

Chapter 6

Customizing Your Course

Changing course properties

As described in Chapter 4, “Managing Your Course,” you can modify your course’s properties by clicking the **Edit Course Properties** link on the Course Overview page.

You can change the title of the course as well as the start and end dates.

Course Properties
Course Name:

Course Code for course:
6057
Instructor's Name:
Jacobs
Start date of course:

End date of Course:

Note: After the course end date, the course will no longer appear on your Course Overview page nor be accessible to your students. Be sure to add ample time at the end of the semester so students can complete their work and view their grades.

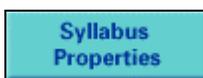
When you are done editing this information, click **Save** to return to the Course Overview page.

Changing syllabus properties

Similarly, you can modify your syllabus' properties. You can change all but the diagnostic settings you selected during the course creation process.

To edit syllabus properties:

- Do one of the following:
 - Click the Course Overview tab, click the **Edit Syllabus** link for the course whose syllabus properties you want to modify
or
 - Click the Content tab, select a syllabus that you created, and then click the **Edit** button.
- Click the **Syllabus Properties** button on the left-hand side of the page.



- Change the name of the syllabus, if desired.

Syllabus name:

- Change the number of problems presented in each objective-level warm-up set.

Number of problems in each objective **Warm-Up** set

Which support items should be available in objective **Warm-Up** problems: ?

| BEFORE "Check Answer" is clicked: | AFTER "Check Answer" is clicked: |
|---|--|
| <input checked="" type="checkbox"/> View Example | <input checked="" type="checkbox"/> View Example |
| <input checked="" type="checkbox"/> Step-by-Step | <input checked="" type="checkbox"/> Step-by-Step |
| <input checked="" type="checkbox"/> View Solution | <input checked="" type="checkbox"/> View Solution |
| <input checked="" type="checkbox"/> Redo Problem | <input checked="" type="checkbox"/> Redo Problem |
| | <input type="checkbox"/> Scoring (correct box and score box) |
| | <input checked="" type="checkbox"/> Correct answer feedback |

- Select the support options you want to make available to students when they are doing warm-up problems. If you want, you can make support options available only after students have submitted their answers.

| Support Option | Description |
|---|---|
| View Example | Displays an example problem similar to the one the student is solving |
| Step-by-step | Leads students to a problem's solution one step at a time |
| View Solution | Displays the solution to the problem |
| Redo Problem | Gives students another problem of the same type, increasing the total number of problems in the set |
| Scoring (only available after submitting an answer) | Displays a box with the current score |
| Correct Answer Feedback (only available after submitting an answer) | Displays the student's answer, marks it correct or incorrect, and displays the correct answer |

Note: To view an example of each support option, see Chapter 5, "Exploring MathPro5 from the Student Perspective."

6. Change any of the settings for the objective-level exercise problem sets.

Number of problems in each objective **Exercises** set

How many sets of problems should the student be allowed to work?
(For an unlimited number of sets enter 0)

Which support items should be available in objective **Exercises**: ?

| | |
|---|---|
| BEFORE "Check Answer" is clicked: | AFTER "Check Answer" is clicked: |
| <input checked="" type="checkbox"/> View Example | <input checked="" type="checkbox"/> View Example |
| <input checked="" type="checkbox"/> Step-by-Step | <input checked="" type="checkbox"/> Step-by-Step |
| <input checked="" type="checkbox"/> View Solution | <input checked="" type="checkbox"/> View Solution |
| <input checked="" type="checkbox"/> Redo Problem | <input checked="" type="checkbox"/> Redo Problem |
| | <input checked="" type="checkbox"/> Scoring (correct box and score box) |
| | <input checked="" type="checkbox"/> Correct answer feedback |

7. Change the scoring model you want to use for objective-level problem sets.

Which scoring model would you like to use for objective problem sets? ?

Single Set (recommended)

Cumulative

- **Single Set**, which is recommended, scores each student's work based on the total number of problems in a given set. For example, if a student answers 3 problems correctly in a set of 10, the score would be 30%.

