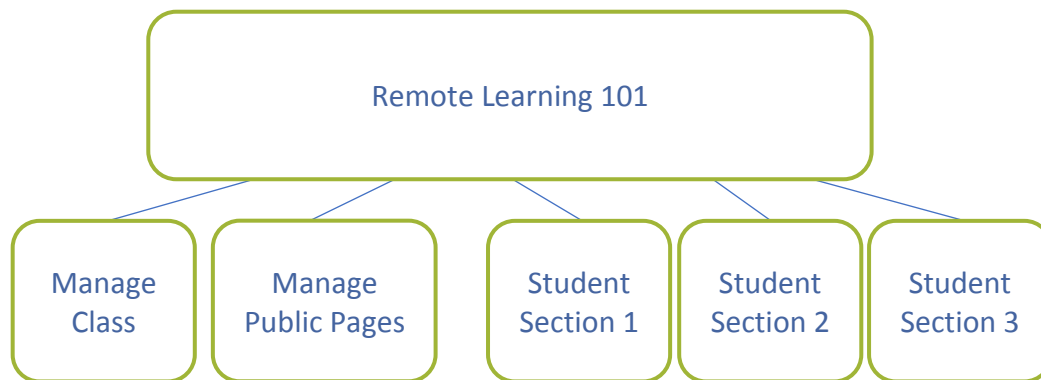




Class Setup and Tools

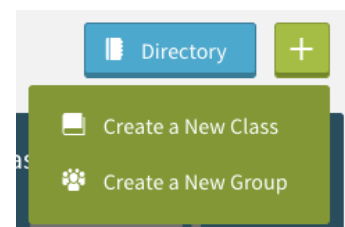
There are several steps to setting up a Class before you can start. First, it is important to understand how classes are designed.

- Your class has both a public presence (your public class page) and a “members only” space where you can share information and materials with students and parents who are part of the class.
- Anything that you put in the class webpage is public to anyone on the internet. You can update and edit your class webpage from the Manage Public Pages area.
- Inside the private class space, you have both classes and sections. The class (e.g., “English 10”) acts as an umbrella for all of the individual sections (e.g., Period 1, Period 3, etc.).
- The “Manage Class” area in your class acts as a central class library for YOUR materials. Students should not be added to the Manage Class section. Classes and the Manage Class section persist from year to year.
- The individual sections are where you will add your students. This is where students can see lessons, assignments, and assessments and submit work. Sections are designed to be archived at the end of a semester.



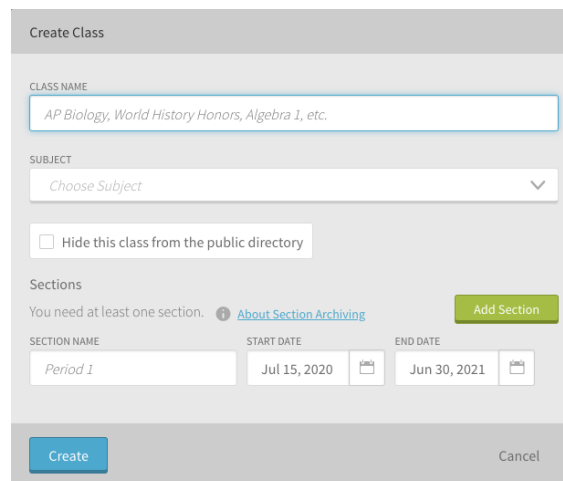
Step 1: Creating a Class

To [create a class](#), log into eChalk, click the green + next to the directory button, and select “Create a New Class.” You can create as many classes as you like, but it is recommended that you create individual sections if you teach multiple periods of the same class. Each class has its own webpage, assignments, lessons, assessments, etc. You can customize assignments, lessons and assessments for individual sections if desired.



Each class requires:

- **Class Name:** This is the name of the class and will show on the tiles that you or your students see in eChalk when logged in.
- **Subject:** You can pick from one of the existing subjects to populate the directory.
- **Sections:** You need to create at least one student section for your class. You can create up to 10 sections for each class. Each section needs a start date and end date. You can name your sections however it is most convenient for you. Set the start date and end date appropriately.

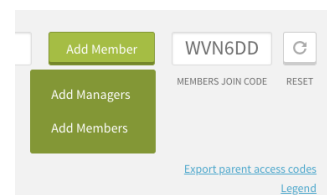


Hit the create button and your class will be available to start configuring for use.

Step 2: Setting Up Your Gradebook

You may or may not use many of the tools in the gradebook, but here are a few ways you can get started quickly.

