



Getting Started Guide

For Teachers & Staff

This guide is designed to assist users who are new to the Fusion Platform.

The contents typically require no more than 1.5 hours to learn.

It is suggested that you have access to a laptop or desktop device in order to complete some of the hands-on exercises.

Additional help and videos can be found at <https://help.fusionvle.com>

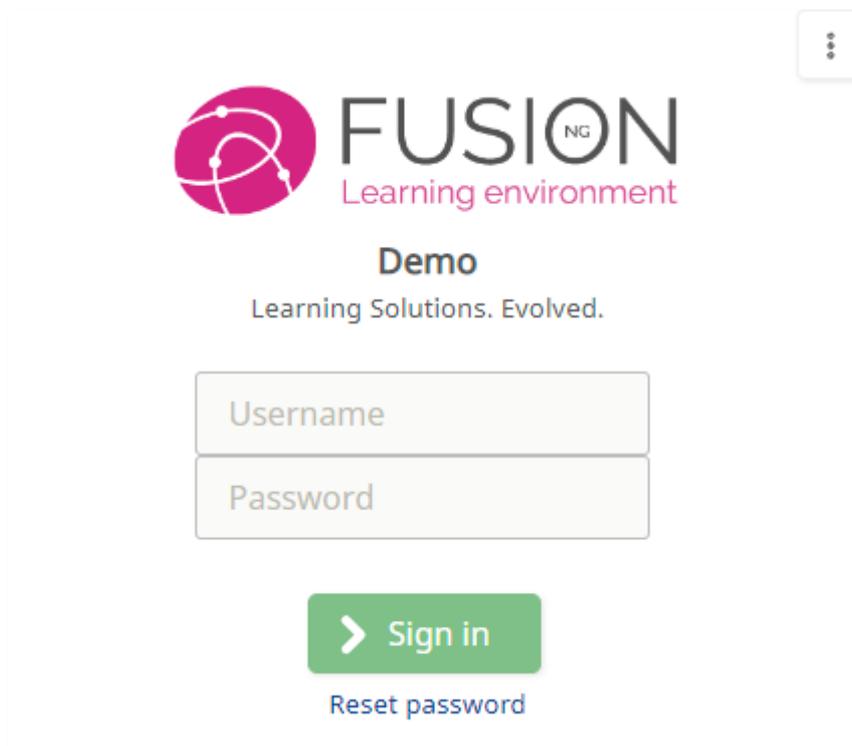
Contents / Reference

- 2** **Logging in**
- 3** **Your profile menu**
- 4** **“My profile”**
- 5** **Layout and theme**
- 6** **Your homepage / dashboard**
- 7** **Profile picture**
- 8** **Language**
- 9** **File management**
- 10** **Browsing Classes and Learning Spaces**
- 11** **Adding files**
- 12** **Learning Spaces**
- 13** **File locker**
- 14** **Workbook (e-Portfolio)**
- 15** **Content Library**
- 16** **Blogs**
- 18** **Forums**
- 20** **Messaging**
- 21** **Setting work**
- 23** **Grading work**
- 24** **Work reports**
- 25** **Creating Tasks**
- 27** **Adding task items**
- 28** **Building forms**
- 30** **Adding questions**

Logging In

You can use Fusion on any device with a browser – computer, tablet, mobile phone. You can choose to use the App on your phone or tablet to keep you logged in and enable notifications to your device. Use a browser if you need full functionality.

This is an example login page for Fusion.



The screenshot shows a login page for Fusion. At the top left is the Fusion logo, a pink circle with white lines. To its right is the text 'FUSION NG' in a large, bold, sans-serif font, with 'Learning environment' in a smaller, pink, sans-serif font below it. Underneath the logo and text is the word 'Demo' in a bold, black, sans-serif font, followed by the tagline 'Learning Solutions. Evolved.' in a smaller, black, sans-serif font. Below the tagline are two input fields: 'Username' and 'Password', both in a light gray, sans-serif font. Below the input fields is a green button with a white arrow pointing right and the text 'Sign in' in a white, sans-serif font. Below the button is a link for 'Reset password' in a blue, sans-serif font.

Try it!

You can use an email address, numbers or just a simple username to login. Ensure you have your password and know the correct location for your platform.

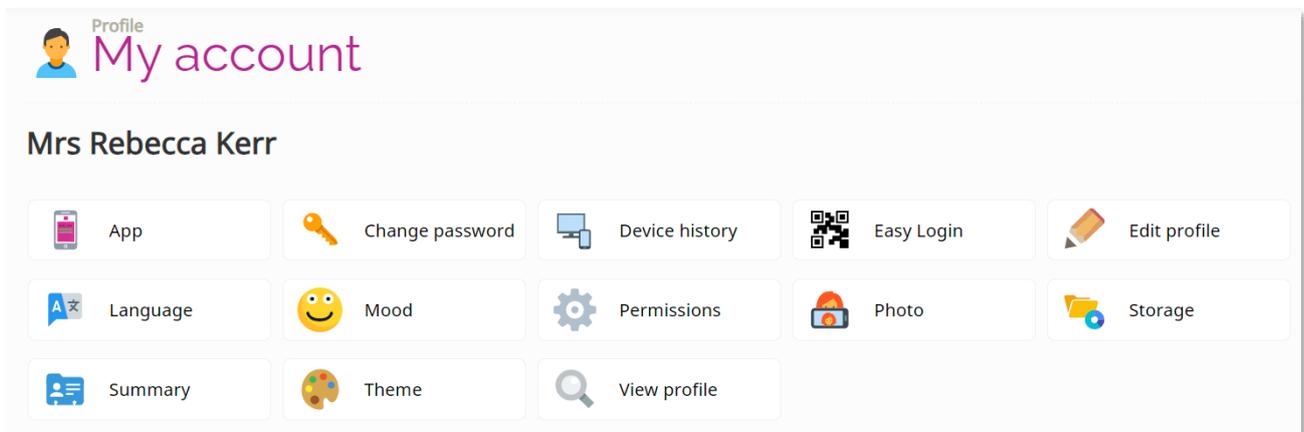
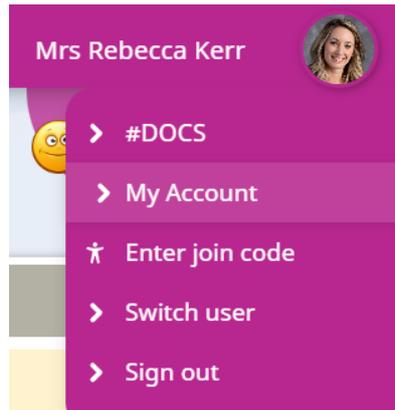
Most platforms will contain “fusionvle.com” or “fusion-tutor.com” as part of their website address.

Note: Some clients use Single Sign On, which will automatically log you into Fusion. In these situations, your website address will begin with <https://sso.fusion.education>

My Account

All of your settings, profile and account information are available at the top right of any page. Just click this area to reveal the menu available for your account. Select “My Account”.

This is an example of the top right profile menu. Access it by clicking the round picture placeholder.



