



NORTHROSE
Educational Resources

Northrose E-learning Instructor Manual

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Northrose E-Learning

Northrose eLearning is an online study platform designed to complement your assigned textbook. It provides a range of practice and review tools, including additional tasks, flashcards, quizzes, chapter summaries, downloadable material, and links to supplementary online resources, which may vary by book. These tools are tailored to reinforce your students' understanding of the course material.

As an instructor, you can assign as well edit the materials available on Northrose eLearning as part of your students' homework or as a component of their final grade. However, your students can utilize the platform's resources independently through the Self-Study feature, allowing them to thoroughly prepare for in-class quizzes and assignments at their own pace. This flexibility supports their academic performance by enabling them to deepen their comprehension and retention of the subject matter.

E-Learning Guide for Instructors

This guide is intended to provide a step-by-step overview for instructors on using Northrose eLearning. It covers:

- Signing up on the website
- Adding students and books
- Creating various components for chapters such as flashcards, quizzes, web links, and other supplementary resources, and
- Viewing and exporting student results.

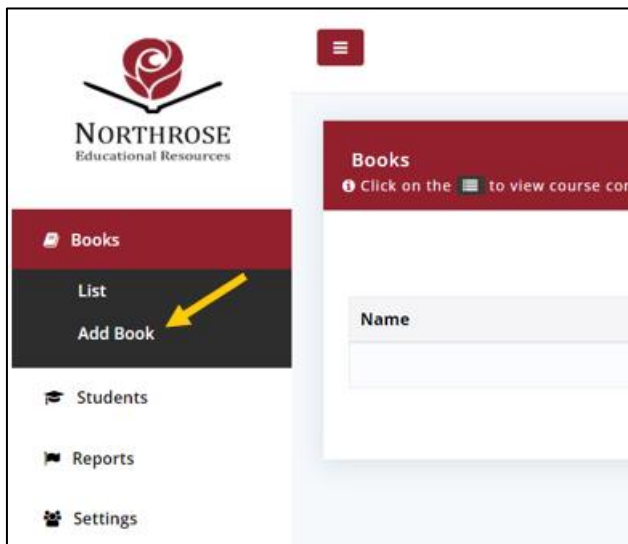
For any questions regarding Northrose eLearning, contact e_learning@northrose.ca.

Register For E-Learning

1. Visit <https://elearning.northrose.ca/register/user>
2. Select '**Instructor**' to start your registration.
3. Fill in your first and last name, and email address (preferably your school email).
4. Enter and confirm a password that meets the password requirements.
5. Next, select your school from the dropdown menu.
6. After registering your account, you will receive a verification email from our support team at Northrose when your account is ready to use.
7. You can then login with the registered username and password to start using Northrose' E-Learning resources!

Adding a Book

1. Click on **Books**, then select **Add Book** to get started.



2. On the redirected page, select your required book from the dropdown menu.
3. Once selected, click **Add**.


Adding Students

1. As an instructor, you must inform your students that information/resources will be found on the Northrose E-learning site. Provide them with this link:
<https://elearning.northrose.ca/register/user> and they can begin setting up their own accounts using the Student Manual provided by Northrose.
2. If a student requires accommodations, you can email e_learning@northrose.ca with the students details to manually set up an account.

Customize Existing Components

For selected titles, there may be existing components already available. As an instructor, you have the flexibility to use these resources as they are or modify them to align with your course outline. Any adjustments you make will only affect how you and your students view the book and associated resources, ensuring that the content is tailored to your specific teaching needs.

I. Editing Components Information

1. Click on the  icon beside the existing component as seen below.



2. This will allow you to edit the name, description, start and end date (if required), number of attempts, and whether you want students to check their answers and status of the component.
3. Click **Save** to update the component.

II. Reorganize Components

1. At the top of the Modules Page, click on 'Reorder the Chapter'.



2. You can then rearrange the existing chapters according to your course outline.
3. Click on **Save** to finalize the order of chapters.

Customize Existing Content

The Northrose eLearning website offers ready-to-use classroom content for your students. You have the flexibility to either use the content associated with the book required as it is or customize it according to your course requirements.



