

Holistic Educational Solutions

Using LuV Builder





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CREATE ACTIVITIES



Accessing the LuV Builder

My Tools

 Holistic Assessment My Class List Assessment Setup	 My Game Create Game View Game Bank View My Games
 My Lesson Create Lesson Lesson Bank My Lessons Track Lessons	 My Questions Create Question My Questions Question Bank
 My Resource View My Resource Resource Bank Digital Resource Management	 My Test Create Test View Test Bank View My Question Bank View My Tests Track Tests
 Offline Homework Create Homework View Homework Bank View My Homework Track Homework	 Online Survey Create Survey/Poll View Survey, Poll & Consent Track Survey, Poll & Consent
 Oral Buddy Create Oral Buddy View Oral Buddy Bank View My Oral Buddy Track Oral Buddy	 Reading Log Teacher Book Reading Remark Students' Review Track Reading Progress
 Registration Form Create Form My Form Track Form	 Rubrics Create Rubric View Rubric Bank View My Rubrics
 Writing Buddy Create Writing Buddy View Writing Buddy Bank View My Writing Buddy Track Writing Buddy	 Create Activities View Activities Bank View My Activities Track Assigned Activities

- To access the LuV Builder, login to the MC Online LMS Portal using your assigned credentials.

- Click **My Tools**.
- Click Create Activities.



Step 1 - Activity Details

Create Activities

Step 1
Activity Details

Step 2
Create Activity

Title

Level ☒ General ☐ Primary 1 ☐ Primary 2 ☐ Primary 3
☐ Primary 4 ☐ Primary 5 ☐ Primary 6

Subject ☒ English ☐ Chinese

Passing Criteria (%)

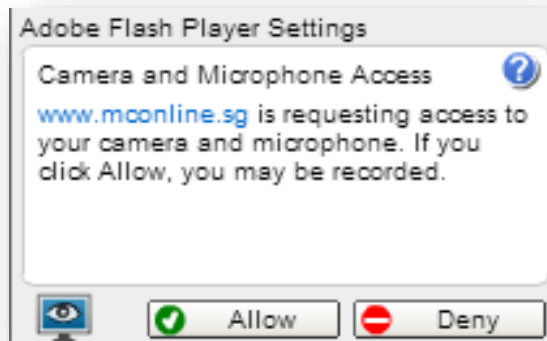
Maximum Score

Next >

3. Fill in the mandatory details for your activity.

4. Click **Next** to proceed to Step 2.

Step 2 - Creating the Activity



5. You may be prompted for permission to Allow or Deny access to your computer's *Camera and Microphone* and *Local Storage*. Make sure you click **Allow**.

Note

- *Local Storage* may not prompt you if you have given it permission previously.



Step 2 - Creating the Activity

Create Activities

Step 1
Activity Details

Step 2
Create Activity

English MEDIA CORP G Alternate States LuV Discussion

Prompts 1

Please type your main prompt here.

Please type your additional prompt here.

Please type your additional prompt here.

Helping Words Suggested Answers

Please type your helping words here.

00:00 / 00:00

- Based on the details of the activity you have provided in Step 1, LuV Builder will create the interface for your activity.
- Let us look at the parts of the interface.

Step 2 - Creating the Activity



English MEDIA CORP G Alternative States LuV Discussion

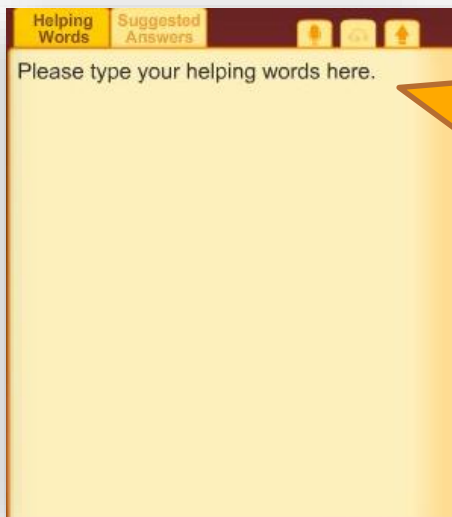
Prompts 1

Please type your main prompt here.

