

# Basic Guide in IVLE

- Module
- Class Management
- Announcement
  - *Modifying an announcement*
- Discussion Forum
  - *Posting in the discussion forum*
- Workbin
  - *Uploading files in the workbin*
- Chat Room
  - *Viewing chat logs*
- Assessment
  - *Viewing quiz results*

# CREATING A COURSE

1. To create a module for your course, click on **Create** on the Workspace.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME' and 'MY WORKSPACE'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (a calendar for June 2008), 'ACTIVE MESSAGING' (a list of contacts), 'MY BOOKMARKS' (a list of bookmarks), 'MY MODULES' (a table with a 'Create' button circled in red), 'MY BOOKMARKED MODULES', and a 'WIZ SETUP' sidebar with various tools like 'Module', 'Class Management', 'Distribution List', etc. The 'Create' button is located in the 'MY MODULES' section, next to the 'Modify / Delete Module' link.

2. Type the course code on the textbox opposite Module Code. Type the course title on the textbox opposite Module Title. Select the Academic Year, Term, College, and Department for the course you will be teaching in a term.

The screenshot shows the 'Module Particulars' form in IVLE. The form is titled 'Module Particulars' and has a sidebar on the left with a menu of options. The main form area contains several fields: 'Module Code' (a text box with a red asterisk and a help icon), 'Module Title' (a text box with a red asterisk), 'Acad. Year' (a dropdown menu set to '2008/2009'), 'Semester' (a dropdown menu set to 'Term 1'), 'Faculty/Programme' (a dropdown menu set to 'College of Business and Economics'), and 'Department' (a dropdown menu set to 'Accountancy'). Below the 'Department' field, there is a note: 'If your department is NOT listed here, select Others and enter your department name below:' followed by a text box. The 'Class List' field is a large text area with a scroll bar. Below the 'Class List' field, there is a link 'Select Class' and a note: 'You can select classes for this course. Use semicolon to separate different class name (e.g. CG01;CG02) with no space in between.' At the bottom of the form, there are 'Language' (a dropdown menu set to 'ENGLISH') and 'Expiry Date' (a date picker set to '13 - Dec - 2008'). At the very bottom, there are 'Create' and 'Cancel' buttons.

3. To assign a class list for the module, click on **Select Class** below the Class List text box.

IVLE HOME ← MY WORKSPACE ← MODULE ← NEW MODULE FEEDBACK | HELP | LOGOUT

**Module**

**Module Particulars**

Click to **GENERATE** a module code if your module does not have one.

**Module Code**  \* ?

**Module Title**  \*

**Acad. Year** 2008/2009 ▾

**Semester** Term 1 ▾

**Faculty/ Programme** College of Business and Economics ▾

**Department** Accountancy ▾

If your department is **NOT** listed here, select **Others** and enter your department name below:

**Class List**

**Select Class**

You can select classes for this course. Use semicolon to separate different class name (e.g. CG01;CG02) with no space in between.

**Language** ENGLISH ▾ ?

**Expiry Date** 13 ▾ - Dec ▾ - 2008 ▾ ?

**Create** **Cancel**

4. Select from the Class List Selection the assigned class for your course then click on the **Submit** button below.

**Class List Selection**

	Class Name
<input checked="" type="checkbox"/>	AAA
<input type="checkbox"/>	ABS514MGS1
<input type="checkbox"/>	ACOFIN1K32
<input type="checkbox"/>	ACOFIN1KS1
<input type="checkbox"/>	ASESLE2L81
<input type="checkbox"/>	ASESLE2L82
<input type="checkbox"/>	BUSORGAK35
<input type="checkbox"/>	BUSORGAK36
<input type="checkbox"/>	BUSPLA2K31
<input type="checkbox"/>	CHECOMPEA
<input type="checkbox"/>	COM736MG91
<input type="checkbox"/>	COMP1AEC31

**Submit**

5. Click on the **Submit** button to confirm the basic information of the course.

IVLE HOME ← MY WORKSPACE ← MODULE ← IVLE1 FEEDBACK | HELP | LOGOUT

**Module**

- Module Particulars**
- Lecturers
- Module Websites
- Aims & Objectives
- Prerequisites
- Modes
- Schedule
- Synopsis
- Syllabus
- Practical Work
- Assessment
- Text & Readings
- Miscellaneous
- Transfer Ownership
- Options

Student View

### Module Particulars

<b>Module Code</b>	IVLE1 * ?
<b>Module Title</b>	Introduction to IVLE *
<b>Acad. Year</b>	2008/2009
<b>Semester</b>	Term 1
<b>Faculty/Programme</b>	College of Education
<b>Department</b>	Others <small>If your department is NOT listed here, select Others and enter your department name below:</small> Center for Educational Multimedia
<b>Class List</b>	AAA <small>Select Class You can select classes for this course. Use semicolon to separate different class name (e.g. CG01;CG02) with no space in between.</small>
<b>Language</b>	ENGLISH ?
<b>Expiry Date</b>	13 - Dec - 2008 ?

Click on **Submit** to apply the changes

**Submit** Cancel

6. A confirmation screen will be displayed. You can now proceed to add other information for your course.

IVLE HOME ← MY WORKSPACE ← MODULE ← IVLE1 FEEDBACK | HELP | LOGOUT

**Module**

- Module Particulars**
- Lecturers
- Module Websites
- Aims & Objectives
- Prerequisites
- Modes
- Schedule
- Synopsis
- Syllabus
- Practical Work
- Assessment
- Text & Readings
- Miscellaneous
- Transfer Ownership
- Options

Student View

### Module Particulars

<b>Module Code:</b>	IVLE1
<b>Module Title:</b>	Introduction to IVLE
<b>Acad. Year:</b>	2008/2009
<b>Term:</b>	Term 1
<b>Faculty/Programme:</b>	College of Education
<b>Department:</b>	Center for Educational Multimedia
<b>Class List:</b>	AAA
<b>Language:</b>	ENGLISH
<b>Expiry Date:</b>	13 Dec 2008

Click on **Modify** to change the above information.

**Modify**

# VIEWING THE CLASS MANAGEMENT

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Class Management**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and 'ADMIN | SEARCH | STATISTICS | FEEDBACK | HELP | LOGOUT'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main content area is divided into several sections: 'MY ORGANIZER' (a calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module'), 'MY BOOKMARKED MODULES' (listing 'School' and 'Genetics'), and 'ACTIVE MESSAGING' (showing a list of contacts). On the right side, there is a vertical menu with sections 'WIZ SETUP' and 'TOOLS SETUP'. The 'TOOLS SETUP' section includes links for 'Announcement', 'Lesson Plan', 'Workbin', 'Discussion Forum', 'Chat Room', 'Module FAQ', 'Glossary', 'Assessment', 'Survey', 'Project', 'Multimedia', and 'Content Management'. The 'Class Management' link is highlighted with a red circle.

2. Select the Class to be modified. Then click on the **Modify** button.

The screenshot shows the IVLE Class Management page. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', 'CLASS MANAGEMENT', and 'FEEDBACK | HELP | LOGOUT'. Below this, there is a table with the following columns: 'Select', 'Module Information', 'Module Creator', and 'Date Created'. The table contains two rows of data:

Select	Module Information	Module Creator	Date Created
<input checked="" type="radio"/>	IVLE1 <b>Introduction to IVLE</b>	JESSICA E. CAMBA	13 Jun 2008
<input type="radio"/>	TESTMOD007 <b>Test Module</b>	IVLE support	04 May 2007

Below the table, there is a red arrow pointing to the text: 'First SELECT a Module then click on the buttons below.' Below this text, there is a legend: 'Legend:  Owner  Manager'. At the bottom of the page, there are three buttons: 'My Guest Accounts', 'Modify', and 'Refresh'. The 'Modify' button is highlighted with a red circle.

3. Click on the link Class Roster on the left frame to view the students in the class.

IVLE HOME ← MY WORKSPACE ← CLASS MANAGEMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Class Management**

Class Management

**Class Roster**


**Guest**



Guest Roster

Guest Accounts


**Groups**

Class Groups

 **Class Roster - AAA**

 **Print it!** 

**Registered Students** (total: 1, displaying 1-1)

 <b>Guatno-Mercado, Melany</b> <a href="mailto:guatnom@dlsu.edu.ph">guatnom@dlsu.edu.ph</a>	
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# CREATING AN ANNOUNCEMENT

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Announcement**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and utility links like 'ADMIN', 'SEARCH', 'STATISTICS', 'FEEDBACK', 'HELP', and 'LOGOUT'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module'), 'MY BOOKMARKED MODULES', and 'ACTIVE MESSAGING'. On the right side, there is a vertical navigation menu under 'WIZ SETUP' with options like 'Module', 'Class Management', 'Distribution List', and 'TOOLS SETUP'. The 'Announcement' link under 'TOOLS SETUP' is circled in red.

