CENTER FOR
TEACHING, LEARNING, AND TECHNOLOGY
Illinois State University

ReggieNet: The Basics

Facilitators: Mayuko Nakamura (mnakamu), Charles Bristow (cebrist),
Linda Summers (lsummer), Steve Travers (sttrave)

Log in

Direct Link : http://reggienet.illinoisstate.edu

Click on **Central Login** to get started

>   User Name: ulid
>   Password: regular password you use to login your office computer, etc.

You can also log in through my.illinoisstate.edu – there are ReggieNet links on the Academics tab and the Courses I Teach page.

My Workspace

After you log in, ReggieNet displays your personal Home site. From here, you may access all of the other sites you belong to in ReggieNet.

Your Home site serves several purposes:

- It displays a message of the day, if any, from the ReggieNet system administrators.
- It displays a calendar that automatically aggregates events from the calendars of all the sites you belong to.
- It displays announcements and notifications indicating whether you have unread course mail or forum messages from all the sites you belong to.
- It allows you to control which course buttons appear in the favorites area at the top.
- It allows you to set global preferences for receipt of automatic email notifications, display of your personal information, profile picture and more.

Setting favorites

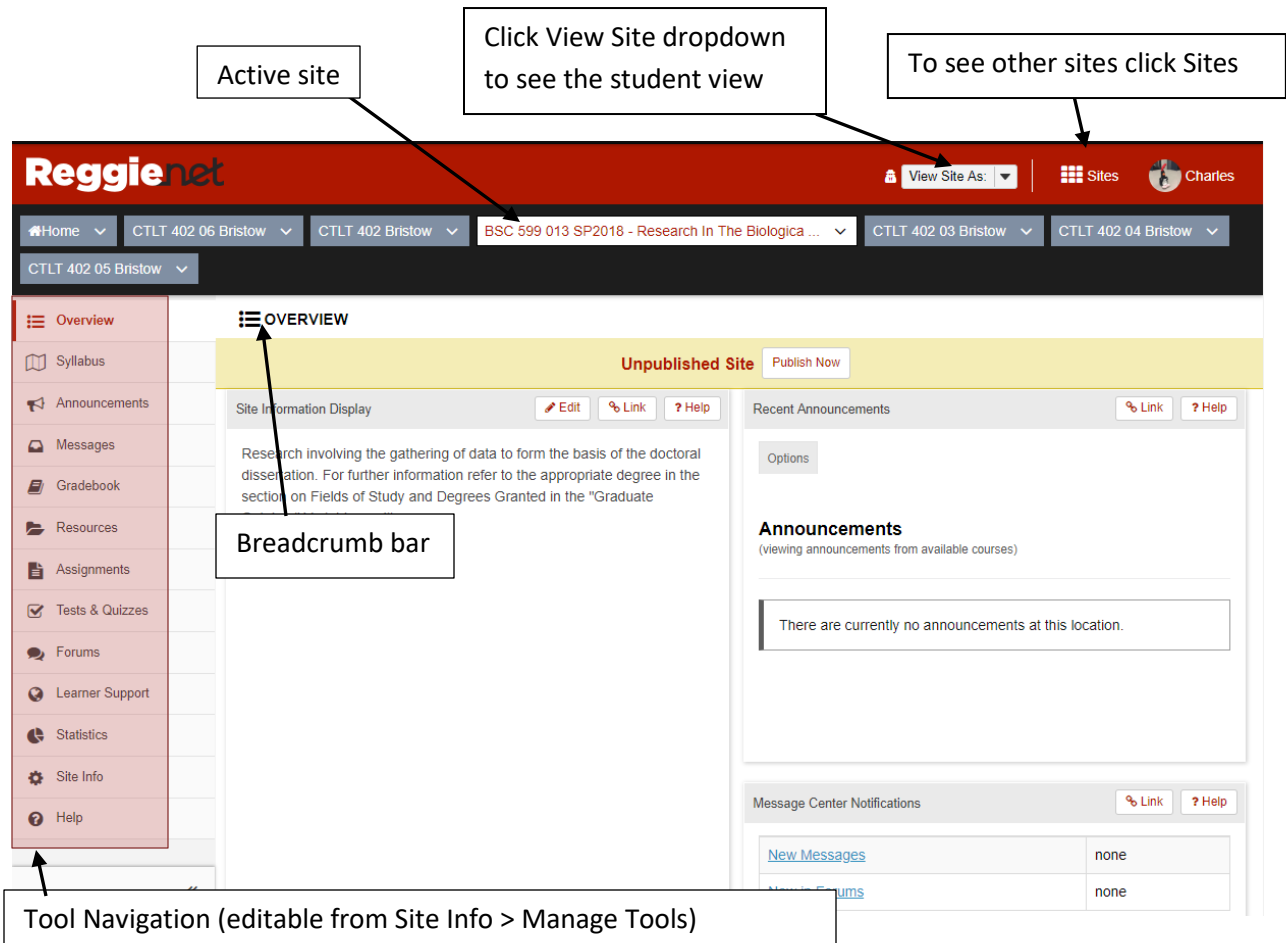You can set which courses appear as buttons in the favorites area at the top of the page.
1. Click on the Sites icon Sites

2. Click on the star next to any site you wish to appear as a favorite (should be yellow)

★ CTLT 402 02 Bristow

3. Use the Favorites tab to drag and drop for the desired order.
4. Click the blue X icon in the top right corner.
5. Click Reload to update.

Course Site Navigation

Active site

Click View Site dropdown to see the student view

To see other sites click Sites

Breadcrumb bar

Tool Navigation (editable from Site Info > Manage Tools)

Important Navigation Tip

No matter where you are in ReggieNet, you can quickly return to the home page for the site you are working in and to the home page for the tool you are working in:

• To return to the home page for the current site, simply click **Overview** at the top of the tools menu on the left side of the screen.

