We begin with one basic rule that should always be followed.

- **Always exit an EDU session by using the large “X” on the left side of the EDU window**
  (and NOT by just closing the browser window).

You *do not* need to be an EDU expert to be able to use EDU with your class. You *do* need to know how to (1) create your class folder, (2) observe and re-grade student work, and (3) change assignment details.

**Creating a Class Folder**

You will need to know the URL for the course folder that you will be copying and the registration code for that course folder. At UNL, the following folders are available. Note that there are 2 versions for Math 106, one that contains only the Gateway and one that also contains a suite of assignments. The Math 106 and 107 Gateways and the 106 assignments are described in separate documentation. See http://www.math.unl.edu/~gledder1/#EDU.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>URL: <a href="http://calculus.unl.edu/edu/classes/X">http://calculus.unl.edu/edu/classes/X</a></th>
<th>REG. CODE</th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 102</td>
<td>X=math102/</td>
<td>trig2</td>
<td>Gateway</td>
</tr>
<tr>
<td>Math 103</td>
<td>X=math103/</td>
<td>precalc</td>
<td>Gateway</td>
</tr>
<tr>
<td>Math 106</td>
<td>X=math106/</td>
<td>calc1</td>
<td>Gateway</td>
</tr>
<tr>
<td>Math 106</td>
<td>X=math106plus/</td>
<td>calc1</td>
<td>Gateway + assignments</td>
</tr>
<tr>
<td>Math 106B</td>
<td>X=math106B/</td>
<td>calc1</td>
<td>Gateway + assignments</td>
</tr>
<tr>
<td>Math 107</td>
<td>X=math107/</td>
<td>calc2</td>
<td>Gateway + assignments</td>
</tr>
<tr>
<td>Math 203</td>
<td>X=math203/</td>
<td>math203</td>
<td>Web Quizzes</td>
</tr>
<tr>
<td>Math 208</td>
<td>X=math208/</td>
<td>calc3</td>
<td>Gateways</td>
</tr>
</tbody>
</table>

1. Go to the URL for the course folder.
2. Click "Instructor login" on the right side of the screen.
3. Click "Register a copy of this class".
4. Enter the registration code.
5. Fill in the form.
   a) The class name should be "Math xxx, tttt, yyy", where xxx is the course number, tttt is the term, such as fa06, and yyy is your last name. If you have more than one section, add some additional text to distinguish the two.
   b) The URL extension should be "xxxttttyyyy", where yyyy is your last name, or the first 4 letters of your last name, whichever is shorter, and n is 1 for your first section or 2 for your second. You must do this correctly so that the link from the department Gateway page works.
6) Bookmark the home screen so that you can find it easily.

Lori Mueller requests that UNL math instructors send her their password so that the department has backup access to EDU class folders.
Observing and Re-grading Student Work

You will want to overrule EDU grading for answers that should obviously be judged correct, such as “cos(X)” when the correct answer is “cos(x)”. Examining student work can also help you advise individual students.

1. Go to the GRADEBOOK.
2. Highlight the assignment in question and click the Get Report button.
3. Click on the name of the student. This brings up a complete record of this student’s work on all assignments.
4. Choose the particular assignment and attempt in question. This brings up a separate window for the assignment.
5. If you want to give the student credit for an answer marked wrong, type the correct score in the Change grade box.
6. When you are finished making changes, click the Change button at the top of the assignment window. This returns you to the student record window. If there were no changes to make, the Back button returns you to the student record window.
7. When you are done with this student’s record, click the Close button to return to the main gradebook window.

Changing Assignment Details

You may need to change a due date if you are behind schedule, the system goes down, or you just want to give your students more time. You can also make bigger changes to assignments, but it is generally easier to create your own assignments than to make changes.

1. Go to the ASSIGNMENT EDITOR and choose the appropriate assignment.
3. The scheduling boxes are at the bottom of this page. Set the schedule as desired.
5. After verifying the change, click the Finish button. Ignore any messages you get in response to your change.