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WHAT IS NAVIGATE?

Navigate transforms how students learn and instructors teach by bringing together authoritative and interactive content aligned to course objectives, with student practice activities and assessments, adaptive study planning and remediation, and learning analytics reporting tools. Navigate empowers faculty and students with easy-to-use web-based curriculum solutions that optimize student success, identify retention risks, and improve completion rates. Using best practices in instructional design, Navigate uniquely focuses on developing students’ cognitive intelligence and practical skills needed for success in the 21st century workforce.

Navigate is a fully hosted and supported online learning solution delivered in the Moodle™ Course Delivery System. Navigate component modules can also be configured for locally hosted learning management systems such as Blackboard, Desire2Learn, and others.

For more information, please visit www.jblnavigate.com.

NAVIGATE ROLES

Navigate relies on an assigned user role to determine what level of access is granted and to track activity. Below are the roles we currently assign Navigate users:

- **Teacher/Administrator**—This person is usually the one who has purchased or adopted our product and requires the highest level of access. A teacher/administrator can make content edits, deploy quizzes, create new quiz questions, view all student activity, add calendar events, and delete content. He or she can pretty much “go and do anything” within a Navigate resource.

- **Non-editing Teacher/Administrator**—This person serves in an assistant role. He or she cannot make content edits (add/delete/move), cannot update quizzes, and cannot blast email students. This role is reserved for assistants who need a slightly higher level of access than a student. Non-editing teachers/administrators can facilitate discussion forum chat, view all student grades, and launch text-based chat sessions.

- **Student**—This person has the “basic” level of access. Students cannot make content changes of any kind. They can view only their OWN grades and change only their OWN online profile. EVERYONE who signs in to a Navigate resource is listed as a student. In order to be set up as a teacher/administrator, a Jones & Bartlett Learning representative must assign this role.

HOW ARE NAVIGATE RESOURCES SET UP?

A Navigate resource is set up by one of the following two methods:

- An Account Specialist submits a request on an instructor’s behalf.
- An instructor submits a request to the Jones & Bartlett Learning support staff.

Note that fulfillment can take up to 7 business days.
HOW DO MY STUDENTS AND ASSISTANTS GAIN ACCESS?

Students and assistants must create their own account within the Navigate system. To see the steps involved, please review Student Instructions.

- The user acquires a 10-digit Access Code either from the course’s instructor, by purchasing a textbook that contains an Access Code, or by purchasing an Access Code alone.
- The user redeems the Access Code at the Jones & Bartlett Learning website (http://www.jblearning.com), sets up a new account if a first-time user, or redeems the Access Code in an existing account if a returning user.
- After registering and redeeming the Access Code, the user logs in to his or her Jones & Bartlett Learning account.
- The user clicks on the Navigate Courses link from the courses list.
- The user clicks the Enter course code sublink.
- The user enters the Course ID provided by his or her instructor. The Course ID registers the user for the Navigate resource and must be entered only once.
- After the initial entry of the Course ID, users can simply click the Navigate link to be sent directly to the Navigate page. There they will see the names of any Navigate resources in which they are enrolled.
- The user clicks the resource name in the Navigate page to enter the resource.

SAMPLE STUDENT INSTRUCTIONS

Please find instructions for your students and assistants on creating a new account on Navigate and accessing Navigate resources.

Welcome,

As part of your course, we will be using Navigate from Jones & Bartlett Learning. In order to gain access to this online system, you will need to create an account and enroll.

Please pay close attention to the following instructions.

FIRST-TIME STUDENTS

1. Locate the 10-digit Access Code on a pull-out card in your textbook or use the 10-digit Access Code you have been given.
3. Agree to the End-User License Agreement.
4. Enter and submit the 10-digit Access Code.
5. If you already have a Navigate account set up, log in as a returning user. You may skip to Step 15 of these instructions.
6. If you have not previously set up an account, click the Create New Account button.
7. Enter your email address. This will be used as your account username.
8. Enter your email address in the E-Mail Address Confirmation box to ensure that you entered it correctly.
9. Create a password and enter it in the Password box. Enter it again in the Password Confirmation box to ensure that you entered it correctly. Then select Submit Info.
10. From the Account Information Confirmation page, select Click Here to Sign into Your Account.
11. You will then be asked to log in to your account with your username and password.
12. A standard system's check will run to verify that your computer is compatible to run the Navigate resource and that your internet browser's pop-up blockers are turned off.
13. Select **Contact info** and enter your contact information as completely as possible. Click **Update**.
14. Return to the My Account Page by selecting **Courses**.
15. Select **Navigate Course** and click **Enter a course code...** for your course.
16. Enter the Course ID. After entering a valid Course ID, a pop-up box will indicate that you have successfully signed in to the Navigate resource and display the course instructor’s name.
17. Select **Launch Course**. You will be taken to your My Account page.
18. Click the course name to enter it.

