Instructor Guide (March 2020)

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I. Course content:

* Familia Romana Essentials Online is drawn from the essential components of Pars I of Hans Ørberg’s Lingua Latina per se Illustrata series. Familia Romana, the main book in Pars I of the series, includes 35 chapters and the course is organized into 35 lessons, one for each chapter of Familia Romana. Each lesson includes the following:

1. *Latine Disco* (reading): *Latine Disco* is an English-language student’s manual for Familia Romana. It includes a guide to pronunciation, instructions, and information on key points noted in this chapter.

2. *Grammatica Latina* (reading): A grammar supplement, written by Hans Ørberg, that provides tables of paradigms and forms to aid comprehension of grammar.

3. *Familia Romana* (readings with audio): The complete text of Familia Romana, the main book of Pars I of the Lingua Latina per se illustrata series, segmented by lēctiō within each lesson of Familia Romana Essentials Online. The PDFs of the Familia Romana book pages can be downloaded and printed for off-line reading and each lēctiō reading section includes the corresponding streaming classical pronunciation audio recordings of the Familia Romana text read aloud by author Hans H. Ørberg in a side-by-side display for optional listening while reading. A complete, unsegmented, eBook of Familia Romana is also available, located at the bottom of the chapter menu in its own section titled Familia Romana - complete eBook.

4. Classical pronunciation audio * for Familia Romana (audio only): Each classical pronunciation audio reading from Familia Romana, segmented by chapter lēctiō, is also included on an audio-only course page without the Familia Romana text reading.

* Hans H. Ørberg did not record audio readings for chapters 31-35. There are no classical pronunciation audio readings for these chapters.
5. **Exercitia** (practice exercises): Grammatical exercises for each *lēctiō* in *Familia Romana*. The exercitia are adapted from a print book (*Exercitia Latina I*) and PDFs from the print book are included in a side-by-side display for reference. The PDFs of the print pages include marginalia and examples to help students complete the exercises. The fill-in-the-blank short answer exercises are self-correcting. The open response exercises that require longer responses are not self-correcting as answers may vary and any grading or feedback for these exercises must be provided by a course instructor.

6. **Familia Romana lēctiō grammatica** (reading): The grammar lesson from each chapter of the *Familia Romana* text.

7. **Pensum A, B, & C** (exercises): Exercises from the end of each chapter of the *Familia Romana* text. Pensum A and B are self-correcting fill-in-the-blank exercises. Pensum C is a short answer open-response exercise that is not self-correcting or self-grading. However, sample answers are provided as feedback after answers for pensum C are submitted. Any grade, score, or additional feedback must be provided by a course instructor.

8. **Vocabulary flashcards** (practice): Vocabulary practice for each chapter of *Familia Romana* (English to Latin and Latin to English sets). The Quizlet vocabulary practice exercises show the flashcard display by default. Students can also switch to other Quizlet displays for additional vocabulary practice such as match, learn, test, and spell. The Quizlet exercise results are not recorded in the course gradebook.

9. **Latin-English glossary** (reference): The glossary can be opened on any course page by clicking the 'MORE' menu at the top right of the page and clicking 'glossary.'

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**II. Macrons and default exercise settings:**

**Macrons:**

The self-correcting exercises require students to use macrons when appropriate. For example, the correct answer for the following question is **nōn**:

\[ \text{Germānia [answer blank] in Asiā.} \]

If **non** was entered as the answer the student would be marked incorrect. PDF pages from the print version of *Exercitia Latina I* are included on the course exercise pages. The PDFs include marginal notes to help students complete the exercises and learn when to use macrons.
Students can use keyboard commands to enter macrons or they can use the special character button in the text entry box to input macrons. When students click into the text entry box a special character button will appear. When the special character button is clicked the special character map will display and students can select the character they’d like to input.

**Special character button:**

| â |

**Special character map:**

If you would prefer to allow your students to answer the self-correcting exercises *without macrons* please email customer@hackettpublishing.com. A version of the course that does not require macrons is available.

**Default exercise settings:**

The default grading settings for all of the exercises:

- Allow students an unlimited number of attempts per exercise
- Allow an unlimited number of check answer attempts
- Allow students to see their score after each exercise attempt
- Display the correct answers (for questions answered incorrectly) after each submitted attempt in the ‘review exercise’ screen.

