Welcome To The Staff Guide To e-Classroom

What is e-Classroom?

e-Classroom is a virtual classroom which is accessible from both inside and outside the college. e-Classroom has been designed to integrate with the Portal system and the “My Tasks” gadget.

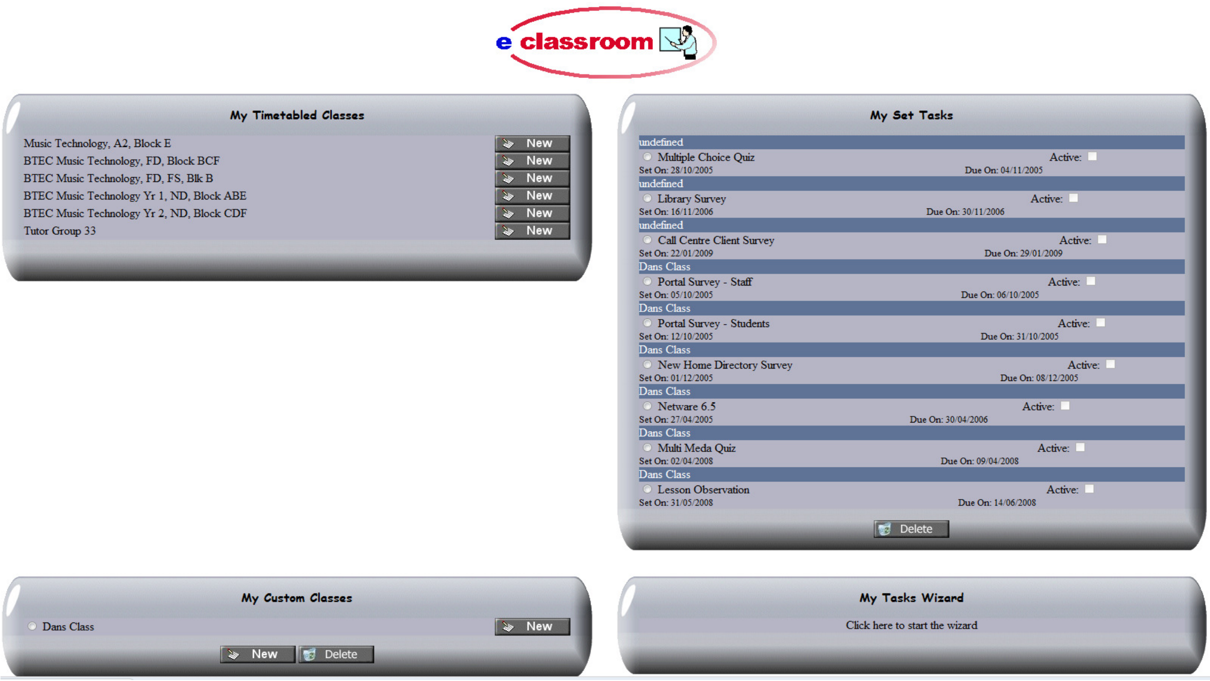
Within e-Classroom you can create/edit/update class tasks, teacher notes and useful links. You can also retrieve posted work from students.

How do I access e-Classroom?

e-Classroom is accessible after you have logged into the Portal, you can enter the e-Classroom by clicking on the **e-Class** button.

How do I create a new task?

After you have clicked on the **e-Class** button on your Portal toolbar, you will see something like this:



From here all you have to do is click on the **New** button next to a class to create a new task for this class. Or you can click on the **My Tasks Wizard** on the bottom right bubble to start the wizard.

Once you have clicked on the **New** button you will see the following screen:

The **Task Details** box is where you will set the task title, its full description, the date it is set and the date that the task is due.

You can change which class this task is assigned to by simply selecting the class from the **Class** dropdown list and then clicking on **Apply**.

Also you will notice that there is a **Task Active** tick box, this by default is unchecked which means the task will not appear on the students task list until it is made active.

Simply fill in the information in the appropriate boxes and then click on the **Apply** button to confirm the changes to this section of the task.

Here you can add **Useful Links** to your task e.g. website links that could be of help to the student with the current task.

Also you can post **Class Notes** to the task sheet e.g. brief notes, a word/excel document also an online quiz or an interactive chat room.

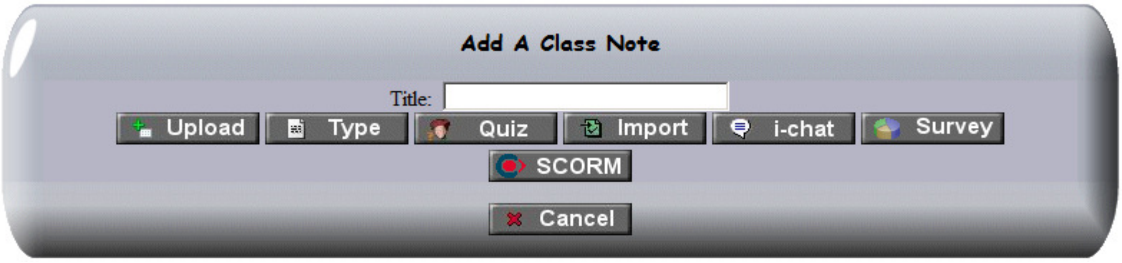
You can share online files with other students and you can all modify these documents and save them back.

Also on this screen you can download the work that students have posted back to you.

To add a link simply click on the **New** button under **Useful Links** and the above box will appear at the top of the page.

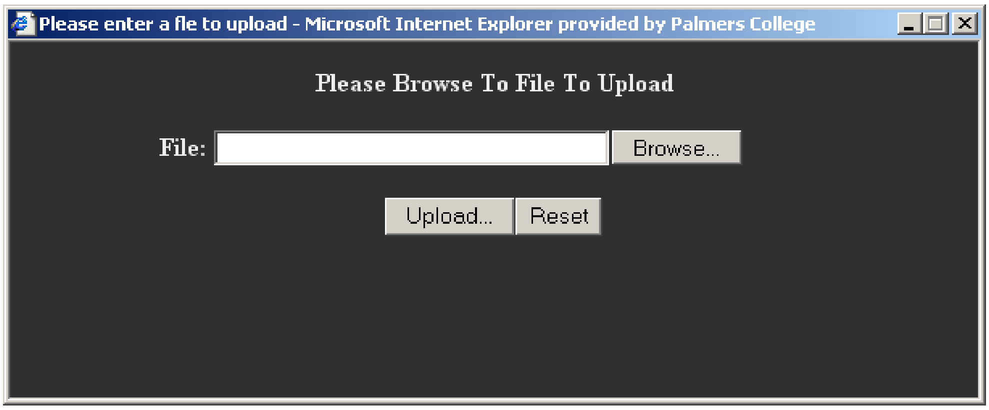
All you have to do is enter a title of the link in the **Title** box then enter the website address in the **URL** box e.g. http://www.palmers.ac.uk.
Then click on the **Add** button to add the link to the task or click on the **Cancel** button to discard the link.

To add class notes all you have to do is click on the **New** button on the **Class Notes** box.
You will see the following box at the top of the page:



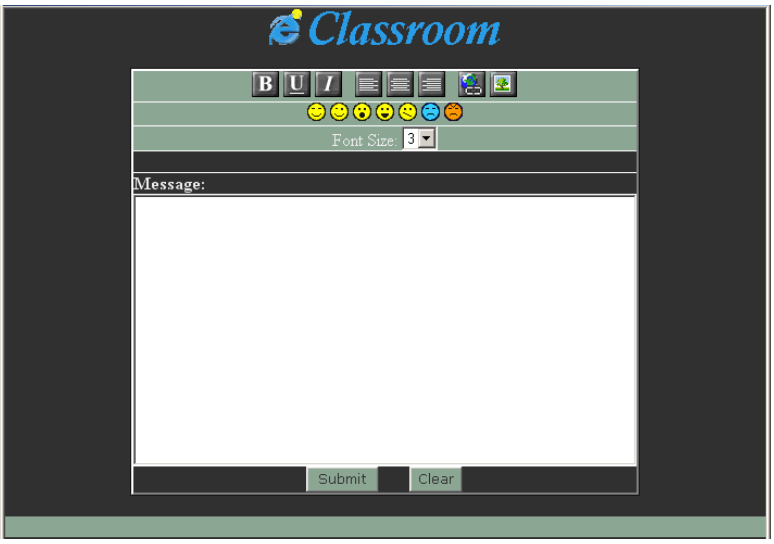
Here you have to enter a title for the notes to be added. Then you need to choose what form the notes will be in. This can either be brief typed up notes, an uploaded document e.g. Word or Excel or you can choose to create an online quiz or import an old quiz from file or even create a custom interactive chat room. You can even create an online survey. Simply click on the relevant button to proceed to the next stage.

