

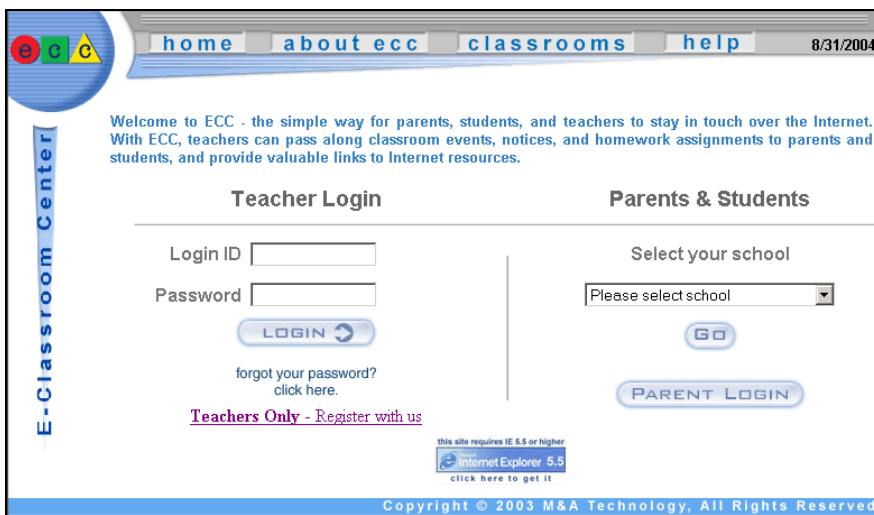
# E-Classroom Center

<http://ecc.pisd.edu>

The E-Classroom Center allows teachers to create a simple website where classroom information can be posted. A classroom calendar can be maintained with information about assignments and events. Teachers may even attach documents to their classroom pages allowing students to access files such as Word documents or PowerPoint files via the web.

(Note: E-Classroom Center requires Internet Explorer 5.5 or higher. For students to access files attached to the pages, they must have the appropriate software application installed on their computer.)

Access to each E-Classroom site is open to everyone with Internet access. Students and parents do not need to register on the site in order to access information. (However, there is a "Parent Login" feature which allows users to more conveniently access specific classrooms without navigating through menus each time they use the site.)



## Setting Up an E-Classroom Account

Before creating pages for your class(es), you must register for an account. Click the “Teachers Only – Register with us” link on the ECC home page.

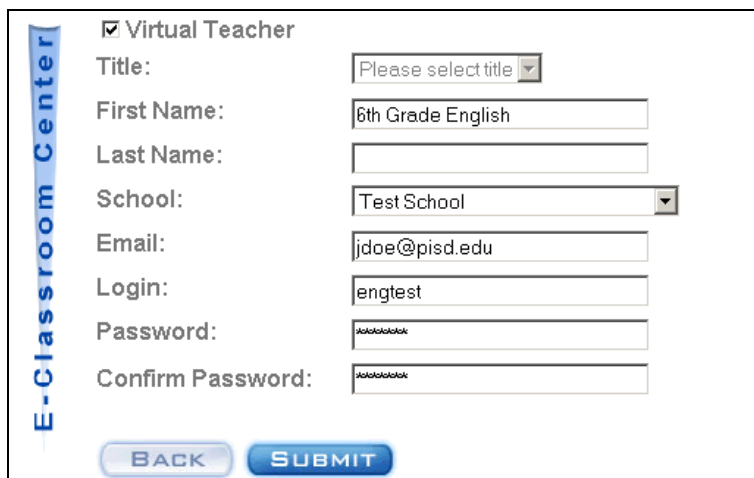
You may choose to set up an individual account (e.g., Mrs. Jones) or a departmental or team account (e.g. 4<sup>th</sup> Grade or 9<sup>th</sup> Grade Social Studies).

After submitting the registration, your account must be activated by the Instructional Technology department. To expedite the activation of your account, **email** Don Dempsey.

### Departmental or Team Account (Virtual Teacher)

If your department or team wants to maintain a common site, you will create one login that can be used by any or all of your team. When creating your login, fill out the registration form as indicated below. Be sure to check the box next to “Virtual Teacher” which indicates that this is a departmental or team website.