- To return to the home page for the tool you are currently using, click the tool name in the breadcrumb trail in the white bar near the top of the screen.

Course Site Tools

There is a set of default tools that are added when a site is created, but you can add and remove tools.

Adding or Removing Tools

1. Click **Site Info** in the left-hand navigation bar.
2. Click the **Manage Tool**s tab. ReggieNet displays the list of available tools.
3. To add tools, check the box by the name of each appropriate tool. To remove tools, uncheck the boxes by the name of each appropriate tool.
4. To complete your selection, click **Continue**.
5. To confirm the changes and return to the Site Info home page, Click Finish.

Site Info

Site Info includes many menus that the instructor should know, including:

- Manage Tools – You can add or remove tools.
- Tool Order – You can change the order of tools on the left side navigation.
- Add Participants – You can add TAs and other participants.
- Manage Participants – You can view a list or participants, change their role, or remove them.
- Manage Groups – You can create groups from this menu.
- Manage Access – You can publish and unpublish your course at any time.
- Import from Site – You can use this tool when you want to copy content from other courses you teach.

Adding Participants

1. Click **Add Participants** on the **Site Info** menu bar.
2. Enter each person's ULID in the Official Participants box. Enter one name or address per line.
3. To assign all of these participants to the same role, select **Assign all participants to the same role**. Otherwise, select **Assign each participant a role individually**.
4. To continue to add these participants, click **Continue**.
5. Click to assign the appropriate role to the new participant(s). Click **Continue**.
6. Select an email notification option for the new participants.
7. Click **Continue** and click **Finish**.

Removing or Changing the Role of the Participants

1. To remove a participant, click **Manage Participants** on the **Site Info** menu bar.
2. Check the **Remove** box for that name.
3. Or to change the participant's role, select the desired role from the Role pulldown list.

4. Click **Update Participants**. ReggieNet displays the changed list with a reduced number of users. The participant name you removed is no longer displayed.

Announcements

Creating an Announcement

1. If you do not see the Announcements menu tabs, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Click the **Add** tab. ReggieNet then displays the Post Announcement screen.
3. In the **Announcement title** box, enter the subject of your announcement.
4. In the **Body** box, use the editor to create and format the body of your announcement.
5. In the **Access** section, select the groups of people who will see your announcements:
6. In the **Availability** section, indicate if and when you want to make this announcement available for viewing.
7. To add an attachment, click the **Post Attachments** button and then follow the directions given. ReggieNet will then display the file name in the Attachments section.
8. Select an option from the **Email Notification** pull-down box to indicate whether site participants should receive an email when this announcement is posted.
9. Click **Post Announcement** or choose an appropriate choice.

Note: After viewing the announcement in preview mode, click **Post Announcement** to save the announcement. If you want to make changes, click **Edit** or **Clear** to return to the Post Announcement screen.

Editing an Announcement

1. If you do not see the Announcements list, click **ANNOUNCEMENTS** in the breadcrumb bar.
2. Click **Edit** for the announcement you want to change. (You may also click on the announcement and then click on Edit in the menu bar.)
3. Make the desired changes to your announcement.
4. To save your revisions, click **Save Changes**. Or, to cancel your revisions, click **Cancel**.

Deleting an Announcement

1. If you do not see the Announcements list on the Announcements home page, click **ANNOUNCEMENTS** in the breadcrumb bar**.**
2. Check the box(es) next to the announcement(s) you want to delete. Keep in mind that the Remove boxes appear only for users who have permission to remove announcements. (You may also click on an announcement in the list and click on the Remove link in the menu bar.)
3. Click **Update** to remove the items or click **Clear** to cancel the removal. A message appears, asking you to confirm the removal.
4. Click **Remove** to remove the announcement or click **Clear** to cancel the removal.

Syllabus

1. If you do not see the Syllabus menu tabs, click **SYLLABUS** in the breadcrumb bar.
2. Click the **Add Item** tab. When prompted, provide a title.
3. If you want to add text to the syllabus item that will be displayed in the browser, enter it in the **Content** box. Otherwise, continue to step 4.
4. Click **Add** to save as a draft, click **Add and Publish** to make it immediately available to students.
5. If you have a syllabus as a file, click the bar containing the syllabus item name to expand, and click **Add attachments**. Click **Browse** to select a file, then **Continue**
6. Make sure the eyeball icon is clear, indicating the item is published (available to students). If it has a slash through it, click on the eyeball to publish the item.
7. Alternatively, you can redirect if you already have an online syllabus.

Editing text

To edit a syllabus item label, or to edit the displayed text, click **Edit** in the menu bar. You can change the item label in the box, or click **Edit Details** to change the text.

Messages

Messages is a course site specific mail tool. It is a self-contained system and messages will stay in ReggieNet unless you or your students set up forwarding options.

Sending a Message

See the interface in the image below for additional options available for sending messages.

1. Click on the **Messages** tool.
2. Click on the **Compose Message** tab.
3. Select Recipients. Three options are available.
    1. **All Participants** – Send the message to every participant in the class.
    2. **Select Specific Roles** – Send the message to participants in a certain role. Ex. Students, Instructors, Graduate Assistants, etc.
    3. **Select Individual Recipients Manually** – Send the message to only those course participants that you choose.
4. Enter Subject & Message. Add attachment if it's appropriate.
5. Click **Send** or choose another appropriate choice.

Messages can also be organized into folders. Click **New Folder** to create a folder. When reading a message, click **Move to folder** to choose where to move it.

Messages Settings

Course Mail offers a few settings that you can change. The image below gives brief explanations of these options.

