



FocalPoint

Activity Type Options
Quick Start Guide

Contents

Activity Option Glossary	3
Textbox Tools	4
Adding Activities to Child Objectives (Units).....	4
Activity Type Options	5
Assessment	5
Assessment	6
Content	8
Discussion	9
E-Publication.....	10
Resources	11
SLO.....	12
Video	14

Activity Option Glossary

Throughout this guide, you'll find some features on activities you may be unfamiliar with. The below glossary will define all features you'll need to know when adding activities.

Detail: Tab where you will add your activity details such as max score, weightage category, description/instruction, rubric, etc. Details will be different for each activity type.

Tags: Tab where you can attach standards to your activity. This is optional.

Badge: This tab will appear if your district is utilizing our Blockchain. You can create a badge that the student can earn once completed.

Assignment Vs. Not Assignment: If *Not an Assignment* is turned on, the activity will not have a textbox to submit work and no score/weight will be factored into the activity. If *Is an Assignment* is turned on, the student will have a textbox to submit work and a max score will be assigned to the activity. Teachers will give a score via Speed Grader.

Max Score: The max score you'd like to give the activity. When an educator grades the activity, they will give a grade up to the max score. For example, if the max score is 10, the educator can give the student a score of 0-10.

Graded Vs. Ungraded: If an activity is listed as an assignment, you will have the option to also make it graded or ungraded. If graded is turned on, the activity score will factor into the student grade. *Weightage Category* will appear once graded is toggled on.

Weightage Category: Select the weight category you'd like the activity to fall into. Please note weight categories are decided at the district level.

Name: Activity name that will be seen by all users.

Description/Instruction: This textbox is where you can add text the student will see at the top of the activity.

Rubric: Upload or create a rubric for the student to view while completing the activity.

Add New Rubric: This option will launch a second rubric textbox.

Capture Read Status: For some activities, *Capture Read Status* will be represented as a toggle in the upper righthand side of the activity screen. This will appear if the activity is not listed as an assignment. With this feature turned on, the student will be able to mark an activity as read once completed.

Capture View Status: For some activities, *Capture View Status* will be represented as a toggle in the upper righthand side of the activity screen. This will appear if the activity is not listed as an assignment. With this feature turned on, the student will be able to mark an activity as viewed once completed.

Show Answers: If this feature is turned on, the student will see the correct answer and feedback after attempting a question. Since this information is provided before the student submits the assessment, we recommend using this for self-learning implementations only.

Show Test Result to Student: This feature is only available for auto scoring questions. If turned on, the student can view test analytics after submitting. Analytics include overall score, time spent, score analytics, score by subject, etc.

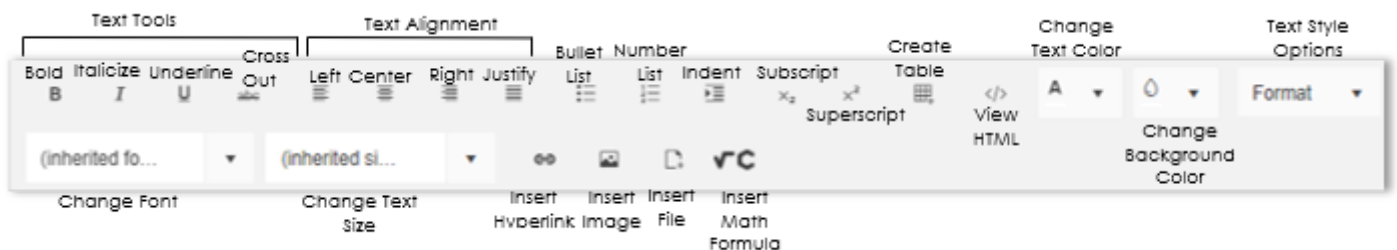
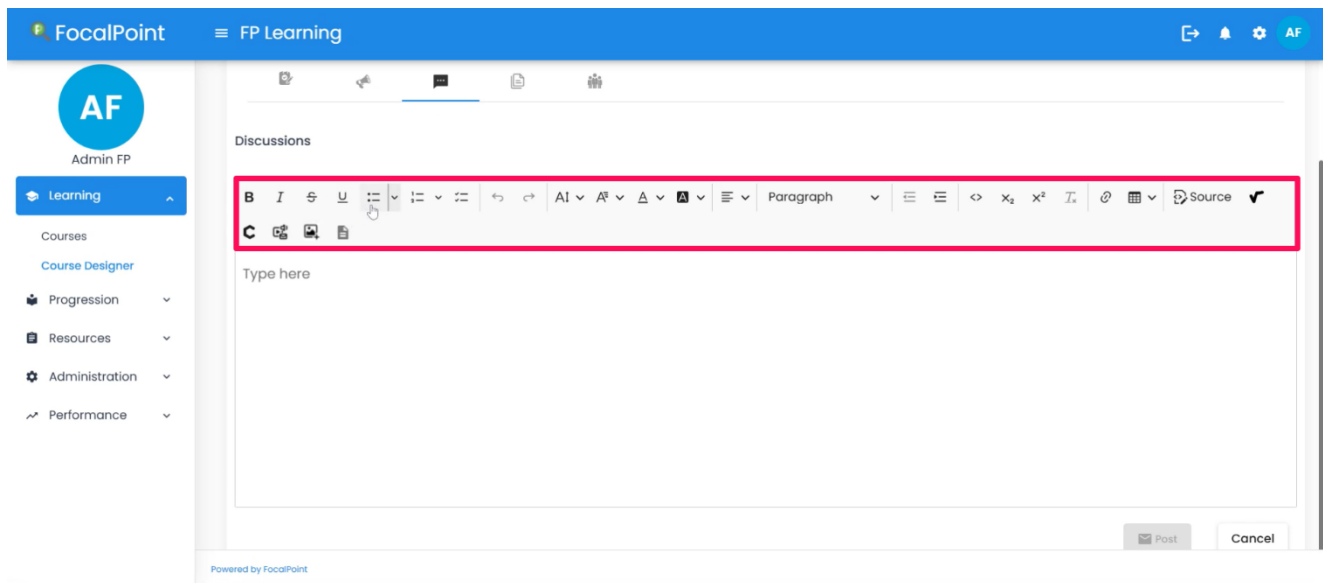
Selection Criteria: Only the *Random* option is implemented at the moment. Once you select the number of questions you'd like to appear for the student, *Random* will randomly pick that number of questions per student.

Number of Questions: By default, you'll see the number of total questions that appear on the assessment. If you lower the number, the test will pull the new number from the total question bank. For example, if the assessment has 20 questions and you change it to 10 questions, the student will be given 10 randomized questions from the full 20 question assessment bank.

Search Test/Resources: When adding an assessment or resource, these buttons will launch the intended database for you to select specific assessments or resources.