- **Cumulative**, scores each student's work based on the number of correct answers versus the number of problems attempted in a given set. For example, if a student answers the first 3 problems correctly in a set of 10 problems, the score would be 100% (3 out of 3). If the student proceeds to the 4th problem and gets that one wrong, the score would change to 75% (3 out of 4). If the student then gets the 5th problem right, the score would become 80% (4 out of 5).

Note: As you can see, the cumulative model might be confusing to students, which is why it is not recommended.

8. Change the settings and scoring model you want to use for beginning-of-chapter assessments.

Chapter assessments at beginning of chapter

Number of problems from each objective in chapter

How many sets of problems should the student be allowed to work?
(For an unlimited number of sets enter 0)

Which scoring model would you like to use for this type of assessment? ?

Single Set (recommended)

Cumulative

Which support items should be available in **Chapter** assessments at **beginning** of chapter: ?

| | |
|---|--|
| <p>BEFORE "Check Answer" is clicked:</p> <p><input type="checkbox"/> View Example</p> <p><input type="checkbox"/> Step-by-Step</p> <p><input type="checkbox"/> View Solution</p> <p><input type="checkbox"/> Redo Problem</p> | <p>AFTER "Check Answer" is clicked:</p> <p><input type="checkbox"/> View Example</p> <p><input type="checkbox"/> Step-by-Step</p> <p><input type="checkbox"/> View Solution</p> <p><input type="checkbox"/> Redo Problem</p> <p><input type="checkbox"/> Scoring (correct box and score box)</p> <p><input type="checkbox"/> Correct answer feedback</p> |
|---|--|

Note: To review what each options means, see "Setting chapter and section assessment properties" in Chapter 3, "Creating a Custom Course."

9. Change the settings and scoring model you want to use for end-of-chapter assessments.
10. Change the settings and scoring model you want to use for beginning- and end-of-section assessments.

Note: To review what each options means, see "Setting chapter and section assessment properties" in Chapter 3, "Creating a Custom Course."

Editing your syllabus

You can always edit your syllabus after you create your course. You can:

- Add web links and TestGen tests
- Delete items, web links, and tests

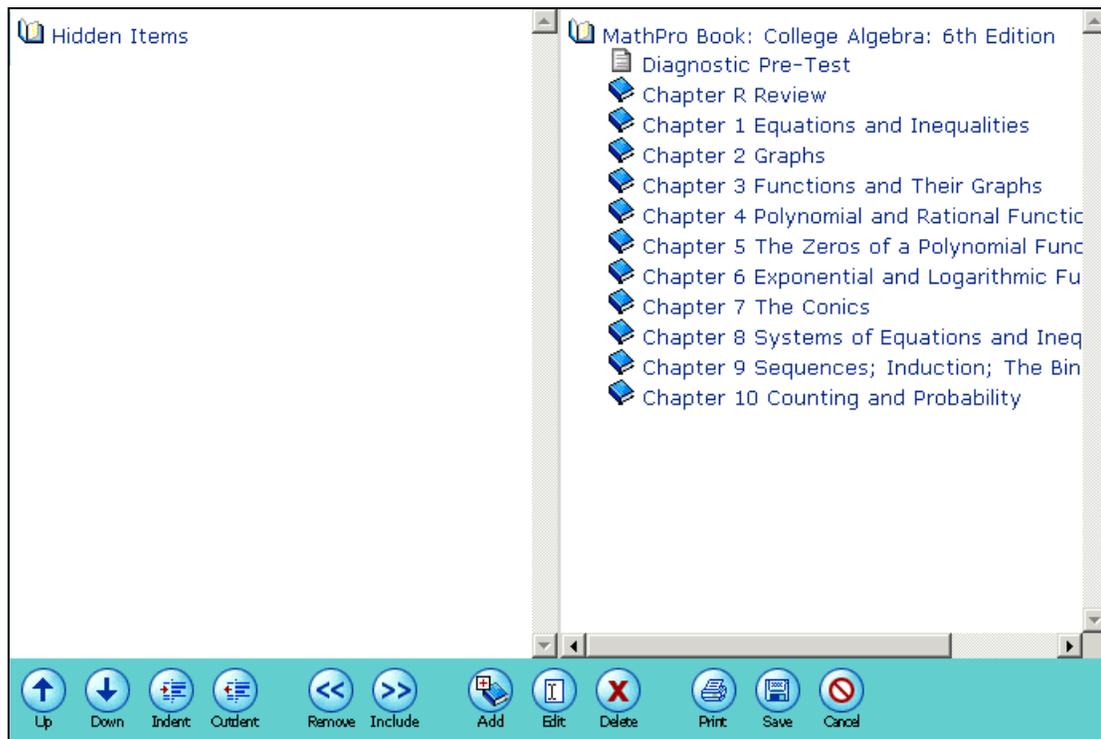
- Reorganize items, web links, and tests
- Hide and redisplay items, web links, and tests
- Edit assessments, web links, and TestGen tests
- Print the syllabus
- Save the syllabus

