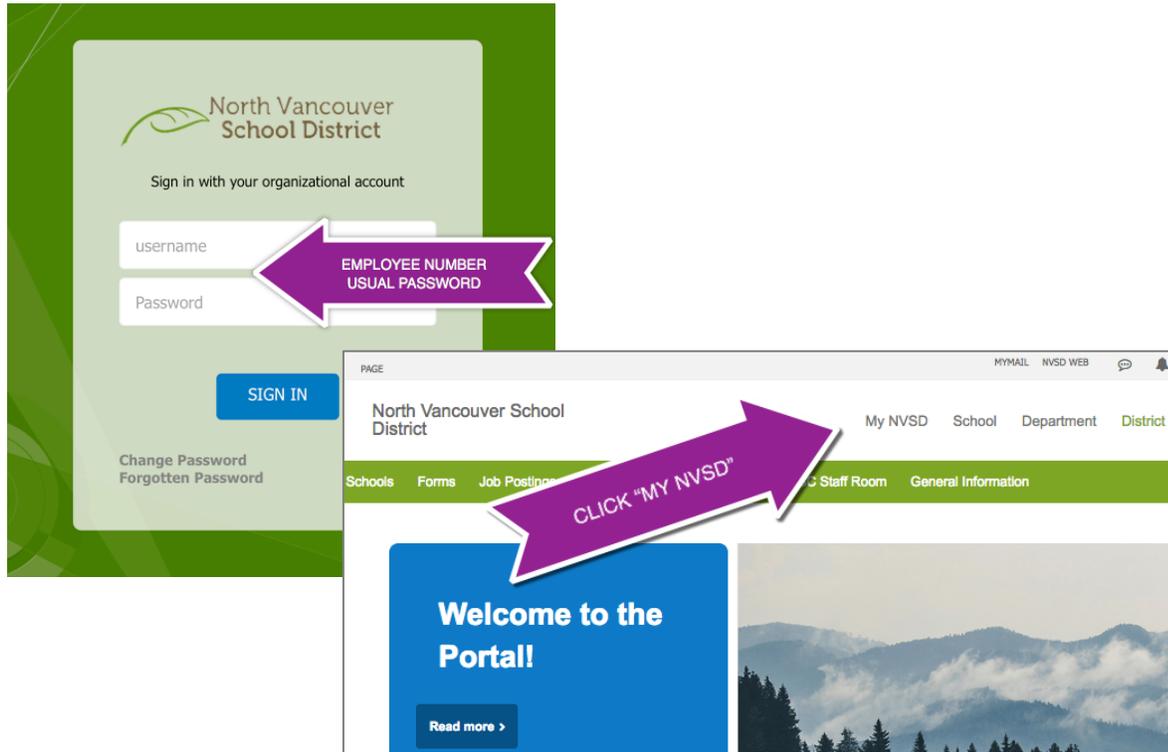nvsd
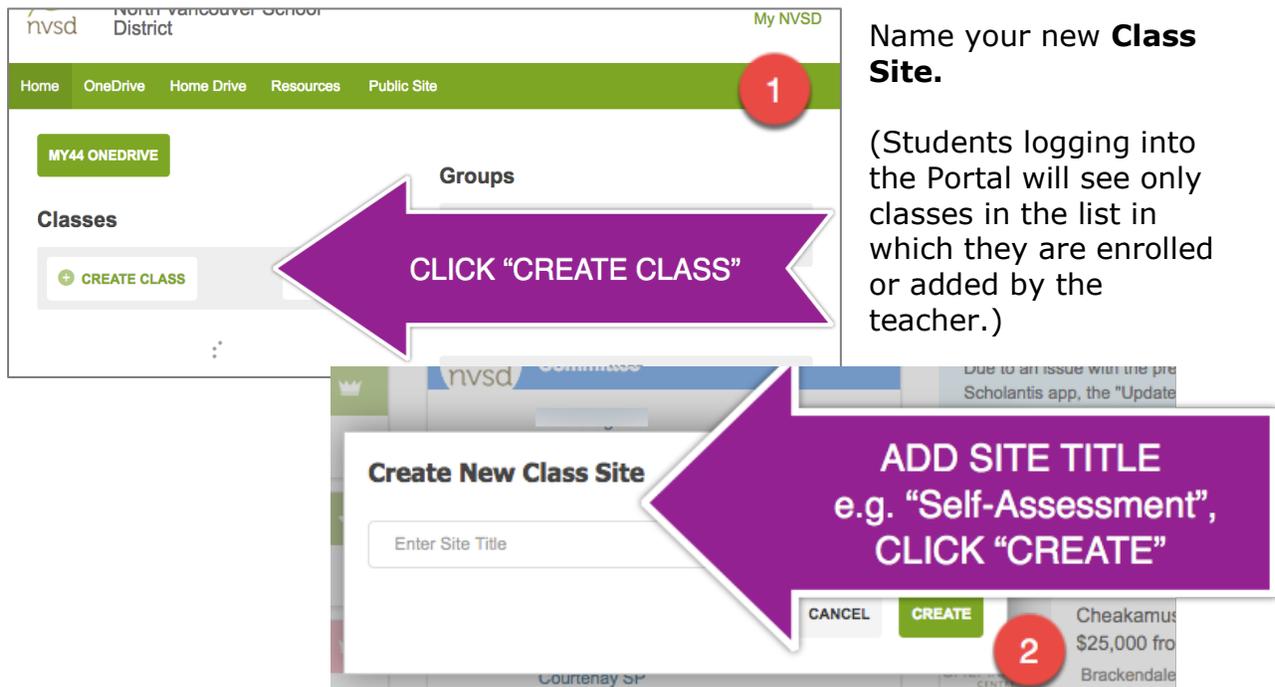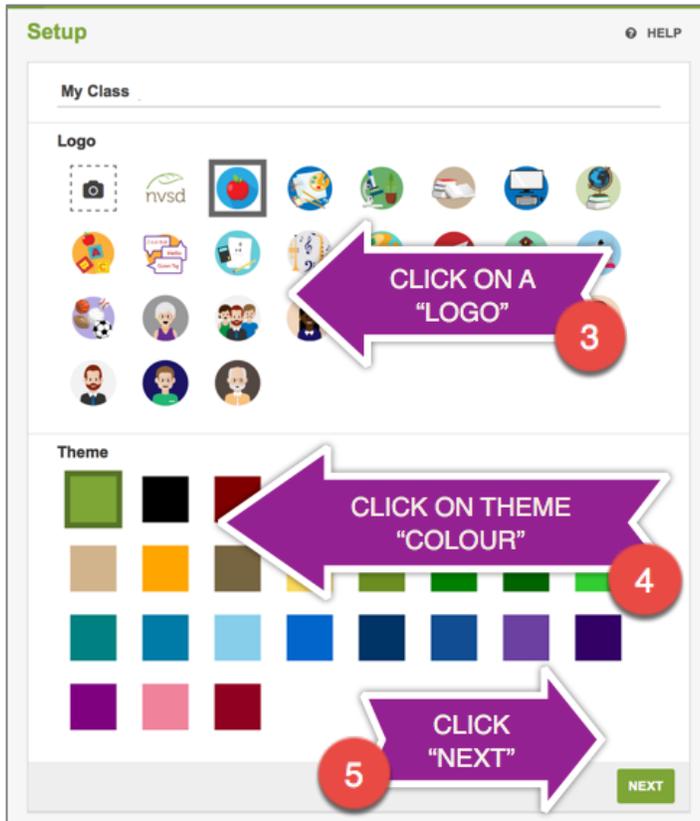
Teacher:
Class Site Creation & Use
for Self-Assessment of
Core Competencies
Grades K - 3

