



Course Learning Center

Overview

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Course Learning Center in Educator Access Plus

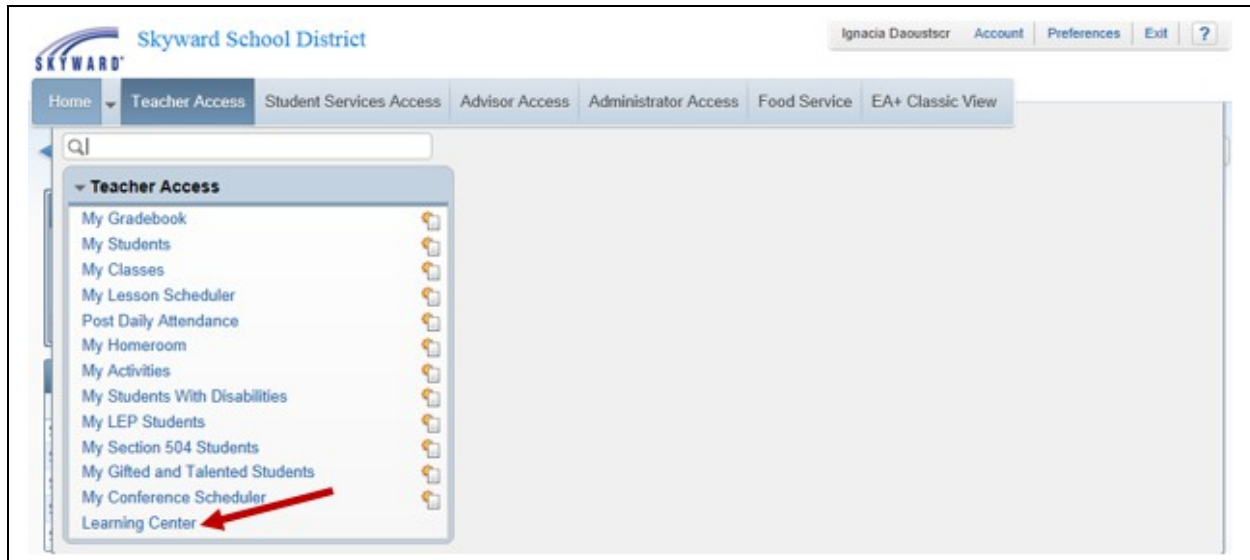
Add Item
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Student Access

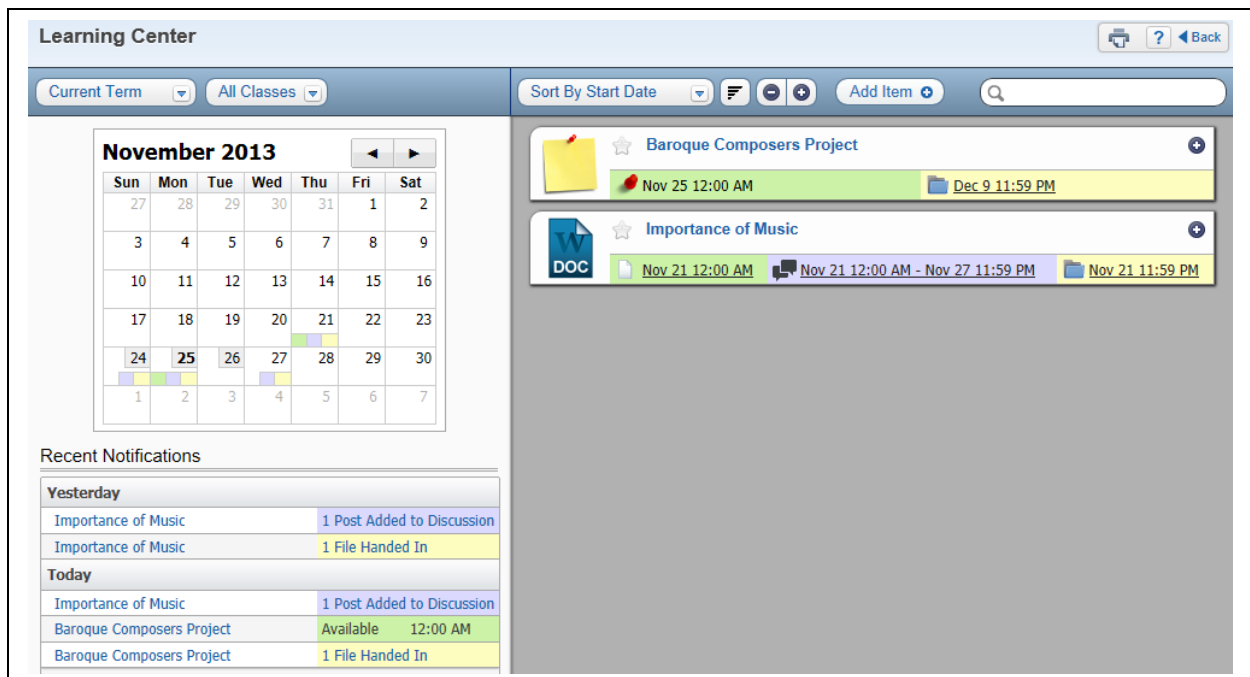
Viewing the Attached File
Viewing/Posting a Comment to the Discussion
Digital Hand-In

Overview

The Course Learning Center allows teachers to attach files to items, create discussions and allow for digital hand-in of files through Student Access. When teachers attach files to Items they can browse to a local directory, use a Google Drive or use Dropbox.



The Course Learning Center can be found in Educator Access Plus > Teacher Access.



This is a sample of the Course Learning Center in Educator Access Plus.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

BETA

Setup of the Course Learning Center

Beta Configuration

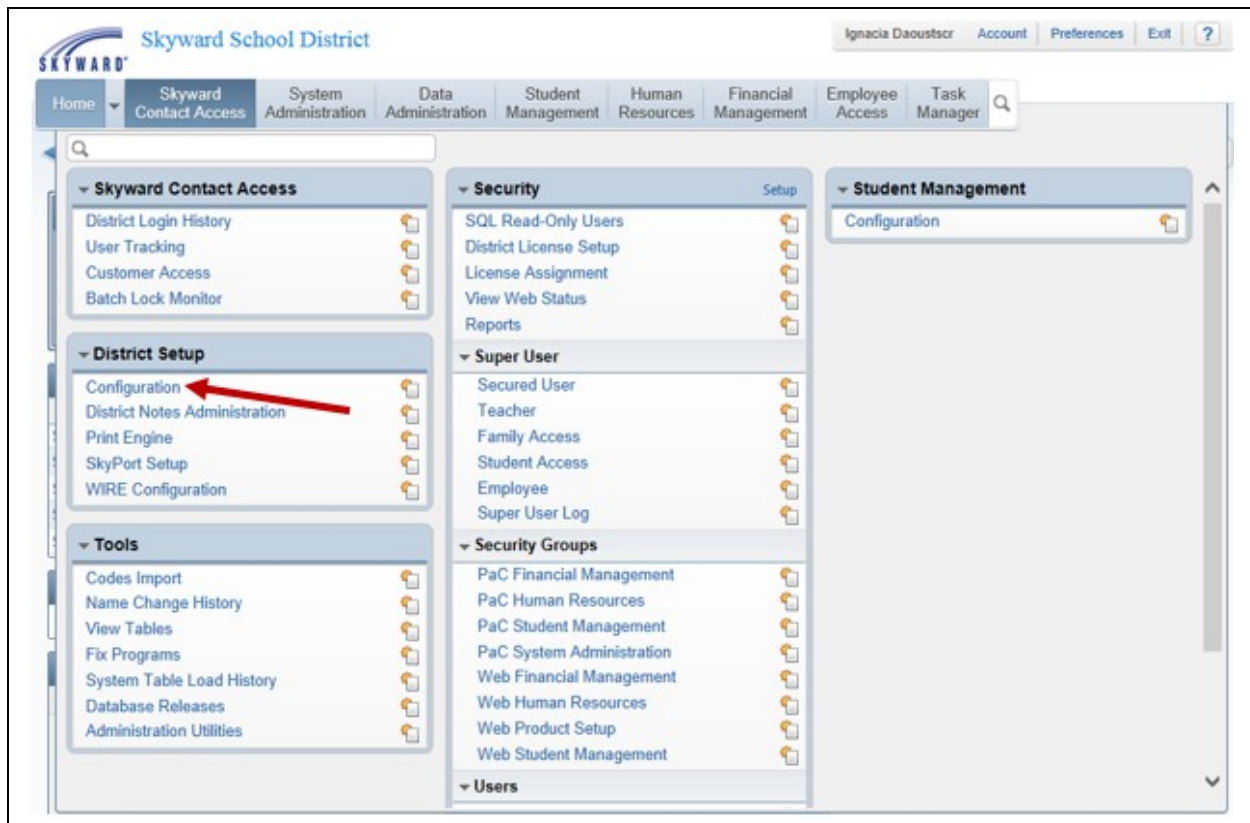
Security for Course Learning Center

Course Learning Center Configuration

Configure Student Access

Beta Configuration

The Course Learning Center must be enabled as a Beta option in order to use the Course Learning Center. A Skyward representative must assist you to enable the Course Learning Center.



The Beta Configuration can be found by navigating to Product Setup > Skyward Contact Access > District Setup > Configuration.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

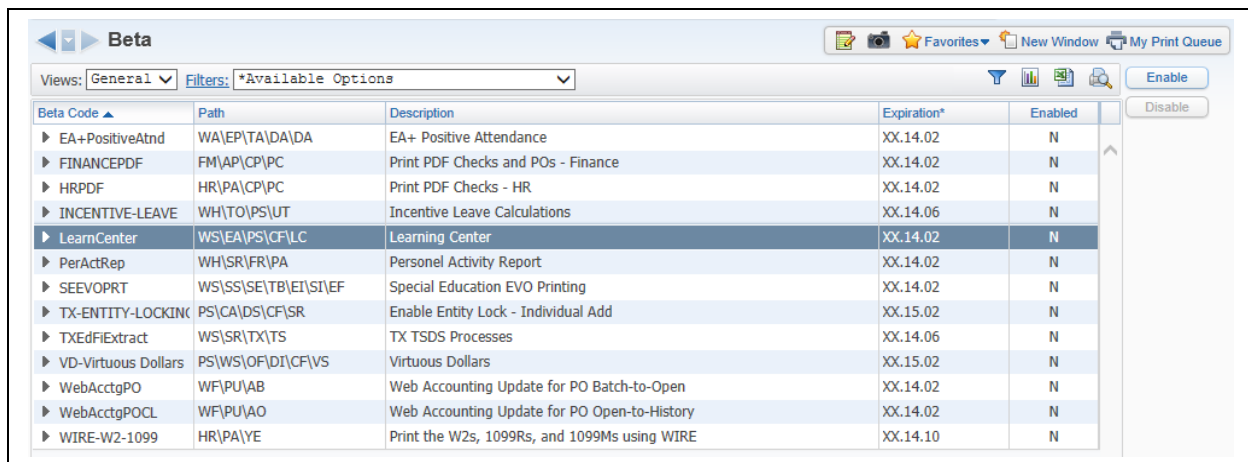
** Denotes Required Field to save screen.

BETA

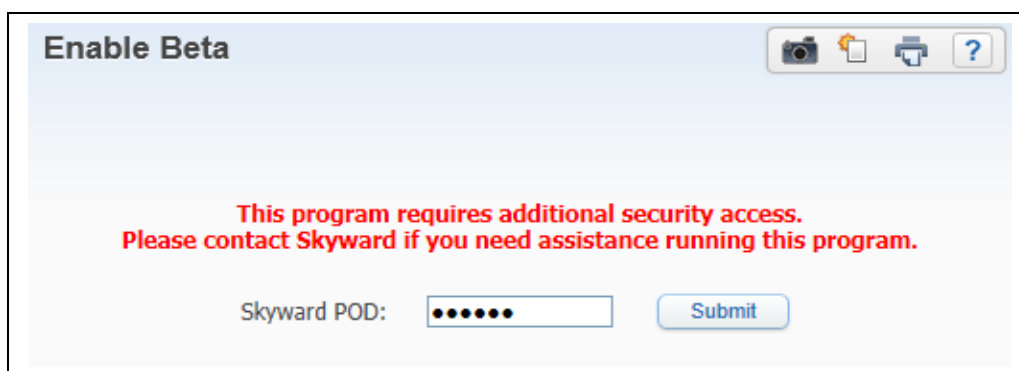
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You will select **Beta**.



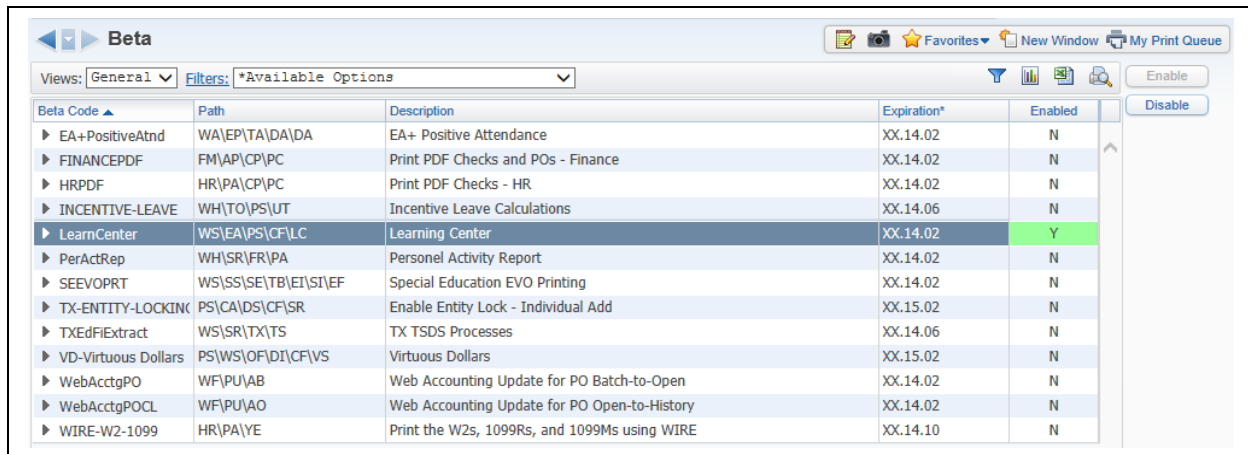
In order to enable the Course Learning Center, you will highlight Learning Center and then click on **Enable**.



The Skyward Password of the Day must be entered; this will require assistance from a Skyward representative. After the Password of the Day has been entered, you will click **Submit**.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

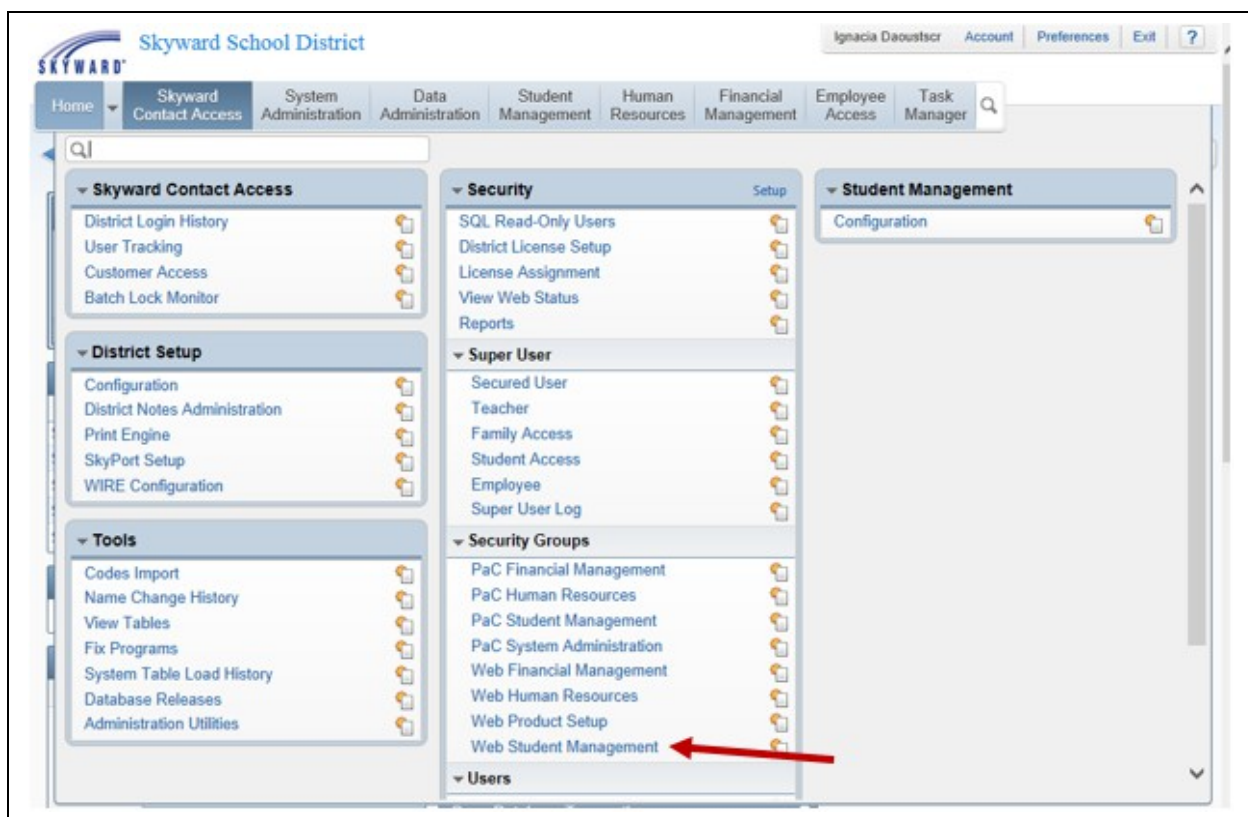
** Denotes Required Field to save screen.



Beta Code ▲	Path	Description	Expiration*	Enabled
EA+PositiveAtnd	WA\EP\TA\DA\DA	EA+ Positive Attendance	XX.14.02	N
FINANCEPDF	FM\AP\CP\PC	Print PDF Checks and POs - Finance	XX.14.02	N
HRPDF	HR\PA\CP\PC	Print PDF Checks - HR	XX.14.02	N
INCENTIVE-LEAVE	WH\TO\PS\UT	Incentive Leave Calculations	XX.14.06	N
LearnCenter	WS\EA\PS\CF\LC	Learning Center	XX.14.02	Y
PerActRep	WH\SR\FR\PA	Personel Activity Report	XX.14.02	N
SEEVOPRT	WS\SS\SE\TB\ET\SI\EF	Special Education EVO Printing	XX.14.02	N
TX-ENTITY-LOCKING	PS\CA\DS\CF\SR	Enable Entity Lock - Individual Add	XX.15.02	N
TXEdFExtract	WS\SR\TX\TS	TX TSDS Processes	XX.14.06	N
VD-Virtuous Dollars	PS\WS\OF\DI\CF\VS	Virtuous Dollars	XX.15.02	N
WebAcctgPO	WF\PU\AB	Web Accounting Update for PO Batch-to-Open	XX.14.02	N
WebAcctgPOCL	WF\PU\AO	Web Accounting Update for PO Open-to-History	XX.14.02	N
WIRE-W2-1099	HR\PA\YE	Print the W2s, 1099Rs, and 1099Ms using WIRE	XX.14.10	N

The Learning Center will now display as an enabled beta option.

