nvsd

Teacher:
Class Site Creation & Use
for Self-Assessment of
Core Competencies
Grades 4-11

STEPS TO CREATE A CLASS SITE:
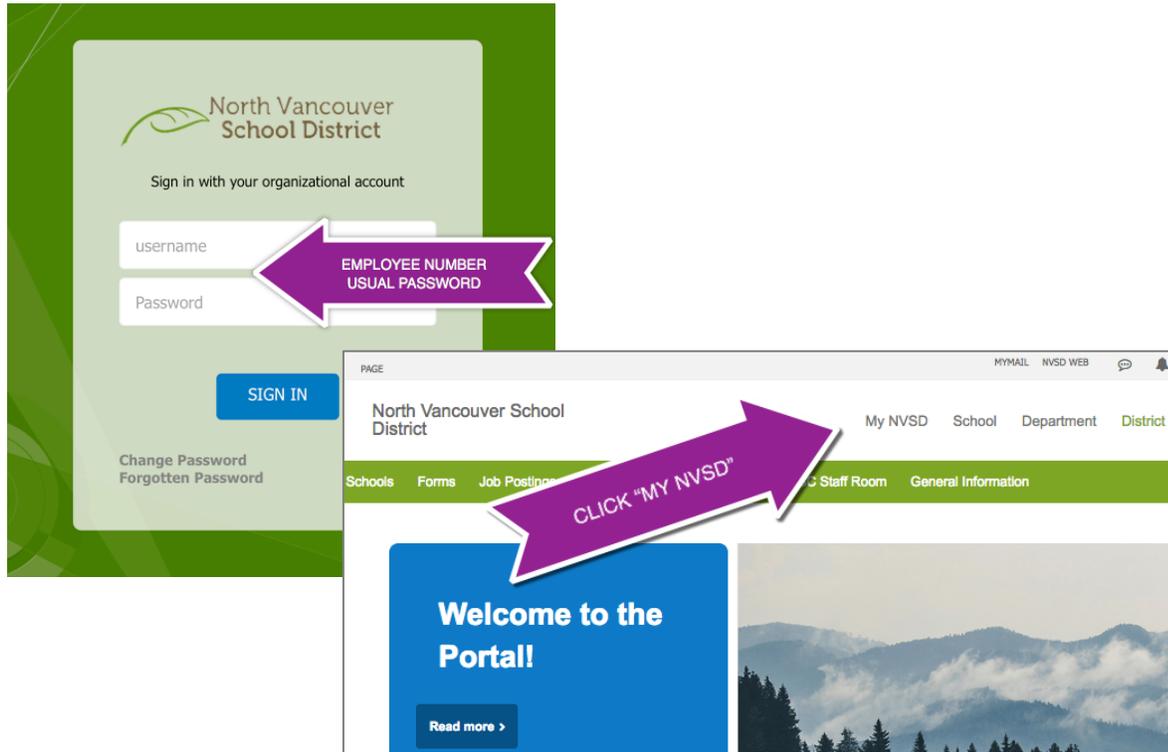
Create Class Site
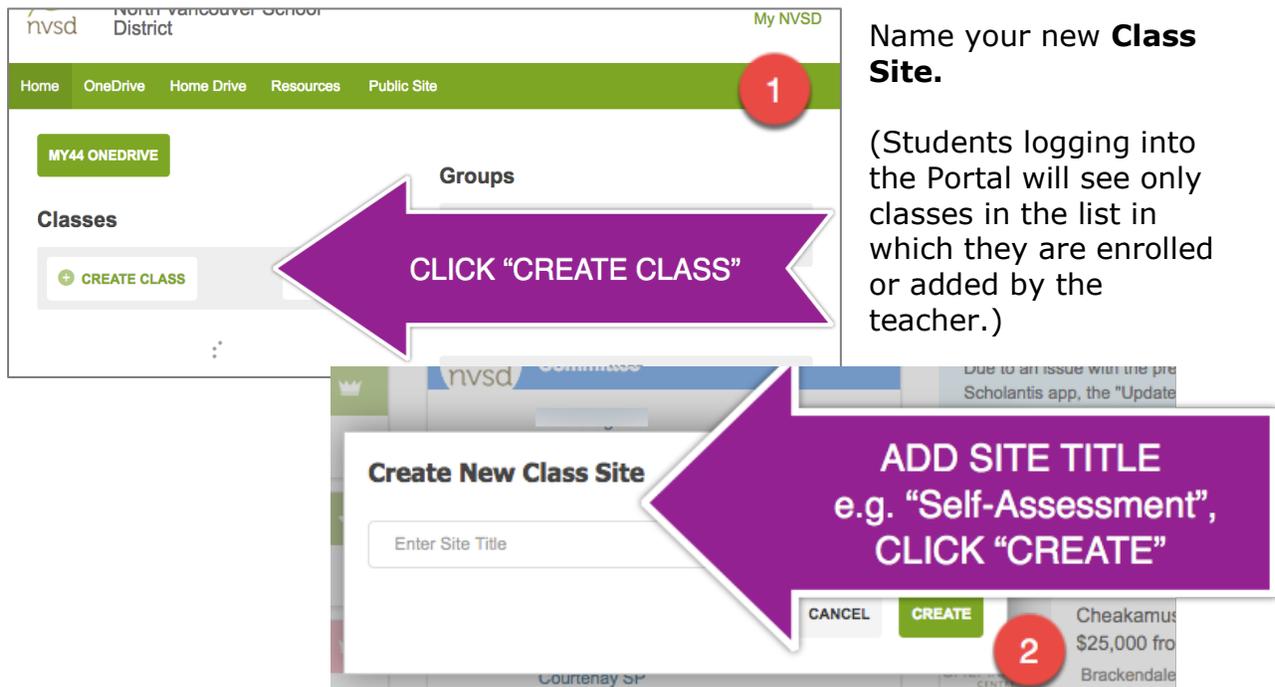
Name your new **Class Site.**

