SharpSchool
helping schools succeed

User Guide

Chapter 13

Learning Management System (LMS)

Instructor Guide

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About Online Classrooms

SharpSchool's Learning Management System (LMS) provides instructors with the ability to conduct online lessons in collaboration with conventional classroom instruction. This system features several student specific modules such as moderated discussion forums, group work areas, and lessons. Instructors also have several tools such as a lesson plan builder, rubric builder, online chats and assessments.

About this Guide

This user guide offers instructors with a detailed explanation on using SharpSchool's Online Learning Management System (LMS), also known as *My Classes*. This document has been designed to help instructors create and maintain an online classroom presence.
Each section of this guide contains detailed information on specific modules within the LMS and its application in an online classroom.

Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds and will primarily be used by instructors at educational institutions. It is recommended that school and district administrators refer to Chapter 12 before reading this chapter. Teachers are not required to review Chapter 12.

If you have been given a training site, it is a good idea to practice the steps covered in this guide before working on your real site. This eliminates the risk of you accidentally deleting important content or ruining anything on your real site.

Accessing your Website

In order to use *My Classes*, you must first log into your website. The login page to your school or district site will contain fields for the username and password. The location of the login button will vary according to your website's design; however, login buttons are typically available on the upper left corner of your website.

Vital Information

Upon logging into the online classrooms, you will be introduced to key terms and concepts. It is important to understand these items and their application within the system before continuing:

Organizations

Within SharpSchool's LMS, departments are referred to as an Organization. Often the responsibility of setting up organizations and assigning specific permissions is upon administrators. As an instructor, you will be required to click on your department name and then create a classroom within it. We will cover topics pertaining to classroom creation further in this manual.

Direct Permissions and Actual Permissions

Throughout the system you will see a *Security* tab that contains two options: *Direct Permissions* and *Actual Permissions*. It is important to understand the definition of these items. *Direct Permissions* allows you to add granular permissions to specific groups and users to a particular object. The *Actual Permissions* tab displays all users who have direct access to the page as well as those who inherit access from a parent object. An administrator is an example of a user who would appear in the *Actual Permissions* tab but not necessarily in the *Direct Permissions* tab since these permissions are brought over from a parent object.

Modules

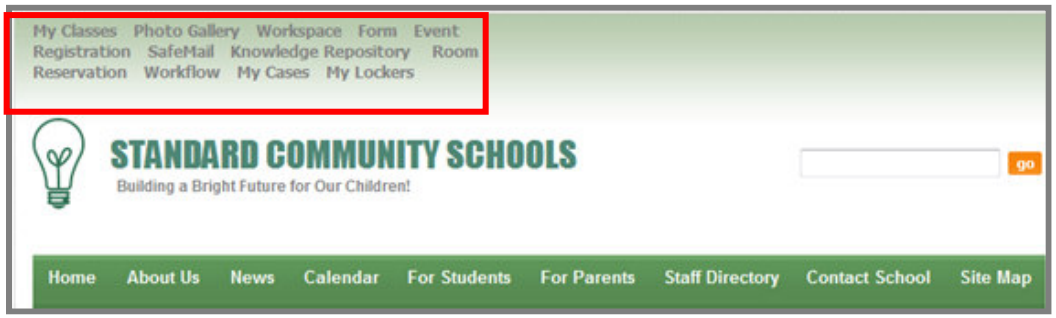
The Learning Management System features a variety of modules for instructor and student use. These modules can be enabled and disabled as and when needed by the instructor. Each module will be defined in detail in subsequent chapters of this manual.

Activity Tab

Almost all objects in the Learning Management System feature an *Activity* tab. Through this tab, an instructor can view and subscribe to activities performed within the module. This is a beneficial tool to track changes made by students or other authorized personnel.

Accessing My Classes

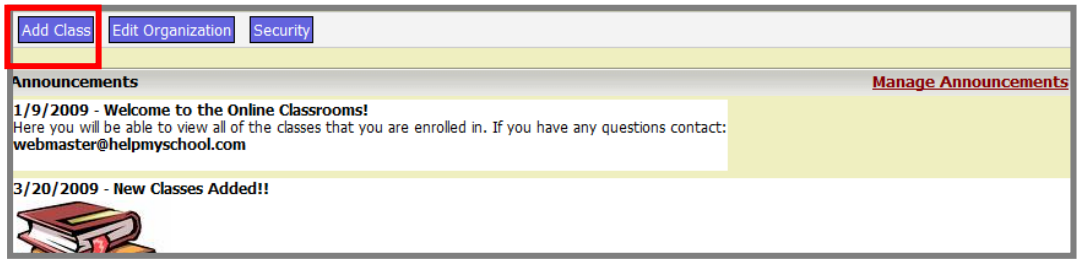
Advanced modules in SharpSchool are available to authorized users via the *'Published Links'* normally found on the upper margin of your website. Upon logging into your website these links will be populated based on the SharpSchool package purchased by the district.



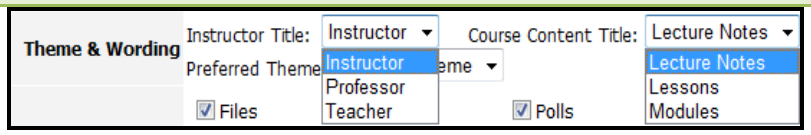
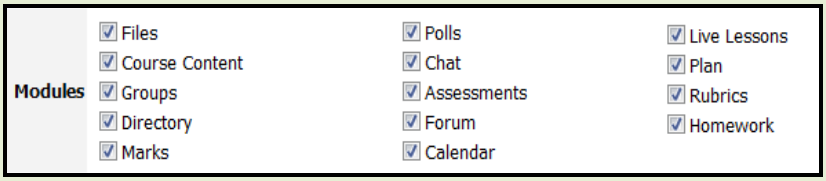
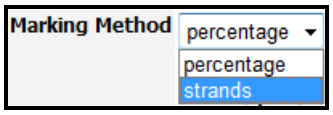
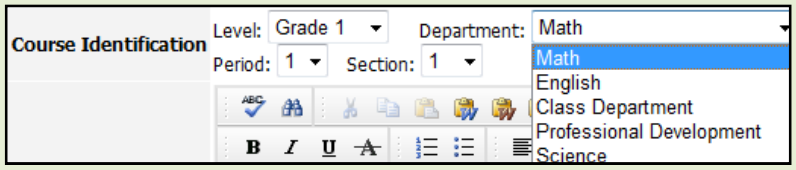
Here you can click on *My Classes* to access the LMS.

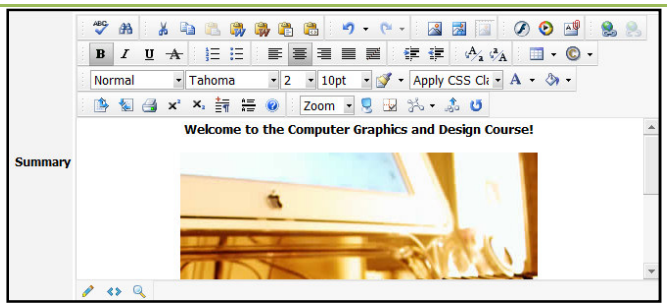
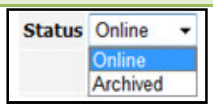
Creating Online Classes

Upon logging into the *My Classes* section click the relevant department name and click on *Add Class*.



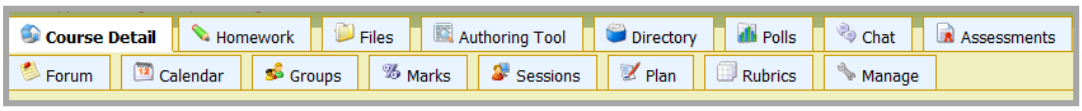
The following page contains a form with specific details for the class:

Online Classroom Items	
Classroom Name	**Title the name of the course**
Instructor	You can select the instructor for the course by clicking on the *Choose User/Group* icon . Click on the users name, click **Add** and then **Ok**.
Assistants	You can select course assistants from the *Choose User/Group* icon .
Theme & Wording	 **Note**: The Course Content Title dropdown will determine the naming conventions used in the Authoring Tool module in the LMS.
Modules	The LMS contains several modules for instructors to use. These modules can be enabled and disabled by simply clicking on the checkbox next to its name. 
Marking Method	You can select the marking method used by the system. Note: depending on your choice here, the Assessment module in the LMS will either display a percentage scoring interface or strands 
Course Identification	Under the Course Identification section you can configure the grade, department, period and section for your course. Note: the Department and Grade levels are configured by administrators only. 
Summary	Create a description of the course using the content editor.

	 For details on using the content editor, refer to *Appendix A: RadEditor* of SharpSchool's manuals.
Meeting Location	Indicate the location of the course
Meeting Times	Indicate the meeting times for the course
Start Date	From the available dropdown indicate the start date for the course.
Homepage	If your course has a specific web site, or teacher page, then you may include the URL here.
Other Information	Additional information such as **Required Text**, **Submitted Text**, **Objectives**, **Schedule**, **Requirements**, **Grading Policy**, **Attendance Policy**, **Academic Integrity** and **Miscellaneous information** can also be added.
Status	Once the course is over instructors are expected to Archive the course. This option makes the course offline but still allows administrators access to the content. 
Maximum # of Active Users	It is **mandatory** to include the maximum capacity of the class
Course Code	Indicate the code for the course.
Associated Standard	The LMS integrates with state and national education standards to help instructors understand the specific expectations of any given unit. Simply select the applicable standard from the dropdown menu.

When completed, click **Save**.

You can then click on the classroom name to access its modules.



We will be referring to individual modules in subsequent chapters of this manual.

I. Homework Module

There are several modules available for instructors to use in SharpSchool's Online Classroom. The first module is the *Homework Module*, whereby instructors have the ability to create an agenda of homework items for students to complete.

1) Add Homework

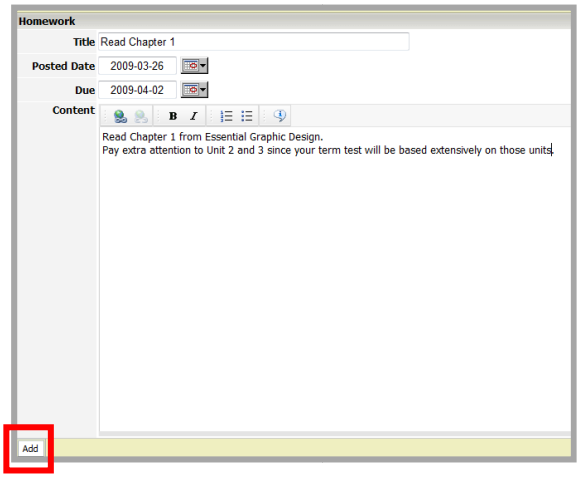
To add a homework assignment, click on *Add Homework* and in the following window complete the form with details of the homework assignment:

a) **Title:** the title of the homework assignment.

b) **Posted Date**: the date posted.

c) **Due Date**: the date the homework assignment is due.

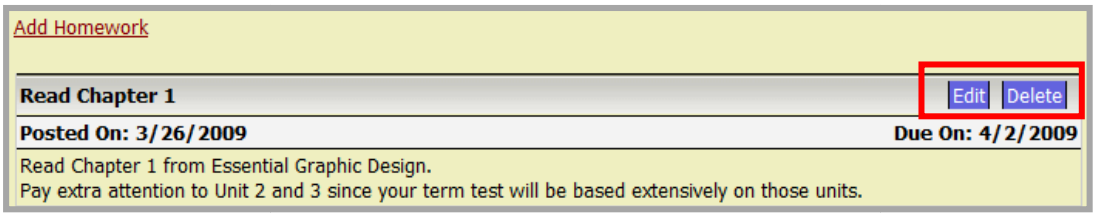
d) **Content**: details pertaining to the assignment.



Note: the editor available in the content are of the *Homework* module may vary based on the settings applied by Administrators.

Click *Add* to publish the homework assignment.

To edit homework, simply click on the ***Edit*** button and make the appropriate changes. Click the ***Delete*** button to remove a homework assignment.

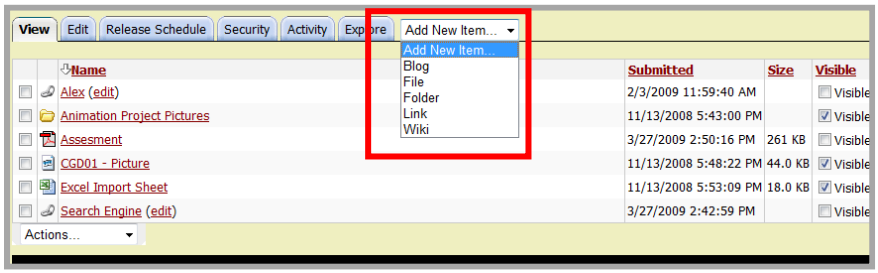


II. Files Module

The *Files Module* allows instructors to create an online library of electronic course material. Here, instructors may *Add* items, *Edit* items, apply *Release Schedules, Move* and *Delete* one or more items in the library as well as set the *Visibility* options of the added items.

