

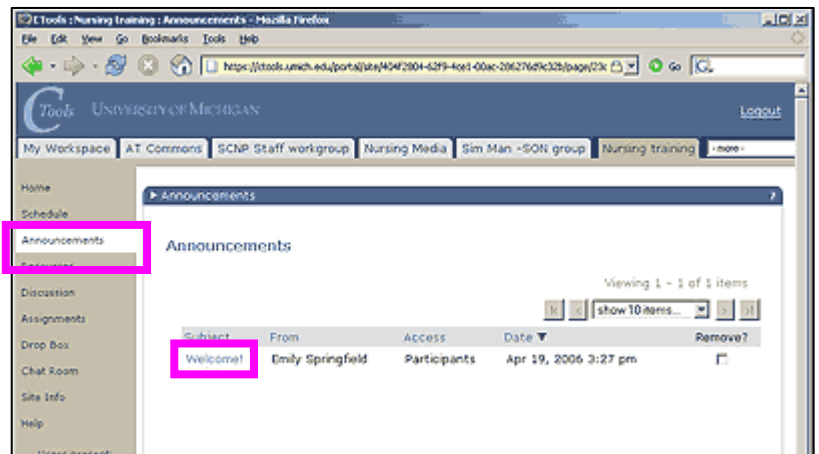
CTools Instructions for Students – 2007-08

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Announcements

This is where faculty can make class announcements such as cancelled classes, reminders about deadlines, etc.

- To see the complete list of announcements, just click the “Announcements” tool on the left side of the screen.
- To read an announcement, click on the subject.
- The most recent announcements also usually show up on the home page for the course.

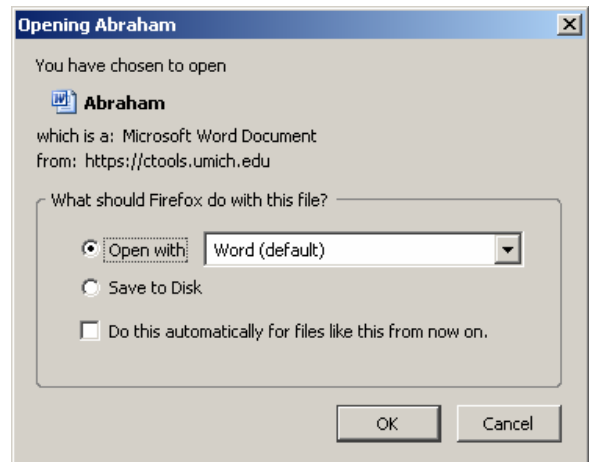


Resources

This is usually where all the readings, web sites, PowerPoint decks, etc. for your course are stored. Your instructor will tell you which ones to read when, or that information may be found in your syllabus or the Schedule tool. All you need to do is click the Resources button, then the file (or folder) that you want to open. You will be asked whether you want to “open” the file or “save to disk.”

- “Open with...” opens the file immediately using the appropriate program (usually Microsoft Word, PowerPoint, or Adobe Acrobat). You can then save it to your own computer, if you like.
- “Save to Disk” saves the file directly to your computer, but you’ll have to go find the file and double-click it to open it. This is convenient if you want to download a number of files to a jump drive to read later.

Be sure to remember **WHERE** you save your files!



Schedule

You can view the schedule for an individual course or workgroup by clicking on its tab, then clicking “Schedule.” You can view a merged schedule, showing all your courses and workgroups on one calendar, by click the “My Workspace” tab and then clicking “Schedule.” Some instructors use the Schedule tool as the primary way of interacting with CTools – all your assignments, class meetings, etc. are listed there, and the Schedule item may have links to all your readings, etc.

Daily, Weekly, Monthly, and Yearly Views

Using the drop-down menu, you can quickly change how many days are visible at once.

