



Personalized Learning Management System Q&As

Teacher

How do I create an assignment for students in my class?

- ❖ Within the course, go to 'Learning' tab.
- ❖ Select the Unit and 3 dots/more actions button against the unit.
- ❖ Click on 'Add Activity'.
- ❖ 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.

How do I grade an assignment and provide feedback to my students?

- ❖ Within the course, go to 'Learning' tab.
- ❖ Select the Unit and 3 dots/more actions button against the unit.
- ❖ Click on the 3 dots against the assignment you wish to grade and provide feedback.
- ❖ Select 'Progress' from the options.
- ❖ In the activity progress page, click the green "score" button against the student name and enter the numeric value accordingly.
- ❖ Once graded, you can provide the feedback within the score page.
- ❖ Enter feedback to the student within the text field.
- ❖ Click the blue "Post" button located in the bottom right corner of the page once the assignment feedback has been provided.

***How do I create a badge & assign a badge to students?***

- ❖ Badges can be created and assigned to students through assignments, assessments, & specific trainings within Communities.
- ❖ To create a badge, enter into an assessment, assignment, or training window.
- ❖ Click on 3 dots or action button against the activity.
- ❖ Select 'Edit' from the options.
- ❖ Go to the badge tab located at the top and enter the details.
- ❖ Create the color scheme, choose the icon, shape, and wording of your customized badge.
- ❖ Enter the criteria for earning the badge and add the standards.
- ❖ Click save when finished.
- ❖ Once grading the assignment, or upon successful completion of a training, click the award badge button for students who met criteria.

How do I send & receive messages to and from other students and teachers?

- ❖ On your dashboard, go to 'Messages' section.
- ❖ To compose a new message, click the '+' icon. You can search the username and then select from the drop down box. There is no maximum limit for users you can add to your message.
- ❖ Once you are done adding users, type your subject and body of the message.
- ❖ Once you're ready to send, click 'Post' at the bottom.
- ❖ On the left side of the Messages tab, you can view all sent and received messages.
- ❖ Clicking anywhere on the message tab will allow you to view the message, view replies, and reply.
- ❖ You can delete a message by opening the message and clicking 'Delete'.
- ❖ You can check on multiple messages and then select the 3-dots.
- ❖ You can either mark all as read or unread.



How do I create and share folders with students?

- ❖ Log in to FocalPoint.
- ❖ On your dashboard, navigate to the Resources section and select Content.
- ❖ Select 'Folders', then click on '+ New Folder'.
- ❖ Enter the required information in the 'Add/Edit Folder' box that appears and click 'Save Changes' when you're done.
- ❖ Give the folder a name, add a description, and click 'Save'.
- ❖ You will have the option to edit, share, publish the folder as a collection, delete it, and add subfolders.
- ❖ To share the folder with a specific group of students, click 'share'.
- ❖ After clicking "share" enter the name(s) of students you wish to have access the folder.

How do I post and respond to discussions?

- ❖ Discussion tab is where you can add, view, and comment on discussions within the course designer community. These discussions are intended for those who are creating the course together. When the course is added to future communities, these discussions will not come with it.
- ❖ Within the Course Designer, go to 'Discussions' page.
- ❖ In order to create a new discussion, click on 'New Post' and enter the description.
- ❖ To reply to a discussion or comment, click on 'reply' under discussion tab.
- ❖ Once done, click on 'Post' at the bottom.

How do I create groups called Communities?

- ❖ On your dashboard, go to the Learning tab and select Courses.
- ❖ To create a new community, within the Learning tab, click on Courses, then click the three dots next to Speed Grader.
- ❖ Click on "Create New Course".



- ❖ Provide the community details. The name and description of the community are required and will be seen by everyone who has access to the community – educators and students.
- ❖ Click on Save.
- ❖ New community has been saved successfully. Now you can add teachers and students under Members page inside the community to access the community.

How do I access digital resources?

- ❖ Click on the Resources section in the menu on the left side of the window, go to 'Content'.
- ❖ Use the Filter to sort by grade, subject, publisher, provider, rating, type, audience
- ❖ Click on the Resource to open and view.
- ❖ Click the "Add New Resource" button then check the folder(s) you wish to place them in.
- ❖ Resources will directly be placed into assessments, assignments, trainings, or communities instead of folders if accessed from those areas.

How do I create my own resource and add it to the content library?

- ❖ Click on the Resources Tab in the menu on the left side of the window, go to Content.
- ❖ Click on the +Add New Resource button at the top of the window.
- ❖ Enter in the resource type (URL, Content, Media, Scorm, Document, HTML), write a description, & upload appropriate files
- ❖ Tag the resource to the appropriate audience type, grade, subject, standard(s).
- ❖ Click 'Save' when finished.

How do you post announcements?

- ❖ Items are posted on the calendar using the announcements tile. Locate the announcements tile and click the +New Announcement button



- ❖ Give a title to the announcement (this is what will show on the calendar) and a description of the event.
- ❖ Fill in the start/end date and event type
- ❖ Click Save.

Student

How do I access and complete assignments?

- ❖ Within the Learning section, go to 'Learning Tree' on the left menu.
- ❖ Select the community and go to 'Learning' page to view the assignments or other activities.
- ❖ Students can view the activities within each Unit by clicking on the dropdown arrow.
- ❖ Against each activity, student can view the status such as Viewed, In Progress, or Not Started.
- ❖ In order to access the assignment, click on 'Launch' icon and the assignment will be launched and student can submit the assignment.
- ❖ View assignment description, attachments, web links, and discussions within the assignment window. Interact with teachers and classmates through discussions or messages.
- ❖ Once ready to submit, attach completed assignment, provide comments (optional) to your teacher, and click the submit button.
- ❖ If the assignment is completed, student can view the duration under the assignment title mentioned as 'Time on Task'.
- ❖ Once the teacher scores the assignment, you will be able to view score along with feedback from the teacher on the assignment
- ❖ If it's a graded assignment, student can view the score/performance against the assignment, for not graded assignment student can see the status of the assignments.

How do I receive an earned badge and add to folders?

- ❖ Once logged into FocalPoint, go to 'BackPack' section on the left menu.



- ❖ Within the Backpack section, students will be able to see all badges that have been awarded to them.
- ❖ Students can search for badges by using the provided filters and/or the search bar.
- ❖ By clicking on the more options icon next to any badge, students will have the options to add the badge to a folder or view the badge's details.
- ❖ 'Add to Folder' allows students to organize their badges into folders, which they can create and manage in the 'FOLDERS' tab.
- ❖ 'Details' will show further details of the badge, including date earned, recipient, criteria, issues, and the blockchain address.
- ❖ Student will have an option to share the badges over social media.
- ❖ Student view more details of the badge when scanned or clicked on the QR code.

How do I create and share folders on social media?

- ❖ Within the dashboard, go to 'BackPack' section.
- ❖ Click on 'Folders' tab on the top.
- ❖ To create and folders, click '+New Folder' button and enter the details.
- ❖ Once done, click on 'Save' so that the folder will be created.
- ❖ Students can add their badges to these folder and share the folder on social media like LinkedIn, Facebook and Twitter.

How do I send & receive messages to and from other students and teachers?

- ❖ Received messages can be viewed by clicking the bell icon(notifications) located at the top of the main window
- ❖ Click 'All Notifications' to view all messages.
- ❖ To send a new message, click the "Messages" section on the left side of the page.
- ❖ Click 'New Message'.
- ❖ Enter the names of students/teachers you wish to send the message.
- ❖ Enter into the subject and message. Click 'Post' once done.