# Instructor getting started guide



For information about OpenStax Tutor, visit **OpenStax.org/openstax-tutor** 





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# **Getting started**

# Your OpenStax Tutor dashboard

When you log in to your OpenStax Tutor course, you'll arrive at your dashboard, which is designed around a calendar interface. On the calendar, you can add homework assignments, reading assignments, or external assignments. You can also add important events. Every assignment or event that you *publish* will show up on your students' dashboards on the open date you specify.

Sociology with Courseware						
Add Assignment	=		Browse th	e Book Question Lib	orary Gradebook	Performance Forecas
		•	May 2020	•		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	S
			13	14		16

(1)

#### **Related links**

You can see the student interface by clicking on <u>View as student</u>.



# **Getting started**

# Getting help

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To make OpenStax Tutor as easy to use as possible, we built a help tour on each page. The first time you log in, a series of dialog boxes will pop up explaining various features of the courseware. You can always dismiss the tour. To revisit later, click **Help** > **Page Tips**.

#### **Related links**

For additional help, visit the help articles through **Help > Help Articles** or by visiting: <u>https://openstax.secure.force.com/help?search=tutor</u>.

# Enrolling students

OpenStax Tutor is free for instructors, and each course costs \$10 per student per semester. Students must pay for OpenStax Tutor *before enrolling*. They must submit payment (credit or debit) using a recent version of Chrome (79+), Firefox (74+), Safari (8+), or Edge (43+).

You can enroll students by sending them a direct link or by integrating with your LMS.

Direct Link:

- 1. Click the OpenStax Tutor logo at the top of your page
- 2. In My Courses page, click Invite students on the desired course card
- 3. Copy and share enrollment URL to students

**Note**: Once students are already enrolled, the link on your course card will take you to your course roster.

**Note**: To enroll students, you can also navigate to the course settings page from **Menu > Course Settings**.

#### LMS Integration:

We now support Learning management system (LMS) integration with OpenStax Tutor. LMS integration must be configured *before* students enroll. Find out more about the integration process <u>here</u>.

Introduction to Sociology 2e 101	
Spring 2021 Invite students	•



# **Question Library**

The Question Library is where all of the assessments for your course are housed. Questions are arranged by chapter and section. OpenStax Tutor is built to be flexible and modular, so you can teach sections in any order you prefer, or leave sections out entirely.

# Selecting questions

- 1. Click Menu > Question Library
- 2. Select book chapters and/or sections
- 3. Click Show Questions to preview



### Insight

Our questions are tagged with Bloom's taxonomy levels, depth of knowledge levels, length estimates, and identification numbers. Our algorithms won't assign questions from sections you aren't teaching.

# Excluding questions

If there are questions you don't want to use, you can exclude those questions from the Question Library, and OpenStax Tutor will not assign them to your students. Be sure to exclude questions before you assign homework or reading assignments covering those sections.

#### 1. Click Menu > Question Library

- 2. Select book sections
- 3. Hover mouse over question
- 4. Click **Exclude question**



## Accessing question details

For many of our questions, if you select **Question details** you can see feedback and a detailed solution, along with the options to edit and delete that question.

- 1. Click Menu > Question Library
- 2. Select book sections
- 3. Hover mouse over question
- 4. Click Question details



# **Question types**

There are three types of questions that OpenStax Tutor Beta offers for homework and reading assignments.

# Multiple-choice questions (MCQ)

Standard multiple-choice questions provide students four options to choose from when answering a question.

#### Related links

Most multiple-choice questions have detailed solutions and explanations for each answer choice. Learn how to access these details in the <u>Question Library</u> help article.

### Written-response questions (WRQ)

Written-response questions are open-ended questions for students to respond to in their own words. These questions are only included in homework assignments, and need to be manually graded.



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#### **Related links**

To learn more about manually grading assignments, see the article for grading written-response questions.

## Multi-part questions (MPQ)

Multi-part questions are a set of questions related to a single topic or diagram. These questions can be a mix of multiple-choice and free-response questions.



# Learning practices

There are three learning practices that are applied to assigned questions to help students better engage with the subject and retain information.

# Spaced practice questions

Research shows that revisiting material over multiple study sessions helps students retain information and spend their study time more efficiently. OpenStax Tutor's algorithm will include questions from previously covered material in <u>reading</u> and <u>homework</u> assignments.

