

# Teacher User Manual

Teachers have access to a very powerful, intuitive system that helps them easily put student work and homework assignments online. The entire process requires no knowledge of html or other programming languages. This system puts the teacher in charge of placing content online.

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## Registering

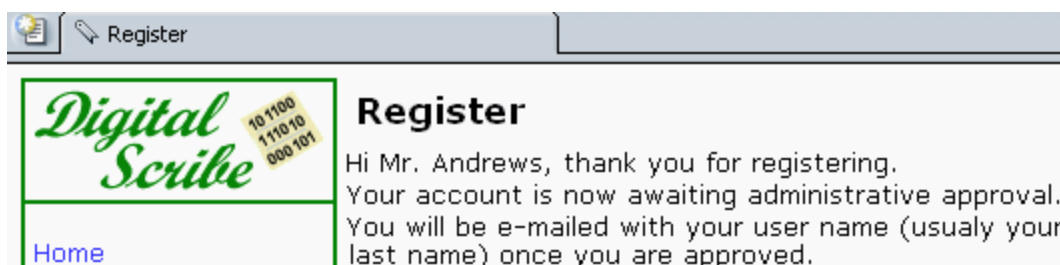
Go to the "Registration" page (/DigitalScribe/register.php) and select the correct link. A Teacher Account allows you to place student work and homework assignments online. An Announcement Account allows you to place announcements online. As this is the Teacher User Manual, you will be selecting the Teacher Account link.



Fill out the form below. Be careful to enter a correct e-mail address. If you ever forget your password you cannot get another without a correct e-mail address.

 A screenshot of the Digital Scribe registration form. The browser's address bar shows "Register". The page layout is similar to the previous screenshot, with the Digital Scribe logo and navigation links on the left. The main form area is titled "Register" and contains several input fields: "Title:" with a dropdown menu and "(Mr., Mrs., etc)" text; "Last Name:" with a text box; "Password:" with a text box; "Password Again:" with a text box; and "E-Mail:" with a wide text box. A "Register" button is located below the E-Mail field.

After completing the form, click the "Register" button to continue. You should receive a confirmation page as shown below:

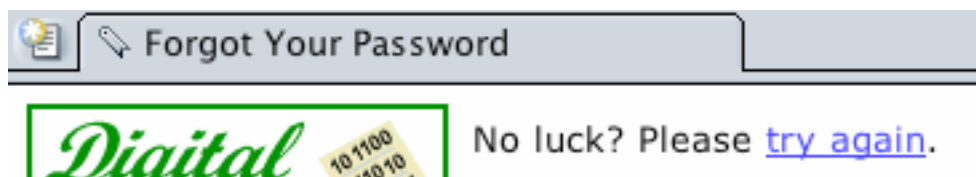


If you do not see the confirmation page above, look at the top of the registration page to read the explanatory error message, displayed in bold. You will have forgotten to fill out a field, have chosen a password that's under four characters, or entered two different passwords in the password fields. Correct your mistake and click the "Register" button to continue.

Your school's administrator for the Digital Scribe will now need to login and approve your account. You cannot login until you are approved. You will be notified via your e-mail address once you have been approved.

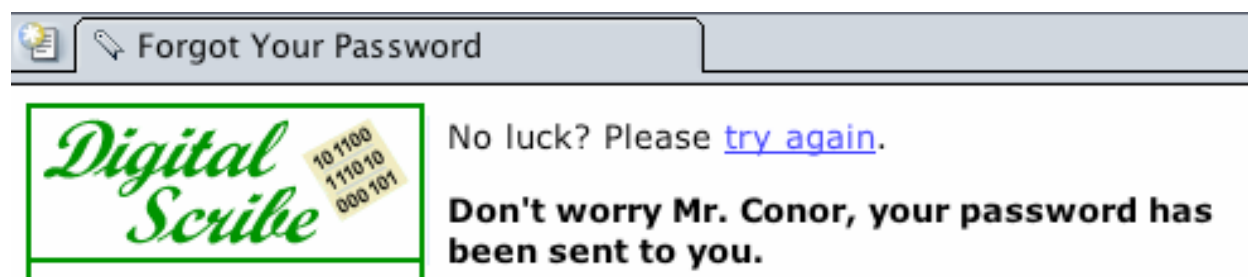
## Retrieving Your Password

If you have forgotten your password you can retrieve it by going to the "Forgot your Password" page (/DigitalScribe/forgot.php). If you enter your e-mail and it's not in the system, you will get the following page:



Click the "try again" link to try another e-mail.

