Instructor User Guide

This document will help you understand the big picture of how this course works. If you need help with specific tasks like grading, communicating with students, etc., you should review the teacher training materials.

If you have not yet reviewed the course syllabus, you should do that now before continuing through this orientation.

What you need to know

This course includes a variety of assessments--most can be completed anytime and are graded automatically: self-checks, unit quizzes, review quizzes, and the final exam. Financial literacy assignments must be graded by the instructor. All of these assessments are based on and aligned to the specific learning objectives for this course. We'll review the purpose of each type of assessment below. *For specific instructions that students see and for grading criteria, please review the specific assessments in the course.*

Self-checks. Self-checks are formative assessments that are automatically graded. They typically consist of multiple choice or short answer items, but may include other item types. Students can retake them as many times as they want, but their score on self-checks does not count toward their final grade. Typically every lesson is followed by a self-check, so each unit has several self-checks.

Unit Quizzes. There is one unit quiz that generally comes at the end of each unit. They are computer-graded and do count toward the final grade. By default they can be taken only once, though items

are randomized and taken from an item bank so there is little harm in allowing students to retake a unit quiz.

Review Activities. Every few units is an ungraded review activity. The review activities are nearly identical to the self checks and they cover concepts from all preceding lessons.

Final Exam. Final exams are summative assessments. They typically consist of multiple choice items.

Making changes to this course

If you want to modify, remove or add any content or learning activities to this course, please review the course editing training.