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# Getting Started with ICON

**Preparing for Success**

Winter 2021

**Office of Teaching, Learning, and Technology**

Part 1

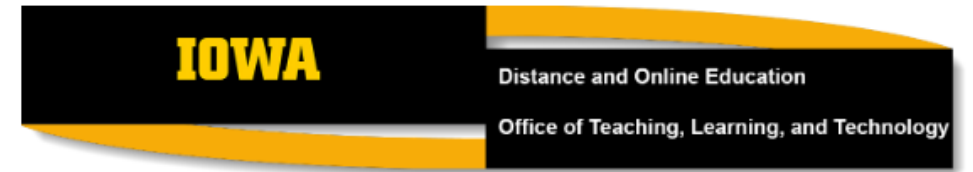
# Overview of ICON functions

# Keep Teaching Template

<https://icon.uiowa.edu/selfRegistration/course/151620>

- This site is offered as a starting point for any instructor at Iowa
- Import any or all of this site into your course page

## Keep Teaching Course Template



Welcome to the Keep Teaching Course Template site!

This site was designed to provide instructors with examples of ways to structure and deliver course content in ICON. Elements in this site can be imported into any ICON course and modified according to the course's requirements.

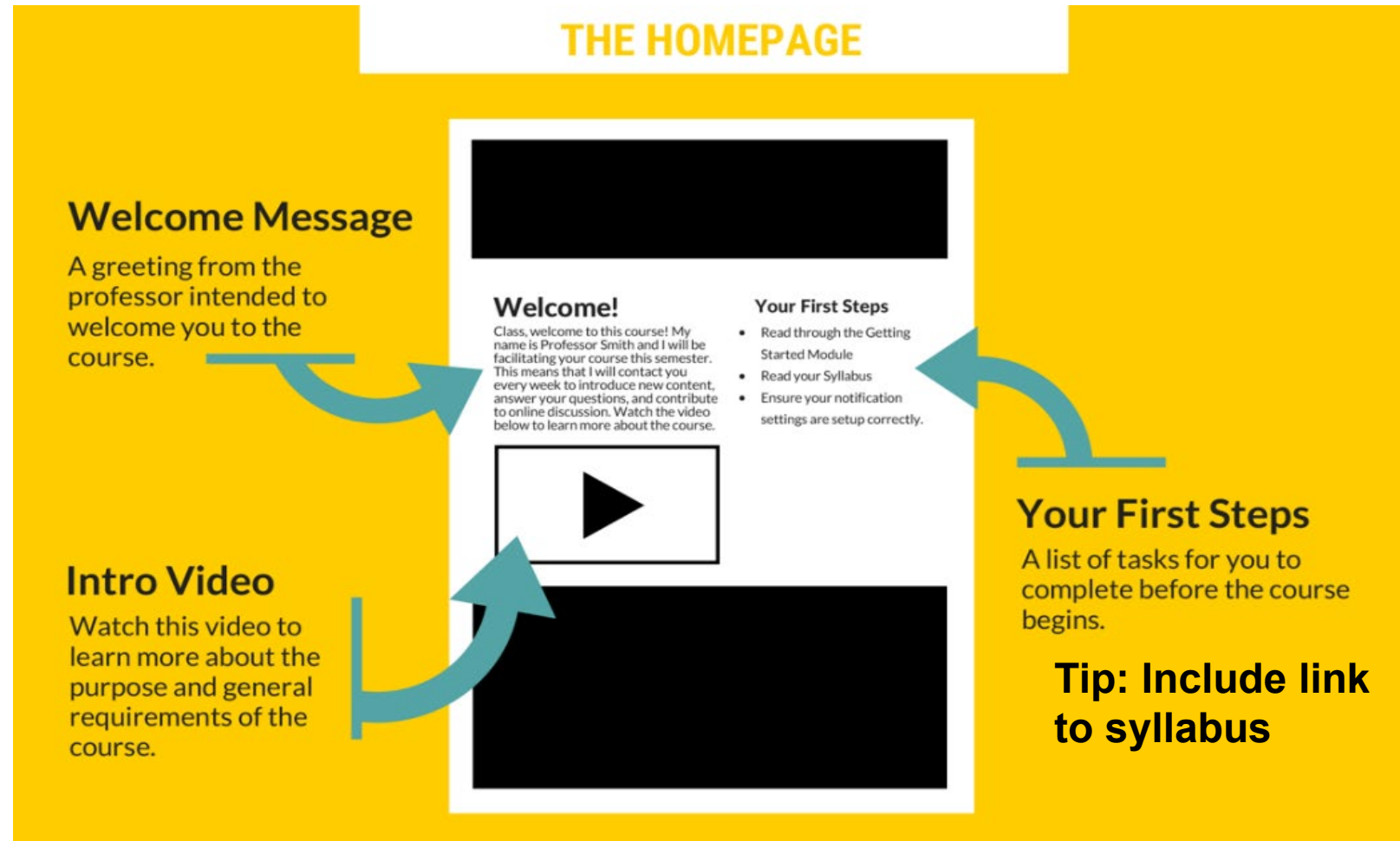
In the [Modules](#) section you will find:

