



eSchoolware®

Product User Guide for Student Portal Role

Document Revision History

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1.2	10/06/2010	Blaine W. Perdue	Revised Intervention, Research Center, Content sections; added Working with Your Assignments
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2.1	08/26/2013	Blaine W. Perdue	Added Record an Audio Assignment sections
2.2	09/05/2013	Blaine W. Perdue	Updated Assessments and Diagnostic Assessments sections
2.3	10/23/2013	Blaine W. Perdue	Updated screens of student homepage and Grade Breakdown.
2.4	12/18/13	Blaine W. Perdue	Added Printable Report Card, Staying On Pace, and Parent Access After You Turn 18 sections
2.5	01/03/2014	Blaine W. Perdue	Reshot all student homepage images to reflect new interface.
2.6	04/29/2014	Blaine W. Perdue	Added Meeting Attendance Requirements section and reshot screens to include Time in System.
2.7	07/18/2014	Blaine W. Perdue	Updated Attendance section.
2.8	09/10/2014	Blaine W. Perdue	Updated Announcements section.
2.9	03/09/2015	Blaine W. Perdue	Added Personal Learning Plan (PLP) section.

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3.0	12/21/2015	Ryan F. Brogneri	Added non Flash Based Course Player and MyDay information
3.1	2/1/2016	Ryan F. Brogneri	Updated screen shots where necessary/possible. Began consolidating information found in the Middle School Student user guide into this one (MyDay course delivery system)
3.2	2/17/2016	Ryan F. Brogneri	Additional updates to the MyDay section
3.3	5/9/2016	Ryan F. Brogneri	Additional updates to the MyDay section. Updated Grade Breakdown specific screen shots.
3.4	3/17/2017	Ryan F. Brogneri	Removed Messages section. Please refer to messages user guide if needed.

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1. This Document

The purpose of this user guide is to instruct users in EdisonLearning eSchoolware. This user guide is designed as both a reference tool and in-depth companion to training. This user guide is designed to address how to complete tasks using EdisonLearning products.

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2. Product Overview

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. Your support person can tell you the correct Internet address if you do not know it.

Sign In

Username

Password

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

Announcements

School Announcements
There are no school announcements.
There are no course announcements.
[View More](#)

[My Advisor](#)

Other Information

Attendance

Edmodo

Meet the Teachers Link

My Grades

My Portfolio

Research Center

Courses

Time in System: 2 Minutes 2015-2016

British Literature4 PARTS

PART 1
97%
FINAL

PART 2
92%
FINAL

PART 3
--

PART 4
BEHIND

Creative Writing2 PARTS

PART 1
100%
BEHIND

PART 2
BEHIND

Cyber and Internet Safety Essentials1 PART

PART 1
90%
FINAL

Forensic Science I: Secrets of the Dead (semester)1 PART

PART 1
98%
FINAL

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

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Section: Logging Into Your Home Page

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4. Icon Bar

The following icons appear at the top of all pages within eSchoolware. Click an icon to go to that area.



Numbers in the lower right corners of icons show you the number of unread items you have in those areas.

Home

Click **Home** on any screen to return to your home page.

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. The number of unread announcements appears in the bottom right corner.

Messages

Click to open the Messages screen.

Forums

Click to open your course forums.

Assessments

Click to access a list of diagnostic assessments for all courses which have had them assigned.

Interventions

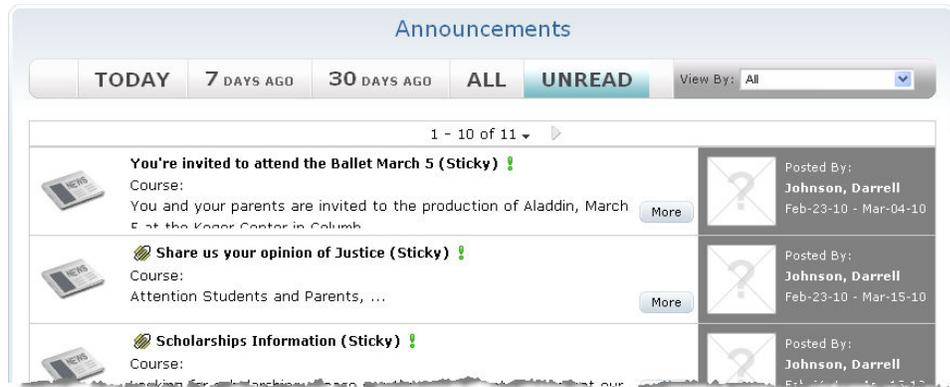
Click to access your course interventions, if you are enrolled in courses that use them.

Sign Out

Click to end your session.

4.1. Announcements

Click the **Announcements** icon 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

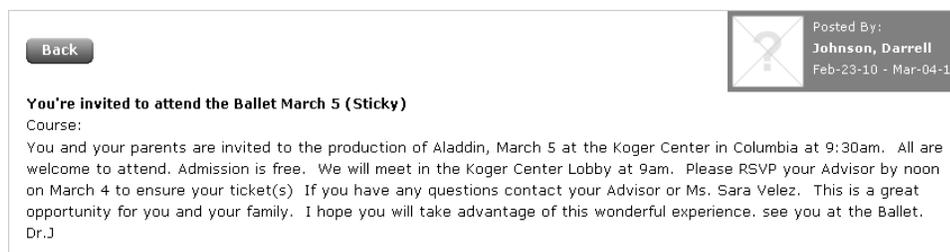
Displays only unread announcements

View By

Click the **dropdown arrow** to filter messages by school, course, or organization.

Each announcement is listed with the date range of when it will be available to read, its course, the person who posted it, and a preview of the message. Some announcements also contain a paperclip icon at the beginning of the title to indicate an attachment. Click this icon to display/hide the details of the attachment.

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



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

NOTE: Only announcements for course parts that do not have final grades appear in your announcements list. Once a course part's grade is finalized, all messages associated with that particular part will no longer be visible. You will also no longer receive any new announcements for that particular part.

4.1.1. Announcements Portlet

You can also access your announcements from the Announcements portlet on your student homepage. The Announcements portlet displays school-wide and course-specific announcements.



1. From the Announcements portlet, click an announcement to view it.

OR

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

4.2. Forums

The **Forums** screen provides links to online discussions about courses, homework, exams, and other eSchoolware topics.

4.2.1. View Recent Posts

Recent posts from all forums display on the main page.



1. Click the **number** on the right to view new posts in that forum:

Recent Posts



Unit 1
Course: Algebra 1 Part 2

[Welcome to Part 2!](#)

1
Unread Posts

1

2. Click the thread's **title** to view it:

Forums School Year: 2014-2015DEMO View By: Select a group

- Algebra 1 Part 2
 - Unit 1
 - Welcome to Part 2! - By Pitt.Teach...

Welcome to Part 2! ☆☆☆☆☆

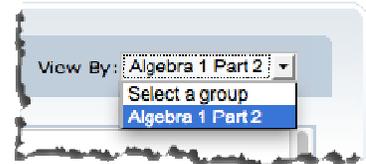
This is an example message.
:)

Posted By:
Pitt.Teacher Te...
03/17/15

4.2.2. View All Posts

1. To view all threads in a course, select it from the **View By** dropdown in the upper right of the page:

NOTE: You can also change school years by selecting a year from the **School Year** dropdown to left of the View By dropdown.



2. After selecting a course, all of its forum information appears. A green exclamation point indicates that there are unread posts in a forum (see Unit 1 below).

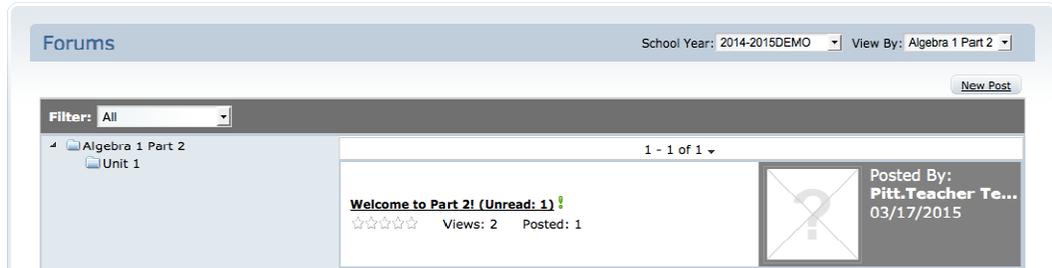
Forums School Year: 2014-2015DEMO View By: Algebra 1 Part 2

- Algebra 1 Part 2

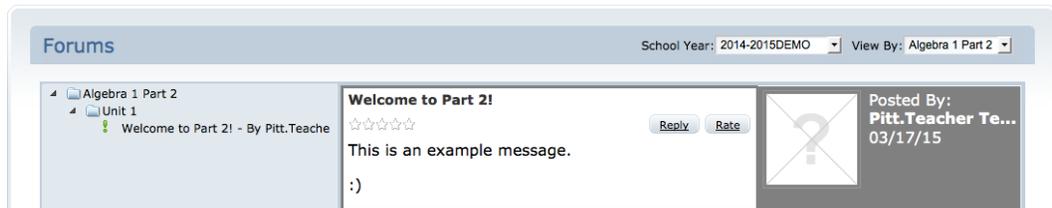
1 - 10 of 48

- Unit 1 (Unread: 1) !**
Description: Unit 1 Forum
Threads: 1
- Unit 1 - Lesson 1**
Description: Unit 1 - Lesson 1 Forum
Threads: 0
- Unit 1 - Lesson 2**
Description: Unit 1 - Lesson 2 Forum
Threads: 0
- Unit 1 - Lesson 3**
Description: Unit 1 - Lesson 3 Forum
Threads: 0
- Unit 1 - Lesson 4**
Description: Unit 1 - Lesson 4 Forum
Threads: 0
- Unit 1 - Lesson 5**

3. Click any **forum title** to view its threads:



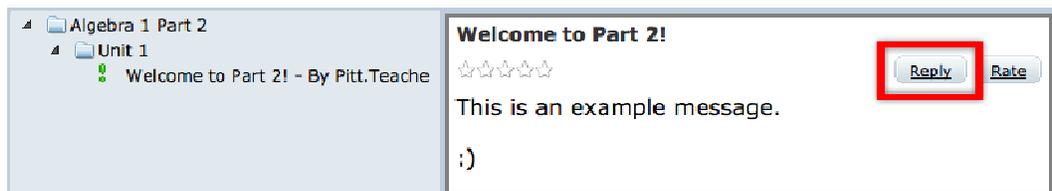
4. Click the **title** of a thread to read its posts. Here see the unread post that was indicated by the green exclamation point in the examples above:



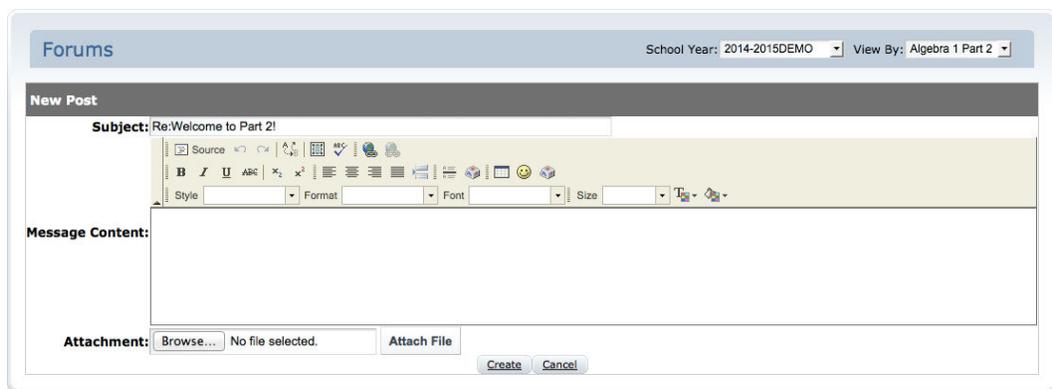
5. Click the title of the post on the left to clear the green exclamation point. You can also navigate in the course's forums by clicking in this menu.

4.2.3. Reply to a Post

1. While viewing a post from the steps in the previous section, click the **Reply** button to reply to a post:



2. The Post Reply window appears:



3. Enter your reply in the **Message Content** field. You may change the title if you wish.

4. If you wish to add an attachment, you may do so by using the Attachment field at the bottom of the screen:

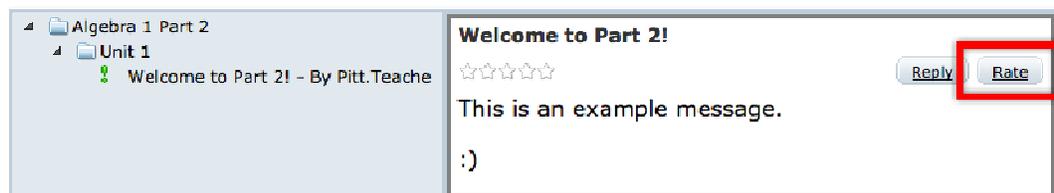
Attachment:

- Click **Browse** to search for the file to attach.
 - After selecting your file, click **Attach File** to attach it to the message. The file appears below the Browse button.
5. If you change your mind and want to remove the attachment, click the **garbage can** icon beside the file name.
 6. Click **Create** to post your reply; click **Cancel** to close without posting.

You cannot delete a post once it you create it.

4.2.4. Rate a Post

Click the **Rate** button to rate the quality of the post. Rating a post is an optional action.



A star rating popup appears. Click the **number of stars**  to rate the post.

4.2.5. Create a New Post

1. To create a new post, first select a group from the **View By** dropdown.
2. Click any thread to view its posts.
3. Click the **New Post** button to create a new post for the thread:



4. The New Post window appears:

5. Enter a title in the **Subject** field.
6. Enter your reply in the **Message Content** field.
7. If you wish to add an attachment, you may do so by using the Attachment field at the bottom of the screen:

- Click **Browse** to search for the file to attach.
- After selecting your file, click **Attach File** to attach it to the message. The file appears below the Browse button.

8. Click **Create** to post your reply; click **Cancel** to close without posting.

You cannot delete a post once it you create it.

4.3. Interventions

This feature only applies to students taking courses that are in Traditional course view.

The Interventions screen lists any new interventions you have. Click the **Interventions icon** to access your Interventions page. The following screen appears:

Algebra 1 Part 1 - EDSC.MA002.A.1			
Indicator Code	Intervention Level	View Detail	Creation Time
M.1.2.1.H	Level 1		09/15/2010 21:36

Indicator Code

Unique identifier of failed indicator

Intervention Level

Severity of intervention – 1, 2, or 3, with 3 being the most severe

View Detail

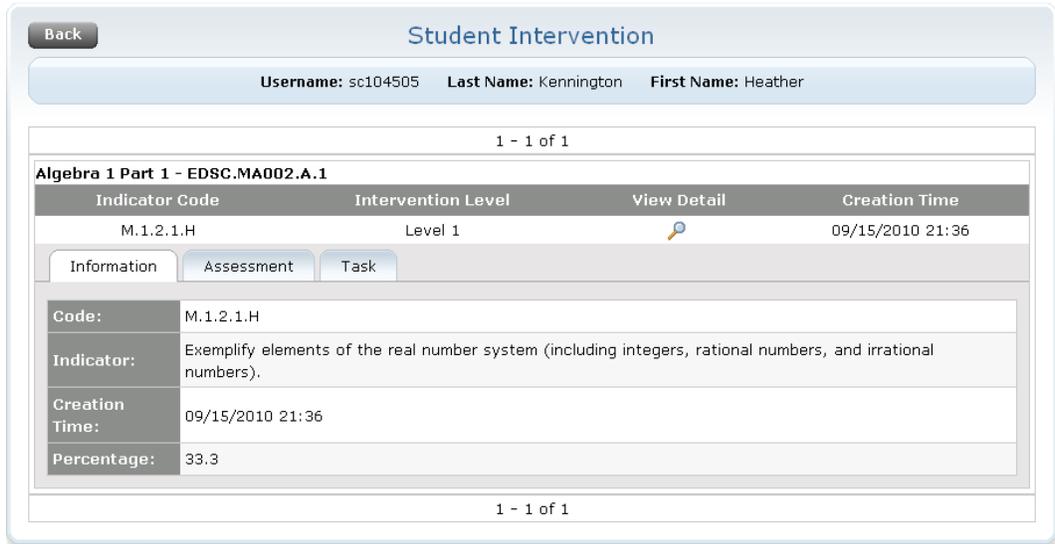
Click to view intervention details

Creation Time

Time intervention was created

4.3.1. View Intervention Details

Click the **View Detail** icon. Additional information appears:



4.3.1.1. Information

The Information tab (shown above) contains the following fields:

Code

Unique identifier of failed indicator

Indicator

Description of indicator addressed in the intervention

Creation Time

Time intervention was created

Percentage

Percent of correct answers on relevant assessments

4.3.1.2. Assessment

Back
Student Intervention

Username: XXXXXXXXXX Last Name: XXXXXXXXXX First Name: XXXXXXXXXX

1 - 1 of 1

Algebra 1 Part 1 - EDSC.MA002.A.1

Indicator Code	Intervention Level	View Detail	Creation Time
M.1.2.1.H	Level 1		09/15/2010 21:36

Information
Assessment
Task

1 - 2 of 2

Assessment Name	Attempt Date	Ratio	Attempt Score
Algebra 1 Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.MA002.A.01	09/15/2010	3 / 5	4.0
Algebra 1 Part 1 - Unit 1 Lesson 12 Daily Assessment - EDHS.MA002.A.01	09/15/2010	1 / 1	6.0

1 - 2 of 2

1 - 1 of 1

The Assessment tab contains the following fields:

Assessment Name

Name of the failed assessment

Attempt Date

Date of failed assessment

Ratio

Number of incorrect questions out of the total number of questions

Attempt Score

Number of points earned on the assessment

1. Click the **Assessment Name** to view assessment scores:

1 - 1 of 1

Assessment Name	Attempt Date	Ratio	Attempt Score
Science Basics	04/14/2009	7 / 10	2.0

1 - 10 of 10

Question ID	Possible Points	Value	Pass / Fail
267	1	1	Pass
267	0	1	Pass
267	10	1	Fail
267	10	1	Fail
268	1	0	Fail
268	10	0	Fail
268	10	0	Fail
269	1	1	Pass
269	10	1	Fail
269	10	1	Fail

1 - 10 of 10

1 - 1 of 1

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

2. Hover your mouse pointer over a Question ID to view the question:

Question ID	Pc
17129	2
17138	2
17130	2
$ 3+4 = -7 $	2
	2

4.3.1.3. Task

Back
Student Intervention

Username: XXXXXXXXXX Last Name: XXXXXXXXXX First Name: XXXXXXXXXX

1 - 1 of 1

Algebra 1 Part 1 - EDSC.MA002.A.1

Indicator Code	Intervention Level	View Detail	Creation Time
M.1.2.1.H	Level 1		09/15/2010 21:36

Information
Assessment
Task

Task	Completed Date	Start
E	-	
P	-	

1 - 1 of 1

The Task tab contains the following fields:

Task

Type of intervention task:

- E – External Link – link to a resource outside of eSchoolware
- R – Resource – link to a resource within eSchoolware
- P – Learning Package – link to a lesson page
- T – Toolbar – link to a lesson toolbar item

