

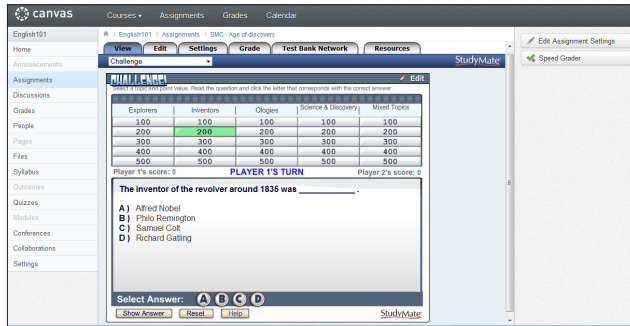


OVERVIEW

StudyMate Class helps students “master the basics” of course material through web-based learning activities, self-assessments and games.

The activities, such as flash cards and crosswords, are based on items entered by students or the instructor. Students then practice with the activities that appeal to them, and can even review and edit items created by classmates. StudyMate Class integrates seamlessly with Canvas courses for easy instructor facilitation and grading.

StudyMate Class also integrates with the Respondus Test Bank Network, allowing instructors to quickly and easily create learning activities with items from thousands of official publisher test banks.



CREATING A STUDYMATE CLASS PROJECT

Only instructors can create a new StudyMate Class project (or “instance”). To do so, follow these steps:

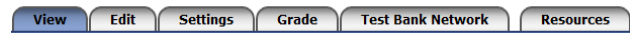
1. Login as the instructor, select the desired course, choose the **Assignments** tool, and select **+ Assignment**.
2. Enter a project name in the field **Assignment Name**. This will be the title displayed to students. Optionally enter instructions for the project.
3. Make sure the Submission Type is **External Tool**. Click in the box below **External Tool URL**. In the new window, click the link for **StudyMate Class**; the URL will be filled in automatically. Click **Select**.
4. On the next screen, enter a Project Title (not displayed). Select the Type of Project and Editing Rights. (See the **Project Type** and **Editing Rights** sections of this guide for details.)
5. Click **Save Project Configuration**.

PROJECT TYPE

There are two types of projects: “standard” and “MyStudyMate.” The standard type of project allows all items to be viewed by students, regardless of who creates them. The “MyStudyMate” project type only allows items to be viewed by the student who created the item, and only certain features are available to users.

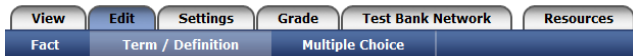
MENU TABS

Menu tabs appear across the top. The **View** and **Edit** tabs are available to students; the **Settings**, **Grade**, **Test Bank Network**, and **Resources** tabs are additionally available to instructors.



EDITING TEMPLATES & ACTIVITIES

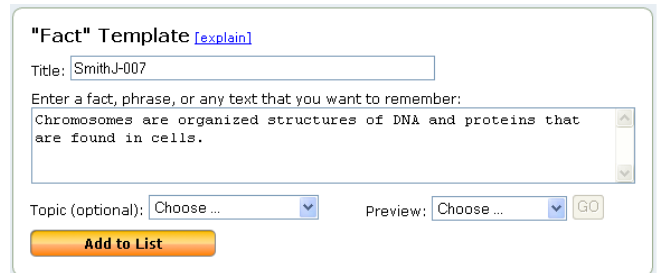
The **Edit** tab offers three templates: *Fact*, *Term/Definition*, and *Multiple Choice*.



Each editing template has multiple learning activities associated with it, so an item entered in a template will appear in various activities on the **View** tab.

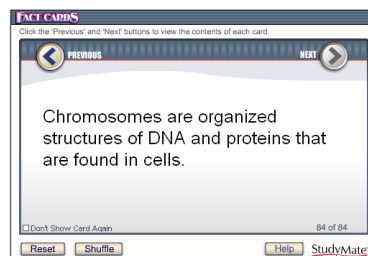
Fact Template

The *Fact* template allows the entry of a fact, phrase or text on a given subject.