Personal Settings

Auto Forward Messages:
○ Yes   ○ No

→ Select whether or not you want to have messages sent to an external e-mail address

Email address for forwarding: cebrist@ilstu.edu

→ Enter the external e-mail address you want to use

Site Settings

Sending copies to recipients' email address(es):
○ Do not allow sending copies
● Give sender the option to send copies
○ Always send copies

→ Allow any user to choose to send messages to an external e-mail address

Groups hidden in To field Add Group: --Select Group-- ▼

[Save Settings] [Cancel]

NOTE: If you disable sending copies to recipients' e-mail addresses, that option is turned off for all users, including the course instructor. Thus, if you want to be able to send messages to students' external e-mail accounts; be sure to leave this option enabled.

Gradebook

Gradebook uses a two framed, spreadsheet style interface that allows for quick and easy access to many gradebook features directly on the screen. The left frame contains the list of students along with a current course grade/point total, and the frame on the right shows the gradebook items and associated points. The right frame interface scrolls horizontally to allow for ease of viewing, scoring, and editing of specific gradebook item columns while still being able to view the associated student names in the left frame.   Any entries made in the right interface cells are saved automatically when entering new scores or editing existing scores.

Gradebook Interface

Gradebook Hierarchy

- **Grade Categories** – Categories are how grades for different assessments are grouped. Some examples of grade categories are "Tests", "Quizzes", "Reading Responses", etc. **You don't have to use Categories unless you're using weighted grades or dropping scores.**
- **Gradebook Items** – Items are the grades for particular assessments that you either create and enter directly in the gradebook, or are integrated with other tools within ReggieNet.

Gradebook Organization

ReggieNet offers three options for organizing your gradebook: none, categories, and weighted categories. Each of these options offers features that can be useful in particular situations.

No Categories

- All grades are listed equally in the gradebook.
- You cannot drop scores.
- Grade is calculated by adding up points.

Categories Only

- Items are divided into categories that you create and manage.
- Categories are only visible when gradebook items have been assigned to them.
- You can drop highest/lowest or keep highest scores when using categories. In order to drop or keep scores, all grades in the category must come from the same tool (i.e. ONLY Tests & Quizzes, ONLY Forums, ONLY Assignments) and each item in the category must have the same score.
- Grade is calculated by adding up points from each category then totaling all category scores.

Categories & Weighting

- Items are divided into categories that you create and manage.
- Categories are only visible when gradebook items have been assigned to them.
- Categories are each assigned a weighted contribution to the grade for the course.
- Items within a category are each assigned a weighted contribution to the category grade.
- You can drop scores from categories ONLY if each item in the category is worth the same weight. Also, in order to drop scores all grades in the category must come from the same tool (i.e. ONLY Tests & Quizzes, ONLY Forums, ONLY Assignments).

Gradebook Structure

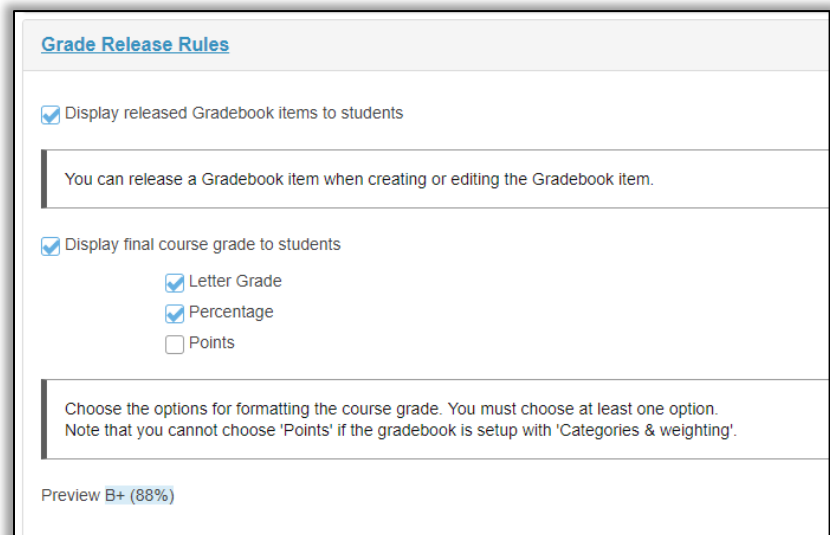Click the **Settings** tab near the top of the page to access the settings page.

Grade Entry

- Allows users to select whether scores will be entered in the Gradebook as points or percentages. We generally recommend using points.

Grade Release Rules

- **Display released Gradebook items to students** – sets whether Gradebook items released to students are visible to them.
- **Display final course grade to students** – you can choose to display any or all of the following: Letter Grade, Percentage, and Points. *Note: If using Categories & weighting in Gradebook, a total point score cannot be displayed.*

Statistics

- Allows instructor to choose whether to display item statistics to students
- Allows instructor to choose whether to display course grade statistics to students

Categories & Weighting

- Allows for organizing the Gradebook as No categories, Categories only, or Categories & weighting.
- Allows for the creation of categories in the Gradebook.
- Allows for making categories "Extra Credit" and for selecting the number of low or high scoring items to be dropped or high scoring items to be kept in categories that are not being sent to the Gradebook from other tools.

Grading Schema

The Grading Schema interface is used for selecting the grade method used in the course (Letter Grades or Pass / Not Pass) and minimum point percentages for each letter grade can be used in the Grading Schema. The minimum percentage for a letter grade and for passing/not passing is easily adjusted by entering the value in each associated box. The Grading Schema section also displays overall course grade distribution and statistics.
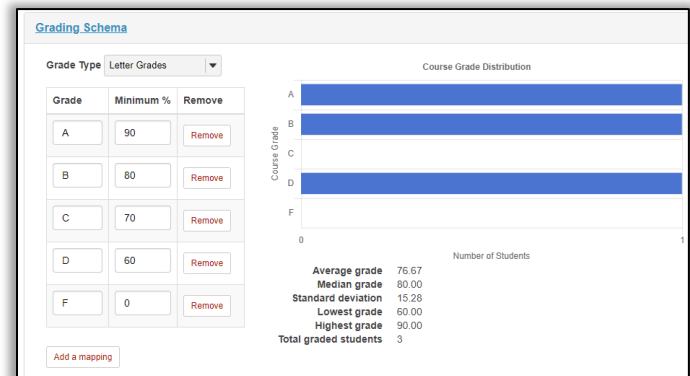

Grading in Gradebook

1. Scroll or click over to the cell in the right interface for which a score will be entered for a student.

2. Click on the cell to enter or edit a score.

3. Click Enter on the keyboard to save the score and move on to the next student.

NOTE: Gradebook Items created in Tests & Quizzes or Assignments can only be entered from within the specific tool. A lock icon will appear in Gradebook cells when scores are being sent from other tools and cannot be edited in the Gradebook.

