ACE Resources

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Help

Create an ACE Help Ticket

Creating an ACE Help Ticket is easy and helps us dive right in to better assist you!

[Click here to create an ACE Help Ticket!](#)

This short, handy video (1:05) below demonstrates how to create an ACE Help Ticket.

Request an ACE Project Site

[CLICK HERE to request an ACE Project Site.](#)

Request an ACE Sandbox Site

[CLICK HERE to request an ACE Sandbox Site.](#)

Schedule Time with ACE Staff

[Click here to schedule time with ACE staff.](#)

Preparing for a New Semester

Publish Your Course Site

Courses are automatically published at 8:00 am. on the first day of the semester. However, if you want to publish your course early:

- Click **Publish Now** on the Magenta banner on the home page of your course

How do I Merge or Cross-list ACE Course Sections

Cross-listed and Merged Courses are processed by the Office of the Registrar which in turn updates ACE.

Department chairs and their designated scheduling representatives (usually their Administrative Assistant (AA)), can submit requests for combining (merging or cross-listing) ACE sites when a particular instructor is teaching more than one section of a course or needs cross-listed courses.

To request a merged or cross-listed ACE site:

- Instructors should email their department chair or AA, indicating which section they want as their primary section in the merged/cross-listed group. The primary section is the one that will appear in ACE.
- Requests must include the CRN for each course section.
- **Note: All ACE developed content and activity in any site in the newly merged/cross-listed group, other than the primary section, will be lost once the process has completed. It is ideal to have your sections merged/cross-listed as early as possible.**

Once the request has been submitted to their department chair or AA, the request will be processed by the Office of the Registrar.

Upload the Course Syllabus

It is a best practice to upload your syllabus as a PDF. Doing so gives your student easy, one-click access to your syllabus. The video (1:28) below demonstrates how to upload your syllabus.

Re-order Your Courses

Reordering how your courses appear in ACE make them easier to access, you can put the courses you currently teach first in the list.

- Login to ACE at http://ace.uindy.edu
- Click **Sites**, located in the upper right-hand corner of your screen
- Click the **Organize Favorites** tab
- Select the **icon** located to the far right of each course
- Drag the **bar** to where you want it to appear in the list
- Close the window by clicking the **X** in the upper right-hand corner
- **Reload** the window to see your courses

The video (0:47) below demonstrates how to reorder your courses in ACE.

Add Courses to ACE Menu

If your current semester courses are not displayed across the top of the screen, follow these steps:

- Login to ACE at http://ace.uindy.edu
- Click **Sites**, located in the upper right-hand corner of your screen
- You will see a list of courses for Semester II, 2018-19
- If you want to select all your courses, click the **star** located to the left of the current semester
- Otherwise, click the **star** located to the left of each course, it will turn yellow
- Close the window by clicking the **X** in the upper right-hand corner
- **Reload** the window to view your courses

The video (0:24) demonstrates how to add courses to your ACE menu.

Copy an Old Course to a New Course (Import from Site)

Import from Site allows you to copy an old course to a new course. However, it is very important that you are in the new course when you use Import from Site, otherwise, you will write over your old course. Also, you must select all the tools when using Import from Site, otherwise, links will be broken. Secondly, make sure your tools match. For example, Gradebook Classic is the default gradebook in the Semester II courses. if you are using Gradebook in your most recent course, you need to go into Site Info => Manage Tools and turn off Gradebook Classic and turn on Gradebook, otherwise the Gradebook will NOT copy.

To copy an old course to a new course, you must be in your NEW Course

- Login to ACE at http://ace.uindy.edu
- Select the **Site Info** tool
- Select **Import from Site**
- If you have not added content, select **I would like to replace my data**, otherwise, select **I would like to merge my data** (doing so will append old course materials to your new course materials)
- Select your **old course**
- Select **Continue** at the bottom of the screen
- Select the **check box** to the left of your course name (this will select all the tools)
- Select **Finish** at the bottom of the screen
- You will receive an email when the site import is complete

The video (6:22) below demonstrates how to use the Import from Site utility.

Add Users to a Course

Instructions on how to add users to your ACE Site. You cannot add students are co-instructors, they must be added via Self-Service in the Office of the Registrar.

- Login to ACE at http://ace.uindy.edu
- Select the **Site Info** tool
- Select **Add Participants**
- Enter the **Username** of each user (separate username on each line)
- Select **Continue**
- Determine the Role
    - Administrative Support Access - same permissions as an instructor
    - Course Designer - Can read, revise, copy, delete and add content to the course site but can not access the Gradebook
    - Teaching Assistant - Can read, revise, copy, delete and add most content in assigned sections or groups. This role can not modify or upload a syllabus and has no default access to the Gradebook. Selective or full access to Gradebook must be granted by the site Instructor.
    - Visitor - Read Only

Notes:

- Instructors can add students as TA's to a course. However, if a student is legitimately missing from your roster, the student needs to contact the Office of the Registrar.
- If you have faculty with the role of "instructor" who need to be added to your course, please contact the Office of the Registrar.

The video (1:47) below demonstrates how to add users to your ACE site.

Add or Remove Course Tools

Before adding or removing tools, please consult your department chair. Some programs have a specified list of tools used in all hybrid/online courses.

- In your course, select the **Site Info** tool
- Select the **Manage Tools** tab
- **Select** the **checkbox** for the tools you want to add
- **De-select** the **checkbox** for the tools you want to remove
- Select **Continue**
- Review the list of tools on the next page
- Select **Finish**

The video (1:25) below demonstrates how to add or remove course tools.

Add Profile Picture

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. All of these fields are optional.

If you add your picture to your Profile, it will display in the Roster and the Forums Tool (whenever you respond to a thread).

Announcement

Create an Announcement (Welcome Message) for Your Students

To send a Welcome Message to your students:

- Select the **Announcements Tool** in your course
- Select the **Add** tab
- Enter the **Announcement Title**
- Enter the **Body** of your announcement
- Determine the **Availability**
  - If you want the announcement displayed immediately, you don't need to do anything
  - If you want to **Specify Dates** for the announcement, select the **Specify Dates** radio button and enter the **Beginning** and **End Dates**.

- If you need to include an Attachment, select the **Add Attachments** button
  - Select **Choose File** and locate the file on your computer
  - Select **Continue**

- Select **Post Announcement** at the bottom of the screen

The video (1:21) below demonstrates how to add create an announcement for your students.