To upload a document for students to use for example a word or an excel document simply click on the **Upload** button and you will see the following screen:



Here you have to **Browse** to the file you wish to upload and then click on the **Upload** button. This will the upload the document to the task sheet.

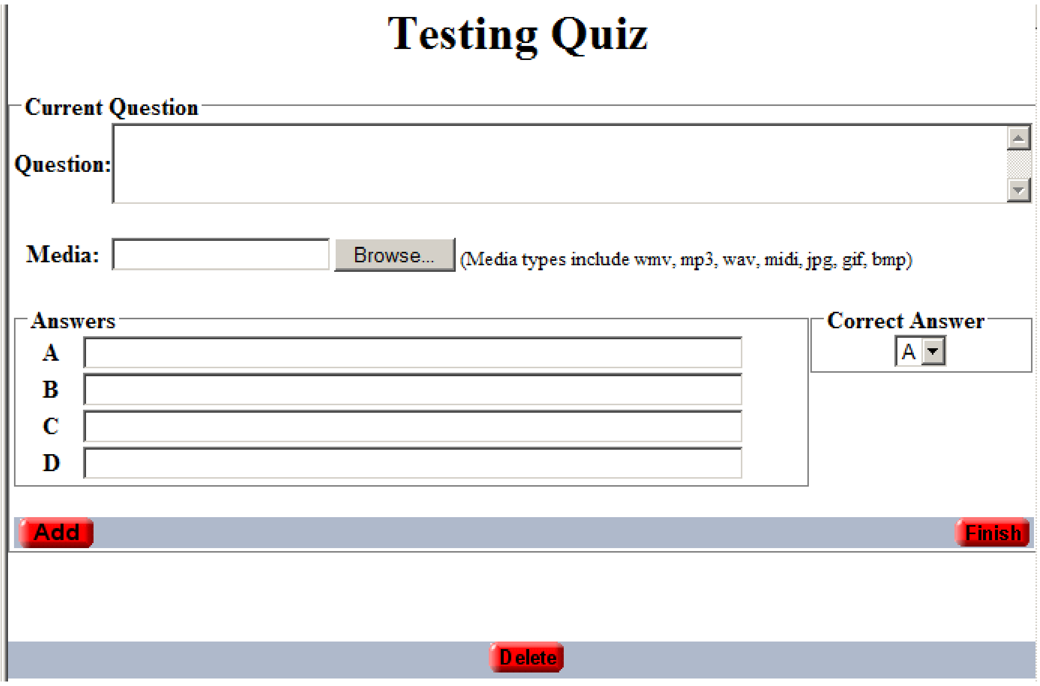
If you want to add brief notes to the task all you need to do is click on the **Type** button and you will see the following screen:



Here you enter some brief text that you students can view online, the entry text box is the same type as used in the forums.

Once you have entered your text simply click on the **Submit** button to send the text to the task sheet.

After you have entered a quiz title then click on the **Quiz** button you will see the following screen:



Here you need to enter a question and type in four different answers to the question. You will need to select the correct answer from the **Correct Answer** drop down box.

If you would like to add a picture, a sound clip or even a movie clip you can add them by clicking on the **Browse** button and locating the file.

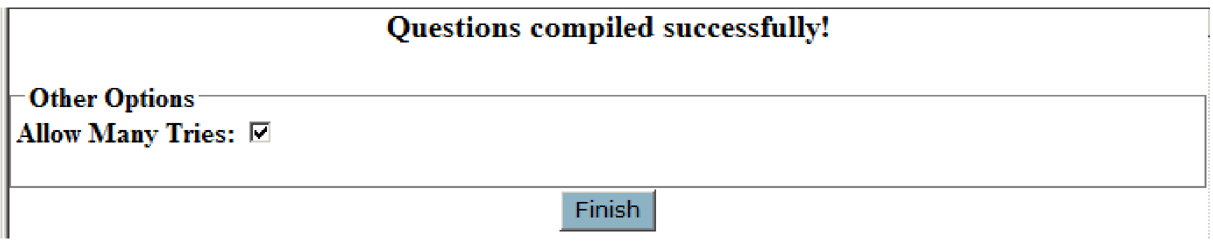
Note: You can only add media files of certain types (wmv, mp3, wav, midi, jpg, gif, bmp)

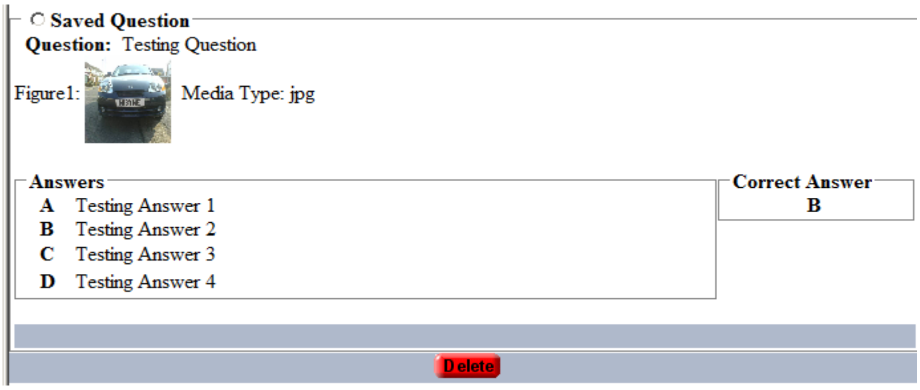
When you have chosen to add a media clip, once the student loads up the quiz, a player will be presented to them either a music player or a video player.

After you have filled in the information you need to click on the **Add** button to add the question to the quiz.

Once you have added all of the questions, simply click on the **Finish** button to finish setting up the quiz.

You will then see the following screen indicating that the questions have been compiled successfully and it will give you the option to allow the students many goes at the quiz instead of limiting them to just one go.





Once you have added the question you will see it appear in the list below, as you can see from this question I have added an image to the quiz. Other media files such as a video will not be shown, the only indication that it has been added to the question would be that the **Media Type** label will show that a media file is attached to this question.

To delete a question simply click on the **Saved Question** radio button and then click on the **Delete** button to delete it.

Once you have finished entering the quiz and you have clicked on the next button the students can then see the quiz on their task pad.

How do I edit a quiz once it has been created:

If you go back into your task pad mentioned earlier, you will see your little quiz icon:

Next to this you will see an edit icon:

Once you click on this button you will then be shown the screen you saw when you created the quiz in the first place.

Here you can just carry on where you left off. Remember to click the **Finish** button to re-build the quiz to make it active again.

How do I export my?

If you go back into your task pad mentioned earlier, you will see your little quiz icon:

Next to this you will see an archive icon:

Once you click on this icon, you will see a save dialogue, save this file to a location that you will remembers, e.g. your home directory.

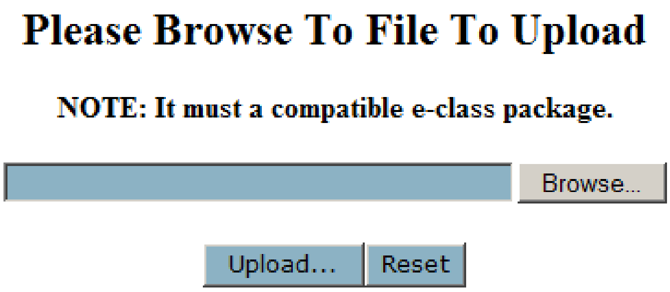
The file will be named e-classQuiz_-_<quiz title>.zip

This is a compressed file with all of your media files and questions inside and an XML file to allow the package to be imported back into the quiz via the **Import** button.

