PORTLAND STATE UNIVERSITY

Teacher's Guide

National Learner Web Staff

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Table of Contents

Using the Learner Web as a Teacher

The main responsibilities of the Teacher are to:

- Support Learners' on the Learner Web
- Grade and comment on Workspace items
- Mark Steps of a Learning Plan as completed

The Basics

In order to carry out the following instructions you will have to login to the specific Learner Web Region to which you and your Learner(s) are assigned. To do so, type the name of your Region and a period, then learnerweb.org in your browser. For example, if your Region's name is "chemistry", type in your browser chemistry.learnerweb.org. Then, login using your Teacher screen name and password. If you ever lose your screen name and password, contact your Teacher Administrator or Regional Administrator.

Logging in to the Teacher Interface

- ✓ Once you are logged in to the Region in which you are a Teacher, you will be prompted with the Teacher interface that opens with "Courses and Offerings"
- ✓ The system will first prompt you to choose a course from the drop-down menu.

Then,

1. Click on the menu and choose the course you wish to view.
2. Once you have selected a course, the system will prompt you to choose a course offering from the next drop-down menu. This is where you choose the section/offering for a particular course.
3. You will automatically see a list of the Learners who are signed up for the Learning Plan to which the course is connected.
4. Beneath the list of Learners, you will see the "Items" area that displays the Learning Plan and its Steps.

5. In order to view a Learner's work, you can either click on a particular Step in the Learning Plan first in the "Items" area and then click on the Learner, or you can choose a Learner first and then click the Step you would like to view. The order does not matter.

How to View a Learner's Work

✓ From the drop down menu, select a Course and an Offering (time and date of course).
✓ You will then see a list of Learners enrolled in the course.
✓ Click on a Learner's name.

NOTE: If there is no symbol before a Learner's name, then they have not begun to work on the course's Learner Web Goal(s).

✓ Select the Learning Plan/Goal or particular Step within the Learning Plan that you wish to view from the "Items" menu.

NOTE: Steps are indented beneath Goals. Sub-steps are further indented under a Step. And, again, you can navigate to the Step first and then select a Learner; the order doesn't matter.

To View the status of the Step

1. Look at the icons before the Steps in the navigation menu. The icons tell the status of the Step or Plan. Below is an explanation of statuses.

Six Status Options

➢ **Unavailable**: The Learner has not completed the required prerequisite Steps to get to the Step which you are viewing. This is indicated with a **yellow "x"** box icon;
➢ **Not started**: Learner has not started the Step. **No icon** for this status;
➢ **In progress**: Indicated with a **footprint** icon;

- ➢ **Current Step:** This shows only in the "Navigation" area once you have expanded the title of the Learning Plan by clicking on the "plus" sign. The **gold star icon** lets you know the current and/or last Step that the Learner visited.
- ➢ **Awaiting Feedback**: The Step is awaiting feedback and/or permissions from you, the Tutor, or another support role such as a Teacher within the Learning Plan. **No icon** for this status; and,
- ➢ **Completed:** The Learner has completed this Step and it is indicated with a **green "check" icon.**

How to Change a Step Status or Mark it Completed

To change the status of a particular Step, click on the Step you would like to change from the "Items" menu on the left side just below the list of Learners.

1. Once you have chosen a Step from the left hand side "Items" list, on the right hand side the Step area is shown just under the Learner's screen name and profile link. The Step area contains the Steps' Overview with information about the Step.
2. Just under this area is the list of the Step statuses with the current status bubbled in.
3. View and edit the Step's status by clicking in the bubble next to the status you wish the Step to have. There are more detailed directions on changing Step statuses in the next section.
4. Check the status you want the Step to have.

Result: You have changed the Status of the Step.

How to Review a Workspace Item

1. In the Teacher view, the **Workspace** items are listed just below the list of Step statuses. To view the a Workspace item in detail you should:
   a. Read the Workspace item's status (is it started, not started, saved or submitted).
   b. Click on the Workspace item's title to view the questions and the Learner's answers.

2. To grade the Workspace item:

a. Review the Learner's answers.

b. Select a score from the drop-down menu.

c. Click "Grade this Form".

3. To add comments that the Learner can see:
a. Press "View/Add Comments"
b. Type in a comment
c. Click the "Add Comment" button to save the comment

How to Allow Learners to "Redo" Workspace Items

1. From the left "Items" menu, click on the Step whose Workspace you would like to reset.
2. Click on the Workspace item's name.
3. Press "Reset This Form" under their score on the workspace item.

NOTE: *For an Auto-graded Workspace*, a Learner's answers will be deleted and he or she will be able to redo the test. *For a Graded (by a Tutor or Teacher) Workspace*, a Learner's answers will NOT be deleted, but the Learner will be able to make revisions and resubmit the Workspace item for re-grading. It works this way because, say, for a teacher-graded item such as a writing essay, we wouldn't want a Learner's work to be deleted but would simply want him or her to be able to go back and edit it if necessary.

NOTE: The Learner will see that the Workspace was reset (meaning that when the Learner visits the Workspace tab in his or her Learning Plan, he or she will see that the Workspace status is no longer submitted, etc.). There are not any pop-ups or obvious announcements that the Learner can retake the quiz.

How to View Resources and Check Their Status

1. Once you have chosen a Step from the left hand side "Items" list, on the right hand side the **Resources** area for the Step is listed just under the Workspace area.

2. The circle to the right of the Resource's will be open if the Learner has not yet visited it, and will be filled in and orange if the Learner visited the site.

3. You can click on the Resource name if you wish to read more about the Resource and see it from the Learner's point of view.