Instructor's Course Guide

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Course overview

Introduction

The *From Alpha to Omega 4e Courseware* is an essential online ancillary for Anne H. Groton's introductory Classical Greek textbook, *From Alpha to Omega, Fourth Edition*. The *Courseware* is designed to reinforce the lessons in the textbook and the classroom, as well as allow students to work on their own time and at their own pace, focus and improve on trouble areas, build confidence using Classical Greek, and expand on what they've learned.

Compatibility

From Alpha to Omega 4e Courseware can be used on Windows 98 and higher, Mac OS X and higher, and the iPad. Instructions on how to enter characters with diacritical marks on all of these systems (necessary for the drill exercises) is conveniently provided on every page of the Courseware and included in the Student Course Guide.

Three components

The *Courseware* mirrors the structure of the textbook, with each chapter having up to three components. A description of the three components follows:

1. Audio Recordings. Audio Recordings sections include streaming recordings of the vocabulary, exercises, and readings in each lesson, read by David C. Noe (Calvin College). After reading the lesson, students can listen to the audio recordings while following along with the text to practice pronunciation, learn the vocab and reading through auditory input, and help appreciate the sound of Classical Greek.

2. Screen Cap Video Tutorials. Screen Cap Video Tutorials sections provide streaming video tutorials that present key concepts covered in each lesson of *From Alpha to Omega 4e* to reenforce in-class instruction. These tutorials, created by Karen Rosenbecker and Brian Sullivan (Loyola University, New Orleans), provide a helpful aid to students after class as they complete their homework assignments, but can be accessed at any time: before class, after class in their study time, even as part of real-time tutoring or collaborative study sessions. If students are having difficulty with a lesson, they can benefit from watching the video tutorials, which cover the lesson material in an alternate, appealing, audio-visual approach.

3. Drill Exercises. Drill Exercise sections include auto-correcting drill exercises that allow students to practice the material in each lesson and get immediate feedback. Scores are stored in a gradebook accessible to teacher for tracking progress, identifying problem areas, and assessment. These exercises help students review and practice vocabulary as well as some grammar learned in each chapter. Exercise formats include fill-in-the-blank, matching, multiple choice, and short-answer, which allow students to practice typing Classical Greek. Students can do these exercises after reading the chapter or learning the material in class to practice what they've learned. They can also return to exercises from an earlier chapter for a review, or in

preparation for an exam. Instructions for typing Classical Greek are conveniently provided on every course page.

Additional components

- eBookstore. A link is included to purchase the NookStudy eBook of *From Alpha to Omega 4e*.

- Read *From Alpha to Omega 4e* NookStudy eBook. When students click on this link, From Alpha to Omega 4*e* NookStudy eBook will launch and open to Lesson 1 with just a single click. If they have not purchased the eBook, a link to do will be provided.

- Student Q & A Forum. This is a convenient forum for students to post any questions they have about Classical Greek, and for students/instructors to respond.

An Important Note on Drill Exercises:

Diacritics and Macrons

Since macrons can be difficult to type, drill exercises do not use macrons. A convenient note is provided on each course page reminding students not to enter macrons (see screen-shot below). Answers with macrons will return a score of "incorrect."

The drill exercises do use diacritical marks. Guides are provided on the course pages showing students how to conveniently and easily enter diacritical marks on all platforms, including iPads (see screen-shot below).

Managing your course

Viewing your students' grades

To see your students' grades, click the "Grades" link in the "Settings" section of the right sidebar on your course page. You may need to scroll down the page to find it.

Viewing your students' quizzes/Manually adjusting grades

To see the details of the Quizzes, click the "Quizzes" link in the "Activities" section of the right sidebar on your course page.

To see your students' specific scores for each attempt on that quiz, click the appropriate link in the "Attempts" column.

Topic	Name	Attempts
Chapter 7	7.1 - Section 41: Third Declension Nouns	Attempts: 3
	7.2 - Section 41a-b: Third Declension, Masculine, Feminine, and Neuter	Attempts: 3
	7.4 - Section 41a-b: Third Declension, Masculine, Feminine, and Neuter	Attempts: 2
	7.5 - Section 41a-b: Third Declension, Masculine, Feminine, and Neuter	Attempts: 1
	7.6 - Section 41a-b: Third Declension, Masculine, Feminine, and Neuter Quiz	Attempts: 1

To see the answers a student gave for that particular attempt, click on the appropriate link in the Question column.

