



Instructor quick start guide

R2.0, August 2020



OpenStax

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To learn more about OpenStax, visit <https://openstax.org>.

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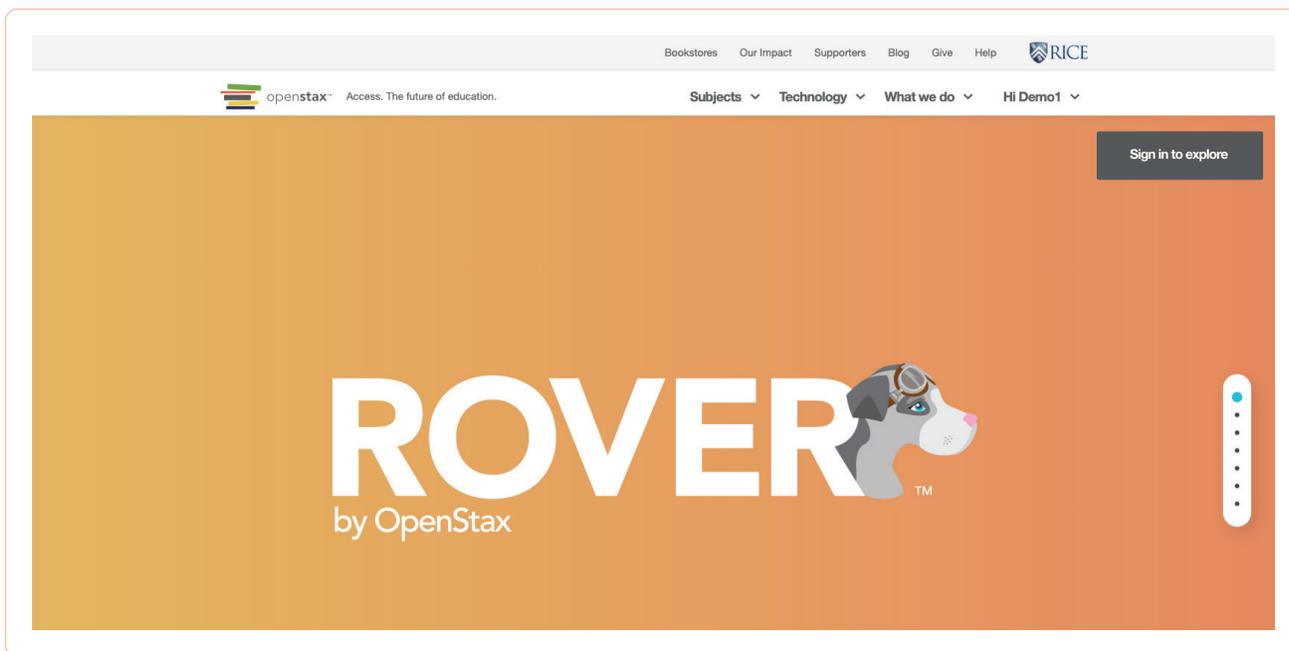
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Welcome to Rover by OpenStax! This guide will help you set up your course, add assignments, customize your questions, and more. You'll also find more information on Rover features and answers to common questions. Let's get started.

Logging in to 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, go to am.my.roverbyopenstax.org. If you don't already have an OpenStax account, sign up at <https://accounts.openstax.org/signup>.



When you log in for the first time, our Launch Checklist will walk you through the setup process. 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):

<https://openstax.org/general/rover-onboarding>

This link also has other quick start videos and user guides for instructors and students.

Tools

Checklists

Launch Checklist

3/4 completed



Add a Welcome Message

Personally welcome learners into your course and prepare learners for a positive course experience.

Update



Create Your Course Grading Policy

Establish your grading policy, including assignment types and passing score. All assignments add up to 100%.

Update



Set Important Course Dates

Establish your course schedule, including when the course starts and ends.

Update



Validate Assignment Deadlines

Ensure all assignment deadlines are between course start and end dates.

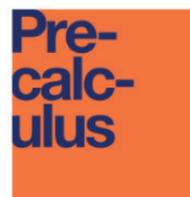
Your Rover Assignment Manager

Once you log in you'll be in Rover's Assignment Manager. Assignment Manager is where you will create your course sections and student assignments. Bookmark this page to return to Assignment Manager: am.my.roverbyopenstax.org.

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 to go to the Assignment Manager.

Course Templates Archived Course Sections



2. Fill in the details for your course. The course name is the name your students will see when they access Rover. When you enter your course name, be sure to include the course number and title – i.e, “Precalculus” – so that the correct book cover is displayed in the student view. Under “Institution,” enter your institution’s name, *with no spaces or special characters*.

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.

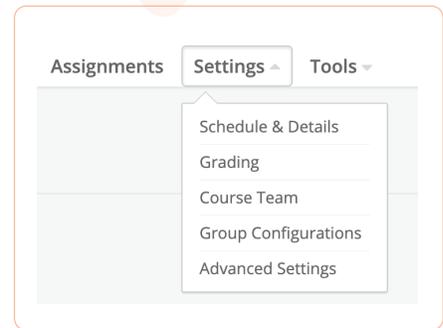
3. Next, enter your course section name. We recommend using the format “Term_InstructorName_CourseTimes,” for example “Fall2020_Smith_MWF10-11.”
4. After you have named your course, added your institution, and named your course section, click “Create,” and your course will appear under My Course Sections. This may take a few seconds while Rover retrieves thousands of questions and configurations.

Adding your course details

Next, add your course details.