1) Adding Items

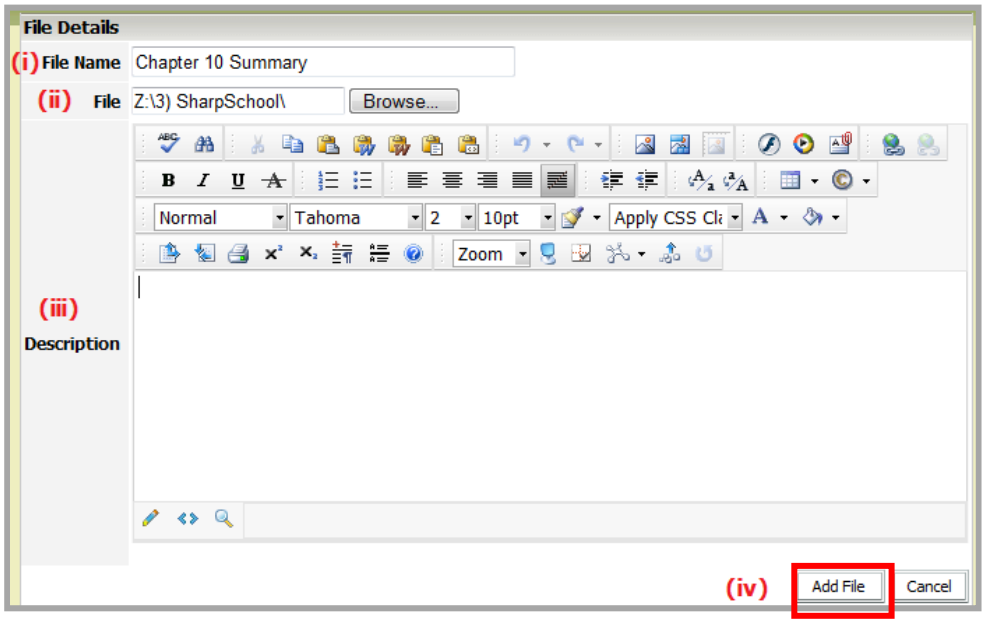
To add a new item to the *Files Module* click on the **Add New Item** drop down box and select **File, Folder**, or **Link**.



a) How to Add a File

To add a file, select **File** from **the Add New Item** drop down box

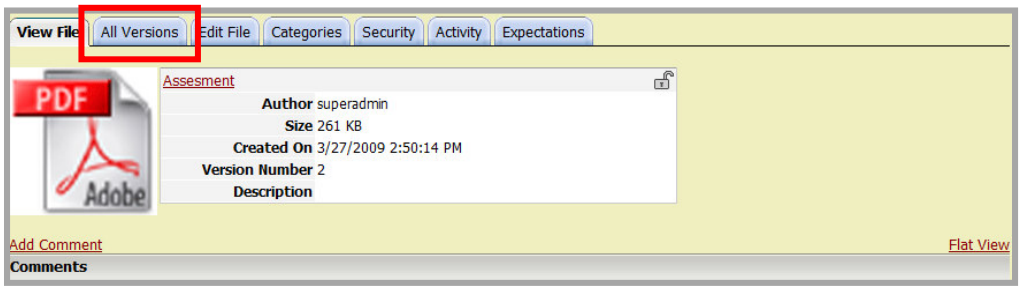
- **i.** Then enter a **File Name** for the item.
- **ii.** Click *Browse* to find the file you would like to upload.
- **iii.** Write a **Description** of the file in the box provided
- **iv.** Click **Add File** to complete the task.



b) How to upload multiple File Versions

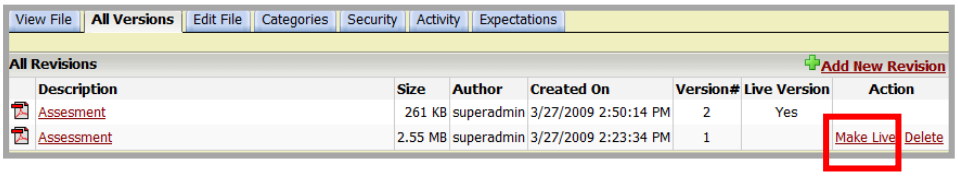
You can add multiple versions of the same file into the *Files Module*. Here, you have the ability to delete an older version of the file or simply make an older version live.

To add another version of a file, click on the file name and click on **All Versions.**



In the following window simply click on **Add New Revision** to upload a new version of the document into the folder.

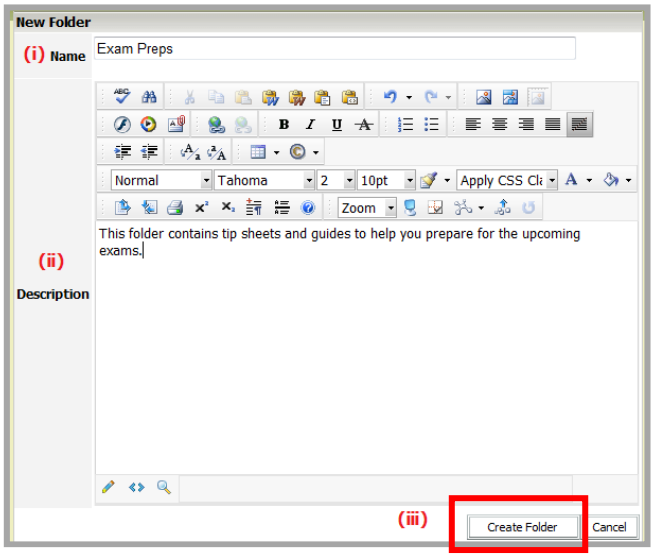
As a default, when a new version of a document is added it is made live on the site. However, if you wished to keep an older version live on the site then simply click on the *Make Live* button.



c) How to add a Folder

To add a folder, select **Folder** from **the Add New Item** drop down box. And in the following form fill out the relevant information, such as:

i. Folder **Name**
ii. **Description** of the folder
iii. Click **Add Folder** to complete the operation.



d) How to add a Link

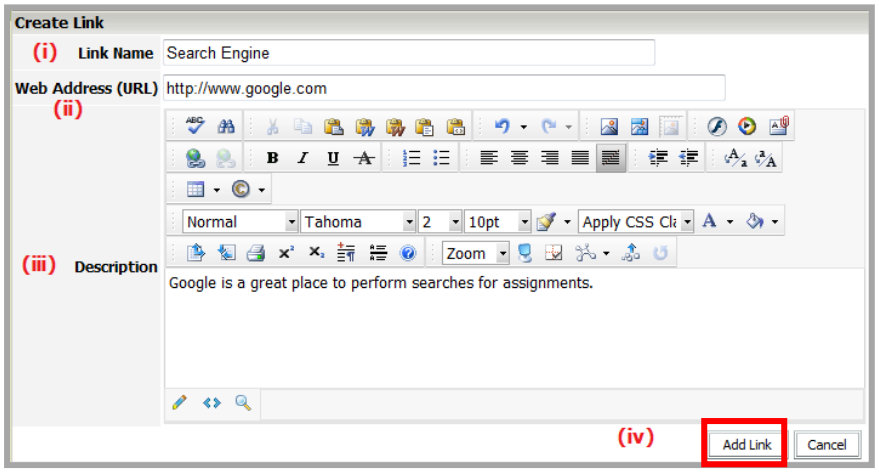
To add a link to an external website select **Link** from **the Add New Item** drop down box.

i. Enter in **Link Name** in the text field. This name will be published on the main interface for the Files module.

ii. Enter the **Web Address** (URL)

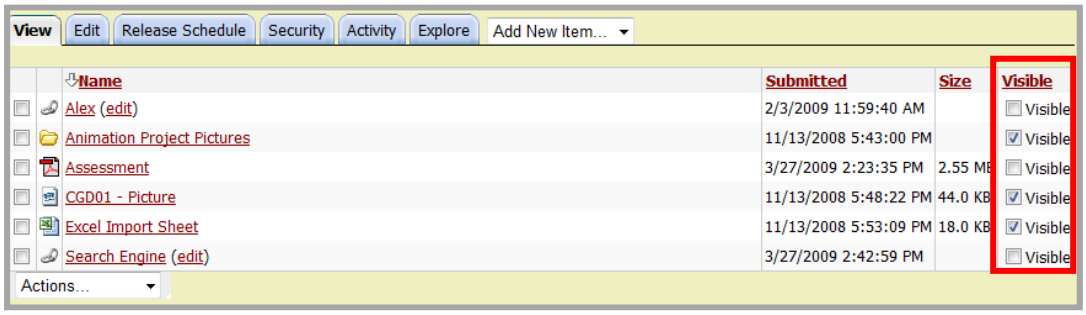
iii. Include a **Description** for the link for users.

iv. Click **Add Link** to post the link.



2) Set Item Visibility

After adding an item to the *File Module* you can set its visibility. Selecting the "***Visible***" option will make it available to students, while an unchecked "***Visible***" checkbox will prevent the students from viewing the item.



3) Edit, Delete, and Move Items

After putting your items in your file system you may perform house-keeping tasks on them, such as *Edit*, *Delete* or *Move* the location of the item.

a) Edit Items

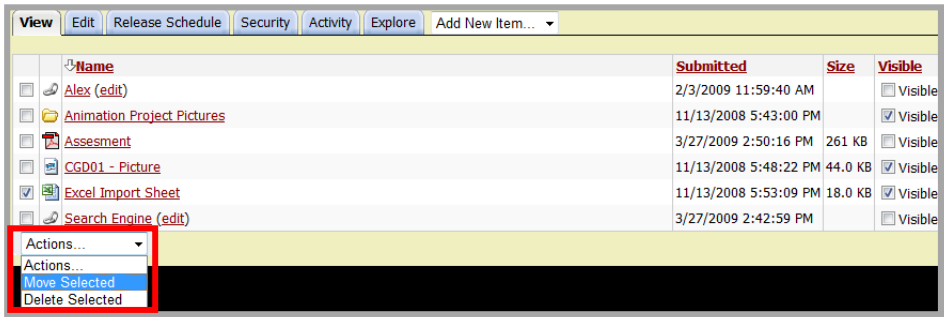
To edit an item in the *Files Module*, click on the specific item and then click on the **Edit** tab. Irrespective of whether your item is a file, folder or link the Edit tab will only allow you to make changes to the *name* and *description* of the item.

When completed, click on the **Update File** or **Update Folder** button.

b) Move Items

Once uploaded, items can be moved from one region to another. That is, a file from one folder can be moved into another folder if needed.

1. Check off the item(s) you want to move.
2. From the **Actions** drop down menu select **Move Selected**.



3. Click on **Browse** and use the window that pops up to locate the preferred location.
4. Click the **Select** link beside the target folder to select the destination.
5. Click **Move to here** to complete the operation.

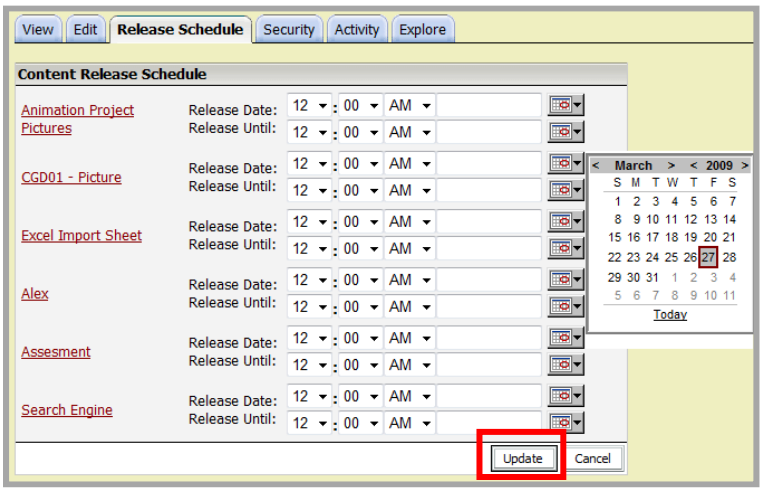
c) Delete Selected Items

To delete an object, check off the file name and select *Delete Selected* in the **Actions** dropdown. This option asks for confirmation before deleting the selected items. By clicking Yes, you will delete the item(s). If you decide not to delete the file, click No to cancel your decision.