	First name / Surname	Email address	Started on	Completed	Time taken	Q. 1 /100.00	Grade/100.00
☐	Demo User Review attempt	il2test@courses.pullins.com	1 March 2013 06:19 AM	1 March 2013 06:22 AM	3 mins 1 sec	73.33 ✓	73.33
☐	Demo User Review attempt	il2test@courses.pullins.com	13 March 2013 02:22 PM	4 April 2013 03:03 PM	22 days	0.00 ✗	0.00
☐	Demo User Review attempt	il2test@courses.pullins.com	9 May 2013 03:28 PM	-	open	-	-
	Overall average					36.67 (2)	36.67 (2)

To adjust the grade, select "Make comment or override mark."

After reviewing the answers, enter in the new grade in the "Note" box if the student's answers warranted a higher grade than the auto-correction awarded.

Exporting your course's gradebook to Excel

To export your course's gradebook to an Excel spreadsheet, first open the gradebook by clicking the "Grades" link in the "Settings" section of the right sidebar on your course page.

From the "Choose an action…" dropdown menu in the top-left corner of the gradebook, choose "Excel spreadsheet" under the "Export" header.
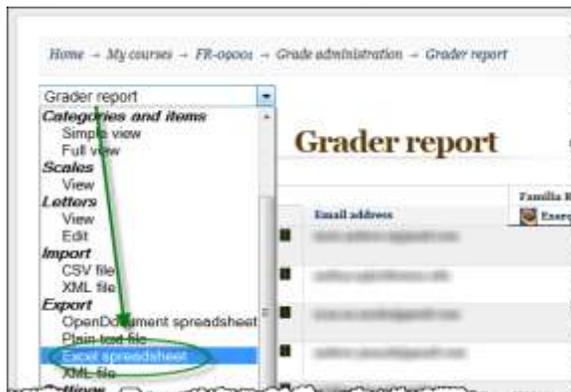
From this page, you can modify what will actually be exported:

- "Include feedback in export" will put any feedback you provided your students on the uploading assignments into the spreadsheet.

- "Preview rows" sets the number of rows you will see on the preview of your exported sheet; it does not affect the end file, but can help you judge how the spreadsheet will look.

- "Grade export display type" allows you to choose whether you want to export your students' grades as numerical values ("Real"), percentages, or letter grades (e.g., a percentage grade of 95 gets exported as an "A").

- "Grade export decimal points" lets you choose the number of digits past the decimal of each grade that you want reported in the export.

- Finally, "Grade items to be included" lets you choose which assignments' grades are actually exported. By default, all of them are, but you can remove some so that, for example, only one chapter's grades are exported.

Once you have chosen your export options, scroll to the bottom of the page and click "Submit." The next page will provide you with a preview of what the Excel spreadsheet will look like. If you are satisfied, click the "Download" button to retrieve your exported gradebook.

Policies

Modification Policy

You are welcome to add new resources and materials to your course page, but please do not edit or change any of the materials that come with your course page. If you accidentally or purposefully change any of the materials that come with your course page and need them to be repaired, you will be charged a fee of $65.00 per hour for the repairs.

Focus Publishing will not be able to train you in how to use Moodle. However, there is a link to the Moodle website at the bottom of your course page.

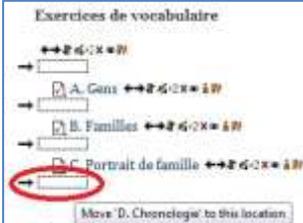There are also links to contextual pop-up help pages in all of the editing pages.
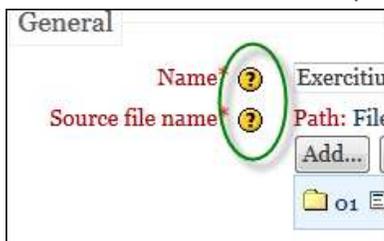
End-of-Term Course Administration Policy

At the end of your purchased term (usually a maximum of 15 months from when you purchased your course), if your course is still available (not replaced with a newer edition) and you want to renew your course, the site administrator will remove all of the student data from it to prepare it for the next school year. To save your course's grades, see the instructions for exporting the gradebook to an Excel spreadsheet above. If you will need extra time to save your grades, make sure that you e-mail the site administrator at courses@pullins.com; otherwise, the grades will be removed with the rest of the student data.

If there is a new version of the course available when you renew, you will be supplied with a clean copy of it. Otherwise, you will be allowed to keep your original course page, including any modifications that you have made to it.

