eSchool Builder Help Tutorial

For Instructors

About the CSIU

The Central Susquehanna Intermediate Unit (CSIU) was established in 1971 as a nonprofit education service agency to offer services that an individual school or organization might not be able to conduct as economically. The CSIU, one of Pennsylvania's 29 intermediate units, currently offers more than 100 programs and services to schools, businesses and communities across the commonwealth.

Here are some of the programs and services created to meet your diverse needs:

Technology Solutions

- Computer software and services
- Technology and network planning
- Desktop software training and online courses
- Web development services

Administrative and Management Services

- Joint purchasing and other cooperative business programs
- Public relations, human resources and marketing services
- Grant writing and curriculum development programs
- Staff development workshops and courses

Instructional Programs for Students of All Ages

- Driver education classroom and on-road instruction
- Special education, early intervention and Head Start programs
- Adult education/GED programs and literacy tutoring for adults
- Corrections education and alternative education programs

Contact

- Visit the Academy PA website…

http://www.academypa.org

- Contact

Mike Matukaitis…

About Academy PA

In 1999, the CSIU created an online education program called Academy PA. This initiative began by designing, developing and delivering online courses for K-12 students and educators. About 2,500 Learners from over half of Pennsylvania's 500 + school districts enrolled in these offerings to date.

In addition, over 25 stand-alone online courses have been created for entities such as:

- Pennsylvania Department of Education
- State System of Higher Education
- Pennsylvania State Education Education
- Governor's Academy for Urban Education
- SusQ-Cyber Charter School
- Central Susquehanna AP Consortium
- Lincoln Intermediate Unit # 12
- State Museum of Pennsylvania

Academy PA's latest development in the world of online education is a web-based online learning platform called eSchool Builder (ESB). Released in September 2002, eSchool Builder allows schools to create and manage online course web sites. This application is totally form-driven and requires no previous knowledge of web programming. It is simple to use yet powerful enough to meet all of your online education needs. ESB is comprised of two components: ESB Web Course and ESB Enterprise.

This help tutorial provides you, the instructor, with step-by-step instructions on how to use ESB Web Course to create and manage course web sites.

eSchool Builder Overview

The eSchool Builder is comprised of:

- ESB Enterprise
- ESB Web Course

Several features of eSchool Builder include:

- *Portal* - Give administrators, students and faculty 24/7 access to your program information using this six page customizable web site
- *Course catalog* - Your portal includes a web-based course catalog with advanced searching features
- *Automation* - Users have up-to-the-minute course and enrollment information. The system hides course descriptions according to the date you specify, calculates the number of open seats remaining, disables the online registration if the course is full and much more.
- *E-mail confirmations* - Users receive automated e-mail confirmations upon creating new accounts and registering for courses
- *Class rosters* - Administrators and instructors can view and print class rosters
- *Secure registration* - Accept online payment processing with your online registration form which is protected by Verisign's secure 128-bit SSL certificate technology
- *Reports* - View detailed system reports including student attendance information, user and course statistics, marketing data and more
- *Communication* - Keep your users up-to-date by sending a system wide announcement or e-mail message

Introduction

ABOUT CSIU

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eSchool Builder Overview

ESB Web Course

eSchool Builder Overview

ESB Web Course has…

Learner Tools:

Communication tools
- Discussion forums
- E-mail
- File Transfer
- Five page homepage
- Profile

Productivity tools
- Bookmarks/progress report
- Personalized gradebook
- Task manager

Student involvement tools
- Peer locator search engine
- Student help desk

Instructor tools:

Facilitation tools
- Automated testing and scoring
- Online grading tools
- User management
- Instructor help desk
- Student performance tracking
- Instructor locator search engine

Course creation tools:

Interface tools
- Customized look and feel
- Built-in instructional design
- Course layout templates

Curriculum tools
- Curriculum management
- Link content to state standards

Content tools
- File upload
- Content management
- Image upload
- Hyperlink support
- HTML support

ESB Enterprise has…

Support Tools:

Administration tools
- Customizable six page portal
- Sophisticated online course catalog
- Secure SSL certificate protected online registration form
- Automated e-mail confirmations
- E-mail to all instructors or students
- Announcements to all instructors or students
- System reports
- Timestamp system for student attendance tracking
- Instructor grade reports
- User management

ESB Web Course

ESB Web Course is the tool that is used to create and manage course web sites. It is a teaching and learning tool which can be used for such instructional activities as:

- **Stand-alone online courses** - students learn via course web sites and may never actually meet in traditional face-to-face classroom settings
- **Self-study tutorials** - learners go through the course lessons independently at their own pace
- **Classroom companion sites** - teachers use the course web sites to support their daily classroom instruction
- **Communication tools** - the course web sites can be customized to just display one or more of the course communication tools such as file transfer, student and instructor homepages, e-mail, discussion board, chat, gradebook, etc.
- **Blended learning** - students may learn via course web sites for part of the course but then may also meet in a face-to-face classroom on occasion

By completing simple to use fill-in-the-field templates, instructors have the ability to create a sophisticated online courses. Create online lessons, build quizzes, organize a gradebook, upload documents and images and much more using ESB Web Course.

ESB Web Course has...

Learner Tools:

- Communication tools
  - Discussion forums
  - E-mail
  - File Transfer
  - Five page homepage Profile
- Real-time tools
  - Chat
- Productivity tools
  - Bookmarks/progress report
  - Personalized gradebook
  - Task manager
- Student involvement tools
  - Peer locator search engine
  - Student help desk

Course creation tools:

- Interface tools
  - Customized look and feel
  - Built-in instructional design
  - Course layout templates
- Curriculum tools
  - Curriculum management
  - Link content to state standards
- Content tools
  - File upload
  - Content management
  - Image upload
  - Hyperlink support
  - HTML support

Instructor tools:

- Facilitation tools
  - Automated testing and scoring
  - Online grading tools
  - User management
  - Instructor help desk
  - Student performance tracking
  - Instructor locator search engine

This tutorial is designed to show you, the instructor, how to utilize these features and more...

Getting Started

Accessing ESB Web Course

First steps

Accessing ESB Web Course

To access ESB Web Course (the course building tool of eSchool Builder) follow these steps.

1. Open up a web browser such as Netscape Navigator 6.0 + or Internet Explorer 4.0 + .

2. Type in the URL to your institution's eSchool Builder portal. For example, http://www.academypa.org opens the Academy PA portal.

3. Locate the fields labeled username and password on the left frame. Enter your username and password and click the Login button.

4. Click Go to Class.

5. You are now in the Instructor Center. This is a portal designed specifically for

Getting Started

Accessing ESB Web Course

First steps

First Steps

If you are accessing ESB Web Course for the first time, you will want to explore the various tools available to you. Here is a simple "to do" list to help you get started. Detailed instructions on how to complete each of these "to do" items are provided in this tutorial.

1. Under the heading "Instructor Tools" click InMail. This is an internal messaging system. It is similar to e-mail but instead of using external e-mail addresses such as academy@csiu.org it uses a user's unique username to send the message. This prevents any persons who do not have access to an eSchool Builder account from sending you or your students SPAM or other unsolicited messages. Instructors and students can use this system to send messages. You can even attach a file to your message. It is important to note that messages are routinely deleted from the system if they are 90 days old. The InMail link here in your Instructor Center allows you to send and receive messages whereas the InMail link in your course site allows you to send messages to the students enrolled in your course. If you receive a new message you will notice a red blinking "new message" icon.

2. Edit your homepage by clicking Homepage. Instructors and students are given an empty 5-page web site which can be totally customized. So feel free to begin adding text to your five pages, change the menu labels, change the colors, upload images and more.

3. If you are interested in locating other instructors in the system, click Find other instructors. This search engine allows you to list all of the instructors or you can perform a keyword search by the instructor's first or last name, username or e-mail address. This capability allows you to contact other instructors and share ideas.

4. To locate students in the system click Find students. This search engine allows you to list all of the students or you can perform a keyword search by the instructor's first or last name, username or e-mail address.

5. Try out the digital "to do" list by clicking Task Manager. You can add tasks for each course web site you are assigned to.

6. If you are not assigned to any course web sites yet or would like to create a new one for yourself, click Create a new course. Complete the form and the title of the course you just created will appear in your Instructor Center. You will be able to access the course site right away.

7. Click My Account. Check the accuracy of your personal data. You can edit your account information, add a "bio" or brief description about yourself so your students will be able to learn more about you, upload a portrait of yourself, change your password and more.

8. Under the heading "Your Course List" you will find a listing of all of the courses you have access to at the instructor level. Simply click on a course title to enter the course web site. By default, the system will display your first ten courses sorted in alphabetical order. If you are assigned to more than ten courses, click more to access your full listing.

9. Your institution has access to a tool that allows a message or "update" to be sent to every instructor's Instructor Center. You will find these updates under the "Updates" heading. By default, the system will only display the four most recent updates. If five or more records exist you can click more to view all of the updates sent by your institution.

Overview

When you enter your username and password to log on to eSchool Builder, the system recognizes whether you are an instructor, parent or student. Students enter the Learning Center, parents enter the Parent Center and instructors enter the Instructor Center. Each center is a specialized portal or entry point that provides time saving tools, messages from your institution and a list of the courses you have access to.

The Instructor Center contains the following tools.

