

My Content

Create Instructor-Generated Activities

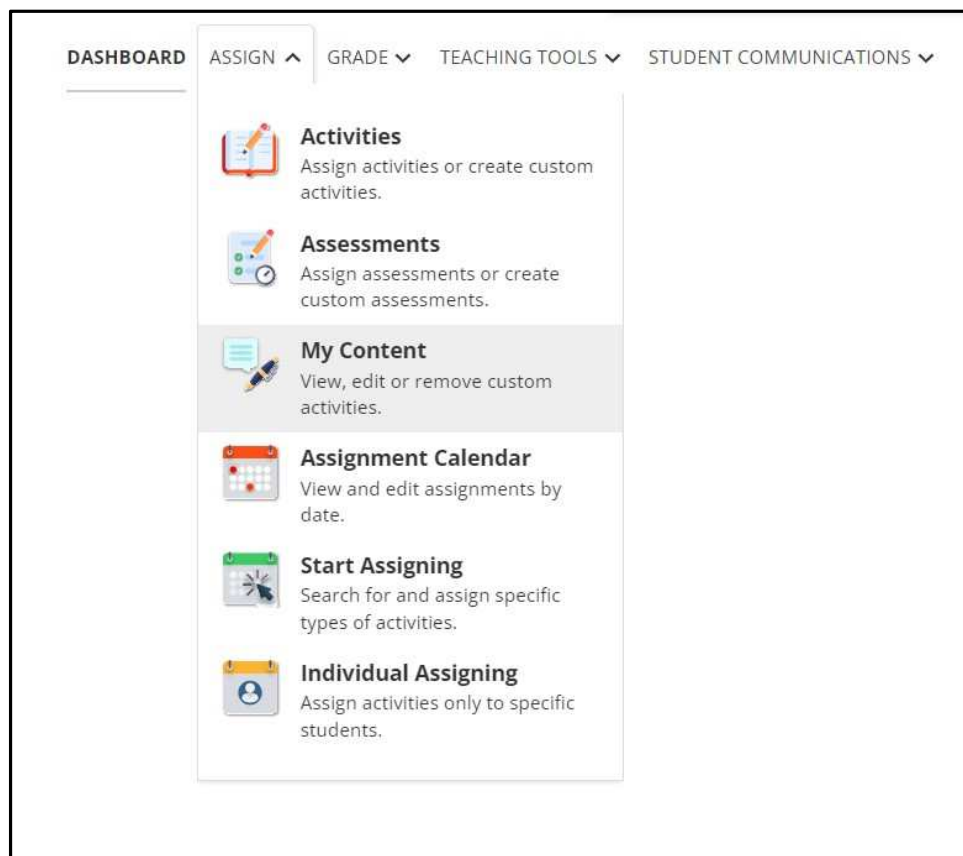
1. Select the “All sections” level of the course in which you wish to add an activity (use the course/section drop-down menu).

The “Add content” drop-down menu is not accessible within an individual course section.

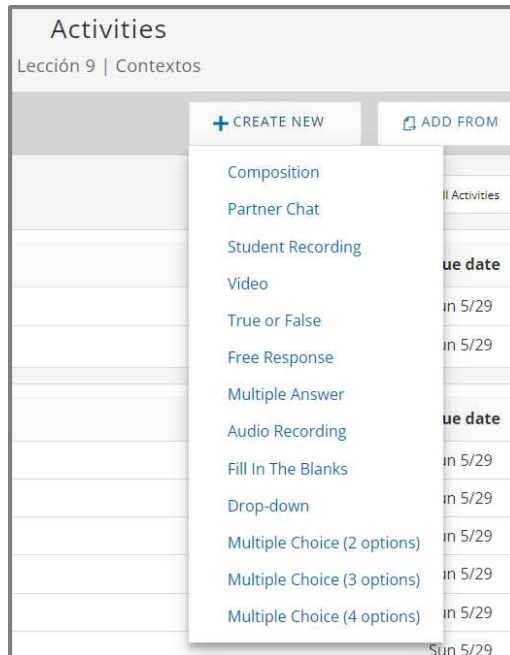
2. From the Assign menu, select Activities or Assessments in which you wish to add a new activity.



Instructor-generated content may be added to the Activities or Assessment areas.