As the course instructor you have the option of changing the default settings. *See pages 14-19 for more information about how to change the default exercise settings.*
Question numbering:

The exercitia questions are numbered to match the question numbering in the print version of *Exercitia Latina I*. However, some exercitia questions include two or more fill-in blanks per question. Each fill-in blank is also automatically assigned a number, starting with 1 for the first fill-in blank of the exercise. For example, exercise 1 from chapter 2 has six questions, but 8 fill-in blanks. The last two questions have two fill-in blanks each. This is especially important to note for instructors who will allow students to see the correct answers for questions that they answered incorrectly.

The numbers for the correct answers displayed for any incorrectly answered question **always correspond to the fill-in blank number, not the question number**.

Exercise scoring:

All fill-in blanks for the self-correcting exercises are weighted equally and all are assigned 1pt. For example, if an exercise has 8 fill-in blanks the exercise is assigned 8 points, one for each fill-in blank, and students are scored accordingly (i.e. – 5/8).
Non-auto-graded activities:

Not all of the *Exercitia Latina I* activities are self-grading. Some require full sentence responses that allow for answer variability requiring instructor grading. These exercises are included in *Familia Romana Essentials Online* for instructor-led courses only and are clearly labeled at the top of the exercise page. Such exercises will indicate that the activity is not self-correcting. The *Pensum C* activities from *Familia Romana* are also not self-correcting, however, sample answers are provided as student feedback when the exercise is completed and submitted.

As the course instructor you can assign these activities to your students and manually grade them in the course gradebook, as well as provide custom feedback for each response (optional). Each question is assigned 2 points. You can grade each question 0, 1, or 2 points. *See pages 18 and 19 for details on manual grading.

The check answer button:

All self-correcting activities include check answer button by default.

- It is located on the bottom right side of the exercise panel; you may need to scroll down.
- Can be used an unlimited number of times while completing the exercises. You can also check answers at any point, no matter how many answers you’ve entered.
- Will display a green checkmark for any correctly answered fill-in blanks or a red x for any incorrectly answered fill-in blanks. *Image on the next page.*
• Does not incur a score/grade penalty if used.

• Will reset (but not erase your responses) when you click your cursor in any answer fill-in blank, allowing you to enter a new answer for any response marked incorrect.

The exercises allow an unlimited number of attempts. **NOTE:** Instructors can set limits on the number of attempts per exercise (1, 2, 3, or unlimited).

Students must still submit their answers by clicking the submit button (see screenshot below) in order for a score to be recorded in the gradebook and for you to review the correct answers if you answered any fill-in blanks incorrectly.

The software will periodically save progress so that students can leave and come back to finish the exercise over multiple sessions, however, students still need to submit and
finish the exercise to record a score. The check answer button alone will not impact the gradebook or record a score.

Once students finish/submit their answers they can review their attempt and see the correct answers for any answered incorrectly by using the ‘**review all attempts**’ button that will display on the screen after answers are submitted.

The screen below will display, over the exercise page, after the ‘**review all attempts**’ button is clicked with correct answers for incorrectly answered fill-in blanks at the bottom.

### III. Course navigation:

From any page in *Familia Romana Essentials Online* you will see the **MENU** link in the top left corner of the screen. Clicking on **MENU** will open the course menu on the left with links to all content. *Image on the next page.*
Clicking on the first link in the menu, the one with a ‘home’ icon to the left, **FAMILIA ROMANA ESSENTIALS ONLINE**, will always bring you back to the home page. The course content menu, shown, displays each chapter lesson in a vertical display. Clicking on one of the chapter menu links will bring you to the sub-menu for that section. For example, clicking on **CAPITVLVM PRIMVM** will bring you to the sub-menu for lesson one.

You can also use the **MENU** bar at any time to navigate to other activity pages in the chapter lesson by clicking on the chapter section links or clicking the ‘plus’ icon next to a chapter lesson to open the lesson sub-menu with links to specific readings and activities within the chapter lesson. *Image on the next page.*
The **MENU** bar also includes links to the **INSIGHTS** panel and the **GRADEBOOK** below the chapter section links.

*See pages 14-19 for more about the INSIGHTS panel and GRADEBOOK.*

**Navigation within course content pages:**

When within a content page you can navigate to the previous content page, or the next content page, by using the previous/next content page links at the top of the screen.
The example in the above screenshot shows the first exercise for chapter 2, **Exercitium 1 (cap. ii): Lēctiō prīma (versūs 1-24)**. In the area to the right of the **MENU** link at the top of the screen there’s a link with a left-facing arrow labeled **Audio 02.01: Lēctiō prīma (versūs 1-24)**. This link will bring you back to the previous activity for chapter two, the audio-only page for chapter 2 Lēctiō prīma (versūs 1-24).

Following that link is a series of circles. These circles are also links to specific content pages in the section, starting with the first content page for the lesson farthest left, and the last content page for the lesson farthest right. If you hover your cursor over each circle it will display the name of that activity. The filled-in circle indicates which content page in the lesson you are currently viewing.

Finally, the link to the far right with right-facing arrows, **Exercitium 2 (cap. ii): Lēctiō prīma (versūs 1-24)**, is a link to the next exercise page for chapter 2. If it were the last activity page for the chapter lesson the top-right link would bring you to the first activity page for the next chapter.

**Navigation within exercise pages:**

In the previous screenshot showing the textbook exercise **Exercitium 1 (cap. ii): Lēctiō prīma (versūs 1-24)** the exercise menu bar on the right is also visible in its collapsed view. The screenshot below shows the collapsed exercise menu on the left and the full menu view on the right.
This menu will display on all of the workbook exercise pages. It allows students to display the activity in full screen, submit their answers (finish), and adjust the font-size and color (accessibility). Students can also collapse or hide this menu if it gets in the way when viewing exercises on smaller screens.

The default setting for all of the exercises in the online workbook allows students to submit an unlimited number of attempts per exercise and view the correct answers after each attempt. Each time students submit their answers they’ll see their score and correct answers below the exercise.

Student score display:

Provided the default exercise settings have not been changed, students can see their score for each exercise in the display box above the exercise as shown in the screenshot above. Here students can click to re-attempt the exercises and click ‘review all attempts’ to see results from all of the recorded exercise attempts. As the course instructor you will also have access to see all exercise attempts for each student in the course gradebook. If students answered any questions incorrectly,
they’ll see the correct answers to the incorrectly answered questions below the exercise after they submit their responses.

* As the instructor you have the option to change the default settings for each activity. You can set open/close dates on activities that will limit when and for how long students can view and complete exercises. You can adjust the maximum or minimum number of attempts per activity, and you can also change when or if students will see the correct answers. The default setting is the most liberal, allowing students to complete the exercises as many times as they’d like for practice, but it will also display the correct answers after students submit their answers. Every time a student submits an exercise their score and answers are recorded for both their own review and for instructor review in the gradebook. See pages 14-19 for more information about how to change the default exercise settings.

Exercises with additional reference materials:

The exercitia activities in each lesson include the print (PDF) version of the exercises from *Exercitia Latina I*, with marginal notes, for student reference. These PDFs are available in the ‘additional materials’ tab at the bottom of the exercise screen. The Grammatica Latina pages from *Familia Romana* are also available in the additional materials tab for the Pensum activities.

**Image 1:** Example of an exercise with the additional materials tab.
**Image 2:** Magnification of the **additional materials** tab.

**Image 3:** The **additional materials** menu bar, shown when the **additional materials** tab is clicked.

**Image 4:** An example of how the **additional materials** (in this case the Grammatica Latina for chapter 1) will display.
IV. Gradebook, assessment manager, & insights:

As the course instructor you have access to the course Gradebook, Assessment Manager, and Insights panel to help you monitor student performance, adjust exercise settings, and communicate with students through the Familia Romana Essentials Online platform.

The following pages provide an overview of the features and uses for each of these instructor tools.

The Insights panel:

While navigating the course content pages using the course Menu you will see two boxes at the bottom of the menu that read Insights and Gradebook.

* The screenshot above shows the ‘edit mode’ toggle. This will not be visible by default in your course. You can still edit some course exercise settings via the Assessment Manager (see below) and set exercise due-dates.

Clicking on Insights will bring you to the Insights panel. From the Insights panel instructors can send messages to the entire class or specific students, see course analytics about student exercise performance averages and time spent in the course, and view the course calendar that displays course assignment open and due dates if you set open and due dates for assignments in the Assessment Manager.
At the top of the INSIGHTS panel page there are several links, including links to the course home page, course gradebook, and the ASSESSMENT MANAGER.

ASSESSMENT MANAGER:

When you click the ASSESSMENT MANAGER link from the INSIGHTS panel or GRADEBOOK pages you’ll first come to a screen that looks like this:

The ASSESSMENT MANAGER is where you can adjust the grading settings for exercises, and set open dates, due dates, and close dates for activities. To begin, first select a lesson from the top ‘filter by’ menu.
In the screenshot example above lesson one is selected. This includes all of the exercitia and pensum exercises (both self-correcting and open response short answer exercises) for chapter one of *Familia Romana*. You have the option of changing the grading settings for individual exercises one at a time or for multiple exercises at once by using the ‘select’ check boxes on the far left. Every exercise that you select using the check boxes will be assigned the same settings.

To adjust the settings for one or more course exercises use the menu options above the exercise listings to change the type of exercise (graded vs. practice), the open/close/due dates, the maximum number of attempts per exercise, time limit (no time limit by default), student score available, and item responses available.

**Overview of available exercise settings:**

- **Graded/practice:** Graded is the default, meaning students will get a score (i.e. – 7 out of 10) for each completed exercise and that score will be recorded in the gradebook. Changing this setting to practice will mean the exercise is no longer recorded in the gradebook and is intended for unlimited student practice only.

- **Open, due, and close dates:** This setting allows you to control when and for how long students have access to an exercise. If you set a future open date,
students will still see the exercise in their course content menu but not be able to open and complete the exercise until the open date. If you set a close date, students will no longer have access to view or complete the exercise after that close date. If you set an open date for an exercise and do not set a close date, students will have access to the exercise indefinitely starting on the open date. Any dates set will appear in the course calendar, visible to both students and instructors.

- **Max attempts:** The default is unlimited, but you can restrict the number of attempts each student can submit per exercise by changing this setting to 1, 2, or 3 attempts per exercise. Once the student reaches the maximum number of attempts set they will no longer be able to submit the exercise to receive a new score.

- **Time limit:** The exercises do not have a time limit by default, meaning students can take as long as they need to complete an exercise (provided it’s before the close date if a close date is set). Instructors can set a time limit for how long a student has to complete an exercise once opened (i.e. – 15 min).

- **Student score available:** Students will see their score (i.e. – 7 out of 10) by default immediately after finishing and submitting an exercise. If you do not want students to see their score you can change this setting to never. You, as the instructor, will still be able to see the student scores in the **GRADEBOOK**.

- **Item responses available:** The default setting **inline.** Students can see their responses and the correct responses for any incorrectly answered questions in the exercise review (available on the exercise page after the exercise is submitted). You can change this to only show item responses (correct answers) **after max attempts** (if you changed the maximum number of attempts from unlimited to 1, 2, or 3), **on close** (if you set a close date for the exercise), **on submit, or never.** **IMPORTANT:** if you want to allow your students to use the check answer button please leave all self-correcting exercises with the default ‘inline’ setting for item response available.

You’ll see that the open-response short answer exercises are set to -- for type, indicating that they are not self-grading, and set to ‘never’ for student score available.
GRADEBOOK:

Clicking the GRADEBOOK link from either the main course lesson MENU or from the ASSESSMENT MANAGER or INSIGHTS panel pages will bring you to the course gradebook. Here you can see the grades recorded by your students for self-correcting exercises, download the recorded scores into a CSV file, directly email a student, and edit/add grades to any exercise, including the non-self-correcting open response exercises.

How to grade a non-auto-graded assignment (and adjust the score of a self-correcting exercise):

Because the short response exercises from Exercitia Latina I, and the Pensum C activities from Familia Romana, are not self-correcting they will default to a ‘0’ score in the gradebook when students complete and submit the activity. As the instructor you can grade each question and provide additional student feedback via the course gradebook. Manual grading must be done individually for each student and exercise.