Your administrator may have limited which options are available, but here is a summary below:

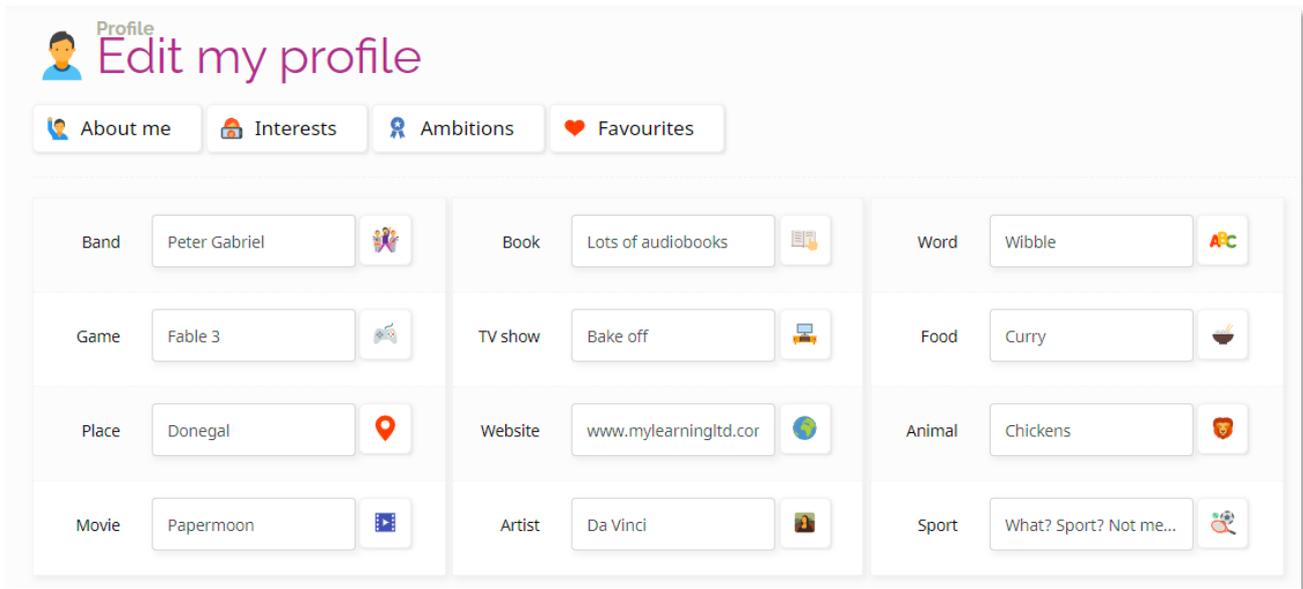
- “Edit profile” allows you to specify your optional personal information, and change your photo.
- “Language” will allow you to select an interface language, or a second-language option.
- “Layout” will control the overall design and theme of the product.
- “Change password” will allow you to change your password. Your current password will be required.
- “Download app” provides a shortcut on where to obtain the Android and Apple apps.
- “Easy-login” will provide you with details of how you can login more easily.

There are additional buttons on this menu which you can also explore to learn more about your account.

Edit Profile

Your profile page allows you to write about yourself, edit your mood icons, update your favourite things and update your profile photo amongst other things. You can choose to share your profile and view account information.

An example profile page. Top right “My Account”, click “Edit Profile”



Category	Value
Band	Peter Gabriel
Book	Lots of audiobooks
Word	Wibble
Game	Fable 3
TV show	Bake off
Food	Curry
Place	Donegal
Website	www.mylearningltd.cor
Animal	Chickens
Movie	Papermoon
Artist	Da Vinci
Sport	What? Sport? Not me...

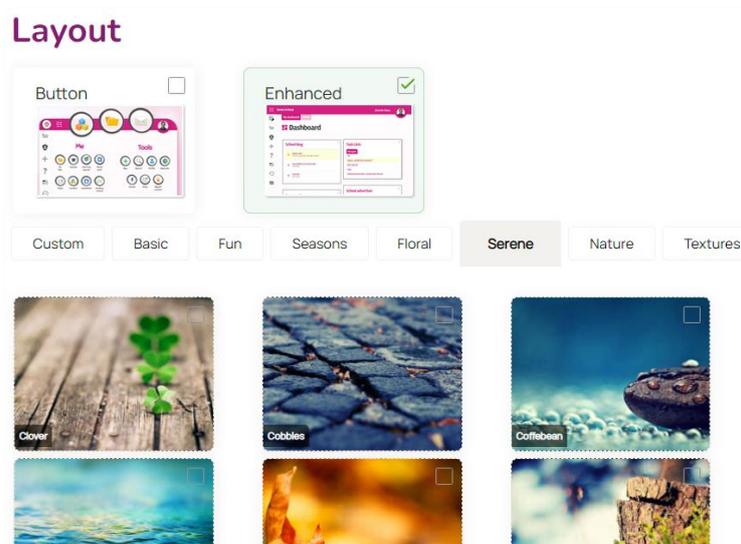
You can use this page to fill-out your favourite things and write about yourself. All of this information stays private, but can be shared if your school/teacher allows this.

Layout



The platform is provided with two layout's, one is 'button' based and designed for younger users, or users with specific requirements. The second layout is called 'enhanced', and contains much more information and is equipped with a dashboard-style interface. Users may be allowed to select which layout they wish to use.

An example layout page. Top right "My Account", click "Theme"



If your administrator has allowed, you may change your layout and/or your theme.

- The layout will change the entire interface of the product between a button-based design and more detailed enhanced interface.
- You can also select the graphical theme which you prefer (if allowed).

Dashboard



The dashboard is your **homepage**, it collects all of the key information into one screen and summarises the data. You can move your dashboard panels around, delete and add new panels if required. There are support for a range of built-in, and 3rd party panels such as Microsoft and Google apps.

An example dashboard page. Top left dashboard edit icon.



Try it!

1. On any dashboard panel click on the cog wheel icon at the top right of each panel.
2. You can remove a panel or change the settings, such as colour, size and amount of items.



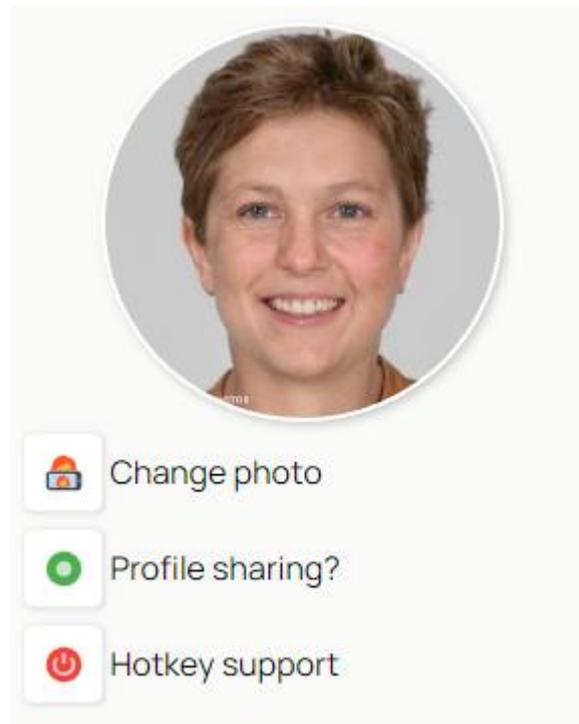
3. From the menu on the top left choose the **Edit Dashboard** icon and from here choose to move or add dashboard panels.
4. To move panels, click on a panel and use the arrows to move panels around.
(if you cannot see the option to edit your dashboard, it may have been disabled by the System Admin)

Profile picture



The dashboard is your **homepage**, it collects all of the key information into one screen and summarises the data. You can move your dashboard panels around, delete and add new panels if required. There are support for a range of built-in, and 3rd party panels such as Microsoft and Google apps.

An example profile picture on your “**My profile**” page.



Try it!

To add a picture to your profile, or to select a new image:

1. On the homepage click “**My Files**”.
2. Upload a picture to My Files, or drag-and-drop an image file to the green upload pad.
3. Click on your profile picture at the top right, and on the menu, choose ‘**My profile**’.
4. Under your photo click ‘**Change photo**’. You will be taken to the My Files area to select the image you wish to use as your photo.
5. Optional: You may need to refresh your browser

Set language



The system supports over 100 interface languages, and can operate in dual-language mode if required. This can be especially useful for students where their birth language is different from their taught language. Or in situations where they may be learning a new academic language.

An example of the language choice screen. Top right “**Profile menu**” / “**Languages**”.

Language settings

Choose the main language you would like to use across all devices.

Main language

English
Change

Second language *(Optional)*

Select optional language for translations

None selected

Select

✓ Save changes

Reset to English

You can select an optional second language for your product. When this is enabled, you’ll see a translation bar at the bottom of your screen which will translate any hovered text into your second language.

On the right of the screen, there is always the option to reset your language to “English”, written in 8 most spoken languages, should you accidentally select a language you cannot read.