Assignments

Adding an Assignment

This video (2:50) demonstrates how to add an Assignment to the Assignment Tool.

Assignments Tool - Enable 24 Hour Notice

To enable the 24 hour reminder in the Assignments Tool:

- Access your **course site**
- Select the **Assignments Tool**
- You can edit an existing assignment or create a new assignment
- Check the check box for **Send a reminder email 24 hours before the due date** (located immediately below the **Accept Until** date

The image below provides a visual example.

Grading an Assignment

This video (1:41) demonstrates how to grade an Assignment in ACE.

Assign a Zero for All Students Who Did Not Submit the Assignment

Absence of a grade (null grade) does not negatively impact a student's grade. Therefore, a value of zero must be entered for all students who do not complete an assignment.

To award a zero:

- Select the **Assignments** tool for your course
- Select **Grade** for the assignment
- Enter a zero in the text box for **Found X participant(s). Assign this grade to participants without a grade:**

Found 4 participant(s). Assign this grade to participants without a grade:

Apply

- **Select Apply**

How do I Submit an Assignment on Behalf of a Student?

Sometimes students will email you an assignment or they may submit it via Messages. The instructions below explain how to submit an assignment (to the Assignments tool) on behalf of a student. That way, all of your assignments are in one location.

- [Submit an Assignment on Behalf of a Student](#)

How do I Enable Peer Review for an Assignment?

The Peer Review option in the Assignments tool allows students to review their peer's assignments.

Here's what you need to know:

- In order to use Peer Assessment, the assignment must be set to a Points grading scale.
- The Peer Assessment cannot be used with Group Assignments.
- The Evaluation (peer) Review date must be AFTER the Accept Until Date for the Assignment.
- Students will not be able to read their reviews until AFTER the instructor has released the grades.

Be very clear about what type of file should be submitted. We recommend the following:

- Submission via the text window in the Assignments tool.
- Submission via an uploaded file (Word).

[How do I Enable Peer Review for an Assignment](#)?

Attendance

Attendance Tool

ACE now has an attendance tool. The Attendance tool should be beneficial to those of you who take attendance in your class. The video (2:07) below demonstrates how to add the Attendance tool and take attendance.

Chat

What is the Chat Room?

The Chat Room is a real-time, text-only chat tool within a site. The Chat Room tool can be used for synchronous, unstructured conversations among site participants who are logged into the site at the same time. Only participants enrolled in the same site may chat using the Chat Room.

The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members across distances.

The Chat Room tool alerts users to other participants who have entered the same chat room. This way, users know who is available to talk.

Site owners can specify how many chat messages are archived and for how long, or they can allow participants to configure their own archive settings.

The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants.

How do I add a Chat Room?

When using the Chat Room for online office yours it is suggested that you create a new room for each office hour. Upon doing so, you can set that room as the default and students will automatically enter it upon accessing the Chat Room tool

[How do I add a Chat Room](#)?

To set the chat room as the default room, select **Set as Default** located under the name of the Chat Room.

Drop Box

Using the Drop Box

- The Drop Box tool creates a folder for each student in the course
- Students are only able to access their own folder
- Students and instructors can both place files in the Drop Box folders
- The Drop Box mirrors the file management features and functionality of the Resources tool

To Turn On the Drop Box Tool:

- Select the **Site Info** tool for your course
- Select the **Manage Tools** tab
- Select the **Drop Box** check box
- Scroll to the bottom of the screen and select **Continue**
- Review the list of tools on the next page
- Select **Finish**

Gradebook

Setting up the Course Gradebook

Gradebook is a new core tool for instructors to calculate and store grade information and distribute it to students online. Gradebook is very Excel-like and easy to use. The video (4:55) below will demonstrate how to get started using Gradebook.

Note: blank grades are not the same a a zero grade. Be sure to enter a zero for students who do not complete the assignment. To enter a zero grade:

- Select *Set Scores for Empty Cells* from the drop down menu (downward arrow) in the lower right-hand corner of the cell with the gradebook item name
- Enter a zero in the *Grade Override* text box
- Select *Done*

Entering Grades

The video below (3:03) explains how to enter grades into the Gradebook.

Remember, gradebook items coming from other tools (Assignments and Tests/Quizzes) will have a small lock displayed where the student grade appears. Those grades must be entered in the original tool (Assignments or Tests/Quizzes).

Gradebook - Add Extra Credit

Gradebook makes it easy to award extra credit. This video will explain how.

- Open the **Gradebook tool** in your course
- Select **Add Gradebook Item**
- Enter the **Title** of the Gradebook item
- Enter the **Point value**
- Select the Extra Credit **Check Box**
- Enter the **Due Date** by selecting the small calendar icon (optional)
- If you are using Gradebook Categories or Weighted Categories, select the **Category** from the drop-down menu
- Make sure the **Release item to students** and **Include item in course grade calculations** check boxes are selected
- Click **Create**

Note: when entering grades for students who complete the extra credit, leave the grade blank for students who do not. DO NOT ENTER A ZERO.

The video below (1:16) demonstrates how to add an extra credit item to your gradebook.

Gradebook - Bulk Edit Items

When you copy the gradebook from an old course site to a new course site all of the items come across and are available to your students. They are also included in the course grade calculations. This can be confusing to both you and your students.

There is not an option to bulk edit the items in your gradebook and make all of them unavailable to your students and not included in your gradebook calculations. That way you can turn them on when they have been graded.

The video (1:52) below demonstrates how to bulk edit the items in your gradebook.

Gradebook Statistics

With the recent upgrade to Sakai 19, there are new Gradebook Statistics options. By default, students can view the grade distribution for each assignment or for the course grade. The video (0:47) below demonstrates how to turn off this feature or you can follow the steps below:

- Access the **Gradebook** for your course
- Select **Settings**
- Select **Statistics**
- Review the following settings and turn off (uncheck the checkbox) as necessary
  - Display assignment statistics to students
  - Display course grade statistics to students

- **Save** your changes

Forums

Creating a Forum and a Topic

- When using the Forums tool, you must also create a topic or topics. Students are unable to view Forums that do not contain at least one Topic.
- The video (5:13) below demonstrates how to add a Forum and a Topic.