How do I import a quiz into e-classroom?

When you are at the task pad mentioned earlier, when you add more class notes and you get the choices to **Upload, Type, Quiz, Import, Cancel**.

If you click on the **Import** button you will see the following screen:



Here you will need to **Browse** to an exported e-class package (zip) file.
Once you have browsed to the file, click on Upload and the file will be converted into an online quiz.

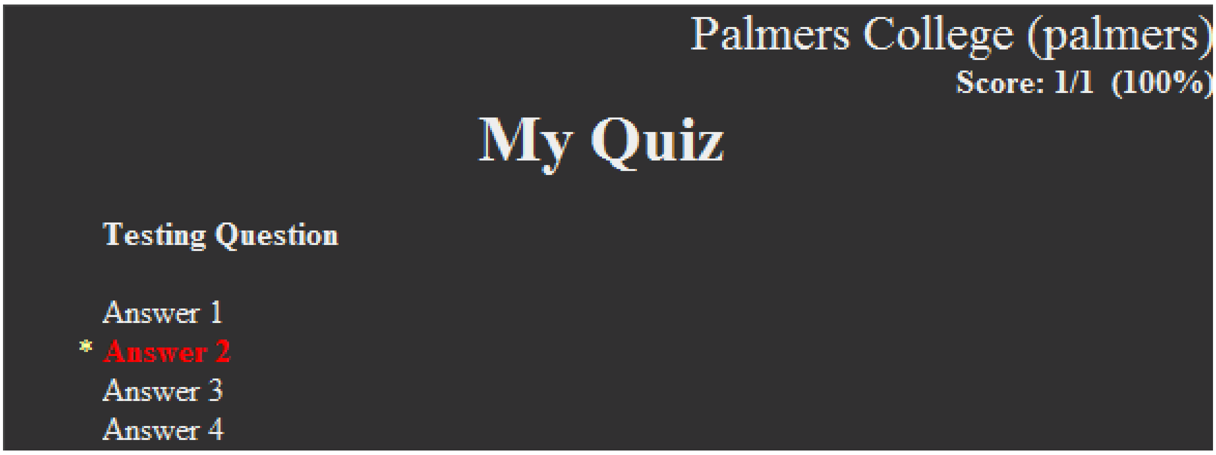
To review the quiz results all you have to do is click on the title of the quiz that you want to look at and you will see something like the following:

Summary of Results for My Quiz

Student	Score	Percent
Palmers College (palmers)	1/1	100%
Class Average	1/1	100%

Here you can see each student that has done the quiz and their results and a percentage.
Also you will see the whole class average scores.

To view the students answers, simply click on the students user name and you will see something like the following:

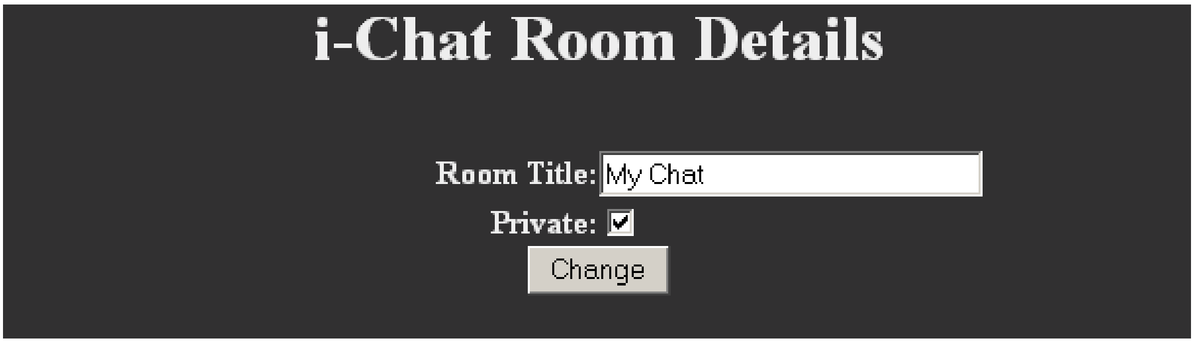


Here you can see the score of the quiz and their actual answers marked with a * and the correct answers are made in red and are bold.

If you would like to print these simply right click and click on **Print**.

To create an online chat room for your students only, simply click on the **i-chat** button, this will instantly create a chat room that will be marked as private, which means that no other portal user can access this chat room unless they are a member of the current task.

This can be changed if you click on the chat room you just created which is displayed under **Class Notes** and you will see the following screen:

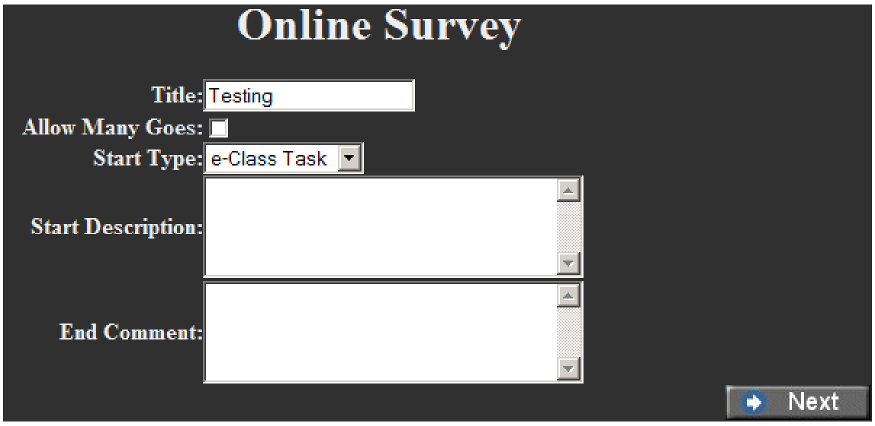


Here you can change the name of your chat room and even mark the chat room as public simply by un-checking the tick box. This will then appear on the main i-chat entrance seen by all students.

How do I create an online survey?

Creating online surveys couldn't be easier, all you have to do is add a survey to your task using the **Add Notes** option, entering a title and clicking on the **Survey** button.

You will see the following window:



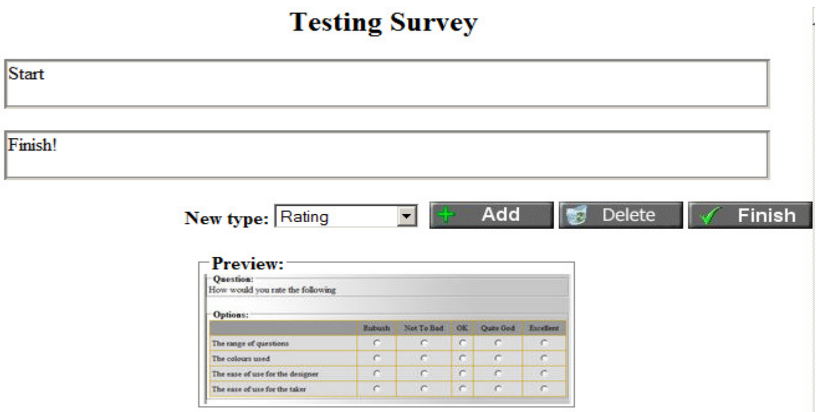
Here all you need to do is enter a Survey Title, check the **Allow Many Goes** box if you want your students to have more than one entry in the survey.

The **Start Type** drop down list specifies whether it is only an e-class task or can everyone have access to this survey. This is important to select now because the General Public option will set up the survey and give you a link at the end of it, the e-class task option will not.

Enter a **Start Description** into the box, this is normally an explanation of what the survey is about.

Then enter an **End Comment** into the box, this is normally a thank you for doing this survey kind of thing.

