

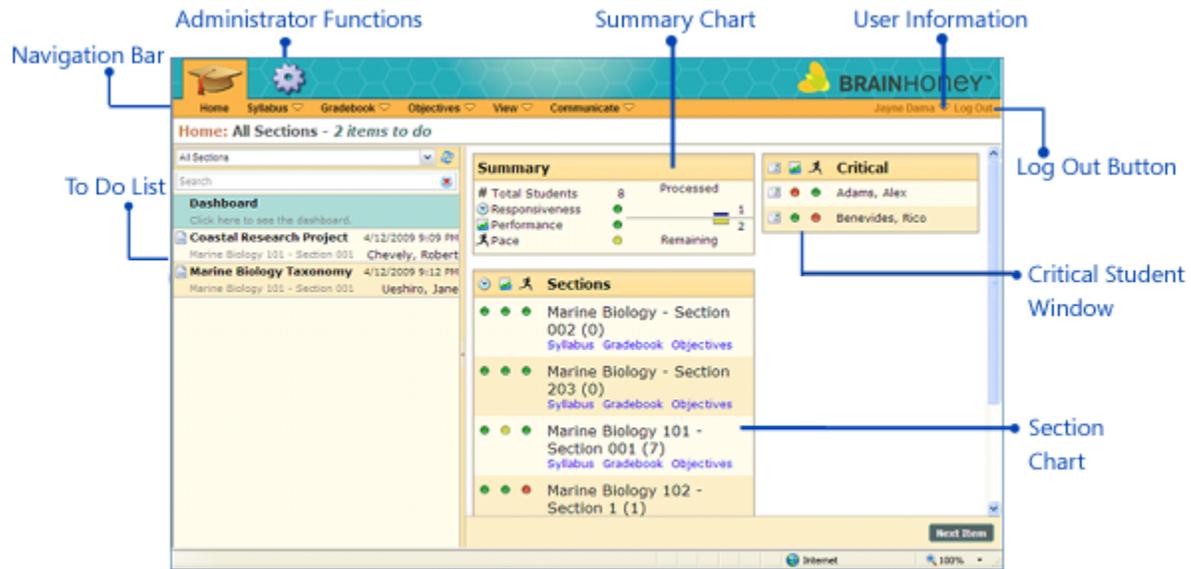


## Quick Start Guide

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## Teacher Home Page



The Skillbott home page is a dashboard which provides you with an at-a-glance view of the sections you are teaching, including:

- The To Do List List shows outstanding items to grade from all sections
- A navigation bar to easily access the other major Skillbott functions
- Summary charts to show you how well all of your students are doing and progressing through the course, as well as a summary of your responsiveness in grading assignments, posts, and exams
- A chart for each section, showing the number of students as well as visual feedback on your responsiveness, student performance, and student pace
- A Critical Students window that flags students that are below in either performance and/or pace
- An administrator menu to perform administrative functions
- User Information menu to view personal settings and a transcript
- Log out button to log out of the system

## Syllabus Page

The screenshot shows the 'Syllabus: Marine Biology 101' interface. It features four main panes:
 

- Objectives:** Lists learning outcomes such as '112.7.a.3 - Students learn that adaptation' with 'Covered: 4 Assessed: 1'.
- Syllabus/Schedule:** Contains 'Course Outline' and 'Grading Categories' tabs. The 'Course Outline' tab shows a weekly breakdown of topics and resources, such as 'Calculating with Scientific Notation' in Week 1.
- Course/Section Settings:** A link to modify course properties.
- Resources:** A search interface for adding files, with options for 'Aligned to objective', 'Key words', 'Of type', and 'Media'.

The Syllabus displays the section objectives, course structure, and resource files. From this screen, if you have the appropriate permissions, you may add, delete, and modify content, as well as change course properties and gradebook settings.

- The **Objectives** pane displays the list of objectives, as well as the number of activities that cover or assess each objective.
- The **Syllabus/schedule** pane contains two tabs. The **Course Outline** tab displays the course outline, and allows you to add, edit, reorder, or delete course items (if you have the appropriate rights). The **Grading Categories** tab allows you to edit Grading Categories and assign learning activities to Grading Categories.
- The **Resources** pane allows you to search for and upload files to add to your course, including files for students, such as readings that might be included in a .pdf format, as well as files for your use, such as a lesson plan. You may also search for additional learning content resources in this window, including lesson plans and other resources.
- Click the **Course/Section Settings** link to modify the properties for the course, as well as Gradebook settings, that were configured when the course was created.

