

Microsoft®

Class Server

Learning Management Platform

Teacher Training

Workshop

Welcome!

Welcome to this Class Server 3.0 Teacher training workshop. This training will provide an overview of the program features to help you understand how this tool can be used in the classroom.

Please sign in and pick up a training packet which includes:

- Class Server Quick Reference Guide

This guide will help you quickly complete a task

- Teacher Training PowerPoint printout

Make notes, or keep it and refer to it later

- Informational Sheet about getting more information

Find more Learning Resources, access the Class Server users group, other useful information

- Evaluation Form

How are we doing? Please be sure to fill out the evaluation at the end of the workshop

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Section One: **Introduction**

About this Workshop

This workshop is approximately 2 hours. After completing this Class Server Teacher Training, you will have a good understanding of how the program is used, and complete 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

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Training Workshop
The Basics

What is Class Server?

Microsoft® Class Server 3.0 is a learning-management program that helps you manage your curriculum and your students' performance. This program makes it easy for school districts to create, deliver, and grade standards-aligned tests and lessons over the Web—helping teachers track and improve student achievement against local curriculum standards, and meet the challenges of No Child Left Behind.



Delivering real-time student achievement data and standards-aligned curriculum, you can improve your district's decision making capability and student performance.

Microsoft Class Server provides an online link between schools, teachers, students, and parents, allowing greater teacher creativity and better opportunities for students to learn.

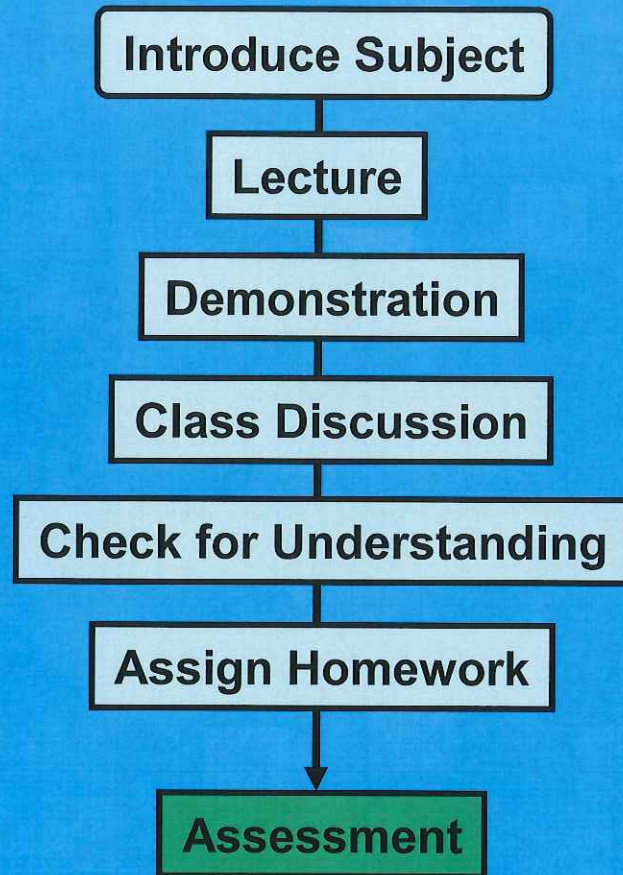
Class Server

Popular Features in the Program

- A centralized location for teachers and curriculum developers to share lessons with each other.
- Options to manually or autograde assignments and tests delivered to students over the Web.
- Grade student work against local curriculum standards.
- A fully customizable portal for schools and teachers.
- Parents will be able to access their students grades and progress.
- Teacher's Guide—designed specifically for the way teachers work.

A Teacher's Perspective

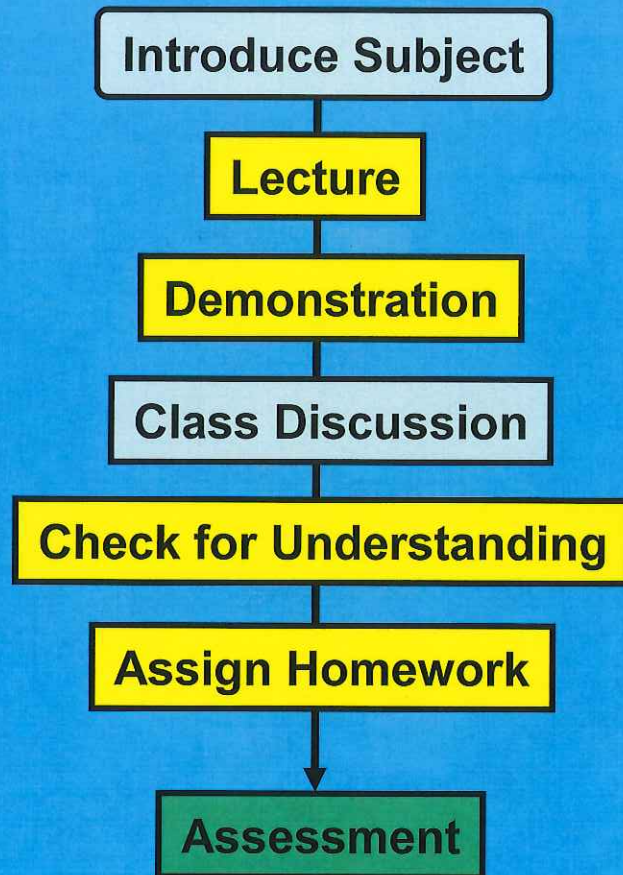
What happens now



Typical delivery model in the classroom. The flow of events for teachers to educate students about specific subjects and review the assessments to make sure they are understanding the topics presented.

A Teacher's Perspective

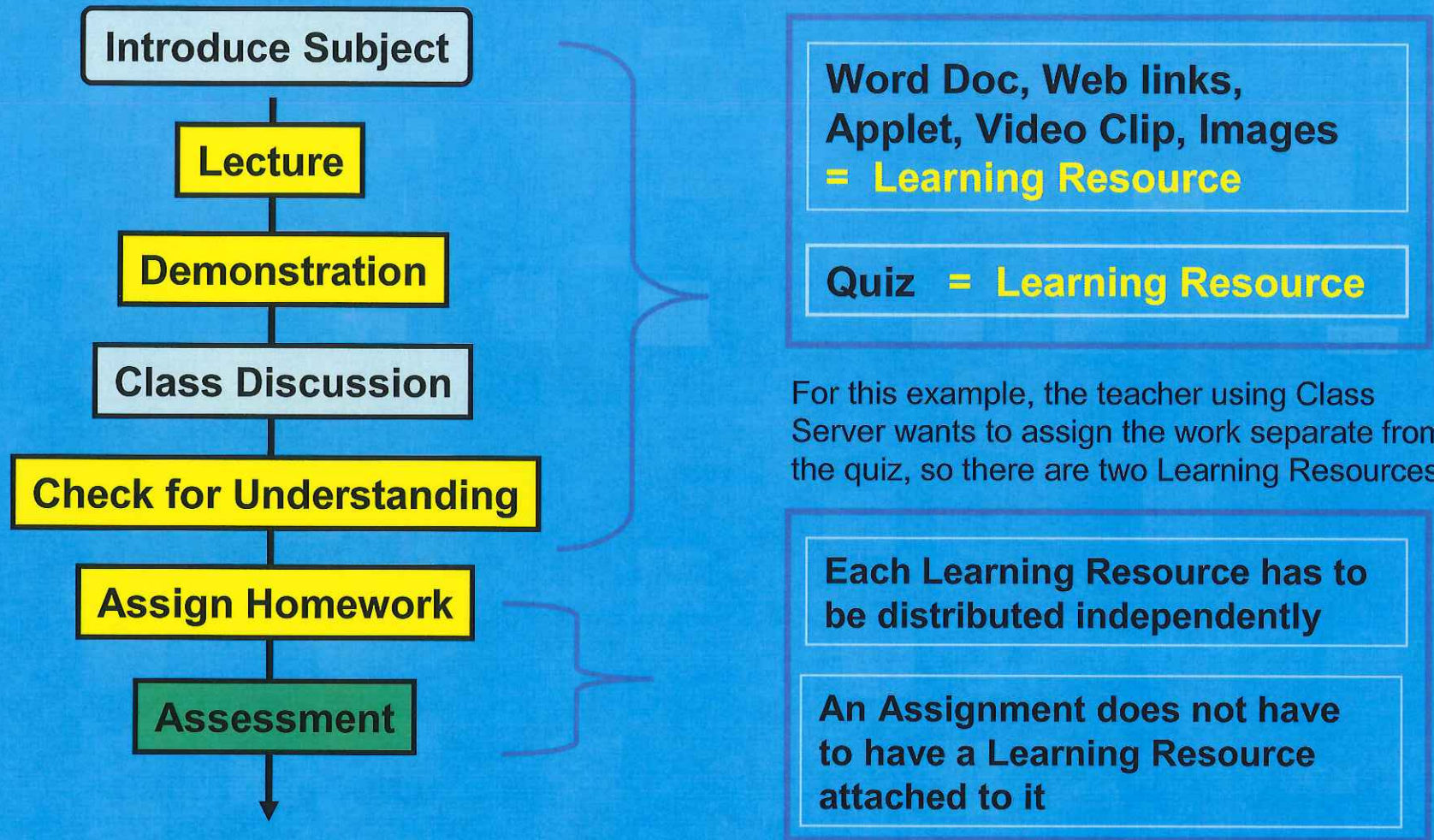
What happens with Class Server



Same delivery model in the classroom. However, including Class Server for the **highlighted areas** allows the student to review the work independently after class for a better understanding of the subject.

Better archiving for reuse. The existing lessons are many times in paper format and may be time consuming to reorganize and reuse. Class Server allows teachers to store all of the pieces in one place.

A Better Understanding



Each **Learning Resource** has to be assigned independently. An **Assignment** does not have to have a Learning Resource attached to it.

What is a Learning Resource

Learning Resources are exercises, projects, or educational objectives that you can incorporate into your assignments in Class Server. You can also print Learning Resources to hand out to your students.

Like a textbook or a worksheet, a Learning Resource can contain pictures, background information, and questions. You can include curriculum standards, rubrics, or links to reference material.

Learning Resources can be distributed, completed, graded, and returned to students over the Internet or your school intranet. They can also be effectively used by printing and distributing them. When you assign Learning Resources for students to complete online, the students can type answers directly into their Class Server Assignments, or attach a file for more complex work, such as a project or a presentation.

What is an Assignment

A ***Class Server Assignment*** is a set of tasks for students to complete, such as a quiz or research project. An assignment contains directions for students about how to complete the tasks, and contains information to help you track and grade student work. The assignment can also include a learning activity called a Learning Resource.

You can distribute assignments online or on paper. Students can complete and submit assignments online if you distribute them online, and you can grade them online in Class Server. Paper assignments must be graded manually, but you can enter the scores in Class Server to help track your students' progress.

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Section Two: **Getting Started**

Getting Started: Installation

Go to the appropriate web page according to staff location as follows:

<http://csportal/yourschoolname/TeacherSetup>

<Exact settings can be obtained from the trainer, or your
Class Server Administrator>

Server - Teacher Setup - Microsoft Internet Explorer

Favorites Tools Help

Search Favorites Media

Welcome to Microsoft Class Server - Teacher Setup

These Web pages provide the instructions and links you need to install Microsoft Class Server - Teacher.

Before you begin, do the following:

- [Review the system requirements.](#)
- [Install the most recent version of Microsoft Internet Explorer.](#)
- [Review the Readme.](#)

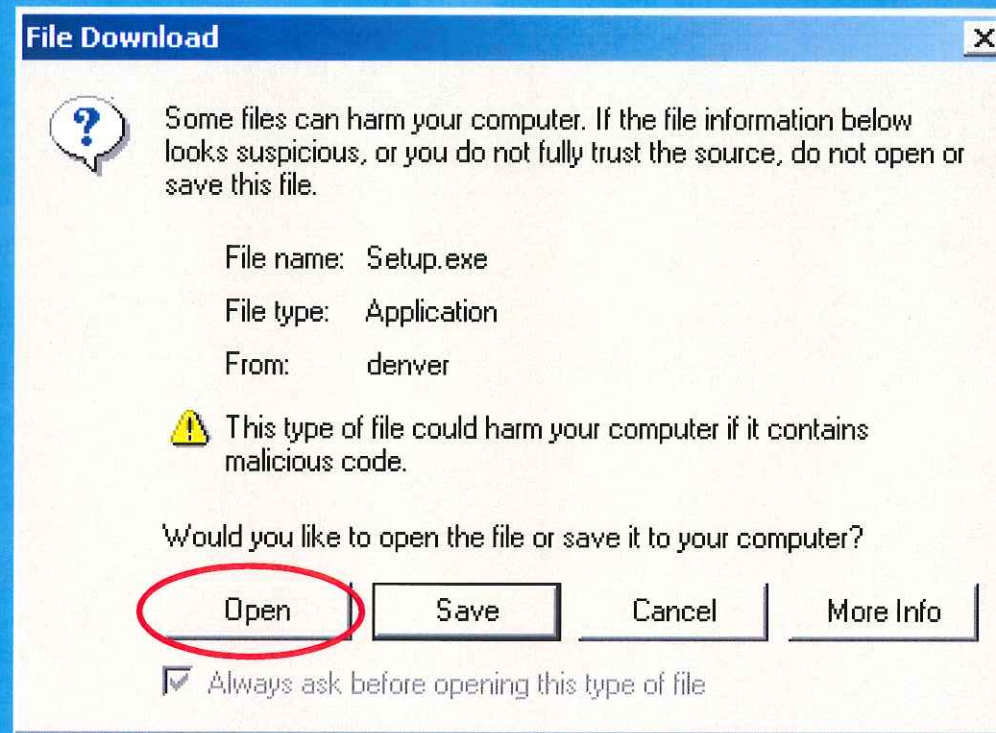
After you have completed the steps above, click Next to continue.

Next >>

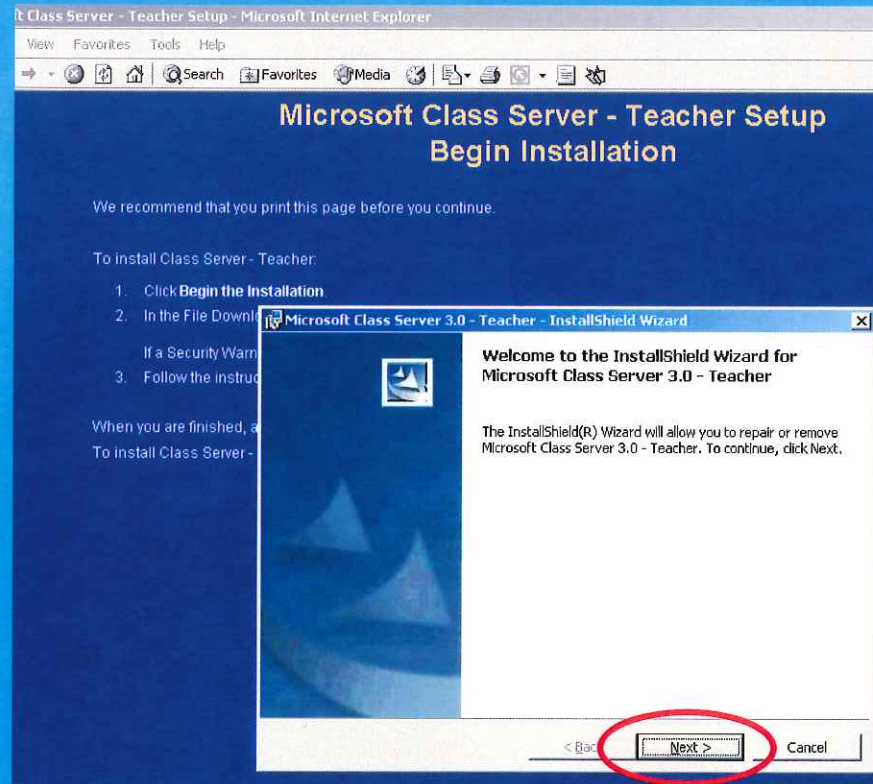
Click on the **“Next”** button to continue. A test will then begin, and the next screen will display if the test was successful. Next, click on the **“Begin the Installation”** link to continue.

Getting Started: Installation

The following message window will appear. The **File Download** message window appears with the “Save” button as the default option. Be sure to select the “**Open**” button in this section to start the download and installation.



Getting Started: Installation



A message window will appear informing you of the installation status. In the next window, click on the “**Next**” button to continue.

Leave the default location in the message window as indicated:

C:\Program Files\Microsoft Class Server\Teacher\ Click on the “**Next**” button to continue. Click on the “**Install**” button to continue. The installation will continue and another window will display showing the status of the process. Once the installation is completed, click on the, “**Finish**” button to exit the setup.

Getting Started: Installation

A *Class Server icon* will appear on your desktop. Double click on the Class Server icon to start a session. The first time this tool is run, the following message screen will appear. Add the URLs as shown; they will look something like this:

Intranet URL: http://csportal/yourschoolname

Internet URL: https://csportal.bsd405.org/yourschoolname

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Teacher Account Settings

A school can provide access to a server by both intranet and Internet URLs. If a school has only one URL, ignore the other address field.

Enter the URL(s) provided by your server administrator:

Intranet URL:
Example: https://yourschool/MicrosoftClassServer

Internet URL:
Example: https://yourschool.edu/MicrosoftClassServer

< Back Next > Cancel

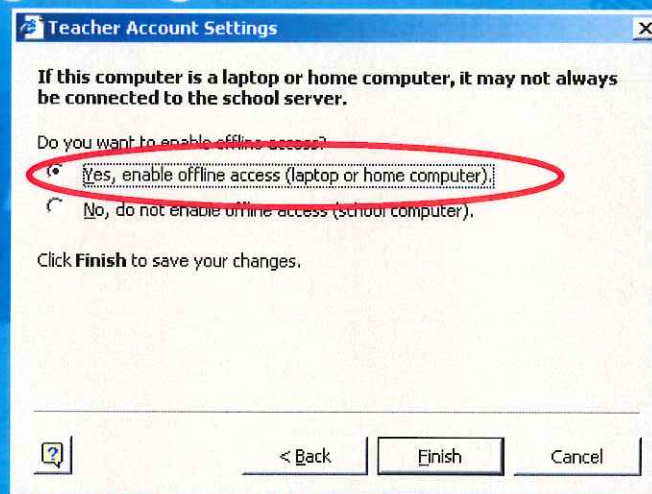
© 2001-2005 Microsoft Corporation. All rights reserved.
This program is protected by U.S. and International copyright laws as described in Help/About.

Notice that the last part of the URL is the name of the school or organizational unit.

After you enter in the URLs, click the “**Next**” button to continue. The message box will only display when you are preparing to connect to the **Class Server for the first time.**

Getting Started: Installation

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Choose **“at school”** if you are connected to the school network, or if you are physically at school. If you are away from the school network on an internet connection, choose **“away from school”**. The default selection is **“I am at school (intranet)”**.

Your laptop allows you to take your work with you. On this screen, the default selection is **“Yes, enable offline access”** which you will want to select if you will be working from school and another location. Next, click the **“Finish”** button to continue.

