



ICON Overview Training Session

Today's Session:

1. Getting Started With ICON
2. ICON Content Exercises (All Hands-On)
3. Individual Work Time

Getting Ready:

1. Go to <https://icon.uiowa.edu> and log in with your hawkID.



Before you begin — Downloading Sample Files


Before you begin, your instructor will help you download a sample file that you will use in a later exercise.

1. On your computer, open an Internet browser (such as Internet Explorer or Firefox).
2. Navigate to the following site: <http://its.uiowa.edu/icon>.
3. Scroll down to the bottom of the page, then under the Training heading, click on **ICON - Getting Started and Distributing Content**.
4. Click **Download Files for Training Course**.
5. Choose **Save** and save the folder to your computer's desktop. Notice that the folder is a .zip archive, which contains multiple files.
6. On your computer's desktop, right-click on the .zip archive folder and choose **Extract All**. Click **Extract**. This creates a folder on your desktop called "ICON Overview example files".



Activating Your Course

Students will be unable to access your course until you make it active. When viewing your courses from the ICON Dashboard, inactive courses have the "activate course" button next to them.

1. From the ICON Dashboard, click the  button.

To deactivate your course, click Instructor Tools, then click Deactivate Course.



Viewing Your Course as a Student

You can “switch” roles to see what your course looks like from the student point of view. You will be able to view content, post discussions messages (from yourself), take quizzes (as yourself), etc.

To switch to the student role:

1. Click **Course Home** (left NavBar).
2. Select **.Student** from the **Role Switch** drop down list.
3. Click **Change Role**.


Don't forget to switch back to your default role (“my role”) when you are finished.



EXERCISE ONE — Creating a Content Module

A content module is like a folder that contains student links to files, websites, or other components of your ICON course (quizzes, discussions, etc).

We'll begin by creating a content module called “Week 1: Clickers.”


1. Click **Content** in the NavBar.
2. Select  **Table of Contents** (left).
3. Click inside the **Add a module...** area.
4. Type **Week 1 - Technology in the classroom** in the textbox and press Enter or click outside of the text area to complete this step. ICON adds the title you just entered in the sidebar menu.





EXERCISE TWO – Creating a Topic

A Topic is a link to a file, to an outside website, or to some component of your ICON course, such as a quiz. For this exercise, you'll upload a Word document from your computer and add it as a Topic.

Important: Before you upload any file to ICON, check to make sure the file name does not contain more than 100 characters AND that it does not have a space at the beginning or contain one of the following characters: “ * / : < > ? \ | ' & ; #

1. There are two ways to add a file as a topic. In the **Week 1 - Technology in the classroom** module area,
 - a. Navigate to the example files on your computer, and drag and drop the file **Educause - 7 things you should know about clickers.pdf** (which should now be located in the “files_for_training_course” folder you created earlier) from your Desktop to inside the dotted line area,
 - b. or click **New > Upload Files**. In this new window, you can again drag and drop a file or click  **Upload** to browse to the file's location. When finished, click **Add**.
 - Note: The actual saved file will be stored in a special “Manage Files” area of your course, which only *instructors* can view. The “Topic” you are currently creating is the link students will click on to access that file.

Note that the topic now has the same name as the file you uploaded. If you would like to change the name of the topic, click the more actions arrow , select  Edit Properties, click on the name of the topic, enter a new name, and click outside of the name field.





EXERCISE THREE — On your Own

1. Upload two more files to the Parent Module **Week 1 - Technology in the classroom** module:
 - Educause - 7 things you should know about flipped classrooms.pdf
 - Educause - 7 things you should know about wikis.pdf
 2. Using the left menu under **Table of Contents**, create three more content modules titled as follows:
 - a. **Resources**
 - b. **Week 2: Using PowerPoint**
 - c. **Course Documents**
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EXERCISE FOUR – Creating a QuickLink to a Website

1. Select the module **Resources** from the left menu.
 2. Click the  menu and select  **Create a Link**.
 3. Enter the title **Online@Iowa**.
 4. Enter **http://www.uiowa.edu/~online/** in the URL textbox. (To ensure you are entering an address correctly in the future, you can go to the website, copy the URL, and paste it into this textbox.)
 5. Click **Create**.
 6. Click **Table of Contents** (top).
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
EXERCISE FIVE — On your Own

1. Create one more Quicklink in the Parent Module “Resources.” Name it **ICON Help** and use the URL **<https://icon.uiowa.edu/help>**.