### Objectives Pane

Course objectives are used to measure learning outcomes. Skillbott enables you to align lesson content, activities, and exam questions with objectives. This helps to ensure that objectives are presented, assessed, and mastered.

## Student Home Page

The screenshot shows the Student Home Page interface. At the top, there is a navigation bar with icons for Home, Calendar, and Communicate. The user's name, Johnny Appleseed, and a Log Out button are visible on the right. Below the navigation bar, the page is divided into several sections:

- Due Soon:** A section titled "2 items due this week" listing assignments such as "pg. 257 #3-27 odd - Winter 2011 - Calculus 101" due on Thu 12/23 and "Read Chapter 3 in Text - Winter 2011 - Marine Biology 101" due on Sat 12/25.
- My Courses:** A list of courses including "Winter 2011 - Calculus 101", "Winter 2011 - History 101", and "Winter 2011 - Marine Biology 101", each with links for "View", "Grades", "Objectives", and "Activity".
- Announcements:** A section titled "1 in the last week" containing an announcement: "Supplemental text available online - History 101" dated "Today 5:54 PM".

Callouts with arrows point to specific features:

- "View and open items due in the next week" points to the Due Soon section.
- "Navigate to all BrainHoney tools" points to the Communicate dropdown menu.
- "View course materials, grades, objective mastery, and user activity" points to the My Courses section.
- "View announcements from instructors" points to the Announcements section.

## Courses-View-submit assignments here

The screenshot shows the Course View page for "Marine Biology - Mr. Webster". The page has a navigation bar with tabs for "View", "Grades", "Objectives", "Activity", and "Communicate". The user's name, Johnny Appleseed, and a Log Out button are visible on the right. The main content area is divided into a left sidebar and a main content pane:

- Left Sidebar:** A "Display Options" menu and a tree view of course content. The "Introduction" section is expanded, showing "What is Marine Biology?" (highlighted), "The Living Sea", "Marine Biology Overview", "History of Marine Biology", "Introduction Activities", "Introduction Discussion", "Introduction Assignment" (93%), and "Introduction Quiz". Other sections include "Marine Life", "The Physical Ocean", "Marine Ecosystems", and "Marine Conservation".
- Main Content Pane:** A page titled "Marine Biology" with a sub-header "What is Marine Biology?". It contains text explaining the study of marine biology and a small image of a blue whale. The text includes: "Simply put, marine biology is the study of life in the oceans and other saltwater environments such as estuaries and wetlands. All plant and animal life forms are included from the microscopic picoplankton all the way to the majestic blue whale, the largest creature in the sea—and for that matter in the world." and "The study of marine biology includes a wide variety of disciplines such as astronomy, biological oceanography, cellular biology, chemistry, ecology, geology, meteorology, molecular biology, physical oceanography and zoology and the new science of marine conservation biology draws on many longstanding scientific disciplines such as marine ecology, biogeography, zoology, botany, genetics, fisheries biology, anthropology, economics and law." It also states: "Like all scientific disciplines, the study of marine biology also follows the scientific method. The overriding goal in all of science is to find the truth. Although following the scientific method is not by any means a rigid process, research is usually

Callouts with arrows point to specific features:

- "Navigate to course content" points to the left sidebar tree view.
- "View course materials" points to the "What is Marine Biology?" section in the main content pane.
- "Page through the course" points to the navigation arrows at the top of the main content pane.

## Add a Student - from Admin View

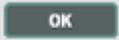
A **user** is anyone who has access to domain, course, or section data through Skillbott. In order to have rights to a domain, course, or section, an individual's account must be set up in the system and those rights must be defined.

1.  Click the **Administration** button.
2.  Click the **Users** link. The Find Users dialog box displays. Click **Close** to close the Find Users box. The Users view displays.

3. 

Click the **New User** button in the bottom left corner. The New User dialog displays, allowing you to add user information.

- The **First Name** and **Last Name** are the names that will be displayed in Skillbott (for example, in the Gradebook and on the Student view of the application).
- The **Username** must be unique; if the desired username has already been used, you will receive a message from the system, allowing you to enter a new username.
- The Password should be strong: it is recommended to use at least one capital and one numeral to reduce the change of the password being guessed.
- The **User's Email Address** is the address to which all email communications through Skillbott are sent.

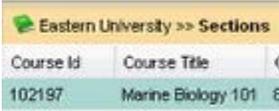
4. 