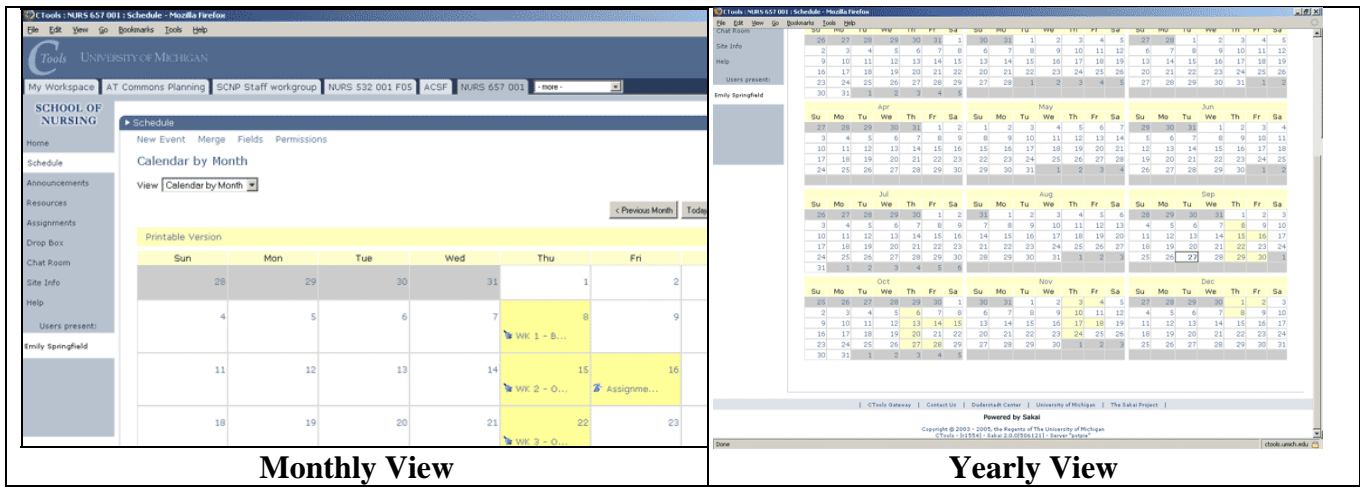
Note: Yearly view is especially helpful when importing a course from previous semesters. When your schedule is imported, the **dates are not updated**. To see if your schedule has imported properly, use Yearly View and look for dates highlighted in yellow, which indicates an activity on that date.

Weekly View

Earlier	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 1
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							