Please type your additional prompt here.

Please type your additional prompt here.

You can type in your prompts and add additional prompts for your LuV activity. These prompts can also be audio.



Helping Words Suggested Answers

Please type your helping words here.

You can type additional Helping Words or Suggested Answers. These can also be recorded as audio.


Most of the functions on this bottom bar is disabled until you assign the activity to the student.

Step 2 - Creating the Activity

Type your main prompt in this box.

You can click on these numbers to proceed to the next prompt, if any.

You can add more main prompts, or remove main prompts by clicking on the “+” symbol.



English MEDIACORP Alternative States LuV Discussion

Prompts 1

Please type your main prompt here.

Please type your additional prompt here.

Please type your additional prompt here.

Each main prompts comes with additional prompts you can use.

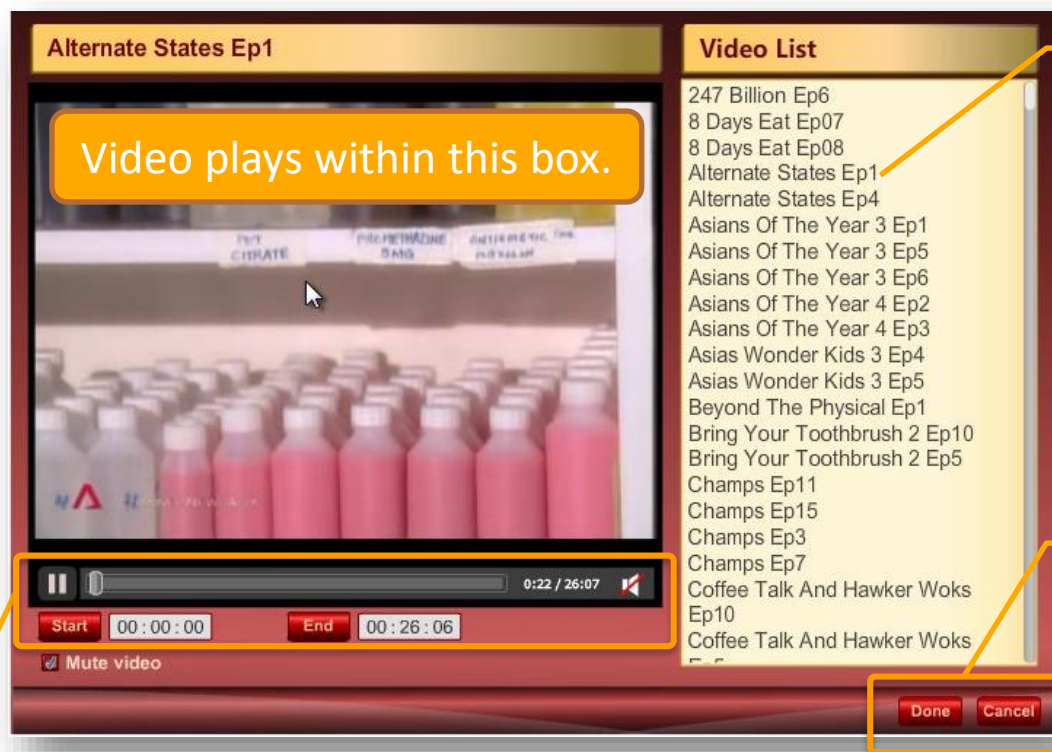
These buttons allow you to **Record**, **Playback** and **Save** your voice prompts or instructions. You can also Record, Playback and Save additional prompts.

Step 2 - Creating the Activity



Click within the video player to access a list of LuV videos.

