

Currently, this is what the default template looks like for a Teacher's Class Page:

This screenshot shows the Teacher's Class Page for the course 'Introduction to Law'. The page is titled 'Hopkinton Middle High School 2012-2013' and 'Nadeau, Robert'. The left sidebar lists various subjects: Home, Other Pages (Intro to Law, Sociology, Economics, National Honor Society, Economics\*, Psychology, Global Issues), and Classes (Career Pathways, Intro to Law, Economics, Int. Math 3, French 3, AP U.S. History\*, Photography, ChemPhys D1B2, Composition 11). The main content area includes a Banner for 'Introduction to Law', a Survey section, a Published Reports section (no reports listed), and a Calendar for October 2012. The Calendar shows the following dates: 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, 31. The Class Information section shows the course details: Course: 0264-001 Introduction to Law, Instructor: Nadeau, Robert (nadeau@hopkintonschools.org), School: Hopkinton Middle High School, Schedule: A-B(D2), Room: 206, Next meeting: 10/31/2013. The Group Resources section contains a Content Folder. The Submit Assignments section notes that there are currently no assignments available to submit.

This is what the page looks like from the Students' view of the same Class Page:

This screenshot shows the Student's Class Page for the course 'Introduction to Law'. The layout is identical to the Teacher's page, with the same sidebar and main content sections. The Class Information section includes an 'Attendance' table with the following data:

	Q1	Q2	Q3	Q4
Absent	0	0	0	0
Tardy	0	0	0	0
Dismissed	0	0	0	0

The 'Averages' section shows the following data:

	Q1	Q2	Q3	Q4
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This is what the page looks like from the Parents' view of the same Class Page:

This screenshot shows the Parent's Class Page for the course 'Introduction to Law'. The layout is identical to the Teacher's and Student's pages. The Class Information section includes an 'Attendance' table with the following data:

	Q1	Q2	Q3	Q4
Absent	0	0	0	0
Tardy	0	0	0	0
Dismissed	0	0	0	0

The 'Averages' section shows the following data:

	Q1	Q2	Q3	Q4
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The Teacher's view is blue; both the Student and Parent views are orange. Besides the color, all three views are virtually identical (note the two highlighted differences on the Teacher's view).

Through the work of the X2 Task Force, our school has developed a protocol for Teacher's Class Pages that will help foster a user-friendly experience that is consistent in grades 7-12.

The Aspen X2 Task Force has identified five components that each Class Page must contain:

1. Banner
2. Blog
3. Class Information
4. Group Resources
5. Submit Assignments

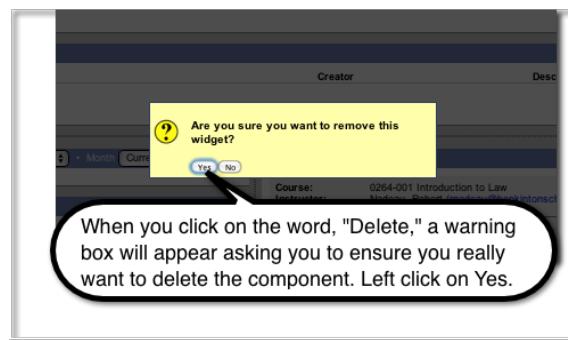
To help students who may feel overwhelmed with the amount of information they see on a page, the Task Force recommends the removal of the following components:

1. Survey – Unless you are actively using this as part of your page, please delete it.
2. Reports
3. Calendar – This is a static calendar. Information on it cannot be changed. It is a lot like looking at a calendar hung up on the wall. At this time, it basically takes up space on the page.

Below are the directions for deleting components from your Class Page.

Click here to edit your Class Page.

Left click on the "Remove Widgets" button. When you do, an option to delete will appear in the blue bar of each component (see red arrows). You can left click on the word "Delete" in each component you wish to remove from your class page.



When you click on the word, "Delete," a warning box will appear asking you to ensure you really want to delete the component. Left click on Yes.

The component will then be removed and your change is automatically saved.

## **Understanding the Components – Renaming**

Here is a concise listing of the five components that should be renamed on each Teacher Page:

1. FYI: (formerly called "Banner")  
You can add a subtitle if you'd like, like "FYI: What's happening in history class?"
2. Classwork/Homework (formerly called "Blog")
3. Resources and Handouts (formerly called "Group Resources")
4. Class Information (no change)
5. Submit Assignments (no change)

## **Understanding the Components – Frequency of Updates**

### **FYI:**

This component can have information placed in it once and then left for the remainder of the class. Or, if you choose, you can change the information in this box as often as you wish.

### **Classwork/Homework**

This component should be updated (at a minimum) weekly with new assignments.

### **Resources and Handouts**

This component can be updated as often as you wish. Please note: Teachers are asked to post their syllabus and course competencies in this section. Beyond that, it is NOT mandatory that you utilize this section.

### **Submit Assignments**

This component requires no updating. Please note: Although we ask that you include this component on your page it is NOT mandatory that you utilize it.

### **Class Information**

This component requires no updating.

The revised page will have (at its core) five components. Please note, you can add more to the page to enhance it so that it will meet the needs of your class. Even if you do so, we ask that these five elements be incorporated in your page. We ask you to title them as follows:

1. FYI:
2. Classwork / Homework
3. Resources and Handouts
4. Class Information
5. Submit Assignments

Ideally, we would like pages to have a similar feel. For those who may be just starting out, this is what the new layout should look like:

A few component boxes have been moved from their original positions. This can be done by left clicking on the component while in Edit mode and dragging it to the desired location. You will see an outline of the component move with your cursor as you drag it around the screen.

Here is an explanation of each of the modified components:

This is the Banner. You can change the name by double clicking on the word, "Banner" and then typing in the new name. Please change this to say "FYI". After the FYI you may add anything you like, "FYI: General Announcements" or "FYI: Class Announcements". Information here may be static (doesn't change once you add it in) or dynamic (changes as you want to highlight new information for your students).

This is the Blog. You can change the name by double clicking on the word, "Blog" and then typing in the new name. Please change this to say "Classwork/Homework". This will provide users with a consistent place to find out new and past assignments. In this section, we ask that you post (at minimum weekly) work that students are responsible for. This way, it is annotated with the date of when things happen in class and users will have a record of that information to refer back to.

This is the Group Resources. You can change the name by double clicking on the words, "Group Resources" and then typing in the new name. Please change this to say "Resources and Handouts". This will provide users with a consistent place to download worksheets, presentations, web resources, rubrics, or other information that you may have for students. At a minimum, we ask that you please post your syllabus and competencies for the class to this section. Resources should be grouped by topics or units into subfolders to help keep this area organized and simple to use.