Open edX Learner's Guide: Koa Release

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CONTENTS

WELCOME!

We hope that this guide helps you with your transition to online learning. The guide answers common questions about topics like getting started in an online course, earning certificates, participating in course discussions, and completing some of the exercises you may see in your course.

- *Learning in a MOOC*
- *If You Have Questions As You Take a Course*

1.1 Learning in a MOOC

A massive, open, online course (MOOC) typically uses videos and text to present course content, although you might also encounter other types of reading assignments, such as textbooks and online articles. A MOOC also includes assessments, in the form of practice questions, homework assignments, and exams. To help you share information, ask questions, and collaborate with other learners and the course team, course discussions are available.

Videos and other types of course content, assessments, and discussions are used in virtually every MOOC on the edx.org website. These course components are also used to create the courses on websites that use the Open edX online learning platform. Everyone is welcome to review examples of these components, and practice using them, by enrolling in the edX Demo course.

In some courses, enhanced components might also be included, from team problem-solving exercises and lab work to live demonstrations and ask me anything (AMA) sessions. Every course has a unique design, and course teams are continuously looking for new ways to engage learners and teach more effectively. Course teams typically include instructions for how to use any enhanced components right in the course.

MOOCs bring learners from all over the world together. The people who you take a course with have a wide variety of educational backgrounds and educational goals. One part of the MOOC experience that everyone shares is encountering new ways of learning. As a result, most learners occasionally have questions about what is expected, how to complete an assignment, or what a word, phrase, or abbreviation means.

1.2 If You Have Questions As You Take a Course

If you have a question about something you encounter in an edX course, try these options for getting an answer.

Note: If you find an error or mistake in a course, contact the course staff by using the *course discussions*.

- Check the **Course** page in the course. Course teams use this page to post updates about the course, which can include explanations about course content, reminders about when graded assignments are due, or announcements for upcoming events or milestones.

- Look for an "Introduction", "Overview", or "Welcome" section in the course content. In the first section in the course, course teams often include general information about how the course works and what you can expect, and also what they expect from you, in the first section in the course.

- Participate in the *course discussions*. Other learners might be able to answer your question, or might have the same question themselves. If you encounter an unfamiliar word, phrase, or abbreviation, such as "finger exercise" or "board work", search for it on the **Discussion** page, or post a question about it yourself. Your comments and questions give the course team useful feedback for improving the course.

- Investigate other resources. Some courses have a *wiki*, which can be a good source of information. Outside of the course, a course-specific Facebook page or Twitter feed might be available for learners to share information.

TWO

EXPLORING YOUR DASHBOARD AND PROFILE

After you create an account, you can see the courses you have enrolled in on your dashboard, create a profile, and change account or course settings.

- *Accessing Your Courses from the Dashboard*

- *Adding Profile Information*

- *Updating Course-Specific Settings*

You can access course, account, or profile information from any page on the website, whether you are in a course or browsing the course catalog. Select the dropdown menu icon next to your username, and then choose one of the following menu options.

- *Dashboard* gives you access to the courses and programs that you have enrolled in, and to information such as course start and end dates, certificates, and email settings.

- *Profile* gives you the option to provide personal information about yourself that other course participants can see, such as an image and biographical information.

- Account gives you access to your account settings and preferences. For example, you can update your password or email address and set your time zone.

2.1 Accessing Your Courses from the Dashboard

Your dashboard lists all of the courses that you are enrolled in. When you create an account or enroll in a course, you automatically go to your dashboard. You can also access your dashboard by selecting the dropdown menu icon next to your username at the top of any page.
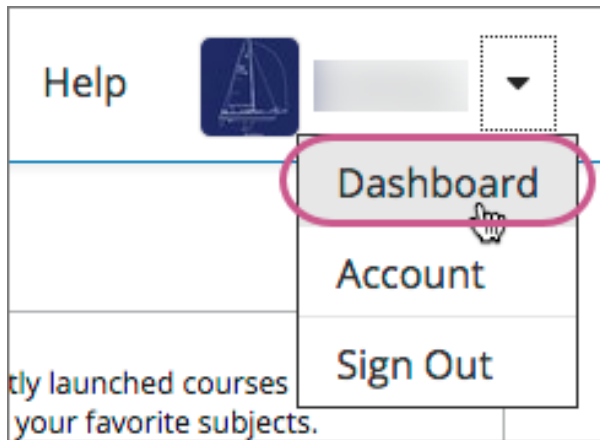
You can find information about your courses and change course-specific email subscription settings on your dashboard. For more information, see *Updating Course-Specific Settings*.

2.1.1 Sharing Your Courses on Social Media

On your dashboard, you can share the courses you are enrolled in on social media sites such as Facebook and Twitter.

This feature is available only if it has been enabled by your course provider.

1. Sign in to the social media site on which you want to share your course enrollment.

2. From your dashboard, find the course that you want to share.

3. Select the icon for the social media site where you want to share. A dialog box for the social media site you selected opens, with the course URL entered and a default social media message.

4. Optionally, modify the text of the social media message.

5. Select the appropriate button to publish your message on the social media site.

2.2 Adding Profile Information

Your personal profile allows you to optionally share information about yourself with other participants in the courses that you take. If you choose to add profile information, course teams and other learners in your courses can view the information that you share.

You can share either a limited profile or a full profile.

> **Note:** If you are under 13 years of age, your limited profile only includes your username. You cannot add a profile picture.

- A limited profile shares only your username. You can also add a profile picture, if you are over 13 years of age.
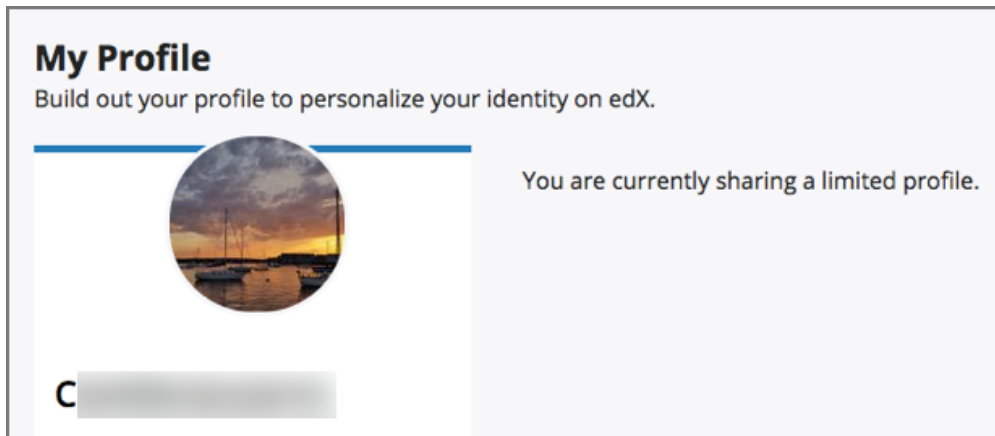
- A full profile includes the following details.

    - Your full name

    - Your username

    - Your profile image (optional)

    - The date that you joined edX

    - Your language (optional)

    - Your location (optional)

    - Information about you (optional)

    - Links to any course certificates that you have earned

    - Links to your social media accounts (optional)
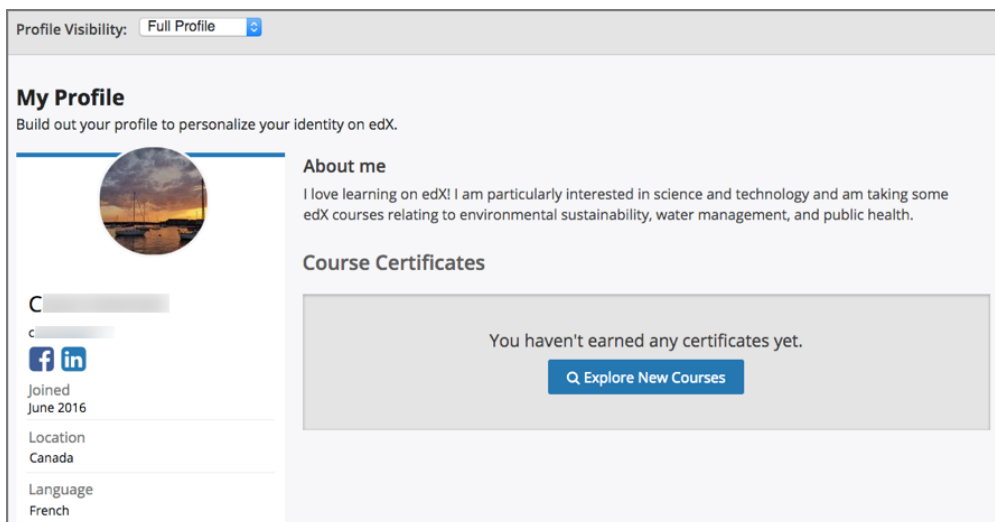
2.2.1 Add or Update a Limited Profile

A limited profile includes only your username and, optionally, an image.

Note: If you are under 13 years of age, your limited profile only includes your username. You cannot add a profile picture.

To add or update a limited profile, follow these steps.

1. At the top of any page, select **Dashboard** from the dropdown menu icon next to your username, then select the **Profile** tab.

2. In the header area of your profile page, for **Profile Visibility**, select **Limited Profile**.

3. (optional) Add an image that you want to associate with your username. Your image must be a .gif, .jpg, or .png file. The image must be between 100 bytes and 1 MB in size. If you do not add an image, the placeholder image appears as your profile image.

   1. Move your cursor over the placeholder image, and click **Upload an image**.
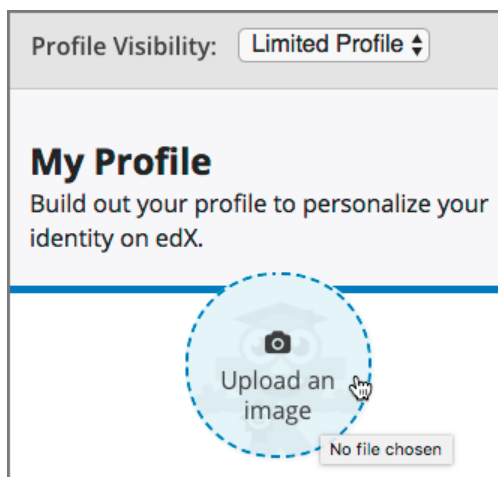
   2. In the file navigation window, select the image file that you want to use as your profile image, and then click **Open**.

   To change or remove your profile image, move your cursor over your image, and then select either **Change image** or **Remove**. When you remove your profile image, the placeholder image appears as your profile image.

The site saves your changes automatically.

2.2.2 Add or Update a Full Profile

Note: You must specify your year of birth on the **Account Settings** page before you can share a full profile. If you are under 13 years of age, you can share only a *limited profile*.

If you create a full profile, you share the following information in addition to your username and profile image.

- Your full name.

- Your location.

- Your language.

- A paragraph about yourself. You might include your interests, goals, or other information that you want to share. This paragraph can contain up to 300 characters.

- Links to your personal social media accounts.

To add or update your profile, follow these steps.

1. At the top of any page, select **Dashboard** from the dropdown menu icon next to your username, then select the **Profile** tab.

2. In the header area of your profile page, for **Profile Visibility**, select **Full Profile**.

3. (optional) Add a profile image.

   Your image must be a .gif, .jpg, or .png file that is less than 1 MB in size. If you do not add an image, the placeholder image appears as your profile image.

   1. Move your cursor over the placeholder image, and click **Upload an image**.

   2. In the file navigation window, select the image file that you want to use as your profile image, and then click **Open**.

   To change or remove your profile image, move your cursor over your image, and then select either **Change image** or **Remove**. When you remove your profile image, the placeholder image appears as your profile image.

4. On your profile page, move your cursor over the information that you want to change.

5. Click inside the field to choose an option from the list, or enter text.

The site saves your changes automatically.

Note: If you change your profile type from **Full Profile** to **Limited Profile**, your full name, location, language, and descriptive paragraph are no longer visible on your profile page. However, this information is saved, and becomes visible again to other learners and course teams if you change your profile back to **Full Profile**.

2.2.3 Add Links to Your Personal Social Media Accounts

If you select the **Full Profile** option, you can add social media icons on your profile that link to your personal Twitter, Facebook, or LinkedIn account pages.

To add links to your social media accounts to your profile, follow these steps.

1. At the top of any page, select **Account** from the dropdown menu icon next to your username.

2. On the **Account Settings** page, under **Social Media Links**, enter either your username or the URL to the profile page for each social media account that you want to add to your profile.

   For example, if your Facebook username is `edx`, you can enter either `edx` or `https://www.facebook.com/edx`.

   For LinkedIn, note that your username might include numbers. For example, if the URL of your LinkedIn profile page is `https://www.linkedin.com/in /firstname-lastname-123456/`, your LinkedIn username is `firstname- lastname-123456`.

The site saves your changes when you click outside the text field.

When you view your profile, icons for the social media icons that you added links for appear below your username. Other learners or course team members can click those icons to visit your social media account page.
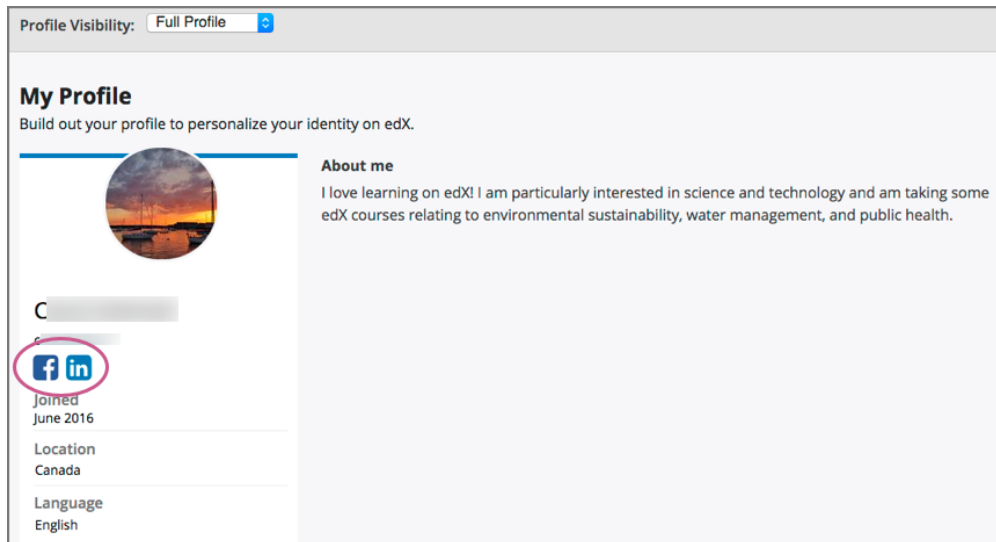
2.2.4 View Another Learner's Profile

You can view other learners' profiles through their posts, responses, or comments in course discussions.

1. On the **Discussion** page, select the username of any learner in a post, a response, or a comment.

   A page that displays the discussion activity only for the selected learner opens.

2. On the learner's **Discussion** page, select their linked username.

The learner's account profile page opens.

2.3 Updating Course-Specific Settings

From the dashboard, access the courses that you are enrolled in and change course-specific settings. You can also unenroll from a course from the dashboard.

2.3.1 Change a Course Email Preference

To subscribe or unsubscribe to emails from a course, follow these steps.

1. On your dashboard, locate the course.

2. Select the course settings icon. The course settings icon resembles a gear and appears next to **View Course** or **View Archived Course**.

3. Select **Email Settings**.

4. Select or clear the **Receive course emails** check box, and then select **Save Settings**.

Note: If you clear this check box, you will not receive any of the email messages that course teams send to communicate with enrolled learners in the course.

THREE

ENROLLING IN A COURSE

This section provides information about enrolling in a course. Different websites can offer different options for enrollment.

3.1 Enroll in a Course

To start taking an online course, you enroll in that course. After you enroll, you have access to the course content.

To enroll in a course, follow these steps.

1. In the course catalog on the main website, select the course that you want to take.

2. On the About page for the course, select **Enroll Now**.

   For some courses, different enrollment options might be available, such as a free audit track or a paid certificate track. If the course offers different enrollment options, select an option.

If you are using a web browser, your dashboard opens to the **Courses** page, with the new course added to the list of courses you are enrolled in.

3.2 Open and Start a Course

As soon as you enroll in a course, it is added to the list of courses on the **Courses** page of your *dashboard*. You can start working in the course if the course start date has passed.

To open the course, locate the course listing on your dashboard and select **View Course**.

For more information, see *Starting a Course* and *Completing Course Prerequisites*.

COMPLETING COURSE PREREQUISITES

This topic describes how to complete any prerequisites that might be required in your course.

- *Overview of Prerequisites*
- *Prerequisite Course*
- *Entrance Exam*

4.1 Overview of Prerequisites

Some courses require that you have a particular set of skills or knowledge before you begin the course. Many courses include information about these general requirements on their **About** pages.

In addition to requiring general skills and knowledge, some courses require learners to pass a specific prerequisite course or pass an entrance exam.

4.2 Prerequisite Course

When a course has a prerequisite course, you can see information about the prerequisite course on the **About** page for the course that you want to take.

It is possible to enroll in the course even if you have not taken the prerequisite course. When you enroll in the course, the course appears on your Student Dashboard. However, you cannot select the course to access the course content. Below the name of the course, you can see the name of the prerequisite course, as well as a link to that course.

When you select the link, the **About** page for the prerequisite course opens. You can then enroll in the prerequisite course.

After you successfully complete the prerequisite course, the other course becomes available on your dashboard. You can then select the course to access any available materials.

4.3 Entrance Exam

If you enroll in a course that requires an entrance exam, the course appears on your dashboard. However, you cannot access all released course content before passing the entrance exam.

Note: The course team can allow learners to skip the entrance exam. If a course team member allows you to skip the entrance exam, you can access all released course content without having to take the entrance exam.

If you are required to take the entrance exam, the first time that you access the course, the course opens to the **Entrance Exam** page. At the top of the page, you can see a message that lists your current score and the minimum score that is required to pass the entrance exam. You can begin the exam immediately.

To take the exam, answer all the available questions, and then select **Submit** to submit your answers.

To see your score on the exam, refresh the page after you submit your answers. The message at the top of the page tells you if you have passed the exam. If you refresh the page before you answer all the questions in the exam, the message tells you your current score.

After you pass the entrance exam, in addition to the message at the top of the page, you can see all of the currently available course sections in the course navigation pane, and you can access all available course materials.

ACCESSING COURSE CONTENT AND INFORMATION

This topic describes how to access course content and information, including content that is not available when the course starts, archived course content, and additional information.

- *Troubleshoot Accessing Course Content*
- *Access an Archived Course*
- *View a Final Course Grade*
- *View Certificate Status*

5.1 Troubleshoot Accessing Course Content

In many courses, all course content is available in the course outline on the **Course** page as soon as the course starts. However, in some courses, content becomes available at different times.

Course content might be unavailable for the following reasons.

- The course team has scheduled specific content for release on specific dates. That content becomes visible on the course outline only on the date that the course team chooses. For more information, see *Course Content with Release Dates*.
- Parts of the course have prerequisite content that you must complete. For more information, see *Course Content with Prerequisites*.
- The course team has made specific course content unavailable after certain points in the course, such as after an assignment's due date has passed or after the course end date.

5.1.1 Course Content with Release Dates

When course content has release dates, the content is only available on or after those dates. Many courses release content at a specific time every week.

For information about your specific course, you can check the updates on the **Course** page, or you can ask questions in the course discussions.

5.1.2 Course Content with Prerequisites

Some courses have content that only becomes available after you achieve a minimum score in another section. In the course outline, this content appears with a lock icon and the name of the section that you must complete, or *prerequisite*.
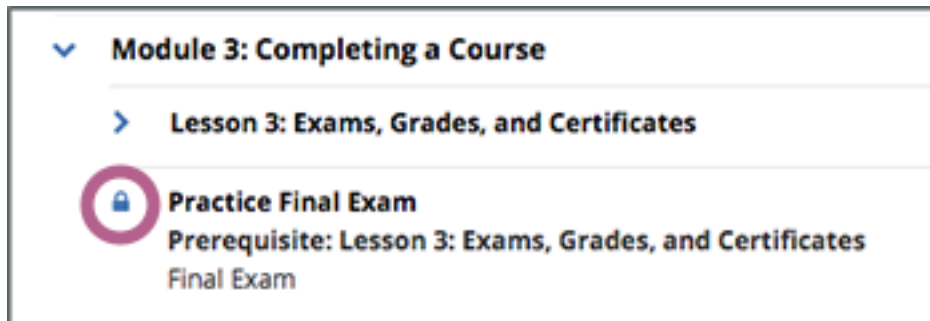
Note: In the edX mobile app, sections that have prerequisites are not visible in the course outline until after you complete the prerequisite.

When you try to open a section before you complete the prerequisite for that section, the section page shows a message such as the following message, along with a link to the prerequisite section.

```
You must earn a passing score for 'Section N' to access this content.
```

After you complete a section's prerequisite, the section is visible in the course outline with an unlocked icon, and you can open and complete that section.
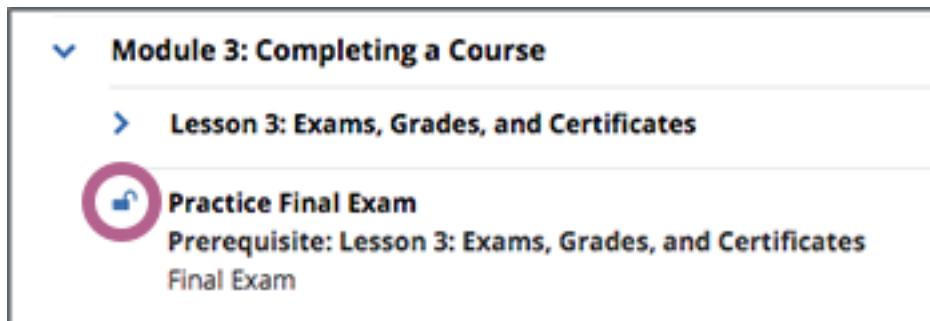
5.2 Access an Archived Course

You can enroll or continue to work in some courses even after the course end date. These courses are archived, which means that while you can access the course content, you cannot submit answers for graded problems or participate in course discussions.

To view the content of an archived course, follow these steps.

1. On your dashboard, locate the course.

2. Select **View Archived Course**.

5.3 View a Final Course Grade

To view your current grade in a course that has not yet ended, see *Checking Your Progress in a Course*.

To view your final grade in a course that you have completed, follow these steps.

1. On your dashboard, locate the course. Your final grade appears under the course name.

2. Optionally, print your dashboard to obtain a record of your achievement in the course.

You can also view the course and open its **Progress** page to view your final grade, as well as your grades on all course assignments.

5.4 View Certificate Status

If you are enrolled in a certificate track for your course, updates on the status of your certificate, and options for accessing earned certificates, are available in the course card on your dashboard.

For example, if you have earned a certificate and the course team has generated certificates for the course, you can use the **View Certificate** option to access your web certificate.

For information about how to access certificates, including how to view, print, and share certificates, see Getting a Course Certificate or Badge.

STARTING A COURSE

As soon as you enroll in a course, you can access some information about the course. However, if the course start date has not passed, you cannot access course lessons or assignments.

For information about availability of course content, see *Accessing Course Content and Information*.