Daily View

Thursday 1	
Before 2 PM	
2 PM	
3 PM	
4 PM	
5 PM	WK 4 - ORGANIZATIONAL CHANGE: DIFFUSION (F)
6 PM	
7 PM	
8 PM	
9 PM	

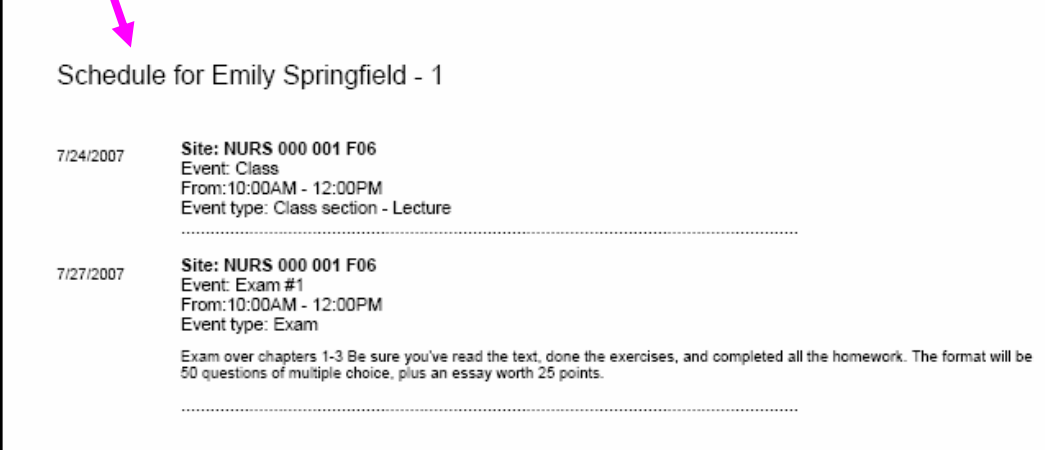
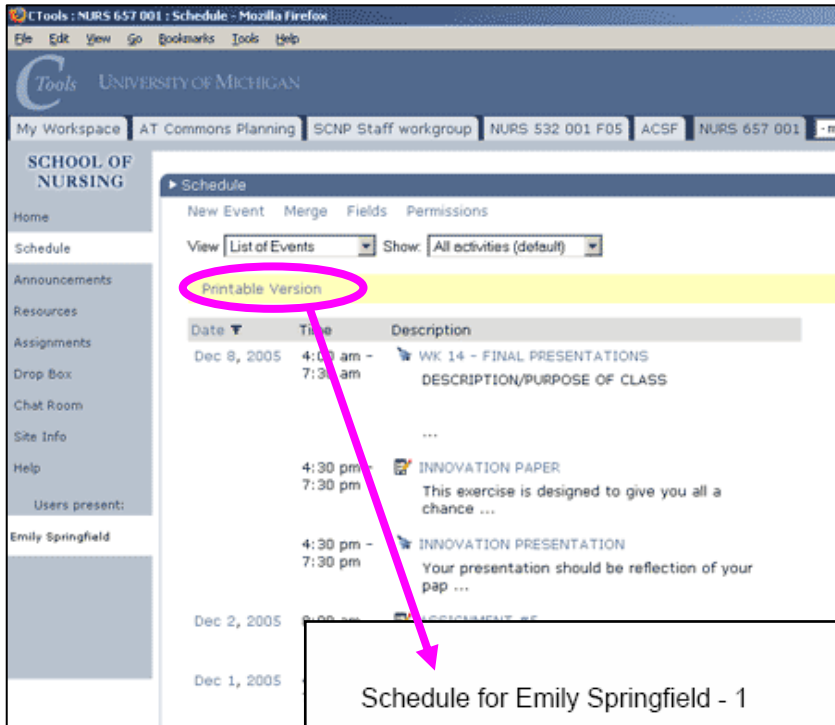


Monthly View

Yearly View

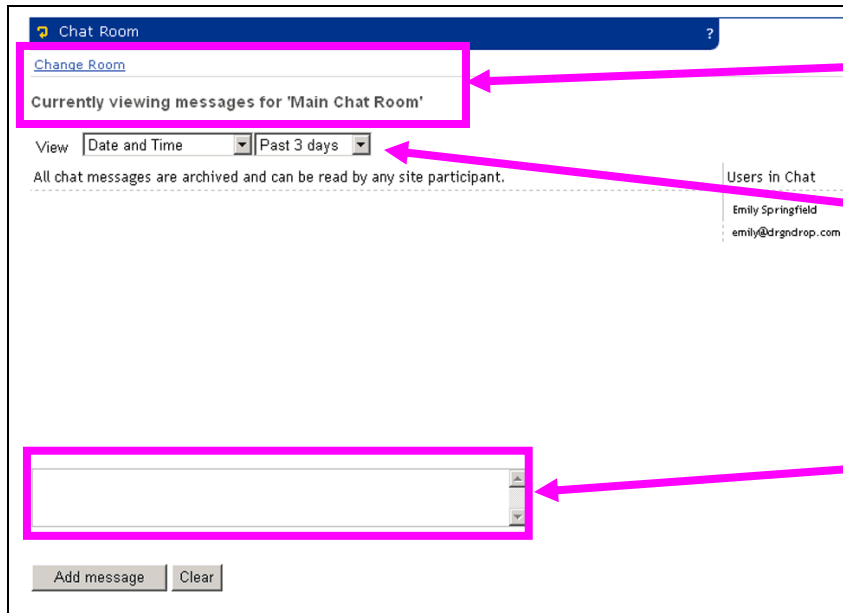
Activity List View

This shows all activities in a linear list and has an option for a “Printable Version” that creates a PDF of the activities without printing the CTools buttons, tabs, etc.



