

INSTRUCTOR QUICKSTART GUIDE AND USER MANUAL



QUICKSTART GUIDE

Logging In

1. First, go to **openstax.org**.
2. Click on Technology in the top menu bar, then click **Rover by OpenStax**.
3. Click **“Sign in to explore.”**
4. If you don’t already have an OpenStax account, sign up here (<https://accounts.openstax.org/signup>).

Setting Up Your Course Sections

1. Click on the book cover for the course you will be teaching.
2. **Fill in your preferred course name**; this will be the name your students will see when they access Rover.
3. Under “Institution,” **enter your institution’s name**, with no spaces or special characters.
4. Enter your course section name. We recommend using the format “Term_InstructorName_CourseTimes.”
5. Click **“Create,”** and Rover will build your course. This may take a few seconds.

Course Settings

Under **Settings**, click on **Schedule & Details** to enter your course start date, start time, end date, end time, and enrollment times.

- Course dates and times are when your students can access and complete work in Rover.
- Enrollment dates and times are when your students can see the course and all its assignments.

Note: Times must be set in Coordinated Universal Time, but students will see them in their local time.

Student Enrollment

1. Students self-enroll in Rover courses by logging in through a specific URL you provide to them.
2. To get the URL, click **Settings**, then **Schedule & Details**.
3. On this page, you’ll see a unique URL. Copy that link and send it to your students. Once they click on it, they’ll be enrolled in your course.

Viewing and Managing Assignments

1. Click on a section of the course to enter the Assignment Manager.
2. Click on the **chapter/topic name** to expand the chapter and see the assignments.
3. Click the **individual assignment name** to see all the questions in the assignment.
4. Use the icons at **right to duplicate, delete, or re-order the assignment**.

Scheduling Assignments / Assignment Settings

1. Click the calendar icon or due date below the assignment name to schedule it.
2. Use the **Release Date** fields to set date you want students to see each assignment.
3. Use the **Due Date** fields to set the date you want students to complete each assignment.
4. Click the **Visibility** tab to set the assignment and feedback preferences.

“Get to Know Rover” Assignment

We highly recommend that you assign and require the **“Get to Know Rover”** Assignment, which will be automatically included in every course.

Need help? Contact us at support@openstax.org or call us at (713) 348 - 5012.

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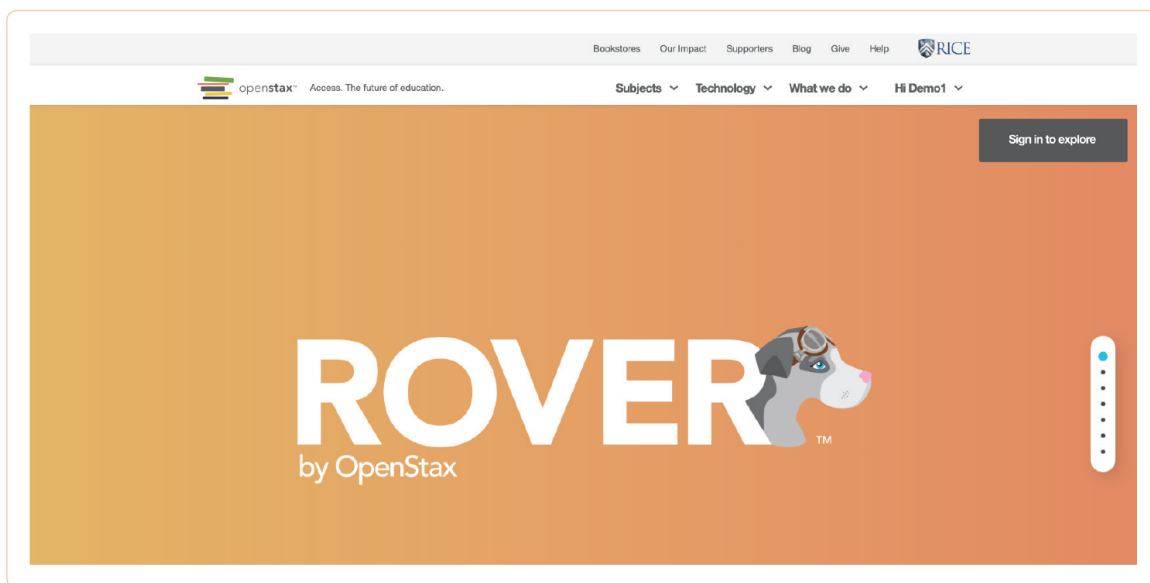
Copying (or cloning) Courses

Hiding Courses

Part 1: Setup

Logging Into Rover

First, go to openstax.org. Click on Technology in the top menu bar, then click Rover by OpenStax. You can learn more about Rover on this page. When you're ready to log in, click "Sign in to explore." If you don't already have an OpenStax account, sign up here (<https://accounts.openstax.org/signup>).



When you log in for the first time, our Rover Page Tips will give you a guided tour of the setup process. You don't have to view all of the Page Tips to get started, but we recommend it! We also have a step-by-step video to walk you through setting up your course. To view that video now, click [here](https://openstax.org/general/rover-onboarding) (openstax.org/general/rover-onboarding). To view other Rover quick start videos and a deep dive guide, click [here](https://openstax.org/general/rover-onboarding) (openstax.org/general/rover-onboarding).

