

Computer Skills

Learning Resource Management System

Teachers' Administration

Instructions Manual



For each teacher using the program please print a hard copy of this document and place it into a 'plastic-sleeve' folder as a Setup and Instructions Manual.

This manual can also be accessed online from any one of your Teachers Administration Pages by clicking the Help Icon **Help?**

If you are starting from scratch just follow the Quick Summary Guide. If you need any further guidance, follow each step as it is laid out in the manual.

[VIEW INDEX](#)

[PRINT MANUAL](#)

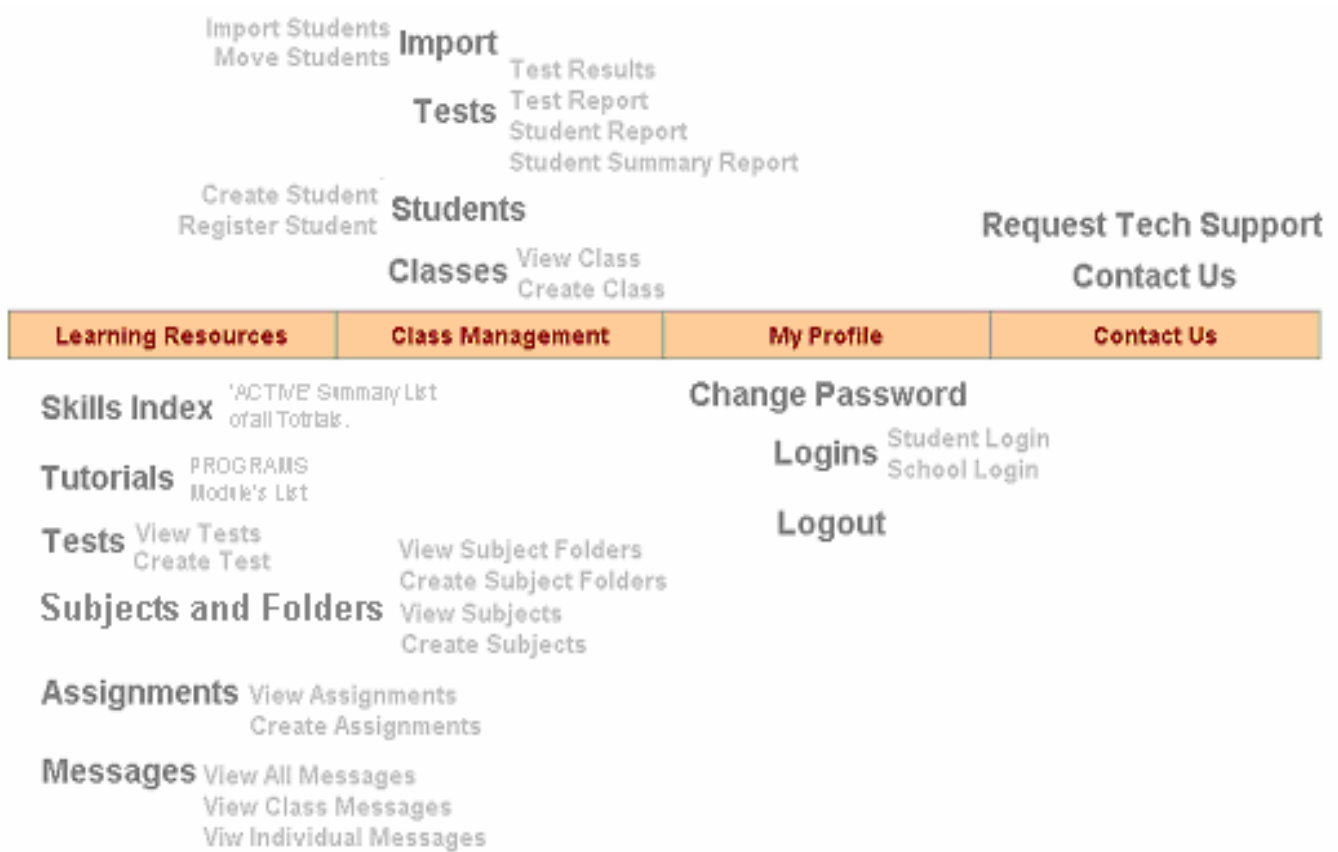


TEACHERS' SITE - MANUAL INDEX

Site Map + Quick-Start Instructions

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[Teacher Administration - QUICK START GUIDE](#)

Each teacher should allow ten to fifteen minutes to complete their setting-up process.

