WebAccess Basics for Faculty

Cañada College Distance Education

moodle

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Browser Requirements

WebAccess is SMCCD's branding of Moodle, and it works with most web browsers. To perform editing functions, however, we recommend using Firefox (which can be downloaded for free at http://www.mozilla.com/firefox), Google Chrome (which can be downloaded for free at https://www.google.com/chrome/) or Internet Explorer. Editing features are limited in iOS Safari and Microsoft Edge, and Flash and Java applications don't run correctly in Safari. If you have trouble with a specific task using one browser, switch to a different browser to see if that helps. Naturally, you will get best overall results with a high speed Internet connection.

Logging into WebAccess

Take the following steps to log into WebAccess:

1. Go to the SMCCCD WebAccess website: https://smccd.mrooms.net/
2. Enter your G number.
3. Enter your password. Your first password will be your 6-digit birthdate (MMDDYY)
4. Click on the **Login** button.

Getting Help with WebAccess

For assistance with logging into WebAccess, faculty, staff, and students should contact the instructional designer for your college.

Faculty should contact the college instructional designer for assistance with using WebAccess functions and features. Depending on the nature of the request/problem, it may be necessary to escalate and involve the ITS department or the WebAccess Support Center, but it is a good idea to start with the instructional designer since most requests/problems can be solved internally. There are plenty of free tutorials available online for the *"do-it-yourselfer"*. YouTube has many video tutorials covering a wide range of WebAccess features, and http://moodle.org/ has plenty of documentation available, as well as discussion forums to post questions to be answered by the Moodle community.

WebAccess resources for faculty are also available at the Cañada College Distance Education Collaborative. You can email the instructional designer if you wish to be added to the collaborative, or you may search for it in WebAccess and simply add yourself as a participant. Please refer your students to the SMCCCD WebAccess Tutorial for instructions on using WebAccess. We recommend that faculty also read this guide.

Editing Your Profile

Profiles help to build a sense of community in your class. Once created, your WebAccess profile will be accessible in any course in which you are enrolled, so you need only create it once and update it as needed. To view or edit your profile:

1. Click on your Login name, which appears at the top right and bottom right of most WebAccess screens. (If you are in your course site, you can access your profile through the **Participants** link or the **Profile** link in the left column of the course page.)
2. Click on the **My profile** tab.
3. Click on the **Edit profile** link on the right-side Administration menu.
4. *Optional*: To display more fields, click on the **Expand all** button.
5. Fill in as many fields as desired.
6. When done, click on the **Update profile** button at the bottom of the page.

Figure 1: Edit profile

Detailed explanations of each item in the next page.

First and Last Name

You cannot change your name in WebAccess.

Email Address

Your WebAccess profile contains your district email address. Please do not hide or disable your email address in WebAccess. Otherwise, if you send a message from WebAccess, the recipient will not know that the message is from you. If you have a "my.smccd.edu" (student) address as your WebAccess email, and wish to change it to your "smccd.edu" (faculty), contact the instructional designer.

Description

Use the Description field to enter information about yourself such as your background and experience, your phone number, office hours, best ways to contact you, etc. Remember that the information here will be displayed in all of your courses. (**Note**: You must enter something in this field in order to update your profile.)

Your Picture

You are encouraged to include a photo in your profile. A thumbnail of your picture will appear next to your forum postings and announcements. Your picture must be saved in JPG or PNG format. It will automatically be cropped and resized to 100 x 100 pixels. For best results, use a close-up of your face, not a full-length photo.

Other Fields

Additional fields will be visible on the "Edit Profile" page if you click on the **Expand all** button. Note that as the instructor, you will be able to see information entered into the *Phone* and *Address* fields. However, these fields are *not* visible to students. Therefore, you should include it in the Description box instead. Other optional fields such as Web page, Skype ID, and Interests are visible to all class participants.

Two settings that you will probably want to review are **Forum auto-subscribe** and **Forum tracking**. If forum auto-subscribe is activated, you will receive email copies of *every* post made in *all* discussion forums. Turned off, you may choose individual forums to which you wish to subscribe (such as a course Q&A forum). If you are subscribed to any forums prior to resetting this function, you can opt out of those subscriptions by opening the forums link under the **Activities** block and clicking on the link labeled "Unsubscribe from all forums" in the top right corner of the browser window. Setting forum tracking to highlight new forum posts will make it easy for you to see when new posts have been made in discussion forums.

> **Note**: To return to your WebAccess home page and view your courses after updating your profile, click on the course name in the breadcrumb trail on the top left of the browser window.

Changing the Text Editor

The default text editor for WebAccess is Atto HTML editor. It has basic tools, but is limited in what it can do. We recommend changing the text editor from the default to **TinyMCE HTML editor**, which is an option in the Preferences section of the Edit Profile page. By changing to TinyMCE HTML editor, this will enable you to have more creativity in a given textbox, as well as clear formatting and other issues that can arise when copying and pasting into your browser.

Accessing Your Courses

On the Home page, you will find a list of your courses listed in the left---hand column (you may need to scroll down to see the full list). Your active courses will be in blue, while your new or inactive courses will be listed in gray, which indicates that it is not yet available to students. Click on the course name to enter the course site. (Making the course available is covered on page 21.)

Your courses are also listed on WebAccess the dropdown menu that appears when you hover your cursor over the "My Courses" link on the top toolbar. You can either click on your desired course or click on "My Courses" for a list of your courses. All active courses will appear at the top of the drop-down menu.

Navigating Your Course

Figure 2: Course Page

When a WebAccess course is opened, a so---called "***breadcrumb trail***" appears near the top left corner of the WebAccess screen, as seen in Figure 2 above. Each time you open a new page, a link to the previous page appears in this trail.

- Click on "Home" (**A**) to return to your WebAccess home page.
- Click on the course name (**B**) to return to the main course page.

The remaining sections of this guide will provide details about the content of your course and how to create and edit this content.

Organizing Your WebAccess Course

Your WebAccess course can be easily customized to suit your course content and teaching style.

For recommendations on designing an online course or enhancing your current course, please go to the Distance Education Collaborative and read the District Distance Education Handbook.