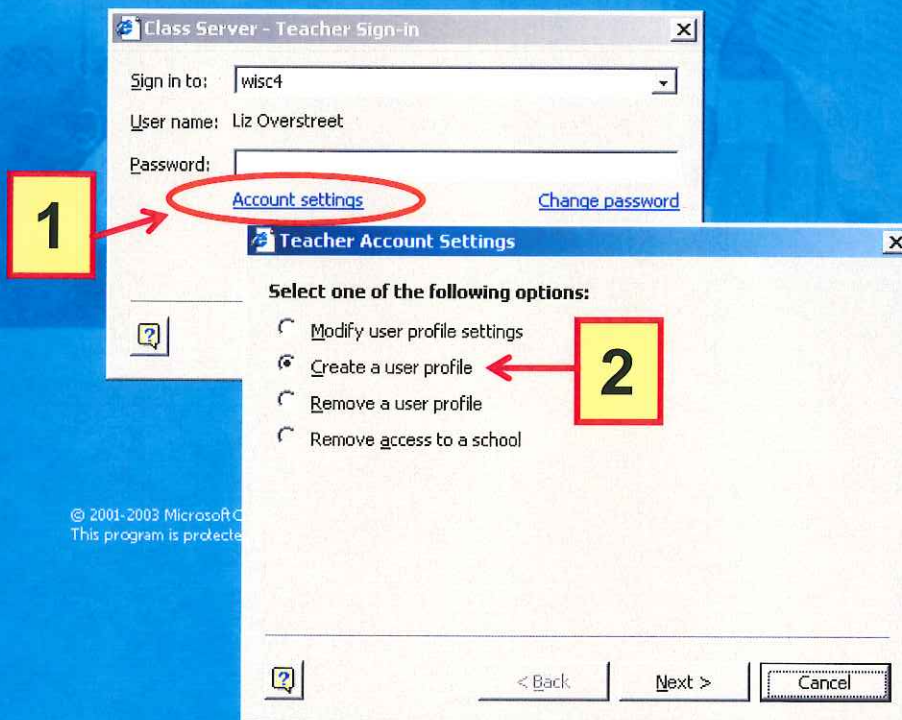
Add New Teacher Profile(s)

For Teachers with Students at More than one Location

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Class Server

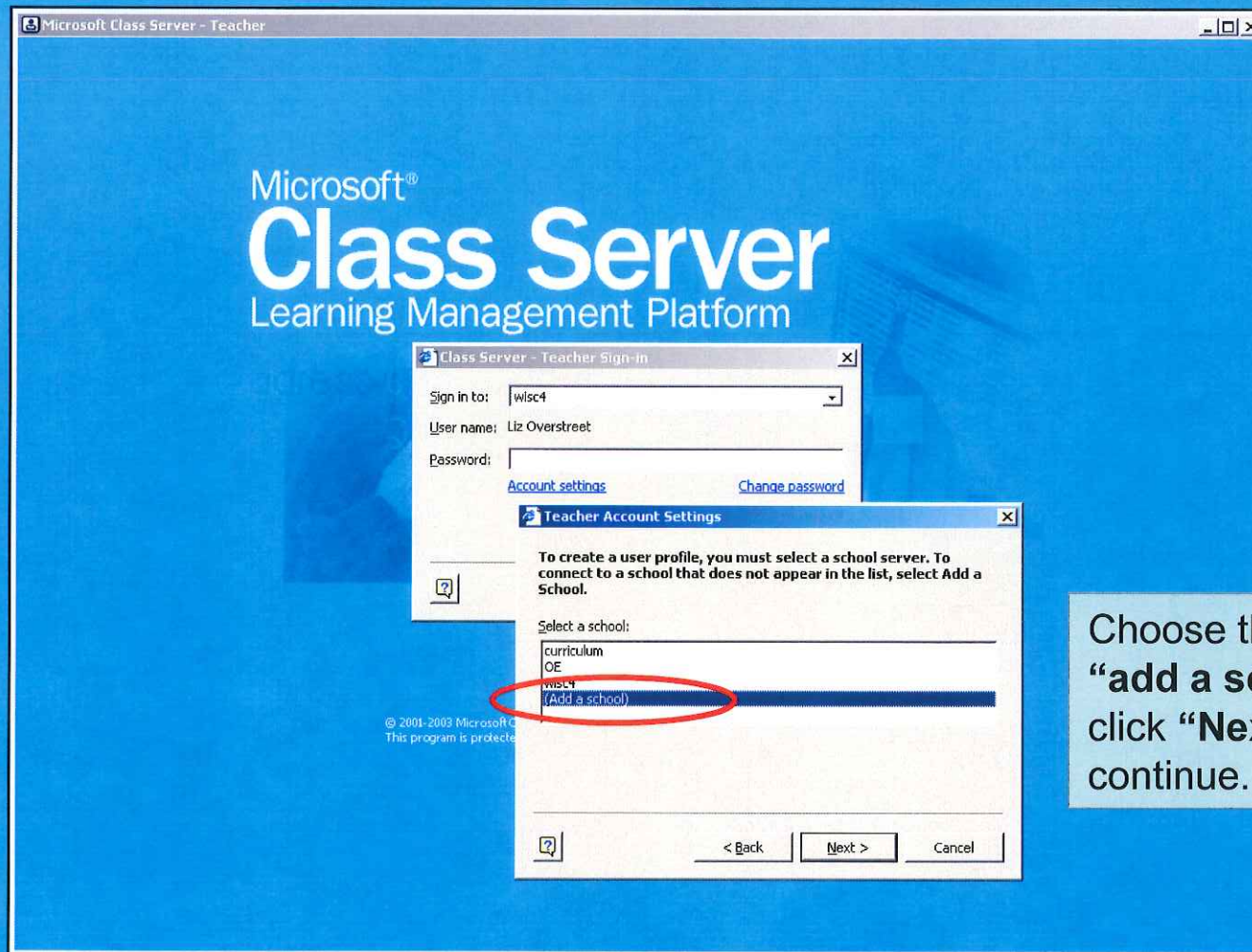
Learning Management Platform



1. Launch Class Server as you normally would. From the sign in window, click on the **“Account settings”** link.
2. The **Teacher Account Settings** window appears. Choose the option to **“Create a user profile”** then click on **“Next”** to continue.

Add New Teacher Profile(s)

For Teachers with Students at More than one Location



Choose the option to “add a school”, then click “Next” to continue.

Add New Teacher Profile(s)

For Teachers with Students at More than one Location

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Learning Management Platform

Teacher Account Settings

A school can provide access to a server by both intranet and Internet URLs. If a school has only one URL, ignore the other address field.

Enter the URL(s) provided by your server administrator:

Intranet URL:
https://myschool/MicrosoftClassServer
Example: https://yourschool/MicrosoftClassServer

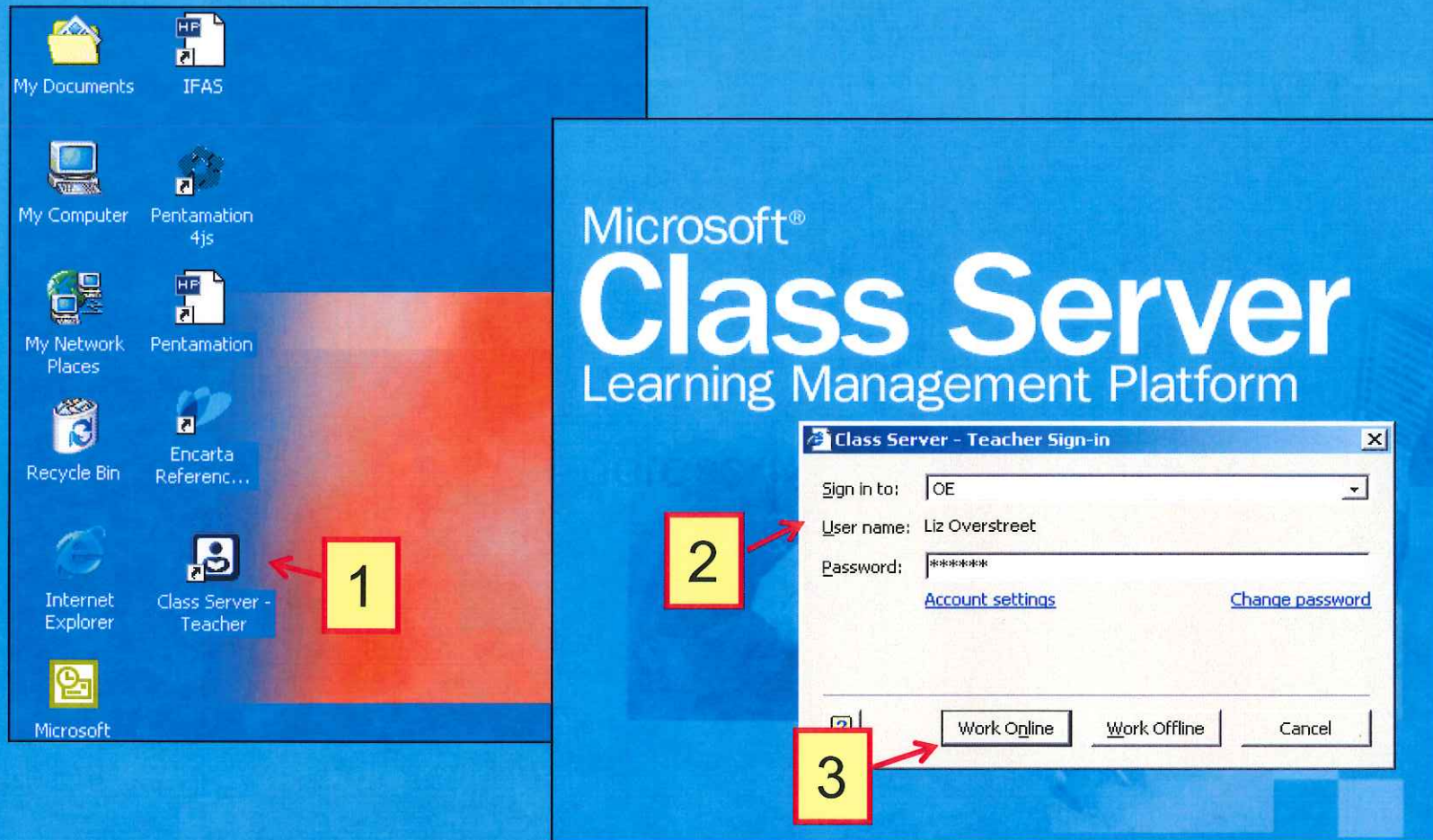
Internet URL:
https://myschool.edu/MicrosoftClassServer
Example: https://yourschool.edu/MicrosoftClassServer

[?](#) < Back Next > Cancel

Your server administrator will have to provide you with the URLs for your Class Server schools. They should look similar to the examples shown here.

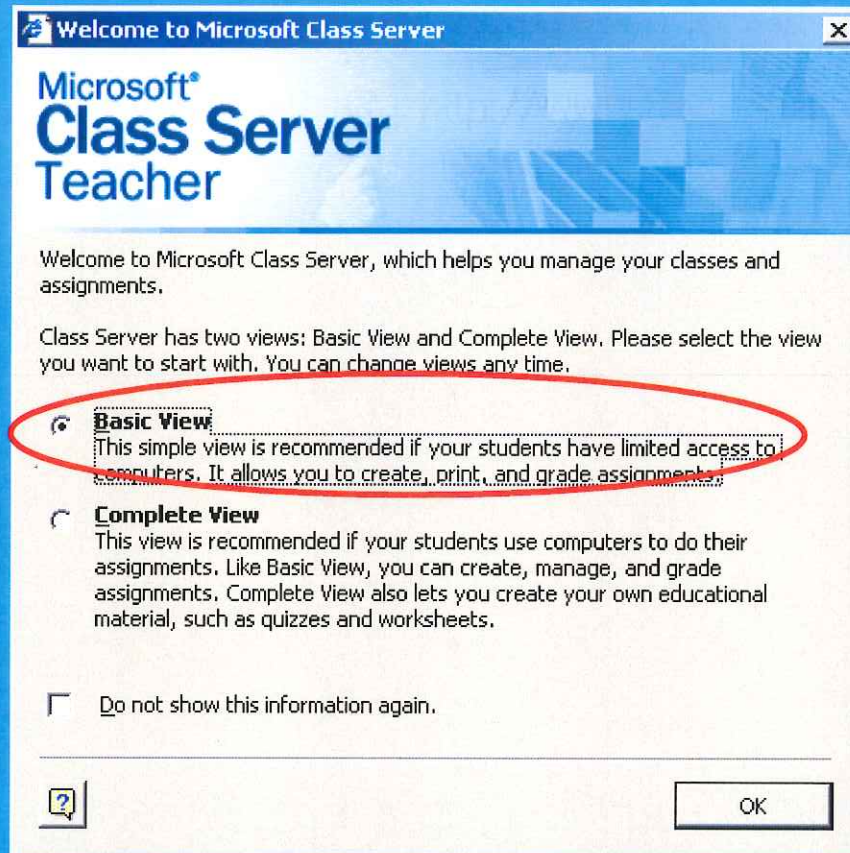
After the new school(s) are added, you may select the school location you need from the sign in screen.

Launch Class Server



1. Launch Class Server.
2. Enter your User Name and Password. This should be the same login and password used to get into Windows.
3. Choose the **“Work Online”** button.

Choose Basic or Complete View



The first time you launch the program, you will be prompted to select **Basic View** or **Complete View**. Once you choose a view and check the box “**Do not show this information again**” it will become your default view whenever you launch the program.

You may toggle between the two views any time you use Class Server, which will be covered in the next few slides.

For now, select **Basic View**, then click “**OK**” to continue.

Basic View Option

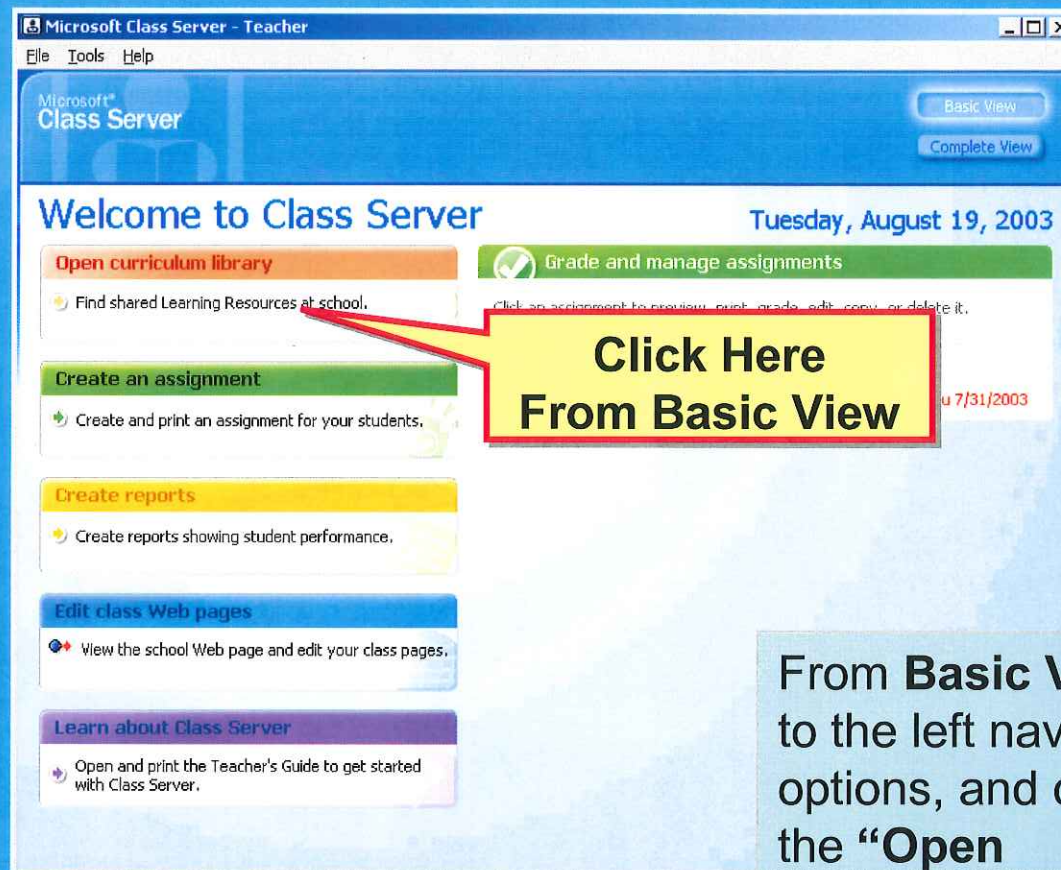
The screenshot shows the Microsoft Class Server - Teacher interface. The window title is "Microsoft Class Server - Teacher". The menu bar includes "File", "Tools", and "Help". The main header area features the "Microsoft Class Server" logo on the left, a "Teacher Store" icon in the center, and two buttons: "Basic View" (highlighted) and "Complete View" on the right. Below the header, the main content area is titled "Welcome to Class Server" and includes the date "Wednesday, April 23, 2003". On the left side, there are several task cards: "Open curriculum library" (orange), "Create an assignment" (green), "Create reports" (yellow), "Edit class Web pages" (blue), and "Learn about Class Server" (purple). The "Grade and manage assignments" section is highlighted in green. The "Getting started with Class Server" section contains the following text: "For an overview of Class Server, click **Learn About Class Server** on the left. To get started creating assignments, click **Open curriculum library** or **Create an Assignment**."

Basic View is useful for:

- Teachers using paper for giving assignments and commenting on student work. The default setting in Basic View is to print assignments.
- Teachers with students who have restricted or no access or to computers.
- Creating reports with summary scores and comments, and to make reports.

Open Curriculum Library

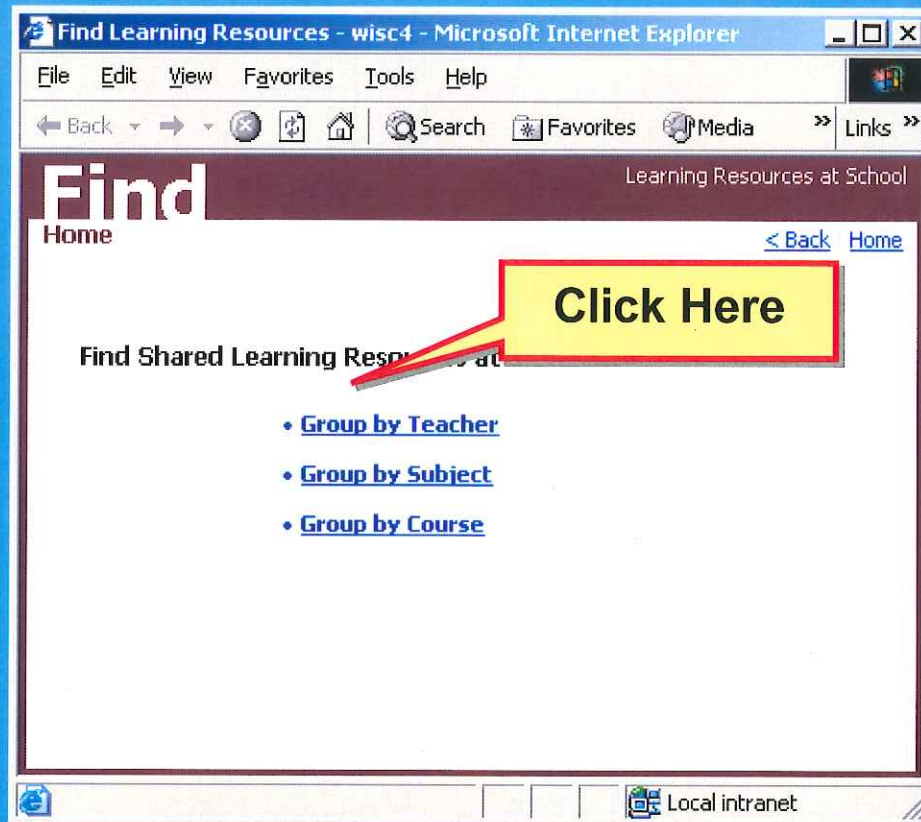
Find Learning Resources at Your School



From **Basic View**, go to the left navigation options, and click on the “**Open curriculum library**” button.

Find Learning Resources at Your School

Using the Basic View Option



For this example, click “**Group by Teacher**”, next, click on “**O**”, then click on **Overstreet, Liz**. Download a Learning Resource from that page, and you should be able to see it in **My Learning Resources**. Click “**OK**” to save the learning resource and exit to the previous window.

Note

We will discuss Learning Resources in more detail in the next section.

Working with Assignments

For Teachers using Basic View

The screenshot shows the Microsoft Class Server - Teacher interface. The main window has a menu bar with 'File', 'Tools', and 'Help'. Below the menu bar is the 'Microsoft Class Server' logo and a 'Basic View' button. The main content area is titled 'Welcome to Class Server' and features several task-oriented buttons: 'Open curriculum library', 'Grade and manage assignments', 'Create an assignment', 'Create reports', 'Edit class Web pages', and 'Learn about Class Server'. The 'Create an assignment' button is circled in red. A yellow callout box with a red border and a pointer to the button contains the text 'Click Here'.

From Class Server **Basic View**, click on the option to **“Create an Assignment”** which is found on the left pane, the Assignment Wizard will begin.

The screenshot shows the 'Assignment Wizard' dialog box. The title bar reads 'Assignment Wizard'. The main text says 'Welcome to the Assignment Wizard' and explains that the wizard helps create and print an assignment. It lists the following steps: 'Edit cover page information', 'Add standards to the assignment for grading', 'Select who will receive this assignment', and 'Review and print the assignment'. Below the list, it says 'To continue, click Next.' and includes a checkbox for 'Do not show this information again.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Working with Assignments

For Teachers using Basic View

The screenshot shows the Microsoft Class Server - Teacher interface. The main window has a menu bar (File, Tools, Help) and a title bar. The main content area is titled "Welcome to Class Server" and includes a date "Thursday, July 10, 2003". There are several navigation buttons: "Basic View" and "Complete View" in the top right; "Open curriculum library" (orange), "Create an assignment" (green), "Create reports" (yellow), "Edit class Web pages" (blue), and "Learn about Class Server" (purple) in the left sidebar. The "Grade and manage assignments" section is highlighted in green. An "Assignment Wizard" dialog box is open, titled "Add cover page information". It contains the following fields: "Title: (required)" with the value "Report"; "Unit:" (empty); "Assignment type: (such as worksheet)" with the value "Reading Assignment"; and "Student directions:" with the value "Read chapters 1-4, and write a brief paragraph about it.". At the bottom of the dialog are buttons for "< Back", "Next >", and "Cancel". Two red arrows point from the text box below to the "Title" and "Student directions" fields.

Microsoft Class Server - Teacher

File Tools Help

Microsoft Class Server

Basic View

Complete View

Welcome to Class Server Thursday, July 10, 2003

Open curriculum library

Grade and manage assignments

Find shared Learning Resources at school.

Assignment Wizard

Add cover page information

Type or edit basic information for the cover page of this assignment.

Title: (required) Report

Unit:

Assignment type: (such as worksheet) Reading Assignment

Student directions: Read chapters 1-4, and write a brief paragraph about it.

< Back Next > Cancel

After the **Assignment Wizard** opens, and you are instructed to fill in the fields for a new assignment.

Working with Assignments

For Teachers using Basic View

The screenshot shows the Microsoft Class Server - Teacher interface. The main window has a menu bar (File, Tools, Help) and a title bar. Below the menu bar, there are buttons for "Basic View" and "Complete View". The main content area is titled "Welcome to Class Server" and shows the date "Friday, July 11, 2003". There are several navigation buttons: "Open curriculum library", "Grade and manage assignments", "Create an assignment", "Create reports", "Edit class Web pages", and "Learn about Class Server". An "Assignment Wizard" dialog box is open, titled "Ready to print assignment". The dialog box contains the following information:

Assignment:	Report
Unit:	
Type:	Reading Assignment
Assigned to:	Overstreet
Standards added:	0
Assigned on:	
Start date:	Immediate
Due date:	7/12/2003 8:00 AM

Below the table, there is a link: [Preview this assignment before printing](#). At the bottom of the dialog box, there is a checkbox labeled "Print this assignment" which is checked, and buttons for "< Back", "Finish", and "Cancel".

You will be asked to select your class, choose the due date and time, then review the details for this assignment and finish.

Note

The default option for creating assignments in Basic View is to print and manually distribute the assignment.