- *Find a Course Start Date*
- *Start or Resume a Course*
    - *Start a Course*
    - *Resume a Course*

6.1 Find a Course Start Date

You can enroll in a course before the start date. You cannot access course materials before the start date.

Note: If you want to start the course as soon as possible, you can find the start date for a course, and then set a calendar reminder for that date. Some courses also publish a start time.

After you enroll in a course, the course is visible on your dashboard. The course start date is located below the course title.
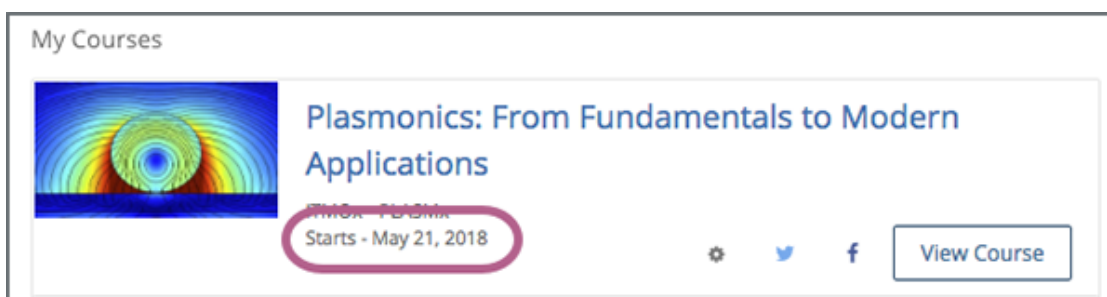
For more information about different course statuses, see Enrolling in edX Courses or Programs

6.2 Start or Resume a Course

After you enroll in a course, the course is visible on your *dashboard* together with the course *start date*. After the course start date has passed, you can access course content.

After the course start date has passed, you can access course content.

6.2.1 Start a Course

Note: When you start a course, you do not need to sign in exactly when the course begins.

To start a course, locate the course on your dashboard, and then select **View Course**.

The course opens to the **Course** page. On this page, below any messages from the course team, the course outline is visible. Above the outline is a **Start Course** option.
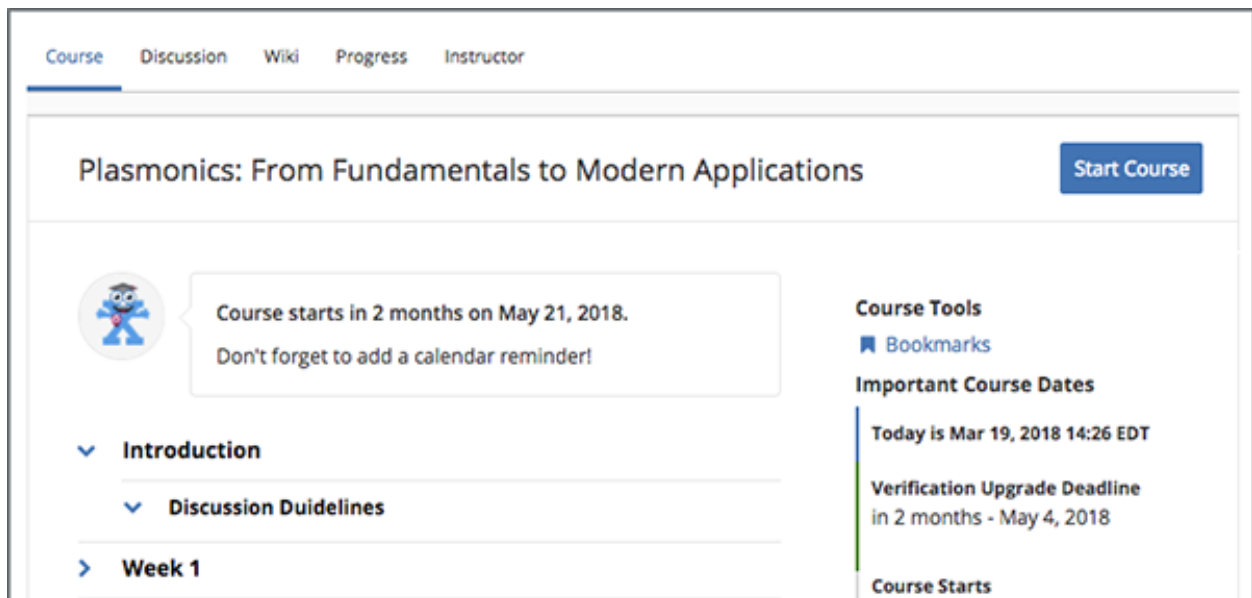
- To start the course at the first section, select **Start Course**.

- To start the course at a different location, expand the course outline, and then select any part of the course.

6.2.2 Resume a Course

When you resume work in a course, you can return to the unit that you completed most recently in all of your courses, or in a specific course.

Note: A unit is complete when you have completed all of the following actions.

- Watch all videos.

- Submit answers to all problems.

- View all text or other content for at least five seconds.

When you complete a part of a course, a green check mark is visible on the course outline. For more information, see *Progress Indicators*.

Return to the Most Recently Completed Unit in All Courses

To return to the unit you completed most recently in all of your courses, select the arrow next to your username on any page, and then select **Resume your last course**.

The course that you were most recently working in opens to the unit that you most recently completed.

Return to the Most Recently Completed Unit in a Specific Course

To return to the unit you completed most recently in a specific course, you have the following options.

- On your edX dashboard, locate your course, and then select **Resume Course** next to the social media sharing options.
- Open the course, and then select **Resume Course** on the **Course** page.

When you select **Resume Course**, the course opens to the unit that you most recently completed.

CHECKING YOUR PROGRESS IN A COURSE

This topic describes how to check and understand your progress in a course.

- *Progress Indicators*
- *The Progress Page*
    - *Grading Chart*
    - *Grading Details*

7.1 Progress Indicators

When you are working in a course, green check marks that show your progress are visible in two places.

- The course outline on the **Course** page.
- The navigation bar at the top of the page.

These check marks appear when you complete all of the content in a part of the course. The part might be called a unit, section, module, week, lesson, or other part, depending on the terms your course uses.

For example, in the following image, the learner has completed all of the content in the "Introduction" part of the course, as well as some of the content in the "Module 1: Experiencing Course Content" part.
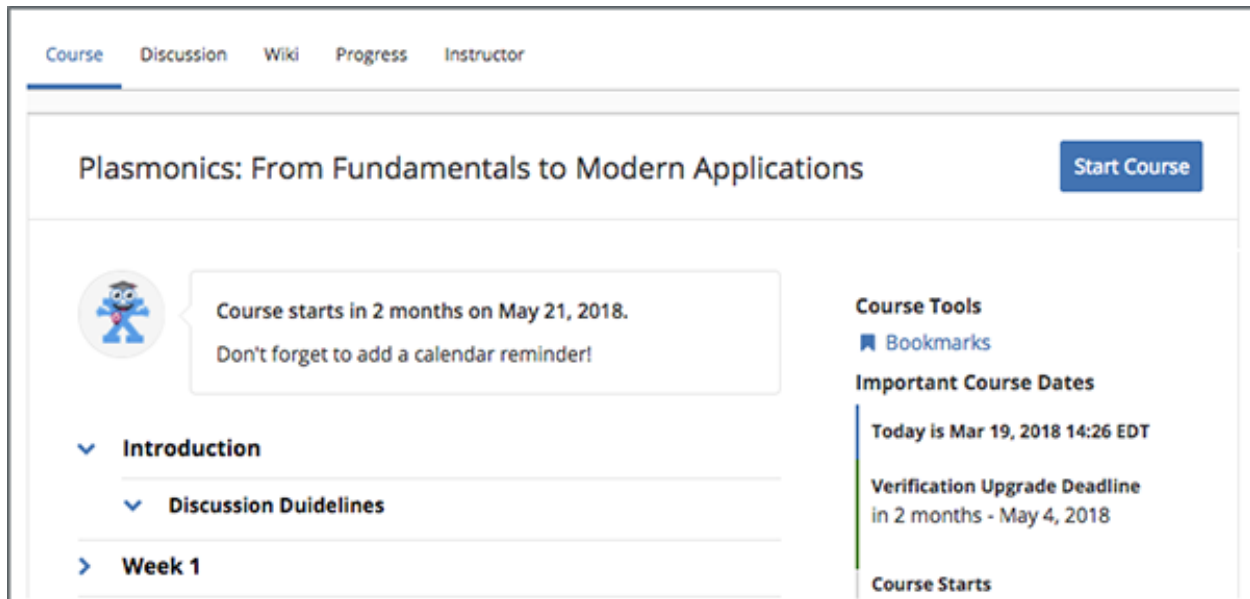
In the following image, the learner has completed the first two units in the "Lesson 3: Exams, Grades, and Certificates" lesson.
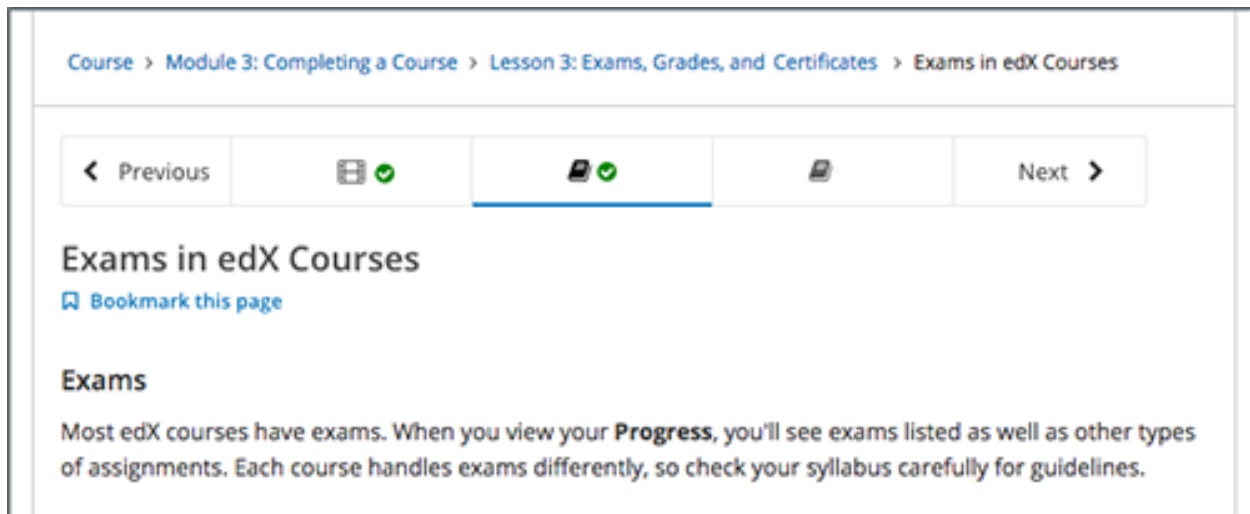
To complete content, you must complete all of the following actions.

- View all of each video in the unit.

- Submit answers for all of the problems in the unit.

- View all HTML content in the unit for at least five seconds.

7.2 The Progress Page

To see your scores on individual problems represented in both a chart and a list, as well as your current overall course grade, select the **Progress** page from anywhere in the course.

7.2.1 Grading Chart

On the **Progress** page, a chart shows how you have performed for each graded assignment in the course.

Assignments are listed along the horizontal axis, and the percentage score that you received in each lesson is read from the vertical axis.
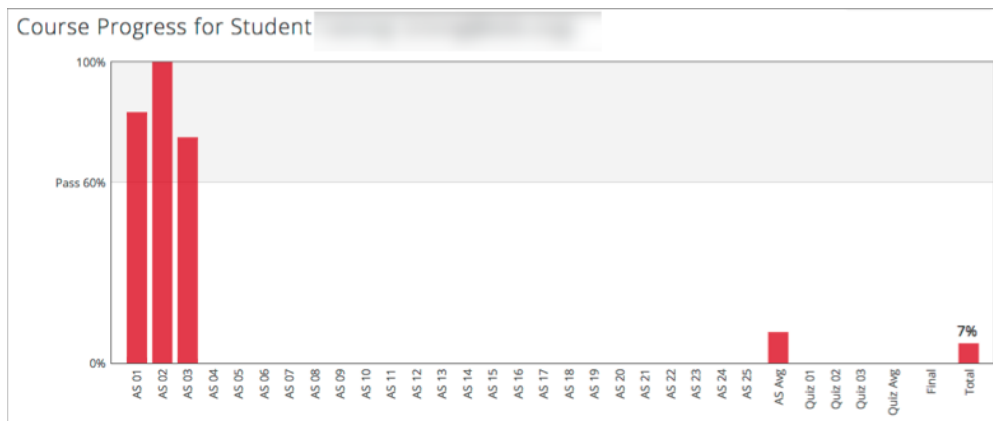
Markers on the vertical axis reflect the grading scale for the course. For example, if the passing percentage score for the course is 60%, there is a marker on the vertical axis at 60% so that you can compare your total score with the required passing score. If the course awards a grade of B for scores of 50% and higher, and a grade of A for scores 75% and higher, then there are markers on the vertical axis at 50% and 75%, labelled "B" and "A" respectively.

Note: In the progress chart, assignments are grouped by type. For example, all homework sections are listed together, then all quizzes, then exams. A bar showing the average score for each assignment type appears for each group.

The bar for each assignment reflects your total score for all the problems in that assignment. For individual problem scores, see *Grading Details* below the chart. For each of the assignment types, an "average" bar shows the current average of scores for assignments of that type. This average is recalculated as you progress through the course and complete more assignments.

Note: In some courses, the course staff may have chosen to hide results for some assignments. For example, the results of an exam might be hidden until after the exam's due date. When the results are hidden, you do not see whether you answered problems correctly, and you do not see your score in the body of the course or on your **Progress** page.

Some courses allow some number of graded assignments to be automatically dropped from your final score. For example, out of 8 quizzes, a course might have the lowest scoring quiz excluded from all learners' final scores. A dropped assignment is indicated in the chart by an **x** above the horizontal axis.
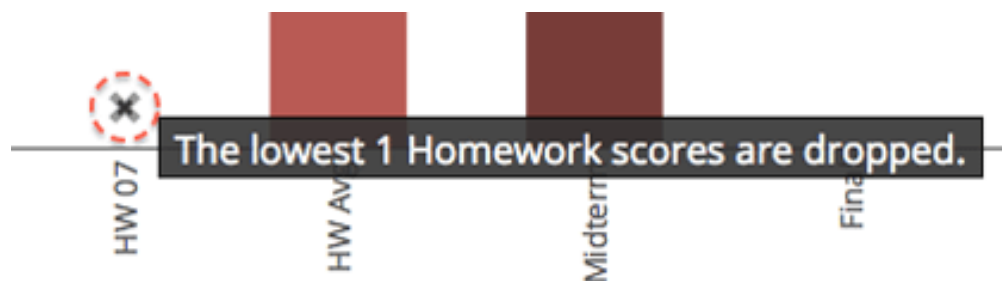
7.2.2 Grading Details

The **Progress** page includes your scores for individual problems within an assignment. Below the grading chart is a listing of course sections in the order that they occur in the course.

For each problem in a graded assignment, the points that you earned out of the possible points is shown with the label **Problem Scores**. Scores for ungraded problems are shown with the label **Practice Scores**. Sections that do not have any problems are labelled as having no problem scores.

GETTING A COURSE CERTIFICATE OR BADGE

Your course might be set up to issue certificates as evidence that you successfully completed the course. Different types of certificates might be available for courses you take. For information about the certificates that your course offers, contact the course team or institution that created your course.

In addition, you might be able to earn badges for achievements such as completing a course or a series of courses, or for participating in course activities. The badges that you can earn depend on how badges have been set up for the course platform that you are taking a course on.

- *Accessing a Certificate*
- *Viewing Earned Badges in Your Profile*
- *Sharing Badges on Mozilla Backpack*

8.1 Accessing a Certificate

Some courses issue certificates, which you can access from your dashboard.

The following examples show the **View Certificate** option on a learner dashboard on the edx.org website and on the mobile app.
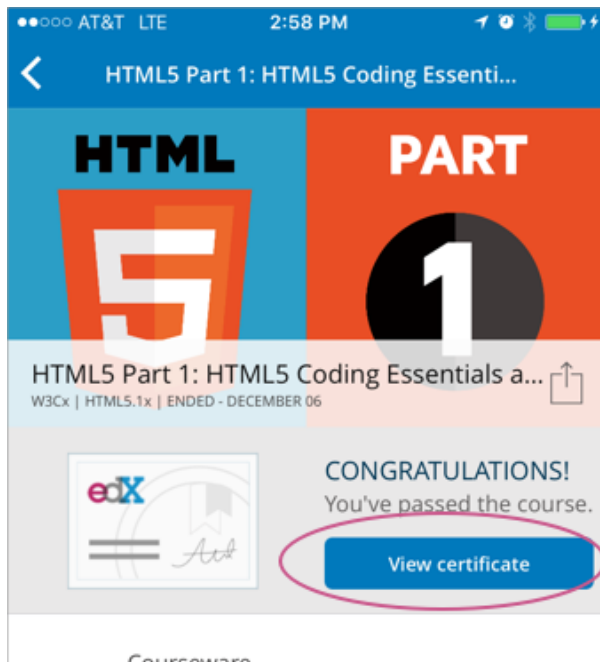
To open a web certificate in your browser, select **View Certificate**. You can then share or print your web certificate.

8.1.1 Share a Web Certificate

You can share your web certificates on Facebook, LinkedIn, and Twitter.

1. Make sure that you are logged in to the social site on which you want to share your web certificate.

2. In a different browser tab or window, open your web certificate.

3. Select the social icon at the top of your web certificate.

   A dialog box for the social site you selected opens, with the certificate URL already entered.

   On the mobile app, select the **Share** icon to open a page from which you choose the social network to share your certificate to.
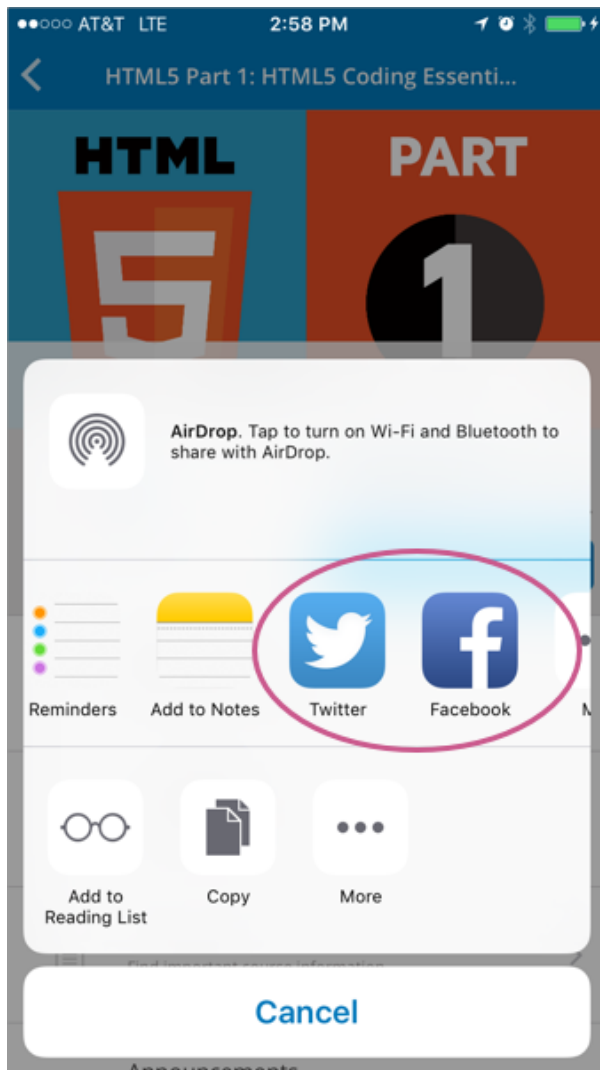
1. Complete the steps for the social site to post your web certificate.

8.1.2 Print a Web Certificate

To print a web certificate, follow these steps.

1. Open the web certificate in your browser.

2. In the web certificate header, select **Print Certificate**.

To print your web certificate in the most professional looking format, follow these guidelines.

- Do not print the header or footer. Depending on your system, you might need to clear these print options.

- Set the margins to the minimum space available. Depending on your system, you might need to select the **Minimum** option for the margins.

8.2 Viewing Earned Badges in Your Profile

If badges are available for your courses, you can see the badges you have earned in the **Accomplishments** section of your profile.
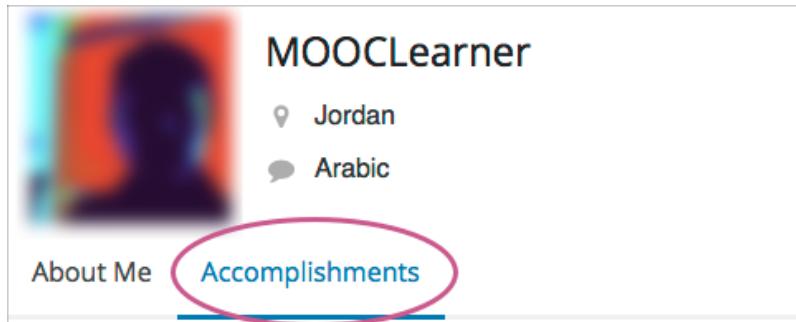
8.3 Sharing Badges on Mozilla Backpack

You can share any badge that you earned, including certificate badges, to a badging site such as Mozilla Backpack.

8.3.1 Share Badges From Your Profile

To share badges from your profile to the Mozilla Backpack site, follow these steps.

Note: You have to create an account on Mozilla Backpack before you can share your badges.