Need help? Contact us at support@openstax.org or call us at (713) 348 - 5012.

Setting Up Your Course

1. You will need to create and set up a course section for each of your classes. Click on the book cover of the course you will be teaching.
2. Fill in the details for your course. The course name is the name your students will see when they access Rover. Under “Institution,” enter your institution’s name, with no spaces or special characters.
3. Next, enter your course section name. We recommend using the format “Term_InstructorName_CourseTimes.”

Create a new course section

Note that the original course section or template is not affected by changes made here.

Course Name *

This is the course name that your students will see. For example, 'Math 103 - Introduction to College Mathematics'

Institution *

An alphanumeric identifier for your institution. For example, 'RiceUniversity'

Note: No spaces or special characters are allowed.

Course Section *

A unique identifier for this course section. Rover recommends the format term_instructor_times. For example 'Spring2019_Nicholson_MWF800-850'

Note: No spaces or special characters are allowed.

4. After you have named your course, added your institution, and named your course section, click “Create,” and your course will appear under My Course Sections. This may take a few seconds while Rover retrieves thousands of questions and configurations.

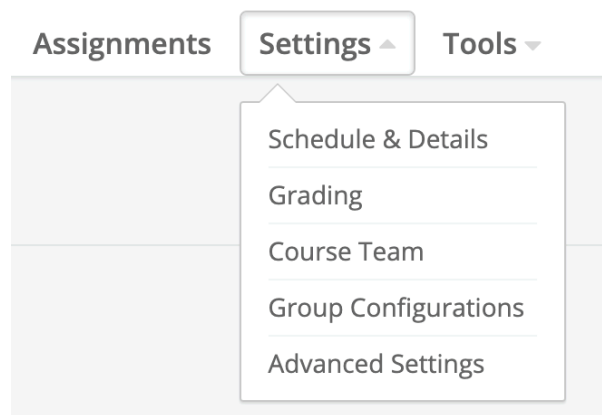
Course Settings

Under Settings, click on Schedule & Details to enter your course start date, start time, end date, end time, and enrollment times.

- Course dates and times are when your students can access and complete work in Rover.
- Enrollment dates and times are when your students can see the course and all its assignments.

Note: You will need to set up your course and set due dates in Rover in UTC (Coordinated Universal Time). For students, assignment due dates will appear in their local time zone.

- Be sure to click “Save changes” at the bottom of the screen when you’re done. You can return to this page when you’re ready to give access to your students.



Settings

Schedule & Details

Basic Information

The nuts and bolts of your course

Organization	Course Number	Course Run
OpenStax	OS9471721_32d2	Fall2019_CollegeAlgebra_Test

Provide this URL to your students (for student enrollment and access)

https://tryroverbyopenstax.org/courses/course-v1:OpenStax+OS9471721_32d2+Fall2019_CollegeAlgebra_Test

Course Schedule

Dates that control when your course can be viewed

Course Start Date <input type="text" value="01/01/2019"/> <small>First day the course begins</small>	Course Start Time (UTC) <input type="text" value="00:00"/>
Course End Date <input type="text" value="12/31/2019"/> <small>Last day your course is active</small>	Course End Time (UTC) <input type="text" value="23:59"/>
Enrollment Start Date <input type="text" value="MM/DD/YYYY"/> <small>First day students can enroll</small>	Enrollment Start Time (UTC) <input type="text" value="HH:MM"/>
Enrollment End Date <input type="text" value="MM/DD/YYYY"/> <small>Last day students can enroll.</small>	Enrollment End Time (UTC) <input type="text" value="HH:MM"/>

Student Enrollment

Students self-enroll in Rover courses by logging in through a specific URL you provide to them.

To get the URL, click **Settings**, then **Schedule & Details**. On this page, you'll see a unique URL. Copy that link and send it to your students. Once they click on it, they'll be enrolled in your course.

Provide this URL to your students (for student enrollment and access)

https://tryroverbyopenstax.org/courses/course-v1:OpenStax+OS9471721_32d2+Fall2019_CollegeAlg

Note this URL is only an example.

Helping Students Get to Know Rover

We strongly recommend assigning and requiring the **Getting to Know Rover** assignment, which has been prepopulated in your course. It provides an introduction to the platform and some examples of questions and activities they'll undertake.

Student Payment

Students using Rover will be required to pay \$22 for entry into the system. This payment will be prompted upon student registration. Students can use credit cards PayPal make the payment.

Payment offers entrance to the system until students have successfully completed the course. Students who repeat the course will not have to pay again.

Payment Grace Period

In order to ensure all students have access to Rover from the beginning of the course, students will not be required to pay until 14 days after their first entrance into the system. If they do not provide payment, students' access will be restricted.