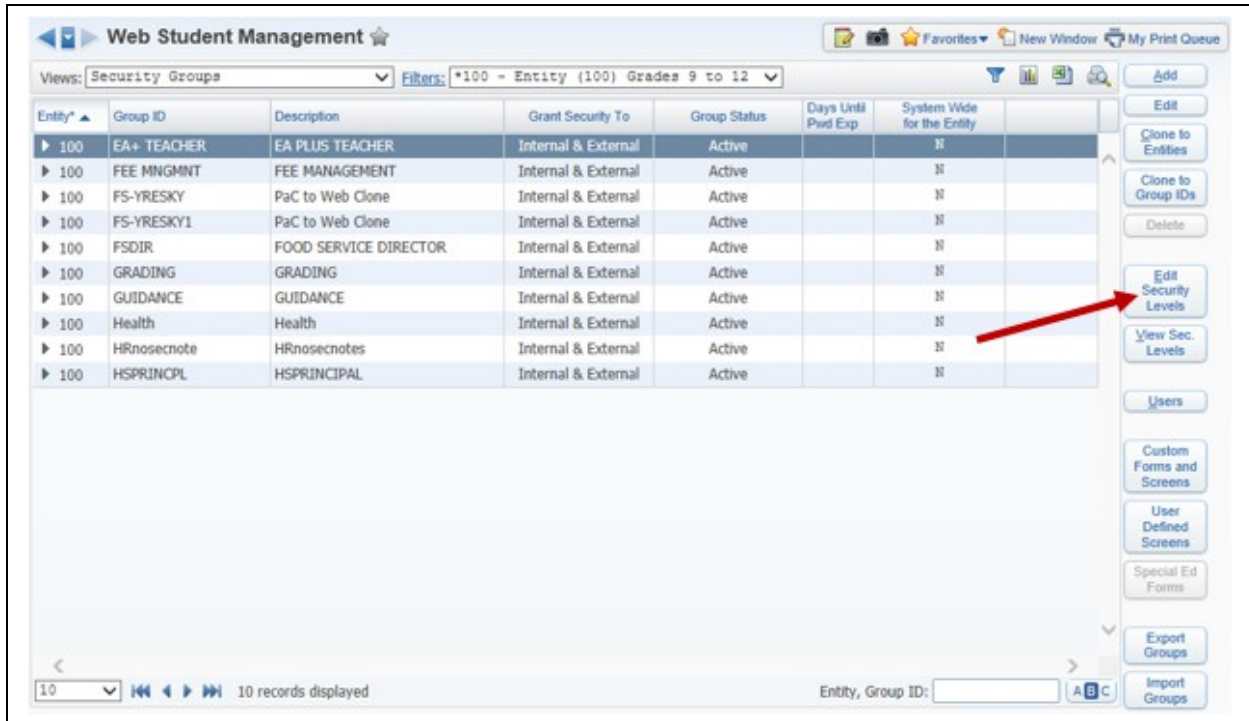
Security for Course Learning Center



You can assign security access to teachers who will be using the Course Learning Center by going to Product Setup > Skyward Contact Access > Security Groups > Web Student Management.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.



Web Student Management

Views: Security Groups Filters: *100 - Entity (100) Grades 9 to 12

Entity*	Group ID	Description	Grant Security To	Group Status	Days Until Paid Exp	System Wide for the Entity
▶ 100	EA+ TEACHER	EA PLUS TEACHER	Internal & External	Active		N
▶ 100	FEE MNGMNT	FEE MANAGEMENT	Internal & External	Active		N
▶ 100	FS-YRESKY	PaC to Web Clone	Internal & External	Active		N
▶ 100	FS-YRESKY1	PaC to Web Clone	Internal & External	Active		N
▶ 100	FSDIR	FOOD SERVICE DIRECTOR	Internal & External	Active		N
▶ 100	GRADING	GRADING	Internal & External	Active		N
▶ 100	GUIDANCE	GUIDANCE	Internal & External	Active		N
▶ 100	Health	Health	Internal & External	Active		N
▶ 100	HRnosecnote	HRnosecnotes	Internal & External	Active		N
▶ 100	HSPRINCPL	HSPRINCIPAL	Internal & External	Active		N

10 records displayed

Entity, Group ID:

Buttons on the right sidebar: Add, Edit, Clone to Entities, Clone to Group IDs, Delete, **Edit Security Levels** (highlighted with a red arrow), View Sec. Levels, Users, Custom Forms and Screens, User Defined Screens, Special Ed Forms, Export Groups, Import Groups.

Find the group that will need access to the Course Learning Center or add a new group as needed. With the group selected, you will click on **Edit Security Levels**.

Security Level Maintenance

System: SW - Web Student Management
 Entity: 100 - Entity (100) Grades 9 to 12
 Group: EA+ TEACHER - EA PLUS TEACHER

WS - Web Student Management
 WA - Web Applications

Sort: ☒ Menu Display Order ☐ Alphabetical Order
 Show: ☒ All Items ☐ Items With Assigned Security

WS\WA - Menu Items	Menu Path	Assigned vs Available	Minimum Security Level	Security Access Level	Security Lookup Level
WA - Web Applications	WS\WA	66/376			
EP - Educator Access Plus	WS\WA\EP	66/368			
TA - Teacher Access	WS\WA\EP\TA	45/252			
MG - My Gradebook	WS\WA\EP\TA\MG			5	1
MS - My Students	WS\WA\EP\TA\MS	4/37			
MC - My Classes	WS\WA\EP\TA\MC	1/16			
DA - Post Daily Attendance	WS\WA\EP\TA\DA	1/2			
MH - My Homeroom	WS\WA\EP\TA\MH	18/31			
MA - My Activities	WS\WA\EP\TA\MA	18/32			
ML - My Lesson Scheduler	WS\WA\EP\TA\ML				
HC - Health Condition Indicator	WS\WA\EP\TA\HC			1	1
GT - My Gifted and Talented Students	WS\WA\EP\TA\GT	0/32			
LE - My LEP Students	WS\WA\EP\TA\LE	0/32			
SE - My Section 504 Students	WS\WA\EP\TA\SE	0/32			
SD - My Students with Disabilities	WS\WA\EP\TA\SD	0/31			
PC - Parental Consent Notes	WS\WA\EP\TA\PC				
CS - My Conference Scheduler	WS\WA\EP\TA\CS				
LC - Learning Center	WS\WA\EP\TA\LC			5	1
PA - Positive Attendance	WS\WA\EP\TA\PA				
SS - Student Services	WS\WA\EP\SS	3/6			

Menu Path:

You will select **Web Application** from the drop-down in the upper left corner.

Security can be assigned to the Learning Center with the menu path of **WA\EP\TA\LC**.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

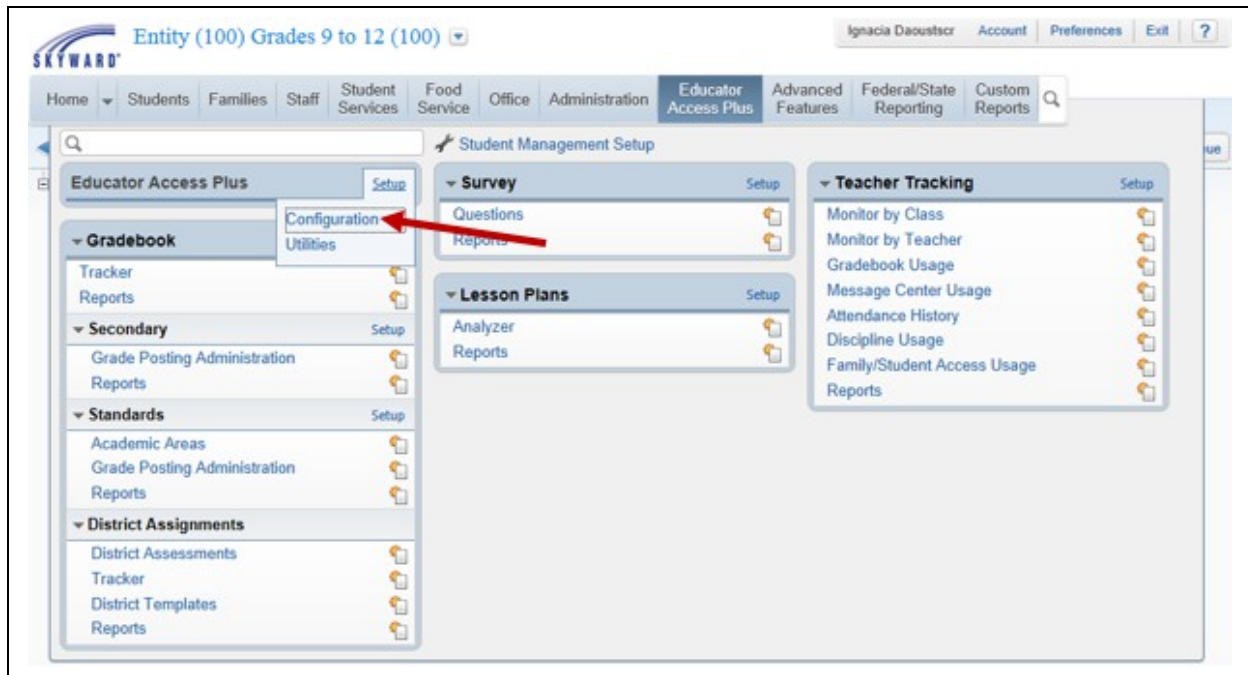
BETA

Course Learning Center Configuration

Learning Center District Setup

Learning Center District Tags

There are two configurations that can be set up at a district level for the Learning Center.



The Course Learning Center Configuration can be found by navigating to Student Management > Educator Access Plus > Educator Access Plus > Setup > Configuration.



There are two configuration settings for the Course Learning Center: **Learning Center District Setup** and **Learning Center District Tags**.

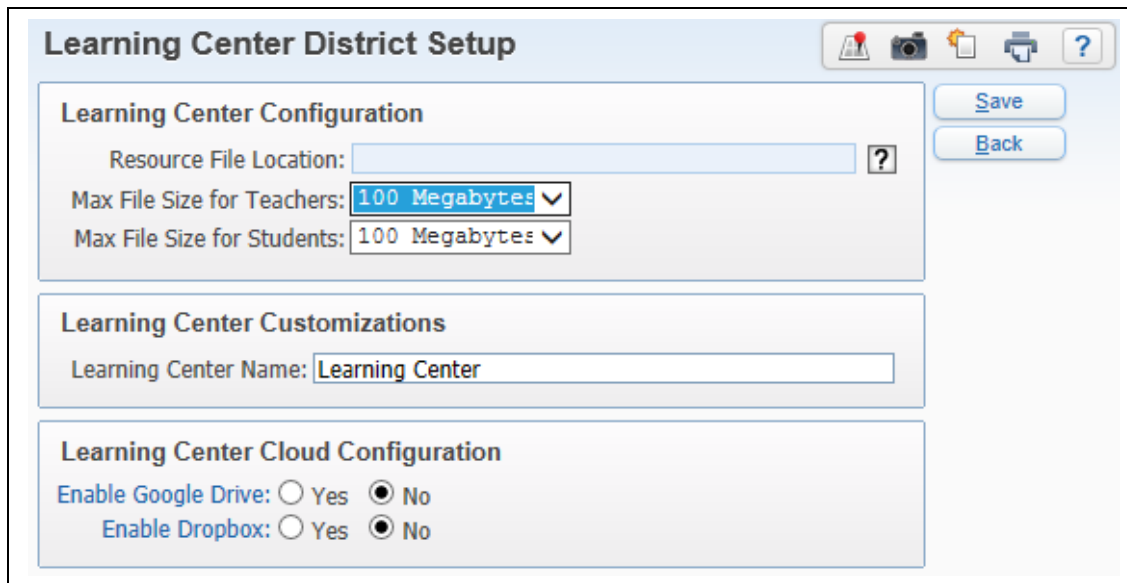
BETA Functionality described here may vary in availability depending upon your district/entity configuration.

** Denotes Required Field to save screen.

BETA

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Learning Center District Setup



Learning Center District Setup

Learning Center Configuration

Resource File Location: ?

Max File Size for Teachers: 100 Megabytes ▼

Max File Size for Students: 100 Megabytes ▼

Learning Center Customizations

Learning Center Name:

Learning Center Cloud Configuration

Enable Google Drive: ☐ Yes ☒ No

Enable Dropbox: ☐ Yes ☒ No

Save Back

The Learning Center District Setup Configuration is found by going to Student Management > Educator Access Plus > Educator Access Plus > Setup > Configuration.

Learning Center Configuration

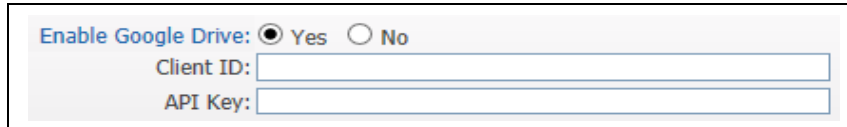
- **Resource File Location** – A path must display in this location in order for teachers to select the option to “Upload to District Server.” This is where all of the attachments for the Course Learning Center and Educator Access Plus are stored. You can change this path by going to Product Setup > System Administration > Document Management > Document Setup.
- **Max File Size for Teachers** – This option allows you to determine the maximum file size that can be uploaded by a teacher using the Course Learning Center. You can select from 1 Megabyte through 2 Gigabytes.
- **Max File Size for Students** – This option allows you to determine the maximum file size that can be uploaded by a student in the Course Learning Center. You can select from 1 Megabyte through 2 Gigabytes.

Learning Center Customization

- **Learning Center Name** – You can enter the name of the Course Learning Center. The name entered here will display in Educator Access Plus and Family/Student Access.

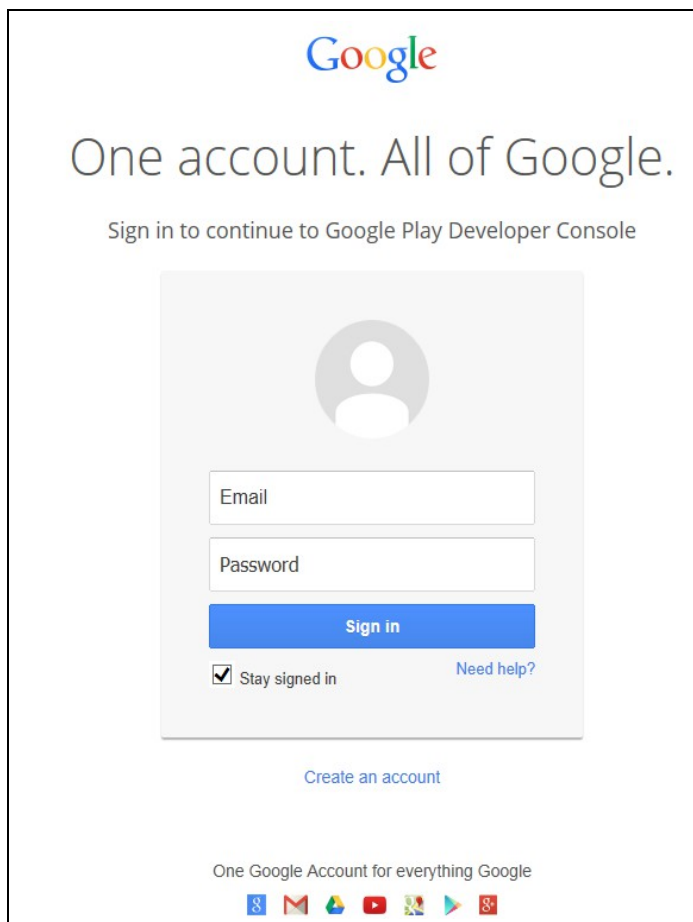
Learning Center Cloud Configuration

- **Enable Google Drive** – This option allows you to enable the use the Google Drive, which is a file storage service provided by Google. If this option is set up, teachers can select to “Use Google Drive” when attaching a file to an Item.



Enable Google Drive: ☒ Yes ☐ No
Client ID:
API Key:

If you choose to “Enable Google Drive,” you can enter the **Client ID** and **API Key**. When you click on the words Enable Google Drive, it will take you to the sign-in page of the Google Play Developer Console.



Google

One account. All of Google.


Sign in to continue to Google Play Developer Console

[Sign in](#)

☒ Stay signed in [Need help?](#)

[Create an account](#)

One Google Account for everything Google



- **Enable Dropbox** – This option allows you to use Dropbox, which a file storage system. If this option is set up, teachers can select to “Use Dropbox” when attaching a file to an item.

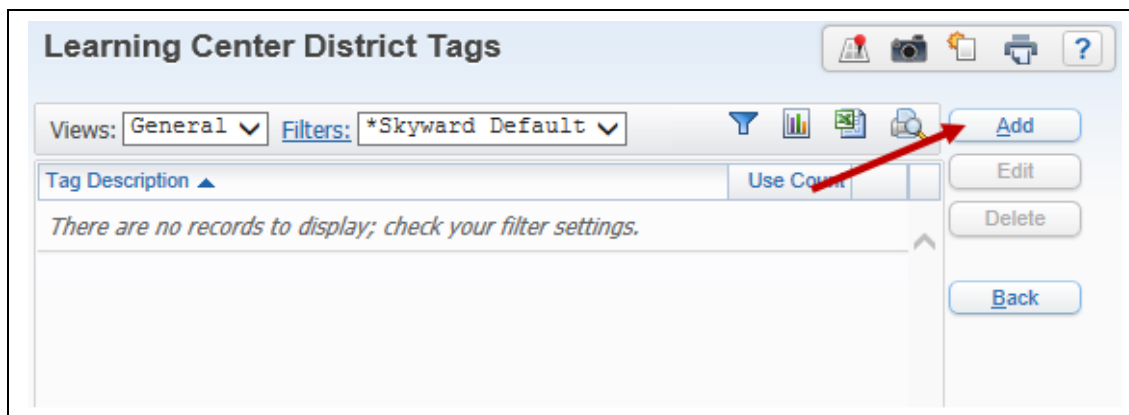
Enable Dropbox: ☒ Yes ☐ No
API Key:

If you choose to “Enable Dropbox,” you can enter the **API Key**. When you click on the words **Enable Dropbox**, it will take you to the sign-in page of Dropbox.