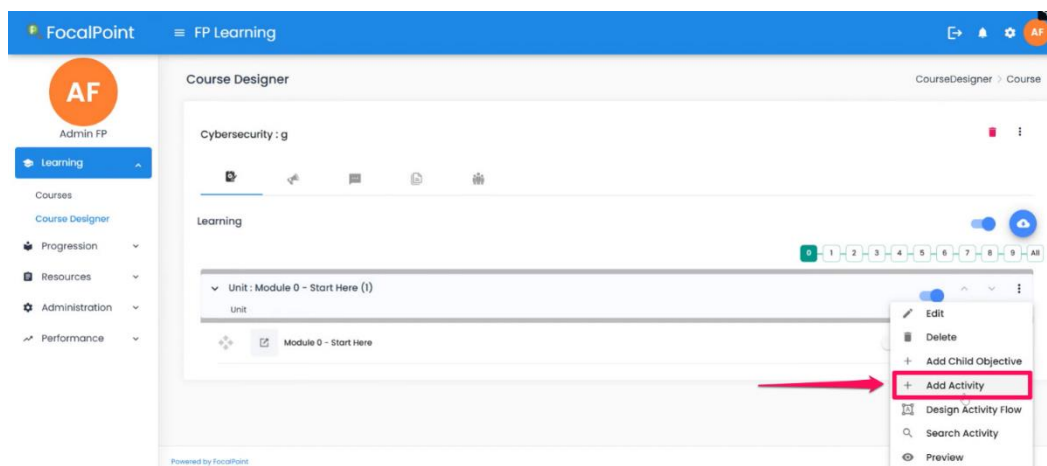
Textbox Tools

As you are creating activities, you'll utilize the textbox tools. Below maps out all textbox tools available:



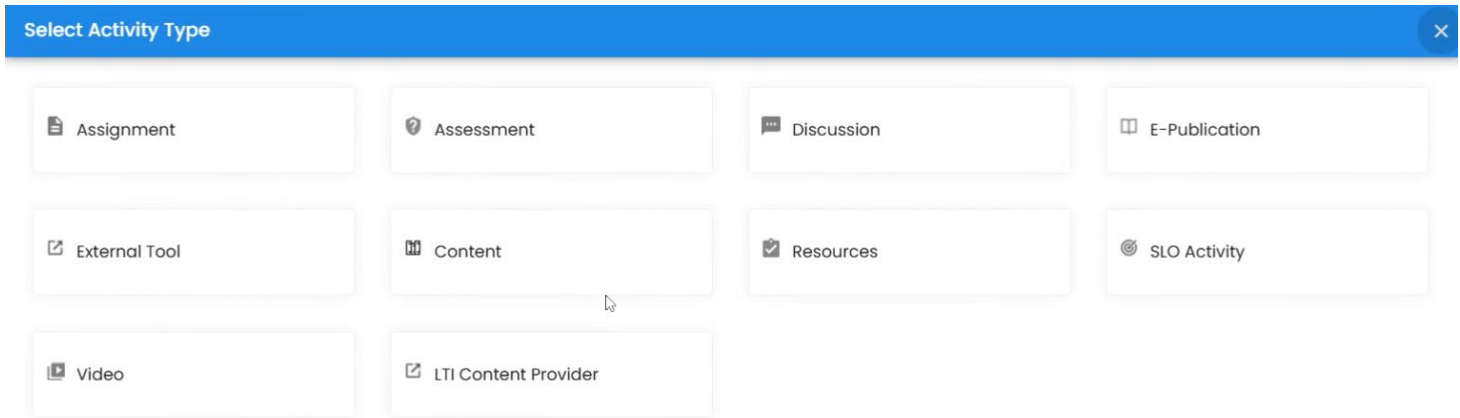
Adding Activities to Child Objectives (Units)

To add an activity, navigate to the *Learning* tab in the community. Here, you'll click on the 3-dot menu icon on the child objective (unit) you'd like the activity to be located in. Next, click on 'Add Activity.'



- When the *Select Activity Type* menu opens, select the activity type you'd like to create. Please note activity types are based on district implementation. You may not see all options listed below.
- Refer to the next section for details on each activity type.

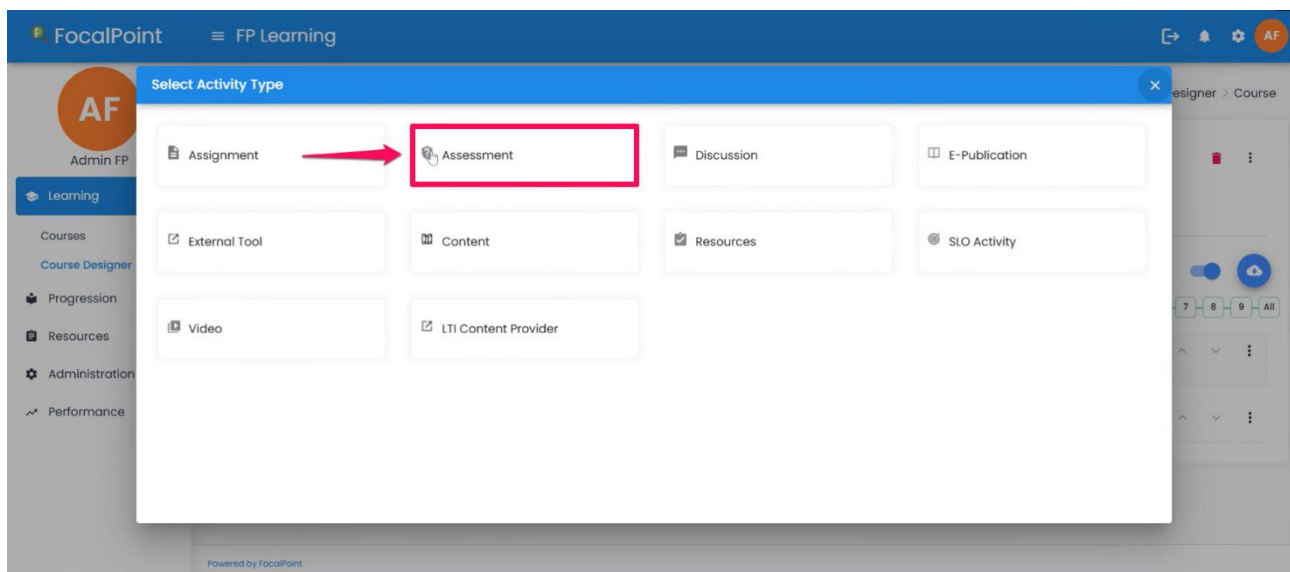
FocalPoint offers the ability to add multiple activity types to your communities. Accessible activity types are based on your implementation. If you do not see one of the activity types below and would like to learn more, please contact your FocalPoint admin.



