SKYWARD®

B E T A

Course Learning Center

Overview

Setup of the Course Learning Center
Beta Configuration
Security for Course Learning Center
Course Learning Center Configuration
Configure Student/Family Access

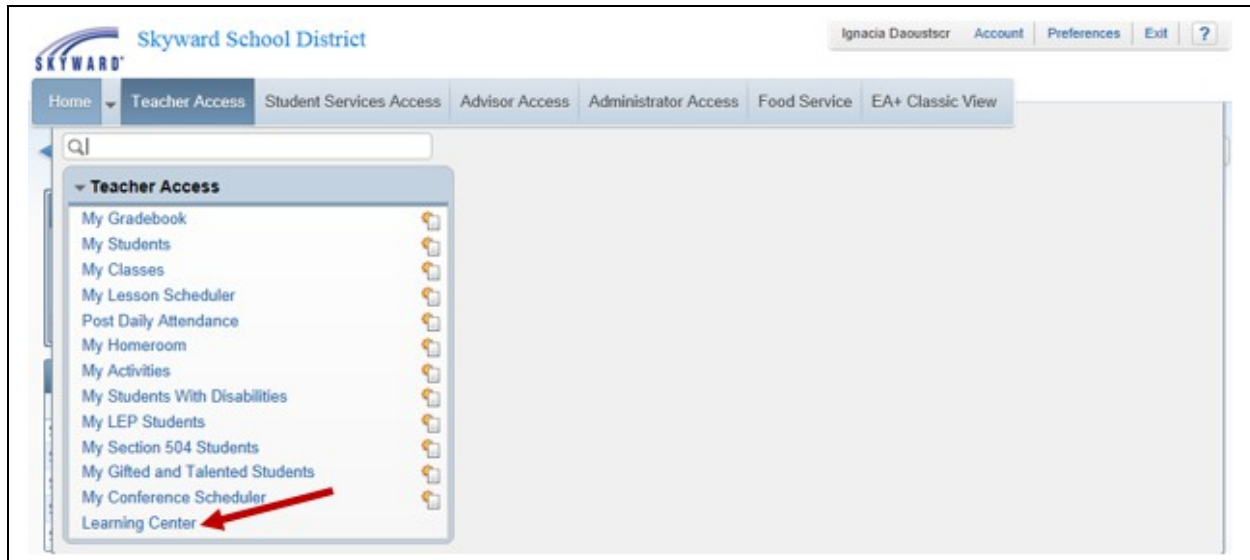### Course Learning Center in Educator Access Plus
Add Item
Modification to Items
Maintaining the Discussion and Digital Hand-In
Additional Options within the Course Learning Center


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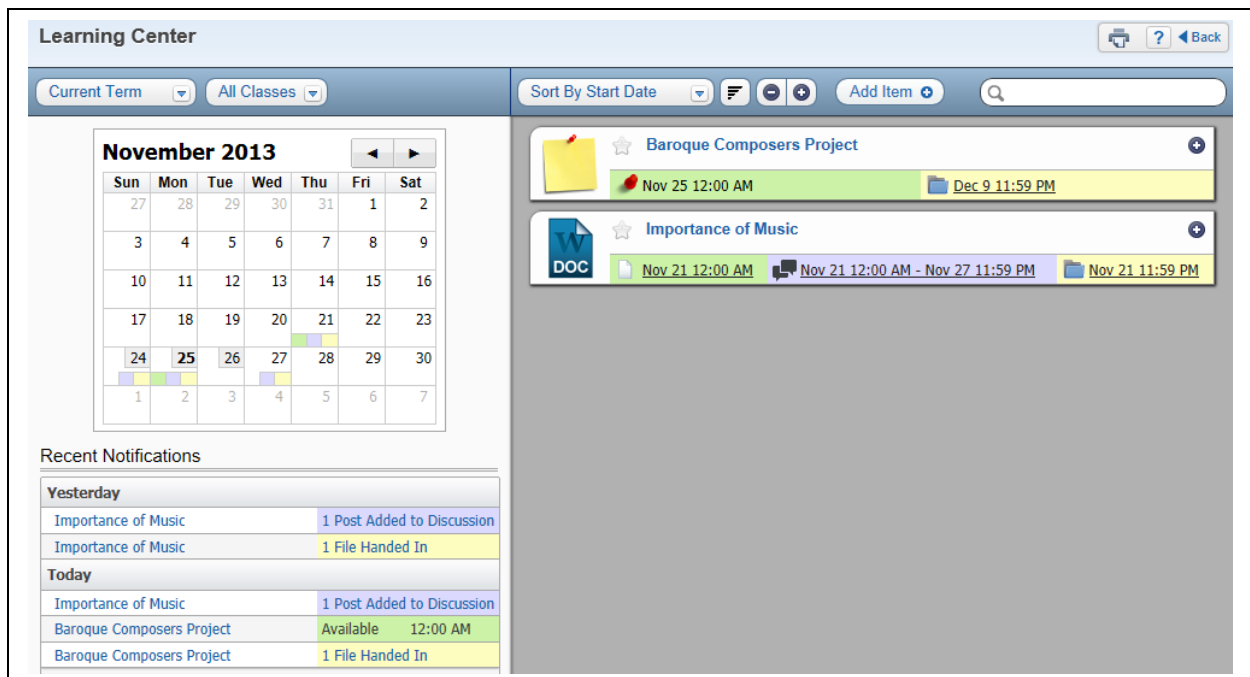
This is a sample of the Course Learning Center in Educator Access Plus.

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

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Setup of the Course Learning Center
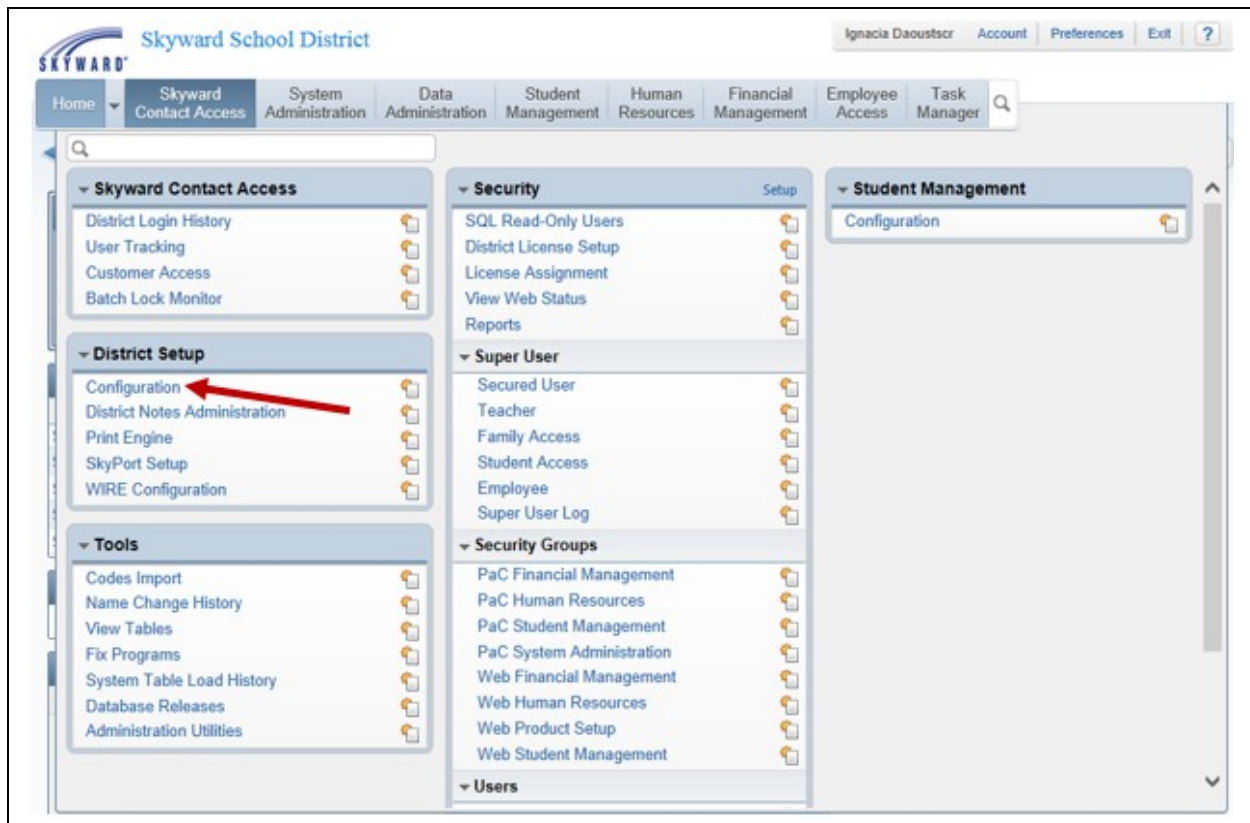   **Beta Configuration**
     Security for Course Learning Center
     Course Learning Center Configuration
     Configure Student Access

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.
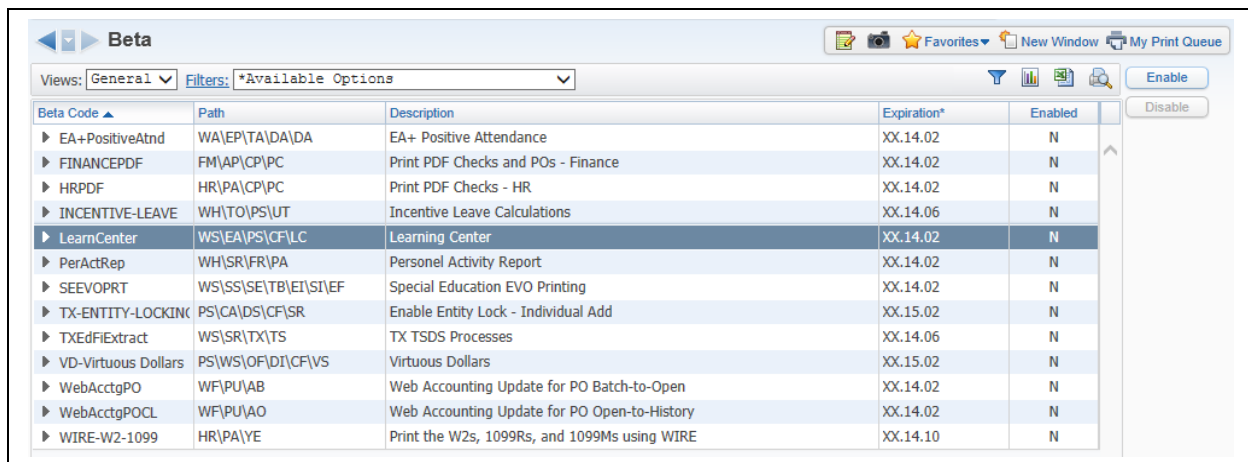
BETA
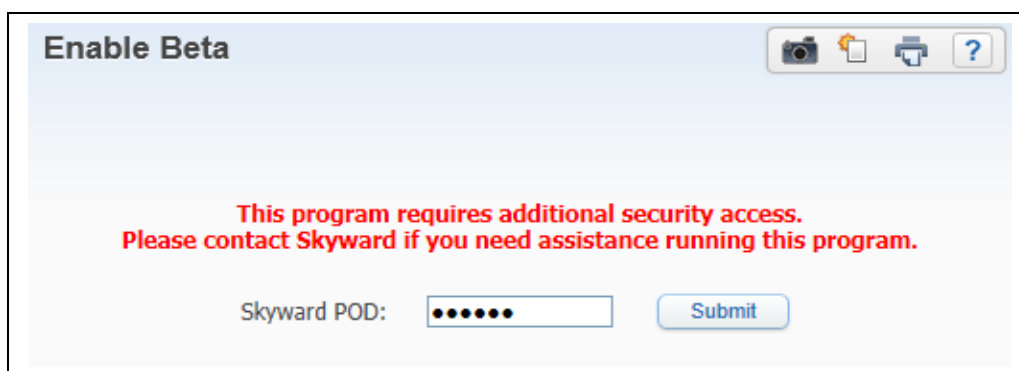** Denotes Required Field to save screen.   Page:2 of 44
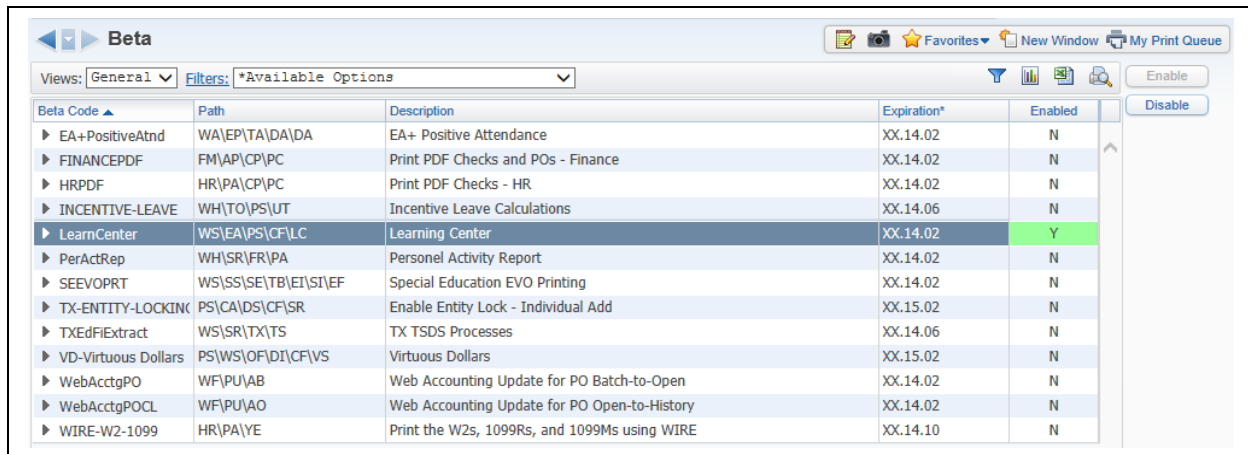
You will select **Beta**.