## Personalized questions

In both homework and reading assignments, OpenStax Tutor will select questions for students based on how the student has performed so far in the course.

### Two-step questions

Many of the multiple-choice questions in OpenStax Tutor ask students to answer in their own words before viewing the multiple-choice options. Research shows that retrieval practice helps students retain knowledge.

When a student tries to skip the first step by entering random letters or numbers into the free-response text box, we encourage him/her to make a genuine attempt.

#### Best practice

The free response portion of the questions aren't scored by OpenStax Tutor, but if you let your students know that you review their answers, your students are more likely to put some effort into this area. Learn more <u>here</u>.



Instructors can add, edit, and delete their own questions to OpenStax Tutor **homework** assignments. These questions can be added in the **Question Library** or directly form the assignment builder. **Reading** questions cannot be added.

# Creating questions

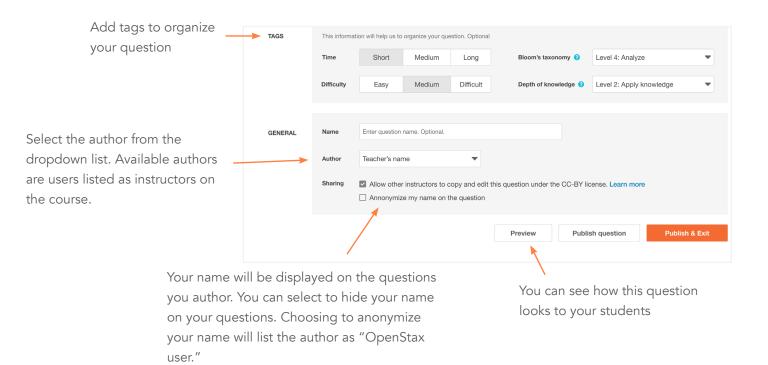
The **Create question** form opens when you click the **Create question** button in the **Question Library** or assignment builder.



Select the chapter and section	Create c	question		
for your new question.	ТОРІС	Chapter 3. Culture	▼ Section 3.2 Elements of Culture ▼ Browse book	
	QUESTION	Multiple-cho	ice question Written-response question	
		Question	Which of the following is the best research method to allow researchers to experience the subcultures that have developed in a specific prison from an insider's perspective?	
Enter the question stem and for a stem and the step answer choices, then check			Make this a Two-step question Ask students to answer in their own words before displaying the multiple-choice options.	
the correct answer. For written- response questions, enter the		0	participant observation Participant observation takes place when a researcher immerses himself in some setting in order to make observations from an insider's perspective. This type of research would be a great choice to allow researchers to get an inside view of prison subcultures.	↑ ↓ 茴
question and answer key.			secondary data analysis Secondary data analysis involves the use of data previously collected by others to apply new interpretations. This type of research would not be most conducive to gaining an insider's perspective set the white most the new life notice is not new interpretations.	↑ ↓ 亩
			on the subcultures within a specific prison.	↑↓亩
			An experiment involves the testing of a hypothesis under controlled conditions. This type of research would not be most conducive to gaining an insider's perspective on the subcultures within a specific prison.	
			survey	↑ ↓ 亩
			A survey involves collecting data from subjects who respond to a series of questions, often in the form of a questionnaire. Surveys capture what people think and believe, but not necessarily how they behave in real life, which means that a survey would not be most conducive to gaining an insider's perspective on the subcultures within a specific prison.	
			Add option	
		Detailed solution		



# Creating questions



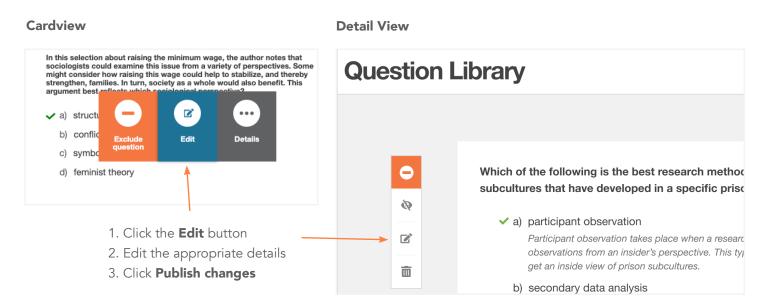
#### Related links

To learn more about creating questions, see Adding Questions in OpenStax Tutor.



