



**CIVIL AIR PATROL
LEARNING**



ABSORB LMS

VOLU INSTRUCTOR

14 MAY 2024

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VOLU INSTRUCTOR GUIDE

MAIN ADMINISTRATOR PAGE

When you log into Absorb, you will land on the main administrator page. The main administrator page provides access to all primary administrative tools that are accessible to the user. The page will display report dashboards that have been configured by the user.

The screenshot displays the Absorb Instructor Dashboard. At the top, the header includes the organization name "Civil Air Patrol", a search bar for "Intelligent Assist", and the user name "Jane LevelTwoInstructor". A left-hand navigation menu contains icons for home, dashboard, reports, and settings. The main content area is divided into several sections:

- Instructor Dashboard:** A central overview section with the title "Instructor Overview". It contains a brief description and a list of actions: "Grade Course Assignments", "View Specific Discussion Posts", and "Assign Grades for Discussion Tasks".
- Saved Reports:** A table listing saved reports with columns for report name and date.

Report Name	Date
Level 2 Discussion Posts - Collaboration Activity	2024-05-07
Level 2 Online Course Assignments - Course Uploads	2024-05-07
- Course Enrollment Status by Department*:** A bar chart showing enrollment percentages for different statuses: Completed (green), In Progress (blue), Not Started (grey), Not Complete (purple), Absent (orange), and Failed (red). The x-axis represents percentages from 0% to 100%.

A footer note states: "Marked widgets were last updated 2024-05-15 09:47 AM CDT".

ACCOUNT MENU

Change Password

Allows the user to switch their password.

Learner Experience

Allows the user to switch over to the Learner view and access the user's courses.

Logout

Logs the user out of the system.

Note: There is only one log in required for access to both the instructor and student level access.

The screenshot shows a web application interface with a top navigation bar. On the left, there is a search bar labeled "Intelligent Assist" and a user profile icon labeled "Joe Testadmin". On the right, there are three icons: a help icon, a notification icon with a "3" badge, and a user profile icon. Below the navigation bar, the main content area is divided into four panels. The top-left panel contains the text "he information that is". The top-right panel is titled "My Activity". The bottom-left panel is empty. The bottom-right panel is titled "Generated Reports". On the right side of the screen, an account menu is open, displaying the following options: "Account", "You are signed in as: Joe Testadmin", "Language" (set to English), "Time Zone" (set to (UTC-06:00) Centra...), "Cursor Type" (set to Default), "Change Password" (with a lock icon), "Learner Experience" (with a person icon), and "Logout" (with a power icon).

ADMIN MENU

Courses

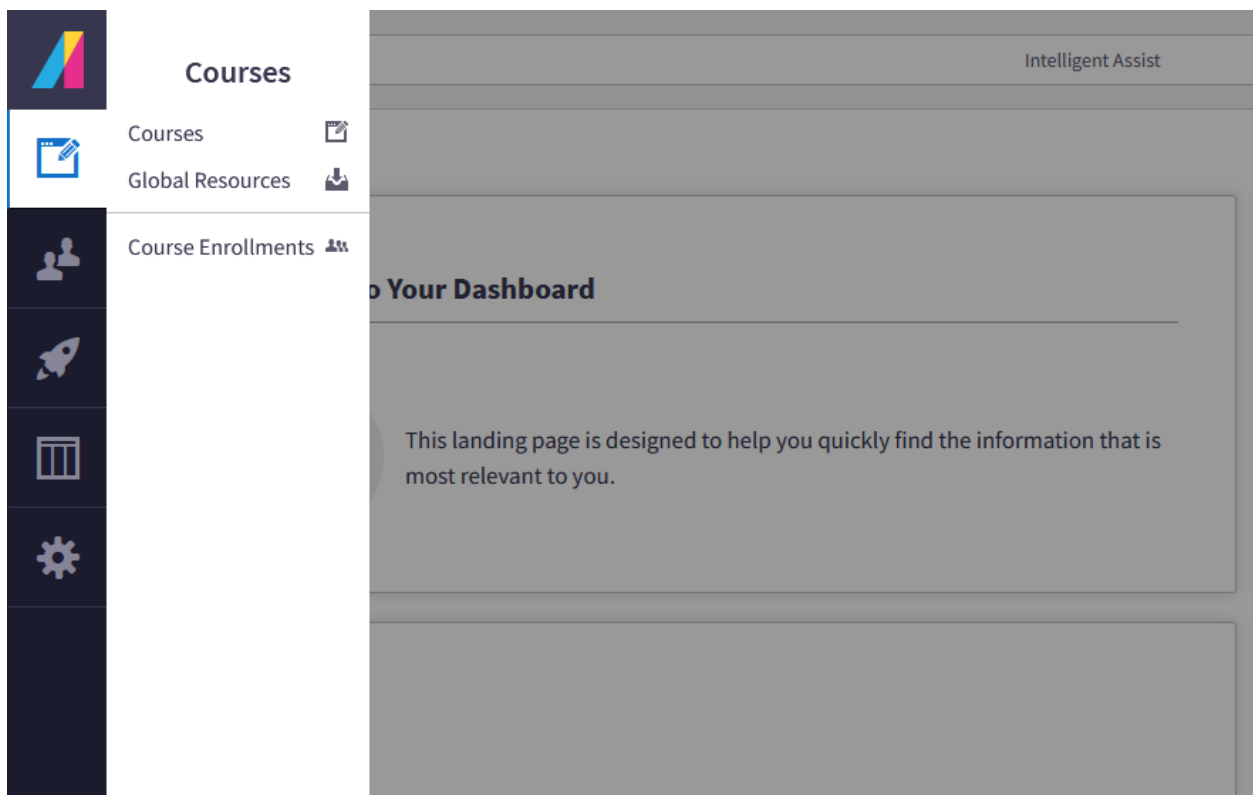
A listing of all the courses available within Absorb.

Global Resources

Lists resources that are available for different areas. *(May not be available)*

Course Enrollments

Allows the user to view course enrollments by course.



USER MENU

Users

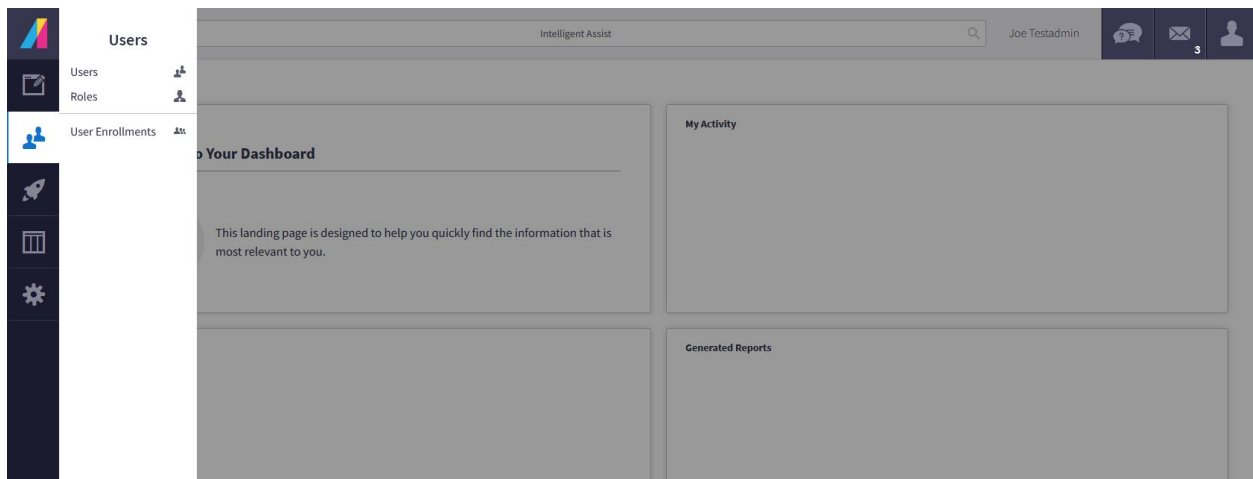
Listing of all users within the instructor's scope.

