VISIBLE ANALYST INSTRUCTOR EDITION

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How the Visible Analyst Instructor Edition Works

The new Visible Analyst Instructor edition transitions the Assignments feature of the Visible Analyst University edition to the Cloud. Under this edition, Instructors are able to define Courses and Course Assignments hosted by Visible on a secured Cloud Server. Learners are able to use their Visible Analyst Student Edition to access the Assignments, work on Assignments and submit Assignments to the Instructor for evaluation. Multiple Courses and Assignments can be created, allowing Instructors to tailor the Courses and Assignments to their particular class requirements and schedule.

Learners

Upon installation of the software, Learners will need to go through a brief registration process. Once registered, the Course and Course Assignments defined by the Instructor are listed on the Student Edition Tools | Assignments dialog. The Learner will produce the necessary project(s), diagrams and repository entries, and then mark their assignment as complete. A backup copy of the project with the completed assignment material is automatically created and sent to the Instructor.
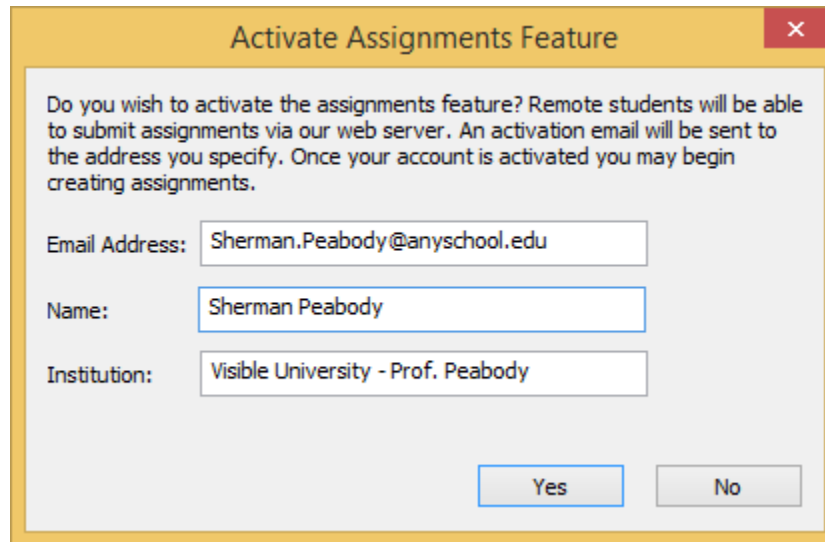
Instructors

Upon access by the Instructor to Assignments, all Submissions to Assignments by the Learners are listed under the Instructor's Course. Clicking the submission restores the submitted project whereby the Instructor can view the Submissions in terms of its project and diagrams, grade each Submission and provide comments. Subsequent access by the Learner to Assignments will reveal the grade and comments provided by the Instructor.

<div align="center">NOTES</div>

- In order to use the Assignments feature and to register the Visible Analyst, both the Instructor and Learner must have access to the Internet.
- It is important that the Instructor add their name to the Institution Name in the event that another instructor is teaching the same course at the same Institution. The learners will select the Institution Name when registering so that they are presented with the correct course assignments.
- The Courses and Assignments created by the instructor can be viewed and edited from any project.

INSTRUCTOR'S ACTIVATION PROCESS

After installation of the Visible Analyst Instructor Edition, select the Tools | Assignments menu item to view the Assignment fields. The first time an Instructor accesses the Assignments feature he/she is prompted to register by supplying an e-mail address, his/her full name and institution name. The Institution name is entered by the Learners when registering their copy of the Visible Analyst Student Edition in order to view the Course Assignments.
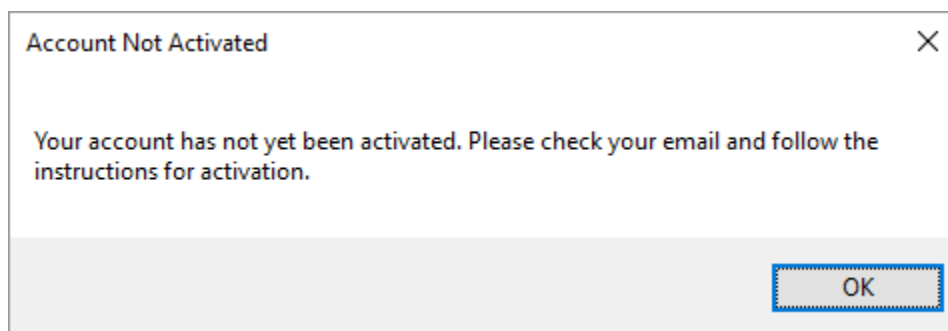

NOTE

- It is important that you enter a unique name for your institution, as this is how the learners will identify which courses and assignments to access. The same Course name can be used by more than one Instructor.

After clicking "Yes" you are registered on the Visible Systems server.

Choosing Tools | Assignment again displays this message:

Click OK to generate an e-mail message which is sent to the e-mail address you specified.
Open the e-mail from "noreply@visible.com" and click the link displayed in the e-mail to activate your account.

Once activated, click the Tools | Assignments menu item to create a new course. The Visible Analyst work area is displayed as 3 windows, showing the Object Browser, the Courses, and the Assignments.
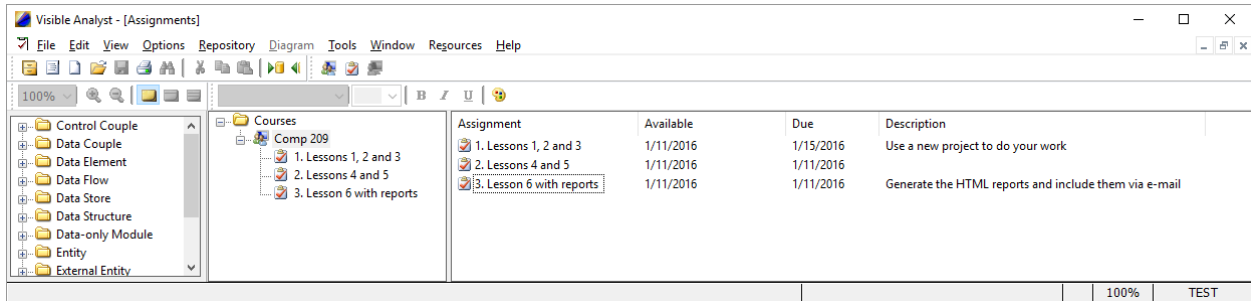

CREATE A NEW COURSE

The first time that the Assignments feature is selected, you are prompted to create a course by providing a course name and description in the Add Course dialog. Additional courses can be defined by right mouse clicking on the word Course and selecting New Course from the object menu.
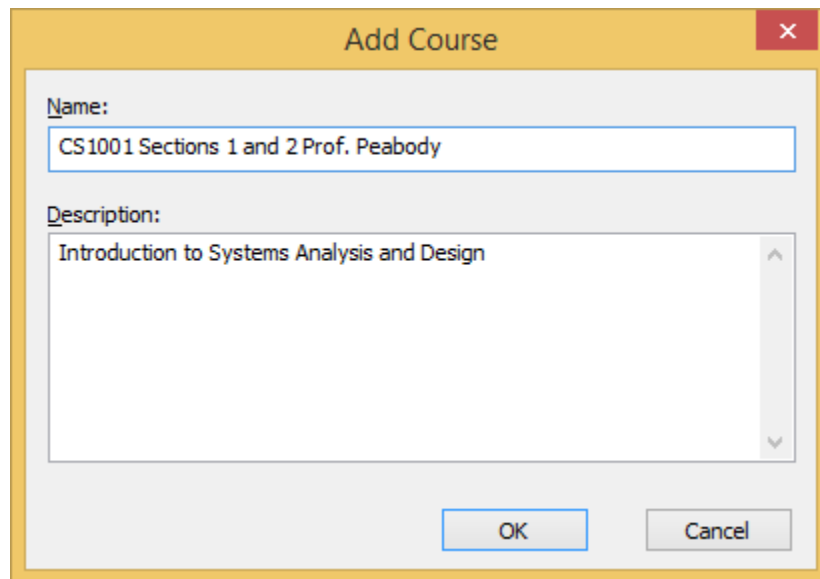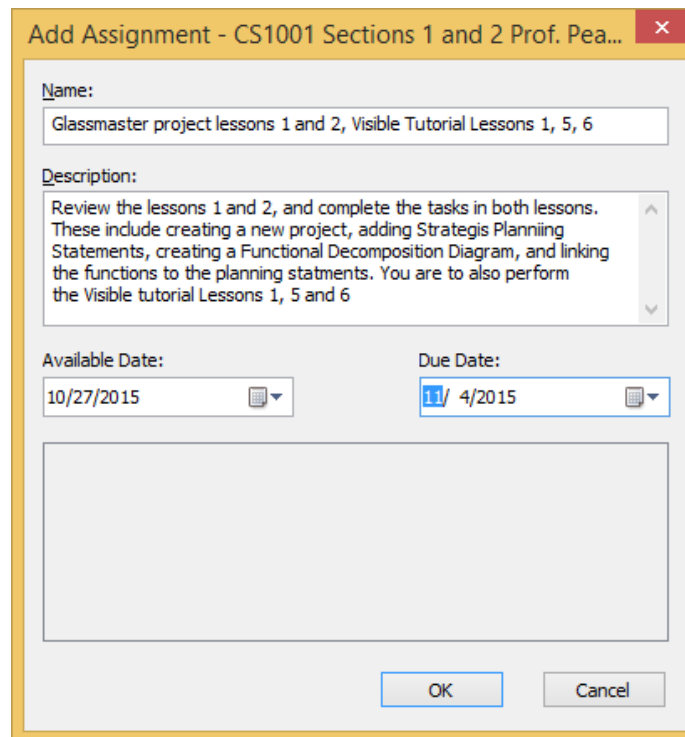

DELETE, RENAME or EDIT A COURSE

Right click on the Course name and choose the Delete, Rename or Properties option to delete, rename or edit the course.
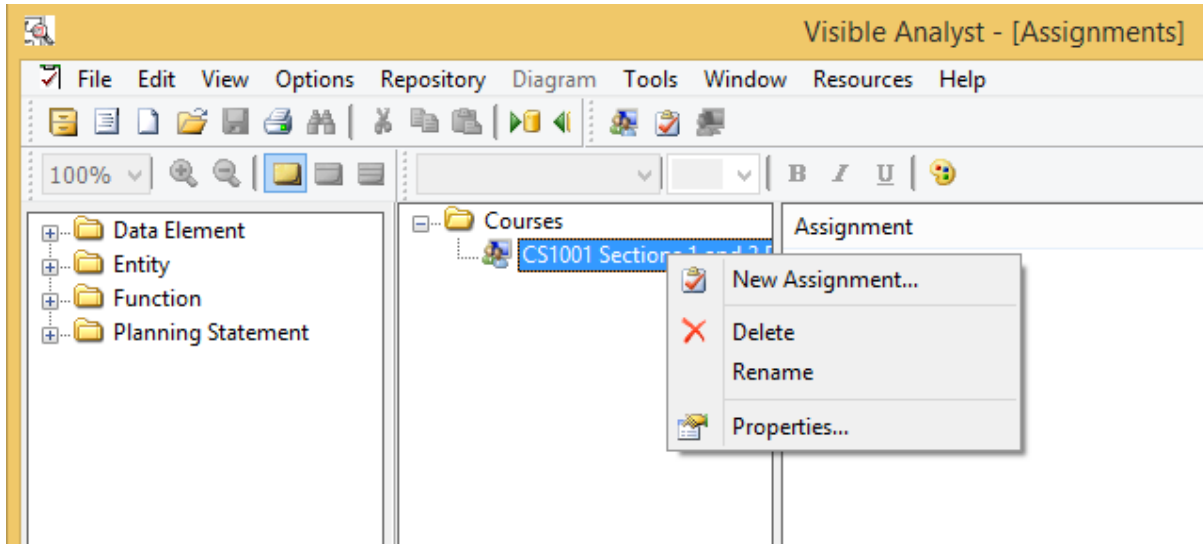
ADDING ASSIGNMENTS

Right mouse click on the Course Name or in the Assignment filed and choose New Assignment from the Object menu. Enter the information into the Add Assignment dialog, including the Name, Description, Available Date and Due Date of the Assignment. Click the Calendar icon to specify a future Available Date or Due Date.

DELETE, RENAME, or EDIT AN ASSIGNMENT
Right click on the assignment name to delete, rename or edit an Assignment's Properties.

IMPORTING COURSES FROM A LMS (LEARNING MANAGEMENT SYSTEM)

Instead of manually entering your courses and assignments, this information can be imported from your Learning Management System (LMS). If you are using Blackboard or Desire2Learn, you will need to contact your LMS administrator to give Visible Analyst permission to access your data.
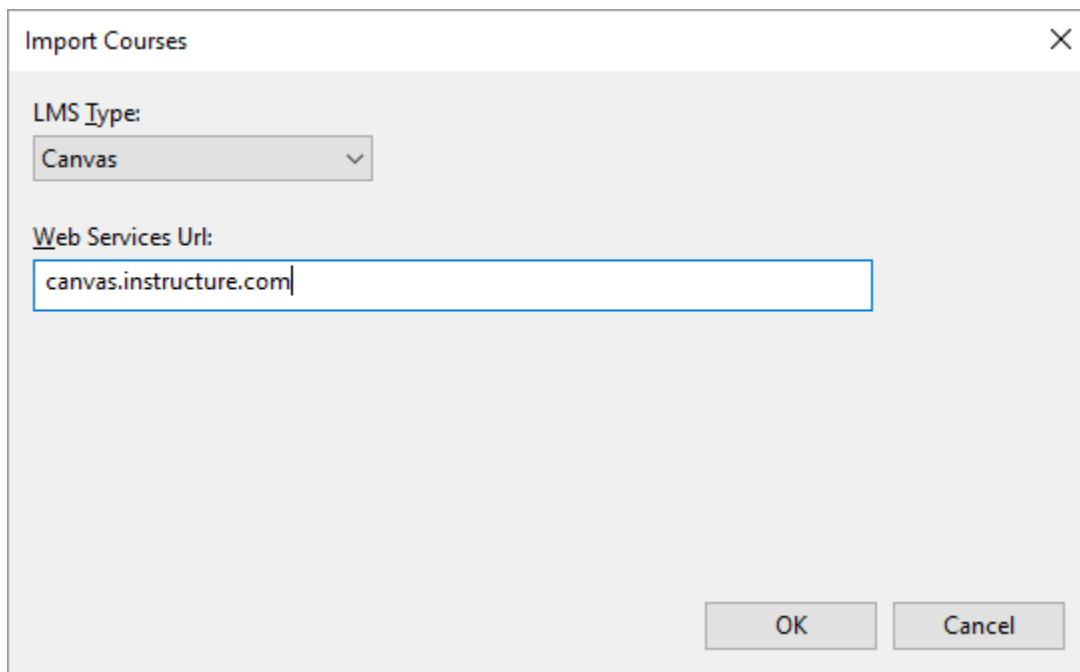
NOTE
See the FAQ topic "**Connecting to Blackboard**" and "**Connecting to Desire2Learn**" for the connection details.

To begin the import process, right click on the Courses folder and choose *Import Courses*. The Import Courses window will appear and you can enter the following information:

LMS Type	The name of the Learning Management System used by your institution. Currently, Blackboard, Canvas and Desire2Learn are supported.
Web Services Url	The address used to access your LMS, for example canvas.instructure.com.
User ID	The ID used to access your LMS. Not required for all systems.
Application ID	The application ID used to access your LMS (supplied by your LMS administrator). Only required for Desire2Learn.
Application Key	The application key used to access your LMS (supplied by your LMS administrator). Only required for Desire2Learn.

Once the required information has been entered, press the OK button to connect to your LMS and display the list of available courses and assignments. The first time you attempt to connect to a Canvas installation, you will be prompted to give Visible Analyst permission to access your data.

When the *Select Courses to Import* dialog box is displayed, check the courses you want to import. When you select a course, any assignments associated with that course will be displayed. If a course or assignment already exists in the Visible Analyst repository it will be shown in grey and will be automatically synchronized.
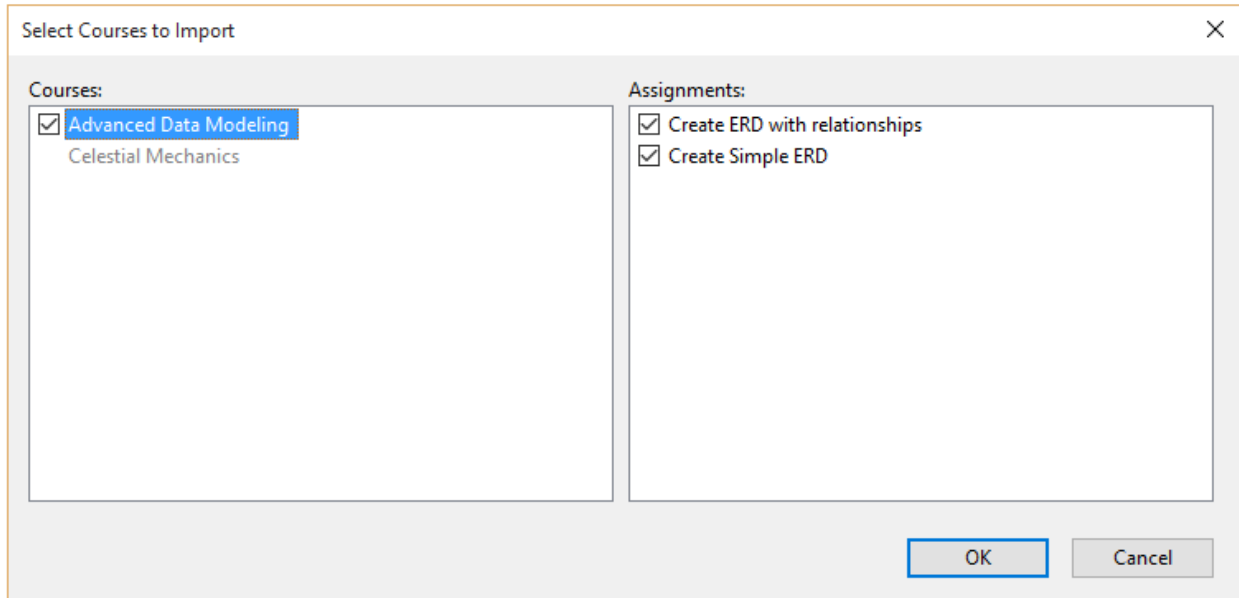
REVIEWING SUBMITTED LESSONS
Open the Visible Analyst and choose Tools | Assignments. Submitted lessons are listed under the Course name.

Clicking on the Lesson causes the submitted project to be restored. Access this project as you would any other project to view the diagrams, strategic planning statements, or repository entries.

 Click the Open button to open the diagram associated with the Assignment in the background.
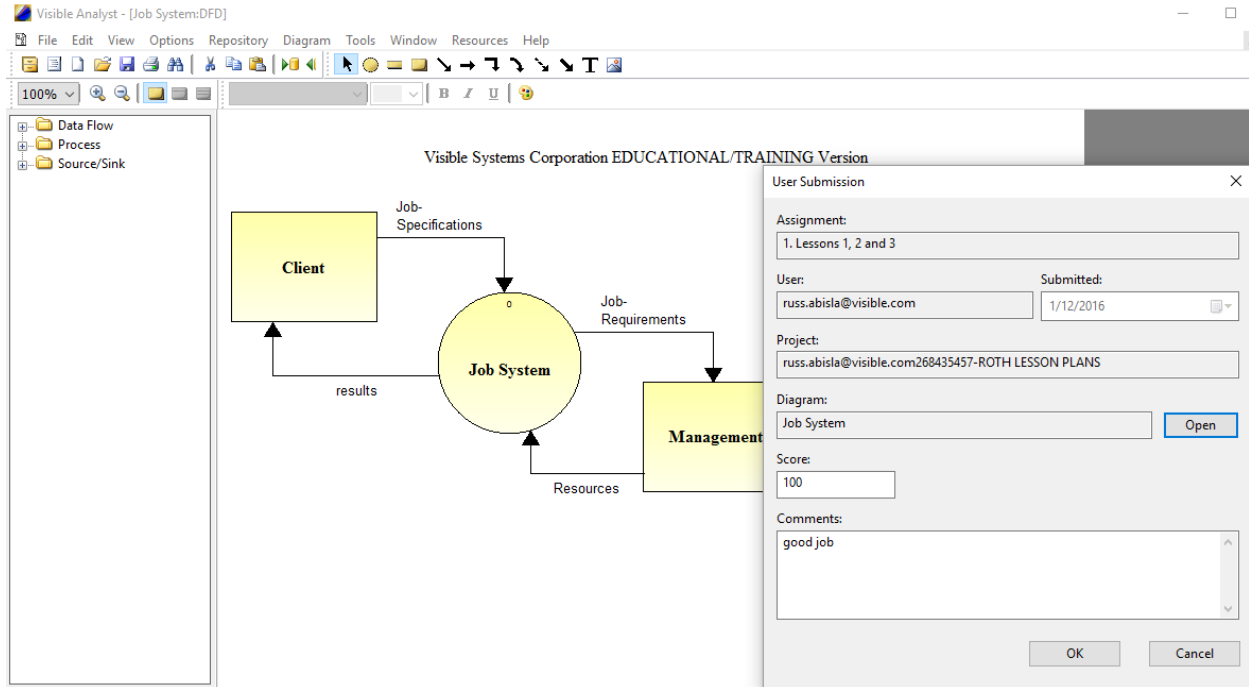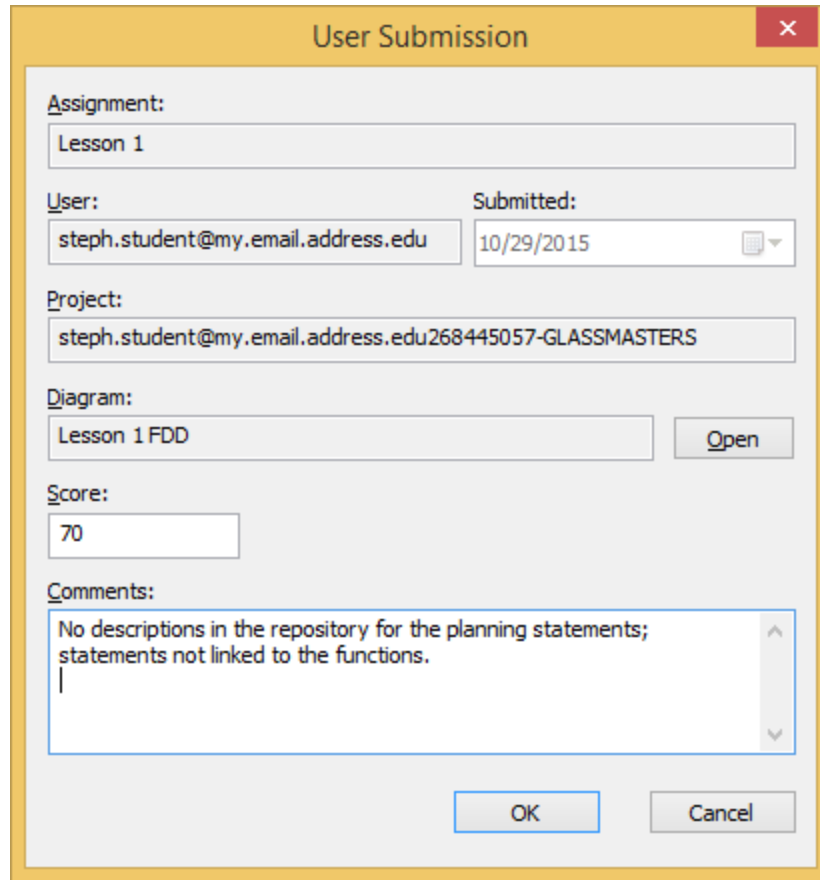
Un-reviewed lessons as displayed in Amber.
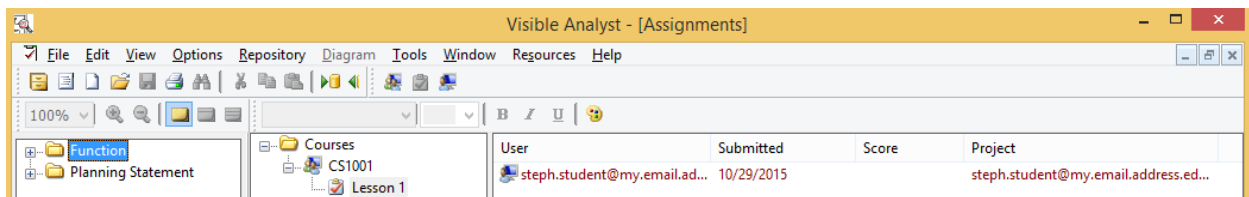
Double click on the User, or right click on the Lesson and choose Properties to edit the Learner's Submission. Enter a score and any comments, and click OK. Click Cancel to close the dialog without saving any changes.

NOTE

- Clicking OK or Cancel *without* entering a score or comments allows you to open the dialog again and add a score and/or comments. Once these items are added and you click OK, you can no longer make edits to these fields and the student is notified that the assignment has been reviewed and scored.
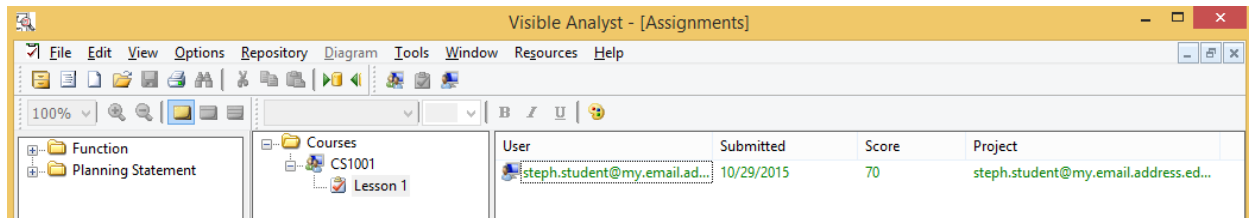
Once the lesson has been reviewed and scored, the lesson color is changed to Green.

When the student opens the Assignments feature they will be able to review the comments and score.

LEARNER'S ACTIVATION PROCESS

Install the Visible Analyst Student Edition.

Access the Assignments option on the Tools menu. The first time you access this feature you are prompted to Register to activate the Assignments feature.

Make sure that you select the correct Institution and Course as provided by the Instructor!

ACCESSING THE ASSIGNMENTS
Select Tools | Assignments to view any open assignments. The assignments list is automatically updated when the Assignments option is selected after restarting the Visible Analyst.

NOTE

A clipboard icon is displayed in the Visible Analyst Help bar as a visual indicator displayed the bottom of the screen whenever an assignment is pending, as shown here. Double click the icon to open the Assignments list. This icon is displayed even if the Assignments page was not opened.
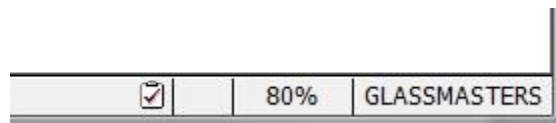
Double click on the assignment name to view details of the assignment. Open assignments are colored Amber.
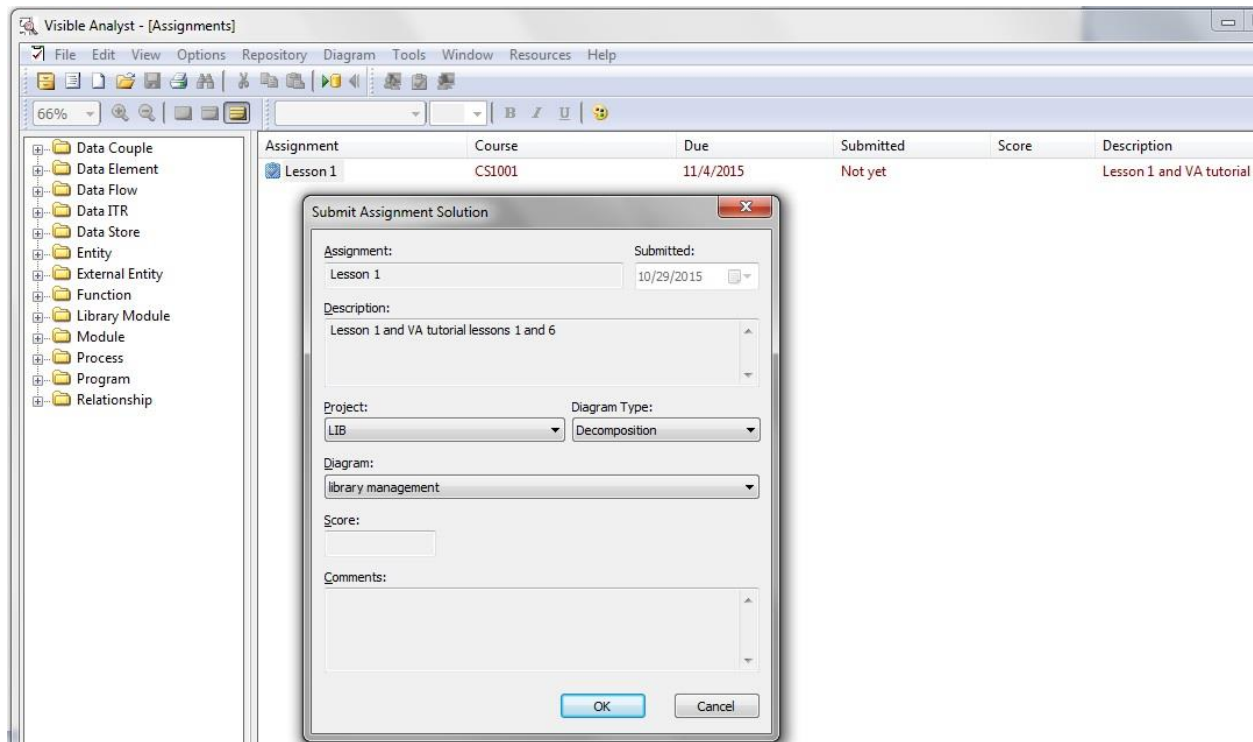
COMPLETING THE ASSIGNMENT

When you have finished the Assignment, double click on the Assignment and click the OK button to Submit the assignment.

NOTE

It is important that you select the correct Project, Diagram Type and Diagram when submitting the assignment!

Click Yes to confirm the submission .
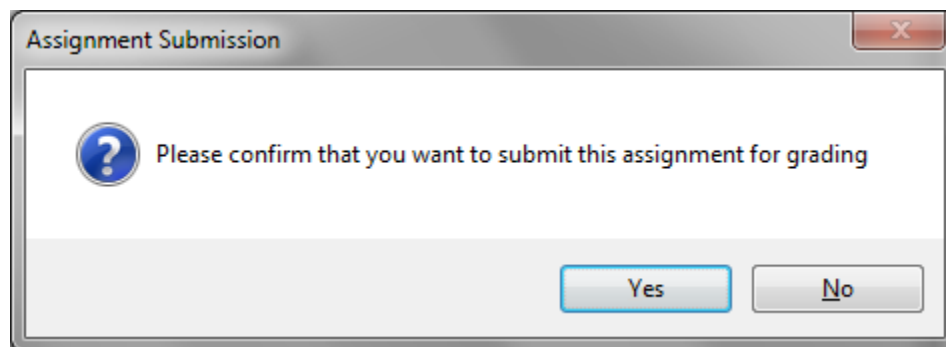
Once you submit the Assignment a number of actions occur:
- A copy of the Assignment project is transferred to our secured Cloud Server.

NOTE

The Backup dialog will flash or be displayed when the assignment is submitted.

The backup files are written to the user's TEMP folder on the PC

- The Assignment is marked as submitted with the submit date
- The Assignment color is changed to **black**
- The Assignments clipboard icon is no longer displayed.

When all submission actions are complete, the Submit dialog is closed.

REVIEING YOUR SCORE

After your Assignment has been reviewed and scored by the Instructor, the Assignment color is changed to Green. The next time you open the Visible Analyst and access the Assignments feature double click on the Green Assignment to review your score an any comments entered by the Instructor.

NOTE

The clipboard icon is also removed indicating no current Assignments are due.
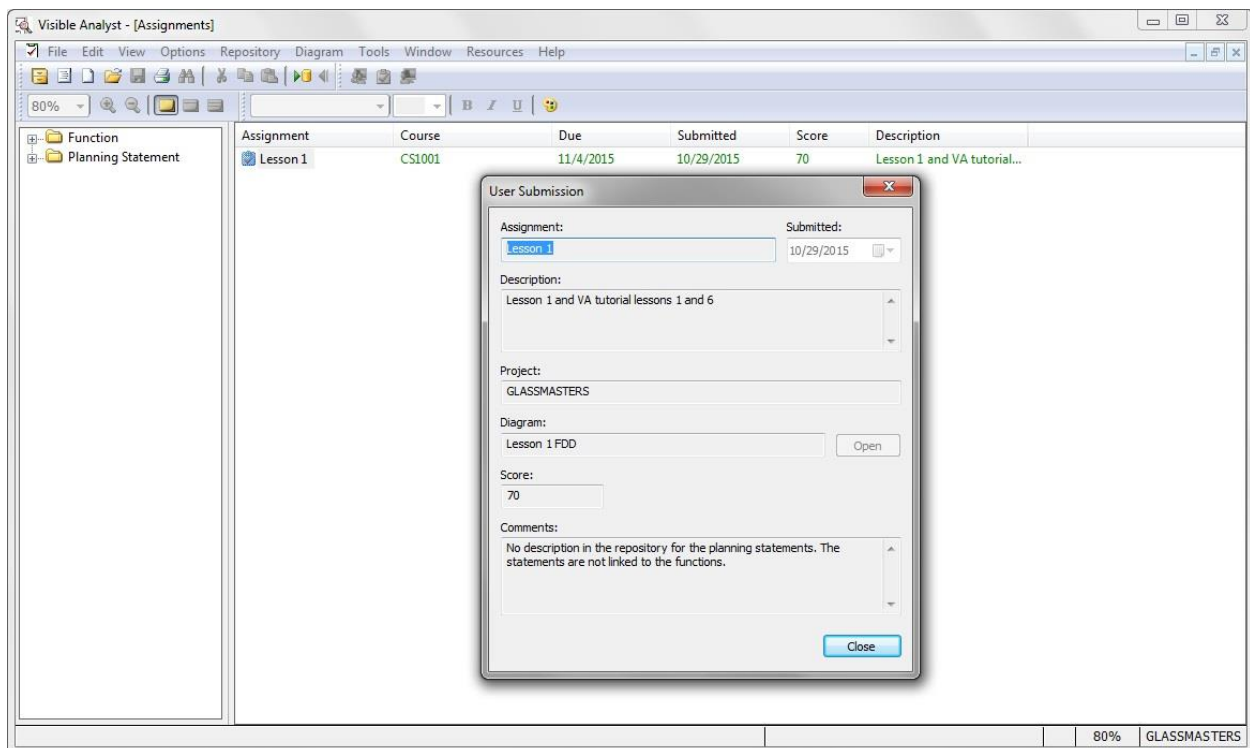
TROUBLESHOOTING ISSUES

No Assignments are displayed

- Check that the PC is connected to the Internet.
- To make sure that the Assignments are refreshed, restart the Visible Analyst and choose Assignments.
- The Assignments feature is only listed on the Tools menu for Visible Analyst versions 2016 and higher. Click the Help | About Visible Analyst to determine which edition you are using.

- If you are still having an issue with the Assignment feature, contact Visible Systems Technical Support at support@visible.com. Provide as many details as possible of the issue in your e-mail.

NOTE

Learner's project backup files are written to the user's Temp folder. Start a command prompt and enter this command to determine the user's Temp folder: C:\ > set temp

FREQUENTLY ASKED QUESTIONS

Once I submit an assignment, can I change the project and resubmit the assignment?
No. Once a learner submits an assignment it is automatically sent to the Instructor and cannot be resubmitted.

Can I use the same project to complete more than 1 assignment?
Yes. It is suggested that you perform the assignments using the same project when appropriate.

Can each assignment be performed in a new separate project?
Yes, you can use a new project for each assignment.

As an Instructor, can I edit the Score and Comments of a submitted assignment?
Yes, instructors can edit an assignment that has already been scored. The learner will see any changes the next them they start the Visible Analyst and choose Tools | Assignments.

Can I edit an assignment?
Yes. Click on the Couse to display the assignments for the course, and double click on an assignment to display its Properties. You can change the Name, Description, Available Date and Due Date. These changes are propagated to the Learners the next time they access the Assignments feature after restarting the Visible Analyst.

Is each assignment project restored automatically?
Yes. Each time a student submits an assignment, the project is restored when you choose Tools | Assignments in the Visible Analyst Instructors Edition.

As an Instructor, can I delete a submitted project once it has been scored?
Yes. The submitted project can be deleted using the Tools| Delete Project menu item when it is the current project. A copy of the project ZIP file is maintained in the
C:\Users\<your_user_name>\AppData\Local\Temp\VA-DropBox folder.
Unzip the file, and use the Tools | Restore feature to open the project again.

Do I have to be in a specific project to view the Assignments, either as an Instructor or Learner?
No. The Assignments can be viewed when any project is selected, or when no project is selected.

Connecting to Blackboard
In order for Visible Analyst to have access to Blackboard course and assignment information, you will need to have your Blackboard administrator register the Visible Analyst Proxy tool.

Start your browser

1. Start your web browser and enter the address
   http://visibleanalyst.visible.com/RegisterBbProxyTool.aspx

Enter web services URL

2. Enter the address for your Blackboard server.

Enter proxy tool password

3. Enter the proxy tool registration password for your site. If no password is required, leave this
   field blank.

Enter Visible Analyst password

4. Enter 9615g696xi7szap in the Visible Analyst Shared Password field.

Register the proxy tool

5. Press the Register button to complete the process.

Connecting to Desire2Learn
In order for Visible Analyst to have access to Desire2Learn course and assignment information, you will
need to have your Desire2Learn administrator register the Visible Analyst app.

Start your browser

1. Start your web browser and login to your Desire2Learn installation as an administrator.

Manage extensibility

2. Click on the *Action Tools* icon (it looks like a gear) and choose *Manage Extensibility*.

Start registration

3. Press the *Register an App* button.

Enter Application Name

4. Enter Visible Analyst in the Application Name field.

Enter Trusted URL

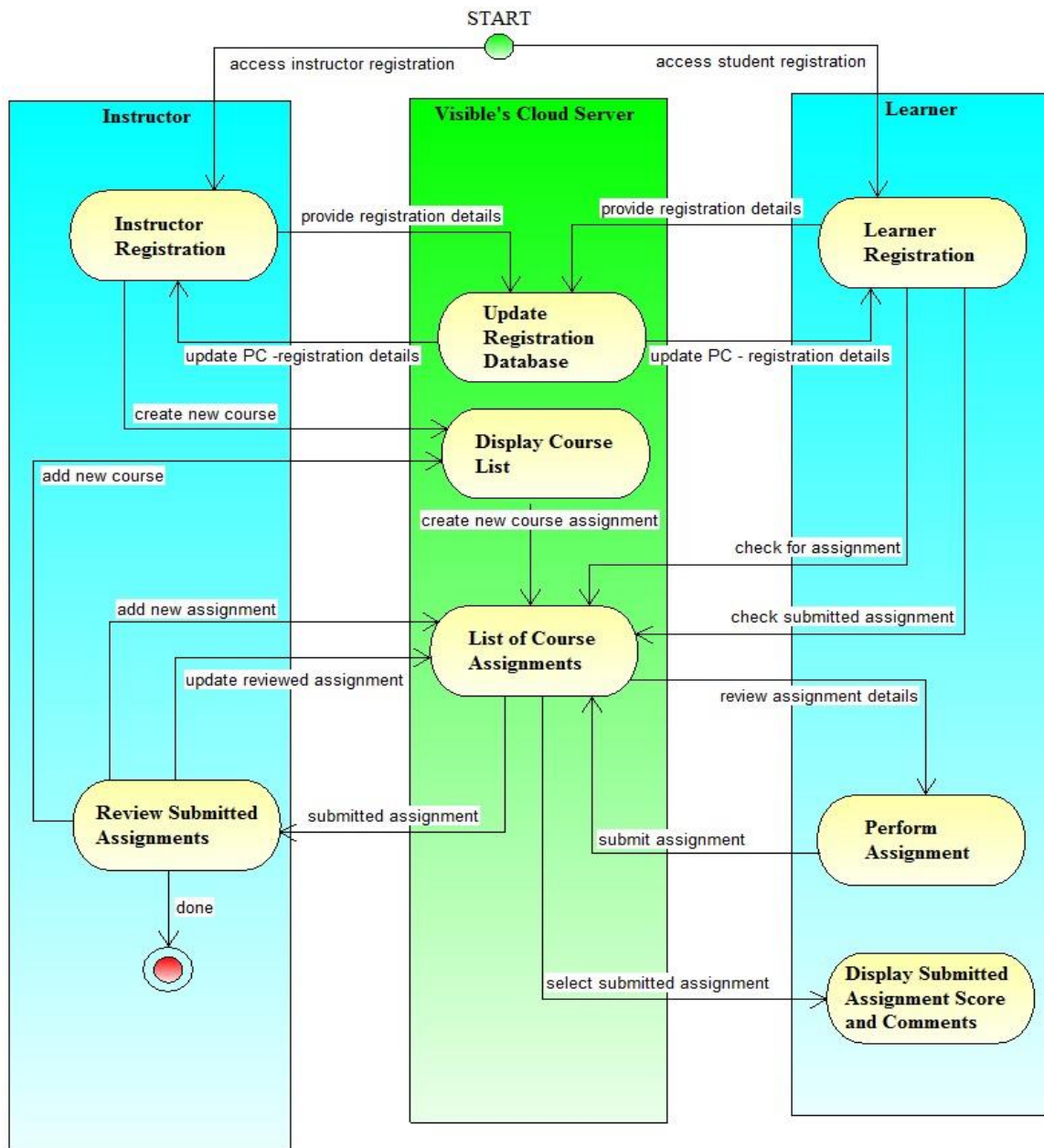5. In the trusted URL field enter http://visibleanalyst.visible.com/D2LOauthComplete.aspx.

Enable App

6. Check both *Enable this application* and *I accept the Non-Commercial Developer Agreement*.

Register the app

7. Press the *Register Application* button to complete the process. Provide the Application ID and the Application Key to Visible Analyst users.

An Activity diagram showing the steps when using the Assignment feature.

Another example of the Assignment procedure process documented as a State diagram.

Instructor Registration

Learner Registration

Registered

instructor creates course

Course Created

instructor creates course assignment

Assignments Created

student assignment notification

Assignment Available

student submits assignment

Assignment Submitted

submitted notification

Assignment Project Restored, Reviewed and Graded

assignment reviewable

Review Graded Assignment