



eSchoolware®

Product User Guide for Parents

Document Revision History

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0.1	05/13/2009	Blaine W. Perdue	Initial draft
1.0	09/02/2009	Blaine W. Perdue	Completed document
1.1	09/29/2009	Blaine W. Perdue	Revised Intervention section
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1.3	11/22/2010	Blaine W. Perdue	Added Previewing a Student's Course and Attendance This Week sections and minor screen descriptions throughout
1.4	11/29/2010	Blaine W. Perdue	Rebranded from ELO to EL
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1.6	08/03/2011	Blaine W. Perdue	Revised Previewing a Student's Course section to mention Foundation eCourses
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2.2	08/02/2013	Blaine W. Perdue	Updated Logging Into Your Home Page, Icon Bar, and Other Information sections; added Student Assessments section
2.3	10/23/2013	Blaine W. Perdue	Updated Grade Breakdown screens and Reading Teacher Feedback section
2.4	07/23/2014	Blaine W. Perdue	Added Time In System, Pacing, and You're your Student's Grades sections; updated Attendance, Current Courses, and Learning Log sections

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1. This Document

1.1. Purpose

The purpose of this user guide is to instruct users in eSchoolware. This user guide is designed as both a reference tool and in-depth companion to training. This user guide is designed to address how to complete tasks using EdisonLearning products.

1.2. Conventions

The following typographical conventions are used in this document.

- Keys on the keyboard are pressed and denoted by uppercase font, such as ENTER, TAB, F9, T, and HOME.
- Keys pressed at the same time are in sequence and joined by a plus sign, such as ALT+TAB, SHIFT+F3, and CTRL+SHIFT+A.
- Objects on the screen are clicked and denoted by bold font, such as **OK**, **Next**, and **Cancel**.
- Menu and sub-menu items are selected and denoted by the sequence of selections, such as, "From the menu bar, select **Insert > Picture > From File**, navigate to desired graphic, and click **Insert** or press ENTER."
- Screen, Window, Form, and Object names are denoted with title case.

In addition to clicking with your mouse, commands on menus and screens may also have keyboard shortcuts that enable you to select them from your keyboard. In Windows 2000 and Windows XP, it may be necessary to press the ALT key first to see the available keyboard shortcuts.

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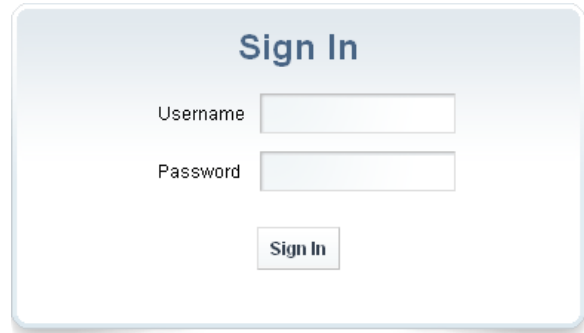
2. Product Overview

EdisonLearning eSchoolware is the interface by which you can quickly and easily access all of your online tools in one location, including daily lessons, assignments and tests, grades and academic progress reports, upcoming deadlines, recent attendance, achievement intervention alerts and status, school and course announcements, and more. Students, parents, and instructors can also communicate with each other through the internal messaging system, and students and instructors can contribute to blogs and forums.

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3. Logging Into Your Home Page

To log in to the eSchoolware software, use a web browser. Your support person can tell you the correct Internet address if you do not know it. Once there, enter your user name and password, then click **Sign In**.



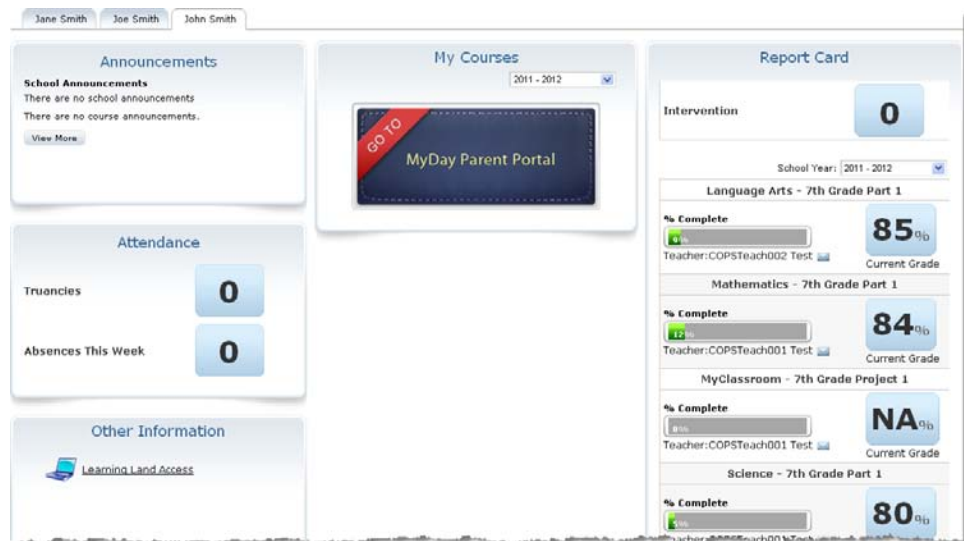
Sign In

Username

Password

Sign In

Your parent home page appears:



The dashboard features several sections:

- Announcements:** School Announcements (0), Course Announcements (0).
- Attendance:** Truancies (0), Absences This Week (0).
- My Courses:** Includes a "GO TO MyDay Parent Portal" button.
- Report Card:** Intervention (0). Academic performance for 2011-2012:
 - Language Arts - 7th Grade Part 1: 85% Complete
 - Mathematics - 7th Grade Part 1: 84% Complete
 - MyClassroom - 7th Grade Project 1: NA% Complete
 - Science - 7th Grade Part 1: 80% Complete
- Other Information:** Learning Land Access link.

This page contains links to and notifications about student assignments, interventions, tests and grades, attendance, and messages.

4. Icon Bar

The following icons appear at the top of all pages within eSchoolware. Click an icon navigate to that area.



A number in the corner of an icon indicates that number of unread items for that area.

Home

Click **Home** on any screen to return to your home screen.

Announcements

Click to view any system-wide announcements. Each announcement is listed with the date when it was posted, its course, the person who posted it, and a preview of the message.

Messages

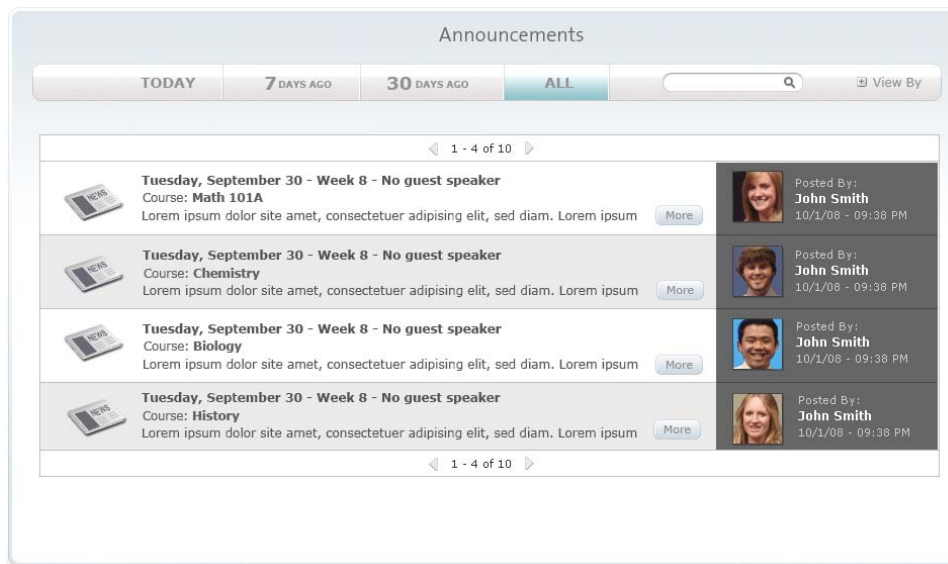
Click the icon to open the Messaging screen.

Sign Out

Click to end your session.

4.1. Announcements

Your student's teachers and administrators will share important information by posting an announcement in the portal. You can view the announcements, including live sessions your student can attend, by clicking the **Announcements** icon at the top of the screen:



The bar across the top of the screen allows you to filter your messages by age.

Today

Displays announcements from today

7 Days Ago

Displays announcements from the last seven days

30 Days Ago

Displays announcements from the last 30 days

All

Displays all announcements

Search

Enter text with which to search announcements

View By

Click the plus sign to expand and select a sorting option

Each announcement is listed with the date when it was posted, its course, the person who posted it, and a preview of the message.

Click the **More** button to read the entire announcement:

◀ 4 of 10 ▶

[Back](#)

Tuesday, September 30 - Week 8 - No guest speaker
Course: **Math 101A**

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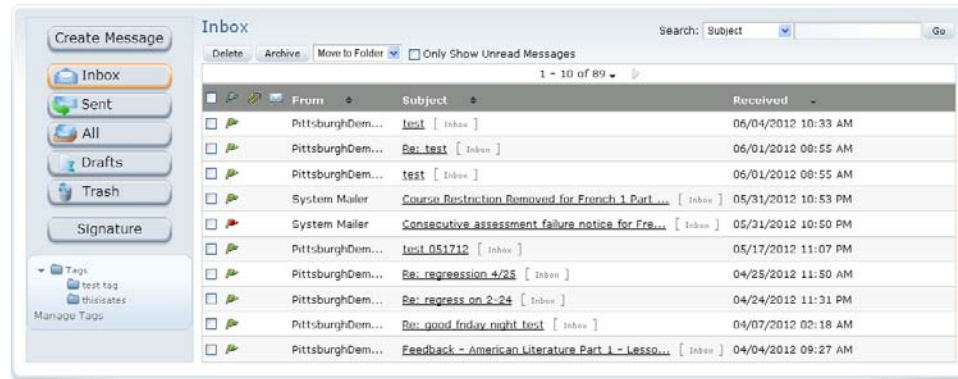
Posted By:
John Smith
10/1/08 - 09:38 PM

◀ 4 of 10 ▶

Click **Back** to return to the Announcements page.

4.2. Messages

The Messages feature is a messaging system inside eSchoolware that allows you to send messages to students, teachers, and advisors within the system. Please note that you cannot send or receive messages to or from external email addresses, such as Gmail, Yahoo, etc.



The menu on the left side of the page contains the following buttons:

Create Message

Allows you to create a new message

Inbox

Displays a list of messages received from others

Sent

Displays a list of messages you sent

All

Displays all messages

Drafts

Displays a list of messages you have saved, but not yet sent

Trash

Displays messages you have marked for deletion

Tags

Displays messages you have tagged by category.

