



Course Learning Center

Overview

Setup of the Course Learning Center

- Security for Course Learning Center
- Course Learning Center Configuration
- Configure Student/Family Access

Course Learning Center in Educator Access Plus

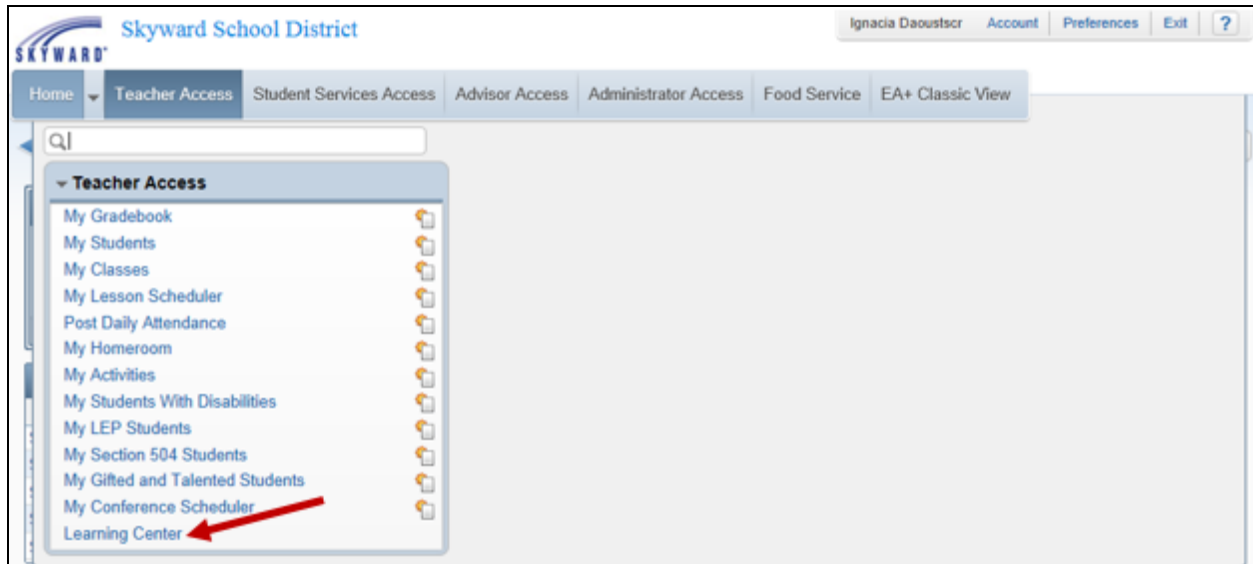
- Add Item
- Modification to Items
- Maintaining the Discussion and Digital Hand-In
- Additional Options within the Course Learning Center

Student Access

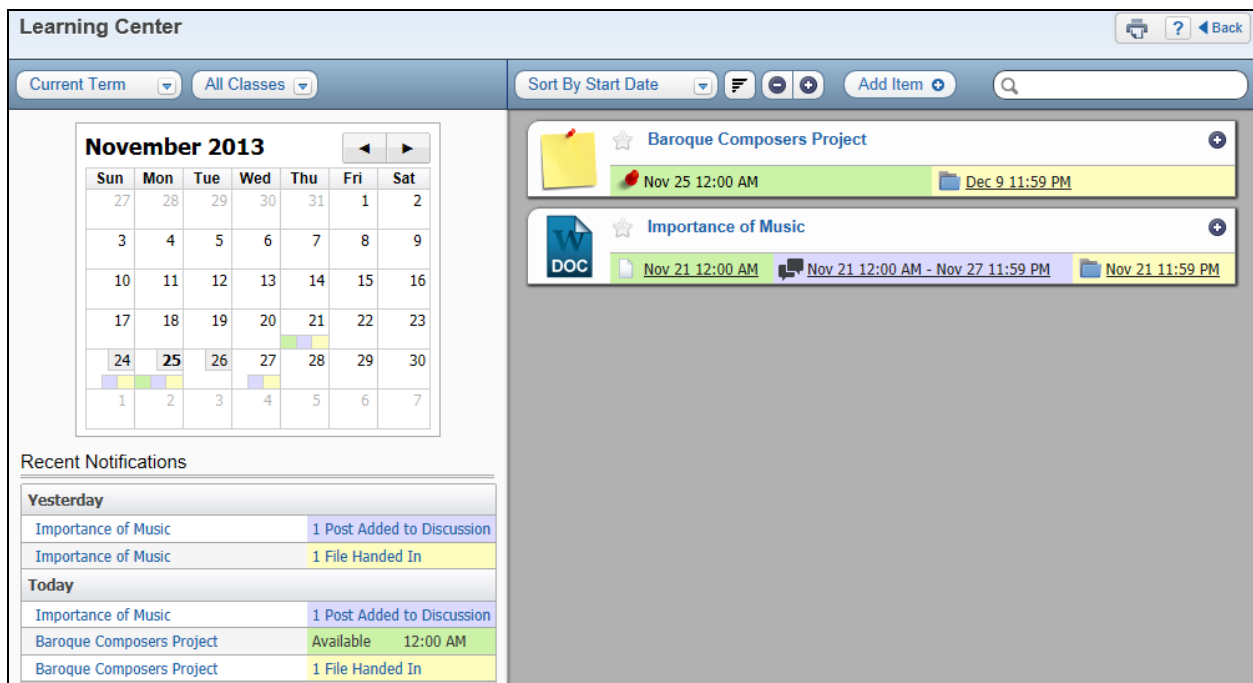
- Viewing the Attached File
- Viewing/Posting a Comment to the Discussion
- Digital Hand-In

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.

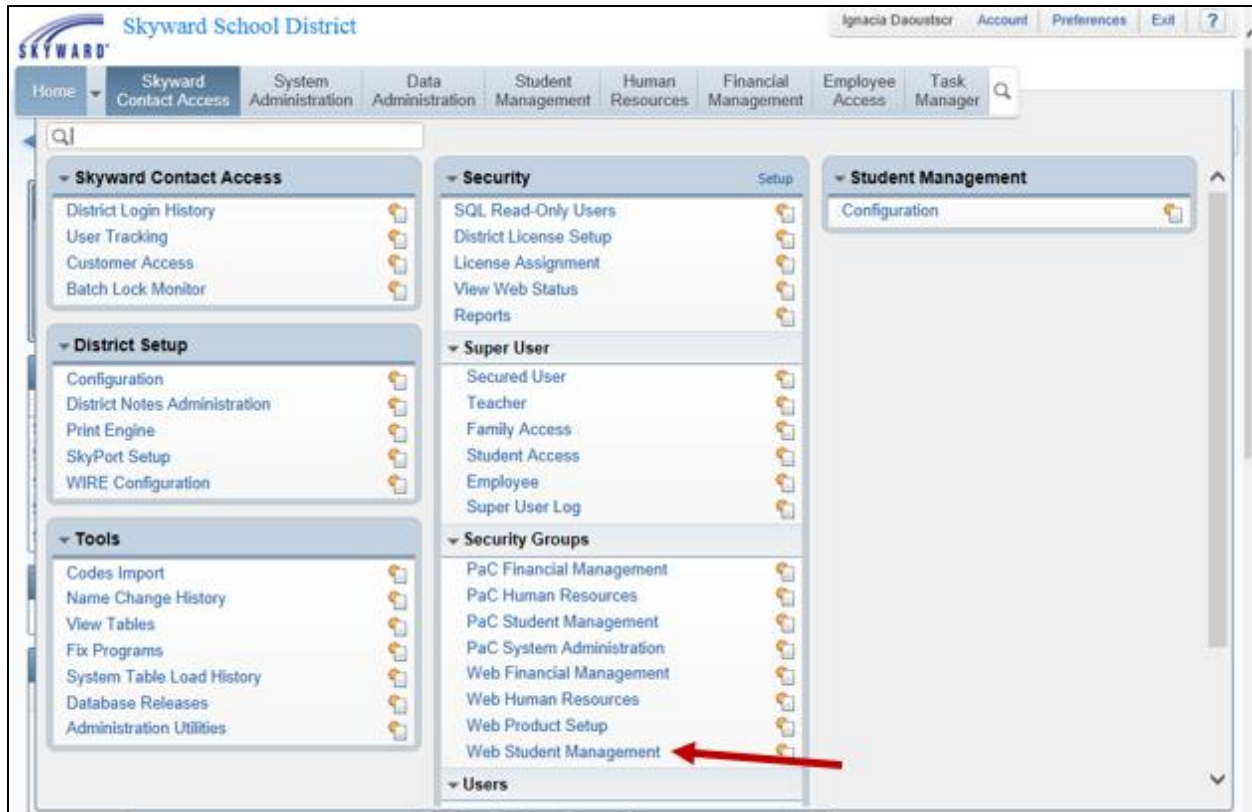
Setup of the Course Learning Center

Security for Course Learning Center

Course Learning Center Configuration

Configure Student Access

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.

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		☒
▶ 100	FEE MNGMNT	FEE MANAGEMENT	Internal & External	Active		☒
▶ 100	FS-YRESKY	PaC to Web Clone	Internal & External	Active		☒
▶ 100	FS-YRESKY1	PaC to Web Clone	Internal & External	Active		☒
▶ 100	FSDIR	FOOD SERVICE DIRECTOR	Internal & External	Active		☒
▶ 100	GRADING	GRADING	Internal & External	Active		☒
▶ 100	GUIDANCE	GUIDANCE	Internal & External	Active		☒
▶ 100	Health	Health	Internal & External	Active		☒
▶ 100	HRnosecnote	HRnosecnotes	Internal & External	Active		☒
▶ 100	HSPRINCPL	HSPRINCIPAL	Internal & External	Active		☒


10 records displayed Entity, Group ID:

Buttons: Add, Edit, Clone to Entities, Clone to Group IDs, Delete, Edit Security Levels, 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

WSIWA - 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.

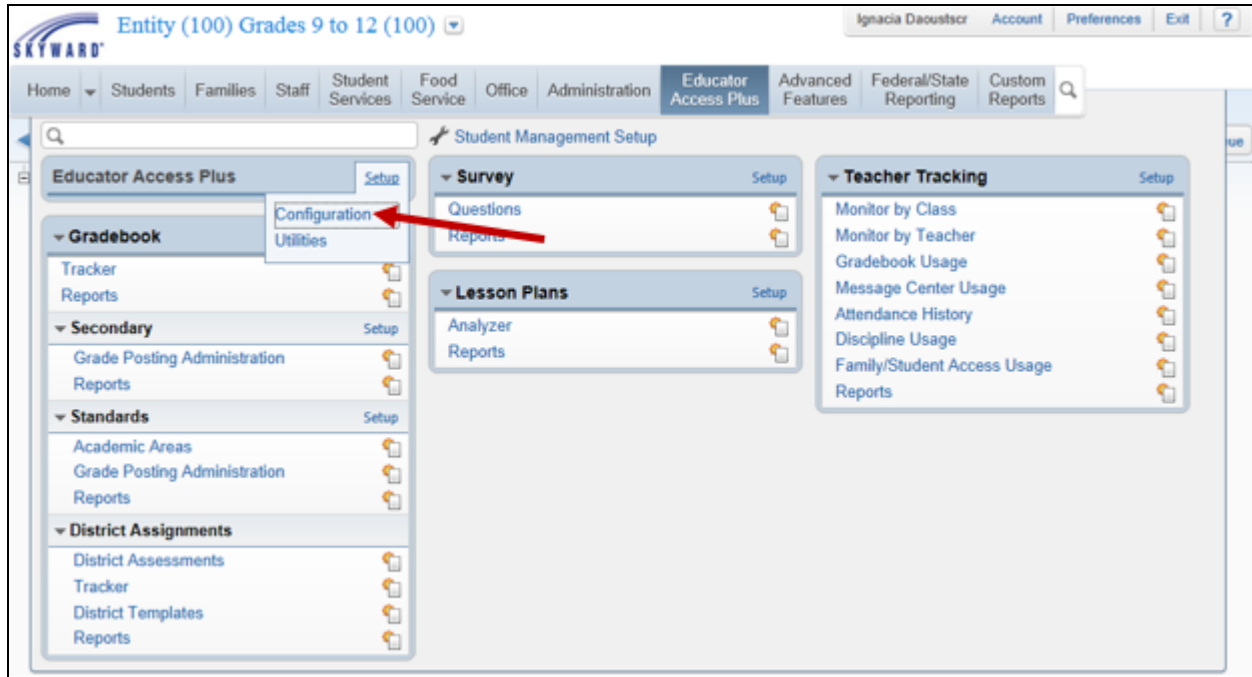
Security can be assigned to the Learning Center with the menu path of **WA\EP\TA\LC**.

