Learn@UW-Superior is the online course management system used throughout the UW System. Each semester, all UW-Superior undergraduate courses and most graduate courses receive an empty “course shell” for you to use as you wish.

Learn@UW-Superior Tools
- Attendance
- Chat
- Checklist
- Classlist
- Competencies and Rubrics
- Content
- Discussions
- Dropbox
- Grades
- Groups
- Online Rooms
- Quizzes
- Survey

Learn@UWSuperior Help Resources
- Technology Helpdesk
  - Swenson Hall 2100
  - 715-394-8300 (x8300 on campus)
  - helpdesk@uwsuper.edu
- Teaching & Learning Tools website
  - http://www.uwsuper.edu/teachingtools/
- Lynda.com
  - Lynda.com is UW-Superior’s online training resource that helps guide you through common issues in a multitude of Software Applications.
  - https://www.uwsuper.edu/technology/help/training/lynda/index.cfm
Where to Log Into Learn@UW-Superior

- Go to the UW-Superior home page
- In the Lower Left Corner, Click on the Learn@UW-Superior logo.

How to Log Into Learn@UW-Superior

- Click on the UW Campus Account button.
- On the WI Federation login page, type your UW-Superior username and password.

My Home

- Like students, the first thing you will see is the My Home page after you log into Learn@UWSuperior.
- This is where you will find News from the Learn@UWSuperior administrator and the courses you are enrolled in.

Course Navigation
Course Home
- News
- Updates
- Calendar
- Technology Support
- Jim Dan Hill Library

Course News
- Create course related announcements that will be the first thing your students see when they enter your course.
- Examples of News:
  - Welcome to class
  - New discoveries in or information on your field of study
  - Class cancellations

Course Home News

Updates Widget
- The Update widget lets you and your students know when there has been activity in the course.
- Activities for instructors include:
  - Unread Discussion Messages
  - New Dropbox Submissions
  - Ungraded Quiz Attempts
Calendar

- Your students will be able to monitor all of their class assignments from one location when you check the “Display in Calendar” box on the Restrictions tab when creating things like Quizzes and Discussions topics.
  - Some tools will automatically put the due or end date in the calendar for you.
Checklist

- Located in the **Materials** dropdown menu.
- Allows your students to keep track of important assignments, readings, or other items they need to complete.
- You can see each student’s Checklist status through the View Progress feature in the Classlist.
- **Category** – Organizes similar groups of items, like a folder on your computer organizes your documents. You can create multiple categories per checklist.
  - **Item** – The project/assignment you want your students to complete. You need at least one item in order for your checklist to be visible to your students. You can create multiple items per category.

Checklist Structure

- Located in the **Materials** dropdown menu.
- Display syllabi, course assignments, and instructional materials in text, image, video, and PDF formats.
- **Module** – organizes similar groups of topics, like a folder on your computer organizes your documents. You need at least one module to be able to have topics.
  - **Topic** – the link to the document, system tool, or website that has the information you want your students to read or complete. You can create multiple topics per module.

Checklist Student View

Content

- Located in the **Materials** dropdown menu.
- Display syllabi, course assignments, and instructional materials in text, image, video, and PDF formats.
- **Module** – organizes similar groups of topics, like a folder on your computer organizes your documents. You need at least one module to be able to have topics.
  - **Topic** – the link to the document, system tool, or website that has the information you want your students to read or complete. You can create multiple topics per module.
Desire2Learn created an iPad App for Students to download Content items to their device for viewing offline.
This app is free for students in the Apple App Store.

Located in the Materials dropdown menu.
Can be used to create a list of class terms and definitions for your students to learn.
Term – word or phrase and definition listed alphabetically. You can create multiple terms per Glossary.
Located in the Communications dropdown menu.

- Allows you to create registers that track attendance for activities within your course.
- Register – Organizes your sessions, like a folder on your computer organizes your documents. You need to create a new register in order to use this tool.
- Sessions – events you want to use to keep track of your students’ participation in. You can create a session for every day or week your class meets. You can create multiple sessions per register.
Located in the Communication dropdown menu.
Customizable for one-on-one “office visits” or group chats, similar to instant messengers where all participants are online at the same time.
Two types of Chats:
- General – all students can participate and view the history of each session.
- Private – only those invited can participate or view the history of each session.

