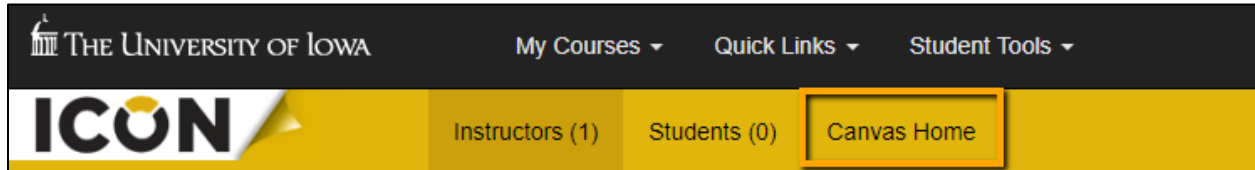


ICON: Overview and Content

Getting Ready:

1. Log into <https://icon.uiowa.edu/>
2. Click on the **Canvas Home** tab. If you have a notification banner at the top of your page, click to Accept. Go to your assigned training course.



Follow up:

If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

For future events and trainings, please refer to <https://teach.its.uiowa.edu/events/upcoming>.



Before you begin — Downloading Sample Files

Before you begin, your instructor will help you download a sample file that you will use in a later exercise.

1. On your computer, open an Internet browser (such as Chrome or Firefox).
2. Navigate to the following site: <http://its.uiowa.edu/icon>.
3. Select the **How To and Support** tab. Scroll down to the **Training** heading, and click on the **ICON – Training Files and Resources** article link.
4. Select **Download Practice Files for Training Course**.
5. Choose **Save** and save the folder to your computer's desktop. Notice that the folder is a .zip archive, which contains multiple files.
6. On your computer's desktop, right-click on the .zip archive folder and choose **Extract All**. Click **Extract**. This creates a folder on your desktop called "files_for_training_course".



EXERCISE ONE — Arranging Course Navigation

The Course Navigation menu in ICON can be customized. Links that are faded in the Course Navigation menu are hidden to students. Some items, such as discussions, can be accessed through another method, either Modules or Assignments, even if their menu item is faded.

1. Click **Settings**
2. Click **Navigation**.
3. Drag and drop course navigation items to reorder or hide from students. You can also use the gear icon on the right to disable or move individual items.

For this training, **disable Collaborations, Conferences, and Chat.**

4. Click **Save** to finish.

Note: It is a best practice to remove unused navigation items, to limit the confusion of students when entering your course site.

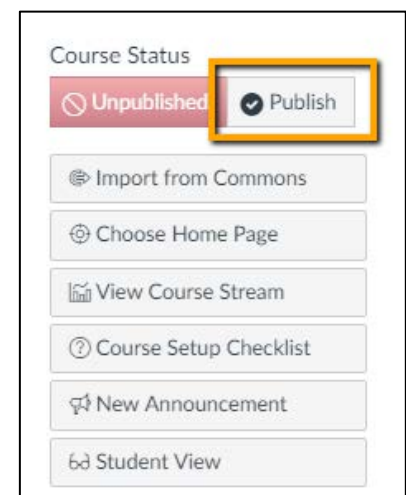


Publish and View Your Course as a Student

Publish your Course

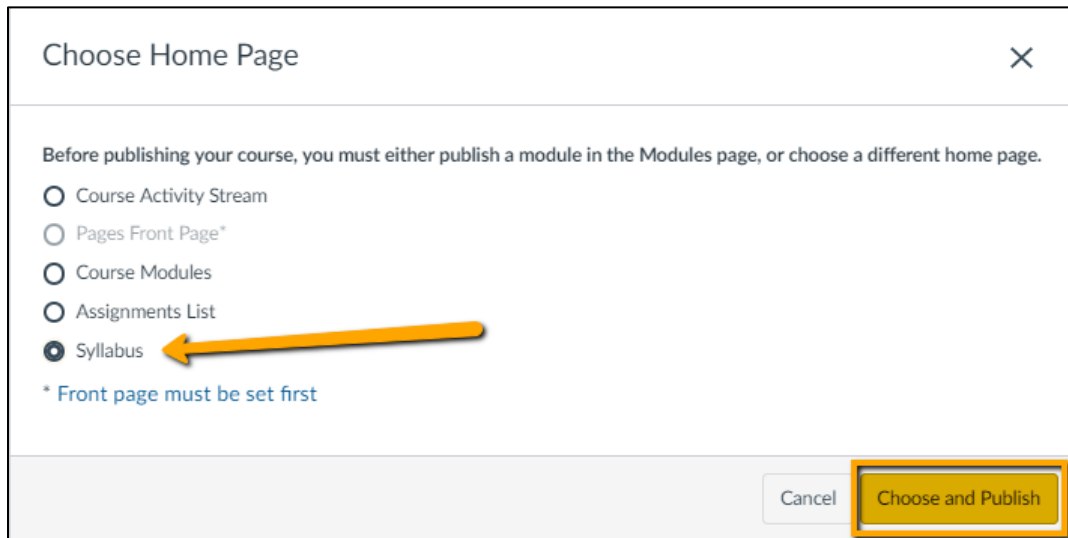
Students will be unable to access your course until you publish it.

