IMS Teacher's Guide

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Introduction

The IMS is a standards-based curriculum and assessment management tool for K–12 teachers and administrators. It provides a central platform to create, store, customize, deploy, and evaluate the effectiveness of curriculum and assessments district wide. The end result is a user-friendly resource that enables teachers to save time, efficiently measure progress against standards, and identify and repeat best practices.

The benefits of the IMS include:

- Reduced time required for teachers to create instructional material
- Centralized management and dissemination of curriculum and assessments
- Ability to evaluate curriculum and teaching effectiveness over time
- Improved efficiency of day-to-day instruction, by eliminating significant manual work typically borne by teachers
- Deployment of a standards-aligned district-wide curriculum that has been scoped, created, and sequenced through centralized management and collaboration
- Ability for any teacher to access shared lessons, assessments, and learning resources through a central library
- Differentiation in instruction with evidence-based analysis of student performance, to optimize teaching for the individual, group or class
- Ability to incorporate curriculum content, including assessments, from any source through the comprehensive import and integration capabilities of the content-neutral platform

The IMS has a robust assessment engine. District administrators can create and distribute common assessments, by subject and grade level, across the district or to specific schools. You can deliver assessments online or as paper-and-pencil assessments. Results are quickly available to you, as well as to students and their parents. All IMS content can be aligned to state or district standards. This enables you to analyze assessment results in terms of students' proficiency in meeting those standards. You can then adjust instruction accordingly.

Teachers and school administrators can access and interact with curriculum and assessment content and data, based on the level of access their role allows. IMS system administrators can distribute all types and styles of content, including professional development content, to every user in the district. All content updates are made in real time and are immediately available to users. As a teacher, you can create and share units, lessons, activities, and assessments with school administrators and other teachers throughout the district or state, enhancing professional collaboration.

RIDE and your IMS administrator set up your IMS system and configure the high-level content structure. Within this structure, you will create units, lessons, activities, and assessments for the classes that you teach. This guide provides information about the tasks that teachers perform in the IMS.

Getting Started

Home Page

The IMS home page offers an overview of daily tasks. It may provide valuable links to resources and announcements for the school or district. System administrators can customize the home page by role and by school. School administrators and teachers see the same information pane, though the options displayed may vary. You may be able to add or delete sections, or your system administrator may assist you with a pre-set template that automatically calls the sections you use most.

Navigate Your Home Page

The home page includes four areas:

- **Header**: Includes your account name, a link to your account information, a sign-out link, and a link to online Help.
- **Top Navigation Bar**: Offers options to select the type of task.
- **Toolbar**: Offers tools to customize the home page display.
- **Information Pane**: Displays focus page selected.
- **Advanced Search**: Available on every page; provides the ability to search on all instructional entities.

Customizing Your Home Page

System administrators can apply a template to your home page. Templates identify required information and make those items available to specific roles. When system administrators use templates, your ability to make changes may be restricted. If modifications are permitted, you can change the column layout for the information pane display and you can add and delete informational items that display on the page. Changes you make to the display affect only your home page.

Add Web Parts

1. On the toolbar of your home page, click 

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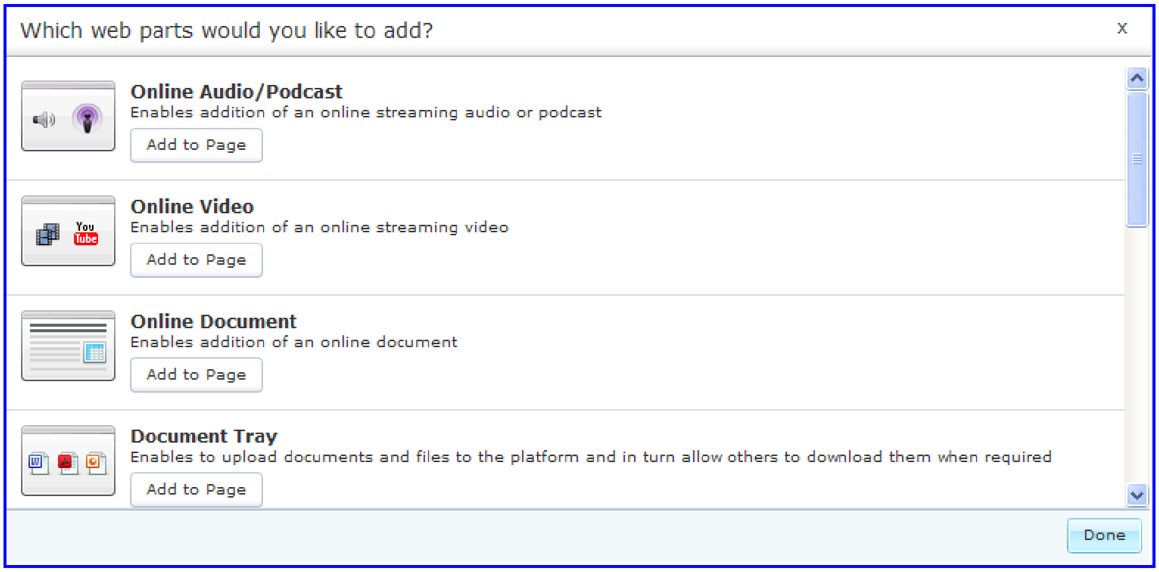


Options for adding web parts to your home page

2. Scroll to select a web part and click **Add to Page**. The **Edit web part settings** dialog box may open.

> **Note:** Details of web parts vary. They may include a title, description, URL, or embedded code. Several parts are standard and do not include any details. To add a video, audio, or podcast, paste the entire HTML or XML presentation code in the **Embed Code** text box. Many players, such as podbean or YouTube, provide you with the embedding code.

3. Click **Done**.

> **Note:** You can add more than one instance of the same web part. For example, you can add two video web parts and post a different video in each.

Remove Web Parts

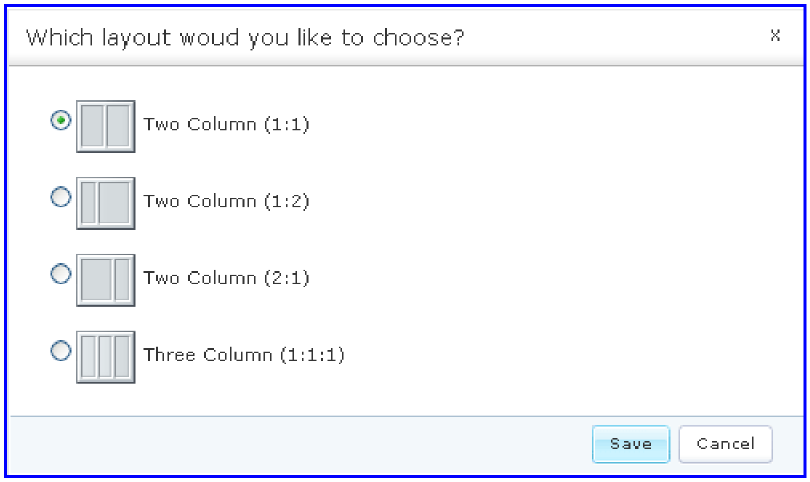
Some web parts are standard to the home page. Parts that can be removed display a drop-down arrow in the upper right corner of the web part.

1. Select a web part and click the drop-down arrow.
2. Click **Remove this web part**. A warning tells you that removal means your links cannot be recalled. If you want to replace it, you must recreate it.
3. Click **Yes** to close the warning and remove the web part.

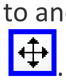
Change the Layout

You can customize the layout of your home page by adding or removing columns, and by moving web parts from one column to another.

1. On the home page toolbar, click **Layout**.
2. Select the number of columns and ratio from the pre-defined options.



Column Layout dialog box

3. Click **Save**.
4. To move sections from one column to another, move your cursor in the section title bar until your cursor changes to a cross .

Move a web part

5. Click and drag the web part to a new column.
6. Release the mouse.

Navigate the IMS

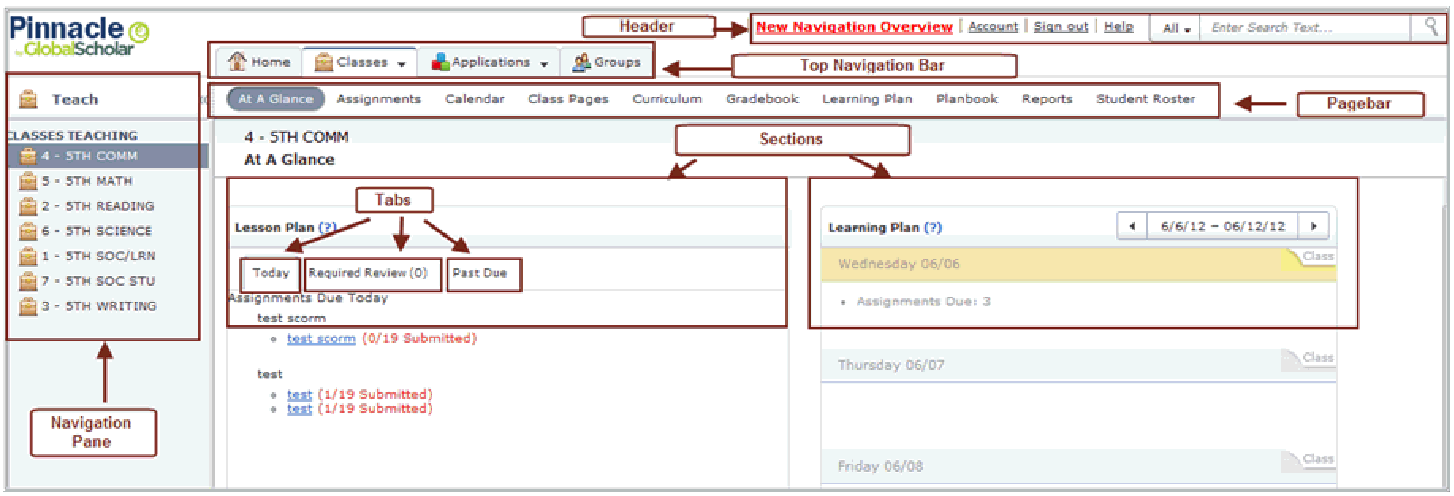
The IMS is a web-based application and runs in a browser such as Windows® Internet Explorer® or Mozilla Firefox®. Navigation can include the use of some browser tools, but as a rule this is discouraged.

The IMS Navigation Tools

There are six tools available for navigation within the IMS.

- **Header**: Includes your account name, a link to your account information, a sign-out link, and a link to online Help.
- **Top Navigation Bar**: Located in the banner, this navigation is always available for all roles (school administrators, teachers, and students). It offers three or more options.

- **Navigation Pane**: When you select an option from the top navigation bar, a navigation pane often appears on the left side of the page. This pane acts as a submenu. Depending on your top navigation selection, it displays information such as the classes you teach or the levels of your organization. When you select an option in the navigation pane, the appropriate view is displayed in the information pane.
- **Pagebar**: When you click something in the top navigation bar or the navigation pane, the pagebar is displayed just below the top navigation bar. The options shown are relevant to specific tasks.
- **Sections**: In some pages, information is organized into sections. Sections provide shortcuts to various tasks within a single page.
- **Tabs**: In some pages and sections, tabs allow you to navigate to a specific task.



IMS Navigation

Browser Navigation Control Buttons

You can use browser controls to navigate within the IMS, but be aware that some of the browser controls can cause you to leave the IMS application.

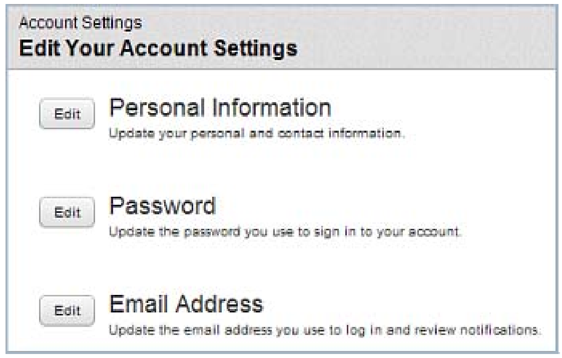
- **Browser Back/Forward**: You can use the browser **Back** and **Forward** buttons, but you must be careful not to click **Back** all the way to the Sign-in page; this can force you to re-enter your IMS sign-in information.
- **Browser Home**: Because your browser **Home** button is probably not set to open the IMS home page, using this button may take you to a different website.
- **Find**: You can use the browser *Find* function to locate text on an IMS page.

Edit Profile

You can edit your name and contact information from the **Account** link found in the IMS header.

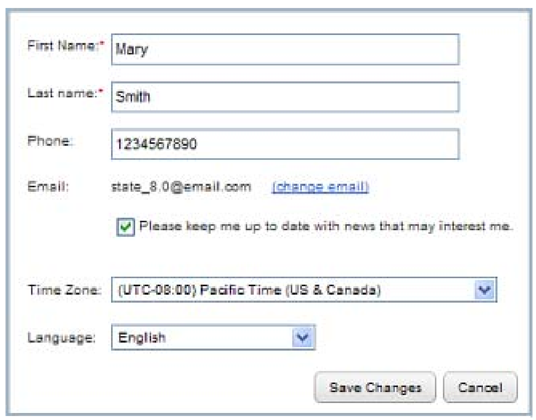
Edit Contact Information

1. From the IMS header, click **Account**.



Edit Account Settings window

2. Next to **Personal Information**, click **Edit**, or from the toolbar, select **Personal Information**.



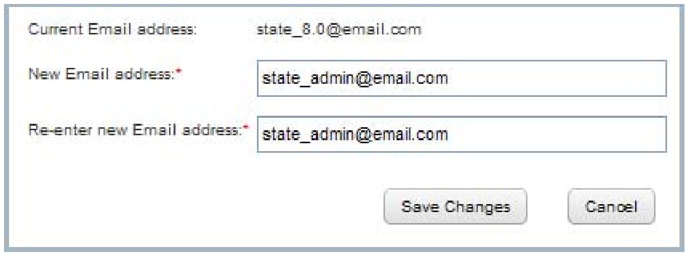
Edit Personal Information

3. Type or select information in each field, as appropriate.
4. Click **Save Changes**.
5. On the toolbar, click **Exit Account Settings**, or click **All Settings** to return to the Account Settings page.

Note: The **Change Email** link opens the Email Address page, also available from your Account Settings page. The email address you enter is displayed for inter-school communications.

Edit Your Email Address

1. From the IMS header, click **Account**.
2. Next to **Email Address**, **c**lick **Edit**, or from the toolbar, select **Change Email**.



Edit Email Address

3. Type a **New email address**. To confirm your email address, you must type it again in the second field.
4. Click **Save Changes**.
5. Click **Exit Account Settings** from the toolbar or click **All Settings** to return to the Account Settings page.

Note: You can access this page by clicking the **change email** link, available on the Personal Information page of your **Account Settings**.

Change Password

You log into the IMS through the RIDE Portal with credentials supplied by your district. If you forgot your password or wish to change it, you must do so within the RIDE portal. Contact your district data manager or other designee if you need assistance.

Placeholder for Portal diagram/screenshot

Use Filters

You can use filters to refine your search for various objects such as students, staff, item bank questions, or curriculum objects.

General Filter Instruction

Most often, filters are indicated in the toolbar by an icon showing a series of down arrows.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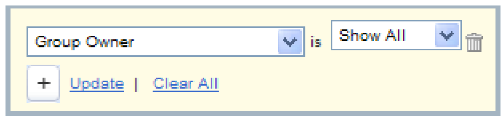
1. Click **Filter** to open filter options. Two or more drop-down lists appear.



Filter lists

2. Select your search criteria from the drop-down lists.

   Optional: Click + to add other filter criteria.

3. Click **Update** to run a search with the filters you selected.

Note: You can click to remove criteria, or **Clear All** to reset all criteria and then run the search again.

Search

The IMS contains a search tool, which is available on every page that contains the top navigation bar. The functionality is consistent for all pages. You can enter free-form search text and perform the search on all instructional entities, including the following:

- **Units**: Searches on title, components, and attributes.
- **Lessons**: Searches on title, components, and attributes.
- **Assessments**: Searches on title, components, and attributes.
- **Activities**: Searches on title, components, and attributes.
- **SCORM**: Searches on title, components, and attributes.
- **Items**: Searches on question text, answer text, and attributes.
- **Standards**: Searches on title and description.

Note: For more information on attributes refer to Attributes.

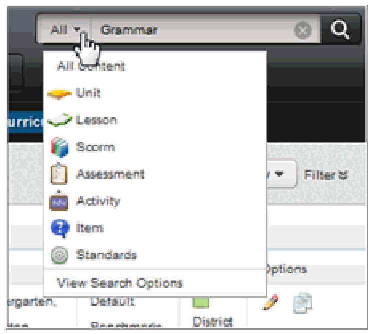
Search results are presented by categories, with tabs appearing on the Results page for each of the entities listed above. The set of results includes only those objects that the user has rights to access.

The Search tool provides both a basic search and advanced search functionality.

Basic Search

To perform a basic search:

1. In the **Search** text box, located above the top navigation bar, type a word or phrase for which to search.
2. Optionally, click the drop-down arrow, and select an instructional entity in which to search. The default selection is **All Content**.



3. To the right of the **Search** text box, click the **Search** icon. The Search Results page opens, with a tab for each of the instructional entities. Results appear in the appropriate entity tab.

Search Results tabs

You can refine your results in the following ways:

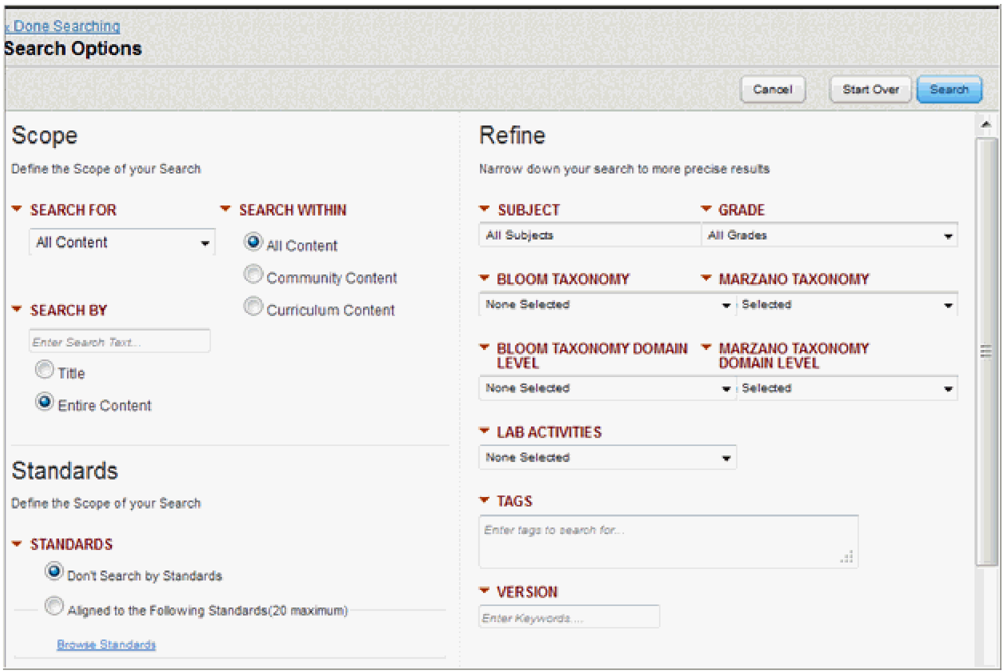
- In the **Search Within** section, select **All Content**, **Community Content**, or **Curriculum Content**.
- In the **Created By** section, select individuals to view only content created by them.
- In the **Subjects** and **Grades** sections, select one or more subjects and grades to view content for those subjects/grades only.
- In the **Best Practice** section, un-check the box to limit your search to best practice content only.

Advanced Search

To perform an advanced search:

1. In the **Search** box drop-down list, select **View Search Options**. The Search Options page opens.

Note: You can also access the advanced search page by clicking **Applications** in the top navigation bar, and selecting **Community Content**.



2. Define the scope of your search:
   - In the **Search For** drop-down list, select an entity type, or select **All Content**.
   - In the **Search By** section, type the word or phrase for which to search. Then select whether to search for the text in the **Title** only, or in the **Entire Content**.

Note: You can leave the **Search By** field blank, and have the IMS search for all content that meets the other criteria that you have selected.

   - In the **Search Within** section, select **All Content**, **Community Content**, or **Curriculum Content**.
3. Optionally, narrow your search by identifying specific standards by which to search. Only entities that are aligned to the standards you select will be included in search results.
   - Select **Aligned to the Following Standards**.
   - Select **Include correlated standards in your search** if desired.
   - Click **Browse Standards**. The **Which Standards do you want to filter by?** pop-up window opens.
   - Select filtering criteria from the drop-down lists, and then expand a standard entity and select individual standards. You can select a maximum of 20 standards.
   - Click **Add Standards**.
4. Further refine your search by selecting values from one or more of the drop-down lists.
5. Click **Search**.

Note: At any time you can clear all search filters and begin a new search, by clicking **Start Over**.

The search results will include all entities containing the search text you entered, subject to the filters you apply. If the search text contains more than one word, results include all entities containing at least one of those words. Note that certain common words such as "a," "an," and "the" will be ignored.

Note: Within each filter, if multiple values are selected (for example, Math and English), search results must meet either criteria. When multiple filters are defined, search results must meet the criteria of all of the filters. So, if you select Math and English for the **Subject** filter, and you select 3rd and 4th grade for the **Grade** filter, all results must be either Math or English *and* either 3rd or 4th grade.

On the Search Results page, you can do the following:

- Click any of the tabs at the top of the page, to view results for each type of instructional entity.
- Click the **Display Options** drop-down list, and change the selections for the information that you want to appear.
- Click the **Sort By** drop-down list and select a different order in which to display results.

Performing Actions on Search Results

When you perform a basic search, you can navigate to the Details page of an entity in the search results. When you perform an advanced search, additional actions are available, depending on the entity type. On the Search Results page, in addition to navigating to the Details page of an entity, you can do the following:

- For units, lessons, activities, and assessments, you can edit, delete, or unpublish.
- For items, you can edit or delete.
- For standards, you can preview.

Note: For SCORM objects, you can only navigate to the Details page.

Use Date Picker

A Date Picker is a tool used to select a specific date. It is represented with a **Calendar** icon . When you click the icon, a calendar displays in a new window. By default, the current day is selected. To select a different day within the current month, click any other date. You can change the month by using the directional arrows to move forward or back a month. When you click a date, the IMS enters the selected date in the date field and closes the calendar window.

Select a Date from the Date Picker

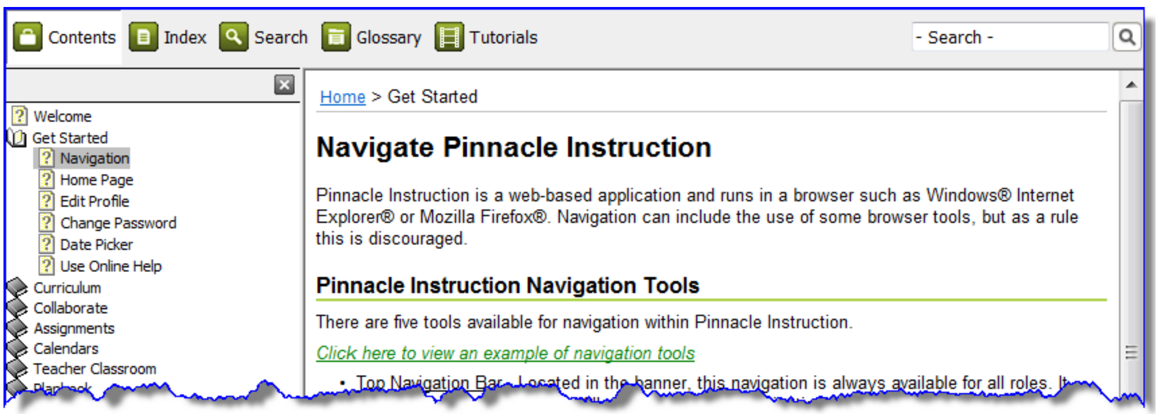
Date Pickers are available for date fields located on several task pages.

1. Click to open the Date Picker.
2. Click a date from the calendar. If you want to select a date from a different month, click a directional arrow to move forward or backward one month and then click a date.

Use IMS Help

You can view Help topics for the IMS by clicking **Help** in the header of any page of the application. Help includes three areas: the toolbar, the navigation pane, and the information pane.

The navigation pane is on the left. You can re-size it to improve your view. Topics are displayed in the information pane in the center of the page. You can use the Help window scroll bar to move through longer topics, or click a different link from the navigation pane to select a new topic. Some topics include a link to other topics. If you navigate to a new topic using links from within a topic, use the browser **Back** button to return to the original Help topic.



Online Help

Contents

The Contents includes a series of topics arranged into books by subject. Click a book from the Contents list to expand it, and then select a topic to view. Within the navigation pane, you can click any open book to close or collapse it.

Most topics are written in a "how-to" format, beginning with a short introduction or explanation followed by step-by-step instructions.

Note: If you are not certain which book has the information you need, begin your search from the **Index** or **Search**.

Index

The Index provides a field for keyword(s) entry, and beneath this area you find an alphabetical listing of all index words available within Help. You have two choices for using this tool. You can enter a word and allow the application to find it, or you can search the listed words for the one you want.

If you use the keyword entry, the indicated word is highlighted in the index list. If your keyword does not have an exact match, the closest alphabetical match is highlighted in the index list.

To view the topic, click the index word from the list. If more than one topic is linked to the selected word, a submenu is displayed from which you can select a topic.

Search

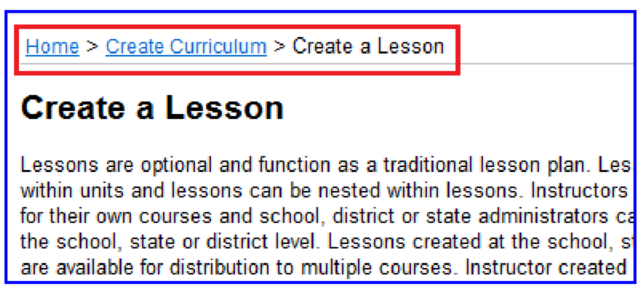
The Search tool allows you to search using the keywords you enter in the **Search** field. The search results are displayed in the area below the search field. Type a word for your search and click **Go**. The application performs an unrestricted search of all topics and any attached documents, and displays results in the navigation pane.

Glossary

The Glossary tool divides the navigation pane into two sections. The top section, labeled **Term**, lists glossary words alphabetically. Scroll through this list to locate the word you want. Click the word, and the definition appears in the lower section labeled **Definition**.

Bread Crumbs

The term "bread crumbs" is used to describe your navigational path through the Help system. This information is displayed in the upper left corner of all Help topics except the home page. Each link represents a link from the Contents. You can click any of the links to navigate back to the root, or click **Home** in the navigation path to return to the Help home page.



Bread Crumbs in Help

Curriculum

Curriculum Overview

The IMS divides curriculum into five levels of instruction:

- Curriculum
- Units
- Lessons
- Activities
- Assessments

Curriculum is the general container for a specific subject and grade level, or group of subjects and/or grade levels. Within the top-level curriculum container, school administrators and teachers can create units, lessons, activities, and assessments. Only system administrators can create the top-level curriculum.

System administrators can create all levels of curriculum for distribution to classes across the school and district. Teachers can create units, lessons, activities, and assessments at a class level, only for the classes they teach. Lessons, activities, and assessments reside within a unit. The lesson is an optional instructional level. You can organize activities and assessments within a lesson, or directly within a unit. Activities and assessments are optional levels as well.

Note: In this guide, the five curriculum levels (curriculum, unit, lesson, activity, and assessment) are often referred to as "curriculum objects."

Note: The IMS allows administrators at the highest organizational level to relabel units and lessons to use terminology that conforms to state or district-preferred verbiage. Throughout this guide, these curriculum objects are referred to by their default names, units and lessons.

Standards can be added at every level of curriculum. Your state, district, and school standards can be imported into the IMS with assistance from RIDE. You can select standards from any standard entity available to your school at the curriculum level. The following chart summarizes the curriculum hierarchy and prerequisites.

Curriculum level	Who can create?	Prerequisites	Notes
Curriculum	System Administrator	Curriculum must be assigned to a course before teachers can view and add to it.	If you want to add standards, the standards entity must exist within the IMS.
Unit	School Administrator/Teacher	Curriculum level must exist.	
Lesson	School Administrator/Teacher	Unit must exist.	Lessons can be added to a unit or nested within another lesson.
Activity	School Administrator/Teacher	Can create within unit or lesson.	
Assessment	School Administrator/Teacher	Can create within unit or lesson.	

Pacing Guide View of Curriculum

The IMS offers an alternative view of the curriculum structure. Rather than providing a full curriculum with units, lessons, activities, and assessments, you can use the Pacing Guide view. This view presents the standards that need to be taught during each term, the suggested sequence in which the standards should be taught, and an approximate number of days or weeks to be allocated to teaching those standards. Teachers can use the Pacing Guide and create or browse to units, lessons, and other instructional materials that are aligned to the relevant standards.

Note: The Pacing Guide view is an optional feature, and may not be available in your district. Also, the term “Pacing Guide” can be customized at the district level. For your organization, this view may have a different name, such as “Instructional Calendar” or “Scope and Sequence.”

Note: The Pacing Guide view is based on curriculum and curriculum objects created at the district level. Any additional curriculum objects that teachers create within that curriculum are not displayed in the Pacing Guide view.

Curriculum Tasks

Refer to the following topics for step-by-step information.

- Create a Unit
- Create a Lesson
- Create an Activity
- Create an Assessment
- Community Content Library

Create a Unit

Units are the second highest level in the IMS curriculum structure; they are created under the curriculum level. The top curriculum level, which only system administrators can create, *must* exist before a unit can be created. By default, all teachers cannot create units. Districts may designate teachers who will create units and the system administrator can give those teachers the appropriate permission in the IMS to do so. This section outlines the procedure for creating units for those teachers/school administrators who have been given the appropriate permission.

Units must be created before lessons, activities, and assessments can be created.

Create a Unit

When you create a unit as a teacher, the unit is associated only with your class. You can copy the unit to other sections of a class you teach, or use the Community Content Library to share the unit with other teachers.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Curriculum**.
4. Click a curriculum title. A new window opens.
5. Click **New** and select **Unit**.
6. Select a template and click **Next**.

> **Note:** Before you make a template decision, you can click the template title to view the template design.

7. Complete the unit details:
   - Type a Unit Title.
   - In the Duration field, type the amount of time you expect students to work on the unit, and select Minutes or Days. The template you selected in step 6 determines whether Duration is a required or optional field.

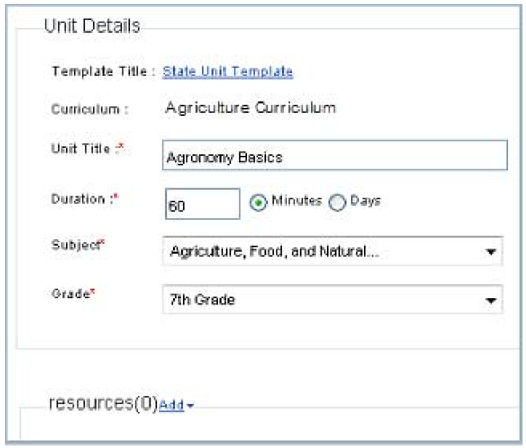
   > **Note:** The IMS uses duration to place work on the calendar. The first unit created for a class begins with the first day of class. Each subsequent unit begins on the first calendar school day after completion of the previous unit. Duration determines the completion of a unit. Units can be reordered on the **Unit Listing** tab in the traditional curriculum view, and on the **Materials** tab in the Pacing Guide view. When reordered, duration times recalculate to place units appropriately on the calendar.

   Optional: Click **Add** next to **resources** to provide a file, link, or text for additional information.

   > **Note:** You can save a unit as a draft and continue working on it at a later time. Click **Close** and select **Save**. The unit is available from the curriculum listing or from your **My Drafts** folder under **Applications**.

   - From the drop-down lists, select the appropriate **Subject** and **Grade** with which you want the unit aligned.

   > **Note:** You can select multiple subjects and grades.

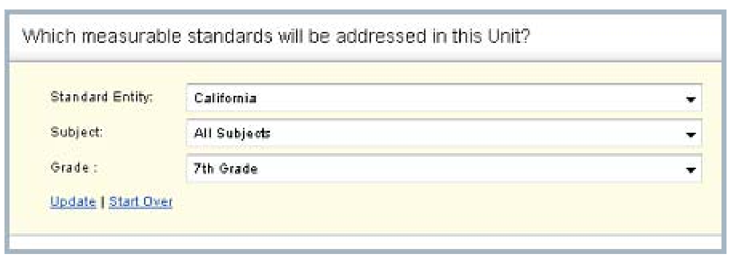


Unit Details

8. Click **Next** to display **Standards**.

   Optional: Click **Add Standards** to open a standards dialog box and select appropriate standards. Standards available are not limited to those standards added to the parent object.

Note: You can select multiple standard entities, subjects, and grades.



Measurable Standards selections drop-down lists

9. Click **Update** to apply standards selections.
10. Click **Next** to move to the **Components** tab. You can edit the details for a component or attribute as follows:
    - Type within the text box to add information for each component and attribute.
    - If the template allows, you can select a different audience from the **Viewable by** drop-down list.
    - If the template allows, you can type over a component or attribute title to change it.
    - If the template allows, click **Add Unit Component** to create additional headings.
    - If there is a Term component included in the template, choose a school term from the **Select a Term** drop-down list.

> **Note:** If you are using the Curriculum Pacing Guide view, you must use a template that includes the Term component. For more information, see Curriculum Pacing Guide.

- If the template includes a keyword set attribute, select appropriate keywords.

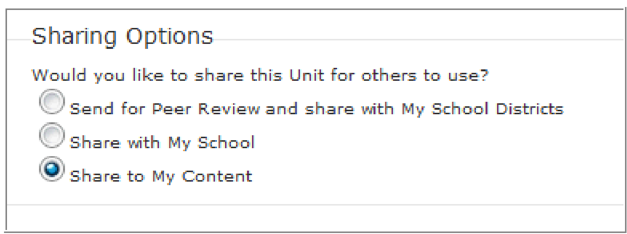
> **Note:** If keyword sets have not been added to the template, this option will not be available.

- If the template includes a tags attribute, type the appropriate tags in the box below the **Tags** heading.
- If the template allows, click the **Delete** icon to remove a component.

> **Note:** Even if the template allows you to delete components, you cannot delete tag, keyword set, or basic attributes.

Optional: To perform a spell check, click the **Check Spelling** icon in the text editor.

11. Click **Next** to display **Share** options.



12. In the **Sharing Options** section, select the level at which you want to share the unit. If you have CCL Author rights, you can share with your school, or you can submit the unit for peer review. When a unit is approved by a peer review team, it is shared with the higher-level organization (for example, the district). If you do not have CCL Author rights, you have only the **Share to My Content** option. See Community Content Library for more information.
13. Click **Finish**.

Lessons

Lessons are curriculum items that serve the function of a traditional lesson plan. A lesson is created within a unit, and lessons can be nested within other lessons. The unit level *must* exist before a lesson can be created. Teachers can create lessons for their own classes and then add activities and assessments to those lessons.

State or district administrators can create lessons at the state or district level. Lessons created at the state or district level can be distributed to multiple courses.

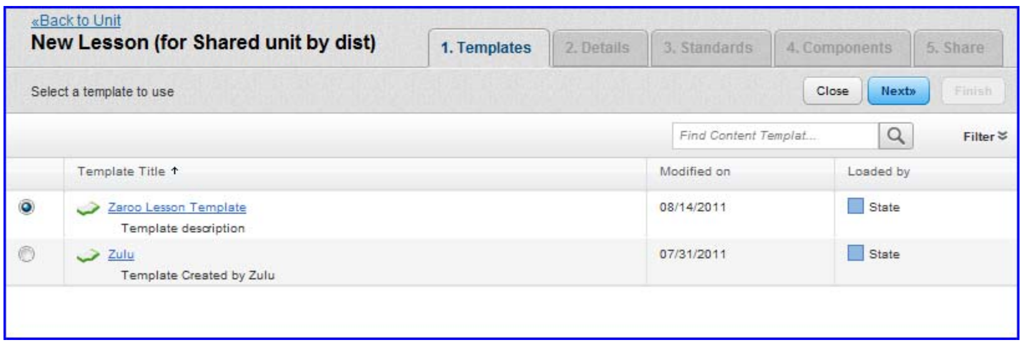
Create a Lesson

As a teacher, you create lessons only for the courses you teach. Once created, you can copy the lessons to other courses you teach.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Curriculum**.
4. Click a curriculum title.
5. Expand the appropriate **Unit**.

   Alternatively: Click the **Unit Listing** tab and click a **Unit**.
6. Click **New** and select **Lesson**.
7. Select a template and click **Next**.

> **Note:** You can click the template title to view template design before you make a template decision.



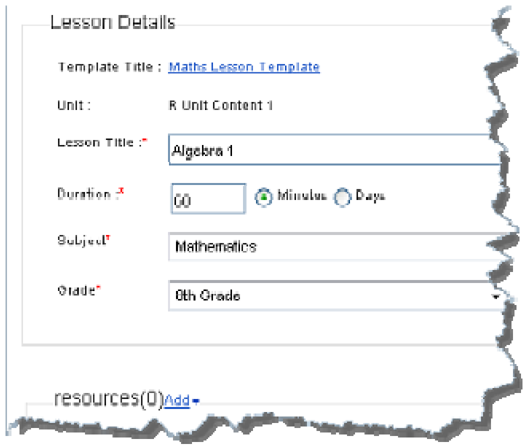
Create a Lesson

8. Complete the lesson details:
   - Type a **Lesson Title**.
   - In the **Duration** field, type the amount of time you expect students to work on the lesson, and select **Minutes** or **Days**. The template you selected in step 7 determines whether **Duration** is a required or optional field.
   - In the drop-down lists, select the appropriate **Subject** and **Grade** with which you want the lesson aligned.