**RETURNING USERS**

You will follow the above directions only when first creating an account on Navigate. Otherwise, as a returning user, follow these steps:

1. To log in to your Navigate resource, visit http://www.jblearning.com.
2. Click the **Log In** button.
3. In the **Returning User** window, enter your username and password, and then click **Submit**.
4. You will be directed to the My Account page.
5. Select **Navigate Courses** and select the resource you wish to enter.

**ADD RESOURCES**

**ADD A FILE**

1. Log in to your account and open the Navigate resource to which you would like to add your file.
2. Once the resource is open, click **Files** in the Administration block.
3. When the Files menu opens, scroll to the bottom of the screen and select **Upload a file**.

4. Select **Browse**... when the upload page loads. A window will open allowing you to search your computer for the file or document you wish to upload to the resource. Once you locate your file, double-click the file name, or click it and choose **Open**. The page will reload and the white box will have information about the file you are uploading filled in automatically.

5. Select the **Upload this file** button.

6. The window will close, and you will see your file listed.

7. Click the name of the resource in the top left-hand corner of the screen to return to the main page of the resource.

8. Turn editing on by selecting **Turn editing on** in the top right-hand corner of the resource or in the Administration block.

9. Scroll to the section where you would like to place the link for the students to access the file (for example: Chapter 1).

10. In the **Add a resource**... drop-down menu, choose **Link to a file or website**.

11. Enter the name of the link.

12. Scroll down to the **Link to a file or website** section and click **Choose or upload a file**... to open the Files menu in a new window.

13. In the Files menu, locate the file you want the student to download and select **Choose** on the far right.
14. The window will close. On your settings page, the file name will be displayed in the **Location** text box.

15. Scroll to the bottom of the page and select **Save and return to course.**

**ADD A LINK TO A WEBSITE**

1. Log in to your account and open the Navigate resource in which you would like to add a link to a website.
2. Turn editing on by selecting **Turn editing on** in the top right-hand corner of the resource or in the Administration block.
3. The **Add a resource...** drop-down menu will appear in the summary section and each corresponding chapter.
4. Determine where you want the link to be placed in the resource.
5. Select **Link to a file or website** from the **Add a resource...** drop-down menu.

6. The settings page will load for the new link you are creating.
7. Enter a name for the link. This is the name that will appear to students.

8. Scroll down to the **Link to a file or website** section.
9. In the **Location** text box, enter the website’s URL.

10. Scroll to the Window section and click the **Show Advanced** button. From the **Show navigation** drop-down menu, select either **Yes, with frame** or **Yes, without frame.**
    **NOTE:** You may need to select **Show advanced** on the right-hand side.
11. Scroll to the bottom, and select either **Save and return to course** or **Save and display**.
12. From the main page of the resource, you will now see the link that you just created to open the website of your choice for yourself and your students.
COMPOSE A WEB PAGE

EMBED A YOUTUBE VIDEO IN NAVIGATE

1. Go to YouTube (http://www.youtube.com) and locate the video you wish to embed.
2. Below the video, click Share.
3. The menu will expand, and you can then select Embed.
4. A box will appear with information needed to embed the video.
5. Copy the entire HTML code that appears in the text box. 
   **NOTE**: To copy, make sure the information is selected in blue, then hold down the Ctrl key while pressing the C key.
6. Log in to your account and open the Navigate resource in which you would like to embed the YouTube video.
7. Turn editing on by selecting Turn editing on in the top right-hand corner or in the Administration block.
8. Determine in which section you want to add the video, and scroll down to that section or chapter.
9. Select Compose a web page from the Add a resource... drop-down menu.
10. Enter a name for the video in the text box.
11. Scroll down to the Compose a web page box.
12. Select the button in the right-hand side of the editing bar to enter HTML mode.
13. Paste the information you copied from the YouTube video into this box. 

**NOTE:** To paste, click the left mouse button inside the **Compose a web page** box, and hold down the Ctrl key while pressing the V key.