To publish your course, go to the course home page and select **Publish** using the button in the Course Homepage sidebar..



In an empty course you will be unable to select Course Modules as a home page.

1. **Select Syllabus**
2. **Click “Choose and Publish.”**



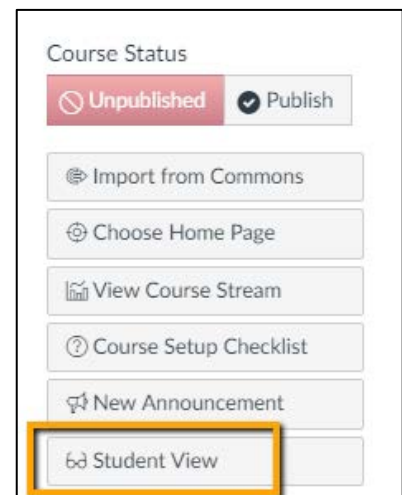
Note: You can un-publish a course as long as there are no graded submissions in your course.

View Your Course as Student

You can “switch” roles to see what your course looks like from the student point of view. You will be able to view content, post discussions messages (as Test Student), take quizzes (as Test Student), etc.

To switch to the student role, go to the course home page and select the **Student View** button in the Course Homepage sidebar.

1. Note that Settings and all grey menu options have disappeared from the Course Navigation.



Don't forget to switch back to your default role when you are finished by selecting the Leave Student View button located in the bottom right of the screen.

Leave Student View



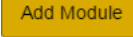
EXERCISE TWO — Creating a Module

A module is like a content folder that contains links to files, websites, or other components of your ICON course (quizzes, discussions, etc).

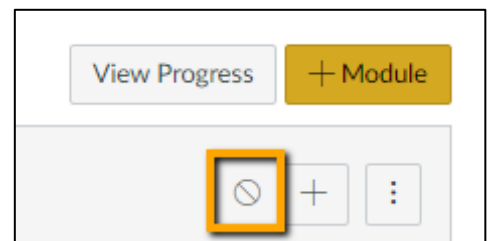
We'll begin by creating a new module called "Week 1: Teaching with Technology."

1. Click **Modules** in the Course Navigation menu.

2. Click the "Add Module"  button

3. Type **Week 1: Teaching with Technology** in the textbox and click "Add Module." 

- ICON adds the module you just entered.



4. Publish this module by clicking the grey unpublished icon.


The icon will change to a green published check icon.

