

# Using Packets in Educator

**Packet** : A method of course material distribution that allows greatest control over when and how students complete course work.

## QuickStart Directions

- Click on **Course Materials** in the navigator column
- Click on the **Packets** sublink
- Click on **NEW PACKET**.
- Type in a packet name
- Enter comments about the packet
- Change the packet status from **locked** to **unlocked**.
- Choose a packet style: **Slideshow** or **Textbook**
- Indicate whether or not students should have the ability to **download the packet to their desktop**.
- Scroll down the rest of the page and place a checkmark in front of the learning objects that you wish to add to your packet.
- Click on **[SUBMIT]**
- Specify the order in which documents and activities are presented to the student.
- Click on **[SUBMIT]**

## Details

Packets give the instructor a measure of control over the sequencing of course document delivery. Instead of the student accessing a folder with a variety of documents inside, and then accessing quizzes to choose a quiz, and then accessing discussions to access a discussion, all of these things can be assembled into a Packet which orders the documents and activities into a logical flow that optimizes learning.

### Creating a New Packet

Let's talk about packet creation details.

After you have clicked on **Course Materials** in the navigator column, the **Packets** sublink, and finally the **NEW PACKET** link, a new packet form will appear.

Type in a packet name that will be somewhat descriptive in the future.

Enter comments about the packet. Typical comments are about content, purpose or anything else that will differentiate this packet from others when listed in a group.

Change the packet status from **locked** to **unlocked**. This will allow students to open the packet. You may want to leave all packets locked except for those up to and including the current lesson. Or you may want to have them all unlocked. Unlike folders, where you have to lock the contents inside to prevent them from being seen, you do not have to unlock documents in a packet. Just put them into a packet and unlock the packet itself for all contents to be viewable. Controlled activities, however, such as exams, worksheets and practice tests, must be activated in order to be visible.

Choose a packet style:

--**Textbook** utilizes a linked table of contents.

--**Slideshow** places a forward and backward link at the bottom of each screen.

**SETTING UP A PACKET:**

**STEP 1) Select the content you wish to be in the packet**

Enter a name for this packet





Enter comments about this packet




Packet Status

Packet Display Options

Allow Learners to Download Packet to their Desktop

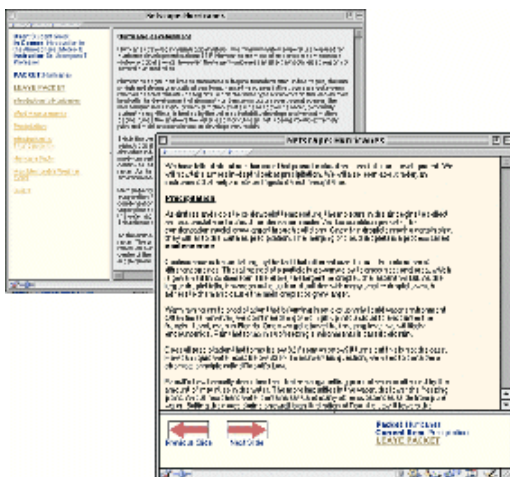
Now place a check next to all objects you wish to insert into this packet:

 [Introduction to the Tutorial](#)   
[Questions?](#)   
 Object ID: 520  
[Introduction to the Tutorial](#)   
 Object ID: 430

 [The Educator Environment](#)   
[The Educator Screenscape](#)   
 Object ID: 371

**EXAMS**  
[exam one](#)  
 Object ID: 369

**GLOSSARIES**  
[Educator Glossary](#)  
 Object ID: 603



**Indicate** whether or not students should have the ability to **download the packet to their desktop**. This allows them to work in the packet offline and then upload their work.

**Scroll down** the rest of the page, which includes every web-readable or downloadable document created in this course.

**Place a checkmark** in front of the learning objects that you wish to add to your packet.

**Click on [SUBMIT]**

**Specify** the order in which documents and activities are presented to the student. This is an important step

**Click on [SUBMIT]** *even if they are already in the correct order*

Once you have created your packet, you should view it as a student to make sure it appears exactly as you want it to appear.

<a href="#">Content Delivery Methods</a> Object ID: 402	1 ▼
<a href="#">The Folder Method</a> Object ID: 403	2 ▼
<a href="#">Packets</a> Object ID: 404	3 ▼
<a href="#">Quiz</a> Object ID: 562	4 ▼

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### Viewing your Packet...

**Click on [Course Materials](#)** main link,

**Click on the [Packets](#)** sublink.

**Click on the Packet title** on the right half of the screen.

**Click through each document** in the table of contents on the left side of the screen if set up as a textbook. Or click on the arrows if set up as a slideshow. You may edit any document within the packet by clicking on the **Edit** link at the top of the document.

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### Modifying Packets

**Click on [MODIFY](#)** next to the packet name.

**Rearrange** the packet contents by renumbering them

or...

Click on **ADD/REMOVE ITEMS FROM PACKET**

**Add or remove checkmarks** in front of those documents that you wish to add to or remove from the packet.

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### **Activating Packet Contents**

Just because a packet is unlocked does not mean that the contents is accessible by students. Such items as tests and discussions also have activation status controls individually. In order to make sure that your entire packet is active, follow the steps for viewing your packet above. **When you get to an activity** such as

- discussions
- assignments
- worksheets
- practice tests
- quizzes
- exams

click on its link and view the status. If it is set to **inactive** then change it to **active**. A common help desk call is about packet contents that were never activated. This is a content issue that usually needs to be referred back to the instructor as there may be no way to ascertain whether it has been left inactive because the activity is not ready for presentation, or if has been an oversight.

#### **Usage Tips**

You may also copy entire packets to other courses or to the Users' Group Content Exchange. For example, to move all of your exams to a new course, put them all into a single packet and then choose the option **COPY PACKET TO OTHER COURSE**

You may quickly form a packet when uploading multiple files by checking the **Add files to a new packet** option before you submit the files. Educator will automatically create a new packet called **Multiple Upload Packet** which you can then rename.