



**Oral Roberts  
University eAcademy  
Teacher User Guide**

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**Note:** For technical support, please contact Technical Support at 1-866-572-5204 and select option 1 or go to <http://www.orueacademy.com/install/>.

## Welcome to Oral Roberts University eAcademy Teacher!

Oral Roberts University eAcademy (ORU) has three modes, or applications; Administrator, Teacher and Student. The **Login** page for each looks the same. Your **Login ID** and **Password** used direct you to the correct mode.



Below the **Login** box, you see three links, **About**, **Help**, and **Terms of Use**. These links are on every page in both the Administrator and Teacher modes. Let's quickly walk through each of those links, starting with **About**.

### **About**

The **About** page is where you find the active ORU **Version** number. You can also find this information in the **Copyright** bar at the bottom of every page in the application. This page also gives you a link to contact our school setup team and access to the Teacher and Student Overviews of ORU.

### **Help**

This link is where you find the Admin, Teacher, and Student Quick Start and User Guides. You can also find links to our Technical Support database of frequently asked questions, as well as email and telephone contact information for Tech Support.

### **Terms of Use**

Clicking this link allows you to access a copy of the End User License Agreement.

Once you login, you see these same three links in a bar across the bottom of every screen in the application, along with one additional link, **Feedback**.

**Feedback**

The **Feedback** page enables you to send the development team suggestions, or issues you may encounter in the product.

When you click the **Feedback** link, a window like the one below opens.

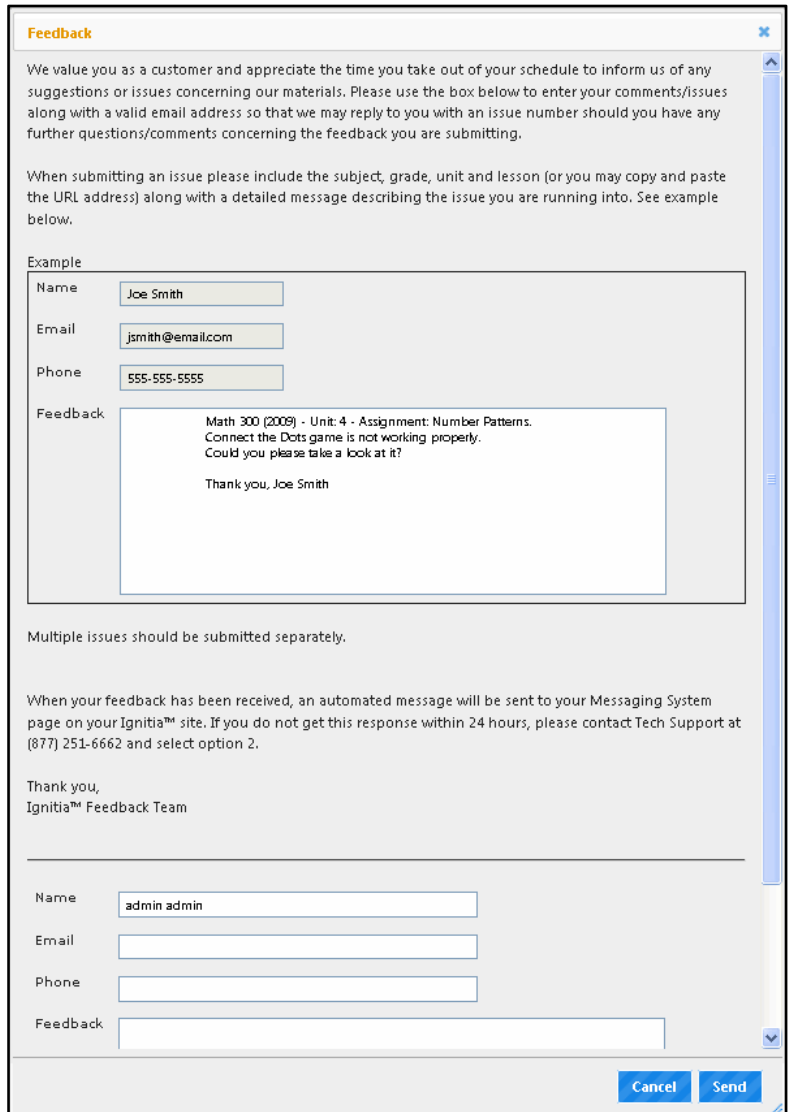
The top section includes instructions about completing the form and an example of a completed form. Please complete the form at the bottom of the page.

**Name:** automatically filled in for you. You can type over this if you need to change it.

**Email:** the address we use to send you the issue number and respond to any questions you have regarding the issue.

**Phone:** A number where we can contact you about the issue, if necessary.

**Feedback:** Please use this space to give us as much information about the issue, suggestion, or problem as you are able. If this is an issue you are experiencing while in the application, we need: the subject, grade, unit and lesson, (copy and paste the URL address into this area) along with detailed information describing the issue you are experiencing.



**Feedback**

We value you as a customer and appreciate the time you take out of your schedule to inform us of any suggestions or issues concerning our materials. Please use the box below to enter your comments/issues along with a valid email address so that we may reply to you with an issue number should you have any further questions/comments concerning the feedback you are submitting.

When submitting an issue please include the subject, grade, unit and lesson (or you may copy and paste the URL address) along with a detailed message describing the issue you are running into. See example below.

Example

Name:

Email:

Phone:

Feedback: 

Math 300 (2009) - Unit: 4 - Assignment: Number Patterns.  
 Connect the Dots game is not working properly.  
 Could you please take a look at it?  
  
 Thank you, Joe Smith

Multiple issues should be submitted separately.

When your feedback has been received, an automated message will be sent to your Messaging System page on your Ignitia™ site. If you do not get this response within 24 hours, please contact Tech Support at (877) 251-6662 and select option 2.

Thank you,  
Ignitia™ Feedback Team

---

Name:

Email:

Phone:

Feedback:

Click **Send** to submit the form to our development team or **Cancel** to discard the form.

## Home

After you login as a teacher, the first page you see is your **Home** page. Notice the box across the bottom of the page? This is where you find the links we just discussed on all subsequent pages in ORU Teacher.

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[About](#) [Help](#) [Terms of Use](#) [Feedback](#) Version: 2.0.0\_b170

Let's take a look at the top banner of your **Home** page. This banner remains consistent, no matter what page you are on in the application. You can always see the name of your school and your login name. Additionally, there are two links on the right-hand side of the banner:

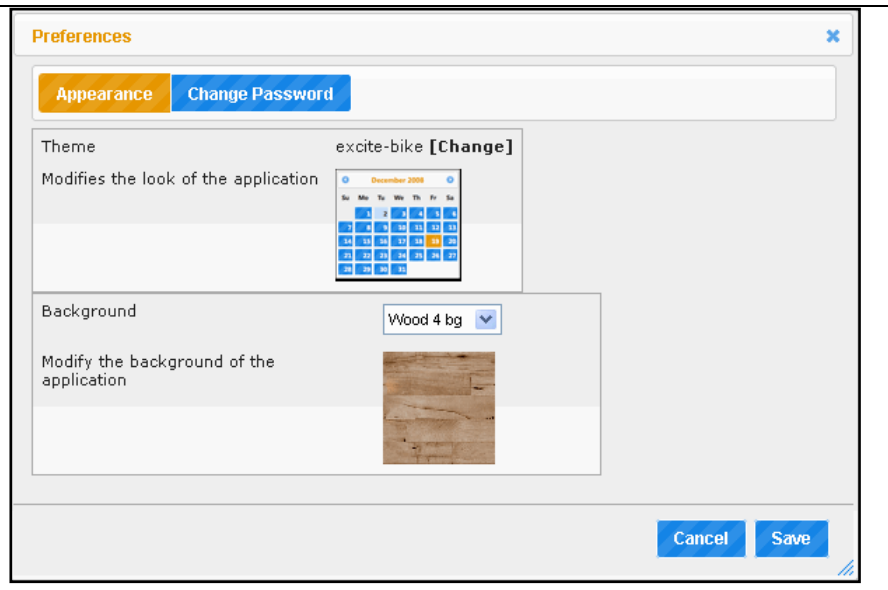


## Preferences

**Appearance** tab – Click this tab to modify your **Theme** or **Background**. (You can only do this if your admin has permitted it.)

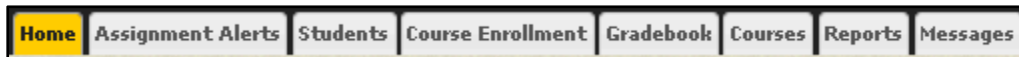
**Change Password** tab – Click this tab to change your password. (You can only do this if your admin has permitted it.)

Click the **Save** button to retain the changes you made. Click **Cancel** to return to your **Home** page and discard any modifications.



**Logout** – allows you to easily logout from anywhere in the application.

Another area that remains constant across all of the pages in Teacher mode is the row of tabs across the top of the page, enabling easy access to all functionality within the application. This guide walks you through each tab and the corresponding functions and features available when you click each one.



Let's begin on the far left with the **Home** tab.

The screenshot shows the ORU eAcademy Home page. At the top, there is a navigation bar with tabs: Home, Assignment Alerts, Students, Course Enrollment, Gradebook, Courses, Reports, and Messages. The 'Home' tab is selected. The page content is divided into several sections:

- 1. Message of the Day:** A welcome message: "Welcome to ORU eAcademy! This is the day the Lord has made. Let us rejoice and be glad!"
- 2. Calendar:** A calendar for April 2011. The current date is April 4th. Below the calendar, it says "Students logged in: 0".
- 3. Actions:** A table listing assignments and help requests.
 

Student	Title	Actions
David Mason	Project: Comparing Wars	<a href="#">Grade Assignment</a>
David Mason	Development of Two Cultures-	<a href="#">Help Requested</a>
- 4. New Messages:** A table listing new messages.
 

Date	From	Subject
4/4/2011	Mason, David	Help Needed - Development of Two Cultures-Part

Your **Home** page has several panels:

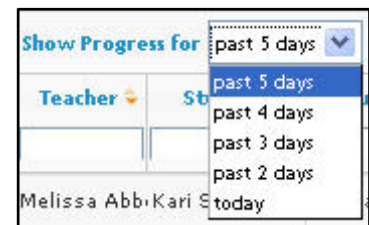
1. **Message of the Day** – think of this as your announcements bulletin board. Your administrator controls what displays in this panel on the **Home** page of everyone who has a login to your OW installation.
2. **Calendar** – your school calendar displays in the panel on the left side of the **Home** page. At the bottom of the calendar you can also see how many students are currently logged in at the current time.
3. **Actions** – displays assignments requiring teacher grading and messages sent when a student uses the **Help** button on an assignment problem. Shows the student name, the assignment type and title of the assignment needing to be graded; or the date, student name and subject of the message if a help request. Consider this as your reminder to check the **Gradebook** or **Message Inbox**. The two different types of messages, **Assignments to Grade** and **Help Messages** are displayed in separate sections for you.
4. **New Messages** – shows you a listing for each new, unread message in your OW Inbox. You see the date each message was sent, who sent it, and the subject line of the message. Click a new message to open the message.

## Assignment Alerts Tab

The **Assignment Alerts** tab displays a page with a list of all student assignments with a status of “completed”, “graded”, “assigned” or are overdue. **Assignments** requiring manual grading appear on your Home tab in the **Actions** block and on the **Action Required** page under the **Gradebook** tab.

Teacher	Student	Course	Unit	Title	Type	Campus	Activity	Date	Status	Attempts	Score
Melissa Abb. Daniel Tanner		Vietnam Era	1	<u>1. Vietnam</u>	LESSON	A1	✓	05/2 11:33AM	Graded	1	100%
Melissa Abb. Ramon Rivera		Government	1	<u>1. Why Have Govern</u>	LESSON	A1	✓	05/2 11:31AM	Graded	1	90%
Melissa Abb. Kari Schulz		Vietnam Era	5	<u>3. The Fall of Saigon</u>	LESSON		⚠	04/30 1:01AM	Not Started	0	0%
Melissa Abb. Kari Schulz		Vietnam Era	5	<u>2. Prisoner of War</u>	LESSON		⚠	04/29 1:01AM	Not Started	0	0%
Melissa Abb. Kari Schulz		Vietnam Era	5	<u>1. Nixon and Waterg</u>	LESSON		⚠	04/28 1:01AM	Not Started	0	0%

You can choose to view a list for just today, or up to the past five days. Just use the **Show Progress for** drop-down list to make your selection.



Use the drop-down list to the right of **Show Progress** list to filter the display to show all students or only students assigned to you.

There are 12 columns across the top of the **Assignment Alert** page. You can sort on any column with the arrowheads beside the column header.

For example, you can sort by **Teacher**, **Student**, **Course**, or Assignment **Title**. Currently the list is sorted by **Teacher** in descending order. I know this because the downward facing arrowhead to the right of **Teacher** is darker than the other arrowheads.



You also see three symbols in the **Activity** column (and in the upper right corner of the page):

- ✔ tells you the assignment is graded
- ⚠ lets you know the assignment is past due
- ↻ indicates the assignment has been reassigned to the student

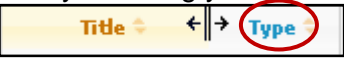
You can sort by these activity symbols and the **Status** as well.