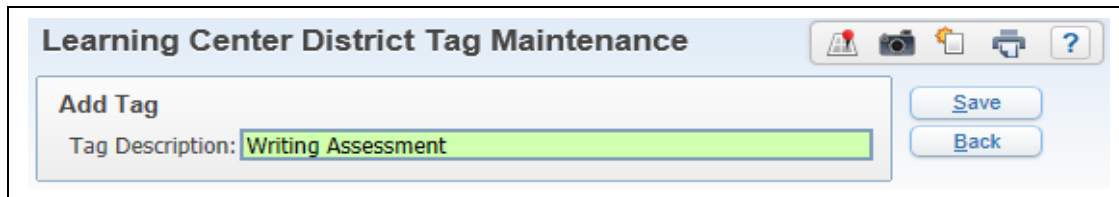
Learning Center District Tags

Tags can be attached items created by the teachers in the Course Learning Center. Teachers do have the capability to create their own tags within the Course Learning Center. The tags can be used to search for items within the Course Learning Center.



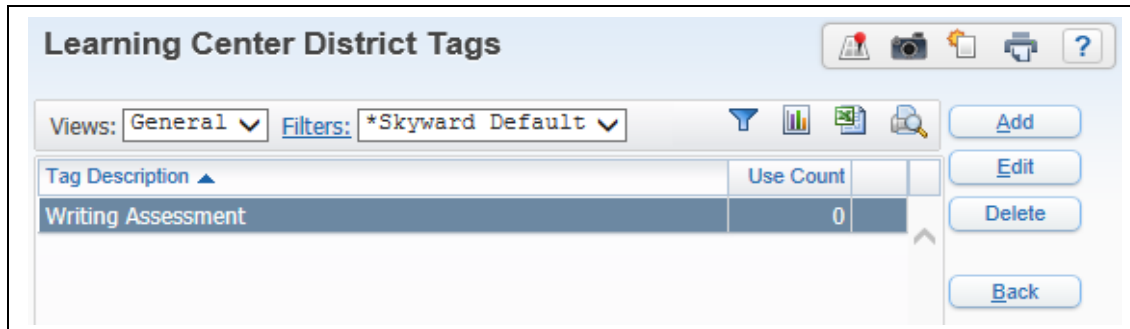
The Learning Center District Tags can be created by going to Student Management > Educator Access Plus > Educator Access Plus > Configuration.

You will click on the **Add** button to create a District Tag.



Add Tag

- **Tag Description** – You will enter the description for the tag. The maximum length of the Tag Description is 60 characters.



Tag Description	Use Count
Writing Assessment	0

Tags created as a District Tag will display a "Use Count," which will display the number of times the tag is attached to the item in the Course Learning Center by a teacher. You have the capability to delete a tag even if it is attached to an Item in the Course Learning Center.

Configure Student Access

Before students can view the attached files, view/create comments for discussions or use the digital hand-in, you must allow them access to this area in Student Access.

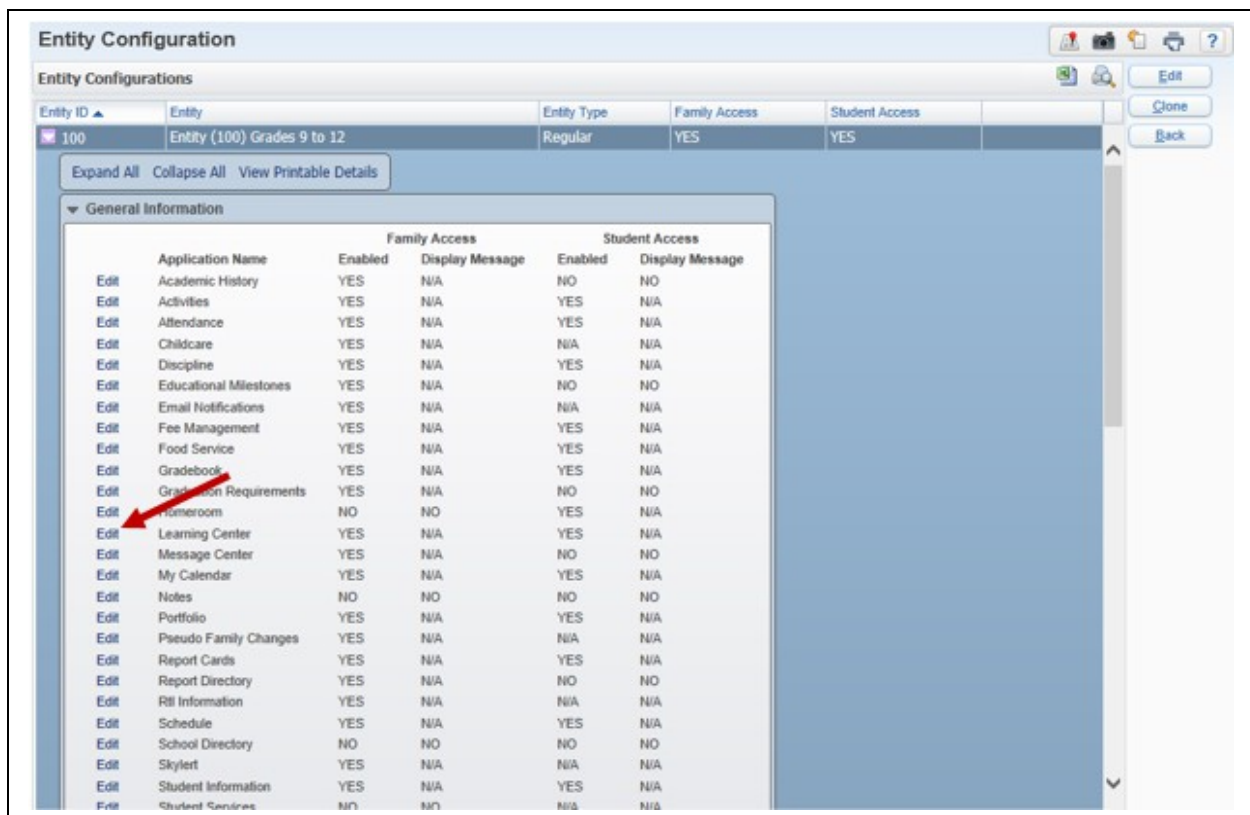


You will navigate to Student Management > Students > Student Access > Setup > Configuration.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.



After selecting Configuration, you will click on **Entity Configuration**. You must be in the entity where you want to enable the Course Learning Center in Student Access.



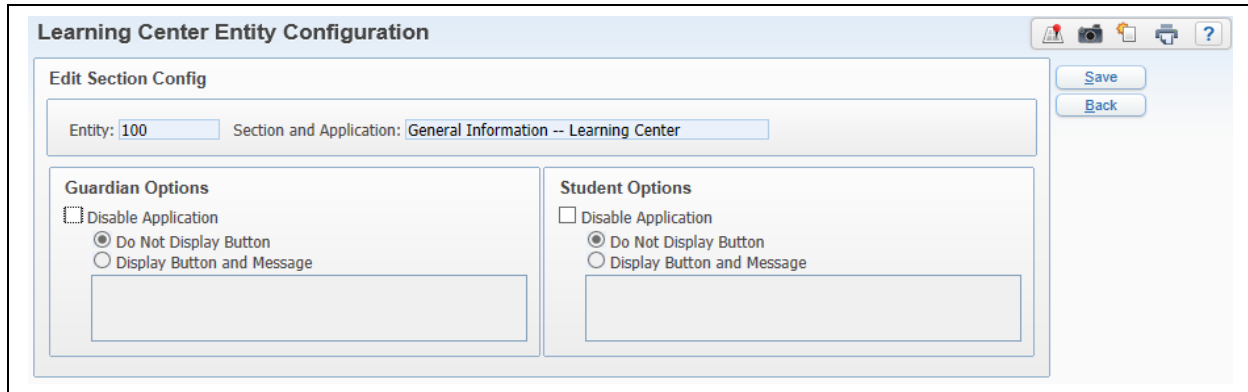
You will expand by the **General Information** and then click on the **Edit** next to Learning Center.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

BETA

** Denotes Required Field to save screen.

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Learning Center Entity Configuration

Entity: 100 Section and Application: General Information -- Learning Center

Guardian Options

☐ Disable Application

☒ Do Not Display Button

☐ Display Button and Message

Student Options

☐ Disable Application

☒ Do Not Display Button

☐ Display Button and Message

Save Back

You will uncheck the **Disable Application** option for **Student Options**. If you uncheck the Disable Application for Guardian Options, guardians will be able to add comments and reply to comments for discussions. Also, guardians can upload a file using the digital hand-in. If a file has been handed-in, a guardian can view and remove the file. The teacher will see that a file has been handed-in, except it is not attached to a student so the teacher will not be able to view the file. There is no way when creating the Item in the Course Learning Center, for teachers to prevent guardians from replying/adding comments to a discussion or having access to the digital hand-in.

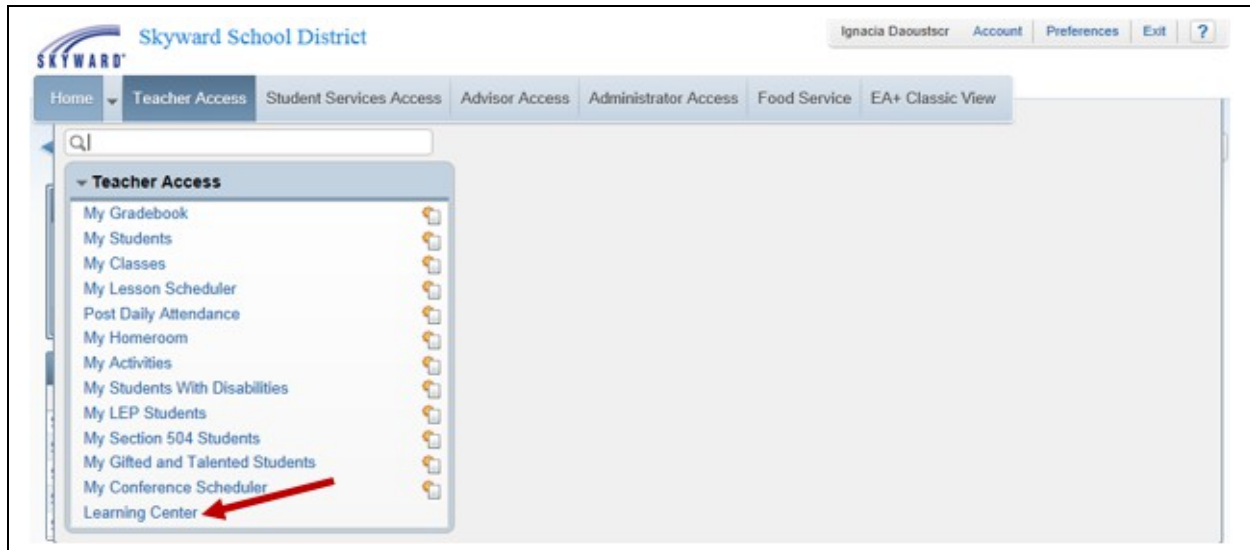
Course Learning Center in Educator Access Plus

Add Item

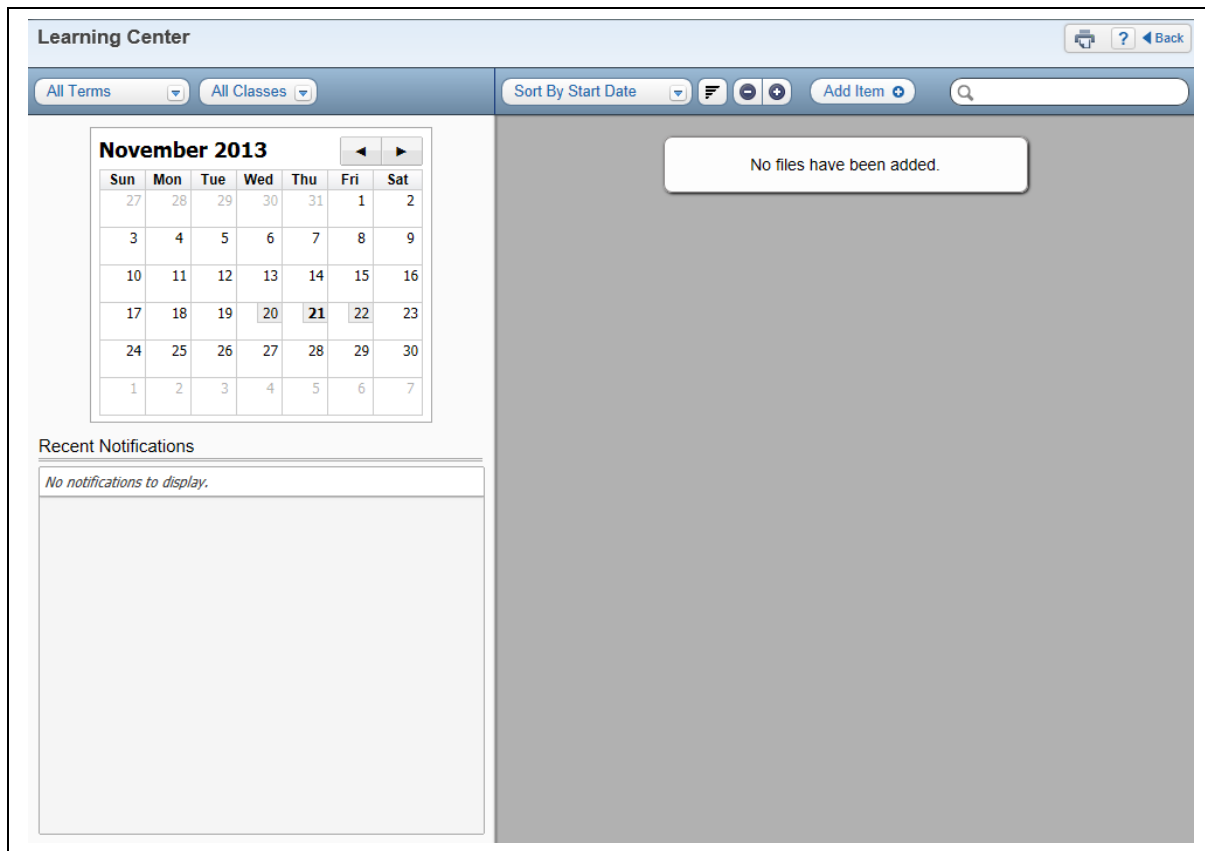
Modifications to Items

Maintaining the Discussion and Digital Hand-In

Additional Options within the Course Learning Center



You will find the Course Learning Center in Educator Access by selecting Teacher Access > Learning Center.



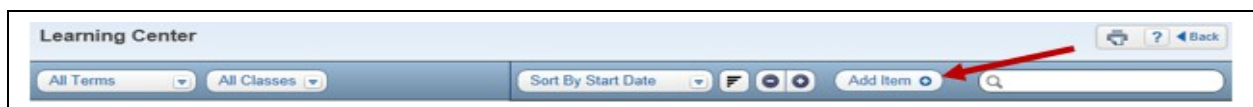
The Course Learning Center allows you create and maintain items.

Add Item

Item

Classes/Tags

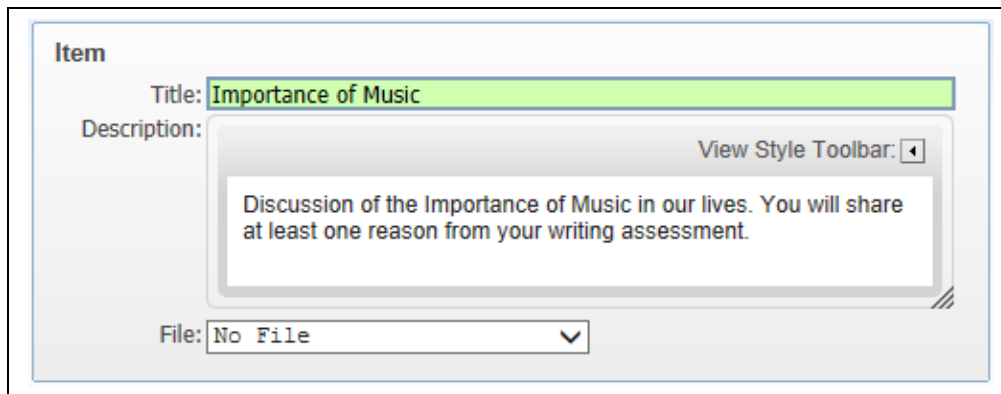
Student Access



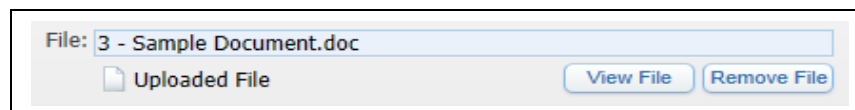
You will click on the **Add Item**.

The Add Item allows you to create a **Discussion** and/or **Digital Hand-In** for your class(es).

Item

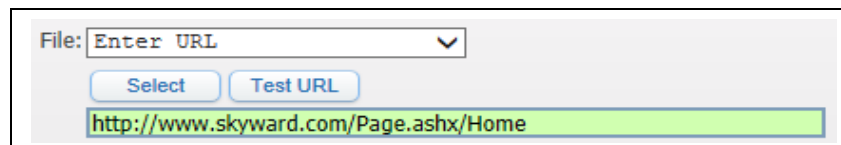


- ****Title** – Enter the title of the Discussion and/or Digital Hand-In. The maximum length of the Title is 100 characters.
- **Description** – You can enter a description. This field allows you to enter more information regarding the File, Discussion and/or Digital Hand-In. You can click on the **View Style Toolbar** for customization options for the description.
- **File** – This option allows you to select a file to be available in Student Access. You can select from the following options:
 - **Upload to District Server** – If this option is selected, it allows you to browse to the file location. This file will be uploaded to the location entered as the External Attachment Location for the district.



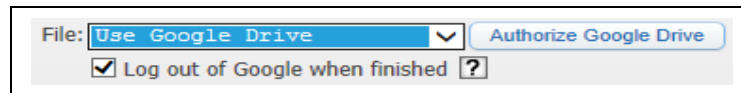
After you browse to the location and select the file, you will be able to **View File** and **Remove File**.

- **Enter URL** – When you select this option, you can enter the URL of the webpage you want the students to access.



Once the URL has been entered you can select **Test URL** to verify that it takes you to the correct URL.

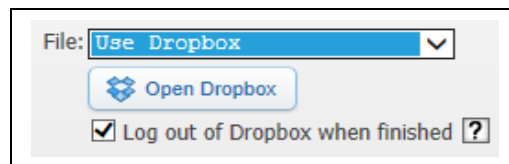
- **Use Google Drive** – This options allows you to select a file from your Google Drive.



The screenshot shows a form with a dropdown menu labeled 'File:' containing the text 'Use Google Drive'. To the right of the dropdown is a button labeled 'Authorize Google Drive'. Below the dropdown is a checkbox labeled 'Log out of Google when finished' with a question mark icon to its right.

You will click on **Authorize Google Drive** which will take you to the login screen. After you log in, you will select any file that you have in your google drive. Once you locate the file, you will click on the **Select** button.

- **Use Dropbox** – When this option is selected, it allows you to select a file from your Dropbox.