At the top-right side of the Activities page, hover your cursor on **+ CREATE NEW**. A drop-down menu listing is displayed with several activity types.



4. From **New activity**, select an activity type.

- **Composition:** Open-ended writing activity (15 possible points)
- **Partner Chat:** Interactive partner chat activity (10 possible points)
- **Student Recording:** Open-ended audio recording activity (10 possible points)
- **Video:** Share a video (1 possible point)

 Video activities are not submittable and are not available for use as an Assessment.

- **True or False:** Open-ended writing activity (15 possible points)
- **Free Response:** Interactive partner chat activity (10 possible points)
- **Multiple Answer:** Open-ended audio recording activity (10 possible points)
- **Audio Recording:** Multi-question item recording activity (1 possible point)
- **Fill in the Blanks:** (2 possible points per blank)
- **Drop-down:** (2 possible points per drop down)
- **Multiple Choice (2 options):** (2 possible points)
- **Multiple Choice (3 options):** (2 possible points)
- **Multiple Choice (4 options):** (2 possible points)

5. Fill in the required information for the activity type selected. Options may include:

- Title
- Direction line
- YouTube video link (Video activities only)

Return to Activities | Lección 1 | Contextos | Create new Partner Chat activity

Add your activity title here (required) ✓

Add your direction line here (required) ✓

Students will see attempt/completion status here.

Add Reference Materials

+ add text + add image + add word bank + add audio + add video

cancel á é í ñ ó ú ü ÿ ALL CAPS


Activity will be hidden from students until you choose to assign it or make it visible.

save

- Depending on the activity type, you may also add optional information including:
 - Reference materials:** add text, an image and/or a word bank, and/or record audio or video
 - Question prompt:** this additional prompt may direct students to focus on the task that they have been asked to complete

- Click **save**.

Lección 2 Estructura 2.1		ALL ACTIVITIES
<input type="checkbox"/>	Instructor-created Activities	Due date
<input type="checkbox"/>	Oral project 1  	  hidden


 New activities are hidden. Opting to show or assign the activity will make it visible to students.

Edit or Remove Instructor-Generated Activity

Lección 2 Estructura 2.1		ALL ACTIVITIES
<input type="checkbox"/>	Instructor-created Activities	Due date
<input type="checkbox"/>	Oral project 1  	  hidden

- To edit, click on the pencil icon for the activity in the table of contents. The instructor-generated activity opens in a separate browser window for you to make necessary changes. Click **“save.”**

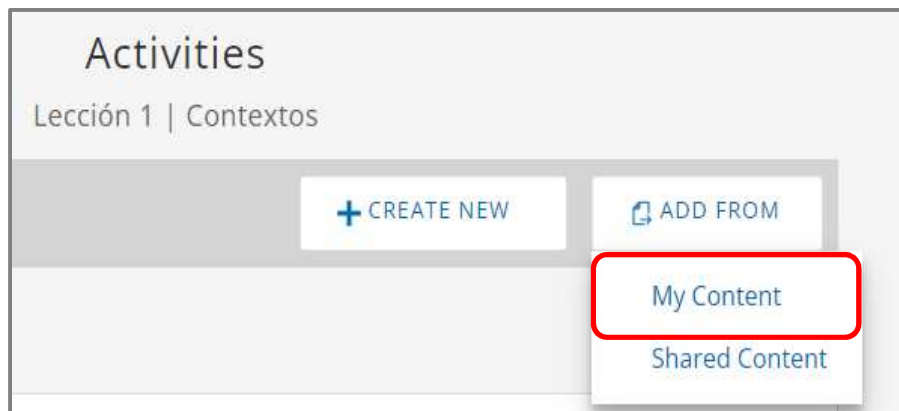
2. To remove an activity from a course/section, click the trash icon for the activity in the table of contents.

 This action will remove the activity and any associated student scores from the gradebook for the course/section you are currently working in. This will not delete the activity from **My Contents** nor will it remove the activity from other courses/sections in which you have assigned it.

Add Existing Instructor-Generated Activities to Other Courses

If an activity was created for one course in your book's vhlcentral program, you can add the activity to your other courses in the same book's program.

1. From the Activities page and lesson/unit of the course/section in which you wish to add the activity, click **ADD FROM** and select **My Content**.



