Ignitia®

v2.30.1

Teacher Authoring Tool Guide

Released 02/2017

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Teacher Authoring Tool

The Ignitia® Teacher Authoring Tool (TAT) enables you to create a single, custom assignment, such as a lesson, project, quiz, or test, or an entire course. TAT also enables you to assess student comprehension using the Ignitia Flex and CRx features. Once created, your custom assignments can be part of a course authored completely by you or integrated into a course you create using existing Ignitia content. The Teacher Authoring Tool works independently, but in conjunction with the Ignitia Custom Course feature.

Note	You must have the "Create/Edit Courses" permission enabled for your teacher profile to create, copy, and edit courses and assignments. See your Ignitia Administrator if you require the permission enabled for your teacher profile.

Custom assignment types

Just as in a standard Ignitia course, four assignment types are available for custom assignments

- Lesson
- Project
- Quiz
- Test
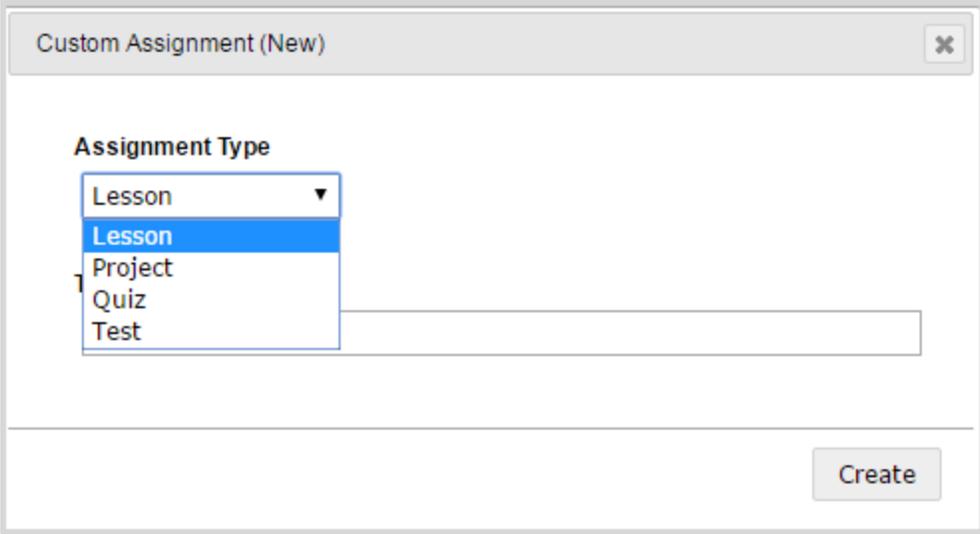
Each custom assignment type corresponds to the weighted assignment type as in all Ignitia courses. Options vary by assignment type, although the options for Quiz and Test are the same as those two assignment types are similar.

Lessons, Quizzes, and Tests have six question types available for authors to add to a custom assignment:

- True or False
- Multiple Choice
- Multiple Select
- Fill in the Blank
- Matching
- Essay
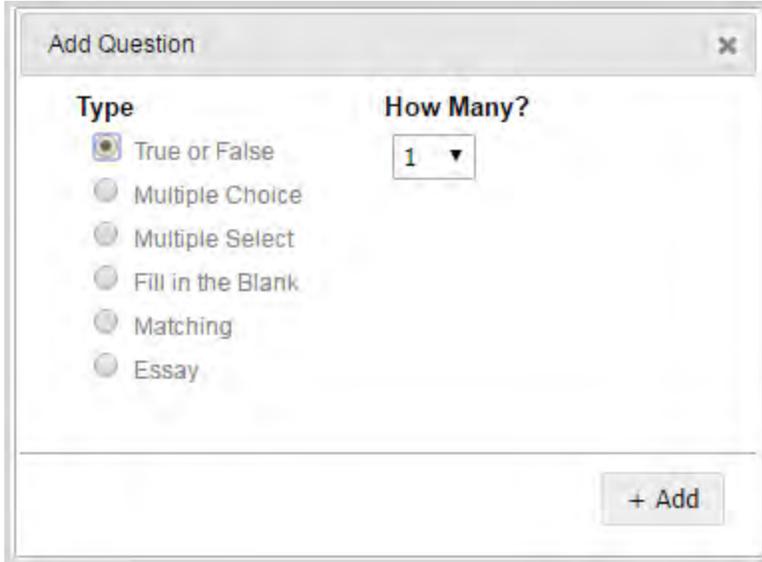
Get started building custom assignments

See the following for explanations of what you see and how to create custom assignments:

- "Custom Assignment Page Features and Tools" on page 7.
- "Custom assignment question pools" below.
- "Create Custom Assignments" on page 11.
- "Add media to custom assignments" on page 19.

Custom assignment question pools

One of the powerful features of Ignitia is the Flex suite which includes:

- Flex Assessments
- Flex Skipped
- Flex CRx

Flex Assessments creates quizzes and tests that adapt to the material that preceded them. If you add or remove a lesson from a Flex-enabled custom course, the questions associated with that lesson are added or removed from the associated assessment assignments.

Flex Skipped automatically skips quiz and test questions associated with a lesson you skip in an already assigned course.

With **Flex CRx**, students are only assigned a lesson in a unit when they miss the questions corresponding to that lesson on the alternate or pre-test.

Tip	For more information, see the *Flex Assessments / Flex Skipped Guide* on the Ignitia **Resources** tab at: www.aopschools.com/ignitia_support.

