

INSTRUCTOR TRAINING & SUPPORT RESOURCES

ACTIVITY SETTINGS OVERVIEW



Alert! - This functionality may not be available to you if you are an instructor of a section that is part of a program and Edit Rights have not been granted.

For Program Coordinators: If you make these updates to a program's Section Template they will flow to the individual sections.

Use the **Activity Settings** in LingroHub to:

- assign items in your course, with or without a due date,
- set activity preferences, such as number of attempts, time limits, and when correct answers appear.
- hide or unhide units or sections within each unit.
- set open and close dates.
(See other self-service tutorials for the above options)

STEP 1: Access Activity Settings

Click on **Instructor Tools** in the left navigation menu. Click on **Activity Settings**.

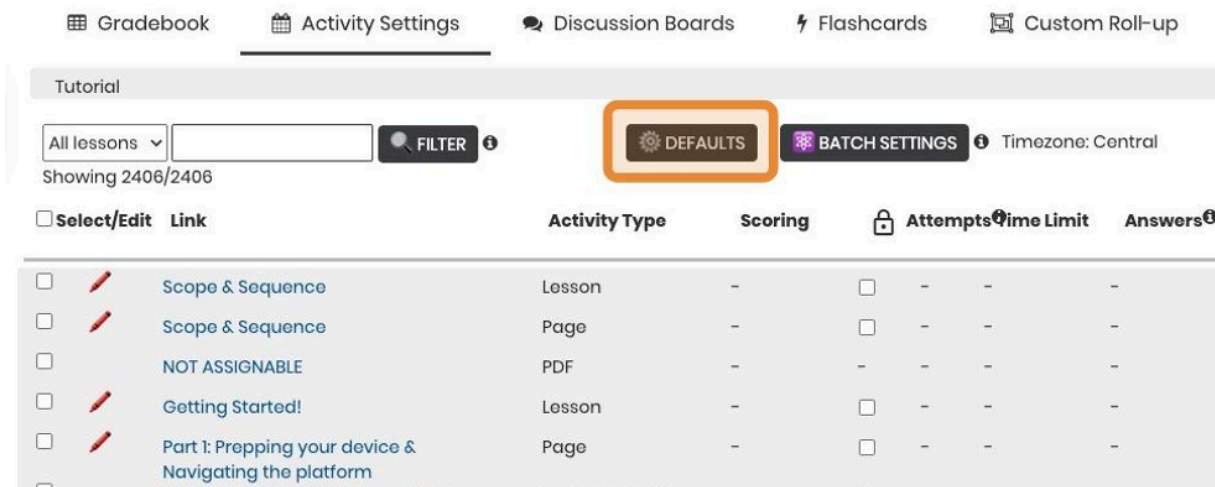
<input type="checkbox"/>	Select/Edit	Link	Activity Type	Scoring	Attempts
<input type="checkbox"/>		Scope & Sequence	Lesson	-	-
<input type="checkbox"/>		Scope & Sequence	Page	-	-
<input type="checkbox"/>		NOT ASSIGNABLE	PDF	-	-
<input type="checkbox"/>		Getting Started!	Lesson	-	-
<input type="checkbox"/>		Part 1: Prepping your device & Navigating the platform	Page	-	-
<input type="checkbox"/>		GS Module 1: Prepping your device	Embedded URL	-	-
<input type="checkbox"/>		GS Module 2: Navigating the platform	Embedded URL	-	-
<input type="checkbox"/>		Part 2: Getting help with LingroHub	Page	-	-
<input type="checkbox"/>		NOT ASSIGNABLE	HTML	-	-
<input type="checkbox"/>		Capítulo A: Para empezar	Lesson	-	-
<input type="checkbox"/>		Capítulo A-Learning Outcomes	Page	-	-

STEP 2: Check DEFAULTS In the **Activity Settings** screen, you will see a list of all items in the course, both **scorable** and **non-scorable**, and some of the default settings.

Activity Settings Defaults: Before making selections for assigned items, entering due dates, and updating preferences you will need to set your **DEFAULTS** that will apply to **all** your assignments.