NOTE:

To help you identify the exercise/task type, these icons represent:



- Quiz Deck



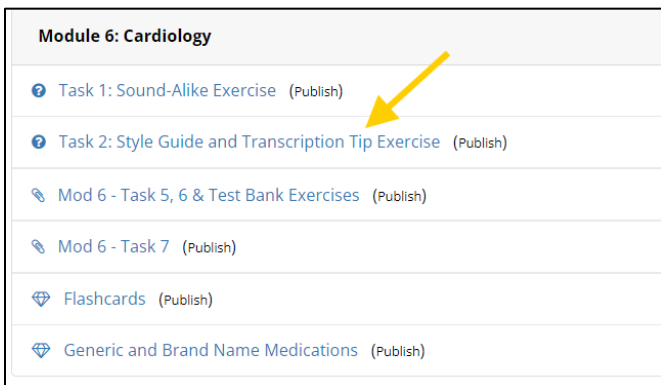
- Resources Available



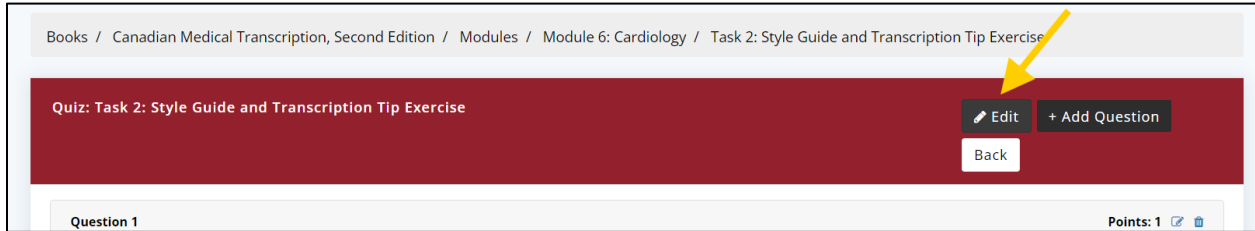
- Flashcard Deck

I. Editing Content

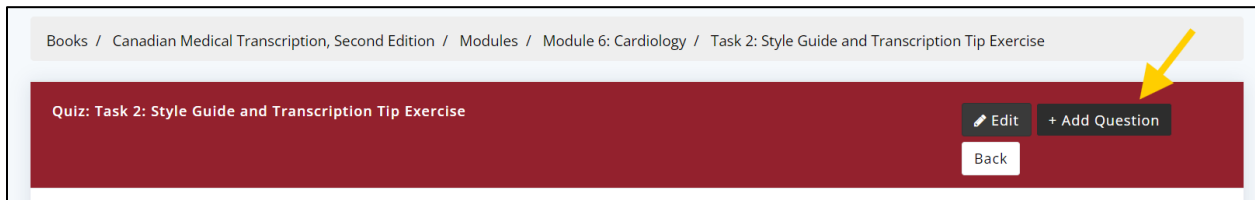
1. Click on the resource title that you would like to edit.




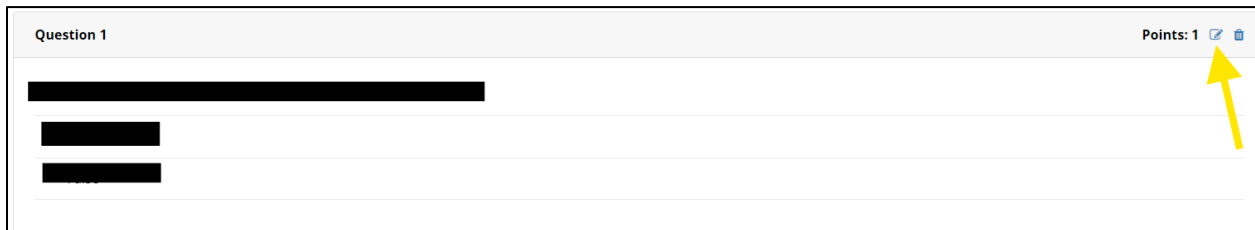
- Click on **Edit** at the right top of the page to edit the resource — title, description, start and due dates, number of attempts, allowing students to view answers and status of resource.



- To Add questions/Flashcards, click on '+ Add Question'/' +Add Slide'.



- To edit existing questions/flashcards, click the  icon on the right-hand side of the question/flashcard.



- Refer to the '**Building Components for a Course**' section to learn how to edit and create content for different components.

II. Reorder Existing Content


- Click on 'Reorder' beside the title of the component to arrange the resources, as seen below.

