

## II. My Applications Section

### Calendar

The Calendar section is organized by categories. The first step in using the online calendar tool is creating the categories under which actual events will be posted. The categories can be anything you designate – classroom field trips, speakers, testing dates, assemblies, classroom birthdays – the calendar is your own personal tool to promote events within your classroom and building. The calendar events will display with the category of the event and the event title. All other information entered with the event will be available as a popup for parents/students. Homework assignments will also appear on your classroom calendar.

### Creating Calendar Categories

1. Click on the **Main Menu** icon in the upper right hand corner.
2. Click on **My Applications**.
3. Click on **Categories** under Calendar.
4. Add each event category in the text box.
5. Choose the text color for the calendar.
6. Click the **SAVE** button after each addition.

***Special Note:** The Sort order to the left of the category names determines the order that the categories display on your classroom calendar.*

### Adding a Calendar Event

1. Click on **Add Event**.
2. Select the **Event Category**.
3. Enter the **Event Date**.
4. Enter the **Event Headline**.
5. Enter the Event Time (optional).
6. Enter the Event Site i.e. Academy Auditorium, Elementary Cafeteria (optional).
7. Enter an Event Description (optional).
8. Browse for an image or icon (refer to adding an image on a page or assignment for instructions).
9. Click **SAVE** to post the event to your Classroom Calendar.
10. After you have added an event, a Recurring event tab will be accessible if you would like to assign the event on multiple dates.

## Editing a Calendar Event

1. Click on **Edit Event** within the Calendar area.
2. Choose the month of the event. Click **Show Month**.
3. All events in that month should display.
4. Click on the event you wish to edit.
5. The event template will display with all the information you entered.
6. Refer to **Add a Calendar Event** above to add new information or change existing information.

**Special Note:** To delete an event entry, follow the steps for editing an event. Then click the red checkbox at the bottom of the form. Click **SAVE**.

## Adding an Intro Message to your Calendar

1. Within the Calendar area, click on **Intro Message**.
2. Enter the copy you wish to precede your classroom calendar.
3. Check your spelling using the Spell Check link.
4. Click **SAVE**.

## Assignments

The system uses the terms "Assignments" and "Homework" interchangeably. The Homework section is located under the **'My Applications'** tab and organized by categories. The first step in using the online homework tool is creating the categories under which actual assignments will be posted. We recommend creating a category for every class you teach - whether it is a single subject broken down by periods/sections or whether it is different subjects. Option 1 will list an assignment or add an introductory section. **Options 2 and 3 post automatically to your classroom calendar and assignments are searchable from the classroom calendar as well as the homework section.**

## Creating Homework Categories

1. Click on **Main Menu**.
2. Click on the **My Applications** tab.
3. Under Homework, click on **Categories**.
4. Add each subject/period as a category in the text box.
5. Click the **Save** button after each addition.

## Adding an Assignment

1. Click on the **Add Assignment** button.
2. Enter the title of the assignment under Option 2 - Advanced.
3. Choose the type of assignment (short-term, long-term, quiz/test)
4. Click Continue.
5. Enter the assignment directions in the text box provided.
6. Choose the **Subject/Period/Course** the assignment pertains to or assign to all classes.
7. Select **Date Assigned**.
8. Select **Due Date**.
9. And click the **Save** button.

**Special note:** Each assignment can be designated for multiple sections or periods of the same subject. At the bottom of the assignment, there are two areas to check to add the assignment to another class or to ALL classes.

Each assignment has the capability to accept images, files and links. The homework assignment template is modeled after the page template. You always have the ability to view the page as you are working on it by clicking on **View Page**.

## Adding a Photo to an Assignment

Refer to the section "Adding a Photo" on page 7.

Note: Adding an image to an assignment is exactly like attaching a picture to an email.

1. Click on the "**Images**" tab next to Page Info.
2. Click on the **Browse** button.
3. Locate the image.
4. Double click on it to add it to your Homework assignment.
5. Click **SAVE** button at the bottom of the page.

## Adding Clip Art to an Assignment

The clip art is found on the directions page of the assignment. The image will appear to the right of your page title and copy. Click on the **Images** tab. Below, you'll see the image options. Click on **Clip Art**.

1. Click on drop down menu.
2. Select a category, click show icon button.
3. Click on the icon you have chosen.
4. Click the **SAVE** button at the bottom of the page.

## Adding a File to an Assignment

1. Click on the "**Files**" tab on the Homework assignment menu bar.
2. Under "**Add New Files**", click the "**Browse**" button on the right.
3. Locate the file.
4. Double click on it to attach it to your page.
5. Next to Friendly File Name, type in a recognizable name for the file. This will display instead of the technical file name (ex. Acad\_hdbk.pdf – could have a friendly name of Academy Handbook)
6. Type in a description of the file (optional).
7. Click **SAVE** at the bottom of the page.

