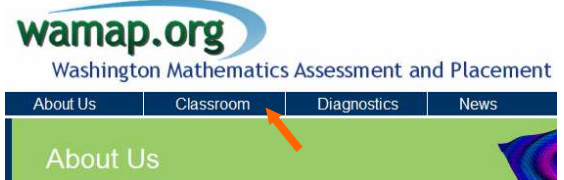
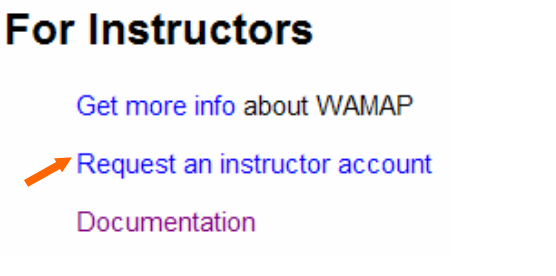



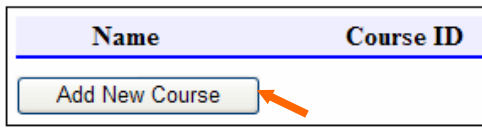
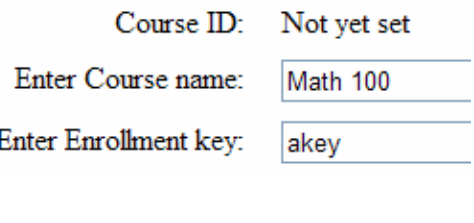
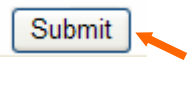
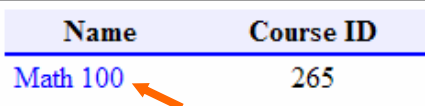
# Getting Started with

This is a quick-start guide, which will walk you through setting up course items in WAMAP. For more detailed information, view the Documentation available online under the Classroom tab.

## Getting Signed Up

<p>If you haven't used WAMAP before, the first thing you need to do is sign up for an instructor account.</p> <p>Point your web browser to <a href="http://www.wamap.org">www.wamap.org</a></p> <p>Click on the <b>Classroom</b> tab</p>	
<p>Under <b>For Instructors</b>, click on <b>Request an instructor account</b></p> <p>Fill out the information requested and click <b>Request Account</b>.</p> <p>You will receive an email once your account has been activated.</p>	

## Adding a New Course

<p>After logging in to WAMAP, click on <b>Go to Admin Page</b></p>	
<p>Click the <b>Add New Course</b> button</p>	
<p>Enter your course name and an enrollment key. The course name is the name that will show in your "Classes You're Teaching" list. The enrollment key is the password students must enter to self-enroll in your course.</p>	
<p>Change the other options if you want, then click <b>Submit</b>.</p>	
<p>Back at the Admin page, note the Course ID of the course you just created. Students will need the Course ID and enrollment key to self-enroll in your course.</p> <p>Click the course name to enter your course. In the future, the course will show up on your Home page under "Classes You're Teaching"</p>	

## The Course Page

When you first access your course, the only thing you will see is the breadcrumb bar [1] and control panel box [2]. The breadcrumb bar allows you to quickly return to an early page.

To familiarize yourself with the control links, here are brief descriptions:

- **Add an item:** Used to add items to your course
- **Messages:** View and send messages inside WAMAP
- **Students:** List the students in your course. This page also provides options for importing students into your course, setting testing due date exceptions, and un-enrolling students.
- **Gradebook:** Your course gradebook. From here you can review individual students' tests, adjust grades, add offline grades, accept overtime tests, and export the gradebook to a file.
- **Student View:** Look at your course page as students see it.
- **Manage Question Set:** Search, modify, and add questions to the system question database.
- **Manage Libraries:** Add to or modify the question library structure.
- **Manage Groups:** Lets you manage student groups. Groups are per-assessment, not per-course.
- **Course Items Copy:** Copy items in your course, or copy items from other instructors' courses.
- **Course Items Export/Import:** For sharing course items with other WAMAP installations.
- **Change Assessments:** Change several assessments' settings at once.
- **Change Dates:** Change the dates for several course items at once.
- **Change Course Settings:** Change the course name, enrollment key, options, etc.
- **Help:** A link to the main help file. A link to documentation guides is found on the home page.
- **Log Out:** Log out

Home > Math 100

1

Add An Item

2

**Math 100**

**Show:**

[Messages](#)  
[Students](#)  
[Gradebook](#)  
[Student View](#)

**Manage:**

[Question Set](#)  
[Libraries](#)  
[Groups](#)

