is not necessary. In the *Course guide* of our online courses students are encouraged to be independent learners asking for assistance when they need it. This information is also provided to students in the Learn (m2) Student's Guide.

An example of feedback could be: "Please review questions 3 and 9 against the solutions provided. When presenting your work try using Spelling Checker to correct spelling and grammar before submitting your work".

If you want to give more detailed feedback you can enter it directly onto the student's work when you download it to review it. When it's uploaded again the student can then see your comments in their actual submission document.

How to review and grade submissions: step-by-step

There are a few different ways to view and grade submissions. The method you choose at the time will depend on the size of your Group, how many submissions need grading, and whether you wish to download and check submissions individually. Step-by-step instructions are shown below. The methods available are:

- **Download all student submissions at once** (ideal when you have several submissions to download, review and grade)
- Enter grades and feedback for **one student at a time** (perfect for checking just one or two student submissions)
- **Quick Grading** - enter grades and feedback for mulitple students at once (used to enter feedback directly on the submissions page)

The *Submissions* page for Moodle assignment activities allows you to do several important grading functions. Grades entered on this page will appear in the corresponding grade column of the gradebook. We recommend using this method instead of manually editing grades in the *Grader report*, especially if you want to provide feedback comments or files.

View Submission Files

To begin grading, you can access student submissions files from the *Submissions* page.

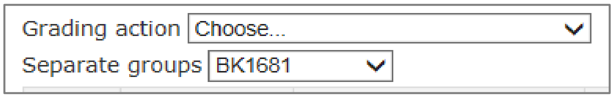
1. On your course page, click the name of an assignment or activity. 

   The assignment page opens and displays the description of the assignment and a summary of submissions.

2. Below the summary, click **View/grade all submissions**. The Submissions page will open.

3. A table of submissions is displayed showing student names, when submissions were last modified, and links to the submissions.

4. Towards the top left of screen, in the *Separate Groups* drop down box, select your **Group** name to filter just the results for your Group.



To view Online text submissions, under the *Grade* column heading, click **Grade** ( ). The *Grading* page will open showing the full text of the student's submission.
To view File submissions, under the *File submissions column heading*, click the **file name**. You will be prompted to save the file to your computer. (You can also access the file by clicking **Grade**).

Download All Student Submissions at Once

In addition to viewing student submissions to assignments individually from within Learn (m2), you can download all submissions to a particular assignment as a .zip file. This can be helpful if you wish to print submissions, or view them in a separate window while grading.

1. On your course page, click the name of the assignment or activity. The assignment page opens and displays the description of the assignment and a summary of submissions.
2. Below the summary, click **View/grade all submissions**. The *Submissions* page will open.
3. Above the table of submissions (top left), in the *Separate groups* drop-down menu, select your **Group** name to filter submissions for your group only.
4. Above the table of submissions (top left), in the *Grading actions* drop-down menu, click **Choose** and select **Download all submissions.** Submissions will automatically download to your computer as a .zip archive.
5. The .zip file will download according to your browser and computer settings. Locate and unzip the .zip file.
   - All files will automatically be renamed with students' names prepended.
   - You will receive the file type submitted by the student.

Enter Grades and Feedback for One Student at a Time

You can view each student's submission, and enter grades and feedback on individualized pages.

This method ensures feedback is saved after you review each student's submission.

1. On your course page, click the name of an assignment activity. The assignment page opens and displays the description of the assignment and a summary of submissions.
2. Below the summary, click **View/grade all submissions**. The *Submissions* page for the assignment will open.
3. Above the table of submissions (top left), in the *Separate groups* drop-down menu, select your **Group** name to filter submissions for your group only.
4. Below the *Submissions table*, under *Options*, are settings that let you control which students to show in the *Submissions* page:
    - To filter the table to show only those students with submissions, or submissions that require grading, use the **Show** drop-down menu.
    - To change the number of students shown on the page, type a value in the **Submission shown per page** entry box.
      As you set options, the page will automatically refresh to reflect changes.
    - If there is more than one page of students, below the table, you'll see links with *page numbers*, *next* and *previous*.
5. To grade a student's submission, in the *Grade* column for the student, click Grade . The *Grading* page will open.
6. On the *Grading* page for each student, you will be able to download submitted files, enter and reply to *Submission comments* from the student, enter your *Feedback comments*, upload *Feedback files*, and grade the submission.
7. Complete your entries as needed, then:
    - to save entries and return to the *Submissions* page, click **Save changes**.
    - to save entries and move to the next student on the *Submissions* page, click **Save and show next.**

- if you have not made any changes on a page, click **Previous** or **Next** to open the grading page for the previous or next student.

