



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.

eBooks are available for all Northrose titles and are purchased separately. **eBooks are not included in eLearning.**

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 books
- Creating various components for chapters such as flashcards, quizzes, web links, and other supplementary resources, and
- Viewing student grades.
- Changing Password

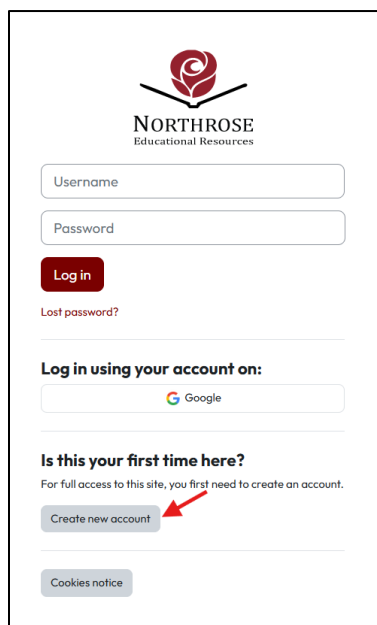
As an instructor, you can assign as well edit the materials available on Northrose eLearning as part of your students' homework or as a component of their final grade. However, your students can utilize the platform's resources independently through the Self-Study feature, allowing them to thoroughly 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.

Instructors can utilize the Northrose eLearning course content within the Northrose [eLearning](#) platform or in their own course website inside their school's learning management system (LMS). To utilize this course content in your own environment please complete this [online form](#) and we will get the process started for you.

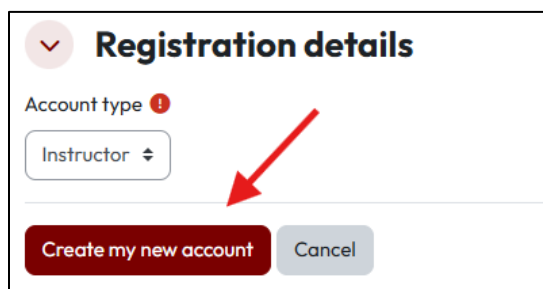
For any questions regarding Northrose eLearning, contact e_learning@northrose.ca .

Register For E-Learning

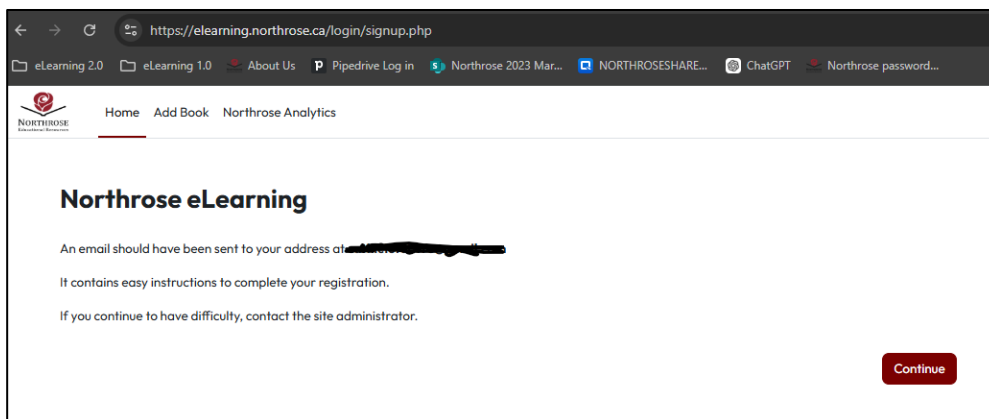
1. Navigate to <https://elearning.northrose.ca/login/index.php>
2. Under 'Is this your first time here?', Click 'Create new account'



3. Fill in the required information. For the email, it is preferred that you use your instructor school email.
4. For **Account Type**, Select '**Instructor**'
5. After all registration information has been noted, click **Create my new account**.



6. You will be renavigated to a new page (shown below) that mentions an email confirmation from e_learning@northrose.ca has been sent to your registered emails inbox.



7. Go to the email that has been sent and follow directions to confirm your new account. Once you have confirmed your email and new account request, you may begin using eLearning.
8. You will be redirected to the **Add Book** page.

