

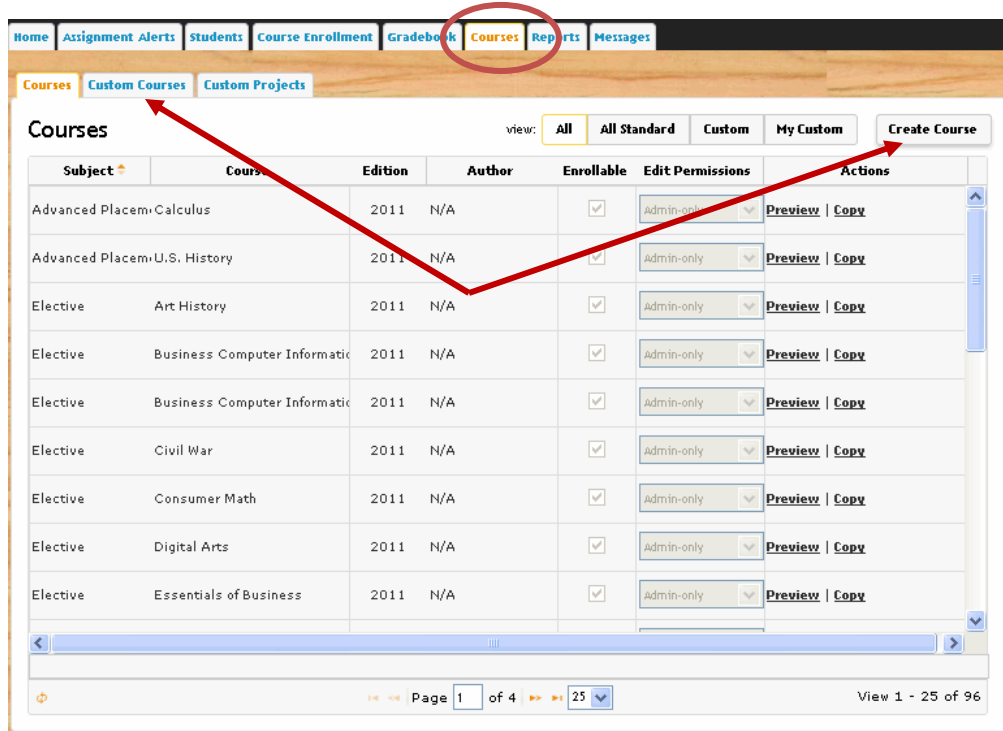


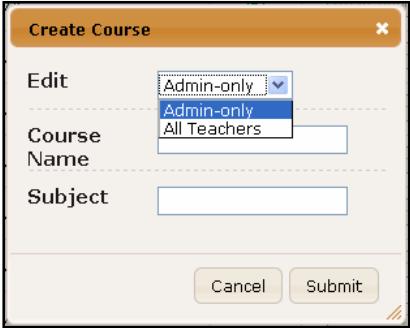
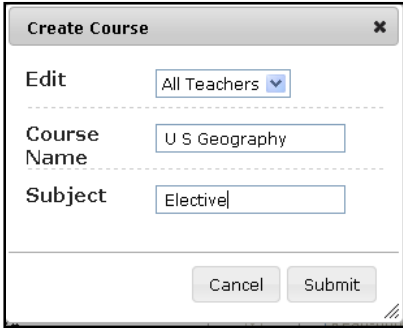
ODYSSEYWARE®

Custom Course Guide

Custom Course / Create Course

To create a custom course, begin by clicking the **Courses** tab. Next, click the **Custom Courses** sub-tab or the **Create Course** button on the far right at the top of the grid on the **Courses** page. Clicking either one opens the **Create Course** window as shown in the table below.



<p>Use the Edit drop-down menu to select who can edit this course, Admin-only or All Teachers.</p>	
<p>Type the Course Name in the associated textbox.</p>	
<p>Type the Subject in the associated textbox.</p>	
<p>Click the Submit button to save the information or the Cancel button to return to the Courses page, discarding any entries you have made on this window.</p>	



Once you have entered the course identifier information, you see the **Edit Course** page. (Notice the “Custom Course” sub-tab is now the “Edit Course” sub-tab.) This is where you drag units and/or assignments from existing courses into the custom course you want to create. (See example below.)

Courses / Edit Course Edits made to this course will not affect students currently enrolled in this course

Add to Course

All Projects Lessons Quizzes References Tests My Projects

Filter List

Subject	Course	Author
<input type="checkbox"/> GED and Skills Es	<input type="checkbox"/> Algebra I	N/A
<input type="checkbox"/> Mathematics	<input type="checkbox"/> 20th Century American	N/A
<input type="checkbox"/> Math	<input type="checkbox"/> Advanced Placement Ca	N/A
<input type="checkbox"/> Placement	<input type="checkbox"/> Advanced Placement U.	N/A
<input type="checkbox"/> Elective	<input type="checkbox"/> BCIS 1-A	N/A
<input type="checkbox"/> Advanced Placeme	<input type="checkbox"/> BCIS 1-B	N/A

Units and Projects expand all

Courses	Title	Type	Author
---------	-------	------	--------

Course Name U S Geography [edit](#) **Subject** Elective [edit](#)

Edit All Teachers **Enrollable**

[+ Create New Unit](#)

Drag units from left pane here. Projects and assignments can only be dragged inside open units.

[↓ Preview Course](#)

Let's take a look at every section of this page, beginning with the left column, **Add to Course**.

Notice the row immediately below "Add to Course". This series of buttons allows you to filter the display in the bottom panel (**Units and Projects**) by assignment type. Select the type of assignment you want by clicking the button.

To further narrow your choices, click one or more courses displayed in the **Course** panel to the right of the **Subject** column.

All of the units for the selected subjects and courses display, along with any custom projects you have created in those subjects in the **Units and Projects** panel.

Once you click a subject or course in the **Filter List**, the units and custom projects display. Click **expand all** on the right side of **Units and Projects** to open all units and display the assignment titles. You can also the arrow to the left of each unit to display only one unit at a time.

Courses / Edit Course

Add to Course

Filter List Select a subject to limit courses.


Subject	Course	Author
Math	<input type="checkbox"/> Integrated Physics and	
Elective	<input type="checkbox"/> Trigonometry	
Advanced Placement	<input type="checkbox"/> Vietnam Era	
GED and Skills Essenti	<input checked="" type="checkbox"/> World Geography	
Mathematics		