# Editing your own guestions

Questions created by you, the instructor, in OpenStax Tutor can be edited at any point. The **Edit** button can be found in the following four locations: the Question Library (cardview and question details) and the assignment builder (cardview and question details).



# Copying and editing questions

For questions authored by your co-teachers or OpenStax, you must first create a copy before you can edit the question. The Copy & Edit button can be found in the following four locations: the Question Library (cardview and question details) and the assignment builder (cardview and question details).

**Note**: Questions that you have copied and edited are treated as your own questions. These questions can be found under 'My Questions' in the Question Library. For more information on the copyright and attribution, please refer to the 'Question Authorship: Terms of Use' link at the bottom of the Question Library.



**Related links** 

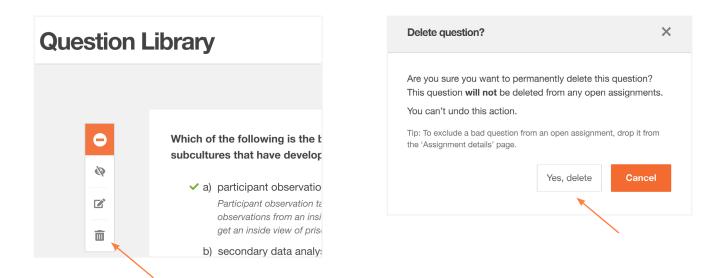
To learn more about editing questions, see Editing Questions in OpenStax Tutor.



# Deleting questions

Instructors can only delete the questions that they author in OpenStax Tutor homework assignments. Questions can be deleted from the Question Library or assignment builder:

- 1. Hover over the question you want to delete
- 2. Click on **Details**
- 3. Click the trash icon in the side toolbar
- 4. Click 'Yes, delete' in the confirmation modal



**Related links** 

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To learn more about deleting questions, see Deleting Questions in OpenStax Tutor.



# **Grading templates**

Grading templates are pre-set submission and grading policies that can be applied to multiple assignments. Homework templates can only be applied to <u>homework</u> assignments, and reading templates can only be applied to <u>reading</u> assignments. Templates applied to open assignments cannot be edited or deleted.

### Overview

- 1. Click Add Assignment > Grading Templates
- 2. Click Add new template
- 3. Select Homework or Reading
- 4. Enter template name
- 5. Make desired changes to template
- 6. Click Save

### Homework options

You can assign homework based on the textbook with the OpenStax Tutor Question Library. The homework template allows instructors to decide when their students see their scores and feedback for an assignment and set a late work policy.

#### Options:

- 1. Select when students can see their scores and feedback
- 2. Set the late work policy
- 3. Set preferred due dates and time as defaults

#### **Related links**

To learn more about grading templates, visit the help article <u>here</u>. Learn more about setting late-work policies <u>here</u>.

Add homework grading template		
Template name	Homework, Short-essay, etc.	
Select when students can see their scores a	and feedback	
For auto-graded questions	Immediately after student answers	
(Multiple choice question-MCQs, 2-Step questions)	<ul> <li>After the due date</li> </ul>	
	O After I publish the scores	
For manually-graded questions	Immediately after I grade	
(Written response questions-WRQs)	<ul> <li>After I publish the scores</li> </ul>	



# Grading templates

### Reading options

Reading assignments are auto-graded by OpenStax Tutor. Scores and feedback are visible to students immediately after they answer a question. Reading templates allow instructors to decide the weight of completion/correctness credit that contributes to their students' assignment grade.

#### Options:

- 1. Set score calculations for questions
- 2. Set the late work policy
- 3. Set preferred due dates and time as defaults

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#### **Best practice**

OpenStax Tutor encourages grading for completion, not correctness. Learn why <u>here</u>.

