Squarecap Product Info Guide

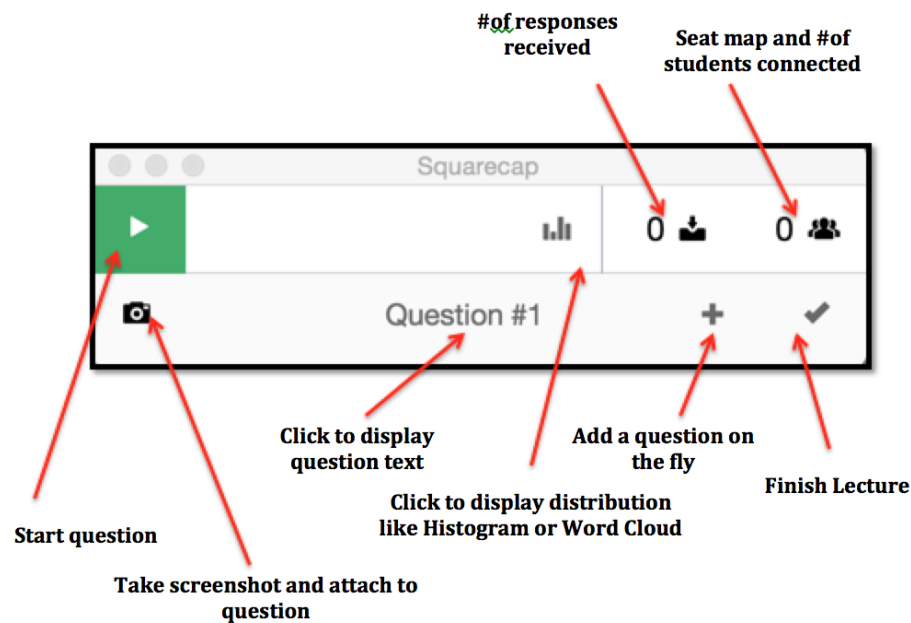**MAY 2020**

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I. Getting Started

a) Visit the Website

- http://www.squarecap.com/sign_up to quickly set up your account.
- Internet or network connection needed
    - Google Chrome is the preferred browser for Squarecap
- Use or present with any device (Cellphone, Laptop, iPad)
    - Download the **Squarecap Widget** to present directly from your presentation

b) Student App for Phones and Tablets

- **iOS:** Download the app for your iPhone or iPad
- **Android:** Download the app for your Android Device

c) Creating an Account

- **Select your school** from the sign-up page of the website or app. Make sure that you search for your specific institution and location (e.g. UT Austin vs UTSA) and click your institution's name when it comes up.
- Click **Sign up with Canvas**. If you're not logged into Canvas, you'll have to sign in using your Canvas credentials.
- Once signed in, Canvas will ask you to grant Squarecap access to your account. Click **Authorize**, and Squarecap will automatically pull your student information and course enrollments from Canvas.

- Grant your TA permission if you would like them to access your Squarecap course to write questions, respond to ask and vote questions, or grade student responses.
- Grant permission to colleagues to access your course and/or question banks by emailing help@squarecap.com.
- Let students enroll themselves in your course, or upload a roster if you prefer.
- If you are using Squarecap in a connected Canvas course, students are automatically added to your Squarecap course when they log in.

d) LMS Integrations

Squarecap has the ability to integrate with all major Learning Management Systems (Canvas, Blackboard, etc.) which allows for a simplified experience for both teachers and students. We'll work with the IT department at your school to set this up so that your account is automatically integrated with no extra steps on your part.

- If you are teaching at a **connected Canvas school**, you will be able to
  - Sign in with your Canvas credentials - students too
  - Import any course that is published to Canvas in 2 minutes or less
  - Automatically send your grades to your Canvas grade book after each session
  - Grant Instructor Permissions to TAs listed on your Canvas course so that they are able to log in with their Canvas IDs and see everything you can.

- If you're a teacher at a school using **Blackboard, D2L Brightspace, or other systems besides Canvas**, our integration will allow you to:
  - Enable your students and teaching assistants to log into Squarecap directly from your LMS
  - Automatically send your grades to your LMS grade book (Single-column only)

If your university isn't yet connected, or you're not sure about the connection status, please email us at help@squarecap.com to request more information.

II. Attendance

Before you start using Squarecap with your students, you will want to choose the settings for how Squarecap will take attendance. Squarecap provides two methods of automatic attendance tracking: Join Code and Classroom WiFi Detection.

a) Join Code

Squarecap can generate a unique join code for each session that will be displayed on the instructor's screen once the session starts. Teachers can either share their join code on a projector or write the number on the class's chalkboard. Students will be required to enter this join code to be counted for attendance.

Take attendance at any time

A new code can be generated at any point during a session as many times as a teacher decides necessary. To take attendance again with a new code:

- Click Finish next to the current code
- Click Take Attendance

Every time a new code is generated, students will be required to enter that code. Some teachers like to generate a code both at the beginning and end of class—that way, students are encouraged to come on time and stay to the end.

b) Classroom WiFi Connection

If checked, Squarecap will use students' connection information to determine which students may be logging in from outside of class. Squarecap will then flag those students and tell them to see an instructor after the session is finished to be counted for attendance.
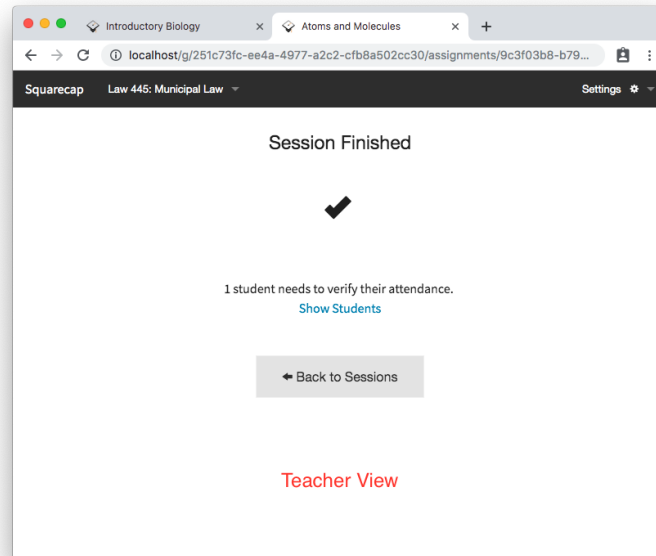
Students using home network connections or mobile network connections (either inside or outside of class) will be flagged. Students elsewhere on campus may or may not be flagged, depending on how campus WiFi is configured. We recommend that teachers remind their students to connect to classroom WiFi at the beginning of class (at least for the first few classes).

c) Managing Attendance

- After class, you can see cumulative attendance records and scores for all students by clicking on the student count at the top left of the course page:
- You can then click on any individual student to view and edit their scores and attendance records:

III. Polling

a) Adding Questions

- To create a new session for in-class or homework assignments, select +New Session.
  - Name your session and give it a number such as 01, 02, or 03 if you would like your sessions to sort chronologically.
  - If your grade book has been connected, this name will be seen in the column when grades are posted. Sessions save automatically after any edits.

b) Question Types

- Multiple Choice
  - Select any or all that apply options
  - Histogram is visible by the teacher at any time.
- Numerical
  - Select exact answer or range of answers.
  - Student responses visible at any time.
- Open Response
  - Use for short or long question types
- Accepts approximately 1500 words.
  - Grant credit automatically, or grade later for full or partial credit.
  - Word cloud available at any time as well as each individual student's answer.
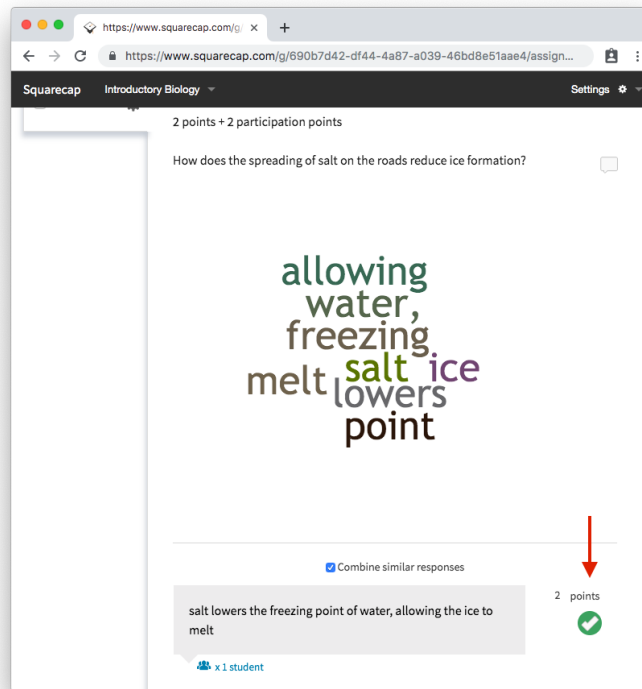
c) Adding Feedback for Students

- Click the chat bubble to add feedback for the entire question that will display to each student after the answer has been revealed.
- Add feedback to each multiple choice answer to help guide student understanding.
- Unless you choose otherwise, students will have the opportunity to view all questions, answers, and feedback as an additional study tool after the session has been finished.

d) Additional Question Options

- Start all questions at once, or one at a time.
- Set a timer for each question, or let students work at their own pace
- Set Questions and/or answer choices to be randomized for each student
- Add questions on the fly and grade later
- Set Point Value for each question.
  - Choose how many many correctness points or participation points each question should be worth and save as your Default Value if you wish.
  - You can also choose to set a point value for your session that each student needs to reach for full credit.
- Add Pictures

- ○ Insert the URL
- ○ Upload directly from desktop
- ○ Simply drag and drop a jpg or png file to the question box.
- Add subscript or superscript
- Add LateX formulas
- Add symbols
- View questions as a student at any point to see what they see
- Move, copy or delete multiple questions at once
- Duplicate all sessions from a previous semester

e) Content Integration

- Squarecap partner with publisher content whenever possible
- Currently, **Norton, Cengage and OpenStax** users can request question banks to be added to their Squarecap courses.
- Send additional content to help@squarecap.com for complimentary question upload to your account.

IV. Engagement

a) Ask and Vote Discussion Tool

Turning on the Ask & Vote feature allows students to ask you questions or comments anonymous to their peers. Instructors can use this feature during class and students' questions are saved for after class review as well.

- To approve every student question before it is broadcast to all students check the "Require Instructor Approval for questions" checkbox
- Once you start your session, you will get notified if there are any student questions with a red icon on the top right corner of your screen.
- You can view student questions by clicking on the red icon tab at any time
- Before each question is the number of votes the question has received. You can also reveal the student who asked the question.
- Students and teachers alike can reply directly below each question.
- When you finish the session, Ask & Vote questions are saved for the teacher to view any time.
- You can disable Ask & Vote anytime during or before a session.
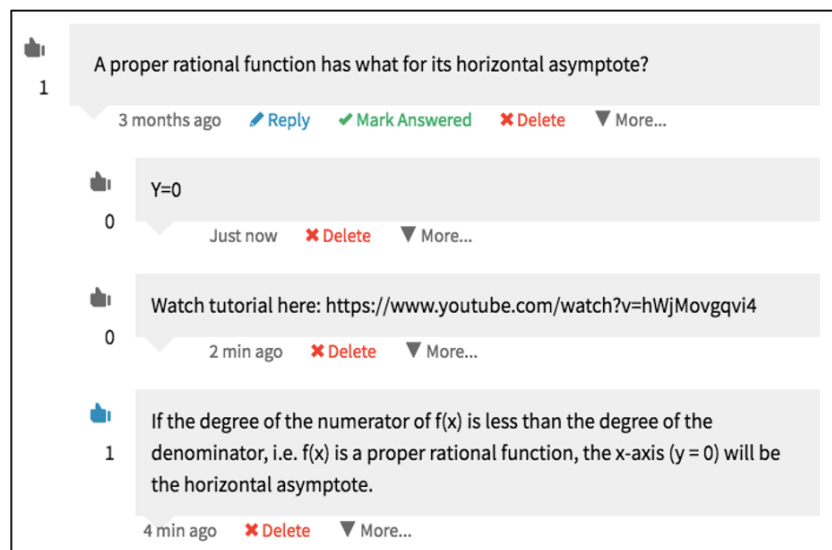
b) Personalized Seat Maps

