ISAK

Training Guide

This training guide, developed in partnership with subject-matter experts will walk you through the fundamental and most critical steps to getting started.
Upon mastery of this content, you will be ideally suited to set up, modify, and deliver a course that drives the outcomes you and your students desire.

For additional training resources, please visit
www.ConnectSuccessAcademy.com

Training Checklist

Getting Started with ISAK

The ISAK Course Manager website is designed to help instructors and administrators easily and effectively set up and manage classes, instructors, students, and student data. The ISAK website is also the same site where students will complete and manage their work.

You will access the ISAK Course Manager and student site at an URL (web address) that is specific to your school. This URL will be provided to you by your McGraw-Hill representative, or in some cases, it may be automatically e-mailed to you from the ISAK system along with your username and password. This URL is the log in page for both instructors and students. (Based on the username entered at log in, the ISAK program directs the user to the appropriate website—the Course Manager for administrators and instructors, or the student site for students.)

ISAK Technical Requirements

Since ISAK is 100% online, there are very few actual requirements to run ISAK successfully. There are a number of settings and performance optimizations available to help improve the student and instructor experience.

Minimum System Requirements for ISAK

- Windows XP, Windows Vista, Windows 7, or Windows 8
  - IE7–IE10 or Firefox 3.5+
- 512 MB RAM is required, 1GB+ is recommended
- 1GHz+ processor
- Adobe Flash Player v10+ (Flash Player v10.1 is highly recommended)
- Screen resolution of 1024px × 768px or higher
- Hi-speed Internet access

Additionally, an ISAK optimization guide is available for lab and network environments.

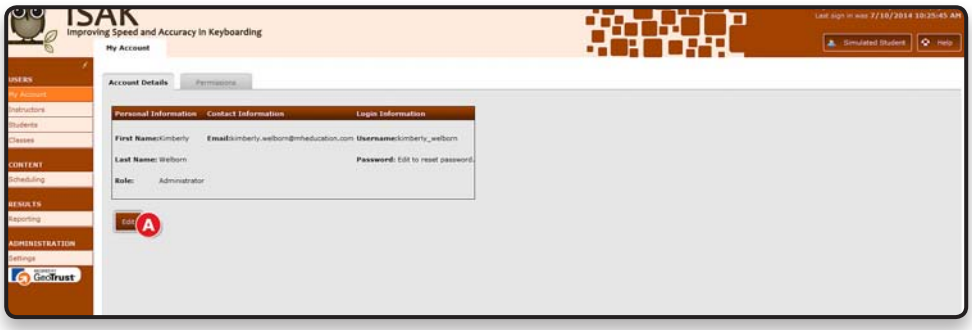
Logging In to the Course Manager

1. Go to your school's ISAK URL: https://*account*.mhisak.com (where *account* is your school's ISAK account name).
   Note: All ISAK URLs use the secure **https** instead of http.
2. Log in with your instructor username and password.

If you forget or do not know your username or password, click the **Forgot your password?** link on the ISAK log in page to retrieve your username and/or password. The information will only be sent to the e-mail that is stored in the ISAK database for your account.

Your Account Details

When you log in to the Course Manager, the *Account Details* tab in the *My Account* section opens automatically. This page displays the basic information for your user account. To edit your account information, click the **Edit** A button. Make the changes you want, and then click **Save**. Instructors can change any information except their role. **NOTE:** The first time you log in to the Course Manager, you will be automatically taken to the **My Account** section. Each log in after that will take you to the page you were on when you last logged out.



Navigation

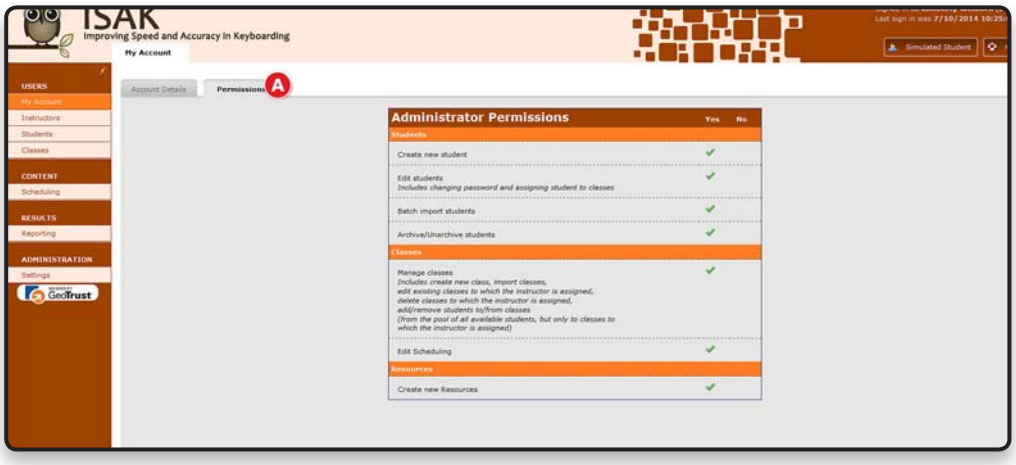
At the left-hand side of the screen, there will be eight navigation sections:

- My Account
- Message Center
- Instructors (only available for Administrator and Campus Administrator accounts)
- Students
- Classes
- Scheduling
- Resources (if enabled)
- Reporting
- Settings (only available for Administrator and Campus Administrator accounts)

Actions Menus

The initial page for each navigation area is a summary list of the objects available. Each row in the list includes an **Actions** menu. The Actions menu gives you easy access to all of the functions available for that list item. The Actions menus are also available from most "create" and "edit" pages. To use the Actions list, click the arrow to expand the list, and then click the action you want.

Not every action is available to every user. To check which rights and permissions are assigned to your account, check the **Permissions** tab of the **My Account** A section.



Understanding Instructor Roles

There are six instructor roles: Administrator, Campus Administrator, Full Instructor, Limited Instructor, Assistant, and Inactive Instructor. See the *Course Manager User's Guide* in ISAK Help and Instructor Roles Permissions in Course Manager for details on the permissions for each role. One person on your campus is assigned to the Administrator role, and this person's responsibilities will vary—check with your school regarding Administrator roles and assignments. Generally, the Administrator is charged with creating Full Instructors, Classes, and Sections for your campus.

- To create Full Instructors, see "Creating a New Instructor" in the ISAK *Course Manager User's Guide* in ISAK Help.
- To change your role from Full Instructor to Administrator or add an additional Administrator, see the steps under "Instructors—Creating a New Campus Administrator" in the *ISAK Course Manager User's Guide* in ISAK Help.

Full Instructor is the most common role in ISAK. When the Administrator designates Full Instructors and assigns credentials (usernames and passwords), Full Instructors can log on to their school's custom URL with their assigned credentials and get started with ISAK.

