FocalPoint

Course Designer
Quick Start Guide

Contents

Course Designer Overview

FocalPoint

DEMOTEACHER LEONA

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Course Designer is a permission that can be given to admin and educators on an individual basis. If turned on, users can create courses here that can be used in all communities throughout the tenant. When users add *Learning Objectives* (courses/sections) to a community, published course designer courses will be accessible. We recommend restricting this permission to specific users to keep the course list clean.

TIP:
Without this permission, users can create communities within their Learning Tree tab that will not be shared across the tenant.
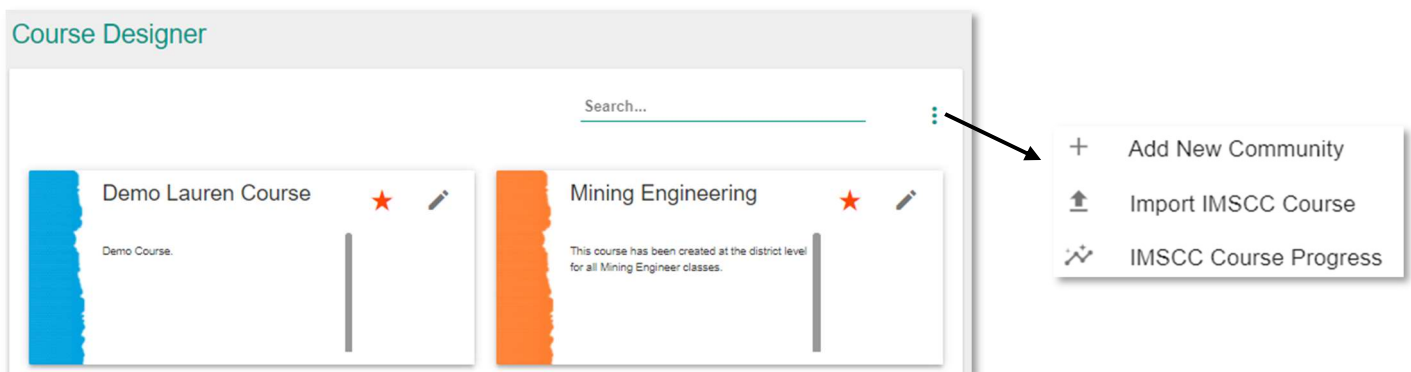
Course Designer Permission

By default, only district admin will have access to Course Designer. For school admin and educators, this is a permission that can be given at the profile level. District and school admin can turn this permission on in the *Provisioning* tab. Once you find the educator you'd like to update, click the pencil icon. Here, you can check on 'Is Course Designer' and save.

Lincoln   teacher01

EMail *
lincoln.teacher01@focalpointk12.net

☐ Is School Admin

☑ Is Course Designer

🗑 Delete   💾 Save

Adding New Course Designer Communities

There are two ways you can add a community: by scratch or by importing a Common Cartridge via IMSCC file. Importing IMSCC courses will allow you to import a course from another provider if you have the IMSCC file. Once you've created or imported your community, editing the community is the same.

Course Designer

Search...

| Demo Lauren Course | ★ ✏ |
| Demo Course. |

| Mining Engineering | ★ ✏ |
| This course has been created at the district level for all Mining Engineer classes. |

