Rasmussen College
Faculty Handbook for Engage LMS (Revised February 2015)
## Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Logging In</td>
</tr>
<tr>
<td>4</td>
<td>Engage Home Page</td>
</tr>
<tr>
<td>5</td>
<td>Course Home Page</td>
</tr>
<tr>
<td>6</td>
<td>Edit Course</td>
</tr>
<tr>
<td>7</td>
<td>Common Course Elements</td>
</tr>
<tr>
<td>10</td>
<td>Instructor Profile / “My Profile”</td>
</tr>
<tr>
<td>12</td>
<td>Instructor Block</td>
</tr>
<tr>
<td>16</td>
<td>Syllabus / Setting up the course syllabus</td>
</tr>
<tr>
<td>18</td>
<td>Grading Rubrics in Syllabus</td>
</tr>
<tr>
<td>19 – 24</td>
<td>Course Calendar (required items, due dates, adding assignments to calendar)</td>
</tr>
<tr>
<td>24 – 31</td>
<td>Adding Content (blocks, activity/resource, poll, URL, video)</td>
</tr>
<tr>
<td>32</td>
<td>Live Classroom Session – Scheduling</td>
</tr>
<tr>
<td>32</td>
<td>Live Classroom Session – Set up</td>
</tr>
<tr>
<td>36</td>
<td>Live Classroom Session – Posting Archives</td>
</tr>
<tr>
<td>39</td>
<td>Live Classroom Session – Components</td>
</tr>
<tr>
<td>40 – 44</td>
<td>Announcements &amp; Course Wall</td>
</tr>
<tr>
<td>44</td>
<td>Student Lounge</td>
</tr>
<tr>
<td>47</td>
<td>General Course Questions Forum</td>
</tr>
<tr>
<td>48</td>
<td>Weekly Discussion Forums</td>
</tr>
<tr>
<td>51</td>
<td>Mail</td>
</tr>
<tr>
<td>56</td>
<td>Grading – Assignments</td>
</tr>
<tr>
<td>61</td>
<td>Grading – Discussion Forums</td>
</tr>
<tr>
<td>63</td>
<td>Grading – Live Lecture/Classroom</td>
</tr>
<tr>
<td>65</td>
<td>Grading – Quizzes</td>
</tr>
<tr>
<td>69</td>
<td>Activity Data/Reports</td>
</tr>
<tr>
<td>71</td>
<td>Misc./ docked blocks</td>
</tr>
</tbody>
</table>
Logging Into the Engage Learning Management System

To access your courses in Engage, use the URL https://engage.rasmussen.edu. Your username and password are the same credentials that you use to log into your webmail account for Rasmussen. It’s a good idea to bookmark this URL for future use.

This URL will bring you to the main page. Click “Login” in the upper right hand corner.

You will then be routed to the login page:

Enter your login credentials to access the Engage LMS where your course is located.
Engage Home Page

When you first login, you will see the main homepage which includes a Navigation panel (also referred to as a “block”) on the left side of your screen and tabs across the top. You will be able to navigate through the online platform using both.

Tabs
The tabs will be used to access your profile, calendar (your calendar; not specific to just one course: all course events will show on this calendar), resources, my portfolio, and groups.

Navigation Block
You will access your site pages, mail, profile and courses through the navigation block. The two areas you will access readily are Mail and My Courses.

To access your course homepage, click My Courses. You will then see a list of courses that you are enrolled in. Select the course you’d like to access. Each course will have specific course-related information that will then appear in the Navigation block.

Announcements
Announcements that pertain to all students using the Engage LMS are posted in this section. Some types of announcements include academic calendar, system updates and financial aid reminders. These announcements are not supplied by instructors and are not course specific.
Course Home Page

The course home page has a three-column layout, visually organized with blocks on the left and right sides and with the center column containing the course content.

Course Content will appear in the middle section, broken down into modules. Each module will have some content and matching activities, such as discussion forums, quizzes or assignments. You will be able to access the content in each module by clicking on the arrow to the left of the module title.
The right and left columns of the course homepage will have blocks with additional tools/content and features, such as calendar block, instructor block, announcements, settings, my courses, my groups, etc.

**Edit Course**

In order to add, edit or delete content in your course, you will need to turn the editing feature on by clicking on the button titled “Turn editing on” in the upper right corner of your course.

Or on the left Navigation side in Settings under the Course Administration

Examples of things you can do with editing turned on include:

- Changing the titles or moving various blocks
- Adding a block
- Adding an activity or resource such as polls, videos, URLs, pictures, etc.

When editing is turned on, you will see various icons appear when you hover your mouse over certain areas. If you hover over a specific icon, a description will appear of what you can do by clicking on the icon.
It is important to use caution when editing is turned on to ensure areas are not inadvertently moved or deleted.

Once you have completed your modifications, click the button titled “Turn editing off” in the upper right hand corner or in the Settings on the navigation side. Notice that it’s the same button that you clicked before. The title changes to indicate if editing is turned on or off.

Common Elements of an Engage LMS Course

Each course in Engage contains common elements, some of which can be modified while others should not.

**Participants** – Think of this area as the class roster. You are able to locate a student and view various activity logs and reports.

**Reports** – This is an area for instructors to access a number of reports including grader report (grade book), student activity and course participation just to name a few.

**Getting Started** – The Getting Started area is essential for students starting the course. They will be able to navigate to the course announcements, syllabus, course schedule, student lounge, and general course questions forum as well as important information about accessing their eTextbook.

**Live Classroom** – Instructors will add a link to their Adobe Connect room for students to access on a weekly basis for the live classroom session. Links to the archived sessions will also be added in this section. This is an area that instructors will modify on a regular basis.

