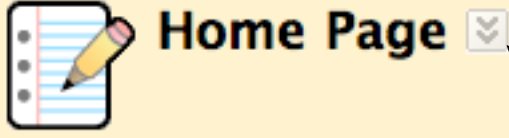



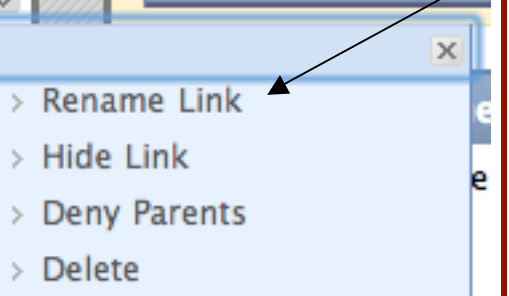
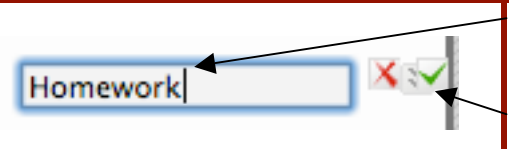
It's a New Look!

	<p>Course Environment</p> <ul style="list-style-type: none"> Your class has a Home Page! On this page you can customize the look and the information that your students see. The Homepage is the recommended "Entry Point" Much of the functionality of InClass is in the drop down menus
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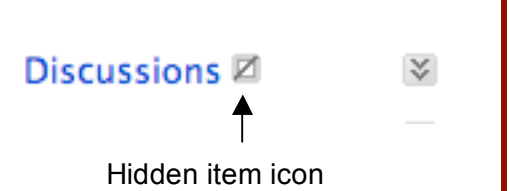
Getting Started

<p>Edit Mode: ON</p>	<p>Be sure that Edit Mode is On. It is in the upper right corner above the Home Page bar. Toggle if necessary</p>
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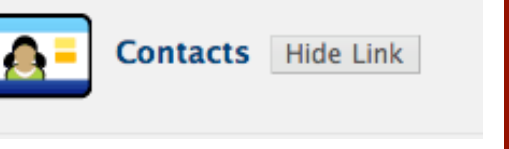
Changing the Name of a Menu Item

	<p>Press your trackpad down on the drop down menu and options will appear</p>
	<p>Click on "Rename Link" and Change the "Content" menu to "Homework"</p> <p><u>If all teachers make this change it will be consistent and helpful to Jordan students and parents</u></p> <p>You may wish to change "Information" to "Course Information" or "Course Documents" if you think that you will be posting information to that content area.</p>
	<p>Once you select "Rename Link" the Content item is highlighted in blue and you can delete it and type "Homework" in the menu. Be sure to click on the green check mark (save button)</p>

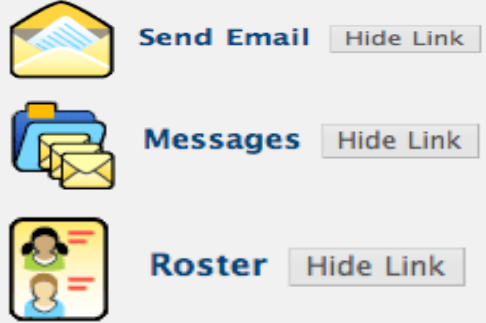
Hide a Menu Item

	<p>Select a menu that you do not plan on using, such as "Discussions" DO NOT SELECT TOOLS!!!</p>
 <p>Hidden item icon</p>	<p>Press the drop down menu, and select "Hide Link." If you hide a link, the student will not be able to see it. You will still see it, but there will be a little icon that means the item is hidden from the student view. If at some point you decide that you want to use the menu item you can use the drop down menu to "Show Link" again</p>