Using the blank textbox below the column headers, I can also narrow the list to display a specific teacher, student, course, or assignment title by entering the first 3 or more characters of the name I want in the textbox below the column heading.

Let's take a look at the columns starting on the left.

- Teacher Name
- Student Name
- Course Name
- Unit number
- Assignment Title
- Assignment Type
- Campus ID
- Activity (Graded, Reassigned or Overdue)
- Date the assignment was submitted as complete
- Status of the assignment - Assigned, Graded, Not Started (you may see this on overdue assignments). Assignments with these three status codes are the only ones you will see displayed on this page.
- Attempts
- Score – assignment score

You can adjust the width of the columns by hovering your mouse over the line to the right of each

column header until it looks like this: . When your cursor looks like this, click and holding your mouse button down, drag the column to the width you prefer.

You can click any assignment title to go directly to that assignment.

You can also change the status of any assignment in the list by clicking the drop-down arrow beside the status displayed. The choice you see may differ depending on the current status of the assignment.

If an assignment shows the status as “Assigned” you can either mark it “Complete” or “Skipped”.

Assignments with a status of “Graded” can only be reassigned. Do this by changing the status to “Assigned”.

Assignments showing a status of “Not Started” may be changed to “Assigned” or “Skipped”.

Any assignment you change to “Skipped” drops off your list when you refresh your screen.

All assignments over five days old automatically drop off the list.



## Roles and Functions of the Teacher

Your administrator selected your role; teacher or super teacher, when creating your account.

Teacher	Super Teacher
<p>Sees only students enrolled in classes he or she is assigned or students he or she added or registered in the program.</p> <p>Can perform the functions allowed by the admin (student maintenance, add students, assign courses, create/edit courses) ONLY for students enrolled in assigned classes.</p>	<p>Sees ALL enrolled students.</p> <p>Can perform the functions allowed by the admin (student maintenance, add students, assign courses, create/edit courses) for ALL enrolled students.</p>

Your administrator also chose the functions you would be able to perform in the role assigned:

**Student Maintenance** - enables you to edit students (change permissions, modify name)

**Add Students** – allows you to create a new student

**Assign Courses** – permits you to assign any course to any student you can see. This includes assigning students to courses taught by other teachers.

**Create/Edit Courses** – makes it possible for you to create a custom course or edit a custom course created by another teacher or admin, who has allowed others to edit their custom courses.

**Change Thresholds and Weights** – lets you change assignment type grade weights and pass thresholds for students

## Students

This page displays the list of students. There are several ways to filter or sort the list of students. You can filter the list using the **View:** dropdown on the top line, immediately below the **Registration** tab. You can select to see only students enrolled in courses you are assigned (My students). What you see when you select all students depends on your role. If you are an admin or super teacher, you see all students enrolled in your school. If you are a teacher, you see only students enrolled in courses assigned to you and students you created.

You can display active students only (the default), inactive students, or all students (the combination of active and inactive students). Use the drop-down menu in the **Active** column to see the inactive or all students.

Remember, the students you see depend on the role assigned. Super teachers see ALL students registered in the school's application. Teachers see ONLY the students assigned to a course assigned to them. Either way, the list of registered students can get long, so we provide ways to easily locate the student you want.

### Search Capability

Notice the row immediately below the column headings (Online, Active, etc.). You see blank text boxes on this row in most of the columns. These are search filter boxes. Start typing in any of these boxes and the system begins filtering the list for you to meet your search criteria. This functionality is available on several other pages in the application as well. When you see the blank text boxes immediately below the column headers, you can use them to filter your list.

As we walk through what is on the **Student Registration** page, remember, you may not see all of the options, depending on the functions your administrator assigned to you.

Before we walk through creating a student let's look at some of the options ORU provides. It is important to realize the system is set up at two levels, school and student. If the administrator did not allow an option at the school level, it cannot be changed at the student level by a teacher regardless of permissions.

### Student Options

**Threshold Settings** – there are two, Pass Threshold and CRx Pass Threshold.

**Pass Threshold:** the percentage students must achieve on lessons to continue to the next lesson.

**CRx Pass Threshold:** the percentage students must achieve on pre-tests to test out of a unit in a CRx mode assigned course.

**CRx Pass Threshold** applies only to the original test for each unit of a course assigned in CRx mode. CRx (or prescriptive credit recovery mode) is a way for you to assign a course in which students are presented with a pre-test for each unit in the course. If the student achieves a score at or above the **CRx Pass Threshold**, the other assignments in that unit are skipped and the student is assigned the pre-test for the next unit in that course. As long as the student achieves the **CRx Pass Threshold**, the assignments are skipped and the next pre-test is assigned. The score achieved on the pre-test is the unit score.

If the student does not achieve a score at or above the **CRx Pass Threshold**, the assignments in the associated unit are assigned to the student. There are several points to be aware of when this happens:

1. The regular **Pass Threshold** is used for all lessons in the unit.
2. Quizzes and the post-tests are treated as they are in any other course; meaning students have only one opportunity to complete a quiz or test and the score they achieve is the recorded score.
3. The score for the pre-test is ignored when calculating scores. The unit score is the cumulative of all lessons, quizzes and the post-test for the unit.

If the admin has given you permission to change the thresholds, the **Personalize Thresholds** checkbox is enabled. You must check this box to enable the **Pass Threshold** and **CRx Pass Threshold** textboxes, where you can then change the settings for this student.

**Weighting:** this function allows you to set different weighting percentages for student assignments; lessons, projects, quizzes, and tests. The total of the four must be 100. You can set one or more or assignment types to 0, but we do not recommend doing this, especially for projects, as all custom assignments are projects, so would carry no grade weight. You must click the **Personalize Weights** box to enable the individual assignment weight textboxes. If the **Personalize Weights** box is grayed-out, you cannot change the weighting percentages.

**Review Test Quiz:** permits the student to view completed tests and quizzes, including their answers.

**Student Answer Key:** enables students to see the answer key in completed assignments only.

**Enable Grading View:** permits students who have not achieved the Pass Threshold in a lesson to see which problems they answered correctly, which ones are partially correct, and which are incorrect. They CANNOT see the answer key.

**Change Passwords:** allows students to change their own password.

**Randomize Questions:** displays the questions in student lessons, quizzes and tests in a random order. If the student is required to do a lesson, quiz or test more than once, it is very unlikely the questions will display in the same order. If two students, seated beside each other are working on the same assignment, it is HIGHLY improbable they will see the questions in the same order.

You, as teacher always see questions in the same, original order. Once a student has successfully completed an assignment, the questions are always displayed in the original order.

**Allow Background:** permits students to select one of the other backgrounds provided.

**Theme Selection:** allows students to choose their own application theme.

**Display Planner:** enables the student planner (on the My Courses tab) to appear for the student. This allows them to easily see their progress through assigned courses, as well as any past due work.

**Allow Messaging:** this option can be edited at two levels, to enable students to send messages, but not receive them as well as to permit them to receive messages but not send them. You can also allow or disallow both functions.

### **Create Student**

Let's start by creating a student, and then we'll look at the rest of this page. If you are adding more than a few students, you can download and use the template to enter multiple new students at once. We'll do one student so you can see what information is necessary.

Click the **Create Student** button on the top row. The **Create Student** window appears.

**User Status:** Default is **Active**. Click the arrow to the right of "Active" to select Inactive.

**First Name:** Type in the first name of the student.

**Last Name:** Type in the last name of the student.

**User Name:** Type in the user name assigned to this student. This field cannot be edited or changed.

**Password:** Type in the password. It must be a minimum of 6 characters. Alphanumeric and special characters are allowed.

**Repeat Password:** Enter the same password again to verify it.

**Default Term:** Select the term the student is to have as a default term. This term displays automatically when a student is enrolled in a course. The student can be assigned a custom term. Click the circle beside "Custom" and select the **Start** and **End** dates. You can also choose the term when you enroll the student in courses. Simply click the circle beside "Choose at enrollment". The default selection for this is school default term set during school setup.

The screenshot shows the 'Create Student' form with the following fields and values:

- User Status:** Active (dropdown menu)
- First Name:** [Empty text box]
- Last Name:** [Empty text box]
- User Name:** [Empty text box]
- Password:** [Empty text box]
- Repeat Password:** [Empty text box]
- Default Term:** School Term: 2011-2012 (08/16/2011 - 05/24/2012) (dropdown menu)
- Personalize Thresholds:** [Unchecked checkbox]
- Pass Threshold:** 70 (text box)
- CRx Pass Threshold:** 90 (text box)
- Personalize Weights:** [Unchecked checkbox]
- Lesson Weight:** 15 (text box)
- Project Weight:** 20 (text box)
- Quiz Weight:** 25 (text box)

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

**Personalize Threshold Settings:** Click this box to place a checkmark if you want to change the **Pass Threshold** and **CRx Pass Threshold** settings for this student. Default is unchecked and the student inherits the school-level settings.

**Pass Threshold:** See page 10 of this document for a description of this function. The school pass threshold is the default. If you want to change it to a different setting for this student only, click the box in **Personalize Threshold Settings** and type over the displayed number.

**CRx Pass Threshold:** See page 10 of this document for a description of this function. The school CRx pass threshold is the default. To change it to a different setting for this student only, you must first check **Personalize Threshold Settings** and then type over the displayed number.

**Personalize Weights:** Click this box to permit changing the assignment-type weight percentages. See page 10 of this document for a description of this function. If this permission is not allowed at the school level, this box is not enabled.

Notice the scroll bar to the far right of the **Create Student** page on the previous page. The lower half of the page is shown below.

**Lesson Weight, Project Weight, Quiz Weight, Test Weight:** Enter the percentage for each assignment type. All four must total 100. The **Personalize Weight** box must be checked to enable this.

**Student ID:** Optional field - Alphanumeric and special characters are allowed.

**Campus ID:** Optional field - Alphanumeric and special characters are allowed.

**Student Review Test Quiz:** Check this box to permit student to review completed and graded quizzes and tests.

**Student Answer Key:** See page 10 above for a description of this function. The school setting is the default. To use a different setting for this student only, click the box. If this is not allowed at the school level, you cannot change it at the student level.

**Enable Grading View:** Click this box to allow students who have not achieved the pass threshold to view which questions they have correct or incorrect. See description in Student Answer Key. If this is not allowed at the school level, you cannot select it at the student level.

**Change Passwords:** See description in Student Answer Key. If this is not allowed at the school level, you cannot enable it at the student level.

**Randomize Questions:** See description in Student Answer Key. If this is not allowed at the school level, you cannot permit it at the student level.

**Allow Background:** If backgrounds are permitted at the school level, the associated box is checked enabling this student to add background images. Click the box to restrict this student only from using this feature.

The screenshot shows the 'Create Student' form with the following settings:

- Test Weight:** 40
- Student ID:** [Empty text box]
- Campus ID:** [Empty text box]
- Student Review Test Quiz:**  Disabled. Allow students to review graded Tests and Quizzes.
- Student Answer Key:**  Disabled. Allow students to see the answer key for completed assignments.
- Enable Grading View:**  Disabled. Allow students who have not reached the pass threshold to view performance (correct/incorrect).
- Change Passwords:**  Disabled. Allow students to change their own passwords.
- Randomize Questions:**  Disabled. Randomize the order of questions for student lessons, quizzes, and tests.
- Allow Background:**  [Unchecked]. Allows users to add background images to their application experience.
- Theme Selection:**  [Unchecked]. Allow Students to choose their own application themes.
- Display Planner:**  [Checked]. Allow students to see their planner.
- Allow Message Send:**  [Checked]. Allows the user to send messages.
- Allow Message Receive:**  [Checked]. Allows the user to receive messages.

Buttons: Cancel, Save

**Theme Selection:** If theme selection was permitted at the school level, the associated box is checked enabling students to choose their own application theme. Click the box to restrict this student only from using this feature.

**Display Planner:** Selecting this option displays a 4 square **Planner** tab for students, “Overdue”, “Schoolwork”, “Upcoming” and “Overall Progress”. Students can access their daily schoolwork from either the **Planner** tab or the **Courses** tab.  
 If you do not choose this option, students see only see a **Courses** tab. No due dates are displayed for students without the **Planner** option; hence, they have no overdue assignments. All assignments are accessed using the course tree displayed on the left-hand side of this **Courses** tab page.

**Allow Message Send:** If **Allow Messaging** is allowed at the school level, this option is enabled. Click the box to restrict the student from sending messages within the application.

**Allow Message Receive:** If **Allow Messaging** is allowed at the school level, this option is enabled. Click the box to restrict the student from receiving messages within the application.

**Save / Cancel:** Be sure to click the **Save** button when you are finished. Click **Cancel** to delete what you have entered and return to the **Registration** tab.

### Import Students

To register multiple students at once, use the **Import Student** feature. All students automatically inherit school level settings and permissions. You can change them for each student during the **Preview and Edit** process. (See **Step 7** below.)