Course Learning Center Configuration

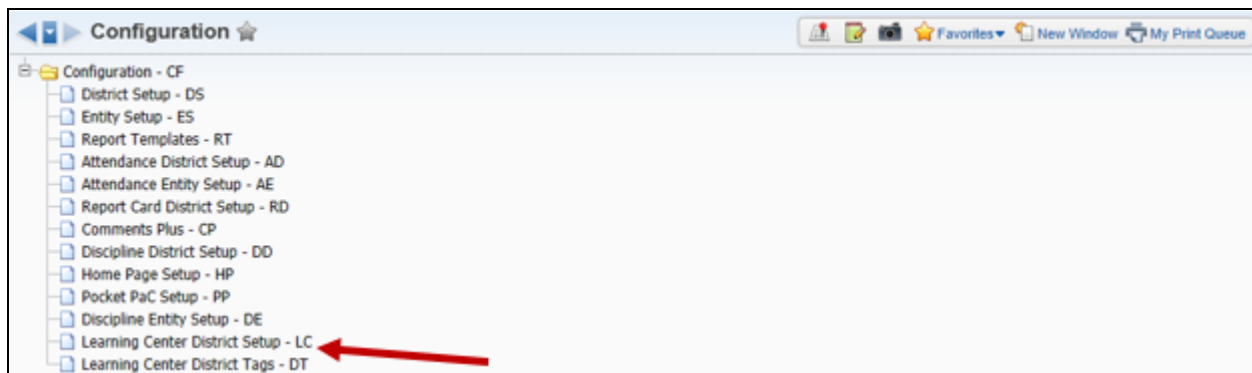
Learning Center District Setup

Learning Center District Tags

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

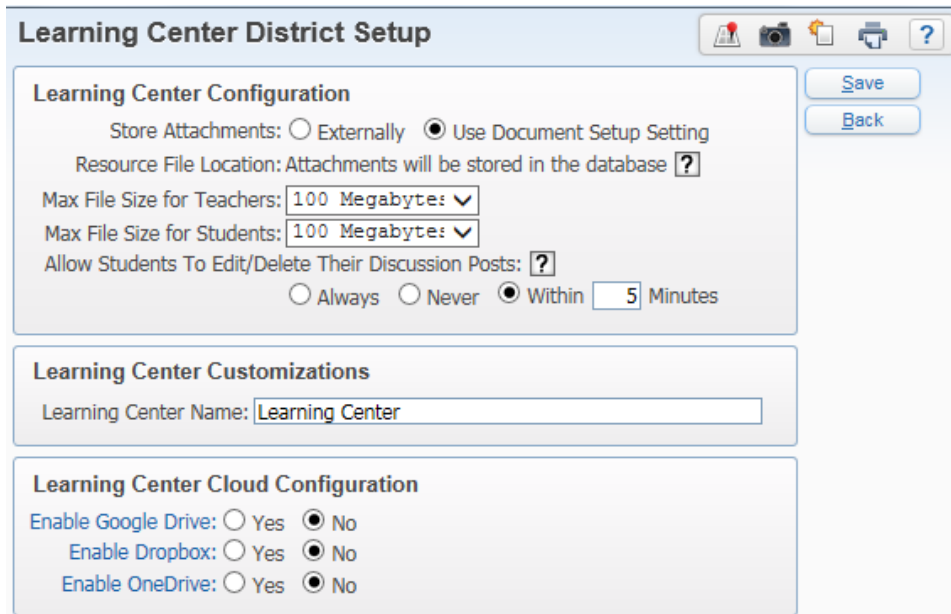


The Course Learning Center Configuration can be found by navigating to Student Management > Educator Access Plus > Educator Access Plus > Setup > Configuration.



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

Learning Center District Setup



Learning Center District Setup

Learning Center Configuration

Store Attachments: Externally Use Document Setup Setting

Resource File Location: Attachments will be stored in the database ?

Max File Size for Teachers: 100 Megabyte

Max File Size for Students: 100 Megabyte

Allow Students To Edit/Delete Their Discussion Posts: ?

Always Never Within 5 Minutes

Learning Center Customizations

Learning Center Name: Learning Center

Learning Center Cloud Configuration

Enable Google Drive: Yes No

Enable Dropbox: Yes No

Enable OneDrive: Yes No

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

Learning Center Configuration

- **Store Attachments:** - Use Document Setup Setting radio button will read the Attachment Setup area on the Document Setup page.
- **Resource File Location** – This is the storage location for teachers when they select the option to “Upload to District Server.” This is where all of the student attachments for the Course Learning Center are stored. Navigate to Product Setup > System Administration > Document Management > Document Setup for attachment setup; realize however, that this setting may affect all attachments in the Student database, depending on what is changed.
- **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 set 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 set 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.



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

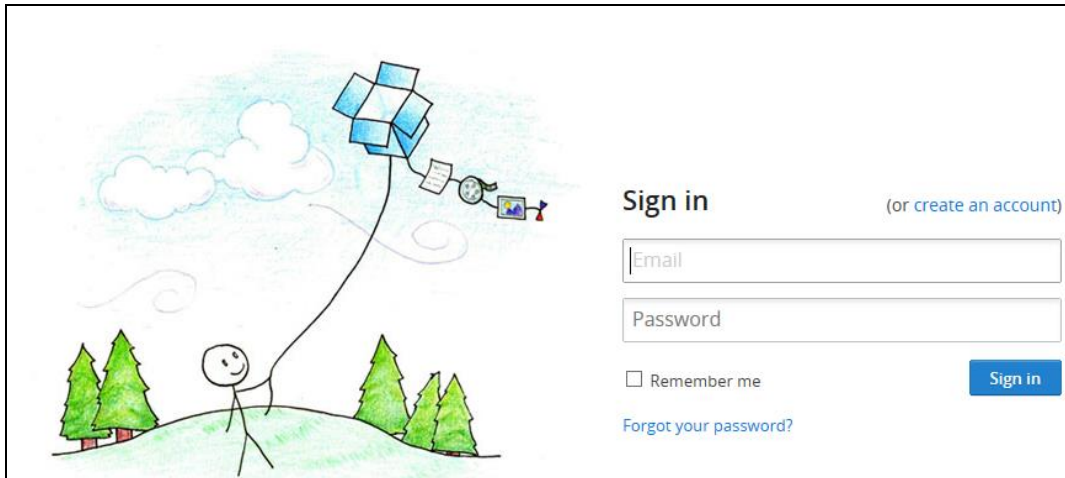


- Enable Dropbox** – This option allows you to use Dropbox, which a file storage system. If this option is set up, teachers can select to “Use Dropbox” when attaching a file to an item.

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.



- **Enable OneDrive** – This option allows you to use OneDrive for cloud storage for teachers. If this option is setup, teachers can select to “Use OneDrive” when attaching a file to an item

Learning Center Cloud Configuration

Enable Google Drive: Yes No

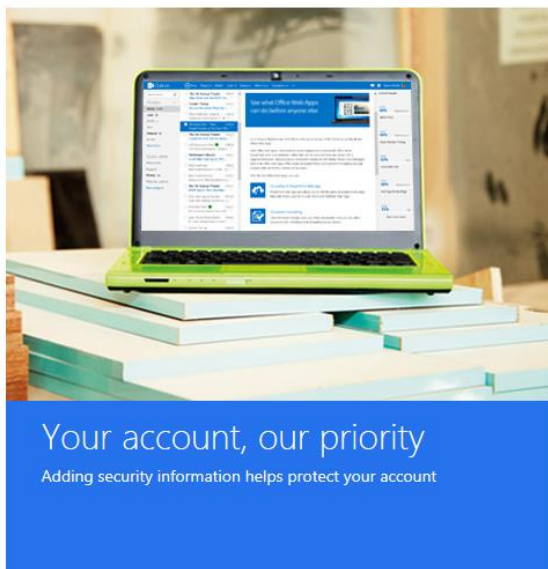
Enable Dropbox: Yes No

Enable OneDrive: Yes No

Client ID:

Redirect URL: ?

If you choose Enable OneDrive, you can enter the **Client ID** and the **Redirect URL**. When you click on the words, **Enable OneDrive**, it will take you to the sign-in page of OneDrive.



Sign in

Microsoft account [What's this?](#)

Keep me signed in

[Sign in](#)

[Can't access your account?](#)

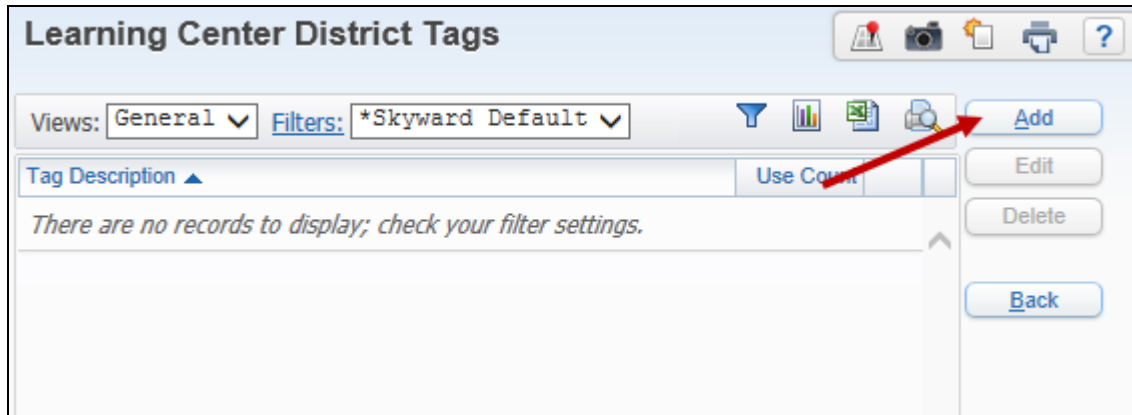
[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

Please contact Skyward IT Services at 1-800-236-0001 if you have questions or would like assistance with the Attachment Storage or Cloud Storage Setup.

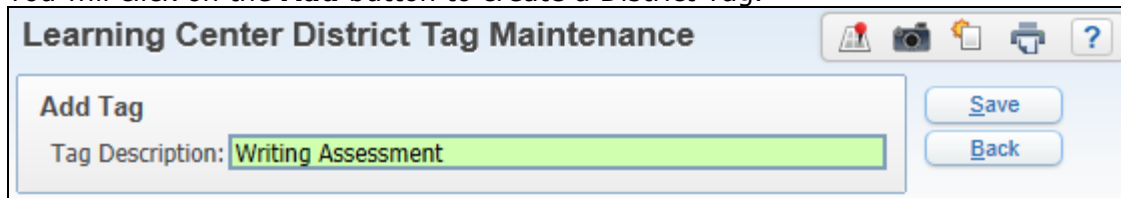
Learning Center District Tags

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.



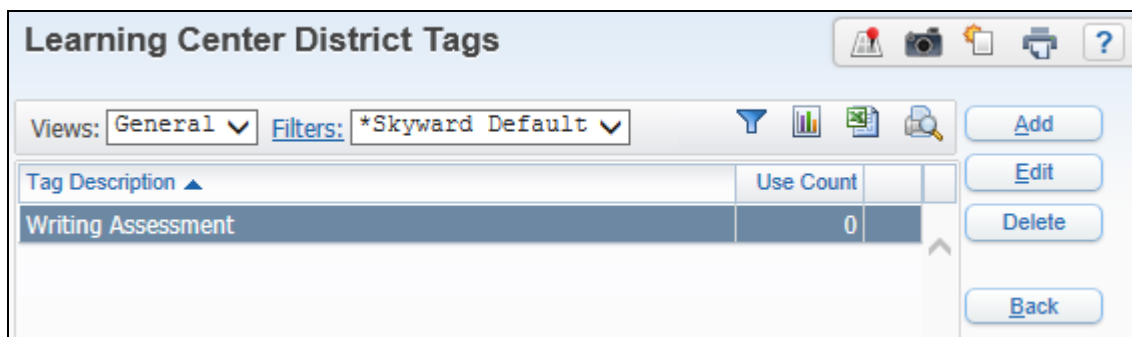
The Learning Center District Tags can be created by going to Student Management > Educator Access Plus > Educator Access Plus > Configuration.

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.