Quick Grading - Enter Grades and Feedback for Multiple Students at Once

Quick grading lets you enter grades and feedback for multiple students directly on the *Submissions* page.

On your course page, click the name of an assignment activity. The assignment page will open and display the description of the assignment and a summary of submissions.

1. Below the summary, click **View/grade all submissions**. The *Submissions* page will open.
2. The *Submissions* page will open displaying the *Submissions table*, with a row for each student, and columns determined by the settings for the assignment.
3. Above the table of submissions (top left), in the *Separate groups* drop-down menu, select your **Group** name to filter submissions for your group only.
4. To be able to enter grades and feedback directly on the *Submissions table*, below the table, under *Options*, select the **Quick grading** check box.
   Note: Once you select the *Quick grading* option, Moodle will remember the setting the next time you open this *Submission* screen.
5. Also under *Options*, are settings to control which submissions show in the table:
   - To filter the table to show only those *Students with submissions*, or *Submissions that require grading*, use the *Show* drop-down menu.
   - To change the number of students shown on the page, use the *Submissions shown per page* drop-down menu.
     Note: If there are more students than one page can hold at that setting, *links to pages* will appear below the table.

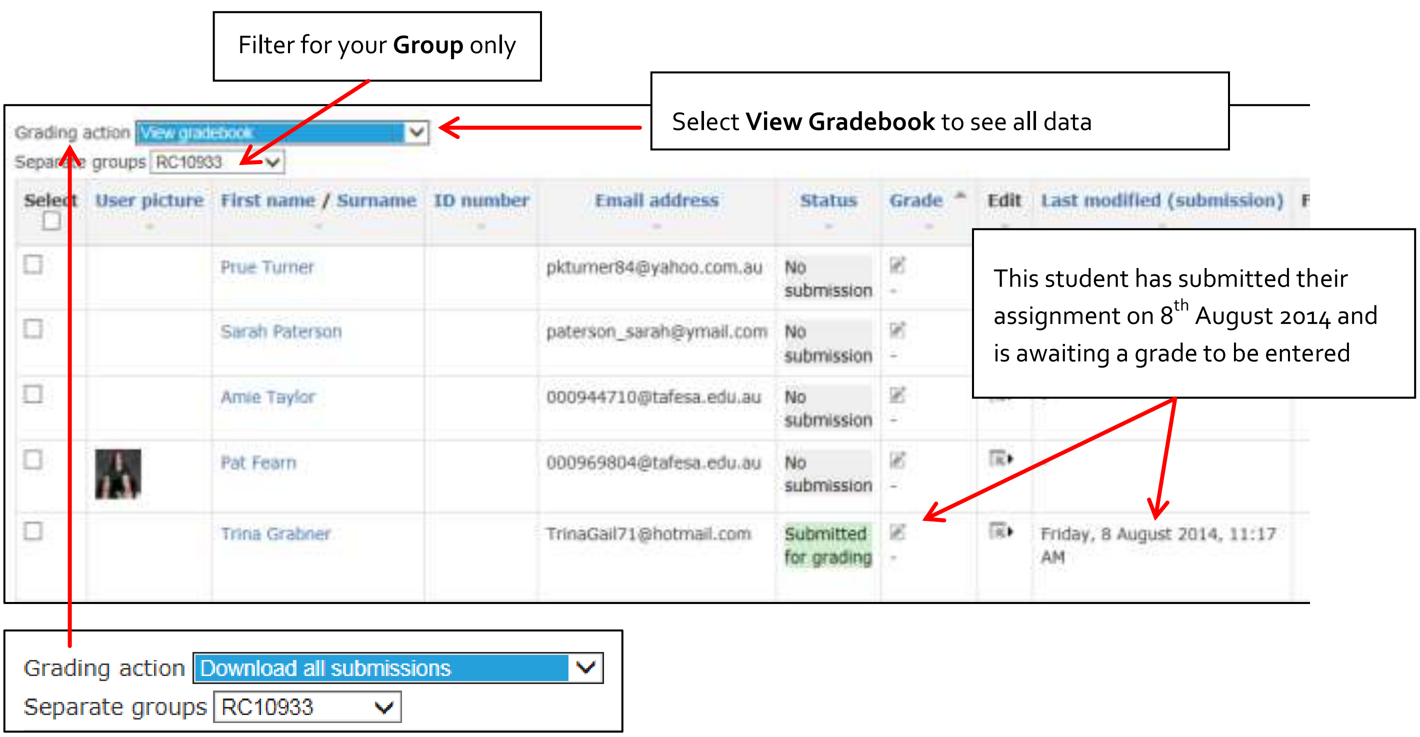
As you set these options, the page will automatically refresh to reflect changes.