Managing files



There are four main places to store files within the platform, each have their own unique purposes. Below, we will discuss each method with examples of when and why they are used. This is an important part of your understanding.

Important!



My Files

A **private** area to keep files that are only for you. This is a personal area which nobody else has access to. Files and folders you create here are not available to other users.



Classes

These are your teaching **classes**, and may be set by your administrator or management system. Use them for delivering learning files to students which are relevant NOW and to set homework and task lists. Remember that each academic year, these classes may have students removed and new ones added.



Learning Spaces

A learning space can be created by **any** teacher. They exist separately from your classes. Members are added manually and only the members of the learning space have access. This is useful for files that are shared between classes, for any non-class groups such as sets of students or clubs and even for shared file areas for teachers to share planning and resources.

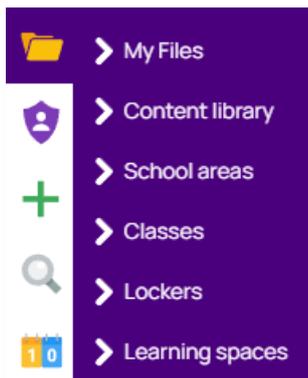


School areas

File areas that are visible to **everyone** who logs in. Other people can manage these areas, but all users will be able to access the files which are placed here.

Try it!

You can explore all of the file areas from your left navigation menu as below. Why not have a look now?



Browsing



Your system may already have Classes and Learning Spaces, or may be completely empty. Either way, we'll show you how you can browse these important areas and control aspects of any groups.

An example of the list of classes, accessed by clicking “Classes” on the homepage **Quick Links** panel.”.

Explore your options for classes and learning spaces by clicking the ‘More options’ menu on the right of a group. It’s the three dotted icon on the top right of every panel.



The “Group options” screen allows you to manage all the components of your class. You can view files, create a new blog, forum, homework or tasklist for students. You can also manage members, communicate with parents and create new items in the area too. If you use our video conferencing service, you can also create a new conference room.

Group options

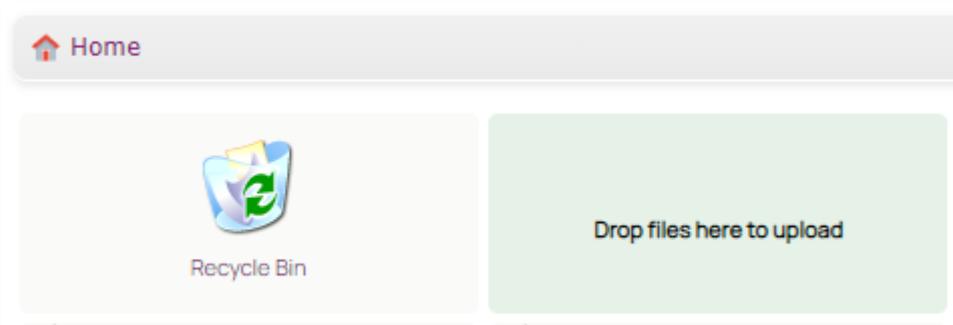
Geography

Adding files

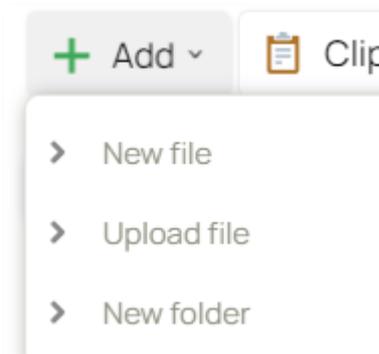


There are three ways to upload files in the platform. You can browse up-to four individual resources and upload, or, you can drag-and-drop multiple files from your device. The 3rd option is to upload and unpack a zip file. You can upload to your personal file area, classes, learning spaces and school areas if allowed.

An example of the drag-and-drop upload pad found in all file areas.



Depending upon where you are, and what rights you have – there will always be an “Add” menu to allow you to upload and create resources:



New File

Create a new document within the file area. Always check to ensure you’re creating a file in the correct place.

Upload file

Select up-to 4 files from your computer, tablet or phone and upload directly into the file area.

New Folder – Click to create a folder – simply name and save. You can then go into the folder and upload resources as required.

Learning Spaces



A Learning Space is simply a group which you can make for any purpose. It exists separately to your classes and is not impacted by changes to students or academic term/years. They can be used for clubs, specialist groups/topics. You can decide who belongs to groups easily.

Try it!

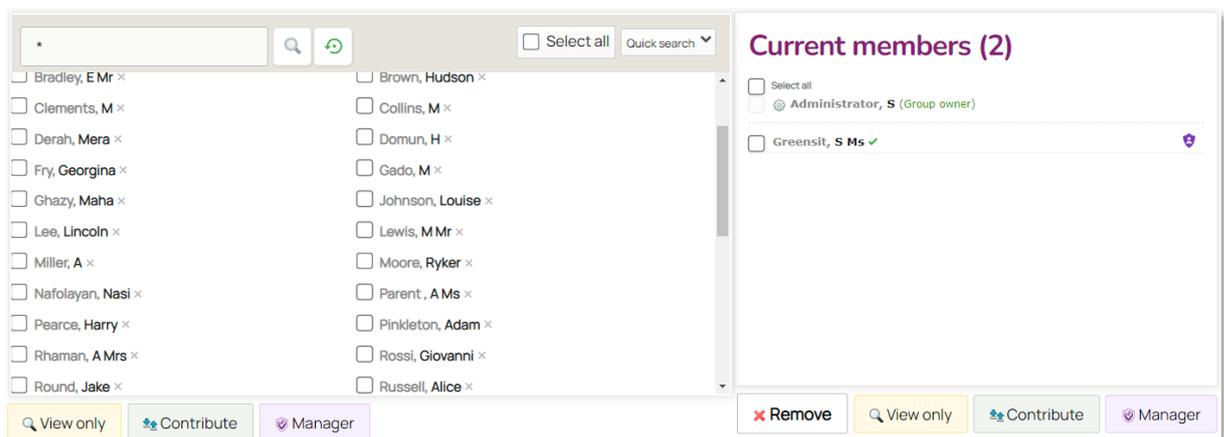
From your homepage, in **Quick Links**, click “**Learning Spaces**”



Press the “+ New” button and give your Learning space a name and enter any other and click “**Continue**”.

Add some members to your Learning Space

1. You will be taken to your ‘Add members’ page
2. Use ‘Quick search’ to help you to find the people you want to add to your learning space.



3. Select people by ticking them, then add them to the group by choosing the level of access you want them to have.



4. The list of members of your learning space will then appear on the right of the screen.
5. Your Learning Space is now ready to use. Click “**Go to group**” at the bottom of the page to go to your new group. You can now upload resources or create blogs, forums, tasks and homework.

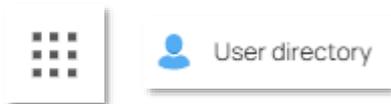
File Locker



Use the File locker to give files to students. This is a one way process. You can hand out files, but students cannot place files in their own locker. Each student will find their file locker in their 'My Files' area should they wish to see their locker. Parents can see the locker too.

Try it!

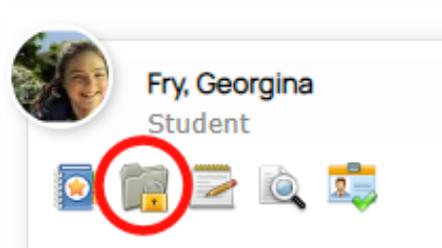
Click the top left 'Apps' menu from any page and select 'User directory'.



Find a student using the search tool, or browse the directory. You can also filter by class.



User's cards will look like the image below. They have a locker if you see this icon.



You can upload or drag-and-drop files into the user's locker.

Students cannot add or delete files in their locker, but they can view them.

The Workbook



The Workbook is a place for students to place files, saved by subject, in chronological order, for all teachers to access and mark. It is for permanent storage of files for each student that provides evidence of progression and teacher interventions. In many systems it is also called an “e-Portfolio”.