If you get the screen below you can ignore the first line that asks you to try again, as your e-mail has been found and a new password has been sent to your account.



If you are unsuccessful in entering an e-mail address that the Digital Scribe recognizes, notify your system administrator and they can change your e-mail address, as well as send you your password.

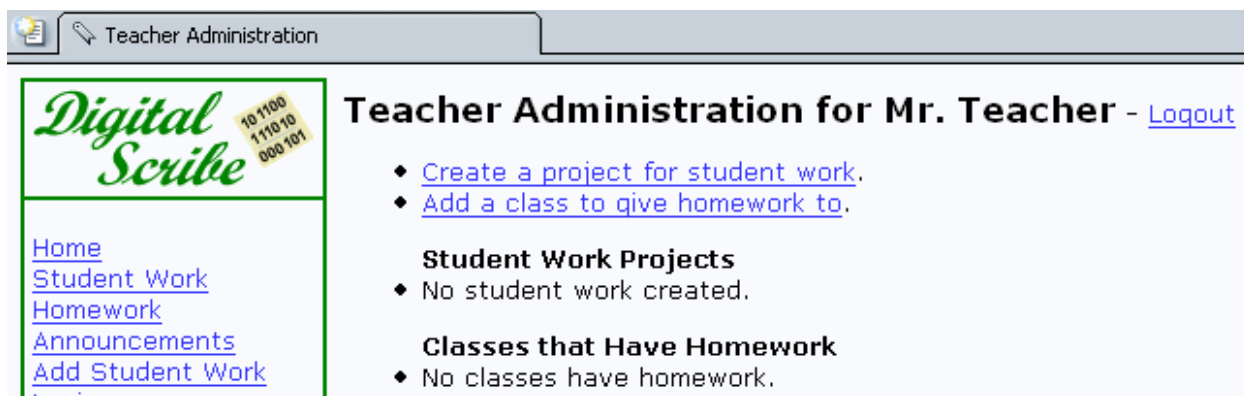
### New Password Confusion

If you forget your password, you will be issued a new one, as it's impractical to get your old password out of the system. Your password is sent through a one-way encoding process before it is stored in the system and, while this helps make the system very secure, it prevents you from using your old password if you forget it.

You can always log into your account with your new password and change your password to something that you will be more likely to remember by clicking on the link labeled "Change your password, e-mail address, or name".

## Teacher Administration Overview

When you login to the Digital Scribe you will see a page that looks similar to the page below:



The screenshot shows a web browser window with a grey header bar containing a home icon and the text "Teacher Administration". Below the header is a white content area. On the left is a green-bordered sidebar with the "Digital Scribe" logo (a green box with the text "Digital Scribe" and a yellow sticky note with binary code "10 1100", "1110 10", "000 101") and a list of links: "Home", "Student Work", "Homework", "Announcements", "Add Student Work", and "Login". To the right of the sidebar, the main content area is titled "Teacher Administration for Mr. Teacher - [Logout](#)". Below the title are two sections, each starting with a blue diamond bullet point and a link:

- ◆ [Create a project for student work.](#)
- ◆ [Add a class to give homework to.](#)

Below these links are two sections:

- Student Work Projects**
  - ◆ No student work created.
- Classes that Have Homework**
  - ◆ No classes have homework.

The teacher administration section lets you create and modify two types of projects.