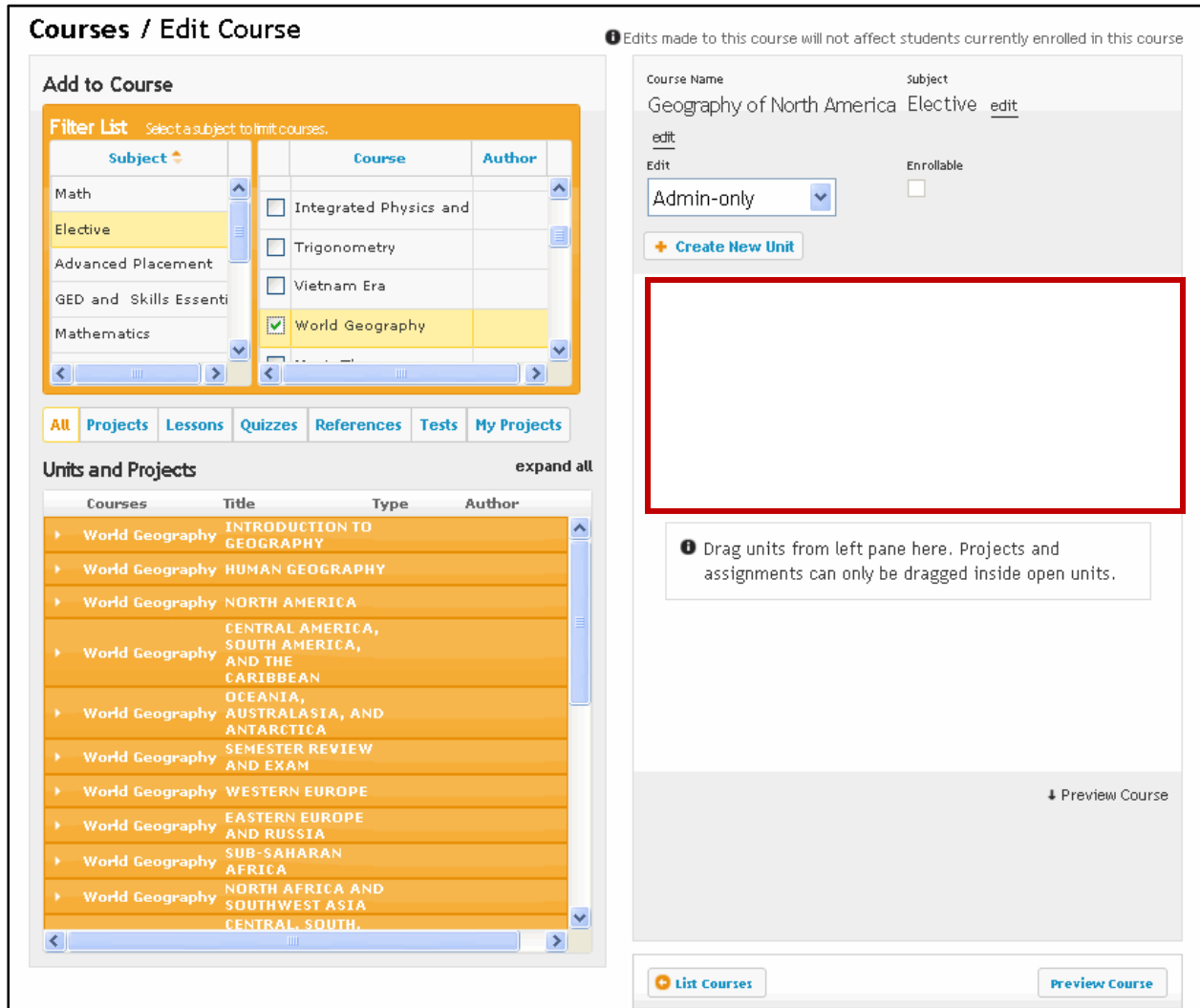
All Projects Lessons Quizzes References Tests My Projects

Units and Projects expand all

Courses	Title	Type	Author
▶ World Geography	INTRODUCTION TO GEOGRAPHY		
▶ World Geography	HUMAN GEOGRAPHY		
▶ World Geography	NORTH AMERICA		
▶ World Geography	CENTRAL AMERICA, SOUTH AMERICA, AND THE CARIBBEAN		
▶ World Geography	OCEANIA, AUSTRALASIA, AND ANTARCTICA		
▶ World Geography	SEMESTER REVIEW AND EXAM		
▶ World Geography	WESTERN EUROPE		
▶ World Geography	EASTERN EUROPE AND RUSSIA		
▶ World Geography	SUB-SAHARAN AFRICA		
▶ World Geography	NORTH AFRICA AND SOUTHWEST ASIA		
▶ World Geography	CENTRAL, SOUTH,		

Once you have populated the **Units and Projects** section in the left-hand column with units and assignments you want in your custom course, you are ready to begin creating the course. You use the course information in the left column to create your custom course in the right column.

If you want to use an entire unit, click the unit you want to use and holding your mouse button down, drag it from the **Units and Projects** panel to the white space on the right side of the screen, below the **Create New Unit** button, .



Courses / Edit Course

Edits made to this course will not affect students currently enrolled in this course

Add to Course

Filter List Select a subject to limit courses.

Subject	Course	Author
Math	<input type="checkbox"/> Integrated Physics and	
Elective	<input type="checkbox"/> Trigonometry	
Advanced Placement	<input type="checkbox"/> Vietnam Era	
GED and Skills Essenti	<input checked="" type="checkbox"/> World Geography	
Mathematics		

All Projects Lessons Quizzes References Tests My Projects

Units and Projects expand all

Courses	Title	Type	Author
World Geography	INTRODUCTION TO GEOGRAPHY		
World Geography	HUMAN GEOGRAPHY		
World Geography	NORTH AMERICA		
World Geography	CENTRAL AMERICA, SOUTH AMERICA, AND THE CARIBBEAN		
World Geography	OCEANIA, AUSTRALASIA, AND ANTARCTICA		
World Geography	SEMESTER REVIEW AND EXAM		
World Geography	WESTERN EUROPE		
World Geography	EASTERN EUROPE AND RUSSIA		
World Geography	SUB-SAHARAN AFRICA		
World Geography	NORTH AFRICA AND SOUTHWEST ASIA		
World Geography	CENTRAL, SOUTH,		

Course Name: Geography of North America Subject: Elective edit

edit

Edit: Admin-only Enrollable

+ Create New Unit

Drag units from left pane here. Projects and assignments can only be dragged inside open units.

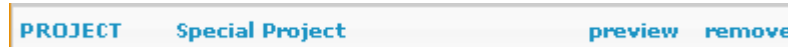
Preview Course

List Courses Preview Course

I just moved the unit “North America” from the **Units and Projects** panel in the left column over to my new custom course, “Geography of North America” in the right column. You can continue to move units to the custom course in the same way.


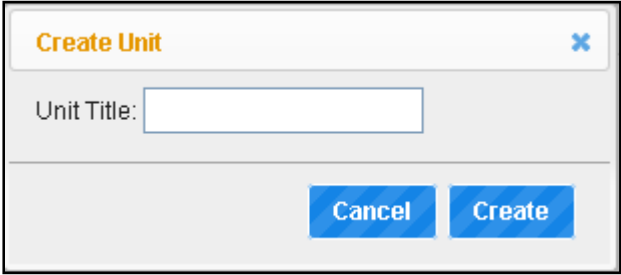
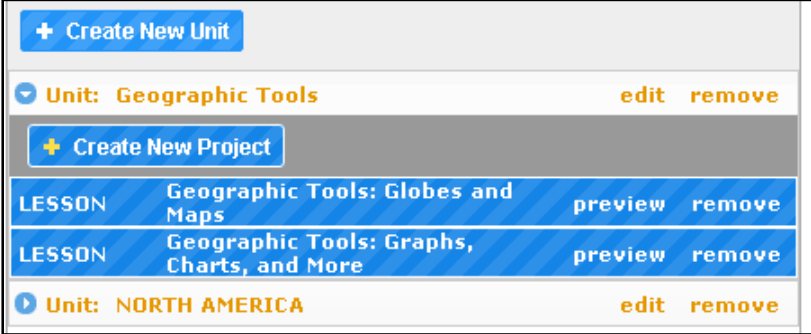


If there is an assignment in the unit you do not want to use, you can remove it. Click the right-facing arrow beside the unit title to display the list of assignments in the unit. Click the **remove** link on the line with the assignment title you want to delete.



To use individual assignments from a unit, you must first decide what unit the assignments will be in. All assignments **MUST** be in a unit. If you want to drag an assignment into an existing unit, be sure the unit on the right side is expanded as well as the unit folder in the **Units and Projects** panel and drag the individual assignment as you did the entire unit.

If you want to put the assignment into a new unit, you must first create the unit. To do this:

<p>Click the Create New Unit button .</p>	
<p>Enter the name of the unit in the Unit Title textbox.</p>	
<p>Click Create.</p>	
<p>I created a new unit, "Geographic Tools" and moved two assignments into that unit, by clicking and dragging them from the Units and Projects panel into my new unit. I then decided to make the new unit the first unit in the course, so I drug it above the unit, "North America" that was in that position.</p>	


NOTE: We suggest you keep custom course titles, unit titles and project titles as short as possible. The system appends location information to the titles. If the titles get too long, it can be difficult for the system to relocate the course or project. We also recommend that you NOT use special characters in titles.

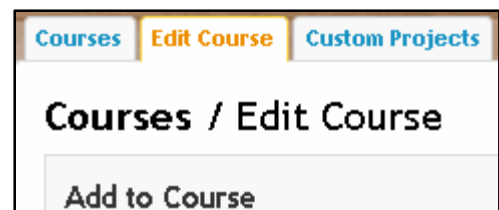
I can drag custom projects in the same way I did the individual assignments. Just remember all assignments can only be placed in an open unit, even custom projects.

A note about dragging ANY assignment into an open unit: the easiest way to do this is to drag the assignment up from below the unit. Drag the assignment up until you see a box open below the **Create New Project** button line and drop the first assignment in that box.

Once you have added all of the units and assignments to the custom course, you can rearrange assignments within a unit by clicking and dragging them. You can also move units into a different order in the same way.