Roles

Allows the user to view system roles within the instructor's scope and others in the same role.

User Enrollments

Allows the user to search and view enrollment by user.



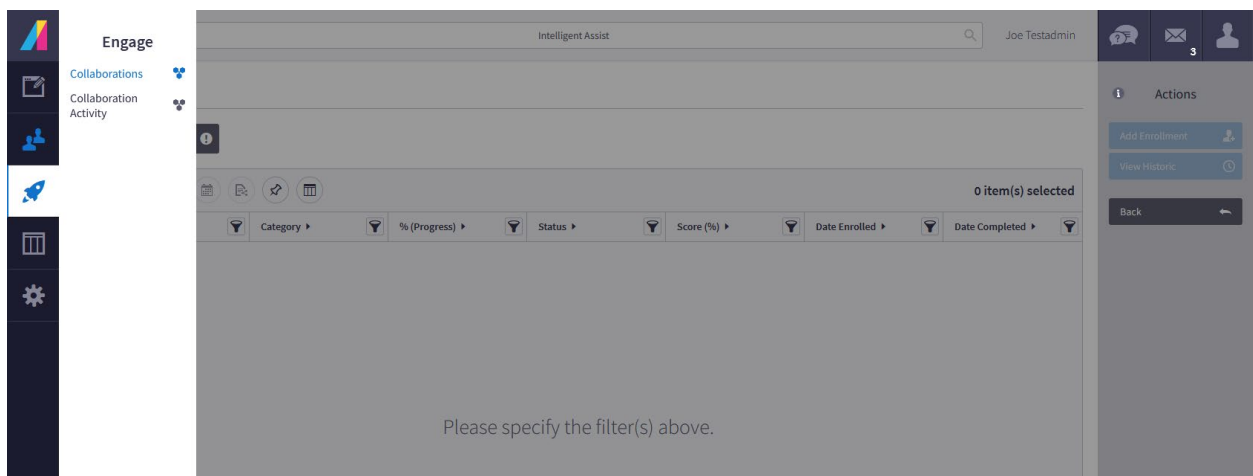
ENGAGE MENU

Collaborations (Discussions)

Allows the user to view all collaboration threads within the system.

Collaboration Activity

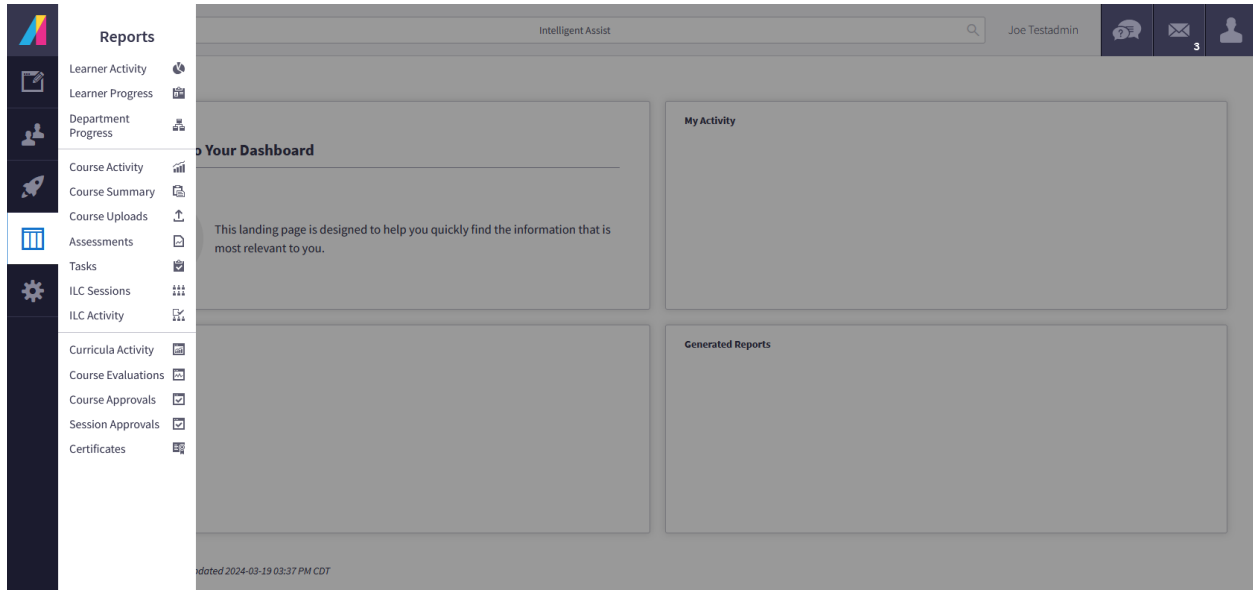
Allows the user to view all collaboration activity within their scope. This will give the user to view the posts and responses of an individual user.



REPORTS MENU

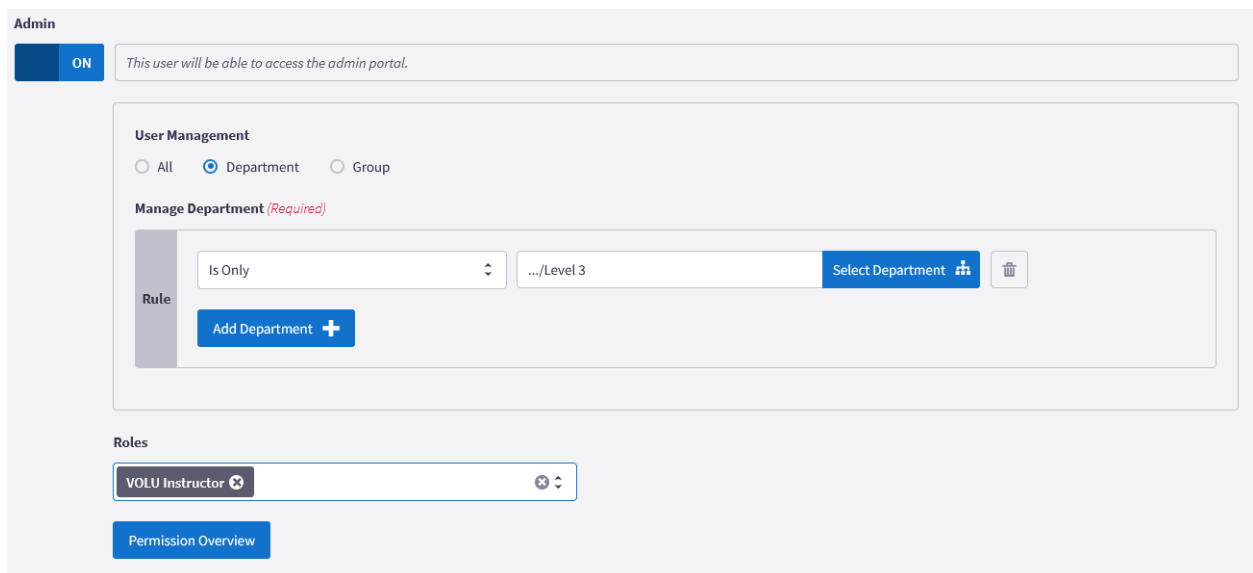
Reports Page

Includes all available reports, but in particular allows chairs and instructors to view, and grade course work and ILC (VIR) attendance.