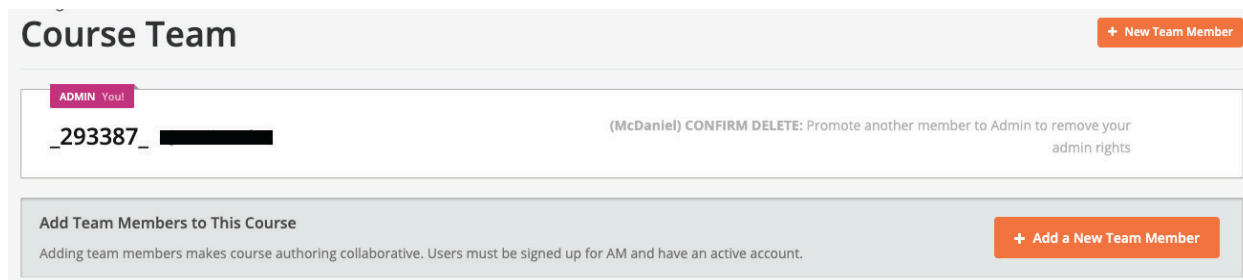
Payment Support and Refunds

Students can receive support directly from the payment page on Rover. This includes refunds if they decide to withdraw from the course.

Adding Instructors and Team Members

If you have teaching assistants or other instructors who should have instructor access to your course, add them by clicking Settings, then Course Team, and “Add a new team member.”

Enter their email addresses and click “Add User.”



Course Team + New Team Member

ADMIN You
293387 [REDACTED] (McDaniel) **CONFIRM DELETE:** Promote another member to Admin to remove your admin rights

Add Team Members to This Course + Add a New Team Member

Adding team members makes course authoring collaborative. Users must be signed up for AM and have an active account.



Course Team + New Team Member

Add a User to Your Course's Team

User's Email Address *

example: username@domain.com

Provide the email address of the user you want to add as Staff

ADD USER **CANCEL**

Part 2: Assignments

Assignment Manager

Once you're logged in, you'll be in Assignment Manager. Assignment Manager is where you will create your course sections and student assignments. Bookmark this page (<https://am.tryoverbyopenstax.org/home>) to return to Assignment Manager.

“Getting to Know Rover” Assignment

We have built an informational assignment that contains basic information about Rover and teaches students about the platform. We recommend that you assign this to all students prior to their true math assignments.

Pre-Built Assignments

At the start, Rover will contain one pre-built assignment per section. These assignments were developed by math faculty familiar with the foundation textbook. Each assignment will contain about ten exercises of varying types, and will cover the section's important topics. These pre-built assignments are designed to provide a user-friendly foundation for student work, and also give you a basis for customization.

Each assignment will also include a video overview, visible to students, that explains the core concepts and problem-solving strategies in the section.

You can assign the Pre-Built assignments as is, and set due dates and grading policies that best fit your course.

Reordering, Deleting, and Renaming Pre-Built Assignments

The pre-built assignments can be assigned as is, edited, and augmented. Once you review and edit the assignment to meet your requirements, you can set due dates and publish it so that students can see it.

1. While in Assignment Manager, click on the course section you want to edit.

My Course Sections		
CALSTATELA MATH 1082 ESM Precalculus Section XX 2019_T1	Copy Course Section	Student View
OpenStax College Algebra Spring_palmiotto	Copy Course Section	Student View
OpenStax College Algebra Summer_2019_Question_Picker_Course	Copy Course Section	Student View

2. Click on the gray arrow to the left of the chapter name to expand it and see each assignment in that chapter.

 5 Polynomial and Rational Functions	  
  Unscheduled	
 6 Exponential and Logarithmic Functions	  
  Unscheduled	

3. The three icons displayed to the right of each assignment allow you to duplicate an assignment, delete it, or re-order it to another position in the sequence.



Note: You can delete any assignments you don't want your students to do, and you can delete entire chapters. However, **you cannot retrieve anything you delete.**

Note: You can also rename the assignment by hovering over the name and clicking the pencil icon.

4. Within assignments, you can duplicate, delete, and re-order the questions. You can also rename a question by clicking into the question, then clicking on the pencil icon.

Setting Assignment Due Dates


1. To set assignment due dates, click the calendar icon (or, if the assignment is “unscheduled,” the clock icon) beneath the assignment name to set due dates for assignments. The “release date” is the date when students will be able to access the assignments.
2. For each chapter, the default release date is automatically set as the enrollment date you chose on the Schedule & Details page. Enter the date and time you want students to see each assignment.
3. When you’re done, be sure to save your changes.

Chapter 5 Section 1 Quadratic Functions All Questions Settings

BASIC VISIBILITY

Release Date and Time


Release Date: **Release Time in UTC:**

Grading

Grade as:

Due Date: **Due Time in UTC:**

Assignment Visibility and Assessment Results Settings

Visibility refers to the students' ability to see and interact with the assignment and its assessment results. You would typically adjust these settings when scheduling and establishing due dates.

From the same screen where you scheduled the due dates (see [Setting Assignment Due Dates](#) section above), click the "Visibility" tab. You will see a variety of choices regarding how and students can see the assignment and the results.

Chapter 5 Section 1 Quadratic Functions All Questions Settings

BASIC VISIBILITY

Subsection Visibility

- Show entire subsection**
Learners see the published subsection and can access its content.
- Hide content after due date**
After the subsection's due date has passed, learners can no longer access its content. The subsection remains included in grade calculations.
- Hide entire subsection**
Learners do not see the subsection in the course outline. The subsection is not included in grade calculations.