The WebAccess Course Shell

The main contents of a WebAccess course are located in the middle column. Figure 3 shows an empty course shell while Figure 4 shows one with some content added. The course contains a series of boxes outlined in light gray. The box on top is the Course Summary section (highlighted in red in the two figures below) while the remaining boxes are the course *modules*.
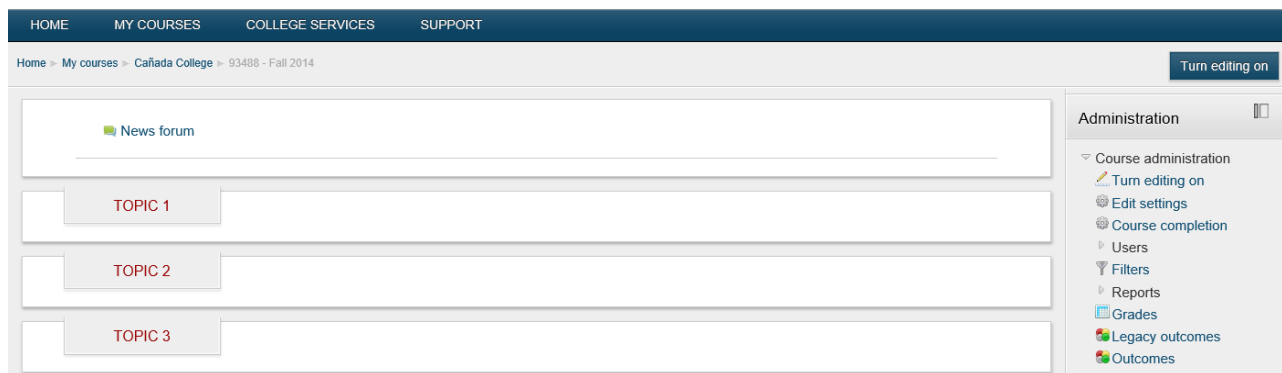

Figure 3: Blank WebAccess Site in Topic Outline. (Your new course will be on Weekly Outline by default.)
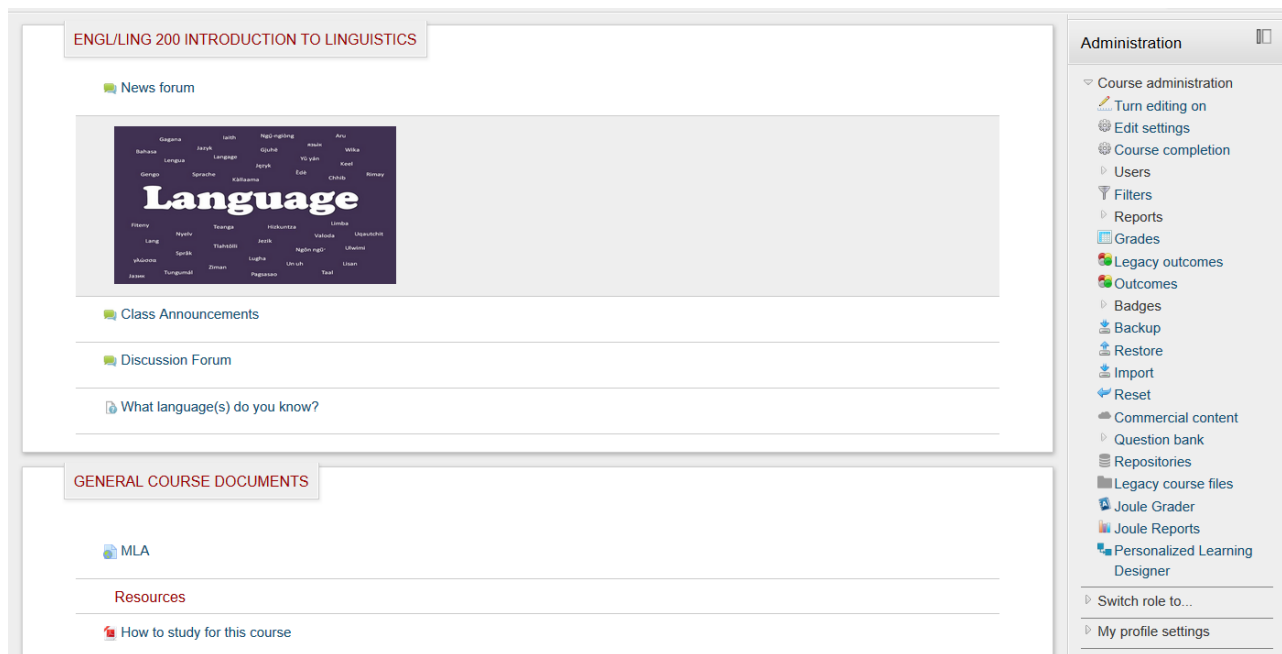

Figure 4: WebAccess Site with Some Content Added

The Course Summary

As shown previously in Figure 3Figure 3: Blank WebAccess Site in Topic Outline. (Your new course will be on Weekly Outline by default.), the Course Summary section in a blank course shell contains a single item called a **News forum** (what Blackboard would call Announcements). The area above the News forum, sometimes referred to as **Topic 0**, is where you would add the course title or banner, as shown in Figure 4. Also in this section, you would post your syllabus and other information that students need to see before they begin working in the course or that you'd like them to have access to throughout the term. (In Blackboard, these items are typically posted in the Course Information page.)

Course Modules

The bulk of your course is contained in the course modules. If you worked in Blackboard before you will recall that Blackboard had separate buttons (and corresponding pages) for Course Documents, External Links, Assignments, etc. Because of this structure, there is a tendency for instructors to post like items together in their Blackboard courses (e.g., all links to web pages are posted on the External Links page), rather than posting items based on when students would actually need to access those resources. To complete a particular assignment, for example, students may have needed to review a file in Course Documents and then go to another folder in the Assignments area to submit their assignment.

WebAccess, on the other hand, makes it easy to set up a course so that all the resources needed by students for a particular lesson are contained directly in one module. We encourage you to take advantage of this organizational strategy as you build your course in WebAccess and keep this distinction in mind if you plan to transfer course content from Blackboard to WebAccess.

Figure 5 shows a sample course with a variety of resources (PDF documents with the file type (E) and the file size (F), and an external web page (H)) and activities (assignments (A), TurnItIn drop boxes (C) and quizzes (B)). There are different labels (D and G) that you can insert to separate your assignments as you wish. There is no limit to the number of items you can add to each module. You can optionally have students see when they have completed an assignments (I), or have them mark it as completed (J). This will be explained further in Assignments.