Click **OK**. The new user is created; however, at this point, the new user does not have any rights and is not enrolled in any courses.

## Enroll a Student in a Course

1.  Click the **Administration** tab.
2. Click the **Courses** link on the toolbar. This displays, along with the Find Courses window.
3. Click **Find** and the list of courses available will appear.



4.  The search results display in the Course list. Double click or click row of the desired course, and click **Open**. The Course Details screen displays.

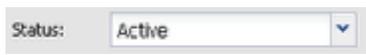
5.  Click **Enroll User**. The Find User window displays.

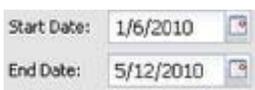
6. Click **Find** and the list of users will appear.

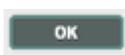


If there is more than one match, click the row containing the user to enroll, and click **OK**. The Enrollment window displays containing the user's information.

7.  There are predefined roles already set, click the **Role** list and select the appropriate role for the user for this course. The Permissions will be automatically assigned based on the role that you select.

8.  Assign the status for the user.

9.  The Start and End Date default to the Start and End date for the course. Make any necessary changes.

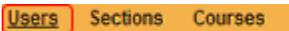
10.  Once you have completed entering the user information, click **OK**. The course will now appear on the user's home page (if the user's status in the course is Active).

## Find, View, and Modify Student Details

You may edit user details by locating and viewing the User Details. However, the following properties cannot be edited:

- Username
- User ID
- Login Prefix

1.  Click the **Administration** button.

2. 

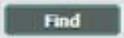
Click the **Users** link. The Find Users dialog box displays. If you have already been working in the Users view, click the **Find** button in the upper right of the window.

3.  Select the criteria by which you want to search. If you select name, Skillbott will search on either First Name or Last Name.

4.  Enter the search item. You may either enter the whole item, or you may enter a partial term with the wildcard character \*.

5. To search in all the domains to which you have access, click to place a checkmark in the **Search all domains** checkbox.

Search all domains

6.  Click **Find**. All users matching the search criteria specified display in the window.

User Id	First Name	Last Name	Login Pre
27206	Alex	Adams	Western
28318	John	Adamson	Western
26704	Susan	Adamo	Western
28665	Emilio	Adarrigo	Western

Select the row of the user, and click **Open**. Note: you may also double-click the row of the user to open the User Details box. The User Details box displays.

7.

Field	Value
User Id:	102072
Login Prefix:	eu
Username:	gkanengiser
First Name:	Gerard
Last Name:	Kanengiser
External Id:	2834785263
Email:	gkanengiser@easternstate.edu
Alias Name:	
Description:	

The Username, User ID, and Login Prefix fields cannot be changed for the user.

- The **First Name** and **Last Name** are the names that are displayed in Skillbott (for example, in the Gradebook and on the Student view of the application).
- The (User) **External ID** is any information that will identify the user. This may correspond to an ID used for another information system.
- The **User's Email Address** is the address to which all email communications through Skillbott are sent.
- The **Alias Name** is used for students who may have attended the institution under a different name (for example, if a student gets married while attending the institution).
- The **Description** field enables you to add notes regarding the user.

8. Once you have completed any changes, click **OK**. The changes will be made to the user's account.

## Delete a Student

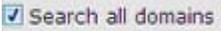
Following are the steps to delete a user.

1.  Click the **Administration** button.

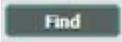
2.  Click the **Users** link.

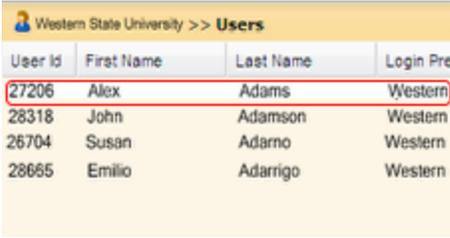
3.  Select the criteria by which you want to search. If you select **Name**, BrainHoney will search on either First Name or Last Name.

4.  Enter the search item. You may either enter the whole item, or you may enter a partial term with the wildcard character \*.

5.   Search all domains

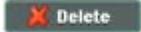
To search in all the domains to which you have access, click to place a checkmark in the **Search all domains** checkbox.

6.  Click **Find**. All users matching the search criteria specified display in the window.

7. 

User Id	First Name	Last Name	Login Pre
27206	Alex	Adams	Western
28318	John	Adamson	Western
26704	Susan	Adarno	Western
28665	Emilio	Adarrigo	Western

 Select the row of the user.