4) Release Schedule

Several objects in the LMS support a **Release Schedule** feature. An instructor can control when certain items are visible to students and when they are not.

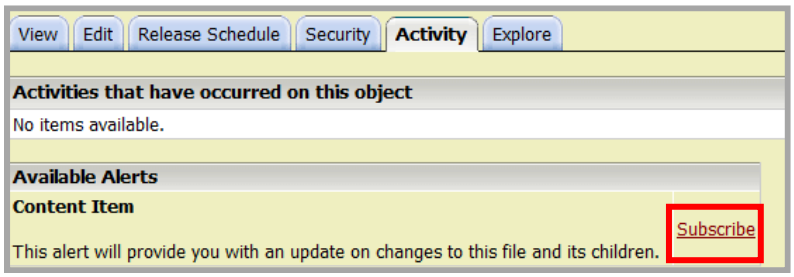
To set the release date for an item, simply click on the *Release Schedule* tab in the *Files Module*. Here select the date range for which you wish the resource to be made available and click *Update* to save changes.



5) Activity

As mentioned in the *Vital Information* section of this manual, the *Activity* tab allows instructors to monitor changes and activity performed within to an object in the LMS. In addition to viewing activities, instructors can also set up an alert system that sends email notifications when changes are made to the module. To set up this system:

1) Click on the **Activity** tab.
2) Select the frequency from the **Send Notification** drop down menu to choose how often you would like the notifications to be.
3) Click **Apply** to confirm the settings.



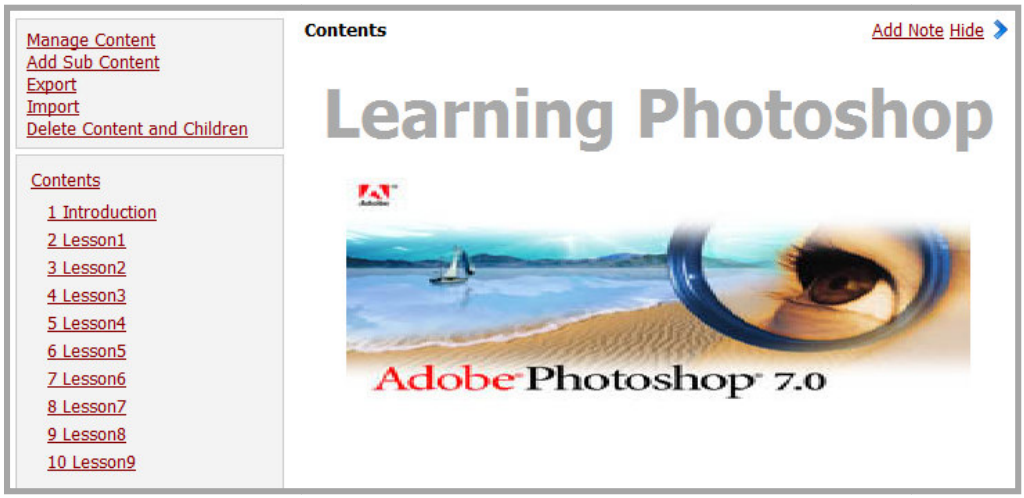
III. Authoring Tool

SharpSchool's Learning Management System (LMS) features an *Authoring Tool* that allows instructors to create customized and dynamic lessons for students.

Once published, an instructor may review and edit content as needed within the *Authoring Tool*.

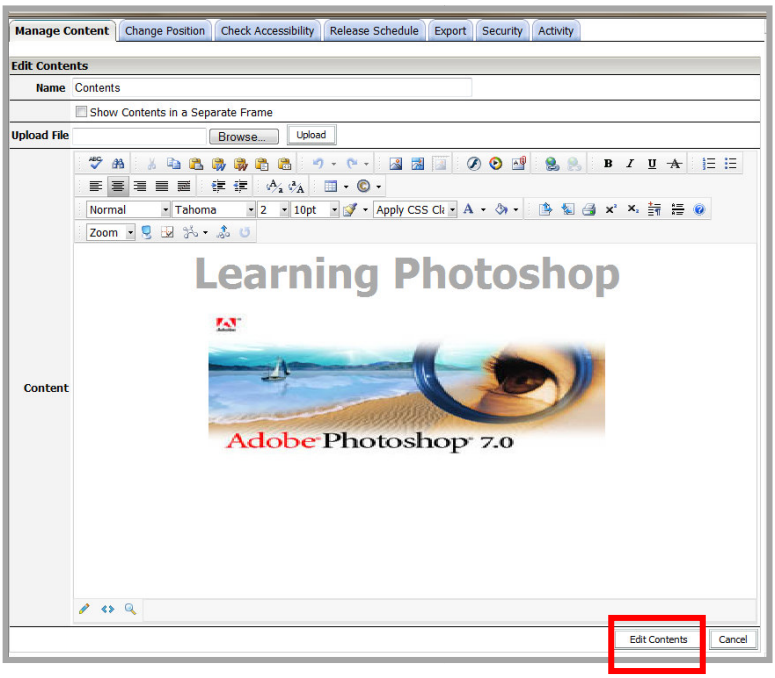
The *Authoring Tool* contains 5 main sections which are referred to as the **Operations Menu**. The main items in this menu are:

1) **Manage Content:** This is where instructors can edit the content of specific sections in the *Authoring Tool*. Upon logging in the first time, simply click on Manage Content to edit the homepage.
2) **Add Sub Content:** This refers to the specific sub units that are contained within the overall lesson. You may add further subsections to sub units within the lesson. We will be returning to this tool further in the manual.
3) **Export:** instructors have the ability to export the class content into a SCORM file.
4) **Import:** instructors have the ability to import SCORM content into SharpSchool's LMS Authoring Tool.
5) **Delete Content and Children:** instructors have the ability to delete entire units and subsections with the click of a button.



Reminder: the left menu is referred to as the **Operations Menu.**

1) Manage Content



Simply click on *Manage Content* when you log in the first time in order to populate the homepage of the online lesson.

You may use the content editor provided to add text, images and other dynamic objects to the homepage of the lesson.

When complete, click on *Add Contents*.

Note: there are several tabs available under *Manage Content*. We will define these tabs further in the manual.

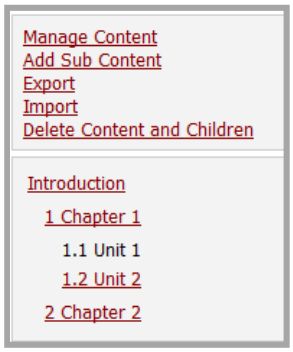
2) Add Sub Content

Sub Content refers to the units or chapters within the lesson. You have the ability to add sub units and subsections to those units. The tool automatically numbers the units in chronological order.

To add *Sub Content*, perform the following steps:

1. Click on **Add Sub Content**.
2. Enter a **Name** for the new content.
3. To add content, you may either select a page file from your computer or add content using the content editor available.

Once you are done designing your content, click on **Add Content**



Note: to add units under a sub section, simply click on the specific unit title and click on *Manage Sub Content*. Here, repeat the process of naming and adding new content using the editor.

3) Exporting Content and Children

To export LMS content in a zip file simply click on *Export* in the left hand navigation.

Here click on "**Click here to export this content page and its children to a SCORM file"** and save the file on your computer.

You may also export SCORM To SharpSchool's Learning Object Repository by entering the appropriate URL address in the **LOR Address** field and click **Export**.

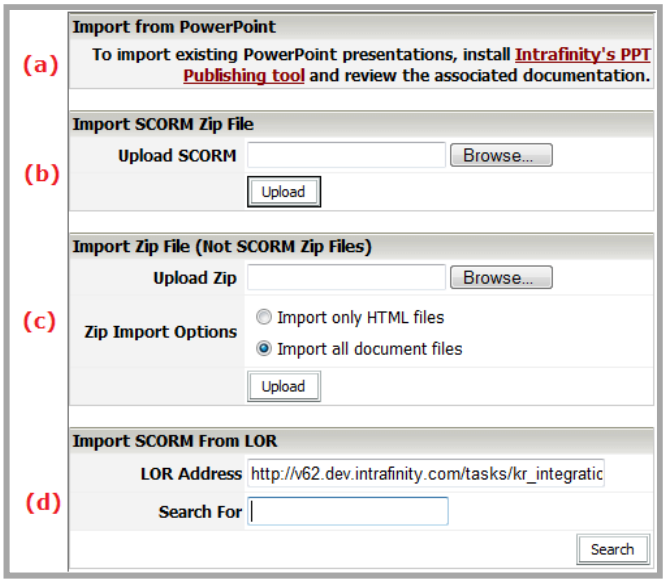
4) Import Content

SCORM files are course information files that follow the United States government standards in Advanced Distributed Learning (ADL). To import these files, return to the **Operations Menu and** click on **Import** to access the import contents page.

The following window contains several options:

- **a)** Import from Powerpoint
- **b)** Import SCORM Zip file
- **c)** Import Zip File (No SCORM Zip Files)
- **d)** Import SCORM From LOR

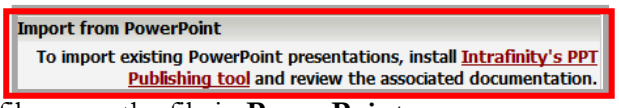
These items have been defined in the following sections.



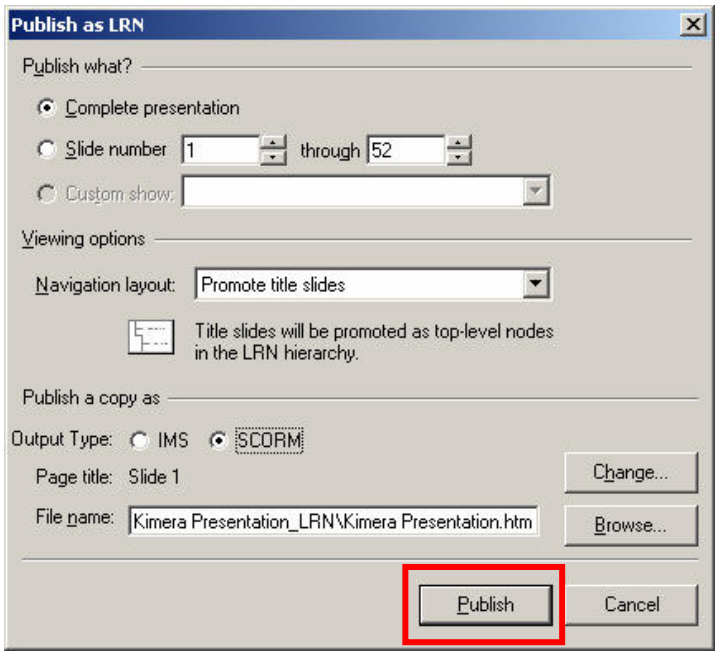
a) Import from PowerPoint

To import from PowerPoint, the file must first be converted to SCORM

1. To download the tool for the conversion, go to the import contents page and under **Import from PowerPoint** and click on **Intrafinity's PPT Publishing tool**.



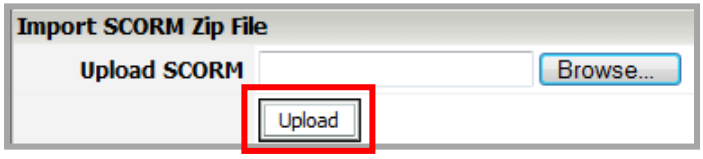
2. To convert the file, open the file in **PowerPoint**
3. Select the **File** menu and click on "**Publish as LRN**"
4. On the 'Publish as LRN' window, select the **Output Type** as **SCORM**
5. Click on **Publish**



6. **Zip** the published files in the directory
7. Upload the ZIP file to the LMS

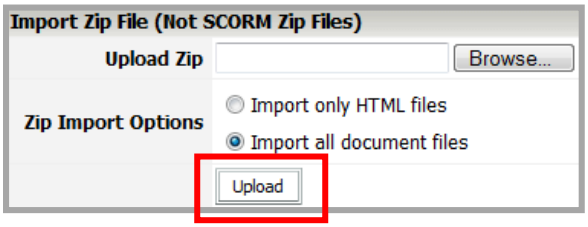
b) Import SCORM ZIP Files

Under the **Import SCORM content** section, click **Browse** to look for the content file to upload to your course. Once you have selected your course file, click **Upload** to import.