6. Enter grades in the boxes under the *Grade* column heading. Scroll right in the table to find boxes under the *Feedback comments* column heading and type in your feedback. Once you've input student grades and feedback for this page of students, click **Save all quick grading changes** to save your work.

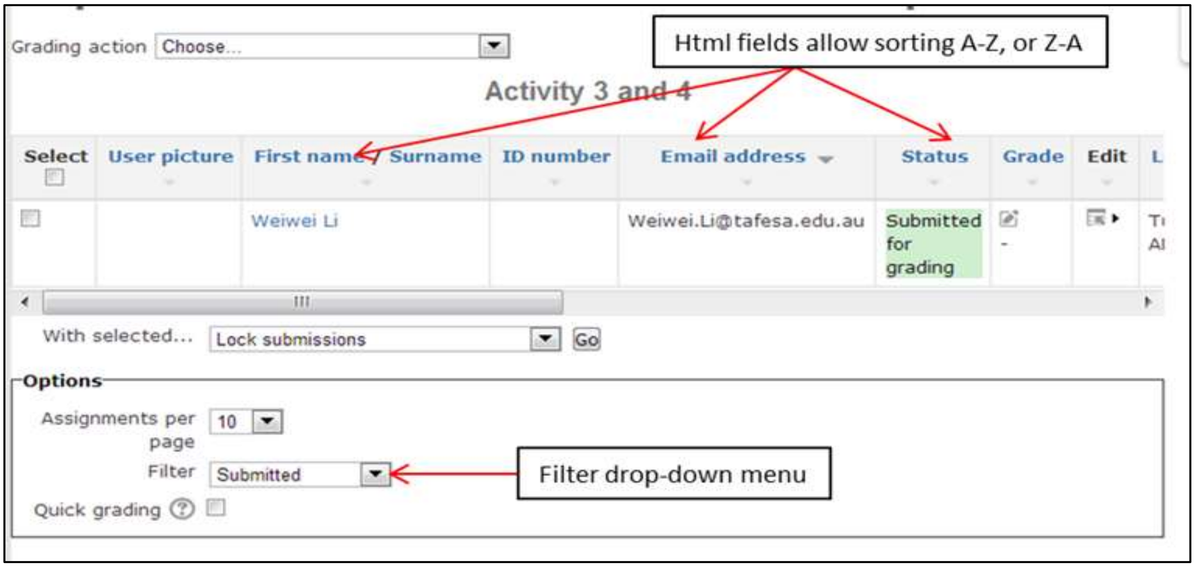
7. If there is more than one page of students, below the table, you'll see links with *page numbers*, *next* and *previous*.

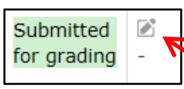
   You must click **Save all quick grading changes** before navigating to another page or you will lose any grades or feedback comments.

Grade page features - at a glance



Search for an individual participant by any field as shown below.