Completed Date

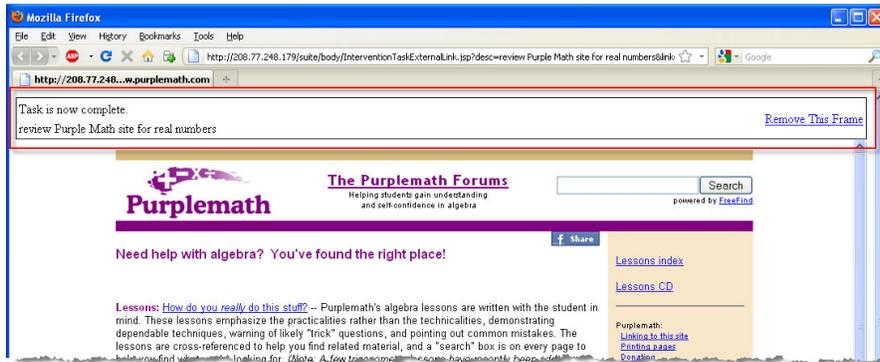
Date/time task was completed by student

Start

Click to complete task

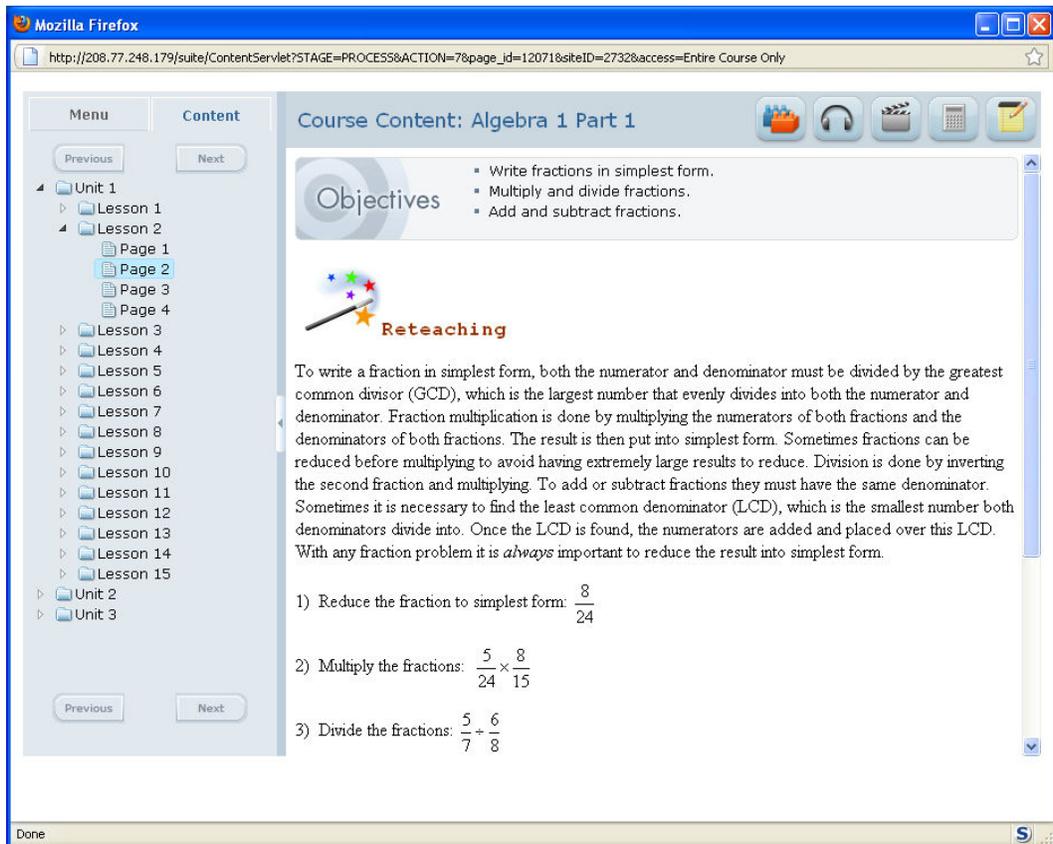
4.3.2. Complete an Intervention Task

1. Click the **Start** icon above to complete a listed task.
2. Clicking an E task takes the student to an external web site. Notice the banner at the top of the page that indicates the task is now complete:



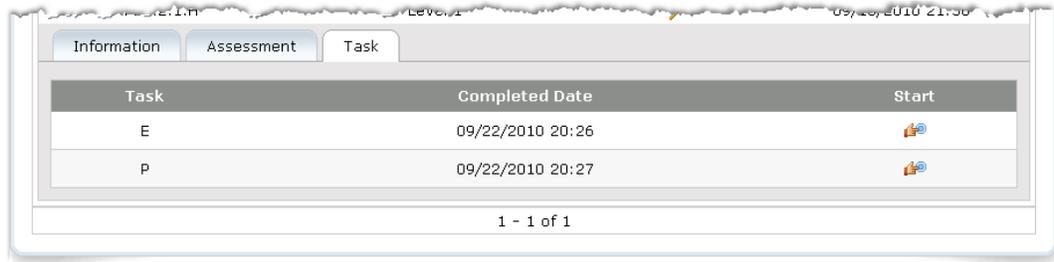
In the example above, the teacher directed the student to an external math web site.

Clicking a P task takes the student to a page in the lesson associated with the intervention:



In the example above, the teacher wanted the student to review Unit 1, Lesson 2, page 2.

When the student has finished the tasks, the system marks them as completed:



The screenshot shows a web interface with three tabs: 'Information', 'Assessment', and 'Task'. The 'Task' tab is active. Below the tabs is a table with three columns: 'Task', 'Completed Date', and 'Start'. The table contains two rows of data. Below the table, it says '1 - 1 of 1'.

Task	Completed Date	Start
E	09/22/2010 20:26	
P	09/22/2010 20:27	

1 - 1 of 1

5. Diagnostic Assessments

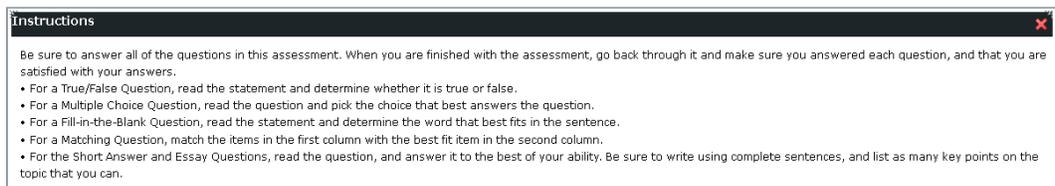
You may have been prescribed a diagnostic assessment to one or all of your courses. There are three kinds of diagnostic assessments. While each one serves a different purpose, teachers typically do not assign all three to the same course.

- Diagnostic – tests what you already know about the subject and is used to remove lessons in the course for topics you are already comfortable with
- Progress – tests what you know before you take the course, then once again after you finish to see how much you improved
- End of course – tests what you know after you have taken the course

If you have been assigned a diagnostic progress test, you will be prompted to complete it before you actually open the eCourse. You will not be able to begin your actual coursework until you complete the assessment.

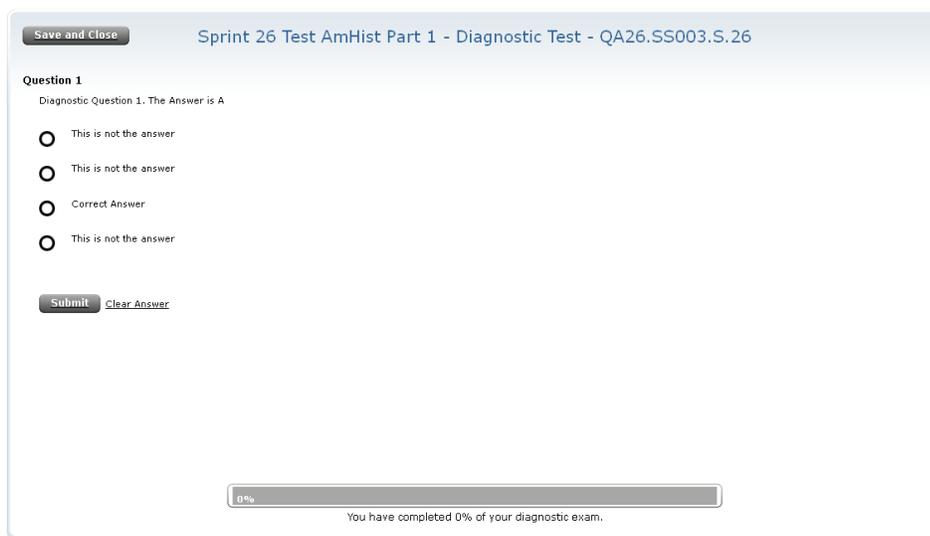
5.1. Diagnostics

The first thing you will see when taking a diagnostic is an instruction screen:

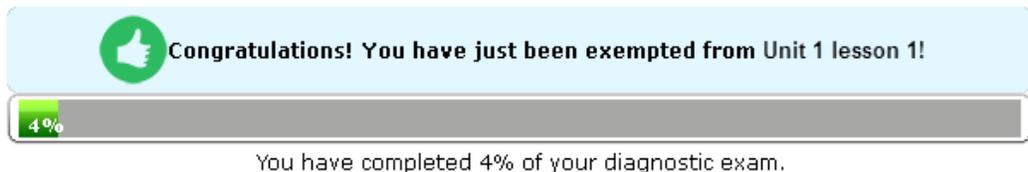


Read the instructions and click the **red X** in the upper right to close them.

After closing the instructions, the first assessment question appears:



When you correctly answer enough questions to exempt yourself from a lesson, you are notified in the progress bar at the bottom of the screen:



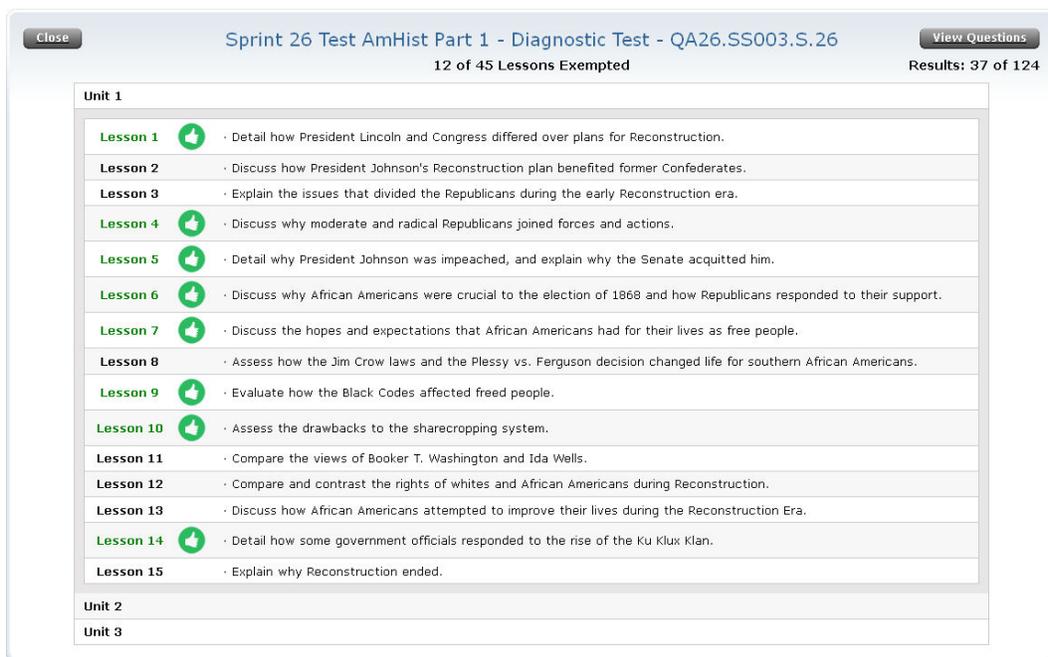
Congratulations! You have just been exempted from Unit 1 lesson 1!

4%

You have completed 4% of your diagnostic exam.

Currently, you must correctly answer all questions related to a lesson if to be exempted from it. If you incorrectly answer a question, the system automatically moves to next lesson, since the 100 percent threshold can no longer be met.

When you have finished the diagnostic, a summary view appears. This view shows you which lessons you have been exempted from:



Close **Sprint 26 Test AmHist Part 1 - Diagnostic Test - QA26.SS003.S.26** View Questions

12 of 45 Lessons Exempted Results: 37 of 124

Unit 1	
Lesson 1	Detail how President Lincoln and Congress differed over plans for Reconstruction.
Lesson 2	Discuss how President Johnson's Reconstruction plan benefited former Confederates.
Lesson 3	Explain the issues that divided the Republicans during the early Reconstruction era.
Lesson 4	Discuss why moderate and radical Republicans joined forces and actions.
Lesson 5	Detail why President Johnson was impeached, and explain why the Senate acquitted him.
Lesson 6	Discuss why African Americans were crucial to the election of 1868 and how Republicans responded to their support.
Lesson 7	Discuss the hopes and expectations that African Americans had for their lives as free people.
Lesson 8	Assess how the Jim Crow laws and the Plessy vs. Ferguson decision changed life for southern African Americans.
Lesson 9	Evaluate how the Black Codes affected freed people.
Lesson 10	Assess the drawbacks to the sharecropping system.
Lesson 11	Compare the views of Booker T. Washington and Ida Wells.
Lesson 12	Compare and contrast the rights of whites and African Americans during Reconstruction.
Lesson 13	Discuss how African Americans attempted to improve their lives during the Reconstruction Era.
Lesson 14	Detail how some government officials responded to the rise of the Ku Klux Klan.
Lesson 15	Explain why Reconstruction ended.
Unit 2	
Unit 3	

Mouse over a green thumbs-up icon to read that you that you have been exempted from that lesson.

Click **View Questions** button to see a detailed list of how you answered the questions:

The screenshot displays a diagnostic test interface. At the top, there is a 'Close' button and the title 'Sprint 26 Test AmHist Part 1 - Diagnostic Test - QA26.SS003.S.26'. Below the title, it indicates '12 of 45 Lessons Exempted'. In the top right corner, there are two circular progress indicators: a green one with '37' and a red one with '87'. Next to them are buttons for 'Question Map', 'View Summary', and 'Results: 37 of 124'. The main area shows a list of 17 questions. Question 6 is selected and highlighted with a gray box. It shows a 'Test' result with a score of 0.0 / 1.0. The interface also includes a 'View Summary' button and a 'Results: 37 of 124' indicator.

The total numbers of correct and incorrect questions are displayed in the red and green circles in the upper right corner of the screen.

Red boxes indicate questions that were answered incorrectly; green boxes indicate correctly answered questions. The question you are currently viewing is marked with a gray box.

- Click the up and down arrows or question numbers to move through questions. You can also navigate through the questions by clicking the arrows located in the upper right corner of the page.
- Click the **Question Map** button to display an overview of how all questions in the assessment were answered.
- Click the **View Summary** button to return to the previous screen.
- Click **Close** when you are finished reviewing the diagnostic.

NOTE: Remember, any time after you have finished a diagnostic, you can click the Assessments icon at the top of any page to review your finished diagnostics. Each available diagnostic has a Review button. Click it to see how you did on that assessment; you can view the results as described above.

5.2. Progress and End of Course Tests

If you are a progress or end of course test, you will first see an instruction screen.

The screenshot shows an 'Instructions' window. The title bar says 'Instructions'. The main text reads: 'Be sure to answer all of the questions in this assessment. When you are finished with the assessment, go back through it and make sure you answered each question, and that you are satisfied with your answers.' Below this are four bullet points: 'For a True/False Question, read the statement and determine whether it is true or false.', 'For a Multiple Choice Question, read the question and pick the choice that best answers the question.', 'For a Fill-in-the-Blank Question, read the statement and determine the word that best fits in the sentence.', and 'For a Matching Question, match the items in the first column with the best fit item in the second column.' The final instruction is: 'For the Short Answer and Essay Questions, read the question, and answer it to the best of your ability. Be sure to write using complete sentences, and list as many key points on the topic that you can.'

Read the instructions and click the **red X** in the upper right to close them. After closing the instructions, the first assessment question appears:

The screenshot shows a student assessment interface. At the top, there are buttons for "Save and Close" and "Finish and Submit". The title of the assessment is "Sprint 26 Test AmHist Part 1 - Progress Test - QA26.SS003.S.26". In the upper right corner, there are two circular indicators: a green circle with the number "0" and a red circle with the number "135". A "Question Map" button is also present. The main area displays a list of questions numbered 1 through 24. Question 1 is currently selected and highlighted in gray. The text next to question 1 says "The answer is 1." Below the question list, there are "Next" and "Clear Answer" buttons.

Answered questions appear green in the number bar; unanswered questions are red. The question currently being answered is gray. The green and red circles in the upper right-hand corner indicate the number of answered and unanswered questions.

Click **Save and Close** to save the assessment and finish it later.

Click **Finish and Submit** to submit the assessment and view results. A review screen appears:

Close Sprint 26 Test AmHist Part 1 - Progress Test - QA26.SS003.S.26 1.4 1 of 135 12.1 Question Map Results: 14.0 out of 135.0

Question 1
The answer is 1.

3
 2
 1
 4

Note that you can only view the results of the assessment one time. Once you click **Close**, these results are no longer available to view.

The total numbers of correct and incorrect questions are displayed in the red and green circles in the upper right corner of the screen.

Red boxes indicate questions that were answered incorrectly; green boxes indicate correctly answered questions. The question you are currently viewing is marked with a gray box.

- Click the up and down arrows or question numbers to move through questions. You can also navigate through the questions by clicking the arrows located in the upper right corner of the page.
- Click the **Question Map** button to display an overview of how all questions in the assessment were answered. (This feature is currently in development.)
- Click **Close** when you are finished reviewing the diagnostic.

If you have been assigned an end of course test (EOCT), you will also see a pop-up alert once you have completed the course so that they know that they should begin the post test. The interface is the same as for the progress test above. You will also see an alert on your homepage so that you know that you have a pending EOCT to complete:

Biology

1 PART POST TEST

PART 1 88% CURRENT

PART 1 | PAGACS.CC.SC004.B.1 FN343375 LN343375

7-DAY: 1 Assignment(s) | OVERALL: 38 of 38 Assignment(s)

You still have to complete your Post Test for this course!

6. Course Player

Your eCourses contain individual lessons divided into parts. Each part is further divided into units. Every lesson focuses on one or two clear and attainable standards-based objectives. This structure helps students maintain focus and motivation by accomplishing achievable goals in each lesson, a technique that has been shown to foster success in online learning. Assessments are given at the end of each lesson, unit, and part. Additionally, multiple course types are offered named "Course Player", "Traditional View" and "MyDay". Each of those will be explained in greater detail in the sections below.

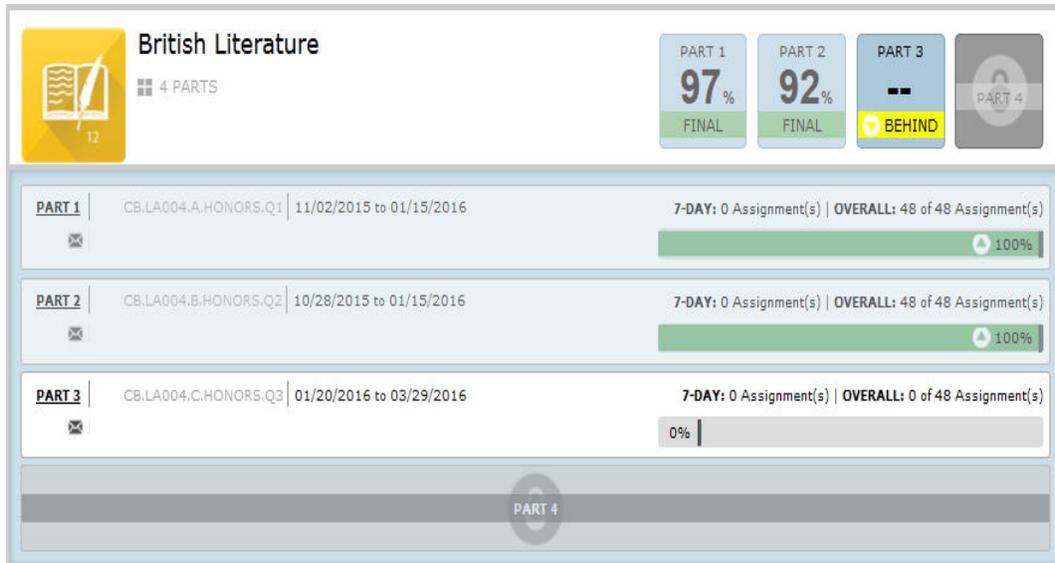
6.1. Course Player Overview

To enter a Course Player eCourse, click a course icon on your home screen (assuming the enrollment is intended to be in Course Player):



The image shows a course overview card for "British Literature". On the left is a yellow icon of an open book with a quill pen, labeled "12". To its right, the course title "British Literature" is displayed above a "4 PARTS" indicator. On the right side of the card, there are four colored boxes representing the course parts: "PART 1" (97% FINAL), "PART 2" (92% FINAL), "PART 3" (BEHIND), and "PART 4" (locked).