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

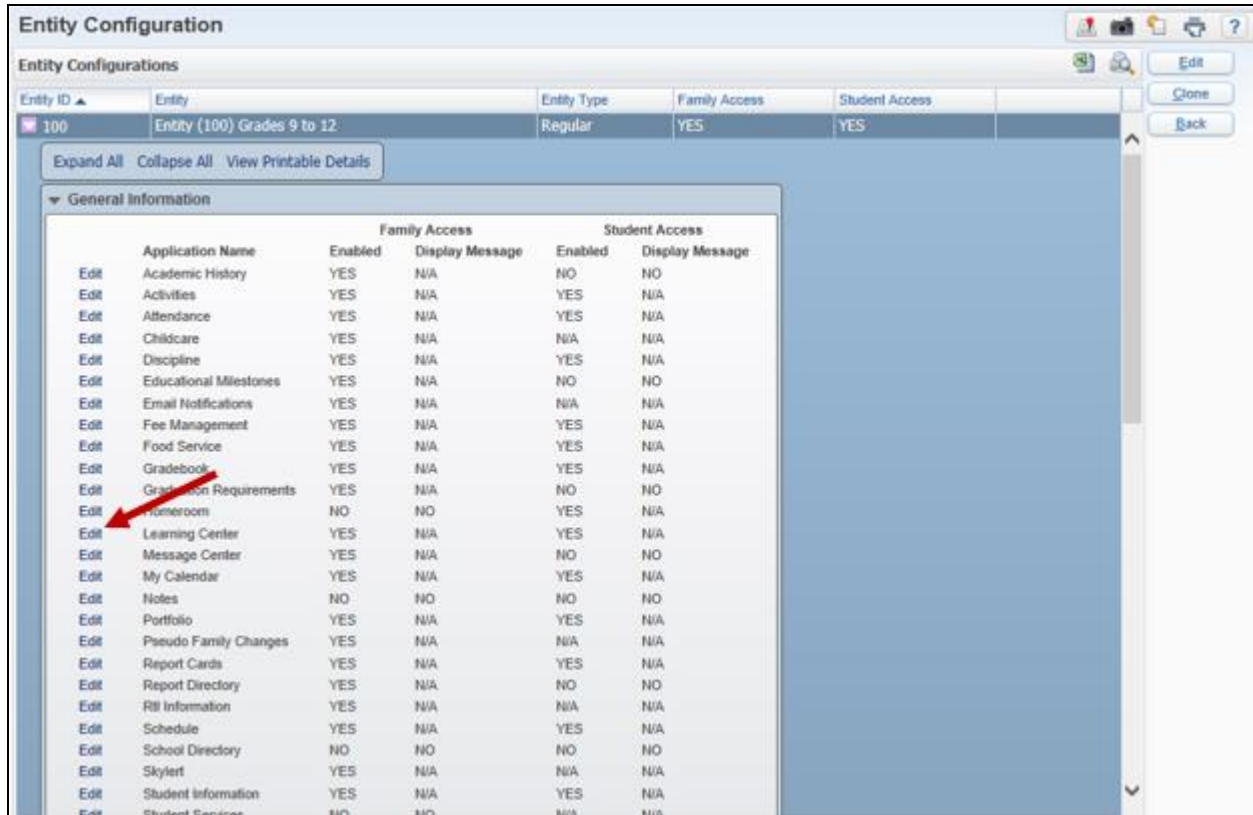
Before students can view the attached files, view/create comments for discussions or use the digital hand-in, you must allow them access to this area in Student Access.



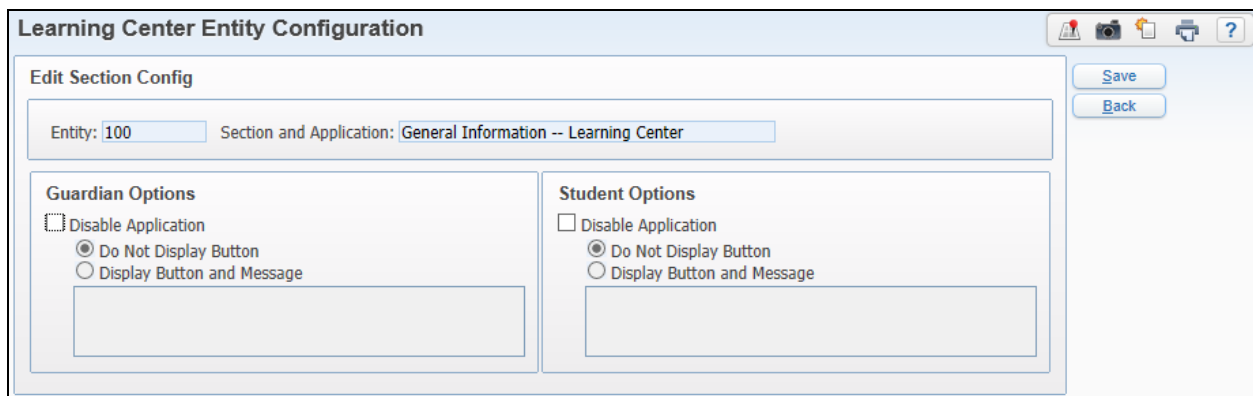
You will navigate to Student Management > Students > Student Access > Setup > Configuration.



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.



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.

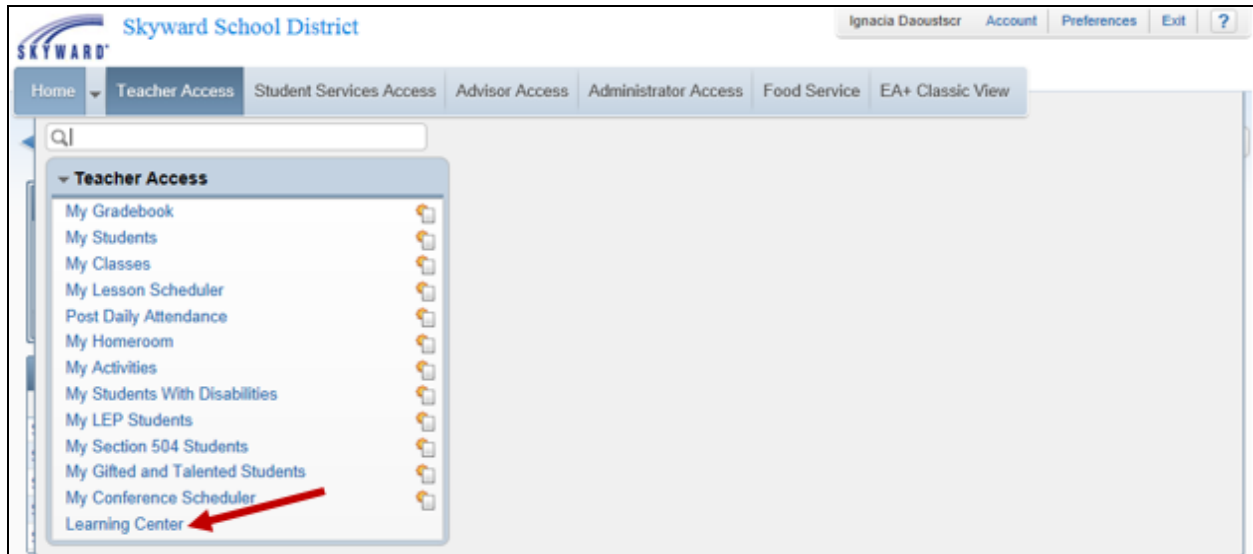
Course Learning Center in Educator Access Plus

Add Item

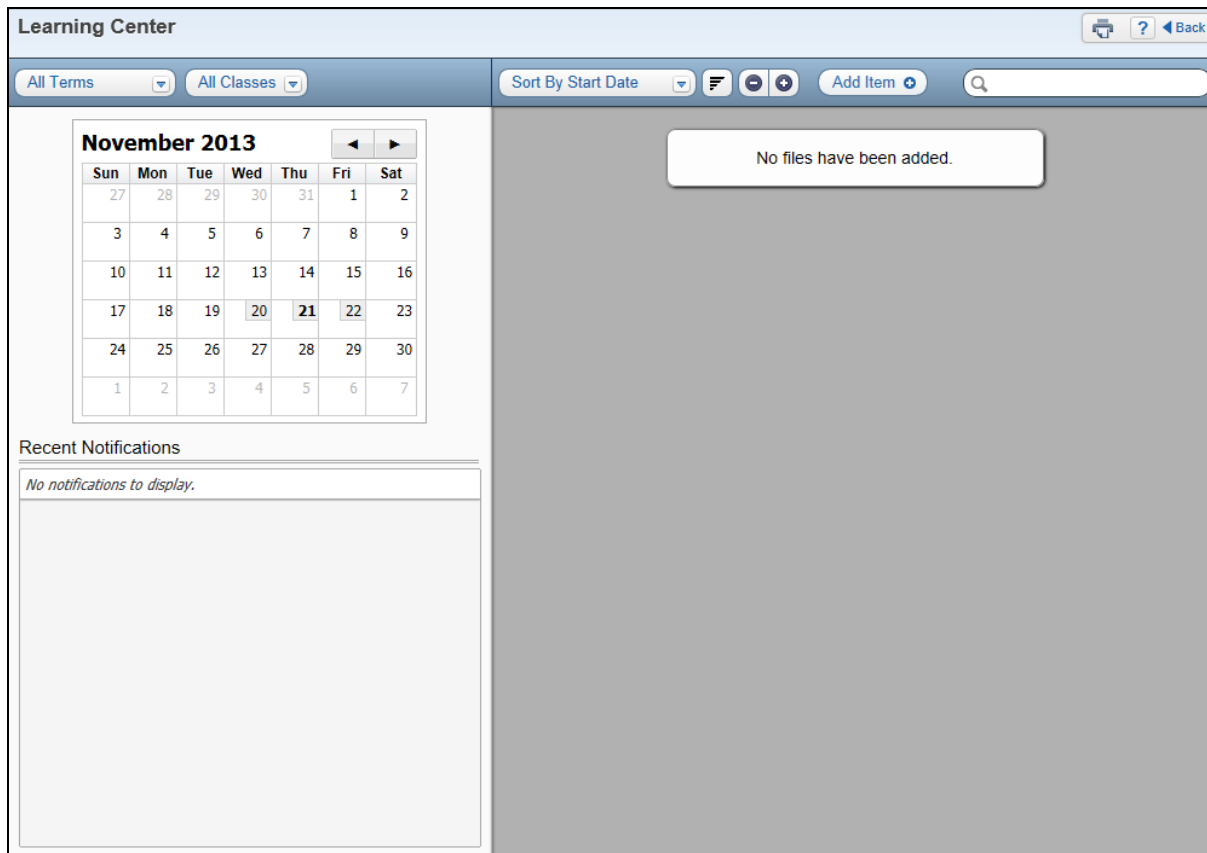
Modifications to Items

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

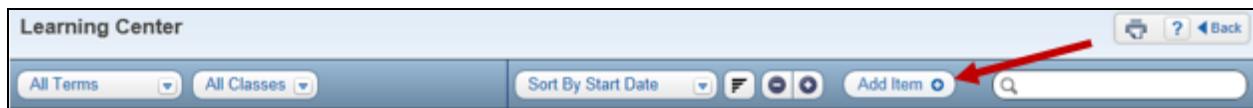
Item

Add Attachment

Classes/Tags

Student Access

Link to Gradebook



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

Add Item

Item

Name:

Description:

View Style Toolbar: ▾

Review all attachments and then post to the discussion board.

Attachments [Add Attachment](#)

graph.pdf	remove
https://www.youtube.com/watch?v=GmMX3-nTWbE	remove

Classes / Tags

Classes: [Add All Classes](#)

Algebra I S1/1-1 ✕

Tags:

Equations ✕

Student Access

Make Available:

Allow Discussion ?

Discussion Start:

Discussion End:

Excluded Students: 0 students excluded from discussion

Allow Digital Hand-In ?

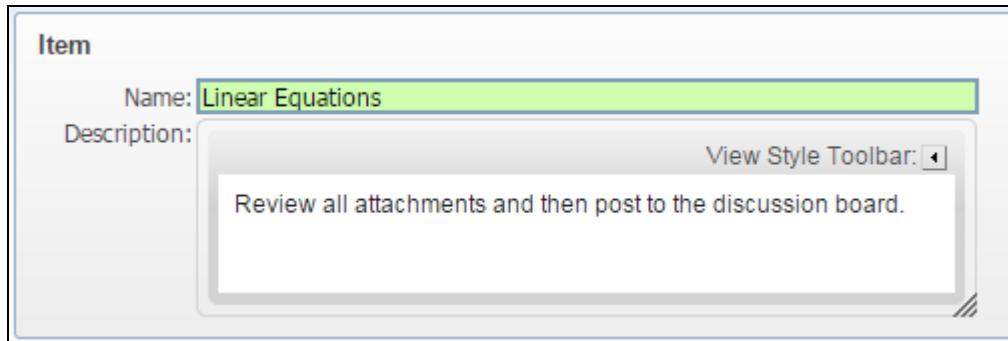
Due Date:

Disable Hand-In:

of Files to Allow: *Enter 0 to allow an unlimited number of files*

The Add Item allows you to create a **Discussion** and/or **Digital Hand-In** for your class(es). Each Item can have attachments included with it but they are not required, and you can include any number of attachments from different sources.