- InMail
- Homepage
- Find other instructors
- Find students
- Task manager
- Create a new course
- My account
- Help tutorial

You will also have access to:

- Your course list
- Messages from your institution
- Inspirational quotes

This section of the tutorial will provide step-by-step instructions on how to take full advantage of all of the tools available to you in the Instructor Center.

The general public can view the institution's portal pages but in order to gain access to the restricted areas you must first establish an account. eSchool Builder has five levels of password access for restricted areas.

- Parent (ability to access some information about their child)
- Student (ability to access course sites)
- Instructor (ability to create course sites)
- Second-Level Administrator (ability to operate portions of the provider portal)
- Top-Level Administrator (ability to operate the entire provider portal)

After the administrator has created your instructor account, you will be able to log on at the instructor level.

Instructor center

Overview

InMail

Homepage

Find Other Instructors

Find Students

Task Manager

Create a New Course

My Account

InMail

InMail is very similar to e-mail except that instead of relying on external e-mail addresses as e-mail systems do, InMail uses your unique eSchool Builder username. Many school districts have usage policies that prevent students from creating traditional e-mail accounts. InMail was designed to help schools be able to enhance communication between students, instructors and administrators without the need to use traditional e-mail address (such as academy@csiu.org).

1. Click InMail.

2. You will notice the following options on the left menu:

- Inbox
- Compose
- Sent Messages
- Buddy List
- Manage Folders
- Export Messages

3. If another user has sent you an InMail message a blinking "new message" icon will appear in your Instructor Center above the InMail link. This alert is a convenient way to make you aware that you have a new unread message waiting for you in your inbox.

4. If you have unread messages you can read them by clicking on the message subject. Your inbox will also list other details about the messages such as Sent From and Date they were sent. Click the Delete button to permanently remove the message from the system.

5. Click the message subject to read the message. Here you will be able to view all of the text in the body of the message. You will be able to click the Add Buddy icon to add the sender's username to your buddy list. This makes it very easy to send future InMail messages to this person. You can either reply to the sender or delete the message. You also have the option to move the message from your Inbox to a folder. Use the pull down menu to do this. If there are no folders in this pull down yet you can click Inbox then Manage Folders to add a new folder.

6. Click Compose to send a new InMail message. You first need to enter the username of the person you wish to send the message to. If you already know the username just enter it in the field. Or you can click the magnifying glass icon to search for the person's username. The other option is to select a username from the Buddy list pull down menu. Type a subject for the message in the subject field. If you are using a PC and Internet Explorer 5.0 or higher you will notice that you have access to an editing tool that looks similar to Microsoft Word or FrontPage. If not, you will still be able to enter you message in a plain text area field. Next, you can browse to locate a file to attach to the message if you wish. Click the Send button.

7. Click Sent Messages to review an archive of every message you've sent. Please note that message are automatically deleted after 90 days.

8. Click Buddy List to review a list of all of your buddies. Here you will be able to add, modify or delete from this list. Use the magnifying glass icon to locate additional usernames.

9. Click Manage Folders to create and modify folders. You can move your incoming messages into these folders.

Homepage

Students and instructors using eSchool Builder are given the opportunity to create a personalized five-page homepage. When your account is first created your homepage will not be available to other users because it is empty. After adding some text and/or images to your pages and changing the site's color scheme you have the option to make it available any time you wish. Follow these steps to create your homepage in minutes.

1. From the Instructor Center click Homepage.

2. The homepage editor says "Edit Homepage" at the top and you will notice that your page is broken up into four important components.

- Preview Mode button
- Status fields
- Page titles
- Color selectors

3. Your first step is to click the button labeled Preview Mode.

4. A new browser window will open with some default text and colors. Explore the homepage shell to so that you can see how your users will navigate your site. By clicking on any of the links on the left of the page you will see a different page. Minimize or close the window so you can begin editing your homepage.

5. Next, notice the two radio buttons in the "Status" field. They are labeled Make Available Now and Do Not Make Available. By clicking on Make Available Now any user in the system can view your homepage. They can come across your site in several different ways. Perhaps they are using the search for a user tool in the Instructor Center or maybe they are selecting Instructor from your course web site. By clicking Do Not Make Available it will not delete any of your homepage content, it simply tells the system that outside users should not be able to access your site because you are working on it.

6. The next area of the homepage editor serves two functions. One is to allow you to select which pages you would like to use and which ones you would like to hide. The second is to provide a look at what your current page titles are and to allow you to click on a page title to change the page title and add text and an image to that page.

7. Click the radio buttons under the "Show" and "Display" columns to tell the system which of your pages you would like to display. At minimum your homepage could be just one page and at maximum it could be a five-page site.

IMPORTANT NOTE: Do not click on the page titles before submitting your changes on the current form you are working on because your changes will not be saved. Clicking on a page title calls up a new form for you to complete. Therefore the most efficient process is to move to the next step (Changing your site's color scheme) before editing your pages. After you have entered your site's settings (page availability, which pages do you want to display, color scheme) you can go back into your homepage editor and add content to the pages.

Instructor center

Homepage

8. Your homepage is made up of three frames. A frames page is a special kind of HTML page that divides the browser window into different areas called frames. Each frame can display a different page. Clicking a hyperlink on a page in one frame usually displays the page pointed to by that hyperlink in another frame.

The top frame of your portal is where your homepage's banner or name appears (i.e. Mike's Homepage), the left frame stores the menu links to your site's five web pages, and the main frame is where your web pages or content loads. The change color scheme area allows you to customize the colors of these frames.

You can change the colors of your site without knowing HTML. Here are your options.

- Change Banner Text Color
- Change Banner Background Color
- Change Menu Text Color
- Change Menu Background Color

Click on the color selector next to each field. This is the small colored square next to each field that will open a small pop-up window. The pop-up window displays 256 web safe colors to choose from. Click on the color you like. The color code such as #FFFFFF will appear in the form field. When you are finished changing all of the colors you can hit the Submit button at the bottom of the form.

9. You have configured your homepage and are now ready to begin editing your pages!

10. To see what your site looks like so far click Preview Mode.

11. To begin editing your pages click a page title.

12. A new form will appear with three fields. The first field is the page label. Type a new name for your page.

13. The next field is a large text area field for you to enter the text for the page. You can either begin typing or copy text from your favorite word processor and paste it into the field. If you already know some HTML tags you will be pleasantly surprised to learn that HTML is supported and can be used in this field to format your text (bold, italics, font color, etc.).

14. The third and final field allows you to insert an image. Click Select Image. The ESB Image Manager will appear and will allow you to insert an image into your form field. If you do not wish to have an image appear on the page simply keep the word "NONE" in the field.

15. In the ESB Image Manager click New Image.

16. Click Browse.

17. Locate the image (must be saved in a "web-friendly" format such as .jpg or .gif) on your computer.

18. Click on the image name.

19. Click Open.

20. Click Upload. In a few seconds the image name will appear in the ESB Image Manager.

21. Click the image name and a preview of the image will appear.

Find Other Instructors

Another tool available to you from the Instructor Center is called Find Other Instructors. This is a search engine designed to assist you in locating other users in the system who have accounts at the instructor level.

1. Click Find Other Users.

2. You can either type in a keyword to search by the user's first name, last name, username or e-mail address or you can just click List All to see a listing of all of the instructors.

3. To perform a keyword search, type in a word in the field, select the type of search (first name, last name, username or e-mail address) from the pull-down menu then click Search. If any records match your criteria they will be displayed in table format on the next page.

4. Using List All rather than a keyword search will display all of the instructors. The default sort order is alphabetically by last name but you can click on any of the column headings to sort by:

- Last name
- Username
- E-mail address

If you there are hundreds or thousands of other instructors loaded in your system, you will be pleased to notice that the list all function will only display 10 records on each page. Click Next page to view the next ten records. Click Prev page to view the previous 10 records.

5. When you have located the instructor's record you wish to view you will have several options.

- You can click the e-mail address to send an e-mail message using your computer's e-mail program
- You can click the profile icon to view more information
- You can click the homepage icon to view the instructor's homepage. If the person has not made the homepage available to users then the homepage icon will not appear in the table.

Instructor center

Overview

InMail

Homepage

Find Other Instructors

Find Students

Task Manager

Create a New Course

My Account

Find Students

Another tool available to you from the Instructor Center is called **Find Students**. This is a search engine designed to assist you in locating other users in the system who have accounts at the student level.

1. Click **Find Students**.

2. You can either type in a keyword to search by the user's first name, last name, username or e-mail address or you can just click **List All** to see a listing of all of the students.

3. To perform a keyword search, type in a word in the field, select the type of search (first name, last name, username or e-mail address) from the pull-down menu then click **Search**. If any records match your criteria they will be displayed in table format on the next page.

4. Using **List All** rather than a keyword search will display all of the students. The default sort order is alphabetically by last name but you can click on any of the column headings to sort by:

- Last name
- Username
- E-mail address

If you there are hundreds or thousands of students loaded in your system, you will be pleased to notice that the list all function will only display 10 records on each page. Click **Next page** to view the next ten records. Click **Prev page** to view the previous 10 records.

5. When you have located the student's record you wish to view you will have several options.

- You can click the e-mail address to send an e-mail message using your computer's e-mail program
- You can click the profile icon to view more information
- You can click the homepage icon to view the student's homepage. If the person has not made the homepage available to users then the homepage icon will not appear in the table.