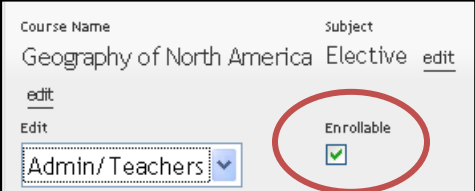
Click **edit** beside a unit name to change the title of the unit. Click **remove** beside a unit or assignment if you decide you want to remove that unit or assignment.

You can also create custom projects to include in any unit in your custom course. There are a couple of ways you can access this feature, one is by clicking the **Create New Project** button  at the top of a unit in your custom course. Another is the **Custom Projects** tab beside the **Edit Courses** tab above the **Add to Course** column on the left-hand side of this page. See the page 9 for instructions on "Custom Projects".



The image shows a set of navigation tabs: "Courses", "Edit Course", and "Custom Projects". Below these tabs is the heading "Courses / Edit Course" and a button labeled "Add to Course".

You always have the option of previewing either an individual assignment or the entire course. To preview an individual assignment, click the **preview** link beside the assignment title you want to preview. To preview an entire course, click the **Preview Course** at the bottom of the right hand column.

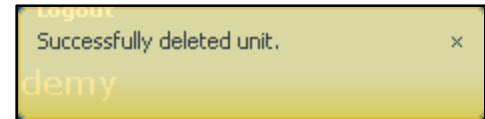
<p>When you are ready to make the course available for enrollment, click the checkbox below Enrollable at the top of the right column</p>	 <p>The screenshot shows a course entry for 'Geography of North America' with subject 'Elective'. Below the course name is an 'edit' link. Underneath is an 'Edit' dropdown menu set to 'Admin/Teachers'. To the right, the 'Enrollable' checkbox is checked and circled in red.</p>
--	--



Click either the **Courses** sub-tab or the **List Courses** button () to return to the **Course** page.

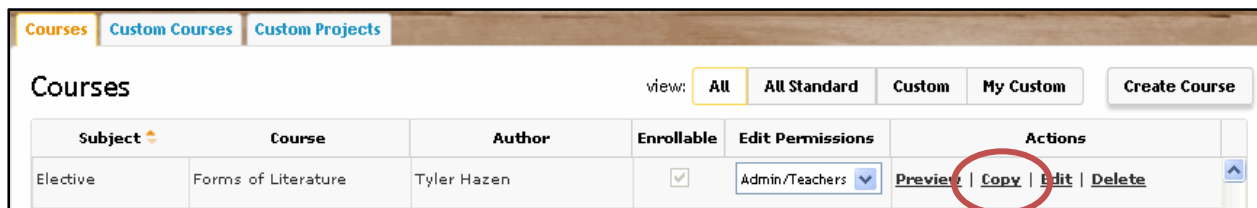
A few things to keep in mind about Custom Courses:

- You can add the same lesson to a course multiple times.
- Custom courses are automatically saved. You will see small dialog boxes appear on the upper right part of the screen to let you know your changes were made and saved.
- A course must have at least one unit with one assignment before it can be made **Enrollable**.



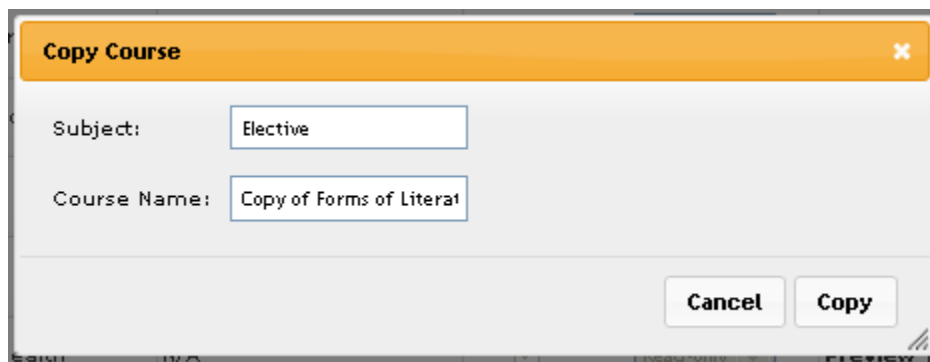
Copying a Course

You can copy any existing course. Click the **Copy** link under **Actions** on the **Courses** tab.



The screenshot shows the 'Courses' tab interface. At the top, there are tabs for 'Courses', 'Custom Courses', and 'Custom Projects'. Below the tabs, there are view filters: 'All', 'All Standard', 'Custom', and 'My Custom', along with a 'Create Course' button. A table lists courses with columns for Subject, Course, Author, Enrollable, Edit Permissions, and Actions. The 'Copy' link in the Actions column for the course 'Forms of Literature' is circled in red.

The **Copy Course** dialog box opens. You can change the **Subject** and **Course Name** if you wish. Click **Copy** when you are ready.



The 'Copy Course' dialog box has a title bar with 'Copy Course' and a close button. It contains two input fields: 'Subject' with the value 'Elective' and 'Course Name' with the value 'Copy of Forms of Litera'. At the bottom, there are 'Cancel' and 'Copy' buttons.

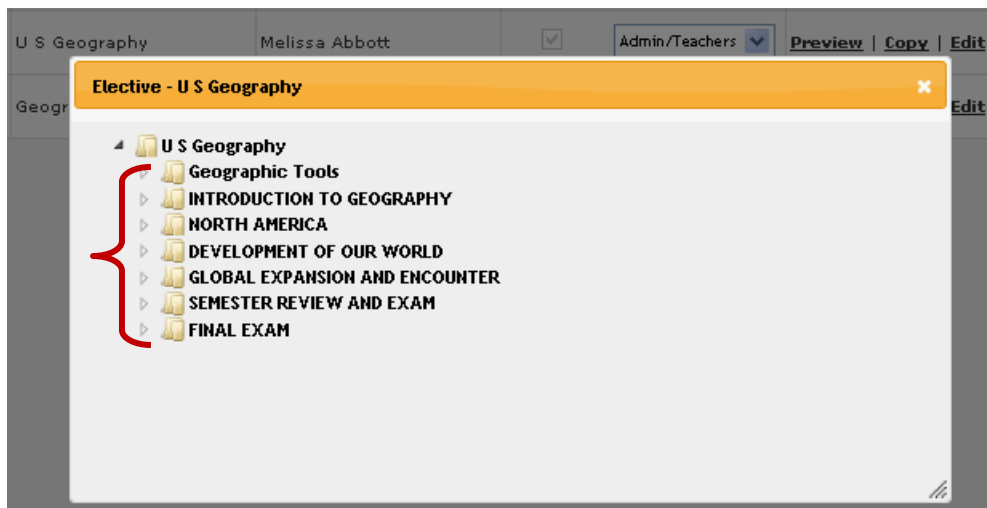
After you click **Copy**, the **Edit Course** page opens, where you can modify the course as needed.

Viewing Custom Courses

All teachers are able to preview and copy custom courses. The ability to edit or delete a custom course is dependent on the **Edit Permissions** setting. If it is set to “Admin-only”, only the Admin is able to edit or delete the course. If “Admin/Teachers” is selected, all teachers and admins can perform these functions.

Course	Author	Enrollable	Edit Permissions	Actions
Forms of Literature	Tyler Hazen	<input checked="" type="checkbox"/>	Admin/Teachers	Preview Copy Edit Delete
U S Geography	Melissa Abbott	<input type="checkbox"/>	Admin/Teachers	Preview Copy Edit Delete
Geography of North Americ	admin admin	<input checked="" type="checkbox"/>	Admin-only	Preview Copy Edit Delete

If you click **Preview** in the **Actions** column, you can quickly see how many units are in the course (i.e. is it a semester or full year course).



Be aware: You can inadvertently add new subjects when you are creating custom courses. If you misspell (or incorrectly type) a subject name, for example, Mathamatics instead of Mathematics, Mathamatics is automatically added to the subject list. There is really no direct way to delete a subject. The only thing you can do is choose to edit the course, then edit the subject and correct the spelling. If no other courses have used that subject, it is then removed from the list.

