

Learning Catalytics instructional guide

This is a short manual on how to create your own learning catalytics course, step by step.

Step One – Create a new course

Start by creating a course:

1. Click  in the Learning Catalytics menu bar.

You see the list of your courses.

2. Click .

3. Enter a **Name** for the course, which students will see.

You can edit the Name later anytime in the course settings.

4. [Optional] Select a **Discipline**.

5. Click **Save and Continue**.

6. On the [Settings page](#), edit any of the default settings you would like to change, and then click **Save**.

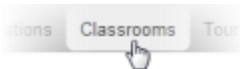
You can return to edit any of these course settings later by choosing  **Settings**.

Step Two – Add and edit a classroom seat map

After the creation of the course, you have to add and edit a classroom map.

Add a classroom seat map

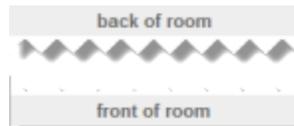
1. At the top of the instructor console, click **Classrooms**.



2. Click **Create classroom**.
3. Enter a **Name** for the classroom. Typically a good choice for a physical classroom is the actual building name and room number.
4. Click **Next step**.

Tips:

- On the Build Classroom Seat Map page, observe the back/front orientation in the editing space.



- When you start building the seat map, begin with the left side of the room at the rear.
 - Even for online sessions, create adjacent seats to enable automatic grouping for peer-to-peer discussions. Click **? Instructions** to read more and see examples.
5. To add a seat, click + **Add seat**.
 - For a row of seats, click + **Add seat** repeatedly.
 - For a new row, click and drag a seat to a new position, and then click + **Add seat** as many times as you need for that row.
 6. To add a block of seats, specify the block dimensions, and then click + **Add block**.
 - While the block is still highlighted, you can drag it to position it.
 - For another block, *click off* of any highlighted seat or block, and then click + **Add block**. Initially this block is attached to a previous seat or block, but while it is still highlighted you can drag it to a different position.
 7. Click **Save** before you leave this page.
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Move/remove seats in a seat map

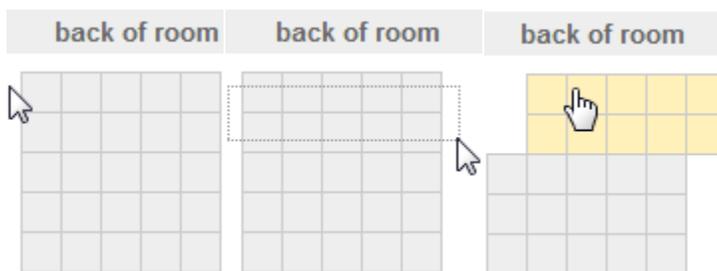
To move **one seat**, click and drag the seat to a new position.

To move **a group of seats**:

1. Click an unused area of the edit space and drag across the seats to be moved.

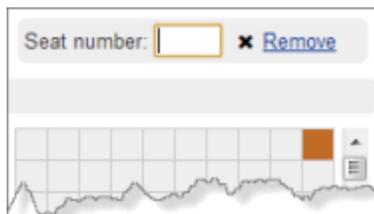
Notes:

- At the back and left borders of the edit space, click a bit away from the edge.
 - An invisible white border surrounds the edit space at the back and left sides of the edit space. Click a bit away from the edge to lasso the blocks.
2. Release the mouse and see that the selected seats are highlighted.
 3. Click anywhere in the highlighted group and drag the whole group to a new position.



If you want to remove a seat from a seat map

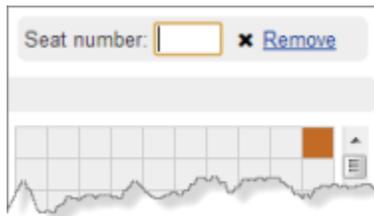
1. Click the seat you want to remove, and note that it turns red.
2. Click **x Remove**, which appears above the editing space.