Template name	Pre-class reading, Reading-Thursday etc.
Score calculation for questions (OpenStax Tutor encourages grading for c	completion, not correctness. Learn why )
Weight for correctness	10 🖕 % of question's point value
Weight for completion	90 + % of question's point value
Reading assignments are auto-graded by students immediately after they answers	y OpenStax Tutor. Scores and feedback are visible to a question.
Set the late work policy	
Accept late work?	• Yes
Accept late work?	<ul><li>Yes</li><li>No</li></ul>
	Ŭ,
Accept late work? Late work penalty	○ No
Late work penalty Set up your preferred due dates and time	<ul> <li>No</li> <li>Deduct 0 % for each late day</li> <li>Deduct 10 % for late assignment</li> </ul>
Late work penalty	<ul> <li>No</li> <li>Deduct 0 % for each late day</li> <li>Deduct 10 % for late assignment</li> </ul>
Late work penalty Set up your preferred due dates and time (You can change this while building an ass	<ul> <li>No</li> <li>Deduct          <ul> <li></li></ul></li></ul>
Late work penalty Set up your preferred due dates and time (You can change this while building an ass Due date for assignments	<ul> <li>No</li> <li>Deduct • + % for each late day</li> <li>Deduct 10 + % for late assignment</li> <li>e as defaults</li> <li>ignment)</li> <li>7 + days after open date</li> </ul>



# **Creating assignments**

# Reading assignment

Reading assignments are intended to help students engage with the text before you teach the corresponding topic. Reading assignments are auto-graded by OpenStax Tutor. Scores and feedback are visible to students immediately after they answer a question.

- 1. Click Add Assignment > Add Reading
- 2. Enter assignment details
- 3. Click Save & Continue
- 4. Select questions
- 5. Review and click **Publish**



#### Insight

Students and teachers can highlight and take notes while reading the OpenStax textbook and completing reading assignments. Learn more <u>here</u>.

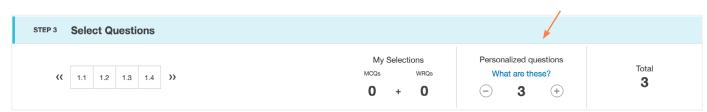
### Homework assignment

Homework assignments give you the flexibility to select questions that you want your students to practice. You can select questions from the Question Library and you can allow OpenStax Tutor to give your students personalized and spaced practice questions.

- 1. Click Add Assignment > Add Homework
- 2. Enter assignment details
- 3. Click Save & Continue
- 4. Select questions and number of Personalized questions
- 5. Assign points to questions
- 6. Review and click **Publish**



Personalized questions are questions assigned by the machine learning algorithm based on a student's previous performance.



**Note**: Point values support up to one decimal place. Entering more than one decimal places will round the point value to the nearest tenth.



# **Creating assignments**

### External assignment

Assignments from outside of OpenStax Tutor, such as watching a YouTube video, can be assigned through the external assignment option.

- 1. Click Add Assignment > Add External assignment
- 2. Enter assignment details and URL
- 3. Click **Publish**

### Event

Events, such as exams or holidays, can also be added to the calendar.

- 1. Click Add Assignment > Add Event
- 2. Enter event
- 3. Click Publish



#### **Related links**

To learn more about creating assignments, see <u>adding reading assignments</u> and <u>adding</u> <u>homework assignments</u>.



# Assignment page

The assignment page houses all of the information for a given assignment, such as questions assigned, grading options, and scores.

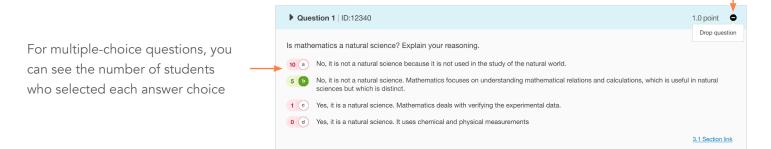
- 1. Click on assignment in your calendar
- 2. Click View assignment
- 3. Click Assignment Details, Submission Overview, or Assignment scores

### Assignment details

The assignment details tab displays assignment details (such as dates), questions assigned, and score viewing options. Here, you can edit your assignment details by clicking the edit icon.

### Submission overview

The submission overview tab gives you a quick overview of class performance on a given assignment and all of the current responses submitted by students. If needed, you can also drop questions from the assignment.



#### Drop question

If you would like to remove questions from an assignment, you can do so with the **Drop question** button on the question cards. For more information, visit the help article <u>here</u>.

- 1. Scroll to the question you wish to to drop
- 2. Click Drop question button
- 3. Choose point reallocation option:

You can either give full credit for the question or make the question worth zero points, effectively dropping that question.