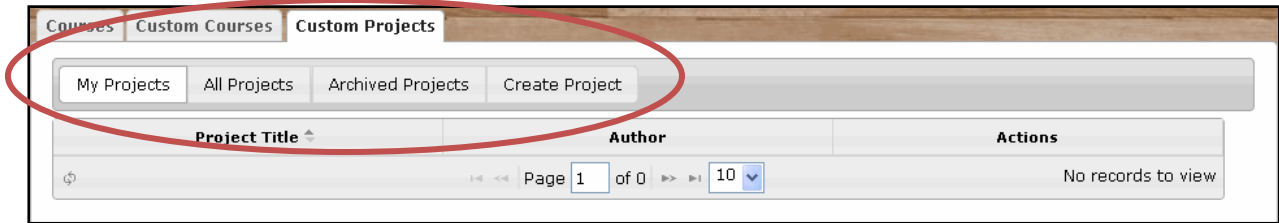
Assigning Custom Courses

You assign a custom course the same way you assign any other course, using the **Course Enrollment** tab.

1. Select the **Student**
2. Click **Add Enrollment**
3. Select the **Subject**
4. Select the **Course**
5. Select the **Teacher**
6. Select the **Term**
7. Select if you want to **Block Tests** or **Quizzes** (Custom courses are not eligible to use CRx Mode)
8. Click **Add Enrollment**

Custom Projects



Now let's take a look at **Custom Projects**. This is what you see the first time you select the **Custom Projects** tab.



The four buttons below the sub-tabs are:

- **My Projects** – displays a list of the projects you created
- **All Projects** – displays a list of all custom projects created by the admin and teachers in your school
- **Archived Projects** – displays a list of any projects you or another admin or teacher in your school moved to the archive status
- **Create Project** – click here to start working on a new custom project\

Below these buttons is the area where you will see the project list you selected using the buttons. The three columns in this list are the **Project Title** (the list is sorted ascending by this column as a default. You can rearrange the list by clicking either the up/down arrow to the right of the column heading or by clicking “Author”). The second column is **Author**. This tells you who created the project. **Actions** is the last column. Your choices here are:

- **Preview** – allows you to see the project the way your student will see it (along with the options you selected for status, title, edit permission and possible points). When you view the project in preview mode, a button appears in the top banner of the page so you can close the project and return to the **Custom Projects** page, 
- **Edit** – permits you to make changes to the project. If you created a file and uploaded it, you will need to click the **Download Project Details** button  to retrieve the file. Make the changes and Once you upload a file and save the project, you can update or remove the file in edit mode using the **[Update]** **[Remove]** on the **Project File** line.

Project File	ShortStoryProject.doc	[Update]	[Remove]
---------------------	-----------------------	-----------------	-----------------

- **Copy** – enables you to make an exact copy of the project. This is handy when you need to create similar projects... saves some typing!
- **Archive** – lets you change the status of the project with a single click.

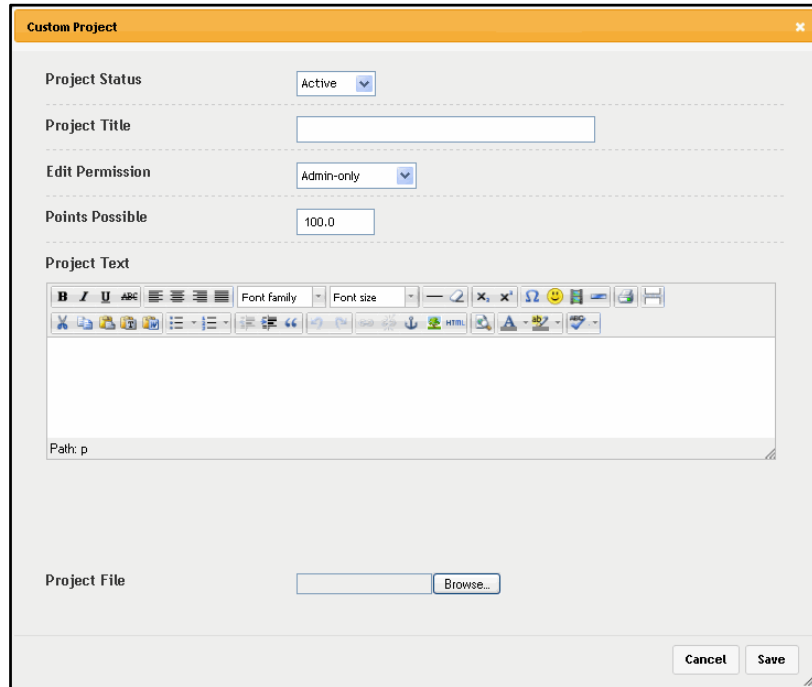
Let's start by clicking **Create Project**.

Project Status: **Active** (default) or **Archived** – Use the drop-down menu to choose.

Project Title: Type the title you want to give this project into the textbox.

Edit Permission: Use this drop-down menu to select who can edit this project, **Admin-only** or **Admin/Teachers**

Points Possible: Enter the number of points available for the student to earn on this project. 100 is the default.



Project Text: Enter student instructions for the project in the white space below the format bar. This is what the student sees when they open the project. There are a number of formatting and media options available to you as you create the parameters for this project. See the chart on page 13 for further explanation of the options available.

Project File: If you prefer to use a template or already have a file with project instructions, click the **Browse...** button to locate, select and upload the file to the system.

If you choose to upload a file, you might want to put an instruction into the **Project Text** area advising the student to be sure to click the **Download Project Details** button, which will appear above the **Project Text** area if you use a file.

You can have your student upload a file to complete the project.



Click **Save** to retain your work or **Cancel** to return to the **Custom Projects** page discarding the work.

Adding Media (Images and Videos) to New Assignments

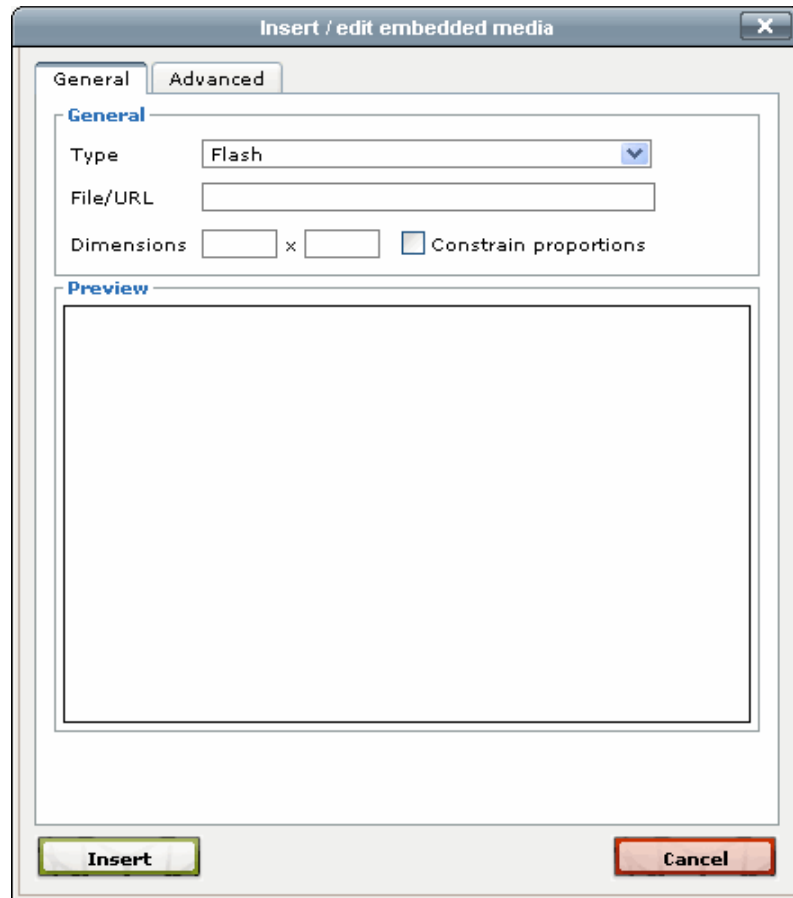
You have the ability to add images and videos to your custom assignments. Let's walk through the steps for each type of media.

Adding Video

There are several methods for adding videos to your custom projects. If this method does not work for you, see Appendix B for another method.