14. Scroll to the bottom of the page and click **Save and display** to save the video.

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**QUIZZES**

**CREATE A QUIZ**

1. Log in to your account and open the Navigate resource in which you would like to create the quiz.
2. Turn editing on by selecting **Turn editing on** in the top right-hand corner or in the Administration block.
3. Determine in which section you want to place the quiz, and scroll down to that section or chapter.
4. Select **Quiz** from the **Add an activity...** drop-down menu.
5. Fill in the **Name** text box. This is where you will define whether this is a quiz or an exam, which will appear both on the main page and in the grade book.
6. The Introduction is a brief message that will display to the student prior to entering the quiz. This field is optional.

7. Select the security settings you wish to engage for your quiz. 
   **NOTE:** The blue question mark (?) located next to each setting will provide additional information about each setting.

8. Scroll to the bottom of the page and select **Save and return to course.**

**ADD QUESTIONS TO A QUIZ**

1. Log in to your account and open the Navigate resource in which you would like to change a quiz.
2. Select **Quizzes** in the **Activities** block.

3. Select the name of the quiz to which you would like to add questions.
4. Confirm that you are on the editing page by selecting the **Edit** tab at the top of the page.

5. The Edit page is divided into two main sections. The right side lists the questions in your test bank. The left side lists the questions in the quiz. 
   **NOTE:** If your quiz already has attempts made by students, you will not be able to add or remove questions in the quiz. You can only modify the questions in the quiz.

6. On the right side, select the chapter of your choice in the drop-down menu. This will display only the questions from that chapter below.
NOTE: By default, only 20 questions show at one time. To view all questions for the chapter at once, select the Show all # link below the questions (# is the number of questions in the chapter).

7. To add questions to a quiz, you can use one of the following two methods.
   a. Select the horizontal arrow to the left of each question (●).

   NOTE: Selecting the arrow will move the question to the left side, indicating that the question has been added to your quiz.

   b. Select the check box next to the questions to add multiple questions simultaneously.

8. Once questions are selected, scroll down and select Add to quiz to add the questions to the quiz.

9. To remove a question from the quiz, you can click the double arrow pointing to the right.

   NOTE: If attempts have been made on the quiz by either students or the instructor, you will not be able to remove the question; you will only be able to modify it.

10. To select random questions from a specific chapter, follow the next steps. The random feature will randomize the questions from student to student and attempt to attempt.

11. Select the category you wish to have the questions taken from at the top of the page.
12. Scroll to the bottom of the page and choose the number of questions you want to have randomly chosen from this category or chapter, and then click Add (the example below is for three questions).

The questions will be added with the name Random Question, with the name of the chapter in parentheses because the question is chosen when the quiz attempt is loaded.

Example:

13. To add random questions from multiple chapters, go back to step 1 and choose a new category.

14. Once you have finished adding the questions to your quiz, it is ready for your students. You can select the Preview tab to see a sample of how the quiz will appear for your students.

TEST BANK

IMPORT TEST QUESTIONS FROM DIPLOMA

1. Open the Test Bank Diploma CD provided by Jones & Bartlett Learning.
2. Select the chapter you would like to export.
3. Select File in the top left corner, then Export, then Moodle 1.7-1.9.
4. This will load the Export window. Select Browse....
5. In the Browse window, choose Desktop, then select Save.
6. In the Export window, click the **Export** button.

7. Log in to your account and open the Navigate resource in which you want to import the test bank.

8. Select **Questions** in the Administration block.

9. Select the **Import** tab.

10. Select **Moodle XML format** in the File Format section.

11. Select **Choose or upload a file...**
12. Once the file repository loads, scroll to the bottom and select **Upload a file**.

13. In the Browse window, select **Browse...**

14. Locate the chapter zip file on your desktop (for example, `ch01_-_introduction_to_the_fire_officer`). Then select **Open**.

15. In the Browse window, select **Upload this file**.

16. In the file repository, locate the zipped file.

17. Select **Unzip** in the far right-hand column.

18. The file will unzip. Select **OK**.
19. From the file repository, select Choose next to the new XML file that was added to the file repository. **NOTE:** The XML file will have a similar name to the test bank file you uploaded.

![Image of file repository]

20. From the Import page, click the Import from this file button at the bottom of the page.

![Image of Import page]

21. The program will now parse the test bank. Once that is complete, select **Continue.**

**MODIFY A QUIZ QUESTION WITH ATTEMPTS**

1. Log in to your account and open the Navigate resource in which you want to modify a quiz question.
2. In the Administration block, select **Grades.**

![Image of Administration block]

3. Select the quiz or exam you would like to review.

![Image of quiz results]

4. Select the **Item analysis** tab at the top of the Overview page.
5. Select the question number you would like to modify.