To use the power of Flex with the Teacher Authoring Tool, six *lesson question pools* are available. Think of these question pools as empty swimming pools. Instead of being filled with water, they are filled by you with the questions you want to ask for that specific assessment.
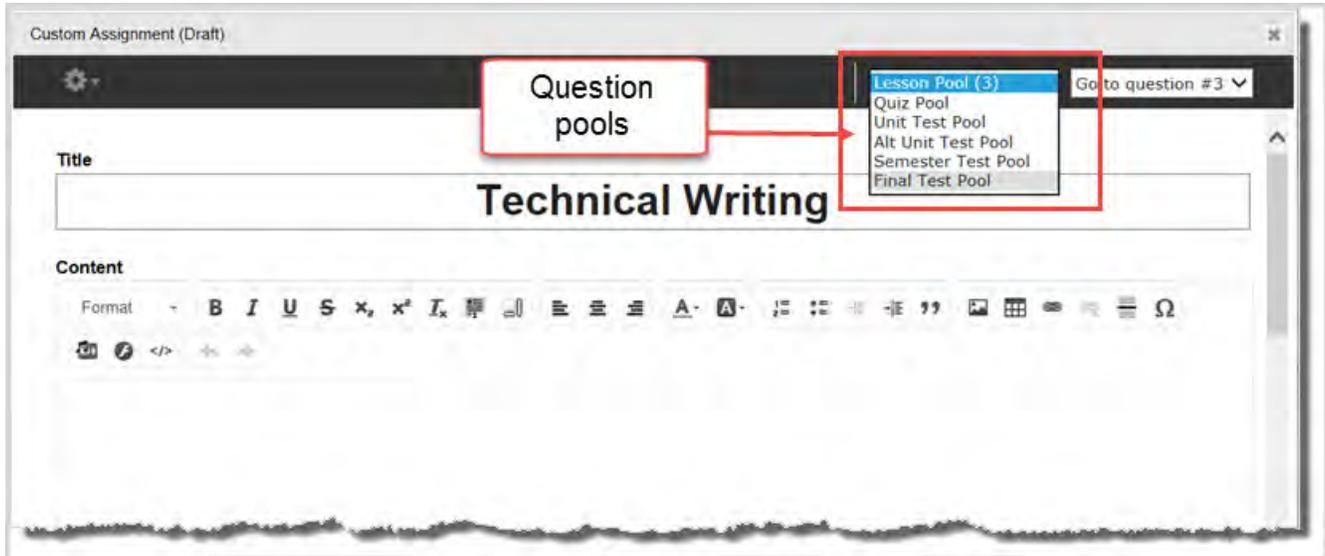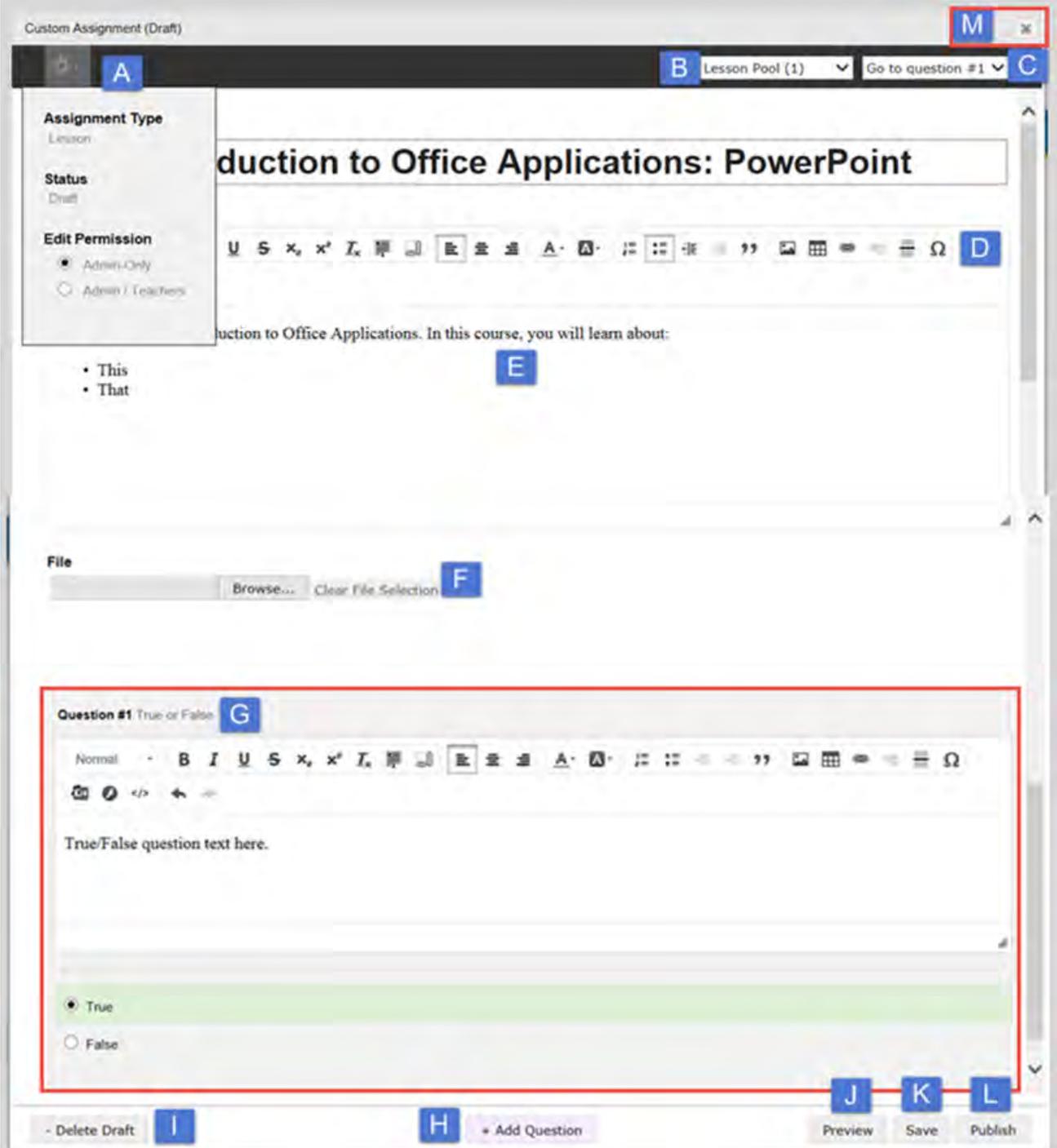
- **Lesson Pool** is the default pool. The questions you create for this pool are seen by your students when they attempt your custom lesson.

- **Quiz Pool** questions are seen in the flex quiz following this custom lesson.

- **Unit Test Pool** questions appear on the test at the end of the unit which includes the custom lesson.