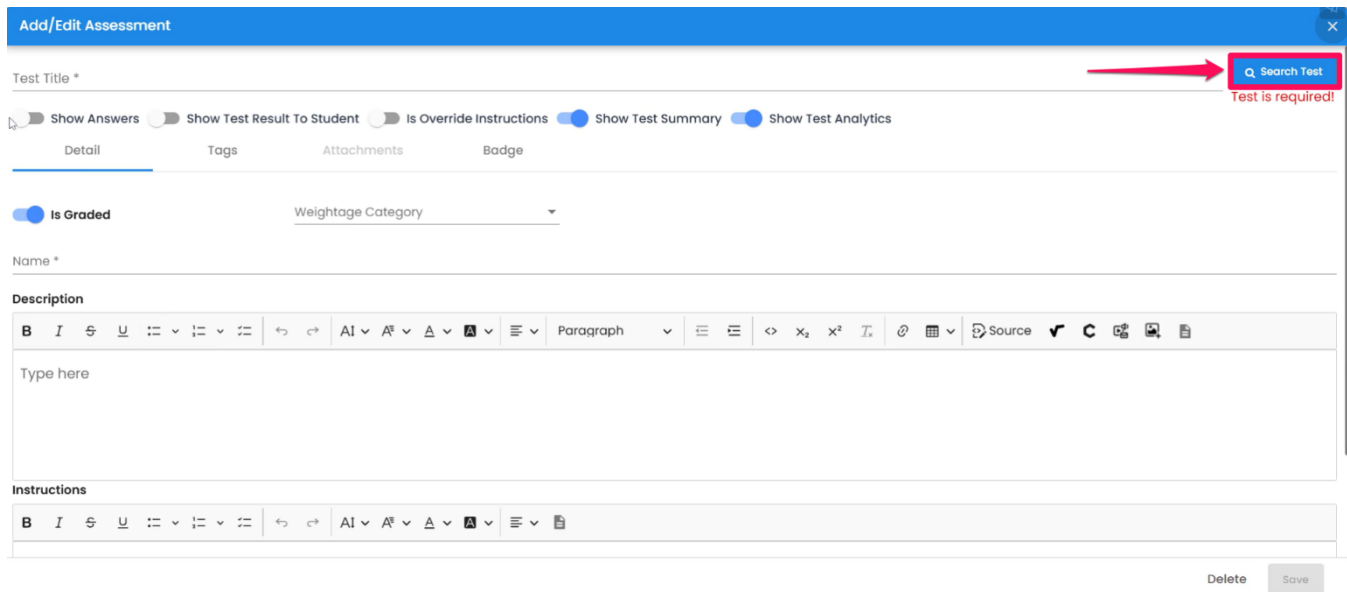
Activity Type Options

Assessment

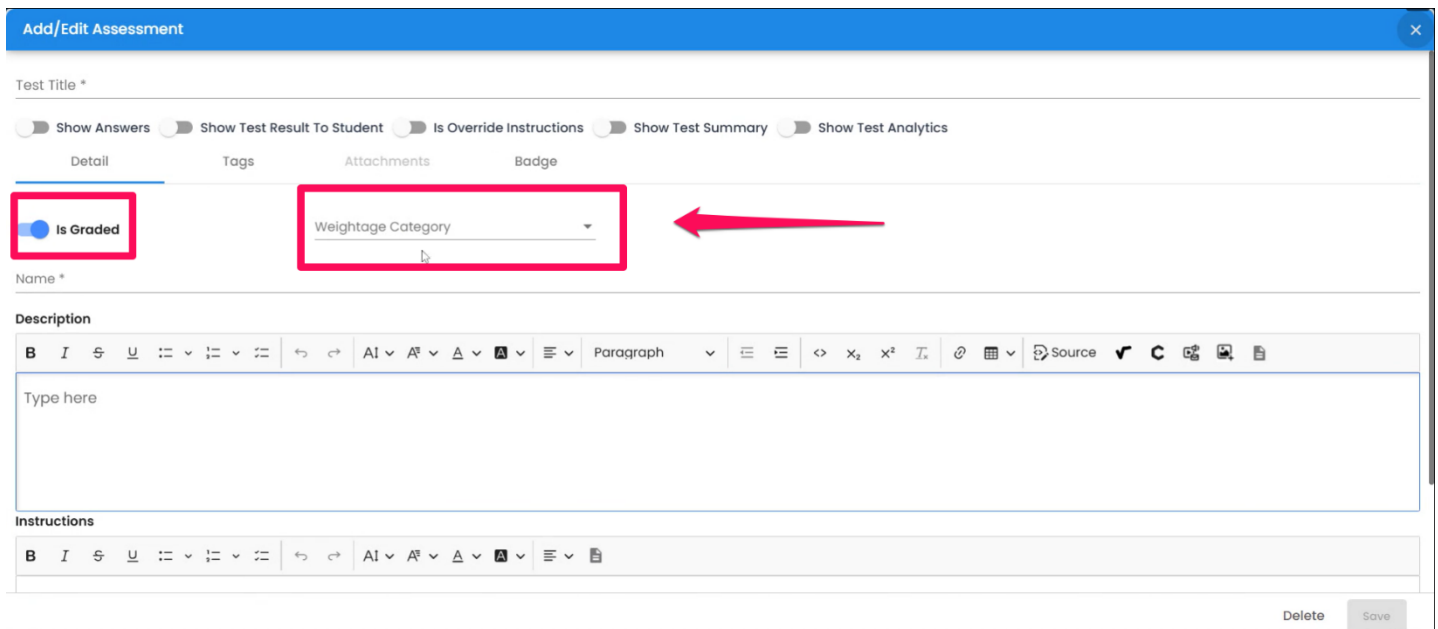
Graded or Ungraded option | Max Score & Weight Category if graded | Description/Instruction | Rubric(s) | Ability to turn on/off Show Answers & Show Test Result to Student | Determine number of questions and criteria for students



- Fill the details of the assessment like test title, enable or disable required toggles, etc.
- To add a test to the assessment activity, click 'Search Test'.



- If it is a graded/non graded activity, enable or disable the 'Is Graded' toggle accordingly. If its graded activity, select the Weightage Category from the drop down.