An example page from **The Workbook**

Subject	File / Grade	Description	Dates	Options
Art and design		Portrait	Tue 9th 09/06/2020	
Comments ▾				
	B1	Still life Still life to include reflection	Fri 7th 07/04/2017	
Comments ▾ (2)				
	G	Head sketch A head sketch to show proportion <i>Ms S Greensit ... "Well observed William"</i>	Fri 7th 07/04/2017	

Try it!

Note: The steps below will only work on a system which has had feedback, uploads, homework or submissions from students. On a new system, the workbook will likely be empty. Your administrator may have switched off this feature.

Click **'Workbook'** from the homepage **"Quick Links"** panel.

1. Select a group, or...
2. Select a subject
3. Optional: You can also filter by an individual student

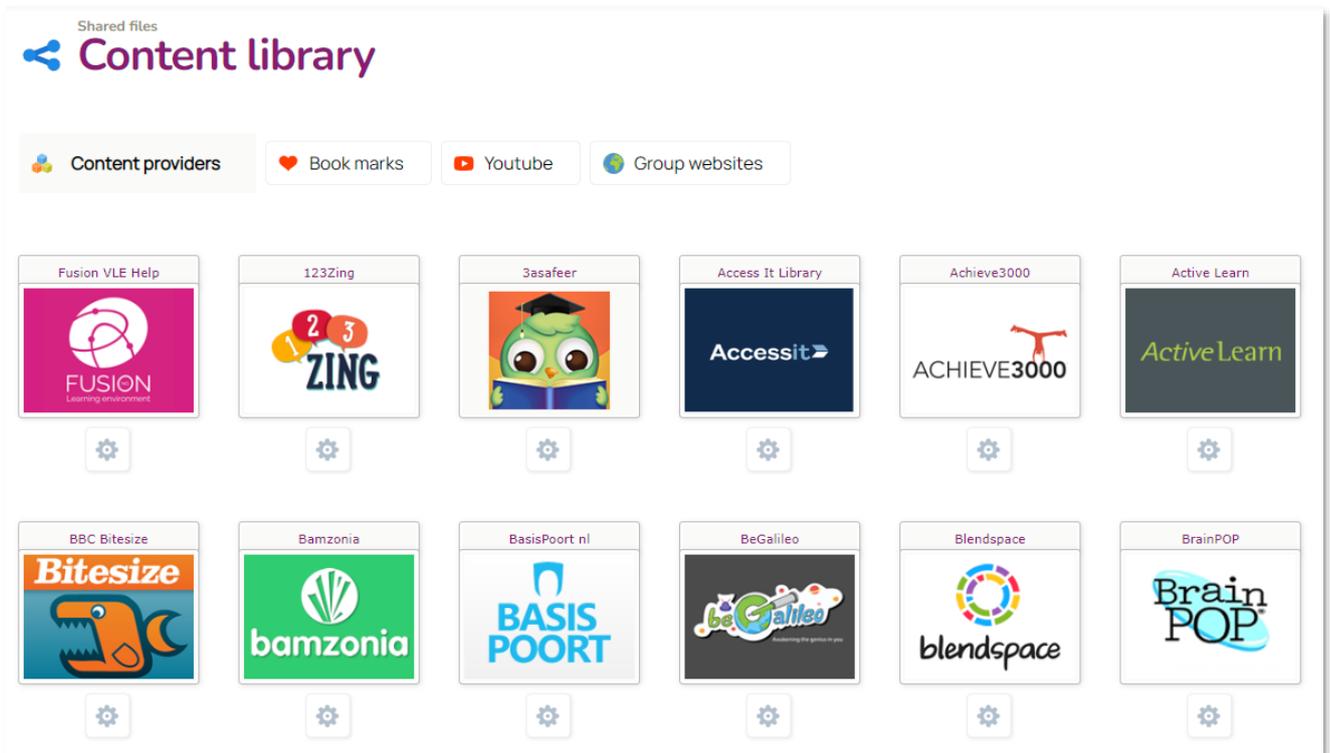
You will see the last 5 files saved by the students in your class. If you are looking at an individual student, you'll see all of their work, in all subjects. If their work has been graded, you'll see the grade. Also, if the work was commented you'll see those too.

Content Library



The Content Library is a gateway to 3rd party applications, content and services. It is controlled by the Administrator but is designed to act as a launch point to a range of common and popular educational services which exist outside of the platform.

An example page from the **Content Library**



Your school may have subscriptions to a range of online content. The content library provides one-click access to your online content (where the 3rd party supports this service).

Some content is freely available, such as Flickr, Youtube and Wikipedia – but other providers may have paywalls and subscription requirements. The platform supports over 100 providers.

Create a blog



Each Class or Learning Space which you create or manage, has the ability for a blog to be attached to it. This can be a quick way of activating shared communications for your group. You can have multiple managers of your blog too.

An example page from the **Blog Tool**

Blogs

Cell Biology > Year 10 Entry for the Science Fair

Group blogs School news Adverts

View posts New post Editors Expired posts

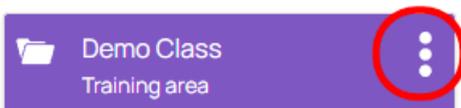
Created by: Ms S Greensit @ 11:28 - 19th Feb 2019 Print

The Science Fair is in 4 weeks. We need to plan for our Year 10 entry from 10/SC1.

Please reply with your suggestions for fun and interesting experiments we can demonstrate on the day.

Try it!

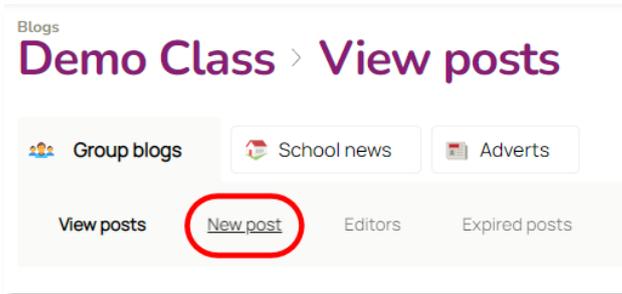
1. Locate your Class or Learning Space but **do not click to view it**.



2. Instead, at the top right of every group you'll see three-dots, representing an options menu.
3. Click the menu and select '**Blog**'



4. On the screen which appears, press "**New post**" to create a new blog entry.



5. You'll be given an editor to provide a short title for your blog, and a content area where you can add media, images, attach files or copy & paste from the internet. This will become the introduction for your blog.
6. Below the editor, you can select some features for the blog.

<input type="checkbox"/> Allow students to comment
<input type="checkbox"/> Comments must be moderated
<input type="checkbox"/> Allow parents to comment
<input type="checkbox"/> Set custom preview text
<input type="checkbox"/> Set expiry date (<i>Expired posts will stop displaying on the selected date</i>)

7. When finished, simply press "**Continue**" to save and publish.

Blog posts will appear on the dashboard of the members of your group, and you'll be notified with highlights on your own dashboard if there are any new comments on your blog.

Remember to add your "Blogs Panel" to your homepage if you wish to be kept informed of activity within all of your blogs.

Create a forum



Forums are very similar to blogs, with additional advantages. Firstly, they are multi-threaded, so you can operate a range of discussions in a single forum. Secondly, they use rich multimedia within the editor, so can be ideal for more expressive ways of communicating and receiving student uploads and feedback.

An example page from the Forum Tool

Introduction

How will climate change in the future?

Taken together, all model projections indicate that Earth will continue to warm considerably more over the next few decades to centuries. If there were no technological or policy changes to reduce emission trends from their current trajectory, then further globally-averaged warming of 2.6 to 4.8 °C (4.7 to 8.6 °F) in addition to that which has already occurred would be expected during the 21st century. Projecting what those ranges will mean for the climate experienced at any particular location is a challenging scientific problem, but estimates are continuing to improve as regional and local-scale models advance.

What do you think will happen during the next 15 years (and why)?

[← Forum list](#)
[Threads](#)
[+ Post a reply](#)

Try it!