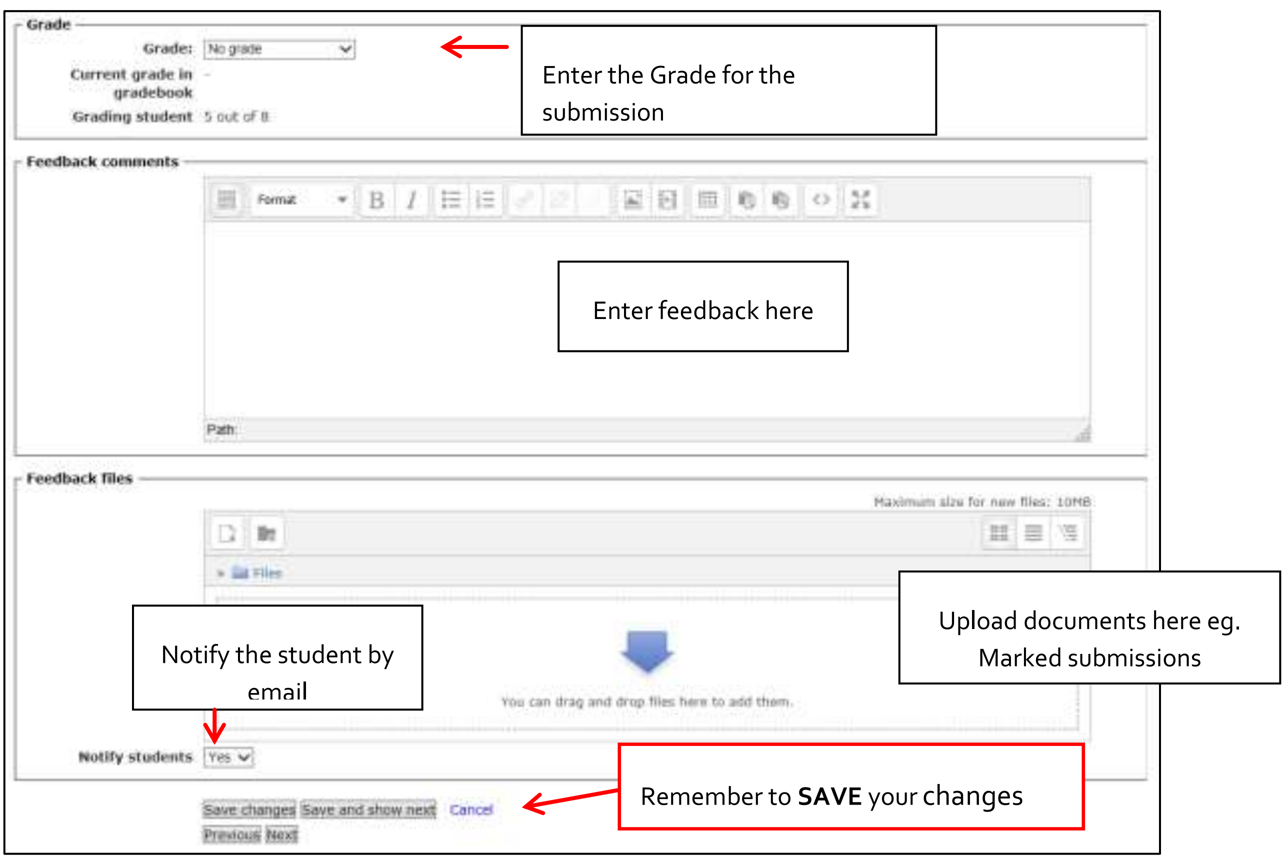




Clicking on the small icon in the Grade column takes you to the grading screen shown below.

Here you can **enter the Grade**, add **comments** about their submission, and **upload documents**.

Don't forget to **SAVE** the changes at the bottom of the screen before you exit this page.



Requesting a re-submission from a student

When a student submits work that is below the required standard you can re-set their submission status to allow for a re-submit of the same activity. This should be done before you grade their work as completed and allow them access to the solutions.

On your course page, click the name of an assignment activity. The assignment page will open and display the description of the assignment and a summary of submissions.

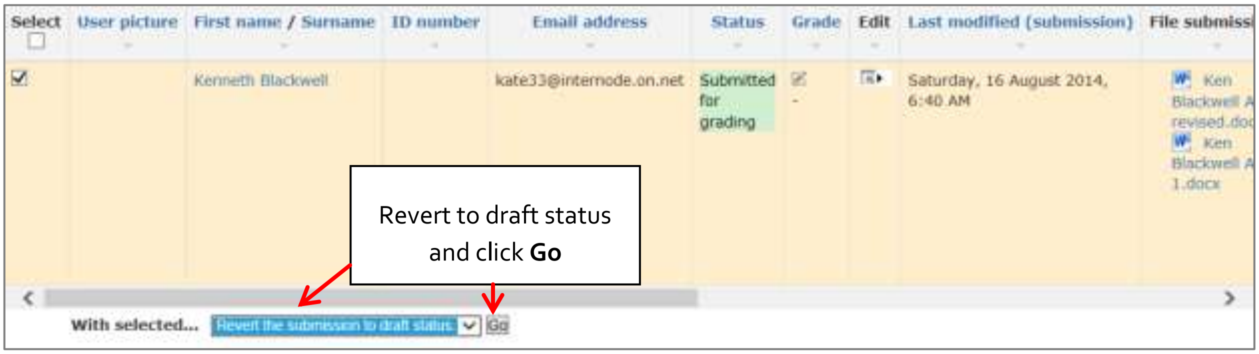
1. Below the summary, click **View/grade all submissions**. The *Submissions* page will open.
2. The *Submissions* page will open displaying the *Submissions table*, with a row for each student, and columns determined by the settings for the assignment.
3. Above the table of submissions (top left), in the *Separate groups* drop-down menu, select your **Group** name to filter submissions for your group only.
4. In the Select column, locate the student and tick the box next to their name.
5. The screen will change colour to pink. Below the table in the *With selected* drop-down menu select **Revert the submission to draft status**.
6. Click **Go**
7. The table reverts to white and in the *Status* column it reverts back to *Draft no submitted* allowing the student the opportunity to upload corrected work.

   Note: Both the original and re-submitted files will remain in the table

Reviewing re-submissions is exactly the same process as for first submissions. When you are satisfied with their re-submission, grade them as Completed. This will unlock the solutions for them to check their own work.