- **Alt Unit Test Pool** questions are used for the alternate test allowing you to use this lesson as part of a custom course in Flex CRx mode. The Alt Test becomes the Unit Pre-Test, just as in a standard Ignitia course. When the custom lesson is added to a course assigned in CRx mode, if the student fails the Pre-Test and misses the questions corresponding to the custom lesson on the Pre-Test, the custom lesson is then automatically assigned, just as it would be for any standard Ignitia course assigned in CRx mode.

- **Semester Test Pool** or the **Final Test Pool** questions would automatically be used if the custom lesson is included in a custom course with a semester or final test.

You enter the content - questions and answers - for the various question pools when you create a custom lesson assignment. See "Create Custom Assignments" on page 11.

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Custom Assignment Page Features and Tools

The **Custom Assignment** page has the features and tools (identified in the example below) that make it easy to create a custom assignment.

This table explains the features and tools identified in the example.

Item	Feature/tool	Description	Do the following...
A	Assignment information	Displays the type of assignment you selected, the current status of that assignment and how the Edit Permission is currently set. **Note:** You, as the creator of the assignment, can always edit a custom assignment or course you create, even if you select Admin-Only as the Edit Permission.	• To change the Edit Permission, select an option.
B	Question Pool list	List appears when creating a custom lesson assignment. By default, the Lesson Pool option appears. As you create a custom lesson assignment, you can select a pool and then add questions and answers for that pool. These pools are used when creating custom courses using Flex and Flex CRX. For more information, see "Custom assignment question pools" on page 4.	• Select the type of pool that you want the custom question to appear in.
C	Go to question list	Not available until you add at least one question to the assignment. Allows you to quickly go to a question in a selected question pool.	• Click the **Go to question** list to go directly to a specific question within the selected Question Pool list.
D	Assignment toolbar	Contains formatting and other tools to embed images, tables, and media from other websites, flash videos, hyperlinks, and special characters into the assignment. For more information, see "Add media to custom assignments" on page 19.	• To see a tool tip showing the tool's function, pause the cursor over the tool. • Click the tool to change the formatting of the text or add other content to the assignment.
E	Assignment content pane	Contains the content, such as instructions or other helpful information for the assignment. If you add questions to the assignment, the question type appears. It is NOT a required field to save the custom assignment, but it might be a good place to embed a picture or video explaining the assignment.	• Enter content
F	Link to file and remove file tool	Allows you to link (or remove) a file to an assignment. **Important:** Linked files must be available on the internet for students to access them.	• To link a file to the assignment, click **Browse** to locate the file. • To remove the file from the assignment, click **Clear File Selection**.
G	Question and answer toolbar and contents pane	Contains the question and answers content and the same toolbar as the assignment pane.	• Enter content and answers for the question type. • Use the tools on the toolbar to format the text, link to sites, embed videos, audio, and more.
H	Add Question tool	Allows you to add one or more question, of various question types, to the assignment. After you add the question type, you provide the content - question and answers.	• Click to add a question type to the assignment. • Enter the number of the question type.

Item	Feature/tool	Description	Do the following...
I	Delete draft tool	Allows you to delete the assignment while still in draft form (before publishing).	• Click to delete the entire contents of the assignment.
J	Preview tool	Allows you to see what the assignment will look like when viewed by students.	• Click to see a preview of the assignment.
K	Save tool	Saves your work and validates any issues with questions.	• Click to save your work and validate questions.
L	Publish tool	Removes the draft status from the assignment and publishes the custom assignment for use in courses.	• Click to publish the custom assignment.
M	Close tool	Closes the Custom Assignment view.	• Click to close the assignment.

After adding questions to the custom assignment, several tools are available so that you can move the question up or down in the order or to delete the question.

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Create Custom Assignments

You can create custom assignments (lessons, projects, quizzes, and tests) that contain your own content. Currently, two methods are available to easily create custom assignments:

- Use the **Create Assignment** tool on the **Custom Assignments** tab.
- Use the **Custom** button while you are creating a custom course using the **Custom Course** tab. This example shows the **Custom** button used for creating custom assignments.
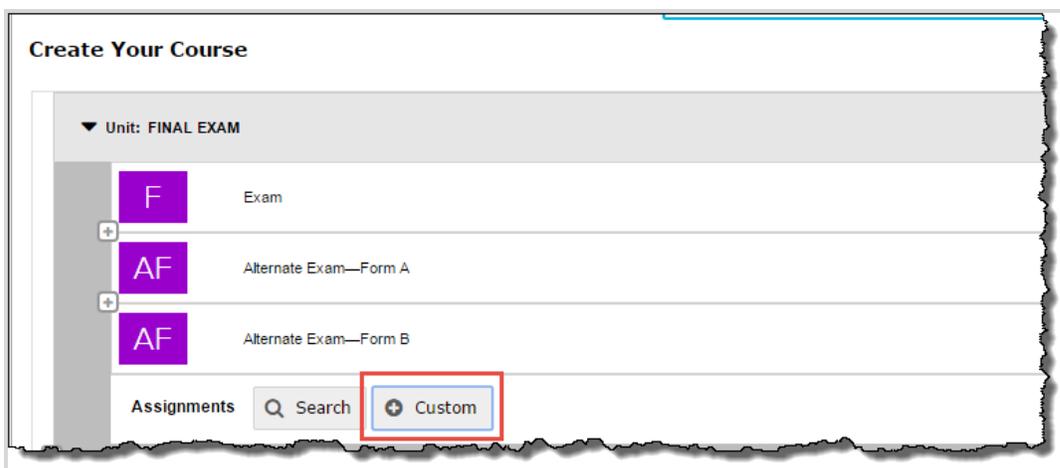
Both methods open the **Custom Assignment** page where you use the features and tools to create assignments, add questions, format text, embed images and media from other websites, and more. For more information about the features and tools, see "Custom Assignment Page Features and Tools" on page 7.

Note	You must have the "Create/Edit Courses" permission enabled for your teacher profile to create, copy, and edit custom assignments. See your Ignitia Administrator if you require the permission enabled for your teacher profile.

Create a custom lesson assignment

The following steps explain how to create a custom lesson assignment from the **Custom Assignments** tab. For more information about the other assignment types of projects, quizzes, and tests you can create, see "Other custom assignment types" on page 21.