Assessment Results Visibility

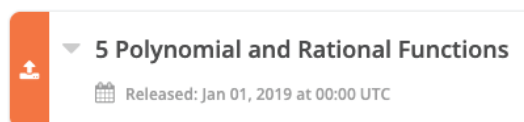
- Always show assessment results**
When learners submit an answer to an assessment, they immediately see whether the answer is correct or incorrect, and the score received.
- Never show assessment results**
Learners never see whether their answers to assessments are correct or incorrect, nor the score received.
- Show assessment results when subsection is past due**
Learners do not see whether their answers to assessments were correct or incorrect, nor the score received, until after the due date for the subsection has passed. If the subsection does not have a due date, learners always see their scores when they submit answers to assessments.

Save Cancel

Assignment Publishing

When a section is orange, this means your changes have not been published and your students can't view them yet.

A green section means your changes are published and your students can see them. To publish, click the up arrow (upload) button on the left side of the assignment or question name.



Note: if you publish an assignment or chapter, all of the questions within that section will be published as well. Be sure to publish only the questions, assignments, or chapters you want your students to view.

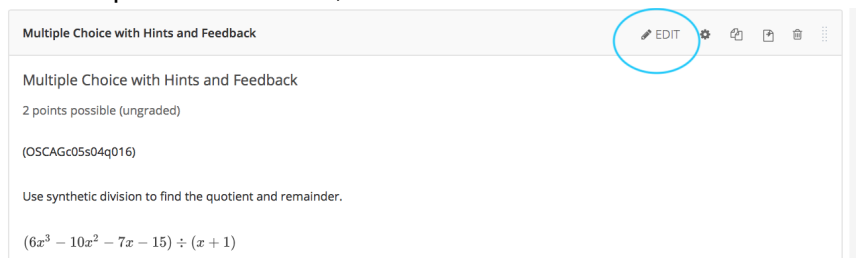
Choosing Additional Questions

In addition to the questions in the Pre-Built assignments, Rover contains over a thousand additional exercises based on the textbook. These include a wide array of question types (described below), and represent different levels of complexity and difficulty. They are organized by chapter and section, and are all available to be used in assignments.

Changing Number of Permitted Attempts

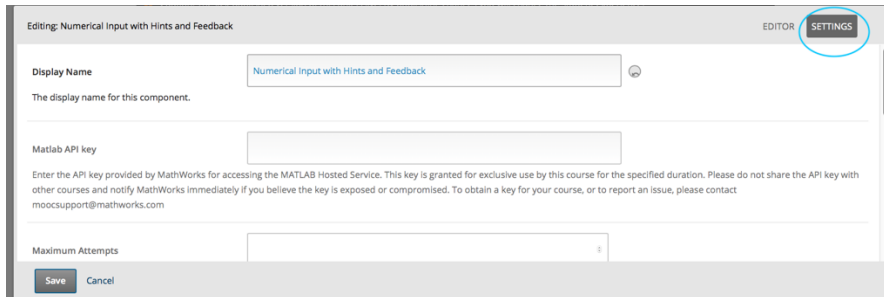
We have set the default number of attempts per problem at 3. To change that, undertake the following steps:

From a question interface, click “Edit.”

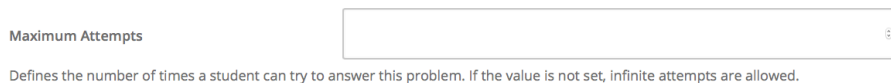


From the screen that displays, click “Settings.”

Note: do not make edits to the XML unless you are familiar with the language. Doing so can permanently alter or “break” the question.



Scroll down and edit the Maximum Attempts

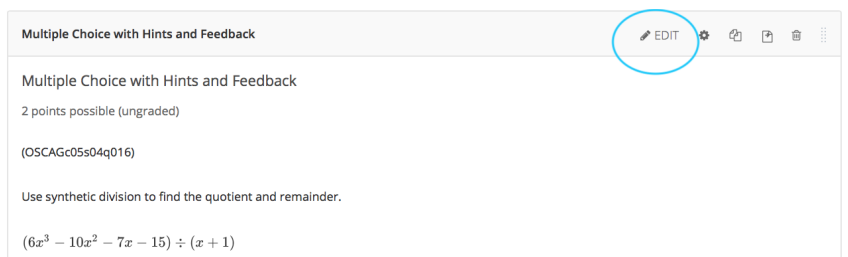


Editing Questions


Note: *Editing most Rover questions requires knowledge of XML.*

You can edit most of the problems in Rover, with the exception of StepWise questions. To edit a question, do the following:

1. Choose the question you would like to edit from the question bank. Click on the question name to enter the individual question viewer.
2. From the detailed viewer, click the **Edit** button on the top gray bar.



3. The editing interface will open. Again, most editing requires a knowledge of XML. If you do not know the format or language, please do not attempt to edit. If you do make an error, it will permanently alter the question.