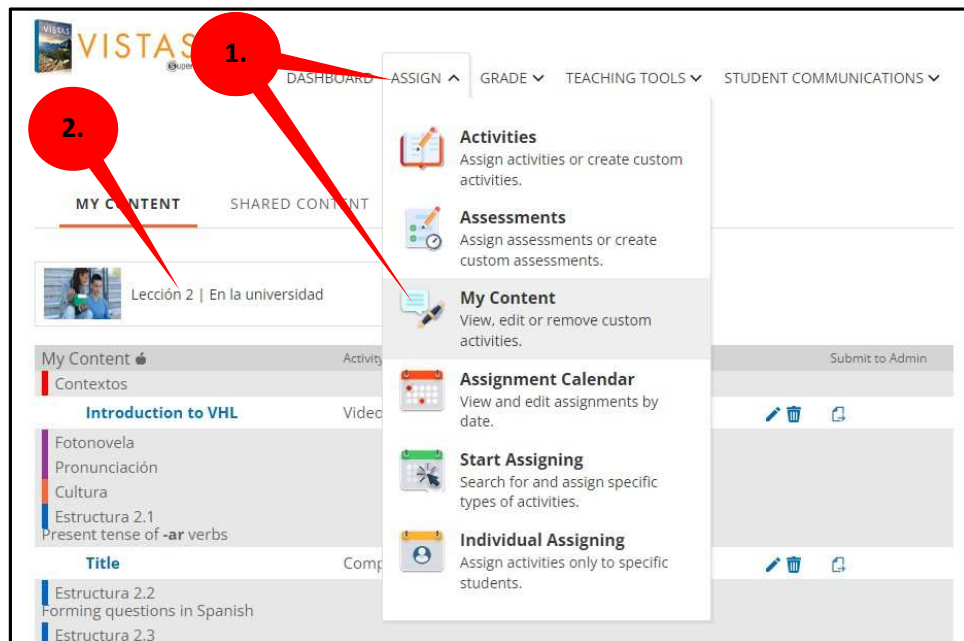
2. Check the boxes for the activities you wish to add to this course.



3. Click **ok**.

Review the List of Instructor-Generated Activities for a Lesson/Unit

1. Go to the **Assign** menu and select **My Content**.
2. Select the lesson/unit you wish to view from the drop-down menu. (Be sure you are in the correct course.)



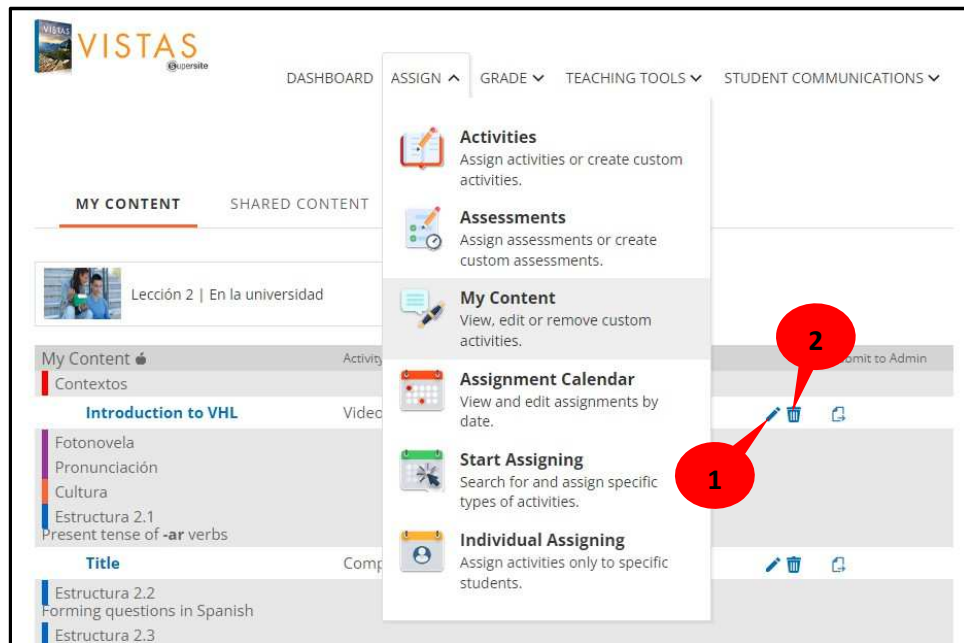
Edit or Delete Instructor-Generated Activities from My Content

From the list of instructor-generated activities, you may edit the content within the activity or permanently delete an activity.

