

INSTRUCTOR GUIDE



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1 INTRODUCTION

1.1 What is ForClass

ForClass is a fully integrative platform increases professors' effectiveness in and out of the classroom by providing them with better visual and analytical tools for identifying students whose answers will best drive the discussion forward. This results in increased engagement and improved learning outcomes – all while reducing the time and effort professors spend preparing for class.

1.2 Best practices for using ForClass

When announcing the students you are going to use ForClass, tell them that your objective in using the tool is improving the class discussion and that it will require them to submit answers in advance.

Emphasize that you are NOT going to use the tool for public shaming, but you will use it in “supportive manner” and that it is meant to enrich the discussion.

1.3 Before class

- Try to monitor the answers as they come and familiarize yourself with the answers.
- Note to yourself what answers you are planning to click on and build a plan.
- Note to yourself which students you are planning to engage with based on their answers.

1.4 Class setup

- Go to <https://app.forclass.com/> it and login using your instructor login.
- Connect your device to the projector.
- You can project either your laptop or tablet, however based on faculty experience with our tool, it's more effective presenting with a laptop.
- Make sure that the projector is in a high-enough resolution that allows the class to see the entire dashboard.

1.5 During class

- Press on the question you are planning to discuss.
- Press on the “bar/answer” you are planning to discuss. There will be a “gasp” in the classroom when the student photos are visible. Make sure to let the students know that this will be done in a “supportive manner” and that it is meant to enrich the discussion.
- In most classes, the dashboard is used occasionally to move between questions and identify the next speaker. In the best examples, instructors used the system for a total of several minutes, spread through the entire class time.
- You can “flip the classroom” and ask students to re-submit their answers, based on class discussion. Since everything is aggregated in the cloud, the revised answers would show-up instantly.

1.6 After class

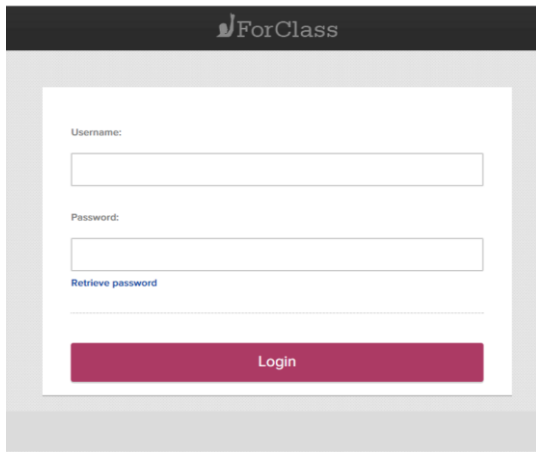
- You can add an Exit Ticket to solicit feedback from students and ask for areas they need clarification.
- You can grade and add comments to share with students and sync them with the LMS.

2 GETTING STARTED

Your initial account will be set-up by ForClass – we will notify you once it is ready and will send you your username and password.

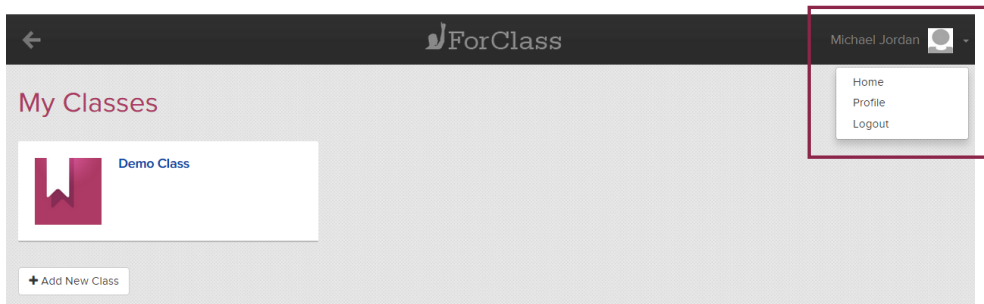
2.1 Logging into your account

Go to forclass.com and click on Login or go to app.forclass.com.

The image shows the ForClass login page. At the top is the ForClass logo. Below it is a white login box with a 'Username:' label and a text input field. Underneath is a 'Password:' label and another text input field. A blue link 'Retrieve password' is located below the password field. At the bottom of the box is a large red 'Login' button.

2.2 Managing your profile

To update your profile (password, picture, name as displayed to students on ForClass) click your name in the top right corner of the window. Selecting **Profile** from the drop---down menu will then allow you to edit your information. Click on the ForClass logo to return to **My Classes**.

The image shows the profile editing page. The top navigation bar is dark grey with the ForClass logo and the user's name 'Michael Jordan'. Below the bar, there are three input fields: 'ID:' with the value 'mjordan@gmail.com', 'Display Name:' with the value 'Michael Jordan' and an edit icon, and 'Password:' with the value 'Change Password' and an edit icon. At the bottom, there is a section for the profile picture, showing a grey placeholder icon and a text prompt: 'To change your profile picture, upload an image file (square, up to 500K in size):'. Below this prompt are two buttons: 'Choose file' and 'No file chosen'.

2.3 Getting help

If you or your students need any assistance please send an email to support@forclass.com. This will open a ticket with our support team and will allow us to assist by email.

3 INTEGRATING WITH AN LMS

ForClass can be integrated with leading Learning Management Systems (LMS) supporting the Learning Tools Interoperability (LTI) specification. including Canvas, Blackboard, Sakai, Desire2Learn (D2L), Moodle, and Coursera.

Integration can be done with the following areas:

- Assignments, using LTI links. See [Associating your LMS assignments with ForClass activities \[optional\]](#) 5.10
- Enrollment to ForClass Class. See [LMS auto-enrollment](#) 4.4.3
- Syncing grades from ForClass back to LMS. See [Publishing grades](#) 8.3

When accessing ForClass from the LMS, participants are logged directly into ForClass without needing to log in separately with their ForClass credentials. This process is called SSO – Single Sign On.

3.1 Setting up ForClass on your LMS

Setup varies according to LMS type. In some LMS types you first define an External Tool and later use that definition when creating External Tool Links, while in other LMS types you enter the External Tool parameters on each link you create.

The basic information usually required when defining an External Tool:

A few points to notice:

- The tool definition privacy control fields should be set up to send 3 parameters: the users' email address, name and role, so when a user comes into ForClass from the LMS we can associate the session with the relevant ForClass account using the email address provided.
- Set up the External Tool links to open in a new tab/window.
This allows for a better user experience, and prevents some possible issues, specifically when browsers are configured to block 3rd party cookies.

You will be asked to enter Consumer Key + Shared Secret. Contact support@forclass.com to receive your own K/S pair.

See below some information we have for specific LMS:

3.1.1 Canvas

To configure ForClass on Canvas, go to the “Settings” page of your course and select the “Apps” tab. You can add ForClass using either of the following methods:

☰ MKTG 101

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Settings

THIS COURSE IS UNPUBLISHED

Only Teachers Can See This Course Until It Is Published

Need help setting up your course?

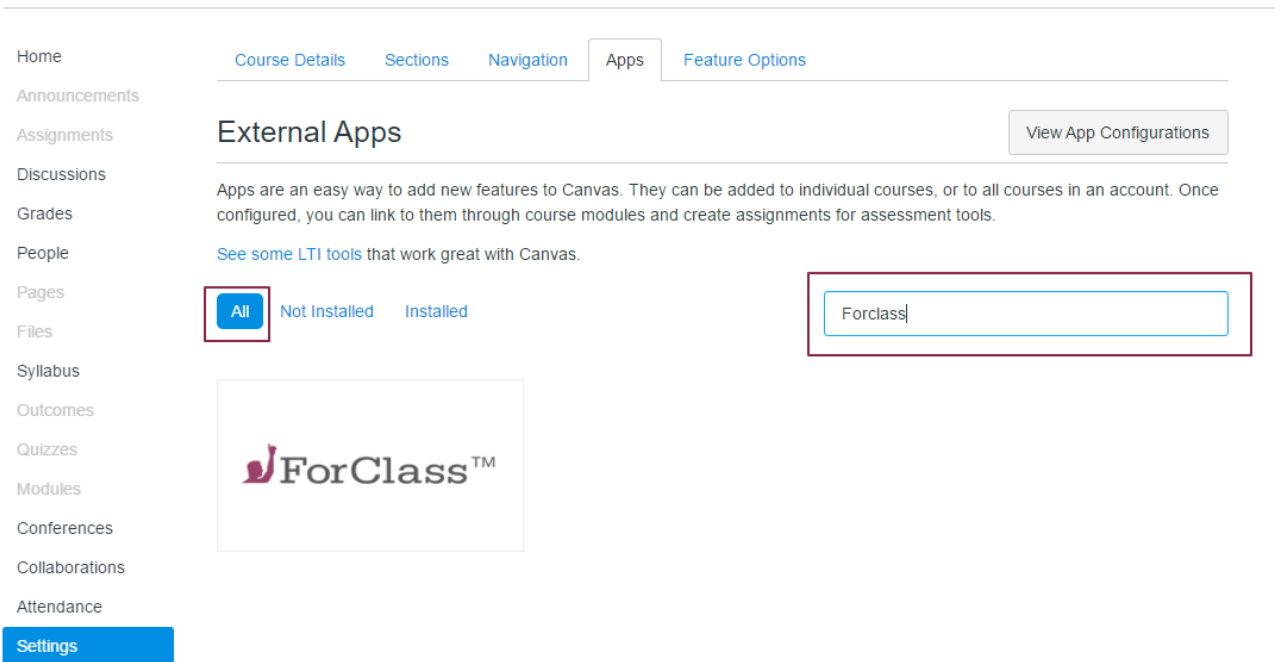
Setup Checklist

Recent Activity in MKTG 101

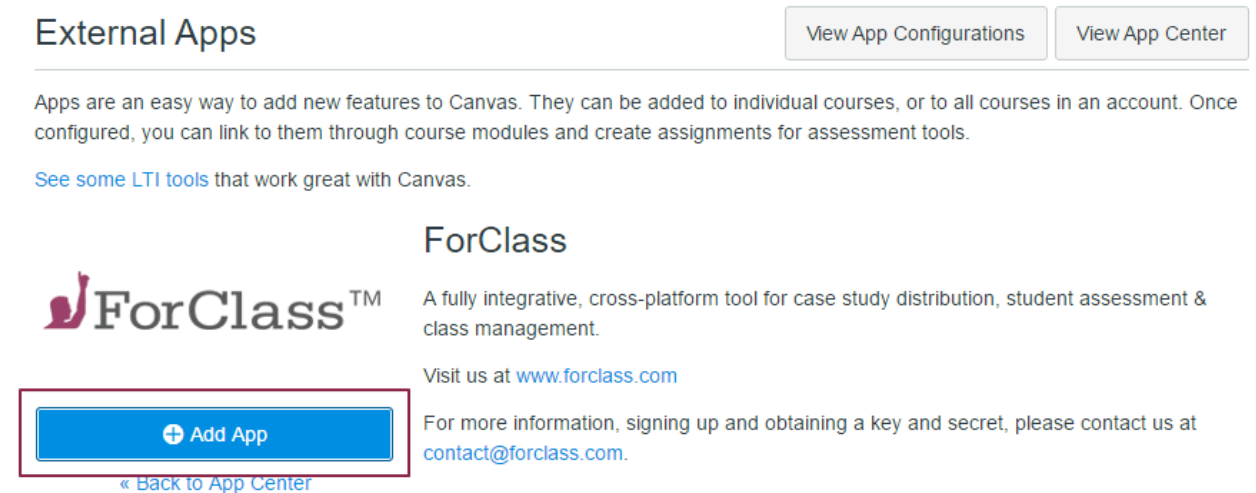
No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

- 1 Via the “App Center” (if it’s available on your system)
 - Find ForClass in the apps list (or filter by name) and click it

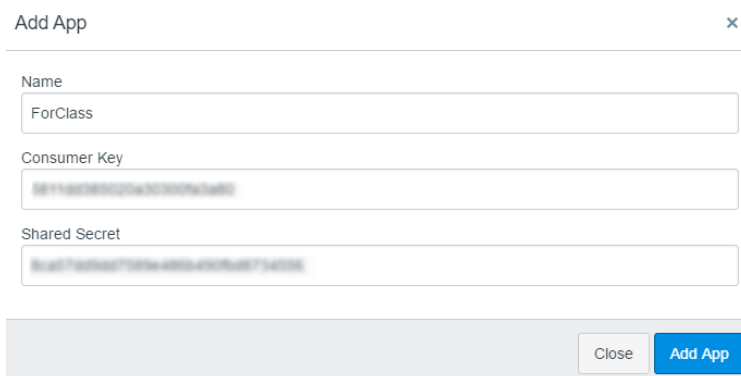
≡ MKTG 101 > Settings



- Click the “Add App” button



- Fill in the fields:
 - Consumer Key + Shared Secret: **[As received from the ForClass team]**



- 2 via the “Add App” dialog (possibly after clicking the “View App Configurations” button):

Course Details Sections Navigation **Apps** Feature Options

External Apps

[View App Configurations](#)

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some [LTI tools](#) that work great with Canvas.

All Not Installed Installed Filter by name

Course Details Sections Navigation **Apps** Feature Options

External Apps

[+ App](#) [View App Center](#)

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

- Choose “By URL” as the Configuration Type
- Fill in the fields:
 - Name: ForClass
 - Consumer Key + Shared Secret: **[As received from the ForClass team]**
 - Config URL: <https://app.forclass.com/config/lti.xml>

Add App ×

Configuration Type
By URL ▼

Name
Forclass

Consumer key
5811ad3850225a30309a3a80

Shared Secret
8ca57ad9ad7589e485b4307bde734596

Config URL
<https://app.forclass.com/config/lti.xml>

Example: <https://example.com/config.xml>

[Cancel](#) [Submit](#)

A ForClass menu item will on the left:

 MKTG 101 > MKTG 101, Winter 2017

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Attendance
- ForClass**
- Settings

3.1.2 **Blackboard**

In Blackboard there's no initial setup step.

3.1.3 **Sakai**

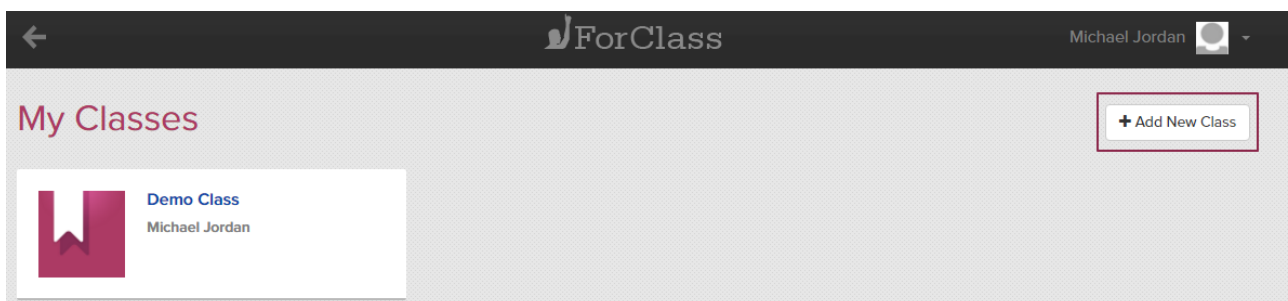
You'll find the tool definition screen in "Site Info" => "External Tools" => "Tools Available in System".

4 CREATING AND MANAGING CLASSES

Once you login you will be taken to your list of classes.

4.1 Creating a new course

To create a new class click on **Add New Class**.



Fill the requested details, like the name of your class , subject, course code and so on and click **Next**.

My Classes

Demo Class
Michael Jordan

+ Archived Classes

© 2016 ForClass™ Ltd.

Michael Jordan

+ Add New Class

Contact us | Terms of use

Create a New Class

Class Name
MKTG 101, Winter 2017

Subject
Marketing

Course Code
MKT 101

Course Type
Undergraduate

Semester
Winter

Year
2017

Start Date
Sunday, 1 January, 2017

End Date
Tuesday, 31 January, 2017

Cancel Next

Then fill the remaining details and click on **Create**.

My Classes

Demo Class
Michael Jordan

+ Archived Classes

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Michael Jordan

+ Add New Class

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Create a New Class

Using Copyrighted Materials?
No

Integrating with a learning management system (LMS)?
Canvas

Institution IT Contact for LMS integration
Master
Of I.T.
masterofit@example.com

Default Payment Method
Student Pay (USD) 10

Cancel Back Create

Please note that once you create a new class the default price students will be prompted to pay when registering for the class is \$10. For more information on pricing please contact your ForClass representative.

