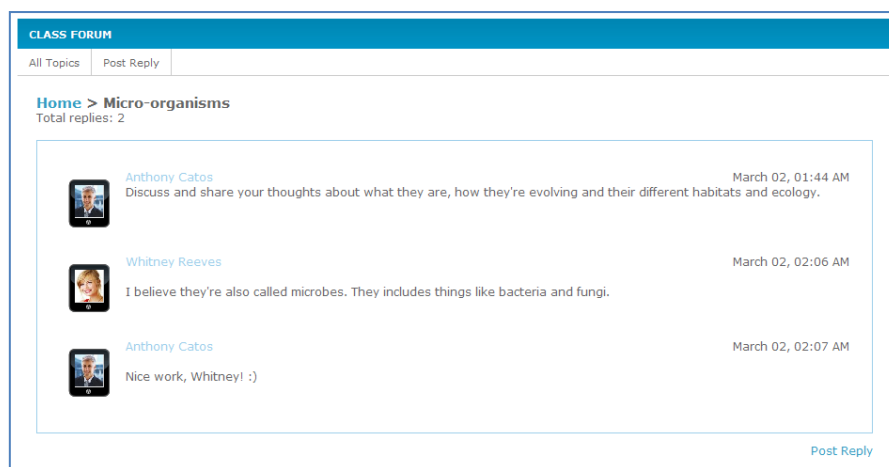


Class Tools

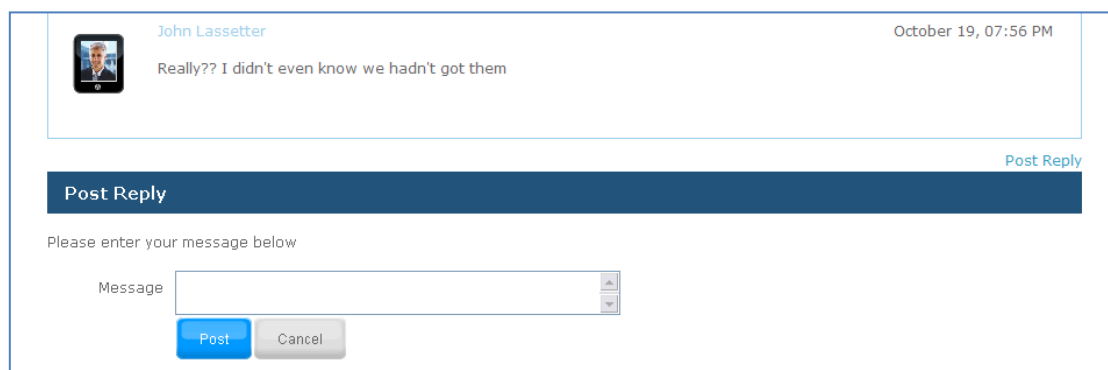
Class Forum Widget

In the class forum, students can contribute to and start new topics related to the class subject. If a class does not have a forum set up, you will see a message in the class forum widget that has a link to setup the forum. Click on the link and the Add Class Forum window will open. Enter the title and a description of the forum you wish to add and click the Create Forum button.

As with the teacher forum, to view a post, click on the *read more* link in the speech bubble shown in the forum widget. This will open forum page and you can read through the posts for the selected topic.



To post a reply in the topic, click the Post Reply button at the top of the page or the Post Reply link below the post list.



The Post Reply message field will appear below the post list and you will be able to type in a message. Click Post to add your new message to the topic.

To view all of the forum topics, click on the All Topics button at the top of the forum screen. A list of the topics will be displayed along with the author. To view a topic, click on its title (blue text on the left) and the topic will open.

CLASS FORUM

Add Topic

Human Boy
Discussion forum about the topic Human body

Ecosystems
Author: **Anthony Catos** | 0 posts

Micro-organisms
Author: **Anthony Catos** | 2 posts

Class Announcements Widget

The class announcements widget lets you post important information to members of the selected class. Adding a class announcement is easy. Click on the Add Notice button below the title bar of the Class announcements widget.

CLASS ANNOUNCEMENT

Add Notice

02 Mar 2010 10:01am [✓] [X]

Photosynthesis Theory

This week we're exploring the processes of photosynthesis and why it is an important part of plant regeneration.

02 Mar 2010 1:00am [✓] [X]

Brisbane Rainforest Excursion

Remember - this Friday - bring a hat and sunscreen as we will be outside most of the day.