2. Select the course you want to add announcements to. Click on **Modify** button to add an announcement for the selected course.

The screenshot shows the 'ANNOUNCEMENT' page in the IVLE workspace. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and 'ANNOUNCEMENT', along with utility links 'FEEDBACK', 'HELP', and 'LOGOUT'. Below the navigation bar is a table with the following data:

Select	Announcement Information	Announcement Owner	Modified
<input checked="" type="radio"/>	IVLE1 <b>Introduction to IVLE</b>	JESSICA E. CAMBA	13 Jun 2008
<input type="radio"/>	TESTMOD007 <b>Test Module</b>	IVLE support	04 May 2007

Below the table, there is a red arrow icon and the text: "First **SELECT** a Module then click on the buttons below." Below this text is a legend: "Legend:  Owner  Manager". At the bottom of the page, there is a blue button labeled "Modify" which is circled in red.

3. Click on the **Add New Announcement** button to add an announcement.

IVLE HOME ← MY WORKSPACE ← ANNOUNCEMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

 **Announcement**

No Announcement

**Add New Announcement**

4. Enter the title and message of your announcement. Click on the **Submit** button to send the new announcement to your class.


IVLE HOME ← MY WORKSPACE ← ANNOUNCEMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Add a New Announcement**

Language : ENGLISH

Title :  \*required

Message : (you may enter up to 3000 characters) Word Count



The due date for Assignment 1 has been postponed to June 26, 2008.

Normal / HTML **Quick Help:** Press SHIFT-ENTER for a new line, ENTER for a new paragraph

Class Lists:  AAA

Group Lists:

URL:

Expiry Days:  after which this announcement will not be considered as **NEW**


Delete Days:  after which this announcement will be deleted

Click on **Submit** to apply the changes.

**Submit** **Cancel**

5. Your new announcement has been added and sent to your class.

IVLE HOME ← MY WORKSPACE ← ANNOUNCEMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

 **Announcement**

**Add New Announcement**

**Assignment 1 due date postponed**  **Move Down** **Modify** **Delete**

The due date for Assignment 1 has been postponed to June 26, 2008.

Friday, June 13, 2008 5:04:00 PM

# MODIFYING AN ANNOUNCEMENT

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Announcement**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME' and 'MY WORKSPACE'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (a calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module'), 'MY BOOKMARKED MODULES', and 'ACTIVE MESSAGING'. On the right side, there is a 'WIZ SETUP' menu with various options. The 'TOOLS SETUP' section is highlighted, and the 'Announcement' link is circled in red.

2. Click on **Modify** button to modify an announcement for the selected course.

The screenshot shows the IVLE workspace interface with the 'ANNOUNCEMENT' section selected. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and 'ANNOUNCEMENT'. Below this, there is a table with the following data:

Select	Announcement Information	Announcement Owner	Modified
<input checked="" type="radio"/>	IVLE1 <b>Introduction to IVLE</b>	JESSICA E. CAMBA	13 Jun 2008
<input type="radio"/>	TESTMOD007 <b>Test Module</b>	IVLE support	04 May 2007

Below the table, there is a red arrow pointing to the text: "First **SELECT** a Module then click on the buttons below." Below this text, there is a legend: "Legend:  Owner  Manager". At the bottom of the page, there is a blue button labeled "Modify" which is circled in red.

3. Click **Modify** to modify an announcement.

IVLE HOME ← MY WORKSPACE ← ANNOUNCEMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

### Announcement

Add New Announcement

Tutorial Cancel **NEW** Move Down **Modify** Delete

There will be no tutorial class for class IVLE1 S26 this coming Wednesday.  
Monday, June 16, 2008 10:20:00 AM

Assignment 1 due date postponed **NEW** Move Up Modify Delete

The due date for Assignment 1 has been postponed to June 26, 2008.  
Friday, June 13, 2008 5:04:00 PM

4. Enter the title and the new message. Click **Submit** to modify the announcement.


IVLE HOME ← MY WORKSPACE ← ANNOUNCEMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

### Modify Announcement

Language : ENGLISH

Title :  \*required

Message : (you may enter up to 3000 characters) [Word Count](#)



There will be no tutorial class for class IVLE1 S26 this coming Wednesday and Friday.

Normal / HTML Quick Help: Press SHIFT-ENTER for a new line, ENTER for a new paragraph

Class Lists:  AAA

Group Lists:

URL:

Expiry Days:  after which this announcement will not be considered as **NEW**

Delete Days:  after which this announcement will be deleted

Click on **Submit** to apply the changes.

**Submit** Cancel

# CREATING A DISCUSSION FORUM

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Discussion Forum**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and 'ADMIN | SEARCH | STATISTICS | FEEDBACK | HELP | LOGOUT'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (a calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module'), 'MY BOOKMARKED MODULES' (with a note 'You can bookmark other modules'), and 'ACTIVE MESSAGING' (showing a list of contacts). On the right side, there is a 'WIZ SETUP' menu with various options: 'Module', 'Class Management', 'Distribution List', 'TOOLS SETUP', 'Announcement', 'Lesson Plan', 'Workbin', 'Discussion Forum' (highlighted with a red circle), 'Chat Room', 'Module FAQ', 'Glossary', 'Assessment', 'Survey', 'Project', 'Multimedia', and 'Content Management'. The 'Discussion Forum' option is circled in red.

2. Select the Course and enter the forum title (default title is the course title). Click on **Create** button to create a new Discussion Forum.

The screenshot shows the 'Create Discussion Forum' form. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', 'DISCUSSION FORUM', and 'CREATE FORUM'. Below this, the form title 'Create Discussion Forum' is displayed. The form contains a text box with the following text: 'The **Discussion Forum** allows students to post topics for discussion anytime. It is an ideal tool for peer-to-peer learning where students answer topics raised by other students. The lecturer's role is that of a facilitator.' Below this, there are three input fields: 'Module:' with a dropdown menu showing 'IVLE1 : Introduction to IVLE', 'Forum Title:' with a text box containing 'Introduction to IVLE' and a red asterisk '\*required' to its right, and 'Language:' with a dropdown menu showing 'ENGLISH'. Below the input fields, there is a text box with the following text: 'Select a **Module** and update the Discussion Forum title. Next, click on **Create**.' At the bottom of the form, there are three buttons: 'Create' (highlighted with a red circle), 'Reset', and 'Cancel'.

3. You will see a message that the Forum has been created. Click on **OK**.

IVLE HOME ← MY WORKSPACE ← DISCUSSION FORUM FEEDBACK | HELP | LOGOUT

Select	Discussion Forum Information	Discussion Forum Owner	Created
<input checked="" type="radio"/>	IVLE1 <b>Introduction to IVLE</b>	E. CAMBA	16 Jun 2008
<input type="radio"/>	TESTMOD007 <b>Test Module</b>	E. CAMBA	13 Jun 2008

First **SELECT** a Discuss

Windows Internet Explorer

Forum - Introduction to IVLE - has been created

**OK**

Note: Managers cannot delete Discussion Forum

4. Now that your Discussion Forum has been set up, you can customize it to suit your requirements. Click on **Modify** to customize the Discussion Forum.

IVLE HOME ← MY WORKSPACE ← DISCUSSION FORUM FEEDBACK | HELP | LOGOUT

Select	Discussion Forum Information	Discussion Forum Owner	Created
<input checked="" type="radio"/>	IVLE1 <b>Introduction to IVLE</b>	JESSICA E. CAMBA	16 Jun 2008
<input type="radio"/>	TESTMOD007 <b>Test Module</b>	JESSICA E. CAMBA	13 Jun 2008

First **SELECT** a Discussion Forum then click on the buttons below.

