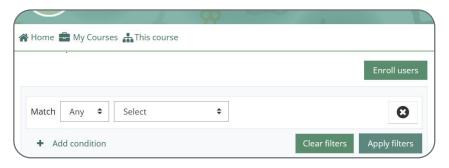## Instructor Guide

1. How to set up students

    a. Before a learner can access your course, the user will create an account with the instructions the Center for Educational Technologies provided.

    b. Enrollment

        i. Self Enrollment: Students will use the enrollment key given in the enrollment guide. (most typical)

        ii. Manual: Students are enrolled using a student roster provided by the instructor that includes a unique email for each student. (less typical)
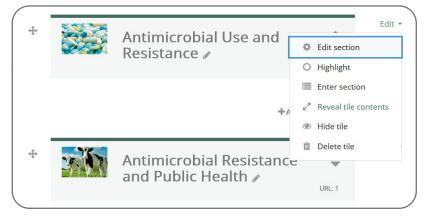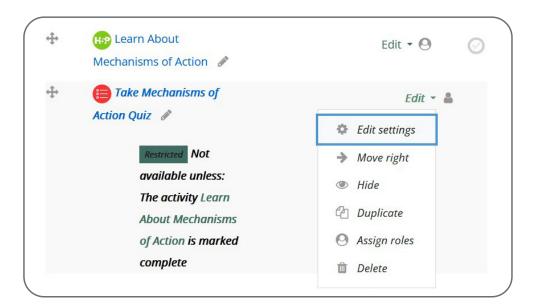

2. How to select which module you want to use:

    a. A course can be set to display everything to everyone all the time, or it can be restricted, displaying certain items at certain times, to certain groups or based on performance in previous tasks.

    b. Course items and sections may be manually hidden using the 'hide' icon when the editing is turned on.

c. Restrict access section will display in each course activity and resource, allowing you to choose how and when this item will be revealed, and whether to hide it completely or show it greyed out with the conditions for access.

d. CVMcourses come with some items already restricted. For example, the assessment is only available once the activities are completed.

3. How to export grades:

a. Choose an export format from the gradebook dropdown menu or in the Administration block under Grade administration > Export.

b. Set options as required.

c. If the course uses groups, select whether to export grades for all participants or for a particular group.

d. Select the grade items to be included. Note that ID numbers are required for all activities for XML file export. An ID number field can be found in the common module settings for each activity.
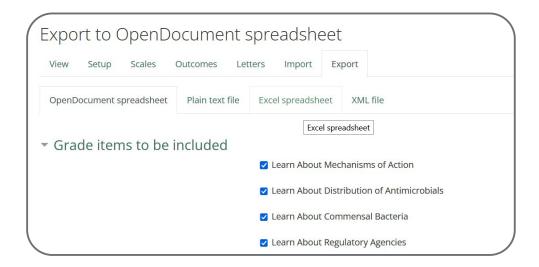
Export to OpenDocument spreadsheet

View   Setup   Scales   Outcomes   Letters   Import   **Export**

OpenDocument spreadsheet   Plain text file   Excel spreadsheet   XML file

Excel spreadsheet

▾ Grade items to be included

☑ Learn About Mechanisms of Action

☑ Learn About Distribution of Antimicrobials

☑ Learn About Commensal Bacteria

☑ Learn About Regulatory Agencies

e. Click the export button.

4. How to see activity completion:

a. Activity completion info can be viewed by by clicking the gear icon top right and selecting "More > Reports > Activity completion"

☰ Administration

⌄ Course administration
 ⚙ Edit settings
 ✏ Turn editing on
 ⚙ Course completion
 › Users
 ▼ Filters
 ⌄ Reports
   📈 Competency breakdown
   📈 Logs
   📈 Live logs
   📈 Activity report
   📈 Course participation
   📈 Activity completion

🏠 Home   💼 My Courses   🔗 This course

🏠 > My courses > AMRU > Reports > Activity completion

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	Email address	Review Instructor Guide - …	Review Canine Pruritus Case…	Review Canine Pruritus Case…	Review Canine Pruritus Case…	Learn About Mechanisms of …	Take Mechanisms of Action Quiz	Learn About Distribution of…	Take Distribution of …	Learn About …	Take Pharmacodynamics & …
Kevin		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Nicola		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Cory		☐	☐	☐	☐	☑	☑	☑	☑	☑	☑
Alejandra		☐	☐	☐	☐	☑	☑	☑	☑	☑	☑