(Students logging into the Portal will see only classes in the list in which they are enrolled or added by the teacher.)

Setup   ? HELP

My Class

Logo

CLICK ON A "LOGO" 3

Theme

CLICK ON THEME "COLOUR" 4

CLICK "NEXT" 5   NEXT
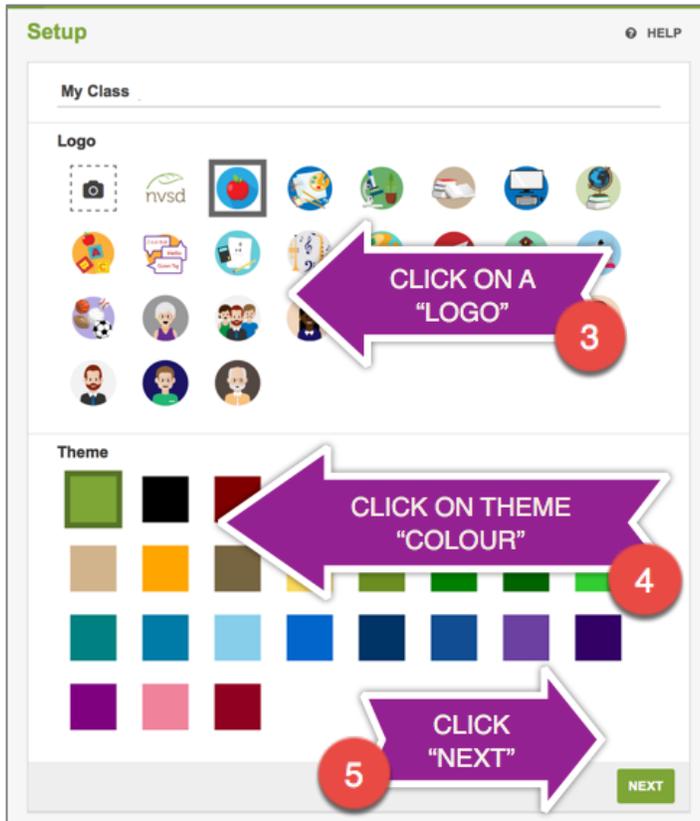
SETUP

All the choices made for Logos, Themes, Features and Access may be changed at any time without loss of data.

Your screen may require you to **scroll down** to see **"NEXT".**

FEATURES

Features may be added to or removed at any time without losing data.

Start Page is the page that first opens for the viewer. It may be changed with the dropdown menu.