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

My Class

Logo

CLICK ON A "LOGO" **3**

Theme

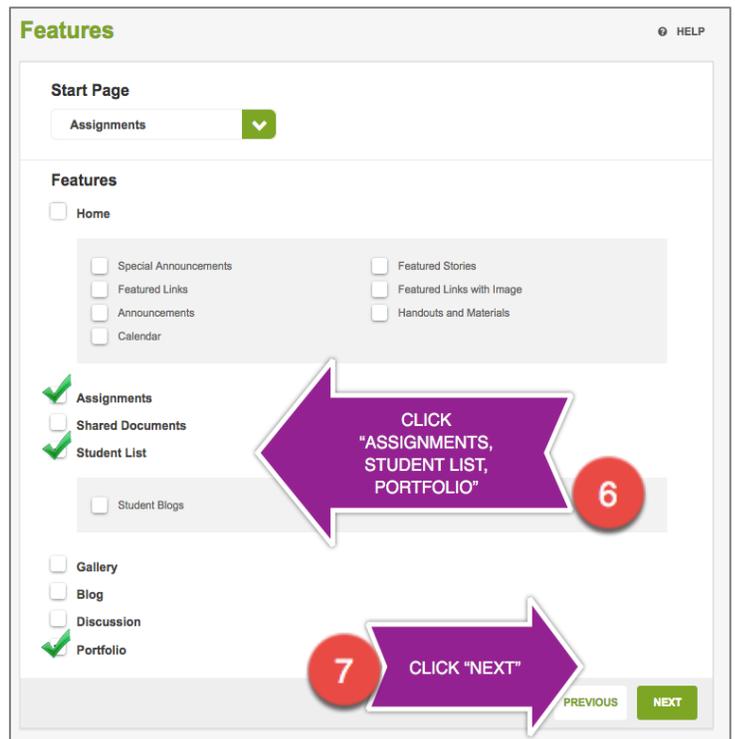CLICK ON THEME "COLOUR" **4**

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

Start Page

Assignments

Features

☐ Home

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

✔ Assignments
☐ Shared Documents   CLICK "ASSIGNMENTS, STUDENT LIST, PORTFOLIO" **6**
✔ Student List

☐ Student Blogs

☐ Gallery
☐ Blog
☐ Discussion
✔ Portfolio   **7** CLICK "NEXT"