Signature

Users can create personalized signatures that will be displayed in their messages.

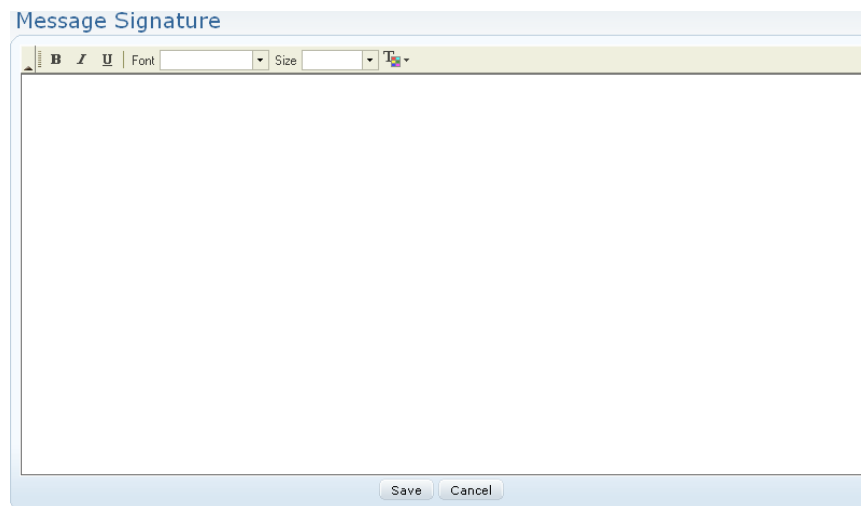
4.2.1. Create a Signature

Messaging users can now create personalized signatures that will be displayed in their messages.

1. Click the **Signature** button on the left of any messaging screen. The Message Signature screen appears:



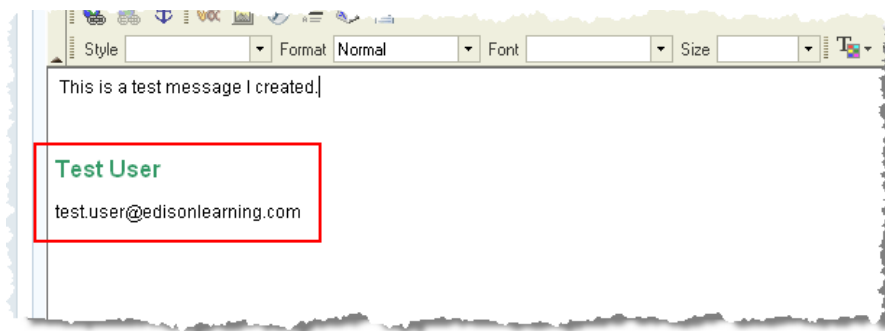
2. Click **Edit** to create a new signature or edit an existing one once it has been created.
3. A field appears to enter your signature text. You can do some basic formatting with the buttons and dropdowns at the top of the screen:



4. Click **Save** when finished. Your signature appears in the Current Signature field:

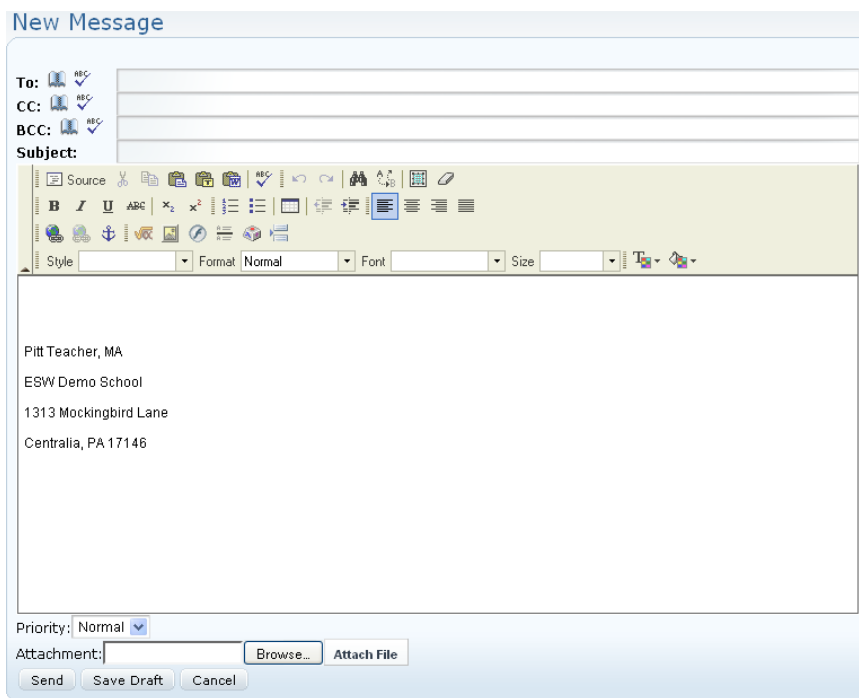


Your new signature now appears at the bottom of every new message you create:



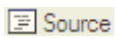













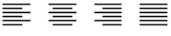








4.2.2. Create a Message



1. Click the **Create Message** button in the upper left of the screen. The New Message screen appears:




Notice the signature in the example above. When you create a signature, it is automatically applied to any new message you create.

Common Toolbar Functions

Toolbar Element	Function
 Source	View or edit the document source code (for advanced users).
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the data copied to the clipboard (with or without formatting).
	Paste content copied from Microsoft Word or similar applications.
	Spell check the text in the document.
	Undo or redo the most recent action taken.
	Find a word or phrase within the document.
	Find and replace a word or phrase within the document.
	Select the entire text in the document.
	Remove the formatting from the highlighted text.
B <i>I</i> <u>U</u> ABC	Applies bold , <i>italic</i> , <u>underline</u> or strikethrough formatting to the highlighted text.
x_2 x^2	Superscript or subscript the highlighted text.
	Creates numbered or bulleted lists.
	Creates a table with the defined number of columns and rows.
	Increase or decrease the text indentation.
	Sets the text alignment (left, centered, right or justified).
	Converts or removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server.
	Inserts or modifies a link anchor.
	Opens equation editor to create math formulas.
	Inserts images into the document.
	Inserts an Adobe Flash element into the page.
	Inserts a divider line (horizontal rule).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Inserts a printing page break. Only impacts printed version.

Toolbar Element	Function
<div style="border: 1px solid black; padding: 2px;"> Style ▼ Format ▼ Font ▼ Size ▼ </div>	Styles & formatting determine the appearance and semantic value of your document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style, select the style name again.
	Changes the color of the text.
	Changes the background color of the text.

2. Enter the recipient's system user name in the To field. Enter the usernames of any other people to whom you would like send a copy of the message in the CC field. Use the BCC to send copies of the message to people without other recipients' knowledge.

- Click the **Address Book** button  to view and select from a list of users in the system:




Click the **Group** dropdown to narrow your search to teachers, advisors, family members, etc.

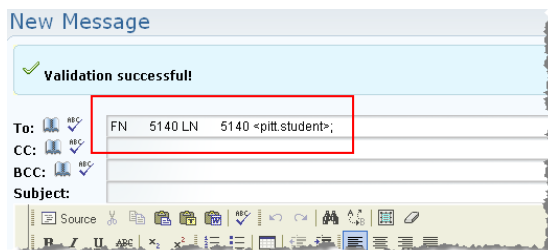
Click the **Search By** dropdown to search by first name, last name, system username, or all types of names.

OR

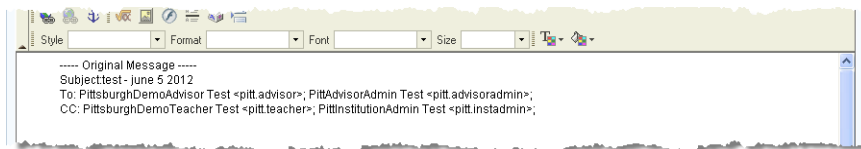
- Click the **Validation** button  to verify a name you entered manually is valid in the system.

The messaging system displays recipient's real names in the "To", "CC", and "BCC" fields and the message area when sending or replying to a message.

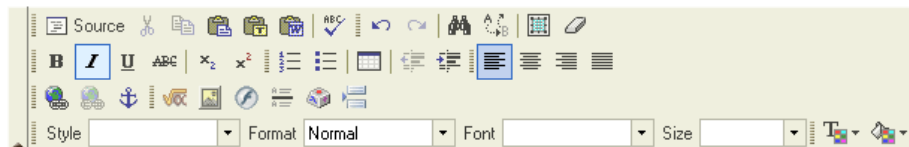
When composing a new message or replying to a message, click the verify icon  after entering a recipient's name in the To", "CC", and/or "BCC" fields. The system not only verifies that the recipient is a valid system user, but displays the user's first and last name along with their username:



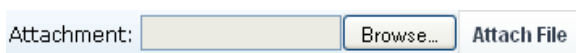
Users' first and last names also now appear in the message area when replying to a message:



3. Use the formatting buttons to adjust font styles, paste text from other sources, and insert items such as tables, equations, links, and pictures:



4. If you wish to add an attachment, you may do so by using the Attachment field at the bottom of the screen:



- Click **Browse** to search for the file to attach.
 - After selecting your file, click **Attach File** to attach it to the message.
5. When finished, click **Send**. You can also click **Save Draft** instead to save and finish the email later or click **Cancel** to close the screen without sending or saving.

4.2.3. Inbox

The inbox is where all messages sent to you are delivered. Before reviewing how to read a message, notice the other options available to you:

Delete

Deletes any message(s) that you have marked with a check.

Archive

Moves any messages that you have marked with a check to a tag folder you select in the Move to Folder dropdown.

Mark As Unread

Changes the status of any message you have marked with a check from read (not bold) back to unread (bold).

Move to Folder

Moves any message you have marked with a check to the folder you select in the dropdown. Folders are created making tags. See the Tags section below for instructions on creating message tags.

Only Show Unread Messages

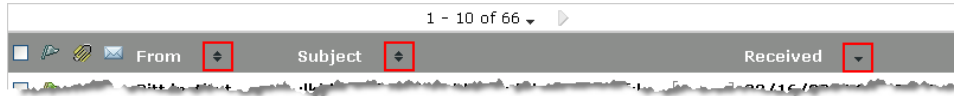
Mark the **Only Show Unread Messages** box at the top of the Inbox to only display unread messages.

Search

Enter text and search in messages' subject, sender, or message body.