ForClass

Michael Jordan

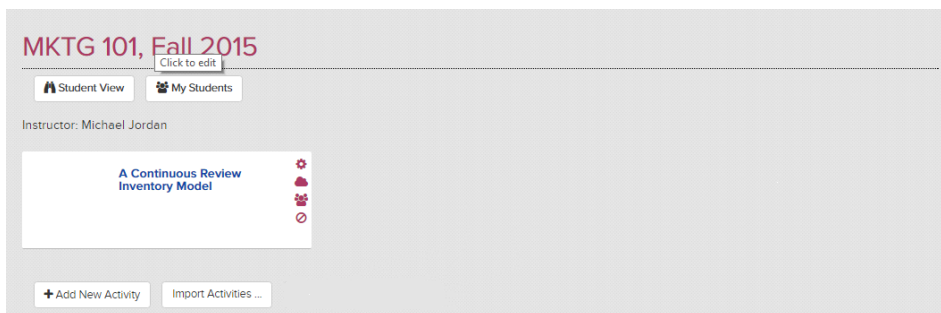
MKTG 101, Winter 2017

Student View My Students

+ Add New Activity Import Activities ...

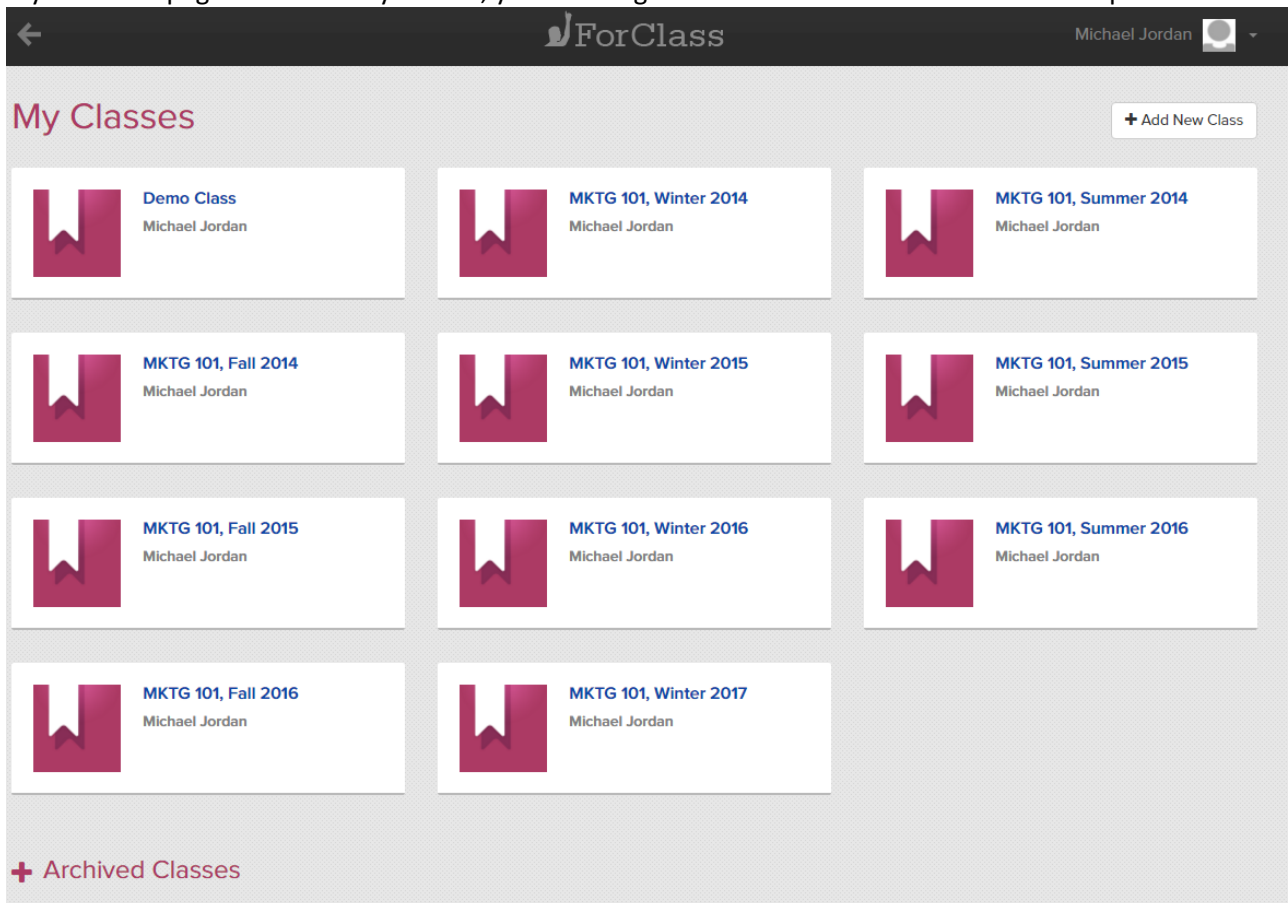
4.1.1 Renaming course

Hover your mouse over the name of the course at the top of the screen. A dotted line will appear beneath the name of the course as well as a Click to edit tool tip. Put your cursor on the title and edit.



4.2 Managing your courses list

If your home page has too many classes, you can drag some of them to the Archived Classes panel:



The screenshot shows the ForClass interface with the 'My Classes' section at the top. Below it, the 'Archived Classes' panel is expanded, displaying a grid of 10 archived class cards. Each card features a purple icon, a class title, and the instructor's name, Michael Jordan. The classes listed are:

- Demo Class (Michael Jordan)
- MKTG 101, Fall 2016 (Michael Jordan)
- MKTG 101, Winter 2017 (Michael Jordan)
- MKTG 101, Fall 2015 (Michael Jordan)
- MKTG 430, Fall 2015 (Michael Jordan)
- MKTG 101, Fall 2015 (Michael Jordan)
- MKTG 101, Winter 2014 (Michael Jordan)
- MKTG 101, Summer 2014 (Michael Jordan)
- MKTG 101, Fall 2014 (Michael Jordan)
- MKTG 101, Winter 2015 (Michael Jordan)
- MKTG 101, Summer 2015 (Michael Jordan)
- MKTG 101, Fall 2015 (Michael Jordan)
- MKTG 101, Winter 2016 (Michael Jordan)
- MKTG 101, Summer 2016 (Michael Jordan)

When closing the Archived Classes panel, you get a clean home page with the current classes:

The screenshot shows the ForClass interface with the 'My Classes' section at the top. Below it, the 'Archived Classes' panel is collapsed, indicated by a plus sign icon. The page displays a clean home view with three current class cards: Demo Class, MKTG 101, Fall 2016, and MKTG 101, Winter 2017. At the bottom, there is a footer with copyright information and links for contact and terms of use.

Note:

- Archived classes are not deleted.
- You can drag archived classes to "My Classes" panel and back. This process can be done any time.
- You can import activities from archived classes (see 5.7)
- You can't open directly a class from the Archived Classes panel – you need to drag it first to the "My Classes" panel.

4.3 Deleting a course

You can delete a course / class by going to the My Students page of the class and click on the **Delete Class** button:



4.4 Managing student registration

There are a number of ways for students to enroll in a class. At the time of registration, if the course is set up for free access to the student based on for payment by the institution, they will bypass the payment portion of the registration. If not they will be prompted to pay prior to enrolling to class.

4.4.1 Student self-enrollment using URL link

Students will need to be provided with a self-enrollment link in order create their ForClass account and enroll to your specific class. If they already have a ForClass account, the link will serve them only to enroll in the specific class for which the link has been sent. ***Note:** When using self-enrollment please have your students use the email that they use to enter the LMS.*

To create the self-enrollment link click **My Students** and then click **Generate Link**.



My Students - MKTG 101, Fall 2015

Click here to generate a link for self enrollment Generate Link

Email this link to students so they can enroll in the class.

Groups Edit

Students Export to Excel

Filter

Name	
	A Continuous Review Inventory Model

Delete Class

My Students - MKTG 101, Fall 2015

Student self-enrollment link: <https://app.forclass.com/enroll/J4USQ4>

Email this link to students so they can enroll in the class.

Groups Edit

Students Export to Excel

Filter

Name	
	A Continuous Review Inventory Model

Delete Class

Once students register and enroll, they will received the following email from ForClass.

Dear **FirstName**

You are now enrolled in **Class Name** (Instructor: **Professor Name**) on ForClass.

You can access ForClass at <https://app.forclass.com/>

iPad users: If you'd like to add ForClass as a home-screen app - Access ForClass on your Safari browser, and once logged in to ForClass, press the action icon on the safari toolbar and then the "Add to Home Screen" icon.

If you haven't done so already, please upload your picture:
Once logged-in to your account on ForClass, press on the downward Arrow icon on the top-right corner => "Profile" => "Choose File" and upload your head-shot.
Your picture will be used solely for class discussion and will not be distributed to any 3rd parties.

Here are a few tips to get you started:

- Once you enter an activity, you can move between pages by swiping (on touch-enabled devices) or by using the arrow icons on the bottom navigation bar.
You can also navigate via the Table of Contents, which is also accessible on any page via the lines on the top-left corner.
- Save your answers by pressing the "Save" button on the bottom-right corner.
You can save your answers multiple times until the submission deadline, at which point the last answer saved will be submitted.

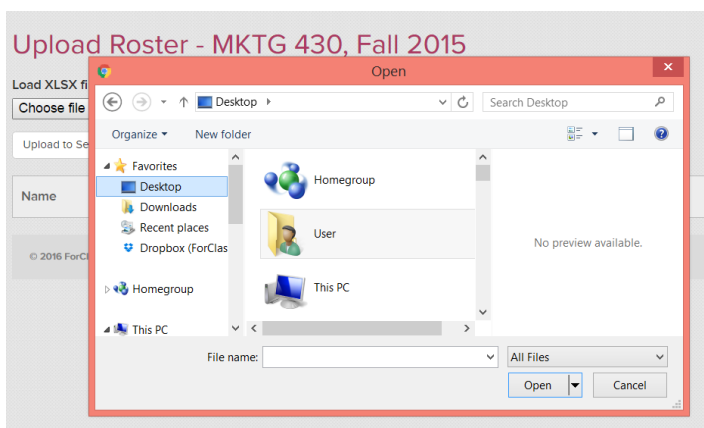
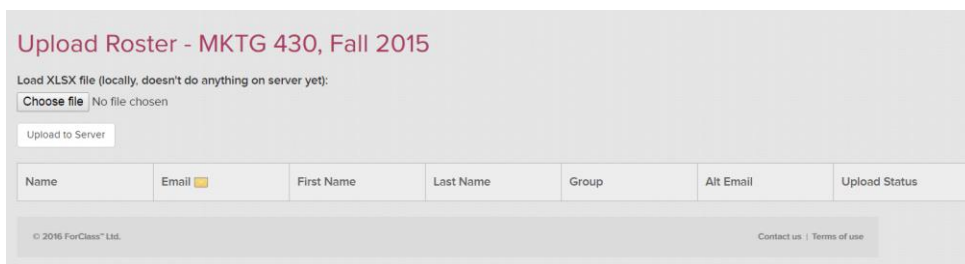
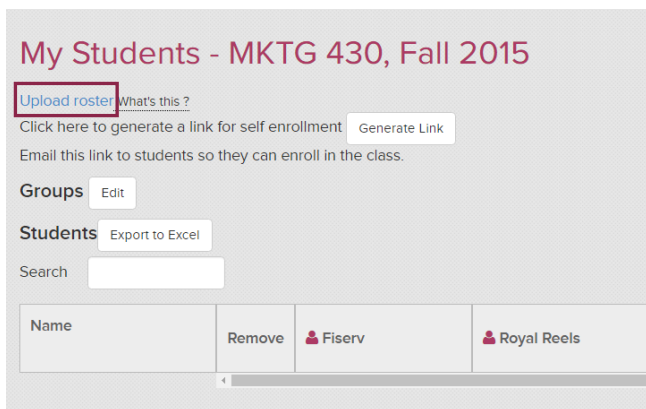
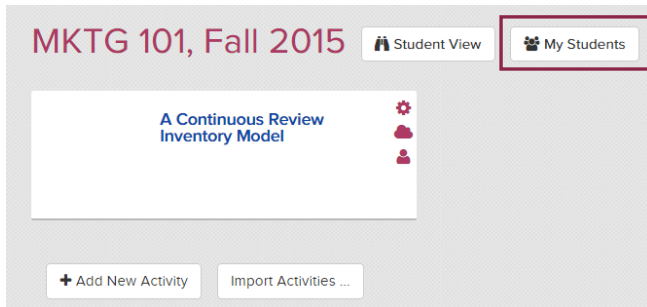
(Please note that the tool includes an input validation system. If one or more of your answers does not meet the requirement set by the validation system you will not be able to save/submit your answers. Note that this occurs primarily for numeric answers; only numbers, commas and periods are acceptable for numeric answers)
- You can go to your ForClass home page by clicking the ForClass logo on the top navigation bar.

Happy Learning,
The ForClass Team

4.4.2 Student registration using Upload roster

Note: This form of student registration is available only when institution is covering the cost of the course.

To upload the course roster click **My Students** and then click **Upload roster**.



- In order for your class roster to upload correctly the first row of your Excel Workbook file must include the column names as they appear below (case sensitive):

	A	B	C	D	E	F
1	First Name	Last Name	Name	Email	ImageURL	Group

- The Name column should be "First Last" (e.g. John Smith and not Smith John)
- The ImageURL and Group columns are optional
 - If you would like to add student images include a column called ImageURL; this column should include a URL link to the students image and can usually be found on the school's intranet
 - If you would like to create groups add a column called Group and next to each student add the group name
- If using an LMS please use the email associated with the LMS in the Email column
- Once the roster is uploaded additional students can be added either by uploading the roster again or by using the self-enrollment link; if you upload the roster again it will NOT delete current students
- In order for the roster to upload all cells must be filled in; you will get an indication when cells are missing

4.4.3 LMS auto-enrollment

Note: Except on Canvas, LMS auto-enrollment can only be accomplished if there's a 1-to-1 relation between your LMS course and the relevant class on ForClass. Specifically, if you manage several sections within a single LMS course and you have multiple classes on ForClass to match these sections, you cannot use this method to enroll your students. To mitigate this issue have your students self-enroll (4.4.1) and make sure they register with the university email which is associated with the LMS. This will enable them to access the content directly from the LMS with a single-sign-on once enrolled in the class. Canvas integrated with SIS (student information system) supports multi section courses, so a single Canvas course site (with multiple sections) can be used with multiple ForClass classes.

If needed and wanted, you can set the auto enrollment to on, so an account is created for each student when accessing ForClass from the LMS.

4.4.3.1 Canvas (single section course):

Click on the ForClass menu and select the class you want to associate, verify the "Enable auto-enrollment" check box is checked and click **Associate**

☰ MKTG 101 > MKTG 101, Winter 2017

Home
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Syllabus
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Collaborations
Attendance
ForClass
Settings

← ForClass

Course Configuration

LMS course details:

- Title: MKTG 101, Winter 2017
- Label: MKTG 101

Choose a class to associate with this course:

- ☐ MKTG 101, Winter 2017
- ☐ MKTG 101, Fall 2016
- ☐ MKTG 101, Summer 2016
- ☐ MKTG 101, Winter 2016
- ☐ MKTG 101, Fall 2015
- ☒ Enable auto-enrollment

Associate

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You will get a "success" confirmation and when refreshing the page, you will see the associated

class:

≡ MKTG 101 > MKTG 101, Winter 2017

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[Collaborations](#)
[Attendance](#)
[ForClass](#)
[Settings](#)

← ForClass

Course Configuration

LMS course details:

- Title: MKTG 101, Winter 2017
- Label: MKTG 101

Associated with class: MKTG 101, Winter 2017

Auto enroll is: ON

[Dissociate](#)

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4.4.3.2 Canvas (multi section course):

Your course needs to have multiple sections and the instructor (or TA doing the classes association) needs to be enrolled to all sections:

≡ FCTC 456 > Settings

Academic Year 2016-2017

[Course Details](#)[Sections](#)[Navigation](#)[Apps](#)[Feature Options](#)

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[Forclass](#)
[Settings](#)

Course Sections

FCTC456-001-Spring2017	(4 Users, SIS ID: FCTC456-001-2017A)	✕
FCTC456-002-Spring2017	(5 Users, SIS ID: FCTC456-002-2017A)	✕
FCTC456-003-Spring2017	(3 Users, SIS ID: FCTC456-003-2017A)	✕
FCTC456-004-Spring2017	(4 Users, SIS ID: FCTC456-004-2017A)	✕

Add a New Section:*

[+ Section](#)

Click on the **Enable multi-section** checkbox. Note the number of sections passed to Forclass from Canvas:

≡ FCTC 456 > ForClass 456 - Test Course

Academic Year 2016-2017

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Settings

Course Configuration

LMS course details:

- Title: ForClass 456 - Test Course
- Label: FCTC 456
- # of Sections: 4

Choose a class to associate with this course:

☒ Enable multi-section

☐ FCTC 456 - Sec1 (Julius Test109 (Penn))

☐ FCTC 456 - Sec2 (Julius Test109 (Penn))

☐ AnotherCourseSec1 (Julius Test109 (Penn))

☐ FCTC 456 - Sec3 (Julius Test109 (Penn))

☐ FCTC 456 - sec4 (Julius Test109 (Penn))

☒ Enable auto-enrollment

Associate

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Select the classes you want to associate and for each one, select the desired section from the drop down menu. Verify the "Enable auto-enrollment" check box is checked and click **Associate**.