ASSIGNING INSTRUCTORS TO COURSES AND LEVELS

A VOLU instructor is assigned to a specific level via the Admin setting in their user profile. Once a user is set as an Admin, a User Management option opens that allows them to be assigned to a specific Department OR Group.



ASSIGNING A VOLU INSTRUCTOR TO A PARTICULAR LEVEL

To assign instructors to a specific course:

1. Select the Department radio button under User Management
2. Click the Select Department button the right

Select Department

1 item(s) selected

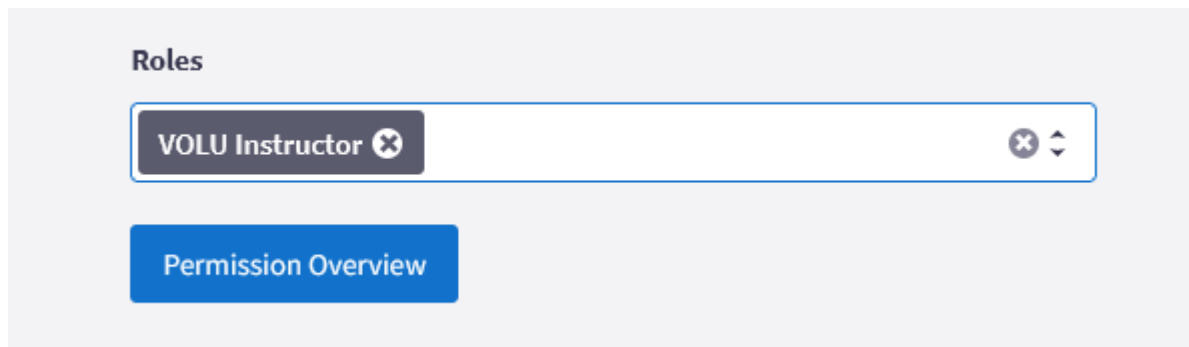
Level 3

Level 3

Choose ✓ Cancel

3. Type the name of the Department you are looking for in the search (*note: you may need to click the spacebar after to cause options to appear*)
4. Select the option once it appears
5. Click the choose button

Ensure the user role is set to VOLU Instructor so their access will be properly assigned.

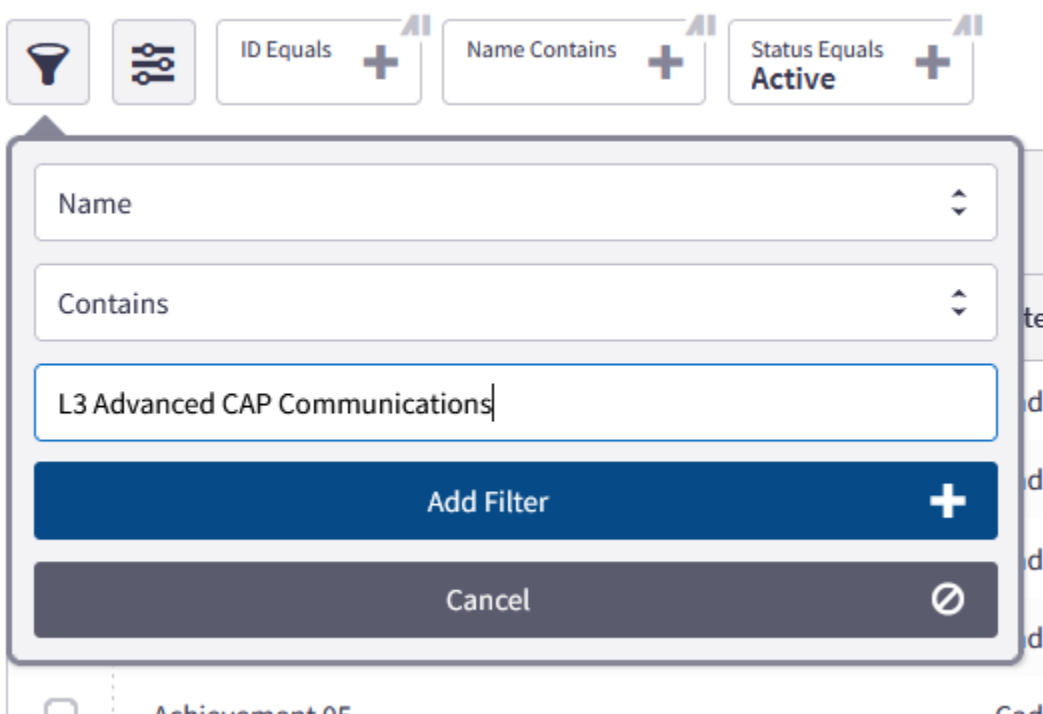


ASSIGNING A VOLU INSTRUCTOR TO A PARTICULAR COURSE

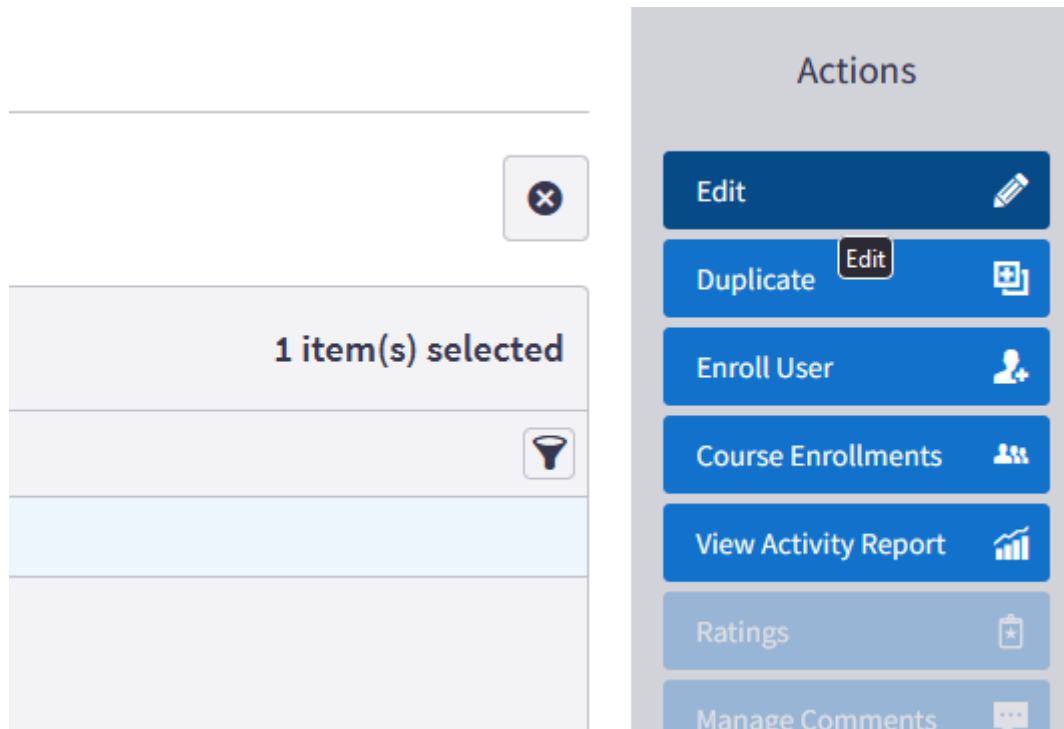
If you want to dedicate a specific instructor or group of instructors to a particular course, you will need to access that specific course. Once you have selected that course, you will be able to assign the instructor(s) to the course upload assignment. This will make them the principle graders who can view that course's assignments. If there are specific courses that need a dedicated pool of graders, this is a good option.

