

MÖBIUS INSTRUCTOR ORIENTATION *by DigitalEd*

INSTRUCTOR I: CLASS AND USER MANAGEMENT

Get your students and fellow colleagues ready for action in Möbius! The following topics provide all the information you need to become familiar with the Möbius environment, manage your own personal Möbius account, create and manage classes and the users within them, and ensure that your proctors are up to speed on how to use Möbius.

MÖB 101: Access and explore Möbius

- [How to log in](#)
- [Navigate the System Homepage](#)
- [Navigate the Class Homepage](#)
- [Take a User Tour](#)
- [View my classes](#)
- [Work with the calendars](#)

MÖB 102: Manage your Möbius account

- [Access my user profile](#)
- [Change my email address](#)
- [Change my password](#)
- [Forgot my password](#)

MÖB 201: Create and manage classes

- [Create a child class](#)
- [Create a class](#)
- [Create a featured class](#)
- [Edit a class](#)
- [Search for a class](#)
- [Share my Class Link](#)
- [View the classes in my organization](#)
- [Work with the Class Schedule](#)

MÖB 301: Create and manage users

- [Create a user](#)
- [Manage self-registration](#)
- [Search for a user](#)
- [View user roles](#)
- [Work with user roster files](#)

MÖB 302: Manage student enrollment

- [Add an instructor](#)
- [Enroll users into my class](#)
- [Manage anonymous access](#)
- [Manage student enrollment](#)

MÖB 401: Work with proctoring

- [About proctors](#)
- [Add a proctor](#)
- [Local authorization by a proctor](#)
- [Use Proctor Tools](#)

These help articles will give you the foundation you need to succeed in setting up and managing your Möbius classes and users. Visit our support page at www.digitaled.com/support to access our full library of help documentation.

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INSTRUCTOR II: CONTENT REPOSITORY AND ACTIVITY MANAGEMENT

The following help articles will allow you to familiarize yourself with the Möbius Content Repository. In addition to managing, creating, and deploying your lessons and assignments, you can learn how to explore and import Möbius Content Packs and Content Templates—premade material that can get you up and running quickly or to supercharge your course materials.

MÖB 101: Meet the Content Repository

- [Understand the Content Repository](#)
- [View the Content Summary pane](#)
- [Create a unit](#)
- [Create a group](#)
- [Manage Class File Manager folders](#)

MÖB 201: Work with lessons

- [Create a lesson](#)
- [Edit a lesson](#)
- [Define lesson properties](#)
- [Import lesson content](#)
- [Create a question group for a lesson](#)
- [Delete lesson content](#)

MÖB 202: Work with assignments

- [Create an assignment](#)
- [Define assignment properties](#)
- [Discover available assignment types](#)
- [Edit an assignment](#)
- [Import questions into an assignment](#)
- [Delete an assignment question](#)
- [Create a question group for an assignment](#)
- [Change total points for an assignment](#)

MÖB 203: Perform other activity tasks

- [Create a Policy Set](#)
- [Define Advanced Policies](#)
- [Control activity visibility](#)
- [Complete an activity as an instructor](#)
- [Preview an activity](#)
- [Delete an activity](#)

MÖB 301: Perform other Content Repository tasks

- | | | |
|------------------------------------|------------------------------------|--|
| Search for content | Reorganize content | Share content |
| Preview content | Delete content | Create a Course Module |
| Edit content | Clone content | Import a Course Module |
| Relocate content | Export content | Work with themes |

MÖB 401: Use pre-made content

- [Import a Content Pack](#)
- [Import a Content Template](#)

These help articles will give you the foundation you need to succeed in creating and managing your Möbius activities. Visit our support page at www.digitaled.com/support to access our full library of help documentation.

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INSTRUCTOR III: GRADEBOOK

Check out the following help articles to learn all about grading-related tasks of the Möbius Gradebook. You can use the Gradebook to review and modify student grades, regrade homework, utilize rubric tables and Grade Reports, manually grade Möbius and external assignments, and investigate analytical data about student performance.

MÖB 101: Meet the Gradebook

- [Understand the Gradebook](#)
- [Perform a grading task from a Question pane](#)

MÖB 102: View student grades and responses

- [Search for class grades](#)
- [View activity Gradebook data](#)
- [View student attempt overview](#)
- [View student grade details](#)
- [Additional Gradebook search criteria](#)

MÖB 201: Work with Grade Reports

- [Create a Grade Report](#)
- [Edit a Grade Report](#)
- [View grades on a Grade Report](#)

MÖB 202: Work with rubric tables

- [Access rubric tables](#)
- [Create a rubric table](#)
- [Apply a rubric table](#)

MÖB 301: Complete manual grading

- [Perform manual grading](#)
- [Access the Activity Grading View](#)
- [Use the Activity Grading View](#)
- [Manually grade a document upload question](#)
- [Manually grade a Math App question](#)
- [Manually grade an essay question](#)

MÖB 302: Complete regrading

- [Regrade an assignment](#)
- [Regrade Jobs page](#)
- [Revise a question for regrading](#)

MÖB 401: External assignments and uploads

- [Submit individual external activity grades](#)
- [Bulk upload of external activity grades](#)
- [Edit external grades](#)
- [Upload student responses to a document upload question](#)
- [Bulk upload of document upload responses](#)

MÖB 501: Perform other Gradebook tasks

- [View item statistics](#)
- [Access Google Analytics](#)
- [Force grade an activity](#)

These help articles will help you succeed in all grading-related tasks of the Möbius Gradebook. Visit our support page at www.digitaled.com/support to access our full library of help documentation.