### Student Work Projects

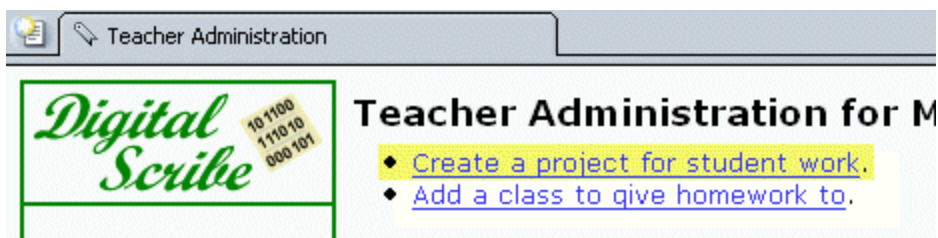
Student work can be any type of text, such as an essay, poem, or story and/or an image. When your class finishes a project or assignment, the students can put their work online. You first create a project to file the student work into. Students submit their work to that project, which you then approve or edit for public viewing. Everyone from the student's grandparents to local government officials can then view students' work online. A more detailed description of the process is covered later on.

### Homework Assignments

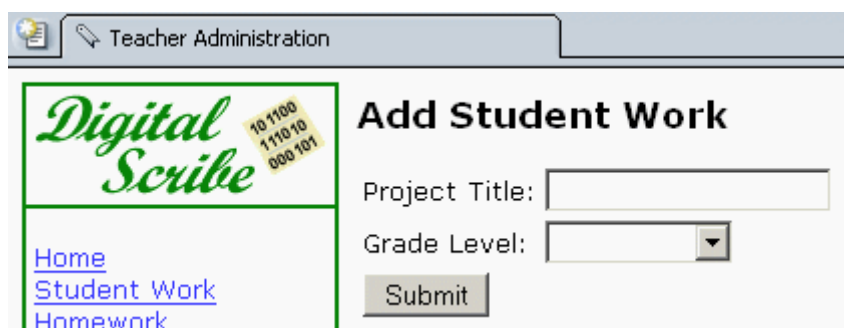
You can also put your students' homework assignments online. You add the class that will be assigned the homework and place all the class's homework inside. Homework assignments can only be text (no photos or PDFs). Posting homework online will prove to be particularly useful when a student is sick and needs to get all the homework, or when a student claims they didn't know the homework was due. A more detailed description of this process is covered later on.

## Creating a Student Work Project

To create a student work project, you must first login (/DigitalScribe/login.php). You will then see the main page of the Teacher Administration section. Select the link "Create a project for student work" as highlighted below.



Type in a project title (for example: End of Quarter Book Reports), select what grade level of students will be adding their work, and click the "Create Project" button. If the correct grade level is not listed in the drop down menu, contact the program's administrator.



The project will then be created and a link to it will appear under the heading "Student Work Projects". Even though the project has been created it's not viewable on the public "Student Work" pages. The project is viewable on the "Add Student Work" pages. To edit the project identifiers (name, description, accompanying image) click the name of the project. You will then see a page that is similar to this:



## Project: Book Reports

Go Back to your [list of projects](#). - [Logout](#)

0 Students have submitted their work. - [Print out their names](#).

Nothing Below? Get started and [add some student work](#)!

Jump to student:

Project Name	Online	Put Online or Take Offline
<input style="width: 95%;" type="text" value="Book Reports"/>	<b>No</b>	<a href="#">Put Online</a>
Project Description: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
<input type="button" value="Update Project"/>		<a href="#">Delete Project</a>
		<a href="#">Add An Image</a>
<a href="#">Archive Project.</a>		

This section of the manual will concentrate on editing the project identifiers. The text and associated links at the top of the page enable you to view and add student work, and will be discussed in a separate section of this manual.

### Name and Description

The Project Table lists the name of the project in a textbox and can be changed at any time. Below the name, the project description allows you to describe what the students did for this project. If you edit/create the project name or description you have to click the "Update Project" button to save your changes.