Instructor center

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Task Manager

The Task Manager tool is an electronic "to do" list that allows you to create a list of actions linked to your course sites.

1. Click **Task Manager**.

2. Click **Add a Task**.

3. Enter a brief task name.

4. Describe the action you need to take.

5. Use the pull-down menu to select the course the action is related to.

6. Use the next pull-down menu to select the priority. Your options are:
   - Highest
   - High
   - Normal
   - Low
   - Lowest

7. Use the last pull-down menu to select the status. Your option are:
   - Open
   - On hold
   - In progress
   - Closed

8. Click **Add New Task**.

9. The new task item now appears in the list of tasks (task list). If you have two or more tasks entered in the task manager, you can sort the records by clicking on the column labels. You can sort by:
   - Task
   - Course
   - Priority
   - Status

10. Click on a task. You will notice that not only will you be able to view the information you entered about the task but now the following additional options will appear:
    - Date assigned
    - Date resolved
    - Resolution

11. After you have made your changes you can click **Update** or if you prefer to delete the record entirely click **Delete**.

Create a New Course (1)

At the instructor level you will be able to create a new course site whenever you need one.

1. From the Instructor Center click Create a New Course.

2. Complete the form. The following table will help you understand the requirements of each field.

Online course title:	Select a title for your course.
Course ID:	Each course web site must be given a unique course ID. For example EDU101, COM368b, CSIU1234, etc.
Please specify the type of online course being offered:	What is the main purpose for creating this course site? For a self-study tutorial, a stand-alone course, support for a face-to-face class?
CPE credits:	If this course will be worth continuing professional education credits, then specify that information here.
Activity hours:	In some cases the course may be approved for activity hours which teachers can use to meet re-certification requirements. If this course is good for activity hours you can specify the number of hours here.
Continuing Education Units:	Continuing Education Units or CEU's are a popular unit of measure for businesses and general continuing education. Specify the number of CEU's here if applicable.
Audience:	Who is the target audience for this course? K-12 Teachers? K-12 Students? Other?
Select a set of standards for this course:	When building a course using ESB Web Course, course builders can create links from their topics to standards. This field allows you to load a set of standards (if available) for the course.
Course time requirements:	Estimate how long it will take users to complete this course (if applicable). For example, 4 weeks, 30 hours; 15 total hours; 7 hours each week, etc.

Create a New Course (2)

Brief description of the course:	Enter a description of the course. Here is an example: "This course provides an opportunity for participants to learn strategies and skills needed to create a classroom based on a balanced literacy philosophy. Participants will become aware of the main components of a balanced literacy classroom, look for ways to incorporate these components into their own teaching, and gain insight into how a balanced approach can help their students meet the Pennsylvania Academic Standards for Reading, Writing, Speaking and Listening. Participants will develop knowledge in the areas of word walls, guided reading, writers' workshop, literature circles, graphic organizers, and self-sustained reading. Participants will learn how to incorporate these components into their own instruction."
Cost:	If there is a fee associated with taking this course then specify that information here.
Payment instructions:	eSchool Builder allows users to register and pay for their courses online using a secure (128-bit SSL certificate) online registration form. The form accepts Visa or Mastercard credit card information. Even though the credit card information can be sent to you electronically it will not be direct deposited into a cyber cash account. Your administrator will process these credit card numbers manually. This field allows you to provide specific payment instructions for your users. For instance, if you wish to provide an Access Code so that users can bypass the credit card requirement, then you might like to say something like "You can use our secure server to submit credit card payment online. However, if you prefer to pay by check, call Jane Doe at 555-555-1111 for an Access Code."
Show/hide in catalog:	When creating a course site you have the option to display the course description and other registration information in your course catalog. Select "Yes, I would like to show the description in the catalog" if you would like to open the course up for registrations. If you choose to keep the course private, then select the no option. The course instructor and students will still be able to access the course site even if you choose not to advertise it in your course catalog.

Create a New Course (3)

Make available to users?:	This option allows you to prevent users from accessing the course web site before you are ready.
Maximum number of students allowed to enroll:	With this field you can specify the maximum number of students you wish to enroll in the course. When that number has been reached, the registration link in your course catalog will be de-activated to prevent additional users from registering. The registration link will be replaced by a text message reading "We're sorry, this course is full, please select another course."
Begin date:	Specify when the course will begin. Use the date format MM/DD/YYYY. You can click on the calendar icon to use the calendar tool.
End date:	Specify when the course will end. Use the date format MM/DD/YYYY. You can click on the calendar icon to use the calendar tool.
Registration deadline:	Specify the course's registration deadline. This will tell your users when you wish to close registration but it will not automatically change anything in your course catalog. Use the date format MM/DD/YYYY. You can click on the calendar icon to use the calendar tool.
Expiration date:	Specify when you wish to no longer display the course description in your course catalog. Use the date format MM/DD/YYYY. You can click on the calendar icon to use the calendar tool.
Preferred method of registration for this course:	If you leave this field empty, the course will use a registration form that will link back to the CSIU's web server. If you do not wish to use the CSIU's secure form, then type in the URL of your own registration form.

Instructor center

My Account

Once you have entered the Instructor Center you will be able to modify your account information without knowing HTML or web programming. Follow these steps to make changes to your account.

1. Click **Modify Account**.
2. Check the existing information for accuracy.
3. If you wish to make any changes, click **Edit Profile**.
4. Enter your changes in the appropriate fields.
5. If you would like to upload a picture of yourself, click **Select Image** (if not, you can just click **Save Changes** and you will be finished).
6. Click **New Image**.
7. Click **Browse**.
8. Locate the image (must be saved in a "web-friendly" format such as .jpg or .gif) on your computer.
9. Click on the image name.
10. Click **Open**.
11. Click **Upload**. In a few seconds the image name will appear in the ESB Image Manager.
12. Click the image name and a preview of the image will appear.
13. If this is the image you would like to use then click **Insert Image**.
14. Click **Close Window**.
15. Click **Save Changes**.
16. You have just updated your account information without having to contact a system administrator!

ESB Web Course

Overview (1)

Overview (1)

ESB Web Course enables nonprogrammers to create web sites that support instruction. Several of the ways that ESB Web Course could be used are for:

- Stand-alone online courses
- Self-study tutorials
- Classroom companion sites
- Communication tools
- Blended learning

As an instructor, when you first log on you are in the Instructor Center. If you are assigned to any online course web sites, the course titles will appear as hyperlinks under the heading "Your Course List". By clicking on a course title you will enter the course web site.

The first page that appears is the "Updates" page. When you first create a new course site, a default update is provided for you. You can edit or delete the message as you wish. The message is provided below:

---"Hello and welcome to the **<Your Course Title Appears Here>** course web site. To access the various pages of the site use the select box at the top left corner of the page. Here is a brief description of each area:

- *Updates*-Often used to post reminders and other news
- *Course Information*-Detailed information about your course
- *Instructor*-Can provide detailed information about the course instructor
- *Outline*-This page displays a printable outline of the course lessons and topics
- *Content*-Your assignments are organized into lessons and topics. You can access them here.
- *Discussion*-Each course site has a full featured threaded discussion board.
- *Assessment*-This area will list all of your online quizzes and your scores.
- *Reference*-Here is where you may find textbook information and other helpful resources.
- *Tools*-Access tools such as e-mail...file transfer...online gradebook...roster...attendance report...chat... " ---

ESB Web Course

Overview (2)

Overview (2)

Your course site is split into two frames. The top frame takes up about 15% of the height of the entire page and holds:

- Course banner
- Navigation menu
- Link to Home
- Link back to Instructor Center
- Link to Edit Tools area
- Link to Help

Course banner - The course banner is an image you can create, save as a .jpg or .gif and upload. Course banners typically contain the course title, course ID, and an image but you can include whatever you like. If you do not know how to create a web-friendly image you can always just use the text and color background option provided.

Navigation menu- The navigation menu is a pull-down menu which contains links to all of the course pages. These pages appear to you as if you were accessing the site as a student. This gives you a good sense of what your site looks like to your users.

Link to Home - Click **Home** to go back to your institution's homepage.

Link back to Instructor Center - Click **Instructor Center** to return back to the Instructor Center where you can access tools such as "My Account", "Homepage", "Task Manager" and more.

Link to Edit Tools area - Click **Edit Tools** to access all of the tools you need to create and manage your course site. You will be able to add content to all of your pages, manage users, utilize communication tools and create quizzes and gradebook entries.

Link to Help - Click **Help** to access contact information of the person(s) responsible for providing technical assistance.

The second frame is where your course pages load and takes up the remaining 85% or so of the page.

Content Editor

Overview

ESB Web Course provides a content editing area for instructors. To access this area, called "Edit Tools":

1. You must log on through your provider's portal first using your username and password.

2. Click **Go to Class**.

3. Locate your course title in the Instructor Center and click on it.

4. Click **Edit Tools** at the top right of the page.

Your edit tools area is comprised of the following four sections.

- Content editor
- Course management
- Communication tools
- Assessment

The focus of this part of the tutorial is on the "Content Editor" section. It is here where you will find ways in which you can add text, images, files and more to your course web site.