NOTE: If you change the default after you have input due dates, the default only applies to items that do not have due dates. Items with due dates are changed using **BATCH SETTINGS**.

A. Click on **DEFAULTS**



The screenshot shows the 'Activity Settings' interface. At the top, there are navigation tabs: 'Gradebook', 'Activity Settings' (selected), 'Discussion Boards', 'Flashcards', and 'Custom Roll-up'. Below the tabs, there is a 'Tutorial' header and a search bar with 'All lessons' selected. A 'FILTER' button is next to the search bar. To the right of the search bar, there are two buttons: 'DEFAULTS' (highlighted with an orange box) and 'BATCH SETTINGS'. To the right of these buttons, it says 'Timezone: Central'. Below the search bar, it says 'Showing 2406/2406'. There is a table with columns: 'Select/Edit', 'Link', 'Activity Type', 'Scoring', 'Attempts', 'Time Limit', and 'Answers'. The table contains several rows of activity items.

<input type="checkbox"/>	Select/Edit	Link	Activity Type	Scoring	<input type="checkbox"/>	Attempts	Time Limit	Answers
<input type="checkbox"/>		Scope & Sequence	Lesson	-	<input type="checkbox"/>	-	-	-
<input type="checkbox"/>		Scope & Sequence	Page	-	<input type="checkbox"/>	-	-	-
<input type="checkbox"/>		NOT ASSIGNABLE	PDF	-	-	-	-	-
<input type="checkbox"/>		Getting Started!	Lesson	-	<input type="checkbox"/>	-	-	-
<input type="checkbox"/>		Part 1: Prepping your device & Navigating the platform	Page	-	<input type="checkbox"/>	-	-	-

B. In the new window you will see a list of settings:

- Default Due Time:** Select the default due time using the 24-hour clock. (If some activities have a different due time, you can change that later).
- Time Zone:** Select the Time Zone for the browser if your computer date and time are set to a time zone different from the school's time zone. This is a temporary setting to allow you to work in the course easily. It does not set a time zone for the course.
- Deduction for Late Work:** If you want to auto-deduct points for late work, indicate the %, the time frame and the maximum deduction.

NOTE: If you do **NOT** want to auto accept late work, checkmark the **Do not auto-accept late work** option.

Course-wide default settings

- Auto-accepting late work applies to assessments submitted after the due date assigned.
- If late work should be auto-accepted use the policy setting below to choose exactly how to count it.
For example:
 - Deduct 10% per day late up to 60% would mean that a student who submits 3 hours late will get 90% credit. If that student scores 14 of 17 points, he would get $0.9 * 14 = 12.6$ points.
 - A student who submits the same a week late but scores a 7, would only receive $0.6 * 7 = 4.2$ points.
 - Deducting 0% per week up to 0% means you accept late work so that the due date is more advisory in nature.
- If late work is not auto-accepted course-wide, a policy can still be set on a per assessment basis from the Batch Settings.
- If late work is not auto-accepted it can be accepted on a student-by-student basis from the gradebook as can late work where auto deduction is applied (so no penalty will be applied).
- Programs need to have this set on each section template; setting this on the program master has no effect.

Show Attempts, Time Limit and Answers columns instead of Open and Close Date in the table.
 Show only activities that can be added to the gradebook.
 Default Reopen Attempts (-1=unlimited)
 0 for all assessments with 1 max attempt

a Default Due Time Interpret times in this time zone b

c Accept late work by automatically deducting % per it is late up to %.
 Do not auto-accept late work.

When done, Click **UPDATE SETTINGS in the bottom right corner of the window.

***Reopen Attempts for *Contraseña* users:** This setting allows students to re-open and re-submit one-time only each attempt without having to reenter original answers. In the REOPEN attempt, original answers are stored, and students can correct the ones that are incorrect and re-submit. FOR OPTIMAL USE, DO NOT CHANGE THE DEFAULT SETTING.

***Reopen Attempts is not applicable for other users.** FOR OPTIMAL USE, DO NOT CHANGE THE DEFAULT SETTING. If you would like students to have a certain amount of attempts, you can change the number of attempts using BATCH SETTINGS (see tutorial on Batch Settings).