EXERCISE SIX – Re-Ordering the Topics in a Content Module


In your left menu area (Table of Contents), notice that your Course Documents module is at the bottom of the page and the Resources module is crammed between weeks 1 and 2. Let's make that order more logical:

1. Click and hold the symbol to the left of the  **Course Documents** module name.
 2. Drag the **Course Documents** module to above the **Week 1 - Technology in the classroom** module. Let go when a dark gray line appears to show its location (make sure not to drag it into another module- the other module will be colored orange if you have selected it instead).
 3. Click and drag **Resources** to the bottom of the list.
 4. The Course Documents module is now at the top of the list and the Resources module is at the bottom.
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Restricting Access to a Module or Topic


You can restrict file availability to certain time periods or to individuals, based on group membership or completion of an online task. We won't do this today, but your instructor will demonstrate the following steps for hiding a module:

1. Click on the name of a module.
2. To hide the module from students temporarily: on the module page, click the on the Published button  **Published** and change it to **Draft**.
3. We can add certain restrictions to a module. Click the area **Add dates and restrictions**.
 - To display the module during a certain time period, we can enter start and stop dates. You can enter only a start date, only an end date, or both.
 - To restrict display of this module to students who have met a certain online requirement or who belong to a certain group or section, under **Release Conditions**, click **Create** and enter your conditions. If you enter more than one selective release condition, students will need to satisfy ALL of the conditions (not just one) in order to access the module.
4. Click **Update**.



Copying Content from Another ICON Course

You can copy content modules from another ICON course. We won't do that today, but your instructor will demonstrate the following steps for importing a content module called "Week 3: Writing Test Questions."

1. Navigate to the site you wish to copy materials into.
2. Click **Edit Course** in the far-right NavBar or in the Course Tools widget on the homepage.
3. Click  **Import/Export/Copy Components**.
4. Make sure **Copy Components from another Org Unit** is selected.
5. Under **Course to Copy** click **Search for Offering**.
6. In the new window, select the course you want to copy and click **Add Selected**.
7. Choose either **Copy All Components** or **Select Components**
 - If you choose to select components, check the box next to each course component you wish to copy. For each component type, you can copy all items or select individual items to copy. If you are importing content, select Content and Course Files (you must copy the course files or else nothing will appear when students click the content links).
8. Click **Continue**.
9. Click **Finish** to confirm the components you wish to copy.
 - Click the Modify links to make changes.
10. Click **Copy Another Package** or **View Content** when ICON informs you that the items have been successfully copied.

Note: Most ICON course components can be copied, except for student data and some gradebook settings. For instructions, see the ICON Online Help section *Copying Content/Components from Another ICON Course*, which is under *Getting Started*.

**DEMO**

Linking to a Discussion, Quiz, Dropbox, or Other Course Activity


You can give your students convenient access to other components of your ICON course from within a Content Module. We won't do that now, but your instructor will demonstrate the following steps for linking to a quiz:

1. Click **Content** in the NavBar
 2. From within a module, click **Add Activities**.
 3. You can select from Chat, Checklist, Discussions, Dropbox, Online Rooms, Quizzes, or Surveys.
 - You can also create a new item from these options.
 4. Select the specific item you would like to link to, and it will appear within the module.
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Viewing Usage Statistics




Your instructor will use a different course to demonstrate how you can find out usage statistics for content items and for individual students:

1. Click **Content** in the NavBar.
 2. Click the **Related Tools** drop-down menu.
 3. Select  **View Reports**.
 4. You'll see the usage numbers for the different content topics. For more details, click on the number in the Users Visited column.
 5. To view the usage numbers for students, click the **Users** tab. For more details, click on a student name.
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EXERCISE SEVEN — The Discussions Tool


The Discussions tool is a collaborative area where students can post, read and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with peers on assignments and homework.

1. Click on **Discussions** in the navbar.
2. Click the  menu and select **New Forum**.
3. Enter the title **Teaching with Technology**.
4. Enter a description: **Share suggestions about incorporating technology into your teaching**.
 - Note: To see more formatting options, click the **Advanced** tab. If you wanted to add an image or a link, you would click either the  **Insert Image** icon or the  **Insert QuickLink** icon.
5. Click **Save and Add Topic**. Forums contain topics, and topics are where students will create discussion posts.
6. Select **Teaching with Technology** from the Forum dropdown list.
7. Enter the title: **Using PowerPoint Effectively**.
8. Enter a description: **What makes a good PowerPoint presentation?**
9. Click **Save and Close**.
10. You will be brought back to the **Discussions List**. Now the forum and topic are both visible. Click on the topic.
11. On this page, click **Start a New Thread**. Enter a subject and message, and click **Post**.
12. Now students can reply to your prompt thread, start their own, or reply to other students' posts.



EXERCISE EIGHT — Using a Dropbox


The Dropbox tool allows students to submit assignments directly in ICON, eliminating the need to mail, fax, or email work to instructors. Students can simply upload their submission to the appropriate dropbox folder and submit.