   > **Note:** You can select multiple standard entities, subjects, and grades.

   Optional: Click **Add** next to **resources** to provide a file, link, or text for additional information.

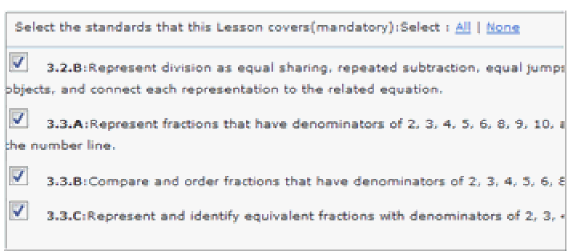
   > **Note:** You can save a lesson as a draft and continue working on it at a later time. Click **Close** and select **Save**. The lesson is available from the unit listing or from your **My Drafts** folder under **Applications**.



Lesson Details

9. Click **Next** to display **Standards**. Standards associated with the unit appear. Select the standards that this lesson covers.

   Optional: Click **Add Standards** to open a **Standards** dialog box, and select the appropriate standards. Standards available are not limited to those standards added to the parent object.



Standards Selections

10. Click **Update** to apply standard selections.
11. Click **Next** to move to the **Components** tab. You can edit the details for a component or attribute as follows:
    - Type within the text box to add information for each component and attribute.
    - If the template allows, you can select a different audience from the **Viewable by** drop-down list.
    - If the template allows, you can type over a component or attribute title to change it.
    - If the template allows, click the **Add Lesson Component** to create additional components.
    - If the template includes a keyword set attribute, select appropriate keywords.

Note: If keyword sets have not been added to the template, this option will not be available.

- If the template include a tags attribute, type the appropriate tags in the box below the **Tags** heading.
- If the template allows, click the **Delete** icon to remove a component.

Note: Even if the template allows you to delete components, you cannot delete tag, keyword set, or basic attributes.

Optional: To perform a spell check, click the **Check Spelling** icon in the text editor.

12. Click **Next** to display **Share** options.
13. In the **Sharing Options** section, select the level at which you want to share the lesson. If you have CCL Author rights, you can share with your school, or you can submit the lesson for peer review. When a lesson is approved by a peer review team, it is shared with the higher-level organization (for example, the district). If you do not have CCL Author rights, you have only the **Share to My Content** option. See Community Content Library for more information.
14. Click **Finish**.

Note: If curriculum is assigned to a class and sections are defined, you can click **Finish & Schedule**. See Schedule Lessons, Activities, and Assessments for more information.

Activities

An activity in the IMS is created within units and within lessons. Activities are optional. Teachers can label all student work as assessments and create no activities.

Teachers create activities for classes they teach. They can copy an activity to another class they teach, and they can share an activity with other teachers through the Community Content Library. State and district administrators can create activities at the state or district level and distribute to multiple classes.

When curriculum is associated with a class, teachers can schedule activities, adding them to the Lesson Plan calendar. Activities must be scheduled before students have access to them.

Create an Activity

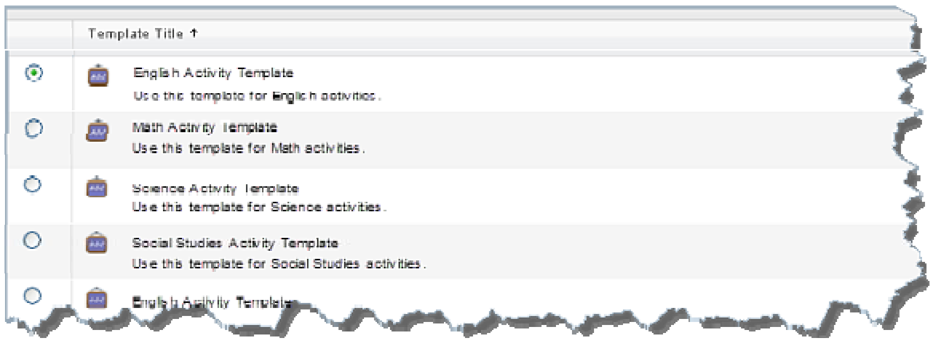
As a teacher, you create activities only for the classes you teach. Once created, you can copy the activity to other classes you teach.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Curriculum**.
4. Click a curriculum title. A new window opens.
5. Expand an appropriate **Unit**.

   Alternatively: Click the **Unit Listing** tab and click a unit.

Optional: From the navigation pane, expand a lesson, or from the **Lessons/Activities** tab, select a lesson.

6. Click **New** and select **Activity**.
7. Select a template and click **Next**.



New Activity Template list

Note: You can click the template title to view the template design before you make a template decision.

8. Click **Next** to display learning activity **Details**.
9. Complete the learning activity details:
   - Type an **Activity Title**.
   - In the **Duration** field, type the amount of time you expect students to work on the activity, and select **Minutes** or **Days**. The template you selected in step 7 determines whether **Duration** is a required or optional field.

     Optional: Click A**dd** next to **Resources** to provide a file, link, or text for additional information.

     Note: You can save an activity as a draft and continue working on it at a later time. Click **Close** and select **Save**. The activity is available from the lessons/activities listing or from your **My Drafts** folder under **Applications**.
   - From the drop-down lists, select the appropriate **Subject** and **Grade** with which you want the activity aligned.

     Note: You can select multiple subjects and grades.
10. Click **Next** to display **Standards**. Standards associated with the parent level (unit/lesson) are displayed. Select the standards that the activity covers.

    Optional: Click **Add Standards** to open a **Standards** dialog box, and select additional standards. Standards available are not limited to those standards added to the parent object.

Note: You can select multiple subjects, grades, and standard entities.

Click **Update** to apply standards selections.

11. Click **Next** to move to the **Components** tab. You can edit the details for a component or attribute as follows:
    - Type within the text box to add information for each component and attribute.
    - If the template allows, you can select a different audience from the **Viewable by** drop-down list.
    - If the template allows, you can type over a component or attribute title to change it.
    - If the template allows, click the **Add Activity Component** to create additional components.
    - If the template includes a keyword set component, select appropriate keywords.

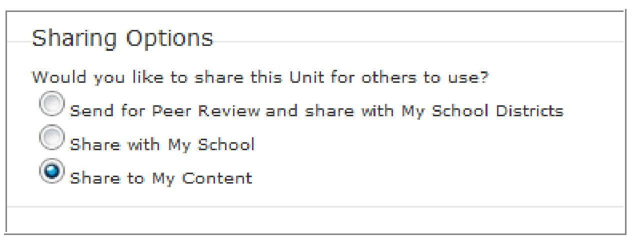
Note: If keyword sets have not been added to the template, this option will not be available.

- If the template include a tags attribute, type the appropriate tags in the box below the **Tags** heading.
- If the template allows, click the **Delete** icon to remove a component.

Note: Even if the template allows you to delete components, you cannot delete tag, keyword set, or basic attributes.

- To perform a spell check, click the **Check Spelling** icon in the text editor.

12. Click **Next** to display **Share** options.



Learning Activity Sharing Options

13. In the **Sharing Options** section, select the level at which you want to share the activity. If you have CCL Author rights, you can share with your school, or you can submit the activity for peer review. When an activity is approved by a peer review team, it is shared with the higher-level organization (for example, the district). If you do not have CCL Author rights, you have only the **Share to My Content** option. See "Community Content Library" for more information.
14. Click **Finish** or, if you want to schedule the activity, click **Finish and Schedule**.

Note: If curriculum is assigned to a class and sections are defined, you can click **Finish and Schedule**. See Schedule Lessons, Activities, and Assessments for more information.

Assessments

Create an Assessment

In the IMS, an assessment is a quiz or test designed to measure a student's understanding of a concept or subject. Assessments can be created within units and within lessons. When a curriculum is associated with a class, teachers can schedule assessments, adding them to the Lesson Plan calendar.

> Please note: The IMS assessment tool is not related to, or connected with the Interim Assessment tool from Measured Progress. If teachers would like to access the Interim Assessment fixed form, test construction tool, or item bank, it must be done through the **Interim Assessments** link on the log in page. Also, the item bank for the Interim Assessment is not available for use in the IMS assessments.

Teachers create assessments for classes they teach. They can copy an assessment to other classes they teach, and they can share an assessment with other teachers through the Community Content Library. Administrators can create assessments at the level at which they have administrative privileges (state, district, or school) and distribute to multiple classes.

The IMS supports traditionally scored assessments, for which students receive a mean score (the sum total of points for correct answers), and mastery scale scored assessments, which measure a student's mastery of one or more standards tied to the assessment. The following topic describes creating traditionally scored assessments. See Assessments with Mastery Scale Scoring for more information on how to create this type of assessments.

Assessments must be scheduled before students have access to them. Before creating an assessment, a curriculum and unit *must* exist.

Create an Assessment

As a teacher, you create an assessment only for a class that you teach. Once created, you can copy the assessment to other classes you teach.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Curriculum**.
4. Click a curriculum title. A new window opens.
5. Expand an appropriate **Unit**.

   Optional: In the navigation pane, expand a lesson.

6. Click **New** and select **Assessment**.
7. Select a template and click **Next**.

   > **Note:** You can click the template title to view the template design before you make a template decision.

8. Complete the assessment details:
   - Type an **Assessment Title**.

- From the drop-down list, select an **Assessment Type**.

Hint: Place your cursor over any option in the **Assessment Type** drop-down menu to display a descriptive ToolTip.

Optional: Select **I want to attach my own question sheet** and follow appropriate alternate steps in [Create an Assessment With a Paper Question Sheet](#).

- Type the **Max Points** for the assessment.
- In the **Duration** field, type the amount of time students may work on the assessment and select **Minutes** or **Days**.

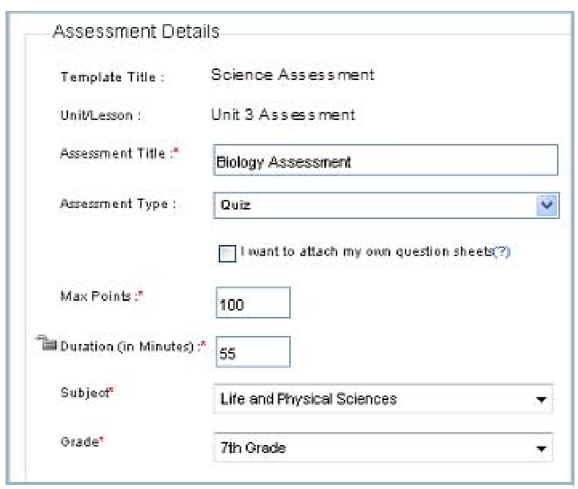
Note: Duration does not limit student access unless you select **TimedTest** as the **Assessment Type**.

Note: You can save an assessment as a draft and continue working on it at a later time. Click **Close** and select **Save**. The assessment is available from the curriculum listing, or from your **My Drafts** folder under **Applications**.

- Click the **Lock** icon to lock the duration entry and restrict the duration from being changed when scheduling the assessment.
- From the drop-down lists, select the appropriate **Subject** and **Grade** with which you want the assessment aligned.

Note: You can select multiple subjects and grades.

Optional: Click **Add** next to **resources** to provide a file, link, or text for additional information. You can also browse the resource library for additional resources available to your organization.



Assessment Details

9. Click **Next** to display the **Standards** tab. Standards associated with the parent level (unit/lesson) are displayed. Select the standards that the assessment will cover.

Optional: Click **Add Standards** to open a **Standards** dialog box, and select additional standards. Standards available are not limited to those standards added to the parent object.

Note: You can select multiple standard entities, subjects, and grades.

Click **Update** to apply standards selections.

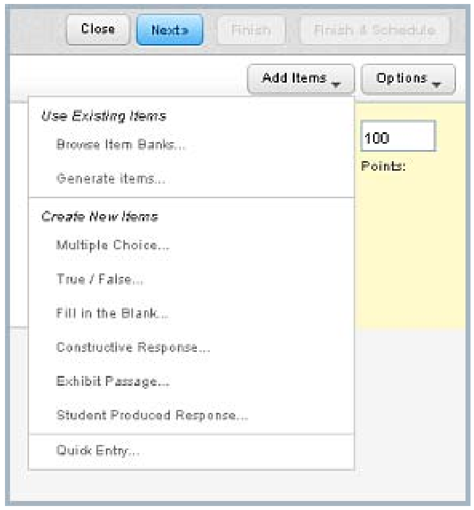
10. Click **Next** to move to the **Components** tab. You can edit the details for a component or attribute as follows:
    - Type within the text box to add information for each component and attribute.
    - If the template allows, you can select a different audience from the **Viewable by** drop-down list.
    - If the template allows, you can type over a component or attribute title to change it.
    - If the template allows, click the **Add Assessment Component** to create additional headings.
    - If the template includes a keyword set attribute, select appropriate keywords.

Note: If keyword sets have not been added to the template, this option will not be available.

    - If the template includes a tags attribute, type the appropriate tags in the box below the **Tags** heading.
    - If the template allows, click the **Delete** icon to remove a component.

Note: Even if the template allows you to delete components, you cannot delete tag, keyword set, or basic attributes.

    - To perform a spell check, click the **Check Spelling** icon in the text editor.
11. Click **Next** to display **Items**.
12. Click **Add Items** and select one of the following options for your first item.
    - Browse Item Banks
    - Generate Items
    - Create New Items
        - Multiple Choice
        - True/False
        - Fill in the Blank
        - Constructive Response
        - Exhibit Passage
        - Student Produced Response
        - Quick Entry



Create Assessment - Add Items selections

Browse Item Banks: This option allows you to view and select questions from an item bank.

NOTE: Your district may not have uploaded items banks. In this case, nothing will display in the following step. Only an item bank administrator in the district may upload item banks. An interim assessment item bank is available within the interim assessment system. You can access that system by clicking on the **Interim Assessments** button on the homepage.

a. Select an item bank and click **OK**.

Select Item Bank window

b. Locate one or more questions you want to use and click **Add to Assessment**.

c. Repeat step (a) until you have all the questions you want to use, and then click **Next**.

Note: You can filter item bank options by question type, grade, subject, standards, and keyword. Also, be aware that options may span several pages; see page numbers at the bottom of the window.

> **Note:** If you select an item from an item bank, and that item is later updated, the updates affect your assessment as follows: If updates are minor, they are automatically propagated to any unscheduled versions of your assessment, If updates are major, you receive notification in the **Tasks** section of your Home page, and you can accept or reject the revisions for your assessment. For more information, see Create a New Version of an Item.

Generate items: This option allows the IMS to select questions to add to the assessment from an Item Bank. Selections are filtered based on the standards you assigned to your assessment. You must assign standards to your assessment to use this option. Only item bank questions that match your selected assessment standards are available.

a. Type the number of each type of question you want and (optionally) select an item level.

*Optional: S*elect **Only use items that comply with best practices**.

b. Click **Generate and Add Items**.

Create New Items: For detailed instructions on creating items of each type, refer to Item Bank Item Types.

13. Repeat step 12 until you have created all assessment questions. A list of all the questions is displayed. You can review, edit, or delete the questions. You can also change or assign a point value to each question

> **Note:** The sum total of points for individual questions must match the **Max Points** you assigned on the **Details** tab. Details appear in the lower left corner of the window.

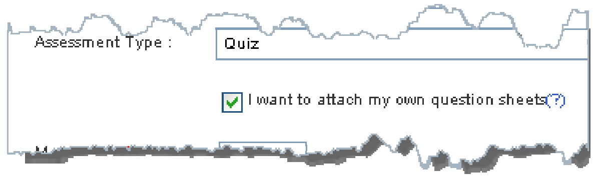
14. Click **Next** to display **Share** options.
15. In the **Sharing Options** section, select the level at which you want to share the assessment. If you have CCL Author rights, you can share with your school, or you can submit the assessment for peer review. When an assessment is approved by a peer review team, it is shared with the higher-level organization (for example, the district). If you do not have CCL Author rights, you have only the **Share to My Content** option. See Community Content Library for more information.
16. Click **Finish** or **Finish & Schedule**.

> **Note:** If the curriculum is assigned to a course, and sections are defined, you can click **Finish and Schedule**.

Create an Assessment with a Paper Question Sheet

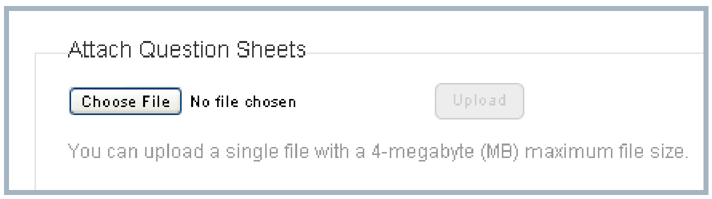
When you create an assessment, you have the option to attach a question sheet that was created outside of The IMS. You then define the question type and correct response for each question. When you have students enter their responses on a paper response sheet, you can scan answers into The IMS to record their scores and track their progress.

1. Complete steps 1-8 from Create an Assessment.
2. On the **Assessment Details** tab, select **I want to attach my own question sheet**.



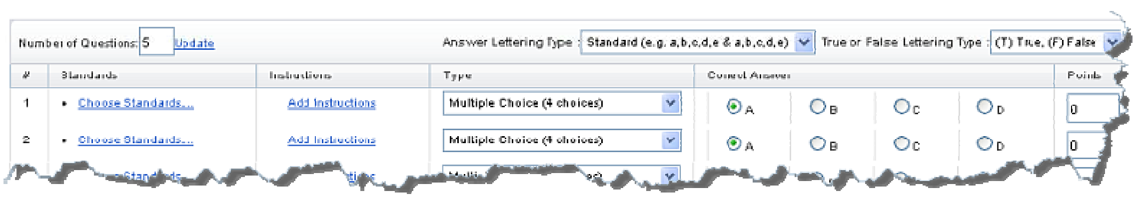
Attach question sheet selection

3. Complete steps 9-12 from Create an Assessment.
4. On the **Items** tab, click **Choose File** to locate and select the file with your questions. The file must be in .doc or .pdf format.



Option to attach question sheet

5. Click **Upload** to attach your question sheet to the assessment.
6. Type a numeral for the **Number of Questions** and click **Update**.
7. Select an **Answer Lettering Type** and a **True or False Lettering Type** from the drop-down options.



Additional information about attached question sheet

8. For each assessment question:
   a. Click **Choose Standards** to indicate specific standards associated with the question.
   b. Click **Add Instructions** to change the default instructions ("Please refer to the Question Sheet.") These instructions will appear next to the question number when the student is taking the assessment.
   c. Select the question **Type** and **Correct Answer**, and type the **Points** value.

Note: Exhibit Passage is not available for this format.

9. Click **Options** and select **Print Preview** to review the completed answer sheet. If students will be taking the assessment offline, select **Preview for: Response sheets only** or **Generic response sheets**, and print the response sheets.
10. Click **Next** and continue with steps 14--16 from Create an Assessment.

Related Topics:

Create an Assessment

Edit Assessments

Schedule Assessments

Assessments with Mastery Scale Scoring

There are two types of assessment scoring options available in the IMS.

- With **traditional** or **mean** scoring, students receive a numerical score based on the sum total of points the questions are worth. Creating these types of assessments is described in Create an Assessment.
- With **mastery scale** scoring, one or more standards are tied to each question on the assessment, and students receive a **component** score of mastery, partial mastery, or non-mastery for each standard. Students also receive a mean score for the assessment.

There are two methods of mastery scale scoring:

- **Mastery scale without item level**: With this method, each question on the assessment is linked to one or more standards. After the assessment is scored, students receive a score of mastery, partial mastery, or non-mastery for each standard.
- **Mastery scale with item level**: This method is nearly identical to "without item level." However, each question, in addition to being linked to a standard, is also assigned one of the following mastery item levels:
  - Level 1: Basic level
  - Level 2: Simpler content
  - Level 3: Target learning goal
  - Level 4: Complex content

  This allows for a more detailed breakdown of mastery to a standard. For example, a student may have mastery of a standard at level 2 (simpler content), but only partial mastery of the same standard at level 4 (complex content).

Note: Most districts choose to enable one of these methods or the other, but not both.

To create an assessment with mastery scale scoring, a teacher or administrator follows the same process as for creating mean-scored assessments (as described in Create an Assessment), with a few exceptions. Scheduling and reviewing mastery score assessments also include additional steps from the standard processes. The differences in these procedures are described in the topics below.

Create an Assessment with Mastery Scale Scoring

To create a Mastery Scored assessment, teachers and administrators follows the process in Create an Assessment, with the exceptions that follow.

Note: Mastery Scale Scoring is an optional feature and may not be available in your district.

1. In the Assessment creation wizard, on the **Details** tab:
    a. Complete the fields as usual.
    b. In the **Scoring Type** drop-down list, select **Mastery Score without Item Level** or **Mastery Score with Item Level**.

    Optional: Depending on your configuration, you may have the option to edit the Mastery Scale for assessment. See Edit the Mastery Scale when Creating Assessments.
2. On the **Standards** tab, select one or more standards to tie to the assessment. This is required for Mastery Score assessments.
3. Complete the fields on the **Components** tab, as usual.
4. On the **Items** tab:
    a. Choose the type of question to add.
    b. In the **Create an Item** window, complete the fields as usual.
    c. If you selected **Mastery Score with Item Level** on the **Details** tab, in the **Mastery Level** drop-down list, select One of the following:
        - For True/False and Multiple Choice question types, select a single mastery level.
        - For Constructive Response, Fill in the Blank, and Exhibit Passage question types, select a range of mastery levels. Later, when you manually score the assessment, based on the student's response, you choose the mastery level that you determine the student achieved for the question.
    d. Choose one or more standards to apply to the question.
5. Repeat step 4 until you have created all questions.
6. Complete the assessment, as usual.

Edit the Mastery Scale when Creating Assessments

When creating mastery scale assessments, teachers and administrators have the option to modify the mastery scale that is applied to the assessment.

The mastery scale has default values that are set by GlobalScholar during system configuration. The default values are as follows:

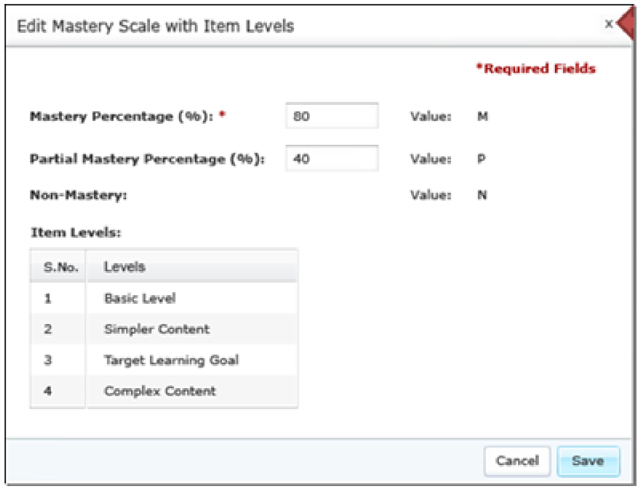
- **Mastery**: Students who receive 80% or higher are considered to have mastery of a standard.
- **Partial Mastery**: Students who receive 40% to 80% are considered to have partial mastery of a standard.
- **Non-mastery**: Students who receive below 40% are considered to have non-mastery of a standard.

When a teacher or administrator changes the mastery scale, those changes apply only to the current assessment.

Note: This is a configurable option and your school/district may opt not to enable it. If it is not enabled, it will not appear in the application.

To edit the mastery scale:

1. On the **Assessment Details** page, next to the **Scoring Type** drop-down list, click **Edit**.
2. In the **Edit Mastery Scale** window, type new values for **Mastery Percentage** and **Partial Mastery Percentage.**



3. Click **Save**.
4. Continue creating the assessment.

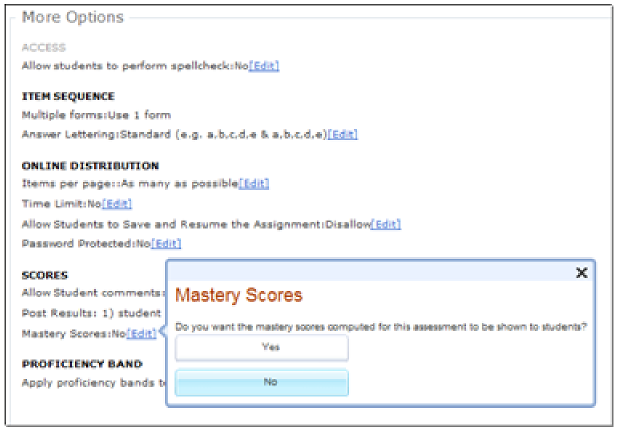
Schedule an Assessment with Mastery Scale Scoring

Mastery score assessments can be scheduled only as online assessments.

There is an additional option on the Schedule Assessment page for assessments created using mastery scoring.

Under **More Options**, in the **Scores** section, the **Mastery Scores** option allows students to view the mastery scores they achieved for the assessment after the assessment has been scored.

- To enable students to view mastery scores, select Yes for this option.
- To hide mastery scores from students, select No for this option (this is the default).



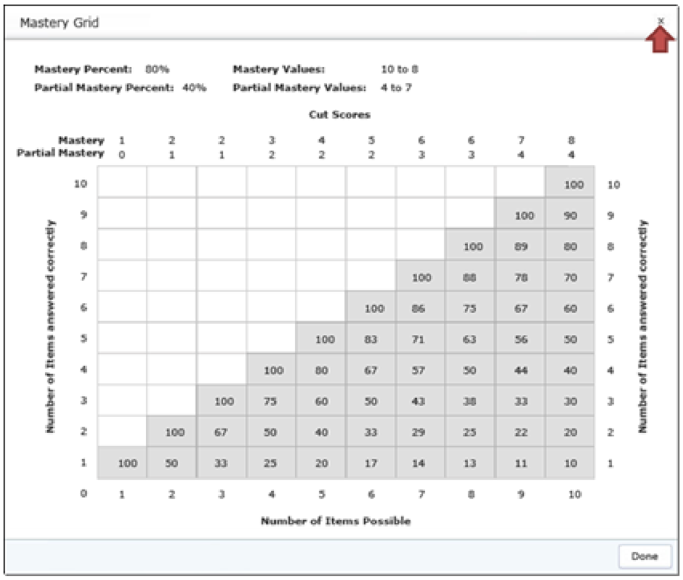
Review an Assessment with Mastery Scale Scoring

Assessment questions that require review (constructive response, fill in the blank, and exhibit passage) appear in the **Requires Review** section of the At A Glance page, as described in Review an Assessment. Reviewing mastery scale scoring items follows the same process as reviewing other non-mastery score assessments, with the following exceptions:

When you review an assessment, do the following in the Assessment **Review** tab:

1. Read and analyze the student's response.
2. In the **Points** field, assign the number of points the student earned for the answer. This is the mean score and is independent of the component score.
3. In the **Level** drop-down list, select the mastery level. When the assessment is created, the teacher/administrator selects a range of mastery levels to choose from.
4. In the **Validation** field, mark the item as either **Correct** or **Incorrect**.
5. Repeat steps 1-4 for each item that requires review.
6. Click the **Component Scores** tab.
7. The **Component Scores** tab includes the following information about the assessment:
   - **Standards**: Each standard tied to the assessment is displayed.
   - **Component Score**: For each standard, the component score is listed. This is the mastery level achieved by the student for the standard.
     - Hover over the mastery level, and the question number(s) for which the student achieved that mastery level are displayed.
   - **Levels 1 -4**: For each standard tied to assessment questions, the student's achieved mastery scale value (Mastery, Partial mastery, Non mastery) is displayed. The four levels are (related to the Marzano 4-point scale):
     - Level 1: Basic level
     - Level 2: Simpler content
     - Level 3: Target learning goal
     - Level 4: Complex content

- **Score**: Displays the component score for each standard (this appears only for Mastery Score with Item Level). You can see the number of questions linked to a particular component score by hovering over **M**, **P**, or **N**.
- **Validation**: The column displays whether the mastery pattern for a standard is valid or not. Invalid mastery patterns may point to a problem with the assessment or with the student's response.
- **Mastery Grid link**: Opens the Mastery Grid window, which contains information about how the mastery scores are derived.



- **Level Pattern link**: Click to display level patterns that are available for this assessment. Level patterns show the valid and invalid patterns for the item levels and mastery levels. This information is read-only and is available only for "with Item Level Scoring."

Add an IMS/SCORM Package

Shareable Content Object Reference Model (SCORM) is a framework used to define and access information about learning objects. It allows these objects to be easily shared among different learning management systems.

The IMS allows you to import an existing IMS/SCORM Package and add it to a curriculum unit or lesson. Teachers can view the SCORM package from within the unit or lesson to which you have added it.

Add an IMS/SCORM Package

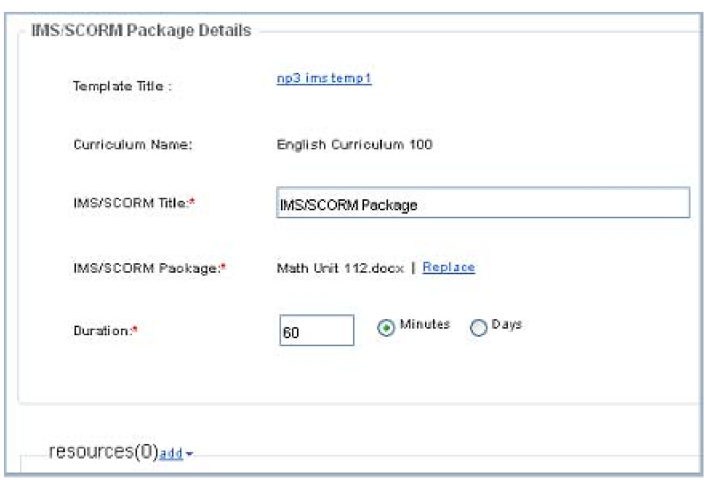
As a teacher, you create IMS/SCORM packages only for the courses you teach. Once created, you can copy them to other courses you teach.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Curriculum**.
4. Click a curriculum title. A new window opens.
5. Expand a unit.

   Alternatively: Click the **Unit Listing** tab and click a unit.
6. Click **New** and select **IMS/SCORM Package**.
7. Select a template and click **Next**.

> **Note:** You can click the template title to view the template's design.

8. Type an **IMS/SCORM Title**.
9. Click **Choose File** to browse to the file containing the IMS/SCORM Package, select it, and click **Open**.



IMS/SCORM Package Details

10. Click **Upload**.

Note: Uploading the file to the platform may take a few minutes.

11. In the **Duration** field, type the amount of time you expect students to work on the IMS/SCORM package, and select **Minutes** or **Days**.

    Optional: Click **Add** next to **resources** to provide a file, link, or text for additional information.

Note: You can save the IMS/SCORM Package as a draft and continue working on it at a later time. Click **Close** and select **Save**. The lesson is available from the unit listing, or from your navigation bar **Drafts** folder.

12. Click **Next** to move to the **Components** tab. You can edit the details for a component or attribute as follows:
    - Type within the text box to add information for each component and attribute.
    - If the template allows, select a different audience from the **Viewable by** drop-down list.
    - If the template allows, type over the component or attribute title to change it.
    - If the template allows, click the **Add IMS/SCORM Component** to create additional headings.
    - If the template includes a keyword set attribute, select appropriate keywords.

Note: If keyword sets have not been added to the template, this option will not be available.

- If the template includes a tags attribute, type the appropriate tags in the box below the **Tags** heading.
- If the template allows, click the **Delete** icon to remove a component.

Note: Even if the template allows you to delete components, you cannot delete tag, keyword set, or basic attributes.

Optional: To perform a spell check, click the **Check Spelling** icon in the text editor.

13. Click **Next** to display **Share** options.
14. Select **Sharing Options**.

Note: The only sharing option available for IMS/SCORM Packages is **Share to my content**.

15. Click **Finish**.

Note: If curriculum is assigned to a class and sections are defined, you can click **Finish and Schedule**. See Schedule Lessons, Activities, and Assessments for more information.

Insert a Link into a Curriculum Object

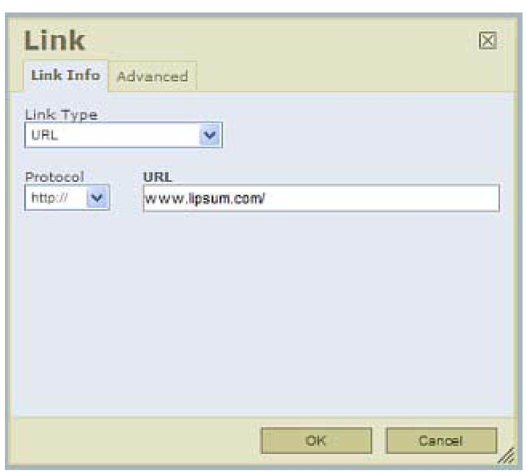
You can insert links from your curriculum objects to other learning objects by using the rich text editor in the IMS.

Inserting a Link

1. Follow the appropriate procedure for creating a unit, lesson, activity, or assessment.
2. Click the **Components** tab.
3. Do one of the following:
    - Compose text In the rich text editor (RTE), highlight the text where you want to add the link, and click the **Link** icon.
    - Click the **Link** icon without selecting any text.
    - Paste an object or URL into the rich text editor (RTE). This results in the title of the object or the URL being inserted as the hyperlink text.

Highlighting text and link icon on the Component tab

The **Link** window opens.



Link window

4. In the drop-down list, select the **Link Type** and do one of the following:
    - **Email**: Type the email address, and optionally, the message subject and message body.
    - **Link to Learning Object**: Select the learning object you want to link to.
    - **Link to anchor in the text**: Select the appropriate anchor within the lesson text that you want to link to.
    - **URL**: Select the **Protocol**, and type the URL that you want to link to.
5. Click **OK**.

> **Note:** To remove the link, select the linked text and click the **Unlink** icon next to the **Link** icon.

Optional: To perform a spell check, click the **Check Spelling** icon in the text editor.

Curriculum Drafts

A draft is a curriculum object that you have started but not finished. Units, lessons, activities, and assessments can be saved as drafts. You cannot save a draft of the top level curriculum.

Draft items are available from either of two locations:

- On the **Unit Listing** tab or **Lessons/Activities** tab. Items appear with a red **Draft** suffix.
- The **My Drafts** folder available under **Applications** on the top navigation bar.

A draft object cannot be scheduled; however, once you complete work on a draft and click **Finished**, you can schedule it.

Save a Draft

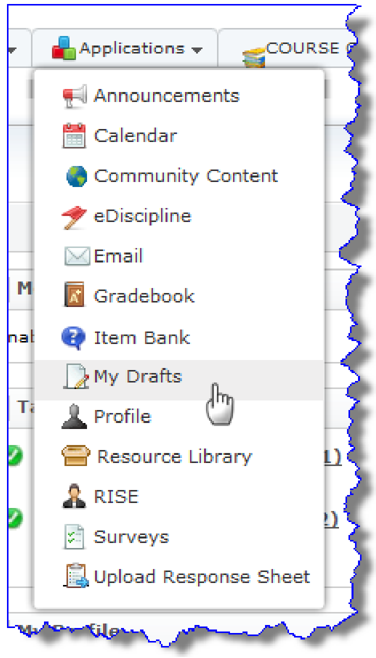
Both teachers and administrators can create a draft.

1. Create a unit, lesson, activity, or assessment. You must enter data on the **Details** tab before you can create a draft.
2. Click **Close**.
3. Click **Save As Draft**.

Open a Draft

When you are ready to complete work on an assessment, you can access the assessment from one of two locations.

- **My Drafts**
    a. On the top navigation bar, click **Applications** and select **My Drafts**.



My Drafts on the navigation bar

b. Locate your draft in the list and click the **Edit** icon .

- **Listing Tab**

  a. Open the appropriate curriculum and expand to the unit or lesson level.

  b. Click the **Units** or **Lessons/Activities** tab.

  c. Locate your draft in the list and click the **Edit** icon .

Complete a Draft

When you complete the data for a draft, click **Finish** on the **Share** tab.

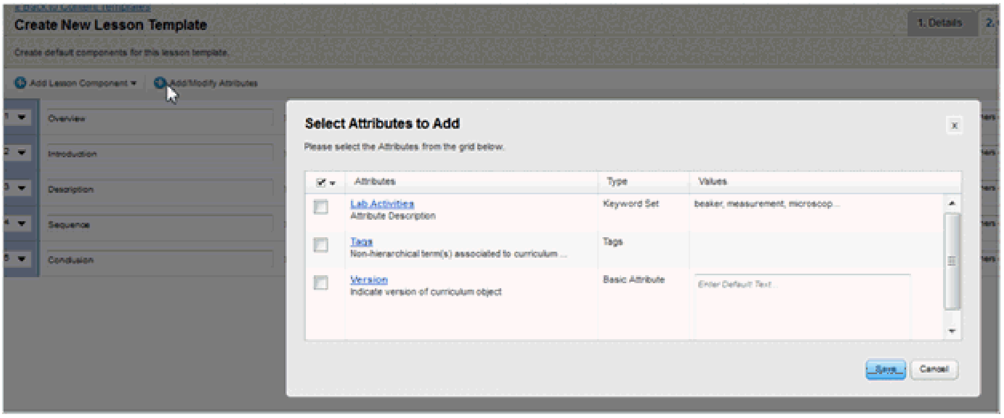
Attributes

There are three types of attributes that can be associated with curriculum objects, to facilitate search and filtering. The attribute types are:

- **Tags**: Free-form text that content creators can associate with curriculum objects. Content creators can edit the tag name and description, as appropriate for the curriculum they are creating.
- **Keyword Sets**: Groupings of keywords, or tags, that are predefined by the top-level administrator.
- **Basic Attributes**: Text properties such as copyright or version information.