**Modules** – Each course contains modules that are specific to the course. The curriculum and lesson content are pre-designed and contain all necessary materials for students to achieve the course learning objectives. As such, this area should **not** have content-related items removed. However, instructors are able to add materials/content to these areas to supplement the existing course content. This will be addressed in an upcoming module.

**Course Wall** – This is an interactive, dynamic area where faculty can post information, updates, reminders and so on. Students are also able to post information in this area. You will find that students may post questions on the course wall, rather than in the General Course Questions forum, since it is quick and easy to do so.

**Announcements** – The Announcements block in the course is used by instructors to provide course related announcements. You are also able to include attachments here, but not on the Course Wall. Additionally, only instructors are permitted to post announcements.

**Instructor Block** – Instructors will customize this area to include their picture, office hours, phone number and any other information you believe is important to communicate to students regarding contacting you.
<table>
<thead>
<tr>
<th>Element</th>
<th>Can Instructors Modify?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>No</td>
</tr>
<tr>
<td>Reports</td>
<td>No but standard reports can be customized</td>
</tr>
<tr>
<td>Getting Started</td>
<td>Some areas</td>
</tr>
<tr>
<td>Live Classroom</td>
<td>Yes</td>
</tr>
<tr>
<td>Modules</td>
<td>No but content can be added</td>
</tr>
<tr>
<td>Course Wall</td>
<td>Yes</td>
</tr>
<tr>
<td>Announcements</td>
<td>Yes</td>
</tr>
<tr>
<td>Instructor Block</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Course Calendar**

Each course has a specific calendar block located on the main page of the course. This should be populated by the instructor with appropriate due dates for assignments as well as include office hours and live session. Items posted on the course calendar appear for all students.

You may see/use a monthly calendar or weekly calendar block or both. It’s the instructor’s discretion which to use. It is important to note that instructors should NOT use the “My Calendar” located in a top tab for course related due dates.

Adding items to the course calendar is explained in a separate section (see pages 19 - 24).
Resources

The **Resources** tab provides access to various institutional resources, including the school's Library Resources, which include APA Citation Online Academic Guide, Career Services, and Online Tutoring Services. This information is the same for each course.

![Resources Tab Image](image-url)
Instructor Profile / My Profile

Your profile is highly visible in your course and is normally the first place your students look to find out about you. It is a vital component of establishing instructor presence, which can lead to better student persistence and higher academic outcomes in online learning.

Any changes you make to the “My Profile” will impact your profile for all your courses for every quarter. Be sure to upload your picture into your profile. It will then be visible in all discussion, announcement, or wall postings. Your course will have an attractive, social-media feel.

To access your profile, sign into the Engage platform. Select “My Profile” from the “Navigation” block on the left side of your screen. This will allow you to see how your profile is seen by your students and others.

To edit/update your profile, select “My Profile Settings” from the “Settings” block. Then click “Edit Profile.”
When you select “My Profile Settings”, you’ll see population options that you can adjust. There will be some options you will want to keep at default, such as:

- Email Display
- Email Format
- Email Digest Type
- Forum Auto-Subscribe
- Forum Tracking
- When Editing Text

<table>
<thead>
<tr>
<th>Email display</th>
<th>Allow everyone to see my email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email format</td>
<td>Pretty HTML format</td>
</tr>
<tr>
<td>Email digest type</td>
<td>No digest (single email per forum post)</td>
</tr>
<tr>
<td>Forum auto-subscribe</td>
<td>No: don’t automatically subscribe me to forums</td>
</tr>
<tr>
<td>Forum tracking</td>
<td>Yes: highlight new posts for me</td>
</tr>
<tr>
<td>When editing text</td>
<td>Use HTML editor</td>
</tr>
</tbody>
</table>

There are other fields you can populate within your profile, including:

- City/town (required)
- Country (required)
- Description
- Picture
- Interests
- Optional Contact Info (Skype ID, phone, mobile phone, etc.)

**Important note:** To eliminate receiving emails each time students post to any of the forums, including the announcements area, follow these steps:

Step 1: Enter the course

Step 2: Click on "Settings"

Step 3: Click on "My Profile Settings" and then "Edit Profile"

Step 4: When the window opens; look for “Forum auto-subscribe” and select “NO, don’t automatically subscribe me to forums”.

Step 5: Update at the bottom of the page
Once you select “Update Profile” at the bottom of the screen, your profile will be saved and viewable by your class.

**Important**: The phone number in the instructor block is populated from your profile. If you add a phone number to your profile it will then appear in the instructor block. The phone number field is at the bottom of your profile page when you are in edit profile mode. The first phone number will show on the instructor block NOT the mobile phone. If you want to have two numbers in the instructor block you can put the other number in the comments box in the instructor block by editing it.

**Instructor Block**

Within your course, you will need to ensure your Instructor Block is set-up. The Instructor Block is the primary area students will use to locate your contact information. The Instructor Block **should** default to include your name once you are enrolled in the course at the beginning of each session.

However, the steps below will show you how to update/edit your Instructor Block under the assumption that it has not been automatically populated with other information.

To set up your Instructor Block, first make sure you see the block on your course home page. It may look like this, if it is not automatically populated:
If you do not see your Instructor Block, then you will need to add it. First, click “Turn editing on” in the upper right hand corner of the course home page.

Next, scroll down to find the area titled “Add a Block” located on the Navigation side. You’ll see this on the left side of the screen. From the dropdown menu, select “Instructor.”

Move the block from the lower left of the screen to the top right corner of the screen. To do this, hover your mouse beneath the line under the title “Instructor Info” and click the four green arrows.

