Classroom Guide

Discipline Posting

Lesson Plans

Teacher Web Pages

Boards

Lesson Plan Status Audit (Administrators)

714 Ashley Ridge Loop

Shreveport, Louisiana 71106

(318) 868-8000

(800) 509-7070

support@edgear.com

www.edgear.com

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Classroom was created to combine a teacher's Gradebook, Lesson Book and their Web Pages all into one convenient program. Informational graphs are also provided on the Boards tab.

Menu Location

Teacher/Administrator Menu: Grades>Classroom

Grades (Current Page) - Teachers can create assignments, post assignment grades, print progress reports and more.

Lessons - Teachers can create their lesson plans, submit them to administrators, share them with other teachers and more.

Pages - Teachers can create a personalized web page where they can post events on a calendar, post updates on a message board and more.

Boards - Teachers can view assignment grades, marking period grades, and Student Progress Center logins displayed graphically.

Discipline Posting

1. On any class roster, select the student's name.
2. Click the **Discipline** button at the top of the window. The **RefPG1** will be displayed with some information about the student and the incident already filled in.
3. Verify **Code** (time code) and **Location**. Make a new selection from the list if a change is needed from the default code of 02 (during class) and 13 (classroom).
4. Click in the top **Incident Code** cell and select an appropriate code, then click Okay. You may select up to 3 additional incidents by clicking on the next field(s). Select the most important incident code first.
   - o Note: Selecting a weapon incident and a bullying incident will result in additional pop-up windows requesting additional required information about the incident.
5. In the remarks area type in a description of the incident.
6. Click on the **RefPG2** tab at the bottom left of the screen to change to page 2 of the referral.
7. Enter the actions that you took as the teacher.
   - o If Code **06 Referred to Office** is selected the principal and disciplinarians will receive an email notifying them of the new referral.
8. Select the type of parent contact; enter the date of the contact.
9. The **Admin** and **Comments** pages will not have any info on them at this time. You do not have permission to enter any data on these pages but you may view the disciplinarian administrative decision later via the gear box for the student.
10. Click the **Save** button at the bottom of the screen. Then click the red X at the top right to return to the GradeBook.

Lesson Plans

Create a New Lesson Plan

To make a new lesson plan, click anywhere on the screen, or tap the **New** icon on the menu bar at the top.

In the **New Lesson** window:

o **Course** – Select the course from the drop-down list. The Class name is followed by the class period, section number, and terms.

o **Lesson Name** – Enter name or title for the lesson. All titles should be uniquely named within the same section or an appendage of -1 will be added to the end of the new title.

o **Plan Start Date (Option 1)**: defaults to the Monday beginning the week of the assignment. Non-instructional days will not be included in the days of the assignment. **Note**: If you create, edit, copy or import a lesson plan for a day outside this week, you will receive a pop-up message.

o **Plan End Date (Option 1)**: must be the last day the lesson will be taught.

o **Start Date and Plan End Date** (Option 2): The start date and end date can now be entered by using a more interactive calendar. Click the calendar icon next to either start or end date to view the interactive calendar. As you are selecting the start and end dates, the date range selected will be highlighted within the calendar to guarantee accuracy. Click ok to apply the selected date range to the lesson.

o **Create Lesson Per Day** - With this option checked, if the Plan Start Date and the Plan End Date cover a range of days, the lesson plan will be unique per day within the date range.

o **Share Lesson Plan** – You can share your lesson plan with other teachers. You can share your lesson plan with all teachers or specific which teachers by selecting the teacher(s) in the next drop-down field.

o **Do not display in gradebook** - This option is available in both Gradebook and Lesson Book.
  ▪ **Check** the box if the assignment is only a lesson plan and needs not be displayed in the gradebook. The default is to be checked.

o **Curriculum GLE's**:
  ▪ Click in the field to the right of "Curriculum Unit:" and select the Unit to be taught with the lesson. Click "OK".

- A list of activities that go along with the unit will appear after clicking ok. Select the activities to be taught with the lesson.
- Click "OK".
- A list of GLE's associated with the Unit will appear. Select the GLE's to be taught with the lesson.
- At the bottom of GLE selection page is two options. Simply click "OK" to move to the next area or click Append to Objectives to append the GLE's selected to the Objectives area.