Select the student to be re-set

Both submissions are saved



Course reports & student data

At the end of each semester all Learn (m2) courses will be backed up and reset ready for the new semester. All files will be stored for auditing purposes. If a file is required in future, it can be restored and the data extracted. You may also wish to keep your own Group reports.

Resulting your students

Before you result your online students in SIS, you should check the Learn (m2) course reports to see the participation the student has had in the course.

Where a student has participated in the online course by completing multiple choice quizzes or other activities, but they have not attempted the final assessment, they should be resulted as (fail non-completion).

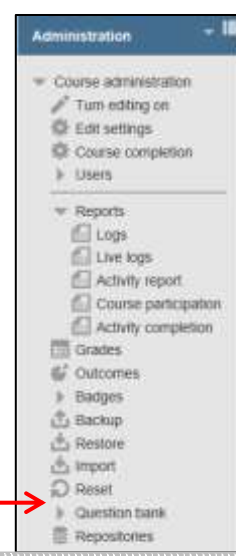
Resulting a student as NS (non-starter) when Learn (m2) report data demonstrates course participation, can have serious implications for a student if they are a Centrelink recipient.
If you're not sure how to result a student please contact the senior leadership team for advice.

Types of reports

There are a few different reports to assist Lecturers. The most common reports are:

- Activity completion report
- View/grade submissions window (as detailed above)
- Course participation reports
- Grader report
- User logs

Reports are accessed from the main course page in the Administration block on the left of screen.

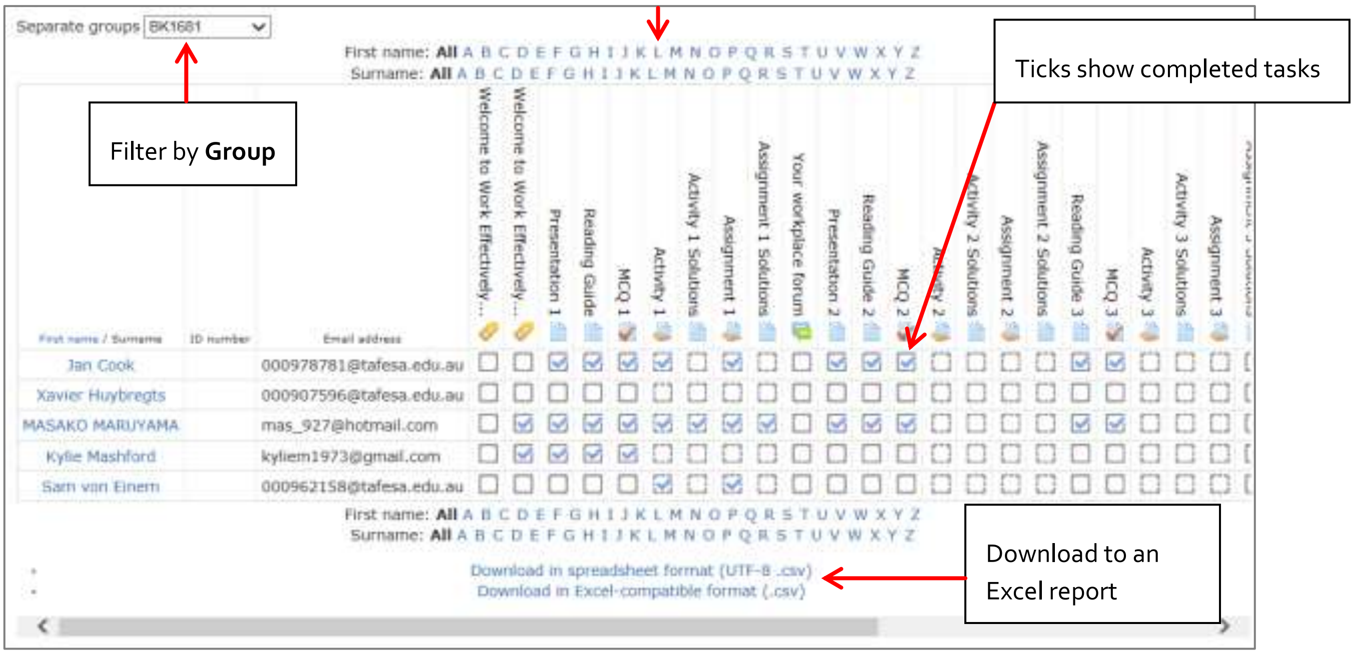


Logs and course participation reports show detailed user access, dates and times of each access, and details of their interaction in the course.

Activity completion report

The *Activity Completion* report is shown below. This is one of the most effective reports as you can quickly see all students' progress in the course. The report can be filtered by group, or by the first letter of the student's name.

