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

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.

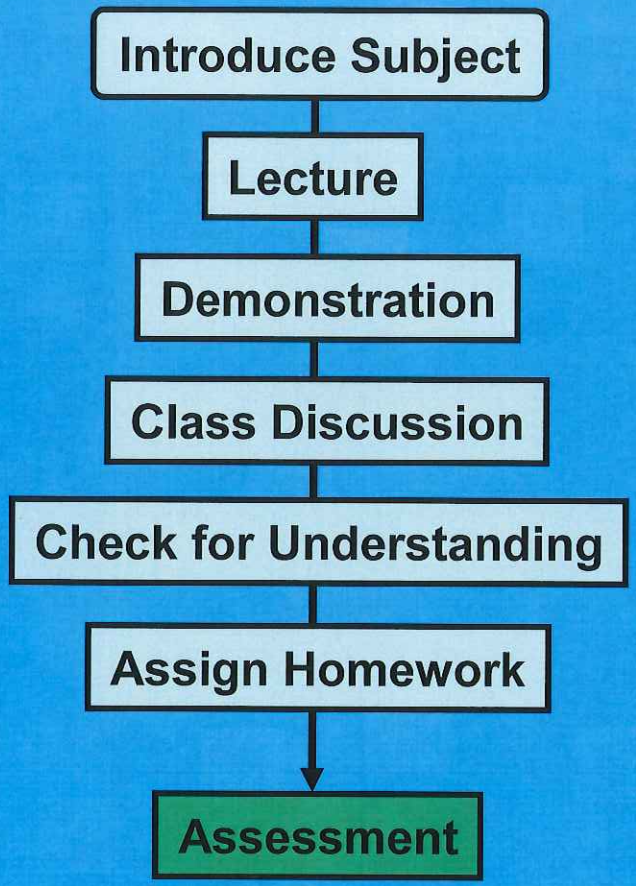
Class Server

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

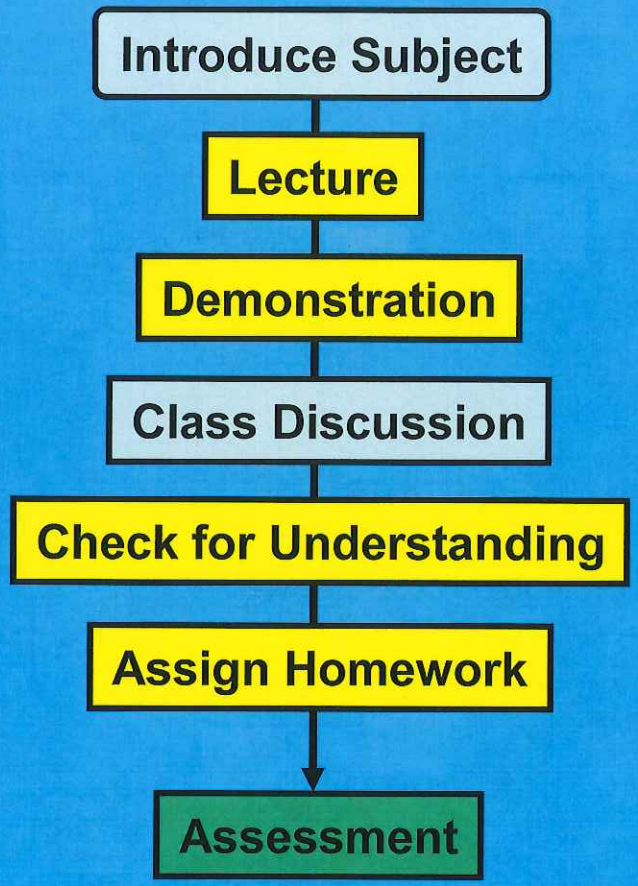
What happens now



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

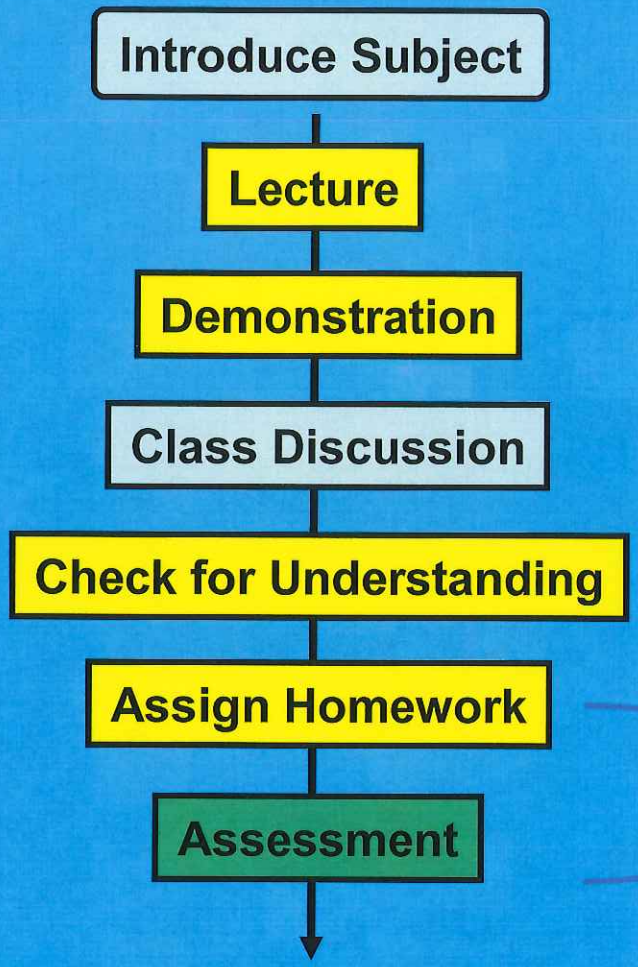
What happens with Class Server



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



Word Doc, Web links, Applet, Video Clip, Images = Learning Resource

Quiz = Learning Resource

For this example, the teacher using Class Server wants to assign the work separate from the quiz, so there are two Learning Resources.

Each Learning Resource has to be distributed independently

An Assignment does not have to have a Learning Resource attached to it

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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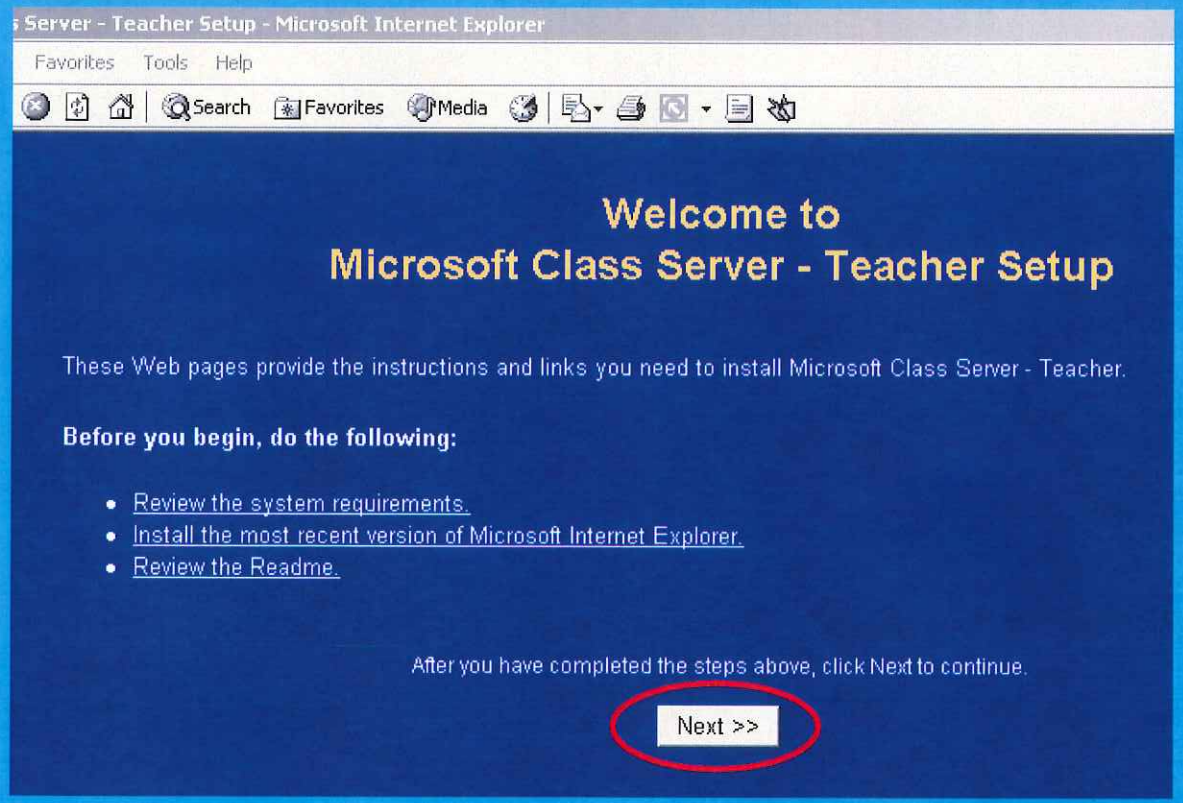
Section Two:

Getting Started

Getting Started: Installation

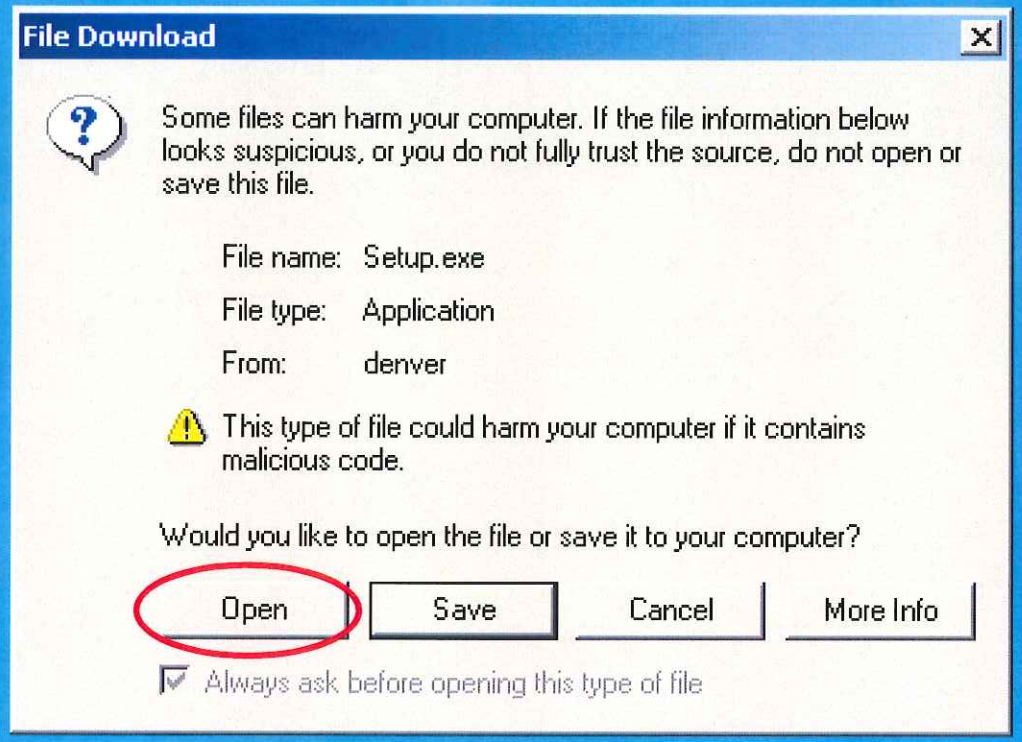
Go to the appropriate web page according to staff location as follows:
http://csportal/yourschoolname/TeacherSetup
<Exact settings can be obtained from the trainer, or your Class Server Administrator>



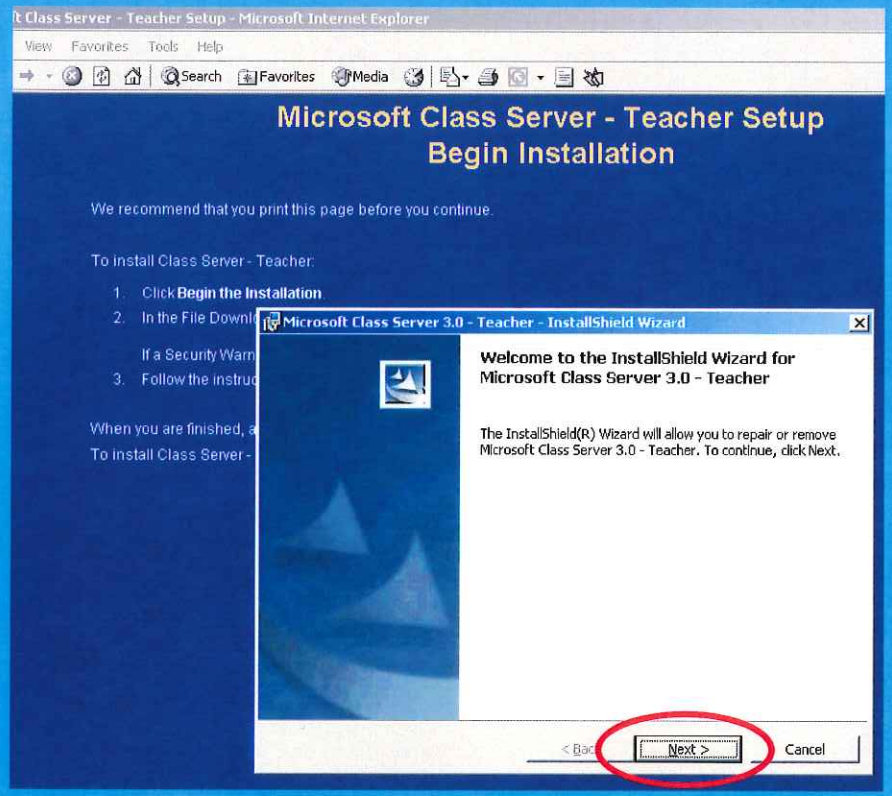
Click on the **"Next"** button to continue. A test will then begin, and the next screen will display if the test was successful. Next, click on the **"Begin the Installation"** link to continue.

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.

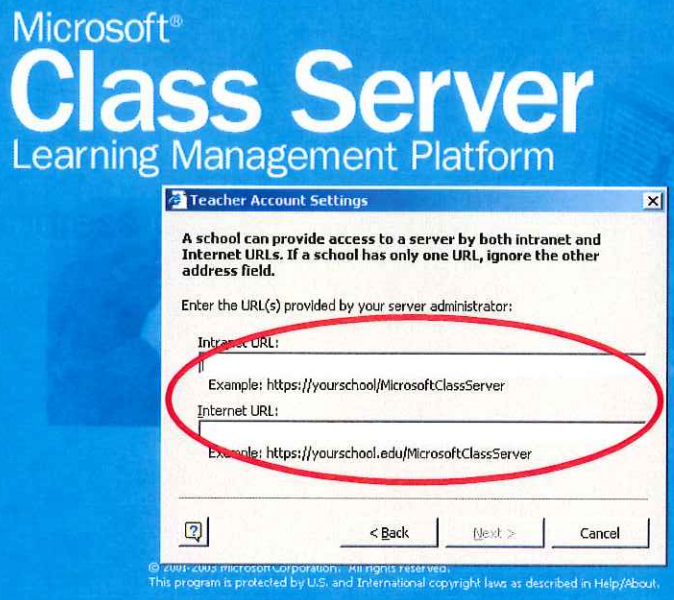
Leave the default location in the message window as indicated:

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



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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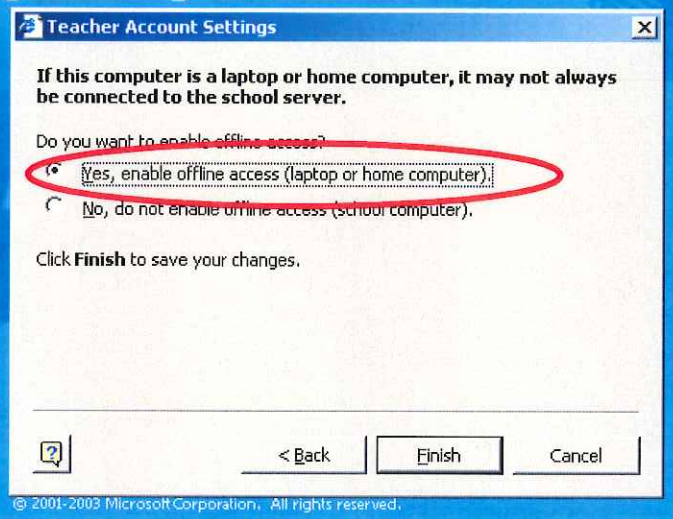
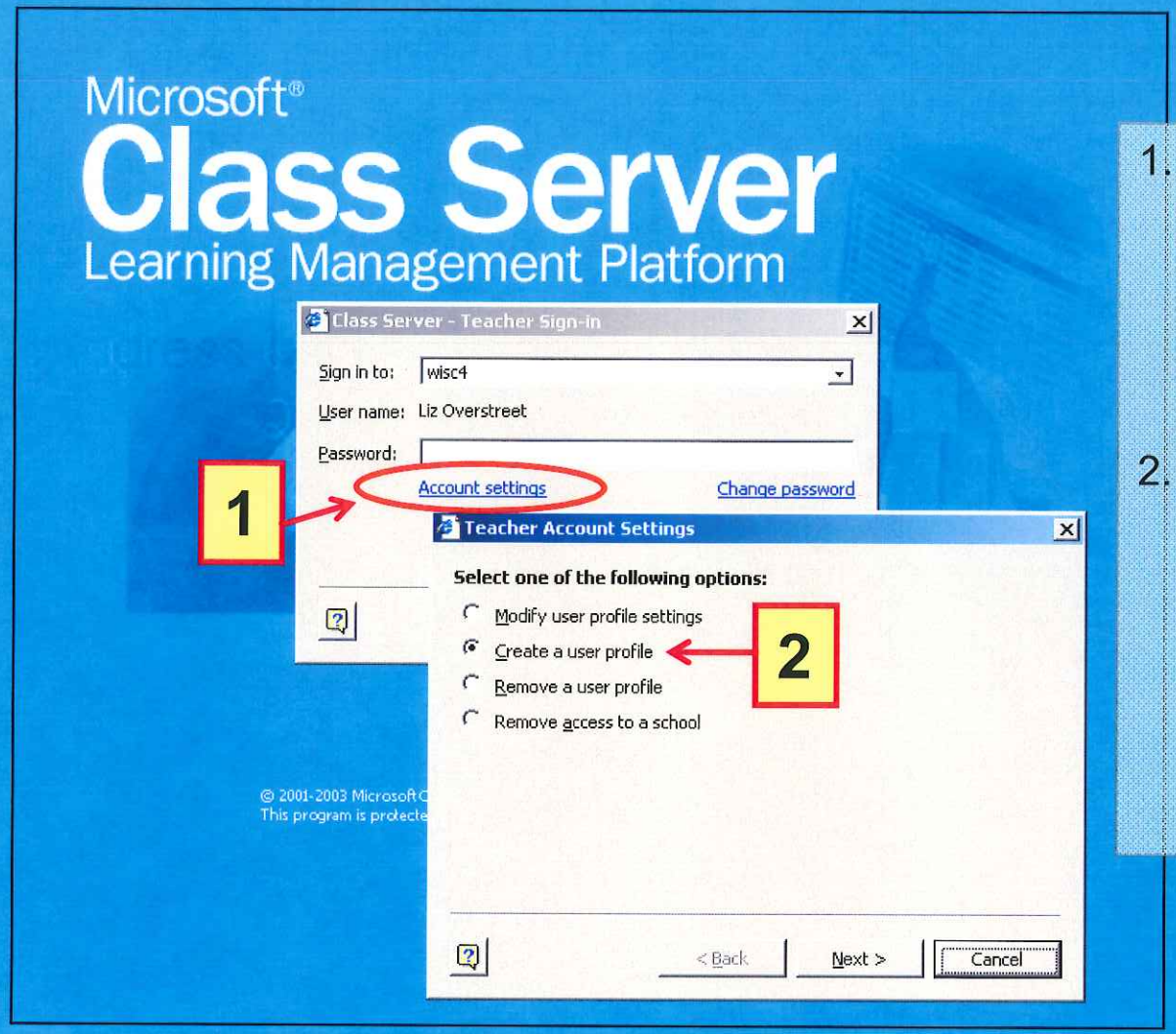


Choose **"at school"** if you are connected to the school network, or if you are physically at school. If you are away from the school network on an internet connection, choose **"away from school"**. The default selection is **"I am at school (intranet)"**.

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)

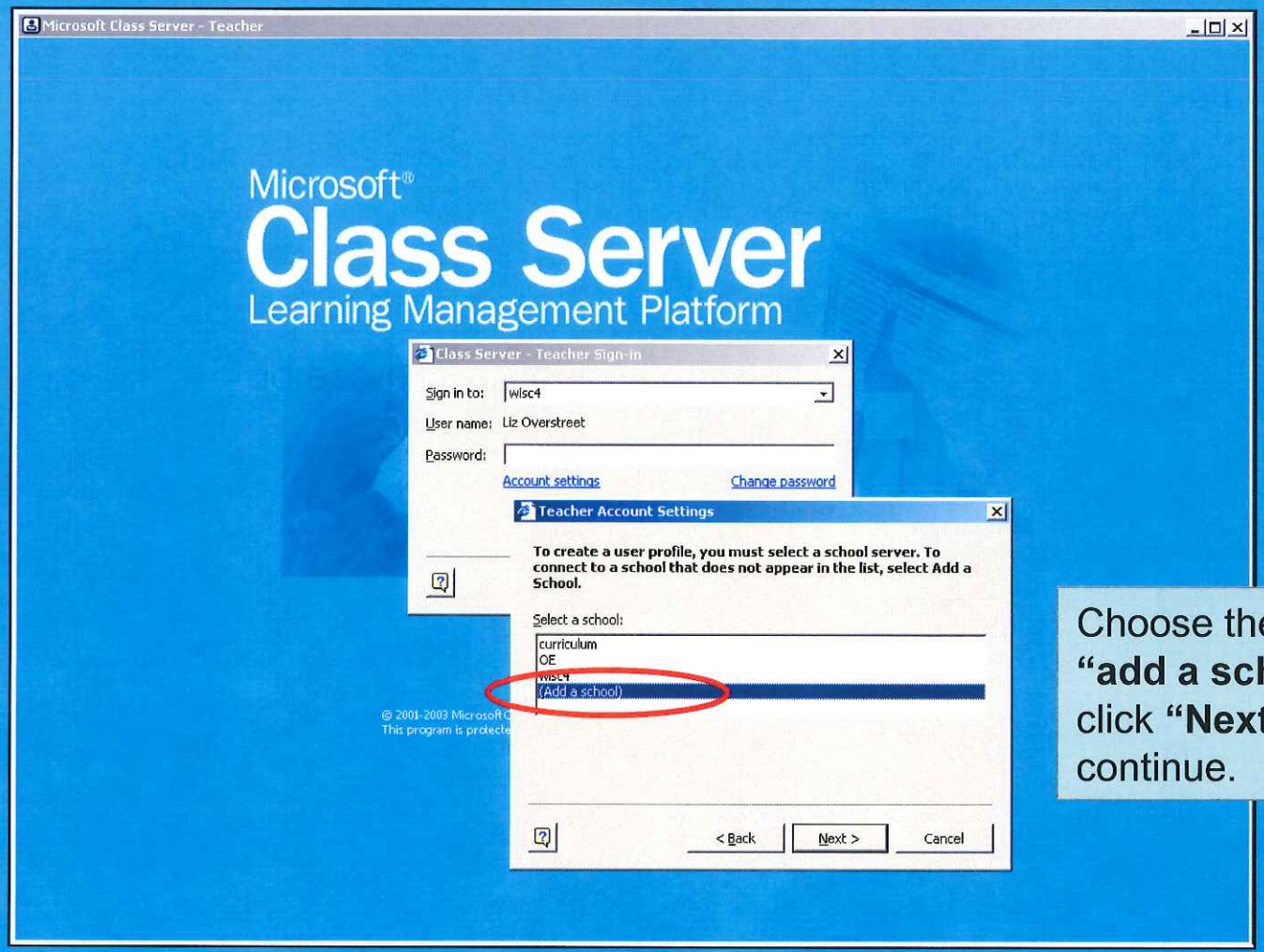
For Teachers with Students at More than one Location



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)

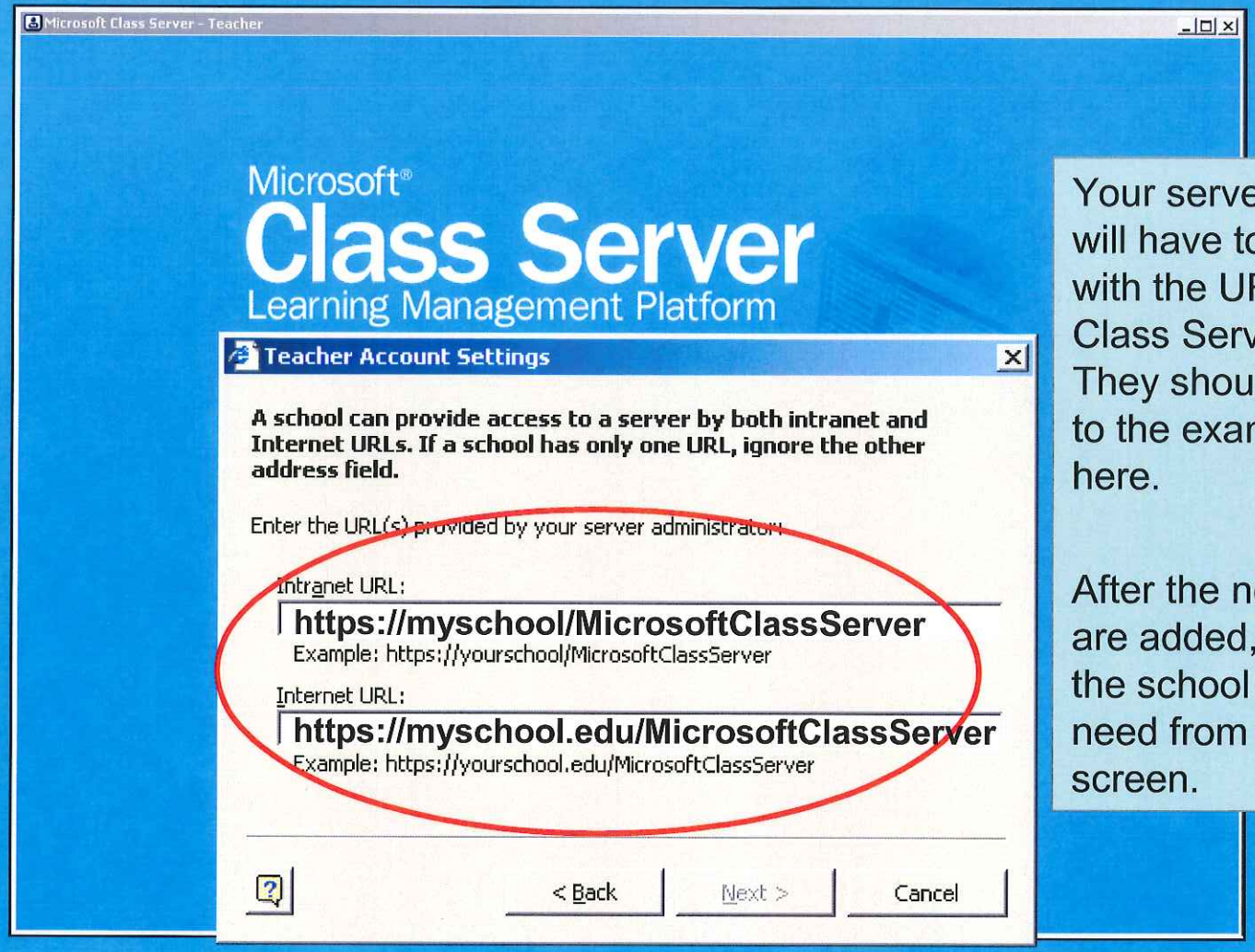
For Teachers with Students at More than one Location



Choose the option to **"add a school"**, then click **"Next"** to continue.

Add New Teacher Profile(s)

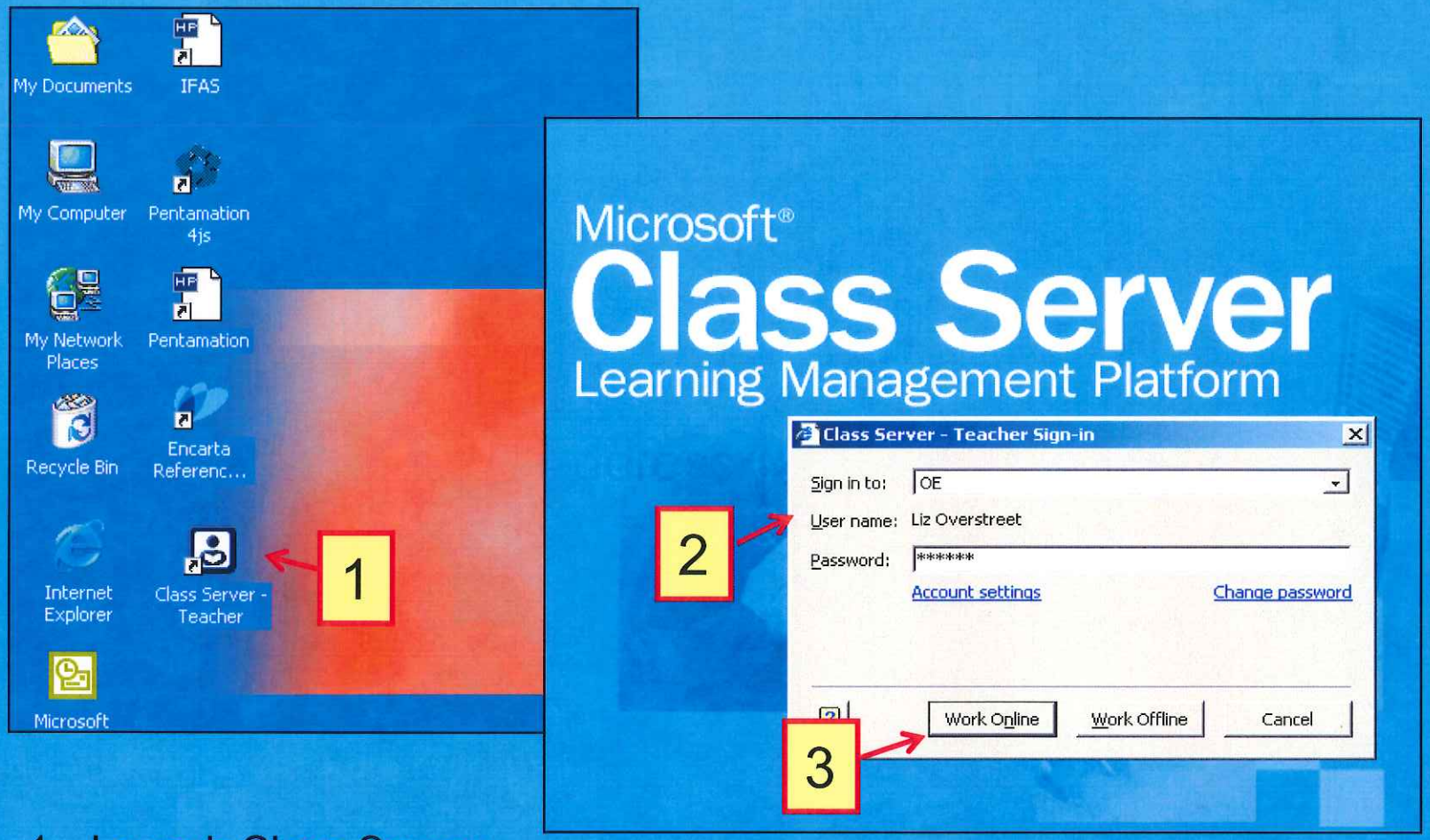
For Teachers with Students at More than one Location



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.

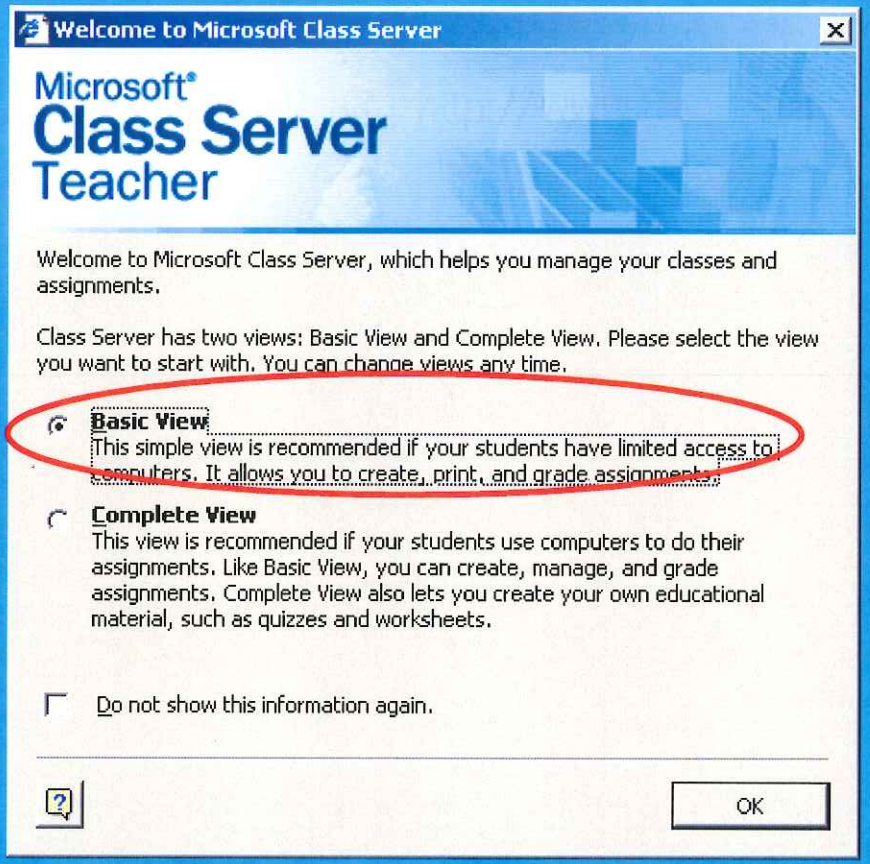
After the new school(s) are added, you may select the school location you need from the sign in screen.