Figure 5: Common Resources and Activities in a Module

Weekly vs. Topics Formats

One of the first decisions you will probably make about your WebAccess course is whether to use *weekly* or *topics* modules and how many modules you'll need. As you can see from Figure 6, the weekly is very similar to the topics format seen in Figure 5. The main difference between the two is that dates are displayed automatically on the weekly format.
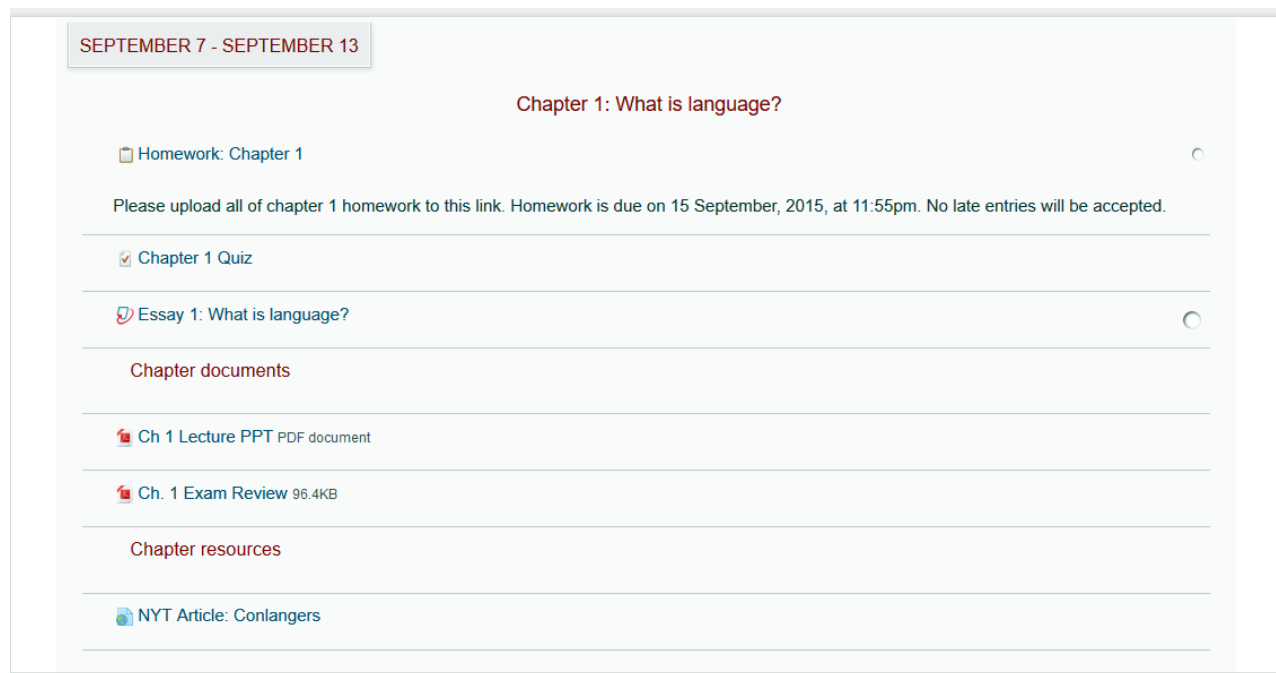
Figure 6: Weekly Format with Common Resources and Activities

Weekly Format – Start and end dates for each week appear automatically at the top of each module. The dates are based on the start date set for the course. The modules are arranged in chronological order. If you choose to organize your class in weekly modules, the number of modules should equal the number of weeks in the term. WebAccess automatically highlights the current week's module by adding vertical blue bars on each side of the module.

Topics Format – Instead of start and end dates, modules are identified by a number. This format gives you more flexibility in organizing your course. It works especially well in the following situations:

- Your course content is organized by chapters, units, or topics rather than by weeks.
- You want to display your class modules in reverse chronological order and make them visible sequentially as the term progresses to keep the current week at the top of the screen.
- You are using WebAccess to supplement your face-to-face course and need only a few modules to post your syllabus and other course documents. In this case, you might choose to use each module for a different kind of content, similar to how Blackboard course sites are organized by content areas (Syllabus, Course Materials, Assignments, etc.).

If you use the topics format, you can choose to highlight the current module by clicking on its light bulb icon. Both the weekly and topics formats give you the option to make all modules visible to students at once or to display only certain ones. (If multiple modules are visible, all users have the option to show only one at a time. This option is discussed later in this guide.)

Setting Your Course Format and Other Options

Figure 7: Edit Settings Link in Administration Block

1. Find the course **Administration** block in the right column of the WebAccess screen.
2. Click on **Edit Settings** (Figure 7).
3. Click **Expand all** so that the 'Course format' box is fully opened.
4. Choose either **Topics or Weekly format** from the drop-down list.
5. Select the **Number** of weeks or topics.
6. Adjust the **Course start date** if necessary, at the top of the page.
7. Set other general options as desired.

   Note: Students will be enrolled automatically into your course as they register in WebSmart. If you need to add a guest to your course use the **Assign Roles** link in the **Administration** block. Please do **NOT** change any enrollment options; otherwise, the enrollment process may not work as expected.

   Tip: Whenever you see a blue circle with a question mark, click on it for information about a particular element.

8. Click on **Save Changes** at the bottom of the page.

   Note: To add or remove modules, return to the **Edit Settings** page and change the number of modules. Also, you can easily switch from weekly to topics format (and vice versa) without losing course content.

Building Your Course

This section explains how to create or edit your Course Summary and perform basic editing functions within your course. Note that if you already have an existing WebAccess course with content in it and are teaching the same (or similar) course during the upcoming term, you can copy the contents of the existing course into your new course shell and then update the contents. Contact the instructional designer if you need assistance.