Legend:  Owner  Manager

Note: Managers cannot delete Discussion Forum

5. To make any changes to the basic settings, click on the **Modify** button.

IVLE HOME ← MY WORKSPACE ← DISCUSSION FORUM ← IVLE1 FEEDBACK | HELP | LOGOUT

**Forum**

**Forum**

Messages

**Customize**

Guidelines

Welcome Message

**Statistics**

User Activity

Student View

**Introduction to IVLE**

<b>Module Code:</b>	IVLE1
<b>Module Language:</b>	ENGLISH
<b>Forum Title:</b>	Introduction to IVLE
<b>Manager(s):</b>	--
<b>Accessible to:</b>	<b>Everyone</b>
<b>Opening Date:</b>	16/06/2008 10:51 AM
<b>Closing Date:</b>	16/12/2008 10:51 AM
<b>Display Poster's Name:</b>	Display poster's real name.
<b>Message Notification:</b>	<b>No</b>
<b>Page Size:</b>	Display 200 topics per page
<b>Message Expiry Days:</b>	Never Expire

Click on **Modify** to modify the information.

[Back to top](#)

6. You can accept most of the default settings. However take note of the following basic settings that you might want to customize.

## Security Section

- **Accessible to** – Ensure that the discussion forum is only available to your class students and not to everyone.
- **Opening Date** – The date the discussion forum is accessible by students.
- **Closing Date** – The date when the discussion forum is inaccessible. By default, a discussion forum is valid for six months from the opening date.

## Other Section

- **Message Notification** – By checking this box, you will be notified by email when new messages are posted to the forum. In this way, you can decide if you really want to access the forum to reply.
- **Message Expiry Days** – This is the period messages remain in your forum. If you want the messages to remain for longer period of time, leave this field blank.

Click on **Submit** button to confirm and save the settings.

IVLE HOME ← MY WORKSPACE ← DISCUSSION FORUM ← IVLE1 FEEDBACK | HELP | LOGOUT

**Forum**

Forum  
Messages  
Customize  
Guidelines  
Welcome Message  
Statistics  
User Activity

Student View

**General**

Module Code : IVLE1  
Module Language : ENGLISH  
Forum Title : Introduction to IVLE \* required

**Security**

Manager(s) : --  
Accessible to :  Everyone (default, includes all staff and students)  
 Students in class AAA  
Opening Date : 16 Jun 2008 10 AM 51  
Closing Date : 22 Aug 2008 11 PM 59  
By default, a discussion forum is open for 6 months

**Others**

Display Poster's Name :  Display poster's real name.  
 Display poster's nickname.  
The forum owner and manager(s) names will always be displayed.

Message Notification :   
If checked, you will be notified daily when new messages are posted in your forum.

Page Size : 200  
Number of topics to be displayed per page. A default value 200 will be used.  
The minimum page size is 1 topic per page.

Message Expiry Days :  
The period of time (in days) a message remains in your forum from the date it is posted. Once a message has expired, it will be deleted. If this field is left blank, messages will remain forever in your forum. The minimum expiry day is 1 day.

Click on **Submit** to apply the changes.

# POSTING A TOPIC IN THE DISCUSSION FORUM

1. On the Workspace, click on the **Discussion Forum** link under the Module you want to post on.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with links for ADMIN, SEARCH, STATISTICS, FEEDBACK, HELP, and LOGOUT. Below this, the user's name is displayed as BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA. The interface is divided into several sections: MY ORGANIZER (showing a calendar for June 2008), MY MODULES (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module', with 'Discussion Forum' highlighted in red), MY BOOKMARKED MODULES, and MY BOOKMARKS. On the right side, there is a sidebar with various setup options under 'WIZ SETUP' and 'TOOLS SETUP', including 'Discussion Forum', 'Chat Room', 'Module FAQ', 'Glossary', 'Assessment', 'Survey', 'Project', 'Multimedia', and 'Content Management'. The 'Discussion Forum' link is highlighted in blue.

2. Click on the **Post** icon to post a new topic. By posting a new topic, you are creating a new thread or a new discussion topic. All replies to this topic will be indented under this topic.

The screenshot shows the Discussion Forum interface for 'Introduction to IVLE'. The top bar includes a search bar, a 'Go' button, and navigation icons for Back, Forward, Guidelines, Post (highlighted in red), Search, Refresh, Option, and Forum. The main content area is empty, displaying 'No topics for this forum.' on the left and 'Introduction to IVLE' on the right.

3. Enter your topic, message and click on **Submit** button. The discussion forum also supports attachments to be sent with the topic.

The screenshot shows a web browser window with the title "Discussion Forum : Introduction to IVLE". The page header includes "ENGLISH", "Sort by Date", and a "Quick Search" field. A navigation bar contains icons for Back, Forward, Guideline, Post, Search, Refresh, Option, and Forum. The main content area is titled "Posting a New Topic by MRS JESSICA E. CAMBA" and features a "Submit" button and a "Reset" button. The "Topic:" field contains the text "Technical Problems in IVLE". The "Message:" field contains the text "What are the problems you've encountered while using IVLE?". Below the message field is a "Normal / HTML" toggle and a "Quick Help" note: "Press SHIFT-ENTER for a new line, ENTER for a new paragraph". The "Attachments:" field includes a "Browse..." button and a "(Max File Size: 15MB)" label. A checkbox labeled "I want to be notified via e-mail when someone replies to my post." is present. At the bottom, there are "Submit" and "Reset" buttons, with the "Submit" button circled in red.

# CREATING A WORKBIN

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Workbin**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and links for 'ADMIN', 'SEARCH', 'STATISTICS', 'FEEDBACK', 'HELP', and 'LOGOUT'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (a calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module'), 'MY BOOKMARKED MODULES' (with a note 'You can bookmark other modules'), and 'ACTIVE MESSAGING' (showing a list of contacts). On the right side, there is a 'WIZ SETUP' menu with various options: 'Module', 'Class Management', 'Distribution List', 'TOOLS SETUP', 'Announcement', 'Lesson Plan', 'Workbin' (highlighted with a red circle), 'Discussion Forum', 'Chat Room', 'Module FAQ', 'Glossary', 'Assessment', 'Survey', 'Project', 'Multimedia', and 'Content Management'. A copyright notice 'Copyright © 2002 Wizlearn Pte Ltd. All Rights Reserved.' is visible at the bottom of the main content area.

2. Select the Course and enter the Workbin title (default is the course title). Click on the **Create** button to create a new Workbin.

The screenshot shows the 'Create Workbin' form. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', 'WORKBIN', and 'CREATE WORKBIN', along with links for 'FEEDBACK', 'HELP', and 'LOGOUT'. The form title is 'Create Workbin'. Below the title, there is a text box containing the following text: 'The **Workbin** is a document exchange repository. You can publish your course notes and documents for your students to download. Alternatively, your students can submit their assignments through the Workbin. It is ideal for exchanging large files without jamming up your email system and is fully customisable to allow groups of students and tutors to view, upload or download documents.' Below this text box, there are three input fields: 'Module:' with a dropdown menu showing 'IVLE1 : Introduction to IVLE', 'Workbin Title:' with a text box containing 'Introduction to IVLE' and a red asterisk followed by the word 'Required', and 'Language:' with a dropdown menu showing 'ENGLISH'. Below these fields, there is a text box containing the following text: 'Select the **Module** and update the Workbin title. Next, click on **Create**.' At the bottom of the form, there are three buttons: 'Create' (highlighted with a red circle), 'Reset', and 'Cancel'.

3. You will see a message that the Workbin has been created. Click on **OK**.

IVLE HOME ← MY WORKSPACE ← WORKBIN FEEDBACK | HELP | LOGOUT

Select	Workbin Information	Workbin Owner	Published	Modified
<input checked="" type="radio"/>	IVLE1 Introduction to IVLE		yes no	16 Jun 2008
<input type="radio"/>	TESTMOD007 Test Module		yes no	23 May 2007

First **SELECT** a Workbin then click on the buttons below.

Legend:  Owner  Manager  
Note: Managers cannot delete Workbin

Create Workbin Modify Delete Refresh

**Windows Internet Explorer**  
Workbin - Introduction to IVLE - has been created.  
OK

4. Now that your Workbin has been set up, you can customize it to suit your requirements. Click on **Modify** to customize the Workbin.

IVLE HOME ← MY WORKSPACE ← WORKBIN FEEDBACK | HELP | LOGOUT

Select	Workbin Information	Workbin Owner	Published	Modified
<input checked="" type="radio"/>	IVLE1 Introduction to IVLE	JESSICA E. CAMBA	yes no	16 Jun 2008
<input type="radio"/>	TESTMOD007 Test Module	JESSICA E. CAMBA	yes no	23 May 2007

First **SELECT** a Workbin then click on the buttons below.