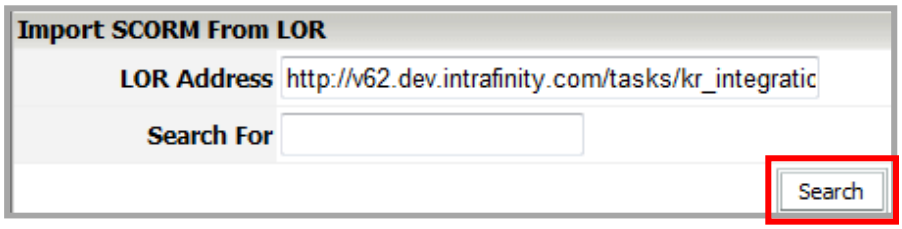
c) Import Zip Files (No SCORM Zip File)

To import Zip files, click **Browse…** under the **Import Zip File** section and select the correct course file. Select your **Zip Import Options** and click **Upload** to import.



d) Import SCORM From LOR

Similar to exporting SCORM to LOR, enter the appropriate URL address in the **LOR Address** field, enter in the search keywords in the **Search for** fields, and click **Search** to import SCORM to LOR.



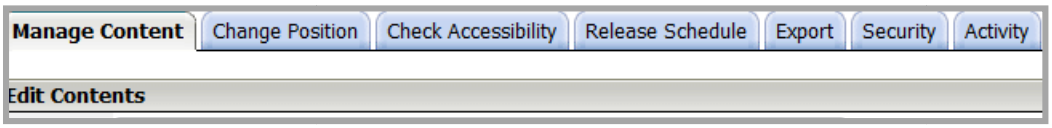
5) Delete Content and Children

This option asks for confirmation before deleting the selected contents and children. By clicking Yes, you will delete the contents and its children. If you decide not to delete the objects, click No to cancel your decision.

Note: to delete a section you must first click on the section name and then click on *Delete Content and Children*

6) Edit Contents

Contents of lessons may need to be modified or removed during the course of a semester. To facilitate this revision there are editing tabs available for instructors to use. These tabs have been defined in the following sections.

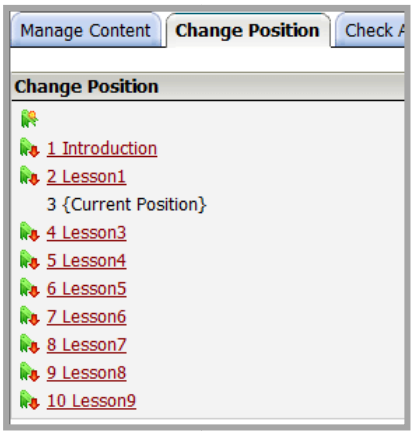


a) Manage Content

To modify the contents, click on **Manage Content.** This will provide access to the **Content Editor** for the current content page you are viewing.

Click **Edit Contents** to save the changes.

b) Change Positions



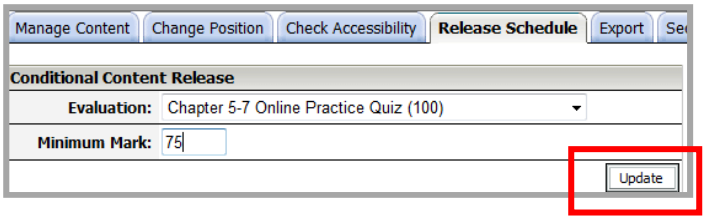
The position of the content on the page can be changed by first clicking on the **Change Positions** tab. In the list of items click on the button to move the item down the list and or click on to move the item up the list.

c) Check Accessibility

Click on the **Check Accessibility** tab to run an accessibility check in compliance with W3C standards.

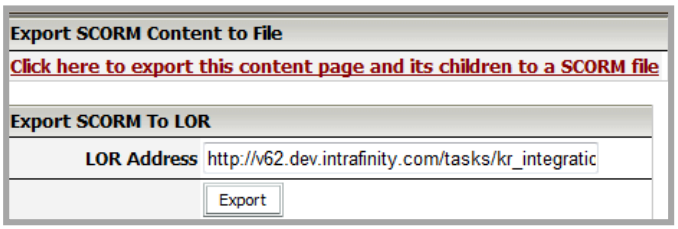
d) Release Schedule

As discussed in previous sections, many modules in the LMS feature a *Release Schedule*. However, unlike previous sections, the *Release Schedule* in the *Authoring Tool* is initiated on a conditional basis, where by a student may be required to receive a particular minimum grade in an assessment before being able to view a chapter. To set a *Release Schedule* simply select an evaluation from the drop down and the insert the minimum mark a student is expected to receive. To confirm settings, click **Update**.



e) Export

You have the ability to export content to a SCORM compliant file.



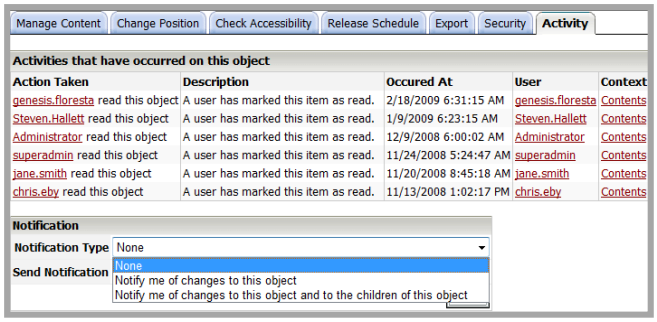
f) Security

Here you have the ability to add additional users into the system and grant authoring rights for lessons on the site. It is recommended that additional users not be added to this section, since permissions are automatically granted based on the **Instructor** and **Assistant** specified during the classroom configuration step.

g) Activity

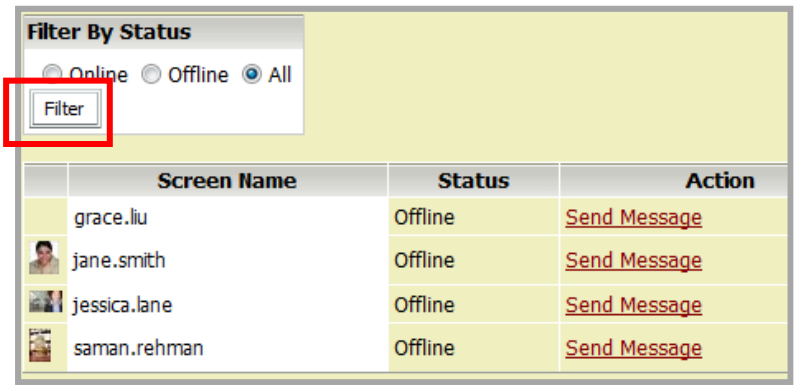
As mentioned in the *Vital Information* section, the *Activity* tab allows instructors to monitor activity within an object in the LMS. In addition to viewing activities, instructors can also set up an alert system that sends email notifications when changes are made to the module. To set up an alert system:

- Select the **Notification Type**.
- Select the frequency from the **Send Notification** drop down menu to choose how frequent you would like the notifications to be.
- Click **Apply** to confirm the settings.

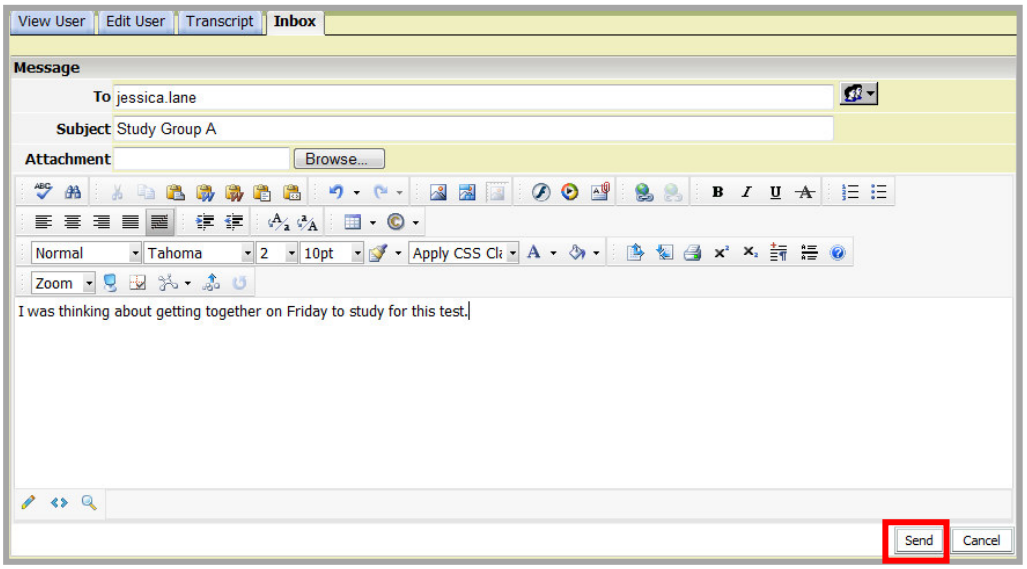


IV. Directory

Students have the ability to contact classmates through the *Directory* module. A list of all enrolled students is tabulated based on their status: *Online*, *Offline* or *All*. Click on the corresponding radio button and click **Filter**.



To send an email to a user, click on the **Send Message** link beside the user and you will be taken to an email message box. Here you can use the content editor available to author messages and even attach documents. When complete, click **Send**.



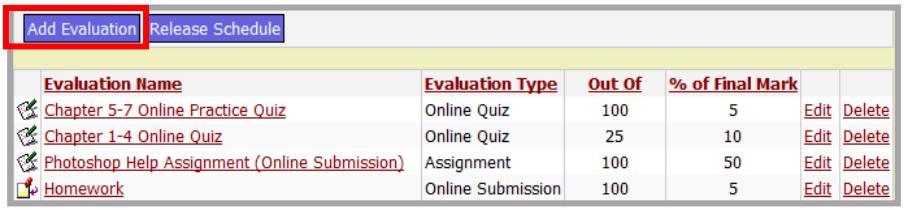
V. Assessments

The *Assessments Module* is where instructors are able to create and maintain evaluations for students. Items created in this tab are automatically scheduled on the classroom *Calendar*. The main *Assessments* page contains several fields:

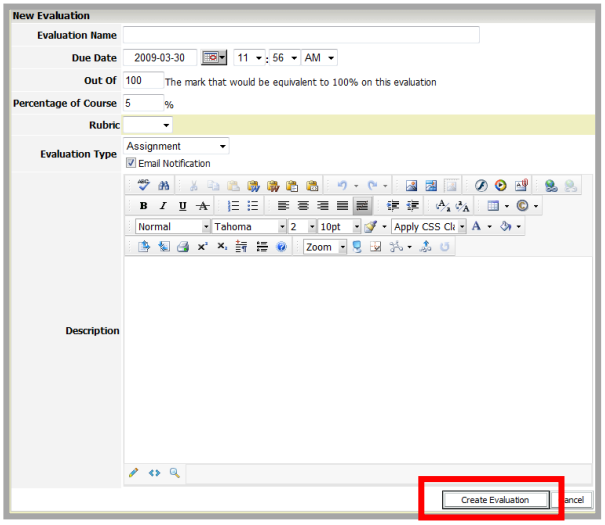
1. **Add Evaluation**: click on this button to create a new test.
2. **Release Schedule**: instructors can set a release schedule on assessments.
3. **Edit**: click on Edit to make changes to existing assessments.
4. **Delete**: click on Delete to remove any assessments from the system.

1) Add Evaluation

To add a new evaluation, click on *Add Evaluation* on the *Assessments* page



On the following page complete the relevant information:



1. **Evaluation Name**
2. The **Date** when the assessment is due.
3. **Out of:** include the total marks for the assessment in the text field.
4. Set the **Percentage of Course** that the mark is worth. Note: if the class has been setup for strands, you will need to indicate the strand mark breakdown that should apply for this evaluation.
5. You can assign a **Rubric** to the assessment (this is optional)
6. Select the **Evaluation Type** in the drop down menu
7. Write a **Description** of the evaluation in the text area.
8. To notify users of the new evaluation, check the **Email Notification** box.
9. To submit the evaluation, click on the **Create Evaluation** button.

2) Edit Evaluations

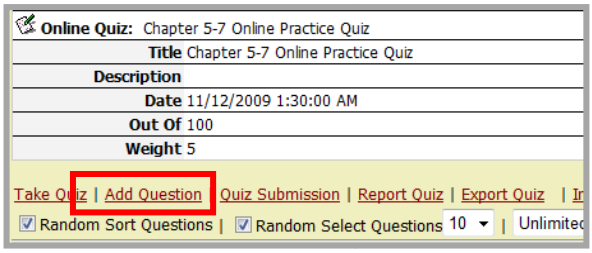
To edit the evaluation, click on the **Edit** link of the corresponding evaluation.