![Image of question editor](image.png)

6. This will open the question editor in a new window.

![Image of question editor](image.png)

7. You may need to enlarge the editor to full screen.

8. Scroll to the answer you would like to modify.

![Image of answer selection](image.png)

9. Change the grade from **None** to the credit percentage you would like to recognize. For full credit, scroll up to 100%. If you would like to remove credit, change the percentage to **None**.

10. Scroll to the bottom, and select **Save changes**.

11. Close the test bank window.

12. Select the **Regrade** tab at the top of the page.

![Image of grade options](image.png)

13. The program will recalculate the scores using the new information and will present the updates to the students immediately in their grade.
GRADE BOOK

EXPORTING THE GRADE BOOK

1. Log in to your account and open the Navigate resource from which you wish to export the grade book.

2. In the Administration block, select Grades.

3. From the Choose an action... menu in the top left-hand corner of the page, select Excel spreadsheet under Export.
4. Choose the data you wish to export.

![Options](image)

**NOTE**: The following is an explanation of the options:

- **Include feedback in export**: If you have entered feedback for any of your students, this option allows you to export that feedback along with the students’ grades. If you wish to export only the students’ grades, leave this option unchecked.

- **Preview rows**: This option, which defaults to 10, determines how many students will be shown in the preview just before you export the data.

- **Grade export display type**: This option allows you to choose if you want the students’ grades to show as a number (**Real**), a percentage, or a letter grade.

- **Grade export decimal points**: Using this setting, you can adjust how many decimal points you want to be shown for each grade.

5. Choose which grades you wish to export by selecting or deselecting specific grades from the **Grade items to be included** menu.

![Grade items to be included](image)

**NOTE**: In the above example, only the grades for the “Test Final Thursday” exam will be exported because **TEST Final quiz** is not selected.

6. Select the **Submit** button at the bottom of the page.

7. The preview page will display a sample of the data to be exported. Select **Download**.

![Preview rows](image)

8. Select to either **Open** or **Save** the new Excel spreadsheet.
MANUALLY ENTER GRADES

1. Log in to your account and open the Navigate resource in which you would like to enter grades.
2. In the Administration block, select **Grades** to access the grade book.

3. In the top right-hand corner of the page, click the **Turn editing on** button to expand the grade book view to allow editing. This will give you two small boxes for each grade item and student.

4. In the solid boxes, you can enter a new grade for a student or replace a grade with an updated grade.

5. Once you have entered the desired grades, scroll to the bottom of the page and click the **Update** button.

6. Any changes you made to the grades will be saved, and you can then click the **Turn editing off** button in the top right-hand corner of the page to return to your normal view.
REMOVE A STUDENT ATTEMPT

QUIZZES

1. Log in to your account and load the Navigate resource from which you would like to delete student quiz data.
2. In the Activities block, select Quizzes.

3. Select the quiz that contains the attempt you would like to remove.
4. Click the Results tab at the top of the page to load a list of all student attempts for this quiz.

5. Place a check next to the exam you wish to reset, as in the below example.

6. Once you have selected the exam attempts to be deleted, scroll past the table of student information and click the Delete selected attempts button.

7. Select Yes on the following landing page that asks if you are certain you would like to delete the attempt. 
   NOTE: Deletions of quiz data are permanent.

EBOOK/EWORKBOOK, NAVIGATE EFOLIO

1. Log in to your account and load the Navigate resource from which you would like to delete student quiz data.
2. In the Activities block, select SCORMs/AICCs.

3. A list of all of the chapters in the resource will load.
4. Locate the chapter that contains the attempt you want to remove.
5. Once you have located the chapter, click **View reports for ** attempts under **Report.**

6. Once the table with the student’s attempts appears, check the box to the left of the student attempt. **NOTE:** Deletion of an attempt is permanent but will allow the student to reattempt the module.

7. Scroll to the bottom of the page. In the **With selected** drop-down menu, choose **Delete.**

8. Select **Yes** on the following landing page that asks if you are certain you would like to delete the attempt. **NOTE:** Deletions of quiz data are permanent.

**SET UP WEIGHTED GRADING**

In this example, weighted grading will be set up using the below calculations.