Message Sorting

Messaging users can sort messages in either ascending or descending order by clicking the arrows next to column titles:



Checkbox column

Place a check in a message's box to mark it for another action, such as those above.

Flag column

Priority set by sender: high, normal, low (red, green, yellow)

Attachment column

If a message has a file attached to it, a paperclip appears in this column.

From

Message sender

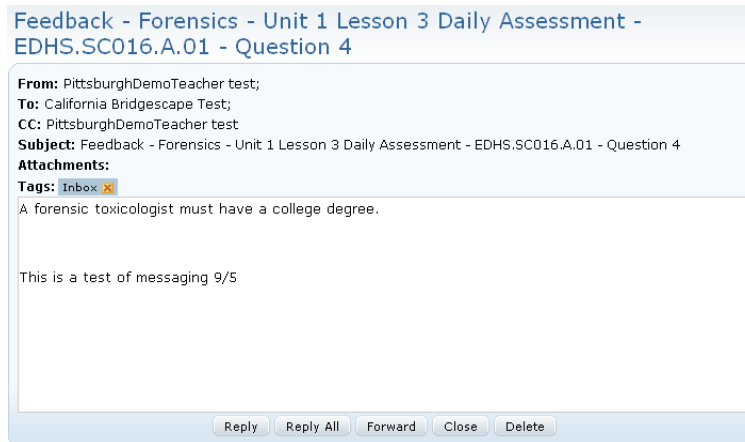
Subject

Title of message

Received

When the message was received by your Inbox

To read a message, click anywhere in its row. The message displays:



The title of the message appears at the top. Other message information appears below it:

From

Message sender

To

Message recipient(s)

CC

Any other people who were sent a copy of this message

Subject

Title of message

Attachments

If the sender attached any files, they are listed here

Tags

If the message has been tagged with a category label, the tag is listed here. Notice the small yellow X beside the tag above. Click the X to remove the tag from the message.

You have several options when reading a message. They are displayed as buttons at the bottom of the message:

Reply

Reply to sender

Reply All

Reply to sender and any other recipients

Forward

Send current message to another person

Close

Close the current message

Delete

Delete the current message

4.2.4. Sent

Click the **Sent** button to display a list of all messages you have sent.

4.2.5. All

Click the **All** button to display a list of all messages in all categories.

4.2.6. Drafts

Click the **Drafts** button to display a list of saved but unsent draft messages. Click on a draft to open it, then finish the message and send.

4.2.7. Trash

Click the **Trash** button to view a list of deleted messages. Notice the **Restore** button at the top of the screen. Use this button to move marked messages back to their original locations.

4.2.8. Tags

You can use tags to organize messages by categories you create. Available tags are listed in the lower left corner of the screen.

NOTE: Click the small triangle to the left of the Tags folder to expand and collapse the list.

NOTE: Tags associated with a message are displayed beside the subject in all of the button views above, as well as in the messages themselves in the message headers.

Click a tag category to display all messages associated with that tag:



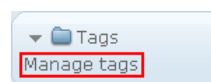
4.2.8.1. Apply a Tag to a Message

1. Mark the message with a check box.
2. From the Move to Folder dropdown, select a tag category.
3. Click **Archive**.
4. The message now displays the new tag.

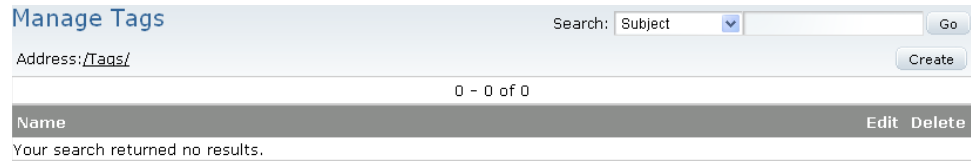
4.2.8.2. Create a New Tag and Subtag

Messaging users can create tags and subtags within existing tags to help organize messages. Users can create up to four levels of subtags. Each tag level can contain up to 30 subtags.

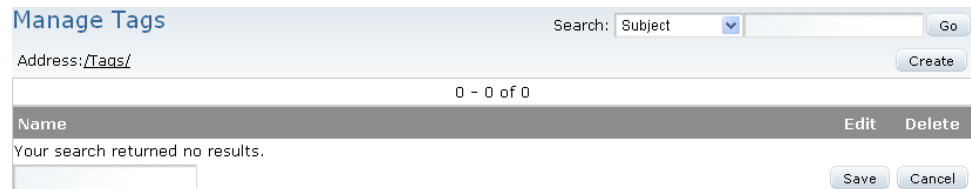
1. From the tags box, click **Manage tags**:



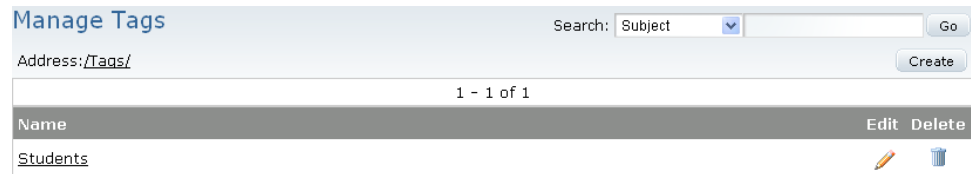
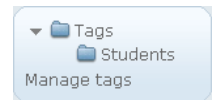
2. The Manage Tags screen appears:



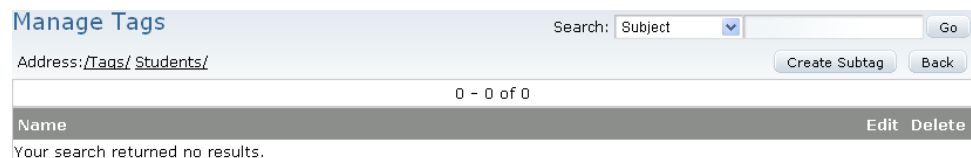
3. Click the **Create** button to create a new tag. A blank text entry field appears:



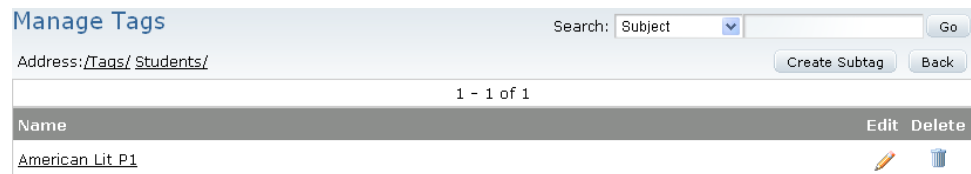
4. Enter your new tag name and click **Save**.
5. Your new tag appears in the list of tags, as well as in the tag box on the left:



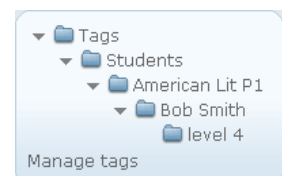
6. To create a subtag under an existing tag, click the tag's link. You are now taken inside that tag:



7. Click **Create Subtag** to create a subtag inside the higher level tag following the steps above. The subtag appears in the list of the higher level's subtags:



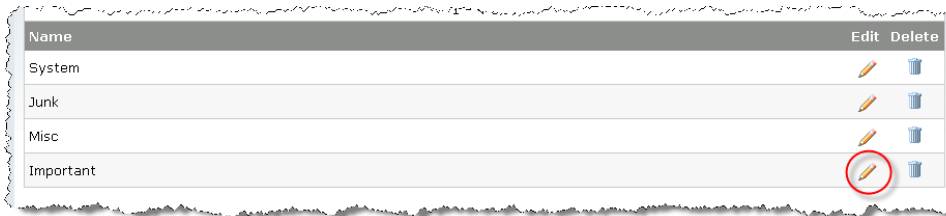
You can continue to create subtag levels up to four deep:



NOTE: Notice the Address field at the upper left of the screen. This field shows you the path you have taken to reach the current tag level. Click on any link in the field to go to that level.

4.2.8.3. Edit a Tag or Subtag

1. From the Manage Tags screen, click the **Edit** icon for the appropriate tag:



2. The tag becomes editable:

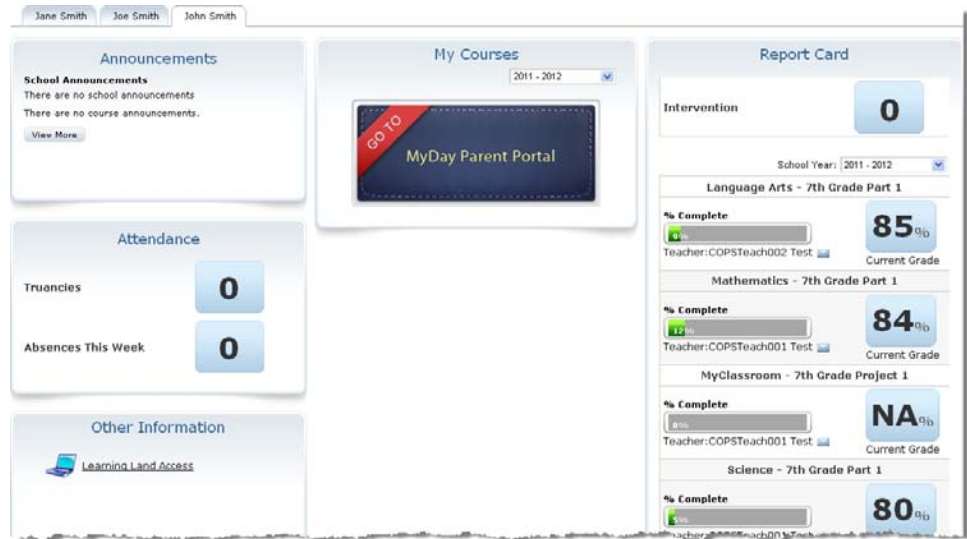


3. Change the tag name.
4. Click **Save** or **Cancel**.
5. Your tag is now modified:

To delete a tag, click the **Delete** icon for it, located at the right of its row.