Features   ? HELP

Start Page

Assignments   ▼

Features

☐ Home

☐ Special Announcements   ☐ Featured Stories
☐ Featured Links   ☐ Featured Links with Image
☐ Announcements   ☐ Handouts and Materials
☐ Calendar

✔ Assignments
☐ Shared Documents
✔ Student List

CLICK "ASSIGNMENTS, STUDENT LIST, PORTFOLIO" 6

☐ Student Blogs

☐ Gallery
☐ Blog
☐ Discussion
✔ Portfolio

7 **CLICK "NEXT"**

PREVIOUS   NEXT
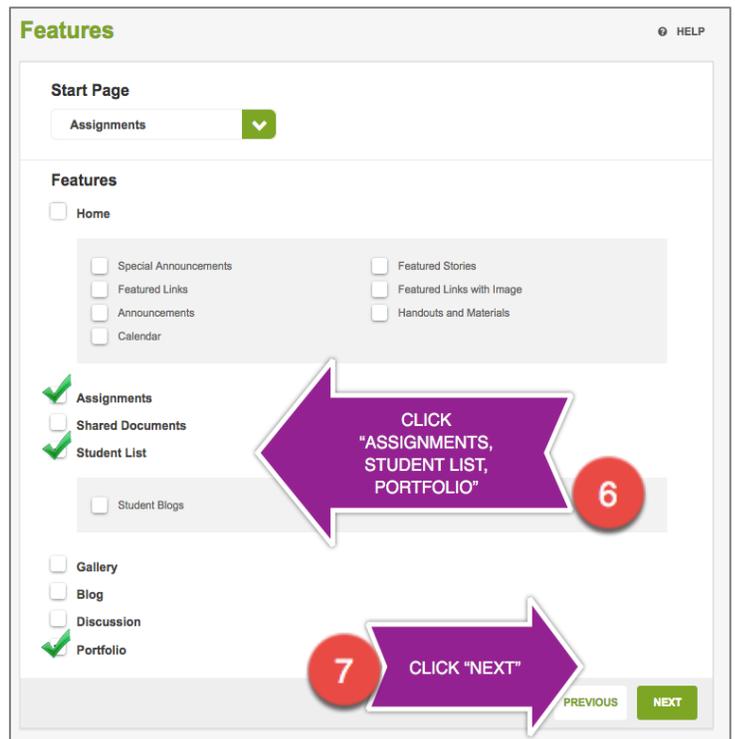
ACCESS

Remove the "All Students" by clicking on the **Remove** button allowing only students in your class to access the class site and not students district wide.
    - If your class does not appear here, contact the ICT Service Desk.

If you job share, click on **"Add Teacher",** type the co-teacher's name and click **"+Add"**.
Add an Administrator by typing their name into the "**Add Teacher field**" and click "**+Add"**

Click "**Finish"** to save. It will take from 45 seconds to 3 minutes to create your Class Site.
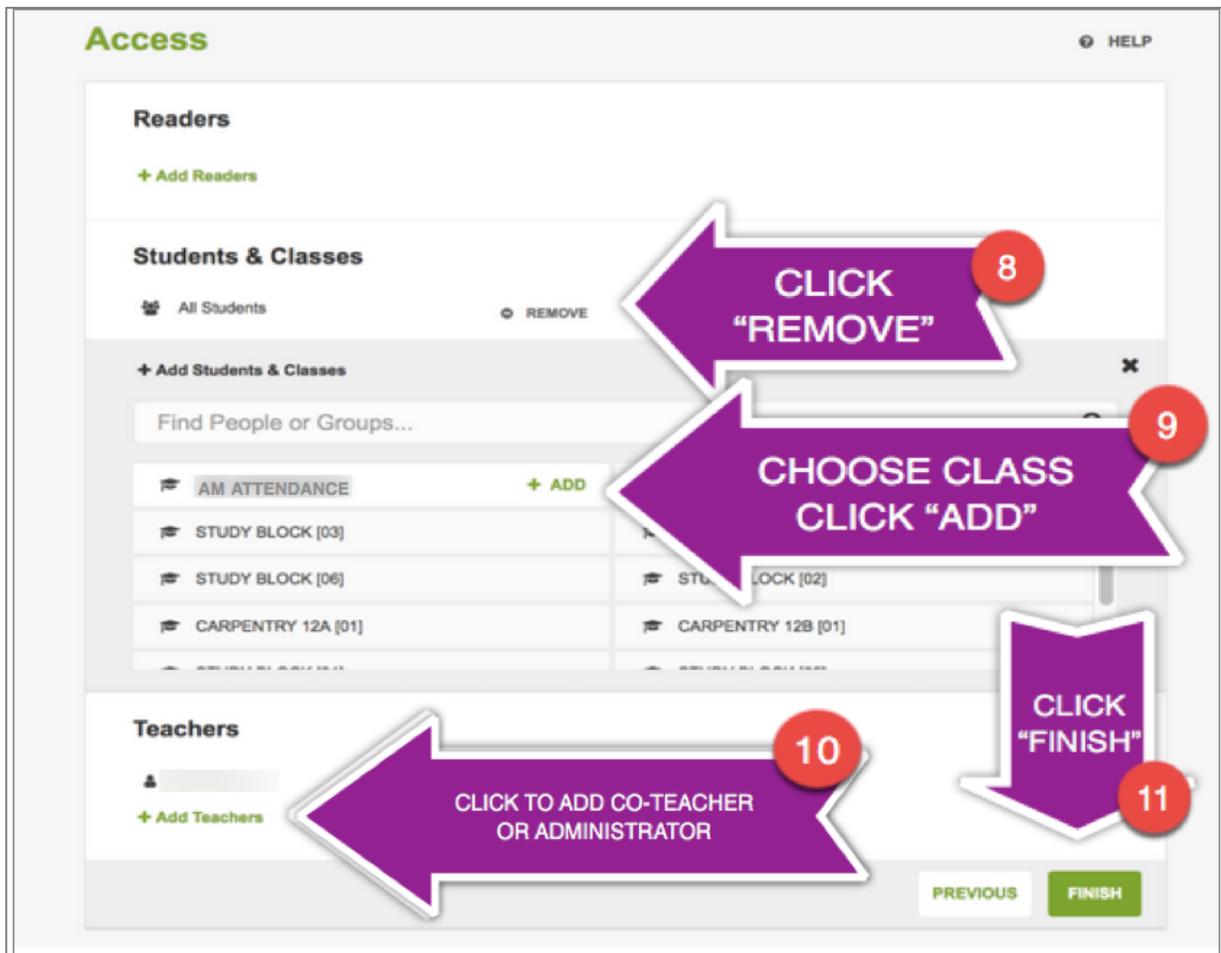
For more information about "Access" and permissions:
https://docs.scholantis.com/display/PUG2013/Create+a+Class+or+Group+Site#CreateaClassorGroupSite-Readers