In the “First Name” field, enter the name that should be displayed in the menus. Leave the Last Name blank. Choose a login name and password that all users on your team will use (e.g. *Schimmel6SS*). The login name must not include spaces or punctuation. The email address must be the PISD email address for one of the teachers on the team.



The screenshot shows a registration form titled "E-Classroom Center" on the left. The form includes a checked box for "Virtual Teacher". The fields are: Title (dropdown menu with "Please select title"), First Name (text box with "6th Grade English"), Last Name (empty text box), School (dropdown menu with "Test School"), Email (text box with "jdoe@pisd.edu"), Login (text box with "engtest"), Password (text box with asterisks), and Confirm Password (text box with asterisks). At the bottom are "BACK" and "SUBMIT" buttons.

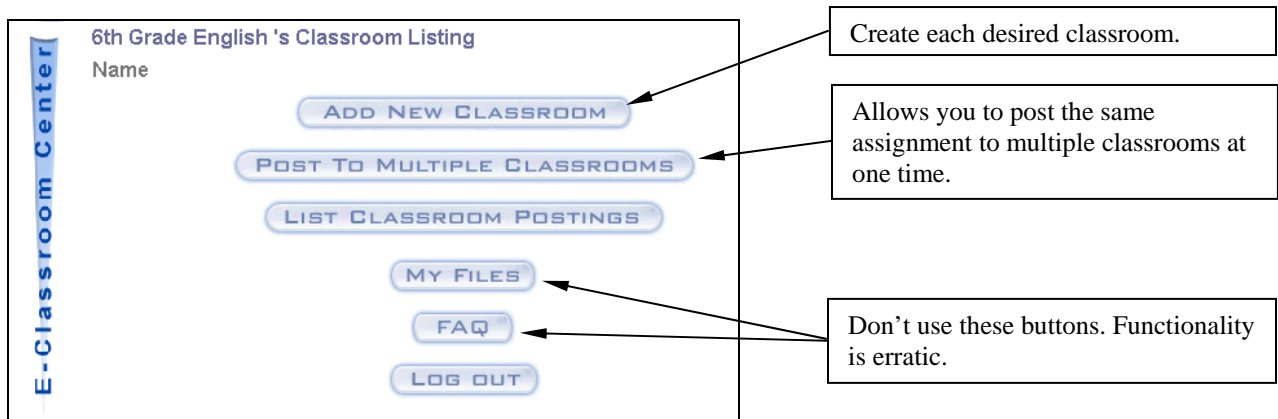
### Individual Account

If you wish to maintain a classroom account as an individual teacher, **DO NOT** check the Virtual Teacher box. Enter the requested data in each field. Your login should be the same as your PISD network login. The password may be anything except your network login.

## Setting Up Classes

After your account has been registered and activated, you are ready to begin setting up your class(es).

- Login to your ECC account using the login and password you've selected.
- The Classroom Listing menu will be displayed.



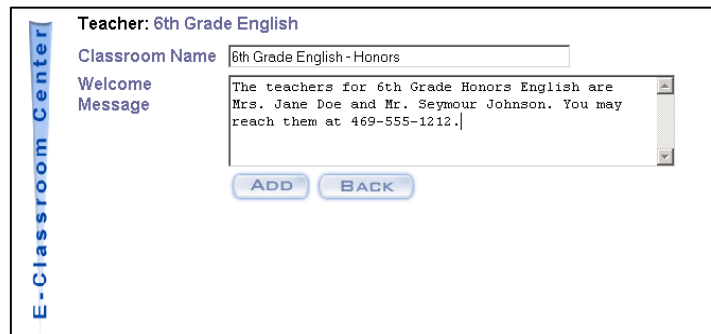
The screenshot shows the '6th Grade English 's Classroom Listing' page. On the left is a vertical sidebar labeled 'E-Classroom Center'. The main content area contains several buttons: 'ADD NEW CLASSROOM', 'POST TO MULTIPLE CLASSROOMS', 'LIST CLASSROOM POSTINGS', 'MY FILES', 'FAQ', and 'LOG OUT'. Three callout boxes with arrows point to these buttons:

- An arrow points from the 'ADD NEW CLASSROOM' button to a box containing the text: "Create each desired classroom."
- An arrow points from the 'POST TO MULTIPLE CLASSROOMS' button to a box containing the text: "Allows you to post the same assignment to multiple classrooms at one time."
- An arrow points from the 'MY FILES', 'FAQ', and 'LOG OUT' buttons to a box containing the text: "Don't use these buttons. Functionality is erratic."