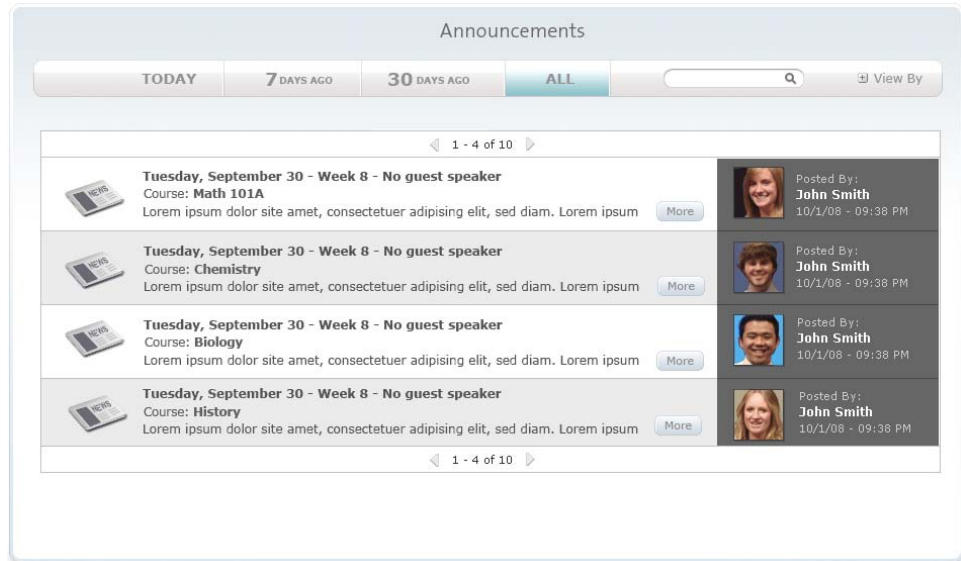
5. Student Tabs

Your parent page displays important information about your students such as their grades, how much progress they have made in their courses, attendance, and course-related announcements. Each of your students' information appears in a separate tab, so if you have three students enrolled, like in the examples below, you will see three tabs.



5.1. Announcements

This box displays any school or course-level announcements. Click the **View More** button to read more. The Announcements screen appears:



[More...](#) See the Announcements section above for more information.

5.2. Attendance

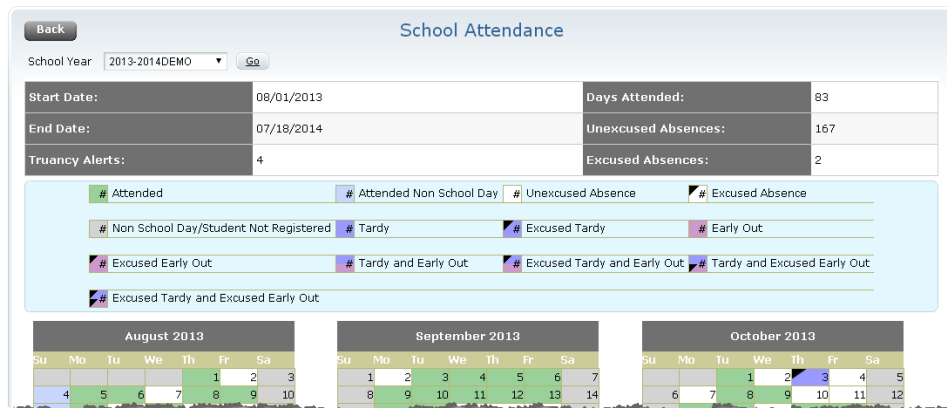
The system keeps track of how often your student(s) log into their courses. If they do not log in on a school day, they are counted as absent.

5.2.1. Truancies

This icon displays the number of times the student has broken the threshold for continuous absences. The number of continuous absences that causes this alert is determined by your school's policies. Click the blue numbered Truancies icon to see information about absences.

5.2.2. Absences This Week

From the main parent screen, click this icon to view your student's school attendance record:



5.3. Other Information

The Other Information area contains links to other important areas of eSchoolware. **Depending on your school's configuration, some of the items in this section may not be available to you.**

5.3.1. Student Organizations

Click this icon to display any organizations to which your student belongs.



Click the **dropdown** to select a school year to view. The organizations your student belongs to for that year display, along with the teacher in charge and the organization's ID code.

Click an **organization** to view information about it.

5.3.2. Student Portfolio

Click this icon to view your student's file storage area. Your student uses this area to store course-related documents. While your student can create folders and upload documents, you can only view what is here.



Folder Name

Name of the current folder

Sub Folder

Number of subfolders in current folder

File(s)

Number of files in current folder

Address

Location path of current folder

New Folder

Click to create a new subfolder in current folder (not available to parent)

Upload Files

Click to upload a file to the current location (not available to parent)

Name

Name of folder or file

Size

Size of file

Modified Date

Last time file name was modified

Edit

Click to edit the name of a file or folder (not available to parent)

Delete

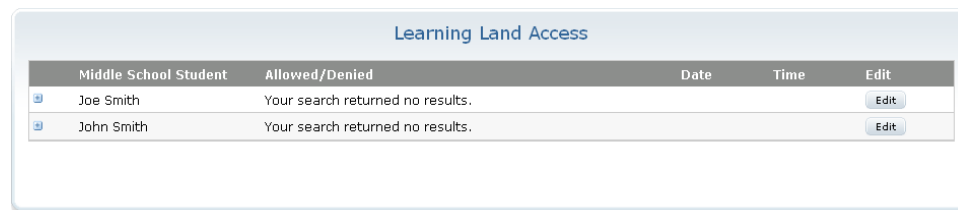
Click to delete a file or folder (not available to parent)

Click a folder or file to open it.

5.3.3. Learning Land Access

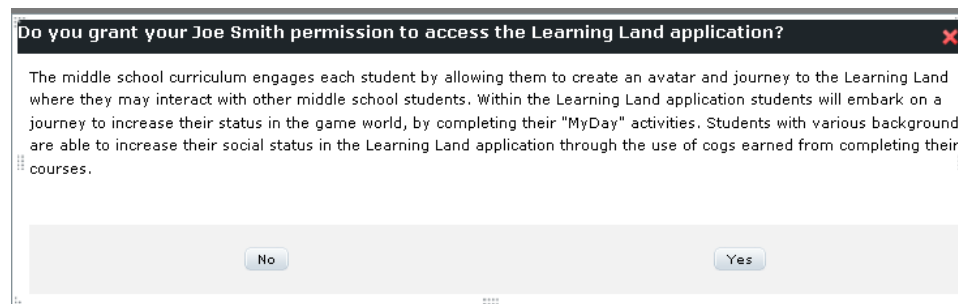
If you have one or more students enrolled in middle school courses, those students have the ability to use Learning Land. Learning Land is a virtual campus where students can complete a variety of online activities to supplement their coursework.

1. You can control access to Learning Land by clicking the Learning Land Access link. The Learning Land Access screen appears:

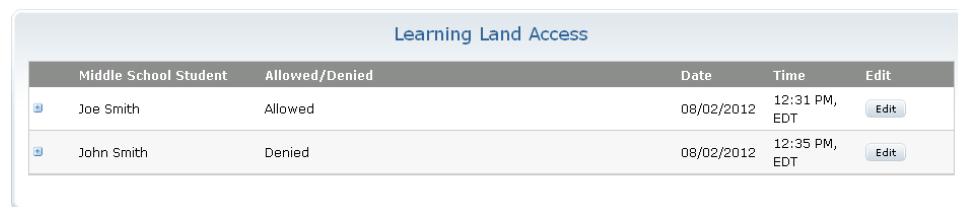


Middle School Student	Allowed/Denied	Date	Time	Edit
⊕ Joe Smith	Your search returned no results.			Edit
⊕ John Smith	Your search returned no results.			Edit

2. To change a student's access, click their **Edit** button. A window pops up asking if you want to allow permission to Learning Land for that student:



3. Click **Yes** to allow permission or **No** to remove permission.
4. Once you have selected a permission status, you can see that status in the Learning Land Access screen:



Middle School Student	Allowed/Denied	Date	Time	Edit
⊕ Joe Smith	Allowed	08/02/2012	12:31 PM, EDT	Edit
⊕ John Smith	Denied	08/02/2012	12:35 PM, EDT	Edit

5. To see a record of when a student's permission has been allowed and denied, click the **plus sign** to the left of their name:

Middle School Student	Allowed/Denied	Date	Time	Edit
Joe Smith	Allowed	08/02/2012	12:37 PM, EDT	Edit

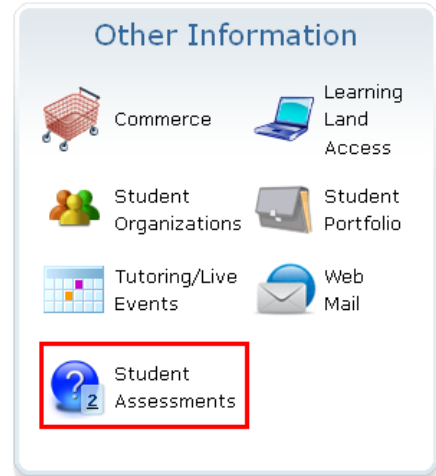
History

Denied - 08/02/2012 - 12:36 PM, EDT

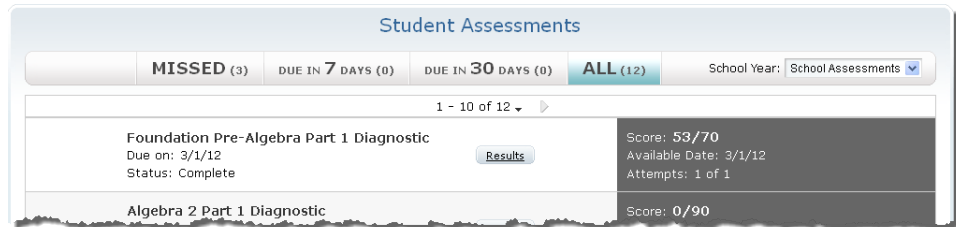
Allowed - 08/02/2012 - 12:31 PM, EDT

5.3.4. Student Assessments

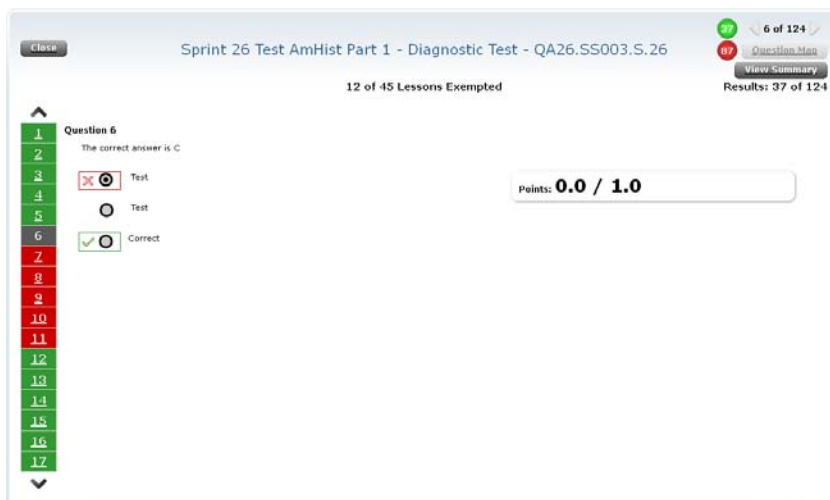
An icon titled "Student Assessments" appears in the Other Information window for each student tab in the parent portal. The icon has an alert when a newly completed assessment is ready for review.