8. Click **Delete**. 

9.  Click **Yes** to confirm that you want to delete the user.

## Gradebook

**Gradebook: Marine Biology 101 - Section 001**

Configure ▾		Week 2	Week 3		Week 4		
Name	Score	A: MV	WQ	CRP	MBDB	MTW	MLA
Adams, Alex	81%	93%	81%	90%			60%*
Chevely, Robert	76%	X	62%*	85%			83%
Everette, Julianne	83%	90%	77%	85%	X		83%
Goring, Paulette							
Phipps, Jonathan	75%	83%	62%*	78%			80%
Ueshiro, Jane	90%	92%	76%	92%*		93%	100%
	<b>80%</b>	<b>89%</b>	<b>72%</b>	<b>86%</b>		<b>93%</b>	<b>81%</b>

Buttons at the bottom: Add Student, Drop Student, Export Grades, Report Final Grades.

The Skillbott Gradebook provides a rich set of tools to make grading student assignments and exams, providing feedback, and reviewing grades as easy as possible for you as the teacher. From the gradebook, you can:

- View student status, including grades for automatically graded exams, time spent on activities, and submitted assignments.
- Grade student assignments and provide feedback with text comments as well as attach a marked up version of the student's document.
- Directly view student's discussion posts in the Gradebook and assign grades.
- Override assignment, discussion, and exam grades.
- Analyze and manage exam grades, including grading essay questions, curving grades, and excluding invalid questions from the exam grade.

### Enrolled Students

The list of enrolled students can be configured to display either only students who are actively enrolled or all students including those who are actively enrolled as well as those students are inactive or who have withdrawn from the course.

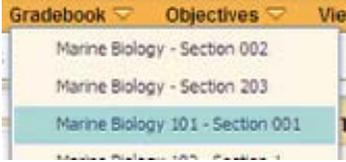
By default, the course average and the Pace scale of the students display next to their name. However, you may choose to view additional columns from the Configure menu. Scores equal to or above the Mastery Threshold as specified for this course display in green, while scores below the Mastery Threshold display in red. (Note: The Mastery Threshold is defined for the course in the Course/Section Settings in the Syllabus window).

Click a student name to view a detailed Grade page for the student. The detailed Grade page is the Grade page that the students view.

## Grade an Assignment Submitted Online

When a student submits an assignment online, a document icon displays in the Gradebook to alert you that a document is pending.

*Tip: On the Grading Page for the assignment, you can click the **Full Credit** link to easily assign the maximum grade for the assignment. You may also click **No Credit**, which will assign the minimum grade for the assignment. If you need to clear your entries, click the **Clear** link.*

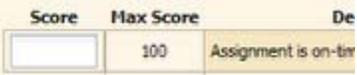
1.  To open the Gradebook for the section, click the Gradebook link at the top of the screen and then select the section.

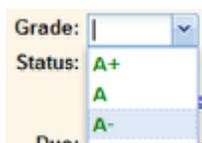
2.  From the Gradebook, click the document icon in the grid for the student and the assignment. The Individual Student Grading Page for the assignment displays.

The grading page displays any notes from the students when they submitted the assignment and contains a link to the assignment.

3.  Click the assignment link, and the student's assignment will open for you to review.

4. Review the student's document, and add any comments. When you are finished, save and close the document.

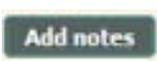
5.  **If the Grading entry method for the assignment is a rubric:** Enter a score in each row of the rubric. Skillbott automatically calculates the grade, and displays in the **Grade**



box.

**If the Grading entry method is a letter grade:** Select the letter grade from the grade list.

**If the Grading method is points or percentage:** Enter the points or percentage in the Grade box.

6.  To send notes back to the student, click the **Add notes** button, and type your notes in the Notes box.

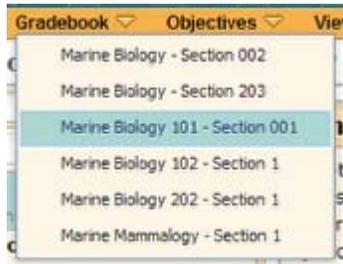
7.  When you have completed grading the assignment, click **Submit Grade**.

## Grade an Offline Assignment

Student grades are entered in the Gradebook for the section. If the Grading entry method for the assignment is points, letter grades, or percentage, you may enter the grade directly into the grid. If the Grading entry method uses a rubric, open the Grading page for the assignment to enter the grades. Following is more information on each of these methods.