Log on to our website www.thecomputerschool.net

Click the Teachers link ... Enter your **teacher's** username and password.

STEP 1. Teacher's Administration - Creating Subjects and Subject Folders

Log into – Teachers link -> go to – Learning Resources -> Subjects and Folders -> Create your Subject Folder -> Enter a name for your folder, then click Create. Now create your Subject (Step 1-Step 2), then click Create.

Teacher's Administration - Create your Class

Log into – Teachers link -> Teacher Management -> Classes -> Create Class -> Enter class name.

STEP 2. Teacher's Administration - Creating Students

Log into – Teachers link -> Class Management -> Students -> Create Student -> Enter details for a student.

Students can be created initially in the School Administration area individually, or imported as an Excel CSV file.

STEPS Teacher's Administration –

3, 4 & 5. Registration of Students and Assigning Tutorials and Tests to your Class.

- Go to -> Class Management -> Students -> Register Students.
- Select a class from the drop down menu.
- Hold down the Ctrl Key and click the students that belong to your class.
- Go to Learning Resources -> Tutorials -> View All Modules.
- Ensure you have your correct Class number/name showing in the Class Box.
- Go to the Assign column and 'tick' the boxes beside each Tutorials you want to assign to your class, then click the Assign button at the bottom.
- Go to Learning Resources -> Tests -> click on View Tests.
- Select Tests by ticking the box in the Add column and then click the Assign Button. You have now assigned your Test/s to your Class. These assigned tests will now be available to your students through the Student's Administration area of the Website.

You are now ready to use the system.



Windows Vista

- 1 How do I start using Windows Vista
- 2 How do I use My Computer
- 3 How do I work with Windows
- 4 How do I use the Start menu
- 5 How do I use Windows Explorer
- 6 How do I personalise My Desktop
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- 10 How do I work with Microsoft Paint
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- 1 How do I use Word (2007)
- 2 How do I work with a Word Document
- 3 How do I Edit a Document
- 4 How do I Find and Replace Text
- 5 How do I change the Text Appearance
- 6 How do I Format Paragraphs
- 7 How do I use Bullets and Numbers
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- 12 How do I apply Borders and Shading
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- 16 How do I Check Spelling and Grammar
- 17 How do I Insert Hyperlinks and Bookmarks
- 18 How do I use WordArt
- 19 How do I Print a Document
- 20 How do I Create a Document Template
- 21 How do I use Ribbons
- 22 How do I use Ribbons with a Keyboard
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- 2 How do I work with Dreamweaver Documents
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- 6 How do I use the Insert Bar
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- 8 How do I customise the Workspaces
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- 18 How do I Work with Frames using HTML
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- 3 How do I Import Video, Images and Audio
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- 8 How do I Work with Movie Titles and Credits
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- 2 How do I compose and attach a file
- 3 How do I set up a Web based e-mail account



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- 2 How do I format text and insert image



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- 5 AutoContent Wizard
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- 3 Customise Toolbars
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MS Word 2003

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- 4 Defining data types, deleting columns and saving a database
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- 53 Create a Hyperlink
- 54 Email a Workbook or Worksheet

CREATING SUBJECT FOLDERS and SUBJECTS

On the toolbar,
go to Learning Resources - > Subjects and Folders
then click Create Subject Folders

Enter a Subject Folder Name in the box provided
then click Create. (E.g. ICT Grade 9)

A green box will then appear if your subject folder
was created correctly. If it wasn't, a red box will
appear letting you know it was unsuccessful.