PREVIOUS   NEXT

ACCESS

Remove "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".**

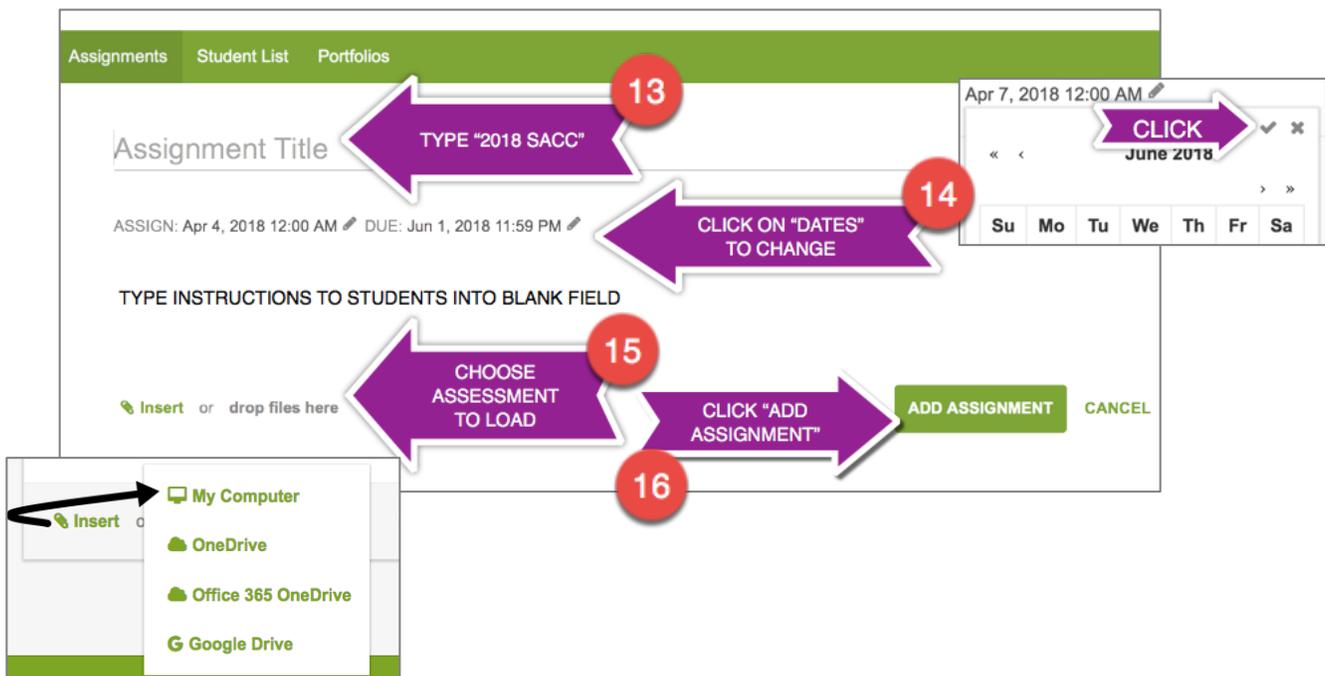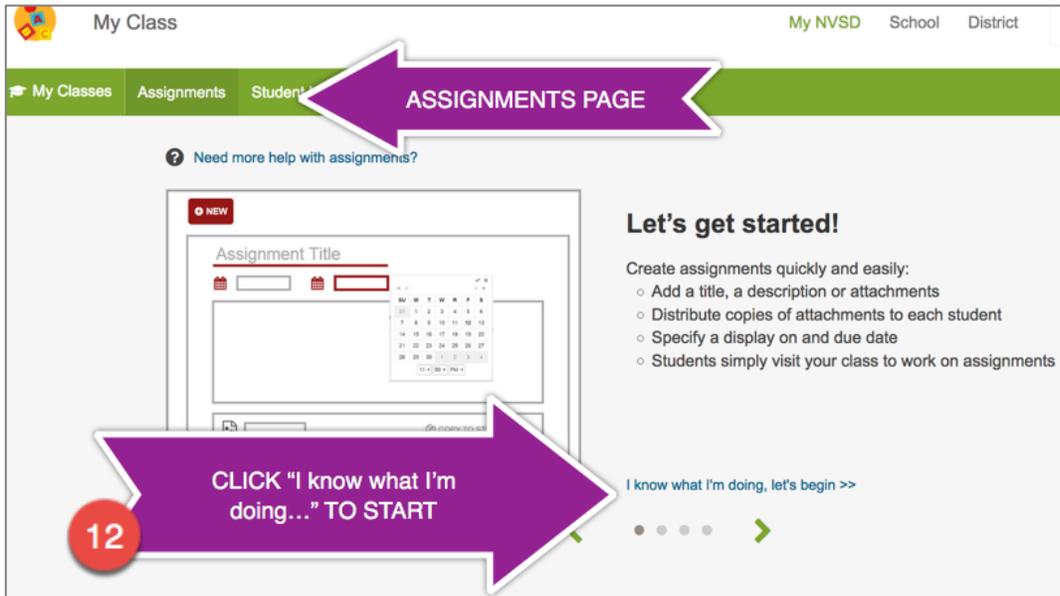Click "**Finish"** to save. It will take from 45 seconds to 3 minutes to create your Class Site.