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**.

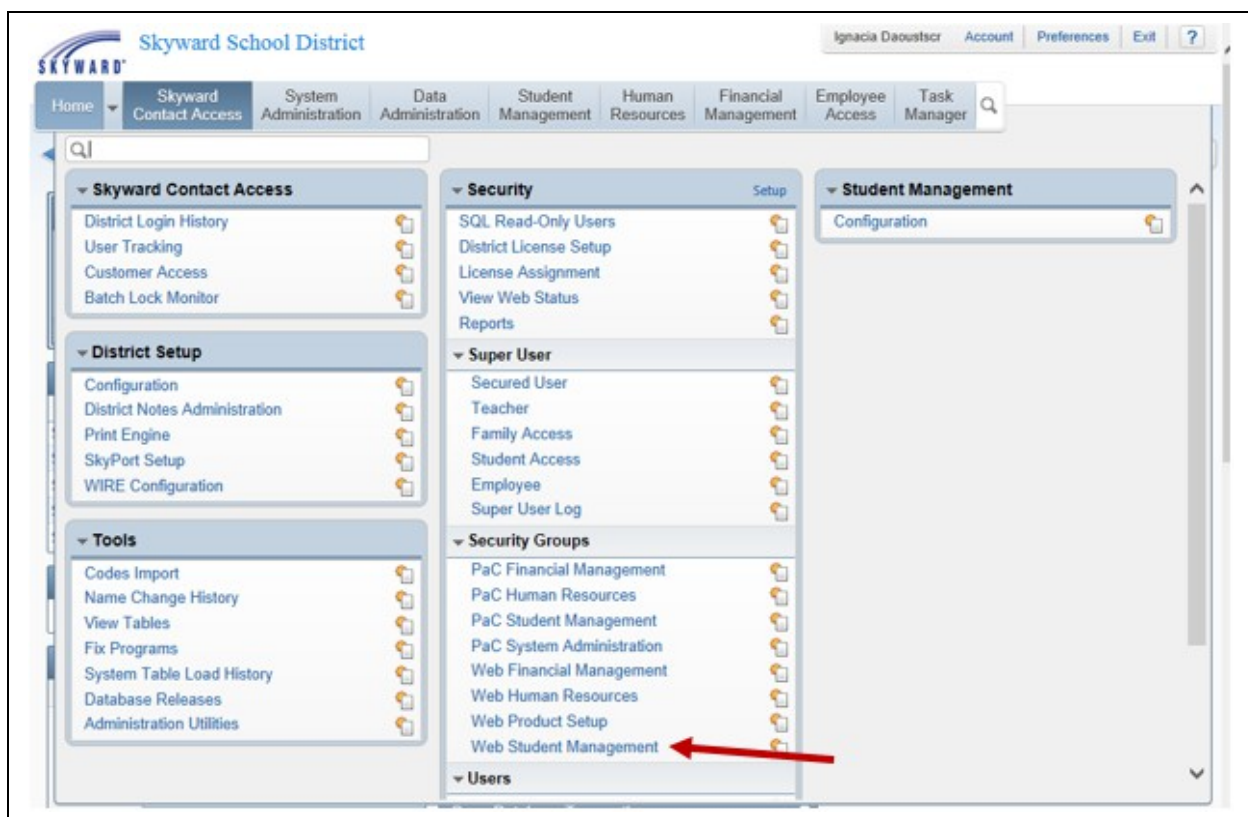**BETA** Functionality described here may vary in availability depending upon your district/entity configuration.

BETA

** Denotes Required Field to save screen.   Page:3 of 44

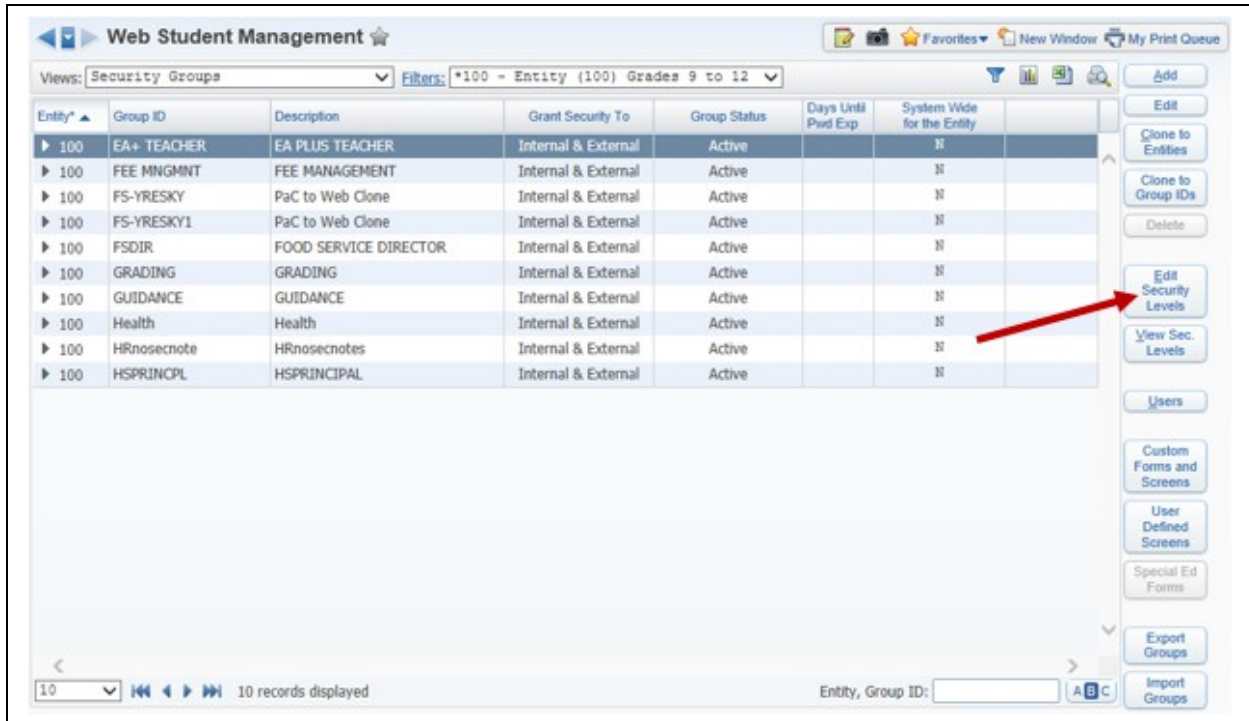The Learning Center will now display as an enabled beta option.

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.

BETA

** Denotes Required Field to save screen.   Page:4 of 44

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**.

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

BETA

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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.

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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.

BETA
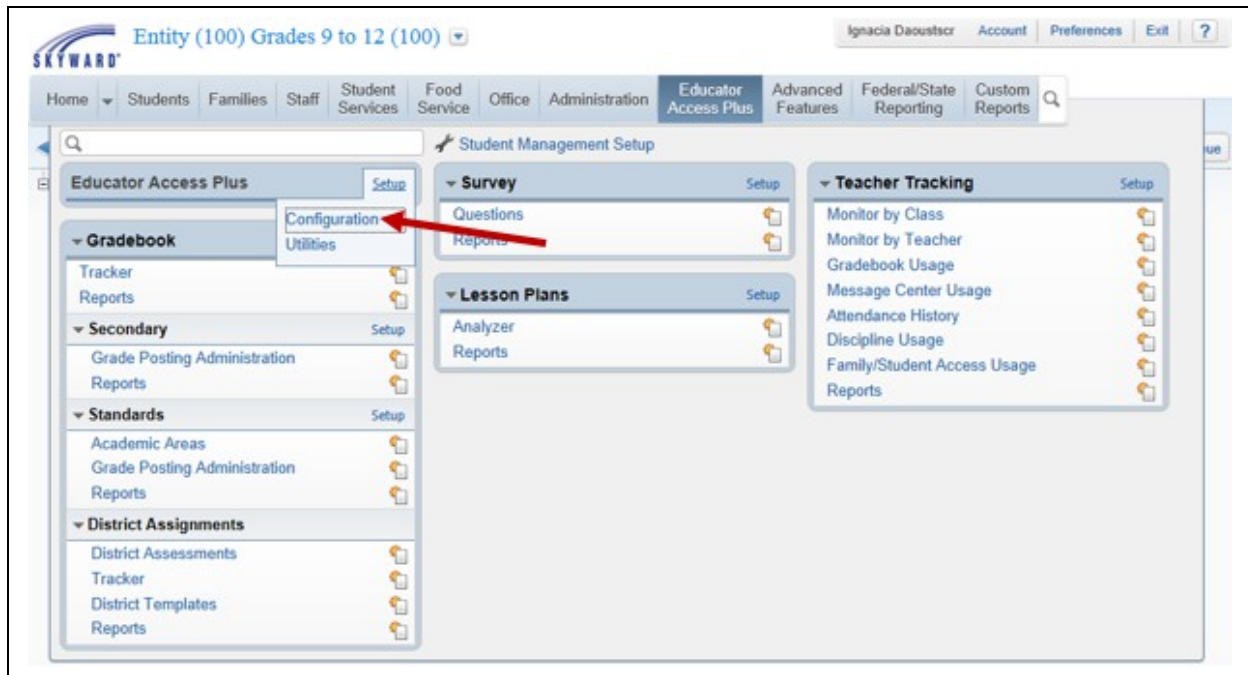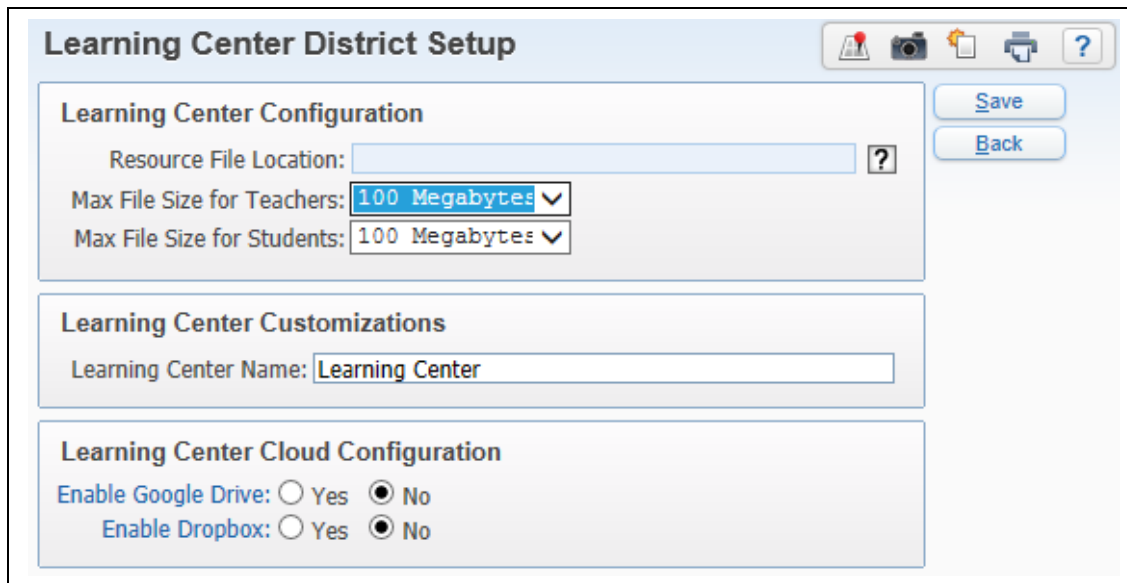** Denotes Required Field to save screen.   Page:7 of 44

Learning Center District Setup

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

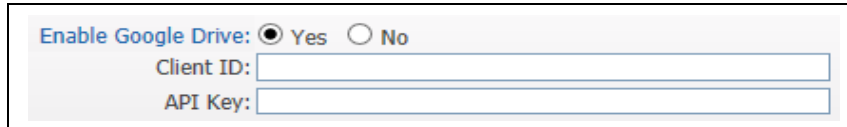**Learning Center Configuration**
- **Resource File Location** – A path must display in this location in order for teachers to select the option to "Upload to District Server." This is where all of the attachments for the Course Learning Center and Educator Access Plus are stored. You can change this 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.
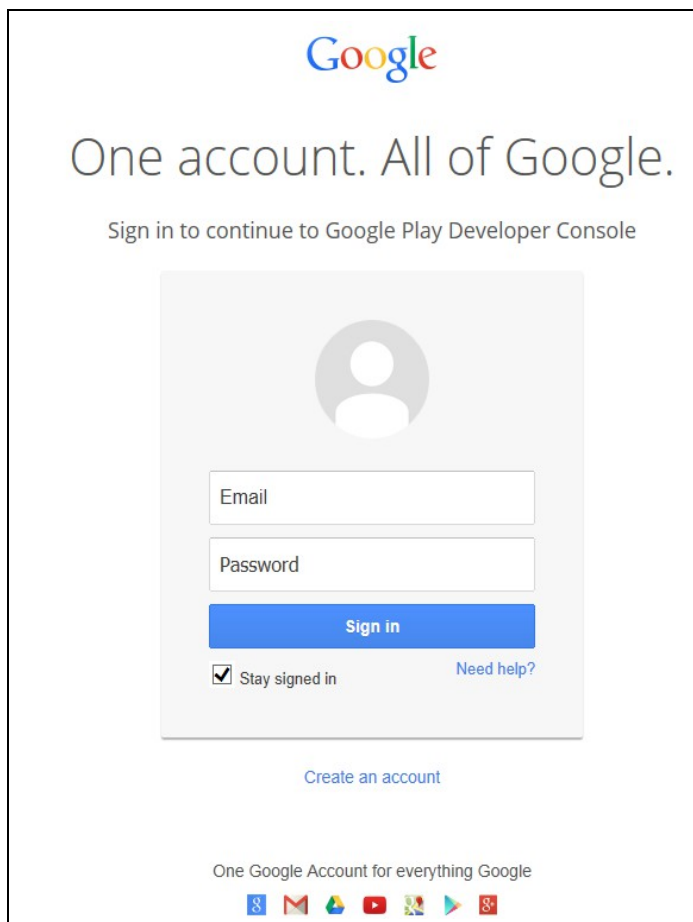
BETA Functionality described here may vary in availability depending upon your district/entity configuration.