- Quick links to various instructor resources
- Sample syllabus template
- Sample modules demonstrating several common ways content can be structured

In the [Assignments](#) section you will find:

- Sample assignments such as paper, discussion activity...etc.
- An example Turnitin assignment
- An example graded discussion forum

# ICON - Homepage



# ICON Modules

Modules deliver

→ links,

→ readings,

→ assignments,

→ and other course content to students in an organized manner.

☰ Week 2	✓	+	⋮
☰ Learning Activities	✓		⋮
☰ Watch	✓		⋮
☰ <a href="#">Sample Video Link (Youtube)</a>	✓		⋮
☰ Read	✓		⋮
☰ <a href="#">Sample Reading (pdf)</a>	✓		⋮
☰ Submit	✓		⋮
☰ <a href="#">Sample Assignment 2</a> 10 pts	✓		⋮
☰ <a href="#">Week 2 Discussion</a> Aug 23   5 pts	✓		⋮
☰ <a href="#">Module 2 Summative Quiz</a> 0 pts	✓		⋮

# Assignments

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Assignments are ways for students to demonstrate their learning for assessment.

Assignments can include uploaded files, collected quizzes, or graded discussion forums.

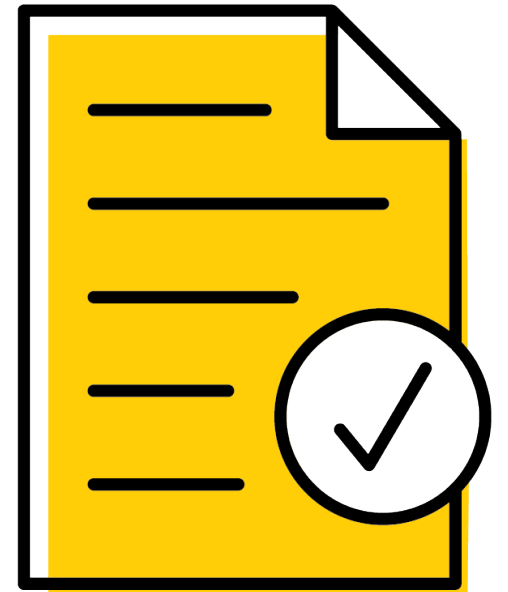
Assignment Groups allow instructors to add weight to a gradebook.



# Gradebook

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- Everything that is to be graded in the Gradebook needs to be an Assignment, Quiz, or external tool.
- Grades can be manually entered, or automatically filled in by SpeedGrader, or integrated tools (ICON Quizzes, Top Hat, publisher platforms)
- Students only see their own grades.
- Instructors set Posting Policies that affect what students see, and when.