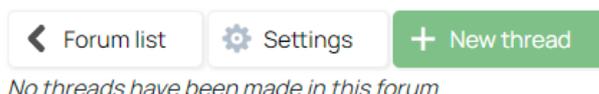
1. Locate your Class or Learning Space but **do not click to view it**.



2. Instead, at the top right of every group you'll see three-dots, representing an options menu.
3. Click the menu and select 'Blog'

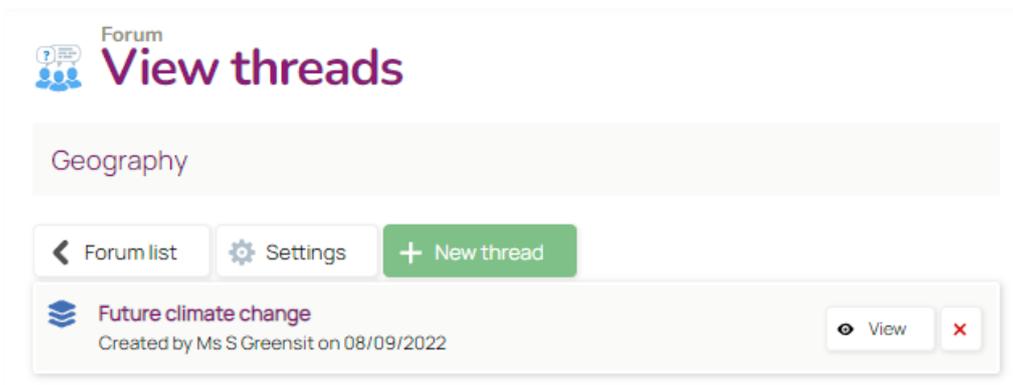


4. On the screen which appears, press "New thread" to create a new thread within the forum.



5. You'll need to provide a title for your new thread, and write or paste some content for the introduction.
6. Once finished, press "Create thread".

7. Your forum and thread will now be displayed.



Users, including yourself will be able to post replies. Importantly, they don't just have to use plain text, they can also use images, sound, attach files and share links in their replies too.

Remember to add your "Forums Panel" to your homepage if you wish to be kept informed of activity within all of your Forums.

Writing messages



You can send and receive internal messaging within your platform. You can write to individuals, or entire groups if allowed by your administrator. When writing messages you can use rich media and attach files if required. A copy of your messages is retained in your sent items.

An example page from the **Messaging** page

The screenshot shows the 'Inbox' section of the Messaging page. It includes navigation tabs for 'Home', 'Sent', and 'Archive'. A '+ New message' button is visible. The inbox contains four messages with columns for checkboxes, 'From', 'Subject', 'Date', and 'Options'.

	From	Subject	Date	Options
<input type="checkbox"/>	Ms S Greensit	Art Exhibition This year's art exhibition will be a virtual, online exhibition. Click below to view...	09/07/2020 14:40	
<input type="checkbox"/>	Georgina Fry	Approval required for a diary entry. This is an automated message from the learning platform. Georgia Fry has created a...	17/06/2020 10:07	
<input type="checkbox"/>	Mark Young	FW: Football kit colour William Brookes forwarded the message below: Written on 09/08/2016 at 09:59. William...	09/08/2016 10:00	
<input type="checkbox"/>	Mark Young	Approval required for a diary entry. This is an automated message from the learning platform. William Brookes has created...	02/08/2016 15:14	

At the bottom, there is a red 'X' icon, a 'Page: 1 (4 total)' indicator, and a 'Show: 10' dropdown menu with a refresh icon.

Try it!

1. Let's write a message to yourself 😊
2. From the homepage, click the **"Messages"** icon on your **Quick Links** panel
3. Press **"New message"** and select *Teacher*.
4. Since you're a teacher, find yourself on the list (Alphabetical by surname)
5. Type a subject for your message
6. Add your own message, you can paste from the internet too, attach files, images or videos.
7. If you wish to alert the recipient with a popup, remember to tick **"Send this message as a popup"**
8. Click **"Send"**

Setting work



The platform has a homework module (some organisations may use different terms such as assignments or projects). You can set work to complete for any of your Classes or Learning Spaces, monitor progress, mark, grade and leave comments on work.

An example page from the **Homework** page

Homework

All homework

+ New homework

★ Active 📅 Planned 📁 Archived 📄 Reports 📊 Grading ⌵ Show/update filter

Active: Due soon

The following homework is active.

	Due by	Homework	Group Subject	Start date Creator
<input type="checkbox"/>	Wednesday 5th Oct (11:59pm) 27 days	<input type="checkbox"/> Cell Mitosis (Upload file) In cell biology, mitosis is a part of the cell cycle in which replicated chromosomes are separated into two new nuclei. Cell division gives rise to...	Cell Biology Chemistry	15/07/2022 01:01 Ms S Greensit

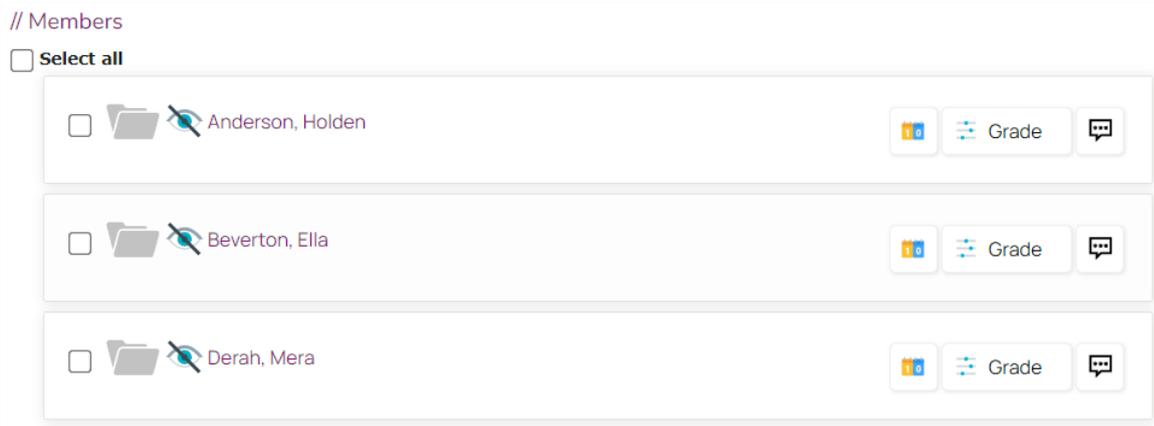
Try it!

1. Click “**Homework**” from your homepage **Quick Links** panel, press “New homework”
2. Select the Class or Learning Space to receive this work (you can assign to multiple groups too)
3. Provide a short title for your homework.
4. Use the editor to create an introduction to your homework.
5. Select the subject which this homework relates to.
6. Select when the homework will start and end (you can specify times if required).
7. Choose a submission type (How will the student deliver feedback to you)
8. Finally, select from some optional features using “Additional options” if required.
9. Press “Next step” to attach learning resources.
10. Your homework will be established and displayed on-screen, with title and introduction. Below, is the option to add resources by uploading, dragging-and-dropping or pasting from the clipboard.

+ Add resources

+ Add ▾ 📄 Clipboard

11. Once any resources have been added or removed as required, you’ll see all your student progress below.



The screen above is what you will see. This indicates that no students have seen their work yet. After some time the progress may look a little different; perhaps like below:



Icons used:

Here's a quick summary of how homework is displayed for ease of use.