The course expands to display its parts in which you are enrolled:



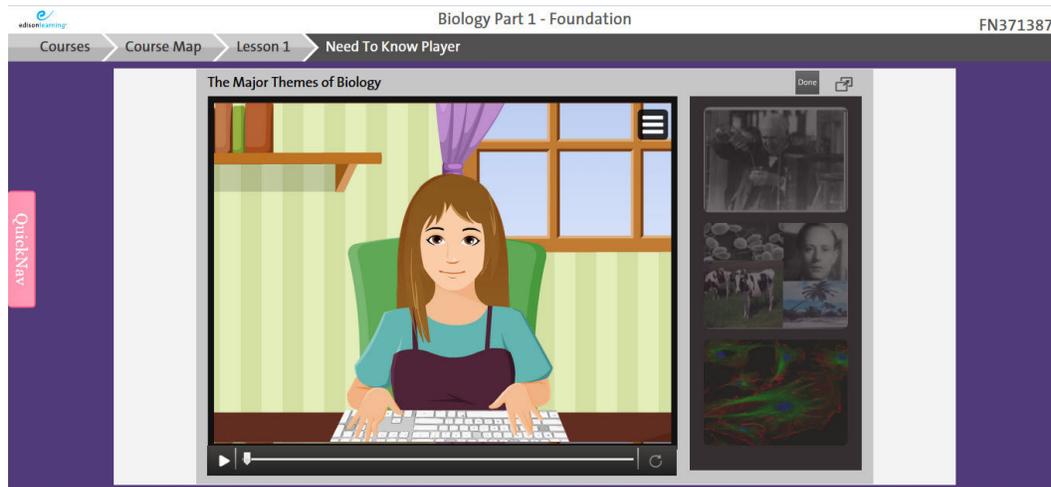
The image shows the expanded view of the "British Literature" course. It features the same header as the overview card. Below the header, there are three detailed rows for the enrolled parts:

Part	Code	Duration	7-DAY	OVERALL	Progress
PART 1	CB.LA004.A.HONORS.Q1	11/02/2015 to 01/15/2016	0 Assignment(s)	48 of 48 Assignment(s)	100%
PART 2	CB.LA004.B.HONORS.Q2	10/28/2015 to 01/15/2016	0 Assignment(s)	48 of 48 Assignment(s)	100%
PART 3	CB.LA004.C.HONORS.Q3	01/20/2016 to 03/29/2016	0 Assignment(s)	0 of 48 Assignment(s)	0%

At the bottom, there is a greyed-out "PART 4" button with a lock icon.

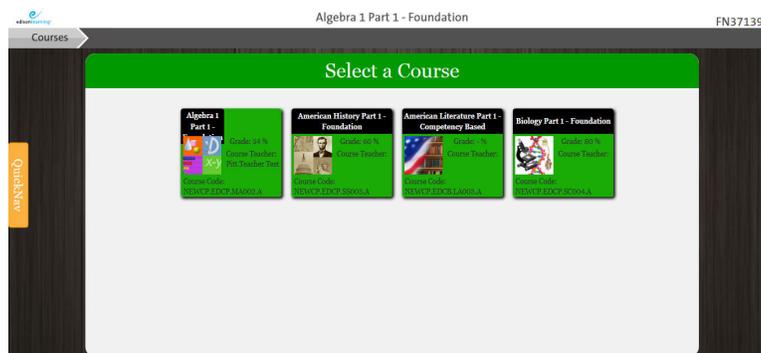
Click a part number.

A new tab will open within your browser where you previously left off within the course. If you have not started the course yet, the first learning object is typically the **Need to Know (N2K)** video.



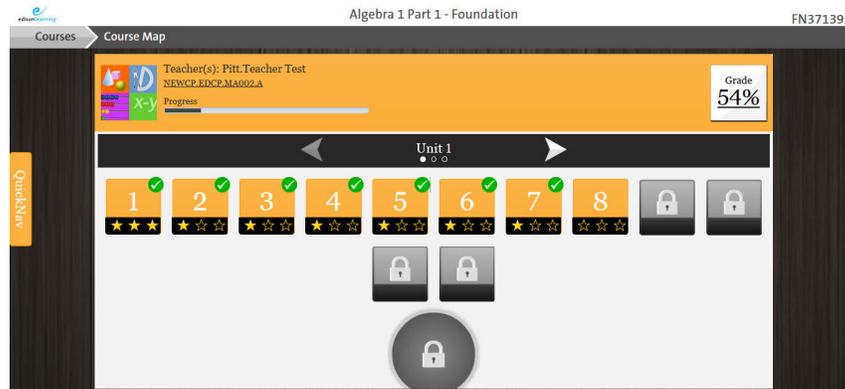
Courses

Click to view a list of courses in which you are enrolled. You can select another course from the list by clicking that course name:



Course Map

Click to view a list of lessons for the current course. You can select any unlocked lesson from the list.



Grade

Displays your current grade for the course. Click the number for a detailed Grade Breakdown view of your scores:

The screenshot shows the Grade Breakdown view for Earth Science Part 1. It displays a current grade of 53% and a table of assessment scores. The table includes columns for Name, Score, Possible Points, Due Date, Percentage, Attempt Date, Assessment Feedback, and Question Feedback.

Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback
Earth Science Part 1 - Unit 1 Lesson 1 Daily Assessment - 1845.SCI.18.A.01.1	2	10	-	20%	10/24/2015	I	II
Earth Science Part 1 - Unit 1 Lesson 2 Daily Assessment - 1845.SCI.18.A.01.2	4	10	-	40%	10/24/2015	I	II
Earth Science Part 1 - Unit 1 Lesson 3 Daily Assessment - 1845.SCI.18.A.01.3	4	10	-	40%	10/24/2015	I	II
Earth Science Part 1 - Unit 1 Lesson 4 Daily Assessment - 1845.SCI.18.A.01.4	8	10	-	80%	00/18/2015	C	0
Earth Science Part 1 - Unit 1 Lesson 5 Weekly Quiz - 1845.SCI.18.A.01.5	-	-	-	-	-	C	0
Earth Science Part 1 - Unit 1 Lesson 6 Daily Assessment	-	-	-	-	-	-	0

Click a **Score** to view details of an assessment.

Course Info

Click the section code next to the course icon to read a brief description of the course.

Course Progress

Displays a bar graph of how much of the course you have successfully completed.

Quick Nav Menu

The Quick Nav menu is available by clicking its tab on the left of the course page. When clicked, the tab expands to display the following options:

Course Map – Returns you to the course selection screen.

Forum – Takes you to the course's forums. See the Forums section for details.

Calculator – Opens a calculator for immediate use.

Traditional View - This will open up a read only preview of the entire course.

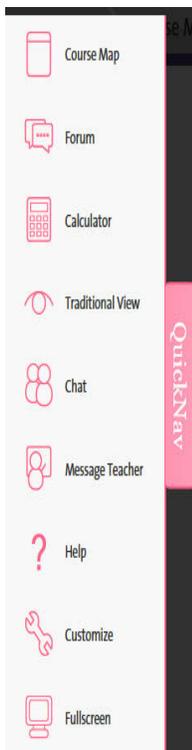
Chat – This will open up an interface that will allow you to interact with any teachers that are immediately available for tutoring purposes.

Message Teacher – Clicking this will open a pop up which will allow you to quickly message your teacher if needed.

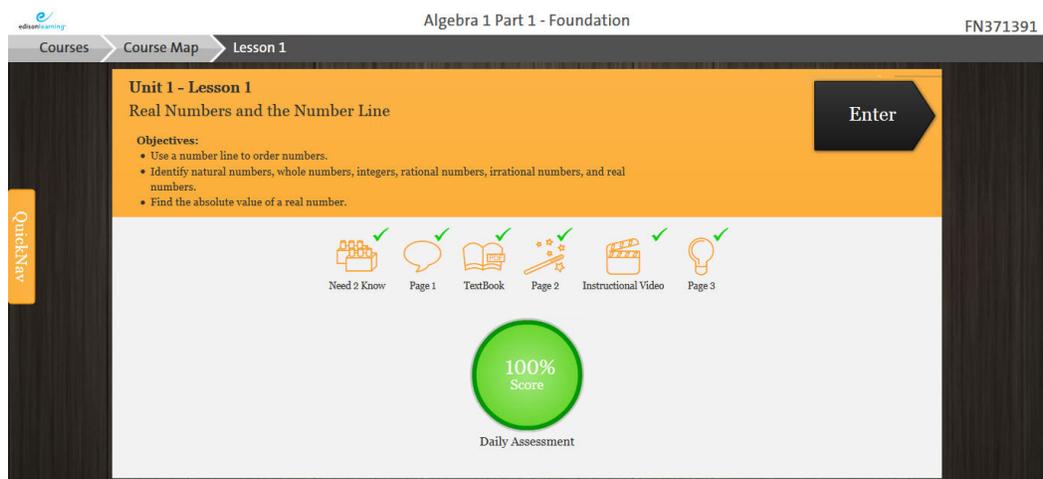
Help – Clicking this will take you to the built in help page for eSchoolware.

Customize – Displays options to change the course page colors.

Full Screen - Displays the course as a full screen within your browser



Click **Enter** to begin the lessons:



Click the first lesson to begin. Each lesson must be successfully completed in order to unlock the next one.

Courses

Click to view a list of courses in which you are enrolled. You can select another course from the list.

Lessons

Click to view a list of lessons for the current course. You can select another unlocked lesson from the list.

Score

Your current score for the course based on the lessons you have completed. Click to view a detailed breakdown of the course's lesson scores.

Stars

- One star: You have cleared the lesson.
- Two stars: You have scored 100 percent on the lesson's assessment.
- Three stars: You have viewed all lesson components.

Objectives

The objectives for each lesson are listed below the Start arrow. These are the topics covered in the lesson.

Available Components

The icons at the bottom of the start screen supplement and help you organize your learning. Depending on the lesson, you may only see some of these icons.



The **N2K (Need 2 Know)** icon opens an interactive video 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 **Page 1** icon opens the lesson's **Essential Instruction**, or main content.



The **Page 2** icon opens the lesson's **Reteaching**, or additional information and instruction to help you understand the lesson better.



The **Instructional Video** icon opens a video that supports the content of your lesson..



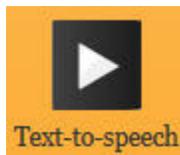
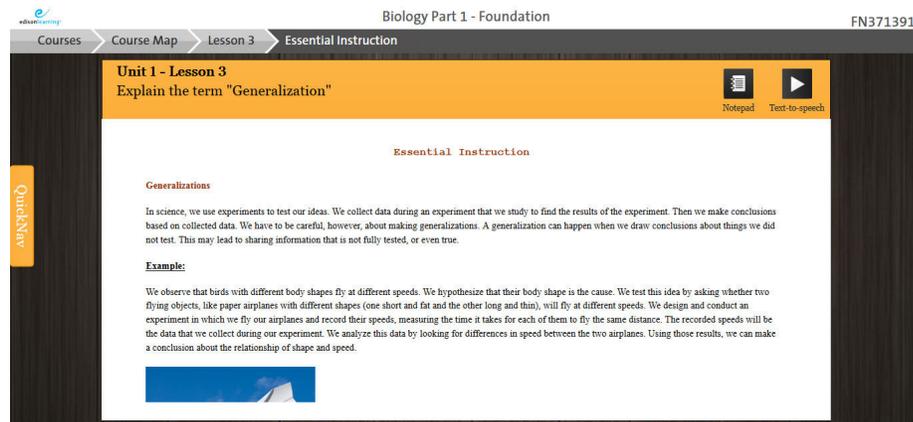
The **Page 3** icon opens the lessons' **Extension** course content which are typically links to outside resources related to the lesson.



The Textbook icon displays a PDF version of the textbook for the course. The textbook covers the same material as the online course, but oftentimes explains it in a different way to aid comprehension.

6.1.1. Start a Lesson

From a lesson's start page, click the large **Start** arrow. The lesson's Essential Instruction appears:



Clicking the **Text-to-speech** button will open up a small list of options and preferences and also begin reading the text on the screen to the student.



This icon will allow you to select where you would like the Text to Speech function to



begin reading from.

These buttons are your standard Play, Pause, Stop features similar to using other devices and audio players.



This button will translate any highlighted text into Spanish.



This button will perform an internet search of the highlighted text.



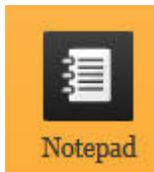
This button will compile all highlighted areas for you.



This button acts as a dictionary for any highlighted words.



This button acts as a picture dictionary for any highlighted words.



The **Notepad** is where you can type notes 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.

6.1.2. Take an Assessment

After completing the Essential Instruction, the lesson's daily assessment unlocks for you:

Algebra 1 Part 1 - Foundation FN371391

Courses > Course Map > Lesson 8 > Assessment

Algebra 1 Part 1 - Lesson 8 Daily Assessment - EDCP.MA002.A
[Instructions](#)

Points: -/10 Attempts: 0/∞

Score: -

Learn More View Results Enter

OneClickView

Attempts

Displays how many times you have taken the assessment and how many attempts you have left. The infinity symbol indicates that you can take the assessment as many times as you like.

Score

Displays your percent score for your most recent attempt.

Points

Displays the number of correct answers out of total questions for your most recent attempt.

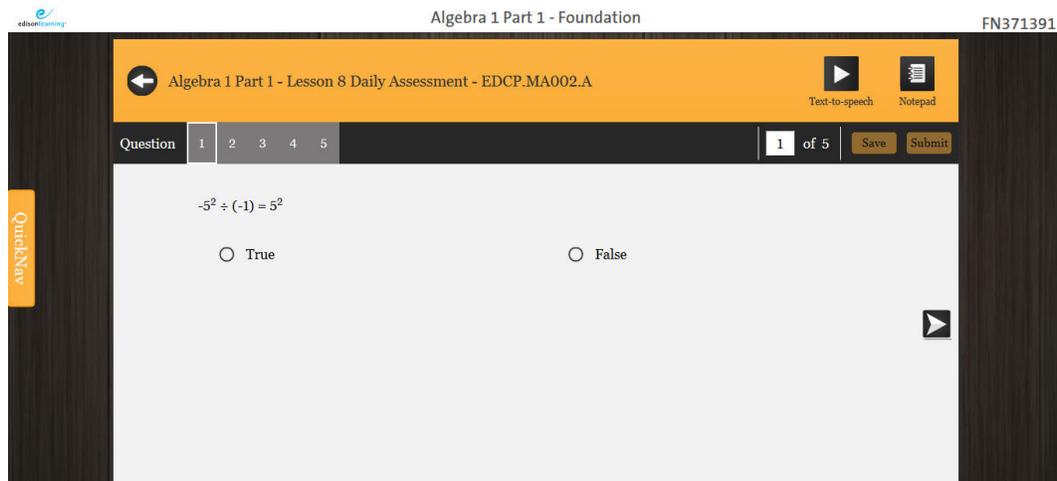
Learn More

Click to view another learning object within the lesson.

Enter

Click to take the assessment.

The type and amount of questions on the assessment depends on the subject and lesson number. In general, all assessment screens look like the example below:



answer.

Use the **left and right arrows** to skip ahead or back in the assessment questions. Don't forget to come back to a question if you skip it, however you will not be able to submit the assignment if there is a question without an



The **Digital Notepad** is 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.

Save

The **Save** button will allow you to save your selected answer choice in the event you do not wish to complete the assignment at that time. Note that all answer choices are saved by default upon moving forward to the next question, this is in event you do not wish to move to the next question prior to exiting the assignment.

Submit

The **Submit** button will allow you to submit the assignment upon completion. All questions must be answered before you submit the attempt, the button will be grayed out until all questions have been answered.

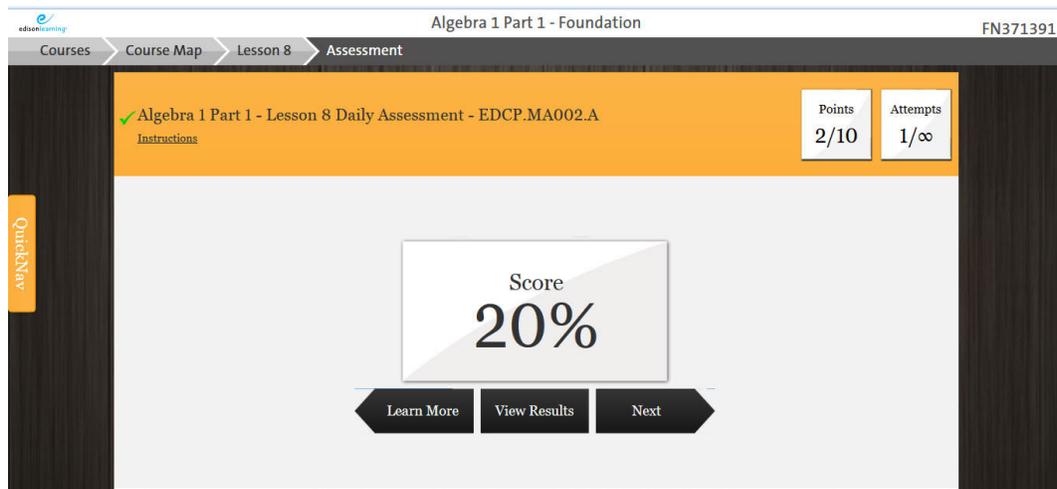


There are two areas that will allow navigation throughout the assignment in addition to the arrows mentioned above. The first is the question bar as seen here, clicking a number will take you to the corresponding assignment question number.



Additionally, you can type in the desired question number and then press **Enter** to jump to that question.

For most lessons, after you complete an assessment, the system scores it and displays your results:



If you meet your school's minimum score, you will clear the lesson and can proceed to the next one. If you do not pass the assessment, you must click **Learn More** to view another lesson component before attempting the assessment again. If you clear the assessment, you can still view all the additional learning components to earn a star.

View Results

Click to view the results of your assessment. Your correct and incorrect answer choices are marked if the setting to allow that feature has been enabled:

Name	Score	Possible Points	Percentage	Attempts	Due Date	Submit Date	Feedback
Mathematics 8th Grade Part 1 - Lesson 1 Daily Assessment	5	10	50%	1 of ∞	-	05/09/2016	

- Attempt 1 of ∞ (* indicates the attempt scored) Close Highest | Most Recent

1 2 3 4 5 6 7 8 9 10 >

Question 1
Which of the following expressions is equivalent to $4 \times 4 \times 4$?

3^4
 4^3
 3×4
 $4 + 3$

Points: **0.0 / 1.0** Total: 5 / 10 (50%)

1 2 3 4 5 6 7 8 9 10 >

Next Lesson

Click to proceed to the next lesson.

Attempts

Displays how many times you have taken the assessment and how many attempts you have left. The infinity symbol indicates that you can take the assessment as many times as you like.

6.1.2.1. Submit a Writing Assignment or Record a Podcast

In some courses, you will have a need to upload a file such as in writing assignments in Language Arts courses or a podcast in Foreign Language courses.



1. Access the assignment as you normally would with any other assignment by completing the necessary number of learning objects and then clicking **Enter** for the assignment.
 2. For Essay response questions, you will have a textbox which will allow you to complete the assignment within it if you choose.
 3. A paper clip icon as seen to the left means you are able to attach a file if you desired. To use this feature, **click** the paper clip icon.
 4. **Locate** and **select** the file you have saved locally.
 5. The screen will process the upload of your attachment into eSchoolware and be visible upon completion of the upload.
 6. Click the trash can to delete the attachment if desired.
 7. Complete all necessary questions and submit the assignment when ready.
- If you wish to use the microphone recorder built in to Course Player, please see below.