1. To edit, click on the pencil icon. The instructor-generated activity will be available for you to make necessary changes. Click **“save.”**
2. To permanently delete an activity, click the trash icon.

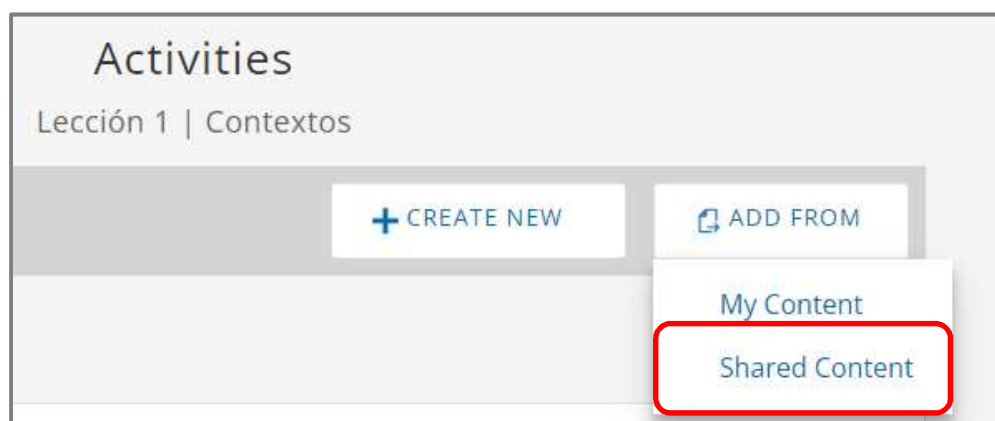


This action will permanently remove the activity and any associated student scores from all active courses/sections. Student scores will remain in closed courses. This action cannot be reversed.



Add Existing Instructor-Generated Activities from Other Instructors

You may access a library of shared content from activities created by other instructors. These activities have been revised and approved by the schools' Enterprise admin.

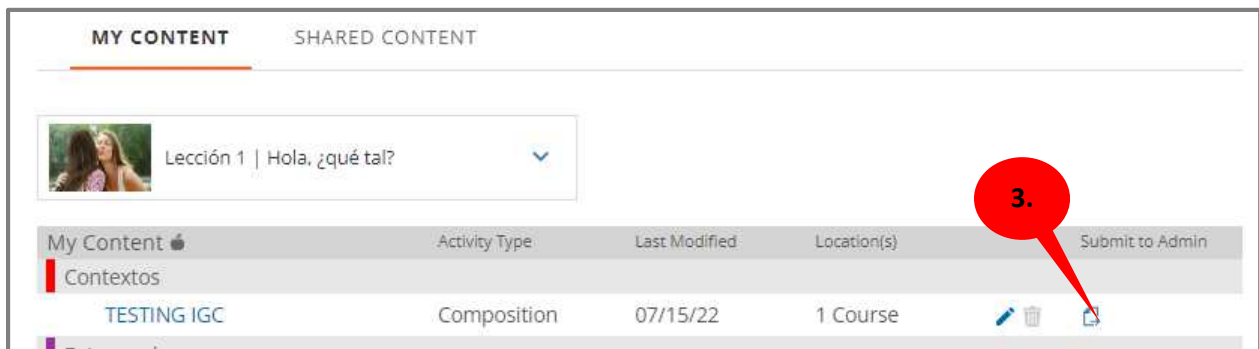


From the Activities page and lesson/unit of the course/section in which you wish to add the activity, click **ADD FROM** and select **Shared Content**.

Add Instructor-Generated Activities to Shared Content library

You may contribute by making your Instructor-Generated content activities available via the Shared Content library for other instructors to use.

1. Go to the **Assign** menu and select **My Content**.
2. Select the lesson/unit you wish to view from the drop-down menu. (Be sure you are in the correct course.)
3. Click on the Request to Share icon.



4. A prompt asking if you want to request to share this activity with other instructors will display. Click "Yes."
5. You will see that a **Pending** message in place of the **Request to Share** icon is displayed during the Enterprise admin's review process.
6. Click on the **Null** icon to cancel Request to Share.