- **Core Standards**:
  - Click in the Core Standards field and a list of Content Areas (English Language Arts, Mathematics, Science, Social Studies) will appear on the left of the screen. Currently there are standards only for English Language Arts and Mathematics. Science and Social Studies will be added as they become available.
  - At the bottom left of the screen will be a grade level. The default value will be the grade level of the course. The set of standards to be displayed will be based on this value. The grade level can be changed by clicking on the drop-down arrow.
  - Each Content Area is further divided into one or more Domains.
  - Each Domain has one or more Clusters. After selecting a Cluster, the standards will be listed on the right side of the screen with a light brown background color.
  - To select a standard, click the green plus sign at the top left corner of the standard. The background color will change to a blue background and the green plus sign will change to a red X.
  - The selected standard(s) will appear at the bottom of the screen.
  - To unselect a standard, click the red X. The background color will return to the original light brown and the red X will be replaced with the original green plus sign.
  - To save the selected standards, click the Submit button at the bottom right of the window.
  - The standards selection window goes away. The Lesson window will be on the screen with the selected standards listed in the Core Standards field.

- **Prerequisites**: Don't bother with this field.
- **Objective**: Fill in any objectives for the lesson in addition to any you chose to Append to the Objectives.
- **Template:** Your district can design a template by an administrator using the 700 access. Go to Tools, choose Create/Edit Template, then simply type or copy and paste your information into the text area, name the template and save.
- **Lesson:** To the right you can fill in the lesson information or any additional information needed.
- **Homework**: Make note of any homework given in the field to the right of homework.
- **Modifications**: If any student(s) have special needs, fill in that information to the right of modifications.
- **Instructional Methods:** Click to the right in the field and a box will appear listing the different types of instructional methods. Select all that are appropriate and click "OK".
- **Eval/Assessment**: Click to the right in the field and a box will appear listing the different types of evaluation and assessment methods. Select all that are appropriate and click "OK".
- If all information is correct, click on "**Save**". If you would like to copy this lesson plan/assignment to other sections, click on "Copy" at the top of the screen, then choose the sections where you want to copy the sections to. When saving or copying a lesson plan, the **Lesson Editor** will now stay open to make it easier to create multiple lessons. Click **Reset** at the top of the **Lesson Editor** to start a new lesson plan.

Note: You can create a lesson plan for the next school year while in the current year. But, to view the next year lesson plan, you must go back to the set-up box and change to the following school year. There must be a sponsor site, calendar and Master Schedule Editor created and students for the following school year. You cannot make a lesson plan span from school year to the next school year.

NOTE: The name of the course will display in bold print for the daily lesson plan and for the weekly plans. Also, if there are **attachments**, there will be a paper clip icon to the left of the **Course Name**.
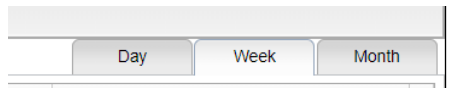
 Tabs on the top right of the screen:

- **Day** will show daily lessons. The arrow or calendar will change the date by the day each time it is clicked. On the **Day** tab, the lesson summary will display the class period, course name, and lesson name.
- **Week** will show weekly lessons. The arrow or calendar will change the date by the week each time the arrow is clicked, or the calendar is changed by the user. On the **Week** tab, the lesson summary will display the class period, course name, and lesson name.
- **Month** is chosen from the calendar located on the left side of the screen under the icons will show monthly lessons. The arrow or calendar will change the date by the month each time the arrow is clicked, or the calendar is changed by the user. On the **Month** tab, if there are more lessons than can fit in a date, click on the **More** option to view the additional lesson.
- **Period** will show weekly lessons. The arrow or calendar will change the date by the week each time the arrow is clicked, or the calendar is changed by the user. On the **Period** tab, the lesson summary will display the class period, course name, and lesson name.

NOTE:
- When viewing the Day or Weekly tab, a user can now Zoom In to view an expanded display of their lessons or Zoom Out to return to the default view of lessons.
- On the Day, Week, or Month tab, a user can now click on any holiday event to view additional information.