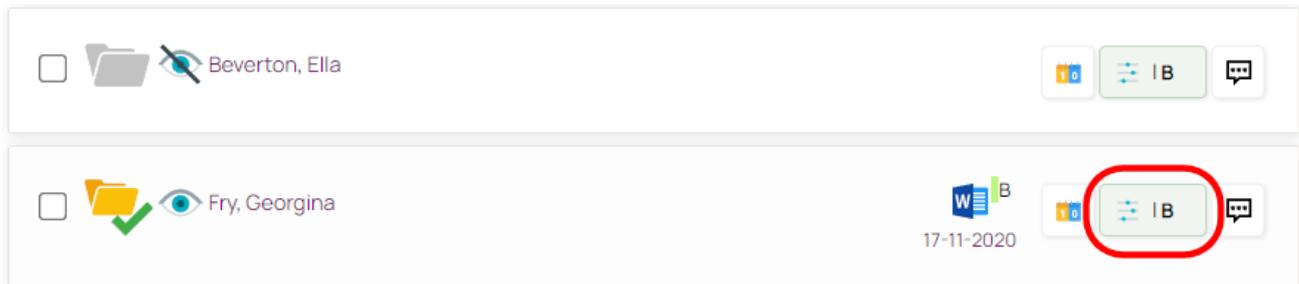
- | | | | |
|---|------------------------------------|---|--|
|  | Homework is incomplete |  | You advise their work is complete |
|  | Resources have been uploaded |  | Something new (star or yellow shading) |
|  | Student will hand work in manually |  | Student has seen their work |
|  | Student advised their work is done |  | Student has not seen their work |

Grading work

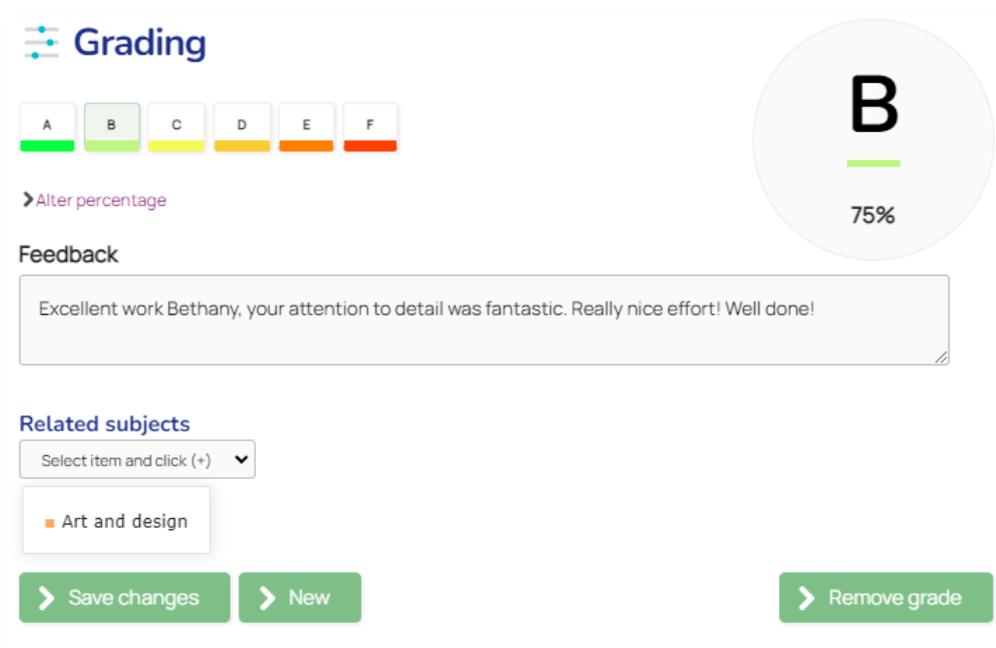


You can grade students work and leave comments, both which the student can see and reply to. Parents will also have access to this information. You can use multiple grading templates, and your administrator can also design new ones. You are informed when there is a new comment from a student.

An example of the grading button from the **Homework** page



When you grade work for a student, the system will use the nominated grading template (which can be changed) and you'll see a screen as below:



On the screen above you are given the opportunity to press the grade you desire. In this example we clicked “**B**” – which is indicated at **75%**. You can also leave a comment for the student, and connect your grade to a subject (or multiple subjects if needed).

Finally, you can elect to “**Save changes**” (which will overwrite the old grade), or “**New**” – which will create a new grade, keeping the history of the old one.

It's also possible to remove a grade from students work.

When used by all teachers, grading can be an extremely powerful asset for your academic institution, especially if multiple grades can be stored over time, indicating student progress more easily.

Reporting

There are many reporting options available for homework, but the simplest quick-check option is to view a summary of all homework for an entire group, which will show indicators for work being complete or incomplete. This can be a very quick way of checking progress for your group. (Class/Learning Space)

An example of the grading button from the **Homework** page

Reporting

Home work by group

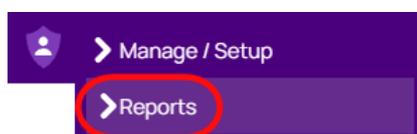
Group: Cell Biology Date Range: Any

Search Export

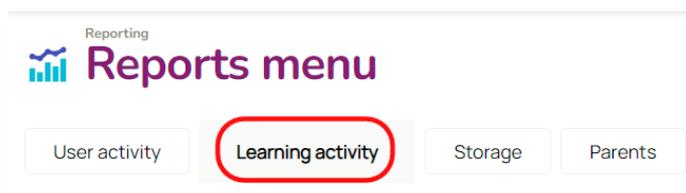
Students	Plant cells	Experiment write-up	Molar chemistry	Mitosis	Mitosis	Mitosis	Cell structure quiz	Cell Mitosis	Incomplete	Complete	%
Ella Beverton	x	✓	x	x	x	x	x	x	7	1	12.5%
Georgina Fry	✓	✓	✓	x	x	✓	x	✓	3	5	62.5%
Louise Johnson	x	✓	x	x	x	x	x	x	7	1	12.5%
Helen Tupper	x	✓	x	x	x	x	x	x	7	1	12.5%
Christopher Wallis	x	✓	x	x	x	x	x	x	7	1	12.5%
Mark Young	x	x	x	x	x	x	x	x	8	0	0%

Try it!

1. From any page, use the left navigation bar to press the purple shield icon, and select “**Reports**”



2. From the top reports menu, select “**Learning activity**”



3. Finally, click “**Homework by group**” – and select the Class/Learning Space you wish to view.

Creating tasks



A task-list allows you to set a number of items which your Classes or Learning Space students need to complete in order. You can have multiple items in a task-list, and they can be resources, web-links, quizzes, videos or activities to be completed. Individual student progress is tracked and reported for you.

An example of the Task-Lists screen, a specific task on “Cell Biology”

Name	Progress	Validate?	Try again?	Validated	Grade
Mark Young	71%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9
Ella Beverton	29%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Christopher Wallis	29%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5
Georgina Fry	0%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6

The screen above is focused on an individual task regarding cell biology. We can see all four students in the group, their current progress through their tasks and any grading which has been given by the teacher. At the top of the screen you can list all your tasks, change the settings of the existing task and edit the individual task items. It's also possible to filter your view, to only show students who have incomplete tasks etc.

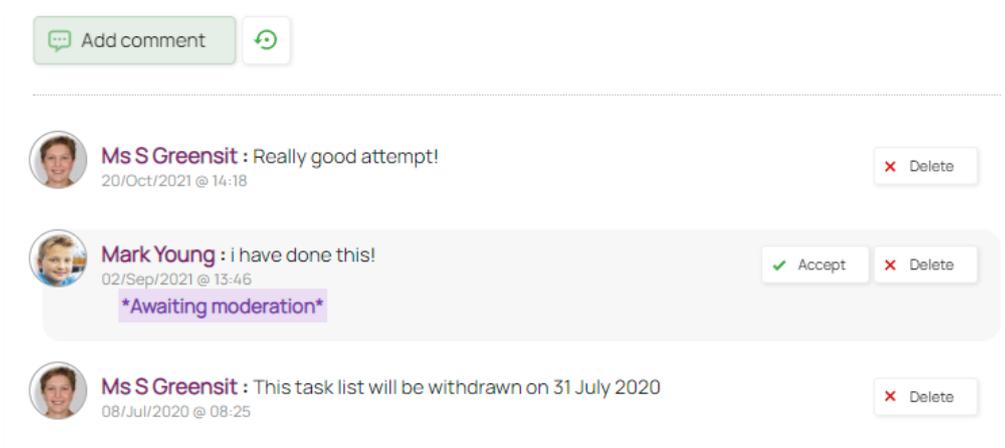
You can click an individual student to see all of their own task progress, per item if required.