Turning Editing On

To make changes to your course content, click on **Turn editing on** at the top right corner of the WebAccess screen *or* in the **Administration** block in the right column (see the red squares in Figure 8 below).
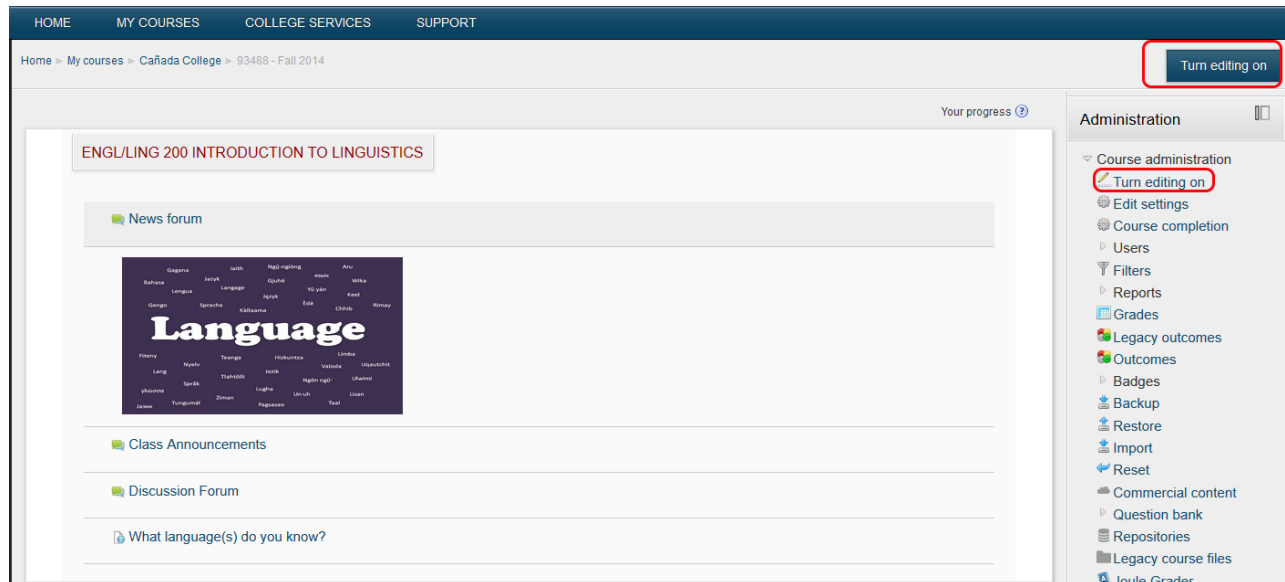
Figure 8: Links to Turn Editing On

Figure 9 on the next page shows a course with editing turned on. Various icons (**A**) appear next to each resource or activity, enabling you to make changes to that item. Also, a link appears to add either a resource or an activity (**B**). Note that the link you previously clicked on now says "Turn editing off" (**C**). Click on either link to remove the editing icons from your screen. (But remember to turn editing on whenever you need to make changes to your course.)
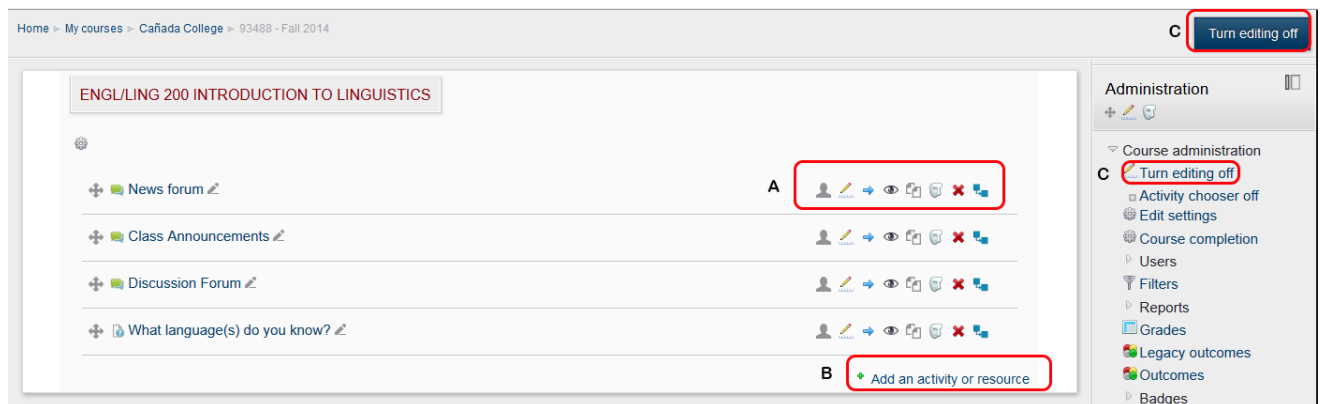
Figure 9: Course Shell with Editing Turned On and Activity Chooser Turned On

You can check how your course will appear to students by selecting "Student" in the "Switch role to…" box in the Administration module on the right side of the window (see Figure 10). This is also very handy for reviewing your course site with students in class. When you return to your normal role, you'll need to turn editing back on in order to update your course site.
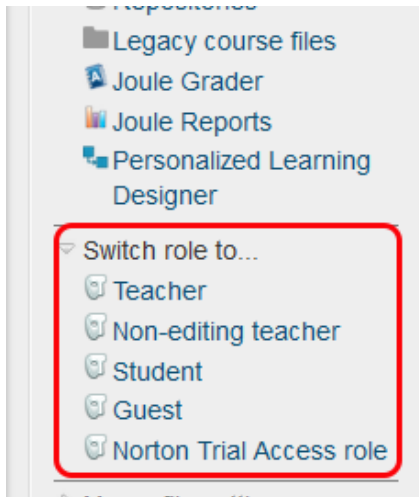
Figure 10: How to Switch Role to Student View

Creating Your Course Summary

If you have a blank course shell, a good place to begin is by adding the course title or banner.

1. Click on the **Edit summary** icon to open the Summary text box.
2. When the **Summary** text box appears, enter the course title. You can also enter other text here that you wish to have permanently displayed on the course home page (such as a brief welcome message or course description). We recommend that you limit the amount of text in this summary to minimize the amount of scrolling required to view the course modules below.
3. Select the text and use the toolbar to change the font style, size or color, center text, etc.
4. Click on **Save changes**.
   a. **Note**: You can use these same steps to edit an existing course title.

Editing Icons

The following icons appear when editing is turned on. If they don't all appear, it is likely that you need to use a different browser. We recommend either Firefox, Internet Explorer, or Chrome.