Once you are happy with this, simply click on the **Next** Button to get the following screen:



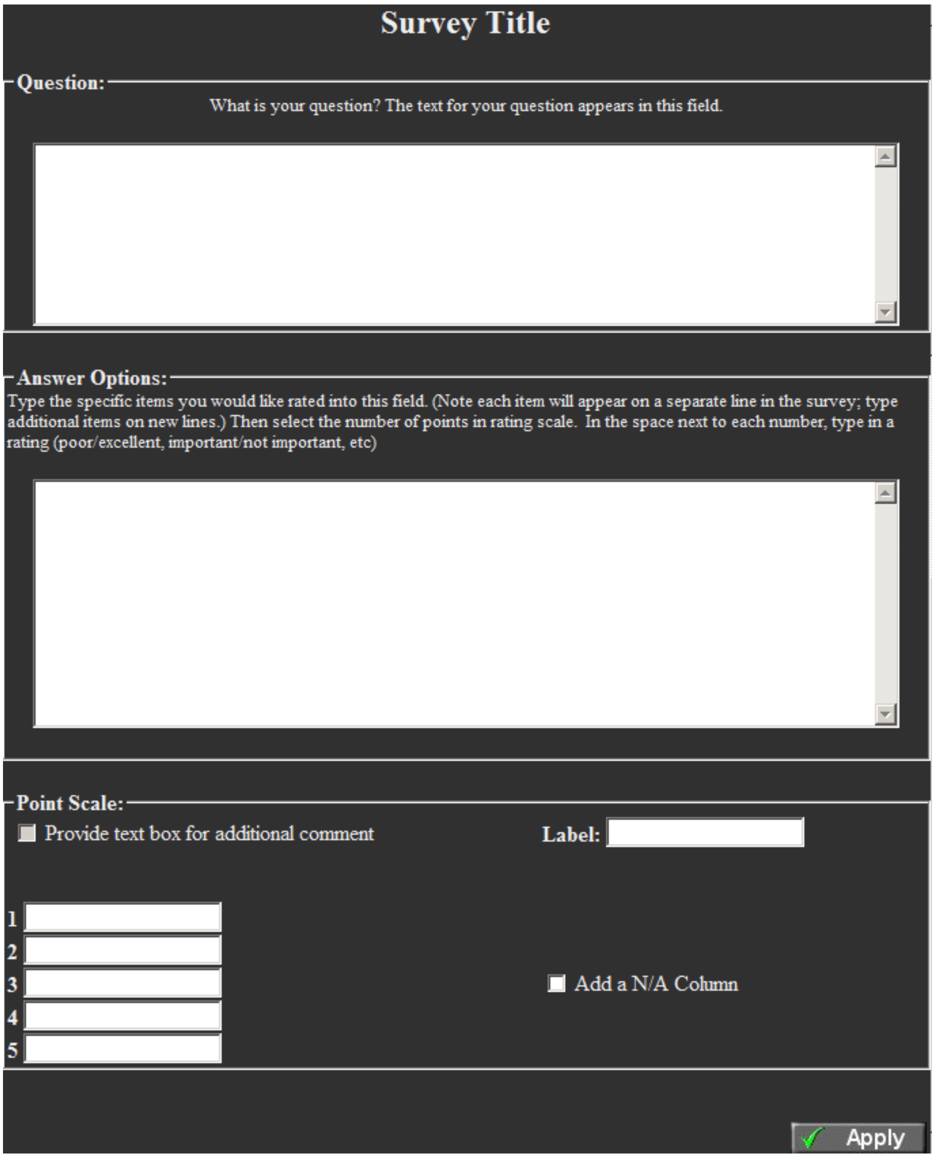
Here you will see your starting and finishing comments, all you need to do now is create the questions.

To create a Rating (multiple choice) type question, simply select **Rating** from the **New Type** drop down box then click on the **Add** button.

To create an Open Ended type question, simply select **Open Ended** from the **New Type** drop down box then click on the **Add** button.

Rating Type Question:

When you have selected a rating type question and clicked on the **Add** button you will see the following:



All you need to do is type your question into the question box, e.g. Online Surveys: Rate the following from 1-5.

Next you need to add some answer options, these are what the user will actually rate, e.g. Colours, look, feel, etc.
All you need to do it type an option on a new line.

Once you have done this, you need to enter a label for the 5 options that will appear on the screen, e.g. Good, Average, Bad, etc.

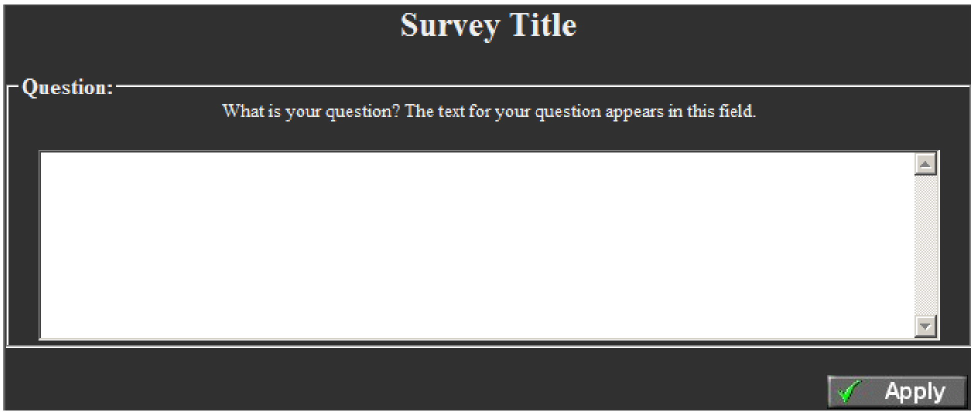
You also have the option to add a **Non Applicable** column by clicking on the checkbox.

Once you are happy with this question simply click on **Apply** to save it to your survey.

Your question will then appear on your survey page.

Open Ended Type Question:

When you have selected a rating type question and clicked on the **Add** button you will see the following:



All you need to do is type your question into the question box, e.g. Are there any other comments you would like to make?

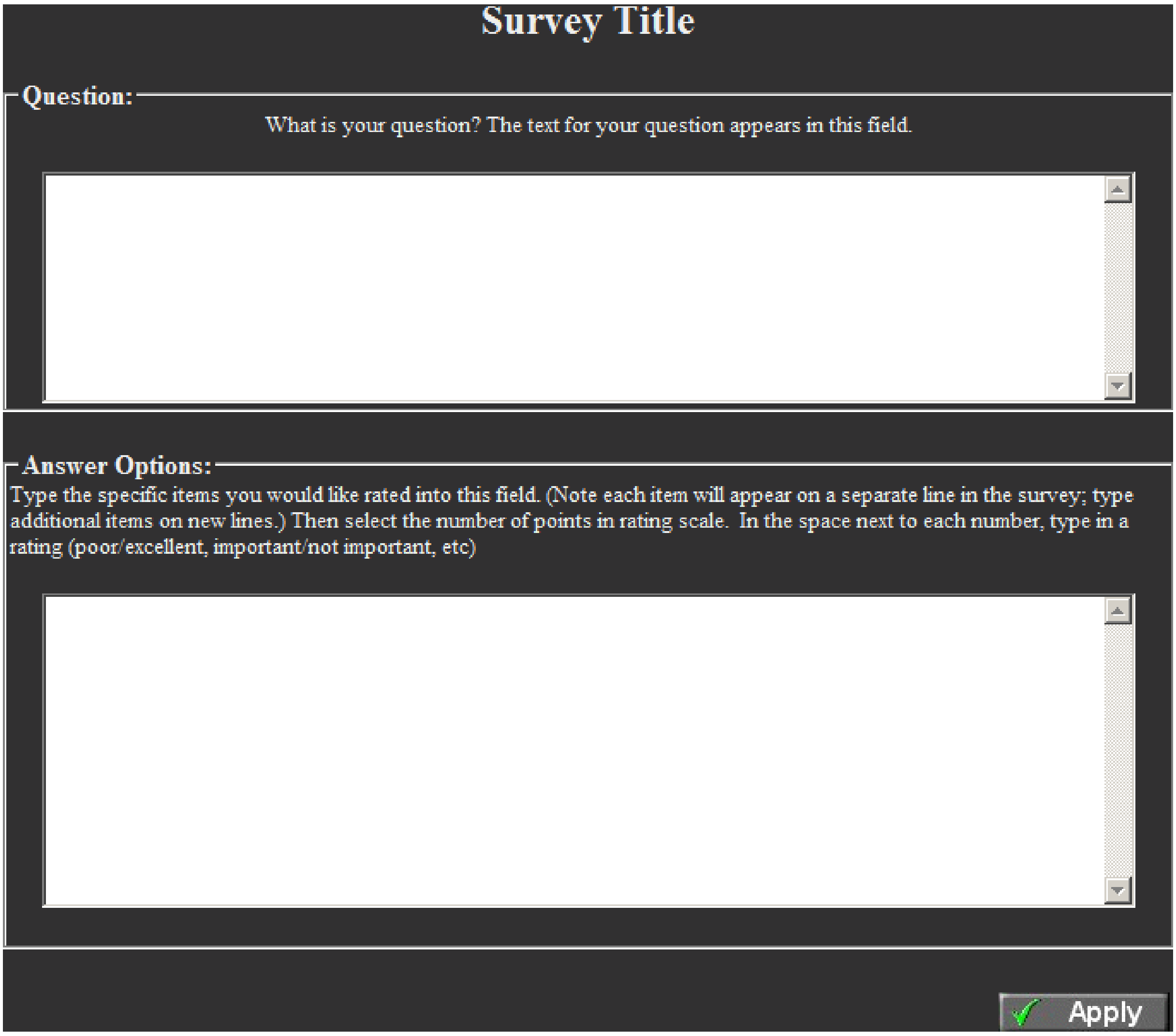
This one is a lot simpler than the rating one but is just as effective.