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, or Greenwich Mean Time. If you hover over the UTC symbol the local UTC time is displayed.). 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

The nuts and bolts of your course

Basic Information

Organization	Course Number	Course Run
KentHighSchool	OS9471721_c0ad	Fall2020_Fuka_Section1

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

http://my.roverbyopenstax.org/courses/course-v1:KentHighSchool+OS9471721_c0ad+Fall2020_Fuka

Course Schedule

Dates that control when your course can be viewed

Course Start Date	Course Start Time	(UTC)
01/01/2030	00:00	
First day the course begins		
Course End Date	Course End Time	(UTC)
12/31/2030	23:59	
Last day your course is active		
Enrollment Start Date	Enrollment Start Time	(UTC)
MM/DD/YYYY	HH:MM	
First day students can enroll		
Enrollment End Date	Enrollment End Time	(UTC)
MM/DD/YYYY	HH:MM	
Last day students can enroll.		

Determining your grading policy

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

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

Grading

Overall Grade Range

Your overall grading scale for student final grades

+ 0 10 20 30 40 50 60 70 80 90 100

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

Grace Period on Deadline:

00:00

Leeway on due dates

Total number of assignments

Total Number of Assignments

12

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. If you add or remove assignments later, be sure to update this page. Then, save your changes.

- You can now specify total gradebook weights for different assignment categories (homework, quizzes, midterms, final, etc.). You can also create your own assignment category to weight separately!

Assignment Types

Categories and labels for any exercises that are gradable

Assignment Type Name Homework <small>The general category for this type of assignment, for example, Homework or Midterm Exam. This name is visible to learners.</small>	Abbreviation HW <small>This short name for the assignment type (for example, HW or Midterm) appears next to assignments on a learner's Progress page.</small>
Weight of Total Grade 75 <small>The weight of all assignments of this type as a percentage of the total grade, for example, 40. Do not include the percent symbol.</small>	Total Number 14 <small>The number of subsections in the course that contain problems of this assignment type.</small>
	Number of Droppable 3 <small>The number of assignments of this type that will be dropped. The lowest scoring assignments are dropped first.</small>
Delete	

Assignment Type Name Exam <small>The general category for this type of assignment, for example, Homework or Midterm Exam. This name is visible to learners.</small>	Abbreviation EX <small>This short name for the assignment type (for example, HW or Midterm) appears next to assignments on a learner's Progress page.</small>
Weight of Total Grade 25 <small>The weight of all assignments of this type as a percentage of the total grade, for example, 40. Do not include the percent symbol.</small>	Total Number 3 <small>The number of subsections in the course that contain problems of this assignment type.</small>
	Number of Droppable 0 <small>The number of assignments of this type that will be dropped. The lowest scoring assignments are dropped first.</small>
Delete	

[+ New Assignment Type](#)

Global settings

Maximum number of attempts

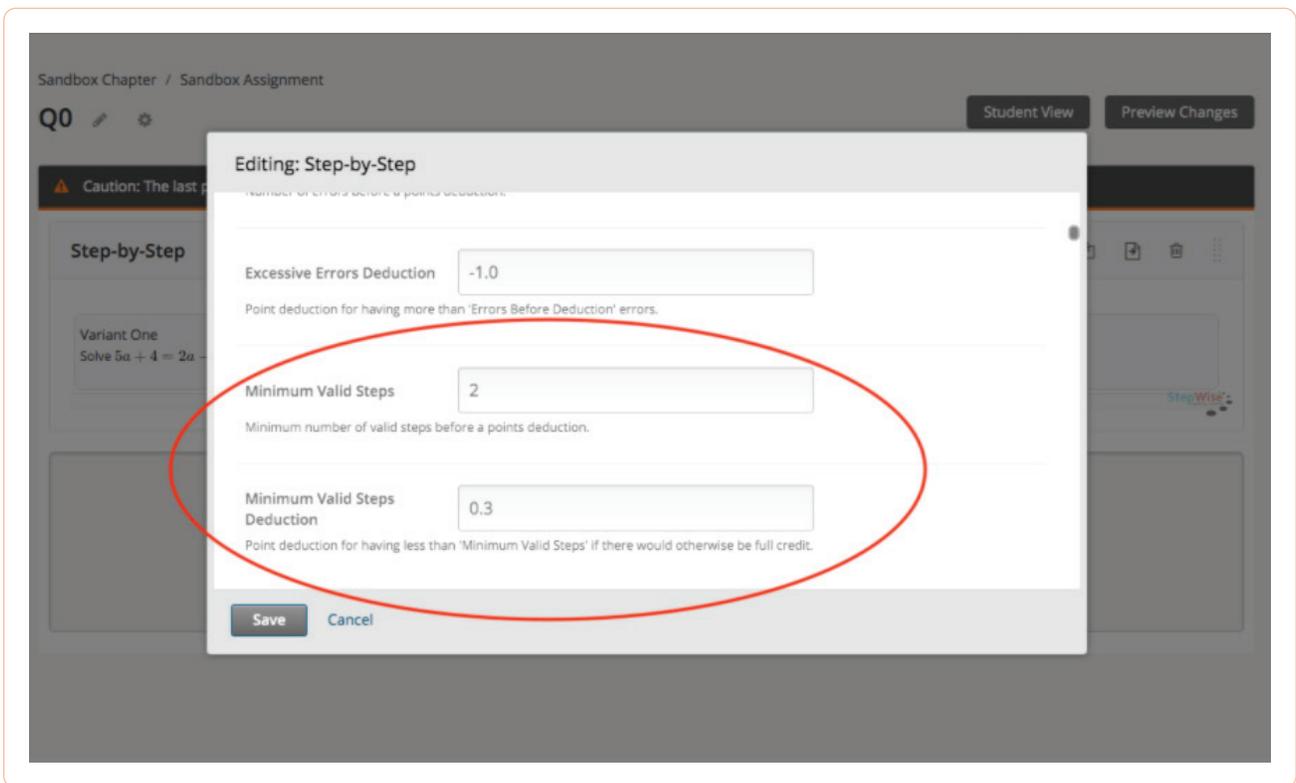
You can determine how many times students can attempt a problem before it is officially marked incorrect.