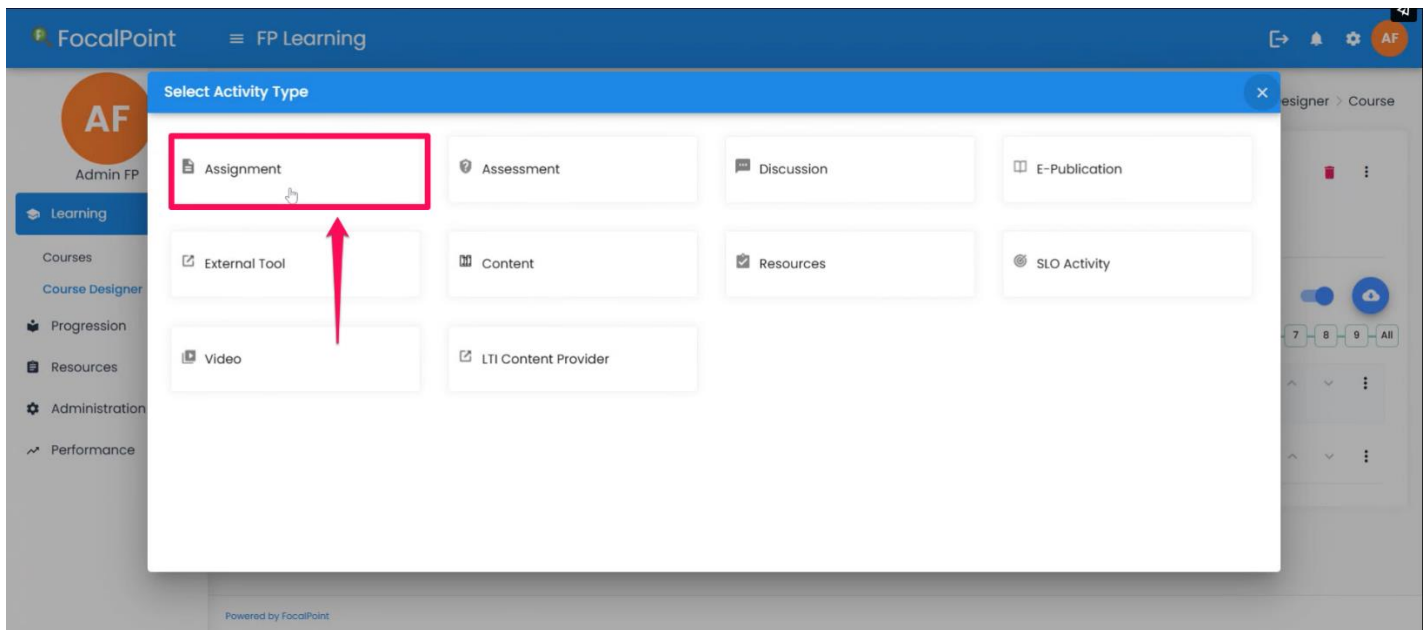


- Fill the Description, Instructions and adjust the Performance rubrics.
- Click on 'Save' at the bottom of the page.

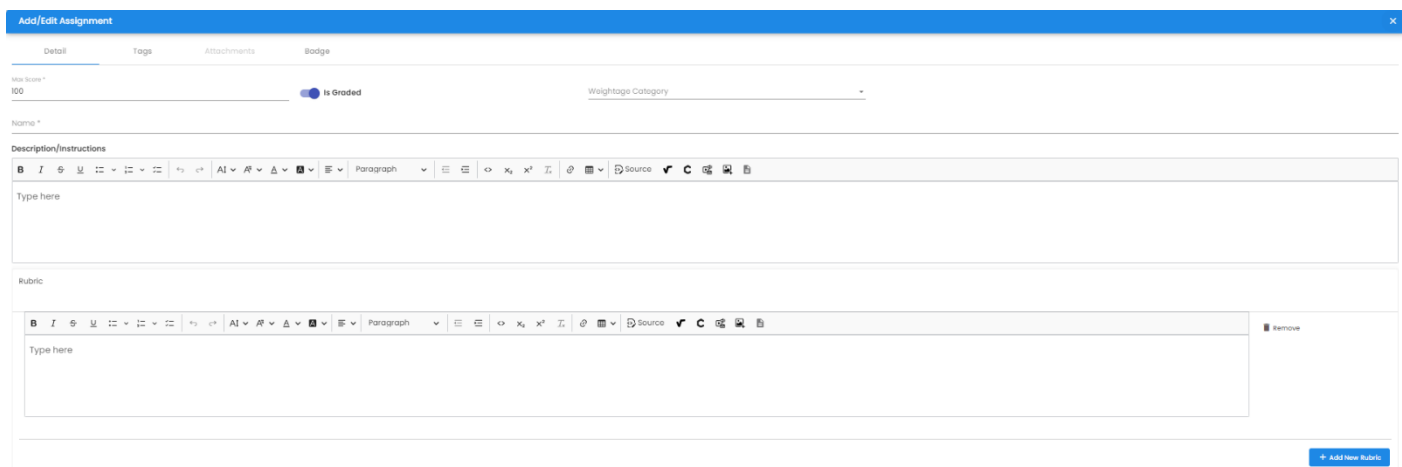
Assessment

Graded or Ungraded option | Max Score & Weightage category if graded | Description/Instruction | Rubric(s)

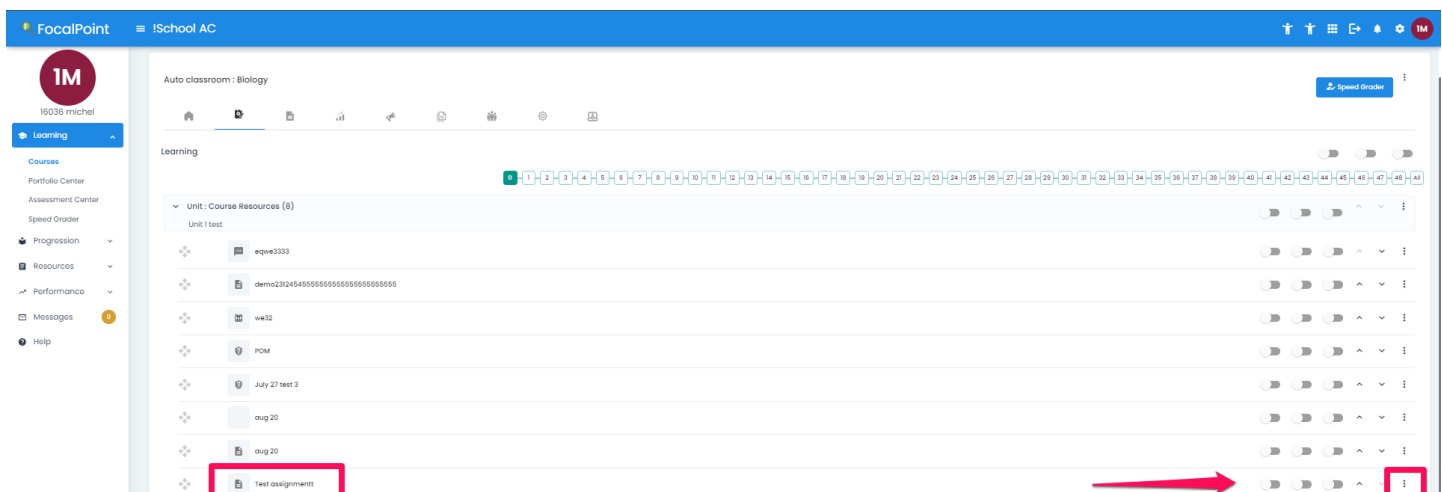
- Choose the activity as 'Assignment' (which will be published when teacher search for the objective and assign to community again).