To record an audio file.



1. Access the assignment as you normally would with any other assignment by completing the necessary number of learning objects and then clicking **Enter** for the assignment.
2. For Podcast type questions, click the microphone icon to record your podcast. You may have to enable the access for the browser to access your microphone driver.
3. When the microphone icon is flashing **RED** you are actively recording.
4. Click the icon again when you are done recording and save the file locally wherever desired.
5. You will then be able to upload the audio file per the steps above.

NOTE: You will need to make sure that your computer has either a built-in microphone or that you have a microphone that you can plug into your computer.

6.1.2.1.1. Record with a PC

Use the instructions below to use the Windows Sound Recorder to record audio on your PC, if applicable.

1. Click the **Windows Start button > Start Menu > All Programs > Accessories > Sound Recorder**.
2. You can either use your laptop's built-in microphone or you may plug a headset/microphone into the laptop to record.
3. Click **Start Recording**. Record your assignment.
4. When finished, click **Stop Recording**. A window appears to save your recording as a file. Enter a name in the File name field, select a location to save the file from the Documents dropdown at the top of the window, and click **Save**.

6.1.2.1.2. Recording with a Mac

Use the instructions below to use QuickTime to record audio on your Mac. You will need Mac OS X 10.6 (Snow Leopard) or later.

1. From the Applications folder, click **QuickTime Player**.
2. Click and open the **File** menu.
3. Select **New Audio Recording**.
4. You can either use your laptop's built-in microphone or you may plug a headset/microphone into the laptop to record.
5. Click the **down arrow** to select the microphone input, quality, and save location.
6. Use the **slider** below the Record button to adjust the recording volume for the microphone.

6.1.3. Learn More and Retake an Assessment

If you did not clear the lesson's assessment, you must click **Learn More** to view another lesson component. After viewing, you can retake the assessment. Each time you do not clear the assessment, you can view a different lesson component. Additional lesson components are available in the following order:

- **Reteaching (Page 2)** - additional information and instruction to help you understand the lesson better.
- **PDF Textbook** - covers the same material as the online course, but oftentimes explains it in a different way to aid comprehension.
- **Learning Cube** (if one exists for the lesson) - 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).
- **Demonstration** (if one exists for the lesson) - an interactive activity that lets you practice the concepts covered in the lesson.
- **Instructional Video** - a video that supports the content of your lesson.
- **Extension (Page 3)** - links to outside resources related to the lesson.
- A message to **seek tutoring** from a teacher

6.2. Traditional View (within Course Player)

Use Traditional View to read a lesson if you are having difficulty reading it inside the Course Player. After reading your lesson in Traditional View, you must still complete any necessary learning objects within the Course Player view to unlock the assignment.

To learn more about Traditional View, please continue to the next section.

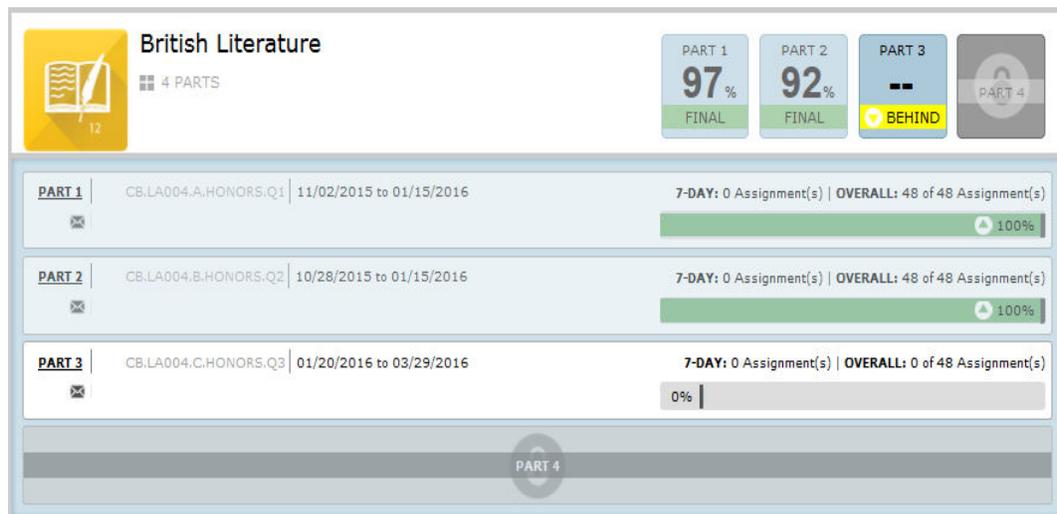
7. Traditional eCourses

Each eCourse contains individual lessons (usually 45 lessons per 9 week block). Every lesson focuses on one or two clear and attainable standards-based objectives. This structure helps students maintain focus and motivation by accomplishing achievable goals in each lesson, a technique that has been shown to foster success in online learning. Assessments are given at the end of each lesson, unit, and part.

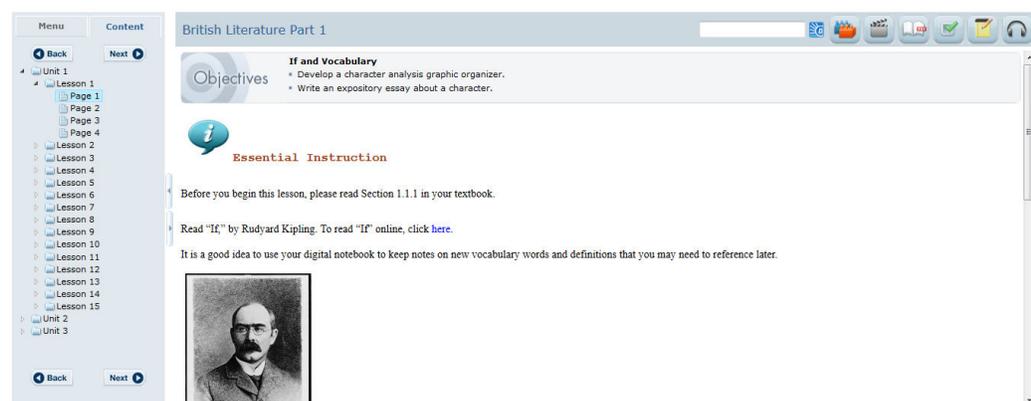
To enter an eCourse, click a course icon on your home screen:



The course expands to display its parts in which you are enrolled:



Click a part to view its contents.



7.1. Menu

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

7.1.1. Course Info



The Course Information page contains links to several brief videos that describe how the online courses work.

Course Information: Math 101A

Welcome to your online course!

This page will help you learn how to navigate through your courses effectively to make sure that you get the most out of your experience. And who better than to explain the structure of the courses than the "students" themselves...Juan, Maria, Liam, Natasha, Tyreese and Tisha. These are the characters that will be used in your N2K videos that provide some prior knowledge before every lesson, but here they will help explain the layout of the courses. Click on the names below to watch a short video describing the topic listed. If you have any questions, post them to the Unit 1 Forum where your teacher, or other students, can help. Have fun!

 <p>Juan's Video</p> <ul style="list-style-type: none">• Announcements• Course Information• Reading Lists	 <p>Maria's Video</p> <ul style="list-style-type: none">• Learning Objects• Assignments• Tests• Quizzes
 <p>Liam's Video</p> <ul style="list-style-type: none">• Lesson Pages• Toolbar• Assessment Access	 <p>Natasha's Video</p> <ul style="list-style-type: none">• Report Cards• Grades• Blogs• Forums
 <p>Tyreese's Video</p> <ul style="list-style-type: none">• Digital Notebook• Study Planner	 <p>Tisha's Video</p> <ul style="list-style-type: none">• Textbook Download• Customization• Optional Purchase

7.1.1.1. 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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="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	<input type="button" value="Try Again"/> <input type="button" value="Results"/>	Score: 80 Available Date: 11/23/08 Attempts: 1 of 2

1 - 5 of 10

You can 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.

7.1.1.2. Report Card



The Report Card page displays your current grade for the quarter, as well as your percent complete for each course you are enrolled in.

Course	% Complete	Current Grade
Algebra 2 Part 2	16%	100%
Biology Part 1	11%	20%

7.1.1.3. Digital Book



Use the Digital Book to view notes you create via the Digital Notebook icon while in the lessons.

Notes	View	Delete
This is a test note.	View	Delete

Click **View** to view the contents of the note:

Note

TO ALL FREE MEN OF OUR KINGDOM we have also granted, for us and our heirs for ever, all the liberties written out below, to have and to keep for them and their heirs:

(2) If any earl, baron, or other person that holds lands directly of the Crown, for military service, shall die, and at his death his heir shall be of full age and owe a `relief, the heir shall have his inheritance on payment of the ancient scale of `relief. That is to say, the heir or heirs of an earl shall pay £100 for the entire earl's barony, the heir or heirs of a knight 100s. at most for the entire knight's `fee, and any man that owes less shall pay less, in accordance with the ancient usage of `fees'

(3) But if the heir of such a person is under age and a ward, when he comes of age he shall have his inheritance without `relief' or fine.

(4) The guardian of the land of an heir who is under age shall take from it only reasonable revenues, customary dues, and feudal services. He shall do this without destruction or damage to men or property. If we have given the guardianship of the

Click the **trash can icon** to delete the note.

7.1.1.4. Course Document



Use the Course Document icon to view a list of documents related to the course.

Course Information: Algebra 1 Part 1

Course Policies

[Introduction](#)

[Lesson Policy](#)

[Honor Statement](#)

Answer Keys

[Textbook Exercises Answer Key](#)

Math Application Problem Answer Keys

[Algebra 1 Part 1 Unit 1 Section 1](#)

[Algebra 1 Part 1 Unit 1 Section 2](#)

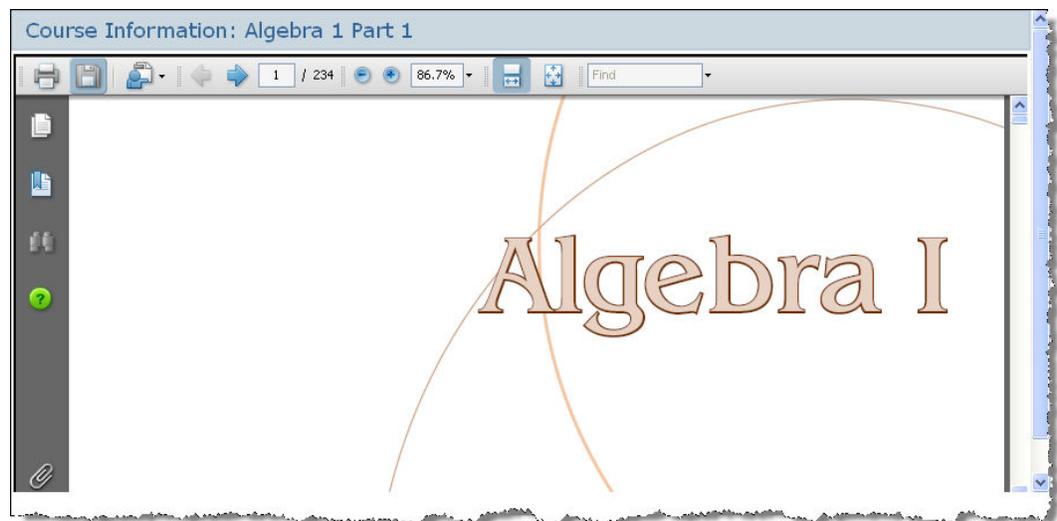
[Algebra 1 Part 1 Unit 1 Section 3](#)

Click any of the links to view them.

7.1.1.5. Textbook



Use the Textbook icon to view a PDF version of the textbook for the course. The textbook covers the same material as the online course, but oftentimes explains it in a different way to aid comprehension.



Use the Adobe controls to view, print, and save the textbook file.

7.1.1.6. Study Planner



Use the Study Planner to view and work with a course calendar that gives you a timeline of when assignments and exams are due. This is a Microsoft Excel file. You might be prompted to open or save it to your PC.

The first time you use the Study Planner, there is no plan available. The following screen appears:

Study Planner

Start Date: End Date:

You currently do not have a study planner.

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

7.1.1.7. Blog



Use the blog feature to submit longer writing samples to your teacher and share them with other students. Your teacher must approve your blog postings before they are visible to others.

Filter: All

1 - 1 of 1

★★★★★ 06/30/2009 03:33 AM

Jane Caiu

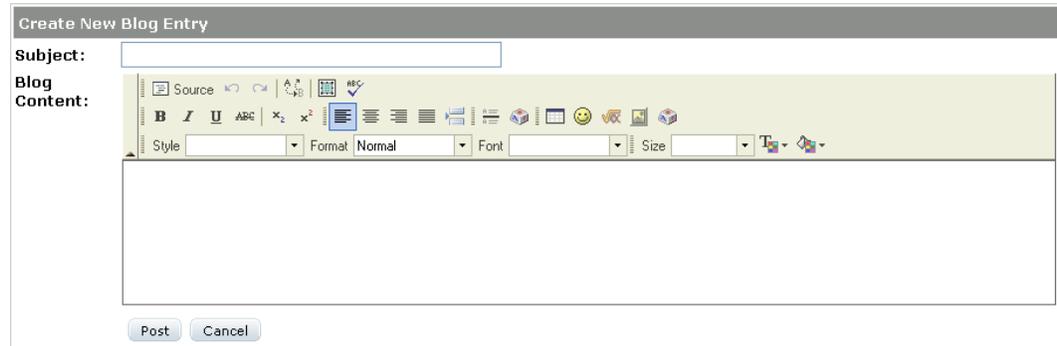
WHEN IN THE COURSE OF HUMAN EVENTS, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed, That whenever any form of government becomes destructive of these ends, it is the right of the people to alter or to abolish it, and to institute new government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established should not be changed for light and transient causes; and accordingly all experience hath shown, that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object

Rate Post: ★★★★★

To create a new blog entry:

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

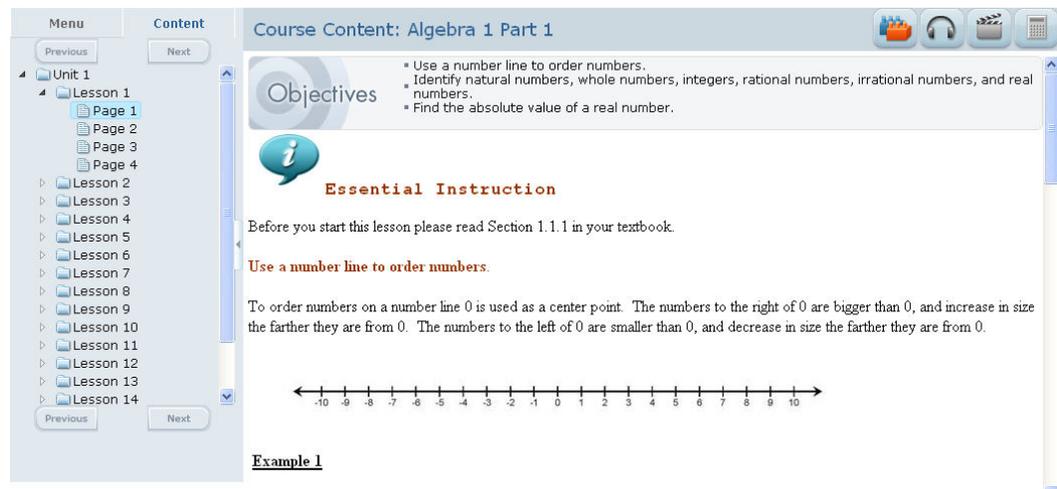


2. Enter a subject and content. Use the formatting buttons to modify your text or insert items.
3. Click **Post** to submit your entry.

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

7.2. Content

The Content tab contains the actual course you selected. The Content menu on the left of the window contains links to all lessons and other materials for the lesson.



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

7.3. Toolbar Buttons

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.

7.4. Assessments

Each course can have its own unique arrangement of assignments and point values respectively. Additionally schools can choose to custom create their own courses. However, in general 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

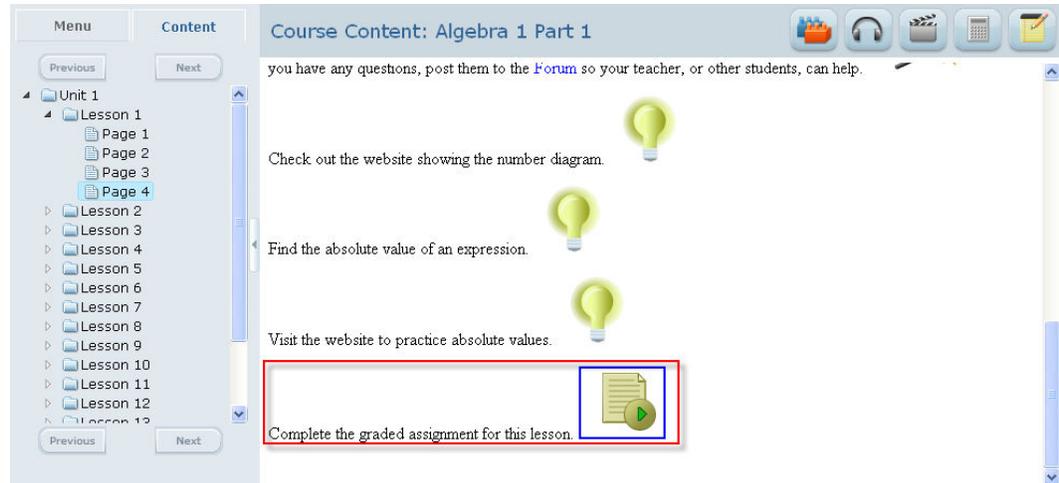
- Daily Assignments (10 points)
 - Same as other courses
 - Lessons 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14
- Podcasts
 - Lessons 5 and 10 (25 points)
- Weekly Quizzes (30 points)
 - Lessons 5 and 10
- Unit Exam (70 points)
 - Final Draft (50 points)

- 10 Multiple-Choice, True/False

7.5. Working with Your Assignments

You can access your assignments in two different ways: page four in a lesson or the Assignments button in the menu of any course.

7.5.1. Lesson Page Four



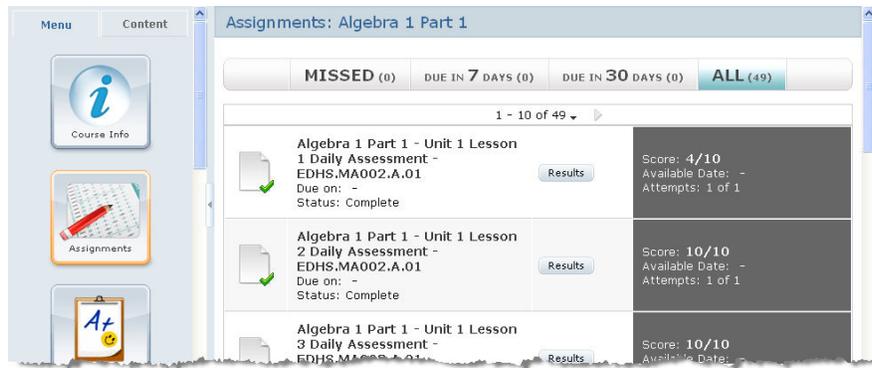
Page four of every lesson contains a link to the assignment for that lesson. Click the link to take the assignment.

7.5.2. Course Menu



Click the **Assignments** icon in the course menu to view all of your assignments.

A list of all assignments for that course appears:



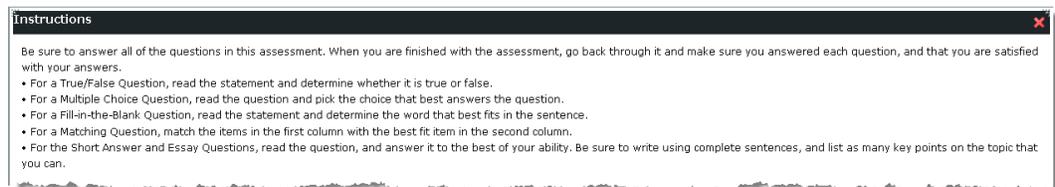
You can sort your assignments by due date via the buttons at the top of the page.