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** Denotes Required Field to save screen.   Page:8 of 44

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

Email
Password

Sign in

☑ Stay signed in   Need help?

Create an account

One Google Account for everything Google

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

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** Denotes Required Field to save screen.   Page:9 of 44

- **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.
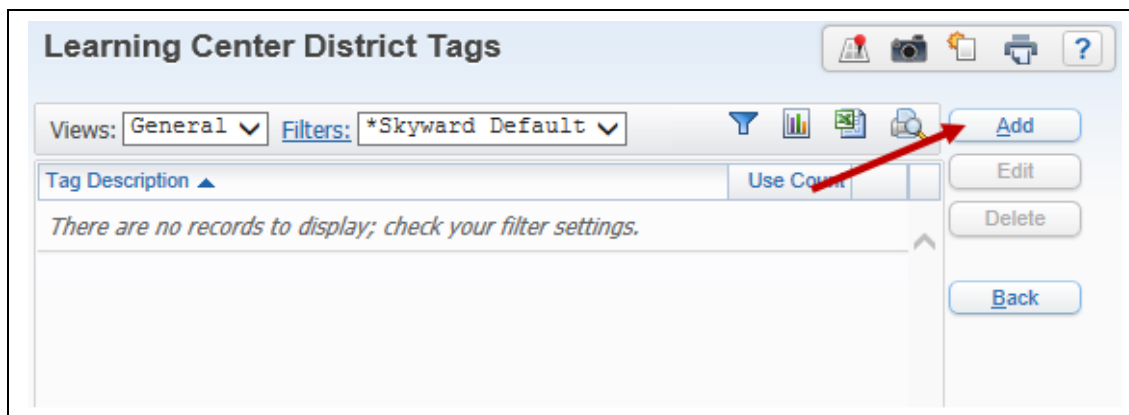
Enable Dropbox: ⦿ Yes ○ No
API Key: [_____]

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.

Sign in   (or create an account)

[Email]

[Password]
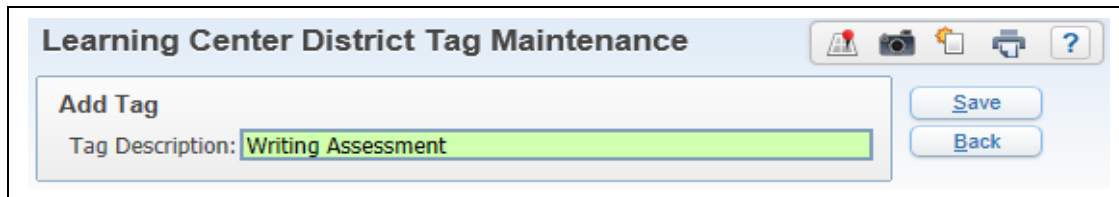
☐ Remember me   Sign in

Forgot your password?

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.

Learning Center District Tags

Views: [General ∨] Filters: [*Skyward Default ∨]   Add
                                                          Edit
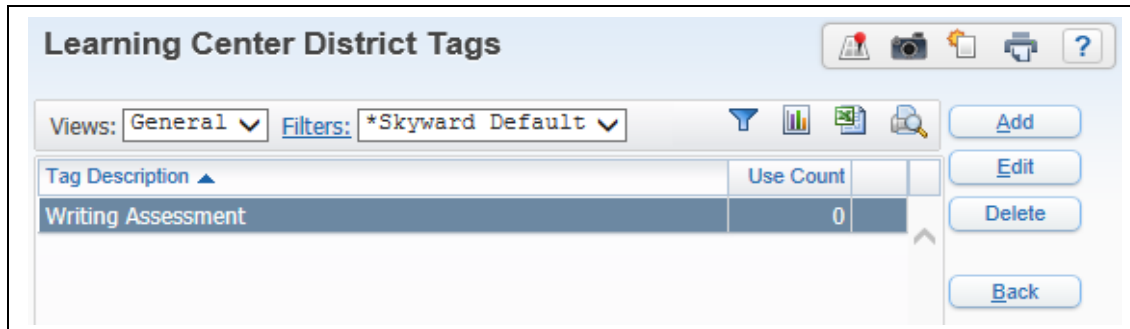| Tag Description ▲	Use Count
There are no records to display; check your filter settings.	

          Delete

          Back

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.

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

BETA
** Denotes Required Field to save screen.   Page:10 of 44

Add Tag

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

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.

BETA

** Denotes Required Field to save screen.   Page:11 of 44

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.
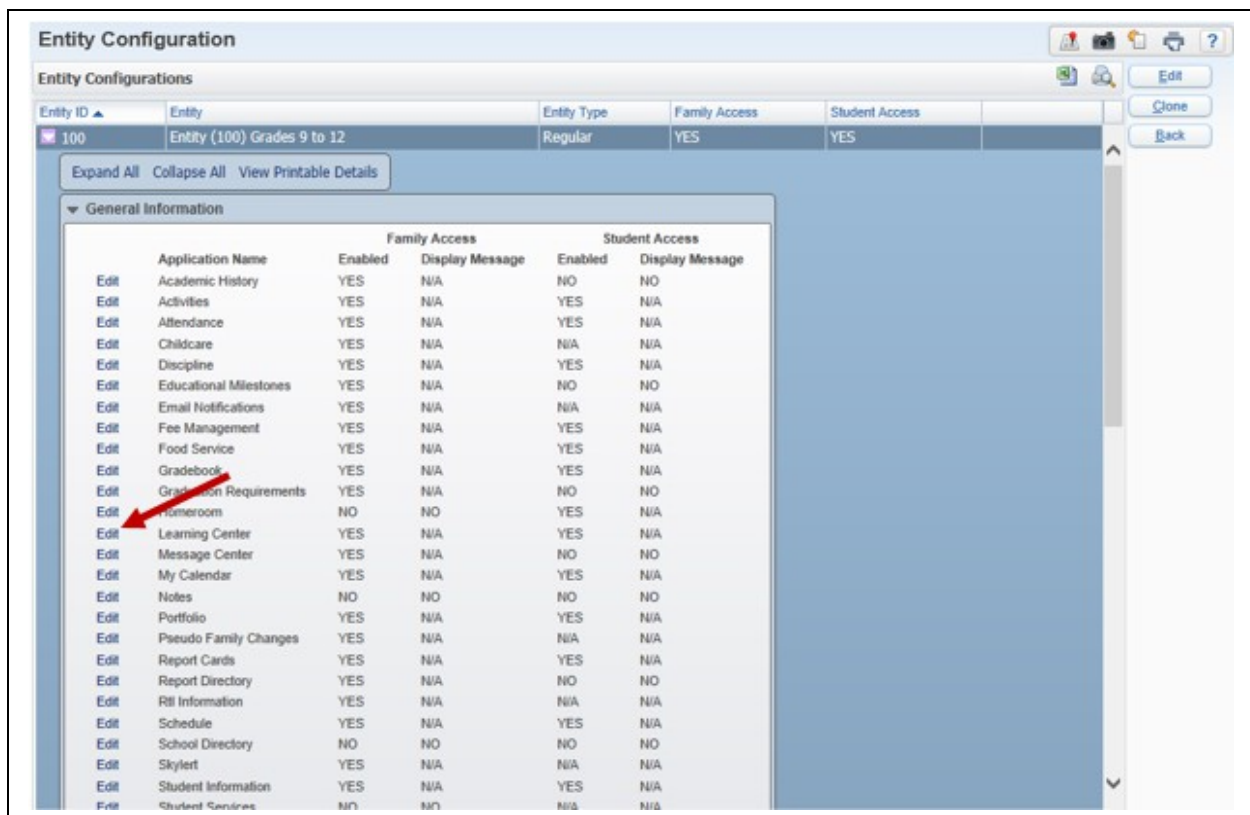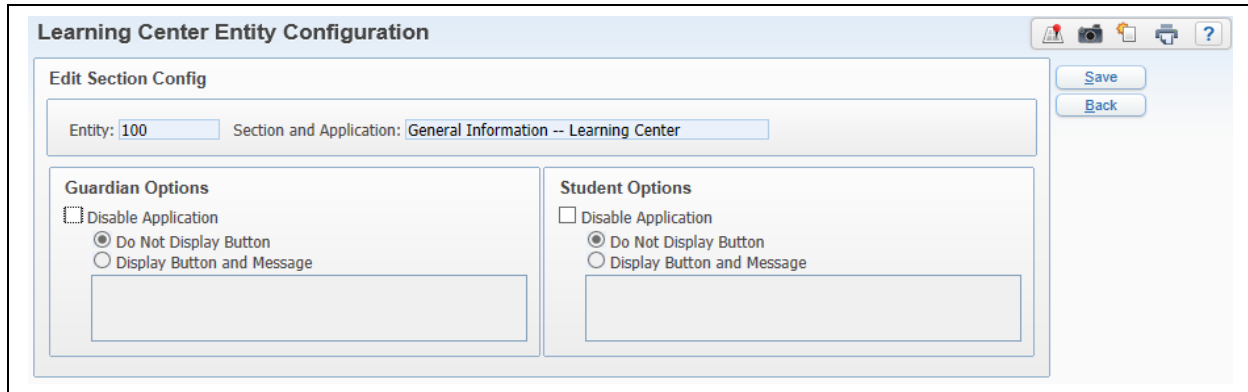

You will expand by the **General Information** and then click on the **Edit** next to Learning Center.

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

BETA

** Denotes Required Field to save screen.   Page:12 of 44

Learning Center Entity Configuration

Edit Section Config

Save
Back

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

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.

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

BETA
** Denotes Required Field to save screen.   Page:13 of 44

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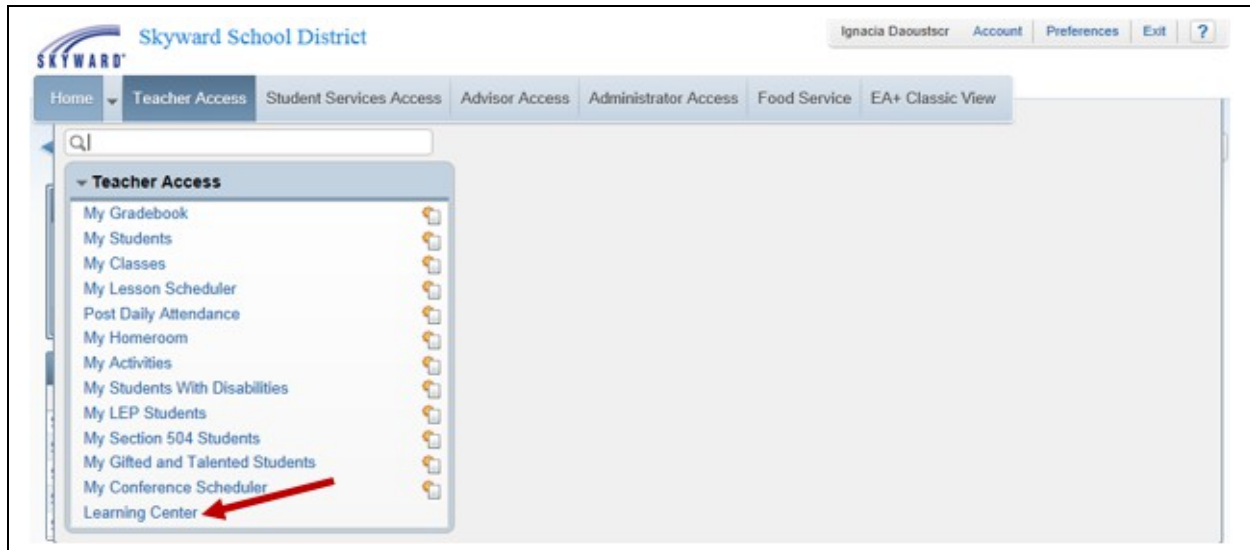
You will find the Course Learning Center in Educator Access by selecting Teacher Access > Learning Center.