- Quizzes: 50%
- Exams: 20%
- Final Exam: 30%

1. Log in to your account and load the Navigate resource you would like to configure for weighted grading.

2. In the Administration block, select **Grades** to load the grade book.

3. From the **Choose an action...** drop-down menu in the top left-hand corner of the page, choose **Simple view.**
4. Scroll to the bottom of the page and click the **Add category** button.

5. In the **Category name** box, enter the name of the first group of grades (in this example, **Quizzes**). Select **Save changes**.

6. Repeat steps 4 and 5 to create categories for **Exams** and **Final Exam**.

7. To move grade items to the appropriate category, select the check box for all of the items you would like to move.

8. Scroll to the bottom and choose the category from the **Move selected items to...** drop-down menu.
9. Repeat steps 7 and 8 to move the grade items for **Exams** and **Final Exam**.

10. At the top of the page, change the Aggregation menu in the pink bar to **Weighted mean of grades** to expose the weight column.

11. Set the weight for each category as shown below.
   - Quizzes: 50.0000 = 50% of total grade
   - Exams: 20.0000 = 20% of total grade
   - Final Exam: 30.0000 = 30% of total grade

   Example of set weights:

12. Scroll to the bottom of the page and select **Save changes**.
DISCUSSION FORUMS

HOW TO SET UP A FORUM

1. Log in to your account and open the Navigate resource in which you would like to create a forum.
2. Turn editing on by selecting Turn editing on in the top right-hand corner or in the Administration block.
3. Determine in which section of the resource you want to place the forum, and scroll down to that section or chapter.
4. Select Forum from the Add an activity... drop-down menu.

5. Fill in the Forum name text box.

6. Select which type of forum is desired:
   - A single simple discussion: This type of forum allows the instructor to post a single topic on one page, and all participants post their responses on that page. This is useful for short, focused discussions.
   - Each person posts one discussion: This type of forum allows each person enrolled to post one discussion topic (everyone can reply to all of the discussion topics, however). This can be very useful if you want each student to start a discussion and have the ability to respond to their peers’ discussions as well.
   - Q and A forum: This type of forum requires a student to post a single response to a discussion topic created by the instructor before the student can see the responses of his or her peers.
   - Standard forum for general use: This type of forum allows anyone to start a new discussion topic at any time and allows everyone to post responses to any discussion topic.

7. The Forum introduction field provides a brief description of the type of forum and an overview of the possible topics discussed.
8. Select the security settings you wish to engage for your forum.  
   **NOTE:** The blue question mark (❓) located next to each setting provides additional information about each setting.

9. Scroll to the bottom of the page and select the **Save and display** button.

10. Directions continue in the next section to add a discussion topic.

**DIRECTIONS TO ADD A DISCUSSION TOPIC TO A FORUM**

1. Log in to your account and open the Navigate resource to which you would like to add a discussion topic.
2. In the Activities block, select **Forums**.

3. From the forum list, select the forum to which you would like to add the discussion topic.
4. Click the **Add a new discussion topic** button in the center of the page.  
   **NOTE:** The wording of the button may vary depending on the type of forum.
5. Fill in the **Subject** text box, which will also appear to students for completion.

6. In the **Message** field, you can enter the initial post or message for the discussion that your students will see.

7. Select your desired subscription type in the drop-down menu. Options are:
   a. **Send me email copies of posts to this forum.**
   b. **I don’t want email copies of posts to this forum.**
8. Attach any relevant supporting documents if necessary.
9. Click the **Post to Forum** button to create the discussion.
10. The students can now select **Reply** to enter a response to the discussion topic.
REPORTS

ACTIVITY REPORT

1. Log in to your account and open the Navigate resource in which you would like to access a student activity report.

2. In the Administration block, select Reports.

3. When the reports page loads, you will need to specify the parameters for the data you wish to view.

Options:

- **All participants**: This option can be set to locate data for a specific person or can remain All participants to get data for everyone in the course.
- **All days**: This option can be set to locate data from a specific date or for the entire duration of the Navigate resource by using All days.
- **All activities**: This option can be set to get information for a specific part of the Navigate resource (e.g., Quiz 1, Chapter 2 Flashcard) or can be set to All activities to locate data for everything.
- **All actions**: This option can be used to specify certain types of interactions a student had with an activity; however, it is recommended to leave this on All actions to get all of the information available for each activity.
- **Display on page**: This option allows you to view the data from the report on the page or choose to download the data in three formats (text, ODS, and Excel).