When clicked, this icon opens a new screen that shows the selected student's diagnostics, progress tests, and end of course assessments.



Click a button for an assessment to view how your student did on it:

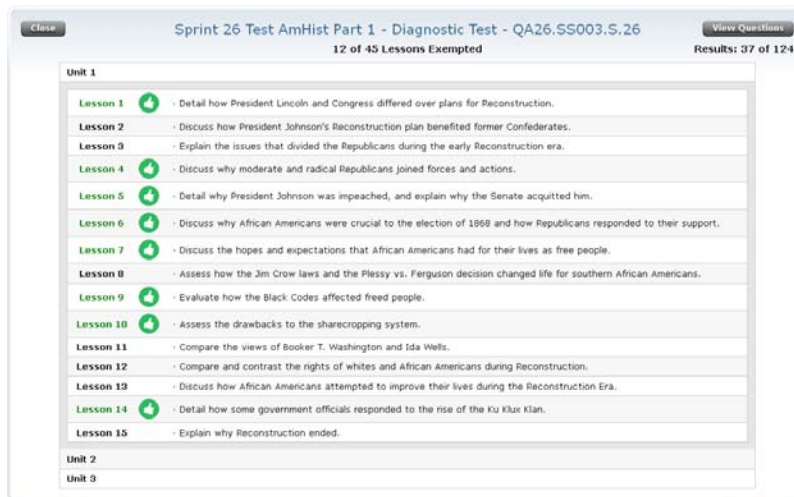


The total numbers of correct and incorrect questions are displayed in the red and green circles in the upper right corner of the screen.

In the question bar on the left, red boxes indicate questions that were answered incorrectly; green boxes indicate correctly answered questions. The question the student is currently viewing is marked with a gray box.

- Click either the up and down arrows or question numbers to move through questions. The student can also navigate through the questions by clicking the arrows located in the upper right corner of the page.
- Click the **Question Map** button to display an overview of how all questions in the assessment were answered.
- Click the **View Summary** button to return to the previous screen.
- Click **Close** when finished reviewing the diagnostic.

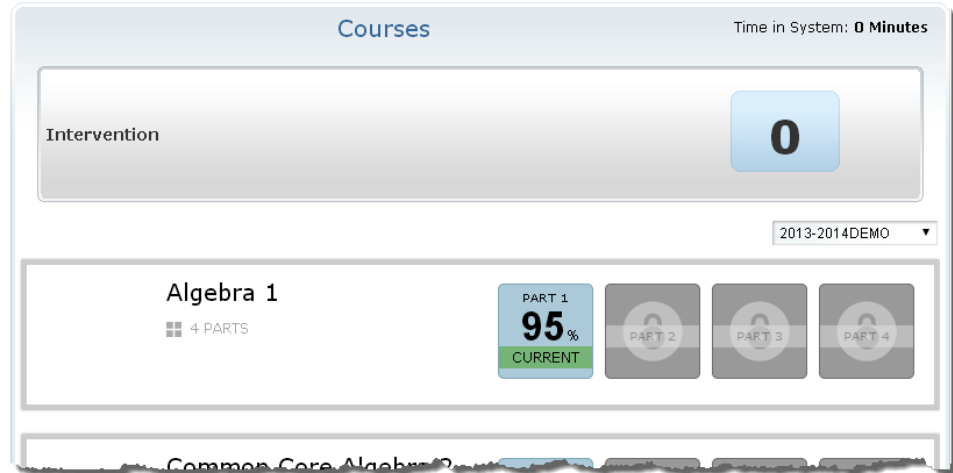
Click the **View Summary** button in the upper right to see an overview of the assessment:



NOTE: Parents (and students) can only view the results of progress and end of course tests one time. Once you click **Close**, these results are no longer available to view again.

5.4. Courses – High School

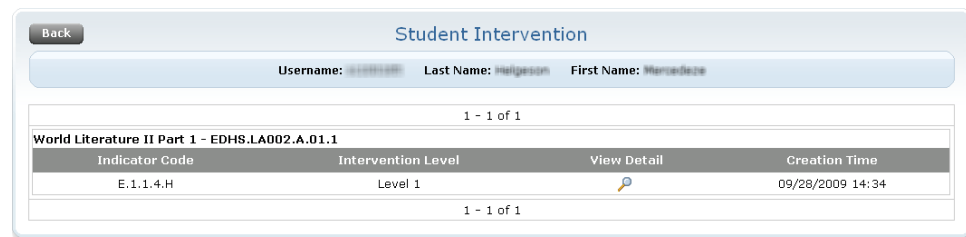
If you have any students enrolled in high school, their tabs display course and intervention information in the Courses box.



5.4.1. Interventions

Interventions, also called performance alerts, allow you to keep track of your students' progress within a course and monitor specific areas in which they may be having difficulty.

The Intervention field for each student displays the pending interventions for that student. Click the number to display a list of your students' performance alerts and interventions:



Interventions are an important tool to help the teacher pinpoint student weaknesses. Check here regularly to ensure your student is completing interventions assigned to him/her.

Back

Click to return to the previous screen.

Username

Login of student for the system

Last Name

Last name of the student

First Name

First name of the student

Indicator Code

Unique code for the failed indicator

Intervention Level

Specifies if this is the first, second, or third alert related to this particular indicator

View Detail

Click the icon to view more information

Creation Time

Date and time intervention was created

Click the **View Detail** icon. The screen expands to display more information:

The screenshot shows a web interface titled "Student Intervention". At the top, there is a "Back" button and a header bar with "Username: uc100185", "Last Name: Halgeson", and "First Name: Maradeza". Below the header, a table displays "World Literature II Part 1 - EDHS.LA002.A.01.1" with one row. The row contains "Indicator Code: E.1.1.4.H", "Intervention Level: Level 1", a "View Detail" icon, and "Creation Time: 09/28/2009 14:34". Below the table, there are tabs for "Information", "Assessment", and "Task". The "Information" tab is selected, showing a detailed view with the following fields: "Code: E.1.1.4.H", "Indicator: Evaluate and analyze the relationship among character, plot, conflict, and theme in a given literary text.", "Creation Time: 09/28/2009 14:34", and "Percentage: 54".

5.4.1.1. Information Tab

This screenshot is a zoomed-in view of the "Information" tab from the previous screenshot. It shows the same table with the "View Detail" icon highlighted. Below the table, the "Information" tab is selected, displaying the same detailed view: "Code: E.1.1.4.H", "Indicator: Evaluate and analyze the relationship among character, plot, conflict, and theme in a given literary text.", "Creation Time: 09/28/2009 14:34", and "Percentage: 54".

Code

Unique identifier code of the indicator

Indicator

Brief description of what the student should learn

Creation Time

Time intervention was created

Percentage

Score of assessment that caused intervention to be created

5.4.1.2. Assessment Tab

World Literature II Part 1 - EDHS.LA002.A.01.1			
Indicator Code	Intervention Level	View Detail	Creation Time
E.1.1.4.H	Level 1		09/28/2009 14:34
Information Assessment Task			
1 - 8 of 8			
Assessment Name	Attempt Date	Ratio	Attempt Score
World Literature II Part 1 - Unit 1 Lesson 2 Daily Assessment - EDHS.LA002.A.01	08/31/2009	5 / 5	0.0
World Literature II Part 1 - Unit 1 Lesson 3 Daily Assessment - EDHS.LA002.A.01	09/02/2009	3 / 5	4.0
World Literature II Part 1 - Unit 1 Lesson 5 Weekly Quiz - EDHS.LA002.A.01	09/03/2009	1 / 10	28.0
World Literature II Part 1 - Unit 1 Lesson 7 Daily Assessment - EDHS.LA002.A.01	09/09/2009	2 / 5	6.0
World Literature II Part 1 - Unit 1 Lesson 8 Daily Assessment - EDHS.LA002.A.01	09/10/2009	2 / 5	6.0
World Literature II Part 1 - Unit 1 Lesson 10 Weekly Quiz - EDHS.LA002.A.01	09/14/2009	6 / 10	16.0
World Literature II Part 1 - Unit 1 Exam - EDHS.LA002.A.01	09/25/2009	0 / 5	62.0
World Literature II Part 1 - Unit 2 Lesson 2 Daily Assessment - EDHS.LA002.A.01	09/28/2009	4 / 5	2.0
1 - 8 of 8			
1 - 1 of 1			

The Assessment tab helps you track your student's performance on assessments which have proved difficult for your student and have resulted in the teacher assigning an intervention.

Assessment Name

Name of failed assessment(s). Click the **Assessment Name** to view assessment results. Hold your mouse over Question IDs to read the question:

World Literature II Part 1 - Unit 1 Lesson 3 Daily Assessment - EDHS.LA002.A.01			
		09/02/2009	3 / 5 4.0
1 - 5 of 5			
Question ID	Possible Points	Value	Pass / Fail
45905	2	0	Fail
Including Odysseus, how many men were in the group which would risk their lives to defeat the Cyclops?			
			Pass
45901	2	0	Fail
45897	2	2	Pass
1 - 5 of 5			

Attempt Date

Date assessment was taken

Ratio

Number of incorrect answers to total answers

Attempt Score

Number of points earned for assessment

5.4.1.3. Task Tab

1 - 1 of 1			
World Literature II Part 1 - EDHS.LA002.A.01.1			
Indicator Code	Intervention Level	View Detail	Creation Time
E.1.1.4.H	Level 1		09/28/2009 14:34
Information Assessment Task			
Task	Completed Date	View	
P	-		
P	-		
E	-		
1 - 1 of 1			

Use the Task tab to track your student's completion of interventions. It describes the type of intervention assigned and other helpful information described below.

