

Springboard Questions and Answers

1. How do I access the glossary feature?

The glossary feature is still available; it just has to be activated. This can be accomplished by editing the navigation bar. There is a handout available on editing the navigation bar and a handout available on using the glossary tool. Both of these are available at the Springboard Self-Help Guides website, under Instructor guides. You can go to the site through the Springboard login page and clicking “More” under Instructor resources or by [clicking here](#).

2. How do I divide grades into categories and assign points within the categories without having to hand calculate the percentages?

Grades can be easily divided into categories such as homework, quizzes, projects, discussion, etc. These categories should be created first. When creating new grade items, simply assign what category you wish the new grade item to reside in during its creation. If a grade item is created before the creation of categories, the grade item must be edited and a category must be selected from the dropdown menu in order to put the grade item into a group. There are numerous handouts available for the grades system and they can be accessed by going to the Springboard login page and clicking “More” under Instructor resources or by [clicking here](#).

For further assistance please contact the Support Desk at 330 972-6888.

3. How do I create a complete “classlist” by topic groups?

In the “Groups” tool, groups can be created such as in an education class separating the class into grade level certifications, Pre-K, K-3, 4-5, 6-8, 9-12, etc. Class members can then be assigned to these groups through the “classlist” tool and in the “classlist” tool you are able to view users by groups. There are numerous handouts available for the “classlist” tool and they can be reached by going to the Springboard login page and clicking “More” under Instructor resources or by [clicking here](#).

4. How do I create a rubric that incorporates the viewing of videos and the subsequent quiz score on that video?

There is currently not one rubric available which will accomplish this task. Viewing a video does not require a skill level and a skill level is why you would commonly use rubric; viewing a video is a yes or no response. One way to accomplish this is the checklist tool, in which students can go in a check which videos they have completed watching. Columns could then be created in “gradebook” that keep track of the checkboxes and mark when they have been completed. A holistic rubric could be used for quizzes. This type of

rubric that is offered by Springboard uses a level of acceptance for students to move on. Students must reach a certain level of mastery, such as 70%, in order to move onto the next task.

5. How do I impose grade restrictions in mass instead of one by one?

In the “gradebook” feature some things can be done globally, others cannot. In the grades feature and under grade settings you are able to choose if you only want percentages or a numerical value, such as 8/10, or both. There are numerous handouts available for the grades system and they can be accessed by going to the Springboard login page and clicking “More” under Instructor resources or by [clicking here](#).

There is also a way to stop students from seeing their grades. In the grades tab and under display options simply unmark anything you do not want the students to see, everything is checked by default. The only issue with this process is that you also will not be able to see the grades. In order to allow visibility simply recheck them as you want them to become visible.

6. How do I create a grade in the gradebook that keeps track of student comprehension on competencies and updates accordingly?

In the competencies tool, competencies and learning objects can be listed and these can be recorded back to the learning objectives. This tool can check off each learning object as a student achieves it. These competencies can come from the quiz tool, the “dropbox” tool, or can be graded manually. The system simply checks off the competencies as they achieve each new level. There is a user guide for the tool available under Instructor resources or by [clicking here](#). Jill Phipps in Design and Development Services is also a great resource.

7. How do I record mails sent from Springboard?

In the Springboard preferences and under the email tab, check the box next to the statement saying, “send a copy of each outgoing message to ‘your email’” example: 12345@uakron.edu. In this way, every email sent from Springboard will be “CCed” to yourself. There is no internal record of Springboard email available at this time. It may be best to create folders in your email system for each semester or course.

8. How do I customize the course homepage to make it more user friendly?

The course homepage can be customized through the “homepage” tool under the “edit course” tab. Here you can create a custom homepage by first making a copy of your course to edit. In the copy you can remove and add widgets,

however, use caution as some students may use some tools more often than you think. You can always go back to the default course if you do not like your new copy.

The “news tool” can also be edited to display announcements and information to students. The “news” and “homepage” tools both have tutorials available, which are available on the Springboard login page under Instructor resources or by [clicking here](#).

9. How do I organize the content?

Content can be organized in many ways, yet it must always be organized very systemically. One of the most common ways to organize content is chronologically, such as week 1, 2, 3, etc. Content can also be organized into units or modules, such as The Cardiovascular System or The Nervous System and all of the content pertaining to each unit or module should appear under each system. Another way to organize content is by file types, such as all of the PowerPoint presentations, guided study notes for tests, vocabulary words for each chapter, etc. There are also tutorials available for the content area, which are available on the Springboard login page under Instructor resources or by [clicking here](#).