Note: you may also want to provide feedback to the student with the grade. For more information, please refer to the Additional Information at the bottom of this page.

1. To open the Gradebook for the section, click the **Gradebook** link at the top of the screen, and then select the section.



### If the Grading Entry option for the assignment is "Points"

Name	Score	CRP	MVP
Adams, Alex			<input type="text"/>

Click the grid in the Gradebook for the student and assignment and enter the points for the student's assignment. You may also click the Details button to the right of the Grade box to view the grading page for the student's assignment. In the Grading Page window, you may enter the grade and send comments back to the students.

### If the Grading Entry option for the assignment is "Percentage"

Name	Score	CRP	MVP
Adams, Alex			<input type="text"/> %

Click the grid in the Gradebook for the student and assignment and enter the percentage grade for the student's assignment. You may also click the Details button to the right of the Grade box to view the grading page for the student's assignment. In the Grading Page window, you may enter the grade and send comments back to the students.

### If the Grading Entry option is "Letter Grade"

Adams, Alex			<input type="text"/>
Goring, Paulette			A+
Add Student			A

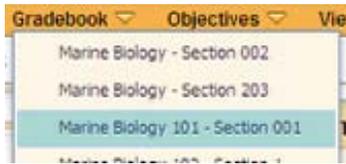
Click the grid in the Gradebook for the student and assignment. The Letter grade list displays. From the list, select the grade for this assignment. You may also click the Details button to the right of the Grade box to view the grading page for the student's assignment. In the Grading Page window, you may enter the grade and send comments back to the students.

## Grade a Discussion Board Post

Grading student discussion board posts is similar to grading other student assignments with a few exceptions. When you access the Individual Student View in the Gradebook for a discussion posting, BrainHoney shows you the student's post in context with the discussion. The post that you are grading is highlighted in yellow, making it easy to review.

Note: In order for a discussion board post to be gradable, the **Add to Gradebook** option must have been selected when the discussion board was created. If this option was not selected, no icon will display in the Gradebook, and there will be no place in the Gradebook for a grade.

All grades are assigned in the Gradebook.

1.  To open the Gradebook for the section, click the Gradebook link at the top of the screen and then select the section.

2. 

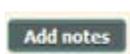
From the Gradebook, click the document icon in the grid for the student and the Discussion Board. The Individual Student Grading Page for the discussion posts displays.

3. 

The Individual Grading Page for the student displays the post in context with the discussion thread. Once you have reviewed the post, enter a score depending upon the Grading entry method:

- For a rubric, enter a score in each criterion row in the rubric
- For points, enter the points in the Grade box.
- For percentage, enter the percentage in the Grade box.
- For a letter grade, select the grade from the list.

Note: You may also click **Full Credit**, which assigns the maximum number of points available for this activity; **No Credit**, which assigns a 0; or **Clear**, which clears all the rubric rows and grade box.

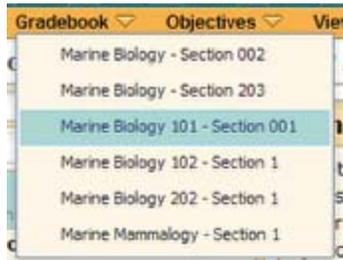
4.  If you want to send feedback back to the student with the grade, click the **Add Notes** button and type the feedback in the Notes box.
5.  When you have completed grading the discussion post, click **Submit Grade**.

## Excuse a Student From an Assignment

You may excuse a student from an assignment or assessment. This excludes the grade on the assignment or assessment from being calculated into the student's final grade.

All grading is performed in the Gradebook for the section.

1. To open the Gradebook for the section, click the **Gradebook** link at the top of the screen, and then select the section.



2. Click the grid in the Gradebook for the student and assignment or assessment. If the assignment has a Grading entry method of rubric or if the assignment was submitted online through a dropbox, the Grading Page displays.

Name	Score		WQ
Goring, Paulette		●	

If the Grading entry method is letter grade, points, or percentage, the grade box and the Details icon display (*shown*). Click the Details icon, and the Grading Page for the student displays.

3. Click the **Excuse** button.



4. The individual student grading page closes, and an X displays in the column to indicate that the student is excused from the grade.

Name	Score		WQ
Goring, Paulette		●	X

## Monitor Student Progress Using the Gradebook

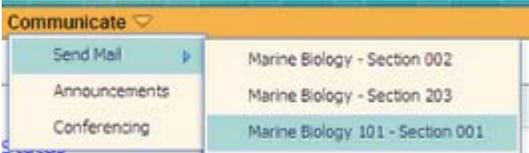
The Gradebook provides a visual overview of the course, as well as navigation for all your tasks. The Student Grid lists course activities along the top and student names on the left side. Student grades, items completed, and assignments pending grading display in the grid.