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

BETA

** Denotes Required Field to save screen.   Page:14 of 44
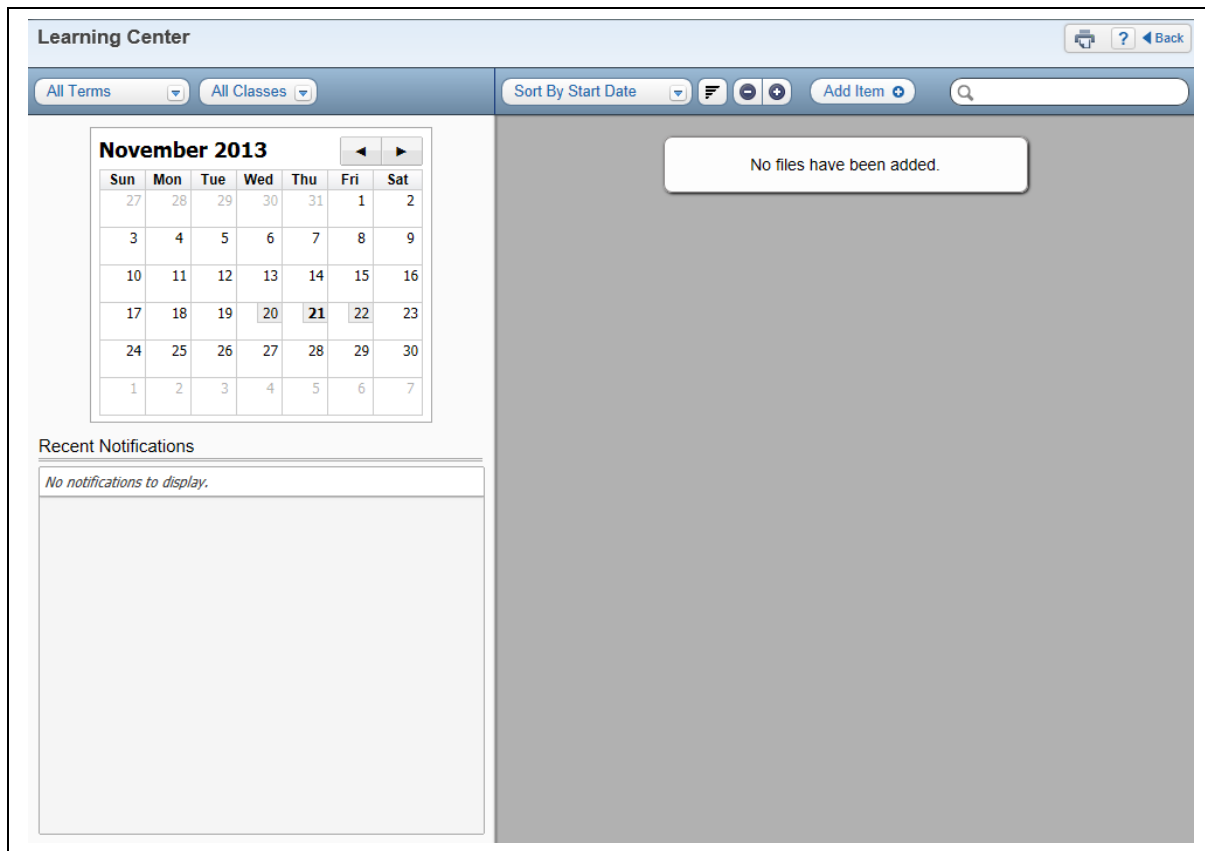
The Course Learning Center allows you create and maintain items.

Add Item
Item
Classes/Tags
Student Access
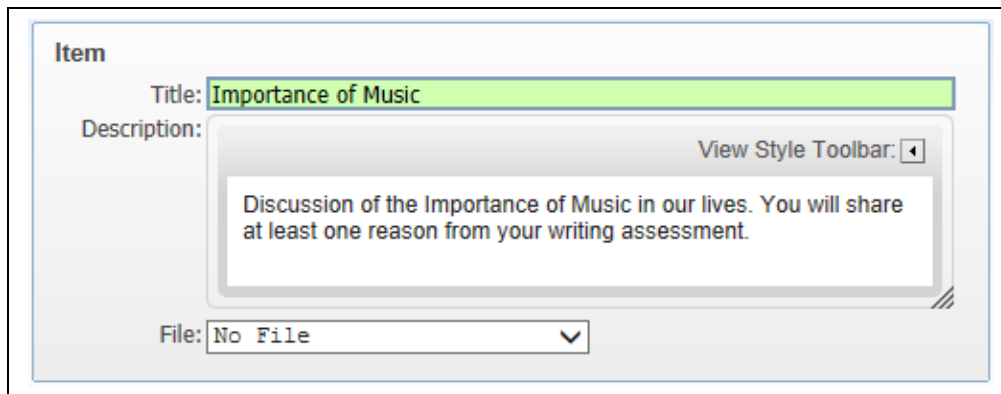
You will click on the **Add Item**.

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

BETA

** Denotes Required Field to save screen.   Page:15 of 44

Add Item

Save

Back

Item

Title: Importance of Music

Description:

View Style Toolbar: ◄

Discussion of the Importance of Music in our lives

File: 3 - Sample Document.docx

Uploaded File

View File | Remove File

Classes / Tags

Classes: [   ] ▼ Add All Classes

MUSIC THEORY/01 ✖

Tags: [   ] ▼

Music Appreciation ✖

Student Access

Make Available: 11/21/2013 📅 **Thursday** 12:00 AM

💬 ☑ Allow Discussion ?
Discussion Start: 11/21/2013 📅 **Thursday** 12:00 AM
Discussion End: 11/27/2013 📅 **Wednesday** 11:59 PM

📁 ☑ Allow Digital Hand-In ?
Due Date: 11/21/2013 📅 **Thursday** 11:59 PM
Disable Hand-In: 11/27/2013 📅 **Wednesday** 11:59 PM

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

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

BETA

** Denotes Required Field to save screen.   Page: 16 of 44

Item
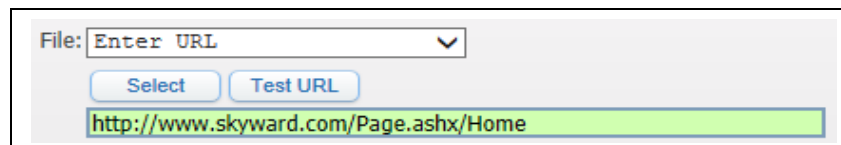
- ****Title** – Enter the title of the Discussion and/or Digital Hand-In. The maximum length of the Title is 100 characters.
- **Description** – You can enter a description. This field allows you to enter more information regarding the File, Discussion and/or Digital Hand-In. You can click on the **View 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.
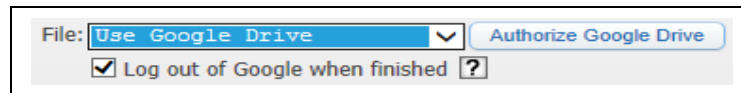
        After you browse to the location and select the file, you will be able to **View File** and **Remove File**.
    - ○ **Enter URL –** When you select this option, you can enter the URL of the webpage you want the students to access.

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

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

BETA

** Denotes Required Field to save screen.   Page:17 of 44
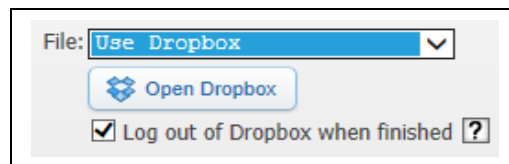
o **Use Google Drive –** This options allows you to select a file from your Google Drive.

File: Use Google Drive [ ] Authorize Google Drive
☑ Log out of Google when finished [?]

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.

o **Use Dropbox** – When this option is selected, it allows you to select a file from your Dropbox.
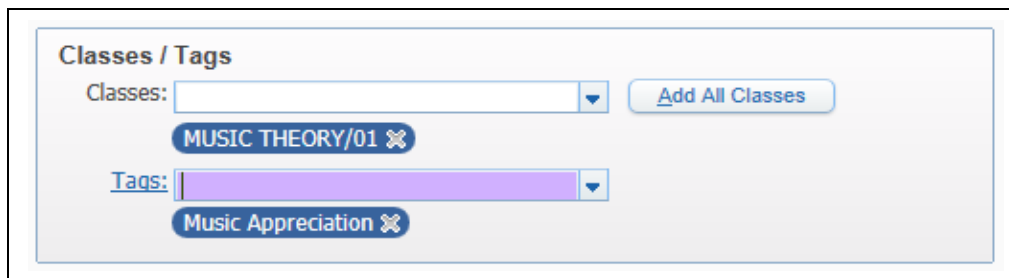
File: Use Dropbox [ ]
🗇 Open Dropbox
☑ Log out of Dropbox when finished [?]

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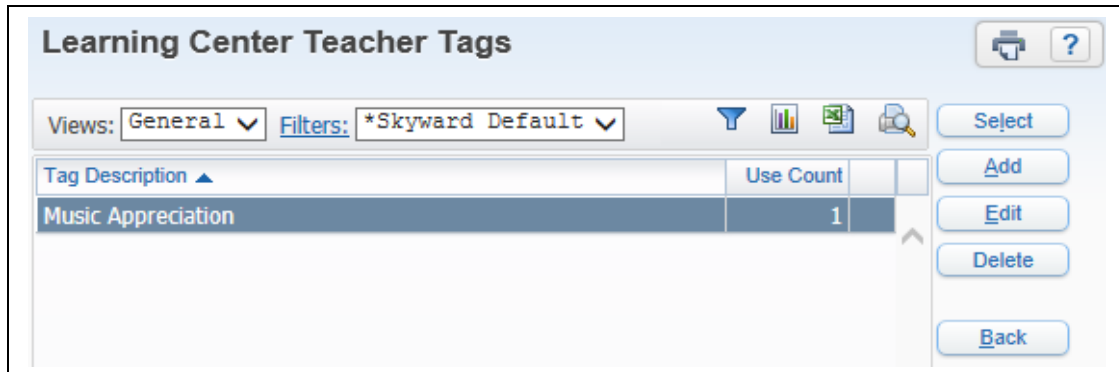
The Classes/Tag area allows you to attach classes and tags to the discussion or digital hand-in.

Classes / Tags
Classes: [   ] [▼] [Add All Classes]
MUSIC THEORY/01 ✖
Tags: [   ] [▼]
Music Appreciation ✖

- **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.

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

BETA
** Denotes Required Field to save screen.   Page:18 of 44

- **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.

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

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

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

BETA

** Denotes Required Field to save screen.   Page:19 of 44
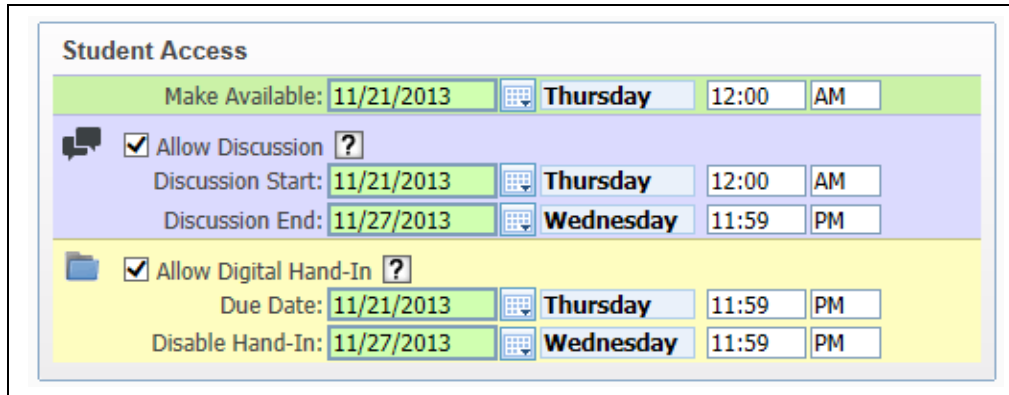
Student Access

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

- **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.

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

BETA

** Denotes Required Field to save screen.   Page:20 of 44

Modifications to Items

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

BETA

** Denotes Required Field to save screen.   Page:21 of 44

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.