Step 2 - Creating the Activity



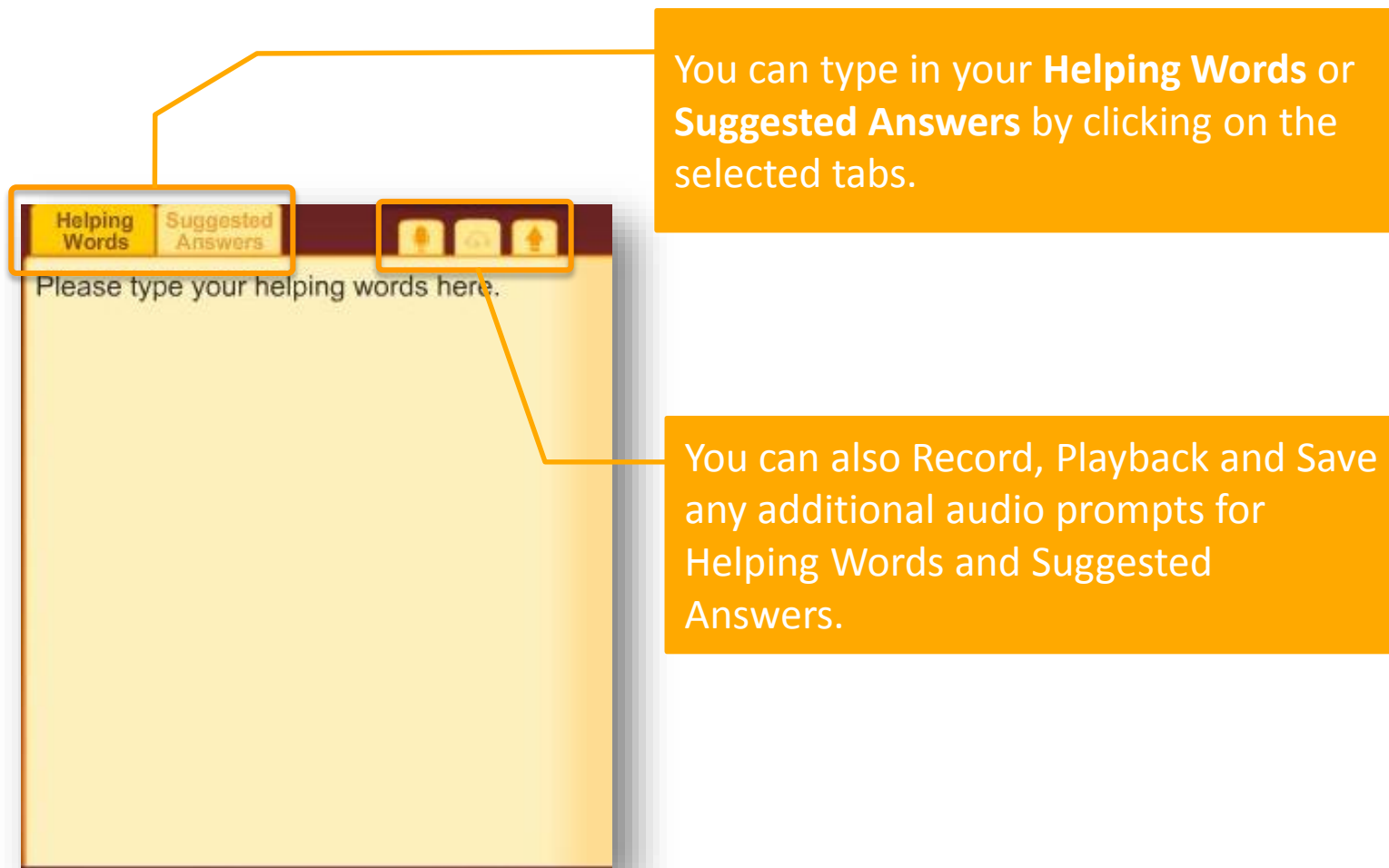
Video plays within this box.

Click on the video title to use in the activity.

Once the video has been selected and edited, click **Done**.

You can trim your videos (the start and the end only) by using the slider, then clicking on the **Start** and **End** button.

