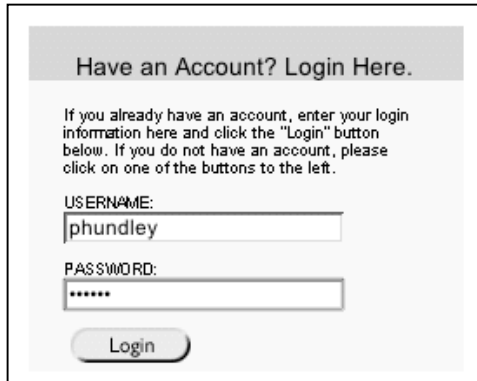


Introduction to InClass – Secondary Teachers Only

InClass is the Palo Alto Unified School District's online tool for class announcements, assignments, course materials, group work and grades. Additional features include a class calendar, drop box, online testing, surveys, and discussion boards. In this introductory short-course for secondary teachers, learn the basics of this system and get your classes set up for basic uses.



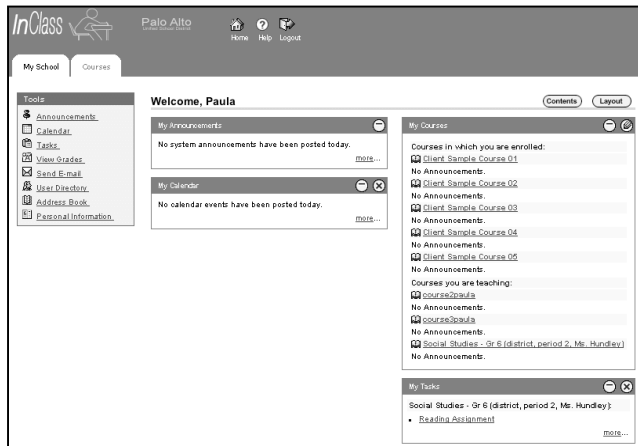
LOGGING ON TO INCLASS:

InClass log-in address:
<http://k2.pausd.org>

Bookmark it for easy access.

Log in with your District email username and password

MY SCHOOL VIEW – FIRST LOG-IN SCREEN:



Overview of:

- Announcements
- Tasks
- Calendar events
- Courses you teach
- Courses you take

NOTE: If you use the Calendar feature in the Toolbox to the left, only you will see what is entered (eg, personal appts). Course calendar events are entered elsewhere – see later in this handout.

COURSE VIEW – Click on any class you teach:



Navigation Bar on the left is preset – both topics & order – but can be changed at teacher discretion.

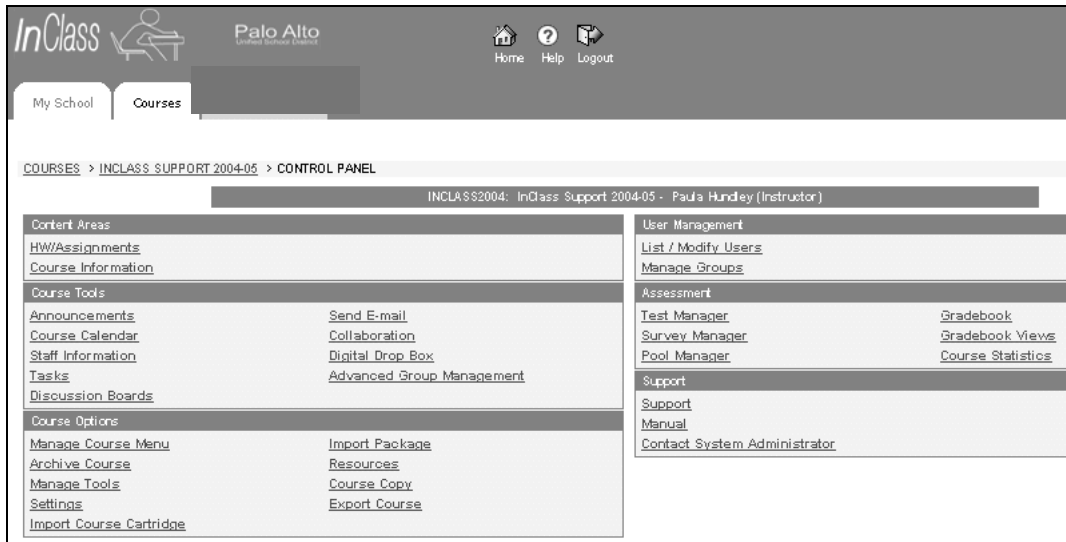
Navigation Path along the top lets you jump back to places quickly.