To assign instructors to a specific course:

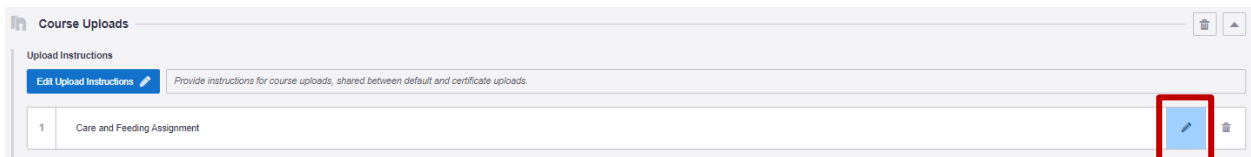
1. Go to the courses page in the admin menu
2. Select the course name filter and enter the name of the course you want to work with



3. Select the course and click the Edit button.



4. Select the Course Uploads button at the bottom of the page under "Add More Course Settings" to open that page section.
5. Select the pencil option on the written assignment.



6. A course will be defaulted to have general Administrator Approval. This means that anyone assigned as an administrator to a course users department would be able to grade and approve submissions. To change that setting to have a specific instructor or instructor assigned you now need to:
 - a. Select the Other radio button.
 - b. Find and select the instructor(s) you want to assign.

1 Written Assignment ✓ 🗑️

Label (Required)

Written Assignment

Approval

None Course Editor Supervisor Administrator Other

Specify the users that are responsible for approving the course upload.

Regena Aye ✕

Rev

- Alexandria Andersen
693738 - aandersen@capnhq.gov
- Regena Aye
137313 - raye@capnhq.gov
- Alvin Bedgood
129887 - alvin.bedgood@yahoo.com
- Joseph Bellcini

7. Click the Publish button on the menu on the right side of the page to save your changes.

🔍 Jared Peregoy

🗨️ 70 👤

Publish 👤

Cancel ❌

USER ROLES

SETTING USER ROLES

User roles define the specific access allotted to a particular user. All CAP members enter the system as Learners by default. VOLU chairs and instructors require additional roles to be activated in order to perform their jobs and responsibilities.

Online level chairs and the VIR Coordinator have the ability to set and assign additional user roles to instructors. All instructors require both the Instructor and Admin tabs to be activated.

The screenshot shows the 'Account' settings page with a list of user roles and their activation status:

- Learner:** ON. This user will be able to access the learner portal.
- Reviewer:** OFF. Enable this to grant the user access to the reviewer experience.
- Manager:** OFF. This user will not have access to the Manager Experience.
- Instructor:** ON. This user will be an instructor.
- Creator:** OFF. This user will not be able to access the Create Portal.
- Admin:** ON. This user will be able to access the admin portal.

The Admin role requires additional settings to be fully functional. First the level in which the user will be teaching or responsible must be set. For users who are able to teach multiple levels, the correct department setting is VOLU. For those with only a single level or instructional availability the department should be set to that specific level.

The screenshot shows the 'Admin' settings page with the following configuration:

- Admin:** ON. This user will be able to access the admin portal.
- User Management:** Radio buttons for All, Department (selected), and Group.
- Manage Department (Required):** A section with a dropdown menu set to 'Is Only', a 'Select Department' button, and an 'Add Department +' button.
- Roles:** A dropdown menu set to 'VOLU Instructor' with a 'Permission Overview' button below it.

Finally the specific Admin role must be set to finalize the needed access. The correct role setting for all VOLU instructors is VOLU Instructor.

ENROLLING USERS

COURSES

The courses page will provide the full list of courses, course bundles, and curricula in the system. A VOLU instructor has the authority to:

- Enroll any member within their scope into any VOLU course module
- View the comprehensive enrollment of any course
- View the user activity of any VOLU course.

The screenshot shows the 'Courses' page in the system. The page header includes 'Civil Air Patrol', 'Intelligent Assist', and 'Joe Testadmin'. The 'Courses' section has a search bar and filters for 'ID Equals', 'Name Contains', and 'Status Equals Active'. The table below shows a list of courses with columns for Name, Category, and Type. The 'Achievement 01' through 'Achievement 05' are selected. The 'Actions' panel on the right is visible.

Name	Category	Type
Achievement 01	Cadet Achievement	Curriculum
Achievement 02	Cadet Achievement	Curriculum
Achievement 03	Cadet Achievement	Curriculum
Achievement 04	Cadet Achievement	Curriculum
Achievement 05	Cadet Achievement	Curriculum
Achievement 1 Aerospace Selection		Online Course
Activity Director Course		Online Course
Activity Safety Officer Course		Online Course
Advanced CR Course		Online Course
Advanced Inspections		Online Course
Advanced Risk Management		Online Course

ENROLLING USERS

To enroll a user into a course:

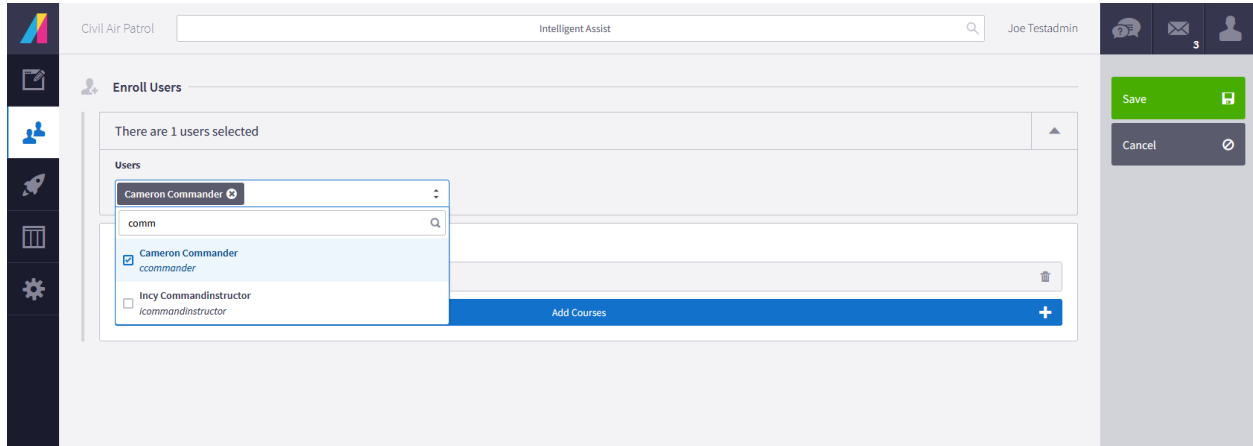
1. Select the course by clicking on it so that it is checked in the view.
2. Then select the Enroll User button to the right of the screen.

The screenshot shows the 'Courses' page in the system. The 'Achievement 02' course is selected. The 'Enroll User' button is highlighted in the 'Actions' panel on the right.