Chat Room

The Chat Room feature allows people to type messages to each other simultaneously. Your instructor might hold “virtual office hours” or you might have a class discussion via chat. You can also see if any of your classmates are online, go into the chat room, and discuss course issues together. Just remember, all chats are saved!



There might be more than one chat room for your course.

If you don't see any chat messages on the screen, change the setting to "Show all messages."

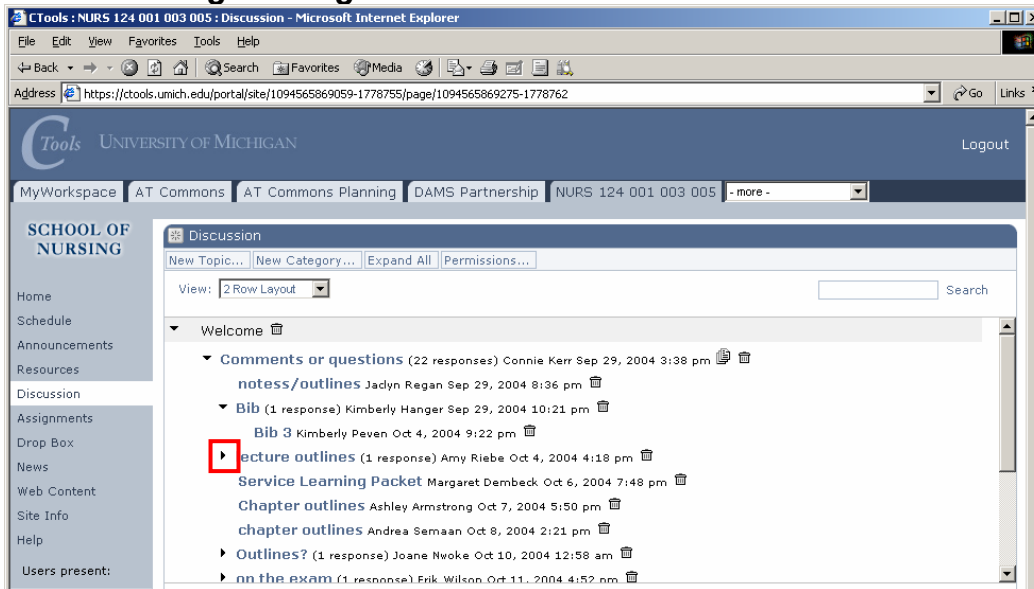
To add to the chat: Type your comment in the box, then click "Add message" or press the Enter key.

Your message appears under the existing messages. This means the information on the screen will appear to scroll as different participants add their messages.

Discussion

This is a “threaded discussion” or “bulletin board” format. You post a message, and later, others can post replies to your message. All of the messages are sorted by subject line (also called a “thread”).

