1) Selecting a Source (Dragging items from your Unit Page to your Class Page)
2) Setting Assessment Tasks (From your Unit Page to your Class Page)
How to utilise the “Source” button

- The “Source” button can be used for different components: mainly text boxes, links, videos, audio, image gallery, among other components.
- The purpose of “selecting source” is for you to replicate content from one page to another, without having to re-paste and re-upload the content all over again).
- So this is handy when you want to copy all your links from the Unit Page to your Class Page, or if you want to copy your Understanding Goals from your Unit Page to your Class Page.

1. Go to the page you want to copy the contents to (typically, this is going to be your Class Page).
2. For this example, we are going to copy the “links” from the Unit Page, to the Class Page. Click on the PLUS (+) icon, go to the “Resources” tab and locate the component “Links”
3. Add the links component and press the “gear” icon.
4. Click the “Select Source” button.
5. a) Click the “Home” tab and navigate through to the page which has the links you wish to copy (if it’s on your Unit page, just go to the Unit page **without** clicking on any Topic pages or other folders).

b) Click “Use this folder”

![Image of folder selection process]

**NOTE:**

- You can follow the same process to copy content in textboxes, video files, image galleries etc.
- Simply add the relevant component, click on the “gear icon” and “select the source”.

- If you wish to edit the location later, **unlock the page**, then click on the **gear icon** of the component.

![Image of unlocking a page]
How to add Assessment Pieces through Course Builder

- Adding assessment through Course Builder is beneficial than setting up individual “due work” because:
  - It allows for consistency when there are multiple classes sitting the same assessment tasks (eg. 8A, 8B, 8C, 8D, 8E Japanese all doing the same assignment)
  - Once it’s set up, you only need to tweak it the following year

1. Go to your UNIT page. The course builder will only work on the UNIT page.

2. For this example, we are going to copy the “links” from the Unit Page, to the Class Page. Click on the PLUS (+) icon, go to the “Resources” tab and locate the component “Course Builder”

3. Insert the Course Builder component and click on “Create a task, due work, quiz or project”.

4. Select the type of work you would like to set. If this is a formal piece of assessment, you should select “Due work”.

![Course Builder](image)
5. Give your Due Work a Title (eg. Year 9 Japanese assignment) and select the Work Type (none, assessment task, homework, project etc.). You may wish to type a Description (this is optional).

6. • You can attach your task sheet by uploading/dragging it into the blue space with the paper clip.
• Check whether you will Accept Online Submissions.
• The Activity Duration is optional – select it if you wish the submission to be open for a certain amount of time (this can be set and modified later too – I usually keep this blank)
• Select the Weighting – this is also optional (particularly for Middle College classes)
• Select whether you would like students to be able to Self-reflect (I usually keep it as None)
7. • Ensure the "Visibility" is changed to "staff and students" (no parents at this point)
• Select the Mark Type (percentage, total points etc) – Choose what works for your subject (particularly if it’s a senior subject with a set total – eg. IA1 for Japanese is 15 %). For Middle College subjects, I recommend setting it to None, as we do not have a set percentage cut off for A-E. This is important because Nav will provide the average result based on its own calculation (which we don’t really want as it would not match our TASS reporting). If you are going to set it, remind students that Nav is simply an indicative result and that students need to refer to their results via Student Café.
• Select whether you wish to use a Rubric. If you choose to do this, you will need to setup your specific rubric (I am not this far at this stage)
• Curriculum Codes – I haven’t used this function yet – it does work fine without putting anything into it.
• When you are finished, hit “Create”

8. Once you are finished, your Course Builder Component will look like:

9. Now that you have set this up in your Unit page, we can drag this into your Class page. Go to your Class Page where you would like this assessment piece to appear for your students.
10. In your **Class Page**, click on the PLUS (+) icon, go to the “**Resources**” tab and locate the component “**Course Outline**”

![](image1)

11. Insert the component and you will get a screen that looks like this. Click on “**Import a Course**”

![](image2)

12. • The **Course** should already be selected for you (because you are on the Class Page attached to the Unit)
• **Select the Units** of work you wish the assessment to be dragged from (this should be the Unit Page where you uploaded the assessment task in the previous steps).
• Choose the **date** you wish the Unit to be **Open** from, and when you want the task to **Close** (I normally do the start of the term and end of term)
• Then click **Next**

![](image3)
13. After you hit Next, you can choose what assessment items you would like to transfer to your Class Page.

Under the **Unit information**, it will tell you the number of assessment items are currently selected.

Select the **blue down arrow** on the right-hand side if you wish to modify this (maybe in 2019 students had 2 pieces of assessment, but in 2020, you only want to assess 1 of these)

14. If you select the blue down arrow, you will get a screen that looks like the following. You can select which assessment items you want to drag over to the Class Page by selecting/unselecting the **blue boxes**.

Click “**Import**” when you are finished.

15. - Once you have imported it, the component will look like the following.
- If you wish to modify what has been imported, hit the **Modify** button.
- If you wish to modify details of the individual assessment piece, click on the **3 dots** on the right and select modify.