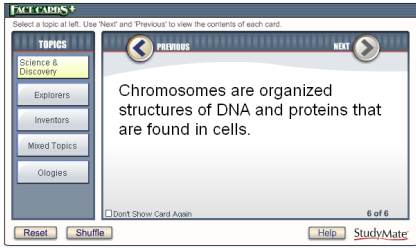


The *Fact* template links to the following activities on the **View** tab:

- *Fact Cards* - one-sided cards that display a fact or explanation.

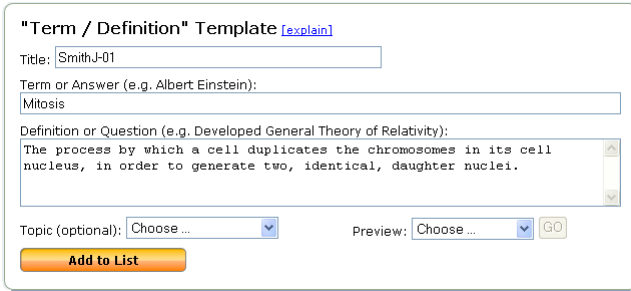


- **Fact Cards+** - Fact Cards that can be organized by topic.



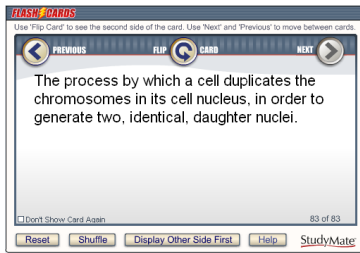
Term/Definition Template

The *Term/Definition* template allows the entry of a term and its definition (or a question and its answer) on a given subject.

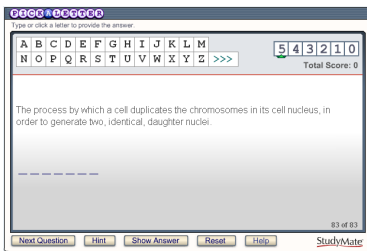


The *Term/Definition* template links to the following activities on the *View* tab:

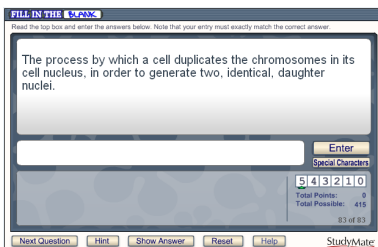
- **Flash Cards** - two-sided cards that display the term/answer on one side and the definition/question on the second side.



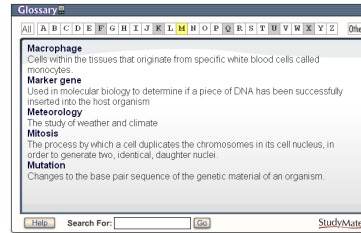
- **Pick A Letter** - displays the definition/question at the top of the screen and has the user type or click the letters for the answer.



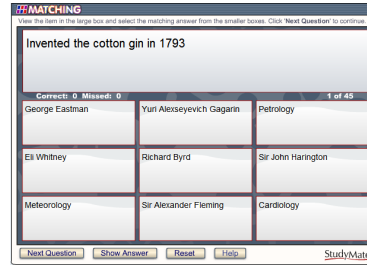
- **Fill in the Blank**- displays the definition/question in the top section and has the user enter the exact term/answer.



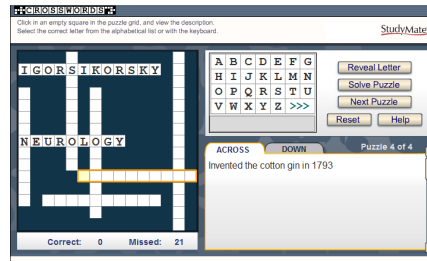
- **Glossary** - provides an alphabetic listing of all Term/Definition items in the file. The term is presented first, immediately followed by the definition.



- **Matching** - displays the definition/question in the top section and answer choices in the windows below.