Task

Type of intervention task

- E – External Link
- R – Resource
- P – Page
- T – Toolbar

Completed Date

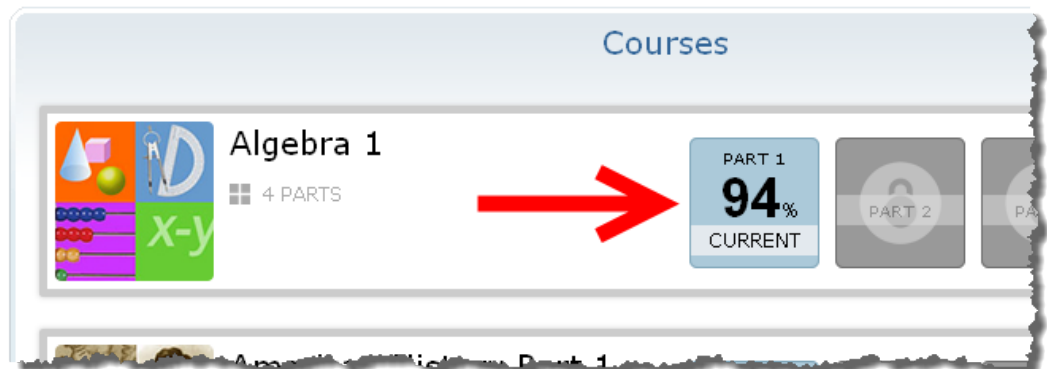
Date when task was completed by student

View

Click icon to view task

5.4.2. View Your Student's Grades

You can view your grades from your student home page. Click the blue part grade icon to view details:



A new browser window opens and displays the Grade Breakdown for that course:

Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback
Earth Science Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.SC005.A.01	2	10	-	20%	09/30/2013	0	0
Earth Science Part 1 - Unit 1 Lesson 2 Daily Assessment - EDHS.SC005.A.01	4	10	-	40%	09/18/2013	0	0
Earth Science Part 1 - Unit 1 Lesson 3 Daily Assessment - EDHS.SC005.A.01	4	10	-	40%	09/18/2013	0	0
Earth Science Part 1 - Unit 1 Lesson 4 Daily Assessment - EDHS.SC005.A.01	8	10	-	80%	09/18/2013	0	0
Earth Science Part 1 - Unit 1 Lesson 5 Weekly Quiz - EDHS.SC005.A.01	-	-	-	-	-	0	0
Earth Science Part 1 - Unit 1 Lesson 6 Daily Assessment -	-	-	-	-	-	0	0

When looking at your Grade Breakdown screen for a particular course, you may notice several small icons next to the percent values in the Score column:

! – An exclamation point indicates that the assessment is pending. This means the assessment has been completed, and is waiting for your teacher to grade it.

🕒 - An hourglass indicates that the assessment is open and in progress. This means that you have started it, but not yet finished and submitted it.

🔒 - A yellow padlock indicates that the item is locked. A teacher may lock an assessment for a variety of reasons. When an assessment is locked, you may not take it.

E – A letter E next to an assessment score indicates that the assessment has been exempted from the course's total grade.

O – A letter O next to an assessment score indicates that your teacher has overridden the grade generated by the system and provided a new grade in its place.

Click a **percentage link** to view that graded assignment:

Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback
Algebra 1 Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.MA002.A.01	2	10	-	20%	08/15/2013	0	0

Attempt: 1 of 1 (* indicates the attempt scored)

1 2 3 4 5 >

Question 1

Find: [-]

-1
 0
 1
 10

Points: 2.0 / 2.0 Total: 2 / 10 (20%)

1 2 3 4 5 >

You can the results of all of the attempts you have completed for each assessment by using the Attempt dropdown.

Attempt

Click the dropdown to select an assessment attempt to view. The asterisk beside an attempt number indicates that the attempt is the one that is counted in the Gradebook.

Close

Click to close the attempt details.

Highest | Most Recent

Click these links to view either the attempt with the highest score or the most recent attempt.

A green checkmark denotes the correct answer; a red X denotes an incorrect answer by the student.

Your score out of the point value for the question appears to the right of the answer choices, as well as your score for the selected assessment.

In the number bar at the bottom, click the **arrows** or a **question number** to view other questions in the assessment.

5.4.2.1. Feedback

The course's teacher may leave feedback comments for your student. Look for any numbers in either the Assessment Feedback or Question Feedback columns. Numbers indicate the amount of feedback for that assignment.

Click the assignment's **Assessment Feedback** link to read overall feedback for the whole assignment. Assignment feedback appears directly beneath the assignment in the Grade Breakdown screen. Click the link again to close the feedback.

Algebra 1 Part 1 - Lesson 12 Daily Assessment - EDCP.MA002.A	8	10	-	80%	07/19/2012	0	0
Algebra 1 Part 1 - Quiz 1 - EDCP.MA002.A	13	25	-	52% [!]	06/29/2012	1	11

Name	Feedback
XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX

Algebra 1 Part 1 - Lesson 13 Daily

Click the assignment's **Percentage** link to read feedback for individual questions in the assignment. The entire assignment appears directly beneath the assignment in the Grade Breakdown screen. If any question has feedback, it is located by the points for the question.

Use the **number bar** at the bottom of the each question to find all feedback.

Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback
Algebra 1 Part 1 - Lesson 1 Daily Assessment - EDCP.MA002.A	0	10	-	0%	03/13/2012	0	1

Close

Question 1

Find: | -8 |

-8
 0
 8
 -1

Points: **2.0 / 2.0**

Teacher's Feedback:
test feedback


1 2 3 4 5 >

Close

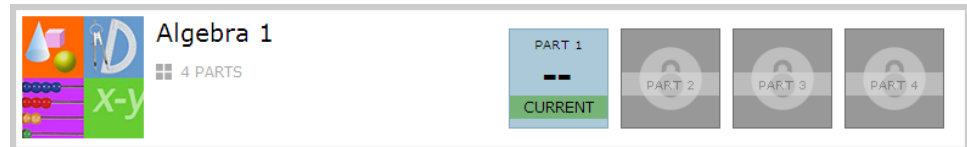
Click the **Close** button at the top or bottom of any question to close the assignment.

5.4.3. Current Courses

Beneath the Interventions bar are all courses your high school student is currently enrolled in.

NOTE: If your student has taken courses in our system in past years, you can view how they did in those courses by clicking the **school year dropdown** 2011 - 2012  and selecting a different year.

To enter an eCourse, click a course icon on your home screen:

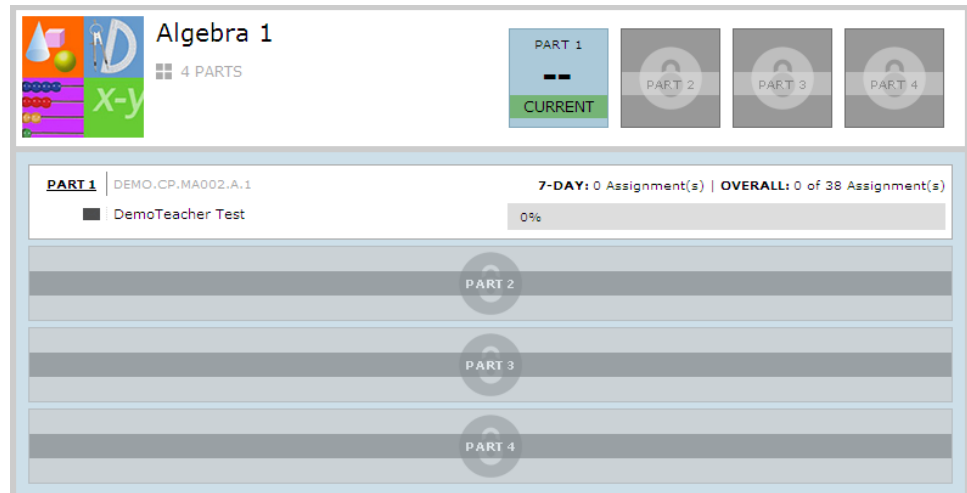


Algebra 1
4 PARTS

PART 1
CURRENT

PART 2
PART 3
PART 4

The course expands to display its parts in which you are enrolled:



Algebra 1
4 PARTS

PART 1
CURRENT

PART 2
PART 3
PART 4

PART 1 | DEMO.CP.MA002.A.1
7-DAY: 0 Assignment(s) | OVERALL: 0 of 38 Assignment(s)

■ DemoTeacher Test 0%

The left side contains course information.

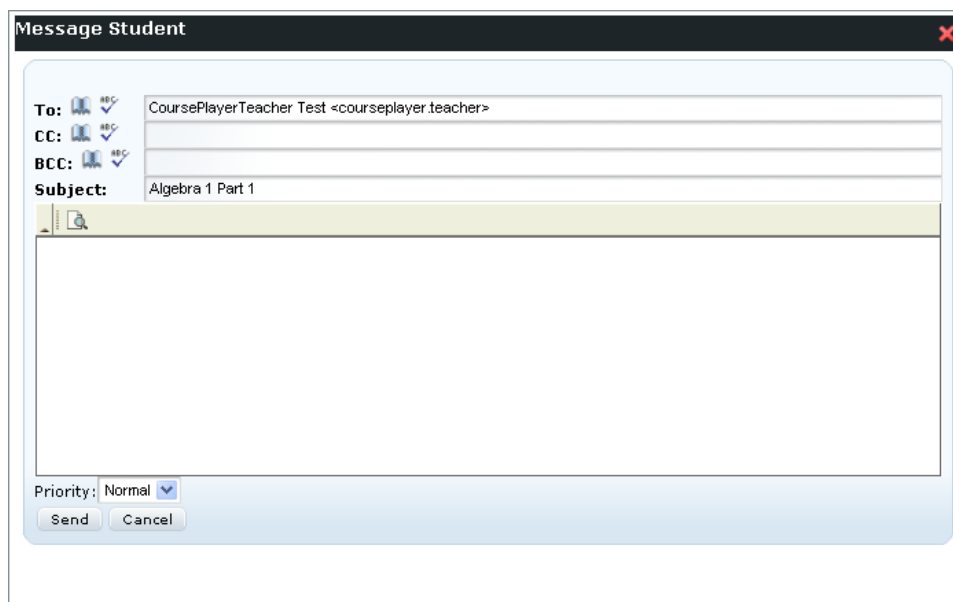
Code

Unique identifying code for the course and part

Teacher/Grader

Name of teacher(s) for the class

Notice the envelope icon beside the teacher's name. Click the envelope to send an email to the grader for that course:



The right side contains progress and grade information.

7 Day Progress

Displays how much progress the student has made in completing the course over the last seven days

Overall

Displays how much progress the student has made in the course since the beginning of the school year

Grade

Displays student's current grade in the course

Click anywhere in the course box to view a preview the course. A new window opens with the course in it. Click the **Start** or **Continue** arrow to view the course:



Although you are able to see the same courses and lessons as your student, you are not able to complete any tests.