Once you are happy with this question simply click on **Apply** to save it to your survey.

Your question will then appear on your survey page.

Multiple Choice Question:

When you have selected **Multiple Choice** and then clicked on **Add** you will see the following screen:



All you need to do is type your question into the question box, e.g. Online Surveys: Which of the following do you like doing.

Next you need to add some answer options, these are what the user will actually rate, e.g. Swimming, Running, sports, etc.

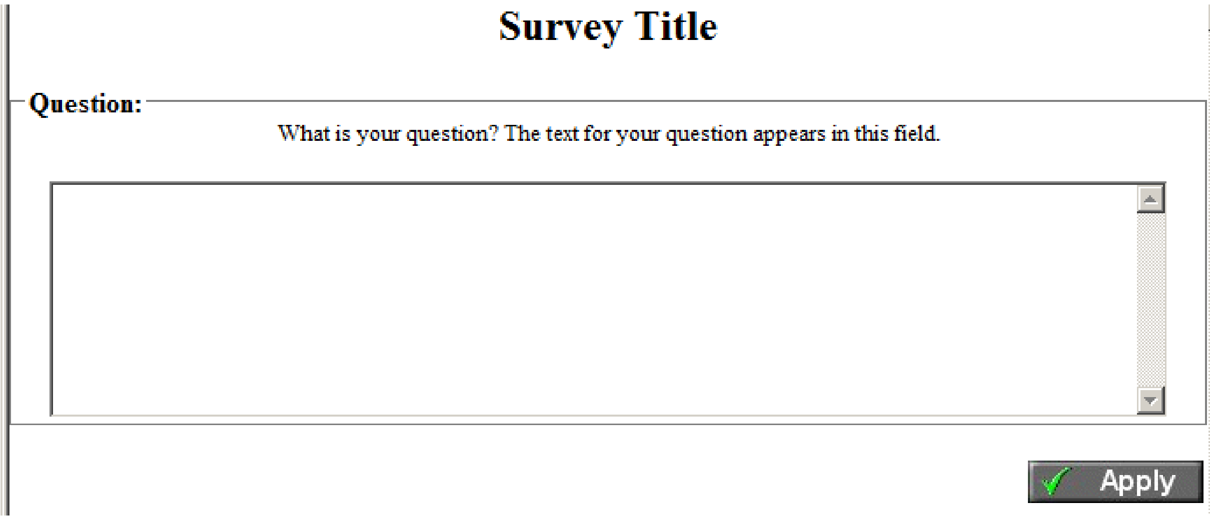
This type of survey has an accumulating total and is shown by a graph on the results page.

Once you are happy with this question simply click on **Apply** to save it to your survey.

Your question will then appear on your survey page.

Single Value Question:

When you have selected **Single Value** and clicked on the **Add** button you will see the following screen:

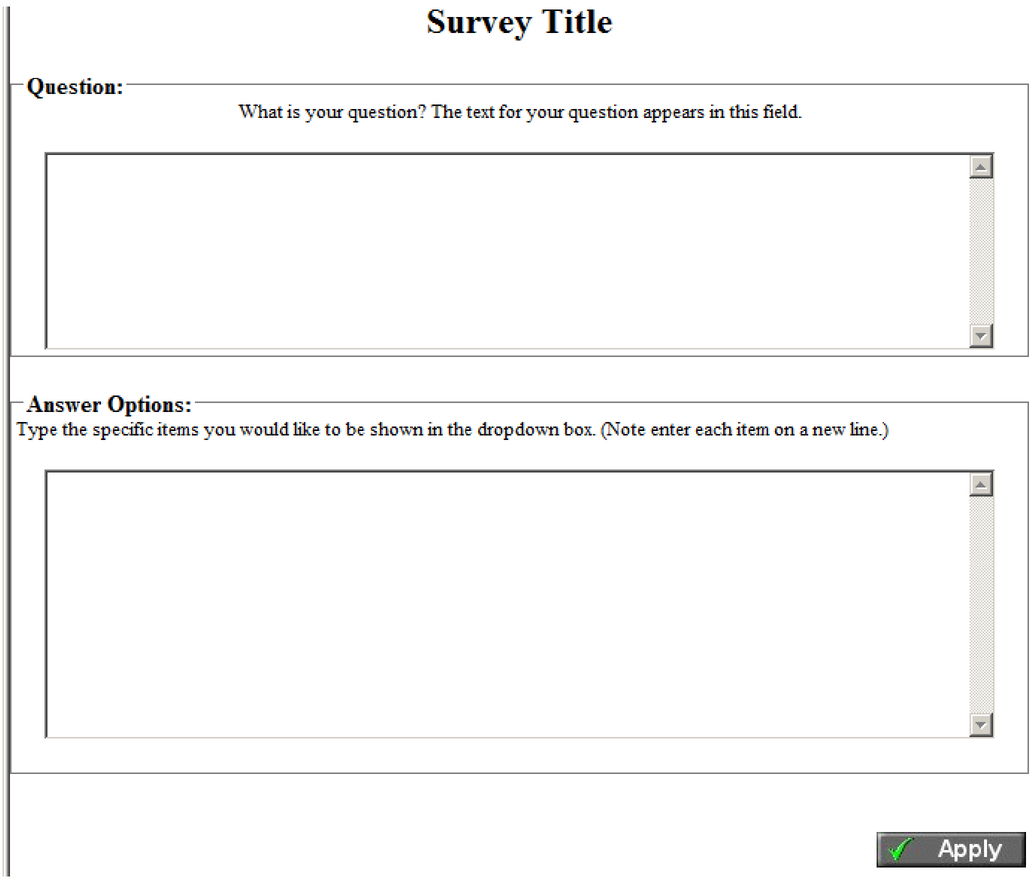


All you need to enter in this box is the question you would like to be answered by a one line answer, this could include things like Name, department, etc.

Once you have entered your question, simply click on the **Apply** button to add the question to the question sheet.

