

## Using GTAC Online Learning Courses for assessment - Quick Guide

Log in to the GTAC website to gain access to teacher sensitive areas.



### Collect student email addresses and add them to your class list (if not already done)

Access the form to send out student invites by clicking 'Invite Students' in the black toolbar at the top of your screen when you are logged in.

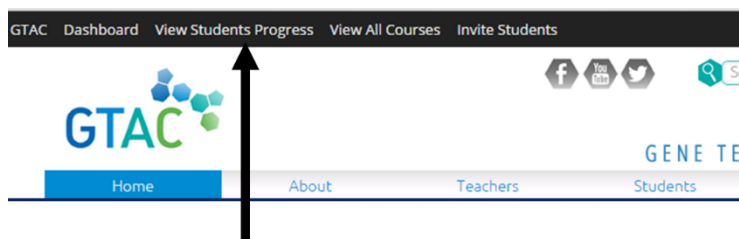
A screenshot of the 'Invite Students' form in the GTAC dashboard. The dashboard has a black top bar with links for 'GTAC', 'Dashboard', 'View Students Progress', 'View All Courses', and 'Invite Students'. On the left is a dark sidebar with a 'Students' menu and options for 'All Students', 'Invite Students', 'Settings', 'Training Courses', and 'Collapse menu'. The main content area is titled 'Invite Students' and contains the instruction 'Enter Student's name and email address to send them an invitation to register at GTAC'. Below this are three input fields: 'Student's Name', 'Student's Email', and 'Student's Class' (with a dropdown menu currently showing 'Year 5'). A blue 'Send Invitation' button is located below the input fields. A plus sign button is on the right side of the form.

Invite students form

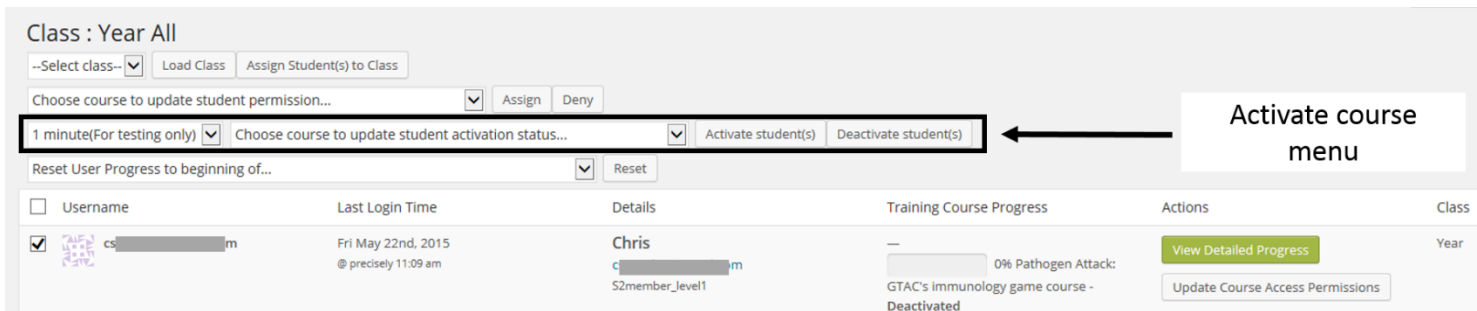
Fill in the required fields of the form to invite students. You can increase the number of students you invite with the form by clicking the + (plus) button on the right side of the form. Once you have entered all of the details for your class, click the 'Send Invitation' button. An email will be sent out inviting the student(s) to register if they haven't already done so.

### Setting the time condition for your students

- Click the **View Student Progress** link in the black toolbar at the top of the screen while logged in.



- Tag the students who you wish to complete the course by clicking the box next to their username.



- The **Activate course** menu is a group of pull down options at the top of the page that are in the 2<sup>nd</sup> row down. There are two options, one which specifies a time period and the other which specifies the course.

- o **If you are wanting to block access to the course for your students**, ensure your students are tagged and select the course from the pull down list that initially displays 'Choose course to update student activation status...'

Check that the time pull down option in the Activate course menu is set to 1 minute(For testing only) and then click the **Activate Student(s)** button. After one minute students will be blocked from accessing this course.