Working with Assignments

For Teachers using Basic View

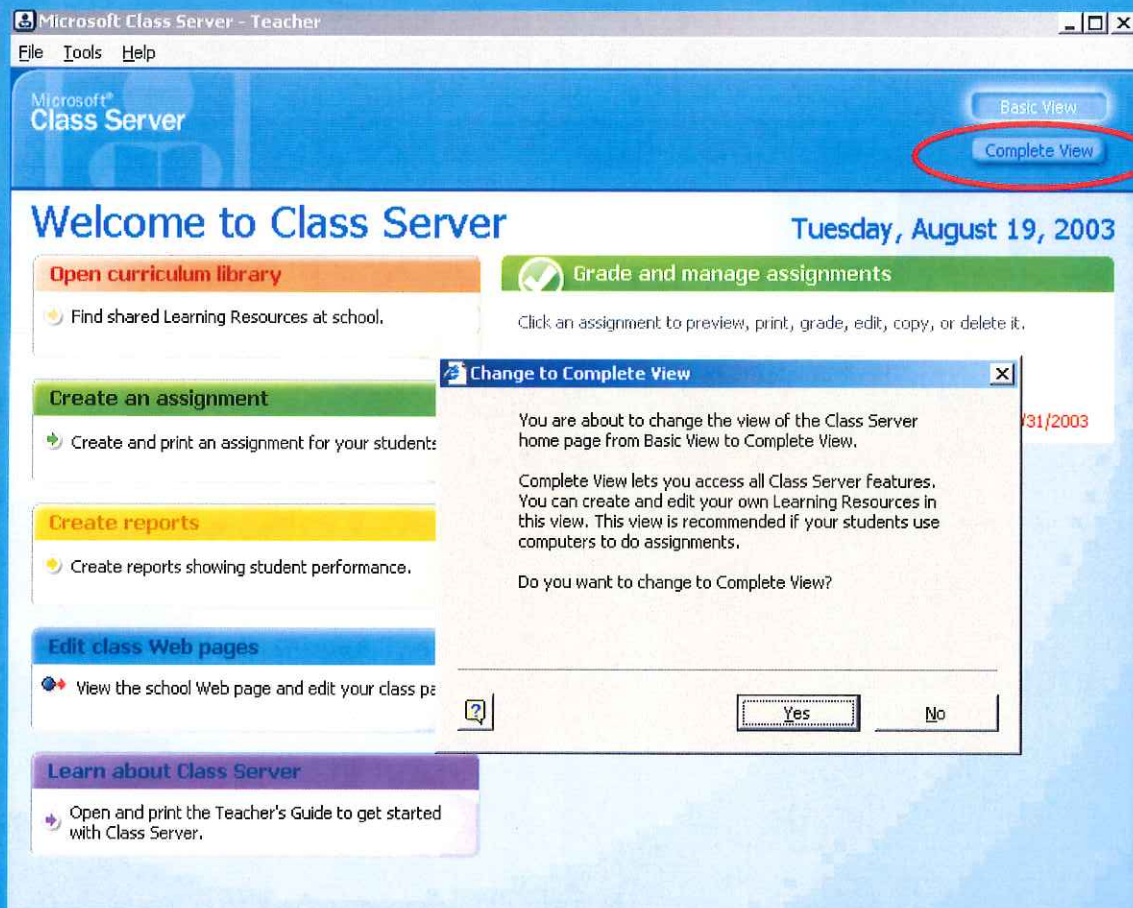
The screenshot shows the Microsoft Class Server interface. On the left, there are several navigation buttons: 'Open curriculum library', 'Create an assignment', 'Create reports', 'Edit class Web pages', and 'Learn about Class Server'. The 'Create reports' button is highlighted in yellow. In the center, there is a 'Grade and report' section with a list of assignments under the heading 'Past due'. The assignment 'Overstreet Synesthesia' is circled in red. To the right, a window titled 'Overstreet - Synesthesia' is open, showing details for the assignment: 'Class: Overstreet', 'Title: Synesthesia', and 'Due date: Fri 7/11/2003'. Below the details are buttons for 'Edit', 'Preview', 'Print', 'Grade', 'Copy', and 'Delete'. A text box on the right side of the screenshot explains that clicking on an assignment listed brings up this window with the following options: Edit, Preview, Print, Grade, Copy, and Delete.

Note

We will discuss the Create Reports and Edit Class Web Pages features later in this training.

Exploring Complete View

For Teachers using Complete View



From the Basic View screen, click on the **“Complete View”** button in the upper right corner. A message window appears asking if you are sure you want to change to Complete View. Click on **“Yes”** to continue.

Complete View Option

The screenshot displays the Microsoft Class Server - Teacher interface. At the top, there is a navigation bar with icons for Home (Online), My Learning Resources, Assignment Manager, Synchronize, and Teacher Store. The 'Complete View' button is highlighted. Below the navigation bar, the main content area is titled 'Home (Online)' and includes a 'Getting started' section with links to 'Open curriculum library', 'Create an assignment', 'Create reports', 'Edit class Web pages', and 'Learn about Class Server'. To the right, the 'Assignment Calendar' section shows a calendar for Wednesday, April 23, 2003, with a dropdown menu set to 'All Classes' and a 'Print Calendar' link. Below the calendar, it states '(Today) Wednesday, April 23, 2003' and 'No assignments due.' On the left side of the calendar, there is an 'Assignment Inbox' section with a red header and a yellow background, stating 'There are currently no assignments ready for grading.'

Complete View is useful for:

- Teachers who are using Microsoft Class Server on a daily basis.
- Classrooms with students who will use Class Server for assignments. Creating reports with summary scores and comments, and to make reports.
- Those who plan to create, edit and share Learning Resources, such as Curriculum Developers.

Note

The rest of this training will mostly be spent exploring the functionality from the Complete View option.

Before we continue...

- Did everyone successfully complete the installation, and currently has Class Server running?**
- Does everyone understand Basic View and Complete View?**
- Does everyone understand how Class Server defines Learning Resources and Assignments?**
- Would you like more time to cover anything in this section?**

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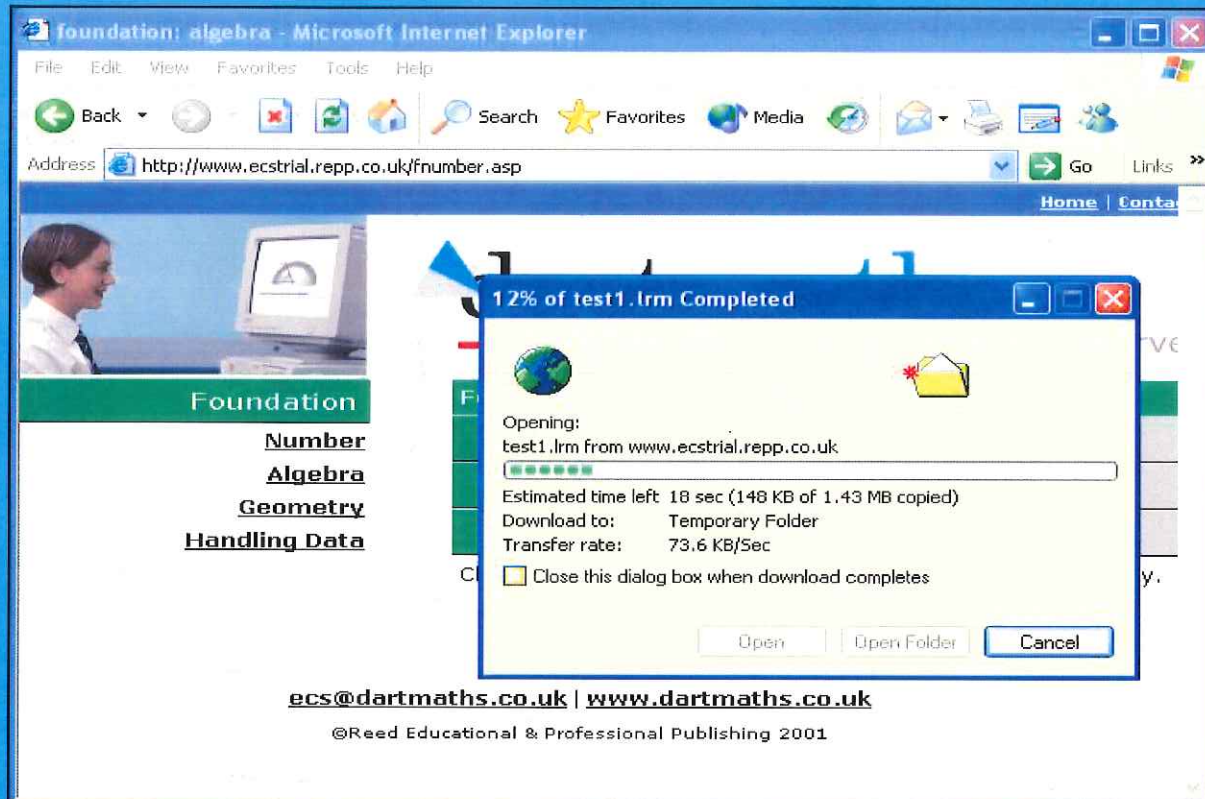
Class Server

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Section Three:

Learning Resources

Learning Resources



As described earlier, **Learning Resources** are Web-based exercises, projects, or assessments that can be incorporated into assignments in Class Server.

A Learning Resource can contain pictures, background information, and questions.

Note

A Learning Resource may or may not be licensed to a school. If you have any questions about licensing, contact your Curriculum Department for more information.

Find Learning Resources

Search your School

The screenshot shows the Microsoft Class Server interface. A red callout box with a yellow background and black text says "Click Here from Complete View". A red arrow points from this box to the "Open curriculum library" link in the "Getting started" section of the "Home (Online)" page. The "Assignment Calendar" section is also visible, showing "View the schedule for a class or group in this list:" and "All Classes: No". The "Assignment Inbox" section shows "There are currently no assignments ready for grading." The "Find Learning Resources" window is open, displaying "Find Shared Learning Resources at School" with three options: "Group by Teacher", "Group by Subject", and "Group by Course".

- ❑ From **Complete View**, go to the left navigation options, and click on **“Open Curriculum Library”**.

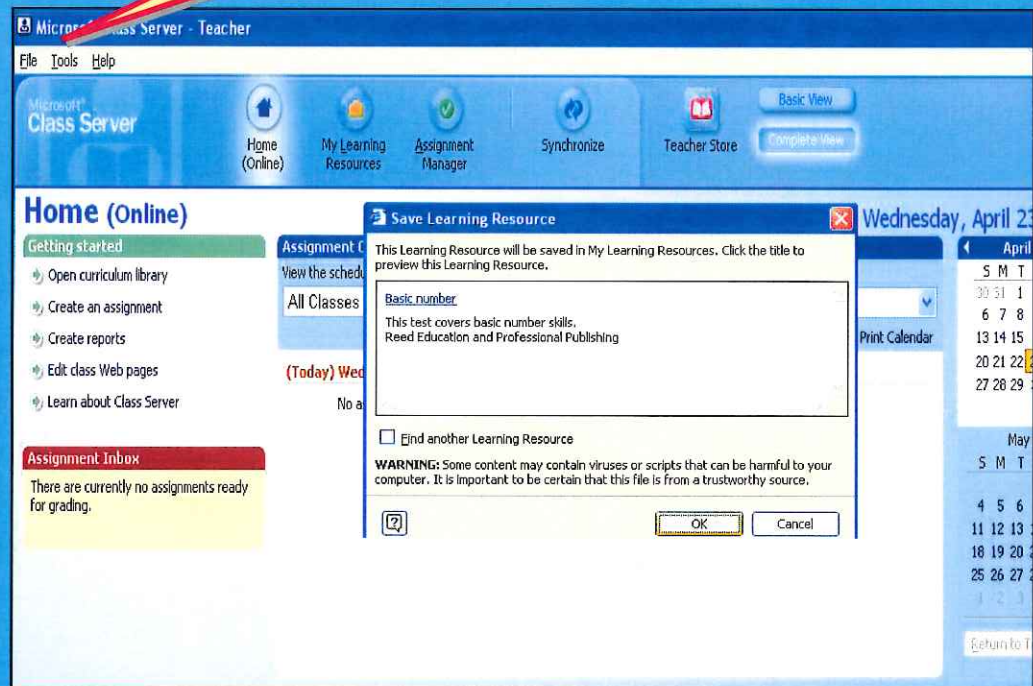
- ❑ If you choose **“File”** from the top navigation options, then **“Find Learning Resources..”** It will allow you to download Learning Resources from school, as well as the Internet.

Find Learning Resources

Search the Internet

Click Here

- ❑ Choose **“File”** from the top navigation options, then **“Find Learning Resources..”** It will allow you to download Learning Resources from school, as well as the Internet.

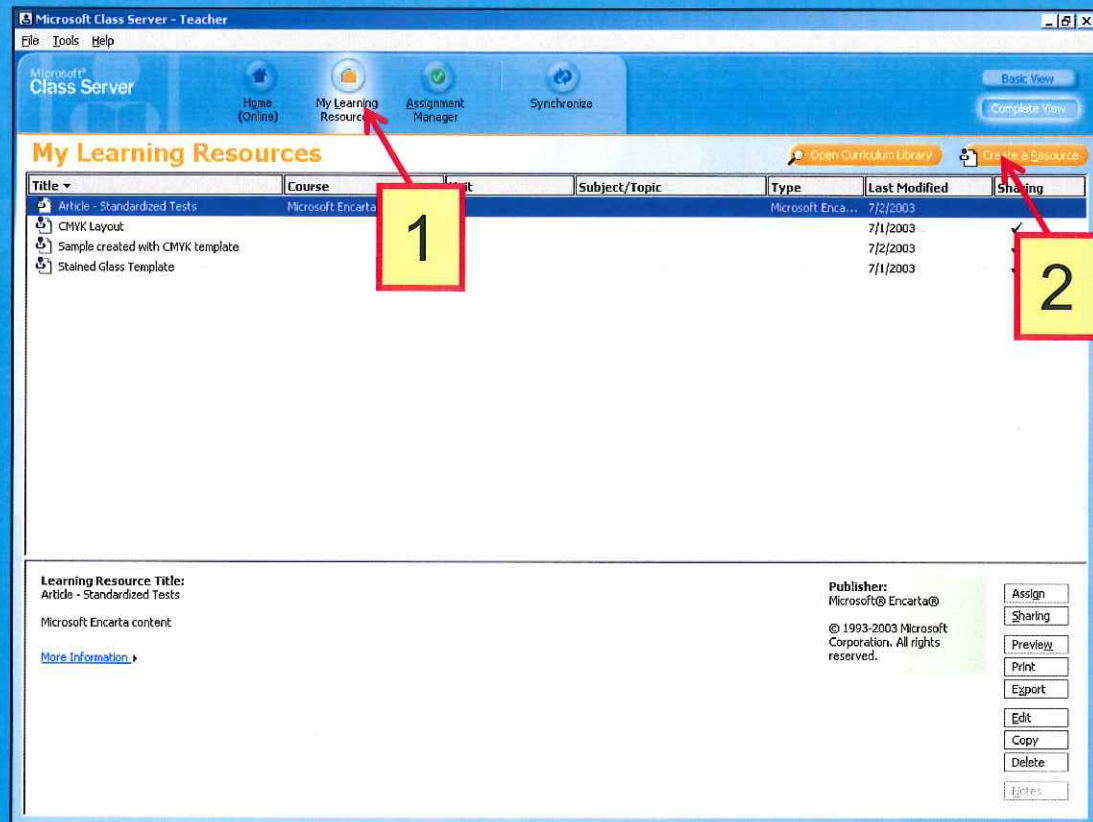


- ❑ After finding and previewing a Learning Resource, click the link to preview, **“OK”** to save on your computer, or **“Cancel”** to exit. To return to the previous window and select another Learning Resource, click the **“Find another Learning Resource”** checkbox, then click **“OK”**.

Create Learning Resources

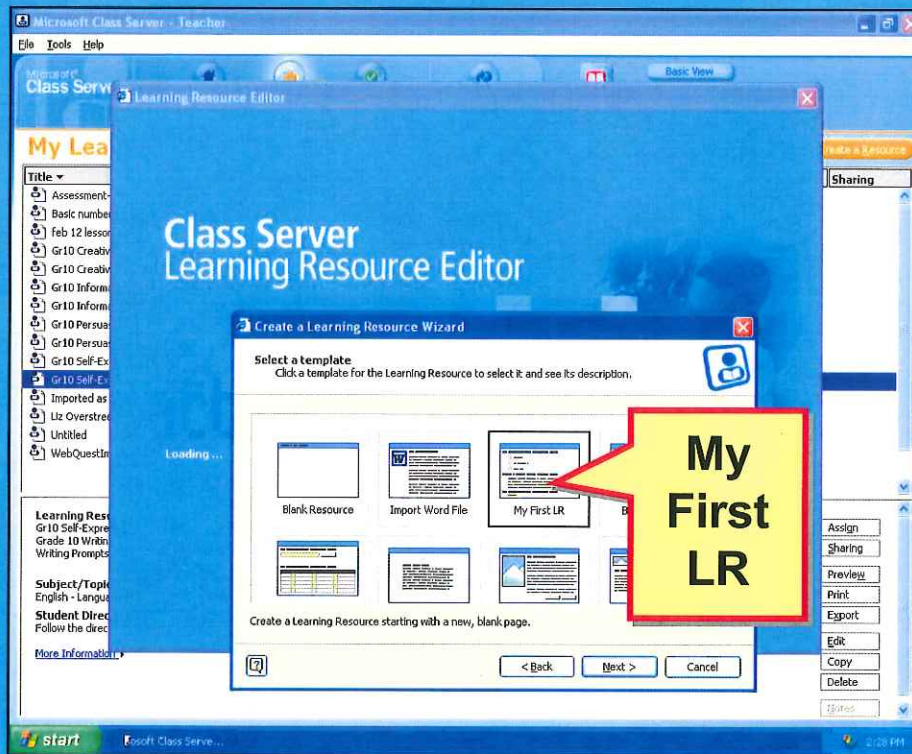
Create your own

1. Click on the “**My Learning Resources**” button in the top pane which will take you to a screen similar to this one.
2. Choose the “**Create a Resource**” option (orange button, the top right) which will open a new dialog box discussed on the next slide.



Create Learning Resources

Exploring Templates



- For this workshop example, please choose **“My First LR”**
- Choose the options you are interested in for the rest of the template
- When you are ready, choose **“Finish”** to continue

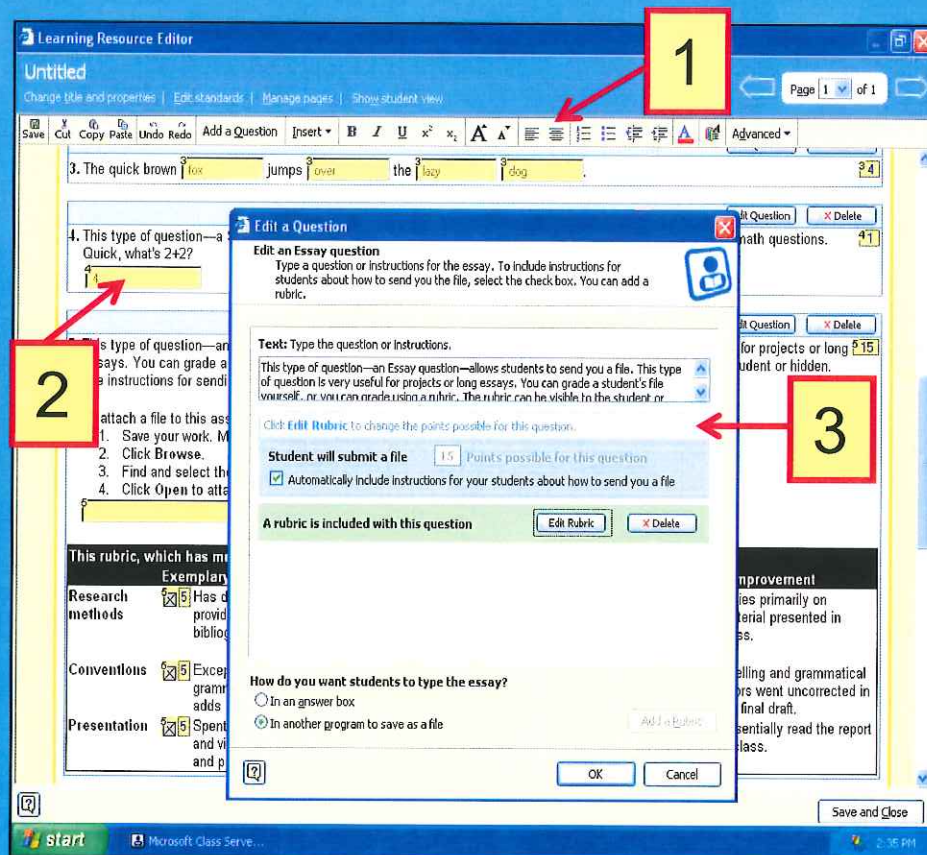
Note

There are many options for creating Learning Resources. You may choose a template from the list, import a document from Word, Encarta, or an older version of Class Server.