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

BETA

** Denotes Required Field to save screen.   Page: 22 of 44

Maintaining the Discussion and Digital Hand-In
Download History
View Discussion
Student Files
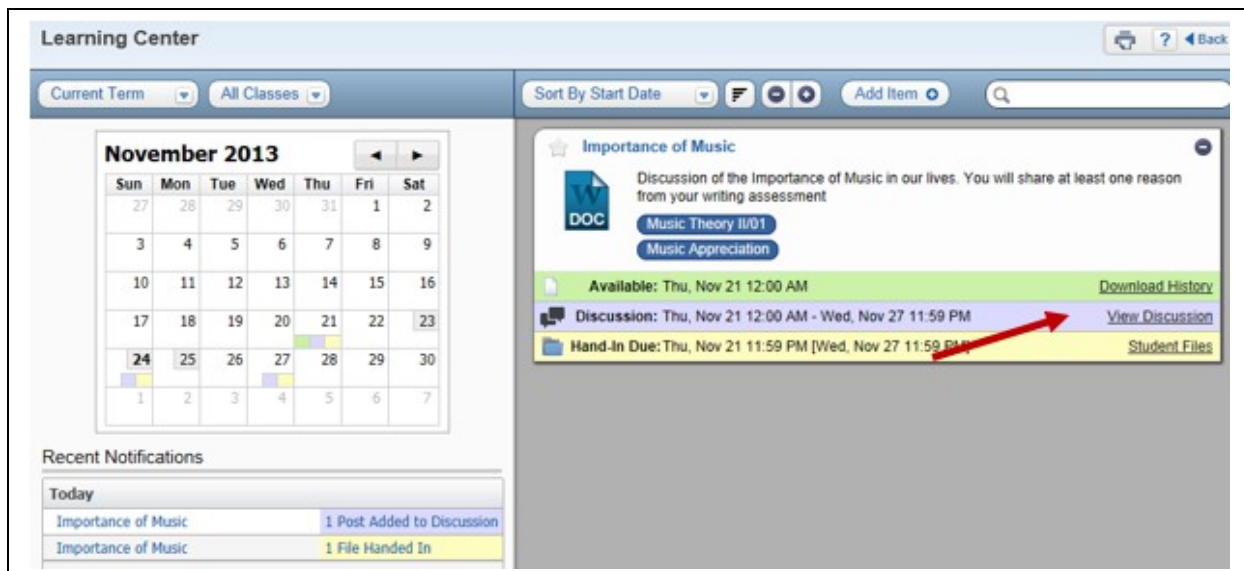
There are two ways to maintain the Discussion and Digital Hand-In.
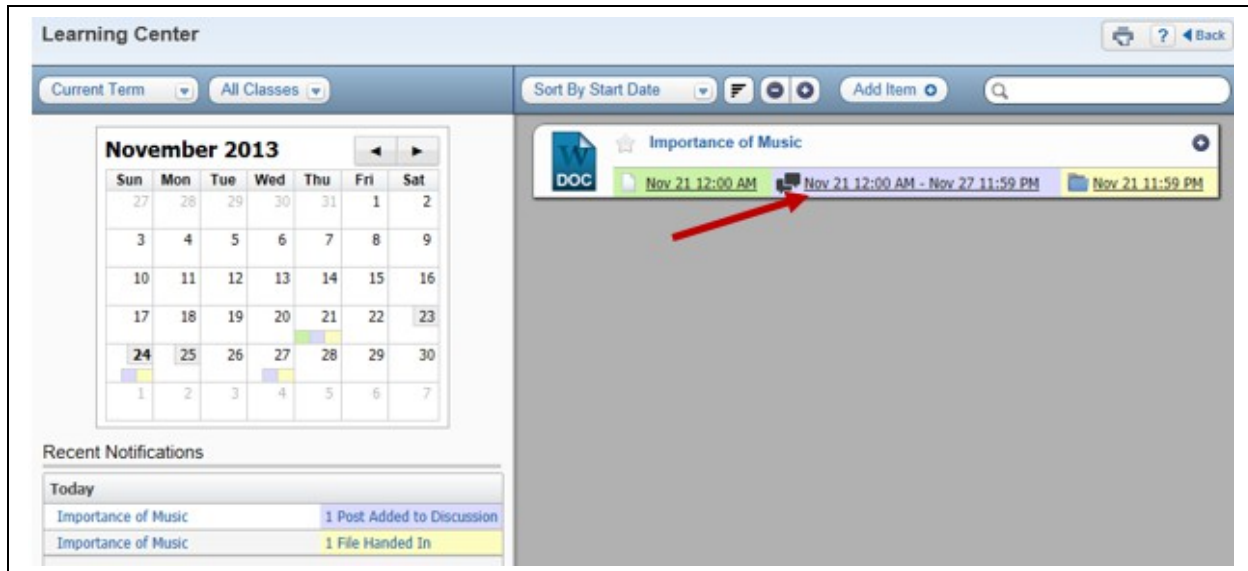
One way to maintain the discussions and digital hand-ins by clicking on each of the links.
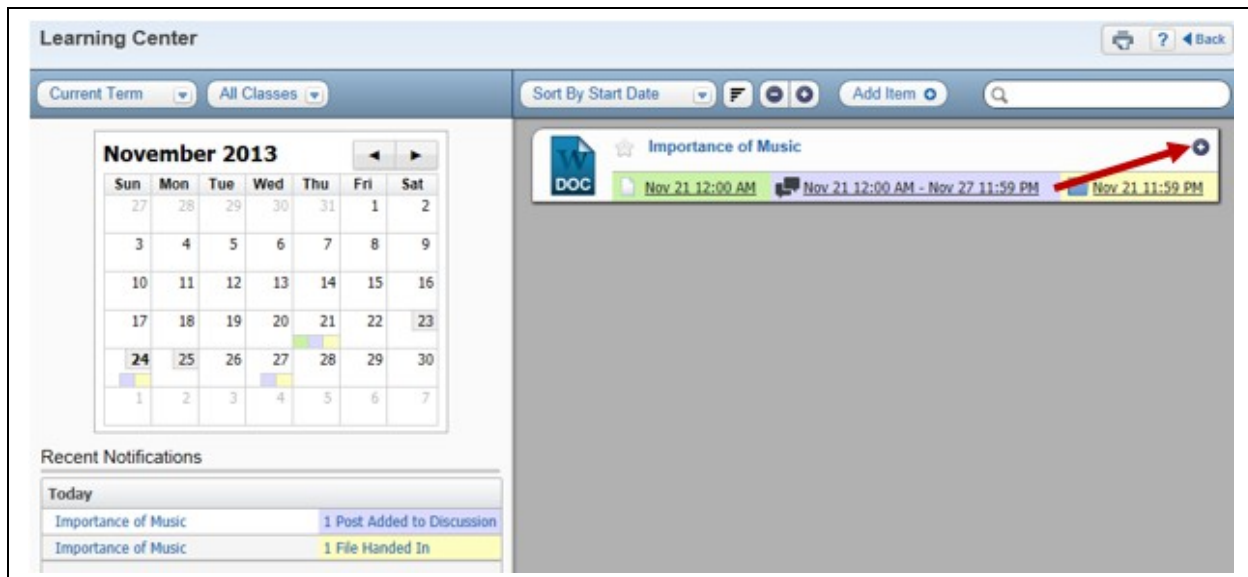
Another way to maintain the discussion and digital hand-ins is by clicking on the **plus sign** or expanding of the item.

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

BETA

** Denotes Required Field to save screen.   Page:23 of 44

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

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

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

                                                                        BETA
** Denotes Required Field to save screen.   Page: 24 of 44
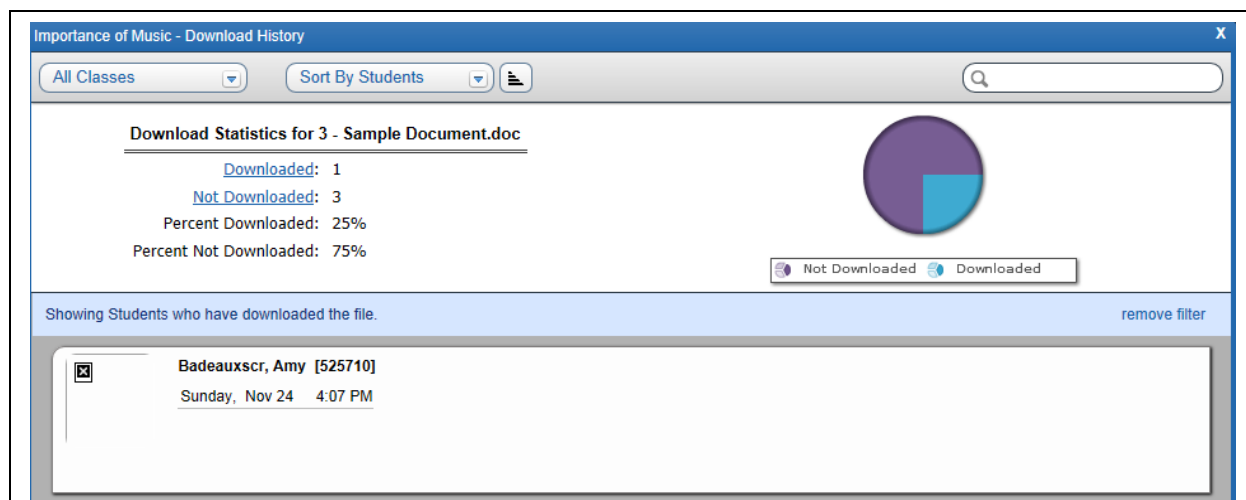
The Download History displays the percentage of students who have and have not downloaded the file attached to the item.
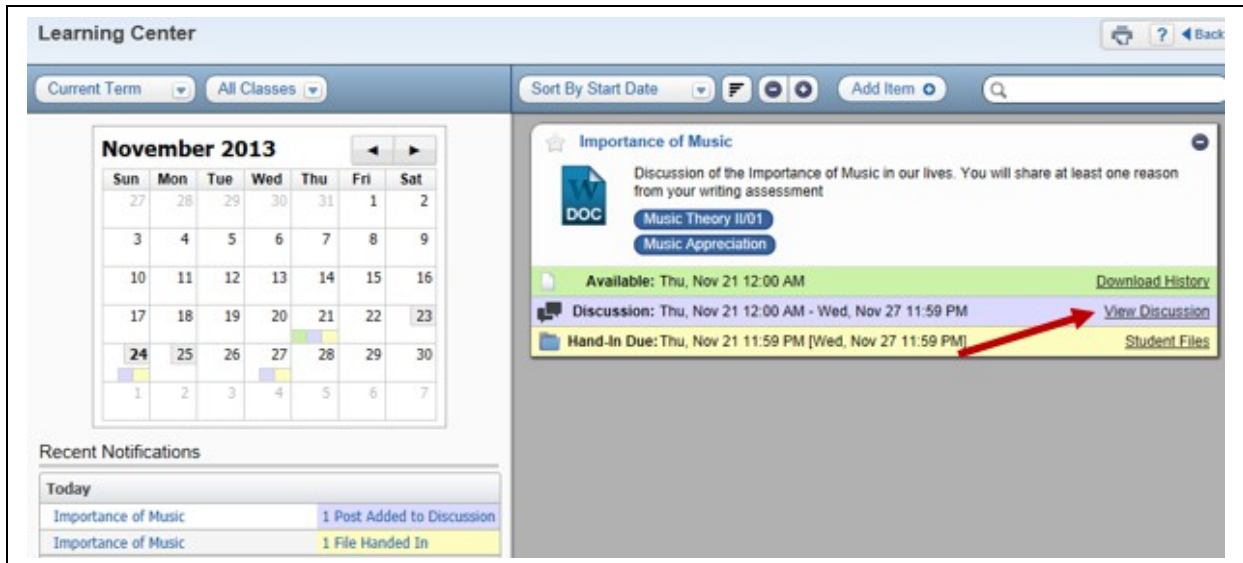
- **All Classes –** This allows you to determine the class that will display. You can choose a single class or all classes attached to this item.
- **Sort By Student/Date** – You can choose to sort the student information at the bottom of the screen either by student or date viewed.
- **Downloaded** – 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.

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

BETA

** Denotes Required Field to save screen.   Page:25 of 44

View Discussion

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

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.

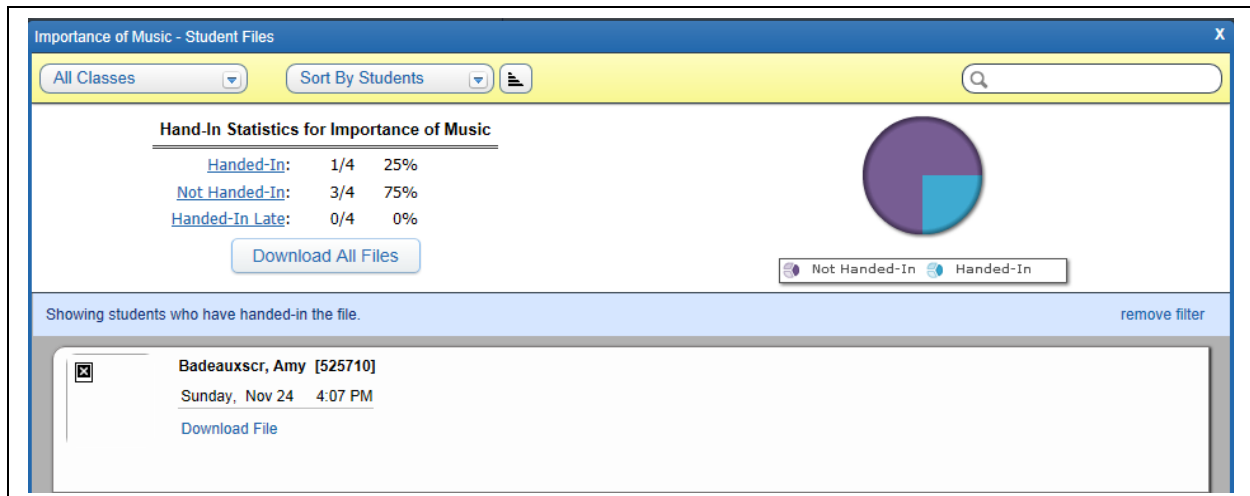**BETA** Functionality described here may vary in availability depending upon your district/entity configuration.

BETA

** Denotes Required Field to save screen.   Page: 26 of 44
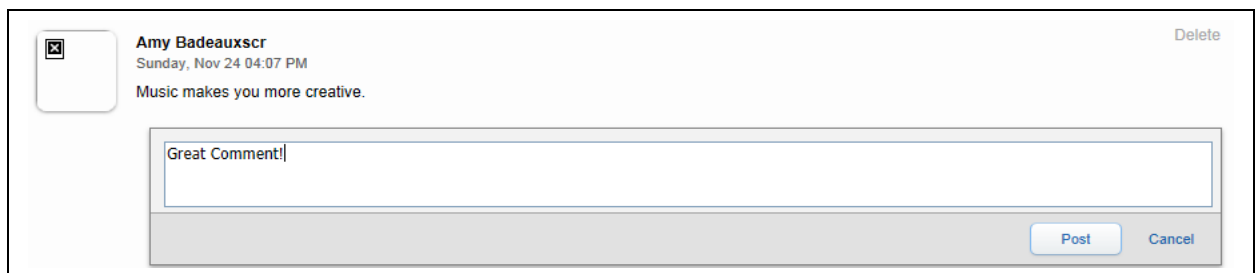
- o **All Classes –** This allows you to determine the class that will display. You can choose a single class or all classes attached to this item.
- o **Commented** – By selecting this option, you can view just the students who have commented on the discussion.
- o **Not Commented** – If you click on 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.

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.

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.