Course Map – Navigate to materials using an outline of site

Control Panel – Gives access to Teacher Tools. Students see this exact view, except they do NOT see the Control Panel.

THE CONTROL PANEL

From any class you teach, click on Control Panel to see this screen:



Teachers make all additions and modifications from this control panel – which is not accessible by students. *As with any password, please safeguard it and do not give it to anyone; this includes volunteers and aides.*

- **Content Areas** – Course materials
- **Course Tools** – Communication, collaboration, day-to-day tools
- **Course Options** – Customizations for courses
- **User Management** – Student work groups
- **Assessment** – Online testing, including test creation and item pools, plus surveys
- **Support** – Non-searchable handbook, but somewhat helpful with screenshots

KEY SETTINGS (under Course Options) NAME & DESCRIPTION

Students & observers see this course name and description. If you teach multiple sections of the same class, look at the last 3 digits to identify the period line:

- 1 = first semester
- 2 = second semester
- 3 = all year
- 01-08 = period line

Note: This numeration may vary by site.

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COURSE AVAILABILITY

Course Availability

1 Set Course Availability

Do you want this course available to users?

Make Course Available: Yes No

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Your students will NOT be able to see the class or access information until you check "Yes" and make the course available to them.

Note: This allows you to work on a class before making it available (public).

OBSERVER ACCESS

Observer access allows a person (read "parent") to have an Observer Role for a specific user (read "student"). The Observer has "read only" privileges, meaning that the s/he may see course materials but may not participate.

In PAUSD, an Observer's login is his or her student's ID number followed by _p. Example: 123456_p

The Observer's initial password is the same as for his/her student. It is recommended that parents change their passwords when they log on for the first time.

Observer Access

1 Allow Observer Access

Do you want observers to be able to access this course?

Allow Observers: Yes No

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Note: Only one (1) Observer Account exists for each student. This means that parents must share the same account and password.

COURSE DESIGN

Course Design

1 Select Navigation Style

Buttons Text

Announcements	Announcements
Course Information	Course Information
Staff Information	Staff Information
Course Documents	Course Documents
Assignments	Assignments
Communication	Communication
	Discussion Board
	External Links

2 Select Style Properties

Button Type:

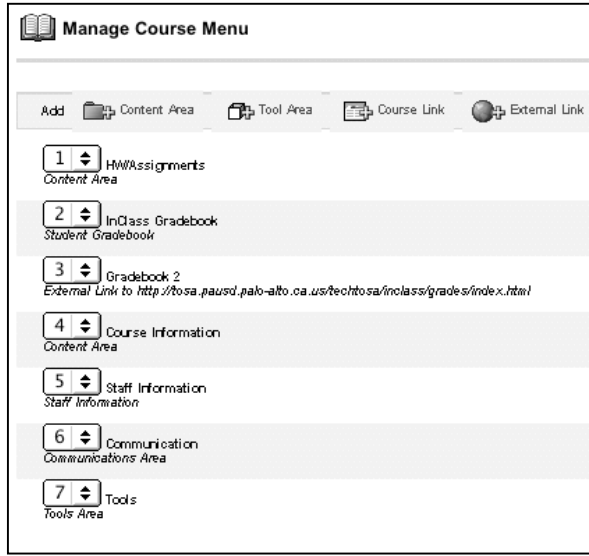
Button Shape: Rounded Corners Rectangular Rounded Ends

Button Style: [GALLERY OF BUTTONS]

- Blue 02
- Blue 03
- Blue 04
- Blue 05
- Blue 06
- Blue 07

For the Course Design, make a few simple choices. Choose buttons or plain text. If you choose buttons, choose the color and/or style of the buttons. You may want to use a different color scheme for each section of the same course.

MANAGE COURSE MENU



Numbering: Controls the order and content of the Navigation Bar on the lefthand side of the course. You can add buttons or rearrange the order. To rearrange order, use the pull-down number menu beside an item, select the number you want, and the system will automatically renumber all the others.

Remove (far right) – Deletes the menu item

Modify (far right) – Allows you to rename the item or turn on/off its availability. For example, if you only want the gradebook available at certain times during the term, you can turn off this button and it won't be visible to students until you turn it on again.