Click **Enter** to begin the assignment:



7.5.3. Completing an Assignment

1. From either method above, enter an assignment. Instructions for the assignment appear:



2. Click the **red X** in the upper right corner to close the instructions. The assignment appears:

 [Back to Assignments](#)

Algebra 1 Part 1 - Unit 1 Lesson 6 Daily Assessment - EDHS.MA002.A.01

Question 1

Solve: $-3 - |5| - (-26) - 12$

6
 7
 8
 5

1 2 3 4 5 >

Back to Assignments

Click this link in the upper left corner to return to your list of assignments for the course

Question area

Displays the question and possible answer choices. For multiple choice and True/false questions, click a choice to select it. For questions that require short answers, click in the text box and type your answer. See additional instructions below for writing assignments.

Question taskbar

Displays the number and status of questions in the assignment. The bold, black number is the question you are currently on. Red questions have not yet been answered, while green questions are those you have answered.

3. Answer the first question, then click the next number in the question task bar. If you are not sure of an answer, you can skip the question and come back to it later.
4. When you have answered all of the questions, a Finish button appears. Click the button to submit your assignment:



5. The system returns you to your list of assignments. From here, you can see your score for the assignment and review your graded answers.

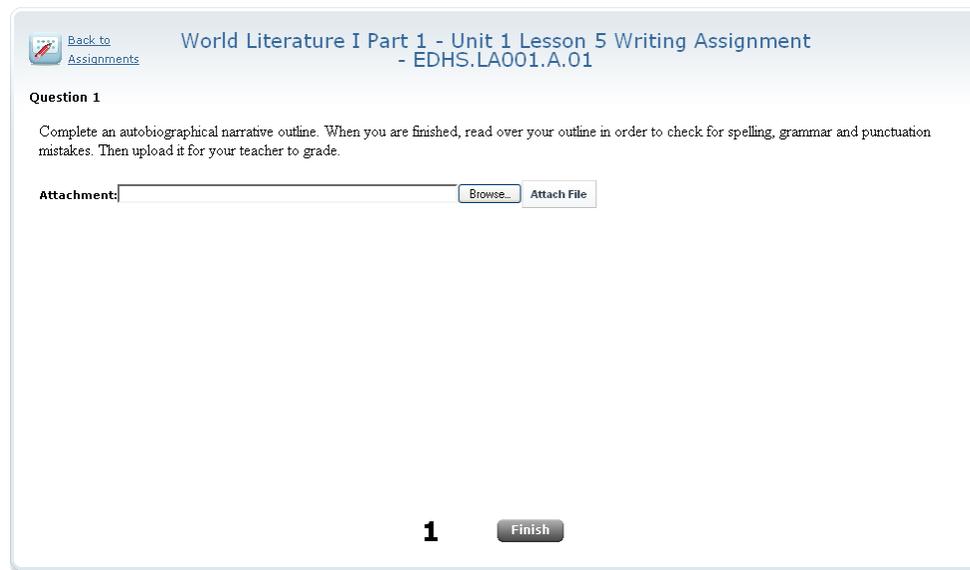
	Algebra 1 Part 1 - Unit 1 Lesson 6 Daily Assessment - EDHS.MA002.A.01 Due on: - Status: Complete	<input type="button" value="Results"/>	Score: 6/10 Available Date: - Attempts: 1 of 1
-------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	----------------------------------------	-------------------------------------------------------------

NOTE: Some assignments may require a teacher to grade them by hand. In these cases, your score will not be immediately available.

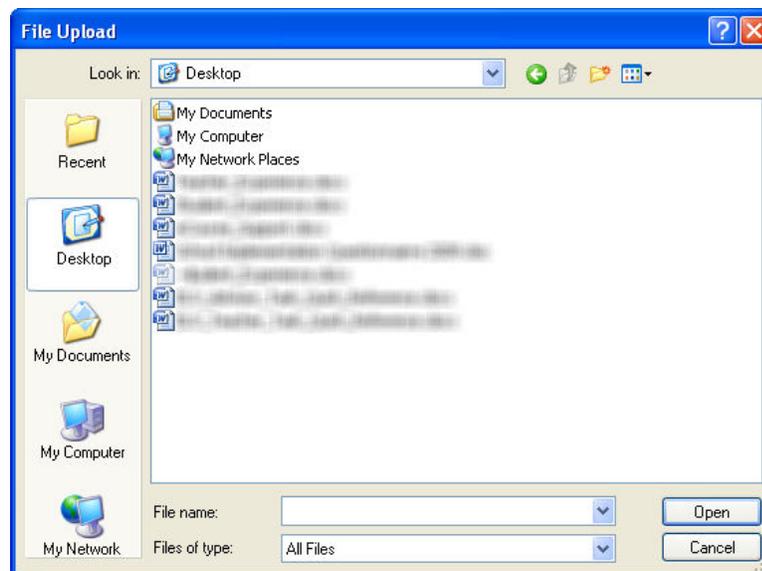
7.5.3.1. Writing Assignments

Since writing assignments require outlines and longer answers, you will complete these types of assignments by using a word processing program, such as Microsoft Word, saving your work as a file, and attaching it to your assignment in the system. Complete the steps below to complete an writing assignment.

The screen shot below depicts a typical writing assignment:



1. Once you have read the question, open a word processing program, write your answer, and save it to your computer.
2. In the question, click the **Browse** button. A window appears to find your saved answer file:



3. Locate and select your file, then click the **Open** button.
4. The file is added to the Attachment field:

Attachment: C:\Documents and Settings\lperdue\Desktop\Teacher_Experience.docx

5. Click the **Attach File** button. The system adds your file to the assignment:

Attachment:
 [Teacher_Experience.docx](#)

6. Click the **Finish** button at the bottom of the screen to submit your writing assignment.

NOTE: If the student attempts to navigate away from the assignment page without attaching a file, the system displays a popup message warning them of this error.

7.5.3.2. Record an Audio Assignment

Some courses, such as foreign languages, require that you make audio recordings and submit them to your teacher in order to complete certain assignments. Follow the steps below to make audio recordings.

NOTE: You will need to make sure that your computer has either a built-in microphone or that you have a microphone that you can plug into your computer.

7.5.3.2.1. Record with a PC

1. Click Windows **Start button** > **Start Menu** > **All Programs** > **Accessories** > **Sound Recorder**.
2. You can either use your laptop's built-in microphone or you may plug a headset/microphone into the laptop to record.
3. Click **Start Recording**. Record your assignment.
4. When finished, click **Stop Recording**. A window appears to save your recording as a file. Enter a file name, select a save location, and click **Save**.

7.5.3.2.2. Recording with a Mac

1. From the Applications folder, click **QuickTime Player**.
2. Click and open the **File** menu, then select **New Audio Recording**.
3. You can either use your laptop's built-in microphone or you may plug a headset/microphone into the laptop to record.
4. Click the **down arrow** to select the microphone input, quality, and save location.
5. Use the **slider** below the Record button to adjust the recording volume for the microphone.

7.5.4. Review a Completed Assignment

To review a completed assignment, click its **Results** button:

	Algebra 1 Part 1 - Unit 1 Lesson 6 Daily Assessment - EDHS,MA002.A.01 Due on: - Status: Complete	<input type="button" value="Results"/>	Score: 6/10 Available Date: - Attempts: 1 of 1
-------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------	----------------------------------------	------------------------------------------------------

Your graded assignment appears:

Back to Assignments

Algebra 1 Part 1 - Unit 1 Lesson 6 Daily Assessment - EDHS.MA002.A.01

Question 1

Solve: $-3 - |5| - (-26) - 12$

6

7

8

5

Points: **2.0**

1 2 3 4 5 >

- The correct answer is marked with a green check. Incorrect choices are marked with a red X.
- Notice the question taskbar. Correct answers are in green; incorrect answers are in red. The question you are currently viewing is in black.
- The point value of each question is listed on the right of the screen.

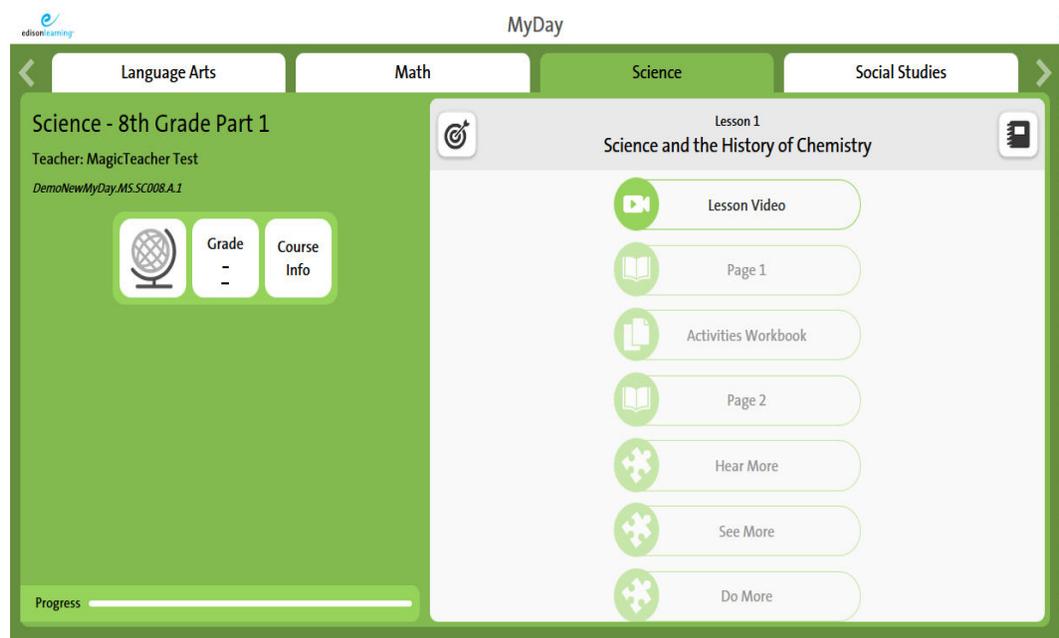
When finished, click the **Back to Assignments** link in the upper left.

8. MyDay Course Delivery System

Clicking the MyDay or clicking the course and part itself will take you to the MyDay course delivery system.



A new browser tab opens containing your MyDay planner:

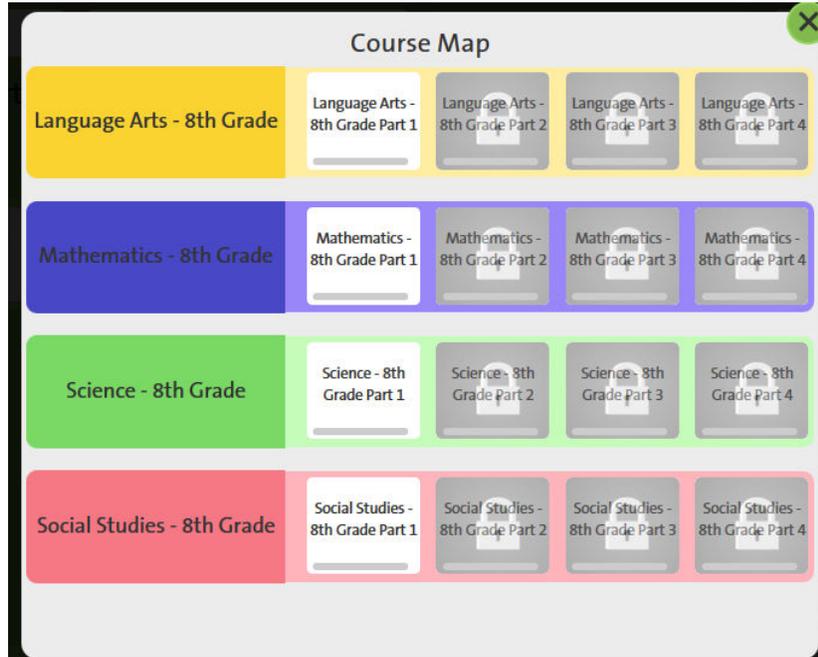


Each course in which you are enrolled – science, social studies, math, language arts, etc - has a color-coded tab at the top of the page. Click a tab to go to that subject.

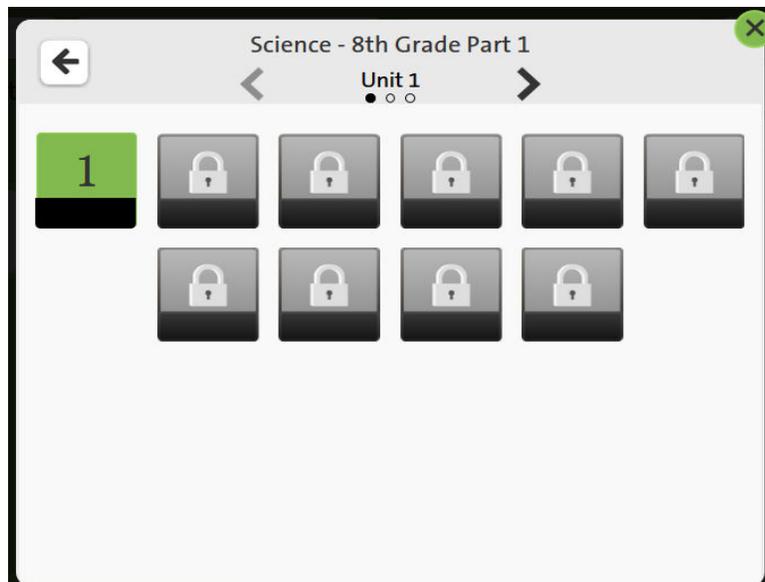
Several buttons appear on the left side of the screen as described below.

8.1.1. Learning Log

Clicking the Learning Log button (globe icon) will reveal your full list of actively enrolled courses. Clicking any of the available courses within will navigate you directly to the selected course.



After selecting the course you would like to view next, you can select the desired unit and lesson number as well using the navigational arrows available.



8.1.2. Course Grade



The Course Grade button displays your current grade for the selected course. Click this button to view a Grade Breakdown screen for the course:

CODE: NewMyDay.EDMS.MA008.A
ENROLLED DATE: 2015-12-14
FN141863 LN141863
USERNAME: **32%**
NON-RUNNING TOTAL: 2%
GRADE TO DATE

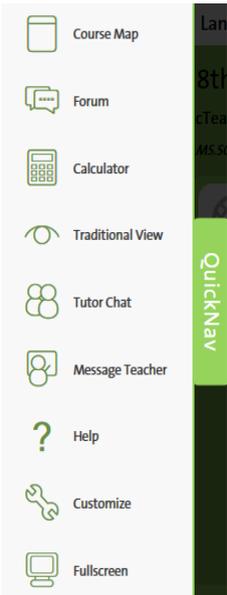
GRADE BREAKDOWN: **Mathematics - 8th Grade Part 1**

Name	Score	Possible Points	Percentage	Attempts	Due Date	Submit Date	Feedback
✓ Mathematics 8th Grade Part 1 - Lesson 1 Daily Assessment	5	10	50%	1 of ∞	-	05/09/2016	
✓ Mathematics 8th Grade Part 1 - Lesson 2 Daily Assessment	5	10	50%	1 of ∞	-	05/09/2016	
✓ Mathematics 8th Grade Part 1 - Lesson 3 Daily Assessment	3	10	30%	1 of ∞	-	05/09/2016	
✓ Mathematics 8th Grade Part 1 - Lesson 4 Daily Assessment	1	10	10%	1 of ∞	-	05/09/2016	
✓ Mathematics 8th Grade Part 1 - Lesson 5 Daily Assessment	2	10	20%	1 of ∞	-	05/09/2016	
Mathematics 8th Grade Part 1 - Lesson 5 Weekly Quiz	-	-	∞	- of 2	-	∞	
Mathematics 8th Grade Part 1 - Lesson 6 Daily Assessment	-	-	-	- of ∞	-	-	
Mathematics 8th Grade Part 1 - Lesson 7 Daily Assessment	-	-	-	- of ∞	-	-	



The Course Info button will reveal a short description of the course you are viewing.

8.1.3. QuickNav Bar



The QuickNav tab is located at the left edge of MyDay. Click the tab to open the QuickNav bar; click it again to close it. This toolbar contains a number of useful links and tools.

Course Map

Returns you to the course selection screen.

Forum

Takes you to the course's forums. See the forums section for details.

Calculator

Opens a calculator for immediate use.

Traditional View

This will open up a read only preview of the entire course

Chat

This will open up an interface that will allow you to interact with any teachers that are immediately available for tutoring purposes.

Message Teacher

Clicking this will open a pop up which will allow you to quickly message your teacher if needed.

Help

Clicking this will take you to the built in help page for eSchoolware.

Customize

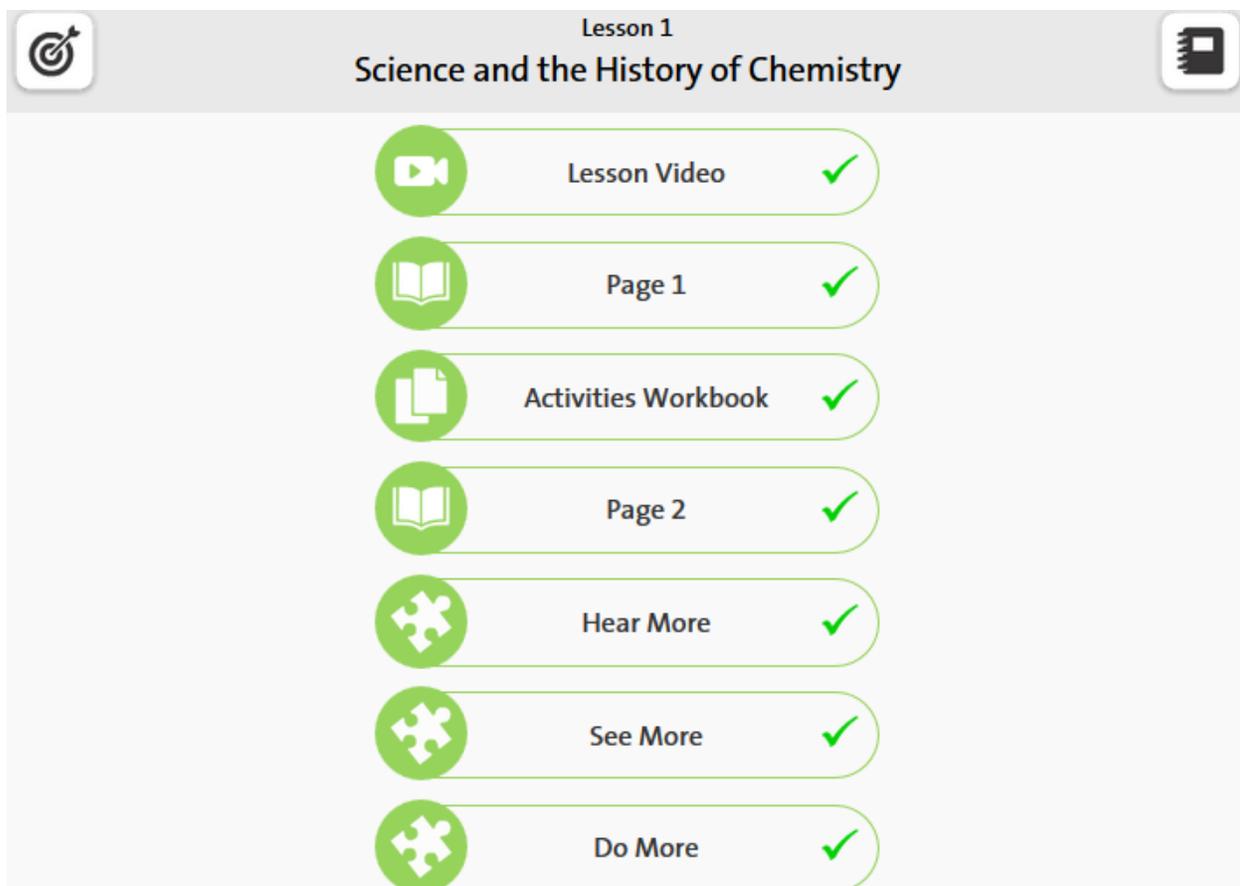
Displays options to change the course page colors.