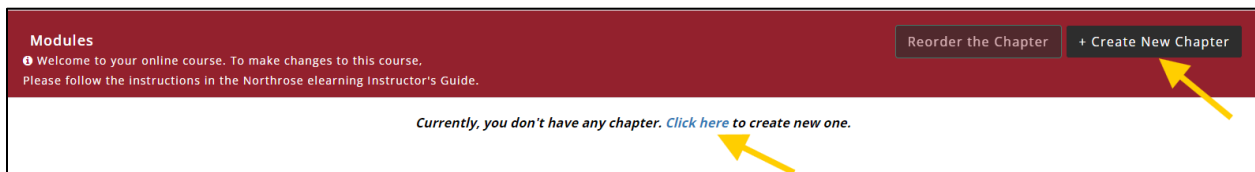


2. You can then rearrange the existing resources according to your liking.
3. Click on Save to finalize the order of resources.

Building Components for a Course

I. Creating Chapters/Modules

1. Click on  in the Action Column of the book you want to add chapters to.
2. You can use both functions, as seen below to create a new chapter for the course.




Once a chapter has been created, you can go ahead and create quizzes, flashcards, resources, etc.

II. Quizzes

Creating a Quiz Frame:

1. Initiate the Quiz Creation and Set Up Basic Information:

- Click on the '+' sign next to the  icon.
- Select 'Create New Quiz'.



- Enter a name for the quiz (e.g., Quiz #1).
- Provide a description to inform students about the quiz topics.

2. **Set Availability, Number of Attempts & Student Answer Review:**

- Choose a start and end date (if required) to control when the quiz is accessible.
- Select the maximum number of attempts (1-5) allowed for students.
- Decide whether to allow students to check their answers. Check the box to enable this feature, or leave it unchecked to disable it.

3. **Finalize Draft:**

- Keep the quiz status as “Draft” until all material is finalized.
- Click “Save” after filling out all required information.

Adding Questions:

- After successfully saving the quiz deck, the quiz will then appear under the relevant Chapter/Module.
- Click on the quiz name to start adding questions.
- You can choose from 3 types of questions:
 - Multiple Response (more than one correct answer from options)
 - Multiple Choice (one correct answer from options)
 - Fill in the Blanks

❖ Multiple Response OR Multiple-Choice Type Questions

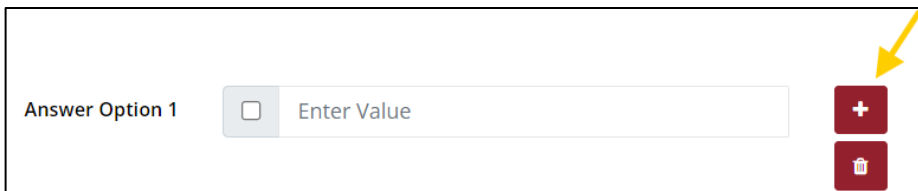
*(*both apply the same instructions)*

1. **Input the Question and Points:**

- Enter the question in the ‘Question’ field.
- Assign the number of points for the question.

2. **Add Answer Options:**

- Begin adding answers by clicking the RED '+' sign on the right-hand side of the answer option field.



Answer Option 1 Enter Value +

The screenshot shows a text input field labeled "Answer Option 1" with the placeholder text "Enter Value". To the right of the field are two red buttons: a plus sign (+) and a trash can icon. A yellow arrow points to the plus sign button.

- To mark the correct answer(s), make sure to check off the box on the left side of the option. For multiple response questions, you can select more than one correct answer.



Answer Option 1 1972 +

The screenshot shows the same interface as the previous one, but the checkbox is now checked and the text "1972" is entered in the field. A yellow arrow points to the checked checkbox.

3. Save the Question:

- Click 'Save' after filling in all the blank fields.
- You will be redirected to a page displaying all questions and answers, with the correct answers indicated by “(Correct)” next to them.



Question 1 Points: 1  


A CABG is a drug that is given to regulate the heart rate.

True

False (correct)

The screenshot shows a question titled "Question 1" with a point value of 1 and edit/trash icons. The question text is "A CABG is a drug that is given to regulate the heart rate." Below the text are two radio button options: "True" and "False (correct)". A yellow arrow points to the "False (correct)" option.

4. Edit Questions and Answers:

- To make changes, click the  icon on the right-hand side of the question.