Randomization

You can determine if students see the same numbers in their homework problems, or if the numbers are randomized for each student.

StepWise custom configurations

You can toggle the settings for StepWise problems – for example, you can determine what is the minimum number of steps students need to include, and how many points should be deducted for having too few steps.



Adding a new team member

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.”

Course Team

+ New Team Member

ADMIN You!
293387 (McDaniel) CONFIRM DELETE: Promote another member to Admin to remove your admin rights

Add Team Members to This Course
Adding team members makes course authoring collaborative. Users must be signed up for AM and have an active account. + Add a New Team Member

Course Team

+ New Team Member

Add a User to Your Course's Team
User's Email Address *

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

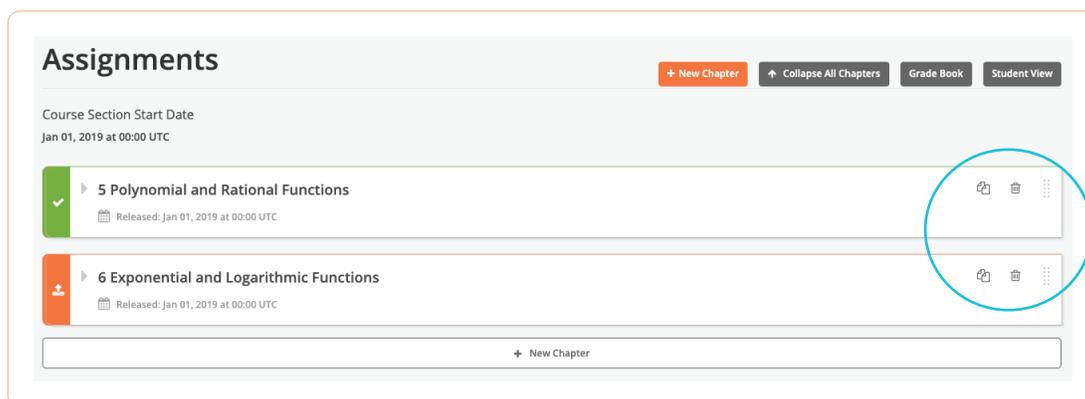
ADD USER CANCEL

Enter their email address and click “Add user.”

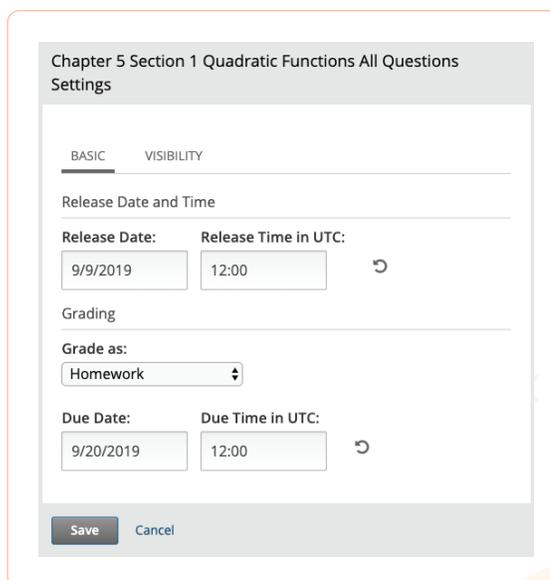
Building your assignments

You can also customize your assignments. In this section, you will see sample chapters and assignments that are pre-populated for this course. With Rover, you can edit or delete these chapters and assignments, which allows you to truly customize your course for your students. The chapters and assignments mirror the content in OpenStax books.

1. While in Assignment Manager, click on the course section you want to edit.
2. Click on the gray arrow ▶ to the left of the chapter name to expand it and see each assignment in that chapter.
3. 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.**
4. 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.
5. 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.



6. Next, click the calendar icon to set due dates for assignments. The release date is the date when students will be able to access the assignments.
7. 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.



- Now, you can also set individual due date extensions on specific subsections to individual students. You can set up extensions from your Instructor Dashboard – enter the student’s username, subsection, and extension due date and time.

The screenshot shows the OpenStax Precalculus Instructor Dashboard. At the top, there is a navigation bar with the OpenStax logo, the course name "OpenStax Precalculus", and links for "Help" and "Admin". Below this is a secondary navigation bar with tabs for "ASSIGNMENTS", "SCORES", "DISCUSSION", and "INSTRUCTOR". The "INSTRUCTOR" tab is selected and highlighted in green.

The main content area is titled "Instructor Dashboard" and includes a button "VIEW COURSE IN ASSIGNMENT MANAGER". Below the title is a sub-navigation bar with links for "Course Info", "Membership", "Cohorts", "Extensions" (which is underlined in blue), "Student Admin", "Data Download", and "Analytics".

The "Extensions" section is titled "Extensions" and "Individual due date extensions". It contains the following text: "In this section, you have the ability to grant extensions on specific subsections to individual students. Please note that the latest date is always taken; you cannot use this tool to make an assignment due earlier for a particular student." Below this text is a form with the following elements:

- A label: "Specify the Juniper RC3 email address or username of a student here:" followed by a text input field containing "Student Email or Userr".
- A label: "Choose the graded subsection:" followed by a dropdown menu with "Choose one" selected.
- A label: "Specify the extension due date and time (in UTC; please specify MM/DD/YYYY HH:MM)." followed by two input fields: "MM/DD/YYYY HH:MM" and "Reason for extension".
- A button: "Change due date for student".

Below the form is a section titled "Viewing granted extensions" with the following text: "Here you can see what extensions have been granted on particular subsection or for a particular student. Choose a graded subsection and click the button to obtain a list of all students who have extensions for the given subsection." Below this text is a form with the following elements:

- A label: "Choose the graded subsection:" followed by a dropdown menu with "Choose one" selected.
- A button: "List all students with due date extensions".