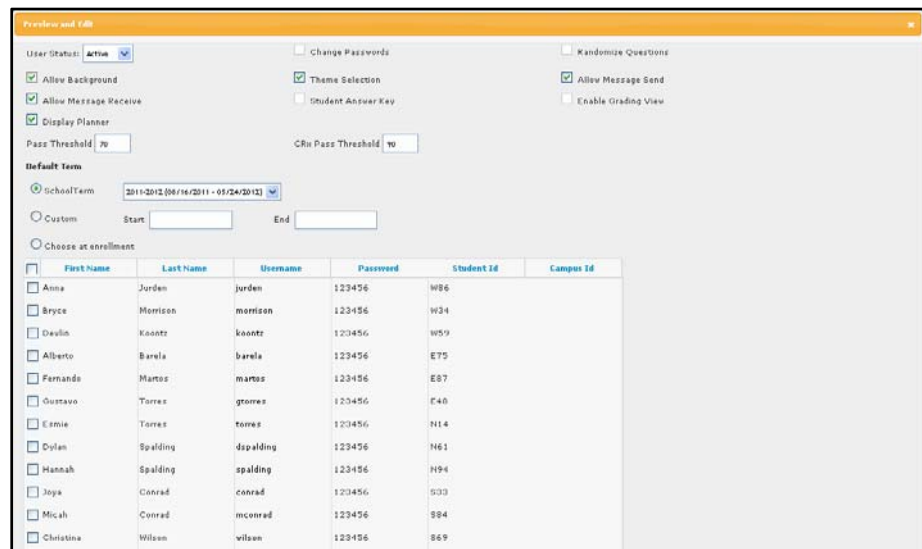
1. Click the **Import Student** button on the **Student Registration** tab.

2. Click the **Download Template** button on the **Import Student** pop-up window.

MS Excel is the default application for the **Import Students** file.

3. Click **Open with** and **OK** to use the default. Four fields are required:

- Student first name
- Student last name
- User Name
- Password



**Preview and Edit**

User Status: **Active**  Change Passwords  Randomize Questions

Allow Background  Theme Selection  Allow Message Send

Allow Message Receive  Student Answer Key  Enable Grading View

Display Planner

Pass Threshold:  CRm Pass Threshold:

**Default Term**

School Term:

Custom: Start  End

Choose at enrollment

<input type="checkbox"/>	First Name	Last Name	Username	Password	Student ID	Campus ID
<input type="checkbox"/>	Anna	Jurden	jurden	123456	WB6	
<input type="checkbox"/>	Bryce	Morrison	morrison	123456	W34	
<input type="checkbox"/>	David	Koonz	koonz	123456	W59	
<input type="checkbox"/>	Alberto	Barela	barela	123456	E75	
<input type="checkbox"/>	Fernando	Martos	martos	123456	E87	
<input type="checkbox"/>	Guastav	Torres	gromes	123456	F40	
<input type="checkbox"/>	Eemie	Torres	torres	123456	N14	
<input type="checkbox"/>	Dylan	Spalding	dspalding	123456	H61	
<input type="checkbox"/>	Hannah	Spalding	spalding	123456	H94	
<input type="checkbox"/>	Joya	Conrad	conrad	123456	G33	
<input type="checkbox"/>	Micah	Conrad	mconrad	123456	S84	
<input type="checkbox"/>	Christina	Wilson	wilson	123456	S69	

**NOTE:** **Student ID** and **Campus ID** are optional fields. Use **Student ID** to enter any student identification number. If your installation has multiple campuses, it is a very good idea to designate an identifier for each and enter it in the **Campus ID** field. You can use any alpha or numeric character in these fields.

4. Enter the information for each student. Save the file to a location from which you can upload.
5. Click the **Browse** button and locate the template file you just created and saved.
6. Click the **Next** button.
7. The **Preview and Edit** window opens. Duplicate **Usernames** appear in red with a message at the top of the student list alerting you to this. Click each field you want to change, one at a time. A textbox opens allowing you to type over the exiting entry. Be sure to click in another field after you make a change to verify your changes.
8. Make any changes to settings at the top of the page. Any changes made here apply to all imported students.  
**NOTE:** If you make changes to any settings while on this page, those fields are now customized for these students. If later changes to a school setting that you customized on this page are made, they will NOT be applied to these students. Changes must be made for each individual student whose settings were customized.
9. Click the checkbox in the first column to select students on the page to import.
10. Click **Submit** when you are finished.

Your students should now appear in the student list on the **Registration** tab.

<input type="checkbox"/>	Online	Active	Student ID	Campus ID	First Name	Last Name	User Name	Controls
<input type="checkbox"/>	<input type="checkbox"/>	Active						
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N73		Austin	Thayne	athayne	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E36		Beatrice	Cameron	cameron	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W24		Benjamin	Zahner	zahner	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S91		Carlos	Gonzales	cgonzales	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S56		Christopher	Borelli	cborelli	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W32		Cody	Kinnison	ckinnison	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N78		Cole	Kinnison	kinnison	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W18		Colin	Dowd	dowd	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S51		Daniel	Tanner	tanner	<a href="#">Add Enrollments</a>   <a href="#">Gradebook</a>   <a href="#">Edit Student</a>

### Filtering the List

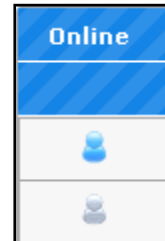
You may have noticed a drop-down menu on the far left side of the box immediately below the **Registration** tab, This allows you to filter the list of students to either “all students” registered or “my students”. If you select “my students”, only students assigned to courses where you are assigned as the teacher appear.

Notice the empty text boxes just below the column headings for **Student ID**, **Campus ID**, **First Name**, **Last Name**, and **Username**. Simply start typing in any of these boxes to filter the student list. You can also sort the list by who is online. Simply click the header “Online” to display the sort arrow.

There are eight columns across the **Registration** page:

<input type="checkbox"/>	Online	Active	Student ID	Campus ID	First Name	Last Name	Controls
		Active ▼					

1. **Selection Column:** Allows you to toggle Active/Inactive status individually or in groups. (See “Active/Inactive” paragraph below.)
2. **Online:** Indicator tells you if the student is logged onto the application or not. If the indicator on the row with the student’s name is highlighted/darker, this tells you the student is logged on the system. To log this student off the application, freeing up a license, click the icon on the row corresponding to the student you want to log off.
3. **Active:** This column allows you to filter the list of displayed students, Use the drop-down menu to select, Active, Inactive or All. The default is active.
4. **Student ID:** Student ID assigned to this student by your school. Optional field
5. **Campus ID:** The campus ID assigned to this student by your school. This is an optional field to use if your school chooses.
6. **First Name:** Displays the first name of the student
7. **Last Name:** Displays the last name of the student
8. **User Name:** Displays the student’s login username
9. **Controls:** Links to additional functionality for the student. See the “Controls” paragraph below.



### Active/Inactive

There are two buttons on the right side of this tab, **Mark Inactive** and **Mark Active**. If you want to change the status of a student from active to inactive (or vice-versa):

1. Click the checkbox in the far left column of the same row as the student name
2. Click the appropriate button (**Mark Inactive** or **Mark Active**).

To change the status of multiple students, repeat **Step 1** for all students you wish to change, then go to **Step 2**.

### Controls

Additionally, there are three links in the **Controls** column:

1. **Add Enrollments**
2. **Gradebook**
3. **Edit Student**

This is the easiest way to enroll a student in a course. Just click the **Add Enrollments** link beside the student’s name on the **Registration** tab. This takes you directly to the course enrollment page for that student. Alternately, you can click the **Course Enrollment** tab and search for the student. (See **Course Enrollment** on the next page)

If you click **Gradebook**, you go directly to the **Gradebook** page for this student. (See **Gradebook**, page 23)

Clicking **Edit Student** opens the **Edit Student** page for this student, which displays all of the student identification information and settings for this student as they are currently saved in the system. From this page, you can make changes to this student's settings as described in the tables on pages 12-14.

On the bottom of the tab you see the page number and a drop-down box with 10 displayed, you can use the drop-down arrow to choose to display more students (20 or 30) per page. The "View" message at the far right of this row lets you know which students you are viewing based on the either the total number of students or the total number of students that meet your filter specifications.

## Course Enrollment

We STRONGLY recommend you enroll students by clicking the **Add Enrollments** link beside the student's name on the **Registration** tab. This links you directly to the student's current course enrollments and enables you to easily add another course, or unenroll the student from a course. You can also reschedule a course on this page.

Once you click the **Add Enrollments** link, that student's enrollment page displays. The top box is a **Search** box we will discuss shortly. For now, look at the bottom half of the screen.

The screenshot shows the 'Enrollments' interface for a student named Mai Nguyen. At the top, there are search filters: 'View by student' (selected) and 'View by course'. The search criteria include Student (Mai Nguyen), Teacher (-Select a teacher-), Subject (-Select a subject-), and Course (-Select a course-). There are also radio buttons for 'All Students', 'All Enrolled Students', 'All Non-Enrolled Students', and 'All Enrollments Within: 2010-2011 (08/12/2010 - 06/12/2011)'. A 'Search' button is located to the right of these filters. Below the filters, the student's name 'Nguyen, Mai (nguyen)' is displayed, followed by three buttons: 'Add Enrollment', 'Reschedule Selected', and 'Unenroll Selected'. At the bottom, a table header is visible with columns: Subject, Course, Teacher, Term, and Actions.

The student name and user name display above the courses the student is already enrolled in. If this is the first course enrollment for the student, you see only the column headings:

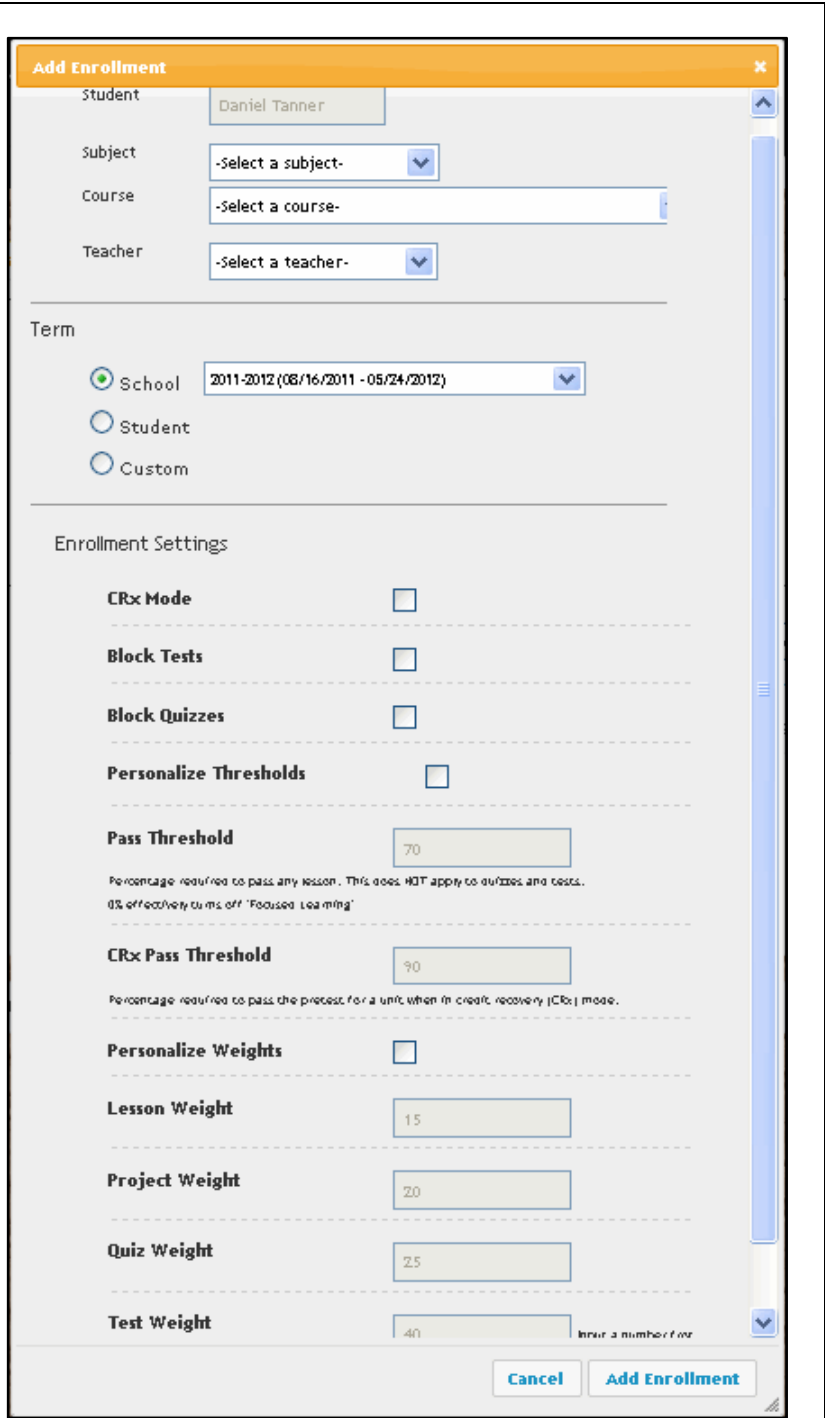
Subject	Course	Teacher	Term	Actions
---------	--------	---------	------	---------

To the right of the student name are three buttons, **Add Enrollment**, **Reschedule Selected**, and **Unenroll Selected**. First, let's walk through how to do a new enrollment.