Icon	Name	Description
	Edit summary	Allows you to edit the summary and title of any label.
	Move resource	Allows you to drag an item or module to a new location. Look for a pale gray horizontal line as you drag – the item will end up where you see the line. If you have trouble dragging an item to a specific location, try dragging an adjacent item in the opposite direction to arrive at the desired arrangement. If you've done a lot of moving and are having trouble, exit out of the browser and try again.
	Edit settings	Opens the item for editing. Note: This is probably the function you will use most often.
	Move right	Indents the item. This is useful for indenting a number of similar items under a heading. When you move an item to the right, an arrow pointing in the opposite direction appears, enabling you to move the item back to its original position.
	Show/ Hide	Makes the item or module visible or invisible to students. An open eye indicates that the item is visible while a closed eye indicates that it is invisible.
	Duplicate	Makes an exact copy of the resource or activity.
	Assign Roles	Applies group settings to the item.
	Delete	Removes the item from the course. (But note that if you remove a link to a document, the original document will remain in the WebAccess Files section.)
	Personalized Learning Designer	This is an advanced function to have adaptive learning in your course. This is something you can learn more about using this in Moodlerooms documents.

Composing a Web Page as a Welcome Announcement

Longer announcements can be posted as a web page with a title such as "Welcome Message." See page 15 for instructions on creating a web page.

Adding an Image or Course Banner

If you wish to add an image to your Course Summary, we recommend that it be no larger than around 450 pixels wide and 100 pixels high. Otherwise, students may have to wait for the image to download and/or will need to do a lot of scrolling to see the course contents displayed below.

To insert a course banner in the Course Summary area:

1. Click on the **Edit summary** icon to open the Course Summary text box.
2. Click on the **Insert Image** icon on the toolbar (Figure 11, below).

Figure 11: Text Box Toolbar and Insert Image Icon

3. When the **Insert Image** screen appears, click on the **Find or upload an image** link (A).
4. Find and open your image file.
5. Click on **Upload**. (If the file takes more than a few seconds to upload, you may wish to reduce the image size and upload a smaller file.)

When the upload is completed, the image file name appears in the File Browser section of the Insert Image screen (see Figure 12 on the next page). If you need to change the appearance or size of the image, click on the **Appearance** tab (B).
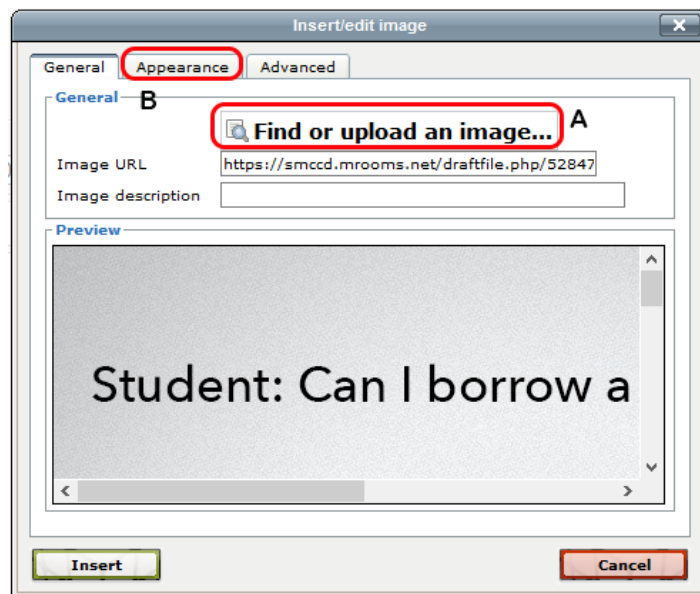
Figure 12: Insert Image Options

6. Click on the image file name to select it for insertion.
7. Enter some Alternate text (e.g., the course name) to describe the image and click on **OK**.
8. Enter any desired text to accompany the banner and click on **Save changes**.
   a) **Note**: You can use this same procedure to post images in other sections of your course. The Mastering Moodle training site has complete instructions for working with images in Moodle.

Posting Your Syllabus and/or Lectures as a Web Page

You probably already have your syllabus, course schedule, etc., in Word format. However, you may wish to consider posting it instead as a web page, which is an alternate format available in WebAccess. Although it may not provide as many formatting options, posting a web page offers these advantages over posting Word documents or other files. Because the web page is created directly in WebAccess, it is much easier to update than a linked file—essentially, it becomes a live document. You simply click on the edit icon next to the web page name to make your revisions. After saving, the updated content is immediately visible to all class participants.

To create a web page:

1. Click on the **Add a resource or activity** link in the module where you would like the web page to appear.
2. Select **Page**.
3. Enter a unique title (e.g., Class Syllabus or MATH 204 Syllabus) in the **Name** box.
    a. **Note**: If you call this web page Syllabus, each time you enter the term "syllabus" in any resource or activity, WebAccess will automatically link that text to your class syllabus. Keep this auto link feature in mind when you are naming resources and activities.
4. Enter a *very brief* description in the **Summary** box.
    a. **Note**: Do not enter your syllabus content in the Summary box as it appears only in the resource index (accessed from the **Activities** block in the left column of your course site). Class participants will not see any text entered in the Summary box when they open the page.
5. Enter your text in the **Page content** text box. Use the expanded toolbar to apply any desired formatting (such as bolding, font size or color, etc.) To remove inconsistent formatting contributed by Word, select the affected text and click on the **Clean formatting** icon in the top row of the text box toolbar.
6. Click on **Expand all** to see other features and options that are available.
7. Scroll down and click on **Save and return to course** to go back to your course home page or click on **Save and display** to view the page you just created. If you notice anything that you'd like to revise, click on the update icon next to the item where it is posted in the Course Summary area.

Posting an Initial Announcement

The News Forum in the Course Summary area is a special forum to be used by the instructor to post class announcements. By default, all class participants are subscribed to this forum, which means that they will receive a copy of each announcement via email. This works well after all students have been enrolled in the course, but if you want to prepare a welcome announcement before then and want it to be immediately visible when students visit your course site, your best option may be to post it as a *label* (for a shorter announcement) or as a *web page* (for a longer announcement).

Posting a Message in the News Forum

1. Click on **News Forum**.
2. Click on **Add a New Topic**.
3. Enter the subject and message and click on **Post to forum**. Your message will be sent to all students currently enrolled in the site as an email message and will remain as an announcement in the News Forum area throughout the term.
    a) **Note**: Despite its name, the News Forum is not a typical discussion forum – only the instructor can post messages in this forum and students may not opt out of being subscribed to the News Forum. News Forums cannot be deleted; therefore, if you do not plan to use this forum, simply click on the Eye icon next to it to hide it. Do not try to change it into a regular forum, as students will **not** be able to post messages in this forum. You can easily change the name of the news forum to "Announcements" or similar title by using the **Edit title** button associated with it. Each option is described in the next page.