N.B. You must first create a Subject Folder before
creating your subjects. As you'll see below, when
you do create your subjects, you'll then assign
them to a subject folder.

CREATING SUBJECTS

On the toolbar,
go to Learning Resources - > Subjects and Folders
then click Create Subjects

Step 1.

Enter your Subject Name in the box provided then
click Create.

Step 2.

Simply select which Subject Folder you want to
assign your subject to from the drop-down menu.
Then click Assign.

A green box will then appear if your subject was
successfully assigned to your selected subject
folder. If it wasn't, a red box will appear letting you
know it was unsuccessful.

CREATING CLASSES

On the toolbar,
go to Class Management - > Classes
then click Create Class

Enter your class name in the box provided then
click Create.

A green box will then appear if your class was
created correctly. If it wasn't, a red box will
appear letting you know it was unsuccessful.

Create Subject Folders

Choose a Folder Name

Folder Name:

Create Subjects

Step 1 - Step 2

Choose a Subject Name

Subject Name:

Create Subjects

Step 1 - Step 2

Assign to a Subject Folder

Subject Folder:

Create Class

Class Name:

Teacher Administration 2. Creating and Uploading Students

CREATING STUDENTS

(Individually)

On The toolbar,
go to **Class Management - > Students - > Create Student**

Enter student details in the form provided and click **Create**. Again, a green box will appear if your student was created correctly. If they weren't, a red box will appear letting you know it was unsuccessful.

Create Student

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Username:	<input type="text"/>
Password:	<input type="text"/>

* please enter a unique username.

Create

CREATING STUDENTS

(Uploading from a CSV file)

On The toolbar,
go to **Class Management - > Import - > Import Students**

Before you commence using our upload facility click the [CSV Format Link](#) to ensure your Excel file has been created in the correct format. When it has, and you have saved the file onto your computer, you will then be ready to upload your students' list.

Import Student

Enter CSV File : Browse... [CSV Format](#)

Class Name :

Unregistered
 New Class

Import

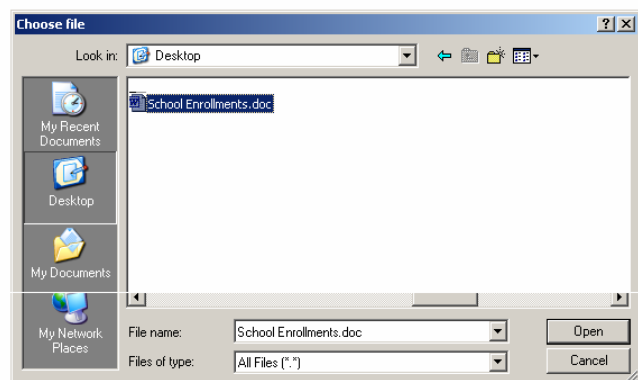
[Close Window](#)

When you are ready, click the **Browse** link and locate your saved file – highlight it and click **Open**.

Your file name will now appear in the box to the right of the **Browse** link.

Simply highlight the CSV File, click **Open** and then click **Import**. Your entire list will then be uploaded into your selected class.

You can also create a new class to upload your CSV to. Just tick the box beside **New Class** and enter the name of your new class in the box provided.



Teacher Administration 3. Registering Students

REGISTERING STUDENTS

Now that you have created your Students, you need to register them.

On the toolbar, go to **Class Management - > Students** and click **Register Students**

Step 1.

Select a class from the drop-down menu to register your students into then click next.

Register Students

Step 1 - Step 2

Select Class

Class:

Step 2.

Select as many students as you like by simply holding the **Ctrl** Key while clicking once on each student you want in that particular class.

Then click the **Register** button. You have now registered those students in to your class

Register Students

Step 1 - Step 2

Select Students

Student Name:

- Clarke Adam
- Close Ruth
- collins jan
- Culbert Helen
- Dan Frew
- Danson Ann
- Daugherty Kim

Teacher Administration 4. Assigning Tutorials

ASSIGNING TUTORIALS:

[View All Modules](#)

On the toolbar, go to Learning Resources then click Tutorials.