BETA

** Denotes Required Field to save screen.   Page:27 of 44
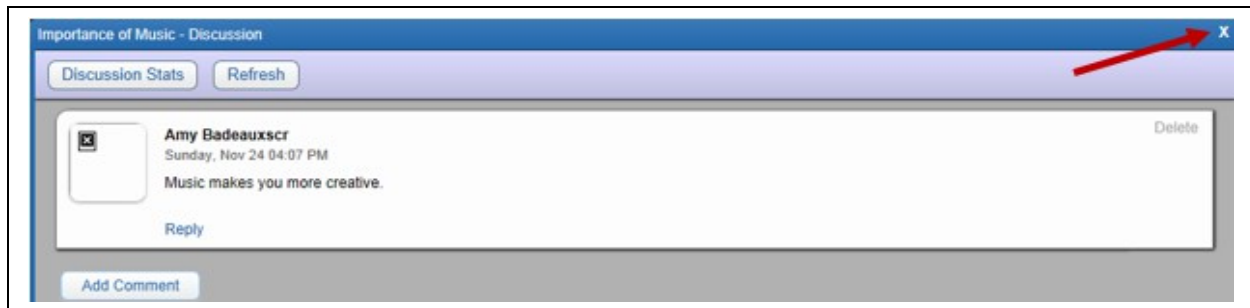
After you have completed your review of the Discussion, you will click on the **X** to return to the Course Learning Center.

Student Files
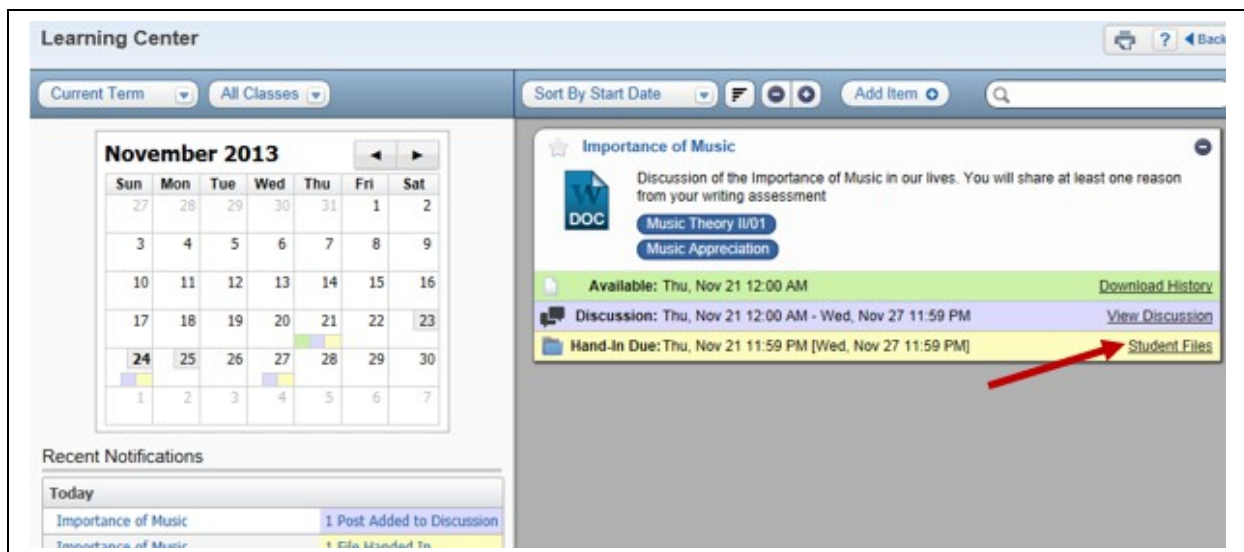
You can view the files submitted by the students by expanding by the item in the Course Learning Center.
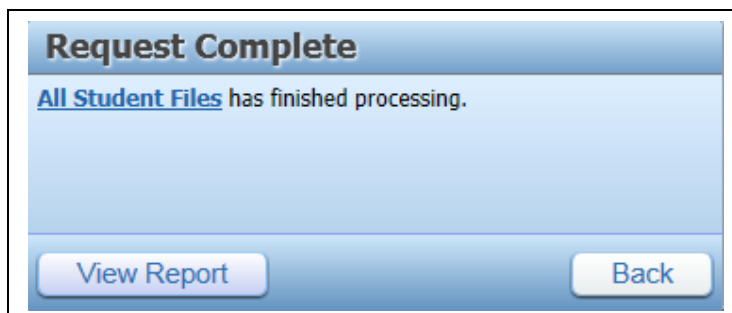
- **All Classes –** This allows you to determine the class that will display. You can choose a single class or all classes attached to this item.
- **Sort By Student/Date** – You can choose to sort the student information at the bottom of the screen either by student or date viewed.
- **Handed-In** – 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.

You will click on **View Report.**

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

BETA

** Denotes Required Field to save screen.   Page:29 of 44
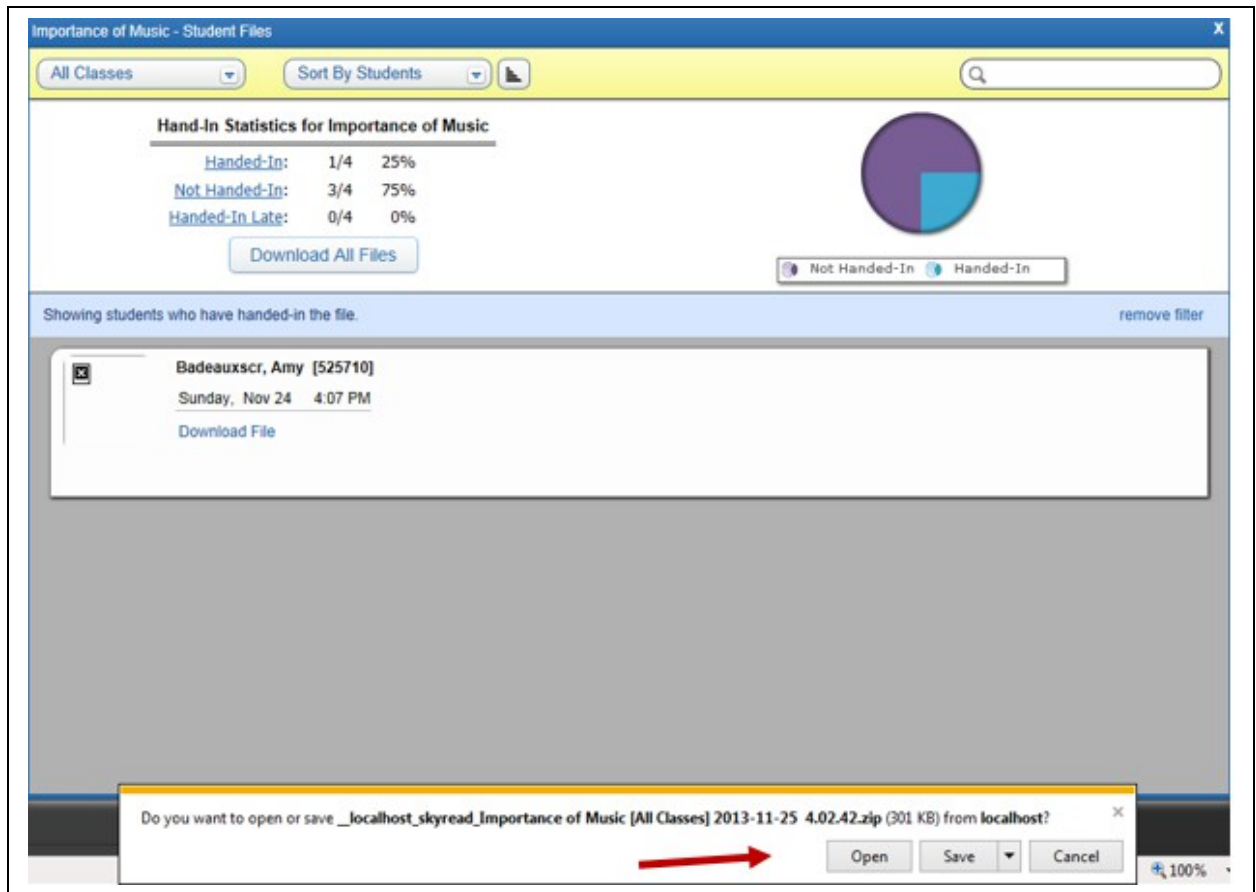
After clicking **View Report**, you can choose to **Open** or **Save** the files. The downloaded files are zipped and you will need to unzip the files.

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.

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

BETA

** Denotes Required Field to save screen.   Page:30 of 44

Additional Options within the Course Learning Center
Current/All Terms
All Classes/Favorites/Specific Classes
Sort By
Expand/Collapse All
Search
Calendar
Recent Notifications

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

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

BETA

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Current/All Terms

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.

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

BETA

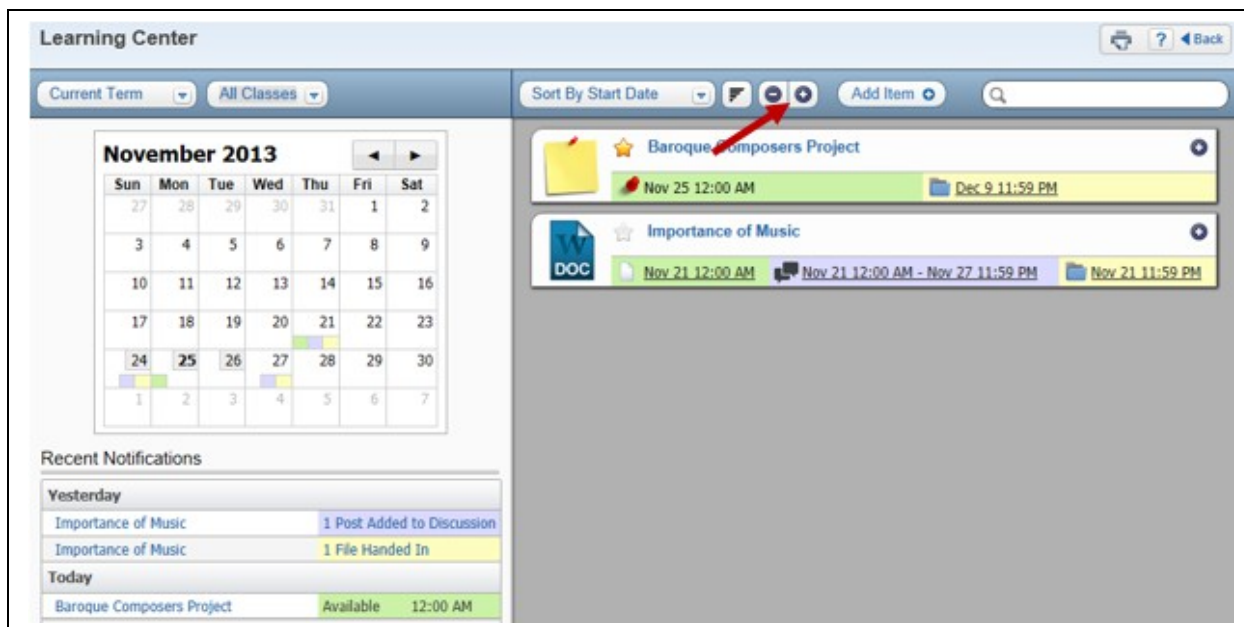** Denotes Required Field to save screen.   Page:32 of 44

All Classes/Favorites/Specific Classes

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.

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

BETA
** Denotes Required Field to save screen.   Page:33 of 44

You have the capability to mark Course Learning Center items as **Favorites**.
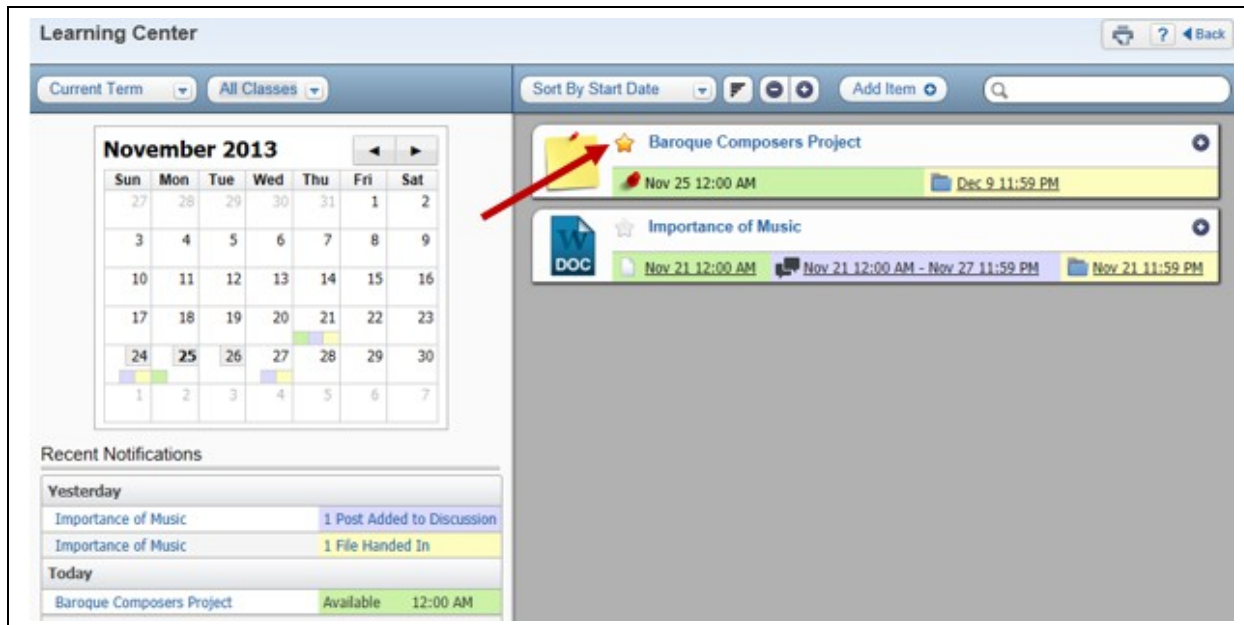
You can make a Course Learning Center Item a **Favorite** by clicking on the **Star**. By clicking on the **Star**, it will turn it **Yellow**.
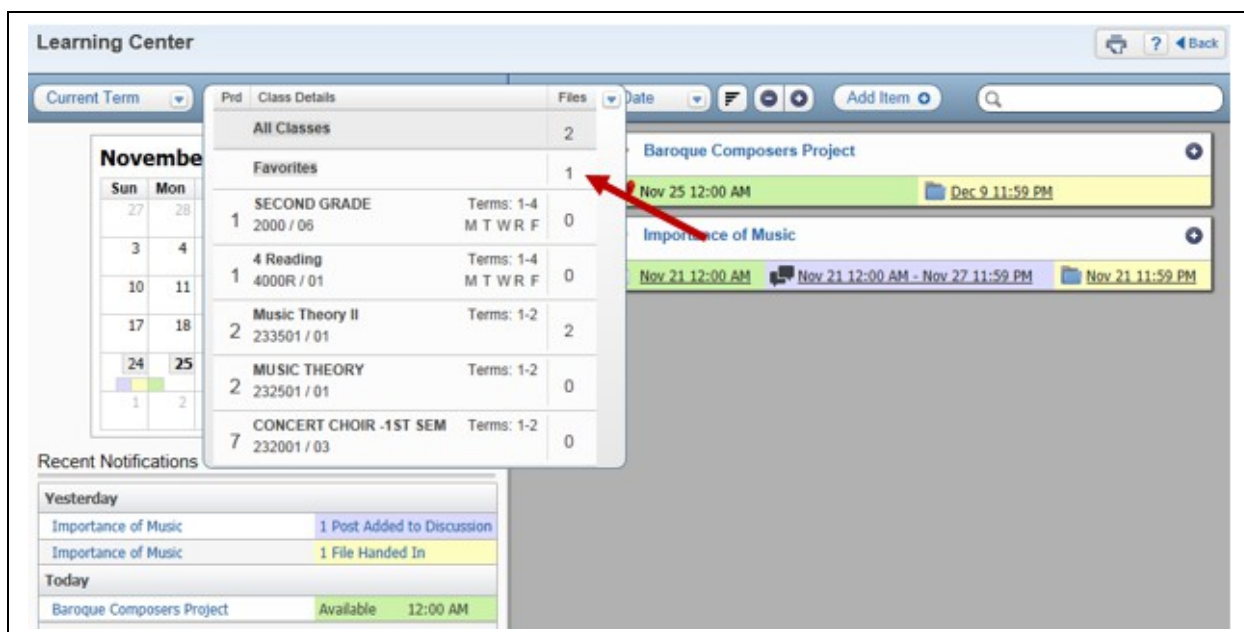
After selecting the **Favorite**, you can go back to the **All Classes** drop-down menu and view the number of files listed as a favorite. If you click on **Favorites**, it will display only the Items listed as a favorite.