Submitting a Lesson Plan

Once a user has completed all their lesson plans for the period of time required by the administration, click the **Submit** button at the top of the page. You can also **Submit** one lesson plan at a time by left clicking on the lesson plan, and then choosing "Submit" from the options. You will notice that the headers of each lesson change to a gray color indicating a submitted status. The right click menu also allows you to edit, print, see a summary, quick copy, show comment or delete individual lesson plans.
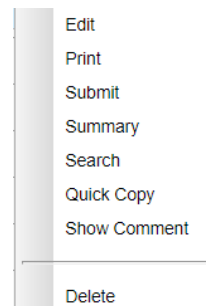
Note: If a lesson is changed after clicking "Submit", the status of the lesson will revert to a color of white, indicating "Unsubmitted" status. Be sure to re-submit the changed lesson by clicking the "Submit" button again.

Color Codes for Lesson(s)

White-Unsubmitted lesson(s)   Red-Rejected lesson(s)

Gray-Submitted lesson(s)   Green-Approved lesson(s)

Unsubmitted	Submitted	Rejected	Approved
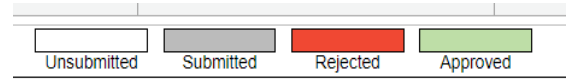
Comments in Lesson Plans

The user can view the administrator's comments in the lesson plans by using this feature.

1. Choose **Tools** and **Lesson Plans with Comments**.
2. A setup box will appear.
   - **Year** - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
   - **District** - Default value is based on security settings. The user will be limited to that district only.
   - **School** - Default value is based on your security settings. If the user is assigned to a school, the school default value will be your school site code. The user will not be able to change this value.
   - **From Date** and **To Date** - A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.
3. **OK** - Click to continue.
4. The user can view the administrator's comments in the lesson plans with date and time.
   - **Teacher** - Teacher name
   - **Section** - Section number for the course
   - **Section Name** - Name of the section/course
   - **Lesson Name** - Name of the lesson plan
   - **Sign Off Timestamp** - Date and time when the comment was signed off on in the lesson plan
   - **Comment** - Sign off comment usually written by the administrator
5. **Print** - This will allow the user to print the report.

Copy or Move Lessons by Click and drag.

1. Click and drag Lesson to another day during the week.
2. You will be asked if you want to Move or Copy the lesson.

Copy Lessons, from the Tools menu, will allow a user to copy lesson plans from one class to other classes.

1. Click on menu **Tools** and then click on **Copy Lessons**.
2. Click **Next**.
3. A list of lesson plans available to copy will appear in the **Lessons and Assignments** window. Select the lesson plans to copy.
   Note: When a teacher moves from one school to another, they can choose their lesson plans from the previous school in the previous year to the new school in the new year. The user will see these in the list.
4. Click **Next** to move to the next screen or click **Back** to go to the previous window to select a different year and section.
5. In the **Copy Lesson** window, the lesson that was selected to copy will be listed.

- Check **Create lesson per day:** only if a lesson is taught more than one day and each day is considered an independent lesson plan.
  - For example: A history teacher is covering Julius Caesar. The lesson will last a week, but each day is a different topic about Julius Caesar. So, the teacher copies a lesson plan about Julius Caesar from a previous class and/or year and, by using the **Create lesson per day:** feature, creates individual lessons per day over the course of the week, making minor adjustments to each day.

6. Click in the cell(s) under **Copy to Section** to select the section to copy the lesson plan to and it will appear in that column.
7. For teachers assigned to multiple schools, choose more schools from the **school** column where the same lesson will be taught.
8. Click in the cells under **Plan Start Date** and **Plan End Date** to make adjustments to when the lesson will begin and end.
9. Click **Copy** to complete the process.

Quick Copy, from the Single Lesson menu, will also allow a user to copy lesson plans from one class to other classes.

1. Left click on a lesson plan and select **Quick Copy**.
2. In the **Copy Lesson** window, the lesson selected to copy will be listed.
3. Check **Create lesson per day:** only if a lesson is taught more than one day and each day is considered an independent lesson plan.
   - For example: A history teacher is covering Julius Caesar. The lesson will last a week, but each day is a different topic about Julius Caesar. So, the teacher copies a lesson plan about Julius Caesar from a previous class and/or year and, by using the **Create lesson per day** feature, creates individual lessons per day over the course of the week, making minor adjustments to each day.
4. Click in the cell under **Copy to Section** to select the section(s) to copy the lesson plan to.
5. For teachers assigned to multiple schools, choose more schools from the **school** column where the same lesson will be taught.
6. Click in the cells under **Plan Start Date** and **Plan End Date** to make adjustments for when the lesson will begin and end.
7. Click **Copy** to complete the process.

