



Welcome To The Student 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 access class tasks, teachers notes, useful links and post ongoing homework back to the classroom.

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.

Also if you have tasks scheduled and the Subjects tasks have been enabled in the “My Tasks” gadget then you can also enter the e-Classroom by clicking in the task itself.

How do I use e-Classroom?

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

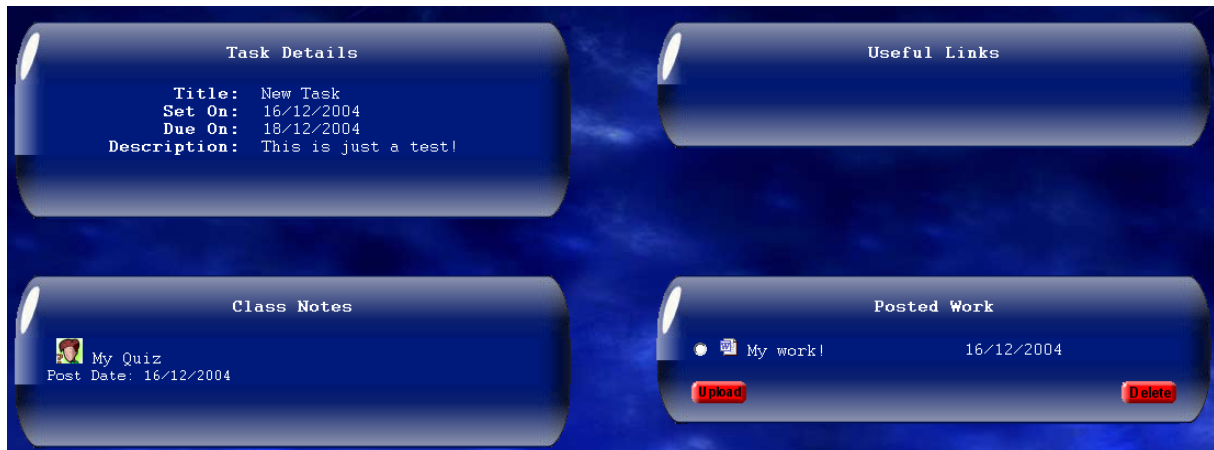


Here you should see all of the classes that you are part of. (If not please contact IT Support located next to A17).

Also you can see any task that are set by your tutor for these subjects. From here you can see if there are any subject tasks which are set by your teacher. All of the tasks are ordered by date order.

If the Due On date is today or already past the Due On date field will go red to show that it is out of date.

To view a task simply click on the title of the task.



Here you can see that the Task has been split into sections:

- The task title which makes it easy to identify.
- The task description which specifies the actual task itself.
- The useful links are there to guide you and help you with the task.
- The class notes which are there for you to view or download to help with the set task. Also you can complete online quizzes.
- Posted work, this is here for you to post your work back to the teacher.

Class Notes:

Here you can find a list of documents relevant to the task set. These can be either downloadable documents or on line documents.

Downloadable documents: e.g. A Word document.

On line documents: e.g. a typed guide.

You can see the difference between them by the icon, downloadable ones are marked with a Word icon, the on line ones are marked with a notepad icon.

All of the notes have a post date, which can help you find more recent notes.

To view or download the documents, simply click on the title of them.

Posted Work:

Here you can post work you have done from either home or inside the college.

All you have to do to post work from home is click on the **Upload** button and you will see the following:

The screenshot shows a file upload dialog box with a dark background. It contains the following elements:

- Title: Please Browse To File To Upload
- File: [Text input field] [Browse... button]
- Title: [Text input field]
- [Upload... button] [Reset button]

Here all you have to do is type in a title, click on the browse button to locate your file you wish to upload and then click on the **Upload** button.

Your file will then be sent to the e-classroom and will then be displayed in your posted work list and it will also appear on your tutors list of posted work.

If you would like to change your posted document, simply click on the title of the posted work and save it to a place where you can work on it e.g. your home directory or desktop.

You can then re-upload the file back to the e-classroom.

You can delete your posted work at any time by selecting the work you would like to delete, and then clicking on the **Delete** button.

NOTE: Once you delete your work, you cannot recover it.

Online Quizzes:

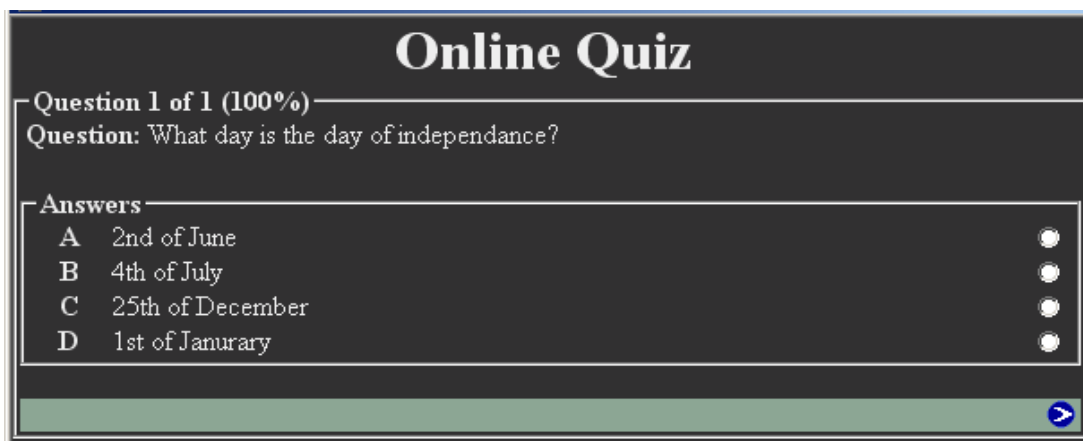
Online quizzes are designed by your teacher and can have a wide range of questions. All of the questions are multiple choice and are answered by selecting an answer and clicking on the next button.