1. In row one below **Project Text**, click the embedded media button, the 4th icon from the right ().
2. The **Insert / edit embedded media** box appears.
3. On the **General** tab, select the **File Type** from the drop down menu. The default is Flash.
We recommend using Flash, as our media uses this software; therefore you know it is already installed on your computer.
4. Currently, only URLs from the web may be used.
If you want to use a URL or link from your computer, use the **Anchor** button () instead of the embedded media button.
5. Click **Insert** at the bottom of the box.
6. The video appears in the HTML editor.

Note: Optionally, experienced users may perform additional edits by clicking the **Advanced** tab.



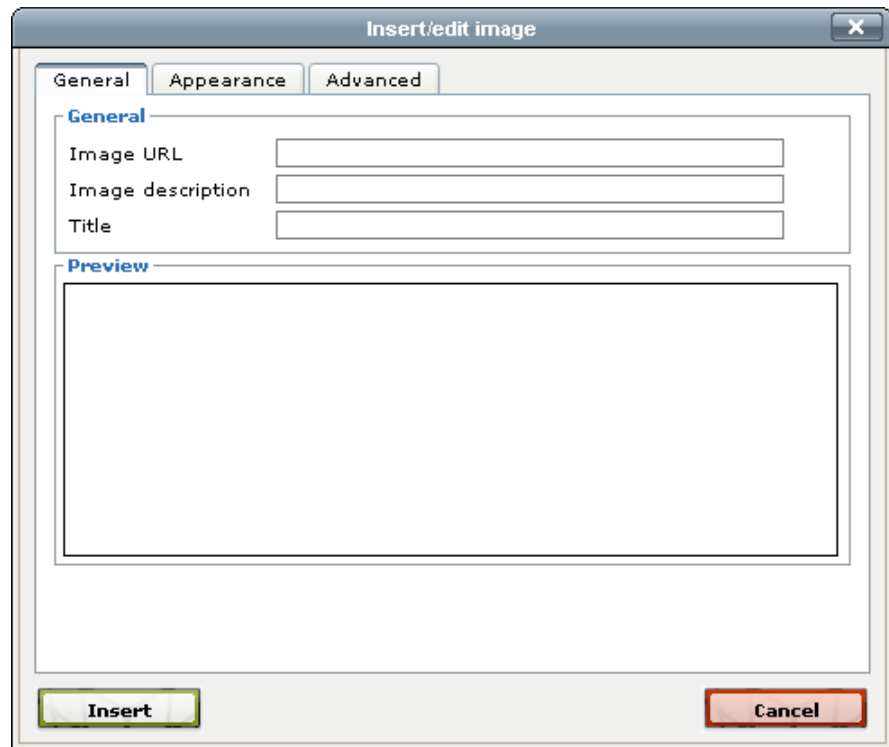
Note: See Appendices A –C for further instructions on adding URLs to your custom assignments. Appendix A contains general information about URLs. Appendix B gives you additional instruction on adding an embedded URL. Appendix C provides further instructions on how to add a non-embedded URL. Appendix D walks you through adding hyperlinks to your custom assignments.

Adding Images


1. In row two below **Project Text**, click the insert/edit image button (), the sixth one from the right.
2. The **Insert/edit image** dialog box appears.
3. Paste or type the **Image URL** of the file you want to include.
Currently only URLs from the web may be used. You cannot use local files from your hard drive.
4. Enter the **Image description**.
5. Enter the **Title**.
6. Click **Insert** at the bottom of the box.
7. The image appears in the HTML editor.

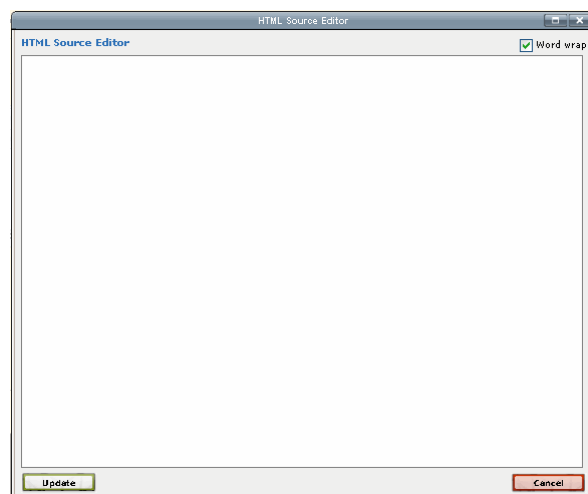
Note: Optionally, advanced users may alter the appearance and advanced settings for the image by clicking the appropriate tab.

Note: Appendix E has step-by-step instructions to add photos to your custom assignments.





Using HTML Source
































1. In row two below **Project Text**, click the Edit HTML Source button (), the fifth one from the right.
2. The **HTML Source Editor** dialog box appears.
3. Paste HTML code you want to include.
4. Click **Update**.



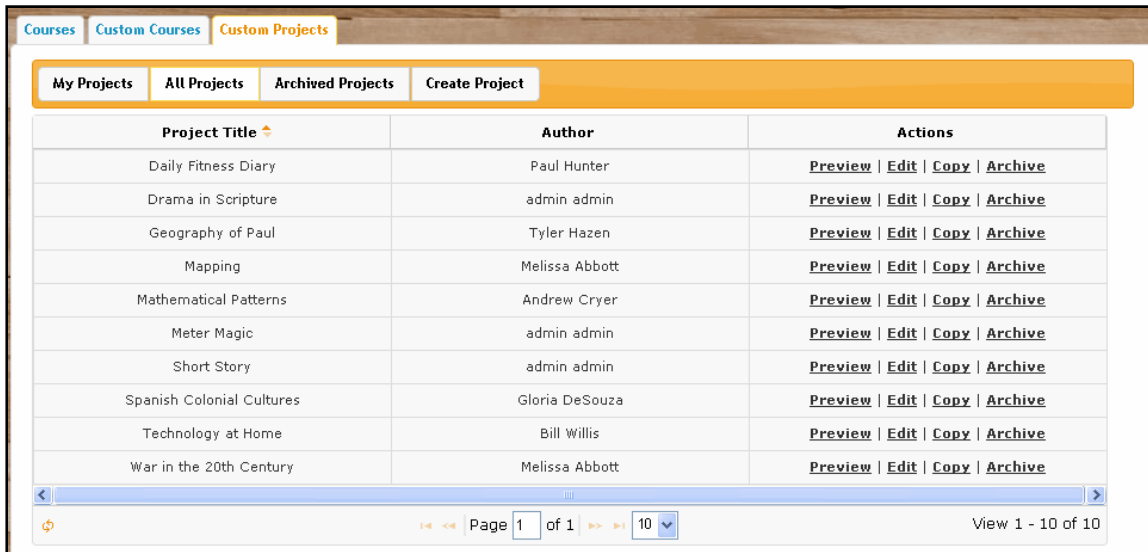
Pasting Text

If you wish to copy text from a MS Word document and retain the formatting, be sure to use the **Paste from Word** button (). To copy unformatted text into the Project Text box, you can use the **Paste from Text** button ().

Text Format Options

ICON	ICON DESCRIPTION
	Bolds highlighted text
	Italicizes highlighted text
	Underlines highlighted text
	Allows you to strike through highlighted text
	Aligns text to the left margin
	Centers text
	Aligns text to the right margin
	Justifies text across the line
Font family	Drop-down menu to select the font style
Font size	Drop-down menu to select the font size
	Inserts a horizontal ruler
	Removes all formatting
	Makes selected text subscript
	Makes selected text superscript
	Insert a special character
	Add an emoticon
	Lets you insert or edit embedded media
	Horizontal Rule
	Print a copy of your assignment
	Insert a page break
	Cut an item
	Copy a selected item
	Paste an item
	Paste an item as plain text
	Paste an item from MS Word
	Allows you to indent text, one to the left, one to the right
	Enables use of block quotes
	Undo and Redo
	Insert or edit an anchor
	Insert an image
HTML	Allows editing of HTML
	Lets you preview the assignment
	Select color for highlighted text
	Select color for background
	Enables you to check the spelling

Once you have created a custom project it appears in the grid on the **Custom Projects** page. The default display is **My Projects**. If you want to see every project created in your school's installation, click **All Projects**.