Creating Groups and Setting Forum/Topic Permissions

- When assigning Topics to Groups, it is important to set the Permissions correctly.
- The top level permission (Forum) should have the Student permission set to either "Reviewer" (can review other group's posts) or "None" (can't review other group's posts).
- Newly created Topics will inherit the Forum's permissions.
- The Group permission for their respective topic should be set to "Organizer".
- The video (6:00) below demonstrates how to set the Forum/Topic permissions.

Grading Forums with Peer Responses

- This video (3:02) demonstrates an easy way to grade forums that have a student's initial post and two responses by their peers.
- To use this method of grading forums you must first add the item to the Gradebook.
- This method will allow you to enter the student's grade and subsequent comments, both will appear in the Gradebook for the student.

IMPORTANT NOTE: Some faculty have experienced loss of student grades and comments when grading in the Forums Tool. Given that, we suggest you save after every student OR open the Gradebook in a separate tab and use it to Grade the Forum Discussions.

Grading Forums with Only the Student's Post

- This video (2:17) demonstrates how to grade discussion forums when you only have individual responses by each student to the topic.
- To use this method you must first add the item to the Gradebook.
- This video demonstrates how to add the item to the Gradebook and attach to the forum topic.

IMPORTANT NOTE: Some faculty have experienced loss of student grades and comments when grading in the Forums Tool. Given that, we suggest you save after every student OR open the Gradebook in a separate tab and use it to Grade the Forum Discussions.

Lessons

What is the Lessons Tool?

The following video (2:16) explains the Lessons Tool and how it can be used to organize content for your students.

Adding the Lessons Template to Your Course

The document below explains how to add the Lessons Template to your course. There are two different templates: a 7 week template and a 14 week template. The document explains:

- How to "Join" the two sites so you have access to the template.
- How to use Site Info => Import from Site to copy the template to your site.
- **Reminder: when you use the Import from Site utility you MUST BE IN YOUR NEW COURSE**.
- If you need additional weeks for your course (some courses may be 8 or 9 weeks), please contact Beth Kiggins at kiggins@Uindy.edu.
- PLEASE review the document below to get started

I want to add the Lessons Template to my course.

Adding Content to the Lessons Template (Overview, Objectives, Readings)

This video (3:56) will demonstrate how to add content to the Lessons Template for the Overview,, Learning Objectives and Readings section of the template.

Link to a File on Google Drive

The following vide (2:30) demonstrates how to link to a file on Google Drive:

Adding Content under Lecture/ Instructional Content Materials

The video below (3:29) explains how to:

- Link to a PowerPoint file (or any other file) stored in Resources
- Link to an external resource (URL)
    - If you want to link to an external website be sure to copy the URL (web address) for that website

- Link to a YouTube or embed the YouTube video

Create a Link to Forums, Assignments and Test/Quiz

The video below (3:52) demonstrates how to create direct links from the Lessons tool to Forums, Assignments and Tests/Quizzes.

Linking to a Library Journal Article

The instructions below explain how to link to a journal article from Lessons.

Reminder: Copyright only allows access via a PDF for one semester. Access after that, you must seek permission. However, you can link directly to the article for any length of time.

To get started:

- Access the Lessons template for the week you need to create the link.
- Create a placeholder with the title of the article under the Lecture/Instructional Content Materials section.
- Select/highlight the title.
- Select the paper clip/chain link in the second row of icons (just below the icon that looks like a magnifying glass).
- Follow the instructions below to find the Permalink.
- Past the Permalink as the URL.
- Save your changes

[Create a Link to a Library Journal Article](#)

How to release content on a weekly basis.

The Lessons Tool has an option to release each subpage on a weekly basis. The instructions below explain how to release content on a weekly basis.

- Access the main Lessons page for your course.
- Select the pencil icon (editor) to the right of one of your subpages.
- Select the small calendar icon below where it says "Hide page until the following date (the page will be listed with the release date)"

☑ Hide page until the following date (the page will be listed with the release date)

04/27/2020 12:00 am   📅

- Select the date by clicking on it.
- Select the time by dragging the hour and minute sliders.
- Click the small check box.
- Select Update Item at the bottom of the page.

Upon doing so, text will be displayed to the right of your subpage indicating when it will be available to your students.

🗁 Getting Started with MyITLab   *[Not released until Apr 27, 2020 12:00 AM]*
    Week of April 27th

The video below (1:27) demonstrates how to set the release dates in Lessons.

Enable Subpage Navigation

With the Lessons Tool you can now enable subpage navigation in the left-hand tool menu. Doing so will create a collapsible menu for your Lessons modules.

To enable subpage navigation:

- Access your course
- Select the **Site Info** tool
- Select **Manage Tools**
- Check the box to **Enable Lessons subpage navigation** in the right tool menu
  - You may need to collapse the **General** menu to view it

- Scroll to the bottom of the screen and select **Continue**
- You can now collapse (or not) the Lessons menu in the left tool bar

The video (1:00) below demonstrates how to Enable Subpage Navigation for the Lessons Tool

Using the Checklist

Updates to the Checklist in the Lessons tool:

- If an item is marked as required, it will track when they complete it and mark a check next to that assignment in the checklist
- The student must make a post in the Forums for it to get checked
- If take them to a link, only records that they opened it, can't tell whether or not they read it

To require an Assignment:

Edit Item

Item Name Week 2 - Learning Style Reflection

Item Description

Change Assignment
Edit Assignment

Indent level 0 ▾
Custom CSS class

☐ Don't Release Item Until All Prerequisites are Completed
☑ Require that the student submit this assignment.
☐ Require that the student receive
[   ] points on this assignment.

Update Item Cancel Delete

To require the student to post to the Discussion Forum:

Once an item has been marked as required, an asterisk will appear next to it in Lessons.

Learning Style Inventory - 20 points (CO 1)
Discuss your findings from the VARK and Color Profile inventories. In your opinion, how accurate were the results? Post your 1-page reflection to Assignments (see link below).

★ 📄 Week 2 - Learning Style Reflection

Edit Item

Item Name | Week 2 Forum |

Item Description

Change Forum or Topic

Edit Forum or Topic

Indent level | 0 | ▼ |

Custom CSS class | |

☐ Don't Release Item Until All Prerequisites are Completed

☑ Require that the student submit a posting to this topic.

Update Item | Cancel | **Delete**

When the student completes these required items the item will automatically be checked on the checklist.