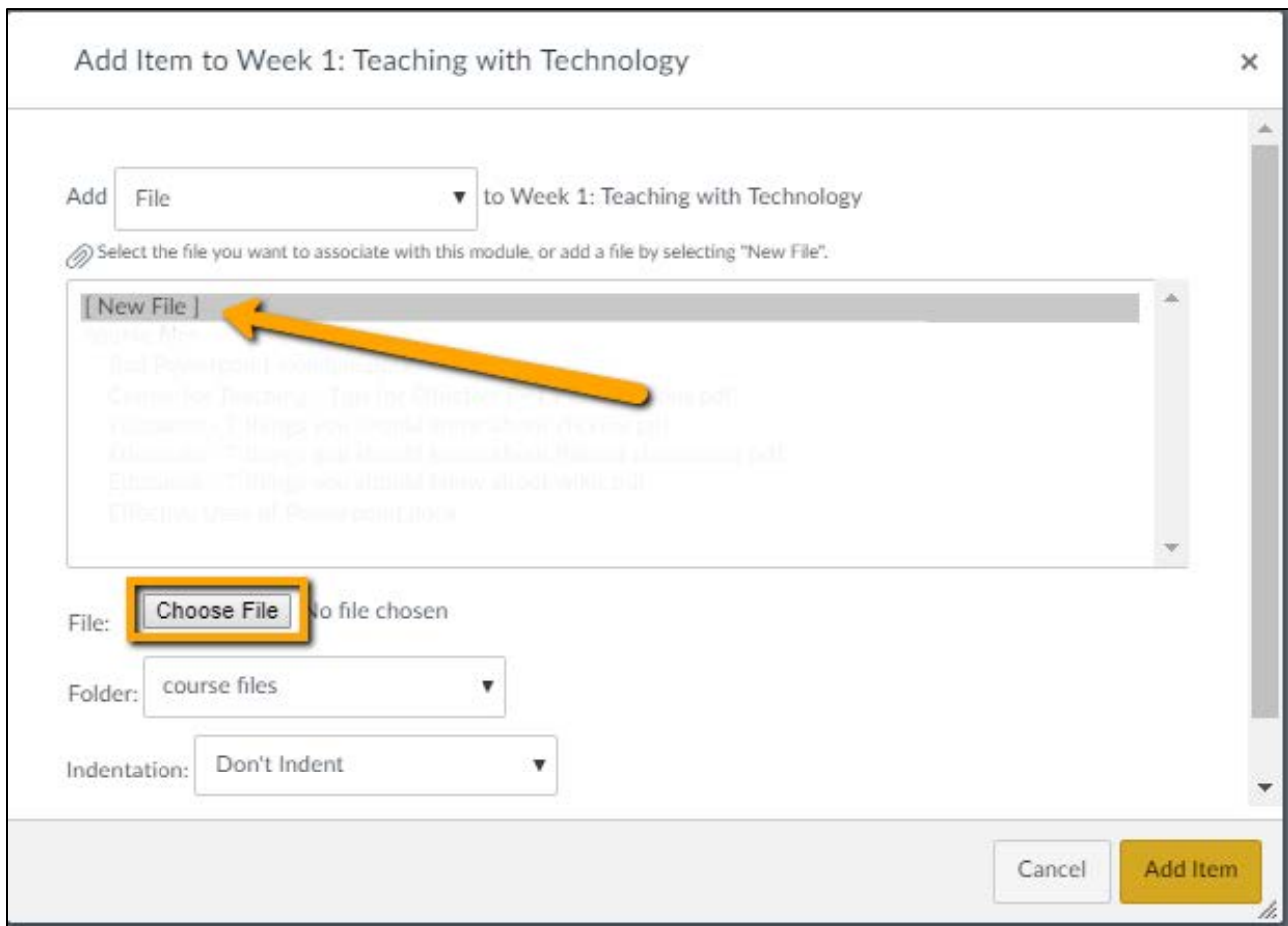


EXERCISE THREE – Adding an Item to a Module

An item in modules is a link to a file, to an outside website, or to some component of your ICON course, such as a quiz. For this exercise, you will upload a PDF document from your computer and add it as an Item to your course site.

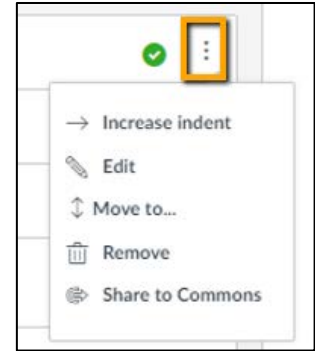
Note: Before you upload any file to ICON, check to make sure the file name does not contain more than 100 characters AND that it does not have a space at the beginning or contain one of the following characters: “ * / : < > ? \ | ' & ; #

1. **Click the plus button**  to the right of the module titled Week 1: Teaching with Technology
2. From the dropdown menu **select File**
This will display any previously uploaded files as well as an option for a new file.
3. **Click New File.**



4. Click **Choose File** and navigate to the file: **Educause – 7 things you should know about clickers.pdf**
5. Click **Add Item** and the file will be uploaded into the Module: Week 1: Teaching with Technology.

- Modules and items are visible to students when **both** are marked as published. Published items are not visible to students when the module is unpublished.



Now that the file is in our module, you may want to rename it.

6. Select the settings button and click Edit
7. Change the title to “**7 things you should know about clickers**”
8. Click Update




EXERCISE FOUR — On your Own

1. Create two more modules titled as follows:
 - a. **Resources**
 - b. **Week 2: Using PowerPoint**
2. Upload the five remaining files into the appropriate modules.

Note: To upload multiple files to a course at once, you can use **Files** or Import Content tools in ICON.