To begin editing your syllabus:

1. Do one of the following:
 - Click the Course Overview tab, click the **Edit Syllabus** link for the course whose syllabus properties you want to modify
or
 - Click the Content tab, select a syllabus that you created, and then click the **Edit** button.
2. Click the **Syllabus Editor** button on the left-hand side of the page.



The Syllabus Editor opens.



You will use the toolbar buttons to edit your syllabus.

| Toolbar Button | | Action |
|--|---------|---|
|  Up | Up | Moves an item one position up in the syllabus |
|  Down | Down | Moves an item one position down in the syllabus |
|  Indent | Indent | Moves an item one level down in the syllabus hierarchy, putting it under the previous heading |
|  Outdent | Outdent | Moves an item one level up in the syllabus hierarchy, bringing it to the same level as the previous heading |
|  Remove | Remove | Hides an item in the syllabus so it won't be visible to students |
|  Include | Include | Moves a hidden item to the syllabus so it will be visible to students |
|  Add | Add | Lets you add a link to a web page or a TestGen test to your syllabus |
|  Edit | Edit | Lets you change the number of problems for each objective included on a chapter or section test, edit the name or URL of a web link, or change the name of a TestGen test |
|  Delete | Delete | Deletes a web link or TestGen test from your syllabus |
|  Print | Print | Lets you print the syllabus |
|  Save | Save | Saves any changes you made to the syllabus |
|  Cancel | Cancel | Cancels any changes you made to the syllabus since you last saved it and closes the Syllabus Editor |
|  Done | Done | Prompts you to save any changes you made to the syllabus and then closes the Syllabus Editor |

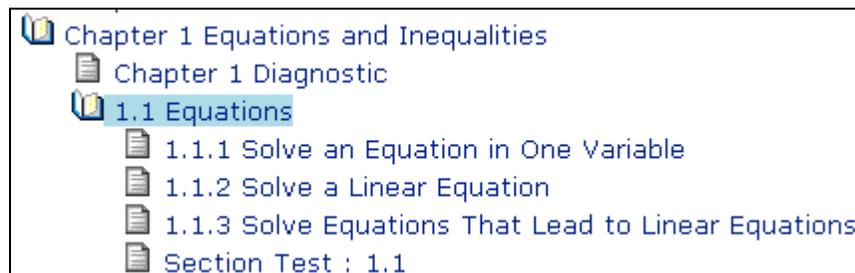
Adding web links and TestGen tests

You can links to web pages and TestGen tests to your syllabus.

Adding a web link

To add a link to a web page:

1. Select the location to which you want to add the web link.
 - If you want to add a web link to a chapter, click the title of the chapter in the right-hand list.
 - If you want to add the web link to a section, open the chapter by clicking the book icon  to its right and then click the section.



2. Click the **Add** button.
3. Select **Link to a web page**.

What kind of item are you adding?

Link to a web page

TestGen test file

4. Click **Continue**.
5. Enter a name for the web link as you want it to appear in the syllabus.
6. Enter the URL for the web page.

Syllabus Item Name

Web Link URL

7. To confirm that you entered the correct URL, click **Preview**.
 Another browser window opens and displays the web page.