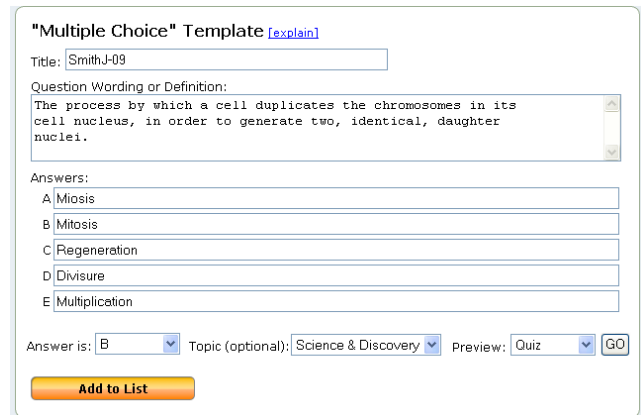


- **Crosswords** - displays the "clue" and requires the "answer" to be entered in the highlighted area of the crossword grid.



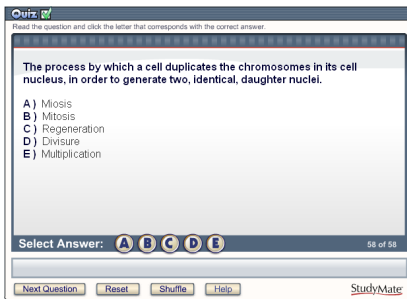
Multiple Choice Template

The *Multiple Choice* template allows the entry of a multiple choice or true/false question.

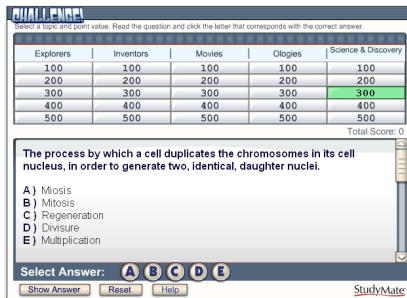


The *Multiple Choice* template links to the following activities on the *View* tab:

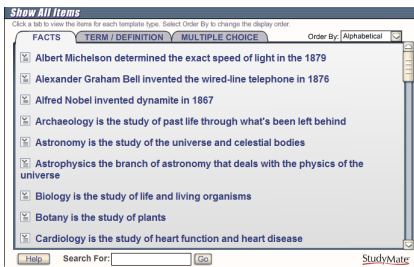
- *Quiz* - displays a multiple choice question with the question wording at the top and answer choices below it. The user selects the correct answer by clicking on the letter that represents it.



- *Challenge* - presents multiple choice questions in a fun, game-show environment. The game board consists of 5 topics, where each topic has 5 questions with point values that range from 100 to 500.

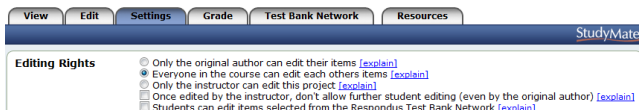


- *Show All* - displays all items corresponding to the Fact, Term/Definition and Multiple Choice templates. Items can be ordered alphabetically, by author, or by when items were created.



EDITING RIGHTS

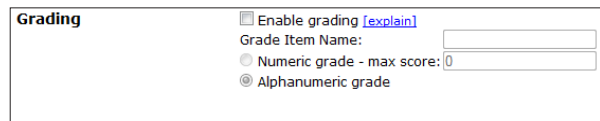
The editing rights for each project are set by the instructor and can be changed at any time.