FAQs

FAQs: Instructors	
Registration Questions	
How do I register?	Follow the registration instructions on the [Introduction to Latin 2e Category page](#).
How long do students have access for?	Students have access to the duration of the course, as provided during registration (maximum 15 months from start date).
How do my students register?	Soon after registering, the site administrator will notify you when your site is available, and will provide you with instructions on how students can register, which you can distribute to the class.
General Questions	
Can I change my username, name, or password?	To change your name, password, or email address associated with your account, select **Edit Profile** in the Settings block. To change your username, email both your current username and your desired username from your account email address to courses@pullins.com.
How do I turn editing on?	Click on the "Turn editing on" button in the upper right corner of your course page.

How can I move an item?	With editing turned on, click on the arrows next to resource you wish to move. When the page reloads, click on the box in the spot to which you wish to move the resource.
How can I hide some material on the site so that teachers can view it but not students?	With editing turned on, click on the "open eye" icon to hide the resource. Hidden resources are not viewable by students. To unhide a resource, click on the closed eye to open it.
Can I add my own material to the site?	Focus Courseware does not prohibit you from adding material to your site, but please note that any added materials may be lost when your subscription ends, even if the course is renewed, or when a new version of Moodle is released and the site is updated. Also, please note: If you make accidental changes, to restore default settings, when possible, there will be a service fee of $65/hr.
How do I make my page load faster?	View only 1 chapter at a time, so the many hundreds of resources in the site don't need to be displayed simultaneously. To do this, click on the box to the right of the chapter you want to view. Scroll down and select a chapter from the drop down list to view that one instead:

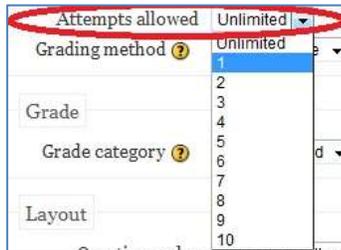| How can I link to/from my school's own Moodle/Blackboard site?	Your Courseware site and each of the resources on the site has its own unique URL. To obtain this URL, open the resource or course main page and copy the URL from your browser's navigation bar. To add a link in Moodle, make sure editing is turned on, and then select "URL" from the "Add a resource" drop-down list. Paste the URL into the "External Link" field.

| Quiz/HotPot Questions	
Can I change a quiz or HotPot activity so that students can only take it once?	**Quiz**: With editing turned on, edit the quiz/hotpot settings by clicking on the "handwriting" icon: Then select the number of attempts students are allowed to take. For quizzes, this will be found in the "Attempts allowed" category. **HotPot**: For HotPot, this will be under the "Extra restrictions on attempts" category. (This category is an advanced option. Click "show advanced" if it is not displayed.)

Can I set due dates on quizzes/HotPot activities?	**Quiz**: In the quiz settings, enable the "Close the quiz" category and select the appropriate due date. **HotPot**: In the hotpot settings, enable the "Available until" feature and select the appropriate date. (This category is an advanced option. Click "show advanced" if it is not displayed.) To display the due date on the entry page for the HotPot activity, select "show entry page" and turn on "dates" under HotPot settings.
What feedback do students receive when they take a quiz? Can I change the feedback they receive?	The default setting is generally "deferred feedback," in which the student completes the entire exercise, submits it, and then receives a score, a detailed report of what answers were correct and incorrect, and what the correct answers responses should have been. In the uncommon instance that there are multiple exercises per quiz, the adaptive mode or immediate feedback mode can be chosen to give feedback on individual exercises as they are completed. Select "manually graded" to manually grade the quiz.
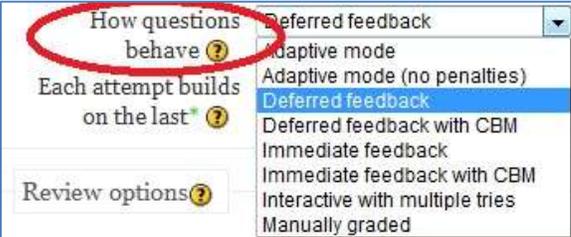
Can I differentiate between quizzes/hotpots that are taken for a grade, and those that are optional or practice for students?	1. Create a special category for graded quizzes/hotpots. First, click "Grades" in the "Settings block." This will allow you to view "Grade Administration" settings. 2. With "Grade Administration" now visible, click "Simple view" under "Grade administration" in the "Settings" block. 3. Add category; enter a name and adjust settings if desired. 4. Return to "Simple view" in step 1. Check quizzes/hotpots that you want to be graded, and move them to the category you created in step 2. Quizzes will now appear in separate category in gradebook.
Don't see your question? Visit http://moodle.org/ for more information on the Moodle platform, or courses@pullins.com for other inquiries.	