- Click a student's name to see more detail on the student's course progress and performance. From the Gradebook Student Detail page, you may also click the Mastery Performance link to review the student's performance on learning activities associated with each objective.
- Click an activity title to view detail on the item, including analysis tools.
- Click a grid in the Gradebook Grid to open the Individual Student Grading page for a specific activity.  
You may customize the display of the Gradebook to meet your teaching needs. From the Configure menu, the following options are available:
  - **Visible columns:** enables you to view additional columns for items that apply to the entire section, such as total number of minutes spent viewing and completing course activities
  - **Score display options:** enables you to view additional columns for each activity, such as displaying grades as percentages or letter grades rather than points
  - **Group by:** allows you to group the learning activities by Course Outline (such as Module 1, Module 2, etc.) or Category (such as Assignments, Exams, Projects, etc.)
  - **Show Non-gradable:** shows all learning activities for the course: checkmarks display for completed non-gradable activities
  - **Show inactive enrollments:** displays all students enrolled in the course, regardless of whether the end date of their enrollment has passed or they have been dropped from the class.

## Send an Email Message

You may send email to a single student or to groups enrolled in the section (such as "All", "Students" or "Teachers"). The email will be sent to the email address stored in the user profile. Skillbott does not create emails. Students must have an email from another source.

Note: if no email address is stored, nothing will be sent to the user.

- 

From the **Communicate** menu, point to **Send Mail**, then click the section containing the intended recipients.
- 

The Send Mail window displays. Click the **To** button.
- 

Select the first recipient.
- 

Click the **To->** button. The recipient will display in the box beneath the **To** button. Repeat steps 3 and 4 for each recipient. When all recipients have been added, click **OK**.
- 

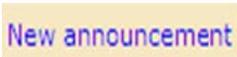
Type the subject and the message. Click **Send** to send the message.

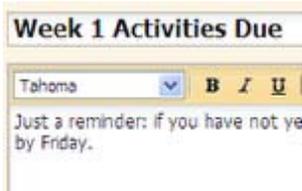
## Post an Announcement

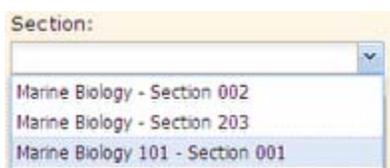
From time to time, you may wish to post announcements to students, such as reminders of exams or information about changes to your office hours. Announcements are created from the Announcements page. When you create an announcement, it is sent to all students in the section and displays in their announcements window on their Skillbott Home Page.

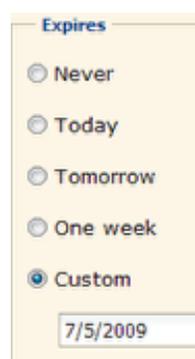
You can set different expiration options, depending upon the type of announcement. You may want to post your office hours in an announcement that never expires, or remind students of an exam in an announcement that expires on the date of the exam.

1.  From the **Communicate** menu, click **Announcements**.

2.  Click the **New announcement** link.

3.  Enter the title and text for the announcement.

4.  From the **Section** list, select the Section to receive the announcement.

5.  Click the expiration option. This determines the length of time that the announcement will remain on the student's home page. If you select Custom, click the Calendar button to select the date.

6.  Click **Post** to post the announcement.

## **Additional Training & Support**

### **1. System Requirements**

SkillBott is best viewed by these browsers:

- Internet Explorer 7,8
- Mozilla Firefox 3+
- Google Chrome (all versions)
- Safari 3+

### **2. Lesson A: Best Practices, Directions, and Everything You Need To Be Successful**

Each course begins with a Lesson A which provides instructions for key steps:

- Navigating Activities & Submitting Assignments
- Creating & Saving a Document
- Attaching a Document
- Completing Assessment Activities
- Completing Discussion Forums

### **3. Training Videos**

There are 12 training videos available to help you navigate the dashboard and manage your students:

- Teacher Videos
  - Grading Via the To Do List
  - Gradebook
  - Student Objectives
  - Syllabus
  - Assessment
  - Adding Content
  - Dashboard
- Student Videos
  - Home Page
  - Navigating a Course
  - Grade Page
  - Document Submission
  - Exam