Activity Defaults for 1.0 Titles

Activity Type	Graded	Number of Attempts	Show Answers	Allow Review of Answers	Display Grades
Assessment (eTEXT or SAM activities, Practice Tests)	Not graded	Unlimited	Upon submit	Upon submit	Upon submit
Test Bank	Not graded / Locked	1	Never	Never	Upon submit

Activity Defaults for Contraseña 7.0

Activity Type	Graded	Number of Attempts	Show Answers	Allow Review of Answers	Display Grades
Preparar Aplicar	Not graded	Unlimited	Upon submit	Upon submit	Upon submit
Aplicar: Expansión Investigar Reflexionar	Not graded	Unlimited	Upon submit	Upon submit	Upon submit
Comprobar	Not graded	Unlimited	Upon submit	Upon submit	Upon submit
Práctica adicional	Not graded	Unlimited	Upon submit	Upon submit	Upon submit
Examen acumulativo	Not graded / Locked	1	Never	Upon submit	Upon submit

STEP 3. Activity Settings Views

Below is the default view of Activity Settings.

The screenshot shows the 'Tutorial' activity settings page. The interface includes a search bar (1), a filter button (2), a defaults button (3), a batch settings button (4), a time zone selector (5), a cancel button (6), and a save changes button (7). The main table lists activities with columns for Select/Edit (8), Link (9), Activity Type, Scoring, Attempts, Time Limit, Answers, Due Date and Time, and Graded (10). The 'Graded' column has a dropdown arrow (10) indicating it can be toggled.

Select/Edit	Link	Activity Type	Scoring	Attempts	Time Limit	Answers	Due Date and Time	Graded
<input type="checkbox"/>	Scope & Sequence	Lesson	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	Scope & Sequence	Page	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	NOT ASSIGNABLE	PDF	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	Getting Started!	Lesson	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	Part 1: Prepping your device & Navigating the platform	Page	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	GS Module 1: Prepping your device	Embedded URL	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	GS Module 2: Navigating the platform	Embedded URL	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	Part 2: Getting help with LingroHub	Page	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	NOT ASSIGNABLE	HTML	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	Capítulo A: Para empezar	Lesson	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	Capítulo A-Learning Outcomes	Page	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	C1 Learning Outcomes (p. 3)	HTML	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	Capítulo A-1 Vocabulario	Page	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	Presentación (pp. 4-5)	HTML	-	<input type="checkbox"/>	-	-	07/17/2024 23:59	<input type="checkbox"/>
<input type="checkbox"/>	Actividades (pp. 5-6)	HTML	-	<input type="checkbox"/>	-	-	MM/DD/YYYY 22:59	<input type="checkbox"/>
<input type="checkbox"/>	TXT A-1	Assessment	Auto	<input checked="" type="checkbox"/>	∞	Not Timed	Answers on Submit	MM/DD/YYYY 22:59 <input type="checkbox"/>
<input type="checkbox"/>	SAM A-1	Assessment	Auto	<input type="checkbox"/>	1	Not Timed	Answers on Submit	07/12/2024 23:59 <input checked="" type="checkbox"/>

In this view, the columns and options indicate the following:

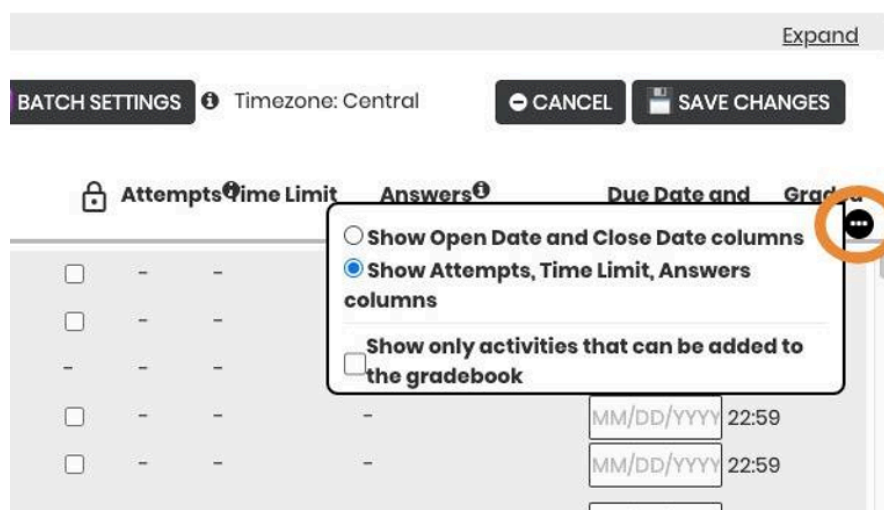
1. **Drop-down Menu** - You can select to see items for all lessons or by lesson.
2. **Filter** - You can filter to see specific items. For example, by activity type: lesson, assessment... (for *Contraseña*: aplicar, reflexionar, etc.) or by keyword: graded, SAM, etc. The filter option can also be used after selecting from the drop-down menu (#1)
3. **Defaults** - Use DEFAULTS to set preferences that will apply to **all** assignments. See above.
4. **Batch Settings** - You can apply the same settings to a group of items/assignments by selecting them via clicking on the checkmark to the left of the item, then clicking BATCH SETTINGS. (See Batch Settings tutorial for more information)
5. **Graded** - Scores for GRADED items will report to the Gradebook; if there is NO checkmark, the item will NOT report a score to the Gradebook.
NOTE: Leave the Graded field without a checkmark if you do not want the activity factored into your Gradebook.
6. **Edit** - Click the **pencil icon** to edit the detailed settings for an individual item.
7. **Column headings:**
 - **Link** - Name of the item. Clicking the item takes you to the item in the course. (For *Contraseña*: Items that have the U- prefix are intended to be assignable.)
 - **Activity Type** -

Assessment	Scorable activity (i.e. SAM activities, Conversar 1-1, etc.)
Lesson	An entire chapter or unit
Page	A section within a chapter or unit (e.g., Vocabulario, Conversar, etc.)
Embedded URL/HTML/Video/PDF	An individual component (i.e. interactive pages)
LTI Link:	LinguaMeeting link (only available for courses that opted for this extra function)

Discussion Board	Premade discussion boards included with <i>Contraseña</i> only (Other program instructors can create their own)
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- **Scoring** -
 - Auto:** Items are machine-graded.
 - Manual:** Items are instructor-graded.
 - Mixed:** Some questions in an item in the assessment are machine-graded and some questions in the activity are instructor-graded. Instructors need to score the instructor-graded items for the item to be fully scored.
 - Dash (-):** The item is not able to be graded.
 - **Lock** - When checked, indicates that the item is locked (hidden) from student view - students cannot see the item at all. You can lock and unlock items to either hide or make them visible to students.
 - **Attempts** - Number of attempts set for the activity. ∞ indicates that activity has unlimited attempts. You can change this setting (see options above).
 - **Time Limit** - The amount of time students have to complete the activity. You can change this setting (see options above).
 - **Answers** - This setting allows you to determine if or when students can see correct answers. You can change this setting (see options above).
 - **Due Date and Time** - Due date in the following format: Month/Day/Year, using two digits for the days and months, and 4 digits for the year. Default due time in the 24-hour clock (e.g. 14:00 = 2PM).
8. **SAVE CHANGES** - Always remember to click on SAVE CHANGES when you make any edits or set any preferences.

Use the **3-dots** next to **Graded** to toggle between different column views in your Activity Settings.



- If you select **Show Open Date and Close Date columns**, you can add a date to open or close the selected activity. *Both date options are in the following format: Month/Day/Year, using two digits for the days and months, and 4 digits for the year. Default due time in the 24-hour clock.
- If you select **Show Attempts, Time Limit, Answers columns**, you will see the columns you originally started with in your default Activity Settings view.
- You can also select **Show only activities that can be added to the gradebook** if you only want to assign a date/time to activities that are graded.

See the following tutorials to learn more about Activity Settings:

- [Activity Settings: Understanding Activity Preference Options](#)
- [Activity Settings: Assigning or Updating Activities](#)
- [Activity Settings: Batch Settings](#)
- [Activity Settings: Locking \(Hiding\) content](#)