How to number seats in a seat map

To help students identify their seat numbers in a large classroom with numbered seats, you can include those numbers in the seat map.

1. Click to select a seat and note that it turns red.
2. In the **Seat number** box that appears above the editing space, enter an alphanumeric identifier that students will see on the seat itself.



Associate a classroom with your course

1. At the top of the instructor console, click **Courses**, and then select the course.



2. From the My Courses list, click the course name to open it, and then click **Settings**.

[Alternatively...](#)

3. In the **Classroom** drop-down list, select the name of a classroom you created.
4. Click **Save** before you leave this page.

Delete a seat map

Important: Be careful not to delete a seat map that someone else might be using!

If you want to delete an experiment or trial seat map, follow these steps:

1. At the top of the instructor console, click **Classrooms**.
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2. Next to the name of the classroom you want to delete, click its gear icon  and then click **Delete classroom**.

Step Three – Add a Learning Catalytics module

With the course created and the seat map added, the next is to create and add a new module.

Create a new module

1. Open the course and click **Create module**.
2. On the Create Module page, enter a module **Name** (students will see) and **Date** (used to sort modules in the list you see).

This date doesn't affect when you deliver the module or when it's due.

[More about start and end dates and times](#)

3. Select the **Response Type** for this module (listed below).
 - **Instructor-Led Synchronous.**
 - **Automated Synchronous.**
 - **Self-Paced.**
 - **Self-Test.**
 - **Team-Based.**
4. Click **Save and Continue**.

You can add questions and customize the module now, or you can return later to edit the module.

Add questions to the module

Immediately after you create or copy a module, or if you open a module later to edit it, you can add questions to the module. At the bottom of the Add Questions and Customize Module page, click either link:

[+ Create a new question](#) [📖 Add a question from the library](#)

Edit, remove, copy or move questions in the module

Questions that you add are listed at the bottom of the page, where you can do all of the following:

- Click and drag a question to change the order of the list.
- Point to the question to see a preview.
- Assign points for answering the question, or for answering correctly, depending on whether you selected participation or correctness as the basis for scoring in this module.
- Click  and select  **Edit** to edit the question (allowed only for community-contributed content).

[Read before editing a question](#)

- Click  and select **x Remove** to remove the question from this module. (It remains in the question library.)
- Click  and select  **Copy this question** to add a copy to the bottom of the list of questions (allowed only for community-contributed content). From there you can edit the copy to create a similar question.
- Click  and select  **Move or copy to another module**. You are prompted to supply a destination from a list of all modules in all of your courses, and to choose whether to **Move** (and remove from this module) or **Copy** (and keep in this module) the question.

NEW If you want to copy or move multiple questions, select the questions, and then click  [Copy or move checked questions](#) at the bottom of the page.



Step Four – Create new questions for Learning Catalytics

The final step before using Learning Catalytics is to create and add the questions to the modules.

1. In the top navigation bar, click **Questions**.

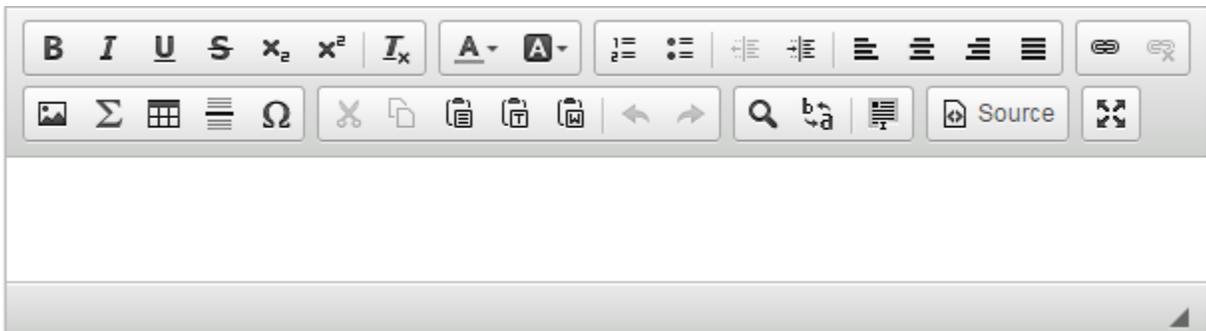


2. Click + **Create a new question**.
3. From the horizontal slider, select the **Question Type** thumbnail for the new question.