### Online & Offline

To the right of the project name is the text "Online" with either "Yes" or "No" typed below it. If a project's online status is "Yes", it is fully public and viewable on your school's web site. If a project's online status is "No", it is not viewable in the "Student Work" section ([DigitalScribe/liststuwork.php](#)) of your school's site, but the project is listed under your name in the "Add Student Work" page ([/DigitalScribe/addstuwork.php](#)). You can put the project on and offline by clicking the next link "Put Online". When a project is online, the link changes to read "Take Offline".

### **Deletion**

Next to the "Update Project" button is a link that enables you to delete the project. Be sure that you no longer want a project before deleting it. Once you click the link, the entire project and all the student work submitted to that project will be permanently deleted. There is no turning back and no confirmation page.

### **Archiving**

If you want to keep a project, but don't want to have it listed with all the other projects, you can archive the project by clicking on the "Archive Project" link in the lower left of the table. Clicking it will move your project from the "View Student Work" page (/DigitalScribe/liststuwork.php) to the "Archived Student Work" page (/DigitalScribe/listarchive.php) and the project will no longer be listed under your name in the "Add Student Work" page (/DigitalScribe/addstuwork.php) of your school's site.

### **Adding an Image**


In the bottom right of the project table is a link enabling you to add an image to the project. This image will be displayed next to your project description on the project's page. This is **not** the section for students at add images to their work.

Images must be saved in either .gif or .jpg format in order to be uploaded. Line drawings display best as .gif files, while .jpg compression is considered better for photographs. Image names should not have any quotation marks, commas, apostrophes, or other non standard characters.

Images over 400 pixels wide will be shrunk to 400 pixels when displayed next to the project description. You can click on the image to view it at full size. This helps keep a web page from becoming wider than your screen.



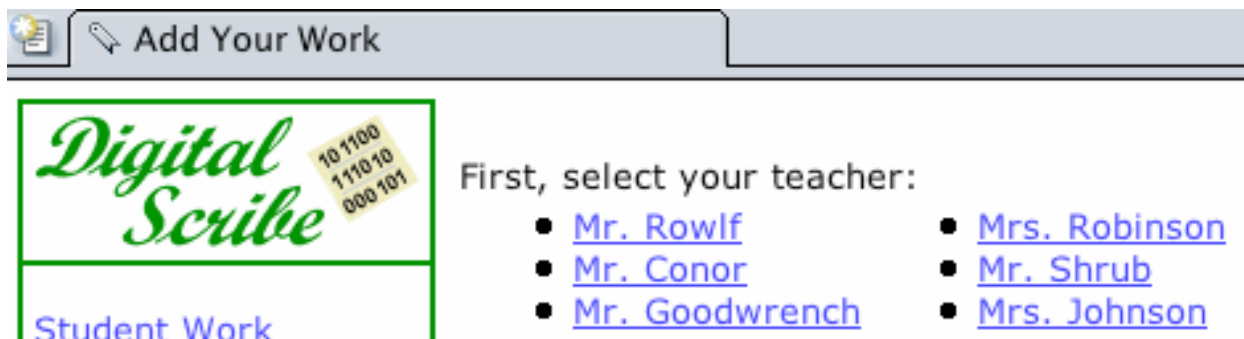
## Removing an Image

Project Name	Online	Put Online or Take Offline
Book Reports	No	<a href="#">Put Online</a>
Project Description:		
<a href="#">Update Project</a>	<a href="#">Delete Project</a>	
		<a href="#">Change or Remove Image</a>
<a href="#">Archive Project.</a>		

If you want to remove an image, notice that because an image is in the project, the "Add an Image" link has changed to read "Change or Remove Image". Clicking the link will let you replace the image with a new one or, if you leave the image textbox blank, the image will be removed.