Legend:  Owner  Manager  
Note: Managers cannot delete Workbin

Create Workbin **Modify** Delete Refresh

5. To make any changes to the basic settings, click on the **Modify** button.

IVLE HOME ← MY WORKSPACE ← WORKBIN ← IVLE1 FEEDBACK | HELP | LOGOUT

**Workbin**

**Workbin**

Folders

Files

**Statistics**

Uploads

Downloads

Enquiry

Student View

**Introduction to IVLE**

Module Code:	IVLE1
Module Language:	ENGLISH
Workbin Title:	Introduction to IVLE
Manager(s):	--
Accessible to:	Everyone
Published:	No
Folders View:	Horizontal
Display Matric Number:	No, display student's name
File Upload Size:	5MB
Destination Folder for Downloaded Files:	c:\workbin\
File Expiry Days:	0 days
Log Expiry Days:	180 days

Click on **Modify** to change the information.

**Modify** Delete

6. For the basic settings, look at the security section and modify accordingly on who can access your Workbin and which manager (or co-lecturers) can manage your Workbin. Remember to Publish your Workbin once it is ready.

## Other Section

**File Upload Size** – The size of files uploaded. You can stick to the default value of 5MB or more as three files can be uploaded at one time.

Under the other section, we recommend you to stick to the default. Click on the **Submit** button to save the settings. You can always go back and change the basic settings when you are more familiar with the Workbin.

IVLE HOME ← MY WORKSPACE ← WORKBIN ← IVLE1 FEEDBACK | HELP | LOGOUT

**Workbin**

Workbin

Folders

Files

**Statistics**

Uploads

Downloads

Enquiry

Student View

### General

Module Code : IVLE1

Module Language : ENGLISH

Workbin Title : Introduction to IVLE \* required

### Security

Manager(s) : --

Accessible to :  Everyone (default, includes all staff and students)  
 Students in class AAA

Publish Workbin :  Yes  No  
No user can view your Workbin on DLSU-IVLE before it is published. This will allow you to prepare and test your Workbin until it is ready. **Remember to publish your Workbin** once it is ready.

### Others

Folder View :  Horizontally  Vertically  
Choose either horizontal or vertical view for the folders in workbin.

Display Matric Number Only :   
Check if you want to display students' matric numbers only in Workbin. By default, students' names are displayed.

File Upload Size :  1M  3M  5M  10M  15M  
Upload size limit for EACH file in Workbin.

Destination Folder for Downloaded Files : c:\workbin\  
The folder to which all downloaded files will be saved. Please make sure that the folder exists on your local haddisk.

New File Notification :  
If notification of new files is required, indicate your full email addresses above. Use semicolon to separate different email addresses with no space in between.

File Expiry Days : 0  
The period of time (in days) a file remains in your Workbin from the date it is uploaded. Once a file has expired, it will be deleted automatically. Note: 0 means files will remain forever in your Workbin.

Log Expiry Days : 180  
The period of time (in days) a download log remains in your Workbin. Once a download log has expired, it will be deleted automatically. You may also manually clear all download logs by clicking Downloads -> Clear.

Click on **Submit** to apply the changes.

**Submit** **Reset**

7. Workbin settings has been modified.

IVLE HOME ← MY WORKSPACE ← WORKBIN ← IVLE1 FEEDBACK | HELP | LOGOUT

**Workbin**

Workbin

Folders

Files

**Statistics**

Uploads

Downloads

Enquiry

Student View

## Introduction to IVLE

<b>Module Code:</b>	IVLE1
<b>Module Language:</b>	ENGLISH
<b>Workbin Title:</b>	Introduction to IVLE
<b>Manager(s):</b>	--
<b>Accessible to:</b>	Students in class <b>AAA</b>
<b>Published:</b>	<b>Yes</b>
<b>Folders View:</b>	Horizontal
<b>Display Matric Number:</b>	No, display student's name
<b>File Upload Size:</b>	15MB
<b>Destination Folder for Downloaded Files:</b>	c:\workbin\
<b>File Expiry Days:</b>	0 days
<b>Log Expiry Days:</b>	180 days

Click on **Modify** to change the information.

Modify
Delete

8. To modify the folders, click on **Folders** on the left frame. Select the folder to be modified. Next, click on **Modify** button to modify the selected folder.

IVLE HOME ← MY WORKSPACE ← WORKBIN ← IVLE1 FEEDBACK | HELP | LOGOUT

**Workbin**

Workbin

**Folders**

Files

**Statistics**

Uploads

Downloads

Enquiry

Student View

## Folders

Select	Name	Files	Opening Date	Closing Date	View After Close	View All	Student Upload	Sort By
<input checked="" type="radio"/>	Lecture Notes	0	16/06/2008 12:00 AM	16/12/2008 11:59 PM	No	No	No	Date
<input type="radio"/>	Assignment	0	16/06/2008 12:00 AM	16/12/2008 11:59 PM	No	No	No	Date
<input type="radio"/>	Student Submission	0	16/06/2008 12:00 AM	16/12/2008 11:59 PM	No	No	Yes	Date

Select a folder and click on the options below.

Create
Modify
Move Up
Move Down
Delete

9. All folders have the following properties.

### General Section

- **Name** – Give appropriate name to each folder so that students will know what folders to view when they access your Workbin.
- **Opening Date** – the date the folder (and files) can be accessed.
- **Closing Date** – the date the folder (and files) cannot be accessible by anyone except the creator and manager of the Workbin.

### File Control Section

- **Users can view files in the folder after it becomes in-active** – This feature allows student to view the files in a folder after it is closed. This is to allow students to ensure that they have actually submitted their assignments, etc. Students cannot modify the files in a folder after it is inactive.
- **Users can view all files in folder** – By default, users can view their own files, however you can allow users to view other files. This might be useful for project collaboration, where you created a folder for a specific class group and allow them to exchange and view each others files.
- **Sort files in folder by** – By default files are sorted in descending order of date.

Click on **Submit** button to save settings.

↑ IVLE HOME ← MY WORKSPACE ← WORKBIN ← IVLE1 FEEDBACK | HELP | LOGOUT

<b>Workbin</b> Workbin <b>Folders</b> Files <b>Statistics</b> Uploads Downloads Enquiry  <b>Student View</b>	<b>General</b> Folder Name : <input type="text" value="Lecture Notes"/> * required
	<b>Activation Date</b> Opening Date : <input type="text" value="16"/> - <input type="text" value="Jun"/> - <input type="text" value="2008"/> <input type="text" value="12 AM"/> : <input type="text" value="00"/> Closing Date : <input type="checkbox"/> always open <input type="text" value="22"/> - <input type="text" value="Aug"/> - <input type="text" value="2008"/> <input type="text" value="11 PM"/> : <input type="text" value="59"/> <small>Opening date is the date the folder becomes active and closing date when this folder becomes in-active.</small>
	<b>File Control</b> <b>Users can view files in folder after it becomes in-active :</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <small>Click Yes if you want users to view (not modify nor delete) files in folder after it is closed. Default: users cannot access the folder after it becomes in-active (closed).</small> <b>Users can view ALL files in folder :</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <small>Default: users can view only their files and your files.</small> <b>Users can upload files to folder :</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <small>Default: users CANNOT upload files to folder.</small> <b>Sort files in folder by :</b> <input type="radio"/> File Name/URL <input type="radio"/> Description <input type="radio"/> Sender <input type="radio"/> Size <input checked="" type="radio"/> Date <small>Default: files sorted by date descendingly.</small>
	Click on <b>Submit</b> to apply the changes. <b>Submit</b> <b>Reset</b>

10. To upload files in your Workbin, click on **Files** on the left frame. Select the folder where you want your file(s) to be uploaded then click on **Upload** button.

The screenshot shows the IVLE interface. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', 'WORKBIN', and 'IVLE1'. On the right, there are links for 'FEEDBACK', 'HELP', and 'LOGOUT'. On the left, there is a sidebar with 'Workbin', 'Folders', 'Files', and 'Statistics' sections. The 'Files' section is active. The main content area shows 'Files' with a folder icon and a list of folders: 'Lecture Notes', 'Assignment', and 'Student Submission'. Below the folder list, it says 'No files for this folder.' and there is an 'Upload' button circled in red. At the bottom, there is a 'Student View' button.