Drop Down Question:

When you select **Drop Down** from the options and clicked **Add** you will see the following screen:



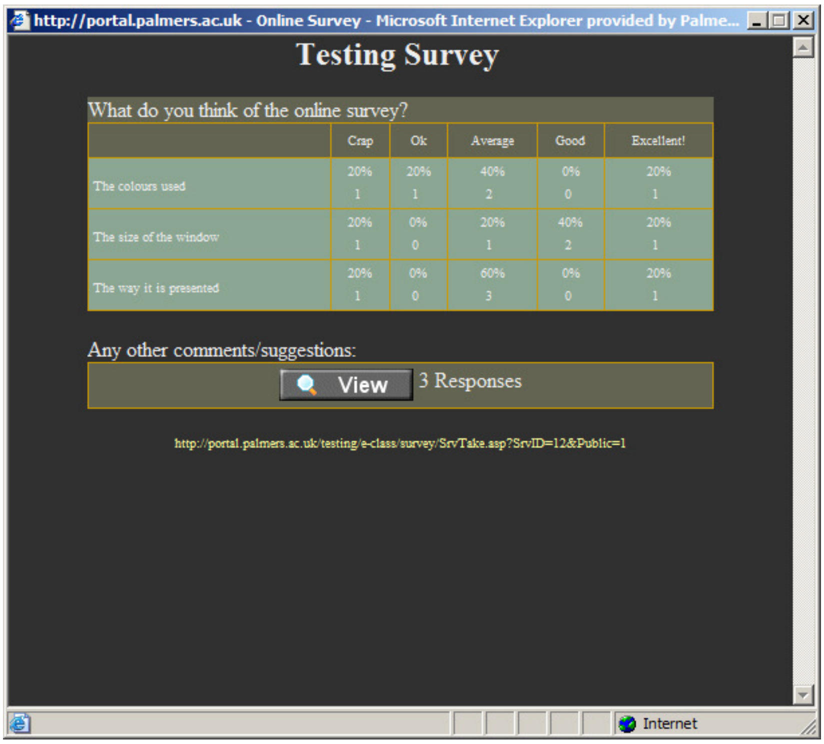
Here you will need to enter the question in the appropriate box and enter the options that you would like the user to be able to select in the **Answer Options** box.

You will need to enter each option on a new line.

Once you have done this, all you need to do is click on the **Apply** button to add the question to the answer sheet.

Viewing The Survey Results:

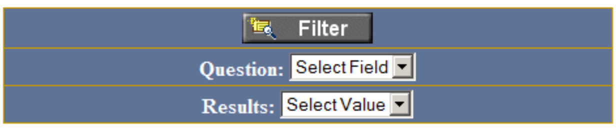
Viewing the survey results, couldn't be easier. All you need to do is click on the Survey title under the notes section of your task and the following window will appear:



Here you will see all of the questions that you have on your survey and the results to them.
The rating type will show you a grid just like they are presented to the end user but here you will see the percentage and actual results returned. The numbers represent how many users have selected that option.

For open ended questions you will see a little box with how many people have actually left a comment and a **View** button so you can view them.

If you have any single answer questions or even drop down answer questions in your survey this will allow you to filter the records by them answers.



To filter the records all you need to do is select the question from the list, then a list of results will be displayed in the **Results** drop down box.

You need to select a result from the box and then click on the **Filter** button, then all records that have selected the result that you have just filtered on will be displayed and the others omitted.

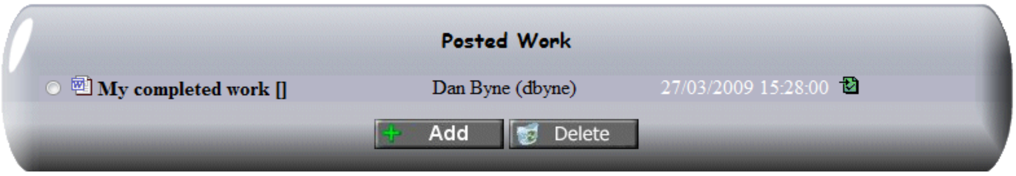
What is the public link?

The public link is the link that you give to other users so they can take the survey.

The link is at the bottom of the results screen (above) simply either copy and paste the link or click on the link to start your email program with the link in the subject ready to email.

Students posted work:

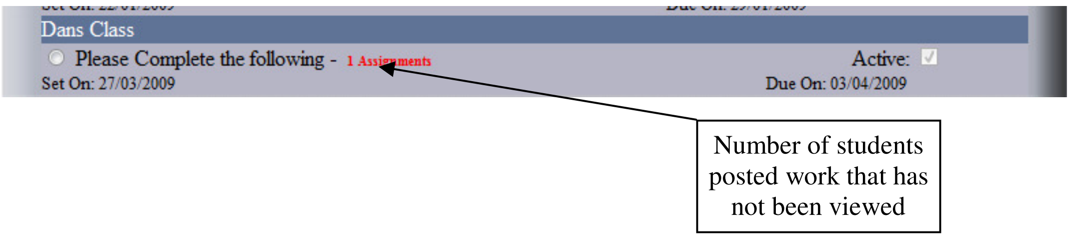
When students have posted work back to the task board you can retrieve it from the **Posted Work** section.



As you can see above, when a student has posted work back to the task board, all posted work is ordered by User Name so it makes it easier to find because they are grouped together.
Any work that hasn't been viewed by yourself has its title made bold, once you have viewed this work the title will go back to an unbolded font.

To download and view a posted piece of work, all you have to do is click on the title of the work and then save it and open it.
You can delete any work that is not needed by clicking on the radio button and clicking on the **Delete** button to delete the work. NOTE: You cannot recover this once you have deleted it.

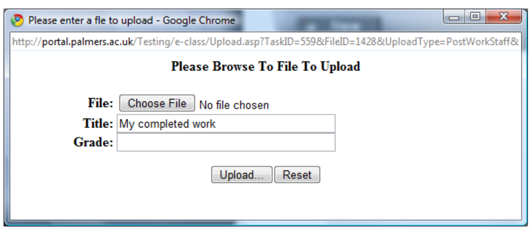
You will get a notification on the attended courses screen notifying you of new student posts as shown below:



Marking the work and posting it back:

Once you have downloaded the work, you can post back corrections to the student by clicking on the **Update** button:

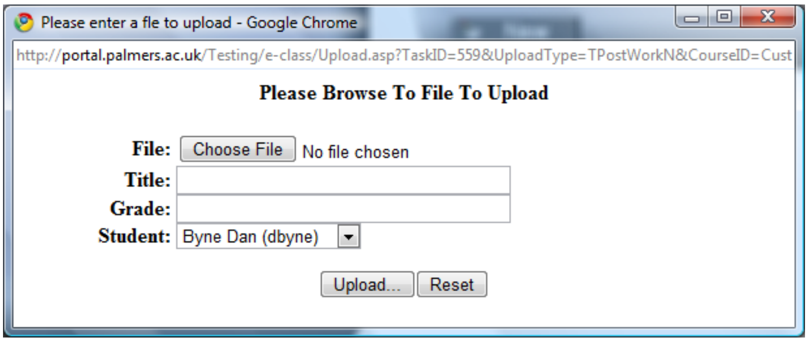
You will then be shown another dialog box where you need to browse to the file that you have just made the comments on, you can change the title if you need to and give the student a grade if necessary.



Once you click on the **Upload** button the changed document is then sent back to the student and replaces their uploaded document.

Post additional files back to the student:

If you would like to post any additional files back to the student for example if a student submitted a Powerpoint presentation and you wanted to give a written comment and a grade, you can submit back a word document, all you need to do is click on the **Add** button under the **Posted Work** section and you will see the following screen pop up:



From here you need to browse to the file you want to send to the student, then enter a title for the file, you have the option to enter a grade if necessary, then select the student from the list, all of these students listed are in the current course assigned to this task, then simply click on the **Upload** button to send the document to them.

How do I change the task?

Just as you created the task mentioned earlier, all you have to do it go back to the main e Classroom page and click on the task title to edit and update it.

It will be exactly the same procedure as when you created it but the information will automatically be in the text boxes e.g. Task Title and Task Description.

You can delete existing notes and links by simply selecting the link (by clicking in the radio button) and clicking on the **Delete** button**.** NOTE: This will delete the notes/links permanently!

NOTE: You cannot update online notes or posted notes, you will have to remove them and re-post them.

What is an inactive task?

An inactive task is a task that has been discontinued, it still exists but is not displayed to the students so later on you can re-activate the task so the students can do it again without deleting and recreating the task every time.

You can make a task inactive by un-checking the **Task Active** box when setting/updating the task as mentioned earlier.

Inactive tasks are displayed with the active tick box unchecked.

What is SCORM?