Located in the Communication dropdown menu.
Shows all registered students and allows for quick group or individual e-mails to all students in a single course.
You are able to:
- See who is in the course
- Email everyone or selected individuals
- View students’ progress
- Display and print students by Groups
Classlist Structure

Discussions

- Located in the Communication dropdown menu.
- Facilitates student-to-student and faculty-to-student communication throughout the semester.
- Forum – organizes similar groups of topics, like a folder on your computer organizes your documents. You need at least one forum with one topic for your students to post messages in.
  - Topic – where you and your students communicate with each other. You can create multiple topics in a single forum.

Discussions Structure

Discussions Student View
Groups

- Located in the Communication dropdown menu.
- Create small group areas in the Discussion and Dropbox tools, as well as create group lockers for your students to store their group project work in.
- Category – Organizes your groups, like a folder on your computer organizes your documents. You need to have at least one category in order to create small groups within your course. You can create multiple categories in the Groups area.
  - Group – The project/assignment you want your students to be scored or assessed by. You can create multiple groups per category. You must enroll the students after you have created the groups.

Groups Structure

Assessment:
Competencies, Dropbox, Grades, Quizzes, Rubrics, and Surveys

Competencies

- Located in the Assessment dropdown menu.
- Can be used with Rubrics
- Competencies organize the learning objectives and activities, like a folder on your computer organizes your documents.
  - Learning objectives - goals you want your student to achieve by the end of the semester.
  - Activities - the individual assignments that your students do in the course that you can use to assess them with.
Comptency Used in an Activity

Located in the Assessment dropdown menu.
- Allows students to turn in assignment files electronically for your review and feedback.
  - Can include the originality checking and grademark (TurnItIn) features when setting up folders.
- Category - organizes your Dropbox folders, like a folder on your computer organizes your documents. You can create multiple categories per Dropbox.
  - Folder – where your students submit their files for you to review. You can create multiple topics per category.

Dropbox Structure

Dropbox Turnitin Features – Originality Checking Report
Desire2Learn created an iPad App for Instructors to download Dropbox Assignments to their device for viewing and grading offline.

This app is free for instructors in the Apple App Store.

Located in the Assessment dropdown menu.
Two types of grading systems – Points and Weighted.
The system will calculate and show students their individual grades as the semester progresses.
Category – Organizes similar groups of items, like a folder on your computer organizes your documents. You can create multiple categories in the Grades area.
Item – The project/assignment you want your students to be scored or assessed by. You can create multiple items per category.
Located in the **Assessment** dropdown menu.

- Can assess students’ knowledge using a variety of question types.
- **Category** – Organizes similar groups of Quizzes, like a folder on your computer organizes your documents. You can create multiple categories in the Quizzes area.
  - Quiz - Assess your students’ knowledge about a specific subject in your course. You can create multiple quizzes per category.
- **Question Library** – place where you can store all of the questions you would like to use in your quizzes. If you want to make a random quiz where the questions would not be in the same order for each student, you would need to import your questions from the Question Library.
Rubrics

- Located in the **Assessment** dropdown menu.
- Used to generate an assessment of the students’ knowledge.
- Rubrics can be used separately or with Competencies.
- **Levels** (the horizontal headings) – the achievements or points your students are work towards.
- **Criteria** (the vertical headings) – the evaluation their work is scored against.

Survey

- Located in the **Assessment** dropdown menu.
- Obtain, calculate, and display information from your students without having to score their responses.
- Setting up a survey is similar to setting up a quiz.
Located in the Edit Course area.

When you have developed one course in Learn@UW-Superior and wish to copy part or all of the course into another Learn@UW-Superior course.

This procedure is often used by instructors teaching two sections of the same course and by instructors teaching the same course in a subsequent semester.

The Online Rooms tool uses the web conferencing program, BB-Collaborate (formally Elluminate), to give instructors the ability to present course materials to their students in live, interactive online sessions.

These sessions can have audio, text chat, video, slide presentations, and polling as well as web touring and application sharing.
Online Rooms Structure

BB-Collaborate Structure