---

1. On your profile, select **Accomplishments**.

2. For the badge that you want to share, select **Share**, or on the edX mobile apps, select the **Share** icon.

   The following examples show the **Share** options for badges on the edx.org website and on the mobile app.
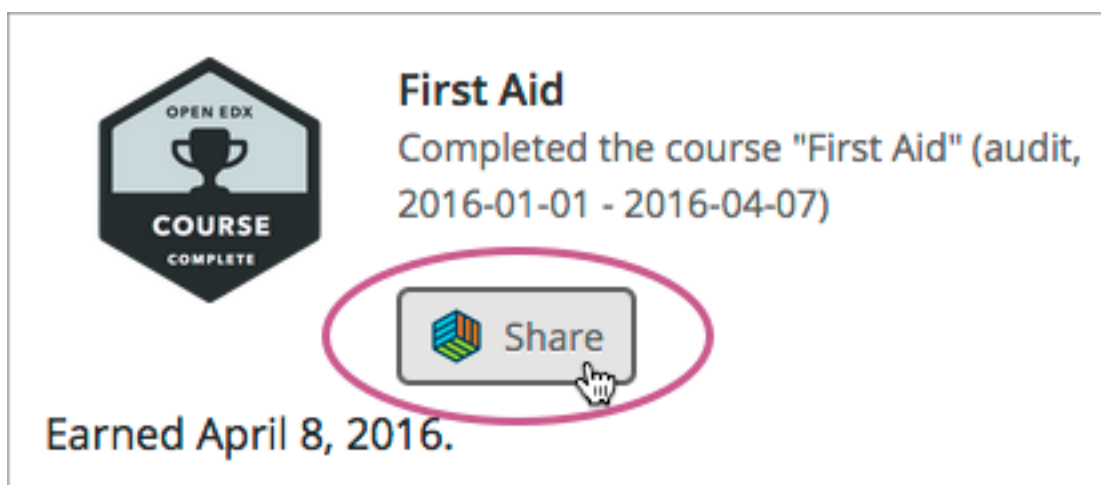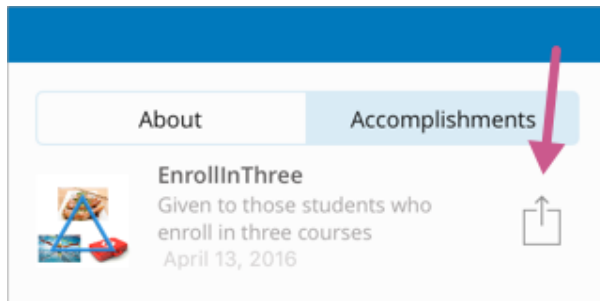
You see instructions for downloading your badge and then sharing it on the Mozilla Backpack site.
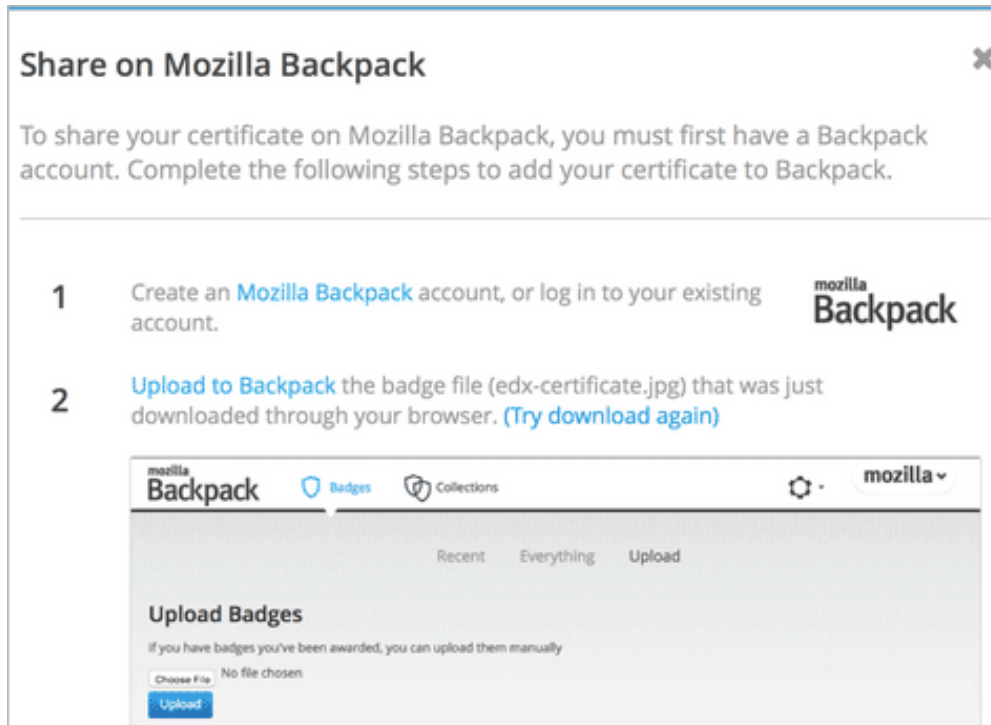
8.3.2 Share Certificate Badges

Some courses that offer web certificates allow you to download a badge that represents the certificate, and then share that badge on a badging site such as Mozilla Backpack. You can download your badge as soon as your web certificate appears on your dashboard. Many courses distribute web certificates within two weeks of the course end date.

To share your web certificate on the Mozilla Backpack site, follow these steps.

1. On your dashboard, locate the course that you want, and then select **View Certificate**.

   If this option is not available, the course might not have distributed certificates yet. Check your dashboard again in a few days.

2. On the certificate web page, select the badge sharing icon.
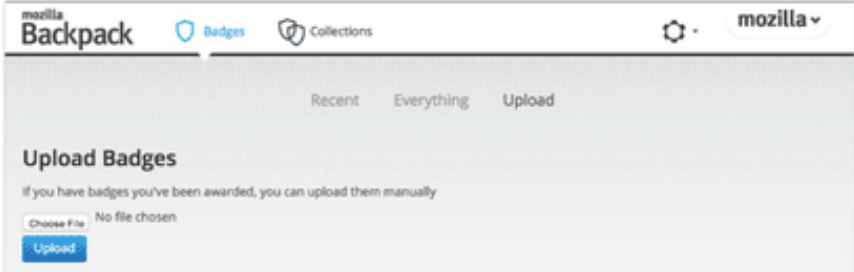
You see instructions for downloading your badge and then sharing it on the Mozilla Backpack site. You have to create an account on Mozilla Backpack before you can share your badge.

NINE

IF YOU USE THE EDX MOBILE APP

This topic answers questions about how you can use the edX mobile app on a smartphone or tablet to take edX courses.

- *Overview of the edX Mobile App*
- *Course Questions*
- *Video Questions*
- *Troubleshooting*

9.1 Overview of the edX Mobile App

You can use the app to do the following things.

- Register and create an account
- Find and enroll in courses
- Complete *most course assignments*
- Watch course videos
- Read course handouts and announcements
- Participate in course discussions
- Download course videos for watching when you do not have an internet connection

9.2 Course Questions

9.2.1 How do I take a course using the edX app?

After you enroll in a course, you find it listed under **My Courses** in the main menu.

Open a course to access the main course screen.
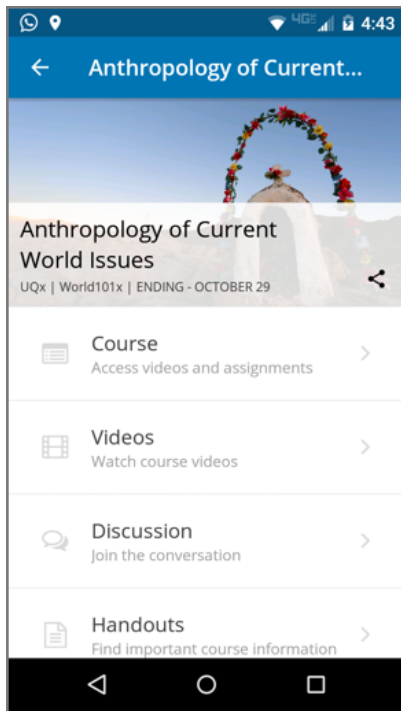
Some courses might not have all of these options.

- **Course** - Access course content including videos, organized based on the course outline.

- **Videos** - Download or stream course videos, organized by course sections.

- **Discussion** - Read and make posts in course discussions.

- **Handouts** - Access any documents shared by the course team, such as the course syllabus or special reading material.

- **Announcements** - Read a welcome message or course update messages from the course team.

- **Important Dates** - View a summary of important course dates, including assignment and exam due dates.

9.2.2 Can I take a course entirely on my mobile device?

The answer depends on the types of problems that are used in the course you are taking. If a course contains mobile friendly problem types, you can complete those types of problems using the mobile app. For a list of the types of problems you can complete using the mobile app, see *What types of problems can I complete in the edX app?* You cannot take timed exams or proctored exams using the mobile app.

You can watch course videos on the mobile app, and can also download videos to your mobile device for watching when you do not have an internet connection. When you have an internet connection, you can also read course announcements, participate in course discussions, and complete the mobile friendly problems in your assignments.

Note: EdX recommends that you complete all of your graded assignments in a web browser on a computer. If your course includes timed exams or proctored exams, you cannot take them using the edX app.

9.2.3 What types of problems can I complete in the edX app?

You can use the edX app to complete most of the problems in your assignments. EdX courses can use a variety of problem types, and some courses might include problem types that cannot be completed in the app.

For example, you can use the edX app to answer multiple choice questions, but you cannot use it to draw molecules or design circuits. To complete problems that require complex actions, you must use a web browser.

Note: EdX recommends that you complete all of your graded assignments in a web browser on a computer. If your course includes timed exams or proctored exams, you cannot take them using the edX app.

In the edX app, you can complete problems that you answer in one of these ways.

- Checkbox selection
- Drag and drop selection
- Dropdown list selection
- Multiple choice selection
- Math expression input
- Numerical input
- Text input

9.2.4 How do I post questions on the discussion board?

You can read and contribute to course discussions using the edX app whenever you have an internet connection. In your course, select **Discussion**.

At the top level of course discussions, you see categories of posts created by course staff, usually organized based on course structure. Within each category, you see lists of posts by learners. Each post has indicators to show the number of comments and responses the post has received. The number of unread comments for a post is shown until you have viewed a post.
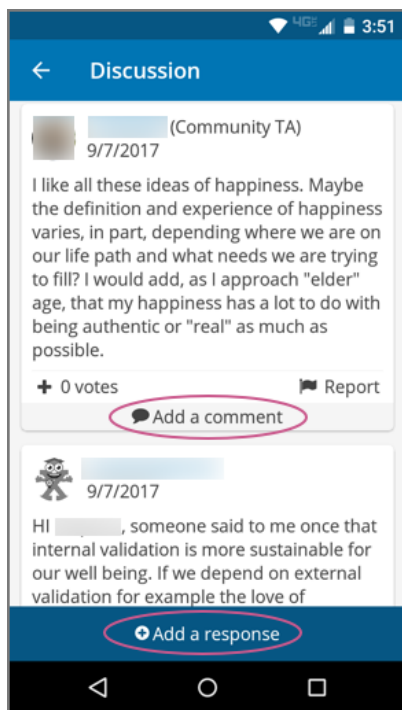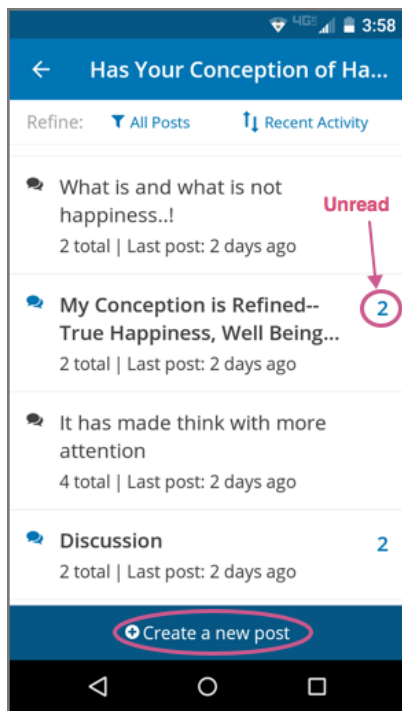
When you view individual posts, you can add a comment or a response, or upvote a post. Posts by community TAs or course staff have a role indicator next to their username.

For more information about course discussions, see *Participating in Course Discussions*.

9.2.5 How do I share a link to a course I am taking?

After you enroll in a course, you can let family and friends know about the course by sharing a link to it on a connected social account, or in an email message.

From a course's main page, select the **Share** icon in the course's title display.
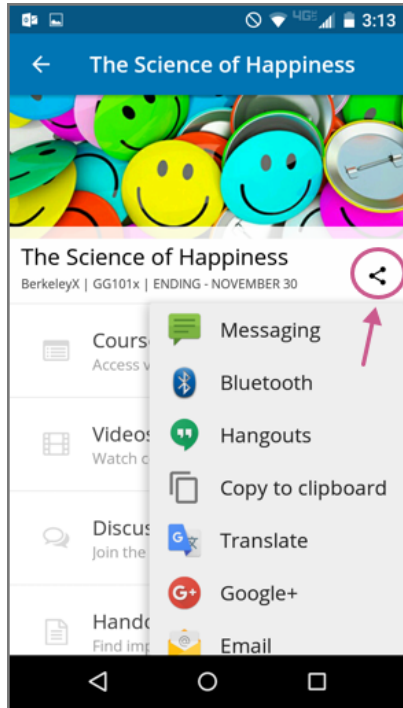
From the sharing options, select how you want to share the link.

9.3 Video Questions

9.3.1 How much data do the videos in this app use?

Course videos are optimized for mobile playback, but watching or downloading any video can result in heavy data use. EdX recommends using a Wi-Fi connection if you intend to watch or download a lot of videos. The edX mobile apps have a **Download only on Wi-Fi** setting that is enabled by default to help you avoid using your cellular network accidentally.

9.3.2 How do I download videos?

To download videos, you must be connected to the internet. After you download a video, you can watch it at any time.

1. In your course, navigate to the video or to the section of the course that contains the video you want to download. You can find videos in the course outline under **Course**, or find all the videos in the course under **Videos**.

2. Select the download icon for an individual video to download a single video, or the download icon for a subsection to download all the videos in that subsection.

   In a subsection, the number to the right of a subsection name indicates the number of videos in that subsection.
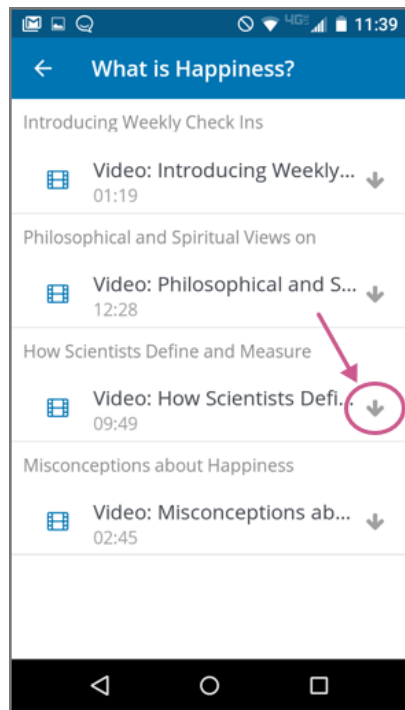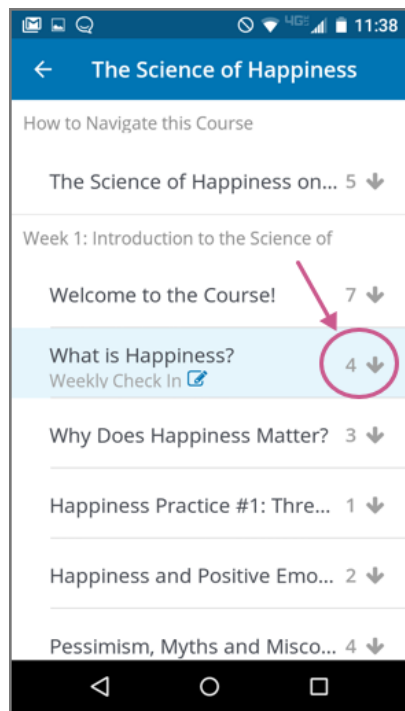
When a video completes downloading the download icon changes to a check mark.

9.3.3 How do I change my download settings?

By default, the edX app is set so that it only downloads content, including videos, if you are on a Wi-Fi network. If you change this setting, you might exceed the data allowance for your cellular plan.

1. From the main menu, select **Account**.
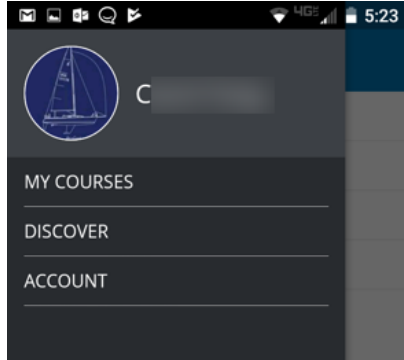
2. Select **Settings**.

3. Change the **Wi-Fi only download** setting.

9.3.4 How can I make the video full screen?

Rotate your phone until the video changes to landscape mode, or select "full screen" in the bottom right corner of the video player.
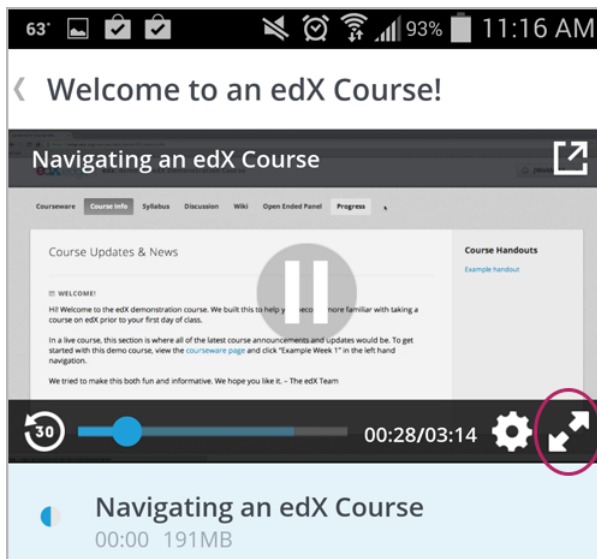
9.3.5 Can I speed up the videos?

Only the iOS version of the edX app supports changing the video playing speed. While a video plays, select **Settings** (the "gear" icon) at the lower right of the video player, and then select **Video Speed**.

On the Android version of the app, you cannot change the video playing speed.

9.3.6 How do I delete downloaded videos?

You can delete downloaded videos one by one or, if you have downloaded all the videos in a course subsection, you can delete all of a subsection's videos at once.

1. In your course, navigate to the downloaded video or to the subsection containing the videos you want to delete.

   You can only delete all the videos in a subsection if a checkmark icon appears for the subsection, indicating that you have downloaded all of the videos in that subsection.

2. Long press a downloaded video or a subsection of downloaded videos.

   The screen title changes to **Delete Videos**, and a trash can icon appears in the header bar.
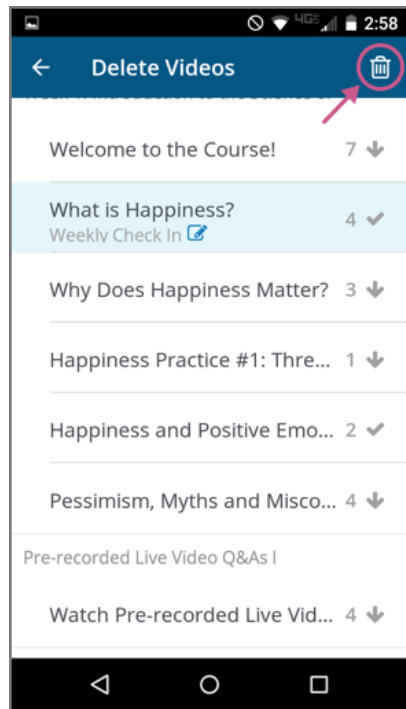
3. Select the trash can icon to delete the selected video or videos.

9.4 Troubleshooting

9.4.1 I see "This video is not available" when I try to watch a video. What can I do?

If you have problems viewing videos, make sure that you have an internet connection and then try to view or download the video again.

If problems persist, let us know. On the **My Courses** page, select the "menu" icon, and then select **Submit Feedback**.

WATCHING VIDEOS ON THE EDX VIDEO PLAYER

All edX courses include videos, and edX has its own video player. Most of the controls on the player will be familiar to you if you have watched online videos before. However, the edX video player has some extra features you may not have seen.

The following image shows the video player in the middle of a video, followed by an explanation of each option or control on the video player.

Note: The illustration that follows shows the video player for a video that has all of the possible features available. Only the controls that apply to a specific video will actually be present when you use the video player in a course.

1. **Play/pause**: You can play the video by selecting this control. Select this control again to pause the video.

2. **Time**: The first number indicates the length of time the video has already played. The second number indicates the total length of the video.

3. **Playback bar**: You can go to a different point in the video by selecting and dragging this control or by using the left and right arrow keys.

4. **Speed**: If you want the video to play faster or slower, you can select different speeds using this control.

5. **Volume**: You can use this control to change the volume of the video.

6. **HD**: You can play the video in high-definition visual resolution by selecting this option if HD quality is available for the video. This option works best if you have a fast Internet connection. Select this control again to play the video in standard resolution.

7. **Full screen**: You can expand the video to fill your browser window by selecting this control. To return to default mode, press ESC on your keyboard or select this control again.

8. **Show or hide closed captioning**: You can show an overlaid transcript of the audio portion of the file by selecting this control. If you show the captions, you can move them to different areas on the video screen by dragging and dropping them. To hide the captions, select this control again.

Note: In some cases, two sets of captions can appear when you select **CC**. This situation can occur if YouTube is the host service for the video and your YouTube account settings for playback are set to always show captions. As a result, YouTube and your course might both provide captions for the video. To correct this problem, select **CC** again or change your YouTube account setting.

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9. **Show transcript**: You can show a complete, scrolling transcript of the audio portion of the file to the right of the video by selecting this control. Many course teams set video transcripts to play by default when your video starts. Select this control again to hide the transcript.

10. **Language menu**: You can select a different language for the closed captions and the transcript with this control if translations are available.
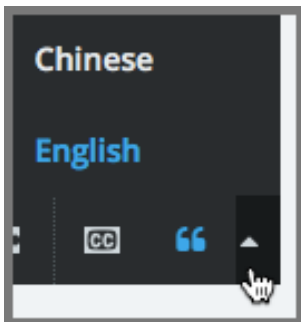
11. **Download video**: You can download the video to watch later with this option (if available for the video).

12. **Download transcript**: You can download the video's transcript as a SubRip (.srt) file or as a text (.txt) file. You can open files of either type in a text editor such as Notepad.

13. **Handouts**: You can download any handouts that the course team has associated with the video.

14. **License or Copyright**: If the course team reserves rights or specifies a Creative Commons license for the video that is different from the course-wide license, that information appears below the video player. For Creative Commons licenses, you can select the license to open a web site with more information about your rights.

    For more information, see *Understanding How Courses and Videos Are Licensed*.

15. **Transcript**: You can scroll through the transcript and select any line to go to that point in the video.

For a demonstration of the edX video player, see Videos on edX in the edX DemoX course.

PARTICIPATING IN COURSE DISCUSSIONS

Course discussions give you the opportunity to start conversations with other learners, ask questions that other learners or the course team can answer, and participate in the course community.

This section provides information about course discussions that can make your participation more effective.

11.1 Anatomy of Course Discussions

This section describes the structure and elements of course discussions.

- *Basic Elements: Topics, Posts, Responses, and Comments*
- *The Discussion Page*

For information about how to participate in course discussions, see *Taking Part in Course Discussions*.

11.1.1 Basic Elements: Topics, Posts, Responses, and Comments

The following example shows the different ways that you can contribute to a discussion.

```
Post: "Please introduce yourself."
 - Response: "My name is Lee and I teach secondary school maths in Canberra,
   Australia."
 - Response: "Hello everyone, I am Sumei from Hong Kong, China."
   - Comment: "Hi Sumei, I am taking this course in Hong Kong too. Maybe we
     should make a study group!"
   - Comment: "I'd like to join the Hong Kong study group too, I think it
     will help me keep up with the homework."
 - Response: "Hi from Johannesburg! I am taking the course to prepare for my
   matric exams."
```

A post initiates the conversation, responses are replies to a post, and comments expand on specific responses. Before you add a post, response, or comment to your course discussion, take a moment to consider which of these options best suits the contribution that you want to make. This helps keep course discussions organized and easy to follow.

Every post is associated with a topic, chosen from the list of topics created by the course team. For information about topics, see *Discussion Topics*.

For more information about joining the discussions in your course, see *Exploring Discussion Posts* and *Taking Part in Course Discussions*.

Discussion Topics

Discussion topics are created by the course team and organize all posts in the course discussion. Discussion topics can be course-wide or content-specific.