- There is a default grading period set up already that aligns to the section start and end date that you just created. You can change these dates anytime you like.
- You can also create additional grading periods that can be used by all of your sections.
- You can create categories (homework, quizzes, tests) if applicable, or you can use the “Ungraded” category. You might want to create a category and call it “Remote Learning” to use for this time period and not worry about what kind of work was done.
- Once you have created these categories and periods, you can assign them to use in your sections.
- Check out our help section specifically for [Gradebooks](#)



Step 3: Adding Students to Your Sections

There are two ways to add students to your sections. All students need an account on eChalk in order to access your class and the class materials. If your students don't yet have an eChalk account, please contact your Site Manager to create accounts for your students.

1. Students can join the class with a join code. This would work well if you can email your students and let them know the specific code for your class. You can also post it on your

class webpage, tweet it, etc. Only students from your school will be able to join that class. You can remove any students who do not belong. Using this method will, at minimum, allow you to know who has joined the class and accessed the system.

2. You can add students manually from the directory. You can add your entire roster to the section manually by clicking Add Member and Add Members. Then you will see the directory. You can filter it down to just Students, check off each of the students that belong to this class section (or consolidate all of your sections into one if you choose).

The screenshot shows a search interface for adding members. At the top is a search bar labeled "Search People" with a "Search" button. Below it is a "Search Filter" section with "5 Results Found". The filter includes "User types" with checkboxes for Administrator, Teacher, Staff, and Student (which is selected). Below that is "Grades (Students Only)" with a "Select All" link and checkboxes for Unspecified, Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and Other. A table below the filters shows the search results:

<input type="checkbox"/>	NAME	POSITION	USER TYPE	GRADE
<input type="checkbox"/>	Tom Jones	-	Student	Unspecified
<input type="checkbox"/>	Test McTesty	-	Student	Unspecified
<input type="checkbox"/>	John Miller	-	Student	7
<input type="checkbox"/>	Mike Simms	-	Student	Unspecified
<input type="checkbox"/>	Dave Students	-	Student	3

At the bottom left is an "Add Members" button and at the bottom right is a "Cancel" button.

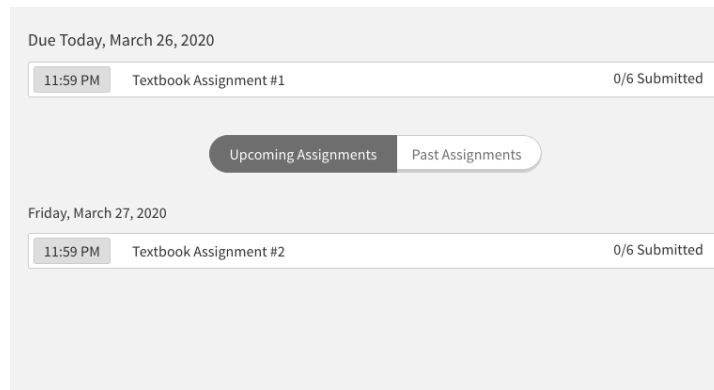
Now that you have added your students, you can start creating content for them to use.

Step 3: Assignments

[Assignments](#) are the best way to keep your students focused on what they need to do for your class. You create assignments in the Manage Class area. This way you can reuse them from semester to semester. Assignments are a good place to start with remote learning. You can simply create one assignment per day, attach any learning materials you like and allow students to submit their work or reply via submission. Once they are created, you assign them to the particular section along with a due date. Assignments will show up on everyone's aggregated calendar and be sent out as notifications via eChalk Notify, so students and parents will see when they have been posted. You'll also get an alert when students submit or comment on an assignment.

1. Creating an Assignment
 - a. In Manage Class, click on the LEARN tab
 - b. Hit the green + to create a new assignment
 - c. Give it a Title and point value for how much this assignment is worth

- d. You can enter in descriptions, instructions, any information, links or embed a third-party tool in the text box. You can also attach images, documents, etc. to the assignment.
 - e. After you save the assignment, you can then assign it to your sections.
 - f. Click Assign and give it a due date (and time, if you choose), category and period. The system will default to 11:59 p.m. on the day the assignment is created if you do not set the date and time.
 - g. Late assignments are accepted but do get marked as late.
 - h. Once you have assigned it, the Assignment is available for students to complete. The assignment is shows:
 - i. As an in-app alert when students log into the class.
 - ii. As a mobile notification via eChalk Notify.
 - iii. On the student's aggregated calendar.
 - iv. On the "Assignments" tab of the area where the system displays what is due today, what is upcoming, and all past assignments.
2. How Students Submit Assignments
- a. Students should either click on the assignment in their calendar to go directly to it or click on the Assignments tab in the class to see what is due today, what is coming up and what was assigned in the past.
 - b. Students will see the description/instructions and any attachments that you added to the assignment.
 - c. Students can use the text editor to submit an assignment, attach documents or images, or both.
 - d. They can hit "Save to Draft" to keep working on an assignment or "Submit" to turn it in.
3. Grading Assignments
- a. Go to the class section that you would like to grade.
 - b. Click on the Assignments tab.
 - c. Click on the assignment that you would like to grade.
 - d. On the right-hand side, you will see all the student submissions for this assignment.
 - e. Clicking on a student submission will allow you to review their work, see any attachments that they submitted and give it a score. You can also comment on it; these comments are private to you and the individual student. You can use comments to provide feedback in the assignment, such as what they did well or what they can improve on. You can attach documents to the comments as well. Students can comment back so you can have private communication around this particular assignment.