Part 2

# Demonstration

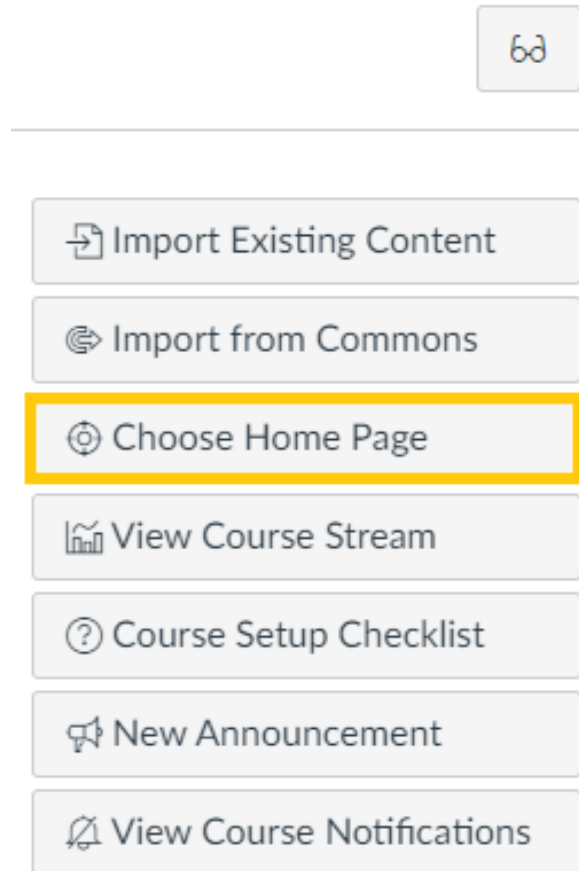


# Setting your Course Home Page

<https://community.canvaslms.com/docs/DOC-13012-4152724499>

→ Selecting a Home Page gives you opportunity to:

- Welcome students to the course
- Provide important information
- Update as needed

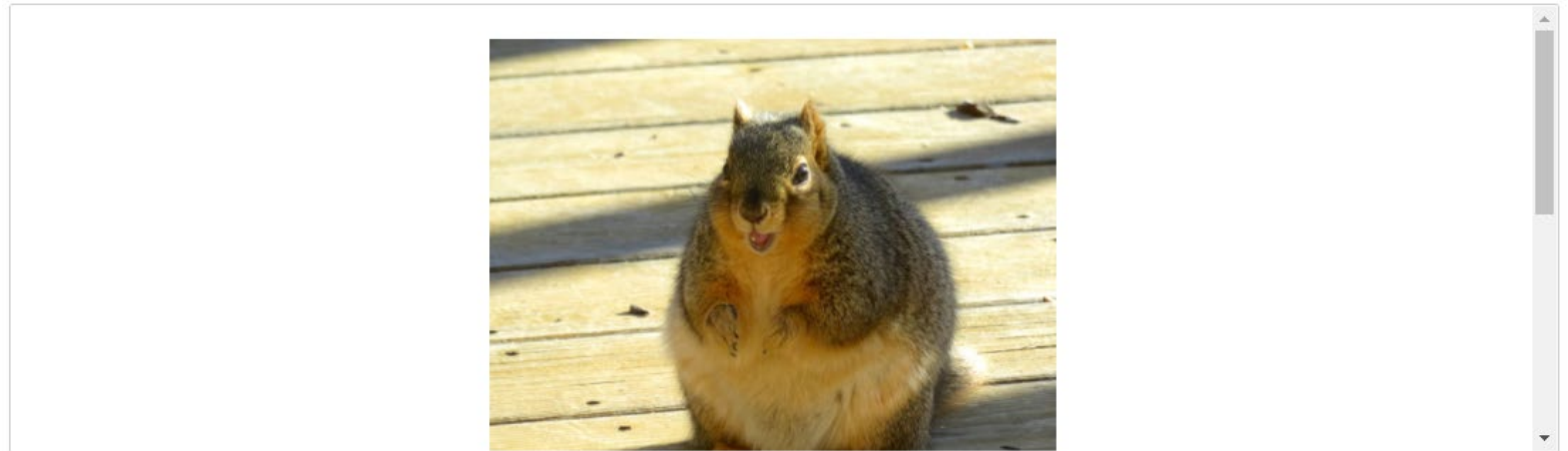


# ICON – Editing the Homepage

About me

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A  $T^2$



p

| 89 words |

Options Users allowed to edit this page

Only teachers

Add to student to-do

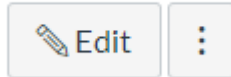
Allow in mastery paths

Notify users that this content has changed

Cancel

Save

<https://community.canvaslms.com/docs/DOC-26404-how-do-i-edit-a-page-in-a-course>