Key: Completed on time Completed late Incomplete, late Incomplete, not late

Tasks	Resource	Student completed	Validate	Revisit	Status
1 Watch this video	 Float or Sink - Cool Science Experiment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 Read this introduction	 Experimental Methodology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In this example, the student has confirmed that they've completed two of their task items, which were to watch a video and read a document. You can validate their work, or ask them to revisit a particular item. You have the ability to grade their entire task performance at the bottom of the screen if desired.

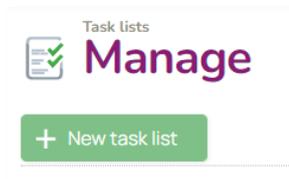
There is also the option to engage in discussional comments, as seen below.



If you leave a comment, the student is notified. Likewise, if they leave a comment for you, it will be presented on your Task List dashboard panel shown on your homepage.

Try it!

1. From your homepage **Quick Links** panel, click “**Tasks**” and press “**New task list**”



2. Provide a short name for your task list, and choose which group to assign it to.
3. Enter the start and optional due date for completion.
4. You can also optionally add this to student calendars and keep some private notes.
5. Press “**Create task list**” to proceed to adding task items.
6. Your new task list will be created, and your next objective is to add *task items*

Congratulations, you have created your task – your next step is to add multiple task-items to build-up your task list. In the next page, we’ll show you how to add individual items.

Adding task items

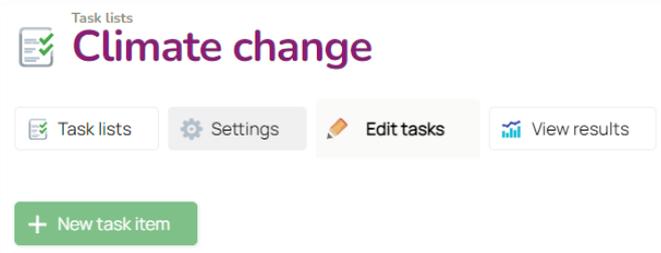


Individual task items make up your recently created task list. When you add an item, you can choose to add a file, upload a resource, select an 'activity' or provide a website link. You can also set individual due-dates for each of your tasks, should you wish to have finer control of when students complete task items.

An example of adding a new task-item to an existing task list.

Try it!

1. Once you have created your task list, press the "New task item" button.



2. Give your task item a short title and a more detailed description. You can also set an optional due-date for your individual item.

Task name*
This is the name of your task

Task description
This is the description for your task

Watch this video, and make some notes on the 4 top causes of climate change.
You will be tested on these later in your task-list, so pay close attention to the video!

Date due:

This is the individual due date for this task

3. Finally, and most importantly, when you add an item – you can choose to select an existing file (from your platform), upload a file, add a website link or choose an activity. An activity may be something such as a blog, forum, homework or even another task-list.

Resource
Choose or change the resource associated with this task

Add group item

Item type

Blog post

Forum thread

Home work

Task list

Building 'Forms'



The product is equipped with a form-builder. This generic feature allows you to create surveys, feedback forms, quizzes and exam scenario tests. When you create a form, it exists as a 'file' within your platform which can be shared, copied and attached to other existing resources – such as tasks and homework.

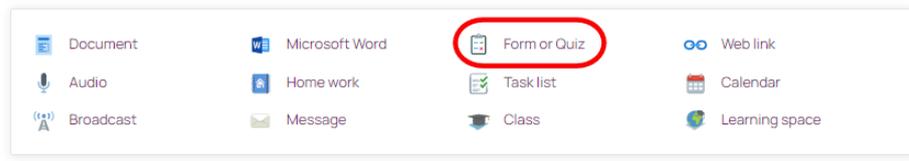
Try it!

1. From your left navigation bar, press the 'plus' icon to create a new file/resource.



2. Select "Form or Quiz" from the screen which appears below.

Create new



3. You will be taken to the "Create form" screen as seen below. You can add a filename, a short title and a more detailed content description for your new form/test.

File name
This is the name that appears in your files area when browsing. It is different to the form title

SATs Test .mlq

Form title

This is a practice test for SATs Year 6 students

Introduction content
Provide a short description or introduction. Users will be able to read this before completing the form, quiz or survey.

B I U T A [List of icons]

Font name Font size Title style

KS2 MATHS SATs
Practice Test Papers

See how many questions you can complete in 10 minutes, in this mini-SATs test!

Good luck!

4. Once you have created the introduction for your test, there are some **important** options to consider.

Additional features

▼ Advanced settings and features

These are the advanced options which control how your form can be controlled and displayed. Notice how we have specified only ONE submission is allowed, and a maximum attempt of ONE. Also that we wish to design this form to behave as a quiz, with marking & points.

Submissions per person How many times can a user submit the same form?	<input type="text" value="1"/>
Maximum submissions How many total submissions can this form have? Leave blank for unlimited	<input type="text" value="1"/>
Anonymous submissions? No names will be visible when viewing results	<input type="checkbox"/>
Users can view results? Allow users to view their results once they have submitted this form	<input checked="" type="checkbox"/>
Design as a quiz Additional features to support self-marking, scoring, tests and time restrictions.	<input checked="" type="checkbox"/>
Allow users to self mark <i>(Quiz mode only)</i> Allows users to mark their free text answers	<input type="checkbox"/>
Timer Set how long users have to complete the form. (If no time is set, the form will not be timed)	<input type="text" value="0"/> Hours <input type="text" value="10"/> Minutes <input type="text" value="0"/> Seconds
Question colour Set the colour you would like question titles to appear in	# <input type="text" value="0066CC"/> <input checked="" type="checkbox"/>
Large titles Set the colour you would like larger titles to appear in	# <input type="text" value="000000"/> <input checked="" type="checkbox"/>
Content block background colour Set the background colour of content block titles	# <input type="text" value="D5EAFF"/> <input type="checkbox"/>

5. Once you have configured your form, press the “**Continue**” button.

Add questions

When you create forms, whether they act as surveys, tests or feedback tools – they require the creation of questions for your users. There are many methods of accepting user's responses which will be shown in the following guide.

Try it!

1. Once a form has been created, you will be presented with the “Build form” page, as seen below.

2. Let's add our first question to this form, by clicking the “**Add question**” button.
3. The platform supports six question/feedback options as shown below. Let's choose **multiple choice**.

4. In our multiple choice question, we're going to show the students a list of numbers, then ask them to tick the correct ones which are prime numbers.

Type of question:
Multiple choice

Title / Question *

Select all the numbers which are PRIME numbers from the list below

Supporting Information (Optional)

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Text color (A), Background color (■), Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Table, Image, Video, Audio, Font size, Font name, Title style, Undo, Redo, Copy, Paste, Print, and other standard editing tools.

1, 2, 3, 4, 5, 7, 10, 11, 13, 15, 17, 19

Remember that you can copy/paste from the internet, attach files, insert images, videos and sound. Our example is using plain text for simplicity.

5. When adding 'Answers', we start you off with THREE empty answers, but you can add and remove more as required. Your answer needs to be on the left, optional feedback for the students is on the right. You can specify positive AND negative points for each of your answers, as shown below:

Label/Value	Points	Feedback
1	-1	I'm afraid this is incorrect!
2	1	Well done, the number 2 is the only even prime number!
3	1	Great work, this is right.
5	1	Fantastic, 5 is a prime number.

6. Always ensure that your own authoring of answers is correct! It's nice to give corrective feedback if possible. Remember you can also deduct points for wrong answers (as seen above).
7. Finally, there's two options which can specify that the question is mandatory, and you can set an upper limit to the amount of answers a student can 'tick' – if required. This can be useful in preventing students from ticking all answers.

Mandatory

Does this field require an answer?