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

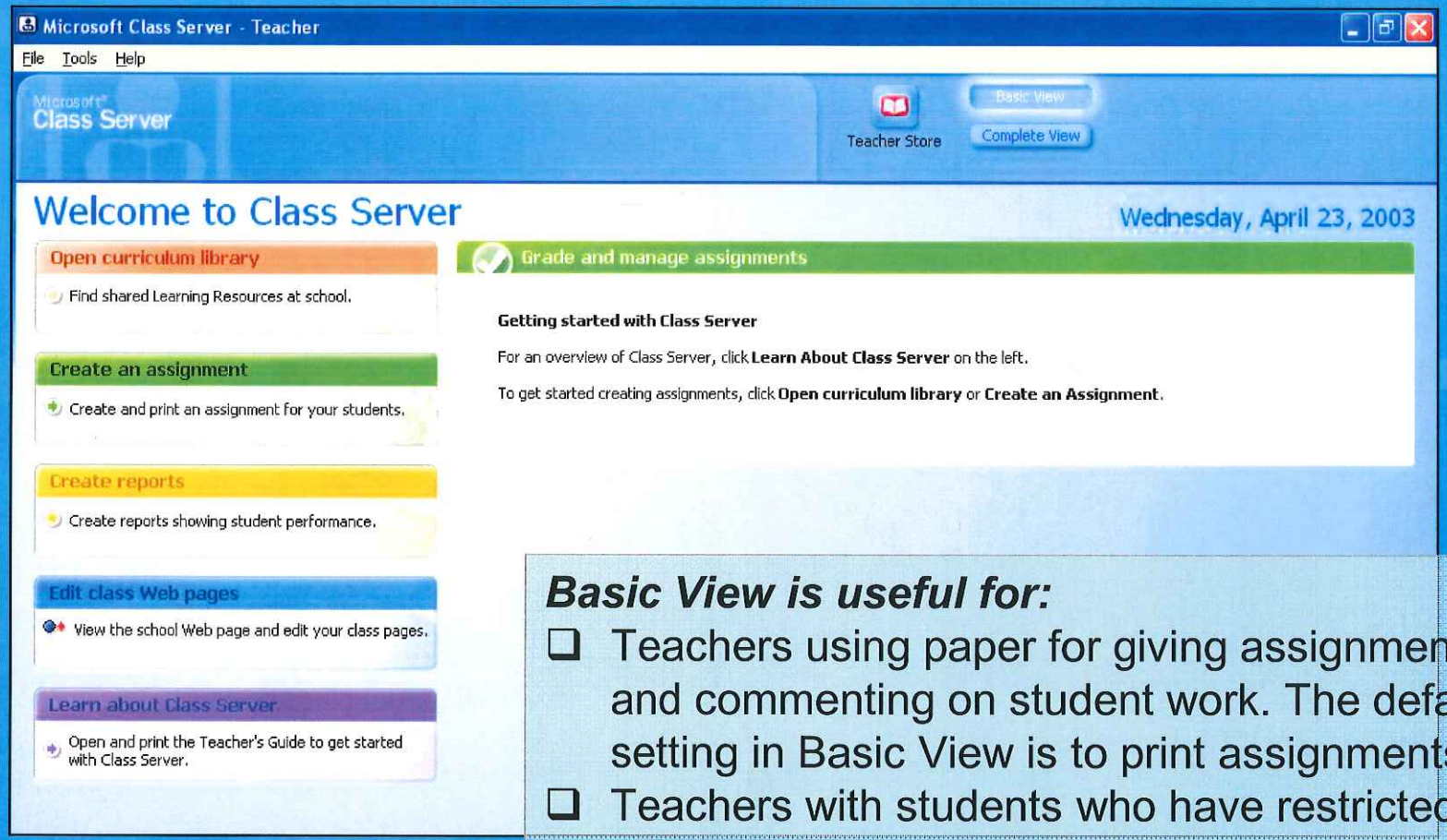


The first time you launch the program, you will be prompted to select **Basic View** or **Complete View**. Once you choose a view and check the box **"Do not show this information again"** it will become your default view whenever you launch the program.

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

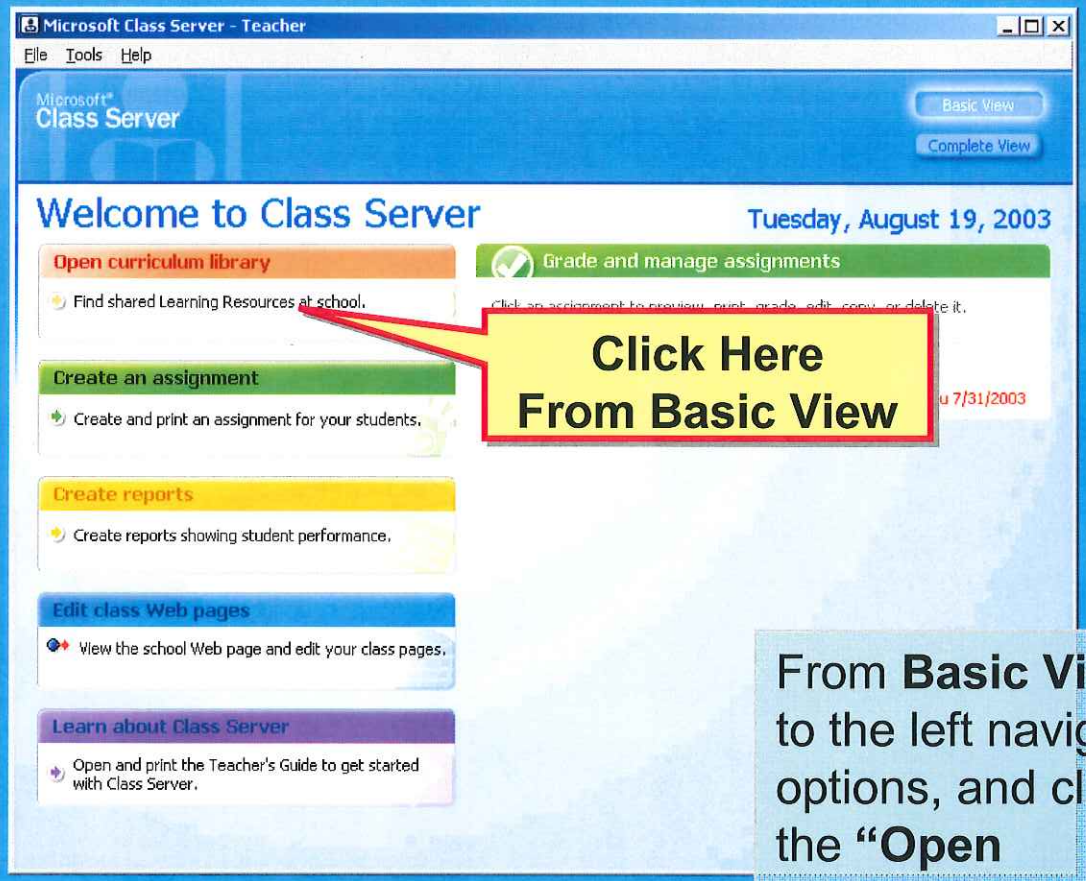


Basic View is useful for:

- ❑ 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

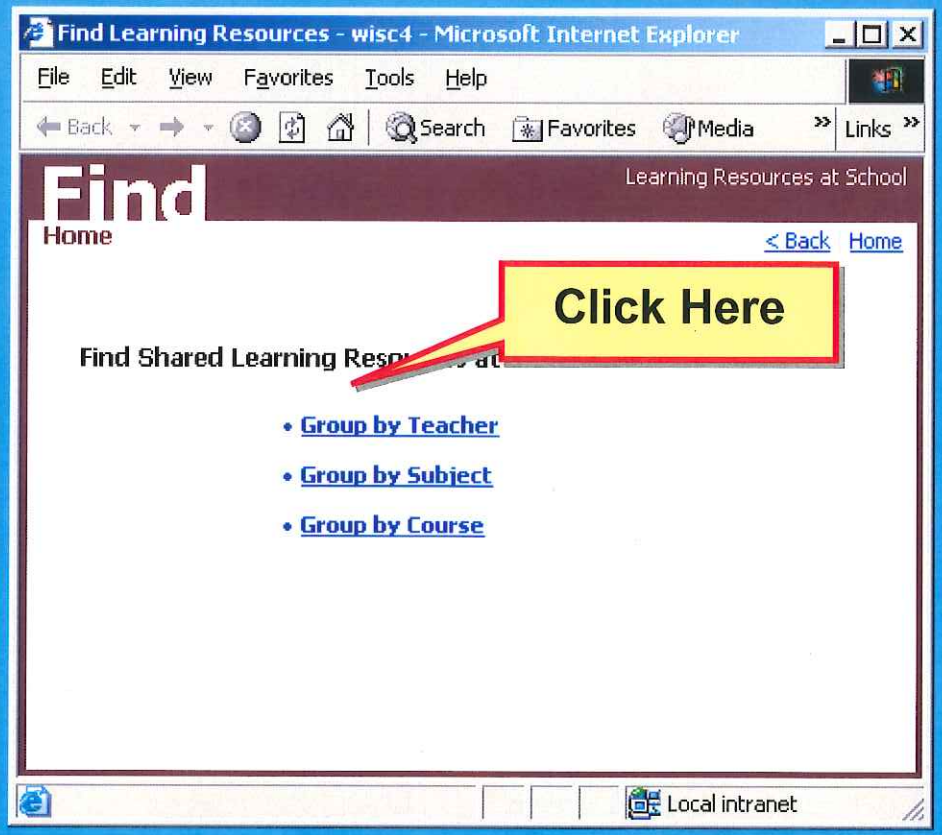
Find Learning Resources at Your School



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



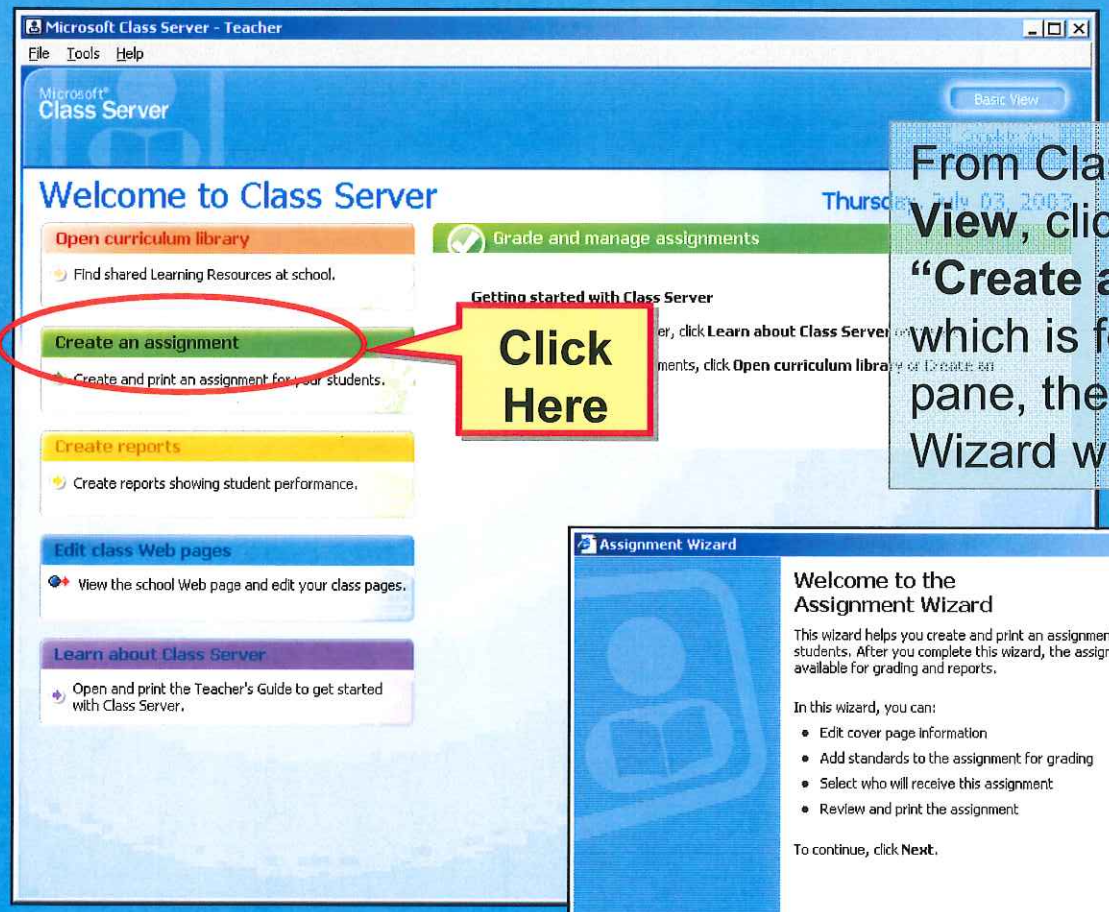
For this example, click **"Group by Teacher"**, next, click on **"O"**, then click on **Overstreet, Liz**. Download a Learning Resource from that page, and you should be able to see it in **My Learning Resources** Click "**OK**" to save the learning resource and exit to the previous window.

Note

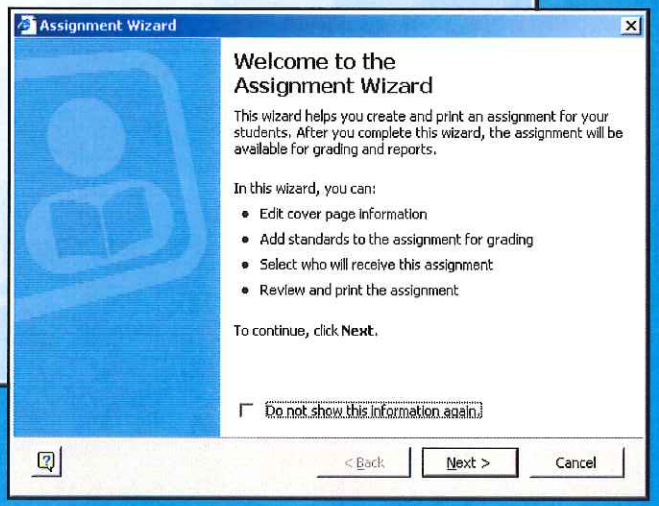
We will discuss Learning Resources in more detail in the next section.

Working with Assignments

For Teachers using Basic View

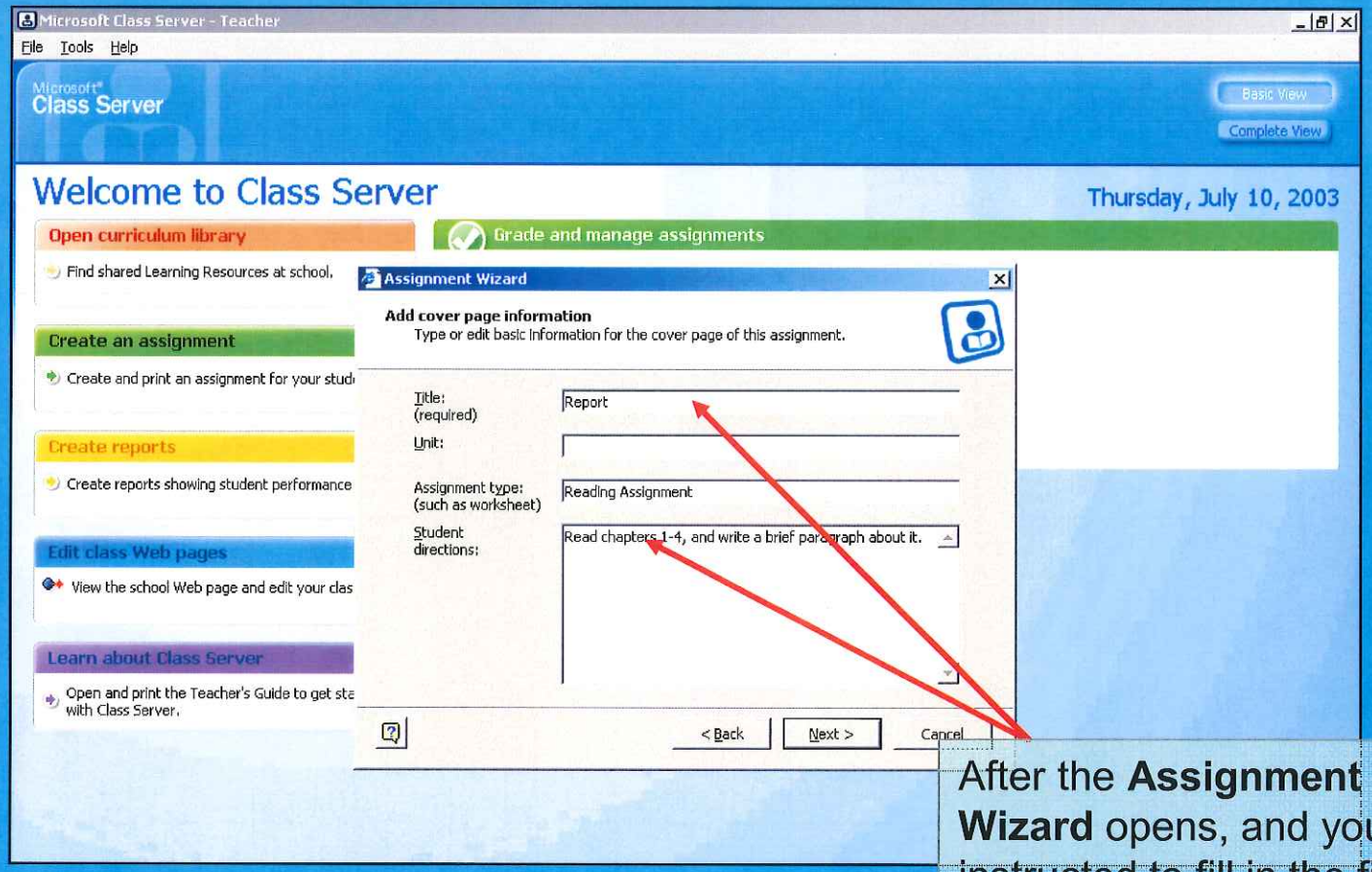


From Class Server **Basic View**, click on the option to **"Create an Assignment"** which is found on the left pane, the Assignment Wizard will begin.



Working with Assignments

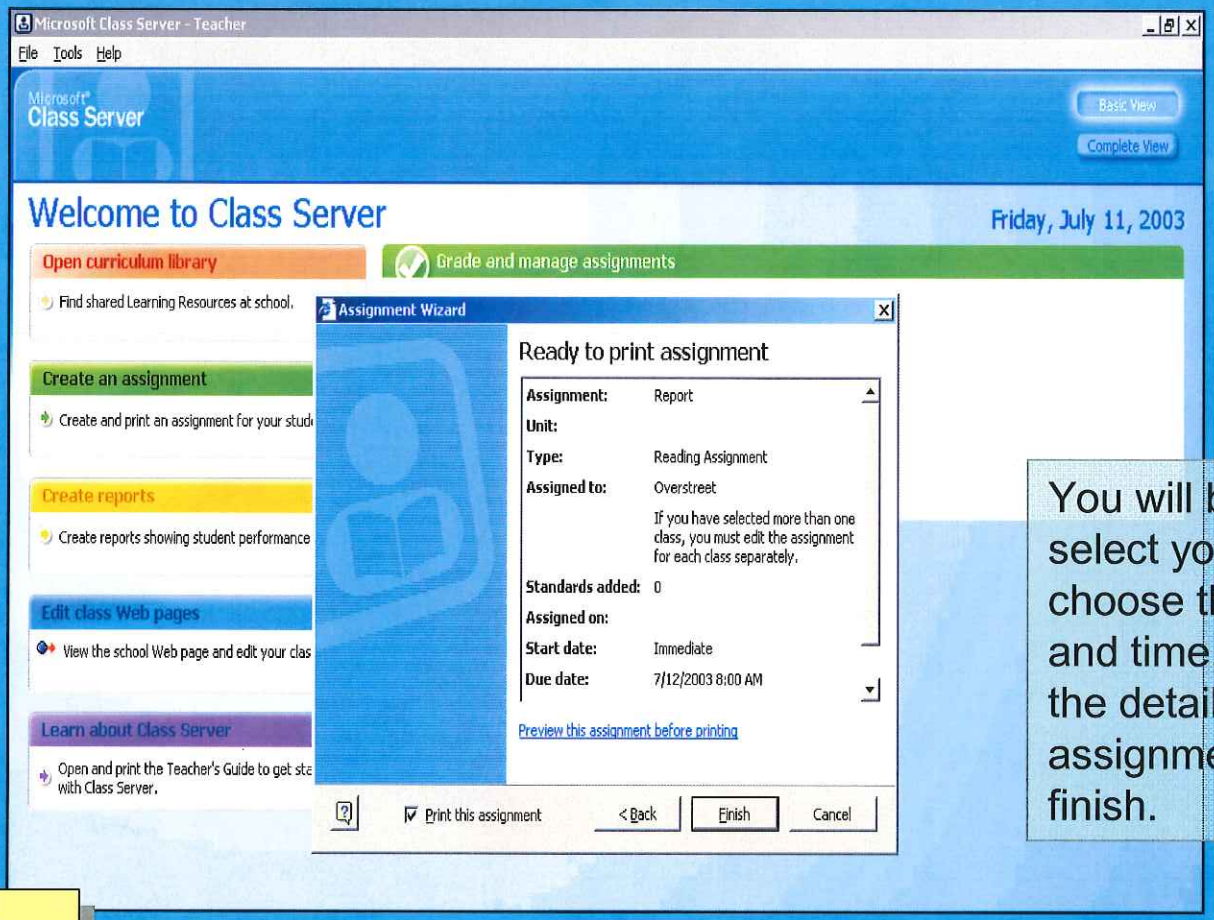
For Teachers using Basic View



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



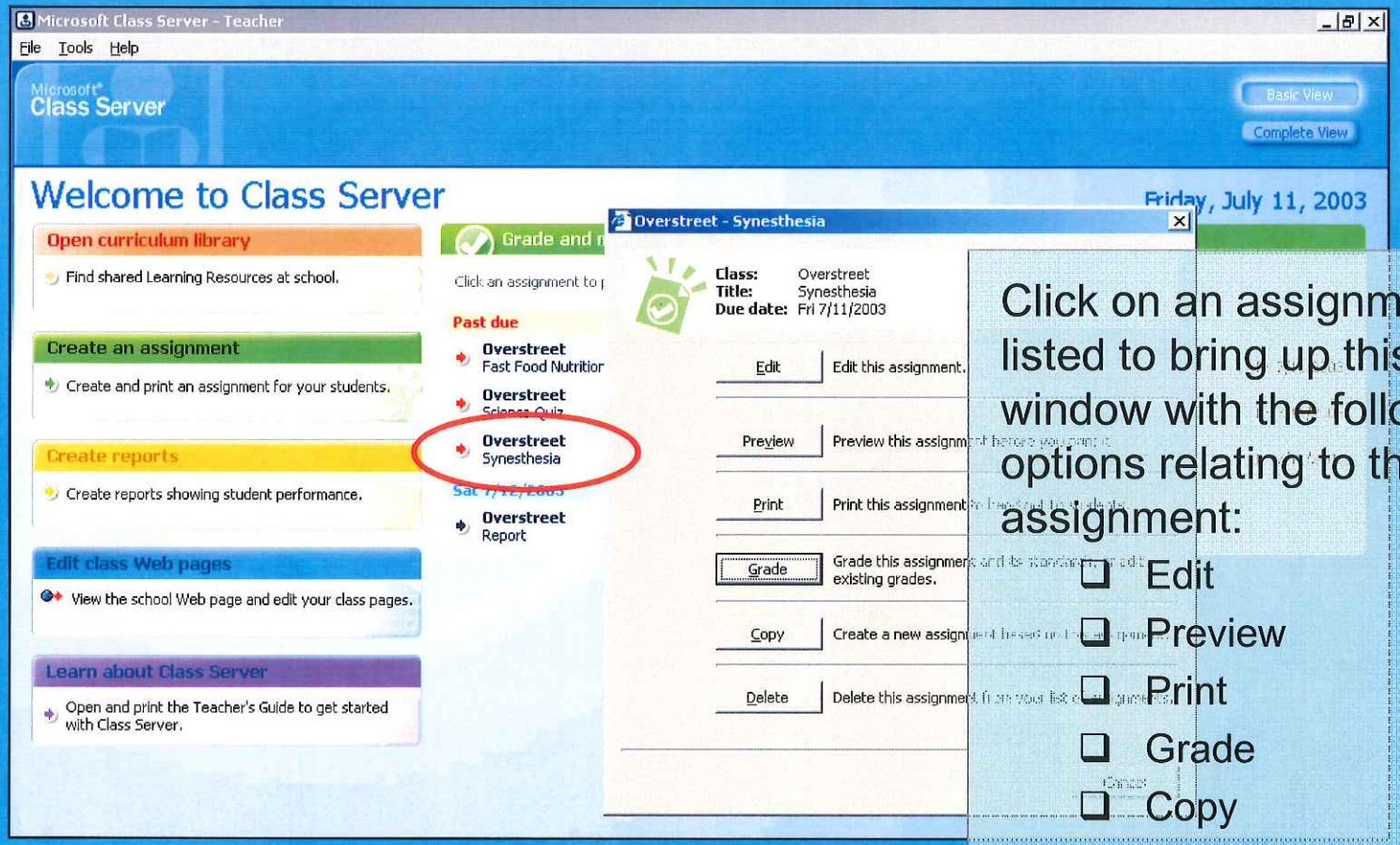
You will be asked to select your class, choose the due date and time, then review the details for this assignment and finish.

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



Click on an assignment listed to bring up this window with the following options relating to that assignment:

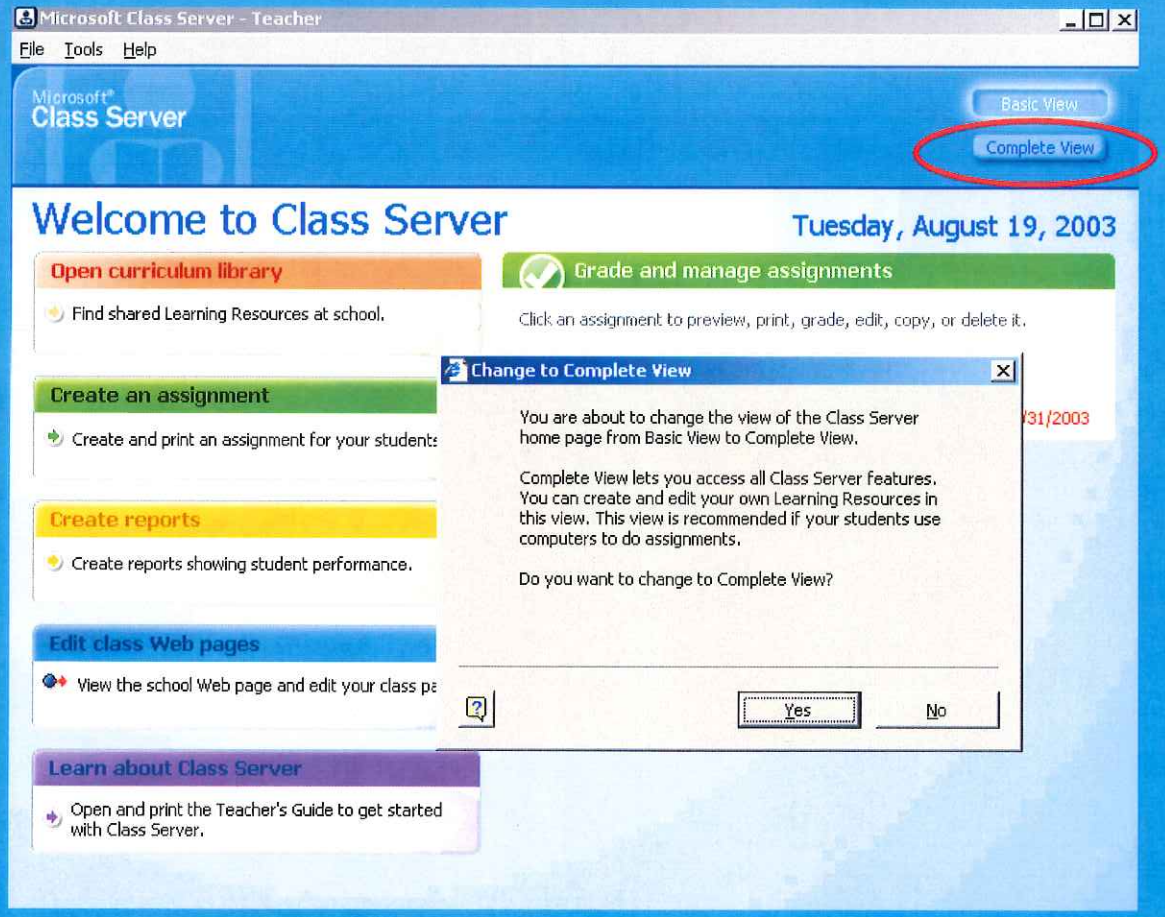
- ❑ Edit
- ❑ Preview
- ❑ Print
- ❑ Grade
- ❑ Copy
- ❑ Delete

Note

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

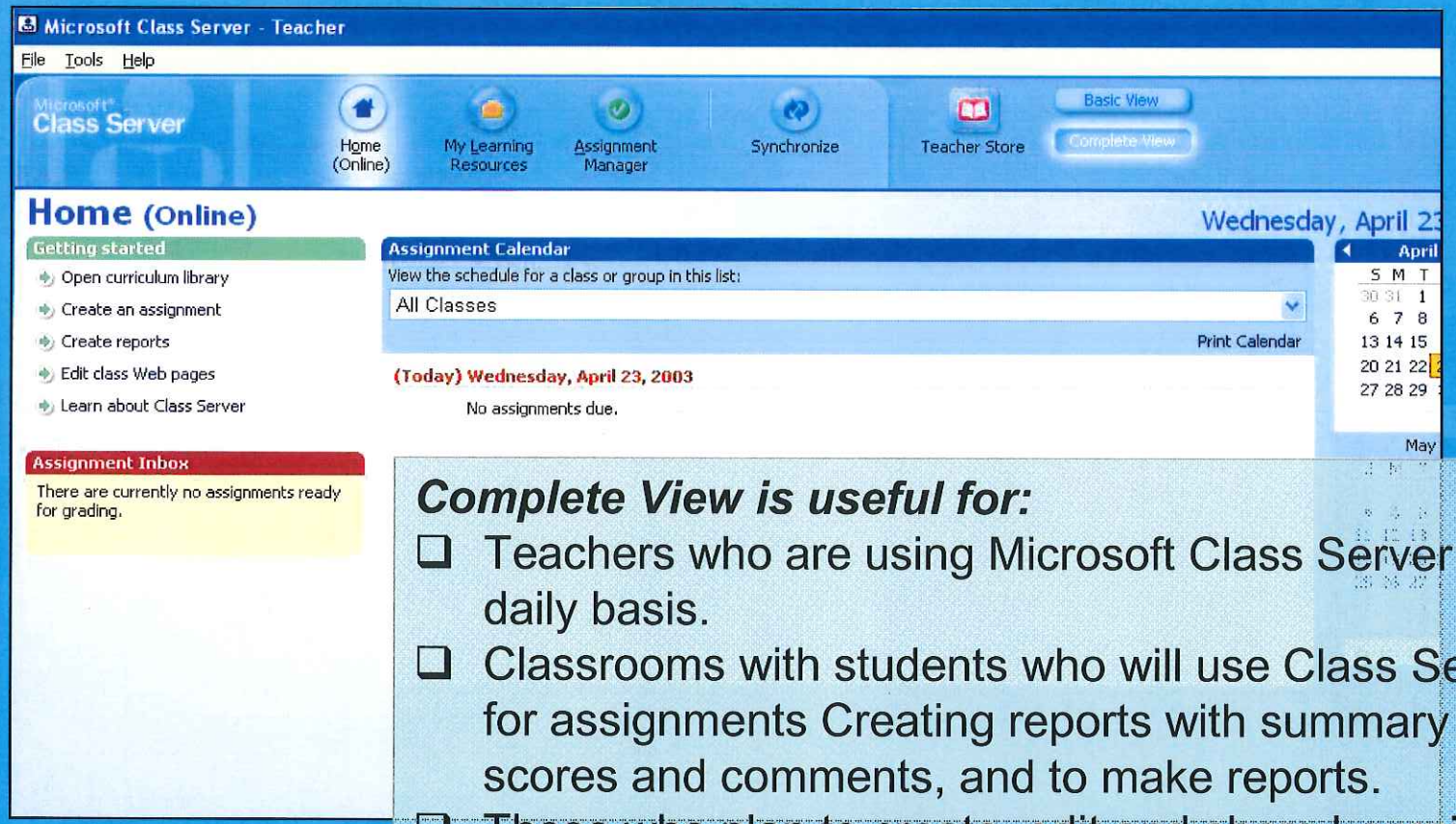
Exploring Complete View

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



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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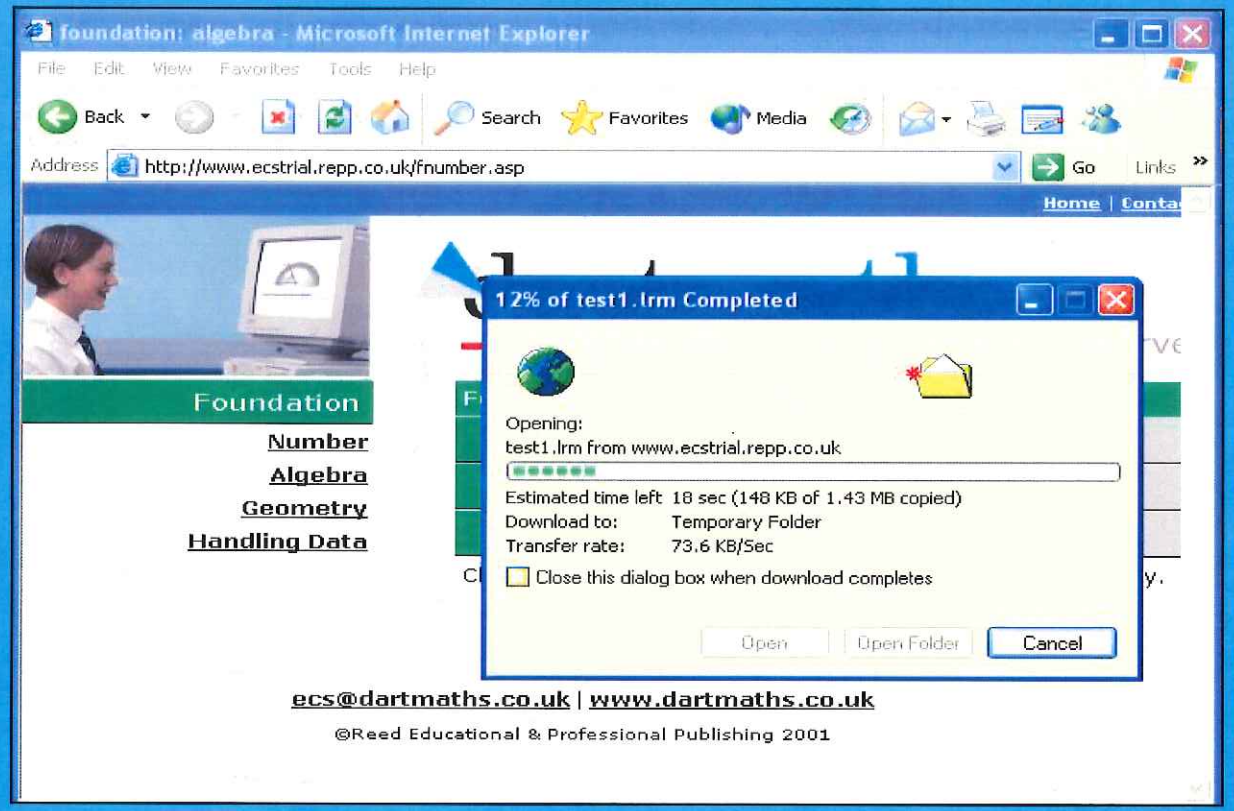
Section Three:

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.