The tutorials index page will then appear.

From here you can either select any individual program by simply clicking on the one you want, or click the [View All Modules](#) link to see all tutorials.

N.B. This page will take a minute or two to open because of the total size of each of the modules.

Click on the View All Modules link – when the page opens, select the correct class you want to assign your tutorials to, from the class drop-down menu. (You will have to wait another minute while the program loads your class details).

The View Module navigation bar (to the left) will take you directly to any one of those listed modules.

New Tutorials

- Microsoft Word 2007 *New
- Photoshop CS3 *New
- Movie Maker (Vista) *New
- Dreamweaver CS3 *New
- Publisher 2007 *New
- Windows Vista *New

Other Tutorials

- Computer Basics
- Keyboard Shortcuts
- Internet
- Internet Research
- Internet Safety
- Email
- MS Word 2003
- MS Excel 2003
- MS PowerPoint 2003
- Access
- Web Design
- FrontPage
- eCommerce

View Type
All Modules
Assigned Modules
View Module
Computer Basics
Keyboard Shortcuts
Internet
Internet Research
Internet Safety
Email
MS Word 2003
MS Excel 2003
MS PowerPoint 2003
Access
Web Design
FrontPage
eCommerce
Microsoft Word 2007
Photoshop CS3
Movie Maker (Vista)
Dreamweaver CS3
Publisher 2007
Windows Vista

Class:

Assigned	Number	Computer Basics	Date Assigned
<input type="checkbox"/>	1	Overview	
<input type="checkbox"/>	2	Before You Start	
<input type="checkbox"/>	3	What is a Computer?	
<input type="checkbox"/>	4	Peripherals: Mouse and Keyboards	
<input type="checkbox"/>	5	Windows Desktop & Taskbar	
<input type="checkbox"/>	6	Menus	
<input type="checkbox"/>	7	Opening Programs & Manipulating Windows	
<input type="checkbox"/>	8	Save & Retrieve Files	
<input type="checkbox"/>	9	Delete & Restore Files	

[Assign Tutorials](#)

Assigned	Number	Keyboard Shortcuts	Date Assigned
<input checked="" type="checkbox"/>	1	Use Windows Keyboard Shortcuts	20-Sep-07
<input checked="" type="checkbox"/>	2	Use Mac Keyboard Shortcuts	20-Sep-07

[Assign Tutorials](#)

Assigned	Number	Internet	Date Assigned
<input checked="" type="checkbox"/>	1	Overview	22-Aug-07
<input checked="" type="checkbox"/>	2	Internet Explorer	23-Aug-07
<input checked="" type="checkbox"/>	3	Internet Explorer Toolbar	24-Aug-07
<input type="checkbox"/>	4	Search Engines	

Assign Tutorials by ticking the box in the Assigned Column next to the tutorial you want use. Then click Assign Tutorial.

You then will have instantly sent all ticked tutorials to every student in the class.

Your Tutorials will then change from black to red indicating they have been assigned to that class.

The Date Assigned will also appear to the right of the tutorial.

Select the tests you want to assign by ticking the box in the Add Column - then click the Assign button.

While you can view each tutorial from here by simply clicking on the tutorial name itself, we recommend viewing of all tutorials from our Skills Index Page. It operates much faster for viewing.

ASSIGNING TESTS

On the toolbar,
go to Learning Resources - > Tests then click on View Tests. Select the class you want to assign your tests to from the class drop-down menu. Select the tests you want to assign by ticking the box in the Add Column. Then click the Assign button. Your selected test will then instantly be sent to every registered student in that class.

To remove a test from a class ...

Select the test you want removed by ticking the box in the Remove Column then click the Assign button.