- Modifications can be made to the **Evaluations** name, **Due Date**, **Total Marks Description**, **Percentage of Course**, and **Evaluations Type**.
- Click on the **Update Evaluation** button to save the changes.

This feature comes in handy when you decide to take a few questions off the evaluations or change the weight or the total marks of the evaluations.

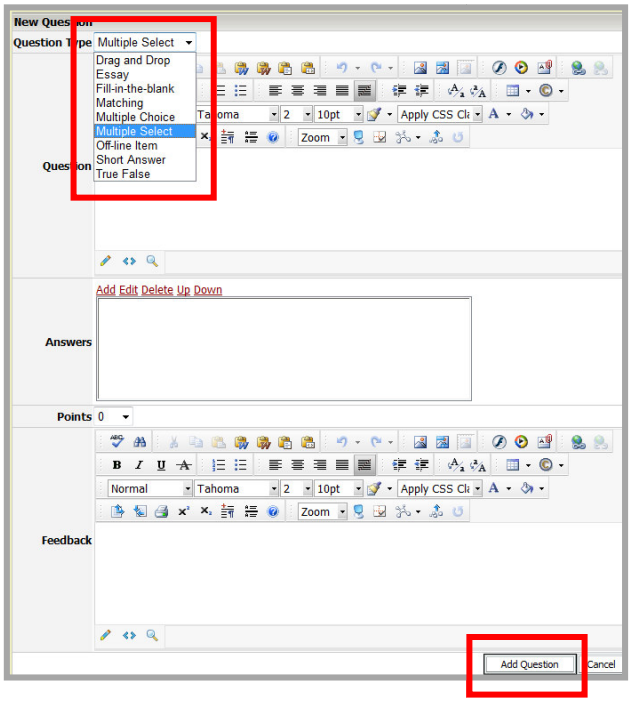
3) Add Questions

Once the evaluation is created, there are several question types available for instructors to use. To add a question click on **Add Question** in the evaluation interface



From this point on, instructors may create questions based on the **Question Type** drop down, provide **Answers** for the system to compare student responses against, assign **Points** for each question and finally provide **Feedback** to students once the test is complete. Once completed, click on **Add Question**

Note: A script box pops up for creating answers in the assessments. Internet Explorer will block this box unless authorized by the author.

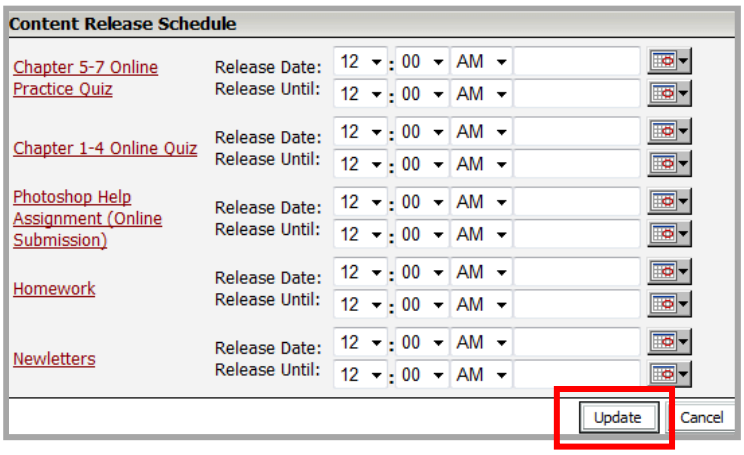


4) Release Schedule

Assessments can be released to students via the *Release Schedule*.

To set the **Release Date:**

1. Enter the required time information into the release fields of the respective item.
2. Specify the **Release Date** and **Release Until** date using the dropdown calendar.
3. Click **Update** to save these settings or click **Cancel** to cancel the changes.



5) Quiz Submission

Quiz Submission itemizes the user and date at which the quiz was completed.

Online Quiz Submission List

Submitted By	Submitted On	User Points	Ungraded Points	Quiz Total Points	No. of Times	
jessica.lane	12/9/2008 12:27:53 AM	9	4	64	1	Delete
amanda.rick	3/4/2009 6:57:17 PM	14	2	47	1	Delete
sofia.baig	3/4/2009 6:57:17 PM	24	4	64	1	Delete
ricardo.lee	12/3/2008 4:10:28 AM	7	2	43	1	Delete
sean.craig	12/3/2008 4:10:28 AM	14	4	64	5	Delete
jonathan.lee	11/26/2008 2:50:54 AM	14	4	64	4	Delete
samantha.bradshaw	11/26/2008 2:50:54 AM	14	4	64	4	Delete
colleen.richardson	11/24/2008 12:32:01 AM	14	4	64	3	Delete
nicole.bohr	11/24/2008 12:32:01 AM	13	2	50	1	Delete

1 2

6) Export Quiz

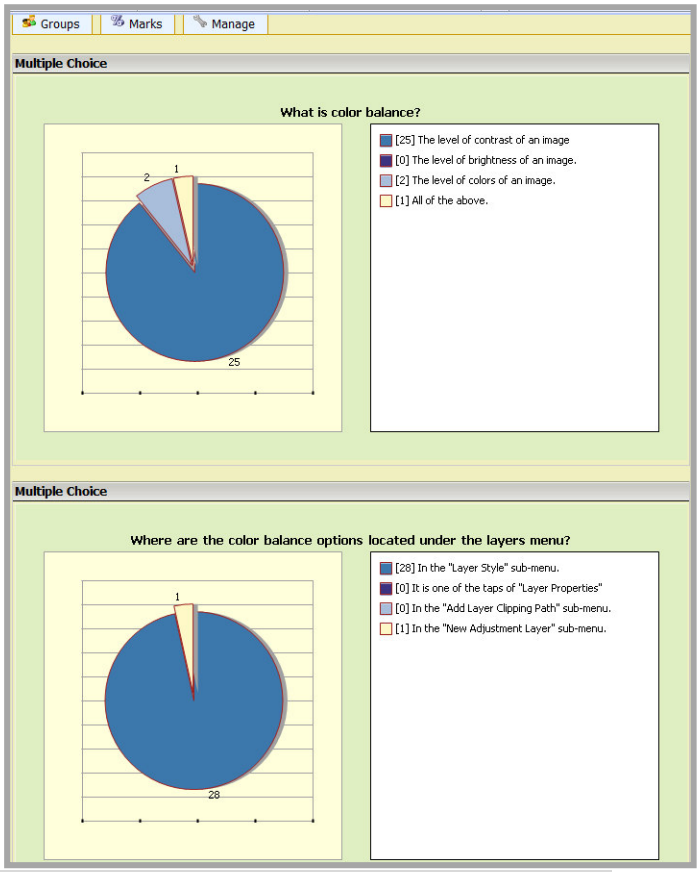
This option allows administrators to exports the quiz into an Extensible Markup Language (XML) document for backup purposes.

7) Import Quiz

You can import SharpSchool XML quizzes.

8) Chart

This option provides instructors with statistics on student performance.



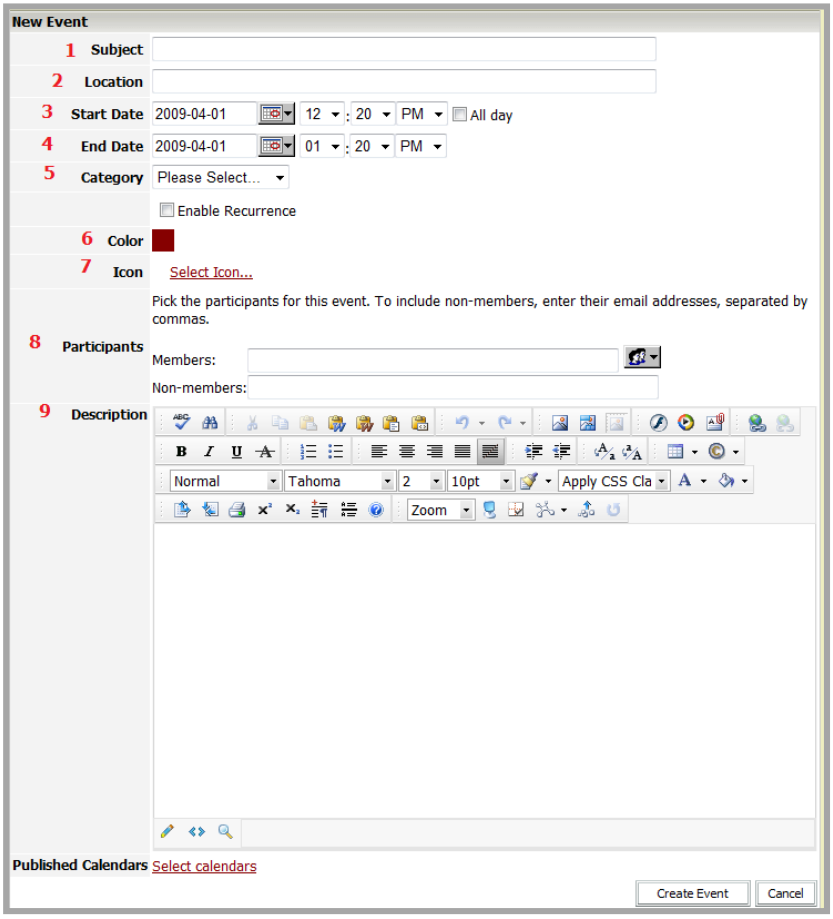
VI. Calendar

The *Calendar* module automatically publishes assessment due dates. However, instructors also have the ability to manually create events.

To create an event, click on and in the following page insert the relevant details for the event.

1. **Subject:** The name of your event
2. **Location:** Where the event is taking place
3. **Start Date:** The date and time in which the event is starting. Use the Date Picker button to select the day from a calendar or enter the date manually
4. **End Date:** The date and time in which the event ends. Use the Date Picker button to select the day from a calendar or enter the date manually. Note: events can also be scheduled on a recurring basis.
5. **Category:** Choose from a list of preset categories (not a mandatory selection). Choosing a category for your event allows it to be filtered by that category.
6. **Color:** Determine the color of the text displayed on your calendar for your event. You can choose More Colors at the bottom of the color selection pop-up to select from a larger range of colors, or even input one by its RGB value
7. **Icon:** Inserts an image to be displayed beside your event name on your calendar. This is not a mandatory element
8. **Participants:** Are the individuals that are selected to be part of the event. By signing up for an event, the participants are notified by e-mail of the event, and the event is published on that individual's calendar within their workspace (Workspaces are part of the Advanced SharpSchool package)
    a) **Members:** Click on the *Choose User/Group* button to select members from within the organization.
    b) **Non-Members:** Enroll external individuals by filling in their email address, using a comma to separate them
9. **Description:** Fill out the details of the event using the content editor.

When finished, click on **Create Event.**

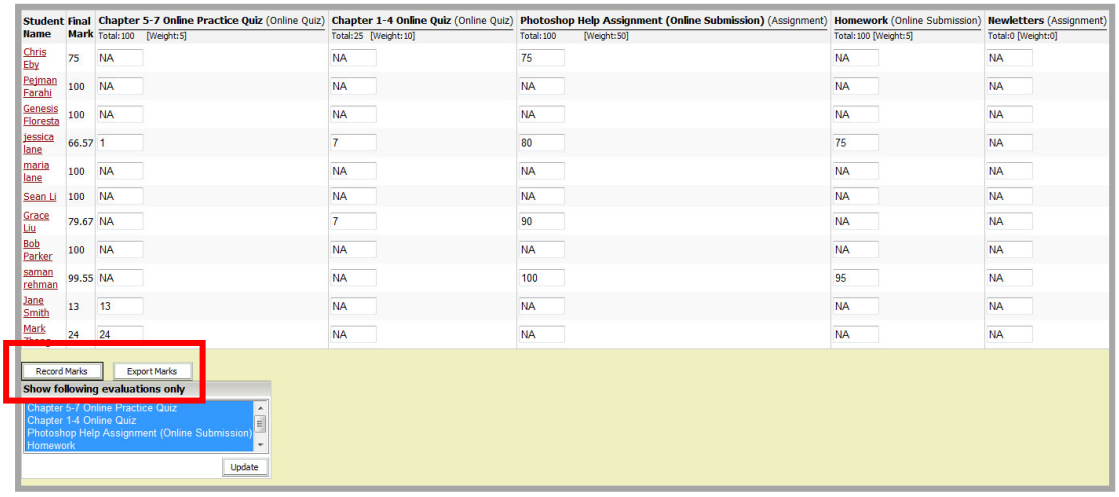

New Event
1 Subject
2 Location
3 Start Date
2009-04-01
12
20
PM
All day
4 End Date
2009-04-01
01
20
PM
5 Category
Please Select...
Enable Recurrence
6 Color
7 Icon
Select Icon...
Pick the participants for this event. To include non-members, enter their email addresses, separated by commas.
8 Participants
Members:
Non-members:
9 Description
Normal
Tahoma
2
10pt
Apply CSS Cla
Zoom
Published Calendars
Select calendars
Create Event
Cancel

VII. Marks

The LMS automatically grades students for assessments performed within the system and allows administrators to manually insert grades. Grades can be displayed for all students for each assessment, or for specific assessments from the **Show Following Evaluations Only** section.