Click the **Lessons** button to view all lessons in the course. Your student can only see lessons they have unlocked by completing them, however you can see all lessons in the course:

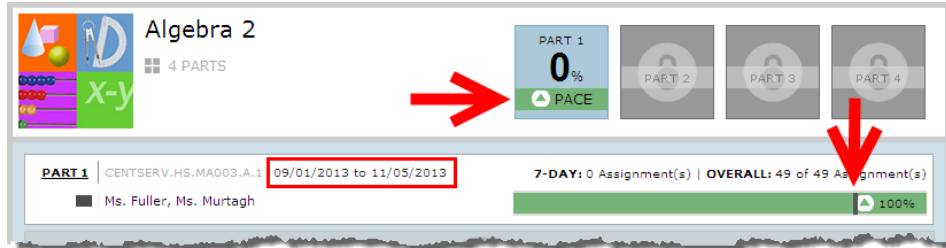


Each course is divided into three units of twelve lessons each. Click the **Unit** tabs to switch units. Click the **lesson numbers** to view lessons.

5.4.4. Pacing

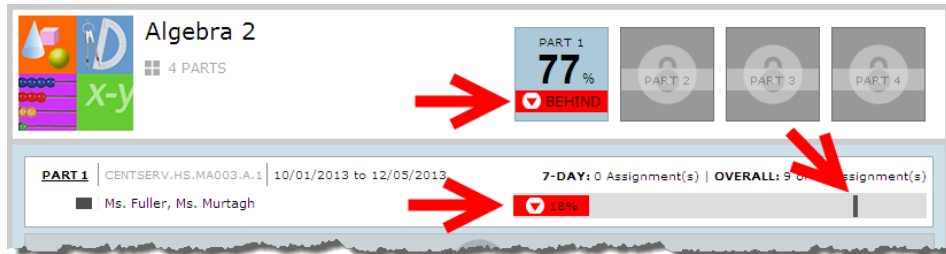
Your student's courses may have start and end dates assigned to them. If they do, the system keeps track of their progress in the course and lets you know if you are on pace to complete on time or lagging behind.

On your student's tab, courses with start and end dates look like this:



Notice the dates beside the part's section code. If they are on pace, their progress bar and grade box will both be green.

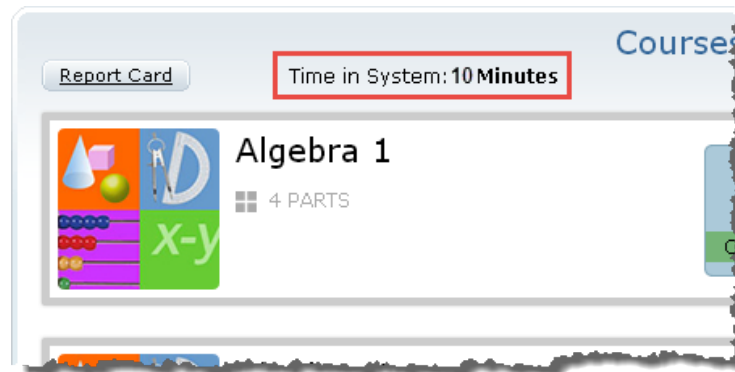
If they start to lag behind where they should be, these areas become yellow, then red:



Notice the line in the progress bar on the right in the example above. This line indicates where you should be in the course to get back on pace.

5.4.5. Time in System

You can view your student's total time in system for the day to see if they are meeting attendance requirements. The system keeps track of all time they spend doing classwork and tallies it at the top of the student's tab. At midnight, local user time, the Time in System will reset to zero for the next day.



You may need to refresh your browser throughout the day to see the latest Time in System.

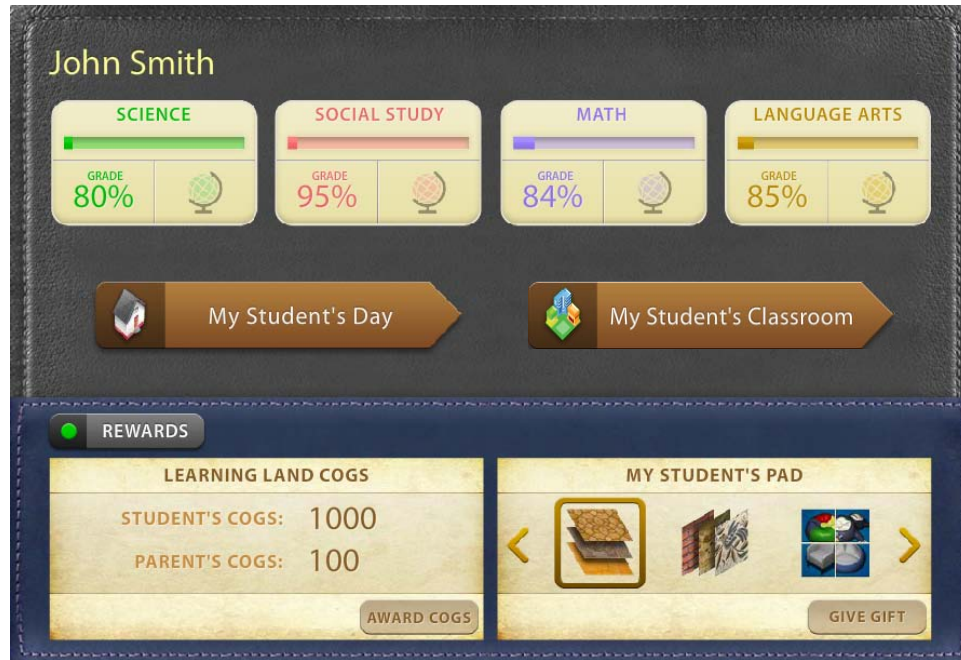
5.5. My Courses – Middle School

If you have any students enrolled in middle school, their tabs display course information in the My Courses box.



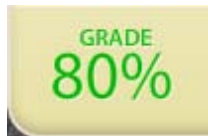
The current school displays by default. If your student has taken eCourses in the past, you can use the school year dropdown to select past years.

Click the **MyDay Parent Portal** button to view your student's courses:



Each subject is displayed at the top. The bar represents how much of the course your student has completed.

5.5.1. Current Grade



Your student's current grade percent is listed beneath the bar to the left. Click the percent to view detailed information about that course's grades:

Grade Breakdown

Username: COPS1016		Last Name: Smith		First Name: John			
Course Name: Science - 7th Grade Part 1			Code: MSCOPS.SC007.A		Enrolled Date: 2012-06-29		
Grade: 80 (GTD)							
Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback
Science 7th Grade Part 1 - Lesson 1 Daily Assessment	7	10	-	70%	07/24/2012	0	0
Science 7th Grade Part 1 - Lesson 10							

Click the **Percentage** number to view the actual assignment that your student took along with their answers.

A new browser window appears:

Username: pitt.student		Last Name: LN 5140		First Name: FN 5140	
Course Name: Electrical Engineering		Code: DEMOHS.EL009.A		Enrolled Date: 2011-11-08	
Grade: 86 (GTD)					

Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback
Electrical Engineering - Unit 1 Lesson 1 Daily Assessment - EDHS.EL009.A.01	7.6	10	-	76%	11/10/2011	0	0
Electrical Engineering - Unit 1 Lesson 2 Daily Assessment - EDHS.EL009.A.01	8	10	-	80%	12/19/2011	0	0

[Close](#)

Question 3
An electron orbits around the nucleus of the atom. This orbital path is called a shell.

True
 Points: **0.0 / 2.0**

False

 False

< 1 2 3 4 5 >

Click either the **number bar** at the bottom of the page or the **Next** button to view each question. Correct answers are marked with a green check mark; incorrect answers are marked with a red X. In the example above, the student incorrectly selected the first choice, while the correct answer was the third choice.

Your student's score out of the point value for the question appears to the right of the answer choices.

Click **Close** when you are done viewing the item.

5.5.2. Feedback

The course's grader may leave feedback comments for your student. Look for any numbers in either the Assessment Feedback or Question Feedback columns. Numbers indicate the amount of feedback for that assignment.

Click the assignment's **Assessment Feedback** link to read overall feedback for the whole assignment. Assignment feedback appears directly beneath the assignment in the Grade Breakdown screen. Click the link again to close the feedback.

Algebra 1 Part 1 - Lesson 12 Daily Assessment - EDCP.MA002.A	8	10	-	80%	07/19/2012	0	0
Algebra 1 Part 1 - Quiz 1 - EDCP.MA002.A	13	25	-	52%	06/29/2012	1	11

Name	Feedback
Algebra 1 Part 1 - Lesson 12 Daily Assessment - EDCP.MA002.A	Feedback comments for this assignment.
Algebra 1 Part 1 - Lesson 13 Daily Assessment - EDCP.MA002.A	Feedback comments for this assignment.

Click the assignment's **Percentage** link to read feedback for individual questions in the assignment. The entire assignment appears directly beneath the assignment in the Grade Breakdown screen. If any question has feedback, it is located by the points for the question. Use the **number bar** at the bottom of the each question to find all feedback.

Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback
Algebra 1 Part 1 - Lesson 1 Daily Assessment - EDCP MA002.A	0	10	-	0%	03/13/2012	0	1

[Close](#)

Question 1

Find: $|+8|$

-8
 0
 8
 -1

Points: **2.0 / 2.0**

Teacher's Feedback:
best feedback

1 2 3 4 5 >

[Close](#)

Click the **Close** button at the top or bottom of any question to close the assignment.

5.5.3. Learning Log



The Learning Log is list your student can use to quickly access their other courses.

The screenshot shows the 'MyDay' interface with a grid of course selection buttons. The buttons are arranged in two columns and eight rows. The first two rows are highlighted in green, and the remaining six rows are highlighted in blue. A close button (X) is visible in the top right corner.

Course	Lesson Video
Science - 8th Grade Part 1	Science - 8th Grade Part 2
Science - 8th Grade Part 3	Science - 8th Grade Part 4
Mathematics - 7th Grade Part 1	Mathematics - 7th Grade Part 2
Mathematics - 7th Grade Part 3	Mathematics - 7th Grade Part 4
Mathematics - 8th Grade Part 1	Mathematics - 8th Grade Part 2
Mathematics - 8th Grade Part 3	Mathematics - 8th Grade Part 4
Mathematics - 6th Grade Part 1	Mathematics - 6th Grade Part 2
Mathematics - 6th Grade Part 3	Mathematics - 6th Grade Part 4

5.5.4. My Student's Day



Click the **My Student's Day** arrow to view what your student's tasks are for the current day. A modified view of the student's MyDay planner appears:



Under the course title in the upper left is a bar graph showing how much progress your student has made in the course so far this year.

Your student's subjects are listed as tabs on the left-hand page. Click the tabs to view information about each course.

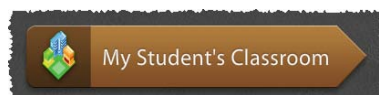
Your student's task items are on the right-hand page. Click an activity to view it. Note that you can not complete any work for your student, only view the activities.

