eChalk

Remote Learning Tools for Teachers

The eChalk LMS has many built-in tools to help you create an online class for your students. These tools can make things more organized for you and your students so they can be more successful while learning independently at home. This Remote Learning Quick-Start Guide will help you get started with the eChalk LMS tools.

General Guidelines

- If at all possible, try to standardize how teachers assign work. Many of the problems that arise in distance learning come because different teachers share work in different ways and use different tools. This can be confusing for students and parents and may lead to them missing assignments. This is especially important for middle and high school students, who are trying to track assignments from many teachers, as well as for families with students in different grades or classes.
- We recommend starting with **Assignments** in the eChalk LMS. Assignments will allow you to share documents, instructions, collect submissions, comment privately back and forth with a student about their submission. Once your students (and parents) are used to the workflow in Assignments, you can add additional tools over time.

eChalk Classes and the eChalk LMS

- Classes have two parts: a public class page (which is visible to anyone online) and a private class area (which is only visible to members of the class).
- The eChalk LMS is an extension of eChalk Classes. It includes a number of tools that can be helpful for remote learning, including assignments, assessments, and a gradebooks. These tools are explained in detail below.
- Classes can be divided into individual sections. Teachers will probably want to create sections for remote learning that mirror the structure of their physical classes.

eChalk LMS Tool Overview

- Assignments: This is where all teachers in eChalk should start distributing work. You can create an assignment and assign it to one or more sections of a class. Once you do, it will show on the student's aggregated calendar, display in their Assignments tab within the class, appear in the Notifications list when a student logs in, and be sent out as a notification via the Notify App. Assignments and submissions have a rich text editor and allow you to attach any documents that you like. You can comment and provide feedback on any assignment submission privately with any individual student.
- Assessments: Assessments are designed to be used as a quiz tool, but can also be used to create worksheets for student work. You can create a variety of question types, including multiple choice, true/false, ordering, matching column, fill-in-the-blank and short answer. Most of these can be automatically graded, which can make life easier for teachers. You can assign an assessment to one or more sections. Once it is assigned, it will display on the student's aggregated calendar, be available in the Assessments tab in

the class, and sent out as a notification via Notify. You can comment on any assessment submission privately with any individual student.

- Lessons: Lessons can be used to give instruction and resources to students. They are built in sequential steps that students work through one at a time. You can add as many steps as you like to your lesson. Lessons will also display on the student's aggregated calendar view, are available in the Lessons tab, and sent out as a notification via Notify when they are assigned.
- Gradebook: The gradebook can be used to create grading periods and categories. Both periods and categories can be weighted for the student's grade. This can be useful if you would like to weight homework, tests, and quizzes differently. This might not be something that you choose to use today. You can create one grading period and one category to use for now and use that whenever you assign assignments and assessments for remote learning.
- Feed: The class feed is a running list of announcements. It is a good way to share interesting resources with students or send words of encouragement to the whole class. It might not be the best place to share classwork, homework, etc., as things can get lost easily.