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

BETA
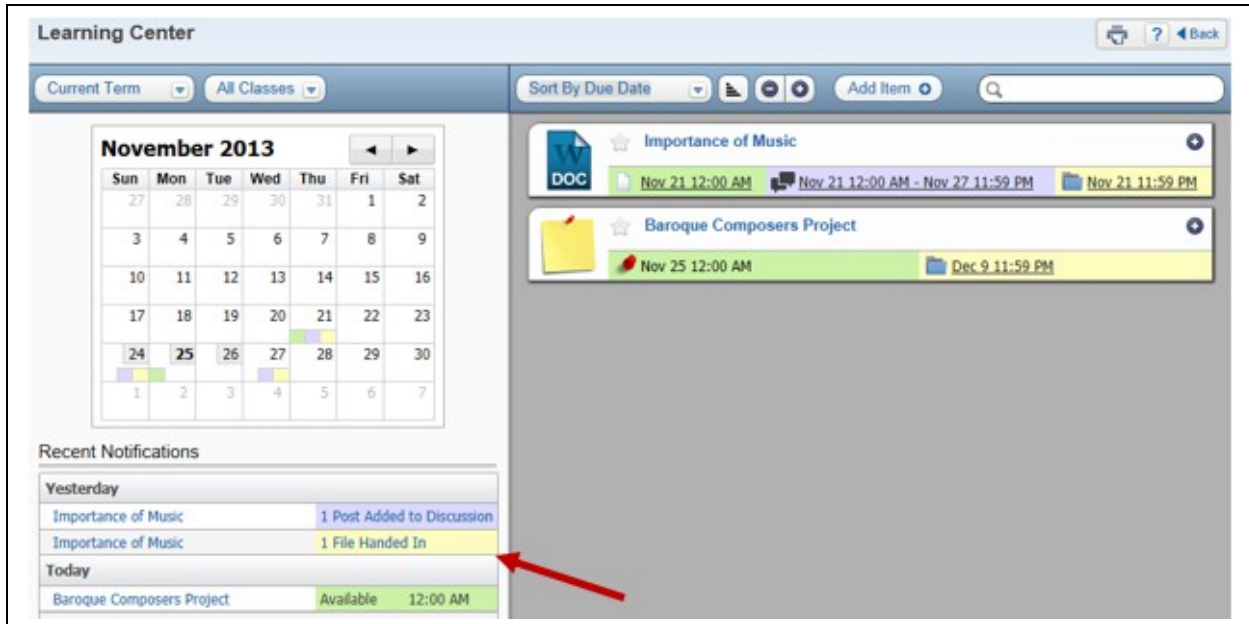** Denotes Required Field to save screen.   Page:34 of 44
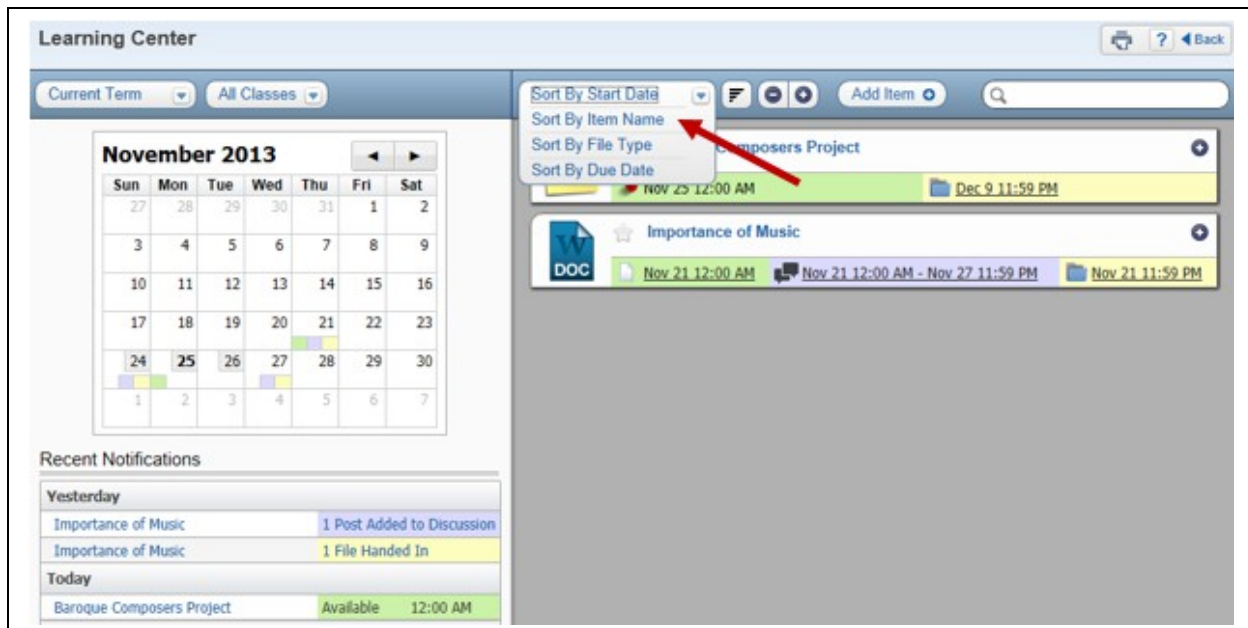
Sort By

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**.

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

BETA

** Denotes Required Field to save screen.   Page:35 of 44

Expand/Collapse All

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

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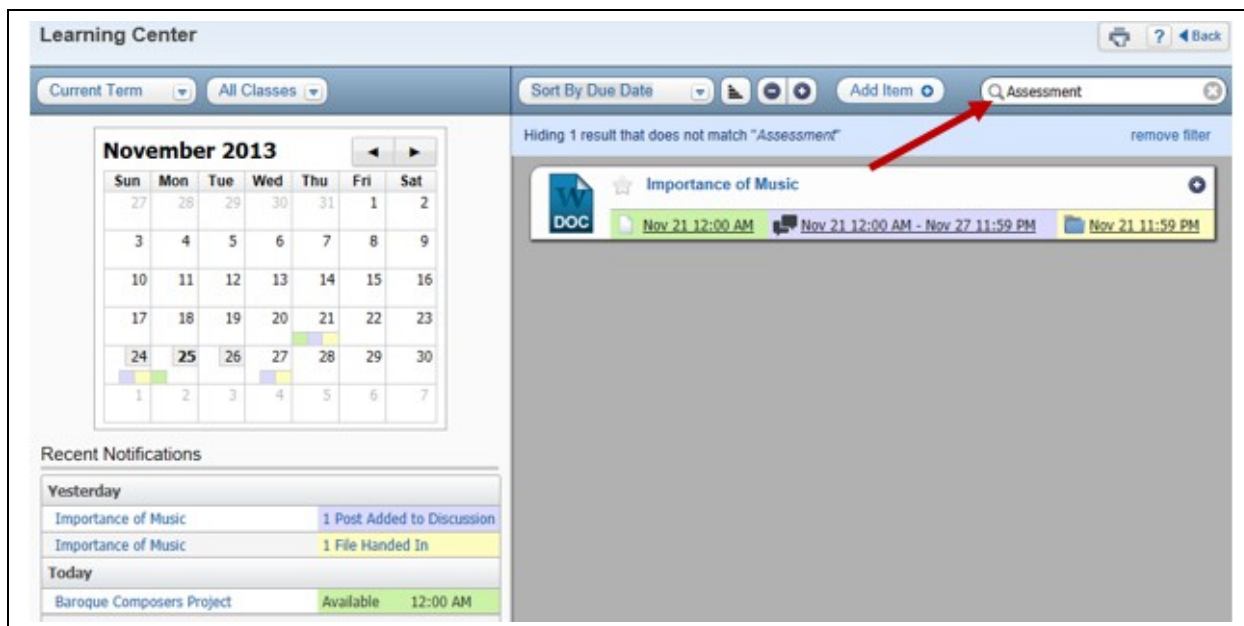
You have the capability to **Search** for words used in the Title, Description or Tag attached to an Item. As you search for items, it will show the number of results that are hidden.

BETA

** Denotes Required Field to save screen.   Page:36 of 44
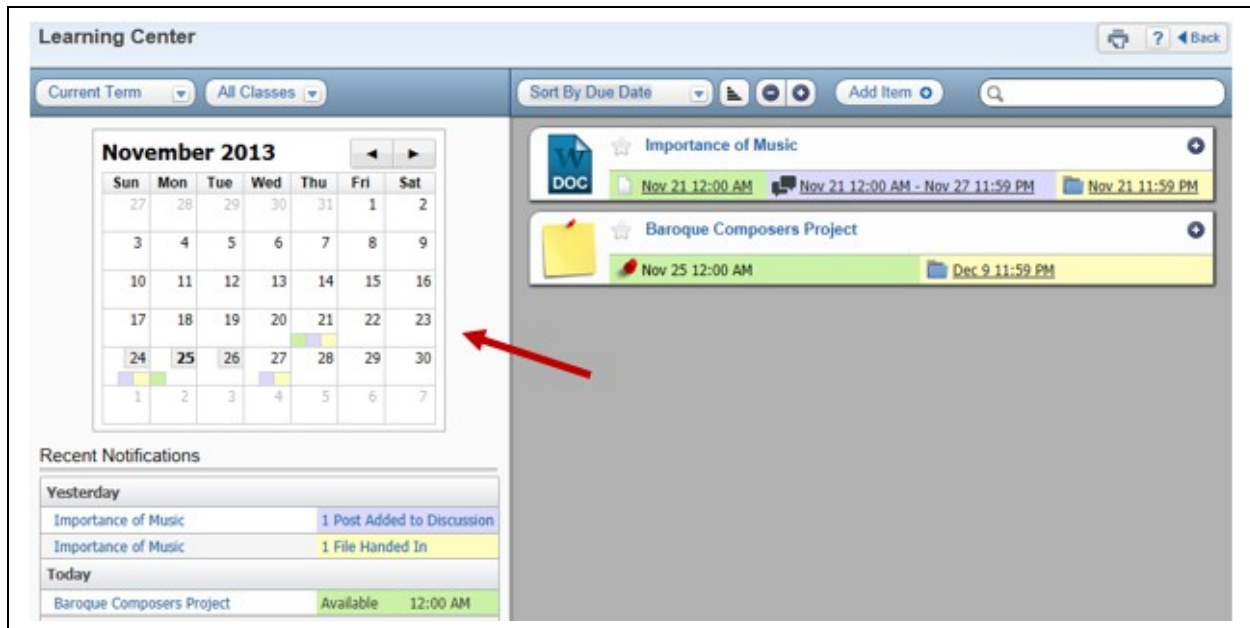
Calendar

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.