Adding a Book

1. To access your book's online learning resources select **Add Book** in your eLearning account and enter the **10-digit access code** printed on the inside cover of your book or on the eBook email with the subject line **Your Access Code**. Enter the code exactly as it appears without additional spaces at the beginning or the end of the code.

Add Book

Enter your **Northrose Book Access Code** to unlock your course.

Northrose Book Access Code

Enter your access code

Continue

Tip: Your access code is printed inside your Northrose book or on your purchase receipt.

For Students

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/login/index.php> and they can begin setting up their own accounts using the Student Manual ([linked here](#)) provided.

If a student requires accommodations, you can email e_learning@northrose.ca with the students details to manually set up an account.

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.

First, to receive **Editing Teacher** access, email e_learning@northrose.ca with your instructor details. Please include:

- Instructor name
- Instructor email address
- Institution
- Book title
- Course code/number

Once your information has been verified, you will be granted access to edit the available content.

NOTE:

To help you identify the exercise/task type, these icons represent the following and will vary from book to book:



Quiz



Weblinks or Videos



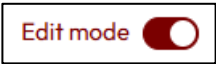
Flashcards (key words & definitions)

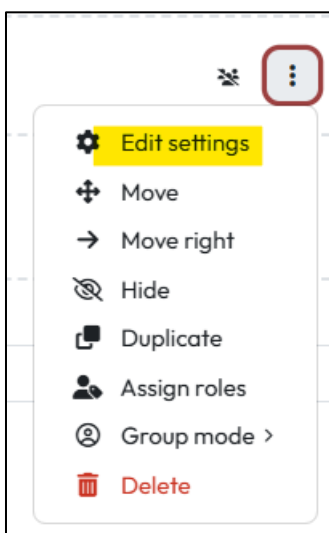


Tasks or Files



I. Editing Content

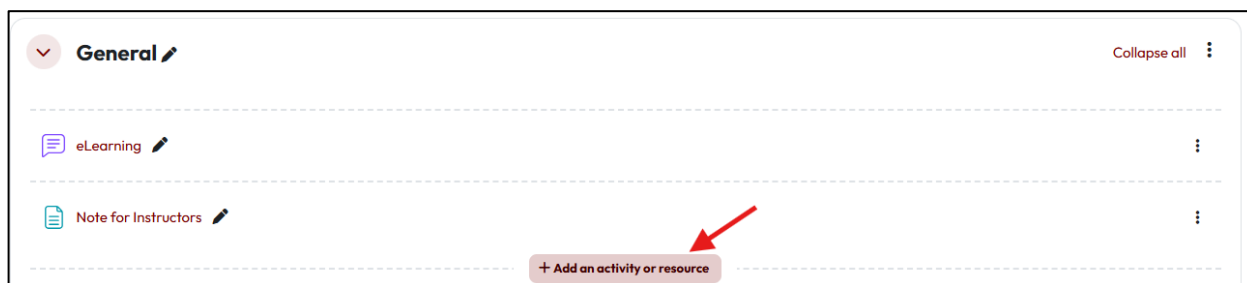
1. To start editing the available resources, make sure the **Edit Mode** toggle is switched on when editing a course. See the top-right corner of the screen. 
2. You can **move Modules** to match your course outline, **hide Modules** from students, or **duplicate and delete Modules** as needed.
3. To restructure the resources, you can click on  to edit all Modules or click the **three dots**  next to an individual activity/resource to access these options.
4. To rename a Section, click the **three dots** next to the Module or Section and select **Edit settings**.