- 4. Click Save
- 5. Once you drop a question, a blue triangle will appear in the top-right corner.

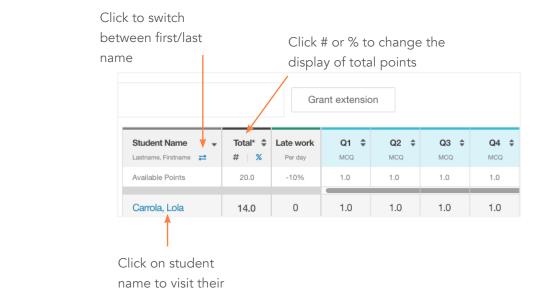


# Assignment page

### Assignment scores

The assignment scores tab provides a more detailed view of individual student scores on an assignment. Homework and reading assignment scores tabs differ slightly.

assignment page



Homework assignments

Click the info icon to view the assignment's

weight for correctness and completion

		Gra			
Student Name ↓ Lastname, Firstname	Total 🗘 # %	Late work Per assignment	Complete	Correct	Incorrect
	8	-10%			
Carrola, Lola	91%	0	23 of 23	19 of 23	4 of 23

Reading assignments



# Assignment page

### Assignment scores

From the assignment scores page, you can also choose to grant an extension for particular students.

#### Grant extension

If you would like to grant an extension for an assignment, you can do so with the **Grant extension** feature.

#### 1. Click Grant extension

- 2. Select student(s)
- 3. Enter new due date and close date
- 3. Click Save

Grant extension

Once you drop a question, a blue triangle will appear next to points in the question column

Student Name	Total* <b>\$</b> #     %	Late work	<b>Q1</b>	<b>Q2</b>	<b>Q3</b> 🗘
Available Points	20.0	-10%	1.0	1.0	1.0
Carrola, Lola	14.0	0	1.0	1.0	1.0
Cheng, Andy	11.8	0	1.0	1.0	1.0
Curran, Heidi	8.5	-2.0	1.0		0
D'Souza, Ashley	13.0	0	1.0	1.0	1.0
Davis, Jackson	2.0	0 🖪	1.0	0	1.0
Denip, Jane	5.0	0	1.0	0	0

Once you grant an extension, a green E icon will appear next to the student name(s) in the late work column

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#### **Related links**

For more information on granting extensions, visit the help article <u>here</u>.



# **Grading and feedback**

Written-response questions on homework assignments require you to manually grade student answers.

### Overview

- 1. Click on an assignment in your calendar
- 2. Click Grade answers
- 3. Select question to grade
- 4. Enter score and feedback for a student answer
- 5. Click **Save** (the next student response will automatically open)
- 6. Click **Publish scores** (students will see their scores based on your grading template settings)

**Note**: Point values support up to one decimal place. Entering more than one decimal places will round the point value to the nearest tenth.

it the website of a company of your choice and evaluate and report upon all the bran	• • • •
hat is the positioning of this organization? How does the image conveyed on the web	isite compliment (or not) the brand strateg
far as you can tell? Does this company use a brand advocate or a tagline?	
pand graded answers (1/25)	Average score: 1.6 out of 2
Student name 2	Score: 0 out of 2.0
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur dapibus lorem ante, a	Comment:
posuere tortor maximus at. Pellentesque eget laoreet libero, vel ultrices diam. Maecenas	
porttitor accumsan orci vel malesuada. Donec at purus nulla. Vivamus laoreet vestibulum	
tellus, vel blandit metus porttitor nec. Vivamus ultrices lacus ac ipsum hendrerit efficitur.	
	Save
	Save

### Organizing responses

You can hide student names, show responses in alphabetical order, and/or show only attempted responses.