It can be downloaded as an Excel report (will need a little formatting) and used at resulting time or saved as evidence of educational participation, for one or several students.

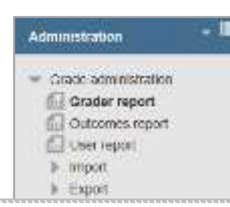


An excerpt of an *Activity Completion Report* downloaded to Excel is shown below. It lists all activities and the dates and times of the activites the student has completed.

	ID nu	Email address	Welcome to Work Effectively...		Welcome to Work Ef	Presentation 1	
Errin Abbott		000918640@tafesa.edu.au	Not completed		Not completed	Not completed	
brett altus		brett.altus@hotmail.com	Not completed		Not completed	Not completed	
Jayne Bryant		jacras@bigpond.com	Completed	Friday, 8 August 2014, 9:24 AM	Not completed	Completed	Thursday, 7 August 2014, 9:03 AM
Pat Fearn		000969804@tafesa.edu.au	Not completed		Not completed	Not completed	
Trina Grabner		TrinaGail71@hotmail.com	Not completed		Not completed	Not completed	
Sarah Paterson		paterson_sarah@ymail.com	Not completed		Not completed	Completed	Monday, 11 August 2014, 9:14 AM
Amie Taylor		000944710@tafesa.edu.au	Not completed		Not completed	Not completed	
Carlie Thompsor		carlzfitz@internode.on.net	Not completed		Not completed	Not completed	Friday, 8 August 2014, 9:42 AM
Prue Turner		pkturner84@yahoo.com.au	Completed	Wednesday, 6 August 2014, 9:59 AM	Not completed	Completed	Wednesday, 6 August 2014, 9:44 AM

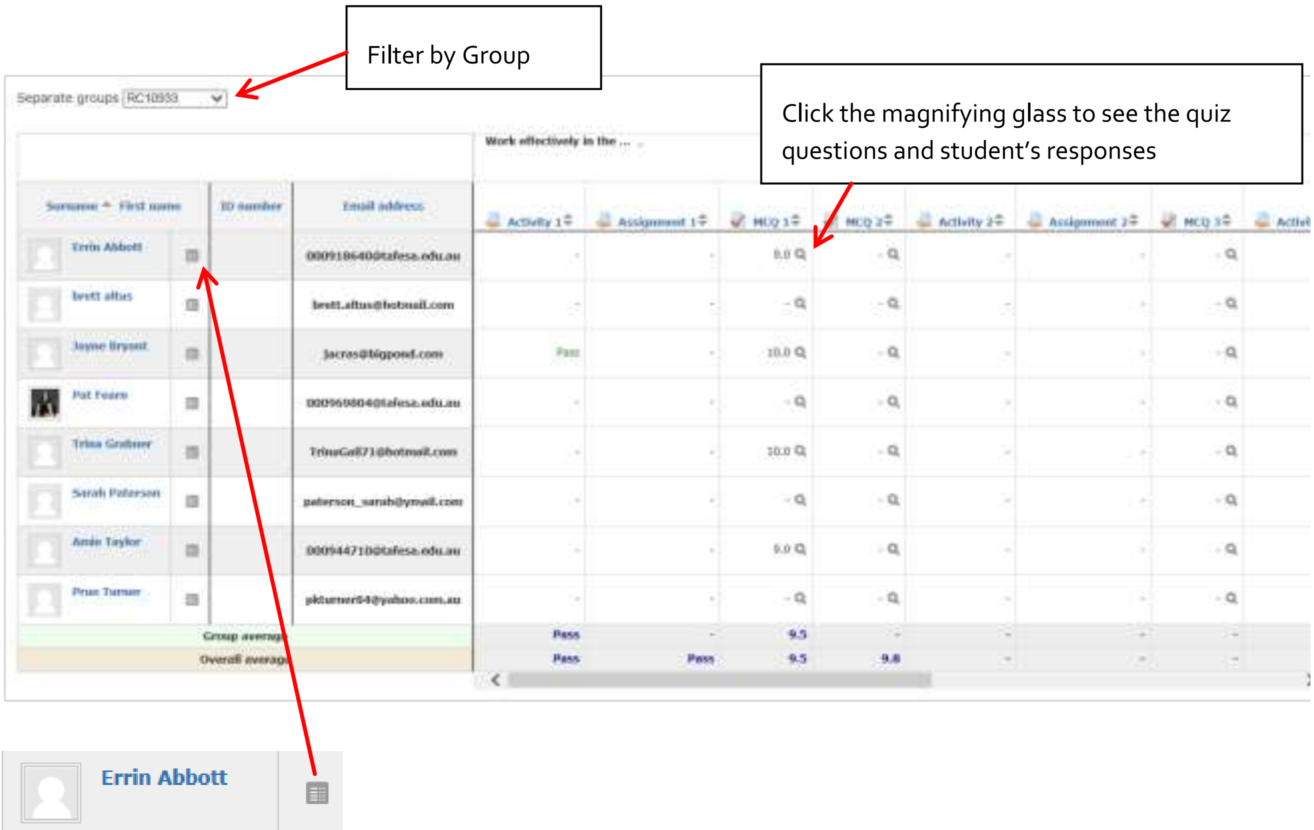
Grader report

The Grader report is accessed from the Administration block on the main page of the course.