Enter the same score for a group

1. Click on the dropdown arrow for the item to be graded and   select **Set Score for Empty Cells**.

2. In the Set Score for Empty Cells pop-up window, click the dropdown arrow for **Group / Section** and select the group to be graded.
3. Add a score in the box for **Grade Override** and click done.
4. In the **Set Score Confirmation** pop-up window, click Continue to enter the scores.
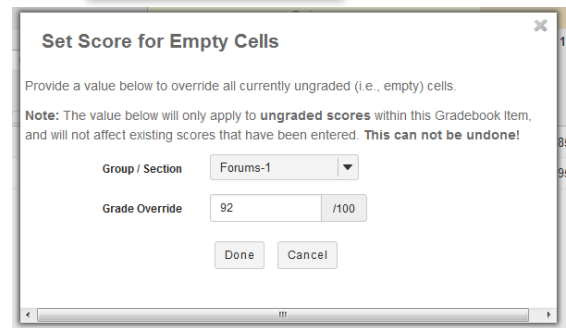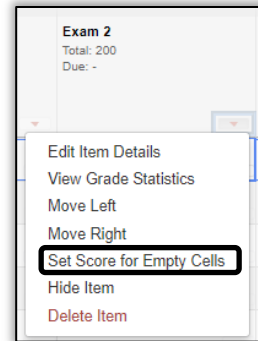
Note: Scores entered using Set Score for Empty Cells can only be adjusted by manually entering scores into individual cells on the Grades page of Gradebook.

Lessons

The Lessons tool can be used to create, organize, and integrate course content, resources, assessments, and media into one ReggieNet tool.

Adding Lessons

You can add top level Lessons pages in **Manage Tools** in **Site Info**. Each top level page will have a link for it added to the left-hand navigation.

1. Go to **Site Info**
2. Click **Manage Tools**
3. Click the check box for Lessons; click **Continue**

4. The dialog box shown here will appear

Give the Lesson page a title; you also have the option to add multiple top level pages (with their associated Navigation links) at the same time.

5. Click **Continue**; click **Finish**

Editing Page Settings

To edit page settings, click on the tool icon [⚙] at the far right of the action button bar at the top. You can edit the following:

- Edit the Page title
- Hide this page from users. - Use this when you're not ready for students to see the page yet. It will not appear in the left margin.
- Hide this page until the following date - Use this when you want a page to become available at a certain date or time. Note that the page will show in the left margin before then, but won't be usable. (There is no way to specify release dates for items in the left margin.)

Adding Content

You may add content to your Lesson Builder page by clicking either on the **Add Content** drop down menu or the Plus symbol in the corner of a section or any item menu bar:

- Add Text - enter text into an editor.
- Embed content on page- add an item that will show on the page, such as a Flash presentation or video.
- Add Content Link- upload document and/or add links to existing documents and web sites.
- Add Assignment, Quiz, or Forum Topic - Choose an item from the specified tool and add it to this page.

Adding Sections and Columns

You can also create sections and columns using the menu from the Plus symbol in the corner of a section or any item menu bar

Resources

The Resources tool allows you to upload documents, PowerPoints, PDFs, images, and other types of files to ReggieNet for your own and your students' use.

Resources Tool Interface

Icons in Resources

	Closed Folder, NO content inside it
	Closed Folder, content inside it
	Open Folder, content inside it
	Hidden folder
	ReggieNet Link to external website

Adding Content

1. Click RESOURCES in the breadcrumb bar if the Resources home page is not displayed.
2. Click the **Actions** dropdown list for the folder in which you want to store the resource to display the pull-down list.

3. Click to **select the type of resource** you want to add.

- **Upload Files** – Upload individual files to ReggieNet. You can only upload 250MB of files per batch of files.
- **Create Folders** – Create subfolders to organize content.
- **Add Web Links** – Create ReggieNet weblinks to external websites for students to access and use.
- **Create Text Document** – Create a ReggieNet document with no formatting (like a document in Notepad or Rich Text Format).
- **Create HTML Page** – Create a ReggieNet document formatted with HTML (web page)
- **Create Citation List** – Create a ReggieNet document that lists citations (either by manual entry or importing from a citation creator like RefWorks).

Add

Upload Files
Create Folders
Add Web Links (URLs)
Create Text Document
Create HTML Page
Create Citation List
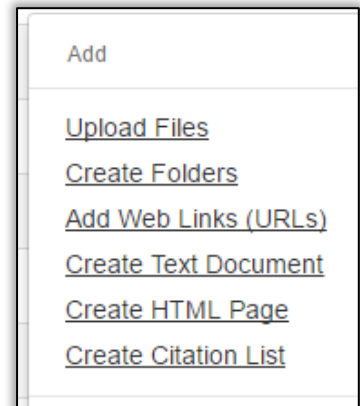
Uploading Files

When uploading files, you can select files in several ways:

Option 1 - Drag and drop files. After selecting one or more files from your computer desktop or folder content windows, drag the files and drop them in the box where Drop files here to upload is displayed.

