How to effectively learn with

Innovative Problem Solving

Tutorial for Instructors

The University of Georgia

The Department of Educational Psychology & Instructional Technology

The Department of Biological & Agricultural Engineering

Welcome to the Innovative Problem Solving Site

Hello! This tutorial will help instructors manage the Case-Based e-Learning Group's Food & Sustainability case.

The project was created through the collaborative efforts of University of Georgia's Department of Educational Psychology and Instructional Technology and the Department of Biological and Agricultural Engineering.

The goals of the project are to provide undergraduate engineering students with an online option for participating in community design projects. The website also provides students with an opportunity to learn problem solving skills and develop multiple perspectives through an exploration of ill-defined issues with input from consultants and community members.
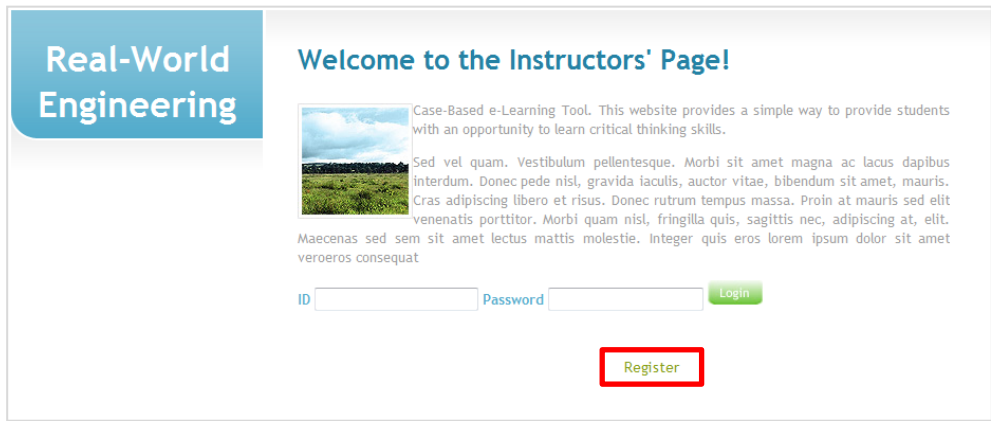
This tutorial is made up of two parts:
1. How to use this site
2. How to manage classes.

"How to use this site" shows general guidelines for using this site and "How to manage classes" presents specific guidelines for managing your courses.

HOW TO USE THIS SITE

Register

- Visit the instructor's page,
  http://edesign.coe.uga.edu/app/index.php?args[]=Instructor&args[]=Login
- In order to manage the case study, you need to register with this site first. Please click Register.
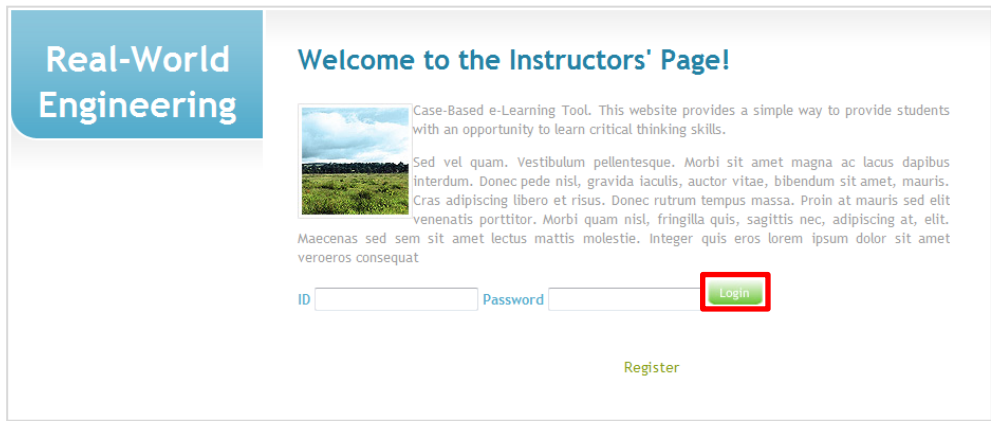
- After entering all needed information on the Registration page, click Submit button.
- In order to proceed with class management, the administrator's approval is needed.