Create Learning Resources

Independent Time

Recommended Activities

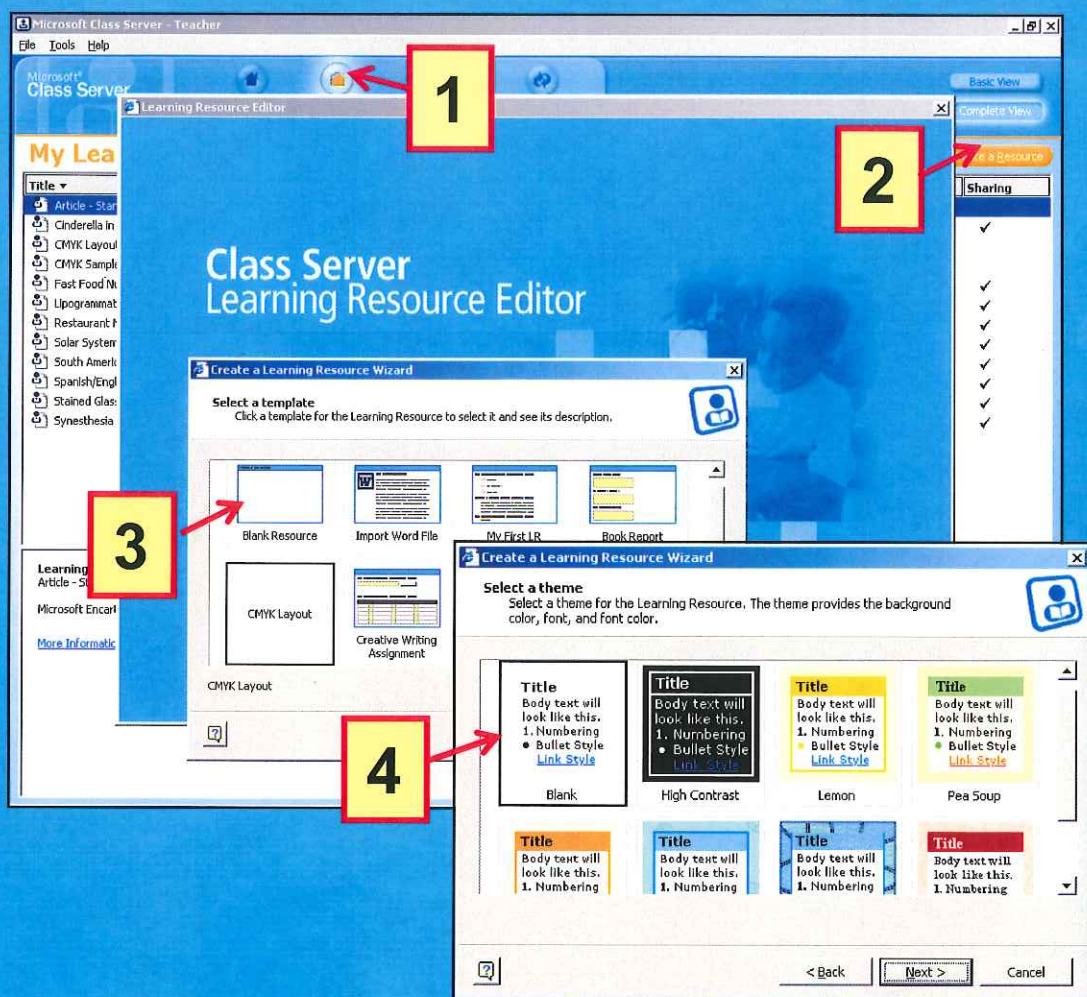


1. Look around at the navigation area, push buttons and see what happens.
2. Edit the “**Fill in the blank question**” and notice that when you add a blank, you can change the question. Any empty blanks will be automatically removed.
3. Click the “**Edit Question**” in the Essay Question, then click on **Edit Rubric** and make edits, or leave it as is.

Click “**OK**” to return to the main window. Click the “**Save and Close**” button when you are finished making any edits.

Working with Learning Resources

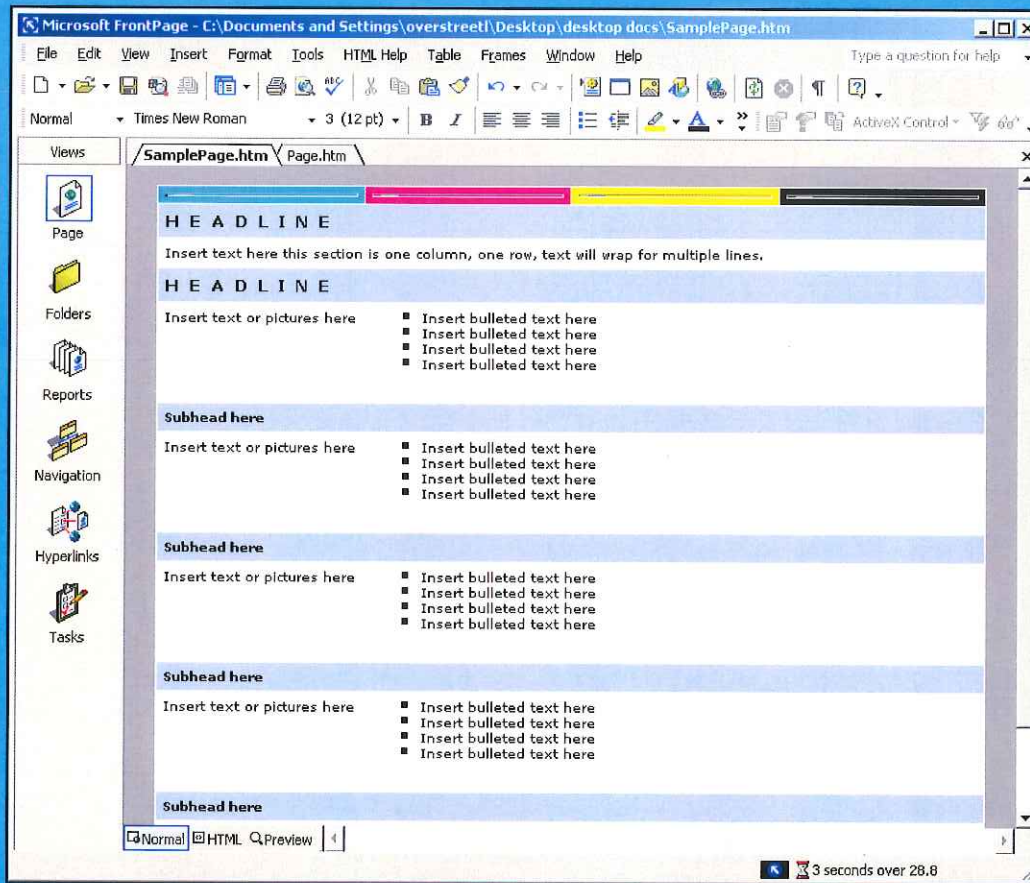
Using the Learning Resource Editor



1. From the home window in **Complete View**, choose the “**My Learning Resources**” button.
2. Select “**Create a Resource**”
3. Choose the “**Blank Resource**” from the **Select a template** window.
4. Choose the “**Blank**” theme in the **Select a theme** window. Click “**Next**”, then “**Finish**” to complete.

Working with Learning Resources

Learning Resource Editor, Advanced Editing



Open your default HTML editor and select a web template you want to use for Class Server, or create a new one to use with Class Server. Save the web page, then leave it open.

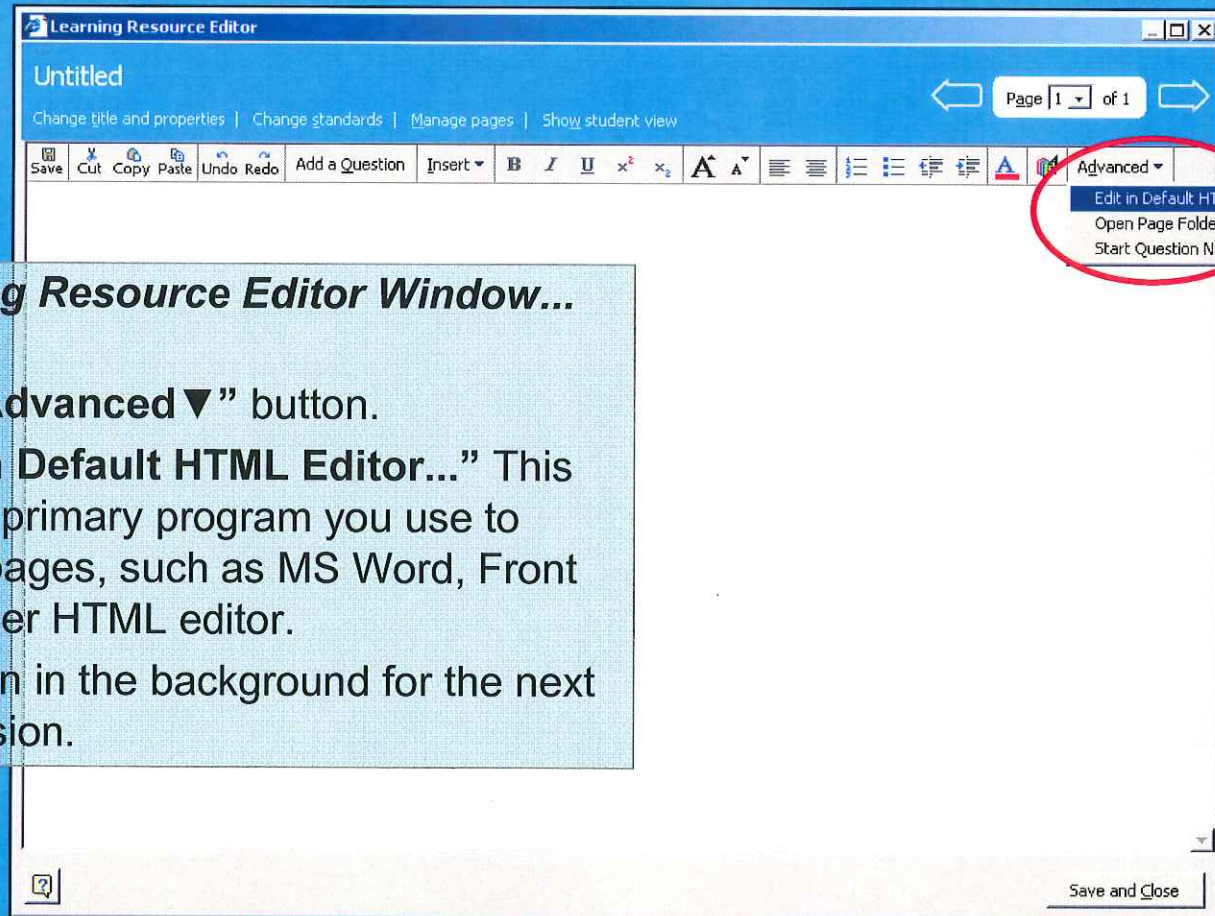
For this demonstration, the example shown is a pre-formatted HTML page that has been edited in Microsoft FrontPage.

Note

Have the HTML page you wish to use for a template ready and open in your HTML editor to use as the foundation.

Working with Learning Resources

Learning Resource Editor, Advanced Editing



From the Learning Resource Editor Window...

- Choose the “**Advanced ▼**” button.
- Select “**Edit in Default HTML Editor...**” This will launch the primary program you use to create HTML pages, such as MS Word, Front Page, or another HTML editor.
- Leave this open in the background for the next area of discussion.

Special Characters

Using special characters with the Advanced editing feature

The screenshot shows the Microsoft Class Server - Teacher interface. The main window is titled 'Learning Resource Editor' and displays a slide titled 'Spanish/English Flash Cards'. The slide content includes the word 'Spanish' in a blue header and the question '¿Cómo estás?' in the center. The interface includes a menu bar (File, Tools, Help), a toolbar with icons for Home (Online), My Learning Resources, Assignment Manager, and Synchronize, and buttons for Basic View and Complete View. A sidebar on the left lists various learning resources, with 'Spanish/English Flash Cards' selected. A 'Sharing' panel on the right shows a list of users with checkmarks. A 'More Information' link is visible at the bottom left of the editor window.

Learning Resource Editor
Spanish/English Flash Cards
Page 3 of 50
Change title and properties | Change standards | Manage pages | Show student view

Save Cut Copy Paste Undo Redo Add a Question Insert B I U x² x₂ A A

Spanish

¿Cómo estás?

Save and Close

Sharing

- ✓
- ✓
- ✓
- ✓

Export
Edit
Copy
Delete
Notes

Learning Resource Title:
Spanish/English Flash Cards
flash cards

Subject/Topic:
Other Languages / Bilingualism

Student Directions:
Use these flashcards to learn and

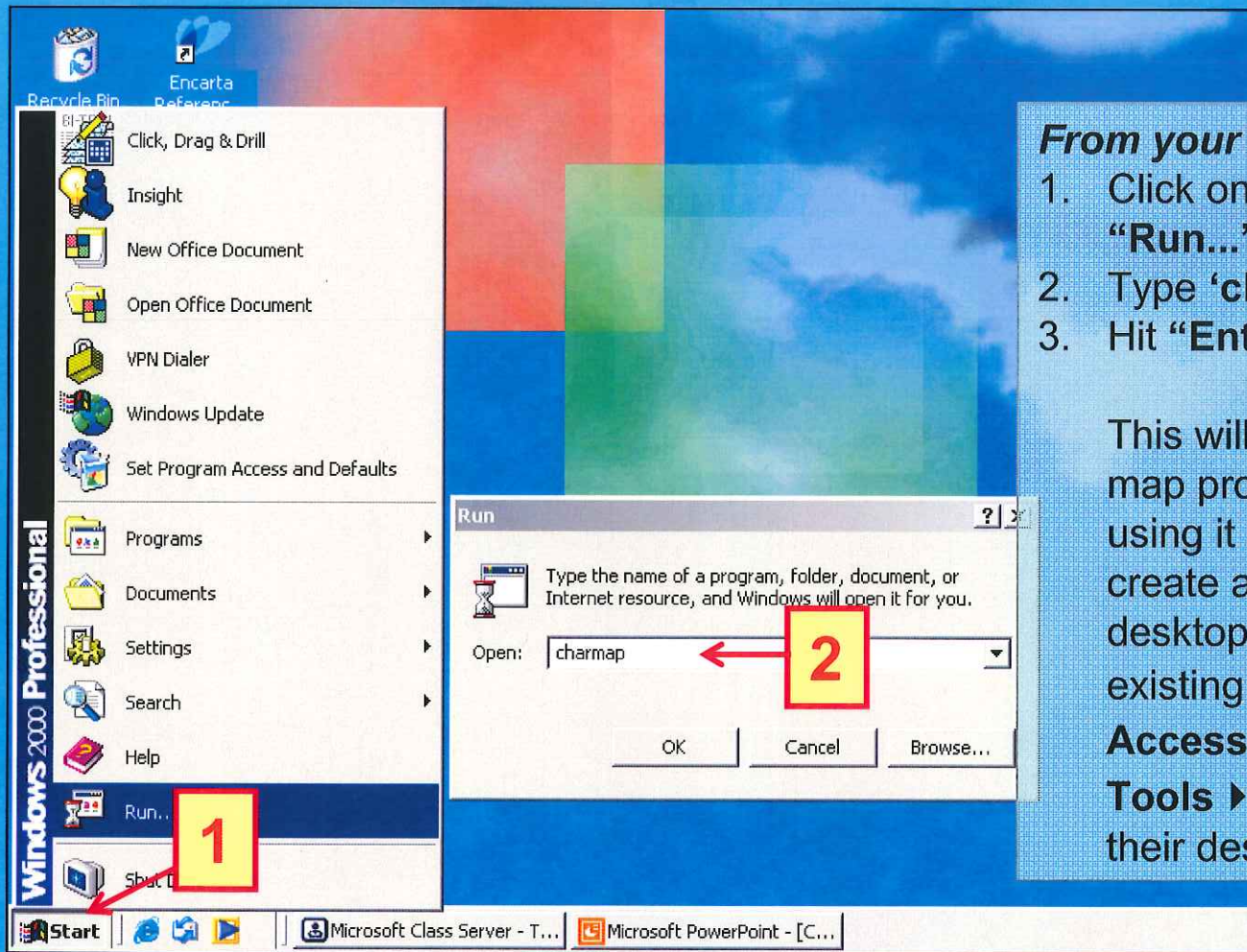
[More Information](#)

How did they do that?

In the next few slides, you will learn how to integrate special characters in your Learning Resources.

Special Characters

Using special characters with the Advanced editing feature



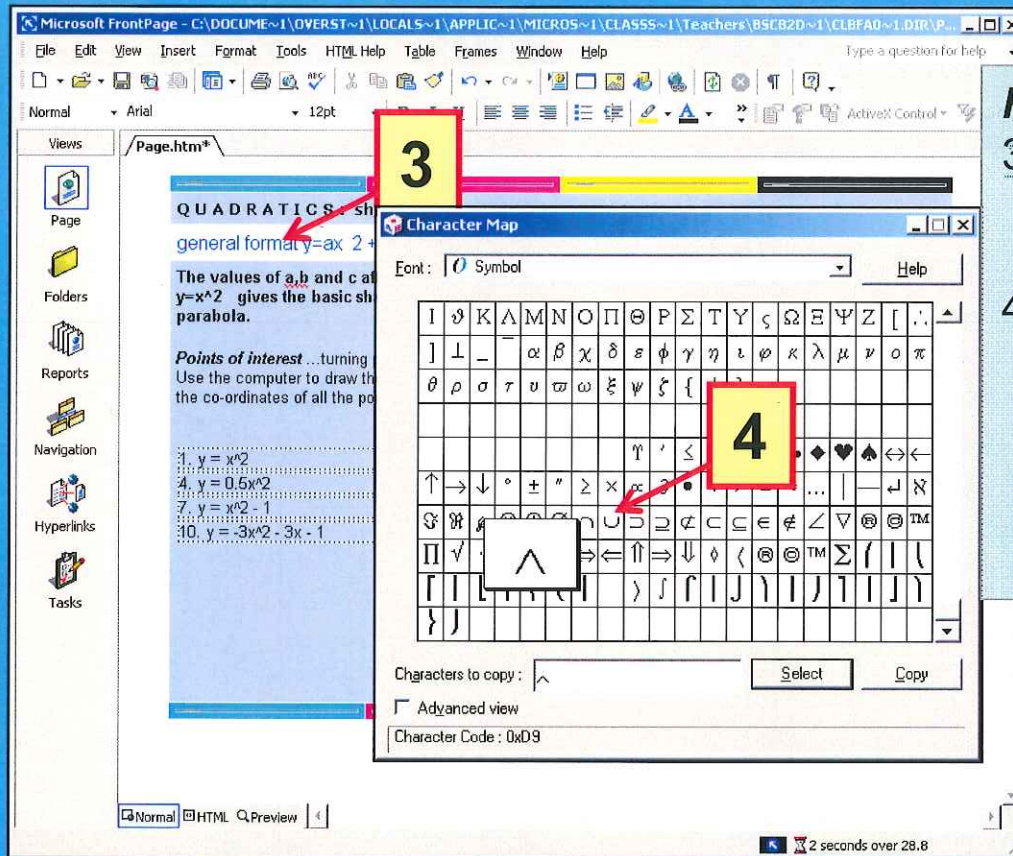
From your desktop:

1. Click on “Start” , then choose “Run...”
2. Type ‘charmap’
3. Hit “Enter”

This will load the character map program. If teachers are using it regularly, they can create a shortcut on the desktop by copying the existing shortcut from **Start ▶ Accessories ▶ System Tools ▶ Character Map** to their desktop.

Special Characters

Using special characters with the Advanced editing feature



From your HTML editor:

3. Click in the workspace where you want to insert a special character. Then run charmap.
4. Find the character, choose it, copy, then paste it into the html page. Save the file, then return to **Class Server Learning Resource Editor** when you are finished.

Note

After you paste the special character into the HTML editor, you may have to select it, choose the appropriate font, then adjust the size as necessary.

Working with Learning Resources

Learning Resource Editor, Advanced Editing

Back to Class Server Learning Resource Editor View...

- ❑ Click on “**Show Student View**” to preview it inside of Class Server to verify there are no formatting errors.
- ❑ Edit content for your new page in the **Learning Resource Editor**, or choose “**Advanced...**” to perform any complicated edits in the HTML editor.

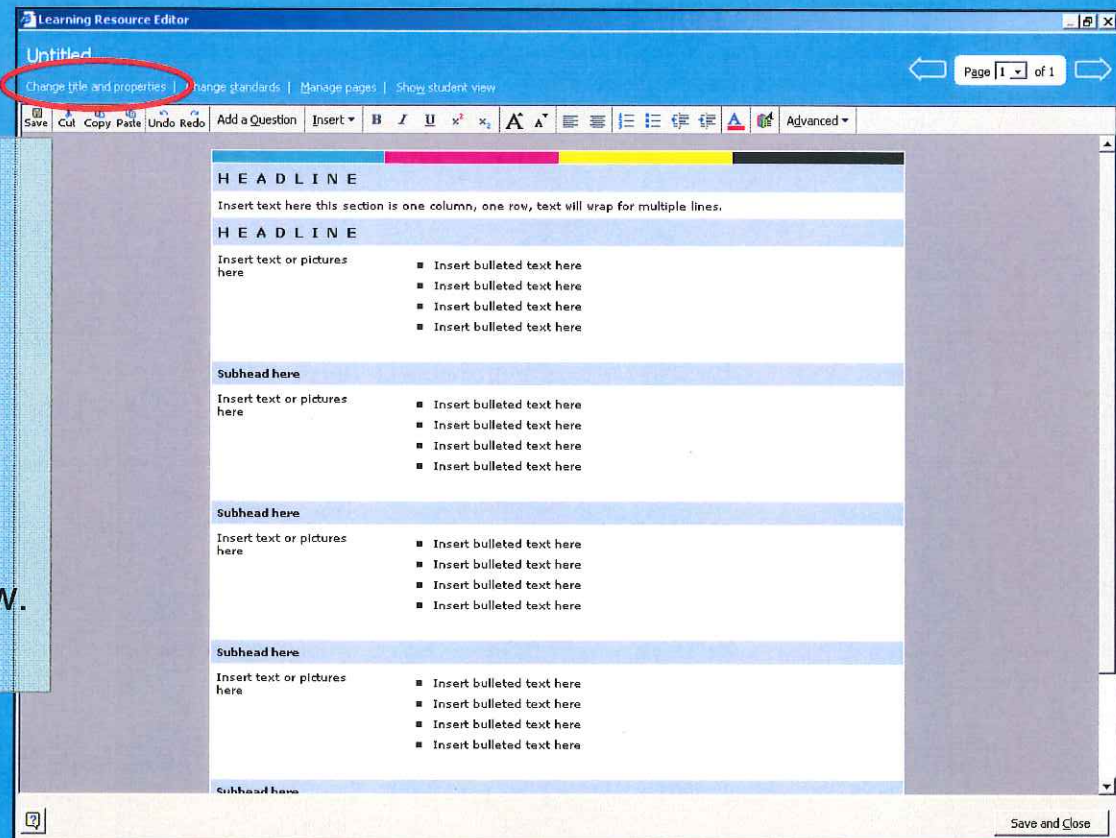
The screenshot displays the Learning Resource Editor interface. At the top, the title bar reads "Learning Resource Editor" and the page is titled "Untitled". A navigation bar includes "Change title and properties", "Change standards", "Manage pages", and "Show student view", with the latter circled in red. Below this, a "Learning Resource Preview - Microsoft Internet Explorer" window shows a "Preview:" section with a "View Learning Resource" button circled in red. A second browser window shows a student's view of the resource, titled "Student's Name: Preview", with a "My Assignments" button and "Sign Out" link. The preview content includes a "HEADLINE" section with instructions: "Insert text here this section is one column, one row, text will wrap for multiple lines." Below this are two "Subhead here" sections, each with a text area and a bulleted list of four items: "Insert bulleted text here". The bottom of the preview window has "View Information Page" and "Close" buttons.