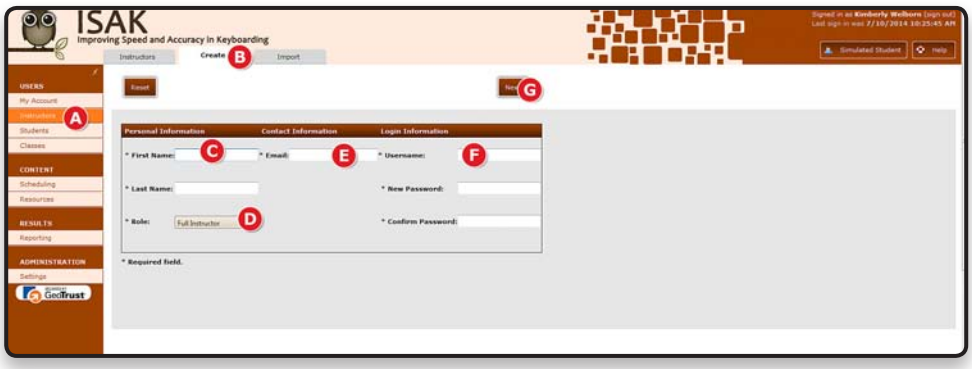
Full Instructors and Administrators can create Classes and Class Sections, assign them, and add students. Check with your school regarding your own duties and assigned roles. The actions outlined here can be accomplished by logging in either as an Administrator or as a Full Instructor.

Create an Instructor

1. Log on as an **Administrator**; under **Instructors** A, click the **Create** B tab.
2. Under **Personal Information** C, enter the user's first and last names.
3. Click the **Role** box list arrow, and click **Full Instructor** D.
4. Under **Contact Information**, **Email** box, type in the desired e-mail. (The system automatically sends a message to this e-mail address when the account is created to notify the new instructor of the username and password.) E

Under **Login Information**, enter information in the **Username**, **New Password**, and **Confirm Password** boxes. (Usernames must be unique within the account.) F

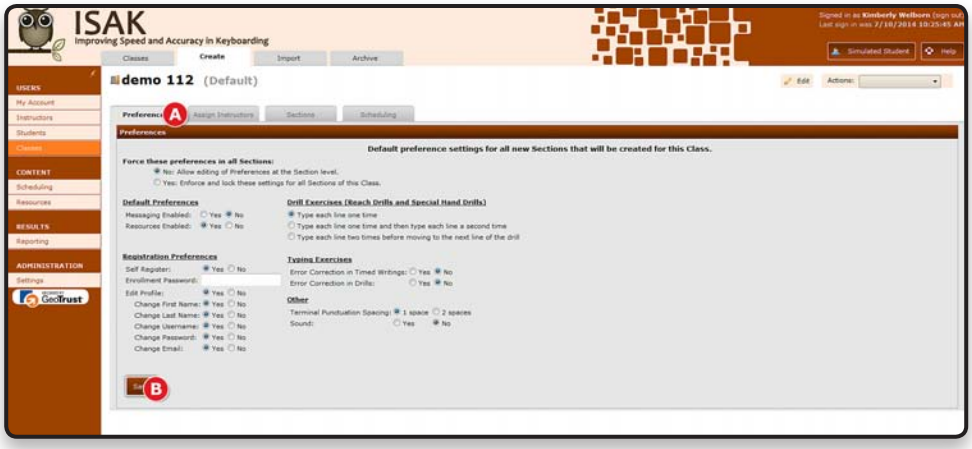
5. Click **Next** G to create the account. The system will verify that the account was created and display instructor details.
6. From the **Assign Classes** tab, assign any desired Classes to the new **Full Instructor**—click the desired Classes and/or Sections under **Available Classes**; click **Add** to send them to the right under **Assigned Classes**.



Create New Class and Choose Preferences

1. Click **Classes** (A) in the navigation pane, and then click the **Create** (B) tab.
2. Enter a name for the class in the ***Class title*** (C) box; click **Next** (D).

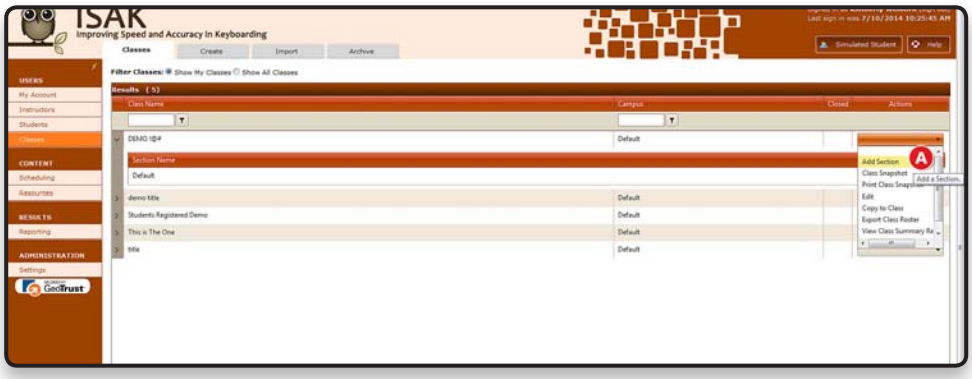
3. Note that a screen with a secondary set of four tabs appears: **Preferences**, **Assign Instructors**, **Scheduling**, and **Sections**. You can return to this page at any time by selecting the **Edit** command from the class Actions menu in the main Classes list.
4. From the **Preferences** (A) tab, click the desired preferences, and click **Save**. You will see a confirmation in red under the **Save** (B) button: "Your changes have been saved."



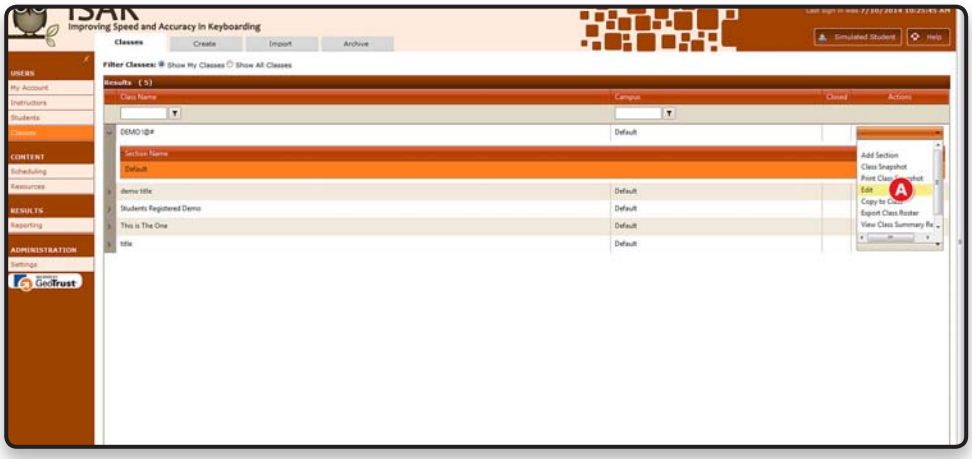
Create New Section

Once you have created a class, there are two ways to add a new section from the Classes list:

- Expand the Actions menu for the class, and then click **Add Section** A.