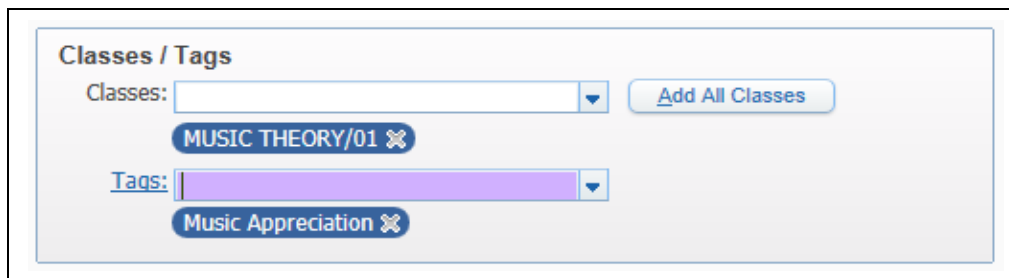


The screenshot shows a form with a dropdown menu labeled 'File:' containing the text 'Use Dropbox'. Below the dropdown is a button labeled 'Open Dropbox' with a Dropbox logo icon. Below the button is a checkbox labeled 'Log out of Dropbox when finished' with a question mark icon to its right.

You will click on the **Open Dropbox** to login to your Dropbox. After you log in, you will select any file that you have in your Dropbox. Once you locate the file, you will click on the **Select** button.

Classes/Tags

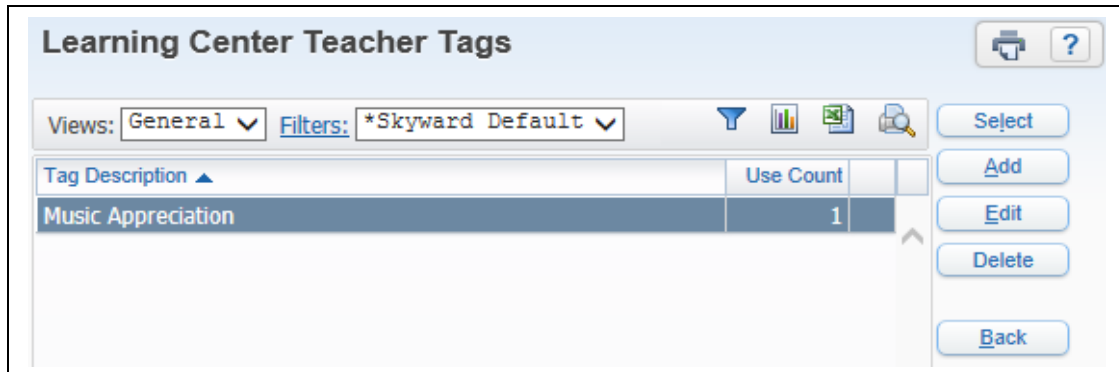
The Classes/Tag area allows you to attach classes and tags to the discussion or digital hand-in.



The screenshot shows a form titled 'Classes / Tags'. It has two sections: 'Classes:' and 'Tags:'. Each section has a dropdown menu and a button labeled 'Add All Classes'. Below the 'Classes:' dropdown is a tag labeled 'MUSIC THEORY/01' with an 'X' icon to its right. Below the 'Tags:' dropdown is a tag labeled 'Music Appreciation' with an 'X' icon to its right.

- **Classes** – You must attach at least one class to your item. If you selected a class on the main screen of the Course Learning Center, the class will automatically be attached to the item. You can select additional classes by using the Classes drop-down menu. If all of your classes will have this same item, you can click on the **Add All Classes** button. You will click on the **X** to remove a class(es) from the discussion and/or digital hand-in item.

- **Tags** – Tags allow you to search for items. You can attach a tag(s) to the item from the Tags drop-down. If you click on the word “Tags,” you will be able to create additional tags to be used.



The screenshot shows the 'Learning Center Teacher Tags' interface. At the top, there are 'Views: General' and 'Filters: *Skyward Default' dropdown menus. Below these is a table with two columns: 'Tag Description' and 'Use Count'. The table contains one entry: 'Music Appreciation' with a 'Use Count' of 1. To the right of the table are buttons for 'Select', 'Add', 'Edit', 'Delete', and 'Back'. There are also icons for a printer and a help question mark in the top right corner.

Tag Description ▲	Use Count
Music Appreciation	1

You will click on **Add** to create a new tag.



The screenshot shows the 'Learning Center Teacher Tag Maintenance' interface. It features an 'Add Tag' section with a text input field for 'Tag Description' containing the text 'Music Theory'. To the right of the input field are 'Save' and 'Back' buttons. There are also icons for a printer and a help question mark in the top right corner.

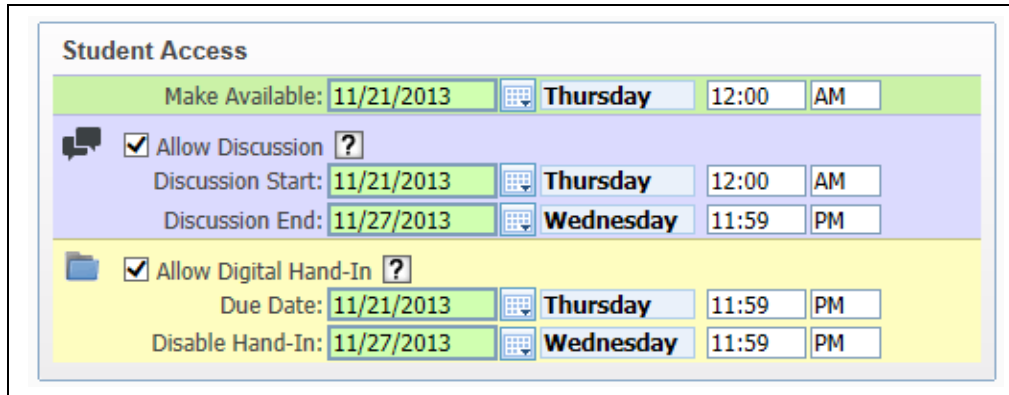
Add Tag

Tag Description: Music Theory

- **Tag Description** – You will enter the description for the tag. The maximum length of the Tag Description is 60 characters.

Student Access

Student Access allows you to determine if the item will be a discussion and/or a digital hand-in.



The screenshot shows a 'Student Access' configuration window. It has three main sections: a green header section, a purple discussion section, and a yellow digital hand-in section. Each section contains date and time pickers with calendar icons. The 'Make Available' section is at the top. The 'Allow Discussion' section is in the middle and includes 'Discussion Start' and 'Discussion End' fields. The 'Allow Digital Hand-In' section is at the bottom and includes 'Due Date' and 'Disable Hand-In' fields. All date fields are set to 11/21/2013, and the time fields are set to 12:00 AM or 11:59 PM.

Section	Field	Date	Day	Time	Period
Make Available	Make Available	11/21/2013	Thursday	12:00	AM
	Discussion Start	11/21/2013	Thursday	12:00	AM
Allow Discussion	Discussion End	11/27/2013	Wednesday	11:59	PM
	Due Date	11/21/2013	Thursday	11:59	PM
Allow Digital Hand-In	Disable Hand-In	11/27/2013	Wednesday	11:59	PM

- **Make Available** – Select a date when students will be able to access the item, including the file in Student Access.
- **Allow Discussion** – This option allows for a group discussion board where the teacher and students can post comments.
- **Discussion Start/End** - Choose when the discussion will begin and end.
- **Allow Digital Hand-In** – When this option is selected, it allows students to hand in files through Student Access.
- **Digital Hand-In Due Date** – Select the due date of the digital hand-in.
- **Disable Hand-In** – Enter a date when students will no longer be able to hand-in a file through Student Access.

Modifications to Items

The screenshot shows the 'Learning Center' interface. On the left, there is a calendar for November 2013. Below the calendar is a 'Recent Notifications' section with two entries: 'Importance of Music' with '1 Post Added to Discussion' and 'Importance of Music' with '1 File Handed In'. On the right, there is a list of items. The first item is 'Importance of Music', which has a red arrow pointing to its name. Below the item name are three colored bars representing different time periods: a green bar for 'Nov 21 12:00 AM', a blue bar for 'Nov 21 12:00 AM - Nov 27 11:59 PM', and a yellow bar for 'Nov 21 11:59 PM'. The interface also includes a top navigation bar with 'Current Term' and 'All Classes' dropdowns, a 'Sort By Start Date' dropdown, and an 'Add Item' button.

You can modify an existing item by clicking on the item name.

Edit Item


Item

Title:

Description:

Discussion of the Importance of Music in our lives. You will share at least one reason from your writing assessment

File: View Style Toolbar: ▾

 Uploaded File View File Remove File

Classes / Tags

Classes: Add All Classes

Tags: Musical Instruments

Student Access

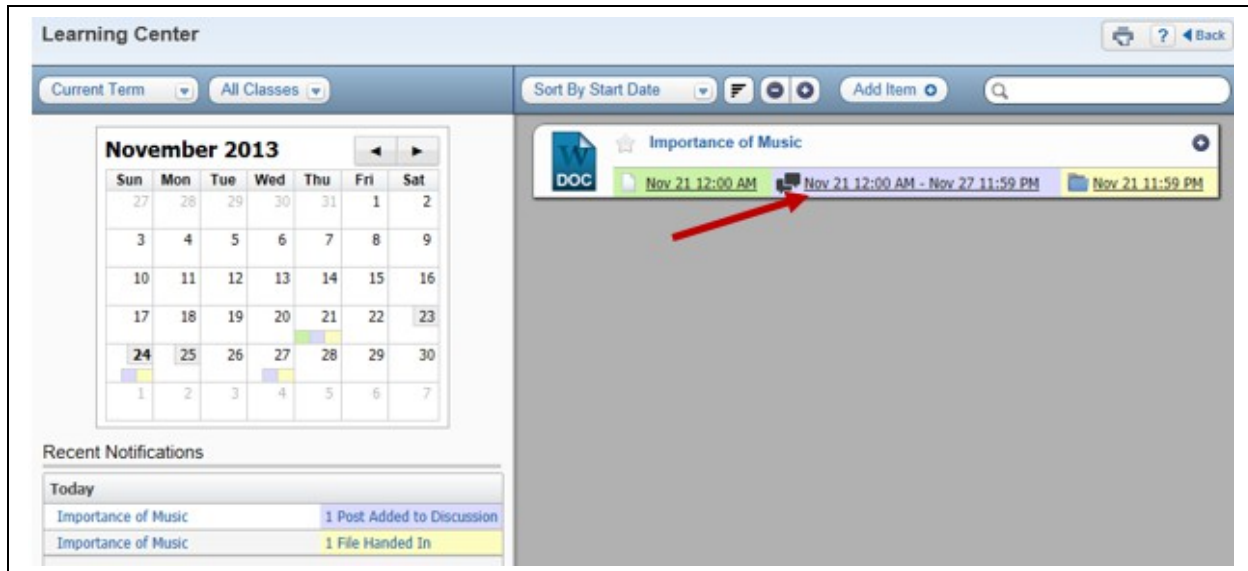
Make Available:	<input type="text" value="11/21/2013"/>	<input type="text" value="Thursday"/>	<input type="text" value="12:00"/>	<input type="text" value="AM"/>
<input checked="" type="checkbox"/> Allow Discussion ?	Discussion Start:	<input type="text" value="11/21/2013"/>	<input type="text" value="Thursday"/>	<input type="text" value="12:00 AM"/>
	Discussion End:	<input type="text" value="11/27/2013"/>	<input type="text" value="Wednesday"/>	<input type="text" value="11:59 PM"/>
<input checked="" type="checkbox"/> Allow Digital Hand-In ?	Due Date:	<input type="text" value="11/21/2013"/>	<input type="text" value="Thursday"/>	<input type="text" value="11:59 PM"/>
	Disable Hand-In:	<input type="text" value="11/27/2013"/>	<input type="text" value="Wednesday"/>	<input type="text" value="11:59 PM"/>

Modifications can be made to all fields on the discussion and/or digital hand-in item. You also have the capability to **Delete** the item when you edit it.

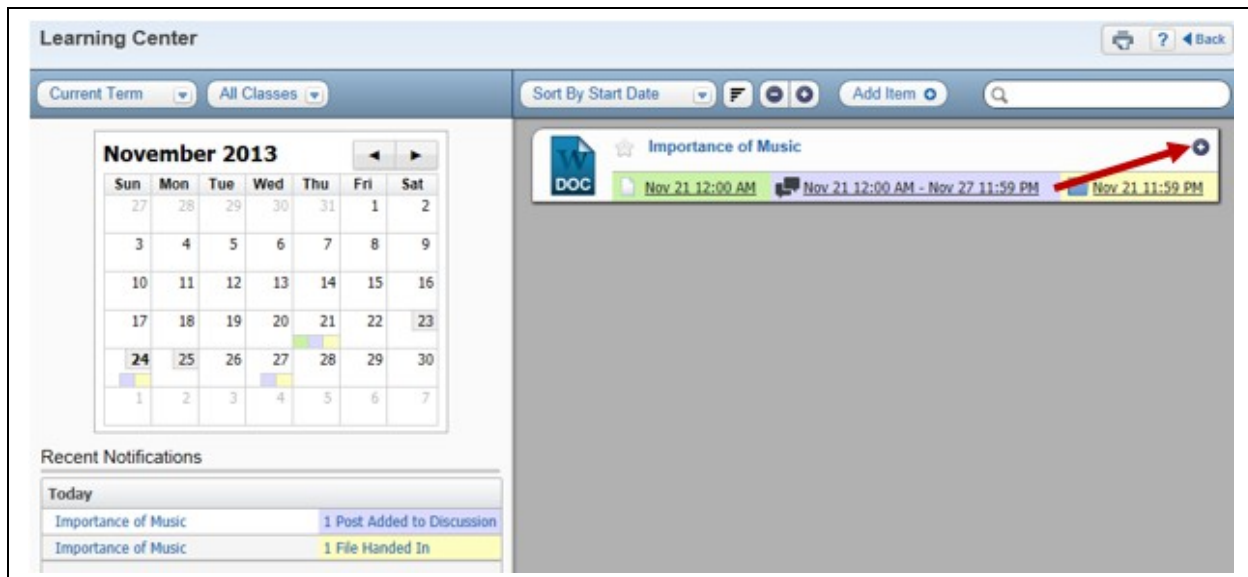
Maintaining the Discussion and Digital Hand-In

- Download History
- View Discussion
- Student Files

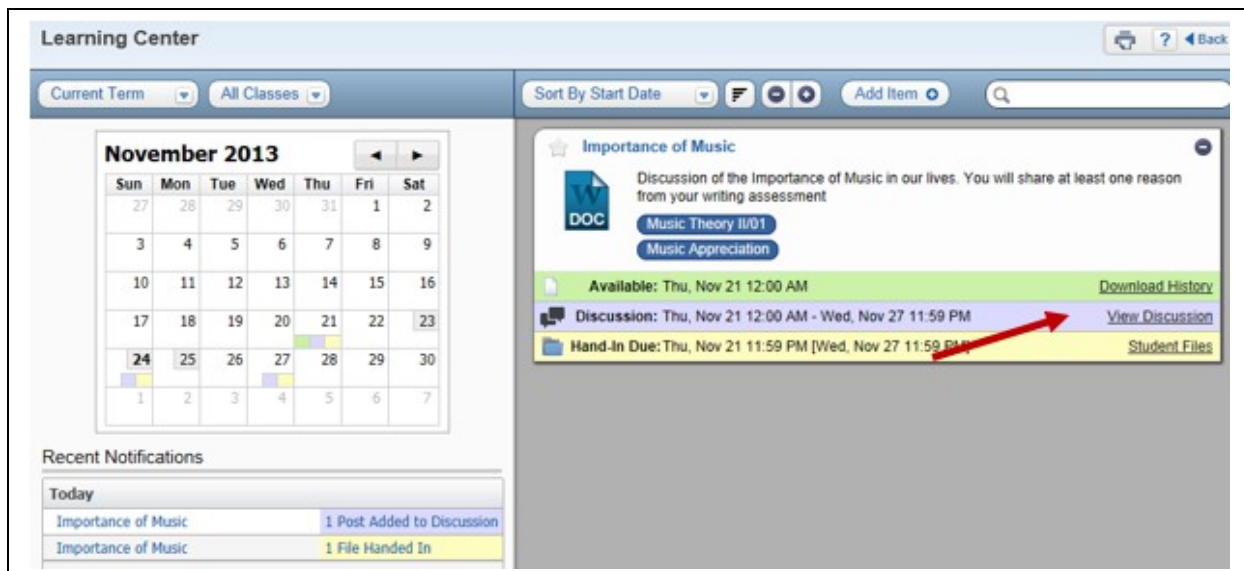
There are two ways to maintain the Discussion and Digital Hand-In.



One way to maintain the discussions and digital hand-ins by clicking on each of the links.



Another way to maintain the discussion and digital hand-ins is by clicking on the **plus sign** or expanding of the item.



Learning Center

Current Term: All Classes Sort By Start Date Add Item

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Recent Notifications

Today	
Importance of Music	1 Post Added to Discussion
Importance of Music	1 File Handed In

Importance of Music

Discussion of the Importance of Music in our lives. You will share at least one reason from your writing assessment

Music Theory II/01
Music Appreciation

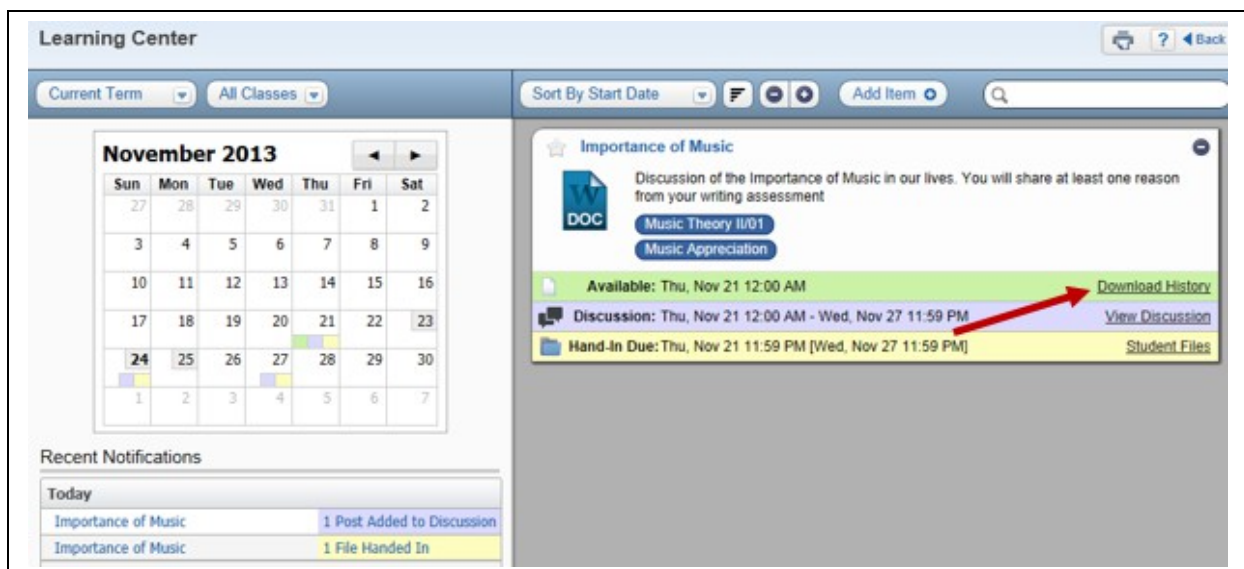
Available: Thu, Nov 21 12:00 AM [Download History](#)

Discussion: Thu, Nov 21 12:00 AM - Wed, Nov 27 11:59 PM [View Discussion](#)

Hand-In Due: Thu, Nov 21 11:59 PM [Wed, Nov 27 11:59 PM] [Student Files](#)

After clicking on the plus sign, you will be able to see the items information and you can click on either the **Download History**, **View Discussion**, and/or **Student Files**.