You will then see various areas of the course home page with a dotted outline that are red. These are the areas you can move your Instructor Block to. You’ll want to click the red area located below your Announcements block.
Your Instructor Block will then appear at that location you moved it to.

Now it’s time to update the Instructor Block. You’ll want to keep the "Turn editing on" option active. Then, hover your mouse beneath the line under the title “Instructor Info” and click the pencil to edit the information.

You will then see this screen. From the “Instructor” field, select your name from the drop down menu. Then click “Save Changes.”
Your Instructor Block will then appear with the information you provided in your Instructor Profile. Remember, the phone number that appears here is the phone number in the “Phone” block in your Instructor Profile.
If you want to add, update or remove information from your Instructor Block, ensure “Turn editing on” is selected, and hover once again in the same area and select the pencil icon.

From here, you can add your office hours and other notes such as if you accept text messages from students, if there’s an alternate phone number for students to try, etc.

Once you’ve made your updates, scroll to the bottom and click “Save Changes.”

**Syllabus**

The Syllabus is the most important document in a course for both students and faculty, as it represents the contract between faculty and student for the course. It contains institutional policies, grading scales, assignment submission requirements, and other essential information. The good news is that it is largely completed in advance for instructors.

Instructors need only enter their contact information into each course syllabus at the beginning of each quarter. Grading rubrics can also be added to the course Syllabus in Engage. Be sure to read through the Syllabus for your course each quarter.

**Setting Up the Course Syllabus**

Your Course Syllabus is found in the **Getting Started** or **General** folder of every course when accessing from the menu along the left side. The Syllabus can be printed or viewed as one document or broken up into sections.
To update the Syllabus, you’ll want to ensure you have “Turn editing on” selected. You should maintain all the Rasmussen-built parts such as Course Description and Objectives, Course Requirements, Grading and Institutional Policies. The area you will update is the Faculty Contact and Participation area. To do this, click the pencil icon.

The area you will update is within the “Content” area. You will see a table where you will provide your name, phone numbers, office hours, email and Skype ID, if applicable. Your email address should be your Rasmussen email address since the email system used to send emails to your Rasmussen email is different than that used by Engage. Students should use only the Rasmussen email address as an alternate way to connect with you. No other personal email addresses should be inputted here such as Yahoo!, Gmail, etc.

Required information includes:

- Instructor name
- Office Phone
- Office Hours (days, times, **time zone**, method such as phone, Adobe Connect, etc.)
- Email (Rasmussen employee email)

If you do not have a Skype ID or do not want to provide a mobile phone number, simply leave these fields blank. However, it is a best practice to provide multiple options for students to contact you, including a video conferencing tool such as Skype or Adobe Connect to further foster your presence in the classroom.
Adding Grading Rubrics to the Course Syllabus

You are also able to add any pages to the Syllabus that may be helpful to students as they navigate and participate in the course, such as grading rubrics. This is optional. To add the grading rubrics (located in the Faculty Guide folder), simply click the + sign within the “Grading” area of the Syllabus.
You will then see this screen where you can add the title and content.

This step can be repeated for however many rubrics, or chapters, you want to add. You can also follow these steps for adding information to other areas of the Syllabus.

Course Calendar

The Course Calendar is a critical component of the course as this is where students will go to identify assignment due dates, office hours and live session days/times. The Course Calendar includes items specific to the course and is the appropriate calendar you will want to populate. **All times are in Central Standard (CST) as a default and should remain the default for consistency across courses.** Notice that times are in military time on a 24 hour clock rather than 12 hour.

Reminder: The tab across the top of the course titled “My Calendar” is **NOT** where you add specific due dates for your course’s assignments. This is YOUR calendar for all of the courses you are enrolled in for that quarter. Students will not see the items you add to “My Calendar.”
To see all of the assignments, discussion forums, quizzes, etc., and the weeks they occur in your course, you will want to visit the Course Schedule under the Getting Started or General folder. This is a valuable tool to use for building your calendar.

When adding events to the calendar for your course, you MUST use the calendar that is located in one of the BLOCKS on the right hand side. Your course will most likely default to having a “Weekly Calendar” along the bottom left of the course home page.

If you do not see the calendar, you will need to add it. To add the monthly calendar block, click “Turn editing on” then select Calendar from the “Add a Block” drop down menu.

![Image of Add... menu with Calendar selected]

Then click the four green arrows to move the monthly calendar block to the right side.

![Image of Calendar block moved to the right side]

A good location for the monthly calendar is beneath the Announcements block. This brings the calendar higher on the page and closer to information the students are reviewing on a regular basis.

![Image of Announcements block and Calendar block]

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Engage Faculty Handbook (revised 2/2015)
Required Course Calendar Items

The course calendar must contain the following information each week:

- Assignment due dates, including written assignments and course project milestone assignments
- Discussion forum post due dates – initial and response posts
- Quiz due dates
- Live Classroom session day and time
- Instructor office hours, including how they will be held (ex. Phone, Adobe Connect, etc.)

Assignment Due Dates

The assignment due dates for courses using the Engage LMS are provided below. You will notice some areas give instructors flexibility in selecting due dates. The discussion forum due dates are standardized for each course.