Full Screen

Displays the course as a full screen within your browser.

8.1.4. Daily Assignments

The list of daily tasks you need to complete for each subject appears on the right page of the planner.



There are several useful items located in the title bar above your daily tasks:

Bulls eye

Click the bulls eye on the left of the title bar to view a list of objectives, or what you are supposed to learn in the lesson.

Lesson title

The title of the lesson you are viewing.

MyDay Notepad

Click the notepad on the right of the title bar to open a notepad for the lesson. When finished making your notes, click **Save** in the notepad to save your thoughts.

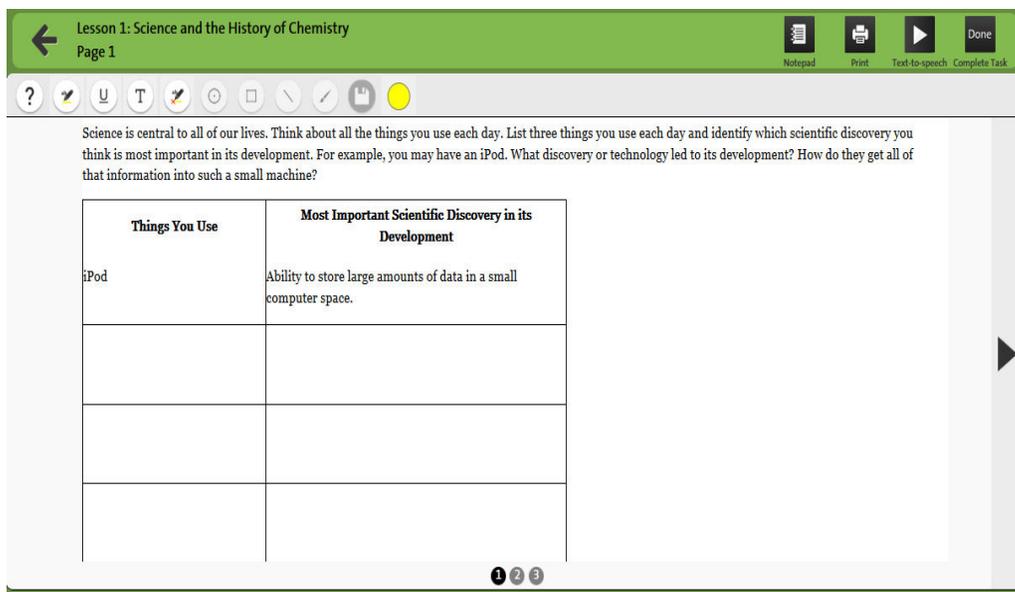
As you complete activities, they will receive a check mark indicating that you have completed that task.

8.1.4.1. Lesson Video

Each lesson begins with a video that presents the key concepts of the lesson. The videos also serve as reinforcement for ideas that you may find difficult to master.

8.1.4.2. MyBook

The MyBook task is an interactive book that presents the core of a lesson with audio, text, and drawing tools. MyBook works with the lesson video, activities workbook, and learning activities.



Click the circles at the bottom of the screen or the arrows to move from page to page in the book.

As you read through the pages, you may be asked to write, highlight, or draw answers to various questions and activities. The system saves your work upon clicking the disk icon so you can go back and review it later on. Use the tools at the top of each page to type text, highlight, and draw on the pages. You can also access your lesson notepad and even have the lesson read to you with these tools. Hover your mouse over each icon to find out what it does. You can save or print the lesson and your notes as a PDF file to your PC.



When you have reached the last page of the book, click the green arrow in the lower right corner to mark the book complete and return to the MyDay planner.

NOTE: Depending on the lesson, you may have several MyBook tasks in your list. The first one covers the learning objectives for the lesson, while any others review the ideas and present them in different ways to help you understand. The eSchoolware system looks at your learning style assessment and how well you are doing in the course to decide how many MyBooks you have in each lesson.

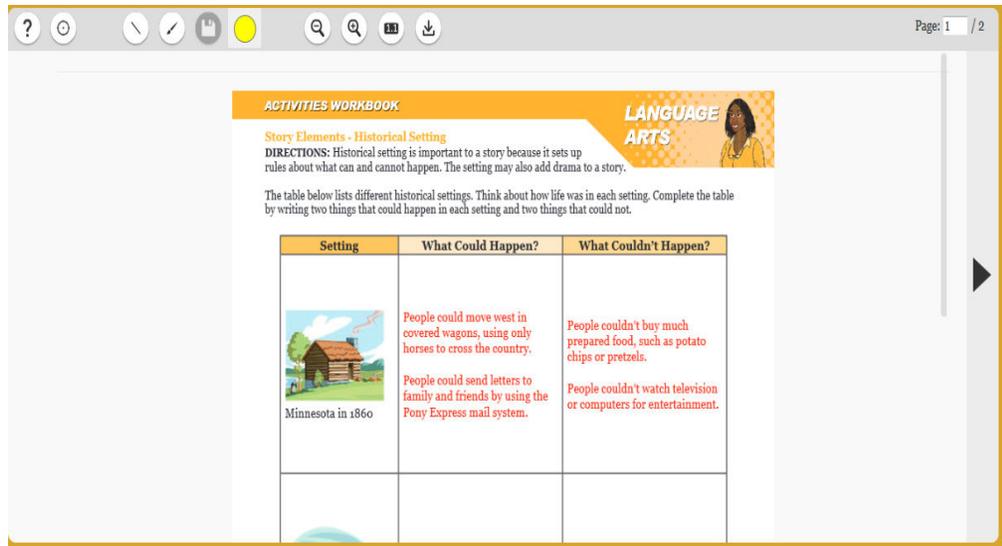
8.1.4.3. Do More/Hear More/See More

These are links to resources outside of your MyDay player, such as videos for example.

Click the link to open a launch screen. Click **Go** to open the activity, then click **Done** to complete the task.

8.1.4.4. Activities Workbook

The Activities Workbook is another activity, usually a couple pages long, that helps you work with the ideas you saw in the video and read about in the lesson's MyBook. Just like your MyBook tasks, you may be asked to write, highlight, or draw answers to various questions and activities. The system saves your work so you can go back and review it later on. Use the tools at the top of each page to type text, highlight, and draw on the pages. You can also access your lesson notepad with these tools. Hover your mouse over each icon to find out what it does.



The screenshot shows a digital workspace titled "ACTIVITIES WORKBOOK" with a "LANGUAGE ARTS" header. Below the header, there is a section titled "Story Elements - Historical Setting" with directions: "Historical setting is important to a story because it sets up rules about what can and cannot happen. The setting may also add drama to a story." Below this, a text prompt asks the user to complete a table by writing two things that could happen in each setting and two things that could not. The table has three columns: "Setting", "What Could Happen?", and "What Couldn't Happen?". The first row is filled with an illustration of a log cabin in Minnesota in 1860, and the second row is empty. A toolbar at the top includes icons for help, undo, redo, highlight, eraser, and drawing tools. A "Page: 1 / 2" indicator is in the top right corner.

Setting	What Could Happen?	What Couldn't Happen?
 Minnesota in 1860	People could move west in covered wagons, using only horses to cross the country. People could send letters to family and friends by using the Pony Express mail system.	People couldn't buy much prepared food, such as potato chips or pretzels. People couldn't watch television or computers for entertainment.

When you are finished, click the **Answer Key** button in the upper right corner to check your answers. Your browser will refresh with the answer key revealed.

When you have reached the last page of the book, click the Done button in the upper right of the workbook to complete the task and move to the next learning object.

Answer Key

8.1.4.5. Learning Activities

Learning activities are fun daily activities to test how well you understand a lesson's material and track growth as you proceed through the course.

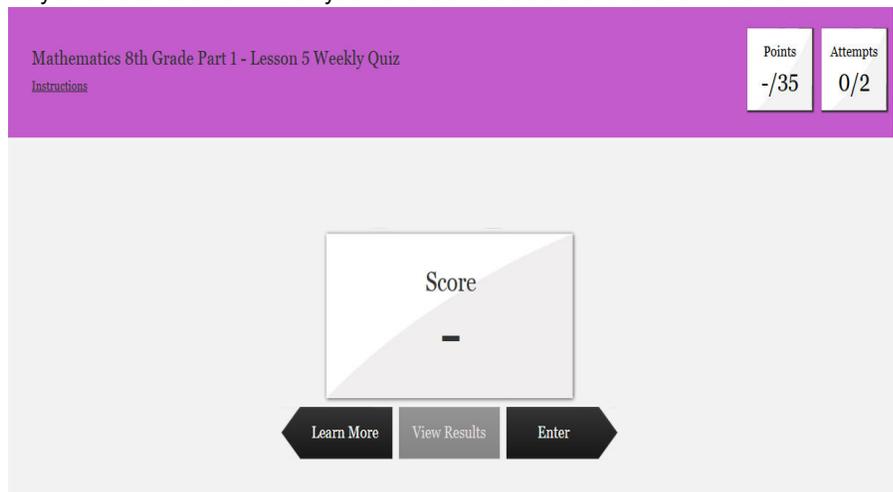


Click an activity to access it. Instructions on how to play the game will be presented to you before you start the assessment. Once you finish, the system displays your score and sends it to your gradebook.



8.1.4.6. Assessment

Assessments are tests you take to see how much you have learned at the end of each week and each course part. Language arts courses also have separate writing assignments that count toward your final grade. There are several types of assessment questions. Be sure to read each question and its instructions carefully.



Points

Displays the highest score you have earned on the assessment

Attempts

Displays your current attempt out of total possible attempts

Score

Displays your most recent score on the assessment; you will see "-" if you have not taken the assessment before

Learn More

Click to return to the lesson task list

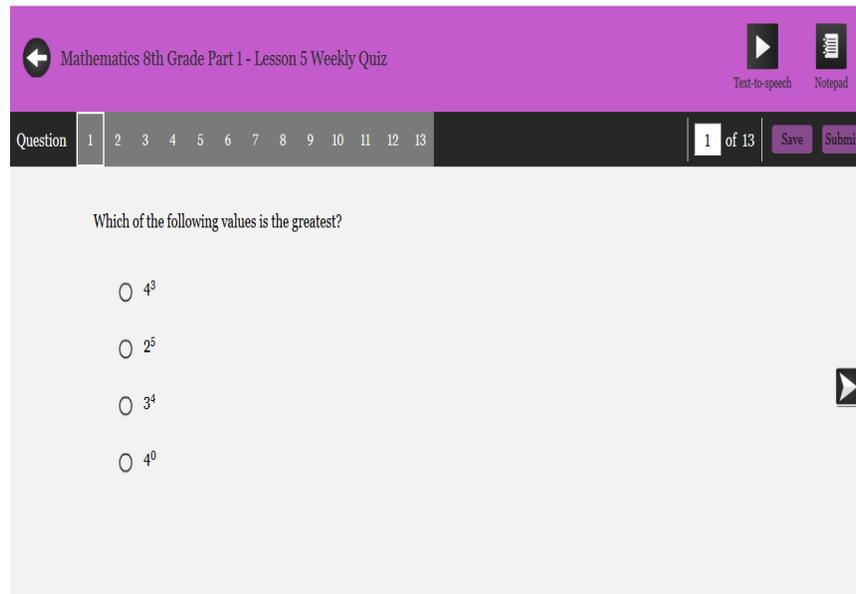
View Results

Click to view how you answered questions on your last attempt.

Enter/Resume/Retry/Done

- Enter – Click to start the assessment
- Resume - Click to continue the test if you have previously quit it without completing it
- Retry – Click to attempt the assessment again
- Done – Assessment is finished.

Quizzes and exams display one question per page:



The screenshot shows a quiz interface with a purple header. The header contains a back arrow, the text "Mathematics 8th Grade Part 1 - Lesson 5 Weekly Quiz", a play button labeled "Text-to-speech", and a notepad icon labeled "Notepad". Below the header is a question bar with a "Question" label and a row of numbers 1 through 13. The number 1 is highlighted. To the right of the numbers are buttons for "1 of 13", "Save", and "Submit". The main content area has a light gray background and contains the question "Which of the following values is the greatest?" followed by four radio button options: 4^3 , 2^5 , 3^4 , and 4^0 . A right-pointing arrow is located to the right of the options.

After you select your answer choice, click the next arrow or enter in the desired question number you'd like to jump to or select that question number.

Submit

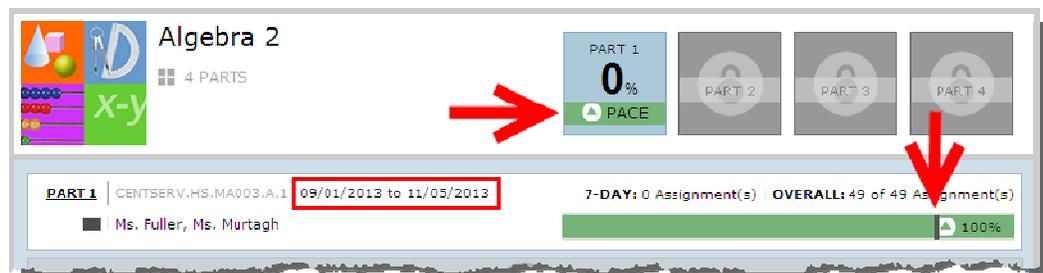
When you reach the last page and are satisfied with all of your answers, click the **Submit** button in the upper right corner. If you have more attempts left, you must wait until this attempt has been graded before you can try the quiz or exam again.

9. Staying on Pace and Meeting Attendance Requirements

9.1. Pacing

Your courses may have start and end dates assigned to them. If they do, the system keeps track of your progress in the course and lets you know if you are on pace to complete on time or lagging behind.

On your student home page, courses with start and end dates look like this:



Notice the dates beside the part's section code. If you are on pace, your progress bar and grade box will both be green.

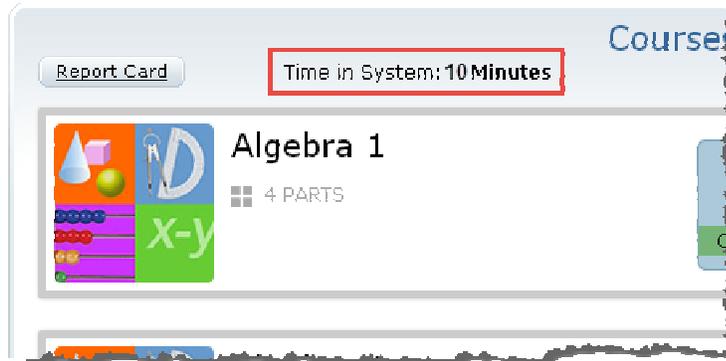
If you start to lag behind where you should be, these areas become yellow, then red:



Notice the line in the progress bar on the right in the example above. This line indicates where you should be in the course to get back on pace.

9.2. Time in System

You can view your total time in system for the day to help you meet attendance requirements. The system keeps track of all time you spend doing classwork and tallies it at the top of your student homepage. At midnight, local user time, the Time in System will reset to zero for the next day. Note once you have physically clicked your mouse, there is a process that will track and timestamp that click which can take upwards of two hours. Not all clicks you make are processed and counted towards local attendance requirements.

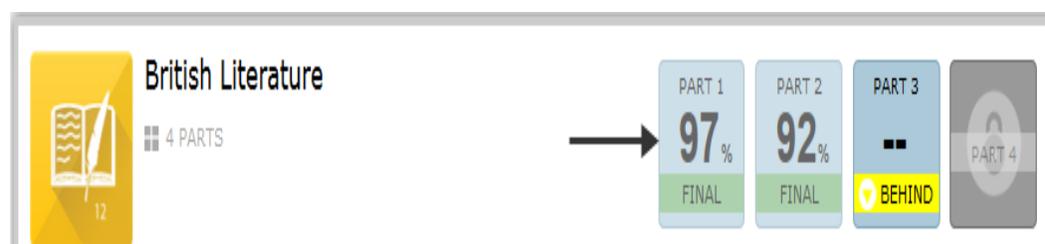


You may need to refresh your browser throughout the day to see the latest Time in System.

10. View Your Grades

As described above in the Open a Course and Report Card sections, you can view your grade in a particular course once you have clicked on it to open it. You can also view your grades from your student home page.

Click the blue part grade icon to view details:



A new browser window opens and displays the Grade Breakdown for that course:

GRADE BREAKDOWN		CODE: <small>NewlyDay.EDMS.MA008.A</small>	ENROLLED DATE: <small>2015-12-14</small>	FN141863 LN141863	USERNAME	NON-RUNNING TOTAL: 2%	GRADE TO DATE: 32%
Mathematics - 8th Grade Part 1							
Name	Score	Possible Points	Percentage	Attempts	Due Date	Submit Date	Feedback
✔ Mathematics 8th Grade Part 1 - Lesson 1 Daily Assessment	5	10	50%	1 of ∞	-	05/09/2016	
✔ Mathematics 8th Grade Part 1 - Lesson 2 Daily Assessment	5	10	50%	1 of ∞	-	05/09/2016	
✔ Mathematics 8th Grade Part 1 - Lesson 3 Daily Assessment	3	10	30%	1 of ∞	-	05/09/2016	
✔ Mathematics 8th Grade Part 1 - Lesson 4 Daily Assessment	1	10	10%	1 of ∞	-	05/09/2016	
✔ Mathematics 8th Grade Part 1 - Lesson 5 Daily Assessment	2	10	20%	1 of ∞	-	05/09/2016	
Mathematics 8th Grade Part 1 - Lesson 5 Weekly Quiz	-	-	✘	- of 2	-	✘	
Mathematics 8th Grade Part 1 - Lesson 6 Daily Assessment	-	-	-	- of ∞	-	-	
Mathematics 8th Grade Part 1 - Lesson 7 Daily Assessment	-	-	-	- of ∞	-	-	

When looking at your Grade Breakdown screen for a particular course, you may notice several small icons next to the percent values in the Score column:

! – An exclamation point indicates that the assessment is pending. This means the assessment has been completed, and is waiting for your teacher to grade it.

🕒 - An hourglass indicates that the assessment is open and in progress. This means that you have started it, but not yet finished and submitted it.

🔒 - A yellow padlock indicates that the item is locked. A teacher may lock an assessment for a variety of reasons. When an assessment is locked, you may not take it.

E – A letter **E** next to an assessment score indicates that the assessment has been exempted from the course's total grade.

○ – A letter **O** next to an assessment score indicates that your teacher has overridden the grade generated by the system and provided a new grade in its place.

✔ - A green check mark next to an assignment name indicates that the assignment has been considered as passing per institution/student mastery settings.

Click a **percentage link** to view that graded assignment:

Name	Score	Possible Points	Percentage	Attempts	Due Date	Submit Date	Feedback
✓ Mathematics 8th Grade Part 1 - Lesson 1 Daily Assessment	5	10	50%	1 of ∞	-	05/09/2016	

- Attempt **1** of ∞ (* indicates the attempt scored)

[Close](#) [Highest](#) | [Most Recent](#)

1 2 3 4 5 6 7 8 9 10 >

Question 1

Which of the following expressions is equivalent to $4 \times 4 \times 4$?

3^4

4^3

3×4

$4 + 3$

Points: **0.0 / 1.0** Total: 5 / 10 (50%)

1 2 3 4 5 6 7 8 9 10 >

You can the results of all of the attempts you have completed for each assessment by using the Attempt dropdown.

Attempt

Click the dropdown to select an assessment attempt to view. The asterisk beside an attempt number indicates that the attempt is the one that is counted in the Gradebook.

Close

Click to close the attempt details.

Highest | Most Recent

Click these links to view either the attempt with the highest score or the most recent attempt.

Green Question Number

The number will appear as green if equal to or greater than the full point value of that question was earned.

Red Question Number

The number will appear as red if no points were earned on that question.