The Tag attribute is set up by default. The top-level administrator creates Keyword Sets and Basic Attributes, and determines whether they can be applied to item bank items as well as curriculum objects. The Tag attribute is set to apply to items by default.

Once attributes are created, administrators can associate them with content templates on the **Component** tab of the template wizard.



When creating curriculum objects based on templates with which the attributes are associated, you see these attributes on the **Component** tab and enter appropriate values.

Add Standards to Existing Curriculum Objects

You can add standards to an existing unit, lesson, activity, or assessment when you create the object or later, after the object has been created. You can add standards only to objects you have created. Standards available are not limited to those standards added to the parent unit or lesson. This topic describes how to add standards to existing curriculum objects.

1. On the pagebar, click **Curriculum**.
2. In the navigation pane, locate the object to which you want to add standards, and click the **Edit** icon.
3. Click **Next** twice to move to the **Standards** tab.
4. Select from the standards listed on the page. You can also click **Add Standards** to locate additional standards to align with the curriculum object.

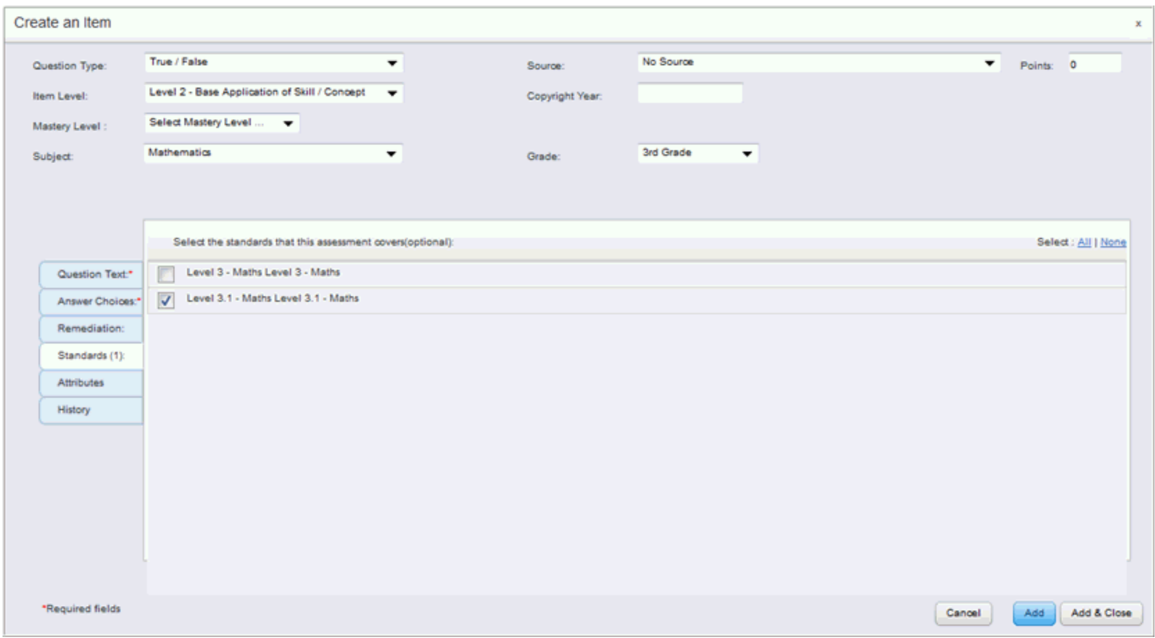
The Add Standards page

5. Complete remaining options as required and click **Save**.

Add Standards to Individual Questions on an Assessment

When you add standards to an assessment, you can link those standards to the individual questions on the assessment. This allows you to measure with more specificity how well a student is meeting or progressing towards mastery of a set of standards. You can add standards to an individual question only if you first add standards to the assessment.

1. Add standards to an assessment.
2. As you add questions to the assessment, note that the **Create an Item** window includes a **Standards** tab.
3. Click the **Standards** tab and select one or more standards to link to the question.



Add Standards to an Assessment Question

> **Note**: When a listed standard is correlated to other standards, a **Correlated Standards** icon  appears after the standard. When you hover over the icon, a pop-up window displays all correlations in the system for that standard, grouped by Standard Entity, Subject, and Grade.

4. Click **Add** or **Add & Close**.
5. Repeat this process as necessary to add standards to additional questions.

Community Content Library

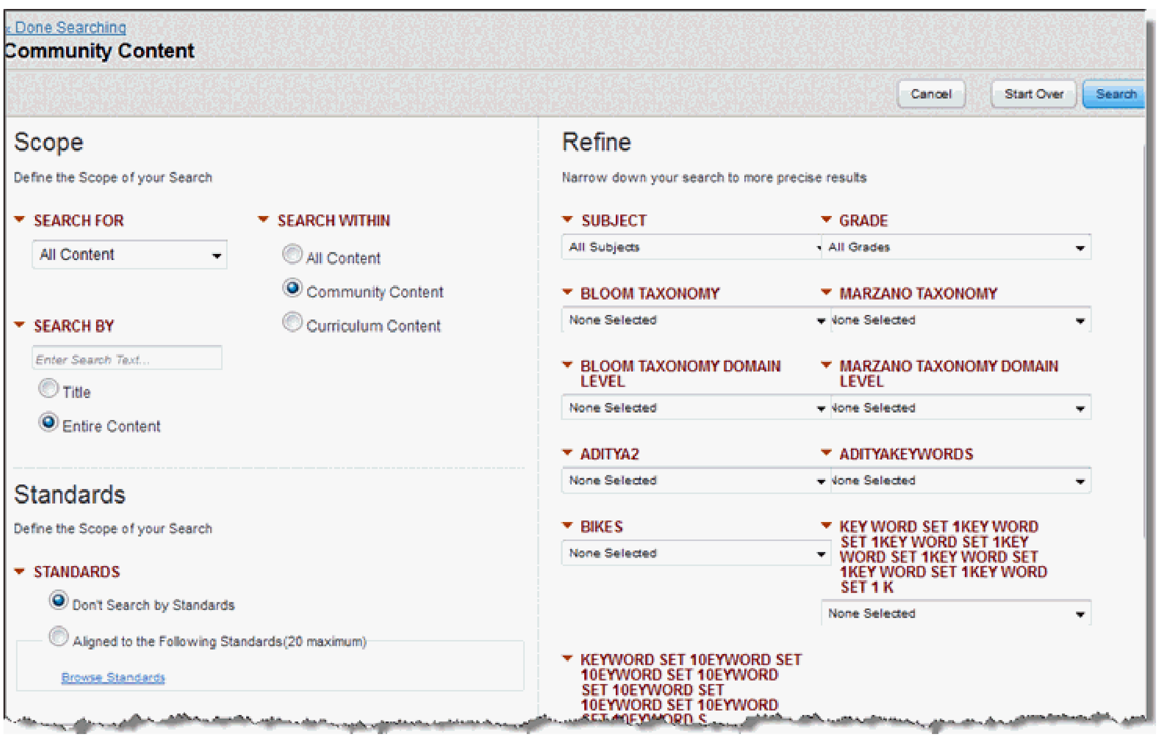
The Community Content Library (CCL) is a repository of curriculum objects (that is, units, lessons, activities, and assessments) created within an organization. When you create curriculum objects, if you have CCL Author rights, you can select to share the object. You can share with your own school, or you can submit the object for peer review. If you select to share with your own school, the object is placed in the CCL. If you select to submit for peer review, and the object is approved by the appropriate peer review team, it is made available from the CCL to all teachers in the higher-level organization (for example, the district). Objects that have been approved by a peer review team are designated as "best practices."

The Peer Review Team workflow must be configured. Your district may choose a one-step process or two-step process for review.

Objects in the CCL cannot be modified. However, you can copy an object from the library to your curriculum, and you can modify any object you add to your curriculum. The original curriculum object, stored in the library, is not affected by changes you make to your copy. You can also search the Community Content Library.

Search the Community Content Library

1. On the top navigation bar, click **Applications**, and then click **Community Content**. The Community Content Search page opens.



Community Content Search page

2. Select appropriate values in one or more of the available filters, and click **Search**. For more information on advanced search, refer to Search.

Add Curriculum Objects from the Community Content Library

1. Complete the steps in "Search the Community Content Library" to locate the appropriate curriculum object.
2. Click the link for the object that you want to add.
3. In the upper right area of the page, click **Add this <curriculum object>**.
4. Select the location where you want to add the object.

Note: Click **More Choices** to view additional content.

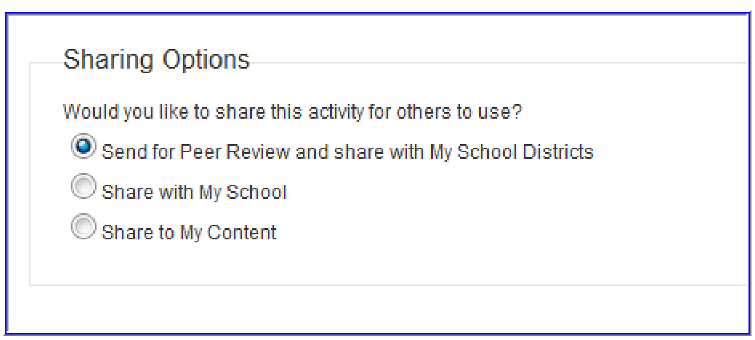
5. Click **Add**.
6. Click **OK** to confirm that you want to add the entity.

Share a Curriculum Object

If you have CCL Author rights, you can share curriculum objects during creation, or after you create them.

During Creation

1. Create a unit, lesson, activity, or assessment.
2. Complete all required creation steps (details, templates, standards, components).
3. On the **Share** tab, select an appropriate organizational level. **Community Content Library** options available on this tab vary from district to district, and depend on the template being used. Any of the following may be available:
   - Share with schools in your state.
   - Share with schools in your district.
   - Share with schools in your consortium.
   - Share with teachers in your school.
   - Share only with other classes you teach.



Share Existing

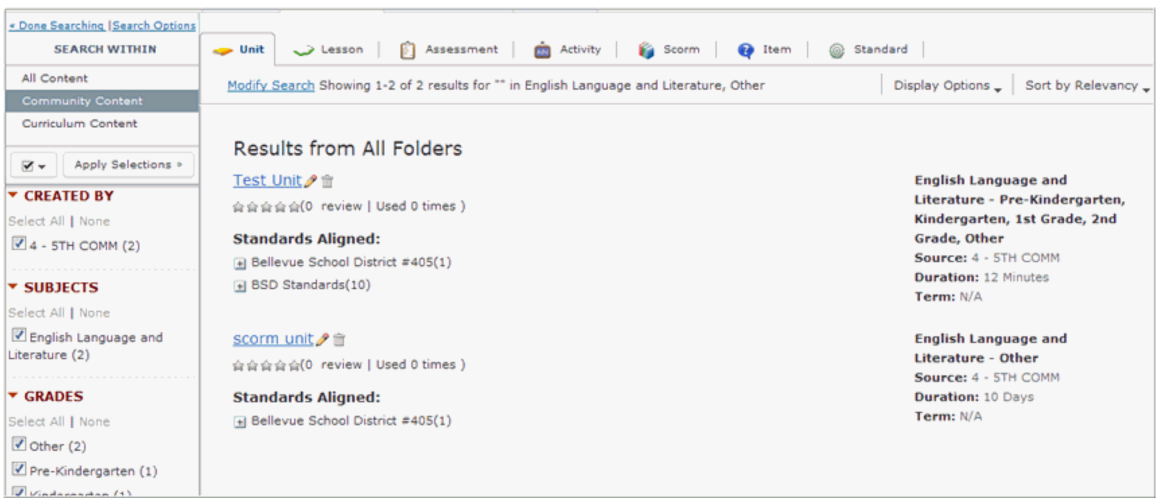
You can change share options after you create an object by using the **Edit** option (see Edit Curriculum for more information) or from the appropriate listing tab.

1. Access the appropriate listing tab:
   - **Unit**: Select a school or district, expand **Curriculum**, and click the **Unit Listing** tab.
   - **Lesson/Activity/Assessment**: Select a school or district, expand **Curriculum**, select a unit, and click the **Lessons/Activities** tab.
2. In the **Options** column, click the **Share** icon and, in the dialog box, select the appropriate sharing option.

Use Shared Objects in Your Curriculum

You can add an object from the library to your curriculum.

1. In the navigation pane, select the appropriate organization and, on the pagebar, click **Curriculum**.
2. Click **New** and select **Browse Community**. The Advanced Search page opens.
3. Select values for one or more of the available filter criteria. For more information about advanced search, refer to Search.
4. Click **Search**. Results appear in the information pane.



Community Content Library

Alternatively: Type titles in the **Search text** field to locate a specific curriculum object and click the **Search** icon.

Hint: The **Search text** field works only if you type the exact title of the curriculum object. It does not recognize wild cards or similar spellings.

5. In the results, click the title of the object you want to add.
6. In the upper right corner of the page, click **Add this <*object*>**.
7. Select the location in your curriculum to add the object and click **Add**.

Curriculum Pacing Guide View

The IMS offers an alternative view of the curriculum structure. Rather than providing a full curriculum with units, lessons, activities, and assessments, you can use the Pacing Guide view. This view presents the standards that need to be taught during each term, the suggested sequence in which the standards should be taught, and an approximate number of days or weeks to be allocated to teaching those standards. Teachers can use the Pacing Guide and create or browse to units, lessons, and other instructional materials that are aligned to the relevant standards.

Note: The Pacing Guide view is an optional feature, and may not be available in your district. Also, the term “Pacing Guide” can be customized at the district level. For your organization, this view may have a different name, such as “Instructional Calendar” or “Scope and Sequence.”

Note: The Pacing Guide view is based on curriculum and curriculum objects created at the district level. Any additional curriculum objects that teachers create within that curriculum are not displayed in the Pacing Guide view.

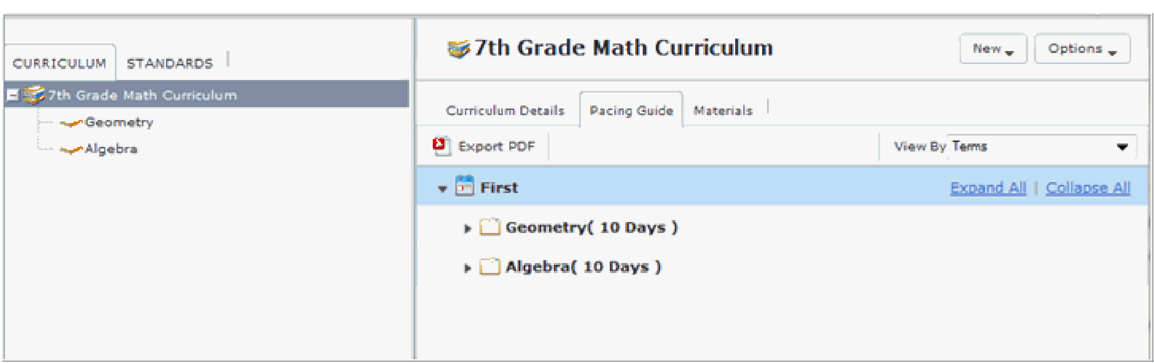
Create a Pacing Guide View of Curriculum

When administrators create a new curriculum in the IMS, a new **Academic Year** field appears on the **Details** tab. This field is mandatory, and is used by the system to create a Pacing Guide view.

In addition, the Term component must be enabled at the platform level, and the units created under the curriculum must be based on a template that includes the Term component.

Within the curriculum, administrators and teachers create units as follows:

1. In the Unit creation wizard, on the **Templates** tab, select a template that includes the **Term** component.
2. Complete the fields on the **Details** and **Standards** tabs, as usual.
3. On the **Components** tab, in the **Term** component, select the term in which the unit will be taught.
4. Complete **Sharing Options** on the **Share** tab and click **Finish**. The unit is displayed in the Pacing Guide view.



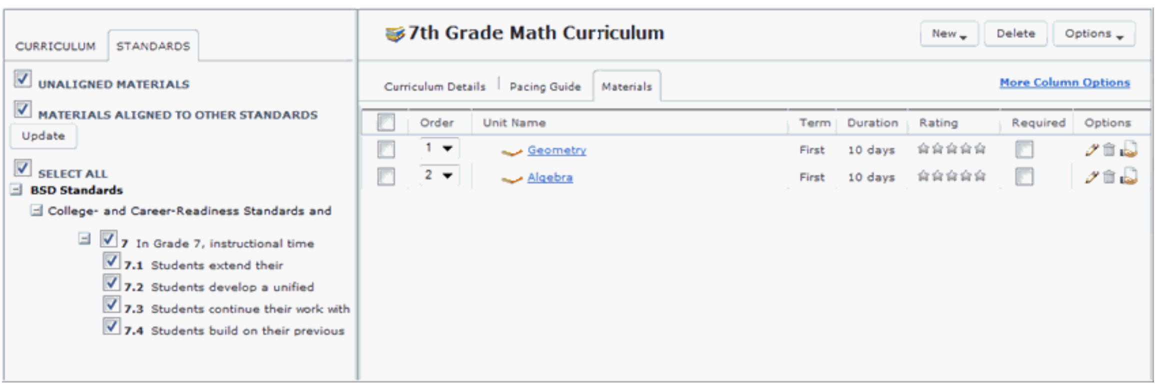
Pacing Guide View

Viewing Curriculum Materials

The **Pacing Guide** tab is visible only at the top curriculum level. There is also a **Materials** tab, which displays instructional materials (that is, lessons, activities, and assessments) that are created within a curriculum, unit, or lesson. There is no **Materials** tab for activities, assessments, or SCORM objects.

The left navigation pane contains two tabs:

- **Curriculum**: On this tab you can navigate through the hierarchy of the curriculum, to view various levels of curriculum objects. You can switch to this tab at any time.
- **Standards**: This tab opens in the navigation pane when you click the **Materials** tab in the information pane. It displays standards aligned to the curriculum objects listed in the Materials view. You can view the Standards tab only when you are in the Materials view.



Materials View

On the **Standards** tab, you can filter the standards to display any of the following:

- **Unaligned Materials**: Displays materials that are not aligned to any standards.
- **Materials aligned to other standards**: Displays materials that are aligned to standards other than those available at the parent level.
- **Individual standards**: Displays only those materials aligned to the selected standards. By default, all standards are selected. You can de-select all standards by clicking the **Select All** check box, and then select individual standards. On the **Materials** tab, materials that are aligned to the selected standard are highlighted; other materials are grayed out.

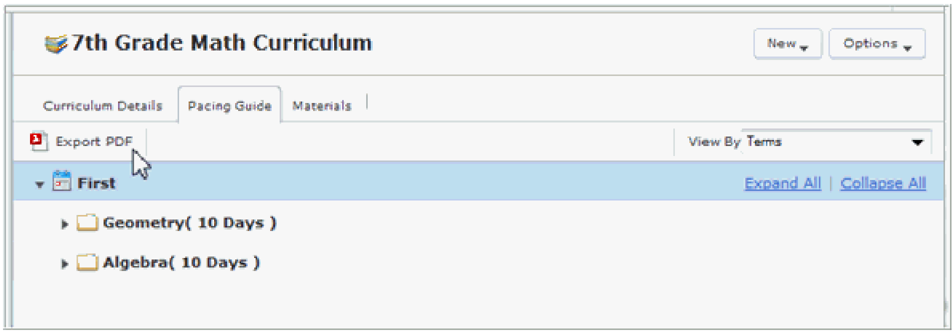
If a listed standard has been correlated to another standard, the **Correlation** icon appears next to it. You can hover over the icon and select to display the correlated standard(s).

On the **Materials** tab, you can do any of the following:

- In the **Options** column, click the **Schedule** icon to schedule an activity or assessment.
- In the **Options** column, click the **Assignments** icon to view assignment history for an activity or assessment.
- To reorder the materials on the **Material** tab, click the drop-down arrow in the **Order** column, and select a different order.

Export Pacing Guide to PDF

1. Sign is as an administrator or teacher and navigate to the top level of a curriculum with the Pacing Guide view.
2. In the **View By** drop-down list, select **Terms** or **Year**.
3. Click **Export PDF**. The PDF is created.



Resources

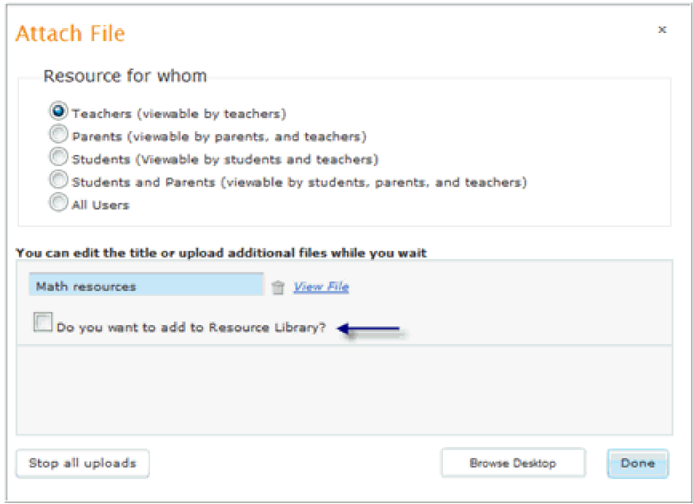
Resource Library

The Resource Library is a repository of media files (video, audio, and text files). When you add resources to curriculum objects, you may have the option to add the resources to the Resource Library. If your school's configuration includes this feature, you can also browse the Resource Library and select items to add to your curriculum. You can add a resource to the library only while you are creating the curriculum object. You can add a resource to a curriculum object from the library, either while you are creating the object or after the object exists.

Add a File to the Resource Library

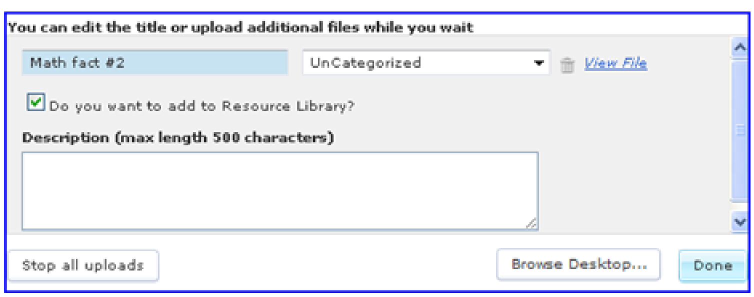
1. From the **Details** tab of a new curriculum object, click **Add** next to **Resources**.
2. Select **File**. Only files can be added to the Resource Library.
3. Choose the audience for the resource.
    - **Teachers:** Can be viewed by teachers only
    - **Parents:** Can be viewed by parents and teachers only
    - **All:** Can be viewed by administrators and teachers only

Note: Step 3 affects viewing rights for the resource within your curriculum object. It has no bearing on the viewing rights within the Resource Library.



Add resource to library

4. Click **Browse Desktop** and locate your file.
5. Click **Open**.
6. After the file loads you can:
   - Type over the file name to change the title.
   - Click **View File** to preview the file.
7. Select the **Do you want to add to Resource Library** check box.
8. Select a **Category** from the drop-down box displayed beside the resource title.
9. Type a **Description** to assist others when searching for resources.

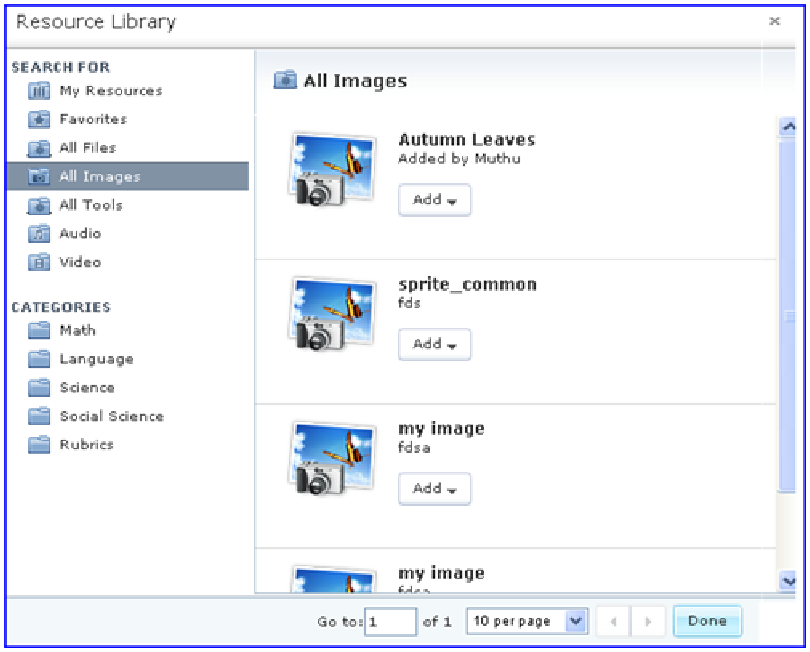


Add Resource File dialog expanded

10. Click **Done**.

Select a Resource from the Library

1. On the **Details** tab of a curriculum object, click **Add** next to **Resources**, and select **Browse Resource Library**. The **Resource Library** window displays **My Resources**.
2. Click one of the **Search For** or **Categories** options. Results appear in the right pane.



The Resource Library window

3. Locate an item from the results pane and click **Add**.
4. Select an audience.
5. Click **Done**.

Add a Resource to Favorites

1. On the top navigation bar, click **Applications** and then click **Resource Library**. A list of all resources appears.
2. Locate an appropriate resource.
3. Click the **Favorites** icon beneath the resource. The resource is added to your Favorites.
   - To remove the resource from your favorites, click the **Favorites** icon again.

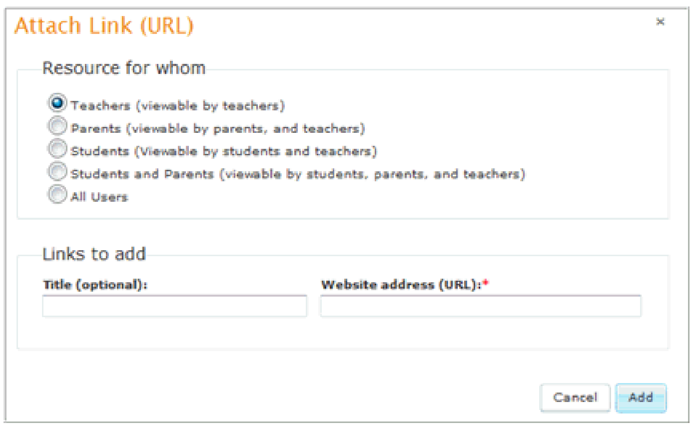
Add Resources

When you create a curriculum object, you can enrich it by adding one or more resources to it. A resource can be a document, a web site, an image, or a multi-media file, such as a video. You can add resources during the curriculum creation process, or later, after you create the object. When you add a file as a resource to your curriculum, you have the option to also add it to the Resource Library. The Resource Library is a repository of media files (video, audio, and text) available for teachers and administrators within the school district. Teachers and administrators can share resources, adding to and borrowing from the library.

When you add a resource, you specify the audience that you want to have access to it. You can add resources for parents, students, or teachers.

Add Resources to a Curriculum Object

1. On the The IMS pagebar, click **Curriculum**.
2. Do one of the following:
   - Follow steps to begin creating a unit, lesson, activity, or assessment.
   - In the navigation pane, locate the existing curriculum object to which you want to add a resource, and click **Edit**.
3. On the **Details** tab, click the **Add** link displayed to the right of **Resources**. Your ability to add resources is determined by the template used for the curriculum object.
4. Select the type of resource you want to add from the **Resource Type** drop-down.
   - **File**: Use this option to load any file that is not a web address or an image.
   - **Link (URL)**: Use this option to display a link to a website.
   - **Text**: Use this option to enter text directly into the tab.
   - **Browse Resource Library**: Use this option to select resources that have been added to the Resource Library.



The Attach Link (URL) window

5. Select **Teachers**, **Parents**, or **All Users** as the audience for the resource.
6. Type the **Resource Title**. This appears on the **Details** tab for others to see.
7. Load your resource item.
   - **File**: Click **Browse**, locate your file, and in the **Choose File** dialog box, click **Open** Then click **Upload** to add the file.
   - **URL**: Type or paste the web address in the **Resource** field.
   - **Text**: Type text in the **Resource** field and click **Add**.
   - **Browse Resource Library**: Locate the resource you want to add, click **Add,** select the **Audience**, and click **Done**.
8. Click **Add**.
9. Continue creating or editing the curriculum object.

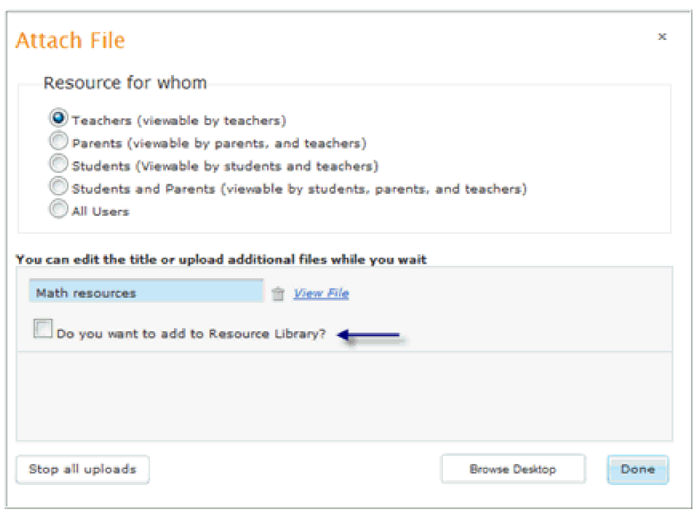
Resource Library

The Resource Library is a repository of media files (video, audio, and text files). When you add resources to curriculum objects, you may have the option to add the resources to the Resource Library. If your school's configuration includes this feature, you can also browse the Resource Library and select items to add to your curriculum. You can add a resource to the library only while you are creating the curriculum object. You can add a resource to a curriculum object from the library, either while you are creating the object or after the object exists.

Add a File to the Resource Library

1. From the **Details** tab of a new curriculum object, click **Add** next to **Resources**.
2. Select **File**. Only files can be added to the Resource Library.
3. Choose the audience for the resource.
   - **Teachers:** Can be viewed by teachers only
   - **Parents:** Can be viewed by parents and teachers only
   - **All:** Can be viewed by administrators and teachers only

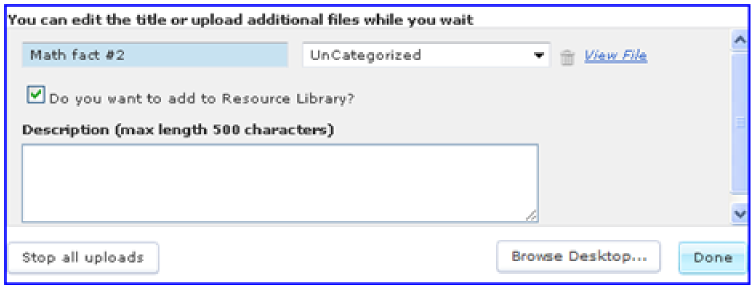
> **Note:** Step 3 affects viewing rights for the resource within your curriculum object. It has no bearing on the viewing rights within the Resource Library.



Add resource to library

4. Click **Browse Desktop** and locate your file.
5. Click **Open**.
6. After the file loads you can:
   - Type over the file name to change the title.
   - Click **View File** to preview the file.
7. Select the **Do you want to add to Resource Library** check box.
8. Select a **Category** from the drop-down box displayed beside the resource title.

9. Type a **Description** to assist others when searching for resources.

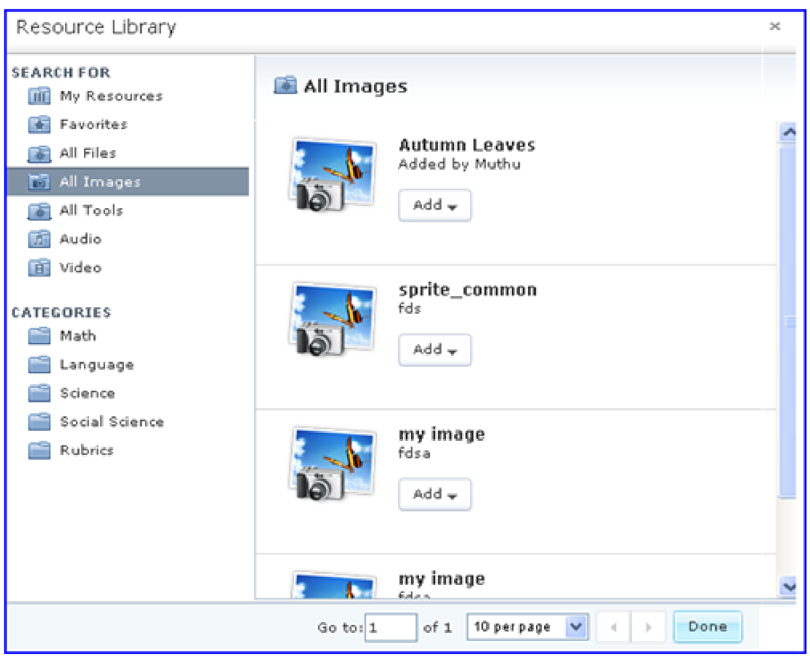


Add Resource File dialog expanded

10. Click **Done**.

Select a Resource from the Library

1. On the **Details** tab of a curriculum object, click **Add** next to **Resources**, and select **Browse Resource Library**. The **Resource Library** window displays **My Resources**.
2. Click one of the **Search For** or **Categories** options. Results appear in the right pane.



The Resource Library window

3. Locate an item from the results pane and click **Add**.
4. Select an audience.
5. Click **Done**.

Add a Resource to Favorites

1. On the top navigation bar, click **Applications** and then click **Resource Library**. A list of all resources appears.
2. Locate an appropriate resource.
3. Click the **Favorites** icon beneath the resource. The resource is added to your Favorites.
   - To remove the resource from your favorites, click the **Favorites** icon again.

Duplicate, Copy, and Move Curriculum Objects

You can save time creating curriculum with duplicate, copy, and move commands.

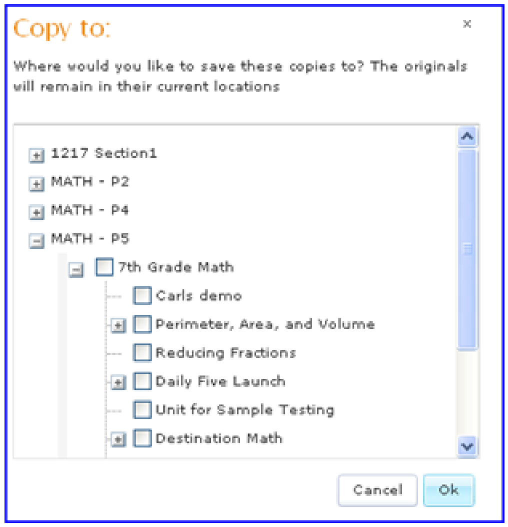
- **Duplicate**: Creates an exact copy of a curriculum object. Use this function to maintain consistency in your instructional presentation. For example, create a lesson for a chapter of a novel and then create a duplicate. Edit the lesson details and change the title in the duplicate to create lessons for a new chapter. Continue to ensure that all lessons follow a consistent flow.
- **Copy**: Creates an exact copy of the curriculum object in a new location and keeps the original object intact.
- **Move**: Removes an object from one location and places it in a new location.

These actions follow a parent/child hierarchy. For example, when you copy a unit, all lessons, activities, and assessments created within the unit are included in the copy.

You can duplicate, copy, or move only curriculum objects that you have created.

Duplicate, Copy, or Move Curriculum Objects

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Curriculum**.
4. In the navigation pane, locate the appropriate object:
   - **Unit:** Click the **Unit Listing** tab and locate a unit.
   - **Lesson: Click the Unit Listing tab, click a unit, click the Lessons/Activities tab, and locate a lesson.**
   - **Activity/Assessment:** Click the **Unit Listing** tab, click a unit, click the **Lessons/Activities** tab, or click a lesson, and locate an activity or assessment.
5. Click check box(es) to select curriculum object(s).
6. In the upper right corner of the page, click **Options** and select the appropriate action. **Duplicate** and **Copy to** require you to select a location for the copy. You can select multiple locations. **Move to** requires you to select the location for the object. You can move to only one location.



Copy dialog box

> **Note:** You can copy an object from one class to any of your other classes, but you can move an object to only one other unit or lesson within the same class.

Edit/Delete Assessments

Teachers can edit or delete only those curriculum objects that they have created. Administrators can edit state or district level curriculum objects in accordance with their author rights. Only administrators can edit the curriculum level. No one has general access to delete the top curriculum level from within the application. A system administrator can delete the top curriculum level through database access.

View and Edit Curriculum Objects

You can edit curriculum objects from a listing page.

> **Note:** Hover over a link within the curriculum to view the attributes with which the entity is aligned.

1. On the pagebar, click **Curriculum** and follow a path as noted below:

   You can edit classroom curriculum from any of the following paths:

   - **Unit:** Select a class, expand a curriculum, and click **Unit Listing** tab.
   - **Lesson:** Select a class, expand a curriculum, select a unit, and click **Lessons/Activities** tab.
   - **Activity:** Select a class, expand a curriculum, select a unit, and click **Lessons/Activities** tab.
   - **Assessment:** Select a class, expand a curriculum, select a unit, and click **Lessons/Activities** tab.

> **Note**: If you are using the Pacing Guide view, the **Pacing Guide** tab appears instead of the **Unit Listing** tab, and the **Materials** tab appears instead of the **Lessons/Activites** tab.