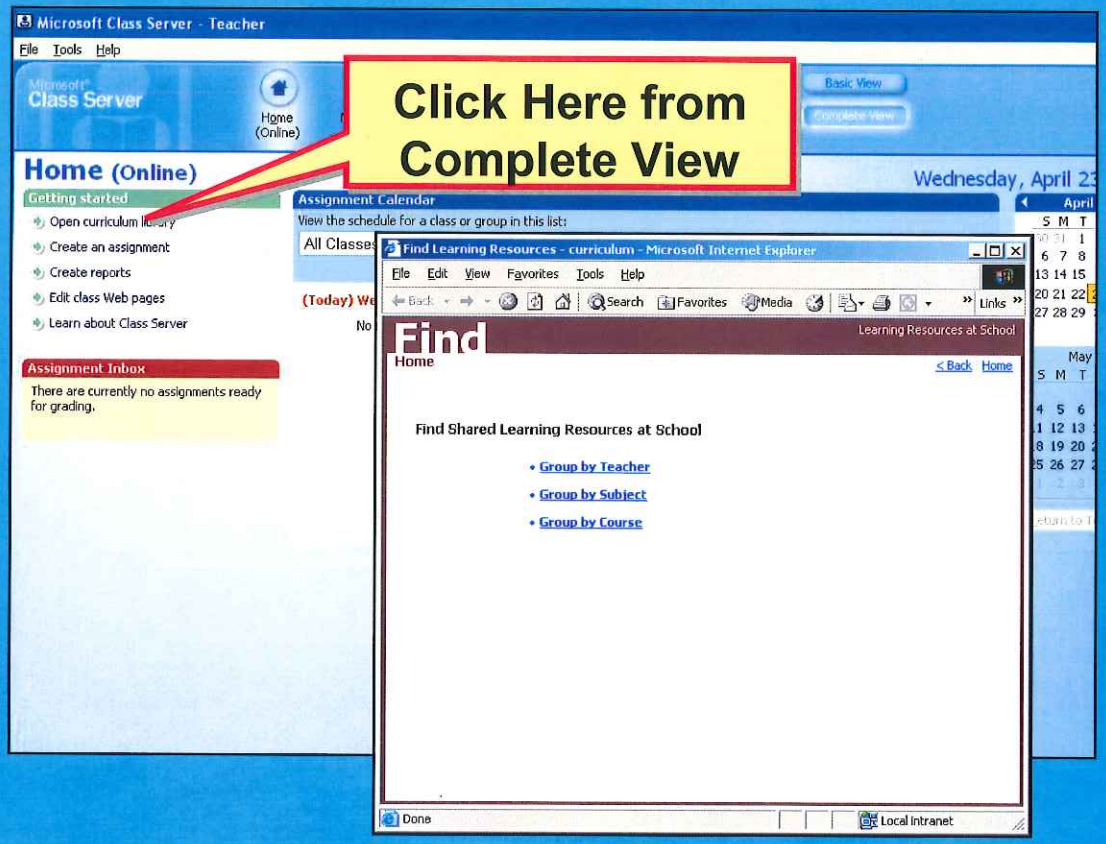
A Learning Resource can contain pictures, background information, and questions.

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



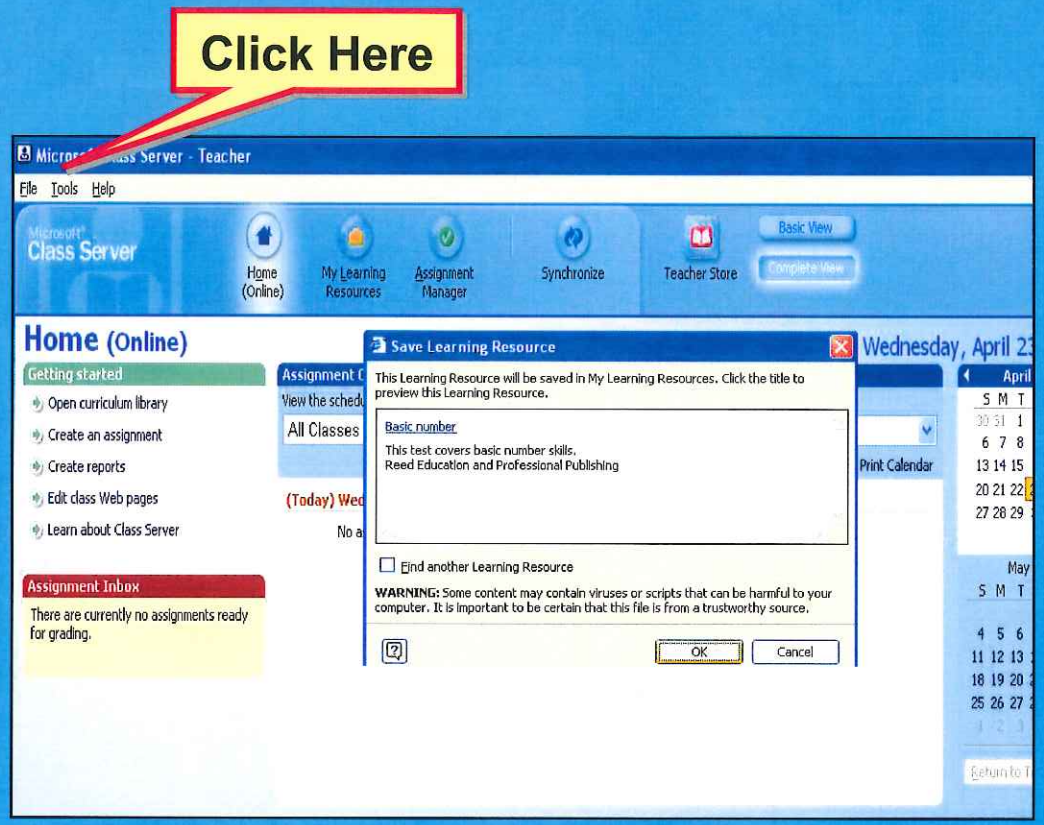
- From **Complete View**, go to the left navigation options, and click on **"Open Curriculum Library"**.

- 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

- 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.



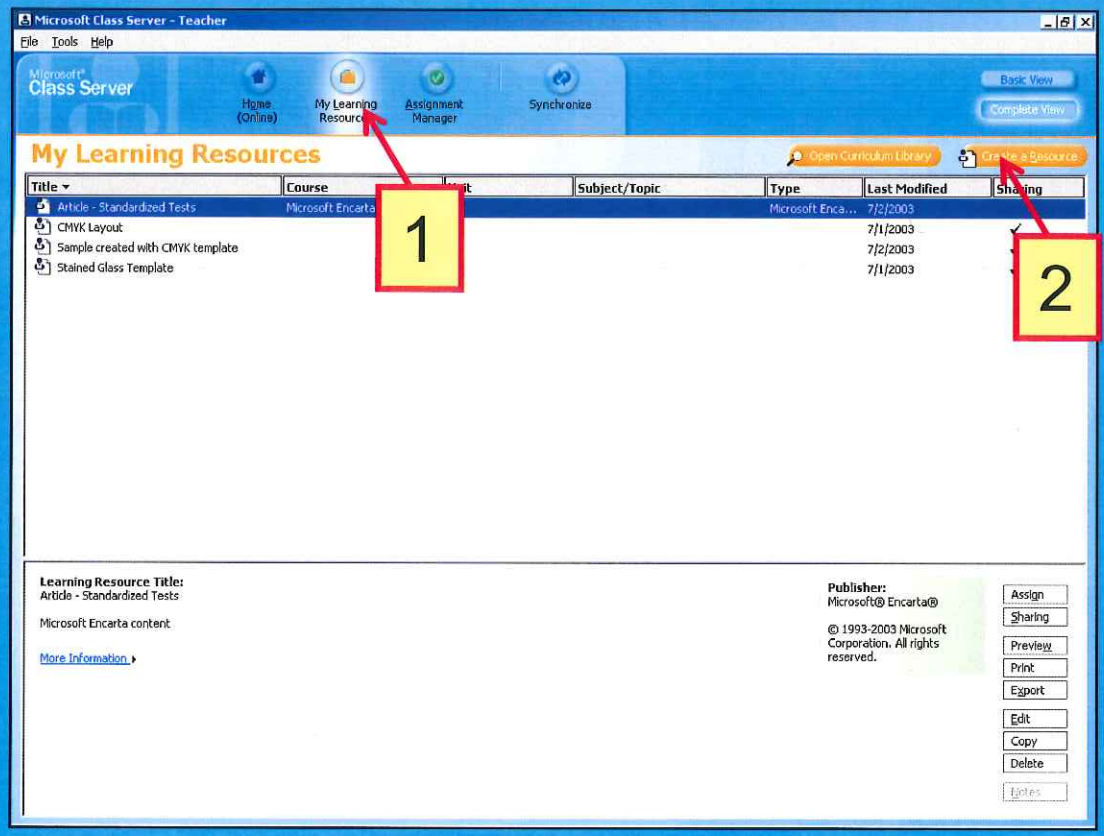
- After finding and previewing a Learning Resource, click the link to preview, **"OK"** to save on your computer, or **"Cancel"** to exit. To return to the previous window and select another Learning Resource, click the **"Find another Learning Resource"** checkbox, then click **"OK"**.

Create Learning Resources

Create your own

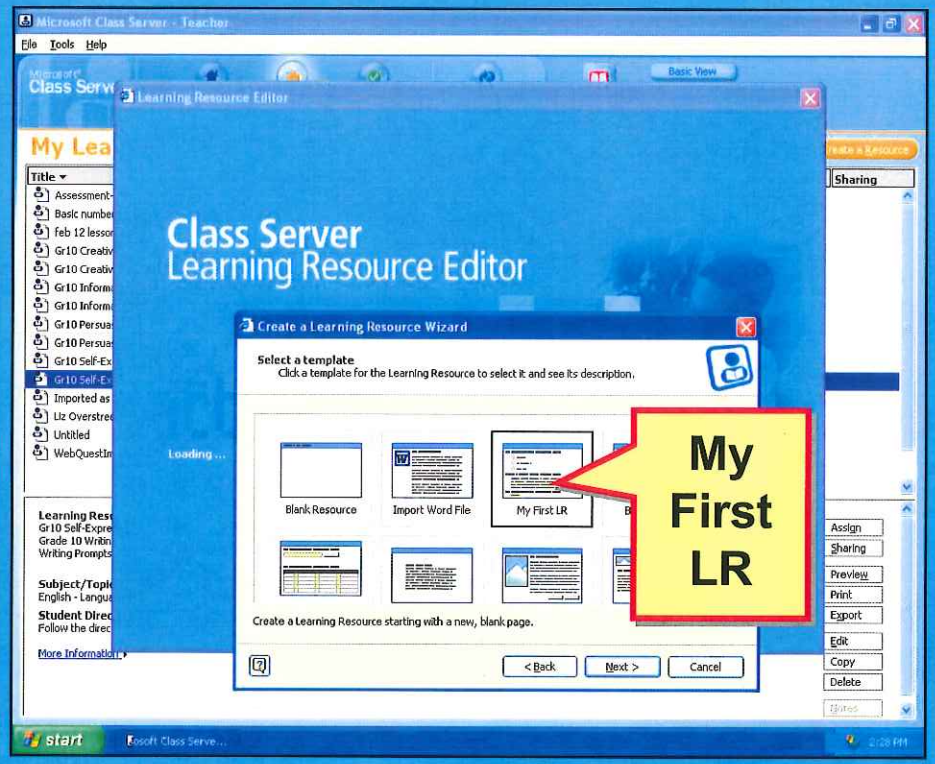
1. Click on the **"My Learning Resources"** button in the top pane which will take you to a screen similar to this one.

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



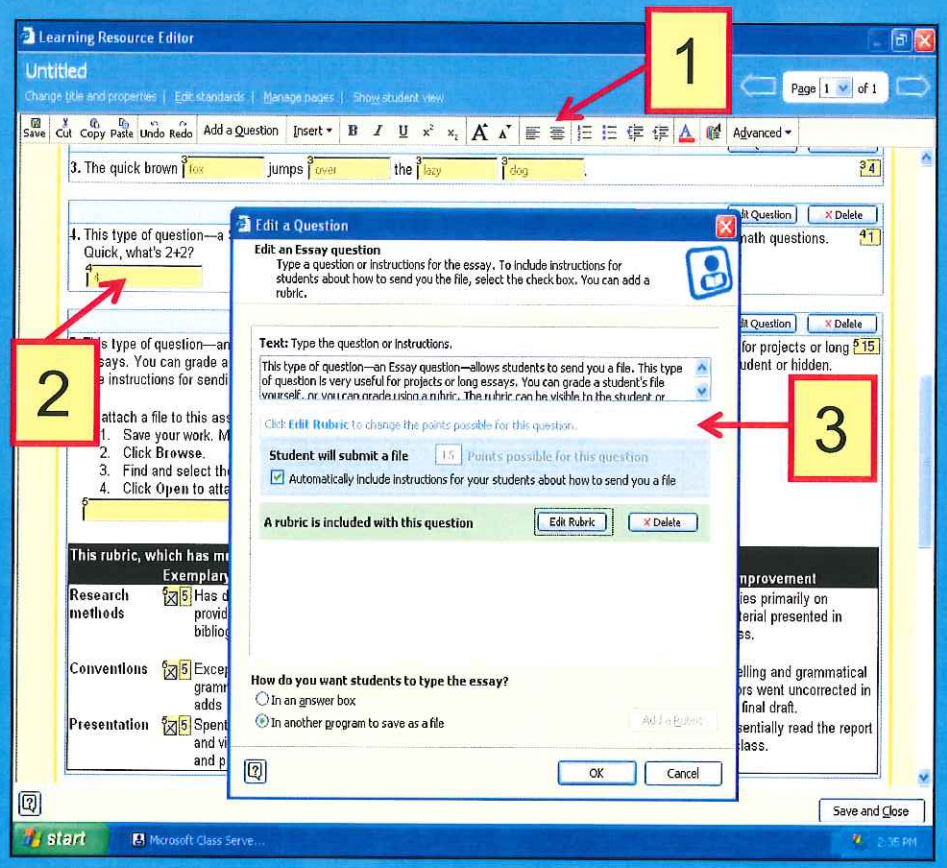
- For this workshop example, please choose **"My First LR"**
- Choose the options you are interested in for the rest of the template
- When you are ready, choose **"Finish"** to continue

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.

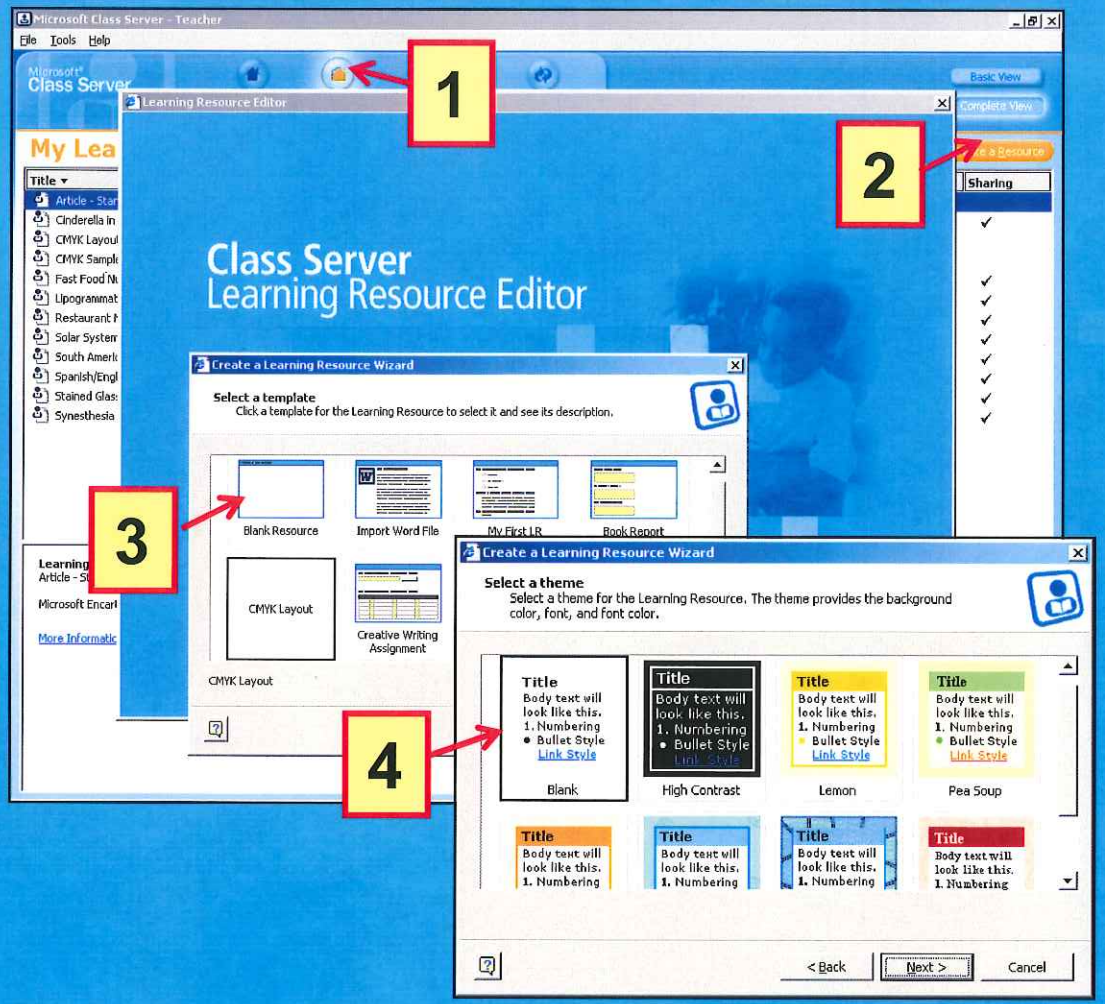
2. Edit the **"Fill in the blank question"** and notice that when you add a blank, you can change the question. Any empty blanks will be automatically removed.

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

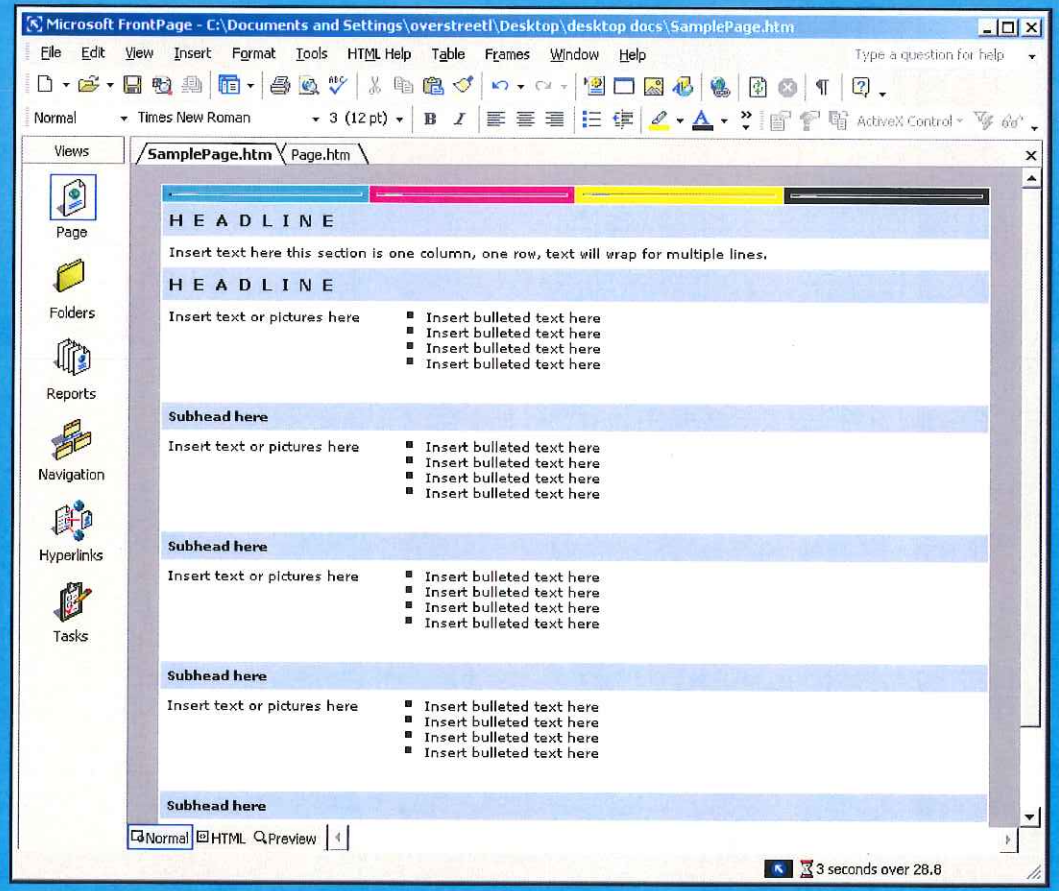
Using the Learning Resource Editor



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.

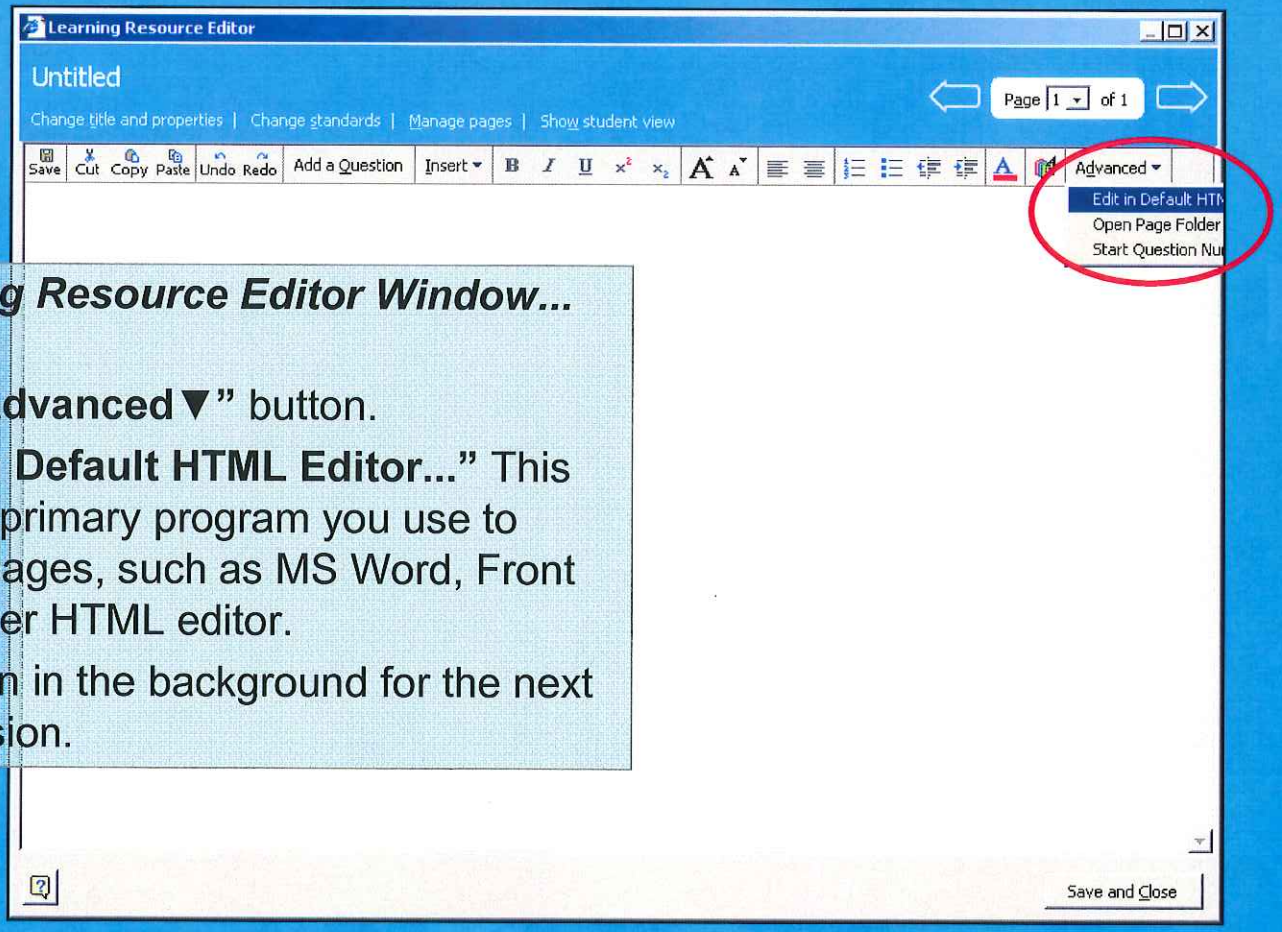
For this demonstration, the example shown is a pre-formatted HTML page that has been edited in Microsoft FrontPage.

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

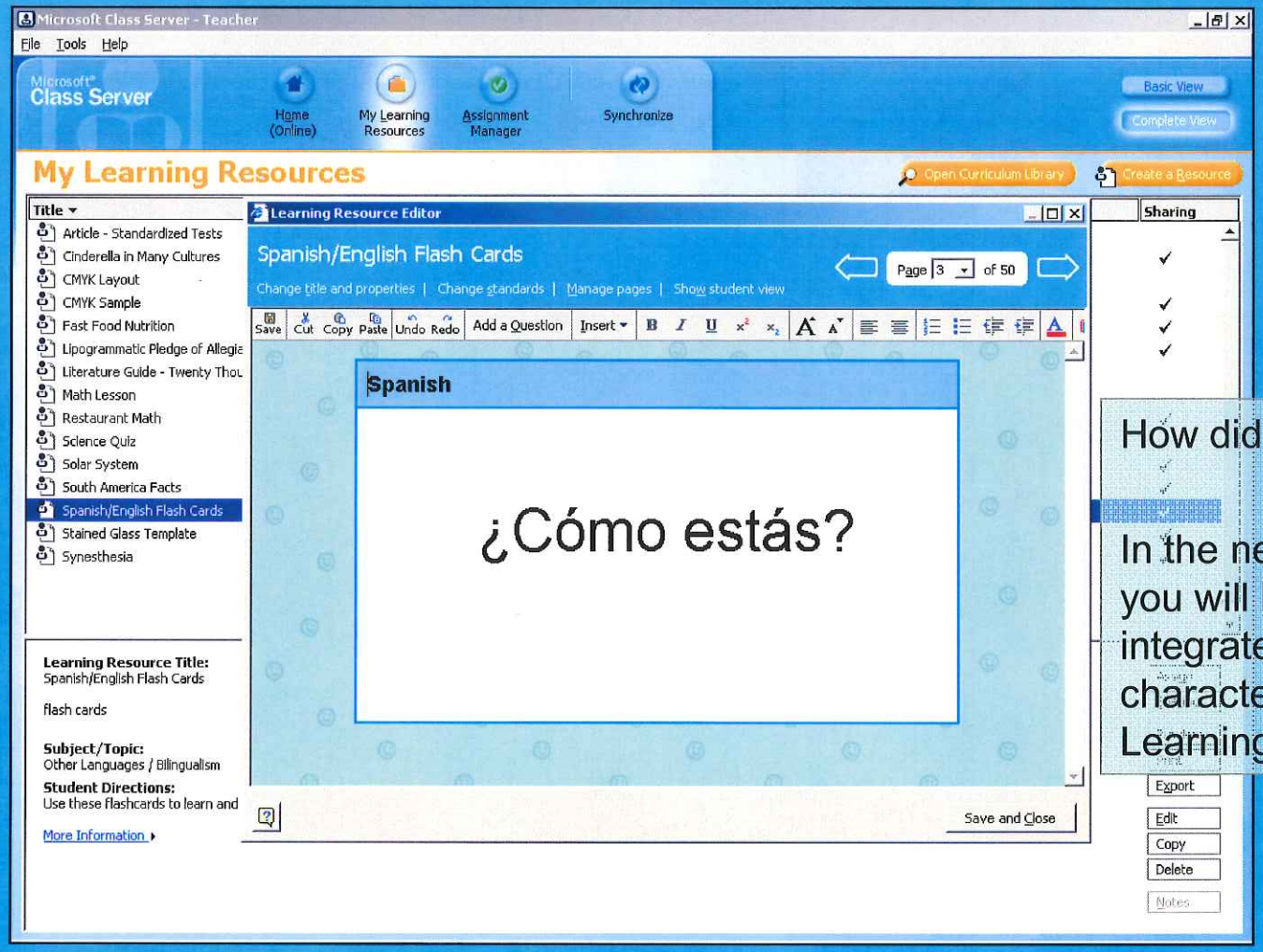


From the Learning Resource Editor Window...

- ❑ 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

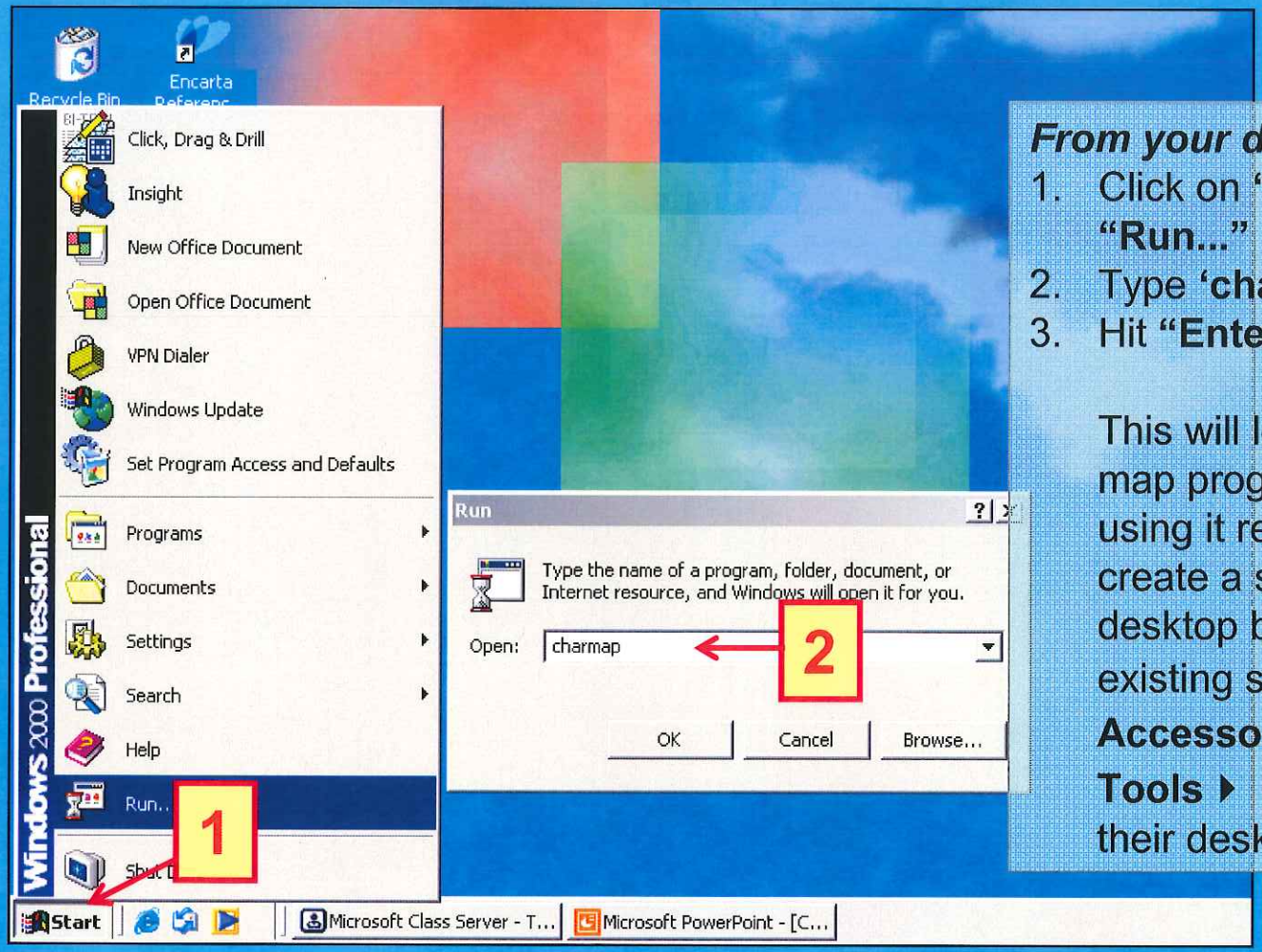


How did they do that?