Working with Learning Resources

Learning Resource Editor, Advanced Editing

Name, Save and Close

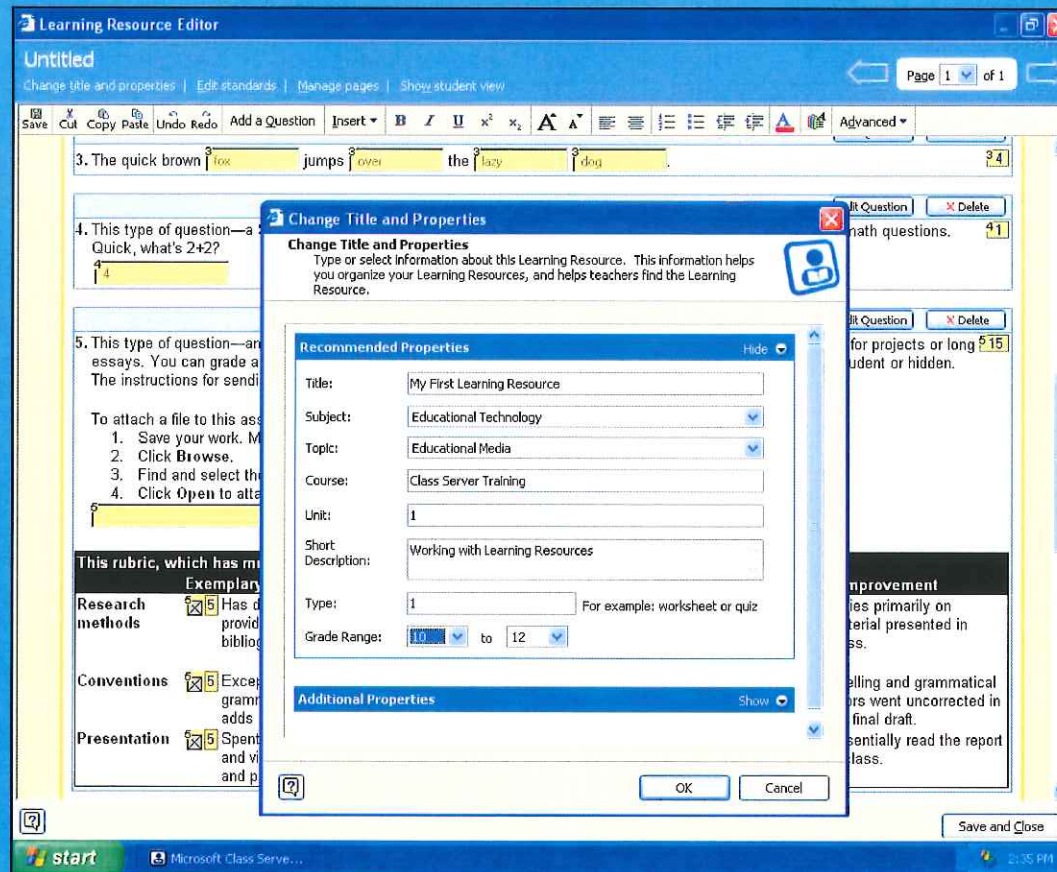
- Click on “**Change Title and Properties**” to name your new Learning Resource.
- We will be referring back to this later, so name it “**My HTML Sample**” and leave the other fields blank for now.



Note

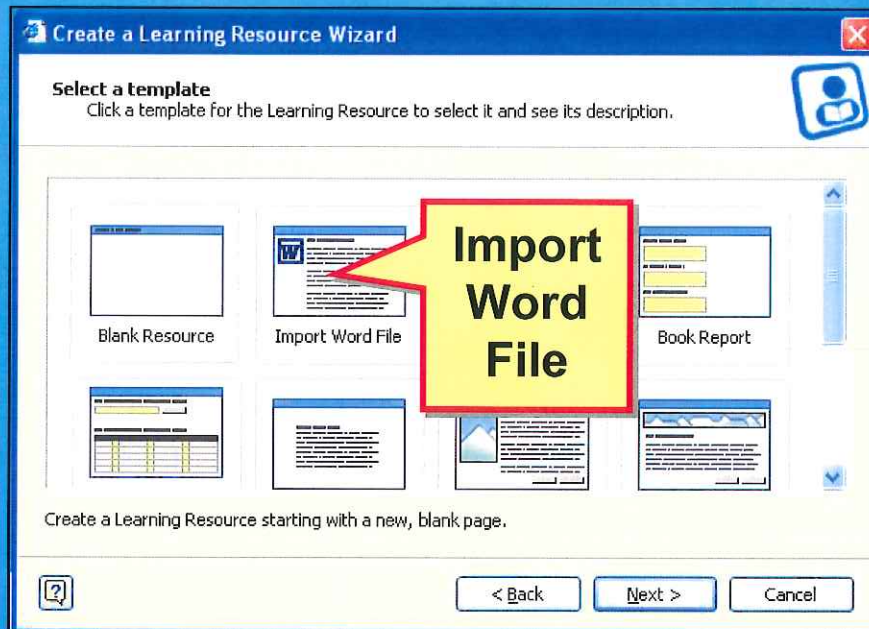
The “Recommended” fields are the first eight in the list. By completing this section of the lesson, your learning resource will be more effectively indexed and searched when shared with other teachers.

Title and Properties



The “**Recommended**” fields are the first eight fields in the list. By completing this section of the lesson, your learning resource will be more effectively indexed and searched when shared with other teachers. The more information you add to learning resources, the better search results offered to everyone using this tool.

Import a Word Document

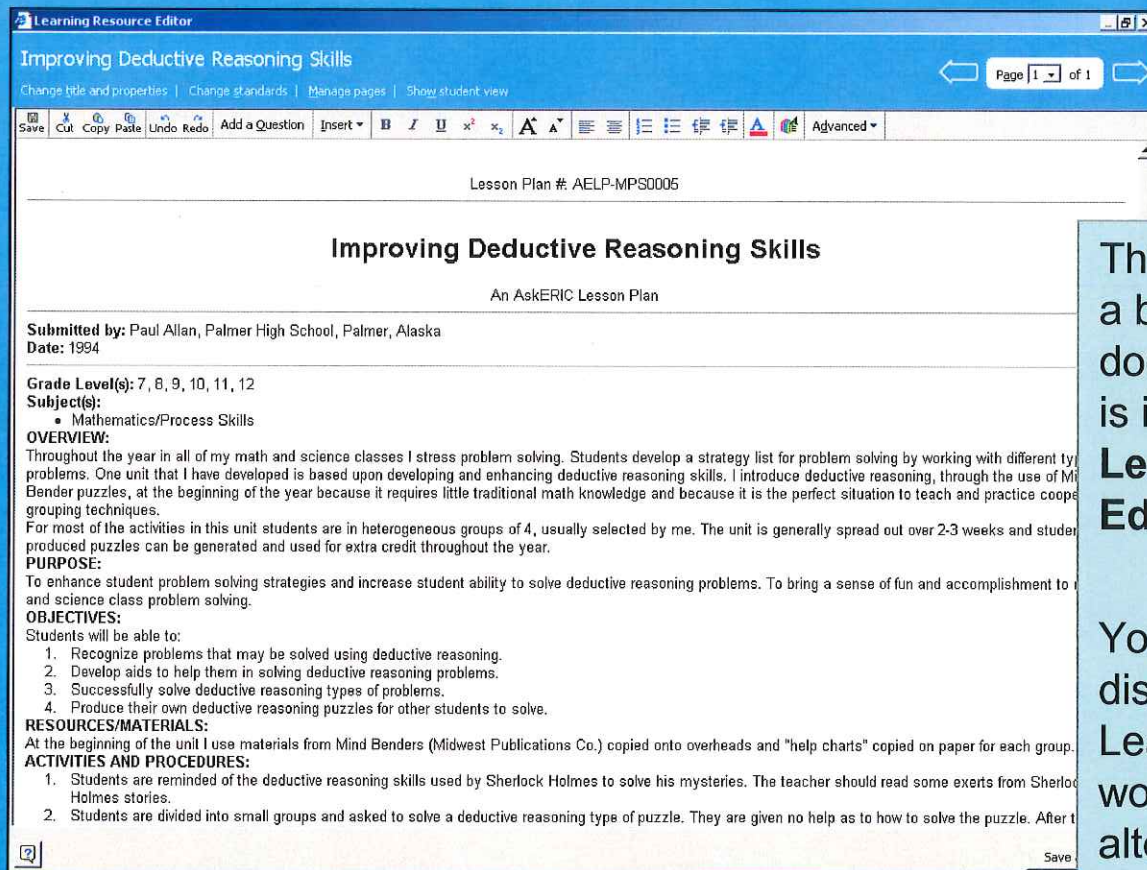


- From “**My Learning Resources**” click on “**Create a Resource**” to launch the Create a Learning Resource Wizard (same as in previous exercise).
- Select “**Import Word File**” in the templates window, then choose “**Next**” to continue.
- Browse for the Word file you want to import, and select it. Choose “**Next**” to continue, then choose “**Next**” again, then “**Finish**”.

The Word File is now ready to distribute as a Learning Resource. You may choose to edit it and add questions (which you learned about in creating your first learning resource).

Learning Resources

Importing Word Documents



The screenshot shows the Learning Resource Editor interface. The title bar reads "Learning Resource Editor". The main window title is "Improving Deductive Reasoning Skills". Below the title bar, there are navigation buttons and a page indicator showing "Page 1 of 1". A toolbar contains various editing tools like Save, Cut, Copy, Paste, Undo, Redo, Add a Question, Insert, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink. The document content is as follows:

Lesson Plan # AELP-MPS0005

Improving Deductive Reasoning Skills

An AskERIC Lesson Plan

Submitted by: Paul Allan, Palmer High School, Palmer, Alaska
Date: 1994

Grade Level(s): 7, 8, 9, 10, 11, 12
Subject(s):
• Mathematics/Process Skills

OVERVIEW:
Throughout the year in all of my math and science classes I stress problem solving. Students develop a strategy list for problem solving by working with different types of problems. One unit that I have developed is based upon developing and enhancing deductive reasoning skills. I introduce deductive reasoning, through the use of Mind Bender puzzles, at the beginning of the year because it requires little traditional math knowledge and because it is the perfect situation to teach and practice cooperative grouping techniques.
For most of the activities in this unit students are in heterogeneous groups of 4, usually selected by me. The unit is generally spread out over 2-3 weeks and student produced puzzles can be generated and used for extra credit throughout the year.

PURPOSE:
To enhance student problem solving strategies and increase student ability to solve deductive reasoning problems. To bring a sense of fun and accomplishment to math and science class problem solving.

OBJECTIVES:
Students will be able to:

1. Recognize problems that may be solved using deductive reasoning.
2. Develop aids to help them in solving deductive reasoning problems.
3. Successfully solve deductive reasoning types of problems.
4. Produce their own deductive reasoning puzzles for other students to solve.

RESOURCES/MATERIALS:
At the beginning of the unit I use materials from Mind Benders (Midwest Publications Co.) copied onto overheads and "help charts" copied on paper for each group.

ACTIVITIES AND PROCEDURES:

1. Students are reminded of the deductive reasoning skills used by Sherlock Holmes to solve his mysteries. The teacher should read some excerpts from Sherlock Holmes stories.
2. Students are divided into small groups and asked to solve a deductive reasoning type of puzzle. They are given no help as to how to solve the puzzle. After t

Save

This example shows how a basic Word formatted document will look after it is imported into the **Learning Resource Editor**.

You may choose to distribute the new Learning Resource as a worksheet, or you can alter it by adding questions and further formatting the text.

Learning Resources

Importing Word Documents

The screenshot shows the Learning Resource Editor window with the title "Improving Deductive Reasoning Skills". The main text area contains a paragraph about puzzle-making and a list of 10 items for "Frank's Puzzle". The "Question Wizard" dialog box is open, prompting the user to "Select a question type". The dialog shows a list of question types with "Matching" selected. An example of a matching question is provided, and the "Next >" button is highlighted.

Learning Resource Editor
Improving Deductive Reasoning Skills
Page 1 of 1

Change title and properties | Change standards | Manage pages | Show student view

Save Cut Copy Paste Undo Redo Add a Question Insert B I U x

Question Wizard

Select a question type
Select a question type, and then review the example and description in the **Example** box. After you select the question type, click **Next**.

Select a question type:

- Autogradable--
- Multiple Choice
- True or False
- Fill in the Blank
- Single Answer Blank
- Multiple Answer Blanks
- Matching
- Rubric Gradable--
- Essay
- Short Answer

Example:

Matching

1. Match the items on the left with their antonyms on the right.

- a. Near Far
- b. Country City
- c. Light Dark
- d. Smile Frown

Students can match information from the right column to items in the left.

Restore Edit Question Delete

1. Don, Frank, Jenny and Ken 14

- a. Ken Alaska
- b. Don Maine

Save and Close

Click on "Add a Question" to start the Question Wizard.

Inserting Other Documents into Learning Resources

The screenshot shows the Learning Resource Editor window. The title bar reads "Learning Resource Editor". The main content area displays the text "Improving Deductive Reasoning Skills" and a list of instructions. An "Insert File" dialog box is open, showing a file browser with "Class Server Docs" selected. The file "CS3TrainingBasics.ppt" is highlighted. The dialog box includes fields for "File name" and "Files of type", and "Open" and "Cancel" buttons. A "Save and Close" button is visible at the bottom right of the editor window.

Learning Resource Editor

Improving Deductive Reasoning Skills

Page 1 of 1

Change title and properties | Change standards | Manage pages | Show student view

Save Cut Copy Paste Undo Redo Add a Question Insert B I U x² x₂ A A [List Icons] Advanced

5. Once the better strategies have been determined, give the students another puzzle in their groups and allow them to work.

4. Over a time period of one or two weeks, give the students puzzles of varying degrees of difficulty. Allow them to use help charts (as provided in the Mind Benders materials) sometimes but have them develop the ability to produce their own to facilitate their problem solving.

TYING IT ALL TOGETHER:

The real fun in this unit starts when the students begin making their own puzzles and have seen how the results are really remarkable. Have the students share their puzzles with each other. (An example of a puzzle produced by a student before he moved to Alaska.)

Frank's Puzzle:

Don, Frank, Jenny, and Ken each come from a different language, either English, French, Russian, or Spanish.

1. Frank needed a language book to work.
2. The kid from Oklahoma has a mammal.
3. The Alaskan found his pet outside his house.
4. The French speaking boy lives east of the other three.
5. The Russian speaking boy wants to travel west.
6. Don bought his pet in Peru.
7. Ken does not own a hamster.
8. The dog's owner wrote a letter in Russian.
9. Don had to travel west to meet Jenny.
10. Frank is learning Spanish at school.

Insert File

Look in: Class Server Docs

History Desktop My Documents My Computer My Network Places

lrms_other
OLD Files
Quick Ref Files
Sample LRMs
CS_Workshop_Evaluation.doc
CS3_configsettings.doc
CS3_Documents.zip
CS3_Supplemental.doc
CS3TrainingAdvanced.ppt
CS3TrainingBasics.ppt
kit_letter.doc

LeaderGuide.doc
Microsoft XML 4.0 Parser.dll
Oregon.xml
SamplePage.htm

File name: CS3TrainingBasics.ppt

Files of type: All Files (*.*)

Open Cancel

Save and Close

You may insert other document files into your Learning Resources. To do this, click on the "Insert" button. A new window will appear where you can browse for your file and select it. The file needs to be 2MB or less.

Use Encarta 2004

Export to Class Server Learning Resources



Encarta provides articles and other media covering a broad range of historical and current-event topics. This information can be used to create Learning Resources in Class Server.

Encarta includes features such as:

- Visual Browser
- Timelines
- Dictionary Tools

Use Encarta 2004

Export to Class Server Learning Resources

The screenshot shows the Microsoft Encarta Reference Library 2004 interface. The 'File' menu is open, and the 'Export to Microsoft Class Server' option is highlighted with a red circle. Below the menu, a list of books is visible, including 'Robinson Crusoe', 'The Scarlet Letter', 'A Separate Peace', 'Sister Carrie', 'Slaughterhouse-Five', 'The Snows of Kilimanjaro', 'Song of Solomon', 'The Sound and the Fury', 'The Stranger', 'The Sun Also Rises', 'A Tale of Two Cities', 'Tess of the D'Urbervilles', 'Their Eyes Were Watching God', 'Things Fall Apart', 'Thoreau of Walden Pond', 'The Three Musketeers', 'The Time Machine', 'To Kill a Mockingbird', 'Tom Sawyer', 'Treasure Island', 'A Tree Grows in Brooklyn', 'The Trial', 'Twenty Thousand Leagues Under the Sea', 'Uncle Tom's Cabin', 'Walden', 'War and Peace', 'The War of the Worlds', 'Watership Down', and 'Where Are You Going, Where Are You Going?'. The main content area displays a page for 'Twenty Thousand Leagues Under the Sea' with an outline and text. A dialog box titled 'Export to Microsoft Class Server' is open, showing instructions for exporting content and buttons for 'Export' and 'Cancel', with the 'Export' button highlighted by a red circle.

From Encarta, find the appropriate subject matter for your class. Once you have found the information appropriate for the class, choose the “Export to Microsoft Class Server” option as shown.

Use Encarta 2004

Export to Class Server Learning Resources

The screenshot shows the Microsoft Class Server - Teacher interface. The main window has a menu bar (File, Tools, Help) and a navigation bar with buttons for Home (Online), My Learning Resources, Assignment Manager, and Synchronize. The date is Thursday, July 10, 2003. The 'Home (Online)' section includes a 'Getting started' list and an 'Assignment Inbox' with two entries: 'Overstreet Synesthesia' and 'Overstreet Science Quiz', both with '2 of 16 submitted | Due'. The 'Assignment Calendar' section shows a calendar for July 2003 with the 10th highlighted. A 'Save Learning Resource' dialog box is open, displaying the title 'Literature Guide - Twenty Thousand Leagues Under the Sea' and a warning message: 'WARNING: Some content may contain viruses or scripts that can be harmful to your computer. It is important to be certain that this file is from a trustworthy source.' The dialog box has 'OK' and 'Cancel' buttons.

Microsoft Class Server - Teacher

File Tools Help

Microsoft Class Server

Home (Online) My Learning Resources Assignment Manager Synchronize

Basic View Complete View

Home (Online)

Getting started

- Open curriculum library
- Create an assignment
- Create reports
- Edit class Web pages
- Learn about Class Server

Assignment Inbox

- Overstreet Synesthesia 2 of 16 submitted | Due
- Overstreet Science Quiz 2 of 16 submitted | Due

Assignment Calendar

View the schedule for a class or group in this list:

All Classes

Print Calendar

Thursday, July 10, 2003

July 2003

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2003

Save Learning Resource

This Learning Resource will be saved in My Learning Resources. Click the title to preview this Learning Resource.

[Literature Guide - Twenty Thousand Leagues Under the Sea](#)

This Learning Resource was generated from content in Microsoft Encarta. You can assign almost any content from Encarta to your students simply by using the "Export to Microsoft Class Server" feature in Encarta. © 1993-2003 Microsoft Corporation. All rights reserved.

WARNING: Some content may contain viruses or scripts that can be harmful to your computer. It is important to be certain that this file is from a trustworthy source.

OK Cancel

After you have exported the information from Encarta, the Learning Resource option will appear. If Class Server is not already open, it will launch and prompt you to sign in. Next, it will prompt you to accept the Learning Resource or cancel.

Use Encarta 2004

Export to Class Server Learning Resources

The screenshot shows the Microsoft Class Server - Teacher interface. The main window displays a table of learning resources. The resource 'Literature Guide - Twenty Thousand Leagu...' is highlighted with a red oval. The table has the following columns: Title, Course, Unit, Subject/Topic, Type, Last Modified, and Sharing.

Title	Course	Unit	Subject/Topic	Type	Last Modified	Sharing
Article - Standardized Tests	Microsoft Encarta content			Microsoft Enc...	7/2/2003	
Cinderella in Many Cultures			English - Language Arts / Literature	quiz	7/7/2003	✓
CMYK Layout					7/9/2003	
CMYK Sample					7/9/2003	✓
Fast Food Nutrition			Health / Nutrition	worksheet		
Lipogrammatic Pledge of Allegiance			English - Language Arts / Writing (worksheet		
Literature Guide - Twenty Thousand Leagu...	Microsoft Encarta content			Microsoft Enc...		
Restaurant Math			Mathematics / Applied Mathematics	worksheet		
Science Quiz						
Solar System			Science / Space Sciences	quiz		
South America Facts			Social Studies / Geography	flash cards		
Spanish/English Flash Cards			Other Languages / Bilingualism	flash cards		
Stained Glass Template						
Synesthesia	Poetry		English - Language Arts / Writing (...)	quiz		
Untitled						

After you have chosen "OK" to save the Learning Resource, it will appear in your list in the **My Learning Resources** window. From there, you can make any necessary edits and assign it.