- o **When you are wanting to use the course during a defined time period**, ensure your students are tagged and select the time you wish students to complete the course in by selecting this in the first of the **Activate course** pull down menus.

Next select the course you wish students to complete within this time period. This will initially display 'Choose course to update student activation status...'

To activate the course, click the **Activate student(s)** button. Note that the time counter for students to complete the course will begin from this point onwards.

## Student instructions for completing a private course

After inviting students to your class list and setting a time period for the students to complete the course, there is no more setup required by you. Students will be required to

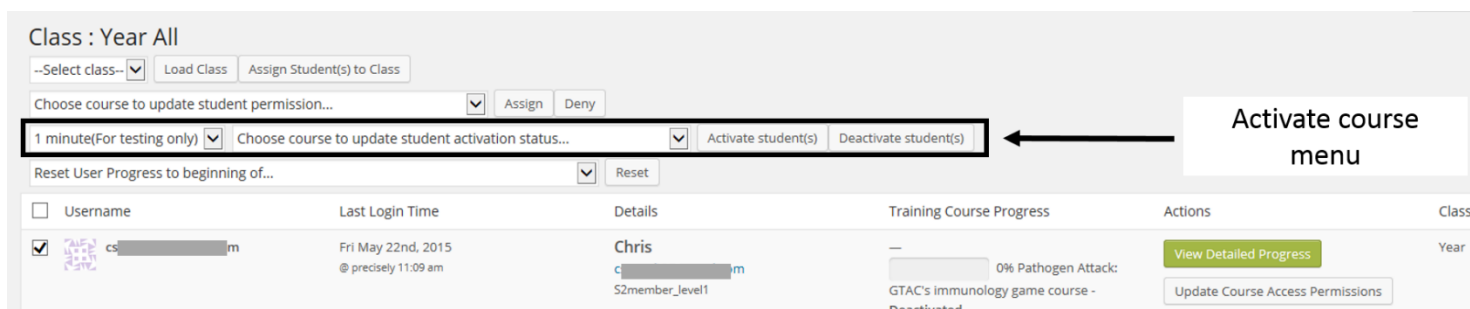
- **Log in.**
- **Find the course and start it**
- **Complete the course**

For instructions on how to access their results, reset courses and manage students see section 11 of the GTAC Website Online Learning Course Teacher User Guide. This guide can be found on the GTAC website under Teachers > Online Learning.

## Granting additional time for students to complete a course (if required)

Use this option if you wish to grant students more time to complete an online course.

- First tag the student(s) who you wish to do this for by clicking the white box next to their username. Refer to section 11.1.1 of the GTAC Website Online Learning Course Teacher User Guide for advice on how to display a whole class if required. This guide can be found on the GTAC website under Teachers > Online Learning.



The screenshot shows the 'Class : Year All' management interface. At the top, there are controls for selecting a class, loading it, and assigning students. Below this, there are dropdown menus for 'Choose course to update student permission...' and 'Choose course to update student activation status...'. The '1 minute (For testing only)' option is selected in the second dropdown. To the right, there are buttons for 'Assign', 'Deny', 'Activate student(s)', and 'Deactivate student(s)'. A callout box labeled 'Activate course menu' has an arrow pointing to the 'Activate student(s)' button. Below these controls is a table with columns for Username, Last Login Time, Details, Training Course Progress, Actions, and Class. The first row shows a student named 'Chris' with a checked box in the Username column, indicating they are selected. The 'Details' column shows 'Chris' and 'S2member\_level1'. The 'Training Course Progress' column shows '0% Pathogen Attack: GTAC's immunology game course - Deactivated'. The 'Actions' column has buttons for 'View Detailed Progress' and 'Update Course Access Permissions'.

- Select the time you wish to grant students to complete the remainder of the course in by selecting this in the first of the **Activate a course** menus (at the top of the page, 2<sup>nd</sup> line down). This will initially display '1 minute (for testing only)'.
- Next select the course you wish grant extra time for. This will initially display 'Choose course to update student activation status...'.
- To grant this time, click the **Activate student(s)** button. Note that the extra time counter for students to complete the course will begin from this point onwards.
- Student results can be accessed online. Refer to section 11.6 of the GTAC Website Online Learning Course Teacher User Guide for instructions on how to do this.