5. Edit Name as required and click on **Save**.

II. Adding in your own Content

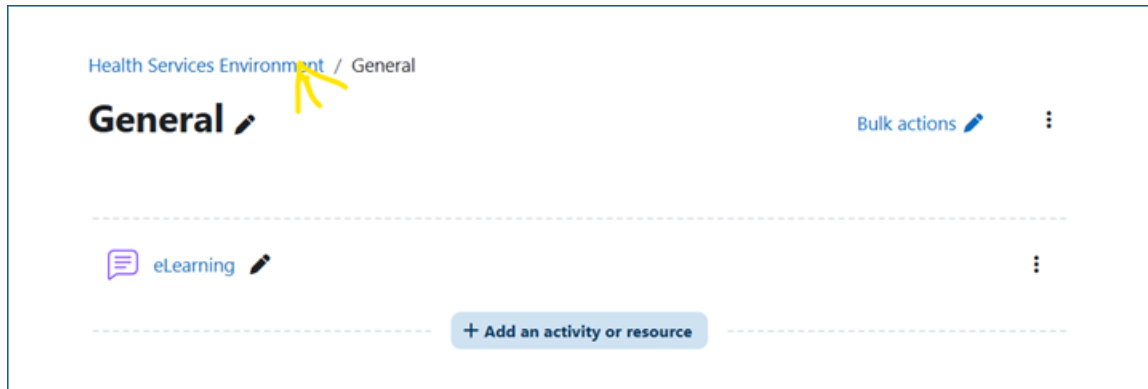
1. To add in your own resource/activity, ensure the Edit mode is switches on.
2. Click on **+Add an activity or resource** button available under each Module component.



3. You have a variety of activities/resources to choose from.
4. For Activities, In the Activity Chooser window, click the **Activities** tab to filter interactive learning materials. Common choices include:
 - **Assignments:** Enables teachers to grade and give comments on uploaded files and assignments created on and offline.
 - **Choice:** A teacher asks a question and specifies a choice of multiple responses.
 - **Feedback:** A tool that teachers can use to collect general feedback or to create surveys.
 - **Forum:** Allows asynchronous communication with participants to your course.
 - **Quiz:** Allows teachers to create quiz tests, which may be automatically graded.
5. For Resources, **Select a Resource Type:** In the Activity Chooser window, click the **Resources** tab to filter static learning materials. Common choices include:
 - **File:** Upload PDFs, images, spreadsheets, or videos for students to view or download.
 - **URL:** Provide a direct link to an external website or online tool.
 - **Page:** Build a custom, scrollable web page using the built-in text and media editor.
 - **Folder:** Group and organize multiple related files in one place.
 - **Book:** Create multi-page documents organized into chapters and subchapters.
 - **Text and media area:** Display direct text instructions or multimedia right on the course page.

III. Creating Chapters/Modules

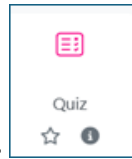
1. To add a new Module/Chapter or section to a book, select the title of the book from the top left corner–



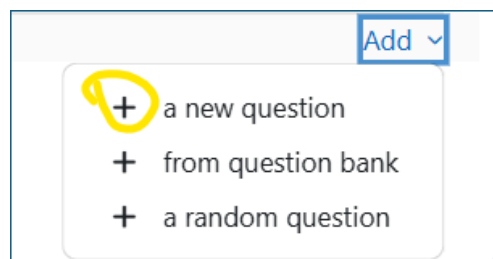
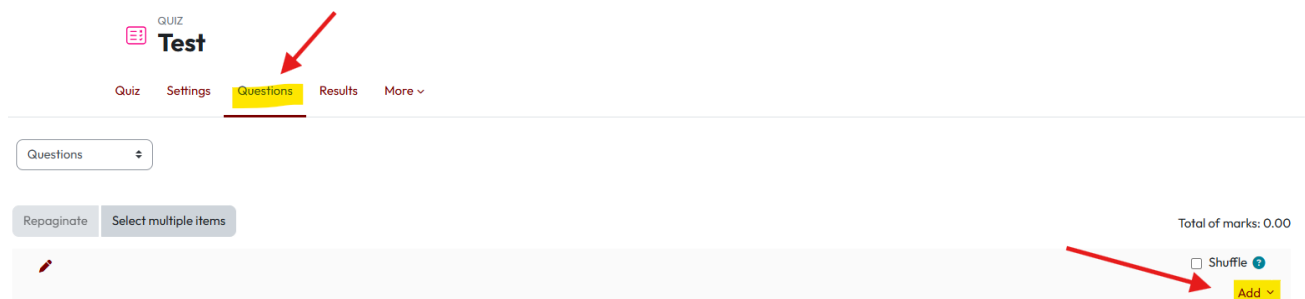
2. Scroll down below all the Chapters or Lessons and select **Add Section**. It is best to add all the required Sections first, then edit each Section to add the appropriate Chapter or Section name.