2. Locate the curriculum object you want to edit and, in the **Options** column, click the **Edit** icon.

   Alternatively: From the **Lessons/Activities** tab, click an assessment or activity title and, in the upper right corner of the window, click **Edit**.

Note: Once you schedule a curriculum object, depending on your configuration, edits may adversely affect scores of any students who have already taken the assessment. However, you *can* make changes. Follow one of the paths outlined above, but instead of selecting a curriculum object, click to open it. Then, click the **Assignments** tab, select a version, and click **Edit this version** for the appropriate version. Other versions of the object are not affected.

Delete

- Locate the curriculum item you want to delete (see "View and Edit Curriculum Objects," step 1) and, in the **Options** column, click the **Delete** icon.

Note: You can delete several curriculum objects at once from listing tabs. Select multiple check boxes (found to the left of the **Order** column) and, in the upper right corner of the window, click **Delete**.

Additional Edit Access

The **Details** tab of curriculum pages provides additional editing access. For curriculum, units, and lessons, an **Edit** link appears in the upper right corner of the window. Activities and assessments display an **Edit** icon.

Click any level of curriculum in the navigation pane or on a listing page. The **Details** tab opens in edit mode.

Note: Assessments can be updated as a result of updates to an item that is used in the assessment. For more information, see Item and Assessment Versioning Process.

Edit an Assessment When You Schedule It

During the scheduling process, the **Edit Assessment** button appears in the upper right corner of the window. You can make edits to the assessment and return to the Schedule page when complete.

Schedule, Distribute, and Review

After you create curriculum, you can schedule instruction, distribute assessments, and review student submissions. You can also analyze reports to assess progress.

Refer to the following topics for step-by-step information:

- Schedule Lessons, Activities and Assessments
  - Schedule a Lesson - General
  - Schedule an Activity - General
  - Schedule an Assessment - Online
  - Schedule an Offline/Paper Assessment

- Generic Assessment Response Sheets
- Schedule from Planbook
- Schedule from Learning Plan
- Scan an Assessment
- Review an Assessment
- Review an Activity
- Retract a Scheduled Activity or Assessment

Schedule Lessons, Activities, and Assessments

When you schedule lessons, activities, and assessments, the IMS adds them to the Planbook and At A Glance pages. Lessons can be viewed without being scheduled, although the option to schedule is available for teachers who prefer to track lessons.

Note: Activities and assessments that have been scheduled are often referred to as "assignments."

Refer to any of the following topics for step-by-step instruction:

- Schedule a Lesson
- Schedule an Activity
- Schedule an Offline/Paper Assessment
- Generic Assessment Response Sheets
- Schedule from Planbook
- Schedule from Learning Plan

Schedule a Lesson

1. Access the **Scheduling Options** window from either of the following paths:
   - When you create the lesson, on the **Share** tab, click **Finish & Schedule**.
   - On the **Lessons/Activities** tab, in the **Options** column for the appropriate lesson, click the **Schedule** icon .

Note: If you are using the Pacing Guide view, the **Materials** tab appears instead of the **Lessons/Activities** tab.

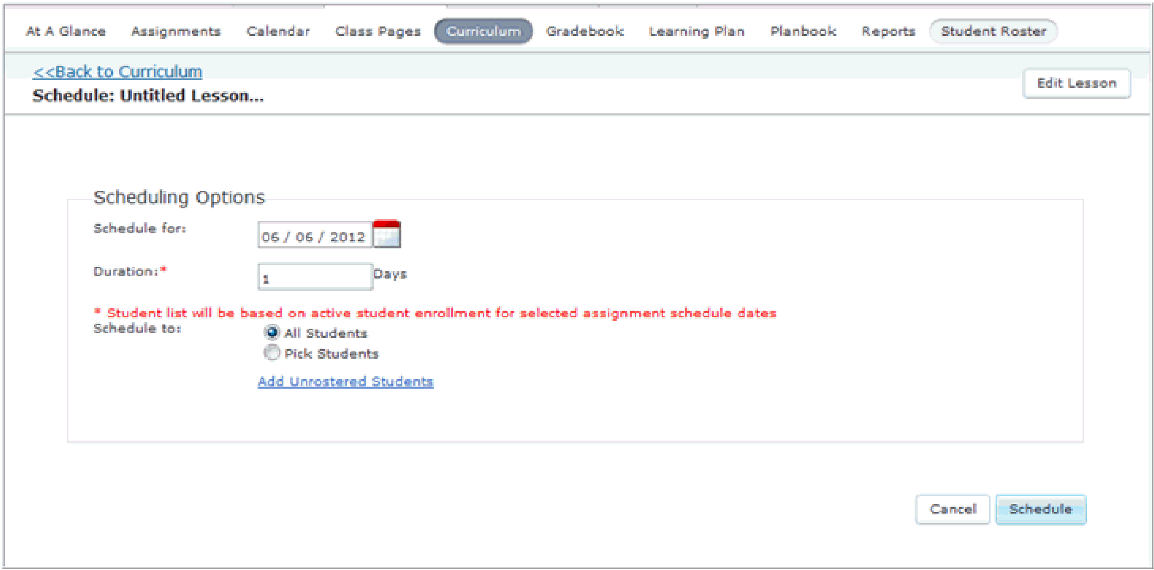
2. Select the date you want the lesson to start.

Note: You specified the **Duration** when the lesson was created, but you can change the **Duration** here.

3. Select the **Schedule to** audience. The **Pick Students** option displays a class roster from which you can select specific students.

   NOTE: The IMS offers you a link to **Add Unrostered Students**. This may not be done since unrostered students cannot be entered directly into the IMS. See **Student Roster** for more information.

4. Click **Schedule**.



The Scheduling Options page

Schedule an Activity

1. Access the Scheduling Options page from any of the following paths:
   - When you create the activity, on the **Share** tab, click **Finish & Schedule**.
   - On the **Lessons/Activities** tab, select the activity and click the **Schedule** icon .
   - On the **Activity Details** tab, click **Schedule**.

Note: If you are using the Pacing Guide view, the **Materials** tab appears instead of the **Lessons/Activities** tab.

- **Rubric:** Type a clearly defined set of criteria by which the activity will be assessed. Explain the scoring activity, if applicable.
- **Grading:** Select **Allow Activity to be Graded** to indicate that the activity will be graded. If you select this, you must also type the maximum points possible for the assignment in the **Max Points** field.

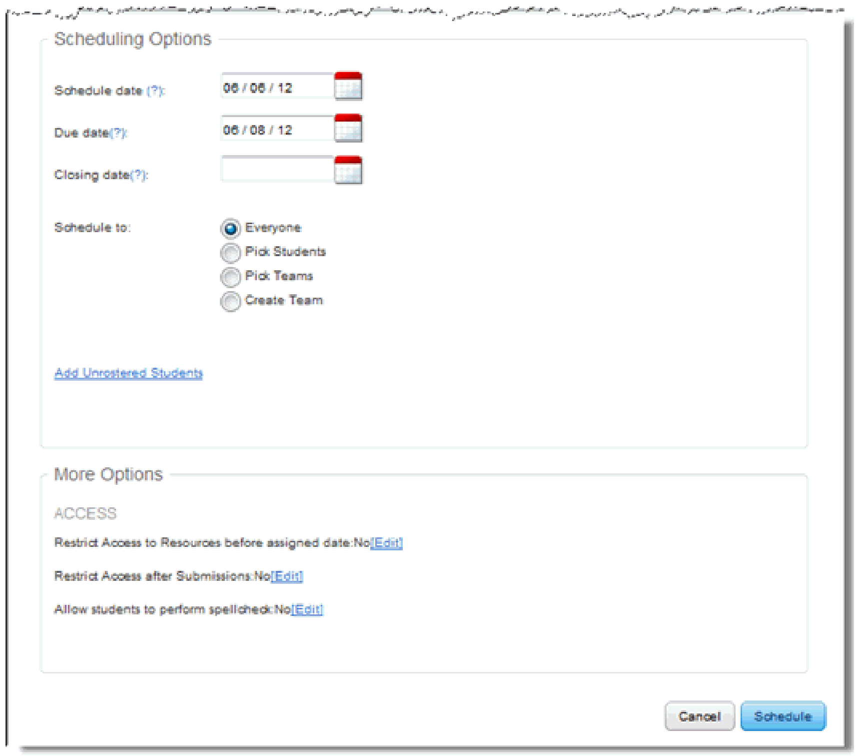
  Note: If you select **No Response** for the **Activity Type**, this option is not available.

3. Select the **Schedule to** audience. (should this be included for PD reasons only, if teachers are going to be students?)
   - **Everyone**: All students enrolled in the course.
   - **Pick Students**: Displays a class roster from which you can select specific students.
   - **Pick Teams**: Displays a list of teams you created previously for the class.
   - **Create Team**: Provides a text box for a team name and displays the class roster from which you can select team members.
4. Type or select the **Schedule date**, **Due date**, and optionally, **Closing date**.

- **Schedule date:** The date the activity appears as available on the Planbook and At A Glance pages.
- **Due date:** The required completion date.
- **Closing date:** Same as required completion date.

> **Note:** Most teachers leave the **Closing date** blank to accommodate excused absences and make-up work.

6. Click **Schedule**.



Schedule Activity page

Schedule a Paper Assessment

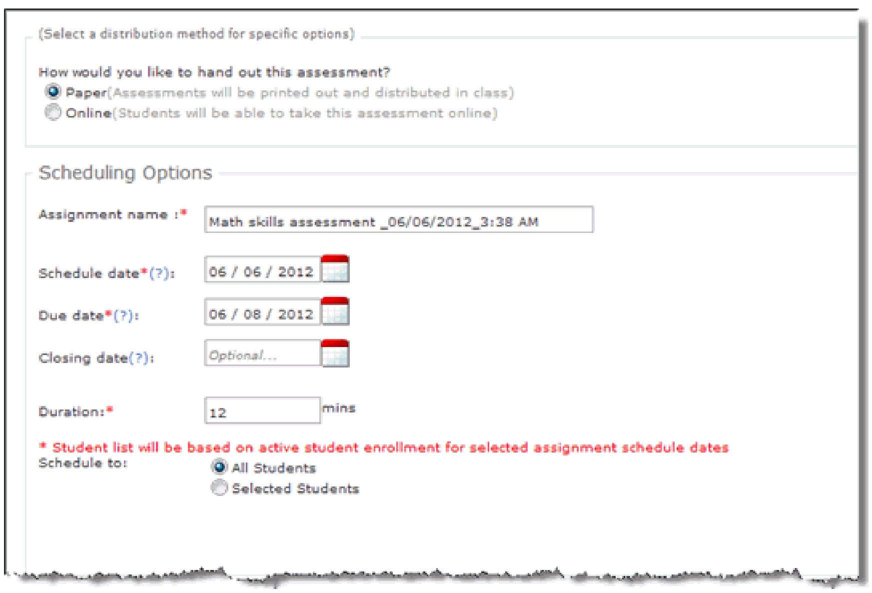
You can create a paper version of an assessment with response sheets that you scan to populate scores in the IMS. For paper assessments, you can print response sheets for each student with the student's ID, the class ID, and the assessment ID imprinted as part of the bar code in each sheet. Alternatively, you can create generic assessment response sheets on which students fill in the bubbles to indicate their student IDs. The class ID and assessment ID will still be imprinted in the bar code of each sheet.

1. Access the **Scheduling Options** window from any of the following paths:
   - When you create the assessment, click **Finish & Schedule** on the **Share** tab.
   - On the **Lessons/Activities** tab, select the assessment and, in the **Options** column, click the **Schedule** icon .
   - On the **Assessment Details** tab, in the upper right corner of the window, click **Schedule**.

2. For distribution method, select **Paper**.
3. Complete steps 3-4 from "Schedule an Online Assessment" above.
4. Select the **Schedule to** audience.
   - **All Students**: All students enrolled in the course.
   - **Selected Students**: Displays a class roster from which you can select specific students.

Note: Only rostered students can be scheduled for an assessment.

5. Review and edit options as described in "Schedule an Online Assessment" above.
6. Click **Preview** to view the response sheet. For **generic assessments**, in the **Preview for** drop-down list, select **Generic response sheets**.
7. Print the response sheets.
8. Click **Schedule**.

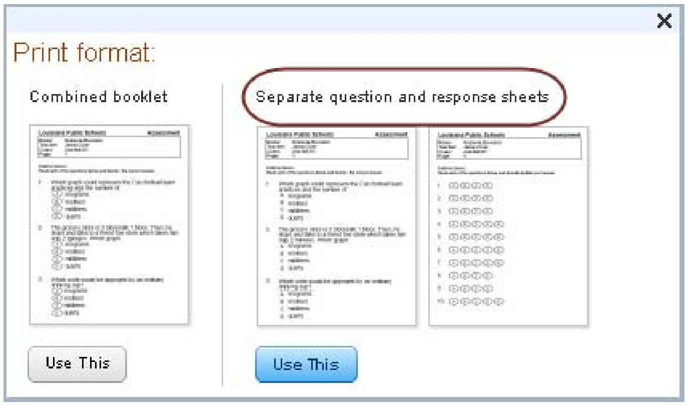


Schedule Paper Assessment

Generic Assessment Response Sheets

To create generic assessment response sheets, complete the steps in "Schedule an Offline/Paper Assessment." Note that the following settings are required:

- In **Print Layout** options, for **Print Format**, select **Separate question and response sheets**.



Print Format window

- In the **Preview** window, in the **Preview for** drop-down list, select **Generic response sheets**.

Schedule from Planbook

1. On the pagebar, click **Planbook**.
2. Hover over the calendar date associated with the appropriate class, and click the Add icon .
3. In the left navigation pane, expand curriculum to the appropriate lesson, activity, or assessment.
4. Continue with the appropriate schedule steps provided above.

Schedule from Learning Plan

1. In the left navigation pane, select the appropriate class.
2. On the pagebar, click **Learning Plan**, or on the At A Glance page, locate the **Learning Plan** calendar.
3. Click the appropriate date on the calendar.
4. Click **Add more activities**.
5. In the left navigation pane, expand curriculum to the appropriate lesson, activity, or assessment.
6. Continue with the appropriate schedule steps provided above.

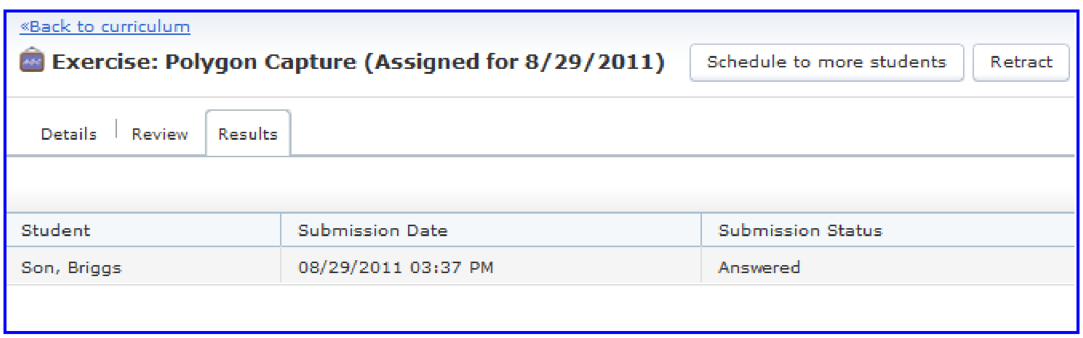
Retract an Assignment

An assignment is an activity or assessment that has been scheduled. You can retract an assignment if it is no longer needed or if you scheduled it by mistake. Administrators can retract all scheduled assignments. Teachers can retract only assignments that they have scheduled for a class.

Note: If you want to change an activity or assessment after it has been scheduled, you can modify it instead of retracting and rescheduling. See Edit/Delete Curriculum Objects.

Retract an Assignment

1. On the top navigation bar, click **Classes** and select **Teach**.
2. On the pagebar, select **Curriculum**.
3. In the left navigation pane, select the appropriate class and unit, and then click the name of the activity or assessment that you want to retract.
4. On the Details page for the activity or assessment, click the **Assignments** tab.
5. Locate the assignment and click the **Assignment Name**.
6. Click **Retract** to cancel the scheduled activity or assessment.
7. Click **Yes** to the confirmation message. Once retracted, you can click **Schedule** in the assessment header to reschedule.



Retract option on the Results tab

Retract from Planbook

1. On the pagebar, click **Planbook**.
2. Hover over an item on the Planbook page, and a drop-down arrow appears.
3. Click the drop-down arrow and click **Remove & Retract**. A confirmation message appears.
4. Click **OK**. The IMS removes the assignment from the Planbook page.

Retract from Assignments Page

1. On the pagebar, click **Assignments**.
2. To find the assignment, either filter or search the assignment list.
3. In the **Options** column, click the **Retract** icon. A confirmation message appears.
4. Click **OK**. The IMS removes the assignment from the Planbook page.

Scan and Upload an Assessment

When you use assessments, the IMS creates student-specific answer sheets that students use to record their responses. Each answer sheet includes a bar code that identifies the student, teacher, class, and assignment. Alternatively, you can create generic assessment response sheets on which students fill in the bubbles to indicate their student IDs. The class ID and assessment ID will still be imprinted in the bar code of each sheet. After students take the assessment, you must scan student answer sheets so that scores can be imported into the IMS.

Any school-approved personnel can scan answer sheets. Scanning requires at least one scanning hardware device or a printer with pdf, gif, or tif capability. You save answer sheets as a scanned image (many printers offer a print-to-PDF option) and then upload the resulting scanned answer sheet file from your computer. The upload option queues files for loading, so several teachers can load answer sheets at the same time, and the IMS network handles the requests for loading.

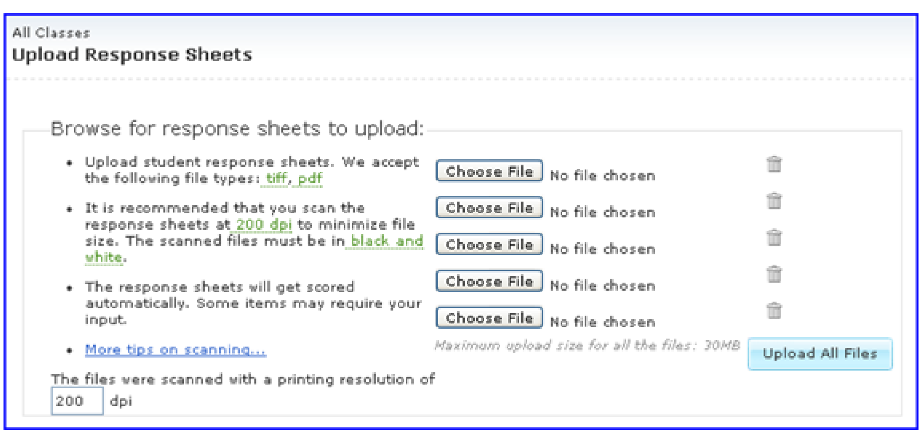
Scanning Guidelines

- Set scanner resolution to **150 or 200 dpi**.
- Use scanner in **Black and White** setting.
- Set scanner to **Text** option if your scanner offers Picture-to-Text settings.
- PDF files cannot exceed 7MB (approximately 175 pages).
- Answer sheets must be vertically aligned (portrait) and original size (no scaling).
- Check the scanned image for the following alignment: Top/Bottom margins approximately 1/2 inch; Left/Right margins approximately 3/4 inch.

Upload Scanned Assessments

You can save an assessment in any scanned format (including pdf, gif, or tif) and use web services to upload data to The IMS.

1. Scan documents to an accessible location.
2. Sign in to the IMS.
3. In the top navigation bar, click **Applications** and select **Upload Response Sheet**.
4. Click **Choose File** and browse to your file. You can select up to five files at a time.



Upload Response Sheets window

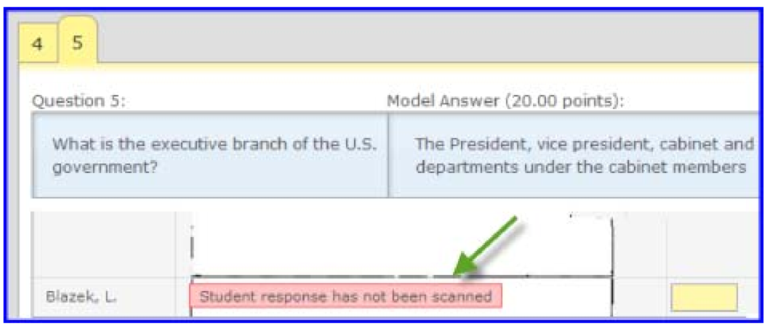
5. Click **Upload All Files**.

Note: If you have unrostered students, you must wait until they are rostered before you can scan their assessments.

Scanning Issues

Scanning issues are reported within the scanned document, so you can identify the problem quickly and take steps to correct it.

1. In the left navigation pane, select the appropriate class.
2. On the At A Glance page, in the **Lesson Plan** section, click **Required Review**.
3. Click the title of an assessment.
4. Click the **Review** tab.
5. In the **Show** drop-down list, select **Review Required**.
6. Review answers. Any scanning errors are noted within the student response area in a red highlight box.



Scanning Error

Review an Assessment

The IMS places assessment scores in the assessment **Review** tab. The IMS scores multiple choice and true/false questions. However, fill-in-the-blank, constructive response, exhibit passage, and student produced response questions require a teacher review and manual scoring.

You review responses only for classes that you teach.

Review an Assessment

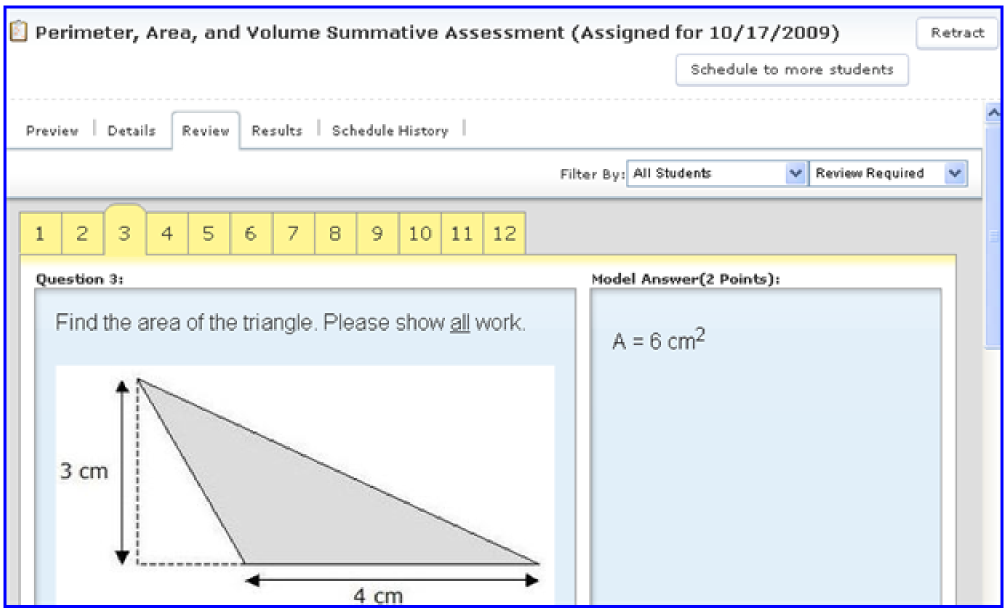
There are several paths you can take to access an assessment **Results** tab.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. Open the assessment from any of the following paths:
   - For assessments due or assigned for the current day: On the At A Glance page, in the **Today** section, click the assessment title, and then click **Review**.

- For assessments that include questions other than multiple choice or true/false: On the At A Glance page, in the **Required Review** section, click **Review**.
- For all assessments: On the Curriculum page, select the appropriate class, and navigate through the curriculum structure to the assessment. Click the **Assignments** tab, expand the appropriate version, locate the appropriate date, and click the assessment title in the **Assignment Name** column. Click **Review**.

4. In the **Filter by** drop-down list, locate the appropriate student and select **Review Required**.

Note: Question tabs in yellow *require* a review and manual score.



The Assessment Review tab

Optional: For each required review, type a value in the corresponding **Points** field located to the right of the student response, and then click **Done**.

Optional: To review assessments created with **Mastery Scoring with Item Level**, select the mastery level that corresponds to the student's answer. Then select either **Correct** or **Incorrect** as the **Validation** type.

Hint: You may need to scroll to the bottom of the response form to see the **Done** button.

Write Reflections

You can add notes, or reflections, on a specific unit or lesson.

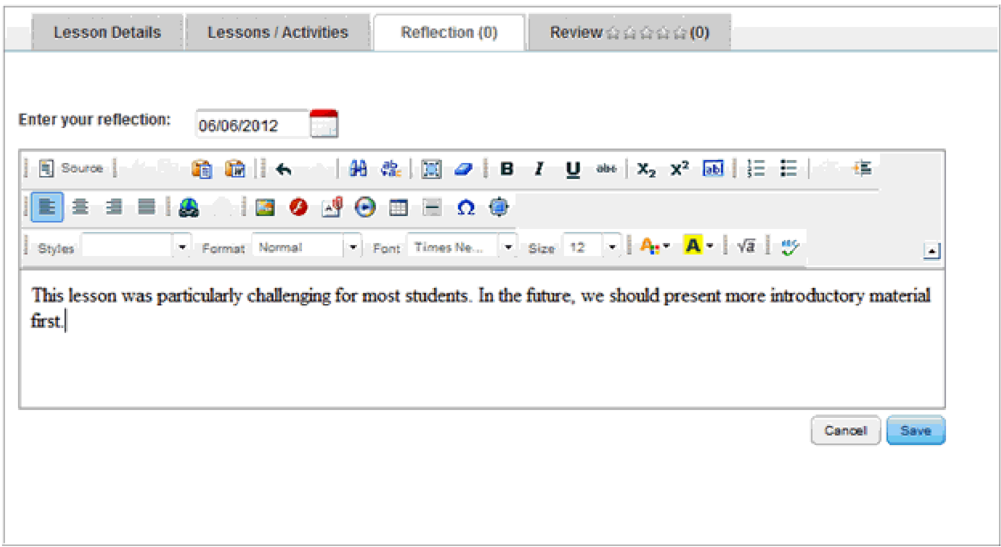
Write Post-Unit Reflections

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select a class.
3. On the pagebar, click **Curriculum**.

4. Expand the curriculum in the navigation pane and click the appropriate unit.
5. Click the **Reflections** tab.

   Optional: Click the **Lessons/Activities** tab, select a lesson, and then click the **Reflection** tab.

6. Type comments.
7. Click **Save**.



Reflections

Note: You can create as many entries as you like. Each entry is dated for the current day; however, you can change the date. You can print entries, edit them, or delete them.

Once created, you can edit, delete, or print reflections.

- To edit an entry, click the **Edit**  icon.
- To delete an entry, click the **Delete**  icon.
- To print an entry, click **Options**, select **Print Preview**, and then click **Print**.
- *Optional:* To perform a spell check, click the **Check Spelling** icon  in the text editor.

Item Bank

Item Bank Overview

An item bank is a repository of assessment questions. IMS administrators create an item bank shell and select whether to import content, allow others to create content, or use both the import and create options in combination. Teachers can browse an item bank and add item bank questions to assessments they create.

For organizations that will create their own item bank content, administrators must assign item bank roles. Item bank roles assign appropriate rights that allow you to create, review, and publish content to an item bank.

> **Note:** The Item Bank feature includes several options that must be configured for your school. If you do not see all options, see your IMS system administrator for guidance.

Item Bank Content Creation and Review

The IMS supports an item creation workflow that ensures content meets a standard for quality and consistency. The workflow introduces four levels of checks and balances: creation, review, publishing, and best practice review.

The following steps outline the workflow:

1. An author creates a new item and submits it for review.
2. A reviewer makes recommendations and awaits editor approval.
3. An editor approves recommendations and returns the item to the author for revision.
4. The author revises and re-submits the item.
5. The editor can publish or reject the item. Publishing an item adds it to the item bank. The editor can also forward an item to the best practices administrator.

   > **Note:** Editors must determine best practice review submission before publishing an item. Once published, the option to forward for a best practice review is no longer available.

6. The best practices administrator reviews an item to determine whether it meets the organization's definition of a best practice. If valid, the item is marked as "meets best practices." When creating an assessment, teachers can filter items to select only best practice-vetted items.

> **Note:** An item bank must exist as a container before you can create content. See Create an Item Bank.

Create an Item

Only persons with author or super author rights can create items. (System administrators assign these rights when adding staff.)

1. Sign in with author or super author rights and, on the top navigation bar, click **Manage**.

2. In the navigation pane, select an appropriate organizational level (district or school), and on the pagebar, click **Item Bank**.
3. On the Item Banks page, select an **Item Bank**. A new page opens with several tabs. The **My Items** tab displays existing item bank items.
4. Click **New** and, in the **Create New Items** list, select an item type.

Note: See Item Types for more information about item types.

5. In the **Create an Item** window, do the following:
   a. Select an **Item Level**. This value is used for mastery scoring. If your district is not using mastery scoring, you will not see this field.
   b. Select the **Subject** and the **Grade** for the item.

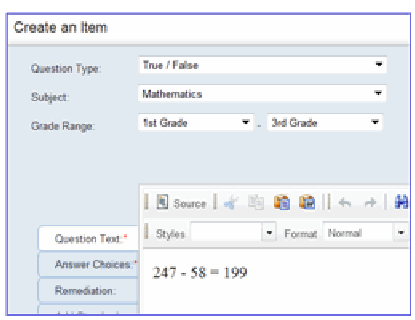
Note: The following optional steps must be configured and may not be available for your school or district. See your IMS system administrator for help.

Optional:

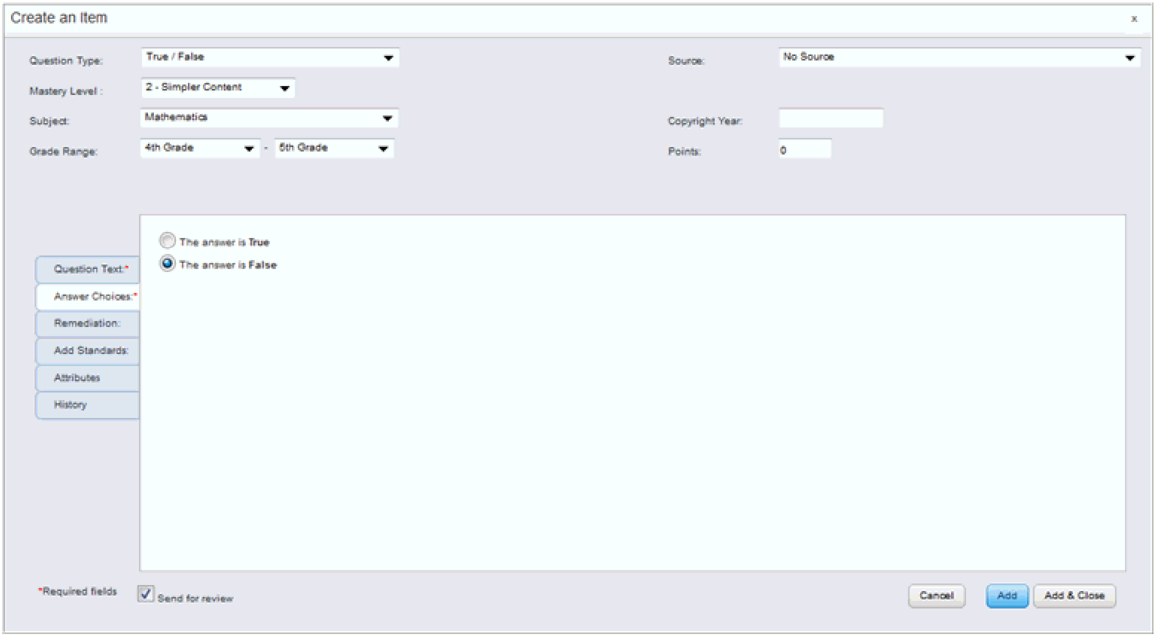
- Select a **Source name**. This supports filtering for item bank searches. If no source exists, click **Create New** to create one.
- Type a **Copyright Year**. This supports filtering for item bank searches.
- For Exhibit Passages, type a **Lexile value** from 0 to 2000. This supports filtering for item bank searches.
- Type a value in the **Points** field.

Note: Teachers can change point value when they select the item for an assessment, but it retains the value you assign here as the default item bank value.

6. Type the question text.



7. Click the **Answer Choices** tab and select or type the correct answer and, for multiple choice questions, add the alternative answers.



Optional: On the **Remediation** tab, type remediation information.

Optional: On the **Standards**, select standards that the assessment item covers.

Optional: On the **Attributes** tab, select any applicable Bloom and Marzano cognitive levels and keyword sets, and type appropriate basic attributes and tags.

The **History** tab displays the revision history of the item, if applicable.

> **Note:** The area where you type the question and answer text contains a rich text editor, allowing you to format your questions and answers. For items that include mathematical equations, the rich text editor includes an **Equation Editor** $\sqrt{a}$, which enables you to insert mathematical symbols into equations.

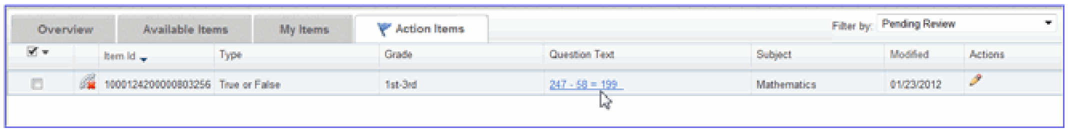
8. Check **Send for review** to place the item in the reviewer and editor queues.
9. Click **Add** to complete the item and create another, or **Add & Close** to complete the item and exit.

   Individuals assigned the roles of item bank reviewer and editor in your school district see the new item in their queues.

Review an Item

Item bank reviewers and editors ensure that items meet quality and consistency standards. After an author creates a new item and sends it for review, the item status is **Pending Review** and it appears in reviewer and editor queues.

1. On the Item Banks page, click an **Item Bank** title.
2. Click the **Action Items** tab, and in the **Filter by** drop-down list, select **Pending Review**. A list displays all pending items.
3. Click an item in the **Question Text** column.



A new page opens.

4. In the toolbar, click **Add Recommendation**. In the **Enter Recommendation** dialog box, type your comments and click **Add Recommendation**.

   Optional: You can click **View History** to show all actions for the selected item, including the date the question was created, the name of the author, and all recommendations and the dates they were added.

Revise an Item

Only item bank authors and super authors can revise items. The revision function is not available until a reviewer or editor has submitted an item with comments.

1. Sign in with author or super author rights.
2. Complete steps 1-3 from Create an Item.
3. In the **Filter by** drop-down list, select **Requires Revision**. A list displays all pending items.
4. In the **Question Text** column, click an item.
5. Click **Edit** and make appropriate changes.
6. Check **Send for review** to place the item in the reviewer and editor queues. Authors can view the item from the **View All** option in the **Filter by** drop-down. The status is changed to **Pending Review**.

Approve an Item

Only an editor can approve an item.

1. Sign in with editor rights.
2. Complete steps 1-3 from Review an Item.
3. In the toolbar, click **View History** and read reviewer recommendations.
4. Click **Approve Recommendations**. The item moves to the author queue where it appears in **Requires Revision** status.

Note: If you do not approve recommendations, click **Close** and see Publish or Reject an Item.

Publish or Reject an Item

Editors have several responsibilities: they perform the review, approve the recommendations of a reviewer, and make the final decision to publish or reject an item.

Note: Editors at the state level may have additional revision rights that are reserved for authors-only at other organizational levels.

1. Sign in with editor rights.
2. Complete steps 1-3 from Create an Item.

3. Click the **Action Items** tab, and in the **Filter by** drop-down, select **Requires Review**.
4. In the **Question Text** column, click an item. A new page opens.
5. In the toolbar, click **Review Item**.

   Optional: You can type comments in the **Submission Notes** tab.

   Optional: You can select the item for **Best Practices** review. See Review for Best Practices

6. Click **Publish** or **Reject**.
   - **Publish**: Adds the item to the item bank
   - **Reject**: Removes the item from the item bank. A record remains with a **Rejected** status, but the item is no longer available for edit or use by the author. Editors might reject a question because it fails to add value to the organization, or does not meet established criteria.

   Published items move to the **Available Items** tab. You can continue with a best practices review, or leave the item as standard item bank content.

Review for Best Practices

Best-practice administrators have two paths available for review.

- The workflow supports best practice compliance in a two-step process. First, an editor assigns an item for best practices review. Next, a best practices administrator conducts the review and evaluates items against best practice criteria.
- Best-practice administrators have an alternative option available. They can review published items that were not sent for best-practice review and select them as best practices. For this option, follow the alternative directions below.

Editor

1. Follow steps 1-5 from Publish or Reject an Item.
2. To forward to the best-practice administrator for review, click the **Best Practice Notes** tab and select **Yes**.

   Optional: Type notes to share with the best-practice administrator.

3. Continue with step 6 to publish the item. Once you publish, the item moves to the best-practice administrator queue.

Best Practice Administrator

1. Sign in with best-practice administrator rights.
2. Complete steps 1-3 from Create an Item.
3. Click the **Action Items** tab and, in the **Filter by** drop-down list, select **Recommended for Best Practices**.

   Alternatively: For items not sent for review, click the **Available Items** tab.

4. In the **Question Text** column, click an item. A new page opens.
5. At the bottom of the page, click the **Best Practice Comment** tabs.

6. In the **Does this item comply with best practices?** drop-down list, select the appropriate rating.
    - **Not specified**: Leaves the item unrated. The item remains in your **Action Items** queue.
    - **Yes**: The **Best Practice** icon is activated for the item and the **Write a Review** button is available.
    - **No**: The **Best Practice** icon and **Write a Review** button are disabled.

    Optional: Click **Write a Review**, type your comments, and click **Save**.
7. Above the item title at the top of the window, click **Back to Item List**.