Learning Resources
Class Management
My Profile
Contact Us

Tests Class:

Tests

Assign

S/N	Assigned	Add	Remove	Test	Version	Edit	Delete	Assign to Subject	Print
1	✓	<input type="checkbox"/>	<input type="checkbox"/>	demo	844			<input type="text" value="None"/>	
2	✓	<input type="checkbox"/>	<input type="checkbox"/>	Spreadsheets	842			<input type="text" value="None"/>	
3	✓	<input type="checkbox"/>	<input type="checkbox"/>	Test 1	838			<input type="text" value="None"/>	
4	✓	<input type="checkbox"/>	<input type="checkbox"/>	Test 1	836			<input type="text" value="None"/>	
5	✓	<input type="checkbox"/>	<input type="checkbox"/>	Assessment Test 1 (Part1)	679			<input type="text" value="Computer Educ"/>	
6	✓	<input type="checkbox"/>	<input type="checkbox"/>	Assessment Test 1 (Part2)	688			<input type="text" value="None"/>	
7	✓	<input type="checkbox"/>	<input type="checkbox"/>	Assessment Test 2 (Part1)	784			<input type="text" value="None"/>	
8	✓	<input type="checkbox"/>	<input type="checkbox"/>	Assessment Test 2 (Part2)	675			<input type="text" value="None"/>	
9	✗	<input type="checkbox"/>	<input type="checkbox"/>	Computer Basics	678			<input type="text" value="Computing"/>	
10	✗	<input type="checkbox"/>	<input type="checkbox"/>	Internet	684			<input type="text" value="None"/>	
11	✗	<input type="checkbox"/>	<input type="checkbox"/>	Internet Research	528			<input type="text" value="None"/>	

Each test can be printed with all of the correct answers. It will also display as a percentage all students' results for each answer option, for both the class and for all students at the school who have sat that particular test. These results can also be viewed by clicking on the test name itself.

Tests can be assigned to subjects or subject folders from a drop-down menu.

MONITORING STUDENT'S PROGRESS

On the toolbar,
Go to Class Management > Tests > then click Test Results. Select your class from the drop-menu box.

Results Class: 5H Help ?

COMPLETED ASSESSMENTS

S/N	Last Name	First Name	Assessment Test 1 (Part2)	Assessment Test 2 (Part1)	Computer Basics	Excel 3	Access	Web Design	FrontPage	eCommerce - Overview	eCommerce - Sites
1	ONE	DAVID	C:58% A:86%	C:50% A:100%	C:90% A:100%	C:50% A:100%		C:40% A:100%	C:0% A:20%	C:44% A:90%	C:60% A:100%

C = Correct
A = Attempted

Teachers are able to view all of their student's results from this one page as each student progresses through their assessment tests.


Scores are displayed in a percentage format showing: how much of that test the student has Attempted (A) and how much of what they have attempted, is Correct (C). If you click on the Correct Score (C) of any student's test result, this will instantly display for the teacher, the entire content of that student's test, with correct and incorrect answers for what they have attempted. Teachers also have the option for students to redo their tests if they're not satisfied with their results. (As seen below)

DAVID ONE

Excel 3

This student has attempted **100%** of questions with a score of **50%** correct


Correct answers to questions are marked with a ✓.
Incorrect choices are marked with a ✗.

Q:1 In Excel a formula 

calculates the sum of values
 calculates values by using different operators

Q:2 When you change the values in a cell, Excel will

automatically recalculate those values and then put the result into a different cell
 automatically recalculate those values and then put the result into the cell containing the formula
 automatically recalculate formulas and then put the result into the cell below
 all of these

Q:3 A constant can be 

a number
 some text
 a formula
 all of these

MESSAGING STUDENTS

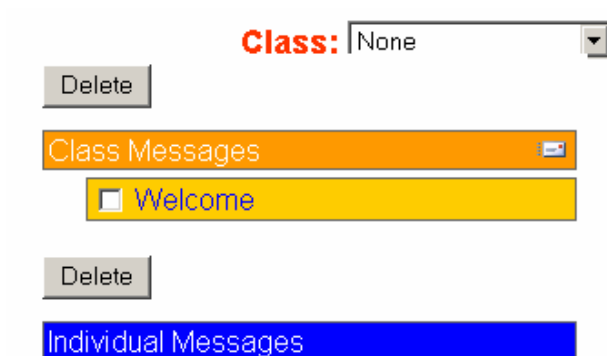
STEP 1.