Log in/ Log Off

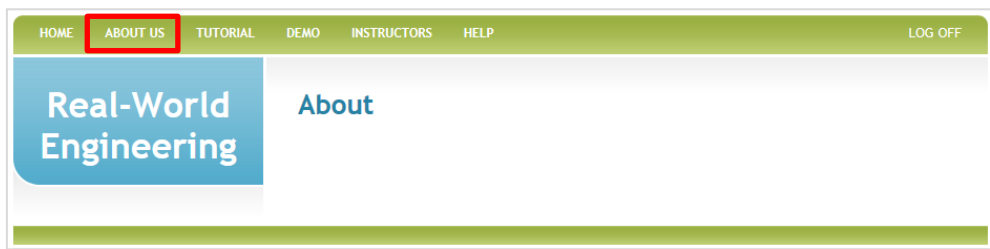- To login to the site, enter your valid ID and password and then click .

- To logout of the site, simply select **LOG OFF** found in the upper right hand of the screen.

The navigation bar

There are two ways to navigate the site. To navigate outside of the site, you must use the navigation bar, located at the top of the screen.

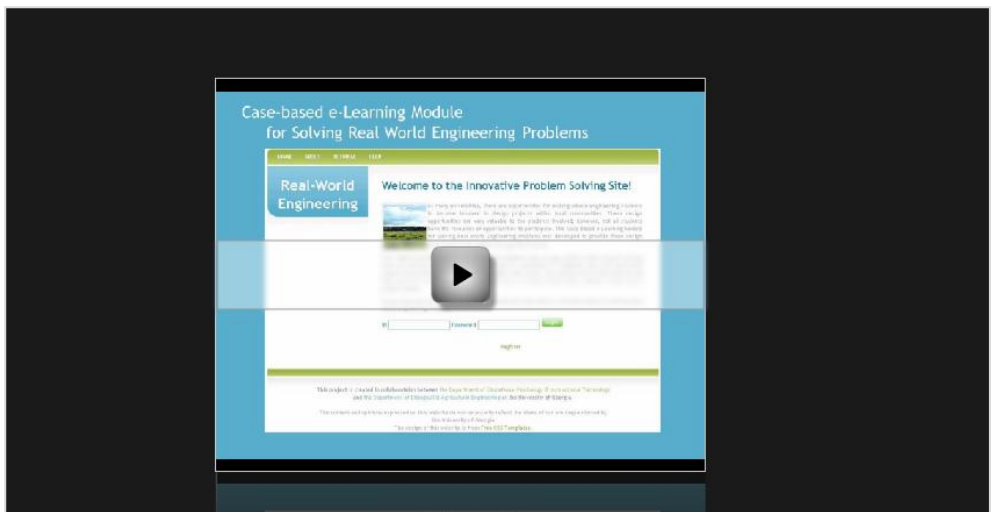- **HOME** takes you back to the first page of the site, the module selection screen.

- **ABOUT US** gives you general information about this project.

The navigation bar

- **TUTORIAL** takes you back to this tutorial to help you navigate the site and module.
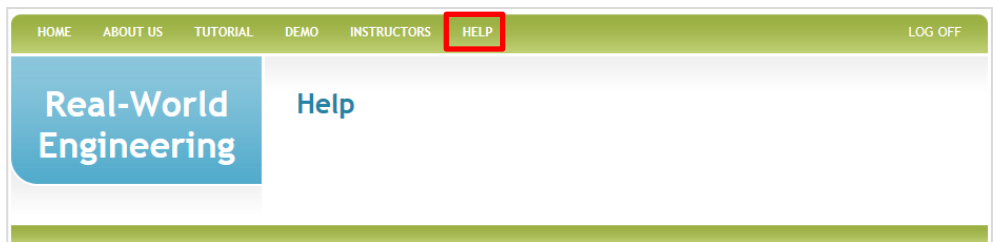

- **DEMO** takes you to a brief video introduction to the site.