≡ FCTC 456 > ForClass 456 - Test Course

Academic Year 2016-2017

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Chat
Forclass
Settings

Course Configuration

LMS course details:

- Title: ForClass 456 - Test Course
- Label: FCTC 456
- # of Sections: 4

Choose a class to associate with this course:

☒ Enable multi-section

☒ FCTC 456 - Sec1 (Julius Test109 (Penn)) FCTC456-001-2017A ▾

☒ FCTC 456 - Sec2 (Julius Test109 (Penn)) FCTC456-002-2017A ▾

☐ AnotherCourseSec1 (Julius Test109 (Penn)) -- Select section -- ▾

☒ FCTC 456 - Sec3 (Julius Test109 (Penn)) FCTC456-003-2017A ▾

☒ FCTC 456 - sec4 (Julius Test109 (Penn)) -- Select section -- ▾

☒ Enable auto-enrollment

Associate

© 2017 ForClass™ Ltd.

-- Select section --
FCTC456-001-2017A
FCTC456-002-2017A
FCTC456-003-2017A
FCTC456-004-2017A

You will get a "success" confirmation and when refreshing the page, you will see the associated classes:

≡ FCTC 456 > ForClass 456 - Test Course

Academic Year 2016-2017

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Course Configuration

LMS course details:

- Title: ForClass 456 - Test Course
- Label: FCTC 456
- # of Sections: 4

Associated Class/es:

Class Title	Auto Enroll	Section
FCTC 456 - sec4	ON	FCTC456-004-2017A
FCTC 456 - Sec2	ON	FCTC456-002-2017A
FCTC 456 - Sec3	ON	FCTC456-003-2017A
FCTC 456 - Sec1	ON	FCTC456-001-2017A

Disassociate

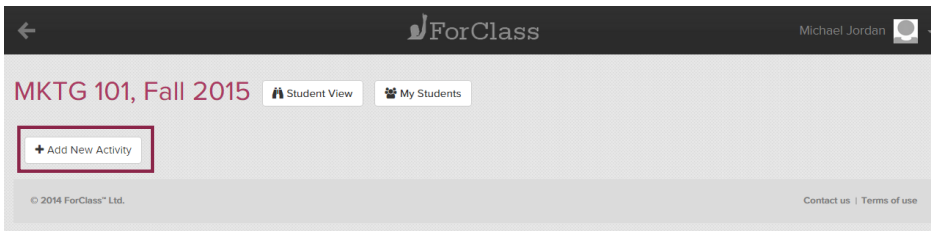
© 2017 ForClass™ Ltd.

Should the student encounter issues when using the LMS please have them contact support@forclass.com.

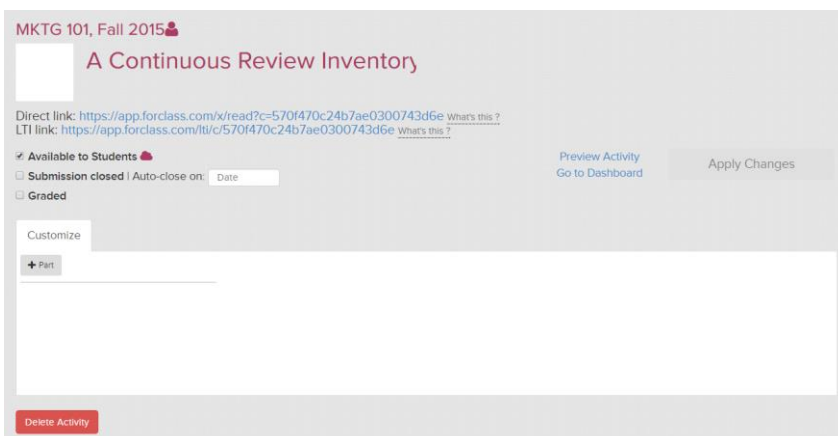
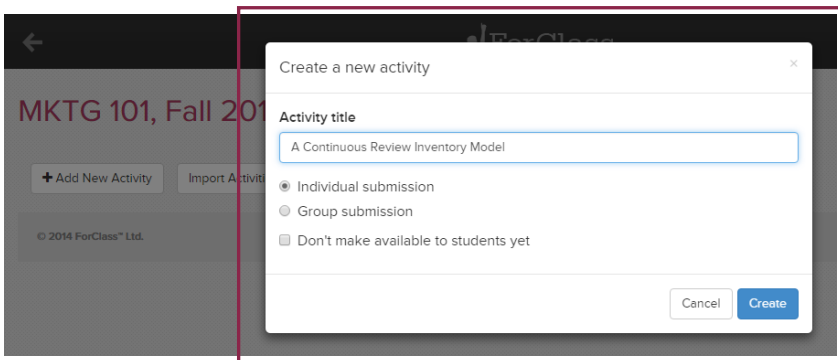
5 ACTIVITIES

5.1 Adding activities to your course

Once you have created your class click **Add New Activity**.



Enter the name of the activity under **Activity title**. Select if you would like for this to be an **individual** or **group** submission. Check the box if you would like to make the activity unavailable to students. Click **Create**.

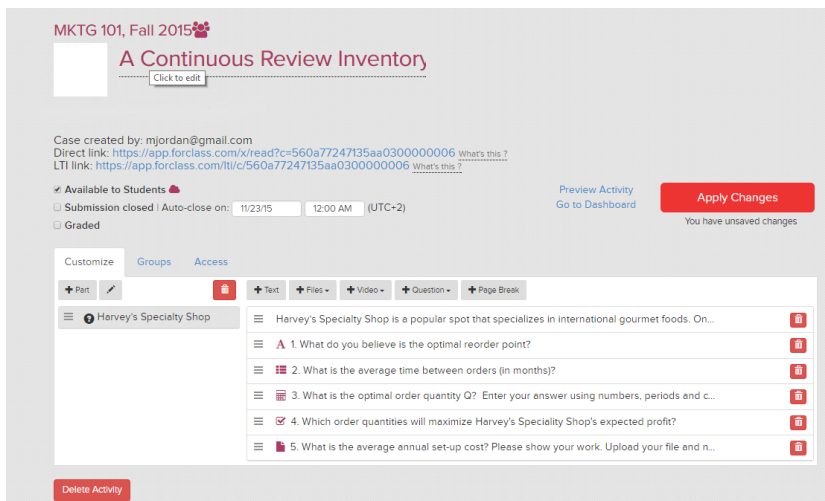


5.1.1 Activity submission modes

- Individual submission – used when the intention is to record the input of each student individually
- Group submission – used in cases where you would like to form groups and have the groups submit one answer for all the group members. Currently ForClass does not obtain group information from the LMS. Refer to the section called **Student Management** for more information on forming groups.
- ***NOTE: Once you select submission mode, if students have already submitted data, you will not be able to switch the submission mode without losing the data that has been submitted***

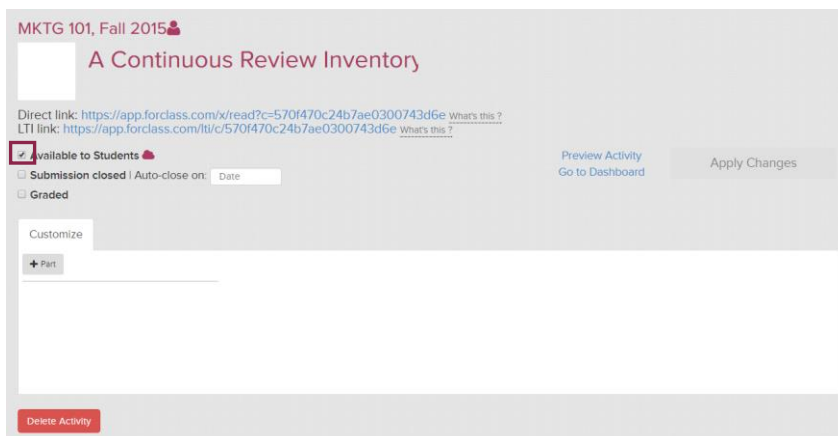
5.1.2 Renaming activities

Hover your mouse over the name of the activity at the top of the screen. A dotted line will appear beneath the name of the activity as well as a Click to edit tool tip. Put your cursor on the title and edit.



5.1.3 Making activities available to students

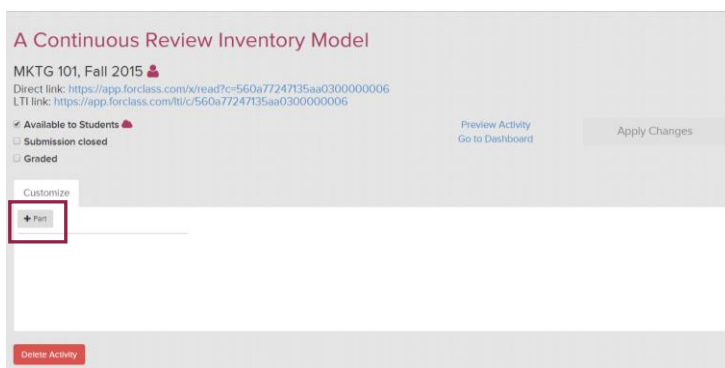
Check **Available to Students** to make the activity available to students.



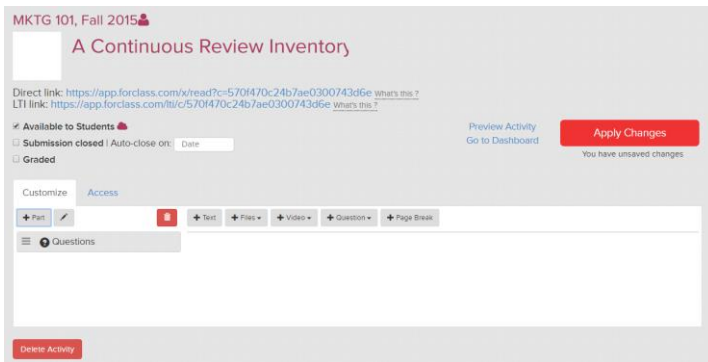
5.2 Populating activities

5.2.1 Adding a part

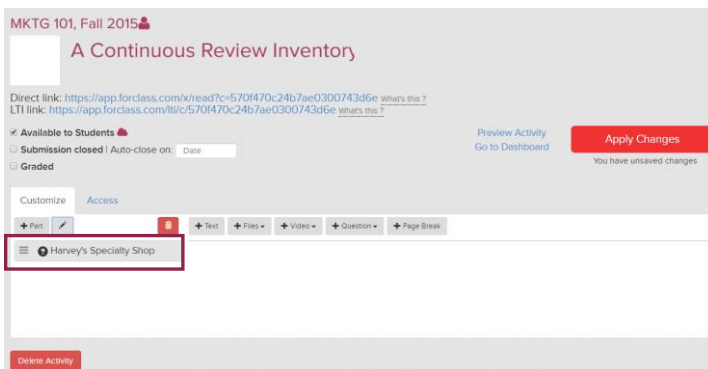
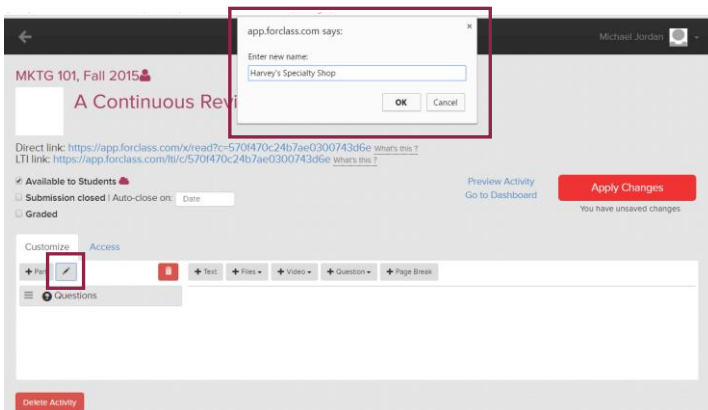
Before you begin to add questions you will need to create a Part. Click **Part**.



You can now either begin to populate the part you have created or rename the part. Always remember to click **Apply Changes**.



To rename the part click the **pencil icon**, enter the name and click **OK**.

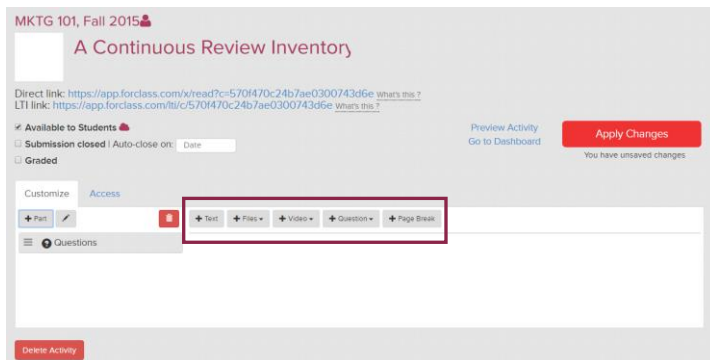


Each activity can contain several parts. Faculty often use multiple parts to differentiate between topics in the same activity. See example below:



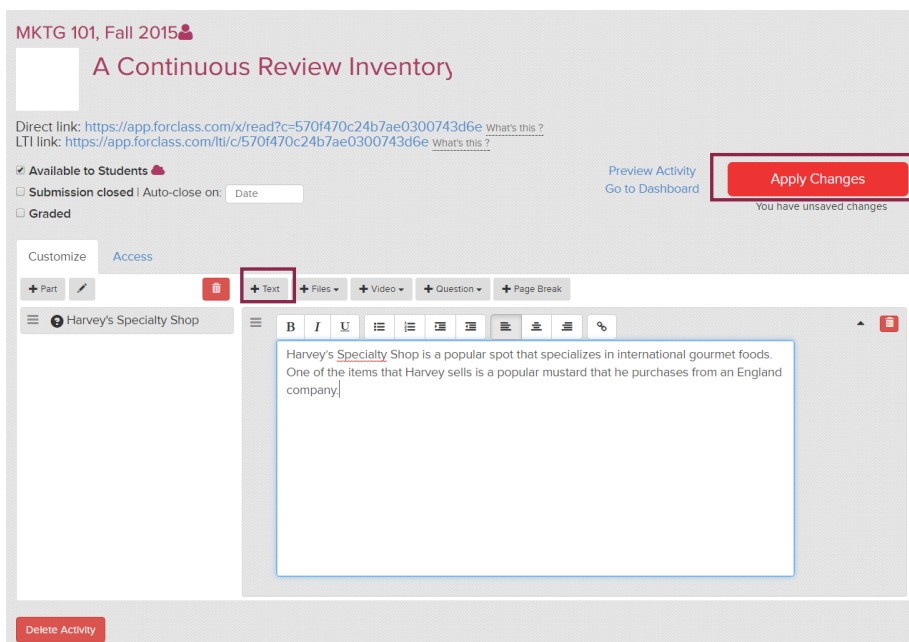
5.2.2 Adding Content

ForClass enables you to populate the activities that you have created with text, files, videos, and a number of different question types. In addition, you can insert page breaks to improve the visual presentation of the information you have added.

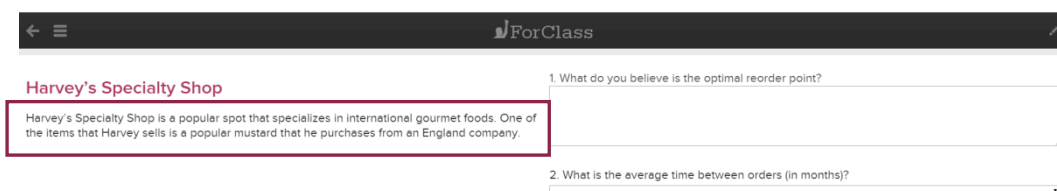


5.2.2.1 Adding text

The Text button enables you to add wording such as background information but does not add a text box underneath for students to fill in. Click **Text** and fill in the text box. Once you are finished adding text click **Apply Changes**. If you have any unsaved changes this button will appear **red**.