> **Note:** You can change the **Best Practice rating** from **No** to **Yes** and back, but once you select either of these ratings, the **Not Specified** option is no longer available.

Create an Item: Item Types

When IMS administrators create item banks, they may choose to allow others to create items for the item banks. For organizations that will create their own item bank content, administrators must assign item bank roles. IMS users with author or super author rights can create items and publish them to an item bank.

In the process of creating assessments, teachers can select items from an item bank, or they can create their own items.

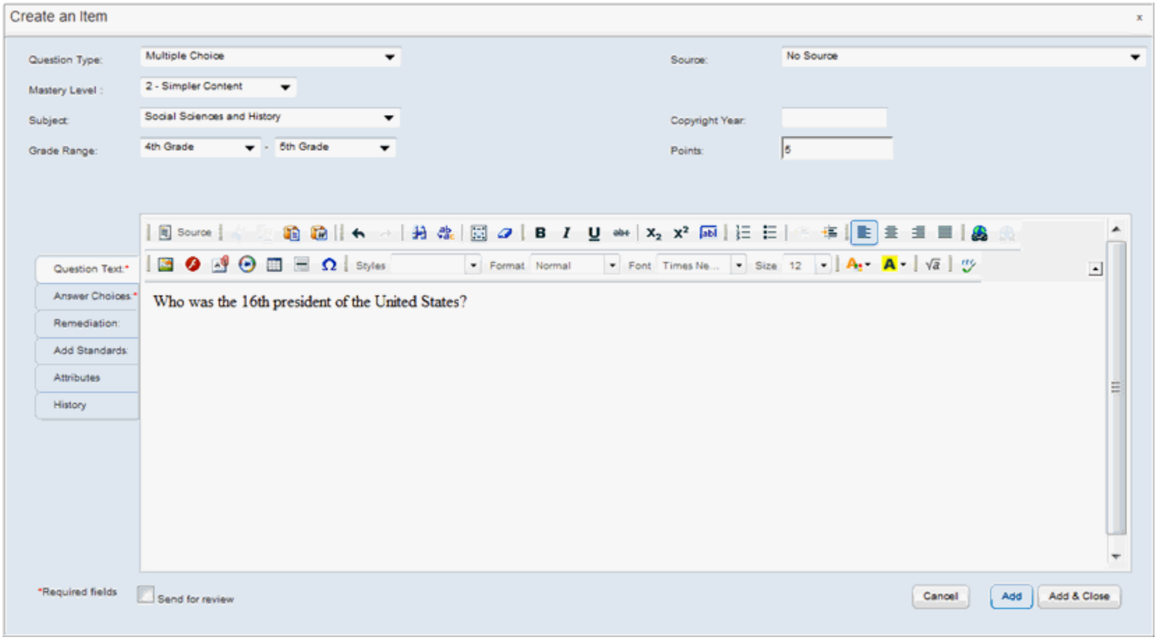
The procedures below describe the detailed steps for creating each type of item. They are intended to supplement the procedures described in Create an Item and Create an Assessment.

- To create an item for an item bank, complete steps 1–4 in "Create an Item," and then do the appropriate steps below. When finished, return to "Create an Item" for additional steps.
- To create an item for an assessment, complete steps 1–12 in "Create an Assessment," and then do the appropriate steps below. When finished, return to "Create an Assessment" for additional steps.

Create a Multiple Choice Item

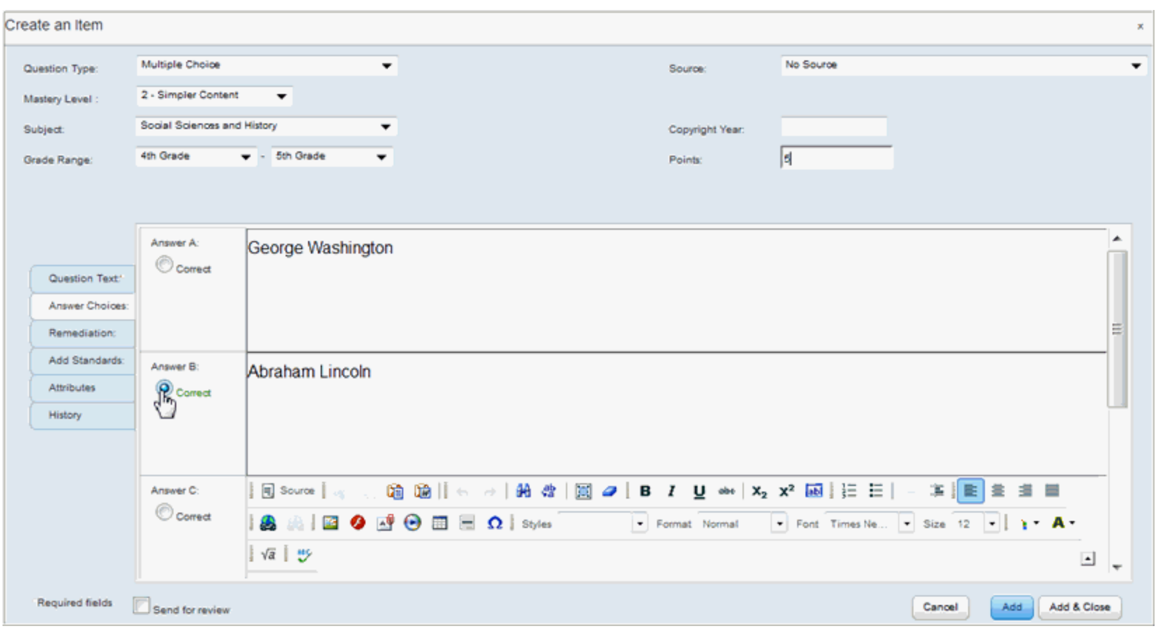
This option allows you to create a question and multiple choice answers.

1. Select the **Item Level**, **Subject**, and **Source**.
2. Type the number of **Points** for the question.
3. Type the **Question Text**. Note that you can add graphics and media files.



Question Text

4. Click **Answer Choices** and type appropriate answers.



Answer Choices

5. Click **Add** to create additional choices.
6. Select the appropriate **Correct** answer.

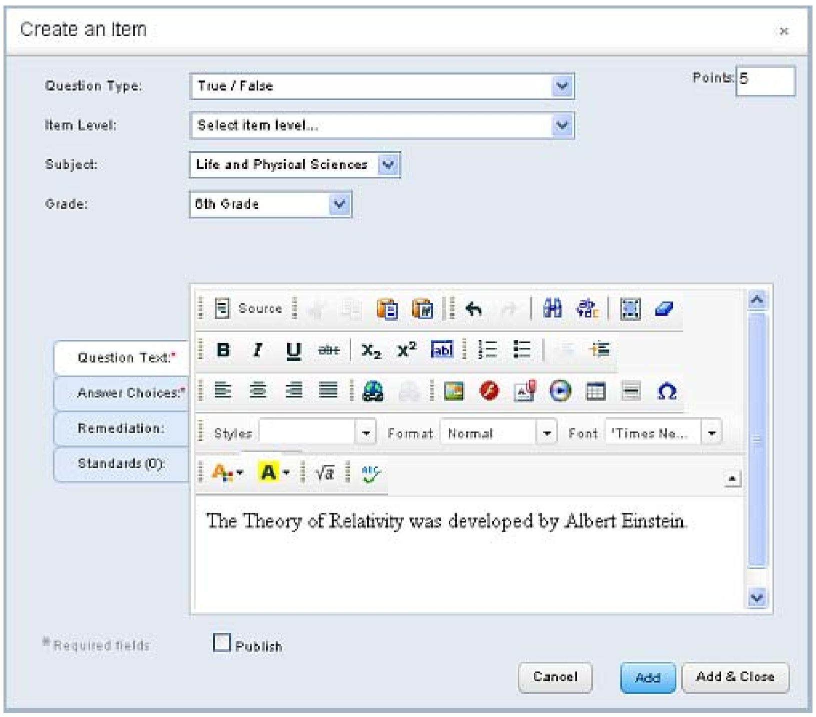
Optional: Add one or more **Standards**.

7. Click **Add** to add your question and create another of the same type, or click **Add & Close** to add your question and close the Multiple Choice form.

True/False

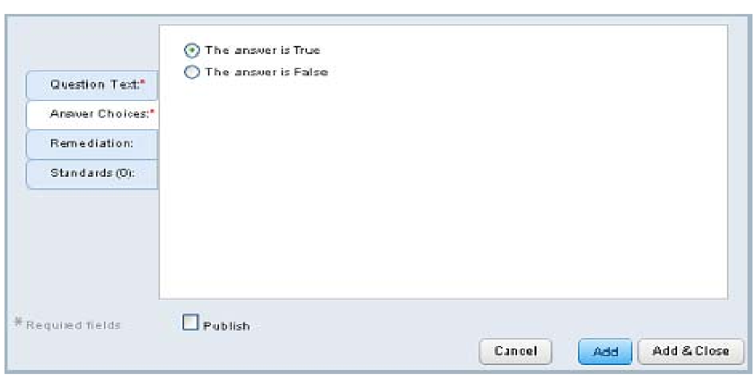
This option allows you to create questions in a true/false format.

1. Select **Item Level**, **Subject**, and **Grade**.
2. Type the number of **Points** for the question.
3. Type **Question Text**.



True/False Question Text

4. Click **Answer Choices** and select the correct answer.



True/False Answer Choices

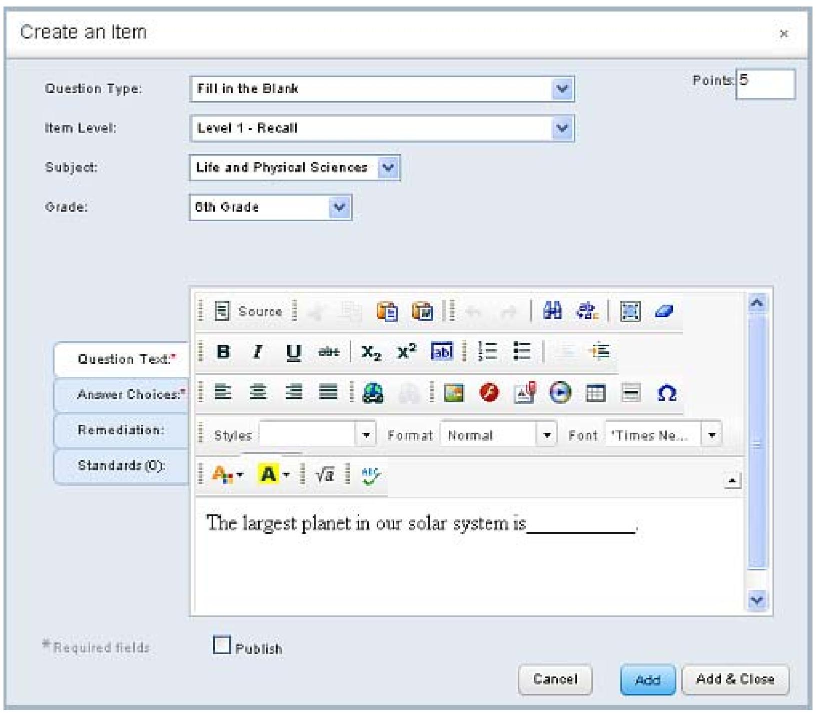
Optional: Add one or more **Standards.** You are limited to the list of standards you added on the **Standards** tab.

5. Click **Add** to add your question and create another of the same type, or click **Add & Close** to add your question and close the **True/False** form.

Fill in the Blank

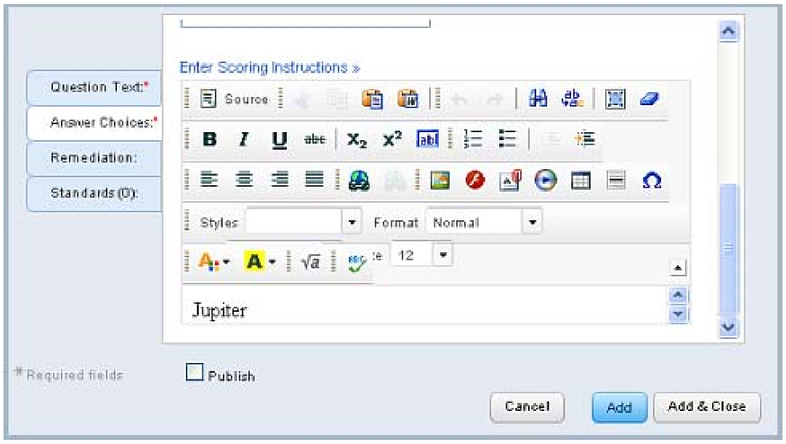
This option allows you to create questions and create blanks for student response.

1. Select **Item Level**.
2. Type the number of **Points** for the question.
3. Type the **Question Text** and include a minimum of four underscores for each blank. (Multiple blanks must be separated by a space.)



Fill in the Blank Question

4. Click **Answer Choices** and type appropriate answers. Complete only one answer for each blank provided in the question.



Fill in the Blank Answer

Optional: Type alternative answers or guidance for determining a correct answer if needed.

Optional: Add one or more **Standards.** You are limited to the list of standards you added on the **Standards** tab.

5. Click **Add** to add your question and create another of the same type or click **Add & Close** to add your question and close the form.

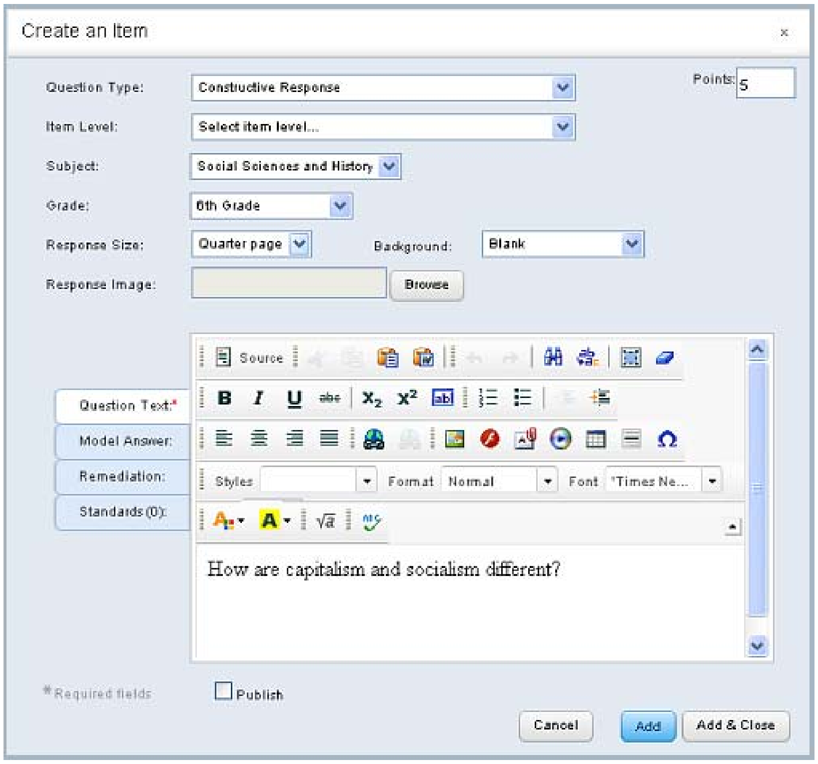
Constructive Response

This option allows you to create questions for free form response. This format is also known as short answer.

1. Type the number of **Points** for the question.
2. Select the **Response Size**. This is the amount of space reserved on the answer sheet for the student's response.
3. Select the **Background**. This allows you to display the question with a ruled background.

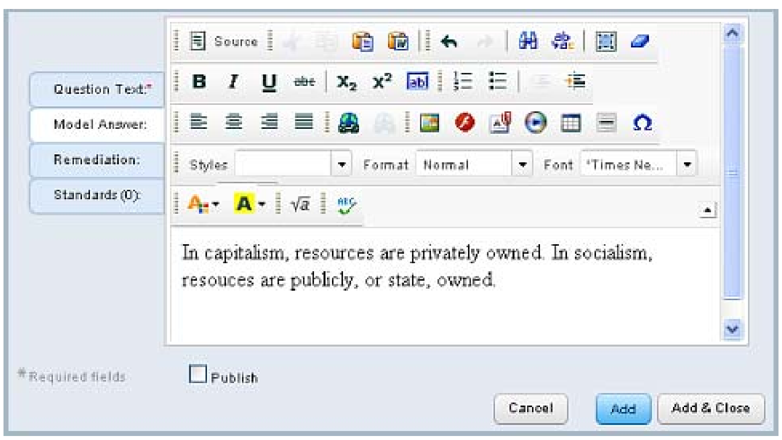
   Optional: To add a response image, select the appropriate **Response Size** and **Background** settings from the drop-down lists, and browse to select the **Response Image**.

4. Type the **Question Text**.



Constructive Response Question

5. Click **Model Answer** and type an appropriate answer.



Constructive Response Answer

Optional: Add one or more **Standards**. You are limited to the list of standards you added on the **Standards** tab.

6. Click **Add** to add your question and create another of the same type or click **Add & Close** to add your question and close the Constructive Response form.

Exhibit Passage

This option allows you to create a text passage or image, such as a map, and create one or more questions related to the displayed item.

1. Type a **Passage Title**.
2. Click the **Exhibit Passage** tab, and type or insert the passage.

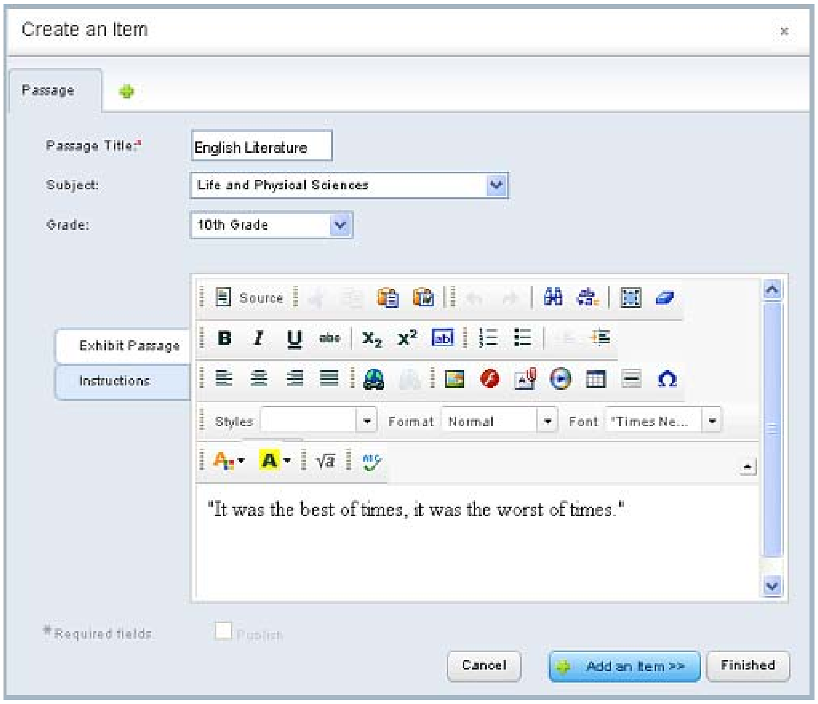
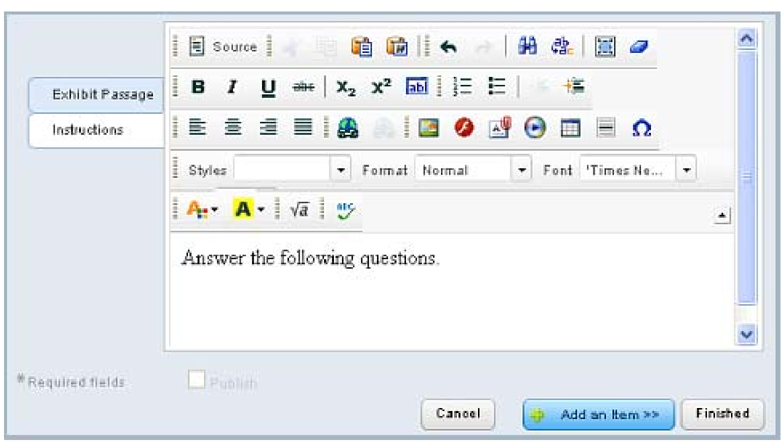


Exhibit Passage Tab

3. Click the **Instructions** tab and type instructions.



Instructions Tab

4. Click **Add an Item**.
5. Select a **Question Type** from the drop-down menu.
6. Type the number of **Points** for the question.

   Optional: Select an item cognition level.

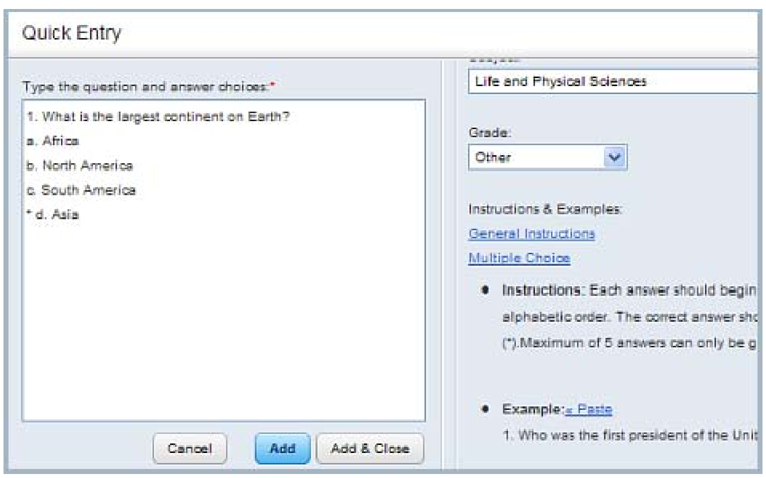
7. Complete steps appropriate to the question type selected.
8. Click **Add an Item** to add your question and create another of the same type, or click **Finished** to add your question and close the form.

Quick Entry

This option allows you to create questions and answers in one process, using predefined codes to format your assessment.

Note: This option is available only when creating an assessment. It is not used for creating items for an item bank.

1. Click **Instruction and Examples** links as required.
2. Type assessment information using instructed format.



Quick Entry window with multiple choice question

3. Click **Add** to include your question and create another of the same type, or click **Add & Close** to add your question and close the Quick Entry form.

Create a New Version of an Item

After an item has been published to an item bank, you can make revisions to that item. The IMS then assigns a new version number to the item. During the process of updating the item, you indicate whether it is a major or minor revision. A major revision is one in which the item has changed significantly, and student results for the revised version should not be compared to results for previous versions. A minor revision does not affect the item content in any substantive way.

When you create a new version of an item, the item goes through the same review and revision workflow as you use when creating a new item. The item bank editor reviews the revision and the major or minor classification. The editor can change the classification, if appropriate, and then publish the new version of the item.

If the new version is classified as a minor update, then any assessment that includes that item will be automatically updated with the new version. If the new version is classified as a major update, then the author of any assessment that includes that item receives a notification of the new version, and can opt to include the new version in the assessment or not.

Note: When an assessment is updated with a new version of an item, the updates are not applied to any scheduled instances of the assessment.

The IMS assigns new versions as follows:

- **Major revisions**: Version number is increased by 1; for example, from version 1.0 to version 2.0.
- **Minor revisions**: Version number is increased by .1; for example, from version 1.0 to version 1.1.

Item and Assessment Versioning Process

Item Author

1. Sign in with author or super author rights and, on the top navigation bar, click **Applications** and select **Item Bank**.
2. On the Item Banks page, select an Item Bank. A new page opens with several tabs. The **My Items** tab displays existing item bank items.
3. Click an item to open it, and then click **Edit**.
4. Enter revisions to the item.
5. Optionally, complete the following steps:
   - At the bottom of the page, click **Add update details**, and type an explanation of the updates. Then click **Finished**.
   - Select the **Major Revision** check box if appropriate.
   - Select the **Send for review** check box and click **Save**.

Item Editor

1. Follow standard process for reviewing items.

2. Verify that the revision has been appropriately classified as a major or minor revision. Check or un-check the **Major Revision** check box, if appropriate.
3. If the item is approved, click **Publish**. The item is published to the item bank, classified as a major or minor update.
   - If the update is minor, it is then propagated to all assessments that include that item. The item and, if it has not yet been assigned, the assessment are assigned a new version number.
   - If the update is major, the authors of any assessments that include the item receive a message in their Home page **Tasks** section, labeled **Assessments Updates**.

Assessment Author

1. On the Home page, in the **Tasks** section, click **Assessments Updates**. A list of assessments that contain items with major updates is displayed.
2. In the **Actions** column for an assessment, click the **Review** icon to view the changes to the item(s).
3. To accept updates to an assessment:
   a. Select the check box to the left of the assessment title, and click **Accept Updates**.
   b. In the **Accept Updates** pop-up window, select either **Minor Revision** or **Major Revision**, and click **Yes**.

> **Note:** If you accept updates, any currently assigned instances of the assessment are not updated.

4. To reject updates to an assessment:
   - Select the check box to the left of the assessment title, and click **Reject Updates**. The assessment remains unchanged and the item is cleared from your **Tasks**.

> **Note:** Once you reject an update to an assessment, if any subsequent updates are made to the item, you will not receive notification and the updates will not be incorporated into the assessment.

Browse an Item Bank

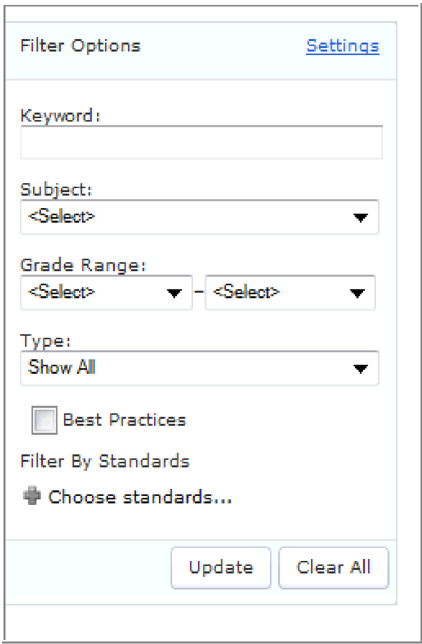
Teachers and school administrators can browse item banks to select questions for assessments.

To find questions that are appropriate for the grade level and subject you teach, you can filter by subject, question type, grade level, and other criteria.

1. On the top navigation bar, click **Applications** and select **Item Bank**.
2. In the left navigation pane, select a district or school.
3. On the Item Banks page, click the title of an item bank to open it.
4. Click **Available Items**.
5. Hover over an item in the **Question Text** column to preview an item.
6. Click the item in the **Question Text** column to view the details for a single item.

Filter the Item Bank

Use **Filter Options**, available in the left navigation pane, to refine your search.



The Item Bank Filter Options

1. Click **Filter Options** and then click **Settings**.
2. Type an **Item ID** to display a single item with the Item ID.
3. In the **Keyword** field, type a word or phrase to list only items that contain the string you type.
4. Select one or more filters from the drop-down lists:
   - **Subject**: Select to filter items by subject (math, literature, science, etc.)
   - **Grade Range**: Select to filter items by a grade or range of grades.
   - **Type**: Select to filter items by item type (multiple choice, true/false, etc.)
5. Click **Best Practices** to list only items that have been flagged as meeting your organization's best practices.
6. Click **Choose standards** to list items that have been aligned to one or more standards.
7. Click **Update** to display all items matching your criteria.

Peer Review

Peer Review Teams

System administrators can create Peer Review Teams to review curriculum objects (units, lessons, activities, and assessments). When a peer review team approves a curriculum object, it is added to the Community Content Library (CCL), to be shared at the parent organization level (for example, the state or the district). All curriculum objects that have been approved by a peer review team are designated as "best practice" objects. The object is then available for teachers throughout the organization to use in their classes. Peer review teams are composed of selected staff from across the organization with expertise in a given area (for example, 7th grade mathematics).

A teacher or school administrator must have CCL author rights to share objects to the CCL and to submit objects for peer review. Once submitted, the curriculum object appears under **Tasks** on the home page of each member of the peer review team.

The Peer Review Team workflow must be configured. Your district may choose a one-step process or two-step process for review.

Peer Review Tasks

Refer to the following topic for step-by-step instruction:

- Peer Review Process

Peer Review Process

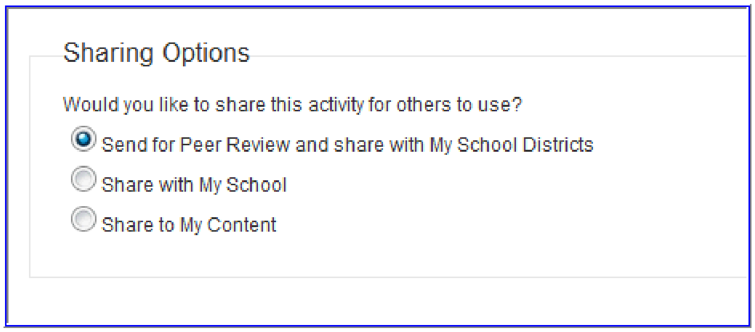
When a teacher or school administrator with CCL Author rights submits a curriculum object for peer review, the IMS assigns the object to an appropriate peer review team. The selection of a peer review team is based on the subjects and grades specified when the peer review team was created. When the object is assigned to a peer review team, a peer review task appears on the Tasks page for each member of that team.

Note: The Tasks page is also referred to as the Work Baskets page.

Submit Objects for Peer Review

A teacher or school administrator must have CCL Author rights to submit curriculum objects for peer review. CCL authors submit objects for review from the object **Sharing** tab. Templates define peer review options.

1. Follow appropriate steps to create a unit, lesson, activity, or assessment.
2. When you reach the **Share** tab, select **Send for Peer Review**. The item then appears for appropriate PRT members on their Tasks page.



Note: If you select **Send for Peer Review**, the object is saved to **My Content** until it has successfully completed the peer review process.

Note: Curriculum objects that successfully go through the peer review process are made available to teachers throughout the parent-level organization (for example, the district). CCL authors can also share their objects only with their school. In this case, the object does not go through the peer review process.

Review Community Content Library Objects

To review CCL submissions, peer review team members do the following:

1. On the Home page, in the **Tasks** section, click **Community Content Library Submissions**.
2. Locate the **Status** column. For each object with a status of **Requires Review**, click the **Title**.
3. Review the content displayed in the lower pane.
   - Click **Browse this <*object*>** to open the object **Preview**, **Details**, and **Review** tabs for more information.
   - Click the **Review Instructions** tab to read information created for the PRT.
   - For objects you select to **Revise**, type instructions to share with the author in the **Review** tab text box.
   - Type in the **Comments** tab text box and click **Submit Comments** to share with other reviewers.
4. On the **Review** tab, click either **Approve** or **Revise**.

   Final approval of the curriculum object depends on whether the peer review team is configured for a one-step process or two-step process.

   - For a team with a one-step process, after all members of the peer review team have approved the object, the object is automatically approved and added to the CCL, designated as a "Best Practice." If one or more reviewers have selected **Revise**, the object is returned to the author for revision.

- For a team with a two-step process, the Lead Reviewer must approve the object after it has been approved by all of the other peer review team members. Once the Lead Reviewer has approved, the object is added to the CCL, designated as a "Best Practice." If one or more reviewers have selected **Revise**, the object is returned to the author for revision.

Check Submitted Object Status

Authors can check the status of submitted objects on the Work Baskets page.

1. On the Home page, in the **Tasks** section, click **Community Content Library Submissions**.
2. Locate the object you submitted and view the **Status** column.
3. For each object with a status of **Pending Revision**, click the hyperlink **Title**.
4. From the toolbar, click **View History** to read any **Review** or **Comment** text.

Author Resubmit from CCL

If a curriculum object is determined to require revisions, the author can make changes to the content and resubmit the object.

1. On the top navigation bar, click **Applications** and select **Community Content**.
2. On the **My Shared Content** tab, locate the item you want to resubmit.

   Optional: Type the item name in the **Search** field and click the **Search** icon, or use filters to narrow your results.
3. In the **Actions** column, click the **Edit** icon. A new window opens.
4. Click **Edit** to make appropriate changes and **Finish** to save.
5. Click **Submit Item** to resubmit.

Assignments

Assignments Overview

Assignments are *scheduled* activities and assessments. On the Assignments page, teachers view all assignments scheduled for a class, while school administrators view assignments scheduled on a school or district-wide basis. This page offers details such as start and due dates, scored status of assignments, and class-average scores for assignments. Teachers can schedule or retract assignments from this page, or view and print various reports.

Assignment Tasks

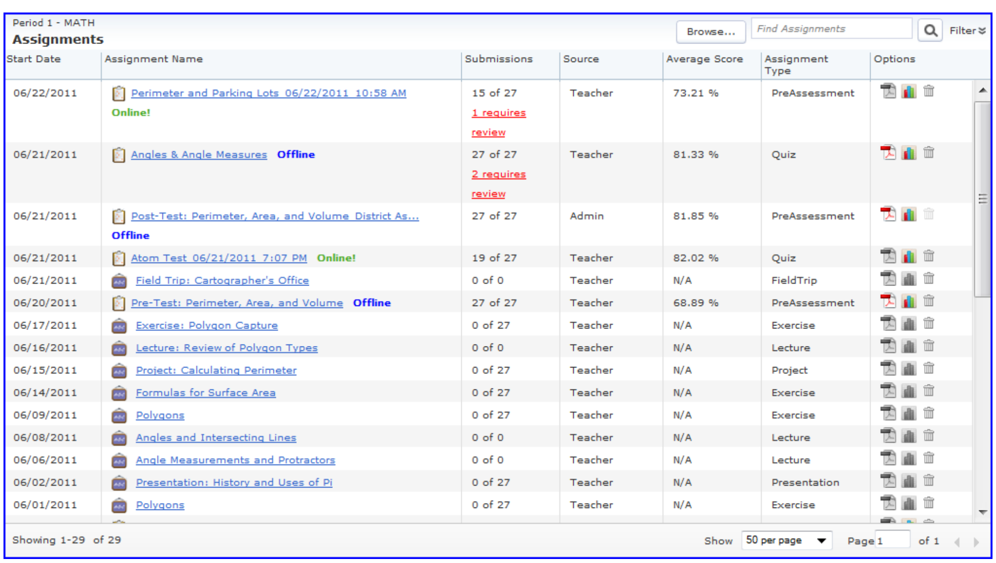
Refer to the following topics for step-by-step instruction:

- View Assignments
- Preview and Print an Assignment
- Post and Upload Student Responses
- Retract a Scheduled Activity or Assessment
- View Assignment Results
- View Teacher/Student Activities

View Assignments

You can view a list of current assignments for a class or organization level on the Assignments page.

1. On the top navigation bar, click **Classes**, select **Teach** or **Attend**, and, in the left navigation pane, select a class.
2. On the pagebar, click **Assignments**. The Assignments page displays a list of all assignments scheduled for the selected class.



Start Date	Assignment Name	Submissions	Source	Average Score	Assignment Type	Options
06/22/2011	Perimeter and Parking Lots 06/22/2011 10:58 AM Online!	15 of 27 1 requires review	Teacher	73.21 %	PreAssessment	
06/21/2011	Angles & Angle Measures Offline	27 of 27 2 requires review	Teacher	81.33 %	Quiz	
06/21/2011	Post-Test: Perimeter, Area, and Volume District As... Offline	27 of 27	Admin	81.85 %	PreAssessment	
06/21/2011	Atom Test 06/21/2011 7:07 PM Online!	19 of 27	Teacher	82.02 %	Quiz	
06/21/2011	Field Trip: Cartographer's Office	0 of 0	Teacher	N/A	FieldTrip	
06/20/2011	Pre-Test: Perimeter, Area, and Volume Offline	27 of 27	Teacher	68.89 %	PreAssessment	
06/17/2011	Exercise: Polygon Capture	0 of 27	Teacher	N/A	Exercise	
06/16/2011	Lecture: Review of Polygon Types	0 of 0	Teacher	N/A	Lecture	
06/15/2011	Project: Calculating Perimeter	0 of 27	Teacher	N/A	Project	
06/14/2011	Formulas for Surface Area	0 of 27	Teacher	N/A	Exercise	
06/09/2011	Polygons	0 of 27	Teacher	N/A	Exercise	
06/08/2011	Angles and Intersecting Lines	0 of 0	Teacher	N/A	Lecture	
06/06/2011	Angle Measurements and Protractors	0 of 0	Teacher	N/A	Lecture	
06/02/2011	Presentation: History and Uses of Pi	0 of 27	Teacher	N/A	Presentation	
06/01/2011	Polygons	0 of 27	Teacher	N/A	Exercise	

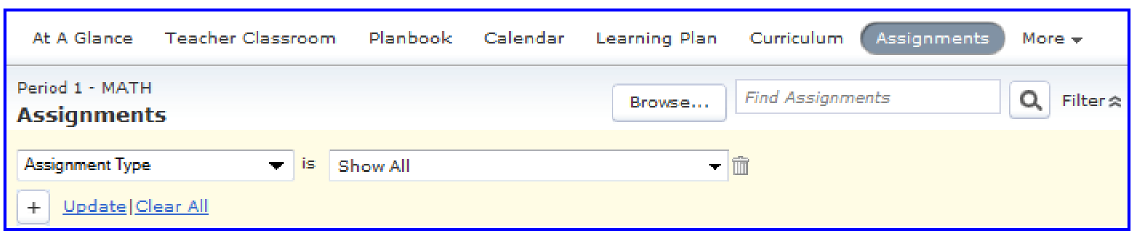
Assignments page

Optional: To increase or decrease the number of assignments listed per page, select a different option in the **Show** drop-down list at the bottom of the page, or click the page arrows to view additional pages of items.