To manually score an exercise (or adjust the score of a self-correcting activity), open the course gradebook, locate the exercise and the student that you’d like to grade and click on the ‘0’ for that activity. If your student did not submit answers for the activity there will be no 0 listed in the gradebook. If adjusting the score of a self-grading exercise you’ll see the numeric score from the last student submission for the exercise. Image on the next page.
By clicking on the ‘0’ in the gradebook you’ll come to a screen that will show boxes like the samples below for each short answer question for the activity.

On the left you’ll see the original question and the student response below it. In this screenshot example no manual grading has yet been applied. You’ll see a ½/2 in yellow next to the original question. This indicates that you can assign up to 2 points for this question (0, 1, or 2 points allowed).

All of the non-graded short answer exercise questions in Familia Romana Online can be assigned the same number of points: 0 if the reply is completely wrong, 1 if the reply is partially correct, or 2 if the reply is correct. You can enter the score by using the ‘adjust score’ box on the right side of the screen by entering 0, 1, or 2.

You can also provide custom written feedback to your student for each question by using the ‘instructor feedback’ text entry box as shown above.
**V. FAQs:**

**Q. I would like to adopt *Familia Romana Essentials Online* for my class, how do my students purchase access?**

**A.** All instructors who request access to *Familia Romana Essentials Online* receive a confirmation welcome email once their request is approved. The confirmation email includes a course link that can be shared with students so that they can create Junction accounts and purchase access to *Familia Romana Essentials Online*. If you need your course access link resent, or have any questions about student purchases, please email customer@hackettpublishing.com.

If your school is interested in purchasing access for students, please email customer@hackettpublishing.com for details. Schools that purchase access for students will be provided student **access codes** upon receipt of payment for the number of student subscriptions purchased. Students will still be required to create a user account on the Junction platform and each access code is good for one student subscription.

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**Q. How much does access to *Familia Romana Essentials Online* cost and for how long will students have access?**

**A.** The student cost is $39.95. Students will have access for 12-months from the day they purchase access. There is no cost for course instructors.

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**Q. My school uses Canvas, Blackboard, Moodle, or another LMS. Is there a way to integrate *Familia Romana Essentials Online* into my school’s LMS?**

**A.** Yes, the Junction Education platform allows for single sign-on integration with most major LMS platforms, such as Canvas and Blackboard. To enable single sign-on you will need the **LTI information** provided in your instructor welcome email (received after your request for access to *Familia Romana Essentials Online* is approved). Please email customer@hackettpublishing.com if you need that information resent. If your school uses the Canvas LMS please see the Canvas single sign-on instructions in the **Instructor Resources** tab on the course home page. If your school uses a different LMS please share the LTI information with your school’s LMS support staff for assistance with enabling single sign-on. The single sign-on, once enabled, allows instructors and students to access *Familia Romana Essentials Online* through their school’s LMS without needing to log-in to the *Familia Romana Essentials Online* platform separately.
Q. What happens if my student drops the class? Will they be refunded if they've already purchased access to the workbook?

A. Yes, students will have a two-week period (14 days from the start of the class) to request a refund. Students can still purchase access throughout the semester, with instructor approval, but the cost will remain $39.95.

Q. Who do I or my students contact if there is a problem accessing the online workbook? During what hours is support available?

A. Please direct all support or access questions to customer@hackettpublishing.com. Support is available during regular business hours (9am – 5pm ET, Mon – Fri) and most support emails will be answered within one business day or sooner.

Q. What devices/browsers is Familia Romana Essentials Online compatible with?

A. The Junction software platform that runs Familia Romana Essentials Online is designed to work on all major internet browsers, however, current versions of Google Chrome and Mozilla Firefox are recommended for best performance. The Junction platform is also natively responsive for optimal viewing on tablets and smaller screens. When using the course on a tablet or mobile device landscape view is recommended.

Q. I would prefer my students to have access to the ecclesiastic audio reading of Familia Romana instead of the classical pronunciation reading, is that an option?

A. Yes, a version of Familia Romana Essentials Online with ecclesiastical audio is available, please email customer@hackettpublishing.com for more information.