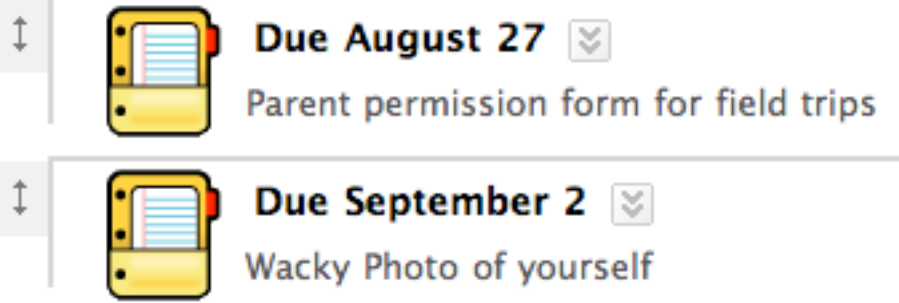
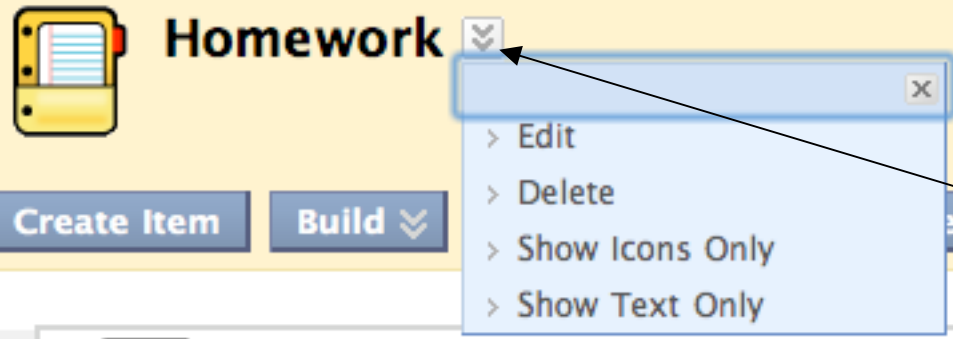
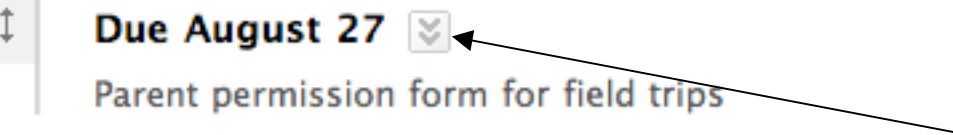
Staff Contact Information

	<p>Click on the "Tools" item in the menu bar. A new set of links/tools will appear on the right. Scroll down-on the left you will see "Contacts." Click on the word "Contacts" and then the "Create Contact" button and fill in the blanks. You can even upload a pic but it needs to be equal width and height (like 150x 150 pixels) or it might get distorted.</p>
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More Tools - HIDE Email, Messages and Roster!!!

	<p>While you are in Tools you need to hide a few of the tools for security. Click on the “Hide Link” button of “Send Email” “Messages” and “Roster.” You may want to Hide others, but you MUST hide these three.</p> <p>I do not recommend the InClass Grade program, so Hide that too if you are not using it. We can add an external link for accessing your grading program at another time.</p>
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Adding Content to Your New Homework Menu

	<p>Click on your new Homework Menu item. Then click on the “Create Item” button in the content area. Fill in your homework information.</p>
	<p>It is best to include the Due date in the* Name box</p>
	<p>Once you have added a homework item, you can reorder the sequence of assignments by grabbing the whole bar and dragging it.</p>
	<p>You can change the homework listings from icons and text to “Text only” or “Icons only” if you wish. Push down on the arrows to the right of Homework and make your selection</p>
	<p>Text Only Format for Homework. And you can always edit your homework entries with the drop down menu</p>

<p>Build ▾ Evaluate ▾</p> <p>> Create Folder</p> <p>> Create External Link</p>	<p>Adding a Folder to Homework Content:</p> <p>Very helpful for class organizing units.</p>	<p>Same as adding items, except that once you add the folder you will click on the folder and add items into the folder.</p>
<p>↑ ↓ <u>Drawing Assignments</u> ▾</p>	<p>The folder is underlined in blue, looks like a link</p>	

Changing the Name of the Course and Making it Available:


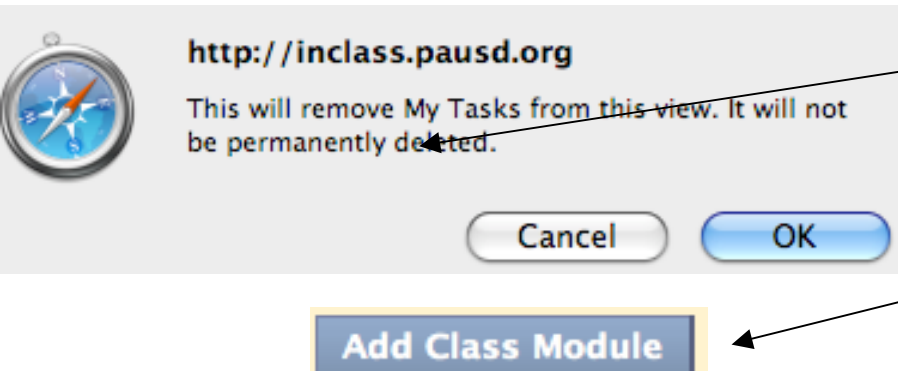
<p>▾ Customization ></p>	<p>Click on the Drop down menu of "Customization" in the Control Panel</p>
<p>⌕ Customization >></p> <p>Enrollment Options</p> <p>Guest and Parent Access</p> <p>Properties</p> <p>Style</p> <p>Tool Availability</p>	<p>Click on "Properties."</p> <p>#1. Retype the Title of the Course and include either your name or the Period number of the class:</p> <p>★ Class Name Mrs. Goldman's Advisory</p> <p>#2. Should be Education and Higher Education</p> <p>#3. DO NOT make the course available until Aug 25</p> <p>#4. Duration is "continuous"</p> <p>#5 and #6 Ignore</p> <p>Click Submit</p>