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



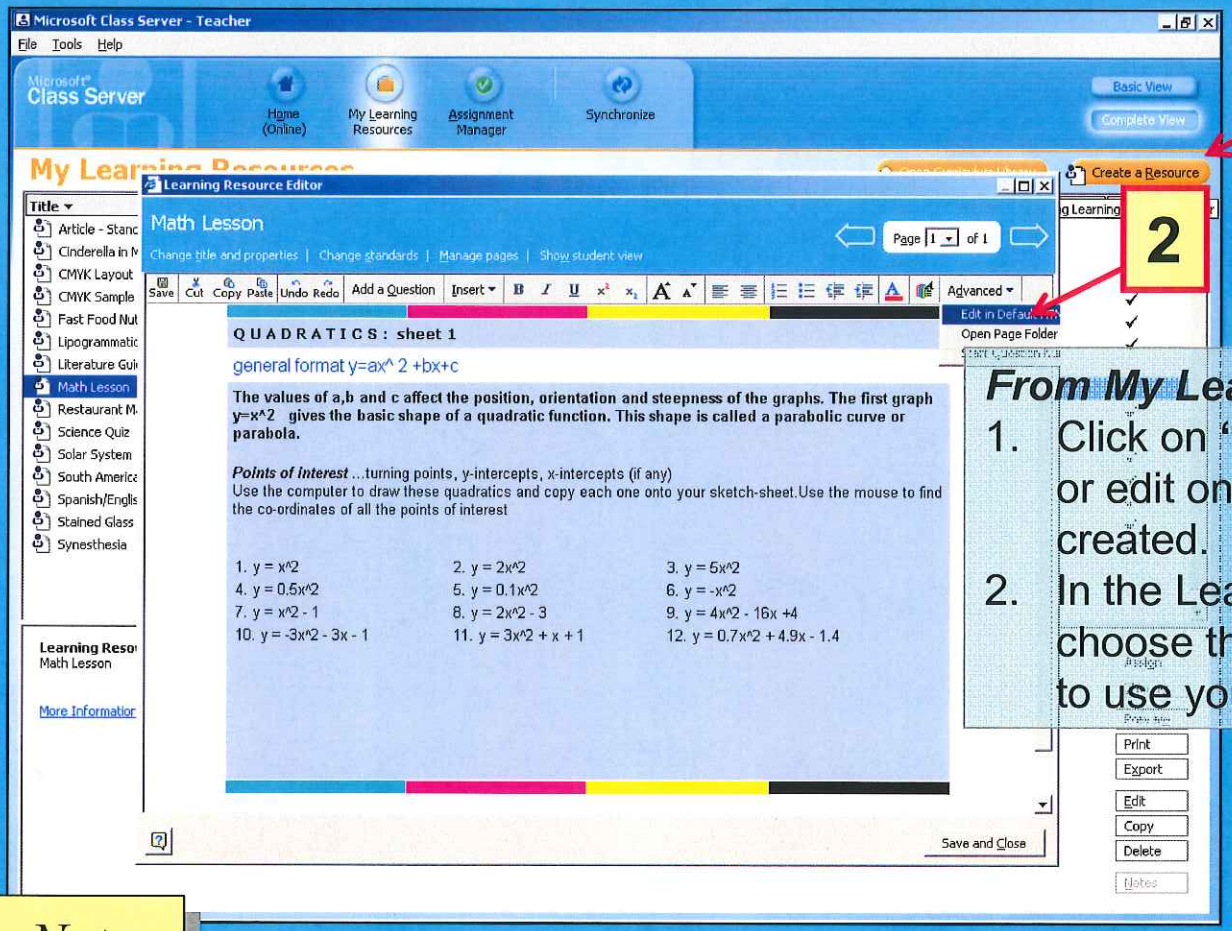
From your desktop:

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 My Learning Resources:

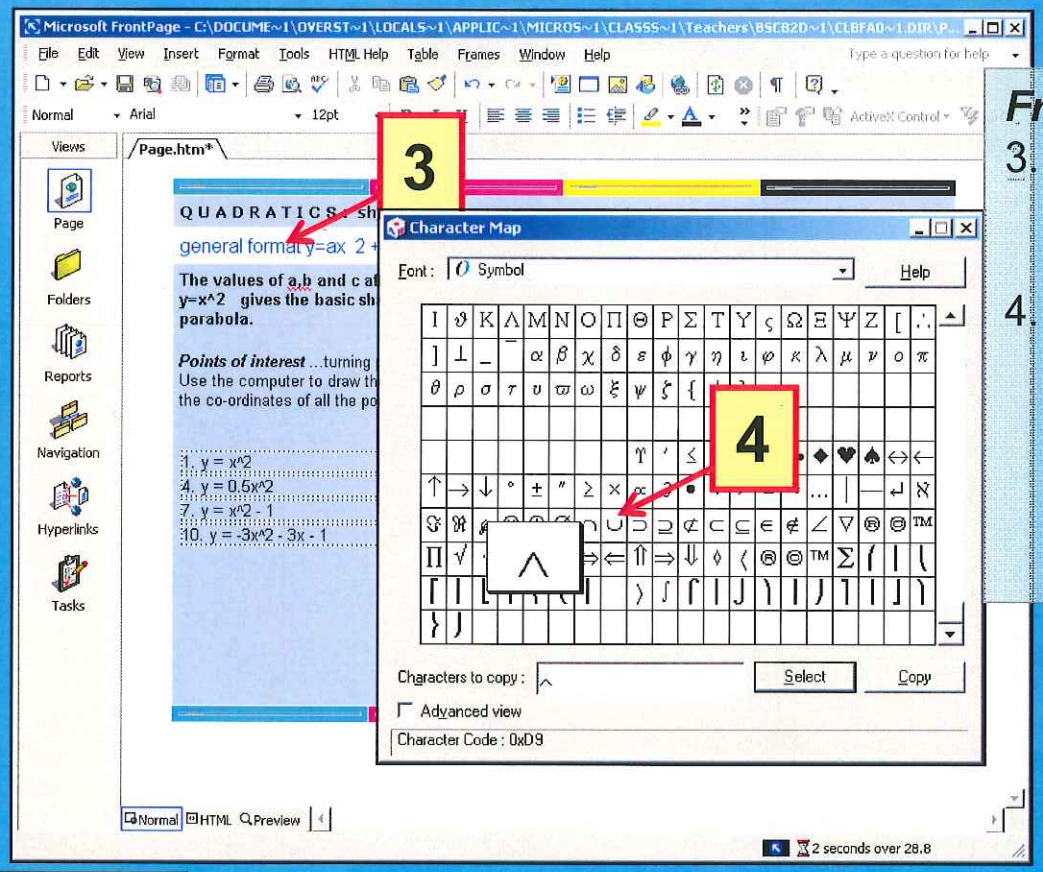
1. Click on **"Create a resource"** , or edit one you have already created.
2. In the Learning Resource, choose the **"Advanced"** option to use your default HTML editor.

Note

This Windows application is especially useful for Mathematics and Foreign Language Teachers.

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

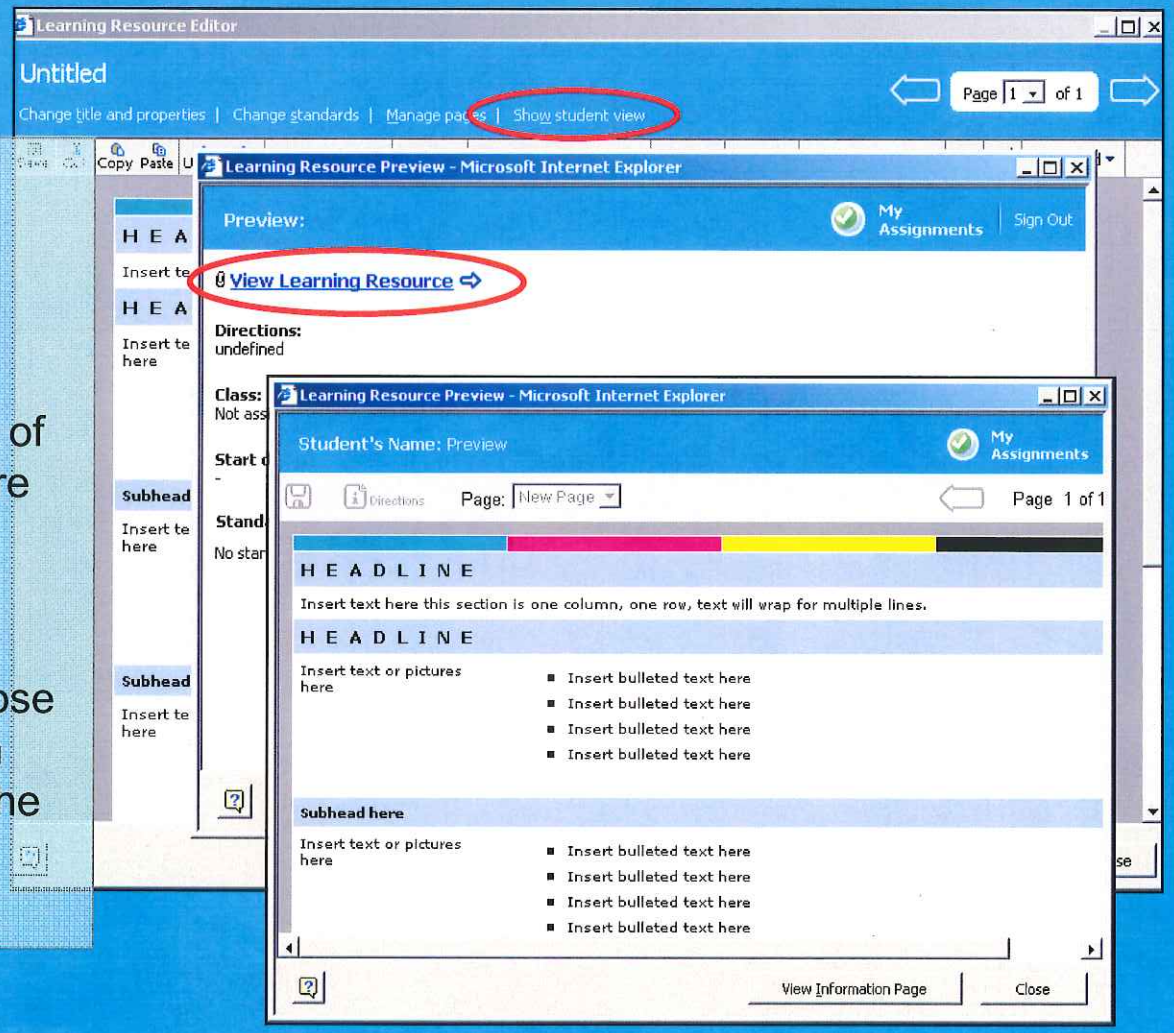
After you paste the special character into the HTML editor, you may have to select it, choose the appropriate font, then adjust the size as necessary.

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.

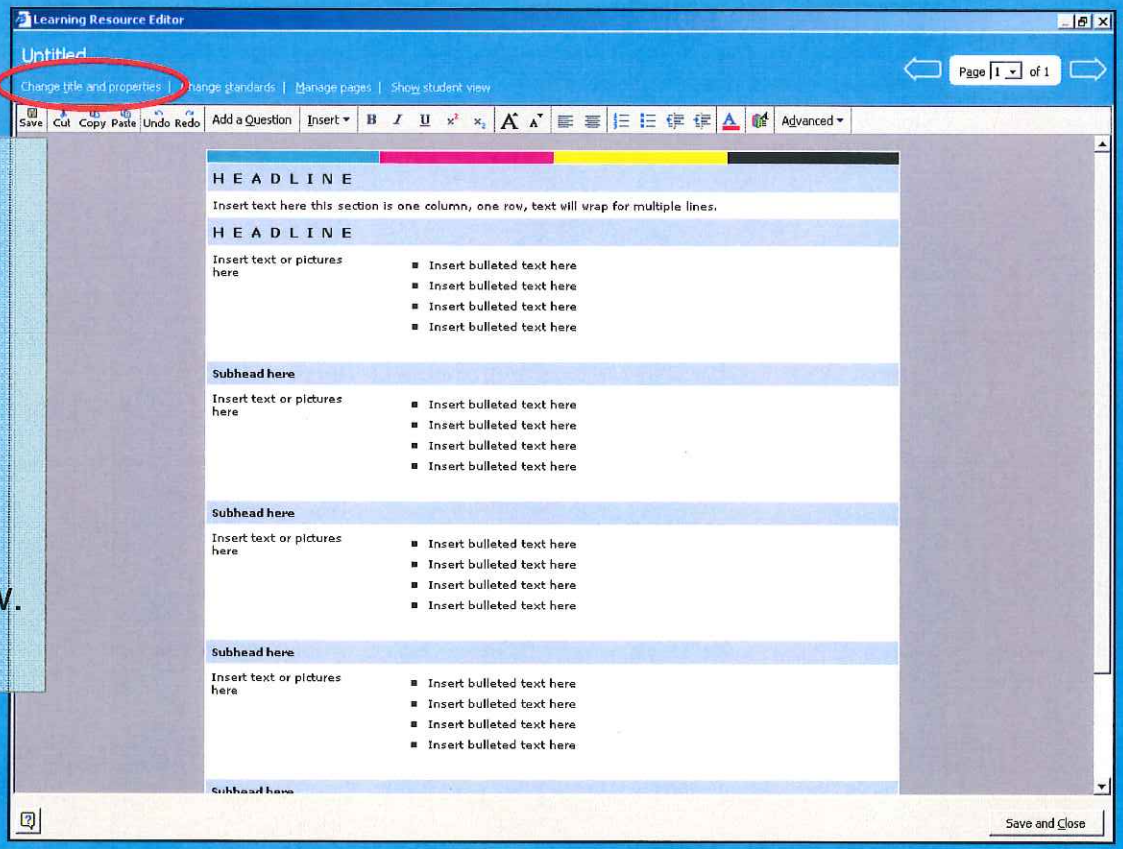


Working with Learning Resources

Learning Resource Editor, Advanced Editing

Name, Save and Close

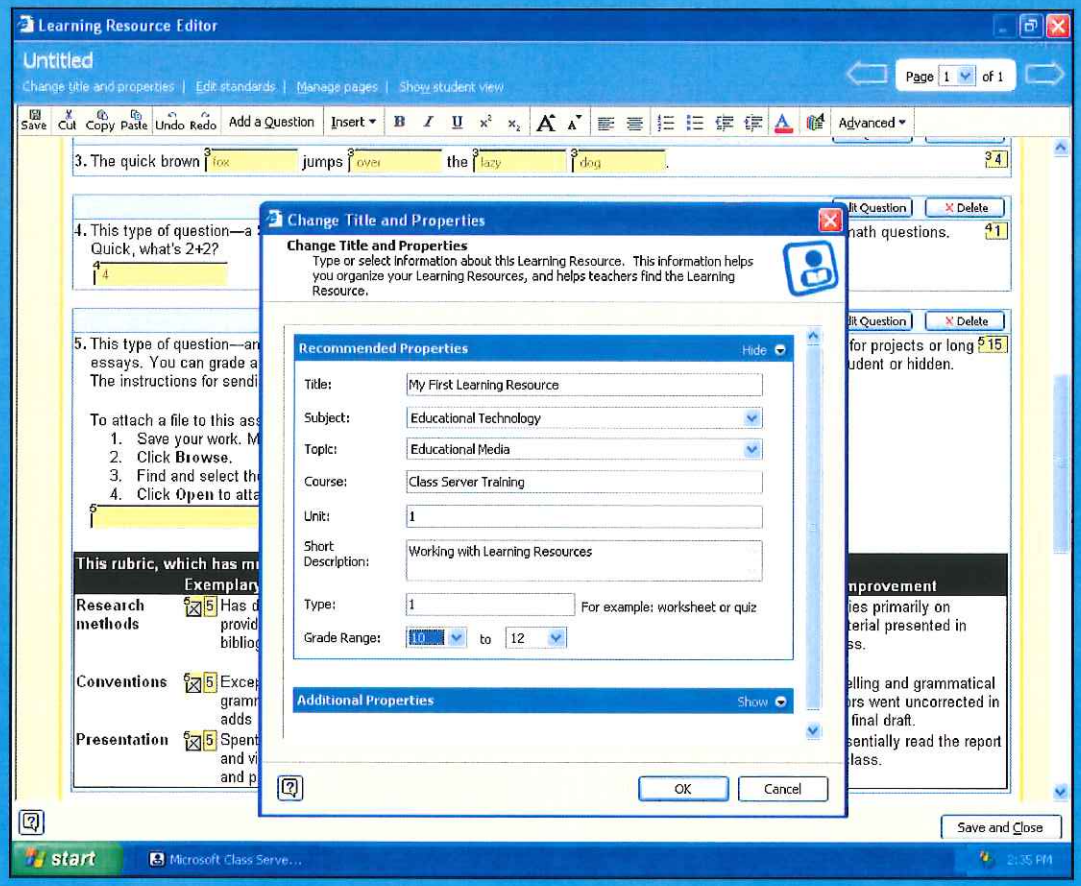
- ❑ Click on **"Change Title and Properties"** to name your new Learning Resource.
- ❑ We will be referring back to this later, so name it **"My HTML Sample"** and leave the other fields blank for now.



Note

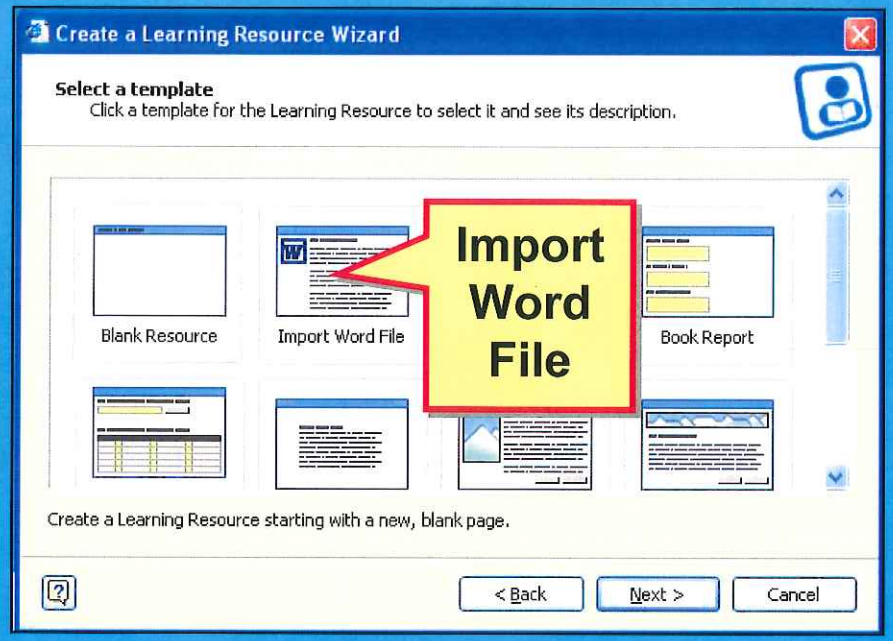
The "Recommended" fields are the first eight in the list. By completing this section of the lesson, your learning resource will be more effectively indexed and searched when shared with other teachers.

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.

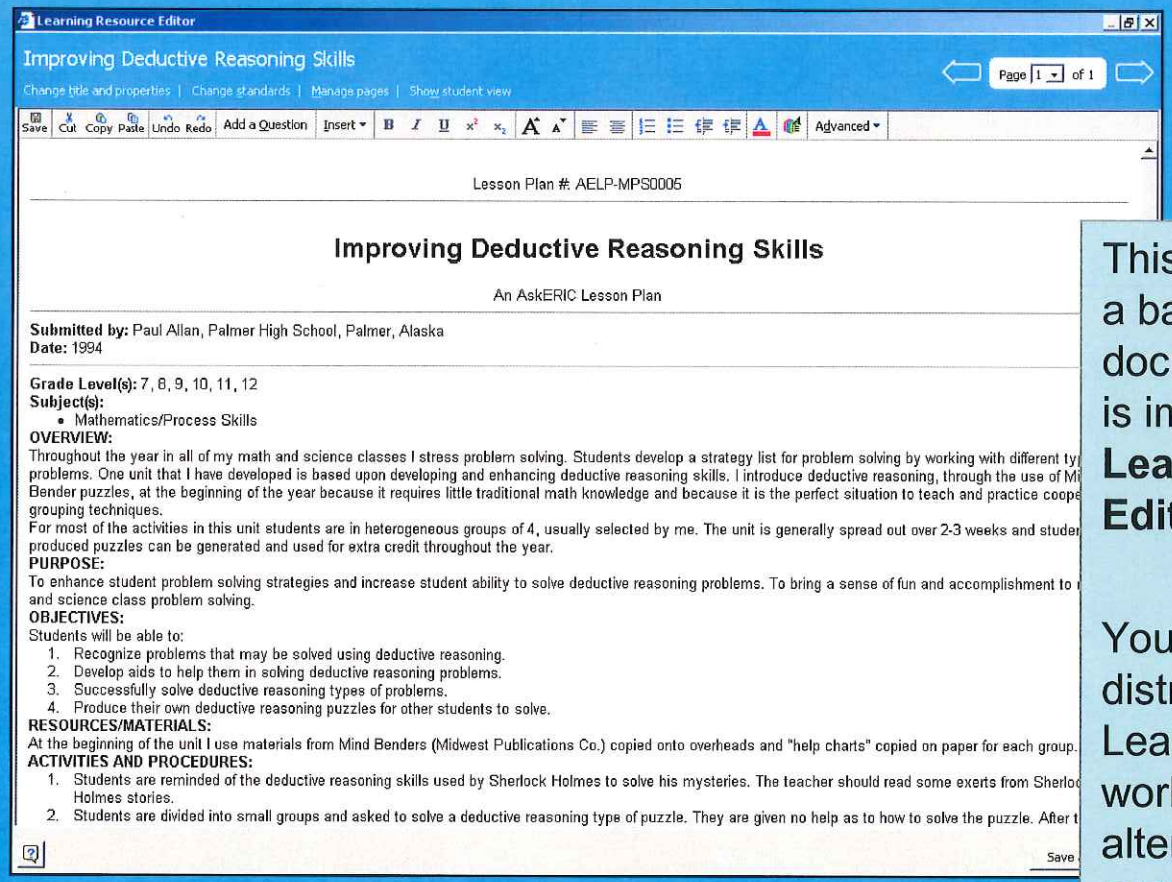
Import a Word Document



- 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

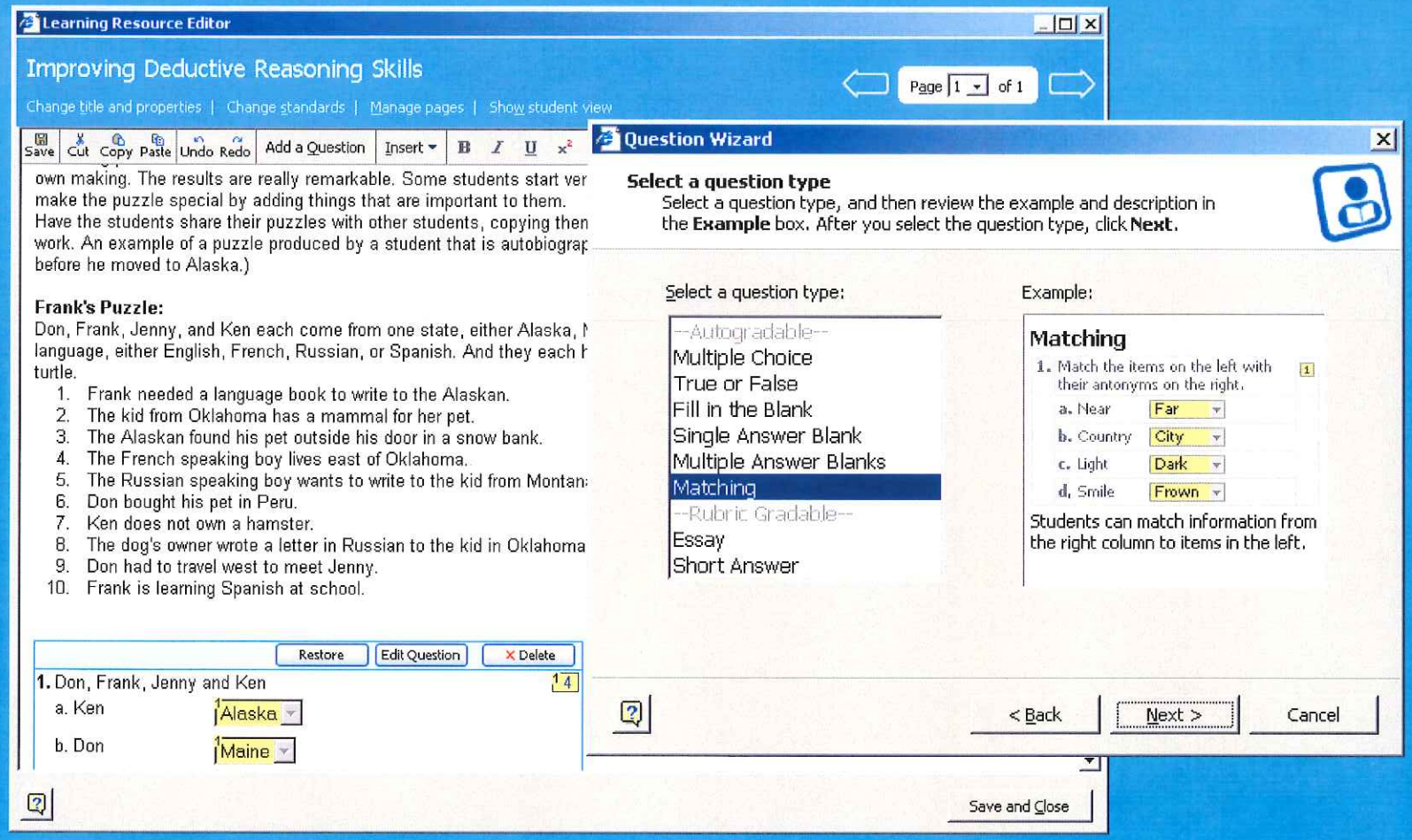


This example shows how a basic Word formatted document will look after it is imported into the **Learning Resource Editor**.

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.

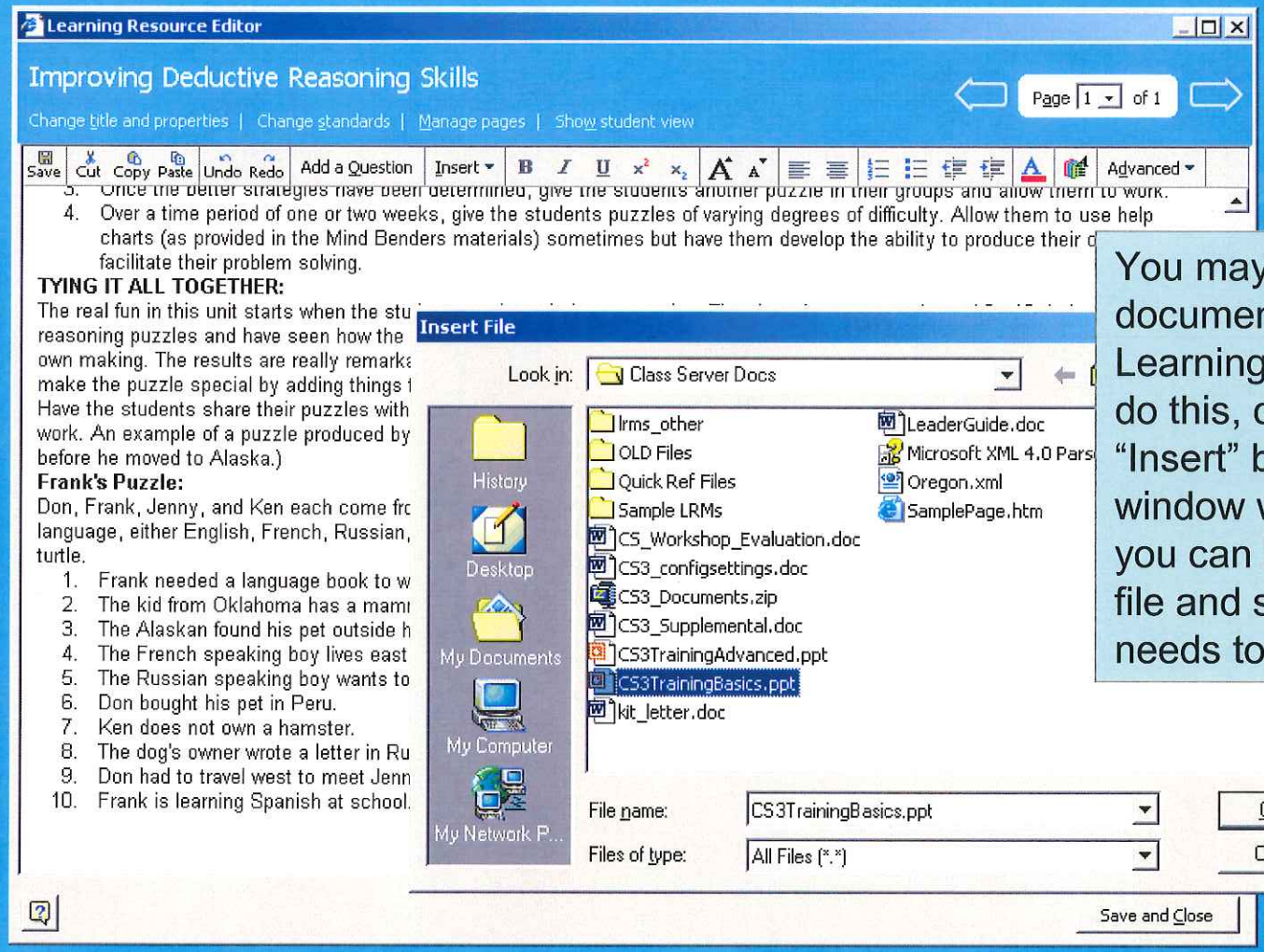
Learning Resources

Importing Word Documents



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

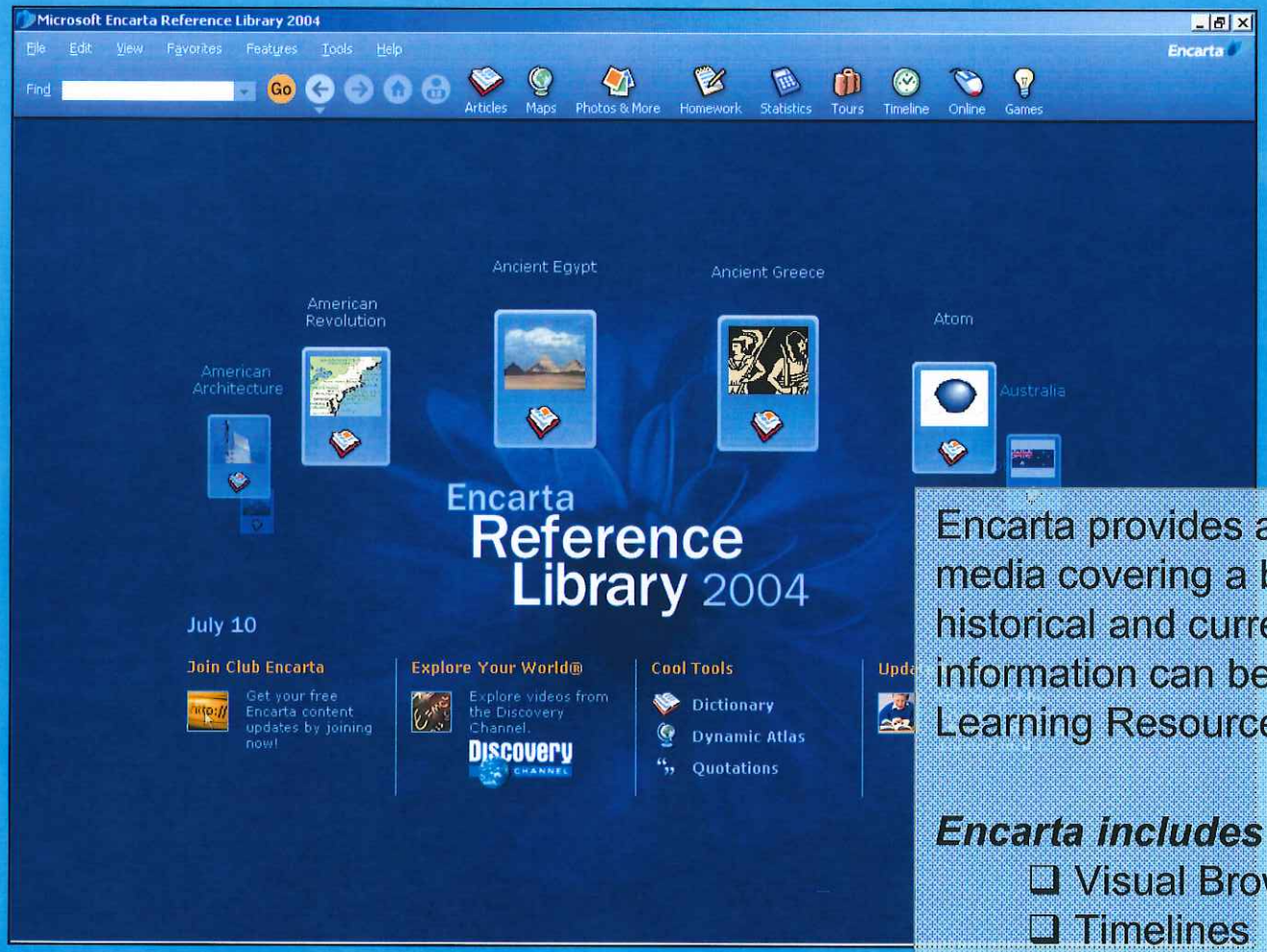
Inserting Other Documents
into Learning Resources



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



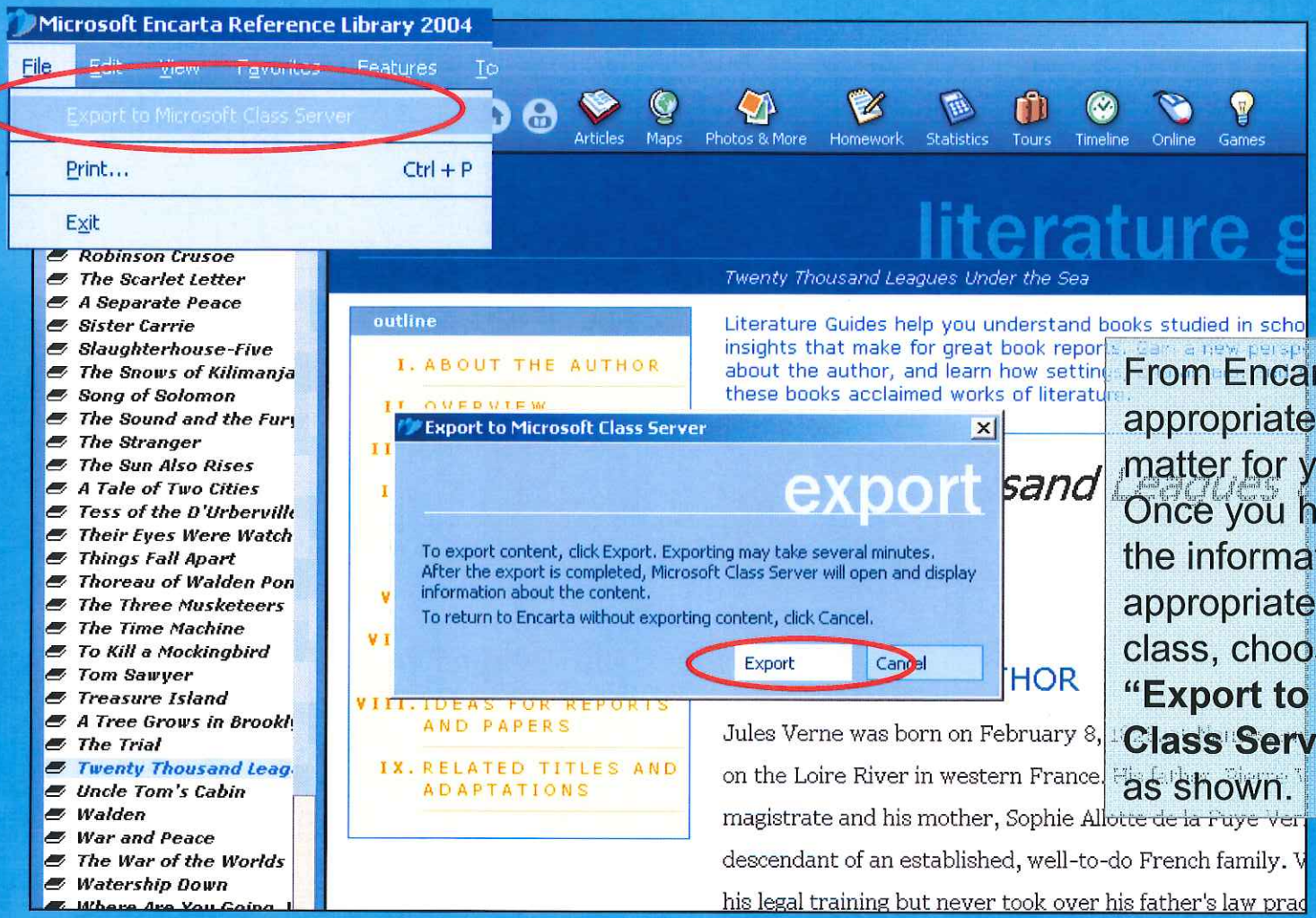
Encarta provides articles and other media covering a broad range of historical and current-event topics. This information can be used to create Learning Resources in Class Server.