**Add Enrollment**

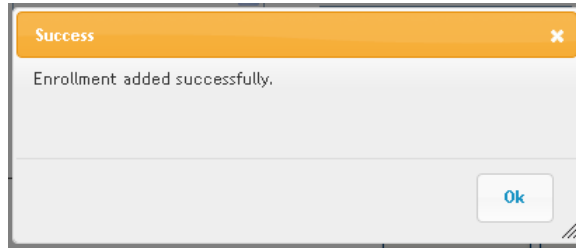
To add a course enrollment for a student from this page:

- Click the **Add Enrollment** button to the right of the student's name to display the **Add Enrollment** window.
- Click the **Subject** drop-down box and select the subject to assign.
- Click the **Course** drop-down box and choose the specific course you want to assign.
- Click the **Teacher** drop-down box and select the teacher for this course.
- Select the term for this course. The school default term displays automatically. Click the arrow to the right of the displayed term to see other available school-level terms. If you do not see the term you want, click the circle beside **Student** or **Custom** as appropriate to display those available terms.
- The **Enrollment Settings** section has seven options; **CRx Mode** (prescriptive credit recovery), **Block Tests**, **Block Quizzes**, **Personalize Thresholds**, **Pass Threshold**, **CRx Pass Threshold**, and **Personalize Weights**. If you select **Personalize Weights**, the last four boxes, **Lesson Weight**, **Project Weight**, **Quiz Weight** and **Test Weight** are enabled.
- To assign this course in prescriptive recovery mode, click the box to the left of **CRx Mode**.
- To block all tests and/or quizzes in this course for this student, click the checkbox beside **Block Tests** and/or **Block Quizzes**.
- To personalize the pass threshold or the CRx pass threshold, click the **Personalize Thresholds** box and enter the new percentage in the **Pass Threshold** box and/or the **CRx Pass Threshold** box.



To personalize the assignment weighting percentage for lessons, projects, quizzes or tests, click the **Personalize Weights** box and then change the percentage weights in any of the **Lesson Weight**, **Project Weight**, **Quiz Weight**, and/or **Test Weight** boxes. Remember, the total of these four boxes must equal 100.

Click **Add Enrollment** when you have selected the options you want or click **Cancel** to discard this enrollment.



After you click **Add Enrollment**, a confirmation window pops up, click **OK**.

Once you have enrolled the student in a course, it appears below the column headers described at the bottom of page 17.

<input type="checkbox"/>	Subject	Course	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Art History (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>

### Reschedule Selected

To reschedule a single course for a student:

1. Click the **Reschedule** link in the **Actions** column on the far right of the course row you want to reschedule.

<input type="checkbox"/>	Subject	Course	Teacher	Term	Actions
<input checked="" type="checkbox"/>	Elective	Art History (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>

2. Select the **Term** on the **Reschedule** window and then click the **Reschedule** button, or click **Cancel** to return to the **Enrollments** tab without making any changes.
3. Click **Ok** on the **Success** box that appears when you click the **Reschedule** button.

To reschedule multiple courses for a single student:

1. Click the checkbox in the first column beside the courses you want to reschedule.

Tanner, Megan (mtanner)					
<input type="checkbox"/>	Subject	Course	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Digital Arts (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>
<input type="checkbox"/>	History	U.S. History Reconstruction to Present (2011) (Active)	Abbott, Melissa	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>
<input type="checkbox"/>	English Language Arts	English III (2011) (Active)	Lisle, Jim	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>

2. Click the **Reschedule Selected** button at the top of the course list (above the **Actions** column).
3. Select the **Term** on the **Reschedule** window and then click the **Reschedule** button, or click **Cancel** to return to the **Enrollments** tab without making any changes.
4. Click **Ok** on the **Success** box that appears when you click the **Reschedule** button.

**NOTE: Rescheduling a course requires 24 hours for changes to appear.**

### Unenroll Selected

The third button to the right of the student name allows you to remove a student from a course. To unenroll a student from a single course:

1. Click the **Unenroll** link in the **Actions** column on the far right of the course row from which you want to unenroll the student.

<input type="checkbox"/>	Subject	Course	Teacher	Term	Actions
<input checked="" type="checkbox"/>	Elective	Art History (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>

2. Click the **Unenroll** button on the **Unenroll** confirmation window to remove the course for this student or click Cancel to leave the enrollment as is.
3. Click **Ok** on the **Success** box that appears when you click the **Unenroll** button.

To unenroll a student from multiple courses:

1. Click the checkbox in the first column beside the courses from which you want to unenroll the student.

Tanner, Megan (mtanner)					
		Add Enrollment	Reschedule Selected	Unenroll Selected	
<input type="checkbox"/>	Subject	Course	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Digital Arts (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>
<input type="checkbox"/>	History	U.S. History Reconstruction to Present (2011) (Active)	Abbott, Melissa	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>
<input type="checkbox"/>	English Language Arts	English III (2011) (Active)	Lisle, Jim	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>

2. Click the **Unenroll Selected** button at the top of the course list (above the **Actions** column).
3. Select the **Term** on the **Unenroll** window and then click the **Unenroll** button, or click **Cancel** to return to the **Enrollments** tab without making any changes.
4. Click **Ok** on the **Success** box that appears when you click the **Unroll** button.



If you **Unenroll** a student from a course, ALL work the student has done is completely deleted. It cannot be recovered.

### Edit

We have covered two of the three links in the **Actions** column of a course listing for a student, **Reschedule** and **Unenroll** as they work just like the last two buttons we discussed. The only difference is that the link applies only to the specific course. Let's take a look at the last link, **Edit**. Clicking this link opens an **Enrollment Settings** pop-up window. Before we look at this page, there are a couple of points to note.

Notice, after each course name (with the edition in parenthesis) you see either (Active) or (Inactive). For example:

Baraga, Luis (baraga)					
		Add Enrollment	Reschedule Selected	Unenroll Selected	
<input type="checkbox"/>	Subject	Course	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Vietnam Era (2011) (Active)	Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>
<input type="checkbox"/>	Electives	Geography of North America (2011) (Inactive)	admin, admin	2011-2012 (07/18/2011 - 05/24/2012)	<a href="#">Reschedule</a> <a href="#">Unenroll</a> <a href="#">Edit</a>

Clicking this link opens an **Enrollment Settings** pop-up window where you can:

Click the drop-down arrow to the right of the current teacher's name to change the **Teacher** of record.

Change the **Status** by clicking the drop-down arrow in that box.

Change the options you set for **CRx Mode**, **Block Tests** or **Block Quizzes**. If the checkbox beside the option has a checkmark, it is enabled. Click to remove the checkmark. No checkmark? Click the box to add one. Grayed-out? This option is not available for this course.

Change the **Pass Threshold** or **CRx Pass Threshold** setting. First, click the **Personalize Thresholds** box to enable the other two. Enter the new percentage for the setting(s) you wish to change.

Change the assignment-type weights by first clicking **Personalize Weights** to enable the **Lesson Weight**, **Project Weight**, **Quiz Weight**, and **Test Weight** text boxes. Next enter the weighting into these boxes, making sure the four boxes total 100.

Click **Save Enrollment** to retain the changes you made or click **Cancel** to discard them.

Click **Ok** on the **Success** box that appears when you click the **Save Enrollment** button.

### Course Enrollment Filter/Search Function

If you choose to use the **Course Enrollment** tab, the box at the top of the **Enrollments** tab page is a SEARCH box, NOT where you actually enroll a student in a course. Use this feature to filter your course or student list.

View by student    Student:      All Students   

View by course    Teacher:      All Enrolled Students

Subject:      All Non-Enrolled Students

Course:      All Enrollments For Criteria:

You have the choice of displaying the filtered list by student or by course. To see a list of all students enrolled in a specific course, click **View by course**. Each course displays in alphabetic order with all students enrolled in that course listed below the course name.

Art History (2011)							Add Enrollment	Reschedule Selected	Unenroll Selected
<input type="checkbox"/>	First Name	Last Name	Subject	Course	Teacher	Term	Actions		
<input type="checkbox"/>	Wyatt	Sutton	Elective	Art History (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>
<input type="checkbox"/>	Jennifer	Vance	Elective	Art History (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>
<input type="checkbox"/>	Casandra	Neely	Elective	Art History (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>
<input type="checkbox"/>	Jacob	Klien	Elective	Art History (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>
<input type="checkbox"/>	Austin	Thayne	Elective	Art History (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>

Alternately, you can choose to view the list by student, where you see each student's name with the list of courses they are enrolled in below. Click the circle beside **View by student**.

Tanner, Megan (mtanner)						Add Enrollment	Reschedule Selected	Unenroll Selected
<input type="checkbox"/>	Subject	Course	Teacher	Term	Actions			
<input type="checkbox"/>	Science	Earth Science (2011) (Active)	admin, admin	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>	
<input type="checkbox"/>	Elective	Digital Arts (2011) (Active)	Carney, Audrey	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>	
<input type="checkbox"/>	History	U.S. History Reconstruction to Present (2011) (Active)	Abbott, Melissa	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>	
<input type="checkbox"/>	English Language Arts	English III (2011) (Active)	Lisle, Jim	2011-2012 (08/16/2011 - 05/24/2012)	<a href="#">Reschedule</a>	<a href="#">Unenroll</a>	<a href="#">Edit</a>	

You can also filter the list to see only the enrollment information for one student, by typing the name of a single student into the **Student** textbox. (Once you have entered three letters, a list of students whose name begins with those letters appears. You can continue typing or select from the displayed list.

If you only want to see who is enrolled in a specific subject or course, use the drop-down menus beside **Subject** and/or **Course** to make your selection.

You can also narrow the list displayed by choosing only enrolled or non-enrolled students or by selecting a specific term. Just click the circle beside your choice. Once you make your filtering choice(s), be sure to click **Search** to see the list appear below the **Filter/Search** box.

The buttons and links in the displayed lists work as described on the previous pages no matter what filter or search you use.

## Gradebook

There are two tabs in your **Gradebook**:

- **Grading** – enables you to keep track of how your students are progressing through their assigned course(s).
- **Action Required** – permits you to directly access any assignment needing your attention with a single click.

We'll walk through the features and functions of both pages, beginning with the **Grading** page.

### Grading

The box at the top of the **Grading** tab page is a **SEARCH** box. Use this feature to filter your course or student list. You can then choose to narrow your list by selecting only one student, a single subject, a single course within a subject, or some combination of these choices. (You must choose a **Subject** before you can choose a single **Course**.) Additionally, you can choose to view a selected term or identify a specific range of dates (**Begin** and **End**).

You have the choice of displaying the filtered list by student or by course. To see a list of all students enrolled in a specific course, click **View by course**. Each course displays in alphabetic order with all students enrolled in that course listed below the course name. In the example below, I selected one subject and one course.

In addition to the student name, you see the date the student started the course and the date they are to be finished with all course work. There is a bar chart to quickly see student progress through the coursework and finally the current score for all completed work in the course.

Essentials of Business (2011)						
	Student Name	Start	End	Progress		Score
+	Gonzales, Carlos	8/16/2011	5/24/2012	<div style="width: 5%; background-color: orange;"></div>	5%	98
+	Carter, Zoe	7/13/2011	5/27/2011	<div style="width: 10%; background-color: orange;"></div>	10%	83.8
+	Neely, Casandra	8/16/2011	5/24/2012	<div style="width: 10%; background-color: orange;"></div>	10%	79.5
+	Isley, Ryan	8/16/2011	5/24/2012	<div style="width: 15%; background-color: orange;"></div>	15%	89.5
+	Dent, Julie	8/16/2011	5/24/2012	<div style="width: 7%; background-color: orange;"></div>	7%	89.3
+	Zahner, Suzanna	8/16/2011	5/24/2012	<div style="width: 17%; background-color: orange;"></div>	17%	80.7

### Teacher User Guide

Notice the **+** in the first column. Click this to expand a list of all unit titles for this course below a student's name. The far right column displays the student's current composite score for this entire unit. You can skip an entire unit that has not been started. To skip an entire unit, click to place a checkmark in the unit to be skipped. All assignments in this unit show a status of "Skipped", when the unit is expanded. (See second example below.) You can also skip individual assignments as discussed on the following page.