- Squarecap now allows you to create seat maps for your courses, or search and select from seat maps that already exist for your school. To get started, click "Add Location" in your course and follow the instructions.
- Search for your building or classroom or add your own. If your location doesn't yet have a seat map, select "Create a Seat Map". Any classroom you build on your campus will be saved for others to find and use later on.

- Use your cursor to drag and drop seats to the correct location that will represent each seat in your room. The seat map builder can be used to make very small or very large classrooms.
- Click and drag to quickly create multiple seats.
- Click on any seat to add a seat number.
- During a session, select the seat map icon to view your seats at any time.
- The seat map will give you a visual representation of student understanding at any point in the class. Click on a seat to view the student's name and picture if there is one uploaded.

## c) Automatic Grouping

- If you have enabled the seat map for your class, Squarecap can now automatically group students with their neighbors who got different answers to a question. Students will be prompted to discuss the question with their group and optionally change their answer.
- To assign groups to your students, click "Group Students" after you have finished a question:
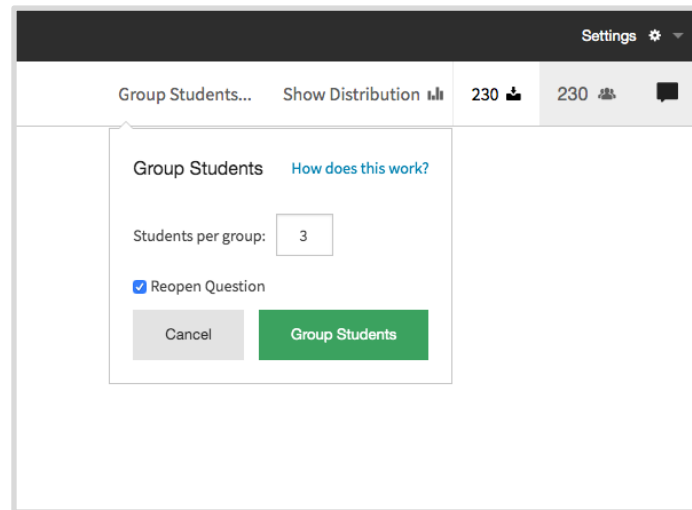
- Students will receive a message that instructs them who to form a group with.
- Squarecap will group students who are physically close to one another and who have different answer choices.
- Squarecap will prioritize pairing students who got the answer correct with students who got the answer wrong, allowing for peer instruction.
- Switch to seat map view when grouping students to see the groups created.
- For best results, give your students time to discuss the reasoning for their answers and record their answer for a second try.
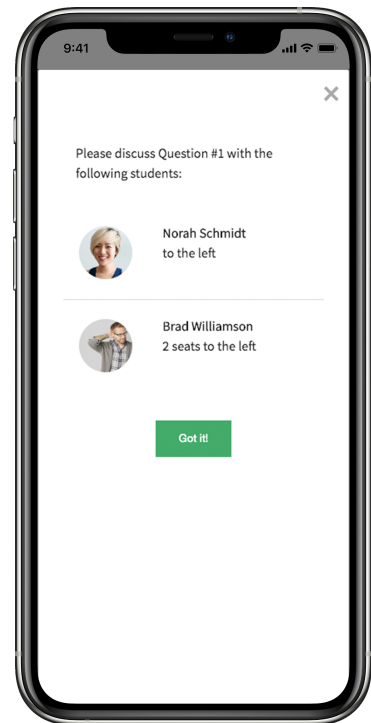
V. Grades

a) Online Roster and Gradebook with Student Performance Analysis
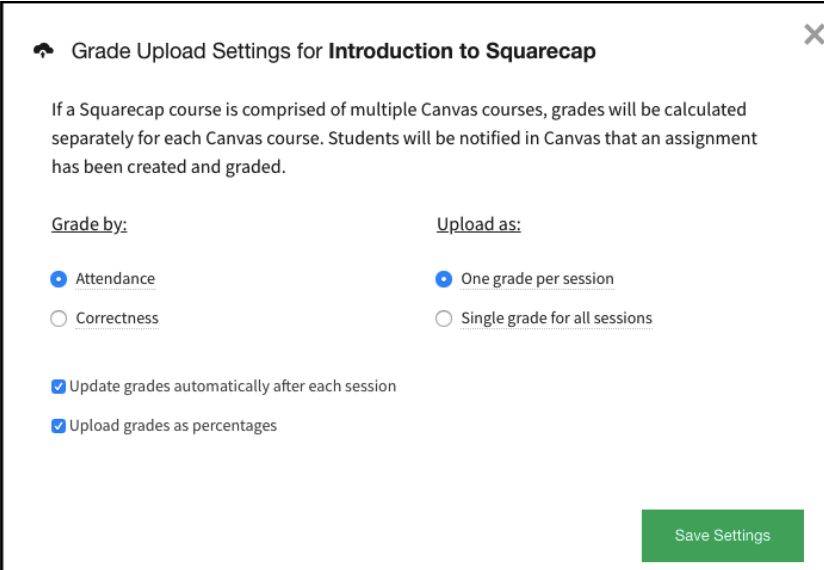
- Individual session scores can always be downloaded to a .csv file after the session is completed.
- You can also download a summary of all scores by clicking on the black gear on top right and choosing Section Summary and Points or Percentages.

b) Single Click Upload to Blackboard, Canvas, Moodle, Sakai, D2L

- Automatically send your grades to your LMS grade book. (Single-column only)
- After you've connected your course and completed one or more sessions, you'll be able to upload and sync grades to Blackboard by clicking the **Upload All** button at the top right.

c) Automatic Uploads to Canvas

- Teachers who are using a Canvas LMS that is connected to Squarecap can upload data from Squarecap automatically after each session, or do it manually at any time.
- These grades are instantly available at the end of every session within Squarecap and are accessible in Canvas within 10-15 minutes depending on how busy the Canvas servers are at the time.
- In Canvas, the grades from Squarecap are uploaded to an assignment group called "Squarecap Sessions" that is automatically created for you. The grades appear in one column corresponding to the sessions name.
- Grades for each session will show up in their column (if you are doing one grade per session)

Grade Upload Settings for **Introduction to Squarecap**

If a Squarecap course is comprised of multiple Canvas courses, grades will be calculated separately for each Canvas course. Students will be notified in Canvas that an assignment has been created and graded.

Grade by:

- ● Attendance
- ○ Correctness

Upload as:

- ● One grade per session
- ○ Single grade for all sessions

☑ Update grades automatically after each session

☑ Upload grades as percentages

Save Settings

VI. Customer Service

a) Email Support

- Squarecap is an employee owned company who prides itself on customer service for each user so that your questions are answered directly and as quickly as possible. Email us directly at help@squarecap.com for the fastest response.
- Users who schedule a one-on-one consultation are matched with a dedicated point of contact who can help navigate the process of getting started and provide instructional design support when needed. Schedule at time here: https://info.squarecap.com/book_a_demo

b) Online Support Documents

- Access our customer support articles anytime at: https://support.squarecap.com

c) ADA Accessibility

- No functions within Squarecap are limited to users with special audio or visual needs.
- Squarecap can provide documentation and support to accommodate users with accessibility needs.

d) FERPA Compliance

- Squarecap recognizes that your privacy is very important and is 100% FERPA compliant. No teacher or student data is ever sold or distributed to outside parties. Read more here: https://squarecap.com/static/pages/Privacy%20Policy%20-%20Squarecap%20Inc.%20V.2%201.19.2015%20(00080841-3xB0E6B).pdf

Thank you for using Squarecap!