In table format, this report shows a list of users (that can be displayed by Group) and all activities, quizzes, assignments and assessments in the course.

It shows the *grades or scores* the student has achieved for each task. See image below.



Clicking on the table icon next to the student's name allows you to view a report for that student only.

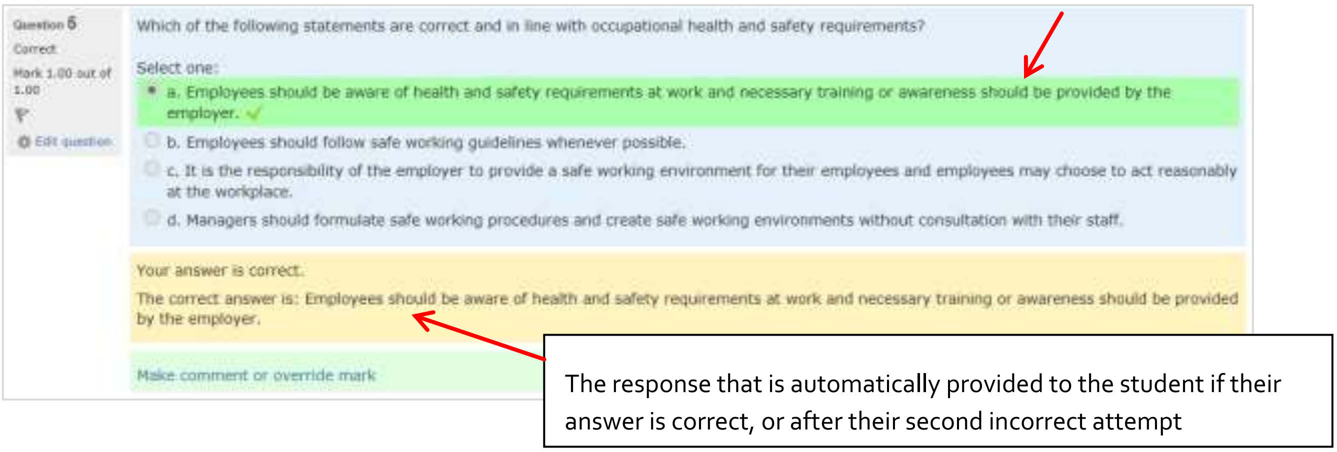
Quiz Scores

Clicking on the magnifying glass icon 9.0 in the Grader report allows you to enter the actual quiz to see all questions and answers, the student's responses, and which questions they answered correctly and incorrectly. This can help you if you need to provide feedback to the student. See details below.

