



SOFIA®

Faculty Quick Guide for Sofia

The FIRST time an instructor clicks the Sofia link in their course they will see this screen.

Initializing Sofia Tool



Thank you for installing the Sofia tool

Our system has been notified that you have completed set up of the tool in your course. You will be notified (*within 48 hours*) when the tool is ready to use.

If you need assistance, please go to:

<https://linksystems.atlassian.net/servicedesk/customer/portal/47>

This will notify us that this is a legitimate course that we will then connect within 24 hours. Once this connection is made the following steps apply:

1. When the Sofia link is clicked the first thing seen will be a screen asking “What would you like to do?”

Course Code-5872214406

Welcome to Sofia

What would you like to do?



Work with Assignments in my Locker



Create a New Assignment



View Progress

2. In order to access pre-canned assignments you will choose the option **Work with assignments in my Locker**.

- In the Locker instructors will find assignments that they already own. That means it was either created or taken from the Library. To go to the Library click the dropdown box that says “My Locker”.
- In the dropdown there will be various libraries of assignments to choose from. Select one of them and it will go to that library of pre-canned assignments.
- An example library for Precalculus can be seen below. The instructor has two options from here, Edit or Copy. Either option will lead to that assignment ending up in the instructor’s Locker. What happens on each path will be shown next.

<

Welcome to the Library!

Edit one of these assignments and make it your own or just copy them to your locker to make them your own and edit them there.

records per page

Show

Precalculus

Search:

Assignment		
Absolute Value	Edit	Copy
Absolute Value	Edit	Copy
Algebra and Real Numbers	Edit	Copy
Algebra and Real Numbers	Edit	Copy
Algebraic Methods for Finding Limits; One-Sided Limits and Continuity	Edit	Copy
Algebraic Methods for Finding Limits; One-Sided Limits and Continuity	Edit	Copy
Angle Measure, Special Triangles & Angles	Edit	Copy
Angle Measure, Special Triangles & Angles	Edit	Copy
Basic Identities and Their Use	Edit	Copy
Basic Identities and Their Use	Edit	Copy

Showing 1 to 10 of 114 entries

Previous
1
2
3
4
5
...
12
Next

Choosing Edit

This option will lead instructors to a Question Manager. The Question Manager is where an instructor can add questions to an assignment from other libraries or remove questions from the assignment. The assignment title and category (Practice or Test) can be changes here along with the order of the questions.

Create Question
?
Save
Save and Close

Bank:
Basic College Math

Topic:
1. Whole Numbers

Subtopic:
1.1. Introduction to Whole Numbers

Learning Objective: (All) **Difficulty:** All

Available Questions:

- 1.1.1. Determining Place Value
- 1.1.2. Writing Whole Numbers In Standard Form
- 1.1.3. Determining Place Value
- 1.1.4. Determining Place Value
- 1.1.5. Determining Place Value
- 1.1.6. Converting Whole Numbers Into Standard Form
- 1.1.7. Writing Numbers In Words
- 1.1.8. Writing Numbers In Expanded Form

Title:
Intermediate Algebra Assignment

Category:
Practice

8 Selected Questions

- 1.6.4. Substitute complex numbers (Intermediate Algebra)
- 5.3.3. Graph the quadratic equation (Intermediate Algebra)
- 1.1.8. Simplify the complex fraction (Intermediate Algebra)
- 1.5.9. Order real numbers (Intermediate Algebra)
- 1.6.3. Find the complex conjugate (Intermediate Algebra)
- 8.3.7. Graph the linear equation (Intermediate Algebra)
- 6.4.5. Select the system of inequalities (Intermediate Algebra)

View
Edit
Preview

Once all of the desired changes are made the instructor will click “Save and Close” to be taken back to the Locker with their new assignment also now there.

Choosing **Copy**

This option will cause a copy of the assignment chosen to appear in the instructor’s Locker with the new title “Copy of... [Assignment Title]”. The instructor will be taken back to their Locker along with the new assignment.

Next Steps

If the instructor wants changes made to their assignments they can do so by going to their Locker and clicking “Edit” next to the assignment title. This will take them to the Policy Manager. Required fields are in red and will also be noted when instructors do not fill in a required field. Once any changes to the Policy Manager are made the instructor will click “Save” and be taken to the Question Manager which was seen previously. Below is a screenshot of the Policy Manager along with descriptions of what the various fields control.



Home

Policy Manager

Edit Assignment

Title

Link assignment to external content

Syllabus
 [Preview](#)

Category

Repetition

Grade Weight %

NetTutor® On Off

Start Date am pm

Due Date am pm

Minimum Score % (0-100) needed on this assignment
 % (0-100) needed when this assignment is selected as a prerequisite

Prerequisite

Submission Acceptance First Last Best

Past Due Allow Don't Allow

- **Title:** Assignment name
- **Syllabus:** Contains pre-canned assignments in the selected course
- **Category:** Determines whether the student sees buttons to assist in solving problems in the assignment.
 - Practice: Enables the ability to check your answer with 3 attempts, enables specific feedback when it is available, hints, and enables the interactive step-by-step.
 - Test: Only hints are available and the student is not given other learning aids.
- Repetition: Number of times the assignment can be taken.
- Grade Weight: Value of assignment which can be changed via LMS.
- NetTutor: Enables the "Live Help" button so that students can get live help.
- **Start/Due Date:** When the assignment is available/due.
- Minimum Score
 - Needed on this assignment
 - Needed when this assignment is a prerequisite
- Prerequisite: Assignment that needs to be taken before the current assignment can be completed.
- Submission Acceptance
 - First: The first time an assignment is completed the grade goes to the gradebook.
 - Last: The last time an assignment is taken the grade goes to the gradebook.
 - Best: The best score received on the assignment goes to the gradebook.
- Past Due
 - Allow: Allows assignments to be accepted past due.
 - Post Grade: Yes
 - Can then determine how many points will be lost for late submission (if any).
 - Don't Allow: Do not allow late acceptance.

Need help?

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