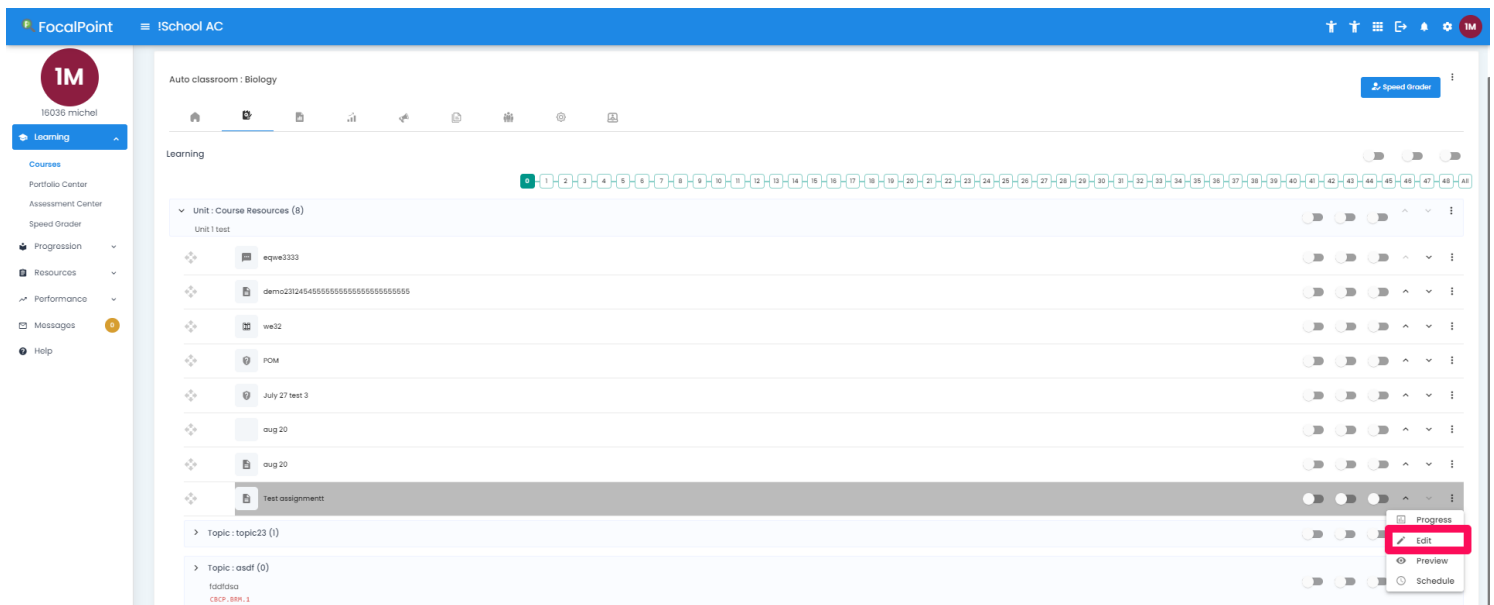
- Fill the details and save the assignment.



- Teacher View: To edit the existing assignment with the Unit, click on the 3 dots/more actions button.



- Select 'Edit'.

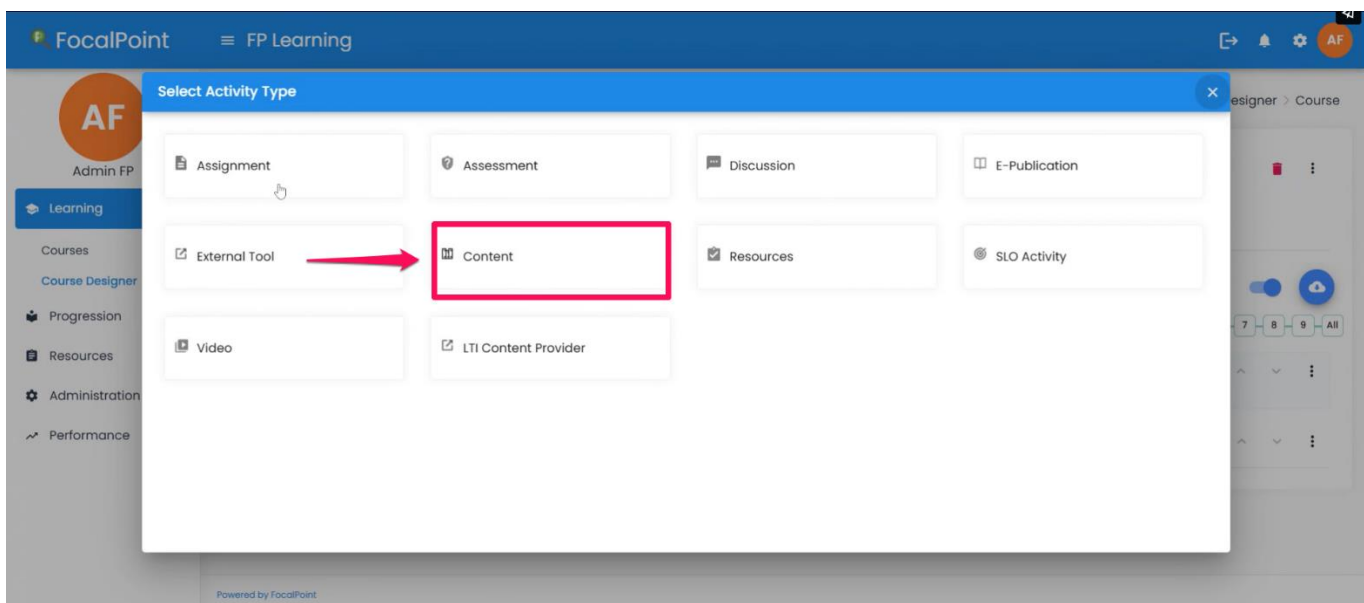


The screenshot shows the FocalPoint ISchool AC interface. On the left is a sidebar with a user profile (IM 16036 michel) and a menu with options like Learning, Courses, Portfolio Center, Assessment Center, Speed Grader, Progression, Resources, Performance, Messages, and Help. The main area is titled 'Auto classroom : Biology' and shows a 'Learning' section with a calendar view at the top. Below the calendar, there's a list of course resources. The resource 'Test assignment' is selected, and a context menu is open on the right, showing options: Progress, Edit (highlighted with a red box), Preview, and Schedule.

Content

Assignment on or off option | Max Score & Weight Category if graded | Description/Instruction
Rubric(s) | Capture Read Status if not an assignment

- Choose the activity as 'Content'.



The screenshot shows the FocalPoint FP Learning interface. A 'Select Activity Type' dialog box is open in the center, displaying various activity options: Assignment, Assessment, Discussion, E-Publication, External Tool, Content (highlighted with a red box and a red arrow pointing to it from the 'External Tool' option), Resources, SLO Activity, Video, and LTI Content Provider. The background shows the main interface with a sidebar menu and a top navigation bar.

- Fill the details and click on 'Save'.