❖ Fill in the Blank Type Questions

1. Input the Question and Points:

- Input the question in the ‘Question’ field.
- When typing the question, place the right ANSWER in **SQUARE BRACKETS**. For example: *[Blue whales] are the largest animals ever known to have lived on Earth.*
- Specify the points allocated for the question.
- Ensure the correct answer is in **SQUARE BRACKETS** when typing out the question. This will automatically input the [right answer] in the ‘Correct Answers’ section.

The screenshot shows a form for creating a question. At the top, 'Question Type' is set to 'Fill in the Blanks'. Below that, the 'Question' field contains the text '[Blue whales] are the largest animals ever known to have lived on Earth.', with a yellow arrow pointing to the square brackets. The 'Points' field is set to '1'. A dark grey bar labeled 'Correct Answers' is visible. Below it, 'Choice 1' is set to 'Blue whales', with a yellow arrow pointing to the text.

2. Input Wrong Answers:


- Add in the other options for the question in the ‘Wrong Answers’ section. These will be shown to students as multiple-choice options.
- To add more options, click the  sign on the right-hand side of the answer option field.
- After all the fields have been completed, click ‘Save’.

3. Review and Edit:

- You will be directed to a page displaying all questions and answers. The correct answers will be marked with ‘(Correct)’ next to them.
- As an instructor, you will also see the answer where the blank is supposed to be, but students will not.
- To make changes, click the ‘Edit’ button next to the ‘Add Question’ button.

III. Flashcards

1. Creating a Flashcard Deck:

- Click on the ‘+’ sign next to the  pencil icon.
- Select ‘Create New Flashcard Deck’.

2. Set Up Basic Information:

- Enter the name/title of the Flashcard Deck.
- Provide a description to inform students about the content covered by the flashcards.
- Input a start and end date (if required) to control when the flashcard deck is accessible to students.

3. Finalize Draft:

- Keep the status of the deck as ‘Draft’ until all material is finalized.
- Click ‘Save’ to create the deck.

4. Add Flashcards:

- Click on the title of the flashcard deck under the specific chapter/module on the Modules page.
- At the top right of the page, click on the “Add Slide” button.
- In the term box, add a single word or key phrase for the front of the flashcard.
- Then enter the corresponding definition/description for the term.
- You can also change the color of the flashcard background and text color.
- Click ‘Save’ each time you add a new flashcard to the deck.

5. Preview Flashcard Deck:

- Hover over the right-hand side of the deck and click the preview button to review the flashcards.

IV. Downloadable/Web Resources

The **‘Resources’** section is where you can upload documents, Images, PDF’s, Audios, Videos and source web links.

❖ Downloadable Resources

1. Creating a Resource Folder:

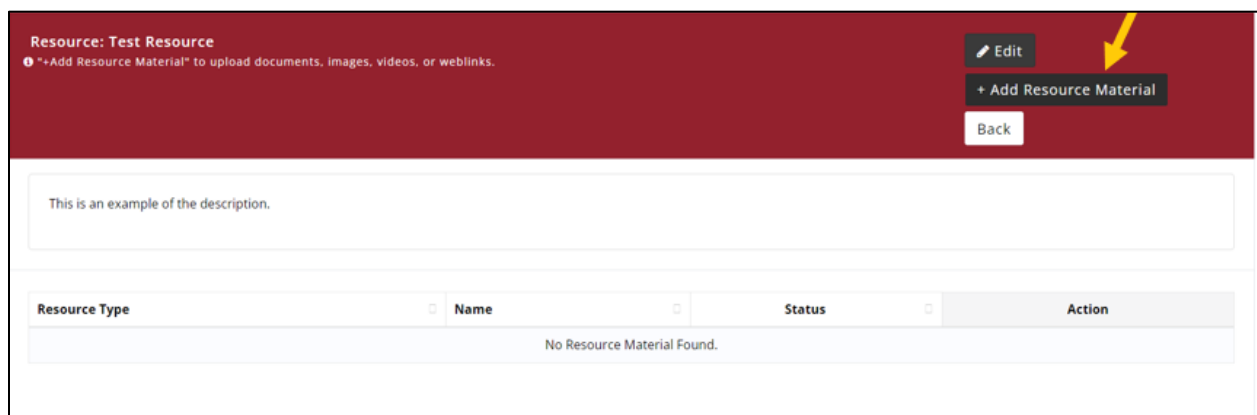
- Click the ‘+’ sign and select ‘Add Resources’.