4. Click the **Get these logs** button once you have chosen your settings.

5. The system will extract the data based on the parameters selected and will either display the information on the page for review or present options to save it to the local computer.
ITEM ANALYSIS REPORT

1. Log in to your account and open the Navigate resource in which you want to view the Item Analysis Report.
2. In the Administration block, select Grades.
3. Select the quiz or exam you would like to review.
4. Select the Item analysis tab at the top of the Overview page.
OVERVIEW REPORT

1. Log in to your account and open the Navigate resource in which you want to view a student’s quiz attempts.
2. In the Administration block, select Grades.

3. Select the quiz or exam you would like to review.

4. To see an individual student’s quizzes, select the student’s grade.

NAVIGATE TESTPREP ADMINISTRATOR REPORT

1. Log in to your account and open the Navigate resource in which you want to view the Navigate TestPrep Results.
2. In the Administration block, select Grades.
3. From the **Choose an action...** drop-down menu in the top left-hand corner of the page, select **Administrator report** under **View**.

![Choose an action drop-down menu](image)

4. Select the Navigate TestPrep you would like to view, and then click the **Select** button.

![Navigate Test Prep](image)

**NAVIGATE TESTPREP INDIVIDUAL STUDENT RESULTS**

2. Select the **TestPrep Results** tab.
3. Choose the results you would like to pull, and click the Select button.

4. Select the student’s name.

5. Choose the attempt you would like to view.

6. The question will display along with the correct answer and the selection the student made.
ATTENDANCE

SET UP THE ATTENDANCE MODULE

1. Log in to your account and open the Navigate resource in which you want to add an attendance roster.
2. Turn editing on by selecting Turn editing on in the Administration block.
3. Determine in which section you want to place the Attendance, and scroll down to that section or chapter. **NOTE:** Most add Attendance at the top of the resource above module 1.
4. Select Attendance in the Add an activity... drop-down menu.

5. Do not change the default settings. Scroll to the bottom of the page and click Save and return to course.
6. On the right-hand side of the main page, locate the Blocks section and choose Attendance from the Add... menu. This will add the Attendance menu block to the main page.

7. Select Add in the Attendance block to add a new session or activity to the attendance roster.

8. If adding a recurring session, select the Create multiple sessions check box.
9. Set **Session Date** to the date of the activity or class for which you will track attendance.
10. Set **Duration** to the length of time for this activity or class.
11. If creating multiple sessions, select the session end date (typically the last day of class) and the days of the week on which sessions occur.

   ![Session end date](image)

   **NOTE:** The frequency is how often you meet. Every week = 1, every other week = 2, every 3 weeks = 3.

12. Enter a description, which will be the name of the activity or class (e.g., Class Meeting or CPR Skills Testing).

   ![Description](image)

13. Select **Add session** to create attendance sessions.

14. Once you add the session, you can select the **Sessions** tab to view all current activities for the attendance roster.

   ![Sessions](image)

15. This will display all of the activities you have added on this page.

   ![Activity Table](image)

**TAKE ATTENDANCE**

1. Log in to your account and open the Navigate resource for which you want to take attendance.

2. Select **Take attendance** in the Attendance block to view a list of all the activities.

   ![Attendance](image)

3. Select the green hexagon in the right-hand column next to the activity for which you would like to take attendance.

   ![Actions](image)

4. Complete the attendance roster form: P = present; L = late; E = excused; A = absent.

   **NOTE:** Remarks and custom comments are optional and need not be entered.

   ![Attendance Roster](image)

5. Once you have set the information for the students, click the **OK** button to save the changes.
ADD A CALENDAR EVENT

1. Log in to your account and open the Navigate resource in which you want to add a calendar event.
2. On the right-hand side of the page, locate the calendar block.
3. Select the month and year.

4. In the top right-hand corner of the calendar, select New Event.
5. Select the type of event. Options include:
   • User event: This type of event can be seen only by you.
   • Group event: This type of event can be used if you have set up groups. You can then make it visible to only a specific group.
   • Course event: This type of event can be seen by all users.
6. Select OK.
7. Enter a name of the event.

8. Enter details in the Description field.  
   NOTE: This field can be used to enter more detailed information about the event.

9. Select the event's date.

10. Specify the duration of the event and whether the event will repeat (these details are optional).

11. Click the Save changes button at the bottom left-hand side of the page.
ACCESS CODE

■ The Access Code is a 10-digit code that allows a student to add the Navigate resource to his or her account and, if no account exists already, to set an account up.