11. Click on **Browse** button to locate and select the file from your computer. Type in an appropriate file description for the file to be uploaded. Click on **Upload** button to upload the file.

The screenshot shows the IVLE interface for the 'Lecture Notes Folder'. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', 'WORKBIN', and 'IVLE1'. On the right, there are links for 'FEEDBACK', 'HELP', and 'LOGOUT'. On the left, there is a sidebar with 'Workbin', 'Folders', 'Files', and 'Statistics' sections. The 'Files' section is active. The main content area shows 'Lecture Notes Folder' with 'Opening date : 16/06/2008 12:00 AM' and 'Closing date : 22/08/2008 11:59 PM'. Below this, it says 'Upload Files ( size limit for EACH file is 15 Mbytes ) :'. There is a table with two columns: 'File Name' and 'Description'. The first row has 'D:\CREM Files\Technic' in the 'File Name' column and 'List of technical problems encountered' in the 'Description' column. There are 'Browse...' buttons next to the 'File Name' entries. Below the table, there is an 'Upload' button circled in red. At the bottom, there is a 'Student View' button.

File Name	Description
D:\CREM Files\Technic <input type="button" value="Browse..."/>	List of technical problems encountered <input type="text"/>
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>

# CREATING A CHAT ROOM

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Chat Room**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and links for 'ADMIN', 'SEARCH', 'STATISTICS', 'FEEDBACK', 'HELP', and 'LOGOUT'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (a calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module'), 'MY BOOKMARKED MODULES' (with a note 'You can bookmark other modules'), and 'ACTIVE MESSAGING' (showing a list of contacts). On the right side, there is a 'WIZ SETUP' menu with various options. The 'Chat Room' option is circled in red. Other options include 'Module', 'Class Management', 'Distribution List', 'Announcement', 'Lesson Plan', 'Workbin', 'Discussion Forum', 'Module FAQ', 'Glossary', 'Assessment', 'Survey', 'Project', 'Multimedia', and 'Content Management'.

2. Select the Course and enter the Chat Room title (default is the course title). Click on the **Create** button to create a new Chat Room.

The screenshot shows the 'Create Chat Room' form. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', 'CHAT ROOM', and 'CREATE CHAT ROOM' (highlighted in yellow), along with links for 'FEEDBACK', 'HELP', and 'LOGOUT'. The main area has a title 'Create Chat Room' and a text box explaining the chat room functionality: 'You can communicate with your students real-time in the **DLSU-IVLE Chat Room**. You must first set a date and time for the Chat session with your students. At the pre-arranged time slot, all parties can then get online into the same Chat Room. They can then communicate to everyone in the Chat Room by typing their message through the computer keyboard.' Below this, there are three input fields: 'Module:' with a dropdown menu showing 'IVLE1 : Introduction to IVLE', 'Chat Room Title:' with a text box containing 'Introduction to IVLE' and a red asterisk '\*required' next to it, and 'Language:' with a dropdown menu showing 'ENGLISH'. At the bottom, there are three buttons: 'Create' (circled in red), 'Reset', and 'Cancel'. A note at the bottom of the form says: 'Select the **Module** to which the Chat Room is associated with. Next click on **Create**.'

3. Select the Chat Room to be modified and click **Modify**.

IVLE HOME ← MY WORKSPACE ← CHAT ROOM FEEDBACK | HELP | LOGOUT

Select	Chat Room Information	Chat Room Creator	Date Created
<input checked="" type="radio"/>	IVLE1 Introduction to IVLE	JESSICA E. CAMBA	16 Jun 2008
<input type="radio"/>	TESTMOD007 Test Module	IVLE support	04 May 2007

First **SELECT** a Chat Room then click on the buttons below.

Legend:  Owner  Manager  
**Note:** Managers cannot delete Chat Room

Create Chatroom **Modify** Delete Refresh

4. Click on **Modify** to change the settings.

IVLE HOME ← MY WORKSPACE ← CHAT ROOM ← IVLE1 FEEDBACK | HELP | LOGOUT

**Chat Room**

Chat Room  
Topics  
Logs

Student View

### Introduction to IVLE

<b>Module Code:</b>	IVLE1
<b>Module Language:</b>	ENGLISH
<b>Chatroom Title:</b>	Introduction to IVLE
<b>Manager(s):</b>	--
<b>Accessible to:</b>	Everyone
<b>Opening Date:</b>	16/06/2008 6:29 PM
<b>Closing Date:</b>	16/06/2009 6:29 PM

Click on **Modify** to change the settings.

**Modify** Delete

5. Type the Chat Room title and select the necessary field. Make sure that the Chat Room is accessible only to your students. A chat room should not remain open for more than a day. Once complete, click **Submit** to apply the changes.

IVLE HOME ← MY WORKSPACE ← CHAT ROOM ← IVLE1 FEEDBACK | HELP | LOGOUT

**Chat Room**

**Chat Room**

Topics

Logs

[Student View](#)

**General**

**Module Code :** IVLE1

**Module Language :** ENGLISH

**Chatroom Title :**  \* required

---

**Security**

**Manager(s) :** --

**Accessible to :**  Everyone (default, includes all staff and students)  
 Students in class **AAA**

**Opening Date :** 16 Jun 2008 6 PM : 30

**Closing Date :** 16 Jun 2008 7 AM : 30

By default, a chatroom is open for 6 months

Click on **Submit** to apply the changes.

[Submit](#) [Reset](#)

**Reminder:** Always create a new chat room for all your class. Do not reactivate or re-use a chat room that has been used in the past.

# VIEWING THE CHAT LOGS IN THE CHAT ROOM

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Chat Room**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME' and 'MY WORKSPACE'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module'), 'MY BOOKMARKED MODULES', and 'ACTIVE MESSAGING'. On the right side, there is a 'TOOLS SETUP' menu with various options. The 'Chat Room' option is circled in red.

Select	Chat Room Information	Chat Room Creator	Date Created
<input checked="" type="radio"/>	IVLE1 Introduction to IVLE	JESSICA E. CAMBA	16 Jun 2008
<input type="radio"/>	TESTMOD007 Test Module	IVLE support	04 May 2007

2. Select the Chat Room to be modified and click **Modify**.

The screenshot shows the 'CHAT ROOM' section of the IVLE workspace. It features a table with columns for 'Select', 'Chat Room Information', 'Chat Room Creator', and 'Date Created'. Below the table, there is a legend and a note. The 'Modify' button is circled in red.

Select	Chat Room Information	Chat Room Creator	Date Created
<input checked="" type="radio"/>	IVLE1 Introduction to IVLE	JESSICA E. CAMBA	16 Jun 2008
<input type="radio"/>	TESTMOD007 Test Module	IVLE support	04 May 2007

First **SELECT** a Chat Room then click on the buttons below.

Legend:  Owner  Manager  
**Note:** Managers cannot delete Chat Room

Create Chatroom **Modify** Delete Refresh

3. Select **Logs** from the left frame. Click **View** to view Chat Log data.

IVLE HOME < MY WORKSPACE < CHAT ROOM < IVLE1 FEEDBACK | HELP | LOGOUT

Chat Room

Chat Room  
Topics  
**Logs**

Student View

**Logs**

Log Date	View Log	Delete Log
17/06/2008	<a href="#">View</a>	<a href="#">Delete</a>

4. Chat logs for the day are shown. To go back to Logs table, click **Back** .

IVLE HOME < MY WORKSPACE < CHAT ROOM < IVLE1 FEEDBACK | HELP | LOGOUT

Chat Room

Chat Room  
Topics  
**Logs**

Student View

**Chat logs for the day of 17/06/2008**

(10:39:49 AM) **Current Topic : No Active Topic.**  
(10:39:49 AM) JESSICA E. CAMBA to ALL : open na ang chatroom...  
(10:40:42 AM) Guatno-Mercado, Melany to ALL : hello  
(10:40:43 AM) JESSICA E. CAMBA to ALL : gud morning, melany  
(10:41:00 AM) Guatno-Mercado, Melany to ALL : classmates wer r u?  
(10:41:10 AM) JESSICA E. CAMBA to ALL : you're the only one in the class.