Content Editor

Updates

The first editing tool is called "Updates." This tool can be helpful because it is an easy way to post reminders, tips, notes, news and other brief messages to your students. The most recent updates always appear at the top of the list. They are in a highly visible area of the course site and are the first things a student sees when entering the course site.

No HTML knowledge is required to add, modify or delete an update. Follow these steps.
To add a new update:

1. Click **Updates**.

2. Click **Add Update**.

3. Enter a few words in the subject field.

4. Enter your message in the body field.

5. If you know HTML, you can incorporate HTML tags to format the text in your message (i.e. bold, italics, etc).

6. Click **Save**.

7. If you need to modify either the subject or body of the update, click **Edit**. If you wish to delete this update, click the trash can icon.

8. Click the **Back** button to return to the "Edit Tools" area.

9. If you would like to see how your new update appears to your students, locate the drop-down box above that says "Student view..." Select **Updates**.

10. To return to the edit tools area click **Edit Tools** at the top right of the page.

Content Editor

Overview

Updates

Course Information

Instructor

Content

Reference

Course Information

When creating a new course web site you need to complete a form. The form collects basic information about the course such as course title, course ID, description, start and end date, etc. This information can then be used to post your course in the course catalog and/or for the "Course Information" page of your course web site.

It may be helpful to think of the Course Information tool as an extended course syllabus in which some of the data will flow automatically to the course catalog (if you choose to make it appear in the catalog). There are two forms that make up the "Course Information" tool and allow you to edit this information, basic and detailed.

1. Click **Course Information**.

2. The form you are seeing by default is the Basic Course Information form. Check the existing information for accuracy. This is the data that was entered when you or your administrator created the course site. If changes need to be made, enter your text in the appropriate fields, then click **Modify Course**.

3. If no changes need to be made or if you have saved your changes on the Basic form, then click the **Detailed** button at the top of the page.

4. This form has been designed to allow you to add more detailed information about your course so that your students will know exactly what to expect. Use the pull-down menu to select an item to add to your Course Information page. Your options are:

- Assignments
- Attendance policy
- Course goals
- Course objectives
- Due dates
- Grading
- Honesty policy
- Important notes
- Late assignments policy
- Meeting dates/times/location
- Other
- Outline
- Prerequisites
- Reading assignments
- Required purchases

After selecting one of the above options click **Submit**.

5. Type your information into the field and then click **Submit**. Your changes have been made and you and your students should be able to view the new information immediately when viewing the Course Information area of your course web site.

Instructor

Students can find out more about you, the instructor, by selecting **Instructor** from their pull-down menu. To make sure the information about you is up-to-date, follow these steps.

1. From the Edit Tools page, click **Instructor**.

2. A warning message will pop-up that says "You are now returning to the Instructor Center. Once there, just click on My Account to edit your instructor page." The purpose of this message is to let you know that you have to leave your course site in order to edit your account information. When you make changes to your account all of your students across all of your courses will be able to view this information.

3. Click **OK** on the pop-up warning message.

4. Click **My Account**.

5. Check the existing information for accuracy. This is the information that was entered when your administrator created your account. You can change your password but once your username has been created, it cannot be changed. "Bio" is a field for a brief "biography" or description about yourself. This will help your students and other instructors learn more about you. Some ideas for the Bio field are personal information, professional information, interests, hobbies, background, experience, etc.

6. After making your changes to your account, locate the course title in the Instructor Center to enter your course site again.

Content (1)

Most of your course content will probably be stored in the "Content" area.

1. From the Edit Tools page, click **Content**.

2. Here you will see a listing of all of the existing lessons that have been created. If you are entering this area for the first time, you will see only one lesson, a default lesson create automatically when the course site was initially created. A course web site must always have at least one lesson. If you only have one lesson, the trash can icon will not be visible to delete it. If there are two or more lessons on the page, a trash can icon will appear to the right of each lesson title and will allow you to delete the lesson by clicking on the icon.

To delete an existing lesson:
1. Locate the lesson you would like to delete and click the image of the trash can to the right of the lesson title. 2. A warning message appears that says, "Are you REALLY sure you want to permanently delete this lesson? If so, you will deleting all of the topics associated with it as well." This means that if you have created topics inside your lesson, then the topics will be permanently removed as well and the action cannot be undone. 3. If you are sure you would like to delete the lesson, click **OK** on the warning message. 4. Your lesson has been deleted and should no longer appear in the list of lessons.
To edit an existing lesson:
1. Locate the lesson you would like to edit and click **Edit** to the right of the lesson title. 2. On the lesson edit form you can modify the lesson title, lesson description, and the release date. The release date is the date you would like to make the lesson available to your students. 3. Click **Save**.
To create a new lesson:
1. Click Add Lesson. 2. On the lesson insert form you can enter the lesson title, lesson description, and the release date. The form will automatically number your lesson so there is no need to add a number such as "Lesson 3". The release date is the date you would like to make the lesson available to your students. The release date can always be changed at a later time if you wish. 3. Click Save. 4. To add additional lessons just follow this process again. You may add as many lessons as you like.
To reorder your lessons:
1. By now you have probably noticed that the system requires that lessons be ordered by number. If you ever need to change the order number of a lesson(s), then click Reorder Lessons. 2. Locate the title of the lesson you would like to modify and enter the new lesson order number in the field. 3. Click Submit. 4. Your lesson now has a new order number.

Content Editor

Overview

Updates

Course information

Instructor

Content (1)

Reference

Content (2)

To begin adding content you must add it in a topic. There can be an unlimited number of topics in each lesson.

1. Click on a lesson title.

2. By default, a topic is automatically added to your course site when it is created. There must always be at least one topic in each lesson. If you only have one topic, the trash can icon will not be visible to delete it. If there are two or more topics on the page, a trash can icon will appear to the right of each topic title and will allow you to delete the topic by clicking on the icon.

To delete an existing topic:
1. Locate the topic you would like to delete and click the image of the trash can to the right of the topic title. 2. A warning message appears that says, "Are you REALLY sure you want to permanently delete this topic?" This means that the topic will be permanently removed and the action cannot be undone. 3. If you are sure you would like to delete the topic, click OK on the warning message. 4. Your topic has been deleted and should no longer appear in the list of topics.
To edit an existing topic:
1. Locate the topic you would like to edit and click Edit to the right of the topic title. 2. On this form you can modify the topic content. For detailed instructions on how to add content to the topic see the next page of the this tutorial.
To create a new topic:
1. Click Add Topic. 2. On this form you can modify the topic content. For detailed instructions on how to add content to the topic see the next page of the this tutorial. 3. Click Save. 4. To add additional topics just follow this process again. You may add as many topics as you like.
To reorder your topics:
1. By now you have probably noticed that the system requires that topics be ordered by number. If you ever need to change the order number of a topics(s), then click Reorder Topics. 2. Locate the title of the topic you would like to modify and enter the new topic order number in the field. 3. Click Submit. 4. Your topic now has a new order number.

The following page of this tutorial provides step-by-step instructions on how to add text, images, documents and more to a topic.

Content (3)

Your course content is organized by Lessons and Topics. Lessons are at the top level and store one or more topics inside them. You can create unlimited lessons and unlimited topics. Topics store all of the text, images, documents, etc. needed for your instructional activities. Topics are comprised of the following:

- Topic title (required)
- Estimated time to complete (optional)
- Description (optional)
- Objectives (optional)
- Link to standards (optional)
- Chunk 1 (required)
- Chunk 2 (optional)
- Chunk 3 (optional)
- Chunk 4 (optional)
- Chunk 5 (optional)

A chunk is a section of the topic where you can add unlimited text, upload one image and upload unlimited documents. You are given a maximum of five chunks for each topic. You must add text to at least Chunk 1 because it is a required field. When you do add something to Chunk 1 and submit your changes, you will be given another chunk the next time you edit the topic. The reason why you don't have access to all five chunks the first time to edit the topic is because the system helps you to prevent the loss of data by forcing you to save your changes after each chunk.
To edit a topic:
1. In Edit Tools, click **Content**.

2. Locate and click the title of the lesson holding the topic you wish to edit.

3. Locate and click the title of the topic you wish to edit.

4. Modify the title of the topic.

5. In the next field you may wish to estimate the number of hours it would take a student to complete this topic.

6. Add a description for the topic. You can enhance your text by adding HTML tags (bold, italics, etc.) if you know HTML.

7. In the Objectives field you can add one or more objectives for the topic. By default, your list of objectives will not be formatted in any special way. You may however wish to click the radio button labeled **Bulleted List** to format your objectives as a bulleted list. To do this, type your objectives so that each item ends with a semi-colon. The last item does not need a semi-colon. The system will then automatically add the HTML necessary to add a bullet next to each objective ending with a semi-colon.

(continued...)

Content (4)

8. There is a movement in K-12 education currently in helping students achieve academic standards. The ESB Standards Manager is a tool that allows you to create a link to a state standard. When you originally created the course site you chose the subject area that the course belonged. If a set of standards has been loaded into the eSchool Builder database in that subject area, then you will see a hyperlink to the ESB Standards Manager tool. By clicking on the Standards Manager, a small pop-up window will appear with multiple pull-down menus. Use these menus to select the academic standard your topic addresses. Topics can be linked to one standard only.