Reading messages

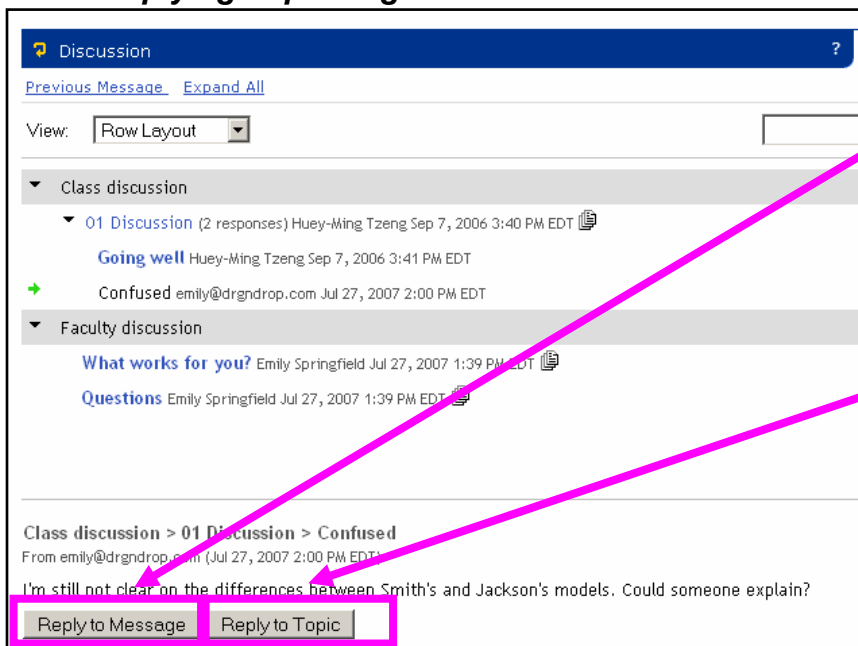


- To expand a topic so you can see the replies, click the arrow next to the topic (just once).
- To read a posting, click the blue title of the posting. The message will appear at the bottom of the screen (in 2-Row Layout) or at the right (2-Column Layout).

Writing a new message

Usually, only the instructor can start new threads. To answer a question the instructor writes, you will reply to her initial posting (see below).

Replying to postings



"Reply to Message" lets you reply to this particular message, which was posted by another student.

"Reply to Topic" lets you reply to the original topic posted by the instructor. Usually you won't use this button.

E-mail Archive

Your CTools site might have an e-mail address (in the form nursOrient@ctools.umich.edu – note the "@ctools.umich.edu") associated with it. If you send e-mail to this address, the message will be sent to everyone in the class, and will also be archived permanently on the CTools site.

It's possible for all CTools users to decide how they receive e-mail from CTools sites. You can receive all message as individual messages, all messages as a daily digest, or no messages. (Note that there are different settings that apply to messages sent when announcements are posted.)

If you think you're missing e-mail from CTools, check your settings under My Workspace--> Preferences.

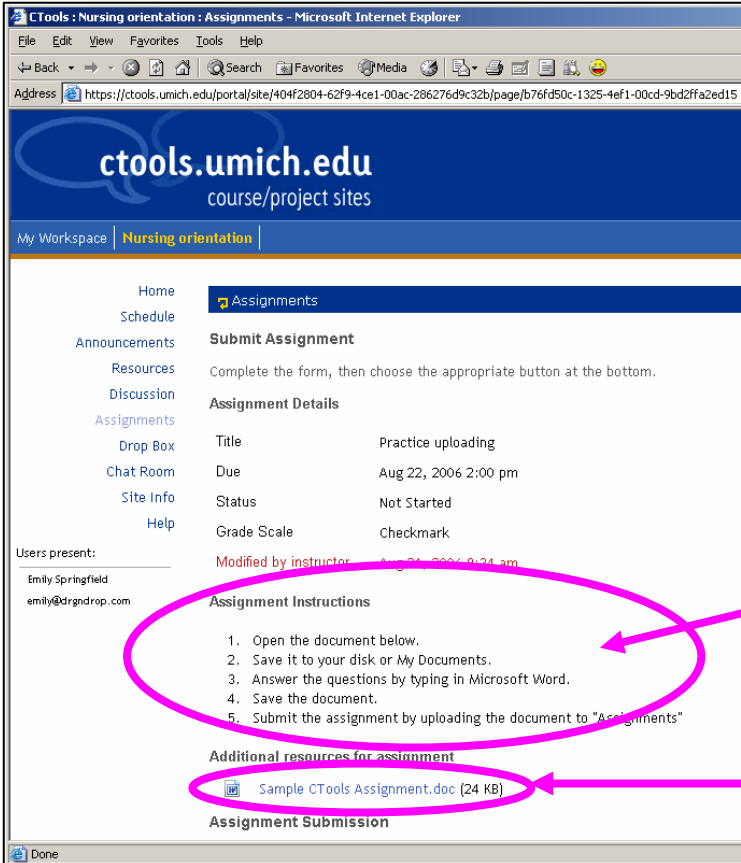
Assignments

There are several steps to submitting an assignment through CTools.

1. Read the instructions for your assignment

To do this:

- Log into CTools.
- Click the "Assignments" button on the left.
- Click the name of the assignment you need to read.
- The instructions will be written out on the page - and be sure to check if parts of the assignment (detailed instructions, readings, etc.) are included as attachments.