**Course Items:**

[Copy](#)  
[Export](#)  
[Import](#)

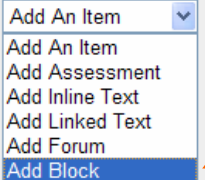


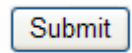
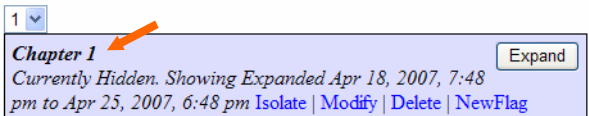
**Change:**

[Assessments](#)  
[Dates](#)  
[Course Settings](#)

[Help](#)  
[Log Out](#)

## Adding a Block or Folder

Blocks are used to group similar items, by chapter or week, for example. This allows you to hide from students a set of items by date. Teachers will see non-current blocks collapsed, keeping the course page cleaner.

<p>Select <b>Block</b> from the <b>Add an Item</b> pulldown</p>	
<p>Enter a <b>Title</b> for the block, e.g. Chapter 1</p> <p>Select <b>Available After/Until</b> dates. You can click the calendar icon to pop up a calendar.</p> <p>Select how you want the block to display when available and when not available. Expanded and Collapsed blocks display their contents on the course page; Folders link to a new page showing the contents.</p>	<p><b>Title:</b> <input type="text" value="Enter Block name here"/></p> <p><b>Available After:</b> <input type="radio"/> Always until end date <input type="radio"/> Now <input checked="" type="radio"/> 04/18/2007  at 7:48 pm</p> <p><b>Available Until:</b> <input type="radio"/> Always after start date <input checked="" type="radio"/> 04/25/2007  at 6:48 pm</p> <p><b>When available:</b> <input checked="" type="radio"/> Show Expanded <input type="radio"/> Show Collapsed <input type="radio"/> Show as Folder</p> <p><b>When not available:</b> <input checked="" type="radio"/> Hide from Students <input type="radio"/> Show Collapsed/as folder</p>
<p>Change the block colors if you want, then click <b>Submit</b>.</p>	
<p>You will be returned to the course page, and you should see your block. If the block is collapsed, click the title or the <b>Expand</b> button to show the contents.</p>	

Inside your block, you will find an **Add an Item** pulldown that you can use to add items directly to the block. You can also use the rearrangement pulldown boxes above course items to rearrange items on the course page or move items into or out of blocks.

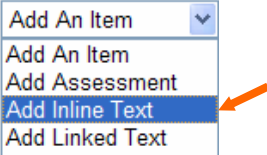
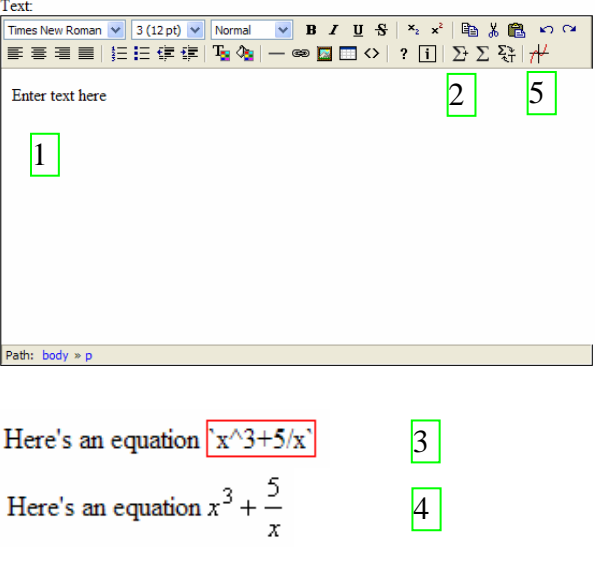
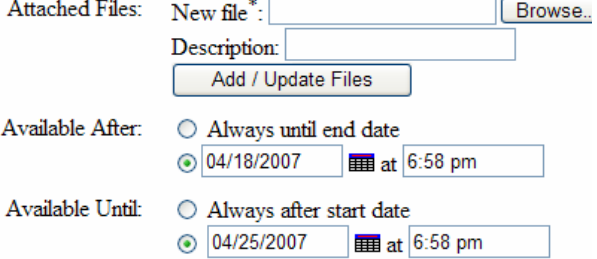
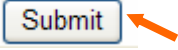
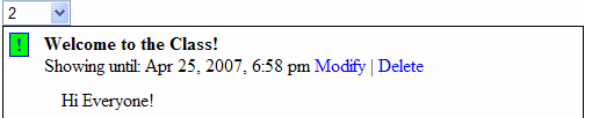
## Adding a Text Item: Announcements, Written Docs, Files, etc.