- ＋ Add New Community
- ⬆ Import IMSCC Course
- 〽 IMSCC Course Progress

Adding New Community from Scratch

To create a community from scratch, click on the 3-dot menu and select the option *Add New Community*. A window will open for you to type in the name and description of the new community. Once done, click *Save*.
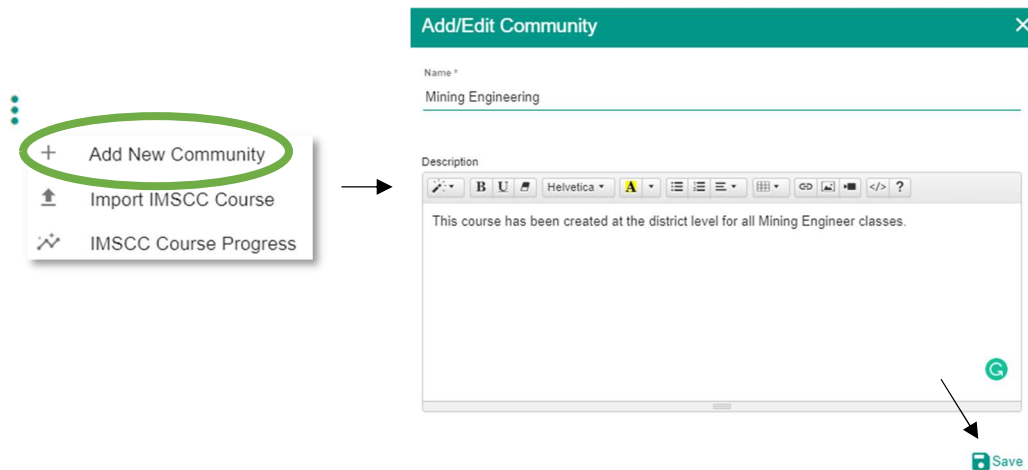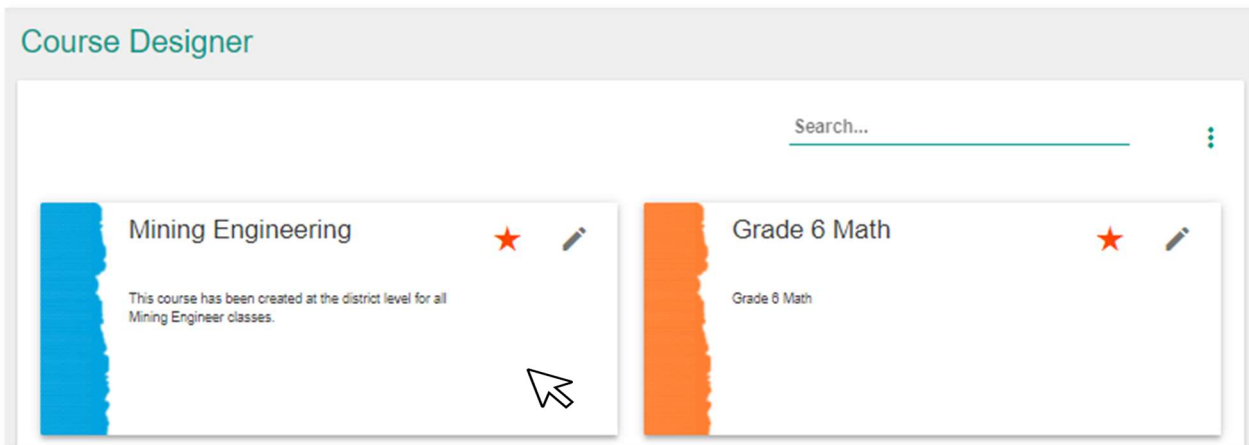

Adding New Community from IMSCC File

To add a course with an IMSCC file, click on the 3-dot menu and select the option *Import IMSCC Course*. Next, choose your IMSCC file and click *Preview Community*. Once you are done previewing your community, click *Save*.
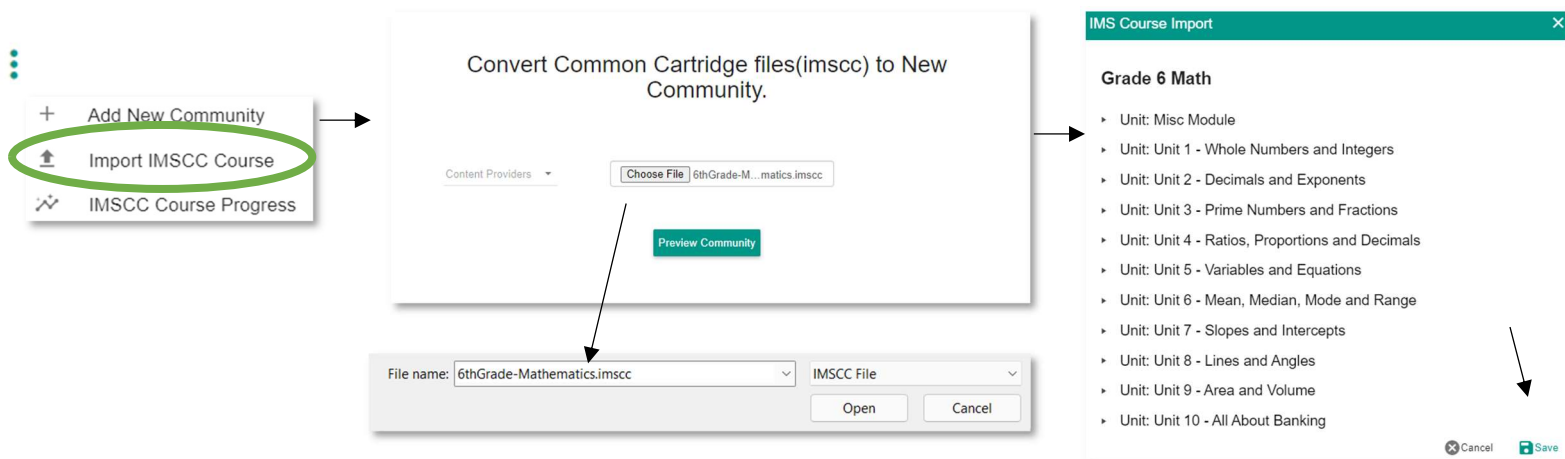
Editing Course Designer Community

To edit your community, you'll click anywhere on the community tile.

Once your community opens, you'll see your community toolbar:

1. **Learning Tab:** This tab is where you will do all course creation and editing. To view all units in a course, click 'All' in the unit timeline. Below, you will see more details on the structure of the Learning tab. To add an existing course, unit, or activity, refer to the below sections.

