

Instruction Builder Student Guide:

Frequently Asked Questions about Online Workshops

Q: What's the difference between a quiz and an assignment?

A: Quizzes are true/false or multiple choice questions and are graded automatically. Assignments are open-ended questions. They are likely to be about your own topic and are reviewed by someone when you complete the workshop.

Q: What is a grader?

A: The grader is the person who will be reviewing your assignments. For Library workshops, your grader will be a librarian who teams up with your instructor to teach research skills for your class. When you have completed the last assignment and clicked the FINISH button, your grader will be able to review and respond to the work you've done. Your grader can also answer questions you have about the workshop. Click on *email grader* to send an email to your grader.

Q: How do I submit an assignment?

A: Some assignments require you to search a database or use an outside resource in order to answer a question. These assignment screens will contain a GO button. You must click the GO button and use the required resource before a SUBMIT button will appear.

Q: What if there is no submit button?

A: Remember that you must click the GO button before the SUBMIT button will appear. Sometimes the SUBMIT button will be below the scroll bar so you may need to scroll down to see it.

Q: I clicked the GO button or the DEMO button and nothing happened. What's wrong?

A: The GO and DEMO buttons open up popup window so that you can view a demonstration or use an outside resource without losing your place in the workshop. If you don't see this window, check for the following:

- Do you have another browser window open?

In Windows look at your status bar or press [ALT] [TAB] (on a PC) to move to other windows.

- Do you have ad blocking software?

Some Internet Service Providers offer ad blockers that prevent popup windows from opening. Be sure to turn this feature off while you do the workshop.

We recommend that you close popup windows when you are finished with them.

Q: I can't see the entire pop-up window after clicking on the DEMO or GO button. Is there a way to move or resize the window?

A: You can always move the window. To move the window, position your mouse over the title banner on the browser window (this is the colored strip above the browser navigation bar). Click and hold your left mouse button while dragging the window to a new position.

Q: I'm seeing an "Assignment not complete" message and can't go forward in the workshop. What can I do?

A: All of the assignments in a workshop need to be finished in order. If you see this message that means you skipped an earlier assignment. Use the left hand menu to navigate back to and complete the earlier assignment.

Q: What if I have still questions or need help?

A: At the top of every screen you have an Email Grader for HELP link. Use this for any questions or problems you have with the workshop.