

HOW TO CREATE A NEW LEARNING OBJECT

Teacher-generated learning objects are for teacher-use only and will not be displayed in the main **Library**.

STEP ONE

Navigate to the **Desk** under **Teacher View**.



STEP TWO

Click the **Add Learning Object** button.

➤ Desk



STEP THREE

Complete the information required in the **New Learning Object** box.

Some of the input fields will change depending on the learning object **Type** selected.

Click **Add Object** to upload the object to your **Desk** or **X** to cancel.



New Object X

Title:

Subject:

Grades: PK K 1 2 3 4 **5** 6 7 8 9 10 11 12 13 14

Type:

Short Description:

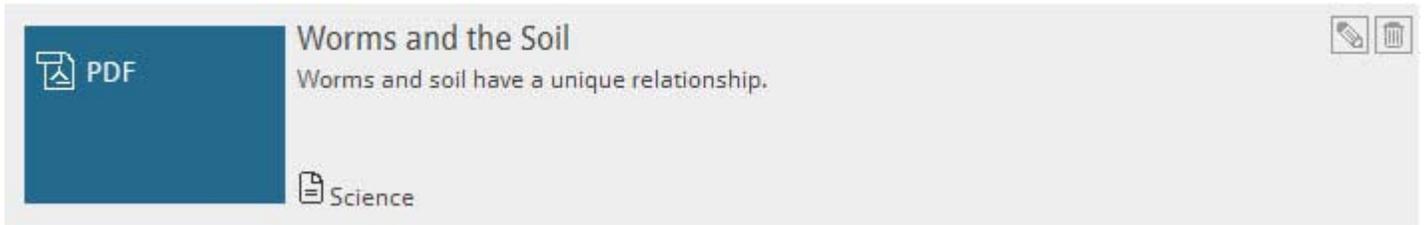
Long Description:

File:

➤ add object

STEP FOUR

Access the new learning object in your **Desk** at any time.



Learning objects that you add to your desk behave just like any other learning object in eMediaVA. They can be:

- Added to playlists: Just drag and drop the learning object into the playlist desired.
- Tagged with SOLs
- Downloaded
- Rated
- Flagged for Problems
- Edited: Click the **pencil** to edit the object.
- Deleted: Click the **trash can** to delete the object.
- Desk objects can be assigned to a class, but are only available to you

The learning object will indicate that it is a part of your desk in the **full details** box.

A screenshot of the "full details" view for the "Worms and the Soil" learning object. The top header shows the title "Worms and the Soil" and the subject "Science". The main content area displays a green box with white text: "Leaves = Food for worms and other animals. This is called organic matter in the soil." Below this is a paragraph: "Worms and soil have a unique relationship. Worms eat the soil they live in, and in return soil benefits from the services that worms provide it - just by living there." On the right side, there is a sidebar with various options: "Grades: 5", "VA Standards" with a "Tag for SOL..." button, "Permitted Use" set to "View and Download", a "Download" button (with a note "Right Click, 'Save as...'"), and a "Link this Object" section (noting "eMediaVA account required for viewing") with a code snippet: `view: Worms and the Soil in eMediaVA`. At the bottom of the sidebar, a blue bar contains the text "Desk Object: eMediaVA Teacher", which is circled in red.

THE FILE PROMPT LEARNING OBJECT TYPE

File Prompts are learning objects that facilitate the student submission of electronic classwork or homework. They enable teachers to request a single file from their students.

A File Prompt is always for a single file, but that file may be of any type. (For example, a .zip file.)

If students are required to supply four files for a particular assignment, four File Prompts must be created. **IMPORTANT:** If the same File Prompt object is included in multiple playlists/assignments, each student will see the prompt in each assignment; however, students will still only be able to submit one file.

STEP ONE

To add a File Prompt, first click **Add Learning Object**.