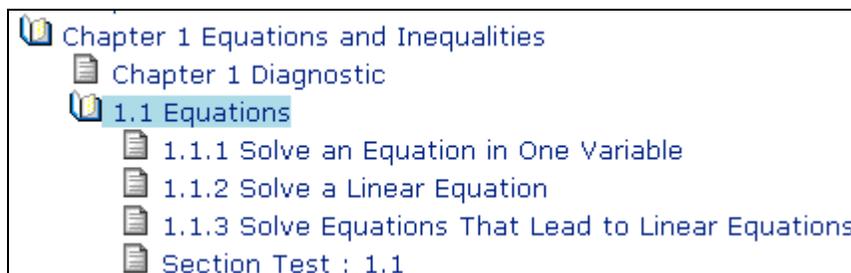


8. Close the new browser window.
9. Click **Continue** to return to the Syllabus Editor.

Adding a TestGen test

To add a TestGen test:

1. Select the location to which you want to add the TestGen test.
 - If you want to add a TestGen test to a chapter, click the title of the chapter in the right-hand list.
 - If you want to add the TestGen test to a section, open the chapter by clicking the book icon  to its right and then click the section.



2. Click the **Add** button.
3. Select **TestGen test file**.

What kind of item are you adding?

Link to a web page

TestGen test file

4. Click **Continue**.
5. Enter a name for the test, as you want it to appear in the syllabus.

Syllabus Item Name

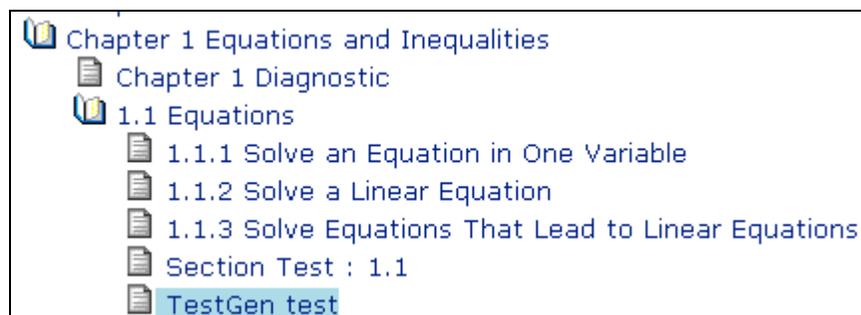
Web Link URL

6. Click **Browse**.
7. Locate and select the test file on your computer, and then click **Open**.

*Note: TestGen tests are saved by default in the \tests folder of your TestGen installation folder, for example, c:\TestGen4\tests. You must create tests using the **Publish to MathPro5** option available in TestGen 3.3.3 or higher. If you have questions on how to create online tests with TestGen, go to www.mathpro5.com/instructorsupport/ and download the TestGen Quick Start Guide.*

8. Click **Continue** to return to the Syllabus Editor.

You should now see the test listed in the syllabus.



Deleting web links and tests

You can delete web links and TestGen tests from your syllabus. You can delete only those items that you added to the syllabus. You *cannot* delete pre-defined content nor content created by another instructor.

Note: Alternatively, you can simply hide these items from student view. For information on hiding items, see the section “Hiding and redisplaying items, web links, and tests” later in this chapter.

To do so:

1. Select the item you want to delete.
2. Click the **Delete** button.
3. Click **OK** at the prompt.

Reorganizing items, web links, and tests

You can reorganize your syllabus to match the order in which you plan to teach the material. You can move chapters, sections, objectives, web links, and tests earlier or later in your course. You can also move them up or down a level in the syllabus hierarchy.

To move a chapter, section, objective, web link, or test:

1. Locate and select the item in the syllabus.
2. Click the **Up** or **Down** button to move the item earlier or later in the syllabus.
3. Click the **Indent** or **Outdent** button to move the item up or down a level in the hierarchy.
 - **Indent** moves an item down under the previous heading.
 - **Outdent** brings an item up to the same level as the previous heading.
4. Repeat steps 1 through 3 until all the items are in the desired order.