Item



Item

Name: Linear Equations

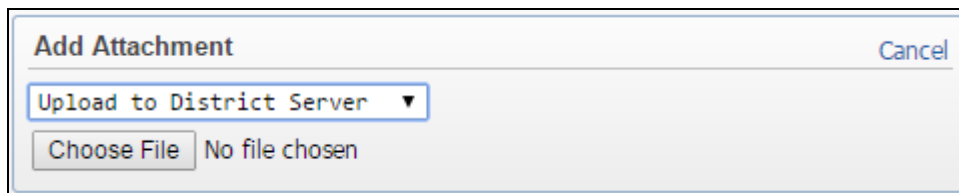
Description: Review all attachments and then post to the discussion board.

View Style Toolbar: ▾

- ****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.

Add Attachment

First you will need to select where to connect to a file that will be available in Student Access.



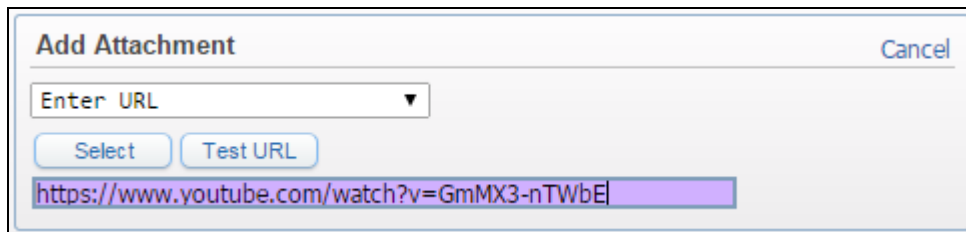
Add Attachment Cancel

Upload to District Server ▾

Choose File No file chosen

- **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, it will automatically be uploaded. You can then click on the file name to view it or use the **Remove** link to delete it.

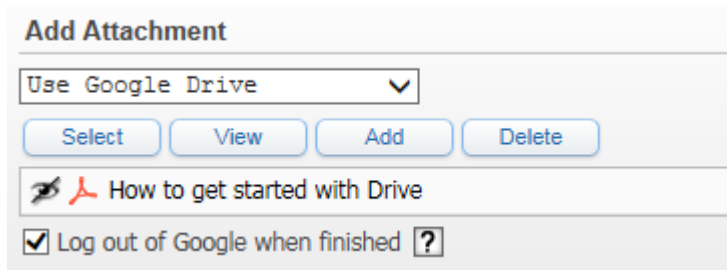
- **Enter URL** – When you select this option, you can enter the URL of the Web page you want the students to access.



The screenshot shows the 'Add Attachment' dialog box. At the top right is a 'Cancel' button. Below the title bar is a dropdown menu with 'Enter URL' selected. Underneath are two buttons: 'Select' and 'Test URL'. A text input field contains the URL 'https://www.youtube.com/watch?v=GmMX3-nTWbE'.

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

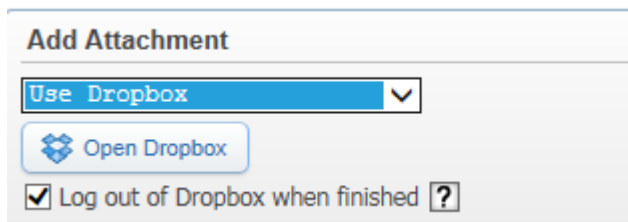
- **Use Google Drive** – This options allows you to select a file from your Google Drive.



The screenshot shows the 'Add Attachment' dialog box. The dropdown menu is set to 'Use Google Drive'. Below it are four buttons: 'Select', 'View', 'Add', and 'Delete'. There is a link with a red icon and the text 'How to get started with Drive'. At the bottom, there is a checked checkbox labeled 'Log out of Google when finished' with a help icon.

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.

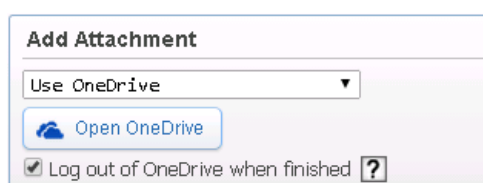
- **Use Dropbox** – When this option is selected, it allows you to select a file from your Dropbox.



The screenshot shows the 'Add Attachment' dialog box. The dropdown menu is set to 'Use Dropbox'. Below it is a button labeled 'Open Dropbox'. At the bottom, there is a checked checkbox labeled 'Log out of Dropbox when finished' with a help icon.

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.

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

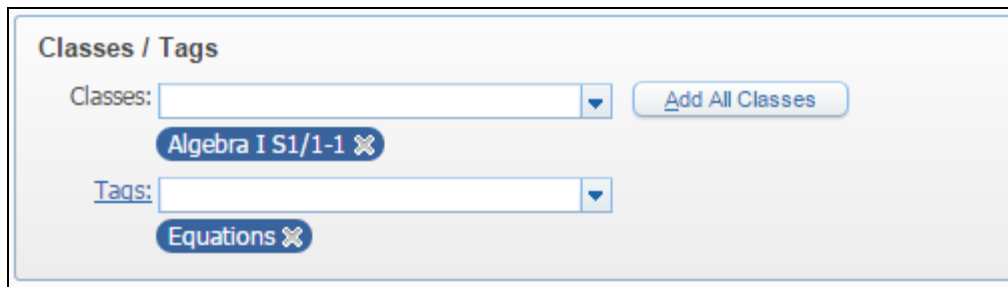


The screenshot shows the 'Add Attachment' dialog box. The dropdown menu is set to 'Use OneDrive'. Below it is a button labeled 'Open OneDrive'. At the bottom, there is a checked checkbox labeled 'Log out of OneDrive when finished' with a help icon.

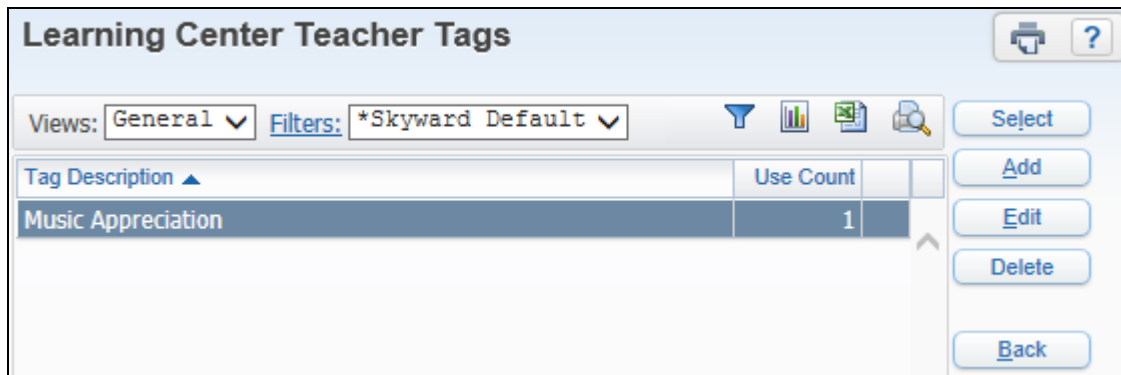
You will click on the **Open OneDrive** to login to your OneDrive. After you log in, you will select any file that you have in your OneDrive. Once you locate the file, you will click on the **Select** button.

Classes/Tags

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

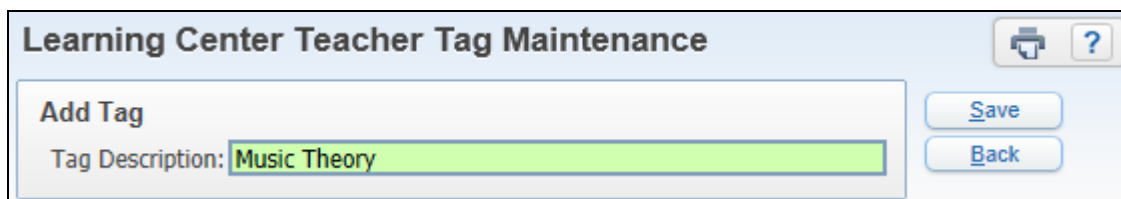


- **Classes** – You must attach at least one class to your item. If you selected a class on the main screen of the Course Learning Center, the class will automatically be attached to the item. You can select additional classes by using the Classes drop-down menu. If all of your classes will have this 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.



Tag Description ▲	Use Count
Music Appreciation	1

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



- **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.

Student Access

Make Available: 11/19/2014 Wednesday 07:00 AM

Allow Discussion

Discussion Start: 11/19/2014 Wednesday 07:00 AM

Discussion End: 11/28/2014 Friday 05:00 PM

Excluded Students: 0 students excluded from discussion

Allow Digital Hand-In

Due Date: 05:00 PM

Disable Hand-In: 05:00 PM

of Files to Allow: *Enter 0 to allow an unlimited number of files*

- **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.
- **Excluded Students** – Click the link to select students that will not be allowed to participate in the Discussion.
- **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.

Link to Gradebook

Link to Gradebook

Do Not Link
 Link to New Assignment
 Link to Existing Assignment

This allows you to associate the Item to an Assignment within one or more of the class Gradebooks.

- **Link to New Assignment** – Use this option to create a new assignment that the Item is attached to.

Link to Gradebook

Do Not Link
 Link to New Assignment
 Link to Existing Assignment

Link to Assignment in Which Classes

Algebra I S1/1-1

New Assignment Setup

Due Date:
 Assign Group:

Category:

Max Score:
 Weight:

In the **Link to Assignment in Which Classes** area, select the classes that the new Assignment will be created in from the list of courses the Item is attached in the Classes/Tags area. You can then enter in the other Assignment details in the **New Assignment Setup** area.

- **Link to Existing Assignment** – Use this option to connect the Item to an assignment that already exists in the course(s) Gradebooks.

Link to Gradebook

Do Not Link
 Link to New Assignment
 Link to Existing Assignment

Link to Assignment in Which Classes

Algebra I S1/1-1

In the Link to Assignment in Which Classes area, select the classes to which the Item will be attached. Then click on the **Choose Assignment** button for each class the Item will be attached to.

Link Assignment from Algebra I S1 / 1-1 Print ? Back

Assessment 1
 Due: 09/09/14 40 points [Assignments](#)

Project 1
 Due: 09/24/14 100 points [Assignments](#)

CH 3 Test
 Due: 10/03/14 100 points [Tests](#)

Click on the Assignment you wish to connect to the Item.

Link to Assignment in Which Classes

Algebra I S1/1-1 [Assessment 1](#)

You can then see the attached assignment for that course.

Modifications to Items

Learning Center Print ? Back

Current Year: ▼ Classes: ▼ Tags: ▼ Sort By Start Date: ▼ Add Item

November 2014 ◀ ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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

Recent Notifications

Yesterday		
Linear Equations	Available	7:00 AM
Linear Equations	Discussion Opens	7:00 AM

Linear Equations [Edit](#)

○ Available Closes in 8 Days Due Today

You can modify an existing item by clicking on the **Edit** link.

Edit Item

Item

Name:

Description:

View Style Toolbar: ▾

Review all attachments and then post to the discussion board.