Step 2 - Creating the Activity



The screenshot shows a software interface for creating an activity. It features two tabs at the top: 'Helping Words' and 'Suggested Answers'. Below the tabs is a large text area for input. To the right of the text area are three icons: a microphone (Record), a play button (Playback), and a floppy disk (Save). Two callout boxes provide instructions: one points to the tabs, stating that users can type in their **Helping Words** or **Suggested Answers** by clicking on the selected tabs; the other points to the icons, stating that users can also Record, Playback and Save any additional audio prompts for Helping Words and Suggested Answers.

You can type in your **Helping Words** or **Suggested Answers** by clicking on the selected tabs.

You can also Record, Playback and Save any additional audio prompts for Helping Words and Suggested Answers.

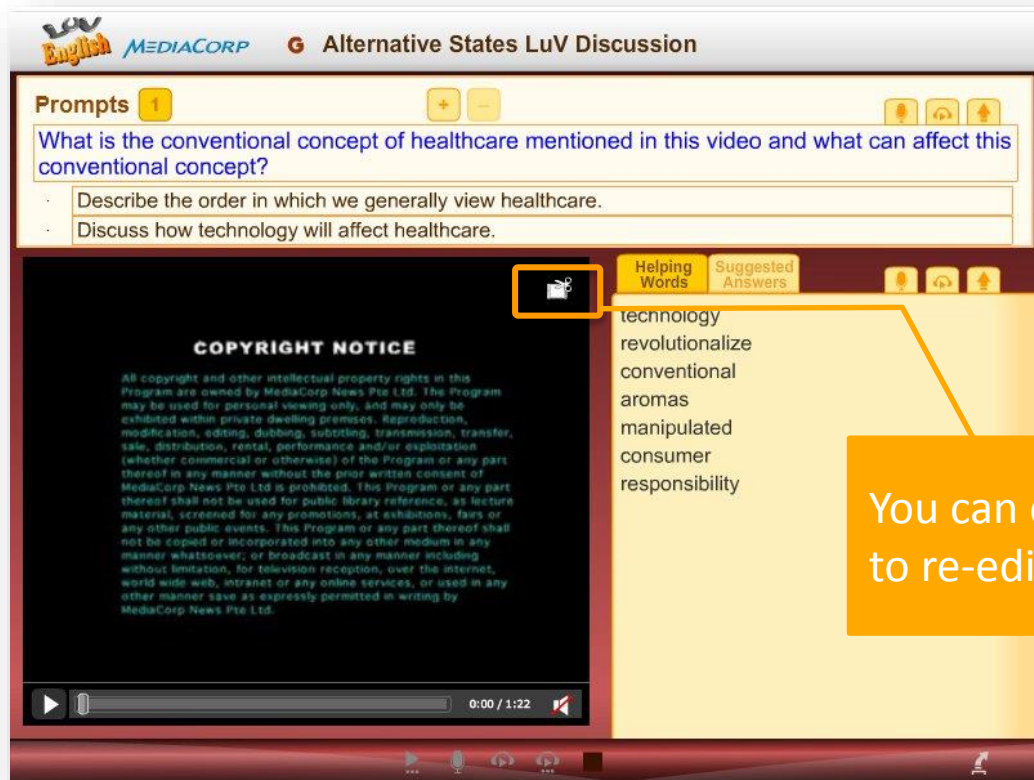
Step 2 - Creating the Activity



Click **this button** when you are ready to submit and complete your LuV Activity.

These buttons are disabled when you are creating the LuV activity. They will only be available once you have assigned the LuV activity to your student.

Step 2 - Creating the Activity



Prompts 1

What is the conventional concept of healthcare mentioned in this video and what can affect this conventional concept?

- Describe the order in which we generally view healthcare.
- Discuss how technology will affect healthcare.

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technology
revolutionize
conventional
aromas
manipulated
consumer
responsibility

You can click this icon to re-edit your video.