Option 2 - Click inside the box to browse to the desired files

Option 3 – Upload a ZIP file. If you upload a ZIP file, a new folder of the same name will be added in Resources, containing all the items from the ZIP file.

Organizing Resources
1. Click RESOURCES in the breadcrumb bar if the resource home page is not displayed.
2. Click the **Actions** button next to the folder or file you want to work with.
3. Select from the **pull-down menu** any of the actions displayed.

You have several options for organizing your resources, as shown in the following images.

FOLDER Actions Menu

Actions

Copy
Edit Details
Reorder
Compress to ZIP Archive
Move
Move to Trash
Edit Folder Permissions
Make Web Content Link

FILES Actions Menu

Actions

Copy
Edit Details
Upload New Version
Move
Move to Trash
Duplicate
Make Web Content Link
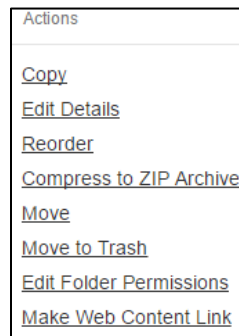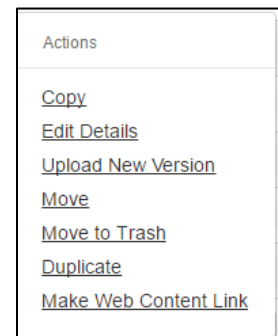
- **Copy:** Copy the file or folder to another location within Resources. After you click copy, you will see a 📄 icon next to folders where you can paste the materials you copied.

- **Edit Details:** This is a powerful tool in the Resources tool, see the next page for a detailed description.
- **Upload a New Version (FILES ONLY):** Replace an old version of a file with a new version without needing to upload a different file.
- **Reorder (FOLDERS ONLY):** Reorder the contents within the folder.
- **Compress to ZIP Archive (FOLDERS ONLY):** creates a zip file
- **Move:** When you select move, the entire column for that file/folder will be selected, and you will see a 📄 con to the right of every folder where you can move the item.
- **Move to Trash:** Remove the file/folder from Resources. When you move a folder to trash, be aware that you remove all materials within it as well. Item in Trash can be restored.
- **Duplicate (FILES ONLY):** Create a duplicate version of the file. It will appear with the name Copy of *Original File Name*.
- **Edit Folder Permissions:** Set unique folder permissions for individual folders/files.

Editing Details

The Edit Details option for individual files will allow you to control when students see resources and what information they see about the resources.

Trash

Folders or files that have been moved to Trash can be restored. Click on the **Trash** tab; click the check box(es) for the item(s) you want to restore, and click Restore.
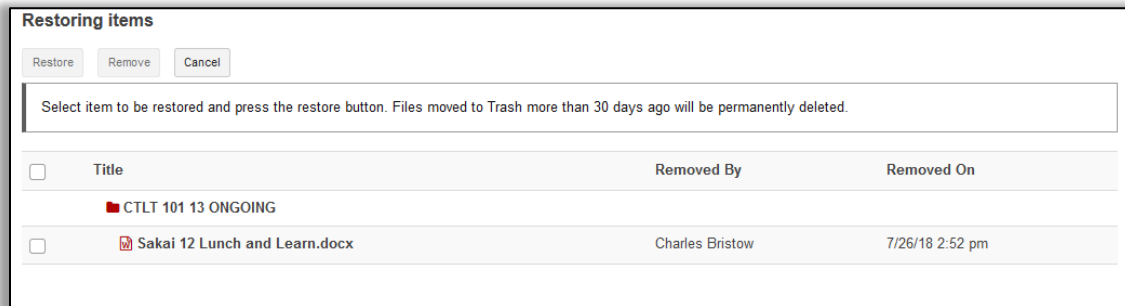
Test & Quizzes

The Tests & Quizzes tool is used for creating assessments in your course. The assessments are categorized as Working Copies (used for editing and copying to other courses) or Published Copies (assessments released to students).

Creating Assessments in ReggieNet

1. Enter a title for your new Assessment in the text box to the right of Create Assessment.
2. Choose Create using assessment builder
3. Select the Assessment Type that aligns with the assessment you are creating.
4. Click **Create**.
5. The new screen that appears will be the place where you create your assessment. To begin, select the question type you would like to use.

6. ReggieNet offers 8 types of questions: Multiple Choice, True/False, Short Answer/Essay, Fill in the Blank, Audio Recording, Numeric Response, File Upload, Survey, and Matching. Below are the descriptions for creating two of the most common types, Multiple Choice and Short Answer.

Creating Assessments Using Markup Text

Besides creating assessments using the assessment creator or by importing questions from another program, you can also import questions from Word Documents using the Markup Text Editor. The Mark-Up Text Editor has directions available as you are importing questions, marked in blue in the image below.
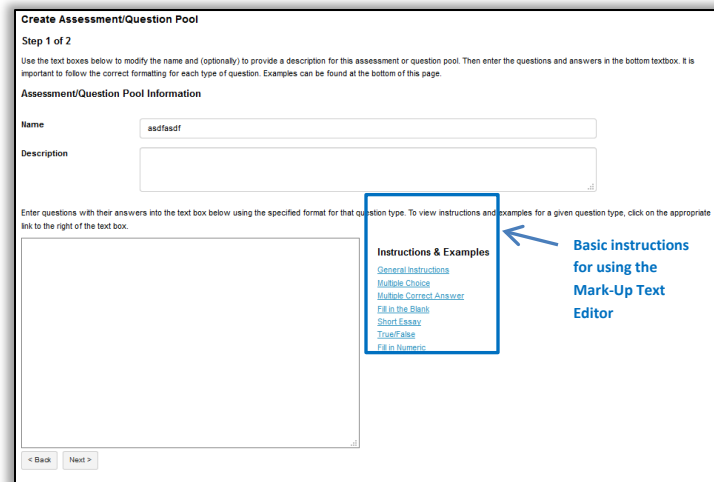
After reading the basic instructions, here is a quick list of formatting guidelines you should follow when you are getting ready to import exams.