Inserting a Label as a Welcome Announcement

If you have a short welcome message and you'd like your students to see it as soon as they enter the course, you can enter your message as a label by following these steps:

1. In the Course Summary area, click on **Add a resource**.
2. Select **Label**.
3. Enter your message in the text box.
4. If desired, use the toolbar to apply formatting to your text.
5. Click on **Save and return to course**.

Sending Email in WebAccess

Quickmail is a function within WebAccess that enables you and your students to send email to any or all class participants. Messages sent through Quickmail go to each recipient's "my.smccd.edu" email account.

To enable Quickmail:

1. Under the **Administration** block, click on **Turn editing on**.
2. Locate the block labeled **Blocks** in the right column of the course page and click on **Add...** to open the drop-down menu.
3. Select "Quickmail" from the list. The screen should refresh to display the **Quickmail** block and email options: "Compose New Email," "Signatures," "View Drafts," "View History," "Alternate Emails," and "Configuration."

Once you've displayed **Quickmail** in your course, click on **Compose New Email** to send a message. You can draft messages to all users in the course site or to select users. You will receive a copy of all emails sent via Quickmail in your smccd.edu inbox. The **View History** link will display all messages that you send for your later reference.

Building Course Modules

Many of the methods used to populate the Course Summary area can also be used in your modules. If necessary, review the previous sections on how to turn editing on, use the editing icons, post files, create a web page, insert a label, and move items.

Adding a Module Title

The first thing you'll probably want to do with a module is add a title and/or overview.

1. Click on the **Edit summary** icon, circled in Figure 15 below, to open the **Summary** text box.
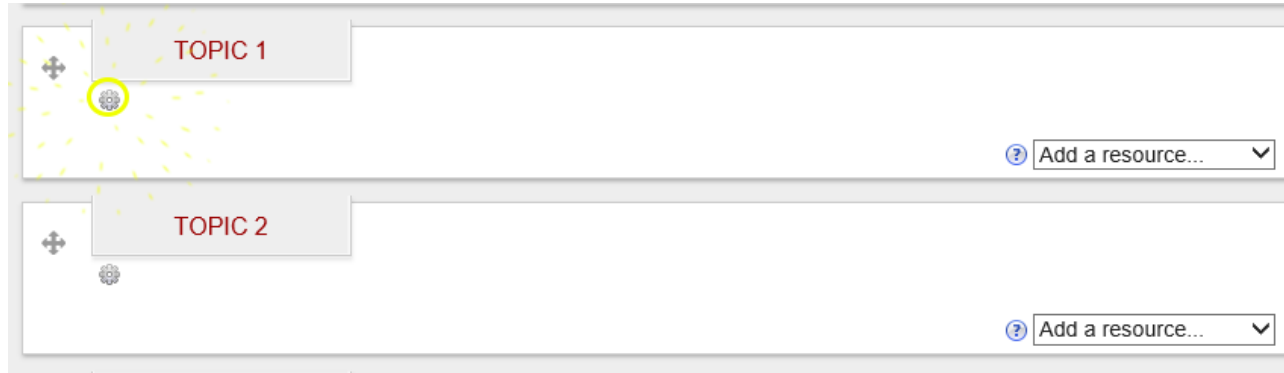
Figure 13: Edit Summary Icon

2. If you would like to continue using **Topic #** as the topic name, then keep the 'Use default section name' box checked. However, if you would prefer to create a name for your topic, uncheck the box, and type in your preferred name for the module in **Section name**.
3. *Optional:* In the **Summary** text box, enter a description for the module. You can also enter other text here such as start and end dates (if you are using the topics format). We recommend that you limit the amount of text in this summary to reduce scrolling.
4. Click on **Save changes**.

Adding, Removing, Moving and Hiding Modules

- To add or remove modules, click on **Settings** in the **Administration** block and adjust the number of modules.
  OR
  Scroll to the bottom of the page, and click on either the **+** or **–** to quickly add and remove modules.
- Move a module up or down by using the drag and drop icon. (On some browsers you will see an up-down arrow instead.)
  - o **Tip**: Look for a pale gray horizontal line as you move items in WebAccess – the item will end up where you see the line. See page 9 for more instructions on moving items.
- To hide a module from students, click on the "Eye" icon. Click on the closed eye to make it visible.
- To highlight a given module, click on the light bulb for that module. The module's outline will be shaded with yellow.

Adding Resources to a Module

Resources include Word documents, PDF files, external websites, web pages composed directly in WebAccess, and other items that you provide for your students to view. Some of the most commonly used resources are described below. Click on the blue question mark ⑦ next to "**Add a resource…**" for descriptions of other types of resources available.)

Resources	Description
Book	This option allows you to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text, and are useful for displaying lengthy passages of information that can be broken down into sections.
File	This option allows you to post a Word document or other file that you upload.
Folder	If you have multiple files to make available to your students, you can upload a batch of files to your WebAccess course site, organize them in a folder, and provide a link to the folder. This is the easiest way to make files available since you don't have to create a separate link to each file.
IMS content package	This option is a collection of files that are packaged according to an agreed standard, so they can be reused in different systems. Content is displayed over several pages, with navigation between the pages. There are various options for displaying content in a pop-up window, with a navigation menu or buttons. IMS content package may be used for presenting multimedia content and animations.
Insert a label	A label provides a way to display text or images directly in a module other than in the summary section. Labels are handy for identifying different types of resources and activities.
Lightbox Gallery	Adding a Lightbox Gallery allows the participants to view a gallery of images.
Page	A web page is a versatile resource that allows you to enter text, apply formatting, insert images, link to files, and add hyperlinks, etc. The page is easy for your students to open and for you to update. Consider using this as an alternative to posting a Word or PDF file.
URL	Use this to add a link to your WebAccess shell.

Tip: Blackboard provides folders to organize course documents and assignments. WebAccess does not have the same type of folders. Instead, you can organize your course materials using a web page, a book, or a directory. In many cases, the module itself becomes the organizing force in WebAccess.