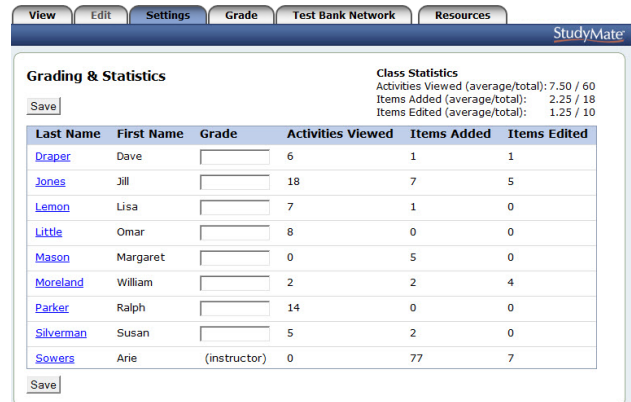
The first option allows students to edit only those items they've created themselves. The second option allows everyone in the course to edit and correct items created by others. The third setting only lets the instructor make edits or new entries. If the next checkbox is selected, students cannot edit an item once the instructor has edited it, thus giving the instructor the final word on an item. If the final checkbox is selected students will be allowed to edit items that have been added from the Respondus Test Bank Network.

GRADING

Students are more likely to participate if they are graded on their effort. To grade a project, go to the *Settings* tab, select *Enable grading* and provide a title for the Grade Book column.



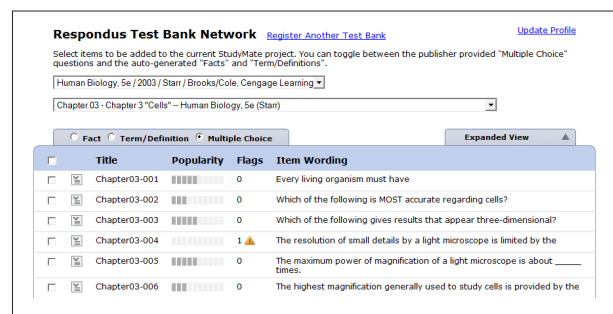
Then, from the *Grade* tab, the grade can be derived from the statistics shown: the number of activities viewed, the number of new items contributed by the student, and the number of items edited. Click the student's last name to view the actual items he or she created.



TEST BANK NETWORK

The *Test Bank Network* tab allows instructors to use official publisher test banks from the Respondus Test Bank Network in StudyMate Class projects. Instructors who adopt a participating textbook can obtain the accompanying test bank (at no charge) by following these steps:

1. Click the link to search for a test bank. This will open a browser window and enable a search for the textbook adopted for the course.
2. Select the textbook and submit the request form for the test bank. The publisher will send a File Code and File Password via email within 1-3 days.
3. When the File Code and Password is received, return to the *Test Bank Network* tab in StudyMate Class.
4. Enter the File Code and Password provided by the publisher, along with the information requested. This will register the test bank with this course. It won't be necessary to repeat the process for any other StudyMate Class projects in this course.
5. Once the test bank is registered, select it from the drop down list and choose the desired file or chapter.



- The Test Bank Network items are displayed in three different views: Fact, Term/Definition and Multiple Choice.

○ Fact ○ Term/Definition ● Multiple Choice

- Note that Fact and Term/Definition items are auto-generated by StudyMate using questions from the test banks. Carefully review each Fact and Term/Definition item before selecting it.
 - Each item listed has a context menu that provides the following options: *Preview*, *Add this item to the project*, *Flag this item*, and *Properties*.
 - A “popularity” indicator shows how often an item has been selected by other instructors.
 - Questions can be flagged for potential errors by any instructor using the test bank. The contents of the flag can be viewed by clicking on it.
6. To copy items to the StudyMate Class project, simply select the item(s) and click “Add selected items to this project.” Items can now be viewed or edited in StudyMate Class.

RESOURCES

The *Resources* tab contains resources, such as demo movies and “Quick Start” Guides, to help instructors and administrators get the most out of StudyMate Class. This tab is not available to students.

COPYING QUESTIONS TO A CANVAS QUESTION BANK

Instructors can copy multiple choice questions from a StudyMate Class project directly to a “Question Bank” in Canvas. Follow these steps:

1. From the *Edit* tab, click the button **Export/Copy Items** at the bottom of the page.
2. Select the option **Copy items to a new Canvas Question Bank within this course** and provide a Question Bank name.
3. The multiple choice questions from the project will be listed. Select the items to be copied, scroll to the bottom of the page, and click the button **Copy selected items to a Question Bank**.
4. The Question Bank is created and the multiple choice questions will be available for a Canvas assessment.