9. The next area of this form available to you is Chunk 1. You will notice that your chunk editor has a mini-toolbar which contains links to the ESB File Manager and the ESB Image Manager. It also has a pull-down menu where you can select a name for your chunk. If you do not find a suitable name in the menu, you can type your own name to the right in the text field. You will also notice a large text box where you can add unlimited text.

To begin, click Add Documents. A small pop-up window called the ESB File Manager will appear. If you wish to upload or attach a document to the chunk, click Browse to locate a file on your computer. Once you have located the file, click on it. Click Open. Click Upload the File. Depending on the size of your file it may take several seconds for it to upload. If you need to check on it after it has been uploaded, click Add Documents again. You should be able to see the file name, file size and date last modified. Click Delete to remove the file permanently or just close the window to allow the file to be attached to your chunk.

If you wish to add an image to your chunk, click Add Image. A small pop-up window called the ESB Image Manager will appear. Click Select Image. Another small-pop window will appear where you can click New Image. Click Browse to locate the image on your computer and click on it. Click Open. It should take several seconds for the image to upload. The image name should now appear on the left side of the window. Click on it once and a preview of the image will load. If this is the image you would like to use, click Insert Image then Close Window. This will close the window so that you will now be able to click the Submit button. You have just inserted an image and when a student views the topic it will appear at the bottom center of your chunk.

Next, it is time to create a label for the chunk. For your convenience, there is a pull-down menu which contains some frequently used labels. You may wish to select one of these name or you may decide to type in your own unique label in the field to the right of the pull-down menu. When students view the topic the label will appear in uppercase, bold letters.

Finally, you can add text in the large text box. The system does support HTML tags so if you know how to use them you can format your text in bold, italics, color, size, etc. If you hit the Enter or Return key on your keyboard twice it will insert line breaks for you. To add text you can either type it directly into the field or you can copy the text from your word processing program and paste it into the field.

10. Click Save and Exit to save your changes.

11. If you would like to see what your topic will look like to your students, select Content from the pull-down menu at the top left corner of your screen. Locate the title of the lesson holding the topic and use the pull-down menu to the right of the lesson title to select the topic. The topic should appear with the changes you just made.

12. If you would like to add another chunk to your topic, click Content from the Edit Tools menu. Locate and click the title of the lesson holding the topic. Locate the title and the topic you wish to edit and click Edit. If you haven't used up all five of your available chunks, a new chunk should appear at the bottom of the screen. You can now begin adding content to the empty chunk.

Reference

The reference area of the course site allows you to enter information in the following fields.

- Reference text
- Books
- Web sites
- Credits

To add information on the reference page follow these steps.

1. From the Edit Tools area, click **Reference**.

2. Type in any of the fields to add reference information to your site.

3. Click **Save**.

To modify the reference information follow the above steps.

To delete reference information:

1. From the Edit Tools area, click **Reference.**

2. Use your mouse to select the text from the field and hit the **Delete** key on your keyboard.

3. Click **Save**.

Course Settings

Overview

The Course Settings area will allow you to configure your course web site according to your needs. The tools available are:

- Upload course banner
- Enable course areas
- Manage users

Upload course banner provides a way for you to insert an image at the top of your course site. You can decide which areas of the course site you would like to make visible to your students with the enable course areas tool. Manage users allows you to enroll/remove students and modify account information.

Course Settings

Upload course banner

You can add a new banner for your course site. A banner is simply an image that will appear at the top of your course site. Frequently course banners include the title of the course, course ID, instructor name and/or a graphic. If you do not know how you create a banner you can simple use the tool that allows you to create a text banner.

To create a banner you can use an image editing program such as Paint Shop Pro, Microsoft Image Composer, Adobe Photoshop or others. The image must saved in a "web friendly" format such as .jpg .gif or .png. In addition, the banner must be 80 pixels or less in height to preserve the layout of the page. The recommended size is 700 pixels in width X 75 pixels in height.

1. In the Edit Tools area, click **Upload Course Banner**.

2. Click **Select Image**.

3. A small pop-up window called the ESB Image Manager appears. Click **New Image**.

4. Click **Browse** to locate the banner on your computer.

5. Click on the file and then click **Open.**

6. Click **Upload**. It may take several seconds for anything to happen because the file is being transferred from your computer to the server.

7. The file name should now appear to the left of the window. Click on it once to view a preview of the image. If this is the same image you would like to use for your banner, click **Insert Image.**
8. Click **Submit**.

9. You should be able to see the new course banner immediately. If it doesn't appear, try click **Refresh** on your browser's toolbar.
10. If you do not like the new banner and need to upload a new one, you can click **Upload Course Banner** again. Locate the existing banner and click **Delete**. This will permanently remove the image from the system. To upload a new banner follow steps 2-9 again.

Enable course areas

This tool allows you to show or hide certain areas of your course site. By hiding a course area you make it unavailable to students. As the instructor, you will always have access to all areas and disabling or hiding an area will not delete any of your existing course material. The student's main method of navigating your course is to use the pull-down menu at the top left corner of the page to select pages or areas of your course. If you choose to hide a page it simply will not appear as an option in the pull-down menu.

1. From Edit Tools, click Enable Course Areas.

2. Review the list of course areas. They include:

- Updates
- Course Information
- Instructor
- Outline
- Content
- Discussion
- Assessment
- Reference
- Tools

3. If you see a course area which you would like to hide from your students, select the radio button under the "Hide" column. If you change your mind at a later time, you can always follow this process again and click the radio button under the "Show" column to make the area available again.

4. Next, review the list of Tools further down the same page. They include:

- Send E-mail
- File Transfer
- Grades
- Roster/homepages
- Chat
- Attendance Report

5. If you see a tool which you would like to hide from your students, select the radio button under the "Hide" column.

6. Click Submit.

7. To test your changes when hiding course areas, locate and select the pull-down menu at the top left of the page. The course areas which you chose not to display should no longer appear in the menu. To test your changes when hiding tools, locate the pull-down menu at the top left and select "Tools". The tools which you chose not to display should no longer appear on the page.

Manage Users

The "Manage Users" page has several tools available to you to make sure the correct group of students and parents has access to your course site. These tools include:

- Create a student account
- View/modify a student account
- Remove a student from your course
- Enroll a student in your course
- Allow students to enroll
- Create a parent account
- View/modify a parent account
- Assign a parent to one or more students

It is important to remember that two things need to happen in order for a student to gain access to your course site. First, a student account must be created. Student accounts can be created by students themselves, the system administrator or by you, the instructor. Second, a student must register for the course. Students can register themselves if your course site appears in the course catalog or if you have used the Allow students to enroll tool to provide an enroll code. Also, the system administrator can register the students or you or you can use the "Enroll a student in your course" tool to register the students yourself.

To create a student account follow these steps.
1. From Edit Tools, click Manage Users.
2. Click Create a student account.
3. A new browser window will open and you will notice that it is protected by a secure certificate. Complete the form.
4. Click I agree to these terms, Submit.

To view or modify a student account follow these steps.
1. From Edit Tools, click Manage Users.
2. Click View/modify a student account.
3. You will see a listing of all of the students enrolled in your course. Click on a name to view and/or modify the student's account information.
4. Click Submit.

To remove a student from your course follow these steps.
1. From Edit Tools, click Manage Users.
2. Click Remove a student from your course. This tool will allow you to "unenroll" a student from your course without permanently deleting the student's account information.
3. Locate the name of the student you wish to remove from your course. Click Unenroll to the right of the name.
4. The student will no longer be able to access your course site.

Course Settings

Manage Users

To enroll a student in your course follow these steps.
1. From Edit Tools, click Manage Users.
2. Click Enroll a student in your course. If the student already has an account, you can use this tool to enroll the student in the course.
3. Since the could be thousands of students with accounts you will need to use the search engine to locate a student to enroll. You will be able to type a keyword and search by first name, last name, username or e-mail. Or you could click List All to list all of the students in the system.
4. Once you have located the name of the student you wish to enroll in your course, click the student's name. This action will enroll the student. It can be undone by using the Remove a student from your course tool.

To create a parent account follow these steps.
1. From Edit Tools, click Manage Users.
2. Click Create a parent account.
3. A new browser window will open and you will notice that it is protected by a secure certificate. Complete the form.
4. Click I agree to these terms, Submit.

To view or modify a parent account follow these steps.
1. From Edit Tools, click Manage Users.
2. Click View/modify a parent account.
3. You will see a listing of all of the parents. Click on a name to view and/or modify the parent's account information.
4. Click Submit.

To assign a parent to one or more students follow these steps.
1. From Edit Tools, click Manage Users.
2. Click Assign a parent to one or more students. This tool will allow you create a link between a parent and a student (the parent's son or daughter).
3. Locate the name of the parent you wish to link and click on the name.
4. Next, locate the name of the student you wish to link the parent to and click on the name.

Copy Course

To make a copy of your course, click **Copy a Course**.

Follow the on-screen instructions. This is a wizard that will allow you to enter a new course ID, copy all of your lessons, topics and settings, copy your discussions, quizzes, surveys, gradebook entries, and users.

When you have successfully copied the course web site, you will be able to access it in your Instructor Center. The course title of the copy will appear exactly as it was entered for the master. You will be able to enter the copied course site, click **Edit Tools**, then **Course Information** to change the course title.