The navigation bar

- **INSTRUCTORS** gives you the ability to request a class account, manage classes, and explore the evidence of the effectiveness of this project.

- **HELP** can give you further assistance with the project, site, or module.

The sidebar

On the left-hand side of the screen is the sidebar. This helps you navigate the sub-menus within the site. These menus are the same with the menus you are given after logging in this site.

To navigate the menus, simply click on the menu on the left-hand side of the screen.

HOW TO MANAGE CLASSES

How to Create Courses

After logging in to the site, you are given the following options:
(1) Creating New Courses
(2) Managing Classes
(3) Changing My Profile

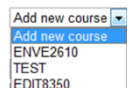In order to let students begin the case study, a new course has to be created.

Course Name
- You need to name your course.
- You can select one of three courses created in advance by clicking drop down menu or you can type a new name of a course.

Section No.
- Enter your course section number.

Semester/ Year
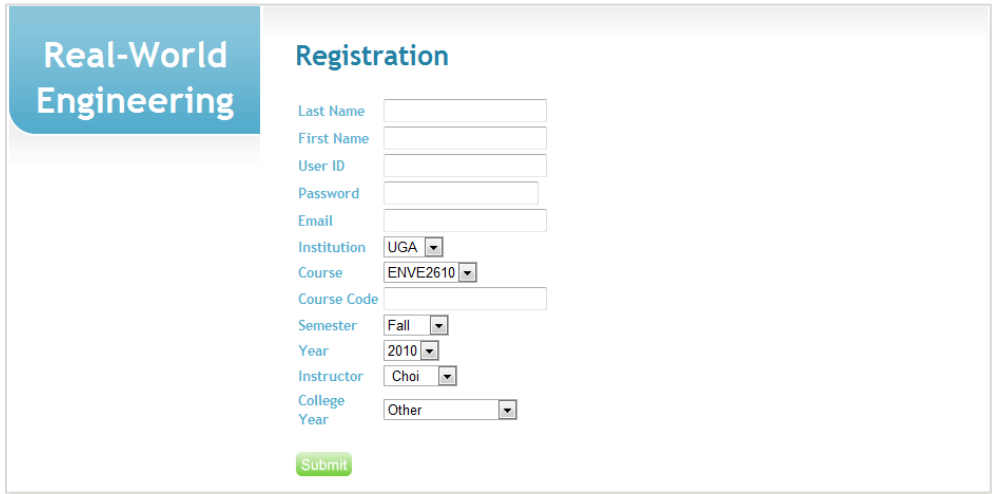- By clicking the drop down menu, choose when will your course be delivered.

Course Code
- The course code acts as a password for your students to register with this site.

How to Create Courses

IMPORTANT

- The students need to enter basic information about your course to enroll in your class.
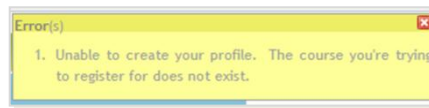- This is a screenshot of the registration form for students.

- Students need to enter correct information about institution, course, course code, semester, year, and instructor. If any of the information is wrong, then the student CANNOT REGISTER in your course and they will receive the following error message:

> Please notify your students that they must enter the correct information.

- If the student entered the correct information, the student will see this message:

Profile created successfully.
Please note you will not be able to log in until your account is activated by an administrator.
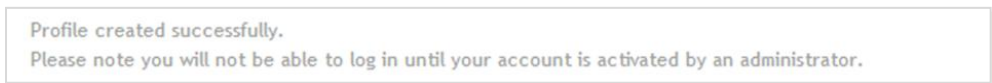
- The instructor needs to activate the students' account in order to let them study the case. (☞ See "Student Management" on p. 16)

How to Manage Classes

On the *Managing Classes* screen, you are provided a list of all classes created, both yours and others. You can manage the content, the students, and the student interface.