ASSIGNMENTS

On the Assignments page, click on "**I know what I'm doing, let's begin"** in the blue text, to start. Have your SACC assignment choice saved to your computer.
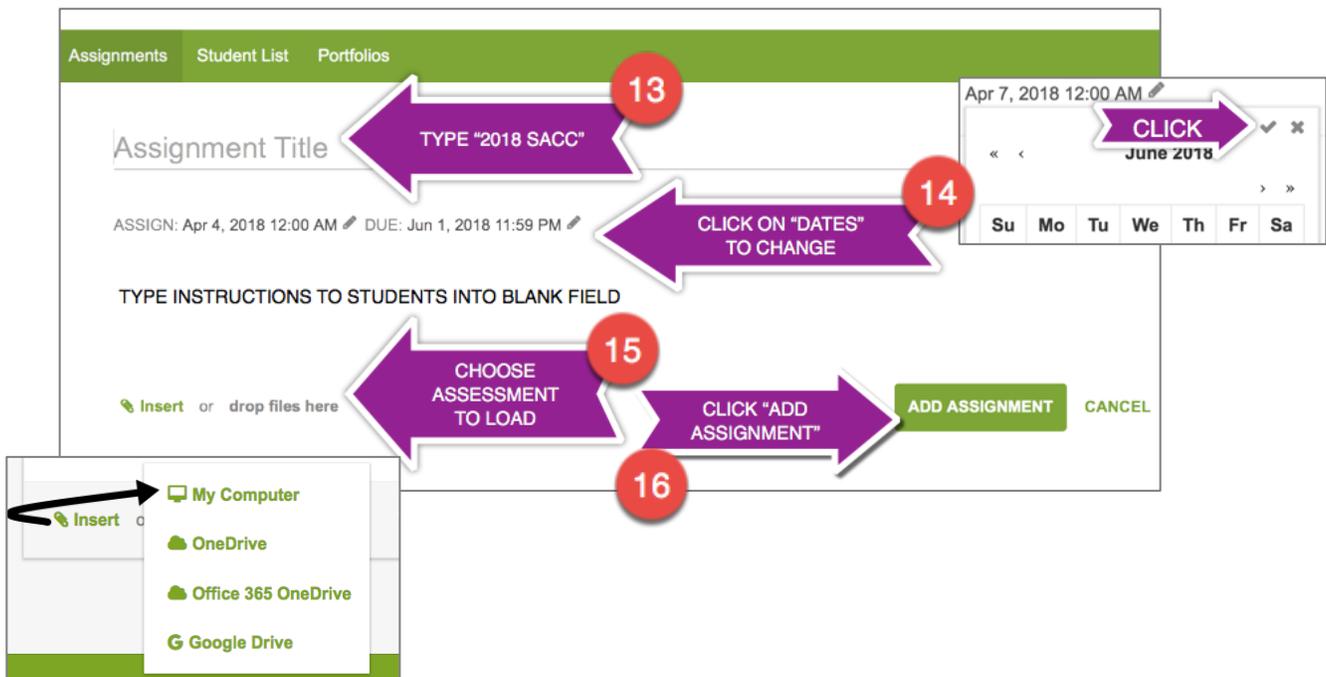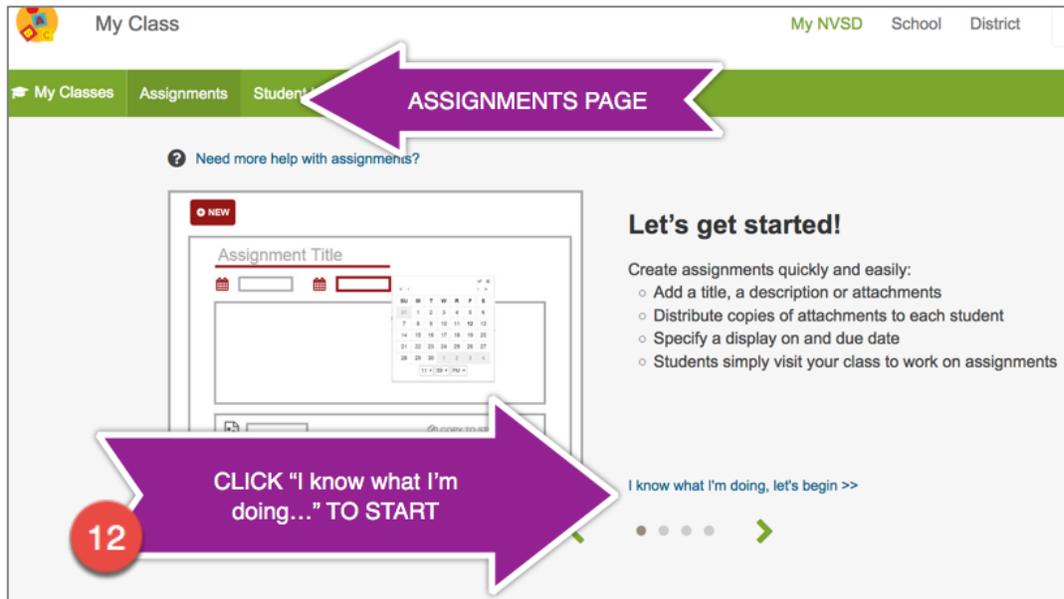
Self-Assessment of Core Competencies