Encarta includes features such as:

- ❑ Visual Browser
- ❑ Timelines
- ❑ Dictionary Tools

Use Encarta 2004

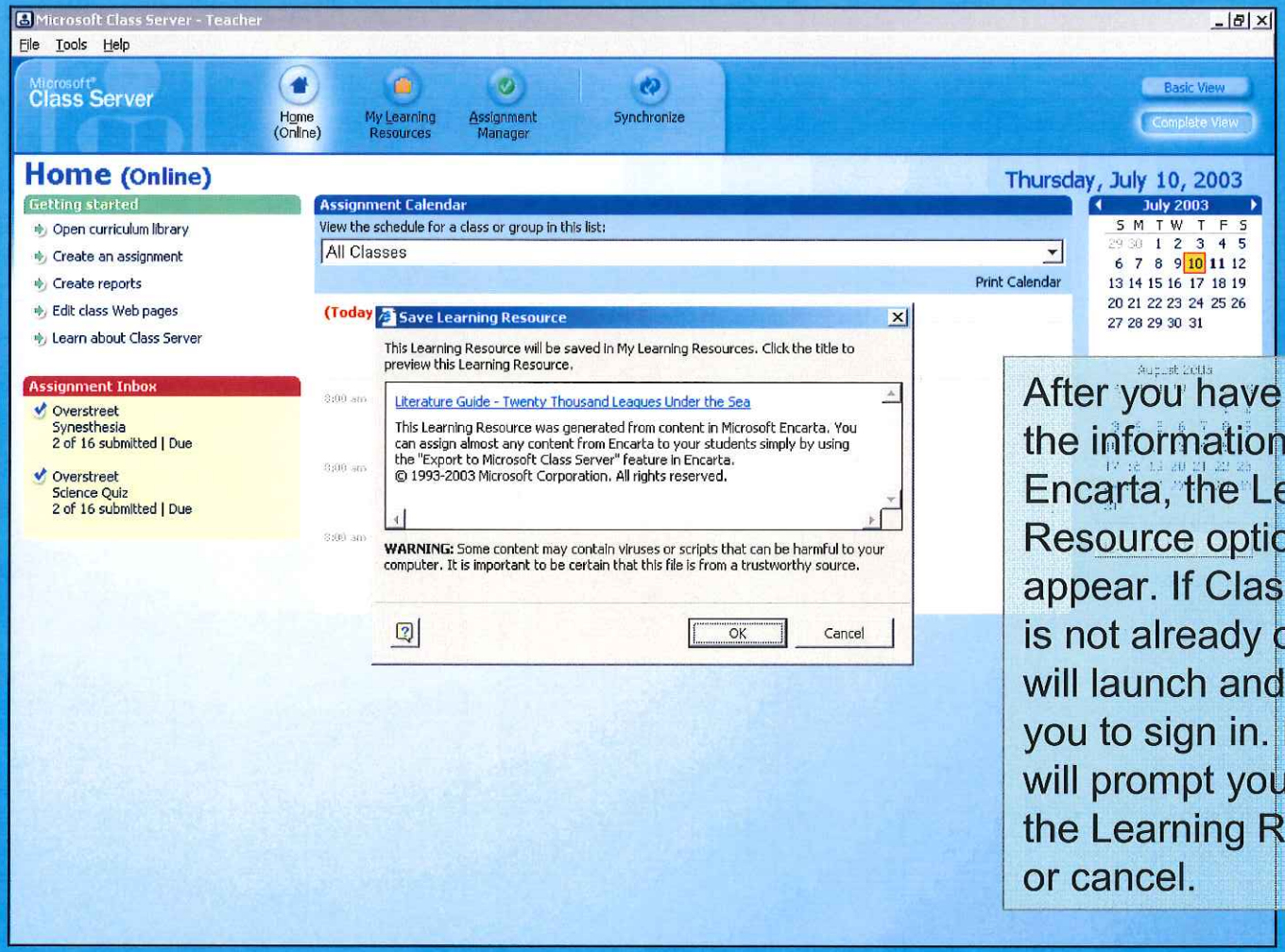
Export to Class Server Learning Resources



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

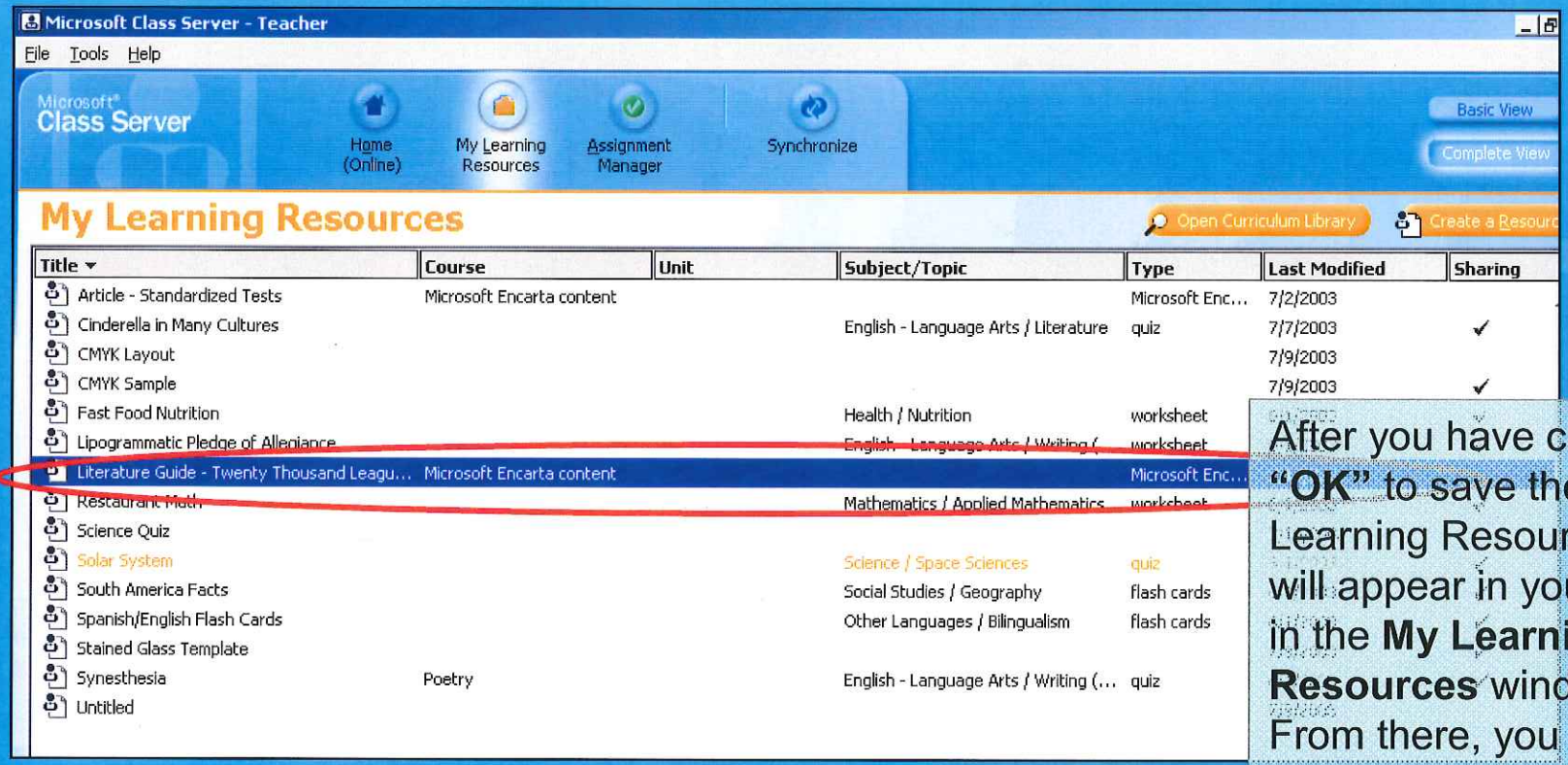
Export to Class Server Learning Resources



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

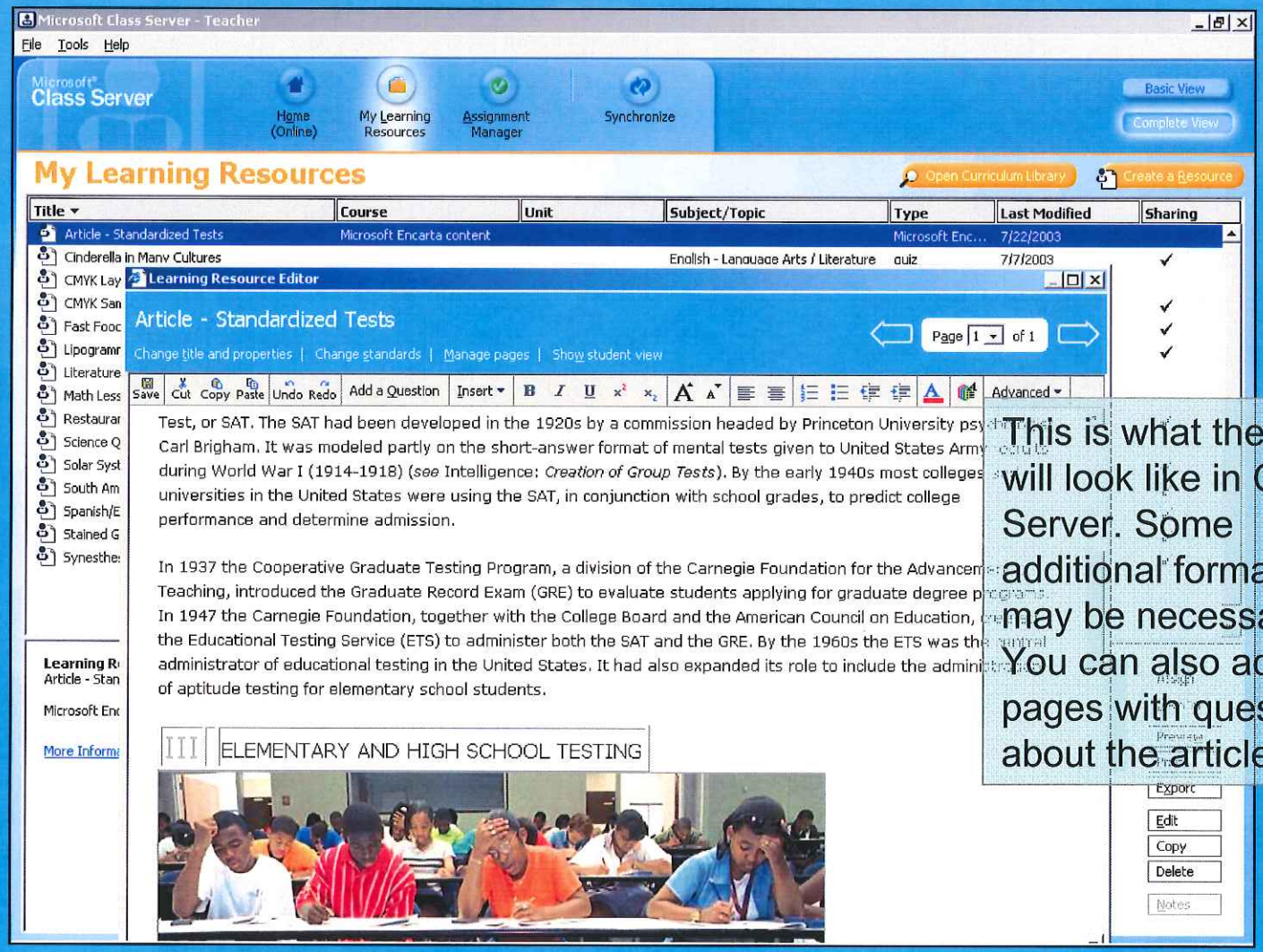
Export to Class Server Learning Resources



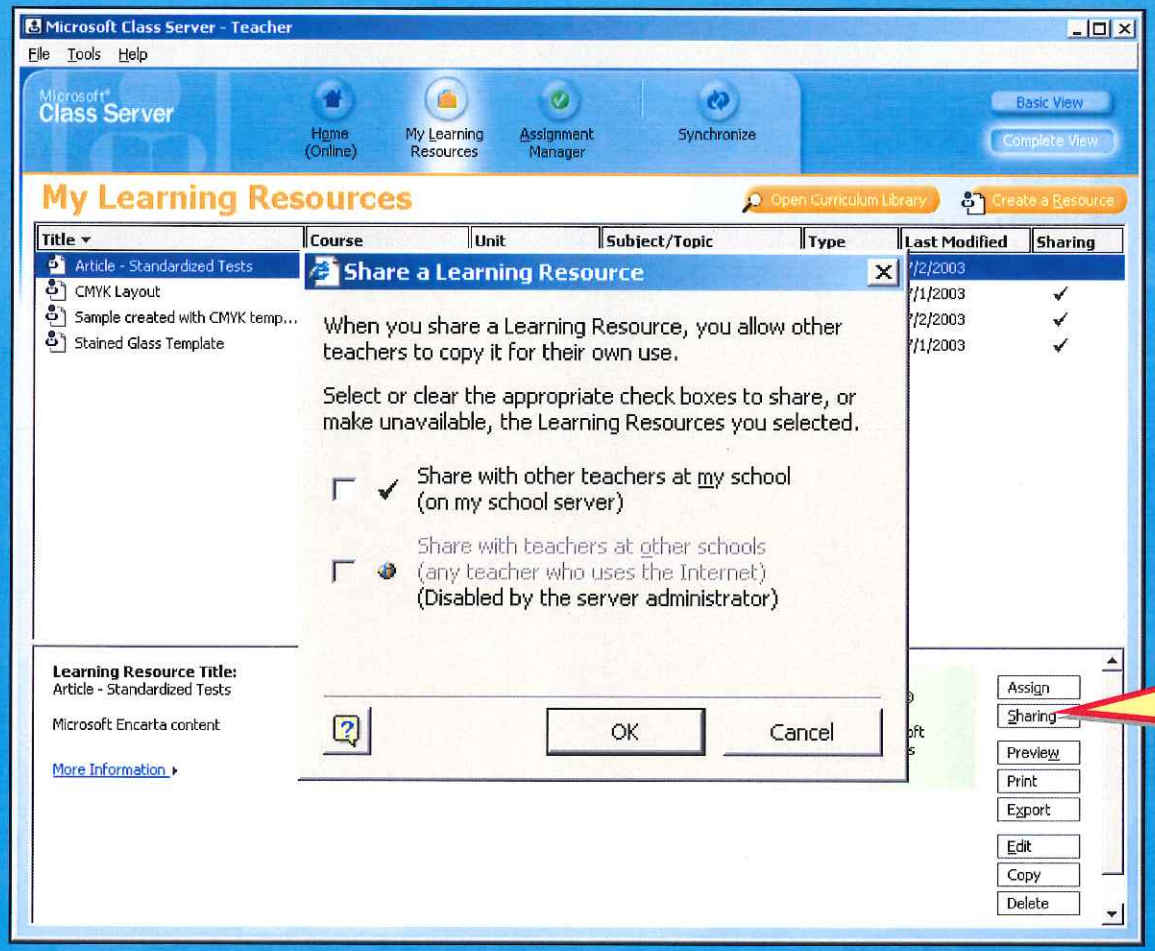
After you have chosen **"OK"** to save the Learning Resource, it will appear in your list in the **My Learning Resources** window. From there, you can make any necessary edits and assign it.

Use Encarta 2004

Export to Class Server Learning Resources

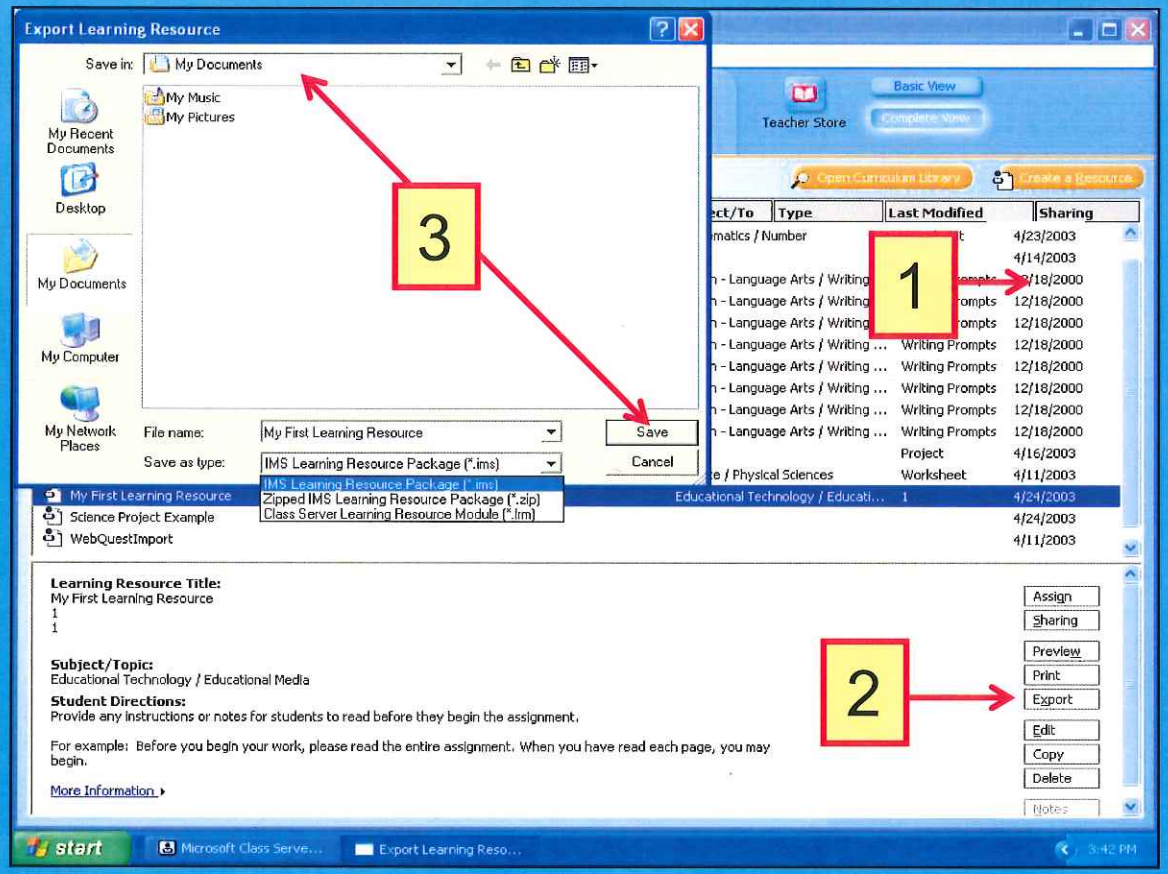


Share Learning Resources



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.

Export Learning Resources



1. Click on a learning resource in the main window.
2. Select the **"Export"** button in the lower right pane.
3. Browse for the directory you would like to store it and then choose **"Save"**.

Note

Use the export feature to save Learning Resources on your computer. You may choose to share them with colleagues from other districts.

Curriculum Standards aligned Learning Resources

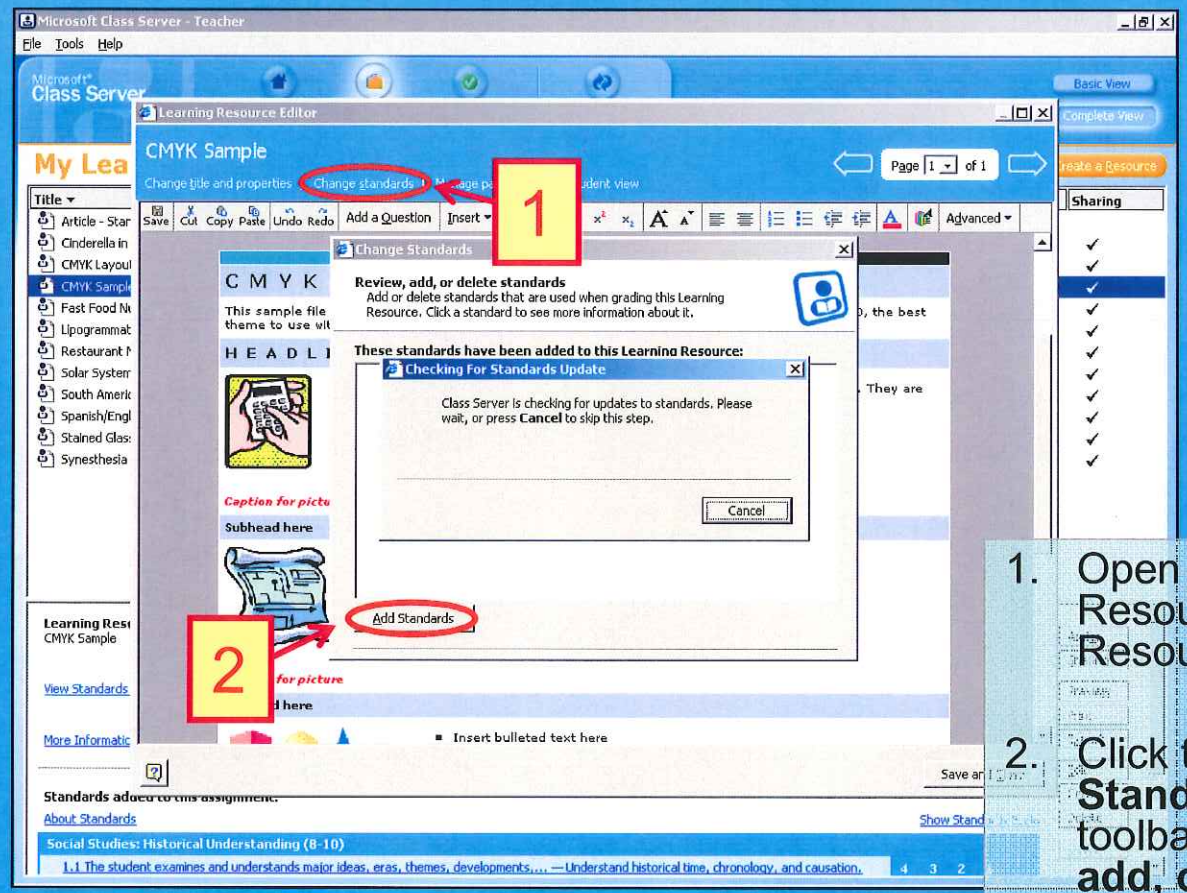
The Standards vary for every state, and even at the school district level.

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

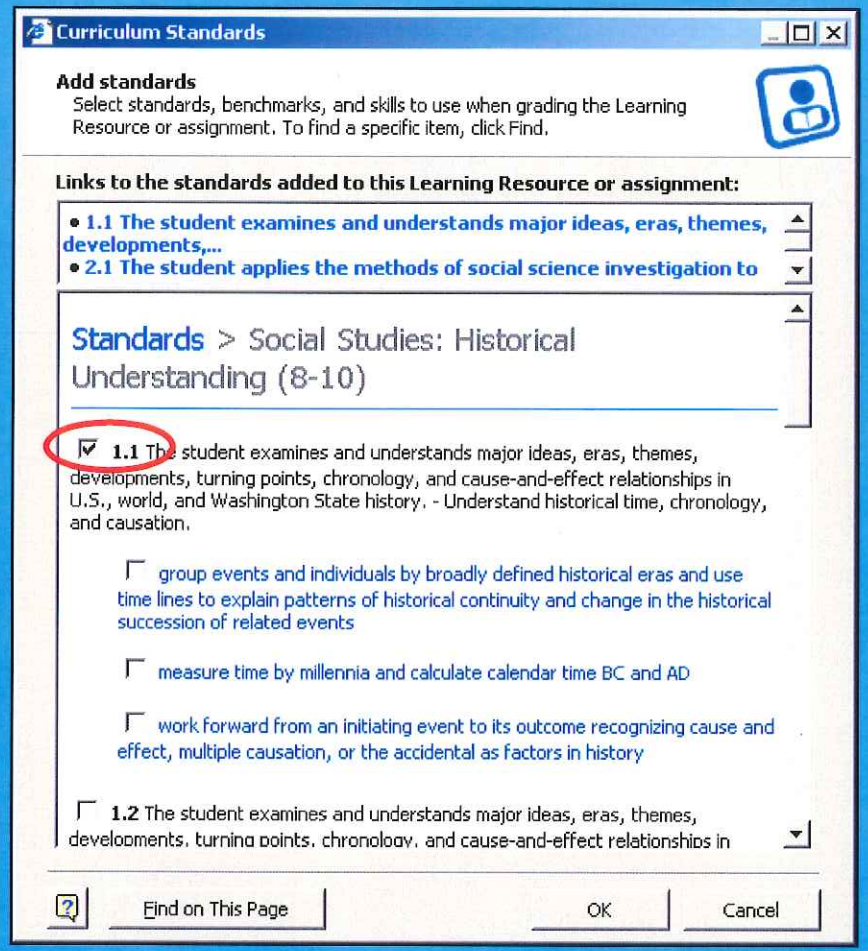
Align Learning Resources with curriculum standards



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

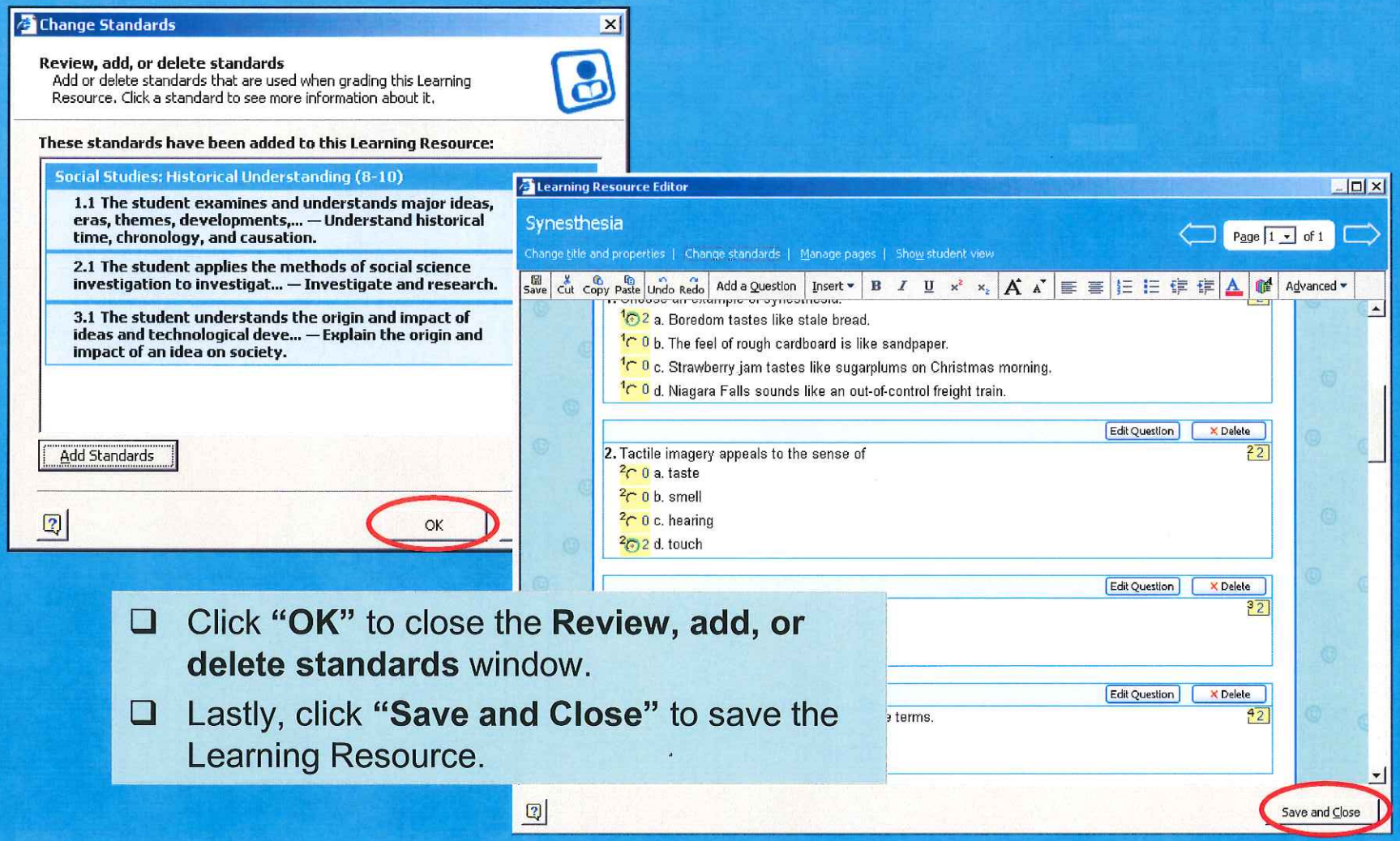


From the Add standards window…

- ❑ 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



- ❑ 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

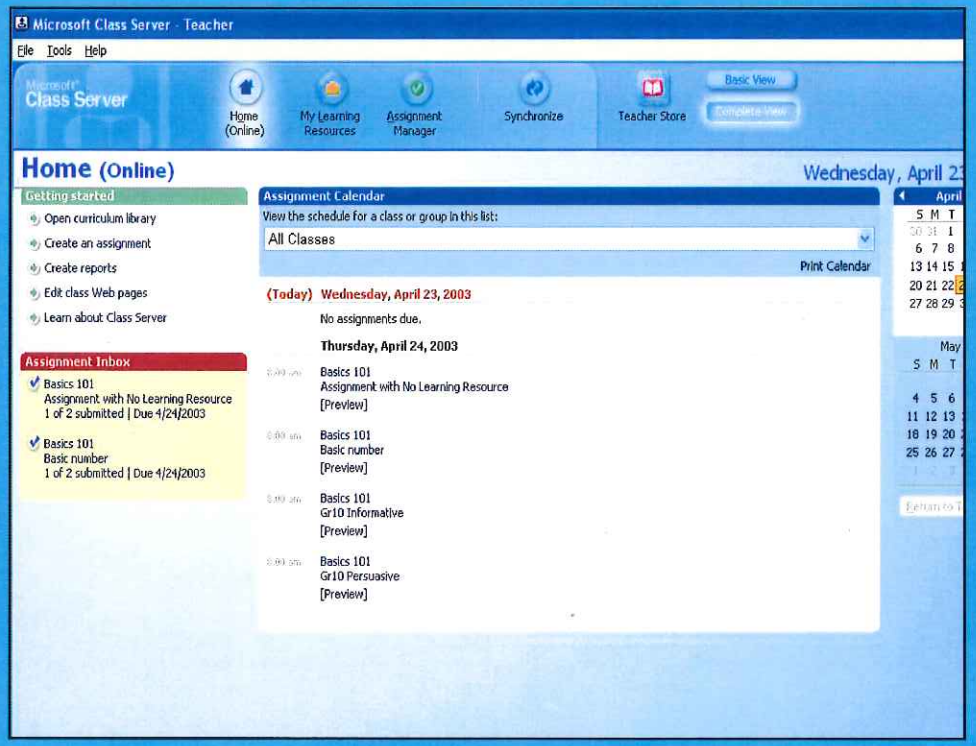
Learning Management Platform

Section Four:

Assignments

Getting Started

Using the Assignment Manager and Grading Tool



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

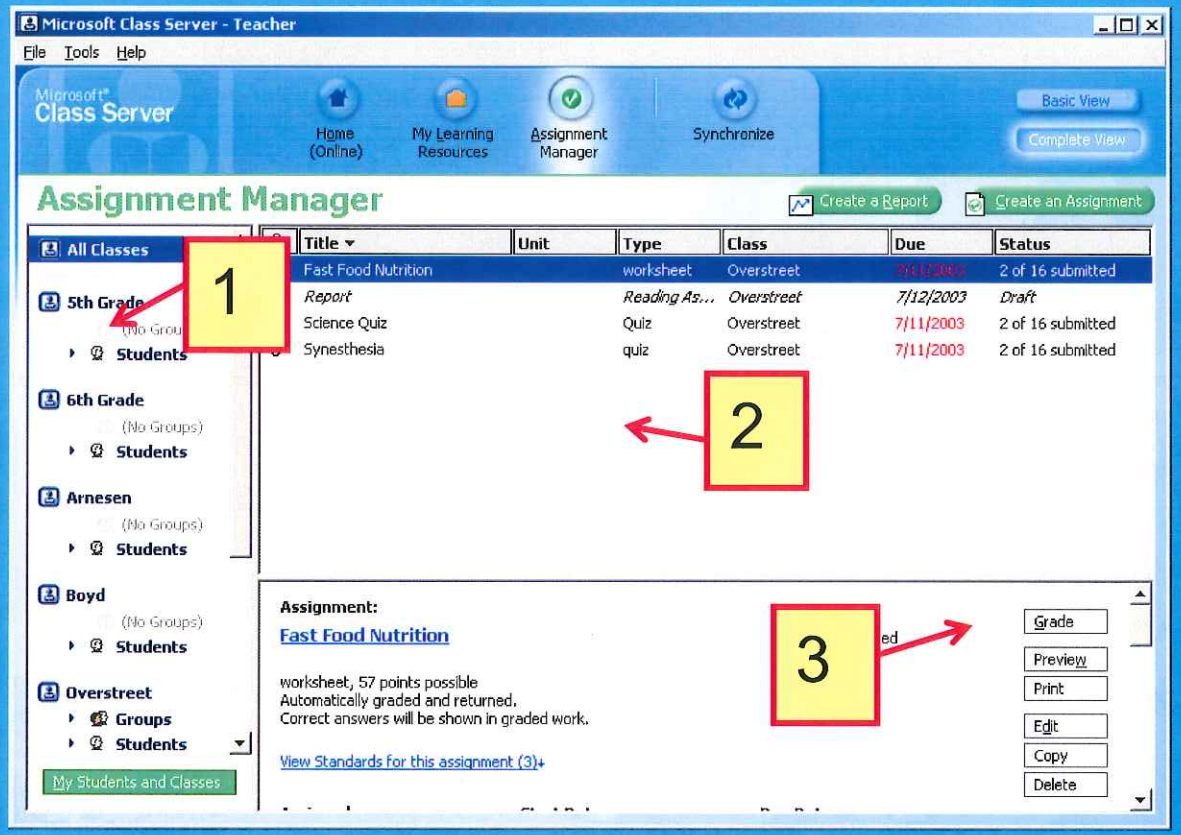
While you are working with the Assignment Manager, you may create assignments with or without a Learning Resource.