For more information about "Access" and permissions:
https://docs.scholantis.com/display/PUG2013/Create+a+Class+or+Group+Site#CreateaClassorGroupSite-Readers

ASSIGNMENTS

This step may be omitted if the teacher does not want to track completion by the student in the "Summary Tab" and in the Class List. Tracking would need to be done manually. (Page 7)

On the Assignments page, click on "**I know what I'm doing, let's begin"** in the blue text, to start.

>>> TEACHER MAY PROVIDE A PAPER COPY TO STUDENTS TO COMPLETE THEIR SELF-ASSESSMENT OF CORE COMPETENCIES <<<

Primary Teachers Upload to Portfolios

There are 3 scenarios for the teacher to add a primary student's completed SACC to the student portfolio:

1) **Scanning** or **photographing** and saving to the desktop or "H" Drive a paper copy that is completed by the student, uploaded into their assignment, and copied to their portfolio by the teacher. This will allow the "Summary" function to be used to track completion by the student.

2) **Photographing directly** the completed paper Self-assessment with a mobile device and uploading to the student's portfolio by the teacher. This process will *not* provide data to the summary function about which students have completed the process.

3) **Online** side-by-side with the student at the computer, using the student's log in.

Instructions follow for each scenario:

1) SCANNING or PHOTOGRAPHING TO ASSIGNMENTS

Handwritten self-assessments may be scanned on the photocopier or photographed on a cell or tablet and saved to your desktop or "H" Drive. They are then added to the student's portfolio through the Assignment page. This will allow tracking in the "Summary" of those students who have completed the process. Before scanning on the photocopier, the completed paper copies of the student's work should be organized alphabetically. Scan as individual files to your H: Drive (Home Drive). It is possible to name each file with the student name as you scan to make identifying easier.

From Assignment Page go to the next student in the Class.

2) PHOTOGRAPHING THE PAPER COPY OF THE SELF-ASSESSMENT – *Bypassing Assignments*

If adding directly to the Portfolio, (with a cell or tablet), and not going through assignments, you will not be able to track completion in the "Summary" function.

From your device there are two ways to add a photograph directly into a student's Portfolio:

1- From the browser (sign into the Portal and go to your Class Site) or
2- From the Scholantis App. Download the free Scholantis App from the App store for your device. Photos *will not* be saved in your device.

Both methods use the same process and may differ slightly depending on the device:

- From your Class Site Click> **STUDENT LIST**

On a cellphone: use the Drop-Down Menu (horizontal bars top of the screen)

On a tablet: Choose **Student List** from the navigation bar

- >Choose the desired student's **Portfolio**

- >Click on "**Add picture**" icon (mountain)

- >Click on "**Take Photo**" then >click on "Use Photo"

- >Enter a "**Post Title**" and scroll down and

- > Click "**Submit**".

Return to the **Class Site** and repeat for next student.

3) ONLINE COMPLETION

This method is the same for all students. There is documentation for students to follow available on the Portal https://my44.sd44.ca/group/gq9sf8c/Pages/default.aspx

- The student logs into the Portal with their student log in and password
- Clicks on the teacher's **Self-Assessment Site** in the list of Class Sites
- Clicks on > **Assignment Tab** > Opens the **Self-Assessment assignment** and completes it online
- The student clicks> "**Turn It In**" and then "**Copy to Portfolio**".

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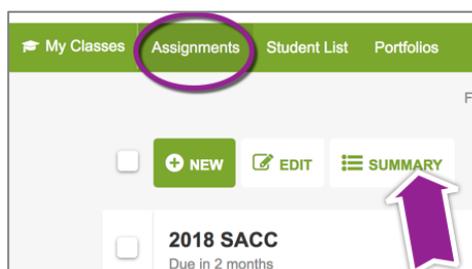
To see the class list showing students' submission status, click on the **Summary** button on the **Assignments** Page. This list may be exported to an Excel spreadsheet by clicking **Export** when the Summary is open**.**

Note: ICT cannot support personal devices.