Add Learning Objective (course)

Publish/Unpublish all content. If turned on, students will have access to view activity. Activities unpublished are hidden from the student.

Child Objective (Unit)

Activities

Navigate to the other units. Select 'All' to view all units

Child Objective Content Menu – allows you to edit, preview, or delete the unit. Additionally, you can add additional child objectives, activities, and activity flows.

Individual *Publish* toggle. Blue = published

Arrows to rearrange content

Activity Content Menu- allows you to edit, preview or delete activity

Adding a Learning Objective (Course)

In FocalPoint, learning objectives are your courses. Before you add any content, you need to add the course shell by adding a new learning objective. To add a learning objective, you'll click on the Root Goal icon in the upper right. You have the option to *Add New Learning Objective* or *Search Learning Objectives*.

- Select *Add New Learning Objective* if you'd like to create a course from scratch
  - You'll fill out the learning objective name, description, and tags (standards).
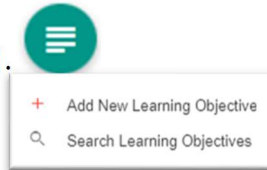
- Select *Search New Learning Objective* if you'd like to pull from another Course Designer course you have access to.
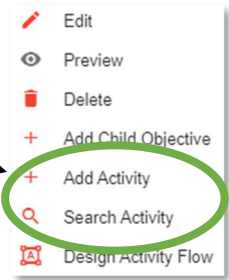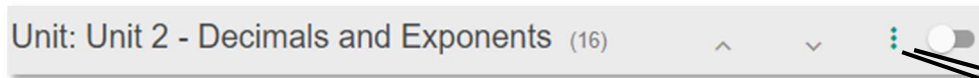 - Select the course tile you'd like to add to your community.

Adding a Child Objective (Unit)

To add a unit, you'll click on the 3-dot menu icon on the course you've added. You may need to click 'All' on the number timeline if you don't see it. In the 3-dot menu, click on *Add Child Objective*. Here, title your unit, add a description (optional), and tags (optional).
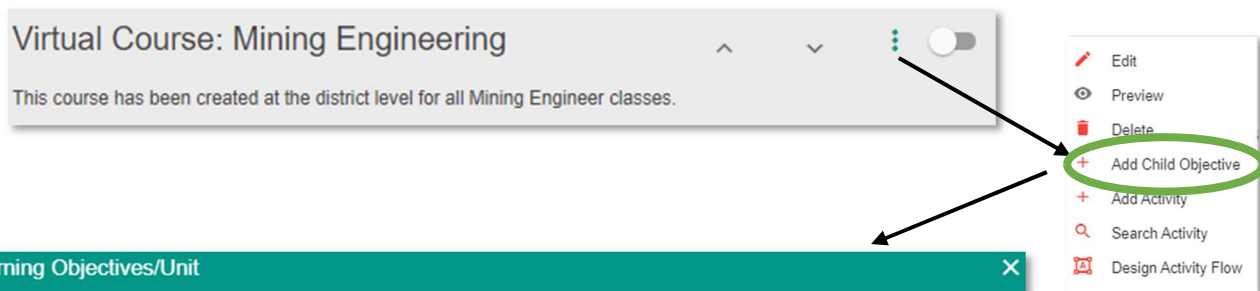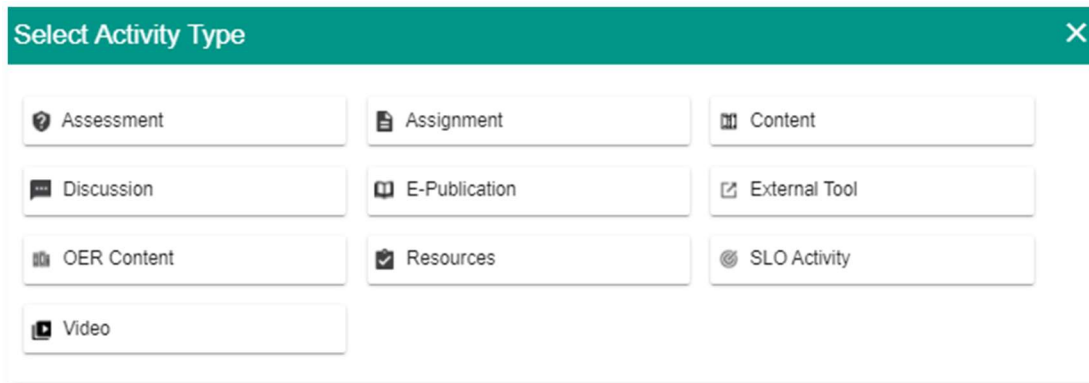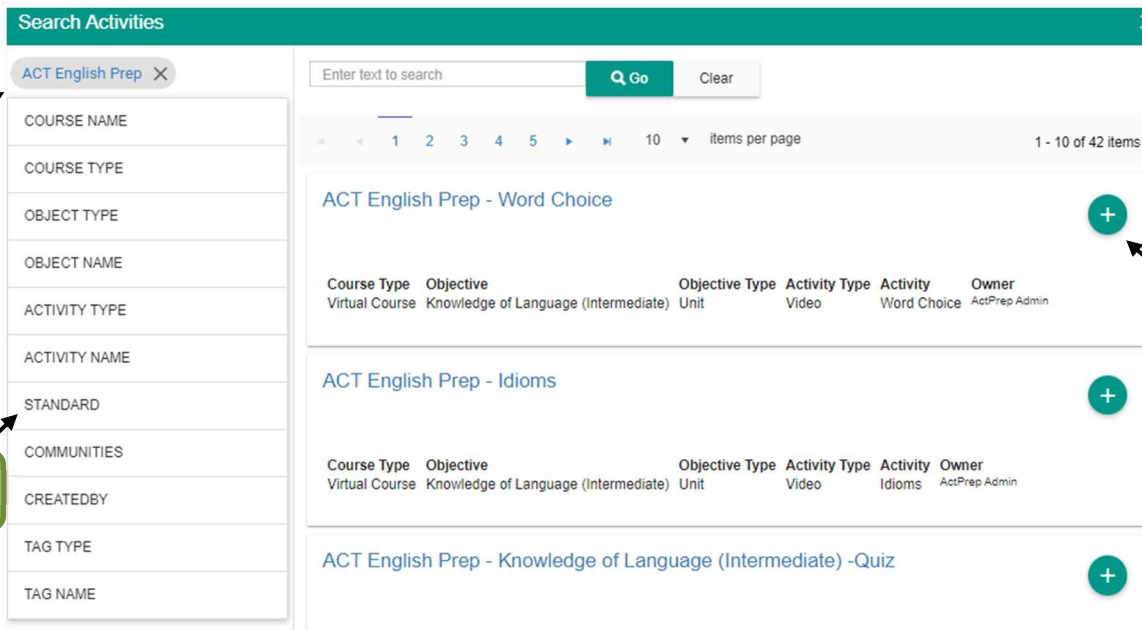
Adding Activities to Child Objectives (Units)