ASSIGNING ACTIVITIES



Assigning the activity

My Activities [Track Assigned Activities](#)

Learn using Video 


My Activities

[Shared with Me](#)

[Shared by Me](#)

[Activities Bank](#)



Search

Enter keyword to search... 



Filters

☒ All Subjects ☐ Chinese

Create Edit Duplicate Delete Assign Share

1 - 3 of 3  

<input type="checkbox"/>	Title	Subject	Level	Type	Assignment Status	Last Modified
<input type="checkbox"/>	Luv E-Learning Activity	English	General	Video Discussion	-	1 min ago
<input checked="" type="checkbox"/>	Alternative States LuV Discussion	English	General	Video Discussion	-	1 min ago
<input type="checkbox"/>	Alternative States	English	General	Video Discussion	Started	03 Jun 2015

1 - 3 of 3  

1. In My Activities, click on the **Checkbox** next to the LuV activity you are going to assign.
2. A row of buttons; **Edit**, **Duplicate**, **Delete**, **Assign** and **Share** will appear.
3. Click on the **Assign** button. You will be redirected to the Assignment Page.



Assignment Selection

Assign LuV Test

Test Title: Alternative States LuV Discussion

Level: General

Subject: English

Selections

My Groups

Form Groups

☐ General

☒ Primary 3

☒ P3 Inspire - 11 member(s)

- ☒ Aiden Zhou
- ☒ Alexander Wu
- ☒ Daniel Xu
- ☒ Ethan Zhao
- ☒ Jacob Wang
- ☒ Jayden Liu
- ☒ Lim Teck Boo
- ☒ Mason Lee
- ☒ Michael Yang
- ☒ Noah Chen
- ☒ William Zhang

4. Once you are in the Assignment page, Select the class you are assigning the LuV activity by clicking on the correct **Checkbox**.

Note

- These selection can be from your own Virtual Groups (My Groups), Form Groups or the School Groups.
- Make sure you expand the list by clicking on the “+” symbol.



Assignment Settings

The screenshot shows the 'Settings' form for an assignment. It is divided into several sections, some of which are highlighted with yellow boxes and arrows:

- Start Date and End Date:** The top section contains two date pickers. The 'Start Date' is set to 26/06/2015 and the 'End Date' is set to 26/07/2015. Both have time pickers set to 00:00 and 23:59 respectively. A yellow box and arrow point to these date pickers.
- No. of Attempts:** A dropdown menu set to 'One'.
- Question Order:** A dropdown menu set to 'Sequential'.
- Release of Results:** A dropdown menu set to 'Immediately after submission'.
- Attached Rubric(s):** A section showing 'No rubrics attached.' with a link 'Attach rubric(s)'.
- Add Teacher to Monitor Test:** A section with a 'Search Teacher' label, a text input field with placeholder 'Enter teacher name...', and an 'Add' button.

5. You can set the Start Date and End Date by clicking on the **Calendar** icon. *By default, the End Date is one month from the Start Date.*
6. You can set the Start Time and End Time for the test by clicking in the respective boxes.
7. The options for **No. of Attempts**, **Questions Order** and **Release of Results** is not available for LuV activities.
8. You can also define or Attach Rubrics so that you or the student's peers can assess the LuV activities using the rubrics.

Note

- To create a new Rubric, refer to the user guide for creating a Rubric on the MC Online LMS User Manual page.



Assignment Settings

Add Teacher to Monitor Test :

Search Teacher

Enter teacher name... **Add**

To add monitor, type teacher name in the textbox above and click "Add" button to add teacher to the monitor list.

Monitor Group(s)

- ☐ CMSTeachers
- ☐ DemoStudents
- ☐ Primary 5 Geniuses
- ☐ SCAs
- ☐ Sharing Session
- ☐ Teachers

Save **Cancel**

9. You can set another teacher to monitor your LuV activity by typing the teacher's name in the "*Enter teacher name ...*" box, clicking *on the name* and clicking **Add**.
10. Otherwise, you can also click on the "+" symbol to expand a list, then click on the **Checkbox** next to the teacher's name.
11. Click **Save** to assign the lesson. You will be prompted to check your Assignment Settings. If everything is correct, click on **Proceed to Assign**.