Hiding and redisplaying items, web links, and tests

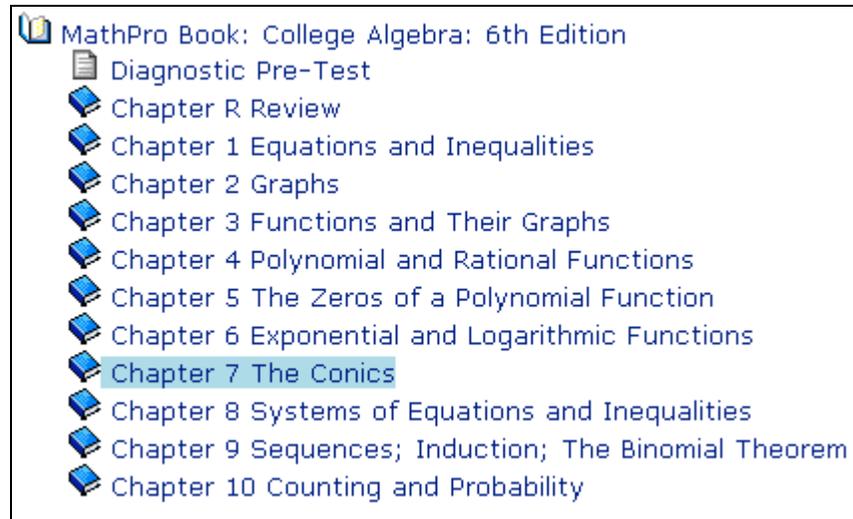
You can hide chapters, sections, objectives, web links, and tests from student view. You can redisplay them at any point. For example, you might want the resources for only the first half of the textbook to be available to students during the first semester of a course to prevent them from working too far ahead. At mid-year, you could then redisplay the remaining resources for the course. Hidden items are always available to you as the instructor.

Note: Hidden items do not appear in the gradebook. They will reappear if you add them back to the syllabus.

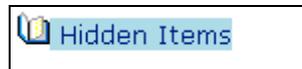
Hiding an item, web link, or test

To hide an item, web link, or test:

1. Locate and select the item, web link, or test on the right-hand side of the page.

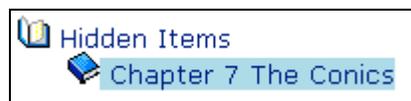


2. Locate and select a folder in the Hidden Items folder, which is the list on the left-hand side of the page.

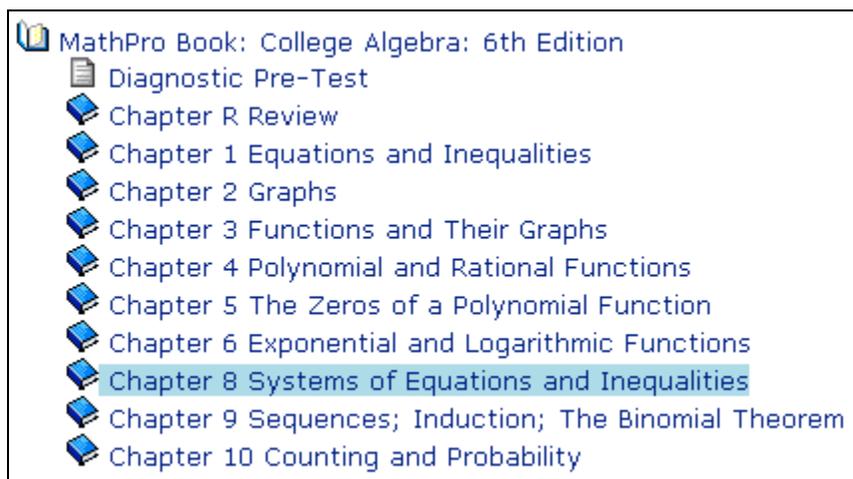


3. Click the **Remove** button.

MathPro5 moves the item, web link, or test to the Hidden Items folder.



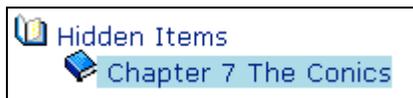
Note that the item, web link, or test no longer appears in the syllabus.