- Written assignments, quizzes and tests should be due no earlier than midnight CST on Friday of the week and no later than midnight CST that Sunday to keep students on track as well as to provide the faculty time to deliver substantive feedback on 3-4 assessments due each week. Please do NOT have written assignments due on Fridays (Sunday is preferred).
- Discussion forum posts – students’ initial post in the discussion forum should be due by midnight CST on Wednesday and their response posts are due by midnight CST on Saturday, except for the last week of the session. For week 6, the response posts are due by midnight CST on Friday.
- Live Classroom sessions – students should have until midnight CST on Sunday of the current week to confirm to the instructor that they have viewed the live classroom session archive or attended the live session. It is a best practice for instructors to hold their live classroom sessions on or before Wednesday of the current week. This allows as much time as possible for students to receive additional information and expectations regarding the course materials as well as assignments. (Week ONE’s Live Classroom Session should be no earlier than Wednesday to give students time to enter the course).

Adding Items to Calendar Using the Due Date Editor

Use the Course Due Date Editor to add and edit due dates for course activities that will be listed in the Course Calendar.

To access the Due Date Editor, select “Course Administration“ from the ”Settings” block and then select “Edit due dates.”
All dates entered have a default midnight deadline. Scroll down to the bottom of the screen and select “Submit Dates.” The assignment names will now appear on the appropriate due date on the Course Calendar.

It’s important to realize that only those assignments listed in this area will be added to the calendar. There are still other items that are due that instructors will have to manually add to the calendar, which is discussed in the next section.
Manually Adding Items to Calendar

There are items that cannot be added to the course calendar using the Due Date Editor and will need to be manually added. These items include:

- Discussion forum due dates – initial post and response posts
- Live Classroom session days and times
- Instructor office hours

On the Calendar on the right hand side of the course (remember NOT the calendar at the top menu bar): Click the name of the month (this is a hyperlink that will open up the full calendar on the middle page). Choose your course in the drop down box under detailed month view and then click “New Event”.

Now you can fill in all the required areas. Use the option to build a recurring event whenever possible. You can always edit the details of each recurrence with the specific discussion forum topics, lecture link, etc., but use that as a time-saver if you can.

Make sure you select “Course” and Not “User” if you want your students to view content on their calendar. “User” is for you specifically, not for students to see. (Tip: If the event is yellow on your calendar, you have selected course view.)

Your students will be able to download their calendar items to an iCal to put in their personal calendars. They will also be able to see all of their courses in MY CALENDAR. That means the detail you provide will be helpful and important in providing clear communication for better student success. Using the name of the course or the name of the assignment when possible will prove beneficial for students.
Content

Blocks

There are a number of blocks that can be added to the home page of your course. An important block to add is the “Activities” block. To do this, click “Turn editing on” and from the “Add a Block” area, then select “Activities.” Notice the list of other types of blocks that you can also add.
Once this block is on your page, it will be easier for you to navigate through the platform and grade assignments.

**Activity or Resource**

With the course editing turned on, a number of icons display when you hover your mouse over each content area.

Each icon represents a different task. Hover over each icon to see what function that icon will perform.

At the bottom of each content section in the middle navigation of the course, you will notice an important feature called “Add an activity or resource.” When you click the “add an activity or resource”, a drop down list of options will show. You can click the radial button of each option and a short description of the option will appear. This will enable you to add a large variety of content to your courses including polls, URLs and videos, which will be discussed in the next sections.

**Adding a Poll**

To add a poll to your course, click the “Add an activity or resource” at the bottom of the content area you’d like to add your poll to. Make sure you have clicked “Turn editing on.” You can use the poll option to ask your students the most convenient day/time for your weekly live classroom session. Another great use of a poll is for tracking students that have watched the archives for your live classroom sessions. (While in the live session, you can state “those watching this archive need to answer this poll question...” , then give them the correct answer. You can set the poll up with the question and answers with one being the correct one).
From the list of activities that appear, select “Choice”. The title of the poll will go in the Choice name box (such as “Poll question for Live Classroom session one archive”). Your question and directions on how to choose the best answer will be typed in the Description box. Write in the options to select from in the Options boxes. Select the option display on course page.
The poll will appear on the course home page within the content area you selected.

Once students click the poll, this is what they’ll see. Students will then select their answer and click “Save my choice.”
In order for you to view the responses, click the “View ## Responses” in the upper right corner. You can then see the number of responses for each choice.

<table>
<thead>
<tr>
<th>Choice options</th>
<th>Tuesdays, 6:30pm CST</th>
<th>Tuesdays, 7:30pm CST</th>
<th>Wednesdays, 7:00pm CST</th>
</tr>
</thead>
<tbody>
<tr>
<td>The number of user</td>
<td>2</td>
<td>8</td>
<td>2</td>
</tr>
</tbody>
</table>

**Adding a URL**

To add a URL (website link) to your course, you will click the “Add an activity or resource” at the bottom of the content area you'd like to add your URL to. Make sure you have clicked “Turn editing on”. This is the process you will use to add your Adobe Connect link to the Live Classroom Module for students to click onto each week to enter the Live Classroom Session. You will also place your weekly archive URL in this same manner.

From the list of activities that appear, you will scroll down the list and select “URL” and then “Add.”
You will then see the screen below where you will add information to include the URL in your course.

Scroll down to the bottom of the page and select “Save and return to course.”

Adding a Video

You are also able to add videos to your course. To do so, click “Turn editing on” and locate the area where you can “Add a Block.” From the drop down menu, select “HTML.”
Next click the icon that is four green arrows to move the HTML block

![NEW HTML BLOCK]

You will see various areas of the course home page with a dotted outline in red. These are the areas you can move your HTML block to. Click a red area located closer to the top of your course so that students are sure to see the video.

![Course Wall]

These are two possible locations for you to move the HTML block to.

Once you’ve moved the HTML block, click the pencil icon so that you can configure the block.

![New HTML block]

When you click the pencil icon, the screen below will appear for you to add a title, description and the embed code. Click the HTML button.