10. How do I utilize the schedule to post due dates, assignments, etc.?

Each assignment tool in Springboard, such as “dropbox,” discussion, and quizzes, is already linked to the schedule. Each tool has a checkbox under its preferences, which can be checked to display the items on the schedule. It is also possible to manually add items on the schedule that are independent of Springboard, such as class speeches. However, remember that the schedule is a system tool and posts should be made specific so that students know which class “speeches on Friday” pertains to, as they may have more than one class in their schedule. There is a tutorial available on the schedule that can be accessed on the Springboard login page under Instructor resources or by [clicking here](#).

11. How do I access student information, such as phone number, schedule, etc.?

Information on students such as phone number, schedule, etc. is a PeopleSoft feature and may be available through them, yet this feature is not currently offered by Springboard. It may be possible to conduct a university search of your roster through the main university page or on Zipline.

12. How do I set up automatic reminders about dropbox items and their due dates?

Reminders can be shown in the schedule. These items will show up on the widgets on the course homepage. The “updates” widget will show due items and the “events” widget will show items on the calendar. The feature to email automatic reminders of calendar items is being developed, yet is currently not available.

13. How do I set up a self-calculating rubric?

Springboard currently offers an analytic rubric. This rubric is self-calculating in the sense that criteria in left hand column can be assigned as levels and in the columns out to right, point values can be assigned on 4 point scale. In this type of rubric the instructor can mark what criteria a student achieves as one of the number values and in bottom right hand cell the rubric will calculate automatically the total score. The rubric reports the total number of points received; yet these scores must be manually recorded to “gradebook,” it doesn’t transfer to “gradebook” automatically. This tool is available in the “dropbox” tool. This is the closest thing to a self-calculating rubric Springboard offers as of right now; there is no auto grader currently available.

14. How do I add news items and widgets to more than one class at once?

This feature is not currently available in Springboard, however in the future if you are teaching more than one section of the same class you can request that these courses be combined. This must be done at the beginning of the semester before any student work has been submitted. You can also simply copy and paste news items from courses or use the “course copy” feature to copy news items from course to course.

15. How do I create a resource list of articles and websites?

There are numerous ways to accomplish this. The easiest way is to create a word document and paste links into the document. This file can then be uploaded to Springboard. Another option available is to create an html page in the content area. Under a new topic, create a new file and in the internal text editor there is an icon that says “add link.” This tool will add a link and you can type a brief description of where the link takes you. A third way is to use one of the user templates created by Design and Development Services which has a “precreated” page and all that is necessary is to type in your information, including links.

Depending on the level of students, it could be best to create a links discussion in the discussion area. Here main categories could be defined. Each student has to find one website or article, current and related, and post their resources to the discussions. These resources could then be compiled to become the best resource for everyone.

16. How do I access student information in the gradebook efficiently?

Student information, such as phone number, schedule, etc, is not currently available through Springboard.

17. How can I keep Springboard email internal, so it will not show up in my inbox?

Internal email is not currently available with Springboard at this time.

18. How can I upload text files to the quiz editor?

The best way to upload text files to the quiz editor is to use a third party tool called "Respondus." This tool allows you to create and manage exams that can then be uploaded to Springboard. There is a tutorial available on the quiz editor that can be accessed on the Springboard login page under Instructor resources or by [clicking here](#).

19. How do I view every discussion from a single student for the entire semester?

In the discussion tool it is possible to see how many responses a student has authored and read from each discussion under statistics. However, it is not possible at this time to view only an individual student's responses from every discussion for the entire semester.

20. How do create an appointment sign up area for my students to sign up for teacher conferences?

The best way to accomplish this is to post a news item in the course which gives the students the next two weeks to sign up for dates, first come first serve. The students can then email you what times they would like to sign up for. You could also create a sign up discussion thread and have students sign up there.

21. How do I create files that can be shown within the Springboard browser instead of being downloaded externally?

In order for files to show up in the browser they must be HTML files or PDF files. Word documents can be converted to PDF files that can be uploaded

into Springboard. Often HTML files open more quickly than PDF files. HTML files can be created in the content tab under new topic and create new files. These new files, which use the internal text editor, are HTML files and will open in Springboard. The easiest way to incorporate HTML files is use the templates which are available from Design and Development Services, in which the formatting has already been done and the content is the only thing which needs to be added.

22. How do I give students early access to course content before enrollment?

In edit course and under course offering information you need to make the course active and change the start date. There is also a task aide available, "things to do at the beginning and end of the semester," which covers how to leave open a course after the semester ends.