IMPORTING QUESTIONS

Instructors can import questions that were previously exported from StudyMate Class, StudyMate Author or Respondus. See the respective user guides for instructions on exporting items to “StudyMate zip” format. Items can also be imported from plain text (.txt) files. See “Import Formatting Requirements for Text Files (TXT)”. From the *Edit* tab in StudyMate Class, select **Import Items** and click on the [explain] link.

To import a StudyMate zip file or text file, follow these steps:

1. Create or select the StudyMate Class project to which the file will be imported.
2. From the *Edit* tab, click **Import Items** at the bottom of the page.
3. Browse to the import file.
4. Choose the import type and click **Continue**.
5. Select the desired items from the list and click **Import Selected Items**.
6. Click **OK** to complete the wizard.

MOBILE

StudyMate Class can be used on mobile devices, such as the iPhone, iPad, iPod touch, BlackBerry, Pre, Android, and more. iPhone, iPad and iPod touch users can download the free “StudyMate LMS Edition” app from the Apple App Store to synchronize StudyMate Class projects with their online courses and work with learning activities offline.

Additionally, StudyMate Class can be used with mobile devices by accessing the Canvas course from the device’s browser. The device will be detected and learning activities displayed in the proper size and format.



STUDENT ROLLOUT

The following tips will help with a successful rollout of StudyMate Class to students.

- A 5-minute demonstration during class goes a long way to getting students running with StudyMate Class. As a follow-up, provide specific instructions to students for getting started, such as the rollout materials available from the Respondus web site.
- For each project, provide clear guidelines as to how many questions and items each student or group should contribute. This helps avoid both overzealous and unengaged students.
- Perhaps the best way to engage students in the learning process is to make the task gradable. Grading features are available within StudyMate Class and the grades will pass directly to the Canvas Gradebook.
- Tell students that a certain number of the multiple choice questions they create will be used on the test. This encourages students to create quality questions and to review the materials created by other students.
- Emphasize to students the importance of reviewing items previously entered by classmates. Each item and question entered should be fully unique.
- To introduce students to StudyMate Class, create a practice project where students are required to login and enter items using each of the three templates. Pick a fun topic (perhaps on a subject matter unrelated to the course) and remind students that their entries should be unique.

The pages that follow provide several distinct approaches for integrating StudyMate Class into a class.

StudyMate Class

TEACHING SCENARIO #1: A CLASS-WIDE STUDY GROUP

Overview

StudyMate Class lets an entire class participate in one, large study group. Even students who are shy or don't know others in the class will get involved. But what makes StudyMate Class so powerful is that students learn throughout the entire process, not just when they view the activities and games. They learn when they contribute new material to the project and when they edit facts or sample questions created by other students. Even instructors can join the action by contributing new items or by editing contributions by students.

Structure & Guidelines

To keep a class-wide study group manageable, it's best to limit the data sources that students can use for new items. For example, you may want to require that new items be derived from only the textbook or lecture. Sometimes it's helpful to create a separate StudyMate Class project for each data source (ie. one based on material from the textbook, another based on lectures). Mixing data sources can be fine too, but will depend on the size of the class, the type of material being covered, and the grading approach being used, among other factors.

Consider using the following data sources for a StudyMate Class project:

- **Textbooks** - Have students enter facts, glossary terms and/or multiple choice questions based on specific chapters in the textbook.
- **Supplemental Readings, Homework or Labs** - This is similar to the above approach, but uses supplemental readings, homework or lab projects as the source material.
- **Class Lecture** - Have students enter facts and terms/definitions from lecture. You might also have them create sample multiple choice questions.
- **Research Projects** - If research projects or papers are written for the class, have students enter key facts and concepts from their research.

Tip: If more than one data source is used for a StudyMate Class project, consider adding a "Topic" that represents each source (eg. a topic named "Textbook" and another named "Lecture"). This makes it easier to organize new items and to track the sources of the data. Be sure to tell students to select the appropriate topic when they enter new items.