As you point to each question type, you see a description of what students see and how they must respond to that type of question.

Note: If you plan to record scores for student responses to questions, some question types can be automatically scored by Learning Catalytics, and other question types require individual marking as correct or incorrect. For more information, see [Learning Catalytics scores](#) and [Learning Catalytics automatic and manual scoring](#).

4. From the **Discipline** drop-down list, select a subject area for the question, which will help locate the question in the future.
5. In the **Prompt** editor, enter the text of the question.



To format this text, you can use options available by clicking buttons or by using many familiar keyboard combinations to see your entries.

For Expression and Numerical questions, you can click Σ to enter LaTeX and see it rendered as students will see it in the question. Or you can switch to the simple editor to enter plain text and use [Markdown, HTML, and LaTeX](#) for formatting.

For questions that include a background image that students will interact with (Direction, Region, Sketch, or Composite Sketch), *do not add an image using this editor*. Instead, see the next step.

6. If the question will contain one or more images, click **Add Images** and select an image to upload. You must be able to select this image from your computer or from a network location to which you have access. Repeat this step to add other images.

For more information about image formats, file sizes, and display sizes, see [guidelines for images you use in questions](#).

If you want students to see an image in the **Prompt** (above) or **Answer/Explanation** (below), drag it to the appropriate enhanced editor.



From there, you can double-click the image to edit its properties, including **Alternative Text** that can be read by screen readers for visually impaired students.

7. In the **Options** section, instructions vary according to the Question Type (format).

Tip: For most Question Types, be sure to take advantage of the link to [Sample results for a question in this format](#) in this section. Clicking that link opens an example that is a bit larger than the similar thumbnail at the top of the page.

8. [Optional] In **Sharing and Copyright**, you can select the check box to make the question available to other instructors, and you can edit the attribution message.
9. [Optional] In **Tags**, enter content tags that you and others can use later to locate this question.

When you click in the Tags box, you see an alphabetical list of tags that have been applied to questions in the discipline you selected for the question. You can scroll to select tags from this list, start typing to see if the list contains matches for the characters you enter, or continue typing and press Enter to add a new tag. Select or add as many tags as you'd like, and click **x** to remove any tag you don't want to save.

10. [Recommended] In **Answer/Explanation**, enter content that students will see when they review the question after class, or after exhausting allotted answer attempts for a Team-Based assessment.

You can enrich this content using all the features of the enhanced editor, which include formatting options and the ability to add hyperlinks and images.

11. [Optional] In **Notes**, you can include notes for yourself (and other instructors if you share this question) that are never shown to students.

You can enrich this content using all the features of the enhanced editor, which include formatting options and the ability to add hyperlinks and images.

12. Click **Save & Preview** or **Save** before you leave this page.

Ask a new question on the fly during the session

You can ask a new question at any point during a session for an Instructor-Led Synchronous module.

Tip: An on-the-fly question becomes part of the module, which means students can review their answers and the correct answer after you stop the session.

1. Open the course and the module.
2. Click **Start session**.
3. Click + **Ask a new question on the fly** in the upper right of the instructor dashboard.
4. Select a **Question Type**, **Discipline**, **Prompt**, and any other fields required for the type of question you are creating.

Keep in mind that you can edit this question later if you want to keep it for future use. You might want to add information such as feedback (which students see when they review the session), tags, or notes.

5. Click **Deliver**.

With these steps you have successfully created a Learning Catalytics course, seat map, module and questions to present to students. We wish you good luck with the use of Learning Catalytics and if you have any specific questions, contact us at e-learning@rsm.nl.