Filter Assignments

1. At the top of the page, click **Filter**.
2. In the first drop-down list, select a filter:
   - **Assignment Type:** Select to filter assignments by type (quiz, test, self-assessment, etc.).
   - **Response Type:** Select to filter assignments by distribution method (online or offline) and the type of response required.
   - **Start Date:** Select to filter assignments by start date.
   - **Review:** Select to filter assignments by review status (completed, required).
3. Select filter criteria from the second drop-down list.

   Optional: Click  to add additional filter criteria, and repeat steps 2 and 3.



Filter fields in the Assignments page

   Optional: Click the **Delete** icon next to filter fields to remove a filter. To remove all filters, click **Clear All**.

4. Click **Update** to populate a filtered list.

Search for Assignments

You can narrow your search further with a text search.

1. Type assignment title text in **Find Assignments** above the assignments list.
2. Click the **Search** icon. A list of assignments matching your search text is displayed.
3. To clear search results, click the **X** in the **Search** field.

Edit an Assignment

After you schedule an assignment, you can modify it by changing the schedule date, assigning it to more students, or removing students from the assigned students list. You can edit only those assignments that you have scheduled.

Edit an Assignment

You edit an assignment on the Assignments page.

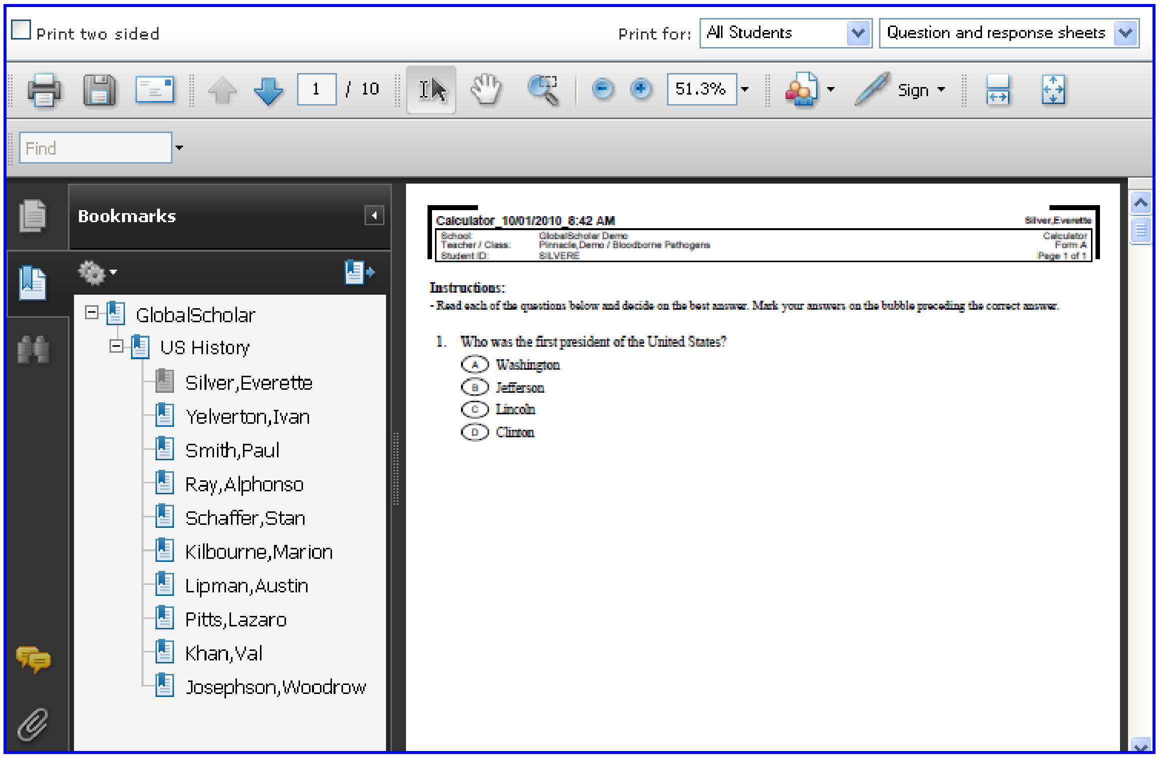
1. In the navigation pane, click the name of the class or organization level for which you want to view assignments.
2. On the pagebar, click **Assignments**. The Assignments page opens.
3. Click the **Edit** icon for the assignment you want to edit.
4. On the Scheduling Options page, change the **Schedule date**, **Due date**, and/or **Closing date**, as appropriate.
5. To add more students, click **Add more** beneath the list of students and select the appropriate students.
6. To remove students from the assignment, select one or more students and click **Remove**.
7. Click **Schedule** (you might need to scroll down to see the **Schedule** button).

Preview and Print an Assignment

Teachers can preview any scheduled assignments for the class on the Assignments page. From here, teachers can print any assignments they can be distributed to students.

Preview an Assignment

1. On the top navigation bar, click **Classes** and select **Teach** or **Attend**.
2. In the left navigation pane, select a class.
3. On the pagebar, click **Assignments**. The Assignments page displays a list of all assignments scheduled for the selected class.
4. To find an assignment, either filter or search the assignment list.
5. Do one of the following:
   - For offline assignments, click the **Show Preview** icon in the **Options** column.
   - For online assignments, click the assignment name.
     The Preview page opens in a new browser window.



Preview Assignments page

Print Assignments

1. Follow steps 1-4 above.
2. From the **Print For** list, select whether to print the assignment for **All Students** or **Selected Students**. If you choose **Selected Students**, the **Select Student** dialog box opens. Select the check boxes for the appropriate students and click **OK**.
3. Select which parts of the assignment you want to print from the second drop-down list. Options vary by type of assignment.

   Optional: Select the **Print Two Sided** check box if you want to print front and back of the paper.

   > **Caution:** If you select this option, you must have a Duplex printer.

4. From the toolbar, click the **Print** icon. Your browser Print window opens.
5. Print and close the browser window to return to the **Assignments** list.

Planbook

Planbook Overview

The Planbook page displays a calendar for scheduling lessons, activities, and assessments for a specific class. The Planbook is similar to a traditional lesson plan, and can be used to keep track of all the activities planned for a class.

As a teacher, you can view, edit, and add items from class curriculum to the Planbook for each class you teach. You can add text labels to the Planbook to track other classroom activities that are not associated with a curriculum object.

You can customize the Planbook to show scheduled activities for all of your classes, or for just one class at a time.

Note: A class Planbook can be viewed only by administrators and teachers. Students and parents cannot view the Planbook.

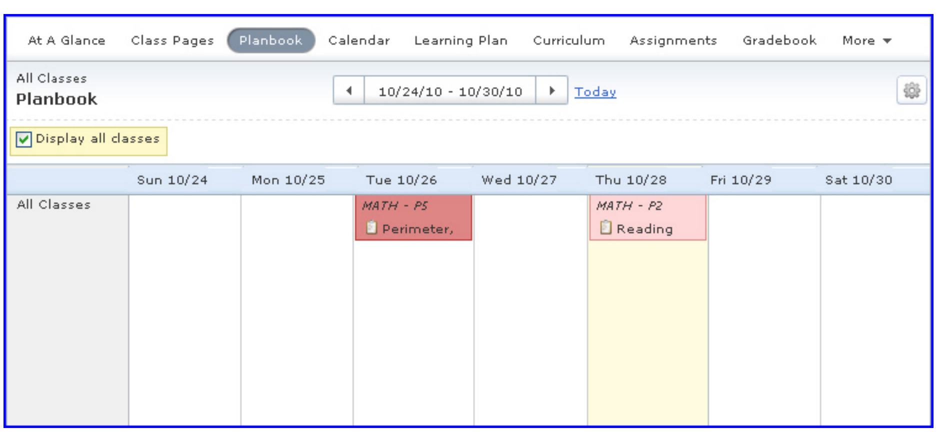
Planbook Tasks

You can perform the following tasks in the Planbook:

- View the Planbook
- Customize the Planbook
- Schedule Curriculum Objects in the Planbook
- Add Time Labels to the Planbook

View the Planbook

1. On the top navigation bar, click **Classes**, and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Planbook**. The Planbook page opens, displaying activities for all of your classes for the current week.



Planbook page

Note: Scheduled curriculum objects in the Planbook are color-coded by class.

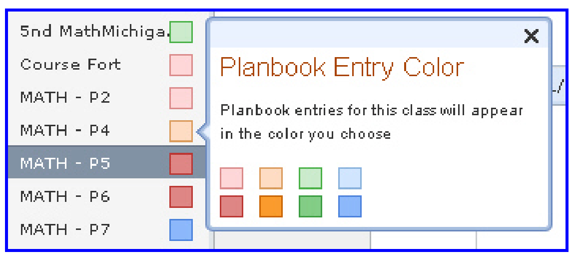
Customize the Planbook

You can customize the appearance of the Planbook with color coding, layout changes, and view selection. You can select to view all of your classes at once or view one class at a time, and you can view current, past, or future weeks.

Customize Class Colors

Items in the Planbook are color-coded by class. This can help you identify which activities and assessments are associated with a specific class when all classes are shown. You can change the colors that are assigned to each of your classes.

1. On the pagebar, click **Planbook**.
2. In the navigation pane, click the color block associated with the class title. The **Planbook Entry Color** dialog box opens.



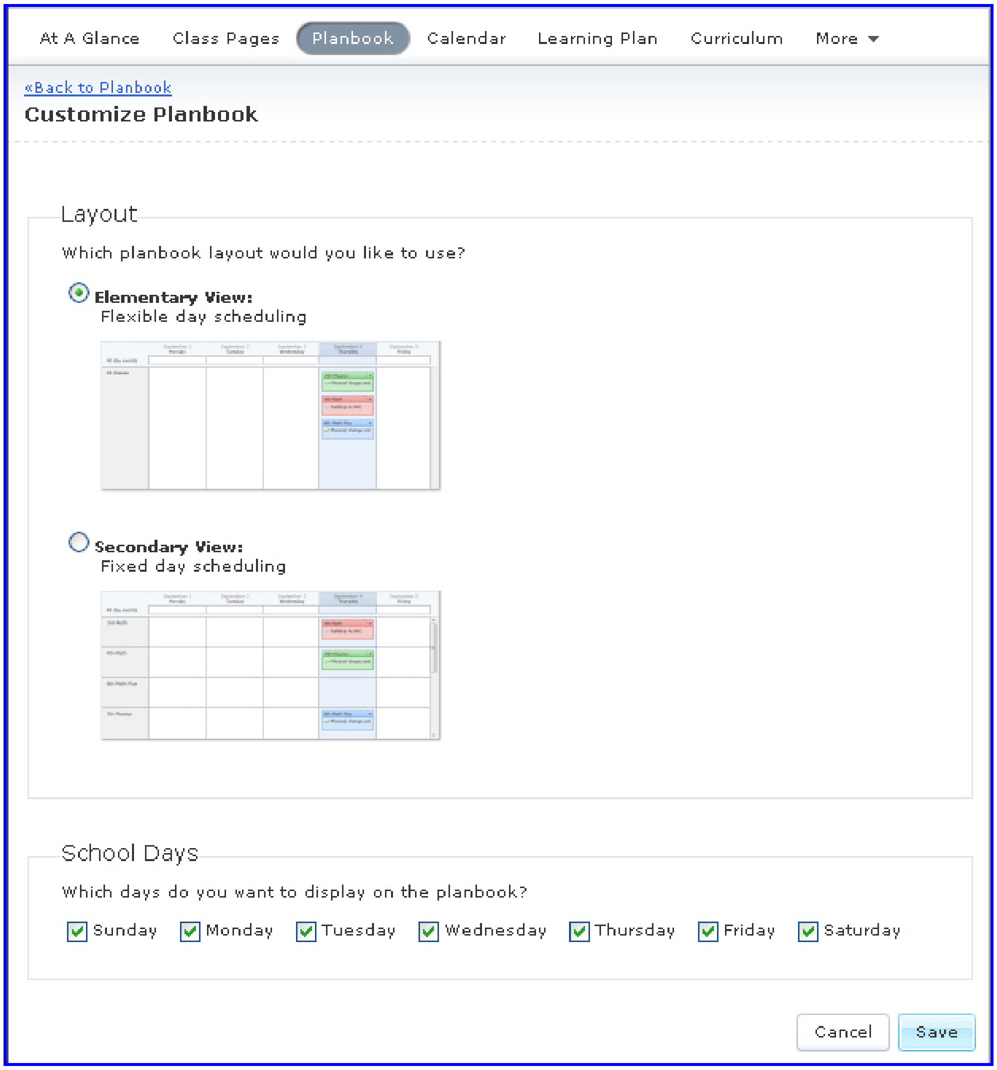
Planbook Entry Color dialog box

3. Click the color that you want to use for the class.

Customize Planbook Layout

You can customize the Planbook to display specific days of the week, and you can organize your display with either a flexible or fixed-day schedule. A flexible schedule includes all items for the day. A fixed-day schedule organizes items by class for the day.

1. In the top right corner of the Planbook page, click the **Customize** icon . The Customize Planbook page opens.



Customize Planbook page

2. In the **Layout** section, select one of the following options:
   - **Elementary View:** Displays flexible-day scheduling; all scheduled items for the day are displayed. You must use the color code to distinguish items for each class. This option is typical for elementary schools.
   - **Secondary View:** Displays fixed-day scheduling; scheduled items are displayed, separated by class.
3. In the **School Days** section, select the check boxes next to each day of the week that you want to display in the Planbook. Days that are not selected do not appear in the Planbook for any of your classes.
4. Click **Save** to save your changes and return to the Planbook.

Note: Any changes made to the layout affect the display for all of your classes.

View All Classes or a Specific Class

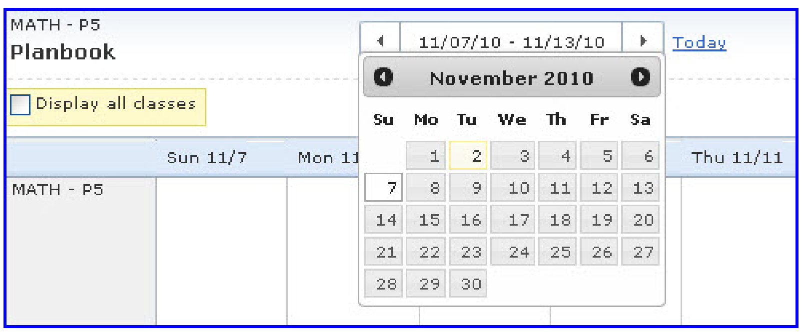
When you open your Planbook, the display shows all classes. You can change the display to show one class at a time.

1. On the pagebar, click **Planbook**.
2. Clear the **Display all classes** check box (below the **Planbook** title in the top left corner of the pane). Planbook displays items for the class you select in the left navigation pane.
3. To return to the **All Classes** view, click **Display all classes**.

Change the Date

By default, Planbook displays activities for the current week. You can view activities for a different date.

- Use the date arrows above the Planbook to move back or forward by a week.
- Click the date range listing in the date field to open a calendar and select a new date.
- Click **Today** to display the current date. When the current day is a Saturday, the past week is displayed. When the current day is a Sunday, the next week is displayed.



Date selection in the Planbook page

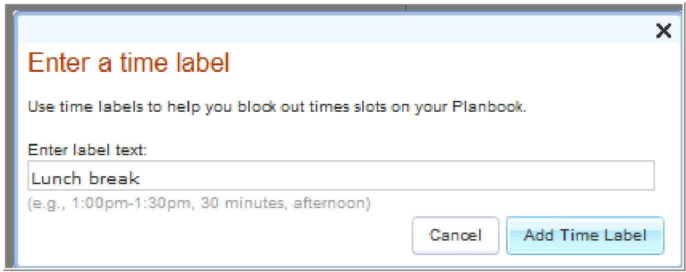
Add Time Labels to the Planbook

You can use time labels to add notes to the Planbook for lesson plan items other than curriculum objects. Once added, time labels can be edited or deleted, as required.

Note: Time labels appear in the Planbook only, not on the class Calendar page.

Add a Time Label to the Planbook

1. On the pagebar, click **Planbook**. If you display one class at a time in Planbook, select a class in the navigation pane.
2. Click within a specific day. Two icons appear in the corner of the cell. 
3. Click the **Enter a Time Label** icon . The **Enter a Time Label** dialog box opens.



Enter a Time Label page

4. In the **Enter label text** field, type a descriptive label. What you type here appears in Planbook.
5. Click **Add Time Label**. Your text appears below any assigned curriculum objects in the date cell.

Edit or Delete a Time Label

1. In the Planbook, hover over a time label. A drop-down arrow appears.
2. Click the arrow, and select **Edit** or **Remove**.

Move a Time Label

Once created, you can move a time label to a different day, as long as it is within the same class.

- In the Planbook, click a time label, drag the label to a new date, and release the mouse.

Schedule Curriculum Objects in the Planbook

You can schedule curriculum objects directly in the Planbook. You can also reschedule or remove assignments that have been scheduled, as required.

All of your scheduled curriculum objects (lessons, activities, and assessments) appear in the Planbook, regardless of whether they were originally scheduled from the Planbook or from other areas. See Schedule a Lesson, Schedule an Activity, and Schedule an Assessment for more information about scheduling curriculum objects.

View Details of Scheduled Curriculum Objects from the Planbook

You can view details of any scheduled curriculum objects displayed in the Planbook.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Planbook**.
4. To view item details, hover over the item. The item's name, duration, and overview appear in a tool tip.
5. To view a scheduled item in the curriculum, click the item. The relevant curriculum page opens in the IMS.

Schedule in Planbook

1. On the pagebar, click **Planbook**.
2. Hover over the calendar date associated with the appropriate class. An **Add** icon appears.
3. Click the **Add** icon.
4. In the left navigation pane, expand curriculum to the appropriate lesson, activity, or assessment.
5. Continue with step 2 of the Schedule an Activity or Schedule an Assessment steps.

Reschedule a Curriculum Item in the Planbook

From the Planbook, you can reschedule any curriculum items that have been added to the class schedule.

1. On the pagebar, click **Planbook**.

   Optional: Clear the **Display All Classes** check box.
2. In the navigation pane, select a class.
3. Point to the item that you want to reschedule, and click the drop-down arrow that appears in the top right corner.
4. Click **Reschedule**. The **Reschedule** dialog box opens.
5. Continue with step 2 of the Schedule an Activity or Schedule an Assessment steps.
6. Click **Reschedule**.

   Alternatively: Click the item and drag it to a new date in the Planbook.

Retract from Planbook

1. On the pagebar, click **Planbook**.
2. Hover over an item in the Planbook. A drop-down arrow appears.
3. Click the drop-down arrow and click **Remove & Retract**. A confirmation message appears.
4. Click **OK**. The IMS removes the assignment from Planbook.

Calendars

Calendars Overview

Calendars track and manage events and activities at the district, school, class, and personal levels. Your view of calendar entries depends on the rights assigned to you (teacher, administrator). Multiple configuration tools allow you to change the layout and view for your calendars. Additional tools allow system administrators to group related events and activities and save them as category calendars, which teachers can use to filter displays.

Types of Calendars

- **District Calendars:** District administrators enter district-level events such as vacation schedules, in-service days, and district assessments. Anyone at the district level or below can view the district calendar.
- **School Calendars:** School administrators make school-level entries, such as athletic events and student assemblies. School staff members, students, and parents can view the school calendar. District-level personnel cannot view school-level calendars.
- **Class Calendars:** Class calendars feature scheduled curriculum and meetings that the teacher creates. Teachers can use the school calendar to invite students or parents to meetings. The teacher and the students and parents associated with the class can view the class calendar.
- **Personal Calendars:** Every teacher who has access to the IMS has a personal calendar that displays the meetings and events from the calendars they have rights to view. For example, a teacher's personal calendar would display district and school events, meetings with students and parents, department meetings, and personal calendar entries they make. Each person can click **My Calendar** in the navigation pane to view his personal calendar. No one can view another's personal calendar.

Calendar Tasks

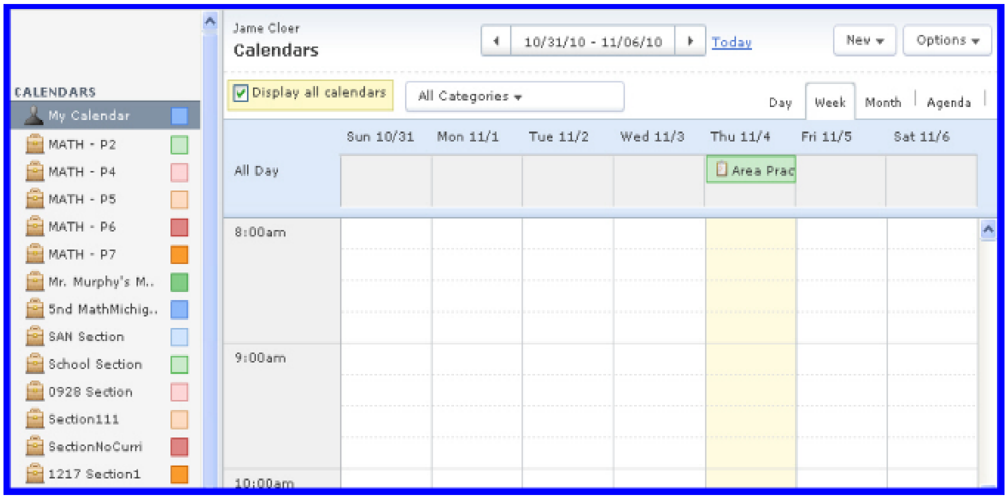
You can perform the following tasks when working with calendars:

- View Your Calendars
- Change the Calendar Layout and Appearance
- Add Events and Meetings

View Your Calendars

Teachers access calendars at the class and personal levels.

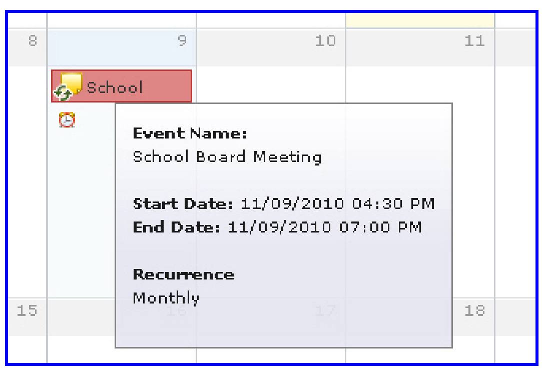
1. On the top navigation bar, click **Classes** and select **Teach** or **Attend**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Calendar**. The class calendar opens.



Personal Calendar page

View Calendar Details

1. Hover over a calendar entry to view summary information. This display includes details of the meeting or event in a tool tip.



Meeting or Event Details in Calendar page

2. To view full details, click the entry to open a window that displays item details.

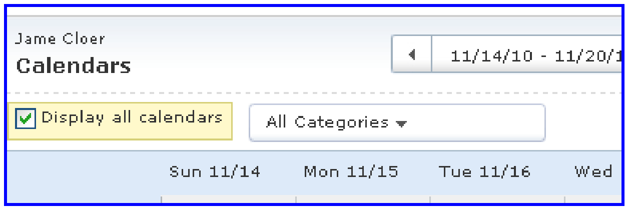
Combine Calendars

When you first view your personal calendar, it displays events and meetings from all calendars you have rights to view. You can choose to show items from all calendars or view items from only one calendar at a time.

- To view a single calendar, clear the **Display all Calendars** check box above the calendar, and in the left navigation pane, select a class, school, or district. The display changes to reflect the calendar for the organization or class you select.

Note: If you open the calendar from the **Teach/Attend** path, click **Options** in the upper right of the calendar and select **Customize** to make single/combined calendar selections.

- To view meetings and events for all of your calendars, select **Display All Calendars**.



Display All Calendars check box

Show Events from Different Calendar Categories

System administrators can create categories for calendar items. If categories are available in district or school-level calendars, you can configure your view to display all items or only items from a specific category.

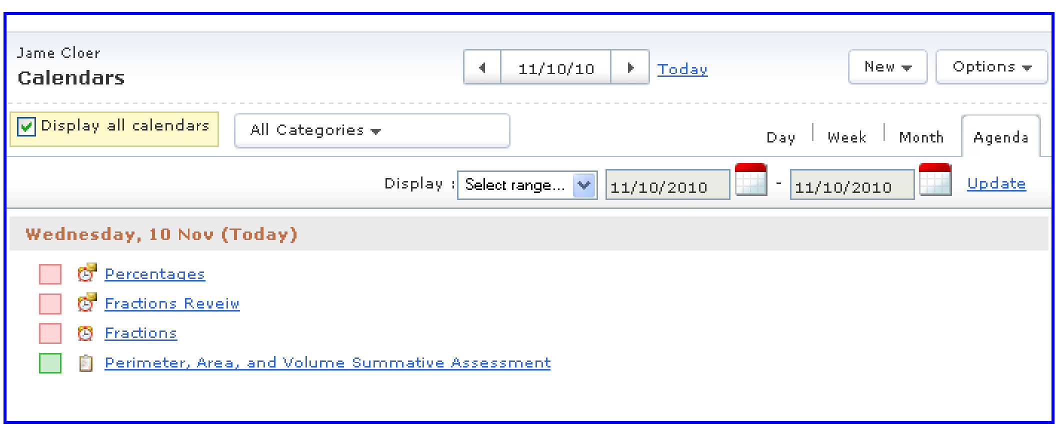
- Click the **All Categories** list above the calendar and select a calendar category.

Change the Calendar View

When you first open a Calendar, the default display is the current week. You can change the view to show day, week, or month, or agenda views. Click any of the tabs above the calendar to change your view (**Day, Week, Month, Agenda**).

Agenda displays a list of days you have events and meetings scheduled. Days without scheduled items are not displayed. You can change the display for the **Agenda** option.

- To display items for a single day, week, or month: In the **Display** list, select **By Day**, **By Week**, or **By Month**.
- To display items for a specific range of days: In the **Display** list, select **Select Range**, type or select a start and end date for the range in the **Date** fields, and then click **Update** to populate the agenda list.

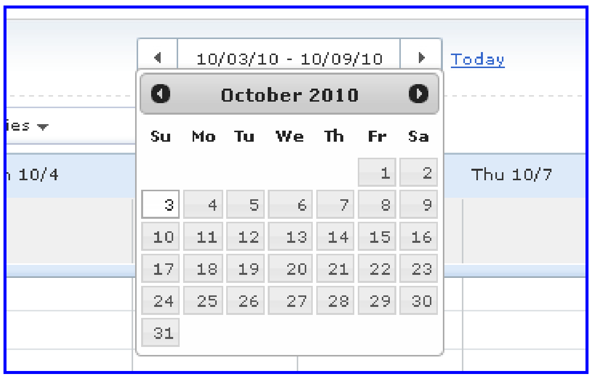


Agenda Options in Calendar page

View Different Dates in the Calendar

Calendars display the current day, week, or month (depending on the calendar view). You can change the view to a different date.

- Use the date arrows above the calendar to move backward or forward by a day, week, or month.
- Click the date range above the calendar and select a new date from the calendar.
- Click the **Today** link to jump to the current date.



Date Selection in the Calendar page

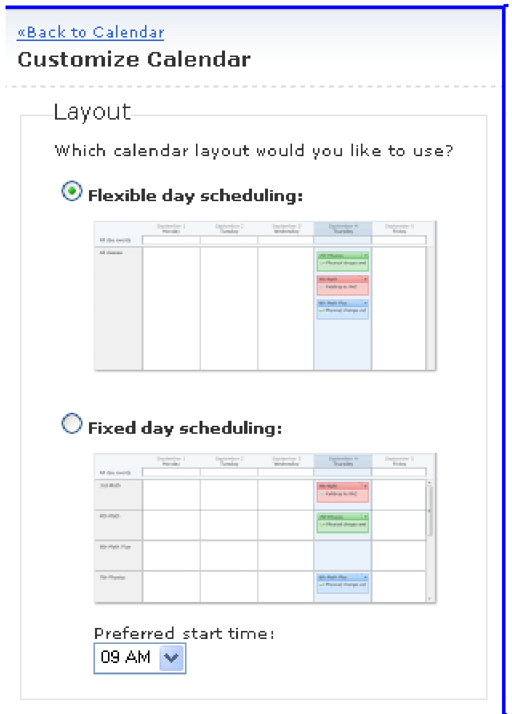
Change the Calendar Layout and Appearance

You can change the layout and appearance of calendars. There are two layout options available for viewing calendars.

- **Fixed Day:** The scheduled items for all calendars appear together in a single calendar organized by time slots.
  - The first line in the calendar lists events created as All Day events.
  - If multiple events are scheduled at the same time on the same day, they are listed next to each other on the calendar.
- **Flexible Day:** Each of your calendars appears on a row in the calendar grid, in a task layout without specific time slots.

Change the Calendar Layout

1. Click **Options**, and then click **Customize Calendar**. The Customize Calendar page opens.
2. Select either **Flexible Day Scheduling** or **Fixed Day Scheduling**.
3. Select a **Preferred Start Time** from the drop-down list. This is the time that appears at the top of the calendar in **Fixed Day** layout.
4. Click **Save**.



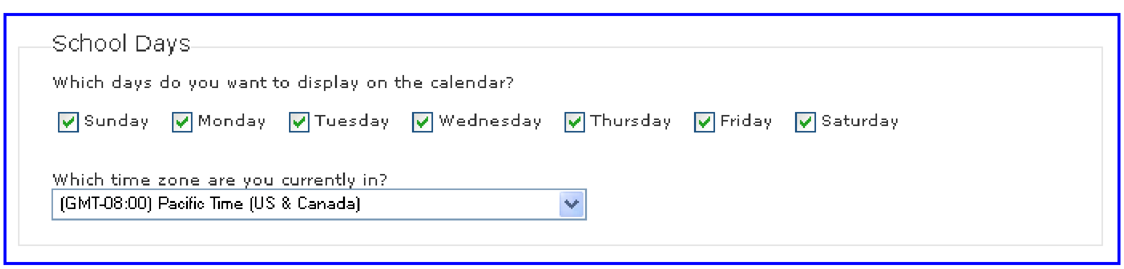
Customize Calendar page

Change Number of Days in Display

The weekly calendar shows all days of the week by default. You can change this if, for example, you prefer to view only the five day work week.

1. Click **Options**, and then click **Customize Calendar**. The Customize Calendar page opens.
2. In the **School Days** section, clear the check boxes for days you want to omit from your weekly calendar.
3. Click **Save**.

Note: This change affects only the weekly view of your calendars.

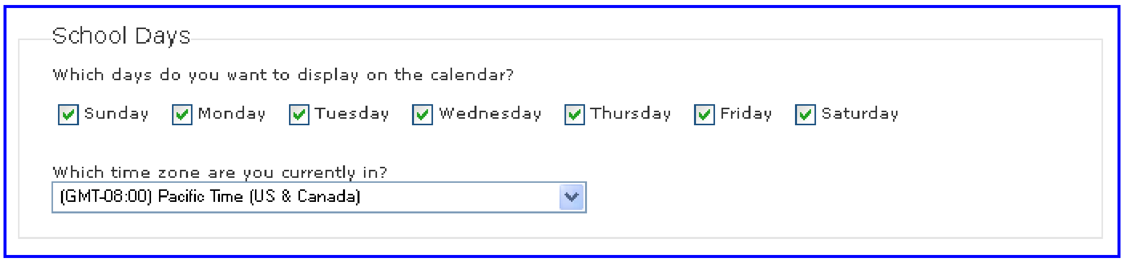


Customize Calendar page - School Days options

Change Time Zone

Scheduled times use the time zone from your user account Personal Information page. If you travel, you may want to change your time zone so calendars reflect the local time.

1. From your calendar, click **Options** and select **Customize Calendar**. The Customize Calendar page opens.
2. In the **School Days** section, select a time zone from **What Time Zone Are You Currently In?**



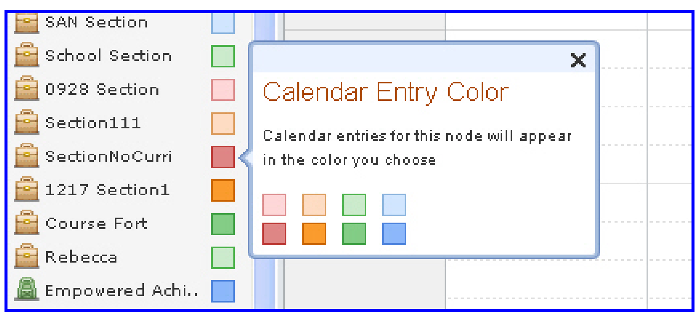
Customize Calendar page - Time Zone options

3. Click **Save**. Events and meetings are updated to reflect the new time zone.

Change Category Colors

Events and meetings are color-coded. You can change calendar colors.

1. In the navigation pane, click the color block next to the calendar.



Calendar Entry Color dialog box

2. In the **Calendar Entry Color** dialog box, click a color for the calendar. The new color choice is applied to all scheduled items on the selected calendar.

Events and Meetings

IMS calendars include two types of entries: events and meetings. Calendar entries can be one-time, recurring, or all-day items.

- **Events:** Events affect everyone at a specific organization level, such as a district or school. School administrators add events to district or school calendars, and everyone with rights to view the calendar can view the event. Events do not have invited attendees. Only administrators can create events.
- **Meetings:** Meetings are calendar entries that are sent to invited attendees. Only the organizer and the invited attendees view meetings. School administrators and teachers can create meetings.

Add a Meeting to a Calendar

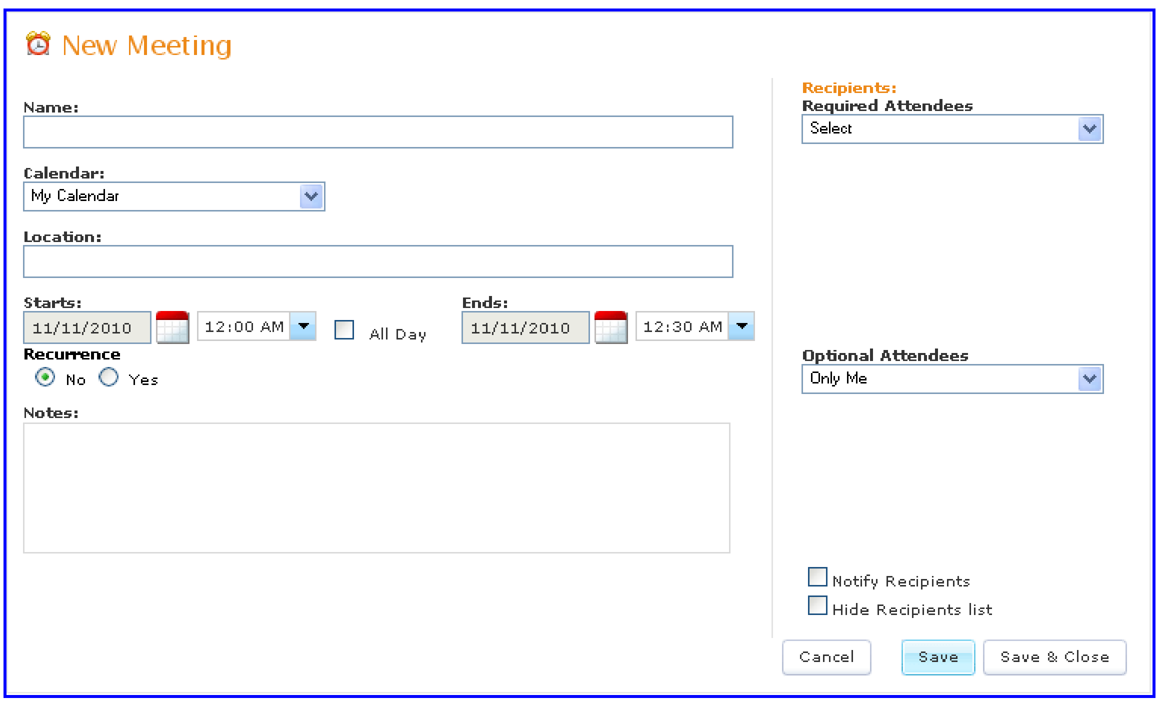
School administrators and teachers can add meetings to a calendar.

1. On the pagebar, click **Calendars**.

   Alternatively: **Calendars** may be available from **Applications** in the top navigation bar.

2. Click **New** and select **Meeting**. The **New Meeting** dialog box opens.

   Alternatively: On the calendar, point to a time slot and click the **Create Meeting** icon.



New Meeting page

3. Type a **Name** for the meeting.
4. Select the **Calendar**.

   Optional: Type a **Location** for the meeting.

5. Type or select the **Starts** and **Ends** dates.
6. In the drop-down lists, select the meeting start and end times, or select the **All Day** check box. All-day meetings appear at the top of the calendar instead of in a specific time slot.

Optional: Under **Recurrence**, select **Yes**, and type or select appropriate information in the fields in the **Add Recurring Meeting** dialog box.

Optional: If your organization has calendar categories, select from the **Categories** list.

> **Note:** A category is a special interest calendar that exists below the organization's calendar. For example, in the district calendar you may have a vacation calendar as a category. For more information, see Calendar Categories.

Optional: Select the **Notify Recipients** check box if you want all members of the organization to receive an email notification of the event.

> **Caution:** **Notify Recipients** is not recommended for district and school-level calendars because it generates a large amount of email that might not be necessary.

Optional: Type any comments in the **Notes** field.

7. Click **Save** or **Save & Close**.
    - **Save** leaves the **New Event** dialog box open so you can add another meeting.
    - **Save & Close** saves the meeting and closes the dialog box.
8. Under **Recipients**, select the required and optional attendees from the drop-down lists.

    Optional: Select **Hide Recipients List** to send notifications to each recipient without including all addresses in the **To** field.
9. Click **Save** or **Save & Close**.
    - **Save** leaves the **New Meeting** dialog box open, so you can add another meeting.
    - **Save & Close** saves the meeting and closes the dialog box.