Messages

Messages Tool - Settings

Why should you use the Messages tool vs. Gmail to communicate with students:

- Messages keeps ALL of your course communication in one place, you don't have to search through volumes of email to find a particular message
- You can easily communicate with individual students, Via the Drop Down list (To:)
- You can also communicate with several students or groups of students, Via the Drop Down list (To:)

Note: By default Messages will automatically send a copy of the email to your Gmail account. However, you cannot respond to the email from your Gmail account, you must respond via Messages.

This video (1:19) demonstrates how to modify the Settings in the ACE Messages Tool.

Composing a Message

- The Messages Tool is the preferred method of communication when using ACE.
- Instructors who teach hybrid and online classes are required to use the Messages tool when communicating in ACE.
- The video (1:25) below demonstrates how to compose a Message in ACE

Polls

Polls Tool Resources

The Polls tool allows instructors to post multiple choice survey questions on their site. If desired, instructors may change the tool permissions to allow students to post poll questions.

[What is the Polls Tool](#)?

[How Do I Add a New Poll](#)?

[How Do I Take a Poll](#)? (Student)

[How Do I View Poll Results](#)?

[How Do I Modify the Polls Tool Permissions](#)?

[How Do I Edit a Poll](#)?

[How Do I Reset a Poll](#)?

[How Do I Remove a Poll](#)?

Profile

Add Profile Picture

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. All of these fields are optional.

When you add your picture to your Profile, it will display in the Roster and the Forums Tool (whenever you respond to a thread).

Resources

Uploading Files to Resources

The Resources Tool is the best place to store files for your course.

To upload files to Resources:

- Select the Resources Tool

- From the Actions drop down menu, select *Create Folder*s.

- Give your folder a meaningful name (ex. PowerPoint).

- From the Actions drop down menu for the folder you just created, select *Upload Files*.

- Select the files from your computer (you may upload multiple files at one time).

- When you are finished selecting files, click *Continue*.

How do I an an external link to Resources?

External links can be added to Resources by following these steps:

- Select the Resources Tool.
- From the Actions drop down menu, select *Create Folder*s.
- Give your folder a meaningful name (ex. Web Sites).
- From the Actions drop down menu for that folder, select *Add Web Links (URLs)*.
- Paste the web address.
- Enter the name of your website.
- Click *Add Web Links Now*.

Respondus LockDown Browser (Faculty Resources)

What is the UIndy Respondus LockDown Browser?

The UIndy Respondus LockDown Browser is a customized browser that increases the security of online exams. When taking an assessment using UIndy's Respondus LockDown Browser, *students are unable to print, copy, go to another URL or access other applications* on their device. Basically, students are "locked out" of performing any other tasks while taking an online assessment. Students will also be required to shut down any open applications and perhaps disable running extensions.

If you intend to incorporate UIndy's Respondus Lockdown Browser, make sure you provide your students with an electronic copy of the [UIndy LockDown Browser Student Quick Start Guide](#) AND conduct a practice test or quiz.

Using the UIndy Respondus LockDown Browser will require your students to shut down any open applications and perhaps disable any running extensions.

For tests and quizzes where UIndy's Respondus LockDown Browser is used, your students will not be able to take the test with a standard web browser.

Student Resources are available in the [UIndy LockDown Browser Student Quick Start Guide](#). Please feel free to distribute this document to them electronically. Students can access the available resources from the Student tab in My UIndy.

Note: LockDown Browser is **not compatible** with Chromebooks, iPads or iPhones. Students using a Chromebook for their classes will need to take their exam in a university lab. LockDown Browser will be installed in the following labs:

- Esch 003
- HP 134
- Martin 354

The UIndy Respondus LockDown Browser is an in*terim solution*. Once we have migrated to D2L's Brightspace we will have access to the Respondus Monitor tool which is a full automated proctoring solution.

Add the UIndy Respondus LockDown Browser to T/Q

The video (1:10) demonstrates how to use the UIndy Respondus LockDown Browser with your tests/quizzes. Information on all the ACE Test/Quiz settings can be found under Tests/Quizzes in ACE.

Add the Respondus LockDown Browser Student Quick Start Guide as a Web Content Tool

It may be useful to add the Respondus LockDown Browser Student Quick Start Guide as a Web Content Link in ACE. Here's how you can add the [Respondus LockDown Browser Student Quick Start Guide](#) as a Web Content Tool:

- Access Your Course
- Select **Site Info**
- Select **Manage Tools**
- Click the checkbox for **Web Content**
- Select **Continue**
- Enter **LockDown Browser** in the Title text box
- Paste **the URL below** in the Source text box
  - https://drive.google.com/file/d/1MDxcufDbqjyj6bL6LSW8it5M5644j_oh/view?usp=sharing

- Select **Continue**

LockDown Browser will appear as a resource in your left menu and students will be able to access the Respondus LockDown Browser Student Quick Start Guide.

Fourteen Simple Strategies to Reduce Cheating on Online Examinations

Here's a great article from Faculty Focus about strategies to help you reduce cheating on online exams.

[Fourteen Simple Strategies to Reduce Cheating on Online Examinations](#) (May, 2020)

Sample Message (Instructor to Student)

Here's a sample message from the Respondus website. Please modify to fit your needs.

Dear [Student(s)]

Subject: Using the UIndy Respondus LockDown Browser for Online Exams

This course requires the use of the UIndy Respondus LockDown Browser for online exams. Watch this short video (2:25) to get a basic understanding of the UIndy Respondus LockDown Browser.

Then download and install the UIndy Respondus LockDown Browser from this link:

The UINDY STUDENT QUICK START GUIDE is available here.

To take an online test, start the UIndy Respondus LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.)

*As you save and submit answers during your test or quiz, be patient. Click save/submit **once**, and wait a few seconds for the action to process. Hastily double/triple clicking will lead to connectivity issues as the LockDown browser and ACE attempt to process multiple actions.*

Browser Requirements

The UIndy Respondus LockDown Browser is a client application that is installed to a local computer. **Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework.** *Students do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that's already installed.*

Sample Practice Quiz

Here are a few "practice quiz" questions you might want to use.