Use Encarta 2004 Export to Class Server Learning Resources

The screenshot displays the Microsoft Class Server - Teacher interface. At the top, there are navigation buttons for Home (Online), My Learning Resources, Assignment Manager, and Synchronize. Below this is the 'My Learning Resources' section, which includes a table of resources and a 'Learning Resource Editor' window.


Title	Course	Unit	Subject/Topic	Type	Last Modified	Sharing
Article - Standardized Tests	Microsoft Encarta content			Microsoft Enc...	7/22/2003	
Cinderella in Many Cultures			English - Language Arts / Literature	quiz	7/17/2003	✓
CMYK Lay						✓
CMYK Sam						✓
Fast Food						✓
Lipogram						✓
Literature						
Math Less						
Restaurant						
Science Q						
Solar Syst						
South Am						
Spanish/E						
Stained G						
Synesthe:						

The 'Learning Resource Editor' window shows the article 'Article - Standardized Tests' with a rich text editor toolbar. The article content includes:

Test, or SAT. The SAT had been developed in the 1920s by a commission headed by Princeton University psychologist Carl Brigham. It was modeled partly on the short-answer format of mental tests given to United States Army recruits during World War I (1914-1918) (see *Intelligence: Creation of Group Tests*). By the early 1940s most colleges and universities in the United States were using the SAT, in conjunction with school grades, to predict college performance and determine admission.

In 1937 the Cooperative Graduate Testing Program, a division of the Carnegie Foundation for the Advancement of Teaching, introduced the Graduate Record Exam (GRE) to evaluate students applying for graduate degree programs. In 1947 the Carnegie Foundation, together with the College Board and the American Council on Education, created the Educational Testing Service (ETS) to administer both the SAT and the GRE. By the 1960s the ETS was the central administrator of educational testing in the United States. It had also expanded its role to include the administration of aptitude testing for elementary school students.

III | ELEMENTARY AND HIGH SCHOOL TESTING



This is what the article will look like in Class Server. Some additional formatting may be necessary. You can also add pages with questions about the article.

Share Learning Resources

Microsoft Class Server - Teacher

File Tools Help

Microsoft Class Server

Home (Online) My Learning Resources Assignment Manager Synchronize

Basic View Complete View

My Learning Resources

Open Curriculum Library Create a Resource

Title	Course	Unit	Subject/Topic	Type	Last Modified	Sharing
Article - Standardized Tests					7/2/2003	
CMYK Layout					7/1/2003	✓
Sample created with CMYK temp...					7/2/2003	✓
Stained Glass Template					7/1/2003	✓

Share a Learning Resource

When you share a Learning Resource, you allow other teachers to copy it for their own use.

Select or clear the appropriate check boxes to share, or make unavailable, the Learning Resources you selected.

✓ Share with other teachers at my school (on my school server)

Share with teachers at other schools (any teacher who uses the Internet) (Disabled by the server administrator)

Learning Resource Title:
Article - Standardized Tests

Microsoft Encarta content

[More Information](#)

Assign Sharing Preview Print Export Edit Copy Delete

OK Cancel

Click Here

After downloading a sample Learning Resource, or creating a new one from the previous exercises, select the Learning Resource and choose the “**Sharing**” button in the lower right pane.

Curriculum Standards aligned Learning Resources

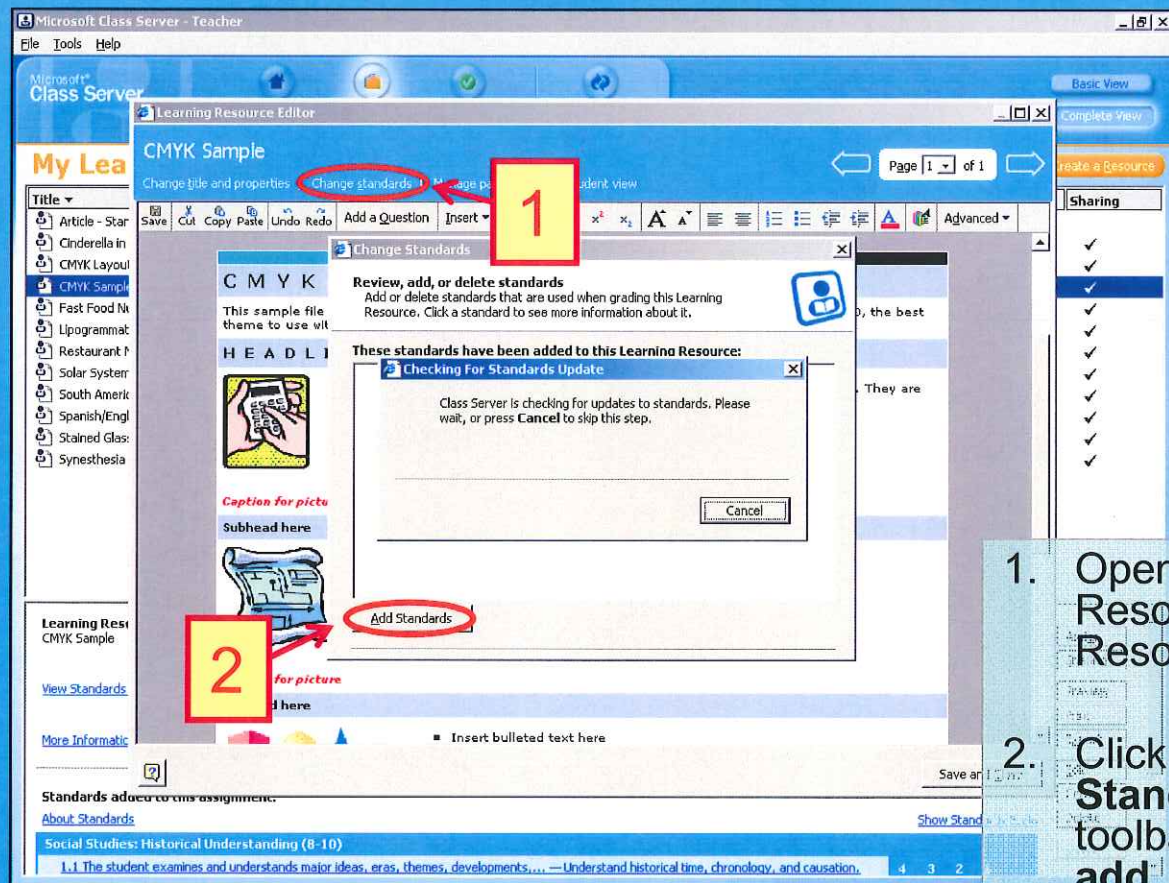
The Standards vary for every state, and even at the school district level.

School district IT administrators can load their own state standards directly into Class Server. Curriculum Directors can then edit these standards to be “local district specific.”

Each Learning Resource can be aligned with appropriate curriculum standard(s) using a series of pull down menus. Teachers can then grade student results against these standards at grading time.

Working with Standards

Align Learning Resources with curriculum standards



1. Open a Learning Resource in the Learning Resource Editor.
2. Click the “Change Standards” link in the toolbar. The Review, add, or delete standards window appears.
3. Click “Add Standards”.

Working with Standards

Align Learning Resources with curriculum standards

Curriculum Standards

Add standards
Select standards, benchmarks, and skills to use when grading the Learning Resource or assignment. To find a specific item, click Find.

Links to the standards added to this Learning Resource or assignment:

- 1.1 The student examines and understands major ideas, eras, themes, developments,....
- 2.1 The student applies the methods of social science investigation to

Standards > Social Studies: Historical Understanding (8-10)

1.1 The student examines and understands major ideas, eras, themes, developments, turning points, chronology, and cause-and-effect relationships in U.S., world, and Washington State history. - Understand historical time, chronology, and causation.

- group events and individuals by broadly defined historical eras and use time lines to explain patterns of historical continuity and change in the historical succession of related events
- measure time by millennia and calculate calendar time BC and AD
- work forward from an initiating event to its outcome recognizing cause and effect, multiple causation, or the accidental as factors in history

1.2 The student examines and understands major ideas, eras, themes, developments, turning points, chronology, and cause-and-effect relationships in

From the Add standards window...

- For this example, select **Historical Understanding (8-10)**.
- Scroll through the standards to find standards **1.1, 2.1 and 3.1**, and then click the check boxes for those selections. Typically, you will select the check boxes for those standards appropriate to the Learning Resource's content, and then click **"OK"**. The selected standards appear.

Working with Standards

Align Learning Resources with curriculum standards

Change Standards

Review, add, or delete standards
Add or delete standards that are used when grading this Learning Resource. Click a standard to see more information about it.

These standards have been added to this Learning Resource:

Social Studies: Historical Understanding (8-10)

- 1.1 The student examines and understands major ideas, eras, themes, developments,... — Understand historical time, chronology, and causation.
- 2.1 The student applies the methods of social science investigation to investigat... — Investigate and research.
- 3.1 The student understands the origin and impact of ideas and technological deve... — Explain the origin and impact of an idea on society.

Add Standards

OK

Learning Resource Editor

Synesthesia

Page 1 of 1

Save Cut Copy Paste Undo Redo Add a Question Insert B I U x² x₂ A A⁺ Advanced

Choose an example of synesthesia.

- 2 a. Boredom tastes like stale bread.
- 0 b. The feel of rough cardboard is like sandpaper.
- 0 c. Strawberry jam tastes like sugarplums on Christmas morning.
- 0 d. Niagara Falls sounds like an out-of-control freight train.

Edit Question Delete

2. Tactile imagery appeals to the sense of

- 0 a. taste
- 0 b. smell
- 0 c. hearing
- 2 d. touch

Edit Question Delete

terms.

Edit Question Delete

Save and Close

- Click “OK” to close the **Review, add, or delete standards** window.
- Lastly, click “**Save and Close**” to save the Learning Resource.

Before we continue...

- Does everyone understand how to find, create and edit Learning Resources?**
- Have you spent a little time exploring the features in the Learning Resource Editor?**
- Can you navigate to the advanced editing feature and work with the custom editing features?**
- Does everyone understand how to share and export Learning Resources?**
- Would you like more time to cover anything in this section?**

Microsoft®

Class Server

Learning Management Platform

Section Four: **Assignments**

Getting Started

Using the Assignment Manager and Grading Tool

The screenshot displays the Microsoft Class Server Teacher interface. The top navigation bar includes 'Home (Online)', 'My Learning Resources', 'Assignment Manager', 'Synchronize', and 'Teacher Store'. The main content area is titled 'Home (Online)' and features a sidebar with 'Getting started' and 'Assignment Inbox' sections. The 'Assignment Manager' section shows an 'Assignment Calendar' for 'All Classes' with a 'Print Calendar' button. The calendar displays assignments due on Wednesday, April 23, 2003, and Thursday, April 24, 2003. The 'Assignment Inbox' section lists two assignments: 'Basics 101 Assignment with No Learning Resource' and 'Basics 101 Basic number', both with submission counts and due dates.

In the previous section, Working with Learning Resources, we discussed creating and editing Learning Resources.

While you are working with the Assignment Manager, you may create assignments with or without a Learning Resource.

Note

*Assignments can be created easily from either the **Basic** or **Complete Views**.*

Assignment Manager Overview

Assignment Manger helps you create, edit, copy, distribute and grade assignments, and create reports for students, scores, and curriculum standards.

1. The left pane lists information about all of your active classes and the students in them.
2. The upper pane lists the assignments for all classes or for the selected class or student.
3. The lower pane lists information about the assignment selected in the upper pane, where you can click a button to grade, preview, print, edit, copy, or delete an assignment.

Microsoft Class Server - Teacher

File Tools Help

Microsoft® Class Server

Home (Online) My Learning Resources Assignment Manager Synchronize

Basic View Complete View

Assignment Manager

Create a Report Create an Assignment

All Classes	Title	Unit	Type	Class	Due	Status
5th Grade	Fast Food Nutrition		worksheet	Overstreet	7/11/2003	2 of 16 submitted
	Report		Reading As...	Overstreet	7/12/2003	Draft
	Science Quiz		Quiz	Overstreet	7/11/2003	2 of 16 submitted
	Synesthesia		quiz	Overstreet	7/11/2003	2 of 16 submitted

Assignment: **Fast Food Nutrition**

worksheet, 57 points possible
Automatically graded and returned.
Correct answers will be shown in graded work.

[View Standards for this assignment \(3\)+](#)

Grade Preview Print Edit Copy Delete

Using My Students and Classes

Create Groups

Microsoft Class Server - Teacher

File Tools Help

Microsoft Class Server

Home (Online) My Learning Resources Assignment Manager Synchronize

Basic View Complete View

Assignment Manager

Create a Report Create an Assignment

	Title	Unit	Type	Class	Due	Status
--	-------	------	------	-------	-----	--------

5th Grad- My Students and Classes

6th Grad

Arnesen

Boyd

Overstre

Shelton

My Groups:

- Create a group
- Edit or delete a group

My Classes:

- Allow or remove access to my classes

My Students:

- Change student or parent passwords

Administrator: An administrator has access to all information in Microsoft Class Server, including teacher and student accounts.

[Launch Administrator Web Site](#)

< Back Next > Close

My Students and Classes

1. To create a group, click on the “My Students and Classes” button (lower left), and start the My Students and Classes wizard.
2. Under My Groups, select the “Create a group” option, then “Next” to continue.

Using My Students and Classes

Microsoft Class Server - Teacher

File Tools Help

Microsoft Class Server

Home (Online) My Learning Resources Assignment Manager Synchronize

Basic View Complete View

Assignment Manager

Create a Report

Title	Unit	Type	Class	Due
5th Grad-				
My Students and Classes				
6th Grad				
Boyd				
Overstre				
Shelton				

1

2

Class: Overstreet
Adams, John
Benson, Angela
Camden, Ray
Doyle, Sam
Exton, Cory
Fippin, Josh
Garrett, Ralf
Hicks, Jeff
Johnson, Brad
Leroy, Tony
Mango, Tina

Group name: Fitness Award

Add -> <- Remove Remove All

< Back Finish Cancel

1. Select a teacher from the drop menu. Then choose the student(s) from that class for your group.
2. Give the group a name, "Fitness Award" or "Honor Students" for example. Then choose "Finish". The group you just created will be available in the list of **My students and classes** next time you choose it.

Using My Students and Classes

The screenshot shows the Microsoft Class Server - Teacher interface. The main window is titled "Assignment Manager" and contains a table with columns: Title, Unit, Type, Class, Due, and Status. The table lists three entries for the date 7/11/2003, each with a status of "2 of 16 submitted".

Overlaid on the main window is a "Reports Wizard" dialog box. It has a "Select a report type" section with the instruction: "Select whether to create a report of assignment scores or curriculum standards." There are three main categories listed:

- 5th Gra**: Select a report type. See how your students are doing in your class.
- 6th Gra**: Assignment scores report. Scoring Chart. See how your students are doing in your class.
- Arnese**: Standards report. **Standards report for an assignment** (circled in red). See how your students did on a specific assignment. **Standards report for a student**. See how a specific student is doing in your class.

At the bottom of the wizard are buttons for "< Back", "Next >", and "Cancel".

Below the wizard, there are buttons for "Grade", "Preview", "Print", "Edit", "Copy", and "Delete".

At the bottom of the main window, there is a "My Students and Classes" button and a summary section:

Assigned: 7/10/2003
Start Date: Thu 7/10/2003 1:10 PM
Due Date: Fri 7/11/2003 8:00 AM

- Start the Reports wizard again.
- Choose to create the "Standards report for an assignment" option.

Using My Students and Classes

Microsoft Class Server - Teacher

File Tools Help

Microsoft® Class Server

Home (Online) My Learning Resources Assignment Manager Synchronize

Basic View Complete View

Assignment Manager

Create a Report Create an Assignment

Title	Unit	Type	Class	Due	Status
				7/11/2003	2 of 16 submitted
				7/11/2003	2 of 16 submitted
				7/11/2003	2 of 16 submitted

Reports Wizard

Select a class or group for the standards report

Select a class or group that has the standards you want a report for. Then select the assignment for that class or group.

5th Gra

6th Gra

Arnese

Boyd

Overstreet

Sheltor

(No Groups)

Students

My Students and Classes

Assigned: 7/10/2003

Start Date: Thu 7/10/2003 1:10 PM

Due Date: Fri 7/11/2003 8:00 AM

Back Finish Cancel

Preview Print Edit Copy Delete

Notice the group you just created is now available in the list to **Select a class or group**.

Choose that group, then choose **"Finish"** to complete this task.

Working with Assignments

The screenshot shows the Microsoft Class Server - Teacher interface. The top navigation bar includes 'Home (Online)', 'My Learning Resources', 'Assignment Manager', and 'Synchronize'. The 'Home (Online)' section is active, displaying a 'Getting started' menu with the following items:

- Open curriculum library
- Create an assignment!** (highlighted with a red callout box containing the text 'Click Here')
- Create reports
- Edit class Web pages
- Learn about Class Server

The 'Assignment Calendar' section is also visible, showing a calendar for July 2003 and August 2003. The current date is Thursday, July 03, 2003.

From the **Complete View** under the **Home Menu**, click on **“Create an Assignment”** in the left pane, the Assignment Wizard will begin. You may also choose to click on the **Assignment Manager** for more options.

Working with Assignments

From the My Learning Resources Window

The screenshot shows the Microsoft Class Server - Teacher interface. The main window is titled "My Learning Resources" and contains a table of resources. A red arrow points to the "My Learning Resources" icon in the top navigation bar, which is labeled with a yellow box containing the number "1".

Title	Course	Unit	Subject/Topic	Type	Last Modified	Sharing
Article - Standardized Tests	Microsoft Encarta co...			Microsoft ...	7/2/2003	
CMYK Layout					7/1/2003	✓
Sample created with CMYK temp...					7/2/2003	✓
Stained Glass Template					7/1/2003	✓

An "Assignment Wizard" dialog box is open in the foreground. A red arrow points to the "Assign" button in the lower right pane of the wizard, which is labeled with a yellow box containing the number "2".

Welcome to the Assignment Wizard

This wizard helps you create and print an assignment for your students. After you complete this wizard, the assignment will be available for grading and reports.

In this wizard, you can:

- Edit cover page information
- Add standards to the assignment for grading
- Select who will receive this assignment
- Review and print the assignment

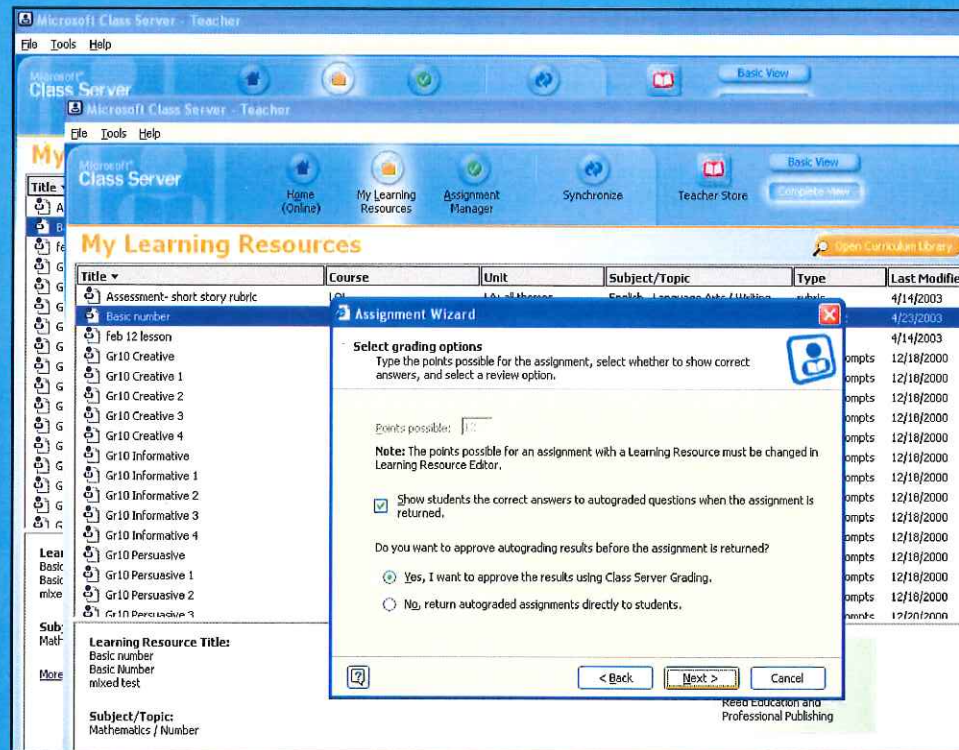
To continue, click **Next**.

Do not show this information again.

< Back Next > Cancel

For this example, we will create an assignment from the **My Learning Resources** window by selecting a learning resource you want to assign to your class, then click **“Assign”** in the lower right pane.