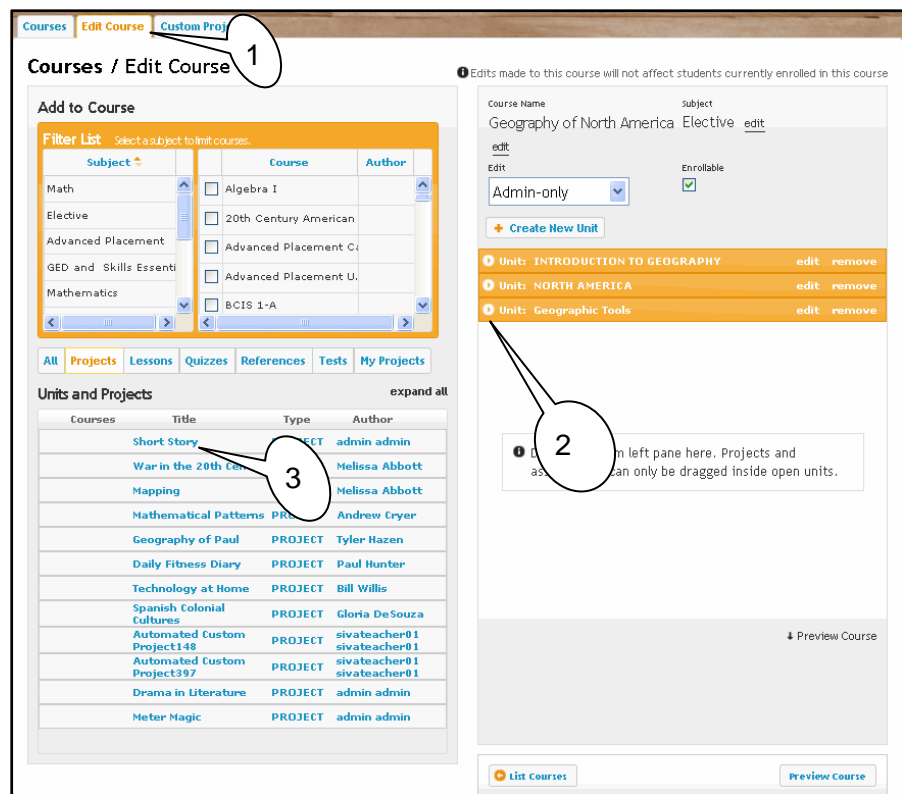


Project Title	Author	Actions
Daily Fitness Diary	Paul Hunter	Preview Edit Copy Archive
Drama in Scripture	admin admin	Preview Edit Copy Archive
Geography of Paul	Tyler Hazen	Preview Edit Copy Archive
Mapping	Melissa Abbott	Preview Edit Copy Archive
Mathematical Patterns	Andrew Cryer	Preview Edit Copy Archive
Meter Magic	admin admin	Preview Edit Copy Archive
Short Story	admin admin	Preview Edit Copy Archive
Spanish Colonial Cultures	Gloria DeSouza	Preview Edit Copy Archive
Technology at Home	Bill Willis	Preview Edit Copy Archive
War in the 20th Century	Melissa Abbott	Preview Edit Copy Archive

Adding Custom Projects to a Course

Custom projects are added to a custom course the same way any other assignment is added to a course.

1. On the **Edit Course** page, select the custom course where you want to place the new custom project.
2. Open the unit where you want to place the custom project.
3. Click the **Projects** tab to display all projects.
4. Click and drag the project you want from the left-hand **Units and Projects** box to the open unit on the right-hand side of the page. (see example on next page.)



Courses / Edit Course

Edits made to this course will not affect students currently enrolled in this course

Course Name: Geography of North America Subject: Elective

Enrollable:

Admin-only:

Units and Projects

Courses	Title	Type	Author
	Short Story	PROJECT	admin admin
	War in the 20th Century	PROJECT	Melissa Abbott
	Mapping	PROJECT	Melissa Abbott
	Mathematical Patterns	PROJECT	Andrew Cryer
	Geography of Paul	PROJECT	Tyler Hazen
	Daily Fitness Diary	PROJECT	Paul Hunter
	Technology at Home	PROJECT	Bill Willis
	Spanish Colonial Cultures	PROJECT	Gloria DeSouza
	Automated Custom Project148	PROJECT	sivataeacher01
	Automated Custom Project397	PROJECT	sivataeacher01
	Drama in Literature	PROJECT	admin admin
	Meter Magic	PROJECT	admin admin

Courses / Edit Course

Edits made to this course will not affect students currently enrolled in this course

Add to Course

Filter List Select a subject to limit courses.

Subject	Course	Author
Math	<input type="checkbox"/> Algebra I	
Elective	<input type="checkbox"/> 20th Century American	
Advanced Placement	<input type="checkbox"/> Advanced Placement C	
GED and Skills Essenti	<input type="checkbox"/> Advanced Placement U.	
Mathematics	<input type="checkbox"/> BCIS 1-A	

All Projects Lessons Quizzes References Tests My Projects

Units and Projects expand all

Courses	Title	Type	Author
	Short Story	PROJECT	admin admin
	War in the 20th Century	PROJECT	Melissa Abbott
	Mapping	PROJECT	Melissa Abbott
	Mathematical Patterns	PROJECT	Andrew Cryer
	Geography of Paul	PROJECT	Tyler Hazen
	Daily Fitness Diary	PROJECT	Paul Hunter
	Technology at Home	PROJECT	Bill Willis
	Spanish Colonial Cultures	PROJECT	Gloria DeSouza
	Automated Custom Project148	PROJECT	sivateacher01 sivateacher01
	Automated Custom Project397	PROJECT	sivateacher01 sivateacher01
	Drama in Literature	PROJECT	admin admin
	Meter Magic	PROJECT	admin admin

Course Name: Subject: [edit](#)

[edit](#)

Edit: Enrollable:

[+ Create New Unit](#)

- Unit: [INTRODUCTION TO GEOGRAPHY](#) [edit](#) [remove](#)
- Unit: [NORTH AMERICA](#) [edit](#) [remove](#)
- Unit: [Geographic Tools](#) [edit](#) [remove](#)

[+ Create New Project](#)

PROJECT	Title	Actions
	Short Story	preview edit remove
	War in the 20th Century	preview remove

4

! Drag units from left pane here. Projects and assignments can only be dragged inside open units.

[List Courses](#) [Preview Course](#)

The custom project is now a part of this custom course. It is also available to add to any other custom course you wish.

Appendix A – General URL Usage information

Embedded URLs are likely quite a bit longer than a regular URL. This is because the URL includes extra coding to facilitate usage of the item located at that URL.

URLs can be obtained in multiple ways:

- **Plain URL:** Copy the URL from the internet address field of the page.



- **YouTube:** Choose the URL link in the two boxes that appear to the right of the video playing (a **URL** box and a box labeled **Embed**).



- You may be able to right-click the video itself and see **View Page Source**. This gives you a box filled with coding. You will use this in the embedded URL method. (See Appendix B.).
- You may be able to right-click the video itself and see something regarding copying embedded HTML. This automatically copies the embedded information for you to paste in without actually seeing it. This is also used with the embedded URL method.
- You may also locate the URLs within the video box just below the video that is playing by hovering in the empty space just beneath the video screen (sometimes “Embed” and “Link” come up and allow you to copy these links from that area).

There are certainly more ways to obtain video URLs. Just remember, in each case, you want to drill down as far as possible on the item to be sure the URL you’re getting is specific to the video you want to obtain.

Remember: The sources where you get your videos vary greatly because each site is created independently. The instructions provided here are not intended to be all-inclusive. We cannot cover all possibilities in this document. Our intent is to offer suggestions on the easiest methods we have learned.

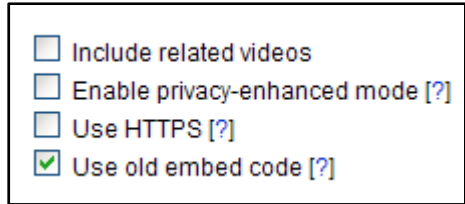


Warning: Some of the videos you find on the internet are the property of others who may not wish to allow unauthorized use of this property. It is not possible to utilize all videos you locate on the internet as part of your custom courses. Use of media posted on the internet is available, ultimately, at the discretion of the owners.

Appendix B – Adding Video Using Embedded URLs


- Open the location of the HTML source code you wish to embed and copy it. For example, if you want to use a video from TeacherTube, copy the link under the **Embeddable Player** heading.