The screenshot shows an XML editor window titled "Editing: Multiple Choice with Hints and Feedback". The editor contains the following XML code:

```
1 <problem>
2 <h3 class="hd hd-2 problem-header"> </h3>
3 <p>{OSCAGe05s04q016}</p>
4 <p>Use synthetic division to find the quotient and remainder.
5 </p>
6 \((6x^3 - 10x^2 - 7x - 15)\div( x+1 )\ </p>
7 </p>
8 <multiplechoiceresponse>
9 <p>What is the quotient? </p>
10 <choicegroup type="MultipleChoice">
11 <choice correct="true">\(6x^2-16x+9)\</choice>
12 <choice correct="false">\(6x^2+9)\</choice>
```

At the bottom of the editor, there are "Save" and "Cancel" buttons.

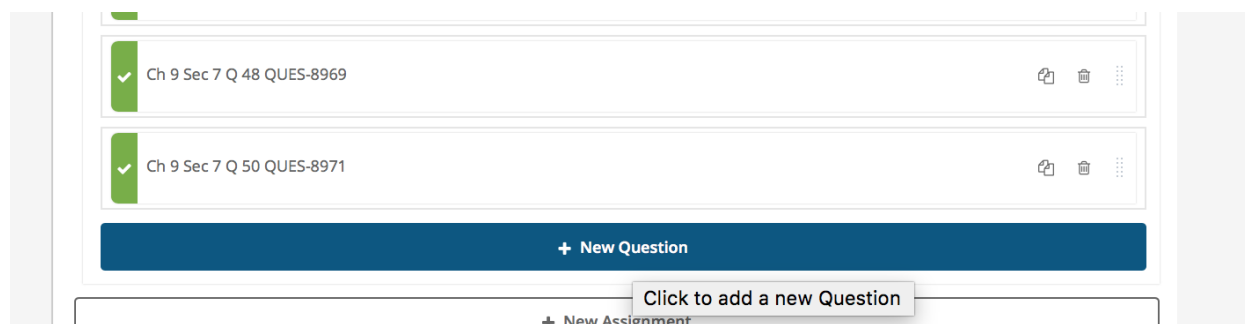
4. When you have finished editing, click **Save**.

Note Customer support can likely reimport a question if you have an issue after editing, but it may take some time.

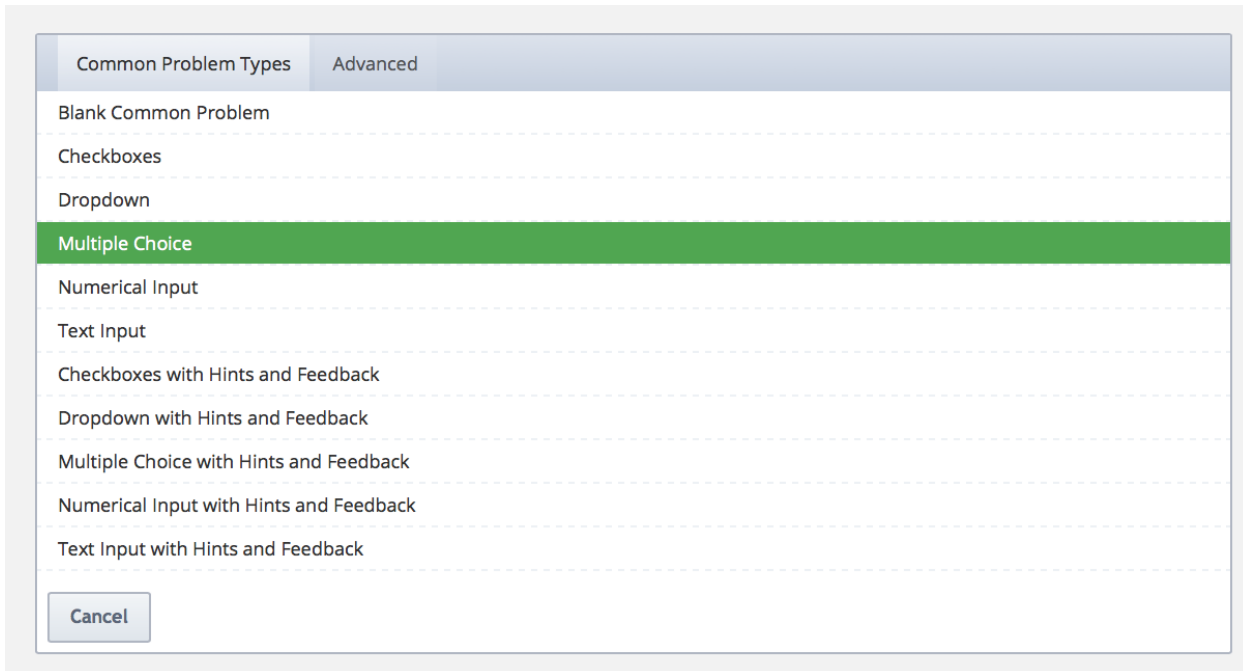
Adding Your Own Questions

Rover also allows you to add your own questions to any assignment. You won't be able to create or edit any StepWise questions (a StepWise question is a step-by-step question in which students will need to enter multiple steps to solve a problem), but you can create or edit other types of questions such as multiple-choice, numerical input, and text input.

First, go to the bottom of a section or a set of questions and click "New Question."