STAFF INFORMATION

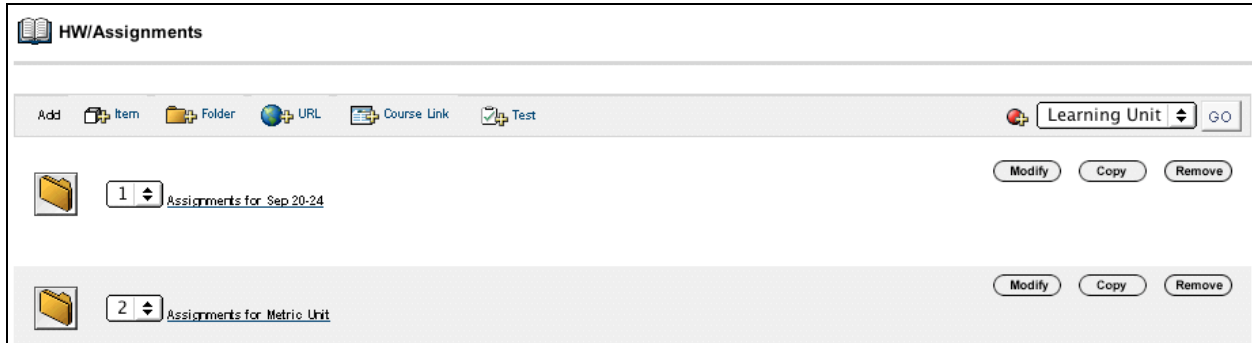
Complete your profile, especially contact information. You can add a photo and link to your website, if you so choose. From the Control Panel, click on Staff Information and then Add Profile.

POSTING ASSIGNMENTS AND HOMEWORK

There are several ways to post homework and assignments. However, experience has shown us that one way works best over time, especially if you teach multiple sections of the same course: Place the homework and assignments either week by week or unit by unit into a folder. Examples: Assignments for Sep 20-24 or Metric Unit.

From Teacher Control Panel > Assignments > Add Folder button. Give the folder a name (like the examples above) and submit. The folder will show up in the Assignments listing. Click on the folder and it will "open" and you can then Add Item (or URLs etc) to place all the necessary work in the folder.

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Modify – You can turn availability off (Example: You might have all your assignments listed for a unit but only want to turn them on one at a time.)

Copy – Allows you to copy to another class

Remove – Deletes the Assignment/Folder completely (You should consider turning it off instead, if you will use this same assignment the next semester or year.)

The 'Content Information' dialog box is divided into two sections. The first section, 'Content Information', includes a 'Name' field with a dropdown menu set to 'Essays', a text input field for 'or specify your own name:', a 'Choose Color of Name' section with a color picker and a 'Pick' button, and a large 'Text' area. Below the text area are radio buttons for 'Smart Text', 'Plain Text', and 'HTML', along with a 'Preview' button. The second section, 'Content Attachments', includes a 'Browse...' button, a 'File to Attach:' input field, a 'Name of Link to File:' input field, and a 'Special Action:' dropdown menu set to 'Create a link to this file'.

When you add an item, a dialog box comes up to fill in about the assignment.

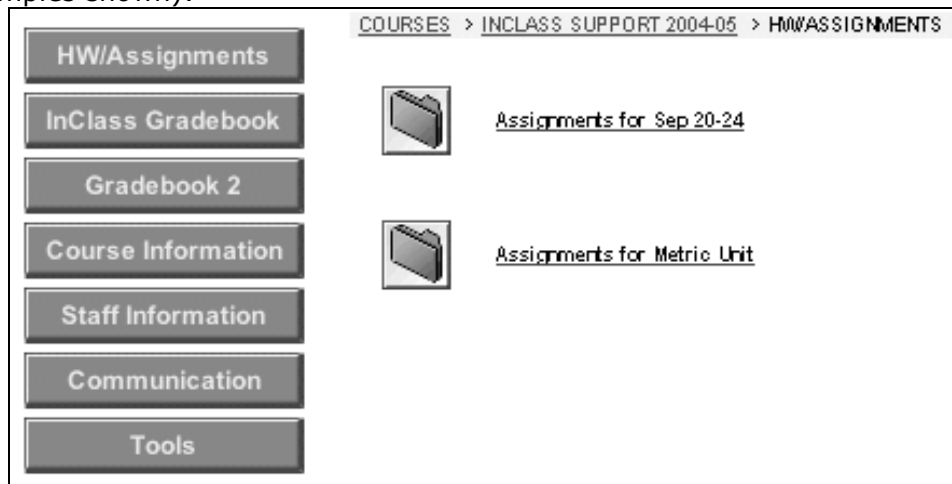
Name – Choose one or type in your own

Text – Write the assignment and **BE SURE TO INCLUDE THE DUE DATE.**

Attachments – Browse and attach any needed document (e.g., the complete handout or project assignment)

