What Students Need to Know about Scholar

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Introduction

Students do not have classes to them about Scholar, and they are expected to learn how to use the system. OLCS has documentation for students, but they do not necessarily know where the resources are or how to use them. If instructors give students a little guidance, it can make the course run more smoothly and save on question-and-answer time down the road. In this short course, well let you know what students usually need to know and give you some materials to share with them.

All of the functions described below are searchable in Scholar's Inline help. Click “XX” and type the tool or feature name and/or function in the search box.

Tell Students how to Navigate Scholar

Membership Tool
Students can use this to see which sites they are a member of, and to remove themselves from certain sites. It is in My Workspace, Membership.

Preferences
Students and instructors can rearrange their site tabs and hide unused sites. It is in My Workspace, Preferences.

Resetting the Browser
If they need to go to the top-level menu of a tool, students should click the reset arrows.

Create an Easy-to-Use Site
Common student questions ask about location of materials, due dates, contact information and submission method. You can head those questions off by organizing your site.

- Keep list of tools to a minimum. Only add tools that you are using in the course. Hide tools that you do not need students to see, like Site Info. Do this through Site Info, Edit Tools and Site Info, Page Order.

- Arrange tools in a well thought out order, like most commonly used or most important. So this in Site Info, Page Order.

- Arrange files and folders in the Resources area in a well thought out order, like chronological or alphabetical. Go to the Actions drop-down menu in the folder on top of the ones you would like to rearrange and select “Reorder”.

- Put your contact information on the Home page. On the Home page, click “Options” and you will be able to edit the content.

- Use the Syllabus tool. Students look for syllabi there first. You can display your syllabus on the web, and/or include a downloadable version to print.
• **Link to items in Resources from other Scholar tools.** That way you only upload something one time, but students can access it via multiple tools. For example, you can save your syllabus in the Resources area and link to it from the Home page and Syllabus tools. You can save class readings in Resources link to them from the Assignments tool.

**Tell Students how to Submit Assignments**

You can use both the Drop Box and Assignments tools to collect electronic homework submissions.

**Assignments Tool**

• Students can paste or type text into a box, attach a file, or bring a hard copy to class.
  o If they enter text in the box, be sure they keep a backup incase the browser crashes.
  o If they paste from Word, tell them to use the “*Paste from Word*” button.
• If you use the Assignments tool, the student gets a verification ID number.
• The tool displays assignment status to students, with date and time of submission, and whether or not the instructor has graded and returned the assignment.
• Students can see grades in the Assignments tool and in the Gradebook.

**Drop Box**

• Instructors choose whether or not they will receive emails when students add files to the drop box. There is no formal submission verification ID number.
• Students must look for grades in returned copies of the assignment or in the Gradebook.

**Non-Scholar**

• Students can email homework or bring in hard copies. Instructors can return markups digitally or as hard copies.
• Grades can be posted in Scholar’s Gradebook.

**Tell Students how to Take Tests and Quizzes**

• Use a recommended web browser, like Firefox of Internet Explorer.
• Do not log in to Scholar more than once.
• Use the Scholar assessment's forward and back buttons, NOT the browser's forward and back buttons.
• If students have technical problems, have them contact 4Help: [http://4help.vt.edu](http://4help.vt.edu) with the course and instructor name, site name, exam name, browser and OS, and detailed description of what went wrong.
• Tell students to contact you immediately if there is a problem on a test.
Give Students this Scholar Resource

The following links to a web page that addresses many student questions regarding scholar: [http://help.scholar.vt.edu/ImportantInformationforStudents.html](http://help.scholar.vt.edu/ImportantInformationforStudents.html)
What Every Student Needs to Know about Scholar

Workshop Checklist

☐ Introduction to students and Scholar

☐ Help students navigate Scholar

☐ Create an easy-to-use site

☐ Tell students how to submit assignments

☐ Tell students how to take online tests

☐ Share Scholar help resources with students
Help! I Need Support!

Browser Recommendations

- Mozilla Firefox 12 and newer
- Internet Explorer 9
- Chrome 18 and newer
- Safari 5.1

Most Scholar functions have been tested with all four browsers and versions listed above. That does not guarantee every feature will work perfectly in all four browsers, but we are committed to doing our best to support all four. If you suspect a browser-related problem, we encourage you to try another browser and to promptly report the issue to 4Help at http://www.4help.vt.edu.

Online Resources and Scholar Training

- For instructions on site creation, importing course materials, and TA permissions, see the Instructor’s Checklist at: http://help.scholar.vt.edu/Instructor%27sChecklist.html
- For instructions with screenshots and for answers to “How do I...?” questions, go to Scholar’s Inline Help. In Scholar’s left-hand menu bar, click Help. Use the search box or the alphabetical index to find your information.
- For Scholar FAQs, handouts, and videos, see the Online Learning & Collaboration Services (OLCS) website: http://www.olcs.lt.vt.edu/scholar/scholar.html.
- For Scholar short courses and one-on-one training, visit the Faculty Development Institute (FDI) website: http://www.fdi.vt.edu/, click the appropriate term, and register for Scholar training. You will need to log in with your PID and password.

Live Help

For questions, comments, suggestions, bug reports, or anything that needs attention, please use the 4Help web form at http://4help.vt.edu/ or call 540-231-HELP (4357). When requesting assistance, include as much of the following information as possible:

- your name and PID,
- the browser and operating system,
- the Scholar site’s title (on the site tab),
- the course name, course #, and instructor’s name,
- any complete error messages you may have saved,
- the day, time and what you were doing when the error occurred,
- and any solutions you have already attempted.

For in-depth assistance or a consultation on instructional strategies using Scholar, sign up for an In-Person Help session or a One-on-One session through the FDI at http://www.fdi.vt.edu.