- Expand the Actions menu for the class, and then click **Edit**. From the *Edit Class* page, click the **Sections** tab, and then click the **Add Section** A button.



There are also two ways you can edit a section from the Classes list:

- Expand the Actions menu for the *section*, and then click **Edit**.
- Expand the Actions menu for the *class*, and then click **Edit**. From the *Edit Class* page, click the **Sections** tab. In the *Assigned Sections* list, click the **Edit** icon next to the section you want to edit.

The *Edit Section* page has six tabs: *Preferences*, *Assign Instructors*, *Assign Students*, *Assign Timed Writings*, *Assign Resources*, and *Scheduling*. Each is discussed in detail below. Editing section preferences is detailed in the section *Scheduling*.

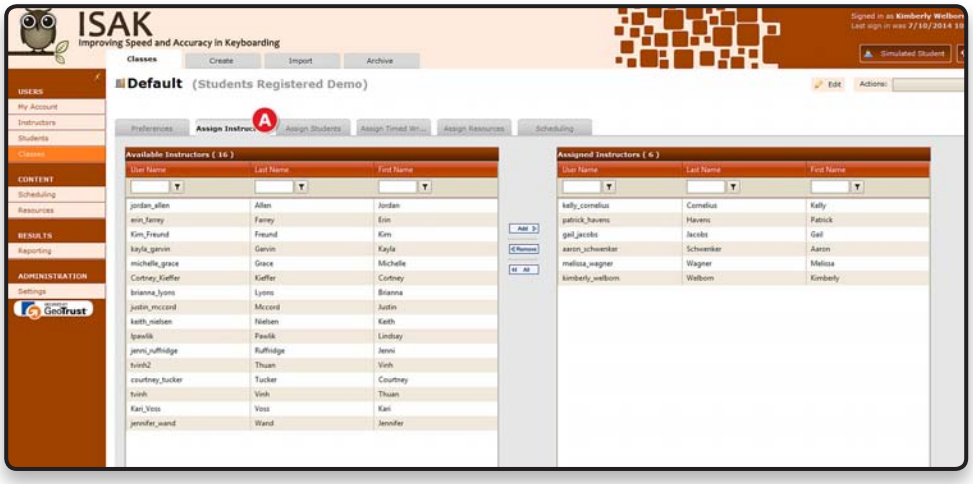
Detailed exercise scheduling is available in ISAK. By default, all exercises are enabled, without start and end dates, and with no passwords or IP restrictions. From the Scheduling tab, you can control when exercises are available to students and protect access by using passwords or restrict access to specific IP addresses.

For details about using scheduling, refer to the *Scheduling Exercises* section later in this document.

Assigning Instructors

The steps described below for assigning instructors to a section apply to classes as well as sections.

1. From the *Edit Section* page, click the **Assign Instructors** tab to assign instructors to the section. Notice that all instructors who were assigned to the class are automatically assigned to subordinate sections as well.



2. In the *Available Instructors* list, select the instructor(s) you want to assign. You can add instructors one at a time, or you can select a group to assign:

   a. To select a group of contiguous instructor names, click the first instructor name, and then hold down the **Shift** key, and click the final instructor name in the group you want to select.

   b. To select multiple noncontiguous instructor names, click the first instructor name, and then hold down the **Ctrl** key while clicking other instructor names.

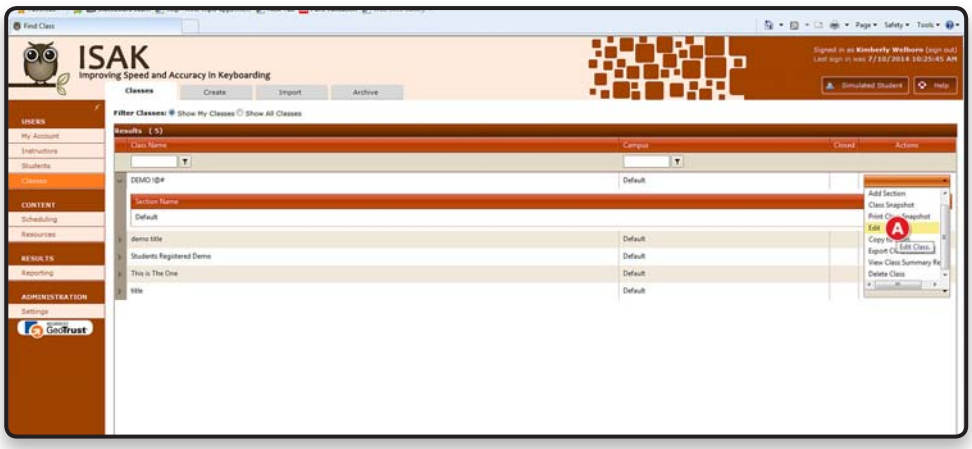
3. Click the **Add** button. Notice that the names now appear in the *Assigned Instructors* list.

4. To unassign an instructor, click the instructor name in the *Assigned Instructors* list, and then click the **Remove** button.

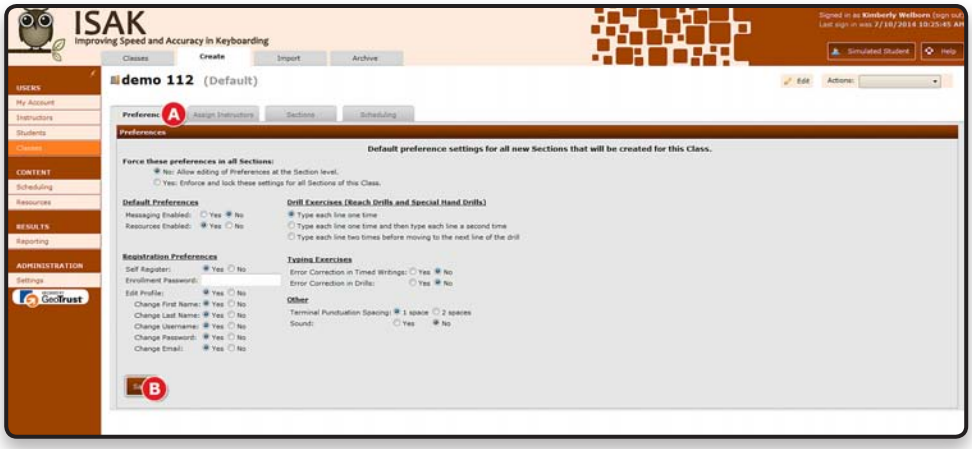
See "Copying Classes and Sections" in the *ISAK Course Manager User's Guide* in ISAK Instant Help for more details.