1. Click on **Dropbox** in the navbar.
2. Click .
3. Type in the folder name (the assignment name): **Midterm Essay**
 - If you wanted submissions to be checked against the Turnitin database for plagiarism, you can enable **Originality Check**.
 - If you wanted to associate this folder with a Grade Item, you can select it or create a new one from this page.
 - Other options are to include custom instructions, attach a file, or modify submission options such as number of files allowed.
4. Click **Save and Close**.
5. Now we can see the newly created Dropbox folder in the list. Click on the name, **Midterm Essay**.
6. On this page, you'll see all student submissions. The default tab sorts by user, and the Files tab shows all files submitted. When there are submissions, you can click to preview the file if it is supported by ICON (Word, image, or PowerPoint), or download it to your computer. This is also where you can leave feedback and a grade if the Dropbox folder is linked to a grade item.



EXERCISE NINE — Creating a Grade Item

The Gradebook is where you can keep track of grades for students. We'll create a basic numeric grade item.



1. Click on **Grades** in the navbar.
2. It is a good idea to go through the Grades Setup Wizard, but today we'll skip that. Click on the **Manage Grades** tab.
3. Click  and then **Item**.
4. Choose **Numeric** in the listing of grade item types.
5. Type **Assignment 1** in the Name box and leave the Short Name blank.
6. In the Max. Points box, change the number to **15**. (This is the number of points possible for this quiz.)
7. Click **Save and Close**.

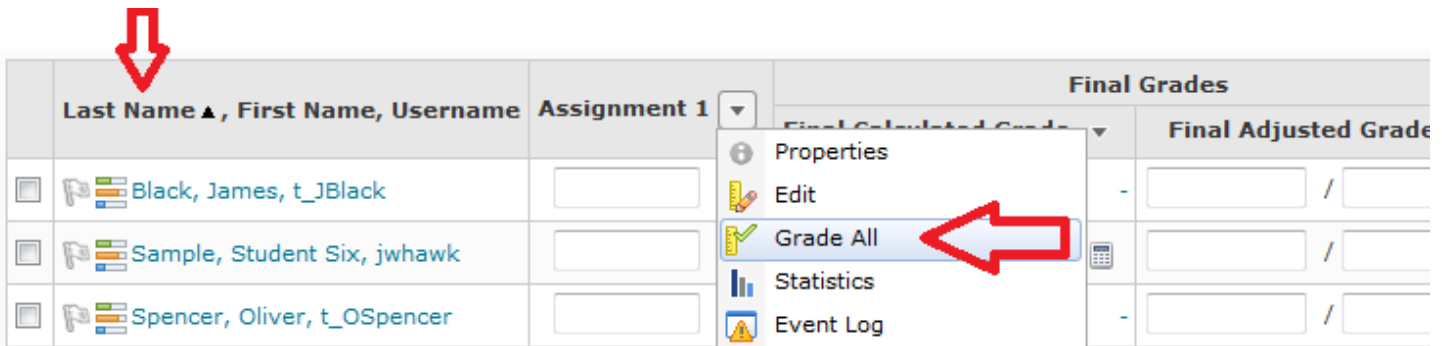








EXERCISE TEN – Entering Grades

You can enter grades manually or upload them from a program like Excel. And if you're using ICON's Quiz tool, you can have ICON automatically enter the grades for you by linking the quiz to the grade item.

We'll enter grades manually for the grade item we just created:

1. Click the **Enter Grades** tab at the top next to Manage Grades.
2. Notice that the students are listed by first name (the default). Click on **Last Name** to change the order.
3. Next to the Assignment 1 heading, click the more actions  arrow and select  **Grade All**.



	Last Name ▲, First Name, Username	Assignment 1	Final Grades	
			Final Calculated Grade	Final Adjusted Grade
	 Black, James, t_JBlack	<input type="text"/>	-	<input type="text"/> / <input type="text"/>
	 Sample, Student Six, jwhawk	<input type="text"/>		<input type="text"/> / <input type="text"/>
	 Spencer, Oliver, t_OSpencer	<input type="text"/>	-	<input type="text"/> / <input type="text"/>



4. Enter some values for Assignment 1. (Pressing the Tab key moves you to the next student.)

Note: To enter a comment for an individual student, you would click the balloon in the Comments column. To enter a comment for the entire class, you would click in the Overall Comments box above the listing of grades.

5. Click **Save** and then click **Yes**.

Your screen should look something like this:

	First Name ▲, Last Name, Username	Grade	Scheme	Comments	Event Log
<input type="checkbox"/>	James, Black, t_JBlack	10 / 15	66.67 %		
<input type="checkbox"/>	Oliver, Spencer, t_OSpencer	13 / 15	86.67 %		
<input type="checkbox"/>	Student Six, Sample, jwhawk	12 / 15	80 %		

Enter grade for all selected users
 Clear grades for all selected users
 Email selected users
 20 per page

6. Click **Cancel** to go back to the **Enter Grades** tab.