

Instructor Quick Start

Activating a CPR Assignment

I. After you have logged in, you will come across a menu that holds a list of your user levels. Choose the **Enter as Instructor/Designer** option.

II. Choose the **Access Courses** option, and a list of Institutions as well as their courses will be listed. To choose a course, click on it.

III. Once you have chosen a course to view, choose the **Manage Assignments** option. The current course is listed, as well as a list of assignments that are either not started, in progress, or finished. There is also an option to **Activate a New Assignment**. When you choose this option, you will be brought to the first step of six.

1. *Pick Assignment.* The first step in activating an assignment is to choose which assignment will be prepared. Choose the **Pick Assignment** option to be brought to the 'Assignment Picker.' Within the 'Assignment Picker' is a list of available assignments. There may also be a variety of 'Libraries' which you may browse. To choose any assignment, simply click the radio-button next to the assignment, and click the **Pick Assignment** button located at the top and bottom of the list. You may change the title at this time if you wish. (This will NOT change the title of the master assignment.) *If a mistake has been made,* you can click on the **Change Assignment** option to go back to the 'Assignment Picker' or you may continue to Step 2 by clicking the **Next** button.
2. *Scoring.* CPR automatically generates scoring templates of low, medium, and high difficulty. You may choose a standard template, or you may create a custom scoring template by clicking on the **New Scoring Template** option near the bottom of the page. Each section is described on the page for you to edit. You have the option to save the template by creating a name for it, and choosing **Save Template**. If you leave the name blank the template will **not** be saved for future use! Back at the first page of Step 2, choose the radio-button of the scoring template you wish to use for the current assignment, and click the **Next** button to move on to Step 3.
3. *Word Count.* CPR also automatically detects the number of words in the calibration essays for the assignment. It takes the average of the word counts and sets default values 25% above and below this number. You may choose to change this number. Click the **Next** button to move to Step 4.
4. *Grade.* Setting the overall grading scheme gives you the option to set different weights to each section. Note, the sum of all points must add to 100. Click the **Next** button to move to Step 5.
5. *Timing.* You must set the timing for the assignment. The first time setting determines when students will be able to view the assignment, the resources for that assignment, and complete their text entry. The second time setting determines the deadline by which the students must submit their texts. After this deadline, they will have access to the calibrations, reviews, and self-assessment. The final time setting determines the deadline for the previous stage. Be careful not to set the dates out of order (ie. the second stage BEFORE the first etc.). Click the **Next** button to move to Step 6.
6. *Participation.* You may choose to participate in the assignment as a student by choosing **Yes**. Click the **Next** button to move to the final preview.

IV. The 'Preview' page summarizes all the settings that you have chosen. You can preview the assignment, and also view the scoring template that was chosen. To complete the activation process, simply click the **Finish** button. You can also click the **Back** button to scroll to any of the previous steps and change values. *To cancel the entire process* and go back to the 'Manage Assignments' page, click the **Cancel** button.