[Back](#)

# CREATING AN ONLINE QUIZ USING THE ASSESSMENT

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Assessment**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME' and 'MY WORKSPACE' (highlighted in yellow), and links for 'ADMIN | SEARCH | STATISTICS | FEEDBACK | HELP | LOGOUT'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (a calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module' with options for Owner, Manager, or Guest/Student), 'MY BOOKMARKED MODULES' (with an 'Add / Delete Bookmarks' link), and 'ACTIVE MESSAGING' (showing a list of contacts). On the right side, there is a vertical menu titled 'WIZ SETUP' with various options: 'Module', 'Class Management', 'Distribution List', 'TOOLS SETUP', 'Announcement', 'Lesson Plan', 'Workbin', 'Discussion Forum', 'Chat Room', 'Module FAQ', 'Glossary', 'Assessment' (circled in red), 'Survey', 'Project', 'Multimedia', and 'Content Management'. A copyright notice 'Copyright © 2002 Wizlearn Pte Ltd. All Rights Reserved.' is visible at the bottom of the main content area.

2. Click on **Create Assessment** button.

The screenshot shows the 'DLSU-IVLE Assessment' management system interface. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and 'ASSESSMENT' (highlighted in yellow), and links for 'FEEDBACK | HELP | LOGOUT'. The main content area features a text box with the following text: 'The **DLSU-IVLE Assessment** management system has been re-designed with better features to enable you to create online assessments. The **Question Bank** is your own question repository which allows you to re-use questions for different assessments. Features like tracking, question randomization, etc. are still available through the **Assessment**.' Below this text, there are two instructions: 'Click on **My Question Bank** to manage questions in your question bank.' and 'Click on the **Create Assessment** button to create an assessment.' At the bottom of the page, there are two buttons: 'My Question Bank' and 'Create Assessment' (circled in red).

3. Select the appropriate fields. Next, click on the **Create** button to create a new Assessment.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← CREATE ASSESSMENT FEEDBACK | HELP | LOGOUT

### Create Assessment

The **DLSU-IVLE Assessment** system allows you to dynamically assemble quiz questions created with the **Question Bank**. These online assessments can be deployed for term tests or self-assessment purposes.

**Module:** IVLE1 : Introduction to IVLE

**Assessment Title:** Introduction to IVLE \*

**Template:**  Test  Self-Assessment

Select the **Module** and update the Assessment title.  
Next, click on **Create**.

**Create** **Reset** **Cancel**

4. Click **OK** to confirm.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT FEEDBACK | HELP | LOGOUT

Select	Assessment Information	Owner	Published	Modified
<input checked="" type="radio"/>	IVLE1 <b>Introduction</b>	IVLE1 - GMB	yes no	17 Jun 2008

Windows Internet Explorer

Assessment - Introduction to IVLE - has been created.

**OK**

My Question Bank **Create Assessment** **Modify** **Delete** **Refresh**

Your Assessment will not be displayed on the workspace until it is published. This is to allow you to test the Assessment. Remember to publish your Assessment.

5. Select the Assessment to be modified then click the **Modify** button.

IVLE HOME ← MY WORKSPACE ← **ASSESSMENT** FEEDBACK | HELP | LOGOUT

Select	Assessment Information	Owner	Published	Modified
<input checked="" type="radio"/>	IVLE1 <b>Introduction to IVLE</b>	JESSICA E. CAMBA	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	17 Jun 2008

First **SELECT** an Assessment then click on the buttons below.

Legend:  Owner  Manager  
*Note: Managers cannot delete Assessment*

My Question Bank   Create Assessment   **Modify**   Delete   Refresh

Your Assessment will not be displayed on the workspace until it is published.  
 This is to allow you to test the Assessment. Remember to publish your Assessment.

6. Click on the **Modify** button to change the assessment settings.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← **IVLE1** FEEDBACK | HELP | LOGOUT

**Assessment**

**Preferences**

**Management**

Sections

Questions

Marking Scheme

**Reports**

Usage Summary

Sessions Details

Questions Analysis

Student View

**IVLE1**  

## Introduction to IVLE

<b>Module Code:</b>	IVLE1
<b>Module Title:</b>	Introduction to IVLE
<b>Assessment Title:</b>	Introduction to IVLE
<b>Manager(s):</b>	--
<b>Accessible to:</b>	<b>Everyone</b>
<b>Opening Date:</b>	17/06/2008 12:00 AM
<b>Closing Date:</b>	17/12/2008 11:59 PM
<b>Published:</b>	<b>No</b>
<b>Notify Students:</b>	<b>No</b>
<b>Number of Attempts:</b>	1
<b>Time Limit:</b>	No time limit
<b>Resume Type:</b>	Latest incomplete attempt only
<b>Display Type:</b>	By Question
<b>Display Legend:</b>	No
<b>Display Matric Number or Name:</b>	Display student's name
<b>Marking Option:</b>	Auto-Mark
<b>Student Results Display:</b>	• Display student's total score for the assessment

Modify

7. You can accept most of the default settings. However take note of the following basic settings that you might want to customize.

## Security Section

- **Accessible to** – Ensure that the assessment is only available to your class students and not to everyone.
- **Opening Date** – The date when the assessment is accessible by students.
- **Closing Date** – The date when the assessment is inaccessible.

## Other Section

- **Number of Attempts** – The number of times a student can access the assessment.
- **Time Limit** – Amount of time a user is allowed to take the assessment in minutes.
- **Marking Option** – If you choose Auto-Mark, the system will automatically check the answers of the students in the assessment except for essay questions.

Do not forget to publish your assessment when it is ready. Click on **Submit** button to save settings.

The screenshot displays the IVLE assessment configuration interface. At the top, there is a navigation bar with links: IVLE HOME, MY WORKSPACE, ASSESSMENT, and IVLE1. On the right side of the navigation bar are links for FEEDBACK, HELP, and LOGOUT. A left-hand sidebar contains a menu with categories: Assessment, Preferences, Management (with sub-items: Sections, Questions, Marking Scheme), and Reports (with sub-items: Usage Summary, Sessions Details, Questions Analysis). Below the menu is a 'Student View' button. The main content area is divided into two sections: 'General' and 'Security'. The 'General' section includes fields for 'Module Code' (IVLE1), 'Module Title' (Introduction to IVLE), and 'Assessment Title' (Introduction to IVLE, marked as required). There is also a large text area for 'Objective & General Instruction'. The 'Security' section includes 'Manager(s)' (set to --), 'Accessible To' (with options for 'Everyone' and 'Students in class AAA', where 'Students in class AAA' is selected), 'Opening Date' (22 Jun 2008 5 PM :00), and 'Closing Date' (22 Jun 2008 6 PM :30). A note states 'Opening date is the date the assessment becomes active.' At the bottom of the Security section is the 'Publish Assessment' option, with 'Yes' selected and 'No' unselected. A note below this option states: 'By default, no user can take your assessment. This is to allow you to prepare and test your assessment until it is ready.'

**Others**

**Notify Students :**  Yes  No  
Choose Yes if you want the system to notify your students via email ONE DAY BEFORE the assessment becomes active.

**Number of Attempts :**   
Number of times a user can take this assessment. 0 means unlimited attempts.

**Time Limit :**  minutes  
Amount of time a user is allowed to take the assessment in minutes. The user may resume an incomplete session within the time limit. 0 means unlimited time.  
NOTE: If the user doesn't click on **Submit** button at end of assessment, the particular session is considered as incomplete.

**Resume Type :**  No Resumption allowed.  Latest Incomplete Attempt Only  Any Incomplete Attempt  
Choose if user can only resume the most recent incomplete attempt or any incomplete attempt.

**Display Type :**  Full page  Section  Question  
Full page if you want to display all questions in the assessment in one page. Section if you have more than one section and want to display questions one section at a time. Question if you want to display one question at a time.

**Display Legend :**  Yes  No  
Choose Yes if you want your students to see the legend (a status legend that indicates answered and unanswered questions) when taking the assessment.

**Display Matrix Number or Name :**  Display Matrix Number  Display Name  
Display matrix number if you want to display student's matrix numbers only in the assessment results. Display name (default) if you want to display student's name only in the assessment results.

**Marking Option :**  Auto-Mark  Do Not Mark  
Auto-Mark cannot be use for essay questions.

**Student Results Display :**

- Display the student's response and feedback for each response
- Display the answer for each question
- Display the solution for each question
- Display the general feedback for each question
- Display the student's marks for each question
- Display the student's total score for the assessment
- Display the student's ranking for the assessment

NOTE:  
1) The selected results are displayed once the student clicks on **Submit** button at end of assessment. They are also accessible at a later date from the student's Personal Profile pages.  
2) The question will be displayed if any of the first four options are checked.