- Course-wide discussion topics cover matters that affect the entire course, and can include topics such as "Frequently Asked Questions" and "Troubleshooting". In the discussion navigation pane, course-wide topics do not have other topics indented below them.

- Content-specific discussion topics are added as part of a course unit, and relate to specific video lectures, reading assignments, homework problems, or other course content. In the discussion navigation pane on the **Discussion** page, content-specific topics are indented under an identifying category name.

For course-wide topics, you read or add posts, responses, and comments on the **Discussion** page. For content-specific discussion topics, you can read or add posts, responses, and comments both on the **Discussion** page and in the discussion that is embedded in the course unit on the **Course** page.

Before you add a post, look through the topics. When you add your post to the most appropriate topic, others with the same interest can find, read, and respond to it more easily.

Types of Discussion Posts

When you make a contribution in a course discussion topic, you add your post as either a question or a discussion.

- A question post raises an issue so that members of the discussion administration team and the course community can provide answers.

- A discussion post starts a conversation by sharing thoughts and reflections, and inviting community participation.

When you add a post to a discussion topic, you must specify whether it is a question or a discussion.

On the **Discussion** page for your course, a question mark icon identifies posts that ask questions and a conversation bubble icon identifies posts that start discussions.

If you have any difficulty deciding which type of post you want to add, think about whether you want to get concrete information (a question) or start an open-ended conversation (a discussion). If you require an answer from the course team, be sure to create your post as a question, so that the course team sees that a response is required and responds appropriately.

11.1.2 The Discussion Page

You browse and contribute to course discussions on the **Discussion** page for your course.

How to Use Discussions

The **How to use edX discussions** graphic appears in the main area of the **Discussion** page when you have not selected any topics or posts.

This graphic shows the basic actions you can take with course discussions.
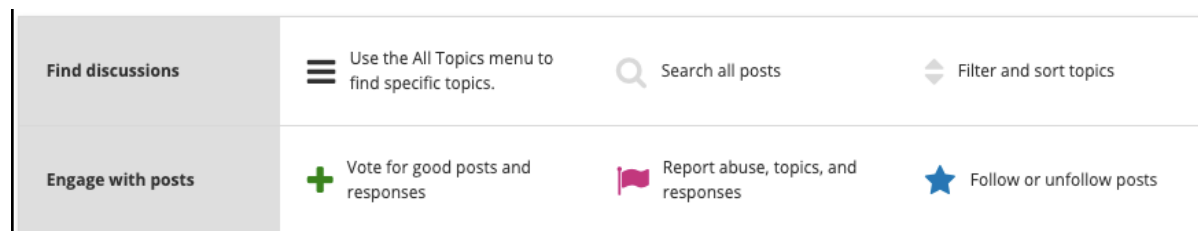
When you browse topics and posts from the *Discussion Navigation Pane*, the **How to use edX discussions** graphic is replaced by the contents of the topic or post that you selected.

Discussion Navigation Pane

Use the discussion navigation pane on the left side of the **Discussions** page to access discussion topics and posts in your course, including discussions that appear inline in course content.

You can view all discussion topics or only the posts that you are following, or you can view a specific topic. You can also filter posts by entering keywords or phrases that you want to find in post titles or text.
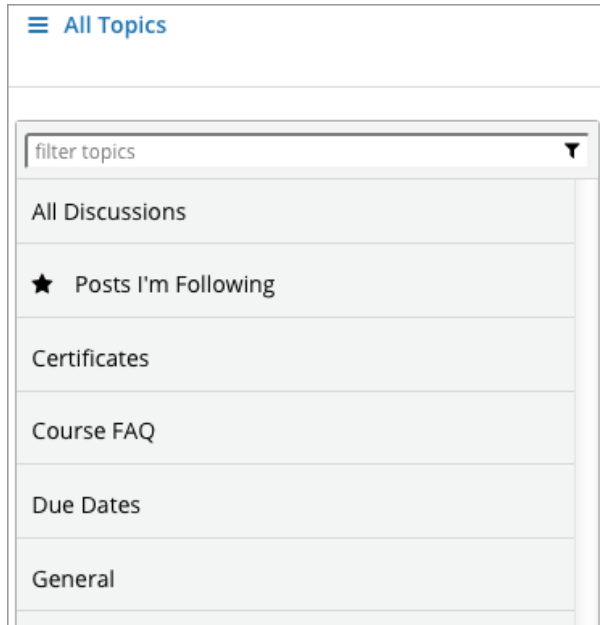
The breadcrumb path above the navigation pane shows you the topic that you are currently viewing. In the following example, **Posts I'm Following** is selected.
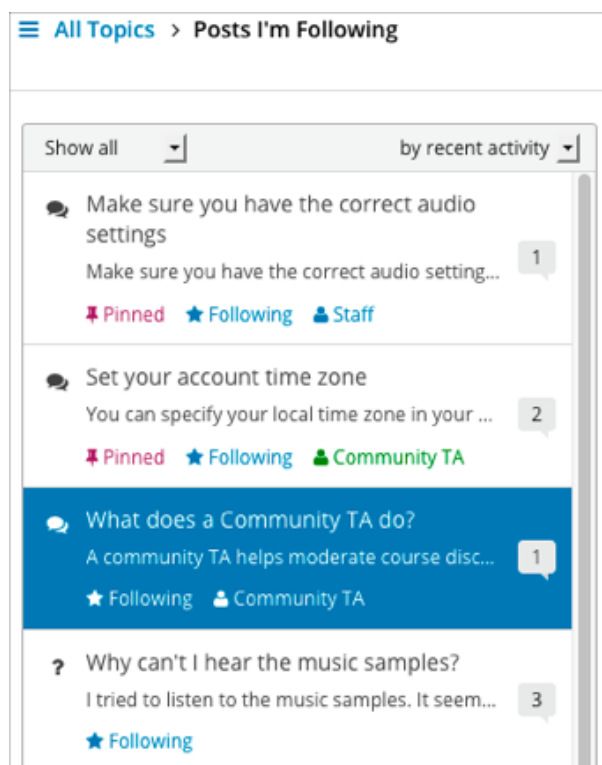
When you view topics and posts, the navigation pane shows various icons and labels to provide you with information about the status or content of posts.
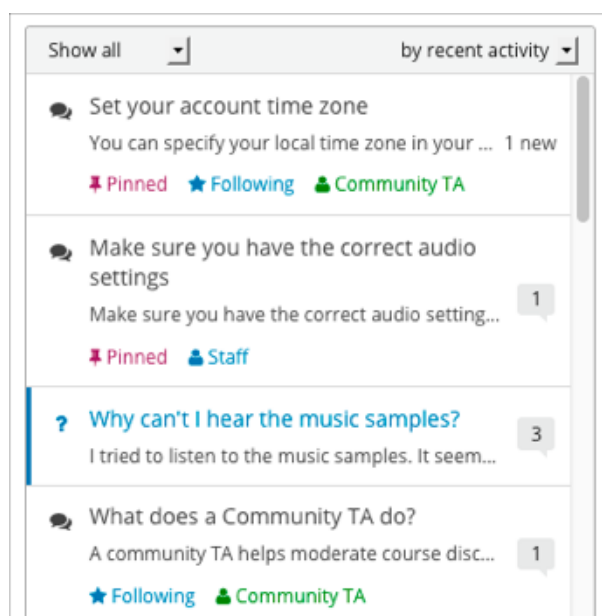
- Posts that appear in blue type with a blue bar indicate posts that you have not read.

- Posts that appear in gray type without a bar indicate posts that you have read.

- The post type icon indicates whether a post is a question or a discussion. For more information, see *Determining the Post Type: Discussion or Question*.

- The check mark icon indicates a "correct answer". The check mark icon indicates that one of the responses to

the post correctly answers the question asked in the post.

- The response or comment count indicator shows the number of responses and comments for a post. The number of new responses or comments that were added after you previously read a post is displayed next to the indicator. For more information, see *Keeping Up with New Activity*.

- A "Pinned" label shows that a post has been pinned by administrators so that it always stays at the top of the topic list regardless of sort order.

- A "Following" label marks posts that you are following.

- A "Staff" or "Community TA" label marks posts that were added by course staff or community teaching assistants (TAs).

11.2 Exploring Discussion Posts

Finding out whether someone else has already asked the same question or initiated a conversation about the subject that interests you, and then reading and contributing to that exchange instead of starting a new one, helps make the time that everyone spends with the course discussions more productive. You can search for something specific, or you can browse through the posts in a single discussion topic.

- *Search Posts*
- *View Discussions about a Specific Topic*
- *View Only Unread or Unanswered Posts*
- *View Pinned Posts*
- *View Followed Posts*
- *View Contributions from a Specific Participant*

For information about finding new or updated posts in discussions, see *Keeping Up with New Activity*.

11.2.1 Search Posts

To search for posts, responses, or comments containing a particular keyword or phrase, enter the word or phrase, or a partial word in the **Search all posts** field at the top of the **Discussion** page.

Search results are displayed in the discussion navigation pane. If an exact match is not found, search results are shown for a similar value.

You can also enter a username to search for posts added by a specific person. Select the linked username in the search result to show a list of posts made by that person. For more information about viewing contributions from a specific user, see *View Contributions from a Specific Participant*.

11.2.2 View Discussions about a Specific Topic

Course discussions are organized by discussion topics, which are created by the course team. Anyone who adds a post to the course discussions selects an existing topic to associate their post with. For more information about topics, see *Basic Elements: Topics, Posts, Responses, and Comments*.

You can browse discussions by topic, to join the discussion on subjects that interest you, or to see if anyone else in the course has asked the same question.

View Topics on the Discussion Page

On the **Discussion** page, you can view both course-wide and content-specific discussions. Select **All Topics** above the discussion navigation pane to see all of the discussion topics in the course. To see all of the posts in an individual topic, select the topic name in the discussion navigation pane.

Note that course-wide topics do not have other topics indented below them, while content-specific topics are indented under a category name.
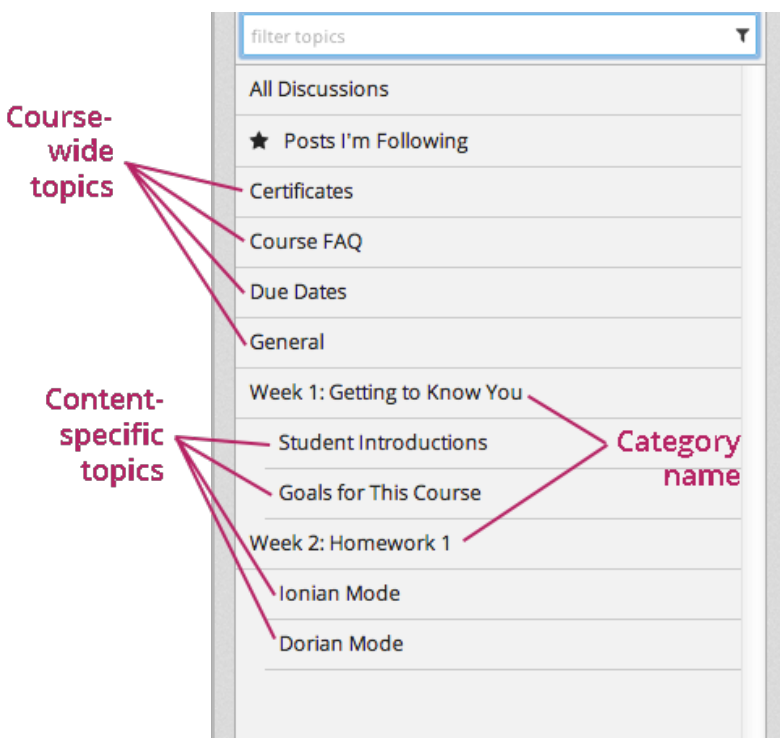
View Topics in a Course Unit

Content-specific topics are located in specific units in the course. They typically appear below the content they apply to. To access a content-specific topic, view the unit that contains the topic.

You can also use the **Discussion** page to access a discussion in the unit where that topic is located.

1. In the list of topics, select the topic that you want.

2. Select a post title to open the complete post and its responses and comments next to the above the discussion navigation pane.

3. In the text of a post, select the name of the discussion topic to go to the discussion inside the unit.

11.2.3 View Only Unread or Unanswered Posts

To limit the posts shown on the **Discussion** page or shown for a content- specific discussion, you can select one of the filter options. By default, the **Show all** option is selected.

- To show posts (both discussions and questions) that you have not yet viewed, select **Unread**.

- To show only question posts that do not yet have any responses marked as answers, select **Unanswered**.

11.2.4 View Pinned Posts

Pinned posts appear at the top of the list of posts in the discussion navigation pane when you view all discussions. Pinned posts can contain important information about the course or any part of the course, such as a particular video or problem. The pinned post can originate from anyone in the course, including other learners or members of the discussion moderation team, but only members of the moderation team can pin a post.

11.2.5 View Followed Posts

In the discussion navigation pane select **Posts I'm Following**. The navigation pane refreshes to show only posts that you are following.

11.2.6 View Contributions from a Specific Participant

You can review all the posts, responses, and comments that any learner in the course or member of the course team has made. To do this, select the username that appears at the top of any one of the participant's contributions. You can also enter a username in the **Search all posts** field and select the linked username in the search result.

11.3 Taking Part in Course Discussions

This topic describes how to add, edit, and delete contributions to discussions.

- *Adding a Post*
- *Determining the Post Type: Discussion or Question*
- *Determining the Post Topic*
- *Add a Post on the Discussion Page*
- *Add a Post in a Course Unit*
- *Add a Response or Comment on the Discussion Page*
- *Add a Response or Comment in a Course Unit*
- *Edit or Delete a Post, Response, or Comment*

Note: You might want to enter mathematical or scientific expressions in a discussion. For information about how to enter plain text so that it will appear as a formatted mathematical expression, see Math Formatting in Course Discussions.

11.3.1 Adding a Post

When you add a post to a discussion in your course, you decide what type of post to make and the topic of the post. For course-wide discussion topics, you can add a post on the **Discussion** page. For content-specific discussions in a course unit, you can add a post either on the **Discussion** page or directly in the course unit.

11.3.2 Determining the Post Type: Discussion or Question

To make sure that other learners and the course team can find and respond to your post, decide what type of post you want to make: either question or discussion.

- A question post raises an issue so that the discussion moderation team or community can provide answers.
- A discussion post starts a conversation by sharing thoughts and reflections, and inviting community participation.

If you have any difficulty deciding which type of post you want to add, think about whether you want to get concrete information (a question) or start an open-ended conversation (a discussion). If you are asking a question about the course and need an answer from the course team, be sure to create your post as a question, so that the course team sees that a response is required and responds appropriately.

After you make your post, on the **Discussion** page for your course, a question mark image identifies posts that ask questions and a conversation bubble image identifies posts that start discussions.

Note: You can change the post type from discussion to question or vice versa at any time after you add your post. For more information, see *Edit or Delete a Post, Response, or Comment*.

11.3.3 Determining the Post Topic

Every post in the course discussions has an associated topic. The course team creates the list of discussion topics for each course, and you choose a topic from that list when you create your post. Before you add a post, you should look through the list of topics in the course discussions so that you can decide which topic is the most appropriate for your post. For more information, see *Exploring Discussion Posts*.

After you decide on a post type and topic, you can add your post on the **Discussion** page or in the body of the course.

11.3.4 Add a Post on the Discussion Page

You can add a post for course-wide or content-specific discussion topics on the **Discussion** page.

1. On the **Discussion** page, select **Add a Post**.
2. Determine the type of post you want to make, and select **Question** or **Discussion**.
3. Determine the most appropriate topic for adding your post to, and select the topic from the **Topic Area** list.
4. In the **Title** box, enter a short, descriptive title. The title is the part of your post that others see when they are browsing on the **Discussion** page or scrolling through one of the content-specific topics.
5. Enter the text of your post. To format the text or to add links or images, use the formatting options above the text box.

   Any text formatting or images that you add are only visible when others read your post in a web browser. The edX mobile app currently does not display added formatting or images.

> **Note:** If you include an image with your post, include a description so that learners who use screen readers to access the course can understand the image's content and purpose. The description also displays in place of the image if problems occur with the image file. If the image has no functional purpose, leave the **Description** field empty and select **This image is for decorative purposes only and does not require a description**.
>
> The maximum size for an uploaded file is 1 MB.

In some courses, you can add posts, responses, and comments anonymously. If this is the case, a **Post Anonymously** option is available under the field where you enter your text. When you post anonymously, the discussion moderation team can see your username, but other learners cannot.

11.3.5 Add a Post in a Course Unit

If you come to a discussion as you work through the units in your course, or if you know where in the course a particular discussion originates, you can add a post for that discussion from the unit in your course.

The following steps apply only to content-specific discussions.

1. Select **Course**.

2. Open the unit in the course that includes the discussion topic that you want to add a post to.

3. Select **Show Discussion** to read what others have already contributed to the conversation.

   The title and the first line of each post is shown in the list of posts.

   To read an entire post and view its responses and comments, select any part of the post preview.

4. To contribute a new post to the discussion, select **Add a Post** and follow the steps that you use to add a post to the discussion page. For more information, see *Add a Post on the Discussion Page*.

   To respond to an existing post or comment on an existing response, follow the steps described in *Add a Response or Comment*.

> **Note:** In some courses, you can add posts, responses, and comments anonymously. If this is the case, a **Post Anonymously** option is available under the field where you enter your text. When you post anonymously, the discussion moderation team can see your username, but other learners cannot.

Add a Response or Comment

To participate in an ongoing discussion, you reply to the initial post by adding a response, or expand on a particular response by adding a comment.

The same options for formatting the text and for adding links or images are available for responses and comments as for posts.

11.3.6 Add a Response or Comment on the Discussion Page

You can add a response or comment to course-wide or content-specific discussion topics on the **Discussion** page.

1. On the **Discussion** page, find the post that you want to contribute to. To help you decide where to add your thoughts, review the current responses and their comments.

   For more information about finding posts by searching, sorting, or using filters, see *Exploring Discussion Posts*.

2. Add a response or comment.

   - To add a response to the post, select **Add A Response**. When you have finished entering your response, select **Submit**.

   - To add a comment to a response, move your cursor inside the **Add a comment** field below the response. When you have finished entering your comment, select **Submit**.

11.3.7 Add a Response or Comment in a Course Unit

You can add a response or comment to a content-specific discussion topic inside the course.

1. In the unit that contains the discussion topic where you want to make your contribution, select **Show Discussion**.

2. Select the post that you want to contribute to. To help you decide where to add your thoughts, review the current responses and their comments.

3. Add a response or comment.

   - To add a response to the post, select **Add A Response**. When your response is complete, select **Submit**.

   - To add a comment to a response, select inside the **Add a comment** field below the response. When your comment is complete, select **Submit**.

11.3.8 Edit or Delete a Post, Response, or Comment

You can only edit or delete your own posts, responses, or comments. You cannot edit or delete contributions from other learners.

1. Locate the contribution that you want to edit or delete, either in the body of the course or on the **Discussion** page.

2. In the upper corner of the contribution, select the "More" icon (. . .). A menu opens.
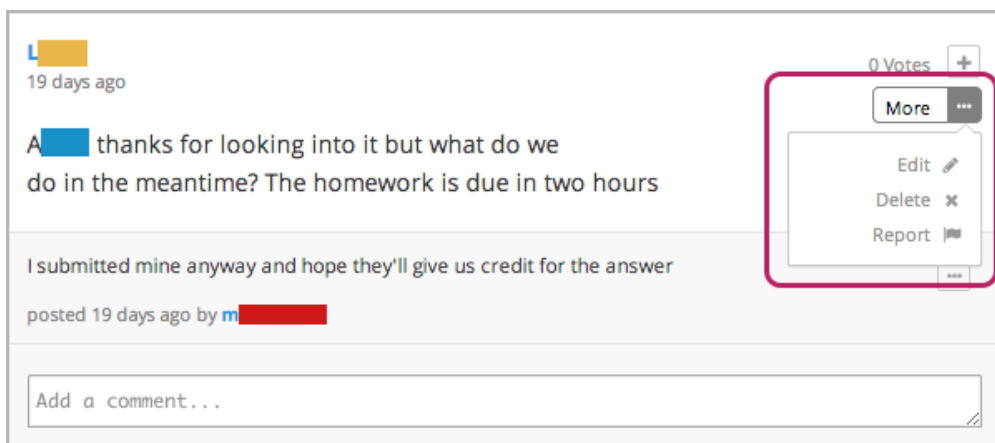
3. Edit or delete the contribution.

- To edit the contribution, select **Edit**, make the changes that you want in the text editor that opens, and then select **Update Response**. For posts, you can change the post topic and the post type as well as the text of the post.

- To delete the contribution, select **Delete**, and then select **OK** in the confirmation box.

11.4 Keeping Up with New Activity

This topic describes how to keep up with discussion activity in your edX course.

- *Reading New or Updated Posts*
- *Receiving Notifications*

11.4.1 Reading New or Updated Posts

The list of posts in the discussion navigation pane on the **Discussion** page provides visual cues to help you distinguish posts that are new, or that have responses or comments that you have not read yet, from exchanges that you have already read completely. For information about the labels and icons used in posts, see *Discussion Navigation Pane*.

Sorting by Activity

In the discussion navigation pane you can sort posts by activity. To do this, select the drop-down list of sorting options at the top of the discussion navigation pane and select either **by recent activity** or **by most activity**.

Sorting by recent activity changes the order of the posts so that the post that was most recently updated appears at the top of the list. Updating includes having responses or comments added.

Sorting by most activity changes the order of the posts so that posts with the most responses or comments appear at the top of the list.

Sorting by Votes

In the discussion navigation pane you can sort posts by the number of votes received. To do this, select the drop-down list of sorting options at the top of the discussion navigation pane, and select **by most votes**.

Sorting by the most votes changes the order of the posts so that posts that have received the most votes appear at the top of the list. In this view, instead of the response and comments count indicator, the number of votes that each post has received is shown. Votes for responses are not included in the number.

For more information about voting for posts, see *Vote for Posts or Responses*.

11.4.2 Receiving Notifications

When you add a post to a discussion, you might receive an email notification about the first reply to the post.

Receiving Email Notifications

If your course is set up to send email notifications for discussion posts, the first time another learner or member of the course team responds to a post that you have made, you receive an email notification.

You only receive an email notification for the first response.

11.5 Providing Feedback on Contributions

As you read the contributions that other learners and course team members make to discussion topics, you can provide feedback in other ways than writing a complete response or comment.

- *Feedback Options*
- *Vote for Posts or Responses*
- *Follow Posts*
- *Answer Questions and Mark Questions as Answered*
- *Report Discussion Misuse*

11.5.1 Feedback Options

When you open a post, response, or comment, the **Vote** and **Follow** feedback option icons appear at the top right. Move your cursor over these icons to show the full label.

Select the "More" icon to show a menu of additional options. Options vary depending on whether the contribution is a post, response, or comment, and on whether you are a learner in the course, or a member of the discussion moderation team.

11.5.2 Vote for Posts or Responses

To provide positive feedback for a post or one of its responses, you can vote for it. Open the post or response, and select the plus sign (+) icon next to the number of **Votes**. You can only vote for posts added by other discussion participants. You cannot vote for your own posts.

In the discussion navigation pane, you can sort the list of posts so that the posts with the most votes appear at the top. To do this, select the drop-down list of sorting options and select **by most votes**. For more information about ways to sort the list of discussion topics, see *Reading New or Updated Posts*.