Adding an Attachment to a Lesson

1. There are three kinds of attachments:
   - **General**: Access by paper clip at top of lesson screen. Can be seen on Student Progress Center. Good for homework or other items to share with parent/students.
   - I**nstructional**: Access by paper clip icon on right of Instructional methods field. Cannot be seen on Student Progress Center. Good for attaching content to be used in lesson by teacher.
   - **Evaluation**: Access by paper clip icon on right of Evaluation methods field. Cannot be seen on Student Progress Center. Good for attaching copy of test or quiz.
2. Click on the **paper clip** to attach a file.
3. The Add Attachments window will appear. At the bottom, click the **Add** button.

4. A **Drive** window will appear.
5. Choose the document to upload by clicking on the document. The user will now see a **new row** with the chosen attachment.
6. The attachment icon (paper clip) will turn blue. The attachment icon at the top will display all attachments associated with the lesson while the attachment icons to the left of **Instruction Methods** and **Eval/Assessment** will only show attachments.
7. **X** out of the **Add attachment** window.
8. There will now be an attachment icon on the lesson plan. If the user added an attachment to an existing lesson plan, then click on the **Refresh** button at the top to see the icon.
9. The lesson editor window will remember the user's selections (Create lesson per day, Share Lesson, Share Lesson with Teacher(s), and Modifications) for the next time they create a lesson for the selected section.

Editing an Attachment

1. Click on a lesson plan with an icon to see the menu and choose **Edit Attachment**.
2. Click on the red square to **delete** the attachment.
3. Click on **Add** to add additional files.
4. **X** out of the **Add attachment** window.

Student Progress Center

Attachments in Lesson Book can be viewed on the Student Progress Center.
▪ In the SPC calendar, click on the **Lesson Plan**. At the bottom of the pop-up screen, click on the button **Attachments** and you will see the attachment in another pop-up window.
▪ Only **General Attachment**(s) in the gradebook can also be viewed on SPC. Attachments made to the **Instruction Methods and Eval/Assessment** cannot be seen on SPC.

Lesson Book Status Audit for Administrator

This report is another way for an administrator to review teacher lessons with the ability to approve or reject them. In comparison, to the Lesson Plan Review, this report would not have as many details of a lesson plan but is easier for seeing if teachers have done their lesson plans. It also shows the teacher's submit status as well as the approved and rejected status. Lessons with comments and attachments can also be viewed.

On the left navigation panel select **Grades** > **Entry** > **Lesson Book Status Audit.**

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

District - Default value is based on the user's security settings. The user will be limited to their district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Week of - Set to the desired week of lessons to review.

Click the **OK** button.

Main

|	Teacher	Teacher ID	Sch	No Plan	Total	Unsub...	Submit...	Approv...	Rejected	Comm...	No Com...
1	ABSHIRE BEVERLY	272140	004	NP							
2	ABSHIRE SHERRI B	904038	004	NP							
3	ALLBRITTON TISHA J	661038	004	NP							
4	ANDRUS MARK W	497450	004	NP							
5	ARDOIN SALLY C	783158	004	NP							
6	ARTERO ROBERT	699243	004		19	2		17		17	2
7	BOGGS ANGELA	299818	004	NP							
8	BONIN ROBERT P	044041	004	NP							
9	BOUDREAUX SHAUNA D	887901	004	NP							
10	BROUSSARD STEPHANI...	136019	004	NP							
11	BROUSSARD STEPHANIE	734821	004	NP							
12	BUJOL SHAUNA	311332	004	NP							
13	CART RACHAL	699280	004		6	6					6
14	CLARK BEVERLY	299862	004	NP							
15	CLEMENT ANGELA	652370	004	NP							
16	COMEAUX BEVERLY F	963971	004	NP							
17	DESHOTEL SHAUNA	530867	004	NP							
18	DRONET TISHA	273099	004	NP							
19	GIDLOW REBECCA	377065	004	NP							
20	HEBERT ANGELA S	474991	004	NP							

Column Headers

Teacher - Teacher name

Teacher ID - Teacher identification number

Sch - School number

No Plan - Indicates there is no lesson plan for the teacher. Click on the total number at the bottom of the column to display the teachers and to communicate with either a call or an email.

Print	Communicate	Help	Close
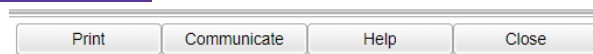
Total - total count of lessons for the week - Click on the number to see the lesson to review.