![Configuring a (new HTML block) block]
A new window will appear when you click the HTML button. Copy the embed code of the video from its original location and paste it into this window. Select “update” at the bottom of the window.

After clicking on “update,” the video will now appear for students to view/play directly in the course rather than a separate window opening for the video to play.

You can also add video to the discussion forum or announcements by clicking onto the HTML box in the grey menu options and place the embed code in the HTML source editor box that opens.
Live Classroom

Scheduling Your Weekly Live Classroom Sessions

Faculty will hold weekly, a one hour synchronous live classroom session (not office hour). These live sessions should cover weekly course objectives, current events related to topics in the course, discuss upcoming assignments, and include at least one interactive component. Live sessions must be recorded and archived.

Week 1 Live Classroom Session

The date and time for your week 1 live session will be selected by you and should be on the Calendar by the first day of the class. The week 1 live session should not be held before Wednesday of week 1 and no later than Sunday.

Weeks 2 – 6 Live Classroom Sessions

As you are setting up your course, add a poll giving students 2-3 different days/times to choose from as their preference for having the live sessions for weeks 2 – 6. The day/time that receives the most requests, or votes, should be the time for the remaining live sessions. The results should be tallied and announced and added to the course calendar by Saturday of week 1. The weekly live sessions should be held on the same day/time each week.

Setting Up the Live Classroom

Part of the course set-up process is for instructors to create an Adobe Connect room that will be used to conduct live classroom sessions throughout the quarter. Since the Adobe Connect Central server is located outside the Engage LMS, faculty will need to manually post the URL/web link to a new URL content item in the Live Classroom module for students to log into the Synchronous session. You can find your meeting room URL in Connect Central <http://connected.rasmussen.edu/> under the Meetings tab – My Meetings.
To add your Adobe Connect room for live sessions to your course in Engage; follow these steps. You only need to add one room for all weekly sessions. Students will enter this room each week. Separate rooms are not needed for each week.

**Step 1:**

Select “turn editing on” and scroll down to the Live Classroom area on your course home page. Select “Add an Activity or Resource.”

**Step 2:**

You will then see a new window to select the activity or resource to add. You want to select URL and then click “Add.”
Step 3:

Another window will appear. Below are the fields you should populate. Make sure you select “Save and return to course” at the bottom of the window when you’ve completed adding information.

Your students will now see a link for the weekly live classroom session.
When students click this link in your course, they will be taken to another window for them to then continue through to sign-in and access your live lecture.

They will then see this window. Students enter as a guest; faculty enter with login and password.
Posting the Lecture Archives in Course

Within 24 hours of conducting your live classroom session, you should post the archive to the session on your course home page within the “Live Classroom” area. First, you will need to get the recorded meeting URL from Adobe Connect. Here’s how:

**Step 1:**

The URL for the Adobe Connect Central http://connected.rasmussen.edu/.

**Step 2:**

Once you’ve clicked on the meeting, you’ll see this screen. Click on “Recordings”.

Anyone who has the URL for the meeting can enter the room
Step 3:

Step 4:

Step 5:
Once you have copied the recorded meeting URL out of Adobe Connect, go back into the course home page (“turn editing on”) in the Live Classroom area and click “Add an Activity or Resource”. You MUST place all archives here for standardization across all courses and students can just click the archive link to go directly to the archive. You can also see who has clicked onto these links in the reports section of the home page.

Once you click this link, scroll down and select “URL” from the left hand column then click “Add.” The screen below will appear and you will enter a name, description and the URL for the archive that you copied from Adobe Connect into the “External URL” field.

As you add the archives each week, this is an example of what this area should look like:
Live Classroom Components

There are certain elements and expectations of faculty during their weekly live classroom session, including:

1. Faculty should send students a reminder via course mail, course wall and/or announcement block to attend the live session each week.

2. Faculty must have an agenda prepared prior to each live classroom session. The agenda should include but not limited to:
   a. Time to discuss weekly topics in a professional manner bringing in real world examples.
   b. Visuals prepared ahead of time, aiming to add different colors and visual images to each slide (Ex: PowerPoint presentation)
   c. Review of the week’s assignments, including clarification and instructor expectations
   d. A set of questions prepared for your students reflecting back on the prior week(s) for live discussion during the lecture. A set of questions prepared for students on concepts of upcoming week for interaction during the lecture.

3. Faculty must be prepared each week to START lecture on time and RECORD each session.

4. Faculty must build interaction into the session
   Examples:
   a. Polls / Questions are always a great interactive activity
      i. Incorporate at least one poll / question(s) set up within Adobe Connect as a content item or have them answer in the chat box or use their voice.
   b. Include a video element or interactive web tutorial in the presentation.
      i. Varying the learning activities will continue to engage students in the course. This is the perfect opportunity to share current event articles from a great resource you want them to be using. Give students an opportunity to search for a reference article to use in a paper during the session. Make this a ‘workshop’. Accomplish something by the end of the session.

5. Faculty must use a webcam and/or add their picture to the Adobe Connect room. Being able to establish a visual connection to your office/work space builds the student/faculty relationship.

6. All lectures must last at least 30 minutes with time for questions and answers.

7. Faculty must add the recordings as a URL in the course under the Live Classroom area within 24 hours after the session has ended along with an explanation discussing how students will receive their points for viewing the archive. (A submission by students should occur to validate archive views. Examples: password, answer to the poll / question(s) that were discussed in the live classroom session, or BRIEF summary of session).
Announcements

Announcements can be found on the course home page where all other content items are located. You can access them in three different locations:

1. Through the announcement block which should be located on the top right corner of the course home page

![Announcements Block](image)

2. Through the Getting Started area in the center of the course home page

![Getting Started Menu](image)

3. Through the Getting Started or General area on the side navigation

![Side Navigation Menu](image)
Adding an Announcement

To access the Announcements, click the word “Announcements” or “Add a New Topic”, depending the area you’re using to accessing the Announcements. You will want to get to an area where you can click “Add a New Topic.” Once you click this, another screen will appear where you can add a subject, message and attachment(s). You can also select to have the announcement emailed to students.