Download History



Learning Center

Current Term: All Classes Sort By Start Date Add Item

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Recent Notifications

Today	
Importance of Music	1 Post Added to Discussion
Importance of Music	1 File Handed In

Importance of Music

Discussion of the Importance of Music in our lives. You will share at least one reason from your writing assessment

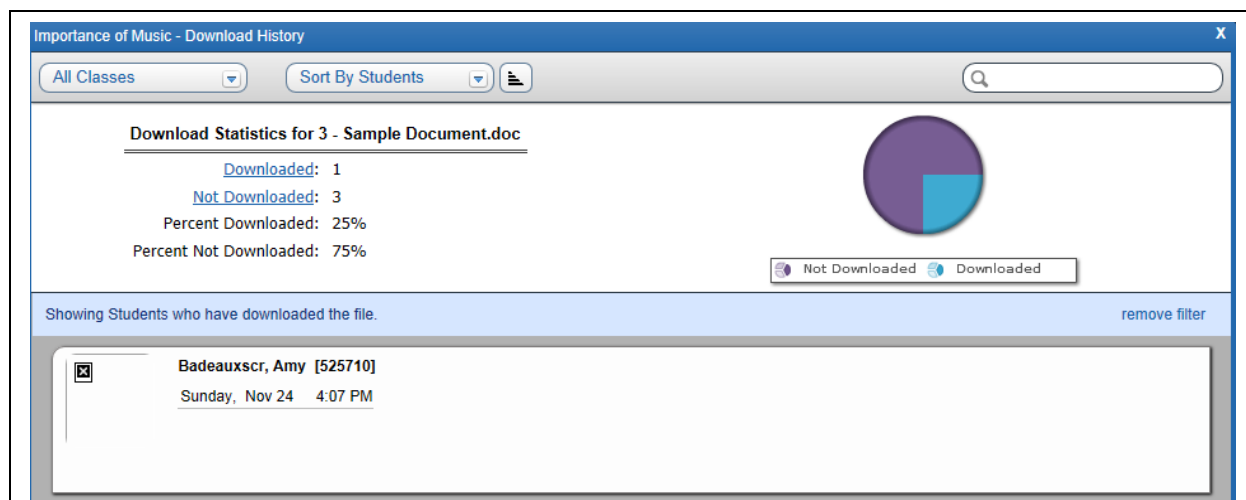
Music Theory II/01
Music Appreciation

Available: Thu, Nov 21 12:00 AM [Download History](#)

Discussion: Thu, Nov 21 12:00 AM - Wed, Nov 27 11:59 PM [View Discussion](#)

Hand-In Due: Thu, Nov 21 11:59 PM [Wed, Nov 27 11:59 PM] [Student Files](#)

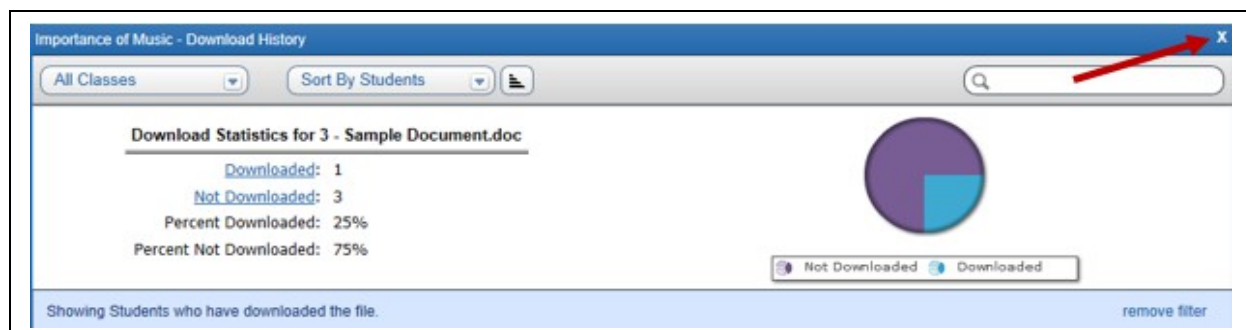
You can view the **Download History** by expanding by the event in the Course Learning Center.



The Download History displays the percentage of students who have and have not downloaded the file attached to the item.

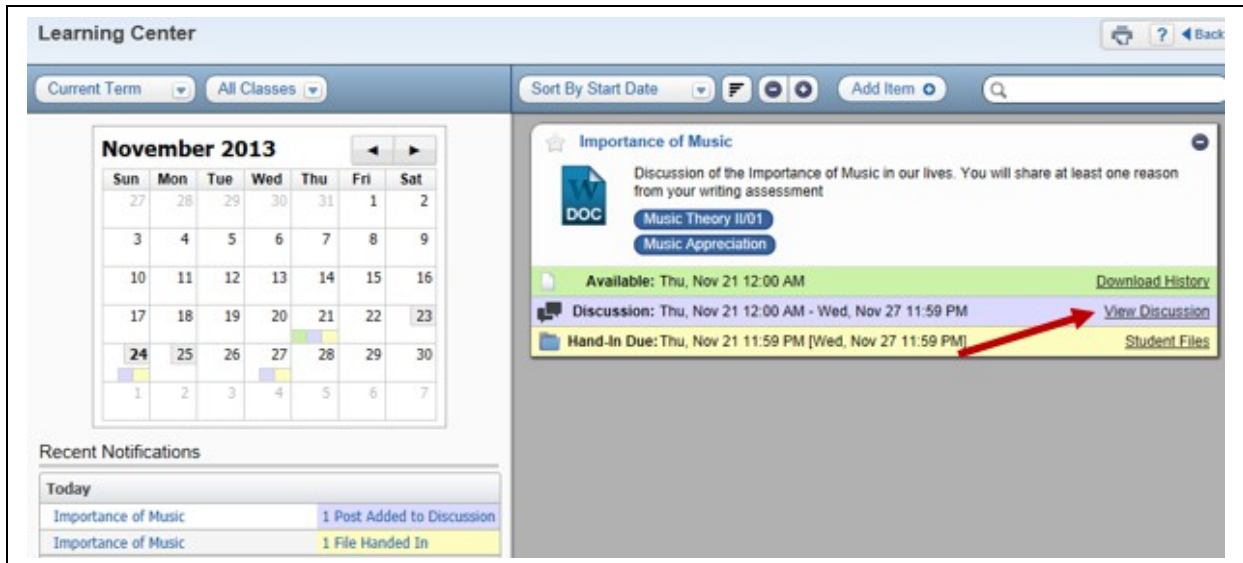
- **All Classes** – This allows you to determine the class that will display. You can choose a single class or all classes attached to this item.
- **Sort By Student/Date** – You can choose to sort the student information at the bottom of the screen either by student or date viewed.
- **Downloaded** – By selecting this option, you can view just the students who have opened the file attached to the item.
- **Not Downloaded** – If you click on this option, you will view just the students who have not downloaded the file attached to the item.

You can click on a piece of the pie chart to create an Excel file displaying either the students who have or who have not downloaded the file. The Excel file will display the student's **Name Key, Other ID, Name** and **Last Downloaded Date/Time**.



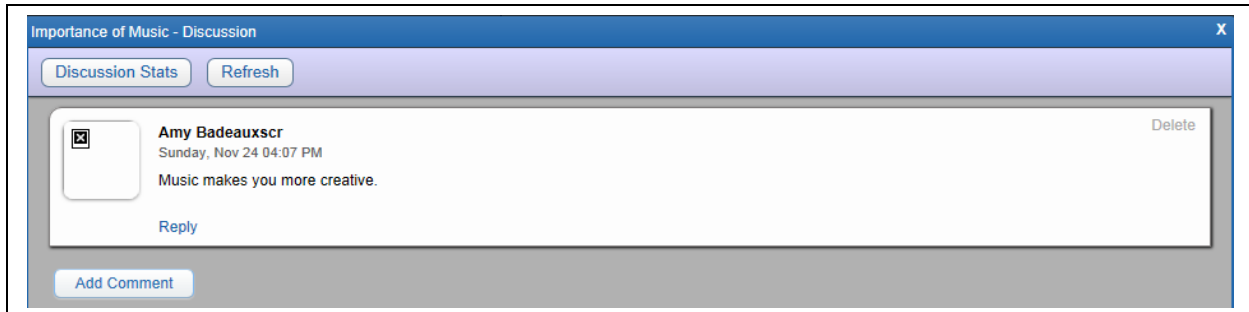
After you have completed your review of the Download History, you will click on the **X** to return to the Course Learning Center.

View Discussion



The screenshot shows the Learning Center interface. On the left is a calendar for November 2013. On the right, under the heading 'Importance of Music', there is a discussion titled 'Discussion of the Importance of Music in our lives. You will share at least one reason from your writing assessment'. Below the title are tags for 'Music Theory II/01' and 'Music Appreciation'. A green bar indicates the document is 'Available: Thu, Nov 21 12:00 AM' with a 'Download History' link. A blue bar shows the 'Discussion: Thu, Nov 21 12:00 AM - Wed, Nov 27 11:59 PM' with a 'View Discussion' link highlighted by a red arrow. A yellow bar at the bottom indicates the 'Hand-In Due: Thu, Nov 21 11:59 PM [Wed, Nov 27 11:59 PM]' with a 'Student Files' link. Below the discussion details is a 'Recent Notifications' section showing two notifications for 'Importance of Music': '1 Post Added to Discussion' and '1 File Handed In'.

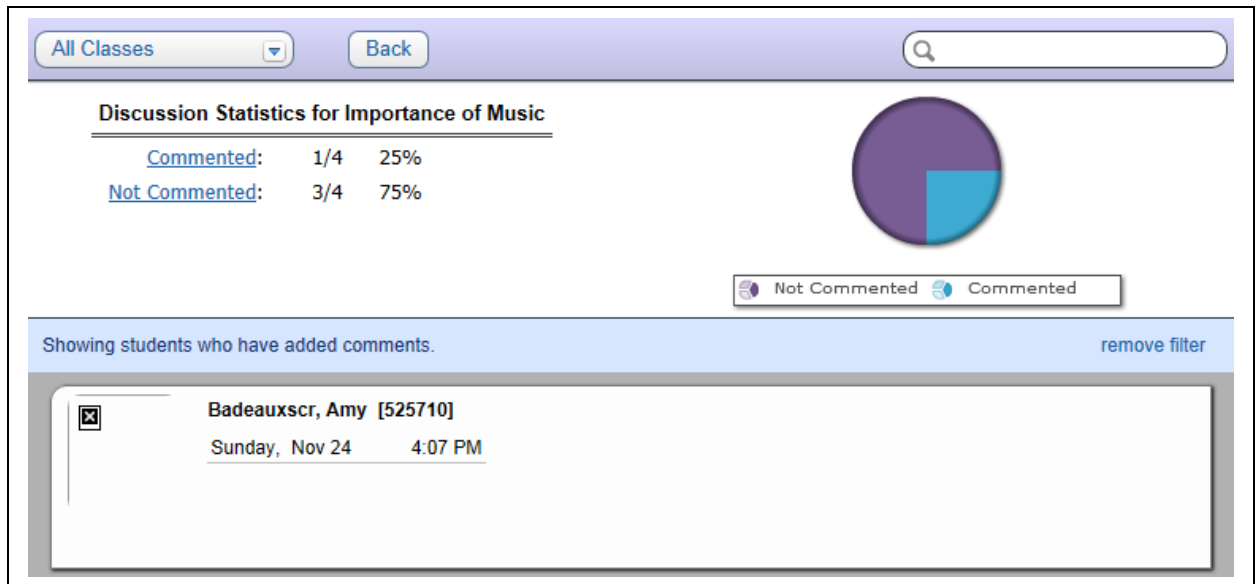
You can view the **View Discussion** by expanding by the event in the Course Learning Center.



The screenshot shows the 'Importance of Music - Discussion' window. At the top are 'Discussion Stats' and 'Refresh' buttons. Below is a comment by 'Amy Badeauxscr' dated 'Sunday, Nov 24 04:07 PM' with the text 'Music makes you more creative.' There is a 'Delete' button to the right of the comment and a 'Reply' button below it. At the bottom is an 'Add Comment' button.

View Discussion allows you to view and maintain the comments posted to the discussion.

- **Discussion Stats** – This option allows you to view the percentage of students who have and have not created a comment for the discussion.



All Classes

Discussion Statistics for Importance of Music

Commented:	1/4	25%
Not Commented:	3/4	75%

☐ Not Commented
 ☐ Commented

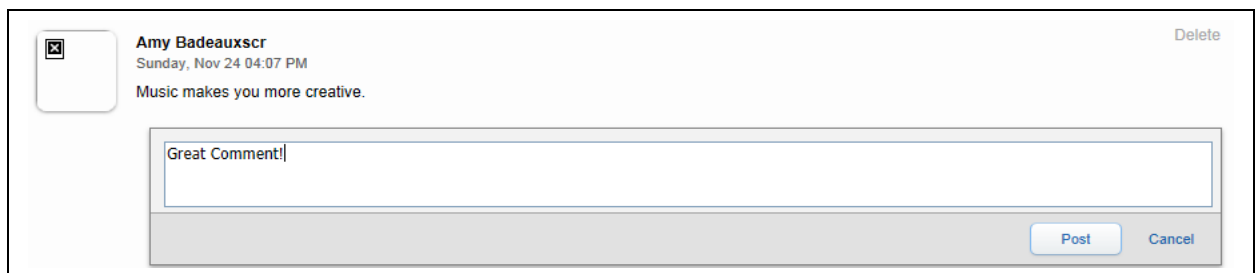
Showing students who have added comments. [remove filter](#)

<input type="checkbox"/>	Badeauxscr, Amy [525710] Sunday, Nov 24 4:07 PM
--------------------------	---

- **All Classes** – This allows you to determine the class that will display. You can choose a single class or all classes attached to this item.
- **Commented** – By selecting this option, you can view just the students who have commented on the discussion.
- **Not Commented** – If you click on this option, you will view just the students who have not commented on the discussion.

You can click on a piece of the pie chart to create an Excel file displaying either the students who have or who have not commented on the discussion. The Excel file will display the student's **Name Key, Other ID** and **Name**.

- **Delete** – Allows you to remove a comment from the discussion board.
- **Reply** – This option allow to you respond to a comment posted on the discussion board.



☐
 Amy Badeauxscr
 Sunday, Nov 24 04:07 PM
 Music makes you more creative.

Great Comment!

[Delete](#)

After you enter a reply, you will click on the **Post** button.

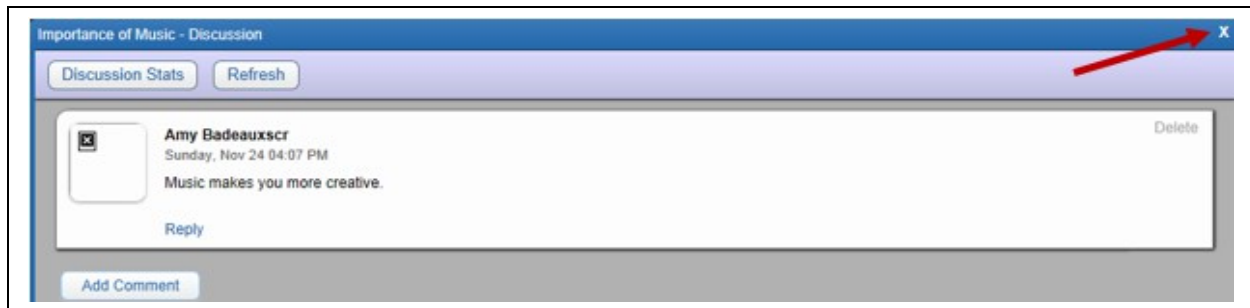
- **Add Comment** – You have the capability to add a comment to the discussion.



Please give examples of how music has impacted your life

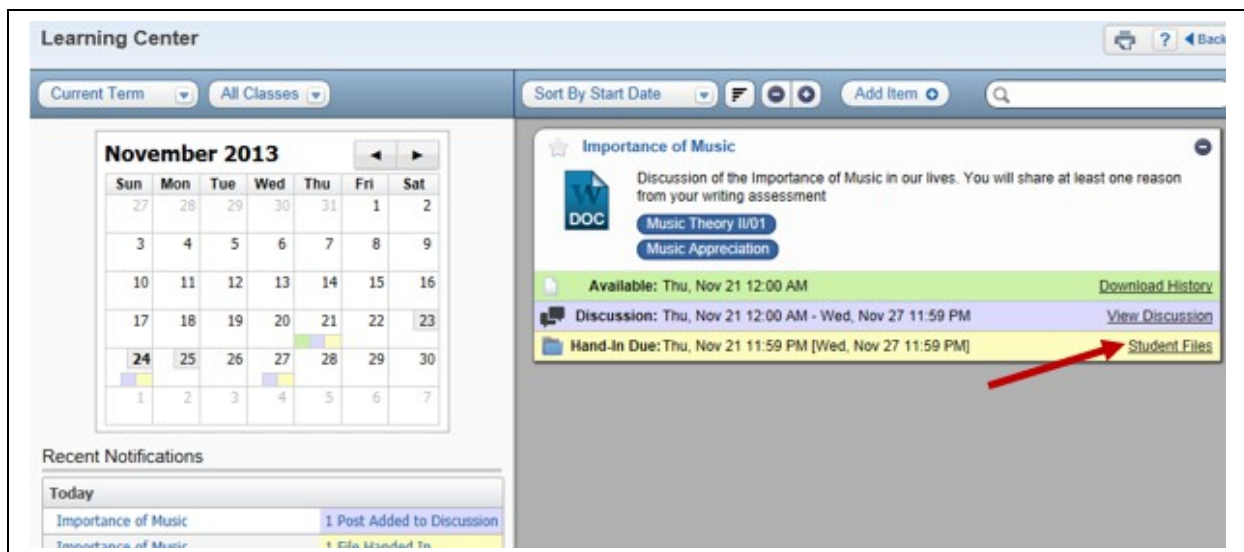
Once you have entered a comment you will click on the **Post** button.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

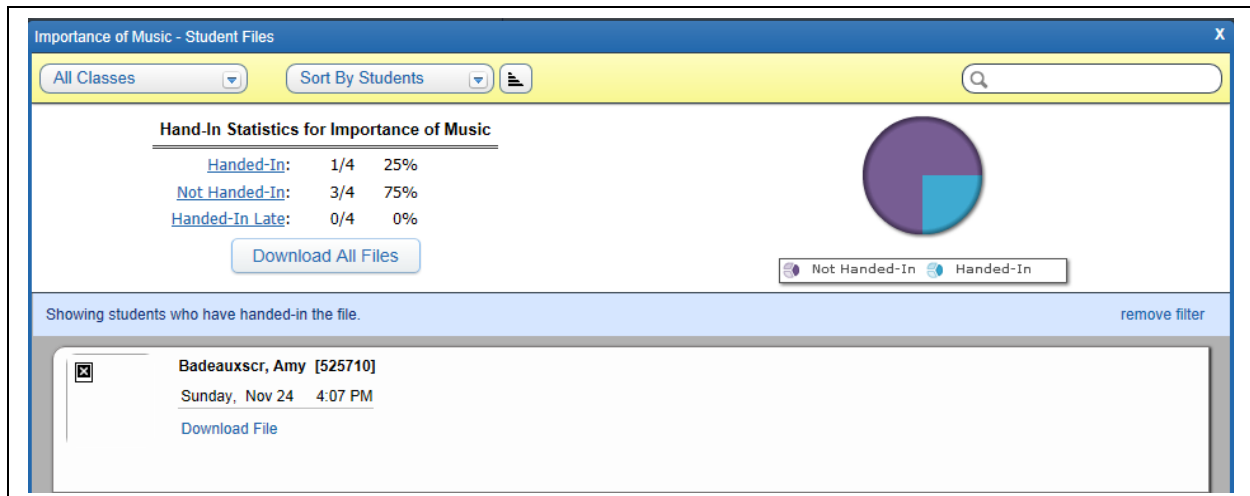


After you have completed your review of the Discussion, you will click on the **X** to return to the Course Learning Center.