Note

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

Assignment Manager Overview

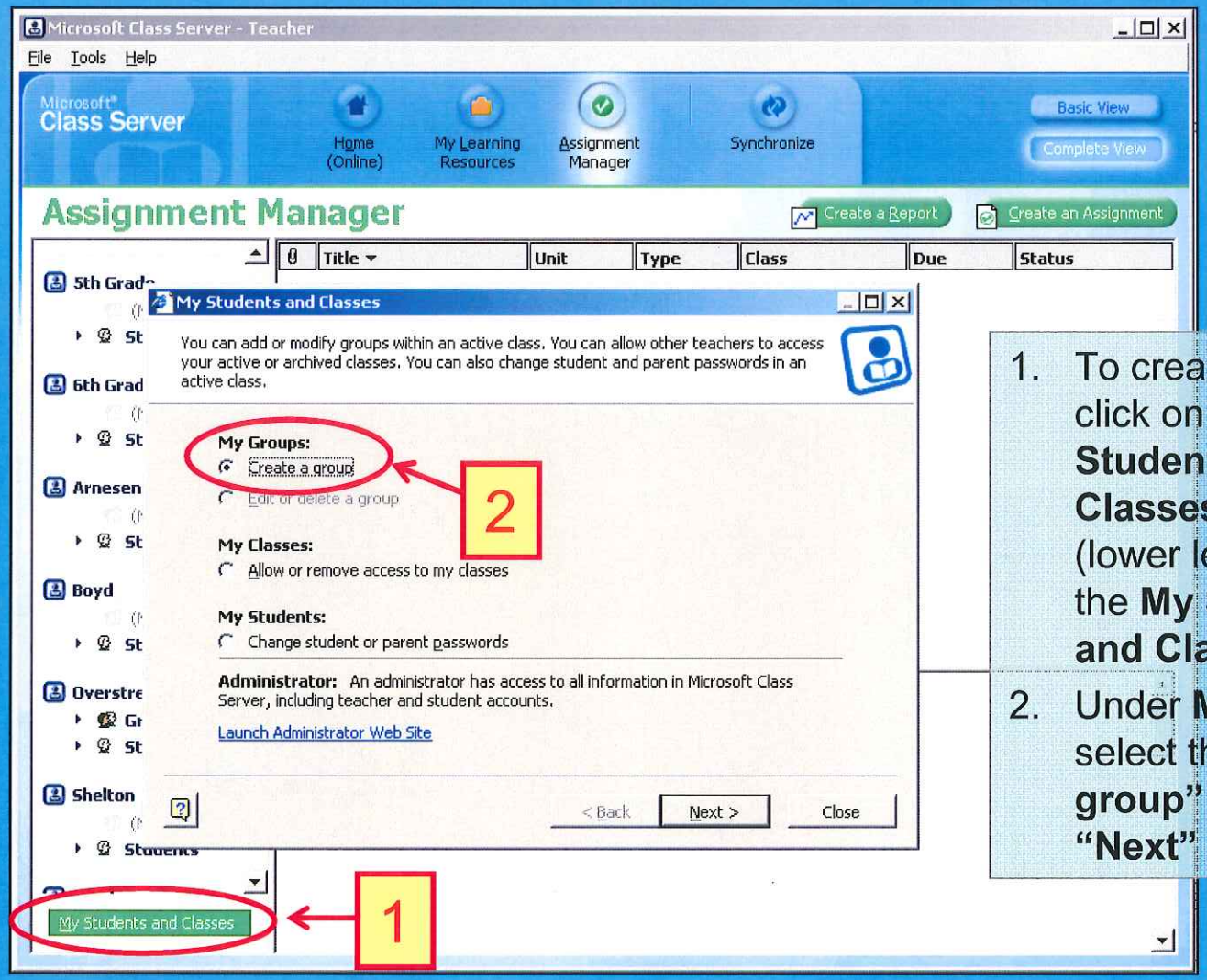
Assignment Manger helps you create, edit, copy, distribute and grade assignments, and create reports for students, scores, and curriculum standards.



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.

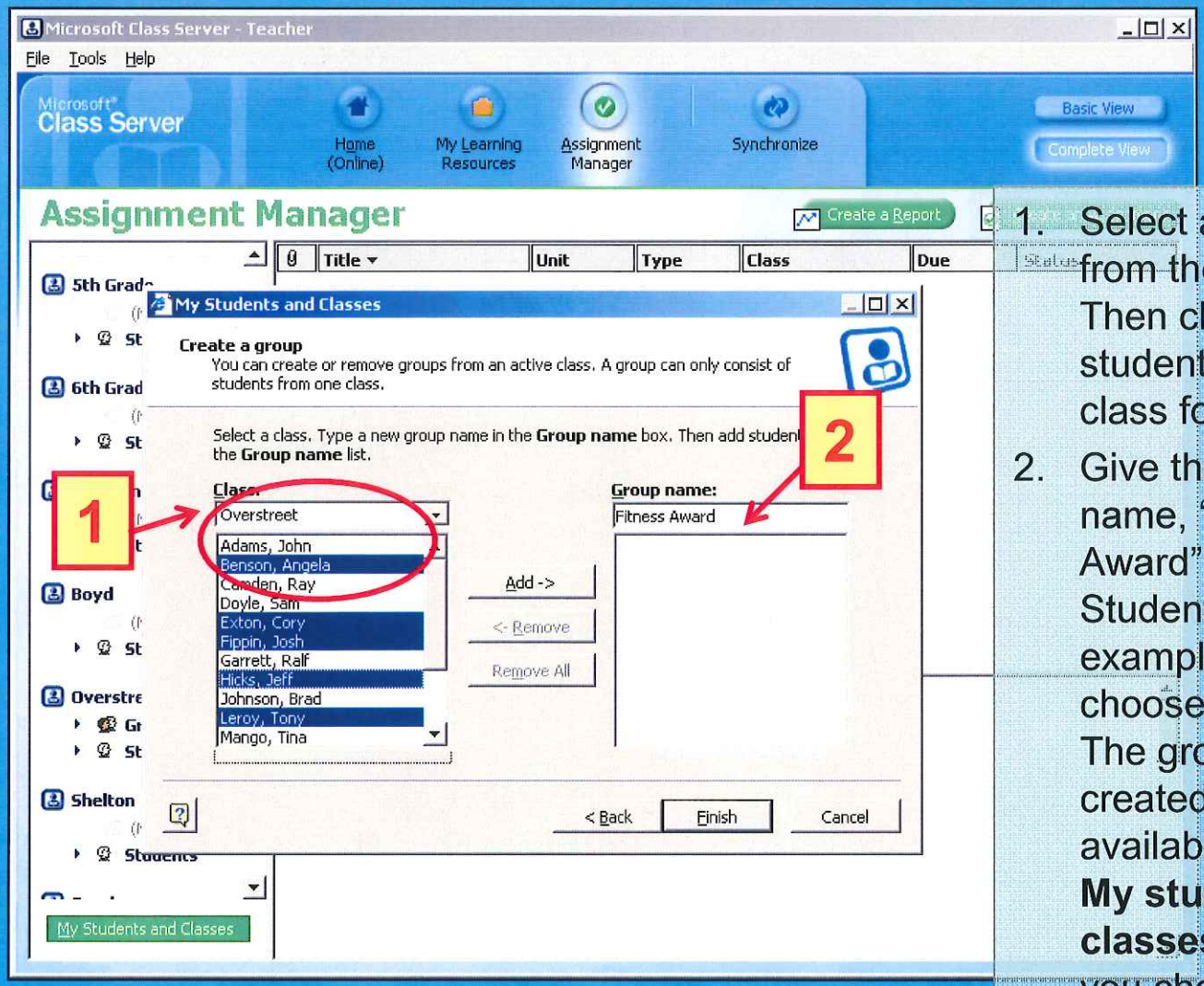
Using My Students and Classes

Create Groups



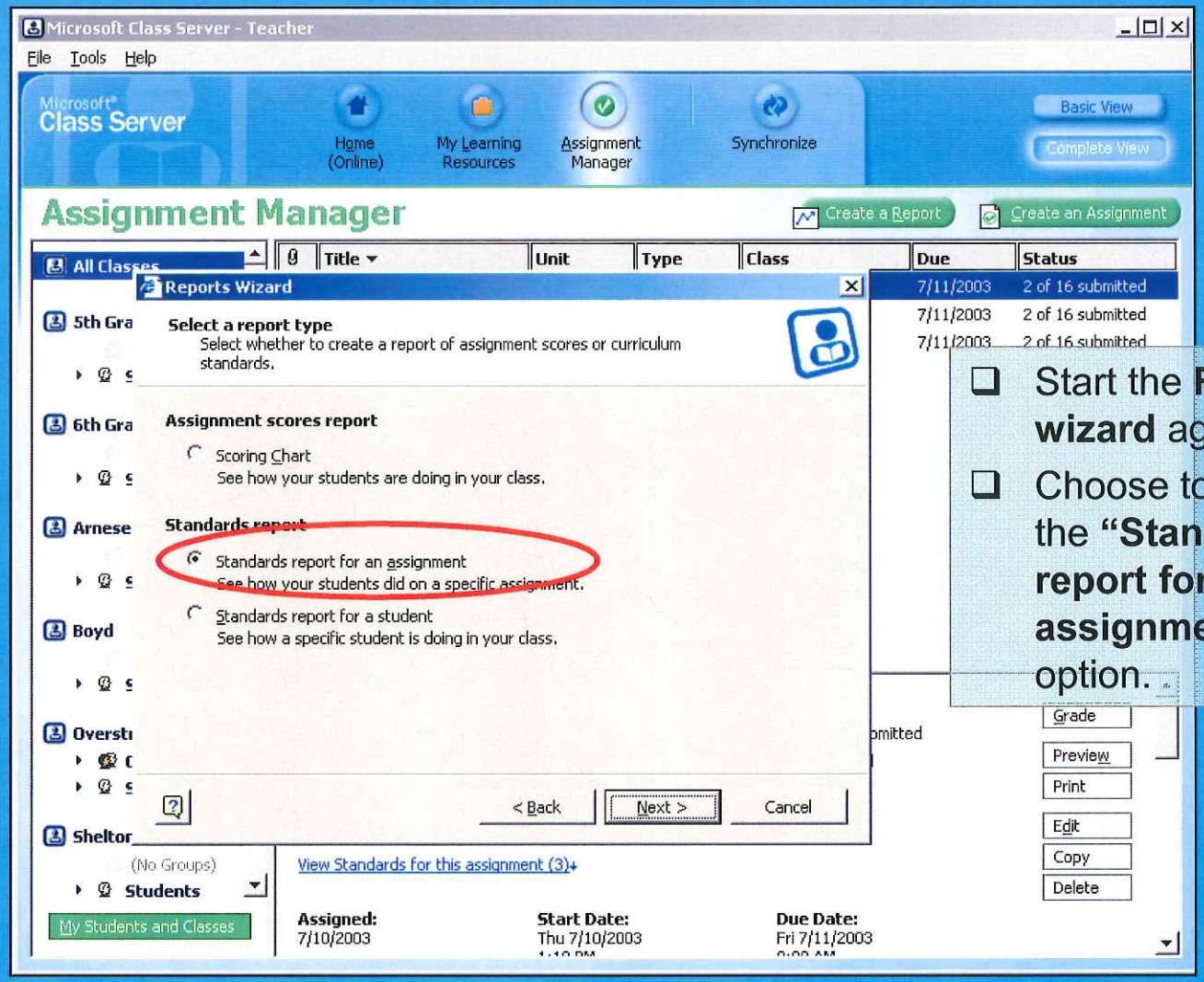
1. To create a group, click on the **"My Students and Classes"** button (lower left), and start the **My Students and Classes** wizard.
2. Under **My Groups**, select the **"Create a group"** option, then **"Next"** to continue.

Using My Students and Classes



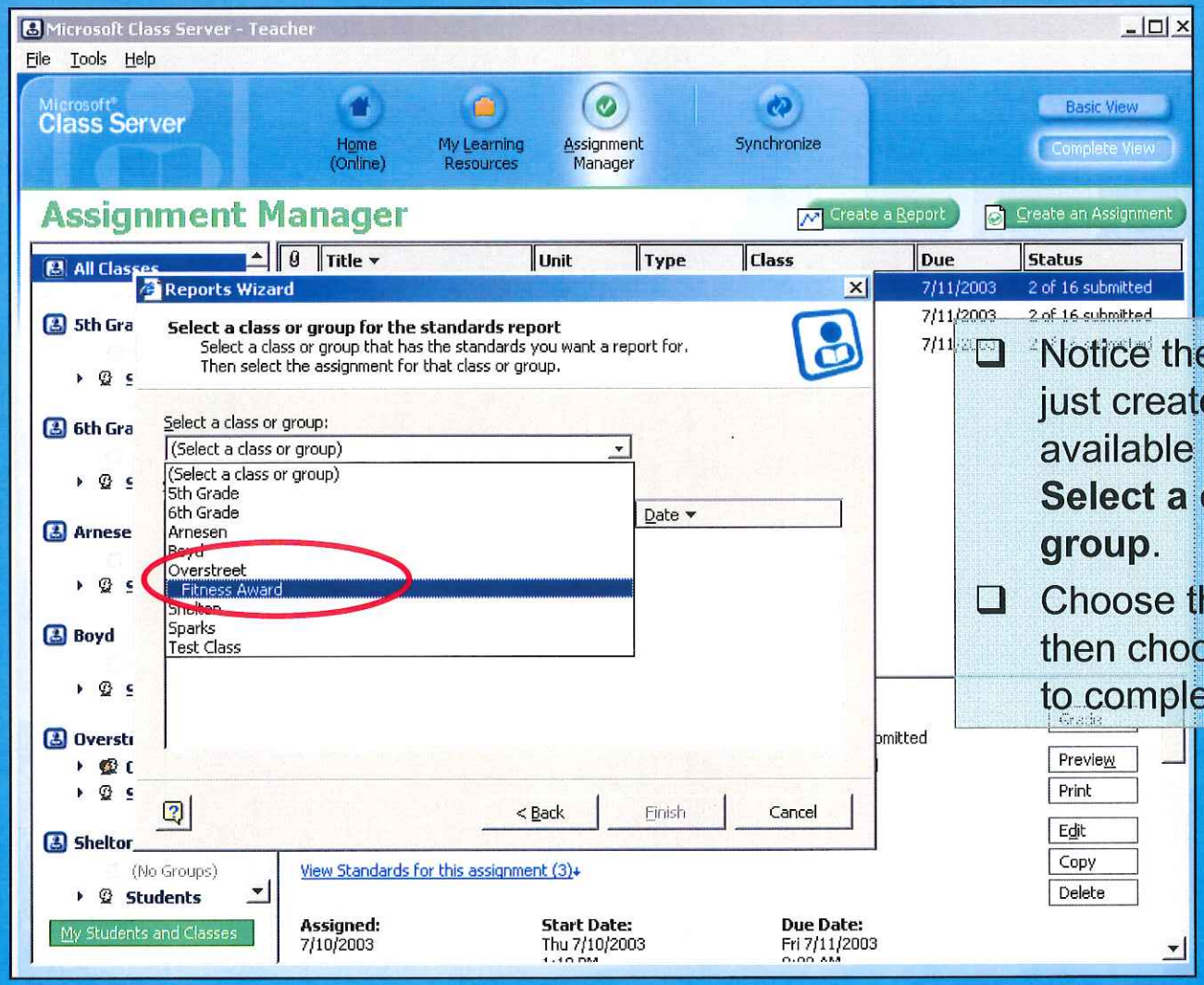
1. Select a teacher from the drop menu. Then choose the student(s) from that class for your group.
2. Give the group a name, "Fitness Award" or "Honor Students" for example. Then choose **"Finish"**. The group you just created will be available in the list of **My students and classes** next time you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

Using My Students and Classes



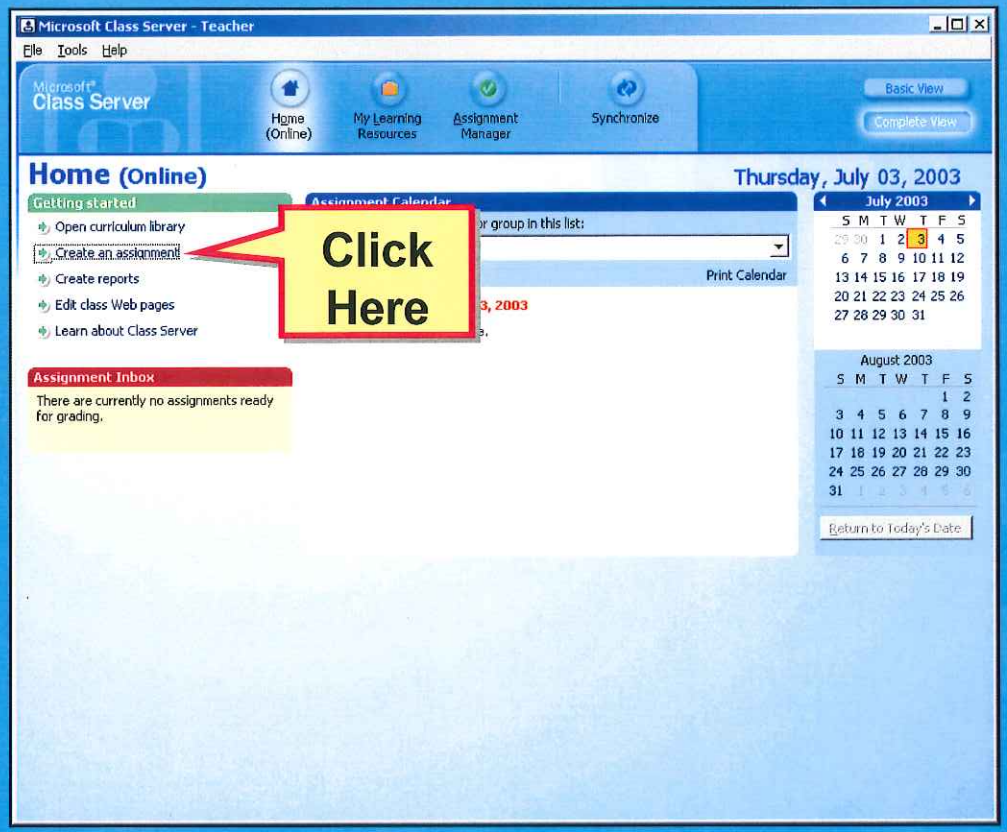
- Start the **Reports wizard** again.
- Choose to create the **"Standards report for an assignment"** option.

Using My Students and Classes



- 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.

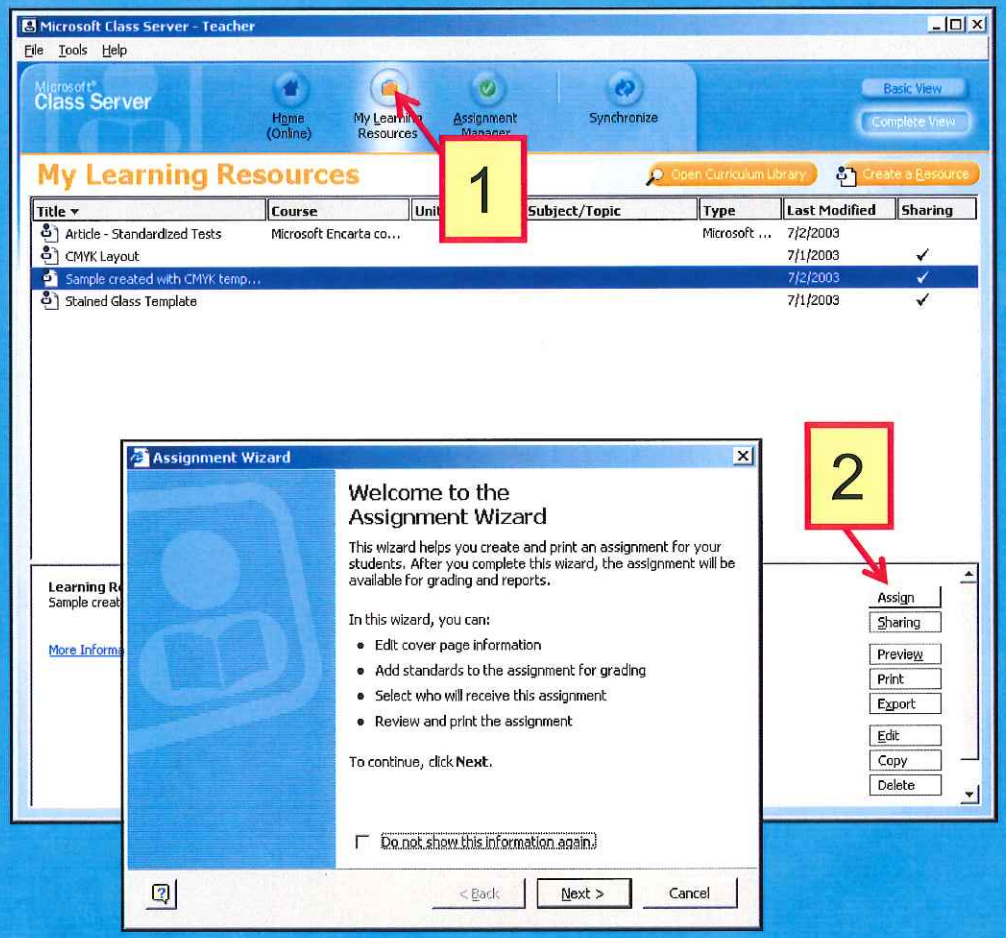
Working with Assignments



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.

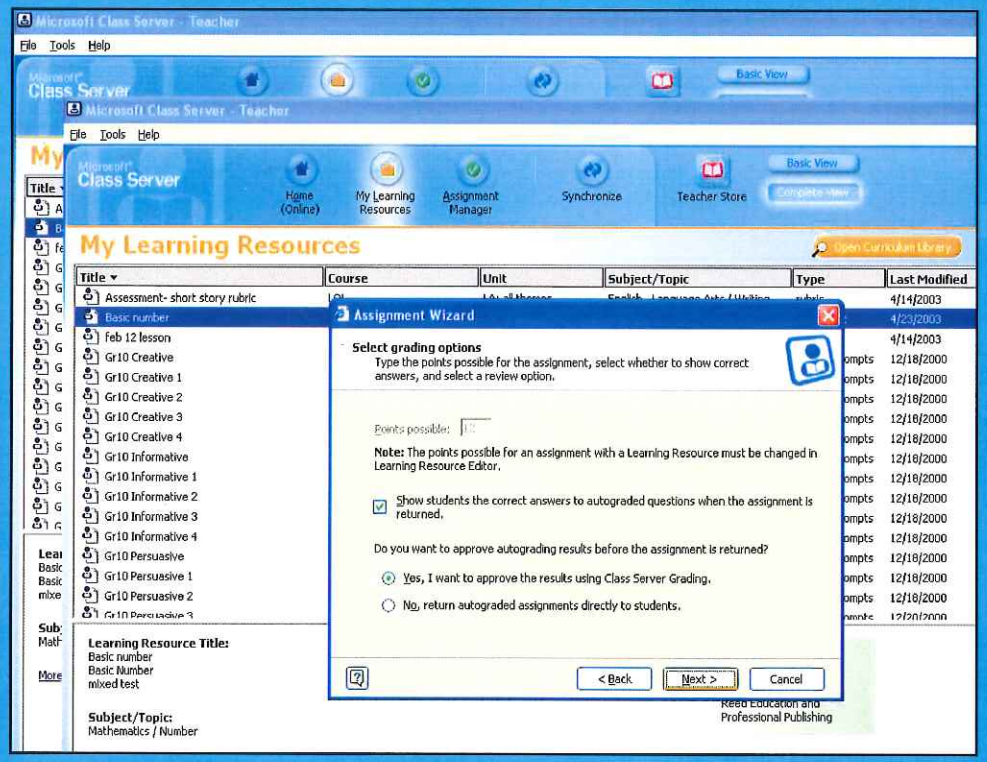
Working with Assignments

From the My Learning Resources Window



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.

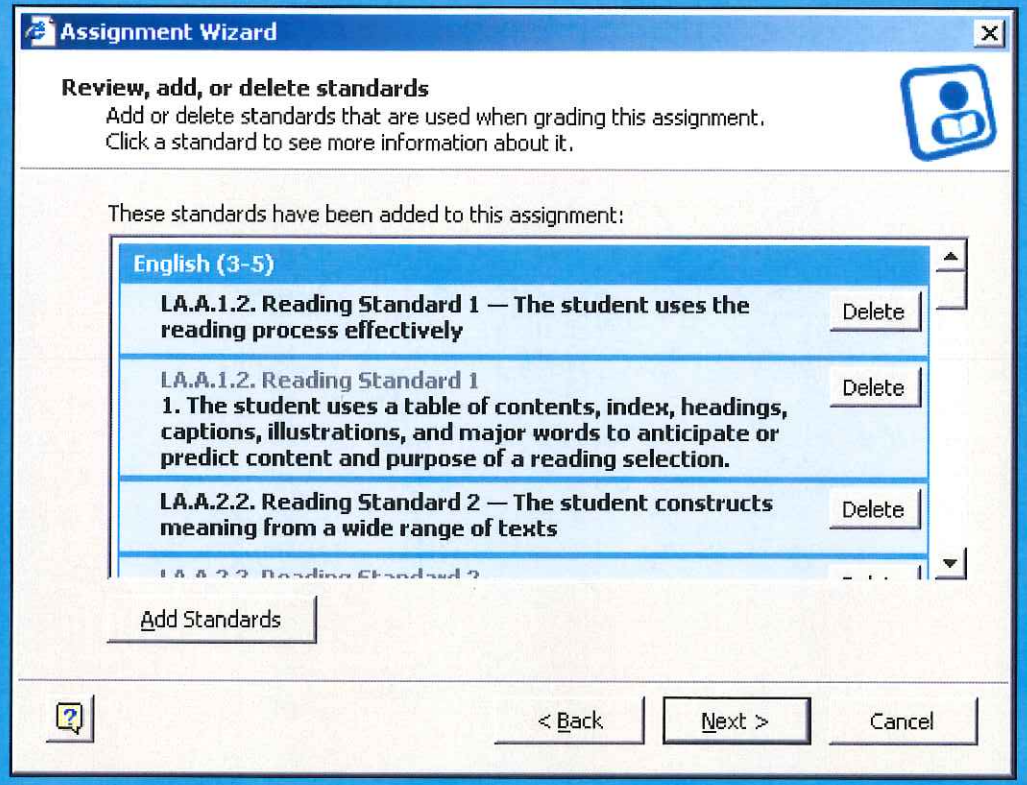
Working with Assignments



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

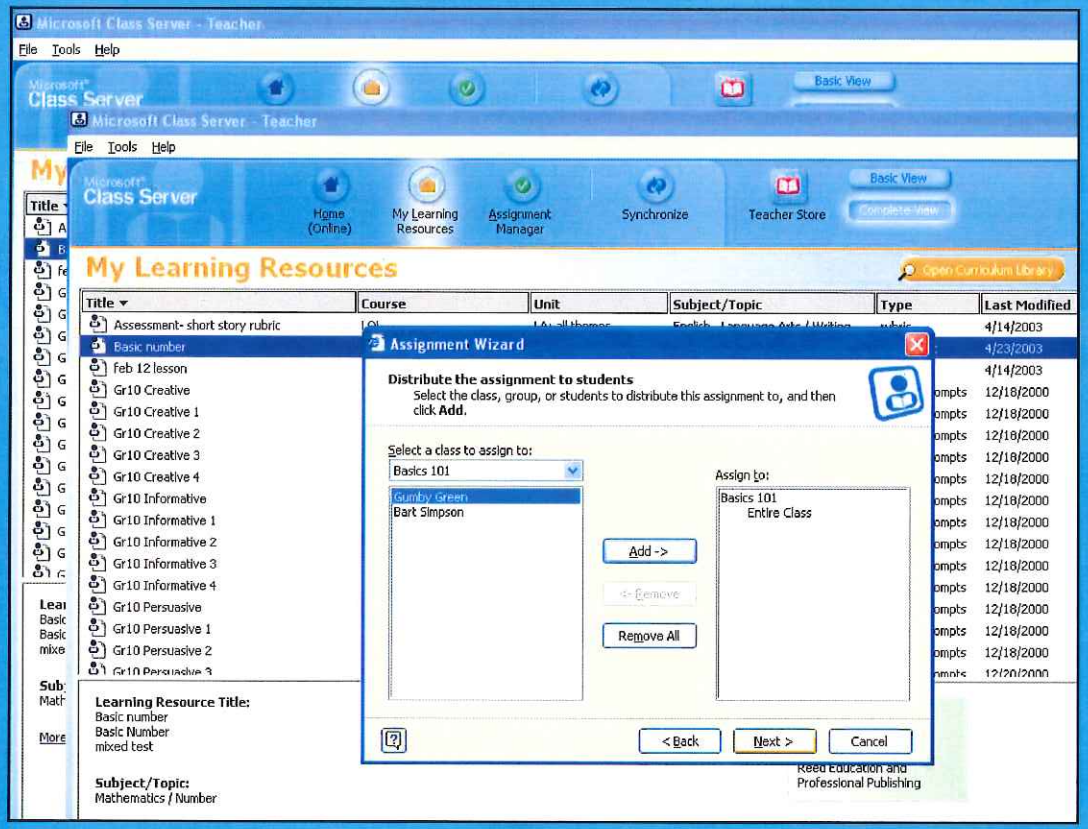


By default, the Learning Resource should have already been aligned with standards and be approved and ready to use. This process is something that should be completed from the curriculum developers while creating Learning Resources.

Note

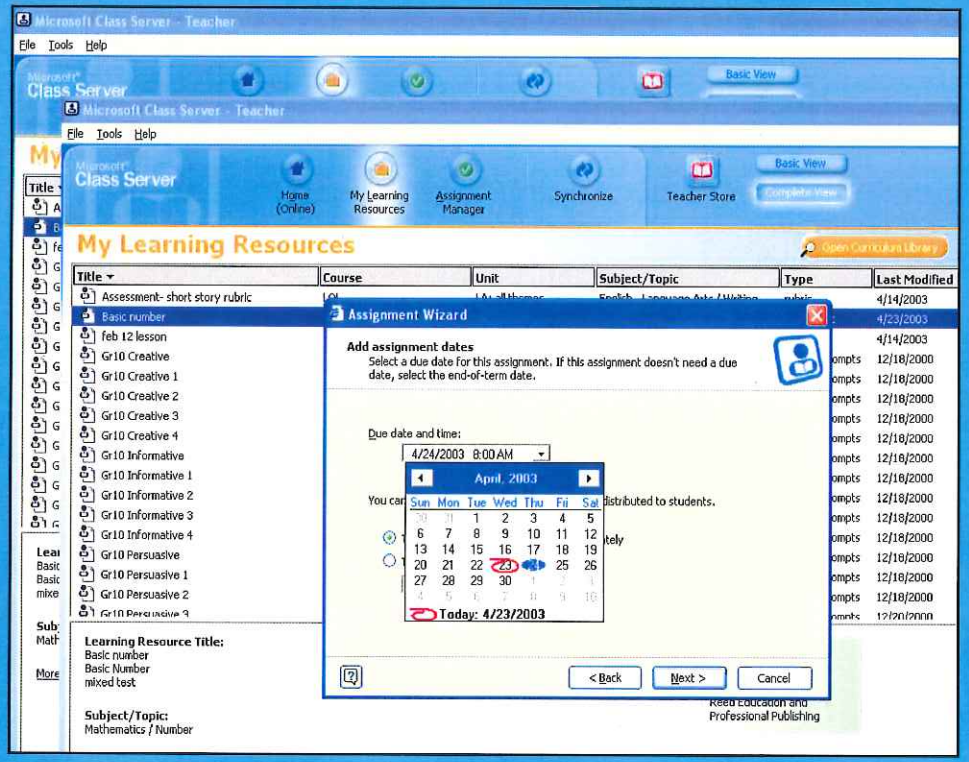
Each Assignment can be aligned with appropriate curriculum standard(s). Adding or deleting standards to assignments overrides the standards attached to the Learning Resource for a particular assignment if necessary.