When finished, scroll to the bottom of the screen and click “post to forum.”

As announcements are added, the Announcement block will have a list of announcement
topics and the date the announcement was posted. Students will access the announcement content by clicking on the title of the announcement.

Faculty should post announcements weekly throughout the quarter. Some examples of announcement topics include welcome announcement, assignment rubrics, course project rubrics and overviews of the weekly course concepts. It is also important to realize that only faculty can post announcements in this area.

**Course Wall**

Each course home page also contains a Course Wall. The Course Wall is located in the center section of the page and is an area where instructors and students can post comments, questions, reminders, and so on for the entire class to see and respond to, as appropriate. It’s an easy-to-use, interactive option to share information with the class.
Example of Welcome Announcement

The first announcement should be a welcome announcement. The welcome announcement serves as a guide to help students navigate to important information in each course during the first week of class. Below is an example of such an announcement. You should feel free to pattern yours after the elements you see below.

My name is ______ and it gives me great pleasure to be your course instructor for the next six weeks. It will be my focus throughout the duration of this course to help you understand the course materials, ensure that everyone gets familiar with all the concepts and essentially becomes prepared for professional settings that require the application of these concepts. Please review the information below to get started!

Course Expectations

Throughout the semester, I will expect you to:

- Attend our weekly Live Classroom Lecture (or listen to the archive by the end of each week) Our Live Classroom is in ADOBE CONNECT.
- Check the Announcements and the Course Wall each time you log in; this is where you will find posts for course-related news and updates.
- Post a personal introduction in the Student Lounge and reply to others' introductions so we can get to know one another and create a supportive community.
- Read and reply to my Welcome Message to you and use the ENGAGE Course Message system for personal communications. This will ensure that you are receiving all course-related mail. ALSO... PLEASE DO NOT BLOCK ME from your message system: you may miss important messages.
- Read the Syllabus carefully and make sure you understand College policies and procedures, especially the Academic Integrity Policy, Attendance Policy and Late Assignment Submission policy.
- Check the Calendar regularly for important dates, including assignment due dates, live lecture dates/times and office hours.
- Questions regarding the course should be posted in the General Course Questions Forum. Anyone can respond to these questions and we can all learn from one another's responses.
- Under the Resources tab you will find valuable resources available to you.
  - Where do you find the Resource Tab? If you look at the top of your course home page, you will see “Resource”. PLEASE click that tab and EXPLORE the many tools available to you from our Online Library.
- The Course Administration under the Navigation side provides access to your Grades.
Other contact information at the **Library and Learning Center**:

- Research, APA editorial style, and writing assistance: librarians@rasmussen.edu
- Tutoring and homework assistance: learningcenter@rasmussen.edu
- Immediate assistance: Text to (952) 314-3920 (standard messaging rates apply)
- Instant chat with lcrasmussen using the instant message service or by logging into the Student Portal - Library Resources page.

I am truly looking forward to our next 6 weeks together! If you have technical issues, please call the **Personal Support Center** (24/7) at 1-866-693-2211.

**Student Lounge**

The Student Lounge can be accessed through the Getting Started area in the middle navigation of the course.

You may also access the Student Lounge within the General or Getting Started area within the left side navigation of the course.
Each instructor must post a welcome message and a short bio to the Student Lounge as part of their course set up activities. The Student Lounge is an area for students to share personal information, discuss issues not related to the course, share opinions, and just chat. During the first week, the Student Lounge will be a busy forum. Students are sharing information and welcoming each other to the course. Instructors should respond to each student’s introduction.

In addition to a general welcome, explain to the students in your initial post how to use the Student Lounge. It’s an area for them to relax and communicate on a friendly basis one to another.

To post to the Student Lounge, click “Add a New Discussion Topic” after you click “Student Lounge” from the left or middle navigation.
Once you’ve completed entering your post, scroll to the bottom of the page and click "Post to Forum."

Here’s an example of the kind of posting that sets the right tone for the class:

Hello, everyone,

Welcome to the student lounge! This is a great place to introduce yourself and get to know your peers. If you have things you’d like to share that do not fit into the regular weekly discussions, feel free to come to the lounge and put them up for friendly conversation and/or feedback.

I’d like to learn a little bit about you – reasons for being in college, career goals, courses taken to date/where you are in your college program, personal interests, etc.

Just so you know, I will not be posting original messages here on a regular basis, as I will use the "Announcements" section to communicate new information with you, mostly, as well as utilize our course email system. However, I do read the messages on this board and I will frequently participate in conversations students start.

A little bit about me – ENTER PROFESSIONAL EXPERIENCE AND EDUCATIONAL BACKGROUND (EX. DEGREES, COLLEGES, CERTIFICATIONS, ETC.)

My 14-year old daughter (9th grade) and 12-year old son (7th grade) are very busy with volleyball, track, basketball and various school activities. I live in Sanford, Florida, which is just north of Orlando. I enjoy the beach, SUP, CrossFit and spending time with our friends and family.

I look forward to meeting and working with all of you!
General Course Questions Forum

The General Course Questions forum can also be accessed through the Getting Started area in the middle navigation of the course.

You may also access the General Course Questions forum within the General or Getting Started area within the left side navigation of the course.