Student Files



You can view the files submitted by the students by expanding by the item in the Course Learning Center.



Importance of Music - Student Files

All Classes Sort By Students

Hand-In Statistics for Importance of Music

Handed-In:	1/4	25%
Not Handed-In:	3/4	75%
Handed-In Late:	0/4	0%

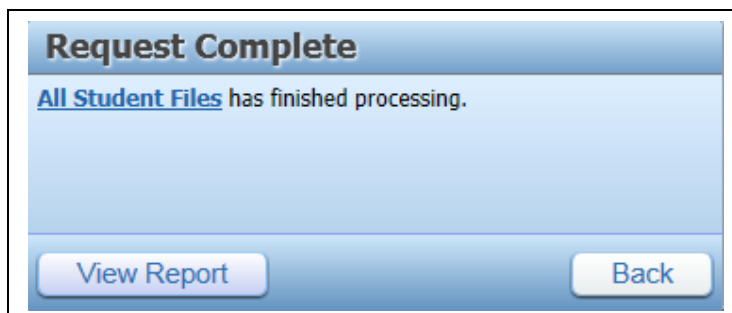
Download All Files

Not Handed-In Handed-In

Showing students who have handed-in the file. remove filter

<input checked="" type="checkbox"/>	Badeauxscr, Amy [525710]
	Sunday, Nov 24 4:07 PM
	Download File

- **All Classes** – This allows you to determine the class that will display. You can choose a single class or all classes attached to this item.
- **Sort By Student/Date** – You can choose to sort the student information at the bottom of the screen either by student or date viewed.
- **Handed-In** – By selecting this option, you can view just the students who have handed-in their file.
- **Not Handed –In** – If you click on this option, you will view just the students who have turned in their file yet.
- **Handed-In Late** – When you select this option, it will display the students who posted their file after the due date.
- **Download All Files** – If you select this option it will download all of the files handed-in. After clicking **Download All Files**, it will process in the Print Queue.

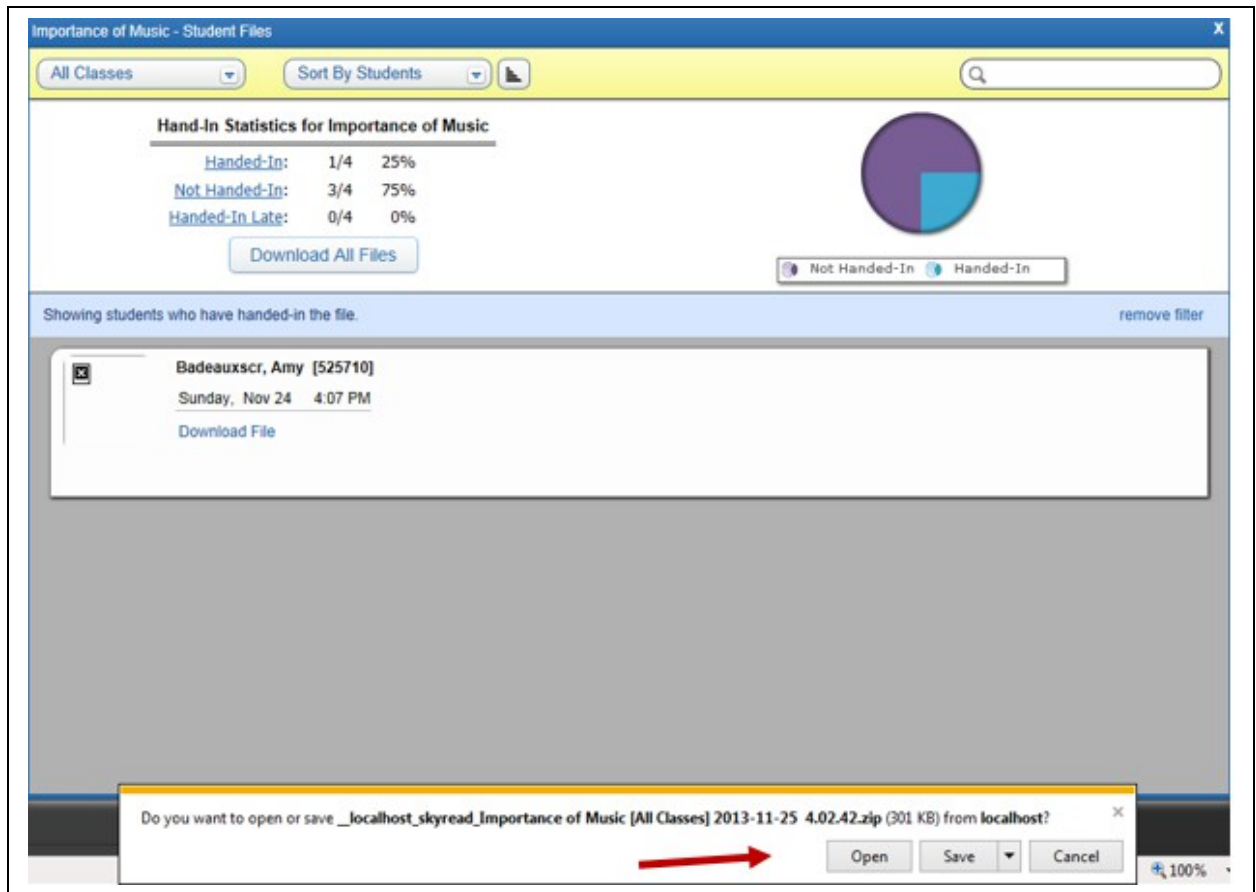


Request Complete

[All Student Files](#) has finished processing.

[View Report](#) [Back](#)

You will click on **View Report**.



After clicking **View Report**, you can choose to **Open** or **Save** the files. The downloaded files are zipped and you will need to unzip the files.

You can click on a piece of the pie chart to create an Excel file displaying either the students who have or who have not handed in their file. The Excel file will display the student's **Name Key, Other ID, Name, and Handed In On**.



After you have completed your review of the files handed in, you will click on the **X** to return to the Course Learning Center.

Additional Options within the Course Learning Center

[Current/All Terms](#)
[All Classes/Favorites/Specific Classes](#)
[Sort By](#)
[Expand/Collapse All](#)
[Search](#)
[Calendar](#)
[Recent Notifications](#)

The screenshot displays the Course Learning Center interface. At the top, there's a header with 'Learning Center' and navigation icons. Below the header, there are tabs for 'Current Term' and 'All Classes'. A 'Sort By Start Date' dropdown and an 'Add Item' button are also present. The main content area is divided into three sections:

- Calendar:** A calendar for November 2013. The days of the week are listed at the top. The dates 24, 25, and 26 are highlighted in green, indicating a period of activity.
- Recent Notifications:** A table showing notifications from 'Yesterday' and 'Today'.

Yesterday	
Importance of Music	1 Post Added to Discussion
Importance of Music	1 File Handed In
Today	
Baroque Composers Project	Available 12:00 AM
- Course Items:** A list of course items with icons and dates.
 - Baroque Composers Project:** Nov 25 12:00 AM, Dec 9 11:59 PM
 - Importance of Music:** Nov 21 12:00 AM, Nov 21 12:00 AM - Nov 27 11:59 PM, Nov 21 11:59 PM

There are additional options you can find within the Course Learning Center.

Current/All Terms

The screenshot shows the Learning Center interface. At the top, there's a header with 'Learning Center' and navigation icons. Below the header, there are two dropdown menus: 'Current Term' and 'All Classes'. The 'Current Term' dropdown is open, showing 'All Terms' as the selected option, indicated by a red arrow. To the right of these dropdowns are buttons for 'Sort By Start Date', 'Add Item', and a search bar. Below the dropdowns is a calendar for November 2013. To the right of the calendar is a list of classes. The first class is 'Baroque Composers Project' with a yellow folder icon and a date range of 'Nov 25 12:00 AM' to 'Dec 9 11:59 PM'. The second class is 'Importance of Music' with a blue document icon and a date range of 'Nov 21 12:00 AM' to 'Nov 27 11:59 PM'. Below the classes list is a section for 'Recent Notifications'.

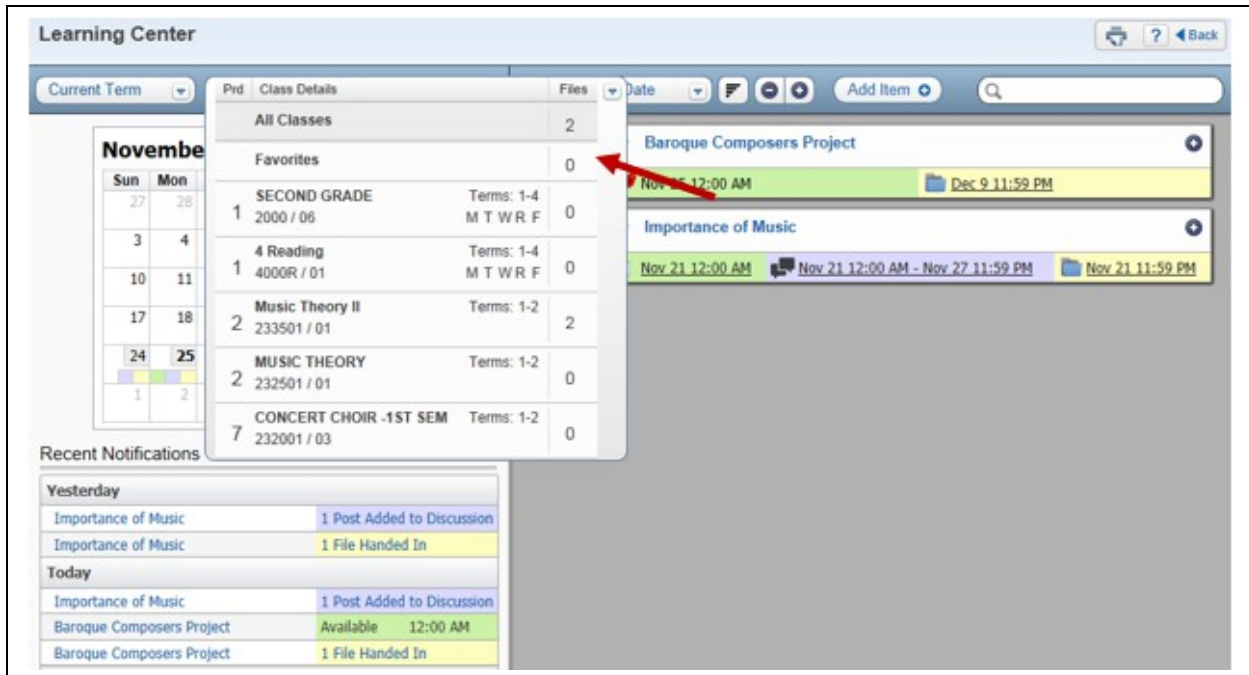
November 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Recent Notifications

Yesterday	
Importance of Music	1 Post Added to Discussion
Importance of Music	1 File Handed In
Today	
Importance of Music	1 Post Added to Discussion
Baroque Composers Project	Available 12:00 AM
Baroque Composers Project	1 File Handed In

The **Current/All Terms** allows you to determine the classes that will display in the **All Classes** drop-down and determines the course information that will display on the **Course Learning Calendar** for you.

All Classes/Favorites/Specific Classes



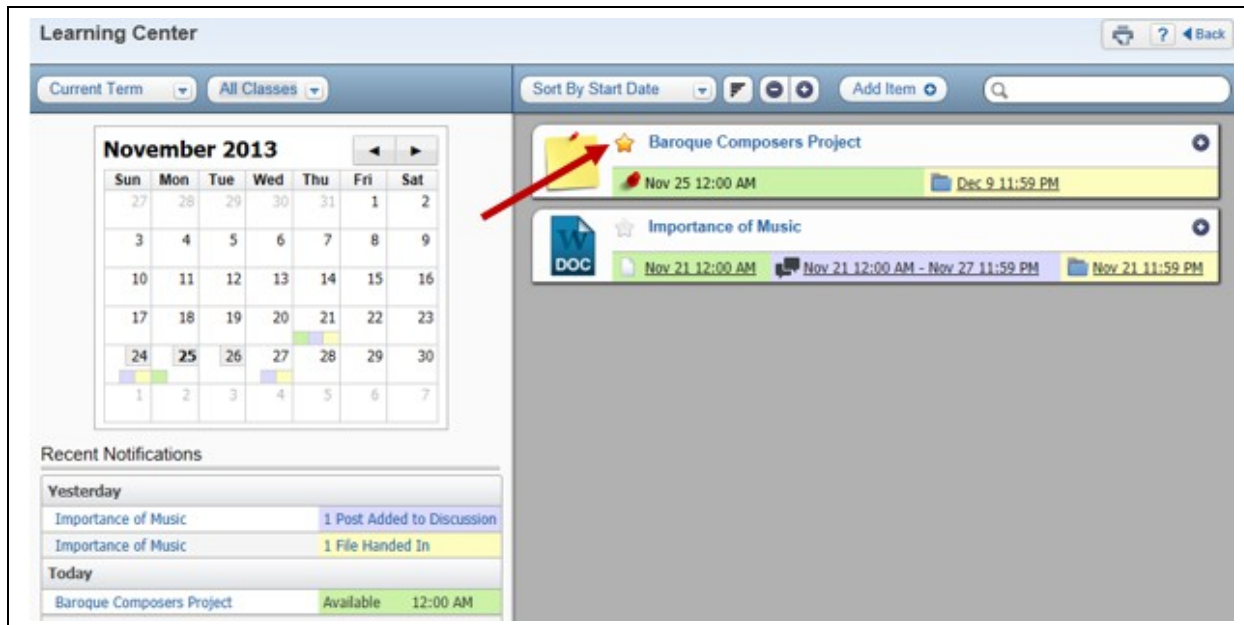
The screenshot shows the Learning Center interface. A drop-down menu is open, displaying a list of classes with columns for 'Prd', 'Class Details', and 'Files'. A red arrow points to the 'Files' column. The main interface includes a calendar for November, a 'Recent Notifications' section, and a list of items like 'Baroque Composers Project' and 'Importance of Music'.

Prd	Class Details	Files
	All Classes	2
	Favorites	0
1	SECOND GRADE 2000 / 06	0
1	4 Reading 4000R / 01	0
2	Music Theory II 233501 / 01	2
2	MUSIC THEORY 232501 / 01	0
7	CONCERT CHOIR -1ST SEM 232001 / 03	0

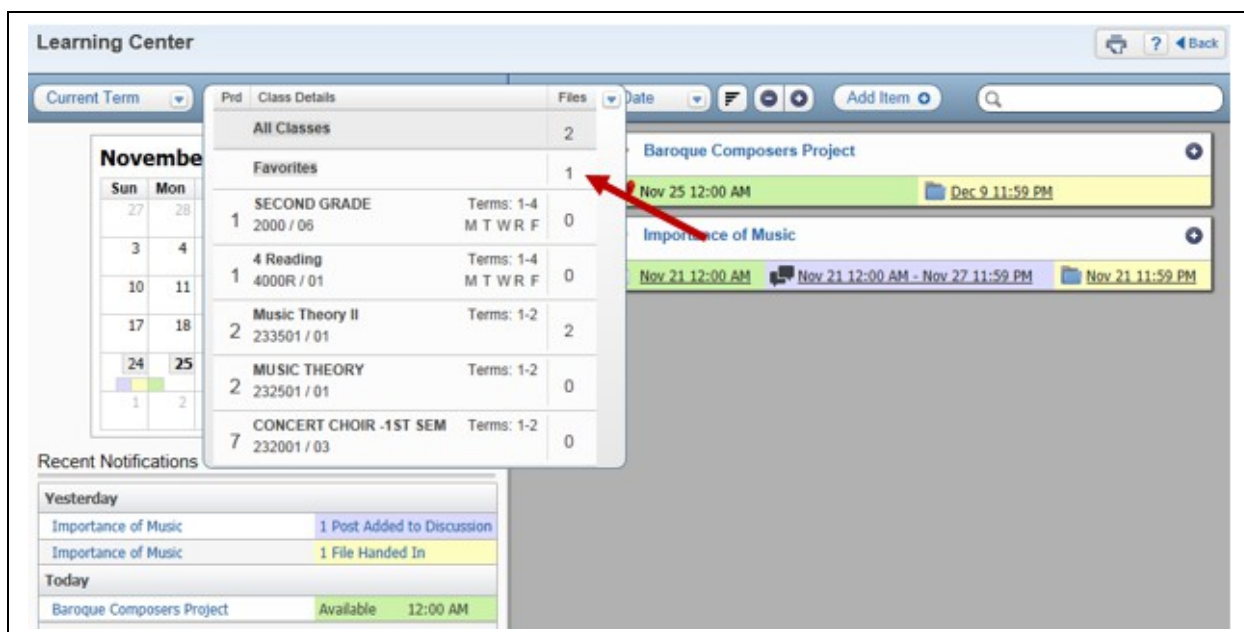
The **All Classes/Favorites/Specific Classes** drop-down allows to you determine the discussions or digital hand-in that display on the **Course Learning Center Calendar** or the items that display on the **Course Learning Center Main Screen**.