To add a resource:

1. Click on the **Add a resource…** drop-down menu.
2. Select the desired resource type.
3. Click on **Expand all** at the top right of the resource's page, so you can view all of the options for that resource.
4. Enter a unique **Name** for the resource.
   a. **Note**: If an item is called "Syllabus," each time you enter the term "syllabus" in any resource or activity, WebAccess will automatically link that text to the original Syllabus resource. Therefore, you should give each resource a unique name. If you have an item called "Reading Assignment" in all of your modules, you can make each unique by adding a number to it (e.g., Reading Assignment 1").
5. If the resource you select has a Summary textbox, note that this is *not* where you will actually enter the text or information for this resource. The summary box is optional and should be used for very brief descriptions. The summary only appears on the resource index located in the block, so your students will not see the summary when they open the resource itself.
6. Complete the rest of the page as desired.
   a. **Tip**: If you are linking to an external website, be sure to select the **New window** option. Otherwise, the website will open in the same window as the WebAccess course, making it likely that users will close WebAccess by mistake when they close the website. Having the website open in a new window helps to prevent this error. It also allows users to refer to any instructions in the WebAccess course while they are viewing the website. This setting is not as important for other resources such as Word or PowerPoint files, as these generally open in a separate application anyway. When in doubt, we recommend choosing the **New window** option.
5. Scroll down and click on **Save and return to course** to continue working on the course, or if available, click on **Save and display** to view the page you just created. If you notice anything that you'd like to revise, click on the **Update this Resource** link in the upper right corner to modify the page.
   b. **Note**: As soon as a resource is added to the course site, a "Resources" link will appear in the **Activities** block in the left column of the WebAccess course page. Opening this link will display a list of all the current resources posted in this course and any information you have entered in the summary textbox related to each resource. This provides a quick way for all users to open any resource regardless of where it is posted in the site. Items only appear in this area for students if they are available to them; all invisible items do not show up on these lists for students, although you will be able to see everything when you are in your teacher role.

Adding Activities

Activities include assignments, discussions, quizzes, and other items where the student creates and provides some type of content for you or other class members. Activities are usually (but not necessarily) evaluated or graded. The most commonly used activities are described below. (Click on the blue question mark 🔵 next to "**Add an activity…**" for descriptions of other types of activities available.)

Activity	Description
Assignment	Allows you to collect digital work from students, review it, and provide grades, feedback and/or annotated files to students. This can be treated like a digital dropbox for a given assignment.
Chat	Enables a live-time chat room for anyone to use. Can be used for class discussion out of class, office hours, or other functions.
Forum	Allows you and your students to exchange ideas by posting messages and responding to existing messages. WebAccess offers four types of forums.
Quiz	Enables you to ask students several different types of questions so that you can assess what they have learned. WebAccess scores most questions and records quiz results in the course grade book for you.
TurnItIn Assignment	Creates a digital dropbox with TurnItIn capabilities enabled. You don't even have to go to TurnItIn's website to set anything up; it's all done from the WebAccess module.

Complete instructions for specific activity types are available at **Moodle.org**

General steps for adding an activity are as follows:

1. Click on the **Add an activity or resource** link.
2. Select the desired activity type.
3. Enter a unique **Name** for the activity.
4. Click on **Expand all** in the top right corner of the activity set up page to view all of the possible options; this can include due dates, availability, and other options.
5. Enter all required information and set other options as desired.
6. Scroll down and click on **Save and return to course** to continue working in your course or click on **Save and display** to review the activity you just created. If you notice anything that you'd like to revise during this review, click on the **Update this Resource** link in the upper right corner to modify the activity.

   Notes:

   - Gradable activities are automatically entered in the grade book as you create them.
   - For each activity type that a course contains (e.g., Quizzes or Assignments), a corresponding link will appear in the **Activities** block in the left column of the course page. Opening this link will display a list of all the currently posted activities of that type. This provides a quick way to open an activity regardless of its location. Reviewing the items in this list also serves as the best way to verify that you have created the specific type of activity that you wished to post, especially assignment links and discussion forums.
   - As a reminder to students, items with due dates will show up in the **Upcoming Events** block in the right column. The items will also be added to the student's calendar.

Making the Course Available to Students

Course sites are created as unavailable to students. When your course is ready, you can make it available to students by taking the following steps:

1. In the **Administration** block in the left column, click on **Edit Settings**.

2. Towards the top of the page, in the **Visibility** box, choose **Show**.

3. Click on **Save changes** at the bottom of the page.

Posting Files to WebAccess

You can upload files to WebAccess one at a time as needed. However, if you have a large number of files, you can upload them all at once. Procedures are explained below along with important things to consider before uploading files to WebAccess.

Working with Large Files

WebAccess has a file upload limit of 500 MB for any file type. However, please do not post individual files that are larger than a few megabytes (whenever possible compress them to kilobytes), as many of your students may have difficulty viewing them – some students may be using their smartphones or tablets and will incur data charges from downloading your content. Posting extremely large files in your course may also make it difficult to copy your course from one term to the next and may slow down the system for all WebAccess users. We recommend that you make your videos as concise as possible to avoid download/streaming issues, and also because it is best to present information in smaller chunks.

If you must have large media files, consider the following options:

- For PowerPoint files with no audio, convert to PDF files by using the "**Save as…**" feature. (This may not reduce file size for Mac users; contact the instructional designer for assistance with file compression.)
- For PowerPoint files with voice narration, upload to a web server such as YouTube or Screencast.com (.WMV, .AVI, .MOV, etc.).
- Upload compressed video files to iTunes University in .MOV format.
- For other large files, split into two or more separate files.

  Tip: If you can't avoid uploading an extremely large file, be sure to use a stable Internet connection to upload it and warn your students about the size of the file.

Naming Files

Your file names should be concise descriptive of the content. For best results, we recommend using only letters and numbers in filenames. Hyphens and underscores are fine, but you should avoid other symbols in filenames, especially #, as they can cause problems when you or your students try to open or download the file. It is also best to avoid spaces when naming files. Note that if you upload a single file, WebAccess will automatically replace symbols and spaces with an underscore. However, this is not the case when you upload a batch of files all at one time (explained in the next page). Also be sure the correct file extension appears (e.g. *.doc* or *.docx* for a Word document, *.ppt* or *pptx* for a PowerPoint presentation, etc.).

Uploading Multiple Files at Once

If you need to upload a large number of files to WebAccess, you can save time and effort by compressing the files into a zip archive and uploading the zip archive. Once the zip archive is uploaded to WebAccess, it is very easy to unzip all the original files. Note the following:

- If you need to upload very large files, we recommend that you upload them to WebAccess one at a time rather than zipping them together. Otherwise, the zip file will take a very long time to upload. Of course, you can always upload and go for a cup of coffee! ☺ Also, don't forget the 500MB upload limit.
- If you have a large number of files, you can organize them into sub---folders before zipping.