Desk

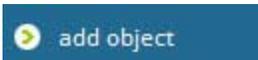


STEP TWO

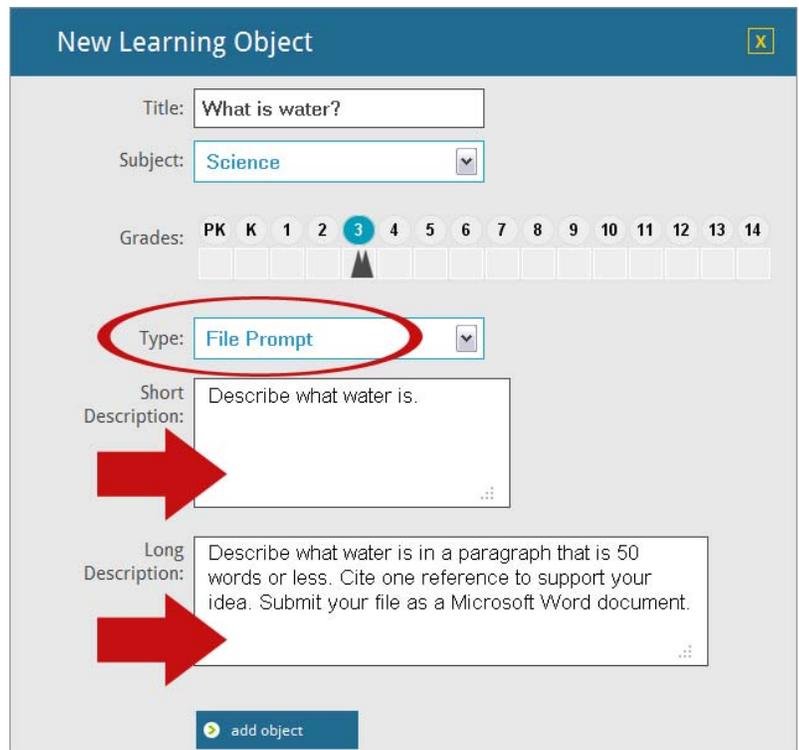
Complete the information required in the **New Learning Object** box, choosing **File Prompt** as the learning object **Type**.

When creating a File Prompt, be sure to include instructions about the required file format, minimum word length, and any other parameters of the assignment in the **Short Description** and **Long Description**.

Click the **Add Object** button to create the File Prompt, or **X** to cancel.



The File Prompt learning object can be managed, edited, or deleted like any other learning object from the **Desk** at any time. (Below)



New Learning Object

Title: What is water?

Subject: Science

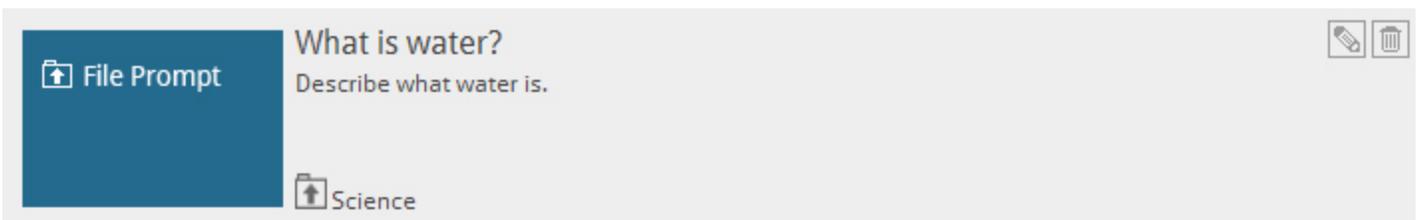
Grades: PK K 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Type: File Prompt

Short Description: Describe what water is.

Long Description: Describe what water is in a paragraph that is 50 words or less. Cite one reference to support your idea. Submit your file as a Microsoft Word document.

add object



STEP THREE

To include a file prompt in an assignment, simply drag and drop it into the playlist from which the assignment is to be created.

IMPORTANT: Remember that students may only submit one file per File Prompt learning object, even if that prompt is included in multiple playlists/assignments.

The screenshot shows the 'Desk' interface. At the top left, there is a 'Desk' header with a back arrow. Below it are buttons for 'Add Learning Object' and 'Add Quiz'. The search results section shows 'Search results for: All Objects between grades K and 6 (1)' and 'Page 1 of 1 (results 1 - 1)'. A search result for 'What is water?' is displayed, featuring a 'File Prompt' icon and the text 'Describe what water is.' Below the title, it is categorized under 'Science'. To the right, there is a 'FILTERS' button and a 'HIDE SHOW' toggle. Below the toggle are sections for 'New Playlist' (with a 'drag here to create playlist' area) and 'Favorites'. A playlist named 'Water' is expanded, showing a list of items: 'Let's Explore Water', 'Air & Water: Water', 'Water: From the Earth for You - Ugh! We Drink This Stuff?', and 'What is water?'. A large red arrow points from the 'What is water?' search result to the 'What is water?' item in the 'Water' playlist.