Add/Edit Content

Detail
Tags
Attachments
Badge

☐ Is Assignment

Name *

Description/Instructions

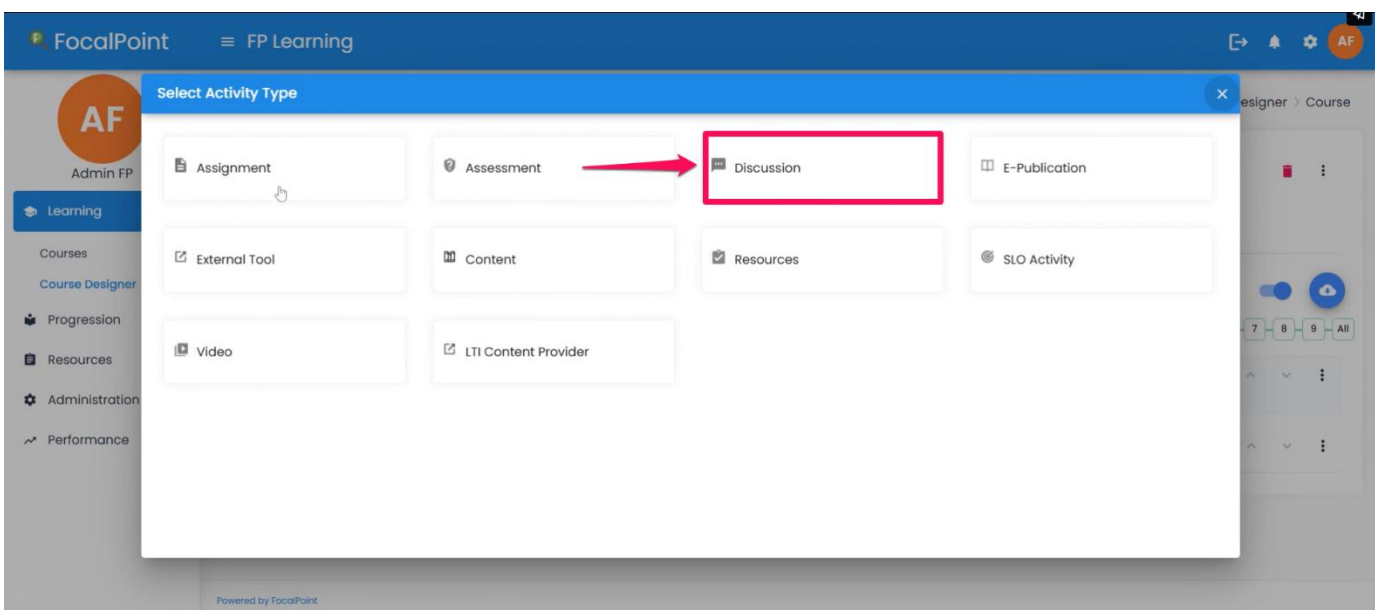
Type here

Delete
Save

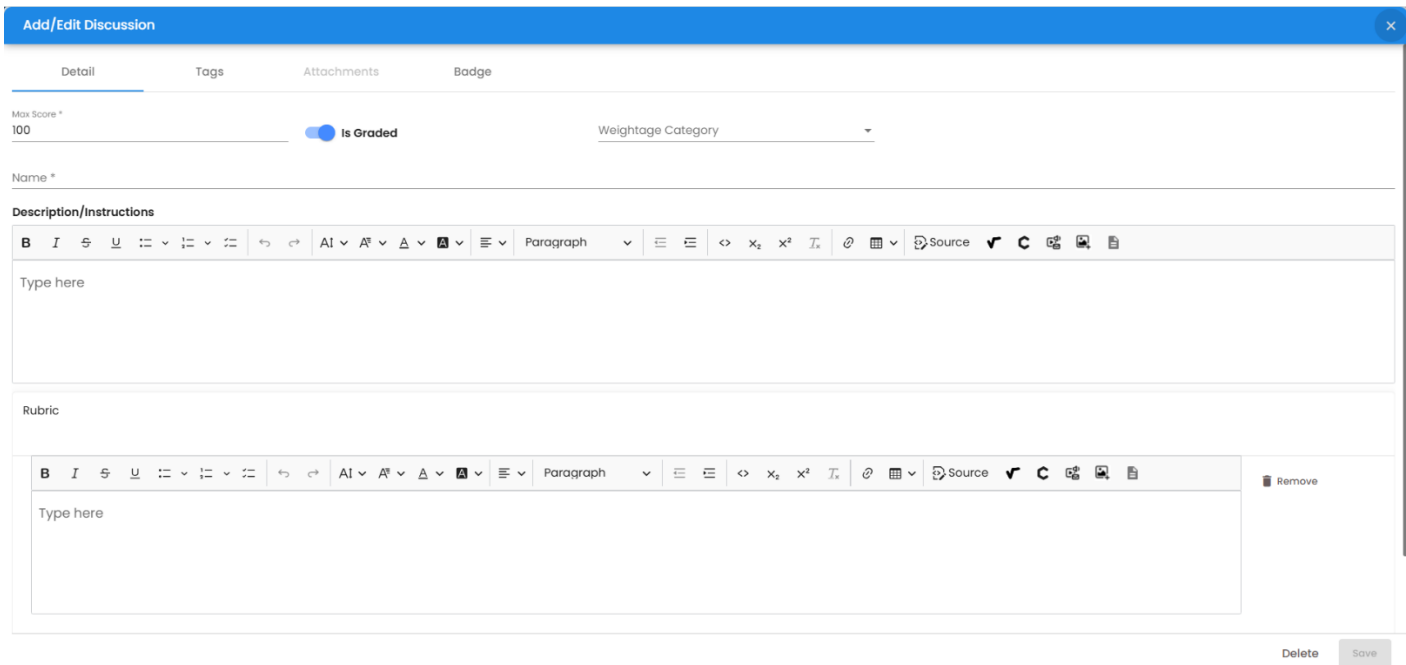
Discussion

Graded or Ungraded option | Max Score & Weight Category if graded | Description/Instruction | Rubric(s) | Community members can post comments on each other's posts

- Choose the activity as 'Discussion'.



- Fill the details and click on 'Save'.