1. On the main nav bar, click **Courses**. By default, the **Courses** tab is active.

2. Click the **Custom Assignments** tab.

   By default, all custom assignments created by teachers and admins using this URL are displayed.

3. Click **Create Assignment**.

4. In the **Custom Assignment (New)** page, do the following:

   a. Select the **Assignment Type**: Lesson, Project, Quiz, or Test. For this example, select Lesson.

   b. Enter a **Title** for the assignment. (**Tip:** You can change the title while you are creating the assignment.)

   c. Click **Create**.
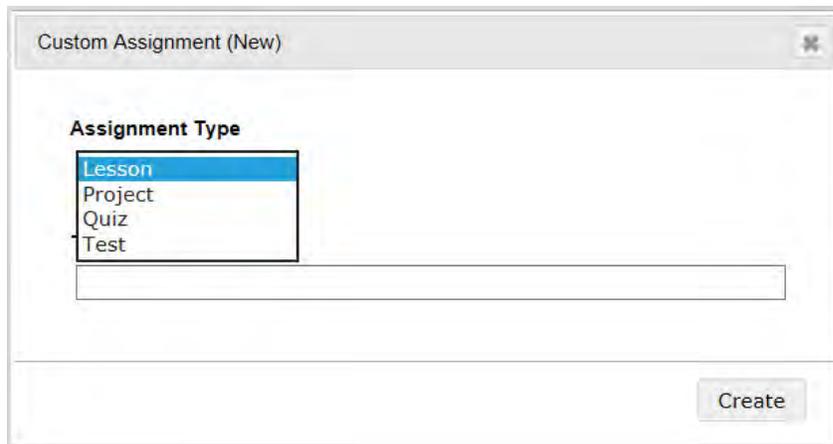
The Custom Assignment page appears. For more information about the features and tools on the page, see "Custom Assignment Page Features and Tools" on page 7.

5. The title you entered appears at the top of the page. To edit the title, highlight the text you want to change and enter the new text.

6. If desired, use the assignment tools to add and format text, upload a file, add media and more to the content pane. See "Add media to custom assignments" on page 19.

Tip	The format button allows you to select the same paragraph and heading styles used in standard Ignitia courses giving your custom courses the same look and feel of the standard courses. There is a 5MB limit to the Content pane, so we highly recommend using links to embed media into your assignments. This helps ensure you can create the assignment you want without bumping up against this limit.

Or,

If you have already created a file with the content of the assignment, click **Browse** to locate the file. Once a file has been located and included, you have the option to clear it, by clicking the **Clear File Selection** link. Just remember these files must be available on the internet for students to access them.

Note	The Content pane is NOT a required field. You can leave it blank. You do not need to use it for quizzes or tests, but it might be a good place to add instructions or a note to your students. You can also use it to embed a picture or video to motivate your students or get them thinking about the assignment.

Add questions to your custom lesson assignment

The following steps explain how to add questions to your custom lesson assignment. By adding questions, you are building the *question pool*. For this example of building a custom lesson assignment, we will not switch to add questions to another type of question pool. So the questions added to the custom assignment are in the Lesson pool. For more information, see "Custom assignment question pools" on page 4.

1. To add a question to the assignment, click **Add Question**.

2. In the **Add Question** page, do the following:

a. Select the type of question.

b. If you know that you are going to add more than one question of the selected type, from the **How Many** list, select the number.
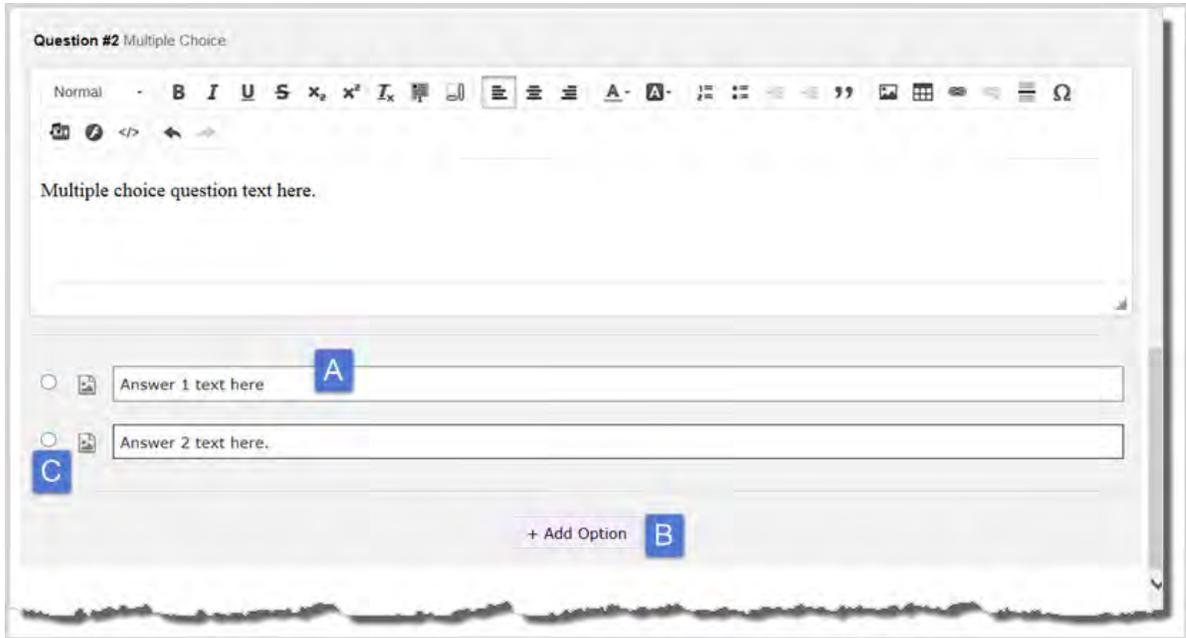
c. Click **Add**.
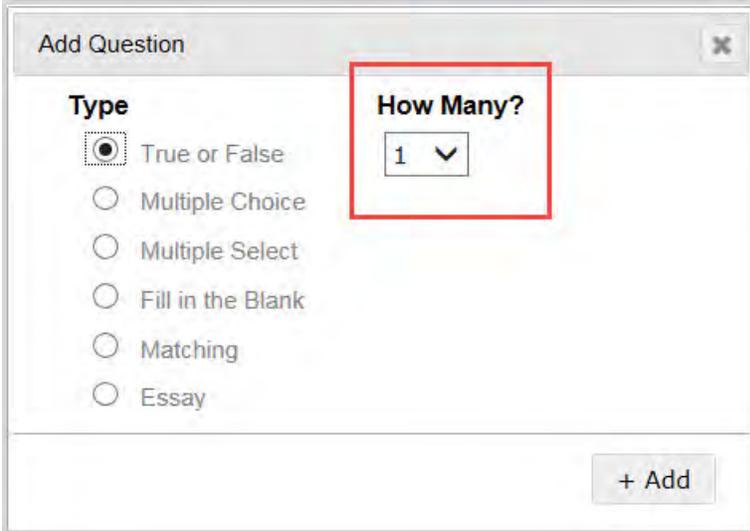
| Tip | You can move the questions into a different order when you are done entering them. You can also add additional questions of any of the other types at any time. |