IV. Creating Quizzes

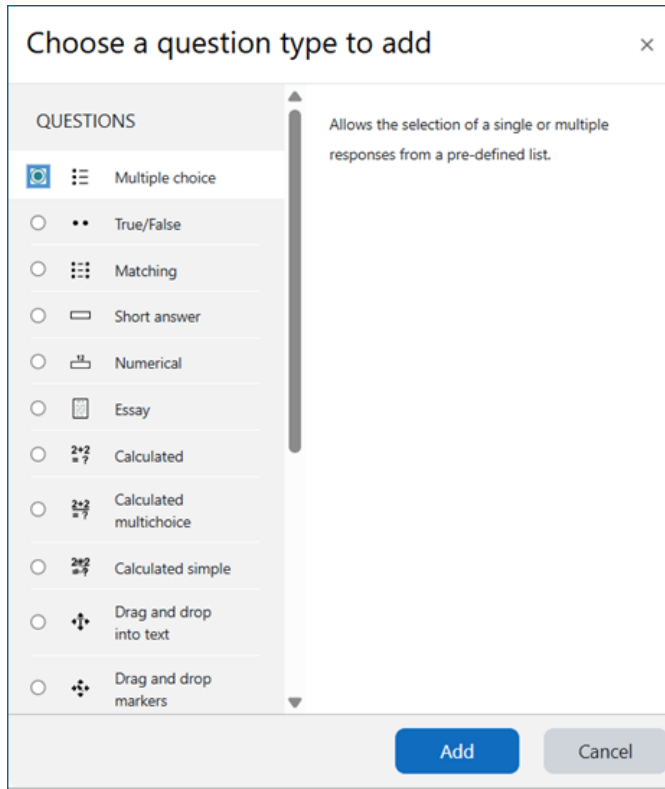


1. Select **Quiz** - from the Activities tab.
2. Input a **Quiz Name** and Description, if needed.
3. Click on **Save** to Create the Quiz.
4. To start adding questions, click on the **Questions tab**. Then click on **Add** at the bottom right.

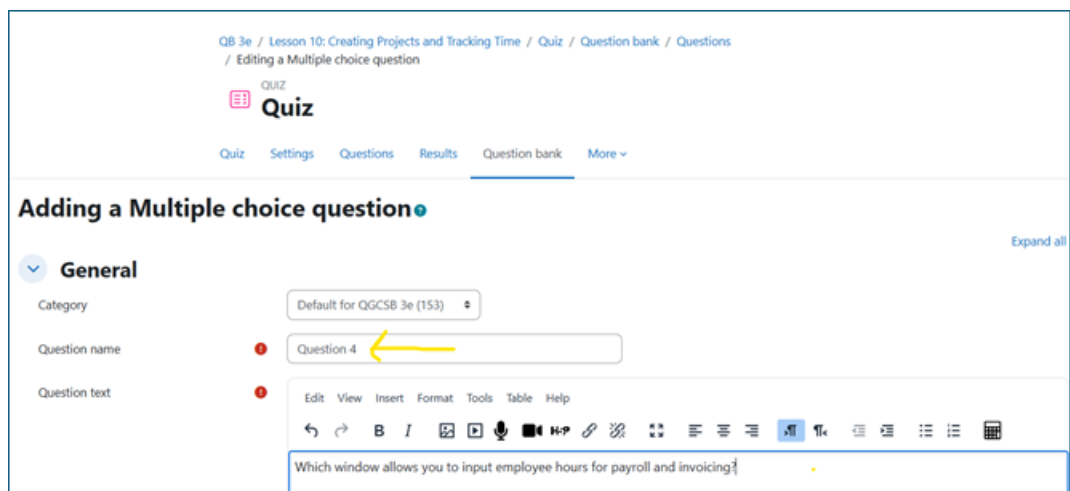


5. Select **+ a new question**, then select the type of question to be added.

6. Quiz questions may be **Multiple Choice**, **True or False**, **Drag & Drop into text**, and more – (These are typically what are used for quizzes.)

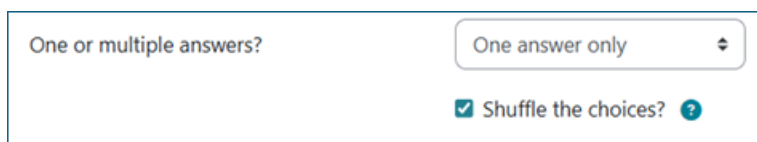


3. Multiple Choice Questions – Question Name should be given the name Question 1, Question 2, etc.



4. Then Cut and Paste in Plain text the question into the Question text box. If Plain text isn't used, the question will be in bold.