11.5.3 Follow Posts

If you find a conversation or question particularly interesting, you can follow it so that you can return to it easily.

To follow a post, move your cursor over the star icon for the post, and then select **Follow**.

Each post that you follow appears with a "Following" indicator in the list of posts.

In the discussion navigation pane, you can list only the posts that you are following, regardless of the discussion topic they apply to. To do this, select **All Topics** and then select **Posts I'm Following**.

11.5.4 Answer Questions and Mark Questions as Answered

Anyone in a course can answer questions that are posted in the course discussions. To respond to a question that has been asked by someone else in the course, add a response with your answer to the question post.

If you have received a helpful or correct response to a question that you yourself have asked, you can mark the response as the correct answer. To do this, move your cursor over the check mark icon for the response, and then select **Mark as Answer**.

Note: The discussion moderation team can mark any response as correct. Learners can only mark responses as correct for their own posts.

After at least one response to a question post is marked as a correct answer, a check mark icon replaces the post's question mark indicator in the discussion navigation pane.

11.5.5 Report Discussion Misuse

On rare occasions you might come across a discussion contribution that is inappropriate. You can flag any post, response, or comment for a discussion moderator to review. To do so, open the contribution, select **More**, and then select **Report**.

The discussion moderation team can investigate any flagged posts, responses, or comments and take the appropriate action.

Note: Only the person who flagged a contribution and the discussion moderation team can see that a contribution has been reported.

COMPLETING DIFFERENT TYPES OF ASSIGNMENTS

12.1 Completing Mathematical and Scientific Assignments

This topic describes how to enter mathematical and scientific expressions for problems in your edX course.

- *Overview of Mathematical and Scientific Expressions*
- *Completing Mathematical Problems with Screen Readers*
- *Entering Math Expressions in Assignments or the Calculator*
    - *Numbers*
    - *Scientific Notation and Metric Affixes*
    - *Constants*
    - *Greek Letters*
    - *Functions*
- *Entering Math Expressions in Course Discussions*

12.1.1 Overview of Mathematical and Scientific Expressions

You might want to enter a mathematical or scientific expression into an assignment in the body of your course, into the edX calculator tool, or into a course discussion.

For assignments in the body of the course and for the calculator tool, you enter plain text, and the edX system then converts your text into numbers and symbols that appear below the response field. For more information, see *Entering Math Expressions in Assignments or the Calculator*.

n*x^(n-1)

$n \cdot x^{n-1}$

sqrt((pi-0)^2+(0-3)^2)

$\sqrt{(\pi - 0)^2 + (0 - 3)^2}$
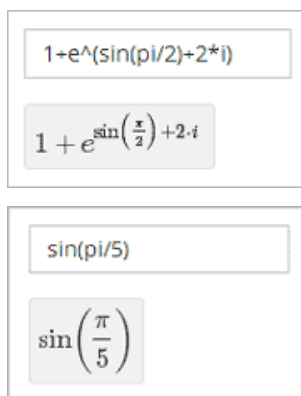
For course discussions, you use MathJax to format the text that you type, and the system then converts your text into a mathematical expression. For more information, see *Entering Math Expressions in Course Discussions*.

12.1.2 Completing Mathematical Problems with Screen Readers

EdX has carefully designed assessments that are accessible to screen readers. However, because of a limitation with HTML and screen reader technology, screen readers may not be able to read math problems in edX courses by default.

To access these problems with a screen reader, use one of the following methods.

- If your browser and screen reader both support MathML, specify MathML as your preferred math renderer in MathJax.

- Switch from your screen reader's Interactive mode to Reading mode.

Note: Your screen reader may use different names for Interactive mode and Reading mode.

- In Interactive mode, learners use the Tab key to move from one interactive element to the next.

- In Reading mode, learners use the arrow keys to read all of the content in a document, and not just the interactive elements.

For more information about how to make sure that your screen reader reads all available content, see the instructions for your screen reader.

12.1.3 Entering Math Expressions in Assignments or the Calculator

Both the calculator and the response fields in math problems accept a selection of characters that represent numbers, operators, constants, functions, and other mathematical concepts. You might recognize parts of this system if you have used math programs before.

Note: If your course offers the calculator tool, the calculator appears as a small icon on all pages in the body of the course. To open the calculator, select the calculator icon. To close the calculator, select the X that appears when the calculator is open.
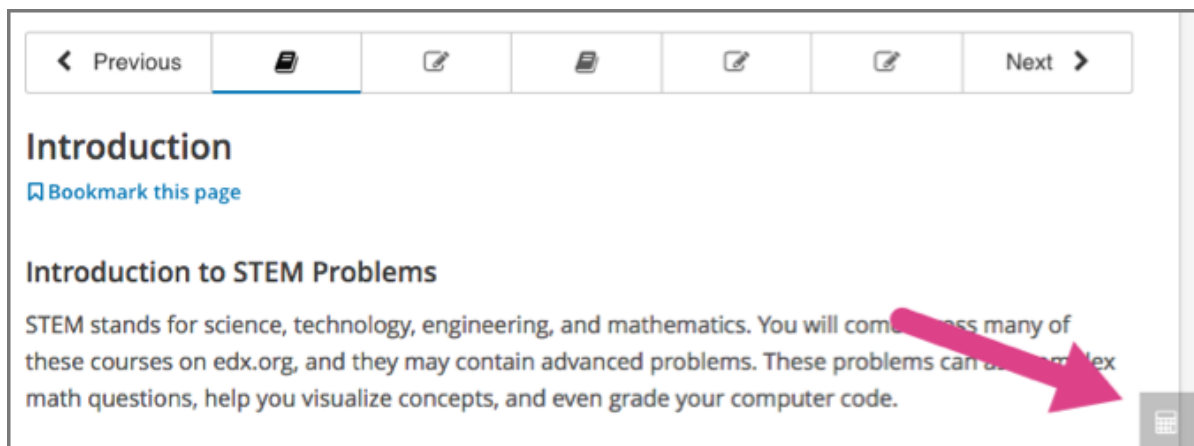
The calculator includes an information page that shows an abbreviated version of the information in this topic. To see the information page, select the circled `i` icon next to the input field.
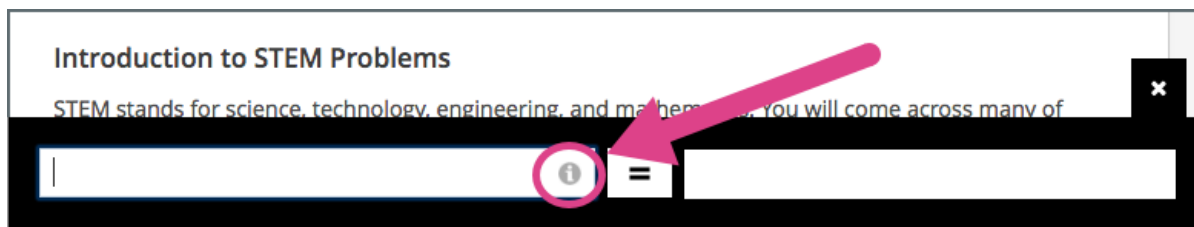
When you enter your plain text into the calculator or the response field, follow these guidelines.

- **Arithmetical operations**: Use standard characters for addition (+), subtraction (-), multiplication (*), and division (/).

    - **Multiplication**: Be sure to indicate multiplication explicitly. That is, instead of `mc^2` type `m*c^2`, and instead of `5a+4b+3c` type `5*a+4*b+3*c`.

- **Operation order**: Use parentheses (`( )`) to specify the order of operations and to make your expression as clear as possible. Use curved parentheses (`( )`) only. Do not use brackets (`[ ]`) or braces (`{ }`).

- **Exponents or superscripts**: Insert a caret (^) before an exponent or superscript. If the exponent or superscript includes multiple characters or is an expression, surround the expression with parentheses. For example, you can enter `x^n` or `x^(n-1)`.

- **Subscripts**: Insert an underscore (_) before a subscript to indicate a subscript. If the subscript has multiple characters, type the characters without a space. For example, you can enter `v_IN-v_OUT`. Note, however, that subscripts cannot currently include operators or parentheses.

- Avoid whitespace.

- Do not use equal signs (=).

- Because the system is case-sensitive, make sure you use uppercase and lowercase letters carefully.

For more information about the types of characters you can use, see below.

- *Numbers*
- *Scientific Notation and Metric Affixes*
- *Constants*

> - *Greek Letters*
>
> - *Functions*

Note: The edX system accepts both constants and metric affixes. Be careful to distinguish between constants and metric affixes. Constants stand alone, while metric affixes must be combined with numbers.

For example, `c` can be a constant representing the speed of light or a metric affix meaning "centi". When you use `c` as a metric affix, do not include a space between `c` and the number. When you use `c` as a constant, indicate multiplication explicitly. The following examples show the difference:

- `2c = 0.02` (2 multiplied by 0.01)

- `2*c = 599584916.0` (the speed of light multiplied by 2)

- `2M = 2,000,000` (2 multiplied by 1,000,000)

- `2*M = 2` multiplied by the variable M

For more information, see *Scientific Notation and Metric Affixes* or *Constants*.

Numbers

You can use the following types of numbers.

- Integers: 2520

- Fractions: 2/3

- Normal floats: 3.14

- Floats with no integer part: .98

The largest number you can use is **1.7977e+308**, which is the largest float possible in the Python programming language.

Scientific Notation and Metric Affixes

You can enter metric affixes or scientific notation to indicate very large or very small numbers. For scientific notation, you can type either a caret (^) or the letter `e` followed by a number to indicate an exponent. You can use both positive and negative exponents.

For example, to indicate `0.012`, you can enter either of the following expressions:

- `1.2*10^-2`

- `1.2e-2`

To indicate `-440,000`, you can enter either of the following expressions:

- `-4.4*10^5`

- `-4.4e5`

The following table shows how to enter numbers with metric affixes, with scientific notation, and with `e` notation.

To enter this number	Use this metric affix	Use this scientific notation	Use this `e` notation	Other notation
0.1	1d (deci)	10^-1	1e-1	
0.01	1c (centi)	10^-2	1e-2	1% (percent)
0.001	1m (milli)	10^-3	1e-3	
0.000001	1u (micro)	10^-6	1e-6	
0.000000001	1n (nano)	10^-9	1e-9	
0.000000000001	1p (pico)	10^-12	1e-12	
1000	1k (kilo)	10^3	1e3	
1,000,000	1M (mega)	10^6	1e6	
1,000,000,000	1G (giga)	10^9	1e9	
1,000,000,000,000	1T (tera)	10^12	1e12	

Note: When you use metric affixes or `e` notation, make sure you do not include spaces between the number and the metric affix or the `e`.

Constants

You can use several different constants in your mathematical expressions.

Note: When you enter constants multiplied by a number, make sure to indicate the multiplication explicitly. For example, enter `2*c` instead of `2c` and `-4*i` instead of `-4i`.

Constant	Value
c	The speed of light in m/s (2.998^8)
e	Euler's number (2.718. . .)
g	Gravity (9.80 m/s^2)
i	The square root of -1
j	The square root of -1
k	The Boltzmann constant (~1.38^-23 in Joules/Kelvin)
pi	The ratio of a circle's circumference to its diameter (3.14159. . .)
q	The fundamental charge (~1.602^-19 Coloumbs)
T	The positive difference between 0K and 0°C (273.15)

Greek Letters

To use any of the following Greek letters, type the name of the letter in the calculator or the response field.

Name	Letter
alpha	
beta	
gamma	
delta	
epsilon	
varepsilon	
zeta	
eta	
theta	
vartheta	
iota	
kappa	
lambda	
mu	
nu	
xi	
pi	
rho	
sigma	
tau	
upsilon	
phi	
varphi	
chi	
psi	
omega	

Functions

To use a function, type the letters that represent the function, and then surround the expression in that function with parentheses. For example, to represent the square root of `4*a+b`, type `sqrt(4*a+b)`.

You can use the following functions.

- Common functions

    - sqrt

    - log10

    - log2

    - ln

    - exp

    - abs

- Trigonometric functions and their inverses, as well as hyperbolic trigonometric functions and their inverses.

Function	Inverse	Hyperbolic Function	Inverse
sin	arcsin	sinh	arcsinh
cos	arccos	cosh	arccosh
tan	arctan	tanh	arctanh
sec	arcsec	sech	arcsech
csc	arccsc	csch	arccsch
cot	arccot	coth	arccoth

- Factorials: Enter factorials as `fact(3)` or `factorial(3)`. You must use integers. For example, you cannot enter `fact(1.5)`.

- A "parallel resistors" operator (`||`). For example, `1 || 2` represents the resistance of a pair of parallel resistors (of resistance 1 and 2 ohms), evaluating to 2/3 (ohms).

12.1.4 Entering Math Expressions in Course Discussions

Entering math expressions in course discussions is different from entering math expressions in a math problem or in the calculator. In course discussions, you use MathJax to format the text that you type.

For detailed information about how to enter math expressions in course discussions, see Math Formatting in Course Discussions.
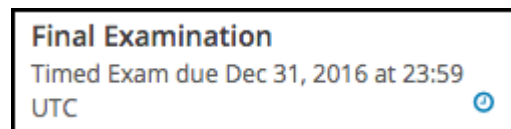
12.2 Taking a Timed Exam

This section describes timed exams and explains how to complete them.

- *Timed Exam Overview*
- *Taking a Timed Exam*
- *Hiding the Exam Timer*
- *Requesting Additional Time*

12.2.1 Timed Exam Overview

Timed exams are sets of problems that you must complete in a limited amount of time. The score you receive becomes part of your course progress record.

Timed exams are indicated on the **Course** page by a clock icon and the label **Timed Exam**.

Final Examination
Timed Exam due Dec 31, 2016 at 23:59
UTC

After you begin taking a timed exam, a timer on the course page displays the amount of time that you have remaining to complete the exam. You cannot pause or reset a timed exam. When there is no time remaining, the course page automatically submits your exam.

The time limit for an exam applies to all of the units in an exam section. If an exam includes problems on multiple unit pages, you must complete the problems on each unit page before you submit the exam or before the time runs out.

You can request additional time to complete a timed exam. Course teams can increase the time allowed for individual learners if needed. You can only request additional time before you start a timed exam. For more information, see *Requesting Additional Time*.

12.2.2 Taking a Timed Exam

To take a timed exam, follow these steps.

1. Open the timed exam page in the course.

2. Find the length of the time limit on the exam page. Make sure that you have enough time available to complete the exam.

   Note: You will not be able to pause or restart the exam after you begin.

   Course teams can give individual learners additional time to complete the exam, if needed. For more information, see *Requesting Additional Time*.

3. Select **I am ready to start this timed exam**.

4. Complete the problems in each unit of the exam. Select **Submit** to score the problems in the unit. If you do not select **Submit**, your responses will not be scored.

5. Monitor the amount of time remaining in the time display at the top of the course page.

   When 20% of the time remains, the time display bar darkens to alert you. When 5% of the time remains, the text on the time display bar becomes bold.

   Note: You can hide the amount of time that remains in your exam. To do this, select the icon that is located next to the timer. To show the remaining time, select the icon again.

   ---

6. After you have completed and checked all the units in the exam, select **End My Exam** at the top of the course page. If you run out of time, the exam will end automatically.

Note: You must select **Submit** to score the problems in each unit of an exam. If you submit an exam without selecting **Submit** in a unit, your exam results will not include scores for any of the problems in that unit.

12.2.3 Hiding the Exam Timer

By default, the amount of time that remains in the exam is visible. You can hide or show the time that remains.

To hide the remaining time, select the "eye" icon that is located next to the timer.

To show the remaining time, select the "eye" icon again.
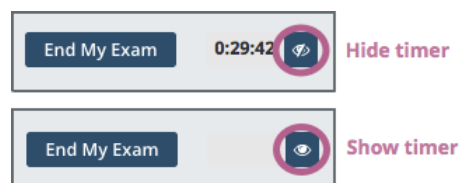
12.2.4 Requesting Additional Time

You can request additional time to complete a timed exam. Course teams and instructors can increase the time allowed for individual learners to accommodate specific needs.

Note: You can only request additional time before you begin a timed exam. After you start an exam, the course team cannot allow more time for that exam attempt.

Course teams decide whether or not to grant additional time based on the criteria that they choose. You can get information about the availability of additional time from your course team.

12.3 Proctored Exams

Some courses require learners to pass at least one proctored exam. Proctored exams typically differ from regular exams in the following ways.

- Proctored exams might have time limits.

- You might have to install proctoring software on your computer.

- You might have to verify your identity.

- You might have to scan your test environment with a webcam.

- The proctoring software might monitor your computer, including the programs that you have open, and record video and sounds during your exam.

12.3.1 Proctored Exam Technical Requirements

Proctored exams might have specific technical requirements. Before you take a proctored exam, read any requirements carefully. If you are not sure that your computer meets the requirements, contact your instructor or support organization.

12.3.2 Practice Proctored Exams

Your course might include an optional practice proctored exam. In a practice exam, you set up the proctoring software on your computer and perform any required identity checks and environment scans so that you know how to complete these tasks for the actual exam. The practice exam usually includes several example problems. This exam is not graded.

12.3.3 Proctored Exam Rules for Learners

The rules for each proctored exam depend on the proctoring service that your course team or system administrator has chosen. However, the following rules are common for "closed book" exams. The starting page for every proctored exam includes a link to these rules.

The starting page also includes any additional rules that your instructor has specified, such as allowing you to use a handheld calculator.

12.3.4 Learner Rules for Online Proctored Exams

The following proctored exam rules are the basic rules for "closed book" exams.

Note: Some proctored exams have different or additional rules. For example, some proctored exams allow you to use reference material or a calculator. Any additional rules are visible along with the exam instructions before you start the exam.

Test Environment Rules

1. You must take the exam in the same room that you scanned during the proctoring setup for the current exam.

   Note: You must complete a webcam scan of the room where you will take the exam every time you take a proctored exam. However, you do not have to take all of your proctored exams in the same room.

2. No other person is allowed to enter the room while you are taking the proctored exam.

3. The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.

4. You must sit at a clean desk or table.

5. The following items must not be on your desk or used during your proctored exam, unless posted rules for the exam specifically permit these materials.

   - Books.
   - Paper.
   - Pens.
   - Calculators.
   - Textbooks.
   - Notebooks.
   - Phones.

6. The desk or walls around you must not have any writing.

7. The room must be as quiet as possible. Sounds such as music or television are not permitted.

The Computer You Use to Take the Test

1. The computer you are using to take the exam must not have more than one display or monitor. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen.

2. You must close all other programs or windows on your testing computer before you begin the exam.

3. You must not use the following tools.

   - Programs such as Excel, Word, or PowerPoint.
   - Communication programs such as Skype.
   - Any website page other than the exam window in your course, including other content on edX.org.

Your Behavior

1. You must establish your identity by using a government-issued photo ID with a name that matches the full name you use in your edx.org account.

2. You must dress as though you were in a public setting.

3. You must not use headphones, ear buds, or any other type of listening equipment.

4. You must not communicate with any other person by any means.

5. You must not use a phone for any reason.

6. You must not leave the room during the exam for any reason, unless posted rules for the exam specifically permit you to do so.

Additional Time or Special Allowances

If you have a disability and need additional time or specific accommodations to take the exam, consult your organization's disability resources or the course team before you make any choices on the exam page. The course team must approve your request and make any adjustments before you start your exam.

12.4 Explaining Multiple Choice Answers

If you encounter a multiple choice question that is followed by a field for an explanation, there are actually several more steps that you need to complete for the assignment. These assignments involve sharing what you have learned with other people in your online course. They give you an opportunity to learn from each other.

In a classroom setting, this type of assignment is sometimes called a "peer instruction" or "clicker" question.

This section describes how you complete these interactive assignments.

- *Assignment Overview*
- *Completing the Assignment*
    - *Step 1. Explain Your Choice*
    - *Step 2. Review Other Initial Responses*
    - *Step 3. Revise Your Response*
    - *Step 4. Review the Correct Answer*
    - *Step 5. Compare Answers*

12.4.1 Assignment Overview

When a multiple choice question also requires an explanation, the next step in the assignment is to share your rationale for your answer with other learners, and to see the choices and explanation that other learners shared.

Names are not shown with the responses. As a result, you can focus on contributing the best answer possible, without worrying about whether your reasoning, or your spelling, is exactly correct.

Then, you get to apply what you learned from the others: you have another chance to answer the question.

12.4.2 Completing the Assignment

In this type of assignment, you see a multiple choice question. After you select an answer you complete these steps.

Step 1. Explain Your Choice

Write an explanation for why you chose your answer.

This step is your opportunity to provide a persuasive argument about why your answer is the correct one. You might include references to a course video or textbook, or describe how you arrived at the choice you made.

Together, the answer that you chose and this explanation are your initial response. When you select **Next**, your initial response is added to the collection of initial responses by all of the other course participants.

QUESTION:

Based on the behaviour displayed below, what emotion is this dog most likely experiencing? She is feeling...

STEP 1) YOUR INITIAL ANSWER
You can change this answer later, if you change your mind.

○ Anxiety

● Fear

○ Shame

○ Frustration

Explain your selection (Required):

Whites of her eyes are showing.

ⓘ In the next step you will be shown a selection of other responses which may help you refine your answer.

Next Step →

Step 2. Review Other Initial Responses

Review the initial responses that other participants in the course submitted. The course team decides how many you see. You might see one response for each of the possible answer choices, or a set that is chosen completely at random.

This step gives you a chance to learn from the explanations that other learners submitted, and reassess your own understanding of the topic.

Because they are part of the collection of initial responses, your answer and explanation are likely to be shown to other learners when they get to this part of the assignment.

Step 3. Revise Your Response

Decide whether you want to change your initial response by selecting a different answer choice, revising your explanation, or both.

This step is optional. You can submit a final response that is the same as your initial response, or change it completely. When you select **Next Step**, you learn the correct answer.

Step 4. Review the Correct Answer

Review the correct answer choice and the explanation provided by the course team.

CORRECT ANSWER

Fear

This dog has a low body posture and appears still. She is crouching, trying to make herself small, and is also hiding behind a couch. Her ears are slightly back and she is displaying "whale eye" (whites showing in the eyes). These are most likely signs of fear. She has already determined a threat is present.

- **Your initial answer:** Fear (Option 2)

  👥 "Whites of her eyes are showing."

- **Your final answer:** Fear (Option 2)

  👥 "The "whale eyes" or whites of her eyes are showing, and she is physically behind a piece of furniture to protect herself. Interesting that "Shame" is one of the options, since that's such a human emotion. I never thought about it before, but maybe shame is a different way of describing fear."

Step 5. Compare Answers

Use the graphs to compare the percentage of your fellow learners who selected each answer. The first graph shows the percentage of learners who selected each answer initially, and the second graph shows the percentage of learners who selected each answer after they had the opportunity to review the explantions that other learners provided. Compare your own choices, and the correct one, to your peers'.

This step might be just as thought provoking as the other steps.