Text Items allow you place text on the course page or links to a webpage or file. This is good for announcements, posting course information, posting assignment files, etc.

WAMAP has two types of text items: **Inline Text** and **Linked Text**.

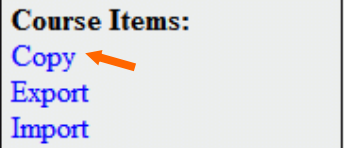
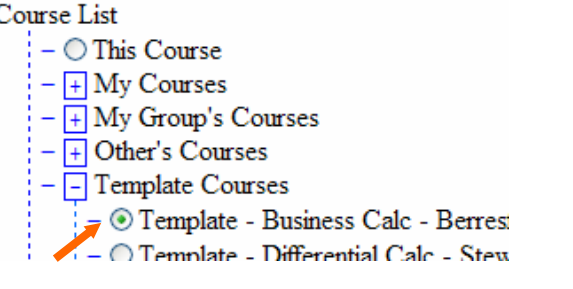
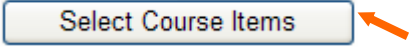
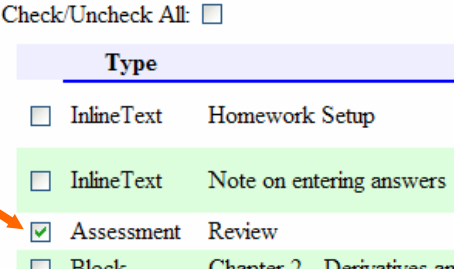

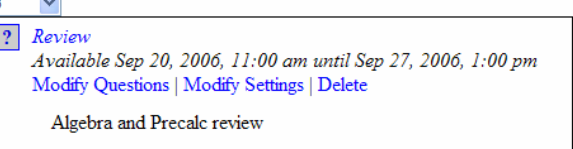

Inline text displays on the course page. Links to one or more files can be included.

Linked text includes a summary on the course page, then a link to more text, a webpage, or a single attached file.

<p>Select <b>Add Inline Text</b> from the <b>Add an Item</b> pulldown</p>	
<p>Enter a <b>Title</b> for the item, like “Welcome to the Class”</p> <p>Enter your text in the text editor provided [1]. The editor will allow you to format your text item. The editor has been extended with support for math and graphs.</p> <p>To add math, click the (<math>\Sigma</math>+) button [2]. This will enter a red box with back-ticks ( ` ) into the editor. Type in your math using calculator-style notation [3], for example <math>x^2/5</math>. Click outside the red box, and the math will render [4]</p> <p>To add a graph, click on the graph button [5]</p>	
<p>Attach files, if desired.</p> <p>Select <b>Available After/Until</b> dates.</p>	
<p>Click <b>Submit</b>.</p>	
<p>You will be returned to the course page, and you will see your text item displayed.</p>	

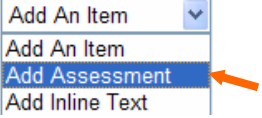
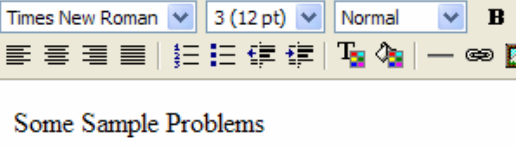

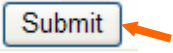
# Copying Items from Another Course

Copying assessments and other items from a template course or a colleague's course is the quickest way to get assessments into your course.

<p>Click the <b>Course Items: Copy</b> link on the course page</p>	
<p>Select a course to copy from by expanding the tree nodes and selecting a course, then clicking "Select Course Items". If the course is marked with ©, then you will need to provide the owner's enrollment key to copy items from the course.</p>	
<p>Click <b>Select Course Items</b></p>	
<p>Use the checkboxes to select the items you want to copy into your course. If you want, you can also opt to copy course settings and gradebook scheme.</p>	
<p>Select whether you want to copy the items onto your main course page, or into an existing block.</p> <p>Click <b>Copy Items</b></p>	
<p>The item you copied is now on your course page.</p>	
<p>After copying items, you will probably want to use the <b>Change Dates</b> page to change the items' dates, and may want to use the <b>Change Assessments</b> page to change the assessment settings for the items you've copied.</p>	

# Creating an Assessment

Assessments are computer-gradable tests, homework sets, practice problems, etc.