Redisplaying an item, web link, or test

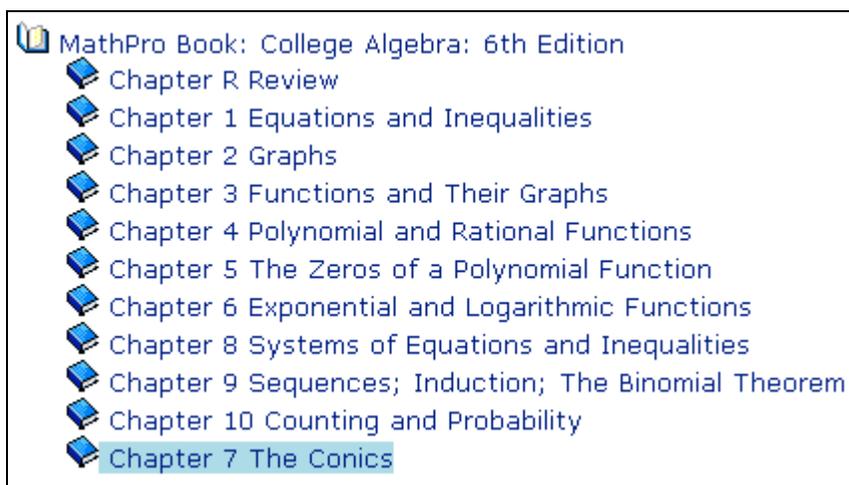
To redisplay a hidden item, web link, or test:

1. Locate and select the item, web link, or test in the Hidden Items folder, which is the list on the left-hand side of the page.



2. Locate and select the folder on the right-hand side of the page to which you want to add the item, web link, or test.
3. Click the **Include** button.

MathPro5 moves the item, web link, or test to the folder on the right. Note that you may need to use the **Up** and **Down** buttons to position the item, web link, or test exactly where you want it.



Editing assessments, web links, and TestGen tests

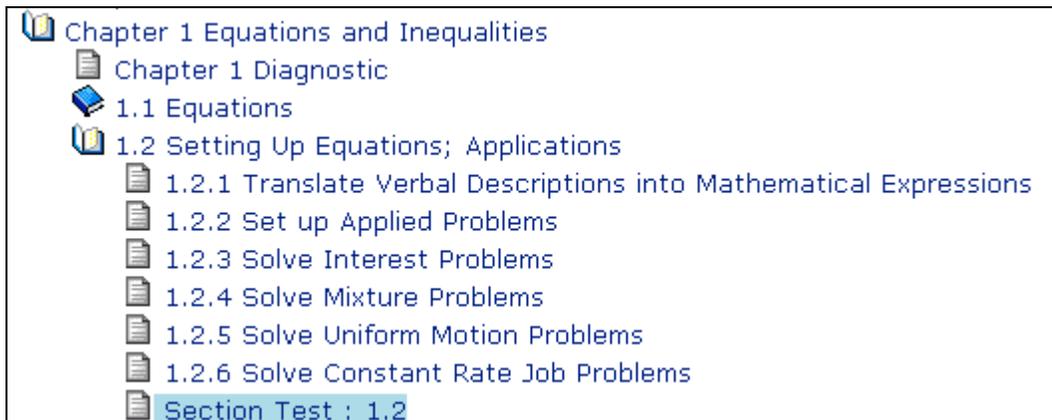
You can edit four types of items in your syllabus: chapter assessments, section assessments, web links, and TestGen tests.

Editing chapter and section assessments

You can specify the number of problems per objective that appear on a chapter- or section-level test.

To edit an assessment:

1. Locate and select the chapter or section test you want to modify.



2. Click the **Edit** button.

| Repeating Problem Set Properties: Section Test : 1.2 | | |
|--|---|--------------------------------|
| Objective: Label: | | Number of Problems: |
| 2.2.1 | Translate Verbal Descriptions into Mathematical Expressions | <input type="text" value="2"/> |
| 2.2.2 | Set up Applied Problems | <input type="text" value="2"/> |
| 2.2.3 | Solve Interest Problems | <input type="text" value="2"/> |
| 2.2.4 | Solve Mixture Problems | <input type="text" value="2"/> |
| 2.2.5 | Solve Uniform Motion Problems | <input type="text" value="2"/> |
| 2.2.6 | Solve Constant Rate Job Problems | <input type="text" value="2"/> |

3. Change the number of problems you want to appear on the test for each objective, as desired.
4. Click **Save** to return to the Syllabus Editor.