#	Unit Title	Skipped	Complete Date	Progress	Score
+ 1	THE PRE-WAR YEARS	<input type="checkbox"/>		<div style="width: 19%;"></div> 19%	91.6
+ 2	THE EARLY YEARS	<input type="checkbox"/>		<div style="width: 0%;"></div> 0%	0
+ 3	TURNING POINT	<input type="checkbox"/>		<div style="width: 0%;"></div> 0%	0
+ 4	WAR IN THE SOUTH	<input type="checkbox"/>		<div style="width: 0%;"></div> 0%	0
+ 5	RECONSTRUCTION OF A NATION	<input type="checkbox"/>		<div style="width: 0%;"></div> 0%	0
+ 6	COURSE REVIEW AND EXAM	<input type="checkbox"/>		<div style="width: 0%;"></div> 0%	0

Click the **+** beside any unit title to expand the unit and see all assignments in that unit. At this level you see additional information:

Civil War (2011)								
Student Name	Start	End	Progress	Score				
- Neely, Casandra	8/16/2011	5/24/2012	<div style="width: 4%;"></div> 4%	91.6				
+ #	Unit Title	Skipped	Complete Date	Progress	Score			
- 1	THE PRE-WAR YEARS	<input type="checkbox"/>		<div style="width: 19%;"></div> 19%	91.6			
	Type	Title	Status	Blocked	Due Date	Complete Date	Attempt	Score
	REFERENCE	1. Course Overview	Assigned	<input type="checkbox"/>			0	0
	LESSON	2. Development of Two Cultures-f	Graded	<input type="checkbox"/>	8/16/2011	7/13/2011 1:	1	96.9
	LESSON	3. Development of Two Cultures-f	Graded	<input type="checkbox"/>	8/18/2011	7/13/2011 1:	1	77.8
	LESSON	4. Life of a Slave	Graded	<input type="checkbox"/>	8/23/2011	7/13/2011 3:	1	100
	PROJECT	5. Project: The Art of Compromise	Assigned	<input type="checkbox"/>			0	0


Notice that in the unit skipped for this student, all assignments show a status of "Skipped".

- 5		RECONSTRUCTION OF A NATION		<input checked="" type="checkbox"/>			0%	0
Type	Title	Status	Blocked	Due Date	Complete Da	Attempt	Score	
LESSON	1. Petersburg	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
LESSON	2. Richmond Falls	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
LESSON	3. Lee Surrenders	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
QUIZ	4. Quiz 1: The War Ends	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
LESSON	5. Triumph and Tragedy	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
LESSON	6. Reconstruction of a Nation	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
LESSON	7. Reconstruction Begins	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
PROJECT	8. Project: History of Impeachmer	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
QUIZ	9. Quiz 2: Triumph and Tragedy	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
LESSON	10. Three New Amendments	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
LESSON	11. Life After Reconstruction	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
PROJECT	12. Project: Effects of Amendmen	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
QUIZ	13. Quiz 3: American Paradigm S	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
PROJECT	14. Special Project	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
LESSON	15. Review	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
TEST	16. Test	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	
TEST	17. Alternate Test	Skipped <input type="button" value="v"/>	<input type="checkbox"/>			0	0	

At this **Assignment** level, you see:

- **Assignment Type** – options included: lesson, project, quiz or test
- **Assignment Title**
- **Status** – these are automatically assigned by the system. You can change them as necessary to meet your needs. Options include:
  - **Not Started** – status given to all assignments the student has in queue to work on
  - **Assigned** – status for currently assigned work
  - **Skipped** – status for assignments you or the application chose not to assign to the student. If you want to assign a skipped assignment, you must first change the status to “Not Started”, and then change it to “Assigned”.
  - **Completed** – status given to assignments the student has submitted as finished, but having teacher-graded problems. Once you or the teacher completes all grading tasks for the assignment, the status is automatically changed to **Graded**. If you want the student to redo the assignment, you can change the status to “Assigned”.
  - **Graded** - status for all assignments submitted by the student as complete having no teacher graded problems. If you want the student to redo the assignment, you can change the status to “Assigned”.
- **Blocked** – if this box has a checkmark, the assignment is blocked, preventing the student from continuing in this subject until you or the teacher removes the block. Click the box to remove the checkmark to unblock the assignment. Alternately, if you want to block an assignment, not currently blocked, click the box to add the checkmark.
 

**NOTE:** If you block an already posted assignment, the student CANNOT view the completed, posted assignment, but CAN move forward to future assignments in the course.
- **Due Date** – shows the date the assignment should be completed by the student
- **Completed Date** – Once the assignment has been fully completed
- **Attempt** – counter showing the number of times the student tried to successfully complete the assignment
- **Score** – percentage score the student has achieved on the most current attempt on the assignment

To collapse the assignment and/or unit views, returning to the student list, click the  to the left of the unit title or student name.

Alternately, you can choose to view the list by student, where you see each student's name with the list of courses they are enrolled in below. Click the circle beside **View by student**. When you choose to view by student you have the same options detailed above (View by Course), it just displays information under either the selected student or each student in a course. For example, on the next page is a picture of what you see if you select a single student:

View by Student – Individual Student

**Grading** | **Action Required**

View by student    Student: 
     
  All Time-frames   

View by course    Teacher: 
     
  2011-2012 (08/16/2011 - 05)

Subject: 
     
  Begin:

Course: 
     
 End:

---

1      Goto Page 1 of 1    Go

Results: 1 to 1 of 1

**Neely, Casandra**

	Course Name	Start	End	Progress	Score
+	English II (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 1%; background-color: #f00; border: 1px solid #ccc;"></div> 1%	93.8
+	Earth Science (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 1%; background-color: #f00; border: 1px solid #ccc;"></div> 1%	92.1
+	Essentials of Business (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 10%; background-color: #f00; border: 1px solid #ccc;"></div> 10%	79.5
+	Civil War (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 5%; background-color: #f00; border: 1px solid #ccc;"></div> 5%	94.6

---

1      Goto Page 1 of 1    Go

Results: 1 to 1 of 1

If you choose to view an entire course by student, you see a screen similar to this:

1
Goto Page  of 1

Results: 1 to 6 of 6

**Carter, Zoe**

	Course Name	Start	End	Progress	Score
+	Essentials of Business (2011) (Active)	7/13/2011	5/27/2011	<div style="width: 100%; height: 10px; background-color: #f4a460; display: inline-block;"></div> 10%	83.8

**Dent, Julie**

	Course Name	Start	End	Progress	Score
+	Essentials of Business (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 7%; height: 10px; background-color: #f4a460; display: inline-block;"></div> 7%	89.3

**Gonzales, Carlos**

	Course Name	Start	End	Progress	Score
+	Essentials of Business (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 5%; height: 10px; background-color: #f4a460; display: inline-block;"></div> 5%	98

**Isley, Ryan**

	Course Name	Start	End	Progress	Score
+	Essentials of Business (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 15%; height: 10px; background-color: #f4a460; display: inline-block;"></div> 15%	89.5

**Neely, Casandra**

	Course Name	Start	End	Progress	Score
+	Essentials of Business (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 10%; height: 10px; background-color: #f4a460; display: inline-block;"></div> 10%	79.5

**Zahner, Suzanna**

	Course Name	Start	End	Progress	Score
+	Essentials of Business (2011) (Active)	8/16/2011	5/24/2012	<div style="width: 17%; height: 10px; background-color: #f4a460; display: inline-block;"></div> 17%	80.7

1
Goto Page  of 1

Results: 1 to 6 of 6

In all views, the course can be expanded to display the unit and assignment views.

Now, let's go to the next page and take a look at the **Action Required** tab.

### Action Required

The **Action Required** tab provides a list of all assignments requiring manual grading, and any assignments where a student has submitted a request for help. In the **Type** column you see either "Manual Grading" or "help Requested".

Just like other pages in the application, you can filter the list by typing into the textboxes below the column headings (**Student**, **Subject**, **Course**, **Unit**, or **Assignment**). Begin typing and a list of choices appears. You can continue typing to filter further or select one of the displayed items.

	Student	Subject	Course	Unit	Assignment	Type	Event Date	Actions
<input type="checkbox"/>	* Luis Baraga	Elective	Vietnam Era	THE ORIGINS OF	Essay: The U.S. F	HELP_REQUEST	7/19/2011 8:24	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Zachery Ellis	Elective	20th Century Am	COMING OF AGE	Entering the Indu	MANUAL_GRAD	15/2/2011 11:18	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Susan Jacobs	Elective	Civil War	THE PRE-WAR YE	Project: The Art c	MANUAL_GRAD	15/2/2011 11:22	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Emma Morton	Elective	Civil War	THE PRE-WAR YE	Project: Comparir	MANUAL_GRAD	17/19/2011 8:25	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Emma Morton	Elective	Civil War	THE PRE-WAR YE	Project: The Art c	HELP_REQUEST	7/19/2011 8:29	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Kari Schulz	Elective	Vietnam Era	THE ORIGINS OF	French Indochina	MANUAL_GRAD	15/2/2011 11:25	<a href="#">View Lesson</a>
<input type="checkbox"/>	* Grace Yee	Elective	World Geography	INTRODUCTION	Project: Summari	MANUAL_GRAD	15/2/2011 11:19	<a href="#">View Lesson</a>

Tasks can be filtered by selecting **Read** or **Unread** items. The default is to display **Unread** items. You can filter the list of displayed items by typing the first few letters of the student name, subject, course, unit title, or assignment title into the textbox just below the column heading. You can click your choice from the list as soon as it appears.

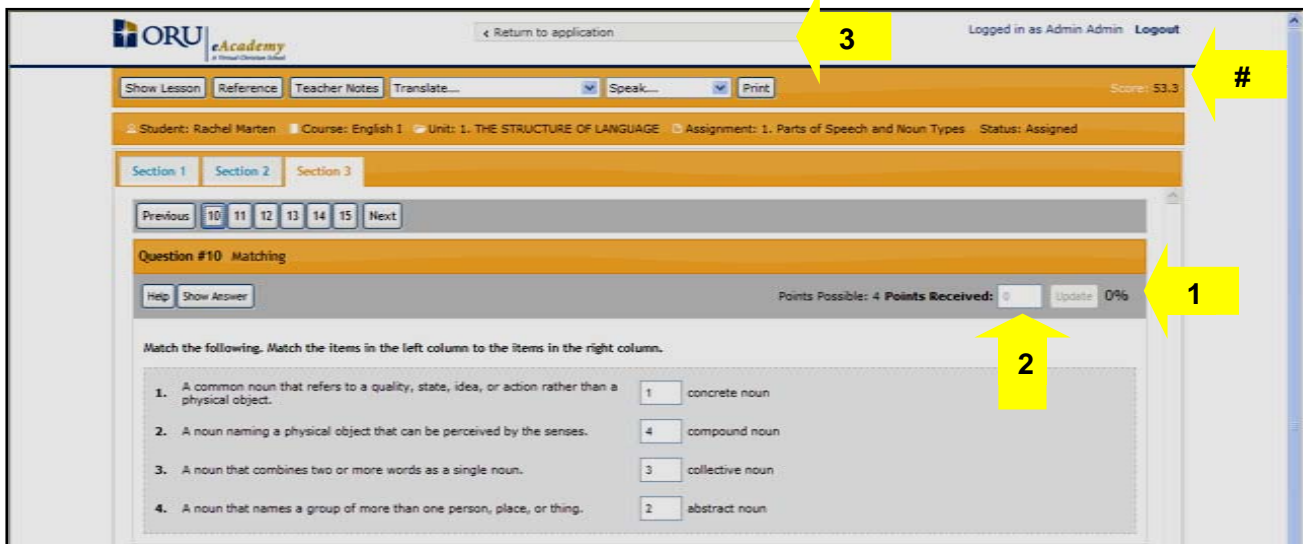
The box in the far left column is a selection checkbox. If you want to mark an item or group of items on the Unread list as read, click the checkbox beside each item to change, and then click the **Mark Read** button. You can use this same functionality to mark read items as unread.

The **Actions** column on the far right-hand side of the page provides a link, **View Lesson** directly into the first question in the assignment. You can then click through the questions in each section, either by clicking the individual question number buttons or by clicking the **Next** and **Previous** buttons. If there are multiple sections in the lesson, click **Next Section** to move to the next section. To go back to a previous section, click the section tab.

To see the lesson material, click **Show Lesson**. The question appears at the bottom of the lesson. Once you click **Show Lesson**, it toggles to read **Hide Lesson**. Click this to return to viewing only the questions. There is an asterisk beside the question number you need to grade,

like this:

To see the lesson material, click **Show Lesson**. The question appears at the bottom of the lesson. Once you click **Show Lesson**, it toggles to read **Hide Lesson**. Click this to return to only viewing the questions.

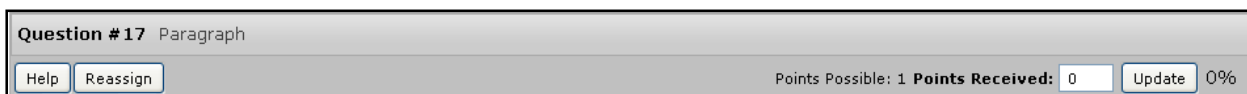


To grade the question:

1. Enter the number of points out of the total possible in the **Points Received:** box
2. Click the **Update** button to the right of the **Points Received** box to save the points and score the question. To see the updated score reflected for the entire assignment, you must refresh your screen.
3. Click **Close window and return to application** at the top of the screen to go back to the **Action Required** page.

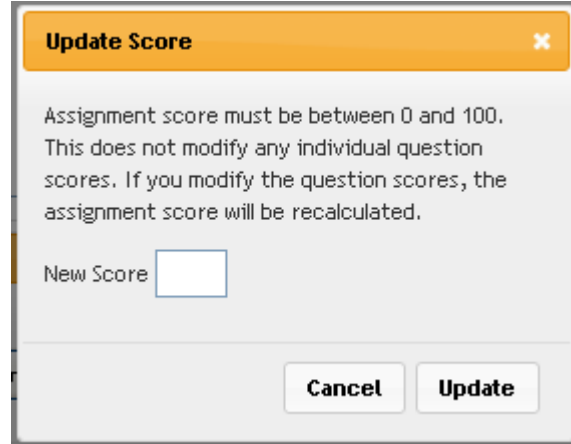
To change an existing score, do the same thing. (The assignment status must be either "Completed" or "Graded" to change a score)

1. Just type over the number of points in the **Points Received:** box
2. Click **Update**. The percentage beside the **Update** button automatically changes as do the assignment, unit, and course grades.
3. Click **Close window and return to application** at the top of the screen to go back to the **Action Required** page.