    The new meeting is added to the invited attendees' calendars.

When you create or edit a meeting in the IMS, recipients receive messages as follows:

- **New meetings:** All recipients, both required and optional, receive a message. Required recipients must accept or decline the invitation, and the meeting organizer receives a message when recipients respond.
- **Edit meetings:** When the organizer changes the title, location, date, time, or notes, the recipients receive a message that details the changes to the meeting.
- **Edit recipients list:** When the organizer changes the recipients list, only people who are added to or removed from the meeting receive a message.
- **Canceled meetings:** When an organizer cancels a meeting, everyone, both required and optional recipients, receives a cancellation message.

Edit a Meeting

You can edit details of any meeting you created.

1. Click an item in the **Calendar**. If you created the item, the **Edit Meeting** dialog box opens.
2. Update the meeting.
3. Click **Save and Close**.

    Cancellation Notes:

- You can cancel meetings or events you have added to a calendar.
- When you cancel a meeting or event, you can select to remove it from the calendar or keep it on the calendar, and a **Canceled** icon ( ) appears next to the entry.
- When you cancel a meeting, all attendees (required and optional) receive a cancellation message.
- Click **Cancel Meeting** or **Cancel Event** and a cancellation message appears at the top of the page. If you want to keep the canceled item, click **Undo**.
- If a recurring item, **Cancel Meeting** or **Cancel Event** cancels all occurrences. To cancel a specific occurrence, click **Cancel Occurrence**.
- Canceled items you selected to keep on the calendar can be removed at a later date. Click the canceled item in the calendar, click **Discard from Calendar**, and then click **Send**. Discarding a canceled item removes it from all attendees' calendars.

Export or Import Calendar Data

School administrators and teachers can export events and meetings from any calendar they can view. Administrators can import events from a file to a calendar.

Exporting a calendar allows it to be viewed outside of the IMS, printed, or imported into a different calendar application. Administrators might want to export calendar data to a file so that it can be imported to a different IMS calendar.

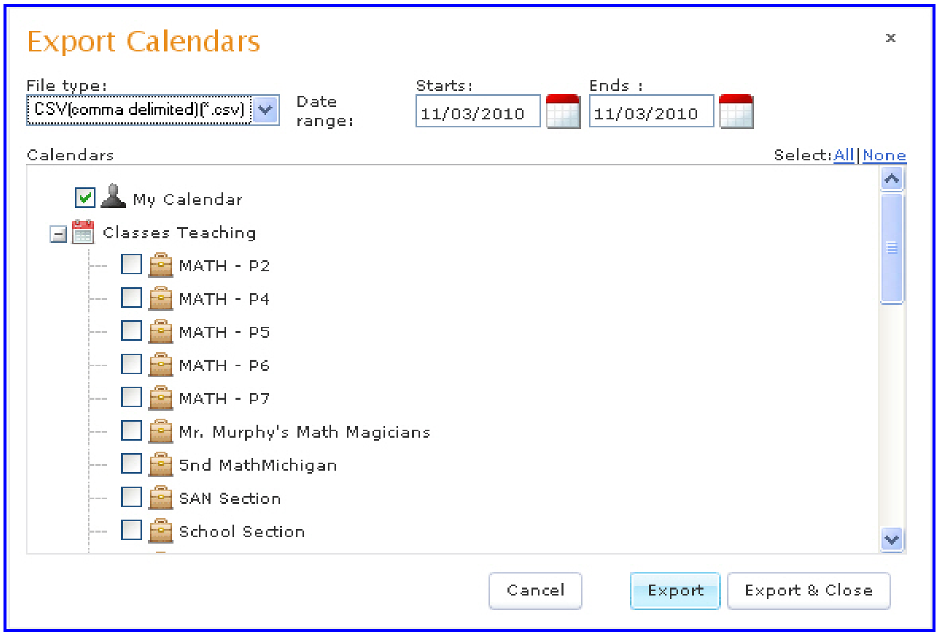
Any calendar in the IMS can be exported to a file in the following file formats:

- **CSV:** Exports calendars to a comma-separated value (.csv) file used in spreadsheets and database applications.
- **PDF:** Exports calendars to a portable document file (pdf) that can be viewed and printed in Adobe Acrobat.
- **iCalendar:** Exports calendars to an iCalendar (.ics) file that can be used to import calendar data into other calendar applications, such as Microsoft® Outlook® or Google Calendar™.

Events and meetings can be imported from a .csv or .ics files to any IMS calendar.

Export a Calendar

1. From a **Calendar**, click **Options** in the top right corner.
2. Click **Export**. The **Export Calendars** dialog box opens.



Export Calendars page

3. Select a **File Type**.

   Optional: To export calendar data for a specific date range, type **Starts** and **Ends** dates or select dates from the date pickers.

Note: If you do not specify a date range, data is exported for the current day only.

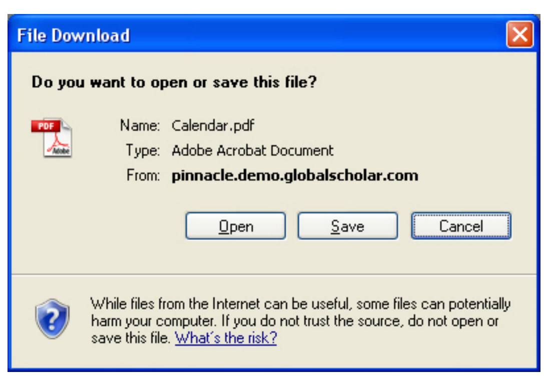
4. In the **Calendars** area, select check boxes associated with calendars you want to export. You can click the **All** or **None** links to select or clear all calendars.

Note: If you select more than one calendar to export, separate files are created for each calendar. These files are exported together in a compressed .zip file.

5. Click **Export** to export the calendar and keep the dialog box open, or click **Export & Close** to export the calendar and close the dialog box.

   A browser message prompts you to open or save the exported file. The message varies depending on the browser you use.

6. Click **Save** and select a location.



File Download browser message

Student Roster

Student Roster Overview

The Student Roster is available for teachers. For each student, it displays name, ID, email address, date of birth, grade, and a link to the learning plan.

The Student Roster has two tabs: **Rostered** and **Unrostered**. The **Rostered** tab contains information for every student enrolled in a class. The **Unrostered** tab allows teachers to add students who are not yet enrolled.

NOTE: Do not enter unrostered students directly into the IMS.

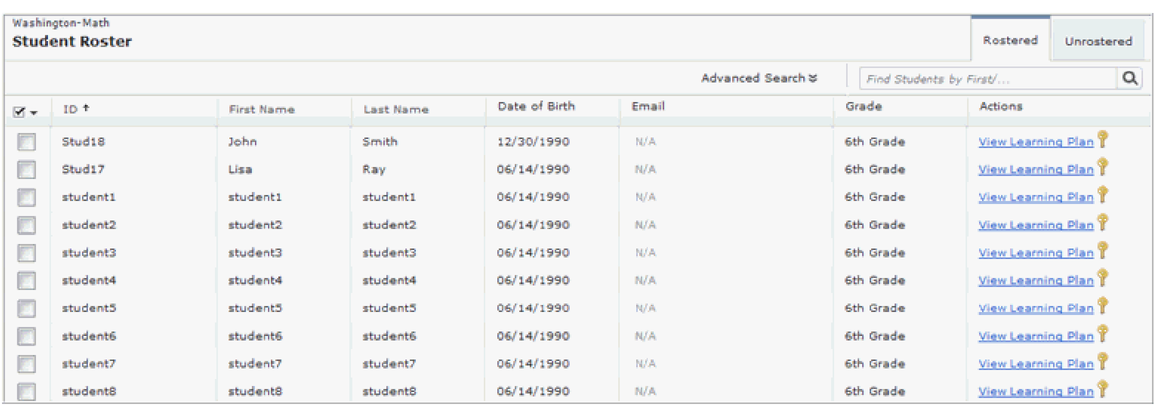
Student rosters are loaded into the IMS from the district student information system (SIS) through the RIDE datamart. This information is updated nightly. For students who are assigned to a teacher's class but do not appear in the student roster, the teacher must inform their school or district enrollment personnel so that the student is added to the district SIS. If unrostered students are entered within the IMS but not the district SIS, they will be deleted each night that the information is refreshed from RIDE.

You can perform any of the following tasks from this page:

- Access Student Roster
- View Student Learning Plans From Student Roster

Access the Student Roster

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. You can open the Student Roster page from two locations:
    - In the **Student Watch List** section on the At A Glance page, click **View Student Roster**.
    - On the pagebar, click **Student Roster**.



Student Roster page

Online Professional Development

In the IMS, teachers can give or participate as students in online professional development. In this section, teachers who participate in online PD within the IMS will be referred to as teacher participants, and teachers who organize online PD will be referred to as instructors. Online professional development can be loaded as a SCORM package or created as a curriculum using IMS tools. Please see curriculum creation instructions for creating and scheduling such a class. All tools, such as assignments, lessons, activities and assessments are available for teacher participants online.

Online Professional Development: Instructor-Role

Assignments, Activities and Assessments

The following functionalities are available for instructors use during online professional development.

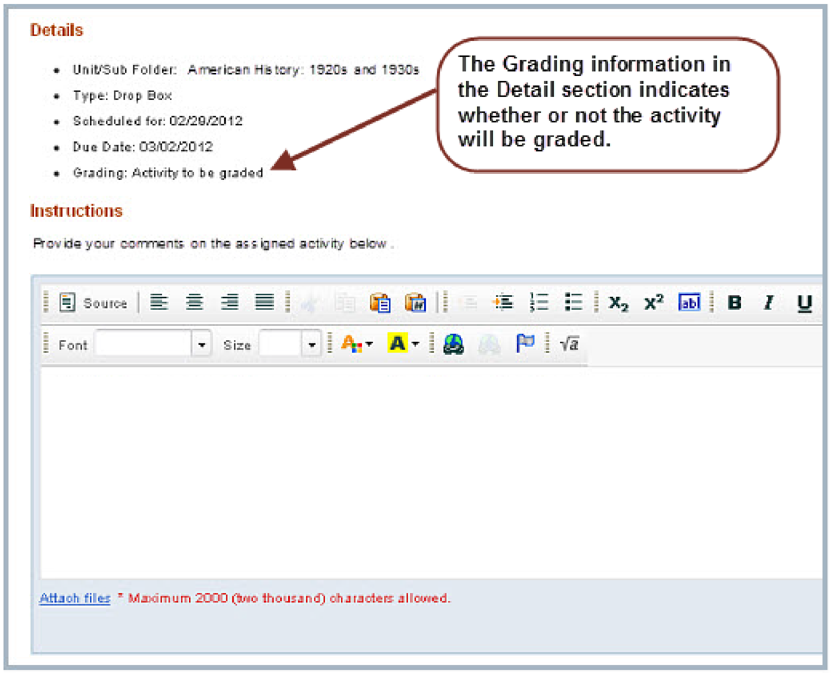
View and Respond to Assigned Activities: Students

Teacher participants can view discussion and drop box activities before submitting assignments, as well as after the assignments have been submitted and scored.

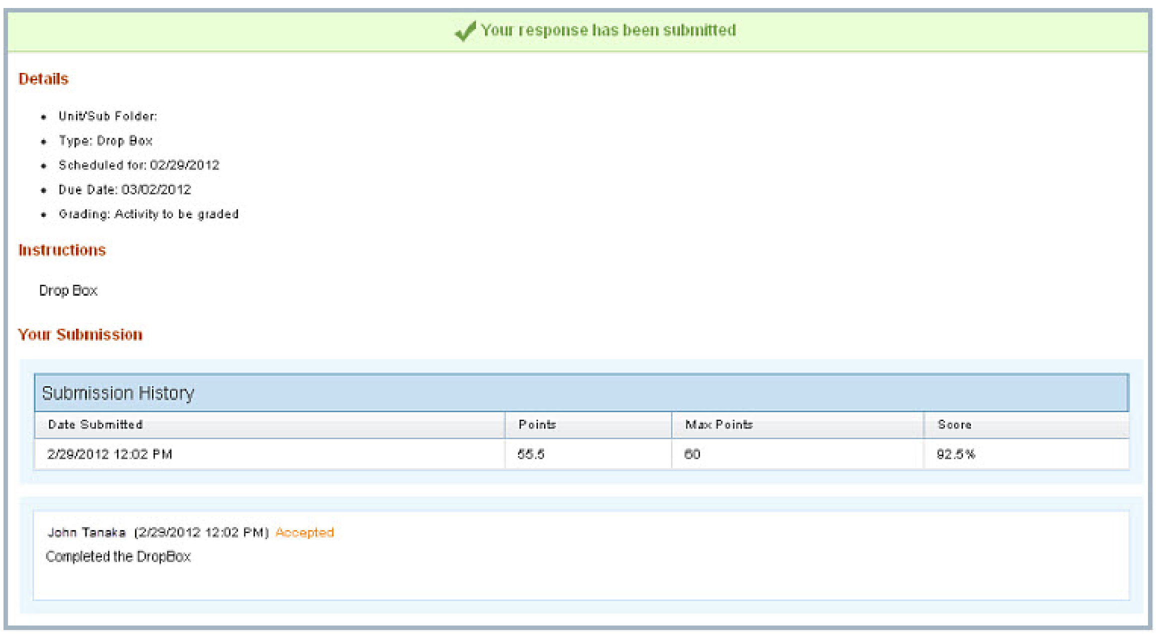
Viewing Activities Before Submission

1. On the top navigation bar, click **Classes** and select **Attend**.
2. On the pagebar, click **Curriculum**.
3. In the left navigation pane, select a class, expand a curriculum, and select a unit.
4. Click the **Lessons/Activities** tab.

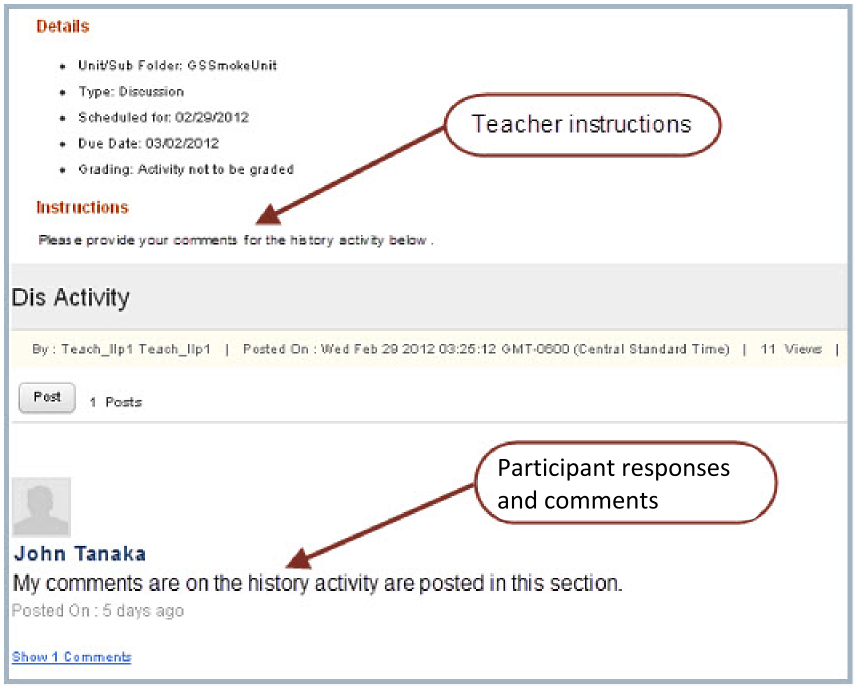
   Alternatively: In the left navigation pane, expand a unit and click the name of the activity you want to view.



Drop Box activity before submission



Drop Box activity after submission and scoring



Discussion activity after submission with instructions and teacher participant responses

Schedule an Online Assessment

1. Access the **Scheduling Options** window from any of the following paths:
   - When you create the assessment, on the **Share** tab, click **Finish & Schedule**.
   - On the **Lessons/Activities** tab, select the assessment and, in the **Options** column, click the **Schedule** icon .
   - On the **Assessment Details** tab, in the upper right corner of the window, click **Schedule**.
2. For distribution method, select **Online**.

   Optional: The **Assignment name** field displays the assessment title. You can change it for this assignment.
3. Type or select the **Schedule date**, **Due date**, and optionally, **Closing date**.
   - **Schedule date:** The date the assessment appears as available on the Planbook and At A Glance pages.
   - **Due date:** The required completion date. Submissions after this date are late.
   - **Closing date:** The date the assessment is no longer available. No access is provided for teacher participant submissions.

> **Note:** Most instructors leave **Closing date** blank to accommodate excused absences and make-up work.

4. Type a **Duration**. This is the amount of time you allow for teacher participants to take the assessment.
5. Select the **Schedule to** audience.

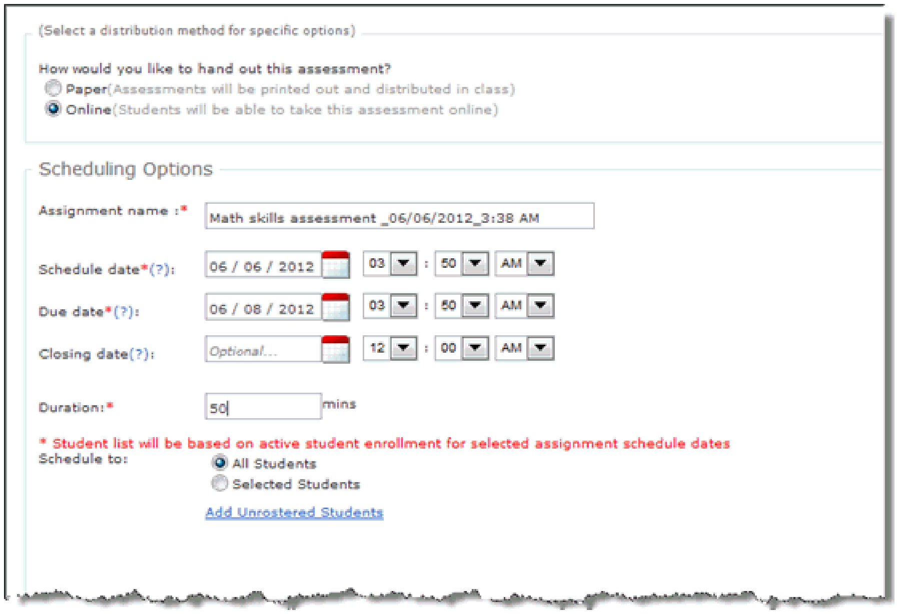
- **All Students:** All students enrolled in the course.
- **Selected Students:** Displays a roster from which you can select specific teacher participants.
- **Add Unrostered Students:** Opens a dialog box that allows you to search for unrostered teacher participants.

6. Review and change the following options:
    - **Scoring Options**
      Penalties: Yes counts negative points for wrong answers for multiple choice and True/False questions.
    - **Access**

      Allow students to perform spell-check: If you select **Yes**, teacher participants will have access to the spell-checker in the rich-text editor, and they can check the spelling on their responses before submitting them.
    - **Item Sequence**
      Answer Lettering: Select **Standard** if answer options should restart with "a" for each new question, or **Consecutive** if answer options should run consecutively from one question to the next.
    - **Online Distribution**
        - **Items per page:** Select to include as many questions as possible per page, or to have each question to appear in a new window.
        - **Time Limit:** If you select **Yes**, the **Duration** becomes a time limit for the assessment.
        - **Allow Students to Save:** If you allow, teacher participants can save the assessment and return at a later time to complete it; disallow, and teacher participants must complete the assessment in one session.
        - **Password Protected:** If you select **Yes**, you can enter a password of your choice, or have one randomly assigned. Teacher participants will not be able to launch the assessment without the password.
    - **Scores**
        - **Allow Student comments:** If you select **Yes**, a comment link appears with each question. Teacher participants may click it to type comments for any or all questions on the assessment. Comments are recorded with the assessment and available for the instructor and the teacher participant to see.
        - **Post Results:** Select from a list of options to display for the teacher participant once the teacher participant submits an assessment.
        - **Mastery Scores**: Select **Yes** to allow teacher participants to view the mastery scores they received after the assessment is scored. Select **No** to hide the mastery scores from teacher participants.

      > **Note**: This option is available only if Mastery Score Assessments has been enabled for your district.
    - **Proficiency Band**
      Apply to assignment: If you select **Yes**, you can define proficiency bands, and the teacher participant score is displayed within the band upon submission.
7. Click **Preview** to view the assessment as the teacher participant will see it.

8. Click **Schedule**.



Schedule Online page

Maximize Teacher participant Involvement

Class Pages

Class Pages Overview

Class pages are specific to a scheduled class. They enable instructors to define information that teacher participants see from their At A Glance class page.

You can customize the At A Glance page for each class you teach, by adding components such as videos, slide shows, audio files, and documents to share with teacher participants. Each component you add to a class page is called a web part.

Class Page Web Parts

A variety of web parts can be added to class pages. Four are required for all class pages and others are optional.

Required Web Parts

The following web parts are required and appear on every class page automatically for all teacher participants to view. These are system defaults and cannot be removed.

- **What's in Class Today?**: Lists assessments and activities with a scheduled start date for the current day.
- **Homework Due**: Lists teacher participant homework assignments with a scheduled due date in the current day or week.
- **Recently Graded Assignments**: Shows teacher participant's recently graded assessments, along with the scores.
- **Things I Still Need to Finish**: Shows teacher participant's past-due assignments.

Optional Web Parts

In addition to the default web parts, you can add any of the following to a class page:

- **Online Audio/Podcast**: Adds an audio player to the class page. You can add an audio file or podcast from the Internet.
- **Online Video**: Adds a video player (such as YouTube) to the class page.
- **Online Document**: Adds a document viewer to the class page. You can add presentations and other online documents from web sites like Slideshare.com.
- **Document Tray**: Adds a document repository to the class page. You can upload Word, PowerPoint, and Excel documents to the web part, and then teacher participants can download the documents.
- **Article**: Adds an article viewer to the class page. You can create rich text articles with images and text formatting that appear in the viewer.
- **Instructor Info**: Adds the instructor's name, phone number, and email address.
- **Student Grade Widget**: Adds a graph showing a teacher participant's performance trend.

Note: You can add multiple instances of some web parts to a class page. For example, you can add three online video web parts, each featuring a different video.

Class Page Tasks

The following topics describe how to create and manage class pages:

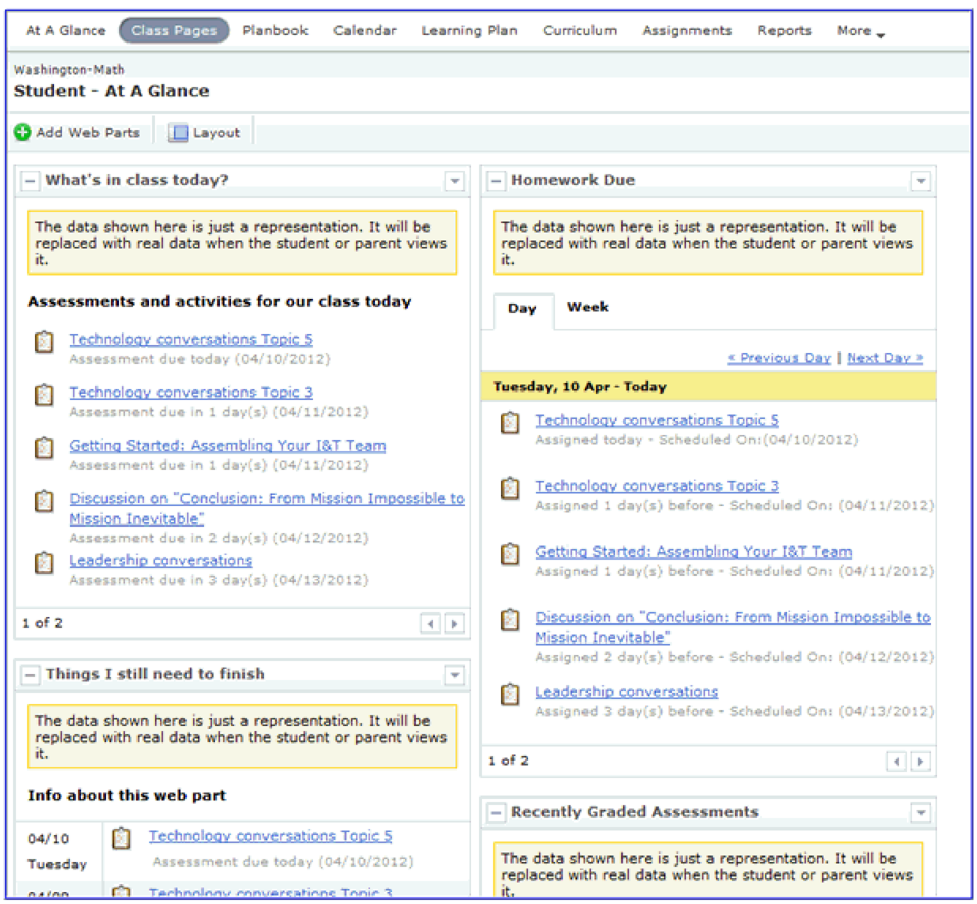
- Open a Class Page
- Customize Class Pages
- Edit Web Parts Settings

Customize Class Pages

Instructors have three options to customize their class At A Glance pages: add web parts, change the column layout, and rearrange the position of web parts on the page.

Open a Class Page

1. On the top navigation bar, click **Classes** and select **Teach**.
2. Select the appropriate class from the navigation pane.
3. On the pagebar, click **Class Pages**. The relevant At A Glance page opens.

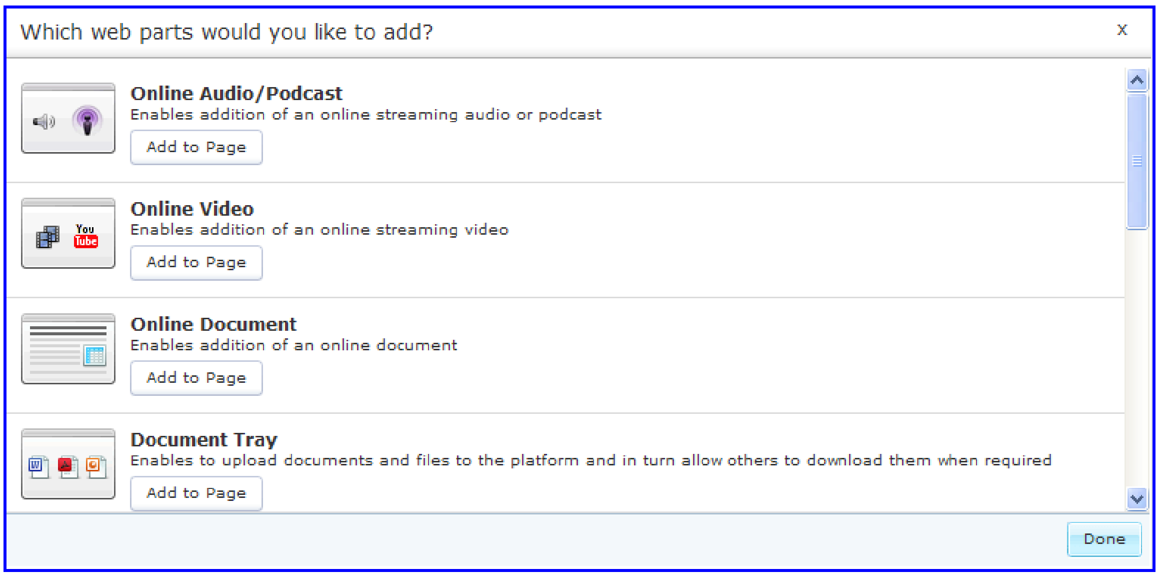


Class page

Add Web Parts

The required web parts appear on the teacher participant's At A Glance page. You can add optional widgets to provide other information and learning resources for your teacher participants. When you add a new web part, it is a two-step process. First you add the web part, and then you add content to the web part.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Class Pages**.
4. Click **Add Web Parts**.



Options for adding web parts to your home page

5. Scroll to select a web part and click **Add to Page**. The **Edit web part settings** dialog box may open.

> **Note:** Details of web parts vary. They may include a title, description, URL, or embedded code. Several parts are standard and do not include any details. To add a video, audio, or podcast, paste the entire HTML or XML presentation code in the **Embed Code** text box. Many players, such as podbean or YouTube, provide you with the embed code.

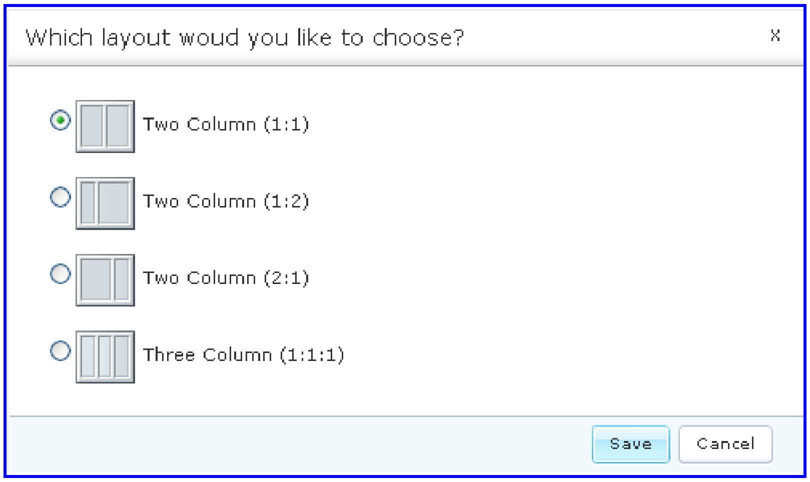
6. Click **Done**.

> **Note:** You can add more than one instance of the same web part. For example, you can add two video web parts and post a different video in each.

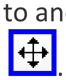
Change the Class Page Layout

You can customize your class pages by changing the column layout and rearranging the position of web parts on the page.

1. On the top navigation bar, click **Classes** and select **Teach**.
2. In the navigation pane, select the appropriate class.
3. On the pagebar, click **Class Pages**.
4. Click **Layout**.
5. Select the number of columns and the size ratio from the pre-defined options.



Column Layout dialog box

6. Click **Save**.
7. To move sections from one column to another, move your cursor in the section title bar until your cursor changes to a cross .

Move a web part

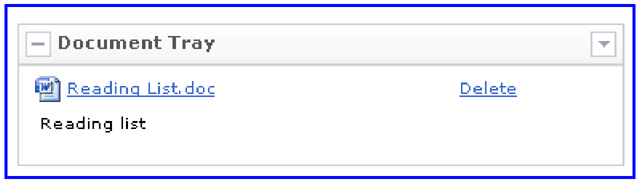
8. Click and drag the web part to a new column.
9. Release the mouse.

Remove Web Parts

You can remove optional web parts. You cannot remove required web parts. Any customization you made to a web part is lost when you remove it. For example, any content you added, such as a video, cannot be retrieved. You must recreate the web part and reload content if you decide to replace it.

1. Click the drop-down arrow in the title bar of a web part, and then click **Remove this Web Part**. A warning appears, asking if you want to continue.
2. Click **Yes** to remove the web part.

Note: Typically, if you want to remove content from a class page, you can remove the relevant web part. However, for web parts that can contain multiple links, such as the document tray, you might want to delete only some of the content. To do this, click **Delete** next to the content you want to remove.

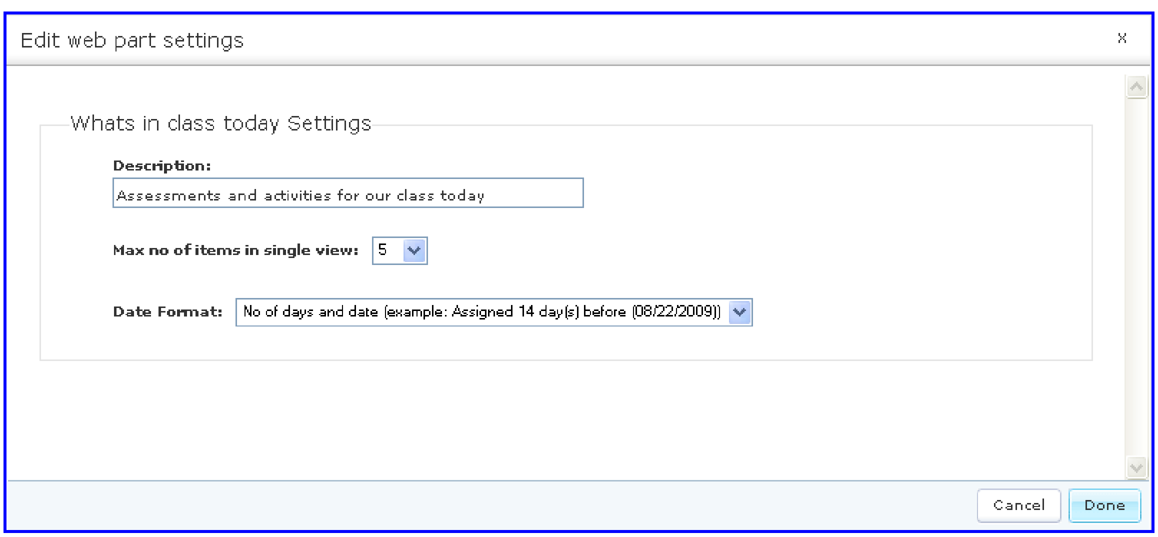


Delete link in Document Tray web part

Edit Web Part Settings

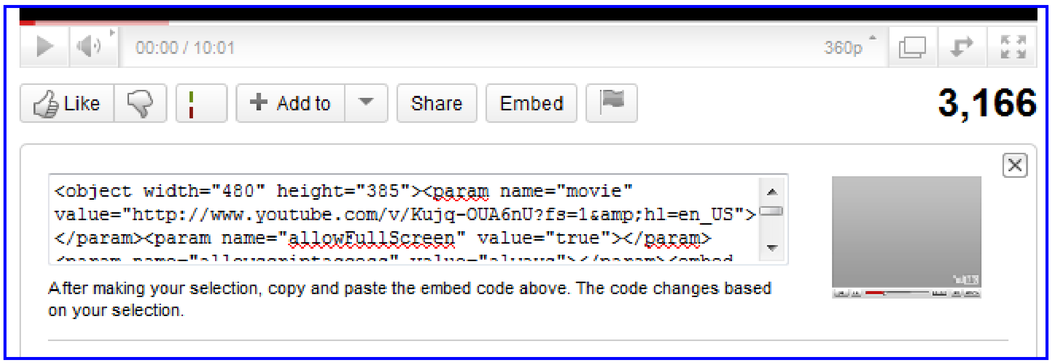
After you add a web part to your class page, you can specify settings that determine how information in the web part appears. The settings for each web part vary.

1. Click the drop-down arrow in the web part title bar and select **Edit Web Part Settings**.
2. For **Homework Due**, **Things I Still Need to Finish**, **Recently Graded Assignments**, and **What's In Class Today** web parts, you can edit the following information:
   - **Description:** This is the text that displays as a heading within the web part.
   - **Default View:** Select **Day View** or **Week View** (**Homework Due** web part only). This determines which tab view appears when a teacher participant opens the page.
   - **Max Number of Items in Single View:** Select the maximum number of items to display on the web part. If there are more items (for example, you select 5 for display but the teacher participant has 8 assignments due), arrows appear at the bottom of the web part to view additional pages.
   - **Date Format:** Select **No of Days Only** or **No of Days and Date** to specify how due dates are displayed.



What's in Class Today? web part settings

3. For **Online Video**, **Online Audio**, **Online Document**, **Document Tray**, and **Article** web parts, you can edit the following information:
   - **Title:** This appears on the web part's title bar.
   - **Description:** This is not displayed; it is for your use.
   - **Embed:** Type or paste code. Websites like YouTube, Slideshow, and podcasts all have embed codes you can use to embed their web content. To add an embed code to a web part, copy the code from the **Embed** field on a website (such as YouTube, shown below) to the **Embed** field in the web part.



Example of an Embed Code (YouTube)

4. Click **Save**.

Post and Upload Responses to Assignments

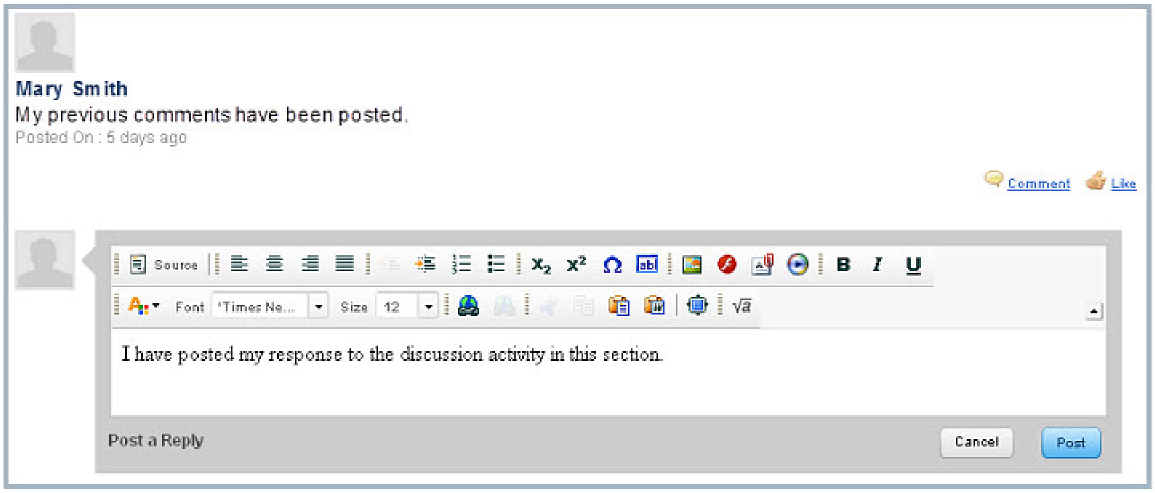
Teacher participant can post comments on discussion activities and upload responses to drop box activities.

