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.
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.

### Möbius 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

### Möbius 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

### Möbius 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

### Möbius 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

### Möbius 301: Perform other Content Repository tasks
- Search for content
- Preview content
- Edit content
- Relocate content
- Reorganize content
- Delete content
- Clone content
- Export content
- Share content
- Create a Course Module
- Import a Course Module
- Work with themes

### Möbius 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](http://www.digitaled.com/support) to access our full library of help documentation.
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.

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