

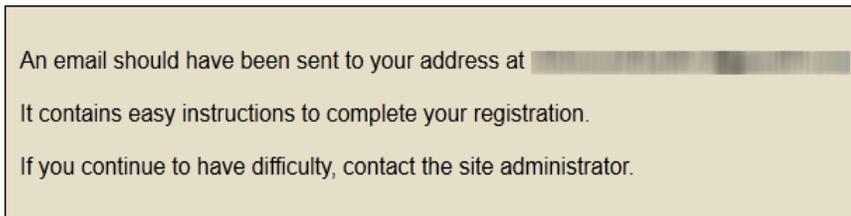
# Teacher Course Guide

## How to create an account

1. Go to: <http://courses>.
2. In the top-right corner of the page is a "Login" area. Click the "Create new account" link.



3. Follow the instructions to create a new account, with a username and password.



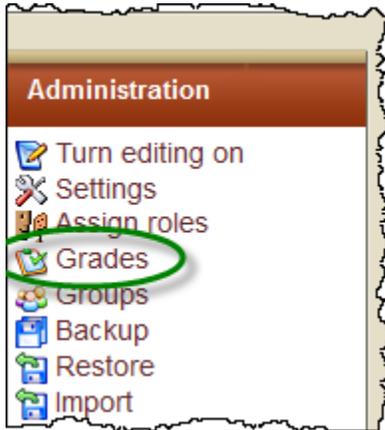
4. [Illegible text]

## Helping your students enroll in your course

The [Student Course Guide](#) will help your students through the registration and enrollment process. Make sure that your students know the full name of your course before sending them to register. Sometimes students get confused and register for our standard *Familia Romana Ancillaries* course instead of their teacher's course because they are unsure of the correct name of the course they are looking for. It often helps to send them the URL of your course so that they can go to it directly rather than searching for it the first time. You can find the URL by going to your course page and copying it from the URL bar.

## Managing your course

To see your students' grades, click the "Grades" link in the left sidebar on your main course page.



To see the details of the Exercitia and Pensa, click the "Hot Potatoes Quizzes" link in the left sidebar on your main course page.



From here you can click any of the "View reports for . . ." links to see your students' specific scores for each attempt on that quiz.

Topic	Update	Name	Quiz closes	Best grade	Attempts	Regrade
1	<a href="#">Update</a>	Exercitium 1	Never closed	100 / 100	<a href="#">View reports for 20 attempts (15 Users)</a>	
	<a href="#">Update</a>	Exercitium 2	Never closed	100 / 100	<a href="#">View reports for 11 attempts (8 Users)</a>	
	<a href="#">Update</a>	Exercitium 4	Never closed	100 / 100	<a href="#">View reports for 2 attempts (3 Users)</a>	

Finally, you can click the date and time for a specific attempt to see the answers a student gave for that particular attempt.

Name	Grade (highest grade)	Attempt	Time	Status	Time taken	Raw score
Pensa Pensa	86	1	<a href="#">September 8 2011, 01:25 PM</a>	Abandoned	44 secs	5
		2	<input type="checkbox"/> September 8 2011, 01:26 PM	Completed	2 mins 6 secs	0
		3	<input checked="" type="checkbox"/> September 8 2011, 01:28 PM	Completed	1 min 57 secs	86

## Modification Policy

You are welcome to add new resources and materials to your course page, but please do not edit or change any of the materials that come with your course page. If you accidentally or purposefully change any of the materials that come with your course page and need them to be repaired, you will be charged a fee of \$65.00 per hour for the repairs.

Focus Publishing will not be able to train you in how to use Moodle. However, there is a link to the Moodle website at the bottom of your course page.



There are also links to contextual pop-up help pages in all of the editing pages.

