



Getting Started With ICON Training Session

Today's Session:

1. Getting Started With ICON
2. ICON Help – How to Find and Use It
3. ICON Content Exercises (All Hands-On)
4. Individual Work Time
5. Evaluations

Getting Ready:

1. Go to <http://icon.uiowa.edu>.
2. Log in to your assigned training course.




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/apps/training/>.
3. Click **ICON**. Then, select **ICON – Distributing Content Materials in ICON**.
4. Select **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.
 - a. In Windows 7, choose Save As and save the folder to your computer's desktop.
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 “files for training course”.



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 this icon  next to them while active courses have no icon next to them.

1. Once in your ICON course
2. Click **Edit Course** in the lower-right NavBar.
3. Click  **Course Offering Information** under General.



4. Click to place a checkmark in the **IsActive** Box.
5. Click **Save**.

To deactivate your course, you would de-select the IsActive box, and click Save.



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), participate in chats (as yourself), etc. You won't be able to take quizzes, but you can do that under your default role by using the Preview function in the Quizzes tool.

To switch to the student role:

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

Don't forget to switch back to your default role when you are finished --MyRole (ex. Instructional Designer)--.



Viewing the Finished Project

Your instructor will show you the Content area of an ICON course in which today's exercises have already been completed.





EXERCISE ONE — Creating a Content Module

A content module is like a folder that contains 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 (top left).
 2. Click  **Manage Content** (far left under Content Areas).
 3. Click  **New Module** (top).
 - Keep the Parent Module setting None. If you wanted to nest this Content Module inside another, existing Content Module, you would select the existing module from the dropdown menu, but we aren't doing that now.
 4. Type **Week 1: Clickers** in the Title textbox.
 5. Leave the Short Title textbox blank.
 - ICON will fill in the title you just entered. (The Short Title appears in the sidebar menu.) If you didn't want content items to be numbered, you would click **Hide enumeration for this module, but we'll keep the enumeration for now** (and change it later).
 - Notice the Restrictions and Comments tabs. Your instructor will describe these later.
 6. Click **Save** (bottom right).
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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. Click  **Manage Content** (top).
2. Click  **New Topic** (top).
3. Click  **Upload New File**.
4. Select **Week 1: Clickers** from the Parent Module dropdown menu.
5. Enter the title **Erping Zhu: Teaching with Clickers**.
6. Enter the short title **Erping Zhu**. (This will appear under Week 1: Clickers in the sidebar menu.)



7. Click the **Browse** button and navigate to the “files_for_training_course” folder you created earlier and open the “01 Week 1 Clickers” folder. Choose the file named **01_Zhu_TeachingWithClickers.pdf** (**double-click**) or **click once and select open**. The filename will appear in ICON (next to the Choose File or Browse button).
 - o Note: The actual saved file will be stored in a special “Manage Files” area of your course, which only *you* can view. The “Topic” you are currently creating is the link students will click on to access that file. (If you were organizing your Manage Files area by folders, you could select which folder you wanted the file stored in by clicking the **Choose Destination** button.)
 8. Click **Save**.
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EXERCISE THREE — On your Own

1. Add one more topic to the Parent Module “Week 1: Clickers” and name it **EDUCAUSE: 7 Things You Should Know about Clickers**. Use the file named **EDUCAUSE_7ThingsToKnow.pdf**.
 2. 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. Click  **Manage Content** (top).
2. Click  **New Topic** (top).
3. Click  **QuickLink**.
4. On the Properties tab, select **Resources** from the Parent Module dropdown menu.
5. Enter the title **Online@Iowa**.
6. Enter <http://online.uiowa.edu> (under **Content**) 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.)

7. Click **Save**.
8. Click  **Manage Content** (top).





EXERCISE FIVE — On your Own

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



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

In your Manage Content area, 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 Manage Content (top)
2. Click  **Re-Order** from the menu directly under the Manage Content title (top).
3. Select **1** from the Sort Order dropdown menu for Course Documents.
4. Select **4** from the Sort Order dropdown menu for Resources.
5. Click **Save**. Course Documents is now at the top of the list and Resources is at the bottom.
6. Now click  **View Content** (left) to see how this will look to students in the Table of Contents.



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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  **Manage Content** (top left).
2. Click  **Edit** (to the right of the module Course Documents or pick another).
3. Click the **Restrictions Tab**.
 - To hide the module from students temporarily, click **Hide this module**.
 - To display the module during a certain time period, enter start and stop dates (enter something).
 - To restrict display of this module to students who have met a certain online requirement or who belong to a certain group or section, click **Create and Attach** under **Release Conditions** and enter your conditions (pick one). 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 (**click create or just looking**).
4. Click **Save**.
5. Click Manage Content (top)

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Changing / Hiding Enumerations

Notice that the Content Module names are preceded by “Unit” and a number. You could modify or delete this default designation if you wanted. Your instructor will demonstrate how to delete the word “Unit”:

1. Click  **Settings** (left).
2. Click  **Enumerations** (top). In the Enumeration Properties box, you see the Level 1 settings:
 - a. Titles: Before enumeration (Unit), Enumeration (I), and After Enumeration (.).
3. Delete the word **Unit** in the Before Enumeration box.
4. Keep **** because it stands for boldface and isn't active when there's nothing to boldface.



5. Click **Save**.


Suppose that instead of deleting the word Unit, you wanted to replace this designation with “Week.” You would:

1. Highlight the word **Unit** in the Before Enumeration box and replace it with **Week (add to the end of under the Week in the before enumeration box).**
2. Click **Save**.



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 (under tools in the lower right-hand side).
3. Click  **Import/Export/Copy Components**.
4. Make sure **Copy Components from another Org Unit** is checked and click **Next**.
5. Make sure the circle for **Existing Offering** is checked (top).
6. From the **Existing Offering** drop down menu, select the course you want to copy.
7. Click **Select All Components**, or 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 **Next** scroll all the way down (bottom center).
9. Click **Next** to confirm the components you wish to copy.
 - Click the Modify links to make changes.
10. Click **Done** when ICON informs you that the component(s) have been 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*.

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Linking to a Discussion, Quiz, Self-Assessment, or Other Course Component



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. Click  **Manage Content** (top left).
 3. Click  **New Topic** (top).
 4. Click  **QuickLink**.
 5. Select a Content Module from the Parent Module dropdown menu.
 6. Enter a title.
 7. Click the  **Insert QuickLink** icon to the right of the URL box.
 8. Make your selection (Quizzes, Dropbox, etc.) from the Category dropdown menu.
 9. Make your selection (Quiz 1, etc.) from the Link Details dropdown menu.
 10. Click **Insert**.
 11. Click **Save**.
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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 (top left).
2. Click  **Reports** (left).
3. Click  **Statistics** (top) already there by default. You'll see the usage numbers for the different content topics. For more details, click on the number in the Users Visited column.



4. To view the usage numbers for students, click the **Users** tab. For more details, click on a student name.

For More Information

For instructions on adding library reserves staff to your ICON site:

<http://icon.uiowa.edu/support/onlinehelp/content/files/#library-reserves>

For instructions on uploading multiple files to your ICON site:

<http://icon.uiowa.edu/support/onlinehelp/content/files/#uploading>