3. If desired, repeat the steps to continue adding questions to the assignment.

   Each question appears as its own content pane so that you can add the question content.

4. For each question type, add the content:

   - Use the formatting and other tools on the toolbar to customize the text, embed media and tables, and more. See "Add media to custom assignments" on page 19.

   - For **True/False** questions, enter the question in the text box below the toolbar, and then click the circle beside the correct answer. This enables Ignitia to automatically grade the question for you.
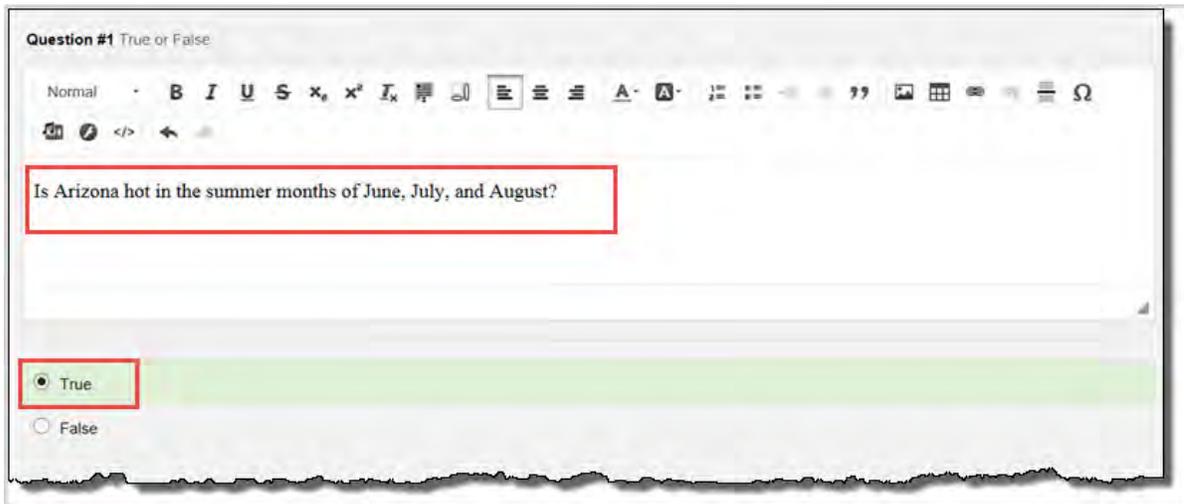
- For **Multiple Choice** questions, enter the question in the text box below the toolbar. Then, enter the first answer option in the text box (example A) below the question text. To add more answer options, click **Add Option** (example B). Select the correct answer (example C) so that Ignitia can automatically grade the assignment for you.


- For **Multiple Select** questions, the process is similar to Multiple Choice except you can have more than one correct answer. So, you must select each correct answer.

- For **Fill in the Blank** questions, enter the question text in the text box below the toolbar. Unlike standard assignments, for custom assignments, you are allowed only one "Fill in the Blank" item in a Fill in the Blank question. Then, in the answer section below the text box, type the answer that students should type in the blank text box that they see when answering the question. The student must type the answer exactly as entered in the answer box to receive credit.
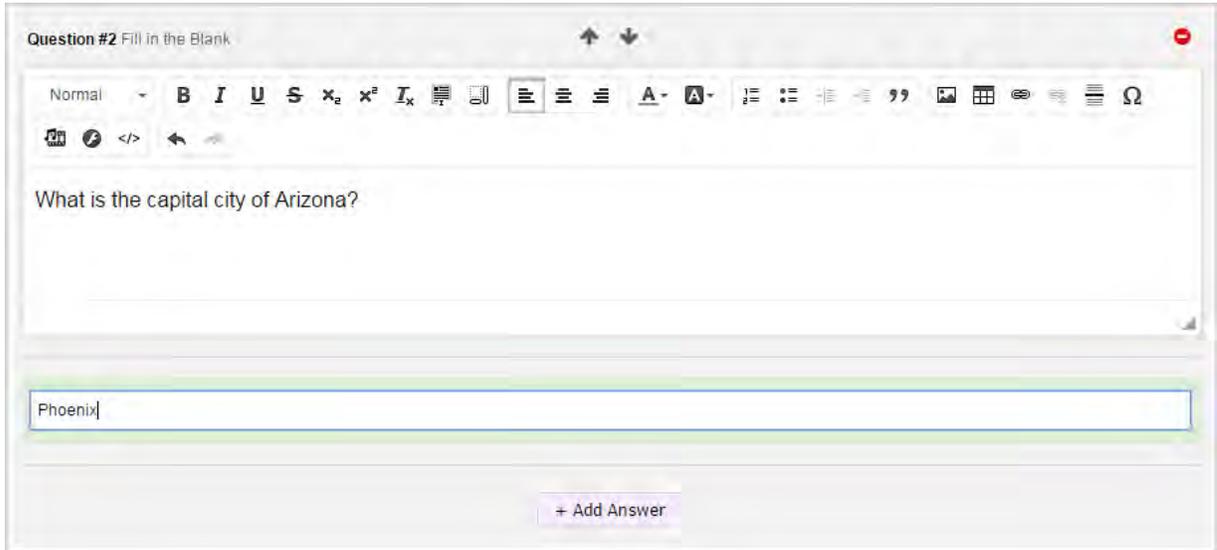