TRACKING ASSIGNED ACTIVITIES



Tracking the assigned activity

My Activities [Track Assigned Activities](#)

Learn using Video

- My Activities**
- Shared with Me
- Shared by Me
- Activities Bank

Create

1 - 3 of 3

<input type="checkbox"/>	Title	Subject	Level	Type	Assignment Status	Last Modified
<input type="checkbox"/>	Luv E-Learning Activity	English	General	Video Discussion	-	53 mins ago
<input type="checkbox"/>	Alternative States LuV Discussion	English	General	Video Discussion	Started	54 mins ago
<input type="checkbox"/>	Alternative States	English	General	Video Discussion	-	03 Jun 2015

1 - 3 of 3

Search

Enter keyword to search... **Go**

Filters

1. In My Activities, click on Track Assigned Activities.


Note

- Clicking on the LuV activity title will just show you a preview of the activity. Make sure you click on Track Assigned Activities if you wish to mark it.

Tracking the assigned activity

Track Assigned Activities [Back to Activities](#)

Filters: All Subjects ▼ All Terms ▼ Export to Excel Views ▼

Test	Subject	Start & End Date	Class/Group	Attempt Rate	Pass Rate	Score(100%)			Actions
						Highest	Lowest	Average	
Alternative States LuV Discussion	English	26 Jun 2015 - 26 Jul 2015	P3 Inspire	3/11	0/11	0.00	0.00	0.00	<input checked="" type="checkbox"/> 

- In Track Assigned Activities, you can see a summary of the Attempt Rate, Pass Rate and Scores.
- Under the Actions Column, click on the **Mark Test** icon. This icon looks like a *ticked checkbox* as indicated above. This will bring you to the Mark Activity Page.