EXERCISE FIVE – Creating a Link to a Website

1. **Click the plus button**  to the right of the module titled **Resources**
2. In the drop down select **External URL**
3. Enter the Page Name **ICON Documentation**.
4. Enter **https://guides.instructure.com** in the URL textbox.
(Note: To ensure you are entering an address correctly you can also go to the website, copy the URL and paste it into the textbox.)
5. Check **Load in a new tab**.
6. Click **Add Item**.

Add Item to Resources

Add External URL to Resources

Enter a URL and page name to add a link to any website URL to this module.

URL:

Page Name:

Load in a new tab

Indentation:

Cancel Add Item




EXERCISE SIX — On your Own


1. Create one more link in the **Resources** Module. Name it “**UIowa Wiki**” and use the URL
<https://wiki.uiowa.edu/>
-



EXERCISE SEVEN – Re-Ordering the Modules


In the Modules area, notice that the Resources module is currently located in between weeks 1 and 2.

1. Click and hold the “drag to reorder” symbol  that is to the left of the **Resources** module name.
2. Drag the **Resources** module to the bottom of the list of modules.
Week 1 and Week 2 are now at the top of the list and Resources is at the bottom.

Note: You may need to refresh the page (ctrl-r) for the  drag-and-drop symbol to appear.

Restricting Access to a Module or Module items

You can restrict availability to certain times or to individuals, based on group membership or completion of an online task. Your instructor will demonstrate the following steps for hiding a module:

1. In Course Navigation, click the **Modules** link.
2. To hide a module from students temporarily: click the on the green Published button  and change it to **Unpublished**.
3. We can also add certain restrictions to a module. Click the settings button next to the module you would like restricted and select edit.
 - To display the module on a specific date, select the Lock until check box. Select a date by clicking the calendar icon.

You can also restrict this module to students who have met a certain prerequisites or requirements. If you enter more than one selective release condition, students will need to satisfy ALL of the conditions (not just one) in order to access the module.

4. Click **Update Module**.
-

DEMO

Copying Content from another ICON Course

You can copy content modules from another ICON course. Your instructor will demonstrate the following steps for importing a content module called “Week 3: Writing Test Questions.”

1. Navigate to the course you wish to copy materials into.
2. In Course Navigation, click the **Settings** link.
3. Click the **Import Content into this Course** button.
4. In the Content Type drop-down menu, select the **Copy a Canvas Course** option.
5. Under **Search for your course** you may select your course from the drop-down or search by course name.
6. Select whether you would like to import **All content** or **Select specific content**.
7. Click **Import**

Note: Most ICON course components can be copied from one site to another. For instructions, see the Canvas help documentation site <https://community.canvaslms.com/community/answers/guides/>

DEMO

Viewing Usage Statistics

Your instructor will use a different course to demonstrate how you can find usage statistics for content items and for individual students:

People

- In Course Navigation, click the **People** link.
- **Click on a student name** and from the context card that opens, select **Analytics**

The screenshot shows a user profile for James Black in a course management system. The profile includes a photo, name, role (Student), and course information (Training Course Demo Site). A table below the profile shows student statistics: Grade (-), Missing (1), and Late (0). The 'Analytics' button is highlighted with a red box.

Name	Login ID	SIS ID	Section	Role
James Black	t_Black	000002	Training Course Demo Site	Student
Thomas Macbride			Training Course Demo Site	Student

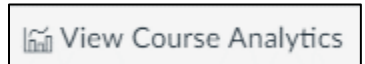
Note: Analytics are unavailable if students have not entered the course site yet.

Settings

- In Course Navigation, click the **Settings link**.
- from the options on the right select **Course Statistics**

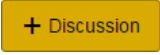
Home page

- Navigate to the course home page; select **View Course Analytics**.
- Note:** The Course Analytics button is unavailable if the course is unpublished.



EXERCISE EIGHT — The Discussions Tool

The Discussions tool is a collaborative area where students can post, read and reply to different topics, share thoughts about course materials, ask questions, share files, or work with peers on assignments and homework.

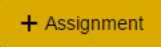
1. In Course Navigation, click the **Discussions link**.
2. Click 
3. Enter the topic title **Teaching with Technology**.
4. Enter a description: **Share suggestions about incorporating technology into your teaching**.
5. Click **Save and Publish**.
6. Now students can reply to your discussion and reply to other students' responses.