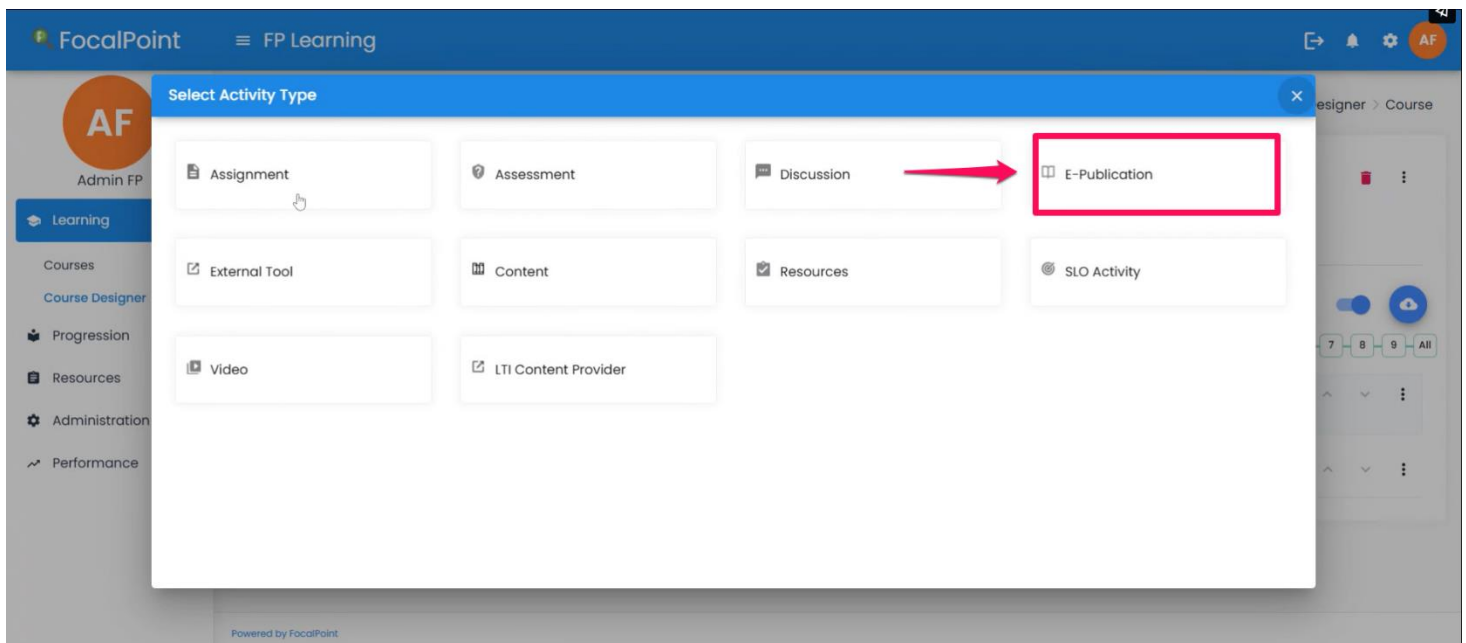


The form is titled "Add/Edit Discussion" and has tabs for "Detail", "Tags", "Attachments", and "Badge". The "Detail" tab is active. It includes fields for "Max Score" (set to 100), "Is Graded" (a toggle switch), and "Weightage Category". Below these is a "Name" field. The "Description/Instructions" section has a rich text editor with a toolbar and a text area. The "Rubric" section also has a rich text editor with a toolbar and a text area. At the bottom right, there are "Delete" and "Save" buttons.

E-Publication

Assignment on or off option | Graded or Ungraded option if assignment on | Max Score & Weight Category if graded | Description/Instruction | Rubric(s) | Add E-Publication URL, Audio URL and/or PDF URL | Capture Read Status if Not an Assignment

- Choose the activity as 'E-Publication'.



- Fill the details and click on 'Save'.

Add/Edit E-Publication

Detail

Tags

Attachments

Badge

Is Assignment

Name *

Course link

Description/Instructions

B I S U := ∑ := ∫ ↶ ↷ A↓ A[≡] A_∞ A_∞ ≡ ≡ Paragraph ≡ ≡ <> x₂ x² T_x ↺

⌂ Source ✓ C 📄 🖼️ 📎

course demo – Search (bing.com)

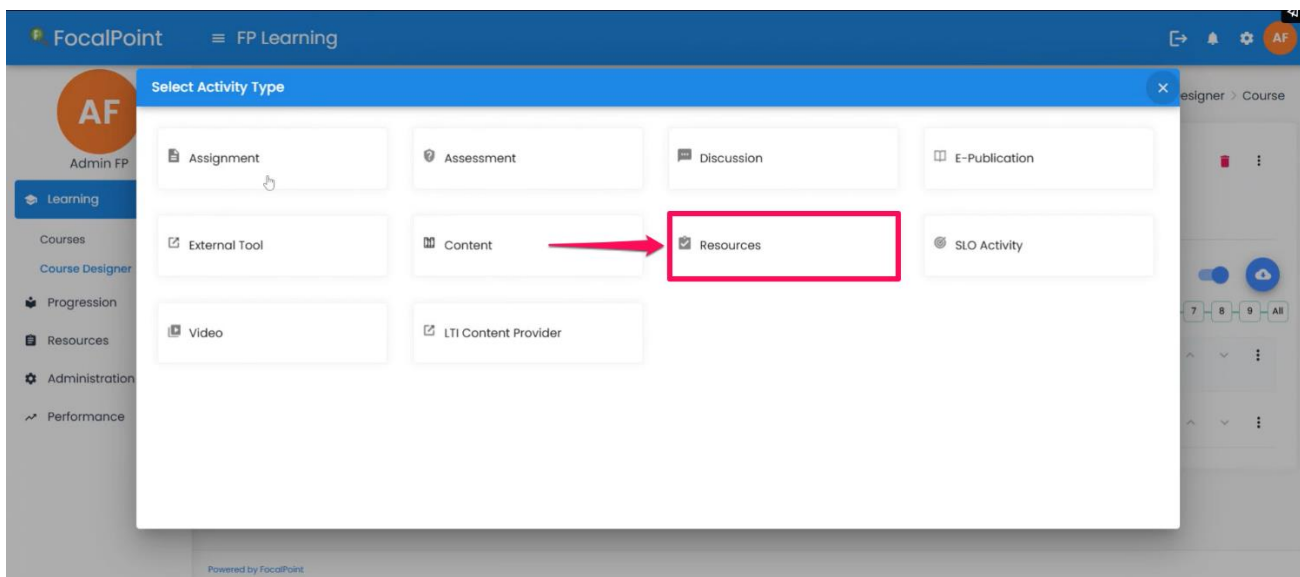
Delete

Save

Resources

Pull from Resources tab (OERs) | Graded or Ungraded option | Max Score & Weight Category if graded | Description/Instruction | Capture Read Status if not an assignment

- Choose the activity as 'Resources'.



- Fill the details and click on 'Save'.

Add/Edit Resource

Search Resources
At Least one Resource is required!