Marking the assigned activity

Mark Activity

All Students

Submitted but Unmarked

Submitted and Marked

Unsubmitted Students

Title: Alternative States LuV Discussion

Filters: All Groups

Views

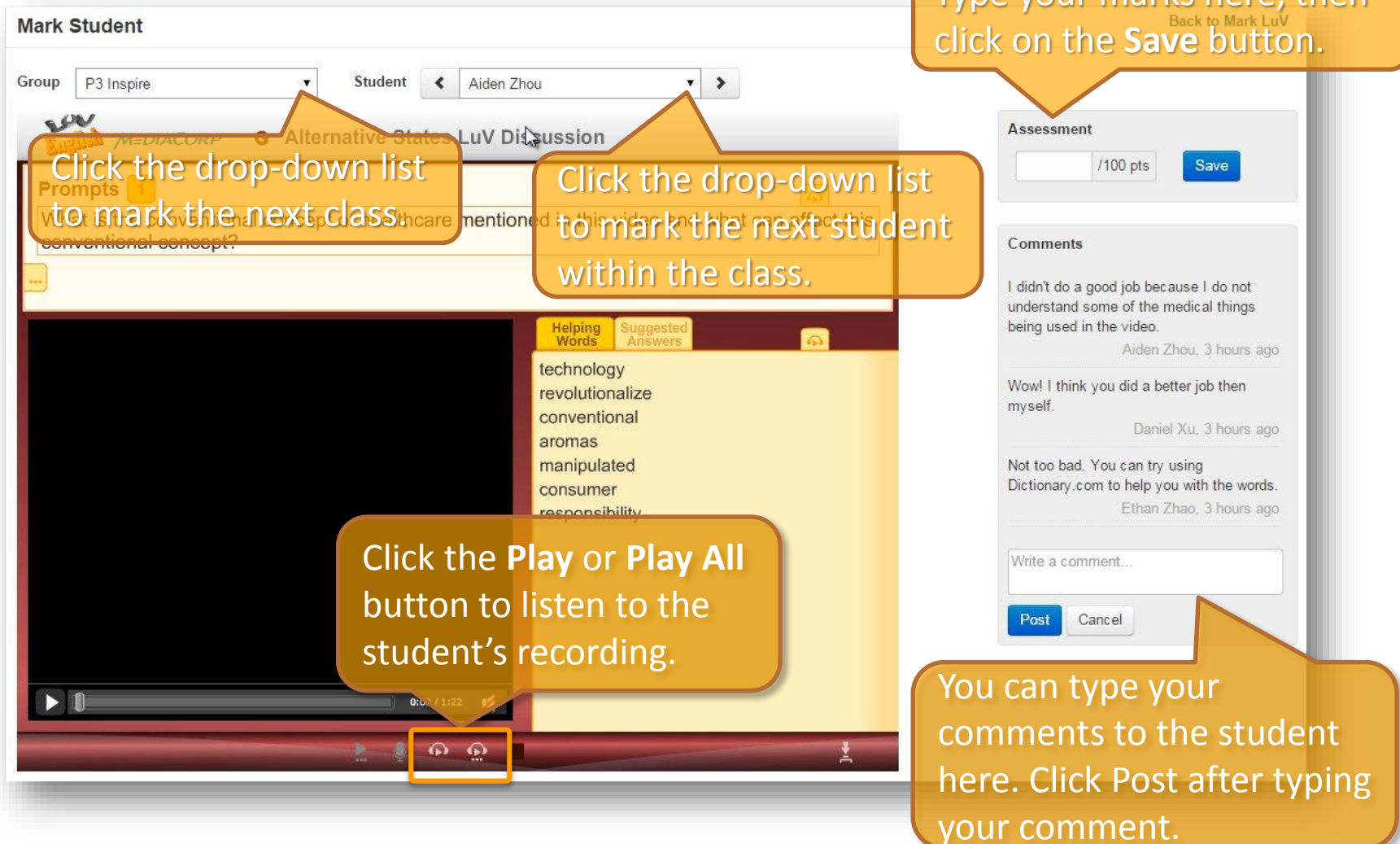
No.	Student Name	Group Name	Submission Status	Mark (pts)	Actions
1	Aiden Zhou	P3 Inspire	Submitted	Not Marked	
2	Alexander Wu	P3 Inspire	Not Submitted	Not Marked	
3	Daniel Xu	P3 Inspire	Submitted	Not Marked	
4	Ethan Zhao	P3 Inspire	Submitted	Not Marked	

- In Mark Activity, you can see a list of students with their *Submission Status* of either *Submitted* or *Not Submitted*.
- To begin marking, click on the **Mark Student** icon under the Actions Column. This icon looks like a *ticked checkbox*.

Note

- The icons are only clickable if the *Submission Status* is *Submitted*.

Marking the Assigned Activity



Mark Student

Group: P3 Inspire Student: Aiden Zhou

Click the drop-down list to mark the next class.

Click the drop-down list to mark the next student within the class.

Click the **Play** or **Play All** button to listen to the student's recording.

Type your marks here, then click on the **Save** button.

Assessment

/100 pts **Save**

Comments

I didn't do a good job because I do not understand some of the medical things being used in the video.
Aiden Zhou, 3 hours ago

Wow! I think you did a better job then myself.
Daniel Xu, 3 hours ago

Not too bad. You can try using Dictionary.com to help you with the words.
Ethan Zhao, 3 hours ago