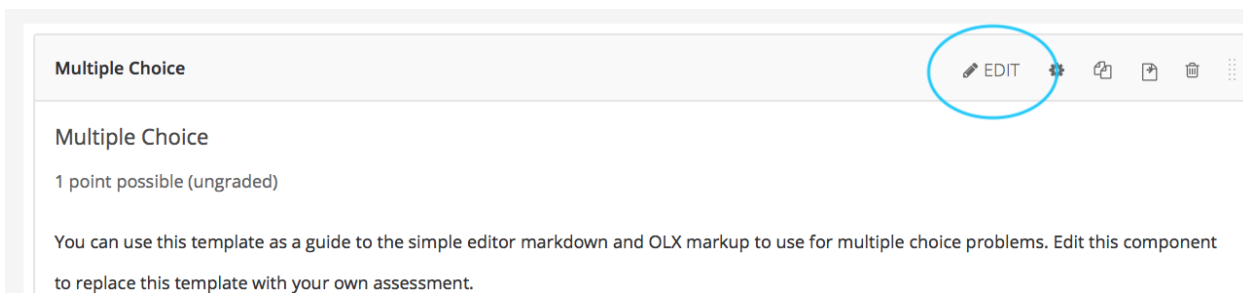


From the resulting set of options, click “Problem.” This will open up a set of question types in two categories -- Common Problem Types (including multiple choice, numerical input, text input, etc.) and Advanced.

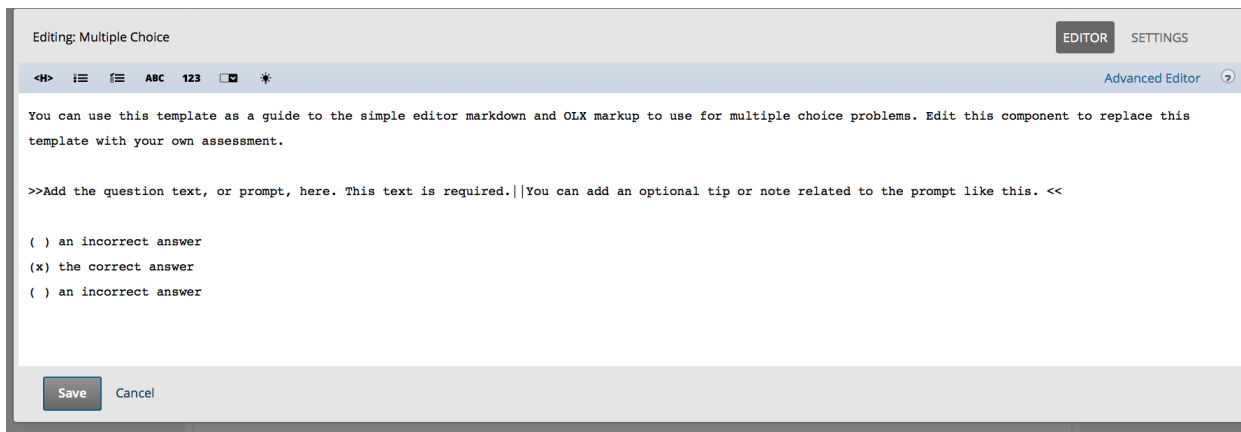


When you choose a question type, Rover will supply a question example-template, including “stand-in” content formatted according to the question type.

To edit it, click the **Edit** button on the top right.



The editor interface will appear, and it allows you to edit in plain text. Note that if you click the Advanced Editor, the interface will switch to XML, and you will not be able to return to plain-text editing.



Question Types and Functionality

StepWise

StepWise questions allow students to solve problems with various solution paths. As a student works through each problem, Rover analyzes each step for correctness and logic. The system awards credit for mathematically valid paths, and offers hints and feedback if the students need guidance. Instructors can determine how much credit is awarded for correct paths, partially correct paths, and correct answers.

Standard Questions

A standard question is an exercise that does not include analysis or hints at each step. Standard questions may have multiple parts, but they are each graded for correctness in order to produce a final score for that question. Although your assignments will vary based on your instructors' course design, you should expect to see more standard questions than StepWise questions.

Randomized Numbers

Standard questions may contain randomized quantities in order to give each student unique experiences. If these are present, the system will score the problem according to the values present in the individual student instance. The question and the concept being addressed are the same no matter what values are included.

Graphing Questions

Graphing questions are those that measure student understanding of graphing calculations and representations. In Rover, these are formatted as multiple choice questions that ask students to choose the graph that best represents the question.

Graphing Questions contain links to an online graphing calculator named GeoGebra. Geogebra will allow you to enter the equation and perform the necessary steps to generate the graph. Students can compare the graph you produced with the multiple choice options in the question, and choose the best answer.

For more information on GeoGebra, visit: <https://www.geogebra.org/m/vd6UC685#material/vpr9yzse>

Multiple Choice

All multiple choice questions have 4 answer choices to choose from. Some questions are mark all that apply, which are indicated by the square checkbox next to the answer. Hovering over an answer choice should change the outline of the choice to blue. To select an answer, simply click on it. For mark all that apply questions, multiple answers can be selected, but answers cannot be submitted until at least one choice is selected. For mark all that apply questions, click the checkbox again to deselect the answers.