*Note: You **cannot** edit diagnostic tests.*

Editing web links

You can modify a web link that you added to your syllabus. To do so:

1. Locate and select the web link in your syllabus.
2. Click the **Edit** button.
3. Change the name or URL for the web link.

| | |
|--|--|
| Syllabus Item Name | |
| <input type="text" value="Prentice Hall"/> | |
| Web Link URL | <input type="text" value="http://www.prenticehall.com"/> |
| | <input type="button" value="Preview"/> |

4. Click **Save**.

Editing TestGen tests

You can change the name of a TestGen test that you added to your syllabus. To do so:

1. Locate and select the test in your syllabus.
2. Click the **Edit** button.
3. Change the name of the test.

| |
|---|
| Syllabus Item Name: <input type="text" value="Mid-Term"/> ? |
|---|

4. Click **Save**.

Note: Before you can edit the content of a TestGen test, you must delete the test from the syllabus. You can then edit the test in the TestGen program, republish it to MathPro5, and add it as a new item to the syllabus.

Printing a syllabus

To print your syllabus:

1. Click the book icon  next to each chapter and section you want to expand in the syllabus.
2. Click the **Print** button. MathPro5 prints the syllabus exactly as you see it on screen.
3. Select the printer.
4. Click **Print**.

Saving your changes

Periodically, click the **Save** button to save your changes. Your changes are *not* saved until you click this button.

Exiting the Syllabus Editor

You can exit the Syllabus Editor in either of two ways:

- To exit the Syllabus Editor and save your changes, click **Done**. MathPro5 prompts you to save your changes and then closes the Editor.
- To exit the Syllabus Editor without saving any changes you have made since you last saved the syllabus, click **Cancel**. MathPro5 prompts you to confirm and then closes the Syllabus Editor.

Previewing another instructor's syllabus

You can preview syllabi that other instructors at your institution created and stored in the Institution folder. You can also preview syllabi that other MathPro5 instructors created and stored in the Public folder.

To preview another instructor's syllabus:

1. Click the **Content** tab.
2. Locate and select the syllabus you want to preview.
3. Click **Preview**.

MathPro5 displays the syllabus in a separate browser window.

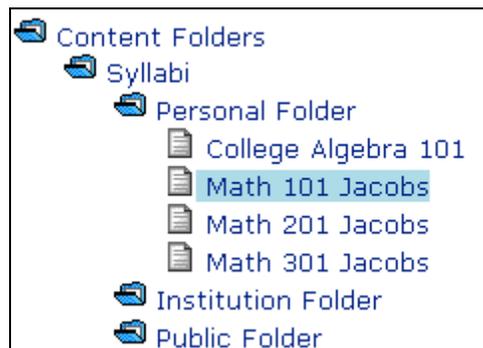
Note: To use another instructor's syllabus, create a new custom course and copy the syllabus.

Moving a Syllabus

You can move any syllabus you created to the Personal, Institution, or Public folder.

To move a syllabus:

1. Click the **Content** tab.
2. Locate and select the syllabus you want to move.

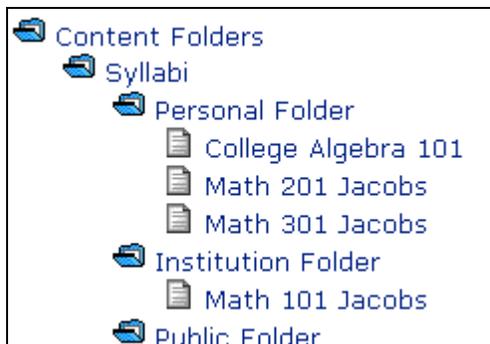


3. Click **Move**.

4. Select the folder to which you want to move the syllabus.



5. Click **Save**.



Creating a syllabus

If you want to change your syllabus dramatically, it might be easier to create a new one from scratch.

To create a new syllabus:

1. Click the **Content** tab.
2. Click the **Create New Syllabus** icon in the bottom-left corner of the Course Overview page, as shown here:



Notes:

- *For detailed information on using the Syllabus Creation Wizard, see “Creating a Syllabus” in Chapter 3, “Creating a Custom Course.”*
- *To use the new syllabus, you must associate it with a new course. To do so, see Chapter 3, “Creating a Custom Course.”*