The General Course Questions forum is an area where students can post general questions about the course, an assignment, lecture time, course materials, etc. As the instructor, you should make it a habit of checking this forum each time you are in the course and respond to student questions as soon as possible.

It’s a best practice to post an announcement in this forum at the beginning of the course explaining how to use the forum and to also remind students that if they have a personal question or situation to discuss with you, they should use course mail rather than using the General Course Questions forum.
Weekly Discussion Forums

A majority of the courses include a weekly discussion forum element. To access, you will want to click the arrow to the left of the appropriate module from the center navigation. This will expand the module to identify the objectives, assignments, discussion forum and other materials related to the module.

Next, you will want to click the discussion forum name within the module.
Once you enter the forum, you will see student posts for your review. To view the post, click the post title.

![Forum Posts]

To reply to a student’s posts, click the “Reply” option at the bottom of the post.

![Reply Option]

An area will now be available for you to type in your reply and click “Post to Forum” when complete.

![Reply Input Area]
Instructors and students are able to expand discussion forum topics to view full thread. To expand discussion topics in the forum view:

1. Go to a discussion forum.
2. Find the ‘Replies’ column.
3. Click the + next to the count of replies to view post as well as its associated replies.
4. More than one topic may be expanded at one time.
5. To collapse all topics, select the – button next to the count of replies.

Forum Tracking

There is a setting in the user profile that needs to be adjusted in order to see forum tracking. Navigate to your profile, select “Edit profile” from the “Settings” block and then adjust the forum tracking setting to **yes: highlight new posts for me**.

There is also a setting on each forum that needs to be enabled. This should already be set on the current course forums. You can check this setting by editing a forum’s settings. From the main course page, click “turn editing on” and then click the pencil icon beneath the appropriate discussion forum.

There is a setting under the introduction text called “Read Tracking.” This needs to be set to “on” for this forum.

Realize that as soon as you reply to a student, the blue box around the other post that you have not read will disappear.
Mail

Engage includes a mail plug-in that enables users to send and receive email in a standard format similar to common mail clients.

To access Mail:

1. From any page, go to Navigation in left hand section of the page.
2. Click Mail.
3. If you are accessing Mail while within a course, the default will be to display that specific’s course mail.
4. If you are accessing Mail from the Engage main page, the default will be to display ALL mail from all courses.

Once you click “Mail”, you will see the various “mailboxes” accessible to you including your Inbox, Drafts, Sent, and Trash. This is also where you can access the area to compose a mail message.
You will also notice an area to view your mail messages “by course.” To access, click the arrow next to “filter by course.”

Sending a Message

You can send mail messages by accessing the mail area from:

- your main page
- your course page

To send a message by accessing the mail area from your main page, first click “mail” and then “compose.” Then, from the Compose screen, select the course the recipient is registered in from the dropdown menu. If you’d like to send a mail message to someone within Engage yet they’re not in any of your current courses but enrolled in Engage, then keep the course as “Rasmussen Engage.” Once you’ve selected the course, click “Continue.”
The following images with text boxes show what to do next.

Make sure you have ALL students showing on the page to send to all. Look for **Show ALL** at the bottom.
To send mail message when accessing mail from within the course, click “Mail” from the left navigation area and then “Compose.”
You will then follow the same steps of selecting your recipient, clicking “Apply,” composing your mail message and then clicking “Send” at the bottom of the screen.
Grading

Grading Assignments:

You can grade assignments three different ways:

1. In the Grader Report
2. Through the Activities Block called Assignments
3. Clicking onto the Assignment in the weekly module

1. The Grader Report is located on the course home page on the left under Course Administration.

All graded items are listed here in the gradebook. You can click the title of the activity (assignment) that needs to be graded (the top of the column).
The assignment page will come up, and at the bottom of the page, will display how many assignments have been submitted and how many have been graded. All assignments that are graded directly into the grade book (Grader Report) and NOT through the assignment grading area will not show as graded in this area.

Click “View/grade all submissions.” The assignment grading page will open.

You will click the pencil icon in the “Grade” column to access the student’s submission.

A new page will display with the student’s submission and when the assignment was submitted. Enter their grade, provide your feedback and attach files, if needed.
A best practice is to return the student’s submission back to them along with your edits and comments provided directly within the document. You would then attach the file and click "Save changes." The grade will automatically go into the gradebook (grader report).
“Save changes” will save the changes and return you back to the assignment grading area. “Save and show next”, will save changes and go to the next student listed on the page. “Next” is used to go to the next student without making any changes to the current page.

If you go back to the assignment grading page: follow the same steps to grade each student’s assignment. You may need to go the next page to see additional students’ submissions. To do so, click the page number or “next” located above the columns.

2. Through the Activities Block called **Assignments**

You can also Grade through the Activities Block. Once again...Recommend adding this “Block” to your course page: “Activities.”

Click onto Assignments to display next screen displaying all assignments in the course and their status. In the submitted column, you will click onto the “view __ submitted assignments.”

**The due date is only listed if you put a due date in each assignment manually.** You can add due dates to all assignments and quizzes by clicking onto the "Edit due dates" under the settings.
After clicking onto the assignment name that you will be grading; you will come to the assignment page. Scroll to the bottom of the page and click onto the “View/grade all submissions”. Follow the grading instructions from above.

3. Clicking onto the Assignment in the weekly module

You can also get to the assignment grading area by clicking on the module from the center navigation and then the assignment and following the grading instructions from above.
**Discussion Forums**

You will notice an area to rate each student's individual discussion forum post in the discussion forum. **This option is NOT used.** Rather, the student’s discussion posts are graded once at the conclusion of the posting timeframe when their response posts are due.