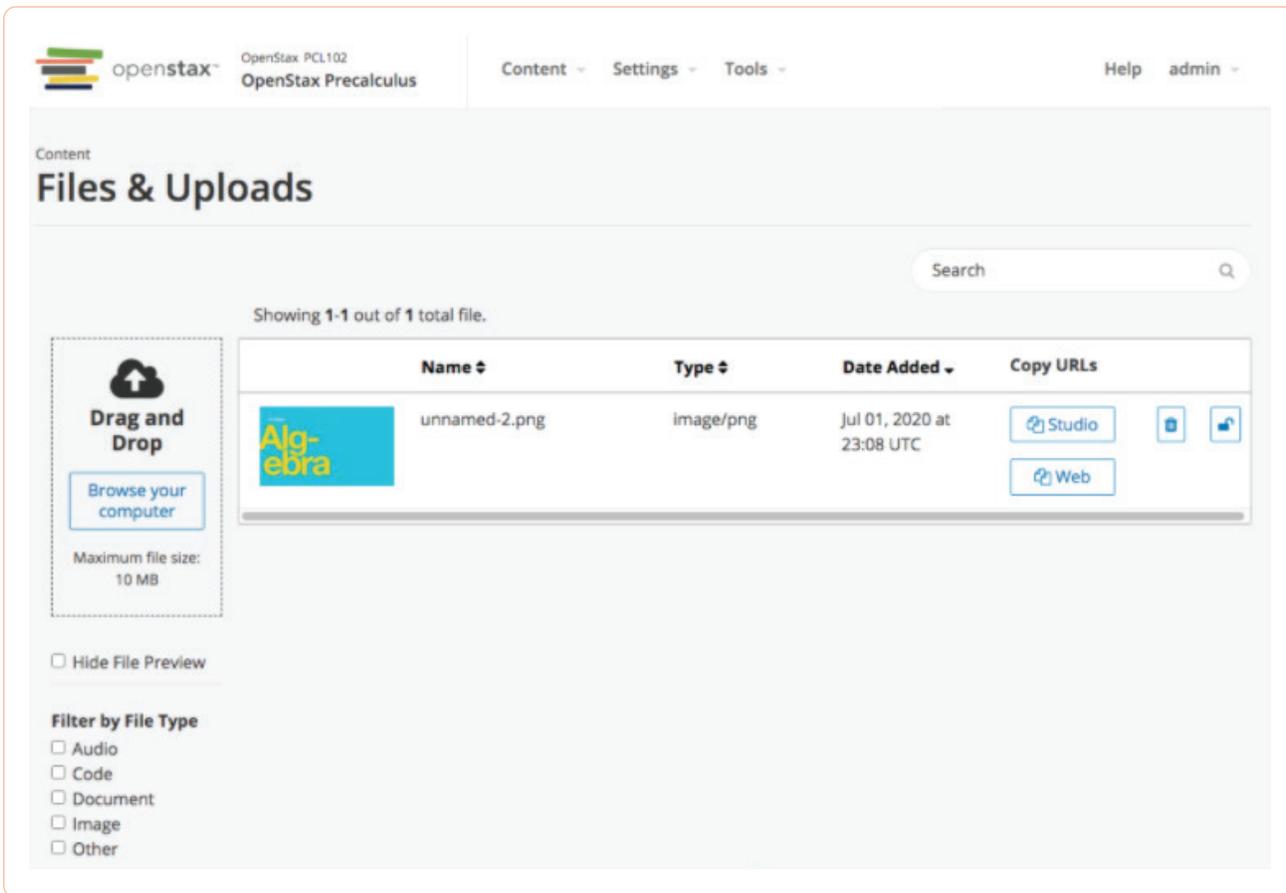
At the bottom of the section, there is a label: "Specify a student to see all of that student's extensions."

- When you’re done, be sure to save your changes.

Uploading your own materials

You can now share additional materials with students by uploading files! To share a file, click Content, then Files and Uploads. Then, select the files you want to upload from your computer.

You can also use this feature to upload new images that you can include with homework questions when you build assignments!



The screenshot shows the OpenStax interface for uploading files. At the top, the OpenStax logo and course information (OpenStax PCL102, OpenStax Precalculus) are visible, along with navigation menus for Content, Settings, Tools, Help, and admin. The main heading is "Files & Uploads". A search bar is present. Below the heading, it says "Showing 1-1 out of 1 total file." On the left, there is a "Drag and Drop" area with a "Browse your computer" button and a note that the maximum file size is 10 MB. Below this is a "Filter by File Type" section with checkboxes for Audio, Code, Document, Image, and Other. The main area contains a table with one file entry:

Name	Type	Date Added	Copy URLs
 unnamed-2.png	image/png	Jul 01, 2020 at 23:08 UTC	Studio Web

Visibility

Next, click on the Visibility tab to edit the visibility of that particular question, assignment, or chapter. Rover allows you to edit the visibility of each subsection separately if you prefer.

In that same tab, you can set the assessment results visibility to select whether you'd like your students to be able to view the answers of that assessment always, never, or when the subsection is past due.

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

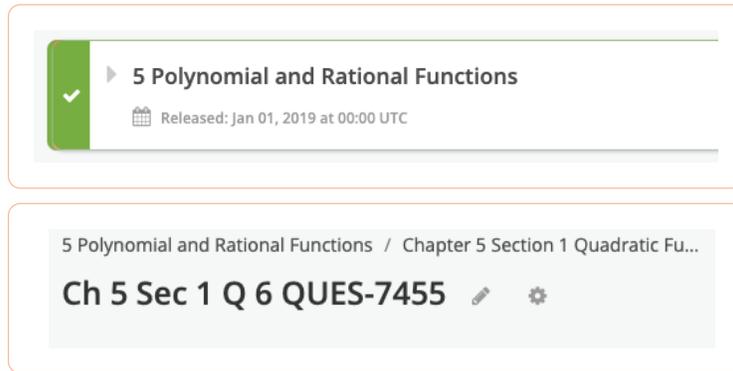
Always show assessment results
When learners submit an answer to an assessment, they immediately see whether the answer is correct or incorrect, and the score received.