Working with Assignments



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

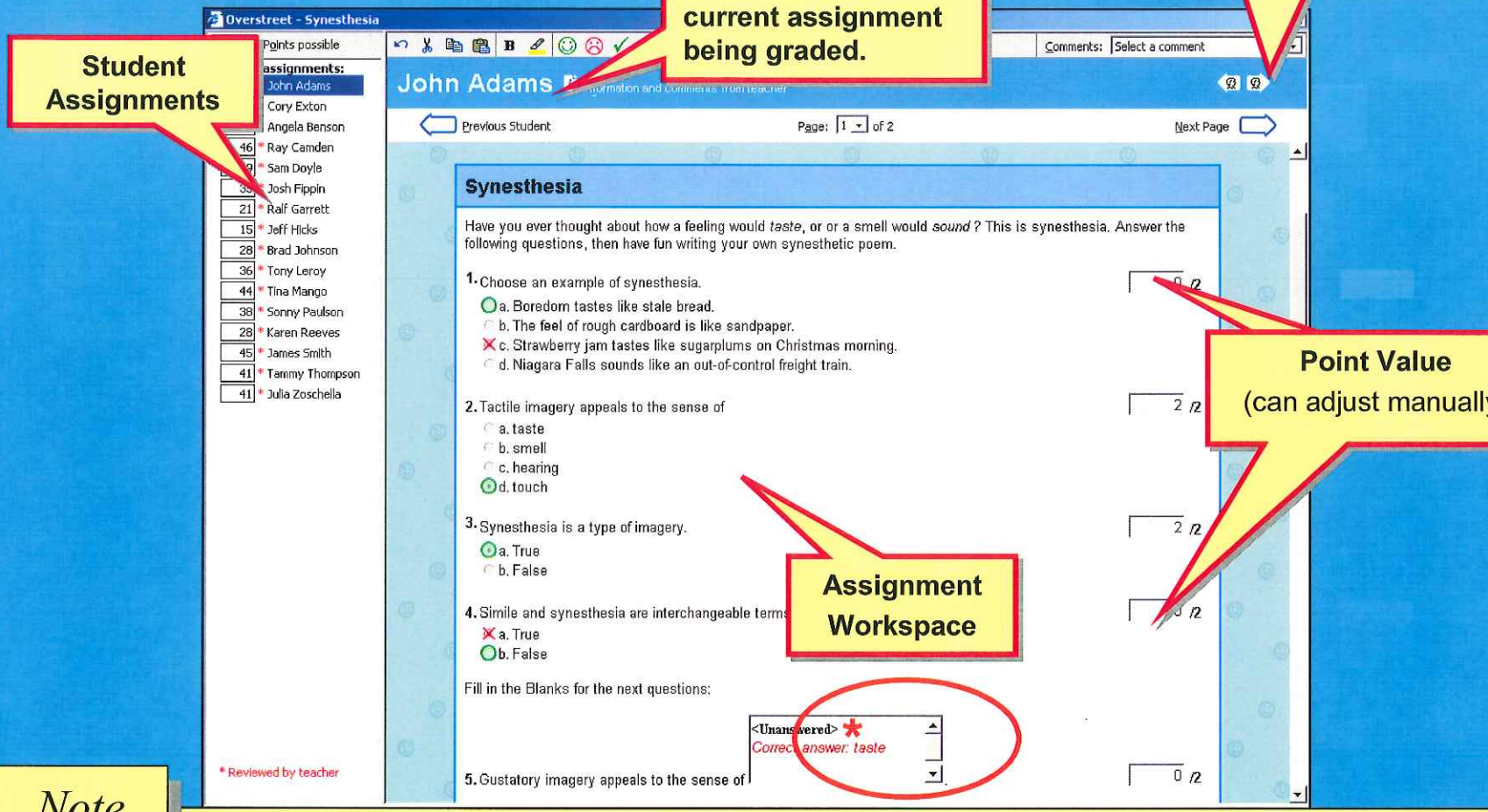


Select the **due date and time** the assignment is to be completed by the students. Do this by clicking on the dropdown menu. Then select the option **"The assignment will be distributed immediately"** or select the date for distribution.

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.

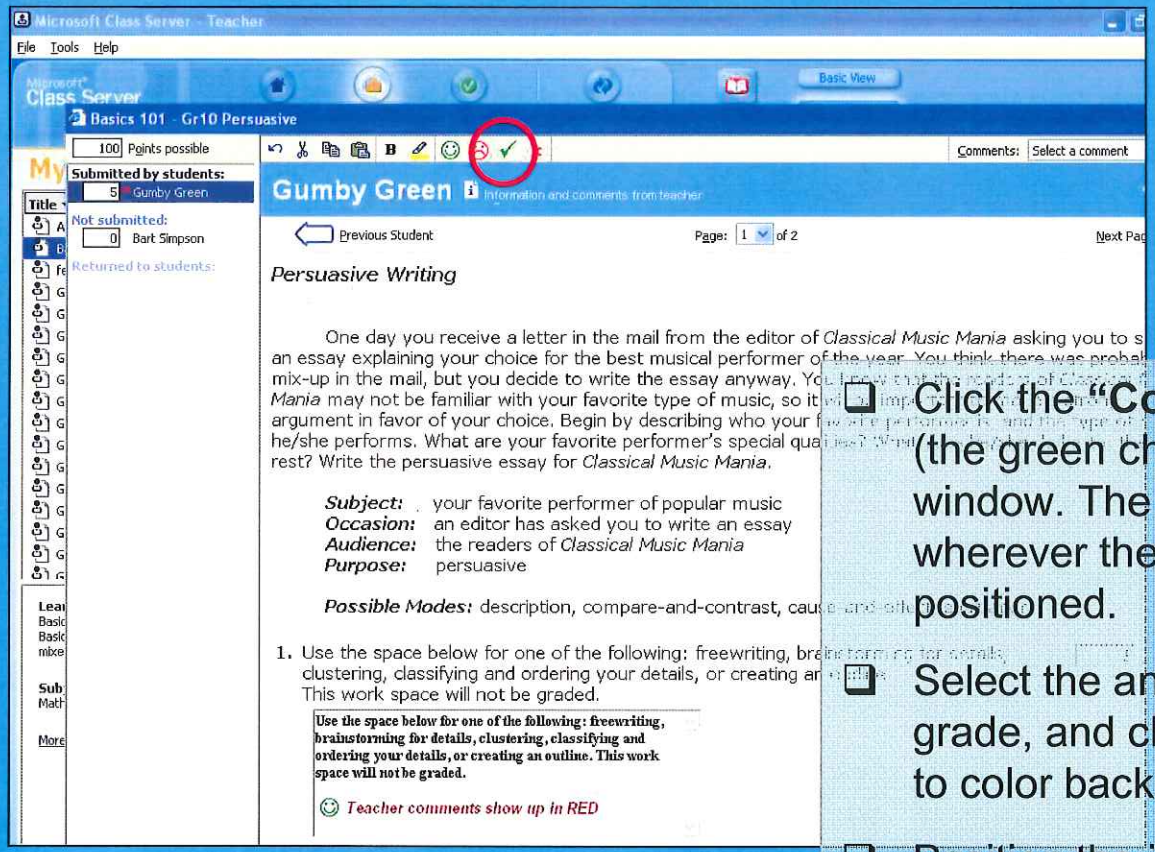
Using the Grading Tool



Note

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

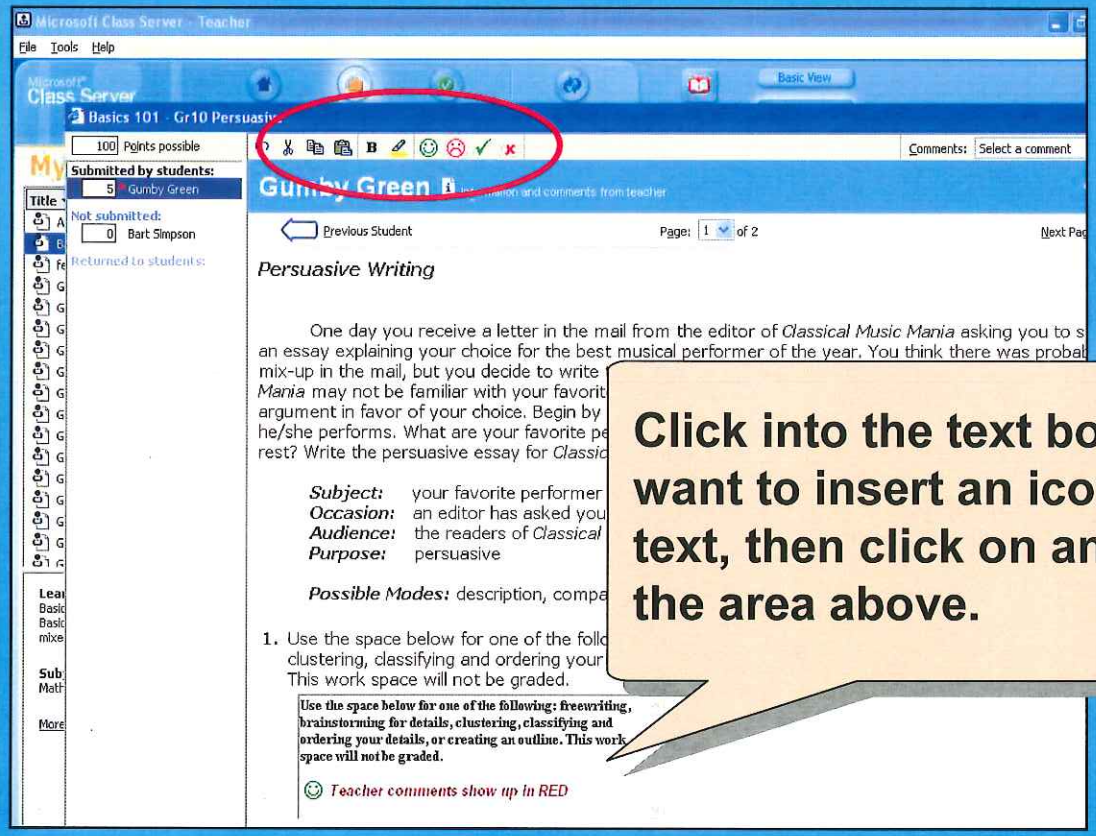
Using the Grading Tool



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

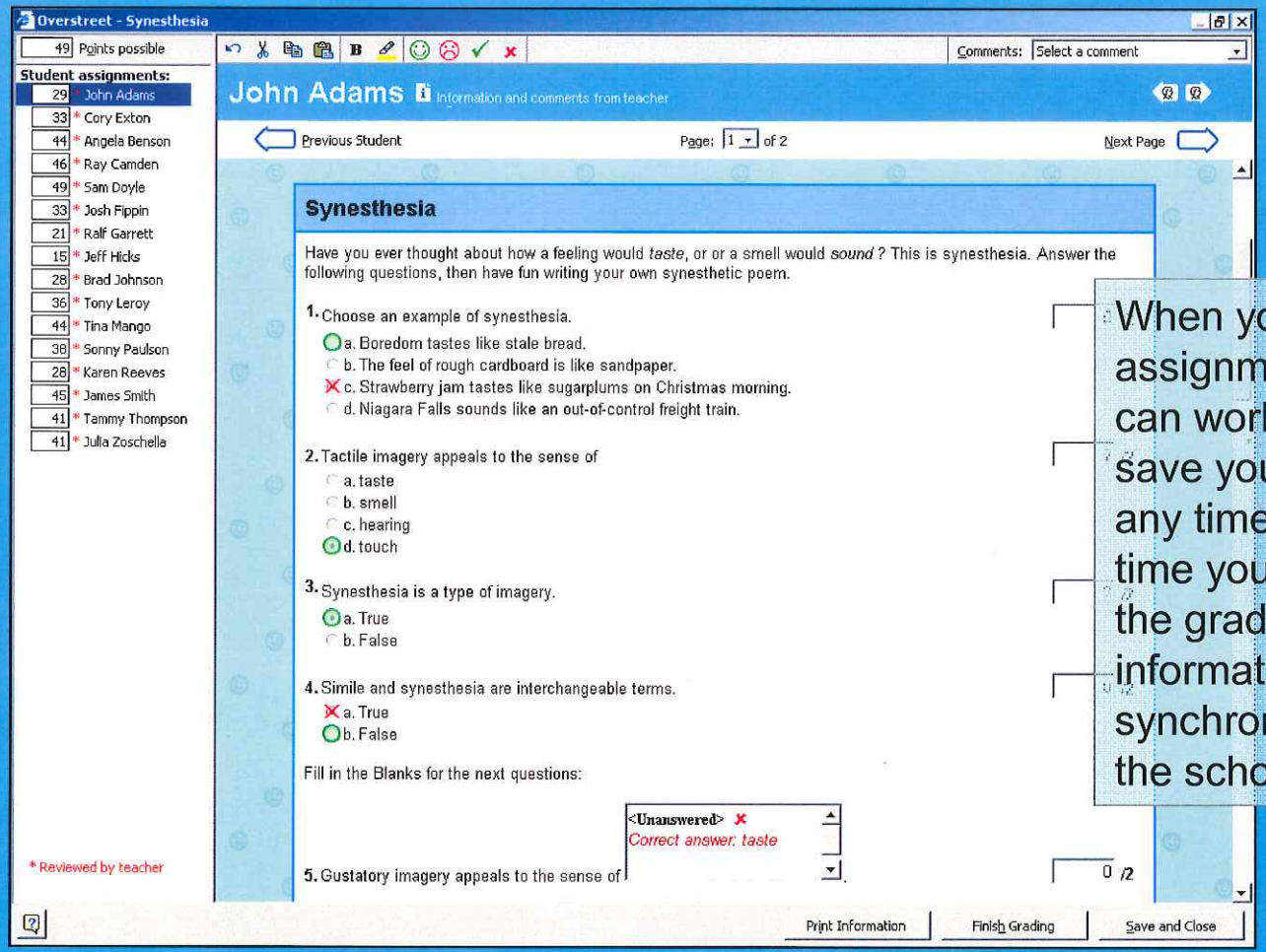


Click into the text box where you want to insert an icon or highlight text, then click on an icon from the area above.

Note

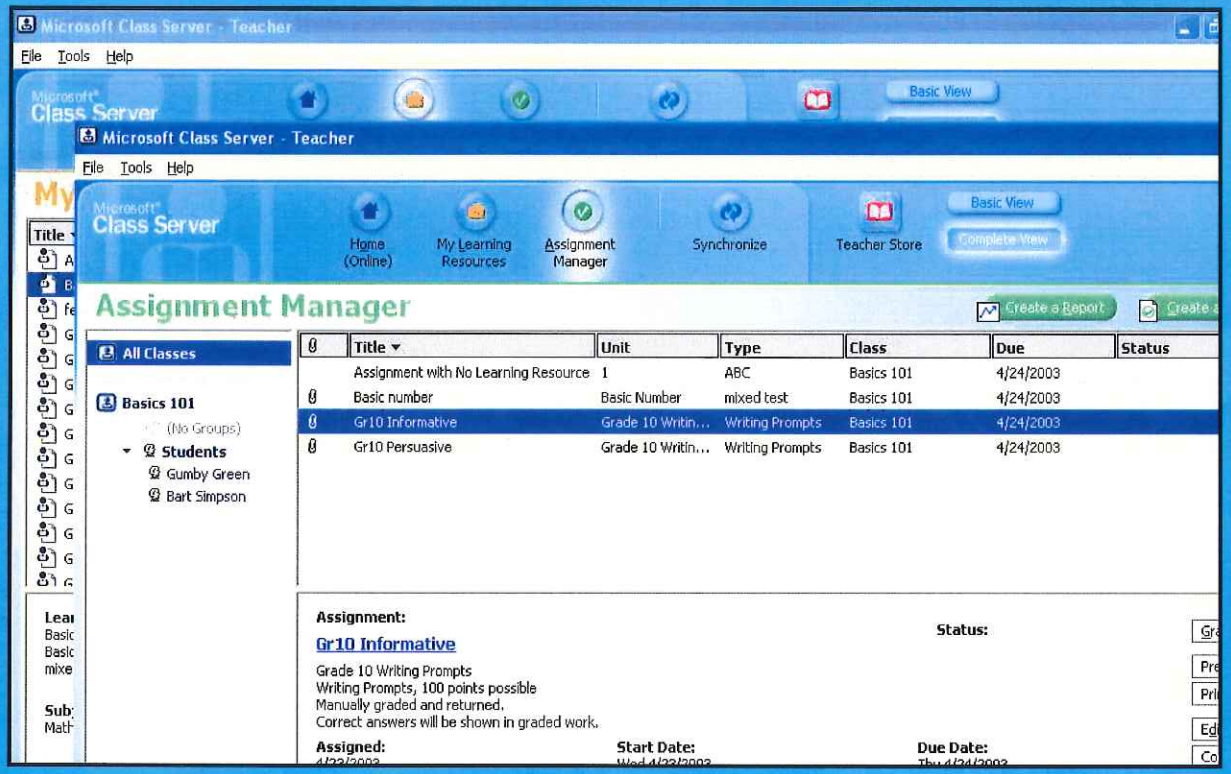
Icons can only be inserted into short answer and essay type quesitons.

Using the Grading Tool



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.

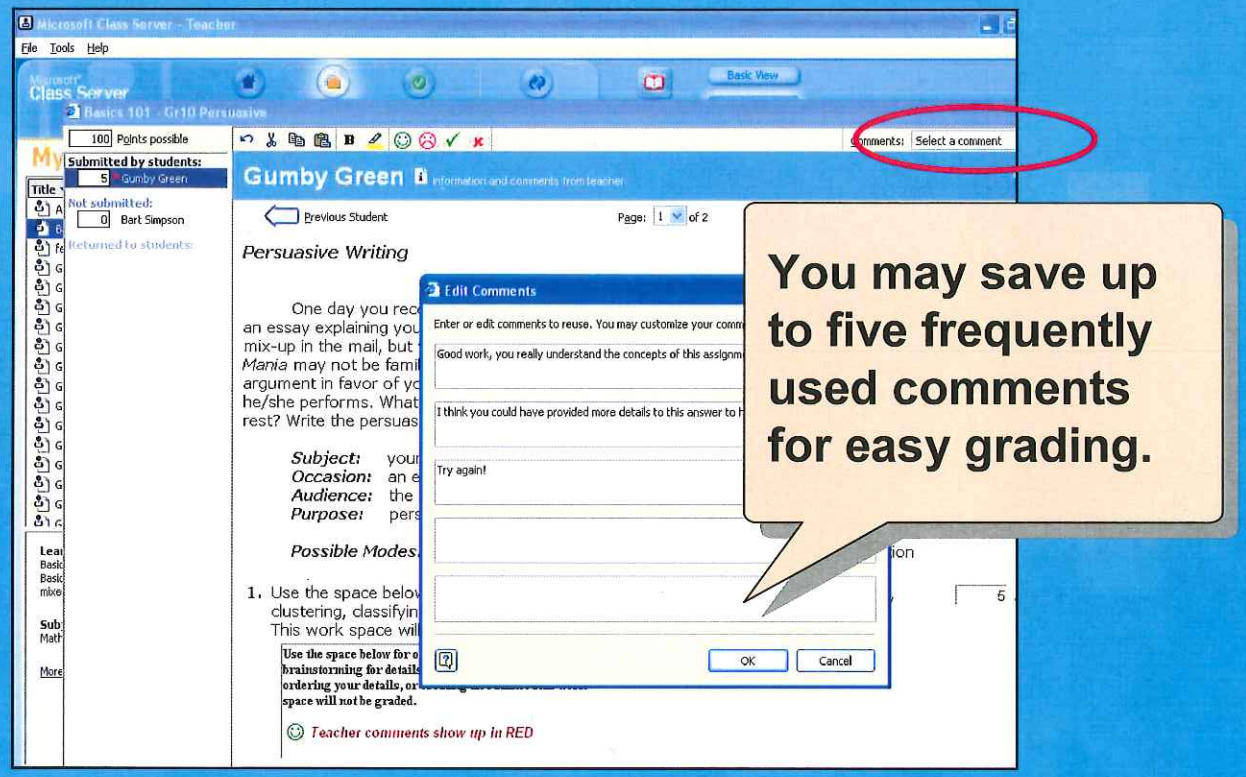
Create an Autogradable Assignment



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.

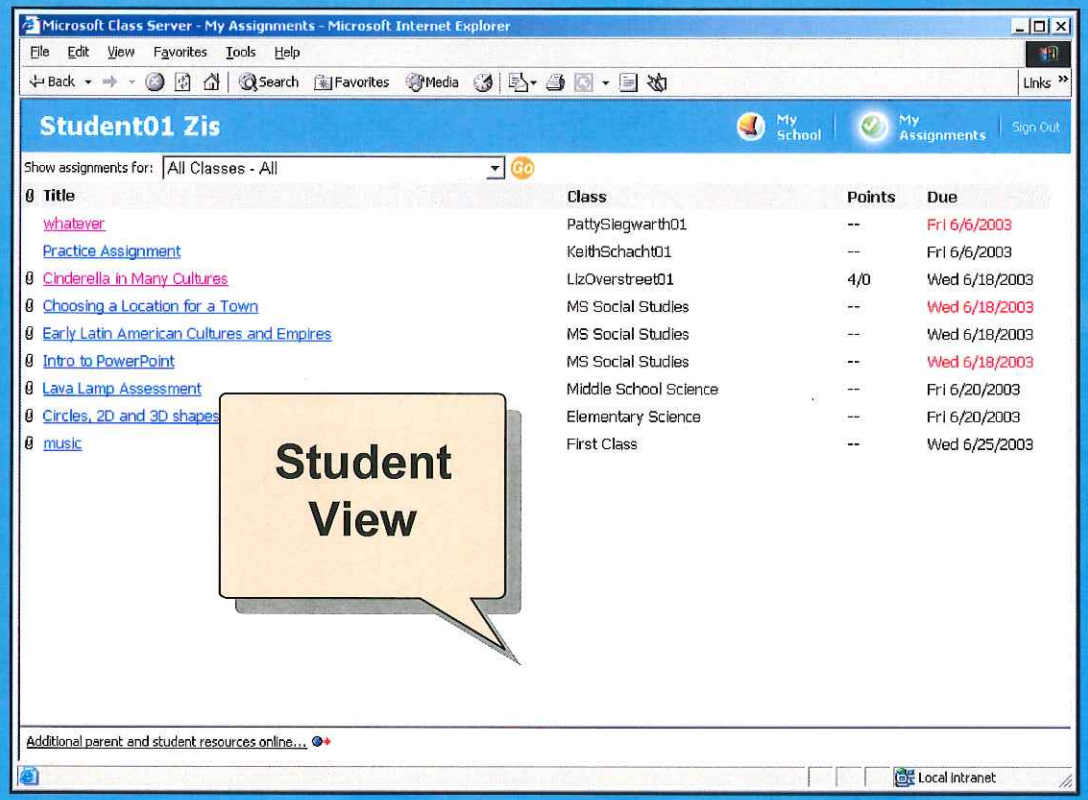
Grading Assignments



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

Create an Autogradable Assignment

Student View

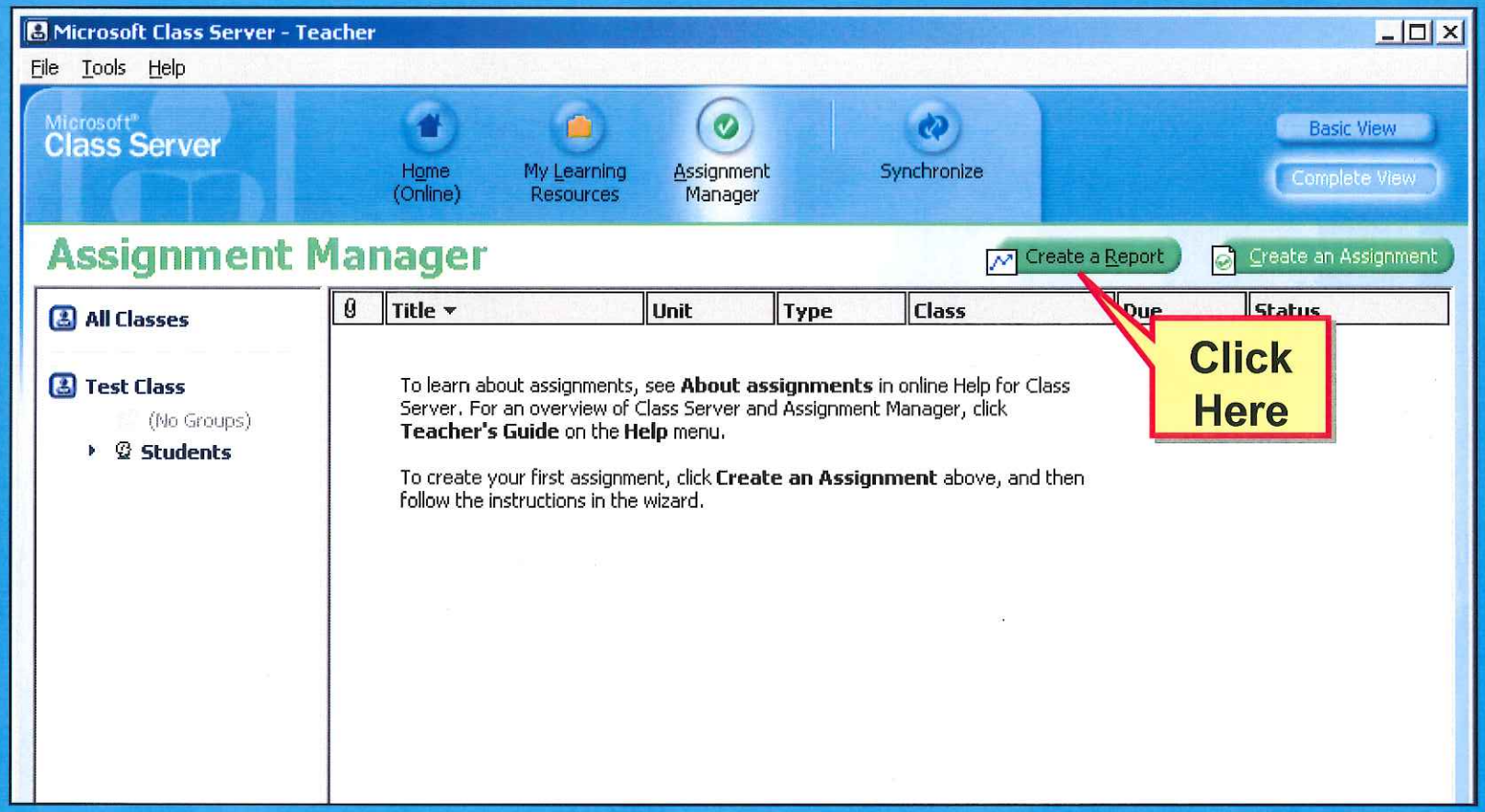


When a student logs into their class home page, they will get a personalized view with the option to view all of their assignments from teachers using Class Server. Students can chose the **"My Assignments"** option to work on their homework from multiple teachers in one place.

Note

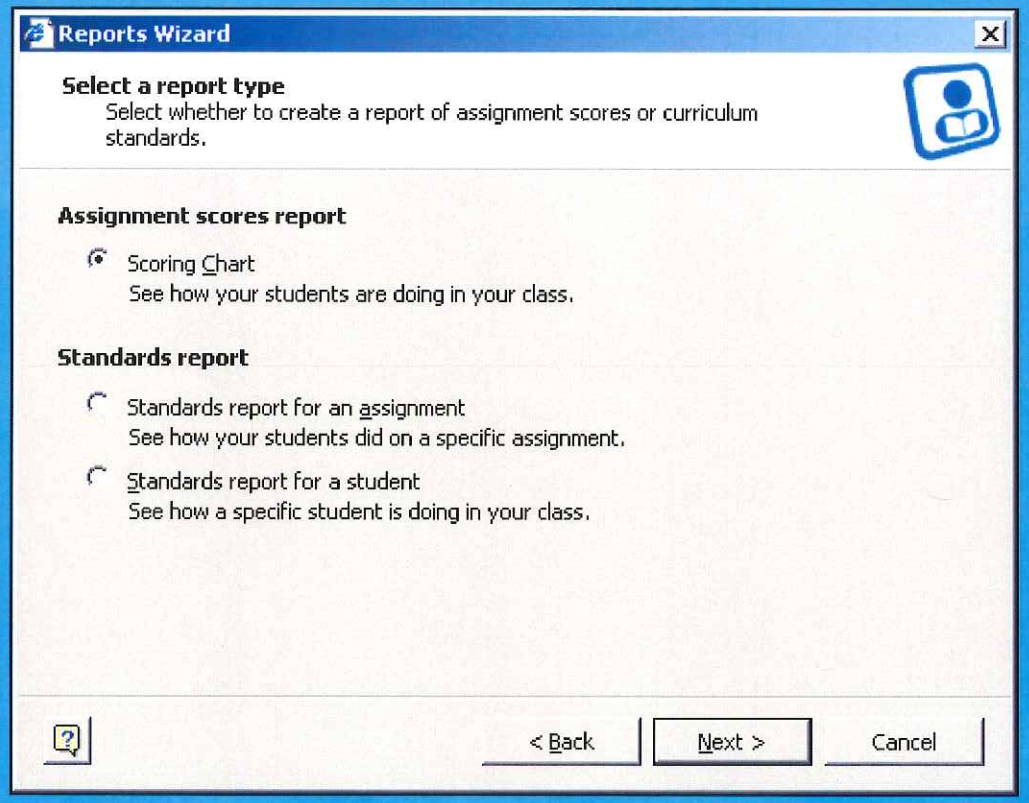
The student portal will be covered in more detail later.

Create and Print a Report



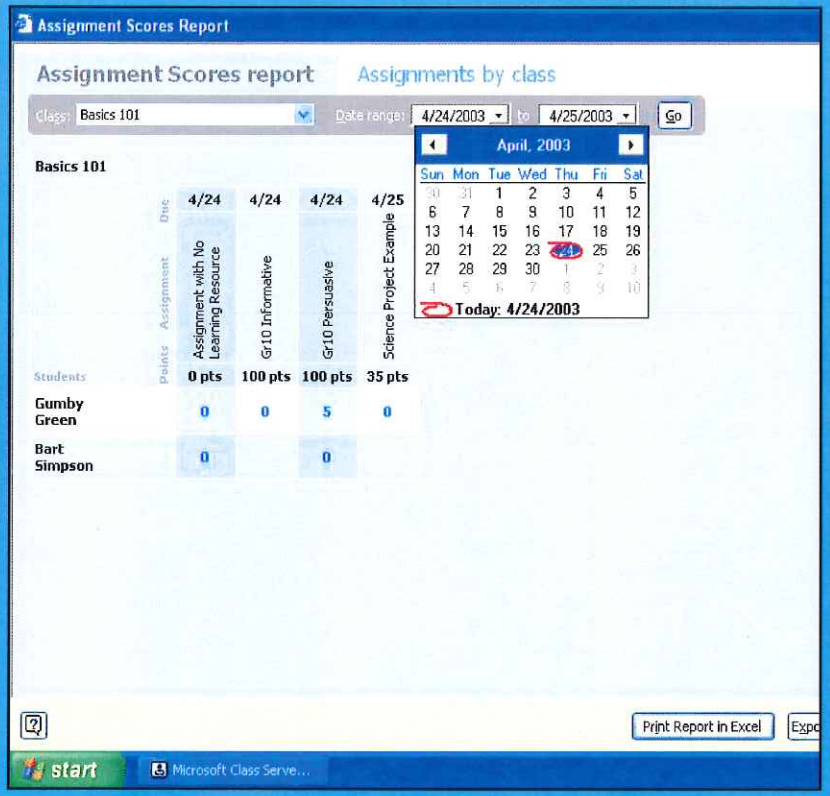
From the **Assignment Manager**, choose the **"Create a Report"** button (top right) to create scoring charts, standard reports for classes, students, or specific assignments.

Create and Print a Report



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

Create and Print a Report
for Parent-Teacher Conference



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?

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Section Five:

Using the Web Page Editor

Working with Students

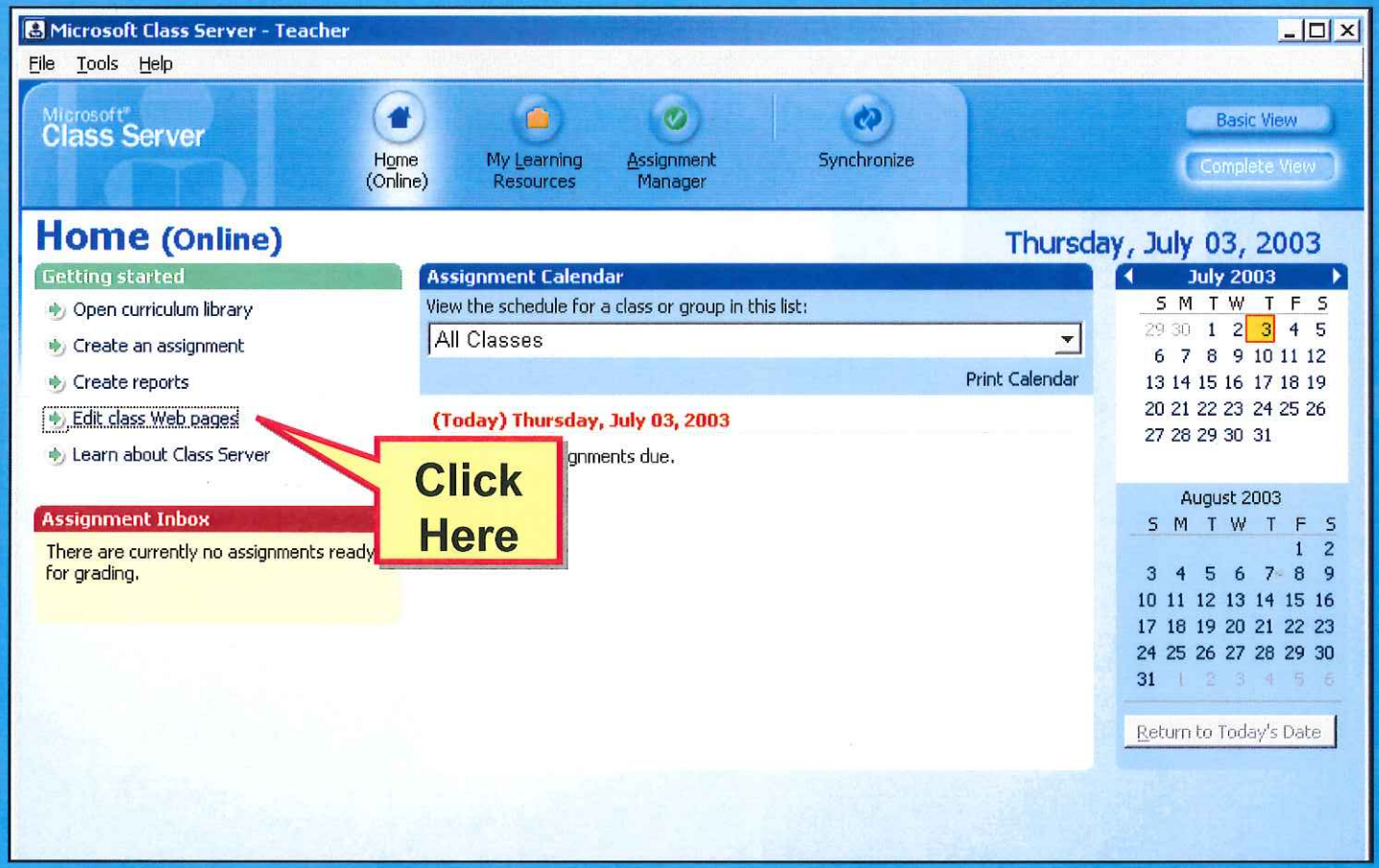
School and Class Web Pages

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.