Attachments

graph.pdf	<input type="button" value="remove"/>
https://www.youtube.com/watch?v=GmMX3-nTWbE	<input type="button" value="remove"/>

Classes / Tags

Classes:

Algebra I S1/1-1 ✕

Tags:

Equations ✕

Student Access

Make Available: **Wednesday**

Allow Discussion

Discussion Start: **Wednesday**

Discussion End: **Friday**

Excluded Students: 0 students excluded from discussion

Allow Digital Hand-In

Due Date: **Thursday**

Disable Hand-In: **Friday**

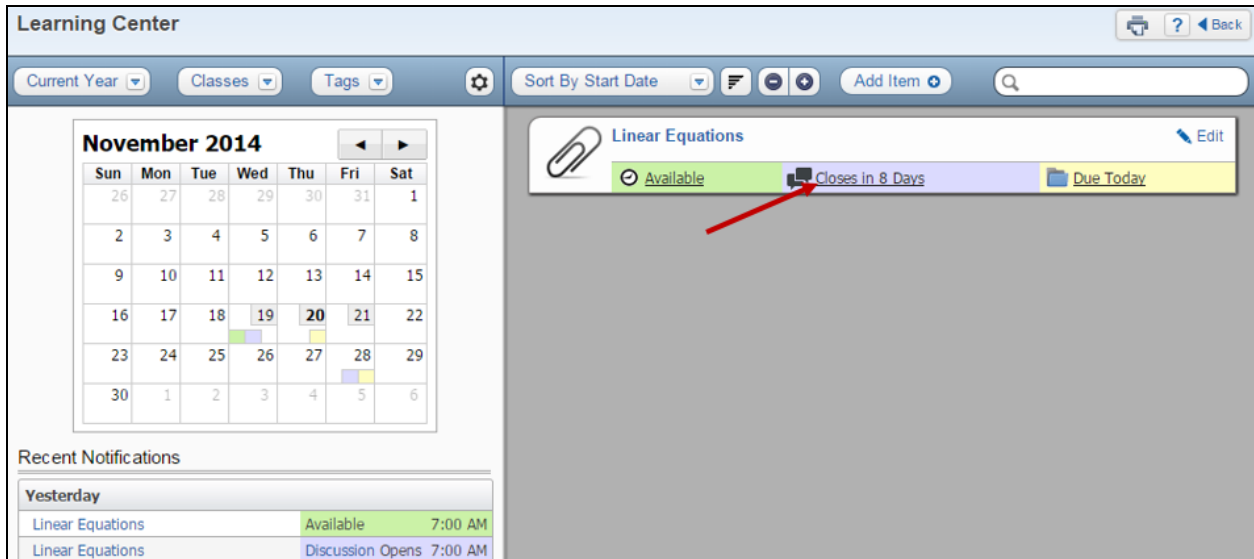
of Files to Allow: *Enter 0 to allow an unlimited number of files*

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.

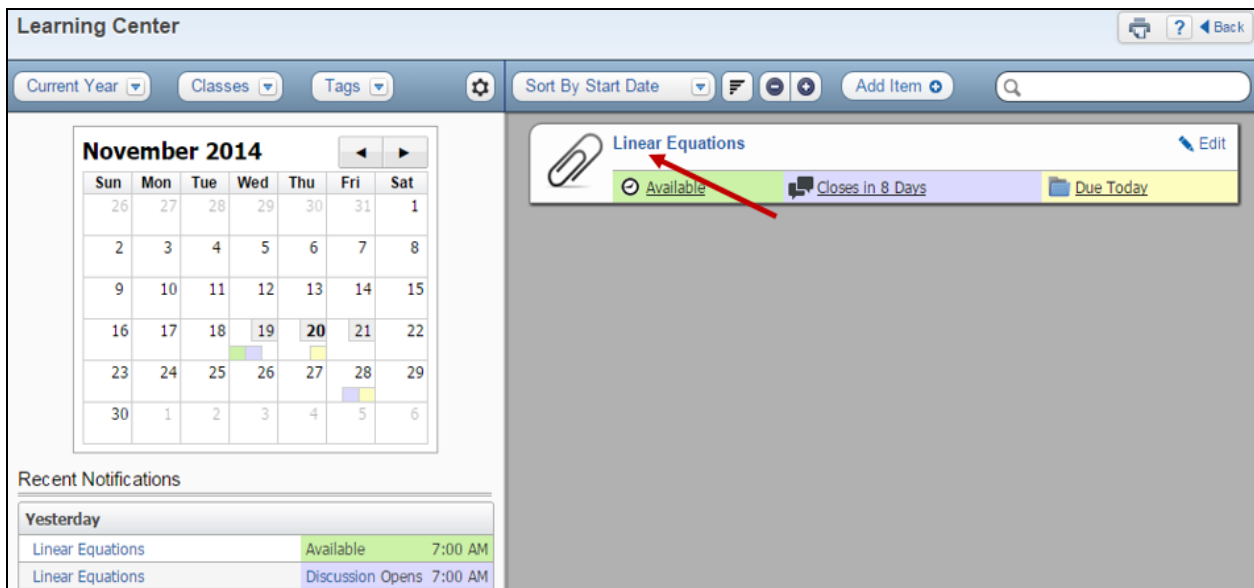
Maintaining the Discussion and Digital Hand-In

[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-in, is by clicking on the item heading or the attachment icon to expand the item.

Learning Center

Current Year: [Dropdown] Classes: [Dropdown] Tags: [Dropdown] Sort By Start Date [Dropdown] Add Item [Button]

November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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

Linear Equations

Review all attachments and then post to the discussion board.

Attach: [graph.pdf](#) <https://www.youtube.com/watch?v=GmMX3...>

Classes: [Algebra I S1/1-1](#)

Tags: [Equations](#)

- Available: Wed, Nov 19 7:00 AM [Download History](#)
- Discussion: Wed, Nov 19 7:00 AM - Fri, Nov 28 5:00 PM [View Discussion](#)
- Hand-In Due: Thu, Nov 20 5:00 AM [Fri, Nov 28 5:00 PM] [Student Files](#)

Recent Notifications

Yesterday

Linear Equations	Available	7:00 AM
Linear Equations	Discussion Opens	7:00 AM

After expanding the item, you will be able to see its information and you can click on either the **Download History**, **View Discussion**, and/or **Student Files**.

Download History

Learning Center

Current Year: [Dropdown] Classes: [Dropdown] Tags: [Dropdown] Sort By Start Date [Dropdown] Add Item [Button]

November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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

Linear Equations

Review all attachments and then post to the discussion board.

Attach: [graph.pdf](#) <https://www.youtube.com/watch?v=GmMX3...>

Classes: [Algebra I S1/1-1](#)

Tags: [Equations](#)

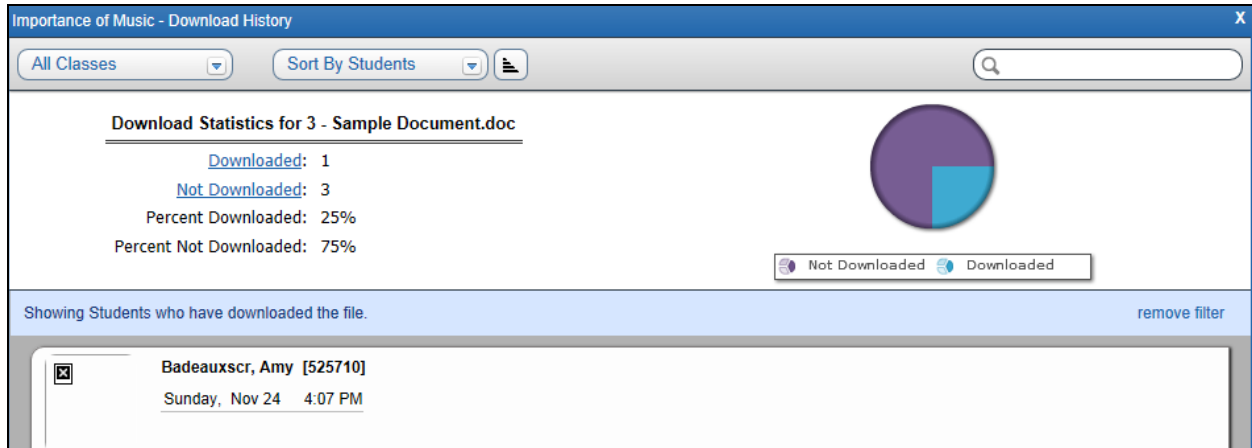
- Available: Wed, Nov 19 7:00 AM [Download History](#)
- Discussion: Wed, Nov 19 7:00 AM - Fri, Nov 28 5:00 PM [View Discussion](#)
- Hand-In Due: Thu, Nov 20 5:00 AM [Fri, Nov 28 5:00 PM] [Student Files](#)

Recent Notifications

Yesterday

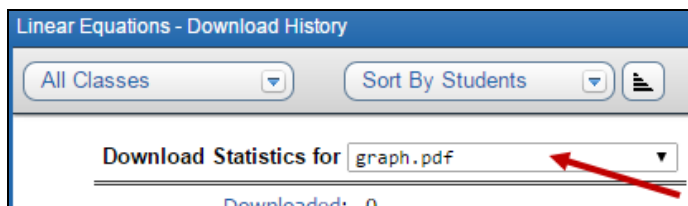
Linear Equations	Available	7:00 AM
Linear Equations	Discussion Opens	7:00 AM

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



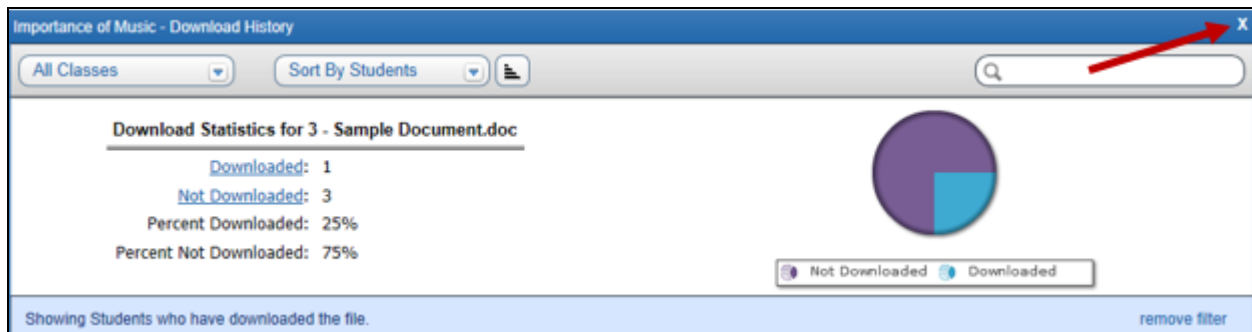
The Download History displays the percentage of students who have and have not downloaded the files attached to the item.

- **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.
- **File Selection** – If you have attached more than one file, you will be able use a selection field to view the Download Statistics for that individual file.



- **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 2014. On the right, under the heading 'Linear Equations', there is a list of events:

- Available:** Wed, Nov 19 7:00 AM (with a 'Download History' link)
- Discussion:** Wed, Nov 19 7:00 AM - Fri, Nov 28 5:00 PM (with a 'View Discussion' link highlighted by a red arrow)
- Hand-In Due:** Thu, Nov 20 5:00 AM [Fri, Nov 28 5:00 PM] (with a 'Student Files' link)

Below the calendar is a 'Recent Notifications' section with the following entries:

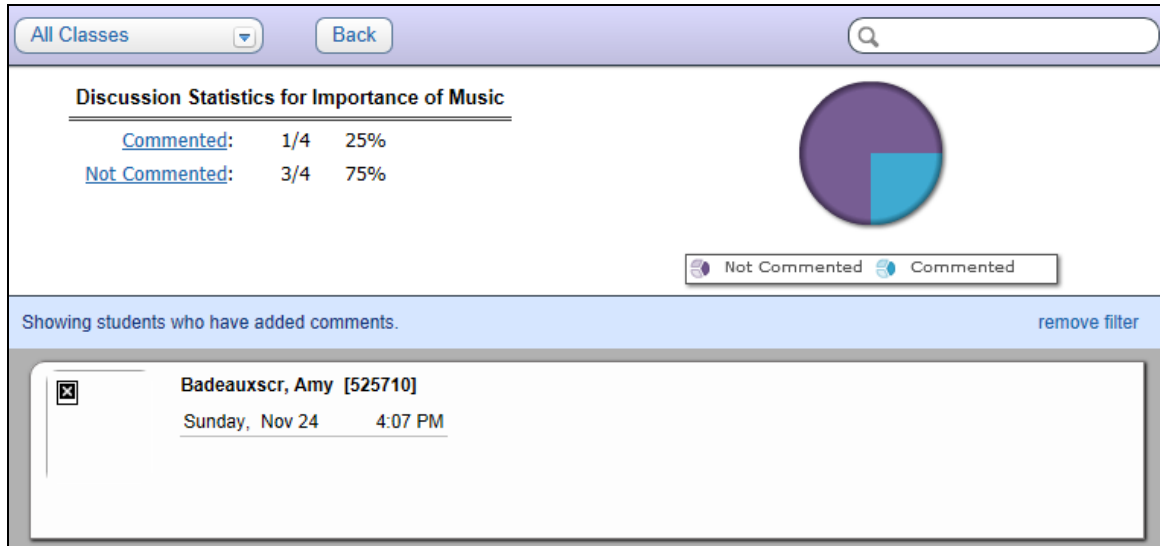
Yesterday		
Linear Equations	Available	7:00 AM
Linear Equations	Discussion Opens	7:00 AM

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

The screenshot shows the 'Importance of Music - Discussion' page. At the top, there are buttons for 'Discussion Stats' and 'Refresh'. Below that is a comment from Amy Badeauxscr, posted on Sunday, Nov 24 04:07 PM, with the text 'Music makes you more creative.' and a 'Delete' link. Below the comment is a 'Reply' button and an 'Add Comment' button.