If an instructor wishes to manually add or change marks for a student, simply type it into the text field provided and click on **Record Marks**.

To export the grades into a CSV document, simply click on **Export Marks**.

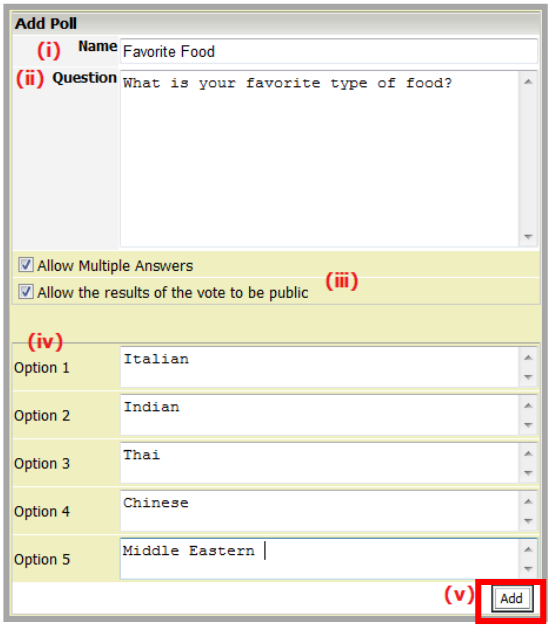


VIII. Polls

Polls allow instructors to gather student opinions on topics pertaining to the course. The poll is automatically published on the homepage of the online classroom, and results are instantly viewable by the student and instructor.

1) Adding Polls

To create a new poll click on the **Polls** tab, then click Add Poll and fill out the following information:



i. **Name:** enter the name of the poll.
ii. **Question:** insert the question being asked
iii. Response options include **Allow Multiple Answers** and **Allow the Results of the Vote to be Public**
iv. There five possible response choices available for students.
v. Click **Add** when completed.

Polls are automatically added to the homepage of the classroom.

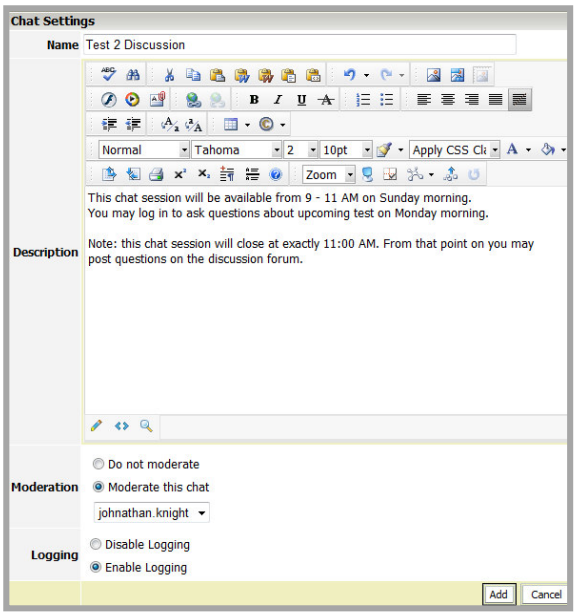
2) Editing Polls

To edit a poll click on the poll name and click **Edit**. Now you can modify the **Name** of the poll, the **Question** being asked, the response choices and you can add up to a total of five possible responses. Click **Update** to update your poll.

IX. Chat

Chat rooms are used as a means of an instant communication between a group of users.

1) Create a Chat Room



i. Click on **Add Chat**.

ii. Enter the **Name** and a brief **Description** of the chat room.

iii. Click on **Moderate** if you would like the **Chat Room** to be moderated.

iv. Choose the person who you would like have as moderator for the chat room (Moderators can be changed at any time).

v. Select the respective radio button to choose whether or not you want to log the chat. (When **Chat Logging** is enabled, all of the messages that are sent through the chat by the users are saved)

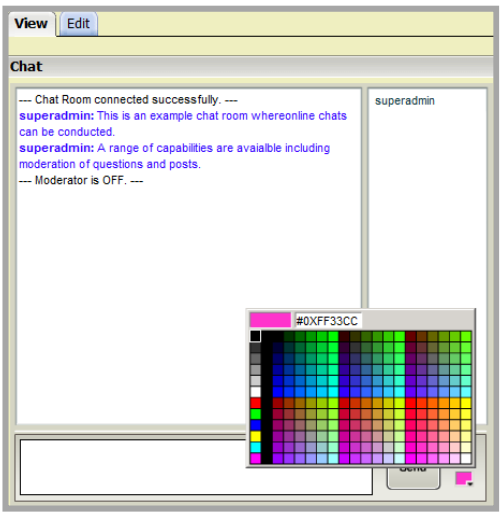
vi. Click **Add** to create the chat room.

2) Deleting a Chat Room

To remove a *Chat Room*:

1. Click the checkbox next to the chat room name.
2. Choose **Delete Selected** in the *Actions* Dropdown
3. Click Yes to confirm or No to cancel.

3) How Students may use the Chat Room

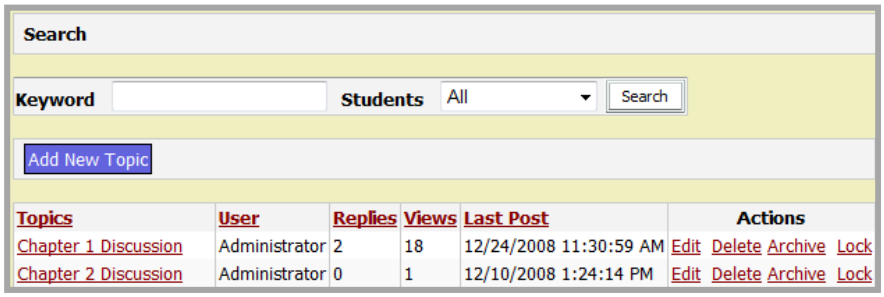


Once a chat room is created, an attendee can simply click on the name of the chat room to participate in it. Attendees can view the list of participants in the right column of the chat box, and also select a unique font color for the communication

X. Forum

Forums are a great way for an instructor to communicate with students and for students to communicate with each other. The LMS *Forums Module* features several collaboration and security tools to enable instructors and students to gain the most benefit from the system. On the main *Forum* page, there are several options available:

1. **Search:** users of the forum have the ability to perform key word searches across all topics as well as view posts made by specific users.
2. **Add New Topic**: click on this button to create new topics in the forum
3. **Edit**: edit existing topics
4. **Delete**: delete existing topics
5. **Archive**: archived topics are made offline and students cannot view or participate in them. These topics are still available to the instructor.
6. **Lock**: this option prevents students from contributing to topics, however they are still able to view historical posts and comments made to it.



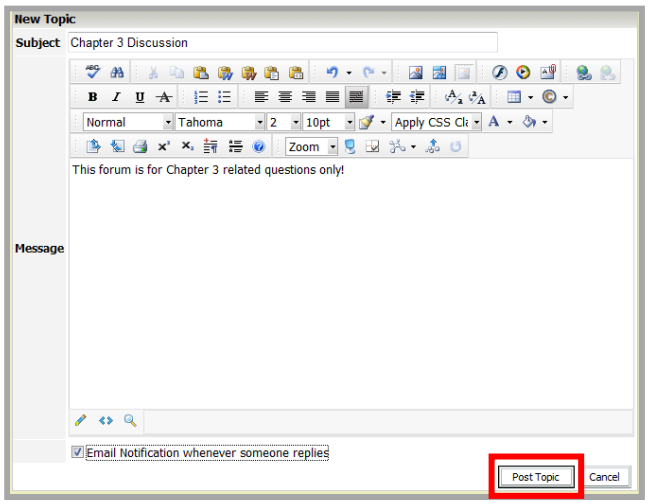
In a forum you are able to **Add New Topic**, **Edit** or **Delete** topics as well as **Reply** to posts and **Edit** or **Delete** posts. However, only the person who posted the message can edit or delete it, with the exception of the instructor.

1) How to Add New Topic

To add a new topic:

1. Click on **Add New Topic**.
2. Enter a **Subject** and the corresponding initial message.
3. Click **Post Topic** to add the new topic.

Once the topic has been added you will see it in the **Forum** index within the list of topics.



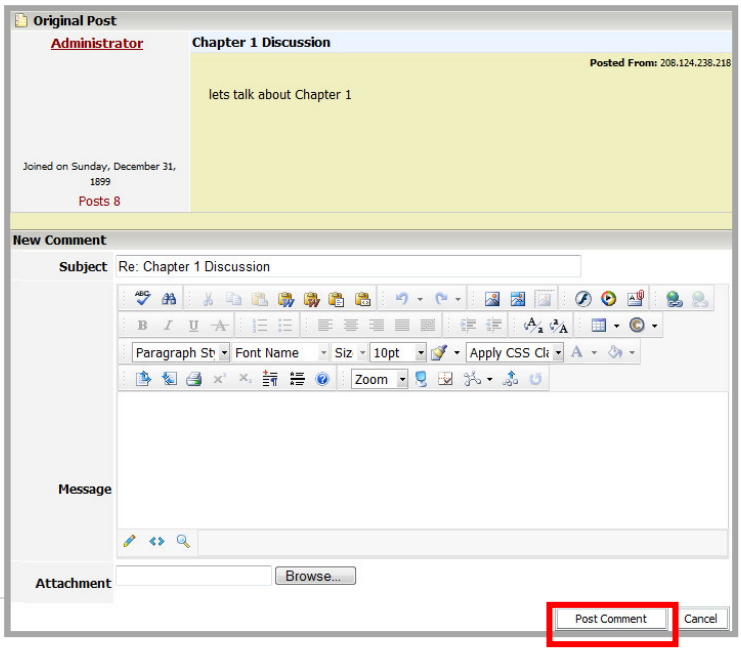
By selecting the **Email Notification whenever someone replies** box instructors can receive an email notification whenever someone responds to the thread.

2) Edit Topic

1. Click on **Edit** at the far right of the topic you want to edit. You can now change the **Subject** and the corresponding initial **Message**.
2. Click **Update Topic** to change the topic.

3) Replying to Forum Messages

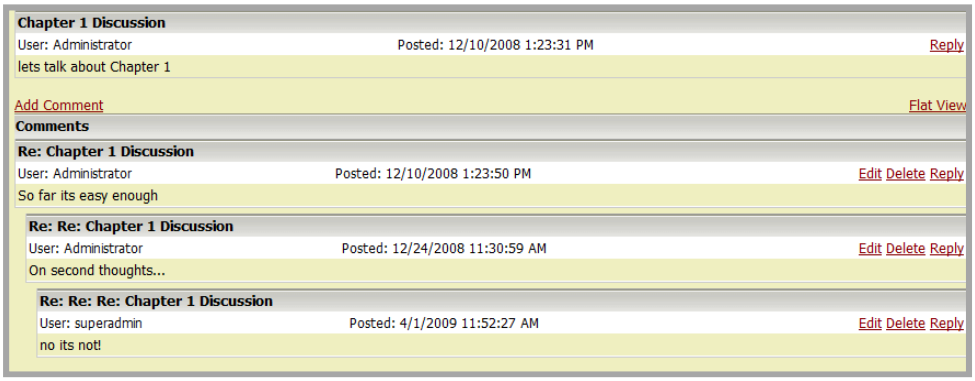
1. Click on the **Reply** link.
2. Enter the **Subject** and the corresponding **Message**.
3. Click Browse to add an **Attachment.**
4. Click **Post Comment** to post your reply to the previous post.



4) Flat/Tree View

There are two views in the *Forums* user interface: **Flat View** and **Tree View**. The **Flat view** is for simply viewing posts in the order they were posted, with no special formatting on the display. The **Tree View** arranges responses made to a post in a delineated format. This ensures that the initial post topic is featured at the top of the page and the following responses are tabbed to the right.

Below is an example of **Tree View** in the forum.