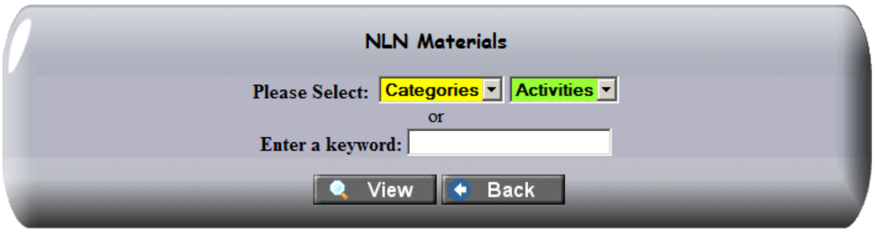
SCORM is an abbreviation for **Sharable Content Object Reference Model** which is the standard for web-based learning materials.

We have included a vast collection of SCORM materials from the National learning Network (nln) website on the portal so you can add them to your e-classroom tasks.

These are interactive materials that have been specially designed to help aid the students learning.

How do I Add SCORM materials?

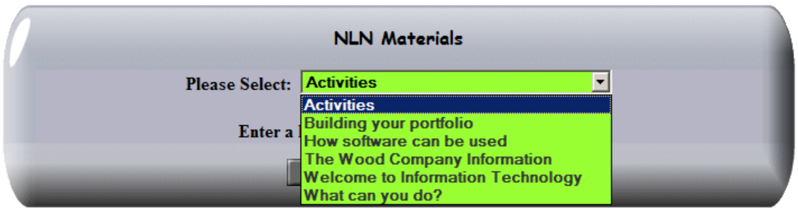
SCORM materials can been added to a task by clicking the **New** button under **Class Notes**, you will see the screen as displayed earlier, enter a title for the materials then click on the **SCORM** button and you will see the following screen:



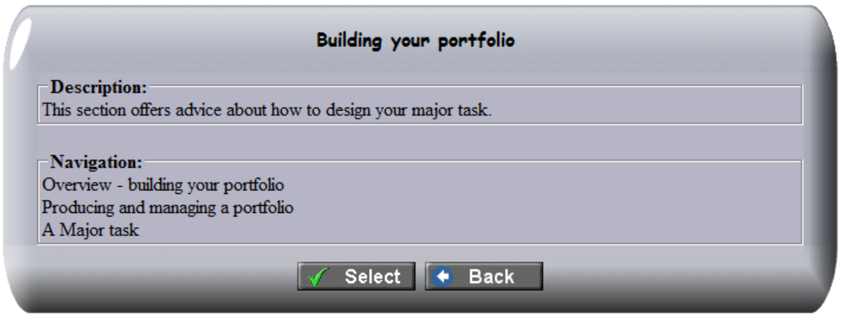
Here you can see that you can select different categories and activities or you can even enter a keyword to search for relevant activities.

To navigate you your relevant activities, simply select a category from the categories drop down box (always coloured in yellow) They all start with curriculum.

When an activity is available you will see it listed in the **Activities** section which is always coloured in green.



All you need to do is select an activity from the list presented to you. And you will see the following:



If this is an appropriate material then simply click on the **Select** button and this will be added to your e-class task sheet.
If this is not what you are looking for simply click on the **Back** button to return to the activities and categories previously.

How to share files:

If you want to share files with students so that they can modify the files as well as you, simply **Upload** them to the **Shared Files** section of the task sheet.

Here students and maybe other members of staff connected to the class can access and modify the shared files.

To protect the system from corrupt files, only one person can modify the file at any time, others can still view the file by clicking on the filename.

To Upload a file to the shared area, simply click on the **Upload** button, when the window appears, simply locate the file by clicking on the **Browse** button, select the file and click on **Upload.**

The file is then uploaded to the shared area.

How to modify the shared file:

If you want to modify the shared file simply click on the **Check Out** button

This will download the file the same as when you click on the file name but this will make the file so that no one else can modify it.

Once you have modified the file then click on the **Check In** button

Here you can upload the file with the modifications to it and the online file then can be modified by anyone else.

How to delete the shared file:

To delete a shared file you must be the one that uploaded the file in the first place, this is called an **Owner**.
If you are the owner of the shared file, an X will appear next to the file, this will allow you to delete the file.

Simply click on the to delete the file.

Please Note: Once you click on the delete button the file is **permanently** deleted and cannot be recovered.

What if I change my mind?

If you change your mind after **Checking Out** the file, simply click on the Unlock button

This will unlock the file so that others can then modify it. You will notice that you now cannot **Check In** the file.

How Shared Files Work:

The shared file system works by putting the file into a locked state when a person **Checks Out** (downloads) the file, this stops other people from modifying the file at the same time.

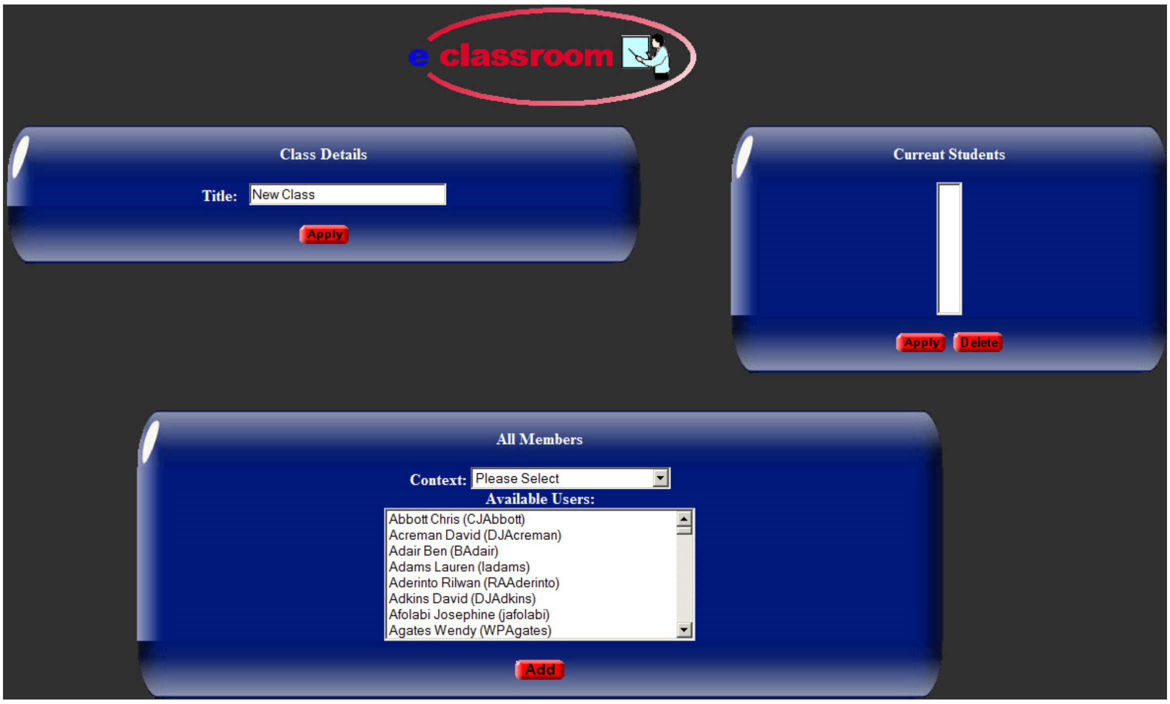
Other people can still download and view the file, but they cannot **check in** (upload) the file back to the server.

How do I create a custom class?

The idea of a custom class is to place students in a group to which you can set specific tasks to e.g. if there was a group of students that are not performing very well and you would like to set them a specific task and not the rest of the group you can place them in a custom class and assign tasks to that class.

To create a custom class, all you have to do is go to the e-class area of the portal (Click on the e-class button on the toolbar). Then under **My Custom Classes** simply click on the **New** Button at the bottom of the custom class list.

You will see the following screen:



From here you will need to choose a class title, simply enter the title in the **Title** box and click on the **Apply** button.

Next you will need to choose the students that will be in your custom class, all you need to do it from the list of **Available Users** select a student and click on the **Add** button to add the student to the **Current Students** box.