The screenshot shows the CTools website interface in Microsoft Internet Explorer. The browser's address bar displays the URL: <https://ctools.umich.edu/portal/site/404f2804-62f9-4ce1-00ac-286276d9c32b/page/b76fd50c-1325-4ef1-00cd-9bd2ffa2ed15>. The page title is "CTools : Nursing orientation : Assignments - Microsoft Internet Explorer". The website header includes the logo "ctools.umich.edu" and the text "course/project sites". The navigation menu on the left lists: Home, Schedule, Announcements, Resources, Discussion, Assignments, Drop Box, Chat Room, Site Info, and Help. The main content area is titled "Assignments" and contains the following sections:

- Submit Assignment**: Complete the form, then choose the appropriate button at the bottom.
- Assignment Details**:

Title	Practice uploading
Due	Aug 22, 2006 2:00 pm
Status	Not Started
Grade Scale	Checkmark
- Modified by instructor**: Aug 21, 2006 9:24 am
- Assignment Instructions**:
 1. Open the document below.
 2. Save it to your disk or My Documents.
 3. Answer the questions by typing in Microsoft Word.
 4. Save the document.
 5. Submit the assignment by uploading the document to "Assignments"
- Additional resources for assignment**:
 - [Sample CTools Assignment.doc \(24 KB\)](#)
- Assignment Submission**

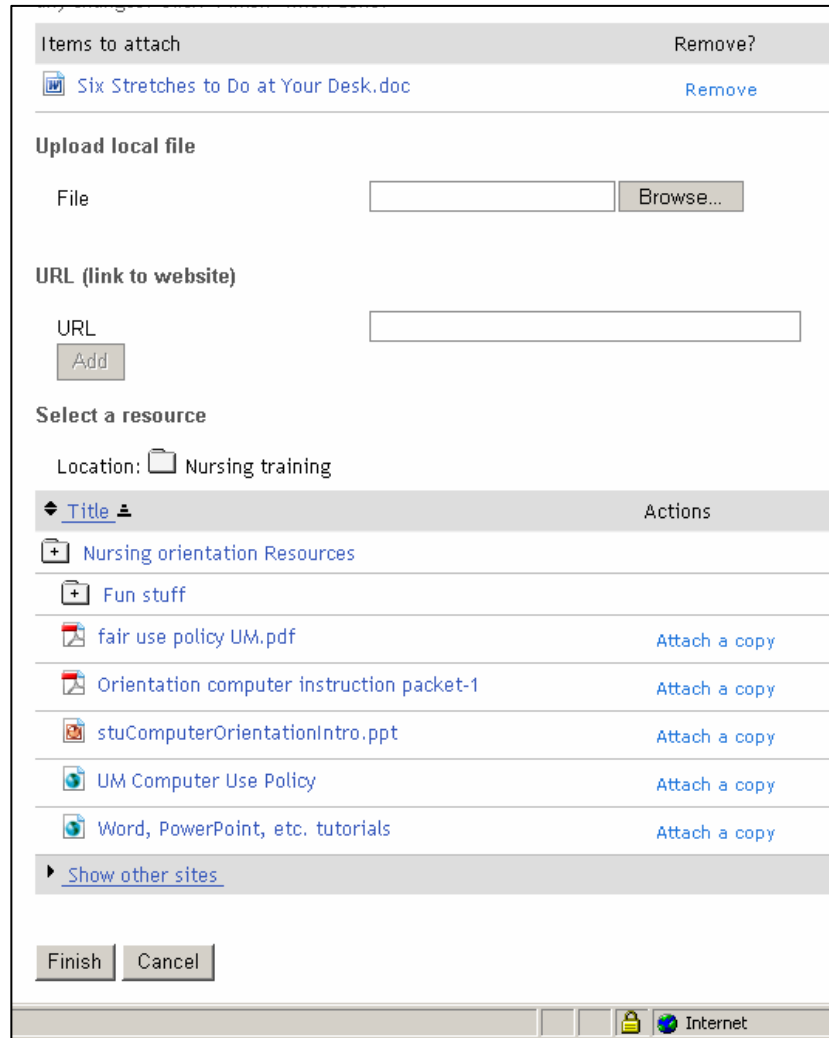
Two pink callout boxes with arrows point to specific elements: "Assignment Instructions" points to the numbered list, and "Assignment Attachments" points to the "Sample CTools Assignment.doc (24 KB)" link.