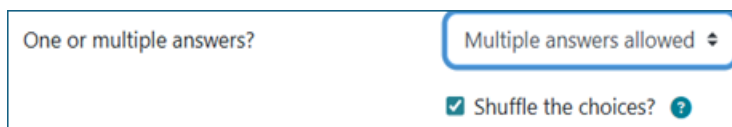
5. If only one answer is correct – select ‘One Answer Only’ option.



One or multiple answers? One answer only

☒ Shuffle the choices? ?

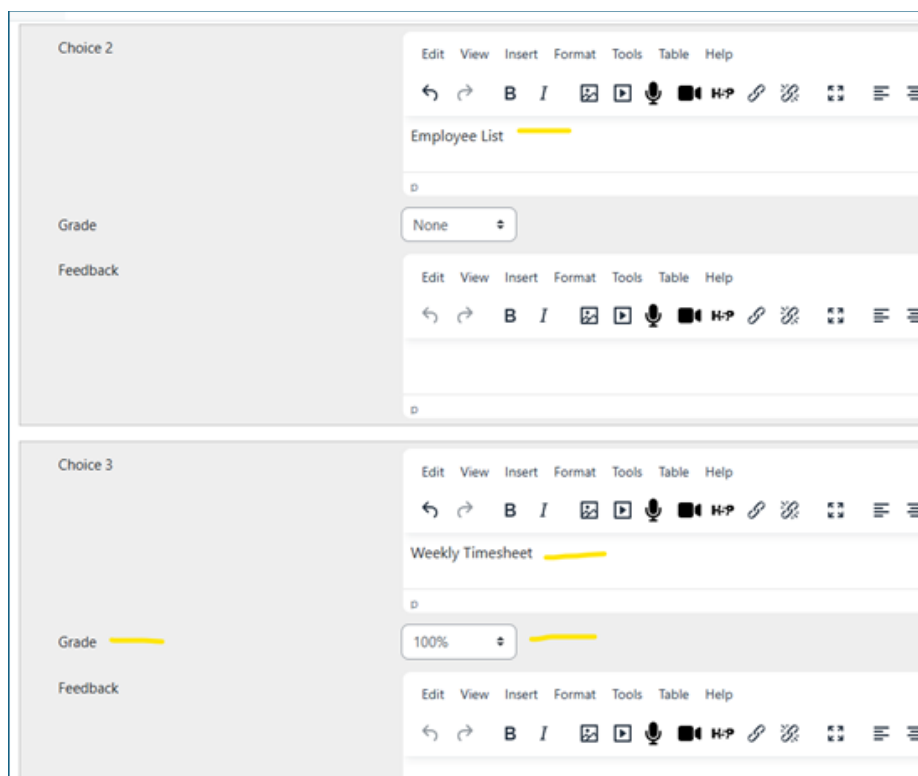
6. If Multiple Answers are correct, select the Multiple Answer option. For both options, select if the choices are to be Shuffled or not.



One or multiple answers? Multiple answers allowed

☒ Shuffle the choices? ?

7. Enter the Answers in the Choice sections. For the one Correct Answer give it a Grade of 100%. If 2 answers are correct for the multiple-choice option – then give the correct 2 answers a 50% grade each.



Choice 2

Grade: None

Feedback:

Choice 3

Grade: 100%

Feedback:

8. When adding a True or False question, select this type of question, add the Question #, copy and paste plain text into the Question Text box, leave the **default mark as 1** and select the Correct Answer - either True or False

Adding a True/False question ←

General

Category: Default for Health Services Environment (14)

Question name: Question 1

Question text: British Columbia was the first province to introduce universal public hospital insurance in 1947.

Question status: Ready

Default mark: 1

General feedback:

ID number:

Correct answer: True ←

9. When adding new questions you can remove 'X' below the question which then removes the reference to Page 2

Questions

Questions: 2 | This quiz is open

Repaginate Select multiple items

Page 1

1 Question 1 British Columbia was the first province to ...

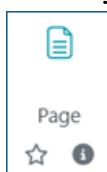
Page 2 ←

2 Question 2 The federal government subsidizes the provinces...

10. After adding all the questions to the quiz, make sure the **Maximum Grade matches the Total of Marks**. The Total of Marks is the combined point value of all questions. If the total exceeds 10, update the Maximum Grade to match the Total of Marks.