Yellow Question Number

The question will appear as yellow if greater than 0 and less than the full point value of that question was earned.

A green checkmark denotes the correct answer; a red X denotes an incorrect answer by the student.

Your score out of the point value for the question appears to the right of the answer choices, as well as your score for the selected assessment.

In the number bar at the bottom, click the **arrows** or a **question number** to view other questions in the assessment.

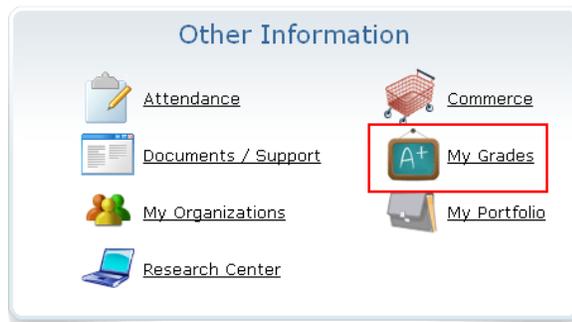
10.1. Reading Teacher Feedback

Your teacher has the option to leave comments, called feedback, for both individual questions and whole assignments as they grade your work. Follow the steps below to find and read teacher feedback.

1. Click the blue **Current Grade** icon for a course in the Courses box:



You can also get to the Report Card screen by clicking the **My Grades** link in the Other Information box:



2. Click the blue **Current Grade** icon for a course. The course's Grade Breakdown screen appears:

GRADE BREAKDOWN		CODE NewMyDayEDMS.MA008.A		FN141863 LN141863		32%	
ENROLLED DATE: 2015-12-14				USERNAME		NON-RUNNING TOTAL 2%	
Mathematics - 8th Grade Part 1						GRADE TO DATE	
Name	Score	Possible Points	Percentage	Attempts	Due Date	Submit Date	Feedback
Mathematics 8th Grade Part 1 - Lesson 1 Daily Assessment	5	10	50%	1 of ∞	-	05/09/2016	
Mathematics 8th Grade Part 1 - Lesson 2 Daily Assessment	5	10	50%	1 of ∞	-	05/09/2016	
Mathematics 8th Grade Part 1 - Lesson 3 Daily Assessment	3	10	30%	1 of ∞	-	05/09/2016	
Mathematics 8th Grade Part 1 - Lesson 4 Daily Assessment	1	10	10%	1 of ∞	-	05/09/2016	
Mathematics 8th Grade Part 1 - Lesson 5 Daily Assessment	2	10	20%	1 of ∞	-	05/09/2016	
Mathematics 8th Grade Part 1 - Lesson 5 Weekly Quiz	-	-	x	- of 2	-	x	
Mathematics 8th Grade Part 1 - Lesson 6 Daily Assessment	-	-	-	- of ∞	-	-	
Mathematics 8th Grade Part 1 - Lesson 7 Daily Assessment	-	-	-	- of ∞	-	-	

3. Look for any numbers in the **Feedback** column. Numbers indicate the amount of feedback and which type for that assignment.
4. Click the assignment's **Assessment Feedback** link to read overall feedback for the whole assignment. Assignment feedback appears directly beneath the assignment in the Grade Breakdown screen. Click the link again to close the feedback.

Algebra 1 Part 1 - Lesson 12 Daily Assessment - EDCP.MA002.A	8	10	-	80%	07/19/2012	0	0
Algebra 1 Part 1 - Quiz 1 - EDCP.MA002.A	13	25	-	52%	06/29/2012	1	11
Name		Feedback					
[blurred]		[blurred]					
Algebra 1 Part 1 - Lesson 13 Daily	10	10	-			0	0

5. Click the assignment's **Percentage** link to read feedback for individual questions in the assignment. The entire assignment appears directly beneath the assignment in the Grade Breakdown screen

- If any question has feedback, it is located by the points for the question.
- Use the **number bar** at the bottom of the each question to find all feedback.

[Close](#)

Question 1

Find: |-8|

-8

0

8

-1

Points: **2.0 / 2.0**

Teacher's Feedback:
test feedback

1 2 3 4 5 >

[Close](#)

6. Click the **Close** button at the top or bottom of any question to close the assignment.

11. My Advisor

The My Advisor box displays your advisor's name. A primary advisor (if applicable) can be selected from your student details page by school staff.

12. Other Information

The Other Information area contains links to other important areas of eSchoolware. **Depending on your school's configuration, some of the items in this section may not be available to you.**

12.1. Attendance

Click this icon to your school attendance record for the year:

School Attendance

Back School Year: 2013-2014DEMO Go

Start Date:	08/01/2013	Days Attended:	83
End Date:	07/18/2014	Inexcused Absences:	167
Truancy Alerts:	4	Excused Absences:	2

Legend:

- # Attended
- # Attended Non School Day
- # Unexcused Absence
- # Excused Absence
- # Non School Day/Student Not Registered
- # Tardy
- # Excused Tardy
- # Early Out
- # Excused Early Out
- # Tardy and Early Out
- # Excused Tardy and Early Out
- # Tardy and Excused Early Out
- # Excused Tardy and Excused Early Out

Calendar View:

August 2013							September 2013							October 2013							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	0	9	10	11	12	13	14								

12.2. My Portfolio

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: Personal Folder
 Sub Folder: 0
 File(s): 0
 Address: /Personal Folder/

New Folder Upload File(s)

Address: /Personal Folder/ 0 - 0 of 0

Name	Size	Modified Date	Edit	Delete
Empty Result				

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

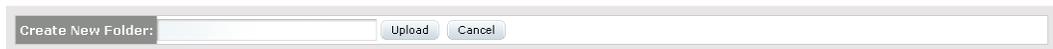
Click to edit the name of a file or folder

Delete

Click to delete a file or folder

12.2.1. Create or Modify a Folder

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



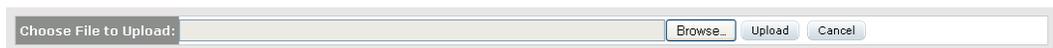
2. Enter the folder's name in the **Create New Folder** field and click **Upload**.
3. Your new folder appears:



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

12.2.2. 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. The File Upload window appears. Find your file and click **Open**.
4. 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		

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

12.2.3. Assessment Attachments

You can access all of your file attachments in My Portfolio for assessments previously completed. A folder called Attachments contains links to your work:

Folder Name: Personal Folder
Sub Folder: 0
File(s): 0
Address: /Personal Folder/

Address: [/Personal Folder/](#)

Name
Assessment Attachments

Click **Assessment Attachments** to view course part subfolders:

Folder Name: Assessment Attachments
Sub Folder: 4
File(s): 0
Address: /Personal Folder/AssessmentAttachments/

Address: [/Personal Folder/Assessment Attachments/](#)

Name
French 1 Part 1
Life Skills Part 1
World Literature II Part 1
World Literature II Part 2

Click a **course part** to view that course part's assessment attachments:

Folder Name: Assessment Attachments
Sub Folder: 0
File(s): 11
Address: /Personal Folder/AssessmentAttachments/

New Folder Upload File(s)

Address: [/Personal Folder/Assessment Attachments/French 1 Part 1/](#)

1 - 10 of 11

Name	Size	Modified Date	Edit	Delete
French 1 Part 1 - Part 1 Writing Assignment - EDHS.FL005.A.01 Q1 (1)				
French 1 Part 1 - Unit 1 Exam - EDHS.FL005.A.01 Q31 (1)				
French 1 Part 1 - Unit 1 Exam - EDHS.FL005.A.01 Q32 (1)				
French 1 Part 1 - Unit 1 Lesson 10 Conversation Podcast - EDHS.FL005.A.01 Q1				

Click an **assessment name** to view it.

12.3. My Organizations

Click this icon to display any organizations to which you belong.



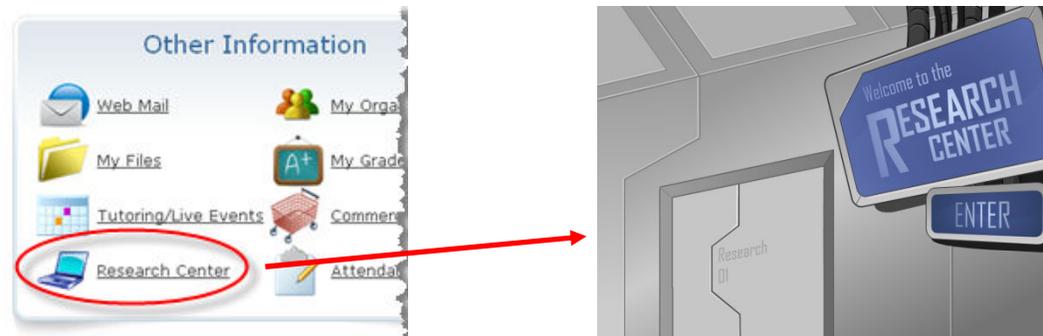
Click the **dropdown** to select a school year to view. The organizations you belong to for that year display, along with the teacher in charge and the organization's ID code.

Click an **organization** to view information about it.

12.4. Virtual Environment

To access the Research Center or Learning Land, click its icon in the Other Information box, then click **Enter**:

Note that the school must have access to this environment enabled and if you are under the age of 13 you must obtain parental permission first.



The Research Center or Learning Land will then appear:



The various activities and features of the Research Center 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

This place displays student artwork.

Cogs Store

This is where participants can buy items with their cog points and customize the look of their avatar.

Help Desk

This is for participants to ask questions and receive help.

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 just for hanging out.

Media Room

This room has a media viewer for playing course videos.

Study Hall

This room contains an interactive course catalog for students to browse and access a preview all of the different eAcademy 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 users 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.

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.

Writing Center (Learning Land only)

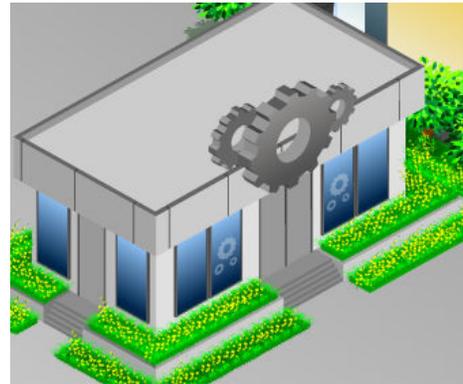
Use this building to improve your writing. You can write and submit essays for review by the system's writing and editing software.

12.4.1. Arcade and Cogs



The arcade building contains mini-games, including mini-chess, checkers, Sudoku, mahjong, and an action puzzle game called Atom Blaster. To access a mini-game inside the arcade, click one of the game cabinets on the right side of the room. The Arcade's mini-games are "ust for fun and do not count toward any student's grade. Therefore, *students who currently have interventions in that have **not** been completed are **not** allowed to enter the arcade.*

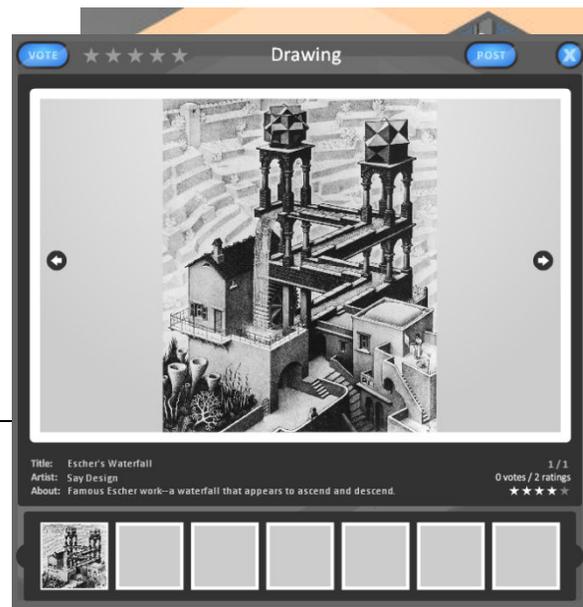
Playing mini-games inside the Arcade is one way Research Center participants can earn points called *cogs*. Cogs may be used to purchase new items or abilities at the cogs store, such as clothes and accessories for avatars. The cogs store is right next to the arcade.



12.4.2. Art Gallery

The Art Gallery is a dedicated space for viewing and discussing administrator-approved student artwork. It has its own building in the Agora:

Inside the Art Gallery, there are pieces of art on display around the room. Clicking a piece opens up the Art Gallery's viewer. Each piece corresponds to a specific collection: painting, drawing, photography, media, and writing. For example, clicking the drawing in the room will open the viewer with the drawing collection



selected. With the exception of the writing collection, which features text, all of the collections display images.

The name of the selected collection is displayed at the top of the viewer. Hovering over this name opens a small menu for quickly switching between collections.

There is a Vote button at the top left of the viewer for voting the displayed artwork as the Artwork of the Week. You are limited to one vote per week per user. An artwork wins Artwork of the Week if it receives the most votes in a given week and receives a minimum of six votes. All votes get cleared at the end of every week. Once an artwork receives Artwork of the Week, it cannot be voted for again. A student who wins the Artwork of the Week is instantly awarded the Artist's Badge.



To the left of the vote button are stars for submitting a rating to an artwork. A user cannot rate a particular piece of artwork more than once. An artwork's rating and number of votes are shown in the information section of the viewer.

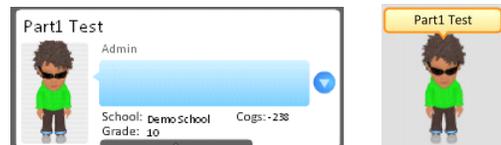
Anyone can submit to the Art Gallery by clicking the **Post** button at the top of the viewer, then filling out the Art Gallery Submission Form. For images, only .png and .jpg formats are currently supported; for the writing collection, submitted files must be in the

.txt file format.

After the image or text file is uploaded, it goes to the selected collection. Only those with administrator roles will be able to view it until it gets approved. If a submission gets denied, it is instantly deleted from the server.

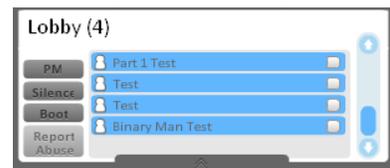
12.4.3. Avatars

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



12.4.4. 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.

12.4.5. Cogs and Badges

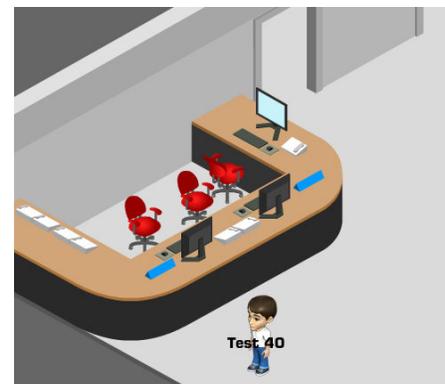
Cogs are points earned for successfully performing tasks, such as answering questions, inside Interactive Learning Activities. They can be used to buy avatar items or unlock more activities.

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



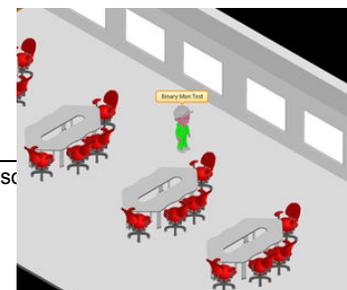
12.4.6. Help Desk

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.



12.4.7. Learning Lab

The Learning Lab is on the second floor of the Study Hall building. It contains a whiteboard application. To use the



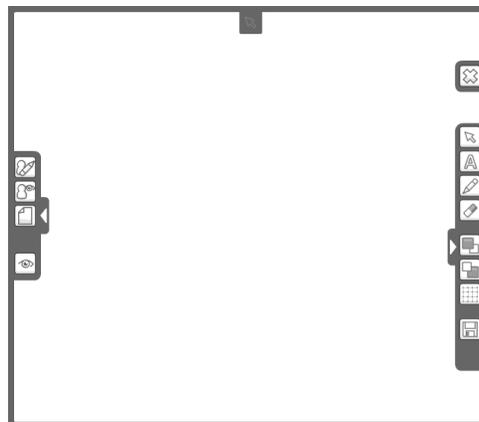
whiteboard, click one of the desks in the middle of the room. A menu appears to select which whiteboard session to join:



While in a whiteboard session, the chat panel remains, so it is possible to chat and write on the whiteboard at the same time. Users who have been silenced for chat also cannot write on or type in a whiteboard.

Each whiteboard session must have exactly one owner at a time. A whiteboard's owner has the responsibility to approve or deny requests to join that whiteboard session. The owner can also grant and remove whiteboard editing rights to any participant in the session. Whoever starts a whiteboard session instantly becomes its owner. Upon leaving a session, the whiteboard owner must choose a new owner from the remaining participants. If a whiteboard owner closes out of the Research Center web page without doing so, then a new owner is chosen at random from the remaining participants.

As a student, you cannot edit a whiteboard's contents unless you are that whiteboard session's owner or you have been explicitly granted editing rights by the owner. Someone who has an administrator role never needs permission to enter a session or edit contents of a whiteboard, however.



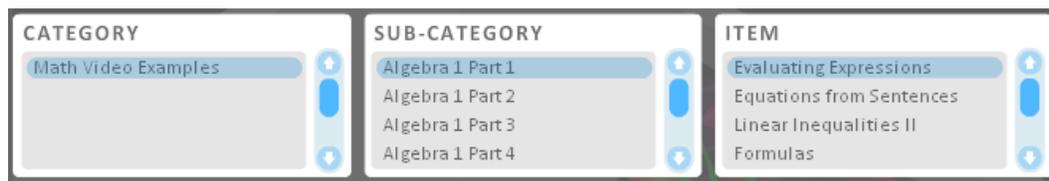
The main tools available on the whiteboard are the select tool, marker, eraser, and text tool. Other options available are the ability to choose a marker color and background color, move text, turn on and off a grid overlay, clear the entire whiteboard, save a snapshot of a panel's contents, and switch between five different "panels" within a single session.

12.4.8. Media Room

The Media Room contains the Research Center's media library for watching videos and listening to audio clips. To launch the media library, simply click the large screen on the wall inside the Media Room.

There are two components in the media library- the media selector and the media player. The media selector consists of the three boxes at the top and a search field. It is used for browsing the media library and selecting an item for playback. The media player component, which takes up the bottom two-thirds of the viewer, is for the playback of the media.

The three list boxes at the top are successively linked. This means that, when a Category is selected from the box on the left, this updates the Sub-category list in the middle. Similarly, when a Subcategory is selected, the Item list (right box) updates:



You can also use the search box at the very top, above the media browser: 

Selecting a media item in the Item list displays a preview in the player:



The preview contains information about the selected piece of media, including the item's title, author, description, rating, length, and resolution in pixels. Click the large circular play button on the preview screen to begin playback of the selected media:



12.4.9. 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.

12.4.10. 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.

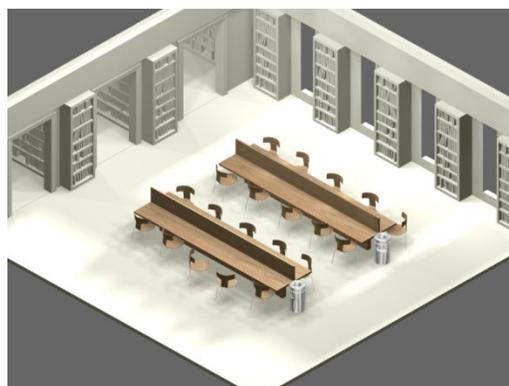
There are eleven distinct puzzles randomly displayed to students as they move from one locale to the next with LEXI's help and guidance.

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

12.4.11. Study Hall

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

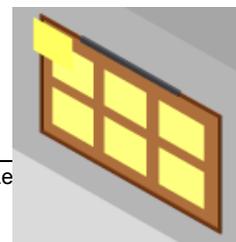
The Study Hall has tables in it for forming chat groups. Anyone can sit down at a table by clicking it. While at a table, participants chat with whoever else is at that table.



Question Board

The Study Hall contains a question board that is opened by clicking the bulletin board on the back wall.