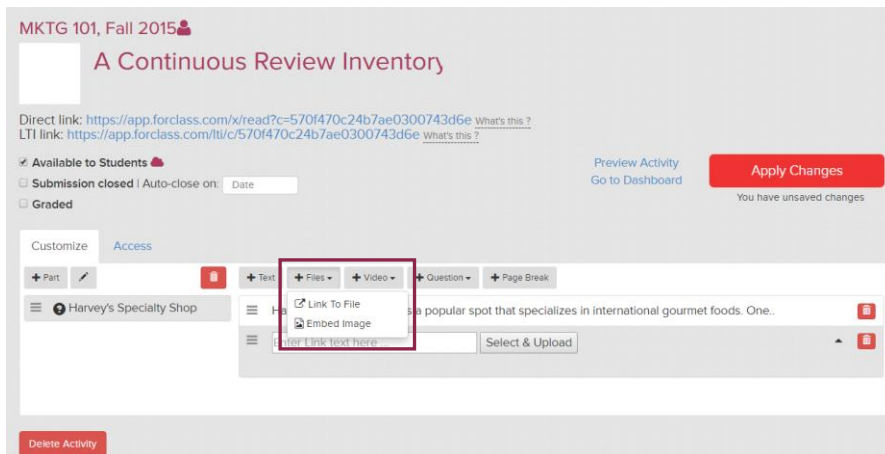


Students will view the text that you have added in the following manner.



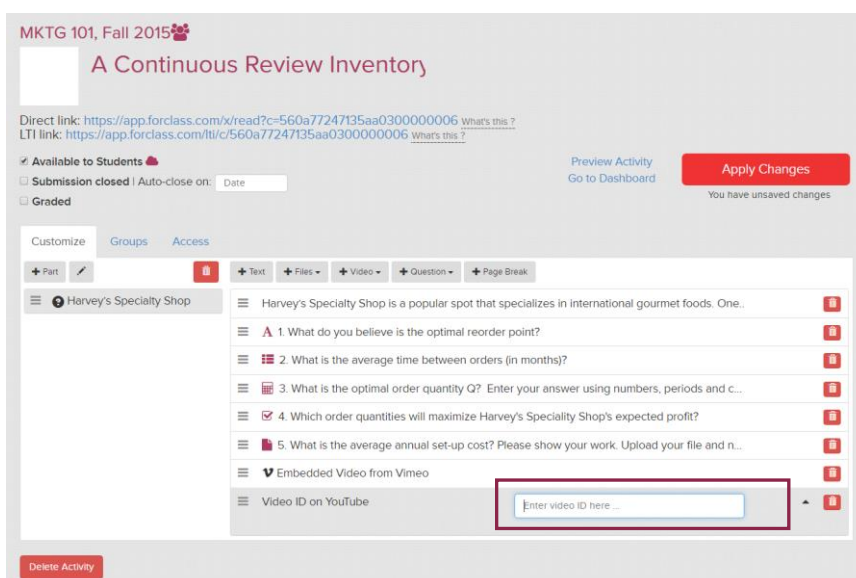
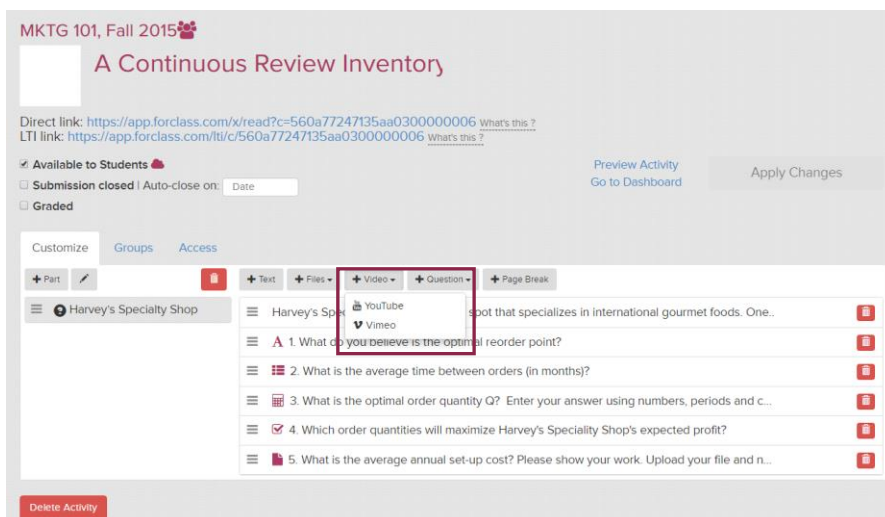
5.2.2.2 Adding files

The Files button enables you to add files. Click **Files** and either link to a file or embed an image. Once you are finished click **Apply Changes**.



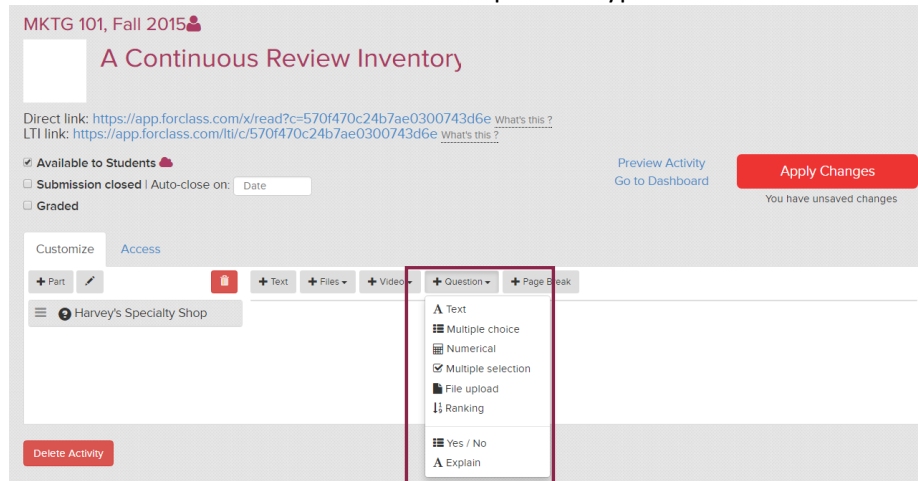
5.2.2.3 Adding videos

The Video button enables you to add videos from YouTube and Vimeo. Click **Video** and fill in the Video ID. Once you are finished click **Apply Changes**.

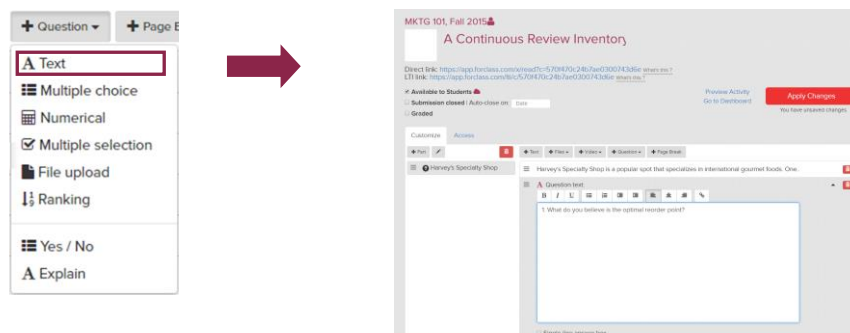


5.2.2.4 Creating questions

ForClass features a number of different question types that can be created.

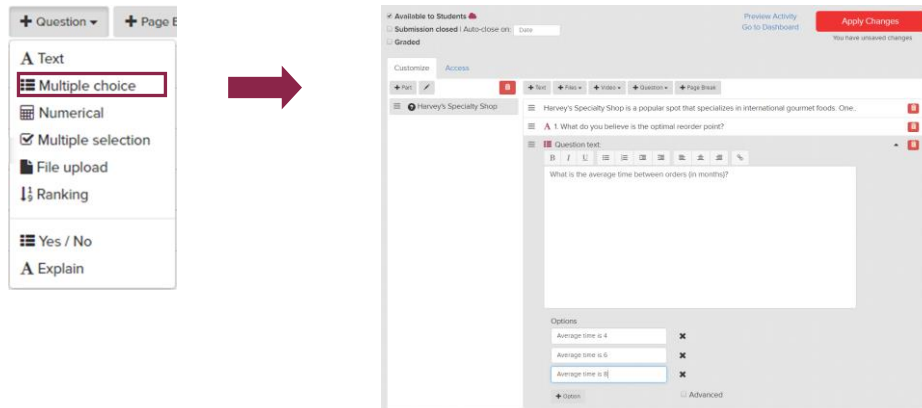


- Click **Question** and then **Text** to add an open-ended question with a text box for students to fill in.

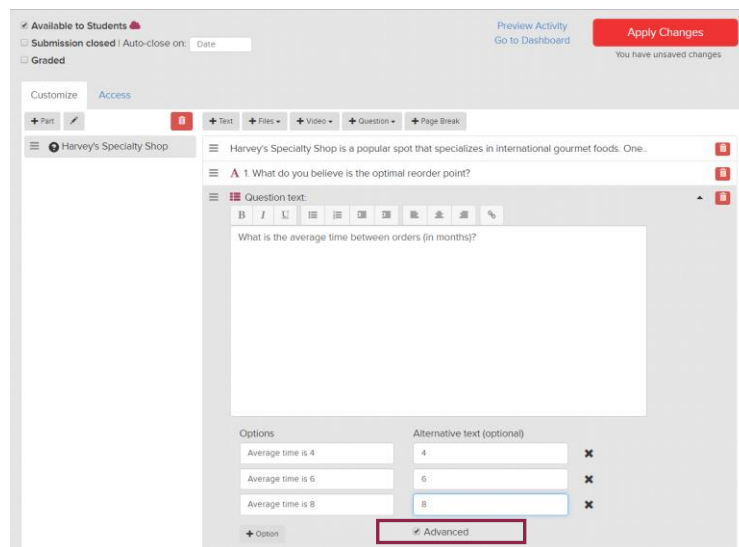


*Clicking on **Explain** will create the same type of question.

- Click **Question** and then **Multiple Choice** to add a closed-ended question which lets respondents select one answer from a defined list of choices. Type the question text in the text box and your desired answers in the **Options** boxes.

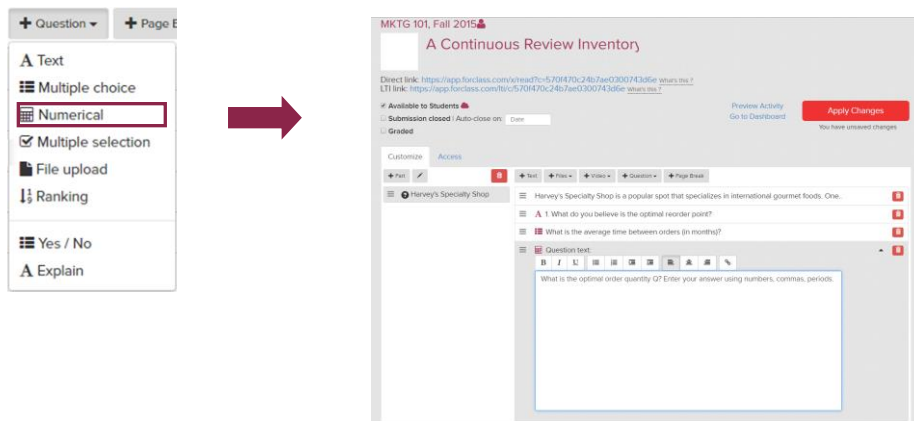


If you would like for the options that appear in the dashboard under the bar chart to appear differently check advanced and enter the desired alternative text.

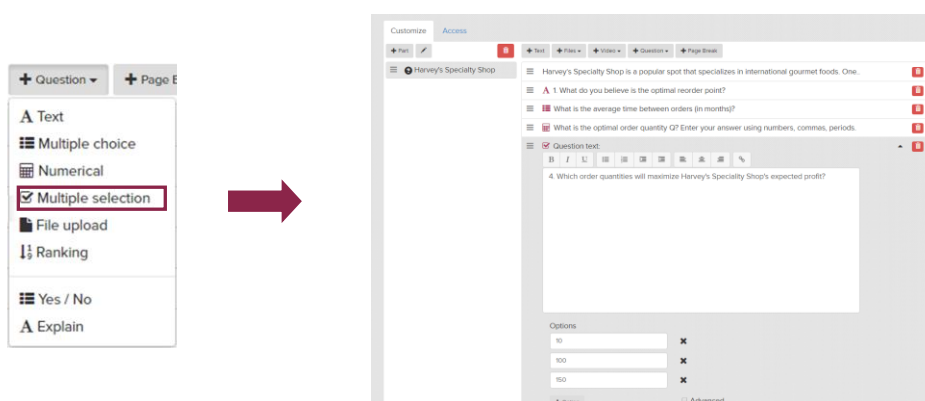


*Clicking on Yes/No will create a multiple choice question with two options, Yes & No.

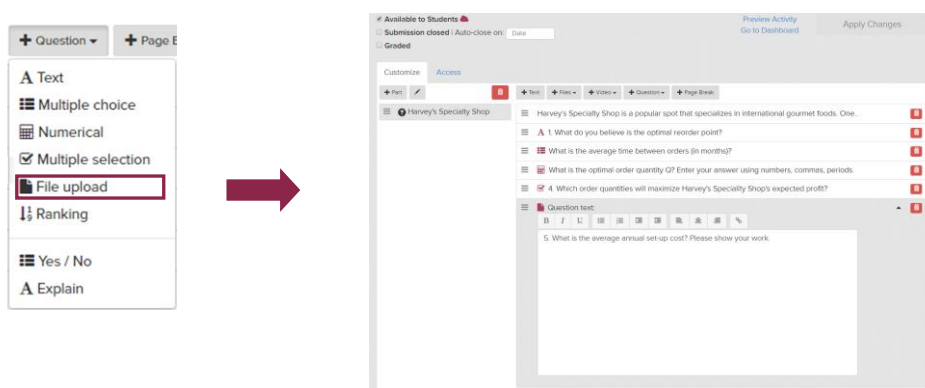
- Click **Question** and then **Numerical** to create a numeric answer question. You will need to add a sentence detailing the format in which you would like for the students to provide their answer so that the answers will appear correctly in the dashboard once aggregated. For example: Enter your answer using numbers, periods and commas; Enter your answer using integers; Enter your answer using decimal points.



- Click **Question** and then **Multiple selection** to create a closed-ended question which lets respondents select more than one answer from a defined list of choices.

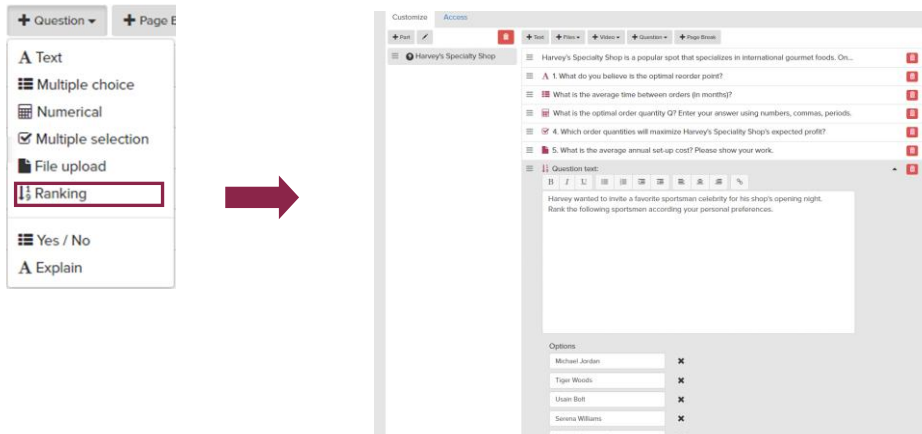


- Click **Question** and then **File upload** to create a question for which you want students to submit a file with their work.



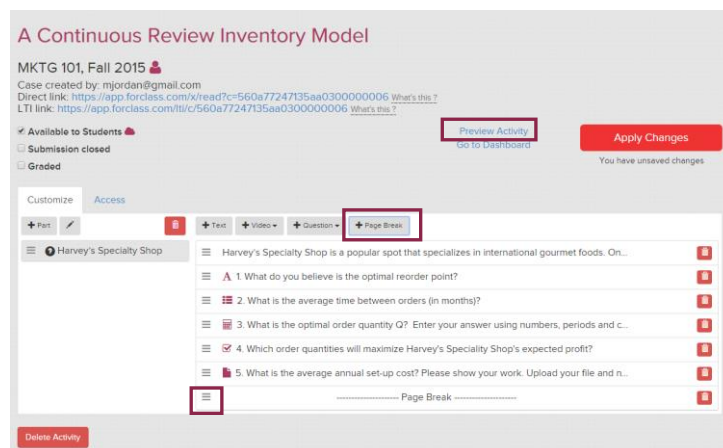
***Note:** Students are not able to delete uploaded documents. Instructors do have an indication of the last submission.*

- Click **Question** and then **Ranking** to create a question for which you want students to rank.