4. Click **Close window and return to application** at the top of the screen to go back to the **Action Required** page.

# - The **Update** button, on the top assignment score bar allows you to change the score for the entire assignment without changing individual question scores. Click the button to open the **Update Score** window. Enter the new **Score** and click **Update**. The score you just gave the assignment appears as the assignment score.



## Courses

Let's take a look at what you see when you click the **Courses** tab. First, you notice three sub-tabs on the left side of the page, **Courses**, **Custom Courses**, and **Custom Projects**.



Below these sub-tabs you see the **Courses** list (**Courses** sub-tab page). This initial display shows you only the standard ODYSSEYWARE course listing. To the right-hand side of this page you see a series of buttons. The first four, **All**, **All Standard**, **Custom**, and **My Custom** are filter buttons.

Once your school has created multiple custom courses, it may be simpler to view only a subset of all of the available courses. Use these buttons to filter what is displayed. The last button on the far right, **Create Course** enables you to create your own custom course. We'll take a look at that functionality shortly.

There are two different types of courses available in ODYSSEYWARE, Standard courses and Custom courses. Standard courses are the default courses you automatically get with you purchase ODYSSEYWARE. Custom courses are those you create, either by recombining assignments from existing standard courses, by creating custom projects and developing a course based only on those, or some combination of pulling in existing assignments and adding custom projects. We will discuss how this is done beginning on page 33.



The grid course listing (shown on previous page) displays these headings; **Subject**, **Course**, **Author**, **Enrollable**, **Edit Permissions**, and **Actions**.

**Subject** – Math, Science, Elective, etc.

**Course** – Name of the actual course in the subject, Physical Fitness, Science 700, etc.

**Edition** – Year the course was created

**Author** – If this is a standard course, you see N/A. If this is a custom course, you see either admin, admin or the name of the teacher who created the course.

**Enrollable** – if this course is ready to have student enrolled, a green checkmark appears in the box in this column.

**Edit Permissions** – one of three choices displays;

**Read-only** – box is grayed-out, as these are standard courses

**Admin-only** – a custom course that only the admin can edit.

**Admin-teachers** – a custom course the admin and all teachers can edit.

**Actions** – contains links to actions available for this course. Possible choices include:

**Preview** – applies to all courses. Click to open the course and preview a list of the units in the course, and the list of assignments in each unit. You can also click an assignment to open it and view the presentation and questions in preview mode.

**Copy** – allows you to make a copy of a course

The above 2 actions are the only ones available for standard courses. Custom courses offer two additional actions:

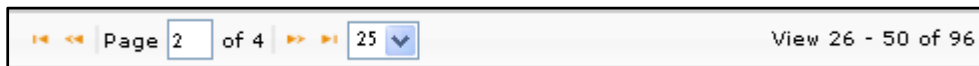
**Edit** – permits you to open the custom course and make edits to it.

**Delete** – allows you to delete a custom course.

Courses							view: <b>All</b> All Standard Custom My Custom Create Course
Subject	Course	Edition	Author	Enrollable	Edit Permissions	Actions	
Elective	Technology and Research	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy	
Elective	Trigonometry	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy	
Elective	Twentieth Century American H	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy	
Elective	Vietnam Era	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy	
Elective	World Geography	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy	
English Language	English I	2011	N/A	<input checked="" type="checkbox"/>	Admin-only	Preview   Copy	

Notice the small arrow beside the **Subject** column heading? This tells you the list is sorted by that column and since the darker arrow head faces up, I know it is in ascending order. If the lower arrow head was darker, more prominent, I would know the list was sorted in descending order. Click once to change the sort order. This list can also be sorted by **Course**. Simply click the **Course** column heading once to sort it in ascending order, click it a second time to change to descending order.

At the bottom of the page you see the page number information:



You can use the drop-down arrow to increase the number of items displayed per page. Choices include 25, 50, or 75 for this page. To the far right you see which items are being displayed out of the total items available.

### Custom Course / Create Course

You can create a custom course by clicking the **Custom Courses** sub-tab or the **Create Course** button on the far right at the top of the grid. Clicking either one opens the **Create Course** window.

Use the **Edit** drop-down menu to select who can edit this course, **Admin-only** or **All Teachers**.

Type the **Course Name** in the associated textbox.

Type the **Subject** in the associated textbox.

Click the **Submit** button to save the information or the **Cancel** button to return to the **Courses** page, discarding any entries you have made on this window.

Once you have entered the course identifier information, you see the **Edit Course** page. (Notice the “Custom Course” sub-tab is now the “Edit Course” sub-tab.) This is where you drag units and/or assignments from existing courses into the custom course you want to create. (See example below.)

Let's take a look at every section of this page, beginning with the left column, **Add to Course**.

Notice the row immediately below “Add to Course”. This series of buttons allows you to filter the display in the bottom panel (**Units and Projects**) by assignment type. Select the type of assignment you want to drag into your custom course by clicking the button.

To further narrow your choices, click one or more courses displayed in the **Course** panel to the right of the **Subject** column.

All of the units for the selected subjects and courses display, along with any custom projects you have created in those subjects in the **Units and Projects** panel.

Once you click a subject or course in the **Filter List**, the units and custom projects display. Click **expand all** on the right side of Units and Projects to open all units and display the assignment titles. You can also the arrow to the left of each unit to display only one unit at a time.

**Courses / Edit Course** Edits ma

**Add to Course**

All Projects Lessons Quizzes References Tests My Projects

**Filter List**

Subject	Course	Author
<input type="checkbox"/> GED and Skills Es	<input type="checkbox"/> Algebra I	N/A
<input type="checkbox"/> Mathematics	<input type="checkbox"/> 20th Century American	N/A
<input type="checkbox"/> Math	<input type="checkbox"/> Advanced Placement Ca	N/A
<input type="checkbox"/> Placement	<input type="checkbox"/> Advanced Placement U.	N/A
<input type="checkbox"/> Elective	<input type="checkbox"/> BCIS 1-A	N/A
<input type="checkbox"/> Advanced Placeme	<input type="checkbox"/> BCIS 1-B	N/A


**Units and Projects** expand all

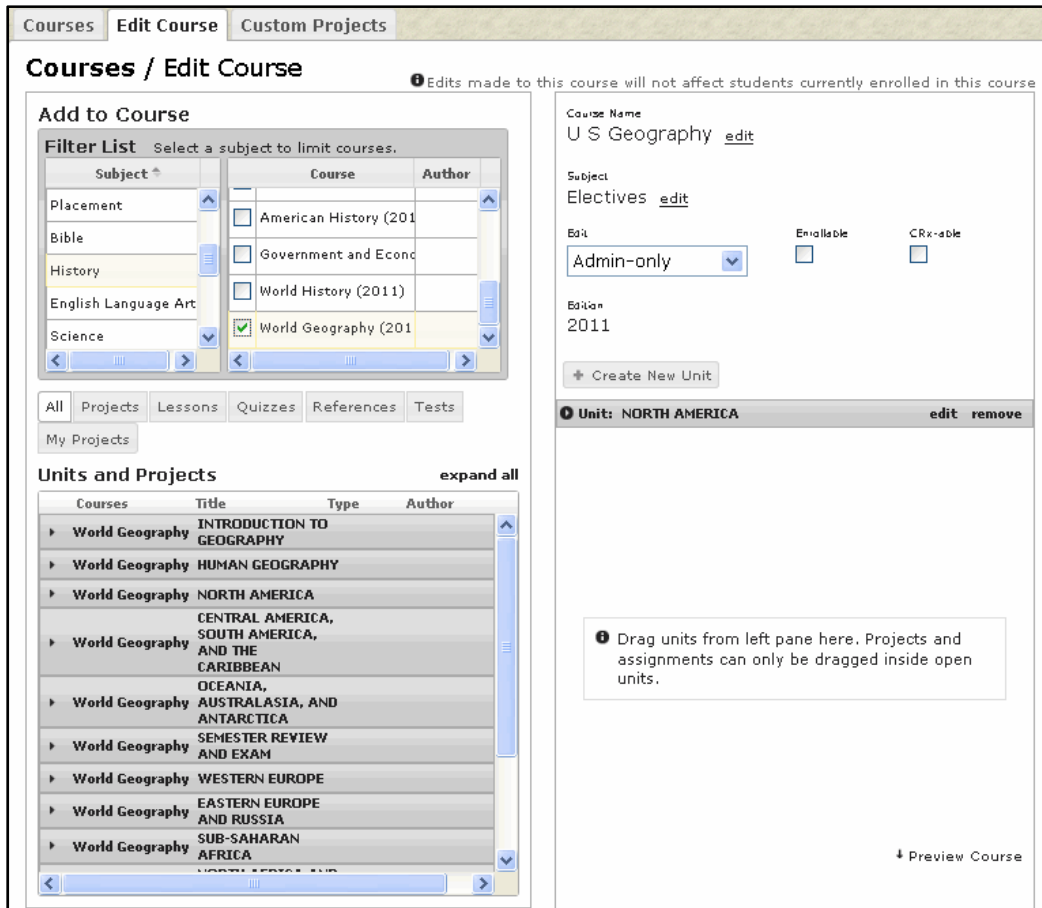
Courses	Title	Type	Author

**Units and Projects** expand all

Courses	Title	Type	Author
▶ 20th Century American History	COMING OF AGE		N/A


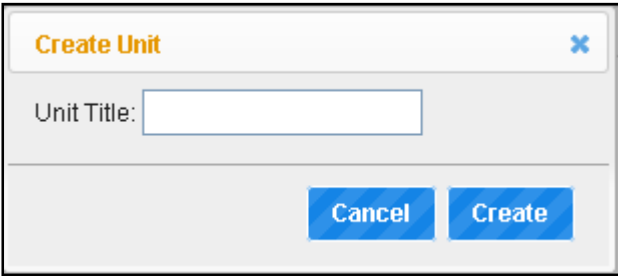
Once you have populated the **Units and Projects** section with units and assignments you want in your custom course, you are ready to begin creating the course. You use the course information in the left column to create your custom course in the right column.

If you want to use an entire unit, simply click the unit you want to use and holding your mouse button down, drag it from the **Units and Projects** panel to the right side of the screen, below the **Create New Unit** button, .

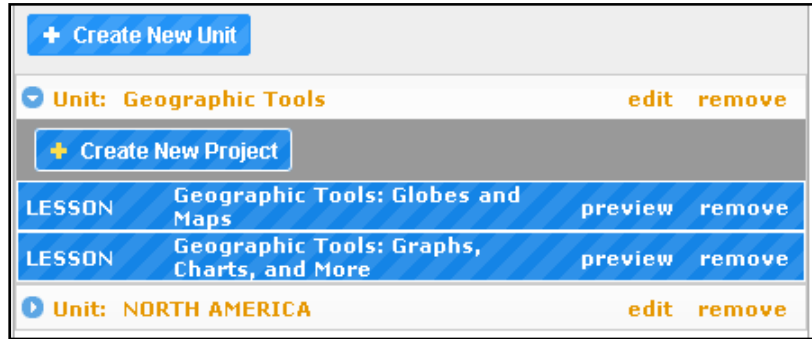


I just moved the unit “North America” from the **Units and Projects** panel in the left column over to my new custom course, U S Geography in the right column. To use individual assignments from a unit, you must first decide what unit the assignments will be in. All assignments **MUST** be in a unit. If you want to drag an assignment into an existing unit, be sure the unit on the right side is expanded as well as the unit folder in the **Units and Projects** panel and drag the individual assignment as you did the entire unit.

If you want to put the assignment into a new unit, you must first create the unit. To do this:

<p>Click the <b>Create New Unit</b> button .</p>	
<p>Enter the name of the unit in the <b>Unit Title</b> textbox.</p>	
<p>Click <b>Create</b>.</p>	

I created a new unit, "Geographic Tools" and moved two assignments into that unit, by clicking and dragging them from the **Units and Projects** panel into my new unit. I then decided to make the new unit the first unit in the course, so I drag it above the unit, "North America" that was in that position.



I can drag custom projects in the same way I did the individual assignments. Just remember all assignments can only be placed in an open unit, even custom projects.

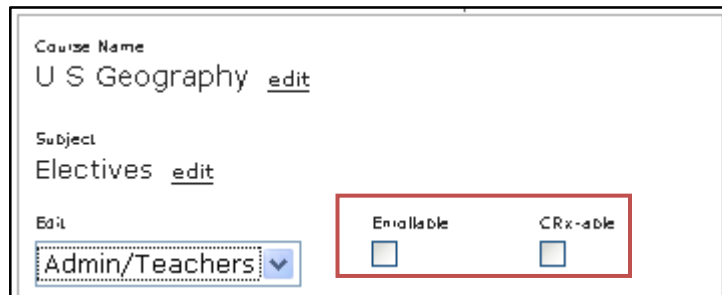
Once you have added all of the units and assignments to the custom course, you can rearrange assignments within a unit by clicking and dragging them. You can also move units into a different order in the same way.