Name	Category	Type
Achievement 01	Cadet Achievement	Curriculum
Achievement 02	Cadet Achievement	Curriculum
Achievement 03	Cadet Achievement	Curriculum
Achievement 04	Cadet Achievement	Curriculum
Achievement 05	Cadet Achievement	Curriculum
Achievement 1 Aerospace Selection		Online Course
Activity Director Course		Online Course
Activity Safety Officer Course		Online Course
Advanced CR Course		Online Course

On the Enroll Users page:

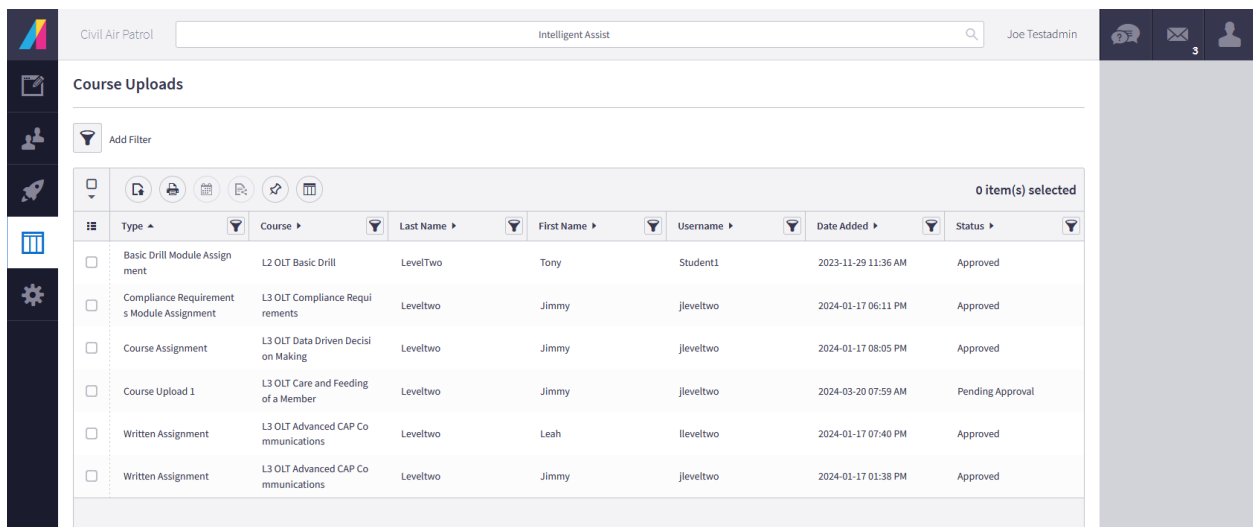
1. Select the Users drop down menu (you can select more than one) and then click save.
2. You can also add additional courses to the enrollment by clicking add courses.



GRADING USER COURSE ASSIGNMENT SUBMISSIONS

COURSE UPLOAD

VOLU moderated course assignments are submitted to Absorb LMS via the Course Uploads feature. This feature is located through the Reports menu item in the Admin page options. The course upload page will show you all available course uploads that are within scope for your instructional level. It is very important to use the filter function to narrow down your page views.



SETTING FILTERS

Instructors can filter on any of the table items displayed on the page. Select the filter item you wish to use to narrow the view to only items matching the filter criteria.

The screenshot shows the 'Course Uploads' page in a web application. At the top, there is a header with 'Civil Air Patrol', 'Intelligent Assist', and a search bar. The user is identified as 'Joe Testadmin'. Below the header, there is a sidebar with navigation icons. The main content area is titled 'Course Uploads' and features an 'Add Filter' button. A dropdown menu is open, showing a date and time selection interface. The table below the dropdown contains the following data:

	Name	First Name	Username	Date Added	Status		
<input type="checkbox"/>	Course Upload 1	L3 OLT Care and Feeding of a Member	Leveltwo	Jimmy	jleveltwo	2024-03-20 07:59 AM	Pending Approval
<input type="checkbox"/>	Written Assignment	L3 OLT Advanced CAP Communications	Leveltwo	Leah	lleveltwo	2024-01-17 07:40 PM	Approved
<input type="checkbox"/>	Written Assignment	L3 OLT Advanced CAP Communications	Leveltwo	Jimmy	jleveltwo	2024-01-17 01:38 PM	Approved

GRADING STUDENT WORK

To grade student work:

1. **Select** the item you wish to grade.

The screenshot shows the 'Course Uploads' section of a software interface. At the top, there is a search bar with 'Intelligent Assist' and a user profile for 'Joe Testadmin'. Below the search bar, there is a 'Course Uploads' header and an 'Add Filter' button. A table lists several course uploads. The fourth row, 'Course Upload 1', is selected, indicated by a blue checkmark in the first column. To the right of the table, there is an 'Actions' sidebar with buttons for 'Manage', 'Approve', 'Decline', 'Delete', and 'Deselect'. The 'Approve' button has a checkmark, and the 'Delete' button has a trash icon. The table has columns for 'Type', 'Course', 'Last Name', 'First Name', 'Username', 'Date Added', and 'Status'.

Type	Course	Last Name	First Name	Username	Date Added	Status	
<input type="checkbox"/>	Basic Drill Module Assignment	L2 OLT Basic Drill	LevelTwo	Tony	Student1	2023-11-29 11:36 AM	Approved
<input type="checkbox"/>	Compliance Requirements Module Assignment	L3 OLT Compliance Requirements	Leveltwo	Jimmy	jleveltwo	2024-01-17 06:11 PM	Approved
<input type="checkbox"/>	Course Assignment	L3 OLT Data Driven Decision Making	Leveltwo	Jimmy	jleveltwo	2024-01-17 08:05 PM	Approved
<input checked="" type="checkbox"/>	Course Upload 1	L3 OLT Care and Feeding of a Member	Leveltwo	Jimmy	jleveltwo	2024-03-20 07:59 AM	Pending Approval
<input type="checkbox"/>	Written Assignment	L3 OLT Advanced CAP Communications	Leveltwo	Leah	lleveltwo	2024-01-17 07:40 PM	Approved
<input type="checkbox"/>	Written Assignment	L3 OLT Advanced CAP Communications	Leveltwo	Jimmy	jleveltwo	2024-01-17 01:38 PM	Approved

2. Once you have selected a particular upload option the controls for uploads will become available. The options are:

- **Manage:** This allows you to view, grade, and provide feedback to a particular course upload.
- **Approve:** Allows you to instantly Approve of the submission
- **Decline:** Allows you to instantly Decline the submission
- **Delete:** Allows you to completely remove the course upload submission, and all related

3. Select Manage to be able to review the course upload.

The screenshot shows the 'Manage' interface for a course upload. The breadcrumb trail is 'Course Uploads > jleveltwo > Course Upload 1'. The 'Details' section shows the following information: Upload Type: Default, Upload Label: Course Upload 1, Username: jleveltwo, Course Name: L3 OLT Care and Feeding of a Member, Course Progress: 88.88%, and Course Status: In Progress. A yellow banner at the bottom indicates 'Status: Pending Approval'. On the right side, there are three buttons: 'Save' (green), 'Cancel' (grey), and 'Delete' (blue).

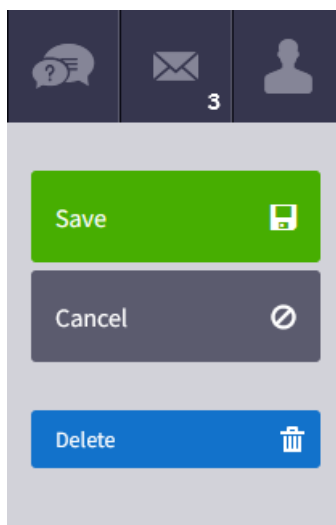
The available options on the page are related to viewing the file submission, entering a numeric score, adding notes, and marking the assignment as approved or declined (marking an assignment as declined will return the assignment to the learner allowing them to resubmit).