5.2.2.5 Inserting page breaks

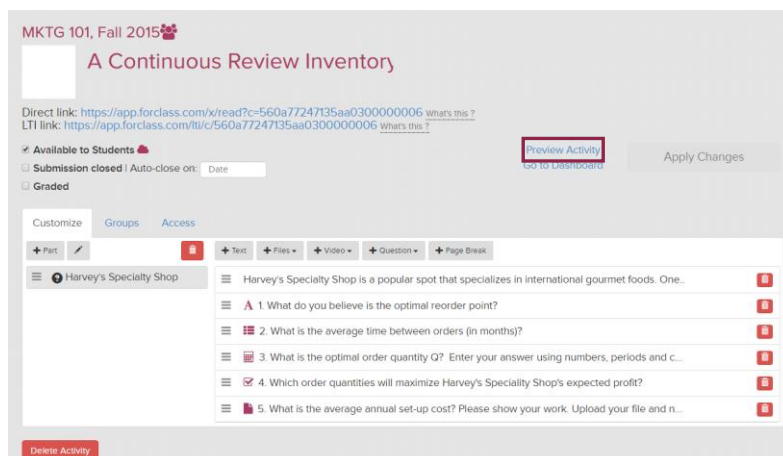
Determine if you need to insert a page break by clicking **Preview Activity**. Click **Page Break** to insert a page break. Drag and drop it to the preferred position by grabbing the menu button on the left hand side.



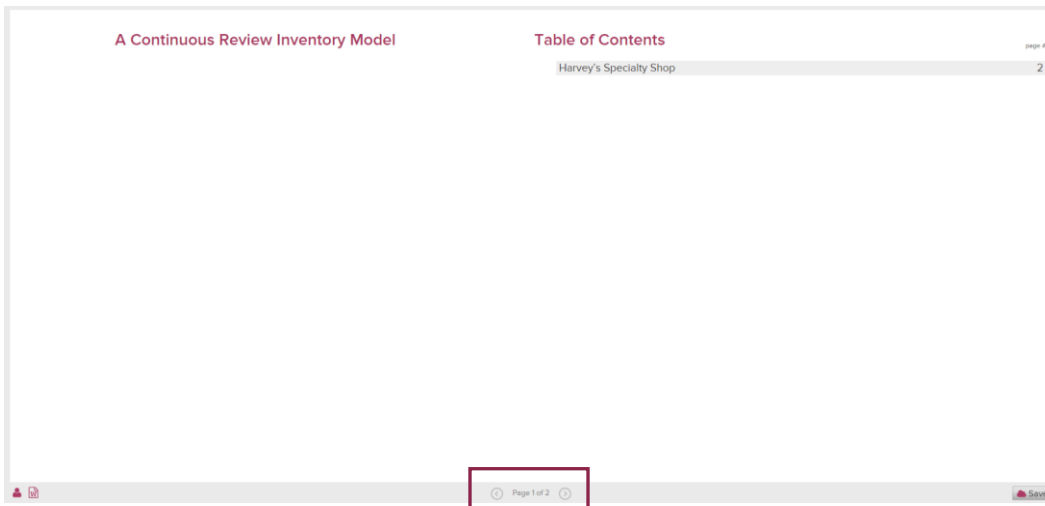
5.3 Previewing activities

5.3.1 Student view of activity

As an instructor, you want to be confident that your activity is well designed before your students see it. Click **Preview Activity** to open the activity and experience your course as your students do.



The Table of Contents will open after clicking Preview Activity. The Table of Contents is intended to provide direct links between the various sections of the activity. This is especially relevant where multiple Parts have been created. Scroll between pages by clicking on the arrows at the bottom of the page.



Students must click **Save** to save their answers.

5.3.1.1 Disabling TOC presentation

In case you want to avoid displaying the TOC page, you can disable the **Display TOC** checkbox and click on Apply Changes. The activity will open with the first part as the first page.

5.3.2 Instructor view of activity

Click **Go to Dashboard** takes you to a dashboard with the questions that you have created.

MKTG 101, Fall 2015

A Continuous Review Inventory

Direct link: <https://app.forclass.com/x/read?c=560a77247135aa03000000006> What's this ?
 LTI link: <https://app.forclass.com/lti/c/560a77247135aa03000000006> What's this ?

☒ Available to Students
☐ Submission closed | Auto-close on: Date
☐ Graded

[Preview Activity](#)
[Go to Dashboard](#)
[Apply Changes](#)

Customize Groups Access

+ Part + Text + Files + Video + Question + Page Break

Harvey's Specialty Shop

- Harvey's Specialty Shop is a popular spot that specializes in international gourmet foods. One...
- 1. What do you believe is the optimal reorder point?
- 2. What is the average time between orders (in months)?
- 3. What is the optimal order quantity Q? Enter your answer using numbers, periods and c...
- 4. Which order quantities will maximize Harvey's Specialty Shop's expected profit?
- 5. What is the average annual set-up cost? Please show your work. Upload your file and n...

[Delete Activity](#)

Click on a question to view student responses.

A Continuous Review Inventory Model

MKTG 101, Fall 2015

1. What do you believe is the optimal reorder point?

2. What is the average time between orders (in months)?

3. What is the optimal order quantity Q? Enter your answer using numbers, periods and

4. Which order quantities will maximize Harvey's Speciality Shop's expected profit?

5. What is the average annual set-up cost? Please show your work. Upload your file and

Download all submissions: [As Excel Spreadsheet](#) [As ZIP of Word files](#) [ZIP of all submitted files](#)

5.4 Controlling access to content

ForClass allows you to control what content can be accessed by which student or group.

Click **Access** to control content by individual or group. Check the relevant box(es) next to each student or group.

TiVo

MKT 430, Section 64, Fall 2015

Direct link: <https://app.forclass.com/x/read?c=526a282a904d190200000001> What's this ?
LTI link: <https://app.forclass.com/lti/c/526a282a904d190200000001> What's this ?

☒ Available to Students

☐ Submission closed

☐ Graded

[Preview Activity](#)
Go to Dashboard

[Apply Changes](#)

Customize **Access**

Documents Content Questions

Grant access to all students

All Students ☒ ☒ ☒

☐ Grant access to specific students

Student	Documents	Content	Questions
Ashley Carrick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alexia Rodrigues Herrmann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alyse Kowalick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alexandria White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blake Tidwell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5 Closing activity submission

Submissions can be closed either manually or automatically.

5.5.1 Manually closing submissions

Check **Submission Closed** to close the activity for student submission.

MKTG 101, Fall 2015

A Continuous Review Inventory

Direct link: <https://app.forclass.com/x/read?c=560a77247135aa0300000006> What's this ?
LTI link: <https://app.forclass.com/lti/c/560a77247135aa0300000006> What's this ?

☒ Available to Students

☒ Submission closed

☐ Graded

[Preview Activity](#)
Go to Dashboard

[Apply Changes](#)

You have unsaved changes

Customize Groups Access

+ Part + Text + Files + Video + Question + Page Break

Harvey's Specialty Shop

Harvey's Specialty Shop is a popular spot that specializes in international gourmet foods. One...

1. What do you believe is the optimal reorder point?

2. What is the average time between orders (in months)?

3. What is the optimal order quantity Q? Enter your answer using numbers, periods and c...

4. Which order quantities will maximize Harvey's Speciality Shop's expected profit?

5. What is the average annual set-up cost? Please show your work. Upload your file and n...

[Delete Activity](#)

5.5.2 Automatically closing submissions

To close the submission at a predetermined day and time click **Date** and select the preferred date.

A Continuous Review Inventory Model

MKTG 101, Fall 2015

Direct link: <https://app.forclass.com/x/read?c=560a77247135aa0300000006> What's this ?
LTI link: <https://app.forclass.com/lti/c/560a77247135aa0300000006> What's this ?

☒ Available to Students

☐ Submission closed | Auto-close on: Date

☐ Graded

Preview Activity
Go to Dashboard

Apply Changes

Customize Groups Access

+ Part

Harvey's Specialty Shop

Spot that specializes in international gourmet foods. On...

optimal reorder point?

between orders (in months)?

quantity Q? Enter your answer using numbers, periods and c...

4. Which order quantities will maximize Harvey's Specialty Shop's expected profit?

5. What is the average annual set-up cost? Please show your work. Upload your file and n...

Select the time at which you would like the activity to be closed to further submissions.

A Continuous Review Inventory Model

MKTG 101, Fall 2015

Direct link: <https://app.forclass.com/x/read?c=560a77247135aa0300000006> What's this ?
LTI link: <https://app.forclass.com/lti/c/560a77247135aa0300000006> What's this ?

☒ Available to Students

☐ Submission closed | Auto-close on: 11/23/15 12:00 AM (UTC-2)

☐ Graded

Preview Activity
Go to Dashboard

Apply Changes

You have unsaved changes

Customize Groups Access

+ Part

Harvey's Specialty Shop

Spot that specializes in international gourmet foods. On...

optimal reorder point?

between orders (in months)?

quantity Q? Enter your answer using numbers, periods and c...

4. Which order quantities will maximize Harvey's Specialty Shop's expected profit?

5. What is the average annual set-up cost? Please show your work. Upload your file and n...

5.6 Deleting activities

Click **Delete Activity** to remove the activity.

MKTG 101, Fall 2015

A Continuous Review Inventory

Direct link: <https://app.forclass.com/x/read?c=560a77247135aa0300000006> What's this ?
LTI link: <https://app.forclass.com/lti/c/560a77247135aa0300000006> What's this ?

☒ Available to Students

☐ Submission closed | Auto-close on: Date

☐ Graded

Preview Activity
Go to Dashboard

Apply Changes

Customize Groups Access

+ Part

Harvey's Specialty Shop

Harvey's Specialty Shop is a popular spot that specializes in international gourmet foods. One...

1. What do you believe is the optimal reorder point?

2. What is the average time between orders (in months)?

3. What is the optimal order quantity Q? Enter your answer using numbers, periods and c...

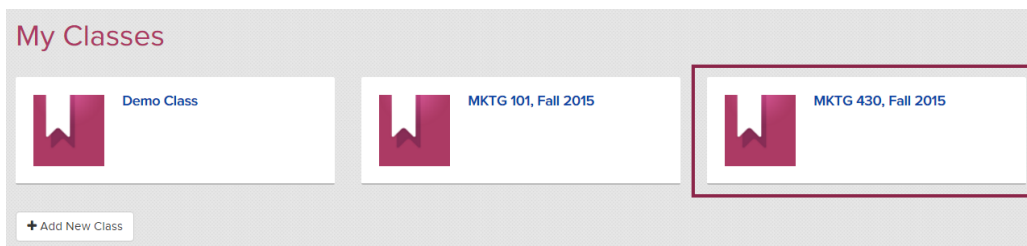
4. Which order quantities will maximize Harvey's Specialty Shop's expected profit?

5. What is the average annual set-up cost? Please show your work. Upload your file and n...

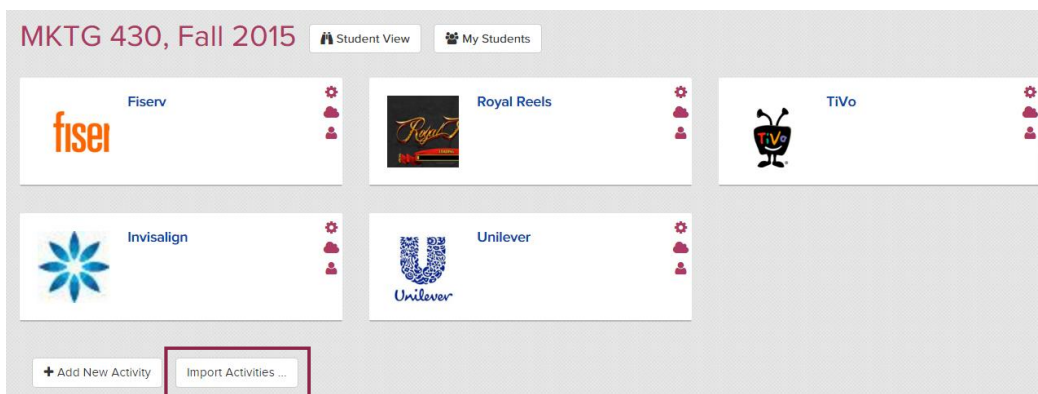
Delete Activity

5.7 Copying activities

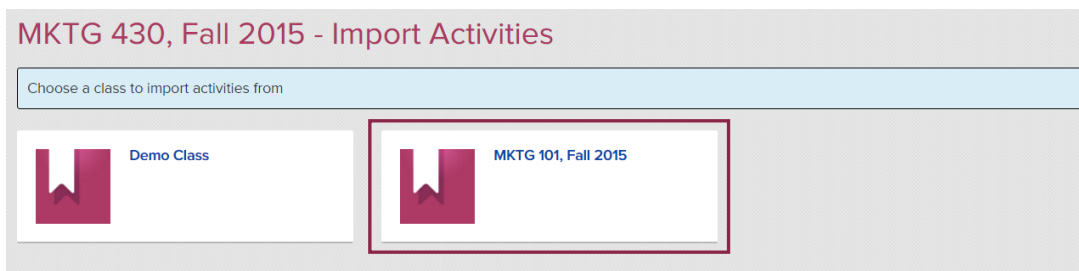
Click on the class to which you want to copy the activity(ies).



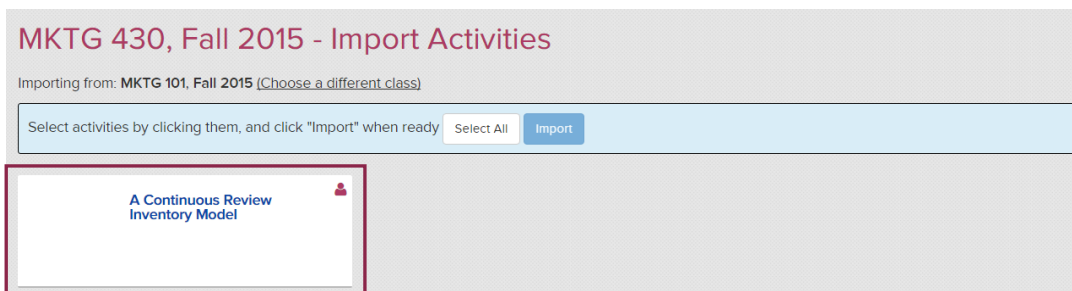
Click **Import Activities**.



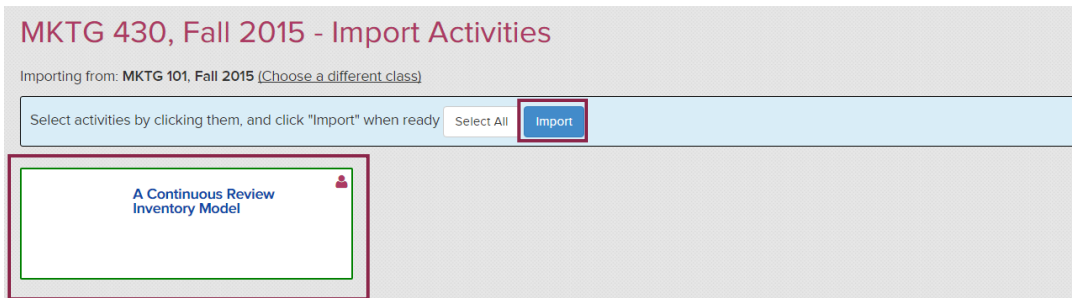
Click on the class from which you want to copy the activity(ies).



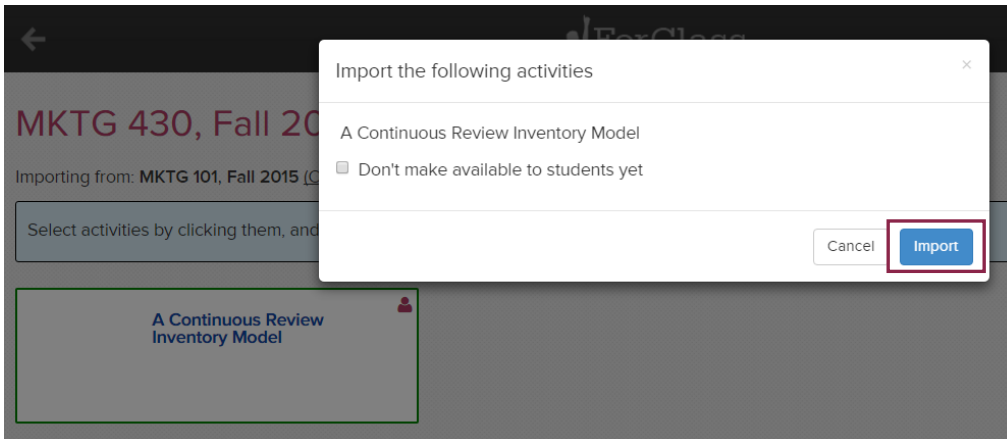
Click on the activity(ies) in the class that you would like to copy.