The question board contains questions for participants to answer to receive cogs. It can have both trivia-style



questions and poll-style questions. For trivia-style questions, a participant receives cogs value only if the question is answered correctly. A poll-style question, on the other hand, awards cogs for merely participating in the poll, no matter which answer is chosen.

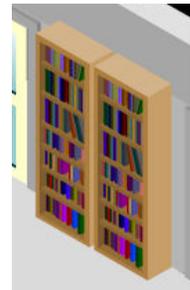


To exit the question board, click the **X** in the upper right.

Course Catalog

The Study Hall also has an interactive course catalog that gives access to previews of all the courses available in the system. To access it, click any one of the bookshelves found along the walls of the Study Hall:

The course catalog opens with the choice of subject area to browse within. For each course, there is an icon on the bookshelf and clicking one displays the part(s) available for that course, each with a brief description. Clicking the preview button opens up a new browser window (or tab).



12.4.12. Social Networking

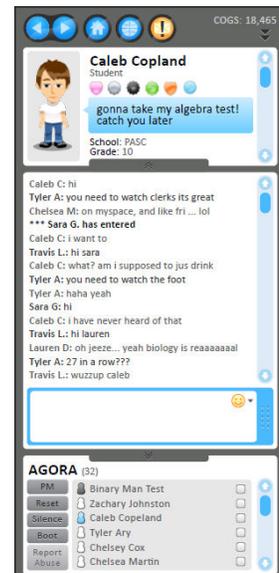
Students can build their own avatars, maintain simple profile pages, post status updates, and keep track of their friends list as part of the Research Center's social networking system.

Avatars

The Research Center environment contains several social networking capabilities beyond the chat features. First, participants have avatars to represent them in the virtual environment. Avatars are identified by the name boxes displayed directly above each avatar's head.

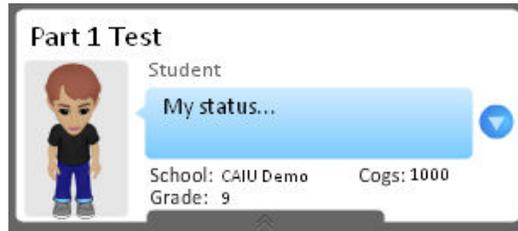


A participant's own name box is displayed in a golden color to easily distinguish it from other users'.



Profiles

All participants also have profiles to display information about themselves. Upon login, one's own profile is automatically displayed in the upper left part of the screen.



Much of this profile information is populated by the system:

- First and last name
- Avatar preview
- Role in the system (Student, Teacher, Advisor, or Chat Admin)
- School
- Grade (if a student)
- Cogs (the number of cog points a user has accrued)

You can also choose to enter other profile information:

- Status (similar to Twitter, Skype, or Facebook)
- Courses (viewed by clicking the down arrow  on the right side of the profile)
- About (also viewed by clicking the down arrow  on the right side of the profile)

NOTE: The profile display can be collapsed and expanded again by clicking the bottom border.

Browsing Profiles

There are two ways to view another participant's profile: either by clicking the profile icon  next to his/her name in the participants list, or by clicking his/her avatar. A user can return to displaying one's own profile at any time by clicking the home button



in the toolbar at the top. The back and forward buttons on the top left toolbar are for browsing profiles and are similar to the back and forward buttons on internet browsers. Clicking the back button goes back to displaying the last viewed profile, and the forward button is for going forward through the history.

Hovering the mouse cursor over another participant's avatar expands the name box to reveal a "mini-profile" - a condensed version of the regular profile. This mini-profile contains the participant's school, role, grade, and status.



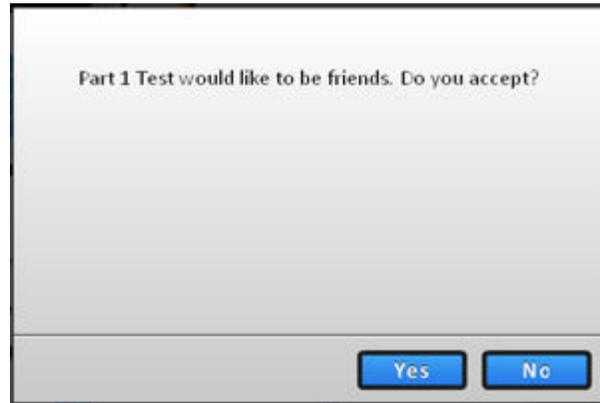
Friends

Participants can add other participants to their Friends list. The Friends list shows whether



friends are online or offline. To add a new friend, click the name at the top of another person's profile, and then select "Add To Friends" from the drop down menu.

The other person can then accept the invitation to be friends:



If the other person accepts the invite, then the users are added to each other's Friends lists. The Friends list can be accessed by clicking the Friends button on the toolbar.



Badges

In the Research Center, a badge is a mark of honor that appears on a user's profile. Users can only earn badges by having other users vote for them to receive a badge. To vote for someone to receive a badge, click the name in his or her profile and select **Vote for Badge** from the dropdown. Then, select the badge you would like them to receive. Your choice of badge(s) is determined by role. For example, a student cannot vote for someone to receive the Advisor badge.



Each user only gets one vote per week for all badges. So, if Sally votes for Pedro to receive a badge, then Sally cannot vote for anyone else to receive a badge until the following week.

Below is a list of all badges available and the requirements necessary to receive them:

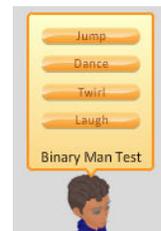
- *First Aid* – Awarded for peer tutoring other students in the study hall. A student must receive 10 votes from other students to receive this badge.

- *Citizenship in the Community* – Given to a student who works at the help desk. The chat administrator awards this badge.
- *Artist of the week* – Granted to the artist who wins the most votes for the artwork of the week inside the Art Gallery. A minimum of 6 votes is required for this badge.
- *Citizenship in the World* (4 total, one for each world language) – This badge indicates that a participant assisted other students in one of the world language rooms and requires 10 votes from other students.
- *Communications* – Awarded for helping other users to communicate. This badge requires 10 votes from other students.
- *Citizen Patrol* – Designates that a participant helped to solve disputes. This badge requires 10 votes from other students.
- *Director's Recommendation* – This badge can only be awarded by a chat administrator role with the director's approval.
- *Tutor Recommendation* – This badge can only be awarded by a teacher.
- *Grader Recommendation* – This badge can only be awarded by a teacher.
- *Advisor Recommendation* – This badge can only be awarded by an advisor.

No participant may receive the same badge more than once.

Actions

Users can have their avatars perform actions. This is done by clicking your avatar, then selecting an action from the actions list.

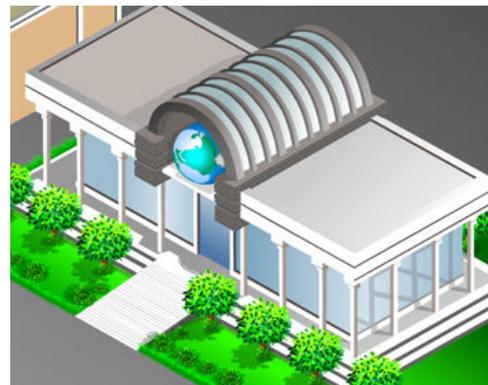


12.4.13. World Language HQ

World Language Rooms

Inside the World Language HQ building are the four world language rooms connected by a lobby. Each world language room corresponds to one of the four different foreign languages available: Chinese, French, German, and Spanish.

Participants are encouraged to discuss and chat in the language associated with the room. It is not mandatory to chat in Spanish in the Spanish room, for example, but doing so is certainly encouraged.



Inside each world language room there are two rows of computer terminals. Click the bottom row of computers to open that room's translator, and click the top row to open the world language activity, *Saga*.

Translators

Use the translator by clicking the bottom row of computers inside each world language room that contains. The translator contains the major vocabulary, in both words and phrases, found in its respective world language courses. For example, the Spanish room's translator contains the major vocabulary of all the Spanish courses. By default, a translator's entries are listed in alphabetical order, according to the given world language. However, clicking the **English** button at the top switches to listing the entries by the English translations of the terms.



When a term is selected in the translator, its entry displays on the right. The large circular Play button plays an audio recording of the selected entry being read aloud in the given language, so users can hear how the word or phrase is pronounced.

Saga

Saga is an activity that can be accessed by clicking the top row of computers in each of the world language rooms. *Saga* comes in four versions, each corresponding to one of the world language rooms: Chinese, French, German, and Spanish. Only students who are currently enrolled in the appropriate language course may access a *Saga* version. For example, a student must be enrolled in at least one French course in eAcademy in order to play the French *Saga*.

The gameplay of *Saga* revolves around solving puzzles. Players must travel to different world cities as espionage recruits. Their objective is to complete puzzles at important landmarks in order to obtain the trace evidence necessary to track their assigned targets. The translator tool is also available in *Saga* during game play.

There is unlimited time and an unlimited number of attempts at each puzzle, making the game impossible to lose, as long as the player keeps trying. For every session of *Saga* a player completes, an extra point is added to the player's eAcademy world language course gradebook. If the player is enrolled in multiple courses of the same world language, the player is given the choice of which course to add the extra point to.



12.4.14. Writing Center (Learning Land only)

The Writing Center is a place to practice your writing style. You may write and submit essays for review by writing and editing software. Once you select a topic and write about it, the Writing Center system checks the essay for elements of good writing and makes suggestions about how

you can improve it. Video tutorials are presented for topics where you need extra support. After you have made the suggested improvements and submit the revised essay, the system will read the essay to the student, if desired. When you are satisfied with your work, you can submit the essay to a human grader.



Click a table in the Writing Center to access a writing page:



13. Parent Access After You Turn 18

When you turn 18, the system automatically denies access to all parent accounts tied to yours, so that parents can no longer see your grade data in their parent portals. Students who turn 18 years old can authorize/deauthorize their parents to have access to this information so they can continue to see/not see student progress.

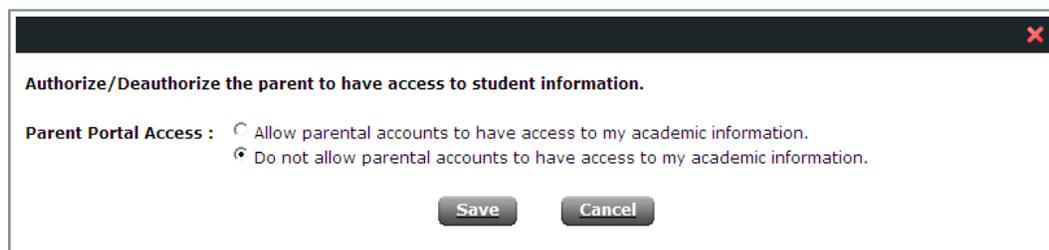
The first time you log in after turning 18, the following popup appears:



To allow your parents to continue to see your grades, click the **Parent Portal Access** icon in the Other Information window of your student portal:



You are given the option to toggle on/off parent access:



Make your selection and click **Save**.

14. Personal Learning Plan (PLP)

The Personal Learning Plan (PLP) interface is a new part of eSchoolware designed to make it easier for staff, parents, and students to create and manage plans for student achievement. The PLP interface grants students read-only permission to view data about their PLPs. This helps them also keep track of goal progress and can be an accountability tool.

NOTE: Your school can configure the eSchoolware system to label the PLP interface differently than the defaults shown below. If that is the case, the icon on your home page and the title of the PLP window may have different names than what you see in this document.

To open the new PLP interface, click the yellow **PLP button** icon located in the My Advisor portlet. If your advisor has a call scheduled to talk to you about a PLP, it is listed below the button.

My Advisor
Pitt.Advisor Test
My Personal Learning Plan bwp
Next Call Date: 02/19/2015 at 11:00 AM

Once loaded, the following screen appears. The PLP interface contains several pages of information that are described below.

PLP bwp Manager Dashboard FN120482 LN120482 Demo School ESW

LN120482, FN120482

Overview Enrollments PLP bwps Goals Contacts

Student Details

STUDENT	LN120482, FN120482
BIRTHDAY	7/20/2011
USERNAME	ryan.student
STUDENT ID	107766 at Demo School ESW
GENDER	Male
STATUS	Active
GRADE LEVEL	12
SCHOOL	Demo School ESW
E-MAIL	ryan.student@example.com
USER ID	120482

PLP bwp Overview

02-4-2015 - 02-18-2015

Current Enrollments

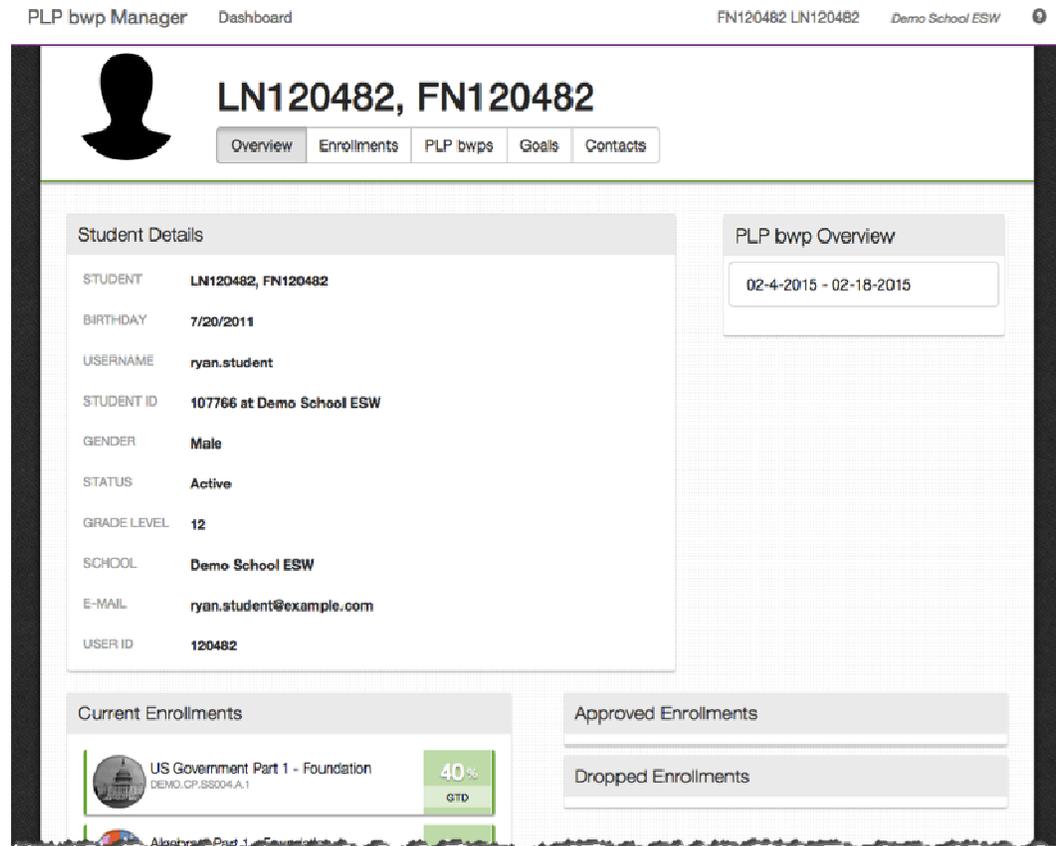
US Government Part 1 - Foundation DEMO.OP.ESS04A.1	40% GTD
Algebra Part 1 - Foundations	

Approved Enrollments

Dropped Enrollments

14.1. Overview

The Overview page provides basic information about you.



PLP Manager

Click to return to the PLP home

Dashboard

The Dashboard view is currently under development.

Student Details

Displays commonly referenced student information from eSchoolware.

PLP Overview

Displays a list of your PLPs.

Current Enrollments

Displays all courses in which you are enrolled. Click a course to see its details. See the Enrollments section below for more information.

Approved Enrollments

Displays all courses for which you have an approved grade.

Dropped Enrollments

Displays all courses that you have dropped.

Click either the **Assessments** link or the **Course Progress Details** button to view course grade information. Hover your mouse pointer over a score to see when it was graded:

Course Progress

7.88 %

Total 38
Completed 3
Remaining 35

Details

<input checked="" type="checkbox"/>	L1	Lesson 1 Daily Assessment	4 / 10	40.0 %
<input checked="" type="checkbox"/>	L2	Lesson 2 Daily Assessment	2 / 10	20.0 %

Graded on 09/10/2014

You can view your attendance in two ways.

Click the **Attendance** link:

Overview
 Assessments
 Attendance

September 9, 2014	9 minutes
September 10, 2014	2 minutes
September 18, 2014	2 minutes
September 19, 2014	1 minutes
October 23, 2014	4 minutes
November 6, 2014	1 minutes

Or, use the attendance map at the bottom of the Overview:

Attendance

4 minutes on Thursday October 23, 2014

September 2014 October 2014 November 2014 December 2014 January 2015

Legend: [Color scale from light green to black]

 Hover your mouse point over a date to view its details. The more time you spent, the darker green that day will appear.

14.3. PLPs

The PLPs page displays your active and completed PLPs. Active PLPs are yellow; completed ones are green.

Student PLPs

 start Monday, December 8, 2014 end Monday, December 22, 2014	 Tuesday, December 23, 2014 4:00 am to 4:15 am
 start Saturday, November 22, 2014 end Sunday, December 7, 2014	 Dec 2, 2014 at 2:43 pm by Pitt Advisor Test

Click a PLP to view it:

 **Personal Learning Plan**
Monday, December 8, 2014 *through* Monday, December 22, 2014

 Monday, December 15, 2014
 Tuesday, December 23, 2014


PLP

STATUS	In Progress
PERIOD	12/8/2014 to 12/22/2014
CALL	Tuesday, December 23, 2014 4:00 am to 4:15 am

 Hover your mouse pointer over the yellow bars in the upper right to read details about the mid-period date, PLP call, and PLP update status.

When your advisor marks a PLP as complete, the system takes a snapshot of your progress at that point. To view this snapshot, click the View Snapshot button that appears in the bottom right corner of the page.



The snapshot contains information about all of the courses you are currently enrolled in:

PLP Snapshot

Algebra 1 Part 1 - Foundation

TOTAL	40.00%
NON-RUNNING TOTAL	2.40%
START DATE	
END DATE	
ASSIGNMENTS	3/38
ATTENDANCE	
GOALS	View Details

French 2 Part 1 - Competency Based

The system will display a goal for a course if it was created during the PLP's timeframe. If any goals exist for a course, you can click the **View Details** button on the Goals line to see them:

GOALS [View Details](#)

- **GOAL** FN120482 LN120482 will score at least 80% on each assessment completed during the PLP period.

RESULT	
ANNOTATION	annotation

More... See the Goals section below for more information on these fields.

14.4. Goals

Your advisor uses the PLP interface to create goals for you within your courses. These goals cover a variety of ways to monitor performance and attendance.

Goals

01/08/2015 Algebra 1 Part 1 - Foundation Performance	Algebra 1 Part 1 - Foundation FN120482 LN120482 will score at least 80% on each assessment completed during the PLP period. annotation Result: Performance End Date: Jan 6, 2015
12/17/2014 US Government Part 1 - Foundation Performance	
11/21/2014 US Government Part 1 - Foundation Performance	

All of your goals are listed on the left of the page. Click a goal to view its details on the right.

End Date

The date after which the goal objectives no longer apply.

Annotation

This is an optional field that allows your advisor to enter a brief note about the goal.

Result

After a goal has been created, the Result field appears. Your advisor can use it to record the status of the goal once completed, if desired.

14.5. Contacts

The PLP window displays your contact information in a read-only format:



LN120482, FN120482

[Overview](#) [Enrolments](#) [PLP bwps](#) [Goals](#) [Notes](#) [Contacts](#)

Contact Information

Primary	
First Name	test
Last Name	parent
Relationship	Father
E-mail	parenttest@example.com
Addresses	Primary: 550 Qwerty St. Oil City, Pennsylvania 16301
Phone Numbers	Primary: (555) 555-1212

Student	
First Name	FN120482
Last Name	LN120482
Relationship	Self
E-mail	ryan.student@example.com
Addresses	
Phone Numbers	