In the pop up, fill in the details of the new announcement and mark it as normal or important. Click the Add Class Notice button when you have finished.

Add Class Notice

Message

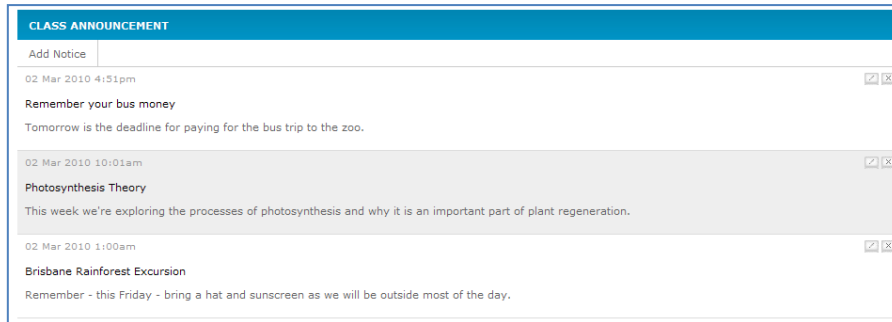
More Information

Importance

Normal Important

Add Class Notice

The new announcement will appear in the Class Announcement widget on the class dashboard and on the Announcements page.



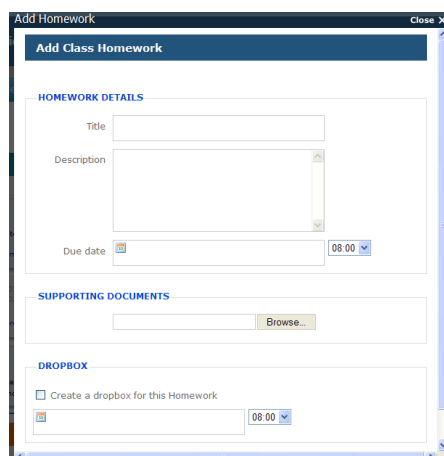
To edit an announcement, click the edit button on the right hand side of the announcement. To delete, click the delete button (a cross) that is next to the edit button (a pencil). A pop up window will ask you to confirm that you want to delete the announcement. Click OK to delete.

Class Homework Widget

The class homework widget lets students easily keep track of the assignments for a class and when the work is due. There are two ways to add a homework assignment to a class. You can click on the Add Homework button below the title bar of the class homework widget, or click on the Class homework tab at the top of the page.



The Add Homework shadow box will open. You can fill in the homework details including a title and description of the homework item and set the due date and time for the task. You can upload any supporting documentation that a student may need in order to complete the work using the Supporting Documents section.



The student will be able to download the document from the homework page of the class dashboard. Finally you can create a dropbox ready for the students to upload their completed work. If you create a drop box when you add a homework item, you will need to specify when the dropbox will close. This means that students will no longer be able to submit an assignment after this date and time. To add the homework item, click Save. The new homework will be added to the class homework widget and page and will also appear in the class calendar. You can edit the details of a homework assignment by clicking on the edit button on the top right of the item listing.

CLASS HOMEWORK

Add Homework

Plant and Animal Organisms ✎ ✕

Posted: 02 Mar 2010 1:25am
Due date: 04 Mar 2010 8:00am

Remember to have researched and written at least 300 words about two different types of each organism.

Supporting Documents:
[organisms.pdf](#)

[View Dropbox](#)

Ecology Essay ✎ ✕

Posted: 02 Mar 2010 2:24am
Due date: 05 Mar 2010 8:00am

Write at least 200 words to best explain what ecology is and about its evolution.