XI. Groups

The LMS provides students with an area to collaborate and work on projects together. *Groups* are able to mimic class activities by being able to:

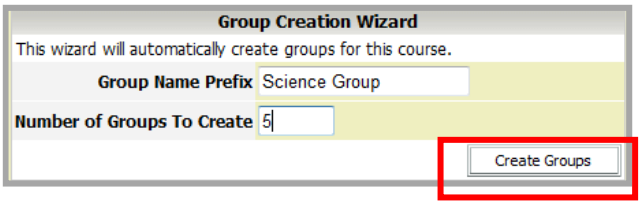
- Create their own private **Forum** topics
- Create their own **Chat** rooms
- Post their own **Files**, **Folders** and **Links**
- Establish their own **Calendar** where they can add Events.

1) Creating Groups

There are two ways in which an instructor can create group work areas for students. The first is automatically done through the *Group Creation Wizard* and second way is through manual creation.

The *Group Creation Wizard* is a quick and easy way to create multiple groups:

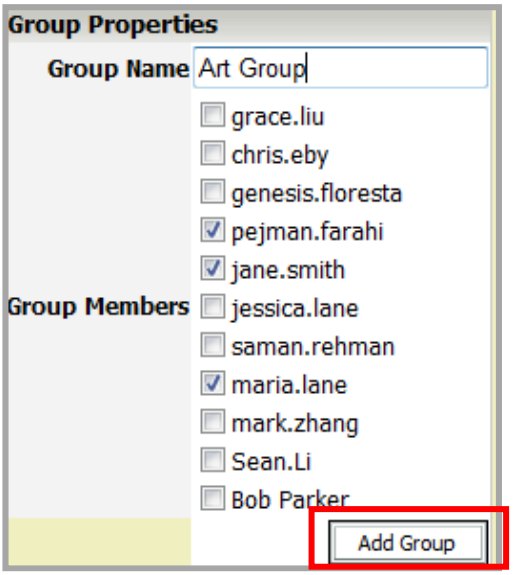
1. Enter the name prefix for all the groups into the **Group Name Prefix.**
2. Set the **Number of Groups** to create.
3. Click **Create Groups** to create your groups.



The groups that are created will appear above the **Group Creation Wizard** in the list of groups. Students may only access the groups that you have assigned them to.

Another way to add groups is by using the Add Group button.

1. Enter the **Group Name**
2. Check off the students you would like to assign to the group.
3. Click **Add Group** to create the group



Unlike the **Group Creation Wizard**, this method allows you to create only one group at a time.

2) Working with Group Workspaces

The *Group Workspaces* features a variety of modules for students to use. These are:

Module	Purpose
Blogs	The *Blog* allows students to create a group blog to discuss topics and ideas
Calendar	Students can create a project calendar to track progress and schedule milestones
Chat	This online chat session allows students to communicate with one another on a scheduled basis. Logs from these chat sessions are saved in the system and are accessible to instructors.
File	Students can upload files and folders to share with group members
Forum	The discussion forum module can be used in place of the blog module. Here students also have the ability to create and discuss topics.
Link	The link section simply allows students to publish an external website link for others to see.
Wiki	Students can work on a project document via the Wiki module. This tool makes it easy for students to collaborate and incorporate their feedback into a common document.

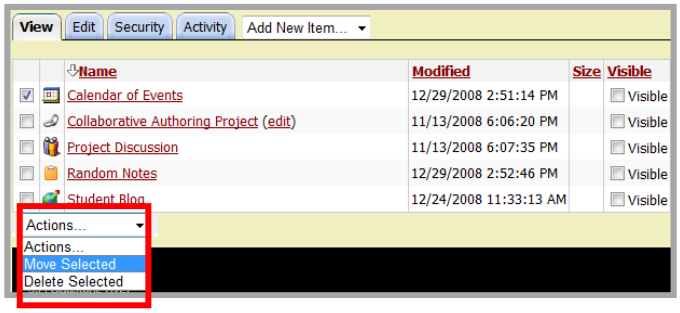
a) Add New Item

To **add** a new item to the workspace pull down the **Add New Item...** menu. The usage and application of these modules are defined in other sections of this manual. Simply refer to the corresponding topics in the table of contents. For a detailed description of the *Blogs* module refer to Chapter 9 of the SharpSchool documentation.

b) Move Selected

To **move** item(s) to a different location:

1. Select the checkbox to the left of the item(s) to be moved.
2. Pull down the **Actions...** menu
3. Click on **Move Selected**.



c) Delete Selected

To **delete** item(s):

1. Select the checkbox to the left of the item(s) to be deleted.
2. Pull down the **Actions...** menu
3. Click **Delete Selected**.

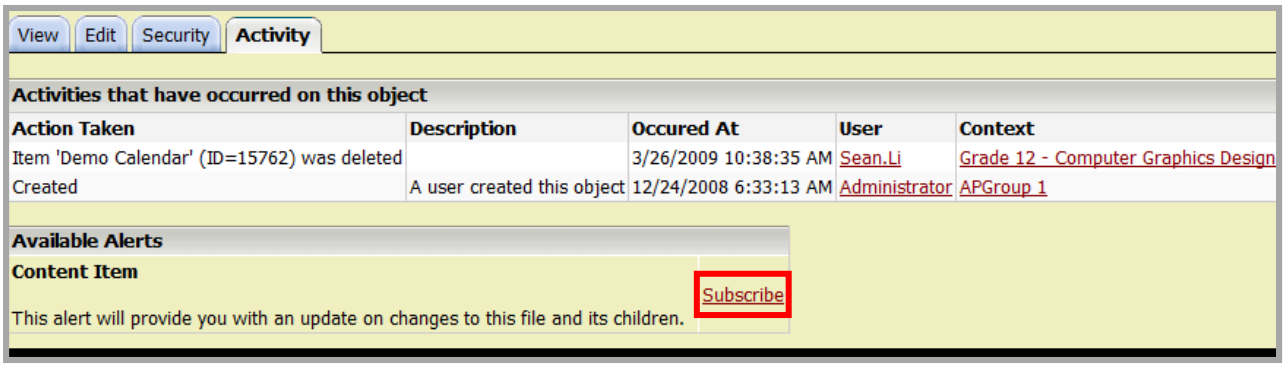
3) Activity

As with all previous sections, the *Activity* tab informs instructors when changes are made within the module.

From an instructors perspective this is a handy tool to since the columns in the interface indicate the user and specific action performed by the user within the *Group Workspaces*. This allows instructors to gauge individual student participation in the group project.

Instructors may also set up an alert system to be notified whenever changes are made to the Group Workspaces. To set up an alert system:

- Click on the **Activity tab.**
- Click **Subscribe.**
- Select the frequency from the **Send Notification** drop down menu to choose how often you would like the notifications to be.
- Click **Apply** to confirm the settings.



XII. Manage

The Manage section is where instructors can perform housekeeping tasks for the online classroom.

Class Management

1) Edit Class

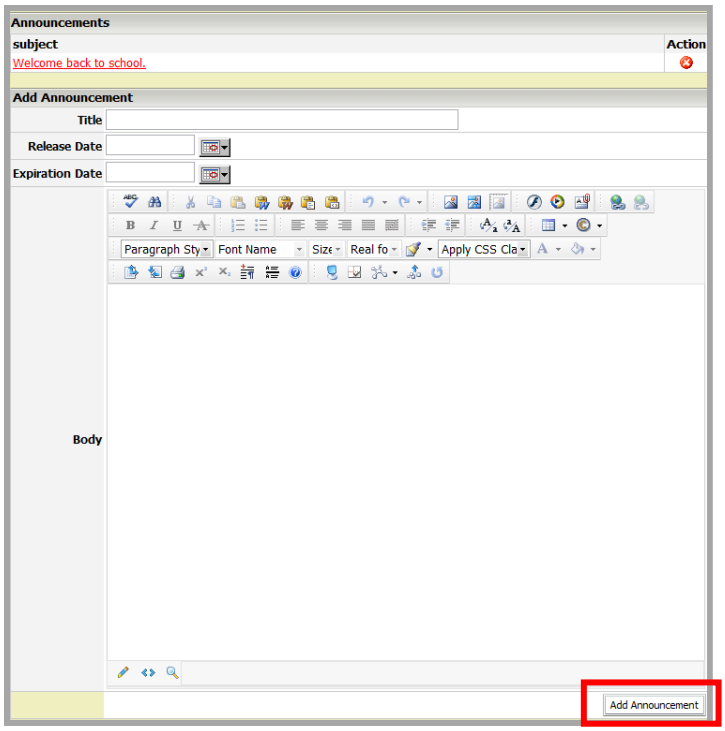
Edit class allows instructors to alter the class details such as the description, modules, summary and other miscellaneous information

2) Automatic Course Completion

This section determines what default factors must be met before a student is granted a completed course standing. Here you may define tasks and performance standards to determine the minimum passing criteria for the course.

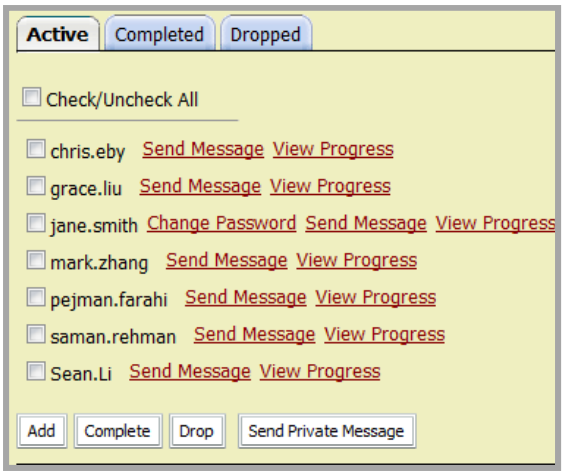
3) Announcements

Instructors can publish time sensitive announcements on the homepage of the course. To publish a new announcement, simply insert a **Title**, **Release Date**, **Expiration Data** and **Body** of the article and click **Add Announcement**. You can then delete old announcements by clicking on the button under the **Action** column.



4) Roster

The *Roster* contains the students who are enrolled in the course. Here an instructor may manually grant students a **Completed** or **Dropped** status within the course. **Completed** is given when the student successfully finishes the course and has met all the requirements. **Dropped** is when a student leaves the course.

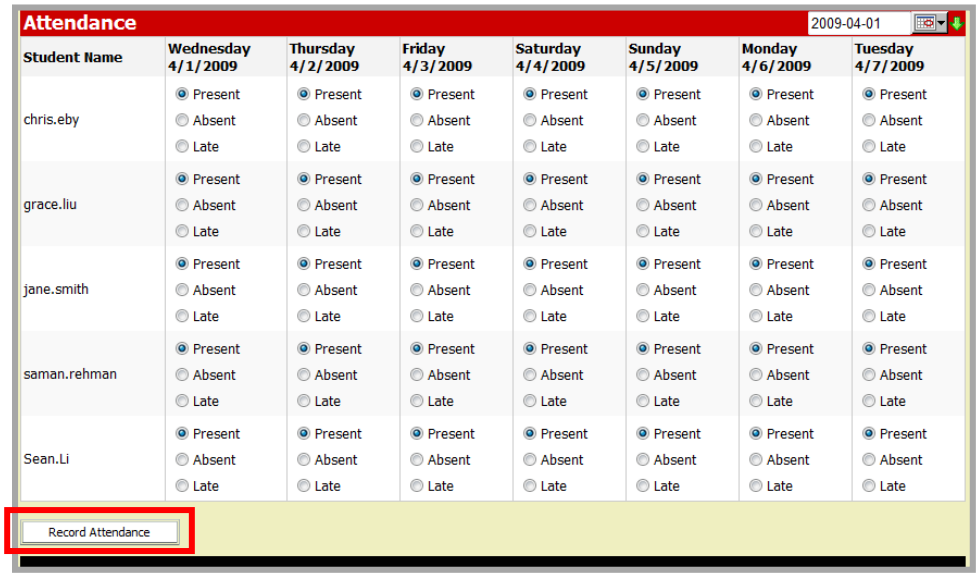


- To assign a status, simply check-off the students name and click on the Complete or Drop button.
- You can click on the **Send Private Message** option to send an email to the student.