1. What are UIndy's colors?
   a. Red and White
   b. **Crimson and Grey**
   c. Black and Grey
   d. Blue and White

2. What is the UIndy mascot (ACE)?
   a. Grey Goose
   b. Grey Wolf
   c. Gandolf the Grey
   d. **Greyhound**

3. Where is UIndy located?
   a. Bloomington, IN
   b. Muncie, IN
   c. Richmond, IN
   d. **Indianapolis, IN**

You can also import the following quiz into your course.

To get started:

- [Download this file](#) to your computer (pay attention to where it is downloaded)
- In Tests/Quizzes, select **Add**
- Select **Import from File** (XML or Zip) on the right side of the screen
- Locate the file you downloaded (RespondusPracticeQuiz)
- Select it and Click **Open**
- Leave the default selection for *Export from this or other Sakai system*
- Select **Import**

If you want to copy it to a Pool so you can use it in another course:

- Select the **Question Pools** tab
- Select **Add New Pool**
- Name your pool (Respondus Practice Quiz)
- Click **Save**
- Select the **Assessments** Tab
- From the Actions Drop Down menu to the right of the file you imported, select **Edit**
- From the right side of the screen, select **Copy to Pool**
- Select the check box for the **Respondus Practice Quiz**
- Scroll to the bottom of the screen and select **Copy**

To create the quiz in another course:

- Navigate to your course
- Select **Test & Quizzes**

- Select **Add**
- Enter a name for your quiz
- Select **Create**
- From the Add Question drop down menu, select Copy from Question Pool
- Select the **Respondus Practice Quiz** by selecting the name
- The quiz questions are displayed
- Click the **Copy? Select all** check box
- Click **Copy** at the bottom of the screen
- The questions will be copied to your quiz

Respondus LockDown Browser (Student Resources)

Respondus Resources for Students

To get started, review the video below:

[Introduction to the UIndy Respondus LockDown Browser for Students](#) (2:25)

Students have two options.

1. Personal Computers:
   - Install the UIndy Respondus LockDown Browser on your personal computer via the [UIndy Respondus LockDown Browser Student Installer](#)

2. UIndy Computer Labs:
   - Access the UIndy Respondus LockDown Browser from one of the UIndy computer labs. The app will be pre-installed and ready to use in the following UIndy computer labs :
     - Esch 003
     - Martin Hall 134
     - Health Pavilion 134
     - KML Sease Wing 24-hour Lab

For more information, please refer to the [UIndy Respondus LockDown Browser Student Quick Start Guide](#) .

Rubrics

Rubrics Tool - What You Need to Know

Important Facts About The Rubrics Tool

- Once a rubric is assigned (Gradebook, Forums, Assignments) it is locked and cannot be modified
- To unlock a rubric, you have to access the tool it is assigned to and deassign it from that tool
- With the Forums tool, you also have to deassign it in the Gradebook

How do I Copy a Rubric?

- The rubric you need to copy should appear under the list of Shared Rubrics
- Select the small icon located to the right of the rubric (see image below)
- Once the rubric has been copied it will appear in your list of rubrics with the same name and "copy" at the end of the name

| ❯ Forums Rubric | 201820-HSCI-610-ONL | Beth Kiggins | Tuesday, November 26, 2019 7:29 AM | 📑 |

How do Students View a Rubric?

- When a rubric is assigned to a tool, a small icon that looks like a matrix appears next to that tool
- Students can view the rubric by selecting the matrix icon (Gradebook, Forums, Assignments) and the rubric will open in a new window

Assignment Tool Example

	Assignment Title	**Status**	**Open Date**
	Phishing Quiz	Returned	May 6, 2019 12:00 AM
	Word Capstone ⊞	Not Started	Jun 3, 2019 12:00 AM
📎	**Excel Capstone**	Not Started	Jun 27, 2019 12:00 AM
	Test ⊞	Not Started	Nov 18, 2019 9:30 AM

Gradebook Example

Resume (Google App1)

Cat: Google Assignments [20%]
Total: 20
Due: 06/10/2019

Forums Tool Example

 Week 1 Forum   New Topic | Forum Settings | More ▾

💬 **Introductions** 0 unread of 2 messages   Topic Settings | More ▾

▸ Hide Full Description

Rubrics Tool - Add the Rubrics Tool

To add the Rubrics Tool:

- Navigate to your course
- Select **Site Info**
- Select **Manage Tools**
- Click the **Rubrics** check box
- Select **Continue** at the bottom of the screen
- Select **Finish**
- Select **Tool Order**
- You will notice a lock to the right of the Rubrics tool
  - **Do not unlock it**
  - If you unlock it students will be able to edit your rubrics

Rubrics Tool - Add a Rubric

The video (4:24) below demonstrates how to add a new rubric to your course site.

Rubrics Tool - Share a Rubric

Sharing a rubric enables you (or anyone else at the university) access to your rubric. Once shared, you (or they) can then make a copy for use in their course.

Naming conventions are critical. Please consider starting your rubric with the name of your program. Doing so, will make it easier for your faculty to locate the rubric.

To share a rubric, select the share icon located to the right of the rubric. The share option is a toggle, share it by selecting it and you can also revoke sharing by selecting it.

Manage Rubrics

⌄ Site Rubrics	Origin	Author	Modified	Actions
❯ Forums Rubric 🔒	201820-HSCI-610-ONL	Beth Kiggins	Tuesday, November 26, 2019 7:29 AM	↩ 🗐

Shared Rubrics:

Once a rubric is shared it appears under your list of shared rubrics.

⌄ Shared Rubrics	Origin	Author	Modified	Actions
❯ Forums Rubric	201820-HSCI-610-ONL	Beth Kiggins	Tuesday, November 26, 2019 7:29 AM	🗐

To make a copy of the rubric, select the **copy** icon located on the right. Once you make a copy, the rubric will appear under **Manage Rubrics.**

⌄ Shared Rubrics	Origin	Author	Modified	Actions
❯ Forums Rubric	201820-HSCI-610-ONL	Beth Kiggins	Tuesday, November 26, 2019 7:29 AM	🗐

Rubrics Tool - Revoke Share

After you share your rubric and copy it to your course, it is a good idea to revoke your share. Doing so will help keep the list of shared rubrics manageable and it also keeps others from copying your rubric.

The video (1:30) below explains how to revoke a shared rubric.