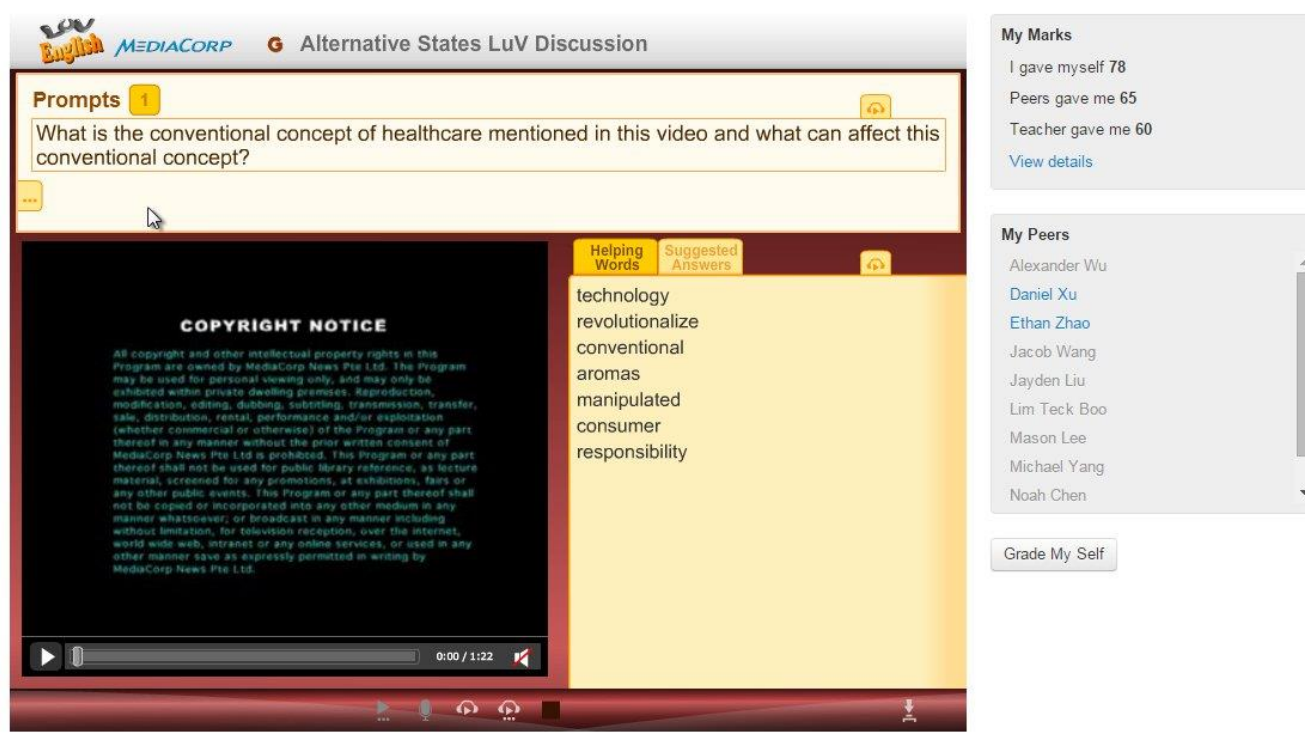
Write a comment...

Post **Cancel**

You can type your comments to the student here. Click Post after typing your comment.

Viewing the Marked Assignment

Learn using Video Activity



The screenshot displays the 'Learn using Video Activity' interface. At the top, it shows the 'English MEDACORP' logo and the title 'Alternative States LuV Discussion'. Below the title, there is a 'Prompts' section with a yellow tab labeled '1'. The prompt text reads: 'What is the conventional concept of healthcare mentioned in this video and what can affect this conventional concept?'. To the right of the video player, there is a sidebar with two sections: 'My Marks' and 'My Peers'. The 'My Marks' section lists scores: 'I gave myself 78', 'Peers gave me 65', and 'Teacher gave me 60', with a 'View details' link. The 'My Peers' section lists names: Alexander Wu, Daniel Xu, Ethan Zhao, Jacob Wang, Jayden Liu, Lim Teck Boo, Mason Lee, Michael Yang, and Noah Chen. At the bottom of the sidebar is a 'Grade My Self' button. The video player itself shows a 'COPYRIGHT NOTICE' and a list of 'Helping Words' and 'Suggested Answers' including: technology, revolutionize, conventional, aromas, manipulated, consumer, and responsibility. The video player has a progress bar at the bottom showing '0:00 / 1:22'.

- The student can view their own scores, as well as scores given by his peers and teacher.
- To view the comments given to him, he has to click **Grade My Self**.



THE END