Class Server Learning Activities

Leader Notes for Workshop

Introduction

Welcome to this Class Server workshop. This Leader Guide will help you use Class Server to develop and deliver interactive, engaging, and exciting learning for your students.

Preparing to Deliver the Workshop

Use the following checklist to make sure you are prepared to deliver this workshop:

☐ Microsoft Class Server Teacher Client software should have been installed on each participant computer and configured the account access prior to the workshop. Depending on the group, you could have each participant configure the client access for their workshop accounts.
  - Create teacher accounts, or verify that the data is in place to populate the teacher accounts appropriately.
  - Make sure that every participant has access to Class Server for the workshop. These accounts can be generic accounts if necessary: Teacher1, Teacher2, etc. Student accounts should also be available for each participant (e.g. Student1, Student2, etc), the student accounts should also be connected to class accounts.

☐ Email should be sent to all participants instructing them to bring their laptops to the workshop. Class Server needs to have been installed on a local server, and participants can access it.

☐ The trainer should add the URL for the Class Server site as well as any local support contact information into the PowerPoint presentation before the workshop.

☐ Have a number of learning resources shared on Class Server so that participants can access them.

☐ Prepare copies of the PowerPoint presentation in handout format with three slides per page and have them available for each participant in the workshop.

Workshop Outcomes – Teacher Training

The workshop is approximately 2 hours. After completing this workshop that covers Class Server Basics, your attendees will have a good understanding of how the program is used, and be comfortable completing the following tasks:

- ❑ Navigate to different areas in the program
- ❑ Understanding of Basic View vs. Complete View
- ❑ Program Terminology: "Learning Resources" and "Assignments"
- ❑ Work with Learning Resources (Find, create, edit, share, import, export, etc.)
- ❑ Assign work to your students and classes
- ❑ Grade and autograde assignments
- ❑ Create student and class reports
- ❑ Edit your class web pages

Workshop Outcomes - Basics

The workshop is approximately 2 hours. After completing this workshop that covers Class Server Basics, your attendees will have a good understanding of how the program is used, and be comfortable completing the following tasks:

- ❑ Navigate to different areas in the program
- ❑ Create Learning Resources
- ❑ Assign work to your students and classes
- ❑ Grade and autograde assignments
- ❑ Create student and class reports
- ❑ Edit your class web pages

Workshop Outcomes - Advanced

This workshop is approximately 4 hours. After completing this workshop that covers Class Server Advanced Features, your attendees will have a good understanding of how the program is used, and should be comfortable completing the following tasks:

❑ **Curriculum Developer/Manager Uses**

- o *Working with Standards*
- o *Creating and Distributing Learning Resources to schools*
- o *Advanced Editing Features*

❑ **Teachers Using Complete View**

- o *Add new teacher profile*
- o *Using special characters (math/foreign language)*
- o *Using rubrics, Create groups*
- o *Autograde Assignments*
- o *Create reports*

❑ **Administrator Uses**

- o *Use the Admin Tool to Add*
- o *Edit Teachers*
- o *Students and Classes*
- o *Manually add new teachers and students*

❑ **Student Uses**

- o *Class Server sign in*
- o *View and Complete assignments in Class Server*
- o *Complete assignments with separate attachments*
- o *View graded assignments*

Workshop Model

The PowerPoint presentations encourage participants to think about how they teach and what their students' learning needs are. You will need to talk through the concepts presented on each slide, as well as allow time for discussion. This Leader Guide will provide some background information and possible ways of how it is best to train users for Class Server. The workshop uses the following model:

- ❑ **Lead by Example.** Have the PowerPoint presentation on the screen with the introduction as students arrive. Allow 15 minutes for introductions of instructor and participants.

- ❑ **Get feedback.** Leave the PowerPoint presentation open and begin the demonstration by launching Class Server, and having participants follow along. Toggle back and forth between the presentation and the application as you go. This way, you may leave the presentation on the screen as a reference point for attendees while you walk around and assist anyone who needs extra attention. In each section of the workshop, the trainer leads participants through a few activities step-by-step, and should consistently get feedback from the participants to see if anyone needs extra guidance.

- ❑ **Practice.** When possible, allow at least 10 minutes of "free play" at the end of each section so that participants can try out some of their own

Demonstration

Because you could have access to a different Class Server account each time you give the workshop, for your demonstration you should prepare at least three learning resources with examples of all the assessment types in assignments. Proceed through the demonstration slowly. Talk about each step and explain what you are doing while you do it. The timing of this workshop should allow for a spare 10 to 15 minutes at the end. It is important for participants to learn on a short project, one that they can see through completion, from creating learning resources through assigning classes and assessment. At the end of each workshop, each participant should be reminded to complete and turn in the evaluations. They should leave with their customized training packets, containing the PowerPoint handouts, the Quick Reference Guide, and any local support information available including their school tech support, and your email information.