8. Click on **Sections** link on the left frame. Select the section that you want to modify then click the **Modify** button.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Assessment**

Preferences

**Management**

**Sections**

Questions

Marking Scheme

**Reports**

Usage Summary

Sessions Details

Questions Analysis

Student View

## Sections

Select	Title	Questions to Display	Randomize		Display		Answer Rationale
			Questions	Options	Feedback	Answers	
<input checked="" type="radio"/>	A	0 out of 0	Yes	No	No	No	No

Select a *section* and click on the buttons below.

9. Set the properties for the assessment section and click **Submit**.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Assessment**

Preferences

**Management**

**Sections**

Questions

Marking Scheme

**Reports**

Usage Summary

Sessions Details

Questions Analysis

**Student View**

**General**

**Section Title :**  \* required

**Instruction :**

**Display**

**Number of Questions to Display:**  ▼

Select the number of question to display for this section. If left at 0, then all questions will be displayed.

You can assign individual score for each question if the section displays all its questions. In a section which displays only a subset of the questions (eg. display 4 out of 11 questions), you will only be able to assign a perfect score for the whole section and not for individual question. All questions in the section will therefore have the same score.

**Randomize Questions :**  Enable  Disable

System will randomly pick any question in this section and display them randomly. If disabled, the system will pick the first (n) questions where (n) is the value you specified for question to display option.

**Randomize Options :**  Enable  Disable

Only applicable for Multiple Choice and Multiple Response questions.

**Display Feedback for this Section:**  Enable  Disable

To display, as hyperlinks, the feedback for each option and the general feedback for all questions for this section.

**Display Answers for this Section:**  Enable  Disable

To display, as hyperlinks, the answers for all questions for this section.

**Answer Rationale :**  Enable  Disable

To request a user to enter his **rationale** for selecting a particular answer. Not available for Essay questions.

**Submit** **Reset**

10. Click on **Questions** link on the left frame then click the **Create** button to create a question.

The screenshot shows the IVLE interface. At the top, there is a navigation bar with links: IVLE HOME, MY WORKSPACE, ASSESSMENT, IVLE1, FEEDBACK, HELP, and LOGOUT. On the left, a sidebar menu is visible with categories: Assessment, Management, and Reports. Under 'Assessment', there are links for Preferences, Management, Sections, Questions, and Marking Scheme. Under 'Management', there are links for Sections, Questions, and Marking Scheme. Under 'Reports', there are links for Usage Summary, Sessions Details, and Questions Analysis. The 'Questions' link is highlighted in blue. Below the sidebar is a 'Student View' button. The main content area has a header 'Questions' with a question mark icon. Below this, it shows 'Sections : Technical pr ... (0)'. Underneath, it says 'Section : Technical problems' and 'No questions for this section.' At the bottom of this section, a blue 'Create' button is circled in red.

### Question Type: Multiple Choice

11. Select the type of question that you want to create in the assessment and click on **Submit**.

The screenshot shows the IVLE interface for creating a question. At the top, there is a navigation bar with links: IVLE HOME, MY WORKSPACE, ASSESSMENT, IVLE1, FEEDBACK, HELP, and LOGOUT. On the left, a sidebar menu is visible with categories: Assessment, Management, and Reports. Under 'Assessment', there are links for Preferences, Management, Sections, Questions, and Marking Scheme. Under 'Management', there are links for Sections, Questions, and Marking Scheme. Under 'Reports', there are links for Usage Summary, Sessions Details, and Questions Analysis. The 'Questions' link is highlighted in blue. Below the sidebar is a 'Student View' button. The main content area has a header 'Questions' with a question mark icon. Below this, it says 'Create new Questions' and 'All questions will be saved to My Question Bank.' Underneath, it says 'Select from Question Bank Folder' and 'EULINJ : Questions' with a dropdown arrow. Below this, there is a section titled 'Question Types' with a list of options: Multiple Choice (selected), Multiple Response - question with a list of possible answers, Select List, True or False, Fill in the Blank, Matching, and Essay - no automark. At the bottom of this section, a blue 'Submit' button is circled in red, followed by a 'Cancel' button.

12. Type the question in Question text box. Enter your choice of answer and click the radio button for the correct answer. You can only type one question at a time. Click on **Submit** when done.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Assessment**

- Preferences
- Management**
- Sections
- Questions**
- Marking Scheme
- Reports**
- Usage Summary
- Sessions Details
- Questions Analysis

Student View

### Multiple Choice Question

Who is the 14th President of the Republic of the Philippines?

Normal / HTML / Quick Help: Press SHIFT-ENTER for a new line, ENTER for a new paragraph

Difficulty Level :  No need  Easy  Normal  Difficult  Very Difficult

### Options and Feedback

Enter the options and the feedback in the input fields below. Remember to select the radio button with the correct answer.

Select the number of options required : 3

Ans	Options	Feedback (Optional)
<input checked="" type="radio"/>	<b>Option 1 :</b> Gloria M. Arroyo	<b>Feedback 1 :</b>
<input type="radio"/>	<b>Option 2 :</b> Joseph E. Estrada	<b>Feedback 2 :</b>
<input type="radio"/>	<b>Option 3 :</b> Fidel V. Ramos	<b>Feedback 3 :</b>

Submit Preview Reset

Correct answer



13. Be sure to select **Create new Questions** when you are creating questions in the Assessment for the first time otherwise, choose **Select from Question Bank**.

The screenshot shows the IVLE interface for creating questions. The top navigation bar includes 'IVLE HOME', 'MY WORKSPACE', 'ASSESSMENT', and 'IVLE1'. The left sidebar contains 'Assessment', 'Management', 'Sections', 'Questions', 'Marking Scheme', and 'Reports'. The main content area is titled 'Questions' and features two radio buttons: 'Create new Questions' (selected) and 'Select from Question Bank'. Below this, there is a 'Save to Question Bank Folder' dropdown menu set to 'EULINJ : Questions'. A 'Question Types' section lists various options: Multiple Choice (selected), Multiple Response, Select List, True or False, Fill in the Blank, Matching, and Essay. At the bottom, 'Submit' and 'Cancel' buttons are visible, with 'Submit' circled in red.

### Question Type: Multiple Response

14. Select Multiple Response Question and click **Create** button.

This screenshot is similar to the previous one, but the 'Multiple Response' option in the 'Question Types' list is now selected. The 'Submit' button at the bottom is also circled in red.

15. Type in the question. Enter your choice of answer and put a check mark for the correct answers. Click **Submit** button when done.

↑ [IVLE HOME](#) ← [MY WORKSPACE](#) ← [ASSESSMENT](#) ← [IVLE1](#) [FEEDBACK](#) | [HELP](#) | [LOGOUT](#)

**Assessment**

Preferences

**Management**

Sections

**Questions**

Marking Scheme

**Reports**

Usage Summary

Sessions Details

Questions Analysis

[Student View](#)

### Multiple Response Question

What are the two parts of a value of type double?

Normal / HTML **Quick Help:** Press SHIFT-ENTER for a new line, ENTER for a new paragraph

**Difficulty Level :**  No need  Easy  Normal  Difficult  Very Difficult

### Options and Feedback

Enter the options and the feedback in the input fields below. Remember to select the check boxes with the correct answers.