To grade a course assignment:

1. Click on the "eye symbol" on the **File Card** to view the course submission.
2. Enter a numeric score into the **Score** field.
3. Provide substantive feedback into the **Notes** field.
4. Select the radio button for **Approved** to pass the student and allow completion.
5. Select the radio button for **Declined** to halt student progress and require them to resubmit.

The screenshot shows the grading interface for an assignment. At the top, there is an 'Upload' button. Below it, a 'File' card is displayed with a file icon and an eye icon. An arrow points to the eye icon with the text: 'This will allow you to view the file submission.' Below the file card, the file details are shown: 'File Name: Level 3', 'Date Added: 2024-03-20 07:59 AM', and 'DOCX'. Below this is a 'Score' field with a numeric input and a '#' symbol. An arrow points to this field with the text: 'You can enter a numeric score in this space.' Below the score field is a 'Notes' section with a large text area. An arrow points to this area with the text: 'The notes section will allow you to provide feedback to Student.' At the bottom, there is a 'Mark As' section with three radio buttons: 'Pending Approval' (selected), 'Approved', and 'Declined'. An arrow points to this section with the text: 'This is where the instructor will mark the assignment submission as approved Or declined.'

DO NOT FORGET TO CLICK SAVE BEFORE LEAVING!



WORKING WITH DISCUSSIONS

OVERVIEW

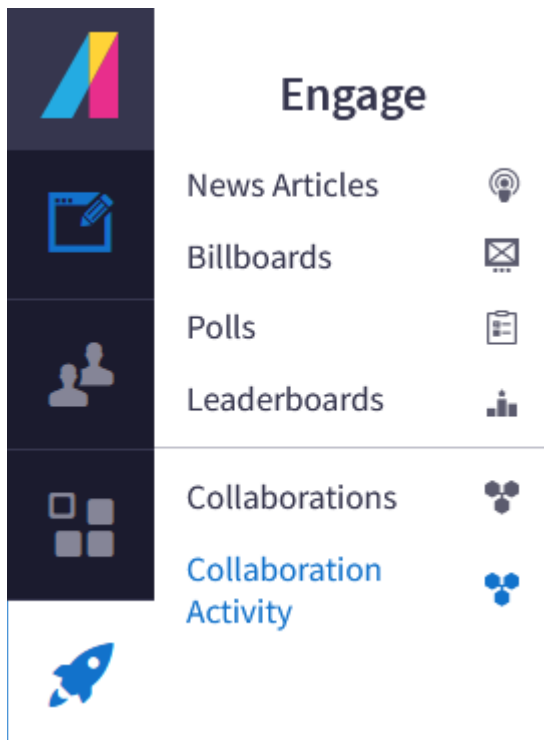
There are multiple ways to view the discussions in the system.

NOTE: On the learner side Discussions are called Discussions, on the administrator and instructor side they are referred to as Collaborations. This cannot be changed so keep it in mind when working on discussions.

There are two main ways in which you can view discussions in the system. One is through the admin portal via the Collaborations Activity function. The other is through the Learner portal via the discussions tab and function. It really depends on how you as an instructor want to view and engage with the discussions and learners.

ACCESSING DISCUSSIONS FROM THE ADMIN PORTAL VIA COLLABORATIONS

Start by going to Collaboration Activity in the main Admin menu under the Engage section (with the rocket).



COLLABORATION ACTIVITY

This list will show ALL discussion posts to which you have access. The first action you should take when viewing the list is to filter it down to what you are attempting to view. There are multiple filter options available:

- Name of the Collaboration/Discussion Forum (this will align with the name of the course module).
- Name of the person posting to the Discussion Forum.
- Date Added to show when the post was created.

Each of these will allow you to narrow down the list of options available to you and make it easier to find and view a specific post.

Collaboration Activity

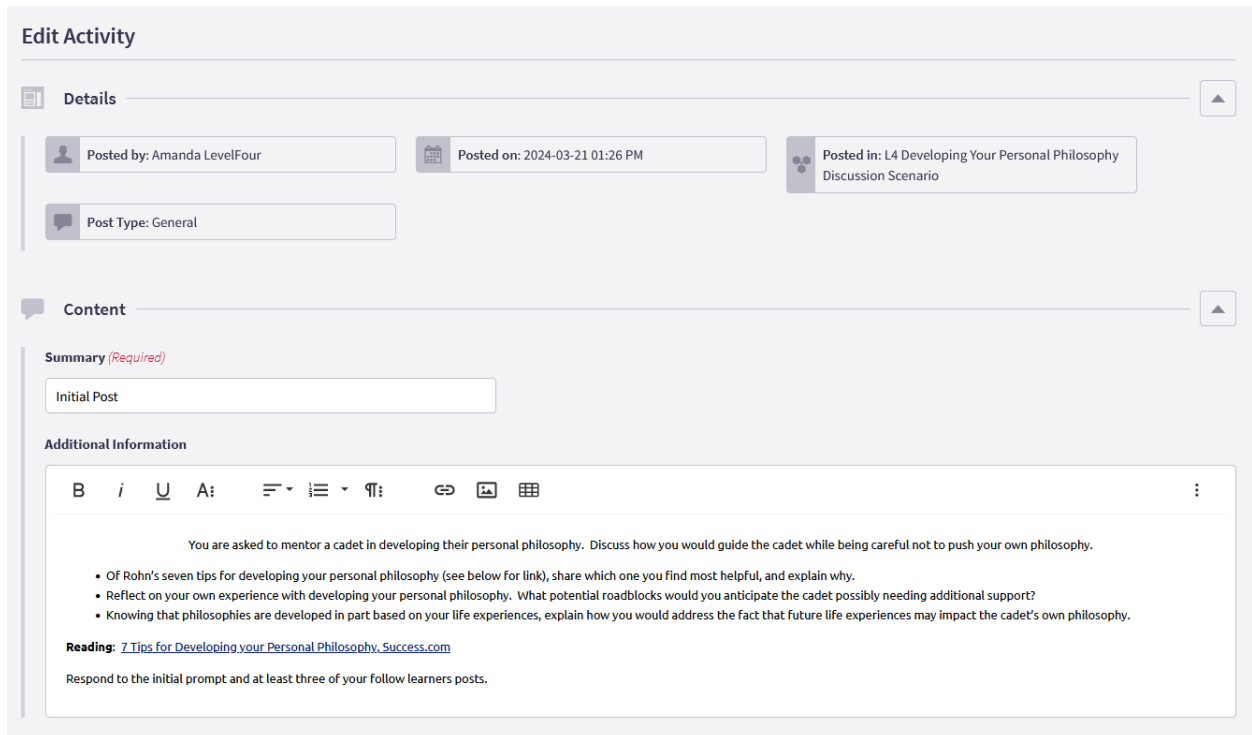
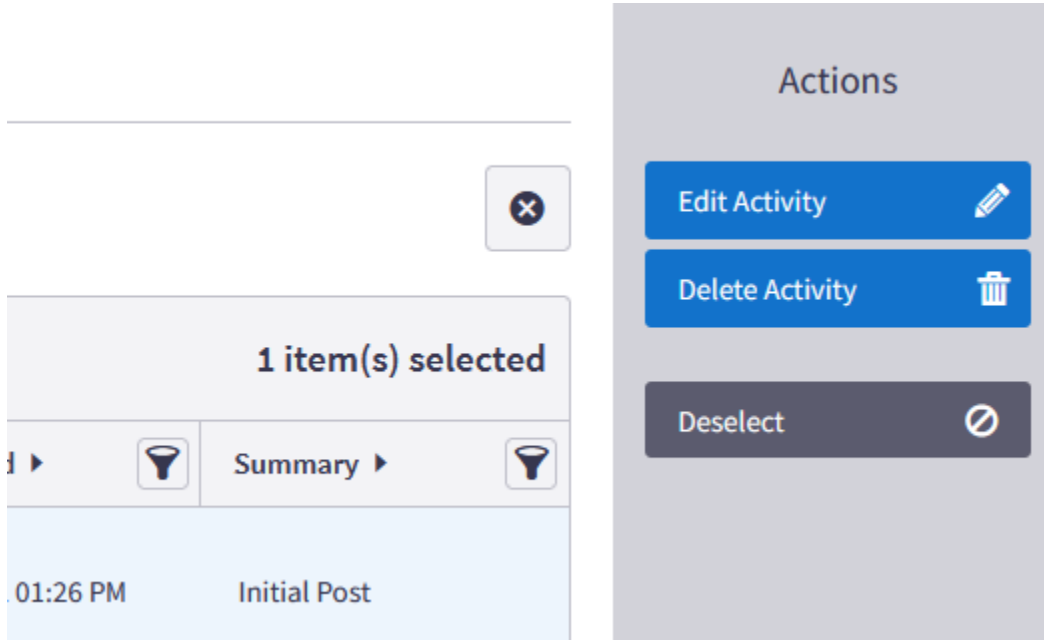
The screenshot shows a web interface for 'Collaboration Activity'. At the top left, there is a funnel icon and the text 'Add Filter'. A dropdown menu is open, showing a search bar with the word 'Develop' and a magnifying glass icon. Below the search bar are four options, each with a checkbox:

- L3 Developing Our Members Discussion Scenario
- L4 Developing Your Personal Philosophy Discussion Scenario
- L4 Mentoring Skill Development
- L5 Developing Staff and Succession Planning Discussion Scenario

Below the dropdown menu, a table of activity entries is visible. The first row shows a checkbox, the text 'Responsibility of the Adult Leader Discussion Scenario', the name 'LevelTwoTester', the name 'Brian', the activity type 'General', and the number '20'. The second row shows a checkbox, the text 'General', and the number '20'. The third row shows a checkbox, the text 'General', and the number '20'. The fourth row shows a checkbox, the text 'General', and the number '20'.

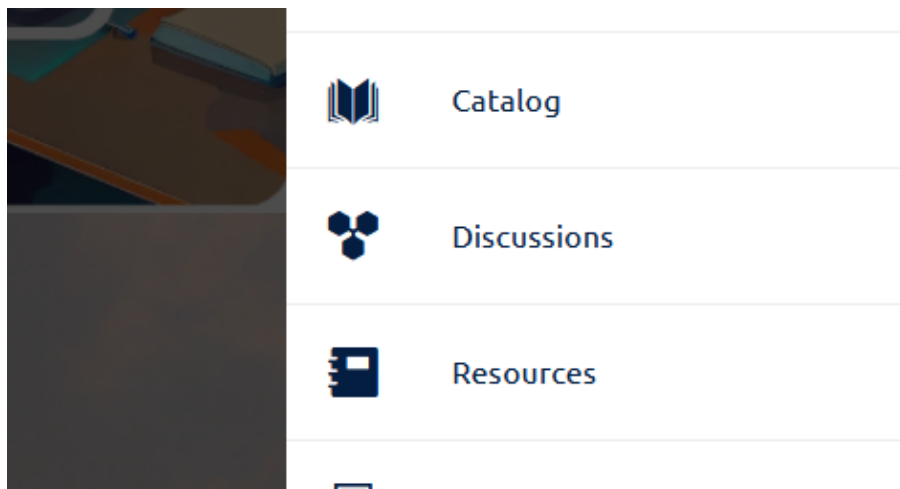
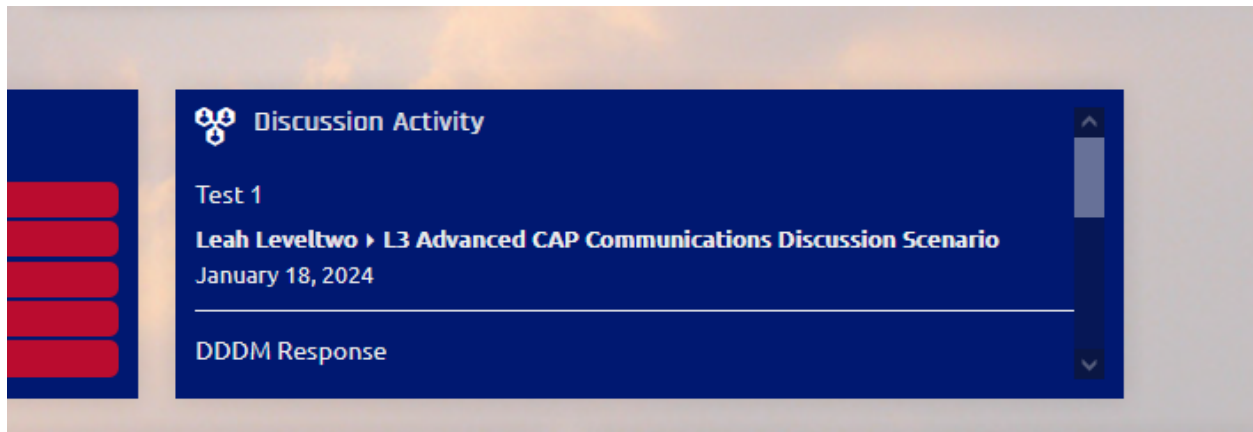
Once you have narrowed your view, you can select and view specific posts more closely. To do this:

1. Select the post you wish to view.
2. Click Edit Activity in the right-hand menu.



ACCESSING DISCUSSIONS VIA THE LEARNER PORTAL

Discussions in levels you are associated with may also be available in the Learner portal via the Discussion Activity module on their portal page or the Discussions link in the menu.



On this page you will be able to view specific collaborations as well as recent posts from students. You will be able to comment and respond to specific posts, as well as view all posts associated with a collaboration.

✍

🗨

Leah Leveltwo ▶ [L3 Advanced CAP Communications Discussion Scenario](#)
January 18, 2024

Test 1

👍 0 Likes
🗨 1 Comments
🔗 Share
⋮

Jimmy Leveltwo ▶ [L3 Data Driven Decision Making Discussion Scenario](#)
January 18, 2024

DDDM Response

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Your Collaborations 19

- L3 Advanced CAP Communications Discussion Scenario
- L3 Care and Feeding of a Member Discussion Scenario
- L3 Compliance Requirements Discussion Scenario
- L3 Data Driven Decision Making Discussion Scenario
- L3 Developing Our Members Discussion Scenario
- L3 Effective Volunteer Teams Discussion Scenario
- L3 Finance and Physical Assets Discussion Scenario
- L3 Leading People and Managing Stuff Discussion Scenario
- L3 Meetings and Meeting Planning Discussion Scenario
- L3 Motivating and Mentoring Discussion Scenario

VIEWING AND RESPONDING TO DISCUSSIONS

When you select a specific discussion post you will have multiple options. You can respond to the post as a comment, like or share the post with others, and view other comments.