Detail
Tags
Attachments
Badge

☐ Is Assignment

Name *

Description/Instructions

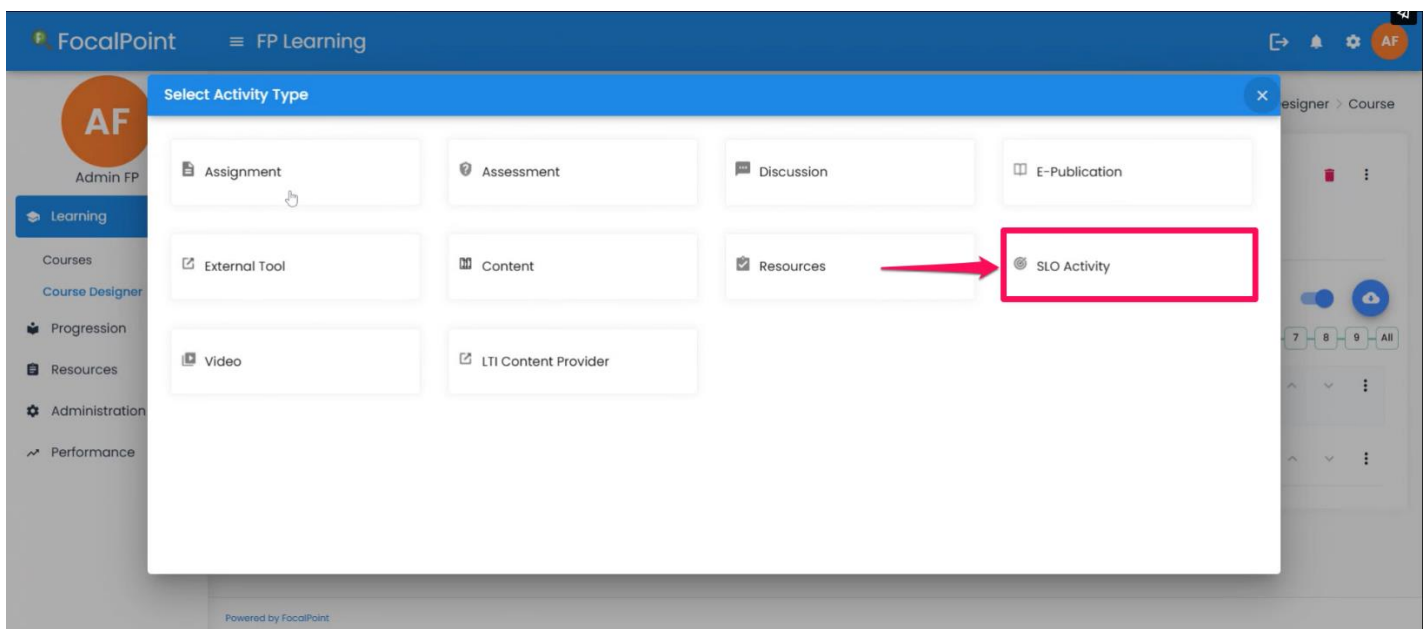
Type here

Delete
Save

SLO

Add activity | Video | Content | Image | Assessment |

- Choose the activity as 'SLO Activity'.



- Fill the details and click on 'Save'.

Add/Edit SLO Activity

Detail

Tags

Attachments

Badge

Name *

Course name

Description/Instructions

B I U AI A^x A Paragraph <> x₂ x² I_x

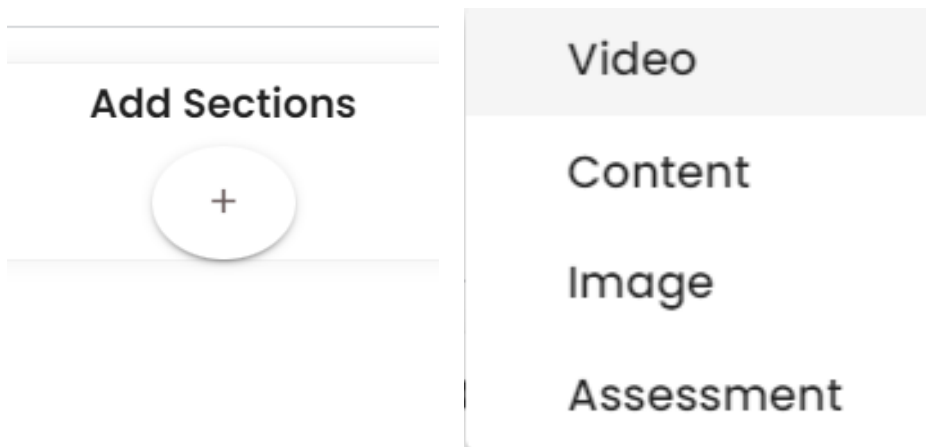
Source

course demo - Search (bing.com)

Add Sections

Delete Save

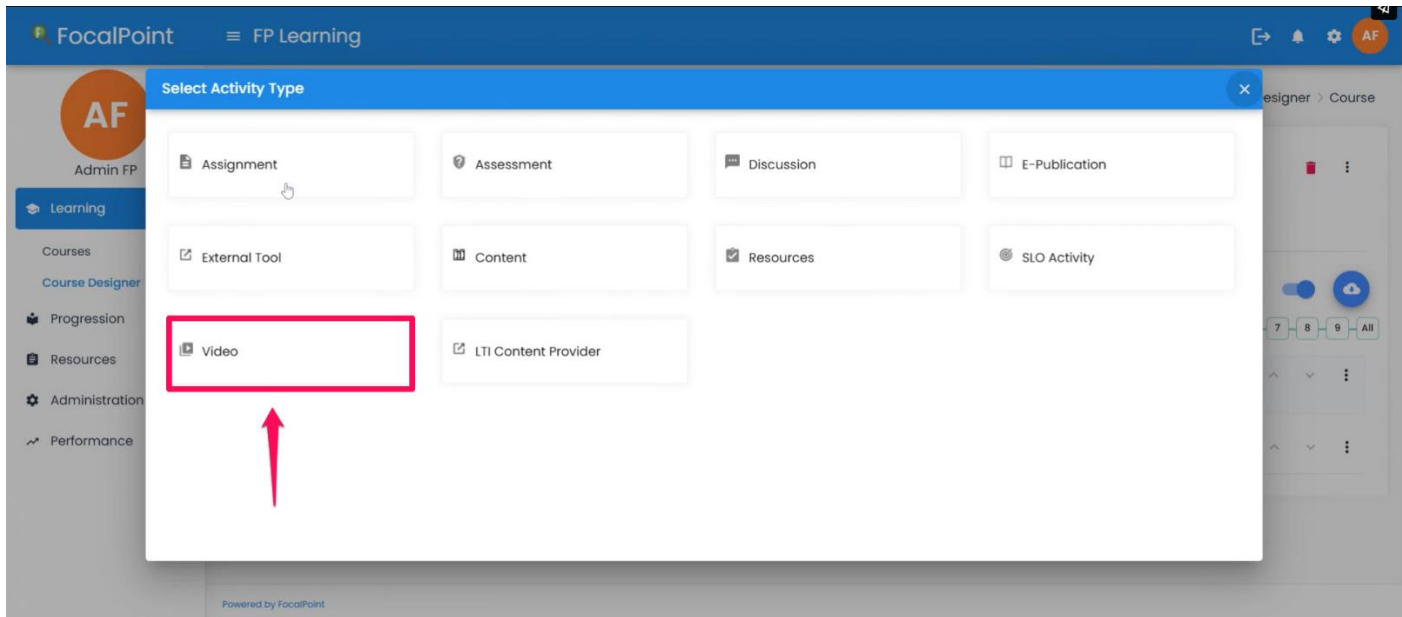
- When you scroll down the page you can view 'Add Section'.
- Here you can add various activities like Video, content, Image, Assessment, etc.



Video

Add Video URL Upload Video | Assignment on or off option | Max Score & Weight Category if graded | Description/Instruction | Rubric(s) | Capture Viewed Status if not an assignment

- Choose the activity as 'Video'.



- Fill the details and click on 'Save'.

Add/Edit Video

Detail
Tags
Attachments
Badge

☐ Is Assignment

Name *

Description/Instructions

Type here

☐ File Upload

Video Url *

CC Url

Thumbnail Url

Delete Save