V. Creating Weblink Activity

1. Select the Page activity option and add the name 'Webinks' (add twice if there are also



Videos to be added) -

2. Select 'Settings' and in the CONTENT box section add the description -

To view in a separate window, press CTRL when you click on the weblink or video.

New Page

Expand all

General

Name ! Weblink

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I        ...

p 0 words Build with 

☐ Display description on course page ?

Content

Page content !

Edit View Insert Format Tools Table Help

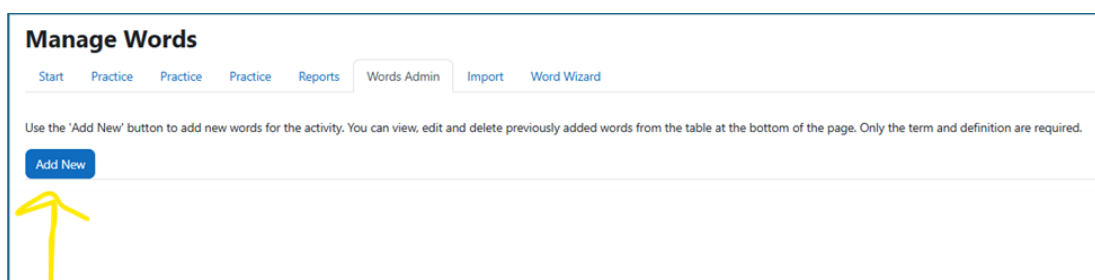
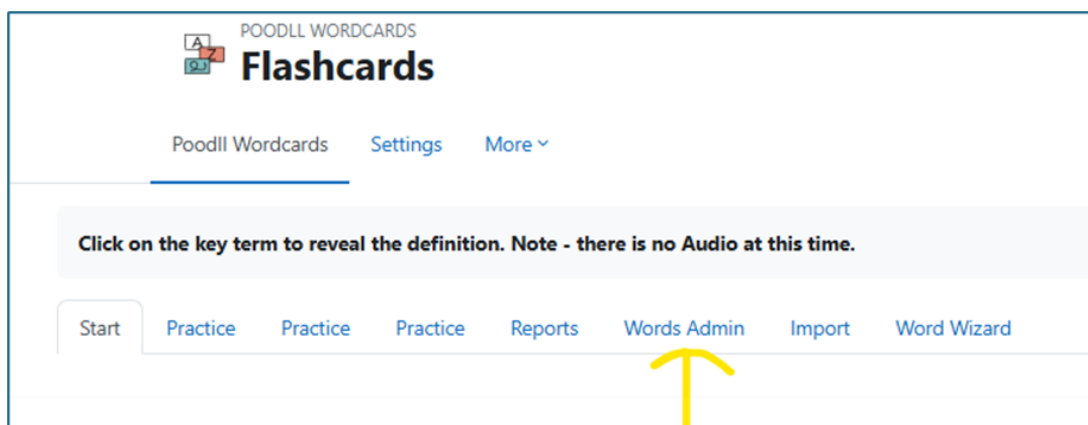
↶ ↷ B I        ...

To view in a separate window, press CTRL when you click on the weblink or video.

p 16 words Build with 

VI. Adding to the Existing Flashcards Activity

1. Click on the existing Flashcards Activity.
2. To add a new Flashcard - word and definition, select **Words Admin**



3. Add the term and the Definition - Save Changes

×

Manage Words

Term

!

?

universality

Definition

!

?

Canada Health Act requirement that all residents of a province must be entitled to the benefits of its healthcare plan

Model sentence

?

Acceptable mistranscribes

?

TTS Voice

?

Joey

>

Audio and Images

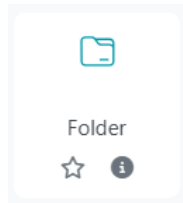
!

Required

Cancel

Save changes

VII. Adding a Folder



1. Select the 'Folder' option
2. Add the name of the Folder and add a description if necessary. Click the plus sign to add a file to the folder. You can also drag and drop the file directly from file explorer.