1. Be sure that each question begins with either a number followed by a period OR the word Question.
2. Be sure that answers are on different lines and not next to one another on the same line. Otherwise, the Mark-Up Text Editor will interpret the question as a short essay.
3. Be sure that you are marking correct answers with asterisks. Otherwise, the Mark-Up Text Editor will interpret the question and answers as a short answer question.
4. When writing multiple choice questions, be sure to begin each answer with an appropriate letter followed by a period (a. OR A. will both work).
5. You do not have to insert point values for each question, especially if you are creating a question pool. You can add point values later when you actually create an assessment.
6. Save questions by either selecting **Create Assessment** or **Create Question Pool**.

Editing Settings for an Assessment

1. If the Tests & Quizzes home page is not displayed and you do not see the menu at the top of the screen, click the **Reset** button.
2. Find the assessment you want to work with.
3. From the Action dropdown menu for the assessment, select **Settings**.

Section	Entries
About this Assessment	If desired, change the title, author(s), description of the assessment, require honor pledge, and adjust the assessment metadata
Availability and Submissions	Click to select to release this assessment to anonymous users, to course participants, or to one or more groups. If you choose Selected Groups, the tool displays a list of groups; check the appropriate box for each group to which the assessment is to be released. The number of submissions allowed, the dates the assessment is to be available to participants, when it is due, and is to be retracted can be set. Dates are entered using the format shown on the screen or by clicking the calendar icon 📅 . If this is a timed assessment, check the box and specify the number of hours and minutes allowed. Choose whether late submissions will be accepted Submission messages can be created for students to see upon submission of assessment.
Exceptions to Time Limit and Delivery Date	Add exceptions for delivery or time limit for individual students or groups Select the user(s) from the User dropdown list, OR select a group from the Group dropdown list. Make adjustments to dates or time limit as needed, and click "Add an Exception"

Section	Entries
Grading and Feedback	If multiple submissions record the: Specify how a score should be recorded when multiple submissions are accepted—you may record the highest score or the last score. Anonymous Grading: Specify whether grading is to be anonymous (in which case, graders cannot see usernames associated with assessment submissions). Gradebook Options: Specify whether grades should be sent to the Gradebook. Set the type of feedback a student receives: This specifies when students receive feedback. Set advanced feedback options: Choose what they will see -any combination of types is permitted.
Layout and Appearance	Navigation: To force participants to progress forward through an assessment without access to the table of contents and previous pages, click Linear access. Or, to allow participants to move from question to question throughout the assessment using the Previous and Next buttons and the table of contents, click Random access. Question Layout: Choose to display each question on a separate web page, each part of the assessment on a separate web page, or the complete assessment on one web page. Numbering: Choose continuous numbering throughout the assessment or restart numbering with each part. Choose to add mark for review checkboxes by checking the box. Change the background color or add a background image to an assessment.

Publishing an Assessment
1. Find the assessment you want to publish on the **Working Copies** tab
2. From the Action dropdown menu for the assessment, select **Publish**.
3. Follow the instruction on the screen.
4. ReggieNet will copy the assessment to the **Published** copies tab. Once a quiz has been published, any changes made to the working copy will *not* be reflected in the published copy.

Assignments

Creating a New Assignment

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Click the **Add** tab. The Add new assignment screen will be displayed.
3. Referring to the table below, enter information about the assignment.

Field Name	Entry
Title	Enter a name for the assignment; required.
Assignment Instructions	Enter detailed instructions for completing the assignment. Use the icons and dropdown lists to format the text as necessary. Required.
Add honor pledge	To force students to sign an honor pledge before submitting work on this assignment, check this box.
Attachments	Add a file as an attachment to the assignment
Availability Use Visible Date	Check to allow choosing the date the assignment will be visible to students; optional.
Open Date	Select the date and time the assignment is to be made available to students so they can work on it; required.
Due Date	Select the date and time at which the assignment is due; required.
Accept Until	Select the last date and time at which the system is to accept assignments from students; required. To continue accepting assignments after the due date, select a date and time later than the due date.
Send a reminder email 24 hours before the due date	Send a reminder to students.
Hide due date from students	To hide the due date from students.
Add due date to Calendar	To post the due date on the course calendar, check this box.
Add an announcement about the open date to Announcements	To send an announcement to students on the assignment's open date, check this box.
Access	With this option, select "Group submission – One submission per group" to create a group assignment. Groups in the class must have been created prior to choosing this option. The access options also make it possible for displaying assignments to specific groups with the default setting being the entire site.
Student Submissions	Select an option to determine whether students must submit their assignments inline (that is, by typing text directly into a web page on the site) only, as attachments only, in both ways, non-electronically, or as a single uploaded file only; required. Selecting the non-electronic submissions option allows you to track grades online for all assignments, including those that students submit in class.

Field Name	Entry
Allow resubmission	Check the box, then use the dropdown list to determine the number of times students can resubmit an assignment; you can select 0-10 times or an unlimited number of times. **Note:** you may override this setting to allow more resubmissions when grading a student's submission. If you are allowing resubmissions, select the date and time after which resubmissions will no longer be accepted. By default, the entry here will be the Accept Until date.
Grade Scale	Select the grading system for the assignment; required.
For points, enter maximum possible	If you are grading by points, enter the maximum possible number of points this assignment can earn.
Grading	Select the option you want with regard to interaction with the Gradebook. If they are set up for categories, ReggieNet displays a dropdown menu, for optionally selecting the category to which you want to send the assignment. You
Anonymous grading	Students identities will be hidden during grading
Peer Assessment	Select this option if you'd like to have students assess each other's assignment. If you choose this option, the peer evaluation starts immediately after "Accept Until" date/time. You can enter detailed information on the duration of peer assessment, number of assessment, and additional instruction.
Group Submission – One submission per group	Selecting this option will direct the user back up to the Access section of the assignment settings.
Additional information	You can provide a model answer or private note

1. To add one or more attachments to the assignment, click **Add Attachments**; then follow the instruction on the screen to add attachments.
2. To add other items, including a model answer, a private note, and/or other supplemental information:
   - Click the **Add** link for the appropriate item in the Additional information section near the bottom of the screen. The system displays additional fields.
   - Provide the requested information.
   - Click **Save**.
   - Repeat for each additional item desired.
3. To preview this assignment, click **Preview**. To preview a student's view of this assignment, click the arrow next to "Student View."
4. Click **Post** or another appropriate choice.