Edit Existing Preferences for a Class or Section

1. Under **USERS**, click **Classes.**
2. From the **Classes** tab, click the **Class Name** to be edited; or expand the **Class Name**, and click the **Class Section** to be edited.



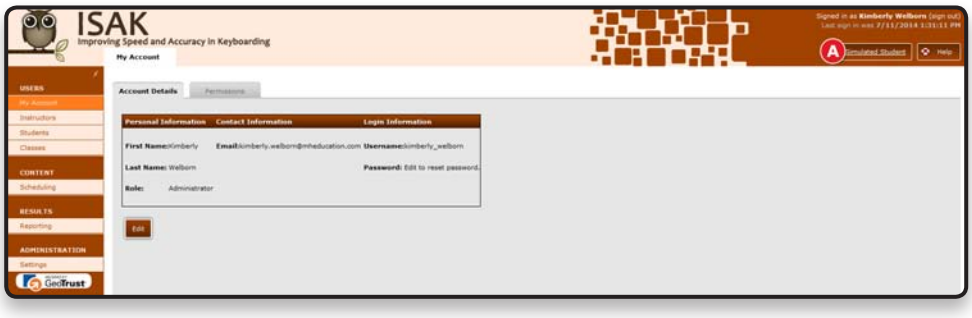
3. From the **Actions** menu, click **Edit**.
4. From the **Preferences** tab, make the desired changes; click **Save**.



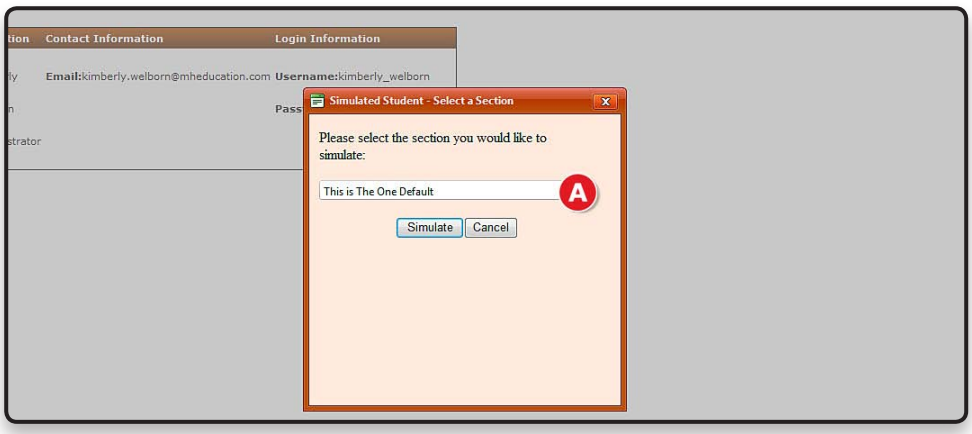
Use Simulated Student

When you log on as a **Full Instructor** and click **Simulated Student**, ISAK launches and uses your instructor name in the role of a simulated student. The point is to give you, the instructor, a student view of ISAK without needing a Registration Code, a separate log in, or a separate student account. To use Simulated Student:

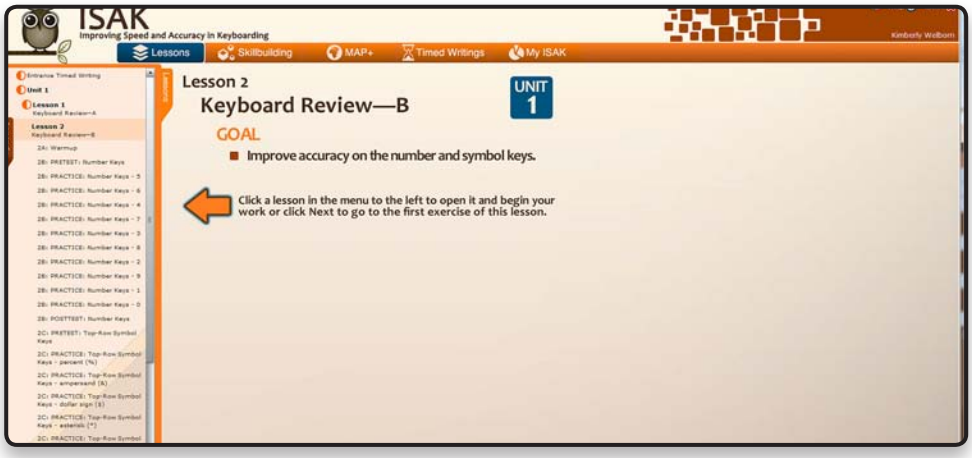
1. Log in as a **Full Instructor** and click **Simulated Student**.



2. From the dialog box, click the desired Class Section for the simulation; click **Simulate**.

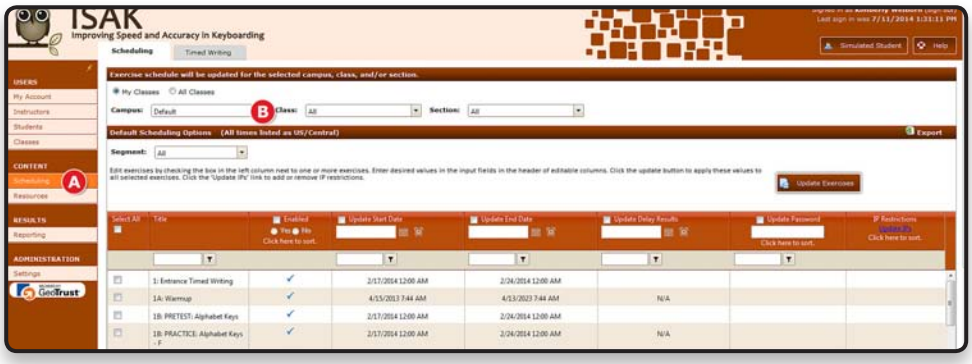


3. Note that ISAK launches with your name at the top right of the screen in the role of a simulated student.
4. Test any desired features for that Class Section.



Scheduling Exercises

Detailed exercise scheduling is available in ISAK. By default, all exercises are enabled, without start and end dates, and with no passwords or IP restrictions. From the Scheduling section, you can control when exercises are available to students and protect access by using passwords or restrict access to specific IP addresses.