New Folder

Expand all

General

Name

Description

Edit

View

Insert

Format

Tools

Table

Help

↶

↷

B

I

🔗

📷

🎤

📺

H-P

🔗

🔗

🔗

...

p

0 words

Build with

tinyMCE

☐ Display description on course page

Content

Files

📁

📁

📁

Maximum size for new files: Unlimited

🔗

🔗

🔗

📁

files

⬇

You can drag and drop files here to add them.

Display folder contents

On a separate page

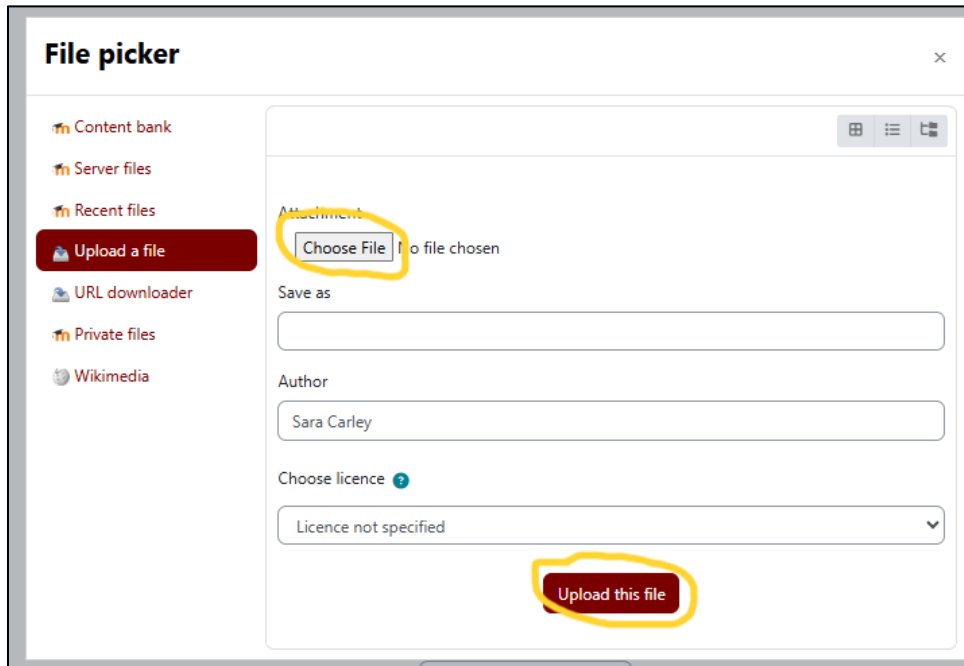
☒ Show subfolders expanded

☒ Show download folder button

☒ Force download of files

Northrose Educational Resources – Instructor Manual

3. Click the 'Choose File' button and find the desired file from file explorer, click open, and then 'Upload this File'



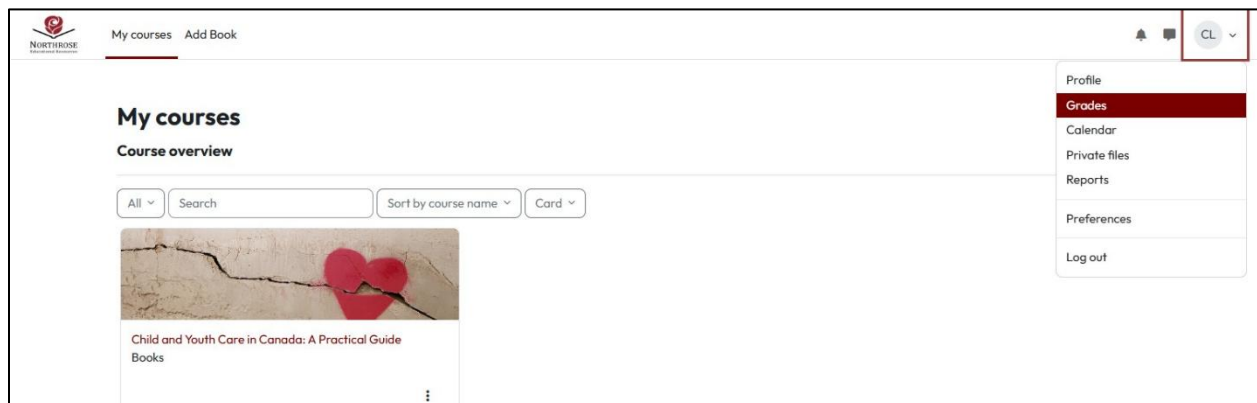
4. Once finished uploading all files, **Save and Return to Course** or **Save and Display**.