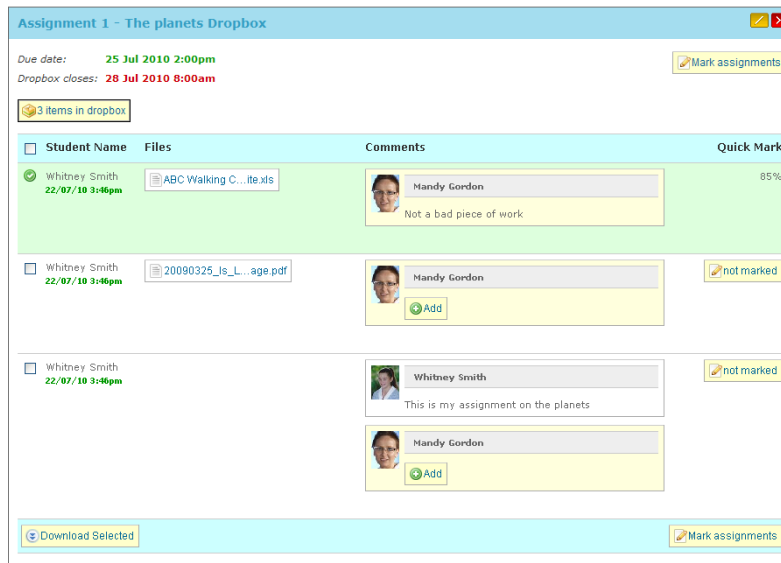
Supporting Documents:
[ecology.pdf](#)

[View Dropbox](#)

Assignment Dropbox

The assignment dropbox is the area of the class dashboard where students will upload their completed assignments and where you will download them for marking. As mentioned in the homework widget section, you can set up a dropbox when you set an assignment or you can add a dropbox by clicking on the Add dropbox button at the top of the Assignment dropbox page.

To view the dropbox for an assignment, click on the view dropbox link for the assignment in the homework widget or click on the assignment dropbox tab at the top of the class page. The selected dropbox will open.



Assignment 1 - The planets Dropbox

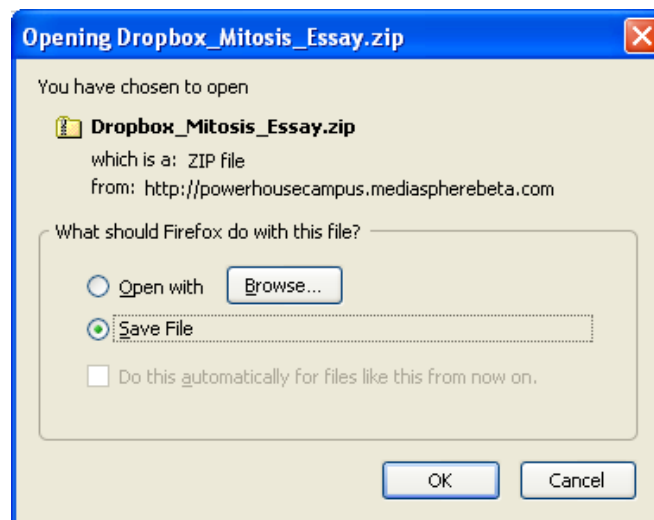
Due date: **25 Jul 2010 2:00pm**
Dropbox closes: **28 Jul 2010 8:00am**

3 items in dropbox

Student Name	Files	Comments	Quick Mark
<input checked="" type="checkbox"/> Whitney Smith 22/07/10 3:46pm	ABC Walking C...ite.xls	Mandy Gordon Not a bad piece of work	85%
<input type="checkbox"/> Whitney Smith 22/07/10 3:46pm	20090325_Is_L...age.pdf	Mandy Gordon Add	not marked
<input type="checkbox"/> Whitney Smith 22/07/10 3:46pm		Whitney Smith This is my assignment on the planets Mandy Gordon Add	not marked

Download Selected | Mark assignments

You can download an individual assignment by clicking on the file name and choosing Save. If you want to download all of the submitted assignments in one go, select the tick box beside the Student Name text at the top of the list to select all students and then click the Download Selected button.



Click OK to download a zip file containing all of the assignments. A text file containing the details of when the assignments were submitted, the titles of the assignments and the students who submitted them will also be saved and included for your records.

The dropbox will close automatically at the time you specified when you set it up. Once closed, students will no longer be able to submit assignments. You can also choose to close the drop box at any time by clicking the Close dropbox now button above the list of submitted assignments.

After you have downloaded the assignments and reviewed and marked them you can share the marks with the students by clicking on the Mark Assignments button. The dropbox will go into mark mode. Click on the not marked button beside each student's name to write in their mark. You can

also add a comment by clicking on the Add button in the comment section for each student. To upload the corrected assignments, click on the Browse button for each student and select their marked assignment. When you have added all the assignments, click on Upload Marked Files to upload all of the marked work.

To send the assignments back to the students and share their marks with them, click on the Finalise Entire Dropbox button. If you only want to send marks back to selected students, tick the box next to their name and click Finalise Selected.