23. How do I create a class specific blog?

The Springboard blog is a system tool and cannot be made class specific. However, some instructors have used programs such as "WordPress" to create their own private blogs for students. These can then be made into a widget that can put into your classroom.

24. What tools are available for student collaboration within Springboard?

There are numerous tools available. Group tools, which are the most powerful, can be used to have a group specific discussion, dropbox, or shared locker. The chat tool and discussion tool allow for collaboration of all students in a class. The blog is a system wide tool. Also, Elluminate is available to allow for collaboration, yet is not Springboard specific. Also, Google Documents, which are available through the university mail systems allows for single, unified, group document to be created online.

25. How do I see how often my students log into Springboard, not just the last time they accessed the course?

In classlist, under the student progress icon (a round circle with varying colors of blue dots, light to dark), it is possible to access a student's system login history. This will show you how often the student is in Springboard, but not necessarily your class. However, under the "classlist" tool there is a "last accessed" tab that will show the last accessed date specific to the class. There are also individual reports available in the individual Springboard features, such as content or discussion, to see how often students have accessed specific files or discussion. Currently there is not one place to access a

students login history for a class, however the ability is currently in development.

26. How do I get pictures from files to show up automatically in the widget?

In order to post a picture in the news widget, in the internal text editor, there is a button which says, "insert image." Once you click on this button you can select a file from the desktop or from the manage files area, and the picture will be imported, the only thing that might have to change is the size.

27. How do I access self-help guides for Springboard?

Self-help guides are available on the Springboard login page under Instructor Resources. Here you will find user guides and task aides.

The URL is:

http://www.uakron.edu/it/instructional_services/dds/springboard/springboard-resource.dot#instructor

Or you can [click here](#).

28. Can you record student attendance through Springboard?

You can record attendance through Springboard, yet it does not report back to gradebook. Attendance is reported back as a percentage. So, if a student attends 3 out of 4 classes, it would report 75% attendance. If you give 100 points for attendance, the grade can be found by taking 75% of 100, giving the student 75 points towards their attendance.

Schemes can also be set up in attendance. Such as, if you wanted to have a separate percentage for being late, leaving early, or being present or absent you could set the scheme to something like this: P = present 100, L= late 50%, LE = leave early 50%, A= absent 0%. These percentages would then be reported back.

29. Can gradebook secondary sort by alpha last name rather than alpha first name?

Names can be sorted by the first or last name. If originally sorted by first name, simply click on the last name to sort by the last names and the first name would then be secondary in the sorting process. When clicking, one click will sort in ascending order and a second click will sort in descending order. Also, if sorted by the first name first, Joe Smith would be above John Smith, and then if the command is given to sort by last name, Smith, Joe would still be above Smith, John.

30. Can Elluminate be included as an option on the toolbar?

Elluminate can be added to the toolbar, yet this is not recommended. You can add the link as a custom link to a specific classroom. Under the navigation bar options you can add the link, there is a tutorial available for this process under Instructor resources on the Springboard login page or by [clicking here](#). However, this custom link could become an issue in the future because it is not part of the template that gets copied over into new courses. It is recommended that the Elluminate link be posted in the news or content areas.

31. Can captivate be “pushed” out to faculty who wish to utilize it (system wide license)?

This has nothing to do with Springboard, but yes, it can be if you pay for the license. The University of Akron does not have a campus wide license. For up to date prices of the license, check with Computer Solutions in the Student Union.

32. Are there narrated guides available for Springboard?

Yes, there are narrated guides available under Instructor resources on the Springboard login page or by [clicking here](#). There are also student guides available in the same location and it is good to know how the student views the content so they you can help them with issues. There are also Atomic videos available in Zipline, under the faculty tab, which is in the middle column at the top. Remember when searching Atomic videos to search for Desire2Learn and not Springboard. There are around 200 videos available, each lasting around one or two minutes.

33. Is it possible to click and drag to upload files?

This feature is not currently available in our system due to security purposes. However zip files may be used to make moving files into Springboard quick and easier, you could zip twenty PowerPoint presentations together and move them all at once into Springboard and unzip the file when it has been uploaded. Also, a new feature in manage files allows you to add up to thirty-five different files at one time. Once the files are uploaded to Springboard you can use the “course builder” tool to organize the content by clicking and dragging.

34. Is it possible to make current courses show up on top instead of at the bottom on the homepage?

This feature has recently been implemented.

35. Why are the numbers of the questions not visible to some students during the exams on Springboard?

There is the possibility of compatibility issues between browsers, such as Internet Explorer, Firefox, and Chrome. If the issue continues, please contact x6888 for future support, this is not a known system wide issue.