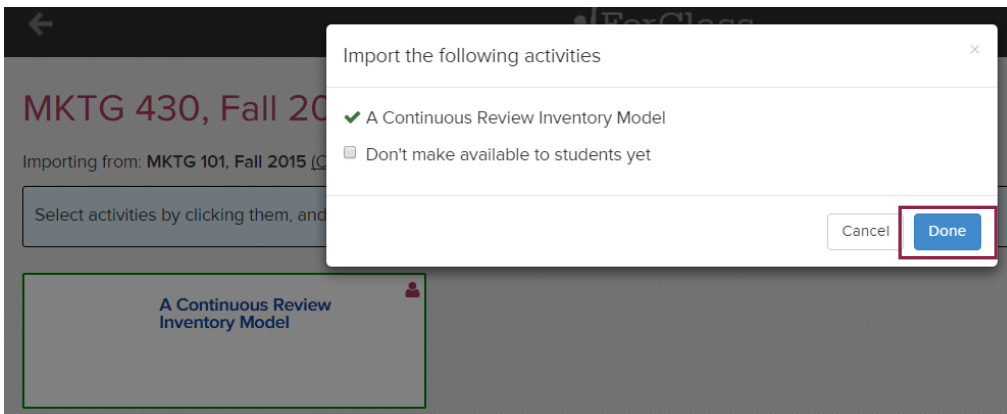
The activity(ies) selected will be highlighted with a green box. Click **Import**.



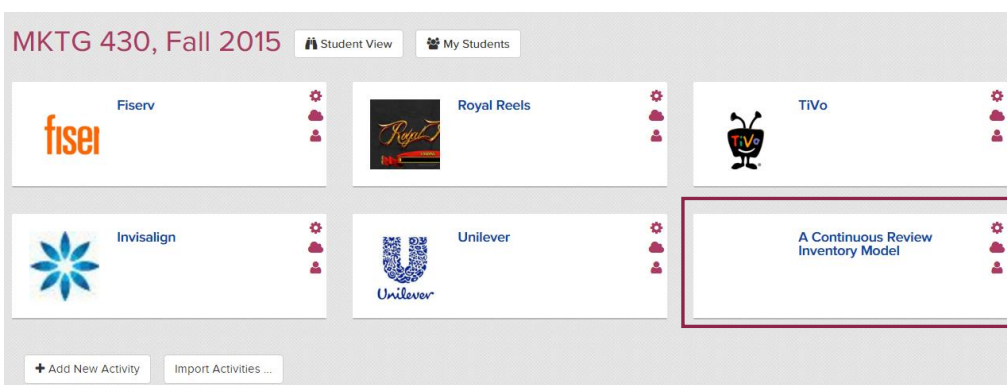
Check the box to make the activity unavailable to students. Click **Import**.



Click **Done**.



Your activity has been added.



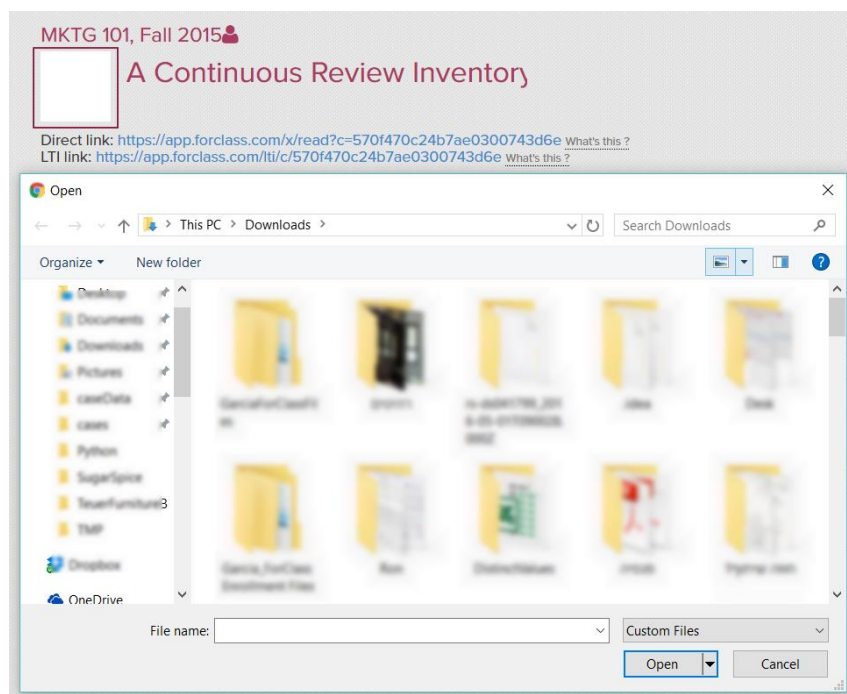
5.8 Order of appearance of activities

To change the order of activities drag and drop the activity to the preferred location.

5.9 Adding an icon to activities

To add an icon to a specific activity click settings for that activity. Click on the white box.

Select the image that you would like to upload (square, up to 500K).



5.10 Associating your LMS assignments with ForClass activities [optional]

If you integrate with your LMS, you can associate your LMS assignment with ForClass activity using LTI (Learning Tools Interoperability) links.

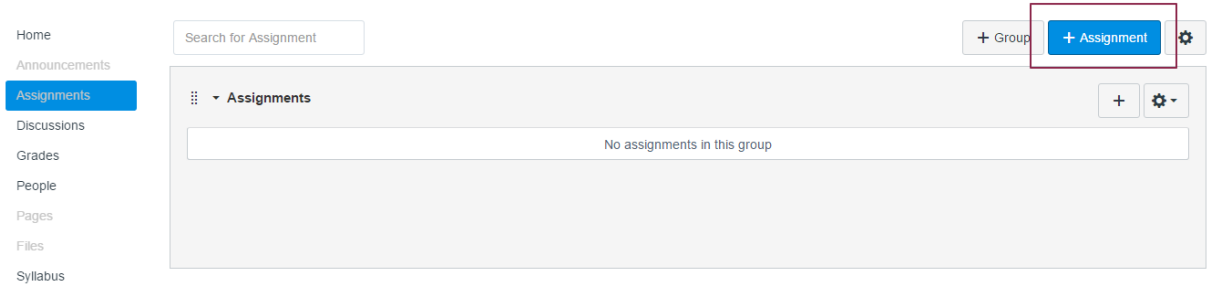
For each activity you want to create a link to:

1. Go into the activity settings page on ForClass and make note of the "LTI Link" displayed there.
2. Create a new External Tool link in your LMS course, using the "LTI Link" you copied from ForClass as the Launch URL.
 - Make sure you set up the link to open in a new tab/window, to avoid possible technical problems and provide a better user experience.

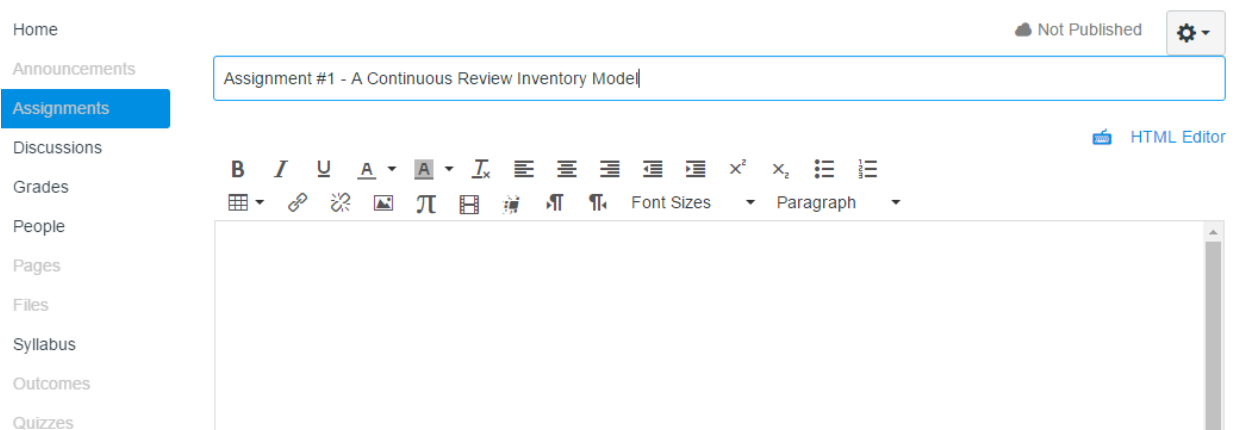
See below some information we have for specific LMS

5.10.1.1 Canvas

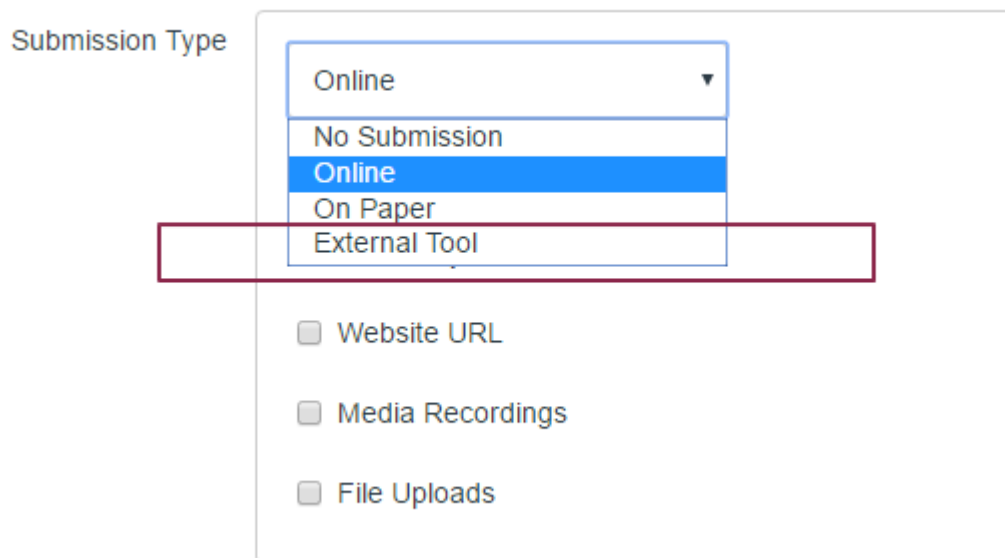
- Under “Assignments”, create a new assignment, going into “more options” if needed.



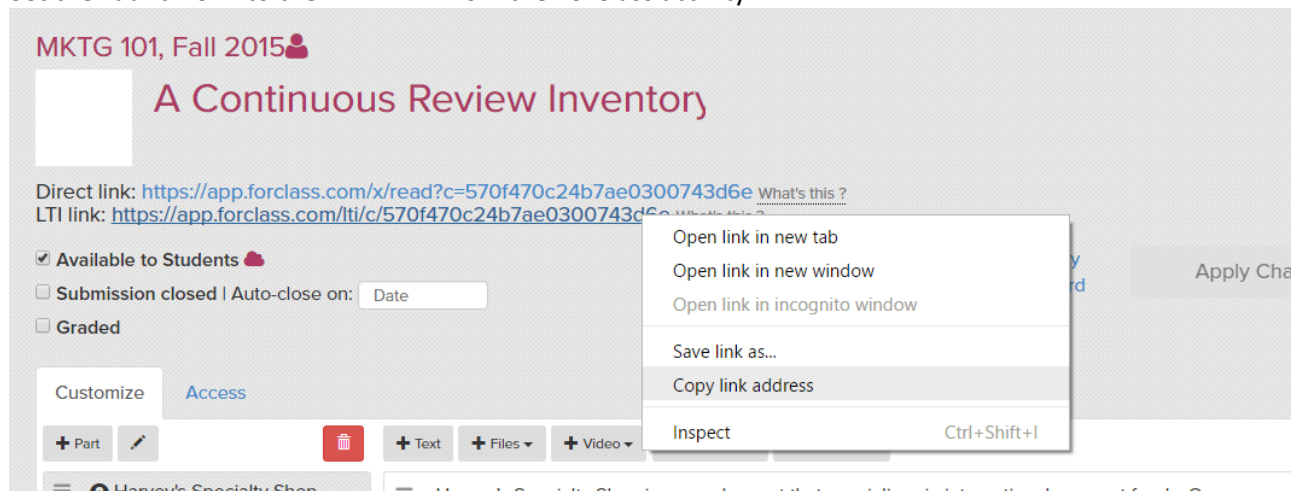
- Fill the details (like assignment name) like any other assignment.



- Set the submission type of the assignment to be “External Tool”.



- Set the Launch URL to the “LTI Link” from the ForClass activity.



Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL



<https://app.forclass.com/lti/c/570f470c/>

Find

☒ Load This Tool In A New Tab

- Make sure to check the “open in new tab” check box.

Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL



<https://app.forclass.com/lti/c/570f470c/>

Find

☒ Load This Tool In A New Tab

5.10.1.2 Blackboard

In Blackboard there’s no initial setup step. You define the tool parameters on each tool provider link that you create.

To add LTI links to your content:

- Choose “Build Content” => “Web Link”
- Enter the activity’s specific ForClass LTI link in the URL field
- Make sure to check the “This link is to a Tool Provider” checkbox to reveal the LTI configuration fields
- Enter the Key and Secret as provided by ForClass
- In the “Web link Options” section, select “Yes” for “Open in New Window”
- If you want to pass grades back to Blackboard, check the “Enable Evaluation” check box.

5.10.1.3 Sakai

In Sakai, you create a “tool” for each link, and then embed that tool in the desired location in the course site.

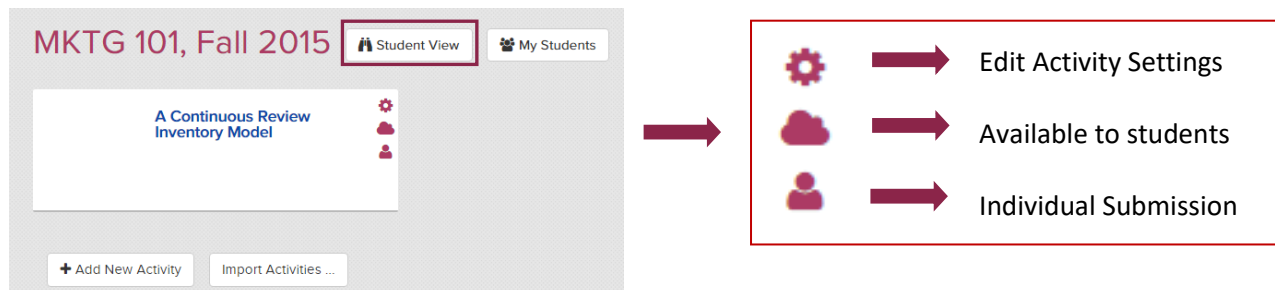
- Go to “Site Info” => “External Tools” => “Tools Available in Site”.
- Click “Add tool to site”, select the ForClass tool (which was created in the initial setup), and enter the “LTI link” from the ForClass activity.

Now you can embed the tool link in the site, for example in “Lessons” by choosing “More Tools” => “Add External Tool” and selecting the activity-specific tool created previously.

6 STUDENT MANAGEMENT

6.1 Student view

Click **Student View** to see to open the activity and experience your course as your students do.



If the activity is available for submission students will see the activity as follows:



If the activity has been closed for submission students will see the activity as follows:



Note: If the activity has not been made available to students you will also not be able to see the activity. In these instances if you would like to see the content of the case click **Settings** and then **Preview Activity**.

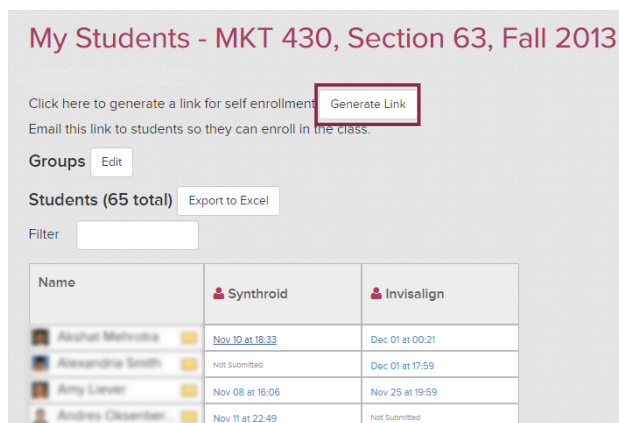
6.2 My students

Click **My Students** to perform a number a number of activities related to your students.



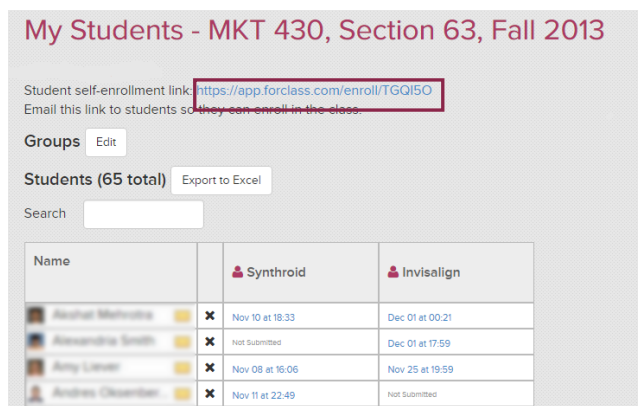
6.2.1 Generate self enrollment link

Click **Generate Link** to create a self-enrollment link.