## Adding a Web Link to an Assignment

Refer to the section "Adding a Link" on page 9.

1. Click on the **Links** tab.
2. Under "Add New Web Site Addresses", find the field named Web Site Address.
3. Type in the **Web Site Address** you wish to add.
4. Next to **Friendly Link**, type in a recognizable name for the link. This will display instead of the full Web address (ex. www.abcnews.com/primetime/alias/index.html – could have a friendly name of ALIAS Web site)
5. Type in a description of the Web site (optional).
6. Click **SAVE** at the bottom of the page.

**Important Note:** Need to add more than 3 links to a page? Click on the checkbox at the bottom of the page that says, "I need to add more Web sites" – then hit SAVE and you can add more links in groups of three.

## Adding an Intro Message to your Assignment Area

1. Under the **My Applications** tab, click on **Homework**.

2. Click on **Intro Message** on the top navigation bar.
3. Enter the copy you wish to precede your homework assignment area.
4. Check your spelling using the Spell Check link.
5. Click **SAVE**.

## Forms Section

There are many instances where submissions and/or feedback are desired from the community. The Form Creator allows you to create a form online, link it to an appropriate area on the Web site and accept submissions. Each form can be set up with an unlimited number of questions either in short, medium, or long answer, true/false, file upload or multiple choice format.

Once the questions in the form are created, the form URL is generated and can be easily linked to any area of the site for submissions to begin. Visitors to the site can submit their responses which are tracked by unique IP addresses.

### Adding a Form

1. Click on **Main Menu**.
2. Click on the **My Applications** tab.
3. Click on **Add Form**.
4. Enter a Form Name in the field.
5. Enter Form Information (optional)
6. Enter a password for protected access (optional)
7. Enter a **Start Date** for when the form will appear on your site.
8. Enter a **End Date** for when the form will disappear from your site.
9. Click **Continue**.
10. Enter Questions into the fields. Decide if it will be a required question or not by selecting your option from the drop down menu under **Required**.
11. Under **Type**, select your question type.
12. Once you've entered in all of your questions, hit **Save** at the bottom of the page.
13. Your form address is indicated at the top of the Main Info tab and can be copied and pasted anywhere on your site.

### Editing a Form

1. Click on **Edit Forms**.
2. Select the form you'd like to edit by clicking on the name of the form. Edit your content then hit **Save**.

### Viewing Form Submissions

To view the form submissions, click on **Form Submissions**.

1. To view the responses to each of your individual questions, click on the **View** button.
2. To view the total number of responses to your form, click on **Totals**. Select the questions then hit **Display**.
3. To download the data, click on **Download**. Copy and paste the data into an Excel spreadsheet for further analysis.

### My Quizzes

Reduce the time spent grading papers by creating an online quiz quickly and easily. Simply click on the My Applications tab in your admin area, input your students and classes and set up your quiz today.

### **Key features:**

- Create unlimited questions in multiple choice, true/false or short answer format
- Individual student login
- Set a date and time limit for your quiz
- Determine how many times a student can take the quiz
- System can automatically grade the quiz
- Submit your quiz to a public library for all teachers to use
- Generate reports to get a cumulative overview of each student's performance and progress

### **Set up Students**

You can add your students individually (up to 20 at a time) or in bulk format.

#### **To Add Students Individually:**

- Click on the **Students** link
- Click on the **Add Students** button
- Enter in Last Name, First Name and Password
- Hit **Add Students** when finished

#### **To add students in bulk:**

- Click on the **Add Students** button
- Click on the **Bulk Add** link at the top of the page
- Select the **Browse** button and locate the file
- Click on **Import Students**. The .csv should not include a header. Each student should be on their own line in the following format: lastname,firstname,password. The password is optional. If a password is not included one will be generated for each student.

### **Set up Classes**

Quizzes are assigned to students based on the classes they are in.

#### **To add a class:**

- Click on the **Classes** link
- Click on the **Add Class** button
- Enter in the **Class Name**, Description and select the Students for the class
- Hit **Add Class** when finished

### **Create Quiz**

Students will access your quizzes by clicking on the **My Quizzes** link on your classroom Web site.

#### **To create a quiz:**

- Click on the **Quizzes** link
- Click on the **Add Quiz** button

- Enter in a title and description
- Select the start/end dates and times
- Determine if you'd like to share your quiz with other teachers or if you'd like to receive feedback from the students by selecting from the drop down menu
- Select your preferences for the Questions Shown, # of Times Students Can Take the Quiz, and Time Limit for Quiz
- Check off the class(es) the quiz is assigned to
- Hit **Add Quiz**

**To enter the quiz questions:**

- Click on the **Quizzes** link
- Click on the **Questions** link next to the quiz you'd like to edit. Once you've entered in the questions, this page will allow you to take a practice of the quiz and see the results
- Click on **Add Question**
- Enter in your question and question type
- When finished, click **Add Question**