←
Post by Jimmy Leveltwo

Jimmy Leveltwo
January 18, 2024

DDDM Response

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

👍 0 Likes
🗨 0 Comments
🔗 Share
⋮

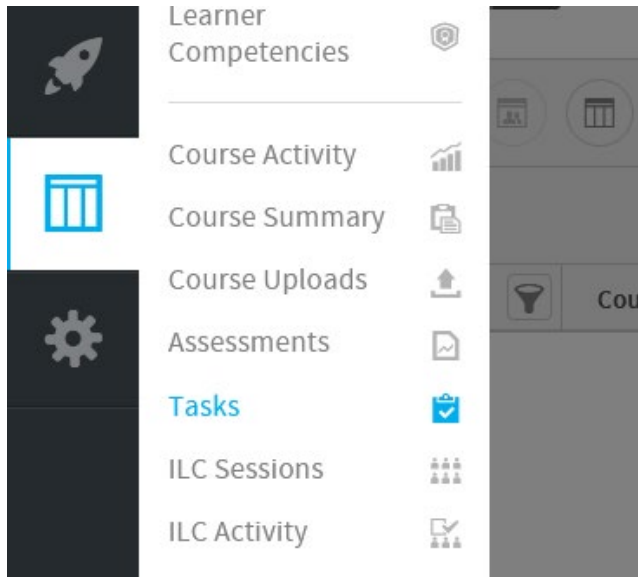
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Your comment

4000 characters remaining
Post Comment

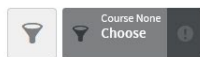
ENTERING COURSE DISCUSSION GRADES

Completing discussion assignments are a **Task** configured in the course and completed via the **Discussion/Collaboration** tool. Grading and approving Discussions/Collaborations can be completed via the **Tasks** tool in the **Admin Reports** view. As a VOLU instructor you will be able to view any Discussion Tasks that are within your scope.



The Tasks page will initially appear blank. You will need to select a course to view any available Task submissions for that course module.

Tasks ?



A screenshot of the 'Tasks' page interface. At the top, there are icons for home, course, calendar, and tasks. Below these is a '0 item(s) selected' indicator. A table header is visible with columns: Task, Course Nam..., Username, Credits, Grade(%), Progress(%), Status, and Type. Each column has a filter icon. The table body is empty and contains the text 'Please specify the filter(s) above.' At the bottom, there is a pagination control showing '20 Items Per Page' and navigation arrows.

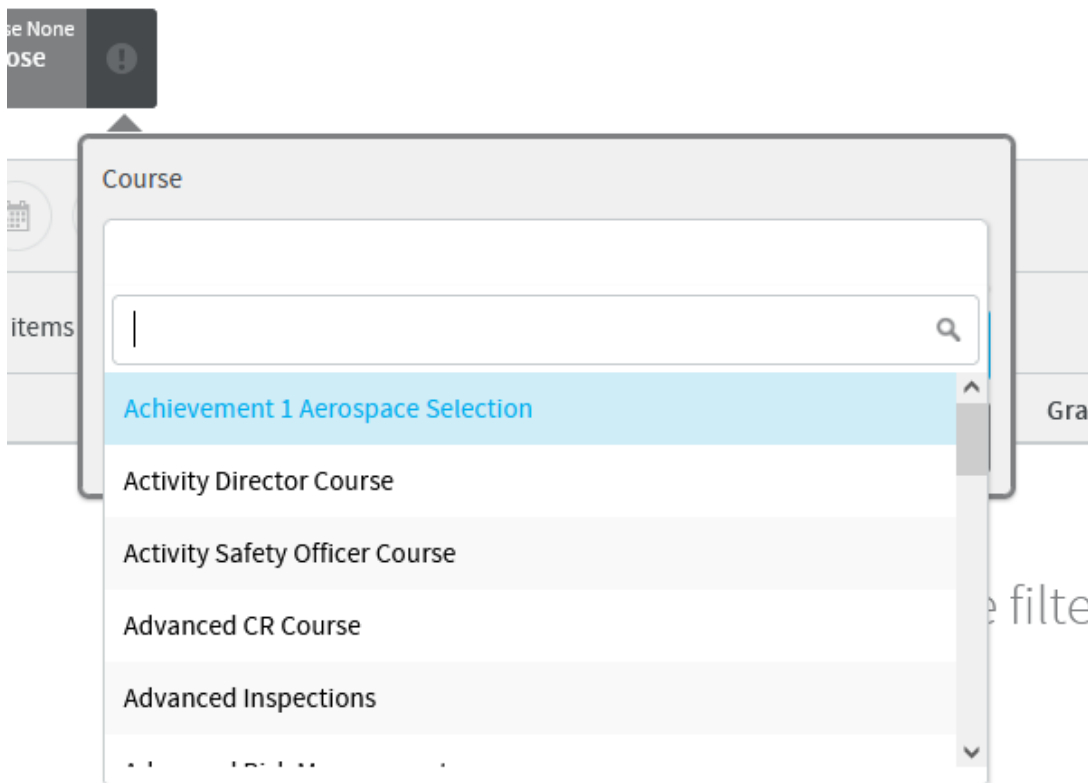
To select a course:

1. Click the gray Choose button.

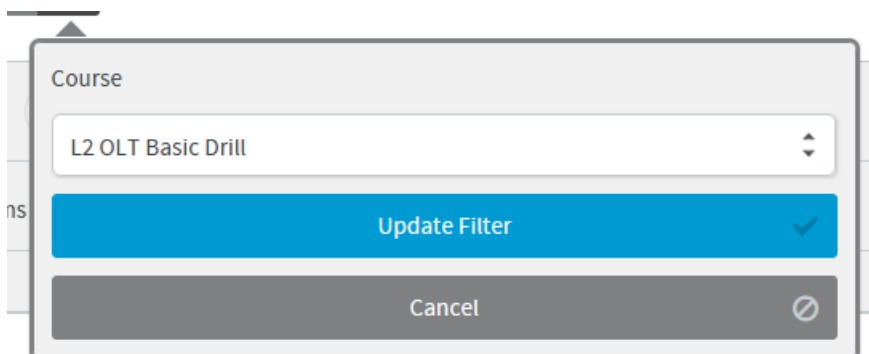
Tasks ?



2. Type or scroll to locate the course you want from the available list. (typing is faster)



3. Click the **Update Filter** to complete activate the filter.



4. Select the **Task** you want to grade from those listed.

Tasks ?

Actions Mass Actions

Course L2 OLT Basic Drill

1 item(s) selected

1 - 2 of 2 items

Task	Course Nam...	Username	Credits	Grade(%)	Progress(%)	Status	Type
<input checked="" type="checkbox"/> Basic Drill Discussion Scenario	L2 OLT Basic Drill	Student1			0.00	Not Started	Simple
<input type="checkbox"/> Basic Drill Discussion Scenario	L2 OLT Basic Drill	blevelwtotester			0.00	Not Started	Simple

20 Items Per Page

5. Select the **Manage** button from the right-hand menu.

Tasks ?

Actions Mass Actions

Course L2 OLT Basic Drill

1 item(s) selected

1 - 2 of 2 items

Task	Course Nam...	Username	Credits	Grade(%)	Progress(%)	Status	Type
<input checked="" type="checkbox"/> Basic Drill Discussion Scenario	L2 OLT Basic Drill	Student1			0.00	Not Started	Simple

Actions

- Manage
- Message User
- Deselect

6. On the Manage Task page select the appropriate completion option.

Manage Task

L2 OLT Basic Drill ▶ Basic Drill Discussion Scenario

Mark As

Complete Failed Pending In Progress Not Complete

Grade

100 % *Passing Grade is 70.00*

Selecting Complete will default the score to 100 but this can be changed by the instructor.

7. Click **Save** to complete the grading process.