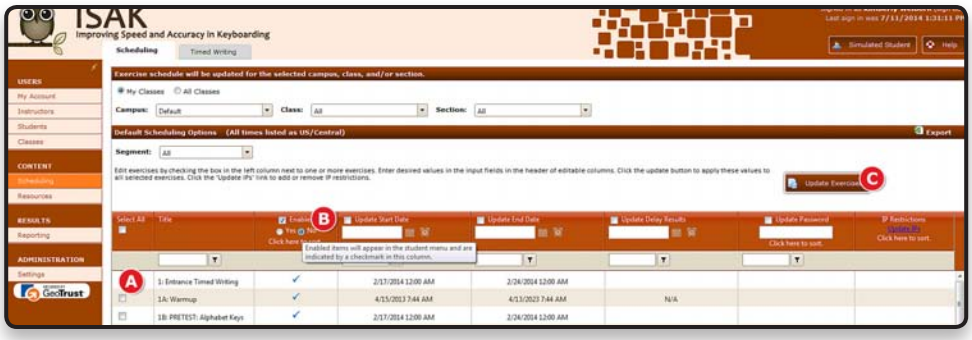
To use scheduling options:

1. Click **Scheduling** (A) in the navigation pane.
2. Select the campus, class, or section you want to schedule from the top section of the page (B).
   a. In the Campus settings, you can enforce scheduling on all classes in the campus, and in the Class settings, you can enforce scheduling on all sections in the campus.
   b. If scheduling is not available for a class or section, a lock icon will appear in the top section of the page when you make your selection.
3. In the *Default Scheduling Options* section, all exercises are listed by default. Expand the drop-down list and filter the list to show only the exercises you want. You can filter by:
   a. Warm-ups
   b. Pretests/Posttests
   c. Practices
   d. Timings
   e. Technique Checks
   f. OKs
   g. Progress Check Timings
   h. Diagnostic Timings
   i. Course Timings
   j. Pacing Practice
4. Once you have filtered the list, select the specific exercises you want to apply scheduling to. Click the check boxes to the left of the exercises you want, or click the **Select All** check box to select all of the exercises in the list.
   a. If you use the Select All check box, please note that the changes will be applied to only the exercises that appear on the current page.
   b. If your filtered list goes to multiple pages, and you want to schedule all of the exercises at once, first increase the page size so that the list does not go beyond one page.

Disabling Exercises

Disabling an exercise hides it in the menus and the next/previous navigation path in the student program.

To disable an exercise:

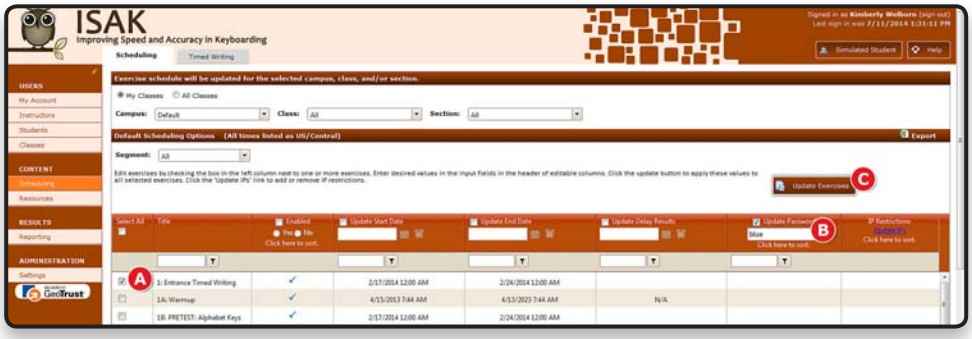


1. In the Scheduling window, select the exercise(s) you want to disable.
2. Click the **Enabled** A check box to make the option active.
3. Click the **No** B radio button. Notice that the checkmark disappears for each selected exercise.
4. Click the **Update Exercises** C button to save your change.

To re-enable the exercises, follow the same steps, but click the **Yes** radio button instead. Notice that checkmarks reappear in the Enabled column. Don't forget to click the **Update Exercises** button to save your changes.

Adding Passwords to Exercises

Adding a password requires the student to enter a password before he/she can access the exercise in the student program.



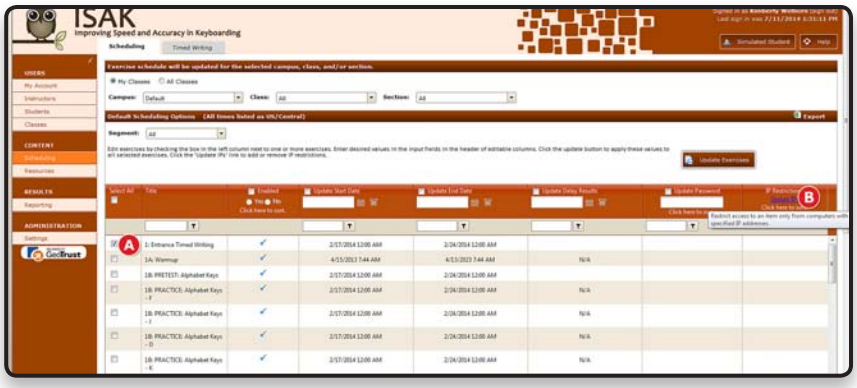
To add a password:

1. In the Scheduling window, select the exercise(s) you want to add a password to.
2. Click the **Update Password** A check box to make the option active.
3. Type the **password** B you want in the box.
4. Click the **Update Exercises** C button to save your change. Notice that the password now appears in the row for each selected exercise.

To remove the password, follow the same steps, but remove the password from the box. Notice that the password disappears from the Password column. Don't forget to click the **Update Exercises** button to save your changes.

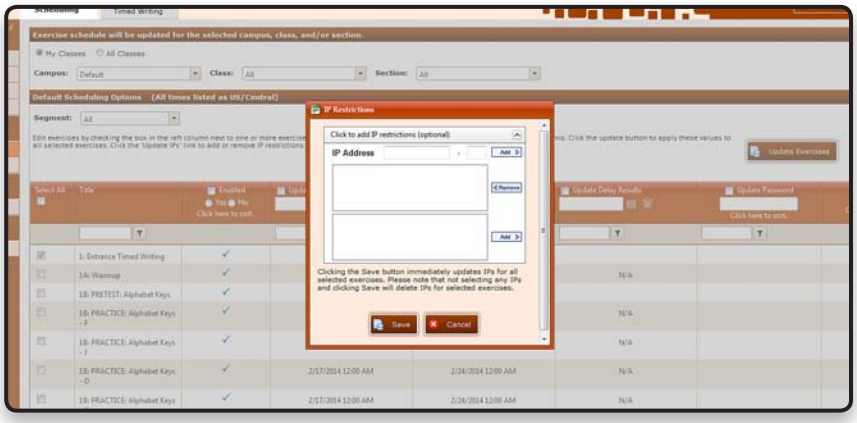
Adding IP Restrictions to Exercises

Adding an IP restriction to exercises limits access to computers coming from the specific IP address (or range).



To add an IP restriction:

1. In the Scheduling window, select the exercise(s) you want to add IP restrictions to **A**.
2. Click the **Update IP Restrictions** **B** link to open the IP Restrictions dialog.
3. If your Administrator or Campus Administrator has created "friendly" IP names, you will see them listed in the bottom box in the dialog. Click the IP(s) you want, and then click the **Add** button. Notice that the selected IP moves to the top box in the dialog.



   a. If you want to add a new IP, type the address in the IP Address box at the top of the dialog and then click the **Add** button to the right of the box. Notice that the IP is now listed in the top box in the dialog.

   b. If you've made a mistake and want to remove an IP from the selection box, click the IP in the top box, and then click the **Remove** button.