When the students login into Campus and review the dropbox they will be able to see the marks and comments that you have added as well as download the marked assignment files.

Class Calendar Widget

The class calendar shows when current homework assignments are due and automatically updates when you add a new homework item or edit the details of an existing assignment. You can view the calendar by week or month by clicking on the Weekly or Monthly buttons at the top of the widget, or you can view the details of just the items due on the current day by clicking date displayed in the middle of the widget.

Class Calendar						
Weekly	Monthly					
« Feb 2010 March 2010 Apr 2010 »						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Homework Plant and Animal Organisms Homework Ecology Essay	3	4 Homework due Plant and Animal Organisms	5 Homework due Ecology Essay	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

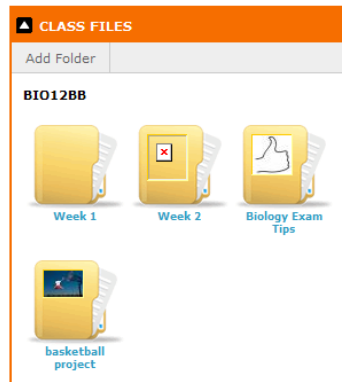
Click on an item listed in the calendar to view its details.

When you click on the Weekly or Monthly buttons, you will be taken to the full calendar view page. In this view you can add items to the calendar by clicking on the Add Entry button or by double clicking on a day in the calendar. The Add Entry Box will open and you will be able to fill in the details of the new item. You can select the type of entry you are adding as either Class, which will be visible to the students of the class or Personal, which will only be visible to you.

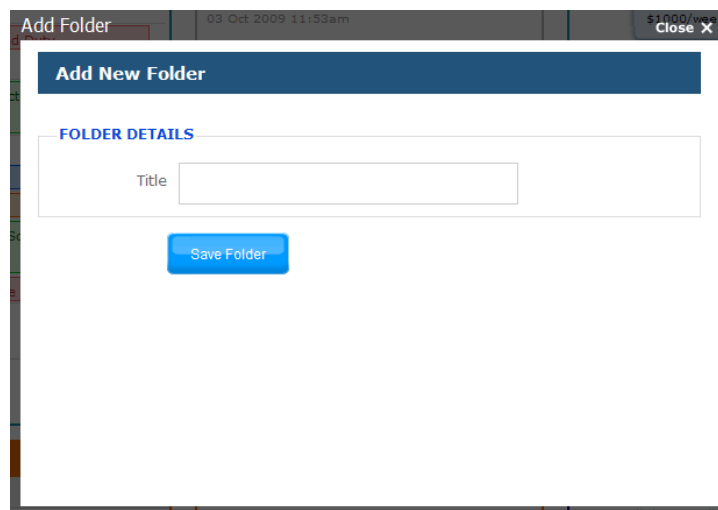
Class Files Widget

The class files widget works in the same way as the document section of the teacher dashboard. Unlike the document section, any file that you add to this widget will be accessible by the students

of the class. The class files widget will accept a number of file formats including Microsoft doc files and PDFs. You can also add folders to the class files widget to help keep the files and documents organised.

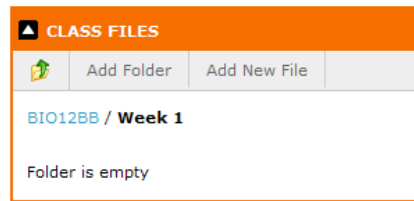




To add a folder to the class files widget, click on the Add Folder button at the top of the class files panel. Clicking Add Folder will open the Add New Folder shadow box.



Enter the title of the new folder you wish to create and click Save Folder. The shadow box will close and the new folder will be added to the class file panel.

To add a file inside a folder, open the folder by clicking on it or on its title. Once inside the folder you will be able to add a sub folder or add a file. This works exactly the same way as adding a folder or file in the main panel of the widget. The breadcrumb at the top of the widget helps to show your location in the folder structure. To return to the original view of the widget, click on the back icon (a folder with a green arrow) in the top left of the class files widget.



You can also edit or remove items from the class file widget. To edit the title of a folder or the details of a file, click on the edit icon  that sits next to the delete icon. A shadow box will open and you will be able to update the details. When you have finished, click Save Folder or Edit File to save your changes. To delete a file or folder click on the delete icon  that appears when you place your mouse over the file or folder. Click OK in the message box to delete. Note that once a file or folder has been deleted it cannot be recovered.