To add an activity, you'll click on the 3-dot menu icon on the unit you'd like the activity to be located in. When adding activities, you can either add from scratch or search from the activity catalog. In the 3-dot menu, click on *Add Activity (from scratch) or Search Activity (from activity catalog)*.

Edit
Preview
Delete
Add Child Objective
Add Activity
Search Activity
Design Activity Flow

Unit: Unit 2 - Decimals and Exponents (16)

- Select *Add Activity* to add an activity from scratch. The Activity Type menu will pop-up. Please note these options are customized by your district- you may not have all activity types as below. Select the activity type you'd like to create. Articles on activity types can be found here

Select Activity Type

Assessment	Assignment	Content
Discussion	E-Publication	External Tool
OER Content	Resources	SLO Activity
Video		

- Select *Search Activity* to add an activity from the activity catalog. When viewing the catalog, you can filter many ways, including course name, object type, standard, etc. You can also search by keyword. Clicking on the title hyperlink will allow you to preview the activity. To add the activity, click the ⊕ .

Search Activities

ACT English Prep ✕

Enter text to search   Q Go   Clear

1 2 3 4 5 ► ►| 10 ▼   items per page   1 - 10 of 42 items

ACT English Prep - Word Choice

Currently applied filters. Click the X to remove the filter

COURSE NAME
COURSE TYPE
OBJECT TYPE
OBJECT NAME
ACTIVITY TYPE
ACTIVITY NAME
STANDARD
COMMUNITIES
CREATEDBY
TAG TYPE
TAG NAME

Filters

Course Type	Objective	Objective Type	Activity Type	Activity	Owner
Virtual Course	Knowledge of Language (Intermediate)	Unit	Video	Word Choice	ActPrep Admin

Add the activity to your community

ACT English Prep - Idioms

Course Type	Objective	Objective Type	Activity Type	Activity	Owner
Virtual Course	Knowledge of Language (Intermediate)	Unit	Video	Idioms	ActPrep Admin