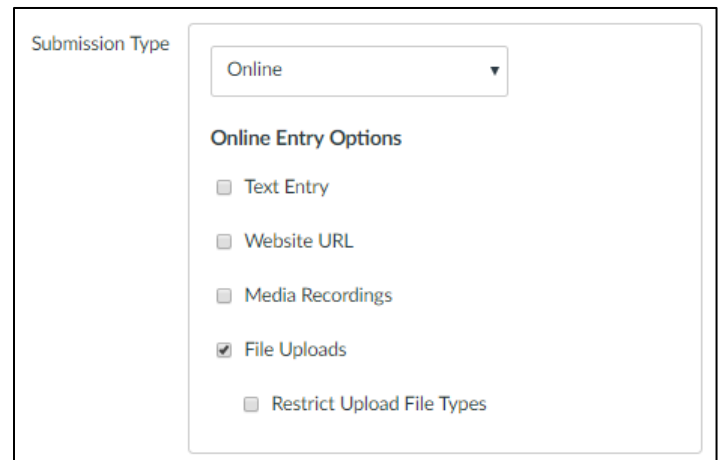
For further information regarding discussions, please visit https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Discussions



EXERCISE NINE — Using Assignments

The Assignments page in ICON has two primary functions. It controls the columns in the gradebook and gradebook calculations, and it holds all gradable items including assignments, discussions, and quizzes. The Assignments tool also functions like a dropbox, allowing students to submit assignments directly in ICON. Students can simply upload their submission to the appropriate Assignment and submit.

1. Click on **Assignments** in Course Navigation.
2. Click 
3. Type in the Assignment name: **Midterm Essay**
4. Select **Online** from the dropdown under **Submission Type**
5. Select **File Uploads** as the submission option
 - You can assign the number of points for this assignment, include custom instructions, attach a file or further modify submission options such as type of files/content allowed.
6. In the text box labeled **Points**, enter **10**.
7. Click on the Calendar icon to select a **Due Date**.
8. Click **Save and Publish**. (Publishing your assignment creates an item in the gradebook).
9. Now we can see the newly created Assignment in the list. Click on the name, **Midterm Essay**.



Submission Type

Online

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- File Uploads
- Restrict Upload File Types

Note: On this page, you will be able to add a rubric to the assignment as well as open SpeedGrader to view submissions, assign feedback and grade submitted assignments.




EXERCISE TEN – Entering Grades

You can enter grades manually or upload them from a program like Excel. In addition, if you're using ICON's Quiz tool, you can have ICON automatically enter the grades for you.

We will enter grades manually for the assignment we just created:

1. Click **Grades** in the Course Navigation
2. Notice that the students are listed alphabetically. Click on **Student Name** to change the order.
3. To enter a grade for a student, click in the cell for the assignment/student, type in a grade and hit enter.

Student Name	Secondary ID	Midterm Essay Out of 10	Assignments	Total
 Test Student	b31e7247e98002	/ 10	-	-

Note: To enter feedback for an individual student, you would click the bubble  shown in the top right of the selected box. Type in feedback and **Post Comment**.

Note: The gradebook automatically saves changes made.



SpeedGrader

SpeedGrader is a tool that allows you to view and grade student submissions in assignments. Depending on the type of assignment submission, you can use the SpeedGrader to directly markup documents, and provide feedback to students via text or media comments.



Pages

The Pages tool in ICON is an HTML editable page where you can add content and educational resources that are part of your course but don't necessarily belong within a specific assignment. You can include text, video, and links to your files and can even make links to other pages. You can also create a custom page to display as your course's Home Page. For more information on using Pages in ICON see:

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Pages :



UDOIT - Accessibility Tools in ICON

In each ICON course site is the Universal Design Online content Inspection Tool (UDOIT), a tool which can check the accessibility of content in many areas of your ICON courses.

To enable UDOIT in your course:

1. **Click Settings** in the Course Navigation
2. Click the Navigation tab.
3. Find the UDOIT item in the list.
4. Click the gear to the right of the UDOIT name, and click Enable, or drag and drop the UDOIT item to the active course navigation tools.
5. Click Save.



Once you have enabled UDOIT for your course, the steps to use it are as follows:

1. Within your course, choose UDOIT from the left menu.
2. Select the large green button at the bottom of the screen (Run scanner).
3. Wait for the scan to complete (usually less than a minute).
4. Review each of the issues found, and follow the instructions provided to fix the issues.

While no automated tool can provide a 100% guarantee of accessibility (false positives and false negatives are both possible), we believe use of the UDOIT tool is an effective way to help improve the accessibility of our ICON content.

For more information on the use of UDOIT, as well as other accessibility information for instructors and course designers, please visit the Accessibility Website at <https://itaccessibility.uiowa.edu/accessibility-resources/resources-instructors>.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact (The Office of Teaching, Learning & Technology) in advance at (319-384-4357).

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