# ICON – Creating a Module


View Progress

+ Module



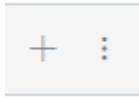
<https://community.canvaslms.com/docs/DOC-26322-how-do-i-add-a-module>

### Add Module

  
 Lock until  
   
**Prerequisites**  
[+ Add prerequisite](#)  

Cancel Add Module

# ICON – Add content to Module



<https://community.canvaslms.com/docs/DOC-26329-how-do-i-add-course-content-as-module-items>

The screenshot shows the 'Add Item' dialog box in Canvas LMS. The dropdown menu is open, showing the following options: Assignment (selected), Quiz, File, Page, Discussion, Text Header, External URL, External Tool, Writing Assignments, and Sample Turnitin Assignment. The dialog also includes an 'Add Item' button and a 'Cancel' button.

# ICON – Create Assignment

<https://community.canvaslms.com/docs/DOC-9873-415267003>

<https://community.canvaslms.com/docs/DOC-10113-how-do-i-add-or-edit-details-in-an-assignment>

Display Grade as

Do not count this assignment towards the final grade

Submission Type

No Submission  
**Online**  
On Paper  
External Tool

Website URL

Media Recordings

File Uploads

Submission Attempts

Allowed Attempts

# ICON – Gradebook

<https://community.canvaslms.com/docs/DOC-10740-67952724414>

The screenshot displays the Canvas LMS Gradebook interface. At the top, there is a navigation bar with a calendar icon, a dropdown menu for 'All Assignment Groups', a search bar, and a settings gear icon. Below this is a table with columns for 'Sample Turnitin Assig...', 'Assignments', 'Exams', and 'Quizzes'. The 'Sample Turnitin Assig...' column shows 'Out of 0 MANUAL'. The 'Assignments' column shows '30% of grade', 'Exams' shows '30% of grade', and 'Quizzes' shows '10% of grade'. A dropdown menu is open over the 'Sample Turnitin Assig...' column, showing options: 'Sort by', 'SpeedGrader', 'Message Students Who', 'Curve Grades', 'Set Default Grade', 'No grades to post', 'No grades to hide', 'Enter Grades as', and 'Grade Posting Policy'. The 'Sort by' dropdown is further open, showing options: 'Grade - Low to High', 'Grade - High to Low', 'Missing', and 'Late'. The 'Missing' option is highlighted in yellow.

Sample Turnitin Assig...	Assignments	Exams	Quizzes
Out of 0 MANUAL	30% of grade	30% of grade	10% of grade
			-

# Keep Teaching Template

<https://icon.uiowa.edu/selfRegistration/course/151620>

- This site is offered as a starting point for any instructor at Iowa
- Can download the .imcc file and import into any ICON site
- Import all or part of the Template Contents
- Instructions here:  
<https://community.canvaslms.com/docs/DOC-12783-415241324>

**IOWA**

Office of Teaching, Learning & Technology

## Keep Teaching Course Template



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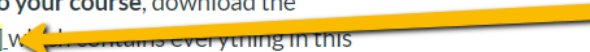
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To import materials from this site to your course, download the Course Export Package file [\[file link\]](#) which contains everything in this course, then use the Import tool to copy all or specific items to add to your course. See [How do I import a Canvas course export package](#) for directions.



Part 3

# Questions



# Need Help?

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- [Request a consultation](#), with follow-up support as needed, to discuss course structure, communication strategies, course facilitation, and more.
- Ask a SITA for Technical Consultations
  - [SITA@uiowa.edu](mailto:SITA@uiowa.edu)
  - [Book a SITA \(via Microsoft Bookings\)](#)
- [Contact the ITS Help Desk](#) for technical troubleshooting or technology issues/questions.

# Further Resources

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- Distance and Online Education
  - <https://distance.uiowa.edu/>
- Office of Teaching Learning and Technology
  - <https://teach.its.uiowa.edu/>
- Resources for ICON
  - <https://teach.uiowa.edu/icon>
- ITS Help Desk
  - Email: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu)
  - Phone: (319)384-HELP(4357)

**IOWA**