Send the **URL** that was generated to students so that they can enroll in your specific class. See Student self-enrollment using URL link 4.4.1 מעל

Note: Do not use this link when auto-enrollment with your LMS is activated.



6.2.2 Viewing and exporting student submissions

Click **Export to Excel** to export case submission times per student.

My Students - MKT 430, Section 63, Fall 2013

Student self-enrollment link: <https://app.forclass.com/enroll/TGQI50>
Email this link to students so they can enroll in the class.

Groups

Students (65 total)

Search

Name		Synthroid	Invisalign
Akshat Mehrotra		Nov 10 at 18:33	Dec 01 at 00:21
Alexandria Smith		Not submitted	Dec 01 at 17:59
Amy Lerner		Nov 08 at 16:06	Nov 25 at 19:59
Andrew Chaudhary		Nov 11 at 22:49	Not Submitted

	A	B	C	D
1	Name	Email	Synthroid	Invisalign
2	Joshua Altman	jaltman2015@keellogg.northwestern.edu	2013-11-10T17:57:46.696Z	2013-12-02T01:22:02.977Z
3	Lorena Arathoon	larathoon2015@keellogg.northwestern.edu	2013-12-02T21:20:53.657Z	2013-12-02T23:04:56.965Z
4	Nazir Ashkar	nashkar2015@keellogg.northwestern.edu	2013-11-12T06:56:05.991Z	2013-12-03T03:56:49.553Z
5	Thomas Baroch	tbaroch2015@keellogg.northwestern.edu	2013-11-12T06:20:57.244Z	2013-12-02T21:51:57.549Z
6	Matthew Bates	mbates2015@keellogg.northwestern.edu	Not Submitted	Not Submitted
7	David Berliner	dberliner2015@keellogg.northwestern.edu	2013-11-11T00:14:06.626Z	2013-12-03T04:43:06.878Z
8	Natalie Bookley	nbaker2015@keellogg.northwestern.edu	2013-11-11T19:18:48.226Z	2013-12-02T19:55:59.338Z

Click on the **case submission date** to drill down to a specific student's submission.

My Students - MKT 430, Section 63, Fall 2013

Student self-enrollment link: <https://app.forclass.com/enroll/TGQI50>
Email this link to students so they can enroll in the class.

Groups

Students (65 total)

Search

Name		Synthroid	Invisalign
Akshat Mehrotra		Nov 10 at 18:33	Dec 01 at 00:21
Alexandria Smith		Not submitted	Dec 01 at 17:59
Amy Lerner		Nov 08 at 16:06	Nov 25 at 19:59
Andrew Chaudhary		Nov 11 at 22:49	Not Submitted

This is how the student's submission will appear.

jmehrotra2015@keellogg.northwestern.edu

Akshat Mehrotra

Question:

Answer:

No

Question:

Rank order the appropriateness of focusing on the following targets in the US market. (1 is most important target; 9 is least important)

Answer:

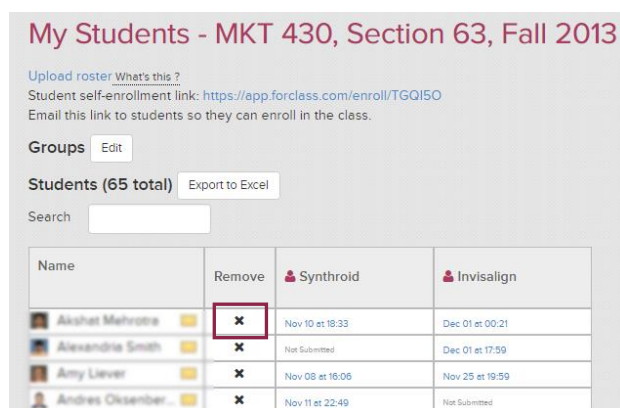
Current Synthroid long-time patients: 1
Newer Synthroid patients: 9
Non-Diagnosed potential patients in higher incidence classes: 8
Endocrinologists: 2
Older General Practitioners: 3
Younger General Practitioners: 4
Pharmacists: 5
3rd Party Payers (Insurance Companies / Gov't): 6
Public Health Authorities: 7

Question:

Rank order the appropriateness of focusing on the following targets in the Indian market. (1 is most important target; 9 is least important)

6.2.3 Removing students from class

Click on the **x** to remove a student from the class.



My Students - MKT 430, Section 63, Fall 2013

Upload roster What's this ?
Student self-enrollment link: <https://app.forclass.com/enroll/TGQI50>
Email this link to students so they can enroll in the class.

Groups

Students (65 total)

Search

Name	Remove	Synthroid	Invisalign
Akshat Mahrotra	x	Nov 10 at 18:33	Dec 01 at 00:21
Alexandria Smith	x	Not Submitted	Dec 01 at 17:59
Amy Liewer	x	Nov 08 at 16:06	Nov 25 at 19:59
Andres Cisneros	x	Nov 11 at 22:49	Not Submitted

7 GROUP WORK

ForClass supports group submissions. In this submission mode, a submission of one of the group members is recorded for all the other members. Any change in the submission by any of the group members is also recorded and reflected for all other members.

7.1 General

- When creating an activity make sure to choose Group Submission (refer to section 5.1.1).
- The groups you have created will be applied to all group activities unless defined otherwise (refer to section 6.5)
- If you have several sections, ForClass does not support cross-section groups; groups have to be created within the same section.
- Currently ForClass does not support importing group information from a LMS.

7.2 Rules for group submission

Group submission works as described below. We recommend that you provide students with this information or, alternatively, we can send this information to your students.

- Only one group member can edit within the Reader at a time. When it's your turn to edit, you will start from where your teammates left off.
- When signing into the Reader, you will notice it has been set to a default "read only" mode, i.e., the editable controls and file upload buttons are disabled. Click on the "Edit" button to disable the "read only" mode and enable editing. Coordinate among your group who will be the first person to sign in and enable editing.
- The first student to activate the editing mode can now submit his or her responses. Whenever he/she presses "Submit/Save" it effectively saves it on the cloud. The student should then press the "Release" button to enable the next group member to edit the responses. Repeat these steps until the responses have been finalized.
- If Student A clicks "Edit" while Student B is in the process of editing, Student A will receive a message suggesting he or she contact Student B and request he or she click on the "Release" button so Student A can begin to edit.

- There is also an option to "force edit", i.e., Student A can remove Student B as the editor and Student A will assume the role of current editor. Use this feature in situations where someone forgot to press the "Release" button, which prevents others from editing, and does not have computer access. When activating the force edit feature, a warning message will pop up indicating that the original editor's response text may be compromised.

7.3 Creating groups

Click **Edit** to create group and assign students to groups.

My Students - MKTG 101, Fall 2015

Student self-enrollment link: <https://app.forclass.com/enroll/J4USQ4>
Email this link to students so they can enroll in the class.

Groups **Edit**

Students (61 total) Export to Excel

Search

Name	A Continuous Review Inventory Model
ANAND MOHAN	Not Submitted
ANDREW FILMO	Not Submitted
ANDREW SVORO	Not Submitted
ANHA ZAMAN	Not Submitted
ANKIT CHOPRA	Not Submitted
APURV VACHSANI	Not Submitted
ARUN SINGH	Not Submitted
ATUSHARNE EGB	Not Submitted
BRIAN FLOWMAN	Not Submitted
BRIJESH KUNDU	Not Submitted

Click **Add Group** to create a group.

Edit Groups - MKTG 101, Fall 2015

Unassigned Add Group Save changes

Group Name	Members

SANADKEP BANERJEE
 NICHOLAS BARBER
 NEHA BAREJA
 VIREKANTH BOFFANA
 MATTHEW BORZOG
 VISHVAKA RAJENDAR BOSE
 KAM CHANDURPAT
 ANKIT CHOPRA
 THOMAS CLARKE
 DAVID DEFELICE
 LUKASZ DERGA
 CHRISTINA DIAZ

Enter the group name in the text box.

Edit Groups - MKTG 101, Fall 2015

Unassigned Add Group Save changes

Group Name	Members

SANADKEP BANERJEE
 NICHOLAS BARBER
 NEHA BAREJA
 VIREKANTH BOFFANA
 MATTHEW BORZOG
 VISHVAKA RAJENDAR BOSE
 KAM CHANDURPAT
 ANKIT CHOPRA
 THOMAS CLARKE
 DAVID DEFELICE

The page at <https://app.forclass.com> says: ×

Enter group name

OK Cancel

Drag and drop students from the left column into the specific group.

Edit Groups - MKTG 101, Fall 2015

Unassigned

Add Group Save changes

Group Name	Members
Group 1	
Group 2	
Group 3	

Click My Students to view the groups that you have created.

MKTG 101, Fall 2015

Student View
My Students

A Continuous Review Inventory Model

Groups will be indicated by color.

My Students - MKTG 101, Fall 2015

Student self-enrollment link: <https://app.forclass.com/enroll/J4USQ4>
Email this link to students so they can enroll in the class.

Groups Edit

Group 1	RANDEEP BANERJEE NICHOLAS BARBER NEHA BANERJIA
Group 2	SREEKANTH BOFFANA MATTHEW BORZOO VISAHARAJA RAVINDAR BOSE
Group 3	FARM CHANDRAYVIT ANKIT CHOPRA THOMAS CLARKE

Each group will be colored differently and when presented on the dashboard.



7.4 Notifying students about their groups

Students are not able to see who their group members are when using ForClass. You should inform them about their groups outside of ForClass either by either:

- Sharing a screen shot of the group table from the My Students page.
- Exporting the class roster to excel from the My Students Page – there will be a tab called Class Groups.



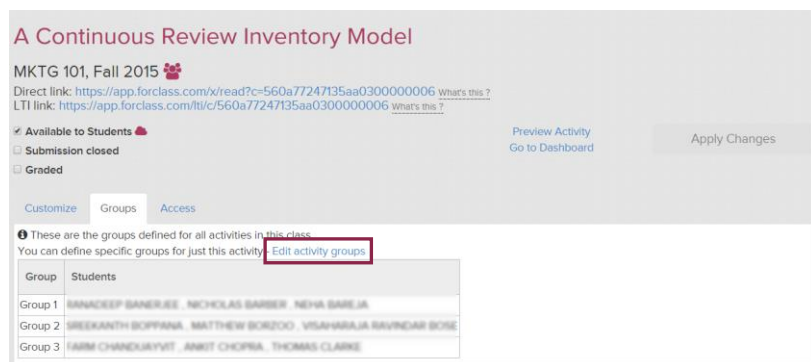
7.5 Activity specific group assignment

To create groups for a specific activity that are different than the groups you have defined for the entire class follow these steps:

Click settings.



Click **Edit activity groups**.



These groups will be applied only to this specific activity.

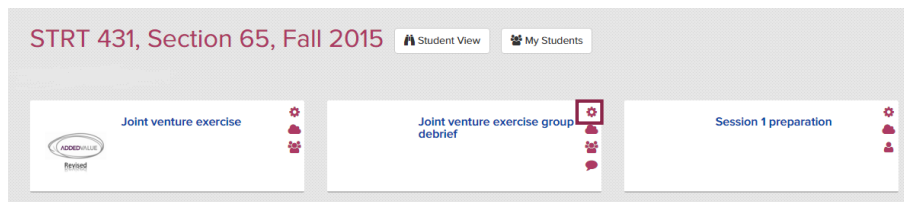
8 GRADING

The grading function can be used as part of an LMS and gradebook integration or as a standalone tool to communicate grades and comments to students

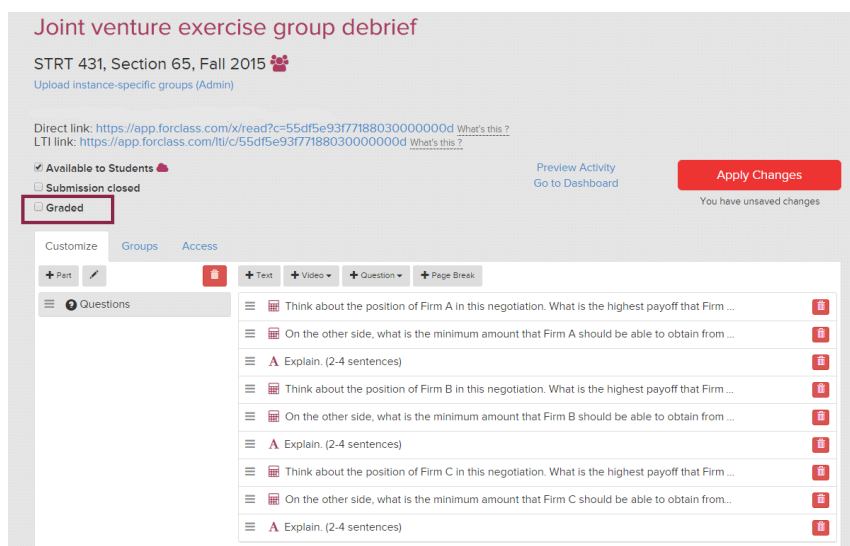
Grading/commenting is per activity and also per question in the activity.

8.1 Activating the grading function

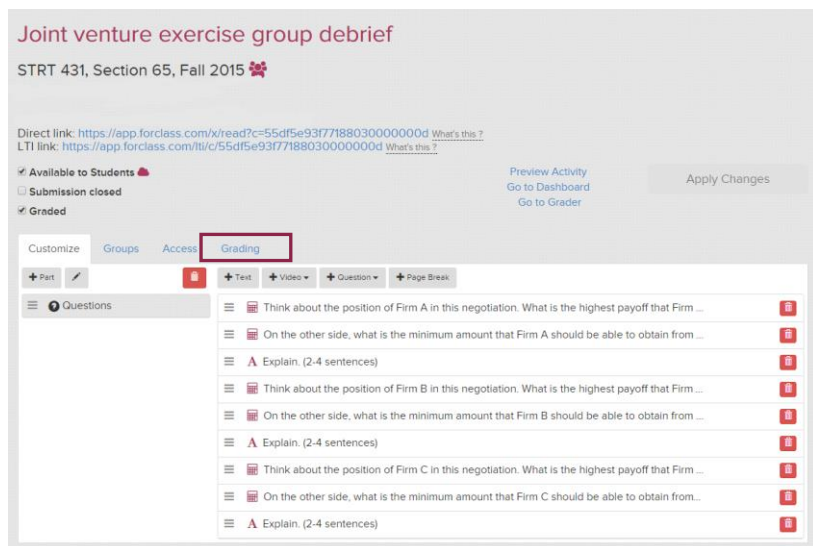
Click **settings**.



Check **Graded** to activate the grading function.



Click the **Grading** tab.



Fill in the **maximum grade cell** when using this function to provide grades (not necessary for comments).
Note: If synchronizing grades with an LMS, make sure to define the same amount as assigned on the LMS.

Joint venture exercise group debrief

STRT 431, Section 65, Fall 2015

Direct link: <https://app.forclass.com/x/read?c=55df5e93f77188030000000d> What's this ?
LTI link: <https://app.forclass.com/lti/c/55df5e93f77188030000000d> What's this ?

☒ Available to Students
☐ Submission closed
☒ Graded

[Preview Activity](#)
[Go to Dashboard](#)
[Go to Grader](#)

[Apply Changes](#)

Customize Groups Access **Grading**

Maximum grade:

NOTE - if synchronizing grades with LMS, make sure that the same point amount is defined on the LMS

Reach the grading page either by clicking **Go to Grader** or

Joint venture exercise group debrief

STRT 431, Section 65, Fall 2015

Direct link: <https://app.forclass.com/x/read?c=55df5e93f77188030000000d> What's this ?
LTI link: <https://app.forclass.com/lti/c/55df5e93f77188030000000d> What's this ?

☒ Available to Students
☐ Submission closed
☒ Graded

[Preview Activity](#)
[Go to Dashboard](#)
[Go to Grader](#)

[Apply Changes](#)

Customize Groups Access **Grading**

+ Part + Text + Video + Question + Page Break

Questions

- Think about the position of Firm A in this negotiation. What is the highest payoff that Firm ...
- On the other side, what is the minimum amount that Firm A should be able to obtain from ...
- Explain. (2-4 sentences)
- Think about the position of Firm B in this negotiation. What is the highest payoff that Firm ...
- On the other side, what is the minimum amount that Firm B should be able to obtain from ...
- Explain. (2-4 sentences)
- Think about the position of Firm C in this negotiation. What is the highest payoff that Firm ...
- On the other side, what is the minimum amount that Firm C should be able to obtain from ...
- Explain. (2-4 sentences)

by clicking the **talk bubble** from the activity screen.

STRT 431, Section 65, Fall 2015

[Student View](#) [My Students](#)

Joint venture exercise

Joint venture exercise group debrief

Session 1 preparation

8.2 Grading individual students or groups

Click on a specific student to grade and/or comment.