4. Click the **Save** button to save your change and close the IP Restrictions dialog. Notice that the IP restrictions are now listed in the row for each selected exercise.

To remove IP restrictions, follow the same steps to select the exercises and open the IP Restrictions dialog. When the IP Restrictions dialog opens, there are no IPs assigned. Click the **Save** button to save the blank dialog. All the IP restrictions will be cleared from the selected exercises.

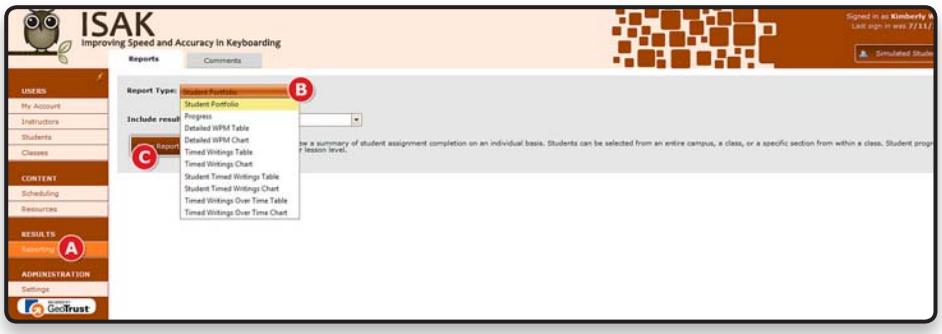
Reporting

The Reporting consists of a variety of reports you can generate to analyze performance at the campus, class, section, or individual student level.

Student Summary Report

The *Student Summary Report* displays the activity for an individual student.

To generate a Student Summary Report:



1. Click **Reporting** A in the navigation pane.
2. If necessary, click the **Reports** tab.
3. Expand the *Report Type:* menu, and click **Student Summary Report** B.
4. Expand the *Include results from:* list, and click the student name.
5. Click **View Report** C.

Sorting the Report

When you first open the report, the student's activities are listed in chronological order, beginning with the most recent activity. You can re-sort the report by clicking any of the report headers.

- Click the **Date** A header to reverse the chronological order of the report.
- Click the **Lesson** B header to sort the report by Lesson (matching the order of the book).
- Click the **Title** C header to sort the report by exercise title. This sort option can be especially helpful if you are looking for a particular document processing exercise or if you want all exercises of a certain type grouped together (e.g., 12-Second OKs or Pretest).
- Click the **Total Time** D header to see where the student has spent the most (or least) time.

Filtering the Report

Use the filter boxes above the Report grid to filter the list by lesson or by title. Notice that the Report list automatically filters as you type in the filter boxes A.

To filter the Report to show only specific exercise categories or types or to filter by a specific date range:

1. Click the **Filter On** button. The Filter Student Report dialog opens. The box on the left lists the program sections. The box on the right lists the exercise types to filter on B.
2. Select the Section(s) and/or specific Exercise Types you want to include by checking or unchecking the appropriate check boxes C.
3. Specify a lesson range or test range you want to filter by D.
4. To include only exercises that have annotations, click the **Annotated only** E check box.
5. To filter for a specific date range, enter the dates in the Start Date and End Date boxes. You can type the dates in the MM/DD/YYYY format or click the calendar icon and select the date from the graphic calendar F.
6. Click **OK** G to apply the filter to the Report.

To remove the filter, click the **Show All** button. Notice that after you take the previous filter off, the **Show All** button changes to **Apply Previous Filter**. Click the **Apply Previous Filter** button to turn on the most recent filter you used.

Viewing Report Details

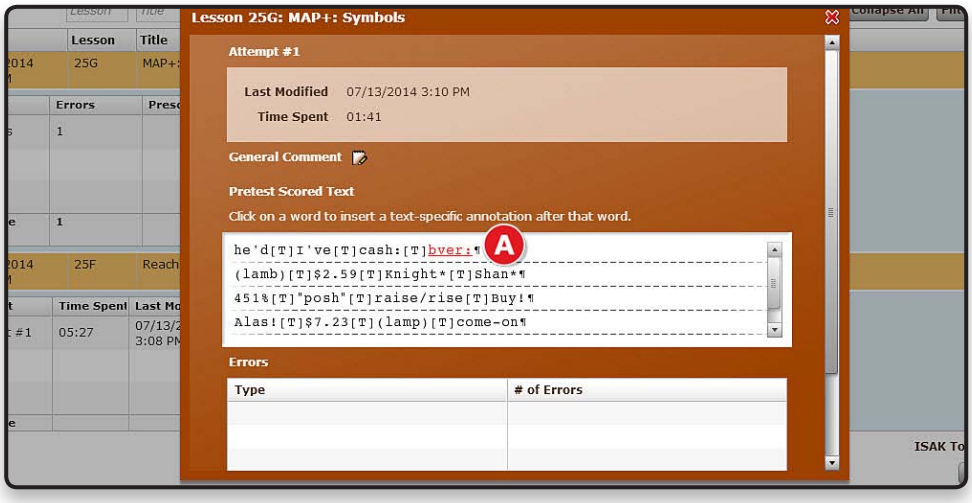
Click the arrow to the left of each item in the Report to see all the attempts the student has completed for that exercise. For each attempt, the report displays a summary of the student's results. For example, for a timed writing exercise, the report displays WPM, Errors, Time Spent, and the date and time the student completed each attempt.

Again, you can sort the list by clicking any of the headers in the expanded view. You can also click the **Previous** and **Next** buttons (under the student drop-down list) to view the next or previous Report in your student list for the selected class.

To see further details for each attempt (such as the actual keystroking results), click the **Details** button.

Use the **Previous** and **Next** buttons at the bottom of the details window to navigate through the attempts.
To print the details, including scored text, click the **Print** button.
To close the details window, click the **X** in the upper right corner.

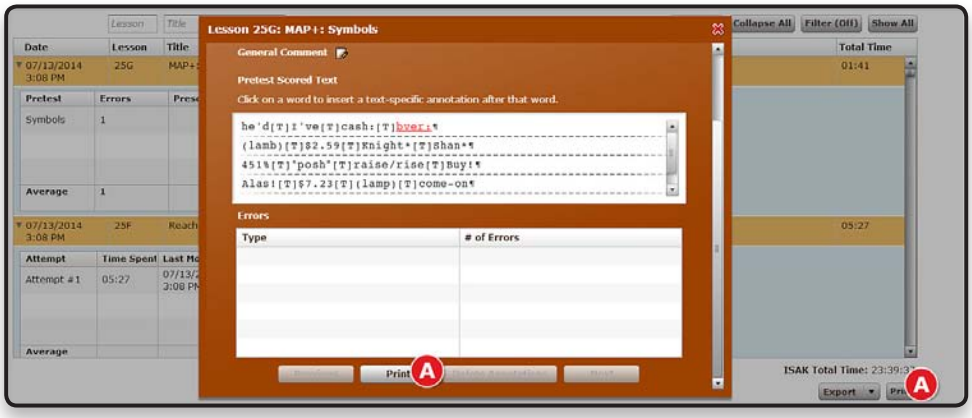
Scoring Keystroking



When viewing details in the student Portfolio or other report, keystroking errors are indicated as follows:

Insertions (extra words) are indicated by blue text surrounded by {}. See {there } in the example below. Notice that the space after the word there is considered part of the inserted word.
Omissions (missed words) are in green text surrounded by <>. See <Barbra > in the example below. Notice that the space after the word Barbra is considered part of the omitted word.
Misstrokes are indicated by red underlined text. See hous on the second line in the example below and the two instances of Barbara. If two consecutive words have errors because the student mistyped the space (for example: fore xample or fo rexample), the program will only count one error, but will underline the mistakes in both words.

Printing the Report



To print the student's Portfolio, click the **Print** button in the upper right corner of the main report window.

Detailed WPM Table Report

The Detailed WPM Table report allows you to view results from a specific student, campus, class, or section. Reports can be narrowed or expanded by adjusting the number of best timings per segment, frequency of errors, or the exercise categories from which the results are pulled. The Detailed WPM Table report can be further segmented by Textbook, Part, Section, Lesson, Custom Timed Writing, or Open Timed Writing. When segmenting by lesson, a class and section may be selected to generate more specific results.

To generate a Detailed WPM Table report:

1. Click **Reporting** in the navigation pane.
2. If necessary, click the **Reports** A tab.
3. Expand the *Report Type:* menu, and click **Detailed WPM Table** B.
4. In the *Include results from:* section, click the radio button for **Student: Campus:** or **Class** C:.
   a. Expand the appropriate list and select the specific student, campus, or class you want to generate the report for.
   b. If you select a class, you can also specify a section.
5. By default, the report will show the three best results per segment (lesson, section, area, or textbook). You can change the number of results included in the report by adjusting the number in the **Include the __ best timings per segment** D box.
6. To limit the results included in the report to only those that fall within a certain error tolerance level, adjust the number in the **Include timings with __ or fewer errors** E box. You can filter this option further from the report page.
7. In the *Include timings from:* section, click the check boxes for the types of exercises you want to include in the report F.
   a. You can select multiple exercise types and/or timings, or click the **Select All** check box to include all exercise types that are scored by WPM and number of errors.
8. In the *Segment timings by:* section, click the radio button for the organization of the report: by **Textbook, Area**, **Section**, or **Lesson**.
   a. You can also limit the report to only **Custom Timed Writing**.
   b. If you segment the report by Lesson, you can further limit the report to lessons in a specific area, section, and tests or to a specific single lesson. Make the selections you want from the drop-down lists that appear.
9. Click the **View Report** G button to generate the report.

You can sort the report by any column by clicking the column heading.

You can further filter the report by entering a value in the box at the top of any column. Click the filter button next to the box to select a specific filter option. For example, the report in the image below is filtered to show only results from a first attempt (Attempt equals 1) and where the WPM was greater than 35 (WPM is greater than 35).

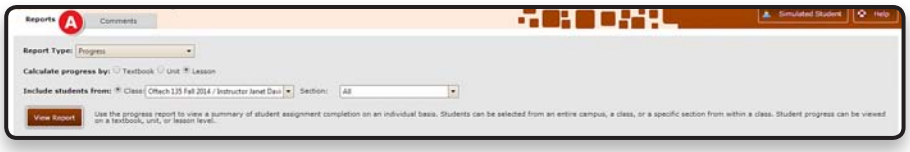
To export the report to Excel, expand the **Actions** menu at the upper right corner and select **Export**.

To print the report, expand the **Actions** menu at the upper right corner and select **Print**.

Note: If you have filters applied to the report, they are **not** included when exporting or printing the data.

Class Progress Check Timings Table Report

The Class Progress Check Timings Table report displays the results for the Progress Check Timings for a class, section, or an entire campus.



To generate a Class Progress Check Timings Table report:

1. Click **Reporting** in the navigation pane.
2. If necessary, click the **Reports** tab.
3. Expand the *Report Type:* menu, and click **Class Progress Check Timings Table**.
4. Select the Campus, Class, or Section to include results from.
5. Click the **View Report** button.

Students

All students who use ISAK must have a registered user account. Students can be registered manually by an instructor through the Course Manager or you can allow students to self-register. You can also batch import students into a class or section of a class.

Working with the Students List

Click **Students** A in the navigation pane to open the list of students.

To filter the list to show only students enrolled in a specific class, click the arrow at the end of the *Class:* box, and then click a class name.

To further filter the list by section, expand the *Section:* list, and click a section name.

You can also filter the list to show only students with a particular registration status. Expand the *Student Type:* list, and select **All**, **Full Student** B (accounts activated with a full registration code), **Proficiency Student** (students who have activated their accounts with a special Proficiency registration code that gives them access to placement test materials only), or **Unregistered** (students who have not entered a registration code of any type).

You can use the filter boxes at the top of each column to search for accounts that meet specific criteria. For example, if you are looking for all students with the last name *Smith* or *Smithson*, type **Smith** in the box at the top of the *Last Name* column, and then press **Enter** (or click the filter button and select **StartsWith**).

Finding Students with New Work

Students who have submitted work since you last looked at their portfolio appear with a **New** icon next to their names. Once you look at the student's portfolio, the **New** icon disappears until the student uploads new work again.

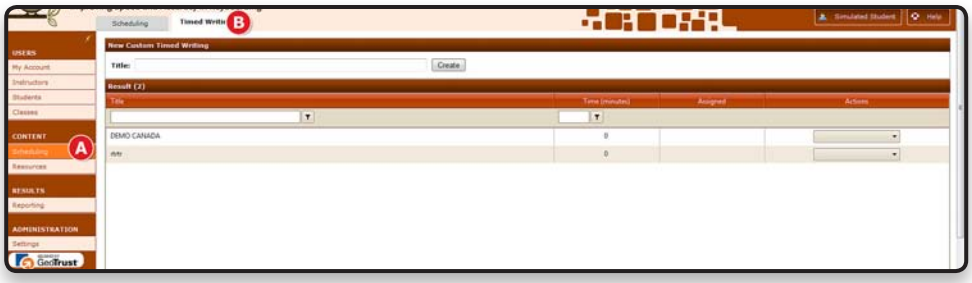
Using the Student Actions Menu

The Actions menu for students gives you access to the same functions as the Instructors list:

Snapshot—The Snapshot is a static version of the edit pages. The Snapshot shows the student details and the classes to which the student is assigned.
Print Snapshot—Use the Print Snapshot command to open a version of the Snapshot formatted for printing.
Edit—Opens the Edit page for the selected student account so that you can modify the student details or add/remove the class assignment for the student.
View Portfolio—Opens the Student Portfolio report for the selected student. For detailed information about this report, see *Student Portfolio* in the *GPS (Grade Posting System)* section of this document.
Delete—You cannot delete a student account if it has been fully registered with a registration code. If you want to hide the student from your roster and reports, you can archive the student instead (see *Archiving Students* later in this section) or simply remove the student from your class.