Tip: To allow students to enter an alternate answer, for example, one that takes into account changes in spelling of the answer, or to allow one of many answers, click the **+ Add Answer** button and enter the alternate answer in the second answer text box. Again, even with an alternate answer, the student must type the answer exactly as entered in the answer box to receive credit. You can add multiple alternate answers to a Fill in the Blank question as shown in the example below.
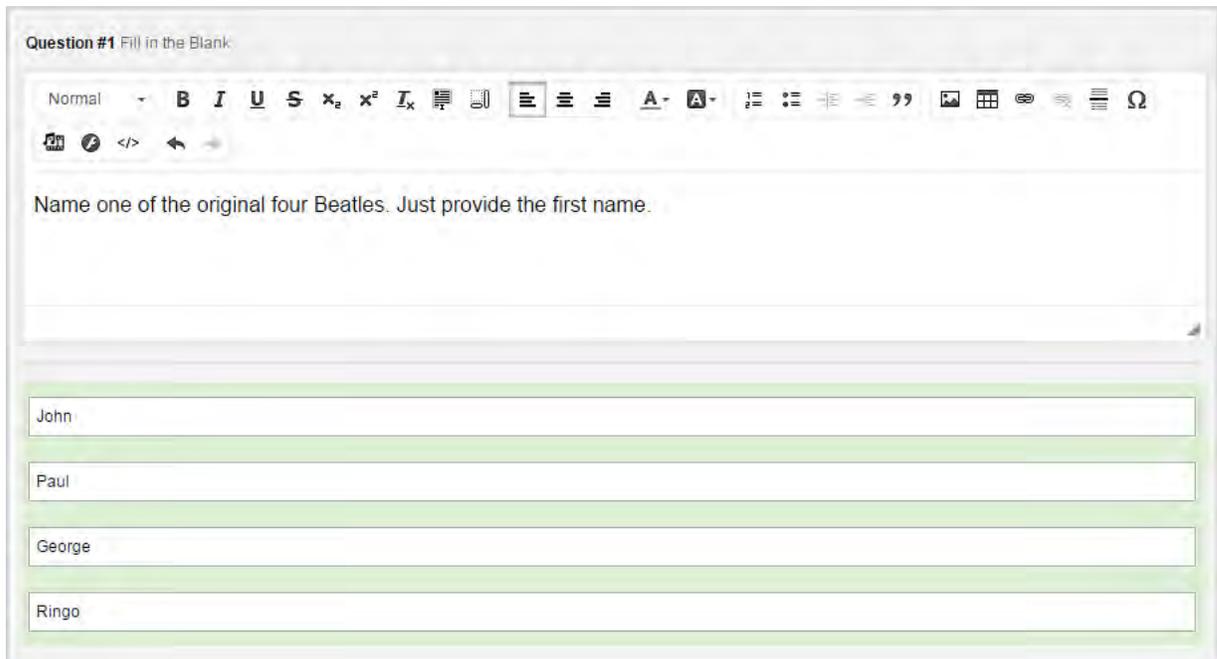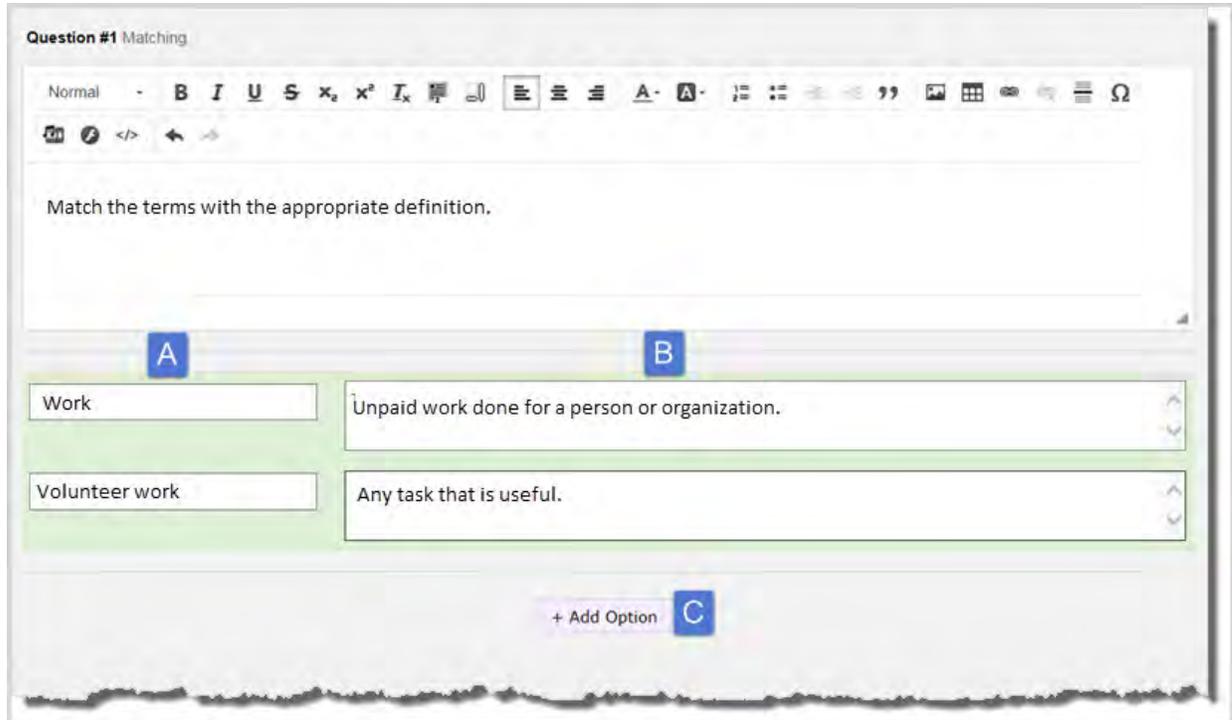
- For **Matching** questions, enter the question in the text box below the toolbar. Then, enter the first matchable item in the text box on the left (example A) and in the text box on the right (example B), enter the correct answer. If you want to add another matching choice, click **Add Option** (example C) and enter the text in the boxes.