Once a student has submitted a file, it appears under **Get Full** Details view.

The screenshot shows the 'Get Full Details' view for the 'What is water?' file prompt. The title 'What is water?' is at the top, with a 'Science' category label. Below the title is a 'File Prompt' icon and a 'Get Full Details' button, which is circled in red. The main content area contains the text 'Describe what water is.' Below this, there are fields for 'Grades: 3', 'Produced by: (none)', and 'Copyright: 2012'. At the bottom, there is a 'VA Standards' section with a 'Tag for SOL...' button.

What is water? X
 Science html

Uploaded Files

Student	Username	File	Uploaded	Modified
Student, eMediaVA	emediavastudent	whatIsWater-FilePrompt-eMediaVAStudent.docx	Dec 13, 2012 01:12 pm	download

[delete all files](#)

Describe what water is.

Describe what water is in a paragraph that is 50 words or less. Cite one reference to support your idea. Submit your file as a Microsoft Word document.

Grades: 3

Produced by : (none)
Copyright: 2012

VA Standards ▶ Tag for SOL...

Permitted Use
View Only

Desk Object: eMediaVA Teacher

Students can update their file submissions. Teachers see (for each student) when the first file was submitted, and whether/when it was modified. The most recent submission is available to the teacher for download.

Student files are removed when you **delete all files** from the **Get Full Details** view or delete the File Prompt learning object altogether.

HOW TO CREATE A NEW QUIZ

Teacher-generated quizzes are for teacher-use only and will not be displayed in the main **Library**.

STEP ONE

Navigate to the **Desk** under **Teacher View**.



STEP TWO

Click **+ Quiz**

 Desk



STEP THREE

(Right) Provide the following information in the **New Quiz** box:

- Title for the quiz
- Subject the quiz applies to
- Grade levels the quiz applies to
- Short Description
- Long Description

Then click **Add Object** to proceed with adding questions to the quiz, or click **X** to cancel.

New Quiz X

Title:

Subject:

Grades: PK K 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Type:

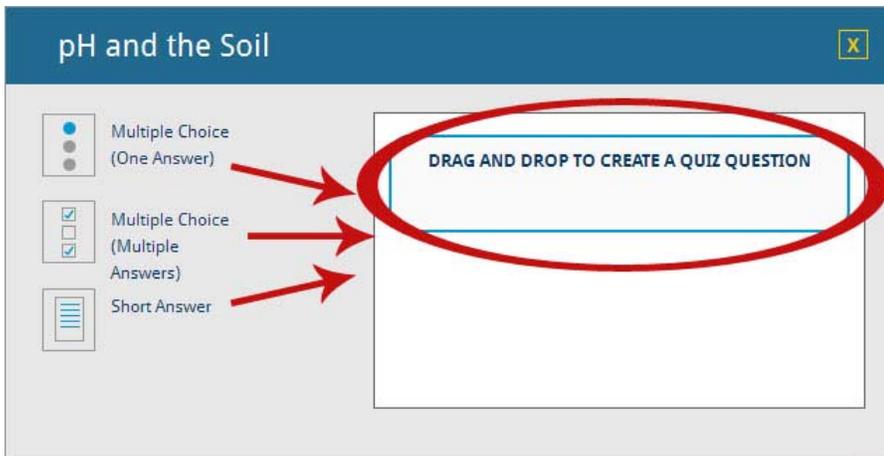
Short Description:

Long Description:

STEP FOUR

Add questions to the quiz by dragging and dropping the type of question to add from the left into the question area on the right. Question types include:

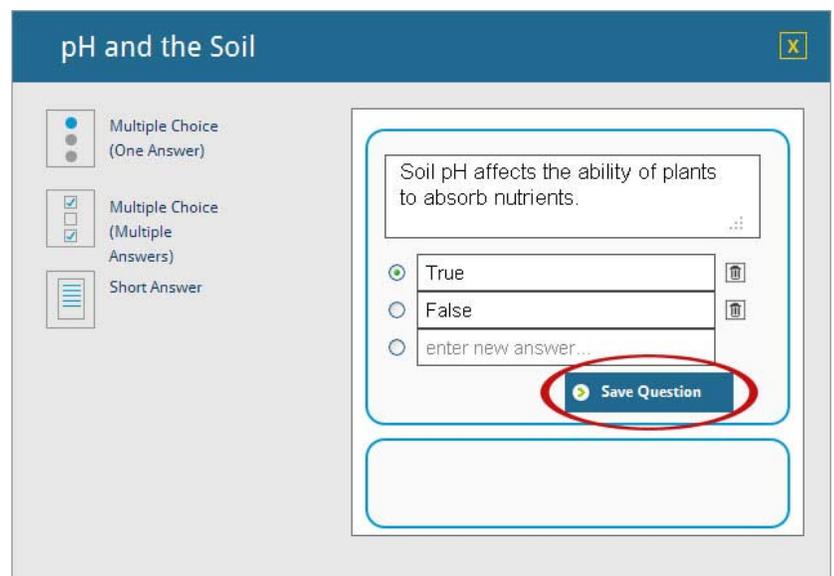
- Multiple Choice with one answer
- Multiple Choice with multiple answers
- Short answer



STEP FIVE

After dragging and dropping the question type desired, provide the question and answers in the fields provided. Ensure that the correct answer is selected.

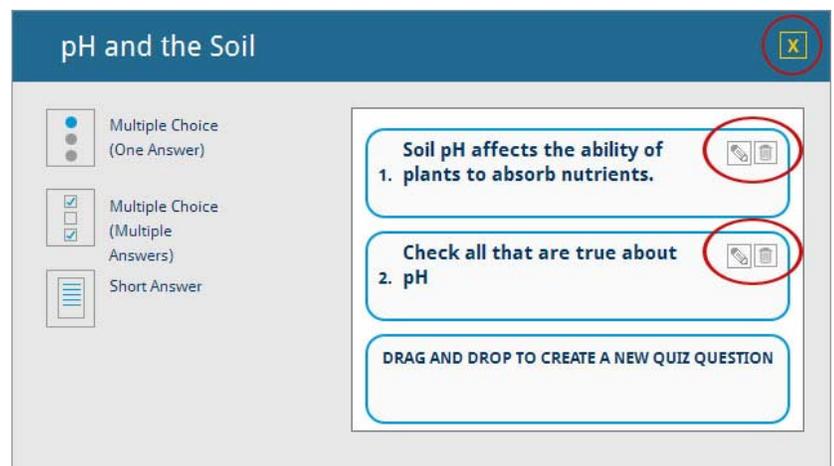
Click **Save Question** to continue.



STEP SIX

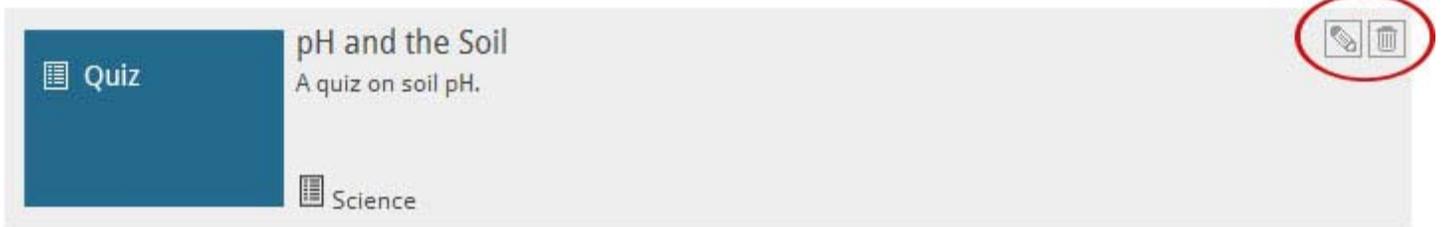
Continue adding as many questions as needed by dragging and dropping question types from the left to the question area on the right. Individual questions can be edited or deleted by clicking on the **pencil** and **trashcan** respectively.

When all questions have been added, click the **X** in the upper-right-hand corner to save the quiz.



STEP SEVEN

Access, edit or delete the quiz from your **Desk** at any time.



Quizzes behave much like other learning objects in that they can be:

- Added to Playlists
- Tagged with SOLs
- Rated (after being taken)
- Downloaded
- Flagged if there is a problem

STEP EIGHT

Preview the full-length quiz by hovering over the **summary view** in the **Desk**. Then click on the **Quiz thumbnail** or on **Get full details...**

Desk objects can be assigned to a class, but are only available to you.