- Enter a name for the resource and provide students with a description.
- Input start and end dates to control access.
- Keep the status as "Draft" until finalizing all materials.
- Click **‘Save’** to return to the Modules page.

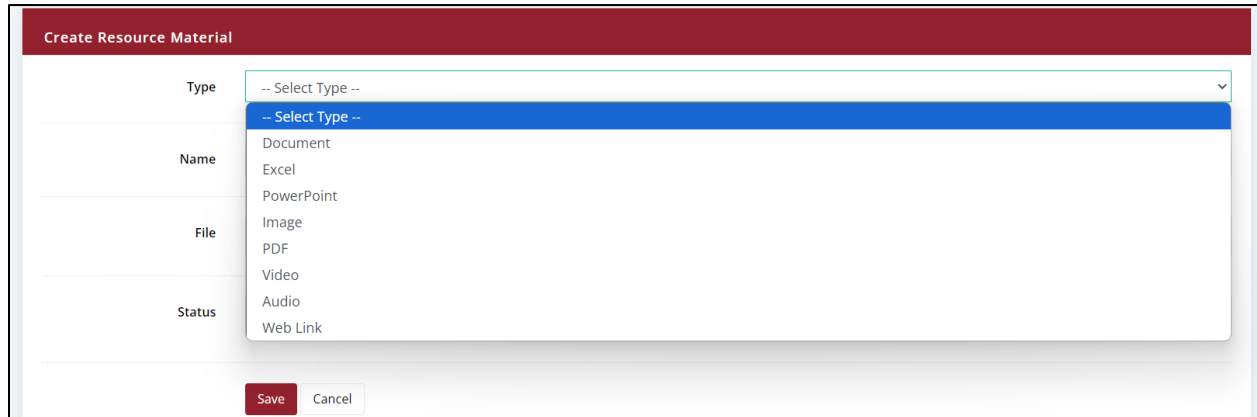
2. Adding Material:

- Click on the resource folder under the relevant chapter/module.
- Click **‘Add Resource Material’** at the top right of the page.



3. Resource Details:

- Choose the type of resource from the drop-down menu.



- Enter a name for the resource.
- To upload a file, click and browse for the resource.
- Ensure the status remains as 'Draft' until finalized.
- Click 'Save' to view all the uploaded resources in the folder.

4. Manage Resources:

- To manage the resources, under the '**Action**' column you can:

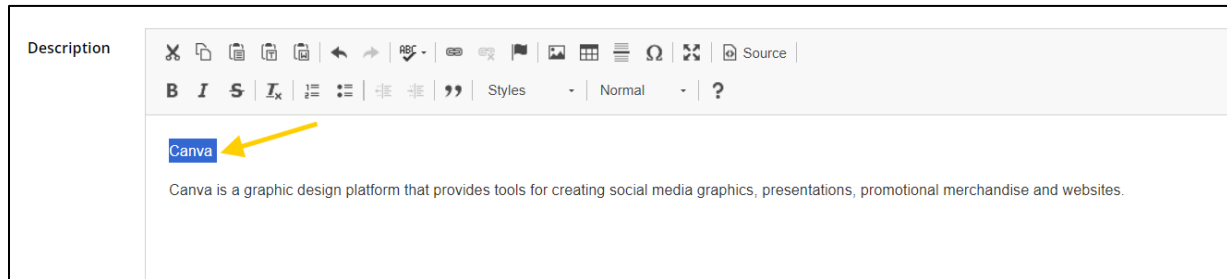
Resource Type	Name	Status	Action
Audio	Task 5 - Audio File	Publish	  

- Preview: Click the  icon.
- Edit: Click the  icon.
- Delete: Click the  icon.