Real-World Engineering

Managing Classes

My Classes

Year	Semester	Course Name	Content Management	Student Management	Student Interface
2012	Fall	TEMP P001	Enter	Enter	Enter

1. Creating New Courses
2. Managing Classes
3. Changing My Profile

Other Classes

Year	Semester	Course Name	Instructor	Content Management	Student Management	Student Interface
2010	Fall	ENVE 2610		Enter	Enter	Enter
2010	Fall	TEST TEST		Enter	Enter	Enter
2010	Fall	TEST TEST		Enter	Enter	Enter
2010	Spring	ENVE 2610		Enter	Enter	Enter
2011	Fall	ENVE 2610		Enter	Enter	Enter
2011	Spring	ENVE 2610		Enter	Enter	Enter
2011	Spring	ENVE 2610		Enter	Enter	Enter
2011	Spring	ENVE 2610		Enter	Enter	Enter
2012	Fall	EDIT 8350		Enter	Enter	Enter
2012	Spring	ENVE 2610		Enter	Enter	Enter

What's the difference between the course and class?

The course is a broader concept than the class. Usually multiple classes can exist under the same course. You can create a new course if there is no matched course in the system. If you need further information for creating a new course or a class, please see "How to Create Courses" on page 11.

How to Manage Classes

Content Management

Arrange Schedule
- You can set up the duration of your course.
- The duration is also manageable by stage.
- The course (or each stage) will be immediately opened by clicking on Open immediately .
- The course (or each stage) will be immediately closed by clicking on Close immediately .

- For each stage, one to three steps exist. As instructor you may decide whether or not to release or hide the questions in each stage. If you select to release the question, the students are able to see and answer the question. If you hide the question, the question will not be appear on the students' learning interface.

- If you want to release all the questions, simply click Release All at the bottom of the page.
- If you want to hide all the questions, please click Hide All on the bottom of the page.
- After managing all stages, steps, and questions, please hit Submit button.

How to Manage Classes

Student Management

Change Students' Password

- The students cannot change their password independently. The instructor must change their password.

- By clicking Change, you can enter a new password for the student. After entering a new password, please hit Update.

How to Manage Classes

Student Management

Activate/ Deactivate
- Activating or deactivating the students' IDs is used for screening invalid learners.
- By clicking [Activate], you allow a student to begin the case study.
- The student will be notified of their case study activation via the e-mail that was entered while registering with the site.

- Once the student's account is activated, the button will change to [Deactivate].
- If you want to make the student's account inactive, please click on [Deactivate]. The student cannot log into the site with the inactive ID.

How to Manage Classes

Student Management

Review students' answers

▪ You can either review the students' answers by stage or all at once.

▪ The student's basic information such as name, year, ID, course and instructors appears at the top of the answer sheet.
▪ Under each question, the student's answer appears in a box. You can also check when the student completed the question.

▪ If the student did not answer the question, a blank answer box will appear with the message 'Not Attempted.'

How to Manage Classes

Student Interface

- If you want to check the student interface, simply click the **Enter** button under 'Student Interface.'

- This button guides you to student version of the website - http://edesign.coe.uga.edu/app/index.php?args[]=Student&args[]=Login&args[]=41. The instructor can check the student interface by logging in with a student ID.
- You can simply create a student ID for testing. The next page lets you know how to create a student ID.
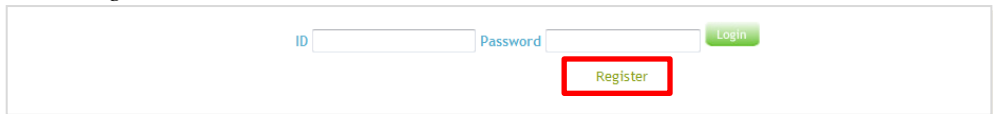
How to Manage Classes