Select the number of options required :  ▼

Ans	Options	Feedback (Optional)
<input checked="" type="checkbox"/>	<p><b>Option 1 :</b></p> <div style="border: 1px solid gray; padding: 5px;"><p>Significant Digits</p></div> <p>Normal / HTML</p>	<p><b>Feedback 1 :</b></p> <div style="border: 1px solid gray; height: 40px;"></div> <p>Normal / HTML</p>
<input type="checkbox"/>	<p><b>Option 2 :</b></p> <div style="border: 1px solid gray; padding: 5px;"><p>Length</p></div> <p>Normal / HTML</p>	<p><b>Feedback 2 :</b></p> <div style="border: 1px solid gray; height: 40px;"></div> <p>Normal / HTML</p>
<input checked="" type="checkbox"/>	<p><b>Option 3 :</b></p> <div style="border: 1px solid gray; padding: 5px;"><p>Exponent</p></div> <p>Normal / HTML</p>	<p><b>Feedback 3 :</b></p> <div style="border: 1px solid gray; height: 40px;"></div> <p>Normal / HTML</p>
<input type="checkbox"/>	<p><b>Option 4 :</b></p> <div style="border: 1px solid gray; padding: 5px;"><p>Mode</p></div> <p>Normal / HTML</p>	<p><b>Feedback 4 :</b></p> <div style="border: 1px solid gray; height: 40px;"></div> <p>Normal / HTML</p>

SubmitPreviewReset

## Question Type: Select List

16. Select Select List Question and click **Create** button.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Assessment**

- Preferences
- Management**
- Sections
- Questions**
- Marking Scheme
- Reports**
- Usage Summary
- Sessions Details
- Questions Analysis

Student View

### Questions

Create new Questions  Select from Question Bank

All questions created will be saved in **Question Bank** folders

**Save to Question Bank Folder**

EULINJ : Questions

**Question Types**

- Multiple Choice
- Multiple Response - question with a list of possible answers
- Select List
- True or False
- Fill in the Blank
- Matching
- Essay - no automark

**Submit** **Cancel**

17. Type in the question. Enter your choice of answer and click the radio button for the correct answer. Click **Submit** button when done.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Assessment**

- Preferences
- Management**
- Sections
- Questions**
- Marking Scheme
- Reports**
- Usage Summary
- Sessions Details
- Questions Analysis

Student View

### Select List

Normal / HTML **Quick Help:** Press SHIFT-ENTER for a new line, ENTER for a new paragraph

**Difficulty Level :**  No need  Easy  Normal  Difficult  Very Difficult

### List Choices and Feedback

Enter the list choices and the feedback for each list choice if needed. Remember to select the radio button with the correct answer.

Select the number of list choices required :

Ans	List Choices	Feedback (Optional)
<input checked="" type="radio"/>	1 : <input style="width: 150px;" type="text"/>	<b>Feedback 1 :</b> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>B I U</b> <math>x^2 x_2</math> <math>\sqrt{x}</math> </div> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="font-size: small; margin-top: 2px;">Normal / HTML</div>
<input type="radio"/>	2 : <input style="width: 150px;" type="text"/>	<b>Feedback 2 :</b> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>B I U</b> <math>x^2 x_2</math> <math>\sqrt{x}</math> </div> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="font-size: small; margin-top: 2px;">Normal / HTML</div>
<input type="radio"/>	3 : <input style="width: 150px;" type="text"/>	<b>Feedback 3 :</b> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>B I U</b> <math>x^2 x_2</math> <math>\sqrt{x}</math> </div> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="font-size: small; margin-top: 2px;">Normal / HTML</div>
<input type="radio"/>	4 : <input style="width: 150px;" type="text"/>	<b>Feedback 4 :</b> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <b>B I U</b> <math>x^2 x_2</math> <math>\sqrt{x}</math> </div> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="font-size: small; margin-top: 2px;">Normal / HTML</div>

## Question Type: True or False

18. Select True or False Question and click **Create** button.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1
FEEDBACK | HELP | LOGOUT

Assessment

Preferences

**Management**

Sections

**Questions**

Marking Scheme

**Reports**

Usage Summary

Sessions Details

Questions Analysis

Student View

### Questions

Create new Questions
 Select from Question Bank

All questions created will be saved in **Question Bank** folders

**Save to Question Bank Folder**

**Question Types**

Multiple Choice

Multiple Response - question with a list of possible answers

Select List

True or False

Fill in the Blank

Matching

Essay - no automark

19. Type in the question. Enter your choice of answer and click the radio button for the correct answer. Click **Submit** button when done.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Assessment**

- Preferences
- Management**
- Sections
- Questions**
- Marking Scheme
- Reports**
- Usage Summary
- Sessions Details
- Questions Analysis

Student View

**True or False**

Atoms are composed of electrons, protons, and neutrons.

Normal / HTML Quick Help: Press SHIFT-ENTER for a new line, ENTER for a new paragraph

Difficulty Level :  No need  Easy  Normal  Difficult  Very Difficult

**Options and Feedback**

Select the radio button with the correct answer, and enter feedback if needed.

Select **Feedback (Optional)**

True **Feedback 1 :**

False **Feedback 2 :**

Submit Preview Reset

## Question Type: Fill in the Blank

20. Select Fill in the Blank Question and click **Create** button.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Questions**

Create new Questions  Select from Question Bank

All questions created will be saved in Question Bank folders

**Save to Question Bank Folder**

EULINJ : Questions

**Question Types**

- Multiple Choice
- Multiple Response - question with a list of possible answers
- Select List
- True or False
- Fill in the Blank
- Matching
- Essay - no automark

Submit Cancel

21. Type in the question. Enter the answer(s) for the successive blank(s). Click **Submit** button when done.

22. To assign point(s) to the questions you've made, click on **Marking Scheme** link on the left frame. Allocate marks (points) according to questions. Click **Submit** to apply changes.

Assessment	Score	Ques. To Display
Introduction to IVLE	20	4 out of 4
Section Title <b>Technical problems</b>	20 <input type="checkbox"/> Assign marks to question	4 out of 4
<b>Marks</b>		
<b>Multiple Choice</b> Who is the 14th President of the Republic of the Philippines?	5	
<b>Multiple Response</b> What are the two parts of a value of type double?	5	
<b>True or False</b> Atoms are composed of electrons, protons, and neutrons.	5	
<b>Fill in Blank</b> Valence electrons are the innermost _BLANK_ in an atom.	5	

# VIEWING QUIZ RESULT IN THE ASSESSMENT

1. Enter the Workspace and look for the **TOOLS SETUP** section on the right side of the workspace. Click on the link **Assessment**.

The screenshot shows the IVLE workspace interface. At the top, there is a navigation bar with 'IVLE HOME' and 'MY WORKSPACE'. Below this, the user's name 'BINABATI KITA NG ISANG MAGANDANG ARAW, MRS JESSICA E. CAMBA' is displayed. The main area is divided into several sections: 'MY ORGANIZER' (a calendar for June 2008), 'MY MODULES' (listing 'IVLE1 Introduction to IVLE' and 'TESTMOD007 Test Module'), 'MY BOOKMARKED MODULES', and 'ACTIVE MESSAGING'. On the right side, there is a vertical menu titled 'TOOLS SETUP' which includes options like 'Announcement', 'Lesson Plan', 'Workbin', 'Discussion Forum', 'Chat Room', 'Module FAQ', 'Glossary', 'Assessment', 'Survey', 'Project', 'Multimedia', and 'Content Management'. The 'Assessment' option is circled in red.

2. Select the Assessment to be modified. Then click on the **Modify** button.

The screenshot shows the 'ASSESSMENT' management interface. At the top, there is a navigation bar with 'IVLE HOME', 'MY WORKSPACE', and 'ASSESSMENT'. Below this, there is a table with the following columns: 'Select', 'Assessment Information', 'Owner', 'Published', and 'Modified'. The table contains one row for 'IVLE1 Introduction to IVLE' by 'JESSICA E. CAMBA', with 'yes' in the 'Published' column and '17 Jun 2008' in the 'Modified' column. Below the table, there is a legend: 'Legend:  Owner  Manager' and a note: 'Note: Managers cannot delete Assessment'. At the bottom, there are several buttons: 'My Question Bank', 'Create Assessment', 'Modify', 'Delete', and 'Refresh'. The 'Modify' button is circled in red.

Your Assessment will not be displayed on the workspace until it is published. This is to allow you to test the Assessment. Remember to publish your Assessment.

3. Under Reports, click on **Sessions Details** on the left frame. You may view all or selected user sessions.

IVLE HOME ← MY WORKSPACE ← ASSESSMENT ← IVLE1 FEEDBACK | HELP | LOGOUT

**Assessment**

Preferences

**Management**

Sections

Questions

Marking Scheme

**Reports**

Usage Summary

**Sessions Details**

Questions Analysis

## Introduction to IVLE - Sessions

View  All Completed Sessions

Displays all completed sessions of each user - *you can sort by the columns.*

Name ↑	Date Taken	Duration	Score	Details
Guatno-Mercado, Melany	18/06/2008 05:33:50 PM	16s	15	<a href="#">Click Here</a>
JESSICA E. CAMBA	18/06/2008 05:31:39 PM	44s	15	<a href="#">Click Here</a>

Total sessions : 2