Posting a Comment or Response to a Discussion Activity

1. On the top navigation bar, click **Classes** and select **Attend**.
2. On the pagebar, click **Curriculum**.
3. In the left navigation pane, select a class, expand a curriculum, and select a unit.
4. Click the **Lessons/Activities** tab.

   Alternatively: In the left navigation pane, expand a unit and click the name of the activity you want to view.

5. In the discussion activity section at the bottom of the page, click **Comment**.
6. Type your comment or response in the text editor.



Discussion response

7. Click **Post**.

Uploading a Response to a Drop Box Activity

1. On the top navigation bar, click **Classes** and select **Attend**.
2. On the pagebar, click **Curriculum**.
3. In the left navigation pane, select a class, expand a curriculum, and select a unit.
4. Click the **Lessons/Activities** tab.

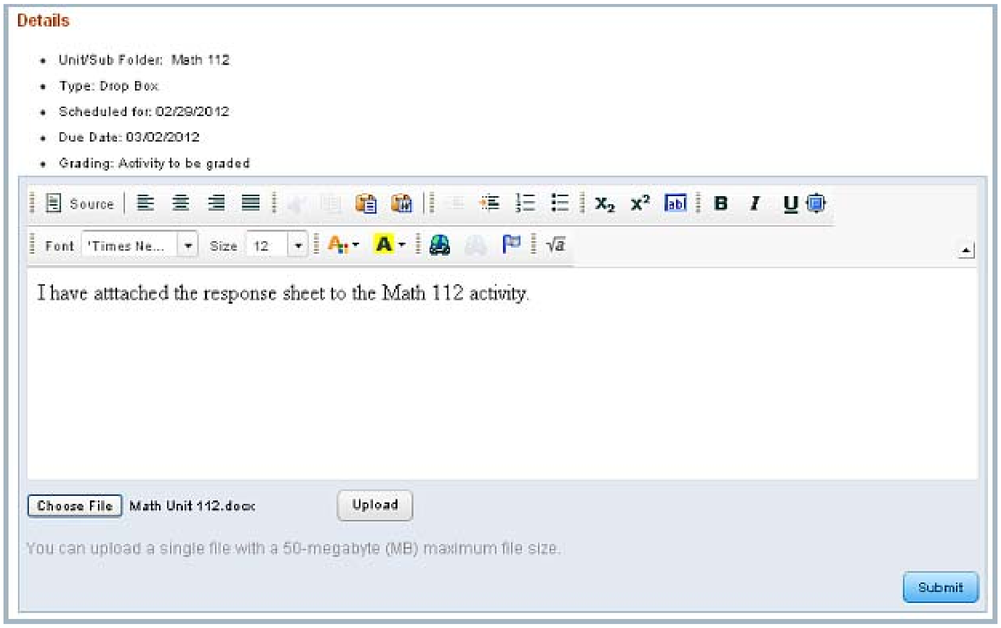
   Alternatively: In the left navigation pane, expand a unit and click the name of the activity you want to view.

5. In the text editor section, click **Attach files**.
6. Click **Choose File** to browse to the location of the file you want to upload to the drop box.

Note: You can upload a single file up to 50 MB in size.

7. Click **Upload**.

   Optional: You can include comments with your submission.



Drop Box activity submission

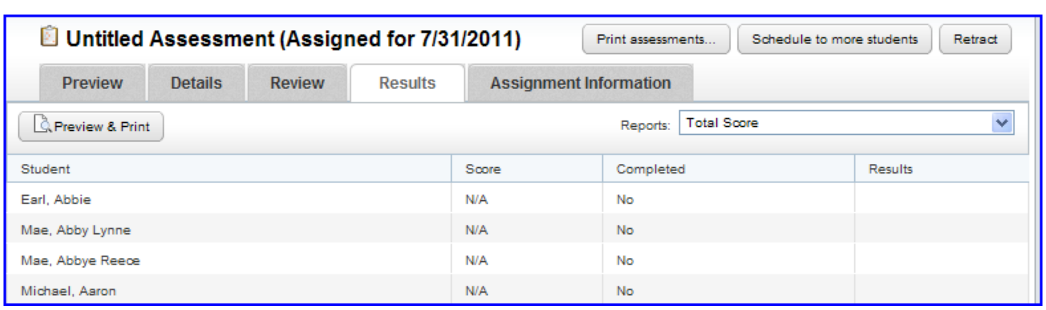
8. Click **Submit**.

View Assignment Results

Teachers and administrators can view assignment status and results.

1. In the navigation pane, click the name of the class or organization level for which you want to view assignment results.
2. On the pagebar, click **Assignments**. The Assignments page opens.
3. To find the assignment, either filter or search the assignment list.
4. In the **Options** column, click the **Show Result** icon. The relevant item appears with the **Results** tab displayed.

   The **Completed** column indicates whether the teacher participant has completed the assignment. If so, the score is shown in the **Score** column.



Assignment Results tab

5. To view results for a specific teacher participant, in the **Results** column, click the **View** link. The teacher participant's completed assignment opens in a new window.
6. To view and print a report, select an option from the **Reports** list, and then click **Preview and Print**. The selected report opens in a new window. For more information, see Assessment Reports.

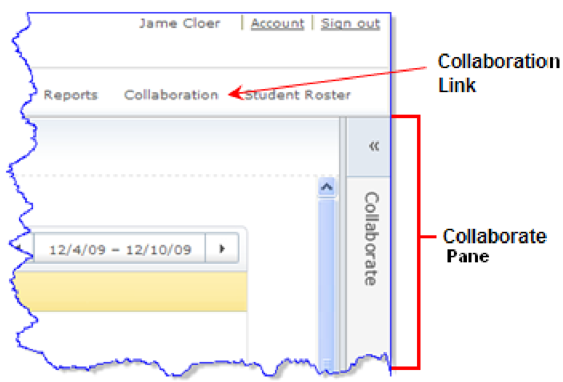
Collaborate

Collaboration Overview

Note: Collaboration features are optional, so your school may not have access to them. If you do not see this feature, please see your IMS system administrator for more information.

Collaboration allows teachers to interact through posted announcements, online discussions, email, and online meetings. Collaboration is class specific. You can collaborate only with the teachers enrolled in the class. You can communicate with an entire class, individual members of a class, or with class teams.

You access collaboration features by clicking the **Collaboration** button on the pagebar, or from the **Collaborate** pane. The pane appears on the right side of the IMS window. Click the arrows at the top of **Collaborate** pane to expand or collapse it.



Collaborate Pane Location

Collaborate Tasks

The following topics offer step-by-step instruction for collaboration tasks:

- Announcements
- Discussions
- Messages
- Online Meetings Layout and Controls
- Online Meetings

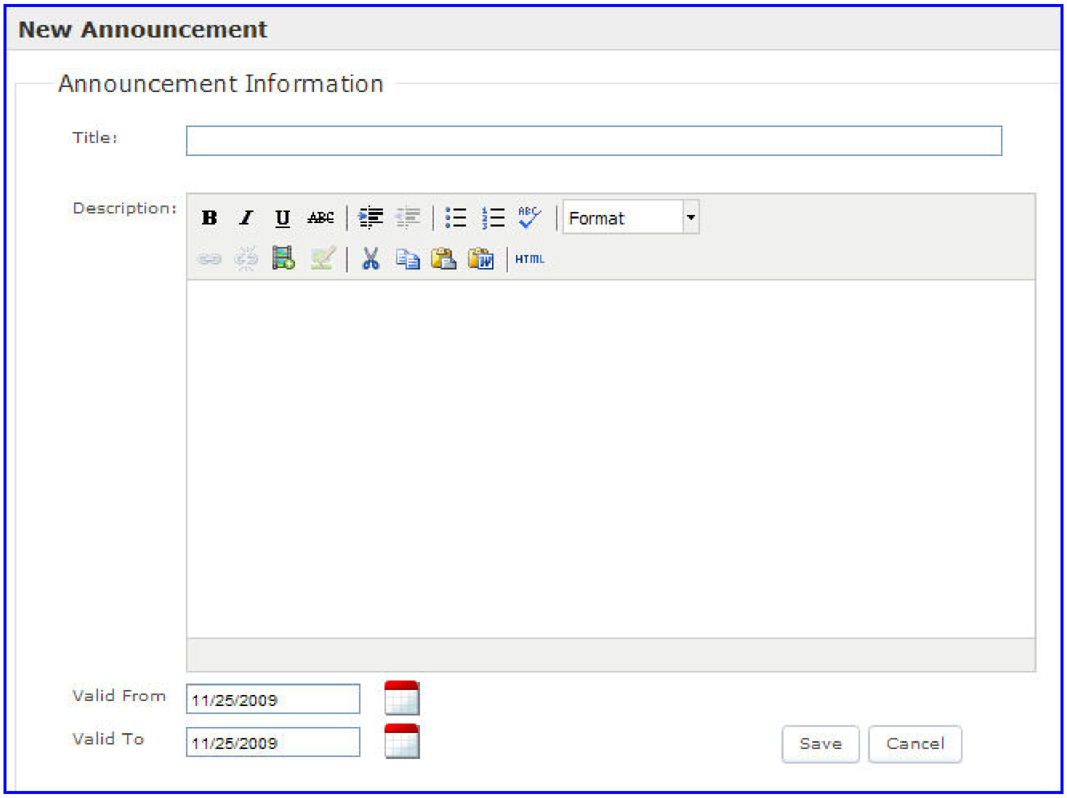
Announcements

You can post announcements for the entire class or only a specific team to view. When you create the announcement, it appears on the Collaboration Summary page for the time you specify.

Note: Collaboration features are optional, so your school may not have access to them. See your IMS system administrator for more information.

Create an Announcement

1. On the top navigation bar, click **Classes** and select **Teach**, and in the left navigation pane, select a class.
2. On the pagebar, click **Collaboration,** or expand the **Collaborate** pane on the right side of the screen.
3. On the Collaboration page, click **Announcements**.
4. From the drop-down, select an audience for your announcement. Options include **Entire Class** and all teams created for the class.
5. Click **New Announcement**.
6. On the New Announcement page, type a **Title** and write your message in the **Description** box.
7. In the **Valid From** field, type a date or click the icon to select a date from the date picker.
8. In the **Valid To** field, type a date or click the icon to select a date from the date picker.
9. Click **Save**.



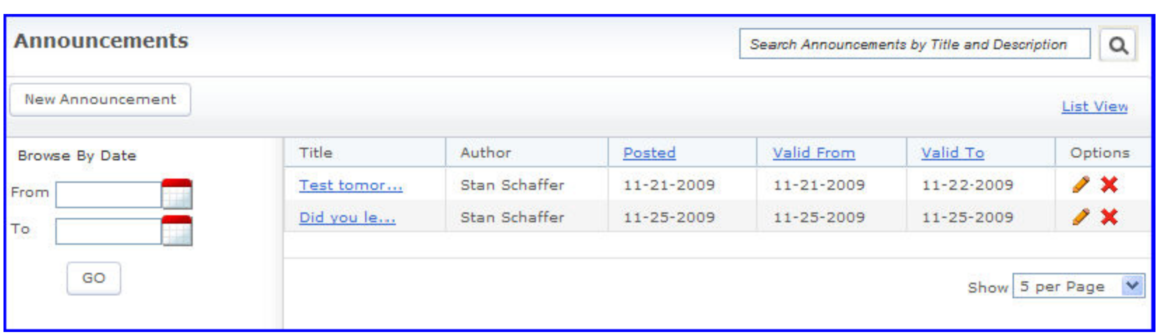
Create an Announcement

Search for Announcements

The search feature is useful if there are multiple pages of announcements, or if you want to find an expired announcement. You can use either a date or a text search to find announcements.

Search by Date

1. On the **Collaborate** pane, click **Announcements**.
2. In the **Browse By Date** section, type or select dates in the **From** and **To** fields.
3. Click **Go**. The IMS displays a list of all announcements that meet the specified **From** and **To** date range.



Search Announcements

Search by Text

1. On the **Collaborate** pane, click **Announcements**.
2. In the **Search Announcement by Title and Description** field, type your search text.
3. Click the **Search** icon . The IMS displays a list of all announcements that meet the specified criteria.

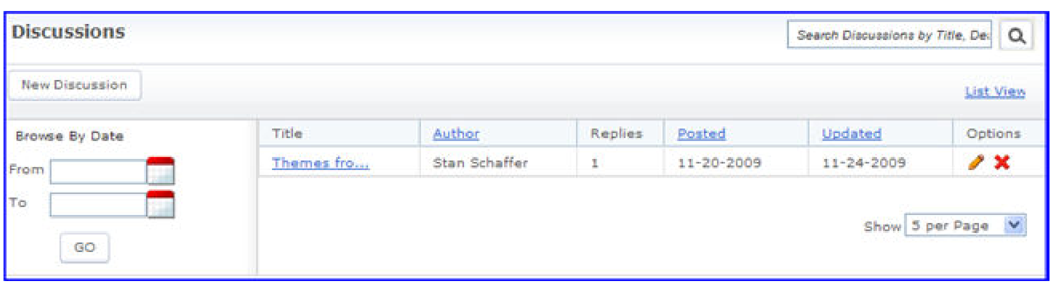
Discussions

Discussions allow instructors to create topics for classes or teams and to invite online responses. All teachers can view all responses and reply to them. The discussion feature is available on the Collaboration page.

Note: Collaboration features are optional, so your school may not have access to them. If you do not see this feature, please see your system administrator for more information.

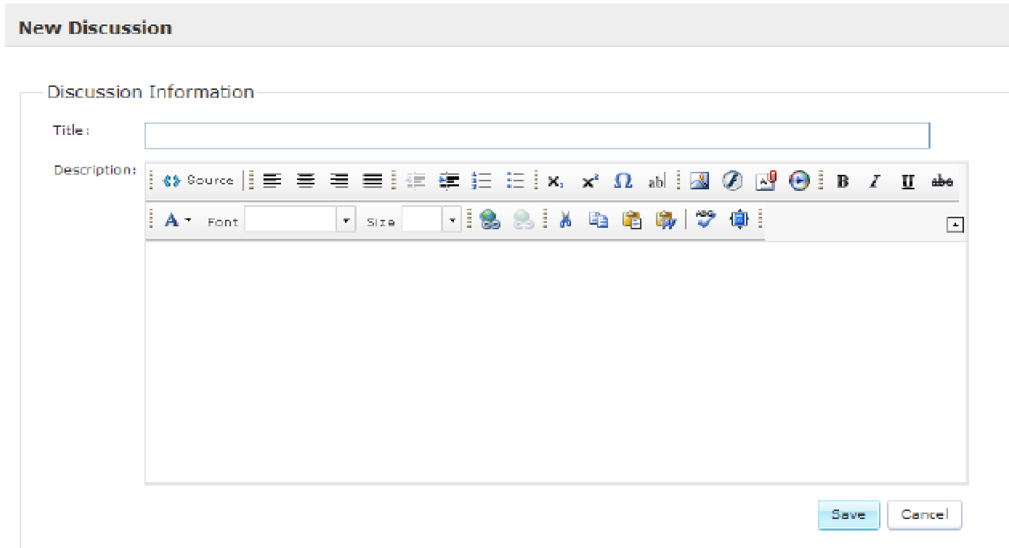
Create a Discussion

1. On the top navigation bar, click **Classes** and select **Teach**. From the left navigation pane, select a class.
2. On the pagebar, click **Collaboration** or, on the right side of the screen, expand the **Collaborate** pane.
3. Click the **Discussions** link.
4. Click **New Discussion**.



Create a Discussion

5. On the New Discussion page, type a **Title** and write your message in the **Description** field.
6. Click **Save**.



Create a Discussion

Edit a Discussion

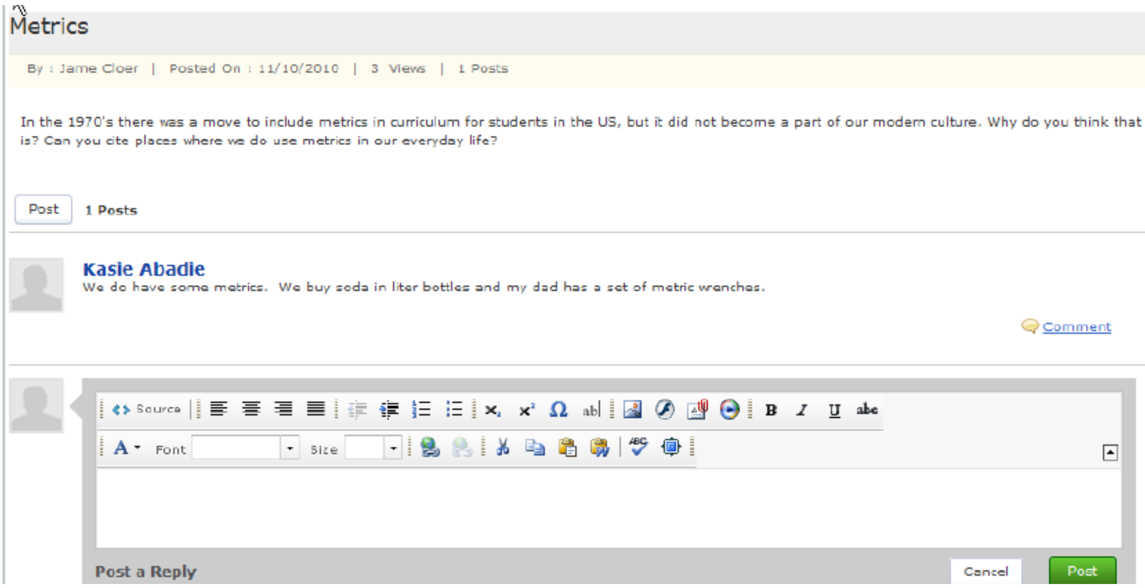
Only the person who created a discussion can edit the content. Responses and comments posted to discussions cannot be edited.

1. In the **Collaborate** pane, click **Discussions**.
2. In the **Topics** column, locate the appropriate discussion and click the **Edit** icon .
3. Make edits as needed and click **Save**.

Participate in a Discussion

Teachers can respond to discussion topics, view responses, and respond to other Teachers' comments.

1. In the **Collaborate** pane, click **Discussions**.
2. In the **Topics** column, click the title of a discussion to open it. All responses appear, along with a thread of any posted comments.
3. Click **Post**.
4. Type your thoughts and click **Post**.



Respond to a Discussion Topic

Tip: You can format the text and add media files to the description by using the text box toolbar.

Post a Comment

If you want to respond to another teacher's response, the process is similar.

Complete steps 1 and 2 from "Participate in a Discussion," and click **Comment** next to the appropriate response, to tie your comment to the correct item in the thread.

Online Professional Development: Teacher participant Role

Collaboration Messages

The Collaboration Messages feature is a class-specific email address for instructors and teacher participants. It acts as a shortcut that allows you to create messages for a specific class audience. To use this feature, participants must enter an email address as part of their profile. Messages are sent from and stored on the participant's email account server, but The IMS keeps a copy of messages sent so you can view them from within the IMS.

Note: Collaboration features are optional, so your school may not have access to them. If you do not see this feature, please see your IMS administrator for more information.

Send an Email

Only assigned teachers for the selected class are included in email recipient lists.

1. On the top navigation bar, click **Classes** and select **Teach** or **Attend**. In the left navigation pane, select a class.

2. On the pagebar, click **Collaboration**, or expand the **Collaborate** pane on the right side of the screen.
3. Click **Messages**.
4. In the drop-down list in the upper right corner or the page, select a viewing audience for your announcement. Options include **Entire Class** and all teams created for the class.
5. Click **Compose**.
6. Click **To**. A list of all classes you teach or attend and all related teams appears.
7. In the **Address Book** drop-down list, select a class or team.
8. Select one or more recipients from the list and click **Close**.
9. Type a **Subject**.

   Optional: Click **Attach** to add a file, or click **Save as Draft** to complete your message later.

10. Type your message in the text box and click **Send**.

View Email

1. On the top navigation bar, click **Classes** and select **Teach** or **Attend**. In the left navigation pane, select a class.
2. On the pagebar, click **Collaboration,** or expand the **Collaborate** pane on the right side of the screen.
3. Click **Messages**.
4. Click **Inbox** to view messages received, click **Sent** to view messages you sent, or click **Drafts** to complete messages you saved without sending.

Online Meetings Layout and Controls

The Online Meetings feature supports one-on-one tutoring and group discussion in a virtual environment. Participants exchange information with a shared **Workboard** and both voice and text chat. The **Workboard** allows the meeting presenter to load documents, type text, draw, and insert shapes that are visible for all participants.

All meetings are recorded and can be reviewed later in their entirety. Included in the playback are any documents, drawings, and voice and text chat. If a instructor hosts a meeting and a participant is unable to attend, the participant can view the recorded meeting and see and hear everything he/she missed.

The online meetings feature is specific to a class. Online meetings are available from **Collaboration** in the pagebar or the **Collaborate** pane on the right side of the page.

Note: Collaboration features are optional, so your school may not have access to them. If you do not see this feature, please see your IMS administrator for more information.

Meeting Roles and Controls

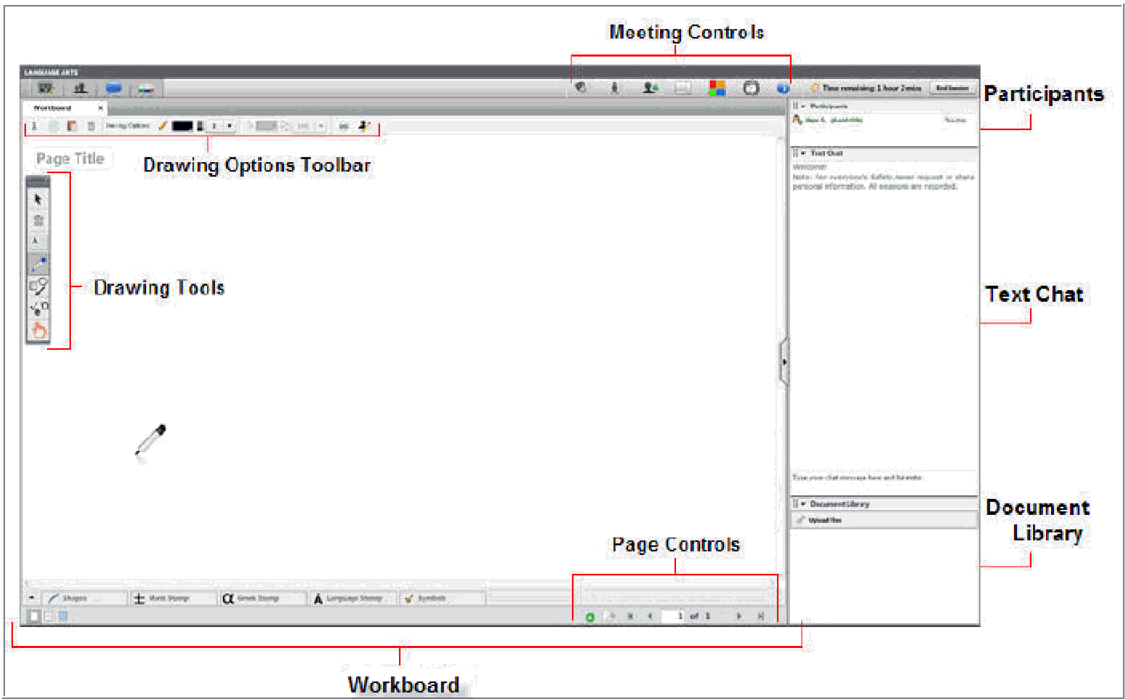
Roles

- **Presenter:** The presenter is the person who created or scheduled the meeting and controls the **Workboard**. Other participants can be granted the role of presenter as necessary.

- **Participants:** Participants view information on the **Workboard**, use text chat, and use speakers or headphones and microphones for verbal exchanges. They can work within the **Workboard** when the presenter grants permission.

The Layout

Online meetings are composed of four areas: **Workboard**, **Participants**, **Text Chat**, and **Document Library**.



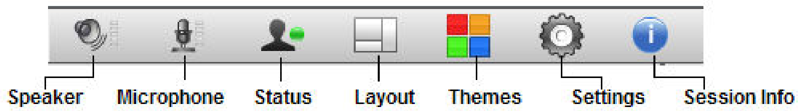
Online Meeting Space

The Online Meeting page contains the following elements: **Workboard**, **Participants** section, **Text Chat** section, and the **Document Library** section.

- **Workboard:** Space to share documents, using graphics and text to mark materials in real time for meaningful presentations. The **Workboard** has several controls and tools available to enhance instruction.
- **Participants section**: Lists all the members who joined the meeting and displays their current status.
- **Text Chat section**: Displays all text messages that have been submitted by participants during the session. All participants can add chat messages from this panel.
- **Document Library:** Provides a location to load documents for sharing on the **Workboard**.

Meeting Controls

The **Meeting Controls** toolbar allows you to configure the speaker and microphone, change your online status, and track multiple meetings using color themes to differentiate one meeting from another. Layout tools allow you to manipulate the work environment to best meet your needs.



Meeting Controls toolbar

- **Speaker:** Controls the speaker volume on your computer.
- **Microphone:** Controls the volume of your microphone. If participants find it hard to hear you, increase the volume on your microphone.
- **Status:** Shows your current status and allows you to change it. Options are: **Available**, **Away**, and **Be right back**. The status you set appears for all meeting participants.
- **Layout Manager:** Allows you to select a layout from four preset configurations.
- **Themes:** Allows you to change the color scheme of your meeting to help you differentiate when hosting multiple groups.
- **Settings:** Displays a tabbed window with controls for speaker, microphone, and color themes.
- **Session Information:** Displays information about the current meeting, including start and end times, and time remaining.

Online Meetings

Online meetings provide a virtual classroom where instructors and teacher participants can meet to exchange ideas using a Workboard, Text Chat, and a Document Library. Voice is available for participants who use a microphone. Online meetings are class-specific and must be scheduled from within an assigned class.

The Online Meeting feature is available from the Collaboration page.

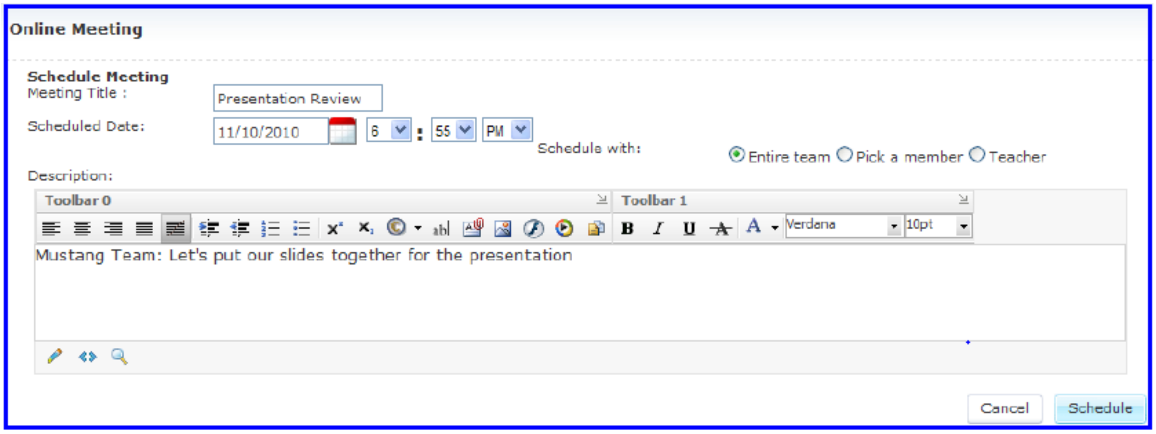
Note: Collaboration features are optional. Your school may not have access to these items. If you do not see this feature, please see your IMS administrator for more information.

Schedule a Meeting

1. On the top navigation bar, click **Classes** and select **Teach** or **Attend**. In the left navigation pane, select a class.
2. On the pagebar, click **Collaboration**, or expand the **Collaborate** pane on the right side of the screen.
3. Click **Online Meetings**.
4. In the drop-down list in the upper right corner or the page, select a viewing audience for your announcement. Options include **Entire Class** and all teams created for the class.
5. Click **Schedule a Meeting**.
6. Type a **Meeting Title**.
7. Type a date in **Scheduled Date**, or select one from the date picker.
8. Select a time for the meeting.

Note: You must schedule at least two hours in advance.

9. In the **Schedule with** section, select the appropriate group to include participants.
   - **Entire Team:** Includes all team members, unless you selected **Entire Class** in step 4, in which case it will include all teacher participants enrolled in the class.
   - **Pick a member:** Opens a dialog box displaying all team (or class) members. Select desired participants from the list and click **Select**.
   - **Teacher:** Adds the assigned teacher.
10. Type a **Description** for your meeting.
11. Click **Schedule**.



Schedule an Online Meeting

Join a Meeting

1. On the top navigation bar, click **Classes** and select **Teach** or **Attend**. In the left navigation pane, select a class.
2. On the pagebar, click **Collaboration,** or expand the **Collaborate** pane on the right side of the screen.
3. Click **Online Meetings**.
4. In the drop-down list in the upper right corner of the page, select a viewing audience for your announcement. Options include **Entire Class** and all teams created for the class.
5. Locate your meeting in the results list and, in the **Options** column, click **Join**.

Note: Scheduled meetings appear on the home page when you sign in. You can click the title of an in-progress meeting and join from the home page.

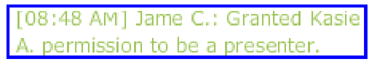
Raise your Hand in a Meeting

You can send and receive text messages in the **Text Chat** section and view the presentation from the **Workboard**. If the presenter is using a microphone, you can listen to the presentation. When you click **Raise a Hand**, the following additional rights may be granted by the presenter:

- Make as Presenter
- Allow Mic Access

- Start Private Chat
- Remove from Session

1. As a participant within a meeting, click the **Raise Hand** icon .
   When the presenter grants rights, a message appears in your Text Chat.



2. After the Presenter responds to your request, click the **Lower Hand** icon .

Note: When you click **Raise Hand**, the Presenter sees a blinking hand symbol beside your name in the **Participants** section. The symbol continues to blink until you click **Lower Hand**.

Request Presenter Rights

Participants cannot work in the **Workboard** without presenter rights. Participants have two options for this request.

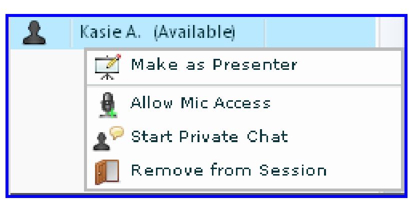
- As a Participant within a meeting, click the **Raise Hand** icon .
- As a Participant within a meeting, click the **Presenter Rights** icon .

Answer Raised Hand

Participants have limited access within online meetings. Presenters can increase rights when a participant raises a hand to ask. When a participant clicks the **Raise Hand** icon, the presenter sees a blinking hand symbol beside the name in the **Participants** section.

To respond to a raised hand:

1. Click the hand symbol (or anywhere in the participant name row) to display a pop-up menu of options.
2. Click to select an option:
   - **Make as Presenter:** Provides access to **Workboard** tools.
   - **Allow Mic Access:** Provides microphone access if available.
   - **Start Private Chat:** Allows text chat that is not viewed by other participants.
   - **Remove from Session:** Denies access for the scheduled meeting for the selected participant.



Raised Hand options

Remove Presenter Rights

A presenter can remove temporary presenter rights granted to a participant.

1. From the **Participants** section, right-click within the participant name row to display a pop-up menu of options.
2. Click **Make as Viewer**.

Grant Presenter Rights

Presenters can grant access to **Workboards** and workboard tools through the sharing of presenter rights.

There are two ways to grant presenter rights to a participant.

- When a participant requests presenter rights by clicking the **Raised Hand** icon or the **Presenter Rights** icon, the presenter can right-click the blinking request icon and select **Make as Presenter**.
- The presenter can grant rights without a request, by right-clicking the participant's name and clicking **Make as Presenter**.

Share a Document

Presenters can share documents on the **Workboard** in **Online Meetings**.

1. In the **Document Library**, **c**lick **Upload Files**.
2. In the **Upload** dialog box, find the file you want to share and click **Open**. The file loads to the **Document Library**.
3. Drag the document from the library to the **Workboard**.

Note: If you have work on the **Workboard**, the document you add will open on a new tab within the **Workboard**.

You can use tools to draw, add text, or mark the document. Participants can view the document and your drawings, but they cannot annotate without presenter permission.

Glossary

A

Anecdotal Records: An informal, written record of a learner's progress based on milestones particular to the learner's social, emotional, physical, aesthetic, and cognitive development.

Assessment: An assessment is any task designed to measure. This term is commonly used to refer to testing, but general assignments can also be labeled, assessments as most assignments are designed to measure how well a student understands a concept. The IMS provides both activity and assessment formats. The current assessment format follows a conventional question/answer style of assessment.

Assignment: An assignment is a curriculum item (an activity or assessment) that has been scheduled for a class or student.

B

Best Practice: Objects identified with a thumb graphic designate vetted materials approved for organizational distribution.

C

CCL: Community Content Library.

Class: Classes refer to a specific group of students scheduled to meet at the same time in the same location assigned to one instructor (unless instruction time is shared or the class in online and meets in a virtual "same environment"). Classes can consist of one course section, a combinations of sections, or a combination of courses and sections. (Such is the case when a younger advanced course shares instruction with an older general course. The instruction is the same, but the course identifiers are different for the different grades.)

Course: A course presents a defined focus of study. For example, a General Biology course should assess the same skill set regardless of the course section or the assigned teacher.

Curriculum: This term can refer to all instruction; however, it represents the highest level of instruction available in The IMS. Curriculum provides the overview for the grade and subject taught. Only persons with state or district administrative rights can create or edit curricula. A curriculum level must exist before any other level of instruction (units, lessons, activities, or assessments) can be created in The IMS.

Community Content Library: The IMS allows teachers to share curriculum within their district through the Community Content Library. When you select to "Share with" or "Make Available" your Unit, Activity, Lesson, or Assessment, other instructors can view and copy it to their course curriculum through the Community Content Library.

D

Dynamic: The term "dynamic" when applied to pages or toolbars means that the options available change depending on the selections you make.

F

Formative: Formative assessments are on-going reviews and observations. These provide feedback regarding a learner's progress. Formative assessments may include periodic quizzes and performance tasks, diagnostic tests, and anecdotal records.

O

Objectives: The terms Standards and Objectives are often used interchangeably, though they are not interchangeable ideas in the educational field of study. Both identify what a student should know or be able to do, but they differ in the level of detail and quality of measurement used. As a rule, standards are broader in description, and objectives are more detailed. Objectives are tied to lesson plans and several objectives may be applied to support one standard. Your school may use one term for all identified skills or your school may define skills at different levels. The IMS allows each school to make a decision regarding the organization and terminology to be used and the application allows you to tie skills to assignments and keep a separate record for standard/objective measurements.

P

Pinnacle Instruction: Pinnacle Instruction is one of several modules available in the Pinnacle Suite. This module allows you create, store, edit, share, and reuse curriculum.

PIV: Pinnacle Internet Viewer (PIV) is a component of the Pinnacle suite that allows students and parents/guardians to view student data online. It is available to schools that purchase the Gradebook module and includes grades, attendance, assignment, and information from Gradebook along with links to Pinnacle Instruction information.

PRT: Peer Review Team. This is a team of subject matter experts defined by administrators to review curriculum and item bank objects prior to approval as best practice publication. This feature is not available for all schools.

R

Read-only: Read-only refers to data that can be viewed, but cannot be edited, in anyway by the viewer. This includes no delete function.

S

SAT: Scholastic Achievement Test

Section: Sections allow courses to be offered at different times, by different instructors, and/or to different students. For example schools can use section numbers to divide courses among instructors, such that 9ENG01 meets with instructor A and 9ENG02 meets with instructor B. Sections are always related to courses, so the same skill set is assessed.

SIS: Student Information System (SIS) is an administrative application tool used to store and organize information, such as courses assigned to a teacher, students assigned to each course, student demographics, and teacher profiles. Information from this system is imported into PCA and Gradebook modules. Schools may use the Pinnacle SIS, or a third party vendor.

Standards: The terms "Standards" and "Objectives" are often used interchangeably, though they are not interchangeable ideas in the educational field of study. Both identify what a student should know or be able to do, but they differ in the level of detail and quality of measurement used. As a rule, standards are broader in description, and objectives are more detailed. Objectives are tied to lesson plans and several objectives may be applied to support one standard. Your school may use one term for all identified skills or your school may define skills at different levels. This application allows each school to make a decision regarding the organization and terminology to be used and allows you to tie skills to assignments and keep a separate record for standard/objective measurements.

Standards Entity: This is collection of academic standards created for different grade levels and subjects according to the identified authority. Often the authority is a state appointed committee; however, privately financed organizations also provide academic standards.

Summative: Summative assessments are used to evaluate effectiveness of an instructional program within a pre-determined period of time. The goal is to determine a learner's competency at the end of an instructional phase. Typical summative assessments include final exams, statewide or standardized tests, and entrance exams such at SAT or ACT as administered in the United States.

T

Term: Terms are pre-determined assessment time periods. Pinnacle Suite uses the general label, "Term" to avoid confusion among schools using different time period definitions. A term is also referred to as a "marking period." Some examples of common term labels are: 1st quarter, 2nd quarter, 1st semester, 1st trimester, 2nd trimester, 1st nine weeks, 2nd nine weeks, 1st six weeks.

U

Unrostered Student: An unrostered student is someone who is not enrolled in the class currently, but you anticipate the student will join your class. You create temporary credentials for the student on the Unrostered tab of the "Student Roster" page.

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