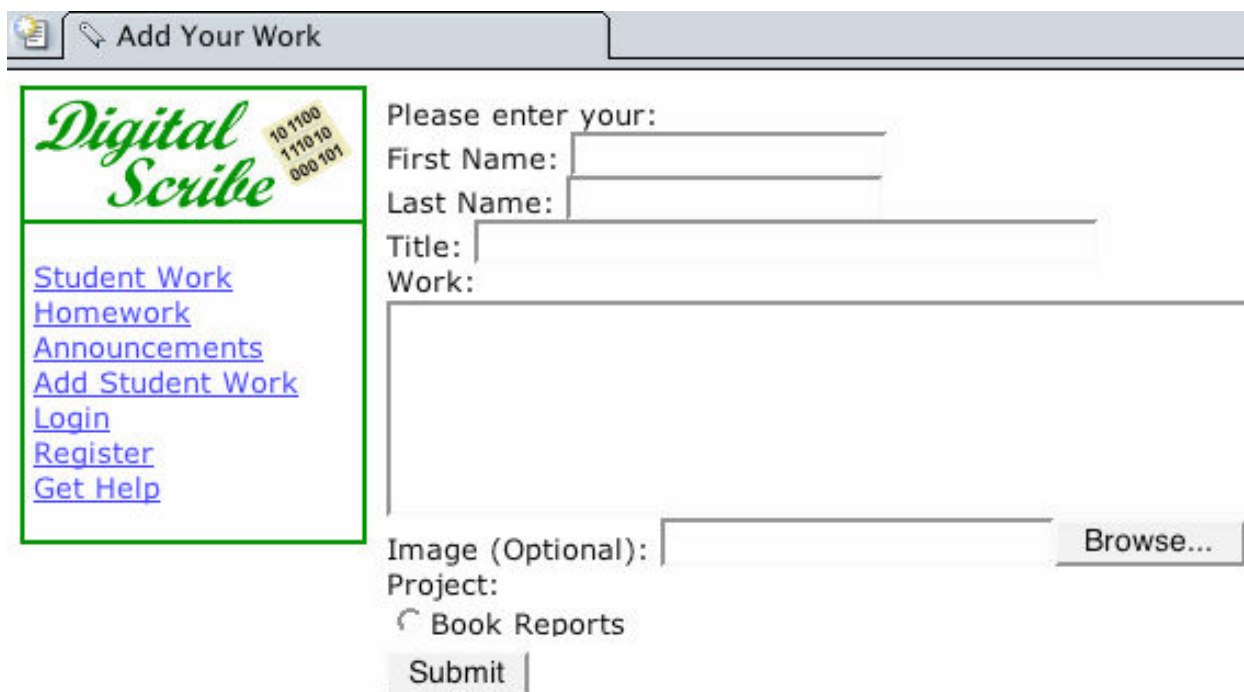
## Adding Student Work

Student work can be added either by their teacher or by the students themselves. Go to the "Add Student Work" page (/DigitalScribe/addstuwork.php) and select the appropriate teacher.



The screenshot shows the top navigation bar with a home icon and the text "Add Your Work". Below this is a sidebar with the "Digital Scribe" logo and a yellow sticker with the phone number "10 1100 1110 10 000 101". The main content area says "First, select your teacher:" followed by a list of six teachers: Mr. Rowlf, Mr. Conor, Mr. Goodwrench, Mrs. Robinson, Mr. Shrub, and Mrs. Johnson. Each name is a blue hyperlink.

Once a teacher's name is selected, the following page appears:



The screenshot shows the same "Add Your Work" page but with a sidebar menu containing links for "Student Work", "Homework", "Announcements", "Add Student Work", "Login", "Register", and "Get Help". The main form area is titled "Please enter your:" and contains the following fields: "First Name:", "Last Name:", "Title:", and "Work:". Below these is a large text area for the work itself. At the bottom, there is an "Image (Optional):" field with a "Browse..." button, a "Project:" field with a radio button for "Book Reports", and a "Submit" button.

After filling out the form, click the "Submit" button. The student work is now in your Teacher Administration section, awaiting your approval.

### Explanation of Fields

The student's last name is only for your identification purposes. After the work is approved, only the capital letters of the student's last name will be

shown (ex: Johnny C). The "Work" textbox is where the student's essay, poem, or other text document should be copied and pasted into. As the textbox is rather small, it's not recommended that you have students compose their text within it. If the project has an image included with it the student can click the "Browse" button, locate the image, and insert it.