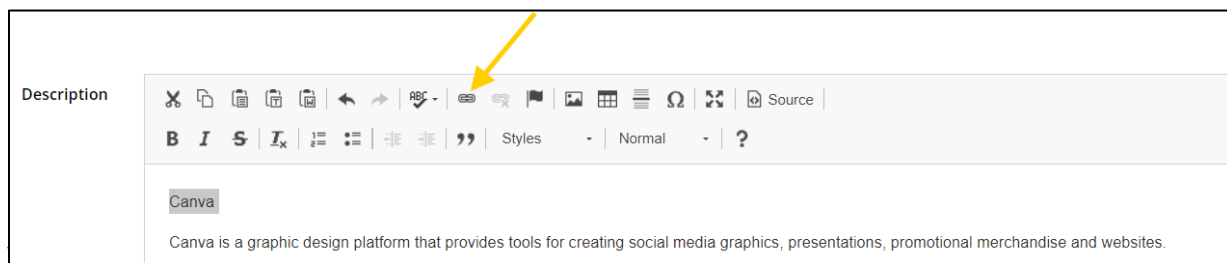
❖ Sourcing Web Links

- Create/Use the Resource Folder using the steps above.

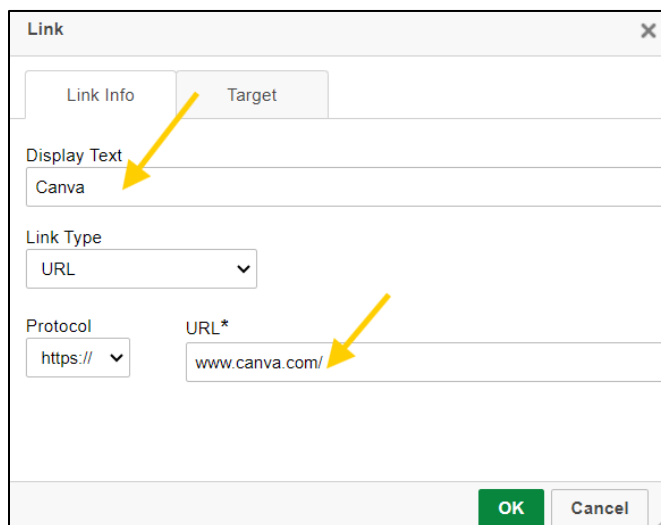
2. In the Description section of the resource folder, you can source links to articles, videos, images, etc., as required.
3. Highlight the Title of the resource to attach the link to it.



4. On the Description settings, Click on the Link icon.



press **OK**.




6. Use the formatting settings in the Description section to change the font, font style, alignment, etc.
7. Fill in the other required fields and click on **Save**.

8. Students can click on the Title of the Web link to access the resource.

NOTE: To publish the content under specific chapters, you will need to change the status of the chapters from "Draft" to "Publish."

This ensures that the content becomes visible and accessible to your students.

1. On the Modules page, click on  beside the chapter you want to publish.
2. Click 'Edit'.
3. Change the Status from "Draft" to "Publish".
4. If required, you can also change the Name of the chapter.
5. Click 'Save'.

You will see (*Publish*) beside each component that students are now able to view.

Checking Student Grades

1. Access Reports:

- Once students complete a quiz, all progress is updated under the '**Reports**' tab on the left-hand side of the screen.
- There you can view the student's name, the chapter and quiz name, and their score/points received.
- If you manage multiple courses, textbooks, or schools, you can filter your students results accordingly.

2. Students Status and Attempt:

- Students who have registered but not completed the quizzes will not appear on the progress page, indicating who has completed the quizzes.
- Click on a completed quiz by the student's name to see a new tab with the answers they answered right or wrong.

NOTE: Once you are sure the course is done, you can delete the book from your shelf, **which will also delete all associated data.**

Exporting Students Results

To export your students results on to an excel spreadsheet:

1. Click on the **Settings** tab on the left-hand side of the screen.
2. Select **'Export Results'**.

Clearing Student Data

If you want to reuse the same material for a new term with different students, you can clear your current students at the end of the semester. You can do so by:

1. Click on the **Settings** tab on the left-hand side of the screen.
2. Select **Clear Student Results**.

NOTE: **This action will delete previous students' access to all materials**, allowing you to start fresh with new students.

Change Email

If you need to change the email associated with your Northrose account:

1. Click on 'Settings' on the left-hand side of the screen.
2. Click 'Edit Email', and type in your new email.
3. Click 'Save'.


Changing Your Password

In case you forget your password:

1. On the login page of the eLearning platform, click on the 'Forgot Password'.

2. You will be prompted to type in your email.
3. Once submitted, a reset link will then be sent to your email address.

To reset it:

4. Click on the  icon which you can find next to the Logout button.