ACT English Prep - Knowledge of Language (Intermediate) -Quiz

Activity Flow Designer

You can access the Activity Flow Designer by clicking on the Child Objective (Unit) Content Menu. The Activity Flow Designer allows you to create infinite pathway options for students based on their level of learning. To begin, drag the activities around so you can see all. Next, draw lines from activities based off the desired sequence.
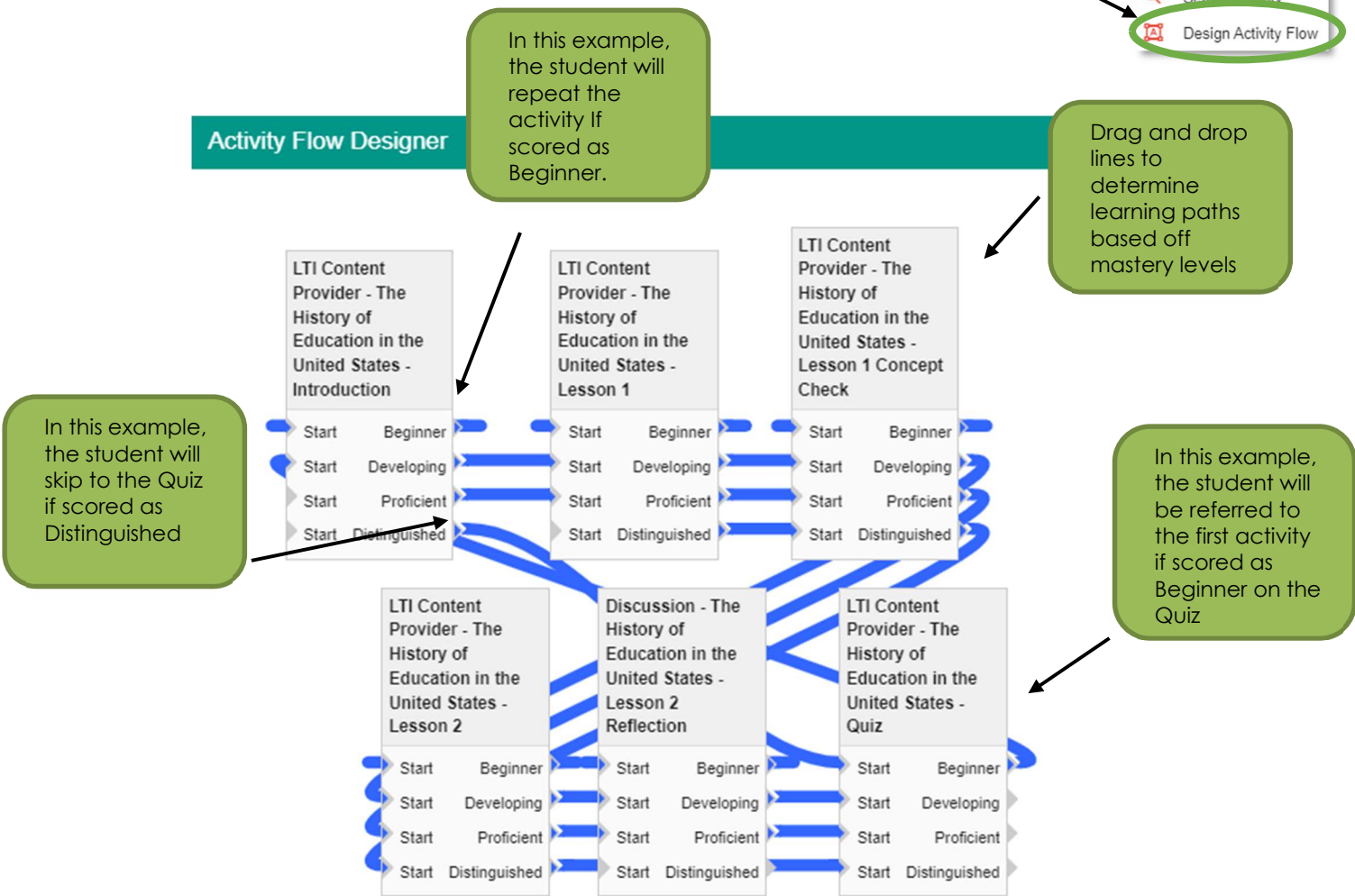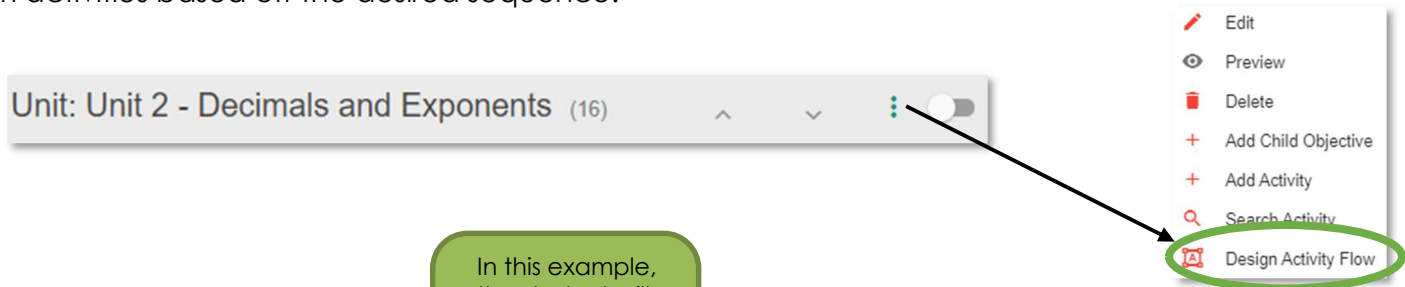

TIP: The Activity Flow Designer is completely optional. Keep in mind if done at the course designer level, all users will have this flow. If not done at the course designer level, educators have the option to design their own flow at the community level.
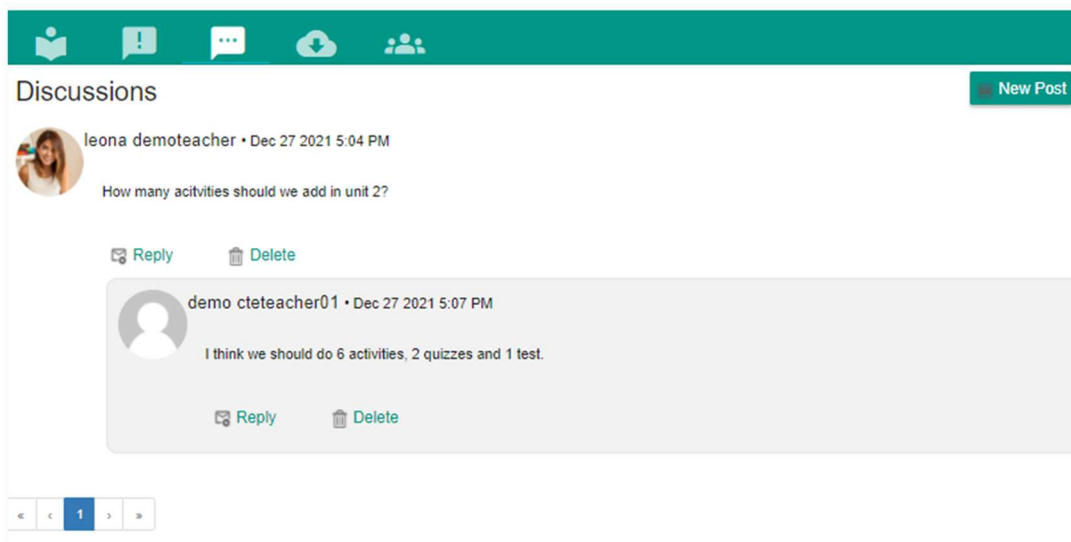
2. *Announcements Tab:* This tab is where you can add and view announcements within the course designer community. These announcements are intended for those who are creating the course together. When the course is added to future communities, these announcements will not come with it.

