

# A User's manual to LearnLoop

## **Table of contents**

Table of contents .....	1
Introduction.....	3

## **The Start area**

How to create a new login.....	4
What to do if you have forgotten your login.....	5

## **The Personal area**

How to login.....	6
How to change your password or change/add other personal information.....	7

### **Calendar**

How to use the calendar.....	8
How to add an entry to the calendar.....	9
How to edit or delete an entry.....	10

## **The Course area**

How to enter a new course .....	11
What to do in the course area (an overview).....	12
What to do with the edit/add-tool (an overview) .....	13

### **Case**

How to create a case, a folder or a module* .....	14
How to rename, activate, deactivate or delete a case.....	15

### **Folder**

How to create a folder .....	14
How to rename or delete a folder.....	16

### **Group**

How to create a group .....	17
How to edit group members.....	18
How to rename, remove or delete a group .....	19

### **Forum**

How to create a forum.....	14
How to make a contribution to a forum .....	20
How to edit or delete a contribution.....	22
How to search for a word/phrase in a forum.....	23
How to know when there is a new message in a forum.....	24
How to rename, change information to or delete a forum .....	25

## **Threaded forum**

How to create a threaded forum .....	14
What is a threaded forum and how do you take part in it .....	26
How to make a contribution to a threaded forum.....	27
How to change preferences in a threaded forum.....	28
How to search for a word/phrase in a threaded forum .....	23
How to know when there is a new message in a threaded forum .....	24
How to rename, change information to or delete a forum .....	25

## **List of resources**

How to create a list of resources .....	14
What is a list of resources and how do you use it .....	30
How to add URL-pages or files.....	31
How to rename, change information to or delete a list of resources .....	32

## **Quiz/Survey**

What is a quiz/survey? .....	33
Introduction for the creator of a quiz/survey.....	33
What to do on the administrative pages (an overview).....	34
How to create a quiz/survey.....	35
How to customize a quiz/survey .....	36
How to add new questions to a quiz/survey.....	40
How to activate or deactivate a quiz/survey.....	42
How to view and edit added questions in a quiz/survey.....	43
How to remove or delete added questions in a quiz/survey.....	44
How to add already existing questions to a quiz/survey.....	45
How to add already existing questions to a quiz/survey.....	45
How to delete a quiz/survey.....	46
How to view the results by user .....	47
How to view the results by question .....	48
How to answer a quiz/survey.....	49
How to check your own results and the correct answers of a quiz .....	50
How to check the results of a survey.....	51

## **Peer review**

What is Peer reviewing .....	52
How to create a Peer module and how to set preferences for it.....	53
How to match the reports with the reviewers.....	54
How to post a report in a Peer module .....	54
How to edit a report.....	55
How to make and post a comment in a Peer module .....	55
How to edit a comment .....	56
How to view all the reports and the comments in a Peer module .....	57

## **Web mail**

How to create a Web mail module and how to add a new account .....	58
How to check your mail, reply, send and delete messages .....	60

# Introduction

Wherever you are in LearnLoop, you always see three tabs at the top of the page, Start, Personal and Courses. You can choose anyone of them by clicking on its tab.



**Start:** This is the start area where you find information about LearnLoop and VIL (Viktoria Interactive Learning). At the start area you also create your login or ask for your login if you have forgotten it.

**Personal:** This is your private area, where you may save documents and links, check and edit your calendar, edit the information about yourself as a user of the system etc.

**Courses:** This is the course area, where you apply for courses, read course information, create cases and groups, create and take part in forums, read and add documents and links to the lists of resources, check the course calendar, answer to and create Quizzes etc. What you may create depends on what user rights the administrator has set.

When you visit LearnLoop for the first time you have to create a login and you will get your password by email.

There is no special place where you login but the system will ask you to login as soon as you click on any of the tabs, Personal or Courses.

One of the first things you do as a new user of LearnLoop is to fill in information about yourself as a user of the system. You may do this under preferences in the personal area.

Then you apply for a course in the course area, by clicking on its name.

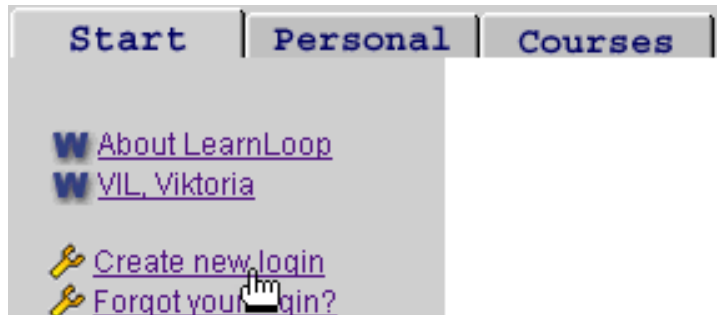
We hope that this manual will help you to take advantage of all the possibilities of LearnLoop.

Good luck!

# The Start area

## How to create a new login

1. Click on the **Start** tab.
2. Click on “**Create new login**”.



This box will appear.

### Create new login

Fill in the fields below and you will receive your password by mail almost immediately.

First name:

Surname:

User Name:

eMail:

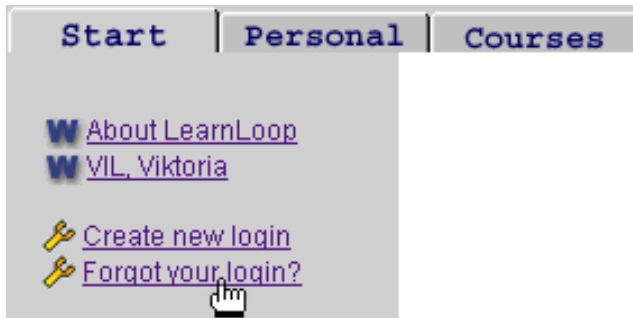
3. **Fill in** first name, surname, user name and your email-address.
4. Click “**Create login**”.

You will get a message that asks you to check your email for your password.

5. Read your email and remember your **password**. The password has to be written exactly as in the mail with capital and lower-case letters.

## What to do if you have forgotten your login

1. Click on the **Start** tab.
2. Click on “**Forgot your login**”.



3. **Type the email address** you used when you registered.

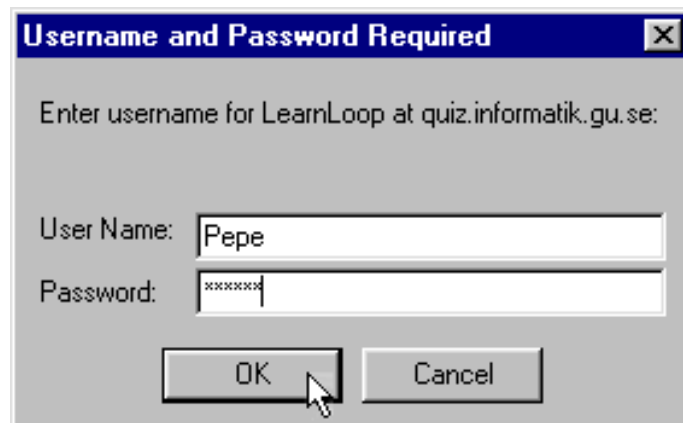
You will receive an email with your login information almost immediately.

4. **Check your email.**

# The Personal area

## How to login

As soon as you click on the Personal tab or on the Courses tab you will see this box.



Username and Password Required

Enter username for LearnLoop at quiz.informatik.gu.se:

User Name: Pepe

Password: xxxxxx

OK Cancel

1. Fill in your **user name**.
2. Fill in your **password**.
3. Click "**OK**".

# How to change your password or change/add other personal information

1. Click on the **Personal tab**.
2. Click on “**Preferences**”.

This box will appear.

**Preferences**

User Name:	<input type="text" value="Pepe"/>
Password:	<input type="password" value="*****"/>
Confirm password:	<input type="password" value="*****"/>
Firstname:	<input type="text" value="Peter"/>
Surname:	<input type="text" value="Johnson"/>
Email:	<input type="text" value="peterj@comapny.com"/>
Homepage:	<input type="text"/>
Picture:	<input type="text"/> <input type="button" value="Browse.."/>
Address:	<input type="text"/>
Other info:	<input type="text"/>

3. Fill in a **new password** and type it again in the “Confirm password” field.

If you like you may also fill in address, home-page address, other information, and with the browser button you may send a file with a picture of yourself to the web server.

The photos should be in the JPEG(.jpg) or GIF(.gif) format.

You may change this information whenever you like.

4. Click “**Update**”.

The information about yourself and the picture will be accessible to other course members, when they click on “Course members” in the course menu.

# How to use the calendar

Both in the personal area and in the courses area you will find the calendar.

You can always choose if you want to see only your personal calendar or your course calendar/calendars or if you want to see all entries displayed at the same time, i.e. both course entries and your own entries in the same calendar.

1. **Choose** which calendar you want to see and click **“show”**.

Calendar for Peter Johnson

View: All

1998 1999 2000 2001


jan feb mar apr may jun jul aug sep oct

This month October 1999

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	W
27 08:00 test	28	29 08:30 Humanist	30	01 09:00 Intro	02	03	38
04 12:00 lunch M.	05	06	07	08	09	10	40
11	12	13	14 09:30 Dentist	15	16	17	41
18	19	20	21	22	23 20:00 B.Party	24	42
25	26	27	28	29	30	31	43

Course related entries

Personal entries

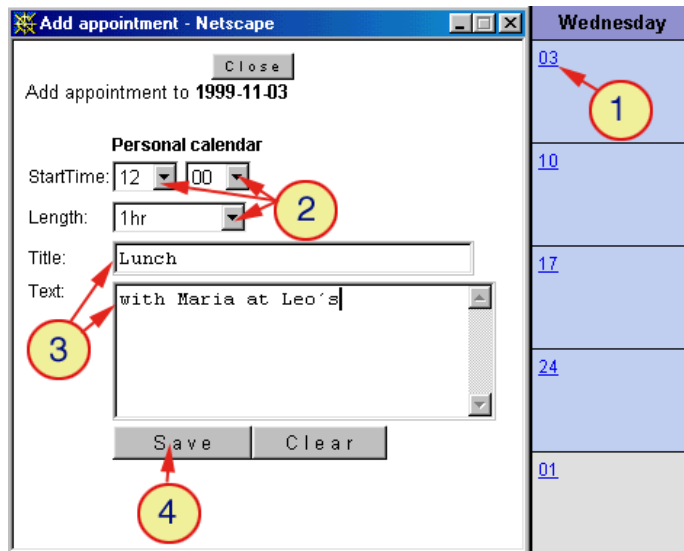
2. Choose month and year by clicking on the appropriate month/year. The current month is default.
3. Click on the arrows to see the previous or the following month.
4. Click on a week's number to see the calendar of that week.
5. Click on a day's date to add an entry.
6. Click on an entry to edit or delete it. Only the administrator may add or change a course related entry, i.e. the entries with the icon .



# How to add an entry to the calendar

1. Click on a **day's date** in the calendar.

This box will appear



2. Click on the arrows and **set start time and length** by clicking on the appropriate time/length.
3. **Type the entry** in the field following "Title" and perhaps a text to explain the entry in the field following "Text". (The title can just hold eight letters.)
4. Click **Save**.

In the calendar you will see the text that was typed in the title box.

5. **Click on the entry** to see a box with the text explaining the title.



# How to edit or delete an entry

1. Click on the **entry** you would like to edit/delete.



This box will appear.



## Edit

2. Click on the **Edit** button.

A dialogue box will appear.

2. Make the **changes**. (See *How to add an entry to the calendar*)
3. Click "**Update**".

## Delete

2. Click on the **Delete** button.

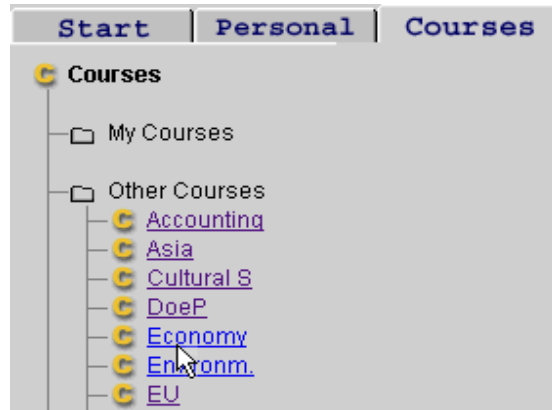
# The Course area

## How to enter a new course

1. Click on the **Courses tab**.

Now you see two folders, “My courses” and “Other Courses”. If you already have entered a course you will see its name under “My Courses”. You may choose a new course under “Other Courses”

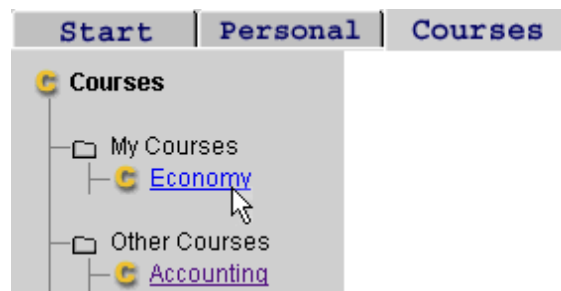
2. Click on **the name of the course** for which you want to apply.



You will receive a message that tells you whether it is possible to apply for this course or not. Sometimes you are automatically granted access to courses when you click on the apply button. Other times the course administrator will notify you via email if you have been granted access or not.

3. Click “**Apply**” if you want to apply for the course.

When you are granted access you will see the name of your new course under “My Courses”




4. Click on **the name of the course** and you enter the course.

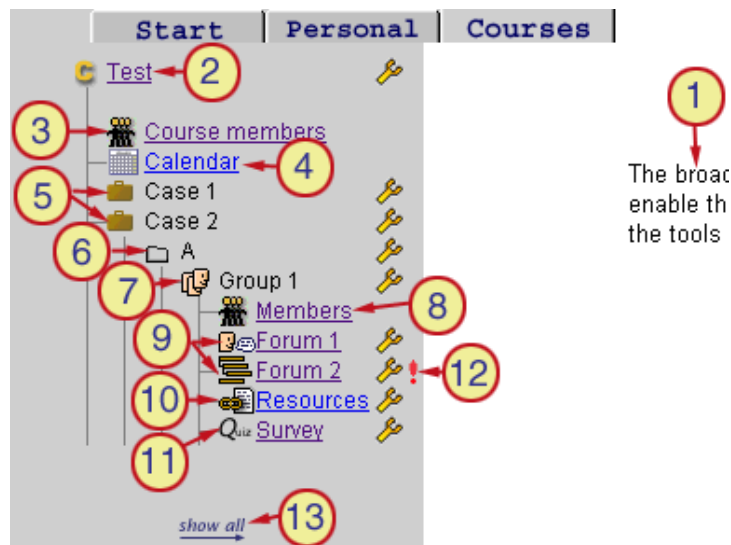
## What to do in the course area (an overview)

The image below is an example of a course menu.

The course menu is in the grey area to the left and it is always present while you are visiting the course. Read below the image what the icons in the menu symbolize.

More detailed information will follow on the pages 13-61. There is also information about the two modules not included to this overview, Peer and Web mail.

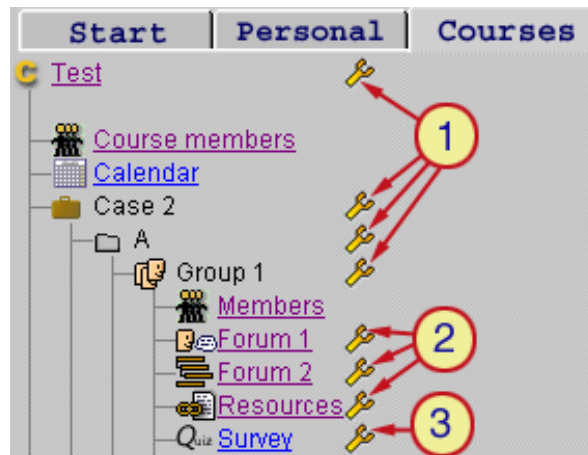
To create different parts of the course you use the edit/add-tool  (see the next page for an overview).




1. This is a part of the introductory page, which may contain information from the administrator.
2. The name of the course. By clicking here you will return to the introductory page.
3. Course members. By clicking here you will get information about the course members.
4. Calendar. By clicking here you may check the calendar.
5. Cases. The creator of a case may deactivate one or more cases to make the menu shorter or to hide cases that you do not work with at the moment. In this example Case 1 is inactive and Case 2 is active.
6. A folder. You cannot open or close a folder. Using folders is a way to organize the groups and the modules. \*
7. A group. The creator of a group may invite group members. Only group members may add modules\* to their group and other course members cannot see and take part in these modules.
8. Members. By clicking here you will get information about the group members.
9. "Forum 1" is a (sequential) forum and "Forum 2" is a threaded forum. (See page 26 about the difference) By clicking on any of the forums you may take part in it.
10. A list of resources. By clicking here you may access the links in the list of resources.
11. A quiz. By clicking here you may answer a Quiz.
12. The exclamation mark signals that there is a new or an edited message in this forum.
13. "Show all" By clicking here you see the contents of the inactive cases, and you can also see if there are any groups that you are not a member of.

\* Modules= forum, threaded forum, list of resources, quiz, peer, web-mail

## What to do with the edit/add-tool (an overview)



This is the edit/add-tool  with which you may add, edit or delete course parts. What you are able to do depends on what user rights the administrator has set and it also depends on if you click on an edit/add-tool following a case/folder/group or module. You will see what alternatives you have when you click on an edit/add-tool. Please note that only the administrator or the creator of a specific course part may edit/delete this course part.

If the administrator has given you all the rights you may:

### **Create cases, folders, groups or modules\***

By clicking on an edit/add-tool following the name of the course, a case, a folder or a group (1) you may create cases, folders, groups or modules.

You cannot create cases, folders, groups or modules by clicking on an edit/add-tool following a module (2 or 3).

### **Rename or Delete cases, folders, groups or modules\***

If you created a case/folder/group/module you may also rename or delete it by clicking on the following edit/add-tool. (1,2 or 3)

### **Change information to a module\***

If you created a module you may also change the information about it by clicking on the following edit/add-tool (2 or 3).

### **Edit a quiz**

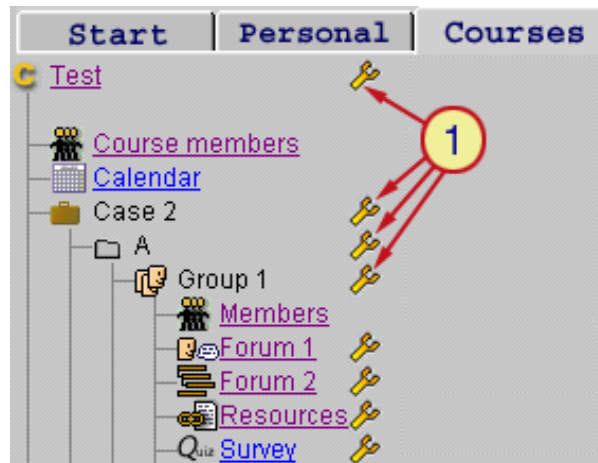
If you created a quiz you may activate/deactivate the quiz or edit/add questions to it by clicking on the edit/add-tool following the quiz (3).

\* Modules= forum, threaded forum, list of resources, quiz, peer, web-mail

# How to create a case, a folder or a module\*


1. Click on the **edit/add tool** following the course part where you want to add a case, a folder or a module.

Please note that you cannot add to a module.



What you may create depends on the user rights set by the administrator. You will see your alternatives when you click on the edit/add-tool and the edit/add box appears.

2. **Type the name** of the new case/folder/module in the “Create new” field.
3. Choose the appropriate **radio button** by clicking on it.
4. Click “**Create**”.



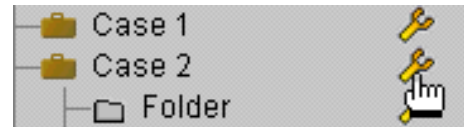
The case/folder/module will appear where you have chosen to put it.

\*Modules= forum, treaded forum, list if resources and quiz

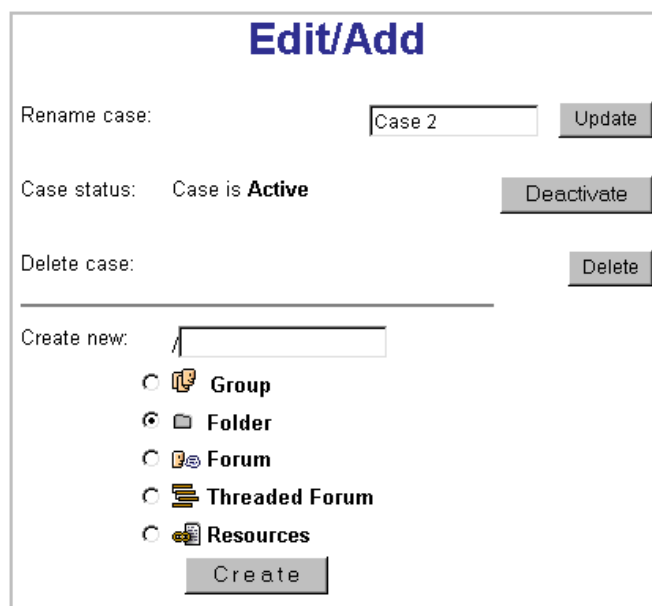
# How to rename, activate, deactivate or delete a case

Please note that only the administrator or the creator of a case may edit/delete it and the creator of a case cannot delete his/her case if someone else has added modules and groups to it.

1. Click on the **edit/add-tool** following the case.



This box will appear.

A screenshot of a dialog box titled 'Edit/Add'. It contains several sections: 'Rename case:' with a text input field containing 'Case 2' and an 'Update' button; 'Case status:' with the text 'Case is Active' and a 'Deactivate' button; 'Delete case:' with a 'Delete' button; and 'Create new:' with a text input field and a list of radio buttons for 'Group', 'Folder', 'Forum', 'Threaded Forum', and 'Resources', followed by a 'Create' button.

## Rename

2. Type a new name in the “Rename case” field.
3. Click “Update”.

## Activate/deactivate

2. Click on the **activate/deactivate button** to change case status.

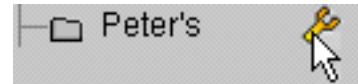
## Delete

2. Click “Delete”.

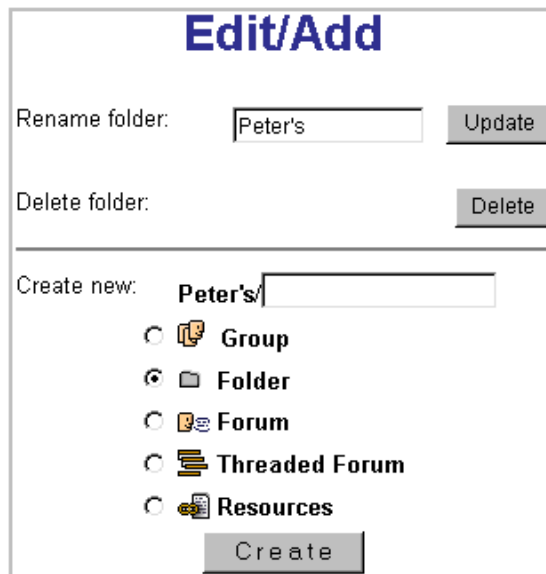
# How to rename or delete a folder

Please note that only the administrator or the creator of a folder may rename/delete it and the creator of a case cannot delete his/her case if someone else has added modules and groups to it.

1. Click on the **edit/add-tool** following the folder.



This box will appear.

A screenshot of a dialog box titled "Edit/Add". It contains three main sections: "Rename folder:" with a text input field containing "Peter's" and an "Update" button; "Delete folder:" with a "Delete" button; and "Create new:" with a text input field containing "Peter's/" and a list of radio button options: "Group", "Folder" (which is selected), "Forum", "Threaded Forum", and "Resources". A "Create" button is located at the bottom of the dialog.

## Rename

2. **Type a new name** in the rename folder-field.
3. Click **“Update”**.

## Delete

4. Click **“Delete”**.



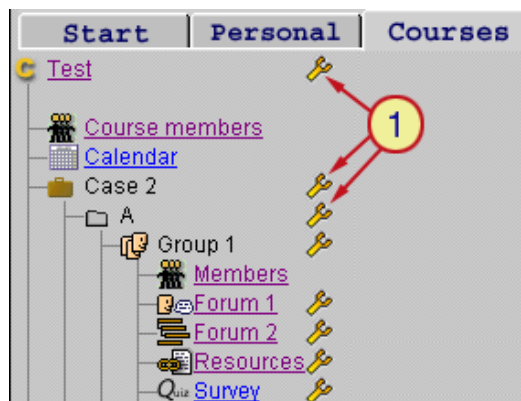
# How to create a group

The creator of a group may invite (edit) group members and only group members may add modules (i.e. a forum, a threaded forum, a list of resources or a quiz) to their group. You cannot see or take part in these modules if you are not a group member.

If the group is created in the course area not only the creator but the administrator can edit group members, create and take part in modules.

1. **Click on the edit/add-tool** following the part of the course where you want to add your group.

Please note that you cannot add groups to a module or to another group.

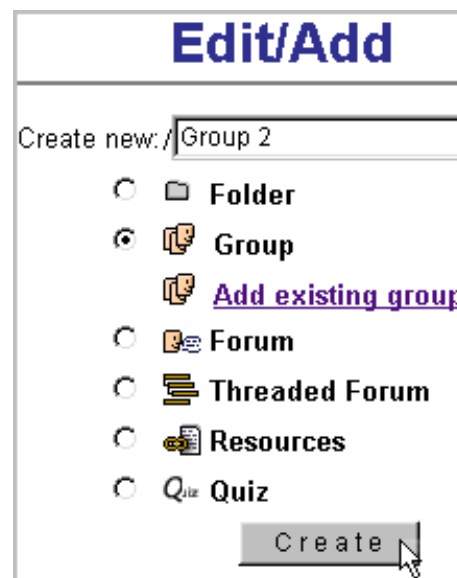


The edit/add box will appear.

2. Give the group a name and **type the name** in the “Create new” field.

3. Click on the **radio button** preceding “group”. (If you already have created a group somewhere else you may choose the alternative “Add existing group”)

4. Click “**Create**”.

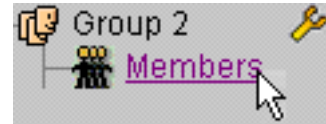


A box called “Edit group members” will appear. See the next page *How to edit group members*. Nr 3.

# How to edit group members

Please note that it is only the administrator or the creator of a group that may edit group members.

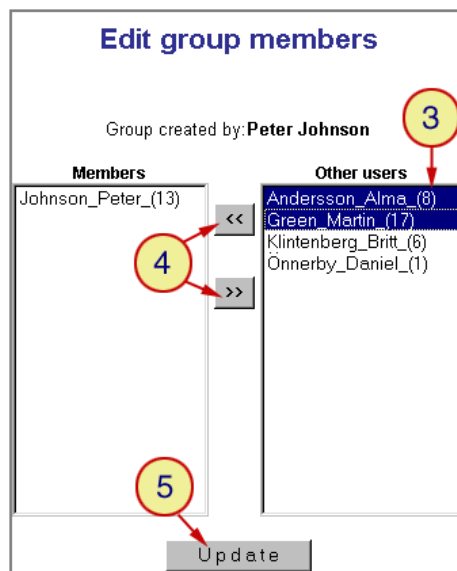
1. Click on "members" below the name of your group.



A list of members will appear.

2. Click on "Edit group members" below the list of members.

This box will appear.



In the field to the left you see the actual group members and in the field to the right you can see other course members.

3. Click on the **name/s** of the course member/s that you want to include/exclude.
4. Click on **the arrows** pointing to the left to include members to the group, and click on the arrows pointing to the right to exclude members from the group.
5. Click "Update".

# How to rename, remove or delete a group

Please note that only the administrator or the creator of a group may rename/remove/delete it and the creator of a group cannot remove/delete the group if someone else has added modules to it.

1. Click on the **edit/add-tool** following the group's name.



This box will appear.

### Edit/Add

Rename group:

Remove group:

Delete group:

## Rename a group

2. **Change the name** in the “Rename group” field.
3. Click “**Update**”.

## Remove a group


2. Click “**Remove**”.

If you remove a group it will disappear from this place but not from other places where it may exist. If you remove the group instead of deleting it you may also add this group to another place by choosing the alternative “add existing group” next time you want to add a group. (See page 17 nr 3)

## Delete a group

2. Click “**Delete**” and the group will disappear from all the places where it exists.

# How to make a contribution to a forum

1. **Click on the forum** you want to take part in. The forum icon look like this: 

The forum will appear and may look like this.



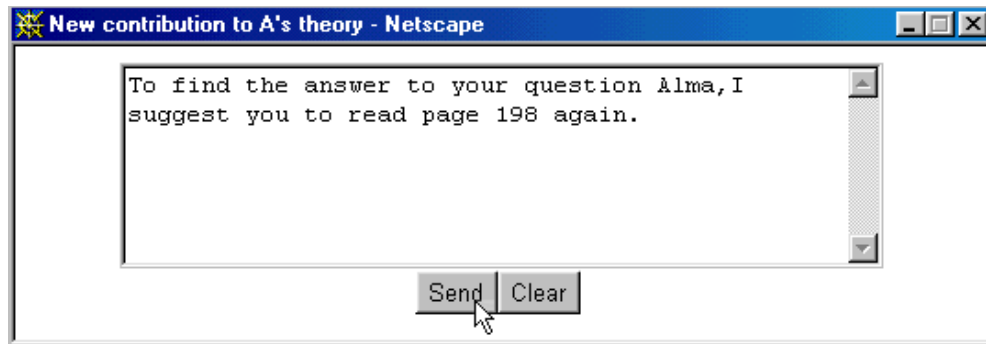
A's theory	
Lets discuss the article of A.K. Do you think his theory is	
Name	Contribution
<b>Alma Andersson</b> 1999-11-05 10:37	You are right in one way Martin, but don't you think that we have
<b>Martin Green</b> 1999-11-05 10:36	I think that A's theory is relevant because in every company that

[show all](#)

The example above shows a forum called "A's theory" with two contributions made.


2. Click on the **new contribution** icon  to make a new contribution.

This box will appear.



3. **Type your contribution.**

4. Click **"Send"**.


<b>A's theory</b>	
Lets discuss the article of A.K. Do you think his t	
<b>Name</b>	<b>Contribution</b>
 <b>Peter Johnson</b> 1999-11-05 10:57	To find the answer to your question Alma,I suggest you to <b>↘ Your new contribution ↗</b>
<b>Alma Andersson</b> 1999-11-05 10:37	You are right in one way Martin, but don't you think that v


The new contribution will appear at the top of the forum within five seconds.

# How to edit or delete a contribution

1. Click on the icon preceding your name.

Edit/Delete your contribution



Name	Contribution
 <b>Peter Johnson</b> 1999-11-05 10:57	To find the answer to your
<b>Alma Andersson</b> 1999-11-05 10:37	You are right in one way f

You will see this box.

**Edit contribution**

The entire contribution will be deleted if you submit

To find the answer to your quest

## Edit

2. **Change** your contribution by typing in the textbox.
3. Click “**Update**”.

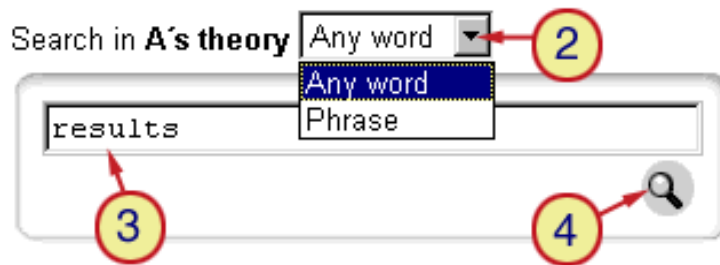
## Delete

2. Erase your contribution and **leave the textbox empty**.
3. Click “**Update**”.

# How to search for a word/phrase in a forum

1. Click on the **search icon**  at the top of the forum.

This box will appear



2. Click on the **arrow** and choose *Any word* or *Phrase* by clicking on either of them.
3. **Type the word/phrase** for which you would like to search. (You may also search for a name)
4. Click on the **search icon**.

In the example below two hits were found and they are displayed like this.

Found 2 hits

<b>Peter Johnson</b> 1999-11-05 12:03:54	I think that the <b>results</b> tell us
<b>Martin Green</b> 1999-11-05 11:54:32	I would like to see some <b>results</b> .
<a href="#">Back to discussion.</a>	

# How to know when there is a new message in a forum

There are two ways to see when there is a new message in a forum.

## A.

When you see a little **red exclamation mark** following the name of the forum, you will know that something has been changed in the forum. It might also indicate that someone has edited a message.



In the example above there is a new or an edited message in the forum *A's theory*.

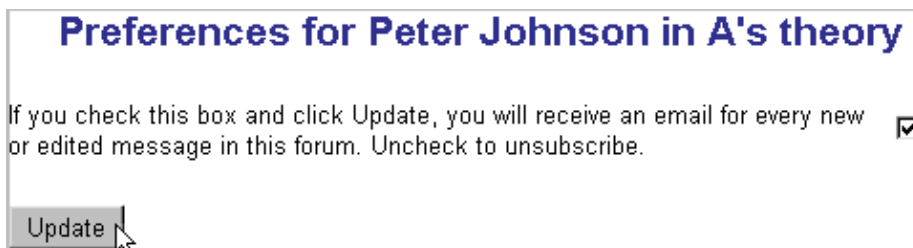
If you enter the forum the exclamation mark will disappear if you click “show all”/”show active” at the end of the menu or it will have disappeared the next time you enter the course area.

## B.

You may receive an email for every new or edited message in a forum.

1. Click on the **preferences icon**  above the forum.

This box will appear



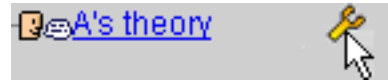
2. **Click in the checkbox** if you want to receive an email for every new or edited message in the forum.
3. Click “**Update**”.



# How to rename, change information to or delete a forum

Please note that only the administrator or the creator of a forum may edit/delete it. Contributions made by other participants to the forum will be deleted as well.

1. Click on the **edit/add-tool** following the forum.



This box will appear.

A screenshot of a dialog box titled "Edit forum" in bold blue text. Below the title, it says "Created by: Peter Johnson" in blue. There are two main input fields: "Name:" with a text box containing "A's theory", and "Info:" with a larger text area containing "Lets discuss the article of A.K. Do you think his theory is relevant to our problem?". At the bottom, there are two buttons: "Update" and "Delete". The "Delete" button is preceded by the label "Delete:".

## Rename

2. **Change name** in the “Name” field.
3. Click “**Update**”.

## Change information

2. **Change information** in the “Information” field.
3. Click “**Update**”.

## Delete

2. Click “**Delete**”.

# What is a threaded forum and how do you take part in it

The difference between a (sequential) forum and a threaded forum is that in a forum the contributions are displayed in chronological order with the latest contribution at the top, while in a threaded forum the person making the contribution can decide where his/her contribution will appear so that the contributions can be displayed in topological order.

This is an example of a threaded forum with two threads *Advantages* and *New functions*. Martin initiated the first thread (*Advantages*). Alma and Peter have replied to Martin, and Martin has replied to Peter's reply.


Alma initiated the second thread (*New functions*). Britt replied to Alma.

The diagram shows a forum interface with two threads. At the top, three icons are labeled 1, 2, and 3: a 'new' icon, a search icon, and a preferences icon. The first thread, 'Advantages', is initiated by Martin Green. It contains three replies: Alma Andersson, Peter Johnson, and Martin Green. The second thread, 'New functions', is initiated by Alma Andersson and contains one reply by Britt Klintenberg. Numbered callouts point to: 1. 'new' icon; 2. search icon; 3. preferences icon; 4. 'reply' link of Martin Green's post; 5. 'edit' link of Peter Johnson's post.

- **Martin Green** (1999-11-08 13:34 updated 1999-11-08 13:41) [reply](#)  
**Advantages**  
I think the best thing with LearnLoop is the forum and that it is updated every five seconds.
- **Alma Andersson** (1999-11-08 13:35) [reply](#)  
**Re:Advantages**  
Yes, I like the forums too, and I like that you as a user may create everything.
- **Peter Johnson** (1999-11-08 13:37 updated 1999-11-08 13:41) [edit](#) [reply](#)  
**Re:Advantages**  
Do you like the threaded forum as well? I think it is difficult to follow a discussion in a threded forum when there are a lot of contributions made.
  - **Martin Green** (1999-11-08 13:40 updated 1999-11-08 13:41) [reply](#)  
**Re:Re:Advantages**  
Yes, I like the threaded forum, but to make it easier to follow you may change the way it is displayed. Just click on the preferences icon to see the alternatives.
- **Alma Andersson** (1999-11-08 13:45 updated 1999-11-08 13:50) [reply](#)  
**New functions**  
I miss the possibility of writing and editing a document together.
- **Britt Klintenberg** (1999-11-08 13:47 updated 1999-11-08 13:50) [reply](#)  
**Re:New functions**  
I've read that this function is going to be added soon.

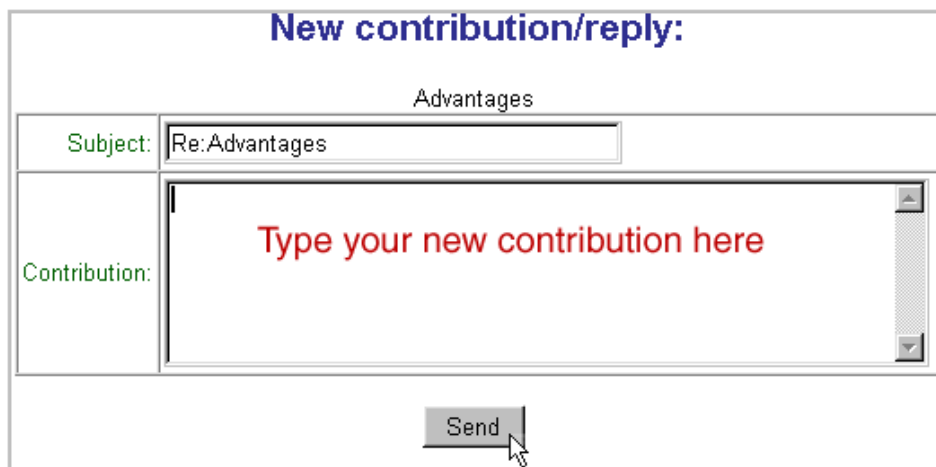
1. Click here to initiate a new thread.
2. Click here to search for a word/phrase in the forum. (See page 24)
3. Click here to change preferences (i.e. change the way the forum is displayed or choose to get an email every time there is a new or edited message in the forum).
4. Click here to reply to Martin or Alma.
5. Click here to edit your own message.

# How to make a contribution to a threaded forum

1. **Click on the threaded forum** you want to take part in. The threaded forum icon look like this: 

2. **Click  new** to initiate a new thread or **click ** following the contribution to which you want to make a reply.

This box will appear.



**New contribution/reply:**

Advantages

Subject: Re:Advantages

Contribution: Type your new contribution here

Send

3. If you want to initiate a new thread, **type the subject** and then **the contribution**. If you are making a reply just type the contribution.

4. Click “**Send**”.

# How to change preferences in a threaded forum or how to make it easier to follow a discussion

You may choose how you want the contributions to be displayed to make it easier to follow the discussion. You may also choose to get an email every time there is a new or edited message in the forum.

1. Click on the **preferences** icon  above the threaded forum.

This box will appear.

Personal preferences for Forum 2	
Show contribution: This option requires javascript	<input type="checkbox"/>
Show thread:	<input checked="" type="checkbox"/>
Sort descending: Show the last contribution first.	<input type="checkbox"/>
Subscribe: Receive a mail for every new contribution	<input type="checkbox"/>
Show the last	<input type="text" value="7"/> days.
<input type="button" value="UPDATE"/>	

2. Click on the **boxes** you want to check/uncheck.
3. Click “**Update**”.

In the example below only the threads and the threads made the last 7 days have been chosen, i.e. you do not see the actual contributions. You only see the names of the contributors/contributions and the dates the contributions were made. To read each contribution you have to click on its name.

- **Martin Green** (1999-11-08 13:34 updated 1999-11-08 13:41) [reply](#)  
[Advantages](#)
  - **Alma Andersson** (1999-11-08 13:35) [reply](#)  
[Re:Advantages](#)
  - **Peter Johnson** (1999-11-08 13:37 updated 1999-11-08 13:41) [edit](#) [reply](#)  
[Re:Advantages](#)
    - **Martin Green** (1999-11-08 13:40 updated 1999-11-08 13:41) [reply](#)  
[Re:Re:Advantages](#)
- **Alma Andersson** (1999-11-08 13:45 updated 1999-11-08 13:50) [reply](#)  
[New functions](#)
  - **Britt Klintenber**g (1999-11-08 13:47 updated 1999-11-08 13:50) [reply](#)  
[Re:New functions](#)

If you only check “Show contributions” you will see the titles of the threads and the names of those who initiated the threads and their contributions. To read the replies you have to click on “Show replies” See the example below.

- |                     |   |                       |
|---------------------|---|-----------------------|
| <b>Martin Green</b> | (1999-11-08 13:34 updated 1999-11-08 15:33) | <a href="#">reply</a> |
|---------------------|---|-----------------------|

**Advantages**  
 I think the best thing with LearnLoop is the forum and that it is updated every five seconds.  
[Show replies](#) (Replies:2)
- |                       |   |                       |
|-----------------------|---|-----------------------|
| <b>Alma Andersson</b> | (1999-11-08 13:45 updated 1999-11-08 15:32) | <a href="#">reply</a> |
|-----------------------|---|-----------------------|

**New functions**  
 I miss the possibility of writing and editing a document together.  
[Show replies](#) (Replies:2)

If you uncheck all the boxes you will only see the titles of the threads and the names of those who initiated the threads. See the example below.

If you want to read the contributions you can click on the titles or on “Show replies”

- |                     |   |                       |
|---------------------|---|-----------------------|
| <b>Martin Green</b> | (1999-11-08 13:34 updated 1999-11-08 13:41) | <a href="#">reply</a> |
|---------------------|---|-----------------------|

[Advantages](#)  
[Show replies](#) (Replies:2)
- |                       |   |                       |
|-----------------------|---|-----------------------|
| <b>Alma Andersson</b> | (1999-11-08 13:45 updated 1999-11-08 13:50) | <a href="#">reply</a> |
|-----------------------|---|-----------------------|

[New functions](#)  
[Show replies](#) (Replies:1)

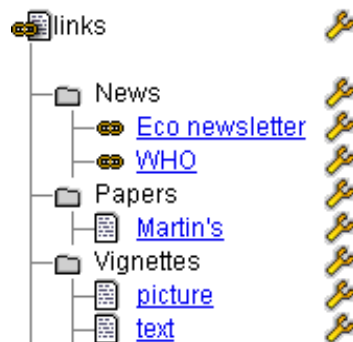
# What is a list of resources and how do you use it

A list of resources may contain links to web pages (URL-pages) or links to files.

1. Click on the **resources icon** in the course menu.



The list of resources will appear.



The example above contains three folders (*News*, *Papers* and *Vignettes*) with three documents (*Martin's*, *picture* and *text*) and two to web pages (*Eco newsletter* and *WHO*).

2. Click on a **link** to access it.

## Add

2. Click on the upper **edit/add-tool**  or any of the edit/add-tools following folders to add folders or links. (See *How to add URL-pages or files*)

## Rename or Delete a folder/link

2. If you added a folder or a link you may also rename or delete it by clicking on the **edit/add tool** following its name.

# How to add URL-pages or files

1. Click on the **edit/add-tool** following the part of the list of resources where you want to add your file or URL-link.



An edit/add page will appear.

**URL**

Name:

URL:

---

**File**

Name:

File:

2. **Type a name** in the appropriate “Name” field.

## Add an URL-page

3. **Type the address** to the URL-page.

4. Click “**New URL**”

## Add a file

3. Use the “**Browse**” button to find the file.

4. **Double-click** on the name of the file. You will see the address in the “File” field.

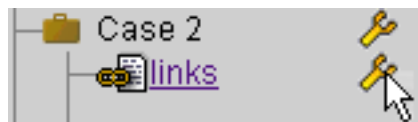
5. Click “**Upload file**”

# How to rename, change information to or delete a list of resources

Please note that only the administrator or the creator of a list of resources may rename, change information to or delete it.

If you delete a list of resources you also delete links that somebody else has added.

1. **Click on the edit/add-tool** following the name of the list of resources in the course menu.



This box will appear.



**Edit resources**

Name:

Info:

Delete:

## Rename

2. **Change name** in the “Name” field.

## Change information

2. **Change information** in the “Information” field.

## Delete

2. Click “**Delete**”.



## What is a quiz/survey?

A quiz or survey is a collection of one or more questions in which each question has alternative answers. In a quiz the user is supposed to choose the correct answer/s. In a survey there are no incorrect answers since you use the survey to investigate the participant's views in a certain area.

It has been discussed how much and what you actually learn from multiple choice questions. We find that a good way of learning is to create the questions yourself. It is more difficult to construct the relevant questions with plausible alternatives than to choose an answer that already has been created by someone else.

At LearnLoop the participants as well as the course administrator can create quizzes/surveys. Using a survey might be a good start for a discussion or an interesting conclusion of a discussion. The survey might also be a tool for evaluating the course.

## Introduction for the creator of a quiz/survey

When you create a quiz/survey you first have to fill in a form at the preferences page to customize your quiz/survey. When you have saved your preferences at the preferences page the new question form will appear and you have to fill in a new form for every question you want to add.

The quiz/survey will be visible and ready to use as soon as you have completed your first question. You have to deactivate the quiz/survey if you do not want it to be visible immediately. (See *How to activate and deactivate a quiz/survey*)

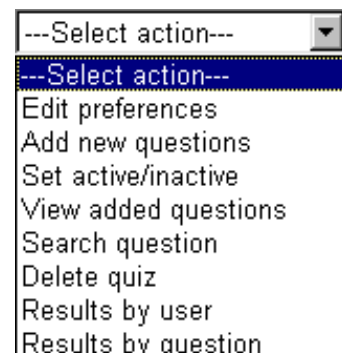
You can always return to the preferences page and make changes, you can reactivate the quiz/survey, you may edit, remove or delete your questions, you may add more questions or search for questions that you have removed to add them again, and off course you can delete the entire quiz/survey if you want.

When the users have answered a quiz you can watch the results for each user or you can have statistics of the results for each question.

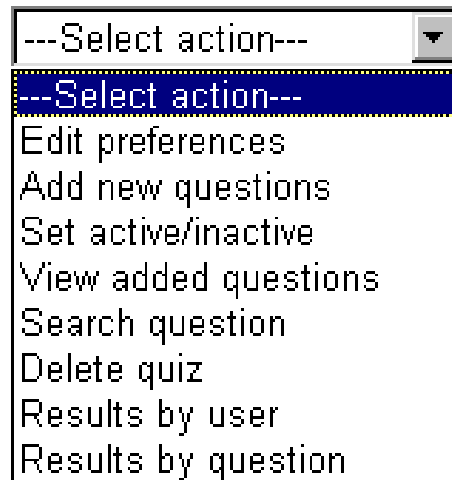
To make the changes or to see the results you go to the administrative pages. You choose the appropriate page with the select action box at the top of each page.

A short description of each page follows at the next page and you will find more detailed information on every function on the pages below.

Please note that it is only the administrator and the creator of the quiz/survey that may edit and delete it or see the results of all the users.



## What to do on the administrative pages (an overview)



To make changes to your quiz/survey or to see the questions and the results you use the administrative pages. You click on the name of your quiz/survey and choose the appropriate page with the select action box at the top of each page.

**Edit preferences** You can choose different alternatives to customize your quiz/survey, for example if it should be possible to answer the quiz several times, if it should be possible to see the correct answers, what date is the final date to answer the quiz/survey, what background colour your questions should have.

**Add new questions** You may add new questions. It is the same form that you fill in when you first create a quiz and add its questions.

**Set active/inactive** You may activate or deactivate your quiz/survey. The users cannot answer or not even see a quiz/survey that is inactive.

**View added questions** You can see all the questions in your quiz/survey and you may edit, remove or delete your questions.


**Search question** You may search for questions that you have created in other quizzes/surveys or for questions that you have removed. The administrator can use all the participants' questions. When you have found a question you can add it to your quiz. You can never search for deleted questions.

**Delete quiz** You may delete your quiz/survey.

**Results by user** You can find the results of every user. In a quiz that means the score, the time and the number of runs. In a survey you can just see who has answered it and when.

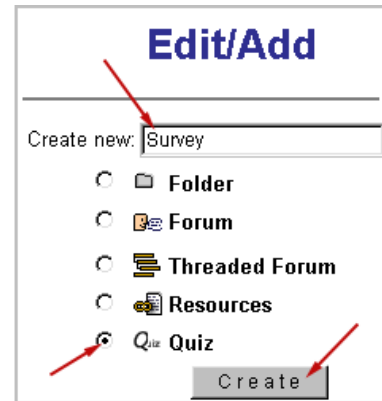
**Results by question** You can see all the questions with their alternative answers and for each question you will see a histogram that shows how many of the users have chosen a specific alternative.

## How to create a quiz/survey

1. Click on **the edit/add tool**  following the part of the course where you want to add your quiz/survey.

This box will appear.

2. **Fill in a name** in the “Create new” field.
3. Click on the **radio button** preceding “Quiz”.
4. Click “**Create**”.



Now you will see the preferences page where you customize your quiz/survey.

5. **Fill in your preferences.** (See *How to customize a quiz*)
6. Click “**Save preferences**”.

The “New Questions” page will appear.

7. **Fill in the form.** (See *How to add questions*)
8. Click “**Save question**”

A new form will appear every time you click on the “Save Question” button, so that you can continue making questions.

Fill in a form for every question you want to add.

The quiz will be visible and ready to use as soon as you have completed your questions. You have to deactivate the quiz/survey if you do not want it to be visible immediately. (See *How to activate and deactivate a quiz/survey*)

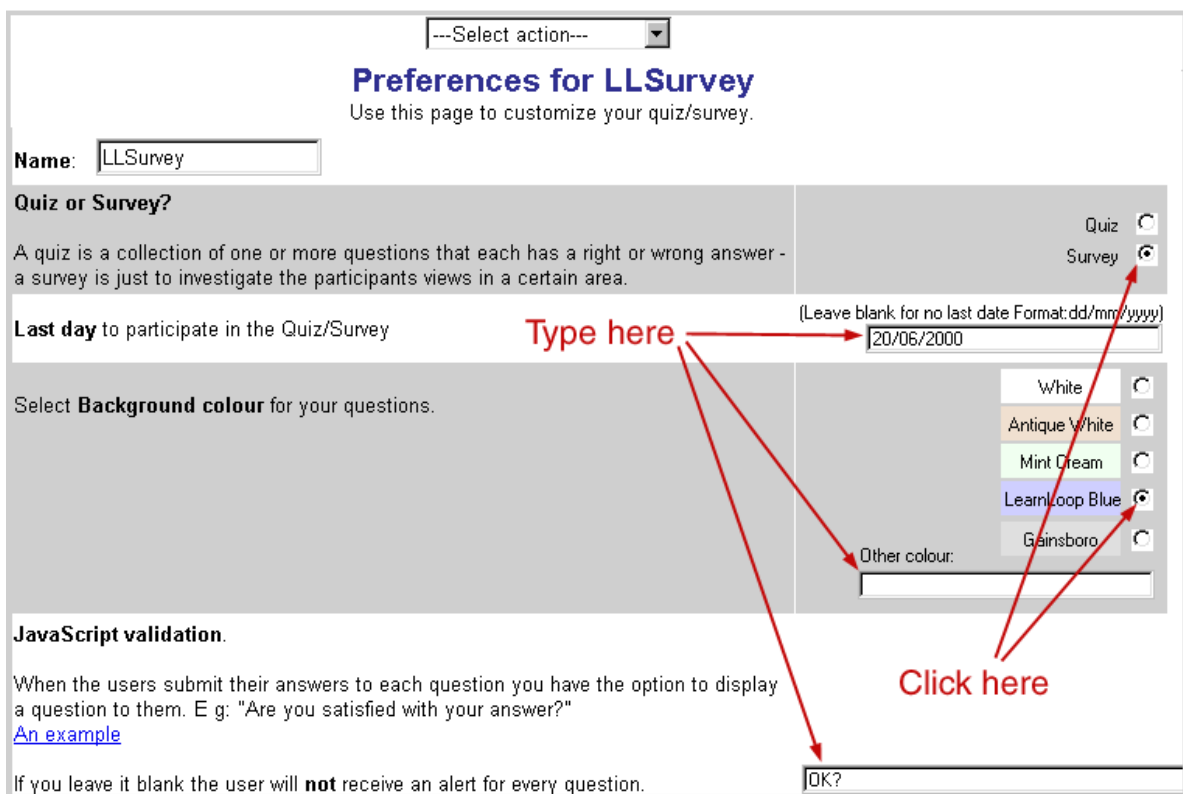
# How to customize a quiz/survey

Please note that only the creator of the quiz and the administrator may edit/delete a quiz.

1. Click on the **edit/add-tool** following the name of your quiz/survey.



The preferences page will appear with the “Select action” box at the top. (If you want to go to the preferences page from another page you click on the arrow following the “Select action” box and choose “Edit preferences”)



---Select action---

## Preferences for LLSurvey

Use this page to customize your quiz/survey.

Name:

**Quiz or Survey?**

A quiz is a collection of one or more questions that each has a right or wrong answer - a survey is just to investigate the participants views in a certain area.

Quiz

Survey

Last day to participate in the Quiz/Survey  (Leave blank for no last date Format:dd/mm/yyyy)

Select **Background colour** for your questions.

White

Antique White

Mint Cream

LearnLoop Blue

Gainsboro

Other colour:

**JavaScript validation.**

When the users submit their answers to each question you have the option to display a question to them. E g: "Are you satisfied with your answer?"

[An example](#)

If you leave it blank the user will **not** receive an alert for every question.

2. In the left field you read the explanations and in the field to the right you **type text or click on the appropriate radio buttons**.
3. Click “**Save preferences**” at the bottom of the page.

If you do not make any choices but just click save preferences, you choose the default options. Then you will have a quiz with the questions on a white background and without any date limit. The users will always see checkboxes before the answers, they can answer your quiz once, they will get the correct answers directly after an incorrect answer as well as after the entire quiz is finished, the questions will appear in the order you create them, and there will be no start page presented to the users.

If you would like to know more about each alternative at the preferences page, read the next three pages.

This is the preferences page together with comments on the different alternatives.

Name:

**Quiz or Survey?**

A quiz is a collection of one or more questions that each has a right or wrong answer - a survey is just to investigate the participants views in a certain area.

Quiz

Survey

A quiz/survey is a collection of one or more questions and each question has alternative answers. In a quiz the user is supposed to choose the correct answer/answers.

In a survey there are no incorrect answers since you use the survey to investigate the participant's views in a certain area.

Choose quiz or survey by clicking on the appropriate radio button.

Last day to participate in the Quiz/Survey (Leave blank for no last date Format:dd/mmm/yyyy)

Type the date in 8 figures with a slash before the month and one before the year. You can leave the field blank if you do not want any date limit.

Select **Background colour** for your questions.

White	<input checked="" type="radio"/>
Antique White	<input type="radio"/>
Mint Cream	<input type="radio"/>
LearnLoop Blue	<input type="radio"/>
Coral	<input type="radio"/>
Tan	<input type="radio"/>
Royal Blue	<input type="radio"/>
Gainsboro	<input type="radio"/>

Other colour:

You may click on the radio button following your preferred colour or you may type a colour in the "Other colour" field. If you use hexadecimal values you have to include the # mark.

**JavaScript validation.**

When the users submit their answers to each question you have the option to display a question to them. E g: "Are you satisfied with your answer?"

[An example](#)

If you leave it blank the user will **not** receive an alert for every question.

If you want the user to reflect on the answer one or two seconds extra before s/he continues to the next question it might be a good idea to give her/him a question about the answer. This question will be displayed to the user after s/he has submitted an answer. You may type such a question in the field or you may leave it blank.

**Always display checkboxes?**

Always checkboxes

Depends on question/radiobuttons

If you choose “Always checkboxes” the user can submit one or several answers to every question.

If you choose “Depends on question/radio buttons”, radio buttons are displayed if only one answer is correct and checkboxes are displayed if there are several correct answers. It means that a user of a quiz will know whether there is one correct answer or if there are several correct answers to a question. Of course this alternative will make it much easier for the user. If you choose Depends on question/radio buttons the user of a survey will always see radio buttons and can just submit one answer to every question.

**Randomize questions?**

If you choose *no* your questions will be displayed in the order you create them - *yes* will result in a random display order.

No

Yes

If you choose “No” your questions will be displayed in the order you create them. If you choose “Yes” the system will display your questions in different order every time a user answers the quiz. It might be useful if you are making a test and you do not want the participants to remember the questions by their numbers.

The following four parameters are only needed if you are setting up a quiz. However you are advised to supply information for the start page at the bottom of the preferences page.

**View solution?**

Allow the participants to view the answer and solution(if supplied) after each question?

Yes (recommended)

No

Allow the participants to view the correct answers to the questions they missed when the quiz is finished?

Yes (recommended)

No

Click “Yes” after the first question above if you want the user to see the correct answer directly after s/he has submitted an incorrect answer. Click “No” if you do not want this.

Click “Yes” after the second question above if you want the user to see the correct answers after the entire quiz is finished. Click “No” if you do not want this.

If you combine the answers to these two questions in different ways you can get four different combinations.

If you supply a solution to a question at the “Add new question” page this explanation will be shown together with the correct answer.

**Several times?**

Should it be possible to answer the quiz several times or just once?

Several times

Once

You can choose if it should be possible to answer your quiz just once or several times. If you click “Several times” there is no limit for how many times the user can answer the quiz, except if you submit a number of questions for each occasion at the next question. See the example B. below.

#### Nr of questions for each occasion?

If you select/create a large number of question for your quiz, perhaps you wouldn't like to give the participants ALL the questions right away. By choosing this option you can give the participants a random subset of questions from your set of questions. Leave it blank or set to zero(0) for no limit.

If you select/create a large number of questions for your quiz, perhaps you do not want the users to answer all the questions right away. By choosing this option together with a “Yes” to the question “Randomize questions?” you can give the participants a random subset of questions from your set of questions. Leave the field blank or set to zero (0) for no limit.

Example A. You create 50 questions and you submit **10** questions for each occasion. You have also chosen that the user can answer the quiz **once**. The user can just answer ten questions and then s/he cannot answer the quiz any more. The different users will never get exactly the same ten questions if you have chosen to **randomize** the questions.

Example B. You create 50 questions and you submit **10** questions for each occasion. You have also chosen that the users can answer the quiz **several times** but in this case it means that the user cannot answer it more than 5 times, i.e. as many times as it takes to answer all the 50 questions.

The user will see the questions **randomized or in order** depending on what alternative you have chosen but s/he will never see the same question more than once.

#### Startpage

Welcome to test your knowledge of LearnLoop. You will get a number of questions and some alternative answers to each question. If there are more than one alternative that is correct you will see checkboxes after the alternatives. If there is only one answer that is correct you will see radio buttons and it is not possible to give more than one answer. You can answer the quiz several times and in case of wrong answer you will directly see the correct answer. You will get 2 points for every correct answer. If your answer is wrong you will sometimes get a lead and then you can try to answer the question again. If your answer is correct after this help, you will get half the score i.e., 1 point.  
Good Luck!

Save Preferences

Reset

When the users click on the link to your quiz/survey they will be presented with a page that explains the quiz. It might contain information about when you expect them to finish it, a statement about the possibility of several correct answers to every question, how to count scores (for example if they submit the correct answer after a lead they will receive half the score), and so on.

# How to add new questions to a quiz/survey

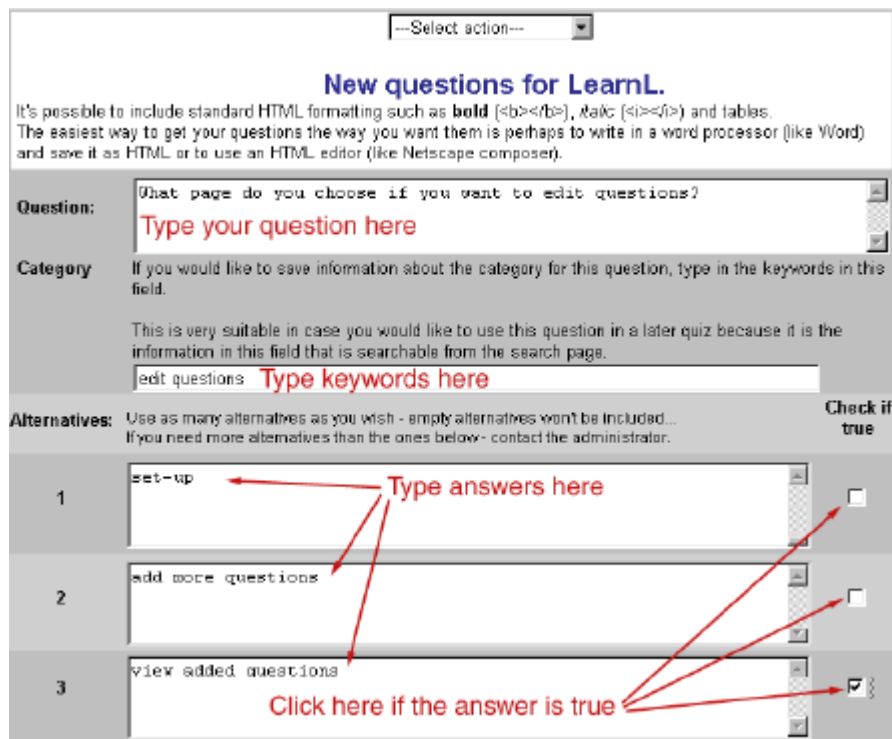
1. Click on the **edit/add-tool** following the name of your quiz/survey.



2. Click on the arrow following the **select action box**.

3. Click “**Add new questions**”

This is the first part of the “Add new questions” page



The screenshot shows a web form titled "New questions for LearnL." with the following sections:

- Question:** A text input field containing "What page do you choose if you want to edit questions?" and a red instruction "Type your question here".
- Category:** A text input field with instructions: "If you would like to save information about the category for this question, type in the keywords in this field. This is very suitable in case you would like to use this question in a later quiz because it is the information in this field that is searchable from the search page." and a red instruction "Type keywords here".
- Alternatives:** A table with three rows. Each row has a text input field and a checkbox. Red arrows point to the input fields with the instruction "Type answers here". The third row's checkbox is checked, with a red arrow pointing to it from the instruction "Click here if the answer is true".

4. Type a **question** in the “Question” field.

5. Type a **keyword/keywords** in the “Category” field.

These keywords will help you if you want to add this question to another quiz, or if you have removed the question and want to add it again. Then you can search for the question using the keyword/keywords. (See *How to search for a question*)

6. Type some **alternative answers**, one alternative in each box and maximum six altogether.

7. Click in the **checkbox/checkboxes** following the correct answer/s if you are making a quiz. In a survey there are no incorrect or correct answers.



This is the second part of the “Add new questions” page.

The screenshot shows a form with four main sections: Lead, Solution, Comment, and Score. Each section has a label on the left and a text area on the right. The Lead section has a hint: "If you want to include a hint that is displayed in case of wrong answer. If the user get it right after your hint is displayed, it will lead to 1/2 the score." The Solution section has a hint: "If you want to include an explanation to how to solve the problem. This solution will only be displayed to those that didn't submit the right answer and only after the entire quiz is completed." The Comment section has a hint: "A comment to yourself or any other administrator with access to this module." The Score section has a hint: "The score for correct answer." Below the form are two buttons: "Save question" and "Reset form". A red arrow points to the "Score" input field, which contains the number "2", with the text "Type the score here" written in red.

<b>Lead</b>	If you want to include a hint that is displayed in case of wrong answer. If the user get it right after your hint is displayed, it will lead to 1/2 the score.
<b>Solution</b>	If you want to include an explanation to how to solve the problem. This solution will only be displayed to those that didn't submit the right answer and only after the entire quiz is completed.
<b>Comment</b>	A comment to yourself or any other administrator with access to this module.
<b>Score</b>	The score for correct answer.

Save question    Reset form

Type the score here

You may choose if you want to

- Give a lead in case of a wrong answer. The user may then try another answer, but will just have half the score if the answer is correct the second time.
- Give an explanation how to solve the problem. This explanation is displayed together with the correct answer directly after a wrong answer is submitted and/or after the entire quiz is completed. At the preferences page you decide when and if the user will have the opportunity to see the correct answer and this explanation.
- Give a comment to yourself or to any other administrator with access to this module.

Please note that if you are making a survey there are no incorrect answers and you do not fill in any lead, solution or score.

8. **Type in the text fields** if you want to give a lead, a solution or a comment.

9. **Type** what **score** you want the user to get for the correct answer.

10. Click “**Save question**”.

The “New Question” page will appear every time you click on the “Save Question” button, so that you can continue making questions.

## How to activate or deactivate a quiz/survey

You can make your quiz/survey visible or invisible to other users whenever you like by activating or deactivating a quiz.

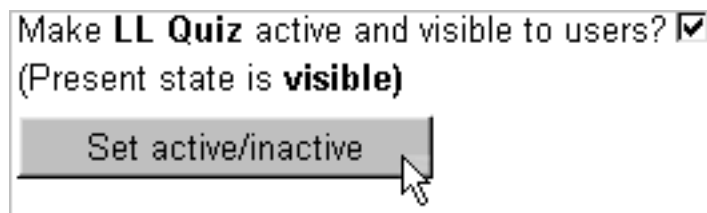
1. Click on the **edit/add-tool** following the name of your quiz/survey.



The creator of the quiz/survey or the administrator can see an inactive quiz/survey by clicking on “show all” at the end of the course menu.

2. Click on the arrow following the **select action box**.
3. Click “**Set active/inactive**”

The set active/inactive page will appear.

A screenshot of a dialog box. The text inside reads: "Make LL Quiz active and visible to users?  (Present state is visible)". Below the text is a grey button labeled "Set active/inactive" with a mouse cursor pointing at it.

4. **Check the box** if you want to activate the quiz/survey. Uncheck the box if you want to deactivate the quiz/survey.
5. Click the “**Set active/inactive**” button.

## How to view and edit added questions in a quiz/survey

1. Click on the **edit/add-tool** following the name of your quiz/survey.



2. Click on the arrow following the **select action box**.

3. Click “**View added questions**”.

A page with your questions will appear.  
Each question is presented like this.

Nr	Question
1 ↑ Click to edit	On what page do you choose background colour to your questions? Remove question   View question   Delete Question Click to view

### Check how the question will look to the user

4. Click on the “**View question**” button.

You will see the question and the alternative answers just as it will be presented to the user.

### Edit the question

4. Click on **the number preceding the question** that you want to edit.

A form will appear where you can see the details for the question. It is the same form that you filled in when you created the question. You can edit the question, the category, the alternative answers, what alternative is correct, the lead, the solution, the comment and the score. (See *How to add new questions*)

5. **Make the changes.**

6. Click “**Save question**”.

# How to remove or delete added questions in a quiz/survey

If you delete a question you cannot see it or use it any more.

If you just remove a question you may add it again to other quizzes/surveys. You search for it at the "Search question" page and when you have found it you may add it to the quiz that you are making. (See *How to add already existing questions to a quiz/survey*)

1. Click on the **edit/add-tool** following the name of your quiz/survey.



2. Click on the arrow following the **select action box**.

3. Click "**View added questions**".

Each question is presented like this.

Nr	Question
1	On what page do you choose background colour to your questions? <div data-bbox="331 1084 1029 1122"><span data-bbox="331 1084 587 1122">Remove question</span> <span data-bbox="587 1084 799 1122">View question</span> <span data-bbox="799 1084 1029 1122">Delete Question</span></div> <p data-bbox="201 1122 507 1169">Click to remove ↑</p> <p data-bbox="619 1122 906 1169">Click to delete ↑</p>

## Remove question

2. Click "**Remove question**".

## Delete question

2. Click "**Delete question**".

# How to add already existing questions to a quiz/survey

When you create or edit a question you have the opportunity to save information on the category of the question by typing a keyword/keywords in the “Category” field. (See *How to add new questions*)

This helps you when you want to add this question to another quiz, or when you have removed the question and want to use it again. Then you may search for the question using the keyword/keywords.

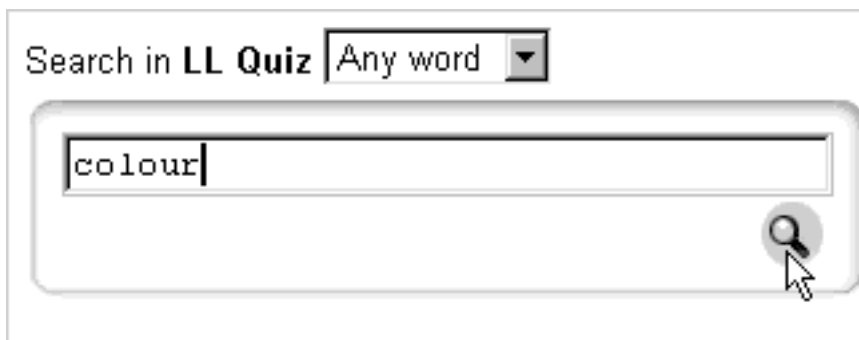
1. Click on the **edit/add-tool** following the name of your quiz.



2. Click on the arrow following the **select action box**.

3. Click on “**Search**”.

A page with this box will appear.



4. **Type the keyword** in the “search” field.

If you do not have a keyword you can type the character %. Then you will see all the questions that you have saved.

5. Click on the **search icon**.

You will see the question/questions like this.

Nr	Use	Question
1	<input checked="" type="checkbox"/>	On what page do you choose background colour to your questions?

Use selected questions

[New search](#)

6. Check the box “**Use**” preceding the question/questions that you want to add.

7. Click “**Use selected questions**”

## How to delete a quiz/survey

If you delete a quiz/survey you can never get it back.

An alternative to delete a quiz is to deactivate it. Then you can always reactivate it if you change your mind.

1. Click on the **edit/add-tool** following the name of your quiz/survey.



2. Click on the arrow following the **select action** box.

3. Click "**Delete quiz**".

The system will ask you twice if you really want to delete the quiz and all the data associated with it.

4. Click "**OK**" twice.

Your quiz is deleted.

## How to view the results by user

1. Click on the **edit/add-tool** following the name of your quiz/survey.



2. Click on the arrow following the **select action** box.

3. Click on “**Results by user**”.

When checking the results of a quiz you will see a list with the names of the participants that have answered the quiz, the date of the occasions, the results by score and percent for each user and the average score.

When checking the results of a survey you will just see a list of who has answered the survey and the date of the occasion.

The results for the users of a quiz will be displayed like this.

Results for all participating users in LL Quiz			
Unique Participants: <b>4</b>	Nr of runs: <b>13</b>	Max: <b>8,00</b>	
		Average: <b>3,85</b>	
		Top score: <b>7,00</b>	
User ▾	Occasion	Score ▾	Percent
<a href="#">Alma Andersson</a>	Wed December 01 ( 10:50)	<b>5.00</b>	62,5%
"	Wed December 01 ( 10:59)	<b>4.00</b>	50,0%
<a href="#">Martin Green</a>	Wed December 01 ( 11:26)	<b>7.00</b>	87,5%
<a href="#">Peter Johnson</a>	Wed December 01 ( 11:20)	<b>6.00</b>	75,0%

In the example above you can see that 4 participants have answered the quiz 13 times all together, the maximum score is 8.00, the average score is 3.85, and the top score is 7.00.

Alma has answered the quiz twice, at 10,50 and at 10,59 the first of December. At the first run she had 5 points, which is 62,5 % of the maximum score.

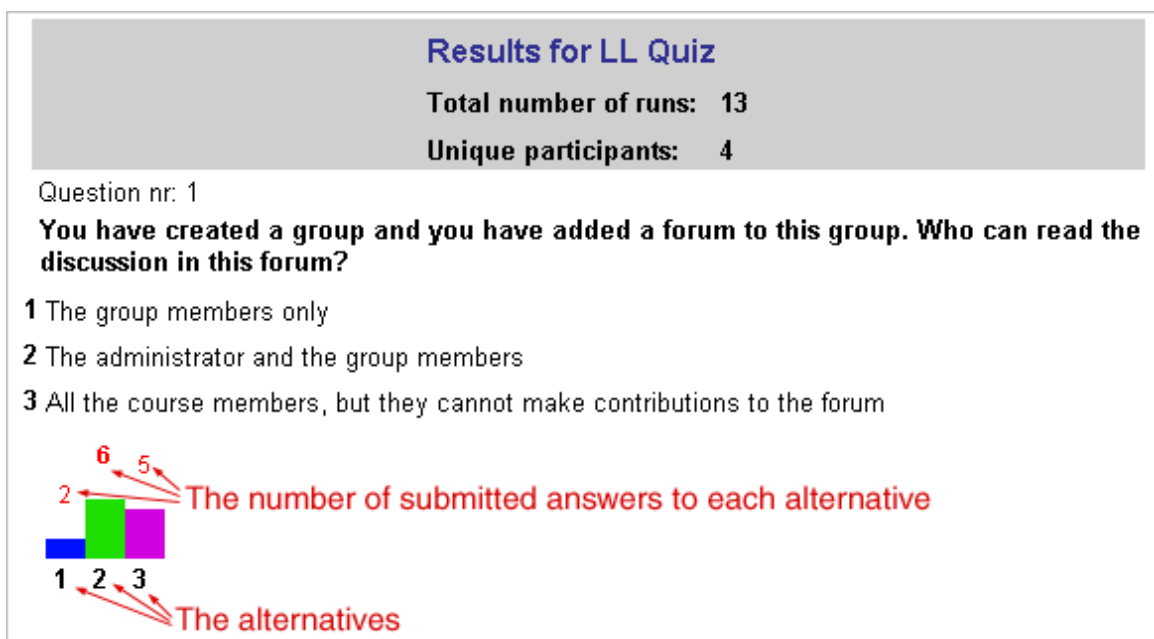
Martin's results are shown with a grey background colour, which indicates that he has the top score.

## How to view the results by question

1. Click on the **edit/add-tool** following the name of your quiz.
2. Click on the arrow following the **select action** box.
3. Click on “**Results by question**”



A page with the results of each question will appear.



At the top you can see the total number of runs and the number of participants that have answered the quiz.

You also see each question with the alternative answers and you see a histogram with statistics for how the users have answered the question.

In the example above there are six submitted answers to the alternative number two, which is the correct alternative. The figure six is bold to show that these answers are correct.



## How to answer a quiz/survey

1. Click on the **quiz icon**  in the course menu.

You will see a start page, which may contain information about the quiz/survey.

2. Read the **start page**.
3. Click “**Start**”.

You will see the first question with at least two alternative answers.

4. Click on the **radio button** following what you think is the correct answer. If there are **checkboxes** instead of radio buttons you have the opportunity to check more than one alternative.

The creator of the quiz decides whether you will see checkboxes all the time or only when there are several correct answers.

5. Click “**Submit**”

You have to submit an answer to continue to the next question.

If you are answering a quiz you will be told if the answer is correct or not. If your answer is wrong you will sometimes get a lead and if you submit a correct answer after the lead you will get half the score.

Whether the correct answer is shown directly after a wrong answer or not depends on what the creator of the quiz has chosen. The creator of a quiz may choose if and when the correct answer will be shown to you. (See *How to check your own results and the correct answers of a quiz*)

You can just answer a survey once. The number of times you can answer a quiz depends on what the creator has chosen.

# How to check your own results and the correct answers of a quiz

1. Click on **the name of the quiz** that you want to check.

When you are checking the results of a quiz you see your own results only. It may look like this.

Total score for Peter Johnson			
Occasion		Score (Max 8,0)	Percent
Wed December 01 (11:20)	View: <a href="#">errors</a>   <a href="#">all</a>	6.00	75,0%
Wed December 01 (15:34)	View: <a href="#">errors</a>   <a href="#">all</a>	7.00	87,5%
<b>Check errors</b> <a href="#">Score for LL Quiz</a>			
Average	Top Score	Unique participants	Nr of runs
4,1	7,0	4	14

In the example above you can see that the max score is 8, you have answered the quiz twice, at 11.20 and 15.34 the first of December, you got 6 points the first time and that is 75 % of the maximum score. Your results of the second run are shown with a grey background colour, which indicates that you have made a top score.

At the bottom of the result box you can also see the average score, the top score, how many participants there have been and the number of runs.

2. Click on **“errors”** to see the question/questions that you have missed together with the correct answer/answers.
3. Click on **“all”** to see all the questions with their correct answers.

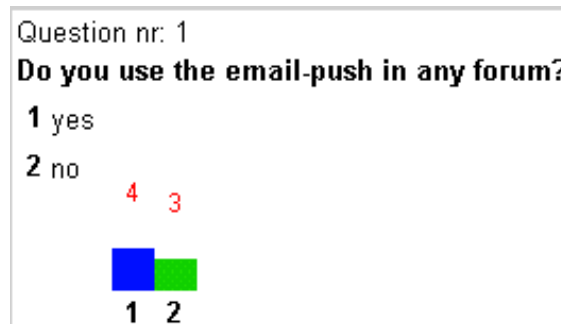
Please note that you can only see the errors and the correct answers if the creator of the quiz has chosen this alternative.

## How to check the results of a survey

1. Click on **the name of the survey** that you want to check.

When checking the results of a survey you see the results by question.

You do not see any names and you cannot discern your own answers. You see the questions, their alternative answers and a histogram with statistics for how the users have answered each question. It may look like this.



(See also *How to watch the results by question*)

# What is Peer reviewing

Peer reviewing is when a group of course participants write reports or essays and then comment each other's work.

The Peer review module in LearnLoop makes it easy to administrate the publishing of reports, the matching of reports with the reviewers and the publishing of the comments.

The participants write and post their reports so that all the other participants can read them. The creator of the Peer review module has set a final date for posting and until that date the participants may edit their reports.

The creator of the Peer review module decide how many reviewers each report will have and s/he lets the system match together the reports with the reviewer/s at random.

Each participant reviews the reports that have been assigned to her/him and post the comments. If s/he wishes s/he may comment on other reports as well.

The creator of the Peer review module also sets a final date for the posting of the comments. After that date the participants cannot edit their comments any more but they can still read all the reports with the comments from the peer reviewing.

## How to create a Peer module and how to set preferences for it

1. Click on an **edit/add-tool** in the course menu.

The edit/add box will appear.

2. **Type a name** of the Peer module in the “Create New” field.
3. Click on the **radio button preceding “Peer review”**.
4. Click “**Create**”.

A form will appear.

5. Fill in **the instructions** that you want to be displayed when the students post their reports and the instructions to be displayed when they review each other’s reports.
6. Fill in **the number of reports** to be reviewed by each participant.
7. Fill in **the final date for posting** of reports and the last date for posting of reviews.
8. Click “**Save preferences**”.

You can always change your preferences by clicking on the edit/add-tool following the name of the Peer.

The participants make their reports and post them.

They can edit their posted reports until the final date for the posting of reports.

You can view the posted reports if you click on the name of the Peer.

(See *How to view all the reports and the comments in a Peer review module*)

## How to match the reports with the reviewers

After the final date for postings of reports you let the system match together the reports with the reviewers.

1. Click on the **edit/add-tool** following the name of the Peer review.
2. Click on “**Randomize Participants**”.

If a participant now clicks on the name of the Peer in the course menu s/he will see a page with one or more numbers preceded by the character #. Each number represents a report assigned to her/him. S/he clicks on the number to read and comment the report. (See *How to post a comment in a Peer module*)

## How to post a report in a Peer module

1. Click on **the name of the Peer review module** in the course menu.

You will see a page with instructions and two boxes, one box for the title and one for the report.

2. **Type a title** in the “title” field.
3. **Type or paste your text** in the “report” box.
4. Click “**Submit**”

You will see a page with your name and the title of your report. If any others have posted their reports you can see their names and the titles of their reports as well.

You just click on a title to read the report (See *How to view all the reports and the comments in a Peer module*) and you click on a person’s name to send her/him an email.

## How to edit a report

### If you are outside the Peer module you

1. Click on **the name of the Peer module** in the course menu.

### If you are in the Peer review module you

- 1.a. Click on “**postings this far**”

You will see a page with the names of the authors of reports and the titles of their reports.

- 1.b. **Click on the title** of your report.

Your report will appear in a textbox with a submit button at the end of the page.

2. **Make the changes** in the text.

3. Click “**Submit**”.

You can edit your text as many times as you like, but please note that there is a final date for the posting of reports and you cannot edit your report after that date.

## How to make and post a comment in a Peer module

1. Click on **the name of the Peer module** in the course menu.

This menu will appear at the top of a new page.



[# 1](#) [# 2](#) [All reports](#) [Change comments](#) [Instructions](#)

The two numbers preceded by the character # are links to the two reports that you should review.

How many reports there are to review depends on what the creator of the Peer module has chosen.

2. Click on **any of the numbers**.

You will see the report followed by a box where you may type or paste your comment.

3. **Type or paste your comment** in the box.

4. Click “**Submit comment**”

# How to edit a comment

1. Click on **the name of the Peer review module** in the course menu

This menu will appear at the top of a new page.



[# 1](#) [# 2](#) [All reports](#) [Change comments](#) [Instructions](#)

2. Click on **“Change comments”**

You will see a list with the titles of the reports on which you have made comments. You also see your comments followed by an edit link.

3. Click **“Edit”**

A page will appear with your already submitted comments together with a box where you can see and edit the text. It means that you can compare the original version with the edited version before you submit the changes.

4. **Make your changes** in the edit box.

5. Click **“Submit comment”**

You can edit your comments as many times as you like, but please note that there is a final date for the posting of reviews and you cannot edit your comments after that date.



# How to view all the reports and the comments in a Peer module

1. Click on **the name of the Peer module** in the course menu.

If the posting period is not over you may click on “Postings this far” to see the reports posted.

When the posting period is over and when the reports are matched together with the reviewers this menu will appear directly:

[# 1](#) [# 2](#) [All reports](#) [Change comments](#) [Instructions](#)

2. Click “All reports”

A page like this will appear.

Author	Title	Word count	Nr of comments	You?
<a href="#">Peter Johnson</a>	<a href="#">VIL</a>	559 words	<a href="#">1</a>	
<a href="#">Martin Green</a>	<a href="#">Learn Loop</a>	460 words	<a href="#">1</a>	Yes
<a href="#">Alma Andersson</a>	<a href="#">Collaborative learning</a>	415 words	<a href="#">2</a>	
<a href="#">Britt Klintonberg</a>	<a href="#">Open Source</a>	541 words	<a href="#">2</a>	Yes

You can see the authors’ names, the titles of their reports, how many words each report contains, how many comments there are on each report and which reports you have made comments on. The “Yes” after a report means that you have made a comment on that report.

3. Click on the name of the author to send her/him an email.

4. Click on the title of a report to read the report and/or to make a comment on it.

5. Click on the number of the comments to read the comments and/or to edit your comments on the actual report.

# How to create a Web mail module and how to add a new account

You cannot create a new email account in LearnLoop but you can use your already existing email account and check your email, reply and send new messages via LearnLoop. If someone else already has created a Web mail module as in nr 1-4 below, you just have to click on its name in the course menu and then you create your new account as in nr 5-8.

1. Click on an **edit/add-tool** in the course menu or in your personal menu.

The edit/add box will appear.

2. **Type a name** in the “Create New” field.
3. Click on the **radio button preceding “Web mail”**.
4. Click “**Create**”.

This box will appear.



5. Click “**Add new account**”

This box will appear.

Account name:	<input type="text" value="Peter"/>
Email-address:	<input type="text" value="peterjj@company.com"/>
Mailserver name (POP3):	<input type="text" value="company.com"/>
Mailserver login:	<input type="text" value="pepe"/>
Mailserver password:	<input type="password" value="*****"/>
Remember password:	<input checked="" type="checkbox"/>
Delete messages:	<input type="checkbox"/> Removes the messages from the server after retrieval.
<input type="button" value="Save"/>	

6. **Fill in the information** about your regular email account in the text fields.

You can choose which account name you want in the first field, but in the four following fields you have to fill in information about your regular email account, i.e. your email address, the name of the server where your email account is located, the login and the password that you normally use when you check your email.

7. Check the box following “**Remember password**”, if you do not want to type your password every time you check your mail. Please note that your password is not saved for any other user if they try to check your mail.

If you check the box preceding “Delete messages” your incoming messages will not be saved in your regular email account after you have read them via LearnLoop.

8. Click “**Save**”.

# How to check your mail, reply, send and delete messages

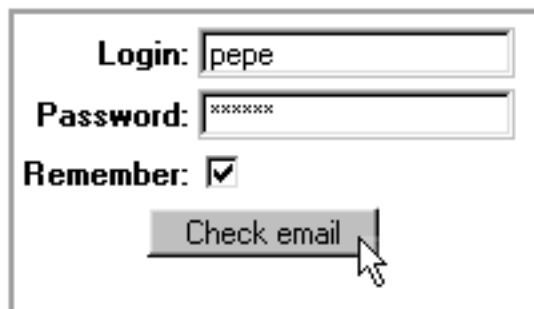
When you have created a new account in the web mail module a link with “Check” and your account name will appear.

## Check your mail



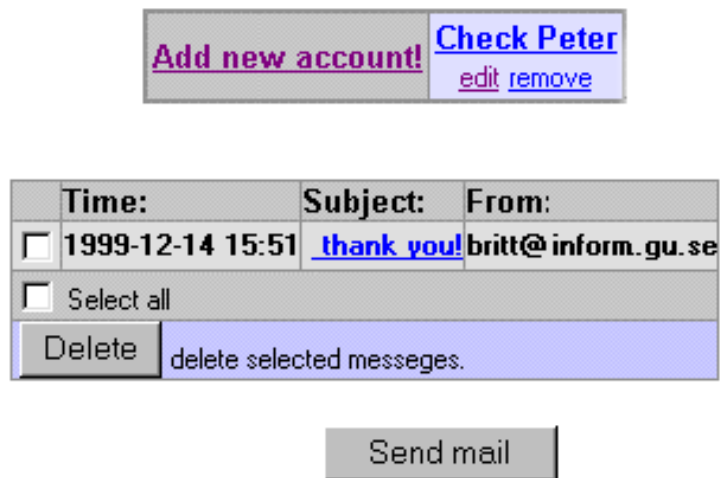
1. Click on the “**Check**” link.

This box will appear.

A screenshot of a login form for checking email. The form is enclosed in a rectangular box. It contains the following elements: a "Login:" label followed by a text input field containing the text "pepe"; a "Password:" label followed by a text input field containing several asterisks "\*\*\*\*\*"; a "Remember:" label followed by a checked checkbox; and a "Check email" button at the bottom. A mouse cursor is pointing at the "Check email" button.

2. **Fill in your password** if you did not check “remember password” when you created your account.
3. Click “**Check email**”

If you have got a mail it may look like this:



4. Click on **the link under subject** to read your mail. In the example above you click on *thank you!*

### Reply to a mail

When you read a mail you can see a reply button at the bottom of the mail page.

5. Click "**Reply**" to get a page where you can type a reply.
6. **Type your reply.**
7. Click "**Send mail**"

Please note that your replies will not be saved.

### Send a mail

5. Click "**Send mail**" to get a page where you can type a new message.
6. **Type your message.**
7. Click "**Send mail**".

Please note that your new messages will not be saved.

### Delete a mail

Your incoming messages are saved in LearnLoop. They are saved in your regular email account as well, if you did not choose "*Delete messages*" when you created your web mail.

5. **Check the box preceding the mail** that you want to delete or check the box "select all" if you want to delete all your incoming messages.
6. Click "**Delete**".