Overview

ESB Web Course provides several easy-to-use tools to facilitate communication:

- from instructor to student
- from instructor to students
- from instructor to administrator
- from student to instructor
- from student to student
- from student to students

The following are asynchronous or delayed-time tools. These tools offer convenience and flexibility because you and your students do not have to be working at the same time in order to communicate.

- E-mail
- Discussion board
- File transfer
- Roster/homepages
- Blog
- InMail

Chat is a synchronous or real-time tool. With real-time tools users must be working at the same time. Chat is when two or more people can have a typed conversation in real time. The messages you type will be displayed instantly to every member of the chat room. Messages typed by other people are shown immediately to you.

Communication tools

Overview

Discussion board

E-mail

File transfer

Chat

Roster/homepages

Blog

InMail

Discussion Board (1)

The discussion board is the most important ESB Web Course communication tool and is meant to facilitate the exchange of thoughts, ideas, and research for all those who are enrolled in the course. The actual board is a virtual space where you and your students can post messages for other users to read and respond to.

FAQs

1. What is a Discussion Board?

Each course has one discussion board. The discussion board is where discussions on related topics or subjects are held. When you enter a discussion, you can see the list of subjects being discussed. Each subject contains the original message and, if applicable, also the replies to that message.

2. What is a subject?

A subject contains the original message and all the replies pertaining to it. By default, the replies are displayed in threaded mode, therefore giving the user the benefit of viewing the flow of the discussion. By replying to someone's message, your message will appear below the message and indented to the right.

3. How can I start a new discussion?

- In Edit Tools, click **Discussion Board**. This is the "front door" of the discussion board. By default, it is where all the available discussions are displayed.
- Click **Add Discussion.**
- Enter a title for your discussion.
- Enter a brief description for your discussion.
- Click **Submit**.
- The new discussion will get posted and will be displayed in the list of discussions. You can re-order the discussions by using the pull-down menu. Discussions can be ordered by most recent at the top or most recent at the bottom.
- The trash can icon provides a way for you to delete the discussion. Use this tool carefully however, because if you delete the discussion it will permanently remove all of the messages inside the discussion.
- The padlock icon appears unlocked by default. This means that the discussion is open and any of your students can post messages in the discussion. If you click on the padlock the discussion will be locked, meaning your students will not be able to post new messages. Locked discussions will allow you to preserve the discussion as it is.

(continued...)

Communication tools

Overview

Discussion board

E-mail

File transfer

Chat

Roster/homepages

Blog

InMail

Discussion Board (2)

4. How can I reply to a message?

- In Edit Tools, click **Discussion Board**.
- Click on a discussion.
- All of the messages you have not read yet will appear in bold and a "New" icon will appear to the right of the message.
- Click a message title to read it.
- Click **Reply**.
- Enter a title for your reply.
- Enter your message in the large text field.
- Click the checkbox if you wish to be notified via e-mail when another user replies to your message.
- Click **Submit**.
- You should now be able to view your message.

5. How can I print all of the messages in a subject?

- In Edit Tools, click **Discussion Board**.
- Click on a discussion.
- All of the messages you have not read yet will appear in bold and a "New" icon will appear to the right of the message.
- Click a message title to read it.
- Click the **Printable Version** icon.
- Locate the File menu on your browser window, drag down to **Print**.

6. If I made a mistake when posting a message, how can I fix it?

- In Edit Tools, click **Discussion Board**.
- Click on a discussion.
- Click the message title where you made the error.
- Click **Edit**.
- Enter your changes in the form.
- Click **Submit**.

7. How can I perform a search?

- In Edit Tools, click **Discussion Board**.
- Click **Search**.
- Enter a word to search by.
- Select the discussion you wish to search or just keep the default option "All".
- If there are any results they will be displayed on the page. Click a message title to read the message.
- Click **Back to Search** if you would like to perform another search.

E-mail

The e-mail tool provides the capability to send an e-mail message to:

- one student in the course
- all students in the course

You can also attach a document to the e-mail message using the ESB Attachment Manager. Although you can send e-mail to users, make sure you have a third party e-mail program so that you are able to receive e-mail messages from others. Popular e-mail applications include Eudora, Outlook, Netscape Messenger, Hotmail, Yahoo, etc.

To send a message to All Users:

1. In Edit Tools, click **Send E-mail**.
2. Click **All Users**.
3. Enter text in the "Subject" field.
4. Enter the body of your message in the "Message" field.
5. If you wish to attach a document to the message, click **Add an Attachment**. A small pop-up window will appear called the ESB Attachment Manager. This will assist you in locating and uploading the file you wish to attach.
6. Click **Browse**.
7. Locate the file on your computer. Click on it and then click **Open**.
8. Click **Upload the File** in ESB Attachment Manager.
9. Click **Send Message**.

To send a message to Select Users, follow the above process but click on **Select Users** in step 2. The e-mail form will list all of the names of the students enrolled in the course. Simply click on the checkbox next to the name of the student(s) you wish to e-mail and only they will receive the e-mail message. The users who do not have checks in the boxes next to their names will not receive anything.

To delete an attached file:
If you uploaded a file to attach to the e-mail and change your mind about sending it, you can always click **Add an Attachment** again to delete the file from the system. This will not remove the file from your computer.

Communication tools

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Communication tools

File Transfer

On the previous page of this tutorial, you learned that you can attach a document to an e-mail message. The file transfer tool is another way of sending a file to another user. Unlike e-mail though where the user needs a third party e-mail program to open your message and attachment, each instructor and student in the course has a course folder which can store documents sent to you from other users. So, in order to open files from another user, you can use this tool and avoid having to rely on using e-mail to send a file.

To send a file:

1. In Edit Tools, click **File Transfer**.

2. Click **File Sender.**

3. Click **Browse** to locate the file you wish to send. After you have found it on your computer, click on it once, then click **Open**.

4. Next, you need to specify who you wish to send the file to. You can choose:
    - Send this file to all users
    - Send this file to selected users only

5. If you select "Send this file to select users only", you need to click on the radio button next to the student name(s).

6. You can add a comment if you wish.

7. Click **Send File.** Your file will be transfered from your computer to the user's course folder. They then will be able to access it and download it using the File Collector tool.

To open a file:

1. In Edit Tools, click **File Transfer**.

2. Click **File Collector**.

3. If any files were sent to you from another user, the file names will appear in a list. Click on the file name to download the file to your computer.

4. You will also be able to view the file's size in kilobytes, comments sent from the sender, when it was sent and who sent the file.

5. When the file downloads to your computer, it is a good idea to delete the file from your file collector. To do this, click on the trash can icon.

Chat

Chat is a synchronous or "real-time" tool meaning that the parties who intend to communicate must be using the tool at the same time. With the Chat tool two or more people can have a typed conversation in real time. The messages you type will be displayed instantly to every member of the chat room. Messages typed by other people are shown immediately to you.
To chat:

1. In Edit Tools, click **Chat**.

2. If anyone in the course has had a chat, the chat archives will appear in a list down the page.

3. Click **Enter**. This will open up a new browser window.

4. Type in some text into the field and click **Go** or hit the **Enter** key on your keyboard.

5. In a few seconds the message will appear. If other users are also in the chat room with you, they too will be able to view the message you just typed.

6. The screen is refreshed every 5 seconds.

7. Click **Exit** when you are finished to close the window.

8. The next time you enter the Chat area, you will see your chat listed in the archives. Your archived chat is a record of all of the text that was typed during the chat session along with the usernames of the authors of the text. You can print the archive, keep it as it is, or delete it permanently.

Roster/homepages

This page generates a listing of all of the students enrolled in your course. The table includes the following information:

- Last name, first name
- E-mail address
- Username
- Profile
- Homepage

You can click on the profile icon to the right of the student's name to view information about the student such as phone numbers, home address, job title, etc. The system administrator determines which fields appear on the profile page.

When a student account is created the user is given an empty five-page web site. By default, the web site is unavailable to other users until the student changes the setting to make it available. If one of your students has made his/her site available, an icon of a house will appear to the right of the person's name. By clicking on the house icon a new browser window will open up displaying the student's homepage. When you are finished viewing the homepage you can close the window.

Communication tools

Blog

The term “blog” is short for weblog. A blog is an online journal that is ordered chronologically. There are many different types of blogs but often they mix what is happening in a person’s life and what is happening on the Web. Blog entries can be updated instantly by students. Entries can then be viewed by students in the course and the course instructor. No one from outside the course can access the blog entries.

In eSchool Builder, the blog can be used as a way to build “community” or as a self-reflection tool. The common interests uniting bloggers in this case come from the course. When a student inserts a new entry he/she has the choice to make it public or private. Public entries can be viewed by all of the users in the course while private ones can only be viewed by the original author of the message.

To view blog entries, click **Blog** while in your **Edit Tools** page. You will see that the first page lists all entries that were added by students in the current month. You can also use the calendar tool to search for entries or you can click on an archived month. The other search option is to use the pull down menu to search by user. This menu should contain a list of all of the students in your course.

Instructors cannot add blog entries or reply to an entry. However, if necessary instructors can edit or delete entries.

Communication tools

InMail

InMail is very similar to e-mail except that instead of relying on external e-mail addresses as e-mail systems do, InMail uses your unique eSchool Builder username. Many school districts have usage policies that prevent students from creating traditional e-mail accounts. InMail was designed to help schools be able to enhance communication between students, instructors and administrators without the need to use traditional e-mail address (such as academy@csiu.org).