Within the drop-down menu you can select individual classes to display. If you have an individual class displaying and click on **Add Item**, the course will automatically be attached to the Item.

You have the capability to mark Course Learning Center items as **Favorites**.



You can make a Course Learning Center Item a **Favorite** by clicking on the **Star**. By clicking on the **Star**, it will turn it **Yellow**.



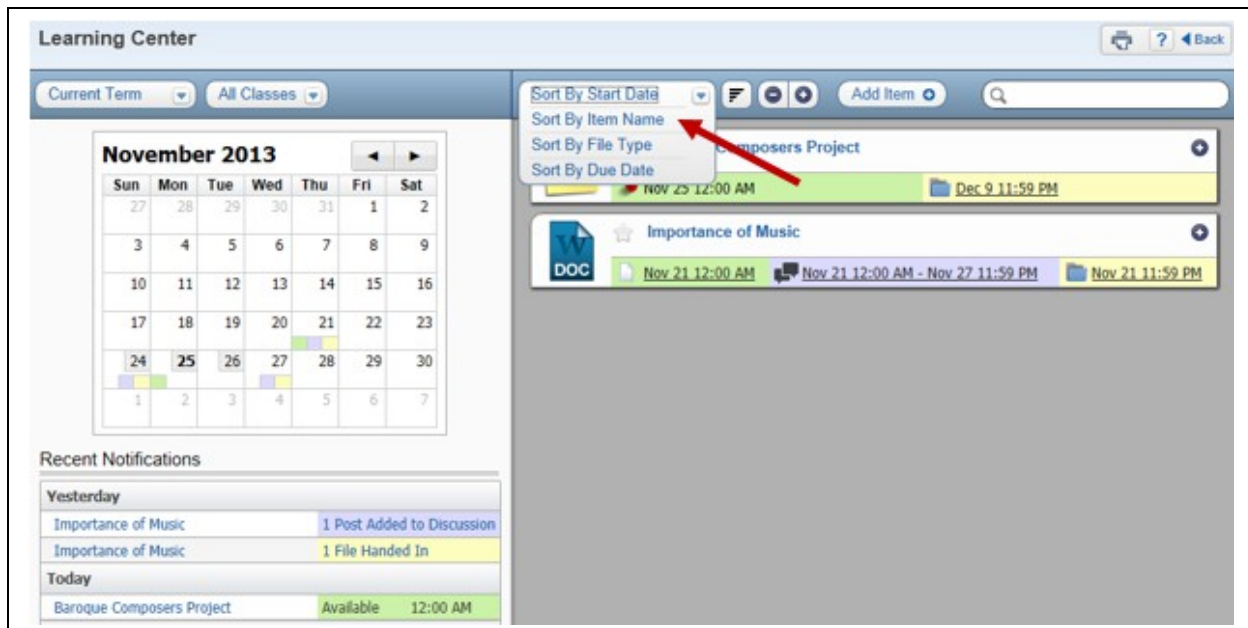
After selecting the **Favorite**, you can go back to the **All Classes** drop-down menu and view the number of files listed as a favorite. If you click on **Favorites**, it will display only the Items listed as a favorite.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

BETA

** Denotes Required Field to save screen.

Sort By

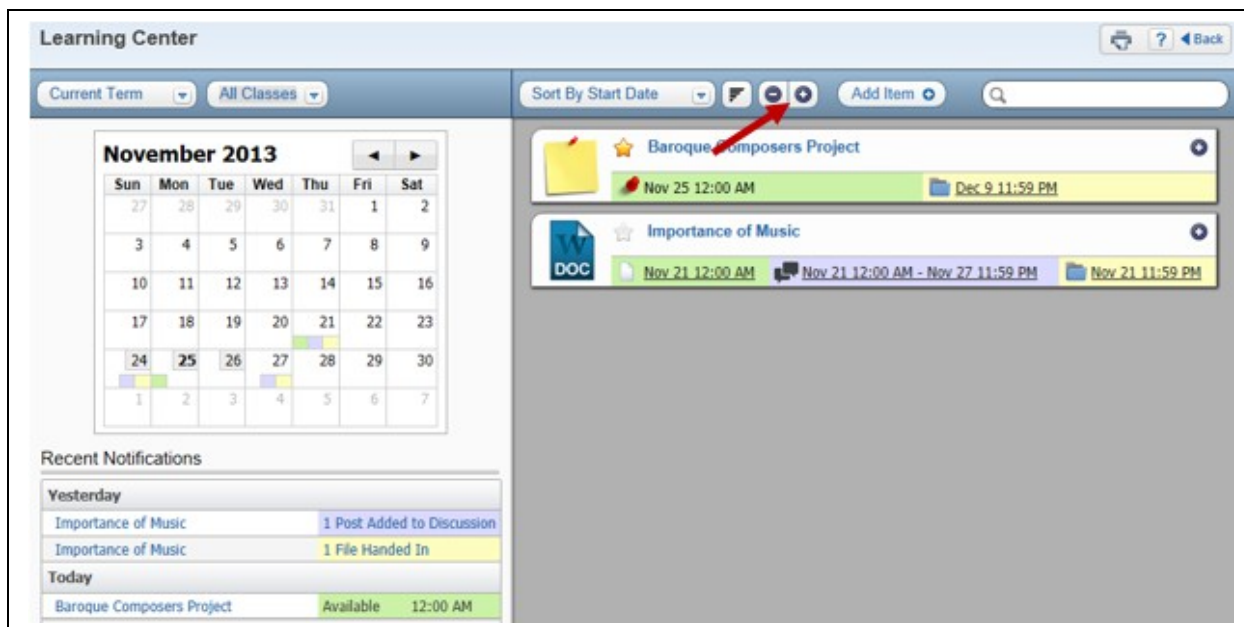


The **Sort By** allows you to determine how your items are sorted on right side of the screen.

- **Sort By Start Date** – This option will sort based upon the start date of the items.
- **Sort By Item Name** – When this option is selected, it will sort the items alphabetically based upon the title.
- **Sort By File Type** – If you select this option, it will sort the items displaying based upon the File Type attached to each of the items.
- **Sort By Due Date** – This option will sort based upon the due date entered for the item.

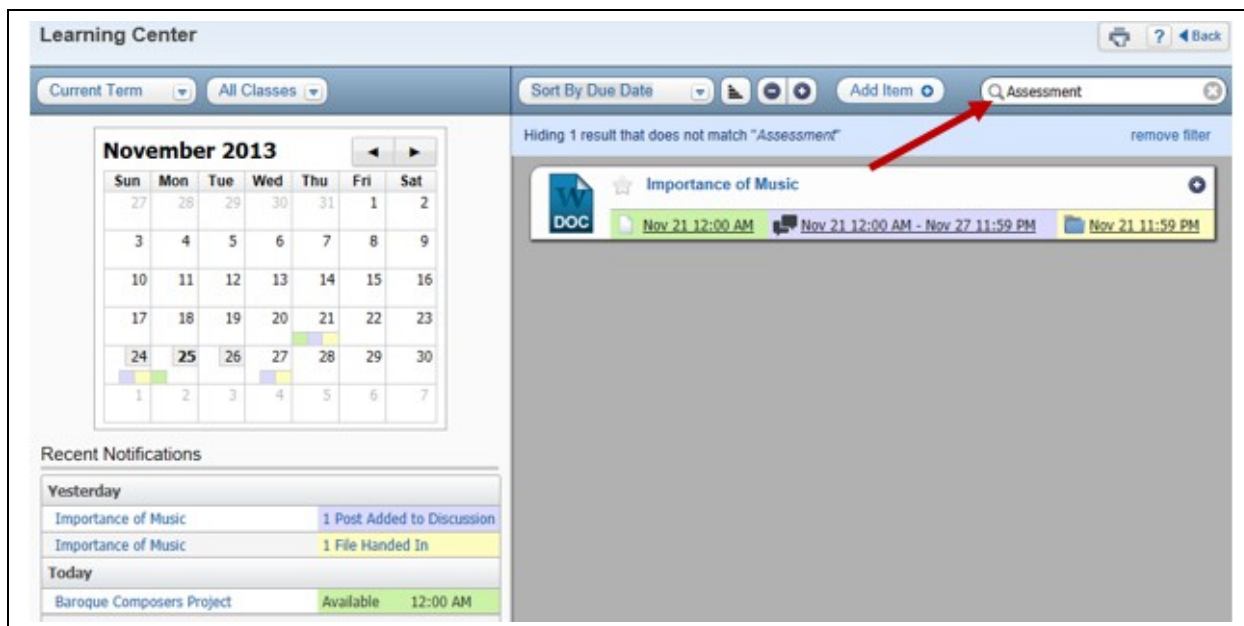
The button to the right of the **All Classes** drop-down will determine the chronological order of the selected **Sort By**.

Expand/Collapse All



The **Expand/Collapse All** option allows you to expand (+) or collapse (-) the items listed on the screen.

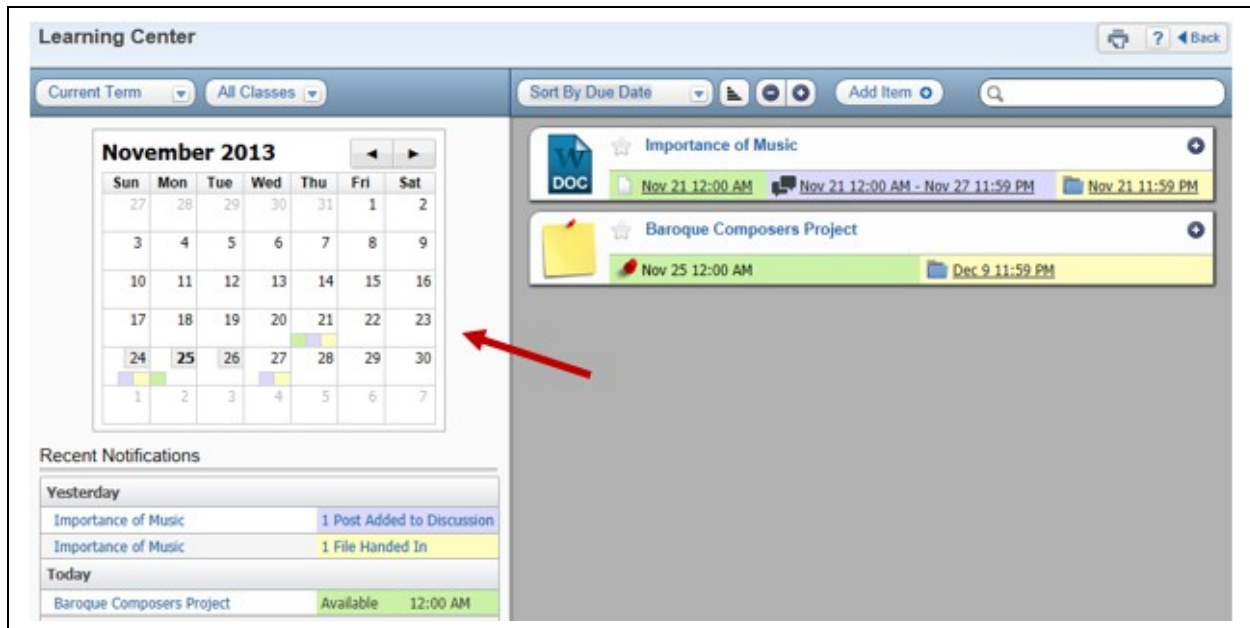
Search



You have the capability to **Search** for words used in the Title, Description or Tag attached to an Item. As you search for items, it will show the number of results that are hidden.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

Calendar



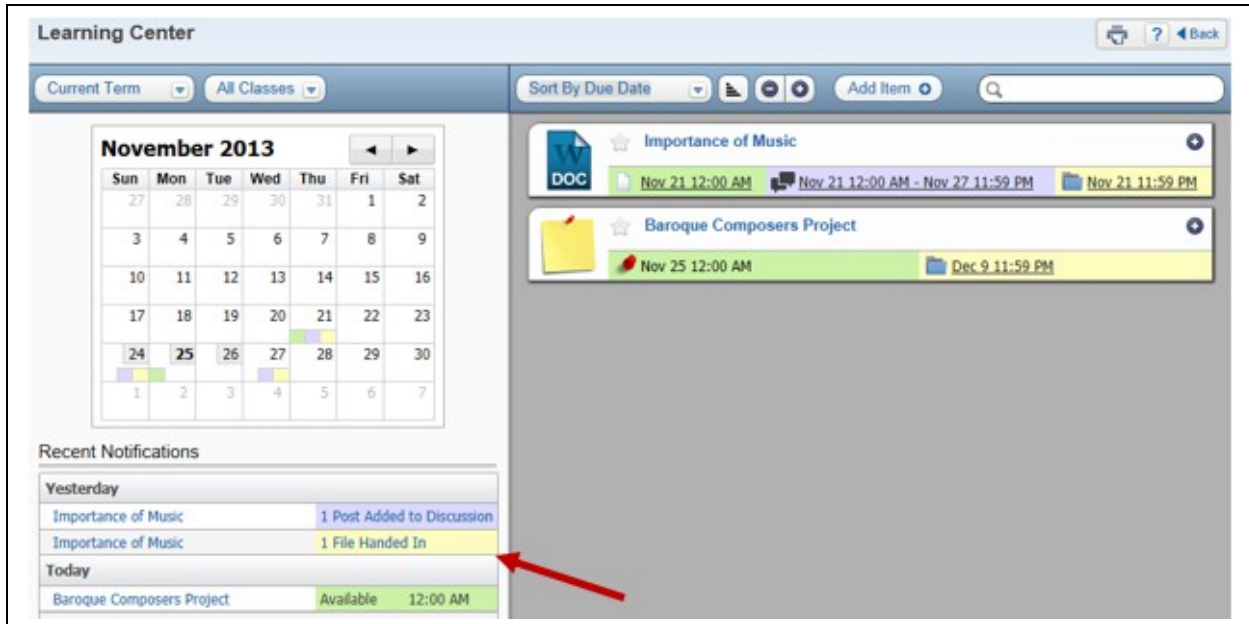
The **Calendar** will display the following information:

- Date the item was made available in Student Access
- Date the discussion opens in Student Access
- Hand-In Due Date of the Digital Hand-In
- Date the discussion closes in Student Access
- Hand-In Closes Date for the Digital Hand-Ins

You can tell the days in the calendar with an item because a colored box will display for the day.

- Green Box – Displays if you enter a date in the "Make Available" field when creating an Item.
- Blue Box – Display for an item flagged as a Discussion when creating the Item.
- Yellow Box – This box will display when an Item is flagged as a Digital Hand-In.

Recent Notifications



The screenshot shows the Learning Center interface. On the left is a calendar for November 2013. Below the calendar is the 'Recent Notifications' section, which lists notifications for 'Yesterday' and 'Today'. A red arrow points to the 'Recent Notifications' link in the bottom right corner of the calendar area.

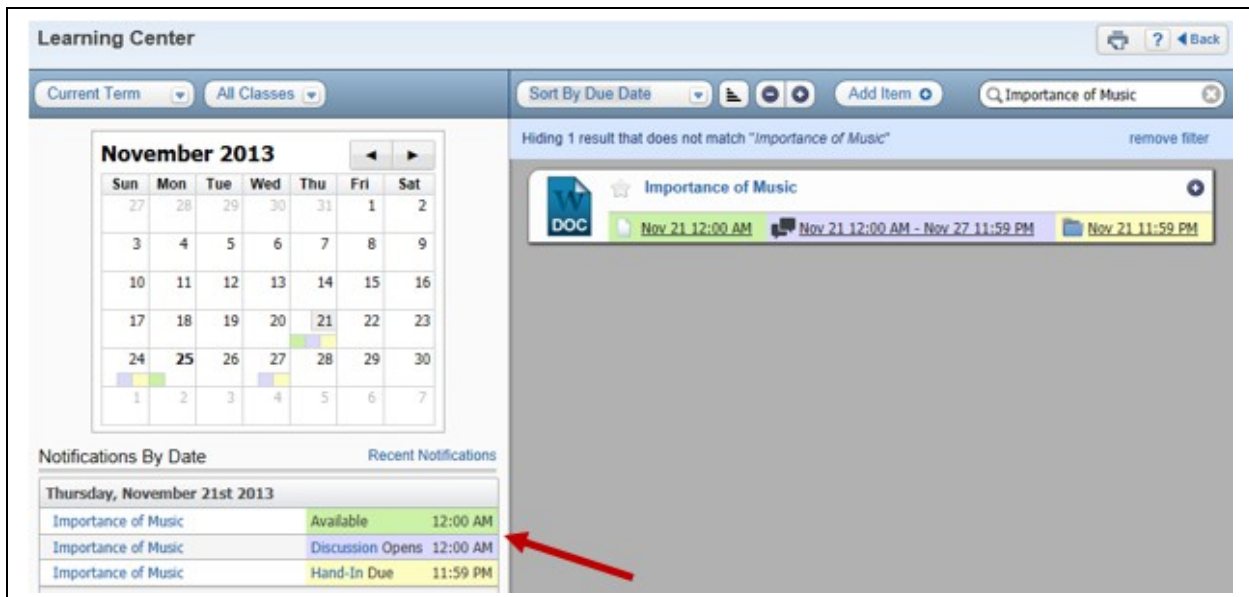
November 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Recent Notifications

Yesterday	
Importance of Music	1 Post Added to Discussion
Importance of Music	1 File Handed In
Today	
Baroque Composers Project	Available 12:00 AM

Recent Notifications allow you to see either items created, items due, posted added to a discussion or files handed in.

If you click on the items displaying the green, blue or yellow, it will display the items history. When you click on the item title, it will place the title in the search field and any items with that information will display.



The screenshot shows the Learning Center interface with the search field set to 'Importance of Music'. Below the calendar is the 'Notifications By Date' section, which lists notifications for 'Thursday, November 21st 2013'. A red arrow points to the 'Notifications By Date' link in the bottom right corner of the calendar area.

November 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Notifications By Date

Thursday, November 21st 2013	
Importance of Music	Available 12:00 AM
Importance of Music	Discussion Opens 12:00 AM
Importance of Music	Hand-In Due 11:59 PM

If you click on a day in the calendar, it will display the notifications based upon the date selected. You can click **Recent Notification** to display the recent notifications.

BETA Functionality described here may vary in availability depending upon your district/entity configuration.