Click **edit** beside a unit name to change the title of the unit. Click **remove** beside a unit or assignment if you decide you want to remove that unit or assignment.

Before you finish, you have the option of previewing either an individual assignment or the entire course. To preview an individual assignment, click the **preview** link beside the assignment title you want to preview. To preview an entire course, click the **Preview Course** at the bottom of the right hand column.

If you are ready to make the course available for enrollment, click the checkbox below **Enrollable** at the top of the right column

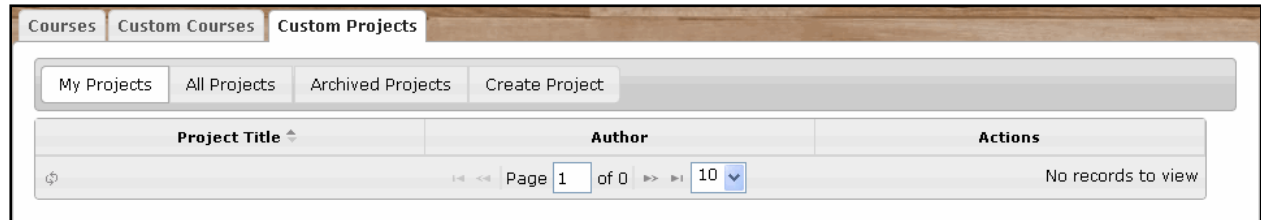
If you want to be able to assign this course in CRx mode, click the checkbox below **CRx-able**.



Click either the **Courses** sub-tab or the **List Courses** button (  ) to return to the **Course** page.

## Custom Projects

Let's take a look at the **Custom Projects** page. This is what you see the first time you open it.

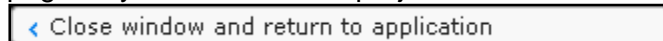


The four buttons below the sub-tabs are:

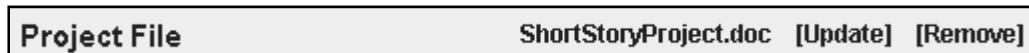
- **My Projects** – displays a list of the projects you created
- **All Projects** – displays a list of all custom projects created by the admin and teachers in your school
- **Archived Projects** – displays a list of any projects you or another admin or teacher in your school moved to the archive status
- **Create Project** – click here to start working on a new custom project\

Below these buttons is the area where you will see the project list you selected using the buttons. The three columns in this list are the **Project Title** (the list is sorted ascending by this column as a default. You can rearrange the list by clicking either the up/down arrow to the right of the column heading or by clicking “Author”). The second column is **Author**. This tells you who created the project. **Actions** is the last column. Your choices here are:

- **Preview** – allows you to see the project the way your student will see it (along with the options you selected for status, title, edit permission and possible points). When you view the project in preview mode, a button appears in the top banner of the page so you can close the project and return to the **Custom Projects** page,



- **Edit** – permits you to make changes to the project. Once you upload a file and save the project, you can update or remove the file in edit mode using the **[Update]** **[Remove]** on the **Project File** line.



- **Copy** – enables you to make an exact copy of the project. This is handy when you need to create similar projects... saves some typing!
- **Archive** – lets you change the status of the project with a single click.

Let's start by clicking **Create Project**.

**Project Status:** **Active** (default) or **Archived** – Use the drop-down menu to choose.

**Project Title:** Type the title you want to give this project into the textbox.

**Edit Permission:** Use this drop-down menu to select who can edit this project, **All Admin** or **All Teachers**

**Points Possible:** Enter the number of points available for the student to earn on this project. 100 is the default.

**Project Text:** Enter student instructions for the project in the white space below the format bar. This is what the student sees when they open the project. There are a number of formatting options available to you as you enter the instructions for this project. See the chart below for further explanation of the options available. You can also copy a URL into this box, if you wish.




























**Project File:** If you prefer to use a template or already have a file with project instructions, click the **Browse...** button to locate, select and upload the file to the system.












If you choose to upload a file, you might want to put an instruction into the **Project Text** area advising the student to be sure to click the **Download Project Details** button, which will appear above the **Project Text** area if you use a file.

You can have your student upload a file to complete the project.

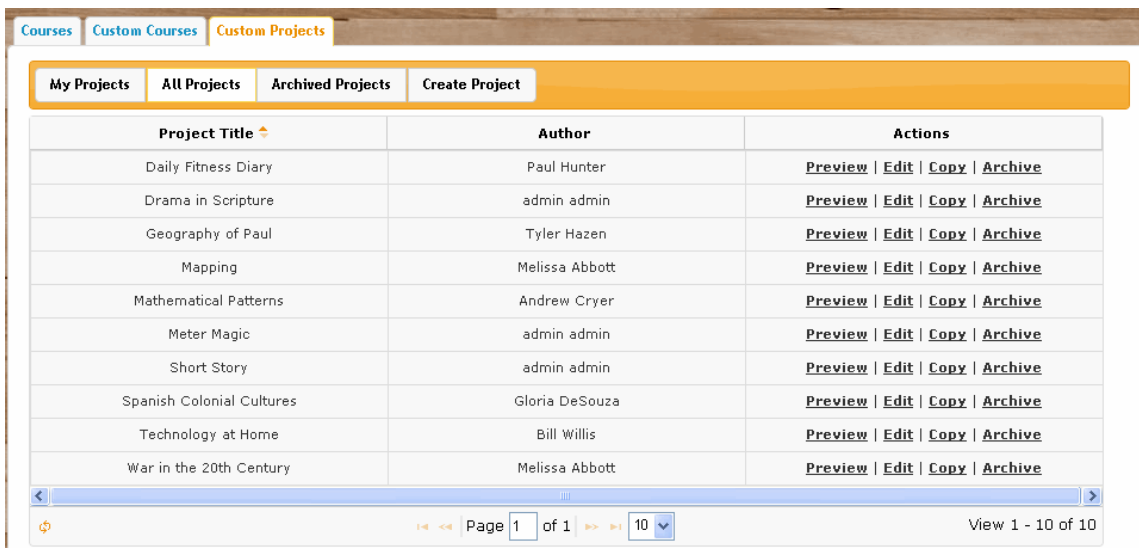
Click **Save** to retain your work or **Cancel** to return to the **Custom Projects** page discarding the work.

Text Format Options

ICON	ICON DESCRIPTION
	Bolds highlighted text
	Italicizes highlighted text
	Underlines highlighted text
	Allows you to strike through highlighted text
	Aligns text to the left margin
	Centers text
	Aligns text to the right margin
	Justifies text across the line
	Drop-down menu to select the font style
	Drop-down menu to select the font size
	Inserts a horizontal ruler
	Removes all formatting
	Makes selected text subscript
	Makes selected text superscript
	Insert a special character
	Add an emoticon
	Lets you insert or edit embedded media
	Horizontal Rule
	Print a copy of your assignment
	Insert a page break
	Cut an item
	Copy a selected item
	Paste an item
	Paste an item as plain text
	Paste an item from MS Word
	Lets you create a bulleted list
	Creates a numbered list

	Allows you to indent text, one to the left, one to the right
	Enables use of block quotes
	Undo and Redo
	Insert or edit a link
	Unlink highlighted item
	Insert or edit an anchor
	Insert an image
	Allows editing of HTML
	Lets you preview the assignment
	Select color for highlighted text
	Select a background color
	Spell Checker

Once you have created a custom project they appear in the grid on the **Custom Projects** page. The default display is **My Projects**. If you want to see every project created in your school's installation, click **All Projects**.



Project Title	Author	Actions
Daily Fitness Diary	Paul Hunter	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Drama in Scripture	admin admin	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Geography of Paul	Tyler Hazen	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Mapping	Melissa Abbott	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Mathematical Patterns	Andrew Cryer	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Meter Magic	admin admin	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Short Story	admin admin	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Spanish Colonial Cultures	Gloria DeSouza	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
Technology at Home	Bill Willis	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>
War in the 20th Century	Melissa Abbott	<a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Archive</a>

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## Reports

ORU provides a variety of reports to help you manage and track student activity and progress. (See examples of reports in **Appendix A** beginning on page 47.)

- **Course Usage Report per Student** – Lets you see how much time students have spent working on courses for the term or time frame designated.
- **Daily Course Usage Summary** - Shows you how much time students have spent working on selected courses for the term or time frame designated.
- **Login/Logout Report** – Provides a list of selected users, their login and logout times, and the duration of each session, for each day during the selected date range.
- **Student Grading Course Summary Report** – lists every assignment in a course for each student and course selected with completed date and assignment, unit and total course score.
- **Student Grading Unit Report** – displays the score for each fully completed unit by selected course for each student selected. (Fully completed means all assignments (including projects) have been submitted and all items requiring teacher-grading have been scored.)
- **Student Lesson Plan Report** – provides a breakdown of assignment(s) by day for each course for a student. Report lists the course, teacher assigned, assignment title, unit, status of assignment and completed date if appropriate.
- **Course Percentage Complete Report** – Enables you to quickly display how far along a student is in one or more assigned courses.

You can return to the **Reports** tab from any of the individual reports pages by clicking the **Choose Report** button just below the tabs bar at the top of the page.

Icon	Report Title	Description
	Course Usage Report per Student	Provides data on total time students have spent in a course
	Daily Course Usage Summary	Provides data on total time students have spent in a course per day
	Login/Logout Report	Provides data on time users have spent online
	Student Detailed Grading Report	Provides students grading information at assignment level
	Student Grading Unit Report	Provides student grading information at unit level
	Student Lesson Plan Report	Provides student assigned items per day
	Course Percentage Complete Report	Provides data on students' completion progress within each course

All reports, except the **Login/Logout Report** require you to select the following information:

**Report Format:** Use the drop-down menu to select:

- CSV – comma separated file, use Excel or another spreadsheet application to most easily display the data
- HTML- opens a new browser window to display a formatted printable report
- PDF – formats a printable report in the same browser window as the application. Be sure to use the **Back** button or arrow on your browser to return to the application. Click **OK** to resend the data when prompted.

**Time Period:** You can select any of the **Enrollable** terms or a specific **Date Range**.

The screenshot shows the 'Report Format' section with a dropdown menu set to 'PDF'. Below it is a table for 'Time Period' with columns for Name, Start Date, End Date, and Enrollable. The '2011-2012' term is selected. There are also input fields for 'Choose Date Range'. The 'Courses' section shows a tree view of courses with checkboxes for selection. The 'Students' section shows a list of students with checkboxes and a 'Student Status' dropdown set to 'ACTIVE'. There is also a 'Find by Last Name' search box and a 'Generate Report' button at the bottom.

Name	Start Date	End Date	Enrollable
<input type="checkbox"/> 2011-Spring	01/05/2011	05/23/2011	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2010-2011-Full Year	06/13/2010	06/20/2011	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2010-Fall	08/10/2010	12/22/2010	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 2011-2012	07/18/2011	05/24/2012	<input checked="" type="checkbox"/>
<input type="checkbox"/> Choose Date Range			

**Courses:** Pick the individual course or courses you want the report to include or click **Select All**, **Select None** or **Toggle** to the right of the **Course** list. If you click **Toggle**, any already selected **Courses** are automatically deselected and all courses not checked are selected.

**Students:** There are several ways you can select the students to include on the report. Just like **Courses**, you can click by **Student Status** (Active or Inactive) **Select All**, **Select None** or **Toggle** to the right of the **Students** list. You can also use the **Find by Last Name** function to locate a specific student by their **Last Name**, or you can also use one of the two tabs:

**Individual Students** – Click the box beside the name of each student you want included on the report.

**Students by Campus** – if you have multiple campuses or use the **Campus ID**, you can select all students with a single **Campus ID** by clicking the checkbox next to the **ID**, or you can click the checkbox beside individual student names.

**Generate Report** – Click this button when you have made all your selections and are ready to create the report.

The **Login/Logout Report** requires the following information:

**Report Format:** Use the drop-down menu to select:

- CSV – comma separated file, use Excel or another spreadsheet application to most easily display the data
- HTML- opens a new browser window to display a formatted printable report
- PDF – formats a printable report in the same browser window as the application. Be sure to use the **Back** button or arrow on your browser to return to the application. Click **OK** to resend the data when prompted.

The screenshot shows the 'Login/Logout Report' interface. At the top, there's a 'Report Format' dropdown menu currently set to 'PDF'. Below that is the 'Time Period' section, which includes a note: 'You can choose a term or a custom start and end date.' There are four checkboxes: 'Name', 'Start Date', 'End Date', and 'Enrollable'. The 'Choose Date Range' checkbox is checked, and there are two empty input boxes for the date range. Below the time period section is a list of students under the 'Students' tab. The list includes: 'Amato, Claire [amato]', 'Baraga, Luis [baraga]', 'Baraga, Maria [mbaraga]', 'Barela, Alberto [barela]', 'Begala, Armando [abegala]', 'Begala, Doreen [begala]', 'Bhasran, Siva [bhasam]', and 'Borelli, Christopher [cborelli]'. To the right of the list are controls for 'Student Status' (set to 'ACTIVE'), 'Select All', 'Select None', and 'Toggle'. There is also a 'Find by Last Name' search box with a 'Find' button. At the bottom of the list, it says 'Total Students: 76 Showing: 50'. A 'Generate Report' button is located at the bottom center of the interface.