Multi-step

Some questions may contain multiple parts. These can be free-response, multiple choice, or select all that apply. You will not be allowed to submit your answer until all parts have been filled out. In order to receive full credit for this question, all parts must be answered correctly. Partial credit will be awarded for each question component answered correctly.

Offering Partial Credit

Students can receive partial credit for correct answers to individual steps/parts in multi-part questions.

Part 3: Grading and Grading Policies

Student Scores are under the **Scores** tab in the top menu bar.

Setting Grading Policies

Rover allows you to set your own grading policy and grade ranges.

1. To set the grading policies for your course section, click on Settings at the top of the screen, then Grading.
2. Click the “+” button to add grade range segments, for example, A through F, or pass/fail.

Settings

Grading

Overall Grade Range Your overall grading scale for student final grades

Grade	Score Range
F	0-60
D	60-70
C	70-80
B	80-90
A	90-100

Grace Period on Deadline:

Leeway on due dates

Total number of assignments

Total Number of Assignments

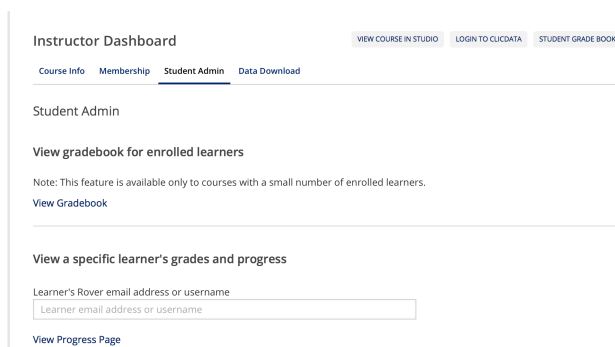
Enter the total number of assignments in this course section.
You must update this number if you add or delete assignments throughout your course.

3. Drag the right side of the colored bar from right to left to adjust grade values.
4. To delete a segment, hover over the grade and click “remove.”
5. You can set a grace period for assignments, indicating how long past the deadline students may submit their assignments to still receive full credit, or leave this at zero hours.
6. Under "Total Number of Assignments," include the estimated number of assignments for your Rover course. This will allow students to view their results for the number of assignments you choose.
7. If you add or remove assignments later, be sure to update this page. Then, save your changes.

Need help? Contact us at support@openstax.org or call us at (713) 348 - 5012.

Viewing and Adjusting Individual Scores

Instructors can view each student's scores and actual answers. (Note that each student can also view his or her own scores.) While you can see this from the gradebook, the easiest method -- particularly in large classes -- is to work from the instructor dashboard.



1. Click the **Instructor** tab on the top navigation.
2. Under the “Instructor Dashboard” heading, you will see four links. Click “Student Admin.”
 - a. From here, you can perform multiple functions, including seeing the overall gradebook.
3. To **view** a specific student's scores and progress, **enter the student's email address** or username or ID into the field, and click **View Progress Page**. Be certain to use the email address associated with Rover.

4. To **adjust** a student's score on an individual problem, go down to the “Adjust a learner's grade for a specific problem. Enter the student's email address (associated with Rover) and the location of the problem according to the example.

From there, you have the following four options, indicated by the fields below the student identifier entry:

- **Reset attempts to zero**, meaning the student can try the problem again as if they had never submitted an answer.
- **Rescore the answer and Rescore the Answer If Score Improves**. These are tied to the Reset attempts to zero. The student must complete the problem to see a score adjustment.
- **Score Override**, where you, as the instructor, enter a score for the problem.
- **Delete the Learner's State**, which means that all previous records of the student's action will be wiped clean.

Adjust a learner's grade for a specific problem

Learner's Rover email address or username

Location of problem in course

Example: `block-v1:edX+DemoX+2015+type@problem+block@618c5933b8b544e4a4cc103d3e508378`

Attempts

Allow a learner who has used up all attempts to work on the problem again.

Reset Attempts to Zero

Rescore

For the specified problem, rescore the learner's responses. The 'Rescore Only If Score Improves' option updates the learner's score only if it improves in the learner's favor.

Rescore Learner's Submission

Rescore Only If Score Improves

Score Override

For the specified problem, override the learner's score.

New score for problem, out of the total points available for the problem

Override Learner's Score

Problem History

For the specified problem, permanently and completely delete the learner's answers and scores from the database.

Delete Learner's State

Task Status

Show the status for the rescoring tasks that you submitted for this learner and problem.

Show Task Status

Adjusting All Students' Scores

If you believe **all students** should rework a problem or receive credit or different scores for it, you have several options. (Note, these are reached from the same Student Admin screen as individual adjustments.) To reach the interface, do the following:

1. Click the **Instructor** tab on the top navigation.
2. Under the "Instructor Dashboard" heading, you will see four links. Click "Student Admin."
 - a. From here, you can perform multiple functions, including seeing the overall gradebook.
3. To adjust **all** student scores, **scroll down to the section labeled "Adjust all enrolled learners' grades for a specific problem."**
4. Enter the problem location in the field.

From there, you have the following four options, indicated by the fields below the student identifier entry:

- Reset attempts to zero, meaning the students can try the problem again as if they had never submitted an answer.