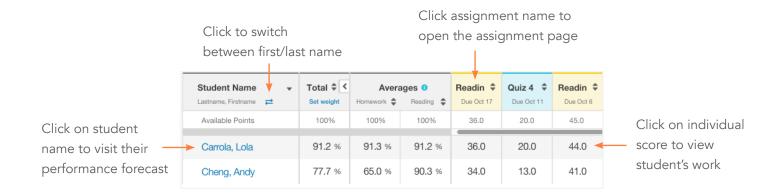
rad	Section name 01					
<u>₹</u>	<b>8</b> (0/25)	<u>9</u> (0/20)	<u>10</u> (2/25)			Publish scores
-	Questic	on 8			Show r	udent names esponses in alphabetical order only attempted responses
Wł	hat is th	e positi	oning	mpany of your choice and evaluate and report upon all the branding eleme of this organization? How does the image conveyed on the website compli- bes this company use a brand advocate or a tagline?	zero after t	ed responses are assigned a he due date. Students can ponses until the close date



# Gradebook

### Overview

In the gradebook, you can see how your students are doing on all assignments you have published. Reading assignments are highlighted in yellow and homework assignments are highlighted in blue. You can navigate to the gradebook from **Menu** > **Gradebook**.



# Setting weights

You can change the weight of homework and reading assignments that contribute to your students' total grade calculation. By default, both homework and reading assignments are given equal (50%) weightage towards the total course average.

- 1. Click Menu > Gradebook
- 2. Click Set Weight (below Total)
- 3. Set weights
- 4. Click Save

Set weights			×
Default Course average = 50% of Homework average	e + 50% of Reading	average	
Set Weights			
Homework Average	50 💂 %		
Reading Average	50 💂 %		
Total course average:	100%		
Set default		Cancel	Save

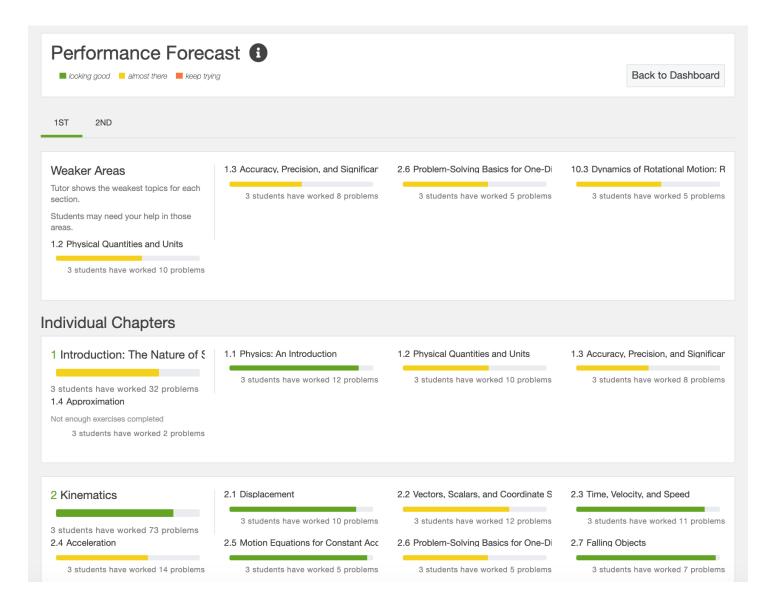
#### Related links

For more information on the gradebook, visit the help article here.



# **Performance forecast**

The Performance Forecast is a tool to help you see which topics your students understand and where they might need extra practice. Weaker topics are surfaced, and below that, you can see data on every chapter you've taught so far.





# View as student

You can switch to student mode by clicking **View as student** in the upper right corner below **Menu**. Once this option is selected, you will see a green border around your screen to indicate that you are in student mode.

Sociology with Courseware						T View as stude	
Add Assignment	≡		Browse th	e Book Question Lib	orary Gradebook	Performance Forecas	
		4	May 2020	•			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26	27	28	29	30	1	2	
3	4	5	6	7	8	Ş	
10	11	12	13	14	15	16	



# FAQs

# What does the orange flag on my dashboard indicate?

The orange flag next to an assignment on your dashboard indicates that you have new responses to grade. To access the grader, click on the assignment and click **Grade answers**.

<ul><li>▲ November 2019 ▶</li></ul>									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
29	30	1	2	3	4	5			
6	7	8	9	10	11 72 NEW Homework	12			
13	14	15	16	17	18	19			

## Can I edit your questions or create my own?

Yes, instructors can create their own questions, as well as copy & edit OpenStax questions and OpenStax Community questions.

## Can my students see their scores?

Yes, your students can see their scores based on your grading template settings. They have a scores page that includes each student's individual scores.

# Can I create an assignment without a grading template?

No, for reading and homework assignments you need to have a grading template. For external assignments and events, grading templates are not required.