Unsubmitted - count of unsubmitted lessons for the week - Click on the number to see the lessons. Click the "Communicate" button to ask the teacher to be sure to click the "Submit" button in their Lesson Book.

Submitted - count of submitted lessons for the week - Click on the number to see the lesson to review.

Approved - count of approved lessons - Click on the number to see the lesson to review.

Rejected - count of rejected lessons for the week - Click on the number to see the lesson to review.

Comments - count of lessons that have comments for the week - Click on the number to see the lesson to review.

No Comments - count of lessons with no comments for the week - Click on the number to see the lesson to review.

Drill-Down Report Column Headers

Teacher - The name of the teacher creating the lesson plan.

Teacher ID - The ID number of the teacher creating the lesson plan

Section - The section number of the class.

Period - The period at which the section is taught.

Course Name - The name of the course.

Lesson Name - The name of the lesson.

From - The date the lesson plan will begin.

Thru - The date the lesson plan will end.

Created - The date the lesson plan was created.

Submitted - The date the lesson plan was submitted.

Status - The current status of the lesson plan.

Sign Off TimeStamp - The date and time the administrator signed off on the lesson plan.

Sign Off User Name - The User Name of the administrator who signed off on the lesson plan.

Comments - Comments entered by the administrator

Shared - **Y** for yes or **N** for No to indicate if the lesson was shared by the teacher

ATT - Count of attachments for the lessons - Click on the number to view the attachment and other related information such as Type, Title, and Size.

Instructional - Instructional Information (materials, equipment, etc.).

Bottom

| Print	Communicate	Help	Close

Print - This will allow the user to print the report.

Communicate - The user must select a staff member by clicking on the name to highlight the name. Once the user clicks the communicate button a popup will allow the user to message this individual via automated call or email.
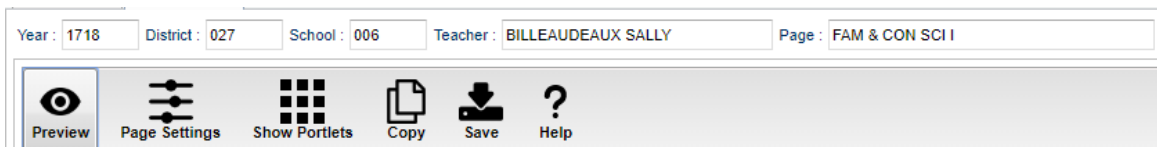
Pages (Teacher Web Pages on SPC)

This Page tab was designed to give a user the ability to create web pages for courses, sports, clubs, etc.

Main
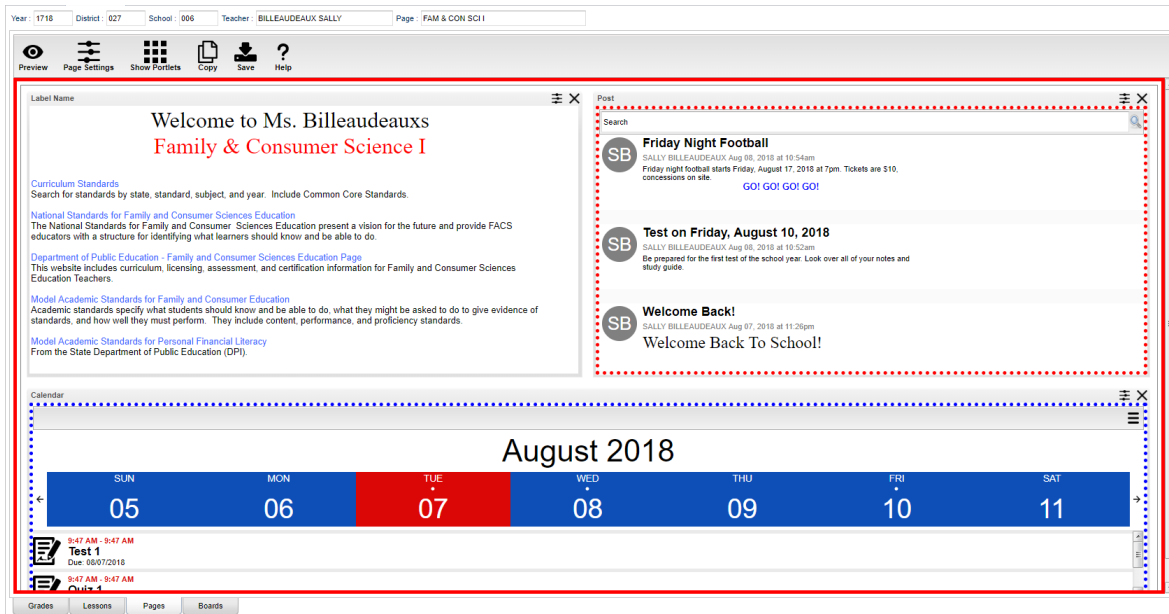
Top - Designer Mode

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity, or group for which to design a Page.