■ Access Codes are acquired by locating a pull-out card in the textbook, purchasing the Access Code individually through Jones & Bartlett Learning, or by contacting the course’s instructor directly (if that instructor has received Access Codes from a Jones & Bartlett Learning representative).

COURSE ID

■ The Course ID is a 6-character code that registers the user for a specific resource within the Navigate system.

QUIZ SETUP SETTINGS

TIMING

■ **Open the quiz**: This setting lets you specify when the student can take the quiz. If it is set for the December 21 at noon, no students can access the quiz until that point. (All time settings are set in military time on a 24-hour clock.)

■ **Close the quiz**: This setting lets you specify when students will no longer be able to make an attempt on the quiz. If it is set for December 22 at 3:00 PM, students cannot make any attempts on the quiz after this time. (All time settings are set in military time on a 24-hour clock.)

■ **Time limit**: This setting allows you to specify how many minutes a student has to complete the quiz.

■ **Time delay between first and second attempt**: This setting lets you specify how long a student must wait after the first attempt at a quiz before taking a second attempt, if one is allowed. If a student finished his or her attempt at 12:00 and the setting was 30 minutes, the student would not be allowed to take another attempt until 12:30.

■ **Time delay between later attempts**: This setting determines how long a student must wait between the second and third attempt, as well as any additional attempts after the third, before taking the next attempt.

DISPLAY

■ **Questions per page**: This setting lets you specify how many questions will appear at one time for the student while taking the quiz.

■ **Shuffle questions**: This setting randomizes the order of the questions for each attempt taken for the quiz.

■ **Shuffle within questions**: This setting randomizes the order of the answers for each question within every quiz attempt.
ATTEMPTS

- **Attempts allowed**: This setting lets you specify how many attempts a student can make for this quiz.
- **Each attempt builds on the last**: If the students are allowed to make more than one attempt at a quiz, each time the quiz is loaded for the second or later attempts, the system automatically selects the student’s last submitted answer when the quiz loads. (It does not tell the student whether the answer was right or wrong; it only selects the last answer submitted so the student can change it if he or she wishes.)
- **Adaptive mode**: If this is set to Yes, students can select an answer and submit it for a question. They are then told if they are right or wrong and can choose a different answer and submit it again until they get it correct. While this can be done for each question, students lose 10% of the points for a question each time they submit a wrong answer.

GRADES

- **Grading method**: This setting determines what grade is sent to the grade book for this quiz.
- **Apply penalties**: This setting does not need to be selected unless Adaptive mode is on.
- **Decimal digits in grades**: This setting allows you to specify the number of decimal places for a quiz’s grades.

REVIEW OPTIONS

**Review Period**: The quiz review options include three different time periods for which you can set different review settings to allow or restrict a student from seeing certain information.

- **Immediately after the attempt**: After students take their quiz or exam and submit their answers, they will be taken immediately to a review of their quiz attempt. These settings determine what information students can see during this review.
- **Later, while the quiz is still open**: As soon as students close their initial review of their attempt, the review settings will switch to these settings. These options will determine what students see when they go back to review the quiz any time before the quiz itself is closed. For example, if the quiz was set to close at 12:00 PM, the quiz would still be considered open until 12:00 PM and students could still make attempts on the quiz. These settings will determine what students see when reviewing their exam after the initial review and before the quiz is closed at 12:01 PM.
- **After the quiz is closed**: As soon as the quiz close time passes and no further attempts can be taken without the instructor extending the quiz, these settings will determine what students see while reviewing their quiz attempts. In the above example, these settings would take effect at 12:00 PM.
**Review Options:** Within each of the three review periods, the system lets you display or restrict a number of different pieces of information for the students’ quizzes when they are reviewing them.

- **Responses:** If the responses option is checked, then students will be able to see the answers they selected for the questions.
- **Answers:** If the answers option is selected, then students will be shown a green check mark next to correct answers and a red X next to incorrect answers.  
  **NOTE:** For the answers to display, the **Responses** option needs to be selected.
- **Feedback:** As an instructor, for some types of questions, you can leave feedback for individual questions based on students’ answers. These settings can be used to show that feedback.
- **General feedback:** Custom questions can be set up to have built-in feedback, such as rationale for a given answer. If this option is selected, the feedback will be displayed to the student.
- **Scores:** Selecting this option allows students to see their grades.
- **Overall feedback:** If this option is selected, the student will see any available overall feedback, which is automated feedback based upon the student’s grade. This feedback can be set in the Overall Feedback section at the bottom of the quiz settings page.  
  **NOTE:** Like most of the quiz settings, once set, these review options will be in effect immediately for any available quiz attempts. Quiz settings can be modified at any time.