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.

You can also change the name of a chapter or assignment to better match the terminology you use in your course. Hover over the name, then click the pencil icon to edit an assignment name.

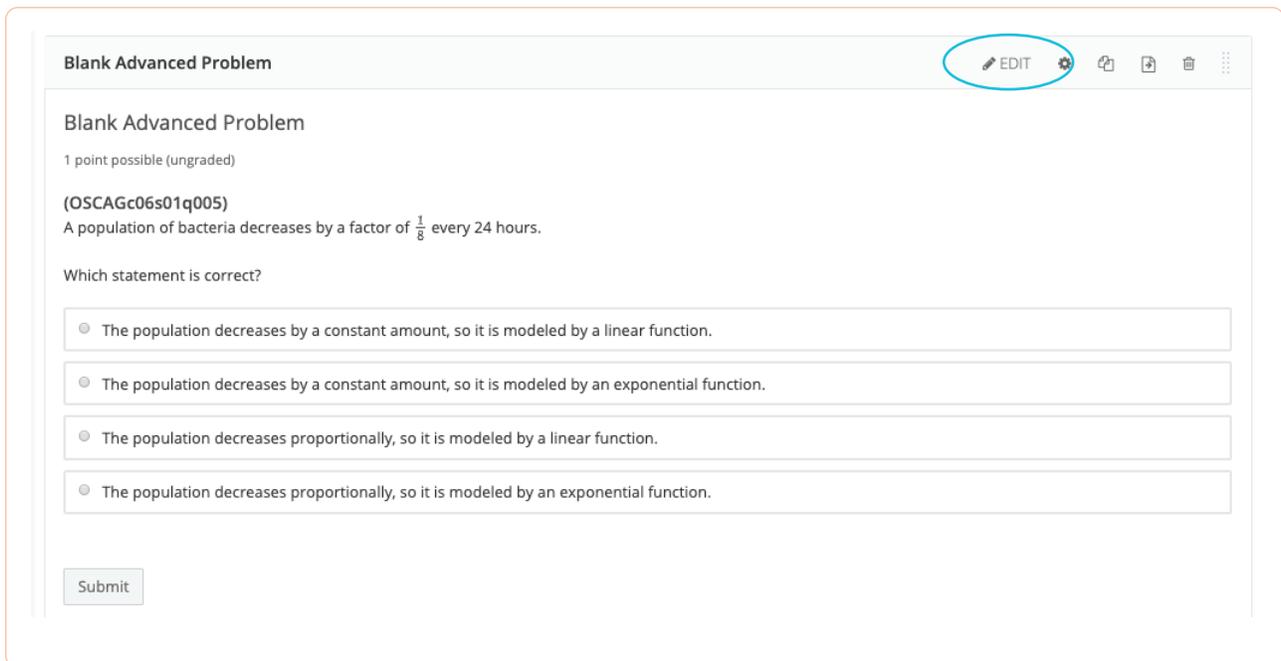
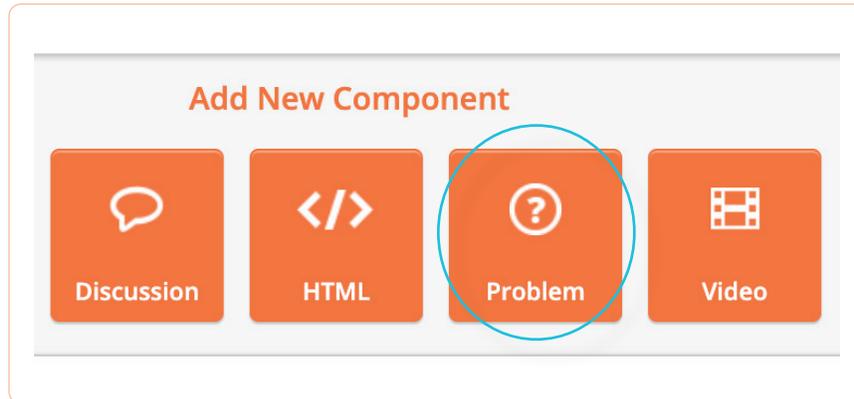
You can hide and reveal sections of content by clicking on the clock or calendar icon in the Assignments list, and use the Advanced Settings to hide the content from students. Hidden content shows a black bar to the left of the content with the message "Visible to staff only."



The image shows two screenshots of an LMS interface. The top screenshot shows a green checkmark icon, a right-pointing triangle, and the text "5 Polynomial and Rational Functions". Below this is a calendar icon and the text "Released: Jan 01, 2019 at 00:00 UTC". The bottom screenshot shows a breadcrumb trail "5 Polynomial and Rational Functions / Chapter 5 Section 1 Quadratic Fu...", followed by the assignment title "Ch 5 Sec 1 Q 6 QUES-7455" and two icons: a pencil and a gear.