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

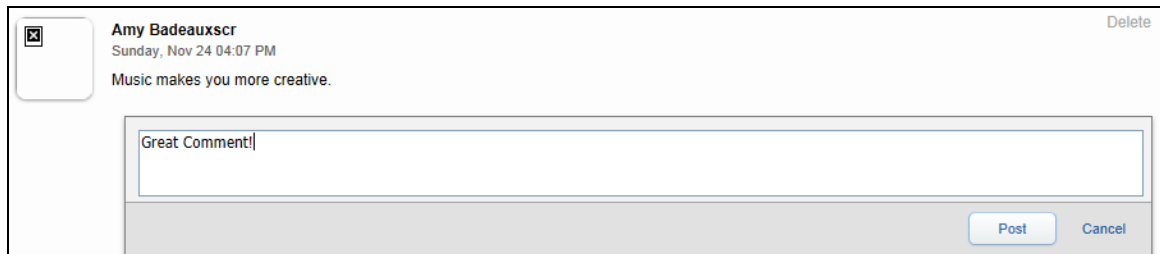
- **Discussion Stats** – This option allows you to view the percentage of students who have and have not created a comment for the discussion.



- **All Classes** – 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.

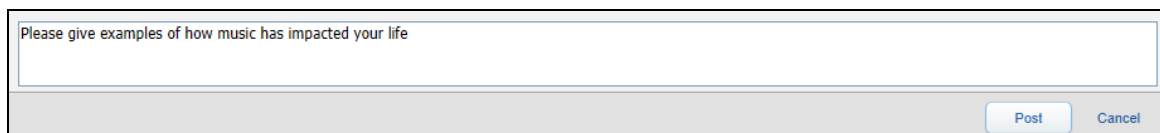
You can click on a piece of the pie chart to create an Excel file displaying either the students who have or who have not commented on the discussion. The Excel file will display the student’s **Name Key, Other ID** and **Name**.

- **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.

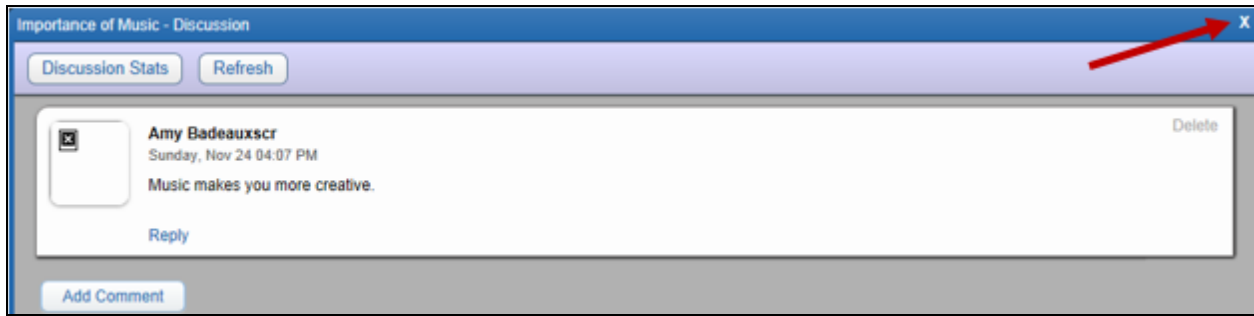


After you enter a reply, you will click on the **Post** button.

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

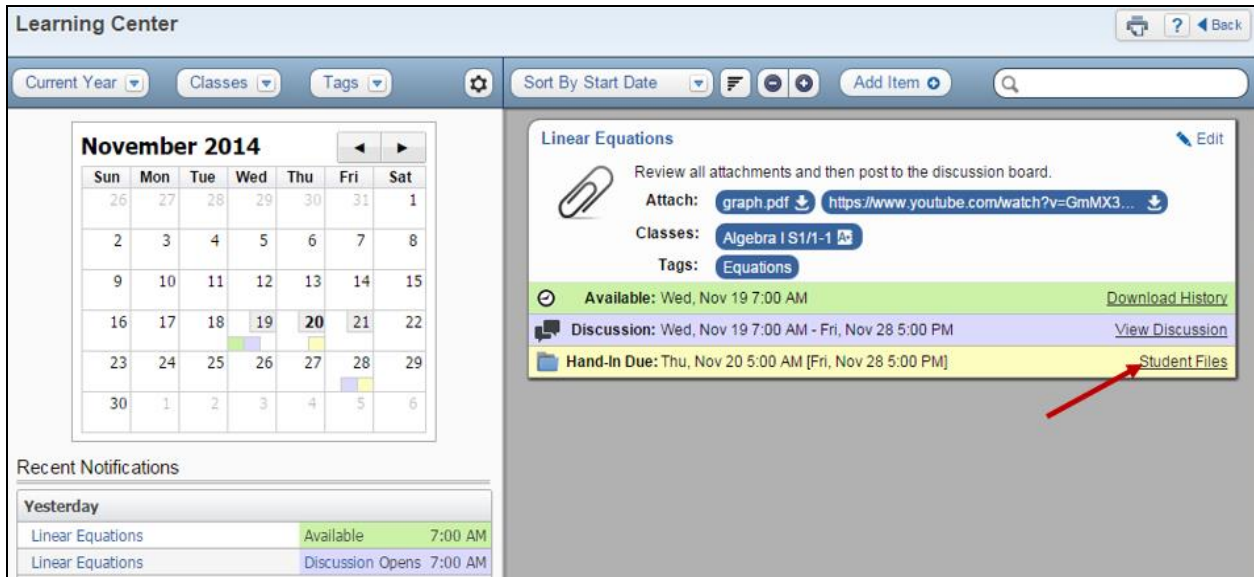


Once you have entered a comment you will click on the **Post** button.

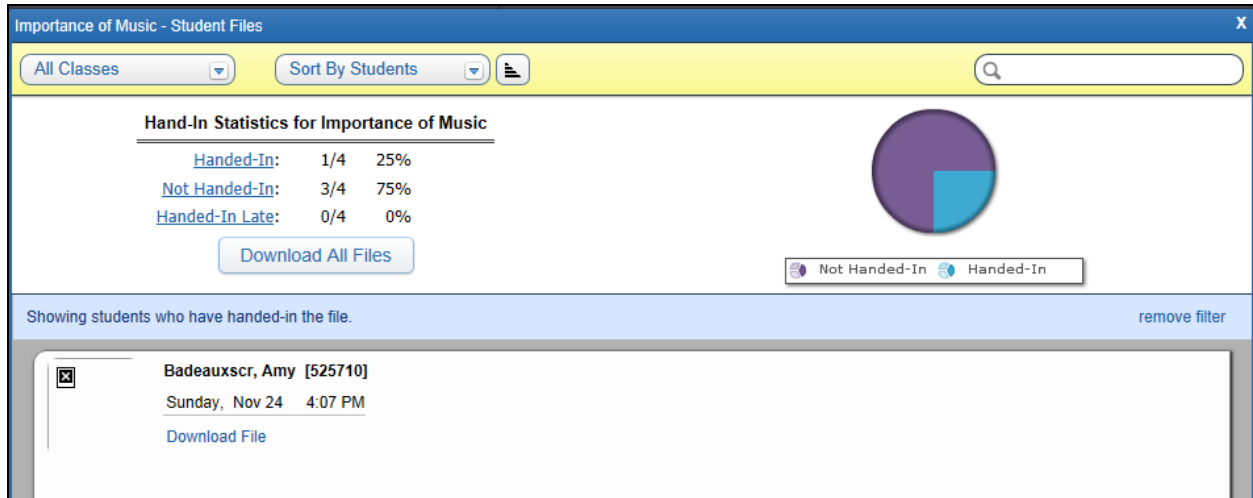


After you have completed your review of the Discussion, you will click on the **X** to return to the Course Learning Center.

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%

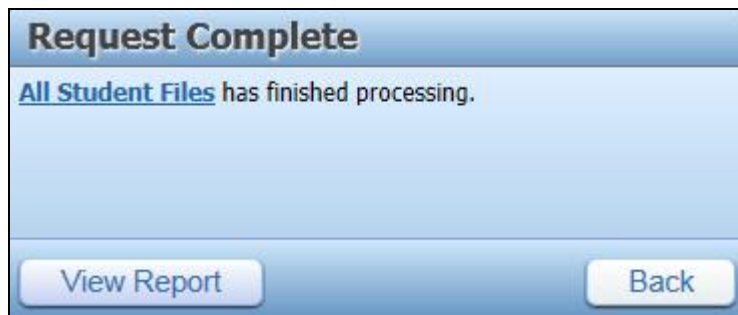
Download All Files

Not Handed-In Handed-In

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

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.

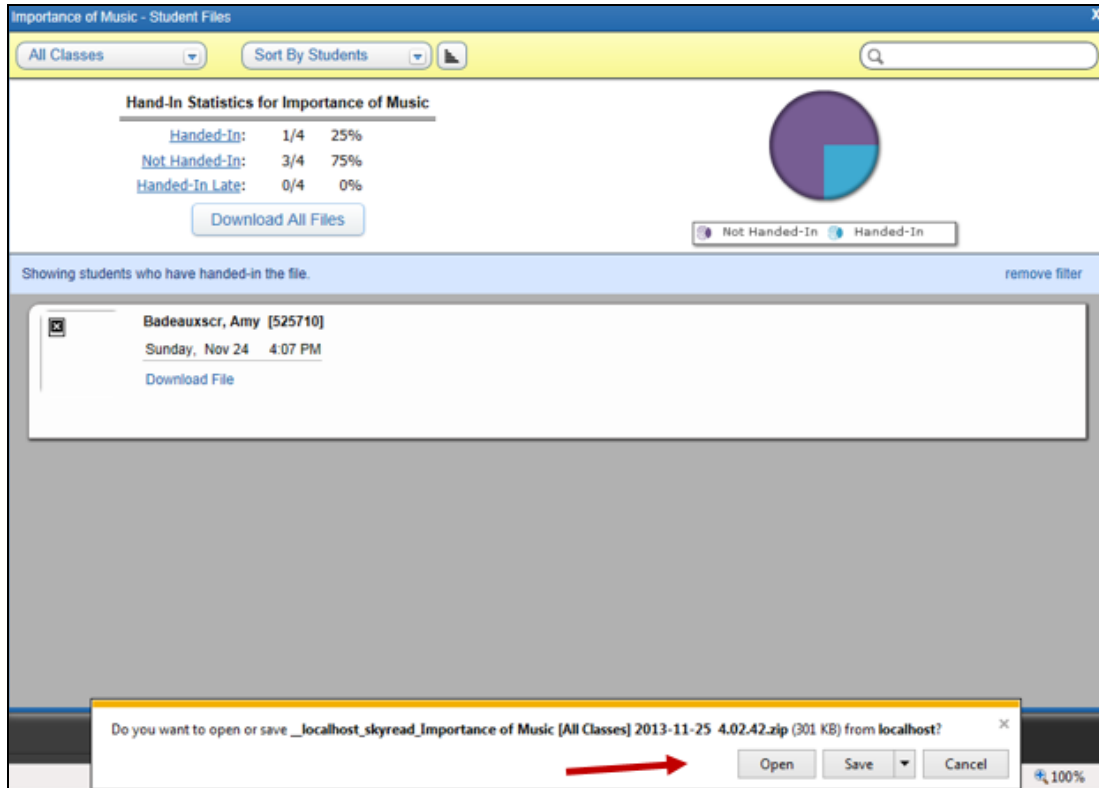


Request Complete

All Student Files has finished processing.