Clicking on <kbd>+ Add New Announcement</kbd> will allow you to add a title, event date, published date, and announcement content. Event date will determine when the announcement will be seen by the community members in the Day, Week, Month, All sections - <kbd>D W M A</kbd>
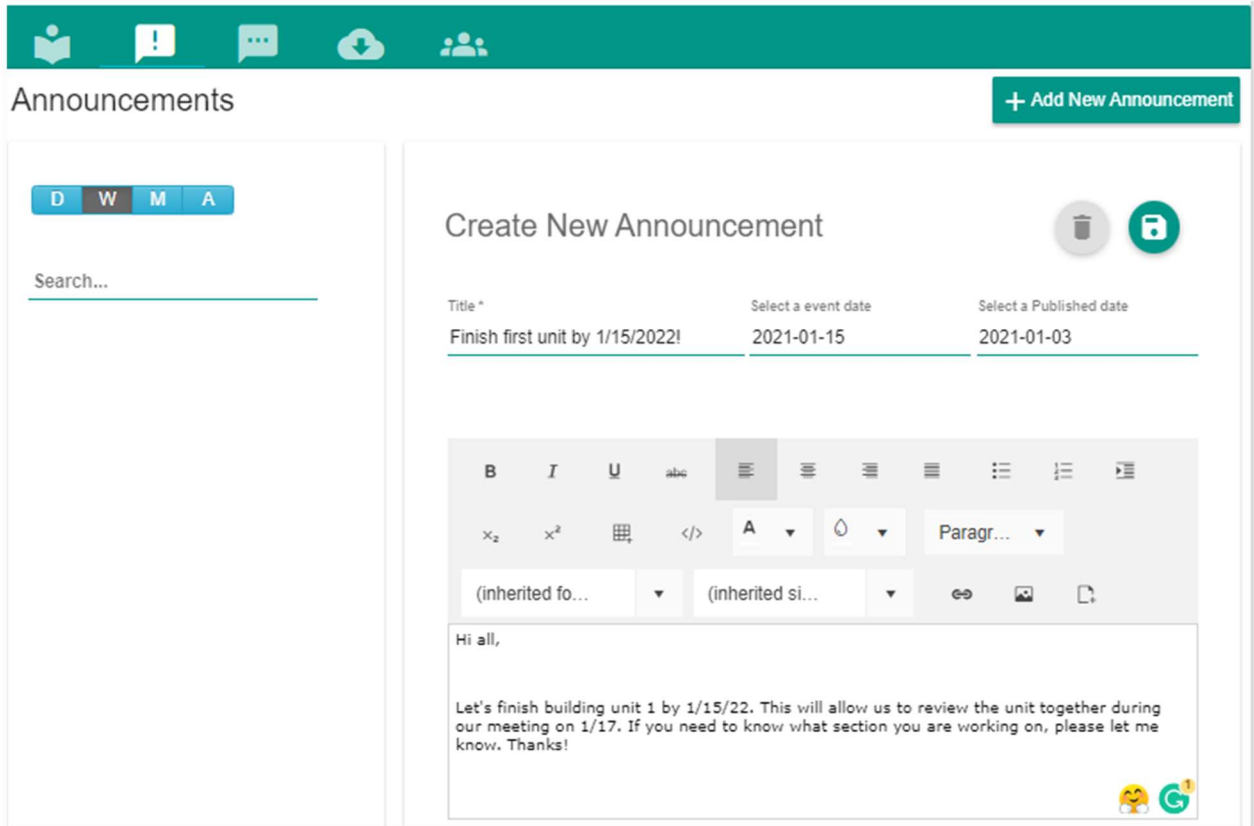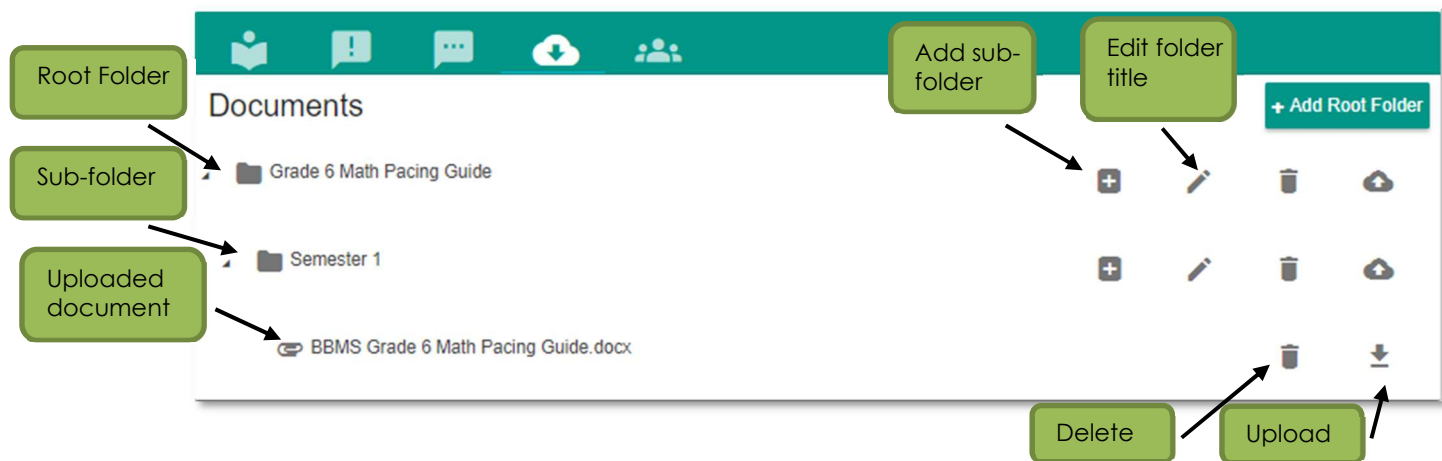

3. *Discussions Tab:* This tab is where you can add, view, and comment on discussions within the course designer community. These discussions are intended for those who are creating the course together. When the course is added to future communities, these discussions will not come with it.

To add a discussion, click <kbd>New Post</kbd>. To reply to a discussion or comment, click <kbd>Reply</kbd>.

4. Documents Tab: This tab is where you can add and view documents within the course designer community. These documents are intended for those who are creating the course together. When the course is added to future communities, these announcements will not come with it.

Clicking **+ Add Root Folder** will allow you to create and name the root folder. On root folders, you can either create sub-folders, edit, delete or upload.

5. Members Tab: This tab is where you can add or edit members of your course designer community. If you are creating this course with other users or someone else needs access to it, you'll add them here. When the course is added to future communities, these members will not come with it.