Step 4: Lessons

[Lessons](#) can be helpful ways to provide content to your students if there is no work to be submitted. Lessons are designed to be completed in sequential steps. You can add any kind of content you like to a lesson: text, images, documents, embedded video or third party tools. Lessons can be assigned to be viewed on a particular day but are always available for students to review. Students will see today's lessons, past lessons and upcoming lessons.

1. Creating a Lesson

- a. In Manage Class, click on the LEARN tab.
- b. Hit the green + to create a new lesson.
- c. Provide a title and description of the purpose or goals of this lesson.
- d. To add content to the Lesson, click on "New Step."
- e. You can give the step a title and then add content into the body or embed a third-party tool/widget. You can also attach any documents, images, etc. to the step.
- f. After you have finished the step, you can hit "Save" if the lesson is complete or "Save and Add Another" to add more steps.
- g. Add as many steps as you need for each lesson.
- h. Assign the lesson to your sections and pick the day and time that you would like it to appear on your students' calendars.
- i. Lessons show in the section on the "Lessons" tab. You can see today's lessons, past lessons and upcoming lessons.

2. Using a Lesson

- a. Students can log into your class and click on the Lessons tab to see today's lesson.
- b. Students also view past lessons or look ahead.
- c. When students click on a lesson, it will guide them sequentially through each step.

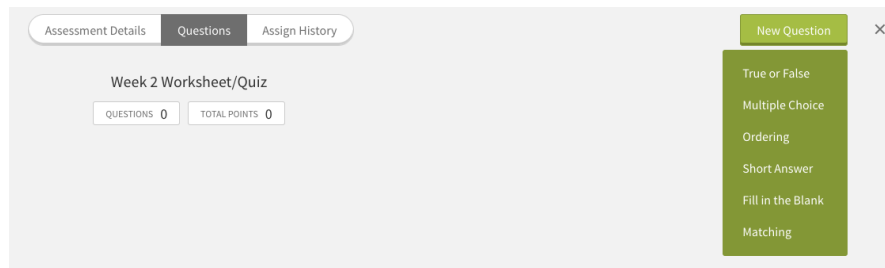
- d. You may want to pair each lesson with an assignment or assessment that students can complete to demonstrate their understanding or apply what they have learned.

Step 5: Assessments

[Assessments](#) are a more advanced tool to use with your students. You can use them to create quizzes or tests or simply as a more powerful way of doing assignments. Assessments are a series of questions that can be True/False, Multiple Choice, Ordering, Matching Column, Fill-in-the-Blank, or Short Answer (Essay). All of these can be automatically graded (with the exception of Short Answer questions). You can randomize the order of the questions, which can be helpful if the assessment is given in a classroom but may not be necessary for remote learning.

1. Creating an Assessment

- a. In Manage Class, click on the LEARN tab.
- b. Hit the green + to create a new assessment.
- c. Give it a title and description/instructions. Note: when assigning assessments, there is a start time and end time. Assessments cannot be viewed prior to the start but the title and description are available for students to see.
- d. You can choose to randomize question order if desired.
- e. Click Create and the framework for the assessment will be created.
- f. Click on Questions to add questions to the assessment.
- g. Click on New Question and select the question type you want to use.



- i. True or False: Student will be given a choice to answer true or false.
 - ii. Multiple Choice: This question can have one or more than one correct answer.
 - iii. Ordering: Student will be able to drag and drop items to place them in the correct order.
 - iv. Short Answer: This is an essay format question.
 - v. Fill-in-the-Blank: Students fill in the blank with a word or short phrase.
 - vi. Matching: This is a matching column question. You can use words, images or mix the two.
- h. Record the correct answer for each question type so the system can automatically grade this for you

2. Assigning an Assessment
 - a. You must choose a start time and end time when assigning an assessment.
 - i. Assessments cannot be started before the start time.
 - ii. Assessments can be submitted late, but only before you publish the grades and answers.
 - b. You must choose a category and grading period for an assessment (just as you did for assignments).