WebAccess will maintain the folder structure when you upload and unzip the archive file. Again, check the size of the folder to make sure it is less than 500 MB in size.

To compress files on a PC:

1. Review the file names in the folder(s) you intend to compress. Delete any # signs or other symbols in the filename.

2. Create a folder (and sub-folders if applicable) to hold the desired files and move all the files into the folder(s).

3. Right-click on the folder and choose **Send to…** then choose **Compressed (zipped) folder**. (If you have sub-folders, right-click on the parent folder.)

The zip archive will appear in the same location. It will have the same name as the folder, but it will be displayed with a zipper icon. If you have file extensions showing, the file name will include a ".zip" extension. Check the size of the zipped file to make sure it is less than 500 MB.

To compress files on a Mac:

1. Review the file names in the folder(s) you intend to compress. Delete any # signs or other symbols in the filename. If the file extension (e.g. *.doc* for a Word document, *.ppt* for a PowerPoint presentation, etc.) is missing, add the correct file extension. Otherwise, your students might not be able to open the file. (To prevent this problem, check the "Append file extension" box in the "Save As" screen in Word, PowerPoint, etc.)

2. Create a folder (and sub---folders if applicable) to hold the desired files and move all the files into the folder(s).

3. Ctrl+click (or right---click) on the folder and choose Compress. (If you have sub---folders, Ctlr+click on the parent folder.)

The zip archive will appear in the same location. It will have the same name as the folder, but will be displayed with a ".zip" extension and a zipper icon. Check the size of the zipped file to make sure it is less than 500 MB.

Posting a File onto WebAccess

To post any file from your computer, do one of the following:

A: Drag-and-drop method

1. Find your file on your computer, and make the window lay on top of your web browser. This way, you can see where your file is going.
2. Drag your file from your computer folder window to the browser, and into the module where you would like the file to be placed. As you move the file into the browser window, a new 'Add file or resource' space becomes visible; that is where your file will be placed. See **Error! Reference source not found.** below for a screen shot of a file being dragged and dropped into the browser.
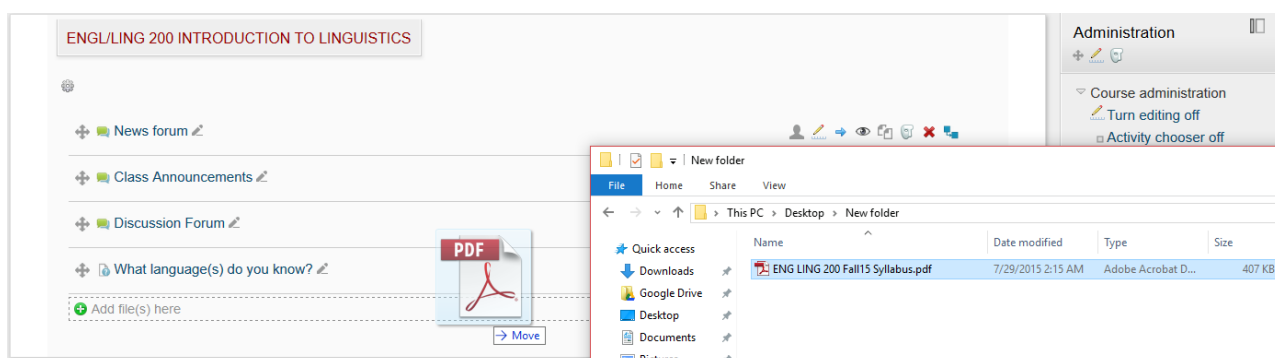

Figure 14: Dragging and Dropping a File from a Computer Window to the Browser

B: Using the 'Add Resource or Activity' link:

1. Click on **Add an activity or resource** link in your desired course module.
2. In the pop-up window that appears, scroll down to **File**. Click the button to its left, and click **Add.** See Figure 15.
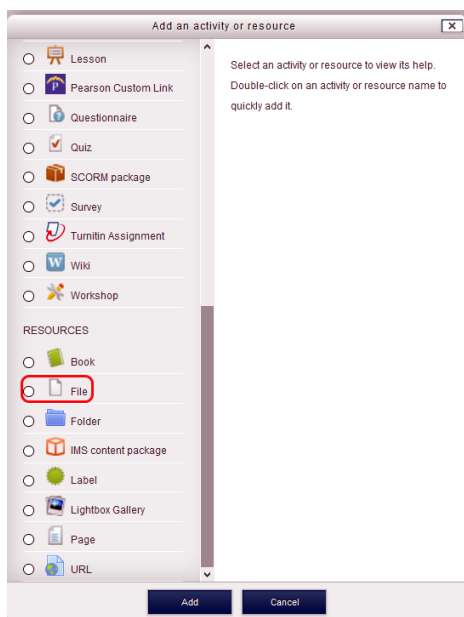

Figure 15: Add an Activity or Resource Pop-up Window

3. Enter a unique title in the **Name** field. (As explained in the previous section, whenever you type the name of a resource in another item, WebAccess will automatically link to this resource.)
4. Enter a *very brief* description in the **Description** box or leave this section blank if the name is self-explanatory. Remember, students will not see any of this summary text when they open this file.
5. Click **Expand all** in order to see all of your options.
6. Click on the **Add…** button. From there you follow the prompts to upload a file. Alternatively, you can drag and drop a file into the file window.
7. If the desired file was previously uploaded to WebAccess, it will appear if you click **Recent files**. Proceed to Step 9.
   > If the file has not yet been uploaded to WebAccess, click on the **Browse** button to search for the desired file. Select the file by double-clicking the file name. Click on the **Upload this file** button.
8. Depending on the size of the file, it may take a while to upload. When the upload is complete, the file will be listed (along with any other previously loaded files) in the Files window. *Resist the urge to click on the name of the file unless you want to open and view the file*.
9. Click on **Save and return to course**.
   a. **Note**: More information about files can be found later in this guide.

Renaming Uploaded Files

If necessary, you can click on the **Edit title** icon to the right of the file listing to change the file name. Being able to tell the contents of a file from its file name is especially helpful to course users if you are using the "Display a Directory" function. You should also rename a file if the name contains symbols other than a dash or underscore or is missing a file extension.