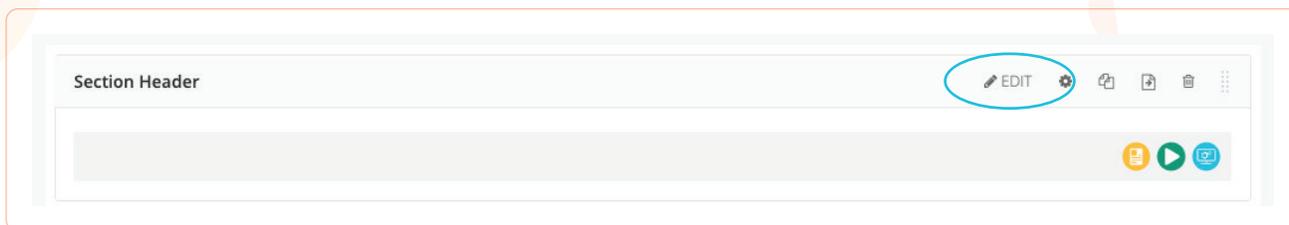
Adding your own questions

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.

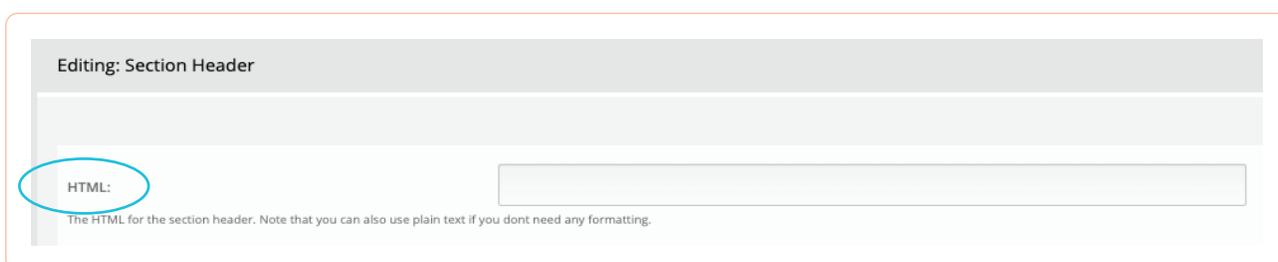


The image shows a question editor interface for a "Blank Advanced Problem". At the top right, there is an "EDIT" button circled in blue. The question text is: "Blank Advanced Problem", "1 point possible (ungraded)", "(OSCAGc06s01q005)", and "A population of bacteria decreases by a factor of $\frac{1}{8}$ every 24 hours." The question asks "Which statement is correct?" and provides four radio button options: "The population decreases by a constant amount, so it is modeled by a linear function.", "The population decreases by a constant amount, so it is modeled by an exponential function.", "The population decreases proportionally, so it is modeled by a linear function.", and "The population decreases proportionally, so it is modeled by an exponential function." A "Submit" button is located at the bottom left.

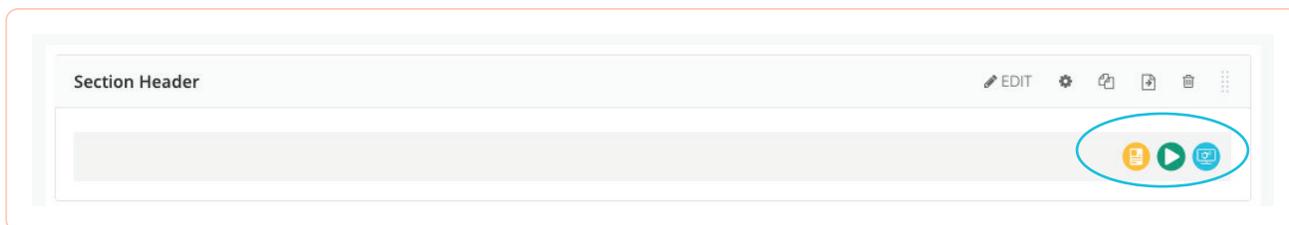
1. Clicking "Edit" on the Section Header allows you to add text, such as question instructions or other information you think is important for your students as they work the following questions.



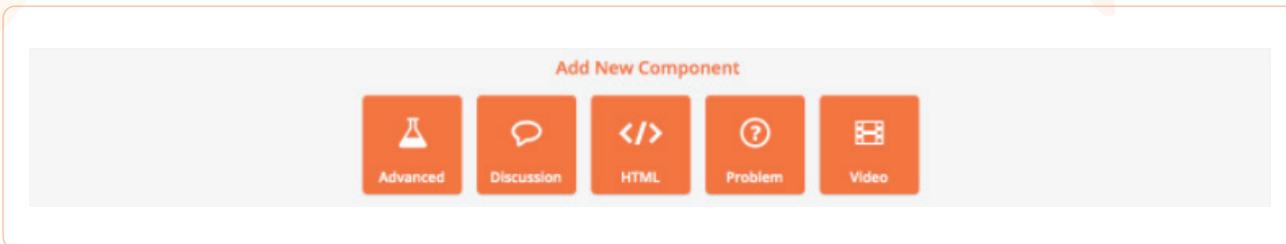
2. After you click "Edit," enter your desired text in the "HTML" field.



3. To view the corresponding section in the book for your question, click the yellow icon in the Section Header. To view a video on the question topic, click on the green arrow icon. Click on the blue icon to work interactive PhET simulations related to the question topic. Note that not all sections have videos or PhET simulations, but many do.



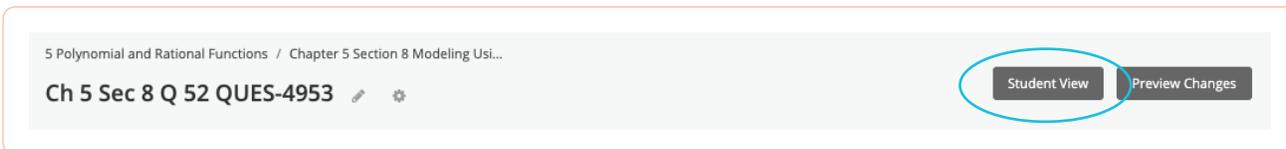
4. You can edit the text, video, and PhET simulation links by clicking “Edit” in the Section Header.
5. You can add a new question component using the orange icons at the bottom of the question.