CLASS BREAKDOWN
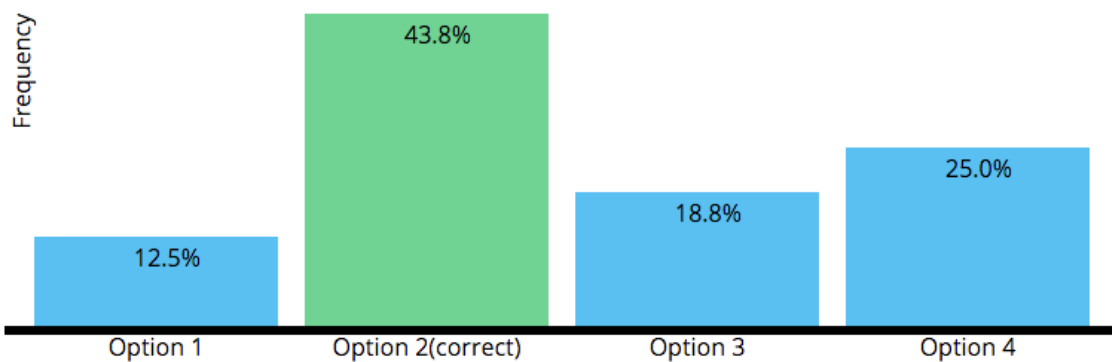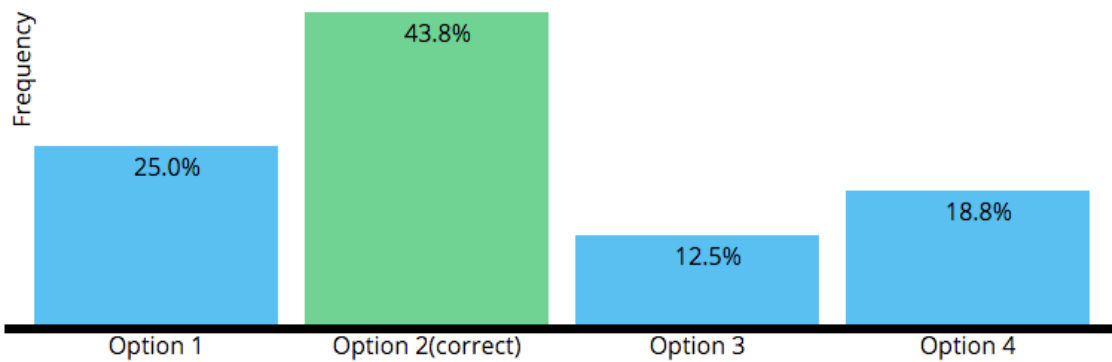This is a look at how your classmates answered the question during the initial and final rounds.

Answer Options

Option 1
Anxiety

Option 2(Correct answer)
Fear

Option 3
Shame

Option 4
Frustration

Note: The graphs appear after 10 learners submit their final responses. If the graphs do not appear, give the others taking the course some time, and then refresh your browser page.

THIRTEEN

COMPLETING ESSAY ASSIGNMENTS

In some courses, you are asked to write essays in response to topics or to questions that do not have simple answers. These essay assignments are called open response assessments (ORA) because they have a flexible design, and can include various assessment options, including peer assessments and self assessments.

In some assignments, you can also submit an image or other type of file. For information about uploading images or other files in your open response assessment, see *Submit a File with Your Response*.

Note: If you want to try an example open response assessment problem, check out the edX demonstration course, edX Demo course. In addition to giving you a tour of a typical edX course, the edX Demo course contains information about open response assessments and an example peer assessment.

This section describes how to work with open response assessments in your edX course.

- *The Steps in an Open Response Assessment*
- *How Grading Is Done In Open Response Assessments*
- *Completing an Open Response Assessment*
- *Receive Your Score and Provide Feedback*
- *How Peer Assessment Scores Are Calculated*
- *Canceled Responses*

13.1 The Steps in an Open Response Assessment

Open response assessments can have several possible steps, which appear in the order that you must complete them. Future steps are not available until you complete your current step. This topic describes all of the possible steps. The actual steps in your assignment depend on how your course team has designed the assignment.

- *Your Response*. In this first step in an open response assessment, you submit your response to the assignment question.

- *Learn to Assess Responses*. In this step you practice grading some responses. You evaluate example responses and then see how the grade you gave differs from the grade that a member of the course team gave. The goal is to learn how to assess responses similar to the way that course staff would assess them, using the same rubric.

- *Assess Peers*. You grade responses that other learners in the course have submitted, and other learners in the course grade your responses.

  Your course team decides the number of peer assessments that you have to perform and receive. For example, you might be required to assess the responses of two of your peers, as well as receive assessments by two of your peers.

- *Assess Your Response*. In this step you assess your own response, using the same rubric that you used to perform peer assessments.

- *Staff Grade*. Members of the course team assess your response. If you receive a staff grade for your assignment, it always overrides any peer assessment grades that you receive.

Note: Course staff can grade your open response assignment even if a staff assessment step is not included in the assignment. This might happen if, for example, you receive peer assessments of your response that are inappropriate. In such cases, course staff can perform an assessment of your response that overrides any peer assessment grades.

13.2 How Grading Is Done In Open Response Assessments

Grading for every type of assessment in an ORA assignment is done by comparing each response against the same set of guidelines, called a rubric. Every open response assessment has a rubric provided by the course team.

A rubric consists of several criteria and a set of options for each criterion.

The parts of the rubric in the image below are labelled as follows.

1. **Criteria**. Each criterion describes characteristics that a response should have, such as concepts that a response should cover, or the amount of supporting information that a response must include.

2. **Options**. Each criterion has options which describe how well each response satisfies the criterion. The options are usually a range of ratings, for example "Fair", "Good", or "Excellent", with details to help you decide the rating.

When you assess a response, you evaluate the response, and for each criterion, select the option that best describes how well the response met that criterion.

13.3 Completing an Open Response Assessment

An open response assessment's steps are arranged in the order that you must complete them.

The topics in this section describe how you complete an example open response assessment that includes a response step, an assessment training step, a peer assessment step, a self assessment step, and a staff grade step. Your actual assignment might not contain all of these steps. Possible steps are described in *The Steps in an Open Response Assessment*.

- *Submit Your Response*
- *Learn to Assess Responses*
- *Assess Peer Responses*
- *Assess Additional Peer Responses (optional)*
- *Assess Your Response*
- *Staff Grade*

At any time during an assessment, you can see your progress at the bottom of the page under **Your Grade**. A message indicates the steps that must still be completed before you can receive your final grade for the assignment.

13.3.1 Submit Your Response

To submit your response to an open response assessment question, follow these steps.

1. Read each question carefully. Some course teams include important information in the question, such as how long a response must be, or specific topics that your response must cover.

   Note: The total word count for your response cannot be more than 10,000 words (approximately the equivalent of 20 pages of 8.5x11 inch paper, with single-spaced text).

2. For each question, enter your response into the field under **Your Response**.

   Note: In some assignments, you can submit images or other types of files along with or instead of a written response. If you can upload files in your assignment, **Browse** and **Upload your files** options are available below the response field.

   For information about uploading images or other files in your ORA assignment, see *Submit a File with Your Response*.

   Note: For assignments that require LaTeX responses, a **Preview in LaTeX** option is available that you can use to preview your work before you submit your response.

3. When you have finished answering all of the questions, select **Submit your response and move to the next step**.

   If you need more time, you can select **Save Your Progress** to save a draft of your responses, and then come back and submit them later.

After you submit your response, the next step, which is usually either assessment training or peer assessment, becomes available. However, you do not have to start the next step right away. If you want to stop working and come back later, just refresh or reopen your browser when you come back.

Submit a File with Your Response

If your assignment requires or allows you to submit images or other types of files, you see two buttons below the response field: **Choose Files** one one side of the page, and **Upload Files** on the other side of the page.

Note:

- The cumulative size of the files that you upload must be less than 500 MB.

- Image files can be in .jpg, .gif, or .png format.

To upload files in your response, follow these steps.

1. Below the response field, select **Choose Files**.

2. In the dialog box that opens, select the file that you want to upload, and then select **Open**.

   A preview image of each file is visible.

3. In the boxes next to each preview image, enter a written description of the image. This step is required to help learners who cannot see or access the image understand and evaluate your response.

4. Across from the **Choose Files** button, select **Upload files**.

You can replace the files that you uploaded with different files until you submit your response. To replace your uploaded files, repeat steps 1-3.

View Your Submitted Response

You can view your own response at any time after you submit it.

Select the **Your Response** heading in the assignment to expand the section.

   Your response appears, along with the status of the response, and information about additional steps you have to complete before you receive your grade.

13.3.2 Learn to Assess Responses

Some ORA assignments include a training step so that you can learn how to effectively assess responses for a later peer assessment step.

In a training step, you evaluate example responses using a provided rubric as a guide for grading. After you complete the grading, you are shown how the grades you gave differ from the grades that a member of the course team gave. The goal is to learn how to assess responses similar to the way that course staff would assess them, using the same *rubric*.

Complete the training step as follows.

1. Read each sample response and the rubric carefully, then for each criterion, select the option that you think best reflect the response.

2. When you are satisfied with your assessment, select **Compare your selections with the instructor's selections**.

   • If all of your selections are the same as the instructor's selections, the next sample response opens automatically.

   • If any option that you select is not the same as the instructor's selection, you see the response again, with a message indicating that your assessment differs from the instructor's assessment.

3. If your assessment did not match the instructor's assessment, review the response again and consider why the instructor assessed the response differently than you did. Continue to assess the example response until the options you select for all criteria match options selected by the instructor.

When you have successfully assessed the sample responses, the next step in the assignment becomes available.

13.3.3 Assess Peer Responses

In the peer assessment step of an open response assessment, you perform assessments of responses that were submitted by other learners in your course. The course team sets the requirement for how many peer assessments each learner is expected to complete.

At the top of the peer assessment step, you can see counts of how many responses you are expected to assess and how many you have already assessed. For example, if you are required to perform 3 peer assessments and are about to start your first peer assessment, the count appears as "1 of 3". Within the **Assess Peers** step, you see each question, a learner's response, and the rubric that you will use to grade the response.

You assess other learners' responses by selecting options in the rubric. This process will be familiar to you if your assignment included the *learn to assess responses* step. Additionally, this step has a field below the rubric where you can provide comments about the learner's response.

Note: In addition to a field for overall comments on a learner's response, some peer assessments include **Comments** fields for individual criteria that allow you to enter up to 300 characters. In some assessments, you must enter comments before you can submit the assessment.

After you have selected options in the rubric and provided comments about the response, select **Submit your assessment and move to response #{number}**.

After you submit each peer assessment, a response from another learner becomes available, until you have assessed the required number of responses. The count of how many responses you have assessed updates after you assess each

---

response.

When you have completed the required number of peer assessments, the next step in the assignment becomes available.

Note: If there are no submitted responses available for grading, a status message indicates that no peer responses are currently available for you to assess, and that you should check back later.

13.3.4 Assess Additional Peer Responses (optional)

If you have assessed the required number of peer responses, the peer assessment step collapses so that only the **Assess Peers** heading is visible.

If you want to, you can assess more peer responses than the assignment requires. To assess more responses, select the **Assess Peers** heading to expand the step, and then select **Continue Assessing Peers**.

13.3.5 Assess Your Response

When you have completed the required number of peer assessments, the self assessment step of the assignment becomes available. You see your response along with the same rubric that you used in the peer assessment step.

Perform an assessment of your own response, and then select **Submit Your Assessment**.

When you have completed assessing your own response, the next step in the assignment becomes available. If there are no further steps, and if you have received the required number of peer assessments on your own response, you can *receive your score*.

13.3.6 Staff Grade

In some assignments, a staff assessment step is included for a member of the course team to grade your responses. You do not need to take any action for this step. The status of the **Staff Grade** step changes to **Complete** when a member of the course team has completed grading your response.

If a **Staff Grade** step exists in your assignment, you receive your final assignment grade when staff grading is complete, even if your response has not been assessed by the required number of peer reviewers.

Note: Course staff can grade your open response assignment even if a staff assessment step is not included in the assignment. This might happen if, for example, you receive peer assessments of your response that are inappropriate. In such cases, course staff can perform an assessment of your response that overrides any peer assessment grades. If a member of the course staff has graded your response, a **Staff Grade** section appears in the grading details for your assignment.

13.4 Receive Your Score and Provide Feedback

You receive your score for an open response assessment when you have completed the following steps.

- *Submitted your response* to the question.

- Completed the *assessment training step* (if included).

- Performed the required number of *peer assessments*.

- Performed a *self assessment* (if included).

- Received the required number of peer assessments of your own work.

- Received a *staff assessment* (if included).

If other learners are still assessing your response, you see the following message below the **Assess Your Response** step.

```
Your Grade: Waiting for Peer Assessment

Your response is still undergoing peer assessment. After your peers have
assessed your response, you will see their feedback and receive your final
grade.
```

If you see this message, check back periodically until peer assessments of your work are complete.

13.4.1 View Your Score

When peer assessment is complete, and if the assignment does not include a staff assessment step, you can see the scores you received from all of the peers who scored your work, as well as your self assessment. You can also see any comments that your peers have provided.

Your Grade: 6 out of 19

The question for this section

> Describe your favorite meal, and write a persuasive argument to convince someone to try that meal. Support your position with facts and examples from your experience.

Your Response

Mmmm sushi

Assessments of Your Response

▶ Content   5 / 10 POINTS

_____

▶ Organization & Clarity   1 / 3 POINTS

_____

▶ Persuasiveness   0 / 6 POINTS

_____

▶ Additional comments on your response

If the assignment included a staff assessment step, you receive your final grade when a member of the course team has graded your response. If a staff assessment step is included in the assignment, peer assessment grades and comments are included in the assignment grade details, but the staff grade becomes the final grade.

13.4.2 Provide Feedback on Peer Assessments Received

If you want to, you can provide feedback on the peer scores that you received, under **Provide Feedback on Peer Assessments**.

13.4.3 View Top Responses (optional)

Some open response assessments include a **Top Responses** section below your own score, that shows the highest scoring responses that were submitted for each question.

If your course team included this section in your assignment, it appears only after you have completed all the steps of the assignment.

13.5 How Peer Assessment Scores Are Calculated

Note: If a *staff grade* is provided in the assignment, either because a staff assessment step was included or because a member of the course team graded your response to override inappropriate peer assessments, peer assessments are not taken into account in the grading. If a staff grade exists, it is always your final grade.

Peer assessments are scored by criteria. Each criterion's score is the median, not the average, of the scores that each peer assessor gave that criterion. For example, if the Ideas criterion in a peer assessment receives 10 from one learner,

9 from a second learner, and 5 from a third learner, the score for that criterion is 9 (the median), not 8 (the average).

Your final score for a peer assessment is the sum of the median scores for each individual criterion.

For example, your response might receive the following scores from peer assessors.

Criterion Name	Peer 1	Peer 2	Peer 3	Median for the Criterion
Ideas (out of 10)	10	7	8	**8**
Content (out of 10)	7	9	8	**8**
Grammar (out of 5)	4	4	5	**4**
FINAL SCORE (out of 25)				**20**

To calculate the final score, the system adds the median score for each criterion.

> Ideas median (8 out of 10) + Content median (8 out of 10) + Grammar median (4 out of 5) = final score (20 out of 25)

Note, again, that your final score is not the median of the scores that each individual peer assessor gave the response. Your final score is the sum of the median scores for each individual criterion.

13.6 Canceled Responses

If the course team deems a response that you have submitted to be inappropriate, they can cancel that response and remove it from peer grading. In the open response assessment you see an indicator that your submission was canceled, with the date and time of the cancellation, and a comment by the course team member about the reason.

The course team might allow you to submit a replacement response for the canceled one, or they might not. If they do not allow you to submit a replacement response, your grade is zero for the assignment.

USING GOOGLE FILES AND CALENDARS IN AN EDX COURSE

This topic describes how to work with files and calendars in your edX course.

- *Overview of Embedded Files and Calendars*
- *Google Drive Files*
- *Google Calendars*

14.1 Overview of Embedded Files and Calendars

Courses can include files, such as documents, spreadsheets, and presentations, and a calendar. Your course team uses Google to create and maintain these files and calendars. They appear in the body of your course just like any other course content.

Note: Google services are not available in some regions and countries. If Google services are not available in your area, you might see an "image unavailable" message in the place of the Google file or calendar. The course team might provide alternative resources if Google services are not available for you.

14.2 Google Drive Files

Your course might include the following types of Google Drive files.

- Google Docs (text documents)
- Google Drawings (images)
- Google Forms (forms or surveys)
- Google Slides (presentations)
- Google Sheets (spreadsheets)

For example, your course might include a spreadsheet that resembles this one.

Email	Adults	Children	Due	Comped	Amt Rec'd	Donated	Balance	Ck #/Cash	Notes
client1@example.com	1		$50.00				$50.00		
client2@example.com	1		$50.00	$50.00			$0.00		Staff
client3@example.com	1		$50.00		$50.00		$0.00	412	
client4@example.com	2		$100.00	$50.00			$50.00		Staff
client5@example.com	1		$50.00		$60.00	$10.00	-$10.00	7334	
client6@example.com	3	2	$200.00	$50.00			$150.00		
client7@example.com	1		$50.00	$50.00			$0.00		Scholarship
client8@example.com	2	1	$125.00				$125.00		
client9@example.com	4		$200.00	$50.00			$150.00	580	Staff
client10@example.com	2		$100.00				$100.00		
client11@example.com	2		$100.00	$50.00	$50.00		$0.00	327	Staff
client12@example.com	1		$50.00				$50.00		
		Total	$1,125.00	$300.00	$160.00	$10.00	$665.00		

Event Fees : Sheet1

Sheet1

You can interact with these Google Drive files in your course. For example, you can complete forms, look through the slides in a presentation, and enter different values in a spreadsheet. However, you cannot save changes that you make to the Google Drive file.

14.3 Google Calendars

If your course includes a Google calendar, you see that calendar in the body of the course. You can also add it to your own Google calendar.
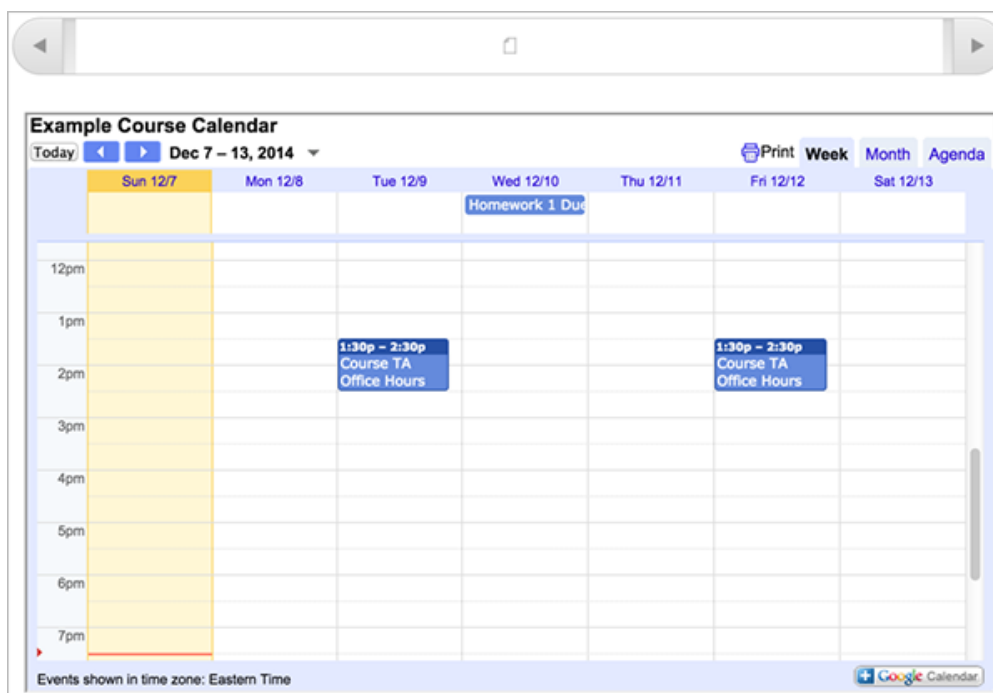
By default, the view that opens in the course calendar is the view that the course team set. You can change the view by selecting the **Week**, **Month**, or **Agenda** tabs in the upper-right corner.

When you view the calendar in your course, the dates and times on the calendar automatically adjust to your local time. Your time zone information appears in the lower-left corner of the screen.

14.3.1 Add the Course Calendar to Your Own Calendar

If you have your own Google calendar, you can add the Google calendar from a course to it. After you add a calendar, you see that calendar whenever you view your personal calendar, even if you are not signed in to your edX account. The course information appears together with your own information.
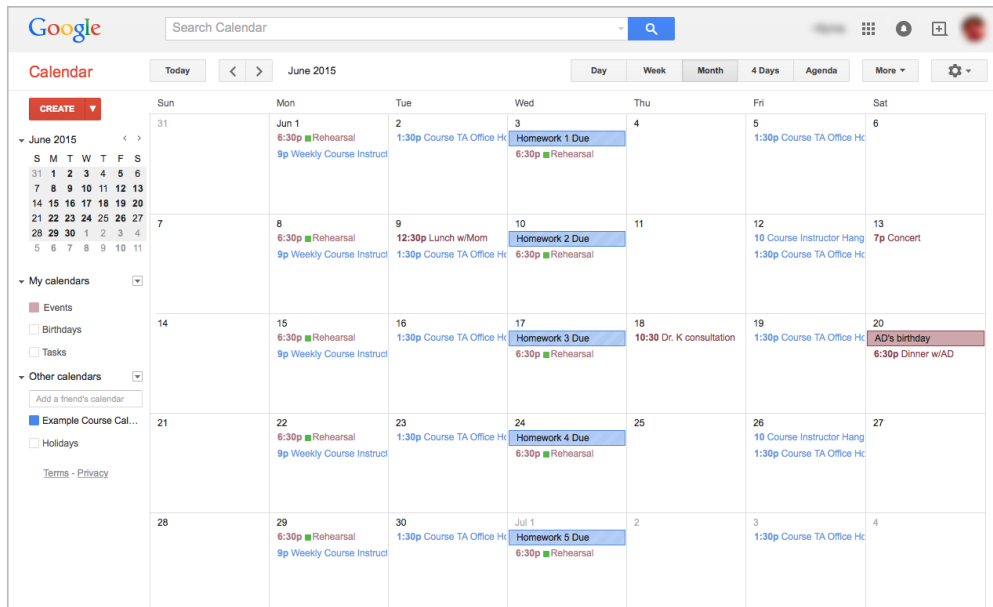
To add the course calendar to your own calendar, view the course calendar in the course, and then select the **Google Calendar** icon in the lower-right corner of the course calendar.

For more information about Google calendars, see the Google Calendar website.

WORKING ON TEAM PROJECTS AND ACTIVITIES

In some courses, you might be assigned activities or projects that require working in small groups, or teams. Course staff will create topics that you can choose from. You choose a topic that interests you, and join or form a team with other learners who have the same interest to work on the group activity or project together. You can join only one team in your course.

If your course includes teams, your instructor or course staff will provide information about how you should work in teams, guidelines for joining and creating teams, and using discussions within teams.

- *About Teams and Topics*
  - *Browse Topics and Find a Team to Join*
- *Search for a Team*
- *Join a Team*
- *Leave a Team*
- *Create a Team*
- *Participating in Team Discussions*

15.1 About Teams and Topics

If your course uses teams, there is a **Teams** page where you can see the list of topics that the course team has created, and their descriptions.

