Getting Started Guide for Instructors

XYZ Homework provides templates courses as the recommended setup for all first time XYZ Homework users. These template courses provide assignments for each section, including recommended settings, along with video and ebook links. Templates can also be used as a starting point for a more customized online homework setup.

1. Create a New Course
   - From the home page choose: Admin Page
   - From the admin page choose: Add New Course
   - Enter course information, including naming the course, then choose Submit
   - Use content from a template course: Select the title of your textbook
   - Your new course will now show up on your home page.
   - **New Course ID # ________** Your students will use this to enroll into your class.

2. Setup Gradebook
   - From the course page choose: Gradebook
   - From the gradebook page choose: GB Settings
   - Enter gradebooks settings, including how the gradebook is to calculate totals. Set up all gradebook categories, including offline items.
   - For offline items, choose “Manage”, then enter the info, including GB category.

3. Assignment Settings
   - From the course page choose under Mass Change: Assessments
   - From here, set the number of attempts per problem (default is 3) as well as any other setting you would like to change.
   - **Note 1:** to make a change, the item box needs to be checked and the “Apply Changes” must be selected to finish.
   - **Note 2:** Individual settings can be changed at the assignment level as well.

4. Setting Due Dates -
   - Like Assignment Settings, due dates can be set at the assignment level or all at once from Mass Change.
   - There are three items to be set with each assignment:
     - **Start Date:** This is when the assignment becomes available to students.
     - **End Date:** This is when the assignment is due.
     - **Open for Review:** The allows the students to work problems after the end date, but not change their original score.

5. Editing the Calendar -
   - Assignments with due dates will automatically populate the included calendar.
   - Online Calendar items link directly to those items.
   - Notes or other offline items can easily be added to the calendar from the “Manage” link.
Once your course is set up, there are more advanced features and settings to use in your course. *Don’t feel you have to use everything all at once.*

6. **Setting up linked Forums**

- These are set up in the XYZ Template Courses, and allow students to post questions to a forum and allow everyone to have the benefit of seeing the answer.
- Instructors may wish to turn on this feature “Post this question to forum”
- Each assignment in a chapter links to the same forum.
- There is one forum per chapter set up.
- Alternately Instructors may wish to turn on the “Message instructor about this question” link

7. **Setting up Forums, text or linked items**

- Choose the item you wish to add to the course or from a specific Block.
- Instructions to student allow rich text including a tool to insert graphs, and a tool to correctly format expressions and equations.

8. **Late passes, exceptions and other items (Optional)**

- Late passes are given out at the start of the term, preferably. Instructors, can indicate the number of late passes, which assignments they can be used for, and the duration the late pass extends a due date.
- Exceptions are given out as needed to individual students for individual assignments.
- Both late passes and exceptions are at the sole discretion of the instructor.
- Both are managed from the Roster.