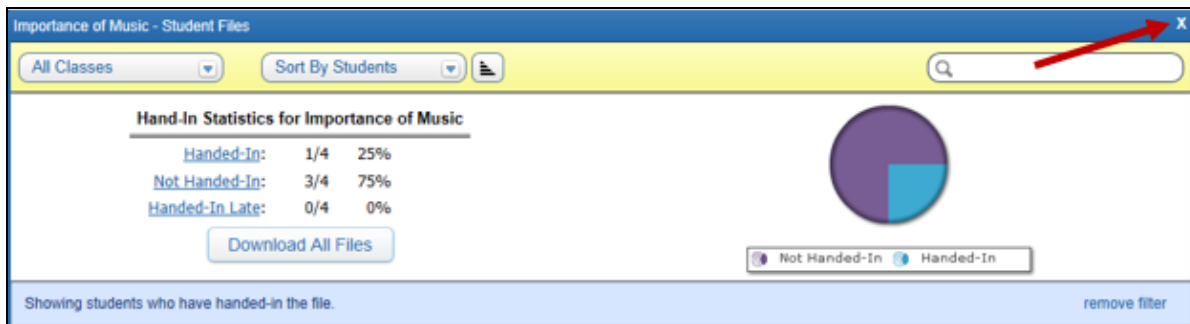
View Report Back

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 Year/Previous Year(s)

Classes

Tags

Options

Sort By

Expand/Collapse All

Search

Calendar

Recent Notifications

The screenshot displays the Course Learning Center interface. At the top, there are navigation options: 'Current Year', 'Classes', and 'Tags'. Below these is a 'Sort By Start Date' dropdown and an 'Add Item' button. The main content area is divided into three sections:

- Calendar:** A calendar for November 2014. The 20th is highlighted in yellow, indicating a due date.
- Recent Notifications:** A table showing notifications for 'Linear Equations':

Time	Event
7:00 AM	Available
7:00 AM	Discussion Opens
5:00 AM	Hand-In Due
- Course Content:** A section for 'Substitution Method of Solving an Equation' with an 'Edit' link. It includes a status bar showing 'Available in 4 Days' and 'Due in 4 Days'. Below this is a section for 'Linear Equations' with an 'Edit' link. It contains a paperclip icon, a text prompt 'Review all attachments and then post to the discussion board.', and several attachments: 'graph.pdf', a YouTube link, and 'Algebra I S1/1-1'. It also lists 'Classes: Algebra I S1/1-1' and 'Tags: Equations'. At the bottom of this section, there are three rows of information:
 - 'Available: Wed, Nov 19 7:00 AM' with a 'Download History' link.
 - 'Discussion: Wed, Nov 19 7:00 AM - Fri, Nov 28 5:00 PM' with a 'View Discussion' link.
 - 'Hand-In Due: Thu, Nov 20 5:00 AM [Fri, Nov 28 5:00 PM]' with a 'Student Files' link.

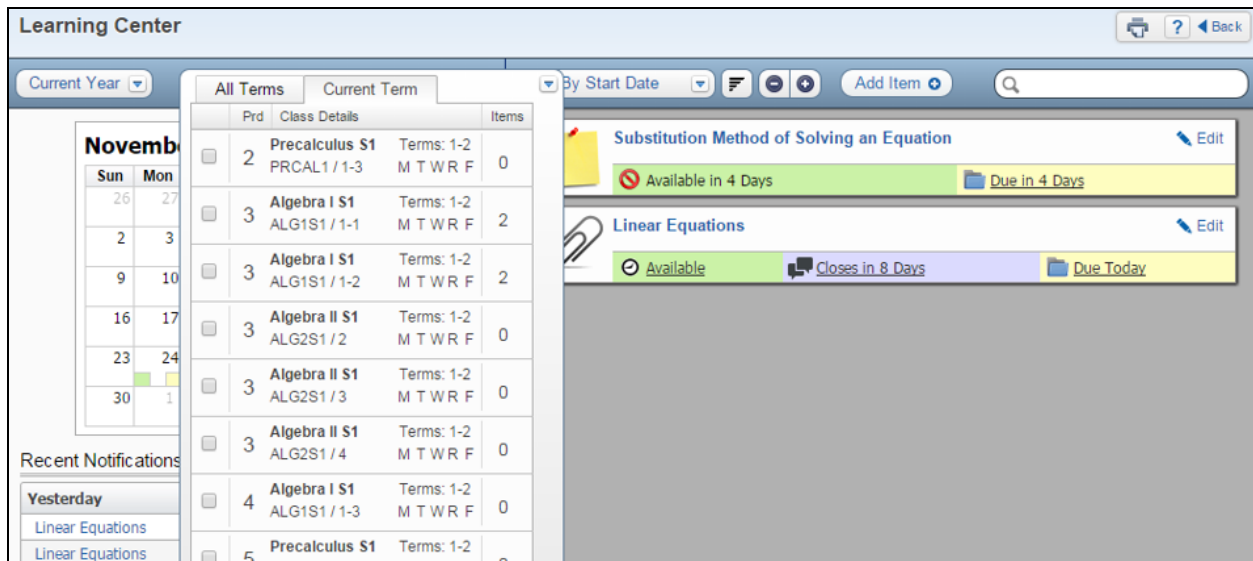
There are additional options you can find within the Course Learning Center.

Current Year/Previous Year(s)



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

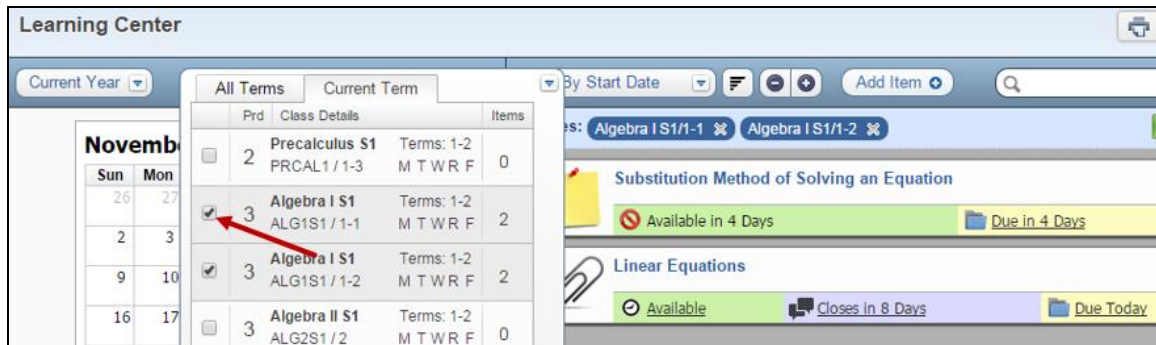
Classes



The **Classes** drop-down allows you to 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**.

- **All Terms** – Select this tab to view items from classes scheduled at any point during the school year.
- **Current Term** – Select this tab to view items from classes scheduled to meet during the current term.

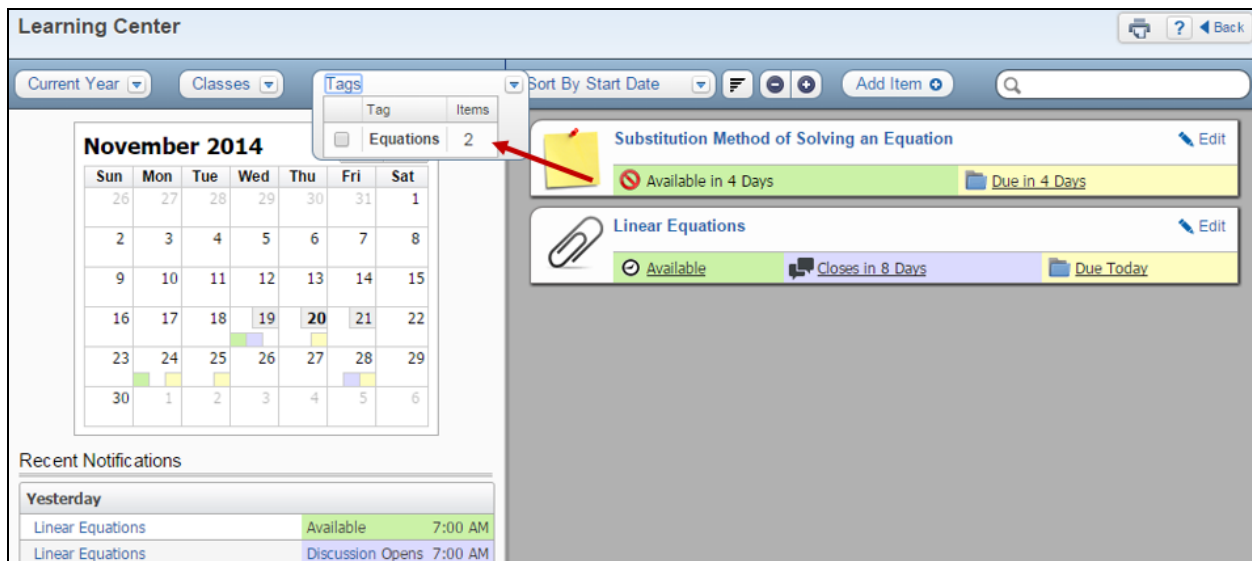
- **Select Classes** – Use the selection box next to the classes to view only items attached to those classes. If no individual classes are selected, items for all classes in the selected time period will display.



The Course Learning Center main screen will refresh as you toggle between All Terms and Current Term, and as you update individual selections of classes.

If you have an individual class displaying and click on **Add Item**, the course will automatically be attached to the Item.

Tags



The **Tags** drop-down allows you to determine the items that display on the **Course Learning Center Calendar** or the items that display on the **Course Learning Center main screen** based on the tag(s) that were attached. If no Tags are selected in the drop-down all items will display.

Options

The screenshot shows the Learning Center interface. At the top, there are navigation elements like 'Current Year', 'Classes', and 'Tags'. A gear icon labeled 'Options' is highlighted with a red arrow. A dropdown menu is open, showing 'Students Excluded From Discussions' and a checked option 'Show Inactive Students'. Below the calendar, there are 'Recent Notifications' for 'Linear Equations'.

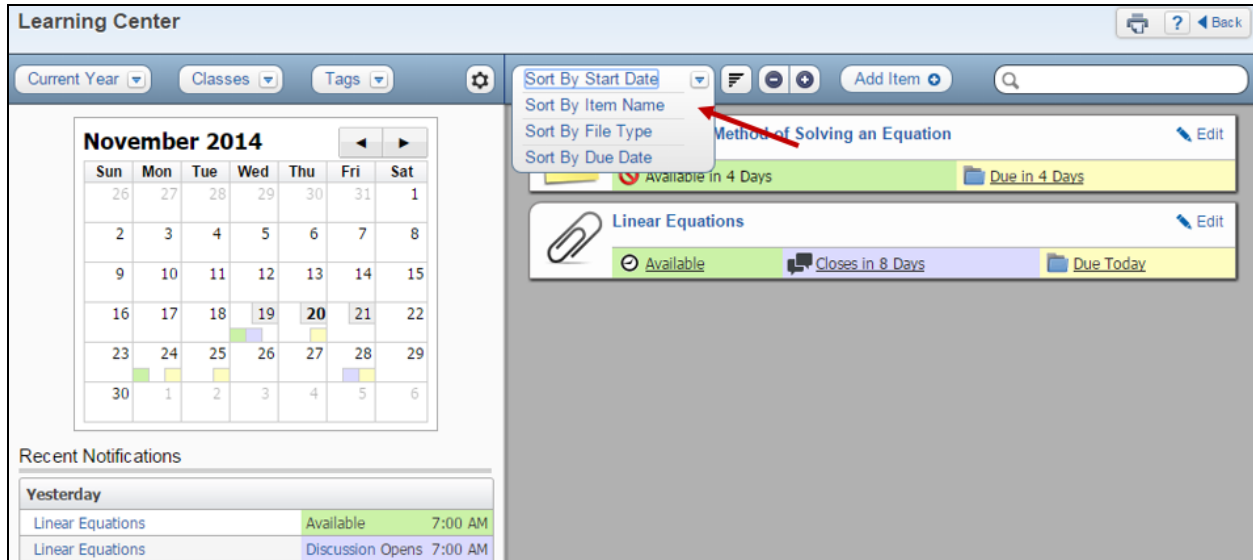
The **Options** button allows you to access an area where you can identify specific students for each class that will always be excluded from participating in Discussions. Select the **Students Excluded From Discussions** link to set this up. The **Show Inactive Students** link will allow you to see Discussion post from inactive students, and also allows you to individually exclude them as well as the active students.

The screenshot shows the 'Excluded Students Browse' page. At the top, it displays 'Classes: Algebra I S1 ALG1S1 / 1-1'. Below this is the 'Exclude Students' section with a table of student names and checkboxes for exclusion. The table has columns for Last Name, First, Middle, and Exclude From Class. The first row is highlighted in blue.

Last Name	First	Middle	Exclude From Class
Abbescr	Trembley		<input checked="" type="checkbox"/>
Bonierscr	Chester	T	<input type="checkbox"/>
Calenderscr	Preston	W	<input type="checkbox"/>
Candelascr	Ilona	O	<input type="checkbox"/>
Easlerscr	Phoebe	I	<input type="checkbox"/>
Eastmondscr	Cammie	Y	<input type="checkbox"/>
Esperscr	Brittany	L	<input type="checkbox"/>
Esterlinescr	Tara	V	<input type="checkbox"/>
Giorgioscr	Hugh	H	<input type="checkbox"/>
Girardinscr	Pablo	H	<input type="checkbox"/>
Ihlenfeldscr	Faustino	K	<input type="checkbox"/>
Joerlingscr	Shane	Y	<input type="checkbox"/>

Use the **Classes** drop-down to switch which students you are looking at. Use the checkboxes next to the students name to mark them as excluded from Discussions, or leave unchecked to include them. When the changes are complete click the **Save** button.