**Time Period:** Select the **Date Range**, **Start Date** and **End Date**.

**Students:** There are several ways you can select the people to include on the report. You can click **Select All**, **Select None** or **Toggle** to the right of the list. You can also use the **Find by Last Name** function to locate a specific student by their **Last Name**, or you can use one of the three tabs:

**Individual Students** – Click the box beside the name of each student you want included on the report.

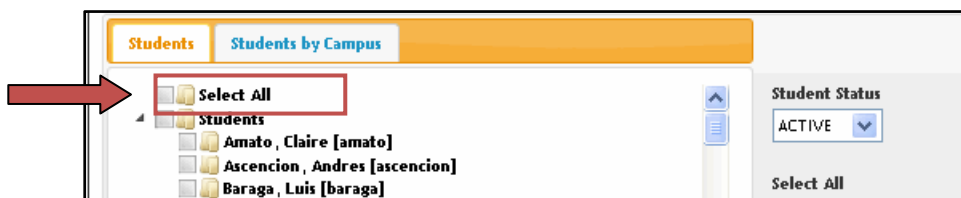
**Students by Campus** – if you have multiple campuses or use the **Campus ID**, you can select all students with a single **Campus ID** by clicking the checkbox next to the **ID**, or you can click the checkbox beside individual student names.

**Teachers** – Click the checkbox beside the name of any teacher(s) you want included on the report or click the checkbox beside “Teachers” to include all teachers.

**Generate Report** – Click this button when you have made all your selections and are ready to create the report.

**NOTE:** No matter what report you choose to run, be sure you have clicked the checkbox beside the **Time Period** you selected before you click the **Generate Report** button.

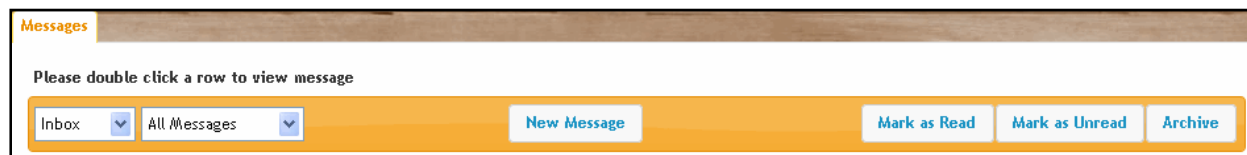
**NOTE:** If you want a report for ALL students and you have more than 50 students enrolled, you must use the **Select All** box at the top of the student list. If you select the **Students** box, your report only displays 50 students.



## Messages

ORU provides an internal messaging system. Your administrator chooses if it will be used in your installation or not. Your administrator decides if the students and teachers can use it (school level). If the administrator decides to use it, you and the admin can then decide which students can send and or receive messages using it (student level).

When you click the **Messages** tab, your **Inbox** automatically displays. Notice across the top row there are several drop-down menus and buttons.



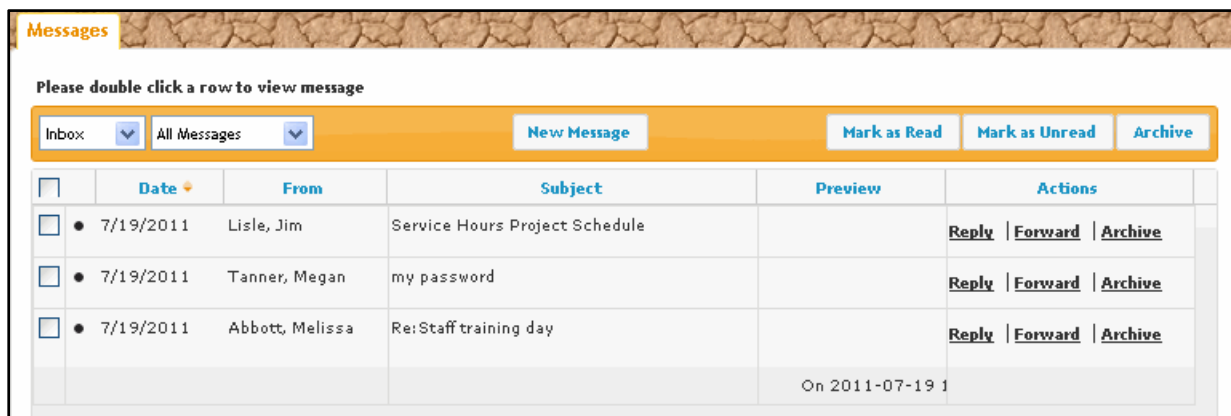
Let's briefly walk through each.

- **Inbox** – click this drop-down menu to display your **Sent items** or **Archive** items.
- **All Messages** – clicking this drop-down menu allows you to filter your Inbox to display only messages you have already read or ones you have not read yet.
- **New Message** – click this button to open a new message screen
- **Mark as Read** – click the box in the far right column of a row with an unread message and click this button to mark it as read.
- **Mark as Unread** – click the box in the far right column of a row with a message you have read and click this button to mark it as unread.
- **Archive** – click the box in the far right column of a row with a message and click this button to move the message out of your inbox and into the archive folder.

## Inbox

Each message appears in a row of your **Inbox**. (See example on the next page.) To simply read the message, double-click the row containing the above information. Each row offers information about the message. Moving from left to right the columns include:

- **Selection column** – click the checkbox to select the message. Use this column to quickly perform the same action to multiple messages, for example, move several messages to the archive folder.
- **New Message Indicator** – displays a dot as a new message indicator. If the column is blank, this is message has already been viewed.
- **Date**: the date the message was received (Notice the arrowheads to the right of Date? This indicates you can sort your inbox in ascending or descending order based on the date the message was received.)
- **From**: Tells you who sent the message.
- **Subject**: Title of the message sent
- **Preview**: Gives you the first few words of the message.
- **Actions**: Click one of the three links, **Reply**, **Forward**, or **Archive** to handle the message.



Once you have dealt with a message, it is a good idea to either click the **Archive** link on the same line as the message, or click the checkbox in the first column and click the **Archive** button to move it out of your **Inbox** and into the **Archive**.

## Archived

Just as with the **Inbox**, each message is on a separate row. The columns are the same, the two differences are:

1. The last link in the **Actions** column allows you to move the message back to the **Inbox**
2. The **Move to Archive** button is now **Move to Inbox**.

## Sent

Again, as with the **Inbox**, each message appears on a separate row. The columns are the same. There are a few differences:

1. The only link in the **Actions** column allows you to forward the message to someone else within the system.
2. **New Message** is the only button available.

**Help Request Messages**

Messages sent by students from within an assignment have “Help Needed” in the **Subject** and give you a link in the **Actions** column to go directly to the problem in the assignment. These messages also appear in **New Messages** on your **Home** page, the **Help Messages** section of the **Actions** area on your **Home** page, and on the **Action Required** tab of your **Gradebook**, where the **Type** column says “Help Requested”.

<input type="checkbox"/>	● 7/19/2011	Morton, Emma	Help Needed - Project: The Art of Compromis	Emma Morton: Do I ha	<a href="#">Forward</a>   <a href="#">View Lesson</a>   <a href="#">Archive</a>
<input type="checkbox"/>	● 7/19/2011	Baraga, Luis	Help Needed - Essay: The U.S. Policy for Viet	Luis Baraga: I am kind	<a href="#">Forward</a>   <a href="#">View Lesson</a>   <a href="#">Archive</a>

## Appendix A – Report Examples

### Course Usage Report per Student

Oral Roberts University eAcademy		
Student Activity Breakdown		
04 Apr 2011		
Yee, Grace		
Student - S68		
Date	Course Title	Total Navigation Time (hh:mm:ss)
2010-12-15		
	Civil War	00:21:38
	English I	00:15:29
	Earth Science	00:01:21
	<b>Total Time</b>	<b>00:38:28</b>
2011-03-25		
	Civil War	00:00:37
	Earth Science	00:40:34
	Civil War	00:41:44
	English I	01:16:13
	<b>Total Time</b>	<b>02:39:08</b>
2011-03-28		
	Civil War	00:09:08
	Earth Science	00:18:50
	<b>Total Time</b>	<b>00:27:58</b>
	<b>Total Duration</b>	<b>03:45:34</b>

### Daily Course Usage Summary

Oral Roberts University eAcademy	
Student Activity Summary	
04 Apr 2011	
Schulz, Kari	
Student - E15	
Course	Total Navigation Time (hh:mm)
High School Health	00:13:45
English III	01:08:04
Vietnam Era	03:56:24
Earth Science	00:21:24
<b>Total Activity Time : 05:39:37</b>	

Login/Logout Report

**Oral Roberts University eAcademy**  
**Login / Logout Times**  
04 Apr 2011

Yee, Grace			
Student - S68			
Date	Login Time (MST)	Logout Time (MST)	Session Duration
2011-03-25	11:34:50 AM	11:36:03 AM	00:01:13
2011-03-25	11:47:55 AM	2:02:31 PM	02:14:36
<b>Total Time</b>			<b>02:15:49</b>
2011-03-28	10:57:34 AM	11:37:48 AM	00:40:14
2011-03-28	12:40:16 PM	1:12:06 PM	00:31:49
<b>Total Time</b>			<b>01:12:04</b>
2011-04-04	8:04:58 AM	9:41:19 AM	01:36:21
<b>Total Time</b>			<b>01:36:21</b>
<b>Total Duration</b>			<b>05:04:15</b>

Course Percentage Complete Report

**Oral Roberts University eAcademy**  
**Course Percentage Complete**  
April 4, 2011 10:06:36 AM

Schulz, Kari				
Student - E15				
Current Score	Course Title	Total # of Assignments	Assignments Completed	% of Course Completed
90.8	English III	183	6	3.3
92.1	Earth Science	172	2	1.2
90.0	High School Health	89	1	1.1
96.5	Vietnam Era	76	18	22.4

Student Grading Course Summary Report

**Oral Roberts University eAcademy**  
**Detailed Student Grade Report**  
04 Apr 2011

Schulz, Kari				
Student - E15				
Vietnam Era				
Unit	Type	Lesson	Completed	Score
1	LESSON	Vietnam	10/29/2010	100.0
1	LESSON	Early History	10/29/2010	100.0
1	LESSON	French Indochina	11/02/2010	96.7
1	QUIZ	Quiz 1: Toward French Colonization	11/03/2010	85.0
1	LESSON	Nationalist Movement	11/03/2010	100.0
1	LESSON	World War II	11/03/2010	100.0
1	LESSON	The French Indochina War	11/03/2010	100.0
1	QUIZ	Quiz 2: Vietnamese Nationalism	11/03/2010	100.0
1	LESSON	Falling Dominoes	11/03/2010	78.6
1	LESSON	Dien Bien Phu	11/03/2010	91.7
1	LESSON	The Geneva Accords	11/03/2010	100.0
1	QUIZ	Quiz 3: Vietnam and the Cold War	11/03/2010	93.3
1	LESSON	Review	11/04/2010	100.0
1	TEST	Test	11/04/2010	100.0
	U	Unit Score		95.8
2	LESSON	Ngo Dinh Diem: The Miracle Man of Asia	11/04/2010	96.7
2	LESSON	The National Liberation Front	11/10/2010	95.0
2	LESSON	The Diem Coup	11/10/2010	100.0
	U	Unit Score		97.2
	S	Subject Score		96.5

Student Grading Unit Report

**Oral Roberts University eAcademy**  
**Student Grade By Unit**  
04 Apr 2011

Kari Schulz							
Student - E15							
	1	2	3	4	5	6	Total Unit
Vietnam Era	95.8	97.2	0.0	0.0	0.0	0.0	96.5

Student Lesson Plan Report

**Grace Yee**  
**Lesson Plan**

Mon, Mar 28, 2011

**Civil War** **Melissa Abbott**

Assignment	Unit	Status	Complete Date
Grierson's Raid	3	Not Started	NA

**Earth Science** **Paul Hunter**

Assignment	Unit	Status	Complete Date
Quiz 2: Weathering and Erosion	7	Not Started	NA

**English I** **Tyler Hazen**

Assignment	Unit	Status	Complete Date
Reliability of a Media Source	7	Not Started	NA
Project: Evaluating an Advertisement	7	Not Started	NA

Tue, Mar 29, 2011

**Civil War** **Melissa Abbott**

Assignment	Unit	Status	Complete Date
Siege of Vicksburg	3	Not Started	NA

**Earth Science** **Paul Hunter**

Assignment	Unit	Status	Complete Date
Destructive Forces	7	Not Started	NA
Constructive Forces	7	Not Started	NA

**English I** **Tyler Hazen**

Assignment	Unit	Status	Complete Date
Project: Comparing and Contrasting Media Coverage	7	Not Started	NA
Quiz 2: Aspects of Mass Media	7	Not Started	NA

Wed, Mar 30, 2011

**Earth Science** **Paul Hunter**

Assignment	Unit	Status	Complete Date
Quiz 3: Destructive and Constructive Forces	7	Not Started	NA
Review	7	Not Started	NA