You can browse the topics to find one that you are interested in working on. Then, view the list of teams that exist within that topic. Teams are always associated with a specific topic.

For each team, you can view the team members, team details, and discussions to help you decide whether you want to join a particular team. If you do not find a team that you want to join, you can create a new team in the topic. For more information, see *Browse Topics and Find a Team to Join*.

You can belong to only one team at a time. For information about joining and leaving teams, see *Join a Team* and *Leave a Team*.

15.1.1 Browse Topics and Find a Team to Join

To browse topics and find a team to join, follow these steps.

1. In the course, select the **Teams** page.

2. Select the **Browse** tab.

3. On the **Browse** page, view the list of available topics.

   You can sort the topics alphabetically by name, or by the team count in each topic.

4. When you have found a topic you are interested in, select the arrow button to see the teams that exist in that topic.
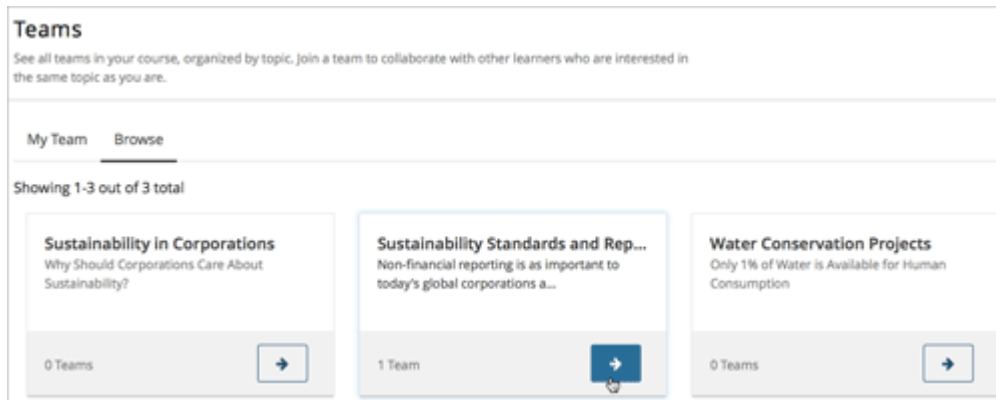
   You can sort by teams that showed the most recent activity, or by teams with the most open slots.

   You can also use keywords to search for teams within a topic. For more information, see *Search for a Team*.

   Each team's name and description are shown, as well as the number of team members, letting you know whether there is space for you to join.
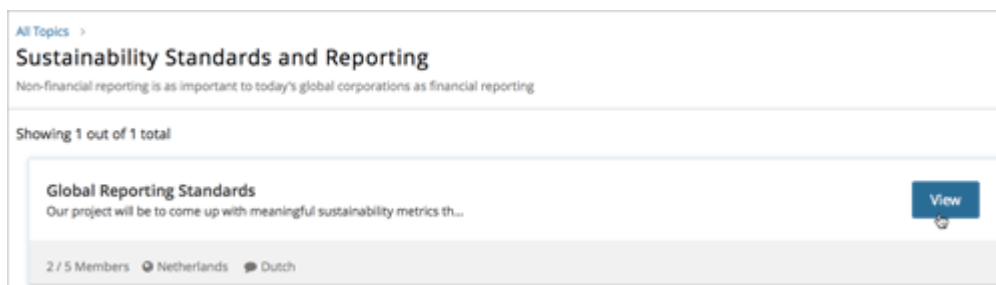
5. To get a better sense of a team's members, discussion, and communications, select **View** for a team.

   On the **Team Details** page, you can browse the team's discussion posts, but you cannot participate unless you are a member of the team.
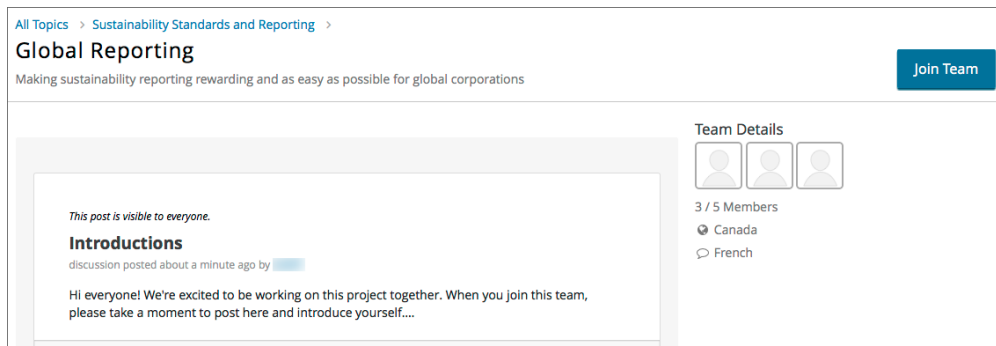
Note: You can navigate from the **Team Details** page back to the list of teams in a topic or back to the list of all topics using the breadcrumb links at the top of the page.

15.2 Search for a Team

You can use keywords to search for teams within a topic that match your interests.

To get a list of teams that match your search keywords, follow these steps.

1. In the course, select the **Teams** tab.

2. On the **Teams** page, select **Browse**, then select the topic in which you want to find a team.

3. In the search field, enter one or more keywords, then press **Enter** or select the search icon.

   Teams within the topic that match your search are displayed.

   To clear the existing search term, select the **X** in the search field.
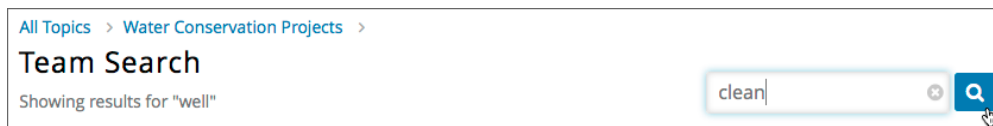
Note: You can only use whole words for searching teams.

15.3 Join a Team

When you have found a team you want to join, select **Join Team**.

Note: If a team is full, or if you already belong to a team, the **Join Team** button is not available.
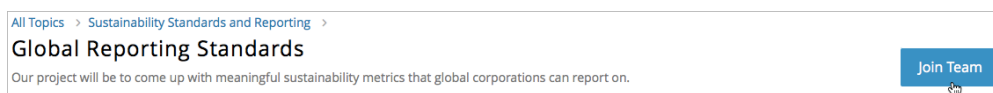
You are added as a member. Your profile is added to the list of team member profiles, and you can participate in the team's discussions. The team that you joined appears on your **My Team** page.

Note: You can only belong to one team at a time. If you belong to a team, but find another team that you want to join, you must leave the first team before you can join a new one. For information about leaving a team, see *Leave a Team*.

15.4 Leave a Team

Note: EdX recommends that you do not change teams after work in a course has started without carefully considering the impacts to your work and that of your fellow learners.

If you must leave a team, make sure you communicate with your fellow team members and let them know why and when you are leaving. This is especially important if you are part of the way through your course, and you and your team have been working together on a project or activity.

To leave a team that you belong to, follow these steps.

1. On the **Team Details** page, select **Leave Team**.
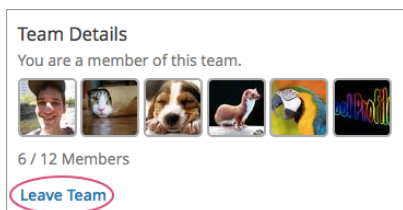
2. In the confirmation dialog, select **Leave Team**.

After you leave a team, you are no longer visible in the team membership profiles list, or in the membership count. Although you can still view the team's discussions, you can no longer participate in them.

15.5 Create a Team

If you do not want to join any of the existing teams in a topic, you can create a new team. When you create a new team in a topic, you are automatically added as a member.

Note: You cannot create a team if you already belong to a team.

To create a team, follow these steps.

1. On the **Teams** page in the course, find a topic that you are interested in.

2. Select the topic's arrow button to see the teams that exist in that topic.

3. At the bottom of the list of teams within the topic, select the **create a new team in this topic** link.
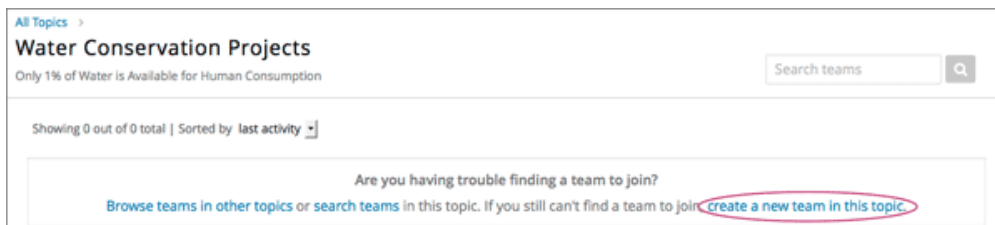
4. On the **Create New Team** page, add a name and description for the team.

   In the description, include details about your proposed project or activity to help other learners to decide whether they want to join your team and work with you.

5. (Optional) Include some optional details for your team. You can specify a language that members would primarily use to communicate with each other, and a country that members would primarily identify with. Keep in mind that if your team details make the team membership seem too selective, other learners might be discouraged from joining.

Note: Be careful in entering your team details. After you save the details for your new team, you cannot change them, and you cannot delete your team.

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6. When you have finished adding your team details, click **Create**.

   Your new team appears in the list of team under your selected topic. You are automatically added as a team member.

15.6 Participating in Team Discussions

After you join a team, you can participate in discussions on your team page with other members.

Although you can view discussions in any team, you must belong to a team to add new posts and responses to the team's discussion.

Team discussions work in the same way as your course discussions. For information about course discussions, see *Anatomy of Course Discussions*.

If you leave a team, you can view posts that are made, but you can no longer participate in that team's discussions.

SEARCHING THE COURSE

This topic describes how to search for edX course content.

16.1 Overview of Search

You can search much of the content of your edX courses, including the course title, description, text, and video transcripts. You can search for a term in an individual course, or you can search for that term in all of the courses that you are enrolled in, whether the course is active or archived. When the search engine returns results, either for an individual course or across all courses, you can select any search result to view that result inside the course.

Note: You can search for most content that you see on the **Course** page. However, course exercises and problems, including homework and exam problems, are not currently searchable.

The search engine returns not only exact matches for search terms, but also matches that contain the search term. These matches must contain the entire search term. For example, a search for "grade" returns results for "grades" and "graded", but a search for "graded" would not return "grade" or "grades".

16.2 Search a Single Course

To search for a term in a single course, go to the **Course** page for that course, enter your search term in the **Search** field in the upper left corner of the page, and then press Enter. Your search term can contain more than one word.

After you press Enter, your search results appear in the right pane. The search results include the following items.

- Your search term.
- A brief excerpt from the surrounding text.
- The place in the course where the search term appears.

To view your search term in the body of the course, select **View** to the right of the search result.

Note: You cannot use the **Search** field on the **Course** tab to search course discussions. To search course discussions, use the **Search all posts** field on the **Discussions** tab. For more information, see *Participating in Course Discussions*.

16.3 Search All Your Courses

You can search for a term across all your edX courses. To do this, go to your dashboard, enter your search term in the **Search Your Courses** field in the upper right corner of the page, and then press Enter. Your search term can contain more than one word.

After you press Enter, your search results appear on the **Search Results** page. The search results include the following items.

- A brief excerpt from the text surrounding your search term, with your search term in bold.

- The name of the course and the place in the course where the search term appears.

- The type of content, such as text or video, that contains the search term.

To view your search term in the body of the course, select **View** to the right of the search result.

BOOKMARKING COURSE CONTENT

To mark course content so that you can come back to it later, you can bookmark any course page, up to a limit of 100 bookmarks for any one course.

The course material that you bookmark is identified in the unit navigation bar on the **Course** page, or you can see a list of all of your bookmarks on the **My Bookmarks** page.

For more information, see the following topics.

- *Add or Remove a Bookmark*
- *View Your Bookmarks*

17.1 Add or Remove a Bookmark

You can bookmark any page in the course. To bookmark a page, select **Bookmark this page** under the name of the page.
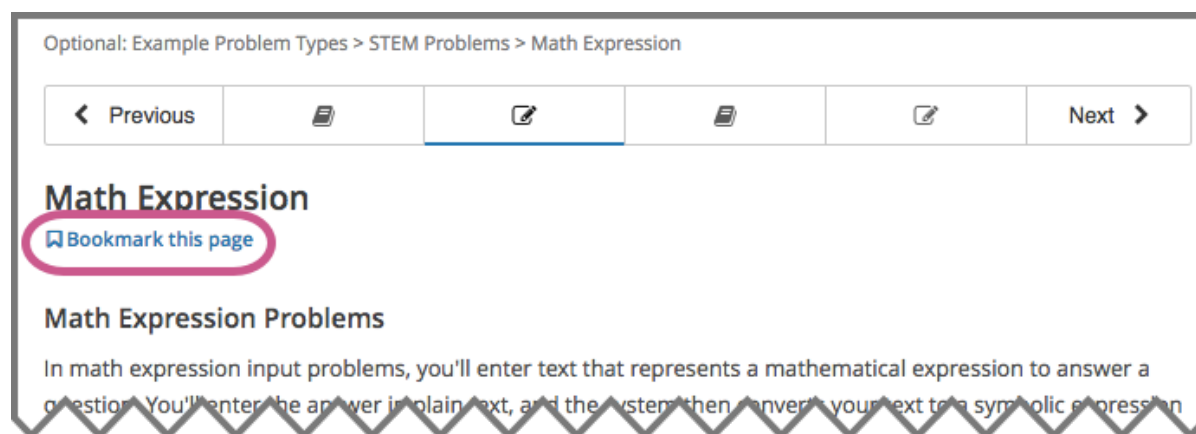
After you add a bookmark, **Bookmark this page** changes to **Bookmarked**, and an indicator appears in the unit navigation bar.
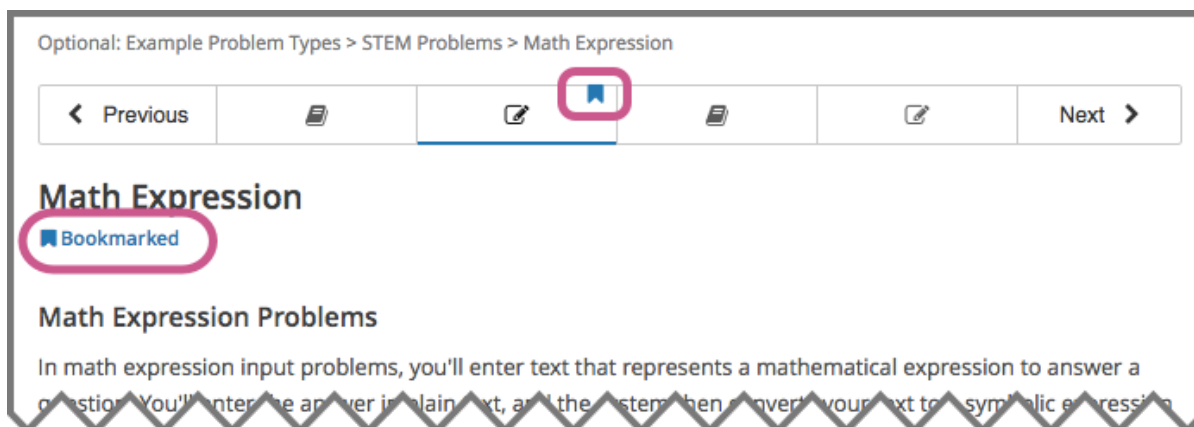
To remove a bookmark from a page, select **Bookmarked**.

After you remove a bookmark, **Bookmarked** changes back to **Bookmark this page**, and the indicator disappears from the unit navigation bar.

17.2 View Your Bookmarks

As you go through the course, you can see which pages are bookmarked in the unit navigation bar on the **Course** page. You can also see a list of all of your bookmarks on the **My Bookmarks** page.

To access the **My Bookmarks** page, select **Bookmarks** on the course page.
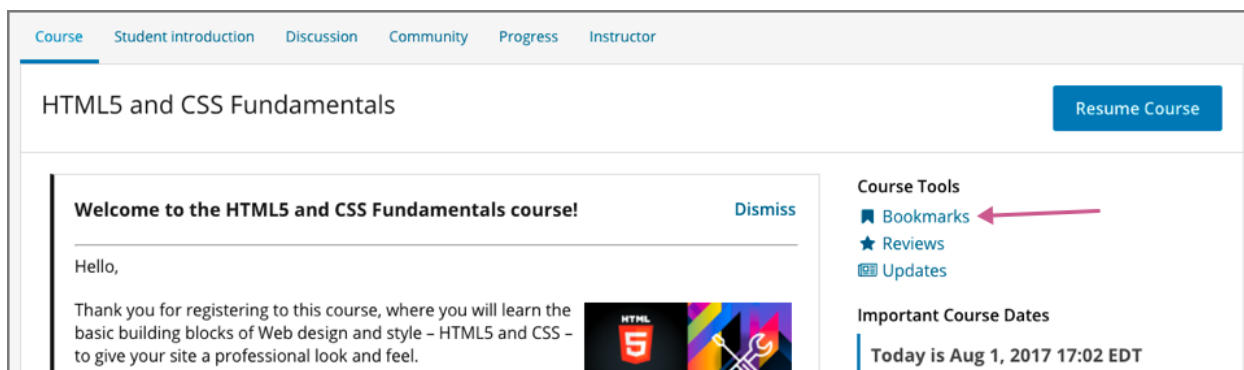
The **My Bookmarks** page lists all of the pages you have bookmarked in the course, with the most recently created ones at the top. This page includes the location of the bookmarked material and the date that you added the bookmark.

To go to any bookmarked page, click anywhere in the box for that bookmark.

EIGHTEEN

TAKING NOTES IN AN EDX COURSE

This topic describes how to work with notes in your edX course.

- *Overview of Notes*
- *Highlight a Passage or Add a Note*
- *View Notes*
- *Edit or Delete a Note or Highlight*
- *Show or Hide Notes*
- *Search Notes*
- *Keyboard Shortcuts for Notes*

18.1 Overview of Notes

As you work through an edX course, you may want to highlight a particular passage or make a note about what you have read. In some edX courses, you can highlight passages and make notes right in the course.

Note: You can create notes for most text in the body of the course. However, notes are currently not available for exercises, videos, or PDF textbooks.

When a course includes the notes feature, every page has a **Notes** page at the top and a pencil icon in the lower right corner.
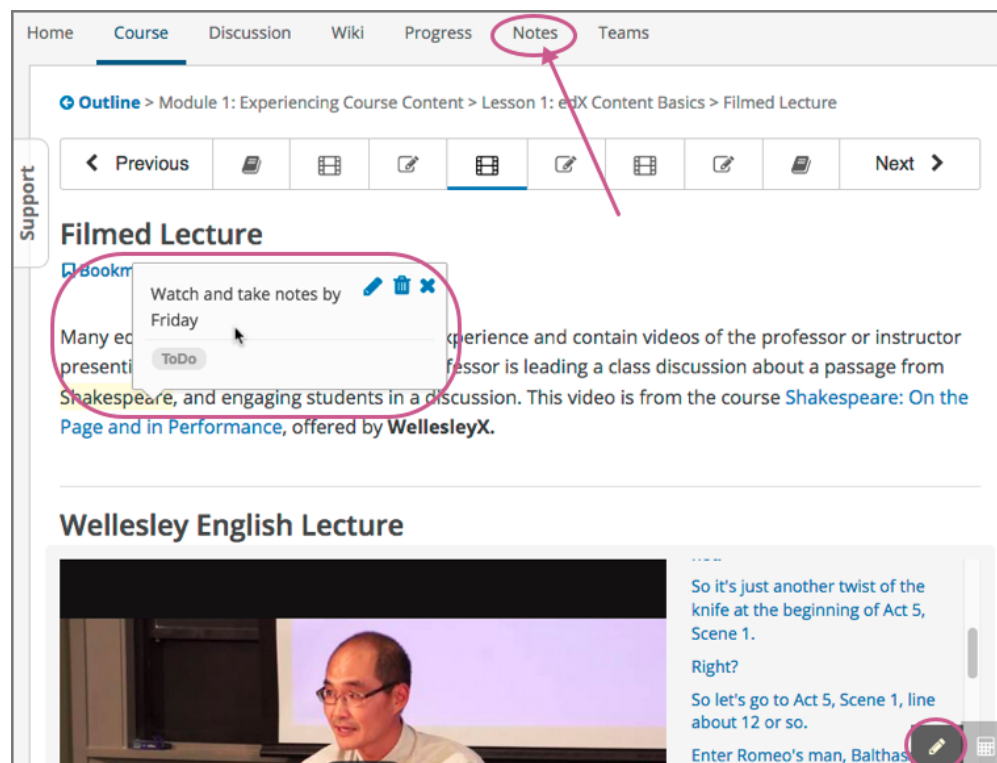
Your notes can contain text as well as tags that help you organize and find your notes. You can see individual notes inside the course content, or you can see a list of your notes on the **Notes** page. For more information, see *The Notes Page*.

18.2 Highlight a Passage or Add a Note

You can use either the mouse or keyboard shortcuts to create, access, and delete notes. For more information about using keyboard shortcuts, see *Keyboard Shortcuts for Notes*.

To highlight a passage or add a note that includes text and tags, follow these steps.

1. Select the text that you want to highlight or make the note about. You can select as much text as you want.

2. When a pencil "edit" icon appears above the selected text, select the icon to open the note editor.

3. When the note editor opens, enter your note and any tags that you want to add. You can also save the highlight for the passage without entering a note or tag.

- To highlight a passage without adding a note or tag, select **Save** or press Enter. When you move your cursor over the highlighted text, the note field contains the words "no comment".

- To enter a note, select **Comments**, and then type the text of your note. Your note can contain as many words as you want.

- To add one or more tags, select **Add some tags here**, and then type any tags that you want to add.

Tags cannot contain spaces. If you want to add a tag that has more than one word, type multiple words as one word with no spaces, or use hyphens (-) or underscores (_) to separate words in the tag.
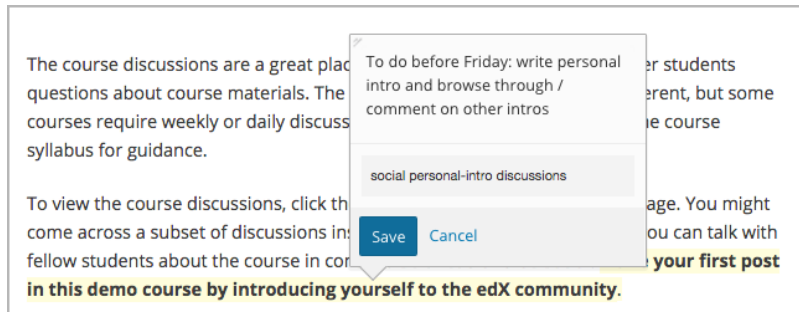
1. After you finish writing your note and adding tags, select **Save** or press Enter. The note editor closes, and the text that you selected remains highlighted.

18.3 View Notes

You can view your course notes in two places.

- You can view individual notes on the page where you created the notes. To see your notes, go to the unit that contains your note and move your cursor over or select the highlighted text. When you select the highlighted text, your note remains open until you move outside the highlighted text.

- You can view a list of the notes you have made in the course on the **Notes** page. You can also search your notes and tags on this page.