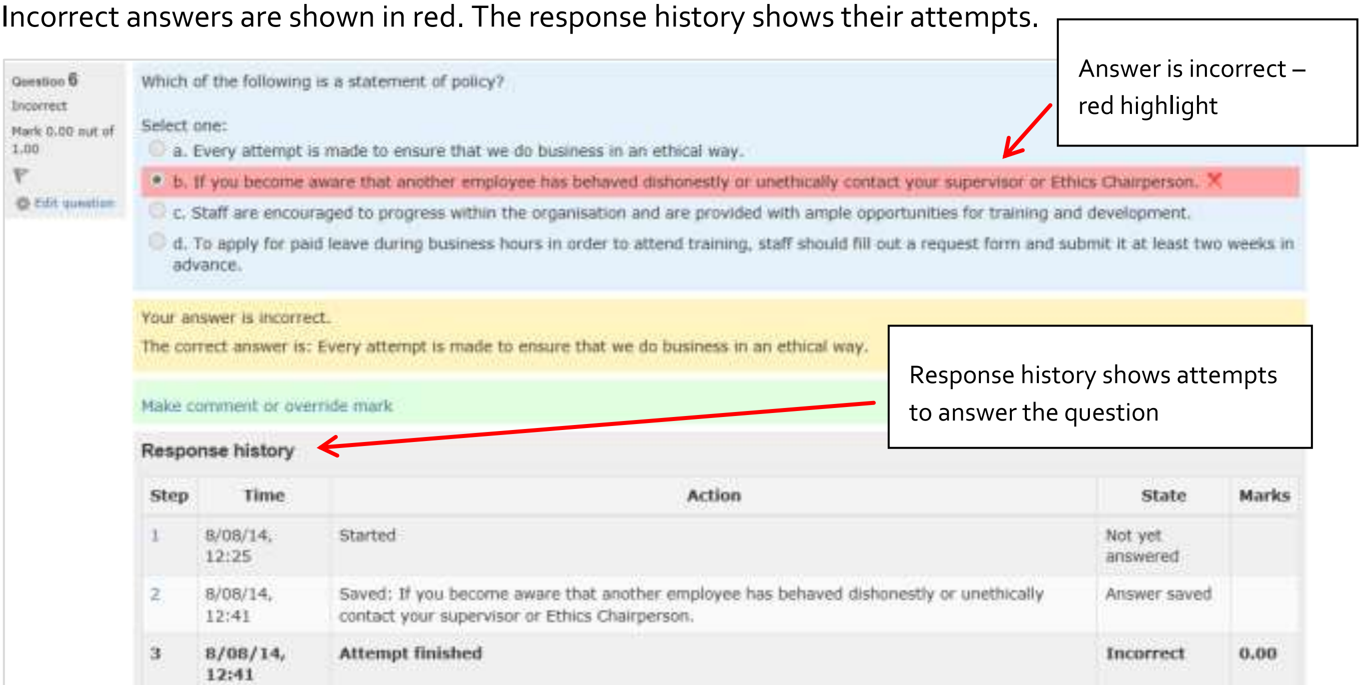
Quiz questions & answers

Correct answers are shown in green.

Answer is correct – green highlight



Incorrect answers are shown in red. The response history shows their attempts.



Feedback & suggestions

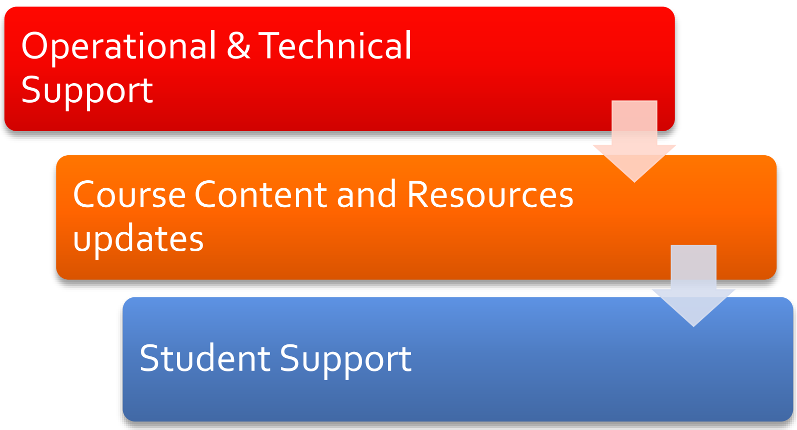
Your feedback helps us to continually improve our online e-learning courses for all users.

If you, or your students have any feedback or suggestions to improve our Learn (m2) courses or their functionality, please let us know. Contact the Help Desk and your feedback will be passed on to the senior leadership team for consideration.

Help with Learn (m2)

A Help Desk has been established to assist Financial Services Lecturing staff in the use of Learn (m2) courses and e-learning methodology.

Three levels of Help Desk support are available. They are explained below.



Operational & technical support

If you experience any difficulties with online or blended delivery issues please contact:

Kathy Reschke (Lecturer, Financial Services)

Phone: (08) 8648 8757

Email Kathy: kathryn.reschke@tafesa.edu.au

Kathy can help you with:

- groups
- navigation
- course features
- assignment and online activities
- delivery and assessment issues
- technical support

If you have students not appearing in your course or group please email finance.online@tafesa.edu.au

Course content & resources

If you wish to update, change, or add more resources on your course site, please save the requested resources into the staff share drive folder shown below, and send an email to Shan Pasupathy stating the course name.

Your resources will be reviewed by the senior leadership team and subject specialist. If approved, resources will be uploaded within 5 working days. Lecturers will be notified once this is done.

Email Shan: Sivasankar.Pasupathy@tafesa.edu.au

Staff Share Drive (S:) > BJIT_JusFin_Team > Financial Services > 4. TAFESA Learn Resources Portal > Learn(m2) Resource Update

Student support

Students experiencing any difficulties should first be provided with a copy of the student Learn (m2) user guide. If their issue is not resolved they can contact finance.online@tafesa.edu.au for help.

Help can be provided for:

- creating a new account
- forgetting their password or Learn (m2) login
- uploading assignments
- viewing feedback and answers

Notes: