

StudyMate Class Server Instructor Guide

Overview

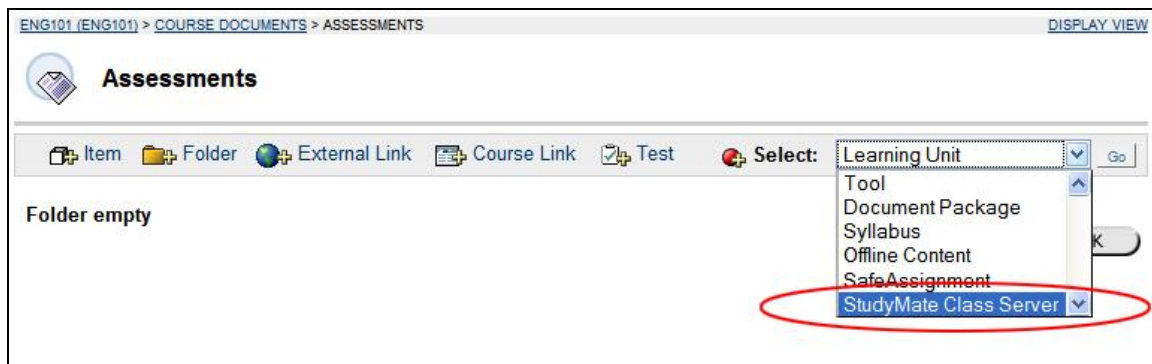
StudyMate Class Server is the *ultimate study group* where teachers and students create study materials and self-assessments in a collaborative, web-based environment. Simple templates are used to enter items like glossary terms, lecture facts, sample problems, or multiple choice questions. Students can then view the collective materials using interactive games, self-assessments or quizzes. Depending on the editing rights set by the instructor, students can even edit contributions by others.

StudyMate Class Server is a hosted service by Respondus Inc. that can only be accessed from within Blackboard.

Instructor Access

An instructor can add an instance of the StudyMate Class Server tool to their course following these steps:

1. Login as the instructor, select the desired course, and choose a content area, such as **Course Documents**.
2. Select the **EDIT VIEW** link to add content to the page.
3. Select "StudyMate Class Server" from the pull down list and press the **Go** button.




4. On the Add StudyMate Class Server screen the icon title can be entered and the **Editing Rights** configured. See the *Settings Tab* section below for a full description of the editing rights.

ENG101 (ENG101) > COURSE DOCUMENTS > ASSESSMENTS > STUDYMATE CLASS SERVER

Add StudyMate Class Server

1 Enter Information

Title

Color  [Pick](#)

2 Editing Rights

Only the original author can edit their items [\[explain\]](#)

Everyone in the course can edit each others items [\[explain\]](#)

Only the instructor can edit this project [\[explain\]](#)

Once edited by the instructor, don't allow further student editing (even by the original author) [\[explain\]](#)

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

[Cancel](#) [Submit](#)

Once submitted, a StudyMate instance icon will be added to the course page.

ENG101 (ENG101) > COURSE DOCUMENTS > ASSESSMENTS [EDIT VIEW](#)

Assessments

 **StudyMate Chapter 1**
[Select this item](#)

[OK](#)

View Tab

The **View** tab is where students use the StudyMate Flash activities to learn the provided material. Eleven Flash activities are available for students; Fact Cards, Fact Cards Plus, Flash Cards, Pick a Letter, Fill in the Blanks, Glossary, Matching, Crosswords, Quiz, Challenge and Show All. Note that certain activities are only available if there are appropriate items, of sufficient number, to generate that activity:

Fact Cards - only available if there are "Fact" items

Fact Cards Plus - only available if there are "Fact" items

Flash Cards - only available if there are "Term/Definition" items

Pick a Letter - only available if there are "Term/Definition" items

Fill in the Blank - only available if there are "Term/Definition" items

Glossary - only available if there are "Term/Definition" items

Matching – only available if there are "Term/Definition" items

Crosswords – only available if there are "Term/Definition" items with less than 15 characters

Quiz - only available if there are "Multiple Choice" items

Challenge - only available if there are at least 10 "Multiple Choice" items

Show All – available if one item has been added

Text View – this text-only activity for accessibility purposes is only available when an instructor enables it from the Settings tab

The **View** tab is available for all users, regardless of the Editing Rights.

Edit Tab

The **Edit** tab is where items can be entered through three templates: Fact, Term/Definition, and Multiple Choice templates.

The "Fact" Template allows the entry of a fact, phrase or text on a given subject.

"Fact" Template [\[explain\]](#)

Title:

Enter a fact, phrase, or any text that you want to remember:

Topic (optional): Preview:

The "Term/Definition" template allows the entry of a term and its definition (or a question and its answer) on a given subject.

"Term / Definition" Template [\[explain\]](#)

Title:

Term or Answer (e.g. Albert Einstein):

Definition or Question (e.g. Developed General Theory of Relativity):

Topic (optional): Preview:

The "Multiple Choice" template allows the entry of a multiple choice or true/false question.

"Multiple Choice" Template [\[explain\]](#)

Title:

Question Wording or Definition:

Answers:

A

B

C

D

E

Answer is: Topic (optional): Preview:

The bottom section of the **Edit** tab (below each template) displays the list of items that have been added to the project. Select the “Expanded View” tab to increase the number of items displayed from 5 to 10, and to view more detailed information on the item.

The screenshot shows a user interface for managing a list of items. At the top left is an orange button labeled "Add to List". To the right is a tab labeled "Expanded View" with an upward-pointing arrow, which is circled in red. Below the tab is a table with the following columns: Title, Type, Author, and Item Wording. The table contains five rows of items, each with a checkbox on the left and a document icon. The items are:

	Title	Type	Author	Item Wording
<input type="checkbox"/>	ramquists-001	Fact	Shea Ramquist	In 1909, Robert Peary became the first person to reach the North Pole.
<input type="checkbox"/>	ramquists-002	Fact	Shea Ramquist	In 1926, Richard Byrd became the first person to fly over the North Pole.
<input type="checkbox"/>	ramquists-003	Fact	Shea Ramquist	In 1911, Roald Amundsen became the first person to reach the South Pole
<input type="checkbox"/>	ramquists-004	Fact	Shea Ramquist	In 1953, New Zealander Edmund Hillary became the first person, along with Tenzing Norgay of Nepal, to climb to the top of Mount Everest
<input type="checkbox"/>	ramquists-005	Fact	Shea Ramquist	In 1961, Russian cosmonaut Yuri Alexseyevich Gagarin became the first human in space.

Below the table is a search bar labeled "Search On:" with a search icon. To the right of the search bar is a "Displaying items:" label followed by a dropdown menu showing "1 - 5" and left and right arrow icons. At the bottom of the interface are three buttons: "Delete Selected Items", "Export/Copy Items", and "Import Items".

At the bottom of each list, instructors will see a set of buttons: **Delete Selected Items**, **Export/Copy Items** and **Import Items**. Students will not see these buttons on their **Edit** tab.

To delete an item from the list, select the checkbox at the beginning of the row and click the **Delete Selected Items** button. (The **Delete Selected Items** button will only be available once an item has been selected.)

The **Export/Copy Items** button allows the instructor to export a selected set of items in an XML file that can be imported by another StudyMate Class Server project. The StudyMate Class Server XML files can also be imported with the StudyMate Author 2.0 or Respondus 3.5 applications.

The **Export/Copy Items** button also allows Multiple Choice items to be copied to the Blackboard Pool Manager as a new pool. This allows instructors to select some or all of the Multiple Choice questions created by students in StudyMate Class Server and use them in a Blackboard assessment.

The **Import Items** button is used to import a StudyMate Class Server XML file that was created by another StudyMate Class Server instance, or with the StudyMate Author 2.0 or Respondus 3.5 applications.

Settings Tab

The Settings tab, which is only available to instructors, has five sections; **Editing Rights**, **Randomize**, **Language**, **Topic List** and **Grading**.

The screenshot shows the "Editing Rights" section of the Settings tab. It contains four radio button options:

- Only the original author can edit their items [\[explain\]](#)
- Everyone in the course can edit each others items [\[explain\]](#)
- Don't allow further editing of this project [\[explain\]](#)
- Once edited by the instructor, don't allow further student editing (even by the original author) [\[explain\]](#)

The **Editing Rights** provide great flexibility in how StudyMate Class Server can be used in a teaching and learning environment. The first option “Only the original author can edit their items” limits students to editing items that they created themselves (i.e. they cannot edit items created

by others). Instructors should select this option if they want to grade the quality of each student's contribution.

When the second option is selected "Everyone in the course can edit each others items", students and instructors alike can edit items created by others in the course. This allows students to work together to develop a comprehensive set of study items. When using this option, instructors will primarily grade students on their participation.

The third option "Don't allow further editing of this project" can be used to lock the project so that items cannot be added or edited by students. Only the instructor can continue to add and update items when this option is selected.

The final setting under Editing Rights is a checkbox that, when selected, will give instructors final say on the editing for an item. If the instructor is the last person to edit an item, students (including the original author) cannot make further edits.

Randomize	Facts	All items	[explain]
	Term/Definitions	All items	
	Multiple Choice	All items	

The **Randomize** settings control how items are displayed in the Flash activities on the **View** tab. When "No Randomization" is selected, all items available for an activity are displayed, and will be shown in the same order listed on the Edit tab. However, if a randomization option is selected, only the selected number of items (10, 20, etc.) will be displayed each time that a Flash activity is started and the items will be randomly selected from the larger pool of items.

Accessibility	<input type="checkbox"/> Display the "Text View" activity from the View tab, usable with screen readers.
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The **Accessibility** settings when selected, will display a "Text View" activity on the View tab. The "Text View" activity is a plain-text view of all items in the project grouped by template. The text is usable with screen readers.

Language	Activities	English	[explain]
	Interface	English	

In the **Language** section you can change the language displayed in the user interface of the Flash activities (View tab). It is also possible to change all StudyMate Class Server screens to a localized language.

Topic List	Explorers	[explain]
	<input type="radio"/> Add Topic	
	<input type="radio"/> Rename topic to	
	<input type="radio"/> Delete Topic	
	<input type="button" value="Update Topic List"/>	

The **Topic List** allows an instructor to create a set of "Topics" that students can assign items to when they are created on the Edit tab. Topics allow the grouping of items and are used in StudyMate activities such as "Challenge" and "Fact Cards Plus". To create a new topic, select the "Add Topic" option, enter a word or short phrase in the space provided, and click "Update Topic List". To rename or delete an existing topic, select the topic from the Topic List and then select the "Rename topic to" or "Delete Topic" option.

Grading	<input type="checkbox"/> Enable grading [explain]
Grade Column Name	<input type="text"/>
Points Possible	<input type="text" value="0"/>

The final section contains the **Grading** settings. When grading is enabled a new column is created in the Blackboard gradebook (or Grade Center) and grades will be synchronized between the values entered on the Grade tab and the gradebook. Once grading has been enabled and some grades have been saved, this setting cannot be changed. Further changes to the column should be made directly in the Blackboard gradebook.

Grade Tab

The **Grade** tab, which is only available to instructors, lists each student in the course who has accessed the StudyMate Class Server instance. Students who have not accessed StudyMate Class Server will not be listed in the Grade tab.

Grading & Statistics			Class Statistics		
<input type="button" value="Save"/>			Activities Viewed (average/total):	6.70 / 67	
			Items Added (average/total):	10.70 / 107	
			Items Edited (average/total):	1.80 / 18	
Last Name	First Name	Grade	Activities Viewed	Items Added	Items Edited
Feeney	Jodi	<input type="text"/>	6	13	2
Fong	Elizabeth	<input type="text"/>	5	13	2
Merritt	Michael	<input type="text"/>	10	12	3
Ramquist	Shea	<input type="text"/>	10	14	0
Simmons	Dave	<input type="text"/>	8	16	6
Smetters	David	<input type="text"/>	3	15	4

At a glance, instructors can see how active each student has been by viewing values for Activities Viewed, Items Added and Items Edited. This allows the instructor to track how much each student has been using the system.

Instructors may also view the edit history for the items authored and edited by a student by clicking on the student's last name. The edit history shows all the items authored by the student, plus any edits made by other students or instructors in the class.

If grading has been enabled on the **Settings** tab, a grade may be entered next to each student's name. When the instructor selects the Save button the entered grades will be written to the Blackboard gradebook.