1. Top of the Page

Assignment 3.2: Cut a Rug Again

Due Date: Feb 21, 2017  Close Date: Feb 28, 2017

#1 Topic Access Dates
For assignments, the due date is the deadline by which students must submit their work. Student posts made after the due date but before the closing date are marked as “late.”

By default, both the due date and the topic’s closing date are set to the last day of the module. You may extend the topic’s closing date beyond the due date to allow students time to review and comment on each other’s work or to allow late work to be submitted.

#2 Open the Grading Interface
In an assignment, this blue button provides access to the grading interface for this topic.

In a discussion (i.e., in a non-gradable topic), this button opens the activity report.

#3 Hide/Show Topic Description & Instructor Update
The Description and the Instructor Updates fields take up lots of room on the page. If you hide (close) them, the system will remember your settings the next time you open the topic.

#4 Edit Course Topic
Course topics can be edited from here; assignment topics allow only minimal editing.

Global topics must be edited from the Global Topics page.

#5 Edit the Instructor Update
Instructor Updates let you customize an assignment by adding your own information. Global topics and discussion topics do not include an Instructor Updates option, because their descriptions can already be customized.
2. Sort & Display Tools

#1 Sorting Tools

You can use these options to determine the order in which posts are displayed.

- My Posts & Comments: Places your own posts at the top of the display, followed by posts upon which you have commented. This tool is chiefly aimed at students.
- Date: The *default* display mode, which sorts all posts in chronological order (newest posts at the bottom) by original posting date. Editing a post does not change its sort date.
- New/Unread: The most useful sort in most cases — puts any posts you have not read at the top, followed by posts with comments you have not reviewed.
- Flagged: Prioritizes posts you have flagged. Flags are unique to the user: your flags do not affect what other users see.
- Instructor: Helps students find the instructor's comments & critiques.
- Name: Sorts all posts alphabetically by last name.

#2 Pagination

You will find links to additional pages here. In the grid view, a new page is created after 24 posts. In the list layout, a new page occurs after 12 posts.

#3 Layout Options

These tools allow users to customize the topic layout, regardless of the default layout.

- The Grid View displays all posts as “cards” in a grid — and displays a thumbnail “teaser” to represent the content the user has included.
- The List Layout displays all posts in a list with the full content displayed for each post. Comments can be opened and closed by the user — all at once or post by post.

Instructors can change the default layout for a topic at any time by editing it.
3. Grid View — All Posts

#1 Hide/Show the Description & Instructor Update

The Description and the Instructor Updates fields take up lots of room on the page. If you hide (close) them, as shown here, the system will remember your settings the next time you open the topic.

#2 Sort & Display Tools

These tools allow users to customize their view, regardless of the default layout.

#3 Create a New Post

Click this button to open the interface for creating a new post.

#4 Grid Layout

Two display options are available for posts: the grid view shown here and a list layout, shown below.

In the grid view, each post is displayed as a “card” or “tile,” with a “teaser” thumbnail image and tools.

Each page displays up to twenty-four posts (or cards). New posts are highlighted in green.

When you click on (open) any post, you can see its complete contents — text, attached files, etc. — and any comments that students or instructor have made on the post.

Students will submit their work by creating posts (or cards).

Comments and instructor critiques are considered to be part of a post and subsidiary to it. Click on a card to see comments or critiques.
4. Post Tools

#1 Thumbnail Teaser

A thumbnail image serves as a teaser for the post contents. Users can select a thumbnail from among the images they have uploaded.

Click the thumbnail image or any icon to display the full contents of a post (i.e., to show the back of the "card").

#2 Time Stamp

Posts are numbered based on the time they were originally posted.

The time and date when a post was created — or last edited — is listed here.

#3 New Post Marker

New posts are outlined and highlighted in green.

#4 Icons & Alerts

These icons show what elements are included with this post — attached files, comments from the instructor (including whiteboard markup), and student comments. New additions are highlighted with red bubbles.

Click any icon to open the post.

#5 Student Tools

When you click on a student’s name, a menu of tools appears:

- Profile: Opens the student’s profile in a new tab
- Portfolio: Opens the student’s portfolio, if any, in a new tab
- Attachments: Opens in a new tab a list of all the files the student has uploaded in this class
- ARC Referral: Opens in a new tab the form for referring the student to the Academy Resource Center
- Email: Opens the Mailbox interface in a new tab

#6 Add a Comment

Clicking this icon opens the post and lets you make a comment in response to it.

Comments are displayed in chronological order under the full post.
5. Grid View — Individual Post

#1 Return to All Posts
This button takes you back to the main page in the topic.

#2 Carousel Navigation
You can use carousel navigation — at both the top and the bottom of the page — to move quickly from post to post.

#3 Individual Post
When you click on any card, it opens the full contents of that post, along with a subthread of responses from other students or the instructor.

#4 Thumbnails / Pushdown Viewer
Attached files are presented in thumbnails. Browseviewable images, as well as certain video and audio files, may be viewed in larger format in a pushdown window (i.e., on this same page) or in a new browser tab/window.

#5 Whiteboard Markup
Click the apple icon under an image or video thumbnail to open the whiteboard in an overlay window. When markup is present, the tally indicates the number of comments; new markup will be highlighted by a red bubble.

#6 Add to Spring Show
Click the flower icon to submit this work to be considered for inclusion in the Spring Show.

#7 Post Tools
You can flag a post for follow-up, so that you can easily find it again, using the "flagged" sort tool on the "all posts" page.
You can also copy the URL of the post, so that you can refer to it elsewhere.
And you can download all the attached files in a batch.

#8 Comments
Students’ and instructors’ comments are displayed in a chronological list below the post. Comments provide in-context discussion and feedback on this student’s work.

#9 Response Options
Instructors have the option of "replying with quotes" to a post. This tool copies the contents of the original post into a new interface, where you can edit and respond to them.
All users can add comments to a thread, which are displayed in chronological order below the original post.
6. List View — All Posts

#1 Create a New Post
Click this button to open the interface for creating a new post.

#2 Sort & Display Tools
These tools allow users to customize their view, regardless of the default layout.

#3 List Layout
Two display options are available for posts: the list view shown here and a grid layout, shown above.
The list view presents all posts in a list down the page. The user scrolls down to see the posts.
Each page displays up to twelve posts. New posts are highlighted in green.
The complete contents of every post — including text and images — are immediately visible: simply scroll down to see the posts.

#4 Expand/Collapse Comments
Comments and instructor critiques are considered to be part of a post.
Click “Expand All” to display the comments that students or instructor have made on all these posts.
You can also display the comments for each post individually.
7. List View — Individual Post

**#1 Individual Post**

Green highlighting identifies new posts (this one has already been viewed). Post number, time and date are listed at the top. Full contents of each post are displayed, along with a subthread of comments.

**#2 Thumbnails / Pushdown Viewer**

Attached files are presented in thumbnails. Browser-viewable images may be viewed in larger format in a pushdown window (i.e., on this same page), as shown here, or in a new browser tab/window. Video and audio files in certain formats may be played within the interface, as well.

**#3 Whiteboard Markup**

Click the apple icon under an image or video thumbnail to open the whiteboard in an overlay window. When markup is present, the tally indicates the number of comments; new markup will be highlighted by a red bubble.

**#4 Post Tools**

You can flag a post for follow-up, so that you can easily find it again, using the sort tool on the "all posts" page.
You can also copy the URL of the post, so that you can refer to it elsewhere.
And you can download all the attached files in a batch.

**#5 Comment Thread**

When a post is expanded, students’ and instructors’ comments are displayed in a chronological list below the post.

**#6 Icons & Alerts**

These icons show what elements are included with this post — attached files, comments from the instructor (including whiteboard markup), and student comments. New additions are highlighted with red bubbles.

**#7 Response Options**

Instructors have the option of "replying with quotes" to a post. This tool copies the contents of the original post into a new interface, where you can edit and respond to them.
All users can add comments to a thread, which are displayed in chronological order below the original post.