Preview - Click to enter **Preview** mode to view any changes made to the page.

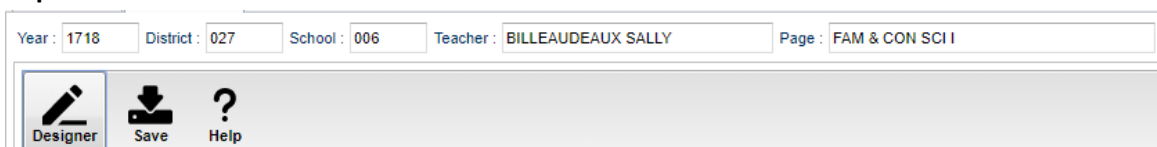**Page Settings** - Click to edit background color, portlet border, board color, etc.

Show Portlets - Click to display the available portlets to add to the page.

Copy - Click to copy the current page to another course, club, sport or group.

Save - Click to save changes to the current page.

Help - Click to view help documentation.

Top - Preview Mode

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity or group for which to design a Page.

Designer - Click to enter **Designer** mode to make changes to the page such as add portlets, change background colors, add borders, etc.

Save - Click to save changes to the current page.

Help - Click to view help documentation.

Bottom

Grades - Teachers can create assignments, post assignment grades, print progress reports and more.

Lessons - Teachers can create their lesson plans, submit them to administrators, share them with other teachers and more.

Pages (Current Page) - Teachers can create a personalized web page where they can post events on a calendar, post updates on a message board and more.

Boards - Teachers can view assignment grades, marking period grades and Student Progress Center logins displayed graphically.

How to Create Groups

Grouping together courses and/or activities will give the user the ability to create one Page for more than one course/activity.