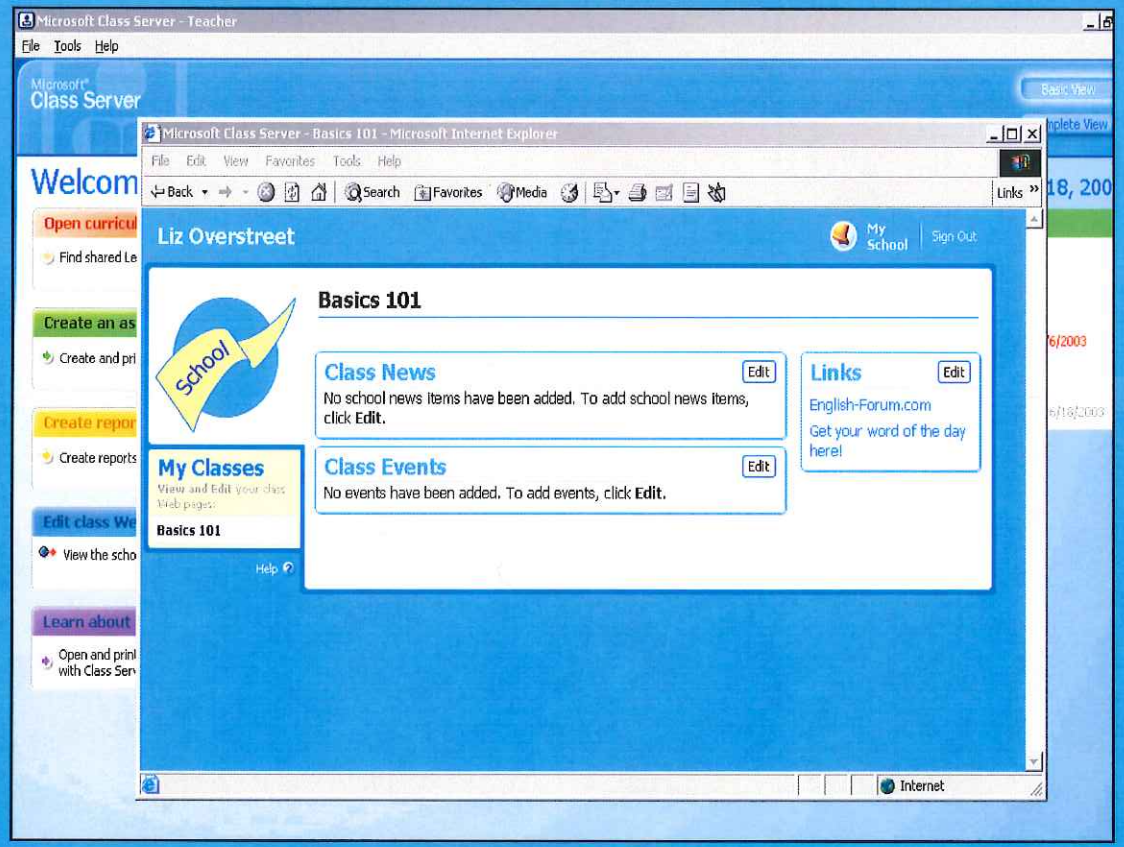
Anyone can view the school page, but only a Class Server administrator can edit it. You and your students can view your class pages by clicking links on the school page, and you can edit the class pages for your own classes.

Your Class Web Page



Microsoft Class Server 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

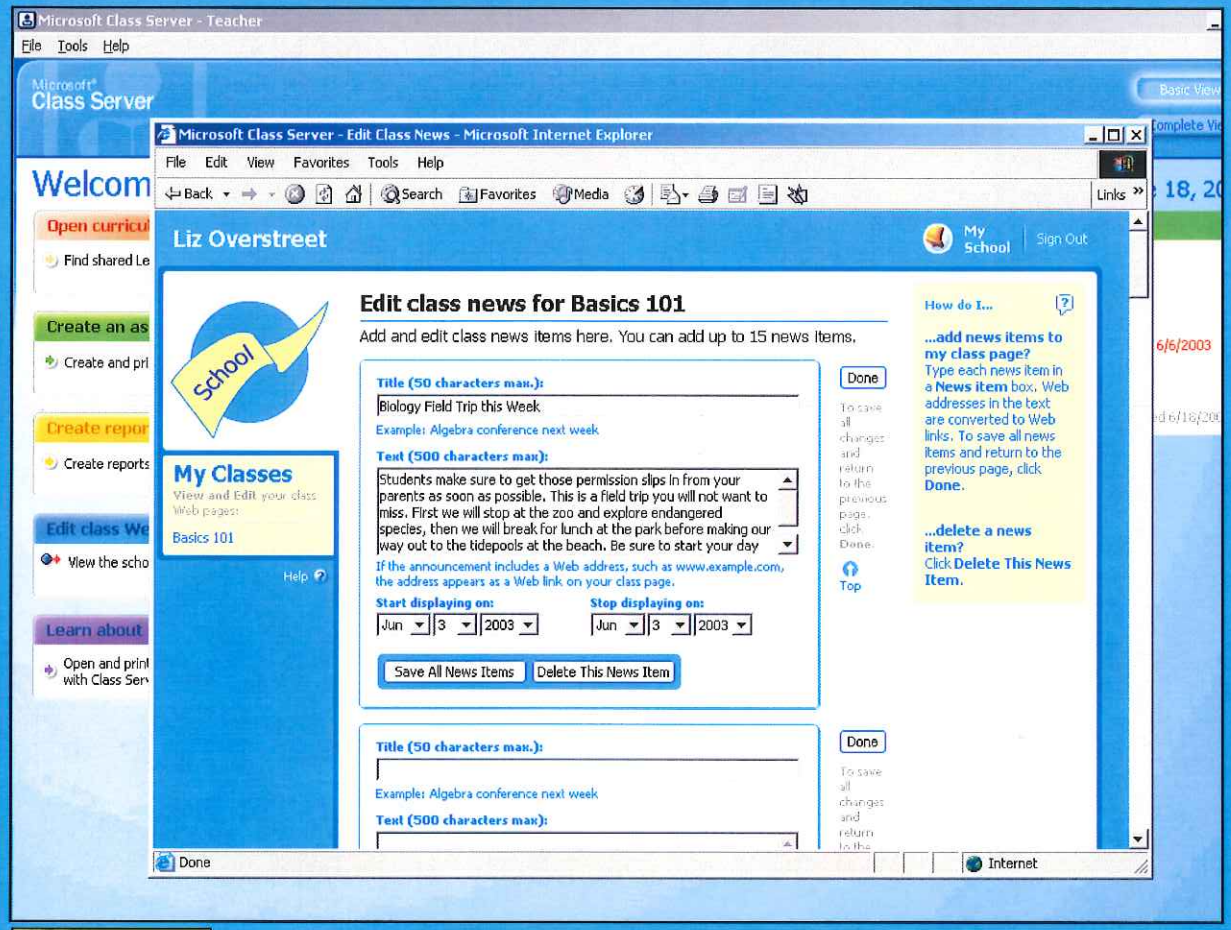


The new window will open, as shown, where you can make edits and personalize web pages for your classes.

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

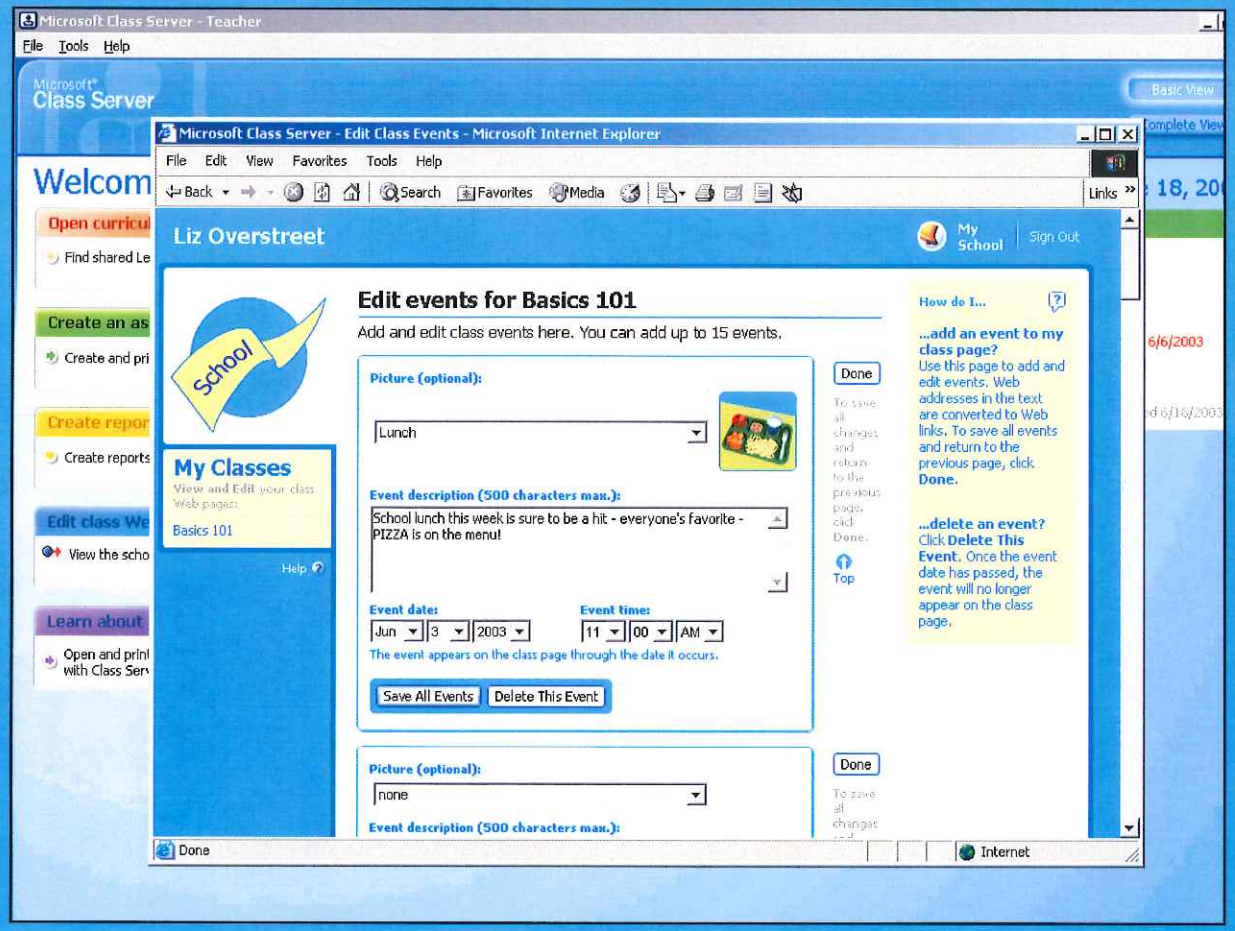


Take a look at the **"Edit news"** area. You can add up to 15 news items, and they all have **"start"** and **"stop"** times, so it is easy to plan ahead. You also do not have to worry about your news items being outdated.

Note

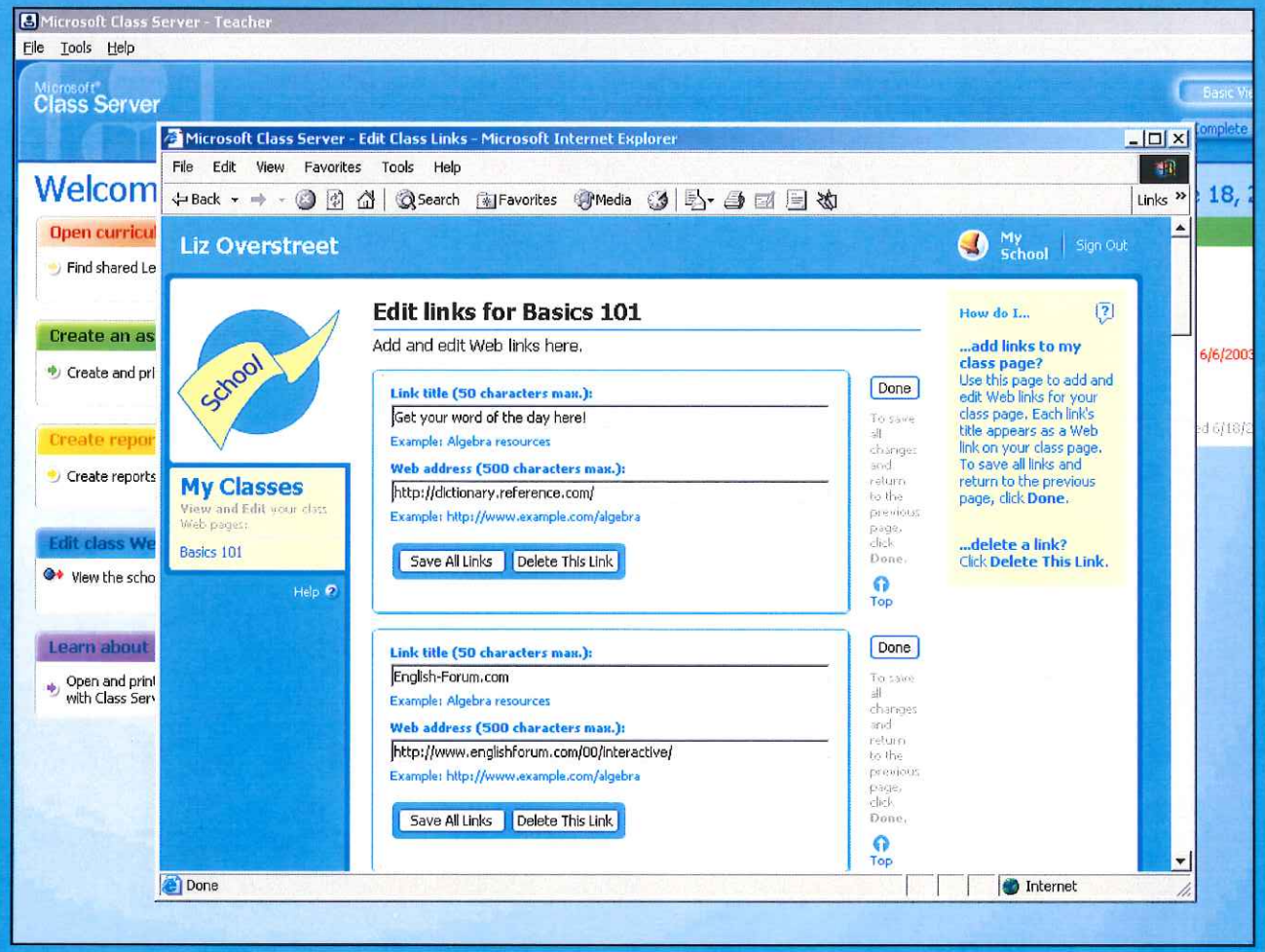
News items have a 500 character limit.

Edit Events



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.

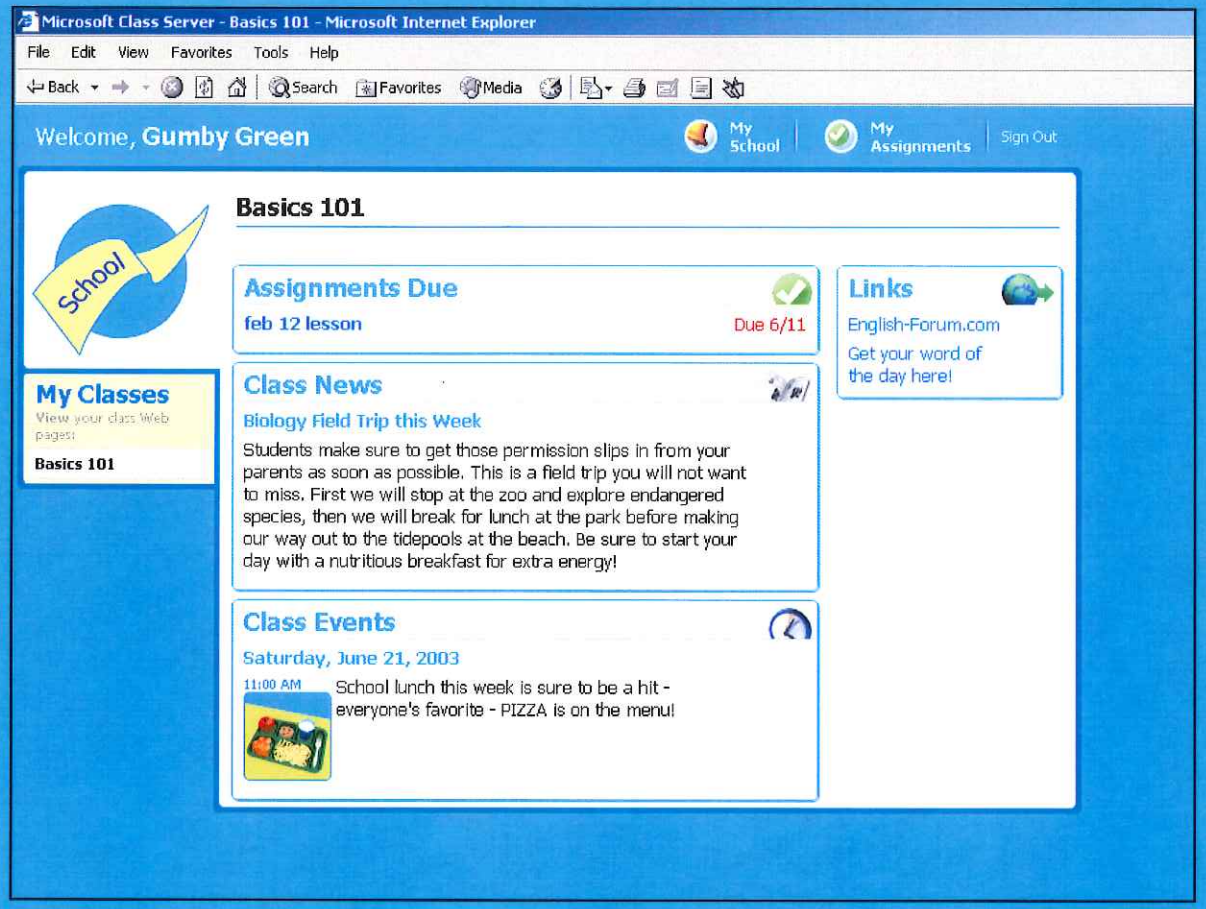
Edit Links



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



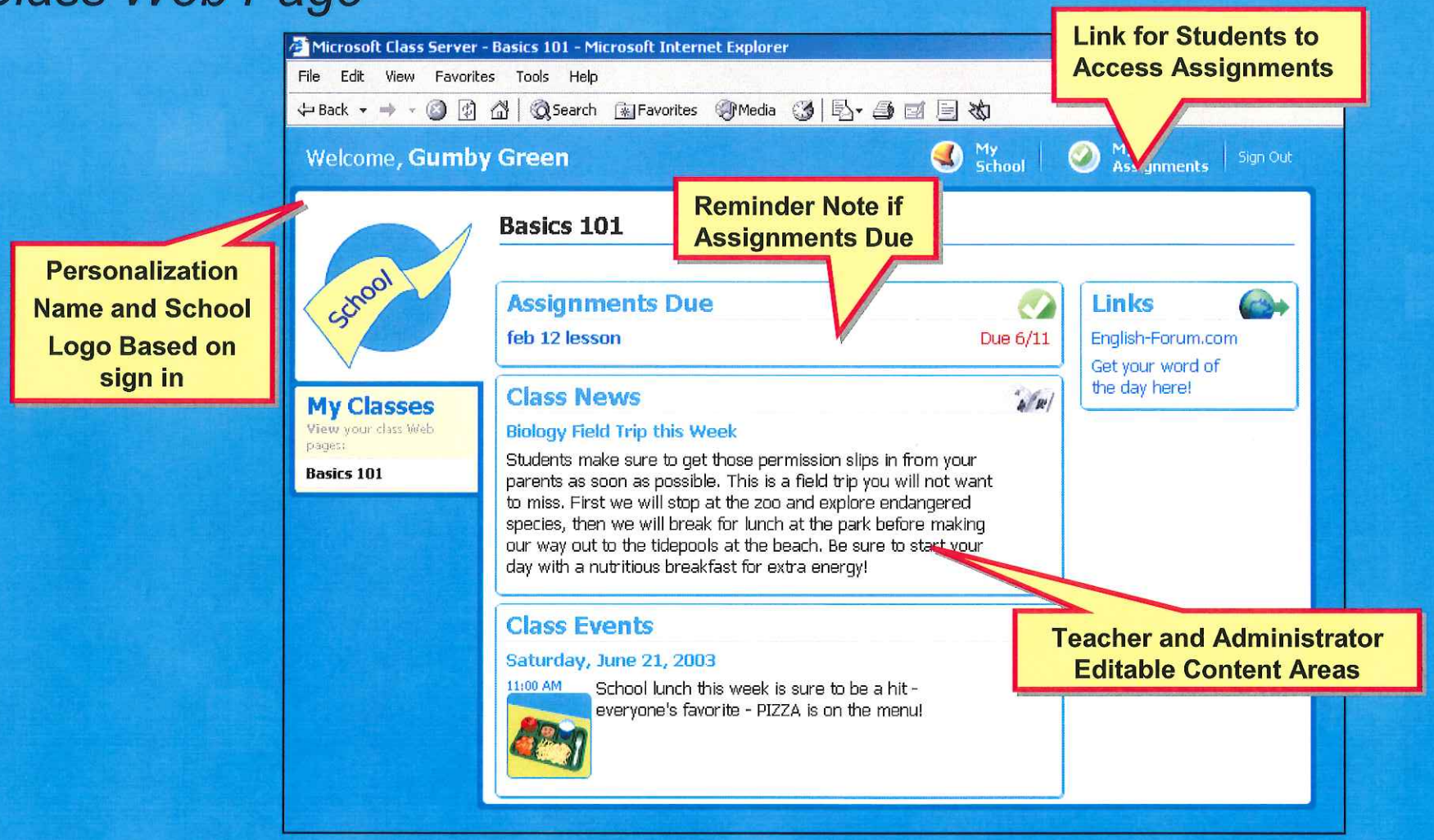
Once you have finished making the edits, save your changes and click on **"done"**. To see the final view, click on the **"(your class name)"** link under **My Classes** in the left pane.

Note

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

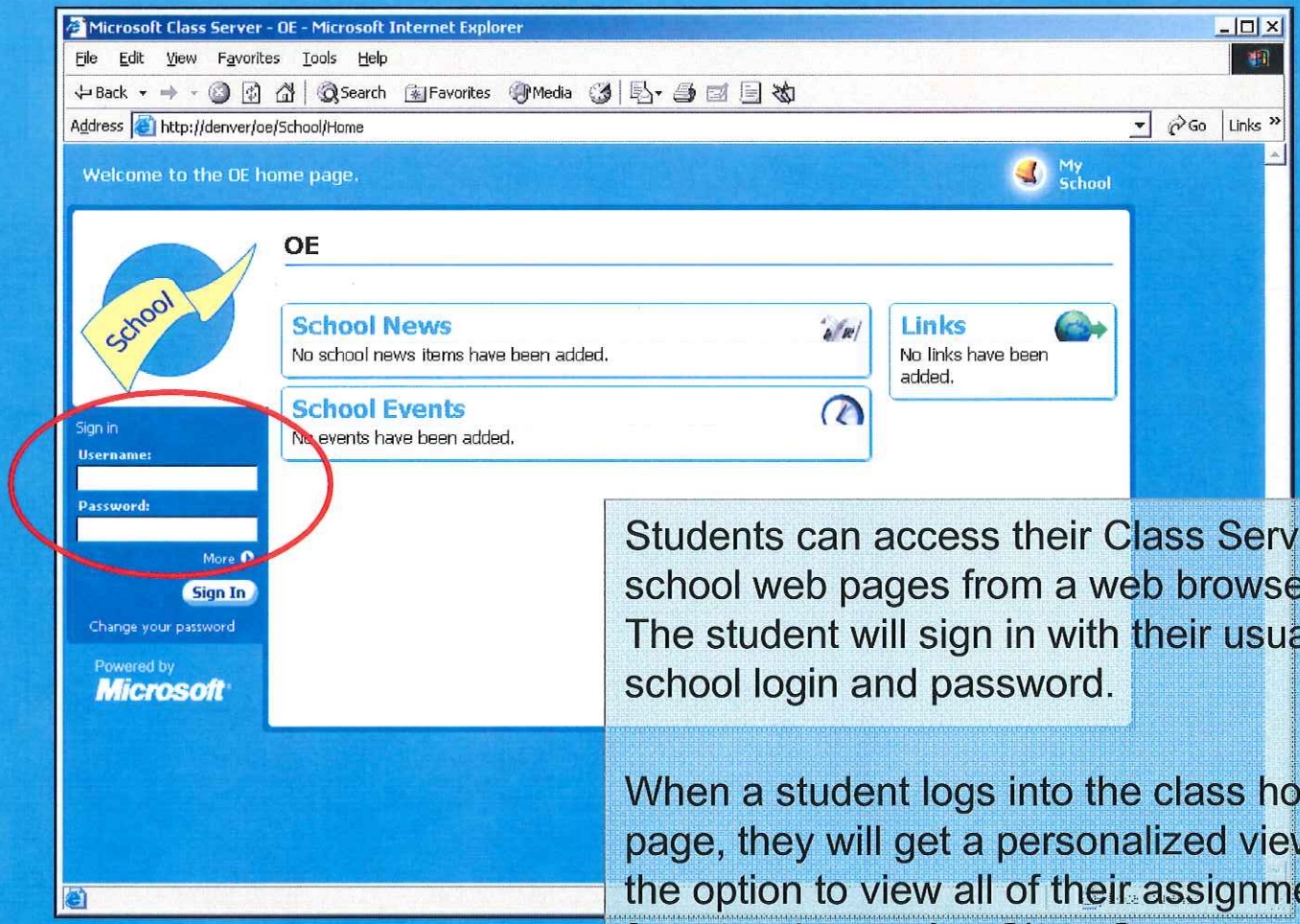
Student Access to Class Server

Class Web Page



Student Access to Class Server

Student Sign in

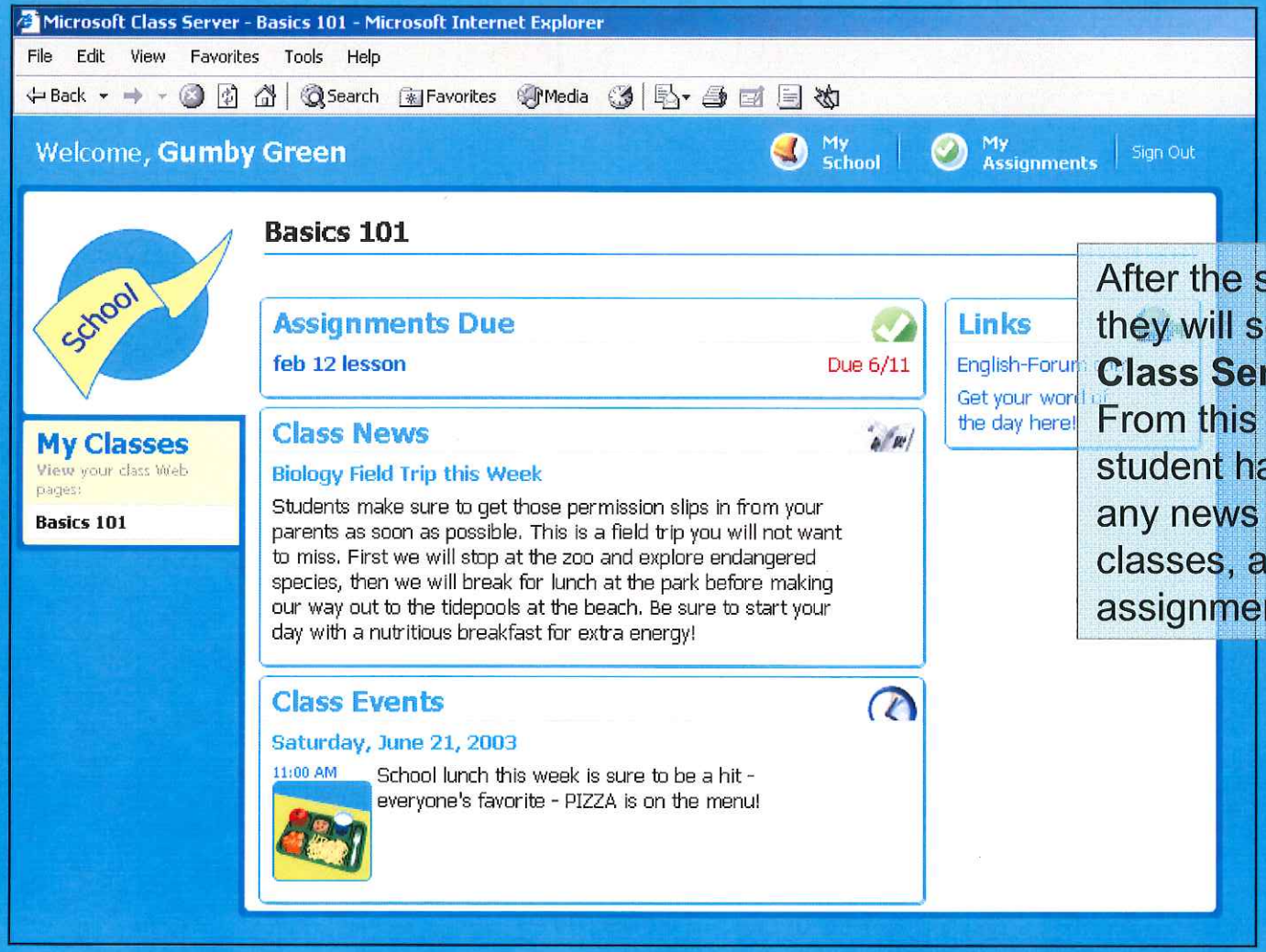


Students can access their Class Server school web pages from a web browser. The student will sign in with their usual school login and password.

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

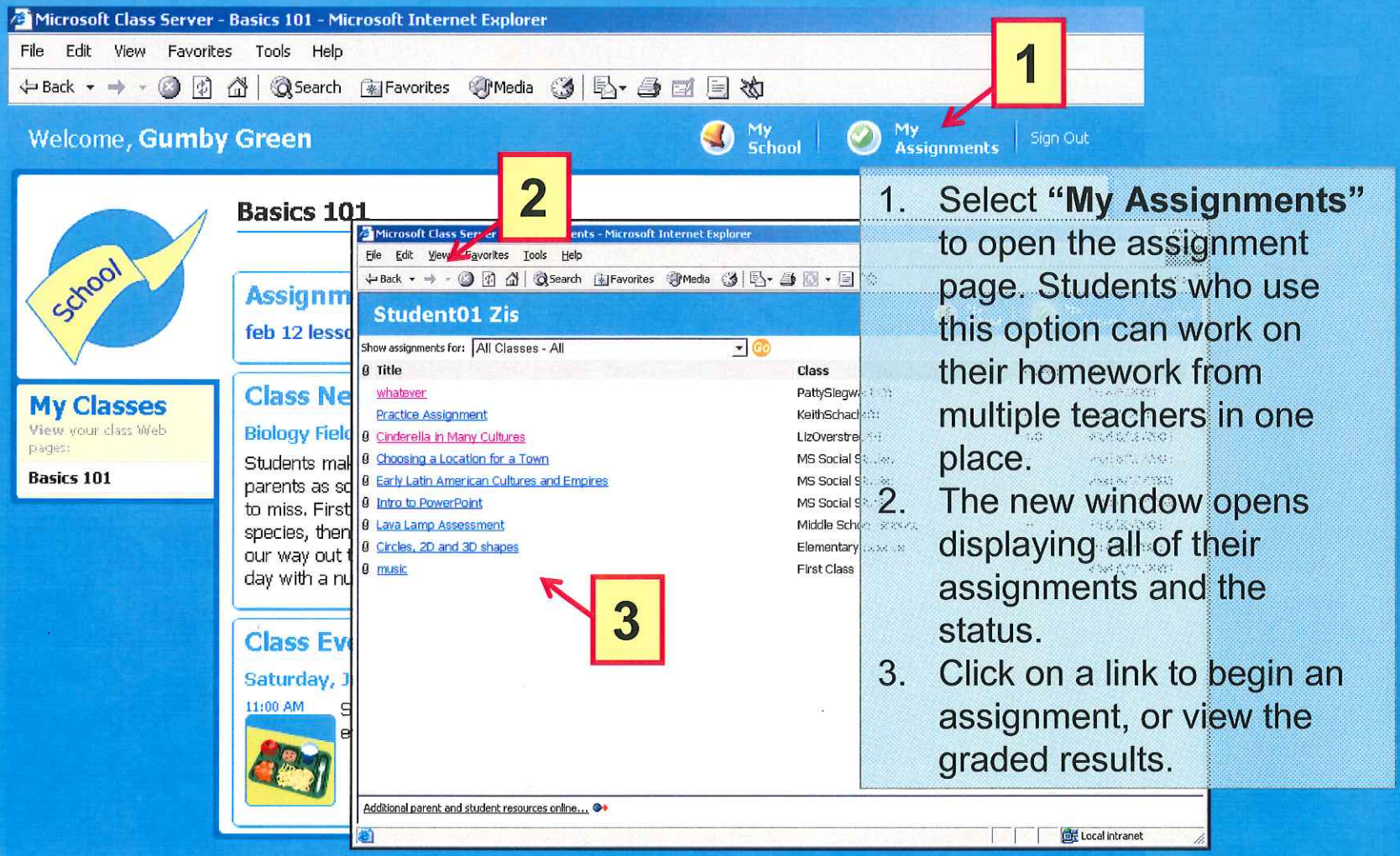
Student Sign in



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



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?

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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