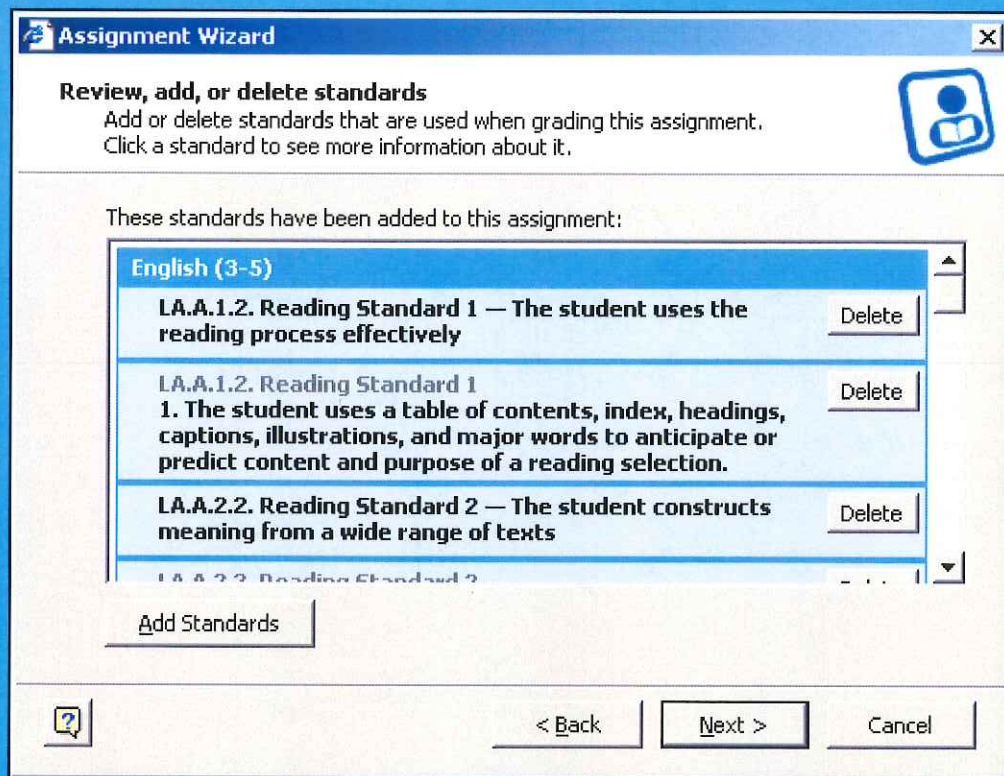
Working with Assignments



If you want to review the assignment before it is returned, select **“Yes, I want to approve the results using Class Server Grading”**. Click the **“Next”** button to continue. If you would like the assignment to be completely marked by Class Server and returned immediately to the student, select **“No, return autograded assignments directly to students”**, then click the **“Next”** button.

Working with Assignments

Curriculum Standards Aligned Assignments



By default, the Learning Resource should have already been aligned with standards and be approved and ready to use. This process is something that should be completed from the curriculum developers while creating Learning Resources.

Note

Each Assignment can be aligned with appropriate curriculum standard(s). Adding or deleting standards to assignments overrides the standards attached to the Learning Resource for a particular assignment if necessary.

Working with Assignments

The screenshot displays the Microsoft Class Server - Teacher interface. The main window shows a list of learning resources under the heading "My Learning Resources". An "Assignment Wizard" dialog box is open, prompting the user to "Distribute the assignment to students". The dialog box contains two lists: "Select a class to assign to:" and "Assign to:". The "Assign to:" list is currently empty, and the "Add ->" button is highlighted. The "Next >" button is also visible at the bottom of the dialog box.

Title	Course	Unit	Subject/Topic	Type	Last Modified
Assessment- short story rubric					4/14/2003
Basic number					4/23/2003
Feb 12 lesson					4/14/2003
Gr10 Creative				ompts	12/18/2000
Gr10 Creative 1				ompts	12/18/2000
Gr10 Creative 2				ompts	12/18/2000
Gr10 Creative 3				ompts	12/18/2000
Gr10 Creative 4				ompts	12/18/2000
Gr10 Informative				ompts	12/18/2000
Gr10 Informative 1				ompts	12/18/2000
Gr10 Informative 2				ompts	12/18/2000
Gr10 Informative 3				ompts	12/18/2000
Gr10 Informative 4				ompts	12/18/2000
Gr10 Persuasive				ompts	12/18/2000
Gr10 Persuasive 1				ompts	12/18/2000
Gr10 Persuasive 2				ompts	12/18/2000
Gr10 Persuasive 3				ompts	12/18/2000

Assignment Wizard

Distribute the assignment to students
Select the class, group, or students to distribute this assignment to, and then click Add.

Select a class to assign to:
Basics 101

Assign to:
Basics 101
Entire Class

Add ->
Remove
Remove All

< Back Next > Cancel

Reed Education and Professional Publishing

Select your class(es) and/or student(s) from the box on the left, and click on the "add" button, then choose "Next".

Working with Assignments

The screenshot shows the Microsoft Class Server Teacher interface. A table of resources is visible, and an "Assignment Wizard" dialog box is open. The dialog box has a title bar "Assignment Wizard" and a close button. It contains the following text:

Add assignment dates
Select a due date for this assignment. If this assignment doesn't need a due date, select the end-of-term date.

Due date and time:
4/24/2003 8:00AM

You can: Distribute to students. Only myself.

The dialog box also features a calendar for April 2003 with the 23rd selected. At the bottom, there are buttons for "< Back", "Next >", and "Cancel".

Title	Course	Unit	Subject/Topic	Type	Last Modified
Assessment- short story rubric					4/14/2003
Basic number					4/23/2003
feb 12 lesson					4/14/2003
Gr10 Creative				ompts	12/18/2000
Gr10 Creative 1				ompts	12/18/2000
Gr10 Creative 2				ompts	12/18/2000
Gr10 Creative 3				ompts	12/18/2000
Gr10 Creative 4				ompts	12/18/2000
Gr10 Informative				ompts	12/18/2000
Gr10 Informative 1				ompts	12/18/2000
Gr10 Informative 2				ompts	12/18/2000
Gr10 Informative 3				ompts	12/18/2000
Gr10 Informative 4				ompts	12/18/2000
Gr10 Persuasive				ompts	12/18/2000
Gr10 Persuasive 1				ompts	12/18/2000
Gr10 Persuasive 2				ompts	12/18/2000
Gr10 Persuasive 3				ompts	12/18/2000

Select the **due date and time** the assignment is to be completed by the students. Do this by clicking on the dropdown menu. Then select the option **“The assignment will be distributed immediately”** or select the date for distribution.

Note

Anytime you edit a resource or create a new one, you should synchronize with the server. If you close Class Server without synchronizing, it reminds you to do so.

Using the Grading Tool

Student Assignments

The screenshot shows a web-based grading tool interface. On the left, a sidebar lists student names and their scores for an assignment titled 'Synesthesia'. The main area displays the assignment questions for a student named John Adams. The questions are multiple-choice and fill-in-the-blanks. A dropdown menu for question 5 shows the current answer as '<Unanswered>' and the correct answer as 'taste'. The interface includes navigation buttons for 'Previous Student' and 'Next Page', and a 'Comments' field at the top right.

Points possible

assignments:

- John Adams
- Cory Exton
- Angela Benson
- 46 * Ray Camden
- 39 * Sam Doyle
- 38 * Josh Fippin
- 21 * Ralf Garrett
- 15 * Jeff Hicks
- 28 * Brad Johnson
- 36 * Tony Leroy
- 44 * Tina Mango
- 38 * Sonny Paulson
- 28 * Karen Reeves
- 45 * James Smith
- 41 * Tammy Thompson
- 41 * Julia Zoschella

John Adams

Previous Student Page: 1 of 2 Next Page

Synesthesia

Have you ever thought about how a feeling would *taste*, or a smell would *sound*? This is synesthesia. Answer the following questions, then have fun writing your own synesthetic poem.

- Choose an example of synesthesia.
 - a. Boredom tastes like stale bread.
 - b. The feel of rough cardboard is like sandpaper.
 - c. Strawberry jam tastes like sugarpilms on Christmas morning.
 - d. Niagara Falls sounds like an out-of-control freight train.
- Tactile imagery appeals to the sense of
 - a. taste
 - b. smell
 - c. hearing
 - d. touch
- Synesthesia is a type of imagery.
 - a. True
 - b. False
- Simile and synesthesia are interchangeable terms.
 - a. True
 - b. False

Fill in the Blanks for the next questions:

<Unanswered> *
Correct answer: taste

* Reviewed by teacher

Student Name – current assignment being graded.

Navigate to the Next Page, or the Next Student

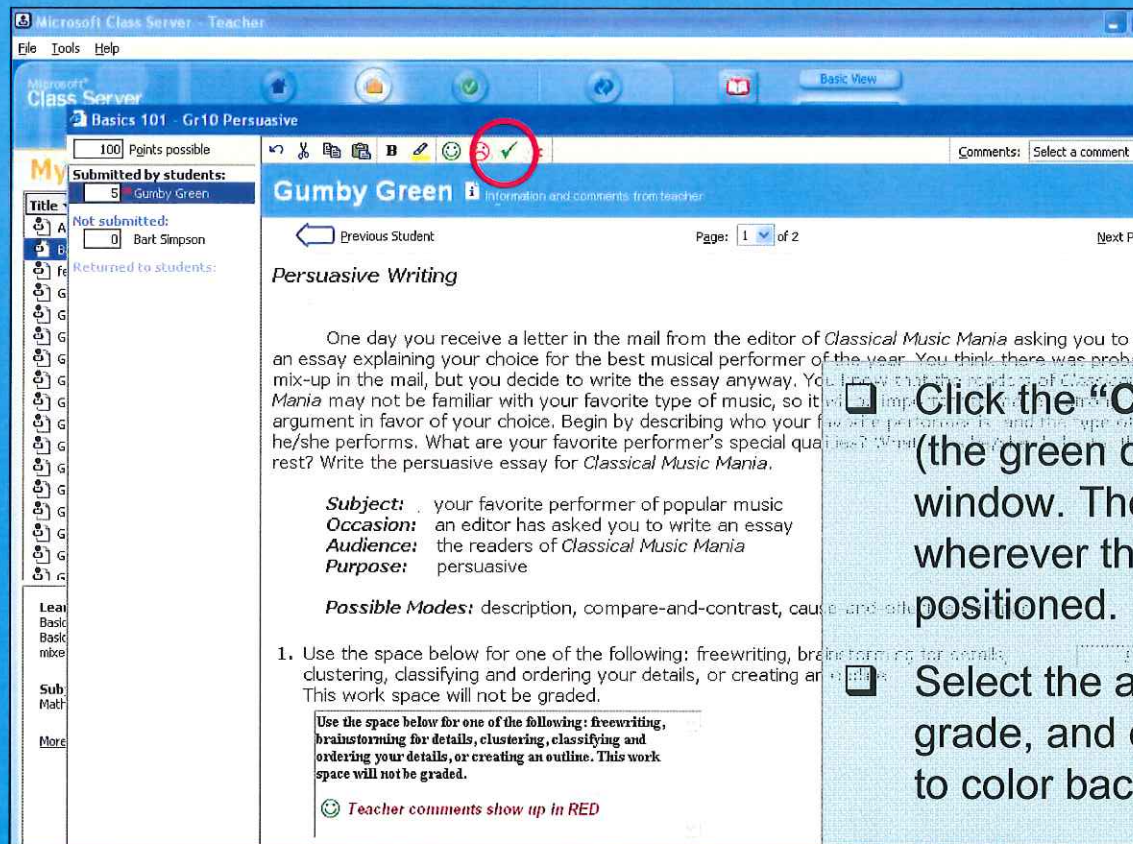
Point Value (can adjust manually)

Assignment Workspace

Note

*The grading icons (happy face, sad face, checks, etc.) can only be used in short answer, essay answer questions, and teacher comments boxes.

Using the Grading Tool



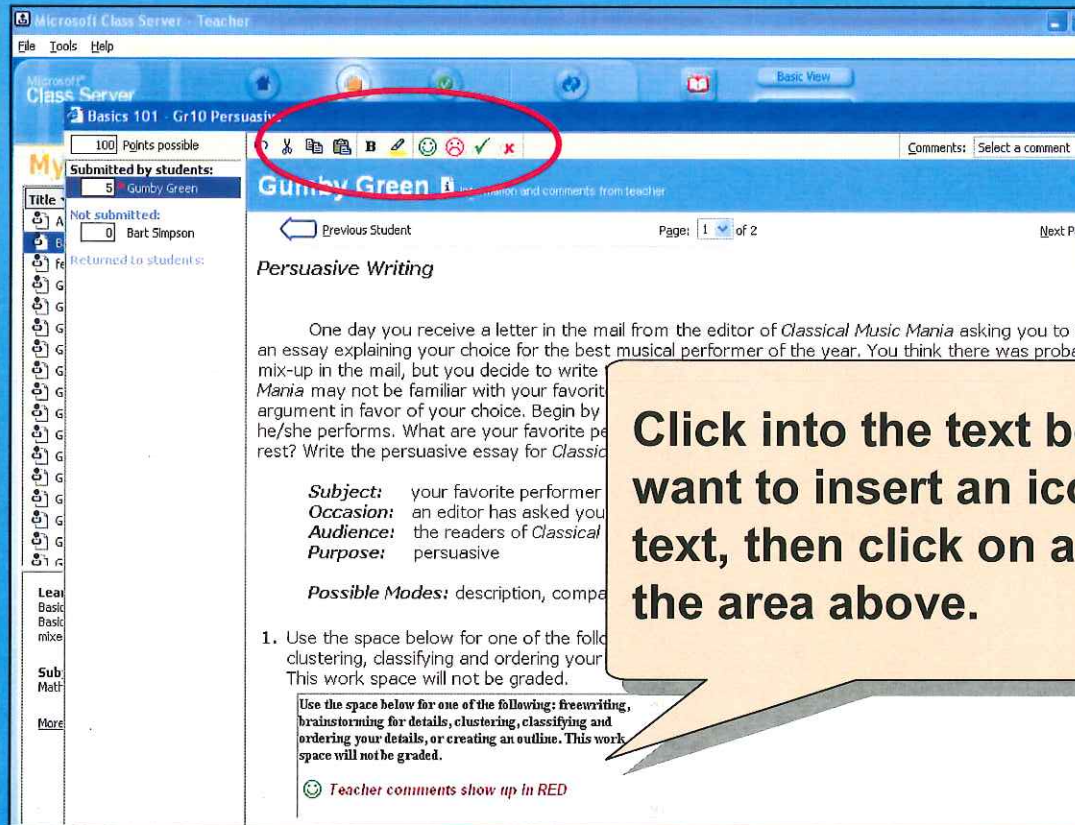
Recommended activities to explore the grading tool.

Click the “Correct Answer” button (the green checkmark) at the top of the window. The checkmark will be placed wherever the insertion point is positioned.

Select the answer that you want to grade, and click the “Highlight” button to color background yellow.

Position the insertion point where you want the face to appear, and then click the “Happy Face” button.

Grading Assignments



The screenshot shows the Microsoft Class Server interface for a teacher. The page title is "Basics 101 - Gr10 Persuasive". The toolbar at the top contains icons for text formatting (bold, italic, underline, strikethrough, text color, background color) and insertion (link, unlink, image, table, video, audio, code, help). A red circle highlights this toolbar. The main content area shows a student's submission titled "Gunby Green B...". The text of the submission is partially visible, starting with "One day you receive a letter in the mail from the editor of *Classical Music Mania* asking you to...". Below the text, there are fields for "Subject:", "Occasion:", "Audience:", and "Purpose:". A list of instructions follows, including "1. Use the space below for one of the following: freewriting, clustering, classifying and ordering your details, or creating an outline. This work space will not be graded." A note at the bottom states "Teacher comments show up in RED".

Click into the text box where you want to insert an icon or highlight text, then click on an icon from the area above.

Note

Icons can only be inserted into short answer and essay type questions.

Using the Grading Tool

The screenshot shows a web browser window titled "Overstreet - Synesthesia". On the left, a sidebar lists "Student assignments" with names and scores, including John Adams (29), Cory Exton (33), Angela Benson (44), Ray Camden (46), Sam Doyle (49), Josh Fippin (33), Ralf Garrett (21), Jeff Hicks (15), Brad Johnson (28), Tony Leroy (36), Tina Mango (44), Sonny Paulson (38), Karen Reeves (28), James Smith (45), Tammy Thompson (41), and Julia Zoschella (41). The main content area is for "John Adams" and shows a "Synesthesia" assignment. The text reads: "Have you ever thought about how a feeling would *taste*, or a smell would *sound*? This is synesthesia. Answer the following questions, then have fun writing your own synesthetic poem." The questions are:

- Choose an example of synesthesia.
 - a. Boredom tastes like stale bread.
 - b. The feel of rough cardboard is like sandpaper.
 - c. Strawberry jam tastes like sugarplums on Christmas morning.
 - d. Niagara Falls sounds like an out-of-control freight train.
- Tactile imagery appeals to the sense of
 - a. taste
 - b. smell
 - c. hearing
 - d. touch
- Synesthesia is a type of imagery.
 - a. True
 - b. False
- Simile and synesthesia are interchangeable terms.
 - a. True
 - b. False

Below the questions, it says "Fill in the Blanks for the next questions:" followed by a dropdown menu showing "<Unanswered> x" and "Correct answer: taste". At the bottom right, a score of "0 / 2" is visible. The interface includes a toolbar with icons for navigation and editing, and buttons for "Print Information", "Finish Grading", and "Save and Close".

When you grade assignments, you can work offline and save your work at any time. The next time you work online, the grading information will be synchronized with the school server.

Create an Autogradable Assignment

The screenshot shows the Microsoft Class Server interface for a teacher. The main window is titled "Microsoft Class Server - Teacher" and features a navigation bar with icons for Home (Online), My Learning Resources, Assignment Manager, Synchronize, and Teacher Store. The "Assignment Manager" section is active, displaying a table of assignments. The table has columns for Title, Unit, Type, Class, Due, and Status. Below the table, a detailed view of the selected assignment "Gr10 Informative" is shown, including its description, start date, and due date.

Title	Unit	Type	Class	Due	Status
Assignment with No Learning Resource	1	ABC	Basics 101	4/24/2003	
Basic number	Basic Number	mixed test	Basics 101	4/24/2003	
Gr10 Informative	Grade 10 Writin...	Writing Prompts	Basics 101	4/24/2003	
Gr10 Persuasive	Grade 10 Writin...	Writing Prompts	Basics 101	4/24/2003	

Assignment: [Gr10 Informative](#) **Status:**

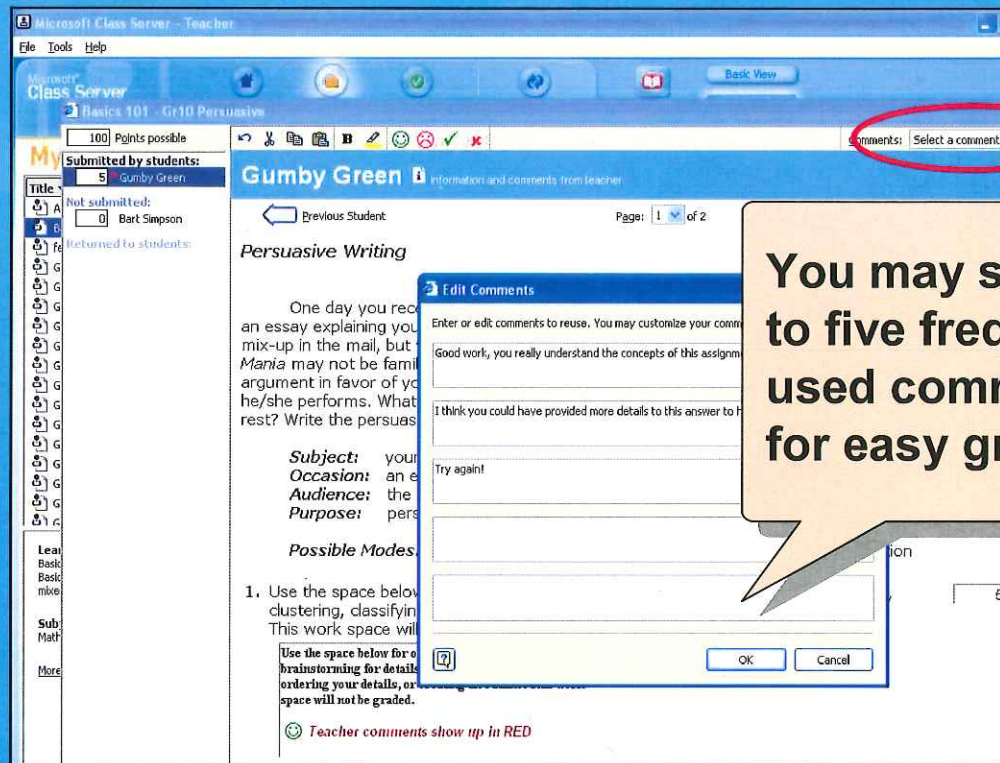
Grade 10 Writing Prompts
Writing Prompts, 100 points possible
Manually graded and returned.
Correct answers will be shown in graded work.

Assigned: 4/22/2003 **Start Date:** Wed 4/23/2003 **Due Date:** Thu 4/24/2003

After students have submitted their assignments, they can be graded using the grading tool.

One of the ways that Class Server can help you spend more time with your students is by “**autograding**” certain types of material, such as multiple choice or fill in the blank questions. If you choose the “**autograde**” function, the student will be able to refresh the page and get immediate results on the assignment.

Grading Assignments



The screenshot shows the Microsoft Class Server interface. At the top, there's a menu bar with 'File', 'Tools', and 'Help'. Below that, the page title is 'Microsoft Class Server' and the current assignment is 'Basics 101 - Gr10 Persuasive'. A dropdown menu for 'Comments:' is open, showing 'Select a comment' as the only option, which is circled in red. The main content area displays a student submission for 'Gumby Green' with a score of 5. The submission is titled 'Persuasive Writing' and contains a paragraph of text. Below the text, there are fields for 'Subject:', 'Occasion:', 'Audience:', and 'Purpose:'. A 'Possible Modes' section is also visible. An 'Edit Comments' dialog box is open over the submission, allowing the teacher to enter or edit comments. The dialog box has a title bar 'Edit Comments' and a text area with the comment 'Good work, you really understand the concepts of this assignment.' Below the text area, there are buttons for 'OK' and 'Cancel'.