2. Write your assignment

- Use Microsoft Word to type up your assignment - even if you are given the opportunity to type it directly into CTools. This means you'll always have a copy of your assignment in case something goes wrong during the process of uploading your assignment (which happens fairly frequently). This is especially important for assignments longer than a paragraph or two.

- When you save this file, be sure to **put your last name** and the number of the course in the name of the file, for example "N123 Martinez Essay 1.doc". Your instructor receive

dozens of documents called "Essay 1.doc" – make sure she knows which one is yours!



3. Submit your assignment

- Log into CTools.
- Click the "Assignments" button on the left.
- Click on the name of the assignment you want to submit.
- Scroll down to the bottom and attach the Word document containing your homework. To add an attachment:

- Click the “Add Attachments” button

1. Open the document below.
2. Save it to your disk or My Documents.
3. Answer the questions by typing in Microsoft Word.
4. Save the document.
5. Submit the assignment by uploading the document to "Assignments".

Additional resources for assignment

[Sample CTools Assignment.doc](#) (24 KB)

Assignment Submission

This assignment allows submissions by attaching documents or images.

Attachments

No attachments yet

Add Attachments

Submit Preview Save draft Cancel

- Click “Browse” and find the assignment you wrote in Word. When you find it, click “Open.”

Assignments ?

the new assignment

Select an existing item from Resources or add a new item from your computer. Once you've made your selection, select 'Finish', or select 'Cancel' to return without making any changes.

Upload local file

File **Browse...**

- You should now see your assignment listed under “Items to attach.”
- Click "Continue."

Assignments ?

Add Attachment

Select an existing item from Resources to attach OR add a new item to a folder to be attached. Click "Continue" when you are done.

Items to attach Remove?

[Six Stretches to Do at Your Desk.doc](#) Remove

Upload local file **Browse...**

or a URL (link to website) **Add**

Continue **Cancel**


Continued on next page....

- Now you will be taken back to the assignment page for the final step - scrolling to the bottom of this page and clicking “Submit.”

Assignment Instructions

1. Open the document below.
2. Save it to your disk or My Documents.
3. Answer the questions by typing in Microsoft Word.
4. Save the document.
5. Submit the assignment by uploading the document to "Assignment


Additional resources for assignment

 [Sample CTools Assignment.doc](#) (24 KB)

Assignment Submission

This assignment allows submissions by attaching documents only.

Attachments

 [Six Stretches to Do at Your Desk.doc](#) (32 KB)

Check that your assignment has been attached properly...

...then click “Submit.”

- When you are done, you’ll see a note with the date and time you submitted the assignment on the assignment list page.
- You will also get a notification via e-mail that your submission was completed.

Assignments ?

Assignment List

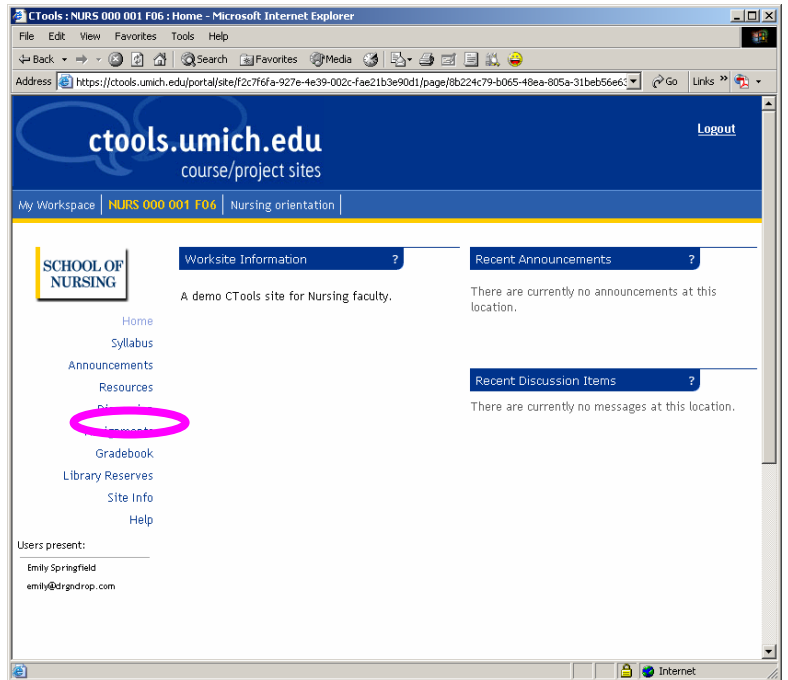
Select an assignment to view details, start working or edit your previous work. Viewing 1 - 2 of 2 items