**SECURITY**

- **Browser security:** In this setting, the quiz will open in a window that removes the browser bars at the top of the page and makes it so the student cannot select text or right click to copy from the quiz.
- **Require password:** This setting allows you to enter a password of your choosing that prevents a student from taking the quiz until the password is entered.
- **Require network address:** This setting allows you to specify the computer or computer lab at which the quiz can be taken.

**OVERALL FEEDBACK**

**Setup process:** This setting allows you to set automatic feedback based upon the student’s grades. For example, students who score between 70% and 100%, may get the feedback “Great job!” while students scoring between 0% and 69% may receive the feedback, “Come see me after class.”

**FORUM SETTINGS**

**FORUM TYPE**

This setting determines the type of forum you are setting up and how it will function.

- **A simple discussion:** This type of forum allows the instructor to post a single topic on one page, and all participants in the course post their responses on that page. This is useful for short, focused discussions.
- **Each person posts one discussion:** This type of forum allows each person enrolled to post one discussion topic (everyone can reply to all of the discussion topics, however). This can be very useful if you want each student to start a discussion and have the ability to respond to their peers’ discussions as well.
- **Q and A forum:** This type of forum requires students to post a single response to a discussion topic created by the instructor before they can see the responses of their peers.
- **Standard forum for general use**: This type of forum allows anyone to start a new discussion topic at any time and allows everyone to post responses to any discussion topic.

- **Force everyone to be subscribed**: When a person adds a new discussion post or response, after 30 minutes, individuals subscribed to the forum will be emailed a copy of the post or response. The below settings can be used to adjust whether a student is subscribed to the forum:
  - **No**: This setting does not have the students initially subscribed to the forum but allows the students to choose to subscribe themselves.
  - **Yes, forever**: This setting subscribes all users in the course to the forum and does not allow them to unsubscribe.
  - **Yes, initially**: This setting subscribes all users initially but allows students to unsubscribe themselves.
  - **Subscriptions not allowed**: This setting makes it so no users can subscribe to the forum.

- **Read tracking for this forum**: If read tracking is enabled, users can track read and unread messages in the forum and its discussions. This setting allows users to determine if tracking can be used:
  - **Optional**: Students can turn on or off tracking for the forum at their discretion.
  - **On**: Tracking is always on.
  - **Off**: Tracking is always off.

- **Maximum attachment size**: This setting allows the instructor to restrict the maximum size of attachments that can be uploaded to the forum from a post. This limit can be set to a chosen maximum file size or set to **Uploads are not allowed**, which will prevent files from being uploaded to the forum.

### GRADING

- **Aggregate type**: The forum aggregation setting defines how the ratings given to student posts in the forum are combined to form the grade for the forum.
  - **Average**: This setting will have the system use the mean of all ratings for the students’ posts to create the grade.
  - **Count**: This setting will calculate the grade by totaling the number of rated student posts.
    - **NOTE**: Students’ grades cannot be higher than the maximum grade for the forum.
  - **Max**: This setting will use the highest rating for the students’ posts as their grade.
  - **Min**: This setting will use the lowest rating for the students’ posts as their grade.
  - **Sum**: This setting will add all of the students’ ratings together to calculate their grade.
    - **NOTE**: Student grades cannot be higher than the maximum grade for the forum.
  - **No ratings**: No grading is used for this forum.

- **Grade**: This setting will determine the maximum grade for the forum.

- **Restrict ratings to posts with dates in this range**: If this option is checked, you can specify a date range during which student posts can be rated, but no posts before or after this time can be rated. For example, the below setting would allow ratings to be given to posts only between December 20, 2011, at 12:00 AM and December 23, 2011, at 11:55 PM.
LIMITING POSTS

You can restrict the amount of posts your students can make within a certain amount of time by using the following settings.

- **Time period for blocking**: This setting allows you to specify the length of time during which you want to limit the number of posts a student can make.
- **Post threshold for blocking**: This setting specifies the maximum number of posts the student can make within the **Time period for blocking**.
- **Post threshold for warning**: This setting specifies the number of posts at which students receive a warning that they are nearing their maximum allowed posts for the **Time period for blocking**.

In the below example, students could make a maximum of five posts within five days and would be notified after making three posts that they are close to their limit.