Participation & Grading

By grading the StudyMate Class projects, students will have an additional incentive to participate. A "participation" grade can be derived from the statistics provided on the **Grade** tab, such as the number of items contributed/edited by the student and the number of Flash activities viewed by the student. The actual items created by each student can also be viewed from the **Grade** tab by clicking the student name.

Instructor Setup

- 1) Create a New Project
To create a new project, see "Creating a StudyMate Class Project" in the Quick Start Guide.
- 2) Create a Topic List
Consider creating a Topic List so that items created by students can be assigned to a topic. A Topic List might be organized by the source of data (Textbook, Lecture, etc.), by specific subjects (Mitosis, Nucleus, Chromosomes, etc.), by the course outline (Chapter 1, Chapter 2, etc.), by date (Week 1, Week 2, etc.), or by any parameter the instructor chooses. To create a Topic list, go to the **Settings** tab, locate the **Topic List** section, and use the **Add Topic** feature.
- 3) Set the Editing Rights
From the **Settings** tab, locate the **Editing Rights** section. To allow students to edit each other's entries, select **Everyone in the course can edit each other's items**. (Users can view a history of the edits, so this discourages "vandalism".) Alternatively, to prevent students from editing or correcting entries by other students, select **Only the original author can edit their items**. The settings for Editing Rights can be changed at any time, including the ability to prevent students from modifying an item once the instructor has edited it.
- 4) Enable Grading
To enable grading of the project, select the **Settings** tab, locate the **Grading** section, select *Enable grading*, and enter a Grade Book column title. Remember to click **Save Changes**.

Tips & Suggestions

- For best results, provide students a minimum and maximum number of items they should contribute to the project and the number of items to create with each template (eg. 10 *Fact*, 10 *Term/Definition*, 5 *Multiple Choice*). You don't want overachieving students to enter hundreds of items before other students get started, nor do you want to foster minimal participation by setting too low of a target.
- Students need to understand the importance of reviewing existing items in a project before entering new items. Each item should be fully unique so that the project doesn't get filled with duplicate or similar items. New items are placed at the end of the project list, so it's easy to tell which ones were created.
- In certain situations, instructors may want students to provide source information (eg. Textbook, p24) for each item entered. With the *Term/Definition* template, tell students to place the source information at the end of the "Definition" not the "Term". For *Multiple Choice* questions, the source information should be placed at the end of the question wording, not the answer choices.
- If "Topics" are created by the instructor, students should be reminded to select a topic whenever they enter a new item.

StudyMate Class

TEACHING SCENARIO #2: TEAM PROJECTS

Overview

Divide the class into teams or groups. Each team is responsible for contributing content to a StudyMate Class project according to the assigned topic. The topics might originate from sources such as:

- **Textbook chapters** - Assign each team a chapter from the textbook where teams are responsible for creating items and questions based on that chapter. Provide specific guidance as to what is required. For example, if the textbook contains "End of Chapter" glossary terms, you might indicate that each term should be entered using the *Term/Definition* template in StudyMate Class. You might also require teams to create 20 sample questions using the *Multiple Choice* template.
- **Lecture materials** - Each team is responsible for one week of lecture. Have students use the *Fact* template to enter 20-30 of the most important facts from the lecture. You may also require each team to create a set of *Term/Definition* items based on the same materials, as well as *Multiple Choice* questions that can be used to prepare for the test.
- **Special Projects** - If students do group research projects in the course, StudyMate Class is a great way for classmates to teach each other about their research. Have each group use the *Fact* template to provide the basic facts about the topic. The *Term/Definition* template can then be used to create a parallel set of materials, allowing for deeper learning of the same content. Finally, have each group create a set of *Multiple Choice* questions that are based on the same materials covered with the *Fact* and *Term/Definition* templates. This is a pedagogically effective way for classmates to present new material to others.