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

BETA

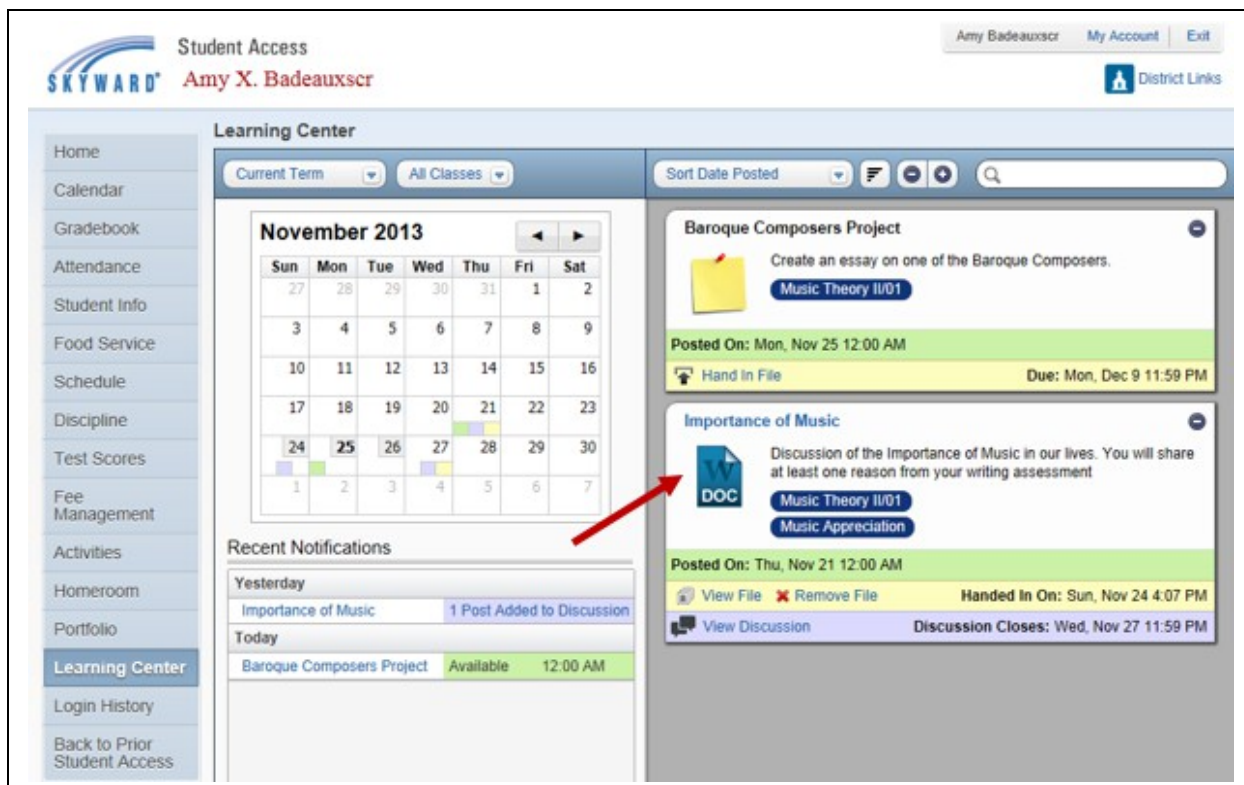** Denotes Required Field to save screen.   Page:37 of 44
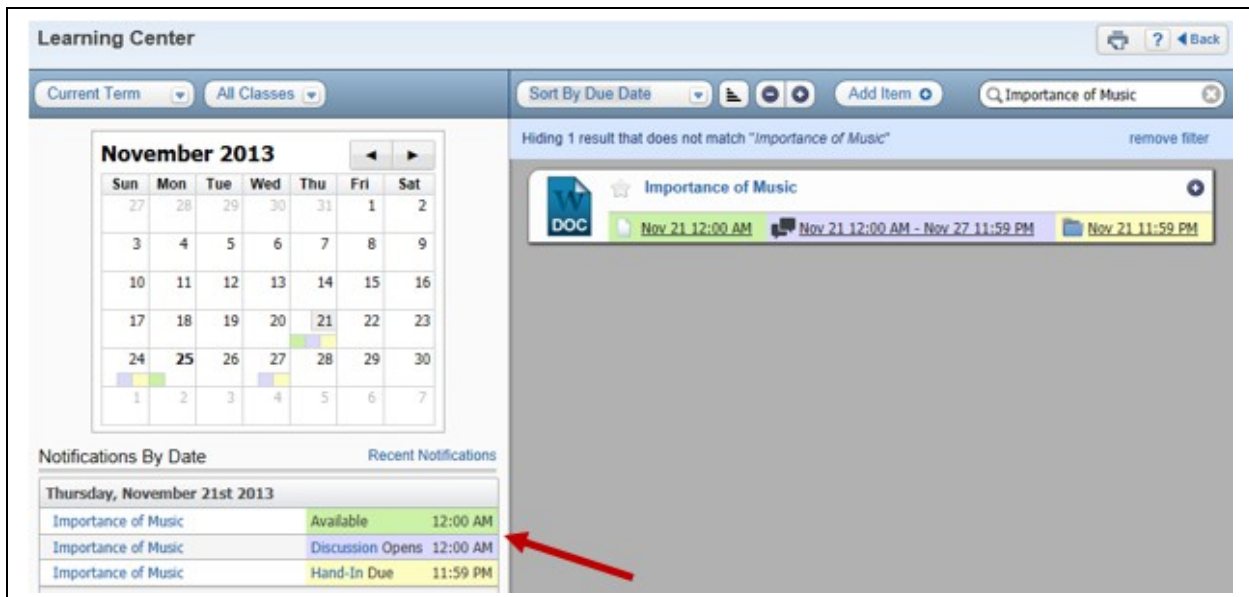
Recent Notifications

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.

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.

Student Access
Viewing the Attached File
Viewing/Posting a Comment to the Discussion
Digital Hand-In
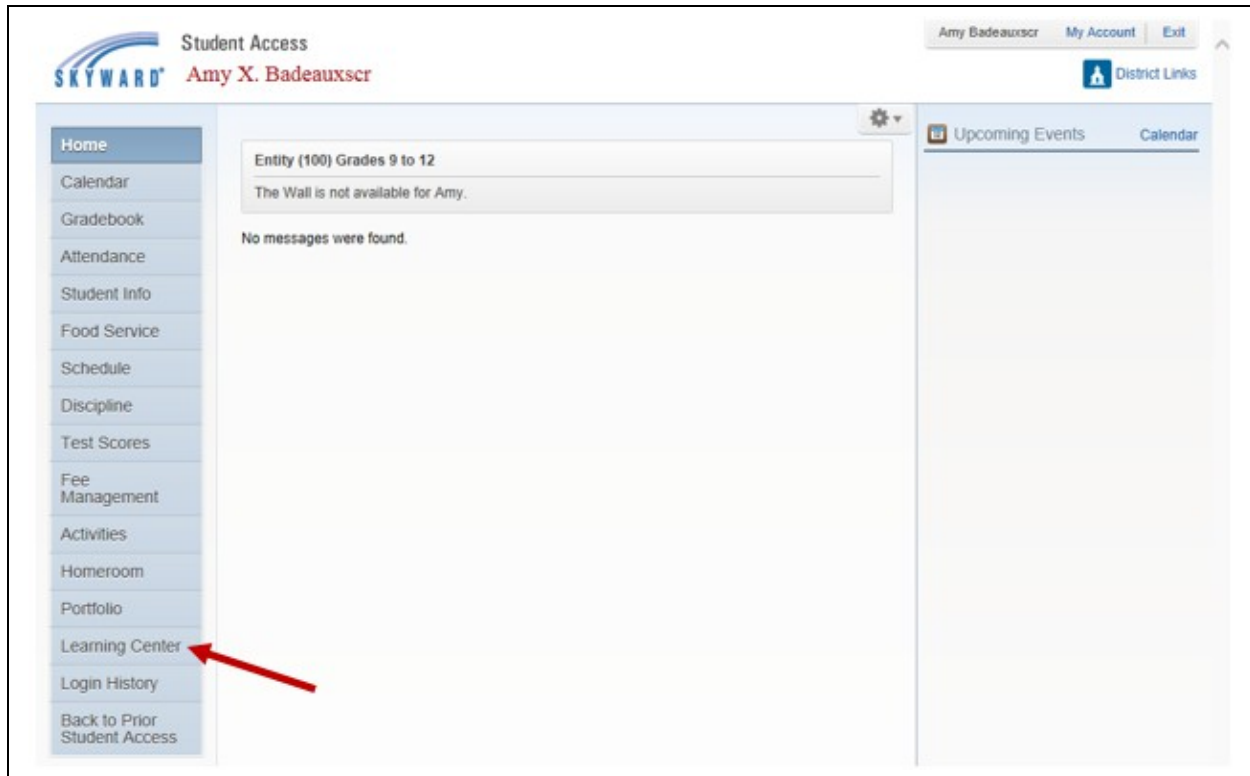
Students will click on **Learning Center** to access the files, discussions and digital hand-in. The name of the Learning Center in Student/Family Access depends upon the name entered in the **Learning Center District Setup**. Students must be in the **New Student/Family Access** to see the Learning Center.

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

BETA

** Denotes Required Field to save screen.   Page:39 of 44

Viewing the Attached File

Students can view the file attached to the Item by clicking on the file image.
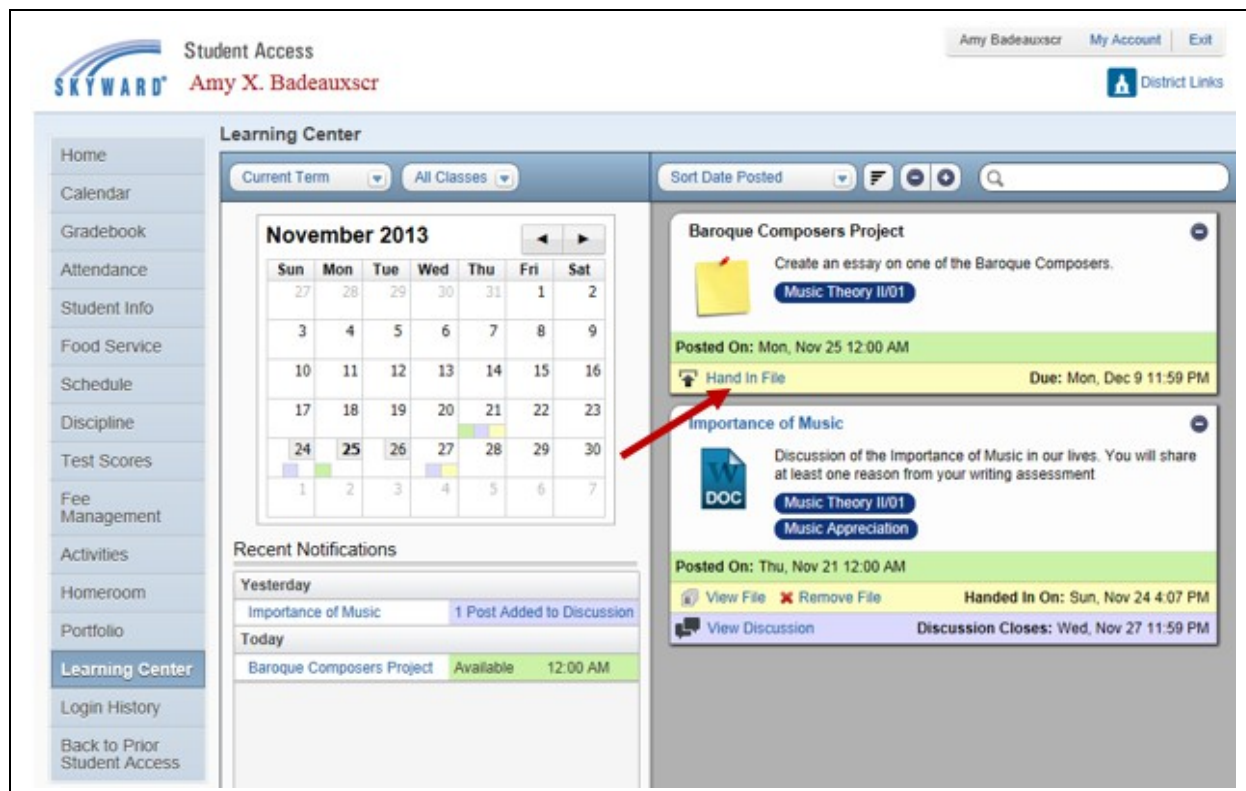
BETA Functionality described here may vary in availability depending upon your district/entity configuration.

BETA
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Viewing/Posting a Comment to the Discussion

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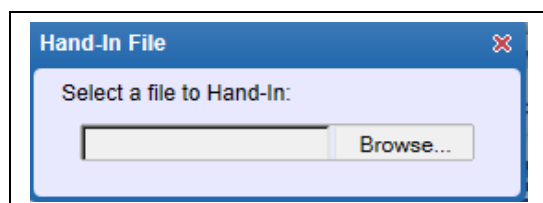
Student can view the discussion comments posted by other students and the teacher. They can click **Reply** to respond to the individual comment or they click **Add Comment**, to add a new comment to the discussion. Guardians can post a **Reply** or **Comment** if the entity has given access to the Course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

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

BETA

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Digital Hand-In

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

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

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

BETA
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View File

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.

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

BETA

** Denotes Required Field to save screen.   Page:43 of 44

Remove the File

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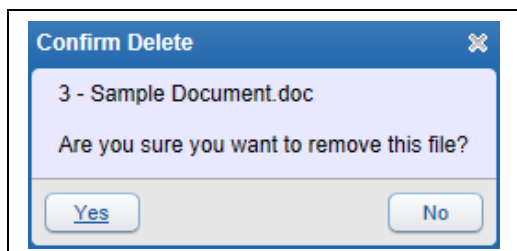
After the student clicks on the **Remove File** or **Red X**, they will receive a message confirming they want to remove the file.

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

BETA

** Denotes Required Field to save screen.   Page:44 of 44