



LECTURETOOLS

Instructor User Guide

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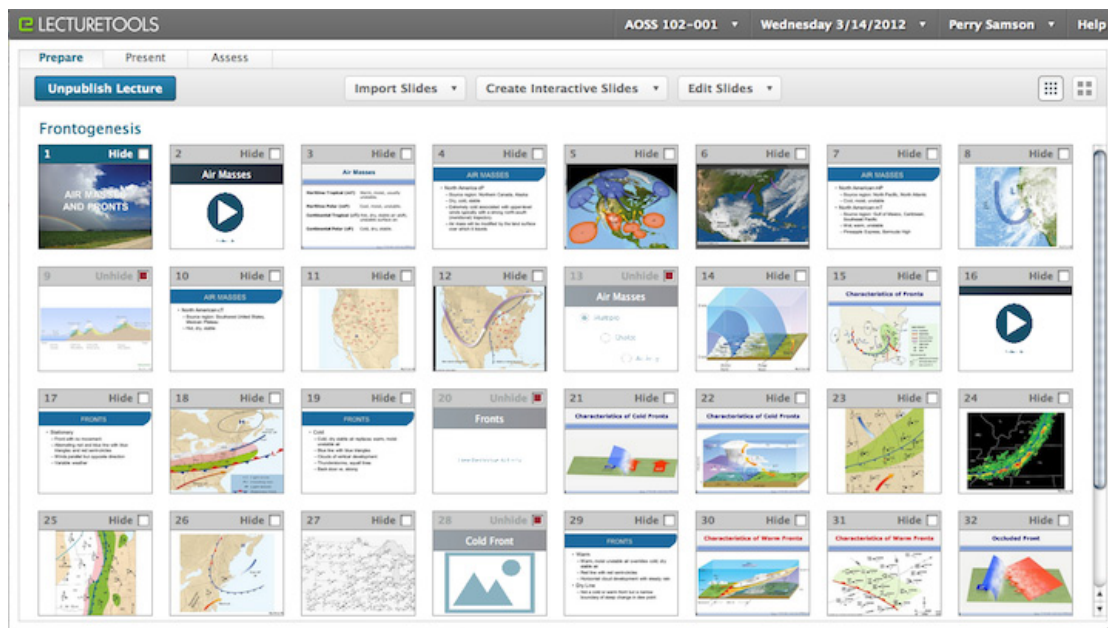
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Welcome to LectureTools

Create interactive presentations and easily share them with your students to identify misconception and receive feedback during lecture.

To get started, register for an instructor account at this [link](#). After registering, you can import existing presentations and start adding interactive elements like polls and videos all within our easy to use cloud-based application. Before you know it you'll have a presentation that engages and interacts with your students.

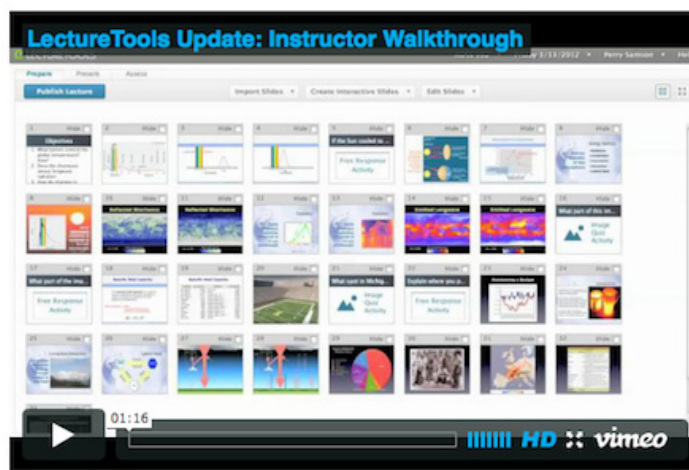


This user guide provides step-by-step instructions to help you with specific tasks in LectureTools. In addition to this guide we also have a searchable support base at <http://support.lecturetools.com>

1 Creating a Course

Once registered for an account, create your first course from the welcome page.

Welcome to  LECTURETOOLS
education



1 Create Course

Set lecture dates, import existing files and create polls in minutes.

2 Connect Your Students

We give you a course link that you can email to students or you can upload your class roster.

3 Teach Tomorrow

It's that easy. Publish your first lecture, connect with students, and start using LectureTools.

Create Course  or Logout

To add additional courses choose (+) Add Course from the course drop down menu.



Course Details

Once inside the course creation window, add course details to describe your course.

If you have multiple sections of the same course, you can identify them by adding a Section Number.

Course details **Access Options** **Roster**

*** Course Number**
Enter a new course or select an existing number

Section Number

*** Discipline**

Allow other instructors to access and modify a course by adding their e-mail as an additional instructor. Additional instructors will receive an e-mail with a verification code granting them full access.

Additional Instructor Emails (Co-Instructors, Guest Lecturers or Teaching Assistants)
Invitations will be sent to the addresses entered.

Enter the term name (e.g. Fall, Spring, Semester 1, etc...) and choose the year of your course. To set the duration of your course, select the start and end dates.

Create lecture days for the course by choosing the days and times your course meets.

*** Lecture Days**

M	From	<input type="text"/>	To	<input type="text"/>
T	From	<input type="text" value="09:00AM"/>	To	<input type="text" value="10:00AM"/>
W	From	<input type="text"/>	To	<input type="text"/>
Th	From	<input type="text" value="09:00AM"/>	To	<input type="text" value="10:00AM"/>
F	From	<input type="text"/>	To	<input type="text"/>
S	From	<input type="text"/>	To	<input type="text"/>
Su	From	<input type="text"/>	To	<input type="text"/>

Pick a payment method for your course and choose Continue.

Access Options

Select the visibility option for your course. Courses that are 'visible' are only searchable to students at your university.

Please select a visibility option:

- ☐ Course will be limited to invitees
Your course will not be displayed when searching for courses.
- ☒ Course will be visible to anyone
Students will be able to find your course when searching for courses.

Select an enrollment option for your course. Limit enrollment and upload a roster or skip this step to keep enrollment to your course open.

Please pick a roster upload option:

- ☐ Upload Class Roster Now (Limited Enrollment)
If you choose to upload a class roster, enrollment for that course will be limited to students on the roster.
- ☒ Skip Roster Upload (Open Enrollment)
You can always upload your roster later if you want to get started right away.

The Course Link can be used to invite students to your course. This link will automatically add a student to your course once they register for an account or login.

Course Link (always available by clicking "Manage Courses")

https://my.lecturetools.com/users/generic_invite/e95dde1d1473d85aa9174c7b678bb0d3

You can copy this link and send it to your students to invite them to your course

Adding a Roster

Prepare a spreadsheet with three columns in the following order: student e-mail addresses (required), student last name (optional) and student first name (optional). Save the file as a comma-separated values document (.csv) and browse to this file when uploading.

Course details Access Options Add Roster

1 Upload Roster 2 Choose Options 3 Finish

You can use this dialog to upload the student roster

Student rosters must be a comma-separated CSV file with three columns in the following order: Email address(required), Last name(optional), First name(optional) Please ensure that there is no column headers and no more than one student record exists per line.

Select a file to upload from your computer:

Choose File

> studentroster.csv 1.0kB

Choose Continue to preview the roster and Continue again if the names and e-mails match the correct LectureTools fields.

Course details Access Options Roster

1 Upload Roster 2 Choose Options 3 Finish

We found 38 records in the CSV file. The records appear below:

first name	last name	email address
First name	Last name	student1@lecturetools.com
First name	Last name	student2@lecturetools.com
First name	Last name	student3@lecturetools.com
First name	Last name	student4@lecturetools.com
First name	Last name	student5@lecturetools.com
First name	Last name	student6@lecturetools.com
First name	Last name	student7@lecturetools.com
First name	Last name	student8@lecturetools.com
First name	Last name	student9@lecturetools.com
First name	Last name	student10@lecturetools.com
First name	Last name	student11@lecturetools.com
First name	Last name	student12@lecturetools.com
First name	Last name	student13@lecturetools.com
First name	Last name	student14@lecturetools.com
First name	Last name	student15@lecturetools.com
First name	Last name	student16@lecturetools.com
First name	Last name	student17@lecturetools.com
First name	Last name	student18@lecturetools.com
First name	Last name	student19@lecturetools.com
First name	Last name	student20@lecturetools.com
First name	Last name	student21@lecturetools.com
First name	Last name	student22@lecturetools.com
First name	Last name	student23@lecturetools.com
First name	Last name	student24@lecturetools.com
First name	Last name	student25@lecturetools.com
First name	Last name	student26@lecturetools.com

Go Back

Continue

Lastly, check the box to send a course invitation e-mail to your students. This e-mail will tell your students how to log-in and view your course.

[Course details](#) [Access Options](#) [Add Roster](#)

1

 Upload Roster

2

 Choose Options

3

 Finish

Course Number

LT 101

Roster Details

38 student(s)

☒ [Send email invitations to students on this roster.](#)
This is recommended, and is the easiest way to help your students register for this course. Email invitations can be sent later from the Manage Course dialog

After uploading a roster, re-send the invitation e-mail to pending students by choosing Select All then Invite.

Pending students

☒ Select all

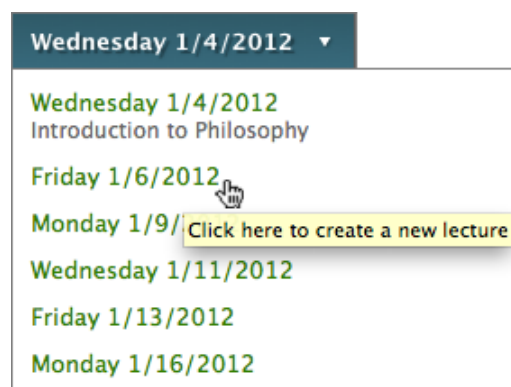
Select	Name	Email	Invitation Sent
<input checked="" type="checkbox"/>	Last name, First name	student1@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student2@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student3@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student4@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student5@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student6@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student7@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student8@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student9@lecturetools.com	06/19/2012 16:15:09
<input checked="" type="checkbox"/>	Last name, First name	student10@lecturetools.com	06/19/2012 16:15:09

2 Preparing a Lecture

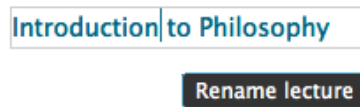


Setting Up a New Lecture

Choose the date of the lecture in the lecture dates drop down menu.



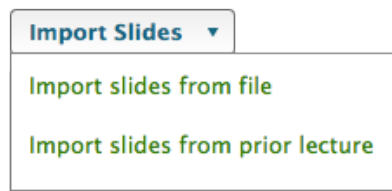
In the Modify Lecture window, give the lecture a title. To change the title of a lecture, click on it in the Prepare interface.



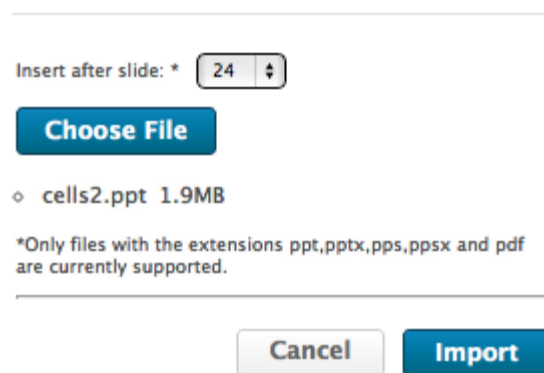
Importing Slides

Import from File

To import slides from a PowerPoint or PDF file, choose Import Slides from File in the Modify Lecture window. You can also add slides using the Import Slides drop down menu found in the Prepare interface.



Browse to your file and once your file is 100% loaded, choose Import.



When slides are imported into LectureTools, they are converted to static images so any slide animations will be lost. Any edits to slides will need to be done in the application used to create your presentation.

Import from a Prior Lecture

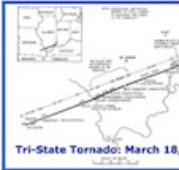
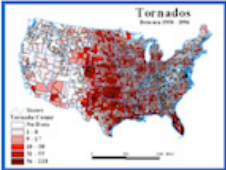

To reuse slides that have been previously imported, choose to Import Slides from Prior Lecture. Filter available lectures by using the drop down menus at the top. Select a lecture by choosing its corresponding check box. You can import all of the slides, only lecture slides, only activity slides or only objective slides. Choose Select All or select individual slides to import by clicking on that slide. To select multiple slides, hold down the command key on a Mac and the Ctrl key on a PC.

Insert after slide: *

Select Lecture	Select Discipline	AOSS 102	(Fall-2011)	Select Lecture
<input type="checkbox"/>	Atmospheric Sciences	AOSS 102	(Fall-2011)	Lightning
<input checked="" type="checkbox"/>	Atmospheric Sciences	AOSS 102	(Fall-2011)	Tornadoes I
<input type="checkbox"/>	Atmospheric Sciences	AOSS 102	(Fall-2011)	Tornadoes II
<input type="checkbox"/>	Atmospheric Sciences	AOSS 102	(Fall-2011)	Final Exam Review
<input type="checkbox"/>	Atmospheric Sciences	AOSS 102	(Fall-2011)	Atmospheric Forces
<input type="checkbox"/>	Atmospheric Sciences	AOSS 102	(Fall-2011)	Final Exam Review

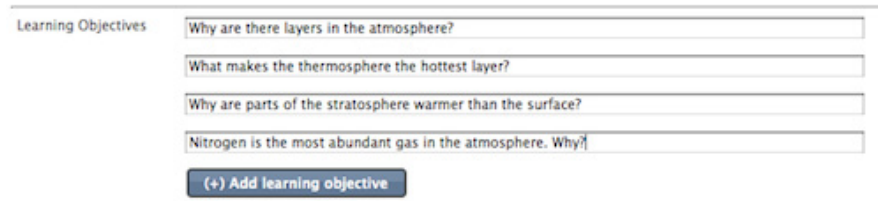
Show:

Select Slides: [Select All](#) [Unselect All](#)



Adding an Objectives Slide

Research shows that identifying learning objectives benefits student learning. To add a Learning Objectives slide to your presentation choose (+) Add learning objective from the Modify Lecture window. This inserts an objectives slide to begin the presentation.



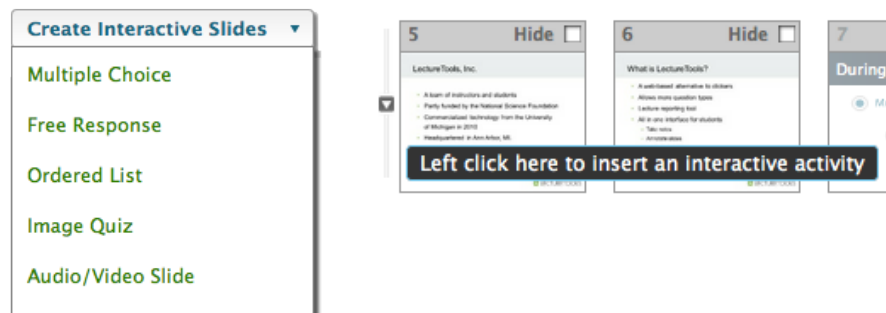
Learning Objectives

- Why are there layers in the atmosphere?
- What makes the thermosphere the hottest layer?
- Why are parts of the stratosphere warmer than the surface?
- Nitrogen is the most abundant gas in the atmosphere. Why?

(+) Add learning objective

Creating Interactive Slides

Add interactive slides to your presentation by choosing the Create Interactive Slides drop down or click the arrow between slides to insert an interactive slide.



In the slide creation dialogue window, choose where to insert the activity. You can also drag and drop the interactive slide to the desired position.

Multiple Choice

A multiple choice question can have anywhere from 2–10 choices. Choose the correct answer(s) or omit a correct answer to present the activity as an opinion poll. Ask a multiple choice question about an image by uploading an image file from your computer.

Question: *

Upload Image(Optional):

Preview:



Answers:

- | | | |
|---|--|--|
| 1 | <input type="text" value="They had a different physiological system back then."/> | <input type="button" value="Correct"/> |
| 2 | <input type="text" value="The Oxygen concentration in the atmosphere must have been much higher"/> | <input type="button" value="Correct"/> |
| 3 | <input type="text" value="They had a symbiotic relationship with bacteria that could breathe for them"/> | <input type="button" value="Correct"/> |
| 4 | <input type="text" value="I don't have a clue - what do you mena there were meter long cockroaches"/> | <input type="button" value="Correct"/> |

(+) Add choice

Free Response

Ask students an open-ended question with a free response activity. Type in the question you would like to ask your students and a free response activity slide will be added to your presentation.

Insert After Slide*:

Question: *

Ordered List

Ask students to order various elements with an ordered list activity. Enter the answers in the correct order and LectureTools will randomize the order when the question is presented in lecture.

Insert After Slide*:

Question: *

List items:


- 1
- 2
- 3
- 4

(+) Add choice

Image Quiz

Ask students to locate a position on an image with an image quiz activity. Upload an image from a file on your computer and type in your question.

Image File:

Preview: 

Mark Solution

Question: *

Description:

To define a correct area on your image choose Mark Solution. Click and drag on the image to outline the correct portion.



Audio/Video Slides

Upload your own audio or video clips directly from a file on your computer or include YouTube videos by using the video's URL. If adding your own clips, you will be able to continue working while the slide processes.

Insert After Slide*:

Title*:

☒ From Youtube

Enter URL:

☐ From a file

Choose File

Adding a Follow-up Question

When creating an interactive activity there is an option to add a follow-up question that asks students to 'Briefly explain your choice.' Check the box to add a free response activity slide after the current activity slide. Change the text of the question by typing your new question into the text field.

☒ Add follow up question

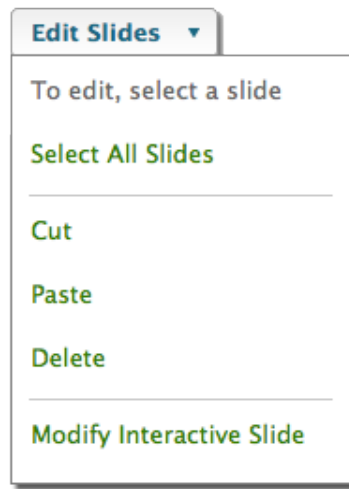
Check this box to add a follow up free response question. Perfect for pedagogy and to identify misconception.

Editing Slides

Rearrange the order of slides by clicking and dragging the slide to it's new position.

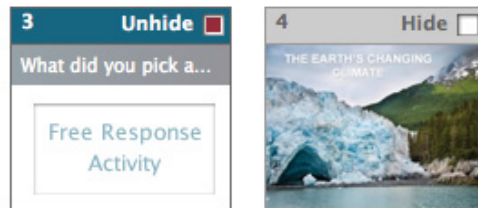


To cut, paste, delete or modify an interactive slide, first select it then choose the Edit Slides drop-down menu.



Hiding and Unhiding Slides

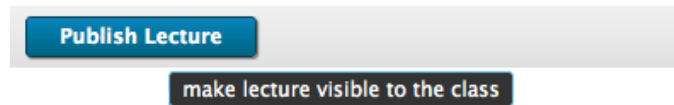
Keep certain slides hidden from students before lecture by choosing the Hide option in the slide's thumbnail. Slides that are imported are visible by default and activity slides are automatically hidden from the student interface.



Once a hidden slide is presented in lecture, students will have access to that slide until you hide it again in Prepare.

Publishing Lecture

Publish your lecture at any time by selecting Publish Lecture. Students can access and view published lecture slides with the exception of any hidden slides.



To hide an entire lecture from students choose Unpublish Lecture. When a lecture is unpublished, students will not be able to view lecture slides but can still access lecture notes taken in class.


3 Presenting with LectureTools

Presenting with a Laptop

Mac Users

Use a VGA adapter to connect your computer to the projector. Select portable device or auxiliary input on the projector controls. Open System Preferences and choose Displays. In the Arrangement tab confirm that Mirror Displays is unchecked. This will extend your screen creating two separate screens; one on your computer and one on the projection screen.

Windows 7 Users

Use a VGA adapter to connect your computer to the projector. Select portable device or auxiliary input on the projector controls. Use the keyboard shortcut [ + P] and choose Extend to create two independent screens; one on your computer and one on the projection screen. Your computer should automatically adjust the resolution, but to change it, right click on the desktop and choose Screen Resolution.

Windows XP Users

Use a VGA adapter to connect your computer to the projector. Select portable device or auxiliary input on the projector controls. Right click on the desktop and choose Properties. Click on the external monitor 2 to highlight it, then check the box beside Extend my windows desktop onto this monitor and click OK.

Presenting with an iPad or any other tablet

LectureTools recommends using SplashTop to connect a laptop and iPad. This method allows you to mirror your laptop to your iPad and control the entire presentation from there. You will need to install SplashTop Streamer on your laptop and download SplashTop Remote Desktop to your iPad or tablet.

The Presenter Window



Setting up the Presentation

Click on the Launch Presentation button. This will open the Presentation Window that contains lecture content for the projection screen.

If you are using a computer with mirrored displays

make the Presentation Window full screen by using the keyboard shortcut [command (⌘) + shift (⇧) + f] on a MAC or [F11] on a PC. Use the Presentation Window to present the lecture.

If you are using a computer with extended screens

drag the presentation window to the right of your screen until most of it is on the extended projection screen. To enter full screen mode in the browser window, use the keyboard shortcut [command (⌘) + shift (⇧) + f] on a MAC or [F11] on a PC. Keep the Presenter Window on your device's screen and use it to present the lecture.

Presenter Tools

Navigation Arrows

To navigate through slides during lecture, click the navigation arrows in the Presentation Toolbox. You can also use the left and right arrow keys on the keyboard. To use a presentation remote link the remote to the Page Up and Page Down keys.



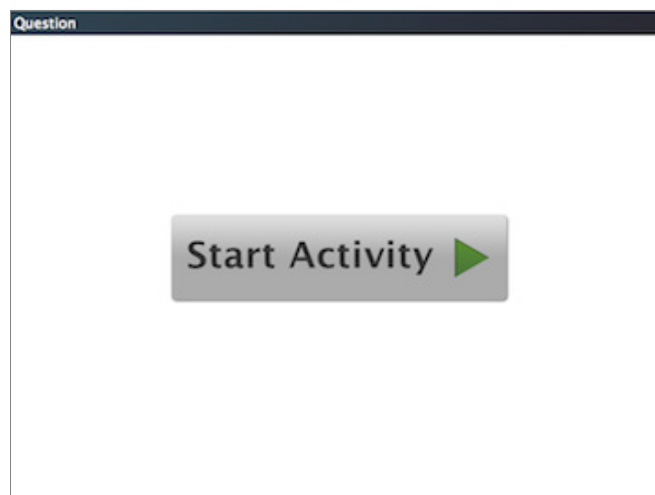
Pen Tool

The Pen Tool allows you to draw directly on lecture slides. Click on the Pen Tool and select the color palette to choose a color. To erase annotations from the current slide choose the trash can. Drawings made on slides in LectureTools are saved until deleted. The student interface also has a pen tool to annotate lecture slides.



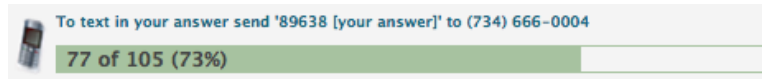
Presenting Interactive Activities

Click on the Start Activity button. This opens the activity for polling.

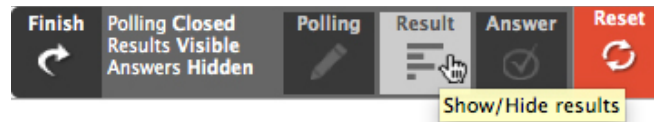


The question slide appears for students to submit answers on their devices. Students can use a cell phone to answer multiple choice and free response questions by texting a generated short code with their answer.

Check the percentage of the class that has submitted an answer in the status bar.



Polling Controls



Result

Click the Result button to display student responses. If polling is still open, the responses will update every 10 seconds as students submit answers.

Answer

Click the Answer button to display the correct answer. In a multiple choice activity, a green bar will appear surrounding the correct bar graph. In an ordered list activity, the correct order appears on the activity slide. In an image quiz activity a shaded box will appear on the correct area.

Polling

The polling button controls whether polling is open or closed.

Finish

The finish button combines three actions to close the activity. Clicking the Finish button will close polling, show results and display the correct answer.

Reset

The reset button clears all student answers and restarts the activity to re-poll the class.

Presenting with Hidden Slides

In presentation mode, choose Unhide Slide to reveal a hidden slide. Students will receive a notification that a hidden slide is now available for them to view. Once a slide is revealed in lecture, it will remain unhidden until you re-hide it in the Prepare tab.



The Dashboard

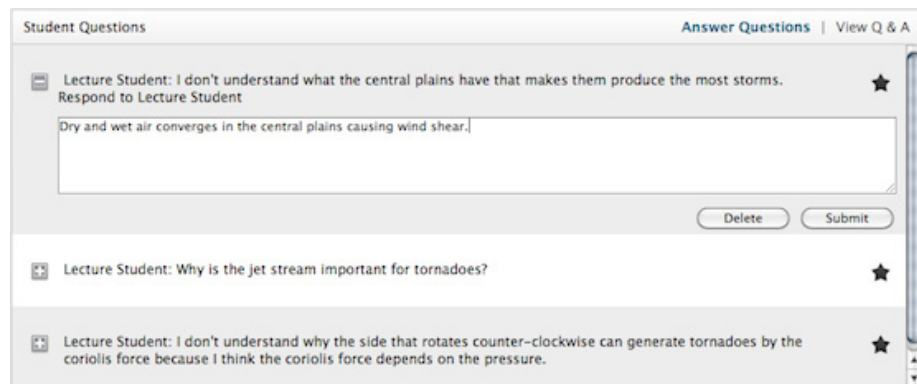
To open and close the Dashboard choose the Dashboard button. The Dashboard is where you will find Student Questions, Slide Comprehension and a Preview to interactive slides.

A screenshot of a software dashboard with several sections. Annotations with green arrows point to specific features: "Student Questions" points to the top-left section; "Slide Comprehension Level" points to the top-right section; "Response Preview" points to the middle-right section; and "Slide Navigation" points to the bottom-left section. The dashboard includes a list of student questions, a comprehension level bar showing "1% of student confused", a list of activity responses, and a row of slide thumbnails at the bottom. The slide thumbnails include a map of the central US, a weather map with a "Dryline" label, a "Free Response Activity" box, a box with "April 3-4, 1974" and "148 Tornadoes", and another map.