On the toolbar,
go to Learning Resources
> Messages then click View all Messages.

Select your class from the drop-down menu.
Then click the small white envelope on the right
hand side of the orange Class Messages box to
Post Message to the entire class.


* Messages can be deleted by ticking the box
to the left of the message, then click Delete.

* Messages can posted to individual students.



Class:

Delete

Class Messages 

Welcome

Delete

Individual Messages

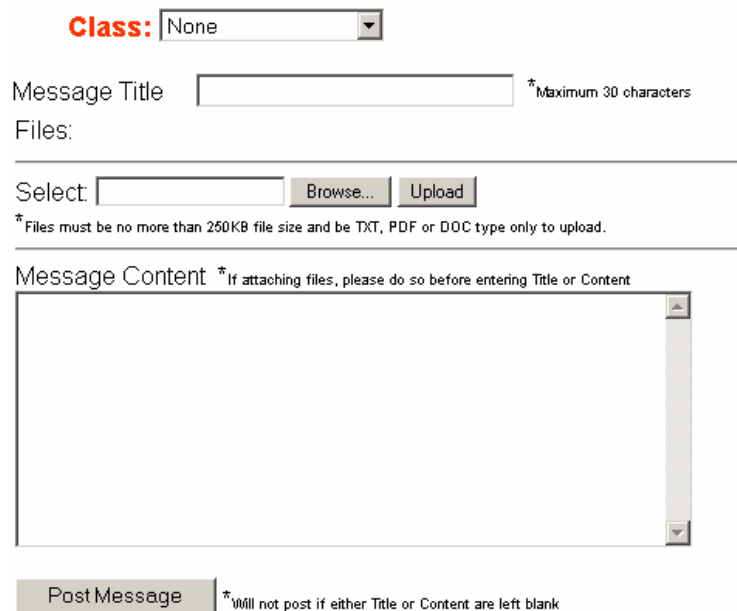
STEP 2.

When the Message Box appears:

1. If you want to upload a file click the Browse link to find the file you want to upload, then click the Upload link. (PDF, txt, or .doc files only). You are now ready to complete the Message Form.
2. Both the Message Title and Message Content boxes MUST be filled in otherwise your message will not be sent.
3. When you have finished, click Post Message and your message will be sent to the entire class (or to individual students).

The Message Box will clear itself ready for your next message. If you have finished, use the toolbar to navigate to another part of the site.

Your Message Title will be displayed under Class Messages, or Individual Messages, depending on which message you sent.



Class:

Message Title *Maximum 30 characters

Files:

Select:

*Files must be no more than 250KB file size and be TXT, PDF or DOC type only to upload.

Message Content *if attaching files, please do so before entering Title or Content

*Will not post if either Title or Content are left blank

Teacher Administration 8. Student, Class and Test Reports

REPORTS

STEP 1.

On the toolbar, go to **Class Management**, scroll down to **Tests** then click on **Student Summary Report**. Then select the class for the report and click **OK**.

STEP 2.

Highlight the tests you want to run a report on and click Run Report.

N.B. Hold down the Ctrl Key and click on the test name for multiple test reports.

Please allow a few minutes for this information to be downloaded. A PDF will then appear with your report ready for printing.

There are three different types of reports available to you.

1. **Student Summary Report** – This is the example we have just done above. This displays the results of each selected test, for each selected class.
2. **Test Report** – will display each of the tests you select, with the results of each student for that test.
3. **Student Report** – will display individual reports for each student for each of your selected tests.

Reports

Run Student Summary Report

Please choose the Class:

Reports

Run Student Summary Report

Please select one or more tests for this report by pressing the Ctrl Key and "clicking" on the desired tests you want to print.