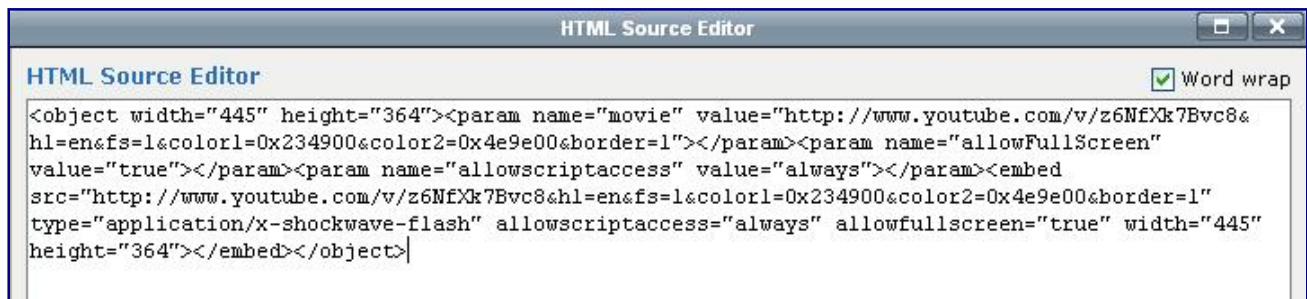
If you are using a YouTube video, there are four checkboxes below the embed code box. Make sure the **Use old embed code** is checked before you copy the embed code on the YouTube site. One other note: if the **Include related videos** checkbox has a checkmark, this allows students access to other videos once they view the one you are embedding. You may want to remove the checkmark in that box.



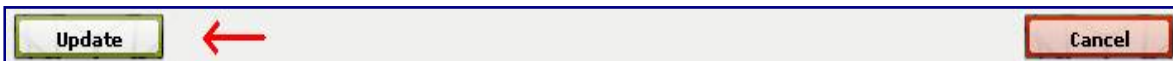
- Click the **Create Project** button.




- Click the **Edit HTML Source** button () in the second row (it says “Edit HTML Source” when you hover over it).
- Paste the embedded **URL** in the **HTML Source Editor** text box.




- Click **Update**.




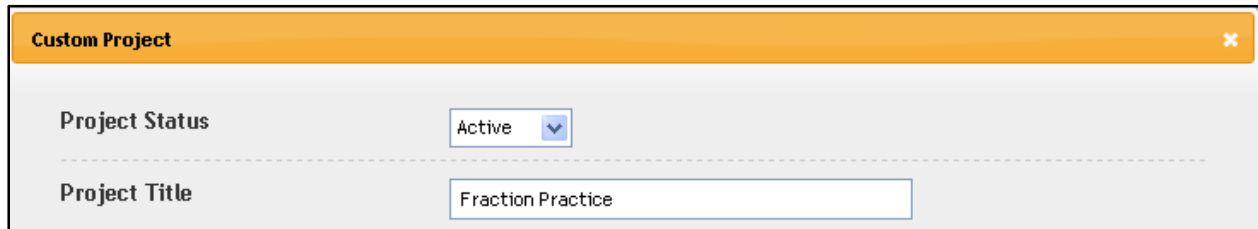
- Click the **Preview** button () to see how the assignment will look when finished. Be sure to view the video to ensure it plays.

Caution: It may seem that the video did not work because you can't immediately see it in the preview window. If you have a long video, it may take several minutes to download. Double check to ensure the usual indicators on your browser are not showing activity to be certain the download has stopped. (If the preview doesn't show up after a lengthy time, perhaps several minutes, you may need to uninstall Adobe flash player with the Adobe uninstaller, then reinstall the latest Adobe flash download.)

- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.

Appendix B – Adding Video Using Embedded URLs (cont.)

- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.
- Enter the **Project Title**.



The screenshot shows a dialog box titled "Custom Project" with a close button (X) in the top right corner. The dialog is divided into two sections by a dashed line. The top section is labeled "Project Status" and contains a dropdown menu with "Active" selected. The bottom section is labeled "Project Title" and contains a text input field with "Fraction Practice" entered.

- Select the level of **Edit Permission** you want to assign.
- Enter the number of **Points Possible** for the project.
- Click the **Save** button.

Attention: If you are using a video from TeacherTube, we **STRONGLY** recommend using this method of embedding your video instead of the method described in Appendix C.

Appendix C – Adding Video Using Non-Embedded URL Path

Before you create your project open a browser window to the URL with the video you want to embed.

- Click the **Create Project** button.



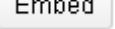
- Click the **filmstrip** button in the third row (it says “Insert/edit embedded media” when you hover over it).



- Select the **Type** of media player that is compatible with your computer’s software. (We recommend “Flash”, but if that doesn’t work, you may want to talk to your IT department for their advice.)



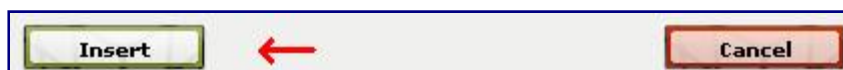
- Paste the URL (internet address) in the field for **File/URL**. The specific URL you need to copy will vary depending on the site you are copying from, your computer and network. If

you are using YouTube as the source of your video, click the **Embed** button () below the video.

(Disregard the **Dimensions** field unless you are certain you know what you’re doing with these items.)




- Click the **Insert** button.




Caution: It may seem that the video did not work because you can’t immediately see it in the preview window. If you have a long video, it may take several minutes to download. Double check to ensure the usual indicators on your browser are not showing activity to be certain the download has stopped. (If the preview doesn’t show up after a lengthy time, perhaps several minutes, you may need to uninstall Adobe flash player with the Adobe uninstaller, then reinstall the latest Adobe flash download.)

Appendix C – Adding Video Using Non-Embedded URL Path (cont.)

- Click the **Preview** button () to see how the assignment will look when finished. Be sure to view the video to ensure it plays.
- Depending on the settings, you can either click the play button on the player to get the video to play as shown immediately below or click the arrow button.



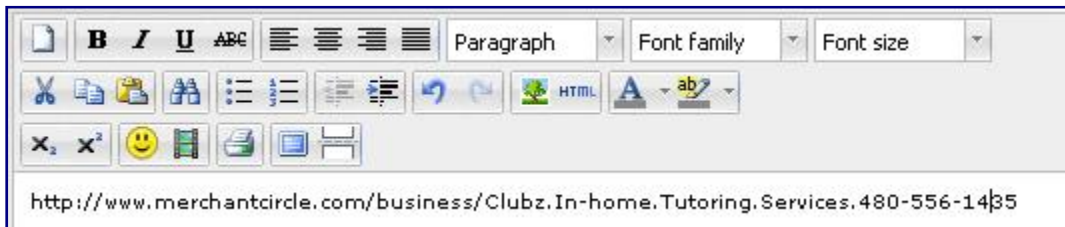
- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.

Appendix D – Adding Hyperlinks to Custom Assignments

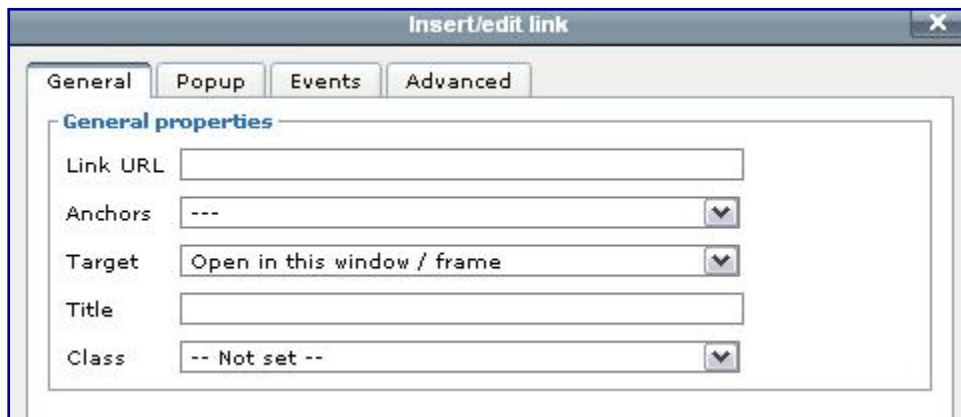
- Click the **Create Project** button.



- Paste a **URL** (internet address) in the text box of the **New Assignment**. (Or, if you want to have some fun, you can substitute another item for the URL, such as a photo or a smiley face using the toolbar below.)