Rubrics Tool - Forum Grading

To grade a Forum Discussion using a rubric:

- Create the rubric in the Rubrics Tool
- Remember: if you want to share your rubric across multiple courses you might want to include your program or course name with the name of your rubric. All rubrics shared across the institution will appear in the Shared Rubrics list. Having additional identifying information will make it easier for you to find your rubric.
- Select Forum or Topic Settings
  - If you select Forum Settings and have not created Topics, the settings will filter down when you create new topics. If you already have your Forum and your Topic select Topic Settings.

- Scroll to the section below Grading and you will see a section for Grading Rubric
- Select the *Use the following rubric to grade this topic* radio button
- Select *your rubric* from the drop down list
- You can also view the rubric by selecting *View Rubric*
- *Save* your changes
- You now have access to your rubric when you grade your forum discussions

Grading Rubric

○ Do not use a rubric to grade this topic

● Use the following rubric to grade this topic

Forums Rubric ⬍   Preview Rubric

Rubrics Tool - Assignment Grading

The video (1:52) below demonstrates how to integrate a rubric with an assignment.

Rubrics Tool - Gradebook Grading

To add a rubric to a Gradebook item:

- Select **Item Details** for the Gradebook item
- Select the **Use the following rubric to grade this assignment** radio button
- Select your **rubric** from the drop down menu
- If you want the ability to manually adjust student scores, select the check box for **Adjust individual student scores**
- If necessary, **Preview the rubric**
- Select **Save Changes**

Title	Week 2 - Learning Style Reflection
Point value	20

☐ Extra credit

Grading Rubric

◯ Do not use a rubric to grade this assignment

⦿ Use the following rubric to grade this assignment
  ✓ Forums Rubric   Preview Rubric

☐ Adjust individual student scores

☐ Hide Rubric from student

Once you have attached the rubric to your gradebook item, you can grade students using that rubric

- Select **Grade rubric** from the drop down menu for each student

Week 2 Forum: Learning Objectives ⊞

Total: 16
Due: 01/28/2019

Grade Rubric

Grade Log

Add/Edit Comment

Excuse/Include Grade

- The rubric appears and you can select the appropriate cells in the rubric
- If you want to include a comment, select the **Comments** icon located to the right
  - Criterions without comments are black
  - Criterions with comments are yellow

- Don't forget to select **Save Rubric Grading** at the bottom of the rubric

The video (1:33) below demonstrates how to use the rubric tool with a Gradebook item.

Site Info

Copy an Old Course to a New Course (Import from Site)

Import from Site allows you to copy an old course to a new course. However, it is very important that you are in the new course when you use Import from Site, otherwise, you will write over your old course. Also, you must select all the tools when using Import from Site, otherwise, links will be broken. Secondly, make sure your tools match. For example, Gradebook Classic is the default gradebook in the Semester II courses. if you are using Gradebook in your most recent course, you need to go into Site Info => Manage Tools and turn off Gradebook Classic and turn on Gradebook, otherwise the Gradebook will NOT copy.

To copy an old course to a new course, you must be in your NEW Course

- Login to ACE at http://ace.uindy.edu
- Select the **Site Info** tool
- Select **Import from Site**
- If you have not added content, select **I would like to replace my data**, otherwise, select **I would like to merge my data** (doing so will append old course materials to your new course materials)
- Select your **old course**
- Select **Continue** at the bottom of the screen
- Select the **check box** to the left of your course name (this will select all the tools)
- Select **Finish** at the bottom of the screen
- You will receive an email when the site import is complete

The video (6:22) below demonstrates how to use the Import from Site utility.

Add Courses to Your ACE Menu

If your current semester courses are not displayed across the top of the screen, follow these steps:

- Login to ACE at http://ace.uindy.edu
- Click **Sites**, located in the upper right-hand corner of your screen
- You will see a list of courses for Semester II, 2018-19
- If you want to select all your courses, click the **star** located to the left of the current semester
- Otherwise, click the **star** located to the left of each course, it will turn yellow
- Close the window by clicking the **X** in the upper right-hand corner
- **Reload** the window to view your courses

The video (0:24) demonstrates how to add courses to your ACE menu.

Re-order Your Courses

Re-order Your Courses

Reordering how your courses appear in ACE make them easier to access, you can put the courses you currently teach first in the list.

- Login to ACE at http://ace.uindy.edu
- Click **Sites**, located in the upper right-hand corner of your screen
- Click the **Organize Favorites** tab
- Select the **icon** located to the far right of each course
- Drag the **bar** to where you want it to appear in the list
- Close the window by clicking the **X** in the upper right-hand corner
- **Reload** the window to see your courses

The video (0:47) below demonstrates how to reorder your courses in ACE.

Manage Participants

To change the role of your participants:

- Select the **Site Info** tool for your site
- Select **Manage Participants** from the list at the top of the screen
- Select their **role** from the drop-down menu in the **Role** column
- Select **Update Participants** at the top or bottom of the screen

Add Users to a Course

Instructions on how to add users to your ACE Site. You cannot add students are co-instructors, they must be added via Self-Service in the Office of the Registrar.

- Login to ACE at http://ace.uindy.edu
- Select the **Site Info** tool
- Select **Add Participants**
- Enter the **Username** of each user (separate username on each line)
- Select **Continue**
- Determine the Role
    - Administrative Support Access - same permissions as an instructor
    - Course Designer - Can read, revise, copy, delete and add content to the course site but can not access the Gradebook
    - Teaching Assistant - Can read, revise, copy, delete and add most content in assigned sections or groups. This role can not modify or upload a syllabus and has no default access to the Gradebook. Selective or full access to Gradebook must be granted by the site Instructor.
    - Visitor - Read Only

Notes:

- Instructors can add students as TA's to a course. However, if a student is legitimately missing from your roster, the student needs to contact the Office of the Registrar.
- If you have faculty with the role of "instructor" who need to be added to your course, please contact the Office of the Registrar.

The video (1:47) below demonstrates how to add users to your ACE site.

Add or Remove Course Tools

Before adding or removing tools, please consult your department chair. Some programs have a specified list of tools used in all hybrid/online courses.

- In your course, select the **Site Info** tool
- Select the **Manage Tools** tab
- **Select** the **checkbox** for the tools you want to add
- **De-select** the **checkbox** for the tools you want to remove
- Select **Continue**
- Review the list of tools on the next page
- Select **Finish**

The video (1:25) below demonstrates how to add or remove course tools.