To grade the discussion forums, enter the discussion forum and click “View Forum Gradebook.”

Students’ names, the number of original posts and the number of replies will display in columns. Two of the columns, “Final Grade” and “Instructor Notes”, are used for grading and feedback. The number range listed beneath the “Final Grade” title indicates the minimum and maximum point value for the post.

The Edit must be turned on to enter grades and feedback (“Turn on editing”). Click onto the “+” next to the student’s name to see all of their posts.
You will notice the “+” turns into a “-” when the discussion posts are expanded. This view will display all of the posts that specific student submitted along with the dates. You will most likely need to scroll down the page and within the discussion forum to view all of the posts.

To input the grade, click into the box in the “Final Grade” column for that student and enter the numerical value. Decimals can be used here (ex. 4.5).

To add your comments, click the pencil icon in the “Instructor Notes” field. A text box will display to enter your feedback. Click “Save Changes” when finished.
Click the “-” to close that student’s posts. Follow the same steps for each student.

You may notice that you do not have all of your students on the first page. Click the next page number or “next” to advance to the next group of students to grade their forum posts. This area is located at the top of the forum gradebook, just beneath the discussion forum title.

Once you’ve completed grading all students’ posts, turn editing off and click “Back to Forum” to take you back to the discussion forum. This option is located in the upper right corner, just above the “Instructor Notes” column. You can then navigate to another area.

Live Classroom Session Grades

Instructors will need to manually enter students’ participation grade for the live classroom sessions/archives into the gradebook. From the course home page, click “Settings” and then “Grades” which is within the “Course Administration” options. This will take you to the gradebook (Grader Report).
Scroll to the right to locate the appropriate week’s live classroom column in the gradebook. Notice that the students’ names are still visible.

Once you’ve entered a grade for a student, you will need to click another student or somewhere else in the gradebook for the grade to be entered into the gradebook. This is indicated by the box with the grade turning orange.

After entering grades for the students on this page, navigate to the next page by either clicking the page number or “next.”
Quizzes

Most of the quizzes in the courses are automatically graded and the quiz grades are automatically transferred to the gradebook. However, for students who did not take the quiz by the due date, you will need to manually enter a 0 into the gradebook.

From the course home page, click “Settings” and then “Grades” which is within the “Course Administration” options. This will take you to the gradebook (Grader Report).

Scroll to the right to locate the appropriate module’s quiz column in the gradebook. Notice that the students’ names are still visible.
**IMPORTANT!** Once you’ve entered a grade for a student, you must click onto another cell somewhere else in the gradebook in order for the grade to save. The box the grade was entered in will turn orange verifying it has saved. Keep this in mind for the last grade that is input.

After entering grades for the students you see on this page, navigate to the next page by either clicking on the page number or “next.”

**Manually Grading Quiz Questions**

There are also courses that have quiz questions that will need to be manually graded. Until these questions are graded, a quiz grade will not appear in the gradebook. Follow the steps below to manually grade quiz questions.

**Step 1:**

Click on the Quiz within the module.
Step 2:

Once you've clicked on the quiz, click on "Results" in the left margin.

Step 3:

Then click on "Manual grading".

Step 4:

Questions that need grading
Also show questions that have been graded

<table>
<thead>
<tr>
<th>Q #</th>
<th>Question name</th>
<th>To grade</th>
<th>Already graded</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>What is the Video Privacy Protection Act?</td>
<td>4 grade</td>
<td>1 update grade</td>
<td>5 total</td>
</tr>
<tr>
<td>4</td>
<td>Should employees expect privacy in the workplace? Why or Why not?</td>
<td>5 grade</td>
<td>0</td>
<td>5 total</td>
</tr>
<tr>
<td>5</td>
<td>What is Intrusion upon Seclusion?</td>
<td>5 grade</td>
<td>0</td>
<td>5 total</td>
</tr>
</tbody>
</table>

Here you see what needs to be graded. Click on 'Grade all'.

Step 5:

You will then be able to see each student's response to the question, enter your comments and also their grade. You can determine the point value for the question here, too.
Step 6:

Once all questions that needed to be manually graded are graded, the student’s final quiz score will appear in the gradebook automatically.

Step 7:

Questions that need grading

<table>
<thead>
<tr>
<th>Q #</th>
<th>Question name</th>
<th>To grade</th>
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<td>5</td>
<td>What is Intoxication upon Seduction?</td>
<td>5 grade</td>
<td>0</td>
<td>5 grade all</td>
</tr>
</tbody>
</table>

Follow the same steps for each question that needs manual grading.
Activity Data

You can view a summary of all student participation in the Student Activity report located within the “Reports” area on the Navigation tab.
To view who has completed work on a particular assignment/discussion, you can go into the “Detailed Course Participation.” This is also accessed within the “Reports” area on the Navigation tab.

An area will display that allows you to select various options to customize the detailed course participation report.

A student list displays with the information regarding their activities (or lack of activities) based on your selected criteria.
You can also research student activity in the course by clicking Participants in the Navigation area while on your course home page. Click the appropriate student's name. You will see the student's profile in the center navigation area. However, if you look in the Navigation area and expand the “Forum Posts” and “Activity Reports” areas, you will see a number of activities you can research for the specific student chosen.

**Miscellaneous:**

If you can’t find a block, you may have *docked* it by inadvertently clicking onto this icon next to the block that is now missing. You will see all “docked” items in the margin to the left.

If you want it back on your course page in Block format; you can click onto this icon located at the bottom (left) of the page and all docked items will reappear. Or you can just leave it docked and can still work from that area of the course page...it’s up to you.