## Adding a Classroom

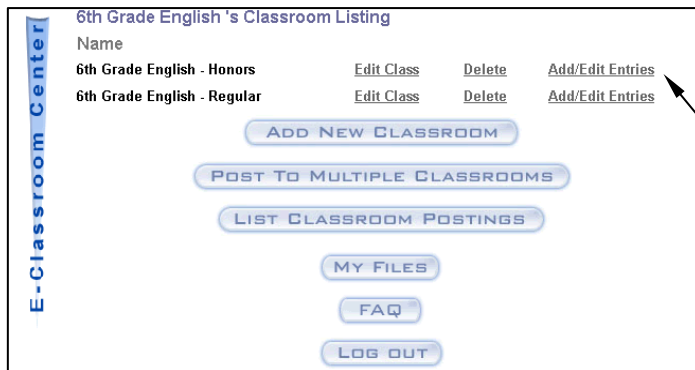
After creating an account, you must add one or more classrooms in order to post content to the website. Choose the "Add New Classroom" button as shown above.

Enter a name and welcome message for the classroom you're adding and then click the Add button.



The screenshot shows the 'Add New Classroom' form. On the left is a vertical sidebar labeled 'E-Classroom Center'. The main content area is titled 'Teacher: 6th Grade English'. It contains a 'Classroom Name' field with the text '6th Grade English - Honors'. Below this is a 'Welcome Message' field with a text area containing the message: "The teachers for 6th Grade Honors English are Mrs. Jane Doe and Mr. Seymour Johnson. You may reach them at 469-555-1212.].". At the bottom of the form are two buttons: 'ADD' and 'BACK'.

## Adding Content to Individual Classrooms



After adding classrooms, they will appear at the top of the Classroom Listing page.

To add content to a classroom, click the “Add/Edit Entries” link to add content to that classroom’s page. (*Reminder, do not use the “My Files” button to attach files.*)

The Classroom Administration page for the selected class will be displayed.

## Classroom Administration Page

From this screen, you have options to add and edit entries for the selected classroom.

**Classroom Listing** – Returns you to the screen shown above and allows you to switch to a different classroom.

**Add Event** – Posts an event to the assignment list but does not add to calendar.

**Add New Assignment** – This is the primary functionality of the site. Assignments are listed on the main classroom screen and are also posted to the classroom’s calendar.

**Add New Web Site** – Allows you to hyperlink to websites from your classroom.

**Add Bulletin Board** – Bulletin Board entries show up in a separate window and are not added to the calendar.

**Edit Profile** – Provides access to your login information to modify your teacher name or password.

**List buttons** – Lists the corresponding entries (Events, Assignments, Web Sites, Bulletin Boards) and allows you to modify or delete those entries.

**Preview Web Page** – Allows you to preview the current classroom’s page as it will be displayed on the Web.



## Adding New Assignments

When the Assignment Entry screen is displayed, enter appropriate information.

### **Assignment Title and Assignment**

**Description** – may include whatever content you choose.

**URL** – If you wish to include web hyperlinks that correlate with this specific assignment, you may enter the Web address in the URL field. (*Important note: you must include the http:// part of the web address or the link will not function.*) After entering the URL, click the Add URL button for it to be added to the assignment.

**Attachments** – You may attach up to four files to each assignment. The files will automatically be uploaded to your page.

There are important considerations to keep in mind:

- Filenames must be limited to 25 characters in length.
- No spaces or special characters are allowed in filenames (hyphens and underscores may be used though).
- Students/parents must have the appropriate software application in order to open the attached file. (For example, if a PowerPoint file is attached to an assignment, PowerPoint must be installed on the parent's/student's computer to view the file.)

**Assignment Date** – Click the calendar button and then choose the date of the assignment. This is the date where the assignment will display on the calendar. (Alternatively, you may type in date in mm/dd/yyyy format.)

**Start Display On** – This is the date when the assignment will first start displaying on your website. The date must be the same as or prior to the Assignment Date.