Assessment Test 1 (Part1)
 Assessment Test 1 (Part2)

Test Name: Assessment Test 1 (Part1)
Class: 5H

Student Name	%Score
Aaron Adams	58
Andrew Goldie	N/A
Danielle Walker	73
DAVID ONE	42
Jim M	62
Josh Synaphet	N/A
Tricia Fox	58
White Peter	N/A

CREATING TESTS

Any teacher from any subject can create their own self-marking multiple-choice tests.
On the toolbar,
go to Learning Resources > Tests, click Create Test then simply follow the prompts

STEP 1.

Create a new test OR a new version of an existing test

Tick the correct box and click Next.

Create Test

[Step 1](#) - [Step 2](#) - [Step 3](#) - [Step 4](#) - [Step 5](#)

[Create a new test OR a new version of an existing test](#)

- New Test
 New Version

STEP 2.

Choose a Test Name

Type in your Test Name & then click the Next link.

Create Test

Step 1 - [Step 2](#) - [Step 3](#) - [Step 4](#) - [Step 5](#)

[Choose a Test Name](#)

Test Name:

STEP 3.

Assign to a Subject

Choose from the drop-down menu which subject to assign your test to.

Then click the Next link.

Create Test

Step 1 - [Step 2](#) - [Step 3](#) - [Step 4](#) - [Step 5](#)

[Assign to a Subject](#)

Subject Name:

STEP 4.

Allocate a Time Period

for students to complete their test in

Then click the Next link.

Create Test

Step 1 - Step 2 - Step 3 - **Step 4** - Step 5

Allocate a Time Period

Time Period :

STEP 5.

This is the area where you now start to create your test.

If you want to upload an image with a question you must do this before you start typing your question

Click Browse, locate your image, then click Open and then the Upload Image link.

Type in your question. (As short or as long as you like).

Now type in your Answer Options (more answer options can be added by clicking New Options). Each answer can also be as short or as long as you like.

Question 1

Step 1 - Step 2 - Step 3 - Step 4 - **Step 5**

Number	Question
1	<input type="text"/>

Image

Select Image:

*Images must be no more than 100KB file size, 640x480 resolution and be GIF, JPG or PNG type only to upload.

Delete	Label	Correct	Option
<input type="checkbox"/>	A	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/>	B	<input type="radio"/>	<input type="text"/>

In the correct column, tick the correct answer. Once you have finished your question either click New Question – to create a new question, or click the Save and Finish link to complete your test.

CREATING ASSIGNMENTS

STEP 1.

Before you use this feature, create your Assignment/s and save them on to your Computer.

Assignments can only be uploaded in a .doc or PDF format. (max. file size 250kb)

On the toolbar, go to Learning Resources - > click on Assignments then click Create Assignment.

Find and upload files

Click the Browse link and locate your saved assignment on your computer. Highlight it and click Open, then click Upload.

STEP 2.

Uploaded Files

This page lists your uploaded file(s). If you want to upload another file click Yes, otherwise click No to move on to Step 3.

STEP 3.

Choose Assignment Name

Types in your assignment name in the box provided, then click Next.

STEP 4.

Type Instructions

Type in your assignment instructions in the box provided. Give your students very clear and precise details on what you expect them to do with this assignment. (Activities, tests, completion times etc).

When you have finished typing your instructions ... click Next.

STEP 5.

Assign to a Subject

From the drop-down menu, select the subject to assign your assignment to. Then click Create.

N.B. Subjects and Subject Folders must be created first.

Create Assignment

Step 1 - Step 2 - Step 3 - Step 4 - Step 5

Find and upload files

Browse for file:

Create Assignment

Step 1 - Step 2 - Step 3 - Step 4 - Step 5

Uploaded Files

History Assignment 1.doc

Would you like to upload another file?

Create Assignment

Step 1 - Step 2 - Step 3 - Step 4 - Step 5

Choose Assignment Name

Assignment Name:

Create Assignment

Step 1 - Step 2 - Step 3 - Step 4 - Step 5

Type Instructions

Create Assignment

Step 1 - Step 2 - Step 3 - Step 4 - Step 5

Assign to a Subject

Subject Name: