



eSchoolware®

Product User Guide for Teachers



## Document Revision History

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# 1. This Document

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## 1.1. Purpose

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The purpose of this user guide is to provide step by step guidance in performing teacher related tasks in EdisonLearning eSchoolware. This user guide is designed as both a reference tool and in-depth companion to training.

The following typographical conventions are used in this document.

- Keys on the keyboard are pressed and denoted by uppercase font, such as ENTER, TAB, F9, T, and HOME.
- Keys pressed at the same time are in sequence and joined by a plus sign, such as ALT+TAB, SHIFT+F3, and CTRL+SHIFT+A.
- Objects on the screen are clicked and denoted by bold font, such as **OK**, **Next**, and **Cancel**.
- Menu and sub-menu items are selected and denoted by the sequence of selections, such as, “From the menu bar, select **Insert > Picture > From File**, navigate to desired graphic, and click **Insert** or press ENTER.”
- Screen, Window, Form, and Object names are denoted with title case.

In addition to clicking with your mouse, commands on menus and screens may also have keyboard shortcuts that enable you to select them from your keyboard. In Windows 2000 and Windows XP, it may be necessary to press the ALT key first to see the available keyboard shortcuts.

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## 2. Product Overview

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EdisonLearning eSchoolware is the interface by which you can quickly and easily access all of your online tools in one location, including daily lessons, assignments and tests, grades and academic progress reports, upcoming deadlines, recent attendance, achievement intervention alerts and status, school and course announcements, and more. Students, parents, and instructors can also communicate with each other through the internal messaging system, and students and instructors can contribute to blogs and forums.

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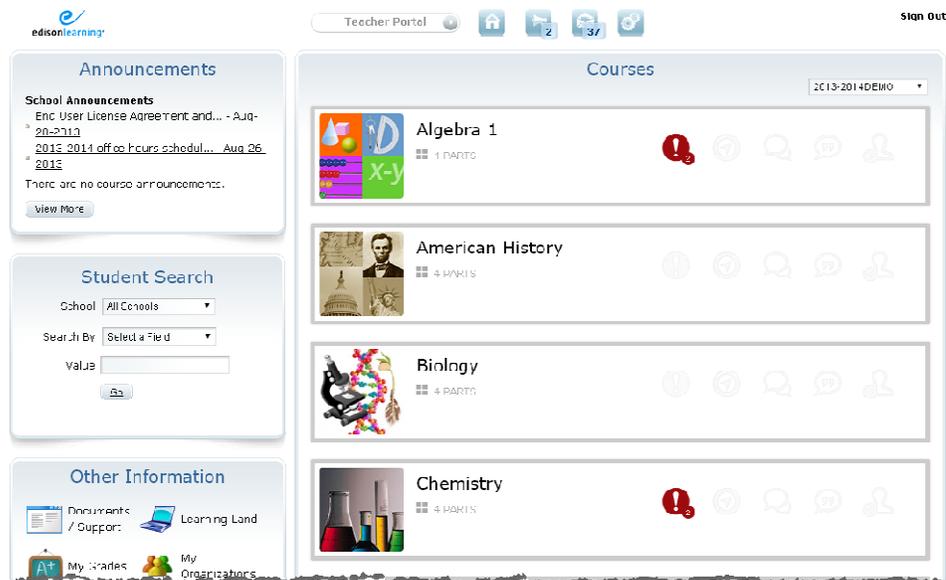
### 3. Logging Into Your Home Page

To log in to the eSchoolware software, use a web browser to navigate to the server. Your support person can tell you the correct Internet address if you do not know it.



A rectangular sign-in form with a light blue border and a white background. At the top center, the text "Sign In" is displayed in a bold, blue font. Below this, there are two input fields: "Username" and "Password", each with a small blue icon to its left. At the bottom center of the form is a rectangular button labeled "Sign In".

Once there, enter your user name and password, then click **Sign In**. Your teacher home page appears:



The teacher home page features a top navigation bar with the Edison Learning logo, a "Teacher Portal" dropdown, and icons for home, calendar, and user profile. The main content area is divided into several sections: "Announcements" with a list of school announcements and a "view More" button; "Student Search" with dropdown menus for "School" and "Search By", a "Value" input field, and a search button; "Other Information" with links for "Documents / Support", "Learning Land", "My Grades", and "My Omnipapers"; and a "Courses" section for the 2013-2014 DEMO year, listing "Algebra 1", "American History", "Biology", and "Chemistry" with icons and notification symbols.

This page contains links to and notifications about announcements, courses, grades, interventions, and other information.

You also have a student search feature. From the search results, you can click the Course Section link to access the Student Details screen.

The screenshot shows two parts of the application interface. The top part is a 'Student Search' form with the following fields: 'School' (dropdown menu set to 'All Schools'), 'Search By' (dropdown menu set to 'Select a Field'), and 'Value' (text input field). Below these fields is a 'Go' button. A large red arrow points from the 'Go' button to the bottom part of the screenshot, which is the 'Teacher Student' results page. This page has a 'Back' button and a search bar with 'Organization' (dropdown set to 'All Schools'), 'Filter' (dropdown set to 'Username'), a search input containing 'ryan.h%', 'School Year' (dropdown set to 'All'), and 'Status' (dropdown set to 'Active'). Below the search bar is a table with the following data:

1 - 1 of 1							
Username	Last Name	First Name	Institution	Advisor Name(s)	Course-Section	Grade	Status
Ryan.HSS1	LN341329	FN341329	Demo School	ClOps,Advisor Test Pitt,Advisor Test	<a href="#">Health Part 1-</a> <a href="#">DEMO.HS.E1005.A.1</a>		Requestable

Below the table is another '1 - 1 of 1' indicator.

Items to note in the search results are the student's institution and advisor, plus the ability to click the Course-Section link to go to Gradebook Student Details for the selected student's course section.

## 4. Icon Bar

The following icons appear at the top of all screens. Click an icon navigate to that area. Click **Home** on any screen to return to your home page.



A number in the lower right corner of an icon indicates you have that many unread items in that area.

### Home

Click **Home** on any screen to return to your home page. You may have other system roles assigned to you; the home icon lists the role you are currently logged in as. If you have other system roles, click the dropdown to select one.

### Announcements

Click to view any system-wide announcements. Each announcement is listed with the date when it was posted, its course, the person who posted it, and a preview of the message.

### Messages

Click the icon to open the Messages screen.

### Control Panel

The Control Panel contains links to additional functionality.

### Sign Out

Click to end your session.

## 4.1. Announcements

Click the **Announcements** icon to view the Announcements screen:



This screen allows you to read announcements posted in courses and system-wide.

A green exclamation point beside an announcement title indicates that you have not yet read it.

The bar across the top of the screen allows you to filter your messages by age and type.

**Today**

Displays announcements from today

**7 Days Ago**

Displays announcements from the last seven days

**30 Days Ago**

Displays announcements from the last 30 days

**All**

Displays all announcements

**Unread**

Displays only unread announcements

**View By**

Click the **dropdown arrow** to filter messages by system or course.

Each announcement is listed with the date when it was posted, its course, the person who posted it, and a preview of the message.

Click the **More** button to read the entire announcement. The message appears:

Click **Back** to return to the Announcements screen.

## 4.2. Control Panel

Use this icon to access shortcuts to other areas:

Control Panel			
<a href="#">Attendance - School</a>	Manage student school attendance	<a href="#">Messages</a>	Send messages to other users in the system
<a href="#">Custom Reports</a>	Find and run custom reports	<a href="#">My Live Events</a>	View/enter ATT Connect events
<a href="#">Gradebook</a>	View/manage student grades		

# 5. Announcements

On your home screen, the Announcements box displays school-wide and course-specific announcements.

1. Click the **Announcements** icon at the top of the page to view your announcements.



2. From the Announcements box, click an announcement to view it.

OR

Click **View More** to view the Announcements screen:



A green exclamation point beside an announcement title indicates that you have not yet read it.

The bar across the top of the screen allows you to filter your messages by age and type.

### Today

Displays announcements from today

### 7 Days Ago

Displays announcements from the last seven days

### 30 Days Ago

Displays announcements from the last 30 days

### All

Displays all announcements

### Unread

Displays only unread announcements

### View By

Click the **dropdown arrow** to filter messages by system or course. Each announcement is listed with the date when it was posted, its course, the person who posted it, and a preview of the message.

3. Click the **More** button to read the entire announcement. The message appears:

4. Click **Back** to return to the Announcements screen.

## 5.1. View Only One Course's Announcements

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1. From your home screen, click a course to view its information. The course information screen appears.
1. Click the **Announcements** tab. The main announcement screen for the course appears. This tab displays announcements for the course.
2. Scroll down to view all announcements for this course.

## 6. Other Information

The Other Information area contains links to other important areas of eSchoolware. Depending on your eSchoolware system configuration, not all of the items shown below may be available to you. Click a link to use a feature.



### 6.1. My Files

Click this icon to display your file storage area. You can keep documents here so you can access them from any PC that you use to access your eCourses.



#### Folder Name

Name of the current folder

#### Sub Folder

Number of subfolders in current folder

#### File(s)

Number of files in current folder

#### Address

Location path of current folder

#### New Folder

Click to create a new subfolder in current folder

#### Upload Files

Click to upload a file to the current location

### Name

Name of folder or file

### Size

Size of file

### Modified Date

Last time file name was modified

### Edit

Click to edit the name of a file or folder

### Delete

Click to delete a file or folder

## 6.1.1. Create or Modify a Folder

---

1. Click the **Create New Folder** button. The following box appears:



2. Enter the folder's name in the **Create New Folder** field and click **Upload**.
3. Your new folder appears:

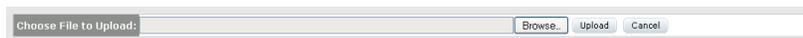


4. Click the **folder name** to enter it; click **Edit** to change its name; click **Delete** to remove it.

## 6.1.2. Upload or Modify a File

---

1. Navigate to the folder in which you wish to place the file.
2. Click **Upload File(s)**. The following box appears:



3. Click **Browse** to find your file:
4. The File Upload window appears. Find your file and click **Open**.
5. Click the **Upload** button. Your file appears in the list:

Name	Size	Modified Date	Edit	Delete
 Intervention.vsd	109,056 bytes	5/12/09		
 not_working.txt	586 bytes	5/12/09		
 skeerdy_cat.jpg	53,051 bytes	5/12/09		

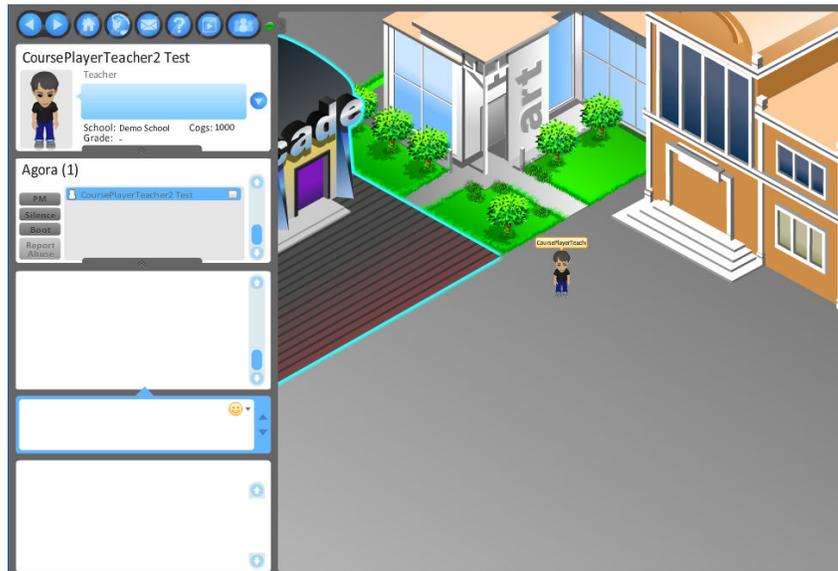
6. Click the **file name** to view the file; click **Edit** to change a file name; click **Delete** to remove a file.

## 6.2. Research Center/Learning Land

To access the Research Center or Learning Land, click their icons in the Other Information box. The example below shows the Research Center link:



Research Center or Learning Land opens and places you in the Agora:



The entire Research Center looks like this:



Learning Land looks like this:



The various activities and features of the Research Center and Learning Land are based around different chat rooms. Navigation is done by clicking on the floor and doors. Below is a list of all rooms:

### **Agora**

This main outdoor area contains all the buildings in the environment.

### **Arcade**

This one-room building has mini-games to play for fun. These activities are unlocked with cogs. Cabinets contain links to Sudoku, chess, checkers, mahjong and more. Students who have outstanding interventions to perform cannot enter the Arcade.

### **Art Gallery**

You can view other students' art and submit your own artwork here. The Art Gallery is located on the first floor of the Study Hall.

### **Cogs Store**

This is where you can buy items with your cog points and customize your avatar.

### **Help Desk**

Go here to ask questions and receive help. Help Desk is located on the first floor of the Study Hall.

### **Learning Lab**

This room is located on the second floor of the Study Hall building, and has collaborative whiteboards for users to interact via drawings and diagrams.

### **Lobby**

This room is located on the first floor of the Study Hall and is just for hanging out.

### **Media Room**

This room has a media viewer for playing course videos. The Media Room is located on the first floor of the Study Hall.

### **MyClassroom**

MyClassroom is an activity where you work with other students and combine skills from various subjects. This feature is only available in Learning Land for middle school students.

### **MyPad**

MyPad is an optional, fun virtual environment where you can rent an apartment using cogs you've earned. You can decorate your pad and even upgrade to a better place if you can afford it. Other students can stop in and chat with you and you can visit other students, as well. This feature is only available in Learning Land for middle school students.

### **Study Hall**

This room contains an interactive course catalog for you to browse and access a preview all of the different courses available to them. It also has a question board for students to answer questions for cog points.

### **World Language HQ**

This room is the main foyer of the World Language HQ building, and is where students may access the World Language rooms. Inside the World Language HQ building are the four world language rooms connected by a lobby: Chinese, French, German, and Spanish. Participants are encouraged to discuss and chat in the language associated with the room. This building is only available in the Research Center for high school students.

### **World Language Rooms (Chinese, French, German, and Spanish)**

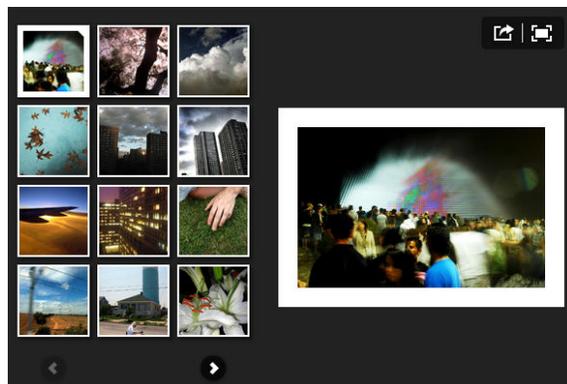
Each of the language rooms is dedicated to chatting in the given language. Each room also contains access to a world language activity called Saga. Inside each world language room, there are two rows of computer terminals. The bottom row of computers opens that room's translator, while the top row opens the Saga world language activity. These rooms are only available in the Research Center for high school students.

### **Writing Center**

Use this building to improve your writing. You can write and submit essays for review by the system's writing and editing software. This feature is only available in Learning Land for middle school students.

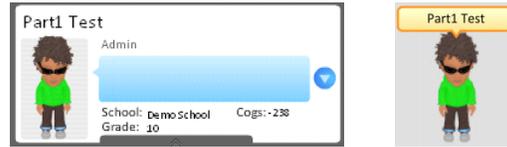
## **6.2.1. Art Gallery**

The Art Gallery chat room contains an interactive image viewer, where students can look at and discuss each other's artwork. All work must be submitted by students and approved by administrators for inclusion.



## 6.2.2. Avatars

Students select an avatar with which to navigate rooms and chat with other users in real time.



## 6.2.3. Cogs and Badges

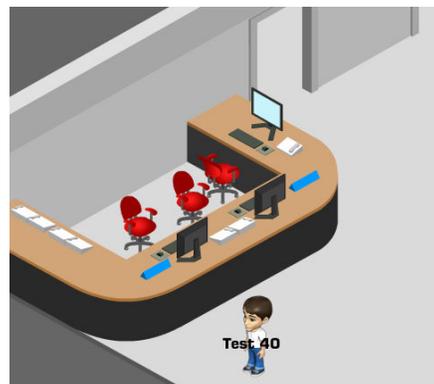
Cogs are points earned for successfully performing tasks, such as answering questions, inside Interactive Learning Activities. They can be used to buy avatar items or unlock more activities.

Badges are marks of honor, earned for helping other students.



## 6.2.4. Help Desk

The Help Desk area contains presentations and guides to help users understand how to use the Research Center. An administrator is able to sign in to the Help Desk, to provide further assistance as a form of live help.



## 6.2.5. Media Room

The Media Room contains a multimedia player for viewing videos, images, and Flash animations. Here, students will be able to browse all of the math videos.



## 6.2.6. Sabotage

This activity serves as the Unit Exam Review for all eAcademy non-core STEM courses. Students must be enrolled in at least one STEM course to be able to access Sabotage.

Students have two ways to access Sabotage:

- While in the Research Center, select Sabotage from the map.
- Use the elevator inside the Study Hall building and select Sabotage from the elevator menu.



Sabotage is an assessment activity, available from within the Research Center. Sabotage is a board game, similar to *Clue*®. Players must use deduction to find out who sabotaged a lab, which lab is sabotaged, and how it was sabotaged.



Players navigate around the spaces on the board by answering assessment questions correctly, from a particular unit in one of their STEM courses.

When a session ends, students may submit their score for a Unit Exam Review grade.

## 6.2.7. Saga



Each world language room contains access to a world language activity called Saga. The student is guided by an automated character called LEXI who is responsible for training the student and testing their competence.

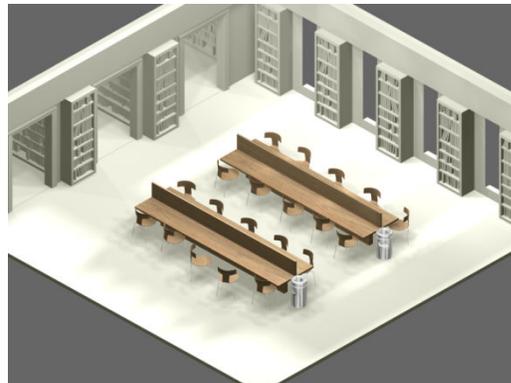
The game is based on espionage and the goal is to track down a suspect through foreign cities and landmarks. As the student moves from one place to another, they are asked to complete content-based puzzles.

There are eleven distinct puzzles randomly displayed to students as they move from one locale to the next with LEXI's help and guidance.

Also available to the students is an audio translator, providing the students with pronunciation and translation of more than 3000 terms.

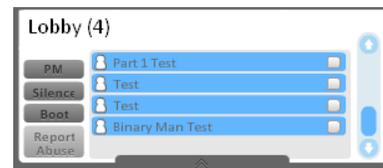
## 6.2.8. Study Hall

The Study Hall serves as a library setting, where users can browse virtual bookshelves to read and discuss any course lesson content from eAcademy. This enables students to form virtual study groups.



## 6.2.9. Chat

The participants list displays the name of the current chat room, the number of participants in the room and the names of the participants in that room.



Online chat is the primary means of communication available to participants in the Research Center. All chat messages are automatically logged by the system and are time stamped. Daily logs are saved and can be retrieved later by system administrators. All reported disputes or claims of chat abuse are checked against these logs.



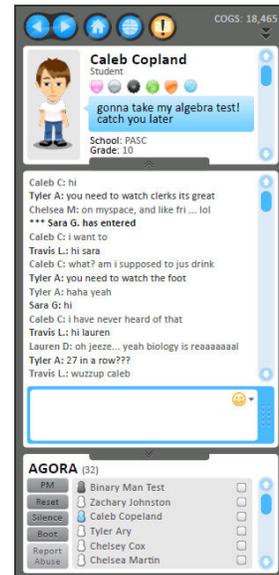
There is also a filter in place for all chat rooms that prevents the display of inappropriate language. Any word that violates this filter is rendered as asterisks (\*) in the chat display, and the offending participant is given a chat filter violation warning. The chat logs will still record every word exactly as it was originally typed to ensure the accuracy of the information available to administrators.

A participant may receive two automatic chat filter violation warnings in a single week. Upon the third chat filter violation, an offense report is generated. Any offending participants can be "silenced" by a chat administrator, meaning they cannot send chat messages. The chat administrator then notifies the school's administrators, who decide what further action should be taken.

Participants can report instances of inappropriate language, bullying, and harassment using the Report Abuse button. This button is always available on the bottom left of the participants list. Clicking this button opens a form for sending a chat abuse report to chat administrators.

## 6.2.10. Social Networking

Students can build their own avatars, maintain simple profile pages, post status updates, and keep track of their friends list as part of the Research Center's social networking system.



## 6.3. Tutoring/Live Events

Click this icon to enter live classes or tutoring sessions. Depending on your school's configuration, this feature may not be available to you.

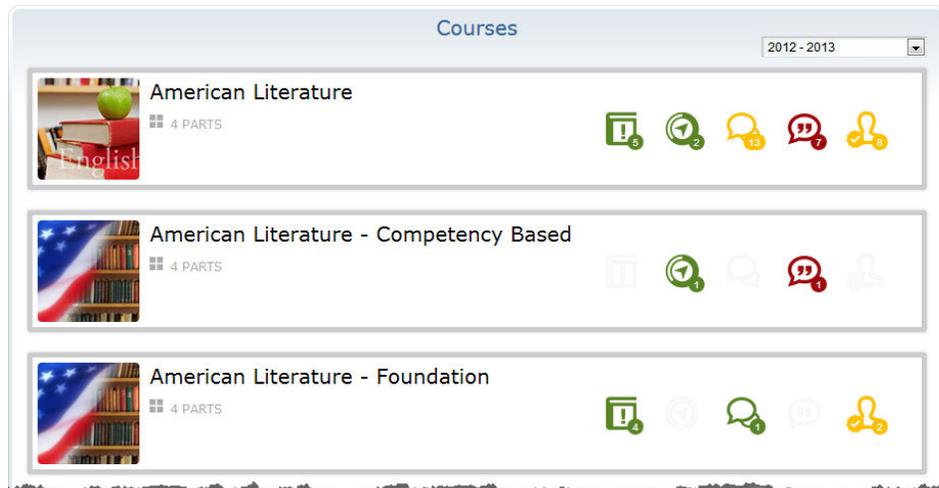
## 6.4. Web Mail

If your school has configured an external email account for you, click this icon to access it. If this is not the case, clicking this icon stakes you to the internal-only Messaging screen.

**More...** See the Messages section for more information on using messages.

# 7. Courses

The Courses box contains links to information about your courses and students.



Click the dropdown in the upper right to select a school year. The default setting is the current year, but you can select to view courses you graded in the past.

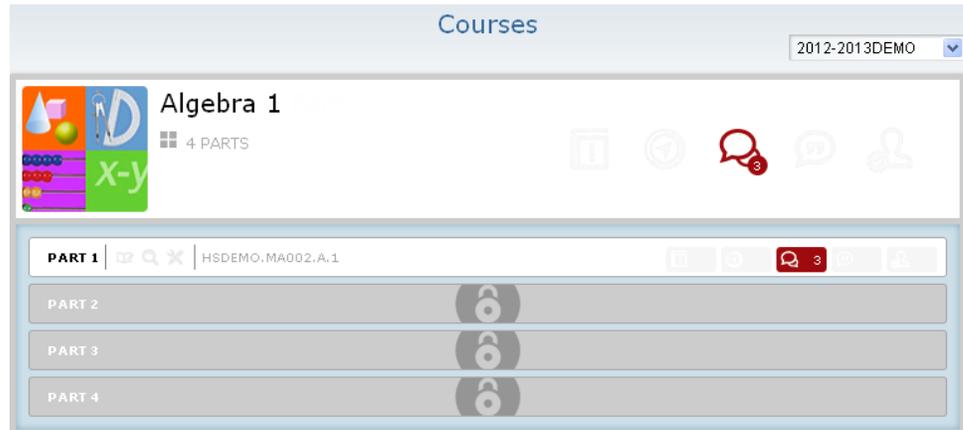
Click a course to view the sections that have been assigned to you.

To the right of the course name, a set of icons alerts you to any items that needs graded, interventions that need your attention, forum or blog posts that need your approval, or final course grades that are ready to be submitted. The numbers on each icon are totals for all sections inside that course.

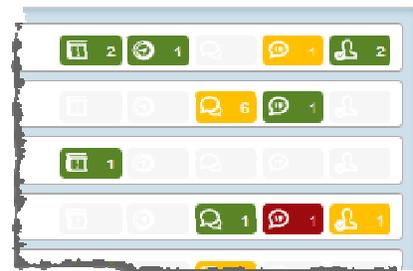
The icons change color from green to yellow to red depending on how old the alerts are. Alerts change color every 24 hours. All alerts exclude weekends when calculating alert thresholds.



If sections of a course exist that you are not assigned to as teacher, those sections will appear locked and you will not be able to access them, as in the example below:



Each section contains additional alert icons. Click on a section's icons to access items that need graded, interventions that need your attention, forum or blog posts that are unread, or final course grades that are ready to be submitted.



Additionally, each section contains icons on the left to allow you to access the section's Gradebook, course preview in legacy view, and Course Control Panel.



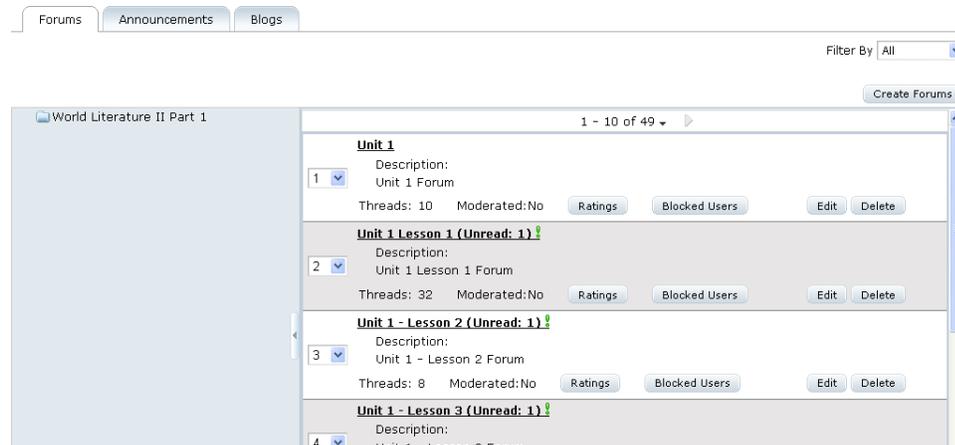
## 7.1. Course Control Panel

Click a section's **Control Panel** icon to view its information. The system provides a variety of configurable information about each course, such as forums, announcements, blogs, and other details about how the course is configured.

## 7.2. Forums

Forums can be accessed by either clicking the section-level icon or through the Forums tab in the Course Control Panel.

Course forums allow students to participate in online discussions about their courses, homework, exams, and other eSchoolware topics. As a course teacher, you are able to create, view, and manage course forums and monitor their use and content. You are also able to start and contribute to discussions.



### Create Forums

Click to create a new forum for the course. A new forum appears at the bottom of the list:

Enter a name, select moderation status, and click **Save**.

### Forum Name

Click to enter the forum. A green exclamation point beside the forum name indicates that it contains unread posts.

### Order Number

Click the dropdown to select the order in which the forum should appear.

### Ratings

Click to view student ratings of the forum.

### Blocked Users

Click to view, add, and remove students who are blocked from the forum.

### Edit

Click to edit the forum description and moderation status.

### Delete

Click to delete the forum.

## 7.2.1. View and Manage Forum Posts

1. Click a forum to enter it:



2. Within the forum, click a post name. The post appears:



### Block

Mark the box to prevent the post from displaying.

### Reply

Click to reply to the current post.

### Rate

Click to rate the current post.

### Delete

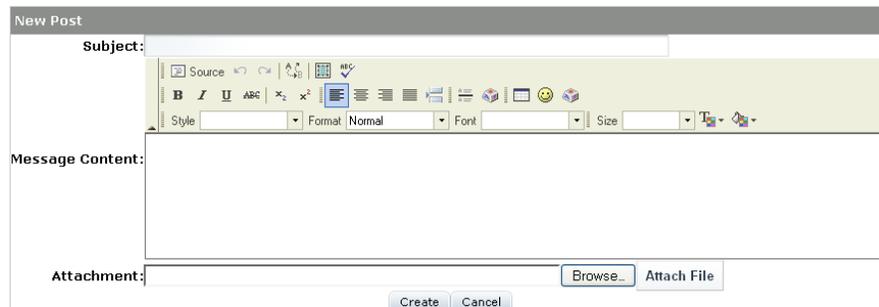
Click to delete the current post.

## 7.2.2. Create a Forum Post

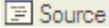
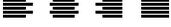
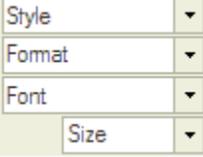
1. Click a forum name link from the gray and white striped area on the right. The contents of that forum, if any, appears:



2. Click **New Post** in the upper right. The New Post window appears:



## Toolbar Functions

Toolbar Element	Function
	View or edit the document source code (for advanced users).
	Undo or redo the most recent action taken.
	Find and replace a word or phrase within the document.
	Select the entire text in the document.
	Spell check the text in the document.
	Applies <b>bold</b> , <i>italic</i> , <u>underline</u> or <del>strikethrough</del> formatting to the highlighted text.
	Superscript or subscript the highlighted text.
	Sets the text alignment (left, centered, right or justified).
	Inserts a printing page break. Only impacts printed version.
	Inserts a divider line (horizontal rule).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Creates a table with the defined number of columns and rows.
	Inserts an emoticon image (smiley faces, email icon, lightbulb, etc.).
	Opens equation editor to create math formulas.
	Inserts images into the document.
	Styles & formatting determine the appearance and semantic value of your document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style, select the style name again.
	Changes the color of the text.
	Changes the background color of the text.

3. Complete the following fields:

### Subject

Title of entry

### Format Buttons

Use these buttons to format the content of your announcement.

### Message Content

Enter your post text.

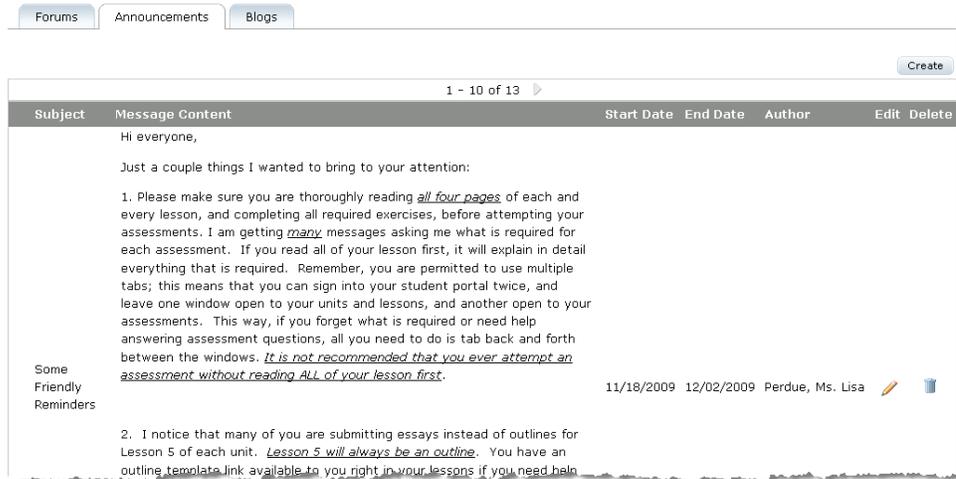
## Attachment

To attach a file to the announcement, click **Browse**. Find and select the file, then click the **Attach File** button.

- When finished, click the **Create** button to post your entry.

## 7.3. Announcements

The Announcements feature lets you post information for all students in your course(s) to view whenever they log in to work. To access this feature, click a course icon in your list of courses to expand it, then click the Course Control Panel icon for a section, and click the **Announcements** tab. The main announcements screen for the course appears. Use this tab to view information about and links to announcements for the course.



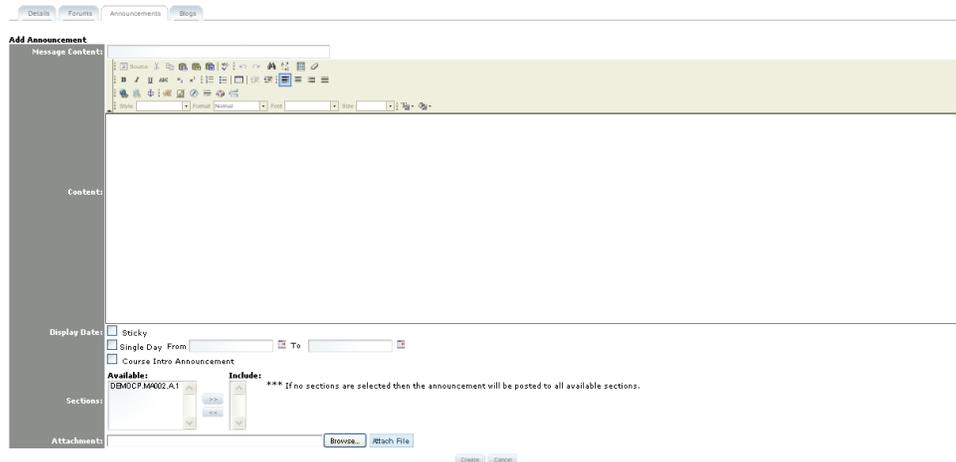
### Create

Click to create a new course announcement. A screen appears, allowing you to enter and format a message, set display dates, and attach files.

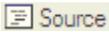
### 7.3.1. Create an Announcement

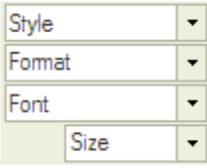
Complete the steps below to create an announcement for students in a course section.

- After accessing the announcements screen from the instructions above, click the **Create** button on the right to create a new announcement:



## Toolbar Functions

Toolbar Element	Function
	View or edit the document source code (for advanced users).
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the data copied to the clipboard (with or without formatting).
	Paste content copied from Microsoft Word or similar applications.
	Spell check the text in the document.
	Undo or redo the most recent action taken.
	Find a word or phrase within the document.
	Find and replace a word or phrase within the document.
	Select the entire text in the document.
	Remove the formatting from the highlighted text.
	Applies <b>bold</b> , <i>italic</i> , <u>underline</u> or <del>strikethrough</del> formatting to the highlighted text.
	Superscript or subscript the highlighted text.
	Creates numbered or bulleted lists.
	Creates a table with the defined number of columns and rows.
	Increase or decrease the text indentation.
	Sets the text alignment (left, centered, right or justified).
	Converts or removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server.
	Inserts or modifies a link anchor.
	Opens equation editor to create math formulas.
	Inserts images into the document.
	Inserts an Adobe Flash element into the page.
	Inserts a divider line (horizontal rule).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Inserts a printing page break. Only impacts printed version.

Toolbar Element	Function
	Styles & formatting determine the appearance and semantic value of your document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style, select the style name again.
	Changes the color of the text.
	Changes the background color of the text.

2. Complete the following fields:

### Message Content

Enter the title of your announcement

### Format Buttons

Use these buttons to format the content of your announcement.

### Content

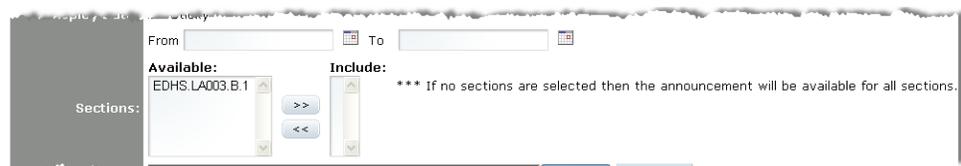
Enter your announcement.

### Display Date

- Mark the **Sticky** button to make the announcement stay at the top of the list of all announcements for the course section(s).
- Use the **From** and **To** calendar controls to set dates during which the announcement displays.
- Mark the **Single Day** box and select a day if you only want the message to display on one particular day.
- Mark the **Course Intro Announcement** box to have the announcement appear as a pop-up the first time a student accesses a course associated with it.
  - Only one Course Intro Announcement can be active in a section at a given time.
  - If edits are made to a Course Intro Announcement, all students will again see the announcement pop up the next time they enter the course.
  - If a Course Intro Announcement is needed and one currently exists, the existing one must be deleted before a new one can be created.
  - Course Intro Announcements are also available for students to access using the Announcements button on the student home page.

### Sections

This field lists your assigned sections for all of your assigned courses. To post an announcement to a specific course section, click a section in the **Available** box, then click the **>>** button to move it to the **Include** box. Click a section in the **Include** box, then click the **<<** button to move it back to the **Available** box.





**If you do not select at least one course section, the announcement will post to all sections of the course, even those that do not belong to you.**

### Attachment

To attach a file to the announcement, click **Browse**. Find and select the file, then click the **Attach File** button.

- When finished, click the **Create** button to post your announcement.

**NOTE:** If you have selected a start and/or end date in the future, you will see the announcement in your list with those dates listed. The students will not see the announcement outside of those dates.

## 7.3.2. Edit or Delete an Announcement

From the main announcement screen, click the **Edit** button to modify an existing announcement.

From the main announcement screen, click the **Delete** button to remove an existing announcement.

## 7.4. Blogs

Course blogs allow both you and students to post written material for reading and review. Students use the blog feature to submit longer writing samples to you and share them with other students. You must approve all blog postings before they are visible to other students. You can also create blog entries.

Blogs can be accessed by either clicking the section-level icon or through the Blogs tab in the Course Control Panel.

Forums Announcements Blogs

New Blog Entry

Filter: All

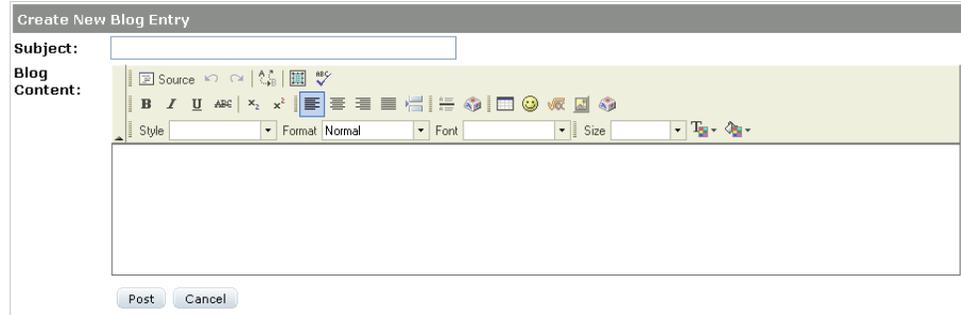
1 - 10 of 22

The Doncaster Kid \*\*\*\*\* 11/03/2009 10:44 PM

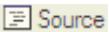
Brandy Biggs

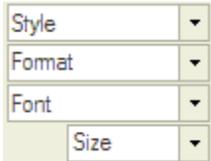
## 7.4.1. Create a Blog Entry

1. Click **New Blog Entry**. The Create New Blog Entry screen appears:



### Toolbar Functions

Toolbar Element	Function
	View or edit the document source code (for advanced users).
	Undo or redo the most recent action taken.
	Find and replace a word or phrase within the document.
	Select the entire text in the document.
	Spell check the text in the document.
	Applies <b>bold</b> , <i>italic</i> , <u>underline</u> or <del>strikethrough</del> formatting to the highlighted text.
	Superscript or subscript the highlighted text.
	Sets the text alignment (left, centered, right or justified).
	Inserts a printing page break. Only impacts printed version.
	Inserts a divider line (horizontal rule).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Creates a table with the defined number of columns and rows.
	Inserts an emoticon image (smiley faces, email icon, lightbulb, etc.).
	Opens equation editor to create math formulas.
	Inserts images into the document.

Toolbar Element	Function
	Styles & formatting determine the appearance and semantic value of your document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style, select the style name again.
	Changes the color of the text.
	Changes the background color of the text.

2. Enter a subject and content. Use the formatting buttons to modify your text or insert items.
3. Click **Post** to submit your entry.

NOTE: Once you post a blog entry, you cannot edit it, only delete it.

## 7.4.2. Approve/Reject/Delete Blog Entry

1. Look for an entry with Requires Approval beside its title:



2. Click **Approve** to approve the entry. This makes the entry viewable by everyone in the course section.

OR

Click **Reject** to reject the entry. This places a rejected notice beside the title for the original poster to see.

OR

Click **Delete** to remove the entry from the blog completely.

## 7.5. Course Preview

After expanding a course, click a section's **Course Preview** icon to view course content in legacy view.

### 7.5.1. Menu

Click the **Menu** tab on the left side of the screen. The course menu contains the following items.

#### 7.5.1.1. Course Info



The Course Information page contains links to videos describing how online courses work.

## 7.5.1.2. Assignments



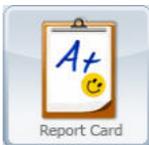
The Assignments page displays your assignments, scores, due dates, and number of attempts for each assignment.

Assignments: Math 101A

MISSED (3)	DUE IN 7 DAYS (4)	DUE IN 30 DAYS (10)	ALL (17)
1 - 5 of 10			
Unit 1 Lesson 1 Daily Assessment Due on: 12/23/08 Status: Not Started		Enter	Score: - /10 Available Date: 11/23/08 Attempts: 0 of 1
Unit 1 Lesson 2 Daily Assessment Due on: 12/23/08 Status: In Progress		Enter	Score: - /10 Available Date: 11/23/08 Attempts: 1 of 1
Unit 1 Lesson 3 Daily Assessment Due on: 12/23/08 Status: Pending Review		Enter	Score: 67 Available Date: 11/23/08 Attempts: 0 of 1
Unit 1 Lesson 4 Daily Assessment Due on: 12/23/08 Status: Not Available		Enter	Score: - /10 Available Date: 11/23/08 Attempts: 0 of 1
Unit 1 Lesson 5 Daily Assessment Due on: 12/23/08 Status: Complete		Try Again Results	Score: 80 Available Date: 11/23/08 Attempts: 1 of 2
1 - 5 of 10			

- Sort your assignments by due date via the buttons at the top of the page.
  - Click **Enter** to begin the assignment.
  - Click **Try Again** to retake the assignment.
- Click **Results** to view your graded assignment.

## 7.5.1.3. Report Card



The Report Card page displays your current grade for the quarter, as well as your current final grade.

Report Card

Math 101A	Quarter 4 <a href="#">More</a> 80%  85%	78% Final Grade
Chemistry 1A	Quarter 4 <a href="#">More</a> 100%  73%	85% Final Grade
Biology 1A	Quarter 4 <a href="#">More</a> 80%  85%	78% Final Grade
Music	Quarter 4 <a href="#">More</a> 100%  73%	85% Final Grade

Click the **More** button to expand any course grade to view previous quarters:



Click any quarter or final grade to view grade details for that period:

**Grade Breakdown**

**Username:** pitt.student    **Last Name:** test    **First Name:** jimmy  
**Course Name:** Algebra 1 Part 1 Code: Demo    **Enrolled Date:** 2010-08-31  
**Grade:** 36

Name	Possible Points	Due Date	Score	Attempt Date	Assessment Feedback	Question Feedback
Algebra 1 Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.MA002.A.01	10	-	<u>20%</u>	12/22/2010	0	0
Algebra 1 Part 1 - Unit 1 Lesson 2 Daily Assessment - EDHS.MA002.A.01	10	-	<u>20%</u>	12/22/2010	0	0
Algebra 1 Part 1 - Unit 1 Lesson 3 Daily Assessment - EDHS.MA002.A.01	10	-	<u>20%</u>	12/22/2010	0	0
Algebra 1 Part 1 - Unit 1 Lesson 4 Daily Assessment - EDHS.MA002.A.01	10	-	<u>40%</u>	12/22/2010	0	0

### 7.5.1.4. Digital Book



Use the Digital Book to type notes, insert images, or copy and paste material from your lessons. When you save and close the window, the material is stored to use later when you need to study. To access the notes and other material you saved, click the button.

### 7.5.1.5. Course Documents



Use the Course Documents icon to view documents relevant to the course, such as textbook answer keys.

### 7.5.1.6. Text Book



Use this icon to access the supplemental course textbook.

## 7.5.1.7. Study Planner



Students use this icon to create a timeline for their course work. You can use it to help a student develop a schedule.

**Study Planner**

Start Date:   End Date:  

Use the start and end date calendar controls, then click **Generate**. A course assignment schedule appears:

**Study Planner**

Start Date:   End Date:  

Assessment Title	Estimated Completion Date
World Literature II Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.LA002.A.01	02/25/2010
World Literature II Part 1 - Unit 1 Lesson 2 Daily Assessment - EDHS.LA002.A.01	02/27/2010
World Literature II Part 1 - Unit 1 Lesson 3 Daily Assessment - EDHS.LA002.A.01	03/01/2010
World Literature II Part 1 - Unit 1 Lesson 4 Daily Assessment - EDHS.LA002.A.01	03/03/2010
World Literature II Part 1 - Unit 1 Lesson 5 Weekly Quiz - EDHS.LA002.A.01	03/05/2010
World Literature II Part 1 - Unit 1 Lesson 5 Writing Assignment - EDHS.LA002.A.01	03/06/2010
World Literature II Part 1 - Unit 1 Lesson 6 Daily Assessment - EDHS.LA002.A.01	03/08/2010
World Literature II Part 1 - Unit 1 Lesson 7 Daily Assessment - EDHS.LA002.A.01	03/10/2010
World Literature II Part 1 - Unit 1 Lesson 8 Daily Assessment - EDHS.LA002.A.01	03/12/2010
World Literature II Part 1 - Unit 1 Lesson 9 Daily Assessment - EDHS.LA002.A.01	03/14/2010

## 7.5.1.8. Blog



Use the Blog icon to create and modify blog entries for the course.

[More...](#)

See the Blog section above for more information.

## 7.5.1.9. Control Panel



Use this icon to navigate to the Course Control Panel.

## 7.5.2. Content

The Content tab contains the actual course you selected. The Content menu on the left of the window contains links to all components of the lesson.

Course Content: Algebra 1 Part 1

**Objectives**

- Use a number line to order numbers.
- Identify natural numbers, whole numbers, integers, rational numbers, irrational numbers, and real numbers.
- Find the absolute value of a real number.

**Essential Instruction**

Before you start this lesson please read Section 1.1.1 in your textbook.

**Use a number line to order numbers.**

To order numbers on a number line 0 is used as a center point. The numbers to the right of 0 are bigger than 0, and increase in size the farther they are from 0. The numbers to the left of 0 are smaller than 0, and decrease in size the farther they are from 0.

**Example 1**

Each lesson has four pages:



### Essential Instruction

Main content of the lesson



### Reteaching

Summary of the Essential Instruction



### Extension

Links that extend beyond the basics of the objectives



### Assignment Checklist

Visual reminder of what a student should do before taking the assessment

## 7.5.2.1. Course Toolbar Buttons

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Notice the buttons in the upper right of the lesson. These tools supplement and help you organize your learning. Depending on the lesson, you may only see some of these icons.



The **Need 2 Know** button opens an interactive Flash animation designed to help you prepare for the lesson. This short activity provides you with information needed to master the upcoming lesson. You are encouraged to complete the activity before you begin.



The **Learning Cube** button is found in lesson 15 of each unit. This interactive learning tool helps you understand the material covered in the previous lessons of the unit. You are guided through a series of activities that review the important material (Introduction), lead you through examples (Show Me), and give you an opportunity to practice (Try It). Access your assessment for the lesson and the Learning Cube tests you on the material.



The **Audio Podcast** button opens an audio portion of the lesson. Click this button to hear the Essential Instruction being read. For best results, follow along in the lesson while the audio is playing.



The **Instructional Video** button opens a video that supports the content of your lesson. After you complete the Essential Instruction and Re-teach portions of your lesson, click this button.



The **Digital Notebook** button opens an application where you can type notes, insert images, or copy and paste material from your lesson. When you save and close the window, the material is stored to use later when you need to study. To access the notes and other material you saved, click the button or click the **Digital Book** icon in the course menu.

## 7.5.3. Assessments

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Your course assessments are typically divided into:

### General Structure

- Daily Assignments (10 points)
  - Lessons 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14
  - 5 multiple choice and true/false questions
  - Randomly pulled from a pool of questions
- Weekly Quizzes (50 points)
  - Lessons 5 and 10
  - 19 questions, 15 multiple choice, true/false and 4 short answer
  - Randomly pulled from the pools for each of the lessons for that week
- Unit Exam Review (10 points)
  - 5 questions, multiple choice and true/false
  - May be taken as many times as you wish
  - Randomly pulled from the pools for each of the lessons for that unit
- Unit Exams (100 points)
  - Follow lesson 15
  - 41 questions, 35 multiple choice, true/false and 6 short answer
  - Randomly pulled from the pools for each of the lessons for that unit

### English Courses

- Daily Assignments (10 points)
  - Same as other courses
  - Lessons 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14
- Writing Assignments
  - Lesson 1 (10 points) - 5 paragraph expository
  - Lesson 5 (25 points) - Essay Outline
  - Lesson 10 (25 points) - Essay Rough Draft
- Unit Exam (70 points)
  - Final Draft (50 points)
  - 10 Multiple Choice, True/False

### Foreign Language

- Daily Assignments (10 points)
  - Same as other courses
  - Lessons 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14
- Podcasts
  - Lessons 5 and 10 (25 points)
- Weekly Quizzes (30 points)
  - Lessons 5 and 10
- Unit Exam (70 points)
  - Final Draft (50 points)
  - 10 Multiple-Choice, True/False

## 7.6. Grading Student Work

The next button in a course row is for Gradebook. Gradebook is a web-based grading tool where you can post and track student grades, automatically calculate averages, and easily access a broad view of student and class histories.

Click the **Gradebook** icon for a course in My Courses. The number in the blue box represents the amount of items for that class that require grade approvals. Click the button to view them. The Items to Be Graded screen appears:

Back Sign Out  
pitt.teacher

Items to be Graded Completed 1 Rejected 0 Items To Be Graded 5

2012-2013DEMO > EDCB\_SS002.A - World History P.1.CB > CBDEMOCP\_SS002.A.1

Edit Filter Search Download Choose Fields Legend Gradebook

1 - 5 of 5

Last-First	Items to be Graded	Submit Date
LN176423, FN176423	World History Part 1 - Unit 1 Lesson 5 Weekly Quiz - EDCB_SS002.A.01	08/21/2012 03:05 PM
LN176423, FN176423	World History Part 1 - Unit 1 Lesson 10 Weekly Quiz - EDCB_SS002.A.01	08/21/2012 03:23 PM
LN176423, FN176423	World History Part 1 - Unit 2 Lesson 20 Weekly Quiz - EDCB_SS002.A.01	08/21/2012 04:05 PM
LN176423, FN176423	World History Part 1 - Unit 2 Lesson 25 Weekly Quiz - EDCB_SS002.A.01	08/21/2012 04:26 PM
LN176423, FN176423	World History Part 1 - Unit 3 Lesson 35 Weekly Quiz - EDCB_SS002.A.01	08/21/2012 05:45 PM

### Back

Click to return to the previous screen

### Breadcrumb trail

Select your criteria to move to a different year, course, and/or section to grade

### Completed

Displays the number of students in the selected course who are ready for final approval. Click the number to view their scores and submit for approval.

### Rejected

Displays the number of students in the selected course who have had their final grades rejected by their advisors. Click the number to view them.

### Items to Be Graded

Displays the number of students in the selected course who have work waiting to be graded. Click the number to view them.

### Toolbar

Displays various options to edit, view, and search for, and download students in the Gradebook. Use the toolbar to manage grade items, change how the Gradebook displays information, and download grade information. Depending on the page you are viewing, some options may be unavailable and will be grayed out.

You can click the arrow next to Items to Be Graded in the upper left corner to expand/contract the gray bar if you need more room on the screen.

## 7.6.1. Manually Grade an Item and Leave Feedback

1. From your teacher home screen, click the Gradebook icon for a course that shows assignments needing grading. The system filters your Gradebook to only show students with gradable assignments.
2. Click an **assignment** in the Items to be Graded column:

Last-First	Items to be Graded	Submit Date
LN170449, FN170449	American Literature Part 1 - Unit 3 Lesson 36 Daily Assessment - EDCB.LA003.A.01	08/10/2012 09:22 PM
LN346710, FN346710	American Literature Part 1 - Unit 3 Lesson 40	08/30/2013 09:06 PM

The assignment's Attempt Details screen appears:

Attempt Details

LN346710, FN346710

Lock Status: Unlocked | Update | Pass | Score: -/50

Override Score: - | Edit

Calculus Part 1 - Unit 1 Lesson 10 Weekly Quiz - EDCB.MA007.A.01

View All Attempts	Creation Date	Submit Date	Submitted By	Date Graded	Score	Edit	Delete
<a href="#">View</a>	08/30/2013	08/30/2013	LN346710, FN346710 Tyler	08/30/2013	-/50.0	<a href="#">Edit</a>	<a href="#">Delete</a>

Score: 20 of 50 Points - 40%

Question 1 of 19

$\frac{1}{cx^4}$  exists for every c

True  
 False

3. Click each **number** in the Question Score column on the left to view the assessment's questions. When you click the Question Score number, it opens to allow you to enter a score:

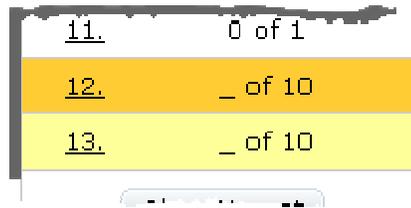
Score

20 of 50 Points - 40%

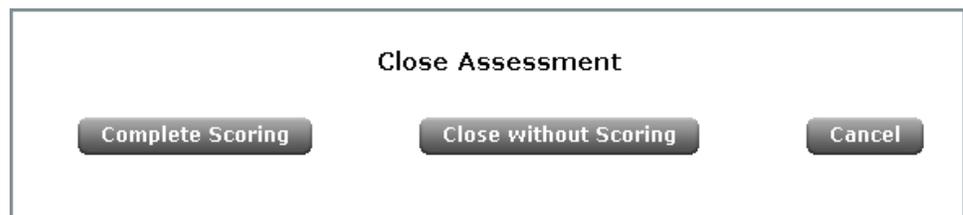
1.  of 2

Notice the score running total at the top of the column. As you enter or modify scores, the "X of Y Points" and associated percentage updates.

Any questions that you need to score are marked in yellow and are labeled “\_ of [points]”:



4. When you are finished grading the assessment, click **Close Attempt** at the bottom of the Question Score list. The Close Assessment window appears:



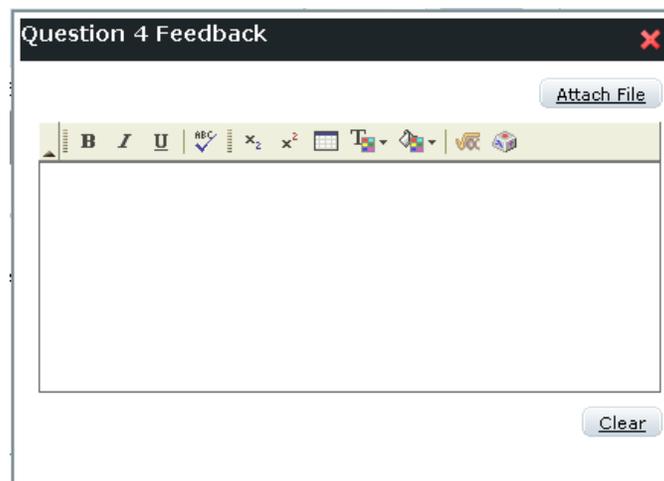
- Click **Complete Scoring** to submit the score to Gradebook.
- Click **Close without Scoring** to save and close the attempt to come back to it later.
- Click **Cancel** to close the window and return to the attempt.

### 7.6.1.1. Question Feedback

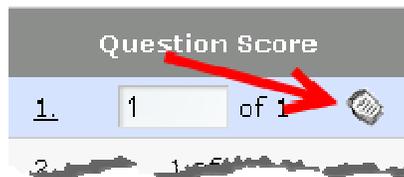
---

To leave feedback for an individual question:

1. Click the **Feedback** button for any question. A feedback window appears:



2. Leave necessary feedback. Click anywhere out of the question feedback box to save when finished.
3. Any question for which you have left feedback will display a feedback icon. Mouseover the icon to quickly read the feedback or click the icon to edit the feedback.



NOTE: You can drag the question feedback box around the screen by holding down the left mouse button in the gray title bar area of the feedback window.

## 7.6.1.2. Assessment Feedback

To leave feedback for the entire assignment:

1. Click the **Assessment Feedback** button at the bottom of the screen. A feedback window appears:

2. Enter your feedback.
  - Click the **Attachment box** to attach a file to the feedback.
  - Click **Send Message** to send a copy of the feedback to the student's Messages inbox.
  - Click the **Copy Advisor** and/or **Copy Parent** boxes to send copies of the feedback to them.
3. You can create multiple assessment feedback messages. After you have created the first assessment message, the Assessment Feedback window looks like this:

4. Click an existing message to view or edit it, or click **Create** to create a new assessment-level feedback message.
5. The Assessment Feedback button displays the number of feedback messages you have created for the assessment:

Assessment Feedback: 1

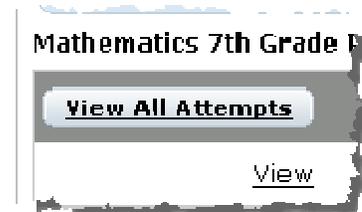
### 7.6.1.3. Sample Answers

Sample answers are available for certain questions as references to give you a better idea about what are acceptable responses for these questions. If a sample answer is available for a question, it will appear in the body of the question.



### 7.6.2. View All Attempts

Students are often allowed to take assessments multiple times. By default, the system displays the most recent attempt on the Items to Be Graded page. To view previous attempts, click the **View All Attempts** button.

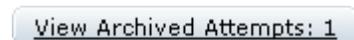


If the student has multiple attempts, the attempt of record (the attempt being used to calculate the student's grade) will have an asterisk next to its View link.

### 7.6.3. View Archived Attempts

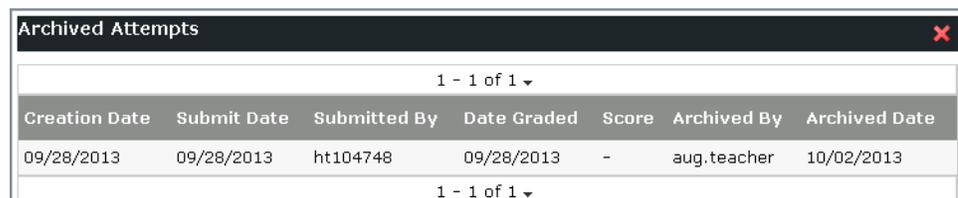
When teachers delete student attempts, the attempts are now archived instead of deleted so users can see data for removed attempts. Upon clicking the **Delete** button for an attempt, the score (but not individual question answers) are archived and a View Archived Attempts button appears.

To access the archived attempt data, click the **View Archived Attempts** button on the Attempt Details screen:



Notice that the button indicates how many attempts have been archived.

The Archived Attempts window appears and displays information about previous attempts:



Creation Date	Submit Date	Submitted By	Date Graded	Score	Archived By	Archived Date
09/28/2013	09/28/2013	ht104748	09/28/2013	-	aug.teacher	10/02/2013

## 7.6.4. Override an Assignment's Passed Status

You can use the Passed field on the Gradebook's Attempt Details screen to both allow a student to progress to the next lesson despite a low score and to force a student to retake an assignment already completed. This ability applies to Course Player courses.

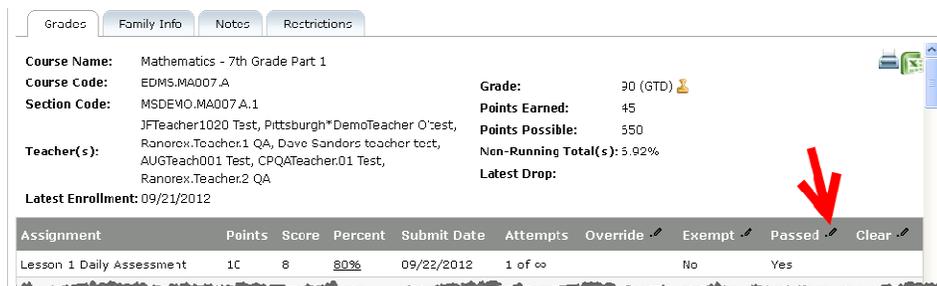
To allow a student to pass an assignment and move to the next one, click the **Edit** button located in the Pass box on the Attempt Details page and check the box, then click **Save**.

To force a student to retake an assignment, click the **Edit** button and uncheck the box, then click **Save**.

If a teacher manually enters a score above mastery for a lesson, the system still unlocks that lesson and will now set the Passed field to Yes.

You can also edit a student's Passed status for multiple assignments:

1. From either the Items to be Graded page or Gradebook page, click a student username. The Student Details screen appears.
2. Click the **Grades** tab, then click the **pencil icon** in the Passed column header:



The screenshot shows the Student Details screen with the 'Grades' tab selected. The course information is: Mathematics - 7th Grade Part 1, Course Code: EDMS.MA007.A, Section Code: MSDEMO.MA007.A.1, Teacher(s): JFTeacher1020 Test, Pittsburgh\*DemoTeacher O'test, Ranorex.Teacher1 QA, Dave Sanders teacher test, AUGTeach001 Test, CPQATeacher01 Test, Ranorex.Teacher2 QA, Latest Enrollment: 09/21/2012. The table below shows the 'Lesson 1 Daily Assessment' with a score of 80% and a 'Passed' status of 'Yes'. A red arrow points to the pencil icon in the 'Passed' column header.

Assignment	Points	Score	Percent	Submit Date	Attempts	Override	Exempt	Passed	Clear
Lesson 1 Daily Assessment	10	8	80%	09/22/2012	1 of ∞	No	No	Yes	

3. Check/uncheck the Passed column for any assessments you need, then click the **Save icon**. Click the box in the column header to mark/unmark all items in the column.



Click the **Cancel icon** to close the column without saving any changes.

## 7.6.5. Exempt a Student from an Assessment

Use this feature to exempt an assignment from a student's grade.

1. From either the Items to Be Graded or Gradebook page, click an assessment to enter it.
2. Next to Override Score at the top, click **Edit**.
3. Click the **Exempt** box to mark it.
4. Click **Save**.

You can also edit a student's Exempt status for multiple assignments:

1. From either the Items to be Graded page or Gradebook page, click a student username. The Student Details screen appears.

2. Click the **Grades** tab, then click the **pencil icon** in the Exempt column header:

Course Name: Mathematics - 7th Grade Part 1  
 Course Code: EDMS.MA007.A  
 Section Code: MSDEWO.MA007.A.1  
 Teacher(s): JFTeacher1020 Test, Pittsburgh\*DemoTeacher O'test, Ranorex.Teacher.1 QA, Dave Sandors teacher test, AUGTeachUU1 Test, CPQATeacher.U1 Test, Ranorex.Teacher.2 QA  
 Latest Enrollment: 09/21/2012

Assignment	Points	Score	Percent	Submit Date	Attempts	Override	Exempt	Passed	Clear
Lesson 1 Daily Assessment	10	8	80%	09/22/2012	1 of ∞		No	Yes	

3. Check/uncheck the Exempt column for any assessments you need, then click the **Save icon**. Click the box in the column header to mark/unmark all items in the column.



Click the **Cancel icon** to close the column without saving any changes.

## 7.6.6. Override Student Grades

Use this feature to manually override the percentage generated by a system-graded assessment.

1. From either the Items to Be Graded or Gradebook page, click an assessment.
2. Next to Override Score at the top, click **Edit**.
3. Enter an override score.
4. Click **Save**.

You can also exempt a student quickly from multiple assignments:

1. From either the Items to be Graded page or Gradebook page, click a student username. The Student Details screen appears.
2. Click the **Grades** tab, then click the **pencil icon** in the Override column header:

Course Name: Mathematics - 7th Grade Part 1  
 Course Code: EDMS.MA007.A  
 Section Code: MSDEWO.MA007.A.1  
 Teacher(s): JFTeacher1020 Test, Pittsburgh\*DemoTeacher O'test, Ranorex.Teacher.1 QA, Dave Sandors teacher test, AUGTeach001 Test, CPQATeacher01 Test, Ranorex.Teacher.2 QA  
 Latest Enrollment: 09/21/2012

Assignment	Points	Score	Percent	Submit Date	Attempts	Override	Exempt	Passed	Clear
Lesson 1 Daily Assessment	10	8	80%	09/22/2012	1 of ∞		No	Yes	

3. Enter a score in the Override column for any assessments you need, then click the **Save icon**.



Click the **Cancel icon** to close the column without saving any changes.

## 7.6.7. Reset an Assessment

From time to time, it may become necessary for a teacher to reset a student's attempt on an assignment. There are multiple ways to reset an assessment.

You must first enter the Attempt Details page for the assessment you wish to reset.

### Delete

To delete an attempt, simply click the **trash can**. This deletes the attempt. Data cannot be recovered once deleted.

### Undo Submit

To undo the submission of the assessment, click **Undo Submit**. This sends the assessment back to the state of "In Progress" for the student. Any work completed by the student prior to submission is still available.

### Clear All Attempts

For an assessment that has multiple attempts, you can click **Clear All Attempts**. This deletes any attempts made by the student on that assessment.

### Create

To create a new attempt where you can manually enter a score, click the **Create** button located beside Clear All Attempts in the Attempt Details screen.

## 7.7. Gradebook View

The Gradebook view provides an overview of all student work for the selected course.

Last-First	Username	ID	Total Pts: 990.0	Non-R Pts: 990.0	Ameri Pts: 10.0	Ameri Pts: 10.0	Ameri Pts: 10.0	Ameri Pts: 10.0	Ameri Pts: 55.0	Ameri Pts: 10.0	Ameri Pts: 10.0	Ameri Pts: 10.0	Ass Pts: 10.0
LN240883, FN240883	ga116221	116221	-	-	-E	-E							
LN241045, FN241045	ga116226	116226	-	-	-E	-E							
LN241289, FN241289	ga116283	116283	-	-	-E	-E							
LN241315, FN241315	ga116296	116296	-	0%	-E	40%	-E	-E	-E	-E	-E	-E	-E
LN241317, FN241317	ga116297	116297	-	-	-E	-E							

Note the icons in the upper right. Clicking an icon takes you to that area of the course that requires your attention. The icons are Items to Be Graded, Interventions, Forums, Blogs, Completed (ready to submit for final grade), and Rejected (final grades that have been rejected by advisors) meet the selected criteria:

Also note the color coding and tabs. The various types of assessments (daily, quiz, writing, exam, etc.) are now color coded and can be filtered to view by clicking their colored tabs.

This view contains several default data columns. You can use the Choose Fields toolbar item to modify the default view.

**Approval**

Status of overall course grade for each student.

**Last-First**

Student name

**Username**

Student login name

**ID**

Unique student identifier generated by the system

**Total**

Running total for the student

**Non-Running Total**

Non-running total for the student

## 7.7.1. Color Coding on Pending Items

---

When a student submits an assignment that requires your attention, it will be marked within the Gradebook either as a red, yellow or green exclamation point (!). Each color has its own meaning.

- A **green** exclamation point means the assignment has been submitted within the past 48 hours, or within the past 2 days.
- A **yellow** exclamation point means the assignment was submitted 48 to 96 hours ago, or between 2 and 4 days ago.
- A **red** exclamation point means the assignment was submitted over 96 hours ago, or over 4 days ago.

## 7.7.2. Manually Edit Grades

---

1. From the toolbar, click **Edit > Gradebook Entry**.
2. Click the cell of a graded item. Notice the column turns yellow and the score becomes an editable box:
3. Enter your new grade and click the **Save** button under the toolbar.
4. When finished, select **View** from the **Grades** icon dropdown to close editing mode.

## 7.7.3. Manage Gradebook Items

This feature lets you edit, create, and delete gradable items for a course.

From the toolbar, click **Edit > Gradebook Items**.

Position	Name	Due Date	Type	Points	Display As	Grading Method	Visible	Scorable	Require	Grading Period	Delete
1	Mathematics 7th Grade Part 1 - Lesson 1 Daily Assessment		Assignment	10.0	Score	Highest Attempt	Yes	Yes	Yes	Entire Course	
2	Mathematics 7th Grade Part 1 - Lesson 2 Daily Assessment		Assignment	10.0	Percentage	Highest Attempt	Yes	Yes	Yes	Entire Course	
3	Mathematics 7th Grade Part 1 - Lesson 3 Daily Assessment		Assignment	10.0	Percentage	Highest Attempt	Yes	Yes	Yes	Entire Course	

### Back

Click to return to the main Gradebook screen.

### Grading Period

Select a period to filter the items

### Position

Order in which the item appears on the main screen. The higher the number, the further to the right it appears.

### Name

Name of item

### Due Date

Date item is to be completed

### Type

Assignment, Essay, Exam, Homework

### Points

Number of points the item is worth

### Display As

Percentage, Letter, Score

### Multiple Attempt Policy

Determines how to handle multiple assignment attempts: Recent, Highest, Lowest, First, or Average Attempt

### Visible

Is item visible on grading list?

### Scorable

Is item calculated toward final grade?

### Require

Is item required to be completed?

### Grading Period

What period the item is in

### Delete

Click the icon to delete. If the icon has a circle and slash on it, the item cannot be deleted.

### Add

Click to add a new gradable item

### Edit

Click to edit existing items

---

NOTE: The Scorable setting for a Gradebook item only controls whether the item is used in calculating the overall course grade; it has no effect on how the overall course progress is calculated. If a Gradebook item is set to Require=no, it is omitted in calculating overall course progress.

---

## 7.7.3.1. Add a Gradable Item

---

1. Click **Add**. A new line appears at the bottom of the list.
2. Complete the fields:

48	American History Part 1 - Unit 3 Exam - EDHS.SS003.A.01	Assignment	100.0	Percentage	Recent Attempt	Yes	Yes	Yes	Entire Course
49	Course Survey	Assignment	10.0	Percentage	Recent Attempt	Yes	Yes	Yes	Entire Course
--		Select a Type		Select a Translator	Recent Attempt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entire Course

3. Click **Save**. Your new item appears at the bottom of the list.

## 7.7.3.2. Edit a Gradable Item

---

1. Click the **Edit** button. Item fields become editable:
2. Make your changes.
3. To delete an item, click the **Delete** icon on the far right.
4. Click **Save**.

## 7.7.4. Manage Grade Display Levels

Click **Item** to access Manage Items. This feature lets you edit, create, and delete settings for how grades display. From the toolbar, click **Edit > Display Levels**.

Title	User Defined	Copy	Edit	Delete
Complete / Incomplete	No			
Letter	No			
Percentage	No			
Score	No			
Text	No			

### Back

Click to return to the previous page

### Create

Click to create a new display setting

### Previous/Back

Click to navigate through a large list of items

### Page

Click to navigate through a large list of items

### Rows per Page

Enter the number of data rows to display on each page viewed

### Title

Name of item

### User Defined

Is the item configured by the user or by the system?

### Copy

Click to copy the line

### Edit

Click to edit the line

### Delete

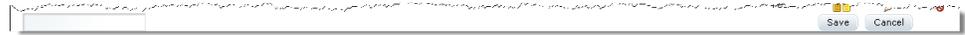
Click to delete the line

Click the **plus sign** next to an item to view its grade level details:

Threshold	Display As
100.0 %	A
90.0 %	B
80.0 %	C
70.0 %	D
60.0 %	F

### 7.7.4.1. Create a New Grade Display Level

1. Click **Create**. A new line appears:



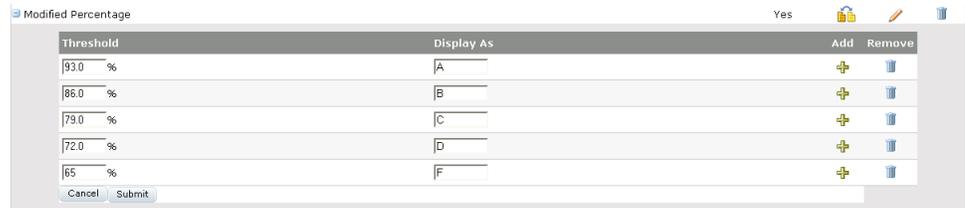
2. Enter the item name and click **Save**. Your new item appears in the list:



3. Click the **plus sign** next to the name. Threshold criteria display:



4. Enter threshold percent values on the left.
5. Enter text that each level displays for the grade in the Display As field.
6. Click the **Add** icon to add a new line for another threshold level:



7. Click the **Remove** icon to remove a level.
8. Click **Submit** to create the list for the item.

### 7.7.4.2. Edit a Grade Display Level

To edit a Grade Display Level title:

1. Click the **Edit** icon for that item.
2. Enter a new name in the Title field.
3. Click **Save**.

To edit grade levels:

1. Click the **plus sign** beside the Display Level title.
2. Make changes per the instructions above on creating thresholds.
3. Click **Save**.

### 7.7.4.3. Delete a Grade Display Level

1. Click the **Delete** icon.
2. Click **OK** when prompted if you are sure.

## 7.7.5. Weigh Items

Weigh By Category	
Assignment	10.0 %
Exam Review	0.0 %
<b>Total</b>	<b>3%</b>

Weigh By Item	
Mathematics 7th Grade Part 1 - Lesson 1 Daily Assessment	0.0 %
Mathematics 7th Grade Part 1 - Lesson 2 Daily Assessment	0.0 %
Mathematics 7th Grade Part 1 - Lesson 3 Daily Assessment	0.0 %
Mathematics 7th Grade Part 1 - Lesson 4 Daily Assessment	0.0 %
Mathematics 7th Grade Part 1 - Lesson 5 Daily Assessment	0.0 %
Mathematics 7th Grade Part 1 - Lesson 5 Weekly Quiz	0.0 %

Weigh By Point	
----------------	--

From the toolbar, click **Edit > Weigh Items**.

Items or categories in a course can be given unique weighting to be calculated in the final weighted grade for the course. For example, a final exam might be worth 30% of the final grade, while assignments might each be worth 10%. Weights can be modified at any time and the grades will be recalculated accordingly. Items with zero possible points are not included in the grade calculations.

- Only items attempted by the student are calculated in the weighted grade. Weighted grades are calculated by including the score of the last attempted item.
- Items marked with a dash (-) have not been attempted and are not included in the grade calculations.
- Weighted percentages must add up to 100%. An error message is displayed if they do not.
- New items are assigned a default weight of 0%. Items weighted at 0% are not calculated in the weighted grade.

### 7.7.5.1. Weight by Item

When using item weighting, the weighted cumulative score is calculated as follows:

1. The weighted percent of each item is multiplied by the number of points achieved, divided by the number of points possible for the item.
2. Add the weighted scores together.
3. Add the total weighted percents of the attempted assignments together.
4. Divide the total weighted percentage score by the total weighted percents of the attempted items and multiply by 100.

For example, here are detailed calculations for a student:

**Step 1:**

- Item 1: Addition  
 $0.15 \times (4/5) = .12$
- Item 2: Test 1  
 $0.15 \times (24/30) = .12$
- Item 3: Homework 1:  
 $0.08 \times (3/5) = .048$
- Items 4 through 7 (Homework2–Homework5) are excluded from the calculation because they have not yet been attempted by the student.
- Item 8: Subtract  
 $0.15 \times (5/5) = .15$
- Item 9 (Addition) is excluded from the calculation because it has not yet been attempted by the student.

**Step 2:**

- Add all the weighted percentages together.  
 $.12 + .12 + .048 + .15 = 0.438$

**Step 3:**

- Add the weighted percentages of the attempted items.  
 $.15 + .15 + .08 + .15 = 0.53$

**Step 4:**

- Divide the total weighted percentage score by the total weighted percents of the attempted items and multiply by 100.
- $(0.438/0.53) \times 100 = 82.6\%$ , the final weighted percentage score

## 7.7.5.2. Weight by Category

---

When weighting by category, each graded item is part of a category that carries a weighted percentage of the total grade.

To calculate the student's weighted grade:

1. Add the total points achieved for each category and, separately, add the total points attempted for each category.
2. Within each category, divide the total points achieved by the total points attempted. That total is then multiplied by the weighted percent for the category. This is your weighted average.
3. Add the weighted averages together.
4. Divide the total weighted averages by the total weighted percents of the attempted categories and multiply by 100.

For example, here are the detailed calculations for a student:

**Steps 1 and 2:**

- Find the total points achieved and total points possible for each category.
- The Assignments category contains the items named Homework 1, Homework 2, Homework 3, Homework 4, and Homework 5. Homework 2 through Homework 5 are not included because they have not yet been attempted by the student.
  - Total points attempted in the category: 5
  - Total points achieved: 3
  - Category weight: 40%
  - Weighted average for this category:  $0.4 \times (3/5) = .24$
- The Exam category contains the items named Addition Test, Test 1, Subtraction Test, and a second Addition Test. The second Addition Test is not included because it has not yet been attempted by the student.
  - Total points possible in the category: 40
  - Total points achieved: 33
  - Category weight: 60%
  - Weighted average for this category:  $0.6 \times (33/40) = .495$

**Step 3:**

- Add all the weighted averages together.  
 $.24 + .495 = 0.735$

**Step 4:**

- Divide the total weighted average by the total weighted percents of the attempted categories and multiply by 100:  
 $[.735 / (0.4 + 0.6)] \times 100 = 73.5\%$ , the final weighted percentage score.

Notice that same scores result in a different grade when weighted by category rather than by item.

### **7.7.5.3. Weight by Point**

---

When weighting by point, each graded item has equal weight.

To calculate the student's weighted grade:

1. Add the total points achieved for all items.
2. Add the total points attempted for all items.
3. Divide the total points achieved by the total points attempted.

For example, here are the detailed calculations for a student:

**Step 1:**

- Add the points achieved for all items together.  
4 + 24 + 3 + 5 = 36

**Step 2:**

- Add the points attempted for all items together.  
5 + 30 + 5 + 5 = 45

**Step 3:**

- Divide the total points achieved by the total points attempted.
- 36 / 45 = 80

Notice that same scores result in a different grade when weighted by point rather than by item or category.

After you have made any weighting changes, click the **Update** button to update the grade based on the new calculations.

## 7.7.6. Manage Assignment Dues Dates

Complete the steps below to add a due date to an assignment.

1. Click the name of the assignment for which you would like to add a due date:

The screenshot shows a gradebook table with columns for student information and various assessment scores. A red arrow points to the score '80%' in the 'Mathe' column for the student 'JFMSstudent10'.

Last-First	Username	ID	Total	Max-R	Mathe	Mathe	Mathe	Mathe	Mathe	Mathe	Mathe	Mathe
LN140200, FN140200	JFMSstudent10	109877	72.94%	9.54%	5	100%	90%	80%	80%	74.29%	-	-
LN148513, FN148513	JFMSstudent14	111597	50%	0.77%	5	-	-	-	-	-	-	-

2. The following screen appears. Enter a due date into the Due Date field then click **Save**.

The screenshot shows the 'Edit Item' form for 'Mathematics 7th Grade Part 1 - Lesson 6 Daily Assessment'. The 'Due Date' field is highlighted with a red box.

**Edit Item** Sign Out  
pitt.teacher

Name: Mathematics 7th Grade Part 1 - Lesson 6 Daily Assessment

Type: Assignment

Due Date:

Points: 10.0

Display As: Percentage

Grading Method: Highest Attempt

Visible:  Yes  No

Scorable:  Yes  No

Require:  Yes  No

Grading Period: Entire Course

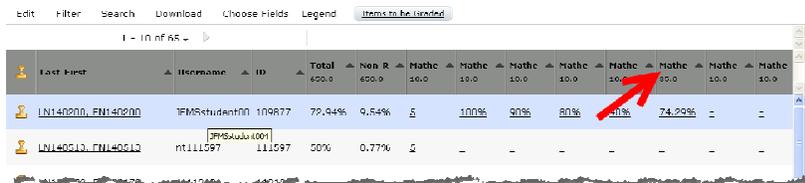
Locked Status: Unlocked

Back Save

**NOTE:** If you add a due date, that date is entered into the Gradebook for that assignment. Any student who does not submit the assignment before the due date will have a superscripted L next to their score. If you remove the due date in the future, any students who had an L for a late assignment will continue to do so in the Gradebook. A late assignment does not affect the student's grade; it is only an indicator to you as the teacher that the student submitted it late and you can act accordingly.

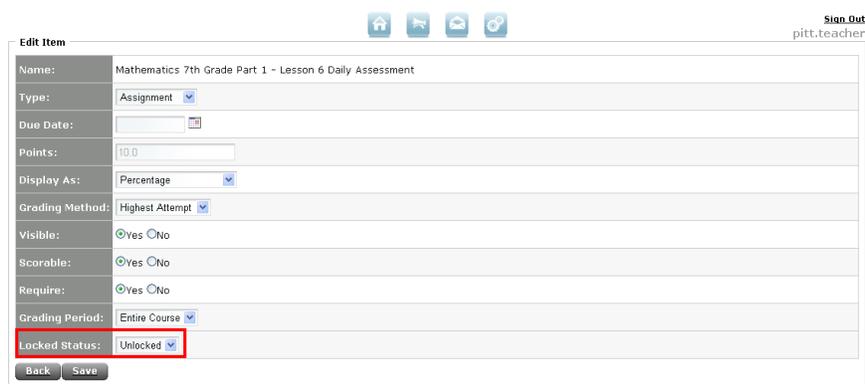
## 7.7.7. Lock an Assignment

1. Click the name of the assignment for which you would like to lock:



Fact First	Item Name	ID	Total	Non-R	Math	Math	Math	Math	Math	Math	Math	Math
LN140200_FN140200	YFMSstudent00	109877	79.94%	9.54%	Δ	100%	90%	80%	70%	74.29%	-	-
LN140510_FN140510	YFMSsub1001	111597	50%	0.77%	Δ	-	-	-	-	-	-	-

2. The following screen appears. Click the Locked Status dropdown and select **Lock**, then click **Save**.



**Edit Item** Sign Out  
pitt.teacher

Name: Mathematics 7th Grade Part 1 - Lesson 6 Daily Assessment

Type: Assignment

Due Date:

Points:

Display As: Percentage

Grading Method: Highest Attempt

Visible:  Yes  No

Scorable:  Yes  No

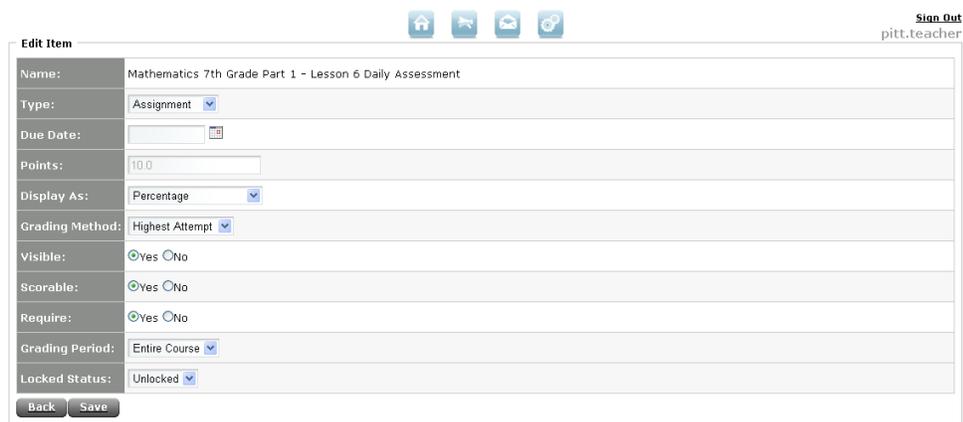
Require:  Yes  No

Grading Period: Entire Course

**Locked Status: Unlocked**

You can also lock/unlock assessments for individual students via the Attempt Details screen.

## 7.7.8. Modify Other Grade Items



**Edit Item** Sign Out  
pitt.teacher

Name: Mathematics 7th Grade Part 1 - Lesson 6 Daily Assessment

Type: Assignment

Due Date:

Points:

Display As: Percentage

Grading Method: Highest Attempt

Visible:  Yes  No

Scorable:  Yes  No

Require:  Yes  No

Grading Period: Entire Course

Locked Status: Unlocked

Click any underlined column title to modify that item's properties. Modifying a grade item is especially helpful when working with special education students who need accommodations due to an IEP or a 504 plan.

**Name**

Name of assignment

**Type**

- Assignment
- Essay
- Exam
- Homework

**Due Date**

Date assignment is to be completed

**Points Possible**

Maximum score possible

**Display As**

Select a grade display option

**More...**

See the Manage Grade Display Levels section above for more information about the choices in this field.

**Multiple Attempt Policy**

Determines how to handle multiple assignment attempts: Recent, Highest, Lowest, First, or Average Attempt

**Visible**

Is item visible to students?

**Scorable**

Is item calculated toward final grade?

**Require**

Is student required to complete the item?

**Grading Period**

Grading period in which the assignment falls

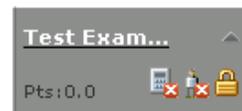
**Locked Status**

Is assignment locked to prevent students from doing it?

NOTE: The Scorable setting for a Gradebook item only controls whether the item is used in calculating the overall course grade; it has no effect on how the overall course progress is calculated. If a Gradebook item is set to Require=no, it is omitted in calculating overall course progress.

Click **Save** to apply any changes. Click **Back** to return to the previous screen.

Notice that if an item is set to not scorable, not visible to students, and/or locked for access, icons appear for those conditions in the column header:



## 7.7.9. Filter Students by Approval Status

---

Throughout the school year, students will progress within your course. You can use filters to view where each student stands within your course from a general standpoint. At all times, students within your course will be in one of the following stages:

- **Requestable** – The student is actively working within your course.
- **Pending** – You have approved the student's grade and it is pending review by that student's advisor.
- **Approved** – You have approved the student's grade and it has also been approved by that student's advisor.
- **Rejected** – You have approved the student's grade and it was rejected by the advisor. At this point, the advisor should send a comment along with the rejection stating why the student's grade was rejected or any actions that may need to be taken for that student, such as resetting assignments.

To filter your students by status, click **Filter** in the toolbar and make the appropriate selection in the Approval column.

## 7.7.10. Filter Students by Activity Status

---

Click the **Users** icon to filter by active/inactive status.

To filter your students by status, click **Filter** in the toolbar and make the appropriate selection in the Users column.

## 7.7.11. Search

---

Click the **Search** link and select first name, last name, or username to search by.

## 7.7.12. Choose Fields to View

---

Click the **Choose Fields** link to filter by available data columns. Place checkmarks next to those columns you wish to view.

## 7.7.13. Approve Final Grades

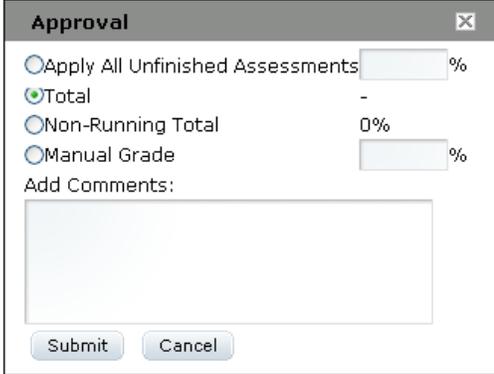
---

When a student has completed all work in a course, you must approve their final grade in Gradebook in order for them to receive credit. In addition to just approving the system-generated grade, you may also override or clear grades. Examples of when you may need to do this include taking into account additional components to the course not included in the system or special exceptions due to a student's life circumstance as approved by your admin. You may also clear an assessment if a student submitted an assignment in error.

The Approval column displays the grade status for the entire course. Course grades fall into four categories:

 **Requestable** – Grade is available to be submitted for approval. Click the icon to view the approval box:

Select the type of grade, enter any comments, and click **Submit**. Click the **X** to close the window.



The dialog box titled "Approval" contains the following elements:

- Radio buttons for grade types:  Apply All Unfinished Assessments,  Total,  Non-Running Total,  Manual Grade.
- Percentage input fields: 0%, -, 0%, and %.
- Text area labeled "Add Comments:".
- Buttons: "Submit" and "Cancel".

Depending on your school's configuration, you may also have the option to assign a percent value for all assessments not completed by the student, so that unfinished work is correctly reflected in the student's final grade for the course. Mark the **Apply All Unfinished Assessments** button and enter a percent value.

 **Pending** – Grade is pending approval by advisor. Click the icon to view the approval box:

Click **Delete Request** to cancel the approval request. Click the **X** to close the box.

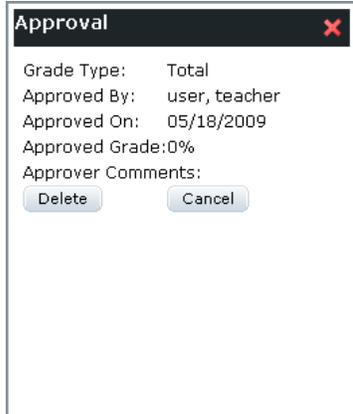


The dialog box titled "Approval" contains the following elements:

- Text: "Grade Type: Total", "Requested By: [redacted]", "Comments:", "Final grade - 17% 4/28/2011".
- Buttons: "Delete Request" and "Cancel".

 **Approved** – Grade was approved by advisor. Click the icon to view the approval box:

Click **Delete** to change the grade status from Approved back to Requestable. Click the **X** to close the window.

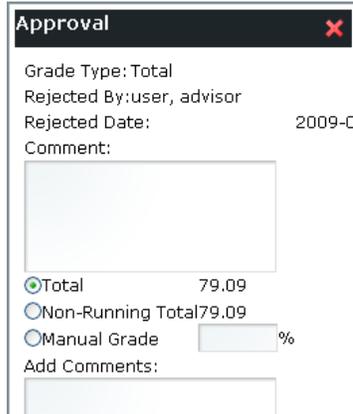


The dialog box titled "Approval" contains the following elements:

- Text: "Grade Type: Total", "Approved By: user, teacher", "Approved On: 05/18/2009", "Approved Grade: 0%", "Approver Comments:".
- Buttons: "Delete" and "Cancel".

 **Rejected** – Grade was rejected by advisor. Click the icon to view the approval box:

Information about the rejection appears in the top half of the window. You can resubmit the grade with comments in the bottom half. Select the type of grade, enter any comments, and click **Submit**. Click the **X** to close the box.



The dialog box titled "Approval" contains the following elements:

- Text: "Grade Type: Total", "Rejected By: user, advisor", "Rejected Date: 2009-0", "Comment:".
- Text area for comments.
- Radio buttons for grade types:  Total,  Non-Running Total,  Manual Grade.
- Percentage input fields: 79.09, 79.09, and %.
- Text area labeled "Add Comments:".
- Buttons: "Submit" and "Cancel".

## 7.8. Student Details

Click a student name in either the Items to Be Graded or Gradebook screen to view detailed information about that student.

Back Teacher 11 Sign Out kelly.murtagh

Student FN7953 LN7953

Grades Family Info Notes Restrictions

Course Name: Algebra 2 Part 1  
Course Code: EDHS.MA003.A  
Section Code: CentServ.HS.MA003.A.1  
Teacher(s): Ms. Murtagh, Ms. Fuller  
Latest Enrollment: 09/03/2013  
Latest Drop:

Grade: 77 (GTD)  
Points Earned: 100  
Points Possible: 1,100  
Non-Running Total(s): 10%  
Start Date: 2013-10-01  
End Date: 2013-12-05

Assignment	Points	Score	Percent	Submit Date	Attempts	Override	Exempt	Passed	Clear
Unit 1 Lesson 1 Daily Assessment	10	0	0%	12/06/2013	1 of ∞		No	No	
Unit 1 Lesson 2 Daily Assessment	10	0	0%	12/06/2013	1 of 1		No	No	
Unit 1 Lesson 3 Daily Assessment	10	8	80%	09/03/2013	1 of 1		No	Yes	

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### 7.8.1. Information Bar

The gray bar at the top of the page contains commonly used information about the student. Click the **information bubble** next to the student's name to expand/contract the bar:

Student FN7953 LN7953

Nickname:  
Birthday: 10/27/1995  
Age: 18  
Username: SLSDmh105357  
Student ID: 105357 at Southern Lehigh School District  
Gender: Female  
Status: Active  
Grade Level: Eleventh Grade

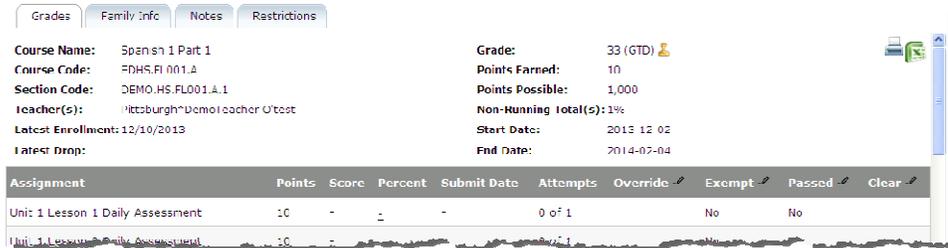
School: Southern Lehigh School District  
Advisor: Ken Jordan  
ken.jordan@example.com  
Advisor: Tamme Westbrook  
westbrookst@example.com

Click the **message icon** next to the student's name to message them. Note that you can CC advisors and/or parents via checkboxes when creating messages to students. You can also send a copy of the message to the student's Notes area for future reference by you or the student's advisor(s).

Click the **message icon** next to the advisor's name to message the student's advisor(s).

## 7.8.2. Grades Tab

The Grade tab provides details about the student's course you were viewing when you clicked the student's name.



The screenshot shows the 'Grades' tab interface. At the top, there are four tabs: 'Grades', 'Family Info', 'Notes', and 'Restrictions'. Below the tabs, course details are listed on the left and right. On the left: Course Name: Spanish 1 Part 1, Course Code: FDHS.FI.001.A, Section Code: DEMO.HS.FL001.A.1, Teacher(s): Pittsburgh Demo Teacher U/test, Latest Enrollment: 12/10/2013, Latest Drop: . On the right: Grade: 33 (GTD) with an approval icon, Points Earned: 10, Points Possible: 1,000, Non-Running Total(s): 1%, Start Date: 2013-12-02, End Date: 2014-07-04. Below this is a table with columns: Assignment, Points, Score, Percent, Submit Date, Attempts, Override, Exempt, Passed, Clear. The first row shows 'Unit 1 Lesson 1 Daily Assessment' with 10 points, a score of 10, and 0 of 1 attempts. The 'Override', 'Exempt', and 'Passed' columns have pencil icons, and the 'Clear' column has a trash icon.

The top of the Grade tab contains information about the course, as well as overall student grade information for the course.

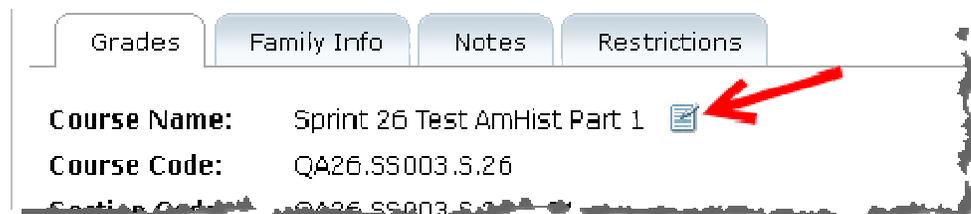
- Click the **approval icon** next to the Grade field to approve the final course grade.
- Click the **printer** or **Excel** icons to either print or download the grade table.
- Click the **Percent** value to view that assignment's Attempt Details screen.

The grade table displays information about all assignments in the course. You can edit several fields to change their status. These columns have pencil icons in their headers. Clicking a pencil opens the column to edit and makes Save and Cancel icons appear.

- Override – Click the **pencil icon** to enter override grades for assignments.
- Exempt – Click the **pencil icon** to exempt a student from any assignment(s).
- Passed – Click the **pencil icon** to change an assignment's Passed status.
- Clear – Click the **pencil icon** to clear all attempts for selected assignments.

### 7.8.2.1. View Diagnostic Assessment Results

Teachers can view diagnostic results from the Student Details view available through the Gradebook. If a diagnostic exists for a student, an icon appears to the right of the course name in the Student Details > Grades tab. Click the icon to view the student's diagnostic results.



The screenshot shows the 'Grades' tab interface. At the top, there are four tabs: 'Grades', 'Family Info', 'Notes', and 'Restrictions'. Below the tabs, course details are listed. On the left: Course Name: Sprint 26 Test AmHist Part 1, Course Code: QA26.SS003.S.26. On the right: a small icon representing a diagnostic assessment. A red arrow points to this icon. Below the course code, there is a partially visible line for 'Section Code: QA26.SS003.S.26'.

## 7.8.3. Family Info Tab

This tab displays contact information for the student.

First Name	Last Name	Relationship
FN109478	LN109478	Brother
FN109580	LN109580	Brother
First Name	Last Name	Relationship
FN109480	LN109480	Sister
FN120312	LN120312	Brother

Any primary or alternate contact that has an eSchoolware login can be messaged by clicking the **envelope icon** by their contact header.

You can print the Family Info tab by clicking the **print icon** in the upper right corner of the screen.

---

NOTE: These are read-only fields; only advisors can edit this information.

---

## 7.8.4. Notes Tab

Use the Notes tab to create and store incidental information about your students. You have the option of sharing notes with other teachers and advisors assigned to the student.

1. From either the Items to Be Graded or Gradebook page, click a student username. The Student Details screen appears.
2. Click the **Notes** tab.

## 7.8.4.1. Create a New Note

---

1. Click the orange **Create a Note** button at the right of the screen. The Create a Note window appears:

The screenshot shows a 'Create a Note' dialog box. At the top is a title bar with the text 'Create a Note' and a red close button. Below the title bar is a blue header with the word 'SUBJECT' in white. Underneath is a large, empty white text area for entering the subject. Below the text area are two blue headers: 'NOTE TYPE' and 'NOTE PRIVACY'. Under 'NOTE TYPE' is a dropdown menu with 'Select' and a downward arrow. Under 'NOTE PRIVACY' are two radio buttons: 'PRIVATE' (which is selected) and 'COMMUNAL'. At the bottom of the dialog are three buttons: 'Attach a File' (blue), 'Cancel' (blue), and 'Create' (orange).

---

NOTE: In the interest of student privacy, the system default setting for notes is Private. Consult your school's policies for details about when to use Private or Communal.

---

### Subject

Enter subject of note

### Content

Enter note information here. This field has a 3999 character maximum.

### Note Type

Select a category in which the note fits. You can use this information to filter notes when viewing them. This list will vary depending on your school's configuration.

### Note Privacy

- Select **Private** to allow only you to view, edit, and delete the note.
- Select **Communal** to allow all teachers and advisors assigned to the student to view the note. These other users may not edit or delete it.

---

NOTE: Advisor administrators and institutional administrators can view all notes, communal or private, in their respective institutions.

---

### Attach a File

Click to select a file to attach to the note.



Click Browse to find and select a file, then click the orange checkmark to attach it to the note.

2. Click the **Create** on the note's line to publish the note; click **Cancel** to close these fields without saving or creating.

The new note is now part of the list.

Once you create a note, you can change it by clicking its **Edit Note** icon. You can delete it by clicking its **Delete Note** icon. If you are not the creator of a note, you cannot edit or delete it.

Click a note's title header to expand or contract its contents. You can also use Display Settings > Expanded/Contracted to expand and contract all notes.

## 7.8.4.2. Filter and Search Notes

Use the search and filter settings on the right to limit what notes appear in the list.

### Display Settings

Use these settings to display or hide the contents of notes.

### Privacy

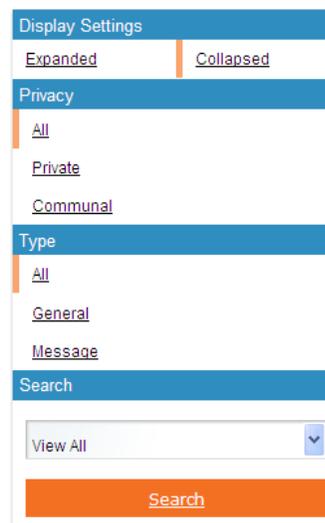
Filter notes by privacy settings.

### Type

Filter notes by type. This list will vary depending on your school's configuration.

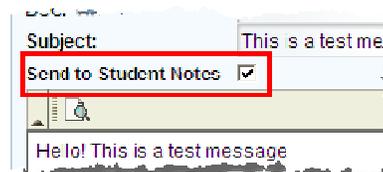
### Search

Click the dropdown search by note creation date, subject, content, or creator. A text box appears to enter search text or, if calendar is selected, a calendar control. Click the orange Search button to conduct your search.



## 7.8.4.3. Saving Messages to Notes

Teachers and advisors have the option when sending a message to a student or staff members associated with them, to have that message sent to the student's Notes page as an attached file so that you can more easily record a history of your communication with the student.

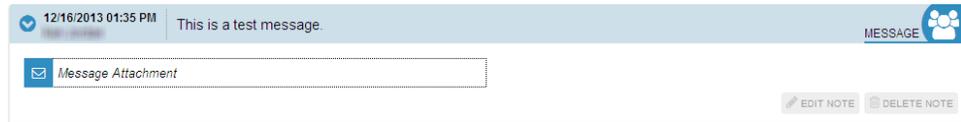


When creating a message, mark the **Send to Student Notes** box located beneath the subject line:

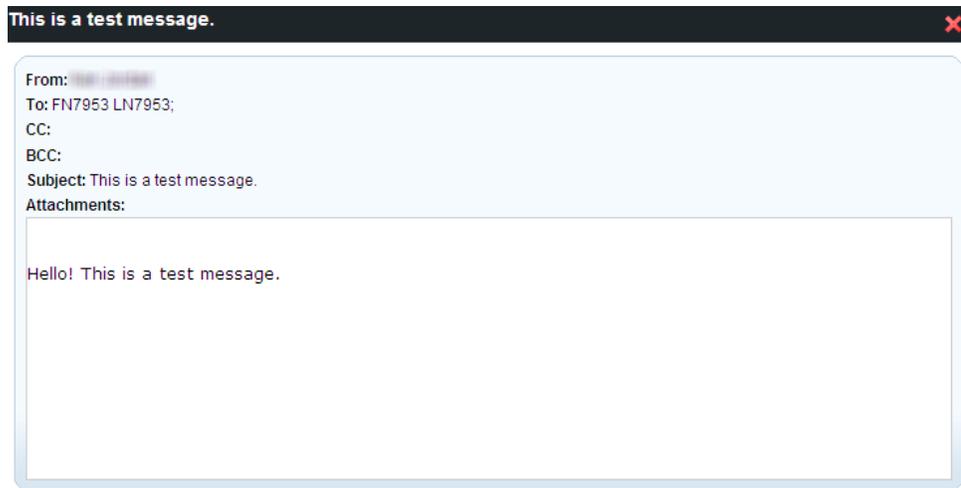
On the Notes page, a note created this way has Message in its header:



The subject of the message is the subject of the note:



The content of the message is stored as an attachment to the note:



Any file attachments you included in the original message are also stored in the note as attachments, as well.

## 7.8.5. Restrictions Tab

This tab is used to place a restriction on further progress in a course for a student. Once a student has a restriction in place, they are no longer able to move forward in that course. Traditional legacy and Course Player courses can have restrictions placed on them.



- Click **Create** to place a restriction on the course for the selected student.
- Click the **Restriction Details** icon to view information about it.
- Click **Remove** to remove a restriction. Removed restrictions remain in the list and display who removed them and when.

## 7.9. Intervention

---

Interventions are additional remedial work given to a student when they fail a performance standard. Any time a student fails a performance standard, an intervention is created either by the teacher or automatically by the system. Interventions are the vehicle for targeted remediation in your eCourses. Here you can identify student weaknesses, target standards where groups of students are struggling, and help students access resources that present the material in a different way. Interventions provide the data needed so that you can individualize your instruction for students who are struggling to master the concepts in your course.

The system's intervention strategy enables early identification and intervention for students at academic risk:

### **Tier 1**

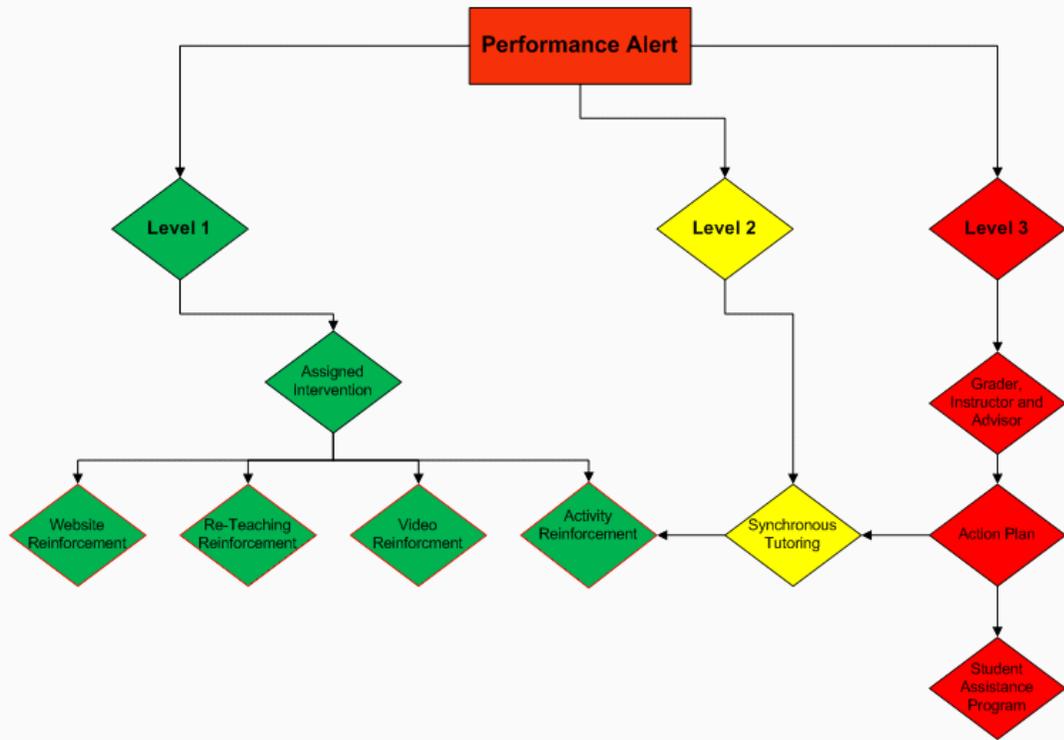
Communication with the Personal Learning Plan (PLP) team, lead by the Advisor, states that curriculum intervention tasks have been assigned using the Performance Alerts system. Intervention tasks may include, but are not limited to, re-teaching activities, on-demand videos, podcasts, prescriptive software programs, relevant web links, supplemental worksheets and other educational tools.

### **Tier 2**

Automatically generated tutoring sessions. This could be assigned as group tutoring or private tutoring and is designed to address the specific concept where the weakness has been identified. This information will also be communicated to the Advisor.

### **Tier 3**

Action Plan for Intervention that prescribes a complete program to ensure student success. This could also include a possible behavioral assessment or a referral to the SAP (Student Assistance Program) team.



To access this feature:

1. Log in to the eSchoolware software. Use a web browser to navigate to the server. Your support person can tell you the correct Internet address if you do not know it.
2. Once there, enter your user name and password, then click **Sign In**. Your teacher home page appears.
3. Click the **Interventions** icon for a course in My Courses. The number in the blue box represents the amount of items for that class that require tasks. Click the button to view them:

Back
Intervention

Site Section: EDHS.LA001.A.01.1

Course Section: 
 Status: 
 Level: 
 Student:

1 - 2 of 2

Username	First Name	Last Name	Intervention Count
sc101684	Connor	McCarter	1
sc101142	Olivia	New	1

1 - 2 of 2

## Back

Click to return to the previous screen.

## Filter bar

Use the dropdown fields to filter your student list. Use the Course Section dropdown to switch to another section of the course, if you have multiple sections. Click **Go** to view your filtered results.

## Username

Login of student for the system

## First Name

First name of each student

## Last Name

Last name of each student

## Intervention Count

Number of pending interventions for each student

Click any item in a student row to view that student's interventions. The following screen appears:

The screenshot shows a web interface titled "Intervention". At the top left is a "Back" button. Below it, a summary box displays: Username: sc101684, First Name: Connor, Last Name: McCarter, and Site Section: EDHS.LA001.A.01.1. Below this is a table with a header row: "Indicator Value", "Intervention Level", "Proficiency Level", "Completed Date", and "Details". The table contains one row: "E.3.1.4.H Use vocabulary (including Standard American English) that is appropriate for the particular audience or purpose.", "1", "Below Basic", "-", and a magnifying glass icon. Above and below the table are "1 - 1 of 1" indicators.

## Back

Click to return to the previous screen.

## Indicator

Name of performance indicator

## Value

Brief description of indicator

## Intervention Level

Specifies if this is the first, second, or third alert related to this particular indicator

## Proficiency Level

Level of student performance:

- Advanced
- Proficient
- Basic
- Below Basic

### Completed Date

Date when student completed interventions tasks

### Details

Click the icon to view detailed intervention information.

Click the **Details** icon to view the Performance Summary for a student's course interventions. The following screen appears.

## 7.9.1. Performance Summary

---

Click the **Details** icon to view the Performance Summary for a student's course interventions. The following screen appears.

Indicator	Value	Intervention Level	Proficiency Level	Completed Date	Details
WL.1.3.6.H	Communicate information in the target language in sentence-level oral and written presentations on familiar topics.	1	Below Basic	-	

### Back

Click to return to the previous screen.

### Indicator

Name of performance indicator

### Value

Brief description of indicator

### Intervention Level

Specifies if this is the first, second, or third alert related to this particular indicator

### Proficiency Level

Level of student performance:

- Advanced
- Proficient
- Basic
- Below Basic

### Completed Date

Date when student completed interventions tasks

### Details

Click the icon to view detailed intervention information.

## 7.9.1.1. Performance Summary Details

Interventions are additional remedial work given to a student when they fail a performance standard. Any time a student fails a performance standard, an intervention is created either by the teacher or automatically by the system. Interventions for each standard are labeled 1, 2, or 3, depending on the number of times the student has failed the standard.

From the screen above, click the **Details** icon to view intervention details. The following screen appears:

Number Of Failed Questions:	11	Proficiency Level:	Below Basic
Total Number Of Questions:	36	Percentage:	69.44%

Assessment Name	Attempt Date	Ratio	Attempt Score
Spanish 1 Part 1 - Unit 1 Lesson 3 Daily	nov 24, 2010	0 / 5	10, 0

Type	Created Time	Completed Time	Remove
Empty Result			

### 7.9.1.1.1. Intervention Info Bar

Intervention 1	Number Of Failed Questions:	11	Proficiency Level:	Below Basic
	Total Number Of Questions:	36	Percentage:	69.44%

#### Number of Failed Questions

How many questions the student failed

#### Total Number of Questions

Number of questions on the failed assessment

#### Proficiency Level

Level of student performance:

- Advanced
- Proficient
- Basic
- Below Basic

#### Percentage

Percent of the number of correct answers out of the number of total items

## 7.9.1.1.2. Assessment

The Assessment field displays scoring information on failed assessments.

Assessment			
1 - 8 of 8			
Assessment Name	Attempt Date	Ratio	Attempt Score
<a href="#">Spanish 1 Part 1 - Unit 1 Lesson 3 Daily Assessment - EDHS,FL001.A.01</a>	09/24/2009	0 / 5	10.0
<a href="#">Spanish 1 Part 1 - Unit 1 Lesson 4 Daily Assessment - EDHS,FL001.A.01</a>	09/24/2009	2 / 5	6.0
<a href="#">Spanish 1 Part 1 - Unit 1 Lesson 5 Conversation Podcast - EDHS,FL001.A.01</a>	09/24/2009	0 / 1	25.0
<a href="#">Spanish 1 Part 1 - Unit 1 Lesson 5 Weekly Quiz - EDHS,FL001.A.01</a>	09/24/2009	2 / 9	24.0
<a href="#">Spanish 1 Part 1 - Unit 1 Lesson 6 Daily</a>	09/24/2009	1 / 5	8.0

### Assessment Name

Name of the failed assessment

### Attempt Date

Date assessment was completed by student

### Ratio

Ratio of incorrect to total questions

### Attempt Score

Number of correct points

Click an assessment name to view more information about it:

<a href="#">Spanish 1 Part 1 - Unit 2 Lesson 4 Daily Assessment - EDHS,FL001.A.01</a>	09/26/2009	1 / 3	6.0
1 - 3 of 3			
Question ID	Possible Points	Value	Pass / Fail
45561	2	0	Fail
45560	2	2	Pass
45562	2	2	Pass
1 - 3 of 3			

### Question ID

Unique identifier of question

### Possible Points

Number of points possible for correctly answering that question

### Value

Number of points actually earned by the student

### Pass/Fail

Denotes whether the student passed the question based on grading criteria

### 7.9.1.1.3. Additional Assessment

If a student fails several assessments tied to the same standard before a teacher or advisor has a chance to create an intervention for the first one, the additional related assessments are listed in the Additional Assessment box. When creating an intervention, you can see and take into account all of the related assessments at once.

Additional Assessment					
1 - 6 of 6					
Assessment Name	Attempt Date	Ratio	Score	Percentage	Add
<a href="#">Spanish 1 Part 1 - Unit 2 Lesson 6 Daily Assessment - EDHS_FL001.A.01</a>	09/26/2009	1 / 5	8.0	70.73%	<input type="button" value="Add"/>
<a href="#">Spanish 1 Part 1 - Unit 2 Lesson 7 Daily Assessment - EDHS_FL001.A.01</a>	09/26/2009	0 / 5	10.0	73.17%	<input type="button" value="Add"/>
<a href="#">Spanish 1 Part 1 - Unit 2 Lesson</a>					

#### Assessment Name

Name of the failed assessment

#### Attempt Date

Date assessment was completed by student

#### Ratio

Ratio of incorrect to total questions

#### Score

Number of correct points

#### Percentage

Displays what the total intervention score (score at top of screen in the info bar) would be if the assessment is moved and counted in the Assessment box

#### Add

Click to move the attempt from the Additional Assessment box to the Assessment box. Doing this can raise the student's score, allows intervention tasks to be created for the additional failed assessments, and allows multiple assessments tied to the same indicators to be cleared.

### 7.9.1.1.4. Intervention Task

Intervention Task			
<input type="button" value="Create"/>			
1 - 1 of 1			
Type	Created Time	Completed Time	Remove
E	09/28/2009	-	
1 - 1 of 1			

#### Create

Click to create a new intervention for the student

## Type

- E – External Link
- R – Resource
- L – Learning Package

## Created Time

When intervention was created

## Completed Time

When intervention was completed by student

## Remove

Click icon to remove intervention task

## 7.9.1.2. Create a New Intervention

1. Click the **Create** button. The following screen appears:



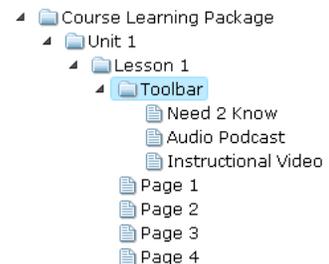
2. Select the intervention type:

- Learning Package - a premade lesson
- External Link - an Internet resource
- Resource - other tools stored on the system

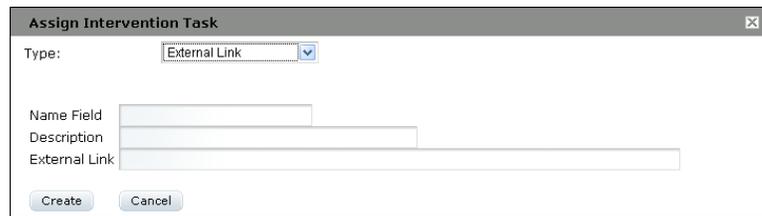
## Learning Package



Select the appropriate item from the course's learning package and click **Create**. From any lesson, you can select any of the pages or items in the lesson's toolbar:



## External Link



The image shows a dialog box titled "Assign Intervention Task" with a close button (X) in the top right corner. Inside the dialog, there is a "Type:" label followed by a dropdown menu currently set to "External Link". Below this are three text input fields: "Name Field", "Description", and "External Link". At the bottom of the dialog are two buttons: "Create" and "Cancel".

- Name Field – Enter a name for the link
- Description – Enter a description for the link
- External Link – Enter the URL for the link

Click **Create** when finished.

## Resource

Click the **Select** icon to choose a resource from the list.

Your student's new intervention task appears in the list.

## 8. Foundation and MyDay Courses

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There are a couple differences to note when working with Foundation and MyDay courses as opposed to legacy courses. These are described below.

### 8.1. Blogs

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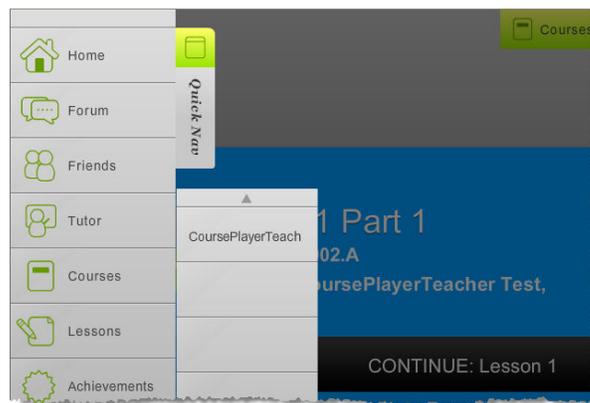
There are no blogs associated with Foundation or MyDay courses.

### 8.2. Availability for Online Tutoring

---

When you are logged into Research Center or Learning Land, you appear as available for tutoring to students through their course player Quick Nav Menu:

From the Quick Nav menu of a Foundation or MyDay course, a student clicks the **Tutor** button. A list of teachers who are currently logged in and available to tutor appears:



The student clicks your name to send a message to you:

A student enters a message in the bottom blue box and presses <Enter> to send it. A similar window appears on your screen.

Click the blue **Close** button to exit the messaging window.

Click the red **Invite to Whiteboard** button to invite the student to a whiteboard session. The student will receive a window to accept the invitation to join. The student can also invite you from their messaging window.



When either you or the student accepts, you will both be in a whiteboard session together. As tutor, you are the owner of the session.

## 8.3. Find Student Assignments

Complete the steps below to find a Foundation or MyDay course's list of assignments.

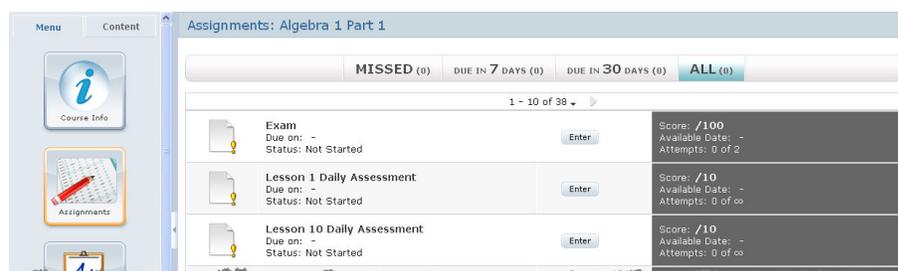
1. From your teacher home page, click a course section's **preview icon**:



2. A new browser tab opens, containing a course preview. Click the **Menu** tab on the left, then click the **Assignments** icon:



3. A list of the course's assignments appears:



4. Click an assignment's **Enter** button to preview it.

**NOTE:** The teacher view does not see assignments indexed in order as students do.

## 9. Custom Reports

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There are a number of reports that may be available to you, such as basic student contact information, course rosters, tracking student progress within courses, and more. Custom reports can be accessed by clicking the **Control Panel > Custom Reports > [select a school] > [select the report and enter any parameters required for the report]**. Then, select how you would like to view the generated report.

# 10. Appendix A: Essential Tasks

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This appendix contains abbreviated instructions for completing the most common teacher tasks. For more detailed information, please refer to the preceding sections of the user guide.

## Manually Grade Student Work

1. From your teacher home screen, click a course to expand it, then click the **Items to Be Graded** icon for a section.
2. Click an assignment in the Items to be Graded column.
3. Assign numeric grades in the column under **Score**, then click **Save**.
4. Click **Feedback**.
5. Leave necessary feedback (see below).
6. Click **Save Feedback**.
7. Close assignment window using the red X at the top right of the window.

## Leave Feedback on Assignments

To leave feedback for an entire assignment:

1. Select a student assessment to grade.
2. In the Attempt Details screen, click the **Assessment Feedback** button in the bottom right corner.
3. Enter your feedback message, then click the **Create** button.

To leave feedback for individual questions:

1. In the Attempt Details screen, click the **Feedback** button for a question to leave feedback for it.
2. Enter and format your feedback for the question, then click anywhere out of the Feedback window.

## Exempt an Item from Grading

1. From the Attempt Details screen, next to Override Grade, click **Edit**.
2. Click **Exempt** box to insert checkmark.
3. Click **Save**.

## Add an Item to the Gradebook and Assign a Grade

1. From the Gradebook toolbar, click **Edit > Gradebook Items**. The Manage Items screen appears.
2. Click **Add** in the upper-right corner of the screen. A new line appears at the bottom of the list of gradable items.
3. Complete the fields.
4. Click **Save**. Your new item appears at the bottom of the list.
5. Click **Back** to return to the Gradebook. Your item appears at the far right of the list.
6. Click the **Grades** icon dropdown and select **Edit**.
7. Click the cell of a graded item. Notice the column turns yellow and the score becomes an editable box.
8. Enter your new grade and click the **Save** button.

## Approve Grades

1. From your teacher home screen, click a course to expand it, then click the **Completed Students** icon for a section.
2. Click the **Requestable** icon in the Approval column for a student, select the grade value to use, add any comments, and click **Submit**.
3. To cancel an approval request, click an item with a Pending icon in the Approval column, and click **Delete Request**.

## View and Create Interventions

On your teacher home screen, the Intervention icons display the pending interventions of students assigned to you for each course and section.

1. Click a section Intervention icon.
2. Click any item in a student row to view that student's interventions.
3. Click the **Details** icon to view detailed intervention information on the Performance Summary screen.
4. In the Intervention Task box, click **Create**.
5. Select the intervention type and enter any required information.
6. Click **Create**.

## View and Create Forums

1. From your teacher home screen, click a course to expand it, then click a section's **Course Control Panel** icon.
2. Click the **Forums** tab.
3. Click the **Create Forums** button to create a new forum for the course.
4. Click the **Order Number** dropdown to select the order in which the forum should appear.
5. Click **Ratings** to view student ratings of the forum.
6. Click **Blocked Users** to view, add, and remove students who are blocked from the forum.
7. Click **Edit** to edit the forum description and moderation status.
8. Click **Delete** to delete the forum.

## View and Create Course Announcements

1. From your teacher home screen, click a course to expand it, then click a section's **Course Control Panel** icon.
2. Click the **Announcements** tab. The main announcement screen for the course appears.
3. Click the **Create** button in the upper right to create a new announcement.
4. Enter and format your text, set the display timeframe (if applicable), select the appropriate section(s), and add any attachments.
5. Click the **Create** button at the bottom of the screen.
6. From the main announcement screen, click the **Edit** button to modify an existing announcement.
7. From the main announcement screen, click the **Delete** button to remove an existing announcement.

# 11. Appendix B: Using Research Center and Learning Land for Tutoring

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## 11.1. Basic Features

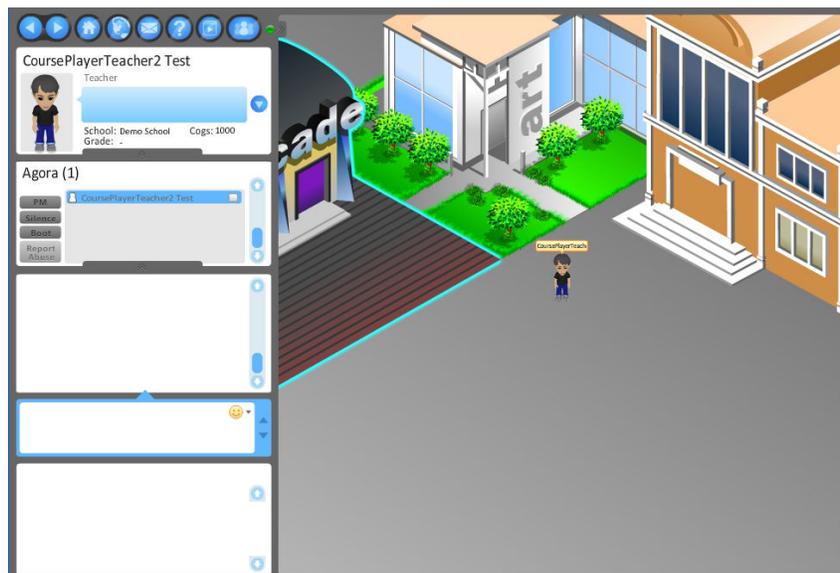
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Complete the steps below to use the Research Center for tutoring.

1. Log in to the system. If you have multiple roles, be sure you select **Teacher** from the Home icon dropdown.
2. Click the **Research Center** or **Learning Land** icon in the Other Information box:



3. Research Center or Learning Land opens and places you in the Agora:



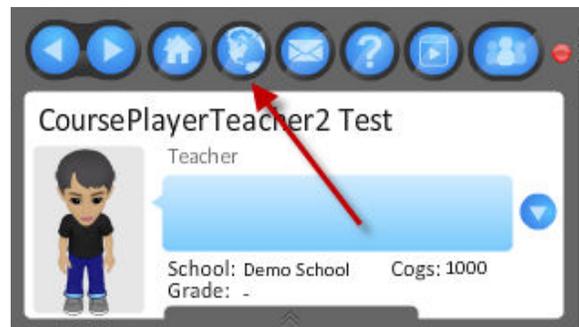
The entire Research Center looks like this:



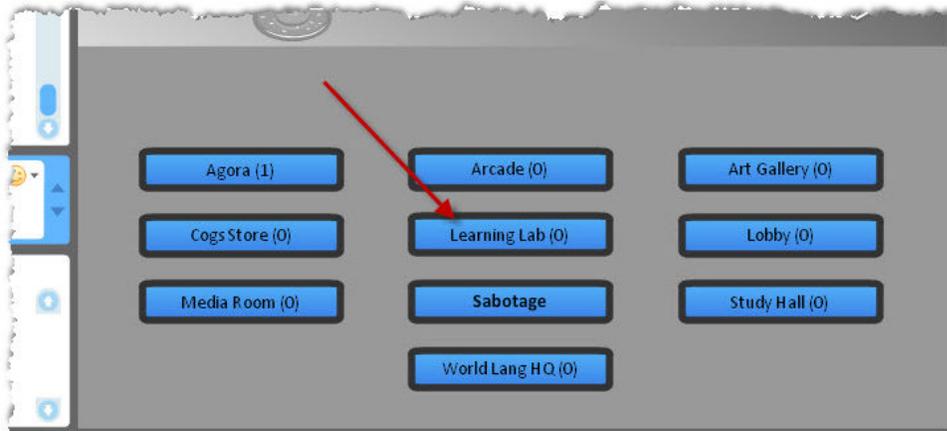
Learning Land looks like this:



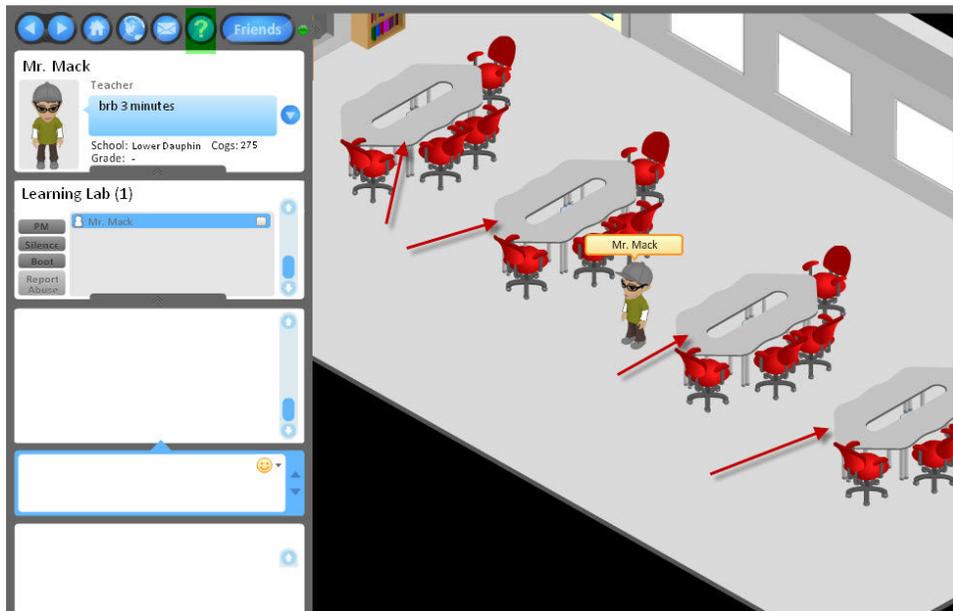
4. From here, you can manually walk around to each area of the Research Center by clicking a building, or you can click the **globe** at the top left:



1. When you click the globe, a screen appears to select a Research Center area. For tutoring, select the **Learning Lab**.



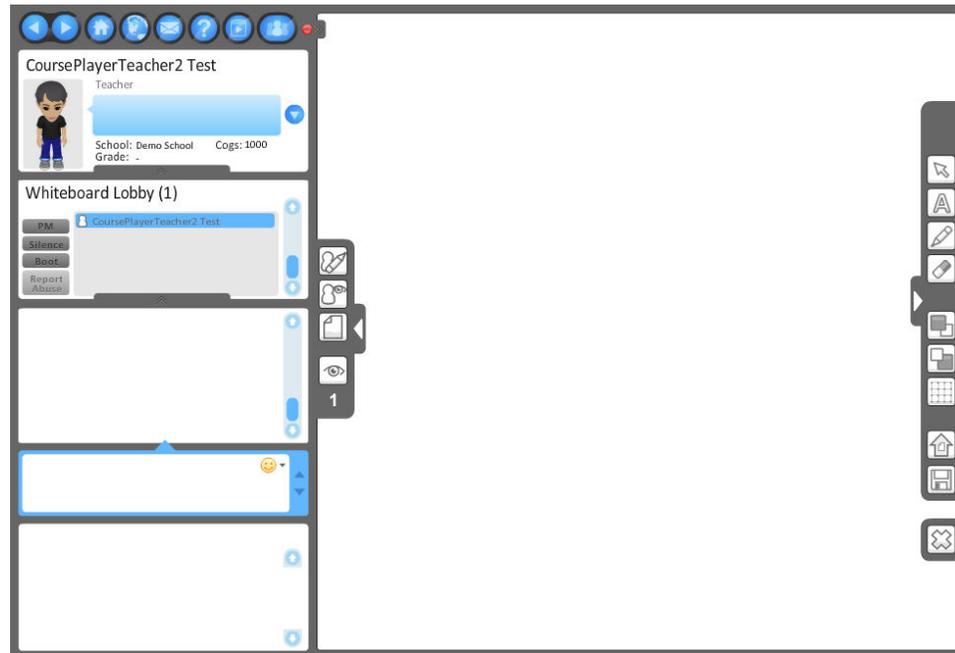
5. Once in the Learning Lab, you can click on any of the four tables to begin a whiteboard session:



The blue buttons in the upper left are used throughout the Research Center:

Button	Function
	Click the <b>arrows</b> for navigating the profiles of other users logged into the Research Center.
	Click the <b>home</b> button to return to your own profile.
	Click the <b>globe</b> to view a map of the Research Center and select another area to go to.
	Click the <b>envelope</b> to read any Research Center notifications.
	Click the <b>question mark</b> to view online help.
	Click the <b>play</b> button to return to the Course Player.
	Click the <b>friends</b> button to view a list of your friends who are currently in the Research Center.
	Click the <b>alert light</b> to turn on/off an audible alert when a student enters the Learning Lab.

6. After clicking a table, a whiteboard session appears:



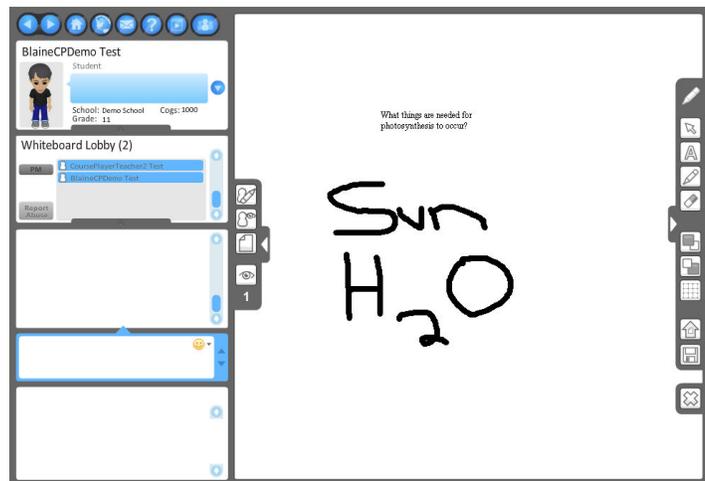
You have several tools available to manage and use the whiteboard:

Button	Function
	When you create a whiteboard session, you automatically become the owner of that session. You must grant students access to join and to write on the whiteboard while you are the owner. Use the <b>Grant Rights</b> button to do this.
	Use the <b>Remove Rights</b> button to revoke rights you have given to students.
	Click the <b>Clear Panel</b> button to clear the whiteboard.
	Click the <b>Change Panel</b> button to scroll through up to five screen panels in the whiteboard session. As a tutor, you can preload them with content for a tutoring session with text or drawings. The panel number appears below this button.
	Click the <b>Select</b> button to use an arrow to select areas of the whiteboard.
	Click the <b>Typing Tool</b> to enter text on the whiteboard. You can also copy and paste text from other applications and paste into the text box.
	Click the <b>Drawing Tool</b> to draw on the whiteboard.

Button	Function
	Click the <b>Eraser Tool</b> to erase areas of the whiteboard.
	Click the <b>Foreground Color</b> button to change the color of the text or lines you place on the whiteboard.
	Click the <b>Background Color</b> button to change the color of the whiteboard background.
	Click the <b>Toggle Grid</b> button to turn a grid on/off on the whiteboard.
	Click the <b>Upload File</b> button to upload a file to the whiteboard.
	Click the <b>Save</b> button to save the contents of a whiteboard as a .jpg image file.
	Click the <b>Exit Session</b> button to leave the current whiteboard session.

7. When a student wishes to come in for tutoring, they request permission to join the session. You can then accept their request.

Once a student is in a session with you, can grant rights to the student to allow them to draw or write answers to questions you pose. You can also message the entire group or individual students:



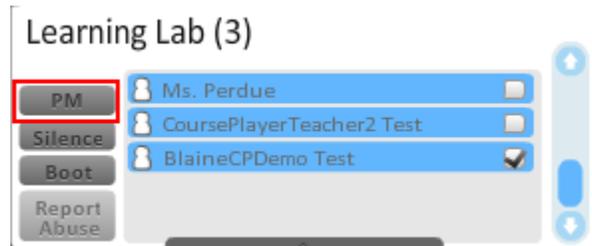
## 11.2. Controlling Students in Research Center

When you are logged into the Research Center, you have several options available to you to control student behavior. These actions are available via buttons in the messaging windows in the Research Center.

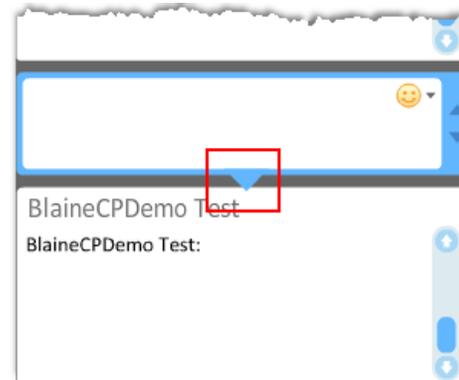
### 11.2.1. PM (Private Message)

You can PM a selected student or group of students. Only the selected student(s) will receive your message.

1. From the list of students on the left of the Research Center window, click the **checkbox** next to the student(s) you wish to message, then click the **PM** button:



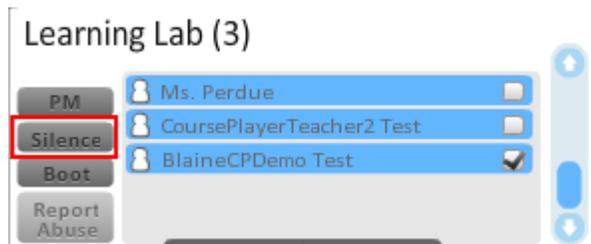
2. Notice the arrow in your blue text entry box is now pointing at the PM box. This indicates that you are PM'ing instead of messaging everyone in the room:



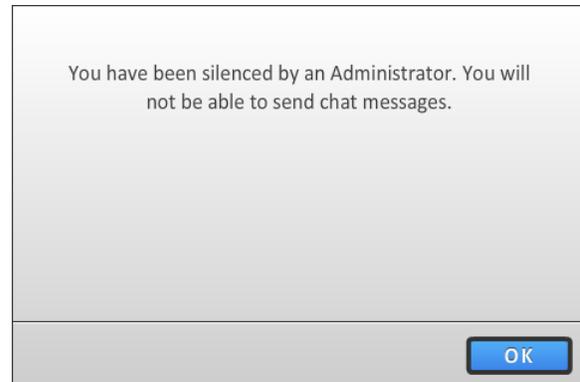
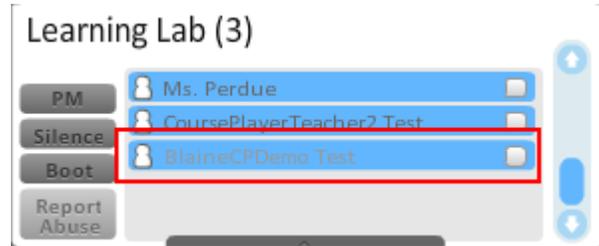
### 11.2.2. Silence

If a student is being disruptive, you can prevent them from communicating with others by using the Silence button.

1. From the list of students on the left of the Research Center window, click the **checkbox** next to the student(s) you wish to silence, then click the **Silence** button:



2. A confirmation appears to verify your action. Click **Yes**.
3. Notice the student(s) name is now grayed out. This indicates that they have been silenced. They will stay silenced until you or another tutor or administrator unsilences them:
4. The student receives a notice:

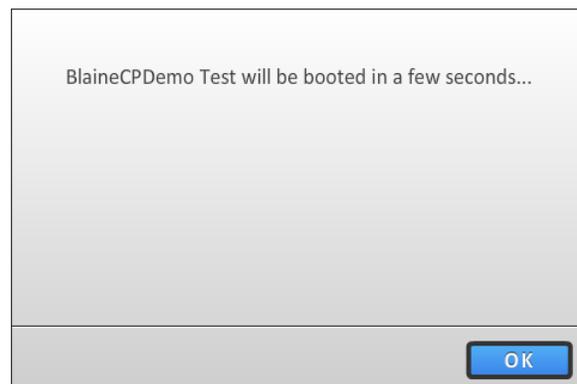
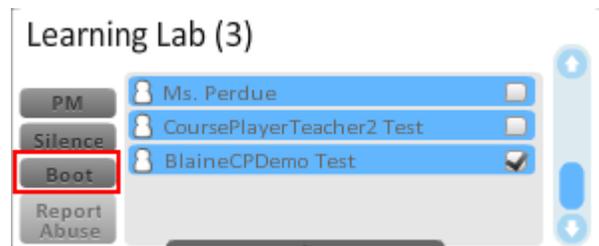


To unsilence a student, place a check by their name and click the **Silence** button again.

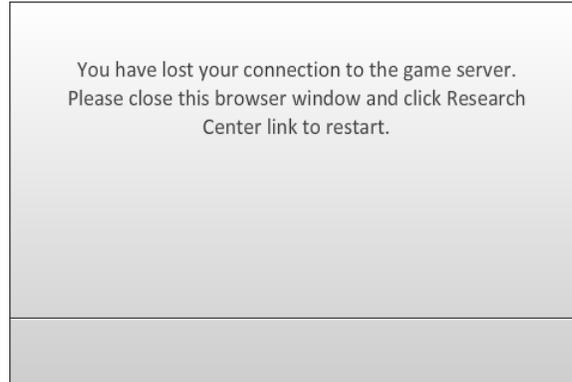
### 11.2.3. Boot

You can also boot a disruptive student from the Research Center. Note that they can log back in, however.

1. From the list of students on the left of the Research Center window, click the **checkbox** next to the student(s) you wish to silence, then click the **Boot** button:
2. A confirmation appears to verify your action. Click **Yes**.
3. The system verifies your action:



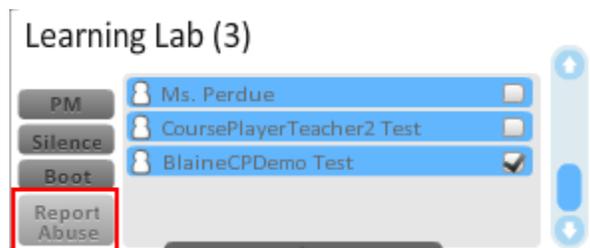
- The student receives a notice that their connection to the Research Center has been closed:



## 11.2.4. Report Abuse

If a student's behavior warrants notification of administrative staff, use the Report Abuse button.

- From the list of students on the left of the Research Center window, click the **checkbox** next to the student(s) you wish to silence, then click the **Boot** button:



- The Report Chat Abuse form appears:

**Report Chat Abuse**

This form is for reporting any incidents of chat abuse in the Research Center. We will review the chat logs, and any user found to be in violation of the chat agreement will have their school administrators notified.

**Chat Abuse Includes:**

- Bullying
- Harassment
- Obscene Language

Date & Time:

Explanation:

**CANCEL** **SUBMIT**

- Enter the date and time of the incident and an explanation, then click **Submit**.