<p>Select <b>Add Assessment</b> from the <b>Add an Item</b> pulldown</p>	
<p>Enter an <b>Assessment Name</b></p> <p>Enter a <b>Summary</b>. This will display on the course page along with the assessment name.</p> <p>Enter an <b>Intro/Instruction</b>. These will display at the beginning of the assessment.</p>	<p>Assessment Name: <input type="text" value="Sample Test"/></p> <p>Summary:</p> 
<p>Enter <b>Available After</b> and <b>Until</b> dates. Click the calendar icon to pop up a calendar.</p> <p>Select a <b>Keep open for review</b> date and time if you want the assessment to stay open for review after the due date. During review, students can take the assessment, but it is not graded.</p>	<p>Available After: <input type="radio"/> Always until end date <input checked="" type="radio"/> 04/18/2007 at 8:45 pm</p> <p>Available Until: <input type="radio"/> Always after start date <input checked="" type="radio"/> 04/25/2007 at 7:45 pm</p> <p>Keep open as review: <input checked="" type="radio"/> Never <input type="radio"/> Always after due date <input type="radio"/> Until: 01/07/1970 at 4:00 pm</p>
<p>Select assessment options. Only the <b>Core Options</b> usually need to be changed.</p> <p>For full descriptions of the assessment options, click the help icon, , at the top of the page.</p> <p>An example set of options for homework might be:</p> <ul style="list-style-type: none"><li>• Display method: Skip around<ul style="list-style-type: none"><li>◦ Students answer one question at a time, any order</li></ul></li><li>• Attempts per Problem: 3</li><li>• Penalty per Attempt: 40%<ul style="list-style-type: none"><li>◦ 40% of points are deducted for each missed try</li></ul></li><li>• Feedback method: Homework<ul style="list-style-type: none"><li>◦ If the student doesn't like their score, this allows them to try a similar problem to get full credit.</li></ul></li><li>• Show answers: After 2 attempts<ul style="list-style-type: none"><li>◦ The answer is shown after 2 tries, so the student can earn 20% just for putting in the right answer.</li></ul></li></ul>	<p><b>Core Options</b></p> <p>Require Password (blank for none): <input type="text"/></p> <p>Time Limit (minutes, 0 for no time limit): <input type="text" value="0"/></p> <p>Display method: <input type="text" value="Skip Around"/></p> <p>Default points per problem: <input type="text" value="10"/></p> <p>Default attempts per problem (0 for unlimited): <input type="text" value="1"/> <input type="checkbox"/> Reattempts different versions</p> <p>Default penalty: <input type="text" value="10"/> % per missed attempt</p> <p>Feedback method: <input type="text" value="Show score on each question as it's submitted"/></p> <p>Show Answers: <input type="text" value="After due date (in gradebook)"/></p> <p>Show hints when available? <input checked="" type="checkbox"/></p> <p>Shuffle item order: <input type="checkbox"/></p> <p>Gradebook Category: <input type="text" value="Default"/></p> <p>Count: <input checked="" type="radio"/> Count in Gradebook <input type="radio"/> Don't count in grade total <input type="radio"/> Count as Extra Credit</p>
<p>Click <b>Submit</b>. You will be taken to the <b>Add Questions</b> page.</p>	