ASSIGNED: Apr 6

DUE: Jun 1, 2018 12:00 AM

TYPE INSTRUCTIONS TO STUDENTS INTO BLANK FIELD

CLICK "NOT COPIED" TO COPY TO ALL STUDENTS

Self-Assessment-of-Core-Con...
Click to preview

NOT COPIED   VIEW   EDIT

17

+ New   Insert   or   drop f

Submissions (0)   NAME   EDITED DATE   ASSESSED

When students first access this assignment their submissions will automatically be created for them.

You can see and comment on student submissions as they work on them:

- Students get a copy of any attachment set to be COPIED TO STUDENTS.
- Students can only see their own submission
- Students can TURN IN their submissions w
- Turned in submissions are locked once they

Get more help

Self-Assessment

ASSIGNED: Mar 2

DUE: May 25, 2018 11:59 PM

TEACHER VIEW WHEN STUDENT HAS STARTED

Open the docuement by clicking on the Edit button. When you are done, close the tab and return to the Assisgnments-MyClass tab. Click to preview. Click on the 'Turn In' button.

Self-Assessment-of-Core-Competencies-4-1-2.docx
Click to preview

COPIED TO STUDENTS   VIEW   EDIT

COPY WAS SENT TO WHOLE CLASS

+ New   Insert   or   drop files here

Submissions (1)   **SHOWS STUDENT ACTIVITY**   NAME   EDITED DATE   ASSESSED

STUDENT NAME
TURNED IN 13 minutes ago · Edited 13 minutes ago · 0 Comments   Not Assessed

Not Started (2)   + ADD STUDENTS

TestStudent   Test Student 2

>>> Students complete the SACC
and Self-Submit to their own Portfolio. <<<

CLASS LIST ASSIGNMENT SUMMARY

To see the class list showing students' submission status, click on the **Summary** button on the **Assignments** Page. This list may be exported to an Excel spreadsheet by clicking **Export** when the Summary is open**.**