5) Attendance

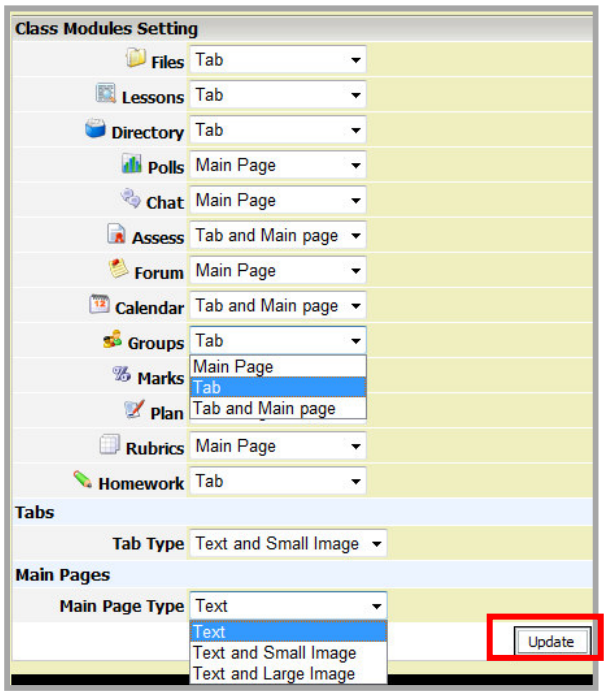
The LMS features an *Attendance* tool that allows instructors to tabulate student attendance.

To add and view attendance, click on the applicable week in the dropdown calendar and click on . Here you can mark the student as **Present**, **Absent** or **Late**. When completed, click **Record Attendance** to save changes.



6) Look and Feel

The *Look and Feel* section defines now the modules will be published on the homepage of the online classroom. When completed, click on **Update** to save changes.



7) Archive Class

The *Archive Class* feature makes the class offline and students will not be able to participate in the classroom.

Classes can also be archived via the **Status** dropdown under *Edit Class*.

Data Management

1) Export Class

Instructors have the ability to export the entire course and its contents for back up purposes. Simply click on **Export Class** to export the contents into an XML document.

2) Import Class

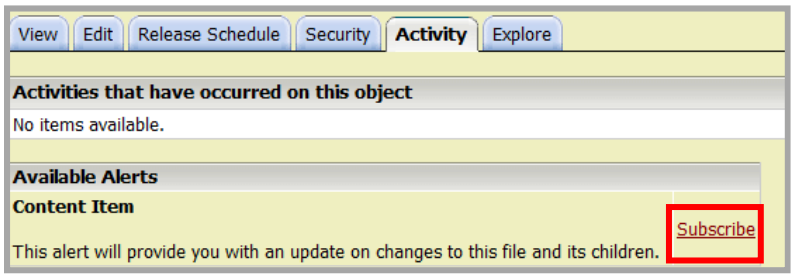
Exported SharpSchool classes can be imported back into the system via the **Import Class** option. Click on **Browse** to select the XML document from your computer and click on **Upload.**

Security and Auditing

1) Activity

As mentioned in the *Vital Information* section of this manual, the *Activity* tab allows instructors to monitor changes and activity performed within amodule object in the LMS. In addition to viewing activities, instructors can also set up an alert system that sends email notification when changes are made to the module. To set up this system:

1) Click on the **Activity** tab.
2) Click on **Subscribe**.
3) Select the frequency from the **Send Notification** drop down menu to choose how often you would like to receive notifications.
4) Click **Apply** to confirm the settings.



2) Security

This tab contains the permissions assigned to the instructor, assistant and students enrolled in the course. Additional users can be added to this section by clicking on the **Add** button.

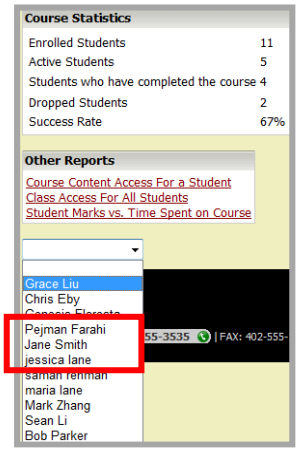
Reporting

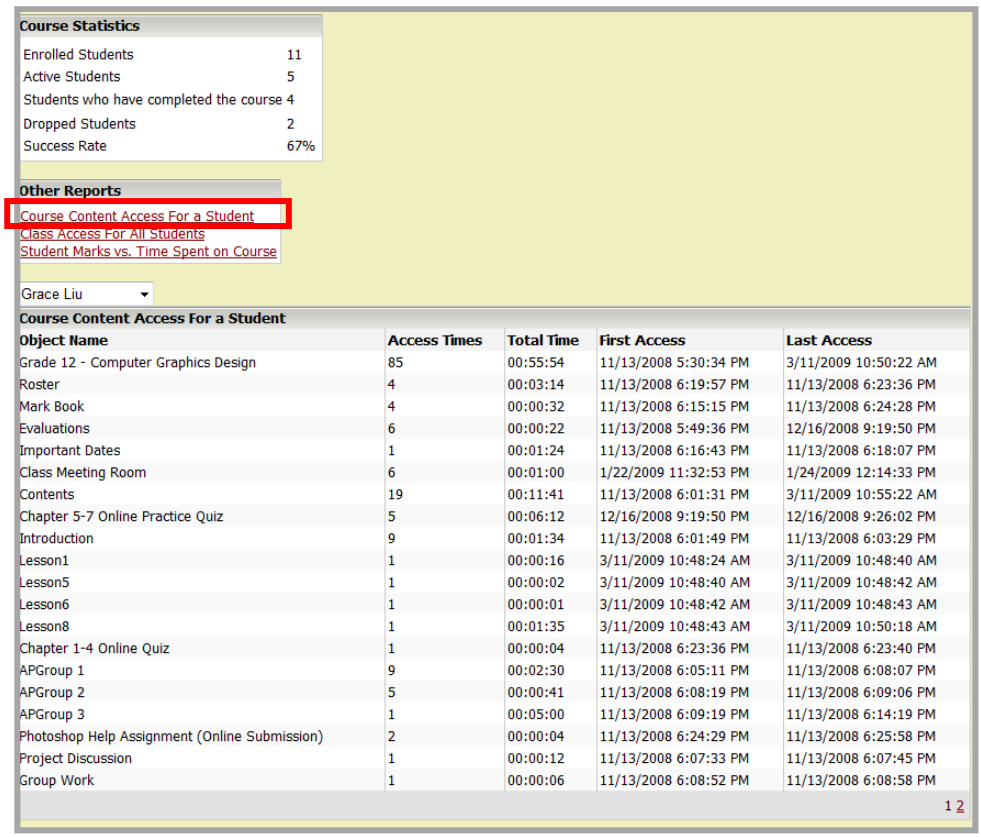
1) Reports

There are 3 primary reports available for the LMS: *Course Content Access for a Student, Class Access for All Students* and *Student Marks vs. Time Spent on Course.*

a) Course Content Access For a Student

This report allows instructors to monitor specific student activity for all modules in the LMS. To access this information click on the students name in the dropdown menu





Object Name	Access Times	Total Time	First Access	Last Access
Grade 12 - Computer Graphics Design	85	00:55:54	11/13/2008 5:30:34 PM	3/11/2009 10:50:22 AM
Roster	4	00:03:14	11/13/2008 6:19:57 PM	11/13/2008 6:23:36 PM
Mark Book	4	00:00:32	11/13/2008 6:15:15 PM	11/13/2008 6:24:28 PM
Evaluations	6	00:00:22	11/13/2008 5:49:36 PM	12/16/2008 9:19:50 PM
Important Dates	1	00:01:24	11/13/2008 6:16:43 PM	11/13/2008 6:18:07 PM
Class Meeting Room	6	00:01:00	1/22/2009 11:32:53 PM	1/24/2009 12:14:33 PM
Contents	19	00:11:41	11/13/2008 6:01:31 PM	3/11/2009 10:55:22 AM
Chapter 5-7 Online Practice Quiz	5	00:06:12	12/16/2008 9:19:50 PM	12/16/2008 9:26:02 PM
Introduction	9	00:01:34	11/13/2008 6:01:49 PM	11/13/2008 6:03:29 PM
Lesson1	1	00:00:16	3/11/2009 10:48:24 AM	3/11/2009 10:48:40 AM
Lesson5	1	00:00:02	3/11/2009 10:48:40 AM	3/11/2009 10:48:42 AM
Lesson6	1	00:00:01	3/11/2009 10:48:42 AM	3/11/2009 10:48:43 AM
Lesson8	1	00:01:35	3/11/2009 10:48:43 AM	3/11/2009 10:50:18 AM
Chapter 1-4 Online Quiz	1	00:00:04	11/13/2008 6:23:36 PM	11/13/2008 6:23:40 PM
APGroup 1	9	00:02:30	11/13/2008 6:05:11 PM	11/13/2008 6:08:07 PM
APGroup 2	5	00:00:41	11/13/2008 6:08:19 PM	11/13/2008 6:09:06 PM
APGroup 3	1	00:05:00	11/13/2008 6:09:19 PM	11/13/2008 6:14:19 PM
Photoshop Help Assignment (Online Submission)	2	00:00:04	11/13/2008 6:24:29 PM	11/13/2008 6:25:58 PM
Project Discussion	1	00:00:12	11/13/2008 6:07:33 PM	11/13/2008 6:07:45 PM
Group Work	1	00:00:06	11/13/2008 6:08:52 PM	11/13/2008 6:08:58 PM

b) Class Access For All Students

This report indicates how much overall time a student has spent in the LMS.

Course Statistics

Enrolled Students	11
Active Students	5
Students who have completed the course	4
Dropped Students	2
Success Rate	67%

Other Reports

Course Content Access For a Student
Class Access For All Students
Student Marks vs. Time Spent on Course

Class Access For All Students

User Name	Access Times	Total Time	First Access	Last Access
Global Administrator (superadmin)	1412	16:53:57	11/13/2008 5:29:03 PM	4/1/2009 12:50:37 PM
Global Guest (Guest)	8	00:37:47	3/26/2009 3:04:19 PM	4/1/2009 10:13:47 AM
Server Administrator (Administrator)	578	04:20:15	12/9/2008 10:59:45 AM	2/10/2009 4:23:13 PM
Grace Liu (grace.liu)	215	02:04:30	11/13/2008 5:30:34 PM	3/11/2009 10:55:22 AM
Chris Eby (chris.eby)	107	00:47:50	11/13/2008 5:39:27 PM	11/13/2008 6:28:43 PM
Genesis Floresta (genesis.floresta)	28	00:12:34	2/18/2009 11:30:55 AM	2/25/2009 3:27:36 PM
Pejman Farahi (pejman.farahi)	33	00:23:28	1/21/2009 3:49:06 PM	3/31/2009 11:44:24 AM
Jane Smith (jane.smith)	717	06:58:02	11/14/2008 10:54:47 AM	3/6/2009 10:03:20 AM
jessica lane (jessica.lane)	295	03:45:08	11/13/2008 5:29:50 PM	2/12/2009 3:02:47 PM
saman rehman (saman.rehman)	14	00:11:11	12/9/2008 2:28:02 PM	12/17/2008 1:03:19 PM
Steven Hallett (Steven.Hallett)	1341	10:25:36	11/24/2008 12:30:25 PM	2/23/2009 2:58:02 PM
maria lane (maria.lane)	2	00:10:00	1/15/2009 9:14:04 AM	2/4/2009 6:59:10 PM
Mark Zhang (mark.zhang)	132	01:32:23	3/26/2009 3:04:55 PM	3/31/2009 10:58:20 AM
Sean Li (Sean.Li)	36	00:49:25	3/26/2009 3:04:25 PM	3/31/2009 11:30:15 AM

c) Student Marks vs. Time Spent on Course

This report indicates student performance against the overall time spent in the LMS.

Course Statistics

Enrolled Students	11
Active Students	5
Students who have completed the course	4
Dropped Students	2
Success Rate	67%

Other Reports

Course Content Access For a Student
Class Access For All Students
Student Marks vs. Time Spent on Course

Student Marks vs. Time Spent on Course

User Name	Total Time	Current Mark	Marks per Hour
Grace Liu (grace.liu)	02:04:30	79.67	38.40
Chris Eby (chris.eby)	00:47:50	75.00	94.08
Jane Smith (jane.smith)	06:58:02	13.00	1.87
jessica lane (jessica.lane)	03:42:00	66.57	17.99
saman rehman (saman.rehman)	00:11:11	99.55	534.10
Steven Hallett (Steven.Hallett)	10:25:36	36.00	3.45
Sean Li (Sean.Li)	00:49:25	100.00	121.42

SharpSchool LMS Summary

Here are some important things about SharpSchool's LMS:

All modules in the LMS can be configured by the instructor via the Edit Class interface

The maximum number of students *must* be defined when creating classroom.

Students working as a group can only access their own Group Area.

Instructors can assign permissions to other instructors, assistants or even students in the LMS via the *Security* tab

Classes cannot be deleted, they can only be archived.

Activities tab allows instructors to subscribe to changes made to that objects.