Instructor Setup

- 1) Create a New Project
To create a new project, see "Creating a StudyMate Class Project" on p.1 of this Quick Start Guide.
- 2) Create a Topic List
Create a "Topic" for each team. To do this, go to the **Settings** tab, locate the **Topic List** section, and use the **Add Topic** feature. The topic names should reflect the type of project. For example, if each team has been

assigned one chapter from the textbook, the topics might be named "Chapter 1", "Chapter 2" and so on. If the project is based on lectures, try topics like "Week 1", "Week 2", etc. If teams are doing unique research projects, consider using subject-matter names, like "Mitosis" and "Nucleus". Or, the topics might simply be the team names like "Team 1" and "Team 2".

- 3) Set the Editing Rights
From the **Settings** tab, locate the **Editing Rights** section and select **Everyone in the course can edit each others items**. This allows students to edit entries by their team members. After the assignment is complete, the instructor may want to change the editing rights to **Only the instructor can edit this project** to prevent further editing by students and to facilitate grading.
- 4) Enable Grading
To enable grading of the team projects, select the **Settings** tab, locate the **Grading** section, select *Enable grading*, and enter a Grade Book column title. Remember to click **Save Changes**.

Tips & Suggestions

- Remind the teams to create items that are based on key themes of the topic. The goal isn't to stump fellow classmates with minutia or complex questions.
- Tell students that their work will be evaluated as a team. So teammates should check each other's work for accuracy and make sure their collective work meets the criteria of the assignment. (If a Topic List is created, the "Search" feature allows students to quickly locate the items created by their teammates.)
- For large classes, consider dividing students into teams based on their last name. For example, if a student's last name starts with the letters A-D, they are responsible for Chapter 1, etc.

StudyMate Class

TEACHING SCENARIO #3: INSTRUCTOR CREATES EVERYTHING

Overview

Instructors may want to create a StudyMate Class project where students cannot make contributions or edits of their own. Students can then only access the **View** tab, which contains the learning activities and games. If grading is used, it can only be based on the number of activities viewed by a student.

Creating Content

There are three ways an instructor can create or import content:

- Use the standard templates in StudyMate Class to create items.
- Export a file from StudyMate Author (which is a separate authoring tool) and import it using StudyMate Class. All items from a StudyMate Author project can be imported, except those that contain calculated questions or images (these items are automatically filtered out). From the *File* menu in StudyMate Author, select the “Export to StudyMate zip” option.
- Export multiple choice questions from Respondus (a separate authoring tool) and import them using StudyMate Class. From the *File* menu in Respondus, select the “Export to StudyMate zip” option.

To import items that are in StudyMate zip format, go to the **Edit** tab in StudyMate Class, locate the “Import items” button at the bottom of the screen and follow the instructions.

Using Publisher Test Banks

The Respondus Test Bank Network contains thousands of publisher test banks for the leading text books in higher education. Instructors who adopt a participating textbook for their course can access the accompanying test banks, for free, directly from StudyMate Class.

This means that instructors can save substantial amounts of time creating learning materials based on the textbook content.

See the “Test Bank Network” section on p.4 of this guide for more information.

Importing MS Word Files

MS Word files can be imported through the use of StudyMate Author or Respondus. Both applications allow the importing of questions or items from MS Word, QTI XML, RTE, and many other formats. Once questions are in StudyMate Author or Respondus, they can be exported to StudyMate zip format and then imported using StudyMate Class (see previous section).

Instructor Setup

- 1) Create a New Project
To create a new project, see “Creating a StudyMate Class Project” on p.1 of this Quick Start Guide.
- 2) Set the Editing Rights
From the **Settings** tab, locate the **Editing Rights** section and select **Only the instructor can edit this project**.
- 3) Enable Grading
To enable grading, select the **Settings** tab, locate the **Grading** section, select *Enable grading*, and enter a Grade Book column title. Remember to click **Save Changes**. For this type of project, also remember that grades can only be based on the number of activities students view (since students cannot create or edit items of their own).