Changing an Assignment

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Find the assignment you want to change, and click the **Edit** link under its name. ReggieNet displays the Edit screen, which is essentially the same as the Add screen.
3. Change entries as needed.

Deleting an Assignment

Warning: *If you delete an assignment that has student submissions, students will see the warning "Assignment has been deleted" under the assignment in their view of the home page. Since this is bound to confuse students and raise questions about grading, we recommend that you never delete an assignment that has student submissions. If you do not want to count an assignment in the course grades, click the **Edit** link under the assignment and uncheck **Add to gradebook** rather than deleting the assignment.*

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.

2. Find the assignment you want to delete and check the **Remove** box for it. Scroll to the bottom and click Remove Selected.

Note: You can retrieve a deleted assignment (along with its submissions) by clicking on **Removed Assignments List** in the toolbar. Click the checkbox for the item you want to restore, and click "Restore Selected".

Viewing and Grading Submissions

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Locate the appropriate assignment. Click one of the following links.
   - If the assignment will be graded, ReggieNet displays the **Grade** link.
   - If the assignment will not be graded, ReggieNet displays the **View Submissions** link.
3. Find the name of the student whose work you want to grade and/or provide feedback for, and click the **Grade** link under the student's name. ReggieNet displays the Grade screen for this student's work on the assignment.
4. Review the student's work. To review attachments submitted by the student, click the file name(s).
5. Enter feedback to the student in the **Instructor Comments** box. Use the icons and pulldown lists to format the text as needed. If students have submitted their work as inline text, you may also add comments directly into each student's submission. If you put your comments in curly braces {}, students will see your feedback as red text within their submitted assignments.
6. To attach one or more files to your feedback, click **Add Attachments.**
7. If the assignment will be graded, enter a grade in the **Grade** box. You may enter a grade that is higher than the maximum (shown in parentheses) to provide a student with extra credit. If the assignment will not be graded, proceed to the next step. (ReggieNet will display "No Grade" instead of a grade field.)
8. To allow the student to make changes and resubmit the assignment, check **Allow Resubmission**. ReggieNet displays additional fields. Use them as follows:
   - Use the **Number of resubmissions allowed** pull-down list to specify the number of resubmissions you will accept from this student.
   - Use the **Accept Until** pull-down lists to specify the date and time for the student's final submission.
9. **Note:** The number of resubmissions you specify when grading an assignment will override the resubmissions settings you selected when creating or editing the assignment.
10. To preview your work, click **Preview**.

11. If you have chosen not to preview your work, choose one of these options:

- To save your work without releasing the grade and/or feedback to the student, click **Save and Don't Release to Student**.
- To save your work and release the grade and/or feedback to the student, click **Save and Release to Student**.
- If you do not want to save your work, click **Cancel Changes**.
- To return to the Submissions for Assignment screen, click **Return to List**. ReggieNet automatically saves any changes you have made.
- To select the Grade screen for the previous or next student, click **Previous** or **Next**. ReggieNet automatically saves any changes you have made in the current Grade screen.

Releasing All Grades at Once

When the Submissions screen is displayed for the assignment, click **Release Grades** near the top of the screen. ReggieNet releases all grades to the students.

Downloading All Assignments

1. If the Assignments home page is not displayed, click ASSIGNMENTS in the breadcrumb bar.
2. Find the assignment you want to work with and click the **Grade** link below its name. ReggieNet displays the Submissions for Assignment screen.

Click the **Download All** button to the upper right of the screen.

Forums

Before you start

FORUM: A Forum is a collection of topics that the instructor has created. In each Forum, you can have a number of topics. Access to the entire Forum can be controlled through the forum settings.

TOPIC: A topic is a collection of one or more threads that users have created because they have questions, want to make comments, need to reply, etc. Inside a Topic, you click on an individual *Conversation* to see what people have posted. Access to the topic can be controlled through the topic settings.

CONVERSATION: Conversations are threads made up of posts between individual users.

POST: Posts are comments uploaded by users. A group of linked Posts is called a Conversation (or thread).

Creating a New Forum

1. If the Forums home page is not displayed, click the tool name in the Breadcrumb bar.
2. Click the **New Forum** tab at the top. The Forum Settings screen will be displayed.
3. In the Forum Title box, enter a name for the new forum. This box is required. The entry may be up to 75 characters long.
4. (OPTIONAL) To provide a short description of the forum under the forum title on the Forums tool home page, enter that description (up to 255 characters) in the Short Description box.