Sort By



The screenshot shows the Learning Center interface. At the top, there are navigation buttons for 'Current Year', 'Classes', and 'Tags'. A 'Sort By' dropdown menu is open, showing options: 'Sort By Start Date', 'Sort By Item Name', 'Sort By File Type', and 'Sort By Due Date'. A red arrow points to 'Sort By Item Name'. Below the menu, there are two items listed: 'Method of Solving an Equation' and 'Linear Equations'. The 'Linear Equations' item has a paperclip icon and status indicators: 'Available', 'Closes in 8 Days', and 'Due Today'. On the left side, there is a calendar for November 2014 and a 'Recent Notifications' section showing notifications for 'Linear Equations'.

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 **Sort By** drop-down will determine the chronological order of the selected **Sort By**.

Expand/Collapse All

The screenshot shows the Learning Center interface. At the top, there are navigation options: 'Current Year', 'Classes', and 'Tags'. A 'Sort By Start Date' dropdown is set to 'Start Date'. To the right of the sort dropdown is a menu icon, followed by a minus sign (-) and a plus sign (+) button, which is highlighted with a red arrow. Next to these buttons is an 'Add Item' button and a search bar. Below the navigation bar, on the left, is a calendar for November 2014. On the right, there are two item cards: 'Substitution Method of Solving an Equation' (with a yellow sticky note icon) and 'Linear Equations' (with a paperclip icon). Each card has status indicators like 'Available in 4 Days' and 'Due in 4 Days'.

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

Search

This screenshot is identical to the one above, showing the Learning Center interface. In this version, a red arrow points to the search bar located to the right of the 'Add Item' button.

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.

Calendar

The screenshot shows the Learning Center interface. On the left is a calendar for November 2014. A red arrow points from the calendar to the right-hand pane. The right-hand pane displays a list of items:

- Substitution Method of Solving an Equation**: Available in 4 Days (green box), Due in 4 Days (yellow box).
- Linear Equations**: Available (green box), Closes in 8 Days (blue box), Due Today (yellow box).

Below the calendar is a 'Recent Notifications' section with the following entries:

Yesterday		
Linear Equations	Available	7:00 AM
Linear Equations	Discussion Opens	7:00 AM

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 2014. On the right is a list of items: 'Substitution Method of Solving an Equation' (Available in 4 Days, Due in 4 Days) and 'Linear Equations' (Available, Closes in 8 Days, Due Today). Below the calendar is a 'Recent Notifications' section with a red arrow pointing to it. The notifications are:

Yesterday		
Linear Equations	Available	7:00 AM
Linear Equations	Discussion Opens	7:00 AM
Today		
Linear Equations	Hand-In Due	5:00 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. On the left is a calendar for November 2014. On the right is a list of items: 'Substitution Method of Solving an Equation' (Available in 4 Days, Due in 4 Days) and 'Linear Equations' (Available, Closes in 8 Days, Due Today). Below the calendar is a 'Notifications By Date' section with a red arrow pointing to the 'Recent Notifications' link. The notifications for Wednesday, November 19th 2014 are:

Wednesday, November 19th 2014		
Linear Equations	Available	7:00 AM
Linear Equations	Discussion Opens	7:00 AM

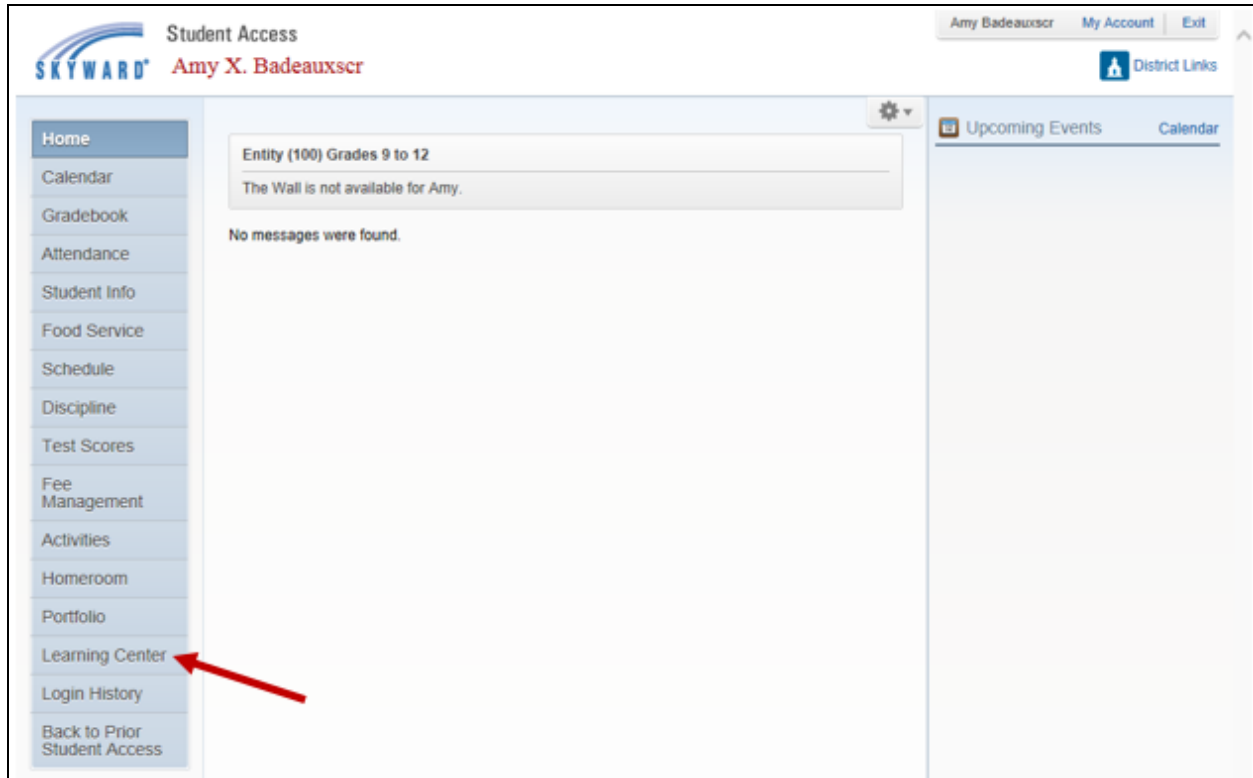
If you click on a day in the calendar, it will display the notifications based upon the date selected. You can click **Recent Notification** to display the recent notifications.

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.

Viewing the Attached File

The screenshot shows the 'Student Access' interface for 'Chester T. Bonierscr'. The main content area is titled 'Learning Center' and features a navigation sidebar on the left with options like Home, Arena Scheduling, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Fee Management, Activities, Educational Milestones, and Graduation.

The main content area includes a calendar for November 2014, a 'Recent Notifications' table, and a detailed view of a 'Linear Equations' item. The 'Linear Equations' item shows a paperclip icon, a description, and a list of attachments. A red arrow points to the 'graph.pdf' attachment. Below the attachments, there are fields for 'Classes' (Algebra I S1/I-1) and 'Tags' (Equations). The item is posted on Wednesday, Nov 19 7:00 AM. Below the item, there are buttons for 'Hand In File' (Due: Thu, Nov 20 5:00 AM) and 'View Discussion' (Discussion Closes: Fri, Nov 28 5:00 PM).

The 'Recent Notifications' table is as follows:

Yesterday		
Linear Equations	Available	7:00 AM
Linear Equations	Discussion Opens	7:00 AM
Today		
Linear Equations	Hand-In Due	5:00 AM

Students can view the file attached to the Item by expanding it with either the **-/+** buttons at the top of the screen or by clicking on the icon/description. The attachment(s) can then be viewed by clicking on the file next to the **Attach** field.

Viewing/Posting a Comment to the Discussion

The screenshot displays the 'Student Access' interface for 'Chester T. Bonierscr'. The 'Learning Center' section is active, showing a navigation menu on the left. The main content area includes a calendar for November 2014, a 'Recent Notifications' table, and a discussion board for 'Linear Equations'. The discussion board shows attachments like 'graph.pdf' and a YouTube link, and includes a 'Hand In File' section with due dates. A red arrow points to the 'View Discussion' link in the discussion board.

Time	Event	Time
Yesterday	Linear Equations Available	7:00 AM
Yesterday	Linear Equations Discussion Opens	7:00 AM
Today	Linear Equations Hand-In Due	5:00 AM

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 a discussion board titled 'Importance of Music - Discussion'. It displays a comment from 'Amy Badeauxscr' posted on 'Sunday, Nov 24 04:07 PM' with the text 'Music makes you more creative.' and a 'Reply' link. At the bottom, 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 shows the Skyward Learning Center interface. On the left is a navigation menu with items like Home, Arena Scheduling, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Fee Management, Activities, Educational Milestones, Graduation Requirements, Homeroom, Academic History, Portfolio, and Learning Center. The main content area is titled 'Learning Center' and includes a calendar for November 2014, a 'Recent Notifications' section, and a 'Linear Equations' item. The 'Linear Equations' item shows attachments (graph.pdf and a YouTube video), classes (Algebra I S1/1-1), and tags (Equations). It has a 'Posted On' date of Wed, Nov 19 7:00 AM and a 'Hand In File' button with a due date of Thu, Nov 20 5:00 AM. A red arrow points to the 'Hand In File' button. Below the item is a 'Syllabus' section with a PDF icon and the text 'Available'.

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

The screenshot shows a 'Handed In Files' dialog box. The title is 'Handed In Files' with a close button (X). The main content area is titled 'Linear Equations' and contains the text 'No files have been handed in.' and 'Only 1 file can be attached to this item.' Below this is a 'Choose File' button and the text 'No file chosen'. At the bottom right is a 'Cancel Upload' button.

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

View File

Student Access
Chester T. Bonierscr

Learning Center

Classes Tags

Sort Date Posted

November 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	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

Recent Notifications

Yesterday

- Linear Equations Available 7:00 AM
- Linear Equations Discussion Opens 7:00 AM

Today

- Linear Equations Hand-In Due 5:00 AM

Linear Equations

Review all attachments and then post to the discussion board.

Attach: [graph.pdf](#) [https://www.youtube.com/watch?v=GmMX3...](#)

Classes: Algebra I S1/1-1

Tags: Equations

Posted On: Wed, Nov 19 7:00 AM

[View Handed In Files](#) Due: Thu, Nov 20 5:00 AM

[View Discussion](#) Discussion Closes: Fri, Nov 28 5:00 PM

Syllabus

Available

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

Handed In Files

Linear Equations

File	Date Added
2414596.docx	Nov 20 11:14 AM

Only 1 file can be attached to this item.

Students can see all the files submitted and can click on the file name to view them.

Remove the File

The screenshot shows the 'Student Access' interface for Chester T. Bonierscr. The 'Learning Center' section is active, displaying a calendar for November 2014 and a discussion titled 'Linear Equations'. The discussion includes attachments for 'graph.pdf' and a YouTube video, and is associated with the class 'Algebra I S1/1-1'. A red arrow points to the 'View Handed In Files' link, which is highlighted in yellow. Below the discussion, there is a 'Syllabus' PDF attachment marked as 'Available'.

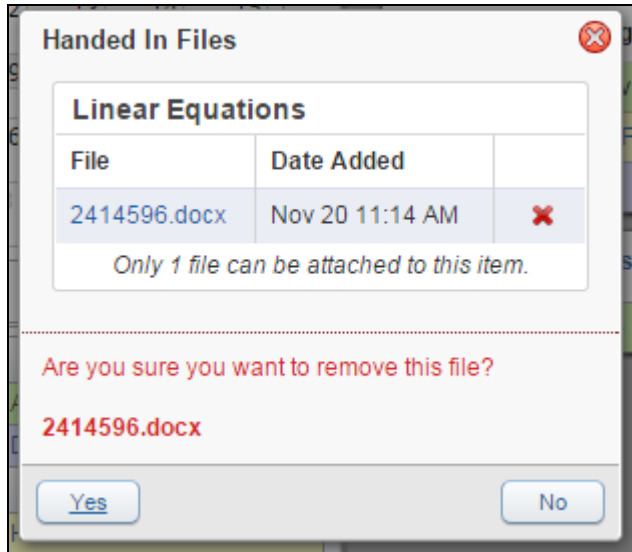
Students do have the capability to remove a file once it has been handed-in. They will click on the **View Handed in Files** link when the Item has been expanded or click on the **Piece of Paper Image** in a collapsed item.

The 'Handed In Files' dialog box displays a table with the following data:

File	Date Added
2414596.docx	Nov 20 11:14 AM

A red arrow points to a red 'X' icon next to the file name. Below the table, a message states: "Only 1 file can be attached to this item."

The student will click on the **Red X** icon next to the file to delete it.



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