The screenshot shows the 'Grades - Joint venture exercise group debrief' page for 'STRT 431, Section 65, Fall 2015'. The 'Grading' tab is active, and a student named 'Alexa Berny' is selected. The interface displays the group members: Alexa Berny, Bernhard Weissenselner, and Yoshio Yasuda. The 'Overall Evaluation' section shows a score of 10/10 and a comment: 'You didn't get quite the answers that our added value analysis predicted, but your group was definitely on the right track. One thing I did not understand is the mismatch between your explanation for firm A, which gave a max of \$60 and your answer in the first question, which was \$69. Was that just a typo?'. The 'Question' section asks: 'Think about the position of Firm A in this negotiation. What is the highest payoff that Firm A should be able to obtain from this negotiation?'. The 'Answer' section shows the student's response: '69'.

- Grading is per submission so if the student has not submitted an answer you are not able to grade this student.
- For group submissions, if you grade one student in a group the rest of the group members will receive the same grade/comment.

8.3 Publishing grades

The **Summary, Publish & Export** tab enables you to complete a number of tasks.

Click **Publish on ForClass** so students can see their grades/comments.

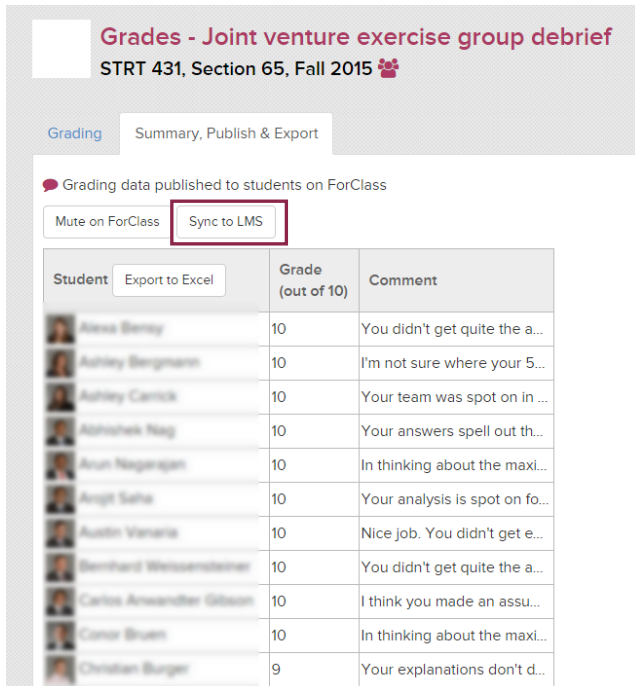
The screenshot shows the 'Summary, Publish & Export' tab for 'Grades - A Continuous Review Inventory Model' in a 'Demo Class'. A message states: 'Grading data is currently not visible to students on ForClass'. Below this, there are two buttons: 'Publish on ForClass' (highlighted with a red box) and 'Sync to LMS'. Below the buttons is a table with columns: 'Student', 'Export to Excel', 'Grade (out of 10)', and 'Comment'. The table lists five demo students.

Student	Export to Excel	Grade (out of 10)	Comment
Demo Student 1			
Demo Student 2			
Demo Student 3			
Demo Student 4			
Demo Student 5			

*Note: Students do **NOT** receive a notification that their assignment has been graded; to see the evaluation, students should go to the class screen and click on the talk bubble (💬) for the specific activity.*

8.3.1 *Syncing grades to LMS*

If you integrated ForClass with your LMS, and assuming the students launched the assignment via LTI links from the LMS, click **Sync to LMS** to send grades back to the LMS.



Grades - Joint venture exercise group debrief
STRT 431, Section 65, Fall 2015

Grading Summary, Publish & Export

Grading data published to students on ForClass

Mute on ForClass Sync to LMS

Student	Export to Excel	Grade (out of 10)	Comment
Alexa Berry		10	You didn't get quite the a...
Ashley Bergmann		10	I'm not sure where your 5...
Ashley Carrick		10	Your team was spot on in ...
Akshat Nag		10	Your answers spell out th...
Arin Naganjan		10	In thinking about the maxi...
Angi Saha		10	Your analysis is spot on fo...
Austin Vanars		10	Nice job. You didn't get e...
Bernhard Weissenselner		10	You didn't get quite the a...
Carlos Alexander Gibson		10	I think you made an assu...
Conor Bruen		10	In thinking about the maxi...
Christian Burger		9	Your explanations don't d...

Notes

- Comments that are entered on ForClass are NOT carried over to the LMS. Only grades are carried over (assuming LMS integration and that students access the activity through the LMS)
- Grades do NOT need to be published on ForClass to be synched to the LMS.
- The standard supports passing a single percentage-based value between the systems (a number between 0 and 1), so you will have to make sure you set the same point amount for the activity in ForClass and in your LMS in order for the point-based grade to propagate correctly.
- In order for ForClass to bind to the gradebook entry for a specific student in a specific activity, that student has to launch the activity at least once via the activity link defined in the LMS. Instruct your students to do this.
 - This is important as students might access activities by navigating inside the ForClass UI instead of via the activity links in the LMS.
 - This is especially important for Group activities where potentially only one member of the group submits data. Make sure to instruct your students that everyone should launch the activity once, even if they don't write anything.
- Only the numeric value of the grade can be passed to the LMS. While you can enter textual evaluation comments on ForClass, these will not propagate back to the LMS.
- Whenever you send grades back to the LMS it may create additional submission entries for your students, which may result in some "late submission" indication in the LMS. There is no known workaround for this issue currently.

Click **Mute on ForClass** if you no longer wish for students to be able to see their grades.

Grades - Joint venture exercise group debrief

STRT 431, Section 65, Fall 2015 🍄












Grading

Summary, Publish & Export

🔊 Grading data published to students on ForClass

Mute on ForClass

Sync to LMS

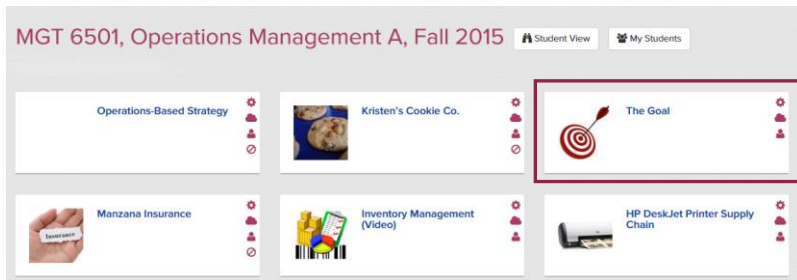
Student	Export to Excel	Grade (out of 10)	Comment
 Alexa Berry		10	You didn't get quite the a...
 Ashley Bergmann		10	I'm not sure where your 5...
 Ashley Carrick		10	Your team was spot on in ...
 Ashishak Nag		10	Your answers spell out th...
 Arun Nagarajan		10	In thinking about the maxi...
 Ankit Saha		10	Your analysis is spot on fo...
 Austin Vanars		10	Nice job. You didn't get e...
 Bernhard Weissenstein		10	You didn't get quite the a...
 Carlos Alexander Gibson		10	I think you made an assu...
 Conor Bruen		10	In thinking about the maxi...
 Christian Burger		9	Your explanations don't d...

9 DATA

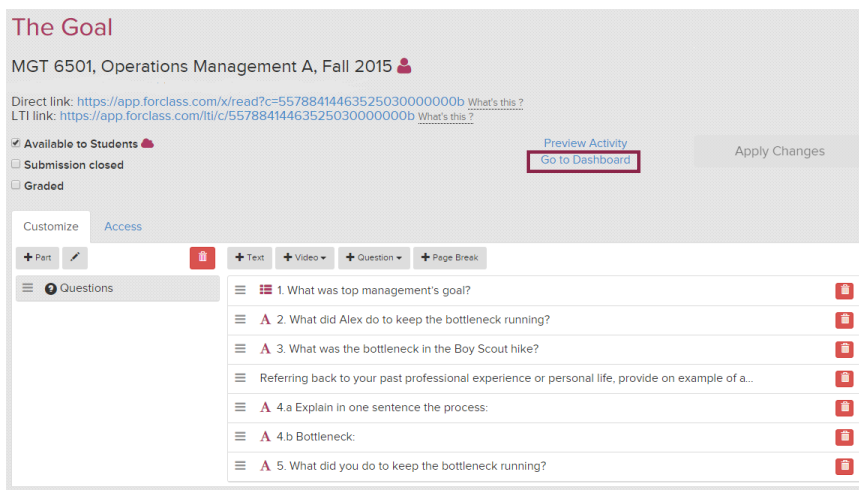
9.1 Viewing Data

Data can be accessed in two ways.

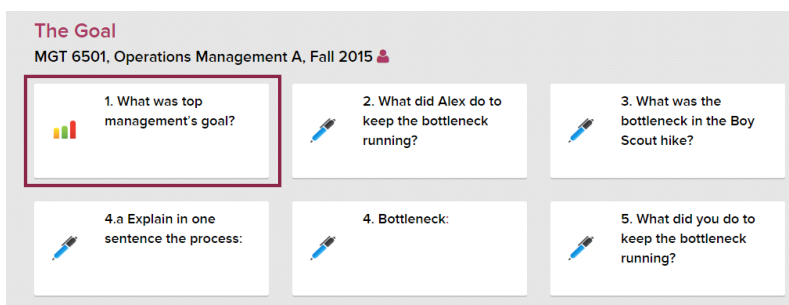
Click on the **activity** or



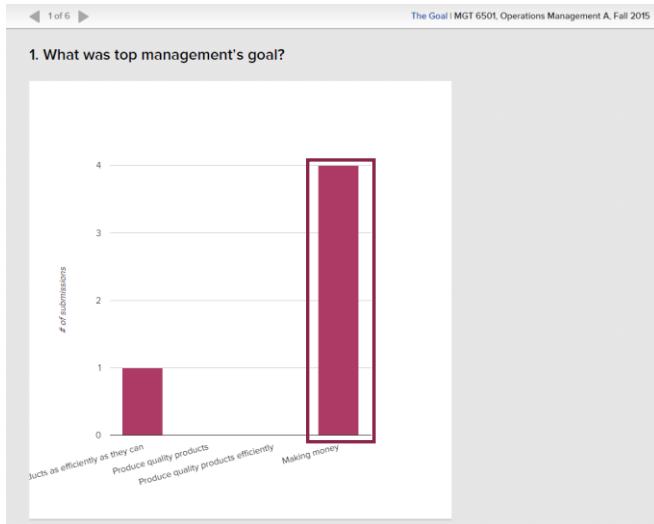
Click **Go to Dashboard** in the specific activity for which you would like to view student responses.



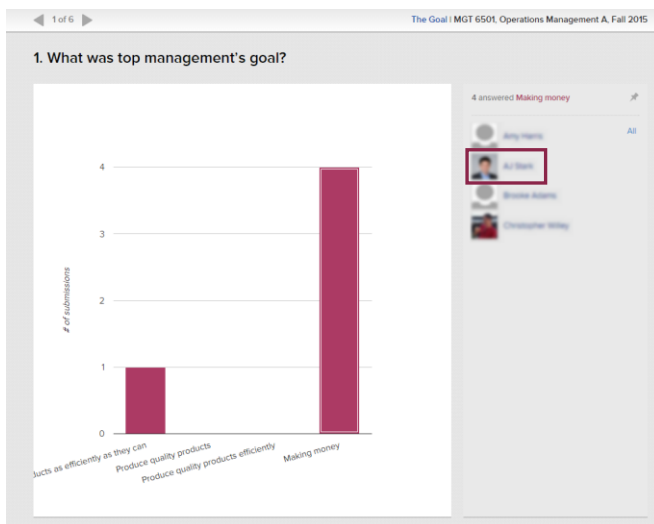
Click on a question in the dashboard to view student responses.



Click on the specific answer to drill down into each response.



Click on the student name to drill down into the specific student response.



1 of 6 The Goal | MGT 650L, Operations Management A, Fall 2015

1. What was top management's goal?

A.J. Stark

Question:

1. What was top management's goal?

Answer:

Making money

Question:

2. What did Alex do to keep the bottleneck running?

Answer:

Alex determined that a bottleneck existing with the "X" machine. To keep the machine running, Alex and then team created a tagging system (red/green) so that the machine would only work on bottleneck parts first and foremost. Additionally, some parts that were being worked on the X machine were switched to older machines, freeing up more capacity. Finally, a timing system was created to send the right parts at the right time to the bottleneck for processing.

Question:

3. What was the bottleneck in the Boy Scout hike?

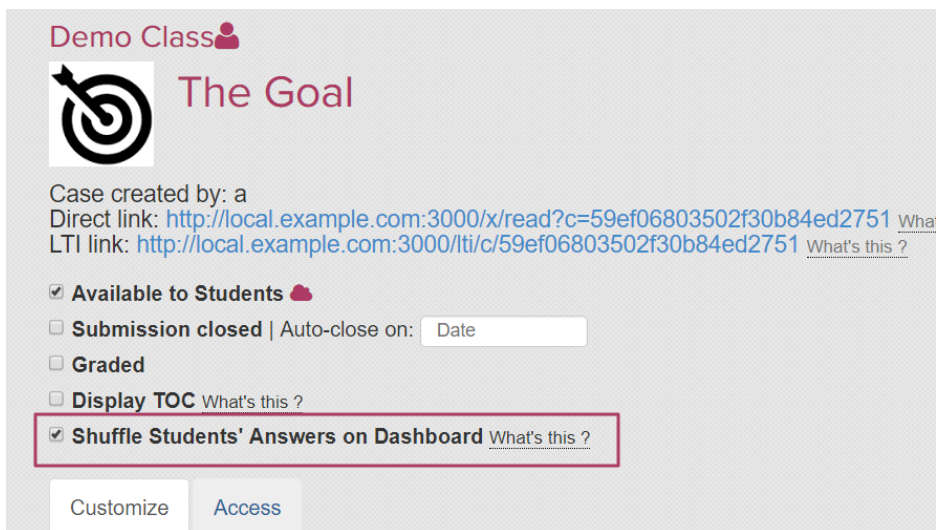
Answer:

4 answered Making money

- Amy Harris
- A.J. Stark
- Brooke Adams
- Christopher Wiley

9.2 Randomize / shuffle students' appearance on dashboard

When clicking on an answer in the dashboard, a list of students (who submitted this answer) is presented on the right hand side. Enabling the shuffle mode, will display them in a random order and not the pre-defined order. This way, faculty can use it to randomly cold-call on students.



Demo Class

The Goal

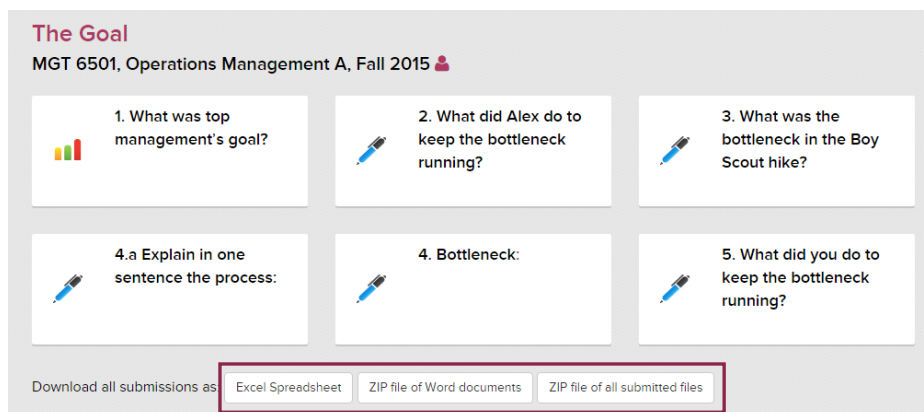
Case created by: a
Direct link: <http://local.example.com:3000/x/read?c=59ef06803502f30b84ed2751> [What's this ?](#)
LTI link: <http://local.example.com:3000/lti/c/59ef06803502f30b84ed2751> [What's this ?](#)

- ☒ Available to Students
- ☐ Submission closed | Auto-close on:
- ☐ Graded
- ☐ Display TOC [What's this ?](#)
- ☒ Shuffle Students' Answers on Dashboard [What's this ?](#)

[Customize](#) [Access](#)

9.3 Exporting Data

Student data can be exported per activity in a number of different formats – as an Excel spreadsheet, as a Zip file of word documents, and as a Zip file of all documents submitted.



The Goal

MGT 6501, Operations Management A, Fall 2015

1. What was top management's goal?

2. What did Alex do to keep the bottleneck running?

3. What was the bottleneck in the Boy Scout hike?

4.a Explain in one sentence the process:

4. Bottleneck:

5. What did you do to keep the bottleneck running?

Download all submissions as: [Excel Spreadsheet](#) [ZIP file of Word documents](#) [ZIP file of all submitted files](#)