To add a member, click **Manage Members**. Under *Search Users,* you can search members and then select 'Add' next to the user's name. Under *Current Members,* you can view all users who have access to the community. To delete a member, click 'Remove' next to the user's name.
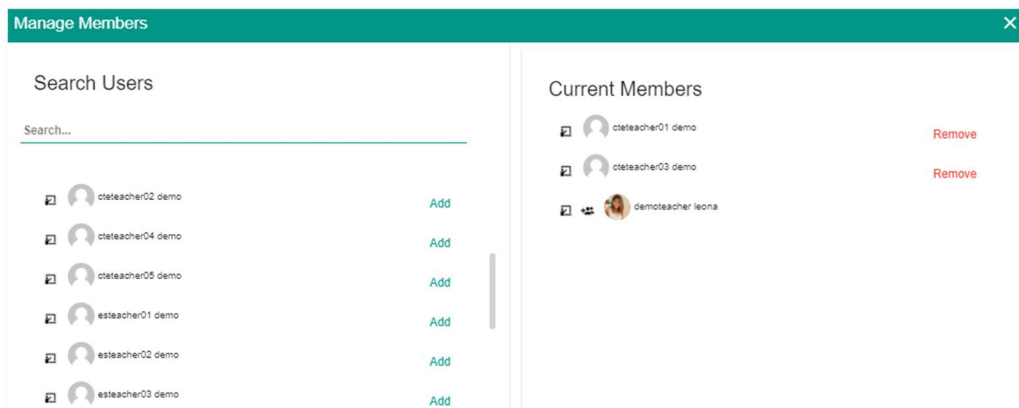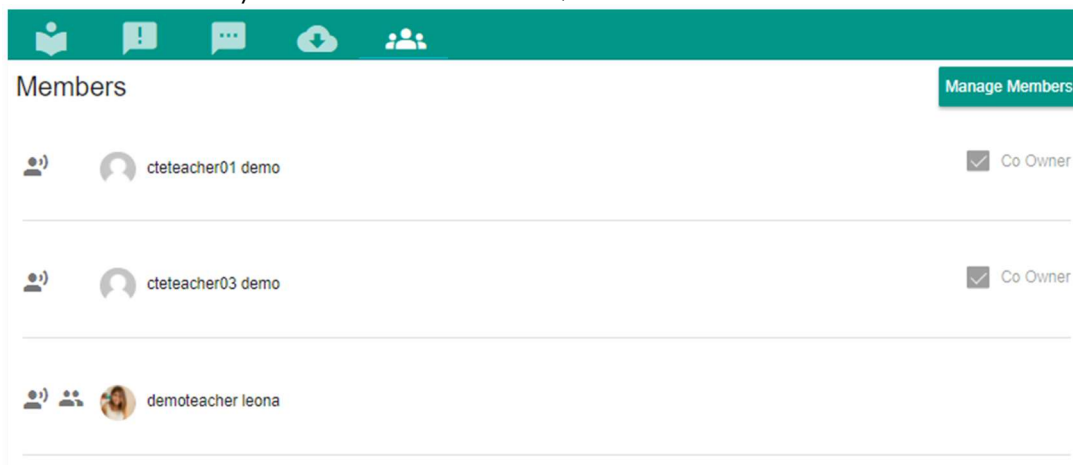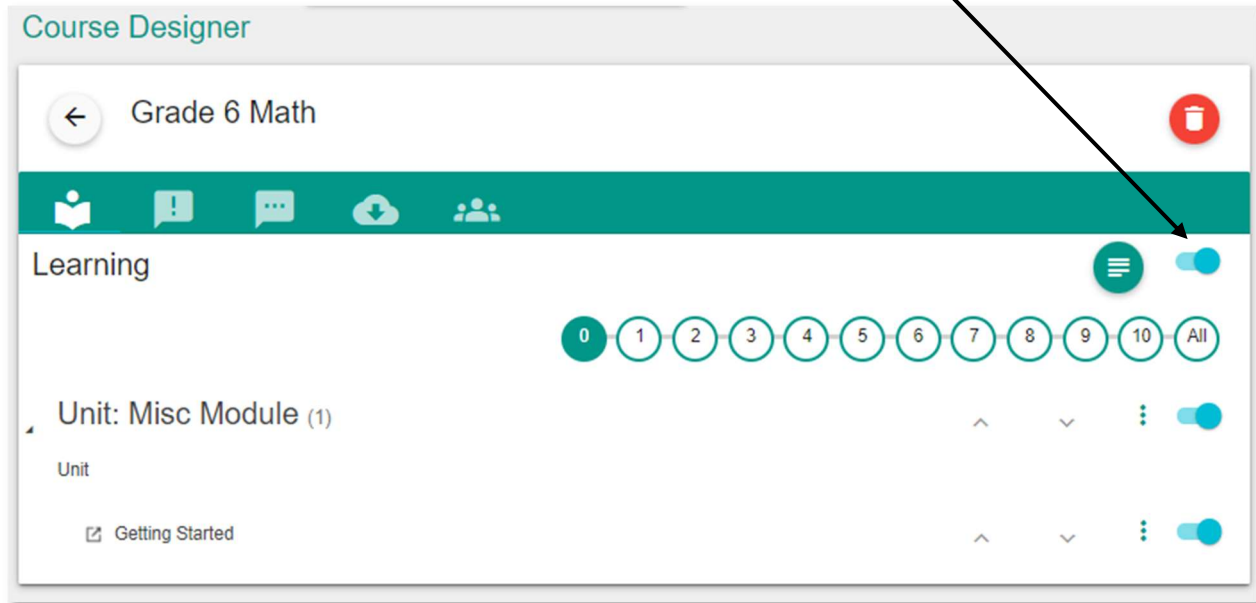

TIP:
All added users will show 'Co-Owner' next to their names. They will have the same access to the owner. Only the user who created the community will not have it.

How Do Educators Add Course Designer Courses to Their Communities?

Once the course designer course is completed, publish all at the top right of the *Learning tab*.

Once the course is published, educators will now see it as an option when searching Learning Objectives in their communities.