6. When you are done adding or editing a question, you can preview your changes by clicking on “Preview changes” at the top of the page.



7. If you’d like to know what your students will see, click on Student view. This option in Rover will allow you, the instructor, to view a sample of what your students will see. Note, some additional features you see in the “Student view,” such as your Instructor tab, will not actually be visible to the student.

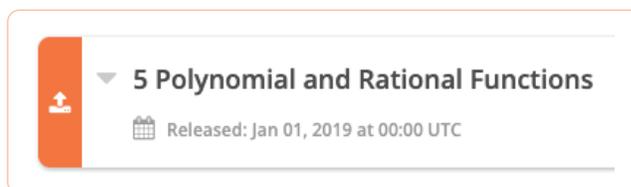


Publishing your assignments

To get back to the assignments list, you can click the “Back” button in your browser or click the name of your course at the top of the page.

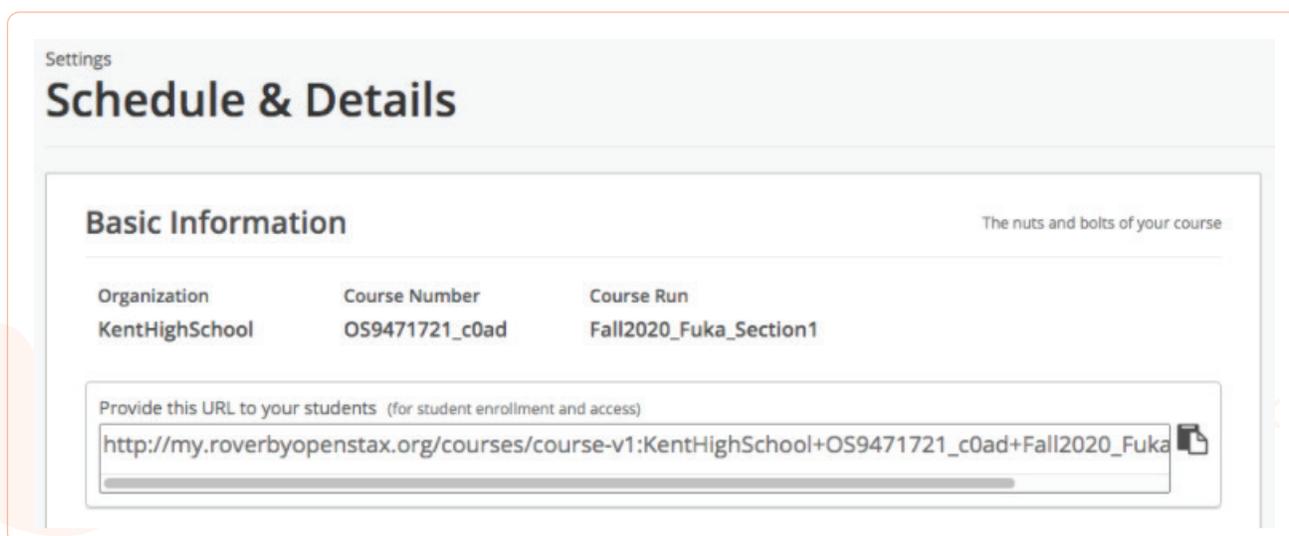


When a section is orange, this means your changes have not been published and your students can't view them yet. A green section means your changes are published and your students can see them. To publish, click the up arrow (upload) button on the left side of the assignment or question name.



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.

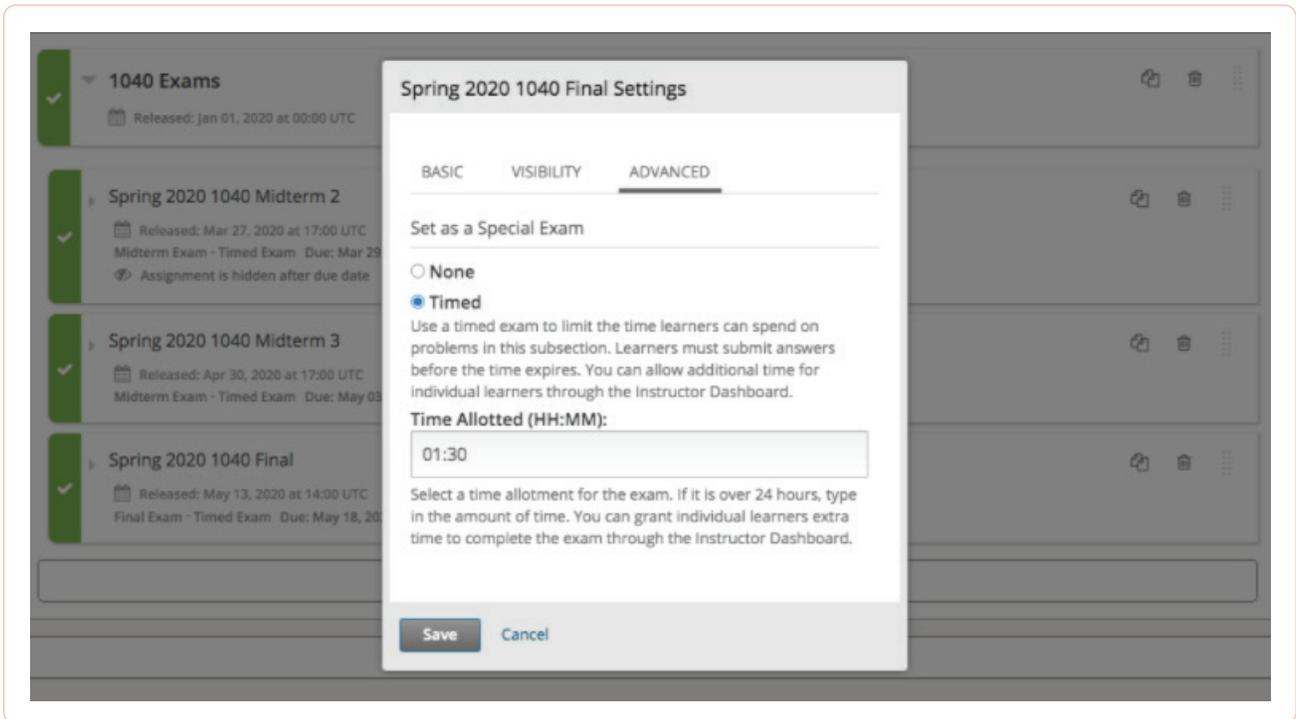
Once you're finished making changes to each assignment and have published your changes, send the course URL to your students by clicking on Settings, then Schedule & Details. On this page, you'll see a unique URL. Copy that link and send it to your students. You can click the small clipboard icon to the right of the URL to copy it. Once your students click on the link you send them, they'll be enrolled in your course. You can send this link through email, or through a learning management system such as Blackboard.