**End Display On** – This is the date when the assignment will be removed from the list of assignments and calendar. It must be a date later than the Assignment Date.

**Show Always** – This button doesn't function at this time.

**Add** – When all content for an entry is added as desired, click the Add button to post the assignment to your site.

The screenshot shows the 'E-Classroom Center' interface for adding a new assignment. The form is titled 'Assignment Entry' and contains the following fields and controls:

- Assignment Title:** Poetry Analysis
- Assignment Description:** Analyze the poem by completing the worksheet. If you need help, visit the poetrymagic website.
- URL:** http://www.poetrymagic.co.uk/critiquing.html (with an 'Add URL' button)
- Attachments:** H:\poetry\_analysis.doc (with 'Browse...' buttons)
- Assignment Date:** 09/02/2004 (with a calendar icon and '(mm/dd/yyyy)' format indicator)
- Start Display On:** 08/24/2004 (with a calendar icon and '(mm/dd/yyyy)' format indicator)
- End Display On:** 09/30/2004 (with a calendar icon and '(mm/dd/yyyy)' format indicator)
- Show Always:**

At the bottom of the form are two buttons: 'GO BACK' and 'ADD'.

## Adding a New Event

Adding a New Event works in the same manner as Adding an assignment. However, events are not displayed on the calendar, you cannot attach URLs and you cannot attach assignments. In most cases, it is preferable to create items as Assignments rather than Events.

To Add a New Event, click the Add New Event button from the Classroom Listing screen. Follow exactly the same procedures as to add an assignment.

## Adding a Bulletin Board Entry

From the Classroom Listing screen, click the Add Bulletin Board button. Following exactly the same procedures as to add an assignment. The differences are:

- The bulletin board entries do not display on the main classroom page or on the calendar. They are only listed on the Bulletin Board.
- URLs cannot be attached.
- Only one file can be attached to each entry.

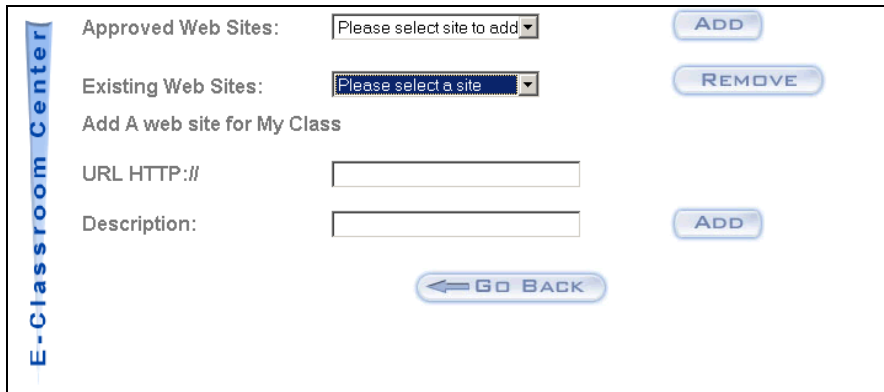
## Adding Web Sites

To list web sites for students to use as general references rather than attaching them to a specific assignment, choose Add New Web Site from the Classroom Listing screen.

Web sites that are added from this screen are only displayed for students in the Web Pages listing and aren't listed in the main assignments window.

Generally, it is easiest not to use the "Approved Web Sites" and the "Existing Web Sites" to add sites to your classroom.

Simply enter the URL in the field provided. (Note: When entering URLs on this screen, you must not add the <http://> portion of the address. A description is required. (Example: If linking to <http://www.pisd.edu>, the description could be *Plano ISD*.)



The screenshot shows the 'E-Classroom Center' interface. On the left, there is a vertical blue bar with the text 'E-Classroom Center'. The main content area has the following elements:

- 'Approved Web Sites:' with a dropdown menu containing 'Please select site to add' and an 'ADD' button.
- 'Existing Web Sites:' with a dropdown menu containing 'Please select a site' and a 'REMOVE' button.
- 'Add A web site for My Class' section with two input fields: 'URL HTTP:/' and 'Description:'. An 'ADD' button is positioned to the right of the 'Description:' field.
- A 'GO BACK' button with a left-pointing arrow at the bottom center.