## Creating an Assessment continued: Adding Questions

<p>Click the <b>Select Libraries</b> button</p>	<p><b>Potential Questions</b></p> <p>In Libraries: Unassigned <input type="button" value="Select Libraries"/></p> <p>Search: <input type="text"/> <input type="checkbox"/> Search all libs</p>															
<p>In the libraries pop-up, select the library you want to pull questions from.</p> <p>Click the <b>Use Libraries</b> button at the bottom of the page.</p>	<p>Root</p> <ul style="list-style-type: none"> <li>- <input type="checkbox"/> Unassigned</li> <li>- <input type="checkbox"/> Examples</li> <li>- <input type="checkbox"/> Arithmetic             <ul style="list-style-type: none"> <li>- <input type="checkbox"/> Whole numbers</li> <li>- <input checked="" type="checkbox"/> Four basic ops</li> <li>- <input type="checkbox"/> Long division</li> </ul> </li> </ul>															
<p>Click <b>Search</b> to list all the items in the library. Enter a search term to search for specific questions.</p>	<p>In Libraries: Four basic ops <input type="button" value="Select Libraries"/> or <input type="button" value="Select From /"/></p> <p>Search: <input type="text"/> <input type="checkbox"/> Search all libs <input type="checkbox"/> Mine only <input type="button" value="Search"/></p>															
<p>Use the checkboxes to select the questions you want to use.</p> <p>Use the <b>Preview</b> buttons to preview questions.</p> <p>Click <b>Add Selected</b> to add the questions to the assessment.</p>	<p>Check/Uncheck All: <input type="checkbox"/> <input type="button" value="Add Selected (using defaults)"/></p> <table border="1"> <thead> <tr> <th></th> <th>Description</th> <th>Preview</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>Four basic ops</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Add two 2 digit whole numbers</td> <td><input type="button" value="Preview"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Add two 3 digit whole numbers</td> <td><input type="button" value="Preview"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Add four whole numbers, 2,3 and 4 digit</td> <td><input type="button" value="Preview"/></td> </tr> </tbody> </table>		Description	Preview	<b>Four basic ops</b>			<input checked="" type="checkbox"/>	Add two 2 digit whole numbers	<input type="button" value="Preview"/>	<input checked="" type="checkbox"/>	Add two 3 digit whole numbers	<input type="button" value="Preview"/>	<input checked="" type="checkbox"/>	Add four whole numbers, 2,3 and 4 digit	<input type="button" value="Preview"/>
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<p>Click <b>Done</b></p>	<p><input type="button" value="Done"/></p>															
<p>You will be taken back to the course page.</p>	<p>4 <input type="button" value="v"/></p> <p><input type="button" value="?"/> <a href="#">Sample Test</a>          Available Apr 18, 2007, 8:45 pm until Apr 25, 2007, 7:45 pm  <a href="#">Modify Questions</a>   <a href="#">Modify Settings</a>   <a href="#">Delete</a></p> <p>Some Sample Problems</p>															

**Note:** While an assessment is available, you will be unable to add or remove questions or change some test options to prevent messing up the scores of students who have completed the test.

# Setting Up a Discussion Forum

Discussion forums allow students to post questions or comments. The discussion forum system in WAMAP uses simple threaded posting, designed primarily to allow question-and-answer postings.

<p>Select <b>Add Forum</b> from the <b>Add an Item</b> pulldown</p>					
<p>Enter a forum <b>Name</b></p> <p>Enter a <b>Description</b>. This will display on the course page.</p>	<p>Name: <input type="text" value="Homework Questions"/></p> <p>Description:</p> 				
<p>Enter <b>Available After</b> and <b>Until</b> dates</p>	<p>Available After: <input type="radio"/> Always until end date  <input checked="" type="radio"/> <input type="text" value="04/18/2007"/> at <input type="text" value="8:11 pm"/></p> <p>Available Until: <input type="radio"/> Always after start date  <input checked="" type="radio"/> <input type="text" value="04/25/2007"/> at <input type="text" value="8:11 pm"/></p>				
<p>Change other options if desired, then click <b>Submit</b></p>					
<p>You will be returned to the course page. To make a post in the forum, click on the forum name.</p>					
<p>Click <b>Add New Thread</b></p>					
<p>Enter a <b>subject</b> for the posting.</p> <p>Enter your message.</p> <p>Click <b>Submit</b></p>	<p>Subject: <input type="text" value="Hi Everyone"/></p> <p>Message:</p> 				
<p>Your post will show in the Threads list. Click the subject to view the post.</p>	<table border="1"> <thead> <tr> <th>Topic</th> <th>Replies</th> </tr> </thead> <tbody> <tr> <td><a href="#">Hi Everyone: Teacher, Demo</a> <a href="#">Modify</a> <a href="#">Remove</a></td> <td>0</td> </tr> </tbody> </table>	Topic	Replies	<a href="#">Hi Everyone: Teacher, Demo</a> <a href="#">Modify</a> <a href="#">Remove</a>	0
Topic	Replies				
<a href="#">Hi Everyone: Teacher, Demo</a> <a href="#">Modify</a> <a href="#">Remove</a>	0				
<p>After a reply, the post page might look like this</p>	<p>Posts - Hi Everyone</p> <p><a href="#">Expand All</a> <a href="#">Collapse All</a> <a href="#">View Condensed</a></p> <p><b>Hi Everyone</b> <a href="#">Collapse</a> <a href="#">Modify</a> <a href="#">Remove</a> <a href="#">Reply</a>      Posted by: Demo Teacher, April 18, 2007, 8:16 pm</p> <p>This is a post</p> <hr/> <p><b>Re: Hi Everyone</b> <a href="#">Modify</a> <a href="#">Remove</a> <a href="#">Reply</a>      Posted by: Demo Teacher, April 18, 2007, 8:17 pm <a href="#">New</a></p> <p>A reply</p>				