You are also able to view the instructor guide for each course. This guide tells you what the student should be learning in the lesson.

More... Please see the student user guide for more information about the MyDay planner.

Click the arrow button in the upper left corner to return to the previous screen.

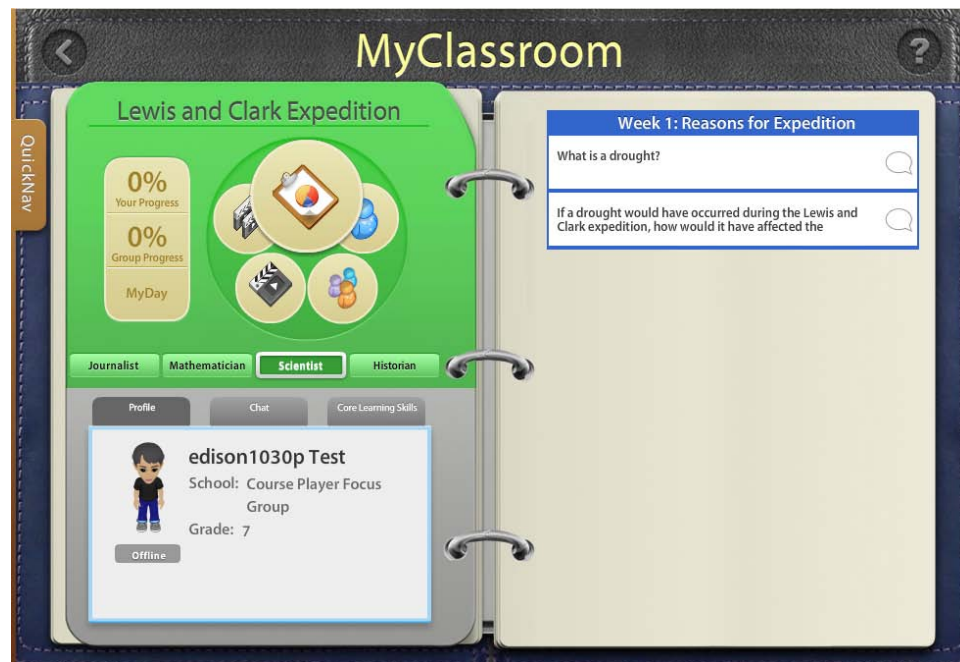
5.5.5. My Student's Classroom



The My Student's Classroom button takes you to an activity where your student works with other students and combines skills from various subjects. For each project, your student selects a role and works with other students in their roles.

Like regular subjects, each day begins with an activities checklist. This checklist serves as an easy-to-follow guide to the tasks to be accomplished that day. The checklist includes the learning objectives that need to be completed for each lesson and any team activity

tasks that must be completed. As your student completes the weekly activities, their work is saved and compiled with that of their teammates to produce one theme-based nine-week project that you receive as a PDF file.



Your MyClassroom parent view defaults to the role your student has selected – journalist, mathematician, scientist, or historian. By clicking the other tabs, you can also view what other students in the group are doing, as well as any comments your student has made about their work.

MyClassroom presents a different theme for each nine-week period. The theme forms the basis of all MyClassroom activities and tasks for the period. The curriculum presents seven theme-related topics per nine weeks, and each week your student has the opportunity to choose a role within the team.

Like MyDay, under the course title in the upper left is a bar graph showing how much progress your student has made in the course so far this year. Also like in your parent MyDay page, you can only view, not comment on, any student work.

More... Please see the student user guide for more information about the MyClassroom planner.

Click the arrow button in the upper left corner to return to the previous screen.

5.5.6. Rewards

Your student can earn points, called cogs, by completing various activities in the system. These cogs can be spent in Learning Land to modify their avatar and also to upgrade their MyPad, a virtual apartment in Learning Land.

Click the **Rewards** button to manage your student's access to cogs and MyPad:



5.5.6.1. Learning Land Cogs

The Learning Land Cogs box shows you how many cogs your student has, as well as how many you have. As a parent, you can choose to award your student cogs for doing well. You start with 100 cogs and are periodically given more.



To award your student cogs, click the **Award Cogs** button. A new window appears:



Enter the amount of cogs you wish to award and click **Award Cogs**.

5.5.6.2. My Student's Pad

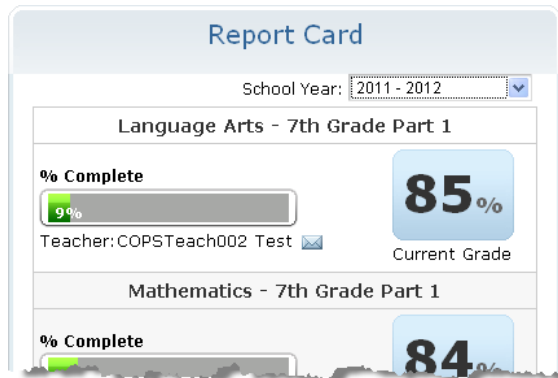
You can also choose to reward your student with an item for their MyPad apartment by using the My Student's Pad window:



Scroll through the items available, click an item, and click **Give Gift**.

5.5.7. Report Card

The Report Card box displays your student's current grades for all courses they are enrolled in. If your student has taken courses in the system in the past, you can use the School Year dropdown to view past years.



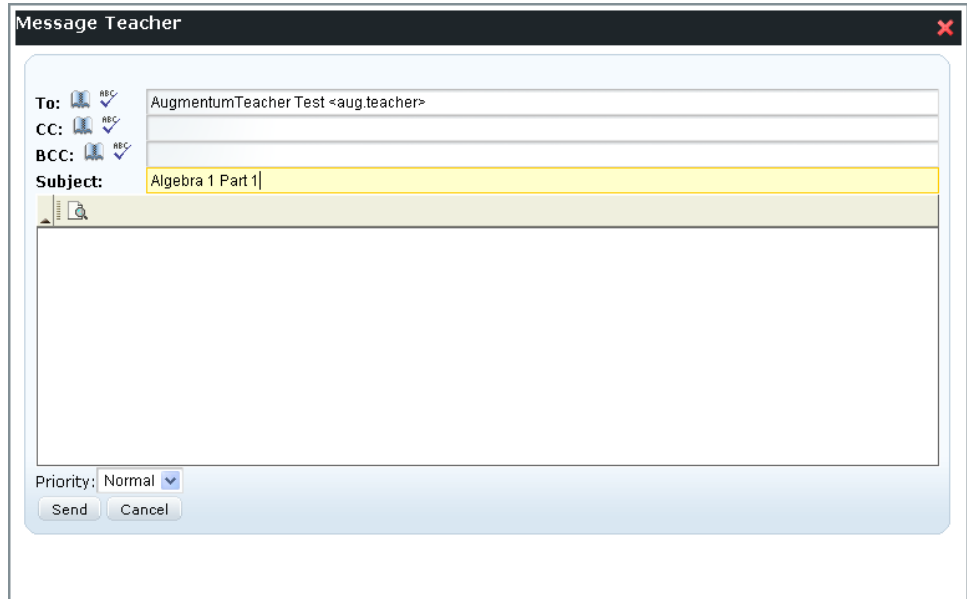
% Complete

Displays how much progress the student has made in the course since the beginning of the school year

Teacher

Name of teacher(s) for the class

Notice the envelope icon beside the teacher's name. Click the envelope to send an email to the teacher for that course:



Current Grade

Displays student's current grade in the course

5.5.7.1. Grade Details

To view details about your student's grade in a course, click the course's blue **Current Grade** button. The course's Grade Breakdown screen appears in a new window:

GRADE BREAKDOWN		CODE: DEMO.HS.SC005.A.1		ENROLLED DATE: 2013-08-14		FN147256, LN147256		USERNAME: aug.student		53% GRADE TO DATE	
Earth Science Part 1						NON-RUNNING TOTAL: 4.8%					
Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback				
Earth Science Part 1 - Unit 1 Lesson 1 Daily Assessment - EDHS.SC005.A.01	2	10	-	20%	09/30/2013	0	0				
Earth Science Part 1 - Unit 1 Lesson 2 Daily Assessment - EDHS.SC005.A.01	4	10	-	40%	09/18/2013	0	0				
Earth Science Part 1 - Unit 1 Lesson 3 Daily Assessment - EDHS.SC005.A.01	4	10	-	40%	09/18/2013	0	0				
Earth Science Part 1 - Unit 1 Lesson 4 Daily Assessment - EDHS.SC005.A.01	8	10	-	80%	09/18/2013	0	0				
Earth Science Part 1 - Unit 1 Lesson 5 Weekly Quiz - EDHS.SC005.A.01	-	-	-	-	-	0	0				
Earth Science Part 1 - Unit 1 Lesson 6 Daily Assessment -						0	0				

- Click the assignment's **Percentage** link to read feedback for individual questions in the assignment. The entire assignment appears directly beneath the assignment in the Grade Breakdown screen
 - If any question has feedback, it is located by the points for the question.
 - Use the **number bar** at the bottom of the each question to find all feedback.

Name	Score	Possible Points	Due Date	Percentage	Attempt Date	Assessment Feedback	Question Feedback
Algebra 1 Part 1 - Lesson 1 Daily Assessment - EDCP.MAD02.A	8	10	-	80%	03/13/2012	0	1

Close

Question 1

Find: |-8|

-8
 0
 8
 -1

Points: **2.0 / 2.0**

Teacher's Feedback:
test feedback

1 2 3 4 5 >

Close

- Click the **Close** button at the top or bottom of any question to close the assignment.

5.6. My Courses –Mixed

Depending on the school, your middle school student may be enrolled in high school-level courses or other courses that run in the high school course player. If this applies to your student, their tab will look like this:

The screenshot shows a student dashboard with the following components:

- Announcements:** School Announcements (no announcements) and Course Announcements (no announcements).
- Attendance:** Truancies: 0, Absences This Week: 0.
- My Courses:** A dropdown menu for the school year (2011-2012) is visible. Below it, there is a 'GO TO MyDay Parent Portal' button and a course card for 'Algebra 1 Part 1'.
- Report Card:** Intervention: 0. School Year: 2011-2012. Course: Algebra 1 Part 1. % Complete: 0%. Teacher list includes CoursePlayerTeacher Test, CoursePlayerTeacher2 Test, ESD123 Test, EldaTeacher Test, JenniferFedorTeacher Test, Login Teacher Test, NCMath.teacher Test, Oracle teacher Test, RolloverAdvisor.5 Current Grade Test, WashTeacher Test, KnoxvilleDemoTeacher test. Grade: **NA** 0/0.

Notice that it contains parts of both middle school and high school views, as described in previous sections.