You may save up to five frequently used comments for easy grading.

Another timesaving feature is using ready made comments. Create comments that are frequently used personalized remarks.

Create an Autogradable Assignment

Student View

Microsoft Class Server - My Assignments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Student01 Zis My School My Assignments Sign Out

Show assignments for: All Classes - All

Title	Class	Points	Due
whatever	PattySiegwarth01	--	Fri 6/6/2003
Practice Assignment	KeithSchacht01	--	Fri 6/6/2003
Cinderella in Many Cultures	LizOverstreet01	4/0	Wed 6/18/2003
Choosing a Location for a Town	MS Social Studies	--	Wed 6/18/2003
Early Latin American Cultures and Empires	MS Social Studies	--	Wed 6/18/2003
Intro to PowerPoint	MS Social Studies	--	Wed 6/18/2003
Lava Lamp Assessment	Middle School Science	--	Fri 6/20/2003
Circles, 2D and 3D shapes	Elementary Science	--	Fri 6/20/2003
music	First Class	--	Wed 6/25/2003

Additional parent and student resources online...

Local intranet

When a student logs into their class home page, they will get a personalized view with the option to view all of their assignments from teachers using Class Server. Students can choose the **“My Assignments”** option to work on their homework from multiple teachers in one place.

Note

The student portal will be covered in more detail later.

Create and Print a Report

Microsoft Class Server - Teacher

File Tools Help

Microsoft® Class Server

Home (Online) My Learning Resources Assignment Manager Synchronize

Basic View Complete View

Assignment Manager

Create a Report Create an Assignment

Title	Unit	Type	Class	Due	Status
To learn about assignments, see About assignments in online Help for Class Server. For an overview of Class Server and Assignment Manager, click Teacher's Guide on the Help menu.					
To create your first assignment, click Create an Assignment above, and then follow the instructions in the wizard.					

All Classes

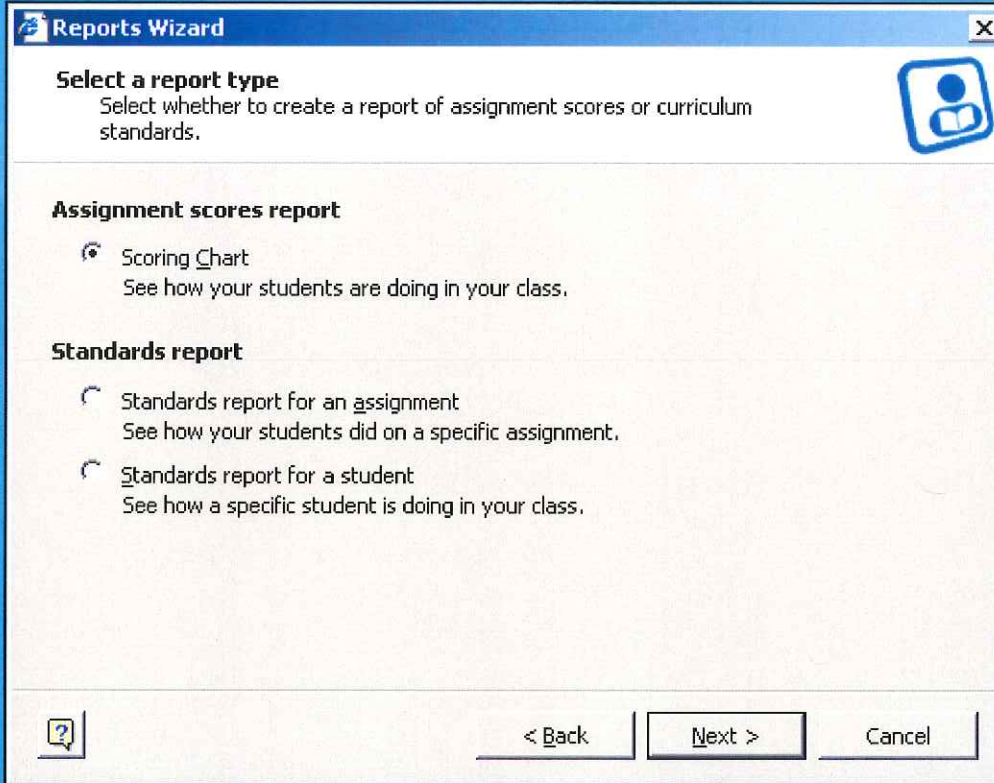
Test Class (No Groups)

Students

Click Here

From the **Assignment Manager**, choose the “**Create a Report**” button (top right) to create scoring charts, standard reports for classes, students, or specific assignments.

Create and Print a Report



The screenshot shows a dialog box titled "Reports Wizard" with a close button (X) in the top right corner. The main text reads "Select a report type" followed by "Select whether to create a report of assignment scores or curriculum standards." There is a help icon (question mark in a square) in the top right. The dialog is divided into two sections: "Assignment scores report" and "Standards report". Under "Assignment scores report", there is a radio button selected next to "Scoring Chart" with the description "See how your students are doing in your class." Under "Standards report", there are two radio buttons: "Standards report for an assignment" (description: "See how your students did on a specific assignment.") and "Standards report for a student" (description: "See how a specific student is doing in your class."). At the bottom, there is a help icon (question mark in a square) on the left, and three buttons: "< Back", "Next >", and "Cancel".

Reports Wizard


Select a report type
Select whether to create a report of assignment scores or curriculum standards.

Assignment scores report

- Scoring Chart
See how your students are doing in your class.

Standards report

- Standards report for an assignment
See how your students did on a specific assignment.
- Standards report for a student
See how a specific student is doing in your class.



In this example, choose the **Scoring Chart** option, then click on **“Next”**.

Create and Print a Report for Parent-Teacher Conference

The screenshot shows a web-based report titled "Assignment Scores Report" for the class "Basics 101". The report is filtered for the date range "4/24/2003" to "4/25/2003". A calendar for April 2003 is overlaid on the report, with the date "4/24/2003" highlighted. The report table shows the following data:

Students	Assignment with No Learning Resource (4/24)	Gr10 Informative (4/24)	Gr10 Persuasive (4/24)	Science Project Example (4/25)
Gumby Green	0 pts	100 pts	100 pts	35 pts
Bart Simpson	0		0	

In this example, you will create a report for a parent-teacher conference that shows each of your student's standards assessment progress.

You can create a report, export it to a Microsoft Excel spreadsheet, or print it.

Before we continue...

- Does everyone have a basic understanding of how to use the Assignment Manager?**
- Do you have the basic concepts of how to use the grading tool?**
- Can you create a report?**
- Would you like more time to cover anything in this section?**

Microsoft®

Class Server

Learning Management Platform

Section Five:

Using the Web

Page Editor

Working with Students

School and Class Web Pages

In Class Server, a school page is a Web page that contains information about your school. The school page provides space for your school administrator to list news, current events, and Web links. The school page can also include your school logo and a description of the school.

Class pages, by comparison, contain information about specific classes, such as assignments for the current week, related events, and news items for the class. A class page is automatically created for each class.

Anyone can view the school page, but only a Class Server administrator can edit it. You and your students can view your class pages by clicking links on the school page, and you can edit the class pages for your own classes.

Your Class Web Page

Microsoft Class Server - Teacher

File Tools Help

Microsoft Class Server

Home (Online) My Learning Resources Assignment Manager Synchronize

Basic View Complete View

Home (Online)

Thursday, July 03, 2003

Getting started

- Open curriculum library
- Create an assignment
- Create reports
- Edit class Web pages**
- Learn about Class Server

Assignment Inbox

There are currently no assignments ready for grading.

Assignment Calendar

View the schedule for a class or group in this list:

All Classes

Print Calendar

(Today) Thursday, July 03, 2003

Assignments due.

July 2003

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

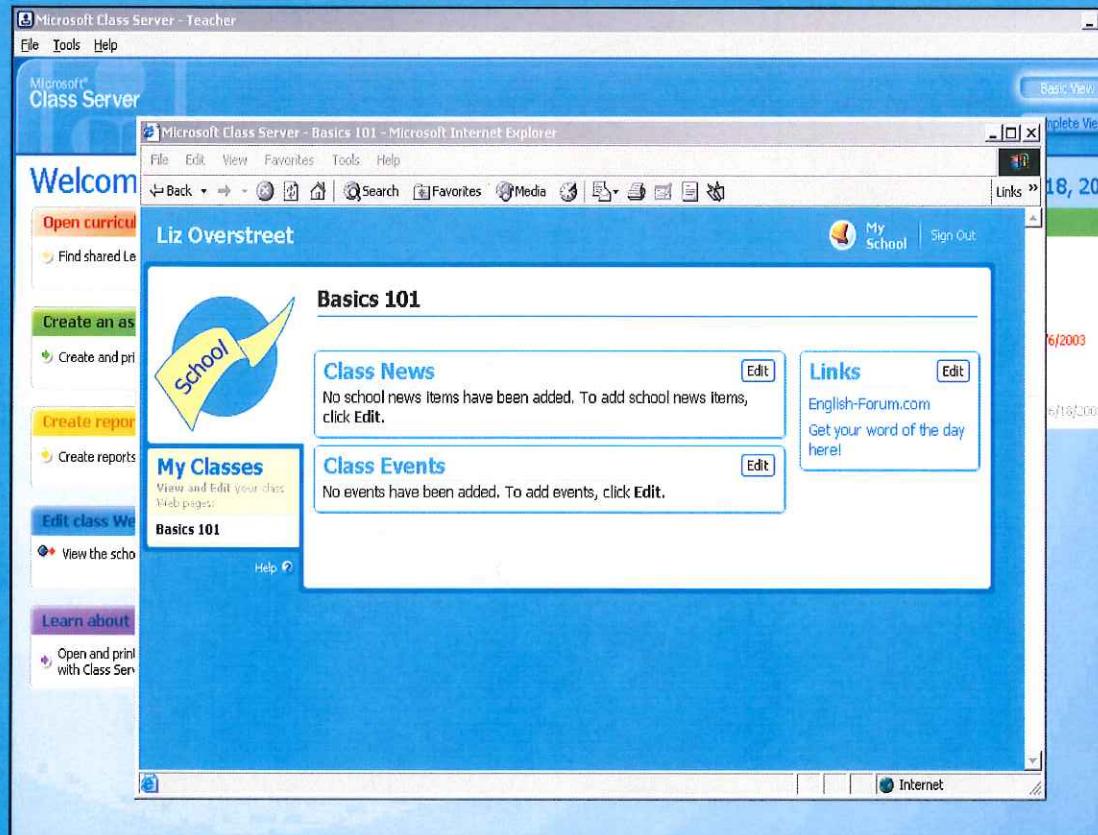
August 2003

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Return to Today's Date

Microsoft Class Server automatically creates a web site for your school. You can connect to this site and access pages for your class or classes through the **Edit class Web pages on Class Server – Teacher Home**.

Edit Your Class Web Page

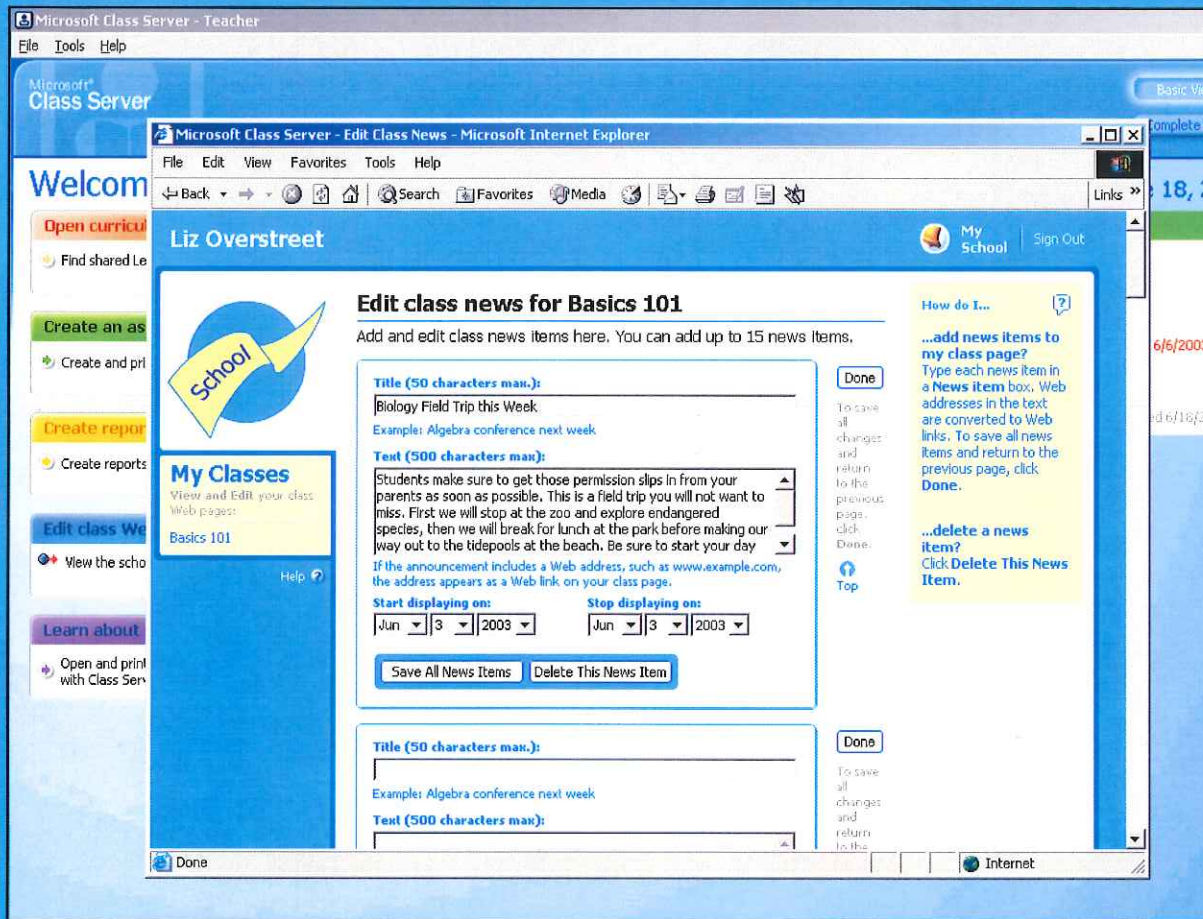


The new window will open, as shown, where you can make edits and personalize web pages for your classes.

Note

*The class web pages are pre-formatted into the following areas: **Class News**, **Class Events**, **Links** to other web sites of interest to the class.*

Edit News



Take a look at the **“Edit news”** area. You can add up to 15 news items, and they all have **“start”** and **“stop”** times, so it is easy to plan ahead. You also do not have to worry about your news items being outdated.

Note

News items have a 500 character limit.

Edit Events

The screenshot shows a web browser window titled "Microsoft Class Server - Teacher" with a menu bar (File, Tools, Help). The main content area is titled "Microsoft Class Server - Edit Class Events - Microsoft Internet Explorer" and features a navigation sidebar on the left with options like "Open curriculum", "Find shared Le...", "Create an as...", "Create and pri...", "Create repor...", "Create reports", "Edit class We...", "View the scho...", "Learn about...", and "Open and print with Class Ser...". The main content area is for "Liz Overstreet" and "Edit events for Basics 101". It includes a "Picture (optional):" dropdown menu with "Lunch" selected and a picture icon. Below this is an "Event description (500 characters max.):" text area containing "School lunch this week is sure to be a hit - everyone's favorite - PIZZA is on the menu". The "Event date:" is set to "Jun 3 2003" and the "Event time:" is "11:00 AM". There are "Save All Events" and "Delete This Event" buttons. A "Done" button is also present. A yellow callout box on the right provides instructions: "...add an event to my class page? Use this page to add and edit events. Web addresses in the text are converted to Web links. To save all events and return to the previous page, click Done." and "...delete an event? Click Delete This Event. Once the event date has passed, the event will no longer appear on the class page." The browser's address bar shows "18, 20" and the status bar at the bottom indicates "Internet".

Take a look at the **“Edit events”** area. There are a variety of pictures to choose from to draw attention to your events. Up to 15 events can be added to this section.

Edit Links

The screenshot shows a web browser window titled "Microsoft Class Server - Edit Class Links - Microsoft Internet Explorer". The page is for "Liz Overstreet" and "Basics 101". It features a sidebar with navigation options like "Open curriculum", "Create an assignment", and "Create reports". The main content area is titled "Edit links for Basics 101" and contains two identical form sections for adding links. Each form has a "Link title (50 characters max.):" field with a placeholder "Get your word of the day here!" and an example "Algebra resources", and a "Web address (500 characters max.):" field with a placeholder "http://dictionary.reference.com/" and an example "http://www.example.com/algebra". Below each form are "Save All Links" and "Delete This Link" buttons. To the right of the forms are instructions: "How do I...", "...add links to my class page?" (explaining that link titles appear on the class page and that clicking "Done" saves all links and returns to the previous page), and "...delete a link? Click Delete This Link." A "Done" button is also present at the bottom of the page.

In the "Edit links" section, you may choose to add a link to email the teacher.

To do this, in the Link title box, type in something like **"Email the Teacher"** and in the web address box, type in `mailto:email@school.edu` (`mailto:your email address`)

Completed Class Web Page View

The screenshot shows a Microsoft Internet Explorer browser window with the title bar 'Microsoft Class Server - Basics 101 - Microsoft Internet Explorer'. The address bar is empty. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Home, Search, Favorites, Media, and other navigation icons. The main content area is titled 'Welcome, Gumby Green' and features a 'My School' and 'My Assignments' section with a 'Sign Out' link. The main content is organized into several sections: a 'School' icon, a 'Basics 101' header, an 'Assignments Due' section for 'feb 12 lesson' due on '6/11', a 'Links' section for 'English-Forum.com', a 'My Classes' sidebar with a 'Basics 101' link, a 'Class News' section titled 'Biology Field Trip this Week' with a text paragraph, and a 'Class Events' section for 'Saturday, June 21, 2003' at '11:00 AM' with a photo of a pizza and a text announcement.

Once you have finished making the edits, save your changes and click on **“done”**. To see the final view, click on the **“(your class name)”** link under **My Classes** in the left pane.

Note

This example is a finished web page in the student view.

Student Access to Class Server

Class Web Page

Microsoft Class Server - Basics 101 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Welcome, **Gumby Green** My School My Assignments Sign Out

Basics 101

Personalization Name and School Logo Based on sign in

Reminder Note if Assignments Due

Link for Students to Access Assignments

My Classes
View your class Web pages:
Basics 101

Assignments Due
feb 12 lesson Due 6/11

Links
English-Forum.com
Get your word of the day here!

Class News
Biology Field Trip this Week
Students make sure to get those permission slips in from your parents as soon as possible. This is a field trip you will not want to miss. First we will stop at the zoo and explore endangered species, then we will break for lunch at the park before making our way out to the tidepools at the beach. Be sure to start your day with a nutritious breakfast for extra energy!

Class Events
Saturday, June 21, 2003
11:00 AM School lunch this week is sure to be a hit - everyone's favorite - PIZZA is on the menu!

Teacher and Administrator Editable Content Areas

Student Access to Class Server

Student Sign in

Welcome to the OE home page.

My School

OE

School News
No school news items have been added.

School Events
No events have been added.

Links
No links have been added.

Sign in

Username:

Password:

More

Sign In

Change your password

Powered by
Microsoft

Students can access their Class Server school web pages from a web browser. The student will sign in with their usual school login and password.

When a student logs into the class home page, they will get a personalized view with the option to view all of their assignments from teachers using Class Server.

Student Access to Class Server

Student Sign in


Microsoft Class Server - Basics 101 - Microsoft Internet Explorer


File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Media Print Mail News RSS



Welcome, **Gumby Green** My School My Assignments Sign Out

Basics 101



Assignments Due 
feb 12 lesson Due 6/11

Class News 
Biology Field Trip this Week
Students make sure to get those permission slips in from your parents as soon as possible. This is a field trip you will not want to miss. First we will stop at the zoo and explore endangered species, then we will break for lunch at the park before making our way out to the tidepools at the beach. Be sure to start your day with a nutritious breakfast for extra energy!

Class Events 
Saturday, June 21, 2003
11:00 AM  School lunch this week is sure to be a hit - everyone's favorite - PIZZA is on the menu!

My Classes
View your class Web pages:
Basics 101

Links
English-Forum
Get your word of the day here!

After the student logs in, they will see their school **Class Server** web page. From this page, the student has access to any news in their classes, and homework assignments.

Student Access to Class Server

Student Sign in

Welcome, Gumby Green

My School My Assignments Sign Out

Basics 101

Assignment feb 12 less

Class News

Class Events

Saturday, J

11:00 AM

Additional parent and student resources online...

Local Intranet

1

2

3

1. Select "My Assignments" to open the assignment page. Students who use this option can work on their homework from multiple teachers in one place.
2. The new window opens displaying all of their assignments and the status.
3. Click on a link to begin an assignment, or view the graded results.

Before we conclude...

- Can you access the web page editor?**
- Do you have a basic understanding of the school and class web pages?**
- Would you like more time to cover anything in this, or any other section?**

Microsoft®

Class Server

Learning Management Platform

Section Six:

Summary

Thank you for being here!

This completes the Class Server Teacher Training Workshop. You should walk away from here knowing how the program is used, and feeling confident about the basic functionality.

Make sure you take the training packet with you, as it will provide you with reminders about what we covered today.

Please do not forget to fill out the evaluation and leave it behind for me. If you have immediate questions, please see me after the workshop.

For More Information

Class Server Support Contacts

Contact 1 Name

Contact 1 Email Address

Contact 1 Work Phone

or

Contact 2 Name

Contact 2 Email Address

Contact 2 Work Phone