18.3.1 The Notes Page

On the **Notes** page, you can see a list of the notes you have made in your course. You can also search the text of your notes or the tags that you added to your notes.
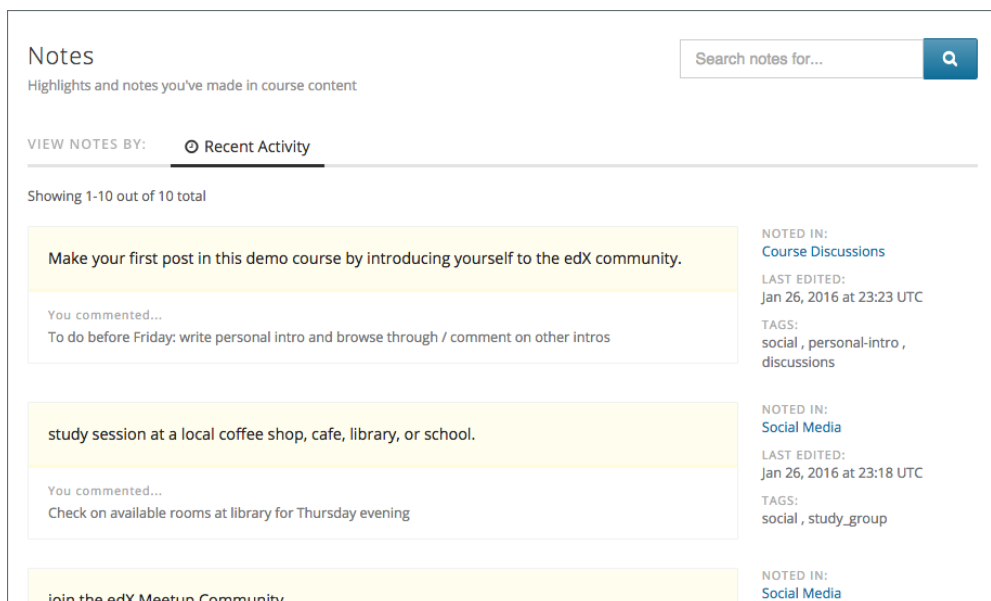
The **Notes** page lists your notes by the date you created or edited them, with the most recently modified first. The page shows you both the text that you selected and the note that you made. You can also see the following information next to each note.

- A link to the location in the course that contains the highlighted text and your note. To go to that location, select the link under **Noted in**.

- The time and date when you last edited the note.

- Any tags that you added.

18.4 Edit or Delete a Note or Highlight

To edit a note, follow these steps.

1. In the course body, move your cursor over the highlighted text until your note appears.

2. When the note appears, select the pencil icon in the upper right corner to open the note editor.
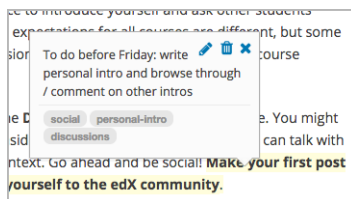
3. In the note editor, edit your note, and then select **Save**.

To delete a note or highlight, follow these steps.

1. Move your cursor over the highlighted text until your note appears.

2. When the note appears, select the trash icon in the upper right corner to delete the note or highlight.

18.5 Show or Hide Notes

By default, you can see all of your notes. You can hide your notes, and show them again, by selecting the pencil icon in the lower right corner. When the pencil icon has a dark gray background, notes are visible. When the pencil icon has a light gray background, notes are hidden.

Note: If you hide notes, you cannot make new notes. To make new notes, select the pencil icon to show notes.

18.6 Search Notes

To search your notes, follow these steps.

1. At the top of any course page, select **Notes** to open the **Notes** page.

2. In the upper right corner of the page, type a search term in the **Search notes for** field. You can search for the text of a note, or you can search for a tag you created.

3. Select the magnifying glass icon or press Enter.

18.7 Keyboard Shortcuts for Notes

You can use keyboard shortcuts to create, edit, and delete your notes.

Note: These keyboard shortcuts are for both PCs and Macintosh computers. However, you can only use these keyboard shortcuts on browsers that support caret browsing.

Before you use the following keyboard shortcuts, you must make sure that notes are visible. To show or hide notes, press Ctrl + Shift + left bracket ([ ).

18.7.1 Create a Note Using the Keyboard

To create a note using keyboard shortcuts, follow these steps.

1. Enable caret browsing mode.

2. Use the arrow keys to move the cursor to the left of the text that you want to highlight.

3. Hold down Shift + right arrow to select the text.

4. Press Ctrl + Shift + right bracket ( ]) to open the note editor. The note editor opens with the cursor in the text field.

5. In the text field, type your note.

6. To add tags, press Tab to move to the tag field, and then add your tags.

7. To save your note, press Tab to move to the **Save** button, and then press Enter.

To close the note editor without creating a note, press Tab to move to the **Cancel** button, and then press Enter. You can also press Esc to close the note editor.

18.7.2 Edit or Delete a Note Using the Keyboard

To edit or delete a note, follow these steps.

1. Press Tab to move focus to the note that you want.

2. Press Ctrl + spacebar or Ctrl + Enter to open the note editor.

3. Press Tab to move the cursor to the text field or the tag field, and then make the changes that you want.

4. Press Tab to move to the **Edit**, **Delete**, or **Close** button, and then press Enter.

To close the note editor without making any changes, press **Esc**.

USING THE COURSE WIKI

Some courses include a wiki, which provides a public forum for both students and the course team to access, share, and collaboratively edit information about the course. If your course includes a wiki, you access it by selecting the **Wiki** tab at the top of any page. (If your course does not include a wiki, this tab is not present.)

The instructional team for your course might use the wiki for the following purposes, among others.

- Sharing answers to course FAQs and collecting new FAQs.

- Sharing editable course information, such as download and installation instructions for software required for the course.

- Allowing students to create and share resources, perhaps as part of a collaborative exercise.

- Sharing errors and corrections for the course.

- Collecting suggestions for future runs of the course.

As a student, you can perform the following tasks, depending on the permissions that are set for the wiki.

- *Add a wiki article*.

- *Edit a wiki article*. If you allow students to edit an article, you see an **Edit** option for that article on the right side of the page. Note that only course team members can delete articles completely.

- *Search for wiki articles*.

- *Manage versions of a wiki article*.

This section describes how you can contribute to the course wiki.

- *Adding a Wiki Article*
    - *Add Articles at the Same Level*
    - *Add Articles Below the Current Level*
- *Editing a Wiki Article*
- *Searching for Wiki Articles*
- *Managing Versions of Wiki Articles*
    - *View a List of Previous Versions of a Wiki Article*
    - *View a Previous Version of a Wiki Article*
    - *See Line by Line Changes in a Previous Version*
    - *Replace a Current Version with a Previous Version*

– *Combine a Current Version with a Previous Version*

19.1 Adding a Wiki Article

When you add an article to the wiki, be aware of what level you are currently viewing, to make sure that you add your new article to the correct level in the course wiki.

To move down a level in the wiki, select **See all children**; to move up, select the appropriate level in the wiki breadcrumb trail links at the top of the page.

19.1.1 Add Articles at the Same Level

To add a wiki article at your current level, follow these steps. If you do not have permissions to add an article, when you select **Add Article**, a message indicates "Permission Denied" .

1. In your course, select **Wiki**.

2. Navigate to the level where you want to add a new article.

3. Select the **Add Article** button near the top right of the page.

4. On the new article page, add a title for the page, and optionally a few keywords to create a "slug" that provides a more specific location identifier for your article.

5. Add contents to the article. You can enter plain text and use Markdown syntax to add formatting. For help with Markdown syntax, select the link to the cheat sheet at the upper right corner of the **Contents** field.

6. When you have finished entering content for your wiki article, select **Create Article**.

19.1.2 Add Articles Below the Current Level

To add a child article to your current article, follow these steps. If you do not have permissions to add an article, when you select **Add Article**, a message indicates "Permission Denied" .

1. In your course, select **Wiki**.

2. Navigate to the level above where you want to add the new child article.

3. Select **See all children**.

4. Select the **Add Article** button under the wiki title.

5. On the new article page, add a title for the page, and optionally a few keywords to create a "slug" that provides a more specific location identifier for your article.

6. Add contents to the article. You can enter plain text and use Markdown syntax to add formatting. For help with Markdown syntax, select the link to the cheat sheet at the upper right corner of the **Contents** field.

7. When you have finished entering content for your wiki article, select **Create Article**.

19.2 Editing a Wiki Article

If you have permissions to edit an article, you see an **Edit** button and icon to the right of the article content.

To make changes to a wiki article, follow these steps.

1. In your course, select **Wiki**.

2. Navigate to the article you want to edit.

3. Select **Edit**.

4. Make your changes. For help with Markdown syntax, select the link to the cheat sheet at the upper right corner of the **Contents** field.

5. In the **Summary** field at the bottom left, below the **Contents** field, enter a short description of the changes you made. This description appears in the **Changes** list, and helps other users of the wiki understand what changes you made to the article.

6. When you have finished making edits, select **Save changes**.

19.3 Searching for Wiki Articles

A **Filter** field is available only if any level of the wiki contains multiple articles.

Enter a text string in the **Filter** field to find a list of all articles with that text string in their titles.

19.4 Managing Versions of Wiki Articles

The wiki includes a change history for each article. You can view each past version of the article, roll back to a selected earlier version of the article, or merge the current version of the article with a selected earlier version.

19.4.1 View a List of Previous Versions of a Wiki Article

1. In your course, select **Wiki**.

2. Navigate to the wiki article for which you want to see the change history.

3. Select **Changes**. Previously saved versions of the current article are listed, with the most recent at the top.

19.4.2 View a Previous Version of a Wiki Article

1. On the **Changes** page for your wiki, select the revision of the article that you want to view.

2. Select **Preview this revision** to see the article as it appeared after the revision was made.

19.4.3 See Line by Line Changes in a Previous Version

1. On the **Changes** page for your wiki, select the revision of the article that you want to view.

2. Select the linked date, time, and author information to see the line-by-line changes made in that revision. Text that is highlighted in red has been replaced by the text that is highlighted in green below it.

19.4.4 Replace a Current Version with a Previous Version

1. On the **Changes** page for your wiki, select the revision of the article that you want to roll back to.

2. Select **Switch to selected version** to replace the current version with the selected one.

19.4.5 Combine a Current Version with a Previous Version

1. On the **Changes** page for your wiki, select the revision of the article that you want to merge with the current version.

2. Select **Merge selected with current** to combine the current and the selected versions.

The wiki for each course is a "child" wiki of the edX-wide wiki. From within any course wiki, selecting the top level **Wiki** link in the breadcrumb trail in the upper-left corner of the page takes you to the edX-wide wiki. To get back to your course wiki, select the **Wiki** tab at the top of the page.

UNDERSTANDING HOW COURSES AND VIDEOS ARE LICENSED

This topic describes licenses in your course and restrictions on using course content.

- *Overview of Licenses*
- *All Rights Reserved*
- *Creative Commons License*
- *Viewing Licenses*

20.1 Overview of Licenses

The course author can specify licensing options for course content as well as for each video in the course.

The course and video licenses specify whether and how you can reuse course content.

20.2 All Rights Reserved

All Rights Reserved indicates that the course author owns the copyright but reserves all rights for sharing copies of course content or videos. You cannot reuse or republish course content or videos that have All Rights Reserved licenses.

20.3 Creative Commons License

The Creative Commons license indicates that the course author owns the copyright but is granting certain permissions for reuse, depending on the license options selected by the course team.

A Creative Commons license has one or more of the following options.

License Option	Description
Attribution	This option allows you to copy, distribute, display, and perform copyrighted work but only if they give credit the way you request. This option is always selected for edX courses and videos under a Creative Commons license.
Noncommercial	This option allows you to distribute, display, and perform work–and derivative works based upon it–but for non-commercial purposes only.
No Derivatives	This option allows you to distribute, display, and perform only verbatim copies of the work, not derivative works based upon it. This option cannot be in use with the **Share Alike** option.
Share Alike	This option allows you to distribute derivative works only under a license identical to the license that governs the work. This option cannot be in use with the **No Derivatives** option.

For more information, see the Creative Commons website.

20.4 Viewing Licenses

If the course author has set a license for the course, you see the license at the bottom of the page when you view content in the **Course** tab.

If a video has a different license than the course as a whole, you see the license at the bottom right of the video player.
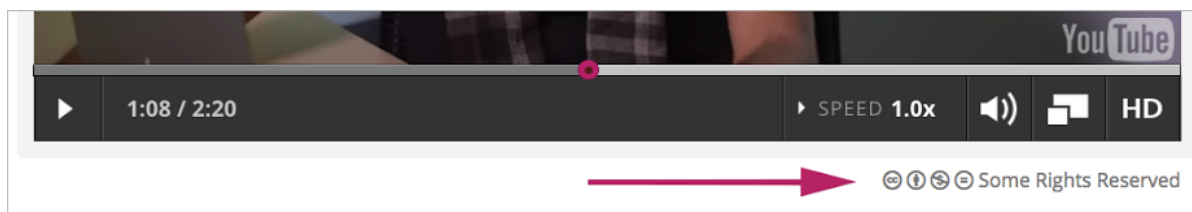
For a license that reserves some, but not all, rights, you can select the license to get see information about your rights.

GENERAL INFORMATION

21.1 Read Me

The *Open edX Learner's Guide* is created using RST files and Sphinx. You, the user community, can help update and revise this documentation project on GitHub.

https://github.com/edx/edx-documentation/tree/master/en_us/open_edx_students/source

The edX documentation team welcomes contributions from Open edX community members. You can find guidelines for how to contribute to edX Documentation in the GitHub edx/edx-documentation repository.

21.2 Other edX Resources

Learners, course teams, researchers, developers: the edX community includes groups with a range of reasons for using the platform and objectives to accomplish. To help members of each group learn about what edX offers, reach goals, and solve problems, edX provides a variety of information resources.

To help you find what you need, browse the edX offerings in the following categories.

- *Resources for edx.org Learners*
- *The edX Partner Portal*
- *The Open edX Portal*
- *System Status*
- *Resources for edx.org Course Teams*
- *Resources for Researchers*
- *Resources for Developers*
- *Resources for Open edX*

All members of the edX community are encouraged to make use of the resources described in this preface. We welcome your feedback on these edX information resources. Contact the edX documentation team at docs@edx.org.

21.2.1 Resources for edx.org Learners

Documentation

The edX Help Center for Learners includes topics to help you understand how to use the edX learning management system. The Help Center is also available when you select **Help** while you are in a course, and from your edX dashboard.

In a Course

If you have a question about something you encounter in an edX course, try these options for getting an answer.

Note: If you find an error or mistake in a course, contact the course staff by adding a post in the *course discussions*.

- Check the **Course** page in the course. Course teams use this page to post updates about the course, which can include explanations about course content, reminders about when graded assignments are due, or announcements for upcoming events or milestones.

- Look for an "Introduction", "Overview", or "Welcome" section in the course content. In the first section in the course, course teams often include general information about how the course works and what you can expect, and also what they expect from you, in the first section in the course.

- Participate in the *course discussions*. Other learners might be able to answer your question, or might have the same question themselves. If you encounter an unfamiliar word, phrase, or abbreviation, such as "finger exercise" or "board work", search for it on the **Discussion** page, or post a question about it yourself. Your comments and questions give the course team useful feedback for improving the course.

- Investigate other resources. Some courses have a *wiki*, which can be a good source of information. Outside of the course, a course-specific Facebook page or Twitter feed might be available for learners to share information.

Resources on the edx.org Website

To help you get started with the edX learning experience, edX offers a course (of course!). You can find the edX Demo course on the edx.org website.

When you are working in an edX course, you can select **Help** to access a help center with frequently asked questions and answers.

If you still have questions or suggestions, you can contact the edX Support team for help.

For opportunities to meet others who are interested in edX courses, check the edX Global Community meetup group.

21.2.2 The edX Partner Portal

The edX Partner Portal is the destination for partners to learn, connect, and collaborate with one another. Partners can explore rich resources and share success stories and best practices while staying up-to-date with important news and updates.

To use the edX Partner Portal, you must register and request verification as an edX partner. If you are an edX partner and have not used the edX Partner Portal, follow these steps.

1. Visit partners.edx.org, and select **Create New Account**.

2. Select **Request Partner Access**, then fill in your personal details.

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3. Select **Create New Account**. You will receive a confirmation email with your account access within 24 hours.

After you create an account, you can sign up to receive email updates about edX releases, news from the product team, and other announcements. For more information, see *Release Announcements by Email*.

Course Team Support in the edX Partner Portal

EdX partner course teams can get technical support in the edX Partner Portal. To access technical support, submit a support ticket, or review any support tickets you have created, go to partners.edx.org and select **Course Staff Support** at the top of the page. This option is available on every page in the Partner Portal.

21.2.3 The Open edX Portal

The Open edX Portal is the destination for learning about hosting an Open edX instance, extending the edX platform, and contributing to Open edX. In addition, the Open edX Portal provides product announcements and other community resources.

All users can view content on the Open edX Portal without creating an account and logging in.

To comment on blog posts or the edX roadmap, or subscribe to email updates, you must create an account and log in. If you do not have an account, follow these steps.

1. Visit open.edx.org/user/register.

2. Fill in your personal details.

3. Select **Create New Account**. You are then logged in to the Open edX Portal.

Release Announcements by Email

To receive and share product and release announcements by email, you can subscribe to announcements on one of the edX portal sites.

1. Create an account on the Open edX Portal or the edX Partner Portal as described above.

2. Select **Community** and then **Announcements**.

3. Under **Subscriptions**, select the different types of announcements that you want to receive through email. You might need to scroll down to see these options.

4. Select **Save**.

You will now receive email messages when new announcements of the types you selected are posted.

21.2.4 System Status

For system-related notifications from the edX operations team, including outages and the status of error reports. On Twitter, you can follow @edxstatus.

Current system status and the uptime percentages for edX servers, along with the Twitter feed, are published on the edX Status web page.

21.2.5 Resources for edx.org Course Teams

Course teams include faculty, instructional designers, course staff, discussion moderators, and others who contribute to the creation and delivery of courses on edx.org or edX Edge.

The edX Course Creator Series

The courses in the edX Course Creator Series provide foundational knowledge about using the edX platform to deliver educational experiences. These courses are available on edx.org.

- *edX101: Overview of Creating a Course*
- *StudioX: Creating a Course with edX Studio*
- *BlendedX: Blended Learning with edX*
- *VideoX: Creating Video for the edX Platform*

edX101: Overview of Creating a Course

The edX101 course is designed to provide a high-level overview of the course creation and delivery process using Studio and the edX LMS. It also highlights the extensive capabilities of the edX platform.

StudioX: Creating a Course with edX Studio

After you complete edX101, StudioX provides more detail about using Studio to create a course, add different types of content, and configure your course to provide an optimal online learning experience.

BlendedX: Blended Learning with edX

In BlendedX you explore ways to blend educational technology with traditional classroom learning to improve educational outcomes.

VideoX: Creating Video for the edX Platform

VideoX presents strategies for creating videos for course content and course marketing. The course provides step-by-step instructions for every stage of video creation, and includes links to exemplary sample videos created by edX partner institutions.

Documentation

Documentation for course teams is available from the docs.edx.org web page.

- Building and Running an edX Course is a comprehensive guide with concepts and procedures to help you build a course in Studio and then use the Learning Management System (LMS) to run a course.

  You can access this guide by selecting **Help** in Studio or from the instructor dashboard in the LMS.

- Using edX Insights describes the metrics, visualizations, and downloadable .csv files that course teams can use to gain information about student background and activity.

These guides open in your web browser. The left side of each page includes a **Search docs** field and links to the contents of that guide. To open or save a PDF version, select **v: latest** at the lower right of the page, then select **PDF**.

Note: If you use the Safari browser, be aware that it does not support the search feature for the HTML versions of the edX guides. This is a known limitation.

Email

To receive and share information by email, course team members can:

- Subscribe to announcements and other new topics in the edX Partner Portal or the Open edX Portal. For information about how to subscribe, see *Release Announcements through the Open edX Portal*.

- Join the openedx-studio Google group to ask questions and participate in discussions with peers at other edX partner organizations and edX staffers.

Wikis and Web Sites

The edX product team maintains public product roadmaps on *the Open edX Portal* and *the edX Partner Portal*.

The edX Partner Support site for edX partners hosts discussions that are monitored by edX staff.

21.2.6 Resources for Researchers

At each partner institution, the data czar is the primary point of contact for information about edX data. To set up a data czar for your institution, contact your edX partner manager.

Data for the courses on edx.org and edX Edge is available to the data czars at our partner institutions, and then used by database experts, statisticians, educational investigators, and others for educational research.

Resources are also available for members of the Open edX community who are collecting data about courses running on their sites and conducting research projects.

Documentation

The edX Research Guide is available on the docs.edx.org web page. Although it is written primarily for data czars and researchers at partner institutions, this guide can also be a useful reference for members of the Open edX community.

The *edX Research Guide* opens in your web browser, with a **Search docs** field and links to sections and topics on the left side of each page. To open or save a PDF version, select **v: latest** at the lower right of the page, and then select **PDF**.

Note: If you use the Safari browser, be aware that it does not support the search feature for the HTML versions of the edX guides. This is a known limitation.

Discussion Forums and Email

Researchers, edX data czars, and members of the global edX data and analytics community can post and discuss questions in our public research forum: the openedx-analytics Google group.

The edX partner portal also offers community forums, including a Research and Analytics topic, for discussions among edX partners.

Important: Please do not post sensitive data to public forums.

Data czars who have questions that involve sensitive data, or that are institution specific, can send them by email to data.support@edx.org with a copy to your edX partner manager.

Wikis

The edX Analytics team maintains the Open edX Analytics wiki, which includes links to periodic release notes and other resources for researchers.

The edx-tools wiki lists publicly shared tools for working with the edX platform, including scripts for data analysis and reporting.

21.2.7 Resources for Developers

Software engineers, system administrators, and translators work on extending and localizing the code for the edX platform.

Documentation

Documentation for developers is available from the edX Developer Documentation landing page.

GitHub

These are the main edX repositories on GitHub.

- The edx/edx-platform repo contains the code for the edX platform.
- The edx/edx-analytics-dashboard repo contains the code for edX Insights.
- The edx/configuration repo contains scripts to set up and operate the edX platform.

Additional repositories are used for other projects. Our contributor agreement, contributor guidelines and coding conventions, and other resources are available in these repositories.

Getting Help

The Getting Help page in the Open edX Portal lists different ways that you can ask, and get answers to, questions.

Wikis and Web Sites

The Open edX Portal is the entry point for new contributors.

The edX Engineering team maintains an open Confluence wiki, which provides insights into the plans, projects, and questions that the edX Open Source team is working on with the community.

The edx-tools wiki lists publicly shared tools for working with the edX platform, including scripts and helper utilities.

21.2.8 Resources for Open edX

Hosting providers, platform extenders, core contributors, and course staff all use Open edX. EdX provides release-specific documentation, as well as the latest version of all guides, for Open edX users. See the Open edX documentation page for a list of the documentation that is available.

21.3 edX Browser Support

Most current browsers will work on edX.org. For best performance, we recommend the latest versions of:

- Chrome
- Firefox

We also support the latest versions of:

- Microsoft Edge
- Microsoft Internet Explorer
- Safari

Note: If you use the Safari browser, be aware that it does not support the search feature for the guides on docs.edx.org. This is a known limitation.