PowerPoint Slides

3. Convert slides to a PDF to prevent slides from being changed should they be downloaded and shared by students.
4. When adding a Powerpoint slide activity – select '**File**'
5. Name – **Powerpoint Slides**
6. Description - **To view in a separate window, press CTRL when you click on the link.** Select the box below that reads '*Display description on course page.*'
7. Drag and drop the PDF file.
8. Save and return to course.

Viewing Student Grades

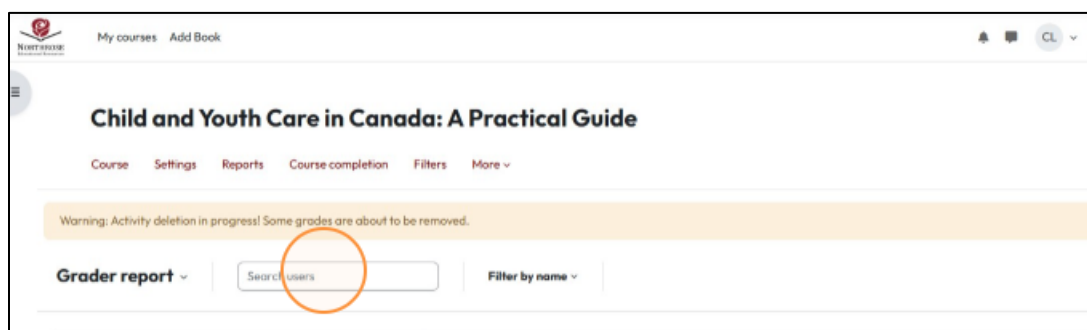
1. Navigate to **My Courses**.
2. Click on your profile at the top right corner to reveal a dropdown
3. Click **'Grades'**



4. Select the course you are teaching/want to see grades for



5. The grade report will show every student who has completed a quiz for that title. Click the "Search users" field to find your students.



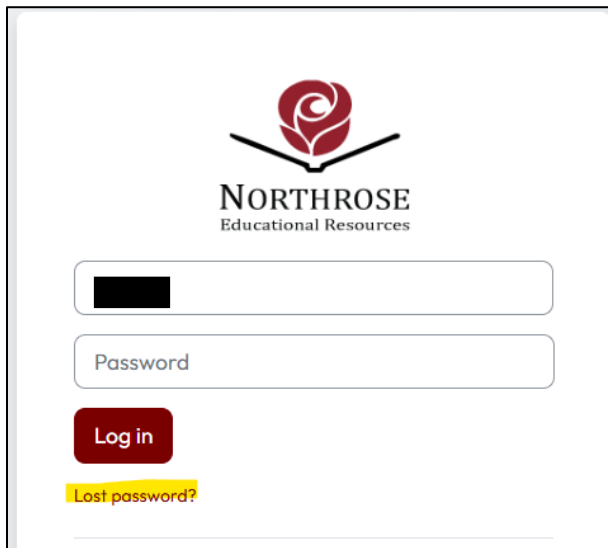
6. Click on the student's name.
7. You can now see their score on the quiz, click the three dots to view more details.
8. Click "Grade analysis" to see their attempt on the quiz and a breakdown of their score.

9. Currently the site shows all students enrolled in the course but we are currently working on a "cohort" feature that allows you to view only the students in your class instead of every single student.

For a visual Guide: [Scribe: How to view student grades](#)

Changing Your eLearning Password

If you have forgotten or want to change your eLearning password, simply select **Lost Password** and follow the instructions

A screenshot of the Northrose Educational Resources login page. At the top center is the Northrose logo, which consists of a red stylized rose above an open book icon. Below the logo, the text "NORTHROSE" is displayed in a large, bold, serif font, with "Educational Resources" in a smaller, sans-serif font underneath. Below the text are two input fields: the first is for a username, containing a blacked-out placeholder, and the second is for a password, with the label "Password" inside. Below the password field is a red "Log in" button. At the bottom left, there is a yellow link that says "Lost password?".