Images must be saved in either .gif or .jpg format in order to be uploaded. Line drawings display best as .gif files, while .jpg compression is considered better for photographs. Image names should not have any quotation marks, commas, apostrophes, or other non standard characters.

### **Selecting the Correct Project**

The list of projects is the most crucial option that the student will be faced with. Make sure the radio button next to the correct project name is selected. Otherwise, you will have to use your Teacher Administration section to relocate the student's work. The screen shot above shows only one project. When you have more than one non-archived project, they will all be listed here and students will need to carefully select the correct one.

### **Next Steps**

Once students have begun to submit their work, you will need to login and approve or edit the work. If the work is not approved it will not show up in the public "Student Work" section (/DigitalScribe/liststuwork.php) of your school's web site. This process is discussed more in another section of the manual.

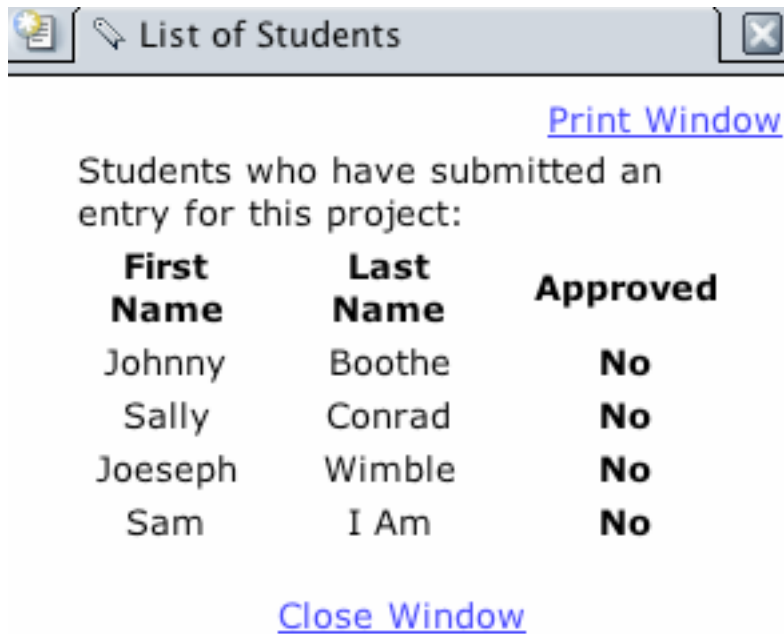
## Approving & Editing Student Work

Once students have begun to submit their work, it will be available to you for editing and approval via the "Teacher Administration" page. Login to your account and click the name of the project that students have added work to.



The screenshot shows a web browser window with a grey header bar containing a pencil icon and the text "Teacher Administration". Below the header is a green-bordered box with the "Digital Scribe" logo in green cursive and a yellow sticky note with binary code (10 1100, 1110 10, 000 101). To the right of the box is the text "Project: Book Reports". Below this, there are three lines of text: "Go Back to your [list of projects](#). - [Logout](#)", "4 Students have submitted their work. - [Print out their names](#).", and "Nothing Below? Get started and [add some student work!](#)". At the bottom, there is a "Jump to student:" label, a dropdown menu with "Joeseeph Wimble" selected, and a "GO" button.

The first thing to notice about the page is the second line of text reporting the number of students who have submitted their work. In the screenshot above, four students have submitted work. To see the names of students who have submitted work, you can either scroll down the page to see the work itself or you can click on the link "Print out their names", which will open a popup window similar to the following:



As displayed above, the popup window lists the students' names (alphabetized by last name) and whether or not you have approved their work. On some browsers, clicking the "Print Window" link will print this list and clicking the "Close Window" link will close the popup window.

Another option for viewing an individual student's work is the "Jump to student" drop down menu seen in the initial screen shot. Clicking on the drop-menu allows you to select the student whose work you want to see and the display will jump down to their work.