Most of the time you will probably access InMail through your Instructor Center because you can read and send messages. However, there is a link to InMail in your course web site which will allow you just to send a message to the students enrolled in your course.

To send an InMail message:

1. Click InMail from the Edit Tools page.
2. You will be able to send to all users or just select users.
3. If you selected All Users, your message will be sent to each student who is enrolled in your course. They will read your message by logging in and clicking InMail in their Learning Center. If you only wish to send the message to some of the students in your course, select Select Users. On the next screen you will be able to click on the checkboxes to the left of each user's name if you wish to send them the message. Enter a subject line for your message. If you are using a PC and Internet Explorer 5.0 or higher you will be able to use the toolbar to enhance the text of the body of your message. You can attach a file from your computer if you need. Then click the send message button.

Assessment

Overview

Quizzes

Surveys

Gradebook

Overview

The Assessment area provides ways to build quizzes, build surveys, manage grades, view user statistics, generate reports and communicate to system administrators. The following tools are available in this area:

- Quizzes
- Surveys
- Gradebook
    - Insert, modify, or delete a gradebook item
    - View/modify a student's gradebook
    - Enter a grade
    - View quiz results
    - View survey results
    - View or clear a student's quiz attempt
    - View student attendance report
    - View student outline
    - View a student's performance on topics
    - View student hit count report
    - View whole class gradebook
    - Report final grade
    - E-mail final grades to administrator
    - Export gradebook as an EXCEL spreadsheet
    - Export Act 48 data to EXCEL spreadsheet

Assessment

Overview

Quizzes (1)

Surveys

Gradebook

Quizzes (1)

As an instructor, you have the ability to create an unlimited number of online quizzes. The quizzes are automatically graded for you and you can view the results any time by clicking **Gradebook**. The types of possible quizzes you can create are:

- Multiple choice
- True/False
- Short answer

To create a new quiz:
1. In Edit Tools, click **Quizzes**.
2. If you have already created one or more quizzes, the quiz titles will be listed in table format. You will also see the date the quiz was last modified and have the ability to preview, modify or delete the quiz.
3. Click **Add New Quiz**.
4. Enter the following information about the quiz:

Title:	Enter a title for your quiz.
Directions:	Enter a sentence or two with specific directions on how the user should complete the quiz.
Select lesson:	This pull-down menu will display a listing of all of the lessons you have created for your online course. When you select a lesson in the menu, it will change the options in the pull-down menu for the topics.
Select topic:	This is the topic you are trying to assess. In other words, you are creating this quiz to gauge whether or not the student has achieved the objectives in this topic. Also, if your course's subject area has academic standards loaded in the system, and if you used the Standards Manager tool to relate the topic to a standard, then this is an indirect way of finding out how well the students are performing on a specific standard. So if the topic is linked to a standard and your quiz is linked to the topic, you will be able to draw conclusions based upon the student's quiz score.
Type of quiz:	A quiz can be made up of multiple choice, true/false or short answer questions. A quiz cannot mix types of questions. But technically if you wanted to mix multiple choice and true/false questions, you could do it. Simply select multiple choice as the type of quiz, then when you go to create a true/false question, just use True as your possible answer for "A" and False as your possible answer for "B". Leave possible answers for "C" and "D" empty. That is just a little trick you can use to build a quiz with both multiple choice and true/false questions. With multiple choice questions, you must have no less than one possible choice and no more than four possible choices.

Quizzes (2)

Attempts:	The quiz can be set to allow the user to be able to take the quiz multiple times (great for practice quizzes) or just one time only (great choice for graded quizzes). If you select "Allow user to take quiz only once", the student will be able to click on the quiz title and complete the quiz only one time unless you "reset" the student's quiz results in the Gradebook area. When a student views the quiz title after taking it, it will no longer have a hyperlink to the quiz questions. They will be able to see the title but will not be able to click on it.
View results:	This pull-down menu will allow you to set the quiz so that users can view the correct/incorrect answers you defined when creating the quiz, the answer they submitted when they took the quiz and the percentage of other users in the course who selected each possible answer.
Available:	This field allows you to specify the day you would like to make the quiz available to your students. Click on the calendar icon and a pop-up window will appear. This is a calendar tool that can be used to insert the date in the correct format (i.e. MM/DD/YYYY, 03/15/2002). If the date is set to a future date, the student will be able to view the quiz title but will not be able to click on the title to view the quiz questions.
Display in Gradebook:	Select yes or no. If you choose "yes" then the results of this quiz (student scores) will be stored in the student's gradebook and will count towards the student's grade. If you choose "no" the quiz will not be displayed in the student's gradebook.

5. Click **Save and Continue**.

Assessment

Overview

Quizzes (3)

Surveys

Gradebook

Quiz (3)

6. The form that appears now is the template you use to create quiz questions. The template will look slightly different depending on the type of quiz you are creating.

To create a question in a multiple choice quiz:

- Enter the quiz question.
- Enter the number of points the quiz question will be worth (required).
- Enter 1-4 possible answers.
- Click on a radio button for the correct answer.
- If you would like to add an image to help clarify the question, click **Select Image**. If this is your first time using the Image Manager tool, please refer to *Instructor Center > My Account* in this tutorial where you will see detailed instructions (see steps 5-14) on how to insert an image.
- Click **Submit.**
- The template for question 2 now appears. You can complete the form as described above or simply click I am finished adding questions if you are done.

To create a question in a true/false quiz:

- Enter the quiz question.
- Enter the number of points the quiz question will be worth (required).
- The possible answers are already filled in for you (true or false).
- Click on a radio button for the correct answer.
- If you would like to add an image to help clarify the question, click **Select Image**. If this is your first time using the Image Manager tool, please refer to *Instructor Center >My Account in* this tutorial where you will see detailed instructions (see steps 5-14) on how to insert an image.
- Click *Submit.*
- The template for question 2 now appears. You can complete the form as described above or simply click I am finished adding questions if you are done.

To create a question in a short answer quiz:

- Enter the quiz question.
- Enter the number of points the quiz question will be worth (required).
- Enter a keyword(s). Begin by entering |@| in the possible answer field and then add |@| after each possible answer. This will tell the system to think of the word(s) in between two |@| as a possible answer. So, for an example question such as "What agency created eSchool Builder?", your possible answers could be formatted as:
- |@|CSIU|@|C.S.I.U|@|Central Susquehanna Intermediate Unit|@|CSIU 16|@|
- There are many different possible answers that could be considered a correct choice for the question. So the user taking the quiz could enter any of the four choices above and have the quiz question scored correctly.
- If you don't know how to type |@|, the | is created when you hold the SHIFT key down on your keyboard while hitting the \ backslash key. The @ symbol is created when you hold the SHIFT key down while hitting the 2 key.
- If you would like to add an image to help clarify the question, click **Select Image**. If this is your first time using the Image Manager tool, please refer to *Instructor Center > My Account* in this tutorial where you will see detailed instructions (see steps 5-14) on how to insert an image.
- Click **Submit Information.**
- The template for question 2 now appears. You can complete the form as described above or simply click **I am finished adding questions** if you are done.

Assessment

Overview

Quizzes (4)

Surveys

Gradebook

Quiz (4)

7. You have successfully created a quiz. When students complete the quiz the system will automatically score the results. You will then be able to view the quiz results by clicking Gradebook in the Edit Tools area.

Now that you have created the quiz, you will see its title listed when you click Quizzes in the Edit Tools area. You have the option to Preview, Modify or Delete the quiz.

To preview the quiz:
1. In Edit Tools, click Quizzes. 2. Locate the quiz title you wish to preview and click the magnifying glass icon. 3. You will see all of the quiz questions. Preview mode will also display the point value for each question, the possible answers and correct answer. The incorrect possible answers will appear with a red X icon to the left of the answer. The correct answer(s) will appear with a green checkmark (or bullet if it is a short answer quiz) to the left of the answer.
To modify the quiz:
1. In Edit Tools, click Quizzes. 2. Locate the quiz title you wish to modify and click Modify. 3. You will be able to modify the quiz settings. You can also click Add Question to add an additional question to the quiz. To the right of each question you will have the option to click Modify to change any part of the question. You will also be able to click the trash can icon to permanently remove the question from the system.
To delete a quiz:
1. In Edit Tools, click Quizzes. 2. Locate the quiz title you wish to delete and click the trash can icon. 3. You will receive a warning message. Click OK if you wish to permanently remove the quiz and all student quiz results from the system. This action cannot be undone.

When viewing your list of quizzes, you will notice either a red "X" icon or a green checkmark icon. This indicates whether or not the quiz is available to your students. If the "X" is displayed it means that you have programmed the quiz to be available for some date in the future. If the checkmark appears it means that the quiz is available for students to take.

Surveys

The survey tool is quite similar to the quiz building tool except for a few key differences:

- The surveys are taken anonymously by your students. You will be able to use the gradebook to determine whether or not a user took the survey but you will never be able to know who completed it unless you build a "name" question into your short answer survey.
- Surveys can have up to 10 possible answers.
- Surveys can display the results as color coded bar graphs extending horizontally from left to right.
- Surveys can be built instantly by copying the questions from existing surveys.