Student Interface

How to create a student ID

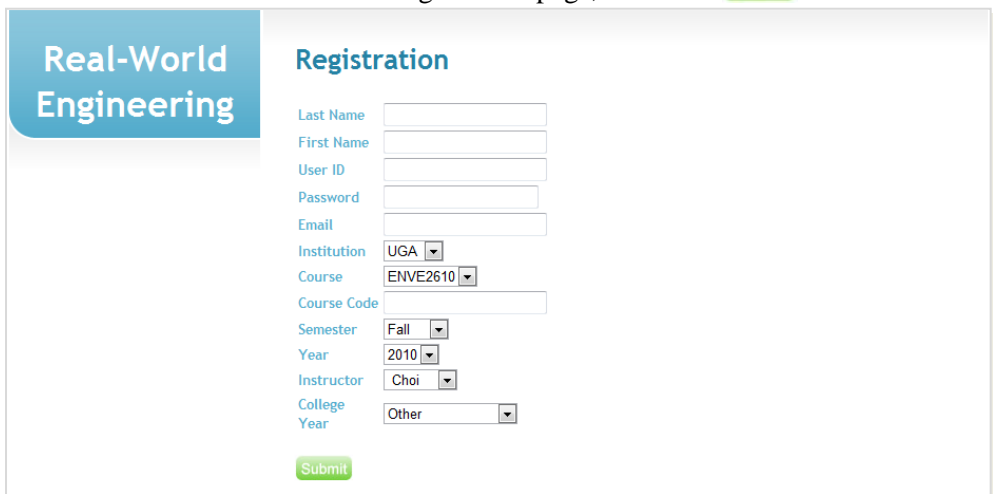Step 1. Visit the students' website,
http://edesign.coe.uga.edu/app/index.php?args[]=Student&args[]=Login&args[]=41

Step 2. Click *Register* button.

ID _____ Password _____ Login

Register

Step 3. Enter all needed information on Registration page, then click Submit button.
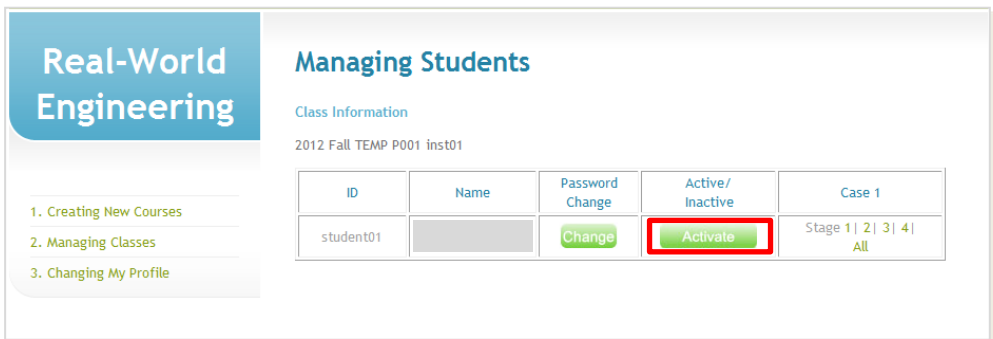
Real-World Engineering

Registration

Last Name _____
First Name _____
User ID _____
Password _____
Email _____
Institution UGA ▼
Course ENVE2610 ▼
Course Code _____
Semester Fall ▼
Year 2010 ▼
Instructor Choi ▼
College Year Other ▼

Submit

Step 4. Back to the instructor's pages,
http://edesign.coe.uga.edu/app/index.php?args[]=Instructor&args[]=Login

Step 5. Click Activate button under Student Management of Managing Classes

Real-World Engineering

Managing Students

Class Information

2012 Fall TEMP P001 inst01

ID	Name	Password Change	Active/ Inactive	Case 1
student01		Change	Activate	Stage 1| 2| 3| 4| All

1. Creating New Courses
2. Managing Classes
3. Changing My Profile

How to Change My Profile

- The instructor can change their profile by clicking **Changing My Profile**.
- The following information can be adjusted:
    1. Title
    2. Last name
    3. First name
    4. Middle initial
    5. User ID
    6. Password
    7. Institution
- After changing the information, you must hit **Update** at the bottom of the page.

Contact Information for Further Questions

Case-Based e-Learning

help.cbel@gmail.com

http://elearning.coe.uga.edu/