Statistics (How to View Your ACE Data to Ensure Student Success)

Overview

ACE captures valuable data which can help us teach our courses better. This data is actionable, which means it can show when it would be a good idea to contact individual students to check on their progress. In an online environment, last log-in and activity within a specific timeframe tend to be the best indicators of students who need encouragement and help with their studies.

The following short videos explain how an instructor can check log-ins during the past 7 days, set a custom date range for log-ins, view student activity as sorted by tool, and view student activity as sorted by event. Also included here are some simple outreach templates which can be edited and adapted to your courses. These templates should help cut down on the time needed to provide customized and individualized contact with students.

Log-in History: 7 Day Window

Students who have not logged in during the last 7 days are more likely to be encountering problems or need some sort of outreach.

The video (4:03) below explains how to create a report using the Statistics Tool in ACE to identify students who have not accessed ACE within a 7 day window.

- We have provided a template for faculty to use with students who have not accessed ACE within a 7-day window.
- When you open the template, you will be asked to make a copy for your own use.
- You can then move the template to your course folder on Google Drive.
- You can also copy the text in the template and communicate with your students via the Messages Tool in ACE.

Set Custom Dates for Student Log-in Activity

This video (4:10) demonstrates how to set custom dates for student log-in activity. Custom dates may best highlight students who are falling behind.

- We have provided a template for faculty to use with students who have not accessed ACE within a 7-day window.
- When you open the [template](), you will be asked to make a copy for your own use.
- You can then move the template to your course folder on Google Drive.
- You can also copy the text in the template and communicate with your students via the Messages Tool in ACE.

Student Activity in ACE: Sorting by Tool

This video (4:47) demonstrates how to sort student activity by tool. Having a "birds-eye view" of student activity can allow faculty to customize interaction and to conceptualize what is happening in a course.

- We have provided a template for faculty to use with students who have not accessed ACE within a 7-day window.
- When you open the template, you will be asked to make a copy for your own use.
- You can then move the template to your course folder on Google Drive.
- You can also copy the text in the template and communicate with your students via the Messages Tool in ACE.

Student Activity in ACE: Sorting by Event

The video (5:04) below demonstrates how to sort student activity by event. Having a "birds-eye view" of student activity can allow faculty to customize interaction and to conceptualize what is happening in a course.

- We have provided a template for faculty to use with students who have not accessed ACE within a 7-day window.
- When you open the [template](#), you will be asked to make a copy for your own use.
- You can then move the template to your course folder on Google Drive.
- You can also copy the text in the template and communicate with your students via the Messages Tool in ACE.

Syllabus

Upload the Course Syllabus

It is a best practice to upload your syllabus as a PDF. Doing so gives your student easy, one-click access to your syllabus. The video (1:28) below demonstrates how to upload your syllabus.

Tests and Quizzes

Tests & Quizzes - New Look

The Tests and Quizzes Tool has a new look. Rather than *Working Copies* and *Published* tabs, all of your tests and quizzes appear in one list.

A **Status** column has been added which indicates whether or not your test/quiz is Published, Inactive or in Draft mode.

Remember: when you copy one site to another, all Tests and Quizzes will appear in *Draft* mode.

The Actions drop-down menu (below) allows you to view **Scores**, **preview** the Test/Quiz, **print** the Test/Quiz or change the **Settings.**
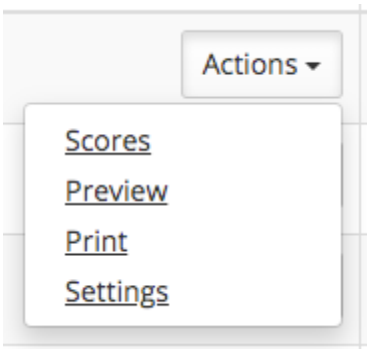
IMPORTANT: DO NOT DELETE YOUR DRAFT COPY

When you create a Published copy of your quiz, it duplicates the Draft copy. DO NOT DELETE the Draft Copy. The Draft Copy is what is copied from one section to the next.

If you inadvertently delete a Draft Copy it can be restored.

ACE Creating an Assessment using the Assessment Builder

Please review the video (5:04) below to create an assessment using the Assessment Builder option in the Tests & Quizzes tool.

Questions can be added to a new or existing assessment with the assessment builder.

For additional information, please refer to the Sakai Documentation for this topic.

Creating an Assessment using Markup Language

The Markup Language option to create an assessment, allows you to "markup" a text file, basically format it a particular way and then copy and paste the reformatted file.

With the Markup Language option you need to either (1) enter all the questions at once or (2) create several different assessments/pools with your sets of questions.

We recommend that you create a "pool" of questions and then randomly select either a sub-set of the questions or all of the questions in random order. That way students do not get the same set of questions in the same order.

Alternatively, you can create an assessment then copy all the assessment questions to a pool. Note: you need to create the pool before you can copy an assessment to it. When naming your pool, be sure to include the course name because all of your pools are in one location in ACE.

We also recommend that you randomize the answers, when it makes sense. You do not want to randomize answers when you have choices like (1) a and not b, (2) all of the above, (3) none of the above.

The video (4:53) below demonstrates how to create an assessment (or pool) using Markup Language.

For more information, please review the [Sakai documentation for this topic](#).

Assessment - Create a Matching Question

The video (3:27) below demonstrates how to create a Matching Question in the Test/Quiz Tool in ACE.

The Matching Question is really one question. It will allocate points based on the number of correct matches. For example, if the question is worth 10 points with 5 terns/definitions, the student who correctly matched 3 of them would be awarded 6 points.

Add Test/Quiz from a Pool

This video (3:12) demonstrates how to randomly draw questions from a pool.

IMPORTANT: Automatic Submission of Saved Assessments

As shown in the image above, check the box next to the setting titled **AutoSubmit saved student work after latest acceptance date** When set according to the criteria listed below, this option will automatically submit saved, student answers to an assessment after the latest acceptance date and time have come to pass.

The AutoSubmit setting forces the submission of saved assessment answers belonging to students who have started and saved answers but forgot or did not successfully submit their work before the latest acceptance date and time have passed.   The student's saved work will be Autosubmitted.