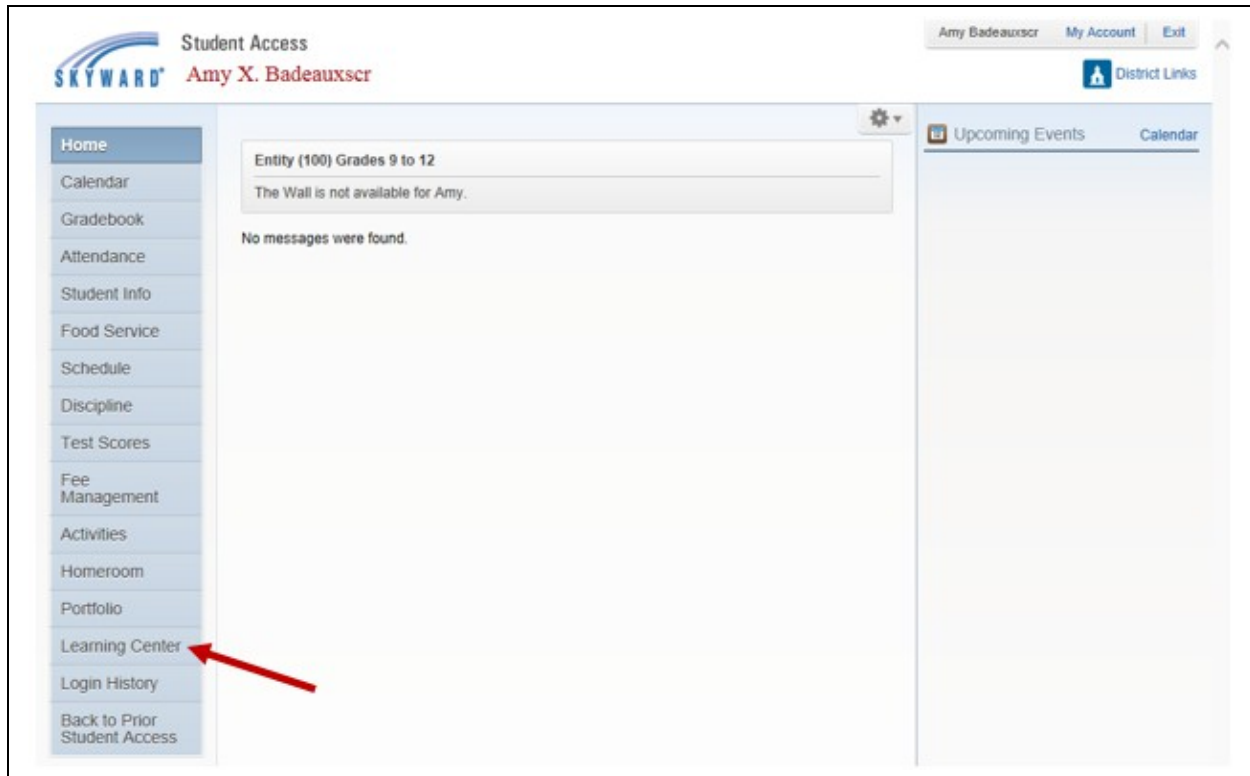
BETA

Student Access

Viewing the Attached File

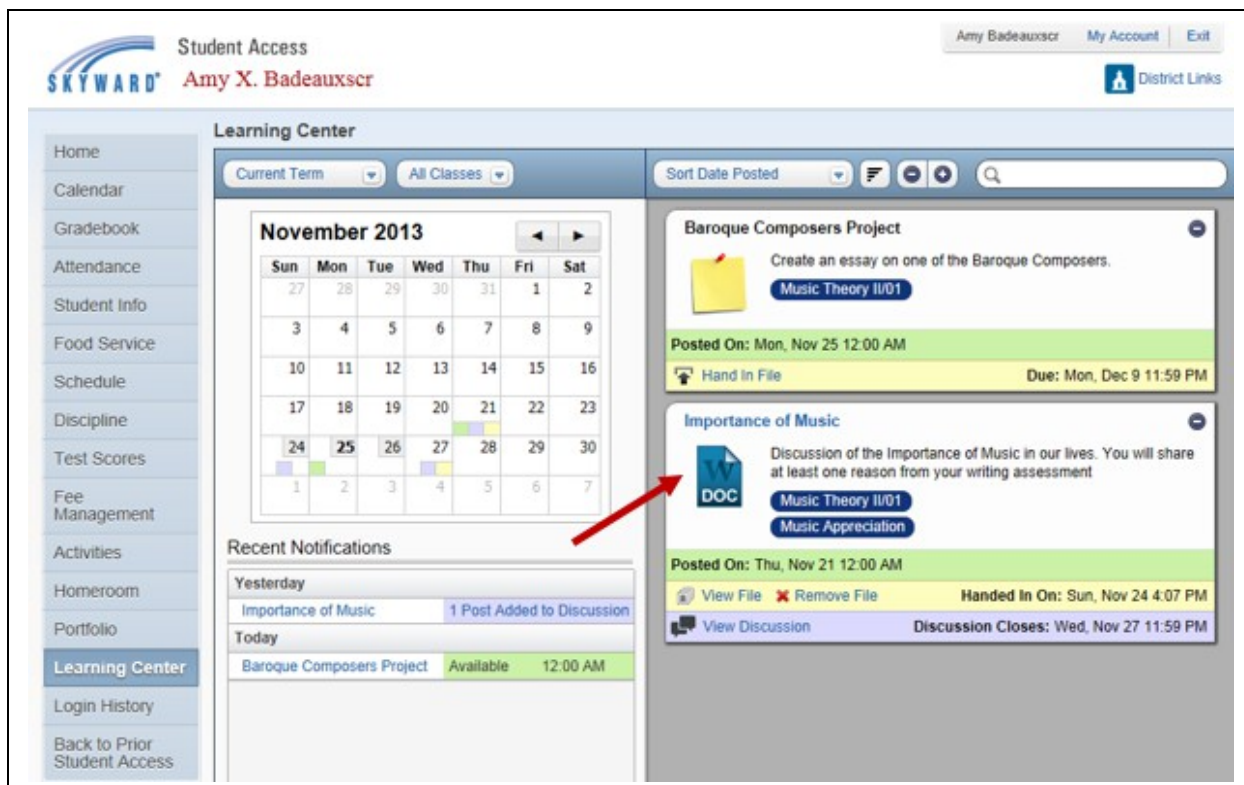
Viewing/Posting a Comment to the Discussion

Digital Hand-In



Students will click on **Learning Center** to access the files, discussions and digital hand-in. The name of the Learning Center in Student/Family Access depends upon the name entered in the **Learning Center District Setup**. Students must be in the **New Student/Family Access** to see the Learning Center.

Viewing the Attached File



Student Access
Amy X. Badeauxscr

Learning Center

Current Term: All Classes

Sort Date Posted

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Recent Notifications

Yesterday

Importance of Music 1 Post Added to Discussion

Today

Baroque Composers Project Available 12:00 AM

Baroque Composers Project

Create an essay on one of the Baroque Composers.

Music Theory II/01

Posted On: Mon, Nov 25 12:00 AM

Hand In File Due: Mon, Dec 9 11:59 PM

Importance of Music

Discussion of the Importance of Music in our lives. You will share at least one reason from your writing assessment

Music Theory II/01

Music Appreciation

Posted On: Thu, Nov 21 12:00 AM

View File Remove File Handed In On: Sun, Nov 24 4:07 PM

View Discussion Discussion Closes: Wed, Nov 27 11:59 PM

Students can view the file attached to the Item by clicking on the file image.

Viewing/Posting a Comment to the Discussion

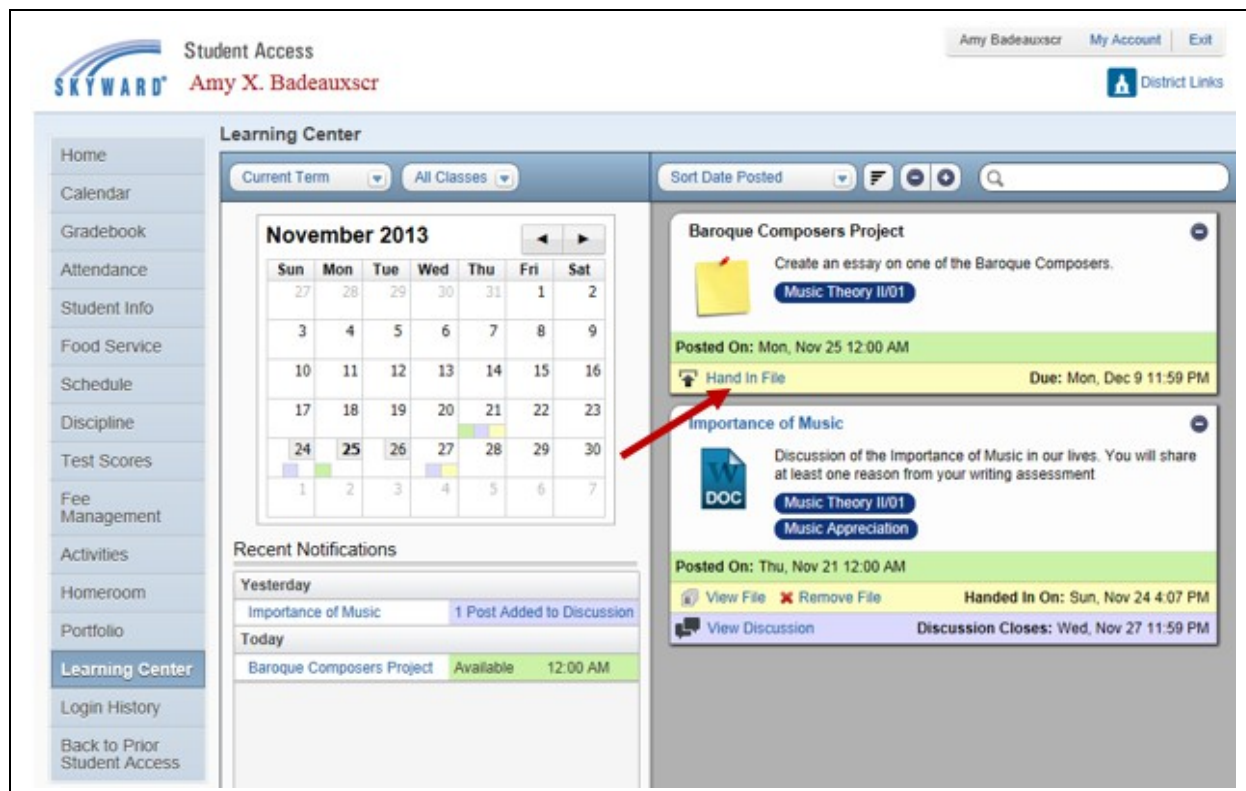
The screenshot shows the Skyward Student Access Learning Center. The user is logged in as Amy X. Badeauxscr. The interface includes a sidebar with navigation links, a calendar for November 2013, and a list of recent notifications. Two discussion topics are visible: 'Baroque Composers Project' and 'Importance of Music'. A red arrow points to the 'View Discussion' link under the 'Importance of Music' topic.

The students can view and/or post comments to the discussion board by clicking on the **View Discussions** or clicking on the **Image of Text Bubbles**.

The screenshot shows the 'Importance of Music - Discussion' window. It displays a comment from Amy Badeauxscr, dated Sunday, Nov 24 04:07 PM, with the text 'Music makes you more creative.' Below the comment is a 'Reply' link. At the bottom of the window, there are 'Refresh' and 'Add Comment' buttons.

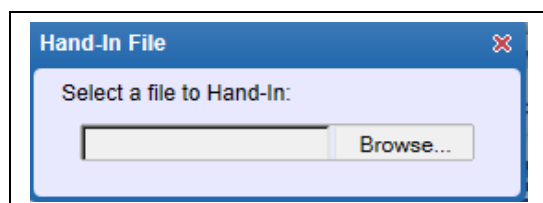
Student can view the discussion comments posted by other students and the teacher. They can click **Reply** to respond to the individual comment or they click **Add Comment**, to add a new comment to the discussion. Guardians can post a **Reply** or **Comment** if the entity has given access to the Course Learning Center in Family Access. Teachers have the capability to delete inappropriate comments from students or guardians.

Digital Hand-In



The screenshot displays the Skyward Student Access Learning Center. The top navigation bar includes the Skyward logo, user name 'Amy X. Badeauxscr', and links for 'My Account' and 'Exit'. A 'District Links' icon is also present. The left sidebar lists various navigation options: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Fee Management, Activities, Homeroom, Portfolio, Learning Center (highlighted), Login History, and Back to Prior Student Access. The main content area is titled 'Learning Center' and features a 'Current Term' dropdown, 'All Classes' dropdown, and a 'Sort Date Posted' dropdown. The 'Baroque Composers Project' assignment is shown with a yellow sticky note icon, a description 'Create an essay on one of the Baroque Composers.', a 'Music Theory II/01' tag, and a 'Posted On: Mon, Nov 25 12:00 AM' timestamp. Below this is a 'Hand In File' button and a 'Due: Mon, Dec 9 11:59 PM' timestamp. The 'Importance of Music' assignment is shown with a blue document icon, a description 'Discussion of the Importance of Music in our lives. You will share at least one reason from your writing assessment', a 'Music Theory II/01' tag, a 'Music Appreciation' tag, and a 'Posted On: Thu, Nov 21 12:00 AM' timestamp. Below this are 'View File', 'Remove File', and 'View Discussion' buttons, along with a 'Handed In On: Sun, Nov 24 4:07 PM' timestamp and a 'Discussion Closes: Wed, Nov 27 11:59 PM' timestamp. A red arrow points to the 'Hand In File' button for the 'Importance of Music' assignment.

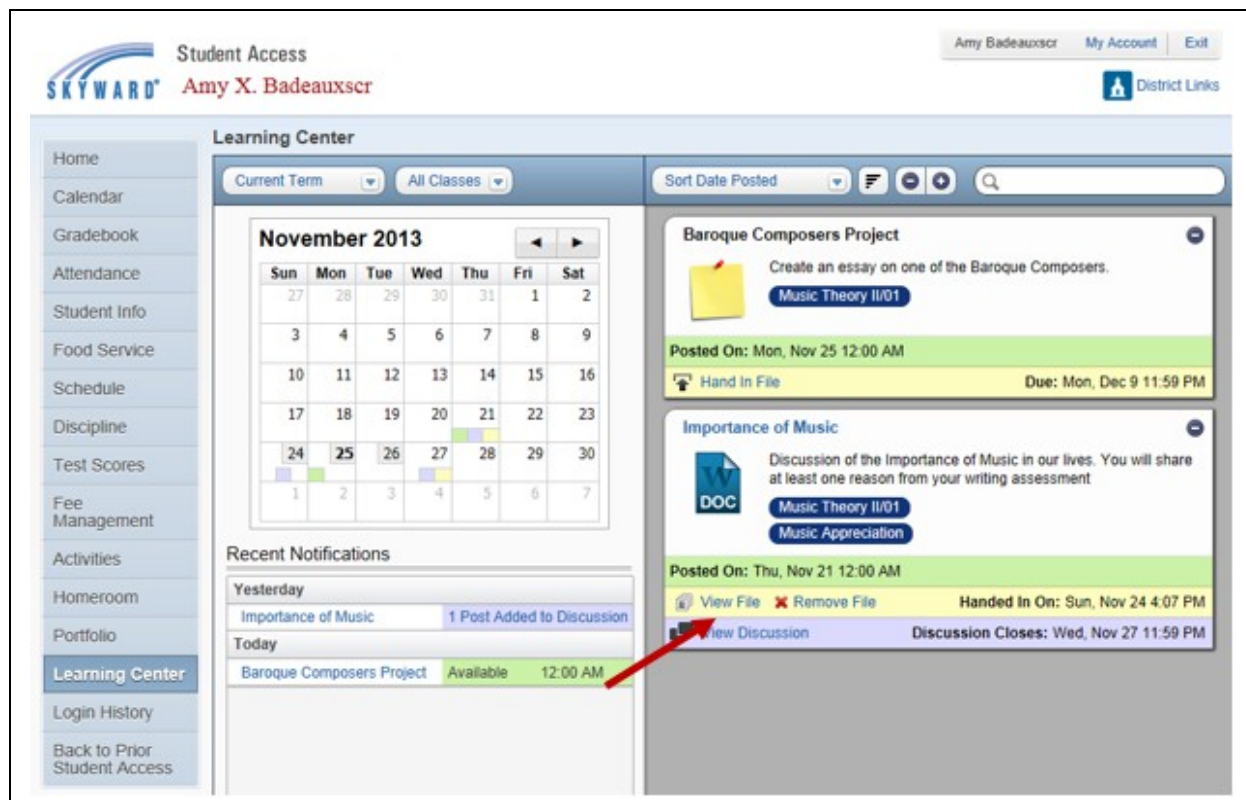
If an Item has been created as a Digital Hand-In, students will click on the **Hand In File**.



The screenshot shows a 'Hand-In File' dialog box. The title bar is blue with the text 'Hand-In File' and a red 'X' close button. The main area is light blue and contains the text 'Select a file to Hand-In:'. Below this text is a white text input field and a 'Browse...' button.

Students will click on the **Browse** to locate their file. After selecting the file, it is immediately handed-in.

View File



Student Access
Amy X. Badeauxscr

Amy Badeauxscr My Account Exit

District Links

Learning Center

Current Term All Classes Sort Date Posted

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Recent Notifications

Yesterday

Importance of Music 1 Post Added to Discussion

Today

Baroque Composers Project Available 12:00 AM

Baroque Composers Project

Create an essay on one of the Baroque Composers.

Music Theory II/01

Posted On: Mon, Nov 25 12:00 AM

Hand In File Due: Mon, Dec 9 11:59 PM

Importance of Music

Discussion of the Importance of Music in our lives. You will share at least one reason from your writing assessment

DOC

Music Theory II/01

Music Appreciation

Posted On: Thu, Nov 21 12:00 AM

View File Remove File Handed In On: Sun, Nov 24 4:07 PM

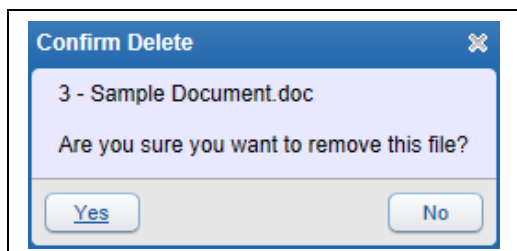
View Discussion Discussion Closes: Wed, Nov 27 11:59 PM

After the student has handed-in the file, they can view it by clicking on the **View File** when the Item is expanded or they can click on the **Piece of Paper Image** when collapsed.

Remove the File

The screenshot shows the Skyward Student Access Learning Center. The top navigation bar includes 'Student Access', 'Amy X. Badeauxscr', 'My Account', and 'Exit'. The left sidebar lists various navigation options like 'Home', 'Calendar', 'Gradebook', etc. The main content area is titled 'Learning Center' and includes a calendar for November 2013, a 'Recent Notifications' section, and a list of assignments. The 'Importance of Music' assignment is expanded, showing a 'View File' button and a 'Remove File' button (marked with a red X). A red arrow points to the 'Remove File' button.

Students do have the capability to remove a file once it has been handed-in. They will click on the **Remove File** when the Item has been expanded or click on the **Red X** in a collapsed item.



After the student clicks on the **Remove File** or **Red X**, they will receive a message confirming they want to remove the file.