- For **Essay** questions, enter the question or instructions in the text box below the toolbar. These are teacher-graded question types, just as in a standard Ignitia course.

5. After questions are added to the assignment, to change the order of the questions or to delete a question, place the cursor over the bar with the question number. Two arrows and a delete tool display as shown in the example below.
   - To move the question up and down in the sequence, click the arrows.
   - To delete the question from the assignment, click the **Delete** tool.
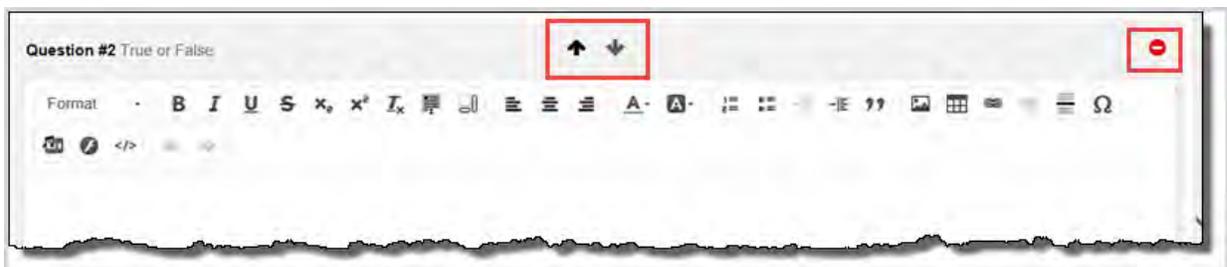
6. While you are building your custom assignment, click **Save**. Saving validates the current content and notifies you of any content or question errors as shown in the example below.
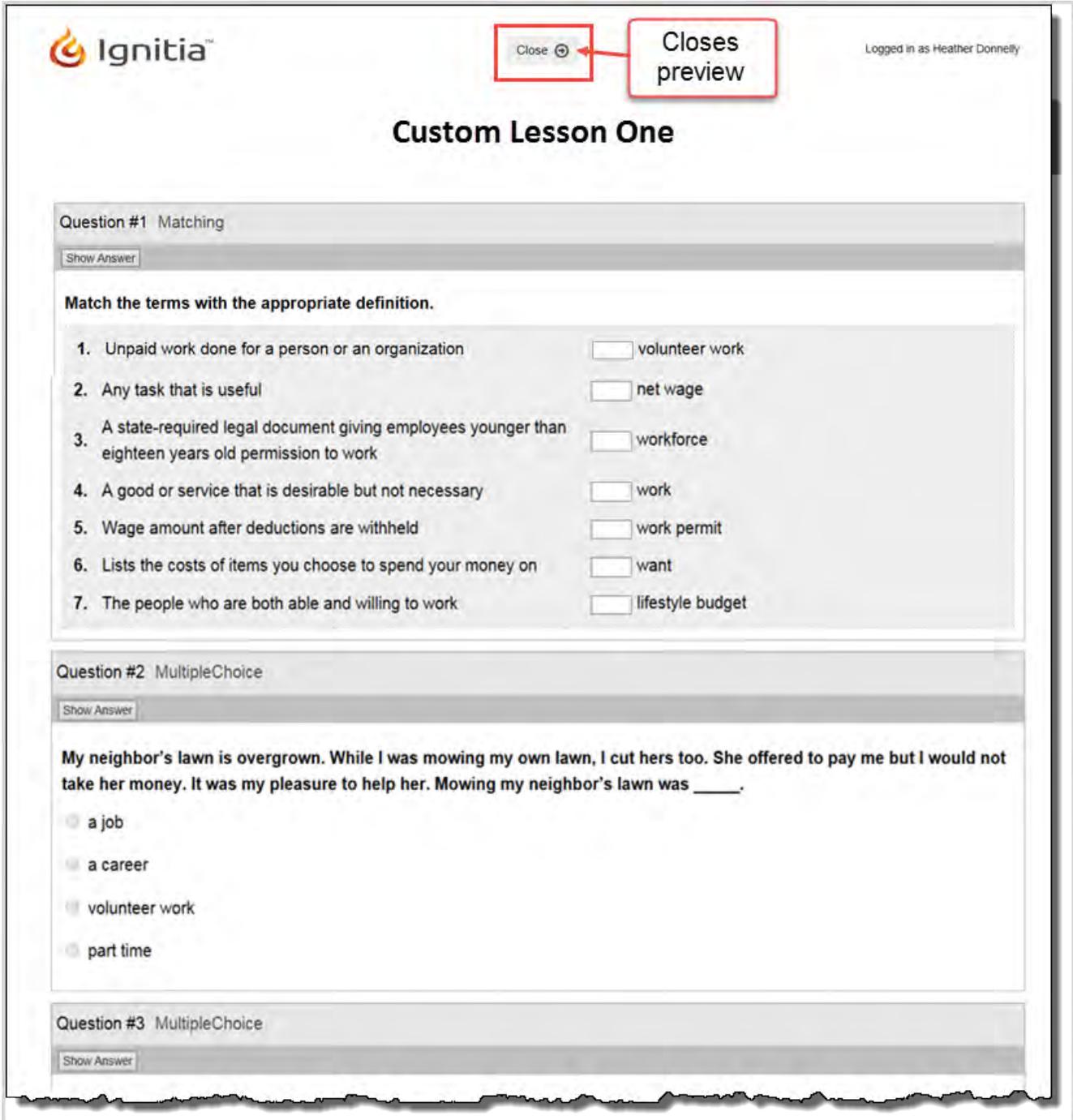
Saving (before clicking Publish) also creates a draft of the custom assignment.

Preview and publish your custom assignment

The following steps explain how to preview what the assignment will look like to the student, and how to publish the assignment so that it can be searched for and used in custom courses.

1. To preview what the assignment contents will look like, click **Preview**.

a. Use the scroll bars to see all of the lesson contents.

b. Click **Show Answer** to see the answer(s) to the questions.

c. When finished previewing the assignment, click the **Close** tool.