Name of Link – Type in the name of the document

When students click on the HW/Assignments button, they will see this screen (both types of folder examples shown):



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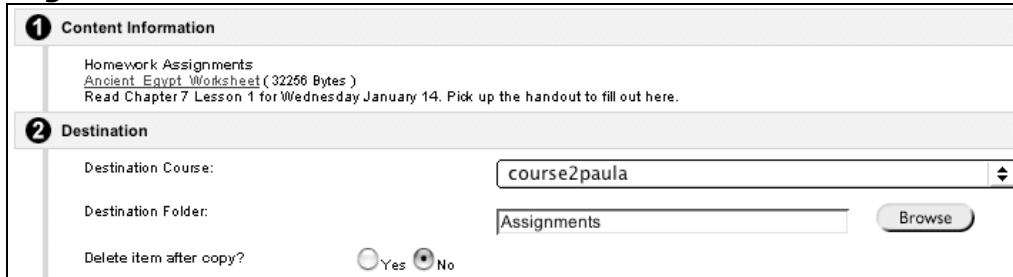
The Assignment -> GO button

If you use this button, it automatically places a column for the assignment in the InClass gradebook. If students will be submitting digital work, this is an alternative to using the Drop Box – more on this option if desired.

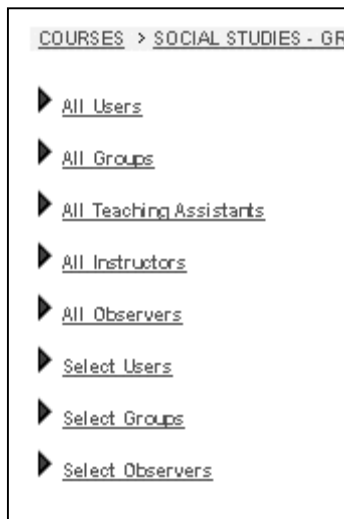


Copying Assignments to Other Classes:

From the Control Panel > Assignments, click on the Copy button to the far right of the folder. Specify which course to copy to – that’s the destination course. Specify to place in the Assignments section – that’s the destination folder. **Note: NO, do not delete the original.**

A screenshot of a web form titled 'Destination'. It contains the following fields: 'Destination Course:' with a dropdown menu showing 'course2paula'; 'Destination Folder:' with a text input field containing 'Assignments' and a 'Browse' button; and 'Delete item after copy?' with radio buttons for 'Yes' and 'No', where 'No' is selected.

EMAIL FEATURE



When students and observers log in for the first time, they should be encouraged to click on Personal Information in their own Tool Box and add an email address.

Then the Send Email feature allows you to send to the following groups:

Users – sends message to all students in class

Groups – sends message to groups within the class that you have set up for projects etc.

Observers – sends message to observer accounts

Select – send a message to selected users, groups or observers

GETTING STUDENTS & PARENTS STARTED

- Students and parents only need to go through the initial login to InClass once. Thereafter, the students’ courses are updated automatically, term after term, year after year. In the long run, this means that the only new users each year will be sixth graders and new students in the District.

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ADDITIONAL INCLASS FEATURES TO EXPLORE

InClass offers many more features than this short-course can address. Other features that may interest you include:

- Posting course documents
- Posting special announcements
- Using a class calendar and/or task list
- Using the InClass gradebook or the District's Gradekeeper software in conjunction with InClass
- Creating online tests which are automatically scored by the system
- Creating online surveys
- Setting up work groups to share files and information
- Using the Digital Dropbox for electronic work
- Initiating Discussion Boards to extend class conversations
- Establishing "office hours" through virtual chat
- Using the virtual Blackboard for note-taking

WHERE TO GO FOR HELP

For additional InClass training, look for District InClass workshops at:
<http://tosa.pausd.org/techtosa/pd2005-06.html>

For additional coaching (small groups or individual), contact your site technology mentor or the Paula Hundley, District Technology TOSA (phundley@pausd.org).

For more general information, contact Paula Hundley at the above email address or Marie Scigliano, Director of Technology (mscigliano@pausd.org).