Maximum number of answers

The maximum answers the user can check when answering this question

8. When you are finished, press "Create question".

9. You will see your recently added question listed on the screen. Add more as required.

Title	Type	Position	Options
Select all the numbers which are PRIME numbers from the list below	Multiple choice	^ v	⚙️

+ Add question

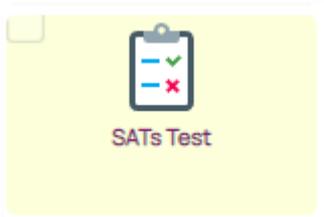
10. You can use the “Options” icon on the right to clone, delete, edit or copy your question to a bank.

Try it!

How to share your form/quiz

Once you have added further questions and practiced using the platform you will wish to share your form or quiz with others. By default, when you create new files/resources, they are placed within the “My Files” of your platform. You can check this now.

1. From your homepage **Quick Links** panel, press the “**My Files**” icon.
2. Have a look in your display for a yellow-shaded file (this indicates it’s newly created).



This is a practice test for SATs Year 6 students

🕒 0:09:57

KS2 MATHS SATs

Practice Test Papers

See how many questions you can complete in 10 minutes, in this mini-SATs test!

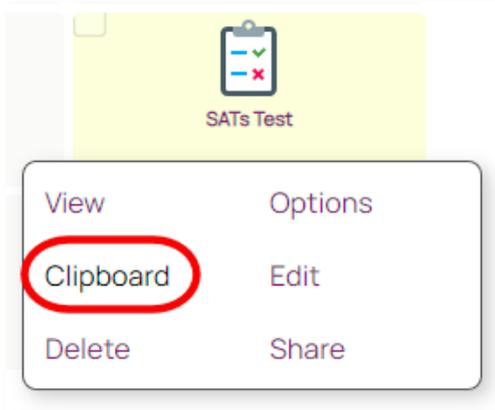
Good luck!

Select all the numbers which are PRIME numbers from the list below

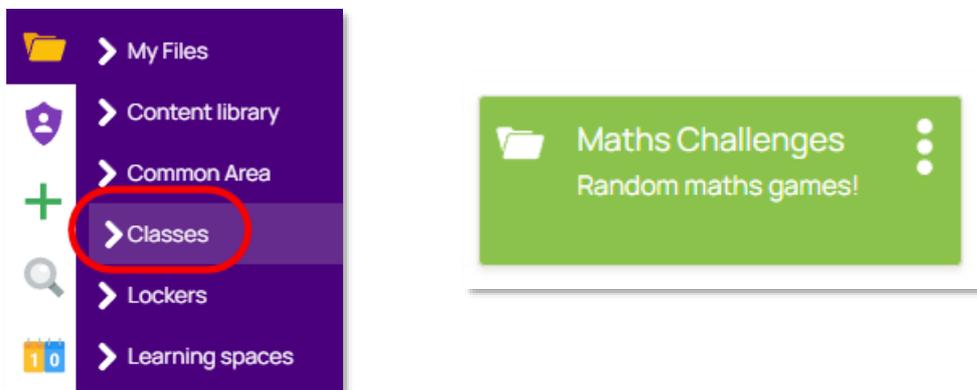
1, 2, 3, 4, 5, 7, 10, 11, 13, 15, 17, 19

1
 2
 3
 5

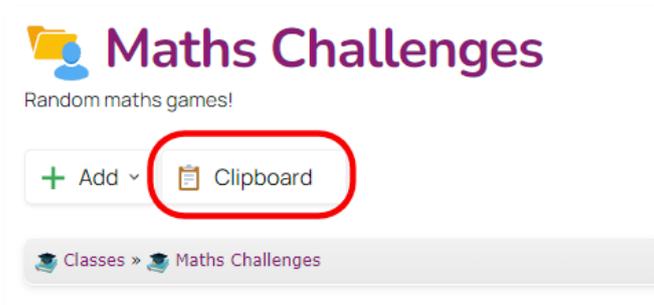
3. If you are happy with your new form/quiz, just hover the icon and press the “Three dot menu” as below and click to select “Clipboard”.



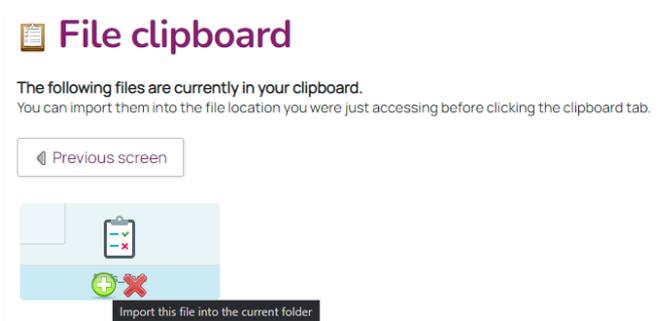
4. A small tick will confirm that this items has been copied to the clipboard. You can now browse anywhere within your platform and ‘paste’ the file into a Class or Learning Space.



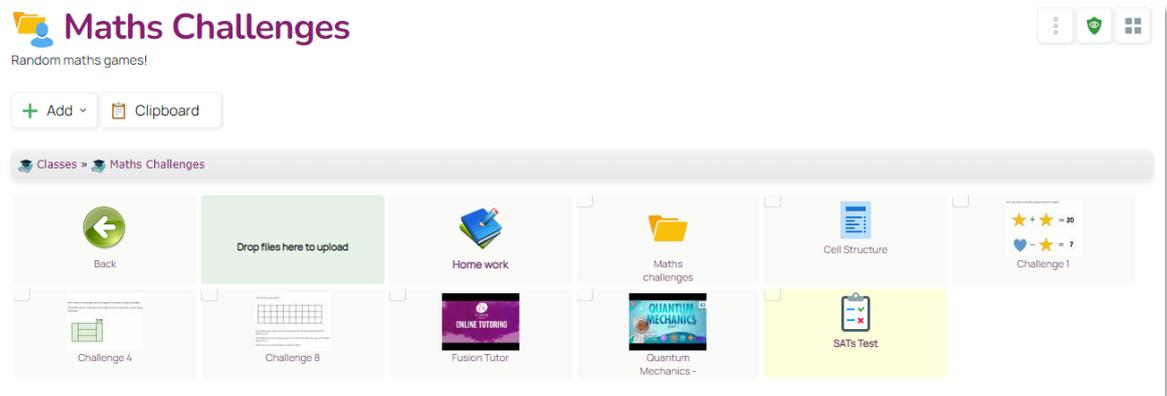
5. Within the class, just press the “Clipboard” button to paste your file(s).



6. Hover your file and press the green plus icon to add the content.



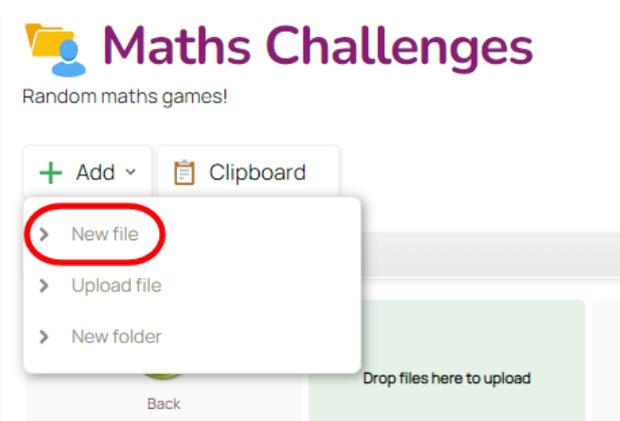
7. The file will now be ‘pasted’ into your class group, and be highlighted yellow as it’s new. All users within that group will now be able to participate in the quiz. And, because you made a copy of the quiz, it can be edited in-place.



Important!

At the start of this tutorial, you pressed the  icon to create new files/resources.

- When used this way, always creates resources in your personal “**My Files**” folder.
- Did you know that you can also create new content directly in a Class or Learning Space?



Using the “Add” button as shown above, This would create your form/quiz DIRECTLY inside the class called “Maths Challenges”. You’ll find this button in all of your groups and folder screens.