1. When in the **Page Selection** area, click the button at the bottom called **Manage Groups**.
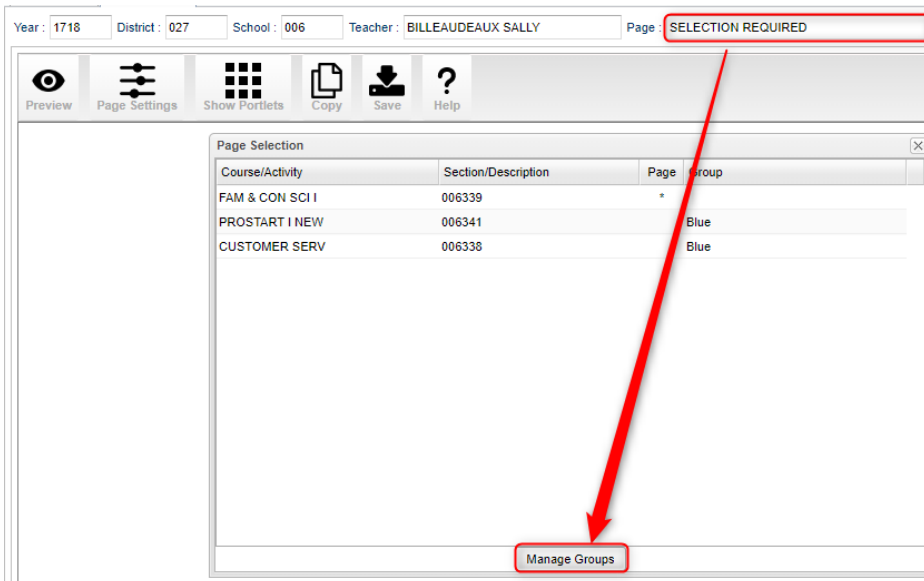
2. On the top blank line, click in the cell below the column header **Group** and enter a name of a group.
   - For example, if you have multiple sections of Algebra I, name the group Algebra I. Then you will only need to create one Page for all the Algebra I classes.
3. Click in the blank cell below the header **Comment** to add any notes about the group. (**Comment** is not a required field.)
4. Click in the blank cell below the header **Course/Activity** to select all courses and/or activities that will be a part of this group.
5. Click the green **Save** cell on the left.
   - Note: Any page that has already been saved for a course/activity will be deleted once added and saved to a group.
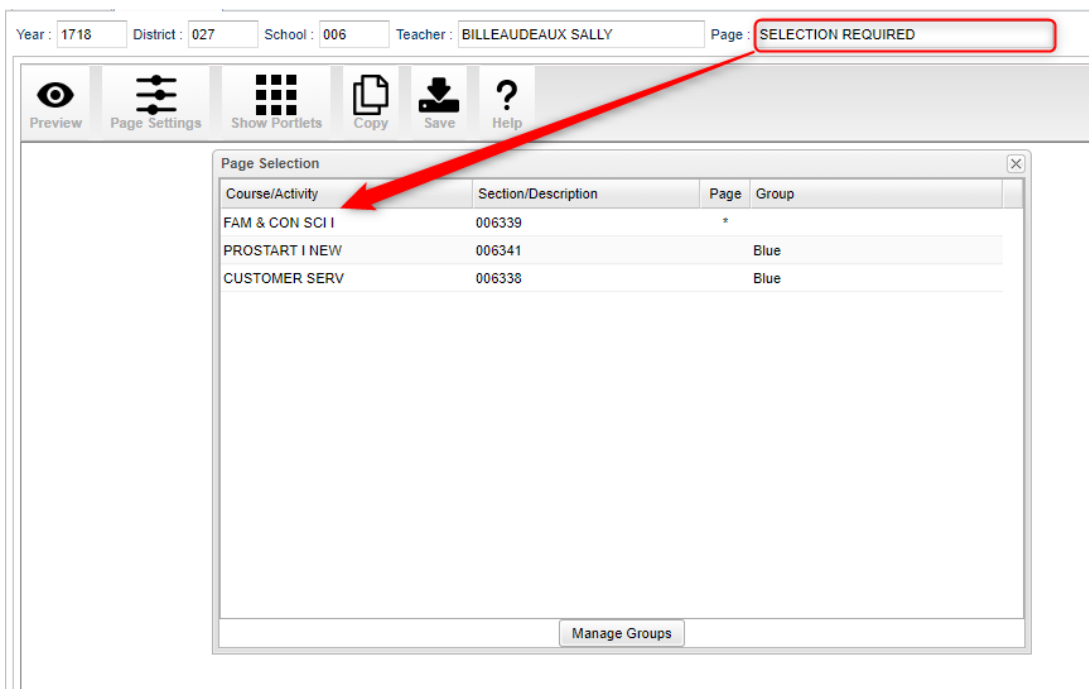6. Repeat steps 2 - 5 until all groups have been created.
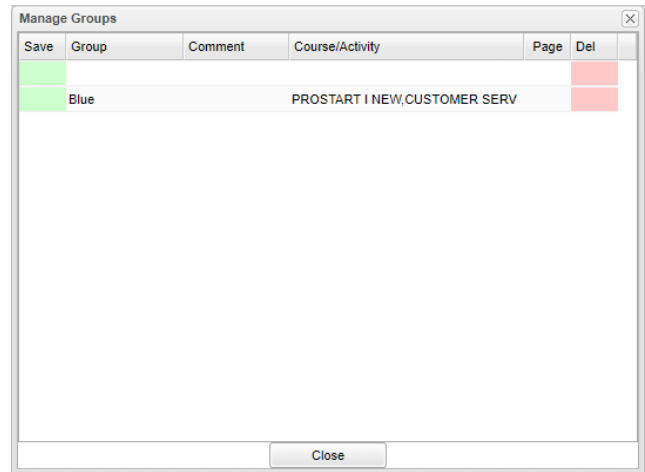
How to Create a Page

This section will show the user how to create a Page that will enhance communication with students and parents.

Select the course, activity, or group for which to create a page from the **Page Selection** menu.

The screen will appear in **Designer** mode. Click to toggle between
the **Designer** and **Preview** mode. **Preview** allows the user to view their work and **Designer** allows the user to
edit their page.

Page Settings

To begin, click on the Page Settings icon at the top to set the background color, border, border size, etc.