Gradebook (1)

The gradebook tool offers various tools to help you in finding out how students are progressing through the course. You can also enhance instructor-student communication because each time you update your grades, the student can instantly see the change in his/her own personal grade report.

The following are some of the tools are available to you:

- Insert, modify, or delete a gradebook item
- View/modify a student's gradebook
- Enter a grade
- View quiz results
- View survey results
- View or clear a student's quiz attempt
- View student attendance report
- View student outline
- View a student's performance on topics
- View student hit count report
- View whole class gradebook
- Report final grade
- E-mail final grades to administrator
- Export gradebook as an EXCEL spreadsheet
- Export Act 48 data to EXCEL spreadsheet

To add a new entry:
1. In Edit Tools, click Gradebook. 2. Enter an entry name (i.e. Discussion participation, Journal - Week 1, WebQuest, etc.). 3. Use the pull-down menu to select the type of entry (i.e. Assignment, Homework, Lab, etc.). 4. Use the radio button to determine whether or not you would like to track point values for the entry. Select "Assign a point value for the entry" or "Don't use points for this entry". 5. If you select "Assign a point value for the entry" you will need to enter a point value in the "Possible Points" field. 6. If you select "Don't use points for this entry" you will leave the "Possible Points" field blank. Later on when you are entering grades for this entry you will be able to type in a text value rather than a point value (i.e. A, B, C, complete, credit, etc.) 7. Click Submit.
To modify an existing entry:
1. In Edit Tools, click Gradebook. 2. Select a gradebook entry from the pull-down menu where it says "Modify a Gradebook Entry". Click Submit. 3. Follow steps 2-7 above to modify the entry information.

Gradebook (2)

To delete an existing entry:
1. In Edit Tools, click Gradebook. 2. Select a gradebook entry from the pull-down menu where it says "Delete a Gradebook Entry". Click Submit. 3. You will see the following warning message: *Are you really sure you want to delete the entry:* *<Entry Name Will Appear Here>* *If so, this action will also delete the student gradebook results associated with this entry.* No thanks, I'd like to return Yes, I would like to delete this entry 4. If you click Yes, I would like to delete this entry, if will not only remove the entry from your gradebook but it will also remove the student grades for this entry. The action can't be reversed so please make sure you do not need the student grades if there are any in the system.
To view/modify a student's gradebook:
1. In Edit Tools, click Gradebook. 2. Select a student name from the pull-down menu where it says "View/modify a student's gradebook". Click Submit. 3. You will see a listing of all of the gradebook entries and quiz scores. You will not be able to modify quiz scores but you will have the ability to enter points or text in the field next to a gradebook item and click Submit. Each row of the gradebook is a separate form so you will only be able to modify one entry at a time (clicking Submit for each row). 4. You can also use the pull-down menu to sort the records by Date, Entry or Type of Entry.
To enter a grade:
1. In Edit Tools, click Gradebook. 2. Select an entry from the pull-down menu where it says "Enter a grade". Click Submit. 3. You will see a listing of all of the students in the course. You will be able to enter a point value or text in the field to the right of each name. 4. There is a special feature you can use on this form called "Add a Note". Click the icon of the notepad and you will be able to attach a message to the gradebook entry. If you sent a note to help explain your grade or to clarify something, the student will see the icon when they view grades and can click on it to read the message.

Gradebook (3)

To view quiz results:
1. In Edit Tools, click Gradebook. 2. Select a quiz from the pull-down menu where it says "View quiz results". Click Submit. 3. The quiz title, directions and each question will appear on the page. In addition, a red X icon will appear next to each of the possible incorrect answers and a green checkmark icon will appear next to the possible answer you specified as correct. You will also be able to see the average student response next to each possible answer to see how your students performed on the question.

To view survey results:
1. In Edit Tools, click Gradebook. 2. Select a survey from the pull-down menu where it says "View survey results". Click Submit. 3. The survey title, directions and each question will appear on the page. In addition, a color coded bar graph will appear next to each possible answer. The bar graph will extend from left to right with the length dependent upon the percentage of users who select that answer.

To view or clear a student's quiz attempt:
1. In Edit Tools, click Gradebook. 2. Occasionally, you may create a quiz that can only be taken one time. If for some reason you wish to allow a student to re-take the quiz, you must first reset or "clear out" the student's previous quiz attempt. To do so, select a student name from the pull-down menu where it says "Need to view or clear a student's quiz attempt?". Next, use the second pull-down menu to select the quiz you would like to clear or view. Click Submit. 3. If records exist, you will be able to view the student's quiz results. Then, you will have the option to click Yes, go ahead and delete to delete the student's previous results. The student should then be able to re-take the quiz.

Gradebook (4)

To view a student attendance report:
1. In Edit Tools, click Gradebook. 2. Select a name from the pull-down menu where it says "View student attendance report". 3. You will see information about the student along with a table that displays records of every time the student logged onto the course site. Data includes: • Date • Start time • Finish time • Total time online Each time a student clicks on the course title from the Learning Center, a timestamp is recorded with the date and time of the click. This is the "Start Time". Then when the student logs off of the course site another timestamp is taken. This is the "Finish Time". The system performs a calculation to arrive at the total time spent online during the session.
To view student outline:
1. In Edit Tools, click Gradebook. 2. Select a name from the pull-down menu where it says "View student outline". 3. You will see a listing of all of the lessons and topics in the course. If a student has completed a topic, the completion date will appear in red directly beneath the topic title. If the student has not completed a topic, nothing will appear under the topic title. This can assist you in figuring out how many topics a student has completed to date.
View a student's performance on topics:
This report lists all of the course lessons and topics. If your topic is currently linked to a standard it will appear in the second column to the right of the topic title. Click on the standard name to view more details about the standard. When quizzes are initially created they can be linked to a topic. The third column will display the student's score on a quiz that has been linked to the topic. Click on the score to view quiz details. Note: This report will only display quiz scores if it is the only quiz that has been linked to the topic. Topics having many quizzes linked to it simply will not appear in this report.
To view student hit count report:
1. In Edit Tools, click Gradebook. 2. Click View student hit count report. 3. This report displays a listing of all of the students enrolled in the course and the number of times ("hits") a student access the first page of the course web site. You will also find the date of the last time the student accessed the course site. Records are displayed in horizontal bar graph format. The length of the bar graph is based upon a percentage calculation: student's total hits/ sum of hits from all students.

Gradebook (5)

To view whole class gradebook:
1. In Edit Tools, click Gradebook. 2. Click View whole class gradebook. 3. A grid or spreadsheet is displayed with the student names listed in the far left column. A new column is added to the right for each gradebook entry. The point values and text for each entry are displayed in the appropriate cells.
To report final grade:
1. In Edit Tools, click Gradebook. 2. Click Report final grade. 3. You can use this form to record the final grades for the students. The following data will be recorded: • Grade (text or number) • Completed the course (yes or no) • Hours attended • Date reported
To e-mail final grades to administrator:
1. In Edit Tools, click Gradebook. 2. If you haven't done so already, make sure you have recorded the final grades first by clicking Report final grade. 3. Now that grades have been recorded in the system, click E-mail final grades to administrator. 4. Fill in the form. Include the administrator's name and administrator's valid e-mail address. The system will automatically insert your list of your students and their grades in the e-mail message but you may include a custom message as well. Type your message in the "Message" field. 5. Click Send E-mail.
To export Act 48 data to EXCEL spreadsheet:
1. In Edit Tools, click Gradebook. 2. If the course has been created for Pennsylvania teachers as a professional development course, you can click Export Act 48 data to Excel spreadsheet. The spreadsheet will contain all of the fields the Pennsylvania Department of Education requires in order to be able to grant the participants credit for the course.

Overview

This section of the tutorial offers tips on how to best utilize ESB Web Course to design, develop and deliver effective online education.

HTML Tags

When entering text into the large text fields you can format it if you know how to use HTML tags. This page provides some of the most popular HTML tags but there are still dozens more tags which you could incorporate if needed. To learn about additional tags that are not mentioned on this page, go to: HTML cheat sheet

To use text tags:

Tag	Purpose	Example on how to use it	How it will look
	Creates bold text	eSchool Builder 	**eSchool Builder**
<i></i>	Creates italic text	<i>eSchool Builder </i>	*eSchool Builder*
 	Sets size of font, from 1 to 7)	eSchool Builder	eSchool Builder
 	Sets font color, using name or hex value	eSchool Builder	eSchool Builder

Tips

Overview

HTML Tags

HTML Tags

To combine text tags:

 <i> eSchool Builder</i> will appear as ***eSchool Builder***

 eSchool Builder will appear as

eSchool Builder

To use formatting tags:

Tag	Purpose	Example on how to use it	How it will look
	Creates a new paragraph (or double line break)	Type your text here for first paragraph. Type here for second paragraph	Type your text here for first paragraph. Type here for second paragraph
 	Inserts a line break	Line 1 Line 2 Line 3 	Line 1 Line 2 Line 3
<p align=?>	Aligns a paragraph to the left, right, or center	<p align=right>Type your text here</p>	Type your text here
	Creates a bulleted list	 Item 1 Item 2 Item 3 	• Item 1 • Item 2
?	Creates a hyperlink	Click here	Click here

Tips

Overview

HTML Tags