Guest and Parent Access

In the Customization Control Panel, be sure to click on Guest and Parent Access. Be sure to "Allow" Parent Access. We don't use the guest option

Home Page Content Options

	<p>Click on the Home Page menu. You will see several Class Modules that you will not need. Press on the "x"</p>
	<p>Notice that you will NOT permanently delete the course module.</p> <p>You will no longer see it in the content area, but you can always go back and add it later by clicking the "Add Class Module" button at the top of the page</p>

Style and Entry Point

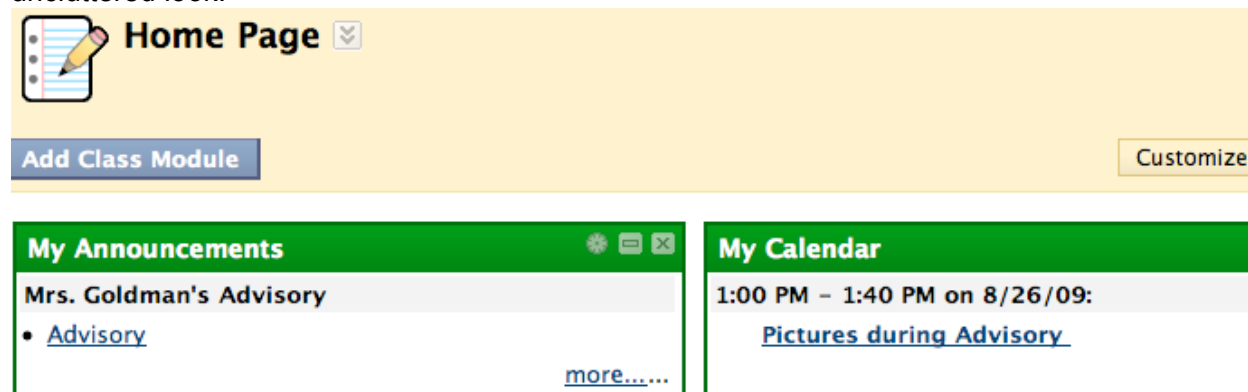
In the Customization Control Panel click on Style.

This is where you can change the colors of the text, menu, add a banner, and select the Course Entry Point.

NOTE if you change the Menu Name (we did this, we changed Content to Homework) it needs an item in it so that you can select it for your entry point.

I would recommend keeping the Home Page as the Entry point, particularly if you will use the Calendar and the Announcements frequently

See below the example of a Home Page with only two modules, the rest are hidden, nice uncluttered look:



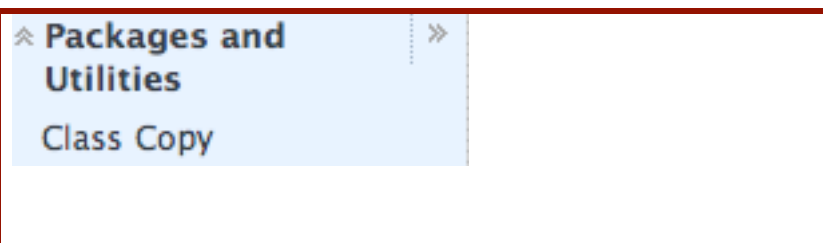

Tasks you should do before you make your class available to Students and Parents:

1. Change the Name of the Content Menu to Homework, Hide menus that you will not use
2. Review the tool settings. Hide tools you do not want your students to have access to. (Roster, e-mail, messages etc.)
3. Change the name of the "Home Page" to your name and class i.e. "Mr. White's English Lit per One." This will let parents, students and other teachers know which class they are looking at.
4. Add your contact information using the Contact Tool.

Optional:

Hide Class Modules, Make Changes to the text and background colors, add a banner, add your picture to Contacts, Customize the color palette from the Home Page "Customize" button

The Copy Feature:

	Once you have set up one class, and if you teach the same subject multiple periods, you can select the Class Copy in the Control Panel under Packages and Utilities. Select Copy type: "Copy Materials into an existing class"
	Your other classes will be listed in the "Browse" button. Select Class Materials to copy, then Submit. Viola!