Title - Title give to the page by the user.
Background Color - The color the user will see   behind
and between the portlets on the screen.
Border Width - The width, in pixels, of the border   around
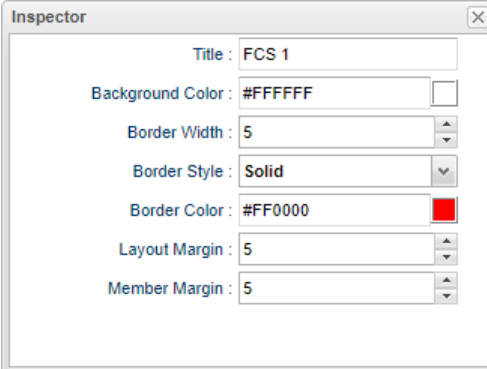the page.
Border Style - The type of border around the page   (Solid
line, Dotted line, Dashed line, etc.).
Border Color - The color of the border around the   page.
Layout Margin - The number of pixels between the   border
and the edge of the page.
Member Margin - The number of pixels between the edge of the page and the portlets.
Note - Each portlet has a page setting option to give the user the ability to add borders and adjust the
background color of the portlet

Note: This step is optional. Backgrounds and borders are not required to save a page.

Portlets

Click the Show Portlets icon to open a pane on the left. Click on the portlet to add to the
page.
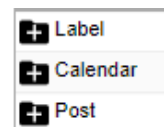
Label - Add any text or image to help share information, about the course/activity or
teacher, to students and parents.
1. To add text, click in the white space of the portlet and a text editor will appear.
2. You can also copy and paste text or images to this section.
3. When finished, click the save icon in the upper left of the text editor.

Calendar - Displays a calendar on the page that will show students and parents when assignments,
lessons, and events occur.
1. To add an event to the calendar, click the plus (**+**) sign icon in the upper left of
   the **Calendar** portlet.
2. Enter the date/time range for the event.
3. Select the **Type** of event.
   ▪ **Event**

- **Sport**
- **Birthday**
- **Meeting**
4. Enter any information about the event in the text area.
5. When finished, click the save icon in the upper left corner.

Post

    - Gives a teacher the ability to send messages and attachments to students and parents.

1. To add a post, click the plus (**+**) sign icon in the upper left of the **Post** portlet.
2. On the first line, where the words **Set Title** are, enter a title of the post.
3. Enter the post in the text area.
4. Click the **links** icon at the bottom to add any hyperlinks into the text area.
5. Click on the **Attachments** icon at the bottom of the screen to add any documents for students and/or parents to the post.
6. When finished, click the save icon in the upper left.
7. If more than one portlet has been added, click and hold on the header bar to adjust the location of the portlets. As the portlet is being dragged, a line will appear above, below, or to the right or left of an existing portlet to help show where the portlet will be placed when the mouse button has been released.
8. On the header bar of each portlet is a Page Settings icon to set background color, border, border size, etc. within each portlet. An *X* is available as well to remove a portlet.
9. Click the **Save** icon at the top of the page when finished.

Boards

The Boards tab was designed to give a user the ability to view data for the selected course in a graphical format.

Top

| Year : 1718 | District : 027 | School : 006 | Teacher : BILLEAUDEAUX SALLY | Course : FAM & CON SCI I | Marking Period : 1st Six Weeks |

Year - The year the subject is being taught.

District - Default value is based on your security settings. You will be limited to your district only.

School - Default value is based on your security settings. If you are assigned to a school, the school default value will be your school site code. You will not be able to change this value. If you are a supervisor or other district office employee with access to the Student Information System, you will be able to run programs for one school, a small group of schools, or all schools in your district.

Teacher - The teacher teaching the course.

Course - The course being taught. Select from the drop down.

Marking Period - The marking period of the course being taught. Select from the drop down.

Mouse Hover – Hover the mouse over a portion of the graph to reveal numeric details.

Bottom

| Grades | Lessons | Pages | Boards |

Grades - Teachers can create assignments, post assignment grades, print progress reports, and more.

Lessons - Teachers can create their lesson plans, submit them to administrators, share them with other teachers, and more.

Pages - Teachers can create a personalized web page where they can post events on a calendar, post updates on a message board, and more.

Boards (Current Page) - Teachers can view assignment grades, marking period grades, and Student Progress Center logins displayed graphically.