As there are a lot of portal users, you may find it easier to filter them by their context (Years in which they joined)
To do this simply select a context from the **Context** drop down list box, once you select a context the list will be updated with the filtered list of students.

You can remove a student from the **Current Students** list by selecting the student from the list and clicking on **Delete**.

After you have created your custom class simply click on the **Apply** button on the **Current Students** box.

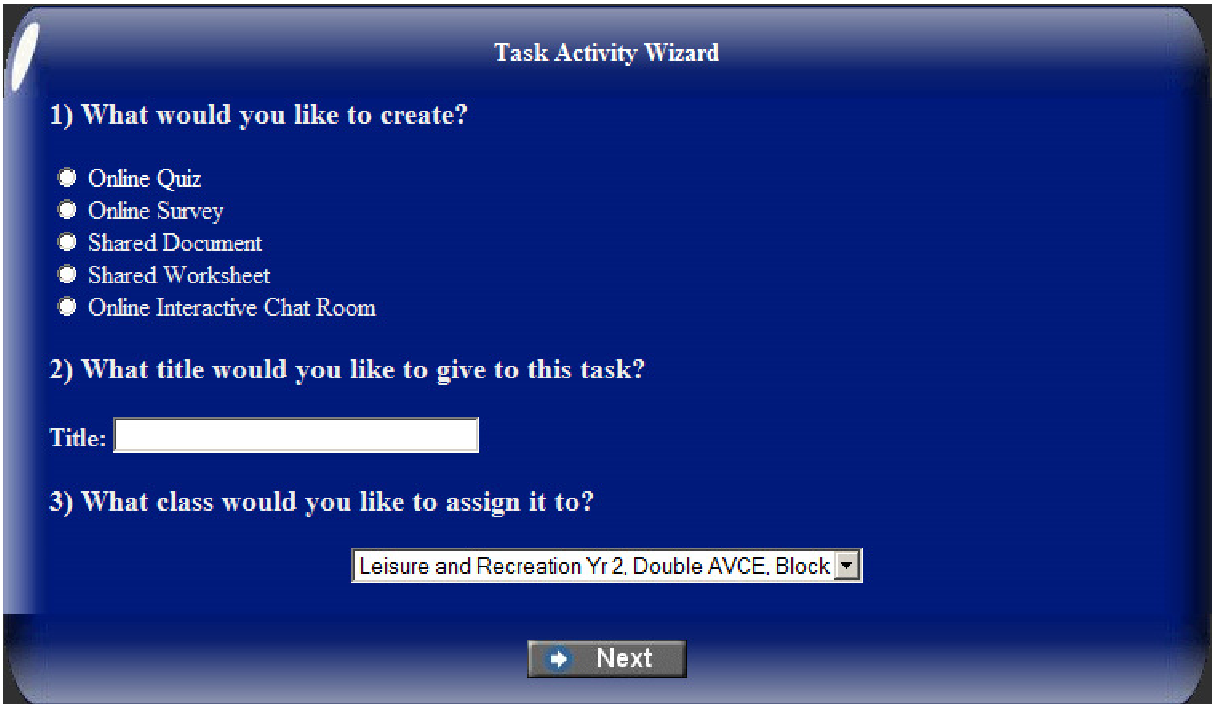
You must click apply on this box before your student list will be created/updated.

You have now just created a custom class.

How to use the wizard:

The **My Tasks Wizard** is very easy to use, the wizard will take the place of manually creating the task for the class and then selecting the type of activity to create.

When you click on the wizard button from the mail e-class page you will see the following:



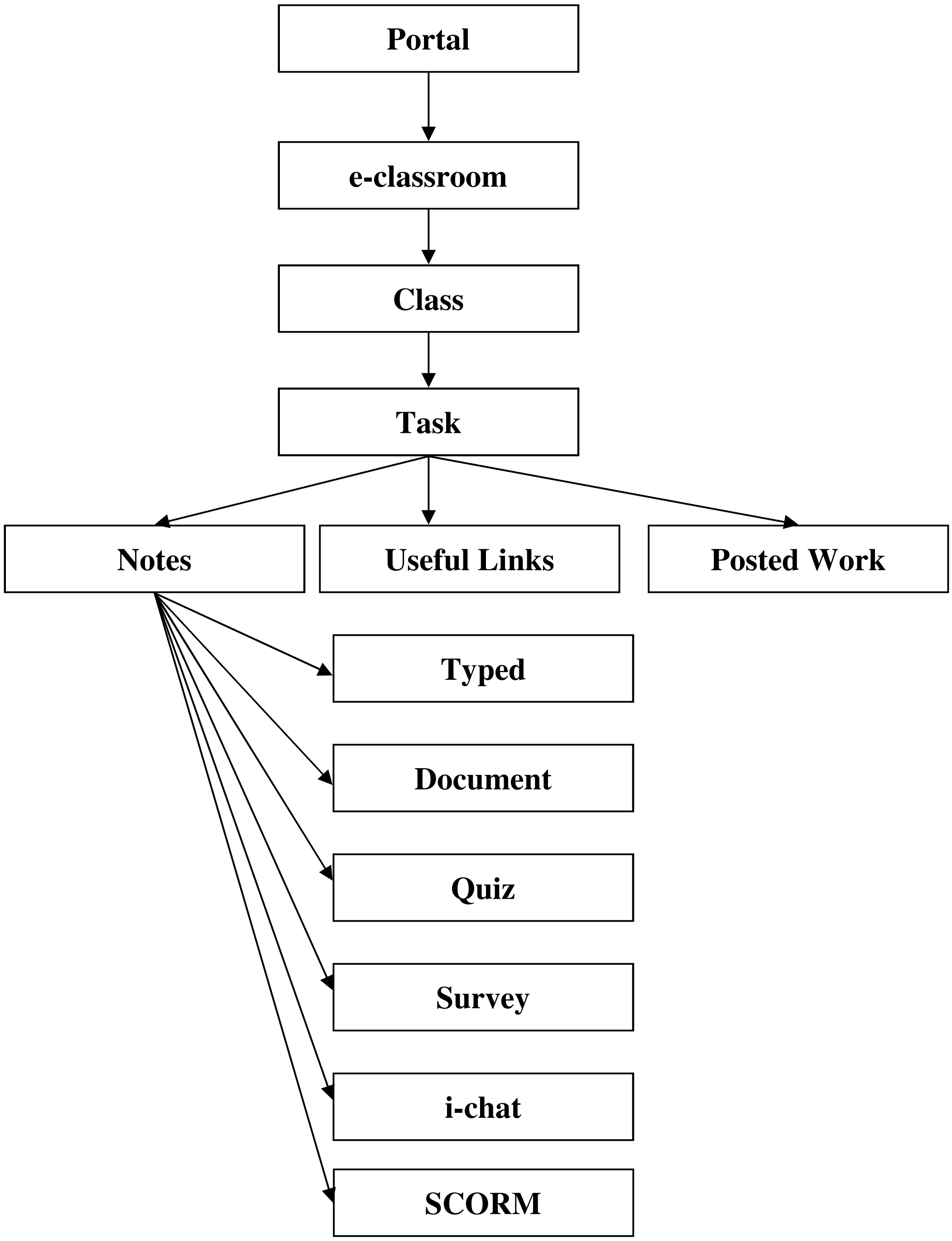
Here you have 3 simple steps to follow, the fist is asking what activity would you like to create, all you have to do is select an activity from the list by clicking on the radio button to the left of the activity.

Next you will need to enter a title for this activity/task. This title will be used to identify the task and the activity to your students.

Finally all you need to is select the class that you would like to assign the task/activity to, here you should have all of your timetabled classes and also any custom classes that you may have created. Simply select the class from the list and then click on the **Next** button.

Once you have clicked on the next button you will see the next part of the setup for that task, these are located earlier in the guide.

How its set up:



The e-classroom's hierarchy as seen above requires you to create a task before you can create a survey or a quiz.

Most classes are there automatically as they are taken from Mondas. You may need to create a custom class if there is one that is not there.

After you need to create a task, it's the task that will be displayed on the students e-class room screen. They then go into the task to see what you have set for them, this could be in the form of an uploaded document or a quiz.