5. To provide more information about the forum that site participants can access from the Forums tool home page, enter that information in the Description box. Use the icons and boxes in the WYSIWYG editor to format the text as needed.
6. To add an attachment for participants to read, click **Add Attachment** and follow the instructions in the Adding an Attachment screen.
7. In the Forum Posting section, make selections for the following settings:
   - Check the box for Lock forum (disable forum postings) if you want this setting selected by default for all topics added to the forum. Note that you may uncheck the setting for any topic. If the setting is selected for a topic, users will not be able to post messages.
   - Check the box for Moderate topics in forum if you want this setting selected by default for all topics added to the forum. In the Permissions section, you may then specify which site roles have permission to moderate messages (the permission will be inactive if you do not select this setting). Note that you may uncheck the setting for any topic.
   - Check the box for Require users to post before reading if you want this setting selected by default for all topics added to the forum. Note that you may uncheck the setting for any topic. If this setting is selected for a topic, users must post a message to view other posts for the topic. When users initially access the topic, they will see the following message:

   ⓘ You must post to this topic before you can view any messages

8. In the Availability section of the screen, select when the forum will be displayed to site participants:
   - If you want the forum to be displayed immediately and not be hidden at a later date, click **Show immediately** with no time restriction.
   - If you want to set a date for when the forum is displayed and hidden, click Specify Dates. Then, enter the appropriate dates in the Open Date and Close Date fields that are displayed.
9. In the Mark All Messages in Conversations as Read section, check the box for "Automatically mark all messages in a conversation as read" if you want this setting selected by default for all topics added to the forum
10. If desired, associate this forum with a specific pre-existing assignment in the Gradebook tool by selecting from the Gradebook Item pull-down list. (This pull-down list is located in the Permissions section of the screen.)
    Note: You first have to create a gradebook item in order to associate the grades in a forum.
11. In the Permissions section, make any necessary changes to the default permissions for the forum. Typically, you don't need to make any changes.
12. Click **Save** or another appropriate choice.

Adding a Forum Topic

1. Find the forum to which you want to add the topic and click the **New Topic** link.
2. In the **Topic Title** box, enter a name for the new topic. This box is required.
3. (OPTIONAL)To provide a short description of the topic under the topic title on the Discussions tool home page, enter that description (up to 255 characters) in the Short Description box.

4. To provide more information about the topic that site participants can access from the Discussions tool home page, enter that information in the Description box. Use the icons and boxes in the WYSIWYG editor to format the text as needed.
5. To add an attachment for participants to read, click **Add Attachment** and follow the instructions in the Adding an Attachment screen.
6. In the **Topic Posting** section, make selections for the following settings:
   - Check the box for Lock topic (disable topic postings) if you don't want students to post to the topic any longer.
   - Check the box for Moderate topic if you or your designated person should moderate the topic. All postings on the moderated topic must be approved before the students can see them.
   - Check the box for Require users to post before reading if users must post a message to view other posts for the topic. When users initially access the topic, they will see the following message:

ⓘ You must post to this topic before you can view any messages

7. In the Availability section of the screen, select when the forum will be displayed to site participants:
   - If you want the forum to be displayed immediately and not be hidden at a later date, click **Show immediately** with no time restriction.
   - If you want to set a date for when the forum is displayed and hidden, click Specify Dates. Then, enter the appropriate dates in the Open Date and Close Date fields that are displayed.
8. In the Mark All Messages in Conversations as Read section, check the box for Automatically mark all messages in a thread as read if you want this setting selected.
9. If desired, associate this topic with a specific pre-existing assignment in the Gradebook 2 tool by selecting from the Gradebook Item pull-down list. **Note:** You first have to create a gradebook item in order to associate the grades in a topic.
10. In the **Automatically Create Topics** section, you can create one topic or create topics for groups (you'd have to create groups from Site Info > Manage Groups, before you can see the option to create group topics.
11. In the **Permissions** section, make any necessary changes to the default permissions for the forum. Typically, you don't need to make any changes.
12. Click **Save** or another appropriate choice.

Organizing Forums and Topics

Once you've created a few Forum Categories and the Forums within them, you can change how they are presented on the Forums Home Page by selecting Organize menu bar. You will see a screen similar to the image below.

Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers will appear at the top.

| 1 ▼ | Week 1 Discussion |

Forum categories are outlined in yellow, and the number to the left of the title shows the order the Forum categories will be displayed

| 1 ▼ | Week 1 Discussion |

Forum topics are grouped together under Forum categories, and the number to the left of the title shows the order the topics will be displayed in that Fourm

| 2 ▼ | Module 7 Discussion |

Posting

1. To begin a thread in a Topic, click **Start a Conversation**.
   - Enter a title (required)
   - Format your message in the text editor
   - If you want to add an attachment, click the Add attachments button
   - Click Post
2. To reply to a post in a topic, click on **Reply** when you are viewing the post.

Statistics and Grading

Once you have all of your forums set up, you can track how much your students are participating. You can view them by user or you can view them by topic.

⸎ LINK   ? HELP

Forums / Statistics & Grading   Statistics & Grading by User | Statistics & Grading by Topic

Name ⬩	Authored	Read	Unread	Percent Read
Bristow, Charles	2	3	0	100%
Gee, Jim	0	0	3	0%

Publishing Your Course

Your ReggieNet course site is not available to students until you publish it. When you're ready to have students access your course site, you can publish it as follows:

```
CTLT 101 13 ONGOING  ⌄

☰    ⋮☰ OVERVIEW

📖                              Unpublished Site  Publish Now
```
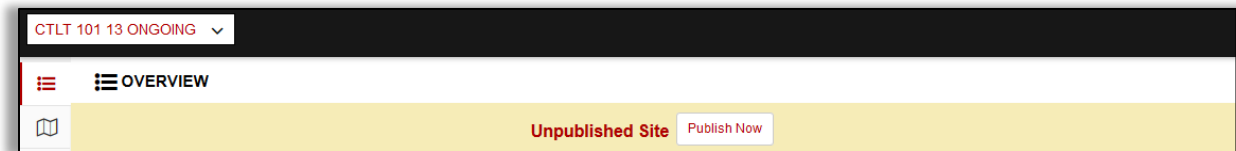
1.   Click the "Publish Now" button at the top of the page.
or
1.   **Site Info** tool.
2.   Click the **Manage Access** tab.
3.   Select **Publish site** for Site Status
4.   Click **Update**.