Assignment title	Status	Open	Due
Practice uploadin	Submitted Aug 24, 2006 11:35 am - late	Aug 20, 2006 12:00 pm	Aug 22, 2006 2:00
Assignment Two	Not Started	Aug 20, 2006 12:00 pm	Aug 22, 2006 3:00

Gradebook

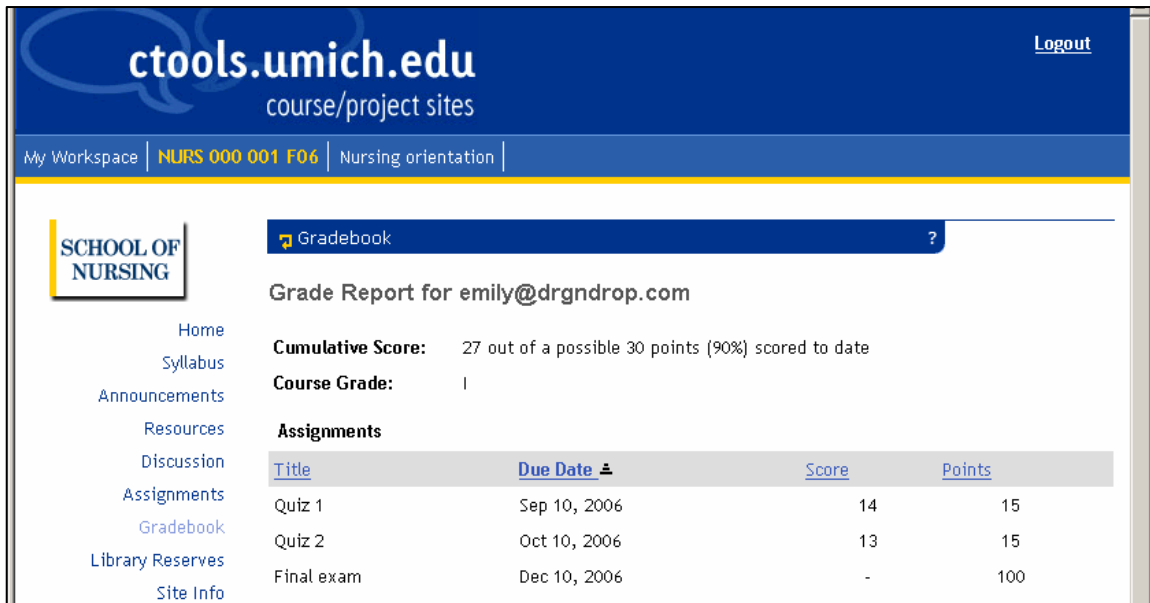
Use the gradebook to view your grades within CTools.

1. Log into CTools
2. Click the tab for your course.
3. Click “Gradebook.”



Your grade for each assignment will be listed as soon as your instructor posts your grade. The “Cumulative score” lets you know how you’re doing in the class to date.

In the example above, the course grade is currently “I” (for “Incomplete”) because the final has not yet been graded.



The space for “Cumulative Score” and “Course Grade” may say “Not yet released” - your instructor will release final grades at the end of the course.