Working with Custom Timed Writings

You can create, manage, and schedule custom timed writings from the Timed Writings tab in the Scheduling section.



1. Click **Scheduling** A in the navigation pane.
2. Click the **Timed Writings** B tab to open the Custom Timed Writings page.

Using the Custom Timed Writing Actions List

The Custom Timed Writings page lists all the custom timed writings you have created and those that other instructors have created and assigned to your class.

The Actions menu for custom timed writings gives you access to the following functions:

Snapshot—The Snapshot shows the details for the custom timed writing and the classes to which it is assigned.
Print Snapshot—Use the Print Snapshot command to open a version of the Snapshot formatted for printing.
Print Timed Writing Text—Displays a version of the text suitable for printing and distribution to your students to use when they take the timed writing.
Edit—Opens the Edit page for the timed writing so that you can change goals or modify assignments.
Copy—Creates a copy of the timed writing.
Delete—Removes the timed writing, all assignments, and all student results from the ISAK database. Instructors can only delete timed writings that they created. Administrators and Campus Administrators can delete any timed writing in the list.

Creating and Assigning a Custom Timed Writing

In ISAK, you can create a custom timed writing and assign it to your students.

1. Click **Scheduling** in the navigation pane.
2. The *Timed Writing* tab is active by default. Type a title for the timed writing in the *Title:* box, and then click the **Create** button.
3. Set the preferences for the timed writing:

   a. Expand the *Duration:* list and select a time length. (You can also select **No Time**.)
   b. If you want to specify goals for the timed writing, click the **Set Goals:** check box, and then set the goals. Click the **Completion** check box to require that the student complete the passage in the time allowed, or enter specific values in the *WPM Goal:* and *Error Limit:* boxes.
   c. Enter the text for the timed writing in the large box to the right. You can type the text, or paste from text that was copied from a text editor or word processor. Any word processing formatting will be stripped out of the pasted text.
   d. The Word Count displays the number of words in the text. If you are using WPM and Error Limit goals, the page will display the recommended number of words for the time and goals you specified.

4. Click the **Save** button to save the custom timed writing.
5. From this page, you have the option to assign the custom timed writing to a class or section. You can also assign custom timed writing from the *Edit Section* page as discussed earlier in this document. Click the **Assign Classes** A tab to create assignments.

6. In the *Available Classes:* list, find the class you want to assign the custom timed writing to. If the list of classes is long, use the filter box at the top of the list B.
   a. To create an assignment for a class and all the sections in that class, click the class name, and then click the **Add** C button. When the class name is highlighted, the class and all sections are selected.
   b. To create an assignment for only a specific section within the class, click the section name, and then click the **Add** button. When a section name is highlighted, only that section is selected.
7. The assignment is created when you click the **Add** button.

Resources

Through the Resources section, you can provide your students with additional study materials such as links to external websites and documents to use for extra practice. Students access these materials from the My ISAK tab in the student program. ISAK supports most documents and files but does not allow audio or video content. If you want to upload audio or video files, use a video sharing site (YouTube, Flickr, Photobucket, Yahoo! Video, etc.), and then create a hyperlink resource to the content you want to assign to your students.

Resources are available to new accounts by default. The Resources feature can be disabled or enabled by an administrator at the account or campus level, or by instructors on a class or section level.

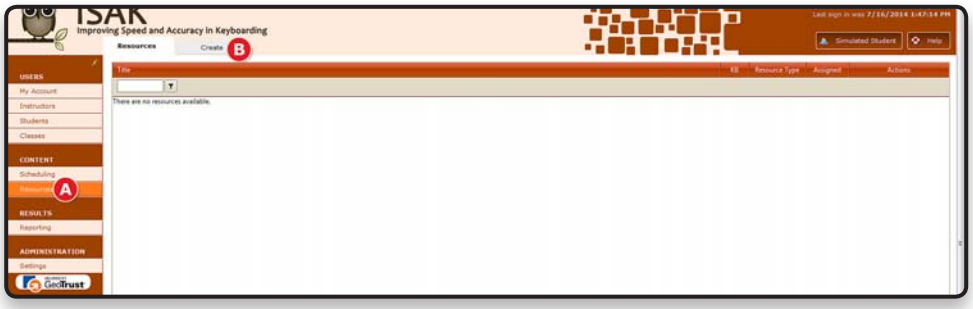
Click **Resources** in the navigation pane to see a list of available content that has been uploaded. If it has been disabled by the Account Administrator, **Resources** will not appear in the side navigation panel.

Using the Resource Actions Menu

The Actions menu for resources gives you access to the following functions:

Snapshot—The Snapshot shows the assignments for the selected resource.
Print Snapshot—Use the Print Snapshot command to open a version of the Snapshot formatted for printing.
Edit—Opens the Edit page for the resource so that you can change it or modify assignments. Click the Edit button next to the Actions menu near the top of the page to open the *Edit Details* dialog and upload a new file or change the link URL.
Delete—Removes the resource, all assignments, and all student results from the ISAK database. Instructors can only delete resources that they created. Administrators and Campus Administrators can delete any resource in the list.

Creating a New File Resource



To upload a file resource and assign it:

1. Click **Resources** (A) in the navigation pane, and then click the **Create** (B) tab.
2. Enter a title in the *Resource Title:* box. This is the text your students will see. Students do not see the actual file name of the file you upload.
3. Expand the *Resource Type:* list, and select **File**.
4. Click the **Select** button and browse to select the file to upload. The system has a file size limit of 3 MB. Uploading a file larger than 3 MB will result in an error. If you upload a video or audio file, your students will not be able to play the file within the ISAK system.
5. Click **Next** to upload the file and advance to the scheduling page.

Creating a New Link Resource

To create a new resource that is a link to an external web page:

1. Click **Resources** in the navigation pane, and then click the **Create** tab.
2. Enter a title in the *Resource Title:* box. This is the text your students will see. Students do not see the actual URL of the link you enter.
3. Expand the *Resource Type:* list, and select **Link**.
4. Enter the website address in the *Link Location (HREF):* box. Notice that ISAK inserts **http://** automatically. If you paste an URL that begins with http://, ensure that the link does not have a double "http://" at the beginning of the address before clicking **Next**.
5. Click **Next** to save the resource and advance to the scheduling page.