All student work for the project will be displayed in the following table:

First Name	Last Name	Title
Sam	I Am	10 Ways to Stop Forgi
Approved	Give/Remove Approval	Image
No	<a href="#">Give Approval</a>	<a href="#">Add An Image</a>
Work: <div style="border: 1px solid black; padding: 5px;">             I read the book, 10 Ways to Stop Forgetting, then I forgot to write this report. Considering that I forgot nine of the ten ways to stop forgetting, I don't think it was much of a loss.           </div>		
<div style="text-align: center;"> <input type="button" value="Update Entry"/>  <a href="#">Delete Entry</a>  <a href="#">Move To Another Project</a> </div>		

[Back to top.](#)

### Change Text Information

You can edit the student's first name, last name, title of their work, or the work itself by typing in the correct information and clicking the "Update Entry" button to save your changes.

### Approving Work

The second row of the table tells you whether or not the work has been approved. Work that isn't approved will not show up on the public "Student Work" page (/DigitalScribe/liststuwork.php). You can give approval by clicking the link "Give Approval". The entry will be instantly approved and if the project is online, the work will be visible to the public.

### Deleting Work


If you ever need to delete a piece of student work, you can click on the link "Delete Entry" and the work will be deleted. There is no confirmation page and this action cannot be undone, so click with care. Keep in mind that entries not approved will not be seen by the public.

### Moving Work to Another Project

If a student submitted their work to the wrong project, you can click the "Move to Another Project" link and you will be presented with a listing of all the projects that you have created. Select the correct project and click the "Move" button. The work will instantly move from its current project to the project you specified.

## Dealing with Images

If a student submits a piece of work that has an image associated with it, the table containing the student work will look like the following:

First Name	Last Name	Title
Joseph	Wimble	The Rise of the Machi
Approved	Give/Remove Approval	Image
<b>No</b>	<a href="#">Give Approval</a>	<a href="#">Change or Remove Image</a>
Work: I had written the best report that any student had ever seen, but my computer crashed. I spent the rest of the day watching Terminator 3 - it followed my book's plot very closely, so just watch the movie and consider it to be my report.		
<input type="button" value="Update Entry"/> <a href="#">Delete Entry</a> <a href="#">Move To Another Project</a>		

The image is displayed (in this case, the CCUE logo) in the lower right corner of the table. You can change the image by clicking the "Change or Remove Image" link and then selecting the new image to be uploaded. You can delete the image without uploading a replacement image by leaving the submit form blank when clicking the "Submit" button.

Images must be saved in either .gif or .jpg format in order to be uploaded. Line drawings display best as .gif files, while .jpg compression is considered better for photographs. Image names should not have any quotation marks, commas, apostrophes, or other non standard characters.

Images are shrunk in the administration section to make them easier to view. Once approved, the images can be viewed at their full size on the "View Student Work" pages.

## Wrapping Up

Keep in mind that for the project and student work it contains to be visible to the public, both the project and the individual student work needs to be approved by clicking on the appropriate links. All approved student work in

projects placed online is listed in the "Student Work" section (/DigitalScribe/liststuwork.php).

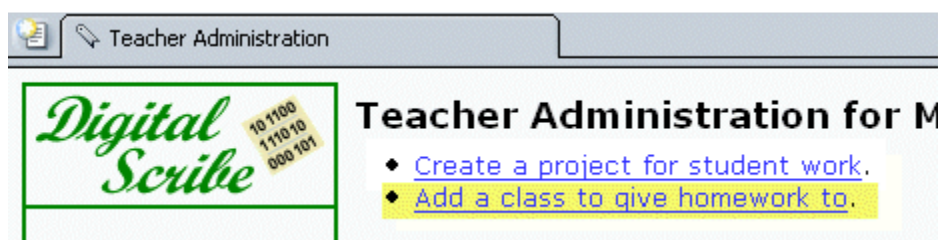
Don't forget to archive old projects as you create new ones in order to prevent cluttering up the "Student Work" section. See page eight for more information.