- Highlight the URL (or the substitute item) and then press **Ctrl + K** (Ctrl is at the bottom, left corner of your keyboard). (Whatever you highlight in this step becomes the item you click to make your web site appear in the final assignment. You could make this one fun if you want....)
- A new box opens with four tabs, **General**, **Popup**, **Events**, and **Advanced**. We recommend using only the items on the **General** tab unless you are certain you know how to use the other three tabs. Those other three tabs are for “power users”.

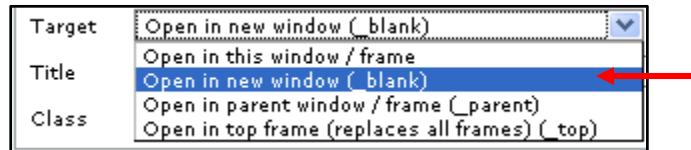


- Paste that same URL in the **Link URL** (it may have pre-populated for you).

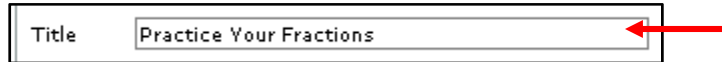


Appendix D – Adding Hyperlinks to Custom Assignments (cont.)

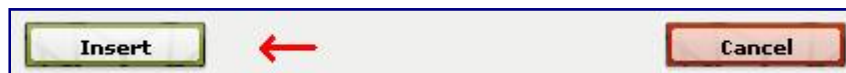
- In the **Target** dropdown, choose the way you want the window to open. We highly recommend using the option **Open in new window (_blank)**.





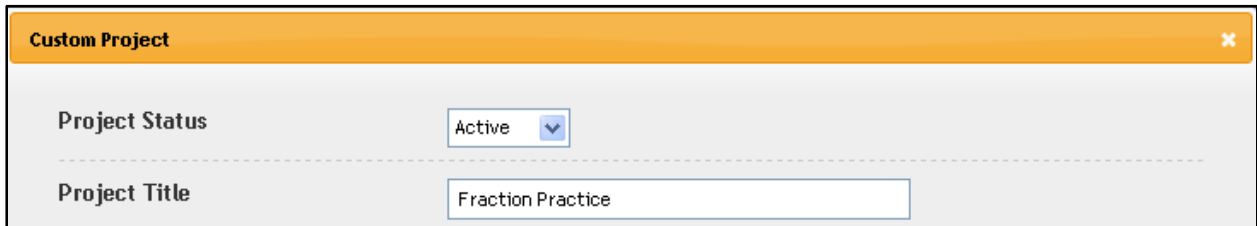
- Type in the **Title**.



- Click the **Insert** button.



- Click the **Preview** button () to see how the assignment will look when finished.
- Test any links on the web page to be sure they work.
- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.
- Enter the **Project Title**.




- Click the **Save** button.

Appendix E – Adding Photos to Custom Assignments

- Click the **Create Project** button.



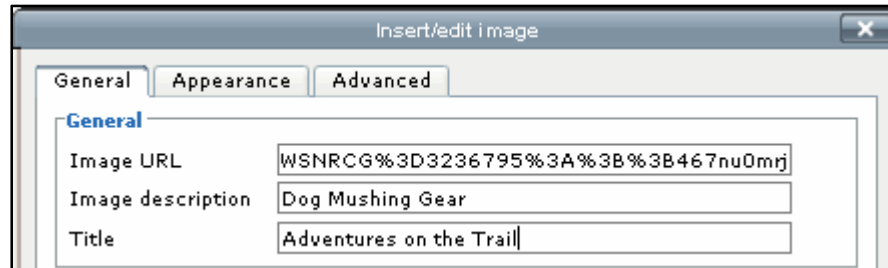
- Click the **Insert image** button () in the second row of icons.
- A new box opens with three tabs, **General**, **Appearance**, and **Advanced**. We recommend using only the items on the **General** tab unless you are certain you know how to use the other two tabs. They are for “power users”.
- Enter the **Project Title** and select the **Edit Permission** level.
- Enter the number of **Points Possible** for the assignment.
- Add any instructions you want to type into the text box containing the new assignment.
- Go to the location of the photo on the internet. Right-click the photo on the internet and copy the image to get the URL.



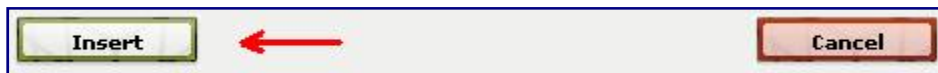
- Type a description of the photo in the **Image description** field. This field does not currently provide this functionality but, in the future, it could be used for a student with disabilities to read the description (or have the description read to them) rather than viewing the photo.

Appendix E – Adding Photos to Custom Assignments

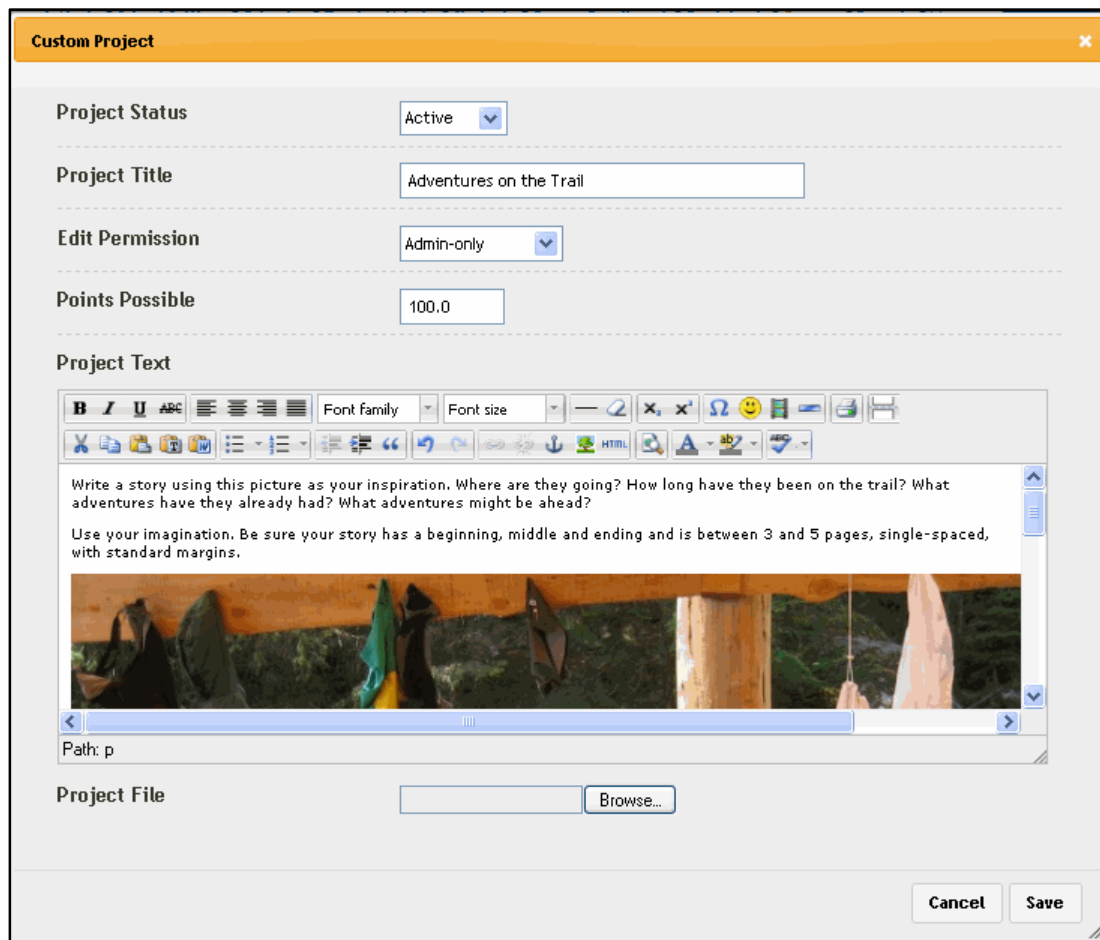
- Type in the **Title**. This field also is designed for future use, similar to the **Image description** field.





- Click the **Insert** button.



- The **Custom Project** window displays.



- Click the **Save** button.
- Click the **Preview** button () to see how the assignment will look when finished.
- Click the  button at the top right, or press the **Escape** button on your keyboard to close the **Preview** window.