Once you answer the questions you will be shown how well you have done also marked with a percentage.

Online Quizzes now include multi media, which can include media such as images, music and also video.

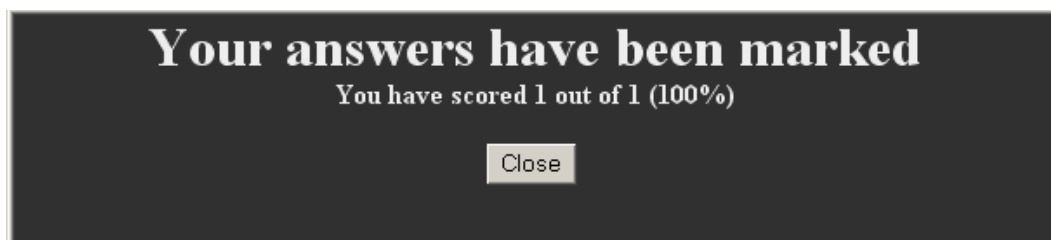
When a question contains video or music you will see a player in the centre the screen, all you need to do is click on the **Play** button to start the player.

Please note that some internet connections are a little slow so it may take a few seconds for the media to start to play.



Once your answers have been marked they are saved and can be viewed by the teacher who created the quiz.

NOTE: If you re-take the quiz then all of your previous answers are deleted.



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.

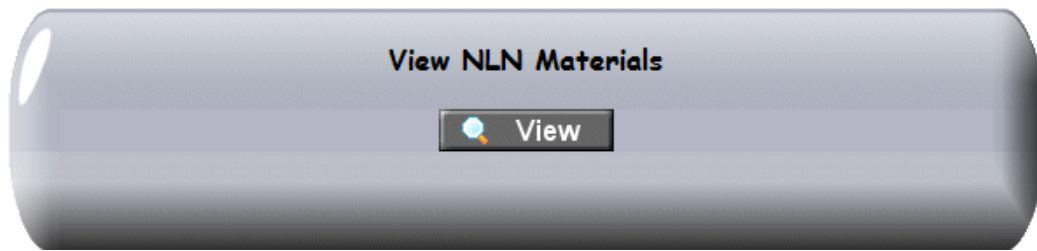
Other people can still download and view the file, but they cannot **check in** (upload) the file back to the server.

What are NLN Materials?

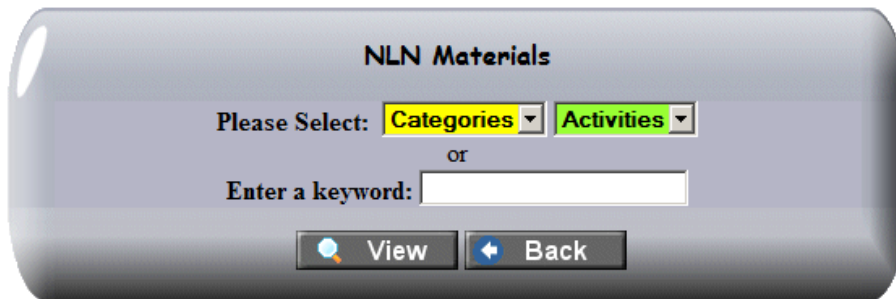
NLN Materials are learning materials that are provided by the government to assist the learning of students of all ages.

We have downloaded the ones relevant to the colleges learning level and put them into a database which makes them easily searchable and also gives the ability for staff to add the relevant materials to their online classroom.

To search through the materials yourself, all you need to do is go to the **e-class** tab and click on the **View** button under the **View NLN Materials** box.



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



Here you have the option of selecting a category (Yellow), selecting an activities if there are any in the current categories (Green) or even entering a keyword to search the whole database of activities.

Category Search:

To navigate through the categories all you need to do is drop down the **Categories** box and select a category, you will be taken to that category.

You can continue to do this until you get to the category that you would like.

Searching using a keyword:

To search using a keyword, all you need to do is enter a keyword in the **Keyword** box and then click on the **View** button and it will search the database and if it finds any activities matching your keyword they will be displayed in the **Activities** tab.

Selecting an activity:

If an activity exists in the **Activity** tab, simply select the activity from the list and your screen will then display that activity like below:



As you can see from above, you have a title for the activity, a description and a navigation menu.

The **Navigation** menu is the list of activity tasks, all you need to do is click on one of the tasks and the activity will begin.

Note: You may need Macromedia Flash Player for many of these activities.