## Adding a Class To Give Homework To

A Homework Project is a place where you can post homework assignments for your class.

To create a Homework Project, login via the "Login" page (/DigitalScribe/login.php). You will see the main page of the Teacher Administration section. Click the link "Add a class to give homework to", as highlighted below.



Type the class title (ex: US History), select the grade level of the students, and click the "Submit" button.

 A screenshot of the 'Add a Class for Homework Assignments' form. The page title is 'Teacher Administration'. On the left is the 'Digital Scribe' logo and navigation links: 'Home', 'Student Work', and 'Homework'. The main heading is 'Add a Class for Homework Assignments'. Below the heading are two input fields: 'Class Title:' with a text box containing 'US History' and 'Grade Level:' with a dropdown menu showing '4th Grade'. A 'Submit' button is located below these fields.

The new class will then appear beneath the bold heading, "Classes that Have Homework", at the bottom of the page. Click the title of the title of the class to assign homework. This page will have two tables. The first appears as follows:

Class Title	Online	Put Online or Take Offline
US History	No	<a href="#">Put Online</a>
Grade Level: 4th Grade		
<a href="#">Save Changes</a>	<a href="#">Delete this class</a>	

**Editing Text**

This table allows you to edit the class's title through a textbox. You can also change the grade level of the students in the class through the drop down menu. Click the "Save Changes" button to save these changes.

**Putting Online**

The first row of the table will tell you that "Yes", the project is online, or "No", the project is offline. Newly created projects are offline by default. You can put the project online (thus making it visible on your school's web site) by clicking the "Put Online" link. Once online, this link changes to "Take Offline". Depending on the current status of the project, clicking the link will instantly put the project online or take it offline.

**Deleting**

Clicking the "Delete this class" link in the bottom right corner will delete this class and all homework assignments it contains. This action cannot be undone and there is no confirmation page, so click with care.

## Adding Homework Assignments

To add a homework assignment, login via the "Login" page (/DigitalScribe/login.php). You will see the main page of the Teacher Administration section. The classes you created to add homework assignments to are listed under the bold heading, "Current Homework Projects", at the bottom of the page. Click the title of the class to add an assignment. This page will have two tables. The first is covered in the "Adding a Class To Give Homework To" section of the manual. The second table appears as follows:

Add Homework for the Class	
Title:	<input type="text"/>
Month Due:	January ▾
Day Due:	1 ▾
Assignment:	<input type="text"/>
<input type="button" value="Add Homework"/>	

Type in the homework title (for example: Daily Math Problems), select the month and day due, and provide the details of the assignment in the next textbox. Click the "Add Homework" button to create the new assignment. The new homework assignment will be listed lower in the page.

### Viewing Homework

Once placed online, all classes and their associated assignments will be viewable on the "Homework" page (/DigitalScribe/viewhw1.php).

## Editing Homework Assignments

To edit an existing homework assignment, login via the "Login" page (/DigitalScribe/login.php). You will see the main page of the Teacher Administration section. The classes you created to add homework assignments to are listed under the bold heading, "Current Homework Projects", at the bottom of the page. Click the title of the class that contains the assignment you want to edit. Find the homework assignment listed down the page that you want to edit. It will appear in the following table:

Homework	
Title:	<input type="text" value="Obtuse Angles"/>
Month Due:	<input type="text" value="October"/>
Day Due:	<input type="text" value="12"/>
Assignment:	<input type="text" value="Read pages 213-219 in preparation for class today."/>
<input type="button" value="Save Changes"/>	<a href="#">Delete this Homework</a>

The title, month due, day due, and assignment description are contained in textboxes or drop down menus. Make your edits to the text and click the "Save Changes" button to save them.

### Deleting a Homework Assignment

You can delete the homework assignment by clicking the "Delete this Homework" link in the lower right corner. As with all delete links, the action cannot be undone and there is no confirmation page, so click with care.