2. When you are finished building the custom assignment, you have several options:

- You can erase all of the work you have done to this point. Click **Delete Draft**.

- You can keep the assignment in draft form. Click **Save**, and then close the Custom Assignment page.

- You can publish the assignment so that it can be searched for and used in custom courses. Click **Publish**.

Note	Once you do publish the custom assignment, you can only perform a limited set of edits to it, so make sure you have addressed everything before you publish. You can keep the custom assignment in draft form until you are satisfied with the contents.

3. To close the **Custom Assignment** page, click the Close **[X]** located in the upper-right corner of the page.

Your custom assignment now appears in the list on the **Courses > Custom Assignments** tab with your name as the author. If published, the custom assignment can be searched for and selected to use in custom courses. For more information about creating custom courses, see the *Custom Course Guide*.

Add media to custom assignments

You can add various types of media to your custom assignments. Keep the following in mind as you choose the media to include:

- A variety of tools are available for adding media to your custom assignments. These tools allow you to link content from the web to your assignments.

- Shortened URLs are supported from sites, such as YouTube, Flickr, Skype Qik, Vimeo, Hulu, Viddler®, etc.

- A 5 MB size limit is set for media added to the content area of your assignment and a 100KB limit is set for media added in each question body. Because of this size limit, we STRONGLY recommend that you use links to embed your media content.

Caution	Only use content from the public domain or for which you have copyright clearance. Some of the images and videos you find on the web are the property of others who may not wish to allow unauthorized use of their property.

The following sections explain how to add various types of media to custom assignments. All steps assume you are in the Custom Assignment page (Courses > Custom Assignments > Create Assignment).

Add pictures or other images

1. On the web, find the picture you want to use.

2. Right-click and select the option to copy the URL for the image. Each browser says something a bit different. One example says, "Save Image Location".

3. On the **Custom Assignment** page, on the toolbar, click the **Image** tool.
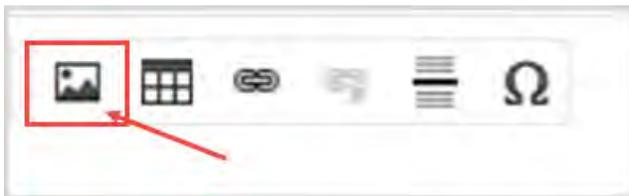
4. In the **Image Properties** page, do the following:

   a. Paste the URL of the image in the **URL** field.

   b. In the **Alternative Text** field, to have alternative text appear with your image, enter the text.

   c. Change the dimensions (width, and height) and the alignment of the image.

   d. Click **OK**.

Tip	While previewing the assignment, if you need to make any changes to the image, right-click it and select **Image Properties**.

Add video, audio, and other media

1. On the web, find the media you want to use.

2. Right-click and select the option to copy the URL for the media. Many sites offer a "Share" option that gives you the URL.

3. On the **Custom Assignment** page, on the toolbar, click the **Embed Media Content** tool.

The Embed Media Content (Photo, Video, Audio, Rich) page appears.

4. In the **URL** field, paste the URL of the media.

5. For a video, by default, the **Resize Type** list displays No Resize. You can select Responsive Resize or Specific Resize.

6. Click **OK**.

Embed media

You can insert HTML to embed a variety of media, such as slide shows. Many web sites offer an embed option to copy the code.

Note	Many third-party sites allow you to host your content and then provide the embed code for you. If you are interested in doing this, we recommend that you explore these options on your own or contact your Regional Educational Consultant or Customer Experience Manager.

1. On the **Custom Assignment** page, on the toolbar, click the **Embed** tool.
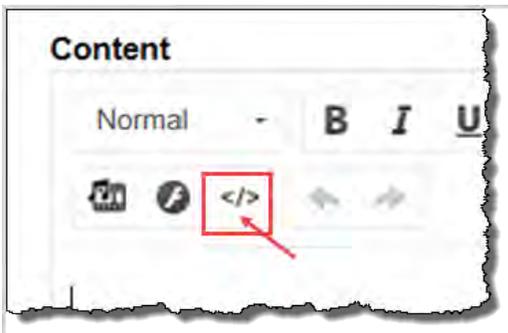
The Embed Media page appears.

2. Paste the code in the text box below the **Paste Embed Code Here** label.

3. Click **OK**.

Add links to web sites

1. On the **Custom Assignment** page, on the toolbar, click the **Link** tool.

The Link page appears.

2. From the **Link Type** list, select **URL**.

3. In the **Protocol** list, select the protocol. Typically, you would use HTTP.

4. In the **URL** field, paste the URL.

5. Click **OK**.

Other custom assignment types

There are several differences that you see and what you can do in the Custom Assignments page when creating the other custom assignment types of quiz, test, and project. See "Custom Assignment Page Features and Tools" on page 7. Quiz and test are very similar so those two types are combined.

Quizzes and tests

Other than the title, the format you see for a quiz custom assignment is the same as the one you see for a test assignment. The difference between a lesson and quizzes or tests is primarily that the Lesson Pool pool field is not visible because it does not apply. You only see the Go to question field in the upper right-hand part of the Custom Assignment page. The Content area appears, even though you may or may not include anything there. You can use an already existing file and you must still add a minimum of one question to save the assignment. Once you have saved the quiz or test, the Go to question drop-down list is enabled. You can delete questions, add more questions, and preview, save or publish the custom quiz or test assignment.

Note	You can add a custom quiz or test to any custom course you create. It is important to note that you cannot use a custom quiz or test in a Flex Assessments custom course. These courses automatically create the quizzes and tests from the quiz and test question pools in the lessons of the Flex Assessment course. Custom quizzes and tests are for use in custom courses that are NOT Flex Assessment enabled.

Projects

Just as with a lesson, quiz, or test, in the Custom Assignment page you can enter text, special characters, tables, an image, media, or web links into the Content Pane for a project. You can also upload a file for students to access. Remember that whenever you use a link or any type of media in your custom project, it MUST reside on an accessible website so that students can see it when working on the project. The biggest difference between a project and lesson is that you do not need to add a question. The project assignment template has one essay-type question already included. All you need to do is create the instructions for the student.

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