Need help? Contact us at support@openstax.org or call us at (713) 348 - 5012.

- Rescore the answer and Rescore the Answer if score improves. These are tied to the Reset attempts to zero. The students must complete the problem to see a score adjustment.
- Score Override, where you, as the instructor, enter a score for the problem.

The **Task Status** option allows you view student action based on retake/rescoring options.

Part 4: Integration with Learning Management Systems

Rover uses LTI integration to connect Learning Management systems (such as Canvas, Blackboard, and D2L) to Rover. The integration allows single sign-on, so that users can gain direct access to Rover when signed into their LMS. Also, instructors will be able to export students' Rover scores/grades to the LMS gradebook.

Note: Students will only gain single-sign on access to Rover if they have completed their *initial* registration and payment. The payment process, including the 14-day grace period, remains the same as described above.

LMS Integration Requirements and Processes

Instructors will need to work with their LMS/IT administrators to set up LMS integration.

Instructors should contact their IT, Academic Support, or related services to discuss the process. (Generally, LMS support/admin teams at most colleges have set up LTI integration for systems similar to Rover.)

First, the LMS administrator will perform some setup steps in partnership with OpenStax/Querium. Once those are complete, instructors will be able to add the Rover connection to their course.

We will provide specific guidance on LMS integration in a separate document in the Rover support environment.

Part 5: Additional Topics

Accessibility

Accessibility is very important to OpenStax and our partner, Querium. Our goal is to ensure that Rover by OpenStax follows accessible web design best practices so that it meets the W3C-WAI Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA and Section 508 of the Rehabilitation Act. The text and math content are designed to be screen reader-friendly, and all images are developed with explanatory text. We're working hard to achieve our goal of Level AA accessibility – if you encounter an accessibility issue, please email us at support@openstax.org. For more information and a list of keyboard navigation commands, please see our full [Accessibility Statement](#).

Instructors or institutions who would like to see a VPAT or other documentation are encouraged to contact OpenStax support (support@openstax.org).

Data Privacy

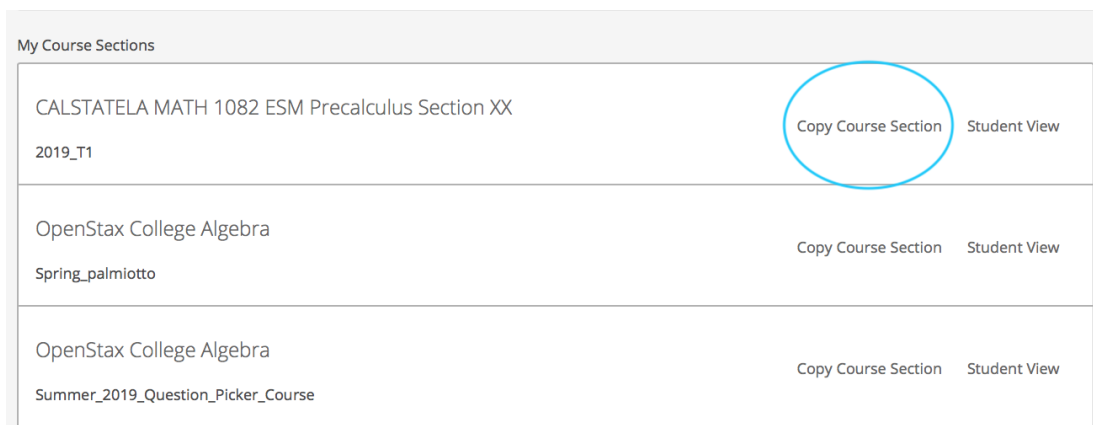
OpenStax and Querium, our partner, take privacy very seriously. OpenStax and Querium use the information you give us to provide, maintain, and administer Rover by OpenStax, as well as to investigate or prevent illegal activities, security or technical issues.

Our [privacy policy](#) is listed on our website. In addition, please note that your education records are protected by the "Family Educational Rights and Privacy Act" (FERPA). If we modify our privacy policy, for example, to reflect changes to the service or relevant laws, we will, as applicable, notify you or your institution of our intended changes and ask you or them to agree to modifications.

Copying (or cloning) Courses

Instructors can copy courses in order to provision multiple sections or to use courses in subsequent academic terms. To copy a course, do the following:

1. From an individual course's Assignment Manager (instructor studio view), click the Rover icon at the top to be brought to the main course listing. (Alternatively, go to <https://am.tryoverbyopenstax.org/home/> and, if you are not on the page with the sections listed, click the Rover icon at the top.
2. Within the field for any course(s) for which you are the instructor, click the **Copy Course Section** link to copy the course.



My Course Sections	
CALSTATELA MATH 1082 ESM Precalculus Section XX 2019_T1	Copy Course Section Student View
OpenStax College Algebra Spring_palmiotto	Copy Course Section Student View
OpenStax College Algebra Summer_2019_Question_Picker_Course	Copy Course Section Student View

Hiding Courses

Instructors hide courses so that students will not be able to enter or view them. To hide a course, set its course end date to any date in the past. After that the courses only appears in the 'Archived Courses' tab on the Assignment Manager home page, where it is out of sight and out of mind.