Rover now integrates with your LMS! if you'd like to set up an integration with Blackboard, Canvas, etc. please contact support@querium.com for more details.

Creating timed exams

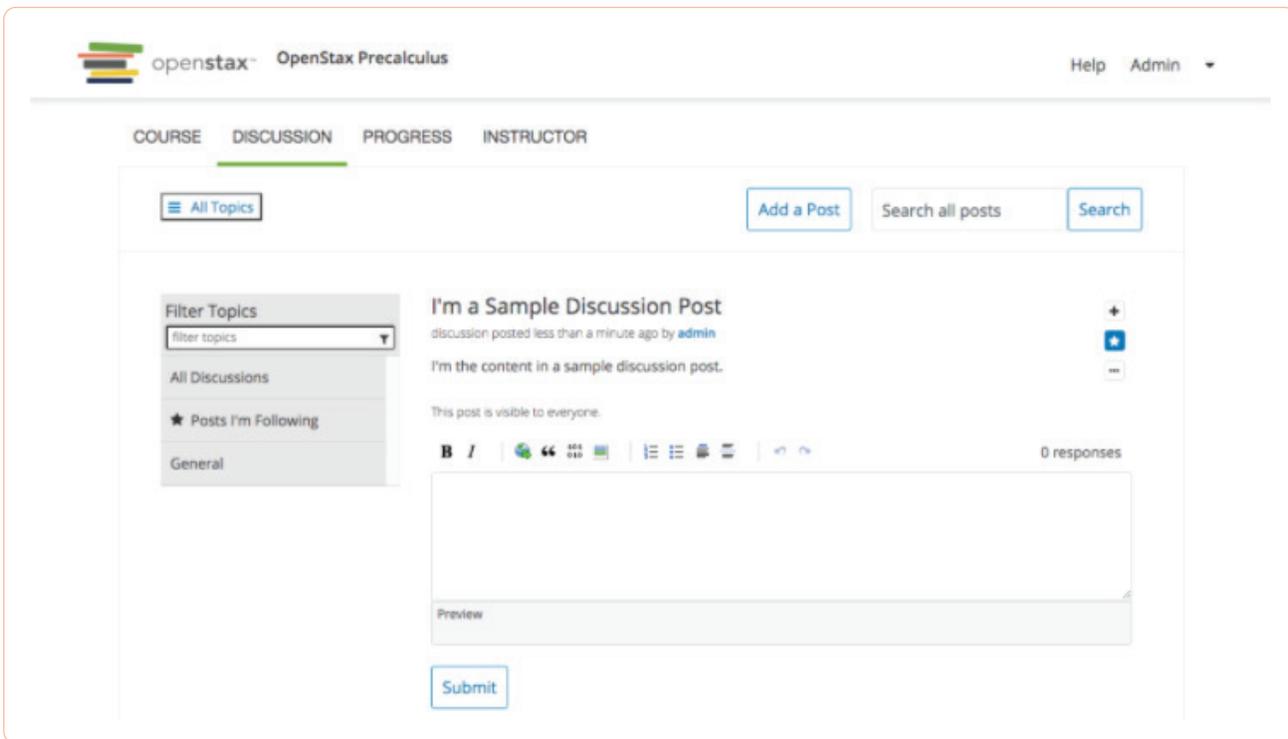
We have updated Rover to allow you to use the platform for timed exams! You can set a time limit under the Advanced settings on your exam.



Creating discussion posts

This year, we've added the ability for you and your students to create and respond to discussion posts! You can find discussion posts under the Discussion tab. To create a discussion post, click "Add a post," type up your post, and click "Submit."

You can format segments of math in your posts by surrounding your bits of math with dollar-sign characters.



The screenshot shows the OpenStax Precalculus course interface. At the top, there is a navigation bar with the OpenStax logo, the course title "OpenStax Precalculus", and links for "Help" and "Admin". Below this is a secondary navigation bar with tabs for "COURSE", "DISCUSSION" (which is highlighted), "PROGRESS", and "INSTRUCTOR".

The main content area is divided into two columns. The left column contains a "Filter Topics" sidebar with a dropdown menu set to "filter topics" and three options: "All Discussions", "★ Posts I'm Following", and "General". The right column displays a sample discussion post titled "I'm a Sample Discussion Post" by "admin", posted "less than a minute ago". The post content is "I'm the content in a sample discussion post." Below the post, it indicates "This post is visible to everyone." and shows a rich text editor toolbar with icons for bold, italic, link, quote, code, list, and image. A "0 responses" indicator is also present. At the bottom of the post area is a "Submit" button.

Getting help

As always, students and instructors can contact our customer support team at 713-348-5012 or support@openstax.org