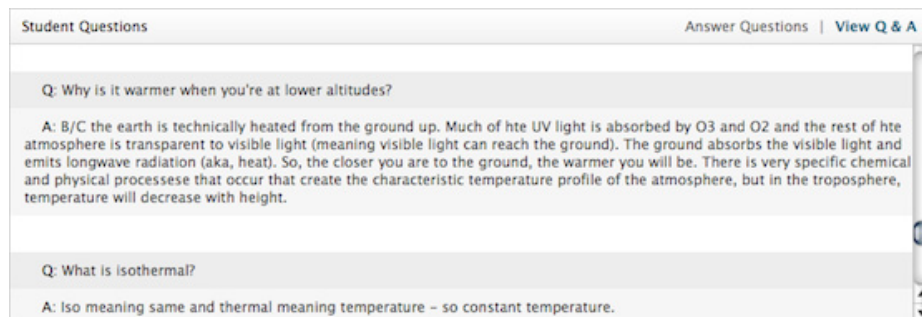
Viewing and Answering Student Questions

The student question stream enables students to ask questions digitally during class. You can respond to student inquiries, or a teaching assistant can monitor and address questions while you continue with the presentation.

In the Answer Questions tab, click on the plus sign to answer or delete the student question.

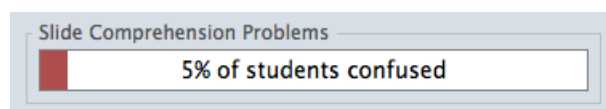


Once an answer is submitted, it moves to the View Q&A tab making it anonymously visible to all students.



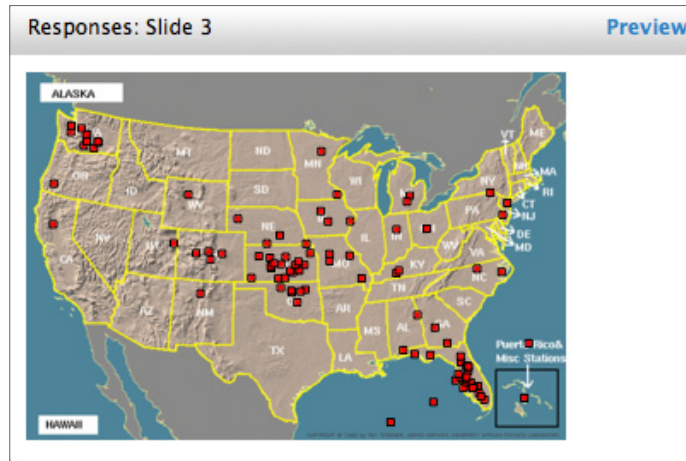
Slide Comprehension

In the Presentation Dashboard, you can see the percentage of your students who are struggling with the content on lecture slides. Each slide has a different graphic associated with it, communicating how many students have marked that particular slide confusing.



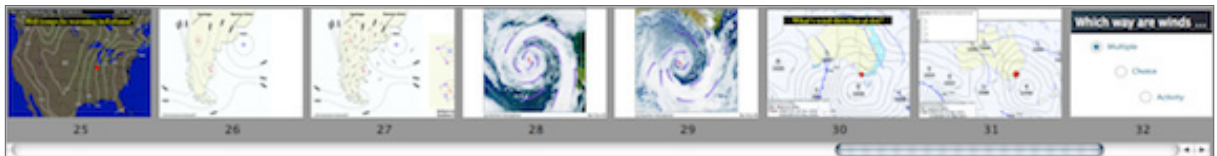
Preview Student Responses to Activities

While students respond to in-class activities, open the Dashboard. The Preview window shows you a live feed of how students are answering the question.



Slide Carousel

To quickly navigate between slides, open the Dashboard. In the Slide Carousel, use the horizontal scroll bar to find the desired slide.



4 Assess Student Participation

The Assessment Window

The screenshot shows the 'Individual Student Performance' window. Annotations with green boxes and arrows point to specific features: 'Select Data Type' points to a dropdown menu; 'Student Data' points to the main data table; 'Export Data' points to the 'Export as CSV' button; and 'Student Names' points to the list of student names on the left.

	09-07	09-09	09-12	09-14	09-16	09-18	09-21	09-23	09-26
Total Activity / K Answered	3 / 8%	4 / 10%	4 / 10%	4 / 10%	5 / 24%	4 / 44%	5 / 22%	3 / 40%	3 / 18%
Activity			3	2	2	3	3	3	
Exercises									
Assignments		4	3	3	2	3	2	3	2
Comprehension Problems		3	3	2	3	4	2	3	
Attendance		2			2	3		2	1
Questions Submitted		3	2				1	2	2
Activity									
Assignments		4	4	2	2		2	3	2
Comprehension Problems		2	3	2	2	2	2	3	3
Attendance		2	2			3	2		
Questions Submitted		4	3	1	2	3	2	3	2
Activity		4	1	2		3	2	2	
Attendance									
Questions Submitted					2	3	1	2	1
Activity				2		4	2	2	1
Attendance			2						
Questions Submitted		3	3	2	2				
Activity									
Attendance		6	2	3	3	3	2	3	2

Aggregate Data

Use the drop down menu to view different participation data like activity answers, questions submitted, and comprehension problems.

Export Data to CSV

Within LectureTools, export data as a CSV by lecture. You can then import the CSV file into your preferred gradebook.

The 'Export Course Data' dialog box has a title bar with a close button. It contains a label 'Select Lecture to Export' followed by a dropdown menu showing '10-10'. At the bottom, there are two buttons: 'Cancel' and 'Download'.

E-mail Reports

An hour after each lecture, you will receive an e-mail report. The report aggregates data from the dashboard and gives you a synopsis of student activity during lecture.

Questions Asked by Students.

X Total asked.

X Remain unanswered.

Preview of 3 of the unanswered questions from students:

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque vitae sapien turpis, non Praesent vulputate odio ut velit pretium ut pharetra diam lobortis. In at volutpat eros.
2. Ut id justo id enim volutpat scelerisque vel ac sapien. Sed iaculis velit tincidunt velit blandit ultricies.
3. Pellentesque nulla neque, iaculis vitae imperdiet id, viverra non neque.

[Click here to view and answer all student questions.](#)

Content slides

X, X, X Ranked most confusing by students



Slide # - X% confused



Slide # - X% confused



Slide # - X% confused

[Click here to view the most confusing slides](#)

Activities

X Total asked in class

X Average response rate

X% Correct

[Click here to view activities.](#)

Attendance

X% Attended lecture.

(You **(did/didn't)** posed an attendance question)

[Click here to view attendance and assessment.](#)

Thanks and keep using LectureTools!

The LectureTools Team

www.LectureTools.com

5 Manage LectureTools Settings

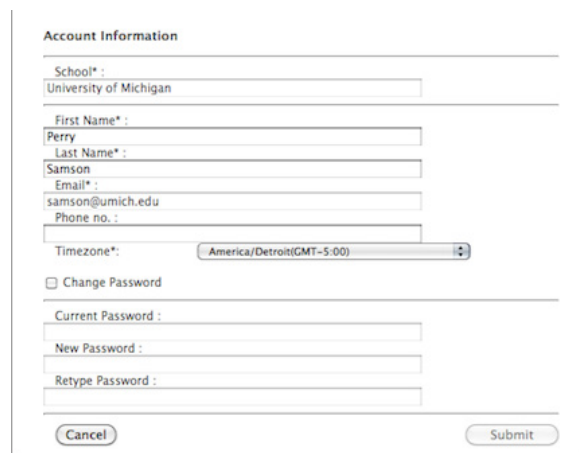
Manage Courses

To edit course settings, choose Manage Courses from the account drop down menu located in the top right of the application. Here you can edit course details, access options and the course roster.



Manage Your Account

To edit your account settings, choose Manage Account from the account drop down menu located in the top right of the application. In the Manage Account window you can change your name, time zone and password.

A screenshot of a web form titled 'Account Information'. The form contains several input fields: 'School*' with the value 'University of Michigan', 'First Name*' with 'Perry', 'Last Name*' with 'Samson', 'Email*' with 'samson@umich.edu', and 'Phone no. :'. There is a 'Timezone*' dropdown menu set to 'America/Detroit(GMT-5:00)'. Below these fields is a checkbox labeled 'Change Password' which is unchecked. Under this checkbox are three more input fields: 'Current Password :', 'New Password :', and 'Retype Password :'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

Manage Lecture Dates

To add more lecture dates or to edit existing lecture dates, choose Add & Edit Lecture Dates from the lecture date drop down menu.

Monday 1/9/2012 ▾ **Perry Samson** ▾

Monday 2/6/2012
Atmospheric Moisture

Wednesday 2/8/2012
Condensation

Friday 2/10/2012
Name That Cloud

Monday 2/13/2012
Adiabatic Process

Wednesday 2/15/2012
Atmospheric Stability

Friday 2/17/2012
General Circulation

Wednesday 2/29/2012

Add & Edit Lecture Dates

2012-02-13	10:00:00	11:00:00																																													
2012-02-15	10:00:00	11:00:00																																													
<input type="text"/>	<input type="text" value="10:00:00"/>	<input type="text" value="11:00:00"/>																																													
<div><div>February 2012</div><table><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr></tbody></table></div>			Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				15:00:00		
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2012-02-24	10:00:00	11:00:00																																													
2012-02-27	10:00:00	11:00:00																																													

In the Edit Lecture Dates window, choose the pencil icon to edit the lecture date and start and end times. To delete a lecture date, choose the delete icon and to add a lecture, choose Add Lecture at the top. When you are finished editing the lecture, choose the green check icon to save your changes.