NOTE: The AutoSubmit script runs once a day starting at 5:10AM and completing its process by 6:00AM

IMPORTANT NOTES:

- **AutoSubmit does NOT WORK well with assessments where students are allow multiple submissions.**
- **AutoSubmit only works on a student's first saved attempt for the respective assessment.**
- **Any subsequent sessions by the same student for a particular assessment even if it is saved but not submitted will not AutoSubmit**
- **To reiterate, if you are allowing multiple submissions, DO NOT rely on AutoSubmit to submit every attempt, as only the student's first saved attempt contingent on the "latest acceptance date" setting will be autosubmitted.**

Here are a couple of examples explaining how the AutoSubmit works:

Example 1

- A Test/Quiz is set to open on April 1st at 3pm and close April 10th at 3pm
- Number of submissions allowed is set to one
- Time is set to unlimited
- The student can go in to the assessment numerous times during the availability period and choosing only the save button and ignoring the submit button. This allows them to fully take advantage of the allotted period the assessment is available.
- If the latest acceptance date and time have passed, the AutoSubmit script will process all saved but not submitted student assessment answers at exactly April 11th at 5:10AM. (NOTE: AutoSubmit doesn't run exactly when the assessment closes.)

Example 2

- Same scenario but with say an hour time limit and one submission allowed
- A student can only get in for exactly one hour from the moment they click on the assessment.
- Any saved answers by the student during the one hour will be submitted on their behalf, if they forget to click the submit button.
- In the same fashion as above, the AutoSubmit script runs the next day (morning) on April 11th at 5:10AM.
- Please remember the last due date and time is what triggers AutoSubmit.

Adding Pool Questions to a Sub-Pool

Many of you may have test pool questions with hundreds of questions from your publisher. These can be divided into sub-pools. You can then create an assessment drawing questions from each of the sub-pools. Perhaps you want to divide your pool questions into sub-pools based on the question topic.

This video (5:12) demonstrates how you can divide your question pools into sub-pools and then create an assessment from the sub-pools.

Note: when creating pools, please include your course name. All of your pools are in one location in ACE, having the course name as part of the pool name will help you know which course the pool is associated with.

How Do I Copy a Test/Quiz from One Section to Another?

Option #1: Create a Question Pool

The easiest way to copy a test/quiz from one section to another is to create the test/quiz as a pool. Pools are accessible from **all of your courses**.

Why would you want to use a pool? Using a pool allows you to randomize the questions. Each student gets a different copy of the test/quiz. Pools can also be shared with colleagues.

To copy a test/quiz to a question pool:

- From the Tests/Quizzes tool, select **Question Pools**
- From Question Pools, select **Add New Pool**
- Enter the **Pool Name**, remember to include your *course name* in your pool name. Since all pools are in a central location, you need to be able to identify pools by their course name
- Select **Save**
- Select the **Assessments** tab
- Using the Actions drop-down menu for your Assessment, select **Edit**
- Select **Copy to Pool** located on the right-hand side of the page
- Select the **checkbox** to the left of your pool name
- Scroll to the bottom of the page and select **Copy**
- Upon doing so you can access the pool from all of your courses. You can also share it with another instructor.

Option #2: Use the Import from Site Utility

If you only have one quiz to copy and have no other quizzes in the second site, you can use the Import from Site Utility.

The disadvantages to using the Import from Site Utility are:

- You must select merge or replace. If you select merge you could end up with duplicates of the quiz(zes)
- If you select replace you will lose all of your quizzes on the second site

Too copy a quiz from one section to another, you must be in your NEW Course

- Select the **Site Info** tool
- Select **Import from Site**
- Decide if you want to replace all of your quizzes or merge them with the new quizzes. Select the appropriate radio button
- Select your **old course**
- Select **Continue** at the bottom of the screen
- Select the **check box** to the left of your course name (this will select all the tools)

- Select **Finish** at the bottom of the screen
- You will receive an email when the site import is complete

Test/Quiz Settings

This video (5:22) demonstrates the options in your T/Q settings.

Making Exceptions to Date and Time

The Tests and Quizzes Tool in ACE allows instructors to manage exceptions. This is useful when:

- You have students who have accommodations (students who need a longer time period to compete the assessment)
- Students are unable to complete the exam at the standard date and time
- [This page explains how to set exceptions in the Tests/Quizzes tool](#)

How do I Assign the Same Score for Students Who Did Not Complete the Assessment?

By default, students with No Submission to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

WARNING: Once a grade has been saved for a student in Tests & Quizzes, you cannot delete the grade to remove it from the student's course grade.

[How do I Assign the Same Score for Students Who Did Not Complete the Assessment](#)?

Web Content

Adding a Zoom Room to the Web Content Tool

The video(2:03) below demonstrates how to add your Zoom Room to the Web Content Tool in ACE.

The process is the same if you want to add any unique link (APA Style Guide, Publisher resources, etc.)

If you already have assigned your Web Content Tool to another site, you can create additional Web Content links via Site Info => Manage Tools => Web Content (add another one).

Note: if you have Zoom recordings or several VoiceThread recordings, consider creating a folder in Resources:

- Select **Create Folders** from Actions drop down menu
- **Create a Folder** for Zoom Recordings or VoiceThread Recordings
- Click **Create Folders Now**
- Select **Add Web Links (URLs)** from the Actions drop down menu
- Paste the URL to your recording in the **Web Address (URL)** text box
- Enter the *name of your recording* or the *date of the Zoom meeting* in the **Website name** text box
- Click **Add Web Links Now**

Your students can access this folder for easy access to your Zoom recordings or your VoiceThread recordings.

Note: if you are using Lessons, you can create a link to these recordings in Lessons:

- If you do not already have a text box, create one using **Add Content => Add Text**
- **Enter text** to represent the topic of your VoiceThread or the Date of your Zoom meeting
- Select the text
- **Click the icon** (in the second row) that looks like a paper clip
- **Paste the URL** to your VoiceThread or your Zoom recording

Remember: if you saved your Zoom recordings to a Google Drive folder, don't forget to check your Share permissions!

Sakai 19 Community Support Site

Sakai 19 Community Support Site

The link gives you access to all the latest [Sakai 19 User Documentation](). It contains very easy step-by-step guides.

Faculty Academy Workshops

List of Upcoming Workshops

The Faculty Academy for Excellence and Innovation

The Faculty Learning Design Studio ("The Studio") is a center for communities of learning that engages and connects faculty to each other, their professional responsibilities, and the University mission.

[Register now for our upcoming events](#)!